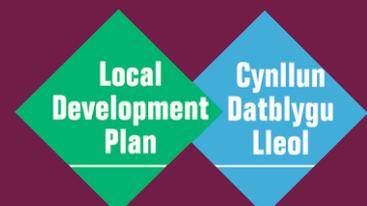


# Travel Plan



## Supplementary Planning Guidance

July 2018





## Contents

1.	Introduction.....	1
2.	Purpose of the Supplementary Planning Guidance.....	2
3.	Status of the Guidance .....	3
4.	Legislative and Policy Context.....	4
5.	What is a Travel Plan? .....	9
6.	Types of Travel Plan.....	11
7.	When will a Travel Plan be required? .....	14
8.	What are the benefits of a travel Plan?.....	16
9.	Transport Assessments and Travel Plans .....	18
10.	Travel Plans and the Planning Application Process .....	20
11.	Travel Plan Structure and Contents .....	22
12.	Further Advice and Contacts .....	32
13.	Further guidance and information.....	34
14.	Appendices.....	35
14.1.	Appendix 1: Relevant Local Development Plan Objectives and Policies .	35
14.2.	Appendix 2: Sample Staff and Residential Travel Plan Questionnaires...	39
14.3.	Appendix 3: Travel Plan measures for different transport modes .....	43
14.4.	Appendix 4: Responsibilities of a Travel Plan Coordinator .....	46
14.5.	Appendix 5: Examples of Travel plan Action Points.....	48
14.6.	Appendix 6: Examples of Residential Route Maps .....	50

## Tables

Table 1: Travel Plan Thresholds .....	14
---------------------------------------	----

## Figures

Figure 1: Sustainable Travel Hierarchy .....	10
Figure 2: General Measures for travel plans .....	27

# 1. Introduction

- 1.1. The location, size and nature of a new development can have a direct influence on the mode of travel that residents, employees and visitors will use to travel to and from a site. Without positive intervention and encouragement at an early stage, it is likely that the majority of people will rely heavily on the use of private vehicles to travel to and from the development. Moreover, it is recognised that individuals are more likely to change their travel habits when they are making a significant change to their lifestyle such as starting a new job or moving home. Such lifestyle changes can therefore provide a prime opportunity to encourage people to change their travel habits.
- 1.2. Travel plans can offer numerous benefits not only to employers and employees or new residents, but also to the surrounding community in which the new development will be sited. The sustainable travel initiatives within a travel plan can be economically beneficial for an organisation or individuals and can also relieve local parking and congestion issues, contribute to improved local air quality, foster healthier lifestyles and help support public transport within an area.
- 1.3. In recent years, the requirement to produce travel plans to accompany new major development proposals has increased. Travel plans are recognised by the Welsh Government as an important way of achieving both environmental, transport and lifestyle improvements and are often secured through planning conditions and in some cases planning obligations attached to planning permission.
- 1.4. The benefits of travel plans are therefore widely accepted. The Council wishes to ensure that development proposals (and where appropriate changes of use) that are likely to generate significant travel movements are accompanied by travel plans in order to reduce their impact on the surrounding community and encourage sustainable travel.

## **2. Purpose of the Supplementary Planning Guidance**

2.1. This Supplementary Planning Guidance (SPG) has been produced to support and add detail to the Vale of Glamorgan adopted Local Development Plan 2011-2026 (LDP). A number of LDP policies recognise the need for new development to promote sustainable transport and ensure that new development is accessible by sustainable modes of transport. In particular Policy MD2 (Design of New Development) requires development to provide safe and accessible environments for all users giving priority to pedestrians, cyclists and public transport users. The supporting text to the policy promotes the adoption of travel plans for development proposals likely to generate significant transport trips. This SPG has therefore been prepared to provide guidance to applicants on the production and implementation of travel plans associated with new major development proposals.

2.2. Specifically, it provides guidance on:

- The Council's requirements for Travel Plans and when travel plans will be required;
- The role of Travel Plans in reducing the reliance on the private car and encouraging the use of more sustainable modes of transport;
- Different types of Travel Plans;
- What a Travel Plan should include;
- The benefits of Travel Plans and
- How Travel Plans should be monitored.

2.3. It is not intended to repeat guidance covered sufficiently within legislation and national policy. However, the key parts of relevant Acts and national planning policy are referred to in the SPG for ease of reference.

### **3. Status of the Guidance**

- 3.1. Draft guidance was approved for public consultation on the 30th April 2018 and the Council undertook a six week consultation exercise between Tuesday 8th May 2018 and Tuesday 19th June 2018. This SPG was approved as a draft for public consultation on the 30th April 2018 with the relevant documentation being made available at the main Council Offices and on the Council's web site. The Council considered the representations received during the consultation exercise before finalising this document which was approved by Cabinet on the 30th July 2018. This guidance will now be a material consideration in relevant planning decisions.
  
- 3.2. Planning Policy Wales (PPW) Edition 9 (November 2016) advises that SPG may be taken into account as a material consideration where it has been prepared in consultation with the general public and interested parties and is consistent with the development plan. Once adopted, the SPG will be a material consideration in the determination of future planning applications and appeals in the Vale of Glamorgan.

## 4. Legislative and Policy Context

### 4.1. National Legislation

- 4.1.1. **The Planning (Wales) Act 2015** - seeks to deliver a planning system which is fair, resilient, enables development and helps create sustainable places.
- 4.1.2. **Well-Being of Future Generations (Wales) Act 2015** - seeks to improve the social, economic, environmental and cultural well-being of Wales. It contains seven well-being goals which local authorities as well as other public bodies must seek to achieve in order to improve well-being both now and in the future several of which support this SPG's promotion of sustainable travel.
- 4.1.3. **Active Travel (Wales) Act 2013** - seeks to make it easier for people to walk and cycle in Wales. The Act makes it a legal requirement for local authorities in Wales to map and plan for suitable routes for active travel, and to build and improve their infrastructure for walking and cycling every year. It creates new duties for highways authorities to consider the needs of walkers and cyclists and make better provision for them. It also requires both the Welsh Government and local authorities to promote walking and cycling as a mode of transport.
- 4.1.4. By connecting key sites such as workplaces, hospitals, schools and shopping areas with active travel routes, the Act will encourage people to rely less on their cars when making short journeys and make implementing successful Travel Plans easier.
- 4.1.5. Design Guidance, Active Travel (Wales) Act 2013 (published December 2014) This document is statutory guidance published by the Welsh Government under powers granted to Welsh Ministers under the Active Travel (Wales) Act 2013. The Guidance provides advice on the planning, design, construction and maintenance of active travel networks and infrastructure, and is to be used at all stages of the process.

### 4.2. National Policy

- 4.2.1. **Planning Policy Wales Edition 9 (November 2016)** - PPW sets out when Transport Assessments (TA) are likely to be required for new development proposals and recognises they are an important mechanism for establishing the likely impacts of a proposed development or redevelopment on the local highway network as well as providing the basis for negotiation on scheme details, including the level of parking, and

measures to improve walking, cycling and public transport and providing the basis for the preparation of Travel Plans.

- 4.2.2. Paragraph 8.7.1 states: *“When determining a planning application for development that has transport implications, local planning authorities should take into account: the impacts of the proposed development on travel demand; the level and nature of public transport provision; accessibility by a range of different transport modes; **the opportunities to promote active travel journeys, and secure new and improved active travel routes and related facilities**, in accordance with the provisions of the Active Travel (Wales) Act 2013; the willingness of a developer to promote travel by walking, cycling or public transport, or to provide infrastructure or measures to manage traffic, to overcome transport objections to the proposed development (payment for such measures will not, however, justify granting planning permission to a development for which it would not otherwise be granted); the environmental impact of both transport infrastructure and the traffic generated (with a particular emphasis on minimising the causes of climate change associated with transport); and the effects on the safety and convenience of other users of the transport network.”*
- 4.2.3. Paragraph 8.7.5 states: *“Where necessary, planning conditions may legitimately be imposed on the grant of planning permission to secure on-site transport measures and facilities as part of the proposed development. Planning obligations may also be used in appropriate circumstances to secure off-site improvements in walking, cycling and public transport, where such measures would be likely to influence travel patterns to the site involved.”* (the Planning Obligations SPG contains more information on the Council’s requirements for sustainable transport facilities).
- 4.2.4. **Technical Advice Note 18: Transportation (2007)** – TAN 18 supplements PPW and provides additional guidance on achieving a sustainable and integrated land use planning and transport system. TAN 18 encourages the preparation and submission of travel plans as a part of the Transport Implementation Strategy (TIS) alongside planning applications for development that will have significant transport implications. The Welsh Government promotes the widespread adoption of travel plans by businesses, schools, hospitals, tourist attractions, major residential developments and other significant travel-generating uses.
- 4.2.5. The TAN provides guidance on how and when a travel plan should be prepared during the planning process and reiterates the importance of travel plans as a mechanism for raising awareness of sustainable travel

outside of this process. However, the TAN clearly states that the weight to be attached to a travel plan when determining a planning application will depend upon the extent to which it (or parts of it) can be secured through a planning condition or obligation and the extent to which it reflects the acceptability of the proposed development. Development that is unacceptable should never be permitted because of the existence of a travel plan if the implementation of that plan cannot be enforced.

- 4.2.6. The TAN confirms that planning conditions can legitimately be imposed on the grant of planning permission to secure transport measures and facilities as part of a proposed development and many conditions could be used to expedite measures contained within a travel plan.

### **4.3. Local Policy Context**

- 4.3.1. **Vale of Glamorgan Local Development Plan 2011 - 2026 (LDP)** - The LDP constitutes the adopted development plan for the area. The LDP holds the principles of sustainability at its heart and contains a number of objectives (1, 2 and 3) which seek to promote sustainable communities, reduce the impact of climate change and promote access to sustainable forms of transport. These objectives together with the other relevant policies referred to below can be viewed in Appendix 1.

- 4.3.2. In order to support the objectives of the LDP, there are a number of strategic policies, and managing development policies which are relevant to travel plans. These include:

- **Policy SP1 – Delivering the Strategy** – This policy sets out the framework for delivering the LDP strategy and criterion 4 seeks to promote sustainable transport.
- **Policy SP7 – Transportation** – This policy sets out the Council's commitment to the promotion of sustainable transport and states that priority will be given to schemes that improve highway safety and public transport, walking and cycling.
- **Policy MD1 – Location of New Development** – This policy sets out the framework for future development to take place on unallocated sites within the Vale of Glamorgan. It seeks to ensure that new development should be accessible by or promote the use of sustainable modes of transport (criterion 5 refers).
- **Policy MD2 - Design of New Development** – This policy sets out the key principles for new developments in respect of design, to create

high quality, healthy, sustainable and locally distinct places. Proposals should provide safe and accessible environments for all users giving priority to pedestrians, cyclists and public transport users. The supporting text to the policy promotes the adoption of travel plans for development proposals likely to generate significant transport trips. It states that the need for a travel plan will be identified early on as part of the pre-application process or scoping discussions with the Council.

- **Policy MD4 – Community Infrastructure and Planning Obligations**  
– where appropriate and having regard to development viability, this policy seeks to ensure that developments provide new or improved community infrastructure, facilities and services including transport infrastructure and services for pedestrians, cyclists and public transport users.

4.3.3. The LDP also includes relevant local indicators (3.2 and 3.3 refer) within the Monitoring Framework under *‘Objective 3: To reduce the need for Vale of Glamorgan residents to travel to meet their daily needs and enabling them greater access to sustainable forms of transport’*.

4.3.4. **The Local Transport Plan 2015 – 2030 (LTP)** - The LTP sets the transport agenda for the Vale of Glamorgan, by identifying the sustainable transport measures required for the period 2015 to 2020 as well as looking forward to 2030. The LTP seeks ways to secure better conditions for pedestrians, cyclists and public transport users and to encourage a change in travel choices away from the single occupancy car. The LTP also seeks to tackle traffic congestion by securing improvements to the strategic highway corridors for commuters who may need to travel by car as well as providing better infrastructure for freight. It also addresses the key road safety priorities for the Vale.

#### **4.4. Supplementary Planning Guidance**

4.4.1. **Planning Obligations SPG** – The Planning Obligations SPG, adopted in July 2017, provides clarification of where, what, when and how planning obligations will be sought, in order to assist the Council in creating sustainable communities that provide social, economic, and environmental benefits. This guidance offers advice on planning obligations in support of the policies in the Vale of Glamorgan LDP, including planning obligation requirements for sustainable transport facilities that will assist in delivering successful Travel Plans.

4.4.2. **Parking Standards SPG** – This SPG sets out the Council's parking standards and explains the planning policy for parking requirements for new developments or change of use.

## **5. What is a Travel Plan?**

- 5.1. A travel plan is a document setting out a package of measures, initiatives and targets aimed at reducing single-occupancy car use and promoting more sustainable travel choices. They are either promoted voluntarily by the developer or more usually secured through planning conditions or planning obligations. They aim to reduce the impact of travel and transport on the environment. Where possible, to be most effective travel plans should be prepared in parallel with development proposals and readily integrated into the design and occupation of the new site rather than seeking to retrofit them following occupation.
- 5.2. Travel plans should address all of the journeys to and from a site by anyone that might need to visit, work or live there. Travel plans should be based on evidence of the anticipated transport impacts of a development usually established through a Transport Assessment (see Technical Advice Note 18 for further guidance on Transport Assessments). They should establish realistic and site-specific bespoke measures which seek to promote and encourage the use of sustainable travel to and from the site.
- 5.3. For development where the end user is unknown, an outline travel plan (see paragraph 6.2 below) will be required which should be based on survey data from similar types of developments in comparable locations. However, once the final end user has been determined a full travel plan (see paragraph 6.3 below) must be produced as it is important that travel options are available to future site users prior to occupation and before travel patterns are established. Full travel plan surveys of the new development should be undertaken as soon as possible, usually within six months, following beneficial occupation of the development in order to enable the setting of firm and relevant targets.
- 5.4. The primary objective of a travel plan is to provide incentives and/or disincentives to the end users of a development to reduce their reliance on private vehicles as their primary mode of travel. A successful travel plan should encourage the take up of more sustainable modes of transport such as walking, cycling, public transport or car sharing or indeed remove the need to travel all together.

**Figure 1: Sustainable Travel Hierarchy**



5.5. Although a travel plan is likely to be required in conjunction with a planning application, it will need to be flexible and dynamic enough to take account of the evolving requirements and circumstances of the individual development to which it applies and should be reviewed and updated on a regular basis.

## **6. Types of Travel Plan**

6.1.1. Travel plans generally fall into two main categories 'destination' travel plans and 'origin' travel plans. Destination travel plans seek to increase sustainable travel to a destination such as a workplace, school, hospital, university or leisure attraction where most trips have a common purpose. Origin travel plans (residential travel plans) focus on the single origin from which journeys are made to many and varied places and for a multitude of purposes. An example of a residential travel plan site assessment and route map guide for residents is contained in Appendix 6. Travel plans may be prepared, individually or jointly, by the owners and operators of existing or proposed developments.

6.1.2. Whilst all developments requiring a travel plan will require a full travel plan at some point, there are several other types of travel plan that may be more appropriate in the initial stages of a development. The various types of travel plan are detailed below:

### **6.2. Interim or Outline travel plans**

6.2.1. Where the exact scale and division of uses is not known, such as an outline application, it may not be possible to complete a full travel plan. In such circumstances an interim travel plan may be appropriate until such time as the exact mix is known. An interim travel plan will cover all substantive elements of a full travel plan including targets relating to the various land uses, the accessibility of the site and its location etc. however some elements of the travel plan will be provisional until certain elements e.g. the final mix, are confirmed. Nevertheless, an interim plan should set out a timeframe for completion of the full travel plan once the position is apparent.

### **6.3. Full travel plans**

6.3.1. Full travel plans should be prepared for full planning applications where the proposed use and accessibility needs are known. Full travel plans may also be appropriate with outline applications where the scale of uses is known. A full travel plan should include targets and clear outcomes along with measures to ensure that these can be achieved. For some uses, e.g. schools, health centres, only a full travel plan will be suitable. Wherever possible, a full travel plan should be developed rather than an interim travel plan.

## **6.4. Framework Travel Plan**

6.4.1. In the case of large developments with multiple developers (or uses/elements), it will be appropriate to prepare an overarching framework travel plan. The framework travel plan should set out parameters and overall outcomes, targets and indicators for the entire site. Subsidiary travel plans will thereafter be required for each end occupant (or user/element). The subsidiary travel plans should comply with and be consistent with the wider targets and requirements of the framework travel plan.

## **6.5. Travel Plan Statement**

6.5.1. Small applications which fall below the thresholds set out in Table 1 may not justify a full travel plan but it may be considered appropriate for measures to be put in place to encourage sustainable travel and reduce the reliance on the private car. In such cases a travel plan statement can deal with any issues identified in the transport statement and may take the form of an action plan or a list of measures which will be promoted and/or progressed by the developer or occupier of the site e.g. the developer/occupier may be required to join a local travel forum or similar network. It is unlikely that a travel plan statement would include a commitment to formal monitoring which forms a key element of higher order travel plans.

## **6.6. Area Wide Travel Plan**

6.6.1. In some situations it is essential to consider an area wider than an individual site if the outcomes sought are to be delivered. Area wide travel plans are most commonly used as part of a development master plan for larger areas where multiple sites are under consideration. Once the development proposals are at the stage of formal submission to the Local Planning Authority it is likely that they have been sufficiently progressed to allow a full, interim or framework travel plan to have been prepared to supplement the submission.

## **6.7. School Travel Plans**

6.7.1. Schools have the capacity to generate significant levels of vehicle movements at specific times of the day and this coupled with their locations generally within centres of population, can result in adverse effects on the surrounding locality.

6.7.2. A school travel plan is a specific package of measures designed to encourage pupils, parents and staff to use sustainable modes of transport

to get to and from school. The measures utilised will vary depending on the size, nature and location of the school but will facilitate active, healthy, safe and sustainable travel to school as an alternative to the private car. While many measures will be the same or similar to those used within a business environment, others will involve different measures more suited to such an environment and the people which they are targeted at e.g. walking buses.

## **6.8. Residential Travel Plans**

- 6.8.1. A residential travel plan is a package of measures designed to reduce the number and length of car trips generated by a residential development, while also supporting more sustainable forms of travel and reducing the overall need to travel. In contrast to destination based travel plans (e.g. school / work place travel plans), a residential travel plan is concerned with journeys made from a single origin (home) to multiple and changing destinations.
- 6.8.2. As with destination travel plans, it would generally combine the 'soft' measures of promotion and awareness raising with 'hard' measures and improvements to design, infrastructure and services, both onsite and off-site. In addition, because of the many purposes of journeys from home, the residential travel plan may need to incorporate a wider range of measures to encourage more sustainable travel choices. It will need to be "fit for purpose" given the substantial variety of scale, location and type of residential development. A residential travel plan should also include targets, monitoring and management arrangements to ensure that the objectives of the travel plan are achieved and that it remains sustainable over the longer term.

## 7. When will a Travel Plan be required?

- 7.1. The Council will usually require a Travel Plan to be prepared for developments in excess of the following thresholds because these are most likely to have transport implications affecting the locality:

**Table 1: Travel Plan Thresholds**

Use	Threshold
Retail	> 1,000 m <sup>2</sup> gross floor area
Leisure facilities including hotels	> 1,000 m <sup>2</sup> gross floor area
Business	> 2,500 m <sup>2</sup> gross floor area
Industry	> 5,000 m <sup>2</sup> gross floor area
Distribution and warehousing	> 10,000 m <sup>2</sup> gross floor area
Hospitals	> 2,500 m <sup>2</sup> gross floor area
Higher and further education	> 2,500 m <sup>2</sup> gross floor area
Schools	All new schools
Stadia	> 1,500 seats
Housing	> 50 dwellings

- 7.2. It is important to note that Table 1 is not exhaustive and the Council may require the submission of a travel plan in support of planning applications which fall below the stated thresholds where their impact on the local transport network is likely to be significant or where particular local circumstances exist, such as low levels of car parking. Consideration also needs to be given to proposed extensions to existing developments and whether such extensions necessitate the production of a travel plan.

- 7.3. In considering whether a travel plan will be required for a proposed development, the Council will also consider issues such as:

- The scale of the proposed development, whether singularly or cumulatively with other developments, and its potential for additional trip generation;
- The existing transport situation within the vicinity of the proposed development and the availability of public transport; and
- The proximity of any nearby environmental designations that may be particularly susceptible to traffic impacts or sensitive areas e.g. Air Quality Management Zones.

- 7.4. The use of many developments can change over time and while the initial occupier or user of a site may have had little or no adverse impact on the surrounding area, the proposed new use could see a significant intensification of vehicles serving the development. Therefore, where planning permission is required for a change of use of a building exceeding the relevant thresholds set out at 6.1, the Council will usually require a revised travel plan or new travel plan to be prepared to take account of the alterations to the user profile and the impacts that this might have on the local transport situation.

## **8. What are the benefits of a Travel Plan?**

8.1.1. Effective travel planning can and invariably does deliver a wide range of benefits for both the developers and/or occupiers of a site, for local authorities and surrounding communities whether it is a new or an existing development.

### **8.2. For developers/employers travel plans can:**

- Reduce the cost of staff / resident car parking requirements (leasing or maintaining car parking spaces) possibly releasing floor space for other purposes.
- Reduce pressure on staff car parking so that they are available for those that actually need them.
- Reduce business fleet costs and travel expense claims.
- Reduce an organisation's carbon footprint.
- Contribute to improved delivery and customer access caused by localised traffic issues.
- Improve staff health and fitness, motivation and morale.
- Help to recruit and retain staff by making journeys to work easier and cheaper and improving the business image as a responsible employer.
- Promote good relationships with neighbouring communities and improve an organisation's image and environmental credentials.

### **8.3. For local authorities and surrounding communities travel plans can:**

- Reduce peak time congestion and improve safety of the highway network.
- Bring about local environmental improvements from reduced air pollution and noise.
- Reduce CO<sub>2</sub> emissions that contribute to environmental pollution and global warming.
- Help to reduce road casualties.
- Increase overall fitness through healthier lifestyles.
- Improve accessibility to services and a reduction in social exclusion experienced by groups/people less likely to have access to a car.
- Bring about improvements to sustainable transport facilities including public transport.

#### **8.4. For employees or users a travel plan can:**

- Provide better access / incentives to more sustainable modes of transport.
- Reduce the cost of commuting or even remove the need to own a car.
- Reduce journey times to work, leisure facilities and other destinations.
- Improve physical and mental health by providing the opportunity to build exercise and stress relief into daily life.
- Free up parking for those people that actually require the use of a vehicle.
- Provide an improved work-life balance.
- Provide benefits to people by shifting travel perks based on seniority to incentives for sustainable travel.

## **9. Transport Assessments and Travel Plans**

9.1. Transport Assessments (TA) set out the transport implications of a proposed development and provide the information necessary to assess the suitability of an application in terms of travel demand and impact.

9.2. A TA should be based on the likely trips generated by the development and include analysis of potential effects on existing movement patterns. The output of the TA process should be the production of a 'Transport Implementation Strategy' (TIS). This should set objectives and targets relating to managing travel demand for the development and set out the infrastructure, demand management measures and financial contributions necessary to achieve them. Further guidance relating to TAs and TISs can be found in Annex D of TAN 18 - Transport:

<https://gov.wales/docs/desh/publications/070301tan18en.pdf>

9.3. Travel plans are the primary outcome of the assessments and will include a package of integrated measures and initiatives designed to address the specific transport needs of the proposed development. The TA and the travel plan should be developed in parallel to ensure the local planning authority is satisfied that the measures and mechanisms included in the travel plan will achieve the necessary mitigation identified as necessary in the TA and TIS. Travel plans should relate to targets for the reduction of road traffic and the promotion of walking, cycling and public transport.

9.4. Where a travel plan is already in operation at a site, for example where there are proposals to extend or redevelop which are likely to have significant effects on the surrounding transport network, the existing travel plan should be integrated into the TA process and contribute to the baseline assessment.

9.5. Developers may voluntarily submit a travel plan with a planning application, for example to illustrate existing promotion of sustainable travel activity at the site. However, in order to determine the necessity and effectiveness of the travel plan, it is preferable that a TA is undertaken and the travel plan developed as a component of the TIS. The weight to be attached to a travel plan when determining a planning application will depend upon the extent to which it (or parts of it) can be secured through a planning condition or obligation and the extent to which it affects the acceptability of the development proposed.

9.6. Travel plans not linked to planning applications remain an important tool to raise the awareness of the impacts of travel decisions. The Welsh

Government is keen to promote the widespread adoption of travel plans by businesses, schools, hospitals, tourist attractions and other significant travel-generating uses.

## **10. Travel Plans and the Planning Application Process**

### **10.1. Pre-application**

10.1.1. The Council would usually be able to advise whether a Travel Plan is required to support a planning application as part of pre-application discussions where a developer engages in such discussions. Engaging in pre-application discussions for most development proposals is good practice and can avoid preventable delays in the planning process, save costs and avoid unnecessary frustration for all concerned.

10.1.2. Where a travel plan is required, pre-applications discussions provide the opportunity to identify any particular issues arising from the proposed development. They also enable the scope, scale and requirements of the travel plan to be determined and enable applicants to respond to these concerns or issues before finalising the travel plan in support of the planning application.

10.1.3. Further information on the Council's pre-application advice services can be found on the Council's website [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)

### **10.2. Planning Application Stage**

10.2.1. Whether a planning application is submitted in Outline or Full, if it exceeds the thresholds set out at 6.1 above, it will need to be accompanied by a Transport Assessment (TA) and Transport Implementation Strategy (TIS) which will usually identify the need for a Travel Plan. Without these, the planning application is likely to be deemed invalid and will not be registered by the Council.

10.2.2. As a matter of good practice, planning applications should be accompanied by a Travel Plan setting out the site and development specific measures that will be implemented to promote sustainable transport options, and reduce unnecessary car use. Where they form part of the application, Travel Plans can be improve the sustainability credentials of a development proposal and are likely to inform matters such as layout, car parking, cycleways and footways, cycle storage, and access to public transport. Travel Plans are likely to be more successful where they have been developed from this early stage in the process.

### **10.3. Planning Conditions / Obligations**

- 10.3.1. In the absence of a Travel Plan forming part of the planning application submissions, they will usually be required to be submitted via a planning condition or obligation. Whether they are submitted as part of the application itself, or afterwards through a condition discharge application, the Council will use conditions to ensure the measures contained within the approved Travel Plan are implemented.
- 10.3.2. Conditions will be considered in the first instance, particularly when the outcomes and measures required are simple and very clear. In the event that the travel plan is more complex, for example, where the developer is required to provide a financial contribution; the travel plan will be secured as a planning obligation under a Section 106 agreement (see the approved Planning Obligations SPG).
- 10.3.3. In making the decision whether to secure a travel plan through a planning condition or via a planning obligation, the Council will have regard to Circular 16/2014: The Use of Planning Conditions for Development Management, and the advice contained within PPW (paragraph 3.5.7 refers).

### **10.4. Approval of Travel Plan Details**

- 10.4.1. Where a Travel Plan is secured by condition the developer will need to submit this to the Council for approval before a specified trigger point, usually before beneficial occupation of the development. The form and content of the Travel Plan will be expected to follow the advice given in this SPG and be fit for purpose. There will need to be specified actions that are measureable and enforceable through the planning system.
- 10.4.2. The Council will require regular monitoring reports to be submitted to illustrate that the measures and initiatives proposed are operating successfully and if they are not, what actions are being taken to address any issues that have arisen.

### **10.5. Enforcement**

- 10.5.1. Where planning obligations and/or planning conditions in relation to travel plans have not been complied with and the measures identified within the travel plan have not been provided or implemented, the Council will take the appropriate action to enforce the implementation of the prescribed measures and ensure that the overall objectives of the travel plan are satisfied.

## **11. Travel Plan Structure and Contents**

- 11.1. There are no set contents or structures for travel plans. Each travel plan should be specific to the needs of the site or the development to which it relates and seek to address issues related to that development or site. A travel plan would usually include some or all of the following elements which are considered to be important and provide a basis for a successful and comprehensive travel plan.

### **Foreword**

- 11.2. For workplace travel plans, one of the primary factors in the success of travel plans is the active support of the senior management of the company or organisation. A committed foreword from a senior executive or manager will not only add weight and provide ownership of the travel plan but it will also demonstrate the commitment of the company or organisation and its managers to the travel plan's success.
- 11.3. The foreword should include basic information about the company, how the travel plan will benefit the staff and the business and any environmental aspirations or commitments that the company might have.
- 11.4. Similarly, in a residential travel plan, a foreword from the house builder will demonstrate their commitment to the project and its outcomes for their customers.

### **Introduction**

- 11.5. This section should set out and overview the background to the travel plan and the reason(s) why it is being prepared. Information should be provided on:
- The site address and the location, including a plan;
  - The planning application reference number;
  - Contact details of the person responsible for the production and implementation of the travel plan;
  - The type of travel plan being prepared.

### **Context**

- 11.6. This section should provide information on the context within which the travel plan is being prepared and include details on the nature and scale

of the proposed development and the proposed scope of the travel plan. Information should be provided on:

- The structure and scope of the travel plan being prepared and who its aimed at e.g. employees, visitors, residents etc.;
- Information on the key potential benefits of implementing the travel plan;
- Information on the nature and scope of the proposed development that will occupy the site;
- Details of the number of proposed employees, likely visitors, shift patterns, opening hours, delivery schedules, etc.;
- Existing and proposed access arrangements and any known site issues or problems;
- Timescale for occupation and details of any likely phasing of development;
- Information on what if anything has been undertaken so far to contribute towards establishing the travel plan.

### **Site Assessment**

11.7. The location, characteristics and facilities of a site will have a significant influence on how employees or residents travel to and from the development.

11.8. A site assessment provides an overview of the current situation at a site and will help identify factors which enable future users of the site to use more sustainable modes of transport. Information should be included on:

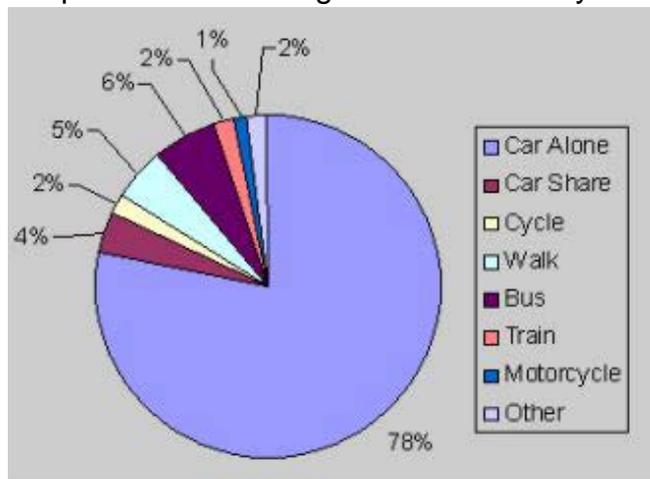
- Location accessibility assessment - the existing transport links and transport options available to employees, visitors and residents including walking, cycling, public transport (proximity, frequency, capacity and reliability) and car borne journeys,
- Proximity to local facilities and services such as banks and shops;
- Car parking – volume, likely usage and proposed supply in relation to demand and any perceived management issues;
- Cycle parking and facilities for cyclists – location, quality and volume of cycle parking, lockers and changing areas;
- Other on-site facilities – including those that might reduce the need to travel e.g. crèche, open space, shops, post-box etc.
- Other factors that may influence travel choice e.g. existing congestion problems or highway safety concerns, availability of pool cars, wash/change facilities etc.
- Existing facilities or initiatives to discourage car use / encourage sustainable travel to the site.

11.9. Travel plans should include consideration on how transport routes and facilities can be designed to ensure high levels of safety and security for users. Where safety and security has been considered it is likely to result in higher usage. Police Design out Crime Officers can provide advice on design issues.

### Baseline Travel Data

11.10. Travel Plans must have baseline data / assumptions about existing travel patterns before the Travel Plan initiative to be able to target appropriate measures and be able to monitor success. The availability of baseline data will depend on the type of development and the site. Transport Assessments will contain baseline data about travel assumptions based on established methodologies such as TRICS data which compares similar development proposals / sites. Census or other available data on travel to work patterns will be useful.

11.11. For workplace Travel Plans an employee survey of existing or similar organisations can provide useful baseline data. The employee travel survey is an essential tool to establish the current travel behaviour of staff and to reveal attitudes and the potential for change. A travel survey is a useful communication tool which lets employees and future users of travel plan initiatives know that a travel plan is underway and as such it is the starting point for staff communication and engagement. A staff travel survey will provide a baseline for establishing travel plan targets and informing the travel plan objectives. Examples of a business and a residential travel plan questionnaire are attached at Appendix 2.



11.12. Information gathered could include:

- Staff origin points e.g. home locations, staff who live within 5 miles of the site;
- Percentage/number of staff travelling to work by car;
- Percentage/number of staff travelling to work by public transport;
- Percentage of staff travelling to work by bicycle.

11.13. Where the travel plan relates to a new development it will not be possible to collect survey data of the existing users of the site. In such circumstances, the setting of specific baselines and targets will need to be provisional and based on predictions from any TA or based on survey data from similar types of development situated in comparable locations. However, travel plan surveys of the new development should be undertaken as soon as possible following beneficial occupation of the development in order to enable the setting of firm and relevant targets.

### **Objectives, Indicators and Targets**

11.14. All travel plans should include a series of objectives which outline what the travel plan will achieve. Typically these objectives are broad statements of intent that provide the travel plan with direction and focus. For example: “the Travel Plan aims to reduce the need to travel, reduce overall car use and increase walking, cycling and public transport use”.

11.15. Targets are the measurable goals that will need to be set in order to assess whether or not the travel plan has achieved its objectives. Travel plan targets should be based on the results of the surveys and audits to ensure that they are realistic and achievable. For example: “Target a reduction in car borne trips by 20% within 12 months”

11.16. When an occupier of a site is unknown or known but is new to the area, the setting of targets will only be possible after a baseline survey has been undertaken. Targets should be set over a five-year time frame and preferably with interim targets at year one and year three in order to enable progress to be quantified and additional actions implemented if required. For larger developments or phased developments, an extended monitoring period may be required and targets may need to be set beyond five years or made relevant to each phase of the development.

11.17. All targets included within a travel plan should be ambitious and **SMART**:

- **Specific** – it needs to be clear what the target is looking to achieve.
- **Measurable** – it is not a target if you cannot measure your progress towards it.
- **Achievable** – your targets should be ambitious but attainable.
- **Relevant** – the targets need to be directly related to outcomes of the travel plan.
- **Time-bound** – when will you meet your targets?

- 11.18. Targets may be 'aim' type e.g. increase the percentage of non-car borne journeys to the workplace by 10% or 'Action' type e.g. appoint a travel plan co-ordinator. Both 'negative' and 'positive' targets should be included, for example 'reduce the number of single occupancy vehicle trips' and 'increase the number of staff walking to work'.
- 11.19. Indicators are required to monitor how well the travel plan measures and initiatives are performing. They are used to establish if modal shift is occurring and whether or not the targets that have been set can be achieved.
- 11.20. The following are some examples of travel plan targets:
- Increase the mode share of staff cycling to work from 5% to 10% within 2 years of the completion of the development;
  - Introduce flexible and home working into company policy within 6 months of occupation of the site;
  - To reduce the number of single occupancy vehicles entering the site by 20% within 3 years of the baseline survey (to be undertaken during spring 2018).

### **Travel Plan Measures**

- 11.21. The key to a successful travel plan is to identify a range of alternative transport measures that are more attractive to users of a development than the private car.
- 11.22. The range of measures adopted should be tailored to the specific needs of the development/business and based on the available evidence of existing or future users. While the measures introduced should target those areas that have been identified as posing barriers to the uptake of sustainable travel modes e.g. cost of tickets, this should not restrict the range of measures introduced.
- 11.23. In many cases, travel plan measures follow the 'Carrot and Stick' approach and aim to encourage sustainable travel not only by offering benefits or incentives to users e.g. interest free loans for public transport season tickets, but also through the introduction of disincentives e.g. fewer car parking spaces or charging for car parking.
- 11.24. Travel plan measures are also often described as 'hard' and 'soft' measures with hard measures being any physical infrastructure that may

be designed into a development e.g. safe and accessible routes, cycle parking and showers, and soft measures being the provision of relevant information or operational practices e.g. season ticket loans or flexible working policies.

### Potential travel plan initiatives

11.25. While measures should be bespoke and appropriate for the particular site and development, the following list provides some ideas for Travel Plan initiatives:

**Figure 2: General Measures for travel plans**



11.26. Appendix 3 contains a range of examples of travel plan measures which could be implemented for various transport modes and management initiatives.

### Marketing and Promotion

11.27. The prospective users of a travel plan should understand why the travel plan is being implemented and the measures that are being used to progress its objectives. Raising awareness and marketing are important supporting elements of a travel plan and can encourage participation in the initiatives and measures that are being progressed.

11.28. Examples of awareness raising, marketing and information activities include:

- Appointment and training of a Travel Plan Co-ordinator;
- Establishment of a travel plan steering group to share knowledge, co-ordinate improvements and expand ownership of the travel plan;
- Utilisation of existing groups/networks to advertise and expand the travel plan;
- Availability/provision of relevant information to all staff, residents and visitors on how to access the site by sustainable modes of transport e.g. web site, intranet, newsletters, notice boards;
- Travel plan information packs for all new employees / residents / customers;



- Introduce a travel plan newsletter;
- Campaigns to discourage car use and encourage walking and cycling;
- Benefits of sustainable travel included in staff induction process;
- Focus groups and events for existing staff e.g. coffee mornings, competitions;
- Participation in national events e.g. Bike to Work Week;
- Publicise successes within the organisation to maintain momentum and encourage further involvement.

### **Travel Plan Co-ordinator**

11.29. The appointment of a travel plan co-ordinator early in the process is crucial to the successful implementation of the travel plan. The travel plan co-ordinator will have the day to day responsibility for all matters relating to the management and operation of the travel plan. Appendix 4 provides further information on the tasks generally undertaken by a travel plan co-ordinator.

## **The importance of wide ranging engagement with the travel planning process**

- 11.30. Working in partnership with other local organisations, neighbours and staff can be the key to delivering a successful travel plan. Entering into partnership with them at an early stage can benefit both sides. It enables the sharing of experiences and ideas, pooling of resources and assistance in development and implementation of the travel plan. Examples of potential partnerships include local bus operators, residents associations and chambers of trade.
- 11.31. The establishment of a travel plan steering group is a key element in the travel plan process. It helps to ensure that wider views are taken into account and assists the travel plan co-ordinator in developing and implementing the travel plan. The formation of transport mode groups such as bicycle user groups, walking action groups, public transport user groups and motorcycle user groups can also prove to be helpful.

## **Action Plan / Travel Plan Delivery**

- 11.32. The action plan is a key element of the travel plan and should be a summary of the implementation programme of the travel plan measures that have been identified over the short, medium and long term of the plan. The action plan is essentially a programme for delivery of the travel plan measures and is a means of communicating this to the ultimate site users.
- 11.33. Most travel plan action plans are set out in tabular form and provide clear details of the measures that have been identified set against the relevant objectives along with information on when the measure will be implemented or achieved, who is responsible for their delivery, the estimated costs and how progress will be monitored. Examples of action plan elements are illustrated at Appendix 5.

## **Monitoring & Review**

- 11.34. Monitoring is a key component of any travel plan and is usually the responsibility of the travel plan co-ordinator. It enables an assessment of whether the initiatives are having the desired effect on people's travel behaviour. It is also essential that a travel plan is regularly monitored in order to identify any failure to deliver the agreed measures or targets. Without a robust and regular monitoring programme in place a travel plan

will become a static document that does not evolve to meet changing circumstances and address the needs of the site.

11.35. A travel plan should include a clear and concise monitoring programme that provides details of what will be surveyed, how frequently (including a baseline survey), over what timeframe and who will be responsible for how this information will be reported. Some elements of a travel plan may be more susceptible or sensitive to change than others and may therefore require more regular monitoring or changes in monitoring in techniques. The length of time over which monitoring will occur and the frequency of the monitoring will depend on the nature and scale of the development and should be agreed as part of the travel plan with the developer. However as a general guide, an initial survey should be undertaken upon occupation and again within 6 months following occupation, and then a monitoring report should be provided annually for the first 3 years.

11.36. There are numerous methods of collecting the data that you will need to monitor a travel plan, some of the more conventional and widely used include:

- Travel questionnaires aimed at staff, customers or residents. Example surveys are located in Appendix 2.
- On site vehicle counts.
- Business travel audits that look at mileage claims, requests for public transport tickets, cycle mileage claims and distances travelled.
- Accessibility assessment – how accessible is your site for all different modes of transport?

11.37. For travel plans that have been agreed in support of planning applications, the Council will require regular monitoring reports to be submitted to illustrate that the measures and initiatives proposed are operating successfully and if they are not, what actions are being taken to address any issues that have arisen.

11.38. As a minimum requirement, monitoring reports should contain the following elements:

- Details of the progress made since the submission of the planning application or the previous monitoring report including details of changes that have been made which are significant to the operation of the travel plan;
- An overall assessment of travel survey results and other monitoring such as vehicle counts etc.

- An assessment of whether the travel plan targets have been met or are on course to be met;
- Any revisions that have been made to the travel plan targets and whether any remedial measures have been introduced / implemented;
- Actions looking forward which should be clearly set out in the travel plan action plan.

11.39. The results of monitoring should usually be submitted to the Local Planning Authority in an annual monitoring report. The monitoring report should include:

- Actions undertaken to date - A summary of all the actions undertaken to meet the objectives of the travel plan should be provided.
- Results of the surveys - The results of the surveys should be presented as absolute numbers rather than percentages, additional information about the site should also be provided. As a minimum, this should be the number of people based on site and the number of parking.
- An action plan - This should set out how the travel plan will be delivered in order to meet its objectives and targets.

## **12. Further Advice and Contacts**

- 12.1. Further advice on all aspects of this guidance can be sought from the Council's Planning, Road Safety and Highways departments (see below).

### **Duty Officer**

Development Management

Dock Office

Barry Docks

Barry

CF63 4RT

Tel: (01446) 704681

Email: [planning@valeofglamorgan.gov.uk](mailto:planning@valeofglamorgan.gov.uk)

### **Principal Transport & Road Safety Officer**

Visible Services & Transport Office

The Alps Depot

Quarry Road

Wenvoe

CF5 6AA

Email: [roadsafety@valeofglamorgan.gov.uk](mailto:roadsafety@valeofglamorgan.gov.uk)

Tel: 02920 704768

**Principal Engineer – Highway Development**

Highway and Engineering Services

The Alps Depot

Quarry Road

Wenvoe

CF5 6AA

Email: [highwaydevelopment@valeofglamorgan.gov.uk](mailto:highwaydevelopment@valeofglamorgan.gov.uk)

Tel: 02920 673081

## 13. Further guidance and information

13.1. Further general information and guidance on Travel Plans can be found on the following web sites:

- Welsh Government web site:
  - Welsh Government Travel Planning Web Page:  
<http://gov.wales/topics/businessandeconomy/creating-a-sustainable-economy/travel-planning/?lang=en>
- Department for Transport website:  
<http://www.dft.gov.uk/pgr/sustainable/travelplans/>
- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) (archived)  
<http://webarchive.nationalarchives.gov.uk/20101007163049/http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/>
- Information specific to residential travel plans is available at:  
<http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/>
- Information specific to workplace travel plans is available at:  
<http://www.dft.gov.uk/pgr/sustainable/travelplans/work/>
- Information on school travel plans is available at:  
<http://www.dft.gov.uk/pgr/sustainable/schooltravel/>
- Sustrans website:  
<https://www.sustrans.org.uk/our-services/our-expertise/workplace-travel-planning>
- Traveline Cymru website:  
<http://www.traveline-cymru.info/>

## 14. Appendices

### 14.1. Appendix 1: Relevant Local Development Plan Objectives and Policies

**Objective 1:** To sustain and further the development of sustainable communities within the Vale of Glamorgan, providing opportunities' for living, learning working and socialising for all.

**Objective 2:** To ensure that development within the Vale of Glamorgan makes a positive contribution towards reducing the impact of and mitigating the adverse effects of climate change.

**Objective 3:** To reduce the needs for Vale of Glamorgan residents to travel to meet their daily needs and enabling them greater access to sustainable forms of transport.

#### **POLICY SP1 - DELIVERING THE STRATEGY**

The strategy will seek to improve the living and working environment, promote enjoyment of the countryside and coast and manage important environmental assets. This will be achieved by:

1. Providing a range and choice of housing to meet the needs of all sectors of the community;
2. Promoting a range of employment sites intended to meet the needs of the Vale of Glamorgan and the wider capital region;
3. Reinforcing the role of Barry, service centre settlements and primary settlements as providers of cultural, commercial and community services;
4. Promoting sustainable transport;
5. Delivering key infrastructure linked to the impacts of development;
6. Protecting and enhancing the built, natural and coastal environment;
7. Promoting opportunities for sustainable tourism and recreation; and
8. Favouring development that promotes healthy living.

#### **POLICY SP7 – TRANSPORTATION**

Sustainable transport improvements that serve the economic, social and environmental needs of the Vale of Glamorgan and promote the objectives of the south east wales regional transport plan and the local transport plan will be favoured. Key priorities for the delivery of strategic transportation infrastructure will be:

1. A new Barry Island link road;
2. A new northern access road at St Athan enterprise zone;
3. Improvements to the A4226 between Waycock Cross, Barry and Sycamore Cross, A48 (Five Mile Lane);
4. Improvements to the B4265 at Gileston – Old Mill;
5. Modernisation of the valley lines;
6. The national cycle network route 88; #;
7. Cycle routes at:
  - A4050 Culverhouse to Cardiff Airport;
  - A48 Culverhouse Cross to Bridgend via Cowbridge; and
  - Barry Waterfront to Dinas Powys
8. Bus park and ride at Cosmeston, Penarth
9. Bus priority measures at:
  - A4050 Culverhouse to Cardiff Airport;
  - A48 Culverhouse Cross to Bridgend via Cowbridge;
  - Merrie Harrier Cardiff Road Barry to Cardiff via Barry Road;
  - Leckwith Road, Llandough to Cardiff; and
  - Lavernock Road to Cardiff via the barrage

Priority will also be given to schemes that improve highway safety and accessibility, public transport, walking and cycling.

All new developments that have a direct impact on the strategic transportation infrastructure will be required to deliver appropriate improvements to the network.

*# NCN route 88 shown on the LDP proposals map is indicative and subject to further detailed feasibility work unless otherwise indicated as confirmed routes.*

## **POLICY MD1 - LOCATION OF NEW DEVELOPMENT**

New development on unallocated sites should:

1. Have no unacceptable impact on the countryside;
2. Reinforce the role and function of the key settlement of Barry, the service centre settlements, primary settlements or minor rural settlements as key providers of commercial, community and healthcare facilities;
3. Where appropriate promote new enterprises, tourism, leisure and community facilities in the Vale of Glamorgan;
4. In the case of residential development, support the delivery of affordable housing in areas of identified need;
5. Have access to or promote the use of sustainable modes of transport;

6. Benefit from existing infrastructure provision or where necessary make provision for new infrastructure without any unacceptable effect on the natural or built environment;
7. Where possible promote sustainable construction and make beneficial use of previously developed land and buildings;
8. Provide a positive context for the management of the water environment by avoiding areas of flood risk in accordance with the sequential approach set out in national policy and safeguard water resources; and
9. Have no unacceptable impact on the best and most versatile agricultural land.

## **POLICY MD2 - DESIGN OF NEW DEVELOPMENT**

In order to create high quality, healthy, sustainable and locally distinct places development proposals should:

1. Be of a high standard of design that positively contributes to the context and character of the surrounding natural and built environment and protects existing features of townscape or landscape interest;
2. Respond appropriately to the local context and character of neighbouring buildings and uses in terms of use, type, form, scale, mix, and density;
3. Where appropriate, provide new or enhanced areas of public realm particularly in key locations such as town centres, major routes and junctions;
4. Promote the creation of healthy and active environments and reduce the opportunity for crime and anti-social behaviour. In the case of retail centres, developments should provide active street frontages to create attractive and safe urban environments;
5. Provide a safe and accessible environment for all users, giving priority to pedestrians, cyclists and public transport users;
6. Have no unacceptable impact on highway safety nor cause or exacerbate existing traffic congestion to an unacceptable degree;
7. Where appropriate, conserve and enhance the quality of, and access to, existing open spaces and community facilities;
8. Safeguard existing public and residential amenity, particularly with regard to privacy, overlooking, security, noise and disturbance;
9. Provide public open space, private amenity space and car parking in accordance with the council's standards;
10. Incorporate sensitive landscaping, including the retention and enhancement where appropriate of existing landscape features and biodiversity interests;

11. Provide adequate facilities and space for the collection, composting and recycling of waste materials and explore opportunities to incorporate re-used or recyclable materials or products into new buildings or structures; and
12. Mitigate the causes of climate change by minimising carbon and other greenhouse gas emissions associated with their design, construction, use and eventual demolition, and include features that provide effective adaptation to, and resilience against, the current and predicted future effects of climate change.

#### **POLICY MD4 - COMMUNITY INFRASTRUCTURE AND PLANNING OBLIGATIONS**

Where appropriate and having regard to development viability, the council will seek to secure new and improved community infrastructure, facilities and services appropriate to the scale, type and location of proposed developments through the use of planning obligations. Community infrastructure may include the provision or improvement of:

1. Affordable housing;
2. Educational facilities;
3. Transport infrastructure and services for pedestrians, cyclists, public transport and vehicular traffic;
4. Public open space, public art, leisure, sport and recreational facilities;
5. Community facilities;
6. Healthcare facilities;
7. Service and utilities infrastructure;
8. Environmental protection and enhancement such as nature conservation, flood prevention, town centre regeneration, pollution management or historic renovation;
9. Recycling and waste facilities; and
10. Employment opportunities and complementary facilities including training.

**Policy MG2 - Housing Allocations** – Allocates 48 housing sites to meet the residential requirement identified in Policy SP3.

**Policy MG9 – Employment Allocations** - Allocates 11 employment sites to meet the employment need identified in Policy SP5.

## 14.2. Appendix 2: Sample Staff Travel Plan Questionnaire

This is intended as an example only. Each site should have an individually tailored travel to work survey prepared in order to obtain the most relevant travel information.

### Example of Staff Travel Survey Questionnaire

All staff are being surveyed on their commuting methods and travel at work. The data will be used to develop and promote measures to improve work related travel for all employees. Individual information will not be highlighted. Please tick the circles.

- |   |  |
|---|--|
| <p><b>1 Please give us your home postcode</b><br/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>  | <p><b>6 Which of the following would encourage you to use public transport? Please list in order</b></p>   |
| <p><b>2 Do you have a disability that affects your travel arrangements?</b></p> <p><input type="radio"/> Yes 01</p> <p><input type="radio"/> No 02</p>  | <p><input type="radio"/> More direct bus routes 01</p> <p><input type="radio"/> More frequent bus service 02</p> <p><input type="radio"/> More reliable bus service 03</p> <p><input type="radio"/> Better facilities at bus shelters 04</p> <p><input type="radio"/> If links to / from the bus / rail station are better 05</p>  |
| <p><b>3 How do you mostly travel to work?</b></p> <p><input type="radio"/> Bus 01</p> <p><input type="radio"/> Bicycle 02</p> <p><input type="radio"/> Train 03</p> <p><input type="radio"/> Walk 04</p> <p><input type="radio"/> Car alone 05</p> <p><input type="radio"/> Car with other 06</p> <p><input type="radio"/> Motorbike 07</p> <p><input type="radio"/> Other 08</p>   | <p><input type="radio"/> More reliable trains 06</p> <p><input type="radio"/> Discount tickets available at work 07</p> <p><input type="radio"/> More frequent trains 08</p> <p><input type="radio"/> Clear public transport information at work 09</p> <p><input type="radio"/> If transport provided for travel needs during work 10</p> <p><input type="radio"/> If I find another way of doing activities such as shopping/dropping children off on the way to work 11</p>   |
| <p><b>4 How far do you travel to work?</b><br/>           .....miles 01</p>   | <p><input type="radio"/> Nothing 12</p> <p><input type="radio"/> Other 13</p>  |
| <p><b>5 Which of the following would encourage you to cycle to work? Please list in order</b></p> <p><input type="radio"/> Improved cycle routes 01</p> <p><input type="radio"/> Improved cycle parking at work 02</p> <p><input type="radio"/> Improved changing / showering facilities 03</p> <p><input type="radio"/> If I find another way of doing activities such as shopping/dropping children off on the way to work 04</p> <p><input type="radio"/> Discount on bicycle and accessories 05</p> <p><input type="radio"/> Bicycle user group at work 06</p> <p><input type="radio"/> If transport provided for travel needs during work 07</p> <p><input type="radio"/> When I have to pay for parking 08</p> <p><input type="radio"/> Interest free loan 09</p> <p><input type="radio"/> Nothing 10</p> <p><input type="radio"/> Other 11</p> | <p><b>7 Which of the following would encourage you to participate in an organised car sharing scheme? Please list in order.</b></p> <p><input type="radio"/> Confidential database of potential sharers 01</p> <p><input type="radio"/> Free taxi home in emergencies 02</p> <p><input type="radio"/> Reserved car park space 03</p> <p><input type="radio"/> If I have to pay for parking 04</p> <p><input type="radio"/> If transport provided for travel needs during work 05</p> <p><input type="radio"/> If I find another way of doing activities such as shopping/dropping children off on the way to work 06</p> <p><input type="radio"/> Nothing 07</p> <p><input type="radio"/> Other 08</p> |

**8 Given the right equipment would you work from home?**

- Yes, regularly 01  
 Yes, occasionally 02  
 No, not at all 03

**9 How often do you use a vehicle in the course of work?**

- Never 01  
 More than once a day 02  
 One /two days a week 03  
 Three or more days a week 04  
 Once or twice a month 05

**10 Where do you usually park for work?**

- At workplace 01  
 Nearby street 02  
 Commercial car park 03  
 Park and Ride 04

**11 Do you use public transport for work trips?**

- Yes 01  
 No 02

**12 If pool cars / bikes were available for work trips would you use one?**

- Yes 01  
 No 02

**13 Please write any comments about your journey to work patterns. Suggestions for improvements which ease congestion are welcome.**

---

---

---

---

---

---

---

---

---

---

**Data Protection**

Data gathered from this survey will be used to help develop the Travel Plan. Summary data, that does not contain personal details may also be shared with Public Transport providers solely for the purposes of enhancing services

I do not consent to data being used as outlined above

---

Thank you for your taking the time and trouble to complete this questionnaire.

If you wish to be included in the prize draw, please write your name and department here. This slip will only be used for the purposes of the draw.

Name: \_\_\_\_\_

Telephone No. \_\_\_\_\_

### Example of Residential Travel Plan Survey / Questionnaire

Residential travel plans should include a questionnaire which is used as a baseline survey to inform the monitoring process of the Travel Plan. An example of a residential travel plan survey can be found below (Source: Go Surveys).

## Example Resident Travel Survey

This questionnaire has been prepared as part of the developers planning obligations to the local council and to meet the developers commitment to promote sustainable development and travel choices for residents of their sites.

All information provided is anonymous. Thank you for you cooperation.

**Q1** Full home postcode: .....

**Q2** How many Adults and Children are there in the household?

Adults .....

Children (under 18) .....

**Q3** Does anyone in your household have a disability that affects your travel arrangements?

Yes

No

**Q4** If you are in work how do you typically travel to work? (Please tick a box for each adult within the household):

Bus

Bicycle

Car driver (on your own)

Car driver (with a passenger)

Car passenger

Walk

Motorcycle / Moped / Scooter

Train

Work from home

Other (please state)    .....

**Q5** If you drive to work what is your main reason for choosing this mode of transport (Please tick a box for each adult that drives to work within the household)?

Lack of an alternative

Convenience

Car essential to perform job

Dropping off / collecting children

Other (please state)    .....

**Q6** Which of the following do you occasionally use instead of your usual form of transport to work? (Please tick a box for each adult within the household):

Bus

Bicycle

Car driver (on your own)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car driver (with a passenger)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Car passenger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle / Moped / Scooter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No alternative used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q7** If you generally use your car for travel is there anything that would encourage you to use sustainable transport options?

More information on sustainable transport options	<input type="checkbox"/>
Improvements to public transport services	<input type="checkbox"/>
Discounted/free trial of public transport services	<input type="checkbox"/>
Nothing	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>
.....	
.....	
.....	
.....	

**Q8** If your children are of school age how do they typically travel to/from school (If this differs per child please tick a row for each child):

Bus – Public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bus - Private	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a passenger in your car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As a passenger in someone else's car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Q9** Are you aware of the following sustainable transport options in the area?

	Yes / No
Lift Share/ sharecymru car sharing database	<input type="checkbox"/> <input type="checkbox"/>
'Green links' public transport services	<input type="checkbox"/> <input type="checkbox"/>
Local/National Cycle routes	<input type="checkbox"/> <input type="checkbox"/>

**Q10** Do you have any comments about your travel to from the site?

.....

.....

.....

### **14.3. Appendix 3: Travel Plan measures for different transport modes**

#### **Walking / Cycling**

- The promotion of safe walking and cycling routes and the provision of route maps;
- Improvements to and maintenance of the local walking and cycling network particularly any strategic routes e.g. lighting, dropped kerbs, tactile paving, safe crossing points;
- Provision of general safety and awareness information on clothing, cycle safety, health benefits;
- Introduction of financial incentives such as tax incentives on cycle purchases;
- Provision of on-site facilities in locations that encourage and support walking and cycling e.g. conveniently located staff changing facilities, showers, drying rooms, lockers and secure cycle parking;
- Improved on-site security especially of cycle parking areas, walking routes etc.;
- Operation of regular events to encourage walking and cycling e.g. lunchtime walks or cycle events;
- Provision of bikes for residents or pool bikes for shorter work trips or lunchtime exercise;
- Provision of equipment e.g. reflective/high visibility clothing or straps, umbrellas and personal alarms;
- Site layout designed or improved to maximise and encourage walking and cycling enabling direct, safe routes within sites with good access points to local services e.g. bus stops.

#### **Public Transport**

- Provision of up to date and accurate information on public transport services available within the vicinity of the site including maps, timetables and service information;
- Collaboration and where appropriate support for local service providers to improve and/or amend services and negotiate ticket discounts;
- Integrate public transport facilities on site (if possible and appropriate) e.g. bus stops/shelters and raised kerbs;
- Provision of public transport tickets or interest free or low cost loans to purchase public transport season tickets;
- Improved routes to public transport facilities;
- Guaranteed ride home for staff in emergency situations;

- Provision of work shuttle buses;
- Collection from local stations for business visitors.

### **Car Sharing**

- Introduction of a car share scheme along with operational support e.g. car share notice board, car share website, car share coffee mornings to introduce prospective car sharers;
- Favourable car share spaces closer to main business entrance;
- Enable changes in shift or work patterns (if appropriate) to enable car sharing;
- Guaranteed ride home or taxi for staff in emergency situations.

### **Vehicle Use**

- Consider amending the company car policy and introduce more sustainable measures e.g. provide cash incentives as alternative to a company car or provide public transport season tickets;
- Introduce sustainable pool cars e.g. small hybrid or electric vehicles, for staff that need to travel for work purposes or assess sustainability of current pool cars and change if necessary;
- Install electric vehicle charging points;
- Assess sustainability of current fleet vehicles and change if necessary e.g. delivery vans;
- Consider suppliers vehicle fleet and seek to influence to more sustainable modes if appropriate;
- Engage with local taxi companies and introduce taxi travel as an alternative to the private car for business trips.
- Reduce car parking provision on site;
- Traffic management solutions to de-prioritise cars on the highway network.

### **Car Park Management**

- Allocate priority car parking spaces for car sharers;
- Review the way in which car parking permits are issued to ensure a fair system based on agreed criteria e.g. operational need of the organisation rather than staff seniority;
- Consider the introduction of car parking charges.
- Car parking restraint and management plans e.g. no dedicated spaces for management – lead by example.

## **Reduce the need to travel / Alternative working practices**

- Develop a local staff recruitment strategy;
- Adoption of smart working practices e.g. video conferencing, to remove the need to travel for meetings;
- Facilitate and encourage home working;
- Introduce flexible working hours, teleworking, homeworking and videoconferencing;
- Introduction of a compressed working week;
- Investigate satellite working (larger organisations) to enable staff to work closer to their homes;
- Provision of on-site facilities to reduce need to travel e.g. crèche, canteen;
- Co-ordination of deliveries and local sourcing of materials and equipment;

#### **14.4. Appendix 4: Responsibilities of a Travel Plan Coordinator**

For a travel plan to ultimately be successful, it is essential that a person is appointed as a travel plan coordinator to take responsibility for the implementation of the travel plan and the measures and initiatives that it contains. While the role and the responsibilities of the travel plan coordinator will vary depending upon the nature and size of the organisation in which they operate. While the role and responsibilities of the travel plan coordinator will therefore be particular to the organisation and/or development they will normally include some or all of the following elements:

- To take the lead on the implementation and development of the travel plan.
- To have responsibility for raising awareness and uptake of sustainable transport.
- To implement and promote schemes which aim to reduce the use of the private car for commuting and business miles.
- To organise and promote travel plan related publicity and awareness events within the workplace as appropriate. For example, cycle to work days.
- To act as the point of contact within the organisation for anyone requiring transport advice or information.
- To gather information about how staff and customers currently travel to the company's sites and report as required.
- To conduct travel surveys to establish why people travel the way they do and what the company could do to get them to change to sustainable transport.
- To monitor the progress of the Travel Plan towards its targets and to take action where appropriate to ensure the targets are met.
- To liaise with senior management to secure support and funding for the plan.
- To set up, facilitate and coordinate relevant steering and/or implementation groups, e.g. a bicycle user group.
- To work with senior management, company staff/customers and the car park management or security contractor to formulate and implement a comprehensive car park management strategy.
- To be the company's point of contact for external organisations/agencies and to supply travel plan information such as monitoring reports and action plans when required.
- To work in partnership with neighbouring businesses in order to establish and resolve local sustainable transport issues.
- To be responsible for keeping the Travel Plan document up to date, including the action plan and monitoring reports.

- To work to improve on site facilities for those who choose to come by sustainable transport, for example increasing the cycle storage.
- To keep up to date with issues and new initiatives that affect sustainable transport.
- Developing the travel Action Plan to promote walking, cycling, public transport, car-sharing, technological alternatives to travel, flexible working practices and more sustainable business / fleet travel (where relevant);
- Presenting a business case for the travel plan, making the case to undertake this work;
- Designing communication/ marketing strategies to promote your organisation's Travel Plan;
- Liaising with internal Departments & stakeholders – e.g. facilities, human resources, finance, communications, green teams, IT;
- Attending staff inductions;
- Organising and coordinating events in the travel Action Plan;
- Acting as a point of contact for external stakeholders;
- Development of relevant policies in conjunction with human resources/facilities/IT etc. e.g. car sharing policy, business travel mileage allowances, home-working policy, parking permit policy;
- Monitoring relevant indicators and updating the Action Plan as required;
- Conducting staff focus groups on particular issues as they arise;
- On-going promotion of the Travel Plan; and
- Publicising success and reporting to stakeholders.

## 14.5. Appendix 5: Examples of Travel plan Action Points

Walking					
Soft Measures					
Measure	Responsibility	Timescale	Target	Cost	Notes
Promote walking through on-site events and lunchtime walks	Travel Plan Co-ordinator	Current - ongoing	1 walk per month	Nominal	
Purchase safety equipment to encourage walking	Travel Plan Co-ordinator	Current – ongoing		Low	
Hard Measures					
Improve on-site lighting and security	On-site Facilities manager/Travel Plan Co-ordinator	Current - ongoing	Sustained improvement to site	Medium	Incorporate in ongoing grounds maintenance programme in long term.
Improve site access points for pedestrians e.g. walkway	On-site facilities manager/TPC	By end of 2018	Completion of scheme	Medium	May require external consents.
Cycling					
Soft Measures					
Arrange cycle training and bicycle maintenance sessions	Travel Plan Co-ordinator	Immediate/on-going	Every 6 months	Low	
Provide cycle safety equipment e.g. reflective bands/gilets	Travel Plan Co-ordinator	Immediate/on-going		Low	Investigate sponsor.
Hard Measures					
Install on-site changing facility/showers/lockers	Travel Plan Co-ordinator/On-site facilities manager	Mid 2019		High	
Public Transport					
Soft Measures					
Make local transport information available to staff via a variety of means e.g. intranet, information carousels etc.	Travel Plan Co-ordinator	Immediate/ongoing	Immediate/ongoing provision of information	Low	Establish regular supply of information from local transport operators.
Include link from intranet to local transport operator web sites	Travel Plan Co-ordinator/IT	Immediate		Low	
Hard Measures					
Liaise with public transport operators to relocate bus stops closer to site.	Travel Plan Co-ordinator	Mid 2019	Relocation of bus stop(s)	High	Success dependent on local transport operator.

**Car Sharing**

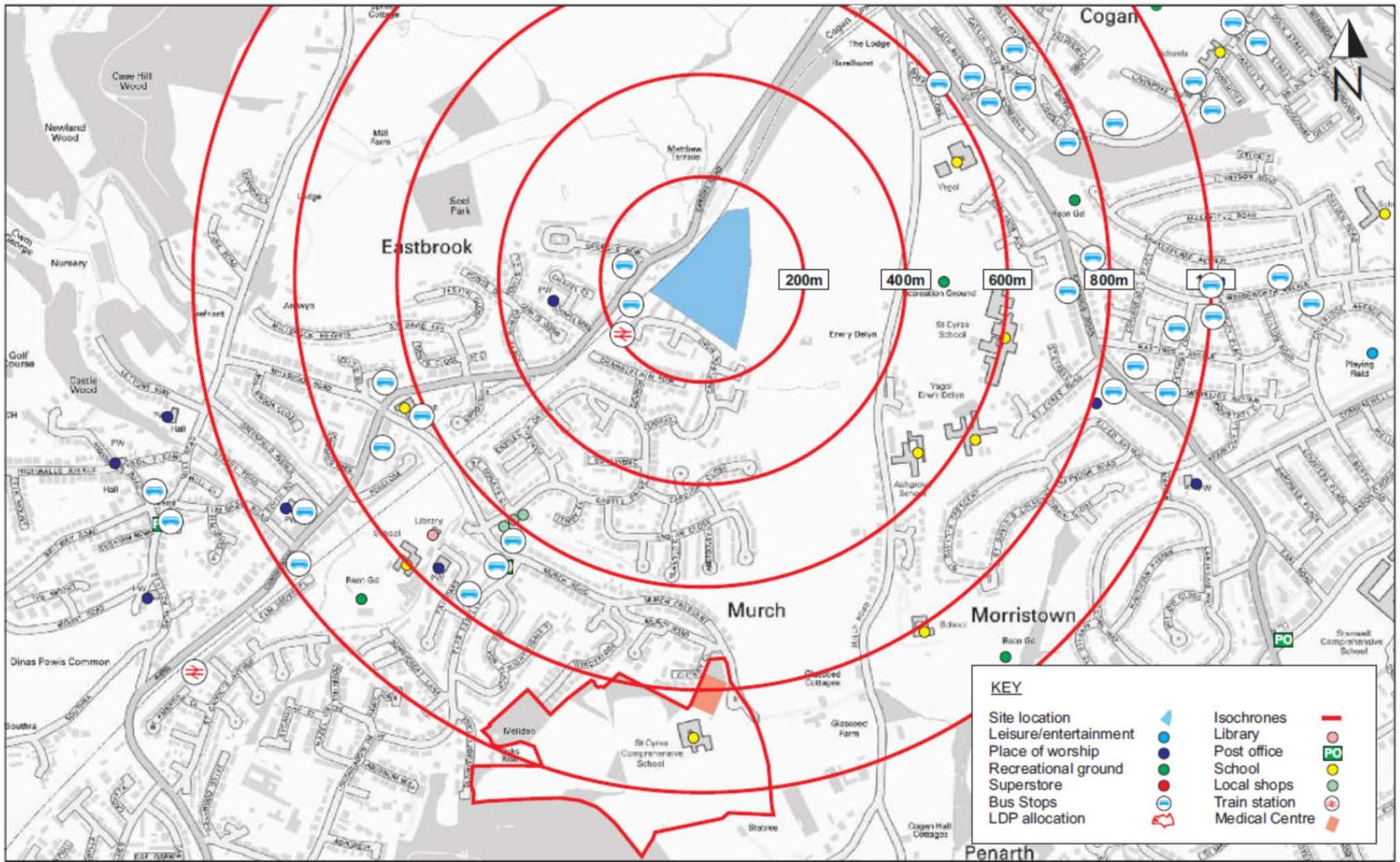
**Soft Measures**

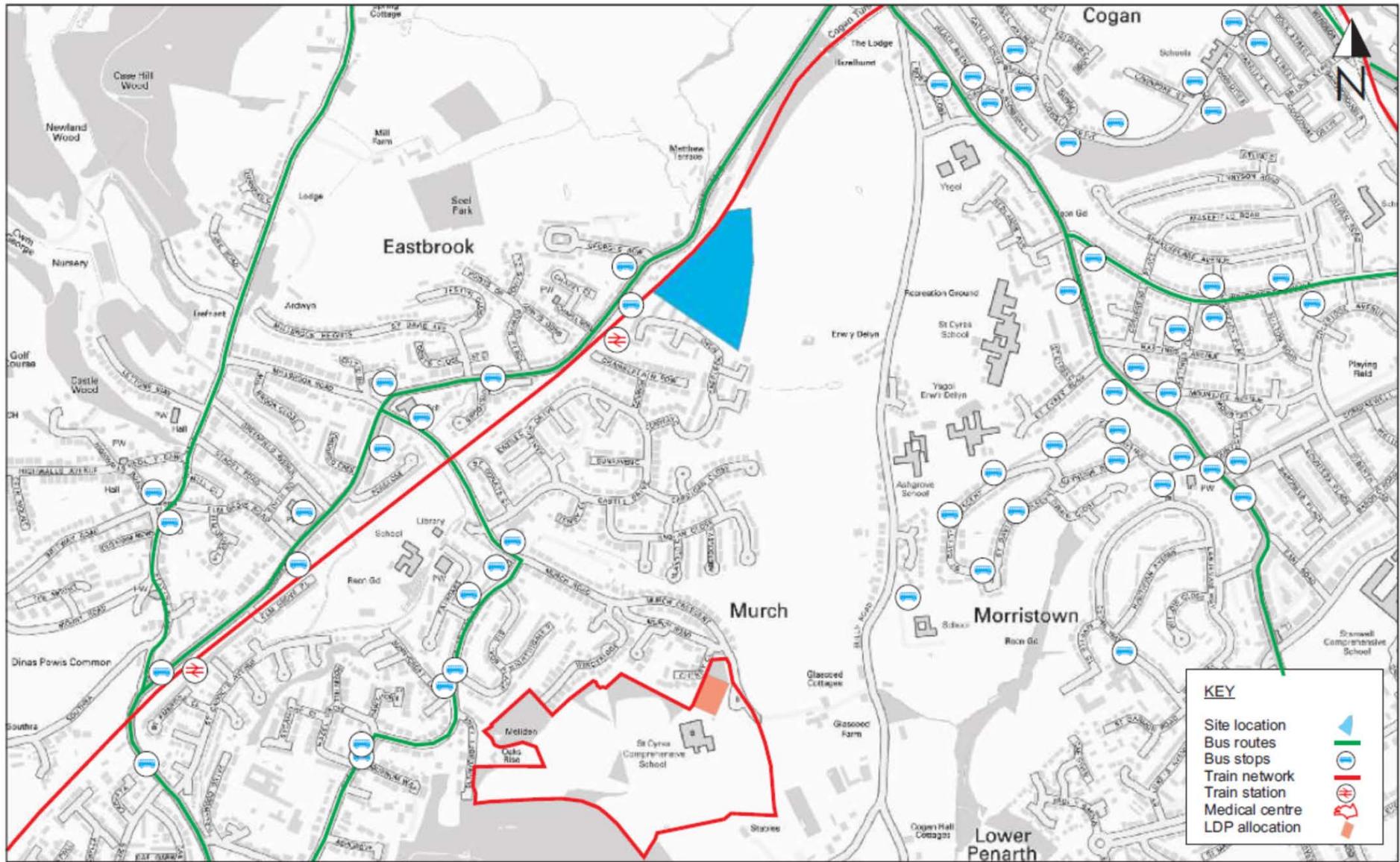
Investigate the provision of a car share database within organisation or provided externally	Travel Plan Co-ordinator/IT	Within 6 months		Low	
--	-----------------------------	-----------------	--	-----	--

**Hard Measures**

Allocate car sharing parking spaces within car park closer to main entrance	Travel Plan Co-ordinator/On-site facilities manager	Within 6 months	Spaces allocated	Low	Monitor operation to determine whether additional spaces required.
---	---	-----------------	------------------	-----	--

14.6. Appendix 6: Examples of Residential Route Maps (Source: Asbri Planning)









The Vale of Glamorgan Council  
**Directorate of Regeneration and  
Planning**  
Dock Office  
Barry Docks  
Barry Cf63 4RT

[LDP@valeofglamorgan.gov.uk](mailto:LDP@valeofglamorgan.gov.uk)  
[www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk)