



West Sussex County Council Development Travel Plan Policy

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Introduction

1.1 The Status of this document

This document is adopted West Sussex County Council Policy to aid the preparation and implementation of Travel Plans associated with new development in West Sussex. As such planning applications will be assessed against the requirements set out in this document.

This document is intended to establish a standardised framework that developers and their consultants will be expected to follow to ensure consistency in the way high quality Travel Plans associated with development proposals are prepared, secured and implemented across West Sussex.

Where no Travel Plan or a substandard Travel Plan is submitted to support a planning application WSCC Highways and Transport will recommend that the application is refused.

The policy will be periodically reviewed in the light of new national and local policy and guidance documents or where amendments are required as further experience is gained.

1.2 What is a Travel Plan?

A Travel Plan is a long-term management strategy for an organisation or site that establishes a structured strategy with clear objectives, supported by suitable policies, which ensures that sustainable transport objectives are delivered through action.

A Travel Plan is a living document involving the identification of an appropriate package of measures aimed at promoting sustainable travel, **with an emphasis on reducing reliance on single occupancy car journeys**. Other objectives could include:

- Improving site access and travel choice;
- Meeting an organisation's environmental standards;
- Increasing business efficiency and equality;
- Reducing congestion and demand for parking spaces;
- Ensuring adequate provision for people with disabilities;
- Providing opportunities for active, healthy travel.
- Providing choice and quality access to key services (such as hospitals, education shops and employment),
- Delivering local environmental improvements from reduced congestion, pollution and noise. This is particularly appropriate to developments within or adjacent to Air Quality Management Areas (AQMAs) or environmentally sensitive locations.

By influencing travel behaviour and contributing to a reduction in trips made by car, Travel Plans can help to reduce emissions and air pollutants, climate change gases and noise to the benefit of people who live or work in West Sussex and visitors to our county.

An early start to Travel Planning enables future occupiers to adapt their travel behaviour to match the travel opportunities and constraints of a development

site. It is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the occupiers and those using the site.

A Travel Plan is part of a process capable of achieving a great deal. It is the intention of this guidance to assist in the development and implementation of good quality, effective Travel Plans to support developments in West Sussex.

1.3 Transport and Planning Policy

This Guidance supports and complements the policies in the West Sussex Local Transport Plan, district and borough council Local Plans, and the National Planning Policy Framework and draws on best practice and experience from within West Sussex and across the country.

Travel Plans have become an essential tool for the delivery of national, regional and local transport policy, and are increasingly important within the planning process, where they can be critical to the acceptability of a development proposal.

They can assist in increasing accessibility and improving public health whilst reducing congestion and local air pollution.

A well developed Travel Plan can mitigate the adverse traffic impacts of a development and the Government recognises their importance in achieving improvements in transport conditions at the local level.

Research reported by the Department for Transport (DfT) publication *Smarter Choices – Changing the Way we Travel* (2004), provides a greater indication of the combinations of measures that are successful in achieving reductions in car trips and encouraging sustainable travel.

However, the circumstances relating to each site are unique and the Travel Plan must identify how and why measures promoted will achieve the objectives. **An 'off the shelf' Travel Plan is not acceptable.**

Further evidence suggests that people who are physically active in their daily lives are more productive and have good work attendance records.

The Department for Health publication *Choosing Health: Making healthy choices easier* (2004) recognised the health benefits of walking or cycling. Active travel as part of a Travel Plan enables people to enjoy these health benefits as part of their daily routine.

Further Information on National and Local Travel Plan policy, resources and guidance can be found in Appendix B

1.4 Transport Assessments and Travel Plans

Within the planning process, a clear relationship has developed between the Travel Plan and the Transport Assessment.

The Guidance on Transport Assessments (GTA) (DfT, March 2007) closely links Travel Plans with Transport Assessments and highlights the need to develop these documents in tandem.

The TA provides detailed information on a range of transport conditions relating to a proposed development and its immediate vicinity such as accessibility, road safety, trip generation, access arrangements and the impact that the development will generate on the capacity of the existing network.

The TA should identify adverse traffic impact and accessibility issues or where existing provision is lacking and propose new infrastructure and a range of measures required before, during and following construction of the proposed development to mitigate the impact of the development.

The GTA also requires environmental issues, such as greenhouse gas emissions resulting from transport use and the impact on local air quality to be assessed.

The Travel Plan must set targets for trip rate reduction and sustainable mode share from the development which must interrelate with the travel demand and impact analysis in the TA.

1.5 Benefits of Travel Plans

Benefits to the Applicant/ Developer

- A planning application that is more likely to be acceptable in highway terms
- Possibly reducing the cost of transport contributions, highway improvements and mitigation.
- Reduced need for parking increases land available for profitable use
- Increasing marketability of the development as accessible locations can appeal more to potential buyers/ tenants
- A better quality of development

Benefits to businesses, staff and customers

- Improved accessibility to employees, suppliers and customers
- Reduced costs if the Travel Plan minimises/removes the need for highway improvements
- More efficient business travel through a reduction in congestion can lead to reduced costs in travel claims
- Reductions in stress associated with congestion and locating a car parking space through better parking management
- Positive relationships can be built between companies and local residents.
- Employers have a better opportunity to recruit and retain staff as their site becomes accessible by a wider choice of modes.
- Employees can enjoy better health from building more physical activity into their lives. They may save money on transport e.g. by car sharing or cycling rather than driving alone
- Opportunities for more flexible working practises

Benefits to residents, visitors and the community

- Improved accessibility, public transport provision and travel choice for reaching local facilities by residents and the wider community
- Enhanced social inclusion for those experiencing accessibility difficulties
- A sense of community
- Reduction in the inequalities that may exist between car / non car owners
- Improved understanding of the benefits of not using the car when alternatives exist
- Reduced need to travel by provision of on site facilities and access to information and services through the internet

- More households changing their travel behaviour and adopting positive lifestyle choices
- A more attractive environment that contributes to regeneration and renewal initiatives
- Increased scope for child friendly housing layouts with fewer roads, vehicle movements and parking areas
- Scope to complement nearby Travel Plans and possibly even assisting them in achieving more ambitious initiatives
- Existing residents in the surrounding community will enjoy a less polluted environment and improved road safety that will especially benefit children and other vulnerable groups

Benefits to the environment

- Reducing the need for car use
- Less congestion
- Improved personal and road safety
- Improved air quality
- Reductions in noise pollution
- Improved quality of the public space
- Lower carbon footprint

1.6 Type of Travel Plan

The type of Travel Plan required for developments depends upon the type, scale and location of the proposals.

Often Travel Plans are placed in one of the following categories:

- Workplace Travel Plans typically focus on journeys to a commercial site made by staff and visitors, but often also includes business travel, fleet activities and suppliers.
- Residential Travel Plans focus on journeys that are generated by residential development and may link with local school or workplace Travel Plans.
- School Travel Plans relate to all journeys to and from places of education, by parents, pupils, and staff.

There are two main types of development related Travel Plans, these are:

Travel Plan Statement

Travel Plan Statements will include a commitment to delivering a range of measures to promote sustainable modes of transport, raising the awareness of the benefits for both the individual and the environment of using these modes.

Suitable Conditions or Planning Obligations will be secured to ensure that the measures identified within Travel Plan Statements are delivered but will not include requirements for formal monitoring or enforcement.

Full Travel Plan

A Full Travel Plan will be a material consideration when assessing the impact of the development and should be developed alongside the Transport Assessment.

The document should follow the structure set out in section 4 of this guidance and should include details of the objectives of the plan, the range of measures that are aimed at reducing the number of vehicle trips generated by the development, its measurable targets to be achieved and an outline programme of monitoring, review and enforcement which is required to be carried out for a minimum of 5 years from the date of first occupation.

The commitment to delivering targets identified within the Travel Plan will be tied into the planning permission through the use of conditions or Section 106 agreements.

For proposals where there will be a known occupier, a Full Travel Plan should be prepared at the application stage to allow implementation upon (or indeed prior to) first occupation of the development.

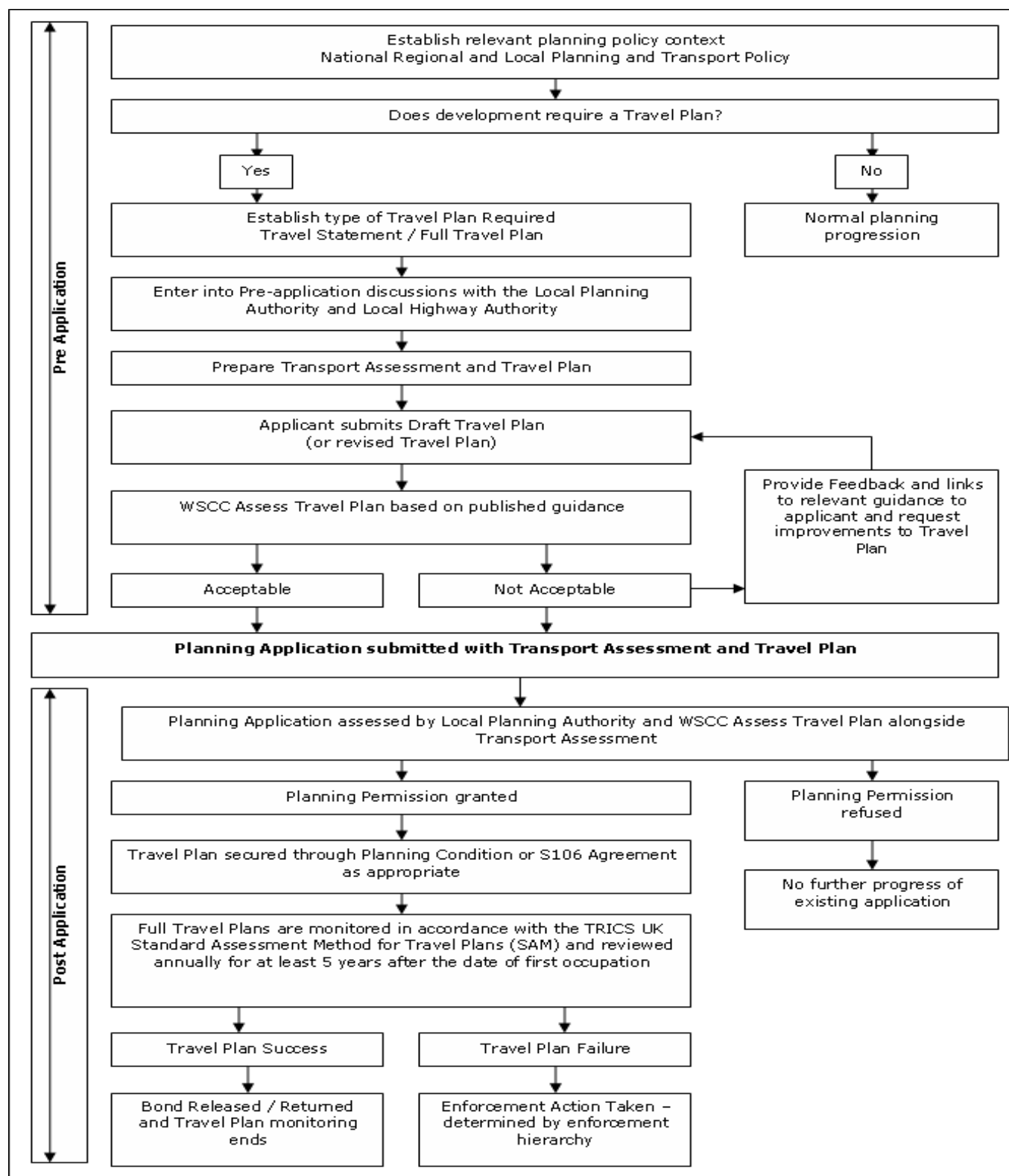
Hard measures such as public transport infrastructure or site marketing will need to be put into place prior to the completion or occupation of the development to ensure that the strategy and measures are in place to positively influence and affect travel choices before travel behaviour becomes fixed.

Where the development occupier is unknown it is acknowledged that some elements of the Travel Plan will remain flexible, in these cases the developer should provide a strategy by which sustainable access and travel will be established at the site along with a timeline for achievement. By application stage this strategy should be approved by the highway authority.

Once the occupier of the site is identified further discussion should take place to determine the exact mix of measures, agree the detailed targets and establish the monitoring and enforcement timetables. For very large and multi-phase developments a phased process of implementation may be agreed.

1.7 When will a Travel Plan be required?

Travel Plans and the Planning Process



1.8 Thresholds

Travel Plan Statements are required for all development that meets the criteria set out below:

- All development proposals that meet the Transport Statement thresholds as detailed within the DfT Guidance on Transport Assessments (GTA) as amended by the West Sussex County Council Transport Assessment Methodology (see appendix C)
- For Smaller scale developments that will have significant transport impacts.
- Any development identified through Local Plans
- Any Development identified within a strategic Master Plan

Full Travel Plans are required for all developments that meet the following criteria:

- All development proposals that meet the Transport Assessment thresholds detailed within the DfT Guidance on Transport Assessments (GTA) as amended by the West Sussex County Council Transport Assessment Methodology (see appendix C)

Full Travel Plans may also be required for developments under the TA threshold for:

- Any development in or near an Air Quality Management Area (AQMA)
- Any Development identified within a strategic Master Plan where it is known that the cumulative impact of development proposals is significant
- An extension to an existing development that causes the travel impact of the site to exceed the threshold for a TA
- The provision of new or extended school and other educational facilities
- Any development identified through Local Plans where it is known that the cumulative impact of development proposals is significant
- Any development in an area that has been identified within the Local Transport Plan (LTP) for the delivery of specific initiatives or targets for the reduction of traffic, or the promotion of public transport, walking or cycling

Development proposals below the thresholds identified may not be required to include a Travel Plan. However, in support of policies detailed in the West Sussex Plan and West Sussex Transport Strategy, they should be accompanied by a suitable commitment to encourage sustainable travel.

Where required, a Travel Plan must be submitted alongside the planning application.

Unacceptable development proposals will not be supported because of the existence of a Travel Plan. Where a development is likely to be refused because of concerns over transport impacts, it may be possible for a Travel Plan to enable issues to be addressed and reduced to acceptable levels.

2 Travel Plan Preparation Process

2.1 Travel Plan Development Process

This section details the stages of preparing the Travel Plan. The table below identifies the stages of the planning process at which the Travel Plan should be developed.

Travel Plan Status	Stage of development	Activity
Planning	Local Plan - Site Allocation	The Development Plan Documents and Supplementary Planning Documents should establish the need for appropriate Travel Planning for all development sites identified. The type of Travel Plan will largely depend upon the scale of development proposed however smaller sites may be required to produce Full Travel Plans where it is known that the cumulative effects of development are cause for concern.
	Master Planning	Any Master Plan document should identify the principle of joint Travel Planning measures Developments identified within Area Action Plans or Area Wide Master Plans which are required to produce a Travel Plan can link together to produce an Area Wide Travel Plan where a number of development sites jointly fund and promote sustainable travel.
	Pre-application / Scoping	The County Council welcomes and encourages discussions to determine the need for, scope and content of a Travel Plan at the earliest possible stage prior to submission of a planning application, especially for developments of major or complex schemes. These discussions and early preparation in advance of submitting a planning application for a development can result in better quality applications which smooth the planning process and help speed up the decision making process after submission. If a Travel Plan is not agreed prior to submission it may delay the granting of or lead to refusal of planning permission. Applicants can help to minimise their subsequent planning application cost and avoid abortive applications by securing pre application advice.
	Submission	The Travel Plan should be submitted alongside the planning application and where appropriate should link into the Transport Assessment. It is anticipated that the majority of Travel Plans will have been discussed at pre-application stage and therefore issues should already have been resolved.

	Submission (Continued)	Where this is not the case and the Travel Plan does not follow this guidance it is likely that the highway authority will recommend that the application is refused. The method of securing the Travel Plan should be identified and the terms of any S106 Agreement, conditions and planning obligations should be agreed.
Determination of Planning Permission		
Implementation	Construction/ Post Permission and Pre-opening	Implementation of 'hard' Travel Plan measures will need to be delivered in accordance with the conditions and/ or planning obligations and should start prior to the completion or occupation of the development. This is to ensure that the strategy and measures are in place to positively influence and affect travel choices before travel behaviour becomes fixed. This is especially important in developments with multiple occupiers, such as mixed use developments, where the overarching Travel Plan strategy sets the scope for subsidiary plans.
	Post-opening	Many elements of the Travel Plan will be implemented once the development has opened and is occupied, although it may be necessary for some to be implemented prior to occupation. These 'soft' measures will be aimed at individuals, providing incentives to encourage the use of sustainable transport modes and reduce car dependency. The Travel Plan should be monitored and reviewed annually for a minimum of 5 years in accordance with the conditions and/or planning obligations to ensure the Travel Plan remains relevant over time. The monitoring results will be used to assess the effectiveness of the Travel Plan by comparing the achieved trip rates against the identified targets. If these identify the need for corrective action then further actions or measures should be identified to improve the delivery of the Travel Plan. At the end of the five years where the targets have been achieved the Travel Plan monitoring will cease and no enforcement action will be taken. Should the developer fail to meet the final year targets identified within the Travel Plan, or be able to demonstrate that the impact of the development has been mitigated, enforcement action will be taken.

2.2 Development Team Approach

The principle of front loading the local planning process is detailed within Planning Policy Statement 12: Local Development Frameworks. The document established the need for a streamlined and efficient process to ensure housing targets can be met. One of the proposed improvements is to 'front load' the planning process ensuring that discussions are undertaken at the earliest opportunity.

'Planning Policy Statement 3: Housing' highlights the need for a collaborative working approach, which should be initiated at an early stage of the planning process to ensure that development is delivered to a high standard and housing objectives can be met.

The Manual for Streets (March 2007) also emphasizes the need for a collaborative approach to shaping development proposals, where developers, local authorities and other public agencies work together to ensure developments are designed and delivered with consideration of all relevant issues.

Our approach to pre application discussions will allow us to support development teams at an early stage of the planning process and ensure a high standard of Travel Plans.

2.3 Travel Plan Documentation

All Travel Plans should follow the basic layout and the headings presented in this guidance, as listed below.

This will help officers to find the critical information within your Travel Plan quickly and to respond accordingly.

It should also help those preparing Travel Plans for West Sussex to ensure that they have covered all matters required by WSCC and minimise the likelihood that you will be subsequently asked to provide additional information.

2.4 Travel Plan Structure and Content

Component	Content
Executive Summary	The executive summary is a concise synopsis of the key points of your entire Travel Plan. It should include highlights from each section of the document - from the key objectives of the Travel Plan through to the proposed measures, monitoring and enforcement strategy.
Context	This section should provide a brief description of the development proposals including the details of any existing land use and an explanation of need for the plan and its benefits and provides a clear summary on what the plan is seeking to achieve. Details of the relevant local, regional and national policies which apply to the site should be included to demonstrate that the proposals comply.

Existing Travel Situation	This section will be closely linked to the information contained within the Transport Assessment. Details of the existing transport network, services and facilities and a technical appraisal of the transport conditions in the area surrounding the site can be replicated from the TA.
Accessibility	Much of the information contained in this section will be qualitative, such as descriptions of the existing pedestrian, cycle and public transport services and facilities to and from the site and the availability of local services with an emphasis on the key services namely education, employment, healthcare, retail and Leisure. Details of proposals for improving access to the development by these modes should also be included.
Base Data and Prediction	This section will be mostly replicate information contained within the Transport Assessment for the site. Details of the development trip rates and supporting TRICS outputs, the localised TEMPRO growth factors and the distribution and assignment of development traffic should be included to provide an estimate of the traffic impact from the development.
Objectives	The wider objectives of the Travel Plan should be established and the aims of the Travel Plan should reflect the local, regional and national transport and planning policy and guidance.
Targets See Section 3	The targets will relate directly to the information held within the TA. Details of the targets required can be found within <i>Section 3</i> of this report. Modal shifts targets should demonstrate that the main trip generation targets are achievable and identify indicators to measure the progress of the Travel Plan. Establishes SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) - these could include modal split targets, trip length, etc. as well as qualitative goals for travel behaviour. For each target there will be associated indicators to measure progress.
Measures	The proposed package of measures should be designed to suit the nature, location, and type of site to which they relate. Providing alternatives to lone car use, reducing car dependence and the need to travel and provide positive incentives to encourage the use of sustainable transport modes. This section identifies an implementation programme for the proposed measures aimed towards achieving the stated targets and objectives held within the Travel Plan There is much information available on the types of measures that can be used within Travel Plans the following is just an example of the types of measures that can be considered: Reducing the need to travel • Flexible working arrangements to better suit public transport timetables, Encouraging working at home where possible and Better use of technology (e.g. telephone conferencing) • Better co-ordination of customer deliveries • Promotion of home delivery and internet shopping

Increasing the use of Sustainable Modes

Walking –

- Walking route maps and Walking audits
- Provision of high visibility clothing, umbrellas, personal alarms and discounts negotiated with local footwear/outdoor clothing retailers,
- Footway improvements, lighting and signing
- Provision of on site lockers and showers

Cycling –

- Discounts negotiated with cycle retailers, Ride2Work tax-efficient cycle purchase scheme, interest free loans and attractive mileage allowance for business use
- Cycle route improvements
- Secure covered cycle parking, lockers and showers and pool bikes
- Cycle training /cycle route maps/West Sussex Cycle Journey Planner

Public Transport –

- Timetable and route map information provision,
- Discounts negotiated with local transport operators, interest free loans for season tickets and rail warrants
- Subsidised travel or company transport (minibus)
- Infrastructure improvements and Real Time Passenger Information (RTPI)

Motorcycling –

- Information about licences and training
- Secure, covered motorcycle parking and storage lockers
- Discounts negotiated with motorcycle retailers, interest free loans and attractive mileage allowance for business use

Reducing the impact of cars

Parking Management –

- Access control barriers
- Dedicated visitor, Car Club or pool car parking provision
- Parking Strategy including unallocated or communal parking and an overall reduction in the level of parking provision
- Ring fencing charges to fund Travel Plan initiatives

Car Sharing –

- Car sharing database
- Journey matching website (e.g. www.westsussexcarshare.com)
- Guaranteed emergency ride home
- Dedicated car sharing parking spaces

Incentive Schemes –

- Buying back parking permits
- Regular prize draws for sustainable transport users
- Carbon off-setting schemes

Travel Information –

- Promotion of journey planning tools (e.g. Traveline, Transport Direct)
- Induction/Welcome Packs
- Site-specific travel leaflets and noticeboards (e.g. Pindar Creative's Travel Plan Mapping Solution)

Implementation See Section 4	A strategy for implementation including: the appointment of the Travel Plan coordinator role, management of the plan, development timetable, and an Action Plan to outline the implementation programme for the proposed measures. Outlines the methods of marketing and promotion of the proposed measures and the benefits of sustainable travel to staff, residents and the local community.
Management See Section 4	Outlines the management of the plan to ensure it has longevity beyond the initial period of operation and clearly identifies the involvement and commitment by all parties responsible for ensuring that the Travel Plan is delivered. The appointment of a Travel Plan Co-ordinator who will manage, monitor and promote the Travel Plan should also be detailed within this section.
Monitoring See Section 5	Clarifies when and how Travel Plan performance will be measured and establishes a monitoring programme. Specifies that annual monitoring surveys will be accordance with the national TRICS UK Standard Assessment Methodology for Travel Plans (aka TRICS SAM). In addition to the formal TRICS monitoring it is recommended that informal surveys are carried out. Although these surveys are not compulsory they will give the Travel Plan coordinator a deeper insight into the travel habits of individuals.
Review	Commitment to the production of annual monitoring reports indicating the status of the Travel Plan and attending annual audit meetings with West Sussex County Council to assess the success of the Plan for the life time of the Travel Plan, for a minimum of 5 years.
Enforcement See Section 7	This section of the report should set out the way in which the Travel Plan will be secured and outline the proposed mitigation measures should the Travel Plan fail to deliver its targets. The mitigation works proposed should be a split of additional Travel Plan measures that may be required to bring the Travel Plan back on line and proposals for on street works that will mitigate the impact of development where it has become clear that the developments is unable to meet its targets despite its best efforts.

2.5 Evaluation of a Travel Plan

The County Council's Travel Plan Officer will assess the Travel Plan and provide comprehensive feedback including a statement of the plan's level of acceptability, if each element of the TRACES criteria are not met sufficiently then the plan will require redrafting.

We therefore strongly recommend that any developer or applicant should seek advice about County and District Travel Plan policy and procedures and submit their Travel Plan for assessment prior to submission of a planning application.

Applications which exceed the Travel Plan thresholds will not normally be supported by the Highway Authority until an acceptable Travel Plan has been agreed.

If a Travel Plan is submitted which does not follow National, Regional or local published advice or guidance, requires significant change or where advice has not been sought or followed the highway authority will respond to the District Council based upon the information submitted with the application, it is unlikely that an applicant will be invited to discuss the Travel Plan.

2.6 Our Role

WSCC's Travel Plan Officer will:

- Provide Information on relevant policies and guidance to applicants about Development Travel Plans
- Provide advice to the Officers, who will respond to the planning applications
- Agree the contents of Development Travel Plans with applicants (this may involve providing written comments on draft documents or face-to-face discussions where appropriate)
- Advise on whether a Section 106 agreement is required, the possible content and the process we use to agree it
- Give comprehensive information on what you need to address in order for your Travel Plan to be considered favorably by the Highway Authority.
- Act as a central point of information in relation to Development Travel Plans in West Sussex
- Maintain records of all correspondence between WSCC and the applicant in relation to the Development Travel Plan
- Provide written confirmation of the advice and views given by us. This will include the required level of detail and the supporting information necessary for you to provide an acceptable Travel Plan
- Indicate measures that would be completely unacceptable, so saving you the cost of delivery.
- Supply advice that is consistent, reliable and up to date and tailored to your specific needs

WSCC'S Travel Plans Officer will not:

- Make an overall recommendation on the acceptability of a planning application
- Design or write your Travel Plan
- Arrange for TRICS surveys to be undertaken. **It is at all times the responsibility of the applicant to ensure that TRICS surveys are undertaken, and that he compiles an annual progress report.**

2.7 TRACES Evaluation

In order to ensure that Travel Plans within West Sussex are of a consistent high standard The Travel Plan must be **Transparent, Realistic, Achievable, Committed, Enforceable** and **Sustainable (TRACES)**.

All Travel Plans should include all the elements outlined in paragraph 2.4 and follow the principles of the T R A C E S evaluation criteria, as summarised in the following table and will be assessed using the T R A C E S evaluation methodology (See appendix D).

Transparent	Plans should clearly identify who is responsible for each element of the plan, how it is to be financed and how targets have been developed
Realistic	Plans should set realistic but stretching targets which reflect Local Development Framework and Local Transport Plan policies. Targets should take account of best practice and the likely make up of occupants.
Achievable	Plans should only include measures which developers and partners are capable of delivering and which are likely to have a positive impact on travel behaviour.
Committed	Plans need clear commitment from the developer and occupier. This can be demonstrated by, for example, the appointment of a Travel Plan coordinator and the identification of funding to take the plan forward.
Enforceable	The commitments established in the Plan need to be enforceable by the local authorities under the accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the Travel Plan.
Sustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility from the developer to the occupiers, residents or other organisations and the continuing sources of funding for the plan.

3 Targets

3.1 Travel Plan Targets

Targets are an important part of any Travel Plan. They demonstrate how the identified measures will achieve a reduction in development trip rates and predict the accompanying increase in use of sustainable modes.

They should demonstrate significant positive change over what would be seen if no Travel Plan were adopted. All targets set out in the Travel Plan should be achieved by the end of the period identified – normally 5 years from the date of first occupation for workplaces, or 5 years from 50% occupation for residential developments.

Targets for development should compliment the targets set out in the WSCC Local Transport Plan and other relevant policies to ensure that the development is contributing towards regional and local objectives for traffic reduction.

3.2 When are they set?

Targets should be in place from the outset and agreed with WSCC as part of the Travel Plan ahead of planning consent, but will need to be the subject of ongoing review.

Where the occupier of the development is unknown outline targets should still be proposed, these can be reassessed once the occupier is identified and base data has been collected.

3.3 Setting Trip Rate Targets

Full Travel Plans are required to include two predetermined targets. These targets relate to both national and local objectives held within Transport Policy.

Target 1

To reduce the number of vehicle trips generated over a 12 hour period (Weekday 7am to 7pm) by the site by a minimum of 15% in urban areas and 10% in rural areas.

The first of the two targets that must be included within a Full Travel Plan reflects the targets held within the West Sussex Road Traffic Reduction Report.

The Road Traffic Reduction Report aims to "... reduce the otherwise prevailing levels of traffic activity... within a 12 hour weekday period."

Coastal Towns	15%
Central Towns	15%
Rural Areas	10%

(Taken from the West Sussex Road Traffic Reduction Report, Table 7.1)

Towns – as identified in the WSCC Local Transport Plan 2006 - 2016	
Coastal Towns	Bognor Regis, Littlehampton, Lancing, Shoreham by sea and Worthing.
Central Towns	Crawley, Chichester and Horsham, Burgess Hill, Haywards Heath and East Grinstead

Rural Areas are defined as all locations outside of the defined built up area of the coastal and central towns.

This target supports national guidance on Travel Plans targets. The DfT best practice guide 'Using the planning process to secure Travel Plans' states that 'Modal shifts of 30% are a possibility; 10% - 20% is now clearly evident in the UK.'

Target 2

To reduce the peak hour trip rate of a development to ensure there is no 'material impact' on the surrounding network

The second target is required to ensure that proposed development is able to mitigate the impact of additional traffic on the existing highway network.

Material Impact is defined by WSCC as an increase in congestion at any junction within the study area agreed at scoping stage after the effects of the Travel Plan, sustainable infrastructure / services and highway mitigation measures have been taken into account.

Further information on 'material impact' can be found in the WSCC Transport Assessment guidance document.

Travel Plans targets are expressed as maximum end levels of car trips generated by the development.

3.4 Calculating Trip Rate Targets

As discussed in section 1 of this document, guidance on Transport Assessments has placed greater emphasis on the link between Travel Plans and TA's. The targets that are held within the TP will be calculated from the outcomes forecast by the TA.

Target 1

Target 1 is calculated using the agreed development trip rate identified within the TA. This trip rate should be determined using the TRICS database constrained by local factors. More details of which can be found in the local and national guidance on TAs.

Site Vehicular Trip Generation

Trip rates will generally be taken from appropriate use of the TRICS trip generation database. All use of TRICS must be clearly demonstrated to follow methodology fully in accordance with the latest issue of the TRICS Good Practice Guide.

The TRICS survey site selection must be representative with regard to main and optional parameters such as, type of location, size of development, local population and car ownership, balanced against maintaining a healthy sample size.

(Taken from the West Sussex County Council Transport Assessment Methodology June 2007)

Once the 12 hour trip rate for the development has been established Target 1, a reduction of 10 or 15%, can be identified.

Where the site occupier is unknown and the base traffic generation is established to differ from the agreed trip rates within the TA there is scope to revise the targets held within the Travel Plan.

Target 2

The outcomes of the TA should be used to identify the trip rate generation reduction targets required to mitigate the impact of the development.

Traffic flow diagrams of the study network will normally be required for each of the following scenarios for each analysis time period:

- | | | |
|----|---|--------------|
| a. | Base year observed (and/or modelled) traffic | |
| b. | Traffic generated from existing site use | |
| c. | Opening year do-nothing traffic | = a + growth |
| d. | Opening year committed development traffic | |
| e. | Opening year do-minimum traffic | = c + d |
| f. | Opening year proposed development traffic | |
| g. | Opening year total traffic | = f + e - b |
| h. | Assessment year do-nothing traffic | = c + growth |
| i. | Assessment year committed development traffic | |
| j. | Assessment year do-minimum traffic | = h + i |
| k. | Assessment year proposed development traffic | |
| l. | Assessment year total traffic | = j + k - b |

(Taken from the West Sussex County Council Transport Assessment Methodology June 2007)

Two additional assessment scenarios are required to demonstrate how Target 1 will reduce the level of vehicle traffic generated from the development. These are as follows:

- | | |
|----|---|
| m. | Opening year proposed development traffic reduced by Target 1
= f - 10 or 15% |
| n. | Assessment year proposed development traffic reduced by Target 1
= k - 10 or 15% |

Once assessments for the scenarios above has been undertaken, for all appropriate junctions, the next step is to establish what level of trip reduction is required to ensure that 'no material impact' occurs on the existing highway network within the peak hours. The resulting value is Target 2.

3.5 Achieving Trip Rate Targets Through Modal Shift

The site-specific measures that are proposed as part of the Travel Plan should all work towards achieving the targets.

In selecting modal shift targets, it is important that they are realistic in terms of the site in question and the measures provided, and that they reflect the reductions in car use expected as a result of the plan measures.

3.6 Types of Target

In order to demonstrate that the target is achievable there must be associated indicators to measure the progress of the Travel Plan. Travel Plan targets should be clearly worded as measurements of your objectives.

A Travel Plan should include both 'Actions' and 'aims' that demonstrate how the trip rate targets will be achieved. Examples include:

Action type targets:

- Install x number of cycle racks before occupation
- Provide x number of dedicated car share bays before occupation
- Set up a Steering Group by a specified date.

Aim type targets:

- To increase the % of persons arriving on the site by public transport by x% by a specified date, when compared with the base year
- To reduce the % of single person car trips by x% by a specified date, when compared with the base year
- To increase the % of persons departing from the site by bicycle by y% by a specified date, when compared with the base year

The Travel Plan should establish clear commitments and identify explicitly who is responsible for their delivery.

3.7 Milestones

In order to be able to assess the progress of the Travel Plan against the agreed targets, annual milestones should be set. They will demonstrate how successful the Travel Plan is and act as triggers if the Travel Plan is not on track to meet its overall objectives.

The targets and milestones will be reviewed annually in consultation with West Sussex County Council once the results of the annual monitoring surveys are available.

3.8 Evaluation of Targets

In order to be able to monitor the progress of the Travel Plan it is necessary to evaluate the proposed targets for development.

Proposed Travel Plan targets will be assessed using the S M A R T evaluation criteria, which are:

S M A R T = **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound

3.9 Annual Review

A Travel Plan should achieve the agreed Targets within the agreed time period – normally 5 years from the date of occupation. Where a development is continually failing to meet the milestone targets a review of the Travel Plan should be undertaken and additional measures rolled out.

These targets will be reviewed annually in consultation with West Sussex County Council once the results of the TRICS survey are available.

The annual review will be used to assess how the Travel Plan is performing and trigger any additional measures necessary to ensure that the targets are met.

These additional measures should be agreed with WSCC and may include Travel Plan measures that are aimed at achieving wider reduction in traffic growth.

4 Travel Plan Implementation

4.1 Mechanisms for Delivering Travel Plans

In order to ensure that Travel Plans are successful in achieving modal shift and meeting the Trip Rate targets it is essential to ensure that there is a mechanism in place that will secure its delivery.

A Travel Plan can be secured in two ways, through planning condition or through a legal S106 agreement.

By planning condition:

Planning conditions will mainly be used to secure Travel Plan statements. The Travel Plan should be submitted alongside the planning application for assessment and must be agreed prior to determination.

A planning condition will require the developer to implement the agreed Travel Plan in accordance with the triggers identified within the Plan.

By Planning Obligation (S106 Agreement)

It is preferable for Full Travel Plans to be secured through embodiment in a section 106 agreement of the Town and Country Planning Act 1990. This method will give elected representatives, officers and the company itself a greater sense of purpose and confidence in what has been agreed. The use of a Section 106 Agreement can:

- Promote the application of high standards
- Ensure increased internal consistency
- Accelerate the development of best practice
- Focus the mind of all those involved
- Give the organisation a strong argument in detailed negotiations with staff concerning difficult issues such as car parking standards

The S106 agreement will include:

- The requirement that the Travel Plan is implemented at the appropriate stage of the planning process
- Details of the measures that are proposed and the targets which must be achieved
- Obligations to implement all elements of a Travel Plan acceptable to the Highway Authority in accordance with the triggers and targets identified in the plan.
- Obligations to monitor the success of the Travel Plan for a minimum of 5 years from the date of occupation
- Obligations to mitigate the impact of the development if the developer fails to achieve its targets.

In all cases the Agreed Travel Plan should be attached to the agreement.

The Travel Plan requirements relating to a development will be part of a planning obligation in accordance with Section 106 of the Town and Country Planning Act 1990 (as amended)

4.2 Management structures

To ensure the Travel Plan remains relevant a clear and ongoing management strategy should be developed identifying the level of involvement and commitment by all parties responsible for ensuring that the Travel Plan is delivered.

There are a range of different management structures that could be suitable depending on the nature and scale of the development. Options include:

- Self Management
- Management Companies
- Steering Groups
- Community Groups/ Trusts
- Other existing Associations/ Groups

For larger developments or where there are multiple site occupiers, it may be beneficial to establish a steering group including the Travel Plan Co-ordinator, local authority representatives, occupiers, public transport providers and even community representatives. This group can ensure effective communication and co-ordination of actions.

There are several elements required for successful management of a Travel Plan:

- The appointment of a Travel Plan Coordinator
- Mechanisms for management at different stages of the Travel Plan
- Management structures, steering groups management companies, community trusts and other options
- Long term sustainability

4.3 Responsibility

The overall responsibility for delivering the Travel Plan for the 5 years from first occupation will lie with the developer.

Management groups and other management structures can assist in implementing the Travel Plan but there needs to continue to be a clear line of responsibility to the developer for achieving the targets and objectives established in the Travel Plan.

4.4 Applicants Commitment

To demonstrate commitment to the delivery of the Travel Plan and achieving the identified targets the developer should provide the following information:

- Delivery timetable and associated milestones
- Provision of a dedicated funding stream
- Outline how your Travel Plan will be resourced in the longer term
- Explain what funding will be allocated,
- How the plan will continue if the occupier changes.
- Handover arrangements from developer to occupier should be explained.

4.5 Funding

Travel Plans can bring financial as well as other benefits to a developer of a site, particularly in terms of reducing infrastructure costs associated with reducing parking provision and fewer highway capacity improvements. Occupying organisations may benefit from reducing employee travel costs and more effective employees.

Nonetheless, there will be a financial cost associated with implementing the Travel Plan that will be borne by the occupying organisation and/or developer.

It is important that a funding stream for the implementation of the Travel Plan is secured in the early stages of the development process.

4.6 Hand Over

The Travel Plan should include arrangements for the handover of the plan to occupiers of the site or another relevant body at the end of the monitoring period.

The point of handover relates to the success of the Travel Plan against the main targets identified in the plan. Where targets are not achieved enforcement action may be taken and there may be a delay in handover of the plan.

Your ongoing management strategy should outline how the Travel Plan will be brought back on track should it not meet objectives and targets.

4.7 Travel Plan Co-ordinator

As part of a Full Travel Plan the developer/occupant must identify a suitably skilled person to be appointed as the Travel Plan Co-ordinator. Their role is to act as the main contact for the Travel Plan ensuring the Travel Plan is effectively managed before, during and after the development of the site.

This position could be undertaken by a dedicated employee, a senior manager, a steering group, or a management company/consultant and may change as the plan develops.

The contact details of that post holder should be stated in the Travel Plan or, if not known at the time of the agreement, supplied to the County Council's Travel Plan team within one month of occupation of the site.

The Travel Plan Co-ordinator will be responsible for:

- If appointed, inputting to the development of the transport assessment and the Travel Plan documents
- Ensuring that the site design meets the access needs of the occupants
- Promotion and marketing of the plan and the individual measures contained within it
- Leading on the delivery / implementation of the Travel Plan measures once approved and ensuring its component parts are being actioned
- Taking forward the Travel Plan initiatives and introducing new measures in light of experience
- Personalised Travel Planning for individual site occupants

- Arranging the both formal (i.e. TRICS SAM) and informal (i.e. Travel Surveys) monitoring of the Travel Plan
- Production of the annual monitoring report and submitting the data to West Sussex County Council
- Attending the annual auditing meeting and reviewing the Travel Plan in light of the monitoring results to ensure agreed targets will be achieved
- Acting as the main point of contact for the site occupiers, service providers and the county council.

One of the main responsibilities of the Travel Plan Coordinator is the marketing and promotion of the Travel Plan to the site occupiers, visitors and wider community. Promotion of the plan is key to its success and the level of uptake of the Travel Plan measures is a good way to measure the success of the marketing campaign.

Promotion of the Travel Plan should begin prior to occupation and run throughout the life of the Travel Plan. There are a wide range of marketing techniques available, and the range of incentives used will be site specific however below are a few of the most commonly used:

- Use of site notice boards,
- Magazines, newsletters and leaflets,
- Emails,
- Websites
- Travel Clubs and action groups
- Information packs for new employees or home-owners
- Public transport discount vouchers
- Bicycle shop discount vouchers
- Transport Challenges, competitions and prizes

Participation in sustainable transport events such as:

- TravelWise Week,
- National Bike Week, and
- National Car Share Day

5 Travel Plan Monitoring

5.1 Monitoring of Travel Plans

PPG13 states that where Travel Plans are to be submitted alongside planning applications they:

- Should set out the arrangements for monitoring the progress of the plan
- As well as Arrangements for enforcement in the event that agreed objectives are not met.
- Should have measurable outputs

West Sussex County Council requires that all Full Travel Plans are monitored for at least 5 years after the date of first occupation to assess impact of Travel Plans. Large or Multi-phase developments may require a longer monitoring period.

The Travel Plan should include a robust monitoring and auditing strategy detailing when and how performance will be measured and establishing a monitoring and review programme.

It is recommended that an informal baseline survey be carried out 3 months after the date of occupation; this will enable the Travel Plan measures to be reassessed if necessary. A representative sample of the occupiers should be surveyed to ensure that the information is reliable.

TRICS SAM monitoring should then be undertaken annually for a minimum of 5 years to assess the effectiveness of the Travel Plan and ensure it remains relevant over time.

The responsibility for monitoring rests with the developer, owner or tenant of the site and will be encapsulated within the S106 agreement or planning conditions.

Formal monitoring of development related Travel Plans is required to ensure compliance with Section 106 agreement and planning conditions. Enforcement action, as stated in the legal agreement, will be taken where the agreed targets are not achieved or if formal monitoring is not completed.

5.2 Survey methodology

The monitoring and review programme must establish details on what information will be collated, the methods used to gather relevant information and the timing and period of monitoring and how overall performance will be measured.

The Travel Plan should be monitored through a combination of formal and informal survey methodologies to identify modal split, travel choice and behaviour and the achieved level of modal shift.

The information about the travel modes and issues of site occupiers and visitors must be fed back to the County Council annually, in order to measure whether you are meeting your obligations.

5.3 Formal TRICS Compatible Monitoring

West Sussex County Council requires that Travel Plans be monitored in accordance with the TRICS UK Standard Assessment Method for Travel Plans (SAM).

Essentially, this places a requirement on the applicant, developer, owner or tenant of the site to arrange for multi-modal TRICS compatible survey to be conducted by an accredited data collection company in accordance with the national TRICS Standard Assessment Methodology (SAM).

At employment sites the initial survey should be undertaken on full occupation of the site and alternate years thereafter for a period of not less than 5 years. The survey cost must be borne by the applicant and the data will be fed into the national TRICS database. For larger, phased, residential sites the County Council may require that the initial survey is conducted prior to full occupation and for additional surveys to be undertaken approaching and after full occupation. Wherever possible the Travel Plan Coordinator's period of employment at the site should coincide with the monitoring period. For phased residential sites this may mean that the Travel Plan Coordinator will need to be in post for longer than 5 years.

The data must be verified by the managers of TRICS (Currently JMP Consulting Ltd).

Following completion of each survey a monitoring report including the TRICS survey results must be submitted to West Sussex County Council in order to enable them to assess the results against the targets and objectives identified in the Travel Plan.

Further information and details are available at www.TRICS.org

5.4 Informal Monitoring

In addition to the formal TRICS monitoring it is recommended that informal surveys are carried out

Although these surveys are not compulsory they will give the Travel Plan coordinator a deeper insight into the travel habits of individuals.

A representative sample of the site occupiers should be surveyed to ensure that the information is reliable.

Informal surveys can be:

- Used to gain an insight into the reasons behind travel choice and travel behaviours
- Designed to collate a range of qualitative data from the occupants of the site.
- Used to highlight issues that can easily be addressed through a Travel Planning measure.
- Undertaken at appropriate stages in the Travel Plan period.

Informal survey types most frequently used:

- Travel Surveys

There are many examples of travel surveys for both residential and commercial developments available. The Travel Plan Coordinator should develop a site specific survey that will cover a range of topics with both qualitative and quantitative data.

These surveys can be carried out by post, door to door or at the site access points and can cover the total population of the site or a sample.

- Travel Diaries

Individuals may be required to keep a travel diary as part of the monitoring process – this type of monitoring is probably best suited to Staff Travel Plans but can be used in Residential Travel Plans if there is a great enough uptake.

Other examples of informal monitoring include:

- Automated traffic counters
- Uptake of free travel vouchers provided to new residents
- Renewal of travel passes once free passes expire
- Cycle and pedestrian counts on routes into the development
- Use of cycle stands provided
- Uptake of car club membership
- Use of car parking spaces and any problems with overspill parking
- Liaison with local bus/train companies for estimates of use of key services
- Walking to activities e.g. schools
- Record comments on residents feedback forms

Unlike the formal survey results the data collected from informal surveys will not be used by WSCC to assess the progress of the Travel Plan against its enforceable targets.

The results will be used by the Travel Plan Co-ordinator to monitor the success of individual Travel Plan measures, assess the reasons for travel choice, identify improvements or new incentives and measure achievements against the milestones.

The data should be stored by the Travel Plan Co-ordinator so trends can be identified and comparisons between different measures can be made over time.

A summary of the information gathered from the surveys should be provided to WSCC to support the formal survey results.

5.5 Biennial Monitoring Report Structure and Content

All biennial monitoring reports should follow the basic layout and the headings presented in this guidance, as listed below.

This will help officers to find the critical information within your monitoring report quickly and to respond accordingly.

It should also help those preparing monitoring reports for West Sussex to ensure that they have covered all matters required by WSCC and minimise the likelihood that you will be subsequently asked to provide additional information.

It is the responsibility of the Travel Plan Co-ordinator to ensure that the biennial progress reports are submitted to the County Council during the monitoring period.

Monitoring reports should be produced and submitted to WSCC within 2 months of the TRICS SAM survey results becoming available until the end of the Travel Plan period.

Failure to monitor the Travel Plan using TRICS SAM surveys and submit monitoring reports will result in enforcement action.

Component	Content
Executive Summary	The executive summary is a concise synopsis of the key points of your entire monitoring report. It should include highlights from each section of the document - from the key achievements of the Travel Plan through to the proposed corrective measures.
Development Overview	A brief description of the development, the site occupiers and a summary of the sustainability and accessibility of the site. This section will be closely linked to the information contained within the Transport Assessment. Descriptions of the pedestrian, cycle and public transport services and facilities to and from the site and the availability of local services with an emphasis on the key services namely education, employment, healthcare, retail and Leisure can be replicated from the TA.
Summary of Agreed Travel Plan	This section should provide a summary of the Agreed Travel Plan
Targets	The milestones, modal shift targets and associated indicators should be included alongside the Trip Rate targets contained within the Transport Assessment.
Implementation Timetable	A summary of all Travel Plan activity that has taken place during the life of the Travel Plan, including details of the delivered measures, the methods of marketing and promotion, management of the plan, and implementation timetable for outstanding measures.
Monitoring Timetable	This section will give details on when and how both formal and informal monitoring has been undertaken. The details of the data collection company used to collate the formal TRICS monitoring should be provided. Details of any informal monitoring that has been completed should be included along with the results.
TRICS Validation Report	A copy of the TRICS Validation Report should be included with the monitoring report.
Analysis of Monitoring Results	This section of the report should analyse the survey results for both the qualitative and quantitative data sets. Both written and graphical representations may be used to demonstrate the travel habits and modal shift achieved during the lifespan of the Travel Plan. Comparisons between the data held within the Transport Assessment and original agreed Travel Plan and the monitoring results should be drawn.

Issues, Constraints and Reasons for Progress	Draw conclusions from the data analysis to assess the reasons for the failure or success of the Travel Plan.
Corrective Measures	Details of any additional measures introduced to ensure the Travel Plan is on-track to meet its targets. Should the Travel Plan fail to meet the annual milestones, measures should be proposed. The informal surveys will give a crucial insight to the travel habits of occupants and reasons behind travel choices. The monitoring results should identify the area for the biggest potential modal shift and additional Travel Plan measures should be designed to get the plan back 'on track'.
Conclusions	An evaluation of the overall level of success in meeting the required obligations and targets and an indication of the current status of the Travel Plan with regard to the milestones and the projections for the forthcoming year. This should include a commitment to delivery of corrective measures that will be implemented to address any failures that have been identified.

6 Travel Plan Auditing Service

6.1 Auditing Service

Once the monitoring report has been written it should be submitted to WSCC. The data will be used by the Authority to assess how far the implemented measures in the Travel Plan have contributed to the achievement of the modal shift targets and the progress of the Travel Plan against the Trip Rate trip rate targets.

The outcome of the review process is a key element in establishing the need for reviewing the modal shift targets, corrective measures and enforcement action if required.

The County Council requires developers/ applicants to contribute towards the costs of supervising and auditing Full Travel Plans for a minimum of five years after first occupation.

6.2 What Will You Get From the Auditing Service?

WSCC's Travel Plan Officer will:

- Provide written confirmation within 10 working days of receiving your biennial monitoring report and arrange a date for a meeting if required
- Provide details of what further information you may need to supply
- Meet with you and invite the District Council planning officers to advise you on Travel Plan, including any site visits needed
- Provide detailed written confirmation within 21 working days of the meeting of our advice. This will include advice on what you will need to implement to meet the Travel Plan targets
- Advise on whether enforcement action is likely or required and the process we use to enforce
- Review the contents and conclusions of the monitoring report with applicants (this may involve providing written comments on draft documents or face-to-face discussions where appropriate)
- Maintain records of all auditing between WSCC and the Travel Plan Coordinator in relation to the Development Travel Plan
- Provide written confirmation of the Travel Plan status and views given by us.
- Indicate measures that are likely to help achieve the Travel Plan targets.
- Review the outcomes of TRICS SAM surveys undertaken at the site, and to follow progress towards targets.
- Agree remedial action with the applicant, in the event that Travel Plan targets are not met

If the Travel Plan has met or exceeded the biennial milestone target, and is on track to achieve the 5 year target, the Travel Plan coordinator may request written advice only without an audit meeting. In these instances we will provide a written response within 21 days of receipt of all necessary information and apply a reduction of 25% to the appropriate fee.

WSCC'S Travel Plans Officer will not:

- Design or write your annual monitoring report

- Arrange for TRICS SAM surveys to be undertaken. It is at all times the responsibility of the applicant to ensure that TRICS SAM surveys are undertaken biennially, and that an annual progress report is compiled.

6.3 Biennial Audit Meetings

Once the biennial monitoring report has been submitted WSCC will meet with the Travel Plan coordinator to discuss the progress of the plan.

The meeting will involve all relevant members of staff in a development team approach. The local district or borough council will be invited to attend the meetings although attendance is not guaranteed.

The meetings will be used to review the progress of the Travel Plan to date and the timetable for the forthcoming year.

Subject to the availability of the biennial monitoring report, the date and venue for the pre-application advice meeting will be confirmed by all parties. Normally, the meeting will be held at the County Hall offices at Tower Street, Chichester but we can also consider site meetings or alternative venues if required.

The audit meeting will follow a standard agenda to ensure that all of the relevant topics are addressed. Where complex site-specific issues are identified additional items can be added to the agenda to ensure that these issues are appropriately discussed.

6.4 Travel Plan Auditing Fee

To enable the Council to provide this service to a consistent and high standard the Council will allocate significant resources to the service. The Council has decided that the cost of providing the service should be recovered directly from the developer and not fall as a general cost to the council taxpayer. It should be noted that the current statutory planning fees do not cover the cost of Travel Plan Audit advice given by the County Council.

An auditing fee of £1500 applies to all Full Travel Plans that are required to be monitored over a 5-year period.

Where a longer monitoring period is required due to the size, nature and complexity of the site the monitoring fee will be calculated based on a cost of £500 for each additional year required.

The scale of fee will be determined and agreed prior to planning permission being granted and included within the Section 106 Agreement.

The standard charge for Travel Plan Auditing relates to the amount of time taken by the case officer(s), from the auditing stage to a meeting with the applicant and the subsequent written confirmation of advice for five years.

If the Travel Plan has met or exceeded the biennial milestone target, and is on track to achieve the 5 year target, the Travel Plan coordinator may request written advice only, without an audit meeting. In these instances we will provide a written response within 21 days of receipt of all necessary information and apply a reduction of 25% to the appropriate fee.

6.5 Travel Plan Statements

As Travel Plan Statements do not require long term supervision and monitoring there is no requirement for an audit meeting and the associated auditing fee.

6.6 Additional Charges

Any additional work required to respond to additional queries will be charged at an hourly rate after the initial meeting by relevant officers. However, the authority reserves the right to advise that the scope for further discussion has been exhausted.

Hourly rates will be charged at cost.

Where specialist advice is required, Consultant's fees will be charged at cost.

Additional meetings will only be attended where all action points agreed at the previous meeting have been addressed to our satisfaction and may require an additional fee.

6.7 Payment of Fees

The audit fee will be included within the S106 and must be paid on the signing of the agreement and will be receipted. Invoices must be settled within 28 days.

If you do not intend to implement your planning permission immediately, acknowledge this in your Travel Plan and state your commitment to monitoring for at least 5 years.

Should the planning application lapse or be withdrawn at any stage of the planning process the fee will be returned to the payee. However charges may be held for any Travel Plan enquiries or any investigations that have been carried out.

If an audit meeting is cancelled charges may be made for any auditing or investigations that have been carried out.

Cheques should be made payable to 'West Sussex County Council'

6.8 Contact Details

If you have a proposal that is likely to require a Travel Plan you can contact us in a number of ways:

- Write to us at Development Planning, West Sussex County Council, West Street, Chichester, West Sussex, PO19 1RG
- Email us at strategic.planning@westsussex.gov.uk
- Telephone us on (01243) 642118
- Visit our web site www.westsussex.gov.uk

6.9 Please Note

Any advice given on Travel Plans by the Council officers for pre-application enquiries does not constitute a formal response or decision of the Council with regards to future planning consents.

Any views or opinions are given in good faith, and on the best of ability, without prejudice to the formal consideration of any planning application, which will be subject to public consultation and ultimately decided by the Local Planning Authority.

You should therefore be aware that officers cannot give guarantees about the final formal decision that will be made on your planning or related applications. However, the advice note will be considered by the Local Planning Authority as a material consideration in the determination of the future planning related applications, subject to the proviso that circumstances and information may change or come to light that could alter the position.

We cannot offer advice that can bind the Council but we will give you the best advice possible on the information and proposals that you provide.

We cannot guarantee that any subsequent application you make will be valid or will get approval. However, the Travel Plan advice we give you will aid this process significantly.

Any advice given in relation to the planning history of the site, planning constraints or statutory designations does not constitute a formal response under the provisions of the Local Land Charges Act 1975.

7 Enforcement of Development Related Travel Plans

7.1 Enforcement of a Travel Plan

Travel Plans will help ensure that future development will be accessible, sustainable and will not increase congestion on the existing highway network, especially in areas where there is already cause for concern. Therefore the enforcement of Travel Plans is essential to ensure that targets are met and the impact of development is managed, monitored and mitigated successfully.

'Where travel plans are to be submitted alongside a planning application, they should be worked up in consultation with the local authority and local transport providers. They should have measurable outputs, which might relate to targets in the local transport plan, and should set out the arrangements for monitoring the progress of the plan, as well as the arrangements for enforcement, in the event that agreed objectives are not met.'

Planning Policy Guidance Note 13: Transport (DfT, 2001)

'Travel Plans should generally be secured through a S106 agreement, such that there is an enforceable commitment for a period of time following completion of the development. Targets set out in the plan should be achieved by the end of the period identified. In enforcing such targets, suitable sanctions should be agreed between the developer and local authority at the outset, to be invoked if the targets are not met.'

'Making Residential Travel Plans Work: Good Practice Guide For New Development' DfT 2005

7.2 Sanctions and Enforcement Options

Travel Plans for new development in West Sussex should therefore clearly demonstrate the sanctions that will apply in the event that targets are not met. Examples of penalties that might apply include:

- Payment of a financial penalty to the County Council (to be secured via Section 106 agreement). Appendix C shows how the penalty is calculated.
- Funding of additional annual TRICS SAM surveys until such time as the targets are met
- Implementation of additional mitigation measures, which may be held in reserve. Such measures could be implemented either on or off site (or both) and should be costed and agreed with the County Council prior to the Travel Plan being approved. Measures could include for example: introduction or expansion of a car club, intensified Personal Travel Planning, additional public transport discounts, delivery of one or more of the County Council's 'Blue Book' schemes, a contribution towards one or more highway improvement schemes.

The above list is not exhaustive, and developers may propose alternative penalties and enforcement options for consideration. The standard S106 words for Travel Plan enforcement can be found in appendix F.

7.3 How to determine the level of success

Travel Plans will be monitored on a biennial basis for 5 years from the date of first occupation, at the end of this period the overall success of the Travel Plan will be assessed against the final year targets.

At the end of the 5 year monitoring period the Travel Plan will be assessed against the following set of criteria to determine the level of success and what mitigation, if any, is required.

- The % the Targets within the Travel Plan have been missed/ exceeded
- The resulting effect on capacity of key junctions
- The resulting effect on road safety
- The level of site occupancy

7.4 When No Enforcement action is required

At the end of the five years if the travel plan measures have been delivered, all targets are achieved or exceeded and it is demonstrated that the current travel modes can be maintained, no enforcement action will be taken.

7.5 When Enforcement action will be taken

Should the developer fail to meet the final year targets identified within the Travel Plan or fails to demonstrate that the impact of the development has been mitigated enforcement action will be taken.

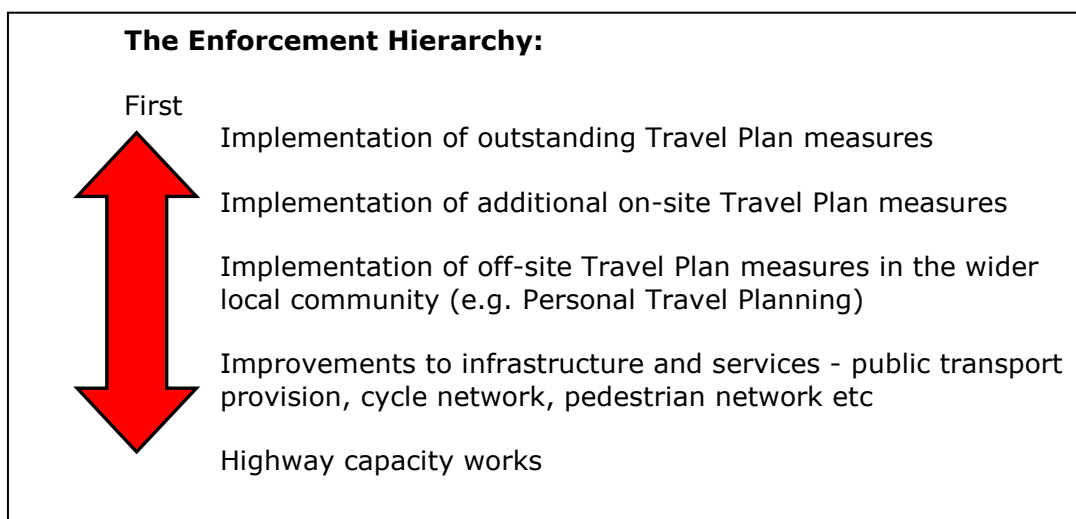
It should be noted that WSCC aims to ensure that all Travel Plans are successful and enforcement will be used in cases where it is clear that the Travel Plan has not been delivered in accordance with the terms set out in the S106 agreement, has failed to achieve the targets held within the Travel Plan or where the impact of the development has resulted in a material impact or road safety issue on the highway network.

In exceptional cases planning enforcement or legal action may be used but only as a last resort after reasonable negotiations have failed to achieve satisfactory improvements.

7.6 The enforcement hierarchy

In order to ensure that there is an appropriate mechanism to mitigate the impact of development the way in which the Travel Plan is enforced will be determined by the level of success against the targets identified within the Travel Plan.

The hierarchy outlined below will be used to determine what level of enforcement is required.



Voluntary Enforcement Measures

This extension could be in one of two forms:

- **Implementation of outstanding Travel Plan measures**

The first stage of the process is to revisit the Travel Plan and identify which measures were unsuccessful in achieving the required level of modal shift. An assessment of whether it is realistic for these measures to become more effective should be undertaken.

If it is considered that the measures would be able to achieve the required result then they should be implemented and promoted appropriately.

Additional Travel Plan monitoring is required to demonstrate that the additional 'push' has achieved its aims. The additional annual monitoring should be conducted annually in accordance with the TRICS UK Standard Assessment Methodology for Travel Plans. The Travel Plan should be reviewed annually until the targets are achieved and the results of the annual reviews should be submitted to West Sussex County Council.

- **Implementation of additional on-site Travel Plan measures**

Where appropriate, new measures can be identified and implemented to achieve the targets within an extended timeframe. Measures could be 'hard' or 'soft', 'stick' or 'carrot', and any combination thereof.

Further annual monitoring in accordance with the TRICS UK Standard Assessment Methodology for Travel Plans would be required. The Travel Plan should be reviewed annually until the targets are achieved and the results of the annual reviews should be submitted to West Sussex County Council.

- **Implementation of off-site Travel Plan measures in the wider local community (e.g. Personalised Travel Planning)**

This form of mitigation will tend to be in the form of 'soft' measures (aka Smarter Choices), such as promotion of local bus services, cycle route maps and promotion of car sharing and will be aimed at the areas surrounding the development.

The objective should be to achieve a sufficient reduction in vehicle trips in the local environs so as to achieve the original Travel Plan vehicle trip reduction target (i.e. journey off-setting). The developer would therefore need to

demonstrate the vehicle trip reductions achieved through wider promotion of Smarter Choices.

- **Improving infrastructure and services - public transport provision, cycle network, pedestrian network etc**

As an alternative to implementing off-site 'soft' measures, the developer may wish to agree a financial contribution towards new 'hard' infrastructure measures in the vicinity of the site. Examples of how new or improved sustainable infrastructure and services can be used to make sustainable modes more attractive than the private car include:

- New and improved bus waiting facilities along routes that serve the site and at key destinations
- Extended cycle paths and new cycle parking facilities
- New and improved pedestrian crossing facilities and street signing
- Higher frequency, extended operation times and priority measures for buses.

- **Highway capacity works**

Works on the highway may be carried out where it is clear that no other measures would be able to mitigate the impact of the development.

Where issues of highway safety have been identified it is likely that highway works would be required prior to the other mitigation measures identified above.

7.7 Enforcement Period

Enforcement action will be required until the impact of the development has been mitigated.

Where Travel Plan targets are not met during the 5-year monitoring period there will be a further frame of up to ten years within which mitigation measures can be implemented.

Appendix A

Contacts

You can contact us in a number of ways:

- Write to us at Local Development Division, Northleigh, Tower Street, Chichester, West Sussex, PO19 1RH
- Email us at preappadvice@westsussex.gov.uk
- Telephone us at the Highways and Transport Contact Centre on (01243) 642105
- Visit our web site www.westsussex.gov.uk

Appendix B

Further Guidance

West Sussex County Council

Further advice on development controls work and the County Councils policy and guidance can be found on the West Sussex County Council Website at:

www.westsussex.gov.uk

The Travelwise page provides links to all of the relevant policy and standards. These include:

- Bike Week 2007
- Business Travelwise
- Cycle to Work Scheme
- Facts on Transport
- Supporting Material
- Travelwise Events Diary
- Travelwise in West Sussex
- TravelWise Tips
- TravelWise Week 2007
- Useful Links
- West Sussex Car Sharing Scheme
- West Sussex County Council Staff Travel Plan

The development Control page provides links to all of the relevant policy and standards. These include:

- Developer-funded scheme list
- Guidance on Transport Assessments
- Guidance on Travel Plans
- Manual for Streets
- Parking Standards
- Residential Design Guidance
- Road Adoption
- Safety Audit Policy
- WSCC Transport Contributions
- WSCC Transport Contributions Calculator

There are a number of resources that provide further guidance in relation to the preparation and content of Travel Plans is available. **The following resources should be used in conjunction with this guidance note:**

Department for Transport (DfT) provides access to a wide range of information and resources. Advice on National transport policy and guidance can be found on the DfT website: www.dft.gov.uk

- Making Travel Plans Work (DfT)
- Making Residential Travel Plans Work (DfT)
- Smarter Choices: Changing the Way We Travel (DfT) 2004
- Making Car sharing and Car Clubs Work (DfT) 2004
- Home Zones: Challenging the Future of our Streets (DfT) 2005
- Climate Change and Transport (DfT) 2006
- Encouraging walking and cycling – success stories (DfT) 2005
- Guidance on the Assessment of Travel Plans (DfT) 2005
- The travel plan resources pack for employers (DfT) 2006

- Technical Guidance on Accessibility Planning in Local Transport Plans (DfT) 2006
- Accessibility planning: developing and piloting approaches (DfT) 2004
- Review of the Take-Up of Smarter Choices in LTPs (DfT) June 2007
- Attitudes to streetscapes and street uses (DfT) 2005
- Circular 2/2006: the Quiet Lanes and Home Zones (England) Regulations (DfT) 2006
- A Review of the effectiveness of personalised journey planning techniques (DfT) 2005
- Workplace Travel Plan Evaluation tool – guidance on the assessment of Travel Plans (DfT) 2002
- National Travel Survey 2005 (DfT) 2006
- Travelling to school: an action plan (DfT) 2003
- Travelling to school: A Good Practice Guide (DfT) 2003
- Manual for Streets (DfT) 2007

www.dft.gov.uk

Department of Communities and Local Government (DCLG) formally **Office of the Deputy Prime Minister (ODPM)**, a central government department with an extensive remit including cities and regions, communities and neighbourhoods, housing, planning and building and the environment. Has a vision of confident, vibrant, sustainable communities where everyone has a say in shaping their environment.

- Sustainability appraisal of regional spatial strategies and local development frameworks (ODPM) 2006
- Local Development Framework Monitoring: A Good Practice Guide (DCLG) 2005
- Changes to Planning Obligations (DCLG) 2006
- Circular 01/06 (Communities and Local Government): Guidance on Changes to the Development Control System (DCLG) 2006
- Communities and Local Government's sustainable Development Action Plan (DCLG) 2006

www.communities.gov.uk

Sustrans, the UK's leading sustainable transport charity working on practical, innovative ways of dealing with the transport challenges including the **Travelsmart** programme, developing personalised travel planning schemes around the UK.

- Travelsmart – changing the way we travel - Information sheet FF36 (Sustrans) 2008
- Travel Behaviour Research - Baseline Survey (Sustrans) 2004
- The Cycle Friendly Employer's - Information Sheet FF11 (Sustrans)

www.sustrans.org.uk

Living Streets, a charity that campaigns to create better streets and public spaces for people on foot.

www.livingstreets.org.uk

ACT TRAVELWISE, was formed in 2008 from a merger of The Association for Commuter Transport (ACT) and the National TravelWise Association (NTWA).

www.acttravelwise.org

liftshare a social enterprise set up in 1997 with the initial aim of making more efficient use of the millions of empty car seats on UK roads by encouraging and enabling more people to share their car journeys. This organisation runs an on-line car share database.

www.liftshare.org

Commission for Architecture and the Built Environment (CABE) stands for an improvement in peoples quality of life through good design.

- Civilised Streets (CABE) 2008

www.cabe.org.uk

Home Zones The UK's leading information resource on home zones and home zone principles hosted by the Institute of Highway Incorporated Engineers (IHIE)

- Home Zone design guidelines (IHIE) 2002
- Home zone characteristics for new housing developments: guidelines for developers (IHIE) 2002

www.homezones.org.uk

Energy Saving Trust, A non-profit organisation, a leading UK organisation set up to address the damaging effects of climate change and provide impartial information and advice specifically designed to help people take action.

- Practice guide (Energy Savings Trust) 2006

- Transport Energy Best Practice – A Travel Plan Resource Pack for Employers (Energy Savings Trust)

www.energysavingtrust.org.uk

Carplus, is a national charity founded in 1999 promoting responsible car use which seeks to promote car clubs and car-sharing as part of a package to measures to reduce private car ownership and use and to increase uptake of more sustainable travel modes.

- Getting started: Carplus reference guide for car-sharing and travel plans, Version 3 (Carplus) 2005
- Using cars to reduce car use in local transport planning: a guide to building car clubs and car-share schemes into local transport planning (Carplus) 2004
- Car Clubs in Property Developments: an Information Pack for Developers and Local Authorities (Carplus) 2007
- Car Clubs in Property Developments: an Information Pack for Developers and Local Authorities (Carplus) 2007

www.carplus.org.uk

Campaign for Better Transport formally **Transport 2000**, established in 1973 working nationally and locally, through high-level lobbying and strong public campaigning, with the aim to create and securing improvements in transport policies and programmes that give people better lives.

- Tourism without Traffic: a good practice guide (Transport 2000) 2001
- Valuing the Small: Counting the benefits (Transport 2000) 2004
- Rural transport futures: transport solutions for a thriving countryside (Transport 2000) 2003
- Realising the Potential: Walking and Cycling in London (Transport 2000) 2004

www.bettertransport.org.uk

TRICS, founded in the 1980's by a group of local authorities, is a computerised database and trip rate analysis package used extensively for transport planning and development control. The leading UK system for understanding transport and development, a position that it proudly retains to this day.

- TRICS Good Practice Guide 2007 (TRICS) 2007
- UK Standard for Measuring Travel Plan Impacts, (TRICS) 2007

www.trics.org

Appendix C

Thresholds

	Land Use	Use/ Description of Development	Size	No Assessment	TS/TPS	TA/TP
1	Food Retail (A1)	Retail sale of food goods to the public- food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	250 - 800 sq. m	801+ sq. m
2	Non-food Retail (A1)	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 cafes.	GFA	<800 sq. m	800 - 1500 sq. m	1501+ sq. m
3	A2 Financial and Professional Services	Financial services- banks, building societies and bureaux 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	GFA	<1000 sq. m	1000 - 2500 sq. m	2501+ sq. m
4	A3 Restaurants and Cafes	Restaurants and cafes- use for the sale of food for consumption on the premises, excluded internet cafes (now A1)	GFA	<300 sq. m	300 - 2500 sq. m	2501+ sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment	GFA	<300 sq. m	300 - 600 sq. m	601+ sq. m
6	A5 Hot Food Takeaway	Use for the sale of hot food for consumption on or off the premises	GFA	<250 sq. m	250 - 500 sq. m	501+ sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) Research and development- laboratories, studios (c) Light industry	GFA	<1500 sq. m	1500 - 2500 sq. m	2501+ sq. m
8	B2 General Industry	General industry (other than classified in B1), the former 'special industrial' use classes B3-B7, are now all encompassed in the B2 use class	GFA	<2500 sq. m	2500 - 4000 sq. m	4001 sq. m
9	B8 Storage or distribution	Storage or distribution centres- wholesale warehouses, distribution centres and repositories	GFA	<3000	3000 - 5001 sq. m	5001+ sq. m
10	C1 Hotels	Hotel, boarding houses and guest houses, development falls within this class if 'no significant	Bedroom	<75 Bedroom	75 - 100 Bedroom	101+ Bedroom

		element of care is provided'				
11	C2 Residential institutions-hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care	Beds	<30 Beds	30-50 Beds	51+ Beds
12	C2 residential institutions-residential education	Boarding schools and training centres	Student	<50 Students	50-150 Students	151+ Students
13	C2 residential institutions-institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation	Resident	<250 Residents	250-400 Residents	401+ Residents
14	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	Dwelling unit	<50 Dwelling unit	50-80 Dwelling unit	81+ Dwelling unit
15	D1 non-residential institutions	Medical and health services-clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctors house) Museums, public libraries, art galleries, exhibition and training centres, places of worship, religious instruction and church halls	GFA	<500 sq. m	500 - 1000 sq. m	1001+ sq. m
16	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	GFA	<500 sq. m	500 - 1500 sq. m	1501+ sq. m
17	Others	For example: Stadium, retail warehouse clubs, amusement arcades, laundrettes, petrol filling stations, taxi businesses, car/vehicle hire business and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yard, garden centres, Post, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Refer to Other Considerations table below and discuss with highway authority	Refer to Other Considerations table below and Discuss with highway authority	Refer to Other Considerations table below and Discuss with a highway authority

	Other Considerations	No Assessment	TS	TA/TP
1	Any Development generating more than 30 two way vehicle movements – or PCU movements – in the network peak hour			Yes
2	Any Development generating more than 100 two way vehicle movements per day			Yes
3	Any Development proposing more than 100 parking spaces			Yes
4	Any development generating more than 20 HGV movements per day		Discuss with Highway Authority	Discuss with Highway Authority
5	A development in a location where the local transport infrastructure is inadequate			Discuss with Highway Authority
6	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)			Yes, unless Highway Authority agrees relaxation

Appendix D1

Financial Penalty Look-up Table for sites in urban areas

Appendix D2

Financial Penalty Look-up Table for sites in rural areas

PLEASE NOTE

Appendices D1 and D2 (Financial Penalty Look-up Tables) have been removed. The County Council requires 'full' Travel Plans (i.e. sites over the TA threshold) to include details of mitigating action that would be taken in the event that the 5-year target is not met.

Appendix E

TRACES Evaluation

Transparent, **R**ealistic, **A**chievable, **C**ommitted, **E**nforceable and **S**ustainable

In order to complete this assessment you will need to state how your plan achieves the TRACES elements. The elements required at each stage are shown under the TRACES column.

Section	TRACES
Executive Summary	
Is the executive summary a concise synopsis of the key points of the entire Travel Plan	T
Includes highlights from each section of the document	T
Context	
Provides a brief description of the development proposals	T R
Includes details of any existing land use	T
Explains of need for the plan and its benefits	T
Provides a clear summary on what the plan is seeking to achieve	T R
Details the relevant local, regional and national policies which apply to the site which demonstrate that the proposals comply	T
Description of the proposed development including the details of any existing land use and the level of parking proposed	T
Details of the future or potential occupants of the site	T
Staff numbers, working hours, shifts, trip generation etc	T
Gives an explanation of need for the plan and its benefits	T R
Provides a clear summary on what the plan is seeking to achieve.	T R
Does the plan demonstrate that the development proposals comply with local, regional and national planning and transport policy and guidance	T,R
Is the scope of the plan clear	T R A
Does the plan relate to the different needs of all users, occupiers, staff, visitors etc	T R A
Existing Travel Situation	
Are details of the existing transport network, services and facilities correct	T R
Do details correspond to the information contained within the TA	T R
Is there sufficient capacity to accommodate new passengers on existing public services	R A
Accessibility	
Includes descriptions of the existing or proposed pedestrian, cycle and public transport services and facilities to and from the site	T R S
Includes descriptions of the availability of local services with an emphasis on the key services namely education, employment, healthcare, retail and Leisure.	T R S
Are improvements to access arrangements for all modes proposed	R A C S
Base Data and Prediction	
What level of data analysis has been used to inform the development of the action plan (reference to local, regional or national data)	T C
Includes details of the development trip rates and supporting TRICS outputs	T R
Includes details of the localised TEMPRO growth factors	T R
Includes details of the distribution and assignment of development traffic	T R
Is there evidence of existing modal split data	T R
Do details correspond to the information contained within the TA	T R
Objectives	
Does the plan have clear overall aims and objectives	T R A C
Is the travel plan explicit in terms of aims and objectives of the plan	T R A C
Do the aims and objectives reflect local, regional and national policy and guidance	T R

Targets	
Do the modal shift targets demonstrate that the main trip rate targets are achievable	R A C E S
Is there a clear commitment to achieving the two predetermined targets	C E S
Have the Trip Rate targets been calculated correctly	T R A
Are modal shift targets related to objectives of the plan	T R A C
Does the Travel Plan include both 'Action' and 'aim' type targets that demonstrate how the trip rate targets will be achieved	T R A C
Have the modal shift targets been calculate correctly	T R A
Are the targets Specific, Measurable, Achievable, Realistic and Time-bound (SMART)	T R A
Are indicators to measure the progress of each target proposed	T R A
Are the targets consistent with local, regional and national policies and guidance	T R
Measures	
Are positive incentives to encourage the use of sustainable transport modes provided	C S
An implementation programme for the proposed measures is identified	A C E S
Does the proposed package of measures suit the nature, location, and type of site to which they relate.	R A S
Do the proposed measures provide alternatives to lone car use	C S
Do the proposed measures reduce car dependency and the need to travel	C S
Do the proposed measures result in an increase in walking and cycling	C S
Do the proposed measures reduce the impact of cars	C S
Do the proposed measures result in an increase in the use of Public Transport	C S
Are both 'hard' and 'soft' measures proposed	C
Is it clear how initiatives and measures support the overall aims and objectives	T R
Are the proposed measures related to base data and predictions	T R
Are all modes of travel to the site considered in the plan (walking, cycling, bus, train, taxi, motorbike, multimodal journeys, car , car share etc)	T C
Has a parking management strategy been adopted including car share bays, car clubs and pricing structures	R A C
Is there potential for displaced parking occurring both on and off site	T C
Are national and local events promotional events promoted	R A
What incentives are offered to occupants, staff and visitors to encourage sustainable travel choices	T A C
Are non transport solutions considered (e.g. flexible working hours, working from home, teleconferencing)	R A C
Implementation	
Is a strategy for implementation including a delivery timetable and associated milestones proposed	T R A C E S
Outlines the methods of marketing and promotion of the proposed measures	T R A C
Will promotional measures be used to ensure that the travel plan is promoted over a sustained period of time (e.g. newsletters, events, websites).	A C S
Is there clarity on what needs to be done by when	T E
Are the benefits of sustainable travel promoted to staff, residents and the local community	T E
Is a Section 106 agreement drafted which ensures delivery of the travel plan	C E S
Will the management strategy for the Travel Plan result in long term sustainability	R C S
Demonstrates commitment to the delivery of the Travel Plan and achieving the identified targets	T C E S
Commitment to the provision of a dedicated funding stream and how funding will be allocated	C
Outline how your Travel Plan will be resourced in the longer term	T R
Explain how the Travel Plan will continue if the occupier changes	T R C
Do actions have defined and realistic timescales	T R A
Are initiatives and measures prioritised in the plan	R A
Are sources of funding identified for delivery of the action plan	T R C
Is there funding allocated for promotional events and marketing	T R C

Include arrangements for the handover of the plan to occupiers of the site or another relevant body at the end of the monitoring period.	T E S
Is it clear how the Travel Plan will change hands if the site occupiers change	T R C
Is a clear line of responsibility to the developer for delivering the Travel Plan measures, achieving the targets and objectives established in the travel plan.	T R C
Is there agreement with the Highway Authority on the measures relevant to them	T R A
Is there agreement with public transport operators on measures relevant to them	T R A
Management	
Has a Travel Plan Coordinator been appointed or has the commitment to appoint been detailed	T C
Is it clear when the Travel Plan Coordinator will commence work and what type of position will they hold	T C
Are the roles and responsibilities of the Travel Plan Coordinator clearly stated	T R A C E
Is the funding of the travel plan co-ordinator role clear	T R C
The involvement and commitment by all parties responsible for ensuring that the travel plan is delivered is clearly identified	T C
Are any other key partnerships identified or is there membership of a commuter forum	T C A
Is there support and commitment from senior management	T C
Identifies the type of Management Structure to be adopted	T C
Are working groups set up to support the delivery of the plan	T C
Are there details on who is responsible for each action	T R A
Outlines the management of the plan to ensure it has longevity beyond the initial period of operation	T R C S
Monitoring	
Clarity to when and how Travel Plan performance will be measured	T R A C E S
Specifies that annual monitoring surveys will be accordance with the national TRICS Standard Assessment Methodology (SAM).	C E
Has an appropriate monitoring programme been established	C E S
Will a mix of both 'formal' and 'informal' monitoring be used	R A C
Has a baseline survey been undertaken / planned for 3 months post occupation	T C
Have travel surveys been undertaken / planned	T C
Clear commitment to monitoring the Travel Plan for a minimum of 5 years	T S
Is a sample survey questionnaires provided	T A C
Is monitoring consistent and comparable	T R A C E S
Are survey dates identified	T S
Is there a mechanism to monitor the percentage of modal shift achieved	T
Review	
Commitment to the production of annual monitoring reports indicating the status of the Travel Plan, for a minimum of 5 years	C E S
Commitment to attending annual audit meetings with West Sussex County Council to assess the success of the Plan for the life time of the Travel Plan, for a minimum of 5 years	C S
Will the survey results be made available to the occupants	T
Is there flexibility to update the plan in light of experience	T S
Enforcement	
Outlines how the travel plan will be brought back on track should it not meet objectives and targets.	R A C E S
Sets out the way in which the Travel Plan will be secured	T R A C E S
Outlines the proposed mitigation measures should the Travel Plan fail to deliver its targets. Alternatively a financial penalty may be agreed, which would apply if targets are not met.	C E S
Will the proposed mitigation measures mitigate the impact of development where the developments is unable to meet its targets	R A C E S
Is it clear when sanctions will be in place to enforce the agreement	T E

Appendix F

Mitigation Measures

Area	Measure
Initiatives to support walking	• Pedestrian training • Promotional events to encourage walking such as Walking buses and Walk to School events • Distribution of maps showing safe local walking routes • New, improved and safer crossing points • Reallocation of street space including pavement widening • New or improved street lighting • Improvements and enhancement in the quality of walking links between the site and existing networks and to key services and destinations • Orientation signs at appropriate locations for those arriving or leaving on foot • Provision of wet weather waiting areas
Initiatives to support cycling	• New, improved and safer crossing points • Orientation signs at appropriate locations for those arriving or leaving on bike • Provision of secure cycle storage that is covered, Secure, well-lit, conveniently and visibly located close to key destinations. • Improvements and enhancement to the wider cycle network including links between the site and existing networks and to key services and destinations • Cycle training and bike buddy scheme • Promotional events and literature to encourage safe cycling • Distribution of route maps showing safe local cycling routes • On-site cycle repair scheme or cycle maintenance classes • Provision of free or cut price bikes and equipment • Formation of a bicycle users group (BUG)
Public Transport and Infrastructure	• Orientation signs at appropriate locations for those arriving or leaving by public transport • New and improved bus stop and waiting areas at prominent and convenient locations including shelters, seating, lighting, cycle parking lockers etc • Provision of real time information at bus stops/rail stations that service the site • Improvements to interchange facilities • Improvements to infrastructure on routes serving the site • Introduction of bus gates and bus priority measures on key routes • New or enhanced services to link with other key destinations and transport interchanges • Adjustment to routes, times, frequencies or stopping points of existing services • Ticket discounts, special offers and assistance with public transport travel costs • Promotion of public transport with information and advice • shuttle links to public transport hubs • Specially run services for special events • community transport
Road Safety	• Highways safety measures/traffic calming/pedestrian and cycle friendly infrastructure • Adoption of home zone principles or home zone features. • Road safety improvements to highways infrastructure

	• Traffic calming and speed reduction schemes including physical features, changes in priority and reallocation of road space • Site speed limits • Restrictions on movements within the site • Footpath improvements and widened pavements • Safe crossing points • Safe cycling infrastructure • Safety measures to tackle perceived danger points as identified by residents, visitors, staff etc • Specially designed bus drop off points/waiting areas • Routing agreements
Parking Management	• Introduction of new or additional off and on site parking management schemes such as parking restrictions or Controlled Parking Zones • Provision of Park and ride/walk scheme • Delivery and promotion of Car sharing schemes
Promotion and Communications	• Provision of personal travel advice • Production and distribution of travel packs including package of incentives for sustainable travel • Free/ discounted use of car club, use of public transport, cycles and cycle equipment • Production and distribution of advertisements, newsletters, leaflets, posters, competitions, promotional literature, posters, websites, and fliers to promote sustainable travel options • Production and distribution of cycling/ walking/ public transport maps • Provide information about sustainable access to other services and facilities • Promotion of sustainable travel events such as bike to work week • Promotion of area wide Travel Planning • Produce and maintain web sites, on-line forums and notice-boards to promote and inform • Prominently display information about bus and train times, promotional offers (such as admission discounts) and local taxis, in appropriate locations • Develop and implement promotional strategies to accompany the introduction of new and improved public transport services, publicising their existence in target areas • Publication of travel plan and travel information
Reducing car use	• Car share matching service for travel to work and trips in the course of work • Car share promotion including launch event with opportunities for finding a match • Dedicate parking spaces for car sharers • Establish Car club service with allocated parking bays • Discounted membership fee to join car club
Development of complementary travel plans	• Schools • Workplaces • Residential • Leisure/retail facilities
Misc.	• Personalized journey planning service • Scheme design and implementation • Managing and implementing promotional campaigns, events, leaflets etc • Project management, review, design and implementation of travel plan measures (including legal costs)

Appendix G

S106 Clauses

DEFINITIONS

Default Costs: the written estimate of the Proper Officer of the costs of carrying out and completing the Default Works together with all administrative fees and charges inspection fees and charges legal costs and other usual establishment charges of the County Council in connection with such works.

Default Notice: a notice served in accordance with paragraph x of Schedule 1.

Default Works: the works which are required following an Event of Default or any failure to perform or observe the conditions stipulations or obligations contained in the Travel Plan to achieve the same result.

Estimated Cost: the estimated cost of complying with the terms of the Travel Plan together with all connected administrative fees and charges inspection fees and charges legal costs and other usual establishment charges of the County Council.

Event of Default: one of the events listed in paragraph X of Schedule 1.

First Occupation: beneficial occupation for any use for which the Proposed Development was designed other than occupation for the purposes of construction or fitting out

Proper Officer: any officer of the county Council for the time being appointed for the purposes of this Agreement

Step in Rights: the rights listed in paragraph X of Schedule 1.

Travel Plan: the travel plan approved by the County Council attached at Appendix 2.

SCHEDULE 1 - (The Planning Obligations)

- The Owner covenants with the County Council not to commence development until a Travel Plan has been submitted to and approved by the County Council provided that where a Travel Plan shall be submitted to the County Council a revised Travel Plan shall be submitted to the County Council for approval within 14 days of receipt in writing from the County Council that the previous Travel Plan is not approved
- Once the Travel Plan is approved by the County Council the Owner covenants to implement, monitor and comply at all times with the terms of the Travel Plan

Or

- The Owner covenants with the County Council to implement monitor and comply at all times with the Travel Plan.

Events of Default: these clauses will be led by the content of the travel plan and will likely reflect its targets and timescales

- If an Event of Default occurs the County Council may send to the Owner notice in writing (the Default Notice) with details of the Event of Default and setting out the works to be carried out or the action to be taken to rectify the Event of Default.
- If within 20 working days of the date of the service of the Default Notice in accordance with Paragraph x the works or action required under the Default Notice has not been taken or completed then the County Council shall be entitled to exercise the Step In Rights.
- For the purposes of this agreement the Step In Rights are as follows:
 - (1) the County Council may enter the (Land) for the purpose of carrying out the Default Works: and
 - (2) The County Council may carry out and complete the Default Works by its own employees or by contractors.
- On exercising the Step In Rights the County Council shall send a notice to the owner setting out the Default Costs and the owners shall pay the Default Costs within 20 working days of receiving the notice.
- If the Owner fails to pay the Default Costs in accordance with paragraph x then the County Council shall be entitled to exercise its rights under the financial penalty, if such has been agreed.

SCHEDULE 2 – (Obligations by the County Council)

- On the completion of the obligations contained in the Travel Plan to the satisfaction of the Proper Officer (and upon the expiration of a period of 10 years from the date of this agreement) the financial penalty shall be discharged.
- The County Council shall on the application of the Owner reduce the value of the financial penalty by such sums as shall be reasonable having regard for the Estimated Cost of any uncompleted works required under the Travel Plan or on completion of identified stages of the Travel Plan.
- The County Council shall apply all monies received from the Owner or as mentioned in Paragraphs x and x of Schedule 1 towards the expenditure involved in executing or completing the Default Works to which the payment relates and maintaining and making good all defects for a period of (?) after completion.
- In the event the sum paid by the Owner to the County Council under paragraphs x and x exceeds the cost of executing or completing the Default Works as set out in this agreement together with the amount of all administration fees and charges inspection fees and charges and legal costs or other usual establishment costs of the County Council in connection with such works to repay to the Owner within Thirty Working Days after (?) the amount of such excess with interest calculated at half yearly rests on the unexpended balance for the time being of the sum paid by Owners to the County Council at the rate of interest prevailing from time to time on monies held in a deposit account with the County Council's bankers.