
Model Comments for Residential Development Travel Plans (Full Travel Plans where a TA has been required)

Targets

The headline target for the Travel Plan should be to achieve a 12-hour weekday vehicle trip rate that is **15% (urban sites) / 10% (rural sites)** lower than that predicted for the site in the Transport Assessment assuming a Travel Plan were not implemented. This trip rate should be achieved within 5 years and sustained for the 5-year monitoring period. The Travel Plan should clearly state the number of trips expected between 7am and 7pm on a typical weekday (as should appear in the TA) and also the target number of trips (i.e. TA – **10%/15%**).

Monitoring and Auditing

The Travel Plan should be monitored in accordance with the TRICS UK Standard Assessment Methodology (aka TRICS SAM). This involves 3 multi-modal surveys over a 5-year period whereupon the **15%/10%** trip rate reduction target should be achieved or further TP measures implemented.

The developer/Travel Plan Coordinator should commission these directly with the TRICS organisation and should be secured through a Section 106 agreement.

Consideration will need to be given as to when the first of the TRICS SAM surveys should be conducted. The final survey should be conducted following final occupation. Therefore 50% occupation may prove to be a reasonable trigger point for the initial survey.

We require the developer to pay an auditing fee of £500 per survey. If the results show the TP is on track then a meeting to discuss remedial actions will not be required, and hence we will be able to offer a 25% discount on the fee.

Travel Plan Co-ordinator

A Travel Plan Coordinator (TPC) should be appointed to deliver the Travel Plan.

The TPC should ensure that regular surveys are conducted in order to monitor progress towards targets.

The TPC should also provide a basic personal journey planning service to residents.

The TPC should be appointed prior to occupation of the first dwelling (ideally before the first unit goes on sale) and should be in place at least until the results of the final surveys are known.

Contact details for the TPC should be provided to this office on appointment. If possible, a planning condition should be applied that prevents occupation of the first dwelling until contact details for the TPC have been provided to the County Council.

Travel Information and Resident's Travel Packs

Resident's welcome packs should include the following:

- A map of the local area highlighting local schools, shops, any areas of major employment, hospitals, doctor's surgeries, dentists, bus and rail stations, bus stops, and leisure facilities etc.
- Information about how to access the above by bus, including approximate journey times, route numbers etc and a cost comparison with car travel + parking
- Information about how to access the above on foot or by bicycle, including approximate journey times, route information etc, and a cost comparison with car travel + parking
- Information about areas served by any local rail station, including approximate journey times and a cost comparison with car travel + parking
- Details about grocery home delivery services operated by local shops and supermarkets, including the benefits such services offer compared to private car travel, such as reduced CO2 and greater convenience.
- Information about bike shops offering discounts to residents living on developments where a Travel Plan is operating. The County Council has negotiated various discounts on behalf of developers and further details can be found on our web site:

<https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/cycle-to-work-scheme/>

We expect to see some sort of travel voucher offering to the initial occupants of the residential units. Vouchers should be worth at least £150 per dwelling and could be exchanged the following:

- a. a season ticket for the local bus service
- b. a rail season ticket or network card
- c. a contribution towards the purchase of a new bicycle and/or equipment
- d. Cycle training up to 4 members of the household (further details and course costs are available at www.westsussex.gov.uk/cycletraining)
- e. 12 months free membership to any local Car Club (including joining fee)

Developments served by Metrobus: For larger developments Metrobus may be able to supply welcome packs for people moving in, with bespoke travel info and a free trial smartcard. If the developer is able to make a financial contribution then Metrobus may also be able to offer significant discounts for residents over a longer period. For further details contact nick.hill@metrobus.co.uk

Developments served by Stagecoach South: Stagecoach may be able to supply free 'taster' tickets for each resident and also discounted Megarider tickets. Contact alex.o'loughlin@stagecoachbus.com or nikki.jones@stagecoachbus.com for details.

The County Council has commissioned Pindar Creative's Travel Plan Mapping Solution. The service enables developers, employers, and other organisations to purchase site-specific multi-modal travel maps, notice boards, and interactive PDFs. The applicant may wish to consider using this service to produce the local travel information for the resident's welcome packs. Further details can be found on our website:

http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/supporting_material.aspx

The County Council has produced a leaflet about our car sharing scheme, which is available on our web site and can be downloaded for inclusion in resident welcome packs and on any community web site that might be established. A video which explains how the scheme works is also available. The url is: www.westsussex.gov.uk/carsharing

The West Sussex Cycle Journey planner should be promoted in welcome packs and across the site, as should Traveline, and National Rail Enquiries etc. The link to our cycle journey planner is <http://cyclejourneyplanner.westsussex.gov.uk/> and can also be accessed via the WSCC website: <https://www.westsussex.gov.uk/leisure-recreation-and-community/walking-horse-riding-and-cycling-routes/cycle-journey-planner/>

The County Council's new multi-modal journey planning website provides route information for all land-based modes (including car sharing) and enables journey times, carbon savings, and calories burned to be compared. Further details are available at <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/plan-your-journey/>. A free 'widget' is also available for inclusion on developers' websites <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/travelwise-sustainable-transport/travel-plan-resources/#free-travel-widget-for-your-website>

Car club

The site would benefit from the introduction of a car club. Whilst commercial operators may not be interested in servicing a site such as this a not-for-profit operator, such as Co-Wheels, may be able to establish a car club at this development. This would require an initial period of funding from the developer until 20-40 regular users per vehicle is established in order to make the club self-sustaining. We would estimate that a budget of around £30k would enable a company such as Co-Wheels to provide 2 vehicles for 2 years (inc. maintenance). An alternative, and perhaps cheaper, option would be for the developer to provide vehicles and fund the installation on the relevant car club hardware. A maintenance charge would also apply in this case.

For sites in Horsham and Chichester: Co-Wheels has established Car Clubs in Chichester and Horsham. The County Council's preference is therefore that residential developments in these towns support the expansion of the existing Car Clubs, rather than establish stand-alone schemes. Examples of support include financial contributions towards publicity and marketing, promoting the scheme to local residents (including subsidising initial membership), and providing one or more additional vehicles.

EV charging points

The site would benefit from electric vehicle charging points. Existing charge points in West Sussex are part of the Energise Network and any points installed at this site should be part of the same scheme. Further information is available on our web site ...

http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/electric_vehicle_charging_netw.aspx

Wherever possible, dwellings with garages should be equipped with domestic electrical sockets so as to facilitate the charging of electric vehicles.

Promotion and Publicity

National awareness events, such as those listed below, should be promoted by the TPC:

[Walk to School Week](#)

[National Bike Week](#)

[European Mobility Week](#)

[National Liftshare Week](#)

[International Walk to School Month](#)

[Road Safety Week](#)

The County Council has developed a suite of posters, which can be used to promote sustainable and active modes of travel. The artwork may be used free of charge and can be downloaded from our web site:

http://www.westsussex.gov.uk/leisure/getting_around_west_sussex/travelwise/supporting_material.aspx

Enforcement

The Travel Plan should include provision for enforcement action that would be taken in the event that the 5-year target is not met. One option might be for a second round of travel vouchers to be offered to each dwelling should the 15%/10% trip rate reduction target not be achieved by year 5.