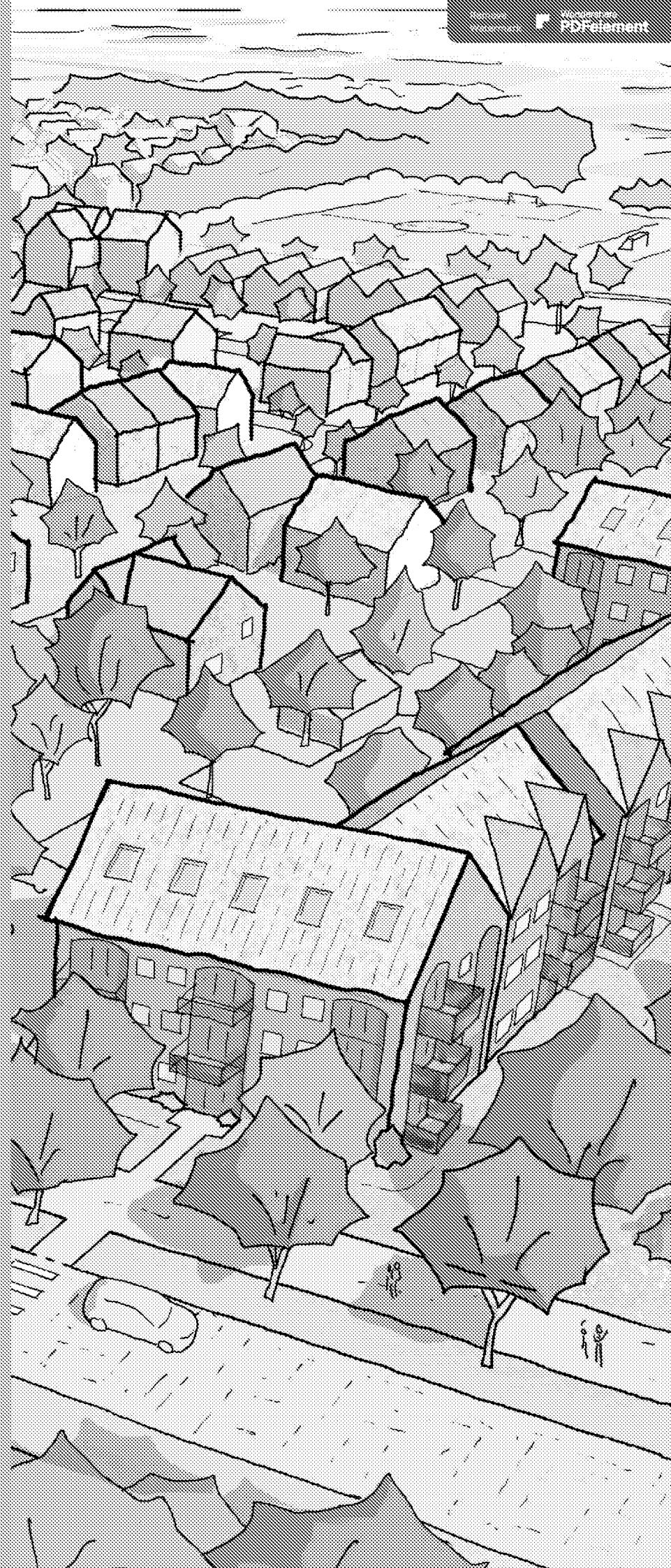


The Landings, Ford Airfield

Phase RM1(North)

Travel Plan
RM1_04.B
December 2024



Vistry Group



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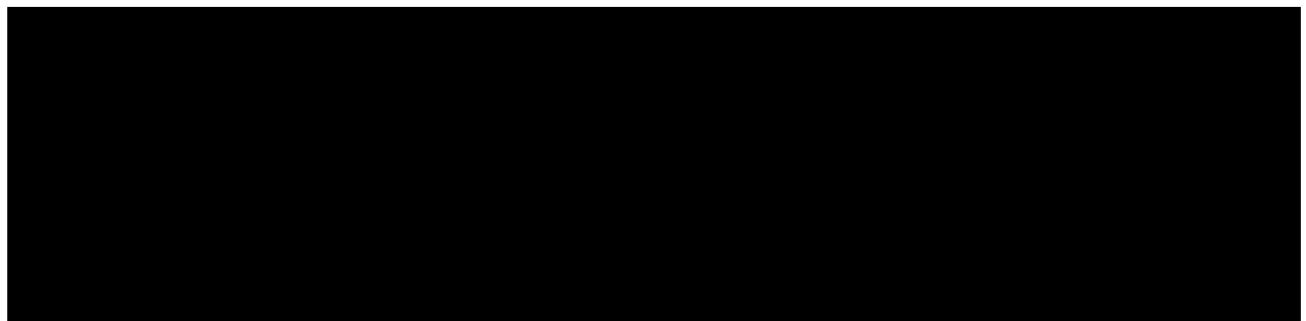
VISTRY HOMES LIMITED

THE LANDINGS, LAND AT FORD AIRFIELD, ARUN

RML (North) Travel Plan

REPORT REF.
2205771-R13D

December 2024



Email: enquiries@ardent-ce.co.uk

Contents	Page
1. Introduction.....	1
2. Site and Surroundings.....	5
3. Consented Development	9
4. Aims and Objectives.....	13
5. Measures and Initiatives	15
6. Management and Implementation	22
7. Monitoring and Success	25
8. Action Plan.....	28

Drawings

Ardent Drawing 2205771-D061S

RM1 Site Location Plan

Appendices

Appendix A Proposed Site Layout

Document Control Sheet

REF	ISSUE PURPOSE	AUTHOR	REVIEWER	APPROVED	DATE
-	Final	SG	JS	DH	09/08/2024
A	Final	SG	JS	KM	16/08/2024
B	Final	SG	SG	SAF	21/08/2024
C	Final	SG	SG	SAF	30/08/2024
D	Final	SG	[REDACTED]		17/12/2024

Distribution

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1. Introduction

- 1.1. Ardent Consulting Engineers (ACE) has been appointed by Vistry Homes Limited to advise on the Highways & Transportation aspects of the proposals for a residential-led mixed-use development at the former Ford Airfield, Ford.
- 1.2. Outline (all matters reserved except access) permission (ref F/4/20/OUT) was granted in July 2023 for;

“...the development of up to 1,500 dwellings (Use Class C3), 60-bed care home (Use Class C2), up to 9,000 sqm of employment floorspace (Use Classes B1), local centre of up to 2,350 sqm including up to 900 sqm retail / commercial (Use Classes A1-A5) and 1,450 sqm community / leisure floorspace (Use Classes D1-D2), land for a two-form entry primary school (Use Class D1), public open space, allotments, new sports pitches and associated facilities, drainage, parking and associated access, infrastructure, landscape, ancillary and site preparation works, including demolition of existing buildings and part removal of existing runway hardstanding”

- 1.3. The development is being brought forward via a number of reserved matters applications. This Travel Plan (TP) covers the Reserved Matter 1 (North) application which is for:

Approval of reserved matters (layout, scale, appearance, and landscaping) following outline consent F/4/20/OUT for phase RM1 (North), for the erection of 340 no. residential dwellings plus associated roads, infrastructure, parking, landscaping, open space & play areas, and associated works.

Scope of Report

- 1.4. This TP has been prepared to satisfy Condition 5 of the Schedule Eight of the Section 106 (S106) agreement relating to Planning Reference F/4/20/OUT, which states:

The owners hereby covenant with the County Council:

To Submit the Travel Plan for approval to the County Council prior to Commencement of Development;

That prior to Occupation of the 1st (first) dwelling the owner shall pay to the County Council the Travel Plan Monitoring Fee;

That prior to Occupation of the 1st (first) dwelling the owners shall appoint a Travel Plan Co-Ordinator. The Owners shall notify the County Council in writing of the name, address, email address and telephone number of the person appointed.

1.5. A TP is defined in the S106 as:

Means the travel plan (which for the avoidance of doubt does not cover the Employment Zone) which is to be developed from the framework travel plan attached at Appendix 18 which is to be submitted for final approval by the County Council in accordance with this Schedule.

1.6. A Framework Travel Plan accompanied the outline planning application and has been utilised in preparing this TP in accordance with approval of the outline application.

1.7. This TP focusses on the aims and objectives of the TP, measures and initiatives in supporting sustainable travel, along with the monitoring strategy, and provides an Action Plan for the proposed implementation of the TP.

Purpose of a Travel Plan

1.8. A TP is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as: a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.

1.9. The benefits from a TP can typically be categorised under three main headings:

- Health;
- Environmental; and
- Financial.

1.10. The benefits from a TP can typically be categorised under three main headings:

Health Benefits

1.11. A reduction in the potential number of polluting vehicles on the roads surrounding the site will contribute to better air quality throughout the area. There are also well documented health benefits associated with active travel, such as walking and

cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.

1.12. Regular moderate physical activity (including walking and cycling), can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

Environmental Benefits

1.13. Encouraging employees and visitors to make smarter, low carbon travel choices in the way they travel can reduce the impact that new and existing development has on the local environment and air quality.

1.14. An increase in car trips can also contribute to negative local environmental issues such as severance. By encouraging sites to reduce car dependency, the local highway networks will benefit from a reduction in vehicular movements and local communities will benefit from less vehicular traffic and associated pollution.

Financial Benefits

1.15. There are financial benefits to be gained from increasing active travel rates and reducing harmful emissions produced by vehicles, both for individuals and for wider society.

1.16. Individuals can benefit financially from travelling to and from a site with a TP in place due to the improved range of transport options available, some of which may be more cost-effective than private car travel.

1.17. In some circumstances, TP measures can remove an individual's need for a car altogether (or their household's need for a second car), minimising the capital and on-going cost of car ownership.

1.18. An effective TP can help encourage employees and visitors to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.

Policy and Guidance

1.19. TPs have become an important tool for the delivery of national, regional and local transport policy and commonly play an integral aspect within the planning process, fulfilling a role in encouraging more sustainable development.

1.20. This TP has been developed in conformance with national, regional, and local planning policy and guidance. the following documents where possible:

Report Structure

1.21. Following this introduction, the remainder of this report is structured as follows:

- **Section 2** describes the existing conditions in terms of the site's accessibility on foot, by cycle and public transport;
- **Section 3** provides a description of the site;
- **Section 4** provides details of the TP aim and objectives;
- **Section 5** outlines the proposed package of measures and initiatives to encourage use of alternative modes of travel to the private car;
- **Section 6** outlines how the Travel Plan will be managed and implemented;
- **Section 7** outlines the monitoring strategy, and the definition of success for the TP; and
- **Section 8** provides an Action Plan.

2. Site and Surroundings

2.1. This section gives a brief overview of the site and the existing surrounding conditions. More detailed information on these can be found in the supporting planning documents of the outline planning permission.

Existing Site

2.2. The RM1 (North) site location, in comparison to the wider consented site is shown on **Ardent Drawing 2205771-D061B**, with the RM1 (North) site layout shown on the plan at **Appendix A**.

Consented Surrounding Development

2.3. The RM1 (North) site is located within the Northern Neighbourhood of the outline consented scheme. The design of the site and adjacent parcels will all follow the same design principles outlined within the Design Code (Dated July 2024), with details replicated in **Section 3**, whereby active travel and public transport are given priority over the use of the private car. The surrounding development includes a range of complimentary land uses, such as education and retail, including a local centre for everyday needs, which provides opportunities for future residents to travel sustainably internally within the site.

Local Highway Network

2.4. The outline consented scheme access strategy involved the formation of two roundabout junctions with the existing road network: to the north with Ford Lane; and to the south with Yapton Road. A spine road connects these two junctions within the consented scheme, with the spine road passing through the centre of the RM1 (North) site. Yapton Road and Ford Lane provide access to the wider local road network, therefore affording access to other residential, employment, education and retail facilities in surrounding communities, including Burnell, Bognor Regis, Littlehampton and further afield.

Sustainable Travel Opportunities

2.5. The surrounding area has an interconnected network of sustainable travel opportunities, from a network of footways and footpaths to on-road and off-road cycle paths. NCN Route 2 runs along the A259 to the south of the site.

2.6. The wider scheme will provide several improvement schemes to promote active travel (walking and cycling) including route upgrades in Yapton, Clymping (Horsemere Green Lane) and at Ford Road for access to Ford Station, and also connections to the public right of way network. Additional improvements to promote sustainable travel are secured via S106 contributions, including cycling parking at Ford Station and bus service improvements.

2.7. The Arun Active Travel Connectivity Study Report (2020) states that the wider site, Ford Strategic Site SD8, is "*located in an ideal location to encourage sustainable travel*".

2.8. Bus routes 500 and 700 Coastliner operate along Yapton Road, to the south west of the site. These two services operate at a frequency of approximately four services an hour, in each direction. These services operate between Littlehampton and Chichester. As above, the wider scheme also provides S106 contributions towards bus service improvements, further improving provision for both existing local residents and new residents alike.

2.9. Ford Railway Station is located to the north of the site, with regular services between Brighton, Bognor Regis, London Victoria, Southampton and Chichester.

2.10. The site is well connected in terms of sustainable travel, as well as providing a range of facilities and amenities within the immediate area, in addition to the facilities and services within the local centre incorporated into the consented outline scheme, which will reduce the requirement to travel.

Surrounding Mode share

2.11. The Nomis 2021 Travel to Work data has been extrapolated for Output Area Arun 006, which covers the site area, Yapton and Ford. The output area is shown below in **Plate 2.1**.

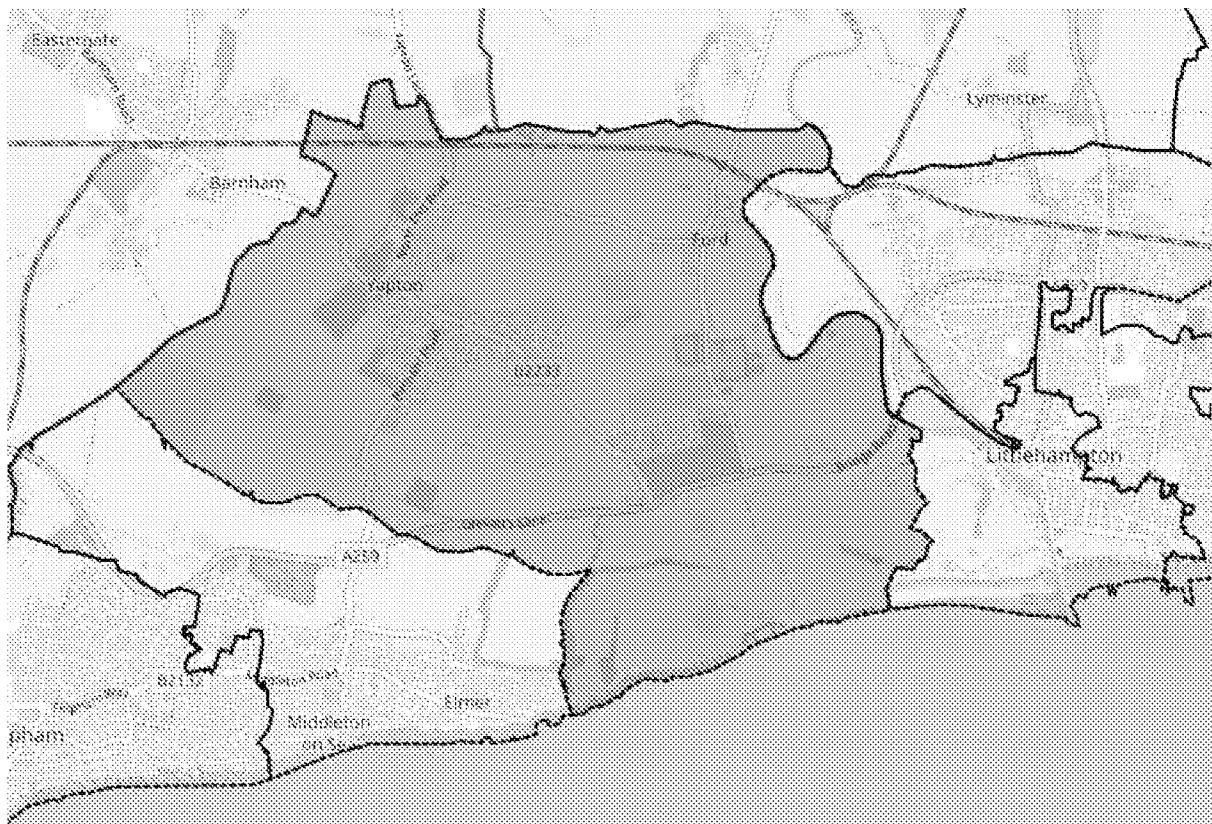


Plate 2.1 – Output Area Arun 006

2.12. **Table 2.1** shows the extrapolated Travel to Work data for Output Area Arun 006.
Working from home has been discounted.

Mode	Mode Share
Train	2%
Bus, minibus or coach	2%
Taxi	0%
Motorcycle, scooter or moped	1%
Driving a car or van	78%
Passenger in a car or van	5%
Bicycle	4%
On foot	6%
Other method of travel to work	2%

Table 2.1: Arun 006 Mode Share

2.13. With an assumed passenger rate of one passenger per vehicle, this gives a Single Occupancy Vehicle mode share of 73% (78% - 5%).

3. Consented Development

3.1. Outline consent was granted for a mixed-use scheme, comprising up to 1,500 dwellings, 9,000sqm employment, a local centre, community and leisure facilities and a two form entry primary school.

3.2. The focus of this TP is in respect to the RM1 (North) element of the overall site, which is to comprise the erection of 340 no. residential dwellings plus associated roads, infrastructure, parking, landscaping, open space & play areas, and associated works.

3.3. **Table 3.1** summarise the RM1 (North) scheme development mix.

Dwelling Size	Quantity
1-bed apartment	40
2-bed apartment	32
2-bed house	44
3-bed house	147
4-bed house	72
5-bed house	5
Total	340

Table 3.1: RM1 (North) Development Quantum

Access

3.4. In a wider site context, vehicular access will be provided to both Yapton Road and Ford Lane, via two 40m ICD roundabout arrangements. Pedestrian and cyclist access will also be provided at these junctions whilst additional pedestrian and cycle access will be provided to Rollaston Park, Horsemere Green Lane and Ford Road (for access to Ford Station) and additional connections to Public Rights of Way (PRoW) Footpaths 363, 366, 366.1 365 and 175 will be provided.

3.5. The RM1 (North) site forms connections with the spine road at a number of location, which will allow permeability through the wider site and support an interconnecting network of footways, cycle paths, and roads for the overall development site.

Design Characteristics

3.6. The layout of the scheme is defined by the Design Code. This defines the street hierarchy from Primary Streets, Secondary Streets, Tertiary Streets, and Mew Streets.

3.7. The site has been designed to promote sustainable travel over the use of the private car, with priority given to pedestrians and cyclists. The street use hierarchy is shown in **Plate 3.1**.

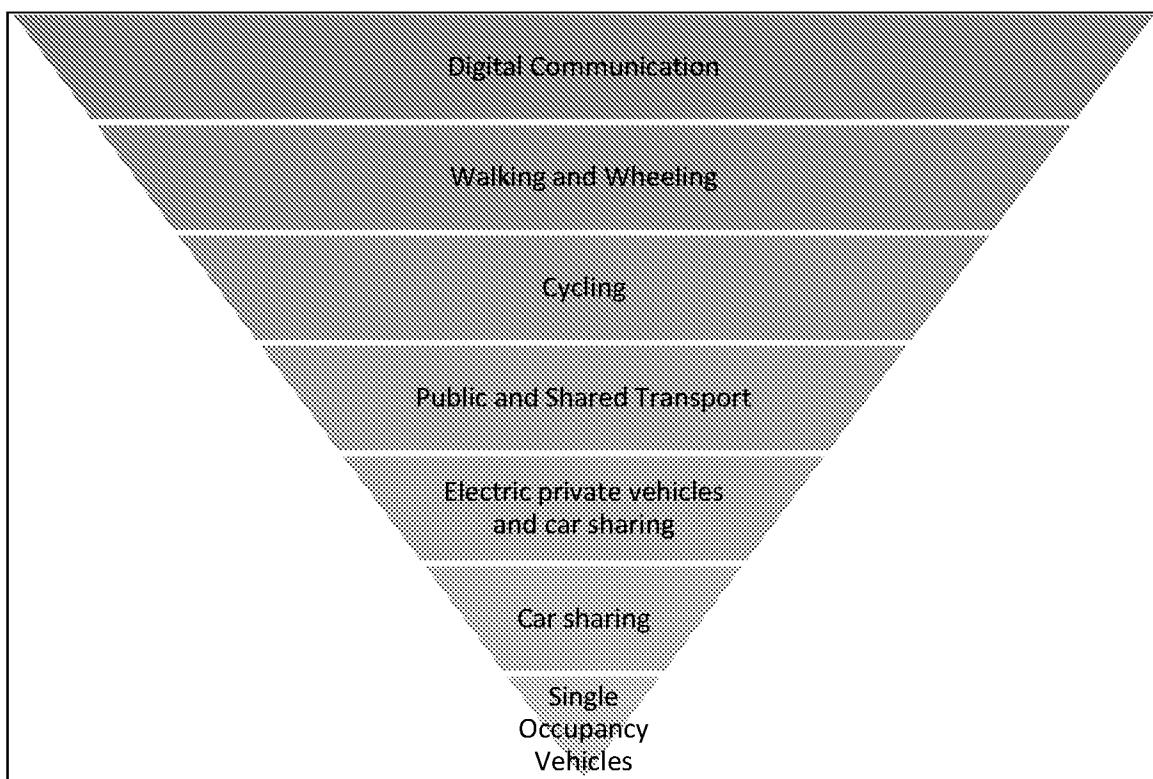


Plate 3.1 – Street Design Hierarchy

3.8. The consented outline scheme was conceived as a mixed-use development, with a wide range of complimentary land uses, which will not only reduce the required distance to travel, but also 'capture' trips from the wider highway network, but internalising trips within the site. The RM1 (North) site integrates within the wider scheme to promote a comprehensive and permeable layout.

Cycle Parking

3.9. In accordance with the Design Code and local standards, cycle parking has been incorporated into the scheme in the following ways:

- Within garages, with appropriate minimum sizing to accommodate cycle storage;
- Individual cycle store within front or rear gardens;
- Communal secure cycle storage areas where parking is generally accommodated communally (e.g. flats).

Vehicle Parking

3.10. Parking standards for residential developments in ADC are detailed in the *Arun Parking Standards Supplementary Planning Document (January 2020)* and the more recently published *West Sussex County Council Guidance on Parking at New Developments*.

3.11. Paragraph 3.6 of the draft ADC 'Direction of Travel Document' states that "*Placemaking and travel objectives include: reducing the need to travel and over reliance on cars, promoting sustainable forms of travel*". The ADC 'Active Travel Connectivity Study' (2020) also states that "*Focusing on strategic development sites will be key to supporting the ambitions to create an inclusive active travel network and a driver for achieving modal shift in line with Arun District Council policy approach, as set out in the ALP.*"

3.12. The parking standards applicable to the development per WSCC guidance splits West Sussex into 5 Parking Behaviour Zones (PBZs) based on proximity to alternative transport modes and local amenities, of which only three PBZ's are applicable within Arun district.

3.13. As agreed with WSCC highways during pre-application discussions, the scale, land uses and betterments to public transport, walking and cycling infrastructure included within the consented development means that it is more appropriate to apply the Arun parking standards for PBZ 4 to the flats specifically. This results in a standard of 1 space for 1 and 2 bed apartments.

3.14. The flats are located adjacent to the spine road, which is the proposed bus link throughout the site (which also connects through to the railway station), as well as

providing continuous foot- and cycle- ways through the site, and to the wider area. The flats are part of a wider development, which includes the provision of a range of complimentary land uses within easy walking and cycling distance, further reducing the requirement for future residents to require a car.

3.15. The parking strategy has been agreed with WSCC during pre-application discussions, with the above parking provision incorporated into the layout as follows:

- Total allocated residential parking spaces – 678.
- Total visitor spaces – 87; and
- Total disabled parking spaces – 23.

3.16. Disabled bays will be provided with 1.2m access zone on two sides of the parking spaces, resulting in a disabled parking bays measuring a total of 6m x 3m minimum.

3.17. All dwellings with an on-plot parking space will be provided with an active charging point. For apartments with parking courts, or on street parking electric vehicle charging points will be provided at a rate of one space per dwelling.

4. Aims and Objectives

4.1. In line with the current national and local guidelines, this TP promotes sustainable lifestyles amongst new residents. The primary aims of the TP are:

- Reduce the number of single occupancy car journey to the site, so to reduce the traffic impact of development and the effect on the environment, in line with the objectives of NPPF; and
- Promote and improve the accessibility of the site by non-car modes of transport and thereby encourage the use of other travel modes.

4.2. The TP also supports the following additional sub-objectives

- Support a range of sustainable transport alternatives to provide future residents of the site with viable travel options;
- To develop an awareness of the options for sustainable travel to and from the site amongst residents
- To promote car sharing, walking, cycling and public transport as safe, efficient affordable alternatives to private cars, and highlight the health and environmental benefits of using sustainable travel modes; and
- To reduce the impacts of car-based travel to the site on the local and strategic network and environment.

Baseline Position

4.3. As a number of the measures and initiatives are inbuilt and passive to the scheme owing to the sustainable aspects of the design that have been provided to minimise car travel from the outset, any post-occupation survey will therefore capture the impact of these measures, and do not provide a true representation of the impact of the TP on the travel behaviour of the residents of the scheme.

4.4. As such the baseline scenario is taken from the 2021 Travel to Work census data, as shown in **Table 2.1**. This gives a baseline single occupancy vehicle mode share of 73%.

Targets

- 4.5. The target associated with the RM1 (North) parcel of the site is based on the Framework Travel Plan target, which sought to provide a tangible reduction in vehicular trips for the overall site.
- 4.6. To ascertain a realistic and attainable target specific to RM1 (North), the Nomis 2021 Travel to Work data has been extrapolated for Output Area Arun 006, which covers the vicinity.
- 4.7. The target associated with this TP is:

'Over the five year period of the plan, achieve a 10% reduction in the peak hour (0800 – 0900 and 1700 – 1800) single occupancy vehicle mode share from 73% to 66%.

5. Measures and Initiatives

- 5.1. This section of the TP describes the measures and initiatives which will be implemented to encourage residents to travel using sustainable modes.
- 5.2. The development will actively provide sustainable infrastructure, encouraging sustainable transport habits from the first occupation, rather than introducing penalties for not achieving targets at the end of the TP period.

On Site Infrastructure Measures

- 5.3. To promote sustainable travel, a range of measures will be implemented:
 - Creation of a permeable site layout which provides multiple and convenient opportunities for the site to link into local facilities, particularly the foot and cycleway network surrounding the site;
 - The main spine road through the site, as well as the access junctions onto Ford Lane and Yapton Road, have been designed to accommodate bus services. The scheme will provide a service connecting Littlehampton Town Centre and Barnham Railway Station.. There will be the possibility of routing the Stagecoach Coastliner 700 service through the site, dependent on discussions with Stagecoach. Off-site improvements will be made to Ford Road to provide pedestrian / cycle connections to Ford Station;
 - Services and facilities such as education, retail, leisure and community are provided on site, minimising journey distances and promoting sustainable travel;
 - The layout of the site will emphasise sustainable access to the local centre. The central location of facilities will minimise journey distances for all residents, and the parking strategy for these buildings will discourage the use of cars for short journeys;
 - The highway network within the site will encourage low speed streets, suitable for movement by all modes of travel, particularly walking and cycling; and
 - Good quality cycle parking will be provided for each residence, in accordance with standards.

Off Site Infrastructure Measures

5.4. A comprehensive package of infrastructure improvements has been developed to improve the sustainable travel network in the area surrounding the wider development site. These are separated into the four geographical areas of improvements.

5.5. To the west of the scheme, the following pedestrian improvements are proposed

- The provision of an uncontrolled pedestrian crossing with tactile paving and dropped kerbs on the Johnson Way / Rollaston Park junction;
- The provision of an uncontrolled pedestrian crossing with tactile paving and dropped kerbs on Rollaston Park;
- The provision of an uncontrolled pedestrian crossing with tactile paving on existing dropped kerbs on Yapton Road next to the bus shelter;
- A proposed new footway extension immediately north of the bus shelter on Yapton Road, to tie into the proposed uncontrolled pedestrian crossing;
- Provision of vehicle crossovers and narrowing of pedestrian crossing distance at both junctions leading into Drave Grove from the 2233 / Burndell Road;
- The provision of tactile paving at the existing dropped kerb on the Fordwater Gardens and Burndell Road Junctions; and
- The provision of tactile paving at the existing dropped kerb on the Goodhew close and Burndell road junction.

5.6. Additionally, the following cyclist improvements are also proposed to the west of the site:

- Provision of on-carriageway cycle lane demarcation extending from Rollaston Park (and forming an onward connection to cycle/pedestrian facilities routing through the development site from Rollaston Park through to Horsemere Green Lane and to the A259 in the south) through to Burndell Road / Bilsham Road Junction;
- Hatched green markings across junctions along the length of the route to denote the presence of cyclists and cyclist priority;

- Connection to Yapton Village Hall, to the east of Bilsham Road / Burnell Road junction; and
- Onward connection, shown indicatively, to the potential Yapton-Barnham cycle route associated with planning consent Y/91/17 and Y/92/17.

5.7. To the southeast of the site, the following pedestrian and cyclist improvements are proposed:

- Widening of the existing footway to provide a 2.5m – 3.0m wide pedestrian/cycleway on the eastern side of Church Lane, to connect with Horsemere Green Lane;
- Widening of the carriageway at Church Lane / Horsemere Green Lane junction to accommodate a 3.0m wide path on the approach to a dropped kerb and tactile paving crossing; and
- A tie in to the existing/diverted NCN Route 2 pedestrian /cycleway to the north of the A259 carriageway.

5.8. To the northeast of the site, the following pedestrian and cyclist improvements are proposed:

- Provision of an uncontrolled crossing, formed of dropped kerbs and tactile paving at the Ford Lane / Ford Road junction; and
- The realignment of Station Road to enable a shared pedestrian / cycleway to be provided between the junction of Ford Lane and Ford Railway Station on the western side of the Station Road carriageway.

5.9. To the east of the site, a new 3m wide connection to Footpath 206 is to be provided, along with minor widening on Ford Road, to provide a refuge island.

Promotion and Communications

5.10. New residents will be provided with travel information during the purchase of their property. The initial sales pack will include a leaflet about sustainability credentials of the development, and staff will be trained in personal journey planning so that this service can be offered to new residents shortly after completion of their purchase. This will offer an in-depth personalised approach to identifying the

sustainable travel choices available to residents and will be advertised through the Residential Travel Information Packs (see below). The staff will be fully briefed on the content and purpose of the TP and will be able to highlight the incentives to prospective purchasers.

- 5.11. To ensure access of up to date information for residents and visitors, community noticeboards will be located within the site. These boards will contain up to date bus and rail timetable information, and information on car sharing. The board will also provide walking and cycling facilities maps.
- 5.12. The Travel Plan Coordinator will also set up a Community Travel Website. This could take the form of a social media site/group, which would enable to dissemination of the information above. It will also provide an interactive travel planning resource. For example, residents will be able to discuss TP matters in an open forum (and this might, for example, be helpful in enabling experienced cyclists to guide less experienced people). It could also be used to enable residents to post their own helpful information, advice and tips. It is envisaged this will continue as a functioning page indefinitely.

Residential Travel Information Packs

- 5.13. The first occupier of each household will be provided with a Residents Travel Information Pack (RTIP). The pack will contain information about the objectives of the TP, non-car mode travel options and provide a range of incentives to encourage the use of non-car modes of transport. The following items will be included in the RTIP.

- Information on the TP, the aims and objectives, how to get involved, and how travel will be monitored and reported back to residents;
- A plan of the new development, highlighting local facilities, the walking and cycling routes to these with indicative travel times, locations of local cycle parking and the location of bus stops;
- A £150 sustainable travel voucher for the first owner of each dwelling that can be used for one of the following measures:
 - Bus travel voucher to encourage travel by bus;

- Cycle purchase voucher to assist with the purchase of a bicycle or maintenance/safety gear; and
- A voucher towards a rail season ticket to encourage travel by rail.
- Information about the community travel website and the locations of community notice board providing local travel information;
- Information about opportunities to travel to local schools in the vicinity of the site by sustainable modes, including details of any local school travel plans;
- Bus and rail maps and timetable information;
- Information about journey planning services;
- Information about car sharing through WSCC's lift share scheme;
- Copies of WSCC cycle plans;
- Information about cycle training courses for school children;
- Promotion of West Sussex cycle and multimodal journey planning website; and
- Information about home delivery services offered by local supermarkets.

Car Sharing

5.14. The use of car sharing will be promoted amongst residents of the development, with particular emphasis on journeys to work. Car sharing not only cuts the costs of traveling to work for the individual, but also reduces the number of residents making similar journeys at the same time, thereby reducing the impact of the development at peak hours on routes between the site and local employment areas. This, in turn, contributes to reducing vehicular emissions and therefore meeting local air quality targets.

5.15. Measures will be taken to promote car sharing to new residents by providing information found on the Liftshare website about their lift sharing scheme. This provides an accessible and safe way for potential car sharers to identify people undertaking similar journeys.

Walking and Cycling

5.16. Several pedestrian and cycle access points to the site are proposed, enabling local journeys to key destinations to be undertaken on foot, or by bicycle. All new residents will be issued with a RTIP, which will include details of journey planning websites, walking and cycle maps, local cycle shops and bus timetable information. Residents will also receive such information via other ongoing communications.

5.17. Other measures to promote walking and cycling include:

- All dwellings will be provided with cycle parking;
- A Bicycle User Group (BUG) will be set up for the new development. This will enable cyclists to share information on routes safety, cycle maintenance etc. It will also enable less experience people to contact people with more experience cycling and therefore to obtain information, guidance and potentially a 'cycling buddy' to accompany them on cycle journeys;
- The Travel Plan Co-ordinator will assist with the dissemination of information regarding the user group and will help residents get in contact with one another. Where possible, the Travel Plan Co-ordinator will attempt to negotiate discounts or promotions for residents at local cycle stores; and
- The Travel Plan Co-ordinator will promote 'Bikeability' cycle training courses to residents, and will attempt to organise group training sessions if enough residents are interested.

Public Transport

5.18. Information on the public transport routes and infrastructure serving the new development will be made available to new residents through the RTIP.

5.19. Residents will be kept up-to-date through noticeboards within the development and via a TP website, of changes to public transport timetables, events/issues/works potentially affecting public transport journeys and the cost of season tickets.

5.20. In addition, the Travel Plan Co-ordinator will collaborate with local public transport operators to discuss whether there is the opportunity to provide improved, more frequent services, improved bus waiting areas, ticket discounts and trial initiatives.

Car Club

5.21. The provision of car club vehicles and dedicated parking spaces will be explored with local providers. Subject to the agreement of suppliers, a minimum of three car club vehicles will be provided across the wider development, accessible to both residents of the development and the general public. Whilst at present it is not clear where these spaces will be located within the scheme, the residents of RM1 (North) would be located close enough to benefit from using the spaces.

6. Management and Implementation

6.1. This section outlines the Travel Plan Management, role of the Travel Plan Coordinator, Involvement of Residents, framework for implementation, the funding, enforcement and the framework for handover at the end of the overall site involvement.

Travel Plan Management

6.2. The overall site will nominate an individual or company to act as the Travel Plan Coordinator for the whole 'The Landings' site. A site wide Travel Plan Coordinator will provide the greatest opportunity to influence the most people, potentially creating a critical mass of change.

6.3. The Travel Plan Coordinator will be supported by a Steering Group, potentially comprising representatives of any housing association, the highway authority, the local authority sustainable travel coordinator, other local authority officers as needed and voluntary resident representatives.

6.4. The Steering Group will meet every six months during the first two years, and then again during the surveying monitoring years. This extensive management period will enable the TP to be well established by the time the overall site leaves the development. An Action Plan is provided at **Section 8**.

Role of Travel Plan Co-ordinator

6.5. The role of the Travel Plan Co-ordinator will be as follows:

- Manage the day to day delivery of the TP;
- Set up and act as chairperson to the Steering Group through which the progress of the TP will be monitored and key decisions taken as necessary;
- Market the TP to encourage interest and involvement of residents;
- To maintain a good level of knowledge of sustainable travel opportunities in the vicinity of the site, so as to provide a basic personal journey planning service for residents i.e. how to access schools, workplaces, and local facilities by sustainable means;

- To liaise with local public transport operators and local authorities on appropriate measures such as negotiating possible discounted bus tickets or obtaining information on any local travel plan measures and networks;
- To investigate discounts with local cycle shops for residents;
- To organise monitoring of the TP in line with the strategy in Section 7; and
- provide monitoring and feedback to residents and liaise with the local authority as necessary.

Involvement of Residents

6.6. Involvement of residents will be key to the success of the sustainable transport measures. The first owner of each dwelling will be provided with TP information by the sales office and provided with a RTIP on completion of their purchase. The RTIP will be kept up to date for the duration of the Travel Plan.

6.7. The Travel Plan Coordinator will liaise regularly with residents to understand their particular needs and concerns and to examine ways of addressing them. The Travel Plan Coordinator will also aim to maintain interest amongst residents through the following means:

- Occasional leaflet drops providing information about the TP, advertising the website and reporting results of the monitoring;
- Involvement of resident volunteers in the monitoring process (to be recruited by the Travel Plan Coordinator); and
- The Steering Group will involve resident participation and will review and develop other methods of ensuring ongoing involvement from residents.

Funding

6.8. The overall scheme will fund the following items:

- Transport infrastructure outlined in **Section 5**;
- Travel Plan Coordinator role for the duration of the plan period;
- The initial implementation of measures outlined in **Section 5**; and
- The monitoring surveys outlined in **Section 7**.

Framework for Handover at End of the Overall Site Involvement

6.9. At the end of the TP monitoring period, the overall site will no longer be responsible for the management of this RM1 (North) TP. However, the Travel Plan Coordinator will offer residents the opportunity to coordinate with adjacent elements of the site to collaborate going forward if there is a desire, with the Travel Plan Coordinator will facilitating this if there is suitable support from RM1 (North) residents.

7. Monitoring and Success

7.1. Monitoring of the TP will be undertaken for 5 years from first occupation as appropriate.

SAM Surveys

7.2. In accordance with WSCC guidance, formal monitoring will be undertaken in line with the TRICS Standard Assessment Methodology (SAM). The Travel Plan Coordinator will supply WSCC with data showing how residents travel and details of the measures employed to encourage sustainable travel.

7.3. The first TRICS SAM survey will be carried out a year after first occupation on the site. This will ensure that the survey captures information about an established critical mass of residents. Subsequent SAM surveys will be undertaken every other year until the end of the plan period.

7.4. For example, if the site is first occupied in 2025, this would be year 0. The first survey would be undertaken in 2026 (Year 1), with subsequent surveys undertaken in 2028 (Year 3) and 2030 (Year 5).

Travel Questionnaires

7.5. Questionnaire surveys will also be used to determine the effectiveness of TP measures and enable residents to remain involved in the TP process. Questionnaire surveys would coincide with the above SAM surveys.

7.6. The surveys will determine a number of important statistics, such as work destination, car and cycle ownership, modal split of work, educational and leisure journeys, and the preferences towards the availability and use of more sustainable modes of transport. These surveys will be used to determine travel patterns to and from the site, to assist in evolving the objectives for the TP and to monitor travel patterns at the site.

7.7. In order to maximise response rates to the survey, there will be incentives, such as a prize draw entry, encouraging residents to take part. In the event that the survey does not get an appropriate response rate, it will be re-distributed to residents after 6 months with further promotion and greater incentives for taking part.

7.8. The results and analysis of these surveys will be included within a monitoring report (see below).

Use of Surveys

7.9. The results of these surveys and statistical analyses will form the basis of discussions with the local planning and highway authorities to examine how the TP is continuing to influence travel behaviour.

7.10. The TPC will monitor and review the progress of the TP and make all users aware. The review will involve the local planning authority as well as the Steering Group. The use of newsletters will assist in informing users of any new measures and give them understanding of how the TP is operating.

Reporting

7.11. During SAM monitoring years, a monitoring report will be prepared and submitted to WSCC. The monitoring report will set out the results of the travel survey against the targets and objectives identified within the TP. Residents will also be informed of the survey results via newsletters, the community travel website and notice boards. The following information is likely to be provided:

- Recap of TP objectives and agreed targets;
- Monitoring methodology;
- Summary of monitoring results presented in relation to agreed targets;
- Progress against agreed measures; and
- Any new proposals to encourage sustainable travel.

7.12. The Travel Plan Coordinator will make all users aware of the progress made and the effectiveness of the sustainable travel solutions. The use of newsletters distributed to all users will assist in informing users of any new measures and provide an understanding of how the TP is operating.

Remedial Measures

7.13. Should the Travel Plan targets not be met by the end of the monitoring period, the Developer will use reasonable endeavours to work with WSCC to identify a strategy

and to agree further reasonable actions to get the Travel Plan back on track. This could include investigating further sustainable travel vouchers or personalised travel planning sessions.

7.14. The traffic assessments carried out as part of the outline application are based upon a 'without Travel Plan' scenario, and demonstrate that the impact of the development on the local highway network, after highway improvements, is acceptable in highway and safety terms. On this basis, the Development is not dependent upon the success of the TP making it acceptable in terms of traffic impact on the local highway network.

7.15. The proposed sustainable transport strategy and all of the associated measures will provide a genuine opportunity for the targets to be met. This will provide further benefit to the operation of the local highway network as well as offering health, cost and lifestyle benefits to local people. Should however targets not be met, consideration of additional promotional activities/incentives will be given by the Travel Plan Coordinator in an effort to further encourage sustainable travel choices by residents.

8. Action Plan

8.1. **Table 8.1** provides an Action Plan to support the implantation of this TP.

Measure	Timescale	Responsibility
Infrastructure Measures as per Section 5	To be phased in line with the development	Overall Site
Travel Plan Coordinator	Nominated three months prior to occupation	Overall Site
Steering group	1 st meeting six months after appointment of Travel Plan Coordinator. Subsequent six monthly meetings for first two years after occupation	TPC
Training of sales team about Travel Plans	Training as part of induction process	Developer
Information Development and Provision	<p>Production of Travel Plan Information for Sales packs</p> <p>Production of RTIP</p>	<p>To be developed before first occupation</p> <p>To be developed before first occupation</p>
Develop community travel website	To be developed before first occupation	TPC
Sustainable travel voucher	A £150 voucher to be included in RTIP at first occupation for each dwelling	Developer
Community travel noticeboard	To be phased in line with development	TPC
Promote car share schemes	With RTIP and on website / community notice boards	TPC
Walking / cycling local facilities / rail maps and journey planning services	With RTIP and on website / community notice boards	TPC
Develop bicycle user group	6 months after occupation	TPC

Drawing

Appendix A

