**Site/Development Name**

**Site/Development Address Details**

**Residential Travel Plan Template**

**For a new residential development**

**Use this space to insert an image of site/development**

**Include Developer logo(s)**





**Definitions**

***Residential Travel Plan Template*** shall mean this document containing a mixture of measures to encourage sustainable travel to the site alongside disincentives to driving alone.

***Residential Travel Plan*** shall mean a working plan to be implemented for local development schemes with 80 (eighty) or more Residential Dwellings to include all measures to ensure sustainable means of travel are available to new residents of such developments in accordance with the requirements of the National Planning Policy Framework and amended and supplemented from time to time under the provisions of the ***Section 106******Agreement*** and ***Biennial Residential Travel Plan Reviews.***

(A ***Residential Travel Plan*** may also be required for sites with less than 80 dwellings if there are pre-existing concerns around pollution, congestion and the local transport infrastructure; and where there is a need to mitigate against the impact of the development scheme).

***Residential Travel Plan Co-Ordinator*** shall mean a member of staff appointed by the Developer (and or the Owner) with appropriate skills and budgetary provision and resources to fulfil the role as described in the job description.

***Sustainable Travel Planning Team*** shall mean the Essex County Council’s Sustainable Travel Planning Team whose role includes but is not limited to providing recommendations and advice concerning all matters associated with the ***Residential Travel Plan*** plus monitoring, as well as production (if required) and supply of the ***Residential Travel Information Pack(s)****.*

***Residential Travel Information Pack*** shall mean a specific district or borough tailor-made booklet aimed at promoting the benefits of sustainable transport in support of the objective to secure a modal shift from the private car and increase the use of sustainable modes of travel, and shall contain the following:

* Guidance and promotional material on the use of sustainable modes of travel
* Details on walking, cycling, trains, buses, park & ride, taxis, car sharing, car clubs, electric vehicles, school transport, and personalised journey planning services
* Reference to travel websites, resources and support services for each mode of travel, information provided by county, district and/or borough councils
* Details of local travel campaigns and networking/support groups

***Travel Vouchers*** shall mean tickets/passes/vouchers or other means of accessing transport or other journey planning information as agreed with Essex County Council including the following as a minimum (six scratchcard bus tickets per household OR season ticket voucher) and/or (incentives for rail travel with the local rail operator) for each eligible member of the household AND access to an online tool to generate personalised travel plans using a home and destination postcode to provide details of different travel modes/options travel routes/maps and timetable information).

***Traffic Counts*** shall mean the collection of travel data from all entry and exit points to the development including pedestrian and cycle routes leading to a service or amenity.

***Travel Surveys*** shall mean a questionnaire approved by Essex County Council, undertaken to identify the main modes of travel used by residents and visitors for journeys to and from the site.

***Essex County Council Travel Plan Monitoring Protocol*** shall mean the biennial undertaking of ***Traffic Counts****.* In addition to ***Traffic Counts****,* written or face-to-face travel surveys may also be required. Data collected from all surveys must be submitted to Essex County Council in the form of a written report for review.

***Action Plan*** shall mean the identification of all sustainable travel opportunities and activities that should be taken to help achieve the Plan’s Objectives.

***Section 106 Agreement (S106)***is a legal agreement between Local Authorities and developers; linked to planning permissions or obligations

***Biennial Residential Travel Plan Review*** means a two-yearly report including the results and analysis of the Traffic Counts/Travel Survey indicating how the ***Residential Travel Plan*** is performing.

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# Travel Plan Aim and Objectives

**Travel Plan Aim**

The primary aim of this ***Residential Travel Plan***is to:

**‘Minimise single occupancy car trips associated with the development site, by promoting and encouraging the use of more sustainable alternatives’**

**Travel Plan Objectives**

The primary objective of *(Site/Development Name)* ***Residential Travel Plan*** is to:

(See Guidance Notes for further information and examples)

# Introduction

**Reason for Travel Plan**

As part of the planning permission for *(Site/Development Name)*, a number of planning conditions and obligations have been set which relate to the implementation and delivery of a ***Residential Travel Plan***.

The ***Section 106 Agreement*** sets out a number of obligations in relation to the delivery of a ***Residential Travel Plan*** which includes the commitment to appoint a ***Residential Travel Plan Coordinator*** and distribution of a ***Residential Travel Information Pack.***

This ***Residential Travel Plan*** aims to positively influence the travel patterns and behaviours of future residents through the encouragement of greater use of public transport and other sustainable modes of travel to reduce reliance on the use of private cars.

**Background Information**

(Please refer to the Guidance Notes to complete this section)

# Travel Plan Management

This section should outline the roles and responsibilities for the management of your ***Residential Travel Plan***.

**Residential Travel Plan Co-ordinator**

The ***Residential Travel Plan Co-Ordinator*** shall mean a permanent member of staff appointed by the Developer(s) with the appropriate skills, budgetary provision and resources to fulfil the role. The on-site ***Residential Travel Plan Co-Ordinator***must be employed until at least one year after final occupation of the development, to allow for survey/traffic counts to be undertaken when the site is at full capacity.

The ***Residential Travel Plan Co-Ordinator*** duties should include:

* Support, oversee and implement the requirements of the ***Residential Travel Plan*** upon first occupation of the development and through the life of the plan.
* Provide travel advice and guidance to residents in the early stages of occupation and throughout the development process.
* Liaise with the ***Sustainable Travel Planning Team*** on the production and management of the ***Residential Travel Information Pack***.
* Distribute the ***Residential Travel Information Pack*** to all households upon first occupation, along with any travel tickets or vouchers (if applicable)
* Assess the potential journeys that residents may make and identify what modes of transport are available from the site, promoting sustainable options.
* Continuously monitor the impact that residents journeys may have on the surrounding areas and existing transport infrastructures.
* Undertake personal journey planning for residents where appropriate.
* Ensure the travel information made available is always current and up to date.
* Design and implement effective marketing and awareness-raising campaigns to promote the initiatives and sustainable transport infrastructure within in ***Residential Travel Plan****.*
* Ensure cycle storage facilities are functional upon first occupation and maintained throughout the life of the Travel Plan.
* Organise biennial ***Traffic Counts*** and ***Travel Surveys***, analyse these and submit the results to the ***Sustainable Travel Planning Team***, together with an assessment of the success of the ***Residential Travel Plan*** in reducing the number of trips by private car and details of any additional measures necessary to achieve the targets set within the ***Residential Travel Plan***.
* Provide promptly upon written request such information as the County Council reasonably requires in relation to the ***Residential Travel Plan****.*
* Investigate new ideas, modes of transport and future plans, for example, electric car charging points and promote or implement as appropriate.
* Update ***Residential Travel Plan*** at least every two years, based on results of the traffic counts and travel surveys, to incorporate additional measures as agreed with the ***Sustainable Travel Planning Team****.*

The contact details for the ***Residential Travel Plan Co-Ordinator*** willbe submitted to the Essex County Council ***Sustainable Travel Planning Team***upon appointment to the role and prior to first occupation of the site.

**Partnerships**

Please detail the roles and responsibilities of other individuals or groups involved in developing and maintaining the ***Residential Travel Plan***. Please list responsibilities as above.

(Refer to Guidance Notes for examples)

# Travel Plan Targets

The success of the ***Residential Travel Plan***will be measured against the number of residents making single occupancy vehicular trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, car sharing and public transport.

The targets for *(Site/Development Name)* have been identified below:

(You should aim to include 3-5 targets for action here)

|  |  |  |
| --- | --- | --- |
| Objective | Targets  | Timescale  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

(Refer to the Guidance Notes for examples of appropriate targets)

# Sustainable Travel Opportunities

This section should set out those sustainable travel opportunities and measures identified to support the aims and objectives of the ***Residential Travel Plan***. A wide range of measures should be considered in the context of the specific development.

**Residential Travel Information Pack**

Provide a summary of the ***Residential Travel Information Pack*** which will be issued to each household upon first occupation. The pack should be aimed at promoting the benefits of sustainable transport in support of the objective to secure a modal shift from the private car and increase the use of sustainable modes of travel.

(Refer to the Guidance Notes for further information)

**Walking and Cycling**

Use this section to detail the opportunities available to encourage residents to walk or cycle as an alternative to driving alone.

The following measures that promote travel choice and should be included within your ***Residential Travel Plan***(as a minimum) are:

* Pedestrian/cycling infrastructure
* Considering layout/design.
* Ensuring pedestrian routes will be of high quality throughout the site, and link with existing pedestrian infrastructure.
* Ensuring cycling routes are direct, well lit, open and pleasant, well maintained and display clear signposting and link to wider network.
* Advertising the health benefits of walking and cycling through promotional material.
* Encouraging people to cycle to and from the site by ensuring cycle parking facilities for residents and visitors are freely available.
* Distribution of walking and cycling maps/leaflets.
* Details of nearby cycling outlets.

(See Guidance Notes for further information and examples)

**Public Transport**

Use this section to detail the opportunities available to encourage residents to use local public transport services as an alternative to driving alone.

The following measures that promote travel choice and should be included within your ***Residential Travel Plan*** (as a minimum) are:

* Provision of timetable and route map information.
* Provision of taster bus/rail tickets.
* Continuous review and update of bus/train timetable and service information, as appropriate.
* Bus and train timetable information accessible via the development notice board / website.
* Links to information services, e.g. National Rail Enquiries
* Details of service providers, for example First / Arriva etc..
* Bus/train user groups

(See Guidance Notes for further information and examples)

**Car Sharing**

Use this section to detail how the ***Residential Travel Plan*** will promote Car Sharing, and what initiatives will be introduced.

Signpost residents to [www.essexcarshare.com](http://www.essexcarshare.com) - ***Essex County Council’s*** branded car share scheme which enables people to join for free and search for potential car share matches. It’s quick, simple and free. Once someone has joined they will be matched up with potential sharers as a driver or passenger.

 (See Guidance Notes for further information and examples)

**Car Clubs**

Use this section to detail any Car Clubprovisions that will be provided in association with the development. Consider:

* Number, location and type of vehicle (i.e. e-vehicles, type of fuel)
* Location of parking spaces (onsite/on street)
* How residents will be able to book vehicles
* Associated costs

(See Guidance Notes for further information)

**Marketing, Promotion and Information**

Publicity is a key element of your ***Residential Travel Plan*** as it will help you meet many of your objectives. Regular marketing and advertising is the most effective way of ensuring residents are engaged. Consider the following:

* Details of walking websites – for example, [www.livingstreets.org.uk](http://www.livingstreets.org.uk)
* Details of cycling websites – for example, [www.sustrans.org.uk](http://www.sustrans.org.uk)
* Details of ECC website – [www.essex.gov.uk/travelsmart](http://www.essex.gov.uk/travelsmart)
* Provision of journey planning websites, for example:
	+ [www.traveline.info](http://www.traveline.info)
	+ [www.nationalrail.co.uk](http://www.nationalrail.co.uk)
	+ [www.google.co.uk](http://www.google.co.uk)
* Localised area maps and leaflets showing walking and cycling routes within the immediate area of the development
* Focus on promoting the benefits of a car share scheme which will benefit the local environment and reduce traffic going in and out of the site. Publicise [www.essexcarshare.com](http://www.essexcarshare.com).
* Provision of ***Residential Travel Information Pack*** as detailed above.

(See Guidance Notes for further information and examples)

**Action Plan**

The actions designed to meet the ***Residential Travel Plan*** Objectives and Targets should be set out in the table below, detailing the implementation date, resources required and who is responsible for each one:

(See Guidance Notes for examples)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Target | Action | Implementation Date | Resources Required | Responsibility | How Measured |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

This ***Action Plan*** should be revised each time the ***Residential Travel Plan*** is reviewed, using results from the ***Traffic Counts*** / ***Travel Surveys*** to update the targets and actions as required.

# Travel Plan Monitoring and Review

The ***Residential Travel Plan Co-Ordinator***will monitor the implementation and success of the ***Residential Travel Plan***, by ensuring that measures are promoted and the relevant data is captured. This will be done by ensuring surveys are carried out in line with the ***Essex County Council******Residential Travel Plan Monitoring Protocol***. Upon completion of the relevant data collection, modal-shift targets will be agreed and ***Action Plans*** revised.

**Traffic Counts**

The ***Residential Travel Plan Co-Ordinator***will undertake biennial traffic counts for a minimum period of 5 years, i.e. years 1, 3 and 5, or as long as the development takes to build (all phases). Future targets between Essex County Counciland the ***Residential Travel Plan Co-Ordinator***will be set and agreed which are relevant, measurable and achievable and monitored on an on-going basis.

The results of all surveys will be submitted to the Essex County Council ***Sustainable Travel Planning Team*** in the form of a report for review, analysis and mitigation.

If the recorded vehicle trip rates from the surveys are in excess of the predicted trip rates as set out in the original Transport Assessment / ***Residential Travel Plan***, then the ***Residential Travel Plan Co-Ordinator***will be expected to conduct Written or Face-to-Face Travel Surveys at a time agreed with Essex County Council.

(See Guidance Notes for further information)

**Written or Face-to-Face Travel Surveys**

The Written or Face-to-Face Surveys will aim to:

* Understand why trips rates are not being achieved
* Identify which modes of transport could be promoted in light of the survey findings
* Establish the alternative modes of travel to the site. What do people want to use but currently do not / cannot

**Reporting**

Travel Plan Reports should be produced and submitted to the Essex County Council ***Sustainable Travel Planning Team*** for review, identifying how well the ***Residential Travel Plan*** is doing against its original targets, and what measures are proposed to meet these in future, along with time scales. Based on the survey results, the success of the overarching ***Residential Travel Plan*** will be assessed against its targets. All reports must be submitted biennially in line with the undertaking of ***Traffic Counts*** and ***Travel Surveys*** and will form part of the ***Biennial Travel Plan Review****.*

(See Guidance Notes for further information)

# Summary

*(Site/Developer Name)* has agreed to these ***Residential Travel Plan*** arrangements, which demonstrate the importance of, the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car. *(Site/Developer Name)* is committed to developing this programme with the support of Essex County Council.

It is proposed that, subject to agreement with Essex County Council, the ***Residential Travel Plan*** will be produced prior to first occupation of the development.

**This information is issued by:**Essex County Council

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The information contained in this document can be translated, and/or made available in alternative formats, on request.

Published May 2021.