

## **Supplementary Planning Document**

# **The Preparation of Transport Assessments and Travel Plans**

**Adopted Document**

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## **The Preparation of Transport Assessments and Travel Plans**

**Preface** (Statement from Councillor with comments on sustainable travel, UDP, LTP etc)

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# 1. Introduction

## About this Document

- 1.1 This Supplementary Planning Document (SPD) for Transport Assessments and Travel Plans provides additional, more detailed advice on planning policy to anyone intending to make a planning application or develop a proposal. It will be expected that development proposals will reflect the contents of the guidance in this document. This SPD can also be used to help set up or further develop Transport Assessments and Travel Plans at existing developments. It should be noted that Transport Assessments have replaced Traffic Impact Assessments.
- 1.2 Most new developments and changes of use will have some form of transport implication, therefore the transport aspects of development proposals need to be identified and dealt with as early as possible in the planning process. Figure 1 outlines the Transport Assessment and Travel Plan process in diagrammatic form. Since no two developments are exactly the same, the process caters for a range of situations from small to major developments.
- 1.3 In line with Government planning policy, the Council encourages developments which offer people the widest choice of travel options. Transport Assessments and Travel Plans are important tools to help show that all modes of travel are being encouraged and how easy it is to get to/from the site by each mode taking into account journey time, safety, public transport frequency, quality, and access for disabled people.
- 1.4 The offer of advice on Transport Assessments and Travel Plans by Sandwell Council assists the development process by:
  - promoting a professional and transparent approach to planning
  - helping to speed up planning application decisions by avoiding delays
  - providing information which could assist developers.
- 1.5 It is hoped that developers will gain through the issuing of this document by designing schemes which:
  - widen recruitment choice by making sites accessible to the widest number of people, not just those who have access to a car
  - increase financial certainty by being able to predict development costs more accurately earlier on in the process than has been the case previously
  - demonstrate to local residents that developers have fully considered the impact of the development in transport terms, thereby reducing the risk of objections.
- 1.6 This guidance in this document is aimed at everyone involved in the development process including:
  - employers/managers
  - developers
  - architects
  - agents/master planners
  - development control officers and highway engineers.

- 1.7 The guidance set out in this SPD does not necessarily reflect the views of the neighbouring Highway Authorities. Developers should seek the requirements of the relevant Highway Authority for any proposal that will have a material impact outside the Sandwell boundary. In the case of developments which are near to or could affect the Trunk Road and Motorway Network, either inside or outside Sandwell, the Highways Agency (who act on behalf of the Secretary of State for Transport) should be consulted along with Sandwell Council at an early stage in the development process. Developers should also seek advice from Centro (West Midlands Passenger Transport Executive) and public transport operators.

## **Transport and Planning Policy**

- 1.8 This SPD assists with the Government's policy to reduce traffic and congestion, reduce the need to travel and therefore to bring about a more "sustainable" transport system; that is, to enable people to travel in healthier and more environmentally friendly ways. By opting for such methods of travel, people are often referred to as making "smarter choices" ("Smarter Choices – Changing the Way We Travel", July 2004 - DfT). At the same time, developments should offer people the widest choice of travel options and therefore maximise accessibility to them. Work carried out in these areas is usually referred to in Government and local policy documents by the terms "sustainable travel", or "sustainable transport", and "accessibility planning".
- 1.9 The national planning policy on development related transport for England is set out in Planning Policy Guidance 13 (PPG13, March 2001 - modified September 2004). It states that Transport Assessments and Travel Plans must be submitted with all planning applications for developments that are likely to have significant transport implications. That is, the documents must determine the range of transport problems and opportunities which are associated with proposed developments.
- 1.10 PPG13 also states that simple transport statements are usually required for small developments. That is, for those developments that do not meet the relevant criteria outlined in Table 1 (Section 2) of this SPD. In such cases however, a full Transport Assessment and/or a full Travel Plan could still be required by the Council where the location and/or nature of the development is of a particularly sensitive nature, for example where existing traffic problems would be exacerbated by the development.
- 1.11 In terms of local policies, this document builds on those contained in Sandwell's Unitary Development Plan (UDP). This in turn builds upon the transport policies outlined in the West Midlands Regional Spatial Strategy (RSS11, June 2004). UDP Policy T1 (General Transport Policy) aims to encourage a shift in transport usage from the private motor vehicle to other modes, notably walking, public transport and cycling. The Council have adopted a priority for movement, as stated in UDP Policy T1, which addresses modes in the following order:
- walking
  - public transport and cycling
  - private motor vehicles.
- 1.12 The above hierarchy will help to redress the balance in transportation issues and move away from reliance on the car to a broader more integrated approach, which provides choice and provision of access for all of the community. It does not mean that modes higher up the list will be provided for regardless of the consequences.

As a guide, when providing for vehicular access, pedestrians must not be disadvantaged by severance, whereas when considering improvements for pedestrians the loss of some vehicular capacity could be considered provided it would not cause congestion or delays. UDP Policies T2 to T8 provide further support for walking, cycling, public transport and taxis.

- 1.13 Other transport policies in the UDP provide more detail about how to bring about such a shift in transport usage in relation to specific modes. Policies T17 (Transport Assessments, Transport Statements and Commuter Travel Plans) and T18 (Safer Routes to School) refer to the need for planning applications to be accompanied by Transport Assessments and Travel Plans. With respect to car parking at developments, UDP Policy T12 is consistent with Annex D of PPG13.
- 1.14 The Government also requires local transport authorities in England (outside London) to produce Local Transport Plans (LTP) in order to lay out a vision for an area, analyse travel problems and opportunities, and set objectives and targets. LTPs cover periods of five years. Sandwell, the six other districts in the West Midlands metropolitan area and the West Midlands Passenger Transport Authority produce the West Midlands LTP which, for the period between 2006 and 2011, will have a "Transport Shared Priority" with the following four themes:
- tackling congestion
  - delivering improved accessibility
  - improving road safety
  - producing better air quality.
- 1.15 Improvements in the four Transport Shared Priority themes can be brought about by measures which are included in Travel Plans.

### **Social Inclusion and Accessibility**

- 1.16 It is easy to wrongly assume that people are now all dependent on cars. Rush hour sees two thirds of commuters crowding the streets with their cars. As a result they have tended to dominate the attention of councils and transport planners, attracting a disproportionate amount of spending on catering for cars and remedying the problems that they cause. The reality is that not all people can afford cars or are capable of driving them. In Sandwell 43,261 (37.4%) households do not own a car (Source: 2001 Census). For the 72,165 households that do, the use of the car is usually the preserve of one person in the household. So it is easy to overlook that there are roughly 150,000 people in Sandwell who want or need to travel each day but cannot use a car, either as a driver or a passenger.
- 1.17 Non-drivers and those without access to a car are in the majority and, being less mobile, their social, job, shopping and leisure opportunities are more limited by comparison. Transport Assessments and Travel Plans can help to improve the choice of travel methods available to people (especially walking, cycling, public transport and car sharing) and therefore improve accessibility to various land uses.
- 1.18 Making alternative transport modes more appealing, by offering incentives and providing facilities to use them, would significantly expand the possibilities for tens of thousands of non-car drivers and, in the case of walking and cycling, give a healthier and lower cost alternative for those who are currently driving. Sandwell's "Cycling

Supplementary Planning Guidance” includes further details on how improvements can be made for current and potential cyclists and should therefore be consulted when developing the aspects of Travel Plans that relate to cycling.

- 1.19 Developments will also be required to demonstrate provision for access for disabled people and people with mobility difficulties, including access to transport, buildings and the external environment.

### **Health, Environment and Economy**

- 1.20 The promotion of alternative transport modes and the need to reduce reliance on the private car and other vehicles is also desirable for health, environmental and economic reasons. Road traffic growth is having a damaging effect on these areas, for example:

- the time and fuel wasted in traffic jams costs the economy of the West Midlands £2.5 billion per year (West Midlands Local Transport Plan 2006)
- 21% of all UK carbon dioxide emissions come from transport and contribute to climate change (RAC Foundation 2003)
- the number of child asthma cases reported in 2001 was 6 times higher than in 1976 (National Asthma Campaign 2004)
- average traffic speeds in the West Midlands have fallen to 19mph in peak periods (Traffic Speeds in English Urban Areas 2004, DfT).

- 1.21 Road congestion has serious implications for the future of Sandwell, its competitiveness and its future investment potential. Increasing the awareness of people about these problems, usually through the Sandwell Council’s “**TravelWise**” scheme, can help to influence travel choice and therefore reduce the negative effects of travel.

### **Sustainable Travel Patterns and Integration of Stakeholders**

- 1.22 Originally referred to as “Green Transport Plans”, Travel Plans are the main tool that developers, employers and schools adopt to assist in bringing about a more sustainable transport situation and can be defined in the following way.

***A Travel Plan is a package of measures designed to reduce the need to travel and to encourage and enable people to travel in healthier and more environmentally friendly ways.***

- 1.23 It is believed that businesses and employees could benefit significantly from preparing and operating a Travel Plan for a number of reasons. For example:
- any savings that arise through construction and land costs (from reduced car parking numbers etc) or charging for parking, could then be utilised to fund Travel Plan measures or other aspects of business operation,
  - within a congested network, experience has shown that cycling can be more time efficient than driving for shorter journeys. Walking and cycling are also better for the health of staff, thereby potentially reducing sickness absence; and

- greater equity between employees can be created thereby improving employee recruitment and retention. For example, if free car parking is provided then the company should also provide bus travel subsidies.
- 1.24 The measures to be included in a Travel Plan will relate to the size, location and nature of the development and should be produced in order to address issues highlighted in the Transport Assessment. Travel Plan measures and implementation methods are discussed in more detail in Section 4.

### **Format of this Document**

- 1.25 **Section 2** – outlines the need to carry out scoping discussions before producing and submitting transport related documents and sets out the criteria that determine the need for planning applications to be supported by Transport Assessments and Travel Plans.
- 1.26 **Section 3** – describes the possible contents of Transport Assessments and how they can highlight the current and expected transport situation at proposed developments.
- 1.27 **Section 4** – describes what a Travel Plan is, the assistance available to produce one, what to include in a Travel Plan and the Travel Plan considerations for different types of land use.
- 1.28 **Section 5** – describes how Travel Plans can be secured by planning conditions and planning obligations.
- 1.29 **Appendices** – contain checklists for Transport Assessments and Travel Plans, a pro-forma Section 106 agreement document, contact details for people who can provide assistance with the preparation of supporting information for planning applications and links to further information about Transport Assessments and Travel Plans.

## **2. When to Produce Transport Assessments and Travel Plans**

### **General**

- 2.1 This section outlines when full Transport Assessments and Travel Plans should be submitted to the Council in support of a planning application. In this respect trigger criteria have been devised to help developers and employers, although scoping discussions with the Council should also take place to ease the process and create a benchmark for everything that follows. For developments that do not reach the trigger criteria, a simple transport statement could be the only document that will be required to support the planning application.

### **Scoping Discussions**

- 2.2 It is recommended that scoping discussions are held with officers of the Council at an early stage in the planning application process to consider the various transport issues and therefore establish the exact nature of the Transport Assessment and Travel Plan. The Highways Agency should be involved in scoping discussions if developments are in close proximity to, or likely to have an impact on, the Strategic Road Network. Scoping discussions are also useful when the trigger criteria and the nature of the development are not clear from the outset. Experience has shown that there should be a speedier acceptance of the Transport Assessment and Travel Plan by holding early initial discussions. A two-stage approach to determine the transport aspects of a planning application should therefore be adopted.

Stage 1        Establish the scope of the study, agree basic assumptions and confirm those areas of the study which are/are not needed with the appropriate officers of the Council, who will seek to deal with your request promptly (for contact information please see Appendix E).

Stage 2        Produce the Transport Assessment to demonstrate how accessible the development is by all modes of transport and outline the appropriate transport measures that need to be taken in the Travel Plan.

- 2.3 The subject areas to be discussed during the scoping stage should include:

- the nature of the development in terms of location, type and scale
- how the development relates to Sandwell's Unitary Development Plan
- the existing transport situation
- the availability of local traffic and other data
- the assessment years for traffic and transport beyond the first year of opening, particularly important in cases of phased development
- the opportunities for considering alternative locations or a more appropriate type of development for the location in question
- Transport Assessment and Travel Plan content in relation to trigger criteria
- improvements or modifications to facilities for pedestrians, cyclists, mobility impaired and disabled people, public transport users
- how the development will be used by different modes of transport, the appropriate proportions of these and the scope for achieving modal shift so that the capacity of the surrounding road network is not compromised
- how planning conditions and obligations (such as Section 106 agreements) should be applied to the development and enforced



- how the Travel Plan monitors travel behaviour in relation to the site
  - how the development may impact on air quality and/or the impact of existing air pollution on the development.
- 2.4 Developers should note that they will be required to mitigate against creating any adverse effects on the local transport system near to the site and provide facilities and/or measures that encourage sustainable travel. Any traffic management proposals which are identified as being necessary to mitigate the impact of the development, should be compared with alternative mitigation measures. The measures considered and the reasons for proposing or rejecting them should be reported in the Transport Assessment.
- 2.5 The Transport Assessment and Travel Plan process, as outlined on Figure 1, shows that a pre-application scoping discussion should take place before the trigger criteria is determined. In practice however there will be some knowledge of the size of the development at the scoping stage and this will help to determine how the transport aspects of the development should support the planning application.

### **Trigger Criteria**

- 2.6 As stated in PPG13 and UDP Policy T17, the requirement for a Transport Assessment is broadly determined by the scale of the development, either small or major, and/or where there are likely to be significant transport implications. The table in Annex D of PPG13 (the contents of which are also listed under UDP Policy T12) is normally the information which is used to determine the maximum car parking supply at a development, although the gross floor area (and other) thresholds contained in the table also provide a definition for small and major developments. Thresholds can therefore be described as trigger criteria because they “trigger” the need for a full Transport Assessment and Travel Plan; the alternative, depending on the nature and location of the development, being the submission of simple transport statement.
- 2.7 Further information on trigger criteria is included in the DCLG/DfT publication “Guidance on Transport Assessment” and the DfT Circular “Planning and the Strategic Road Network” (to replace Part 1 of Circular 4/2001) which are under consultation. When adopted they will prove useful to developers during TA preparation. The Scottish Executive have however adopted a document called “Transport Assessment and Implementation: A Guide” (August 2005) which includes criteria set at PPG13 levels and additional criteria for general industrial, distribution and warehousing, hospital and residential developments. Sandwell MBC have also added criteria for “other” developments which do not fall under the main categories in PPG13 and the Scottish Executive’s guide. The additional criteria are set at levels at which developments would be expected to have significant transport implications.
- 2.8 By applying the above guidance for proposed developments in Sandwell, the need for a planning application to be supported by a Transport Assessment and Travel Plan is therefore usually triggered when the appropriate gross floor area or other threshold is reached or exceeded. This could also be relevant for situations where developers submit planning applications on an incremental basis for parts of a site in order to avoid the requirement to prepare a detailed Transport Assessment and Travel Plan for the whole site. Such developments can have a cumulative impact on the surrounding road network and must therefore be covered by a comprehensive

Transport Assessment and Travel Plan. For example, each separate unit on a business park might not trigger the need for a Transport Assessment but the business park as a whole could. Table 1 outlines the criteria.

**Table 1 Trigger Criteria for Transport Assessments and Travel Plans**

Land Use / Description of Development	Use Classes	Thresholds from and above which TAs and TPs are Required and Car Parking Standards Apply		PPG13 & SMBC Car Parking Standards
Food retail	A1	1,000m <sup>2</sup> gfa		1 space per 14m <sup>2</sup>
Non-food retail	A1	1,000m <sup>2</sup> gfa		1 space per 20m <sup>2</sup>
Business including offices	B1, A2	2,500m <sup>2</sup> gfa		1 space per 30m <sup>2</sup>
General Industrial	B2	5,000m <sup>2</sup> gfa		1 space per 50m <sup>2</sup> plus 10%
Distribution & Warehousing	B8	10,000m <sup>2</sup> gfa	Upto 250m <sup>2</sup> 251m <sup>2</sup> - 1250m <sup>2</sup> Over 1250m <sup>2</sup>	1 space per 50m <sup>2</sup> 1 space per 100m <sup>2</sup> 1 space per 200m <sup>2</sup>
Hospitals & Health Centres	C2, D1	2,500m <sup>2</sup> gfa		Discuss with SMBC
Residential	C3	100 Dwellings		Residential Design SPG, Appendix 5
Higher and further education (non-residential elements)	D1	2,500m <sup>2</sup> gfa		1 space per 2 staff + 1 space per 15 students (total)
Cinemas and conference facilities	D2	1,000m <sup>2</sup> gfa		1 space per 5 seats
Leisure facilities	D2	1,000m <sup>2</sup> gfa		1 space per 22m <sup>2</sup>
Stadia	D2	1,500 seats		1 space per 15 seats
Other	A3, A4, A5, C1	100 vehicle movements per day OR 10 freight movements per day		Discuss with SMBC

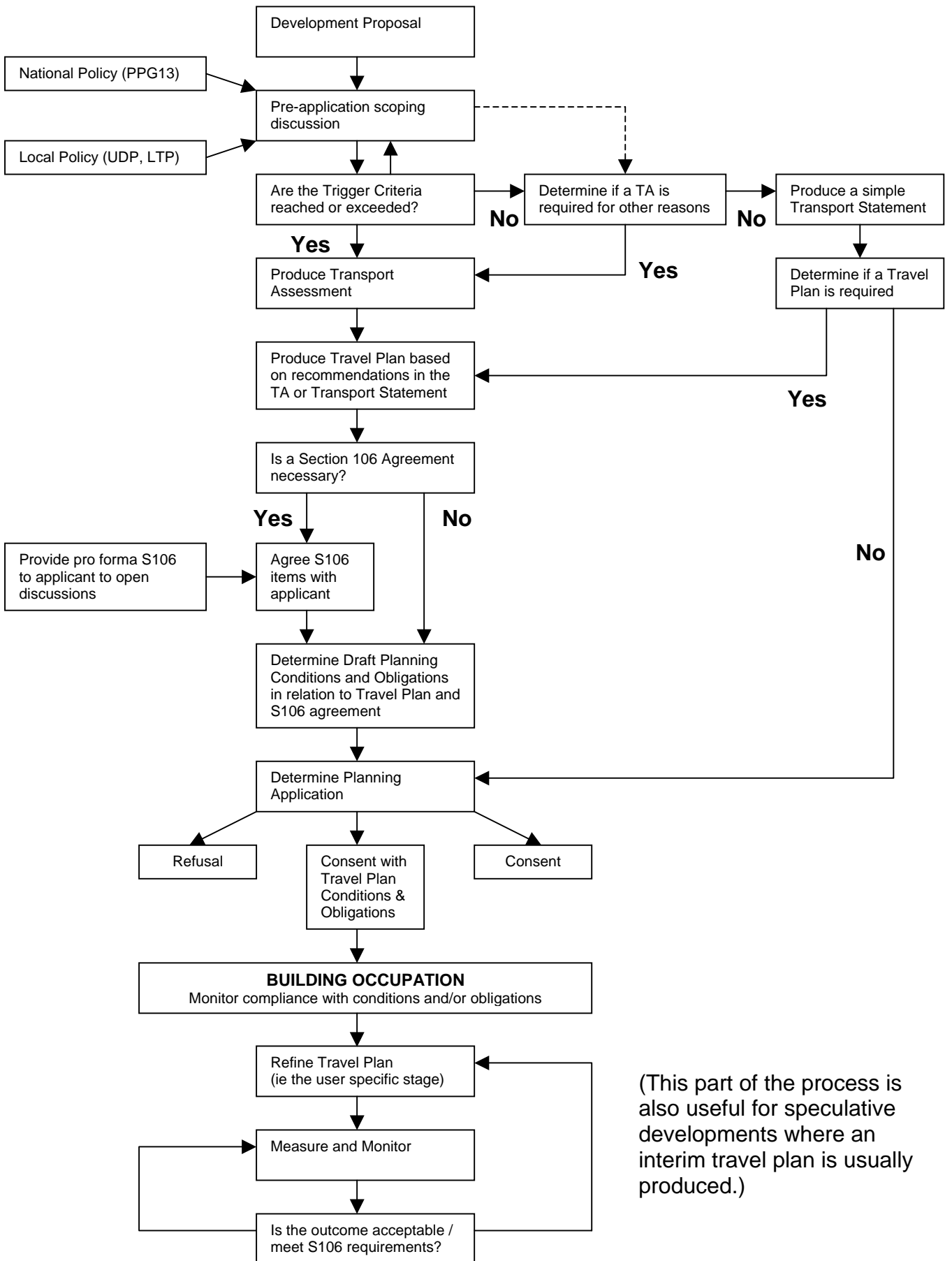
Notes: 1. gfa = gross floor area.  
2. UDP Policies T12 (Car Parking) and DC5.1 (Car Parking for Disabled People and People with Mobility Difficulties) contain more information on car parking.

2.9 Usually the trigger criteria will determine if a full Transport Assessment or a simple transport statement should be submitted. However, in instances where criteria are not met and where significant transport implications are expected a full Transport Assessment and a Travel Plan could still be required to provide support for the planning application (see Figure 1). Proposals will have significant transport implications where:

- traffic is generated at peak times in a congested area or near to a trunk road junction or where there are other existing highway problems
- traffic is generated in addition to traffic from other planned developments nearby and cannot be accommodated on the road network without causing congestion or other highway problems
- there are significant concerns over road safety

- traffic, especially lorry traffic, is generated late at night in a residential area (or where there are other noise pollution issues)
  - national air quality objectives are exceeded or the proposals are likely to cause an exceedance
  - there are concerns about community severance
  - particular transport difficulties in relation to car parking are likely, especially if developments could cause on-road parking in residential areas.
- 2.10 The “Guidelines for Traffic Impact Assessments” document produced by the Institution of Highways and Transportation (1995) refers to other reasons for carrying out (what are now called) Transport Assessments. That is, 5% increases in link or junction arm flows where traffic congestion exists, or 10% flow increases at other locations. Whilst such figures are no longer the main trigger criteria, due to an emphasis on accessibility and sustainability issues, flow changes on the surrounding road network should be stated in the Transport Assessment. This is particularly important for larger developments and where either problems are already being encountered or small increases in traffic may be considered a material concern.
- 2.11 Transport Assessments should also be provided for other reasons. For proposed development sites that are not reasonably accessible by sustainable modes of travel, ways of overcoming access problems for public transport users, pedestrians, cyclists, disabled people and non-car owners should be described. For proposals that meet the trigger criteria in Table 1, but where there is little or no car parking to be provided, the implications of providing car parking below the levels in the guidance should be determined. Developers should refer to PPG13 for other issues relevant to car parking and Table 1 of this SPD for maximum parking standards. For residential developments, Sandwell Council’s Supplementary Planning Guidance for Residential Design (Appendix 5) should be consulted. Sections 3.8 to 3.12 of this SPD also provide more information about car parking issues.
- 2.12 Developers may need to assess the environmental impact of increased traffic and road improvements, particularly with respect to air pollution. Sandwell MBC has declared the whole borough an Air Quality Management Area (AQMA) due to exceedance of the national objective for nitrogen dioxide (NO<sub>2</sub>). This does not mean the whole borough exceeds the objective but there are a number of areas where the NO<sub>2</sub> objective is exceeded, all these exceedances are associated with road traffic. It will be necessary for developers to assess air quality where the development is in or near an area of exceedance or if the development could result in an exceedance of national objectives. A transport assessment is often essential to provide the necessary traffic data to carry out an adequate air quality assessment. The Council can provide advice on the areas of exceedance and other air quality matters, contact numbers are provided in Appendix E.
- 2.13 Furthermore, under the terms of the Noise Insulation Regulations (amended) 1988 (Land Compensation Act 1973) the Highway Authority has a duty to offer the provision of noise insulation to qualifying properties, where a new road is constructed, or a single-carriageway converted to a dual-carriageway. Additionally, Sandwell Council has discretionary powers in the case of qualifying properties affected by traffic noise from altered highways. These discretionary powers are likely to be exercised. In all cases, costs relating to both the assessment of properties and works to mitigate the nuisance, will be required to be met by the developer. For further information, “Planning Policy Guidance Note 24: Planning and Noise” (published in September 1994) should also be considered.

**Figure 1: The Transport Assessment and Travel Plan Process**



### 3. Transport Assessments

#### What is a Transport Assessment?

- 3.1 A Transport Assessment is expected to be an **impartial report** undertaken by an appropriately qualified professional employed by the developer. For small schemes, a Transport Statement should simply outline the transport aspects of the application. For major proposals, a full Transport Assessment should illustrate accessibility to the site by all modes and the likely modal share of journeys to and from the site.
- 3.2 Since the Transport Assessment will be a publicly available reference document and may be read by people who are less familiar with technical terms (eg members of the public etc), the report should be written with such an audience in mind and include a non-technical summary. Technical data and calculations etc should only appear in appendices with the results summarised within the main text of the report.
- 3.3 Triggered either by the criteria in Table 1 or by other criteria deemed appropriate at the scoping stage (see section 2.9), the Transport Assessment should describe the effects of a development on both the surrounding highway network (including elements of the strategic road network which are likely to be affected) and the local community (eg congestion, air quality, on-road car parking, community severance, road safety and noise pollution issues) and consider its accessibility by all modes of transport equally. This includes outlining both the positive and negative consequences of the development on the existing and/or proposed highway infrastructure.
- 3.4 It should be noted that the Council operates an audit procedure that assesses Transport Assessments in terms of their appropriateness and the accuracy of highway and junction capacity analysis.

#### Mode Share Targets

- 3.5 Modal share targets for the development should be established as part of the Transport Assessment process and should seek to minimise the number of motor vehicles that will access the site both in the first year of opening and in subsequent years. It should be noted that no growth in motor vehicle traffic levels (relating to the development) should be applied beyond the first year of opening. Instead, the applicant/developer should address transport movement issues and ensure that measures are in place (in the Travel Plan) to maintain or reduce the levels of motor vehicle traffic generated by the development.
- 3.6 The development related traffic plus general traffic growth must however be applied to the parts of the highway network that have been agreed to be included in the Transport Assessment. The future years which are chosen for assessment should be agreed with the Council and, if the development proposal is likely to have an impact on the strategic road network, the Highways Agency.
- 3.7 The mode share targets, being based on the nature of the development and its transport opportunities, should be set at levels which are realistically achievable. If the impact of a development on the capacity of a road network requires a modal shift greater than is realistic to achieve no increases in travel time and congestion on the surrounding transport infrastructure, the target would not be met and such increases would occur. Since the Transport Assessment must contain recommendations for

the Travel Plan, such problems would also result in a poor and unachievable Travel Plan. It is therefore essential that the Transport Assessment and Travel Plan are mutually supportive and that provisions are put in place to ensure that the Travel Plan will develop beyond the first year of opening of the development.

## **Car Parking**

- 3.8 Car parking provision and trip generation at the development site should be determined by reference to comparator sites. Use of the software package TRICS is the most common method of determining trip generation at a site. The results could show, for example, that sufficient car parking provision below the appropriate PPG13 maximum would be required. Other local conditions, such as town centre location, proximity to frequent public transport services or a comprehensive Travel Plan could further reduce the need to provide the maximum allowable number of spaces. The full implications of providing car parking below the levels in Table 1 should however be investigated; for example, off-site car parking could be undesirable.
- 3.9 It should be noted that parking standards for some land uses are not specified in Annex D of PPG13 and therefore Sandwell MBC has developed local guidance which is listed in Table 1 of this SPD. UDP Policies T12 and DC5.1 contain further information about car parking.
- 3.10 In some cases, the amount of car parking set by the standards in PPG13 and the local guidance developed by Sandwell MBC can limit the amount of vehicles that are able to access a development. Major developments may need to be bound by planning obligations to ensure that this requirement is upheld and the Transport Assessment will determine whether or not such matters need to be included as part of the Travel Plan.
- 3.11 The operational elements of the development should therefore be considered as part of the Transport Assessment, particularly for situations where it is perceived that the car parking supply is likely to be fully used on most days after the development opens. This part of the assessment will help to prioritise the use of the car parking supply for different users, reveal where and when any parking problems are likely to occur and be useful in helping to formulate the Travel Plan. The potential for off-site parking should also be assessed to determine whether or not bus services could be delayed and if residential areas are adversely affected by parked vehicles.
- 3.12 Procedures to monitor against mode share targets and the introduction of Controlled Parking Zones (CPZ) in the surrounding area, to prevent off-site parking due to changes in activity at development sites, are the most common requirements. CPZs could either be introduced when the development opens or at a later date via a Section 106 Agreement.
- 3.13 For town centres developers will be required to assess the impact of their proposals on the level and type of parking. Potential use by visitors, shoppers and workers, whether the provision should be for short-stay or long-stay parking and the type of parking structure to be provided should therefore be assessed. UDP Policy T12 provides more detail about town centre car parking, particularly with respect to providing car parking as a town centre resource so that it is not just related to specific developments.

- 3.14 The assessment of car parking provision and trip generation should also feed back into the process of establishing mode share targets.
- 3.15 Set out in Appendix F is a list of useful documents within which further information on Transport Assessments and Travel Plans can be found.

### **Transport Assessments for Small Developments**

- 3.16 Smaller developments, usually below the trigger levels set out in Table 1, will usually only be asked to show the following details, and these can be provided in their simplest form:
- An explanation of how accessible the development is by all modes of transport.
  - Whether the site access can accommodate the predicted level of traffic, if any.
  - Parking provision/control/effects on other road users (if on-street) and servicing.
  - What measures can be undertaken to encourage travel by walking, cycling and public transport.
- 3.17 Recommendations for a Travel Plan should also be included in the statement. Discussions held at the scoping stage (described in sections 2.2 to 2.5) will reveal whether or not a Travel Plan will be required by the Council.

### **Transportation Assessments for Major Proposals**

- 3.18 The nature of a proposed development will ultimately determine the contents of its Transport Assessment. However, the format outlined below and the associated checklist in Appendix A should assist with assessing transport issues.
- 3.19 **Executive Summary** – to be written so that members of the public can understand the report and its conclusions.
- 3.20 **Introduction** - to include a description of the development in terms of floor area(s), proposed site function(s), existing site function(s), existing transport facilities.
- 3.21 **Policy Framework** – a summary of the relevant local and national policies which shape the priority and focus of the Transport Assessment.
- 3.22 **Existing/Future Highway Conditions** – descriptions of the highway layout, associated traffic flows (as agreed between the developer and the Council) and an accident analysis around the proposed development, taking into account committed developments and schemes, for the following years/situations:
- As existing (to establish the “base traffic conditions”).
  - Year of opening.
  - A future year (to be agreed at the scoping stage).

(Refer to UDP Policies T9, T10 and T11.)

- 3.23 **Generation and Assignment** - the potential net traffic generation of the site must be determined in terms of car generation and also potential numbers of pedestrian, bicycle and public transport users so that infrastructure adequacy for all modes of

travel can be checked. No allowance should be made for potential traffic generation from sites that are currently unoccupied, under-utilised or “brownfield”. In such cases, traffic levels from the existing development should be determined by reference to current traffic surveys. The basis of this analysis and use of site specific surveys must be described. Sensitivity testing of the site access, critical junctions and links may be required. Trip rate methodology and how traffic is assigned to the road network should be explained and justified; mindful of local travel patterns, levels of car parking being proposed within the site and modal split assumptions. (Refer to UDP Policy T1, E6 and E8.)

- 3.24 **Future Traffic Conditions** - should describe how the “base-traffic conditions” are modified both for the year of opening and the future year to reflect traffic growth and the impact of the proposed development. For example base flows + other committed developments + growth + network changes + new development traffic. In all cases growth assumptions must be justified even if growth is 0%.
- 3.25 **Vehicular Impact** – the calculations required to establish the capacity of links and junctions and a comparison of alternative proposals for necessary mitigating measures, including ways to ensure that accident problems are not exacerbated, should be described. Servicing, parking and manoeuvring within the site must also be considered. The use of railways and waterways for freight transport is encouraged at appropriate sites, as this avoids unnecessary use of the public highway network. Air quality, noise and other transport related environmental issues should be discussed at this stage. (Refer to UDP Policies T8 to T16 and DC5.1.)
- 3.26 **Pedestrian Access** – to describe how direct pedestrian routes to/from/within the development link with the surrounding residential/business/shopping areas, public transport facilities and other attractions. The report must show how conflict with vehicular traffic will be mitigated (which might include speed reduction measures) and severance created by roads/railways/rivers etc addressed. The internal site layout must be designed to encourage walking. (Refer to UDP Policies T2, T3 and DC5.2.)
- 3.27 **Bicycle Access** – to describe how bicycle access to/from/within the site will be provided for and the adequacy of direct links between the development, the local road network and existing/proposed bicycle routes. Bicycle parking provision must accord to the guidelines set out in the Cycling Supplementary Planning Guidance. (Refer to UDP Policy T7 and DC5.3.)
- 3.28 **Public Transport Access** – to describe the level and frequency of public transport services (bus, train and Midland Metro) at different times of the day and week and what improvements should be made in terms of access to the development site. The developer should describe how such improvements would be facilitated, ie through agreements with public transport operators, funding via Section 106 agreements etc. Catchment areas must be represented as distance/time isochrone maps produced using either PTAMS or Accession software using appropriate assumptions. (Refer to UDP Policies T4, T5, T6 and T13.)
- 3.29 **Emergency Access** – to consider and comment on the accessibility of the development to the emergency services, particularly fire and rescue services.



- 3.30 **Road Safety** - a Road Safety Audit will be required in all cases where changes are being proposed to the public highway. The Council can offer further advice on this requirement. (Refer to UDP Policies T9 and T16.)
- 3.31 **Recommendations for a Travel Plan** – a suggested range of measures, including ongoing monitoring, that will be able to assist with either solving transport problems or building on the transport opportunities which have been highlighted in the assessment. (Refer to UDP Policies T17 and T18.)
- 3.32 **Conclusions** – a realistic summary of the findings of the Transport Assessment and proposed advantages **and** disadvantages of the development, clearly detailing any transport measures (and Traffic Regulation Orders) which may be required. This should be written in the form of a non-technical executive summary.

## 4. Travel Plans

### What is a Travel Plan?

- 4.1 A Travel Plan is a document which outlines in detail the processes required to manage the demand for trips and accessibility at a development and promote travel choice. The Transport Assessment and the Travel Plan are complementary documents as each one should inform the content of the other. That is, in the early stages of producing the documents, Travel Plan measures could show how development traffic levels can be significantly reduced and therefore affect the traffic levels which are used in the Transport Assessment. As with Transport Assessments, Travel Plans are usually prepared by an appropriately qualified professional employed by the developer. A Travel Plan should be written clearly and be a practical “**living document**” that changes in response to both internal and external influences on the development.
- 4.2 A Travel Plan should solve transport problems by reducing the environmental, economic and social impacts caused by increasing road traffic and build upon any transport opportunities which have been highlighted by the Transport Assessment. It should give details of proposed measures to improve access by public transport, walking and cycling to reduce the need for parking associated with the proposal and to mitigate transport impacts. The document should also set targets and identify measurable outcomes and include arrangements for monitoring the progress of the plan including actions to be agreed in the event that targets are not met.
- 4.3 Travel Plans can cover land uses for business, education, retail, leisure and residential developments, but in every case they should be produced in line with the Council’s transport priorities as stated in section 1. A checklist for what to include in a Travel Plan is provided in Appendix B and examples of measures to include in Travel Plans for different land uses are outlined later in this section.
- 4.4 It should be noted that planning conditions and obligations could be required to ensure that a minimum list of Travel Plan measures is implemented at a development, particularly if it is large and complex. Mode share targets could be specified as part of the Travel Plan obligations (or Section 106 agreement) which therefore mean that the occupiers of the site would need to develop an appropriate set of measures to meet the targets. Section 5 details what could be required as part of planning conditions and obligations, eg employment of a full-time Travel Plan Coordinator would be beneficial to ensure the Travel Plan is established properly.

### Assistance with Setting up a Travel Plan

- 4.5 Sandwell Council’s TravelWise initiative promotes travel awareness locally to the general public, workplaces and schools and can also assist with setting up Travel Plans for various types of development. Contact Sandwell’s TravelWise officers on **0121 569 4261** or email **transport@sandwell.gov.uk**. Information about TravelWise is also available at **www.travelwise.sandwell.gov.uk**. Centro’s TravelWise officers, contactable on **0121 214 7409**, can also provide advice relating to public transport.
- 4.6 The Sandwell Company TravelWise (SCTW) advisory service has been set up specifically to assist businesses in the establishment of Travel Plans. This **free** service, assisted by Centro TravelWise officers, provides consultation and advice

and can offer practical measures such as public transport ticketing discounts for staff, discounts on motorcycles and scooters, help with setting up private groups within Sandwell's car share website [carsharesandwell.com](http://carsharesandwell.com), information provision and assistance with staff surveys. It allows businesses to obtain the information and advice they need to establish an effective, tailored plan.

- 4.7 The Council employs a School Travel Advisor who works with individual schools to solve specific travel problems, initiate pedestrian and cycle training programmes, introduce elements of travel awareness into the curriculum and pass on travel related information to parents. A specific set of School Travel Plan documents, contained in Appendix C, is used for this process. The School Travel Advisor can be contacted on **0121 569 4284**. Centro also employ a School Travel Advisor, contactable on **0121 214 7409**, who can provide advice relating to public transport.
- 4.8 In addition to local assistance, the Government provides information on sustainable travel and transport for businesses through the website of the Energy Savings Trust (EST). The EST also offers free fleet consultancy to organisations running a minimum of 50 vehicles. The EST can be contacted on **0845 602 1425** or visit their website at **[www.est.org.uk/fleet/](http://www.est.org.uk/fleet/)** for further information.
- 4.9 In Budgets since March 1999, the Government have introduced a package of measures to help employers establish their Travel Plan by removing some tax and National Insurance Contributions (NICs) charges relating to works buses, public bus services, cycling, parking facilities and car sharing. The HM Revenue and Customs website contains a number of travel plan related pages; some are listed in Table 2.

**Table 2 HM Revenue and Customs Travel Plan Information**

Description	Website Address
Green Travel Plans Factsheet	<a href="http://www.hmrc.gov.uk/green-transport/travel-plans.htm">www.hmrc.gov.uk/green-transport/travel-plans.htm</a>
Works Buses	<a href="http://www.hmrc.gov.uk/budget2001/revbn01.htm">www.hmrc.gov.uk/budget2001/revbn01.htm</a>
New Statutory Mileage Rates	<a href="http://www.hmrc.gov.uk/budget2001/revbn02.htm">www.hmrc.gov.uk/budget2001/revbn02.htm</a>
Employer Subsidised Buses	<a href="http://www.hmrc.gov.uk/budget2002/revbn01.htm">www.hmrc.gov.uk/budget2002/revbn01.htm</a>
Computer & Bicycle Exemptions	<a href="http://www.hmrc.gov.uk/budget2005/revbn31.htm">www.hmrc.gov.uk/budget2005/revbn31.htm</a>
Bicycles and cyclists' meals	<a href="http://www.hmrc.gov.uk/manuals/eimanual/eim21664.htm">www.hmrc.gov.uk/manuals/eimanual/eim21664.htm</a>
Breakdown in car sharing arrangements	<a href="http://www.hmrc.gov.uk/manuals/nimanual/nim06365.htm">www.hmrc.gov.uk/manuals/nimanual/nim06365.htm</a>

- 4.10 Set out in Appendices E and F is a list of useful contacts and documents that can assist with the preparation of Transport Assessments and Travel Plans. Some of the documents, such as "Using the Planning Process to Secure Travel Plans" (Department for Transport, 2003) include details of successful Travel Plans.

### **What to Include in a Travel Plan**

- 4.11 A Travel Plan document should contain a number of clearly identified elements regardless of the development stage, type or size. A brief description of what should be submitted is outlined below.

- 4.12 **Executive Summary** – to be written so that members of the public can understand the report.
- 4.13 **Travel Plan Scope, Travel Policy, Objectives & Targets** – to ensure that all aspects of travel highlighted by the transport assessment are considered.
- 4.14 **Background Information** – to include details of the site such as accessibility by all modes, geographical and physical characteristics and, if known, organisation operation and background.
- 4.15 **Travel Plan Initiatives and Measures** – to include a comprehensive package of measures to meet the Travel Plan objectives.
- 4.16 **Delivering the Travel Plan** – including details of the designation of roles and responsibilities for funding, implementing, monitoring and reviewing the Travel Plan.
- 4.17 **Wider Benefits** – stating a commitment to attempt to spread the influence of the Travel Plan wider than the site to which it relates
- 4.18 There are many measures that could be included in a Travel Plan and some ideas are set out under the above headings in Appendix B. The examples provided are intended to be included on merit, according to their relevance, and not all of these will be appropriate to every site and every operation. The checklist takes into account current Travel Plan best practice issued by the Department for Transport and the Office for the Deputy Prime Minister. If best practice elements are deemed inappropriate for a specific site or operation then some justification should be provided. Whilst the checklist ensures that the main processes and elements of a Travel Plan are included, a Travel Plan needs to be site specific and innovative measures are welcomed. Further Travel Plan ideas are listed under sections 5.5 and 5.6 of this SPD and could be adopted either with or without planning conditions and/or obligations.
- 4.19 Where possible, the Travel Plan should contain tables for action plans, monitoring information and contact details of interested parties etc to make it easier for Travel Plan Coordinators in organisations to relate to the Travel Plan and develop it further. The School Travel Plan pro forma in Appendix C shows how tables can be used in Travel Plans.

### **Specific Travel Plan Considerations for Business Developments (and Workplaces)**

- 4.20 The majority of people travelling to and from most offices, factories and warehouses do so during the morning and evening peak traffic periods. With such potentially large numbers of people travelling at such times there are usually opportunities to use public transport and car share. Measures to make this easier and cheaper for employees, such as those listed under sections 5.5 and 5.6 of this SPD which relate to travel card loans and car sharing, should therefore be built into Travel Plans. Examples of other measures to consider when preparing a Workplace Travel Plan are listed in section 3 of Appendix B.
- 4.21 For situations where there is shift working, car park management is an issue that should be covered in the Transport Assessment. The relative amount of parking and people involved in shift working will determine the extent to which Travel Plan

measures need to be adopted to minimise problems with car park capacity at shift change-over times. The lack of public transport at later and earlier times of the day will also need to be addressed. Cycling is clearly one method of transport that can enable people to overcome such barriers as it allows people to travel independently and cheaply.

4.22 Apart from the need to introduce Travel Plans to encourage more sustainable and healthier travel behaviour, Travel Plans can also assist businesses in terms of:

- helping companies and employees to save money, whilst helping to reduce road traffic growth and congestion
- widening travel choice and addressing travel expenditure and site accessibility issues
- recruitment and retention of employees
- improving company image
- helping to create good relations with neighbours, other employers and the Council
- reducing the costs of car parking provision and create greater equity between employees
- reducing journey times for employees and visitors
- creating a healthier environment, through improved air quality, and a healthier more productive workforce.

4.23 Travel Plans should therefore be designed to maximise these opportunities.

### **Specific Travel Plan Considerations for Speculative / Mixed Use Developments**

4.24 In circumstances where the end user or occupier of the building is known, an appropriate set of Travel Plan measures can be identified and put in place to cover all aspects of staff commuting, business travel, customer and visitor travel, and the movement of goods and materials. In circumstances where the end user of a development is not known the process is less straightforward, although it is usually possible to specify measures that should be implemented as a minimum and other typical measures that may be suitable for the type of land use proposed.

4.25 In particular it is important to establish the roles and responsibilities of the different parties that will be involved in developing the Travel Plan including the developer, management companies and future occupiers. The developer would be required to take on responsibility for the Travel Plan prior to passing it to the occupier. The objectives of a Framework Travel Plan are:

- to provide a Master Travel Plan for the site to ensure the future co-ordination of Travel Plan implementation amongst site users
- to set the overarching objectives and targets for the site as a whole
- to set out the mechanisms, roles and responsibilities and timescales within which the developer and/or future occupiers will be expected to carry out the development and implementation of the company specific elements of the Travel Plan, and how they will contribute to the overall processes including how the Master Travel Plan will be monitored, reviewed and improved
- to offer guidance to the future occupiers on what their own detailed company specific measures should include.

4.26 It is advised that a phased approach is taken to developing a Travel Plan for a speculative development.

Phase 1 Preparation of a Framework Travel Plan covering all potential land uses should be produced to establish objectives, targets and processes which are required to ensure that all future occupiers and users of the site participate in meeting set objectives.

Phase 2 Prior to any occupation of the site, individual occupants of the development will be required to submit an organisation specific Travel Plan that contributes to the overall objectives and targets and follows procedures for implementation as set out in the approved overall site Framework Travel Plan.

4.27 Both framework and detailed Travel Plans should comply with local and national policy on transport and be agreed by the Council. PPG13 states that the Government wants to help raise awareness of the impacts of travel decisions.

### **Specific Travel Plan Considerations for Residential Developments**

4.28 For residential schemes a formal Travel Plan could be required if trigger criteria are met and the Transport Assessment shows that traffic generation needs to be minimised. For example, at large developments, car free or low car designated developments, high density residential and mixed use developments.

4.29 At all residential developments travel choice should be promoted and should enable and encourage residents to think about the use of sustainable transport, although the incentives to promote travel choice will be dependant upon the size of the scheme. Examples of measures that could be implemented within the Travel Plan to address travel by residents include:

- Promotion of the Travel Plan within all marketing materials including through show homes, estate agents, websites etc.
- A buyers / tenants pack including public transport and cycle route information (maps are produced by Centro and the Council respectively), location maps of nearby services eg grocery stores, post offices, health facilities, schools etc.
- Improvements to pedestrian / cycle routes adjacent to the development site, including undercover visitor cycle parking.
- Links through the site to the surrounding public transport network.
- The provision of secure and enclosed parking for cyclists and motorcyclists within the site, particularly near to flats and houses without garages (secure wall fixings could be offered within garages). Consult Sandwell's Cycling SPG.
- A 'free' one year travel pass funded for up to five years provided when the unit is purchased/rented.
- A negotiated discounted or subsidised travel passes available to residents.
- A negotiated discount with cycle retailers.
- A car pool for use by residents, to possibly include free first year membership, contract parking, setting up a private car sharing group within carsharesandwell.com etc.
- Telecommunications connections within each unit, possibly an access point to a dedicated internet/intranet site within a communal area.
- Externally accessible storage for home deliveries bought via the internet etc.

- Financial contributions to provide or subsidise public transport services or facilities such as bus stops and shopper bus services.
- 4.30 This list is not prescriptive or exhaustive and there is the opportunity for developers to implement innovative new measures as part of the travel planning process. Other ideas are included in the document “Making Residential Travel Plans Work: Guidelines for new development”, September 2005 – DfT.
- 4.31 Although residents would not be expected to be involved in the ongoing implementation and monitoring of a Travel Plan, it would be expected that the developer aims to gather some feedback information through customer / resident survey following occupation to determine the effectiveness of measures included. This might be incorporated within an existing market research exercise.
- 4.32 In the case of student residential developments all of the above apply in addition to a commitment to work in partnership with the appropriate University / College to embrace initiatives developed through their Travel Plans and a commitment to monitor the effect of the Travel Plan on a regular basis. There may also be a requirement to monitor the effect of student owned cars on surrounding residential areas and therefore a need to make provision for the introduction of a CPZ at the developer’s cost via a Section 106 agreement (see sections 3.10 and 5.13). Trigger levels for this would need to be identified at the Transport Assessment stage and then specified in the Travel Plan.

### **Specific Travel Plan Considerations for Healthcare Developments**

- 4.33 Many of the Travel Plan measures to help employees at workplaces are relevant to healthcare and hospital developments although such land uses also generate substantial amounts of visitor traffic. Car parking can also require a wider range of facilities to be provided than at most workplaces due to the range of trip types, therefore the following parking areas may need to be provided:
- operational secure parking
  - operational non-secure parking
  - staff parking
  - visitor parking.
- 4.34 Measures to ensure that accessibility is optimised and sustainability is improved could include the following:
- introducing a daily car parking fee gives more leverage over a monthly fee if the aim is to persuade people not to drive their cars every day
  - adjust shift times to suit bus times, or vice-versa
  - install real-time information systems in public waiting areas to encourage the use of public transport
  - provide public transport information with appointment letters for referrals to secondary care and generally provide a choice of appointment times
  - provide signing for pedestrians, cyclists, disabled people and vehicles.

### **Specific Travel Plan Considerations for Leisure Developments**

- 4.35 Travel Plan principles can also be applied to leisure developments for both staff and visitors and could include the following:

- ensure that there are signed pedestrian routes to the facility from various points in residential areas
- offer a reduction in price for use of facilities if people can use public transport to get to the facility (show ticket or travel pass)
- with leisure centre membership schemes, offer a reduction in the price of bus fares on production of the relevant leisure centre membership card (need to negotiate with bus operators)
- advertise the opening of the facility using maps which show walking, cycling and bus routes around them. This could also include a calorie counter, ie what people would use up, for walking and cycling various distances to the facility.

### **Specific Travel Plan Considerations for Retail Developments**

4.36 The principles for travel plans related to retail developments are based largely on access from the local area by shoppers by means other than the car. The extent of trip attraction, and therefore catchment area of the retail development, therefore needs to be ascertained. Along with theoretical car based catchment areas, isochrones for different journey lengths based on 3mph for walking and 10mph for cycling, which also account for the routes available, should be drawn.

4.37 Many Travel Plan considerations would relate to physical aspects of the site although it could be possible to influence the travel behaviour of the shoppers through promoting travel awareness and offering incentives. The developer could be expected to provide the motivation for these aspects initially.

4.38 The physical aspects would relate to:

- provision of quality bus stop facilities, and safe, secure and well lit pedestrian routes to reach them either within or on the periphery of the development
- pedestrian routes that connect the site with the surrounding area by routes that do not necessarily run along the side of road routes that access the site
- pedestrian and cycle routes within the site, particularly on the main access road, along with signage which can direct shoppers and secure covered cycle parking close to entrances
- bicycle parking with space for bicycle trailers.

4.39 Non-physical measures could include:

- a shopper bus service, or an extension to an existing bus service, could be introduced to link shoppers to the supermarket by bus instead of by car. Supermarkets sometimes provide bus services (run by a bus operator on behalf of the supermarket) which link particular areas on certain days of the week
- the developer should be encouraged to produce a map of the development in relation to its surroundings. The map would highlight various residential areas especially those within walking and cycling distance of the development along with the various bus routes
- bus timetables, leaflets on the health benefits of walking and cycling and an offer of membership to council run organisations like "Cycling in Sandwell", which seeks to promote cycling in the borough, could be provided. Such information should be provided at entrances, exits and at checkout points
- other incentives to travelling by other means than by car could include adopting a re-useable "bag for life" scheme (easier to carry than disposable bags when



not using a car), cycle trailer hire and on-line shopping schemes which can deliver shopping to work locations.

### **Specific Travel Plan Considerations for Educational Establishments**

- 4.40 Travel Plans for educational establishments mostly relate to those which are set up by schools on a voluntary basis although some have been set up as part of Sandwell's Safer Routes to School initiative. Until March 2008 the Department for Education and Skills and the Department for Transport will be jointly funding a programme which will provide financial incentives and assistance to set up School Travel Plans (STP). The aim of the programme is to encourage walking, cycling and the use of public transport to travel to school whilst discouraging the use of cars. Since the financial incentives are attractive, it is expected that almost all schools in Sandwell will set up a voluntary STP by March 2008. The Council's School Travel Advisor (STA) works directly with schools and uses the pro forma contained in Appendix C to help schools to write their STPs.
- 4.41 Despite the mainly voluntary basis of the STP process in Sandwell and other local authorities, some STPs will need to be established as a result of planning applications for merged, expanded and new schools. Also, planning applications for further, higher and adult education premises may require Travel Plans. For these situations the principles set out in this SPD in terms of carrying out a scoping study then producing a Transport Assessment and a Travel Plan should be followed. That is, more detail than that contained in a voluntary STP will be required, especially where the Transport Assessment highlights the need for facilities outside the school on the surrounding highway network. For example, nearby road junctions and pedestrian crossings may require special treatment to make them safer which in turn will help to promote walking and cycling to the school. The process would be similar to carrying out a "Safer Routes to School" study. Within the school grounds, secure and covered cycle parking should be included in the plans for secondary schools and waiting shelters for parents should be included at primary schools.
- 4.42 Plans for new schools should not encourage the use of cars or compromise child safety. On this basis, public car parking with conventional parking bays which is included in the plans should not be used for dropping-off or picking-up children at the beginning and end of the normal school day. Such parking may however be required if the school is to be used for evening activities. If dropping-off and picking-up children by car is necessary at the school, then a properly designed area or lane should be included. Such a facility would allow vehicles to park next to a kerb, ideally in one direction only, and would not require children to cross the area or lane to access the school. Ideally it should be within the school grounds.
- 4.43 In addition to physical measures, STPs should also ensure that Travel Plan messages are passed on to pupils and students through the curriculum, describing what pedestrian and cycle training can be provided by the local authority and outlining how parents can be engaged to uphold the principles and aims of the STP.
- 4.44 Many items can be considered for inclusion in Travel Plans for schools or other educational establishments although, as with any Travel Plan, these will be largely influenced by location and the relevant transport problems and opportunities in the surrounding area. A basic list of items is provided in the STP pro forma contained in Appendix C.

## 5. Securing the Preparation and Implementation of Travel Plans

### Overview

- 5.1 The Council may secure the preparation, development, implementation and ongoing operation of a Travel Plan through the use of conditions of planning consent or through the negotiation of a planning obligation. This follows published best practice advice issued jointly by the Office for the Deputy Prime Minister (ODPM) and the Department for Transport (DfT) in July 2002. The guidance document, called 'Using the Planning Process to Secure Travel Plans', can be viewed at [www.dft.gov.uk](http://www.dft.gov.uk) or a copy can be ordered free of charge from DfT on **0870 1226 236**.
- 5.2 In particular, Table 2 and Table 3 within the above document refer to the range of approaches that can be taken and the legal mechanisms suitable for securing a Travel Plan (or elements of). The choice of approach that the Council will use will be dependant upon the nature and scale of the development. It is however likely that a planning obligation, ie a Section 106 agreement, will only be used when the nature of the development is large and complex or requires the payment of monies or the inclusion of sanctions to ensure that mutually agreed outcomes are met.
- 5.3 As a minimum, the following statement will be included in the list of planning conditions for a development, assuming that it has met the trigger criteria or has been deemed to require a Travel Plan for other reasons, to ensure that a Travel Plan is submitted to the Council for approval.

**No development pursuant to this grant of planning permission shall take place until such time as a Travel Plan to include (list of required elements) together with a timetable for the implementation of each element has been submitted to and approved in writing by the Local Planning Authority.**

**No part of the development shall be occupied prior to implementation of the Approved Travel Plan (or implementation of those parts identified in the Approved Travel Plan as capable of being implemented prior to occupation). Those parts of the Approved Travel Plan that are identified therein as being capable of implementation after occupation shall be implemented in accordance with the timetable contained therein and shall continue to be implemented as long as any part of the development is occupied.**

- 5.4 The following sections describe how various elements of the Travel Plan could be secured and whether they should be specified as planning conditions or planning obligations. The approach of ensuring the presence of certain built facilities and setting minimum travel plan requirements is seen as a supportive and facilitative method of ensuring that developments minimise their transport impacts and promote travel choice.

### Built Facilities to be Provided at the Site – Planning Conditions

- 5.5 The following facilities, which would be expected to work in conjunction with measures specified in the Travel Plan, should be provided at the development and could be specified as planning obligations although they are usually specified as planning conditions. For example:

- cycle stands (undercover, secure – preferably close to front entrance or overseen by offices)
- an area within the building which provides separate male and female changing and showering facilities
- footways and cycle access to site
- car share car park spaces (preferably close to building),
- bus infrastructure
- disabled parking (preferably closest to the building)
- visitor parking.

## Minimum Travel Plan Requirements – Planning Obligations

- 5.6 A model legal document for a Section 106 Agreement is provided in Appendix D. This is intended to help commercial developments in terms of speeding up the planning process. It is a guide only and the exact form of the document will depend on the nature of each development. It contains Travel Plan measures, as itemised in Schedule 2 of the model Section 106 Agreement and below in section 5.16, which should be regarded as minimum requirements. The items (along with any other appropriate Travel Plan measures) should therefore appear in Travel Plans for developments which require a Section 106 Agreement.
- 5.7 The measures should be included in the contracts and/or terms and conditions of employees at developments so that the provision of them can easily be monitored and also to ensure that employees have access to basic Travel Plan measures. Monitoring would occur on an annual basis, as described in paragraph 5 of the model Section 106 Agreement, and documentary evidence to demonstrate accordance with the provisions of the agreement would be required. Sanctions **may** be applied in situations where a non-compliance is detected and it is considered reasonable to do so.
- 5.8 Sanctions will take the form of payments to the Council should the landowner fail to implement some or all of the key Travel Plan elements, as contained in Schedule 2 of the Section 106 agreement prepared for the development, in accordance with the timetable specified in the Approved Travel Plan. The amounts payable will relate to the approximate value of items that should be provided to employees. The amounts are referred to in the model Section 106 Agreement as “Travel Plan Default Sums” and are defined therein.
- 5.9 In the case of loans for bicycles and annual travel cards, the amounts will relate to the value of such items and the number of employees who could have taken advantage of them if they had been offered to them. The relevant number of employees should be calculated using the travel data contained in the development’s Transport Assessment and based on any mode share targets that appear in the Travel Plan. This number should then be multiplied by the cost of the items; in the case of bicycles, a £500 loan (index linked from the date of this SPD) and, in the case of annual travel cards, the current cost of an annual Centroc card. The cost calculations of providing travel card and bicycle loans should be outlined in section 4 of the development’s Travel Plan under “Funding”.
- 5.10 The cost of setting up a private group within the Council’s website based car share system carsharesandwell.com (for an initial period of 5 years) should also be

calculated to ensure that the occupier provides one if it is a requirement of the Section 106 Agreement. Lifshare.com's current costs should be used.

- 5.11 Amounts for other Travel Plan items relevant to the development and noted in the Section 106 agreement may be calculated as appropriate.
- 5.12 The amounts will be paid into a Council fund that will help to pay for sustainable travel awareness and other TravelWise related projects at or in the vicinity of the development.
- 5.13 Sanctions could also be expressed as amounts of money which would need to be provided to the Council to resolve highway related issues which have resulted from additional development related traffic beyond what has been agreed in the Transport Assessment and Travel Plan. The provision of bus services or setting up a controlled parking zone could also be necessary, therefore appropriate amounts of money as defined in a Section 106 Agreement would be required to ensure that such services are provided. The impact of the new development may result in the council being required to carry out additional air quality monitoring and assessment. Appropriate amounts of money as defined in a Section 106 Agreement would also be required to cover the costs of such work.
- 5.14 For all developments covered by a Section 106 Agreement, an annual "Monitoring Fee" will be payable to the Council to ensure that the Approved Travel Plan is implemented in accordance with the timetable set out therein. (It should be noted that the development must not be occupied until the "Monitoring Fee" has been paid to the Council.) In terms of the Travel Plan's minimum requirements, companies will be expected to forward a copy of their current employees' terms and conditions to the Council to ensure that Travel Plan items have been included. Monitoring will also be carried out on the basis of any mode share targets which have been set in the Travel Plan (ie surveys).
- 5.15 The cost of the monitoring process will be related to the cost of time required to complete it; either by Council officers or, if preferred, by an independent transport consultant. The cost will be set according to the nature of the development and therefore the nature of the monitoring that is required. At some developments it could be necessary to define mode share targets which must employ a particular monitoring process.
- 5.16 A brief description of each section of the model Section 106 Agreement in Appendix D is outlined as follows:
  - The Background and Operative Provisions of the document are described at the beginning. Definitions are provided for the various words and expressions used in Schedules 2 and 3.
  - Schedule 1 will contain the Planning Permission for the development.
  - Schedule 2, "Provision of Travel Plan", describes the nature of the covenant that the Landowner is entering into with the Council, the monitoring process for the Approved Travel Plan and the minimum Travel Plan requirements (items 6 to 13), ie those which must be included in the Travel Plan, be administered by the occupier and be available on the date of occupation of the building. These are described as follows:

- To nominate a Travel Coordinator who shall be identified to the Council and whose duties shall include:
  - (a) the oversight of the promotion and marketing of the Approved Travel Plan
  - (b) the monitoring of the effectiveness of the Approved Travel Plan in meeting the needs of the occupiers of any building in the development and in reaching the aspirational targets for travel to work
  - (c) liaison with the Council to develop the Approved Travel Plan
  - (d) liaison with Centro and any other bus operator to negotiate travel discounts and improve services with bus operators
  - (e) liaison with taxi operators and cycle dealers to negotiate discounts
  - (f) the promotion of the use of public transport and cycling and walking routes through the dissemination of information and marketing
  - (g) the development and promotion of a staff car sharing scheme.
  
- To establish implement develop maintain and encourage the use of a staff car sharing scheme which shall:
  - (a) allow preferential car parking close to building entrances for car sharers
  - (b) use a system to identify and establish groups of car sharers
  - (c) provide a system under which the occupier of the building will allow a car sharer to have a free ride home at times of emergency when the person who otherwise would be his driver is unavailable for whatever reason.
  
- The offer of interest free loans to be paid through employees' salaries of a minimum period of 12 months for the purchase of bicycles and bicycle accessories which would be used primarily for journeys to and from the place of employment and during working hours.
- The offer of interest free loans to be paid back through employees' salaries over a minimum period of 12 months for the purchase of annual public transport travel cards.
- The transmission of discounts associated with the purchase of public transport travel cards to those employees who require and obtain such travel cards.
- The offer of a public transport travel card which covers a period of one month (or four weeks) to employees to be used primarily for journeys to and from the place of employment and during working hours.
- The payment of a cycling business mileage allowance at (at least) the prevailing minimum tax free rate to employees who choose to travel by bicycle whilst on business. (Refer to HM Revenue and Customs.)
- The provision of a car passenger mileage allowance at (at least) the prevailing minimum tax free rate to be paid to each employee who chooses to travel by car sharing whilst on business. (Refer to HM Revenue and Customs.)

5.17 Since many elements of the Travel Plan are to be available to all site users on day one of occupation, a reasonable amount of time before occupation may need to be dedicated to allow this to occur and therefore an appropriate timetable of events would need to be included in the Approved Travel Plan.

## Appendix A: Checklist for a Transport Assessment

Please use this as a prompt/checklist to assist you in the preparation of a Transport Assessment for significant developments. Smaller developments may not need to address all issues. Council Officers use this list when checking Transport Assessments. This list should save you time and money by making sure your Transport Assessment covers all the required points, although no list can cover all issues or eventualities.



### **ISSUES CONSIDERED**



#### **Executive Summary**

- To be written so that members of the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow.



#### **1 Introduction**

**To include a description of the development in terms of floor area(s), proposed site function(s), existing site function(s), existing transport facilities.**

- Does the development description match that shown on the planning application in terms of floor area, proposed site function, existing transport facilities?
- Does the site accord to the current parking standards?



#### **2 Policy Framework**

**Summarise the relevant local and national policies which shape the priority and focus of the Transport Assessment. Compliance with such policies must be demonstrated.**

- Consideration should be given to relevant national and local policy, particularly the LTP, UDP (section 5), Planning Policy Guidance Notes, Regional Planning Guidance.



#### **3 Existing/Future Highway Conditions**

**Include a description of the highway layout, associated traffic flows (to be agreed between the developer and the Council) and an accident analysis around the proposed development, taking into account committed developments and schemes, for the following years/situations:**

- **As existing (to establish the “base traffic conditions”).**
- **Year of opening.**
- **A future year (to be agreed at the scoping stage).**
- Consider the existing road infrastructure including existing facilities for pedestrians, cyclists and public transport etc.
- Highlight existing problems, eg queues, accidents, complaints, air quality etc.
- Set out the existing traffic flows. Are the surveys current and representative? What are the peak hours? What about the weekend?
- Have the counts included HGV's. Are PCU's conversions, or %HGV's used in capacity calculations?
- Does the report highlight all the critical junctions and links, or are there more?
- Does the report consider other committed developments (or vacant buildings etc) which might have a noticeable impact on the base traffic assumptions?
- Should the highway network be modelled to determine the effects of development traffic and other highway works? eg using the West Midlands PRISM (Policy Responsive Integrated Strategy Model) model or a cordon from it?

## 4 *Generation and Assignment*

The potential net traffic generation of the site must be determined in terms of car generation and also potential numbers of pedestrian, bicycle and public transport users so that infrastructure adequacy for all modes of travel can be checked. No allowance should be made for potential traffic generation from sites that are currently unoccupied, under-utilised or “brownfield”. In such cases, traffic levels from the existing development should be determined by reference to current traffic surveys. The basis of this analysis and use of site specific surveys must be described. Sensitivity testing of the site access, critical junctions and links may be required. Trip rate methodology and how traffic is assigned to the road network should be explained and justified; mindful of local travel patterns, levels of car parking being proposed within the site and modal split assumptions. (Refer to UDP Policy T1, E6 and E8.)

- What assumptions have been made about modal split, do these relate to Sandwell?
- Is the traffic generation methodology robust?
  - Are comparative sites similar in composition and location?
  - Is the sample large enough and the sites comparable to Sandwell?
  - Are the figures mean or 85th percentile?
  - Do the figures correlate to the proposed parking levels and modal split assumptions?
  - What are the peak weekday and weekend times, do these relate to the surveyed network peaks or is there a combination of different peak times? Consider tidality for new junctions.
  - What about HGV traffic generation, is this material?
- On what basis is the traffic assigned to the road network (comparative counts, gravity model, a range of tested options, a guess?) is this reasonable, has it been justified?
- What assumptions have been made for traffic already on the network (pass-by trips, diverted trips, multi-purpose and newly generated trips for example)?
- What are the potential public transport, pedestrian and bicycle catchment zones?
- How have naturally constrained parts of the network been dealt with (discuss with Council)?
- What effect will competing sites have on the above?
- Do the conclusions match those in other reports (eg Retail Impact Assessment)?

## 5 *Future Traffic Conditions*

A description of how the “base-traffic conditions” are modified both for the year of opening and the future year to reflect traffic growth and the impact of the proposed development. For example base flows + other committed developments + growth + network changes + new development traffic. In all cases growth assumptions must be justified even if growth is 0%.

- Are there any committed or UDP/LTP protected highway or transportation schemes which would have a direct or indirect effect on any of the above?
- What traffic growth assumptions have been made? Have these been substantiated?
- Has consideration must be given to other critical times such as weekends and evenings?

## 6 *Vehicular Impact*

The calculations required to establish the capacity of links and junctions and a comparison of alternative proposals for necessary mitigating measures, including ways to ensure that accident problems are not exacerbated, should be described. Servicing, parking and manoeuvring within the site must also be considered. The use of railways and waterways for freight transport is encouraged at appropriate sites, as this avoids unnecessary use of the public highway network. Air quality, noise and other transport related environmental issues should be discussed at this stage.

- Have the correct road junctions and links been identified?

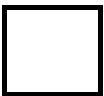
- ❑ How have the critical junctions and links been analysed, has this been done properly?
- ❑ Do the calculations model existing conditions, do these reflect what actually occurs?
- ❑ Does the ratio of flow to capacity ratio exceed 85-90% at critical junctions or where queues would have an adverse effect?
- ❑ Has account been taken of UTC and signal linking between junctions? Are UTC cameras needed?
- ❑ Is Variable Message Signing (VMS) necessary?
- ❑ What is the future impact in terms of capacity, delay, queuing etc?
- ❑ What is the consequential impact on residential streets, where problems associated with inappropriate traffic or increased parking could be introduced/increased?
- ❑ Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc).
- ❑ What mitigating measures are proposed, are these deliverable, have TRO's been considered and what effect will these have on frontages, how do these affect other road users etc?
- ❑ What about HGVs?
- ❑ Has secure bicycle and motorcycle parking been provided?
- ❑ What are the consequences on other vehicles, pedestrians, cyclists and public transport etc? What changes to the highway layout are needed to accommodate their needs?



## **7 Pedestrian Access**

**Direct pedestrian routes to/from/within the development that link with the surrounding residential/business/shopping areas, public transport facilities and other attractions should be described. The report must show how conflict with vehicular traffic will be mitigated (which might include speed reduction measures) and severance created by roads/railways/rivers etc addressed. The internal site layout must be designed to encourage walking.**

- ❑ What is the catchment zone? Research suggests that around 25% of all journeys are under 2 miles in length. Many of these journeys could be carried out by walking.
- ❑ What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc)?
- ❑ Are the routes on site direct and follow desire lines? Are routes safe, have natural surveillance, avoid secluded areas? Do the routes avoid the need for pedestrians having to cross large areas of car parking, wide junctions or areas likely to be obstructed?
- ❑ Are there any accident problems involving pedestrians? Are speed reduction measures bus friendly?
- ❑ Is there, or will there be, a need for help in crossing roads?
- ❑ What about dropped crossings/tactile facilities etc?
- ❑ What about footway/path widths, surfacing, lighting, safety/security, signing?
- ❑ Has site been designed to achieve good access on foot or need to negotiate a sea of car parking?
- ❑ Are pedestrians disadvantaged in anyway by these proposals?

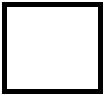


## **8 Bicycle Access**

**A description of how bicycle access to/from/within the site will be provided for and an assessment of the adequacy of direct links between the development, the local road network and existing/proposed bicycle routes must be included. Bicycle parking provision must accord to the guidelines set out in the Cycling Supplementary Planning Guidance.**

- ❑ What is the catchment zone? Research suggests that nearly 60% of all journeys are under 5 miles in length. Many of these journeys could be carried out by cycling.
- ❑ What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc)?
- ❑ Are there any accident problems involving cyclists?
- ❑ Is there, or will there be, a need for help in crossing roads?
- ❑ What about cycleway/path widths, surfacing, lighting, safety/security, bicycle lanes, junction arrangements?
- ❑ Has site been designed to achieve good access by bike or need to negotiate a sea of car parking?
- ❑ Is the bicycle parking in prominent and visible locations, convenient for building entrances, safe, secure, covered etc and in accordance with the Council's guidelines in the Cycling SPG?
- ❑ Have bicycle changing, showering, locker, clothes drying facilities been provided?

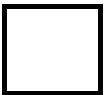




## **9 Public Transport Access**

**The level and frequency of public transport services (bus, train and Midland Metro) at different times of the day and week must be set out in the Transport Assessment along with proposals for any proposed improvements.**

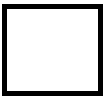
- Which bus/tram/train services pass the site, and do they stop?
- How frequent, when do they start and finish, what about at the weekend?
- Where can you get to on the existing services (where can't you get)?
- Have isochrone maps been produced using either PTAMS or Accession software? In the case of employment, retail or leisure developments, public transport catchment areas must be analysed in order to highlight those catchment areas which are poorly served.
- Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, customer information etc)?
- How accessible are the stops on foot (directness, dropped crossings, tactile facilities, road crossing facilities)? Are they regarded as being safe?
- How is the internal site layout designed to encourage public transport use? Is public transport penetration into the site required? Are traffic calming measures on the site bus-friendly?
- For major sites – do the buses/trains/trams have sufficient capacity?
- Can public transport penetrate the site? Consider cost, increased journey times for other users etc.



## **10 Emergency Access**

**The Transport Assessment must consider and comment on the accessibility of the development to the emergency services, particularly fire and rescue services.**

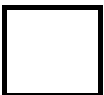
- Have emergency services been contacted/consulted?



## **11 Road Safety**

**In all cases where changes are being proposed to the public highway, or where significant lengths of new roads are being constructed, a Road Safety Audit will be required. The Council can offer further advice on this requirement.**

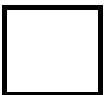
- What considerations are relevant to the proposal?



## **12 Recommendations for a Travel Plan**

**The Transport Assessment will highlight the various transport problems and opportunities at the proposed development and therefore suggest a range of measures that will be able to assist with either solving problems or building on the opportunities.**

- What measures are to be included?



## **13 Conclusions**

**The Transport Assessment must realistically summarise the findings and proposed advantages and disadvantages of the development, clearly detailing any transport measures (and Traffic Regulation Orders) which may be required. This should be written in the form of a non-technical executive summary.**

- What works need doing? – please list including the need for TRO's
- Is a Highways Act 1980 Section 38 and/or Section 278 Agreement required? Is a Road Safety Audit needed?

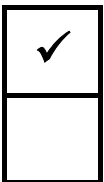
## Appendix B: Checklist for a Travel Plan

This checklist outlines the elements of a Travel Plan that will be required to satisfy the Local Planning Authority requirements as secured by planning conditions or obligations.

In order to effectively address the essential requirements of the Travel Plan, additional information, considerations and examples are provided beneath each element. These are intended to be included on merit, according to their relevance, and not all of these will be appropriate to every site and every operation. A Travel Plan needs to be site specific and innovative measures are welcomed.

Where possible, the Travel Plan should contain tables for action plans, monitoring information and contact details of interested parties etc to make it easier for Travel Plan Coordinators in organisations to relate to the Travel Plan and develop it further. The School Travel Plan pro forma in Appendix C shows how tables can be used in Travel Plans.

By following this checklist you will ensure that the Travel Plan covers all the required elements and make document submissions easier to assess thereby saving you time and money. Please feel free to copy this checklist for the sole purpose of assisting the preparation of a Travel Plan relating to a development within Sandwell.



### **INFORMATION INCLUDED**

#### **Executive Summary**

- To be written so that members of the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow.



#### **1 *Travel Plan Scope, Transport Policy, Objectives & Targets***

**Ensure that all aspects of travel highlighted by the transport assessment are considered. The relationship between objectives, targets and performance indicators (what is being measured) must be clear and explicit.**

##### **Scope**

The scope of the Travel Plan should be clearly identified and stated.

- Does the plan consider all aspects of travel? ie commuter, business, fleet, supply, visitors and customers.
- Is this / is there an overarching Site or Framework Travel Plan?
- What is the life of the Plan?

##### **Transport Policy**

A clear transport policy should be formulated and included.

- Does the Travel Plan refer to current national and local policy guidance including best practice in Travel Plan development?

##### **Objectives**

Clear objectives should be identified and clearly stated. As a minimum an objective of the Travel Plan should be to 'minimise and seek ongoing reduction of car use for accessing the site'.

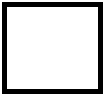
- Are the objectives of the Travel Plan measurable?
- There are a wide range of objectives a Travel Plan may have, for example:
  - to address organisational issues, ie to assist recruitment, improve site access, reduce transport overheads, improve neighbour relations, meet a national responsibility, to satisfy a planning requirement, to gain company accreditation, eg environmental management systems
  - to address a specific local transport issue, ie local congestion, lack of car parking, poor

- access, HGV impact
- to address environmental concerns, ie air quality, noise pollution, global warming.

□ **Targets**

As a minimum the Travel Plan must monitor progress towards a modal shift target, eg in terms of 'the number of cars accessing a site per 100 site users'.

- Does the plan specify clear targets that are measurable, realistic and time-bound?
- Are targets compatible with targets set out in the West Midlands Local Transport Plan?
- Are baseline modal share values known and stated
- Additional targets can be specified following the establishment of travel patterns or be related to specific measures.



## **2 Background Information**

**Include details of the site such as accessibility by all modes, geographical and physical characteristics and, if known, organisation operation and background.**

□ **Site Audit**

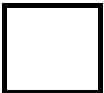
A site audit should be undertaken and the findings detailed to provide the baseline position.

- Has all the relevant information been gathered? Including descriptions of; geographical location, physical characteristics of site, existing infrastructure, site accessibility, number of car parking spaces, location of bus/rail/tram stops.
- If undertaken, have the findings from transport/environmental assessments been included?

□ **Organisation & Travel Audit**

Detail the background to the Organisation/s and operation and travel impacts (where known).

- Organisational history and organisation structure should be provided including existing policies such as those relating to company cars, business travel cost reimbursements, relocation, environmental management, work / life balance.
- Any details that impact of travel impact including the number (or expected number) of staff/visitors/customers (total, maximum on site at any one time), nature of operations including operational hours, shift patterns, annual shutdowns / holidays, etc, should be included.
- Actual travel undertaken and modal shares for key journeys (a soon as information is available).



## **3 Travel Plan Initiatives and Measures**

**The Travel Plan should contain a wide range of measures to meet the stated objectives including measures related to walking, cycling, powered two wheelers (motorcycles, scooters, mopeds), all forms of public transport, employer provided transport, taxis, car sharing, car use and reducing the need to travel.**

□ **Examples of Travel Plan Measures**

Facilities to enable site users to choose alternative modes of transport to the private car.

- Parking facilities to include a provision for cyclists and motorcyclists.
- Provision of good site access for pedestrians and cyclists.
- Showering, changing and storage facilities for site users.
- Various ways of providing travel and transportation information (newsletters, intranet, internet, personalised journey planners, timetables etc) covering all modes eg public transport, cycle and walk routes and how to join car share schemes.
- Provision of pool vehicles for business travel including cars, vans, cycles.

Incentives to site users for using alternative modes of transport to the private car.

- Interest free loans for purchase of season tickets or cycle equipment.
- Cycle mileage rates for business use equal to that provided for car mileage.
- Reward schemes.
- Competitions and prizes.
- Priority car parking eg for car sharers.

Measures that reduce the need to travel.

- Home-working.

- Teleconferencing.
- Flexible working patterns eg a compressed working week.
- Provision of on site facilities eg banking, crèche, food vending.
- Local sourcing of materials, supplies etc.

Measures to reduce the impact of necessary travel.

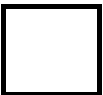
- Introduce driver awareness training.
- Share vehicles.
- Use alternative fuel eg electric vehicles.
- Company car policies.

Disincentives to car use.

- Parking charges, permit schemes.
- Realistic not 'rewarding' mileage reimbursement rates.
- Review of car user status.

Further Considerations.

- Are measures chosen appropriate to the location and the site operation?
- Are measures considered for immediate, medium and long term implementation?
- If measures are not addressed is this justified?
- Is new and emerging best practice of travel plan measures referred to?



## **4 Delivering the Travel Plan**

**Include details of the designation of roles and responsibilities for funding, implementing, promoting, monitoring and reviewing the Travel Plan. It is important that the Travel Plan becomes a "living document" which is constantly reviewed and updated as a result of both internal and external change.**

### **Roles and Responsibilities**

Roles & responsibilities must be clearly assigned, from the highest levels of the organisation to those responsible for day to day implementation of the Travel Plan. As a minimum the Travel Plan must indicate support from a high level and a Travel Plan Co-ordinator must be designated and be made known to the Council.

- Is there a signed statement of commitment included from the Managing Director or equivalent?
- Is there a clear commitment from senior management across different departments? eg integration of the process into existing management procedures, personal participation etc.
- Will a Travel Plan Steering Group been set up? What will the group be expected to achieve? Is there widespread support for implementation? The Travel Plan should not be reliant upon one person but involve employees, union reps, human resources, key decision-makers and management. How often will the group meet?
- Is the role of the Travel Plan Co-ordinator clearly set out? eg implement measures, undertake monitoring and review, report to appropriate parties, liase with staff, produce promotional material, co-ordinate the steering group.

### **Funding**

Funding requirements must be identified and necessary resources allocated?

- This might be a proportion of development costs or be a specific budget.
- A % of a full time equivalent post dedicated to implementation should be identified (ie Travel Plan Co-ordinator).

### **Implementing Measures**

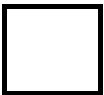
How and when will measures be implemented? This is best shown as a timetabled action plan.

- Has an action plan detailing these with specific timescales been identified who will be responsible for each?
- Have measures been incorporated into existing management procedures? eg procurement, asset management, recruitment and training, communication.

### **Promotion, Communication and Training**

Details of a promotion, communication & training strategy (Internal & External) need to be included.

- A promotion strategy should outline how different groups will be given information? eg Travel workshops, roadshows, exhibitions, competitions, incentives, rewards, newsletters, magazines, intranet/Internet, brochures, induction packs, prospectuses, local media, posters, community newsletters, industry journals.
  - Does the plan identify ways in which its progress will be reported to staff, management and the local authority? eg Magazine, newsletter, emails, reports, internal memos', intranet/Internet.
  - Will training be required and what?
- **Monitoring**  
As a minimum the Travel Plan will need to establish base line modal share levels and transparently monitor and report progress towards modal shift targets.
- Does the plan include a description of monitoring/survey methodology? eg travel surveys including sample size and frequency, plus other methods such as monitoring usage of facilities, take up of incentives, feedback from staff ie user discussion groups, travel diaries.
  - Who will undertake the analysis of results and when?
  - Evaluation, how will results be used? eg baselines identified, future trends forecast, to inform future Travel Plan development, effectiveness of individual measures and the plan overall.
- **Review of progress**  
It is essential that a commitment for ongoing improvement of the Travel Plan is stated; urgent action will be required if positive progress is not being made.
- What type of actions will be taken if targets are not met and objectives not achieved?
  - Who will be responsible for taking further action and over what timescales?
- **Reporting of progress**  
It will be a requirement of a planning condition, unless otherwise agreed, for organisations to report to the Local Planning Authority on the Travel Plan baseline and progress towards the objectives and targets, normally at years 1, 3 and 5.
- How will progress towards the Travel Plan objectives be reported internally to site users and all those participating?
  - Does the plan need to satisfy external Environmental Management and Audit Systems?
  - Other external parties may be interested and it could provide good PR to report progress to other local organisations at seminars / presentations, customers / clients, neighbours and the local community.



## **5 Wider Benefits**

**State a commitment to attempt to spread the influence of the Travel Plan wider than the site to which it relates**

- **Partnership Working**  
A successful Travel Plan usually involves a number of organisations working together. How does this Travel Plan facilitate and encourage working in Partnership with others?
- Does the Travel Plan include details of partnerships? eg shared car parking, discounts with local cycle retailers/public transport operators/local taxi firms/car rental/lease firms, travel agents, joint working with other agencies ie the police, education/training/health /regeneration.
  - Is there an existing site wide Travel Plan network, forum or group to join? Would it be beneficial to start one?
  - Does the Travel Plan identify how it will benefit and involve the wider community? eg promote use of local amenities, join or set up specialist groups eg Black Country Chamber of Commerce, Cycling in Sandwell, BISNES, local community, environmental or residents' groups; area travel plan network?
- **Wider Influence**  
A Travel Plan should aim to influence others, wider than the organisation, how does the Travel Plan do this?
- Does the Travel Plan look at the environmental credentials of suppliers/contractors and partners?
  - Does the Travel Plan share best practice with other organisations and lead by example?

## Appendix C: School Travel Plan Pro Forma



# XXXXXXXXX's School Travel Plan

## 1. Introduction

Begin with an introduction to your school; you may want to use extracts from your school prospectus/school's mission statement and/or invite pupils/the school council to write a short passage about where the school is, what type of school it is and any features of the school itself and its locality.

Also include here why specifically you have decided to write a School Travel Plan: this can refer to national statistics e.g. 1 in 10 travelled to school by car only 20 years ago whereas currently 1 in 3 regularly come to school by car; fears re. rising obesity levels; concerns re. road safety partly generated by school-run traffic; desire to increase independence and road sense for children that can only be gained by walking to school; commitment to the five outcomes of Every Child Matters (Children's Act); link to ethos of the school e.g. Healthy Schools/Eco Schools status.

The aims of the Safer Routes to School (SRTS) Programme and the School Travel Plan (STP) are:

- To improve the quality of the journey for people who choose to walk, cycle, use the bus or train to travel to or from school.
- To reduce the number of journeys made by car.

## Our Plan

Our School Travel Plan is a document that:

- Sets out a number of practical steps for reducing the number of car trips made to the school and improving the children's safety on the school journey
- Looks at the needs of the children on the school journey and attempts to address them by finding the right solutions for the school
- Is a whole school document demonstrating support from the stakeholders including pupils, staff, parents, governors and the wider community
- Has clearly stated aims, objectives and targets that are achievable, measurable and supported by the whole school community.



## 2. Site Details (again refer to evidence, such as photographs and location map)

Name of school:
School Type: [primary/secondary independent/voluntary aided etc.]
Number of pupils and age range:
Number of full-time and part-time staff:
School address (including post code):
School location: (describe its general location and the local area/catchment area)
School entry/exit points: (e.g. which is main entrance and if any are vehicle entrances only or pedestrian entrances only):
Car parking – how many car park spaces are currently provided for: Staff, Disabled people, Visitors, Parents, Taxis, Minibus, Coach/ school bus?
Are parents allowed to drive on to the site?
Deliveries – is loading/ unloading space provided?
Cycle parking – how many bike SPACES (not stands) are provided? Please describe:
Where are the nearest bus stops to the school?
Is there staff supervision of pupils arriving/ leaving? Please describe.
What time does school start and end, is it possible to stagger these times?
Are pupils allowed off the premises at lunchtime? If so, what time is the lunch period?

### Current Travel Arrangements

Please enter any particular travel arrangements that are made for pupils and staff so that they can access the school and/or school related events/trips and any related travel and traffic issues.

Journeys to and from school at normal start/finish times.	e.g. School crossing patrols, school buses, park and stride.
Journeys to attend pre and after school events.	e.g. Walking bus between nursery and school
Journeys made during the school day to attend activities at other locations.	e.g. Mini bus for swimming or high visibility clothing
Travel Initiatives already in place.	e.g. road safety education, WTSW participation.





### 3. Travel Survey

In order to establish how staff and pupils currently travel to and from school, and indeed how they would like to travel, we carried out a [hands-up/booklet](#) survey of [x](#) children in [month & year](#); from these children [x](#) replied. This survey provided us with the baseline data regarding travel modes for our school: from this we were able to ascertain that...

[If the school has done both surveys, the results from both should be discussed; show results and observations (e.g. quotes from parents/staff/pupils). Where there are very high pupil numbers, a representative sample can be used. Also include here any surveys carried out with governors, teaching staff, local residents etc.]

We will continue to survey the travel modes chosen by our pupils via the annual school census; this data will be collected during the [autumn](#) term. We will monitor the results to check that we meet our targets (Please refer to table in section 8 for summary of survey results and related targets).

It is only **essential** for you to find out how your pupils travel to/from school to meet the quality assurance standards for a School Travel Plan and this is the only data you be required to obtain via the survey. However, should you wish to carry out a more detailed survey of parents, staff and/or pupils you should make a statement about his intent also; your School Travel Adviser can assist you in carrying out any additional surveys.



## 4. The Travel and Transport Problems Faced By Our School

Following consultation with [pupils](#), [staff](#), [governors](#), [parents](#), [local residents](#) we identified these as the main travel and transport problems faced by our school community:

List the main problems associated with School Travel e.g. congestion at the school entrance, car parking on pavements outside the school, late arrival of children at school, bullying on buses, unlit school drive, problems at access points or elsewhere on site, lack of facilities such as cycle storage or shelter for those walking to school, desire to be active, eco/healthy schools links. Particular transport needs of the school e.g. SEN pupils. These issues can be identified through the surveys and further consultation; quotes obtained through consultation can be cited here also.

Bullet points or text is acceptable.



## 5. Objectives and Targets IMP: link to issues already identified.

The goals or objectives that we intend to achieve are:

[Statements of intent e.g. increase number of pupils using public transport, fewer cars parked dangerously and/or illegally outside the school, improve children's awareness of road safety and sustainable travel, promote safe car use where there are no alternatives, improve the health of pupils by encouraging walking/cycling, set up a walking bus/park & stride scheme, reduce congestion/pollution by encouraging sustainable modes of travel, how the school intends to use the school travel grant etc]

The SMART targets that we intend to meet are:

[List specific points the school want to reach by a stated time e.g. 5% increase in no.s walking by Jan 2007, 5% reduction in numbers traveling by car by Jan 2007, 10% in number of Year 6 getting cycle training by 2008, establish walking bus by Oct 2007, introduce road safety/sustainability education into curriculum by 2008, 100% of pupils that travel to school to by car using appropriate car seats and wearing seat belts by Jan 2007, establish a park and stride scheme by July 2007, pedestrian shelter/cycle shelter in place]. Please refer to section 8 for a table showing survey results and related targets.

## 6. Action Plan

We are going to work towards achieving our objectives and targets by taking the following action.

[IMP: individuals should be named and not just job role]

Please refer to document entitled 'Extensive Examples of Activities for Action Plan' for further possible initiatives.

### Objective 1. E.g. Involving whole school community to address school transport issues

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Set up an STP working group		Appoint an STP coordinator. Nominate staff, pupils (School Council) and Governors		Head, Governors	Meeting time	Group meeting regularly, STP written
2.	Annual travel surveys*		Complete surveys every (name of month)		Staff and Pupils	Time	School travel figures analysed and targets reviewed
3.	School travel articles in school newsletter		Ensure an article on SRTS is included		Head, author of newsletter	Information on progress	All newsletters have some SRTS information
4.	STP introduced at new pupil Induction meetings		Ensure all parents understand importance of SRTS		Head, Parents	Time, information for parents	Parents are all aware of and support SRTS principles

\* Essential criteria



5.	School Travel Plan Review*		Review to ensure objectives still relevant and are being achieved – take appropriate action where necessary		Head	Time	School Travel Plan continues to be a relevant document, which is integrated into school ethos
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**Objective 2. E.g. Increase the number of pupils walking to school**

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Walk to school week	May and/or October	Advertise and Promote walking during week.  Detail any particular schemes.		Staff, Parents and pupils	Assemblies, Time and materials	Majority of pupils walk during the week, established event in calendar
2.	Provide Pedestrian Shelter		Obtain funding and choose appropriate location and type of shelter.		Parents, Pupils, Site Manager	Funding, Shelter, Time	More parents are encouraged to walk and use shelter
3.	Park & Stride Scheme		Identify appropriate park & stride site. Obtain permission to use site. Promote use of site.		STP coordinator, STA, Car park owner	Posters, Signs, Time	Pupils that live too far away from school to walk all the way walk part of their journey.  Reduced

\* Essential criteria



			use of site.				congestion at school gates, therefore safer for pedestrians.
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**Objective 3. E.g. Increase the number of pupils cycling to school**

**NB. Sandwell.M.B.C. does not encourage primary school-aged children to cycle to school. Cycle training can be included in the Action Plan of junior schools to achieve road safety education objectives and not to increase numbers of pupils cycling to school.**

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Cycle Proficiency Training		Provide off road cycle training for Year 4 and cycle training for Year 6/Year 7		Cycling coordinator, RSOs	Time and materials	X% of Year 4 pupils and x% of Year 6/7 can use a bicycle more safely
2.	Provide secure cycle storage		Obtain funding and choose suitable location and type of cycle training		Pupils, Site manager	Funding, Shelter, Time	More pupils cycle to school and use shelter

**Objective 4. E.g. Improve children's knowledge of road safety**

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Road Safety Education in PSHME		Contact Road Safety Team to arrange workshops for each year group		PSHME co-ordinator, SMBC Road Safety Team	Time and materials	Detail what road safety education is planned for each year group.



			(See RSO work programme)				
2.	Pedestrian Training		Take part in Kerbcraft/ Sandwell Y3 scheme		Parents, Y1/Y3, Support staff, SMBC Road Safety Team	Time	Pedestrian Training becomes an established part of the school year

**Objective 5. E.g. Improve children's awareness of sustainability**

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.	Sustainable Transport Education in PSHME		Identify appropriate lesson plans from the resource list.		PSHME co-ordinator, SMBC TravelWise Team	Time and materials	Curriculum time of n hours per term spent on sustainability work for which year groups.

**Objective 6. Include any further objectives**

	Initiative	Target Date	Action	Person Responsible	People Involved	Resources	Progress
1.							



## 7. Consultation

The level of involvement from both internal and external partners is critical to the sustainable success of the School Travel Plan and its full integration into the ethos of the school. This School Travel Plan has been written with the full support and input from the whole school and partnerships with the wider community have also been fostered to further promote and enhance the plan. [\[Refer to evidence in appendices\]](#)

Who was consulted	How they were consulted	When?
Pupils	Survey School Council Assembly Noticeboard	???
Parents	Survey Newsletters New-intake Evenings Letters Volunteers for walking bus	???
School Staff	Survey Staff Meeting	???
Governors	Governors' Meeting	???
Police/community police officer (Name of individual)	Security tagging bicycles Illegal/dangerous parking	???
Centro Rachel Hooper	School Council Meeting Talk re. Behaviour on buses Timetable information Bus pass information	???
Road Safety Officers (Claire/Steve/Emma)	Pedestrian Training Cycle Training Road Safety Education	???
School Travel Adviser	Survey Analysis LA liaison/point of contact	???
Highways (Named individual)	Zig-Zag school lines painted Parking warden at school gates	???
<b>Detail anybody else involved in the process: PTA, pre/after school coordinators, caretakers, teaching assistants, tenants and residents meetings.</b>		



## 8. Monitoring & Review

In order to ensure that the objectives and targets are being achieved, we will carry out annual surveys to monitor travel modes. This table shows our targets and what we actually achieved on an annual basis. [\[These should directly refer to your previously stated targets\]](#)

We will carry out the survey, for monitoring purposes, in [month](#) every year; this will be coordinated by [name](#). In addition to this, [name](#) will review the School Travel Plan itself, also on an annual basis, in [month](#) each year. This review will consider pupil travel needs arising from new developments in education and transport provision and the School Travel Plan will be reviewed as necessary to take account of these.

\* Initial survey results

Mode & Training	2006	2007		2008		2009	
	Start*	Target	Actual	Target	Actual	Target	Actual
Pupils/staff walking	X% Real no.						
Pupils/staff cycling							
Pupils/staff travelling by bus							
Pupils/staff travelling by car							
Pupils/staff car sharing							
Year 6 pupils receiving on-road cycling skills training							
Pupils reporting an accident or near miss when walking/cycling to school during yr							

How children would like to travel to school: [include real figures](#)

Travel Mode	2006	%	2007	%	2008	%	2009	%
Walk	Real	%						
Cycle								
School Bus								
Other Bus								
Train								
Car								
Other								

## 9. School Travel Plan Partners

Sandwell MBC and XXXXXXXXXXXXXXXXXXXX School agree to this STP and agree to undertake its objectives.

Signed: ..... Date: .....

\*\*\*\*\* - Head Teacher, XXXXXXXXXXXXXXXXXXXX School

Signed: ..... Date: .....

\*\*\*\*\* - Chair of Governors

Signed: ..... Date: .....

Mahboob Hussain – Cabinet Member for Neighbourhoods

Signed: ..... Date: .....

Dave Horden – Principal Road Safety Officer, Sandwell MBC

Include any other partners e.g. Police, Centro, House Council Reps.



## Appendix 1: School Travel Plan Resources

The following table outlines resources, which are available from Sandwell Metropolitan Borough Council (SMBC) and other sources. Many more are listed on the DfT database (see below), which is particularly useful for teaching resources that can be downloaded. The database has been recently updated.

Medium	Resource	Contact
Document	Hands-up Survey Form for mode share surveys	Andy Thorpe, SMBC
	Sandwell Traffic and Road Safety documents and leaflets for Key Stages 1 to 4, eg Route 1, Move on up, Working for a Safer Area, Walking to School. The Sandwell Traffic and Road Safety (STARS) newsletter is also available.	John Billington, SMBC (see STARS website too)
	Walking Bus Resource Pack and Training Manual	Joanne Hodgson, SMBC
Websites	Sustainable Travel: "Think globally act locally" Key stage 3/4 resource of lesson plans with curriculum links primarily to Citizenship, but also to Maths, Geography, DT, Science, ICT, PSHE and English	<a href="http://www.hertsdirect.org/infobase/docs/pdfstore/sustrales.pdf">www.hertsdirect.org/infobase/docs/pdfstore/sustrales.pdf</a>
	DfT Search Sustainable School Travel Database Can search on the basis of: - a keyword - a particular mode (tip – tick "school travel, planning, management") - a particular key stage - all or just teaching resources - a particular curriculum area	<a href="http://www.databases.dft.gov.uk/schools/search1.asp">www.databases.dft.gov.uk/schools/search1.asp</a>
	The STARS website provides information on how to request (free to Sandwell Schools!) various best selling teaching materials produced by SMBC, ideas for curriculum based activities and road safety news.	<a href="http://www.stars.sandwell.gov.uk">www.stars.sandwell.gov.uk</a>
Training	Cycle Training for Year 6 pupils carried out during July.	Joanne Hodgson, SMBC
	Kerbcraft (Years 1 & 2)	Karen Hale, SMBC
	Pedestrian Training (Year 3)	Road Safety Officer, SMBC
	Pre-driver training (Year 11/Sixth Form)	Joanne Hodgson, SMBC
CD ROM	Solutionquest: Safer Routes (KS2/3), Cycling (KS2/3), Signs of Go-stop (age 3+)	John Billington, SMBC
	Easy Steps	Andy Thorpe, SMBC (and Bromley Road Safety Unit)
	The Walking Bus CD ROM	

## Appendix 2: Who to contact for Information

The following table outlines the contact details of people who can assist with the running of the School Travel Plan.

Person	Role/ Organisation	Telephone and e-mail
	Head teacher, School	
	Co-ordinator, School First point of contact for STP at School	
David Horden	Principal Road Safety Officer, SMBC Responsibility for coordination of SRTS	0121 569 4145 dave_horden@sandwell.gov.uk
Joanne Hodgson	Senior Road Safety Officer, SMBC Responsibility for SRTS	0121 569 4284 joanne_hodgson@sandwell.gov.uk
Fleur Tooby	School Travel Advisor	0121 569 4727 fleur_tooby@sandwell.gov.uk
Steve Francis, Emma Nightingale, Claire Postin	Assistant Road Safety Officers, SMBC Cycle and pedestrian training, road safety resources and school liaison work, walking bus advice.	0121 569 4286 / 4717/4102 steve_francis@sandwell.gov.uk emma-nightingale@sandwell.gov.uk claire_postin@sandwell.gov.uk
Joy Djukic	Benefits Manager, SMBC Responsibility for home to school transport policy and eligibility assessment	0121 569 8208 joy_djukic@sandwell.gov.uk
Chris Niblock	Principal Review and Procurement Officer, SMBC Responsibility for coordinating the provision of school transport	0121 569 4867 chris_niblock@sandwell.gov.uk
Simon Chadwick	Traffic Management Engineer, SMBC Responsibility for School Safety Zones, traffic management schemes and traffic regulations	0121 569 4139 simon_chadwick@sandwell.gov.uk
John McPhee	Police Local Authority Liaison Officer, SMBC Responsibility for liaison with different partners on crime reduction projects	0121 569 3882 07789 943854 john_mcphee@sandwell.gov.uk
Rachel Hooper	TravelWise Officer Schools Contact for Centro services	0121 214 7409 rachelhooper@centro.org.uk
Andy Thorpe	TravelWise Officer, SMBC Sustainable travel, development of STPs etc.	0121 569 4261 andy_thorpe@sandwell.gov.uk
Joanne Almond	Healthy Schools Coordinator	0121 569 8411 joanne_almond@sandwell.gov.uk
Dene Stevens	Development of Walking and Cycling for Health, Sandwell Primary Care Trusts Responsibility for health aspects of travel and adult cycle training, especially for journeys to work	0121 612 1660 dene.stevens@rrt-pct.nhs.uk

### Appendix 3: School Travel Plan – Quality Assurance

The following table outlines how STPs are reviewed by the West Midlands Regional School Travel Advisor to ensure that they meet the quality assurance standards which have been set in accordance with Chapter 7 of “Travelling to School: a good practice guide” (DfES/DfT). A description of where supporting evidence can be found in this STP document is also provided.

STP Element	Overview	Supporting Evidence	
		Essential	Desirable
<p>1. Description of the location, size and type of school</p> <p><b>Sections 1 &amp; 2</b></p>	<p><b>“Tell us about your school”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Type – primary/secondary/voluntary aided, etc...</li> <li><input type="checkbox"/> Age range &amp; number of pupils</li> <li><input type="checkbox"/> Written description of the locality of the school</li> <li><input type="checkbox"/> DfES Unique School Reference Number (XXX/YYYY)</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Location map and site plan</li> <li><input type="checkbox"/> Photographs</li> <li><input type="checkbox"/> Facilities (e.g. existing cycle parking, lockers)</li> <li><input type="checkbox"/> Transport Links</li> <li><input type="checkbox"/> Postcode plots</li> <li><input type="checkbox"/> Details of school’s catchment area</li> <li><input type="checkbox"/> Opening times – pre- and after-school clubs</li> <li><input type="checkbox"/> No. of parking spaces for staff/visitors</li> <li><input type="checkbox"/> Extended/community use of site</li> <li><input type="checkbox"/> Current involvement of school in school travel activities and education</li> </ul>
<p>2. Description of the travel/ transport problems/ issues faced by a school/ cluster of schools</p> <p><b>Sections 1 &amp; 4</b></p>	<p><b>“This is why we are doing a STP”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This is a written description of the particular travel issues/problems at the school and can be in text or bullet format</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Opportunity to say how these issues have been identified by the school community, demonstrating evidence of consultation (see below)</li> <li><input type="checkbox"/> Transport needs of all pupils (e.g. SEN)</li> <li><input type="checkbox"/> Journeys made during the school day</li> <li><input type="checkbox"/> Pre- and after- school clubs/activities if in place at the school</li> <li><input type="checkbox"/> Travel needs of other users, e.g. staff, community, etc.. if relevant</li> <li><input type="checkbox"/> Future development likely to increase traffic levels</li> <li><input type="checkbox"/> Mission statements or letter of recommendation signed by SMT/head</li> <li><input type="checkbox"/> Current involvement of the school in school travel activities and education could also be included here</li> </ul>



<p>3. Survey results:</p> <p>How children currently travel to/from school</p> <p>How they would prefer to travel to/from school</p> <p><b>Sections 3 &amp; 8</b></p>	<p><b>“These are the facts on how pupils currently travel and would like to travel to school”</b></p> <p><b>“This will help us set or objectives and targets for the travel plan”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Date survey undertaken</li> <li><input type="checkbox"/> Survey of how pupils ‘usually travel to school’ and ‘prefer to travel to school’; report data as numbers (so that year on year comparisons can be made)</li> <li><input type="checkbox"/> Where pupil numbers are high and it is not feasible to survey all pupils, a <u>representative sample</u> should be surveyed<sup>1</sup>. In order to measure change over time it is essential that the sample is selected on the same basis each year</li> <li><input type="checkbox"/> Report numbers surveyed as well as numbers responded</li> <li><input type="checkbox"/> Survey data should be recent, preferably current school year, but no more than 18 months old</li> </ul> <p><sup>1</sup> As school travel patterns may be influenced by age, socio-economic group and SEN, these factors should be taken into account when selecting the sample. One option might be to survey a minimum of one class in each year, provided the allocation of pupils to different classes is not related to factors such as socio-economic group. Alternatively, a random sample could be generated based on pupil numbers.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Survey of how pupils ‘usually travel to <b>and from</b> school’ (number, % and total number surveyed)</li> <li><input type="checkbox"/> Aim to survey all pupils through a quick ‘hands up’ survey (especially if it is a small school)</li> <li><input type="checkbox"/> More detailed questionnaire – allows for greater identification of issues, barriers, possible solutions and innovative ideas, e.g. asking ‘distance travel to school’ and linking postcodes to mode of travel (actual &amp; preferred) to identify potential modal shift.</li> <li><input type="checkbox"/> Parents surveyed and asked for their contribution / ideas</li> <li><input type="checkbox"/> Staff survey</li> <li><input type="checkbox"/> Us (if available) historical data to show progress to date</li> </ul>
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<p>4. Clearly defined objectives and targets</p> <p><b>Sections 5 &amp; 6</b></p>	<p><b>“What specifically do you want the travel plan to achieve?”</b></p> <p><b>“What specific goals do you want to reach?”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clear objectives (i.e. statements of intent – what do we want to achieve?) stated within the text and linked back to the issues identified within the STP</li> <li><input type="checkbox"/> Clearly identified targets (i.e. a specific point which we want to reach by a stated time) that reflect the survey data and issues identified, are linked to the objectives, and are <b>SMART</b>: <ul style="list-style-type: none"> <li>- <b>S</b>pecific</li> <li>- <b>M</b>easurable – is there an indicator you can measure?</li> <li>- <b>A</b>chievable</li> <li>- <b>R</b>ealistic</li> <li>- <b>T</b>imed - by a set date</li> </ul> </li> </ul>	<p>NOTE:</p> <p>List of example objectives and targets can be provided for reference by the STA but schools are <u>strongly recommended</u> to draw up their own.</p> <p>Encourage schools to look to 2-3 years for longer term objectives</p>
<p>5. Details of proposed measures</p> <p><b>Section 6</b></p>	<p><b>“What specific actions/ tasks are you going to take to meet the plan’s objectives?”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A clearly defined yearly action plan stating what will be done to meet the STP’s objectives and targets.</li> <li><input type="checkbox"/> Starting from when the school ‘signs’ up or approves the STP.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Table format covering criteria 5, 6, and 7, i.e. what, when, who</li> <li><input type="checkbox"/> Link actions to specific objectives and/or targets.</li> </ul>
<p>6. Detailed timetable for implementation</p> <p><b>Section 6</b></p>	<p><b>“When is each action going to be completed and/ or undertaken by?”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clearly state when the action/activity will be completed and/or undertaken.</li> <li><input type="checkbox"/> State month and year or term and year or a specific date.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Avoid unclear or open statements such as ‘ongoing’ or ‘2006’</li> <li><input type="checkbox"/> Identification of the risks which would prevent implementation</li> </ul>
<p>7. Clearly defined responsibilities</p> <p><b>Section 6</b></p>	<p><b>“Who is going to make sure each action happens?”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This needs to be a specific role assigned to each action/task listed – eg STP working group, STP coordinator, school council, senior management team etc</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Named individuals within a school</li> <li><input type="checkbox"/> Identify a lead person within the school to take up any actions with external bodies (e.g. with road safety or engineering departments in LAs)</li> <li><input type="checkbox"/> Avoid unclear statements such as school or LA or listing the same individual for every action</li> </ul>



<p>8. Evidence that all parties have been consulted</p> <p><b>Section 7</b></p>	<p><b>“Demonstrate to the reader that the STP is the result of <u>joint efforts by individuals and groups from the school and external groups such as road safety or school travel plan adviser”</u></b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Say <u>how</u> you have sought to find out the opinions and ideas of <u>all</u> those <u>directly affected by the action plan</u> in the STP</li> <li><input type="checkbox"/> Who was consulted and how?</li> <li><input type="checkbox"/> NB. Hands up surveys on actual and preferred means of travel on their own would <u>not be</u> evidence of consultation</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> This may include things such as: <ul style="list-style-type: none"> <li>- Findings of detailed questionnaires with parents, pupils and staff</li> <li>- Mention of meetings with PTA/ Governors/ STP working group</li> <li>- Letters sent home to parents</li> <li>- Newsletters/ displays designed to elicit views and opinions</li> </ul> </li> <li><input type="checkbox"/> List members of the STP working group</li> </ul>
<p>9. Monitoring and review proposals</p> <p><b>Sections 6 &amp; 8</b></p>	<p><b>“How are you going to track whether the actions undertaken are meeting the STP objectives and targets?”</b></p> <p><b>“What are you going to monitor to measure progress?”</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Say when the next survey(s) will be done</li> <li><input type="checkbox"/> Set a month and year for reviewing the STP</li> <li><input type="checkbox"/> State who (i.e. a specific role) is responsible for ensuring both survey and review will be completed</li> <li><input type="checkbox"/> The STP must include a commitment that the review will consider pupil travel needs arising from new developments in education and transport provision and that the STP will be revised as necessary to take account of these.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Include ‘success criteria’ or ‘monitoring indicators’ in a column against each action in the action plan</li> <li><input type="checkbox"/> Make the links to the school development/ improvement plan</li> </ul>
<p>10. Signatures</p> <p><b>Section 9 &amp; certificate</b></p>		<ul style="list-style-type: none"> <li><input type="checkbox"/> Chair of Governors and Deputy Directors – Education and Transport</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Others from the school community and partners -with an interest/role to play in meeting the objectives and delivering the action plan</li> </ul>





## Appendix D: Model Section 106 Agreement Document

**THIS AGREEMENT** is made on the \_\_\_\_\_ day of \_\_\_\_\_ 200

**BETWEEN:**

- (1) **Sandwell Borough Council** of Council House Oldbury West Midlands B69 3DE (“the Council”) and
- (2) \_\_\_\_\_ [(registered number) [COMPANY NUMBER]] whose registered office is at \_\_\_\_\_ (“The Landowner”) [and]
- (3) [NAME OF LENDER] [(registered number [COMPANY NUMBER])] whose registered office is at [of] [ADDRESS] (“The Lender”)

**BACKGROUND**

- (A) For the purposes of the 1990 Act the Council is the local planning authority for the area within which the Site is located and the person who is entitled to enforce the obligations contained in this Agreement
- (B) The Landowner is the freehold owner of the whole of the Site [subject only to the Security but otherwise] free from encumbrances which would prevent the Landowner entering into this Agreement
- (C) Pursuant to the Planning Application the Landowner has applied to the Council for planning permission for the Development
- (D) On the ( \_\_\_\_\_ ) the Council’s Planning Committee resolved to grant planning permission for the Development which is subject to the Landowner entering into this Agreement
- (E) The parties have agreed to enter into this Agreement with the intention that the obligations contained in this Agreement may be enforced by the Council against the Landowner [the Lender] and their respective successors in title

## OPERATIVE PROVISIONS

### 1. INTERPRETATION

1.1 In this Agreement the following words and expressions have the following meanings

<b>“1990 Act”</b>	the Town and Country Planning Act 1990
<b>“the Development”</b>	The development of the Site for the erection of [ ]
<b>“Implementation Notice”</b>	means a written notice to be in the form attached at Appendix 1 to be served by the Landowner on the Council not later than 5 working days prior to commencement of the Implementation Works
<b>“Implementation Works”</b>	Any works to implement the Planning Permission by the carrying out of a material operation as defined by Section 56(4) of the 1990 Act save that in determining if a material operation has been carried out there shall be disregarded any works involved in site investigations or surveys
<b>“Approved Travel Plan”</b>	the Travel Plan approved by the Council in writing and which is to be implemented by the Landowner in accordance with the terms specified therein
<b>“Index linked”</b>	means the “All Items” Index of retail prices issued by the National Statistics Office or any government department upon which duties in connection with the compilation and

maintenance of such Index shall have been devolved. If the basis of computation of the Index shall change any official reconciliation between the two bases of computation published by the National Statistics Office (or any government department upon which duties in connection with compilation and maintenance of the Index have devolved) shall be binding upon the parties hereto and shall be applied in adjusting the application of the Index hereto.

In the absence of such official reconciliation such adjustments shall be made to the figures of the Index as to make it correspond as nearly as possible to the previous method of computation and such adjusted figures shall be used to the exclusion of the actual published figures (until officially reconciled figures are published) and in the event of a dispute regarding such adjustments the decision of the Council shall be final.

**“Monitoring Fee”**

The sum of ( ) comprising the Monitoring Fee paid to the Council to ensure that the Approved Travel Plan is implemented in accordance with the timetable set out therein and which sum shall be indexed linked

<b>“the Plan”</b>	The plan attached to this Agreement numbered one
<b>“the Planning Application”</b>	An application for planning permission for the Development made by the Landowner on ..... carrying the reference .....
<b>“Planning Permission”</b>	the planning permission which may be granted in pursuance of the Planning Application [in the form set out in <b>Schedule 1</b> ]
<b>“the Security”</b>	A legal charge of the Site dated ..... made between (1) the Landowner and (2) the Lender
<b>“the Site”</b>	The freehold property known situate at ..... and registered at HM Land Registry under Title Number(s) ..... and shown for identification edged red on the Plan
<b>“Travel Plan”</b>	The Travel Plan to be submitted pursuant to the provisions of Schedule 2
<b>“Travel Plan Default Sums”</b>	those payments to be made to the Council if the Landowner fails to implement the Approved Travel Plan in accordance with the timetable contained therein and which sums shall be index linked and more particularly specified in the Approved Travel Plan
<b>“the Title Number(s)”</b>	<b>[TITLE NUMBER(S)]</b>

**“Working Day(s)”** means Mondays to Fridays (excluding days that in England and Wales are public holidays) that in England and Wales are public holidays) inclusive

1.2 In this Agreement

1.2.1 the clause headings do not affect its interpretation

1.2.2 unless otherwise indicated references to clauses and Schedules are to clauses of and Schedules to this Agreement and references in a Schedule to a Part or paragraph are to a Part or paragraph of that Schedule

1.2.3 references to any statute or statutory provision include references to

1.2.3.1 that statute or statutory provision as from time to time amended extended re-enacted consolidated or replaced and

1.2.3.2 any orders regulations instruments or other subordinate legislation made under that statute or statutory provision whether before or after the date of this Agreement

1.2.4 references to the Site include any part of it

1.2.5 references to any party in this Agreement include the successors in title of that party In addition references to the Council include any successor local planning authority exercising planning powers under the 1990 Act

1.2.6 “including” means “including without limitation”

1.2.7 any covenant by the Landowner or the Lender not to do any act or thing includes a covenant not permit or allow the doing of that act or thing

1.2.8 where two or more people form a party to this Agreement the obligations they undertake may be enforced against them all jointly or against each of them individually and

1.2.9 if any provision is held to be illegal invalid or unenforceable the legality validity and enforceability of the remainder of the Agreement is to be unaffected

1.3 The parties to this Agreement do not intend that any of its terms will be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999 by any person not a party to it

## **2. EFFECT OF THIS AGREEMENT**

2.1 This Agreement is made pursuant to Section 106 of the 1990 Act To the extent that they fall within the terms of Section 106 of the 1990 Act the obligations contained in this Agreement are planning obligations for the purposes of Section 106 of the 1990 Act and are enforceable by the Council

2.2 To the extent that any of the obligations contained in this Agreement are not planning obligations within the meaning of the 1990 Act they are entered into pursuant to the powers contained in Section 111 Local Government Act 1972 Section 2 Local Government Act 2000 and all other enabling powers

2.3 Nothing in this Agreement restricts or is intended to restrict the proper exercise at any time by the Council or any of its statutory powers functions or discretions in relation to the Site or otherwise

2.4 This Agreement will be registered as a local land charge by the Council

## **3. COMMENCEMENT**

3.1 The provisions of this Deed shall have immediate effect upon the completion of this Deed SAVE FOR clauses 4.1 and 4.2 and 4.3 that shall only have effect upon the date upon which the Planning Permission is granted

## **4. OBLIGATIONS**

4.1 The Landowner covenants with the Council not to carry out any Implementation Works before the service of the Implementation Notice

- 4.2 The Landowner agrees with the Council to perform and comply with the obligations set out in **Schedule 2** in relation to the Development
- 4.3 Any notice consent or approval to be given pursuant to the terms of this Agreement by any party shall not be unreasonably withheld or delayed and the parties to this Agreement hereby agree to act reasonably in carrying out their functions obligations and covenants as described in this Agreement
- 4.4 No person will be liable for any breach of the terms of this Agreement occurring after the date on which they part with their interest in the Site or the part of the Site in respect of which such breach occurs but they will remain liable for any breaches of this Agreement occurring before that date Neither the reservation of any rights or the inclusion of any covenants or restrictions over the Site in any transfer of the Site will constitute an interest for the purposes of this **clause 4.4**

## 5. **TERMINATION OF THIS AGREEMENT**

- 5.1 This Agreement will come to an end if
- 5.1.1 the Planning Permission is quashed or revoked before any Implementation Works are carried out so as to render this Agreement or any part of it irrelevant impractical or unviable
- 5.1.2 the Planning Permission expires before any Implementation Works are carried out
- 5.2 Where the Agreement comes to an end under **clause 5.1**
- 5.2.1 the Council will on the written request of the Landowner after the obligations on the part of the Landowner contained herein have been fulfilled issue confirmation thereof and thereafter vacate or cancel the entry made in the Local Land Charges register in relation to this Agreement or otherwise to record the fact that it has come to an end and no longer affects the Site



6. **LENDER'S CONSENT**

6.1 The Lender consents to this Agreement being entered into with the intention that notwithstanding Section 104 Law of Property Act 1925 its interest in the Site will be bounded by the terms of this Agreement as if it had been executed and registered as a local land charge before the execution of the Security

6.2 Notwithstanding **clause 6.1** the Lender will not incur any liability for any breach of the obligations contained in this Agreement unless and until it becomes a mortgagee in possession of the Site or appoints a receiver or administrative receiver under the Security or exercises its power of sale

7. **NOTICES**

7.1 Any notice demand or any other communication served by any party under this Agreement is to be delivered by hand or sent by first class post pre-paid or recorded delivery PROVIDED ALWAYS the Implementation Notice shall only be validly served if it is delivered by way of recorded delivery

7.2 Any notice demand or any other communication served is to be sent to the following address of the parties or to such address as one party may notify in writing to the others at any time as its address for service

7.2.1 on the Council at the address set out above and

7.2.2 on the Landowner at the address set out above

7.3 Unless the time of actual receipt is proved a notice demand or communication sent by the following means is to be treated as having been served

7.3.1 if delivered by hand at the time of delivery

7.3.2 if sent by post on the second working day after posting or

7.3.3 if sent by recorded delivery at the time delivery was signed for

7.4 If a notice demand or any other communication is served after 4.00 pm on a working day or on a day that is not a working day it is to be treated as having been served on the next working day

7.5 For the avoidance of doubt where proceedings have been issued in the Courts of England and Wales the provisions of the Civil Procedure Rules must be complied with in respect of the service of documents in connection with those proceedings

**8. COSTS OF THIS AGREEMENT**

8.1 Upon completion of this Agreement the Landowner is to pay to the Council the reasonable and proper legal and officer costs in the sum of ..... in connection with the preparation negotiation and completion of this Agreement

**9. ENFORCEMENT**

9.1 This Agreement is to be governed by and interpreted in accordance with the law of England and Wales

9.2 The courts of England are to have jurisdiction in relation to any disputes between the parties arising out of or related to this Agreement This clause operates for the benefit of the Council who retain the right to sue the Landowner [or the Lender] and enforce any judgment against the Landowner [or the Lender] in the courts of any competent jurisdiction

**10. LATE PAYMENT**

If any payment due under any of the provisions of this Agreement is not made on or before the date upon which it is due (the "Due Date") the party from whom it was due shall at the same time as making the payment to the other party pay interest at 3% above the base lending rate of the HSBC as at the Due Date for the period starting with the Due Date and ending with the date on which payment of the sum on which interest is payable is made

**11. ARBITRATION**

Any differences and questions between the parties in connection with this Deed shall be referred for determination by an independent person in accordance with the following provisions:

11.1 Where such a dispute relates to the construction of this or any other deed or document it shall be referred to a Solicitor or Barrister agreed upon by the parties or in default of agreement appointed on the application of the direction of the President of the time of the Law Society.

11.2 Where such dispute relates to the Travel Plan it shall be referred to a chartered surveyor agreed upon by the parties or in default of agreement appointed on the application of the President for the time being of the Royal Institute of Chartered Surveyors

## 12. **EXECUTION**

The parties have executed this Agreement as a deed and it is delivered on the date aforementioned

**SCHEDULE 1**  
**Planning Permission**

## **SCHEDULE 2**

### **Provision of Travel Plan**

The Landowner covenants with the Council as follows:

1. Not to occupy commence use or permit trading from the Development or any part thereof until the Landowner has submitted the Travel Plan which includes elements to encourage the use of sustainable transport modes and the key elements more particularly described in paragraphs 6 to 13 of this schedule and the Travel Plan has been approved in writing by the Council
2. To implement the Approved Travel Plan in accordance with the provisions and the agreed timetables set out therein and to continue to implement the Approved Travel Plan as long as any part of the Development remains occupied
3. That if the Approved Travel Plan is not implemented in accordance with the timetable and provisions set out therein the Landowner shall pay the Travel Plan Default Sums no later than 21 days after receiving a written request from the Council for such payment
4. Not to occupy commence use or permit trading from the Development Site or any part thereof until the Monitoring Fee has been paid to the Council
5. To monitor and review the workings of the Approved Travel Plan and submit returns to the date 12 months after the first occupation of any part of the Site and thereafter on an annual basis on:
  - (a) how effectively the Approved Travel Plan has been implemented
  - (b) how effective it has been in achieving relevant aspirational targets set out in the Approved Travel Plan and
  - (c) how the Approved Travel Plan could be improved and the agreed improvements thereto are to be implemented to ensure that facilities and measures to support sustainable travel shall be provided for and be made

available to all current and prospective employees and visitors of the Development

- (d) the provision of documentary evidence to demonstrate that the elements in paragraphs 6 to 13 of this schedule have been implemented in accordance with the provisions of this agreement
6. To nominate a Travel Coordinator who shall be identified to the Council and whose duties shall include:
- (a) the oversight of the promotion and marketing of the Approved Travel Plan
  - (b) the monitoring of the effectiveness of the Approved Travel Plan in meeting the needs of the occupiers of any building in the development and in reaching the aspirational targets for travel to work
  - (c) liaison with the Council to develop the Approved Travel Plan
  - (d) liaison with Centro and public transport operators to negotiate travel discounts and improvements in services
  - (e) liaison with taxi operators and cycle dealers to negotiate discounts
  - (f) the promotion of the use of public transport and cycling and walking routes through the dissemination of information and marketing
  - (g) the development and promotion of a staff car sharing scheme
7. To establish implement develop maintain and encourage the use of a staff car sharing scheme which shall:
- (a) allow preferential car parking close to the entrance of any building for car sharers
  - (b) use a system to identify and establish groups of car sharers
  - (c) provide a system under which by the occupier of the building will allow a car sharer to have a free ride home at times of emergency when the person who otherwise would be his driver is unavailable for whatever reason

8. To offer interest free loans to be paid through employees' salaries of a minimum period of 12 months for the purchase of bicycles and bicycle accessories which would be used primarily for journeys to and from the place of employment and during working hours
9. To offer interest free loans to be paid back through employees' salaries over a minimum period of 12 months for the purchase of annual public transport travel cards
10. To transmit the discounts associated with the purchase of public transport travel cards to those employees who require and obtain such travel cards
11. To offer a public transport travel card which covers a period of one month (or four weeks) to employees to be used primarily for journeys to and from the place of employment and during working hours
12. To pay a cycling business mileage allowance at the prevailing minimum tax free rate to employees who choose to travel by bicycle whilst on business
13. To pay a car passenger mileage allowance at the prevailing minimum tax free rate to be paid to each employee who chooses to travel by car sharing whilst on business

THE COMMON SEAL of )  
**THE BOROUGH COUNCIL OF SANDWELL** )  
 was hereunto affixed in the presence of:- )

THE COMMON SEAL of )  
 <COMPANY> )  
 was hereunto affixed in the presence of:- )

Director

Secretary

## **APPENDIX 1**

### **Implementation Notice**





## Appendix E: Contacts for Further Information and Assistance

<b><u>Topic</u></b>	<b><u>Contact</u></b>	<b><u>When to contact</u></b>
<b>Transport Assessments and Travel Plans</b>	SMBC Highways 0121 569 4198	To agree the basic assumptions when preparing a Transport Assessment.
	SMBC Transportation Planning 0121 569 4261	For further assistance with regard to the Council's Transport Policy and the preparation and development of a Travel Plan.
	Centro TravelWise 0121 214 7409	To discuss incentives to encourage employees/residents to use public transport.
	Highways Agency 0121 678 8505	To be involved in scoping discussions where developments are in close proximity to, or likely to have an impact on, the Strategic Road Network.
<b>Traffic Data</b>	SMBC Highways 0121 569 4198	To establish whether or not data is available for a particular site, or to discuss whether it is suitable for the use intended. Existing data can be made available from the Joint Data Team for a nominal fee. If no existing data is available traffic surveys can be commissioned.
	West Midlands Joint Data Team 0121 237 4009	
<b>Accident Data</b>	SMBC Highways 0121 569 4139	To purchase accident data from the Joint Data Team. It is usual for the accident records to be considered over the preceding three-year period.
	West Midlands Joint Data Team 0121 237 4019	
<b>Traffic Modelling</b>	SMBC Transportation Planning 0121 569 4095	To establish whether computer simulation modelling for traffic would be necessary and to arrange for data to be supplied.
<b>Air Quality</b>	SMBC Environmental Protection 0121 569 6572	To discuss the requirements of an assessment of air quality in the context of the "Air Quality (England) Regulations 2000".
<b>Noise</b>	SMBC Environmental Protection 0121 569 6547	To discuss the requirements of an assessment of highway noise impact.
<b>Public Transport Information</b>	SMBC Transportation Planning 0121 569 4261	To discuss existing services, routes and information, potential changes, developments and enhancements to public transport.
	Centro Bus Services Officer 0121 214 7108	To discuss potential changes, developments and enhancements to public transport.
<b>Cycle Training for Adults and Young People</b>	Sandwell Primary Care Trust 0121 612 1660	To develop health aspects of travel and adult cycle training, especially for the journey to work.

## **Appendix F: Further Reading**

Whilst the following list is not a full bibliography, it highlights a number of publications which should be referred to in the preparation of Transport Assessments and Travel Plans.

### **Government Departments**

All Planning Policy Guidance Notes (PPGs) - HMSO. In particular PPG13 "Transport"

"PPG13 - A Guide to Better Practice" - HMSO

"The Benefits of Green Transport Plans" - DETR

"A New Deal for Transport: Better for Everyone" - (White Paper-July 1998) HMSO

"Design Manual for Roads and Bridges" (TAs/TDs) - HMSO

Traffic Advisory Leaflets - DETR

"Residential Roads and Footpaths" (DB32 Second Edition) - HMSO

"Places, Streets & Movement - a companion to DB32" – DETR

"Cycle Audit and Cycle Review" – DETR/Institute of Highways & Transportation

"Cycle - Friendly Infrastructure - Guidelines for Planning and Design" - DOT/IHT

"Encouraging Walking" – DETR

"Air Quality (England) Regulations 2000" - DETR

"Noise Insulation Regulations 1975 - Land Compensation Act" - HMSO

"Smarter Choices – changing the way we travel", July 2004 – Department for Transport

"Making Residential Travel Plans Work: Guidelines for new development", Sept 2005 - DfT

"Using the Planning Process to Secure Travel Plans", July 2002 – ODPM

"Draft Guidance on Transport Assessment", August 2006 – DCLG/DfT

"Draft Circular – Planning and the Strategic Road Network", August 2006 - DfT

### **Local Government**

"Unitary Development Plan (April 2004)" – Sandwell Metropolitan Borough Council

"Cycling in Sandwell, The Strategy" – Sandwell Metropolitan Borough Council

"Walking in Sandwell, The Strategy" – Sandwell Metropolitan Borough Council

"Cycling Supplementary Planning Guidance" – Sandwell Metropolitan Borough Council

"Regional Planning Guidance" – Government Office West Midlands

"The Provisional West Midlands Local Transport Plan 2005" – WM Councils and PTE

### **Other Organisations**

"Providing for Journeys on Foot" - Institute of Highways & Transportation

"Guidelines for Traffic Impact Assessment" - Institute of Highways & Transportation

"Transport in the Urban Environment" - Institute of Highways and Transportation

"Guidelines for the Environmental Assessment of Road Traffic" - Inst. of Env. Assessment

"A Travel Plan Resource Pack for Employers" – Energy Efficiency Trust

"Changing Journeys to Work" - Transport 2000 Trust