



Wokingham Borough Council

Residential Travel Plan Guidance

2011



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Residential Travel Plan Guidance

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1 Background

1.1 Purpose of this guidance

- 1.1.1 Wokingham Borough Council has prepared 'Residential Travel Plan Guidance for Wokingham' as a guide for developers preparing Residential Travel Plans within Wokingham Borough. The guidance has been prepared in accordance with the objectives of national and local transport and planning policy and includes best practice examples of travel plan measures and initiatives.
- 1.1.2 This guidance document should be considered both by developers and their agents when preparing Residential Travel Plans for submission as part of a planning application. Information on the process for preparing and submitting plans, together with advice on their content, is detailed within this guidance.
- 1.1.3 'Residential Travel Plan Guidance for Wokingham' builds upon existing national guidance with the aim of achieving a high level of quality and consistency in residential travel planning across the borough.

1.2 What is a residential travel plan?

- 1.2.1 A Residential Travel Plan (RTP) is a management tool aimed at promoting sustainable travel as part of a new or existing development, with an emphasis on promoting healthy and sustainable transport options to residents and visitors, and reducing the number and length of car journeys. Travel plans are implemented with a long term view, and will develop and evolve along with the community in which they operate.

- 1.2.2 RTPs involve identifying and delivering a range of measures and initiatives that collectively promote sustainable travel and encourage residents and visitors to change the way some of their daily journeys are undertaken.
- 1.2.3 Making Residential Travel Plans Work introduced the concept of collective travel plan measures through the RTP Pyramid (see Figure 1.1). This RTP Pyramid highlighted that the measures contained within a good RTP take account of several interlinked areas of influence on travel behaviour and demands.

Figure 1.1 - Residential Travel Plan Pyramid



Source: Based on the pyramid presented in 'Making Residential Travel Plans Work: Guidelines for new development, DfT (2007)'

- 1.2.4 A travel plan should be tailored to a particular development area and should take into account factors such as the quality of public transport services in the area, the availability of direct and coherent walking and cycling networks, local car parking restrictions, and home shopping opportunities.
- 1.2.5 Reducing the impact of travel through delivering sustainable new communities will result in a greener, cleaner and more sustainable Wokingham Borough.

1.3 Why develop a residential travel plan?

1.3.1 As part of Wokingham Borough Council's Local Development Framework, around 13,000 new homes are planned for development across the Borough to 2026. Developing sustainable communities will be essential to ensure that new development does not present an adverse impact on local quality of life. RTPs are an important mechanism for helping to promote more environmentally sustainable travel patterns from new development.

1.3.2 Key benefits to be achieved from RTPs include:

- Delivering sustainable communities, both now and in the future, through promoting a variety of travel options
- Reducing social exclusion, by improving personal travel choices for accessing local facilities and life opportunities
- Reducing the overall need to travel through the provision of on-site facilities
- Developing places for people that encourage community interaction and avoid a car-dominated environment
- An opportunity to provide travel information to residents at the earliest opportunity to promote sustainable and healthy lifestyles

- Reducing the cost of personal travel and saving households money through promoting opportunities for cost savings such as car-sharing and more fuel-efficient driving behaviour
- Reducing traffic generation associated with new development and therefore helping to ameliorate a range of negative traffic impacts (e.g. congestion, noise, vibration, pollution, safety, severance etc)
- Health benefits associated with increased levels of active travel (walking and cycling) and;
- The potential to avoid costly highway improvements, where the travel plan can achieve traffic reductions that remove or reduce the need for these, allowing funding to be targeted at other appropriate infrastructure and services.

1.4 Is residential travel planning effective?

- 1.4.1 When implemented correctly, RTPs have the potential to deliver more sustainable communities and support a reduction in the overall number and length of car based journeys associated with the development.
- 1.4.2 RTPs are likely to deliver the greatest impacts when introduced as part of a larger residential development (i.e. over 80 dwellings) due to the range and scale of measures and initiatives that are then viable to fund and introduce. However, for smaller developments RTPs can also deliver clear benefits in terms of ensuring site users are aware of the full range of sustainable travel and transport options available to them.

- 1.4.3 Case study evidence suggests that where a comprehensive and well managed RTP is delivered (including site design, physical and promotional measures), it is reasonable to expect a 10% to 20% reduction in car-based trip generation than for a similar development without a RTP in place.
- 1.4.4 For development proposals in Wokingham Borough, it will be important that proposed trip reductions associated with a RTP are based on evidence drawn from an assessment of the individual merits of the development location, the site issues and opportunities, and the travel plan measures being proposed.
- 1.4.5 RTPs should not be viewed as an optional extra to a planning application, but are likely to represent a fundamental part of the development management process and the applicant's ability to demonstrate that a sustainable development can be delivered.

2 Travel Plans and the Planning Process

2.1 Introduction

- 2.1.1 Developing travel plans can help make a real impact in reducing car dependence amongst residents and visitors for their daily journeys.
- 2.1.2 The following sections provide information on the step-by-step process that a developer or their agents should consider when preparing a RTP for a development in Wokingham Borough. Having considered these steps, an example document structure to help write a RTP is outlined in Section 3.

Table 2.1 - Residential Travel Plans & the Planning Process

Steps Required	
1	Pre-application discussions
2	Travel Plan submission and determination
3	Securing the RTP
4	Travel Plan implementation
5	Travel Plan monitoring, reporting and review

2.2 Pre-application discussions

2.2.1 If you are intending to submit a planning application for residential or mixed-use development it is highly advisable to firstly enter into pre-application discussions with Wokingham Borough Council. This is important for three key reasons:

- To determine whether or not a RTP is required
- To determine the scope, scale and requirements of the RTP
- To avoid delay in the determination of the planning application.

2.2.2 Pre-application discussions provide the opportunity to identify any particular issues or concerns relating to the development proposal at an early stage. Applicants will then be able to respond to these issues before finalising the planning application.

2.3 When is a residential travel plan needed?

2.3.1 Guidance on Transport Assessment (DfT/CLG, 2007) provides specific guidance on when travel plans will typically be required to accompany development planning applications alongside the other transport submission documents.

2.3.2 The nature and composition of the development proposal will also dictate the travel plan requirements, for example whether or not the development proposal is solely residential use, or will be a large scale development incorporating a range of uses.

- 2.3.3 Typically, one of the following three types of travel plan will be required to accompany a planning application being submitted to Wokingham Borough Council that incorporates residential development:

Full Residential Travel Plans

- 2.3.4 Where the development proposals are for a single use residential development (although incorporating minor ancillary uses) it will usually be for a full Residential Travel Plan to be prepared. This is likely to be the sole travel plan required by Wokingham Borough Council in support of the planning application and should be submitted alongside any accompanying Transport Assessment.
- 2.3.5 This will contain a range of measures and initiatives, timescales, a clear management and delivery structure, and importantly, clearly defined targets, timescales for review and agreement on subsequent enforcement procedures.
- Framework Travel Plan (Site Wide)**
- 2.3.6 If a development is more speculative in nature, for example where the end users of a larger scale mixed-use development are unknown, Wokingham Borough Council may permit a Framework Travel Plan to be submitted in the first instance. This will require less initial detail about the precise timescales and mechanisms for the delivery of travel plan measures, but importantly will clearly set out when the additional details will be forthcoming.
- 2.3.7 The developer should contact the Council to determine whether or not a Framework Travel Plan is appropriate in relation to a specific application for development.

Residential Travel Plan Statement

- 2.3.8 Where the development threshold for a full RTP is not exceeded, and Wokingham Borough Council has determined that a full RTP is not required, the development should deliver a simple package of up-front measures. These measures should be set out in a Residential Travel Plan Statement, unless they are already covered by a site-wide Travel Plan Framework.
- 2.3.9 The Residential Travel Plan Statement should be a more simplified document setting out the smaller-scale residential travel planning measures that will be implemented for the development. Measures should still include sustainable travel and lifestyle marketing that commences prior to occupation, such as the provision of a resident's welcome pack to all new occupiers.
- 2.3.10 The Travel Plan Statement must also make clear who will be responsible for delivery and funding of each of the measures and the timescale within which they will be delivered.
- 2.3.11 The following table (Table 2.2) provides an illustration of the probable travel plan requirements for different development proposal of different thresholds. However, in each instance, pre-application discussions with Wokingham Borough Council will provide an opportunity to reach agreement on the exact travel plan requirements.

Table 2.2 - Travel Plan Requirements

Nature of Development	No. Residents	Comment
Single use residential developments (including primarily residential developments with some small scale ancillary land uses)	< 50	No travel plan required
	>50 <80	Residential Travel Plan Statement
	80+	Full Residential Travel Plan
Significant mixed-use development, encompassing residential units	< 50	Framework Travel Plan* No specific Residential Travel Plan submission required*.
	>50 <80	Framework Travel Plan* Residential Travel Plan Statement may also be required*
	80+	Framework Travel Plan* Full Residential Travel Plan*

* These requirements are indicative only. Each application for development must be considered individually, and travel plan requirements determined through pre-application discussions.

2.4 Travel plan submission and determination

- 2.4.1 In each instance, a draft travel plan should be submitted to Wokingham Borough Council prior to submission, and certainly prior to determination, of the planning application. This will allow more time to agree the travel plan, resulting in less chance of delay in the granting of planning permission.
- 2.4.2 If there have been no pre-application discussions, or no travel plan has been submitted, Wokingham Borough Council may either request the travel plan prior to determination of the application, or determine the application without a travel plan. Therefore, should no travel plan be submitted before determination, the developer is at risk of the planning application being refused.

2.5 Securing the travel plan

- 2.5.1 Having agreed the scope of the RTP, and then prepared and submitted the document as part of a planning application, it will be important that delivery of the travel plan can be secured through the planning process.
- 2.5.2 Planning policy provides the opportunity to secure travel plans through planning conditions and/or obligations (a Section 106 Agreement).
- 2.5.3 The mechanism for securing delivery of the travel plan may vary according to the scale and nature of the development. Where a development is relatively small scale and/or straightforward in nature, the Council may secure delivery of the travel plan by imposing a planning condition.

- 2.5.4 However, with larger developments or where targets for specific reductions in vehicle trips arising from the development proposal must be met, the Council may secure delivery of the travel plan through the use of a planning obligation, usually referred to as a 'Section 106 Agreement'. Planning obligations might require, for example, a developer to undertake additional works or measures to meet vehicle trip reduction targets agreed as part of the travel plan, or provide specified financial contributions to the Council to help achieve these outcomes.
- 2.5.5 Wokingham Borough Council may also wish to secure a bond or cash deposit from the developer as part of the S106 Agreement. The bond or cash deposit will represent a final surety for delivery of the Travel Plan, and may be called in by the Council if the developer fails to deliver the agreed measures/targets contained within the Travel Plan, or is otherwise returned to the developer after a specified period of time when the Travel Plan targets have been achieved.
- 2.5.6 Discussions between applicants and the Council will determine the mechanism by which the RTP will be secured.

2.6 Travel plan implementation

- 2.6.1 The implementation of the travel plan must be an ongoing process to reflect the evolving and responsive nature of an effective RTP.
- 2.6.2 Appointing a Travel Plan Co-ordinator is an essential aspect of being able to effectively implement, manage, monitor and review a RTP. It is the responsibility of the developer/applicant to identify and appoint a Travel Plan Co-ordinator for the RTP, and to set out their specific duties

and responsibilities within the RTP document. These duties might include, but are not limited to:

- Taking responsibility for the day-to-day delivery of the RTP
- Training and advising any people responsibility for selling or letting residential units on the site
- Liaising with the Council, public transport operators, and other service providers in respect of the travel plan
- Undertaking the monitoring and reporting of the travel plan

2.6.3 A Travel Plan Co-ordinator should be appointed prior to occupation of the development to ensure travel plan measures and facilities are up and running from the outset.

2.6.4 In addition to these responsibilities, the RTP will need to clearly set out an acceptable action plan for its implementation. This should include detail of the measures to be delivered, who is responsible for their delivery, a timescale or trigger point for their delivery, and a commitment on behalf of the developer to fund them. This is crucial to ensuring the RTP is able to deliver upon its objectives and targets.

2.7 Travel plan monitoring, reporting and review

Monitoring Methodology

- 2.7.1 It is important that monitoring data gathered through travel plans in Wokingham is collected in such a way as to provide a clear indication of how successful the travel plan has been in minimising single-occupancy car journeys and encouraging sustainable travel patterns. Furthermore, it is important that a standardised approach is followed to allow for comparison between different site locations.
- 2.7.2 For all full RTPs submitted in Wokingham Borough, the following annual monitoring data is required:
- Multi-modal count survey: This is a count of all trips (by each mode) arriving and departing from the site over the course of a day.
 - Residents' travel survey: A travel survey should be distributed to all site users at the development. This will ask questions about how they currently travel to and from the site, how they would prefer to travel to and from the site, any travel or transport issues they are encountering, and their attitudes toward sustainable travel. An example travel survey is provided in Appendix B.
- 2.7.3 Travel plan monitoring is not required for RTP Statements (>50 <80 dwellings) where a Statement is for a small-scale residential development that is not part of any larger development.

Frequency of Monitoring

- 2.7.4 Surveys should be conducted annually at the residential development for at least five years and the results reported to Wokingham Borough Council in the form of a monitoring report.
- 2.7.5 Trigger points for the initial survey ('Year 1') should be at the stage when the development reaches 50% occupancy, or six months after first occupancy; whichever occurs soonest.
- 2.7.6 Surveys should ideally be undertaken at the same time of year to allow for comparison without seasonal influences on travel patterns. The full cost of undertaking these surveys must be met by the Developer or Site Management Company for the duration of the monitoring programme.

Monitoring Reporting and Review

- 2.7.7 The results from travel plan monitoring surveys must be reported to Wokingham Borough Council within 3 months of the survey date to determine whether or not progress against the travel plan targets is being achieved.
- 2.7.8 If travel plan targets have been met, there will be no further requirement to undertake travel plan monitoring beyond Year 5. However, if travel plan targets have not been met, there will be a requirement to continue with an additional annual monitoring report for Year 7, with the results reported to Wokingham Borough Council.
- 2.7.9 It is expected that the Travel Plan Co-ordinator will conduct a review of the Travel Plan on an annual basis as part of the monitoring process, which should form part of the annual monitoring report. The review should provide commentary on the measures and initiatives that have been introduced, and their effectiveness against meeting the travel plan objectives and targets.

Auditing Fees for Travel Plan Monitoring

- 2.7.10 Wokingham Borough Council will require all developers submitting RTPs to contribute financially, through the planning obligation, to the Council's costs of reviewing and auditing the annual monitoring reports. This will also include the opportunity for ongoing discussions to determine the extent of progress being made towards reaching the travel plan's targets.
- 2.7.11 Auditing fees should be paid to Wokingham Borough Council as a single one-off payment to cover the Council's costs for the duration of this process. As an example of the level of fees payable, the following table shows the fees for the financial year 2010/11 for various sizes of development. These fees will be reviewed annually in line with the Council's Corporate Charging Policy and included within our standard Fees and Charges, available on request.

Table 2.3 - Auditing Fees for Residential Travel Plan Monitoring and Review applicable for the financial year 2010/11

Scale of Development	Auditing Fee Required
< 150 units	£2,000
< 500 units	£4,000
+ 500 units	£6,000

- 2.7.12 This fee will be payable prior to the commencement of construction works. Failure to pay this fee may result in a delay to the permitted commencement of construction works. Confirmation on the level of auditing fee that will be required should be sought during pre-application discussions and secured through an appropriate planning agreement.
- 2.7.13 Auditing fees are not required for RTP Statements.

2.8 Enforcement and ongoing support

- 2.8.1 Wokingham Borough Council will look to offer ongoing support and advice to developers and site management companies to help with the delivery and review of the RTP. Where progress against travel plan targets is proving difficult, the Council will initially offer advice on additional travel demand management measures and sustainable travel initiatives for your organisation to implement.
- 2.8.2 For travel plans forming part of a Planning Obligation, consistent failure to meet the travel plan targets may result in sanctions or planning enforcement measures being invoked by the Council. This may require the payment of a financial sum (secured through a Section 106 Agreement) to Wokingham Borough Council to fund the delivery of sustainable travel initiatives previously agreed through the planning process, or further scheme enhancements to be funded by the developer to accommodate the actual travel demand.

3 **Preparing a Residential Travel Plan**

3.1 **Elements of the RTP**

- 3.1.1 The following section presents an illustration of the sections, or chapters, that you might include within your RTP document. This is intended to serve as a guide, and every plan does not need to rigidly adhere to this specific structure. However, the following are all considered important elements of a successful and comprehensive RTP.

3.2 **Background/Introduction**

- 3.2.1 As an introduction to the document, explain the reasoning behind why you are preparing a RTP. Include summary information about the existing site and the development proposals.
- 3.2.2 The site location should be identified in this section, along with information on the proposed timescales associated with the development proposals (where possible) and the proposed uses on site.
- 3.2.3 Developers should always demonstrate that they have tailored RTPs to the specific area and location of the proposed development, and include reference to any accompanying Transport Statement/Assessment for the development proposals.

3.3 **Development site assessment**

- 3.3.1 Provide clear details about the development location, including an overview of the travel and transport options serving the site. It is important to present information on existing levels of accessibility by all modes of transport, and

to demonstrate linkages with any accompanying Transport Assessment (or Statement) for the development proposals.

3.3.2 Specific information to state in this section could include:

- What public transport services run in close proximity to the site?
- How accessible are they for residents, from each parcel of land under the proposed development?
- Where are the nearest bus stops?
- Are there any cycle routes serving the site, and where do they link the site to?
- Are there any safety or accident issues to address in the vicinity of the site?

3.3.3 Ensure that this section details both the issues that the RTP will need to address, and also any opportunities in terms of sustainable access that the RTP will be able to develop.

3.3.4 A discussion of site design philosophy and provisions may also be applicable to cover in this section of the RTP.

3.4 Travel plan vision and objectives

3.4.1 It is important to state a clear set of objectives that the RTP will aim to achieve. These objectives should, wherever possible, be consistent with the local policy objectives of Wokingham Borough Council.

- 3.4.2 For residential developments, where new households will be moving to a site, the primary objective should be to secure sustainable travel patterns from the outset of occupation and to enable people to consider their full range of travel options and choices.
- 3.4.3 Objectives for the travel plan should also focus on delivering improvements to the health and wellbeing of residents, and any employees that will be located on site. Furthermore, the travel plan should state a clear objective to reduce any transport impact of the development on the surrounding local community.
- 3.4.4 Developers may also wish to state a 'vision' for the development as a sustainable community, to provide clear overall direction for the travel plan.

3.5 Travel plan targets

- 3.5.1 Targets must be included within the RTP. Targets are necessary to provide a clear measure of the travel plan's progress towards meeting the objectives. This should always include a specific target related to the proportion of car-based journeys arising from the development, unless there is a clear reason why a car-based target may not be applicable (such as for a 'car free development').
- 3.5.2 Targets should always be SMART (Specific, Measurable, Achievable, Realistic and Time-bound) including measurable outcomes with a specific target date. It is appropriate for both output and outcome targets to be set.

Output Targets

- 3.5.3 Output targets relate to specific actions being taken forward that are required for successfully delivering or monitoring the travel plan. Examples of output targets would be:

- To appoint a Travel Plan Co-ordinator prior to first occupation of the development
- To provide a 'welcome pack' of travel information to 99% of new households prior to or within two weeks of their occupation.
- To undertake a baseline (Year 1) monitoring survey, to the agreed methodology, after 50% occupation of the site.
- To submit a RTP monitoring report to Wokingham Borough Council within 3 months of completion of each monitoring survey.

Outcome Targets

- 3.5.4 Outcome targets relate to specific outcomes that are sought through the plan. Progress against these targets can usually be measured directly, using counts or surveys. Examples of outcome targets would be:

- To achieve a car driver mode share of 65% for resident journeys to work by the third residents' survey in (Year)
- For the recorded number of daily (12 hour) two-way car trips recorded by Automatic Traffic Count at the site accesses in (Year) not to exceed 3 movements per dwelling".

3.6 Travel plan marketing and promotion

- 3.6.1 For the RTP to be effective it is essential that it is communicated to all users of the development. Therefore the RTP should include a section that explains clearly how it will be marketed to all users of the development, including residents, visitors and any persons employed on the site.
- 3.6.2 A variety of communication channels can be employed for this purpose, which may include some or all of the following:
- Residents' welcome packs - including a range of site-specific sustainable travel information to ensure residents are made aware of the full range of travel choices for a variety of journey purposes.
 - Sales staff training - incorporating information about the RTP into sales literature to help promote the sustainable travel credentials of the development to prospective residents
 - Community travel website - a website that incorporates sustainable travel information as a one-stop-shop for residents and visitors. This could be updated as necessary by the Travel Plan Co-ordinator.
 - Personal Travel Planning - using trained travel advisors to provide site users with individually tailored travel information, advice and incentives.
 - Residents newsletter - the Travel Plan Co-ordinator may wish to periodically distribute a newsletter to residents informing them of opportunities to benefit from new schemes (e.g. a local car-sharing scheme or 'car club' in the area) and any local community events they may like to attend.

- Community notice boards - located at specific points within the development, community notice boards can disseminate sustainable travel information and opportunities to users of the development site.
- Site travel club - establishing a travel club for the development would provide a mechanism for the ongoing promotion of sustainable travel choices for residents.
- Community events - the RTP should consider opportunities for sustainable travel community events, to be led periodically by the Travel Plan Co-ordinator, as one means of delivering ongoing promotion and publicity.

3.6.3 The RTP should ensure that the means of marketing and promoting sustainable travel to all site users are included within an action plan that identifies responsibilities and timescales for their delivery and an ongoing funding commitment from the developer or Site Management Company.

3.7 Travel Plan Measures and Implementation Plan

3.7.1 The travel plan should include a section that clearly explains what measures will be introduced to meet the travel plan targets. These measures should include an implementation plan that explains when they will be delivered and who will be responsible for their delivery.

- 3.7.2 Existing national travel plan guidance outlines a wide range of potential measures that can be introduced through RTPs for encouraging sustainable travel in residential areas. It is important that developers carefully consider which measures could be introduced as part of a particular development proposal to adequately meet the RTP's objectives and targets.
- 3.7.3 Methods of providing sustainable travel information and raising awareness are covered in the previous section. In addition to these methods, this section provides a summary of several measures under other specific headings that developers should consider when developing their overall package of measures for a RTP. These are presented under the following headings:
- Reducing the Need to Travel
 - Increasing Walking and Cycling
 - Increasing Public Transport Use
 - Smarter Car-Based Travel
- 3.7.4 This summary is not intended to present an exhaustive list of all possible RTP measures and developers should also examine existing national travel plan guidance for further information (see Chapter 4 and Appendix A).

Reducing the Need to Travel	
Travel Plan Measure	Comment
A mix of uses on site	This will reduce the overall need for residents to travel to access services and facilities located elsewhere
Broadband internet access in new homes	Internet access will allow residents to shop online instead of travelling to buy certain goods
Home shopping opportunities	This will help reduce unnecessary travel as residents will be able to benefit from home deliveries
Providing for deliveries	Residential developments should be designed to accommodate deliveries and servicing of the site

Increasing Walking and Cycling	
Travel Plan Measure	Comment
Permeable walking and cycling networks	Walking and cycling routes that are coherent and permeable will encourage greater levels of walking and cycling as an alternative to some car journeys
Cycle parking	Secure cycle parking that is well located will also encourage more cycle activity amongst residents and visitors
Cycle support centre	A cycle support centre will allow residents ease of access to bicycle maintenance facilities
Cycle training	Cycle training for residents will encourage greater levels of safe cycling in the area

Increasing Public Transport Use	
Travel Plan Measure	Comment
New or enhanced bus services	Improved bus services will encourage higher bus patronage and fewer car-based journeys
Supporting public transport infrastructure	Improved infrastructure should improve the image of public transport and help increase patronage
Trial free/discounted use of public transport	A free or discounted trial for residents on local public transport services will support greater public transport patronage
Public transport information	The provision of public transport available to residents and visitors will ensure they are fully aware of the public transport options available to them.

Smarter Car-Based Travel

Travel Plan Measure	Comment
Residents' car share scheme	If residents undertake similar journeys by car, a scheme could encourage more residents to 'match' their journeys and reduce single-occupancy car travel
Community 'car club'	A car club would allow households to have access to a car without the need to purchase one privately, usually resulting in less habitual car use and parking demand
Managing car parking	The allocation of car parking spaces will limit the number of spaces available and reduce the potential for a car dominated development to occur. The parking allocation should comply with Council standards

- 3.7.5 Furthermore, this section should include details of contingency measures that will be introduced if the travel plan is not meeting its targets. An example of a contingency measure might be the introduction of a Personal Travel Planning initiative for all residents. This would involve using trained travel advisors to provide residents with individually tailored sustainable travel information and incentives, to encourage them to consider a range of transport options for their various journeys.
- 3.7.6 As part of a planning obligation, developers will be required to fully fund the implementation of any contingency measures

3.8 Management Structure

- 3.8.1 Provide details of your appointed Travel Plan Co-ordinator, together with information on their specific roles and responsibilities.
- 3.8.2 The Travel Plan Co-ordinator should be a named individual or position appointed by the developer wherever possible and their contact details should be provided. You should also include details of any site management company or residents' group appointed to oversee the travel plan's delivery, including details on membership of the group and their terms of reference.

- 3.8.3 Explain within this section how the chain of responsibility will function for delivering the RTP, including who the Travel Plan Co-ordinator will report to for issues surrounding the funding and delivery of specific measures. This section should also state a clear commitment to the long term funding of the Travel Plan Co-ordinator position to provide certainty to the ongoing management and delivery of the RTP.
- 3.8.4 After the initial start-up period, and the first round of travel plan measures, how will your travel plan be managed over the longer term? An important element of this section will be to provide further clarity and commitment to a longer term funding source for implementing travel plan measures and initiatives.

3.9 Travel plan monitoring and reporting

- 3.9.1 Outline your approach to travel plan monitoring, including information on what type of monitoring will be undertaken, what information will be collected, how often it will be undertaken, and how it will be reported. The approach to monitoring should be consistent with the requirements outlined in Section 2.6 of this guidance.

4 Sources of Further Information

4.1 Further information

- 4.1.1 There are a range of further external sources of information that may help your organisation develop a workplace travel plan. Some key links are provided below:

Residential Travel Plans

Department for Transport (2007)

Making Residential Travel Plans Work: Guidelines for New Development

<http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/makingresidentialtravelplans5775>

Department for Transport (2009)

Good Practices Guidelines: Delivering travel plans through the planning system

<http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/goodpracticeguidelines-main.pdf>

Department for Transport / Communities and Local Government (2007)

Guidance on Transport Assessment

<http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontapdf>

4.2 Contact the Council

- 4.2.1 For further enquiries regarding the submission of residential travel plans within Wokingham, please contact the Council's Transportation Planning Team:

Wokingham Borough Council

Phone: 0118 974 6000

www.wokingham.gov.uk

Appendices, Figures & Tables

A Appendix A:

A.1 Planning Policy and Guidance

National Planning System	<p>Department for Communities and Local Government Planning Policy Guidance (PPG) Note 13 'Transport' http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf</p> <p>Office of the Deputy Prime Minister (2005) Planning Policy Statement 1: Delivering Sustainable Development http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf</p> <p>Communities and Local Government Planning Policy Statement 3: Housing http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement3.pdf</p> <p>Office of the Deputy Prime Minister (2005) Planning Circular 05/2005 - Planning Obligations http://www.communities.gov.uk/documents/planningandbuilding/pdf/147537.pdf</p>
Regional Policy	<p>Government Office for the South East The South East Plan http://www.gos.gov.uk/gose/planning/regionalPlanning/815640/</p>

Wokingham Local Transport Plan

<http://www.wokingham.gov.uk/transport-roads-waste/transport-policy/local-transport-plan-2-2006-2011/>

Wokingham Local Area Agreement

<http://www.wokingham.gov.uk/community-living/community-strategy/the-local-area-agreement/>

Wokingham Air Quality Action Plan

<http://www.wokingham.gov.uk/transport-roads-waste/transport-policy/local-transport-plan-2-2006-2011/>

Wokingham Borough Council Submission Core Strategy

<http://www.wokingham.gov.uk/environment/planning/ldf/core-strategy/>

B **Appendix B:**

B.1 **Example Residential Travel Survey**

- B.1.1 The following pages provide an example Residential Travel Survey that may be used to inform your travel plan. Not all of the questions may be relevant to your development and this survey should be tailored to each location.
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(Example Introduction)

As part of the monitoring process for the Residential Travel Plan, we are currently conducting a Travel Survey. We would be grateful if one member of your household could complete this brief survey to help us better understand your travel patterns, needs and how we may be able to assist with your travel requirements.

It will take about 5 minutes to complete and all responses will be treated confidentially.

Explanation of the Travel Plan: (TPC to complete)

Who should participate? (TPC to complete)

Who to return completed form to? (TPC to complete)

If you have any queries about the survey, or for guidance on how to complete it, please do not hesitate to contact me at the details provided below:

(TPC to complete details)

Travel Plan Coordinator:

Telephone:

E-mail:

Section A: About you and your home

1.	Are you:	
	Male	
	Female	

2.	Which age range do you fall into?	
	16 - 25	
	26 - 35	
	36 - 45	
	46 - 55	
	56 - 65	
	65+	

3.	What is your postcode?	

4.	Do you or any member of your household own a car?	
	Yes	
	No	
	if yes how many in total?	

5. How long have you lived at your current address?	
0 - 6 months	
6 months - 1 year	
1 - 2 years	
2 - 3 years	
3 - 4 years	
4 - 5 years	
Longer than 5 years	

Section B: About your travel to and from your home

6. How do you most frequently travel to and from your home for the following activities? (Choose the mode of travel that you use most often)									
Reason for travel	Walk	Cycle	Bus	Train	Tram	Car share (driver/passenger)	Car (alone)	Motorcycle or scooter	Other (please specify)
Work									
Shopping									
Education									

7. How often do you use the following modes of travel for journeys from your home? (Tick all modes that you ever use, for all or part of a journey, choosing the frequency with which you use them)

Travel mode	Very often (7 or more in every 10 trips)	Quite Often (between 3 & 6 out of every 10 trips)	Occasionally (less than 2 out of every 10 trips)	Never
Walk				
Cycle				
Bus				
Train				
Tram				
Car share (driver/ passenger)				
Car (alone)				
Motorcycle or scooter				
Other				

8. Have you changed your most common mode of transport since relocating to this development?	
Yes	
No	
If yes, what was the main reason for this change?	

Section C: About your future journeys

9. Which of the following changes would most encourage you to cycle for journeys in the local area? (If you already cycle, which would you most like to see?)	
Safer, better lit cycle paths	
Improve cycle paths on the journey to town centre/ rail station	
Improve cycle parking at this development	
Arrangements to buy a bicycle at discount	
Improved crossing facilities	
Improved cycle parking at local facilities - where?	
None of the above	
Other (please specify)	

10. Which of the following changes would most encourage you to use public transport for your journeys in the local area? (If you already travel to by public transport, which would you most like to see).

More direct bus routes	
More frequent bus services	
More frequent train services	
More frequent tram services	
Better lighting at bus shelters and on footpaths	
More convenient bus drop-off points	
Better bus links to work from station	
Public transport information	
None of the above	
Other (please specify)	

11. Which of the following changes would most encourage you to walk for journeys in the local area? (If you already walk, which would you most like to see?)	
Cleaner, better maintained workplace footpaths	
Better lighting on workplace footpaths	
More improved pedestrian crossing points	
Higher presence of security around the site	
Slower speed limits	
Better street lighting in the local area	
None	
Other (please specify)	

12. Which of the following changes would most encourage you to car share? (If you already car share, which would you most like to see?)	
More help finding car share partners who have similar work patterns	
Free taxi home if let down by car	
More information regarding car sharing i.e. benefits and cost savings	
None	
Other (please specify)	

13. Did you know this development operated a Travel Plan?	
Yes	
No	

14. If yes, how did you find out about the Travel Plan?	
During the sales process	
Word of mouth	
Development publication/newsletter/notice board/website	
Personalised travel planning process	
Other (please specify)	

15. Would you like to receive more information regarding the Travel Plan?	
Yes	
No	

Please use the following box to provide any comments you wish to make in relation to travel in the local area:

Thank you for your time.



**Traffic and Transport
Place and Neighbourhood Services
Wokingham Borough Council
PO Box 153
Shute End
Wokingham
Berkshire
RG40 1WL**

