LDF

WIGAN LOCAL DEVELOPMENT FRAMEWORK

Travel Plans

Supplementary Planning Document

Environmental Services Department
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Wigan Council

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Travel Plans

Supplementary Planning Document

Wigan Council

Planning and Regeneration Department

LDF travelplans

To assist people with particular needs this document can be made available on request in larger print, braille and in a number of alternative languages.

Arabic

"بالإمكان توفير هذه المعلومات في اللغة العربية."

Cantonese

這些資料可提供中文譯本。

Farsi

این اطلاعات به زبان فارسی هم میتواند در دسترس شما قرار گیرد.

French

Disponible en francais sur demande

Gujurati

આ માહિતી ગુજરાતીમાં મળી શકે છે.

Urdu

یہ معلومات اُردو میں بھی دستیاب ہو سکتی ہیں۔

LDF

Contents

Appendices

ONE

Introduction

1.1 This document sets out:

- which developments will need a Travel Plan;
- how a Travel Plan should be prepared and submitted in order to minimise the risk of delays in the planning process;
- what the minimum requirements are for the content of a Travel Plan;
- how it should be monitored; and
- how it should be secured.

1.2 Whilst this document sets out the procedure undertaken when a planning application is submitted, developers are advised to consider their Travel Plan at the earliest available stage to help speed up the development process. Indeed, it is beneficial for developers to consider sustainable travel from the outset as this can bring real benefits to the development - from the attractiveness to investors to the ongoing sustainability of the site.

1.3 Across the UK, a lot of the major businesses and lots of small businesses have benefited from developing Travel Plans. They find that by considering their travel and parking issues, they can add real value to their development and business model as well as contributing towards general environmental good practice.

1.4 This Supplementary Planning Document supports and supplements Policy A1B 'Travel Plans' in the Replacement Wigan Unitary Development Plan. (Appendix A 'Travel Plans Policy in the Unitary Development Plan') It is important that this document is read in conjunction with this policy and other policies in the Unitary development Plan as relevant, including:

- A1A: Transport Assessments
- A1C: Access for All
- A1D: Walking
- A1E   Cycling
- A1F: Bus Provision - New Development
- A1S: Parking in New Development
- EM1A: Primary Employment Areas
- EM1C: Employment Development Outside of Primary Employment Areas
- EM1D: Offices
- R1B: New Housing Sites
- S1F: Retail and Leisure Development outside Town Centres and Local Centres
- C1A: Community Facilities
- G1B: Planning Obligations

1.5 This Supplementary Planning Document should be considered in conjunction with the Development and Air Quality Supplementary Planning Document with respect to the contribution Travel Plans can make in tackling air quality issues.

1.6 This document can also be used by existing organisations in the borough as a

guide to producing their own Travel Plan on a voluntary basis. For organisations choosing to do so, help is available from the Council's Travel Plan Co-ordinator.

Cyclist on Warrington Road

TWO

Background

What is a Travel Plan?

2.1   A Travel Plan is a package of measures to manage the transport and travel needs of an organisation. A successful Travel Plan will reduce the impacts of transport on the local environment and increase access to the site.

2.2   It will include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example by restricting access to car parks).

2.3   A Travel Plan will usually address journeys to and from work, but it can include business travel, fleet management, visitors to the site and deliveries. It can also apply to residential development.

2.4   Each Travel Plan has to be tailored to the specific needs and characteristics of the site and organisation.

2.5   A Travel Plan is usually a dynamic process, rather than a one-off document. The plan should be monitored and altered over time to match the changing circumstances of the site.

What are the benefits of a Travel Plan?

2.6   Travel Plans can bring a range of benefits and address a range of issues, including:

- contributing to the reduction of congestion in the wider area.
- cutting the costs of providing and maintaining car parking.
- cutting the costs of business travel, fleet operation and logistics.
- freeing up car park space for expansion.
- addressing car park shortages and congestion on / around the site.
- improving access to the site and widening the recruitment area.
- improving staff retention and increasing attractiveness of employers.
- improve staff health through active travel programmes.
- enhancing the image of the organisation.
- increasing the competitiveness and sustainability of organisations… and much more.

2.7   Travel Plans can also play a role in helping businesses mitigate their transport contribution towards climate change and help adapt to the impacts of climate change. Travel Plans can also form part of an organisation's Corporate Social Responsibility commitments.

2.8   Residential Travel Plans offer benefits such as increasing safety and creating healthier environments for vulnerable people.

THREE

When is a Travel Plan Required?

3.1 Developers are encouraged to consult with the Council at an early stage, preferably before submission of a planning application, as to whether a Travel Plan is required. This is important as it may influence the design of the final scheme.

3.2 Travel Plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

a. All major new developments and extensions to developments comprising jobs, shopping, leisure and services at or above the size thresholds set out in Table 3.1 and in Appendix B 'Travel Plan thresholds for development'.

b. Other developments comprising jobs, shopping, leisure and services, which a Transport Assessment has identified would generate significant transport implications. This particularly applies to offices, industry, health and education uses.

New Development/ Change of Use	Threshold
Food Retail	800 sq m
Non food retail	1500 sq m

New Development/ Change of Use	Threshold
Cinemas and conference facilities	1500 sq m
Leisure facilities (other than cinemas, conference facilities and stadia	1500 sq m
A2/B1 Offices, light industry and research and development	2500 sq m
D1 Higher and further education, health facilities	1000 sq m
Residential developments	80 units
Schools	All**

Table 3.1: Example of Travel Plan thresholds by development type*

- *A full list of development types and their thresholds is available in Appendix B 'Travel Plan thresholds for development'

- **All schools in the borough are required to produce a Travel Plan by 2010 and therefore information for schools does not form part of this guidance. Further and Higher Education institutions, however, are covered by this document.

3.3 A Travel Plan will be required for the whole development if an extension would take that development over the relevant size threshold.

3.4 A Travel Plan will also be required for the whole development if an extension to a car park would generate an extra 100 trips per day.

FOUR

The Travel Plan process for different types of development

4.1 It is important to contact the Council's Travel Plan Co-ordinator prior to submitting a planning application to ensure that a proposed Travel Plan addresses all of the issues required, to an appropriate standard. The Travel Plan should be submitted with the planning application in accordance with Policy A1B. This is because the details of the Travel Plan will be relevant to the Council's consideration of the planning application and, ultimately, its decision. Details on the production and potential measures in the Travel Plan are given in sections 5 - 8.

4.2 It may be appropriate to instruct a specialist consultant to deal with the Travel Plan element of an application. However, there must still be a statement of support for any submitted document and its contents from the applicant/ developer. The Council cannot recommend particular consultants. We have however, provided details of relevant information in Appendix C 'Useful documents and links' and professional institutions in Appendix D 'Useful local contacts for specialist advice'.

New development where the end occupier is known

4.3 Where the end occupier is known Travel Plan measures should be introduced from the outset. It should subsequently be implemented within the timescale determined, either set out within a condition or within the Travel Plan itself. It would normally be within three months of initial occupation of the premises following completion of the build.

Multi occupancy of a site

4.4 Single buildings within a development site may not individually require a Travel Plan but the cumulative impacts may warrant an 'umbrella' or 'area-wide' Travel Plan for the entire site. This should be administered by the developer / site owner. Additional 'subsidiary' Travel Plans may be required from each occupier, depending on circumstances.

Speculative developments

4.5 A detailed Travel Plan cannot be produced for a speculative development while it remains 'speculative'. In such cases, an 'interim' Travel Plan should be submitted with the planning application, accompanied by an undertaking that a 'final Travel Plan' will be submitted once the site is occupied.

4.6 The interim Travel Plan should specify measures to be implemented before development and occupation. It should include a set of draft targets for the share of different types of travel and a timetable for

the production of the final Travel Plan and monitoring.

4.7   The developer will be responsible for passing the requirement for a Travel Plan on to the occupier whether the occupier rents, leases or buys all or part of the development. The final implementation of a Travel Plan would then be the responsibility of the occupier.

Existing occupier extending on site / constructing new premises in borough

4.8   The organisation requiring the development, unless they already have an established Travel Plan prior to submitting the planning application, should produce a Travel Plan when required by the Council. It should subsequently be implemented within three months of the occupation of the new site/ extension.

Residential developments

4.9   The details of a residential Travel Plan will depend on the type, location and scale of the development. It will normally incorporate a package of measures including site layout and design and the provision of public transport information at the outset. However, it can also include bespoke travel advice for residents on an ongoing basis if there is a management body. Arrangements for management and delivery of the Travel Plan need to be clearly identified in the absence of a management body. A residential

Travel Plan needs to be in place prior to occupation of the dwellings.

4.10   The Design and Access statement should help consider some of the issues associated with a residential development.

Mixed - Use developments

4.11   For developments where use falls into different land use types, agreement will be reached between the developer and the Council and a timetable agreed.

FIVE

The production and implementation of a Travel Plan

5.1 A Travel Plan should address national, regional and local policies and relevant issues identified in a Transport Assessment. It should be a partnership between the applicant / developer, the Council and, where appropriate, public transport providers and other third parties. "Other third parties" may include but are not limited to neighbouring authorities and the Highways Agency. For large schemes a site-based Travel Plan Co-ordinator may need to be identified at an early stage. They would have a central role. Table 5.1 sets out an indicative comparison of the Council's role and that of the applicant / developer.

Role of the Council's officers	Role of the developer, their Travel Plan Co-ordinator and their advisers
Providing appropriate information and support during plan preparation including feedback on assessment of the draft plan	Preparing the site travel plan including its assessment against the proposed planning application
Providing local data and comparable information	Implementing the site travel plan including provision of appropriate resources
Providing advice on research and survey requirements	Liaising with public transport operators
Supporting liaison with public transport operators	Marketing the travel plan to all parties directly affected - residents, employees, occupiers
Monitoring effectiveness of all Travel Plans	Collecting monitoring information and presentation of it to participants and the Council
Feedback within the Council e.g. resetting policy	Reviewing and revising the site travel plan
Sharing learning from range of sites and embedding best practice	Ongoing liaison with users and the Council
Ongoing liaison with the site and its users	Ensuring effective long term management arrangements

Role of the Council's officers	Role of the developer, their Travel Plan Co-ordinator and their advisers
Securing remedies to overcome failures to reach agreed targets and outcomes	Assessment using independent analysis of trip rates and modal split targets to the UK standard for Measuring Travel Plan Impacts (based on the TRICS system) as agreed.

Table 5.1: The roles of the Council and the developer

Workplaces

5.2 There is established good practice for producing and implementing a workplace Travel Plan and this is outlined below. Further advice can be obtained from the various references in Appendix C 'Useful documents and links' and from the Council's Travel Plan Co-ordinator.

Undertaking a site audit

5.3 A site audit is a means of gathering data about transport provision for each type of travel to and from the site. It should look at the quantity and quality of provision, for pedestrians, cyclists, public transport users and car drivers / passengers.

Undertaking a travel survey

5.4 A survey of users of the site should be undertaken to ascertain where people are travelling from, how and why they are travelling and what other means of travel they would be willing to consider. This would include employees but could also include customers, other visitors and deliveries.

Drafting the Travel Plan

5.5 This information can then be used to decide which measures should be included in the Travel Plan, which should then be submitted to the Council for comment and agreement prior to submission of the planning application.

Submission of the Travel Plan

5.6 Once the details have been agreed, the Travel Plan should then be submitted with the planning application. Two copies should be sent to the Council's Travel Plan Co-ordinator. Contact details are available in Appendix D 'Useful local contacts for specialist advice'.

Monitoring and review

5.7 A workplace Travel Plan is an evolving process, rather than a one-off document. As a result it should be monitored on a six-month basis for the first year, on an annual basis thereafter and assessed every three to five years to gauge its effectiveness. Performance against targets will need to demonstrate positive change over what would

have happened without the Travel Plan, informed by the Transport Assessment. More details of monitoring and review are contained in section 8.

Residential developments

5.8 The stages undertaken in developing a residential Travel Plan are similar to those conducted whilst producing a workplace Travel Plan. However, there are some key differences.

The location and site characteristics

5.9 The location of the site in relation to facilities and services and the characteristics of the site in terms of its layout and design and the type of accommodation to be provided are particularly important to the success of a residential Travel Plan. These issues must be considered early in the process.

Undertaking a site audit

5.10 Data on the likely travel requirements of the occupiers of the development will be needed in order to prepare a Travel Plan. An accessibility audit and baseline data will be needed alongside a consideration of the physical infrastructure of the site. Future travel patterns may also be predicted using comparable information from similar nearby developments.

Management arrangements

5.11 For residential developments, mechanisms to encourage sustainable travel patterns and to ensure the long term delivery of the Travel Plan need to be built into the Plan from the beginning. For some, management of the Plan will be weighted towards the time prior to occupation of the final finished dwelling. For others, it may be appropriate to continue management for longer. This will need to be clearly set out in the submitted document.

Minimum Travel Plan contents

6.1 Both workplace and residential Travel Plans will comprise a package of measures that can be usefully considered as a pyramid (see figure 6.1 below). Location underpins all aspects of the Travel Plan and as you rise through the levels there are various elements to consider; ensuring the site is as accessible as possible before you enter into promoting alternative ways of travelling.
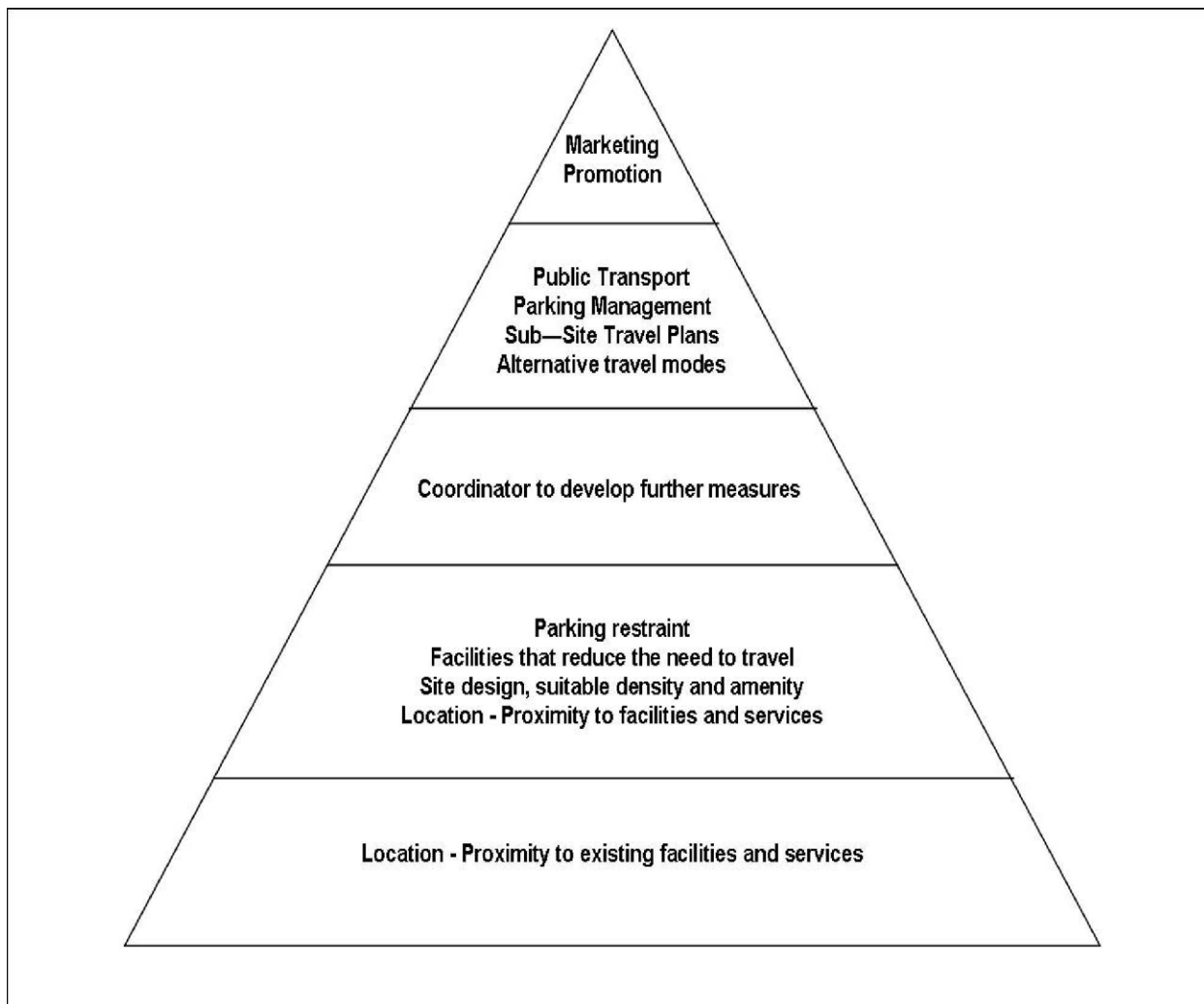

Figure 6.1: Travel Plan Pyramid

Evaluation

6.2 All Travel Plans will be evaluated against the **TRACES** evaluation criteria as summarised in Table 6.1.

T	Transparent	Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed.
R	Realistic	Plans should set realistic but stretching targets, which reflect development plan and Local Transport Plan policies and the likely make-up of new occupiers / residents. Targets should take account of previous experience of people adopting sustainable transport choices as a result of Travel Plans.
A	Achievable	Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on travel behaviour.
C	Committed	A clear commitment is needed from the applicant / developer for the implementation of the plan.
E	Enforceable	The commitments established need to be enforceable by the Council against a planning condition or a legal agreement. This demands precision and clarity in the way measures are set out.
S	Sustainable	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from the developer to the occupiers, residents or other organisations and the continuing sources of funding for the plan.

Table 6.1: TRACES Evaluation Criteria

WORKPLACES

6.3   Developers of workplaces should ensure that the final Travel Plan that they submit meets the following minimum standards (and should exceed them). The standards tie in with the Greater Manchester "On TRACK" Bronze Standard (Appendix C 'Useful documents and links').

Background

6.4   This section should explain the site location, the numbers of people using the site (employees and visitors or residents) as well as the nature of work and hours of business. Data should also be included from the site audit and staff travel survey (noting general trends and the baseline modal split between travel modes).

Objectives

6.5　Firm objectives should be clearly stated.

Targets

6.6　The setting of targets is essential. These need to be linked to the objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). There are two key types of relevant target:

- **Aims** considering modal share (for example, reduce the number of people driving to work alone by 10% of overall trips by April 2009); and
- **Actions** such as milestones (for example, make cycle training available for all employees by June 2010).

6.7　Targets should be informed by the Transport Assessment and agreed with the Council.

6.8　It is important to note that the Council reserves the right to remedy failure to achieve agreed targets and objectives.

Measures

6.9　The Travel Plan has to outline what will be done in order to achieve the targets. This should be informed by the results of the site audit and staff travel survey. Further detail on the type of measures that could be included is noted in section 7. The most effective Travel Plans contain a mixture of both 'carrots' (incentives to use alternatives to single occupancy car use) and 'sticks' (measures to discourage unnecessary use of the car). It is beneficial to introduce the incentives first.

Action plan

6.10　The Travel Plan should outline **what** actions will be taken, **when** they will be delivered and **who** will be responsible for their delivery.

6.11　It should also be recorded how the Travel Plan will be communicated and promoted to employees, visitors and others as appropriate.

Monitoring

6.12　A clear monitoring regime needs to be included as part of the Travel Plan - see section 8. It will need to address to the following issues:

- When monitoring will take place
- The nature of the internal review process with the people responsible for conducting the review and submitting the progress plan to the Council clearly identified.
- The infrastructure (if any) required for monitoring.
- How progress towards achieving the targets and milestones will be reported
- How monitoring will inform any future reviews of the Travel Plan
- A commitment to independent assessment conforming to the UK

Standard for Travel Plan Impacts (based on the TRICS system) and provision for the associated costs.

6.13 The monitoring regime will need to be agreed with the Council for purposes of enforcement. For more details on enforcement, see Section 9.

Progress House in Wigan

A named Travel Plan Co-ordinator

6.14 A Travel Plan Co-ordinator is essential for the implementation of a Travel Plan. They will be responsible for managing, delivering and promoting the Travel Plan, liaising with the Council and providing monitoring information when agreed. They will be an essential point of contact for employees / residents.

6.15 The Travel Plan Co-ordinator must be of sufficient seniority to implement the action plan. The post does not necessarily need to be a new one – smaller organisations may be able to incorporate the responsibilities alongside other responsibilities of a post. However, larger organisations may need to establish a dedicated post.

6.16 The Travel Plan must state how the post of Travel Plan Co-ordinator will be arranged. It should also state when the name and contact details of that person will be made known to the Council. The Council must also be informed of any changes to these details.

Handover arrangements - where applicable

6.17 Where the developer is not the end user or will be passing on the site to a management organisation, details of those handover arrangements should be clearly identified.

Standards

6.18 The government has developed a software programme for measuring the likely effectiveness of a Travel Plan. It is called the Travel Plan Evaluation Tool. As a minimum, workplace Travel Plans should achieve 45% on the Government's Travel Plan Evaluation Tool This is consistent with the "On TRACK" Greater Manchester Standards. Details of how to obtain this evaluation software are available in Section 10.

RESIDENTIAL

6.19 The structure and content of residential Travel Plans should be the same as for workplace Travel Plans as far as it is relevant, but there are particular issues including:

- The likelihood that the occupiers are unknown at the time the Travel Plan is prepared.

- The need to deal with trips to multiple destinations.

- The importance of incorporating demand management i.e. reducing the need to travel.

- The likelihood that there would be no single entity that could undertake future coordination and management of the Travel Plan, as would be the case for an institutional or office development.

- The need to incorporate the implementation of the Travel Plan into the design and marketing of the development and to prepare measures prior to occupation

Objectives

6.20   Objectives should flow from the Transport Assessment and/or accessibility audit, and will emphasise the need to provide good access to a full range of services and facilities for residents of the development and to reduce the traffic generated by the development. The scale, type of residential and ownership/ tenancy arrangements will also inform the objectives.

6.21   It is important to note that some of the objectives of residential Travel Plans will be best served by implementing measures before units/ dwellings are occupied.

Targets

6.22   Targets will normally relate to milestones for the provision of infrastructure and facilities or marketing and awareness-raising in new households. If there are arrangements for ongoing management then modal share targets would be appropriate.

6.23   The organisation/ management responsible for achieving any targets set for beyond occupation needs to be clearly set out in the Travel Plan including monitoring arrangements.

SEVEN

Summary of Travel Plan measures

7.1 The following are examples of the types of measures that may be used in developing a Travel Plan. The lists are not prescriptive and not exhaustive. More details can be found in both the Council's own publications and in those published by the Department for Transport, details of which are contained in Appendix C 'Useful documents and links'.

Workplaces Travel Plans

7.2 There should be a mixture of 'carrots' (incentives to use alternatives to single occupancy car use) and 'sticks' (measures to discourage unnecessary use of the car)

Reducing the need to travel / alternative working practices

- Compressed working week (such as a '9 day fortnight')
- Flexi-time
- Induction Travel Plan pack
- Provision of facilities on-site
- Publicise Travel Plan when recruiting
- Relocation packages
- Tele-conferencing / video-conferencing
- Tele-working/remote working/home working
- Use of local labour
- Providing on site-services such as a crèche, canteen or banking facilities

7.3 Walking

- Improved network maintenance
- Improved network provision
- Improved environment especially in relation to the Protected Species and Access for All Supplementary Planning Documents, to encourage non-motorised travel on site
- Promotional material and events
- Provision of personal alarms
- Provision of shower/ change/ locker facilities
- Provision of umbrellas/ rainproof clothing
- Route maps
- Self-defence lessons for confidence
- Sign posting

Signposting in Wigan Town Centre

7.4 Cycling

- 'Bike Doctor' (maintenance provision) and other support, e.g. training
- Establish Bicycle User Group (BUG)
- Improved network maintenance
- Improved network provision

- Improved environment especially in relation to the Protected Species and Access for All Supplementary Planning Documents, to encourage non-motorised travel on site
- Interest-free loans or salary-sacrifice schemes to buy cycle/ equipment
- Introduce cycle mileage rates
- Possible discounts from local cycle shops
- Promotional material and events
- Provision of a pool of bikes for staff use
- Provision of secure cycle parking
- Provision of shower/ change/ locker facilities
- Route maps
- Sign posting
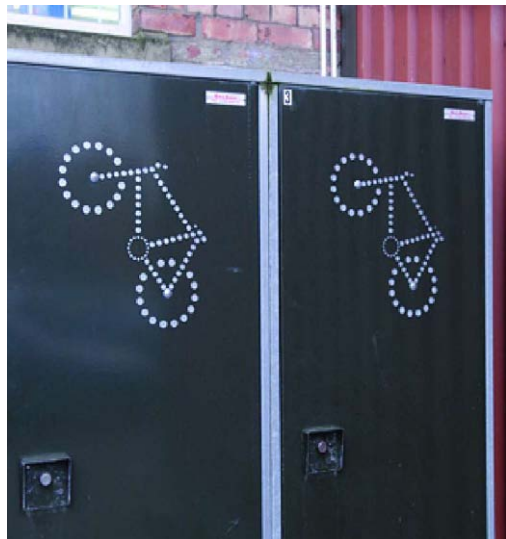
Bike Lockers

7.5   Car sharing

- Coffee clubs (to find car share partners)
- Free parking
- Guaranteed ride home in emergencies
- Match-finding database

- Promotional material and events
- Reserved parking spaces near to entrance

Car Share Bays

7.6   Public transport

- Discounted tickets
- Guaranteed ride home
- Improvements to existing services
- Improvements to waiting environment
- Information provision
- Interest-free season ticket loans
- Personalised journey planning
- Promotional material and events
- Works buses/ shuttle buses

7.7   Powered two wheelers

- Interest free loans
- Provision of secure parking
- Provision of shower/ change/ locker facilities

7.8   Car park management

- Fair and equitable parking permit allocation

- Car park charging (not annual so as not to 'lock' people into one travel mode)

- Car park exclusion zone (restricting provision to those living furthest away or with poorest public transport provision)

- Car park permit scheme

- Parking cash-out (cash allowance instead of a parking space)

7.9   Fleet management

- Driver training (to reduce fuel consumption and also increase safety)

- Pool car provision

- Reducing business mileage

- Review company car policy

- Reviewing mileage rates

- Route planning (to reduce mileage)

- Van pooling/drive share

7.10   Fleet vehicles

- Pool bikes

- Review company car policy

- Use of 'clean fuels'

- Use of efficient vehicles

7.11   Deliveries

- Rationalisation

- Use of local suppliers

7.12   Residential Travel Plans

- There should be a combination of hard measures (design of the site and facilities provided) and softer measures (promotion of awareness-raising). Measures to support walking, cycling and public transport are especially important. There may also need to be a wider range of measures implemented in comparison to workplace Travel Plans.

7.13   Site design

- Adoption of 'Home Zone' principles and/or features

- Areas for 'social exchange', recreation, seating, play and biodiversity

- Improved environment especially in relation to the Protected Species and Access for All Supplementary Planning Documents, to encourage non-motorised travel in the area

- Bus routeing

- Cycle parking

- Highway safety measures / traffic calming / pedestrian and cycling friendly infrastructure

- Minimise intrusion from parking

- Parking restraint (or potential for a car-free site)

- Permeability for pedestrians and cyclists

- Restrictions on car movements within the site

- Site speed limits

7.14 Improvements to off-site access necessary to mitigate the adverse impacts of the development

- Creation and enhancement of cycling and walking links

- Provision of off-site bus infrastructure / priority

- Road safety improvements

7.15 Public transport Improvements

- Facilities to improve interchange (e.g. cycle parking/ lockers at stations)

- New or enhanced public transport services

7.16 Car club

- Parking bays allocated

- Service established on site

7.17 Other Services to support sustainable travel

- Broadband access and provision of office space in dwellings

- Car share scheme

- Home delivery grocery service and refrigerated drop-off points on site

7.18 Promotion and awareness raising

- Bicycle User Group / 'buddy' scheme

- Community travel events

- Community travel forum

- Community travel notice board

- Community travel web site

- Cycle training

- Cycling / walking maps

- Free / discounted cycles and cycle equipment

- Free / discounted use of car club

- Free / discounted use of public transport

- Induction sessions for new households and follow up visits

- Information about access to services and facilities

- Personal travel advice

- Public transport information

- Travel 'welcome packs'

- Travel Plan training for sales/ marketing staff

EIGHT

Monitoring

8.1 Effective monitoring is critical in determining the success of a Travel Plan, especially when targets have been agreed for the proportion of trips by different forms of travel.

8.2 It is appropriate to split monitoring up into three separate categories:

- **Supervision** - this is conducted by the Council to ensure that sites where Travel Plans are being developed are implementing them.
- **Review** - an internal process conducted by the organisation responsible for the Travel Plan to manage and monitor progress.
- **Assessment** - independent analysis of the Travel Plan to ensure trip rate and targets for different forms of travel are being met.

Supervision

8.3 The Council will be responsible for the general supervision of Travel Plans within the borough. In particular, it will seek to ensure that when a Travel Plan is required, it is provided and delivered in accordance with this document.

8.4 The Council will charge for this supervision element of monitoring a Travel Plan required as part of planning permission. The Council will levy a commuted sum of

£2,500 per Travel Plan (£500 for each of the first five years). This is aside from any other sums payable for assessment (see paragraph 8.10) and other sums agreed for infrastructure, services and amenities.

8.5 This will contribute towards the cost of recording the monitoring details, providing Geographic Information System (GIS) data, producing reports, identifying key areas for improvement and enabling better partnership working across the borough.

8.6 The Council is introducing Travel Plan management and monitoring software (called 'iTRACE') that will be available for developers and contributions will go towards its ongoing provision.

8.7 The Council will also be responsible for initiating remedial action from the organisation responsible should targets not be met, as identified in the independent assessment (see paragraph 8.11).

Review

8.8 The organisation responsible for the Travel Plan should conduct a review process that includes annual travel surveys and analysis of other data (eg cycle locker use, car park use and so on) to ensure they are implementing the Travel Plan effectively.

8.9 An annual progress report should be submitted to the Council's Travel Plan Co-ordinator as set out in the Travel Plan and required under the terms of the planning permission, usually for five years from first

occupation. As a minimum, this should contain recent information on the share of each form of travel to and from the site, but could include information on the use of measures implemented in the Travel Plan, for example the number of discount bus passes sold.

Assessment

8.10   Independent analysis of trip rates and modal split targets to the UK Standard for Measuring Travel Plan Impacts (based on the TRICS system), will be conducted on a regular basis - usually either every 3 or 5 years - for the lifetime of the development, funded by the organisation responsible for the Travel Plan.

8.11   If, during the course of implementing a Travel Plan, there is disagreement between the occupier and the Council over whether targets are being met then an arbitrator shall be approached. The arbitrator should be competent in legal matters and acceptable to both parties. The outcome of any arbitration shall be binding to both parties.

NINE

Securing the Travel Plan

Planning Conditions and Legal Agreements

9.1 The Council will normally seek to secure a Travel Plan by the use of a planning condition. Measures for implementation before the site is occupied can also be secured in such a way. However, in some circumstances such as for speculative development, a legal agreement may be sought. The Council will also be open to a unilateral undertaking from the applicant.

9.2 Whatever article is used to secure the Travel Plan, the monitoring and review process needs to be clearly defined. This will include the commitment to funding ongoing assessment conforming to the UK Standard for Measuring Travel Plan Impacts (based on the TRICS system).

9.3 Progress during the pre-application stage will be continually monitored by reference to the score achieved using the Government's Travel Plan Evaluation Tool. This will help inform the Council's choice of article to secure the Travel Plan.

9.4 Any financial contribution will be decided through negotiation between the developer and the Council and be related directly to the Travel Plan.

Remedies

9.5 Any failure to deliver agreed measures and / or outcomes will need to be remedied. This might be achieved through a number of forms:

- Payments to the Council to implement previously agreed measures or take other actions to achieve the agreed outcome.
- A commitment to implement agreed alternative measures.
- Specified change in the way that the site is used in order to achieve a previously agreed outcome.

9.6 If a condition is used to secure the Travel Plan, the Council can seek to enforce that condition to ensure that it is complied with.

Appendix A

Travel Plans Policy in the Unitary Development Plan

Policy A1B Travel Plans

A Travel Plan will be required alongside planning applications for new development or change of use that would:-

a.   **generate significant volumes of traffic; or**

b.   **generate traffic that would create or exacerbate an existing local traffic problem; or**

c.   **generate traffic in an area where there are existing or proposed initiatives to reduce road traffic and/or promote walking, cycling or public transport; or**

d.   **significantly increase traffic in an Air Quality Management Area (AQMA) or other area of poor air quality such that an AQMA might need to be declared.**

Travel Plans are an important component of our overall transport objectives and Government policy is that businesses, schools, hospitals and Councils should produce their own Plans. Wigan Council is producing a Travel Plan for its employees and is progressing a programme of Travel Plans for schools.

A Travel Plan should address:-

a.   a reduction in car use, particularly single occupancy car use, and an increase in walking, cycling and public transport for access to the development;

b.   a reduction in the impact of traffic arising from the development; and

c.   safe pedestrian and cyclist access.

The Government has defined a range of size thresholds (gross floorspace) for new developments above which a Travel Plan will automatically be required:-

i.   retail, cinemas and conference facilities and other indoor leisure developments over 1,000 square metres;

ii.   offices, other Class B1 employment uses and further education developments over 2,500 square metres;

iii. stadia with more than 1,500 seats.

As noted above under Policy A1A, the need for a Travel Plan will often arise from a Transport Assessment . Pollution, including Air Quality Management Areas, is covered by Policy EV1B.

Appendix B

Travel Plan thresholds for development

The following thresholds are in keeping with the Guidance on Transport Assessment, as issued by the DfT in March 2007. Should the thresholds change in any future guidance, the Council will apply the revised standards to this Supplementary Planning Document.

Development/ Change of use category	Description of development	Unit	Threshold
A1 Food retail	Retail sale of food to the public - food superstores, supermarkets, convenience food stores.	Gross Floor Area	> 800 sq m
A1 Non-food retail	Retail sale of non-food goods to the public; but includes sandwich bars - sandwiches or other cold food purchased and consumed off the premises; internet cafés.	Gross Floor Area	> 1500 sq m
A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	Gross Floor Area	> 2500 sq m
A3 Restaurants and cafes	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	Gross Floor Area	> 2500 sq m
A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	Gross Floor Area	> 600 sq m
A5 Hot food takeaway	Use for the sale of hot food consumption on or off the premises.	Gross Floor Area	>500 sq m

Development/ Change of use category	Description of development	Unit	Threshold
B1 Business	a) Offices other than within Class A2 (financial and professional services) b) Research and development - laboratories, studios c) Light industry	Gross Floor Area	>2500 sq m
B2 General Industrial	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 - B7, are now all encompassed in the B2 use class	Gross Floor Area	> 4000 sq m
B8 Storage or distribution	Storage or distribution centres - wholesale warehouses, distribution centres and repositories.	Gross Floor Area	> 5000 sq m
C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedrooms	>100 bedrooms
C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	> 50 beds
C2 Residential institutions - residential education	Boarding schools and training centres.	Students	> 150 students
C2 Residential institutions - institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Residents	> 400 residents
C3 Dwelling houses	Dwellings for individuals, families of not more than six people living together as a single household. Not more than six people	Dwelling Units	> 80 units

Development/ Change of use category	Description of development	Unit	Threshold
	living together includes - students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.		
D1 Non-residential institutions	Medical and health services - clinics and health centres, crèches, day nurseries, day centres and consulting rooms (no attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	Gross Floor Area	> 1000 sq m
D2 Assembly & Leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos, other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms	Gross Floor Area	> 1500 sq m
Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	-	Dealt with on an individual case basis

Table B.1: Travel Plan thresholds for development

Other considerations that may precipitate a Travel Plan:

- Any development that is not in conformity with the adopted development plan

- Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled or elderly people.

Appendix C

Useful documents and links

Useful Links

Link	Content	Website
Greater Manchester Local Transport Plan	Details of the five year programme for improving the transport system, air quality and accessibility in Greater Manchester.	www.gmltp.co.uk
Greater Manchester Travel Plans	Advice on Travel Plans in Greater Manchester including On Track standards as mentioned in Section 6.	www.travelplans.org.uk
CarShare GM	Greater Manchester Car Sharing Website	www.carsharegm.com
Department for Transport	Government department overseeing all aspects of transport policy and practice in the UK	www.dft.gov.uk
Department for Communities and Local Government	Government department overseeing housing, local government, planning and regeneration.	www.communities.gov.uk
Transport Energy	Help, advice and consultancy for fleet management and Travel Plans. Part of the Energy Savings Trust.	www.transportenergy.org.uk
National TravelWise Association	Partnership of local authorities and other organisations	www.travelwise.org.uk

Link	Content	Website
	working together to improve sustainable transport	
Association for Commuter Transport (ACT)	UK network bringing together public sector and private sector organisations developing Travel Plans	www.act-uk.com
TRICS	UK Standard for measuring Travel Plan impacts	www.trics.org
Highways Agency	Government Agency responsible for the operation of the Motorway and Trunk Road network in England.	www.highways.gov.uk

Table C.1: Useful Links

Publications

Publication Name	Produced By	Details
'Developing a Travel Plan in Wigan Borough'	Wigan Council Travel Plan Co-ordinator Tel: 01942 404688	Details of producing a Travel Plan in Wigan
'Setting up a Bicycle user Group'	Wigan Council Travel Plan Co-ordinator Tel: 01942 404688	How to set up a bicycle user group and the benefits it brings
'How a Travel Plan can help you'	Greater Manchester Joint Transport Policy Team Tel: 0161 242 6020	Benefits of developing a Travel Plan
'Making Travel Plans Work: Research Report', August 2002)	Department for Transport Tel: 0207 944 3000	Best Practice in workplace Travel Plans

Publication Name	Produced By	Details
'Using the Planning Process to Secure Travel Plans: Best Practice Guide', August 2002	Department for Transport Tel: 0207 944 3000	Travel Plans and the Planning Process
'Smarter Choices: Changing the way we travel', October 2004	Department for Transport Tel: 0207 944 3000	Techniques for influencing people's travel behaviour
'Making Residential Travel Plans Work: Good Practice Guidelines for New Development', September 2005	Department for Transport Tel: 0207 944 3000	Best practice for Residential Travel Plans
'A Travel Plan Resource Pack for Employers'	Transport Energy Tel: 0845 602 1425	Complete guide to all aspects of Travel Plans for employers
'A guide on Travel Plans for developers', September 2006	Transport Energy Tel: 0845 602 1425	Guidelines for developers implementing a Travel Plan
'Travel Plans: New business opportunities for information technology providers', September 2006	Transport Energy Tel: 0845 602 1425	Opportunities for information and communication technology providers in sustainable transport initiatives
'Guidance on Transport Assessment', March 2007	Department for Transport Tel: 0207 944 3000	Guidance on the process and assessment of Transport Assessments for local authorities and developers
'Manual for Streets', March 2007	Department for Transport Tel: 0207 944 3000	Guidance for practitioners involved in the planning, design, provision and approval of new residential streets, and modifications to existing ones

Table C.2: Publications

Relevant professional institutions and organisations

The Transport Planning Society	www.tps.org.uk
The Chartered Institute of Logistics and Transport	www.cilt.org.uk
The Royal Town Planning Institute	www.rtpi.org.uk
Institution of Highways and Transportation	www.iht.org.uk

Table C.3: Professional institutions and organisations

Appendix D

Useful local contacts for specialist advice

If you have any questions or need further advice or information, please contact:

For Travel Plans:		
The Council's Travel Plan Co-ordinator	01942 404688	drivingchange@wigan.gov.uk
For Traffic Section:		
The Council's Area Traffic Engineers	01942 404 315	traffic@wigan.gov.uk
For the Local Transport Plan:		
The Council's Local Transport Plan Delivery Group	01942 404 687	ltp@wigan.gov.uk
For Planning Control – West of the Borough:		
Wigan	01942 488045	devconwest@wigan.gov.uk
Orrell, Billinge, Winstanley, Bryn, Ashton-in-Makerfield	01942 404275	As above
Shevington, Standish, Aspull	01942 404274	As above
For Planning Control – East of the Borough:		
Hindley, Abram, Platt Bridge, Atherton, Tyldesley, Astley	01942 404260	devconeast@wigan.gov.uk
Leigh, Golborne , Lowton	01942 404263	As above
For matters concerning the Wigan Local Development Framework:		
Planning Policy Team	01942 404235	planningpolicy@wigan.gov.uk

Table D.1: Council officer contacts