



# Travel Plans Supplementary Planning Document

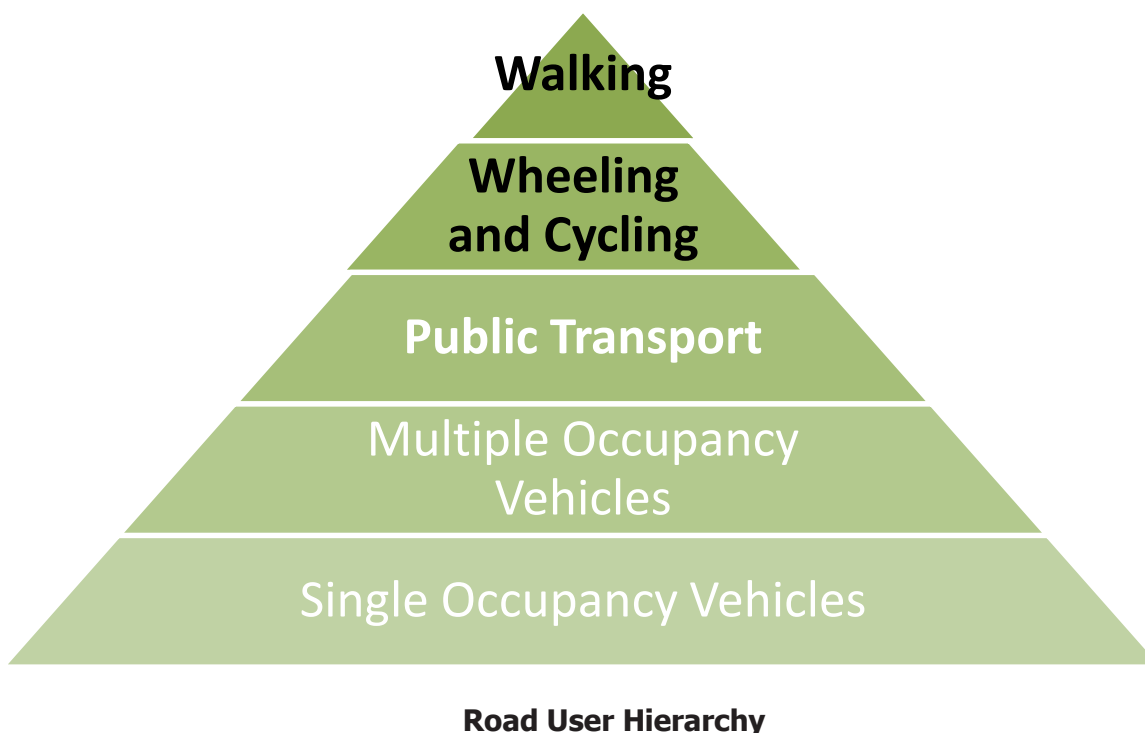
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# 1. Introduction

- 1.1 A travel plan lays out the strategy for managing travel to and from a site and is an effective tool to increase its accessibility, particularly by active travel and public transport. Travel plans form part of the planning application process and sit alongside Transport Assessments and Statements.
- 1.2 Travel plans should be considered in parallel to development proposals to ensure that the opportunities for active travel and public transport are realised at the earliest opportunity. Beginning the travel plan process early allows for an integration of active travel and public transport infrastructure into the design and occupation of a new development, rather than retrofitted after occupation.
- 1.3 The primary purpose of a travel plan is to identify opportunities for the effective promotion and delivery of active travel and public transport initiatives and reduce single occupancy car trips. The road user hierarchy should be adopted when developing travel plans with the aim to promote modes of transport at the top of this hierarchy – illustrated below – while encouraging people to make less use of modes towards the bottom of the hierarchy.



- 1.4 Travel plans have formed a key part of the planning process for some time, however, their application has been limited. This has been the case particularly for Residential Travel Plans and this guidance, therefore, sets out a different, more collaborative approach to the development, management and implementation of those plans.
- 1.5 This guidance is supplementary to the travel plan content in the following policies within the development plan for Wigan Borough.

Wigan Local Plan Core Strategy 2013

- Policy CP7: Accessibility

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## 2. Getting development right

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- 2.1 Before the details of a travel plan are agreed, the development itself should be designed to maximise the opportunities for active travel and public transport, as applicable. The following principles are key and will be applied according to the scale of the development:
- Ensuring that walking routes to nearby services and facilities, including shops, schools, bus stops and rail stations, are not constrained by the route that motor vehicles have to take. Opportunities should be taken to achieve the shortest possible route or routes to such services and facilities in a form that is safe and attractive for pedestrians, including at night, and does not create security issues for adjacent properties.
  - Ensuring that it is safe and convenient to walk, wheel and cycle within and to/from the development.
  - Ensuring provision for secure cycle parking, as well as facilities for showering, changing and storing possessions at places that are destinations.
  - Ensuring that bus services are provided for appropriately, including routes and facilities within and outside the site, as applicable – single access developments where buses have to enter and leave at the same point are rarely successful.
  - Ensuring that opportunities are taken, proportionally, to improve active travel and public transport facilities off-site that occupiers of the development will use, such as providing a bus shelter or real time bus information at a bus stop; improving facilities at a nearby rail station; or contributing to or connecting into the wider safer walking and cycling network, including schemes planned or programmed to be delivered.

# 3. Aims and benefits of a Travel Plan

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## **Aims of travel plans**

- 3.1 The primary aim of a travel plan is to encourage a shift away from single occupancy car trips, especially for shorter journeys. In doing so it aims to:
- Reduce the reliance on single occupancy car journeys, especially for short journeys.
  - Encourage active travel and use of public transport.
  - Promote means of travel that are beneficial to the health of those living on, working at or visiting the site.
  - Enable residents / employees / visitors and other users of development to identify their travel choices and make informed decisions.
  - Promote sustainability as a key factor of development by raising the awareness of environmental and climate change issues.

## **Benefits of travel plans**

- 3.2 Travel plans can give rise to a range of benefits and address a range of issues at sites, including:
- Promoting healthier lifestyles through increased physical activity and the use of active travel and public transport.
  - Increasing safety for vulnerable people through reducing vehicle speeds and the number of vehicles on the roads.
  - Addressing car parking shortages and congestion on and around development, which can also contribute to the reduction of congestion in the wider area.
  - Providing the possibility to reduce the number of parking spaces required to support development, cutting car parking costs in terms of provision and maintenance, and enabling space to be reallocated for more productive or beneficial uses.
  - Cutting the costs of business travel, fleet operations and logistics.
  - Improving staff retention and increasing attractiveness for shift workers and/or those working in the nighttime economy by providing alternative arrangements to travel to/from work.
  - Forming part of an organisation's corporate social and environmental responsibility commitments and facilitating engagement with the objectives of Community Wealth Building locally.
  - Reducing the emission of greenhouse gases that are contributing to climate change.

- Improving air quality and reducing noise levels, dirt and fumes from vehicular traffic.

**3.3** It is important to recognise that travel plans will play a key role in the continued move towards Net Zero Carbon. The benefits of the travel plan process in securing sustainable development will continue to emerge as part of this process.

## 4. Travel Plan thresholds

- 4.1 Travel plans should be submitted alongside planning applications for developments that are at, or above, the size thresholds set out in the table below.

**Table 3.1: Travel Plan Thresholds**

Use Class	Not Required	Travel Plan Statement	Travel Plan
B2 General Industrial	Below 2,500m <sup>2</sup>	2,500 – 3,999m <sup>2</sup>	4,000m <sup>2</sup> and over
B8 Storage and/or Distribution	Below 3,000m <sup>2</sup>	3,000 – 4,999m <sup>2</sup>	5,000m <sup>2</sup> and over
C1 Hotels	Below 75 bedrooms	75 – 99 bedrooms	100 bedrooms and over
C2 Residential Institutions – hospitals, nursing homes	Below 30 beds	30 – 49 beds	50 beds and over
C2 Residential Institutions – education	Below 50 students	50 – 149 students	150 students and over
C2 Residential Institutions – institutional hostels	Below 250 residents	250 – 399 residents	400 residents and over
C3 Dwelling Houses	Below 80 dwellings	Not applicable	80 dwellings and over
E(a) Retail (non-hot food)	Below 800m <sup>2</sup>	800 – 1,499m <sup>2</sup>	1,500m <sup>2</sup> and over
E(b) Restaurants and Cafes, including Hot Food Takeaway	Below 300m <sup>2</sup>	300 – 2,499m <sup>2</sup>	2,500m <sup>2</sup> and over
E(c) A2 Financial and Professional Services	Below 1,000m <sup>2</sup>	1,000 – 2,499m <sup>2</sup>	2,500m <sup>2</sup> and over
E(g) (i, ii & iii) Offices, business parks, research and development	Below 500m <sup>2</sup>	500 – 2,499 m <sup>2</sup>	2,500m <sup>2</sup> and over
E(d) Indoor Sport and Recreation	Below 500m <sup>2</sup>	500 – 1,499m <sup>2</sup>	1,500m <sup>2</sup> and over
F1 School, College and / or University	Below 500m <sup>2</sup>	500 – 999 m <sup>2</sup>	1,000m <sup>2</sup> and over
Other / Sui Generis uses likely to have significant transport implications	Discuss with the council.		



## Specific development characteristics

4.2 In addition to these thresholds, a development may still require a travel plan if it falls into one of the following specialist categories:

- **The proposed development is supported by a Transport Assessment.**

If a transport assessment has been prepared as part of the planning process it is likely that a travel plan will also be required to help mitigate the impact of the proposed development.

- **The development has limited parking.**

If the proposals relate to a primarily car-free development, the development provides reduced on-site parking, or there are constraints on the availability of on-street parking, a travel plan could be necessary to help manage the number of cars travelling to the site and reduce pressure on local parking facilities.

- **The development is not very accessible for people who do not drive.**

Some developments may be located on the edge of a town or in isolated areas where public transport provision is poor. If this is the case, a travel plan may be necessary to manage the number of cars travelling to the site and encourage more active travel and public transport.

- **Roads nearby are affected by high levels of congestion.**

Roads near the development may be susceptible to congestion and sensitive to any changes in traffic. Usually, a transport assessment would outline mitigation measures to lessen the impact of a development in such a location. A travel plan would help towards further mitigating the impact of the site and demonstrate it would have a minimal impact on traffic congestion.

- **The site is in an Air Quality Management Area (AQMA).**

Where a site is in or adjacent to an Air Quality Management Area (AQMA), the council may require a travel plan to demonstrate that the development will not have a detrimental impact on emissions. In these circumstances the threshold for providing a travel plan will be reliant on the thresholds outlined within AQMA guidance and will depend on either the amount of traffic generated by the development or the air quality surrounding the development.

## 5. Type of Travel Plan

- 5.1 The type of travel plan required to support a development will be dependent on the type of planning application being submitted, the process for the development and what details are known regarding the intended use of the site.

Early engagement with the Council through our pre-application advice service ([Get pre-application advice \(wigan.gov.uk\)](https://www.wigan.gov.uk)) is advisable to ensure that the travel plan submitted is appropriate to the scale, size and intended use of the site.

- 5.2 While the majority of travel plans will be prepared to support a planning application for development, travel plans can also be prepared for an existing development where the owner or occupier wants to encourage staff and others to travel more sustainably.

### Types of Travel Plan

#### Full Travel Plan

- 5.3 A full travel plan should be submitted when the proposed use and accessibility needs are known, the occupier is identified and/or the site is already occupied allowing baseline travel data to be collected and staff / visitors / residents to be consulted.
- 5.4 A full travel plan should include up-to-date travel data, a policy statement, objectives, targets and key measures. It should be implemented within the timescale determined in the action plan, either set out within a planning condition or within the travel plan itself. The implementation of the travel plan will be determined during the planning application stage and will be informed by the type of development being progressed.

#### Framework Travel Plan

- 5.5 A framework travel plan is required when the end occupier is unknown or the proposals involves multiple phases of development. It may also be referred to as an interim travel plan.
- 5.6 A framework travel plan should include as much detail as possible regarding the intended use of the development and the active travel and public transport options available. It is understood that some details may not be available, in particular, information about the timescales and mechanisms for delivery of measures, however, the travel plan should clearly set out when these additional details will be provided and an action plan for their delivery.
- 5.7 A full updated travel plan will be required from the end occupier / user following full occupation of the development, or within 6 months after first occupation, whichever is lesser. This will be secured through a condition attached to the planning permission.

#### Travel Plan Statement

- 5.8 In some instances, a travel plan statement will be required instead of a travel plan. A travel plan statement is for smaller developments and sets out a commitment to the promotion of

active travel and public transport. It should contain a description of the proposed development, existing transport conditions in the locality, light touch measures to be implemented and an action plan.

- 5.9** The primary focus will be on education and encouraging users of a development to access it by active travel and public transport.

**Area-Wide Travel Plans**

- 5.10** These will cover larger areas where multiple sites are likely to be developed. They may be prepared as part of Masterplanning or an Area Action Plan. It is likely that at the planning application stage, area-wide travels plans would need to be supplemented by full and/or framework travel plans.

## 6. Residential Travel Plans

- 6.1** Residential travel plans should help a site be more sustainable. Historically, the onus has been on developers to encourage active travel and public transport uptake at new residential developments. However, once the development is built, the developer moves on and it becomes difficult to engage with them. It is also difficult to retrofit measures on residential sites. Therefore, this guidance sets out a different, more collaborative approach to the development, management and implementation of residential travel plans.
- 6.2** The Council will be responsible for some of the implementation and the monitoring and evaluation of residential travel plans. There will be a focus on providing activation activity at schools and other community facilities nearby, to raise awareness of active travel opportunities at the development and in the local community. The production and distribution of travel packs will be the developer's responsibility.

### Activation work

- 6.3** Activation work will form a key part of the residential travel plan process and will be managed by the council or an alternative provider organised by the council. This provider will work closely with local communities to educate residents on the active travel and public transport options available and run guided walks and cycle rides, as applicable. They can also produce walking and cycling plans for specific areas and locations.

Developers are encouraged to engage with the Activation Team ([activetravel@wigan.gov.uk](mailto:activetravel@wigan.gov.uk)) when preparing their Residential Travel Plan.

- 6.4** Activation work will be used to increase awareness of opportunities to travel by walking, cycling and public transport and will include elements of the following, as applicable:
- A basic activation plan devised for an engaged primary or secondary school, or schools, within 1-2 miles of the development and supported with an activation programme.
  - A series of guided rides over a 12-month period: traffic free / low traffic cycle rides.
  - A series of led walks locally over a 12-month period.
  - At least one community 'Dr Bike' cycle session offered in a local community venue. For large scale developments, multiple sessions could be offered which focus on a particular phase of development or group within the development.
  - A bespoke offer to a minimum of one medium or large business within 1-2 miles of the development.
  - Coordination and promotion of Transport for Greater Manchester initiatives and funding, as applicable.
  - Social media campaign to promote walking / cycling activation / campaigns locally.

- Monitoring and evaluation completed through all activation interventions, including surveys.
- Production of self-led walking maps which provide suggested walking routes within the local area to key destinations.

### **Travel packs**

**6.5** Developers are still required to produce and distribute travel packs for residents to promote and encourage them to use active travel and public transport. A travel pack should include, but is not limited to providing, the following information:

- Plans of safe walking, wheeling and cycling routes to all local amenities and shops. This should also include practical advice and safety information on walking, wheeling and cycling.
- Up to date information provided on bus and train services, including route information and service frequencies from stops and stations within 400 metres of the development (relevant main access points).
- Promotional material on bicycle maintenance.
- Promotional material on any local bicycle user group.
- Details of the activation events which are planned in the area.

**6.6** A travel pack should be provided to all residents when they move into the site. If a development involves multiple phases, the developer should ensure that the travel pack is updated to reflect any changes to the travel and transport options within the local area.

### **Monitoring and evaluation**

**6.7** Multi-modal data will be collected which considers the number of vehicles, pedestrians and cyclists entering and exiting development. These counts will be used to monitor and evaluate the effectiveness of residential travel plans. This approach will be used instead of the traditional survey approach. Due to the difficulty in retrofitting measures at a residential site, this mechanism will inform the assessment of future development proposals and travel plans in the borough.

### **Developer contributions**

**6.8** Developer contributions will be required to fund this work in line with the following residential travel plan fee schedule:

- 0 – 249 homes = £75 per home
- 250 – 499 homes = £50 per home
- 500 homes and above = £25 per home.

**6.9** In practice this fee would be applied as follows:

- For a development of 2,000 homes there would be a charge of £75 for every home from 1

to 249 homes; £50 for every home from 250 to 499 homes; and £25 for every home from 500 homes and above.

$$(\text{£}75 \times 249) + (\text{£}50 \times 250) + (\text{£}25 \times 1,501) = \text{£}68,675$$

In this example the total developer contribution would be £68,675.

- 6.10** The charge will not apply to small scale developments below 80 homes where a Travel Plan is not required and no monitoring is undertaken by the Council. Should a development fall below the 80 homes threshold but fall under one of the specialist categories mentioned in Section 3 then the Council reserves the right to charge a nominal fee to monitor and review these plans.
- 6.11** The above rates apply to new planning applications submitted on or after 1 September 2024. They will be subject to an annual review and increased at the annual rate of inflation provided by the Office for National Statistics. The new rates will apply from 1 April in each subsequent year.
- 6.12** The council will normally require the fee to be paid prior to the occupation of the first unit due to the upfront costs of activation work; however, for larger developments it may be appropriate for the fee to be split and related to each phase.
- 6.13** In most instances, the monitoring of the Travel Plan will be undertaken over a 5-year period from first occupation. For larger developments which are completed in phases, the monitoring period may be extended to accommodate the different completion stages for each phase.

### **Exemptions**

- 6.14** Exemptions to this approach may be applicable for build-to-rent residential developments where a management company maintains ownership of the building and can implement and monitor the travel plan. In these circumstances, the implementation and monitoring of the travel plan would follow the processes outlined for workplace travel plans.

## 7. Workplace Travel Plans

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- 7.1 Workplace travel plans can have multiple benefits for employees, visitors to sites and employers. There is established good practice for producing and implementing workplace travel plans, as outlined below.

### **Undertaking a site audit**

- 7.2 A site audit is a means of gathering data about transport provision for each type of travel to and from the development. It should look at the quantity and quality of provision for pedestrians, cyclists, public transport users and car drivers / passengers, including an assessment of how the anticipated travel impact / trips can be catered for in the context of local modal split targets and relevant policies, in both the Local Transport Plan and development plan.

### **Undertaking a travel survey**

- 7.3 Depending on the type of travel plan being prepared, a travel survey will be required to inform the targets and measures of the plan.
- 7.4 If a full travel plan is being prepared a travel survey should be undertaken.
- 7.5 If a framework or interim travel plan is being prepared a travel survey should be undertaken within 6 months of the first occupation to ascertain the travel patterns and behaviours of staff, users and other occupants of the development, as well as what other means of travel they would be willing to consider. This can then be used to inform the preparation of the full travel plan.

### **Preparing the Travel Plan**

- 7.6 Following the site audit and travel survey (if applicable) the relevant travel plan document should be prepared. This should outline the information gathered as part of the site audit travel survey (if applicable) and include the aims, objectives, targets and management measures which will be implemented at the development.

### **Appointing a Travel Plan Coordinator**

- 7.7 A Travel Plan Coordinator is needed to be the main point of contact for employees, visitors, key stakeholders and the council. The coordinator will be responsible for the implementation and on-going management of the travel plan.
- 7.8 Where the developer and occupier of a site are the same organisation, they will be responsible for appointing the Travel Plan Coordinator. Where the developer and occupier are different, the developer may be expected to appoint them to instigate the travel plan, although the full implementation would then be the responsibility of the occupier.
- 7.9 The role of coordinator should be assigned to a member of staff within a business or organisation who, ideally, has knowledge of active travel and public transport and is able to influence the users of the development. It may be preferable for person with strong links to

management to undertake this role, to facilitate decision-making on working practices and the provision of resources as required.

### **Monitoring and review**

- 7.10** Monitoring is an essential component of travel planning. It allows measures to be evaluated and adapted where necessary to maximise the full potential of the travel plan. 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.

### **Developer contributions**

- 7.11** The council will charge for this supervision element of monitoring a workplace travel plan required as part of planning permission. The levy will be a commuted sum of £4,079.84 per travel plan (£815.97 for each of the first five years), in order to meet administrative costs. This is aside from any other sums payable for assessment (see paragraph 9.5) and other sums agreed for infrastructure, services and amenities.
- 7.12** 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 9.5).
- 7.13** The above rates apply to new planning applications submitted on or after the 1 September 2024. They will be subject to an annual review and increased at the annual rate of inflation provided by the Office for National Statistics each April. The new rates will apply once available and reviewed in each subsequent year.



## 8. Travel Plans for other uses

- 8.1 In addition to workplace and residential travel plans, there are other land uses which can require a travel plan, as outlined below.

### School/Educational Travel Plans

- 8.2 For school / educational facilities the travel plan would need to consider travel to the site for staff, students and visitors and include a consideration of the parent drop off / pick up activities. School / educational travel plans can be produced for existing schools wishing to implement a travel plan to help reduce traffic conflicts at school times or encourage healthier lifestyles amongst pupils.
- 8.3 Where a travel plan is required as part of a school development, Modeshift STARS is used to register, assess and monitor it. Modeshift STARS is the national schools' awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel.

The Road Safety and Active Travel Team at the council work with schools on what initiatives and measures could be implemented to encourage sustainable travel. Contact should be made with the Road Safety and Active Travel Team ([road.safety@wigan.gov.uk](mailto:road.safety@wigan.gov.uk)) when developing School / Education Travel Plans

- 8.4 The preparation of school / education travel plans should also consider and refer to any measures or projects outlined within the Transport for Greater Manchester's School Travel Strategy, which may impact on travel to the school / educational facility.

### Health Travel Plans

- 8.5 For health-related proposals it is likely that a travel plan would need to consider travel to the site for employees and for patients and visitors. In these instances, the travel plan should outline specific targets, measures and interventions for employees and a separate set for patients and visitors.
- 8.6 As many health-related facilities like hospitals and community centres are already in operation, it is likely that the travel plan process would be undertaken post-development and occupation. In these instances, it can be used to encourage existing employees, visitors and patients to switch modes of transport, including to address any parking concerns related to the site.

### Bespoke Travel Plans

- 8.7 For some sites it might be appropriate to develop a bespoke travel plan. This might be the case for large mixed-use developments which have multiple land-uses and would require

In these instances, early engagement with the council through our pre-application advice service ([Get pre-application advice \(wigan.gov.uk\)](http://wigan.gov.uk)) is advisable.

specific targets or measures for different elements of the site.

- 8.8** The monitoring and review process for other types of development will be decided on a case-by-case basis. However, given the majority of these types of travel plan would fall outside the residential travel plan process, it is considered that they would likely follow the same process as workplace travel plans.
- 8.9** The only exception to this rule is school travel plans which, as mentioned above, are monitored and reviewed using the Modeshift STARS system managed by the council.

## 9. Key features of a Travel Plan

9.1 To release the opportunities, benefits and challenges of each site, it is anticipated that each travel plan will be tailored to meet the specific needs of the development. Notwithstanding this, there are several key features which will be common to all travel plans as outlined below.

Section	Content
Introduction / Background	Overview of site <ul style="list-style-type: none"> <li>• Site location and location map</li> <li>• Development description</li> <li>• Existing site constraints and opportunities</li> <li>• The numbers of people using the site (employees or residents, and visitors)</li> <li>• Nature of work and hours of operation.</li> </ul>
Policy Context	Reference to current relevant national and local policies and standards used in the development of the travel plan document.
Site Audit	Current accessibility of the site, including: <ul style="list-style-type: none"> <li>• Information about transport provision for each type of travel to and from the site</li> <li>• Parking provision</li> <li>• Summary of the main transport related issues identified in the transport assessment and the infrastructure that will be delivered within the site and the nearby area as part of the development.</li> </ul>
Objectives	Clear objectives stating what will be accomplished through the travel plan.
Travel Surveys (Workplace and Other Travel Plans)	<ul style="list-style-type: none"> <li>• Details of any travel surveys undertaken</li> <li>• Details of when baseline surveys will be undertaken (usually within six months of first occupation or at 75% occupancy)</li> <li>• Prior to development, baseline data can be ascertained using census data for the relevant ward, or data drawn from comparable sites in TRICS.</li> </ul>
Travel Surveys (Residential Travel Plans)	<ul style="list-style-type: none"> <li>• Periodic multi-modal automatic traffic count surveys will be undertaken by the council to consider the travel patterns for residential developments.</li> </ul>
Welcome Pack and Annual Update (Years 2-5)	<ul style="list-style-type: none"> <li>• A welcome pack should be prepared prior to occupation of the first unit and be provided to relevant individuals upon occupation of the site. The welcome pack should include a site-specific travel brochure and any promotional discounts, deals or passes secured for the development.</li> <li>• The welcome pack should be updated annually following the first occupation of the site and any updates should be communicated to all individuals living in or working at the site.</li> </ul>
Targets	<ul style="list-style-type: none"> <li>• Targets need to be related to the objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related)</li> </ul>

	<ul style="list-style-type: none"> <li>• Two key types of relevant target are:             <ul style="list-style-type: none"> <li>- Mode shift targets, for example, a 10% reduction in single occupancy car use for travel to work by March 2028; and</li> <li>- Actions such as milestones (for example, make cycle training available for all employees by June 2028 or within 5 years of the first occupation)</li> </ul> </li> <li>• Targets should be informed by the Transport Assessment and include an initial baseline survey when a full travel plan is being prepared.</li> <li>• It is important to note that the council reserves the right to remedy failure to achieve agreed targets and objectives.</li> </ul>
Measures	<ul style="list-style-type: none"> <li>• The travel plan should outline the measures which will be implemented at the site to encourage the uptake of walking, cycling, wheeling and public transport.</li> <li>• The travel plan should also outline what measures will be implemented to reduce single car occupancy journeys.</li> </ul>
Management (Workplace and Other Travel Plans)	<ul style="list-style-type: none"> <li>• The travel plan must clearly outline the role of Travel Plan Coordinator and responsibilities of this person.</li> <li>• The travel plan must also outline how the Travel Plan Coordinator will be appointed. It should state the name and contact details of the Travel Plan Coordinator and how these details will be made known to the council. The council must also be informed of any changes to these details. The Travel Plan Coordinator 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.</li> </ul>
Monitoring and Review (Workplace and Other Travel Plans)	<p>A clear monitoring regime needs to be included. It will need to address:</p> <ul style="list-style-type: none"> <li>• When monitoring will take place</li> <li>• 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.</li> <li>• The infrastructure (if any) required for monitoring.</li> <li>• How progress towards achieving the targets and milestones will be reported.</li> </ul>
Monitoring and Review (Residential Travel Plans)	<p>The monitoring and review of Residential Travel Plans will be undertaken by the council using automatic traffic data collection equipment.</p>
Action Plan	<ul style="list-style-type: none"> <li>• The travel plan should outline what actions will be taken, when they will be delivered, who will be responsible for their delivery and what sources of funding (where relevant) will be used.</li> <li>• The action plan should be concise and focused on the delivery of the measures, with short-, medium- and long-term actions.</li> <li>• It should also be recorded how the travel plan will be communicated and promoted to employees, visitors and others as appropriate.</li> </ul>
Handover	<p>Where the developer is not the end user or will be passing on the site to</p>

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arrangements	a management organisation, details of those handover arrangements should be clearly identified.
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# 10. Travel Plan measures

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- 10.1** There are a range of measures that can be implemented to achieve the ambitions of a travel plan. These measures will vary depending on the requirements and travel patterns of the site users and the constraints and opportunities offered by the development. A travel plan needs to consider and include measures to impact the primary journeys to and from a site sustainably.
- 10.2** It is important for workplace and other travel plans be flexible to changing circumstances and innovations. Once it has been implemented, the Travel Plan Coordinator or other responsible party / parties should continue to investigate and adopt other potential initiatives to increase the attractiveness of making journeys to the site by non-car modes.
- 10.3** Example packages of measures include, but are not limited to:
- Reducing the need to travel
  - Reducing single occupancy travel
  - Improving and providing transport infrastructure provision
  - Promoting active travel and public transport
  - Reducing car parking demand, and
  - Improving fleet management.
- 10.4** Travel plans can reduce the need to travel by:
- Encouraging the use of alternative working practices, such as flextime, remote working, hybrid working and videoconferencing.
  - Introducing a compressed working policy, such as, a '9-day fortnight'.
  - Improving the provision of on-site facilities and services, such as a gym or other leisure facilities, shop, café, or crèche / nursery.
  - Introducing relocation packages to allow staff to move closer to their workplace.
  - Offering broadband allowance for staff who work from home.
- 10.5** Reducing single occupancy travel and motorised vehicles usage can be achieved by:
- Providing car club spaces within the development which allow access to a car for users of the site who do not own a car.
  - Developing and promoting a car sharing scheme between users of the development who may be travelling to/from similar locations.
  - Providing a guaranteed ride home scheme in emergencies for all staff that participate in the car share scheme or other active travel or public transport initiatives.
  - Offering financial incentives such as a bike loan scheme or salary-sacrifice scheme to buy a cycle or cycling equipment and/or a discount scheme for season tickets for rail or bus travel.
- 10.6** Active travel and public transport options can be improved by:

- Ensuring bus stops adjacent to the development are maintained to an appropriate standard.
- Ensuring the local cycling and/or walking network is maintained to an appropriate standard.
- Promoting speed limits on-site.
- Providing convenient and secure cycle parking.
- Offering discounted public transport tickets.
- Providing a dedicated shuttle bus to serve the site.
- Introducing shift pattern arrangements to meet public transport service times.

**10.7** The use and uptake of active travel and public transport can be achieved by:

- Providing a Staff or Resident Travel Pack containing information related to active travel and public transport including walking / cycling routes and maps, bus / rail routes, maps and timetables, as well as contact numbers of taxis, ride home service for emergency cases.
- Providing provision of shower room, changing facilities and lockers.
- Promoting Bikeability Training
- Promoting active travel events and campaigns (e.g., cycle to work scheme, walk to work scheme, lunchtime walks) (this can be arranged through Wigan's Activation Team).
- Promoting public health campaigns to encourage walking and cycling.
- Improving the provision of pedestrian and cyclist signage.
- Providing provision of a 'spares and tools' box for unexpected repairs for cyclists.

**10.8** Reducing car parking demand can be achieved by:

- Introducing car park permit scheme which promotes a fair and equitable parking permit allocation.
- Introducing car park charging.
- Promoting a car park exclusion zone which may restrict parking provision to those living furthest away or with poorest public transport provision.

**10.9** Improving fleet management by:

- Promoting the use of electric / hybrid vehicles within the commercial vehicle fleet.
- Providing pool cars for use for work purposes, instead of having to drive their own car into work for that purpose.
- Reviewing any company car policy and mileage rate.

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# 11. Implementation of the Travel Plan

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- 11.1** For many applications, the agreed measures and targets specified in the travel plan will be secured by means of a section 106 legal agreement between the developer and the council. Section 106 agreements are an essential means of securing an agreed travel plan, and in addition to specifying the agreed measures and targets, they will also include specific corrective action provisions to ensure that any failure to deliver agreed measures and/or outcomes can be remedied.
- 11.2** This might be achieved through several avenues, as follows:
- 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.
  - Specifying a change in the way that the site is used in order to achieve a previously agreed outcome.
- 11.3** The council will only consider enforcement action as a last resort where the requirements of a travel plan have not been undertaken or met. The council will aim to work positively with developers and occupiers to achieve the measures and/or outcomes sought by the requirements of the travel plan without the need to undertake such action. Most issues will be resolved by having regard to the default mechanisms and remedial measures agreed in the travel plan.



