

travel planning and new development spd - consultation draft february 2009

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# 1 Introduction

**1.1** Travel Plans are a key element in reducing the impact of new development traffic on congestion and in achieving improved accessibility for local communities. They also contribute to meeting sustainability and social inclusion objectives, but be tailored to local circumstances, the nature of the development and its surroundings.

**1.2** This Supplementary Planning Document (SPD) seeks to expand the Unitary Development Plan (UDP) Policy A/12 and offer practical guidance to deliver workplace, residential and school travel plans. The policy will be rolled forward possibly with some refinement in to the Local Development Framework. The SPD also sets out the :-

- Why travel plans are required and the benefits they provide;
- developments required to submit a travel plan (See section 4);
- type of travel plan required and advice on preparation and submission;
- range of measures that can be included in a travel plan,
- preparation, implementation and monitoring of travel plans,
- method to secure the delivery of measures in travel plans.

**1.3** The impact of the successful implementation of travel plans may lead to a reduction in traffic congestion and enable the highway network to operate more efficiently. This in turn, contributes to reducing impact on climate change, influencing CO<sub>2</sub> emissions and improving air quality through reducing emissions from traffic and health by encouraging active travel (cycling and walking) and general "quality of life".

**1.4** Access arrangements should be considered from the conceptual design stage of proposals throughout the whole of the process. Travel Plans comprise both physical and persuasive measures. In new developments, physical measures should be an integral part of the development design from the outset. This will result in them being more affordable and have the most impact. There is frequently reluctance to incorporate improved access arrangement once a development is designed as they can be more expensive and less effective.

**1.5** This early consideration of design will also minimise the risk of delay in later stages of the planning process if issues have been satisfactorily addressed. It is essential to consider sustainable travel needs from the project's outset, to fully capitalise on the potential benefits, maximise the proposal's success and address early, the concerns of local communities affected by the development. This approach can enhance a development's attractiveness for investors and its ongoing sustainability.

**1.6** This SPD :-

- provides practical guidance on how to produce travel plans, and
- sets out specific standards on how to comply with travel planning policies for new developments,
- Suggests some ideas for developers on the measures that could be included in travel plans.



## 2 Background

### What is a Travel Plan?

**2.1** A travel plan is a package of physical and persuasive measures and incentives to manage the transport and travel needs of an organisation. It can reduce the impact of vehicle transport on the local environment, transport network and communities and can promote sustainable forms of travel enhancing accessibility to and from a site. Travel plans offer access to a wider choice of travel, so encourage reduction in car dependency (through for example discount bus travel offers or the implementation of a car share scheme) and measures to discourage unnecessary car use (e.g. through site design).

**2.2** Travel Plans traditionally address peak time, particularly commuter journeys but are increasingly being developed to mitigate the impacts of tourist, hospital, residential and newly built or re-located school developments on local communities. They can also address business travel, fleet management, visitors and delivery services to and from a development.

**2.3** Influencing all of these can have knock on benefits to human health through creating a fitter and healthier workforce, less time lost in the economy through absenteeism, restraining pollutant emissions from traffic so reducing respiratory illness and therefore less pressure on community infrastructure such as health centres and hospitals. Initiatives delivered through travel plans also contribute to reduction in CO<sub>2</sub> emissions and climate change in line with Planning Policy Guidance 1 and the supporting Planning and Climate Change Supplement.

**2.4** Travel Plans also can help to shape the character of their surrounding (place shaping) to contribute to the aspirations local communities have for their area as well as deliver the physical image and branding developments seek to project to their customers and users.

**2.5** The objectives of this SPD are to:

- provide guidance to minimise the impact of traffic generated by new development on the transport network, through promoting sustainable travel and minimising single occupancy car travel,
- encourage efficiency through streamlining business travel fleet operating costs and logistics,
- provide guidance on initiatives to restrain the impact of CO<sub>2</sub> emissions from traffic on climate change, and to improve air quality,
- encourage enhancement of accessibility and connectivity between businesses and their workforce, potential employees and customers, offering flexibility and a wider choice of feasible transport modes,
- enhance access for people with impaired mobility to take up employment opportunities,
- promote reduced car dependency and peak time congestion on the transport network,
- encourage restraint of residential based and single occupancy car travel, contributing to accident reduction and a safer environment for vulnerable road users in local communities.

**2.6** Developing and implementing a travel plan is an active and dynamic process delivering a coherent package of improvements, not just one-off measures. It will be expected to influence the whole of the development process from concept design to end user operation. It will also require monitoring and amendment over time in response to changing circumstances and travel patterns.

## Benefits of a Travel Plan

**2.7** Workplace travel plans offer a range of benefits and address issues including:

- Contributing to reducing congestion and the need to travel,
- Maintain economic productivity by maintaining delivery journey reliability,
- Reducing costs of providing and maintaining car parking,
- Cutting the cost of business travel, fleet operation and logistics,
- Freeing up car parking space to allow future business expansion opportunities,
- Address car parking shortages and local congestion around development sites,
- Reducing use of fossil fuels and vehicle emissions,
- Enhance development site access and travel choice, widening recruitment catchments, so enhancing accessibility,
- Improving staff retention and recruitment, demonstrating an enlightened public image of employers to potential job applicants,
- Improve staff health and potentially reduce sickness absence through “active travel programmes”,
- Improve access for staff and clients / customers with impaired mobility and potentially widen client / customer base,
- Contribute to business competitiveness, sustainability and corporate responsibility commitments,
- Tackling social exclusion by enhancing connectivity between areas of deprivation and employment opportunities, and
- Facilitating improved viability of public transport routes serving developments through increased use and capturing economies of scale.

**2.8** Residential Travel Plans contribute to accident reduction, enhancing local community safety, creating healthier environments for social excluded and vulnerable people. It is estimated that five out of six trips originate from home, meaning there is great potential for reducing car journeys by offering attractive sustainable travel alternatives.

**2.9** School travel plans contribute to

- accident reduction, especially child safety which is a national priority,
- reducing congestion around schools,
- assist in establishing improved and safer walking and cycle routes
- environmental or "eco-school" policies and reducing local air and noise pollution,
- the National Curriculum topics through development, promotion and monitoring,
- reducing stress for parents, carers through less time spent in traffic,
- Increasing child-adult contact,
- better links between parents and schools.

## 3 Policy Context

**3.1** The development and implementation of travel plans are integral in delivering government policy, contributing to creating sustainable communities and transport, planning and housing policies at national, regional and local level. Initiatives that encourage sustainable travel will also contribute to promoting a healthier population.

### National Policy

**3.2** Increasing travel choice and reducing dependency on car travel is an established aim across all areas of government policy development, documents and guidance alongside addressing climate change and reducing CO<sub>2</sub> emissions. Travel planning to date has focused on reducing single occupancy car use to specific destinations. Recent national guidance has broadened this, outlining the potential for Residential Travel Plans and addressing trips generated from individual origins (homes) to multiple and changing destinations. The Department for Transport (DfT) also published “Smarter Choices – Changing the Way We Travel” focusing on softer education and persuasive measures which are a key element of travel plans.

**3.3** National planning policy ensuring that development plans and planning application decisions contribute to delivery of development that is sustainable, is detailed in PPS1. It states that development should ensure environmental, social and economic objectives will be achieved together over time.

**3.4** It will also contribute to global sustainability, by addressing the causes and impacts of climate change, reducing energy use and emissions by encouraging development patterns that reduce the need to travel by car and impact of transporting goods as well as in making decisions in the location and design of development. This approach is further detailed in the supplement to PPS1.

### Planning Policy Guidance Note 13 (PPG 13) - Transport

**3.5** National planning policy relating to transport is contained in PPG13 and advises that travel plans are submitted with planning applications and Transport Assessments (TA) for developments that will have significant future transport implications.

**3.6** The weight given to a travel plan when making planning decisions will be influenced by the extent to which it materially impacts on the proposed development and the degree it can be lawfully secured (para. 91).

**3.7** PPG13 states that “.....unacceptable development should never be permitted because of the existence of a travel plan” (para. 89).

### Regional and Local Policies

#### Regional Spatial Strategy (RSS) for the North West

**3.8** RSS forms current statutory regional planning guidance. The development and implementation of travel plans support Policies DP5 of the RSS “Manage Travel Demand; reduce the need to travel, and Increase Accessibility” and DP6 “Marry Opportunity and Need”.

**3.9** The preparation and implementation of travel plans is also supported by the Transport Chapter in North West Regional Spatial Strategy "Connecting People and Places" particularly through the following specific policies :

- RT1 – Integrated Transport Networks,
- RT2 – Managing Travel Demand,
- RT9 – Walking and Cycling.

### **Greater Manchester Local Transport Plan 2 (2006-2011)**

**3.10** Greater Manchester's Second Local Transport Plan (LTP2) sets a vision and transport strategy for the sub-region from 2006/07 to 2010/11. It states intentions to continue to encourage and support employers to develop workplace travel plans, and for developers to implement residential travel plans. Encouragement is continued in supporting school travel plans and for higher / further education institutions, hospitals and health centres.

**3.11** Travel planning is also a key element of the Greater Manchester Integrated Transport Strategy (GMITS) which covers transport issues until 2020 and states that "...for many short trips of less than two kilometres, the emphasis will be on promoting measures to increase the attractiveness of walking and cycling. For longer trips ..... heavy and light rail and bus services have an important role". Travel planning also forms an element of the Transport Innovation Fund (TIF) bid for Greater Manchester submitted to Central Government in 2007.

**3.12** To assist developers in producing travel plans, GMPTE have produced "Land Use Planning and Public Transport" design guidance.

### **Rochdale Unitary Development Plan**

**3.13** Rochdale's Unitary Development Plan (UDP) was adopted in June 2006 and sets out the principles of transport policy relating to land use, specifically on the development of travel plans. It also supports transport network improvements that assist the implementation of travel plans. The following policies articulate this :

#### **Policy G/A/1 Part 1 Policy: Accessibility**

**3.14** The Council will seek to facilitate accessibility for all by integrating land use development and transport improvements, reducing the need to travel and promoting choice of travel availability, including walking, cycling and public transport services. New development and supporting transport infrastructure will be located, designed and integrated with its surroundings to :

- A)** reduce the growth in length and number of motorised journeys;
- B)** facilitate access by walking, cycling and public transport – including for people with restricted mobility therefore widening travel choice for all and reduce reliance on the private car;
- C)** provide access for goods vehicles and cars, taxis, private hire vehicles, motorcycle, mopeds and motor scooters to meet the operational needs of development and ensure access for people with restricted mobility, while minimising the adverse impacts of motorised transport on the wider community and environment; and

- D) facilitate the movement of goods by rail, where practicable.

### Policy A/12 New Development - Travel Plans and School Travel Plans

**3.15** A travel plan (which includes provision for implementation and monitoring) will be required to accompany planning applications for any development likely to have significant impact because it :-

- a) has the potential to generate significant volumes of traffic;
- b) has the potential to contribute to planned local transport initiatives (including identified routes promoting walking, cycling, public transport or reduction in traffic);
- c) would impact on an existing local traffic problem (e.g. congestion, parking and freight traffic movements) and a travel plan would help to address these issues,
- d) are within areas identified for the improvement of air quality.

**3.16** Travel plans will have measurable outputs and targets agreed with the Council in partnership with GMPTE and local transport providers, and will state arrangements for enforcement and penalties imposed if the agreed objectives are not met.

**3.17** The development of new school facilities that have the potential to change the number and pattern of trips, accessibility arrangements to / from the school, so it will be required to submit a new School Travel Plan alongside any planning application.

### Policy A/2 Accessibility Hierarchy

**3.18** Development proposals will be permitted where the design and layout of all schemes or transport proposals reflect the following accessibility hierarchy:

- i. Pedestrians and people with impaired mobility;
- ii. Cyclists;
- iii. Public Transport;
- iv. Taxis, private hire vehicles and commercial traffic for local access;
- v. General Traffic (off-peak);
- vi. General Traffic (peak time).

**3.19** In all circumstances the safety, accessibility and amenity of people who live in or otherwise use the area will be considered before the needs of people who are travelling through.

### Policy A/3 New Development - Access for Pedestrians and Disabled People

**3.20** Development proposals will be permitted, provided they facilitate safe and convenient access for pedestrians, people with disabilities or restricted mobility. Relative to the scale type and location of development the proposals should ensure that:

- a) Walking routes are safe, convenient, environmentally amenable, highly visible from surrounding land and buildings, well lit and signed;
- b) Pedestrian access to development sites is located to provide the most convenient route to nearby facilities and destinations;
- c) Existing rights of way are maintained or improved; and
- d) Walking routes are capable of being shared safely with cyclists.

**3.21** Pedestrian routes within developments must be equally accessible to all, including those with restricted mobility. If possible, they should not be stepped, steep, narrow or have uneven surface material, unless significant changes in site levels (relative to the size of the development or other site features) make this impractical. In this situation a reasonable alternative route must be provided.

**3.22** Where off site pedestrian access (also for those with restricted mobility) is inadequate, a planning condition or legal agreement will be sought to secure developer contributions to the works needed to improve accessibility. This will be relative in scale and type of development and relative characteristics of the highway network.

#### **Policy A/4 New Development - Access for Cyclists**

**3.23** Developments will be permitted where scheme design and layout facilitates safe and convenient access for cyclists. Relative to scale, type and location, proposals should ensure :

- a) Highway design facilitates safe cycling;
- b) Off-road routes are safe, secure, convenient, highly visible from surrounding land and buildings, well lit and appropriately signed;
- c) The access infrastructure within new developments, gives priority to establishing convenient cycle routes, unless essential motor vehicle access will be compromised by the lack of suitable and safe alternatives;
- d) Cycle access points are located to provide direct and convenient links with adjoining land uses, the wider cycle network and potential off-site cycle routes;
- e) Shared pedestrian / cycle routes are designed to ensure safety and compatibility;
- f) Safe and secure cycle parking is provided in accordance with the Council's cycle parking standards, close to the building access points for which the parking is required.

**3.24** Where off-site access for cyclists is inadequate, a planning condition or legal agreement will be sought to secure developer contributions to programmed works to enhance accessibility. This will be relative to the scale and type of development and the characteristics of the local transport network.

#### **Policy A/5 New Development - Access for Bus Services**

**3.25** All development proposals will be required to make appropriate provision for access and servicing by public transport.

**3.26** Where off-site bus service accessibility is inadequate to facilitate bus use to / from a development, a planning condition or legal agreement will be sought to secure developer contributions to the accessibility improvements required. The contribution will be considered against the overall scale of access needed to accommodate the development, the potential proportion of travel by bus compared to access by car, the characteristics of the local highway network and / or the local bus services and improvements already implemented or planned.

**3.27** Large developments should be designed with a layout that permits access by bus where it is realistic to divert existing services. Planning conditions or a legal agreement will be sought to secure developer contributions towards the provision of a suitable service from the date the first phase of the development comes into operational use and until such time that bus services no longer require financial support.

**3.28** Other relevant Rochdale UDP policies that require consideration when producing travel plans include :

- A/10 Provision of Parking,
- A/11 Transport Assessments,
- A/13 Local Walking Route Network,
- A/14 A Strategic Cycling Route Network,
- A/15 Facilities for Buses.

**3.29** These will be kept, updated and replaced by policies contained in Rochdale's Local Development Framework (LDF) in due course, however the principles of promoting travel choice, sustainability, accessibility and promote social inclusion through travel planning will continue to be a key thrust.

## Design Issues

**3.30** The planning policies above outline the general framework to assist in the preparation and implementation of travel plans. Design quality of proposals can enhance the impact and effectiveness, encouraging their use. Adherence to the Council's accessibility hierarchy will be expected and will assist this. Proposals will be scrutinised with this in mind, so developers and end users will be expected to do more than "tick boxes" to demonstrate they have met specific planning obligation or conditions. To this end all transport proposals associated with new development in the borough will be expected to achieve at minimum a BREEAM standard pass level award and preferably higher. These are outlined more detail in section 2.2 P19 of Rochdale MBC's Energy and New Development SPD.

**3.31** Good design will impact on restricting and reducing crime on the transport network, enhancing the perception of the area as a safe to travel, live, work and play. This in turn may lead to a better financial return to developers or end users. In residential areas and around schools, incorporating traffic management measures or home zones that prioritise sustainable travel. Reducing speeds can discourage through traffic and reduce imposition of the car by tactically locating parking or minimising conflict by providing safe segregated routes through parks and open space. Rochdale MBC's public realm, residential and urban design guides (the last of these produced with Oldham MBC) offer advice to developers in ensuring the design of proposals meet the community's and the council's expectations.

**3.32** Enhancing opportunities for "active" and sustainable travel offers personal health benefits to work forces, students, school children and parents in accessing local services and open space, countryside, amenities and leisure opportunities as well as work, school and homes. Particular attention is required in accessing employment sites adjacent to sensitive community and residential areas both to promote connectivity and sustainable access between land uses without commercial traffic negatively impacting on local amenities and communities.

**3.33** The site design process should adhere and be consistent with the Council's Accessibility Hierarchy prioritising sustainable people movement through facilitating pedestrian desire lines, including to and from local bus stops, direct routes for pedestrians and people with disabilities and coherent routes linking trip end facilities with external cycle routes.

## 4 When is a Travel Plan Required?

**4.1** Developers are encouraged to engage in pre-application discussions with the Council and other potentially interested parties such as the Highways Agency and GMPTE, at an early stage, to determine whether a travel plan is required and if so, determine its scope and content. Early engagement is also important so that clear guidance can be given on the design of the proposals at their onset.

**4.2** Travel plans will be submitted alongside planning applications for all major new developments and extensions to existing development comprising shopping, employment, residential, leisure, education and services.

**4.3** In the absence of any guidance defining major development with regard to travel plans, Policy A/2 and performance monitoring with regard to accessibility should be adhered. Based on guidance in Greater Manchester's Best Practice Model SPD on Travel Plans (April 2006) developments will require a travel plan if they generate any of the following:

- 500 or more vehicle movements per day
- 100 or more person trips during any peak hour (between 07-00 & 10-00 and / or 16-00 and 19-00),
- 50 or more vehicle movements in any single hour,
- more than 20 Heavy Goods Vehicle (over 7.5 tonnes) per day,
- any goods vehicle movement between midnight and 6am,
- 20 or more car parking spaces are proposed.

**4.4** Smaller developments (generating 10 or more trips in a peak hour) should include a transport statement to accompany their planning application identifying their trip generation patterns, impact on the immediate transport network and key junctions. The statement as is stated in travel plans will include the number of car parking spaces provided and arrangements to encourage travel by non-car modes. If there is a cluster of smaller developments in a local area that in combination hit any of the above criteria, a travel plan or statement will be required addressing their combined impact.

**4.5** Traffic generation is particularly sensitive if the development is located in or impacts on Air Quality Management Areas (AQMA); or areas where the council has set out local initiatives and targets to restrict development growth, reduce road traffic or promote public transport, walking and cycling. Such developments will be required to prepare and implement a travel plan that incorporates measures that contribute to a low emissions strategy and to improving air quality.

**4.6** A residential travel plan will be required for any residential development of 50 dwelling units or more, or where traffic generation on to the local transport network is :

- 500 or more vehicle movements per day
- 100 or more person trips during any peak hour (between 07-00 & 10-00 and / or 16-00 and 19-00)
- 50 or more vehicle movements in any single hour,
- 20 or more Heavy Goods Vehicle (over 7.5 tonnes) per day.

**4.7** These trip rate thresholds will prevail while there is no other standards set in national or regional policy or legislation. If such thresholds are introduced that are more stringent then they will succeed the requirements set out above. The Council will assume the baseline trip level for a development will be the actual amount of traffic generated when the application is submitted.

**4.8** Research indicates that well researched and delivered travel plans can achieve modal shift away from car use, even in areas where alternative modes are not readily available.

**4.9** Applications for all new and expanded school facilities must be backed by a school travel plan promoting safe cycle and walking routes, restricting parking and access, at and around schools, and including on-site changing and secure cycle storage facilities.

**4.10** A travel plan will be requested for developments that impact on traffic sensitive parts of the transport network or a to address specific local traffic issues associated with a planning application. This may lead to the approval of the proposal that might otherwise have been refused on local traffic grounds.

**4.11** Travel plans will include a clear evidenced statement on how developments will link to existing sustainable transport networks, the quality of those links, and distance to connection points. Information on public transport connections to and from the site, route suitability, safety and security must be presented and evidenced. Distances from the site to the nearest railway station, bus stops, cycle routes and footway links to the site will be stated with a decision on whether or not the site is accessible.

**4.12** The Travel Plan (and Transport Assessment) will detail how the development will enhance pedestrian access within the site, to existing networks, to local bus stops, rail and metrolink stations and neighbouring areas where there is likely to be pedestrian access demand e.g. residential areas. It will also detail the condition of any existing rights of way and how they will be improved.

**4.13** Similar issues will be addressed with regard to cycling. Developers will explain how their site will link to the existing cycle network and safe and secure cycle parking as well as appropriate changing facilities for cyclists. All travel plans will include statements on how the access strategy for their development matches the UDP Access Hierarchy.

## Travel Plans for Different Types of Development

### New Development Where End User is Known

**4.14** Where the final occupier is known, measures identified in the travel plan will be introduced from the outset and implemented within a pre-determined timescale. This will be set out either within a planning condition or within the agreed travel plan. The Travel Plan will be required within three months of initial occupation of the premises, following completion of the build.

### Multi-Occupancy of a Site

**4.15** Single buildings within a development site may not individually require a travel plan, but the cumulative impact of developments on the transport network from the whole site, may warrant an “umbrella” or “area-wide” travel plan. This will be administered by the developer /

site owner and arrangements for its ongoing management will be set out in the Travel Plan. Additional “subsidiary” travel plans may be required from each occupier if their additional impact on the local transport network is particularly sensitive.

### Speculative Developments

**4.16** Where the final occupiers are not known, the Council requires a commitment in principle from the developer to the eventual implementation of a travel plan. In such cases an “interim” travel plan will be submitted with the planning application to include :

- measures necessary to ensure the travel plan’s effectiveness when implemented,
- draft targets for the share of different forms of travel (modal shift), and
- a timetable for production of the final plan and monitoring arrangements.

**4.17** This will be secured through a planning condition or obligation supporting the application decision and the interim travel plan will remain the developer’s responsibility until the development is occupied. The responsibility will pass to the occupier, management company or residual body when they lease or buy all or part of the development.

### Existing Occupier extending or constructing New Premises On-site

**4.18** It is recognised that some premises will develop incrementally through extensions over time leading to corresponding increases in impact on the transport network. Whilst local impact will be considered, as a guide, a travel plan will be required for any application to increase :

- floorspace by 10% or 1000m<sup>2</sup>, whichever is the lower,
- parking by 20% or 25 spaces, whichever is the lower,

**4.19** When an extension is large enough to create significant numbers of users, the business does not already have a travel plan in place, and the proposal will have significant transport implications, then the Council may request details of a travel plan through planning conditions.

**4.20** Tests relating to appropriate use of planning obligations (set out in DoE Circular 2/2005) will be adhered to when considering if a travel plan is needed for the whole of an organisation, when an application relates to an extension.

**4.21** Developments moving to a new location, create new patterns of travel and so have an impact on the transport network in that area. Based on this premise Travel Plans are site specific and so will be required in such circumstances if the thresholds in sections 4.3 or 4.6 are met.

### Residential Development

**4.22** Residential travel plans differ from workplace, school and other institutional travel plans in that they deal with more varied travel patterns from a place of origin rather than a destination. A substantial proportion of journeys made start from home. Residential travel plans require an ongoing management organisation and structure to be put in place as there is no single body or institution to co-ordinate the implementation and delivery of the plan. A mechanism for continuous delivery of the plan must be presented in the travel plan document.

**4.23** The content of a deliverable residential travel plan will depend on the type, location and scale of development. It will incorporate a package of measures including site layout and design and provision of public transport information at the outset. It will also include ongoing bespoke travel advice for residents through a management body if there is one. The criteria outlined in para. 4.6 will be used to decide when a residential travel plan is required. For smaller residential developments the measures outlined in relation to local clusters and AQMAs in paragraphs 4.4 and 4.5 will also apply.

**4.24** Arrangements for managing and delivering the travel plan need to be clearly identified in the absence of a management body and will be in place prior to occupation of the dwellings. Residential travel plans are secured through a planning condition or Section 106 Agreement, using advice in Circular 05/2005 which includes provision to facilitate the securing of management payments, contributions to relevant but larger travel plan schemes or travel plan funds (e.g. for a travel plan co-ordinator).

### Mixed Use Developments

**4.25** For developments where a mix of land uses are proposed, agreement will be reached between the developer and the transport authority at an initial scoping meeting on the travel plan requirements and timetable for its preparation and implementation. This occurred in the development of the travel plan for Kingsway Business Park in co-ordination with the Rochdale MBC and the Highways Agency and has resulted in a travel plan that has been successfully implemented to date.

### Case Study - Kingsway Business Park

**4.26** The size and nature of the development means that Kingsway Business Park offers scope to deliver a comprehensive travel plan offering an example of the measures that can be included and implemented. Cycle and walking infrastructure and some public transport linkages have been integrated into the transport network and links to several adjacent developments have been provided. End users should incorporate these into the final design and requirements of individual plots so that routes servicing them are direct and safe. Large detours around secure sites discourage cycling and walking and can affect bus service punctuality and reliability.

**4.27** Developing an access strategy for all modes and journey purposes needs to be built in from the preliminary design stage of development, taking into account the accessibility hierarchy in transporting employees, customers and service users to the door. Thought is required in providing routes and services that are logical and meet user need. They must be direct, follow desire lines and avoid inconvenient detours. It is too late to make improvements to the sustainable transport network once construction of the development is underway. Overlooking issues in the early stages to "sort them out later" is not acceptable unless there is a clearly defined course of action and process for implementation is clear and committed.

### School Travel Plans

**4.28** The concept of School Travel Plans and the compulsion to introduce them was first presented in central government's Transport White Paper produced in 1999 "A New Deal for Transport : Better for Everyone). The Department for Transport (DfT) and Department for Education and Skills (DfES) set a target for all schools to have a travel plan in place and operating by March 2010. New schools are expected to develop a travel plan in conjunction

with their planning application. Where schools are moving on to new sites, sustainable access should be a prior consideration in selecting and designing the site, and a travel plan initiated to deliver it.

Four when is a travel plan required?

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## 5 Travel Plan Production and Implementation

**5.1** Established and recognised procedures are in place for producing and implementing travel plans. These enable it to address national, regional and local policy objectives and relevant site specific issues identified in a Transport Assessment (TA). The preparation of a travel plan requires a degree of partnership working between the applicant / developer representative, and Council's Officers and where appropriate, public transport providers or other relevant third parties. These may include neighbouring local authorities, or the Highways Agency.

**5.2** A site based Travel Plan Co-ordinator will be appointed at an early stage, particularly for large development proposals as they have a central role in delivery. Table 5.1 below gives an indicative comparison of the Council's role alongside that of the site-based Travel Plan Co-ordinator.

<b>Role of Site-based Travel Plan Co-ordinator and their advisors</b>
Prepare the site travel plan including its assessment against the proposed planning application.
Implement the site travel plan including provision of appropriate resources.
Liaise with public transport operators.
Market the travel plan to all parties directly affected - residents, employees, occupiers.
Collect monitoring information & present it to participants & the Council.
Review and revise the site travel plan.
Ongoing liaison with users and the Council.
Ensure effective long term management arrangements
Assess, using independent analysis of trip rates and modal split targets to the UK standard for measuring travel plan impacts (based on TRICS system) as agreed.
<b>Role of Council's Officers</b>
Provide appropriate information & support during plan preparation, including feedback on the assessment of the draft plan.
Provide local data & comparable information.
Provide advice on research & survey requirements
Support liaison with public transport operators.
Monitor effectiveness of all travel plans.
Feedback within the Council & using experience to inform future travel plan policy and establishing best practice.
Ongoing liaison with the site and its users.

**Role of Site-based Travel Plan Co-ordinator and their advisors**

Secure solutions to overcome failures to reach agreed targets and outcomes.

**Table 1 The Role of the Council and the Developer**



## 6 Travel Plan Procedures

### Workplace Travel Plan

#### Step 1 : Appoint a Travel Plan Co-ordinator

**6.1** A developer / applicant will be required to appoint a Travel Plan Co-ordinator by the Council as a condition of any planning decision for the site. The Local Authority will need to be informed of the name and contact details of the appointee responsible for the success and running of the travel plan. The condition will also detail the timescale of the appointment. Depending on the organisation's scale and nature, this may be a full time post or involve extending the job profile of an existing employee (see Appendix 2 for role description). This will be set in planning conditions along with what the proportion of a person's working week might be recommended to perform the role effectively. For example the Travel Plan Co-ordinator for Kingsway Business Park has been appointed from a transport consultant, possible because of the size of the site and potential development that is anticipated to come forward.

**6.2** For speculative developments, the lease / sale contract will include provision for handing over the responsibility of the travel plan implementation to the end user's co-ordinator. Good communication is essential in these circumstances to ensure that the travel plan is effectively implemented.

#### Step 2 : Site Audit

**6.3** A site audit is essential in preparing a travel plan and a tool used to methodically assess the transport facilities already on the site and links to it. The needs of each travel mode should be analysed in line with the accessibility hierarchy policy A/2 in Rochdale Council's UDP giving priority to the needs of pedestrians, people with disabilities, cyclists and public transport users, ahead of taxis and private hire vehicles, commercial traffic, and other traffic. This approach assists in addressing social inclusion and links for people without access to a car, to employment, training, education, shopping and leisure opportunities as well as to health and hospital facilities. The safety, accessibility and amenity of people who live or have business in the area, is considered before the needs of those passing through.

#### Step 3 : Undertake a Travel Survey

**6.4** A survey should be undertaken to ascertain where people are travelling from, how, why and when they are travelling, what forms of travel they usually use and alternatives they are willing to consider. The survey will include customers, employees, visitors and deliveries and seeks to collect up to date information on current travel patterns. This provides base information and identifies incentives that may persuade people to shift towards using more sustainable forms of travel and deliver the plan's aims. For new development, predicted baseline mode split may be obtained from existing similar developments in the area or derived from the TRICS (Trip Rate Information and Computer System) database.

#### Step 4 : Drafting the Travel Plan

**6.5** A travel plan can be drawn up with targets, relevant measures and initiatives, based on analysis of the survey data. A draft will then be submitted to the Council for comment prior to submission of the planning application. There are two types of targets that could be set; modal share (for example, to reduce the number of people driving to work alone by 10% by March 2010) and milestones (for example to provide 20 cycle parking spaces by March 2010).

#### Step 5 : Submission of a Travel Plan

**6.6** A finalised or framework travel plan for a development will be considered in determining the planning application. A copy of the plan should also be sent to the Council's Planning Case Officer and travel plan co-ordinator. It will be evaluated by the council's travel plan co-ordinator based on the currently available best practice evaluation methods for travel plans against policies already outlined and those in development (e.g. climate change policies).

**6.7** Travel plans will be implemented legally using planning conditions or Section 106 Agreements under the Town and Country Planning Act 1990. These will deliver the plan's constituent initiatives. If they are required as part of a planning consent, they will be monitored and enforced by the Planning Authority.

**6.8** In considering walking and cycling proposals for inclusion in a travel plan COPECAT, a concise pedestrian and cycle audit procedure developed by the Greater Manchester Joint Transportation Policy Team (<http://www.gmltp.co.uk/pdfs/2instructionsChecklists.pdf>) offers some guidance to achieve a benchmark and consistent approach in providing pedestrian and cycle infrastructure across the conurbation and is being updated to incorporate current Disability Discrimination Act Requirements. Further guidance documents on design are detailed in Appendix 7.

#### Step 6 : Monitoring and Review

**6.9** A Travel Plan is a live document and part of an evolving process, therefore should be monitored and reported on an annual basis with comparative performance against the situation in the originally approved travel plan evaluated each year after opening to assess and maintain its ongoing effectiveness. Performance against targets will demonstrate change over what would have happened without the travel plan. The base situation will be informed by information submitted in the Transport Assessment.

#### Residential Travel Plan

**6.10** The steps in producing a residential travel plan also follows those in preparing a workplace travel plan. Guidance on this is also provided in "Making Residential Travel Plans Work" produced by the DfT (September 2005). The Council will also have undertaken an assessment of the accessibility of the site before it is allocated in their strategic planning document.

#### Location

**6.11** The location of development in relation to facilities and services, site layout and design, and land uses within the site are crucial to the success of a residential travel plan. These issues require consideration at the design concept stage or earlier. The layout of residential developments is critical to accessibility and site permeability for non car modes, particularly

pedestrians, cyclists and public transport. It must offer direct, safe, visible and high quality connections within and through the site and encourage residents to use them. They should also link to the wider pedestrian, cycle and public transport network and to adjacent land uses and be considered alongside and integral to the design and location of buildings and not an after thought.

### Local Audits

**6.12** A wide range of data on the potential needs and travel patterns of occupiers is required to inform the preparation of the travel plan. This will necessitate the conducting of accessibility audits and collection of baseline data. Future travel patterns may be predicted using analytical information from similar developments nearby.

### Targets

**6.13** The targets set will demonstrate positive change over the development's predicted impact on the transport network, without a travel plan. This scenario should be presented in the Transport Assessment which accompanies the submission of the planning application for development of the site to the Council.

### Management Arrangements

**6.14** Mechanisms to encourage sustainable travel and secure the long term delivery of the travel plan need to be in-built into its preparation. The process of achieving this may vary however it is essential that Residential Travel Plans build in and outline how continuity of management, review and monitoring will be delivered. Methods of achieving this are to finance the costs of a travel co-ordinator through:

- a lump sum built up from S106 contributions secured through planning application conditions to provide a post or outside agent to manage, review and monitor travel plans;
- establishing a long term covenant to fund ongoing review and travel plan monitoring;
- setting up community site based trust or management groups with pump priming finance and with the ability to raise funds from the development; or
- Setting up an environmental improvement group for each site with travel planning being a key part of its brief.

### Draft Residential Travel Plan

**6.15** A draft residential travel plan is likely to propose a wide range of measures and contingency arrangements. These should be flexible to accommodate future changes in occupiers.

### Submission, Monitoring and Review

**6.16** The procedure for submitting a Residential Travel Plan, it's monitoring and review is the same as for workplace travel plans. Update reports detailing the measures delivered and the progress made should be submitted annually to the Council who will formally approve it.

## School Travel Plans

**6.17** The stages in developing a school travel plan are similar to those for a commercial development, however there are some differences. Sites of new or re-located schools will have already considered accessibility. Rochdale MBC's School Travel Plan Advisors can offer assistance on this.

## Travel Plan Working Group

**6.18** A working group, including the "school champion" (someone who will champion the travel plan and maintain impetus of its progression and implementation) will be set up and involve stakeholders.

## Consultation

**6.19** Parents and local residents should be consulted to establish what travel opportunities already exist. Staff and members of the local community may also be able to assist in reviewing their travel patterns and influencing others.

## Research

**6.20** This will be carried out, and include conducting a recent pupil travel survey and "route audits" to assess how safe walking and cycling routes to and from the school are. The travel survey identifies how children travel to and from school, how they would like to travel and what issues concern and discourage them from doing so. A staff survey will also be conducted.

## Targets

**6.21** Clear objectives should be developed linking identified issues and targets reflecting the survey data and the concerns of those surveyed.

## Draft School Travel Plan

**6.22** In drafting the plan, measures most likely to succeed as determined by the research and data collection will be included along with its objectives and the targets. An action plan will outline how these will be addressed.

## Submission of a School Travel Plan

**6.23** A School Travel Plan needs to be approved and countersigned by :

- The Chair of Governors at the school,
- Head of Schools,
- Borough Engineer (or equivalent),
- Any other relevant body (such as Greater Manchester Police).

### Monitoring and Review

**6.24** Monitoring arrangements need to make links with any school development or improvement plan. The travel plan will include a commitment to review pupil travel needs arising from new development in Education and Transport provision, and will be revised to take account of these as necessary.



## 7 General Content of Travel Plans

7.1 High quality and effective travel plans should comprise the following:

### Background

7.2 A clear explanation of the site, location, number of people using the site (visitors and employees), measures already in place, current modal share and travel patterns / trends as well as the purpose of producing the plan. This should be informed by data collected from site audits and travel surveys. An example survey form for workplace and residential travel plans is included in Appendix 5.

### Scope

7.3 Identify the travel elements of the end user's activities (commuter journeys, business travel, customer access, deliveries and service patterns, fleet management, nature of the work, hours of business, shift patterns and / or any other issues that may impact on travel patterns).

### Objectives

7.4 Clear objectives setting out what the travel plan is aiming to achieve should be stated. Aims may include for example reducing commuter trips at peak times, reducing car trips generated by the site, increasing travel by public transport, potential to free up car parking space for future development expansion, improve access by sustainable modes etc.

### Measure / Actions

7.5 An explanation of proposed measures and actions to achieve the stated objectives should be presented. A range of measures that could be included is detailed in Appendix 3. These may include how the travel plan will be promoted, communicated and marketed to employees, visitors etc.

### Targets

7.6 Targets are essential to assess and review the effectiveness of each measure and the plan as a whole. They should be linked to the travel plan objectives and reflect policy and the transport assessment. Targets must also be SMART (Specific, Measurable, Achievable, Realistic and Time-related) and be approved by the Council. They will also link to transport assessment conclusions.

### Action Plan

7.7 This will outline **WHAT** actions will be taken, **WHEN** they will be delivered and **WHO** will deliver them. In most cases this will be the Site Travel Plan Co-ordinator. Council / Site Travel Plan Co-ordinator partnership working is vital and beneficial in developing a plan and senior managers will need to agree and "sign off" the plan.

7.8 The Action Plan must also include contingency arrangements. For example, an agreed measure may not be implemented or may not be needed unless a particular event occurs. It may also be possible to anticipate circumstances when a target cannot be achieved and with

agreement, amend proposals. Future review and enforcement will be more straightforward if contingency arrangements are built into the travel plan so that acceptable alternative approaches are identified.

### Monitoring

**7.9** Setting out arrangements for the ongoing review and monitoring will determine whether travel plan objectives are being met in line with terms of any planning conditions or a Section 106 agreement.

### Promotion

**7.10** Information detailing how the plan and measures will be promoted and marketed to staff, customers and visitors must be outlined in the plan.

### Evaluation

**7.11** It is important to evaluate a travel plan prior to agreement and on a regular basis (annually) during its implementation. Measures to meet the stated travel plan objectives should also be set out clearly as these will determine the potential of the plan to deliver modal shift. Its success will be judged on its potential to lessen a development's transport impact and deliver changes in modal share.

**7.12** The measures proposed will also reflect local circumstances, but work together as a package. Some may undermine or contribute to the success of others, and some could be more effective in certain situations and on particular sites than others. The most effective plans contain a mix of measures developing alternatives or discourage unnecessary car use, combined with incentives to use alternative travel modes.

### Residential Travel Plans

**7.13** "Making Residential Travel Plans Work: Good Practice Guidelines for New Development" published by the DfT in September 2005 builds on earlier more general residential travel plan guidance. This supported, clarified and enhanced by other guidance and advice referred to earlier in this document and in Appendix 7. The structure of a Residential Travel Plans follows that for workplaces, but offers a framework to address specific issues such as :

- The likelihood that the final occupiers of a development are not known at the time the travel plan is prepared,
- The need to address trips to multiple destinations,
- Incorporating demand management i.e. reducing the need to travel,
- The likelihood that no single entity can undertake future co-ordination and management of the travel plan.

**7.14** Residential Travel Plans will also be informed by the Council's Public Realm and residential design guides and Urban Design Guide produced with Oldham MBC. They must also meet the TRACES evaluation criteria detailed in Appendix 6 and include a site design and access statement that is consistent with the transport accessibility hierarchy detailed in policy A/2 in Rochdale Council's UDP.

## Objectives

**7.15** These will be identified in the Transport Assessment and / or through an accessibility audit, and will deliver good access to a full range of services and facilities (employment, education, training, shopping hospital and health serves) for residents, reducing traffic generated by the development. The scale, type of development and ownership will inform the objectives.

## Targets

**7.16** The number and modal split of trips are the most common measures of effectiveness, but increasingly impact on air quality and climate change are increasing in central government's priorities. In the light of this changes in CO<sub>2</sub> levels are becoming increasingly important and a parameter against which the success of travel plans can be measured.

## Measures

**7.17** Site locations in relation to the existing public transport network, health and community facilities, schools, shops work places and leisure facilities etc will be unique and influence travel patterns. Good access to these facilities will therefore need to be site specific and integral to the design layout and marketing processes so that sustainable travel is supported from the outset. Dwellings furthest away from local amenities must be equally served or have more attractive walking and cycling facilities than those located nearer to those services

**7.18** A residential travel plan includes a mix of “soft measures” (promotion, raising awareness etc.) with hard measures incorporated into the infrastructure design and services, on and off-site. Measures to support walking, cycling (including storage facilities for all dwellings including apartments) and public transport travel accessible to all dwellings are vital along with good parking management and restraint. These also contribute to minimising air pollutant emissions from transport and CO<sub>2</sub> levels.

## Monitoring and Review

**7.19** The monitoring process is in line with travel plans for other types of development however, the results should be shared with residents. This will encourage and encourage local community involvement and feedback. Review arrangements must take account of new occupants moving on to the site. Where a particular initiative is proposed (e.g. car club or shuttle bus), the review will include an assessment of whether it meets its objectives and the remedial action to be taken if it doesn't.

## Management Arrangements

**7.20** The role of the Council or appointed Travel Plan Co-ordinator is key to deliver a successful travel plan. The Residential Travel Plan Co-ordinator is a vital link with the property occupiers in meeting their disparate travel needs.

**7.21** During construction, the Travel Plan Co-ordinator will market the plan to residents as they move in. This may include the provision of personalised travel planning, marketing, publicity and establishing a management group.

**7.22** If the role of the Travel Plan Co-ordinator cannot be continued beyond the development stage, arrangements must be put in place to ensure the plan's implementation continues and the funding is used to deliver its initiatives in the future. These responsibilities and reliability should be stated in the plan, to ensure it is sustainable once the properties have been sold and are occupied. A range of management bodies may be set up to deliver this e.g. steering groups, management companies or community trusts.

### **Additional Information for School Travel Plans**

**7.23** The Department for Education and Skills (DES) has stated the minimum requirements for a school travel plan should be:

- A brief description of the location, type and size of the school,
- A description on why the travel plan is being prepared, including issues of concern to be addressed. It should include all pupil transport needs, journeys to and from school, pre and after school events, journeys to attend activities off site during the school day and staff / community travel needs,
- The results of research, including up to date survey information to identify how pupils and staff currently travel to school, and how they would like to travel,
- Clearly identified objectives and SMART targets, both short and medium term that take two or three years to achieve,
- Details of measures that will achieve those objectives and targets,
- An annual action plan with a specific person or body responsible for delivering each action with deadlines for implementation. This may be a School Travel Plan Working Group or co-ordinator, school champion, council advisor, senior management team head etc,
- Evidence that all parties have been consulted, detailing who and how.

## 8 Monitoring and Review

**8.1** Ongoing monitoring and review of travel plans will determine their success, particularly in measuring performance against specific targets. Implementing successful travel plans contribute to a number of Local Authority and Strategic Partnership National Performance Indicators. These include :

- 186 per capita CO<sub>2</sub> emissions in the Rochdale MBC area. (Rochdale Borough's LAA sets a CO<sub>2</sub> reduction target of 3.2% by 2010/11 contributing towards a national target of an 80% reduction by 2060).
- 167 Congestion - average journey time per mile during the morning peak
- 175 Access to services and facilities by public transport, walking and cycling
- 198 Children travelling to school - mode of travel usually used

**8.2** Monitoring also helps to identifying any adjustments to the travel plan that may be required and will be carried out and reported annually It will include an evaluation of performance against the original approved travel plan supporting the planning decision and be reported annually. The arrangements, schedule and funding of the monitoring regime must be set out in the travel plan. The applicant will fund the monitoring costs that address :

- When monitoring is taking place ?
- What the nature of the monitoring is ?
- Who has access to the results ?
- What infrastructure (if any) will be required for monitoring ?

**8.3** Monitoring can be carried out by occupiers, the Site Based or Council Travel Plan Co-ordinator where resources allow. It may be appropriate for an independent party to carry out monitoring work, particularly where financial responsibility rests on the outcome. The data collected will measure performance against the travel plan targets and impacts and effects of the plan. As indicated earlier in this document, the Council will be funding the assessment and monitoring of travel plans though planning obligations associated with travel plans and section 106 agreements.

**8.4** The monitoring process can include a range of data collection methods to suit the targets and objectives set. These could include :-

- An annual "snapshot" modal split survey for employees, occupiers, residents and / or visitors,
- A full staff / occupier / residential travel survey questionnaire. These surveys should take place at the same time each year to ensure consistency,
- Regular classified traffic counts to and from the site, including cycle, pedestrians and vehicle occupancy,
- Uptake of travel by public transport and other non-car modes,
- Use of car parking spaces and problems of overspill parking,
- Travel diaries.

**8.5** The following will be included in the annual travel plan delivery report :

- A short introduction recapping the aims and objectives of the plan and the subject development,
- Outline the original targets set in the travel plan and progress in delivering those targets, both numerical or delivery milestones,
- Detail on the delivery successes and difficulties,
- Outline remedial action to bring any targets back on track, and measures that are unlikely to be delivered. Detail any actions agreed with the local authority to redress the situation or mitigating alternatives agreed and being implemented.

### Monitoring School Travel Plans

**8.6** In addition to the above, schools must commit to undertake annual monitoring by providing information on school travel which contributes to reporting performance on indicator LTP4 in the Greater Manchester LTP. Schools will be required to repeat this annually about the same time.

### Monitoring Residential Travel Plans

**8.7** The monitoring process is an important element in undertaking a review of the effectiveness of residential travel plans. A combination of annual surveys and data collection is required together with information from the sales office (on the take up of travel incentives and personalised travel plan visits to each household). These assess the effectiveness of the measures that have been implemented and identifies where further action or revisions are required.

## 9 Implementation and Enforcement

**9.1** The preparation and implementation of a travel plan is secured through a planning condition along with any measures that can be implemented prior to site occupation (e.g. cycle parking provision, site / parking area layout). The proposals need to be agreed between the Council and the developer or their agents. The process will also be flexible to encourage the developer to innovative and creative in developing successful solutions.

**9.2** The measures implemented will deliver the aims, objectives and targets of a travel plan and will be embodied in Section 106 Agreements under the Town and Country Planning Act 1990. This commits an applicant to deliver the initiatives and achieve the targets set out in the travel plan. The Council will also have greater confidence in what is agreed. Planning Obligations offer greater flexibility and allow contributions to be made to deliver transport measures. The obligations are negotiated with developers rather than imposed as conditions.

**9.3** A Section 106 Agreement needs to state precisely

- what the requirements of each travel plan are,
- clear monitoring arrangements; and
- explicit actions and penalties if the applicant defaults or fails to reach their targets.

**9.4** Care in drafting Section 106 agreements is required to ensure they are enforceable and contains phrases such as: "Development shall not commence until a travel plan is submitted" and "approved in writing by the Council" assist in achieving this.

**9.5** Circular 5/2005 offers government guidance on the use of planning obligations. New good practice guidance was also published in July 2006. Planning obligations may be negotiated to provide on and off-site infrastructure related to development. The circular also widens the scope of financial contributions but states that planning obligations should be sought only when they are:

- Relevant to planning;
- Necessary to make the proposed development acceptable;
- Directly relevant to the proposed development;
- Fair and reasonably related in scale and kind to the proposed development; and
- Reasonable in all other aspects.

**9.6** Examples of the wording of Section 106 Planning Obligations can be found in Appendices F, G and H of "Using the Planning Process to secure Travel Plans: A Best Practice Guide" published by the DfT. Appendix 3 of that document presents an example of what a Section 106 Agreement might contain and is detailed in Appendix 4 of this SPD.

**9.7** Irrespective of the method used to secure the travel plan, the monitoring and review process must be clearly defined.

**9.8** Before enforcement, it is useful if the travel plan has stated contingencies specifying alternative measures / targets or funding arrangements if initially agreed measures / outcomes are not achieved.

**9.9** Enforcement action will be pursued where :

- Non-compliance with a Section 106 requirement or condition occurs e.g. failure to implement a travel plan or a particular measure;
- Travel plan measures have not met the agreed outcomes or targets and remedial action is necessary; and
- Some aspect of the travel plan has not materialised as intended and requires review and revision.

**9.10** Actions that can be taken if the travel plan objectives are not delivered or targets are not achieved are detailed below. These should not always be viewed as a penalty but include :

- Payment to the Council to implement previously agreed travel plan measures where these have not been delivered,
- Extend the monitoring period to provide revised measures until such time that the travel plan targets are met, if they can realistically be achieved;
- Payment to the Council to cover the cost of delivering the agreed travel plan target(s) where these have not been achieved;
- Non-return of a “bond” paid to the Council by the developer prior to work starting on the development, for the same purpose;
- Specified remedial works to achieve the agreed outcome e.g. reduction of car parking spaces or implementation of “stick” measures to discourage less sustainable travel detailed in the travel plan;
- Specified payment to the Council to meet the cost of taking action to achieve the agreed outcome, e.g. implementing a car parking zone around the development;
- Specified changes in site use to achieve previously agreed outcomes e.g. preventing occupation of part of the site until a specified element of the plan is implemented;
- Limit further development on the site until an agreed outcome is achieved e.g. not permitting subsequent phases of development to proceed.

**9.11** In line with implementation and enforcement measures in place at present to ensure the infrastructure serving a development is constructed to satisfactory specifications, similar enforcement arrangements could be used to ensure that the aims, objectives and targets of the travel plan are delivered.

### Planning Obligations and “Bond Agreements”

**9.12** A sum of money (bond agreement) will be paid to the Council covering specified off-site highway works agreed with the developer through a planning obligation. This sum will be kept in a holding account and returned to the developer when the proposals have been delivered and the targets set out in the travel plan achieved. If the proposals or targets are not achieved then the “bond” will be used to deliver them, instead of being returned to the developer. If the targets and proposals are partially met then part of the “bond “ will be returned, commensurate with level of progress made.

**9.13** Planning Obligations are legal agreements negotiated under Section 106 of the Town and Country Planning Act 1990 between a developer and the planning authority. They are a method of helping to deliver sustainable development and offset the impacts which cannot be addressed by conditions attached to a planning consent.

**9.14** It is essential that this process is transparent, consistent, can be implemented easily clearly stating what is required of developers. Circular 2/2005 sets out the circumstances where authorities can impose planning obligations and where possible, how the sum requested is calculated and justified. It aims also to minimise the negative effects of development in a fair and reasonable manner. The approach must be consistent with that of other areas of the sub-region and neighbouring authorities as differences can lead to unnecessary competition between authorities.

**9.15** This guidance aims to provide clarity for all parties and reduce unnecessary negotiation. It may also increase the speed of planning decisions. Circular 2/2005 is clear in what is required from developers and the role of local authorities, but provides enough flexibility for local authorities to adapt to developers site-specific needs and developers and en users can be innovative in meeting local authority requirements.

**9.16** As well as providing transport improvements and travel planning initiatives, planning obligations will also where appropriate be required to address poor air quality, contribute to community facilities, improving quality and access to recreational open space and in provision of affordable housing in residential developments.



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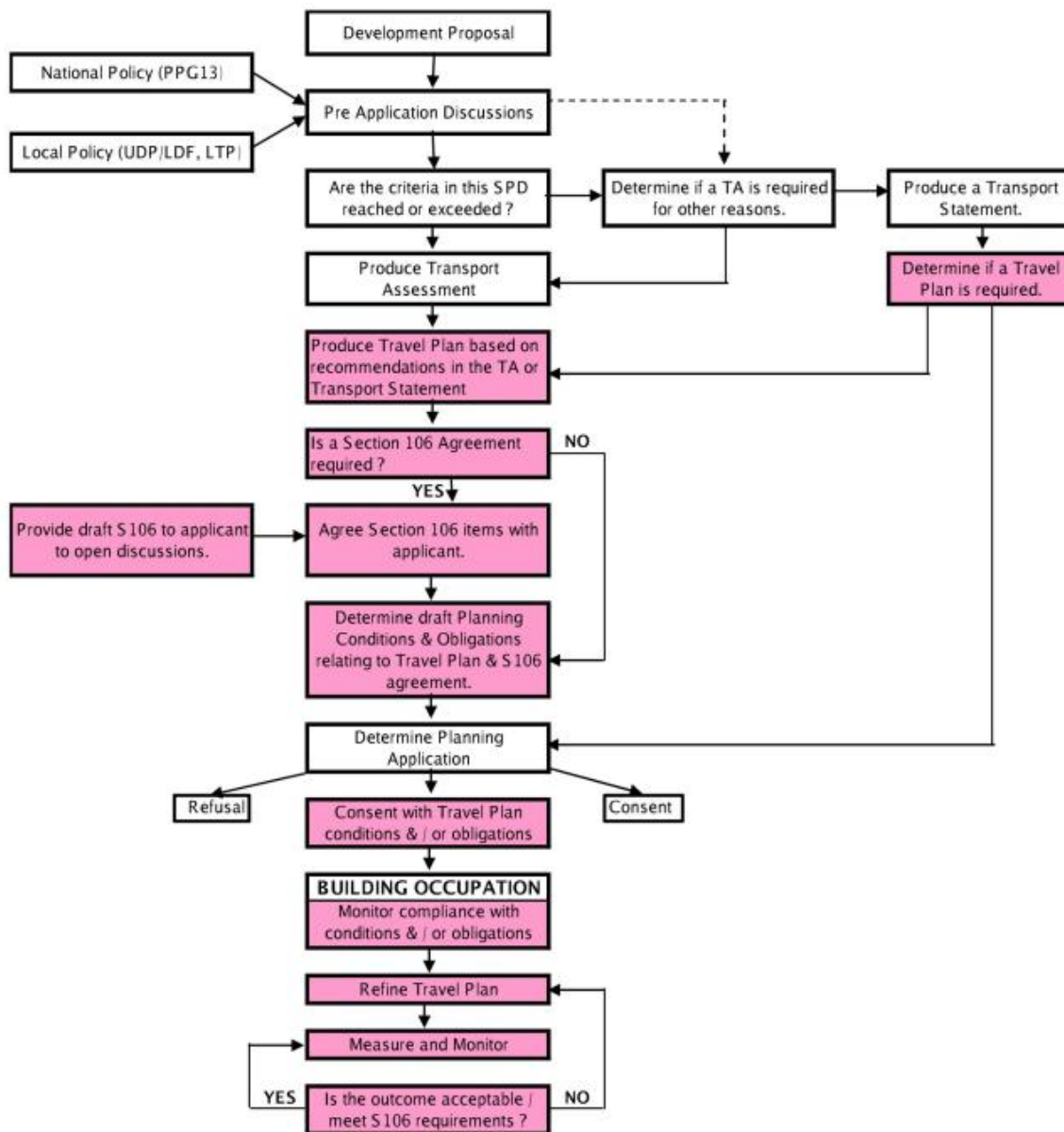
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## Appendix 1 Planning Application Process – When are Travel Plans and TA’s Required?

**APPENDIX 1**  
Planning Application Process – When are Travel Plans and TA's Required ?



## Appendix 2 Role of the Travel Plan Co-ordinator

The role of a Travel Plan Co-ordinator is to administer the preparation and implementation of the Travel Plan, liaise with the Council and provide monitoring information. The role may be a full time post or involve extending the job profile of an existing employee and may include the following duties :-

- Promote, publicise and encourage the use of travel modes other than the car;
- Ensure that all relevant information is provided to all new members of staff / visitors / pupils / householders and that up to date travel information is clearly displayed on notice boards or via the intranet (if applicable);
- Arrange and record surveys of car park usage as required by the Council,
- Co-ordinate car sharing arrangements in whatever manner the organisation has decided on;
- Arrange for full or snapshot travel surveys to be undertaken of all people on the site at agreed intervals with the Council;
- Liaise with public transport operators and Council planning and transportation officers and arrange regular meetings with interested parties;
- Organise workshops and induction seminars to educate existing and new staff.

NOTE :- Support and advice is available from relevant officers at Rochdale MBC (See Section 10).

## Appendix 3 Examples of Travel Plan Measures / Actions

The following are examples of the types of measures that may be used in developing a Travel Plan. These are not prescriptive or exhaustive and more details can be found in the guidance publications detailed in Appendix 8.

### WORKPLACE TRAVEL PLANS

#### Reducing the need to travel / Alternative working practices

- Tele-working / remote or home working,
- Flexible working hours
- Compressed working week (9 day fortnight),
- Relocation packages,
- Use of local labour.
- Tele-conferencing / Video conferencing,
- Publicising Travel Plan when recruiting,
- Provision of facilities on-site,
- Induction Travel Plan packs,

#### Walking

- Improved network provision with internal and external links,
- Signing,
- Site access and permeability,
- Provision of umbrellas / rainproof clothing,
- Self-defence lessons to build confidence,
- Provision of shower / changing / locker facilities,
- Improved network maintenance,
- Route Maps,
- Provision of personal alarms,
- Promotion material and events,

#### Cycling

- Improved network provision with internal and external connections,
- Provision of safe and secure cycle parking facilities,
- Site access and permeability,
- Route Maps,
- Obtain discounts from local shops,
- “Bike Doctor” and other support e.g. Training,
- Provision of shower / changing / locker facilities, Interest-free loans to buy cycles / equipment,
- Improved network maintenance,
- Signing,
- Introduce cycle mileage rates

- Establish a Bike User Group (BUG),
- Promotional material and events,

#### **Public Transport \***

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

#### **Powered Two Wheelers**

- Provision of safe and secure parking facilities,
- Provision of shower / changing / locker facilities.
- Interest free loans,

#### **Car Sharing**

- Match finding database,
- Reserved parking spaces near to entrance,
- Car Sharing Clubs
- Coffee Clubs (to find partners),
- Free parking for car sharers in preferential dedicated spaces,

#### **Car Park Management**

- Car Park permit scheme,
- Car Park charging,
- Car Park exclusion zone.

#### **Fleet Management**

- Review Company Car Policy,
- Reducing business mileage rates,
- Route planning,
- Van pooling / drive share,
- Driver training,
- Pool cars,

#### **Fleet Vehicles**

- Use of efficient vehicles,
- Review company car policy,

- Use of “clean fuels”,
- Pool bikes.

#### **Deliveries**

- Rationalisation,
- Use of consolidation centres.
- Use of local suppliers,

For more details see [www.travelplans.org.uk](http://www.travelplans.org.uk)

\* Where measures include external bodies e.g public transport operators, they should be consulted as early in the process as possible, to ensure they are able to provide measures required and to the best possible standard.

\*\* Some physical measures (for example, new bus shelters, walking and cycle routes) will usually be negotiated in conjunction with the submission of the planning application.

### **SCHOOL TRAVEL PLANS**

Examples of measures / actions for schools include:

#### **Walking**

- “Walking Bus”,
- Walking reward schemes e.g. Go for Gold,
- Park and Walk scheme,
- Shelter for walking parents.
- Identification of safer walking routes,
- Lockers for pupils to store books / bags,
- Walking Campaigns,

#### **Cycling**

- Cycle training courses,
- Secure cycle storage,
- Bikers’ breakfast initiative,
- Poster / leaflet campaigns,
- Discounts at local bike shops,
- Helmets and high visibility clothing provision.
- Identify safe routes for cycling,
- Showers, changing facilities and lockers,
- Bike bits swap-shop and a “bike clinic”,
- Cycle trains,

#### **Public Transport**

- Promote use of bus and rail including yellow school buses,
- Concessionary bus fare scheme,
- Information, promotional material, publicity and events,

- Additional school buses,
- Parent escorts on buses,
- Private minibuses,
- Provision of on-site bus infrastructure.

### Highway Measures

- 20mph zones outside school,
- Cycle lanes and cycle tracks,
- Junction narrowing / parking re-organisation,
- Safe crossings outside schools / along routes.
- Priority measures for school buses,
- School crossing patrols,

### School Management Issues

- School policy,
- Timetable planning & length of school day,
- Staff supervision of entrances,
- Access restrictions in schools.

### Road Safety Training / Classroom Work

- Pedestrian Training,
- Parent escort Training,
- Pre – driver Training,
- Safe route planning (geography),
- Data Collection and Survey analysis (Maths / Computing),
- Risk management, health and citizenship (PSHE),
- Promotion and Publicity (English, Art & Drama).
- Cyclist Training,
- Cycle helmet wearing initiatives,
- Road safety curriculum work,
- Bike shed design (CDT),

### Car Use

- Car share matching scheme,
- “Drop off” point away from the school gate.
- Ban cars from the school gate area,

## RESIDENTIAL TRAVEL PLANS

Examples of measures for residential developments

### Site Design

- Cyclist and pedestrian penetration into and through the development,
- Traffic calming / pedestrian and cycling friendly infrastructure,

- Highway safety measures,
- Site speed limits,
- Restriction on car movement within the site,
- Parking restraint,
- Minimise intrusion from parking,
- Areas for social exchange, recreation, seating, play and biodiversity,
- Cycle parking on site and at home,
- Bus routing: ensure road design allows bus to reach all development and has good connections to adjacent areas,
- Bus infrastructure such as stands, stops, shelters, bus gates, real time information (where services will enter the site),
- Adoption of home zone principles or features.

#### **Improvements to Off-site Access**

- Road safety improvements to the highway infrastructure serving the site,
- Creation and enhancement of cycling and walking links serving the site,
- Provision of off-site bus infrastructure / priority on routes serving the site.

#### **Measures to support complementary travel plans, on and off-site**

- Schools,
- Workplaces,
- Leisure facilities.

#### **Public Transport Improvements**

- New or enhanced bus services,
- Facilities to improve interchange (e.g. cycle parking / lockers at stations).
- New or enhanced rail services,
- Residential welcome packs including public transport information, free taster tickets or an annual travel pass.

#### **Car Club**

- Service established on site,
- Parking Bays allocated.

#### **Other Services to support sustainable travel**

- Broadband access and provision of office space in houses,
- Personalised journey planning,
- Home delivery grocery service and refrigerated drop off points on-site,
- Taxis,
- Car share scheme,
- Bicycle User Group / buddy scheme,
- Cycle Centre,
- Community travel forum,

**Facilities that reduce the need to travel**

- Health Centres / Surgeries,
- Community Centres etc,
- Shopping / Home delivery e.g convenience store, cool storage areas for grocery collection,
- Employment – e.g. mixed residential / office use or live / work accommodation, broadband, tele-centre,
- Education / childcare,
- Leisure facilities,

## Appendix 4 Example of S106 Clauses Relating to Travel Plans

### Speculative developments

For the case of speculative developments (see point XX), it is likely that the following clauses may be included in the Section 106 Agreement.

#### “Definition Clause within the Recitals of the Deed”

*The expression “the developer” shall not include any successors in title and assigns, in respect of all or part of the development.*

### Covenants

*The developer shall annex a copy of the completed Section 106 Agreement to any contract for sale or lease, for all or part of the development, and shall expressly bring to the attention of any purchaser or lease the obligations, therein.*

The developer shall inform the Council of the identity of purchasers and lessee’s of the development within one month of any signed contract.

### Other Cases

In other cases, examples of a Section 106 agreement may include the following:

### XXX SCHEDULE

#### 1. TRAVEL PLAN

**1.1** The owner hereby covenants with the Council that by no later than (Date) it shall prepare and submit to the Council for its draft approval, a draft Travel Plan (as herein defined) in respect of the proposed occupiers of each of the buildings.

**1.2** The Council shall not unreasonably withhold or delay its approval of the draft Travel Plan.

**1.3** The owner further covenants with the Council that it will implement and then comply with the recommendations set out in the approved Travel Plan and will use all reasonable endeavours to meet the targets set out therein, provided that one of the said targets shall be the achievement of such specified minimum percentage of employees of each of the buildings using a mode of transport other than the private car as may be reasonably agreed between the parties.

**1.4** The owner hereby covenants with the Council that it shall monitor and review the workings of the Travel Plan and submit returns to the Council on the date twelve months’ after the date of approval of the Travel Plan, and next on the date, twelve months following the first return and thereafter at three yearly intervals for a minimum period of fifteen years. These returns will show how the Travel Plan has operated during the relevant preceding period and specifically how effective the Travel Plan has been in implementing its recommendations and in achieving its targets.

**1.5** The owner hereby covenants with the Council that it will at the same time and every time that a return is submitted to the Council pursuant to Clause XX, a revised Travel Plan will be submitted to the Council for its approval. It shall be open to the Council in approving the re-submitted Travel Plan to suggest reasonable ways of improving the effectiveness of the Travel Plan and the owner shall use its reasonable endeavours to implement any such reasonable suggested improvements within a timetable to be agreed with the Council.

**1.6** It is hereby agreed between the parties hereto that without prejudice to the generality of the foregoing in resubmitting the Travel Plan as required by Clause XX, the party re-submitting shall demonstrate to the Council on each occasion that it has used all reasonable endeavours to minimise the number of single occupancy vehicle trips to and from the relevant building.

## Appendix 5 Example of a Staff Travel Plan Survey Form

The following survey form provides some example questions that can be asked in staff travel plan surveys. Each development will be unique, so the questions will vary to be appropriate to the proposal. It is recommended that proposed questionnaires be submitted to the Council's Sustainability Team, for approval prior to the survey being carried out. Other examples of questions can be found at [www.travelplans.org.uk](http://www.travelplans.org.uk).

"All staff are being surveyed on their commuting methods and travel to work. The data will be used to develop and promote measures to improve work-related travel for all employees. Individual information will not be highlighted. By completing this questionnaire you will be entered into our prize draw of ..... Your time in completing this is appreciated. Thank You".

<p><b>1. Home Postcode</b></p>
<p><b>2a. What form of travel do you usually take to work?</b></p> <ul style="list-style-type: none"> <li>• Walk</li> <li>• Cycle</li> <li>• Bus</li> <li>• Metrolink</li> <li>• Tram</li> <li>• Train</li> <li>• Motorcycle / Moped</li> <li>• Other</li> <li>• Car (please answer questions 2b/2c below)</li> </ul>
<p><b>2b. For Car Users Only:</b></p> <p><b>How many people do you travel with?</b></p> <ul style="list-style-type: none"> <li>• Alone</li> <li>• Car, with others. If so, how many?</li> </ul>
<p><b>2c. Where do you normally park?</b></p> <ul style="list-style-type: none"> <li>• Nearby Street</li> <li>• Commercial Car Park</li> <li>• Free Car Park</li> <li>• Park and Ride</li> <li>• At workplace</li> </ul>
<p><b>3. How far do you travel to work (miles / km)?</b></p>
<p><b>4. Which of the following would encourage you to cycle to work? List in order:</b></p> <ul style="list-style-type: none"> <li>• Improved cycle paths</li> <li>• Improved cycle parking at work,</li> <li>• Improved changing / shower facilities,</li> <li>• If I can find another way of doing activities eg. shopping / dropping off children on the way to work,</li> <li>• If transport is provided for travel needs during work,</li> </ul>

- When I have to pay for parking,
- Interest free loan
- Nothing
- Other

**5. Which of the following would encourage you to use Public Transport? List in order.**

- More direct bus routes,
- More direct bus services
- More reliable bus services
- Better connection from home to work,
- Better facilities at bus shelters,
- If links to the bus / station are better,
- More reliable trains,
- Discount tickets available at work,
- Better connections from home to the railway station,
- Better connections rail station to work,
- More frequent trains,
- Clear public transport information at work
- If transport is provided for travel needs during work,
- If I find another way of doing activities eg. shopping / dropping off children on the way to work
- Nothing,
- Other

**6. Which of the following would most encourage you to participate in an organised car sharing scheme? List in order:**

- Confidential database of potential sharers,
- Free taxi home in emergencies,
- Reserved car parking space,
- If I have to pay for parking,
- If transport is provided for travel needs during work
- If I find another way of doing activities, eg. shopping / dropping off children on the way to work,
- Nothing
- Other

**7. Given the right equipment, would you work from home?**

- Yes – regularly,
- Yes - occasionally
- No – not at all.

**8. How often do you use a vehicle in the course of work?**

- Never
- More than once a day
- One / two days a week
- Once or twice a month

**9. Do you use public transport for work purposes?**

<ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<p><b>10. If pool cars / bikes were available for work trips, would you use one?</b></p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
<p><b>11. Please write any comments here and any improvements which you think may ease congestion?</b></p>
<p><b>12. Data Protection :</b></p> <p>Data gathered from this survey will be used to help develop the Travel Plan. Summary data that does not contain personal details may also be shared with Public Transport providers solely for the purposes of enhancing services.</p> <p>I consent to data being used as outlined above</p> <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul> <p><b>THANK YOU FOR YOUR TIME</b></p> <p>If you wish to be included in the prize draw, please write your name and department here. This slip will be used for the purposes of the prize draw only.</p> <p>Name:</p> <p>Department:</p>

**Table 2 Example of a Staff Travel Plan Survey Form**

## Appendix 6 "TRACES" Evaluation Criteria

<b>T - Transparent</b>	Plans should clearly identify which organisations are responsible for the various elements, where the financing will come from and how the targets have been developed.
<b>R - Realistic</b>	Plans should set realistic but stretching targets, which reflect the Local Development Framework (LDF) and Local Transport Plan (LTP) policies and likely make-up of new occupiers / inhabitants, Targets should take account of previous experience of people adopt sustainable transport choices (eg. in response to travel plans and personalised journey planning).
<b>A - Achievable</b>	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 transport behaviour.
<b>C - Committed</b>	Plans need clear commitment from the developer for the period of their implementation and beyond, to their establishment. This can be demonstrated, for example, by the appointment of a travel co-ordinator and the setting aside of funding to take the plan forward.
<b>E - Enforceable</b>	The commitments established in the plan need to be enforceable by local authorities under accompanying S106 Agreements and Planning Obligations. This demands precision and clarity in the way measures are set out in the travel plan.
<b>S - Sustainable</b>	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 developers to occupiers, residents or other organisations and continuing sources of funding for the plan.
<b>Transport Assessment</b>	A review of all potential transport impacts of a proposed development with a plan to minimise any adverse consequences.

Table 3 "TRACES" Evaluation Criteria

## Appendix 7 Policy Framework Documents and Useful References

### General References

This SPD has been prepared in line with the following policy documents:

- Rochdale Borough Unitary Development Plan (Adopted June 2006)
- Planning Policy Guidance Note (PPG) 13: Transport, Department of Environment, Transport and the Regions (DETR), 2001
- Regional Spatial Strategy (RSS) for the North West (RPG13), North West Regional Assembly, 2006
- Provisional Second Greater Manchester Local Transport Plan (LTP2) 2006-07 to 2010-11, Association of Greater Manchester Authorities (AGMA) and Greater Manchester Passenger Transport Executive (GMPTE), 2006
- Travel Plans : A Guide for Developers, General Information Report 84, Energy Efficiency Best Practice Programme, 2001.
- Using the Planning Process to Secure Travel Plans, Department for Transport (DfT) 2002,
- Residential Design Guide Supplementary Planning Document - Rochdale Metropolitan Borough Council, Sept 2007,
- Oldham and Rochdale Urban Design Guide Supplementary Planning Document - Rochdale and Oldham Metropolitan Borough Councils, Sept 2007.

### Useful References

#### School Travel Plans

- A safer journey to school: a guide to school travel plans for parents, teachers and governors, Transport 2000 Trust for DETR, DFEE and DH (DfEE, June 1999), [www.dft.gov.uk/local-transport/schooltravel](http://www.dft.gov.uk/local-transport/schooltravel)
- School travel resource pack – includes posters, fact sheets, survey questionnaires, OHP slides and note, and a resource list, DfT revised January 2003 [www.dft.gov.uk/local-transport/schooltravel](http://www.dft.gov.uk/local-transport/schooltravel)

#### Websites

- [www.travelplans.org.uk](http://www.travelplans.org.uk) - Further information on all aspects of travel plans is available on the Greater Manchester website.
- [www.dft.gov.uk/stellent/groups/dft\\_contro/documents/contentservertemplate/dft\\_index.hcst?n=6041&l=3](http://www.dft.gov.uk/stellent/groups/dft_contro/documents/contentservertemplate/dft_index.hcst?n=6041&l=3) - Many resources are available from the Department of Transport website, including good practice guides.
- [www.transportenergy.org.uk/](http://www.transportenergy.org.uk/) - Transport Energy provides best practice guidelines, case study reviews, seminars and free consultancy advice on travel plans.
- [www.communities.gov.uk/index.asp?id+1144015](http://www.communities.gov.uk/index.asp?id+1144015) - PPG13 is available in its entirety here.
- [www.rochdale.gov.uk/environment\\_and\\_planning/planning/local\\_development\\_framework.aspx](http://www.rochdale.gov.uk/environment_and_planning/planning/local_development_framework.aspx) - Link to Rochdale Unitary Development Plan (UDP) and Local Development Framework (LDF) preparation.

- [www.gmltp.co.uk](http://www.gmltp.co.uk) - The Greater Manchester Local Transport Plans 1 and 2 are available from this site along with the Annual Progress Reports.
- [www.gmppte.com/](http://www.gmppte.com/) - Greater Manchester Passenger Transport Executive (GMPTE) websites provides access to public transport travel information.
- [www.dingding.org.uk/](http://www.dingding.org.uk/) -
- [www.carsharegm.com](http://www.carsharegm.com) - CarShare GM – Greater Manchester Car Sharing Website
- [www.travelwise.org.uk](http://www.travelwise.org.uk) - National TravelWise Association – A partnership of local authorities and other organisations promoting sustainable travel.
- [www.act-uk.com](http://www.act-uk.com) - Association for Commuter Transport (ACT) – A UK network bringing together public and private sector organisations developing travel plans.

#### **Publications :**

- How a Travel Plan Can Help You: the Greater Manchester Travel Plan Guide. Published by the AGMA Joint Transport Policy Team Tel: (0161) – 242 6020.
- A Travel Plan Resource Pack for Employers – Published by TransportEnergy Tel: (0845) 602 1425
- COPECAT – Concise Pedestrian and Cycle Audit, Greater Manchester Joint Transportation Policy Team (2003) Tel :- (0161) – 242 6084
- "Land Use Planning and Public Transport" Design Guidance - [www.gmppte.com/landuse](http://www.gmppte.com/landuse)
- A guide on Travel Plans for Developers – Published by TransportEnergy (September 2006) Tel: (0845) 602 1425
- Travel Plans: New Business Opportunities for information technology providers – TransportEnergy (September 2006) Tel: (0845) – 602 1425.
- Making Travel Plans Work: Research Report – Published by DfT Tel: (0207) - 944 3000.
- Using the Planning Process to secure Travel Plans : Best Practice Guide – Published by DfT. Tel: (0207) - 944 3000.
- Safer Journey to School: A guide for teachers, parents and governors – Published by DfT, DETR, DfEE, Transport 2000 Trust, Safer Routes to Schools.
- Making Residential Travel Plans Work : Good Practice Guidelines for New Development – Published by DfT (September 2005),
- Smarter Choices : Changing the Way We Travel – Published by DfT (October 2004),
- Guidance on Transport Assessment (March 2007) DfT Tel: (0207) – 944 3000
- Manual for Streets – Published by DfT (March 2007) Tel (0207) – 944 3000
- Sustainable Buildings Guide - Transport Section and Checklist - Rochdale MBC Sustainability Team (2006) - Tel (01706) - 922019

## Appendix 8 Glossary of Terms

**Affordable Housing (sometimes known as low cost housing)** – Housing which is accessible to people who cannot afford to buy in the open market.

**Biodiversity** – The range of life forms which constitute the living world, from microscopic organisms to the largest tree or animal and the climate conditions in which they live,

**Bond** – A legal document binding a party to pay a sum to an organisation as insurance against not fully delivering agreed measures. If the agreement is fulfilled the bond is returned to the payee. If the agreement is not fulfilled the all or part of the bond is used to deliver the agreed requirements. Any remaining finance is then returned to the payee,

**Business Park** – Modern business areas characterised by a mix of light industry, office and research uses distinguished by high standards of design, low density and landscaping,

**Car Parking Strategy** – A framework of policies and proposals to co-ordinate improvements to car parking facilities,

**Circular** – A government publication providing guidance on specific issues. Identified by the number and year in which it was published,

**Community Plan** – Overarching local strategy for the future of the Borough, outlining actions towards environmental, economic and social well-being, and contributing to sustainable development. See Rochdale Partnership / Local Strategic Partnership,

**Commuted Sum** – One off payment made instead of providing facilities or a service, and which takes away responsibility to make such provision. Most commonly applied in relation to open space or landscape maintenance,

**Conservation Area** – An area of special architectural or historic interest identified by the Council under the “Planning (Conservation and Listed Buildings) Act 1990”, where it is desirable to preserve and enhance the special character of that area.

**Development** – The carrying out of building, engineering, mining or other operation in, on, over and under land, or the making of any material change in the use of any buildings or other land (Section 55, Town and Country Planning Act 1990),

**Development Control (DC)** – Control of development by the Local Planning Authority or Secretary of State for the Environment through the considerations of planning application,

**Environmental Impact Assessment** – A written statement which the Council may require from planning applicants setting out in the detail the environmental effects that a proposed large new development (such as an out-of-town shopping centre or industrial complex) will have on the surrounding area,

**Greenfield Land** – land that has not previously held built development,

**Hectare** – A measure of surface area (2.4711 acres or 10 000 m<sup>2</sup>),

**Heritage** – Things of value, inherited or passed on from generation to generation, qualities that are worthwhile preserving for posterity,

**Highway** – A generic term encompassing various public rights of way over land e.g. for the passage of vehicles, cyclists, pedestrians and horse riders. It is usually used to describe a road carriageway for vehicles and the adjoining footway. A full legal description is contained in the Highways Act 1980,

**Infrastructure** – The provision of communications and services to include the provision of highways, drains, gas and electricity at the basic level, and also including social infrastructure such as schools and community centres,

**Listed Buildings** – A building of special architectural or historic interest include in a list compiled by the Secretary of State for the Environment under the “Planning (Listed Buildings and Conservation Areas) Act 1990”. Listed Buildings are graded according to their importance. They cannot be altered or demolished without specific consent being granted.

**Local Transport Plan (Greater Manchester)** – A five year plan for Greater Manchester, setting out objectives and a strategy for integrated transport provision, together with a programme of infrastructure improvements. It is required to be prepared by the Government for approval and funding,

**Metrolink** – the name given to the Greater Manchester Light Rapid Transit (LRT) supertram system,

**Outline Planning Permission** – Confirms the principles of developing land for a given use. Normally for a period of 3 years,

**Passenger Transport Authority / Executive (PTA/E)** – The Greater Manchester PTA is made up of 30 Members (Councillors) appointed by the 10 Local Councils comprising Greater Manchester. Its role is to provide a framework to enable operators to provide public transport services. It does so in conjunction with the Greater Manchester Passenger Transport Executive (GMPTA), a professional transport organisation required to advise on and implement GMPTA's policies,

**Pedestrianisation** – Full or partial removal of traffic from a street to give pedestrians priority,

**Planning / Development Brief** – Prepared by the Local Planning Authority to offer guidance of the favoured land use of a site to potential developers. It sets out land use opportunities, constraints and the standards that a particular development should meet,

**Planning Obligation** – A legal undertaking made by agreement between the Council and a developer or, unilaterally by the developer for the purpose of restricting or regulating a development or use of land, usually made in connection with the granting of planning permission (see Section 106 of the Town and Country Planning Act 1990),

**Planning Policy Guidance Notes (PPG's)** – These are a series of guidance notes issued by Central Government which are statements of government planning policy (To be replaced by Planning Policy Statements). There is also a separate series of Guidance Notes dealing with Mineral Planning (MPG's),

**Previously Developed Land** – Annex C of PPG3 ‘Housing’ defines this as land which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the development’s curtilage and may occur in both urban and rural settings. It includes defence buildings and land for mineral extraction and waste disposal where provision for restoration has not been made. It excludes land and buildings that are currently used for agricultural or forestry purposes and land in built up areas that has not been developed previously (e.g. parks, recreation grounds and allotments). Also excluded is land previously developed but where the remains of any structure has blended into the landscape to be considered part of the natural surroundings and has nature conservation or amenity value.

**Private Sector** – A sector of the employment market run by private individuals / organisations rather than the Government run public sector or the voluntary sector,

**Regional Spatial Strategy** – These are issued by the Secretary of State for Communities and Local Government. A statement of the overall planning aims of the Region, to set the context within which individual Local Planning Authorities prepare their Local Development Frameworks (LDF),

**Renewal Areas** – Introduced under 1989 Housing and Local Government Act to replace Housing Action Areas and General Improvement Areas as the primary legislation for tackling housing, environmental, social and economic problems on an area basis,

**Rochdale Development Agency (RDA)** – A partnership between the public and private sectors to promote new business investment and property development within the borough,

**Rochdale Partnership / Local Strategic Partnership** – Borough wide partnership of organisations, agencies, businesses and community groups with responsibility for the preparation of the Community Plan and Neighbourhood Renewal Strategy,

**Site of Biological Importance (SBI)** – A protected area of ecological significance in terms of flora, fauna, geological and physical features and listed in a register produced on a sub-regional basis. Sites are graded A to C in accordance with their scientific significance,

**Site of Special Scientific Interest (SSSI)** – A protected area identified by Natural England as being of national importance in terms of wildlife, flora, fauna, geological or physiological features,

**Social Housing** – Provided by a social landlord (usually housing association), normally with public subsidy,

**Street Furniture** – Seats, hanging baskets, rubbish bins, bollards, public art and other facilities to enhance the streetscape as part of environmental enhancement schemes,

**Sui Generis** – See Use Classes Order

**Supplementary Planning Document (SPD)** – Planning guidance issued by the Council supplementing and interpreting the policies and proposals of the LDF. The document offers positive assistance to potential applicants as to how particular policies will be applied in practice, or how a range of policies are relevant or will be applied to a particular area,

**Sustainable Development** – is defined by the World Commission on Environment and Development as “Meeting the needs of the present without compromising the needs of future generations to meet its own needs”. The Government states that the planning system and development plans should ensure that development and growth are sustainable.

**Use Classes Order** – The Use Classes Order groups land uses into various categories. When changing the use of land or premises to another which falls within the same group, planning permission is not generally required. A change to a use in a different ‘use class’ requires planning permission. There are some uses which do not fall into any category. These are known as “sui generis” and include petrol stations, theatres and amusement arcades. As these are not classified within a broader category of uses, any change of use will require planning permission.

**Windfall Site** – A site not specifically allocated for development which becomes available for development or is granted planning permission during the life of the plan.