



Guidance Notes

**For the preparation and
implementation of
Development Travel Plans**

December 2021

V5

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1 Introduction

This guidance sets out the Highways Authority requirements for development Travel Plans and identifies when they are required in support of a planning application. Travel Plans are a fundamental part of the development management process and must be submitted with the planning application wherever applicable.

The guidance contained in this document is intended to elaborate on the policy requirements relating to Travel Plans included in the 4th Lincolnshire Local Transport Plan 2013/14 - 2022/23, Lincolnshire Local Plans and the National Planning Policy Framework (NPPF).

This document sets out:

- When an applicant or developer will be required to submit a Travel Plan in conjunction with a planning application.
- Why a Travel Plan is required in the planning process.
- The objectives of a Travel Plan.
- What type of Travel Plan is appropriate?
- How a Travel Plan is best prepared.
- What a Travel Plan should include.
- How Travel Plans can be delivered and secured.
- How Travel Plans are monitored and enforced in Lincolnshire.

The contents of this guidance have been prepared in line with the online [National Planning Practice Guidance](#).

This guidance provides direction on the preparation of Travel Plans secured through the planning process; however, it may also be relevant and useful for organisations developing a Travel Plan voluntarily for their own benefit.

Appendix E covers the requirements for School Travel Plans.

2 Background

2.1 What is a Travel Plan or Travel Statement?

A Travel Plan is a long-term management strategy for development that seeks to minimise single-occupancy car trips (whilst maintaining accessibility for other modes) through a series of measures. Performance of the Travel Plan is judged against targets. The Travel Plan itself is articulated within a document that is regularly reviewed.

Travel Plans are an integral component of the planning system and will be required for most developments. They are equally applicable to developments that both generate trips (i.e. housing) or attract trips (eg employment, leisure, services and facilities).

For those developments that attract trips, the scope of a Travel Plan is not restricted to just commuter journeys; it can also include measures relating to business journeys, visitors trips, staff journeys, deliveries to and from business premises and the efficient management of company fleet vehicles.

Travel Plans provide a sustainable access strategy by offering realistic transport choices from a specific site to likely common destinations such as centres of employment, retail uses and schools. Travel Plans focus on achieving the lowest practical level of single occupancy vehicle trips to and from a site by increasing the use of other travel modes.

Travel Plan Statements have the same purpose as a Travel Plan, but on a smaller scale. Typically Travel Plan Statements are produced for smaller sites where the impact of travel to and from the site is likely to be much less than for larger sites. As a result, Travel Plan Statements will be less detailed, and will focus on fewer measures to promote sustainable transport options. Despite this much narrower focus, Travel Plan Statements will still need to set out objectives and a SMART target to work towards. (see para. 6.2.6).

2.2 How do Travel Plans, Transport Assessments or Statements relate to each other?

The Guidance on Travel Plans and Transport Assessments, available on the National Planning Practice Guidance website, places Travel Plans at the heart of the NPPF and each may influence the other.

The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives, i.e. walking, cycling, public transport and tele-commuting. This can be for both proposed and existing developments and through this thereby reduce the demand for travel by less sustainable modes.

Transport Assessments/Statements primarily focus on evaluating the potential transport impacts of a development proposal and propose mitigation measures where these are necessary to avoid unsafe or 'severe' impacts. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development.

2.3 The benefits of a Travel Plan

The implementation of a Travel Plan can help to reduce congestion and traffic related pollution for businesses and residents on and near to a new development. In promoting the alternatives to single car occupancy there are a number of benefits that can be realised, including:

- Reducing the demand for parking.
- Enable more people to be able to access a site.
- A reduction in costs of providing and maintaining parking spaces.
- A cut in staff mileage claims and other business travel costs.
- A reduction in traffic congestion in and around the site.
- Ease delays to deliveries and movement of goods on or off site.
- Personal cash savings from not running a car as often or from participating in a car share scheme.
- Health and wellbeing benefits from walking and cycling – this in turn reduces the number of sick days taken.
- Environmental benefits of reducing car use.
- Reduced car usage on site resulting in a more pedestrian friendly environment.
- Highlighting the choice of travel modes that are available to travel to and from the site.

3 When is a Travel Plan or Travel Plan Statement required?

The table below sets out the Highways Authority thresholds for requiring Travel Plans.

Table 1: Indicative Threshold by Class for Travel Plans and Travel Plan Statements

Use	Travel Plan statement thresholds	Travel Plan Threshold (m2 gfa)
A1 Food retail	400 – 800m ²	Over 800 m2
A1 Non-food retail	750 – 1500m ²	Over 1,500 m2
A2 Financial and Professional Services	1350 – 2500m ²	Over 2,500 m2
A3 Restaurants and Cafes	1350 – 2500m ²	Over 2,500m2
A4 Drinking Establishments	300 – 600m ²	Over 600m2
A5 Hot Food Takeaways	250 – 500m ²	Over 500m2
B1 including Offices	1350 – 2500m ²	Over 2,500 m2
B2 General Industry (including waste management development)	1350 – 2500m ²	Over 2,500 m2
B8 Warehousing	2500 – 5000m ²	Over 5,000 m2
C1 Hotels	50 – 100 rooms	Over 100 Rooms
C2 Residential Institutions	25 – 50 beds	Over 50 Beds
C2 Residential Education establishments	75 – 150 students	Over 150 Students
C3 Residential dwelling houses	n/a	Over 80 Units
D1 Non-residential Institutions	500 – 1000m ²	Over 1000m2
Higher and further education	1350 – 2500m ²	2,500 m2
Schools	n/a	All school developments resulting in an increase in staff/pupils onsite
D2 (other than cinemas, conference facilities and stadia)	750 – 1500m ²	Over 1,500 m2
Cinema and conference facilities	750 – 1500m ²	Over 1,500 m2
Stadia	1500 – 3000 seats	Over 3,000 seats
Minerals developments	Each proposal to be assessed independently considering the expected level of movements to and from the development site.	
Static and Touring Caravan sites	Each proposal to be assessed independently considering the expected level of movements to and from the development site.	

It should be noted that Table 1 above sets out the development thresholds above which Travel Plans would normally be expected, but the Highways Authority will assess applications on their own merits. This may result in some cases where smaller development warrants a Travel Plan or larger sites where a Travel Plan is not justified. Applicants should assume, however, that where a threshold is exceeded a Travel Plan will be required and discuss the need and scope for a Travel Plan with the Highways Authority at the earliest possible stage of the application.

Guidance on producing Residential Travel Plans has been incorporated into this document, which supports the Department for Transport (DfT) threshold of 80 dwellings for a Travel Plan. However the Highways Authority retain the right to request a Travel Plan for developments with less than 80 dwellings in circumstances where it is considered/likely to impact on sustainable transport in that area. The level of detail included in any Travel Plan will depend on the overall size of the development and its anticipated impacts.

Unless otherwise agreed by the Local Planning Authority, a Travel Plan appropriate to the planning application must be submitted with the main application documents. Failure to do so may result in delays to the determination of the planning application.

For development close to, or generating trips on the Strategic Road Network, Highways England will be a consultee and may have separate requirements in relation to the Travel Plan.

3.1 Other circumstances where a Travel Plan may be required

3.1.1 Multi-occupation of one site

Where several small developments or an initial small-scale development is incrementally increased or different use types on one site may individually fall below the thresholds set out in Table 1. The cumulative impacts of these individual developments or uses can be enough to justify a Travel Plan for the site. The requirement for a Travel Plan should be discussed prior to application submission with the Highways Authority. Additional 'subsidiary' Travel Plans may also be required in respect of sub-areas, or sub-uses, depending on scale and circumstances eg a single subsidiary Travel Plan for all the small retail uses.

3.1.2 Change of Use applications

Change of use applications will be considered as new development and will require a Travel Plan if the thresholds set out in Table 1 are exceeded.

3.1.3 Extensions and development below the indicative thresholds

Proposals for extensions may also be subjected to a requirement to submit a Travel Plan when any of the following circumstances apply:

- The scale of the extension exceeds the thresholds set out in Table 1. In the case of premises or uses which do not have an agreed Travel Plan, then if the aggregate size of the existing premises and extension combined exceed the thresholds given in Table 1 and the extension Gross Floor Area (GFA) is more than 20% of the existing GFA (this 20% does not apply to schools – see below).
- Where a Travel Plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on highway safety or severe congestion grounds.

Where it can clearly be demonstrated that an extension would not result in an increase in person trips (eg an extension built solely to house machinery), then a Travel Plan will not be required. This must be agreed with the Local Planning Authority prior to the submission of the application.

3.1.4 Increased Car Parking

Applications from existing businesses, organisations and schools seeking to increase car parking capacities without linked development will be required to show that a Travel Plan has been in place and fully implemented and other options to reduce car use have been implemented.

3.1.5 Universities, Colleges and Educational Establishments

The DfT recommends Travel Plans for all Further and Higher Education sites. Travel Plans can influence and change both staff and student travel behaviour and benefit the education establishment. Travel Plans offer a range of choices to staff and students on how they travel to the site, encouraging more prospective students and higher rates of staff retention.

All Further and Higher Educational establishments will therefore be expected to have a Travel Plan in place. It is accepted that such plans may be tied into larger 'Transport Strategies', but individual applications must still be accompanied by a Travel Plan outlining targets and measures for that specific site with links to the overall strategy.

4 Travel Plan types

It should be noted that ultimately all Travel Plans will be full Travel Plans when they are implemented, but there are several routes for a developer to reach this implementation stage depending on the type of planning application and development proposed. The point at which a planning application is submitted is a single stage in the process of preparing, implementing and reviewing a Travel Plan.

We recommend pre-application discussions with the Highways Authority to determine the appropriate type of Travel Plan.

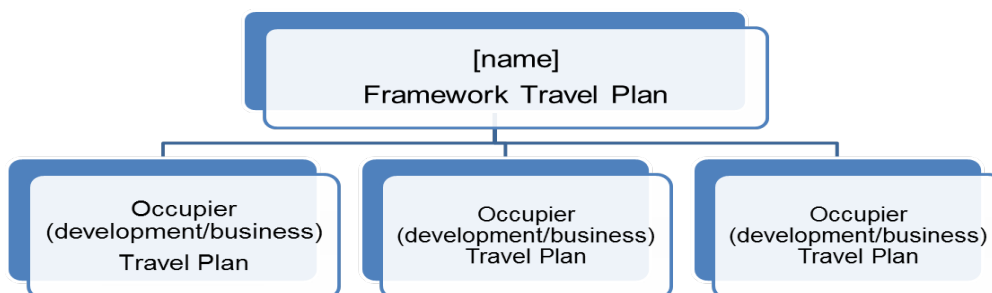
4.1 Travel Plans

Whenever a Travel Plan is required, a full Travel Plan should normally be prepared and submitted with the planning application. It will include clear outcomes and targets together with all relevant measures to ensure these can be achieved. The monitoring and management strategies will also be detailed.

Full Travel Plans are appropriate for applications where the proposed use and accessibility needs are known. This includes outline applications where the scale of uses and/or number of units is known (see Table 1 Threshold by Class for Travel Plans and Travel Plan Statements).

4.2 Framework Travel Plans (and Subsidiary Travel Plans)

In the case of large mixed use developments with multiple occupants or commercial uses (B1, B2 and B8) where the end user is not known, a Framework Travel Plan may be appropriate (sometimes referred to as an umbrella Travel Plan). This type of Travel Plan is also generally appropriate for phased developments.



Framework Travel Plans should include:

- A commitment to individual Travel Plan development by the occupiers of the site where they relate to elements of the scheme that exceed the thresholds.
- As occupiers are confirmed, they will need to submit a full Travel Plan or Travel Plan statement, as appropriate for their organisation, which is in accordance with the framework Travel Plan for that site, prior to their occupation. This requirement should be included within the terms of the lease or before ownership is transferred if the site is sold.
- Baseline travel patterns derived from TRICS and/or Census data agreed.
- Measures to be delivered site-wide and responsibilities for their delivery and funding.
- Future actions for Travel Plan development and refinement.
- Preliminary targets based on associated transport assessment predictions (Census data), with appropriate timescales.

The timeframe for completion of individual Travel Plans is to be set out at the framework stage and monitoring is expected to be for five years or one year post final occupation whichever is greater. If full occupation of the business park has not been achieved within those five years, further discussion will need to be held with the Highways Authority/Framework Travel Plan Co-ordinator to agree a future monitoring timeframe.

Any measures that require a separate planning obligation within a legal agreement must be agreed at the initial planning stage. This usually refers to any measures of significant monetary value.

All subsidiary Travel Plans are to be approved by the Highways Authority within three months of occupation of the site to ensure compliance with the agreed Framework Travel Plan.

4.3 Travel Plan Statement

A Travel Plan Statement has the same purpose as a Travel Plan, however its scope is smaller and monitoring requirements are not a compulsory requirement for the development.

For specific cases, where there are likely to be less than 20 employees working on the site, then a Travel Plan Statement may be appropriate. This should be raised and agreed with the Highways Authority at the scoping stage.

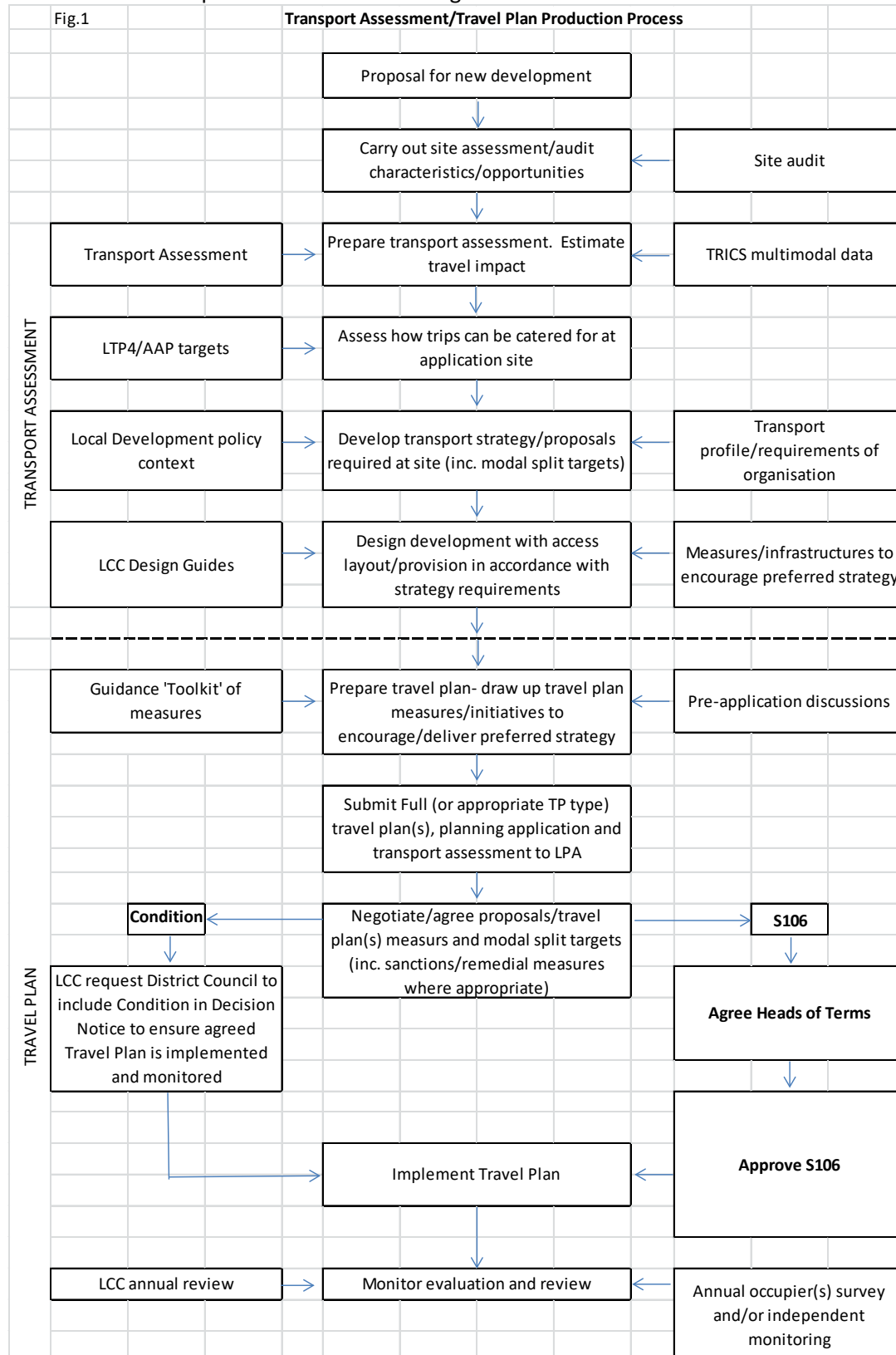
4.4 Area-Wide Travel Plans

These will cover larger areas where multiple sites are likely to be developed. They may be prepared as part of a Master Planning exercise or Area Action Plan. It is likely that at the planning application stage they would be supplemented by a Full or Framework Travel Plans.

5 Producing a Travel Plan

5.1 Travel Plan process

The recommended process is illustrated in Figure 1 below:



The first step in the production of a Travel Plan is to carry out a site audit incorporating a survey of the site location, including its constraints and opportunities and an assessment of how the predicted travel impact or trips can be catered for in the context of local modal split targets and development plan policies. Travel Plans for extensions or relocations of existing uses should include a survey of existing travel patterns to the site. Targeted local consultation may be of use in identifying local issues and potential measures.

A Transport Assessment of the proposed development, including an estimate of its likely overall travel impact may then be produced (ie the anticipated number of total person trips to and from the site that the development will generate). This estimate can be derived from an appropriate trip generator database such as TRICS.

A transport strategy or package of measures can then be drawn up, aimed at delivering modal split targets. These will be a key influence on the subsequent design layout and detailed site proposals for the development. This series of measures, which is designed to encourage and deliver the preferred strategy, will form the basis for the Travel Plan(s) to be submitted alongside the planning application and Transport Assessment for the scheme. Incentivising can assist in achieving the set targets.

The final measures and modal split targets agreed during the planning application process will then be secured by way of a planning condition between the applicant and the council and/or incorporated into an s106 agreement. This will set out how the approved Travel Plan(s) will be delivered and monitored, including the steps that will need to be taken if targets are not achieved. This may include financial penalties/contributions.

5.2 The Role of the Highways Authority

The production of Travel Plans will ideally represent a partnership approach between the applicant or developer and the Highways Authority or Local Planning Authority and with other third parties such as public transport operators.

In order to streamline the process as much as possible the Highways Authority can offer:

- Policy advice, guidance and technical information including Travel Plan information (based on the information and references given in this document).
- Pre-application advice / meetings for major schemes (as part of the Council formal pre-application process) where clarification is sought on the written information available.
- Liaison with the Local Planning Authority as a statutory consultee on Highways matters.
- Appropriate contacts and support for discussions with key third parties.
- Information, relevant local data and support during plan preparation and advice on Travel Plan implementation requirements including annual monitoring, review and action planning.
- Advice on appropriate modal split targets for specific areas.

5.3 The Role of the Applicant

Applicants/ developers are required to follow this guidance, seeking the advice of the Highways Authority if required, to ensure and enable the Travel Plan process to be as efficient as possible by:

- Accepting the importance of Travel Plans as an integral part of the transport assessment/ planning application process.

- Ensuring that the outputs from the Transport Assessment and Travel Plan are fully taken into account and integrated with their scheme design and layout.
- Ensuring that draft Transport Assessments and draft Travel Plans are available prior to pre-application discussions.
- Submitting a 'complete' planning application (i.e. accompanied by a Transport Assessment and Travel Plan(s))
- Identifying the contact person(s) with relevant background to act as Travel Plan co-ordinator(s) for the preparation, implementation, marketing, monitoring and review of the Travel Plan.
- Taking advantage of joint initiatives involving public transport travel discount schemes, car sharing databases, car clubs, shared Travel Plan co-ordinators and joint monitoring and evaluation.
- Working in partnership with the Highways Authority and other stakeholders to achieve mutual benefits.
- Committing to the ongoing Travel Plan process, particularly in supporting and marketing the measures outlined within the plan.
- Collecting of monitoring data and submission of this information to the Highways Authority as agreed within the Travel Plan.
- Ensuring that the submitted Travel Plan accords with this document.

There are significant benefits in pre-application discussion to agree the scope of the Travel Plan to be submitted, especially for larger and more complex schemes. Applicants and their advisers are encouraged to contact the Highways Authority prior to finalising a Travel Plan for submission.

6 Writing a Travel Plan

6.1 Scoping and agreeing the Outline contents of a Travel Plan

The outline contents of a Travel Plan supporting a planning application should be agreed with the Highways Authority prior to submission to the Local Planning Authority.

The areas to be agreed as part of the scoping process should include:

- Type of Travel Plan to be submitted.
- Scope of site audit.
- Trip generation estimates, if applicable.
- Key measures relevant to the site and development.

Adherence to the structure suggested in this guidance should facilitate the assessment and agreement of the plan with the Highways Authority Development Management Team; and should expedite this element of the Planning Application.

Where a Transport Assessment also requires the agreement of Highways England, then the Travel Plan should also be agreed with Highways England. In these cases, early liaison with both the Highways Authority and Highways England is required.

6.2 Guide to writing a Travel Plan

Lincolnshire Highways Authority uses a package called MODESHIFT STARS to assist developers in producing and monitoring Travel Plans. MODESHIFT STARS can provide electronic surveys, as well as templates for site audits. Further details on MODESHIFT STARS and the Highways Authority monitoring specification can be found in [Appendix B](#).

The sections below provide guidance on the information that should be included within a Travel Plan. Whilst a Travel Plan should be unique to the site it applies to, the areas to be covered within the Travel Plan are broadly the same from development to development. This consistency of approach will help ensure that all the issues are covered and that appropriate measures are identified.

The primary reader of a Travel Plan is the Travel Plan Co-ordinator (guidance) and/or resident/employee (information) informing them of the developer's commitment and intentions to reduce single occupancy car travel and promote sustainable transport for the site. Whilst planning policy is important it is not necessary to include this in a Travel Plan; a summary would be sufficient if necessary. The information should be in an easy to read format with no technical jargon.

6.2.1 Introduction

This section of the Travel Plan should briefly introduce the business/development the Travel Plan relates to, including the full post-code, scope of the plan and contact details of the Travel Plan author.

6.2.2 Background

Information on the type and size of the development needs to be included to provide the necessary context for the Travel Plan. A site plan is essential and must be included in all Travel Plans submitted. All Travel Plans require good background information, including the site post-code and number of employees, and the area in which the development is to take place.

A site/area audit will identify existing provision and gaps, providing a methodical assessment of the transport facilities and links from the site. It should identify if there are any traffic issues within the locality of the site, as well as detailing the existing public transport, walking and cycling infrastructure which will be used to access the site. Any developments that are proposed nearby should also be referred to, especially in relation to their potential to add to existing traffic issues, or create new ones, through trip generation.

A more in depth description of the business should also be provided within this section, including hours of business, current parking arrangements, shift patterns and any existing facilities for sustainable travel.

6.2.3 Scope of the plan

State what type of Travel Plan the document is, and why that specific type of Travel Plan has been chosen. If a specific method of transport is not going to be included or addressed in the Travel Plan this section should cover this and the reasons why that decision has been made. Include any existing survey information here that may impact upon the scope of the Travel Plan.

Any existing corporate policies that may be relevant should be summarised here.

6.2.4 Current travel patterns

All Travel Plans must include current travel patterns and behaviours to the site, where possible. A comprehensive travel survey must be undertaken with staff, visitors and users of the site, during 'neutral' months, avoiding holidays and peak seasons. The Highways Authority can provide assistance with producing surveys in electronic or paper forms.

The results of the travel survey, or the expected travel patterns to and from the site should be set out as the baseline information that will inform the Travel Plan. Some graphs and/or charts should also be included to provide clear visual representation of the information provided.

The current travel patterns will be used as the baseline for monitoring and reviewing Travel Plan targets.

A survey can be provided by Lincolnshire Highways Authority to the Travel Plan Co-ordinator through the MODESHIFT STARS system (Appendix B).

6.2.5 Aims and Objectives

All Travel Plans should have an overarching aim supported by a number of objectives towards which the actions and measures implemented will be working towards. The aim(s) of the Travel Plan will be

the overall intended outcomes of the document. The objectives are the main activity areas to be undertaken to achieve the outcome.

Where a Transport Assessment has been produced, the objectives within the Travel Plan should be directly linked to the Transport Assessment, to address any issues and make use of the trip data.

6.2.6 Setting Targets

The setting of targets allows for effective monitoring and review of the measures implemented. The targets set within the Travel Plan should relate to the site and the objectives of the Travel Plan.

Where a Transport Assessment has been produced, the data supplied within it can be used to inform the Travel Plan. For example modal split will already have been identified, and therefore a reasonable assumption could be made as to mode shift. Otherwise the latest relevant Ward Census Travel to Work (excluding Not in Employment) data can be used to provide data for the initial baseline target. The requirement for targets can be scoped at the pre-application stage. Where a Transport Assessment has not been required a travel survey of occupiers should be undertaken on occupation in order to compare/consider baseline data, and to inform/confirm the formulation of detailed targets for modal shift.

Travel Plans are expected to include at least one SMART (specific, measurable, achievable, realistic and time bound) target relating to modal shift away from single occupancy car use. Although it is recommended that all the targets are SMART, to ensure maximum effectiveness of the measures, they can be written as either 'outcome' targets or 'specific action' targets.

In the majority of cases it is expected that targets will be challenging but achievable. Therefore all new site developments should commit to a minimum reduction of 10% in single occupancy car journeys in rural areas and 15% in urban areas. A lower target must be justified. A review of the targets in light of initial survey results and comments received from users may identify that the initial targets were too ambitious or not challenging enough or that the wrong measures are being pursued. In these cases, and in discussion and agreement with Highways Authority after a full review of the TP progress, it may be appropriate to amend the targets.

Examples for wording of targets include:

Outcome targets:

- The proportion of staff travelling to work in Single Occupancy Cars will be kept below x%
- The proportion of staff travelling to work by non-car modes will be x% by (date)

Specific Action targets:

- x no. covered and secure cycle stands to be provided by (date)
- introduce a salary sacrifice scheme to enable staff to purchase bicycles at a discounted rate by (date)

When setting targets for the Travel Plan, trigger points for further action should be incorporated and agreed in advance with the Highways Authority. These trigger points will activate reviews of measures in the action plan if monitoring shows that targets are not being met and any other agreed necessary action. If targets continue not to be met then enforcement action may be taken.

6.2.7 Actions or measures to be included within the Travel Plan

The actions and measures identified in the Travel Plan should enable the applicant to achieve the stated objectives and targets. The success of the Travel Plan is dependent on the achievement of the objectives and securing attractive alternatives to single occupancy car usage. The less of an impact a site has on the transport network, the more successful the Travel Plan will be considered. The measures/actions chosen for implementation should be considered carefully to ensure that they work as a package, are realistic and achievable and as many measures as possible are implemented prior to occupation.

For all Travel Plans, the monitoring and review is an important element of the process. Therefore annual monitoring via a travel survey, which can be provided by Lincolnshire Highways Authority if required using MODESHIFT STARS, will need to be an action in all Travel Plans.

Where travel characteristics of an occupier may not be known and development proposals are speculative, a framework plan should be agreed before the planning application is determined. Such Travel Plans will specify the measures that are to be implemented before development works commence and occupation as far as possible. This should include a framework and timetable for production of the final Travel Plan and should be submitted no later than three months after the initial occupation.

A number of possible actions that could be included are set out below by theme. The list is not exhaustive, and is meant as a guide to the type of actions that can be included in Travel Plans.

A toolkit of Travel Plan measures can be found in Section 7.

6.2.7.1 Promotion

Early effective promotion of alternative travel options is key to a successful travel plan. To achieve behaviour change, information about alternative options and their benefits should be actively promoted. This has most impact before a user of the site develops a car habit.

A programme of targeted promotion can be included within the Travel Plan as actions, and as such can be scheduled for the life of the Travel Plan. The impact of promotional events can be measured to assess effectiveness on reducing single occupancy car trips and directly impacts upon the SMART targets within the Travel Plan.

For all Travel Plans good communication networks are vital, such as starting with a webpage or a notice board where all Travel Plan information can be posted. When people move home or change jobs they are far more receptive to the idea of new travel methods and therefore travel information could be included in new starter packs. The methods of promotion used will vary from development to development; however, they will need to be in place from the outset of occupation to ensure that awareness of the Travel Plan is achieved.

6.2.7.2 Welcome Packs

Welcome packs will form part of all Residential Travel Plans and some Business Travel Plans.

Welcome packs must include:

- Public transport information about routes that run past or close to the site.

- High quality maps of walking and cycling routes from the site to popular destinations.
- Travel vouchers and/or cycle vouchers that have been negotiated with local operators and/or cycle shops as incentives.
- Local and national sustainable travel schemes that can be joined.

Information about on site services, or those within the locality should also be provided. However, a welcome pack should not simply be a collection of leaflets and guides.

Welcome packs will require submission to the Highways Authority for approval.

6.2.8 Implementation of the Travel Plan

Before planning permission for a development has been granted there needs to be clarity about where the responsibility for implementation of the Travel Plan lies. These responsibilities should be set out within the Travel Plan.

For residential developments, the overall responsibility for implementing the Travel Plan within the site specific period will lie with the developer. For all other land uses the overall responsibility for implementing and monitoring the Travel Plan will lie with the current landowner.

For residential developments the Travel Plan should be implemented before occupation. For workplace relocations, where the new occupier is known, the travel measures should be publicised to staff before moving to the new site. For other sites, the Travel Plan should be implemented on the first occupation of a completed development or extension. If a Travel Plan needs to be implemented in stages to coincide with a phased increase in people this should be set out in the plan with a timetable for implementation. Should the occupier change, the Travel Plan will continue for each and every subsequent site occupier. It may be appropriate for the Travel Plan to be revised to address the needs of the new occupier. Should this happen the Travel Plan must remain broadly in line with the objectives of the original plan.

The Travel Plan should include a commitment to ensure that the budgetary requirements for its implementation will be available for the life of the plan. This will ensure that the necessary arrangements for the implementation, coordination and day-to-day management of measures and incentives prior to development occupation can be put in place.

The details of the Travel Plan will be entered onto MODESHIFT STARS by the Highways Authority to ensure monitoring can be undertaken. This will ensure compliance of the Travel Plan in relation to the planning conditions/obligations. Details of the Travel Plan Co-ordinator will be retained, which is why the Highways Authority must be notified of any changes.

6.2.9 The Travel Plan Co-ordinator role (TPC)

All Travel Plans must have a named individual appointed who is responsible for implementing, promoting and monitoring the Travel Plan, for the entire duration of the Travel Plan period. The position may be full or part time, depending on the scale of the development and will be the main contact for site users and Highways Authority officers. The role must be carefully allocated to an individual who has the necessary time, aptitude and access to senior management and resources.

For a Framework Travel Plan a Framework Travel Plan Co-ordinator for the whole site should be appointed who will liaise/co-ordinate the individually appointed business/site Travel Plan Co-ordinators

Whichever organisation is responsible for implementing a residential Travel Plan they should seek to involve the residents in the process as fully as possible. While in the initial occupation stage, it is not reasonable to give responsibility for the Travel Plan to a residents' group alone; at the end of the 'compulsory retained period' the handing over of promotional activities to a residents group with a nominated lead for travel aspects of the community should be considered.

A more detailed description of the requirements of the Travel Plan coordinator role can be found at Appendix C.

6.2.10 Monitoring and Review

Monitoring of the Travel Plan process is essential to measure the success of the Travel Plan and also to highlight any areas for further work. The Highways Authority will use this to assess whether planning obligations or conditions are being met, and whether additional resources are required to fulfil these obligations.

The frequency of monitoring of the plan will be agreed as part of the Travel Plan and will therefore be tailored to individual developments. The responsibility for monitoring the plan and collecting the necessary data lies with the developer however the Highways Authority will advise on the best methods. The Highways Authority can provide surveys to the Travel Plan Co-ordinator electronically via the MODESHIFT STARS system, at the agreed monitoring intervals if required.

For Framework Travel Plans it is recommended that the Framework Travel Plan Co-ordinator encourages individual Travel Plan Co-ordinators to synchronise, over time, the survey results to enable more effective monitoring of the Framework Travel Plan.

Annual monitoring reports will be required for all sites. As a minimum the report should contain:

- Details of the progress made since the last report. This will look at those targets set in the Travel Plan and assess whether they have been met.
- A summary of the monitoring results including an annual travel survey and where appropriate traffic counts.
- An identification of action and priorities for the following year.

Although the onus is on the Travel Plan Co-ordinator to monitor their Travel Plans and provide Highways Authority with up-to-date survey data and review reports, the Highways Authority will contact all applicants at the agreed monitoring stages, or after 1 year from application (whichever is sooner). The level of input from the Highways Authority is set out below:

- 15 employees or users – a letter will be sent to the business requesting monitoring information including:
 - Offer to use MODESHIFT STARS for survey collection.
 - Updated information on all resources or relevant information for their organisation.
- 15-100 employees or users – a letter sent requesting monitoring information, including:
 - Offer to use MODESHIFT STARS for survey collection.

- Updated information on all resources or relevant information for their organisation.
 - Requirement to see an updated action plan and revised Travel Plan for the coming year.
 - Details of actions implemented to date.
- 100+ employees or users
 - All the above, plus a meeting to be arranged with TPC to review actions and targets.

If the Travel Plan continues to meet or exceed its targets after five years, the local authority may take the decision to stop the monitoring of the site and require an updated Travel Plan every three years.

If the Travel Plan is not meeting its targets, the auditing period will continue until targets continue to be met. Very large or multi-phase developments will involve different or longer monitoring periods. In addition, details will be required of the appropriate remedial actions that will be taken if the annual review report shows that the Travel Plan targets have not been achieved, eg further funding allocation to provide personal travel planning work or vouchers for bus tickets etc.

The costs of carrying out the monitoring and review process are the responsibility of the developer. In order to successfully monitor a Travel Plan Highways Authority requires a monitoring fee (secured through a Section 106 agreement) to be paid by the developer or occupier to cover officer time and overheads required to coordinate and complete the monitoring process over the lifetime of the Travel Plan.

At times it may be necessary for the Highways Authority to undertake independent surveys and or monitoring on unspecified days to ensure compliance with the Travel Plan.

6.2.11 Finance

The Travel Plan process and the initiatives produced will require resources to ensure success. The Action Plan will have identified the resources needed to implement each action. The Plan should therefore include an indicative budget to:

- Set out all the anticipated financial implications of the Travel Plan.
- State the overall expected expenditure – based on the resources required to implement and meet the targets; ie TPC costs, vouchers, travel information packs, marketing and promotion.

This budget should not form part of the S106 obligation. It informs the Highways Authority that the developer has considered and allowed for sufficient monies to commit to the plan.

However, whilst the costs of carrying out the monitoring and review process are the responsibility of the developer, in order to successfully monitor a Travel Plan, the Highways Authority requires a monitoring fee (secured through a Section 106 agreement) to be paid by the developer or occupier to cover officer time and overheads required to coordinate and complete the monitoring process over the lifetime of the Travel Plan. The current charge is £1,000 per annum over 5 years (page 26).

7 Toolkit of Travel Plan Measures

A list of measures suitable for different purposes and circumstances is given below. It should be noted that some of the measures listed may require specific legal processes under Highways legislation (such as traffic regulation orders and traffic calming). Some measures within a Travel Plan may also be secured by Section 106 legal agreement as they require a significant financial contribution from the developer.

It is expected that a Travel Plan will include some of these measures, relevant to the aims and objectives agreed.

7.1 Measures to reduce the need to travel

- alternative working practices (eg flexitime, teleworking, homeworking, video-conferencing)
- local recruitment of staff
- local sourcing of raw materials/produce
- compressed working week (eg nine day fortnight)
- provision of on-site facilities (for shopping, eating, etc.)
- home delivery of products
- co-ordination of deliveries
- fleet management

7.2 Measures to reduce motorised vehicles usage and impact

- site layout and design to encourage and provide for sustainable options
- car parking restraint and management
- Car Park Management Plans – including information on how spaces will be allocated and details of charging
- introduction of (or use of existing) car clubs, including car club station/parking spaces (in a visible and publicly accessible location) and free membership and trial usage for residents / staff
- promotion of car sharing; this may be by setting up a database for users or promoting the existing Lincolnshire car share scheme and/or providing a guaranteed ride home in emergencies and offering priority marked up parking for car sharers prior to occupation. [See the liftshare website for more details](#)
- use of pool bicycles
- use of pooled company cars, vans and taxis
- Personalised Travel Planning (PTP); using software or trained travel champions
- measures to encourage use of powered two wheelers
- offering financial incentives for:
 - not driving to work
 - giving up parking space
 - car sharing
- introduce on site car parking charges
- electric vehicle charging points (inc. mobility scooters in sheltered secure location)
- use of electric or hybrid vehicles within car or commercial vehicle fleet
- consideration of food miles and methods to reduce general wasted mileage
- grey fleet analysis (use of private cars for business use)

- provision of dedicated shuttle bus to serve the site
- provision of hire bike or cycles to hire.

7.3 Measures to promote public transport

- provision in the site layout for public transport stops and public transport penetration of the site
- direct convenient and attractive pedestrian links to public transport entry points (ideally not more than 300m in length, 400m maximum from the origin point);
- pedestrian links to public transport stops to be more or equally convenient and attractive than pedestrian links to car park
- provision of new bus stop infrastructure including shelters, raised kerbing, information displays and Real Time Information Displays (displays can also be included in prominent locations such as reception areas) (note: liaison with Parish councils will be required as they will be responsible for maintenance of shelters – if supplied)
- provision of site specific public transport information (maps, leaflets, etc.)
- provision of free or discount ticketing
- promote public transport ticketing options
- provision (in conjunction with local operators) of new or enhanced public transport services to the site
- introduction of shuttle services to local public transport interchange, rail station or park and ride site facilities enhanced public transport waiting facilities integrated with development (eg bus 'lounges' in reception areas or lobbies incorporating real time information)
- promotion of public transport websites such as the [lincs bus website](#)
- promote links to nearest railway station or public transport interchange
- arrange shift patterns to meet public transport operation times
- new service provision for larger sites.

7.4 Measures to promote walking

According to the Manual for Streets, walking could be an appropriate mode choice for distances up to 2km.

- site layout to be designed to maximise and encourage walking options
- information provided on health and financial benefits of walking
- advice on personal safety (including free attack alarms)
- provision of direct, convenient and attractive (including security, landscaping, gradient etc) pedestrian routes to local facilities, including dropped kerbs at key locations (residential developments)
- introduction of 20mph Home Zones and traffic calming measures (residential developments)
- Provision of vouchers for pedometer etc

7.5 Measures to promote cycling

With regard to cycling, the Manual for Streets states that cycling has potential to substitute for short car trips, particularly those less than 5km and to form part of a longer journey by public transport. Appendix E gives the Highways Authority adopted Cycle Parking Standards.

- contribution towards the provision of convenient, segregated cycle paths to link to local cycle network
- provision of secure, undercover and adequate cycle parking facilities in a convenient location. The starting point for cycle parking should be within building curtilages or individual lockers
- provision of changing or shower facilities drying rooms and cycle locker facilities at workplaces
- commitment to dedicated cycle storage facilities on housing developments
- introduction of financial incentives (eg mileage allowance for work use and government Cycle to Work tax saving scheme) (businesses only)
- site layout designed to maximise and encourage opportunities to cycle
- contributions to the improvement of the local cycle network
- provision of a 'spares and tools' box for unexpected repairs for cyclists
- introduction of traffic calming measures and 20mph Home Zones (residential developments)
- dissemination of cycling promotion, including local cycle maps
- incentives, such as a staff or community cycle challenge
- Dr Bike sessions
- Adult or family cycle training.

7.6 Measures to promote and market the Travel Plan

- marketing aimed at persuading a switch to sustainable modes
- marketing to be positive and prominent part of sites promotion
- marketing measures to commence as early as possible eg with sales literature and advertising or prior to commencement of any relocation (and to cover all travel and all modes to and from the site)
- Travel Plan measures included in organisation's own marketing material (eg welcome packs at residential sites, employment packs at the workplace, newsletters, sales details and staff inductions, noticeboards, leaflet drops)
- specific promotion of any subsidised TP measure such as car clubs or public transport ticketing
- introduction of development newsletter, website (inter or intranet), or internet forum to promote and market Travel Plan measures
- prioritise sustainable travel information above car travel directions
- joint incentives with other local organisations or community groups to promote the wider community, economic and health benefits of Travel Plan measures
- setting up of a local Travel Plan Forum
- Personalised Travel Planning
- promote links to Corporate Social Responsibility plan

8 Securing Travel Plans

To secure a Travel Plan, the local Planning Authority is likely to use either Planning Conditions or a S106 agreement. Planning Conditions are a set of requirements given at the time of issuing planning permission. A S106 agreement is a legal agreement between the Planning Authority and the applicant or developer.

The following are likely to be requested through S106 agreement if appropriate and relevant to the site:

- Capital bus costs
- Revenue support for new bus service
- Contributions towards community transport schemes
- Highways Authority monitoring fee
- Travel Plan Bond (returned to developer if targets are met at the end of the travel plan period)

The following are likely to be 'conditioned' for the Travel Plan:

- Residential Welcome Packs
- Complementary bus tickets
- Complementary cycle vouchers
- Publicity and Promotions
- Travel Plan Coordinator
- Section 7 – lists a raft of other possible measures

9 Enforcement

The Local Planning Authority will consider enforcement action where requirements have not been met. Although in the first instance, the Highways Authority will seek to work with the developer and their Travel Plan Coordinator to ensure the implementation of those measures that are outstanding.

If the Highways Authority has to implement measures to achieve the stated targets, as a last resort prior to formal enforcement action, the developer may be required to cover the cost of any actions. Where a Travel Plan bond has been paid as part of a Section 106 agreement, this money will be utilised to implement additional measures.

Where monitoring is not undertaken or monitoring reports are not provided in a timely manner, it may be necessary for Highways Authority to undertake this work; this will be undertaken as set out in section 6.2.10 above and a charge made.

Where negotiations fail to achieve a satisfactory resolution, formal enforcement action will then be considered by the Local Planning Authority.

Where the Travel Plan contains specific penalties for non-compliance the Highways Authority will pursue such sanctions to ensure the remedy is achieved.

If the Travel Plan is secured by a planning condition, enforcement action, by way of the issue of a Breach of Condition Notice pursuant to Section 187A of the Town and Country Planning Act 1990 or a Breach of Condition Enforcement Notice pursuant to Section 172 of the Town and Country Planning Act 1990, will be considered by the Local Planning Authority.

If the Travel Plan is secured by a Section 106 Agreement enforcement action, by way of Injunction Proceedings pursuant to Section 106 (5) of the Town and Country Planning Act 1990, will be considered by the Highways Authority and/or the Local Planning Authority dependent upon the specific terms of the obligations contained in the Agreement and the scale of the non-compliance when weighed against the remedy sought.

10 Further Information and Contacts

Contacts

- Travel Plans for planning permission
Email: Travel_plans@lincolnshire.gov.uk
- Access Lincoln
Email: accesslincoln@lincolnbig.co.uk

Websites

- **Cars**
[Liftshare](#)
- **Bikes**
[Bike week](#)
[Bike2work scheme](#)
[Cycle streets](#)
[Sustrans](#)
[Public rights of way](#)
[Go Sky Ride](#)
[Outspoken training – adult cycle skills training](#)
[Wheels2work](#)
- **Walking**
[Living streets](#)
- **Public Transport**
[Lincs bus](#)
[Community transport](#)
- **Other useful sites**
[Planning Applications processed by Lincolnshire Highways Authority](#)
[Visit Lincoln travel tools](#)
[Government guidance on travel plans](#)

Appendix A

Policy Context

Background

Local Transport Plans need to be set in the wider context of national policies and strategies, along with local non-transport policies. This chapter summarises key policies and strategies that have influenced the 4th Lincolnshire Local Transport Plan.

National Policy Context

Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen

- The most recent Transport White Paper 'Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen' was published in January 2011. It focuses on transport's contribution to meeting two key government objectives:
 - to help create growth in the economy, and
 - to tackle climate change by cutting carbon emissions.
- As well as these two key objectives, the important themes within the White Paper include:
 - decentralising power to enable local delivery
 - enabling sustainable transport choices
 - encouraging active travel to improve health and wellbeing
 - making public transport more attractive
 - managing traffic to reduce carbon emissions and tackle congestion, and
 - supporting the role of local transport in society

Transport Act 2000 and 2008

- Between them, these two Acts set the legislative framework for the production and review of Local Transport Plans. In addition, they also give authorities a range of other powers relating to:
 - quality bus contracts or partnerships
 - road user charging
 - workplace parking levies
 - travel concessions

Traffic Management Act 2004

- This Act and its subsequent guidance places a 'Network Management Duty' on local highways authorities. The aim of this duty is to minimise disruption to all highway users and to make the most efficient use of the highway network. Each authority is required to appoint a Traffic Manager to oversee this duty. In addition, the Act gives authorities additional powers to better manage roadworks carried out by others such as statutory undertakers (including the power to introduce charges for over-running roadworks should they so wish) and to take on the enforcement of parking, bus lanes and other moving traffic offences. Recent progress on implementing this duty in Lincolnshire can be found in Chapter 5 of the main document.

Making the Connections: Report on Transport and Social Exclusion

- This report produced by the Social Exclusion Unit back in February 2003 was a major step forward in highlighting the importance of transport in reducing social exclusion by providing improved access to key services such as employment, education and training, healthcare and food shopping. It first introduced the concept of ‘accessibility planning’. Not surprisingly, in a large rural shire county such as Lincolnshire, accessibility has long been identified as a key issue to be tackled. Further details can be found in Chapter 11 of the main document.
- More recently, the Commons Environmental Audit Committee has launched an inquiry into ‘Transport and the accessibility of public services’. This will review progress made since the publication of the original ‘Making the Connections’ report, in particular whether government policy is ensuring that people can access key services. Lincolnshire County Council was invited to give evidence to the Committee.

National Planning Policy Framework

- Published in July 2018, updated June 2019, the National Planning Policy Framework (NPPF) introduced major reforms to the planning system aimed at making it less complex whilst protecting the environment and promoting sustainable growth.

The National Air Quality Strategy

- An updated National Air Quality Strategy was published in July 2007. The strategy contains policies for the assessment and management of UK air quality and implementation of European Union and International agreements. It sets out a way forward for air quality issues, setting out the air quality standards and objectives to be achieved and introducing a new policy framework for tackling fine particles. In addition, it identifies potential new national policy measures which modelling indicates could give further health benefits and move closer towards meeting the strategy’s objectives. Further details on how this issue is being tackled in Lincolnshire can be found in Chapter 14 of the main document.

Noise Policy Statement for England

- The government’s Noise Policy Statement for England was published in March 2010 setting out its long-term vision on noise policy. More specifically in respect of transport-related noise, the government has been carrying out a noise mapping exercise in response to the European Environmental Noise Directive 2002/49/EC. Further information of the relevance for Lincolnshire can be found in Chapter 14 of the main document.

Climate Change Act 2008

- This Act sets up a framework for the UK to achieve its long-term goals of reducing greenhouse gas emissions and to ensure steps are taken towards adapting to the impact of climate change. It also sets out national emission reduction targets and introduces the concept of carbon budgeting. Details of how Lincolnshire is responding to the need to cut carbon emissions from transport can be found in Chapter 14 of the main document.

Health and Social Care Act 2012

- Building on the earlier White Paper ‘Healthy Lives, Healthy People: Our Strategy for Public Health in England’, The Health and Social Care Act 2012 transfers the Public Health role to upper tier local authorities and establishes Health and Wellbeing Boards whose role it is to develop a Joint Health and Wellbeing Strategy (JHWS) for their area. Further information on the role of transport in support of the Lincolnshire JHWS can be found in Chapter 2 of the main document.

Countryside and Rights of Way Act 2000

- A key requirement of this Act is the need for each Authority to prepare a Rights of Way Improvement Plan (RoWIP). Lincolnshire's RoWIP was adopted in 2007 and is currently being reviewed. Further details can be found in Chapter 13 of the main document.

'Reforming Our Railways' Command Paper

- In response to the McNulty Rail Value for Money Study which conclude that Britain's railways were among the most expensive in Europe, the government published the 'Reforming Our Railways : Putting the Passenger First' command paper in March 2012. This sets out the government's strategy for the railway, focussing particularly on achieving efficiencies (of around 30% by 2019) whilst supporting economic growth and improving passenger experience.
- Alongside the command paper, the government also published two consultation papers, one on rail decentralisation - which looks at the options for devolving more accountability and decision making to the local level – and a second on fares and rail ticketing. Set alongside the rolling programme of rail franchise renewals due over the next few years, it is clear that the rail industry will continue to operate in a climate of uncertainty for some time to come.

Greater Lincolnshire Local Enterprise Partnership (LEP)

- Launched in January 2011 following the decision to abolition of the Regional Development Agencies and Sub-Regional Strategic Partnerships, the Greater Lincolnshire LEP covers the historic county of Lincolnshire comprising Lincolnshire County Council, North Lincolnshire Council and North East Lincolnshire Council. An early action of the LEP was the identification of the key business sectors which underpin and drive forward the economy of Greater Lincolnshire. These have been identified as:
 - Agri-food
 - Engineering/Manufacturing
 - Renewables/Environmental Technology
 - Logistics
 - Health and care
 - Visitor Economy
 - Public Service Sector
- At the same time, transport, and in particular improved infrastructure, was identified as being vital to many sectors of the LEP economy. This was again identified as an issue in a recent study carried out on behalf of the LEP looking at Lincolnshire supply chains, particularly in respect of the Agri-food and Logistics sectors.
- To date, good relationships have been established with the Greater Lincolnshire LEP in respect of transport issues. In the future, these links will become stronger as it is expected that the LEPs will have an important role to play in the proposed Local Transport Boards to whom funding and decision making are to be devolved in due course.

Land-Use Planning and Local Plans

- As highlighted in Chapter 2, in order to achieve longer term sustainable development within Lincolnshire there needs to be integration between transport and land-use planning. Since Lincolnshire is a two-tier authority, the County Council in its role as local highways/transport authority is committed to working closely with the District Councils and the associated Joint Planning Units as they develop their Local Plans in line with the National Planning Policy Framework.

The 4th Lincolnshire Local Transport Plan

- The 4th Lincolnshire Local Transport Plan (LTP4) covers the 10 year period 2013/14 to 2022/23. It builds on the strategies and policies adopted during the first 3 LTPs. Over the 10-year period, individual strategies and policies which make up the overarching LTP continue to reflect ongoing changes at the national level and new local initiatives. LCC are currently consulting on Local Transport Plan (LTP5).

Lincolnshire County Council Green Masterplan

- The Green Masterplan is a multi-year programme running until 2050 to ensure we meet the national carbon reduction targets. Projects are currently being developed, identified in the Initial Action Plan 2020-2025.

Appendix B

MODESHIFT STARS National Travel Plan Accreditation Scheme

What is MODESHIFT STARS?

MODESHIFT STARS is a national scheme to support organisations with producing and delivering effective Travel Plans, and recognise excellence in this area of work by providing formal accreditation.

MODESHIFT STARS is accessed through an online portal that:

- helps you to put together and deliver a Travel Plan for your organisation
- provides a simple and easy way to monitor and evaluate this Travel Plan
- recognises and rewards your efforts in promoting and enabling sustainable travel

Why MODESHIFT STARS?

- Saves time and money – MODESHIFT STARS saves time when creating a Travel Plan, therefore reducing the cost of producing the document.
- Supports the planning process – a direct communication channel with local authority Planning and Transport teams.
- Delivers on Corporate Social Responsibility objectives – MODESHIFT STARS can help your organisation support sustainable travel in the community.
- Supports the development of a healthy and sustainable workforce – MODESHIFT STARS is about creating a healthier and more productive workforce for your organisation.
- Helps meet BREEAM standards – an international sustainability assessment method.
- Provides national accreditation – receive national recognition for your achievements and the chance to win national awards.

MODESHIFT STARS is completely flexible for organisations and is focused on what you can achieve by developing relevant travel solutions that are fit for purpose.

Developing Effective Travel Plans

A Travel Plan is a package of coordinated actions to encourage efficient and sustainable travel. It is not just a document; it is an ongoing process of preparation and implementation that provides realistic travel choices to address your site-specific needs.

How does it work?

MODESHIFT STARS is an online portal that supports the initial development of your travel plan, followed by a continuous process of planning, delivering and reviewing set out below:

- Register with MODESHIFT STARS
- Conduct a site audit
- Undertake travel surveys
- Plan and deliver a range of actions

- Submit your plan for approval
- Receive MODESHIFT STARS accreditation

[Find out more on the Modeshift STARS website](#)

Email: admin@MODESHIFTSTARS.org

@MODESHIFT STARS Awards

Contact: travel_planning@lincolnshire.gov.uk

Appendix C

Role of a Travel Plan Co-Ordinator

It is expected that a Travel Plan will provide a commitment to the appointment of a Travel Plan co-ordinator that will be responsible for the successful implementation of the Travel Plan. The organisation must supply to the Council the name of the appointed person/s. The Council must be informed as soon as the post holder changes. The post needs to be of sufficient seniority to undertake tasks associated with the post such as chairing steering groups.

The appointment need not be a new one but may be a case of extending the job profile of an existing employee (this will depend on the scale of the development and size of the organisation). The role of the Travel Plan co-ordinator will be to manage the Travel Plan, liaise with the Council and provide monitoring information when agreed. The role may also include:

- Promoting and encouraging the use of travel modes other than the car, including publicity
- Ensure that all relevant information is provided to all new members of staff, visitors and pupils and that up-to-date information is clearly displayed on the notice boards or via the intranet (if applicable)
- Arrange and record surveys of car park usage as required
- Arrange traffic counts for all modes at key site entrance and exits
- Co-ordinate car sharing arrangements
- Arrange for either full or snapshot travel surveys to be undertaken with everyone on the site, at intervals agreed with the council
- Liaise with public transport operators and relevant council officers, and arrange regular meetings with all interested parties
- Organise workshops and induction seminars to educate existing and new staff, parents, pupils and residents as applicable

This person will either have the authority to make decisions themselves or have the direct support of a senior manager who can facilitate decision making. The person appointed will need to have:

- Support from senior management
- Access to other support (such as IT, finance, admin)
- A good communicator
- Have authority to move forward aspects of the plan that cross departmental boundaries

Appendix D

Cycling Parking Standards

Fear of theft or damage to the cycle is often cited as a major deterrent to cycling. Well-planned and secure cycle parking is therefore an essential element in increasing the level of cycle use. The provision of cycle parking should be considered early in the planning and design process.

To increase the attraction of commuting by cycle, it is important to provide facilities for cyclists at their destinations. These facilities should include changing areas, storage areas for personal items, space to dry wet clothing and showers. Provision of such facilities should be part of an overall approach to staff travel where this is a requirement of a development proposal.

Table: Cycle parking standards

Type of Development	Number of Stands
Food retail	1 stand per 250 m2 gfa
Non-food retail	1 stand per 500 m2 gfa
Offices	1 stand per 200 m2 gfa
General industry	1 stand per 200 m2 gfa
Warehousing	1 stand per 1000 m2 gfa
Cinema, theatres, conferences facilities, bingo halls and other places of assembly with fixed seating	1 stand per 20 seats
Schools, sixth forms and colleges	1 stand for every 10 pupils 1 stand for every 10 staff

Type of Stand

Cycle parking for public use will generally be of the 'Sheffield Stand' type which allow cycles to be easily supported and the frame and wheels to be locked. This style of stand may also be appropriate for employee parking where the numbers to be provided are small. Cycle racks which simply support a wheel, either in a 'butterfly' holder or paving slot, will not be approved.

All long stay cycle parking for employees should be under cover and secure (such as within a locked compound). A range of proprietary systems are available including covered racks capable of holding a number of bikes and cycle lockers which provide secure storage for the bike and associated equipment, such as helmets.

Location

In general, cycle parking should be:

- In a secure, easily accessible position regularly overlooked by staff or passers-by
- Adjacent to the entrance, particularly for visitors
- Well signed and lit
- Ideally under cover
- Positioned so as not to present a hazard to pedestrians, particularly those with impaired vision

In town centre locations, it may be preferable for developers to contribute towards the provision of cycle parking stands for general public use.

School Cycle Storage Guidance

It is essential that schools are enabling cycling by offering secure, accessible and attractive cycle parking for pupils and staff. National guidance on cycle storage for schools gives the headlines to ensure that correct storage is installed for the demand:

- Quantity of storage - the amount of storage needed should be considered from the school census data and statistics from the School Travel Plan. The recognised minimum quantity for a school is 10% of pupil role, to cater for the minimum numbers of cyclists in summer months
- Quality – all parking should be sheltered, well lit, easy to use and secure to maximise usage
- Location – the parking should be located as close to the school buildings as possible (within 50 metres), with easy access to the school entrance
- Security - the top barrier to using existing cycle storage for school pupils and parents is the securing of the storage. It should be easy to lock cycles to the parking, and be within sight of school staff. Parking that is hidden from view of the school is less likely to be used
- Type of Storage – The Sheffield stand is the most widely used and recommended cycle stand. It is a simple tube with curved right angle bends, and can be purchased as a single stand or in a toast rack. These should be spaced to provide good support and allow the cyclist to secure the frame and both wheels without risk of damage. Stands should be 600mm to 800mm high (once installed) and a minimum of 700mm long.

Further guidance on cycle parking for schools can be found on these websites:

- [Sustrans](#)
- [Cycling guidance on gov.uk](#)

Appendix E

School Travel Plans

A School Travel Plan will be required under the following circumstances:

- all new schools (including those on the site of an existing school)
- expanded existing schools likely to generate extra journeys to and from the site
- schools seeking to increase car parking spaces
- any extension that caters for an increase, (or potential future increase) in the number of pupils and/or staff
- where the building will be used for out of school hours activities or community use.

All Lincolnshire schools have produced a School Travel Plan as part of the Travel to School Initiative by the DfT and Department for Children, Schools and Families (DCSF). In order to fulfil the criteria for a planning application these Travel Plans must also meet the standards set out in this guidance and be a current reflection of the site and proposed changes.

Schools are strongly recommended to use MODESHIFT STARS to undertake their Travel Plan monitoring.



The National School Travel Awards

What is MODESHIFT STARS?

- **Accreditation Framework** – rewarding schools over three levels, Bronze, Silver and Gold, for increasing the number of young people who regularly walk, cycle and use other forms of sustainable travel to get to and from school.
- **An Online Platform** – allowing schools to plan, deliver and monitor activity through a secure login resulting in an online School Travel Plan
- **The National School Travel Awards** – supported by the Department for Transport and recognising schools that have demonstrated excellence in promoting cycling, walking and other forms of sustainable travel

What will MODESHIFT STARS deliver for your school?

- **Healthier pupils** – by encouraging young people to get active through more walking and cycling.
- **Safer pupils** – helping you to identify travel and transport issues and improve the quality of the environment around your school
- **Cleaner Air** – Reducing the number of vehicles outside of your school will improve the quality of the air that your pupils are breathing in

- **Stronger school community** – Young people, parents, teacher, and neighbours working together to make a difference to your area
- **School Travel Plan** – the MODESHIFT STARS portal will ensure you have an up-to-date School Travel Plan
- **National Accreditation** – MODESHIFT STARS is supported by the Department of Transport and is recognised as the National School Travel; Awards scheme

Signing up to MODESHIFT STARS does not cost you a penny. Visit the [MODESHIFT STARS website](#), select 'Lincolnshire', select 'Register' from the top right corner of the page, complete the online registration form and submit.

Once your registration has been approved you can start working towards achieving MODESHIFT STARS. You will find a range of resources to help you on the MODESHIFT STARS website.

Email travel_planning@lincolnshire.gov.uk for further information.

A School Travel Plan Guidance document is available on request.

Residential Development Travel Plan

A Template for Developers

Name of Development

(Address)

Name of Developer

(Contact Details)

Date of Travel Plan

Planning Reference:

Residential Development Travel Plan Template

This template has been produced by Lincolnshire County Council as an example for Developers required to write Residential Travel Plans as part of the planning process in Lincolnshire.

The template follows advice contained in the DfT document 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (2009) and acts as a definitive guide to the expectations of Lincolnshire County Council.

The template sets out the desired structure and expected content of Residential Travel Plans in order to achieve agreement and approval by Lincolnshire County council.

"Residential Travel Plans focus on travel by residents in housing developments. They are designed to encourage sustainable travel from the origin of journeys, rather than to a specific destination, and across the full range of journey purposes.

Residential Travel Plans place a strong emphasis on the choice of location and on the design of the development to reduce the need to travel." (DfT 2009)

Contents

The Travel Plan should be structured into the following sections:

Executive summary

- 1 Introduction**
- 2 Scope of the Travel Plan**
- 3 Survey**
- 4 Outcome objectives**
- 5 Targets and Indicators**
- 6 Management strategy**
- 7 Measures**
- 8 Marketing strategy**
- 9 Monitoring and review**
- 10 Action plan and budget**

Checklist

Appendices

Executive Summary

For major residential development schemes, it will be appropriate to provide a succinct summary of the key points of the Travel Plan.

The summary should name the development organisation, the development site, and its location within the county.

It should include the outcome objectives, targets and a summary of the measures to be introduced to encourage travel by different modes.

1 Introduction

The introduction should provide an overview of the development site and the developer organisations, set out reasons for the travel plan, summarise relevant national and local policy relating to travel planning if appropriate and explain the benefits of the Travel Plan.

1.1 Give a detailed description of the Development site. Include the site location, size and type of residential development, the site address and its location in relation to transport links (road, rail, cycling and walking) and identify any transport issues within the locality of the site. Include (either in this section or the Appendices): Location maps and site plan or indicative Masterplan. Also include a tabulated summary of bus and rail service timetables currently serving the locality – do not attach current timetables to the document as these are time limited and make the travel plan too large ([refer to the lincs bus website](#) for up to date information).

Any additional information may be placed in the appendices, including:

- photographs (with relevance to transport links, roads, site entrances, car parks)
- pictures (simulating how entrances, road links, etc, will look once completed)

1.2 Give a description of the nature of the organisations or company responsible for the Travel Plan.

1.3 Show summary of relevant national and local transport policies in relation to your Travel Plan (detailed in Transport Assessment)

1.4 List the travel and transport facilities to be provided, eg number of car parking spaces, bus stops, and cycle storage areas.

1.5 Explain the reasons for writing the Travel Plan. These could include:

- A requirement of planning permission
- Fulfilling environmental commitments
- Representing good practice in terms of sustainable development
- Creating a pedestrian- or cycle-friendly environment for residents

1.6 Explain the benefits of the Travel Plan and identify the audience to which the Plan's objectives and measures will be promoted.

2 Scope of the Travel Plan

This section is an opportunity to highlight and identify elements of the potential travel needs of the future occupants of the residential site which will be addressed later in the Travel Plan.

If the Travel Plan is in relation to a new site planning application, it is understood that this information may be speculative.

Included in this section should be details of any expected trip generation relating to the current development proposal. For new sites this could be from the information gathered for the Transport Assessment or using the 2011 Census data. The modal split provided here will form the provisional baseline against which the initial survey will be compared.

This section could discuss any developments that are proposed nearby especially in relation to their potential to add to existing traffic issues or create new ones through trip generation.

If the Travel Plan is for a major development that will be built in phases, an indication of anticipated phasing and traffic impact should also be included.

3 Travel survey

A comprehensive survey of residents' travel is fundamental for the completion of a Travel Plan. The information obtained will provide data against which the provisional target and modal shift can be compared and objectives and finite targets for the Travel Plan set.

If the site is a new development or unoccupied, the setting of specific baselines and modal shift targets will need to be provisional – preferably based on predictions in any Transport Assessment or based on data from a development of similar type and locality.

A travel survey will need to be undertaken within three months after first resident occupation or 25% occupancy (dependent on size of development) to establish firm targets. (Sufficient responses are required to ensure meaningful data is collated).

3.1 Explain how the survey was or will be collected, including:

- Number and scope of residents surveyed.
- Method of data collection and survey return rate.
- It is recommended that a percentage response rate is set for resident surveys. If sufficient responses are not received there should be a commitment to undertaking a multi modal traffic survey in addition to the resident survey to ensure meaningful data is collected the following year.

3.2 How residents currently travel to work:

- Show the number and percentage of people travelling by each mode.
- This data will show single occupancy car user numbers which will act as a major factor in target setting.

3.3 How residents would prefer to travel to work:

- This data will give a clear idea of potential modal shift objectives and targets.
- Points 3.2 and 3.3 should be recorded as numbers and percentages so that year-on-year comparisons can be made when undertaking annual Travel Plan reviews.

3.4 Show how residents could be encouraged to travel more sustainably to reduce single occupancy car journeys, eg more frequent bus services, car club.

3.5 Provide a written analysis of survey (once completed), including:

- Establish the most popular alternative modes of travel that people would prefer to be using and what would be likely to encourage modal shift.
- Identify which sustainable modes of travel could be targeted and promoted in light of the survey findings.

The survey should be as detailed as possible, and the scope of people surveyed should be as broad as possible in order to gain sufficient information to set Travel Plan targets.

Hard copies of the travel questionnaire and a database of the results should be included in the Appendices section.

(Note – this process can be undertaken by the Travel Plan Co-ordinator using MODESHIFT STARS, a web-based Travel Planning system used by Lincolnshire County Council – this may be chargeable).

4 Outcome objectives

The objectives and their related outcomes should clearly define the high level aims of the Travel Plan.

The objectives and outcomes will dictate the overall direction of the Travel Plan and will be used to determine the targets set for the Travel Plan.

Therefore, the setting of objectives requires careful consideration for the short, medium and long-term success of the Travel Plan.

It is essential that the objectives relate directly to the proposed development and locality, and that the most important local outcomes are understood and selected.

Examples of typical objectives and outcomes of Travel Plans are set out below:

- Reduce to a minimum the number of single-occupancy car traffic movements to and from the residential site (This objective must be included in the Travel Plan).
- Reduce the need for travel to and from the residential site.
- Address the access needs of residents and visitors by supporting walking, cycling and the use of public transport.
- Encourage good urban design principles that open up the site to walking, cycling and the use of public transport.
- Increasing scope for child-friendly housing layouts with fewer roads, parking areas and vehicle movements.
- Address specific transport problems identified at the site, eg walking or cycling links.
- Encourage access solutions that are not dependent on hard infrastructure measures.
- Enable residents and visitors to have an informed choice about their travel options.

Related positive effects of reducing vehicle traffic from a development include:

- Reducing pressure on local highway capacity, particularly at peak travel times.
- Cutting carbon emissions and their contribution to climate change.
- Reducing pressure on parking facilities.
- Improving local air quality and reducing noise pollution.
- Encouraging more active travel to improve the health and well-being of residents.

4.1 Detail the objectives and outcomes of the Travel Plan and explain how they relate directly to the development and the locality.

4.2 Explain the why the objectives chosen are the most appropriate and will have the most important local outcomes and benefits.

5 Targets and Indicators

The identification of targets and the linked indicators will require reference to each of the Travel Plan objectives – ideally each objective should have a related target.

All new site developments should commit to a minimum reduction of 15% in single occupancy car journeys in urban areas and 10% in rural areas. Lower targets must be justified.

The Travel Plan targets should be SMART which means they must be:

Site-specific

Measurable

Achievable

Realistic and

Time related

6 Management strategy

A management strategy for the implementation of the Travel Plan must be designed that is appropriate for the development proposal and that ensures the long-term sustainability of the Plan.

- 6.1 Give details of who (developer or management company) has overall responsibility for the project management of the Travel Plan and its full implementation, both before and after occupation of the site. Responsibility for the implementation of the Travel Plan needs to be identified for the initial phases at the beginning of development, during the actual construction phase and after any future handover to subsequent owners and occupiers of the site.
- 6.2 Give details of the appointment of a Travel Plan Co-ordinator, including:
 - When the Co-ordinator will be appointed.
 - Working time allocated to the position, eg full or part time hours per week.
 - This will largely depend on the scale of the development. It is not normally acceptable to the Highways Authority that a member of the sales team is the travel plan co-ordinator as the person undertaking the role needs to be able to ensure accountability and be responsible for managing the travel plan budget. This will be acceptable if the member of the sales team is supported by a more senior member of staff.
 - How they will be managed, including senior management support and internal reporting structure within organisation.
 - Full contact details when available.
- 6.3 Give details of how the Travel Plan Co-ordinator will:
 - Manage the implementation of the Travel Plan measures at site level.
 - Produce marketing and promotional material for incoming residents.
 - Collect and analyse data relevant to future monitoring of the Travel Plan.
 - Undertake Annual Travel Plan Reviews.
- 6.4 Give details of other management arrangements, eg setting up of a Travel Plan steering group, working group or community trust.
- 6.5 Give details of management handover arrangements to ensure effective transfer of Travel Plan responsibilities from development applicant to future occupiers.
- 6.6 Include details of the timetable of the development proposal under consideration.

7 Measures

A package of specific measures proposed to encourage sustainable travel, reduce levels of single occupancy car use and achieve the stated targets of the Travel Plan is required.

Measures to encourage walking, cycling, the use of public transport and car-sharing and to reduce the need to travel should be included. Where measures to promote a particular mode of travel are not being pursued, the reasons for this exclusion should be explained.

The measures identified should consider the context of the development proposal (type and location) and must be relevant to the audience of the Travel Plan.

The table below illustrates examples of Travel Plan measures:

(This list is designed to give examples and is not exhaustive. Only measures appropriate for the site should be included. For further advice contact Lincolnshire County Council.)

Strategy	Examples of measures to be considered (as appropriate)
Site design	<ul style="list-style-type: none"> • Permeability of site for pedestrians and cyclists • Highways safety measures, traffic calming, pedestrian and cycle friendly infrastructure • Site speed limits • Restrictions on car movements within the site • Parking restraint or car-free site (with provision for disabled parking) • Location of parking to minimise intrusion and avoid dominance of the site • Areas for social exchange, recreation, seating, play and biodiversity • Cycle parking for residents and visitors • Cycle shower and changing facilities in site workplaces (if applicable) • Requirements for bus routing considered in road design • Bus infrastructure – eg bus stops, shelters, bus gates and real time information (note – parish council approval required as they will be responsible for maintenance of shelters). • Adoption of home zone principles or home zone features • Electric vehicle charging points (inc. mobility scooters in sheltered secure location)
Improvements to off-site infrastructure	<p>On routes serving the site:</p> <ul style="list-style-type: none"> • Road safety improvements to highways infrastructure • Creation and enhancement of cycling and walking links • Provision of off-site bus infrastructure or bus priority • Facilities to improve interchange (eg signing, cycle parking lockers)

Strategy	Examples of measures to be considered (as appropriate)
Reducing the need to travel	<ul style="list-style-type: none"> • Choice of location to facilitate sustainable access • Provision of facilities that improve access to health, education, childcare, shopping, employment, leisure and community activities • Broadband access and provision of home-office space in homes • Home shopping delivery drop-off point
Development of bus and rail	<ul style="list-style-type: none"> • New or enhanced bus services, eg shuttle links to stations, existing buses re-routed or re-scheduled to meet needs of residential area • Enhanced rail services
Other services to support sustainable travel	<ul style="list-style-type: none"> • Taxi service • Cycle centre • Residents car share matching service (on-line)
Parking management	<ul style="list-style-type: none"> • Limited allocation of on-site parking • Separate charges for on-site parking • Control of off-site parking, eg yellow lines or CPZ
Promotion and communications	<ul style="list-style-type: none"> • Travel plan training for sales or marketing staff • Induction sessions for new households and follow up visits, with personal travel advice • Travel welcome packs with package of incentives for sustainable travel • Free or discounted use of public transport for residents • Free or discounted cycles and cycle equipment • Free or discounted walking incentives – umbrellas, pedometers, personal attack alarms • Free or discounted use of car club • Cycling and walking maps of local area • Customised public transport information • Information about access to other services and facilities • Cycle training offered to residents • Community travel web site and noticeboards • Community travel events and forum • Bicycle User Group (BUG) or cycle buddy scheme

8 Marketing strategy

A marketing strategy should be designed for the communication and promotion of the Travel Plan to all site occupiers and users.

The strategy should describe the range of communication tools and promotional techniques that will be used from the outset of the development and those that will be used on an on-going or phased campaign basis.

Describe how the following will be undertaken, including how regularly the tasks will be undertaken and who will be responsible for their implementation:

- Raising awareness of sustainable travel options and the associated benefits to residents and visitors, such as health benefits, cost savings.
- Promotion of individual Travel Plan measures and initiatives to residents and visitors, for example, car share database, travel discounts.
- Dissemination of sustainable travel information to residents and visitors, such as bus and rail services timetables, cycle route maps.

Listed below are examples of communication tools and promotional techniques:

Printed materials	<ul style="list-style-type: none"> • Site travel newsletter • Travel Plan notice boards • Poster campaigns • Resident and visitor travel information packs • Summary of incentives for residents • Press releases
Electronic media	<ul style="list-style-type: none"> • Travel Plan website • Travel information page on town or village website • E-mail bulletins to residents and regular visitors
Activities	<ul style="list-style-type: none"> • Initiative launch events • Events supporting national campaigns, eg car share day, bike week, walk to work week. • Travel roadshows • Personalised travel planning • Travel Plan news disseminated in residents meetings • Media launches

(This list is designed to give examples and is not exhaustive. Only methods appropriate for the site should be included. For further advice contact Lincolnshire County Council).

9 Monitoring and review

A systematic approach to monitoring and reviewing the Travel Plan is required to quantify and illustrate the extent to which the objectives and targets are being achieved.

A successful review process will provide the opportunity to make changes to the Travel Plan to achieve the agreed outcomes and ensure they are sustained long-term.

9.1 Explain how the Travel Plan will be monitored throughout the year, including:

- Proposed process for measuring progress towards targets and objectives, such as mode of travel surveys, monitoring extent of uptake of initiatives.
- How frequent monitoring will take place.
- Commitment to undertake an Annual Travel Survey (of residents and visitors) – in order to make year-on-year modal shift comparisons against baseline data.
- Who is responsible for the annual survey distribution and collection of results, for example, Travel Plan Co-ordinator?

9.2 Describe how the Travel Plan will be reviewed, including:

- Who will be involved in the review process?
- The proposed format of the written Annual Travel Plan Review report to be submitted to Lincolnshire County Council
- The timing of the Annual Travel Plan Review and the deadline for submission
- How often targets and measures will be revised and agreed with the Highways Authority.

Any revision to the Travel Plan detailed in the Annual Review report as a result of monitoring must be undertaken in agreement with the Highways Authority and clearly recorded as an agreed amendment.

9.3 Identify any potential issues that could arise and prevent the implementation of any of the Travel Plan measures and explain how these may be managed, eg change of development management or occupation.

9.4 Detail the appropriate remedial actions that will be taken if the Annual Review report shows that the Travel Plan targets have not been achieved, eg further funding allocated to provide support to the Travel Plan Co-ordinator.

10 Action plan and budget

A detailed action plan should be designed as a programme for the implementation of the measures proposed in the Travel Plan.

In conjunction with the Action Plan, determine the major cost implications associated with the Travel Plan measures and clarify who will meet the costs or how funding will be secured – this will identify whether cost poses a potential risk issue in implementing any of the actions.

- 10.1 Design an action plan for the implementation of the Travel Plan measures.
For each individual task include:
 - Person or group responsible
 - Regularity and duration
 - Timescale for completion
- 10.2 Detail the major associated costs and financial implications of the implementation and delivery of the Travel Plan. (Ideally present costs in a table format so that relevant information may be easily extracted).
- 10.3 State the overall expected expenditure based on the resources required to implement the proposed measures.

11 Checklist

The following checklist should be used to ensure that each section of the Travel Plan has been completed according to the template.

It is essential that all sections are fully completed prior to submission of the Travel Plan for assessment by Lincolnshire County Council.

No	Section	Tick
1	Introduction – description of development site and company, current travel provisions, location map, reasons for producing the Travel Plan.	
2	Scope of the Travel Plan – identifying the travel elements and trip generation of the activities of future residents	
3	Travel survey – how the travel survey was collected, how people currently travel and how they would prefer to travel to key facilities, and written analysis of results	
4	Outcome objectives – high level aims of the Travel Plan and how the outcomes are locally beneficial, appropriate and relevant.	
5	Targets and indicators – SMART targets with appropriate timescales linked to specific Travel Plan objectives (preferably listed in table format for easy reference).	
6	Management strategy – details of project management responsibility, Travel Plan Co-ordinator arrangements, steering/working groups and appropriate partner individuals or organisations	
7	Measures – detailed package of specific and site-relevant actions intended to achieve the targets and objectives.	
8	Marketing strategy – how the Travel Plan objectives and measures will be communicated and promoted to site occupiers and users.	
9	Monitoring and Review – arrangements for the on-going monitoring of targets and commitment to an annual review of the Travel Plan	
10	Action plan and budget – programme for the implementation of Travel Plan measures, financial implications of the Travel Plan, predicted overall expenditure and list of finance sources.	

12 Appendices

The appendices section is for any information that is referenced in the Travel Plan but does not appear in full in the main body of the text.

Each individual section of the Travel Plan may have information or data that is too descriptive or bulky for the main text and could more appropriately be placed in the appendices for reference purposes.

Examples of information to include in the appendices:

Introduction

- Location map and site plan
- Photographs or pictures (transport links, roads, car parks, entrances etc)

Travel survey section

- Copy of the travel survey questionnaire
- Tables or graphs showing the survey results (if applicable)

Management strategy section

- Timetable of the development proposal
- Contact details of partner organisations

Contact Information

For further information regarding the development of Residential Travel Plans contact:

Flood Risk and Development Group – Lincolnshire County Council

Telephone: 01522 7782020 (Customer Service Centre)

Email: Travel_plans@lincolnshire.gov.uk