

## Purpose of the Document and Summary of Engagement

It is intended that the text within this document forms the basis of a Supplementary Planning Document (SPD) to be offered to Local Planning Authorities (the District Councils in Somerset) for adoption as part of their local development plans. It has been prepared by Somerset County Council (SCC) and has been adopted as formal SCC technical guidance under delegated powers by Councillor David Hall. This document has been informed by a series of working papers and early engagement with relevant stakeholders.

Table A shows the consultation that has taken place. Further formal consultation will take place during the adoption of any subsequent SPD by LPAs. This may result in local variations to this SCC adopted model document, in response to local feedback.

Dates	Activity	Outcome
15 <sup>th</sup> September 2009	LPA/LHA half-day workshop	Base document drafted by SCC based on high-level themes discussed/agreed
21 <sup>st</sup> October – 30 <sup>th</sup> November 2009	LPA consultation on 1 <sup>st</sup> draft (by email)	Responses to consultation used by SCC to produce 2 <sup>nd</sup> draft
22 <sup>nd</sup> January 2010	2 <sup>nd</sup> draft published online	Web link to 2 <sup>nd</sup> draft provided to LPA and developers for feedback
22 <sup>nd</sup> January – 26 <sup>th</sup> February 2010	Developer online consultation on 2 <sup>nd</sup> draft	Responses to consultation (2 developers replied out of 10 directly contacted) used by SCC to produce 3 <sup>rd</sup> draft
10 <sup>th</sup> February – 15 <sup>th</sup> March 2010	Face-to-face meetings between each LPA development control and forward planning representatives and SCC smarter choices team	Issues raised during LPA meetings used by SCC to produce 3 <sup>rd</sup> draft
April 2010 – November 2011	Document online on Moving Somerset Forward website as draft technical guidance prior to formal adoption	Amendments made in light of practical use and informal feedback to produce 4 <sup>th</sup> and 5 <sup>th</sup> drafts

Table A Summary of Engagement

## Executive Summary

This document is a set of standards that is tied into local development plan and SCC's Future Transport Plan (see Table 1 of main document) to aid the delivery of travel plans through the planning process in Somerset.

This Policy Document sets out to ensure that proposed developments contribute to modal shift; defines the expected content of travel plans; aims to ensure that good quality cycle parking and other on-site physical facilities effectively support new development; sets a consistent process for the delivery of promised travel plan outcomes; and describes the overall process for efficient and predictable decisions for the development industry.

These standards are set out below.

- **TVS1.** Table 2 presents the thresholds that apply in requiring travel plans<sup>(1)</sup> in Somerset, as a result of the adoption of this guidance, and compares these to national indicative thresholds.
- **TVS2.** For relevant developments requiring a travel plan, the document should be submitted with the planning application and have been informed by pre-application discussions and technical feedback from the Local Highway Authority (LHA). Travel plans must show integration with the transport assessment, design and access statement, environmental statement and the proposed layout of the development.
- **TVS3.** Once travel plans are agreed and prior to their full approval by the LHA, applicants must enter the details of their travel plan onto iOnTRAVEL to enable the ongoing management and supervision of travel plans by the LHA.
- **TVS4.** To enable the LHA to monitor the progress of Full Travel Plans or Travel Plan Statements over the life of the development, applicants are required to pay a Travel Plan Fee where an appropriate legal agreement is being used to secure highways and/or travel plan measures according to a published schedule negotiated as part of the development process once planning permission has been granted
- **TVS5.** Full travel plans must demonstrably cover three topic areas:
  - A Site Audit Report giving information about the existing range of travel opportunities to and through a development site by all modes of travel
  - An Action Plan of new initiatives to improve travel options for staff, customers and visitors
  - A Monitoring Strategy providing a methodology and schedule for monitoring travel to and from a development site by all modes of travel including sets of approved modal share targets

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1 Travel plan is a generic term referring to travel plans, travel plan statements, and measures-only travel statements as further described in this document. The requirements for following this guidance are necessarily more extensive for travel plans than travel plan statements or measures-only travel statements

- **TVS6.** The developer, owner or occupiers of developments meeting relevant thresholds will appoint a member of staff to act as a Travel Plan Coordinator or Manager. The appointed staff member will have time allocated and skills to enable the duties involved in implementing the travel plan to be discharged.
- **TVS7.** Developers should deliver or fund area-wide travel plan initiatives and work together with other relevant developers and existing communities and travel generators to deliver economies of scale in the implementation of coordinated and shared travel plan measures, in areas of large scale (re-)development.
- **TVS8.** All travel plans meeting the relevant thresholds must contain relevant modal share percentage and trip rate targets for single occupancy vehicle travel to and from work, and as appropriate to the type of development targets for travel in the course of work and customer arrivals. These must be set at the time of agreeing the travel plan and prior to the commencement of development in order to assess the travel impacts of new developments.
- **TVS9.** Technical drawings and documents for full planning applications that are approved with the main body of the planning application must include physical measures from the travel plan. Outline applications must include detailed design principles relating to how these measures will be brought forward at the design stage.
- **TVS10.** Developers must provide a proportion of car parking spaces in employment sites for dedicated uses such as car sharing and low carbon vehicles with electric vehicle charging points to encourage employees to match trips and promote more sustainable travel, in line with targets set in the travel plan.
- **TVS11.** For employment developments, the supply of parking must be at levels relating to Countywide Parking Standards and managed both to meet targets for car, cycle and motorcycle use in the travel plan and to manage the demand for car travel
- **TVS12.** All new development, including residential development, must feature dedicated cycle and motorcycle parking approved the LHA in accordance with this guidance in advance of planning approval.
- **TVS13.** A Full Travel Plan schedule within s106 agreements will be used to secure the implementation of Full Travel Plans which must be agreed prior to the signing of the agreement. The LHA will be a signatory to these agreements.
- **TVS14.** Travel plans may be safeguarded with measures or funds (as bonds, ESCROW accounts or cash sums) to cover the achievement of travel plan outcomes in the event of default by the developer/land owner or occupier/leaseholder.
- **TVS15.** Permanent Automatic Traffic Counters must be installed at all developments exceeding the thresholds for Full Travel Plans. All developments must comply with the LHA's monitoring requirements in order to get consistent and comparable data over time across all developments with travel plans in Somerset.
- **TVS16.** A fresh, updated travel plan must be prepared and approved at the end of any monitoring period agreed as part of the planning permission for a development. This will lead to a Statement of Travel Plan Compliance being issued by the LHA.