

Appendix 6

Template Travel Plan for Major Developments

Template Travel Plan for Major Developments

[date]

Version:	[no]
Author:	[name]
Development Site:	[name]
Planning Application Number:	[no]

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Introduction

This travel plan covers the [name] development located [location].

The development proposals entail:

Planning application [no]:

- [use class] GFA [units]

Related planning applications [no]:

- [use class] GFA [units]

The travel plan will be secured through a Section 106 agreement accompanied by a full schedule outlining the principal commitments from the travel plan. The travel plan document will be appended to the s106 agreement for context.

The planning application is being put forward by [developer name].

Site accessibility

A full audit has been undertaken of the accessibility of the development site by all modes of transport to all relevant destinations such as workplaces, residential areas, transport nodes and facilities.

This section outlines these linkages in full, using information collected from the Transport Assessment. Where deficiencies in the network have been identified that mean with the effect of the proposals there will be limitations arising, remedies are put forward within the Action Plan to address these deficiencies.

GENERAL SITUATION

The site is to the [aspect] of [town] approximately [distance] km to the [aspect] of the town centre as shown at Appendix 1.

The area surrounding the site is mainly [urban/rural etc.].

Information on the site audit should be collected according to the Site Audit Guidelines and summarised under the headings below for each mode of transport.

WALKING

Walking	Findings
Accessibility	[summary]
Safety and security	[summary]
Comfort	[summary]
Information	[summary]

CYCLING

Cycling	Findings
Accessibility	[summary]
Safety and security	[summary]
Comfort	[summary]
Information	[summary]

BUS USE

Bus use	Findings
Accessibility	[summary]
Safety and security	[summary]
Comfort	[summary]
Information	[summary]

Service	Frequency of services	Destinations	First arr/dep	Last arr/dep	First arr/dep	Last arr/dep	Fare and journey times to nearest main destinations
			Direction 1 - Towards [town A]		Direction 2 - Towards [town B]		
Monday to Saturday							
[service]	Every [mins]	[destinations]	HH:MM	HH:MM	HH:MM	HH:MM	£[cost]
Sunday							
[service]	Every [mins]	[destinations]	HH:MM	HH:MM	HH:MM	HH:MM	£[cost]

TRAINS

Trains	Findings
Accessibility	[summary]
Safety and security	[summary]
Comfort	[summary]
Information	[summary]

Service	Frequency of services	Destinations	First arr/dep	Last arr/dep	First arr/dep	Last arr/dep	Fare and journey times to nearest main destinations
			Direction 1 - Towards [town A]		Direction 2 - Towards [town B]		
Monday to Saturday							
[service]	Every [mins]	[destinations]	HH:MM	HH:MM	HH:MM	HH:MM	£ [cost]
Sunday							
[service]	Every [mins]	[destinations]	HH:MM	HH:MM	HH:MM	HH:MM	£ [cost]

DRIVING

Driving	Findings
Accessibility	[summary]
Safety and security	[summary]
Comfort	[summary]
Information	[summary]

NEIGHBOURING LAND USES AND LOCAL FACILITIES

[\[Description\]](#) and are shown on the map in Appendix [\[no\]](#).

Action Plan

This section sets out in detail the commitments that the developer and occupiers will deliver as part of the travel plan. These are intended to deliver the lowest practical level of car use to, from and within the development, as well as providing high quality and easy to use opportunities for alternative modes of transport. These actions will contribute directly to the achievement of modal shift outlined in the Targets and Outcomes section.

These measures have been set out according to the behaviour change framework in Somerset County Council's Manual for Travel Plans.

INFORMATIONAL MEASURES

It is important that all known information about getting to and from the development is freely available in a clear and easily readable form. For the purposes of educating users of the development, the following measures will be implemented.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date) (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
Travel Information Website	3 months prior to First Marketing of Development	Upon First Marketing of Development	Developer [name]	As long as development is occupied (funded by Management Charge)
		First Occupation	Occupiers to provide prominent links on their own websites	As long as development is occupied
Smarter Travel Information Leaflet	3 months prior to First Marketing of Development	Upon First Marketing of Development	Developer [name]	<p>Provided in print form to all potential members of staff at job advertising, recruitment and induction/commencement of work, and to all residents upon sales enquiry and occupation. To be re-provided on an annual basis.</p> <p>To be made available on Travel Information Website.</p> <p>Direct distribution by email/letter to all visitors.</p> <p>To be distributed bi-annually to local communities.</p> <p>As long as development is occupied (funded by Management Charge)</p>
Staff Travel Plan briefing	Three months prior to First Recruitment in each unit	Upon First Recruitment in each unit	Travel Plan Coordinator	<p>Provided in print form to all potential members of staff at job advertising, recruitment and induction/commencement of work, and to all residents upon sales enquiry and occupation. To be re-provided on an annual basis.</p> <p>To be made available on Travel Information Website.</p>

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date) (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
				As long as development is occupied (funded by Management Charge)
Occupier Travel Plan briefing	Upon commencement	Three months prior to Occupation of each unit	Developer [name]	To be provided to each and every change in occupier
Inclusion of travel information into mainstream development marketing literature	1 month prior to issue of each marketing product/ brochure	Upon issue of each mainstream marketing product/ brochure	Developer [name]	Upon issue of each mainstream marketing product/ brochure
Signage on-site for facilities and destinations	Prior to approval of detailed site layout	First Occupation	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Signage off-site for facilities and destinations	Prior to approval of detailed site layout	First Occupation	Developer [name]	For as long as the development is occupied
Personal travel planning	n/a	First Occupation (travel plan induction)	Travel Plan Coordinator	Monthly surgeries offering travel information advice to staff and residents
Travel Information Noticeboards external	Prior to approval of detailed site layout	First Occupation	Travel Plan Coordinator	For as long as the development is occupied (funded by Management Charge)
Travel Information Noticeboards internal	Prior to approval of detailed site layout of each unit	First Occupation of each unit	Occupiers	For as long as the development is occupied
Travel Information Relay Boards	Prior to approval of detailed site layout of each unit	First Occupation of each unit	Occupiers	For as long as the development is occupied
Newsletter	n/a	First Occupation	Travel Plan Coordinator	Three times per year following Travel Plan Network Meetings for as long as the development is occupied
Mobile travel information point	n/a	First occupation	Developer	For as long as the development is occupied
Travel information and bus journey planner contribution	n/a	Commencement of Development	Developer [name]	One-off

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date) (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
(£)				

SCC standards will be followed in the production of these measures, as contained on the Moving Forward website. Moving Forward branding will be used and logos for use by the Travel Plan Coordinator will be supplied by Somerset County Council.

The travel information website will be embedded within the main development website(s), and prominent feature box will be contained within the home page of such website(s) directing viewers towards smarter travel information.

Briefings for staff and occupiers will be prepared and disseminated highlighting the role of the travel plan, the relevance of the travel plan to them and the rewards that will be arising. The role of this is to ensure that all relevant users are fully aware of the content and obligations contained within the travel plan document prepared to support the planning application, which may otherwise be esoteric and irrelevant to them in parts.

Travel information leaflets will be distributed directly bi-annually to residential and employment units within 1km of the development in order to further offset local trips as far as it possible. Shops within the development will have a display area for local travel information and leaflets.

Electronic information boards will be provided in the reception and main offices areas with a feed to live departure board information for buses and trains, using Somerset County Council's iOnBuses software. This feed will be provided on the Travel Information Website and a direct link will be in place on all staff computer desktops.

All travel information will be updated with any changes in transport conditions within the original design framework set out at least every three months.

A travel information contribution of [£] will be provided to assist the County Council in providing relevant cycle leaflets and bus timetables to be provided by the developer as part of travel information packs ([£]/dwelling or employee)

PROMOTIONAL MEASURES

Measures to influence travel behaviour through softer measures are the most effective and best value initiatives that can be introduced. A full range of awareness-raising measures will therefore be implemented, coupled with incentives and financial rewards. This will encourage users to challenge their own travel habits and directly help deliver the aims of the travel plan.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
Residential travel vouchers	Scheme prior to Commencement	Upon First Dwelling Occupation	Developer [name]	Repeated for two further tenures in the five years following the occupation of each dwelling
One-in-five commuter competition	Scheme prior to Commencement	Upon first month anniversary of First Occupation	Travel Plan Coordinator	Monthly for as long as the development is occupied (funded by Management Charge)
Promotion of national travel awareness days	n/a	Not later than 4 weeks preceding each day	Travel Plan Representatives and Travel Plan Coordinator	Annually for each event as long as the development is occupied (funded by Management Charge)
Private group on carsharesomerset.com (£)	n/a	Upon First Marketing of Development	Travel Plan Coordinator	For as long as the development is occupied (funded by Management Charge)
Tax free cycle purchasing	n/a	Upon First Recruitment in each unit	Travel Plan Representative	To be offered continuously for as long as each unit is occupied
Repair & Ride sessions (£)	n/a	Upon First Occupation	Travel Plan Coordinator	To be provided every sixth months following First Occupation as long as development is occupied
Communications Strategy	Prior to commencement	Upon First Marketing of Development	Travel Plan Coordinator	To be updated annually

The one-in-five commuter competition will involve a monthly £50 prize draw for commuters who log at least four journeys to work by modes of transport other than by getting to work by car on their own.

Each representative of the businesses within the development will promote each and every national travel awareness day using materials provided by the Travel Plan

Coordinator. The Travel Plan Coordinator will promote these to residential communities. Moving Forward branding will be used and logos for use by the Travel Plan Coordinator will be supplied by Somerset County Council. The days promoted will include, but shall not be limited to:

- Walk to Work Week
- Walk to School Week
- National Work From Home Day
- Ride to Work Day
- World Environment Day
- Green Transport Week and Bike Week
- European Mobility Week
- Walk to School Month
- Liftshare Week
- Commute Smart Week

Guidance in the Encourage section of Somerset County Council's Manual for Travel Plans will be followed.

Communication Strategy

A communication strategy is an important part of the travel plan. This will set out which audiences will be targeted by the travel plan (segmented by mode of transport, willingness to change, age and other characteristics), the methods by which the audiences will be engaged (email, newsletters, face to face etc.), the frequency of engagement and any other elements that need to be planned for effective communication.

A template consisting of the following headings will be followed in the production of the Communications Strategy.

- Themes for engagement – areas of interest that would appeal to the target audiences (e.g. motivations for change, such as environment, cost savings, health or social rewards, ease of travel etc.)
- Points of engagement with employers and employees – from initial engagement to changed travel choices (initial launch of and introduction to travel plan; communication of rewards; provision of information about travel alternatives; ongoing support, encouragement and promotion, and maintenance of changed choices)
- Target audiences – employers, employees, visitors, local people, other organisations outside of the travel plan zone, and waves of engagement (e.g. first, second etc.)
- Management roles – communication between HR, facilities management, property/estates management, fleet management, environmental management, marketing, supplies management and logistics, IT services.
- Analysis of travel plan population and break down of proportion that fit into different target audiences (needs to be done following occupation and analysis of employers and employees)
- Key messages
- Summary of travel plan and events including meetings

- Branding guidelines including logos and templates for emails, newsletters and all forms of written/printed communications
- Schedule of internal and external staff, departmental and employer network meetings including agenda and minutes preparation and circulation
- Notification timescales for specific activities (e.g. Repair and Ride, transport promotion days) and administration (opening, closing, reporting) of surveys
- Schedule for promotion of general resources such as website information and press releases
- Set-up and maintenance schedules for information resources (including periodic maintenance of websites and social networks such as Facebook, Twitter, online groups/forums and blogs where applicable)

The principal aim is to provide a structured approach to changing travel behaviour, in combination with the targeted measures.

DESIGN OF THE DEVELOPMENT

To further enhance the appeal of walking and cycling within the development a full and continuous network of cycleways and footways will be provided within the development which promote such movements over the use of the car. An on-site speed limit of 10mph will be implemented for cars and traffic will be calmed to provide a relaxed environment conducive to walking and cycling and welcoming for these modes.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
Showers, changing rooms, drying rooms and lockers	Prior to approval of detailed site layout for each unit	First Occupation of each unit	Developer [name]	For as long as the development is occupied

Showers and accompanying facilities will be provided according to the standards set out in Somerset County Council's Draft SPD Enabling Smarter Travel through Travel Planning and BREEAM standards.

PARKING MEASURES

A full range of parking solutions will be implemented within the development. These will be within the limits set out in Somerset County Council's parking standards for new development, and will be adjusted within these limits to provide a level of parking appropriate to and which equals the modal split targets that need to be achieved. The availability of parking spaces will enforce the desired travel characteristics for the development.

The quality and design of cycle, motorcycle and car parking spaces will be determined by this travel plan.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by	Person(s) responsible	Duration/period of repetition
Car sharing spaces	Prior to approval of detailed site layout	First Occupation of each unit	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Low carbon and electric vehicle parking	Prior to approval of detailed site layout	First Occupation of each unit	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Fully enclosed cycle parking spaces for staff	Prior to approval of detailed site layout	First Occupation of each unit	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Covered cycle parking spaces for visitors	Prior to approval of detailed site layout	First Occupation of each unit	Developer [name]	For as long as the development is occupied (funded by Management Charge)
On-street cycle parking spaces for visitors	Prior to approval of detailed site layout	First Occupation of each phase	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Covered motorcycle spaces	Prior to approval of detailed site layout	First Occupation of each unit	Developer [name]	For as long as the development is occupied (funded by Management Charge)
Seating on-street	Prior to approval of detailed site layout	First Occupation of each phase	Developer [name]	For as long as the development is occupied (funded by Management Charge)

Cycle, motorcycle and car share parking:

Cycle parking will be implemented according to the standards set out in Somerset County Council's Draft SPD Enabling Smarter Travel through Travel Planning including quality of provision and signage.

Car parking:

A strict parking regime will be implemented and applied to all staff cars within the development. No employees working within the development that live within 2 miles

of the development or within 1km of a bus route serving the development will be permitted to park on-site. All such employees will be paid the equivalent of £1 per day as a car parking cash out to reflect the rewards to the employer of not having to provide and maintain parking spaces.

All remaining car parking spaces will be provided according to a car parking eligibility criteria that promotes car sharing, public transport use and the use of low carbon vehicles. Criteria for allocating spaces will be delivered in accordance with Manual for Travel Plans. All users will be charged £1 per day for car parking.

All on-street parking will be controlled via TRO where on public highway or via the Management Company where on private estate roads. No car parking will be permitted in non-designated spaces and warnings and fines will be issued in the event of non-compliance.

Employers will share car parking areas and access to these car parking areas will be controlled by windscreen permits issued on a daily basis by machines within the car parks. Each eligible car user will be provided with a swipe card allowing them to use these machines. Charges of £1 per visit will apply for visitor parking which will be recycled into the car parking management costs.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by	Person(s) responsible	Duration/period of repetition
Car parking permitting scheme	Prior to Commencement	First Occupation	Developer [name]	As long as development is occupied

MANAGEMENT MEASURES

The travel plan will not be successful without a full time member of staff to ensure that the actions within the travel plan are implemented and that the targets are met. For this reason a full time person devoted to the role of travel plan coordinator will be funded by the developer for a period of ten years [£]. Following this period, a management levy will be applied to all occupiers to ensure the continuity of this human resource and funding for the travel plan in perpetuity. The person appointed will at all times be qualified according to the training provided by ACTTravelwise.

These measures will exemplify commitment towards the travel plan through the provision of human and financial resources dedicated to the delivery of the travel plan.

Each occupier will set aside a travel plan budget of £500 (or at least £50 per staff member, whichever is the greater) per annum to contribute towards the post-occupation initiatives set out within this travel plan.

Funding for the initiatives in this travel plan shall not be a limiting factor in their provision.

A Travel Plan Management Fund will be managed by the Travel Plan Coordinator using management fees. A residential travel plan management fund of [£] will be provided.

Each occupier will appoint a travel plan representative who will be responsible for implementing those aspects of the travel plan that can be delivered in house. In-house measures will be funded by individual occupiers.

Each occupier will be required to attend a meeting of all occupiers and the Travel Plan Coordinator on a four-monthly basis. Such meetings will be hosted by the occupiers themselves in rotation.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by	Person(s) responsible	Duration/period of repetition
Travel Plan Coordinator	Job description prior to Commencement	In place 3 months following Commencement	Developer [name]	As long as development is occupied
Travel Plan Representatives	n/a	In place 3 months prior to First Occupation of Each Unit	Developer [name]	As long as development is occupied
Travel Plan Budget	Prior to commencement	Commencement	Developer [name] (travel plan management fund) Occupiers (in house measures)	As long as development is occupied
Partnership working with local employers/area-	n/a	First Occupation	Travel Plan Coordinator and Travel Plan	Travel Plan Network Meetings three times per

Measure to be implemented	Submitted to and approved by County Council by	Implemented by	Person(s) responsible	Duration/period of repetition
wide travel planning			Representatives	year
Travel Plan Charter	n/a	Signed prior to First Occupation	Developer(s) [name] and Travel Plan Representatives	To be signed by each and every change in occupier
Flexible working policies	Three months prior to the occupation of each unit	Upon occupation of each unit	Travel Plan Representatives	As long as each unit is occupied To be updated as required and at least annually within approved framework
Videoconferencing facilities	Prior to approval of detailed site layout	80% Completion of development	Developer [name]	As long as each unit is occupied
Pool bikes	Prior to Commencement	Upon occupation of each unit	Occupiers	As long as each unit is occupied
Cycle spares and equipment store	Prior to Commencement	Upon occupation of each unit	Occupiers	As long as each unit is occupied
Cycle equipment	Prior to Commencement	Upon occupation of each unit	Occupiers	As long as each unit is occupied

All staff will be offered the opportunities to travel off-peak to reduce traffic demand and accommodate journeys by non-car means. This will be accompanied by post-geographic working to allow employees to work from home or to go directly to meetings without first calling at work. These policies will be enshrined within a business travel policies dossier for each unit. The travel plan coordinator will provide a template for travel plan representatives to complete.

Pool bikes for staff to use for local journeys will be provided at a ratio of one bike to every 20 staff members. Each unit will provide and maintain a basic store of equipment for cyclists to use in emergencies such as spare lights, batteries, bicycle pump, fluorescent clothing and umbrellas. Each member of staff will be able to apply to the Travel Plan Coordinator for a free high grade cycle lock and fluorescent weather proof jacket to loan for their journeys to work.

A shared videoconferencing hub will be provided within the development.

OFF-SITE TRANSPORT IMPROVEMENTS

The site audit identified a number of physical deficiencies in the existing transport network. These deficiencies will prevent the anticipated travel flows across all modes occurring unless they are addressed. Hence the developer will fund the following improvements to enable the anticipated travel choices to be attained.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by	Person(s) responsible	Duration/period of repetition
Bus priority measures on [road name]	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity
Cycle infrastructure improvements on [road name]	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity
Cycle linkages to everyday activity destinations within 2km of the development boundary	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity
Footway improvements within 2km of the development boundary	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity
Bus shelters within 1km of the development boundary	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity
Footways and cycleways on-site	Prior to approval of detailed site layout	First Occupation	Developer [name]	In perpetuity

Any licensing and maintenance/management arrangements will be agreed in advance of implementation and commuted sums will be provided for off-site infrastructure works.

Bus services:

All bus stops within 1km of the boundary of the development site will be upgraded to include high quality bus stops that include shelters, raised kerbing, travel information (timetable cases and flags with laminates detailing services, name of stop, direction of travel and development website), seating and cycle parking.

A development specific bus stop will be implemented directly adjacent to the entrance of the development on each side of the road on the [\[road name\]](#).

Walking:

Footways within 2km between the development and everyday activity destinations within 2km of the development will be of at least 1.5m in width.

Footway and cycleway provision will be made within each plot for access between the plot entrance and the relevant parking area which provides priority for pedestrians and cyclist through car parks and other shared spaces.

Signage from the entrance of the development to the everyday activity destinations identified in the informational measures will be provided for cyclists and walkers. Signage off-site will be provided.

A crossing point will be implemented immediately outside the development to allow bus users and walkers easy access [across the \[road name\]](#).

Cycling:

Cycleways of at least 2m width will be provided between the development and everyday activity destinations within 2km of the development.

Within the development high quality, well designed and continuous off-road cycleways will be provided along both sides of the main estate roads which give priority to cycle movements.

Dedicated footway and cycleway entrances will be provided at the points marked [\[points\]](#) on [\[plan number\]](#). These will be at least 3m wide and include off-site improvements to ensure they form a continuous link between the internal design of the development and existing footway/cycleway networks outside of the development.

Targets and Outcomes

Modal share targets are crucial to driving the success of the travel plan. The developer and occupiers commit to delivering these targets, implementing further measures to those set out if it becomes apparent through modal split monitoring that the targets put forward are not being met.

A fund of £[] is provided within the s106 agreement for Safeguard measures should these development-wide targets be missed.

All occupiers will be expected to comply with these targets on a unit-by-unit basis.

Occupiers will fund their own additional initiatives and will each have a travel plan budget put aside for the purposes of implementing the travel plan and additional measures should either unit-specific or development-wide targets (or both) not be met.

The safeguard measures to be implemented will be chosen from those listed in Somerset County Council's Draft SPD Enabling Smarter Travel through Travel Planning. SCC's Guidance on Avoiding the Activation of Safeguards will be used to ensure that targets are met wherever possible rather than the Safeguard measures needing to be implemented.

A formula-based target will be used to draw down funding from an Escrow account set up by the developer. Somerset County Council will determine how much money is to be drawn down on an annual basis according to this formula.

T = target split (SOV)

A = actual modal split (SOV) (average of survey and count data)

H = 100% modal split (SOV)

M = midpoint between T and H

E = exceedence

S = total safeguard sum (£)

Safeguard sum to be drawn down = $[(A-T)/(H-T)] \times (S \times 2)$

A record of all measures implemented will be kept for inspection on demand for Somerset County Council, including soft measures relating to recruitment etc. prior to occupation. A standard range of default clauses will be put into place in the s106 agreement to cover the provision of measures in the event of defaults by the developer/owners or occupiers, including the use of bonds and issuance of Travel Plan Notices.

On an annual basis, the Travel Plan Coordinator will conduct a survey of all those working within and visiting the development, to ascertain travel patterns and collect feedback to aid the development of the travel patterns. These surveys will use Somerset County Council's standard survey forms to ensure data on modal split is collected in a fair and consistent manner.

Modal share targets - staff (%):

[\[Insert percentages into table below\]](#)

	Year 1	Year 2	Year 3	Year 4	Year 5
--	--------	--------	--------	--------	--------

Car alone					
Car sharing					
Cycling					
Public bus					
Shuttle bus					
Walking					
Motorcycle small					
Motorcycle large					
Working from home					
Park and Ride					

Modal share targets - visitors (%):

[Insert percentages into table below]

	Year 1	Year 2	Year 3	Year 4	Year 5
Car alone					
Car sharing					
Cycling					
Public bus					
Shuttle bus					
Walking					
Motorcycle small					
Motorcycle large					
Working from home					
Park and Ride					

Equivalent number of total arrivals per day:

The following figures relate to the targets above and are provided for the purposes of automatic traffic counting.

[Insert figures into table below]

	Year 1	Year 2	Year 3	Year 4	Year 5
Car (total)					
Car alone					
Car sharing					
Cycling					
Public bus					
Shuttle bus					
Walking					
Motorcycle small					
Motorcycle large					
Working from home					
Park and					

Ride					
Total					

All questionnaire surveys will achieve a minimum 40% response rate, otherwise the survey will be repeated or further responses sought. SCC's advice contained in Manual for Travel Plans will be used to ensure that the survey manages this level of response (e.g. p13). This will be accompanied by a report using SCC's standard annual report template.

A true record of modal split will be achieved by averaging the questionnaire and counted data. This will be the data recorded on iOnTRAVEL.

The Travel Plan Coordinator will use Somerset County Council's online monitoring system, iOnTRAVEL, to report on all aspects of the implementation of the travel plan as required by the website's online monitoring system.

Occupiers will provide data on the number of Heads of Staff in order to work out modal split.

Measure to be implemented	Submitted to and approved by County Council by	Implemented by date (i.e. approval by date)	Person(s) responsible	Duration/period of repetition
Automatic traffic and cycle counters	Prior to approval of detailed site layout	First occupation	Developer [name]	As long as development is occupied
Questionnaire staff surveys	n/a	First anniversary of First Occupation	Travel Plan Representatives	Annually as long as development is occupied
Visitor sign-in surveys	n/a	First anniversary of First Occupation	Travel Plan Representatives	One week per year annually as long as development is occupied
Reporting	4 weeks following first anniversary of First Occupation	n/a	Travel Plan Coordinator	Annually as long as development is occupied
Submission of Safeguard plans	4 weeks following first anniversary of First Occupation	Upon 8 weeks following first anniversary of First Occupation	Travel Plan Coordinator	Annually as long as development is occupied
Bonds	Prior to Commencement	Upon commencement	Developer [name]	Until completion of obligations
Safeguard sum	Prior to Commencement	Upon commencement	Developer [name]	Until completion of obligations
Travel Plan Fee	n/a	Paid upon commencement	Developer [name]	One-off fee
Implementation Record	n/a	Upon commencement	Developer [name] and Occupiers	As long as development is occupied
Entering of information onto iOnTRAVEL	Prior to Commencement	Upon commencement	Developer [name]	As long as development is occupied

References

Somerset County Council (2008) Manual for Travel Plans

Appendices

Moving Forward Cycle Map 2nd Edition

Strategic map showing location of site in Somerset

Neighbourhood map with all off-site transport links and proposed walk and cycle desire lines to the development

Polar plot

Examples of planned information provision (leaflets, etc.)

Detailed site plan with all physical measures marked on*

Cycle and motorcycle parking technical specifications/drawings*

* = Detailed drawings to be provided at reserved matters for outline applications