

Travel Plans

Leeds Local Development Framework



Supplementary Planning Document
Consultation Main Report Summary
May 2007

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(Bengali):-

যদি আপনি ইংরেজিতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 247 8092 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 247 8092 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 247 8092 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपका फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 247 8092 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹਾ ਰਾਹਣ ਲਈ ਕਰਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ।

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 247 8092 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹریپرٹیر) سے رابطہ کریں گے۔

TRAVEL PLAN SUPPLEMENTARY PLANNING DOCUMENT

SUMMARY

Context for Travel Plans

A Travel Plan is typically a package of practical measures aimed at addressing the transport needs of a particular development or organisation. A successful Travel Plan should offer users of the development, whether they be employees, residents or visitors a choice of travel modes to and from the development site or premises. Travel Plans can be used to address the transport needs of all types of new development which have a significant transport impact, but for the purposes of this Document they are considered in four broad categories:

- Work place Travel Plans
- School Travel Plans
- Residential Travel plans
- Travel Plan for Speculative Developments

National Planning Guidance makes it clear that the relevance of a Travel Plan to the planning process “lies in the delivery of sustainable transport objectives, including:

- Reduction in car usage (particularly single occupancy journeys) and increased use of public transport, walking and cycling
- Reduced traffic speeds and improved road safety and personal security particularly for pedestrians and cyclists; and
- More environmentally friendly delivery and freight movements, including home delivery services”

Travel Plans are clearly aimed, at bringing a wide range of benefits to the community as a whole such as:

- Reducing congestion and peak time conflicts
- Reducing energy use and harmful transport emissions
- Tackling social exclusion and improving accessibility
- Facilitating improved public transport through economies of scale and transport efficiency

Travel Plans are an integral part of the Government’s policy for the creation of sustainable communities at the national, regional and local level. They are key elements of both national transport, planning and housing policies as well as of regional and local policies.

The adopted Leeds Unitary Development Plan Review recognises that development control provides an opportunity to seek to modify travel demands and habits. This can be through a requirement for Travel Plans to be submitted either alongside planning applications or as a result of legal agreements entered into through section 106 of the Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991).

The UDP Review therefore includes the following Policy T2C:

“All planning applications which are significant generators of travel demand must be accompanied by a Travel Plan,”

It is this key local policy that this SPD is designed to elaborate upon.

When is a Travel Plan Required

National guidance requires that Travel Plans should be submitted with planning applications “which are likely to have significant transport implications” (ODPM 2001).

It is considered that the thresholds for requiring Transport Statements are the most appropriate for identifying the scale of development which will have a significant impact in the local circumstances that apply in Leeds and these will therefore be used to require the submission of a Travel Plan. These thresholds are summarised in Table 1 below:

Use Class	Use	Threshold
A1	Food Retail	> 250 sqm
A3	Restaurants & Cafés	> 300 sqm
B1	Business	> 1500 sqm
B2	General Industrial	> 2500 sqm
C1	Hotels	> 75 beds
C2	Hospital, Nursing Homes	> 30 beds
C2	Student Accommodation	> 50 students
C3	Dwelling Houses	> 50 units
D1	Non-residential Institutions (including schools)	> 500 sqm
D2	Assembly & Leisure	> 500 sqm

Travel Plan Process.

The first step in the production of a Travel Plan is to carry out a Transport Assessment (or Statement) of the proposed development, including an estimate of its likely overall travel impact (i.e. 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.

The Transport Assessment (or Statement) will also involve a site audit incorporating a survey of the site location, including its constraints and opportunities and an assessment of how the predicted travel impact/ trips can be catered for in the context of local modal split targets and development plan policies.

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/ initiatives, designed to encourage and deliver the preferred strategy will form the basis for the draft Travel Plan to be submitted alongside the planning application and Transport Assessment (or Statement) for the scheme.

The final agreed measures and modal split targets agreed during the planning application process will then be incorporated into a Heads of Terms agreement between the applicant and the council. This will set out how the final Travel Plan will be delivered and monitored, including the steps that will need to be taken if targets are not achieved.

Essential Components of a Travel Plan

The following table sets out appropriate contents headings for a Travel Plan alongside an indication of what each heading section should encompass.

Essential Components of a Travel Plan	
Heading	Issues to cover
A. Background/ Context/ Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities
B. Transport Impact	The travel requirements of the organisation/ development, the number of trips it will generate and what transport/ travel issues these will give rise to
C. Objectives/ Overall Strategy	What the plan is trying to achieve (e.g. to encourage access to the site by all means of travel/ to accommodate travel demand within site constraints)
D. Measures/ Actions	What specific measures and actions will be introduced to help deliver the stated objectives (see below for a toolkit of possible measures to be considered)
E. Targets	Appropriate targets against which the effectiveness of the measures/ actions to be taken will be reviewed/ monitored
F. Responsibility, Ownership	Who is responsible (the owner) for delivering each stage of the T.P. and for implementing the proposed measures, actions and targets (e.g. by appointment of a travel plan co-ordinator/ travel plan Champion), and how this will be passed on/ managed
G. Implementation	Agreed TP (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/ end users to be in place prior to occupation
H. Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met
I. Communication Strategy	How information on the plan, its progress, impacts benefits and successes will be disseminated to staff/ residents/ pupils/ and visitors (e.g. by newsletter, intranet, notice boards, external publicity, via Travelwise Network etc.)

Toolkit of Travel Plan Measures

There are a variety of measures that can be used to achieve these aims, and the purpose of this section is to provide a "toolkit" of measures for possible use in a Travel Plan.

It should be stressed that for the Travel Plan to be effective:

- the range of measures should be chosen so as to work together as a single strategy aimed at delivering the Travel Plan objectives and
- the site layout and facilities must be designed to encourage and facilitate the provision and use of the chosen Travel Plan measures.

Measures To Reduce the Need To Travel:

- (i) Alternative working practices (e.g. flexitime, teleworking, homeworking, videoconferencing,
- (ii) Local recruitment of staff
- (iii) Local sourcing of raw materials/ produce
- (iv) Compressed working week (e.g. 9 day fortnight)
- (v) Provision of on-site facilities (for shopping, eating, etc.)
- (vi) Home delivery of products
- (vii) Co-ordination of deliveries
- (viii) Fleet management

Measures To Reduce Car Usage:

- (i) Site layout and design to encourage and provide for sustainable options
- (ii) Car parking restraint and management
- (iii) Introduction of (or use of existing) car clubs, including car club station/ parking spaces
- (iv) Promotion of car sharing for employees (by setting up a database for users, providing a guaranteed ride home in emergencies and offering priority parking for car sharers) (*see carshareleeds.com for more details*)
- (v) Use of pooled company cars, vans and taxis
- (vi) Offering financial incentives for/ not driving to work/ giving up parking space/ car sharing
- (vii) Introduction of on site car parking charges

Measures To Promote Public Transport:

- (i) Provision within the site layout for public transport stops (shelters, raised kerbs and real time passenger information)
- (ii) Public transport penetration of the site
- (iii) Direct convenient and attractive pedestrian links to public transport entry points (ideally not more than 300m in length, 400m maximum)
- (iv) Pedestrian links to public transport stops to be at least as convenient and attractive as pedestrian links to car parking facilities
- (v) Provision of site specific public transport information (maps, leaflets, etc.)
- (vi) Provision of discount ticketing (Company Metrocards, Residential Metrocards, Student Metrocards, etc.)
- (vii) Provision of Season Ticket Loans
- (viii) Provision (in conjunction with Metro and local operators) of new or enhanced public transport services to the site
- (ix) Introduction of shuttle services to local public transport interchange, rail station or park & ride site facilities
- (x) Enhanced Public transport waiting facilities integrated with development (e.g. bus "lounges" in reception areas/ lobbies incorporating real time information)
- (xi) Promotion of 'your nextbus' and A to B journey planner, personalised journey planner, Yellow bus School Buses ('my bus')
- (xii) Dissemination of Metro Public Transport Promotion and assistance initiatives

Measures To Promote Walking:

- (i) provision of direct convenient and attractive pedestrian routes to local facilities (ideally as convenient to use as route by car)
- (ii) site layout to be designed to maximise and encourage walking options
- (iii) introduction of 20mph Home zones and traffic calming measures
- (iv) information provided on health benefits of walking
- (v) advice on personal safety (including free attack alarms)

Measures To Promote Cycling:

- (i) Site layout designed to maximise and encourage opportunities to cycle
- (ii) Provision of convenient, segregated cycle paths to link to local cycle network (safe routes to school, to work, etc.)
- (iii) Provision of secure and adequate cycle parking facilities
- (iv) Introduction of traffic calming measures and 20mph Home Zones
- (v) Provision of changing/ shower facilities drying rooms and cycle locker facilities at workplaces
- (vi) Introduction of financial incentives (e.g. mileage allowance for work use)
- (vii) Dissemination of DfT/ LCC cycling promotion and assistance initiatives (e.g. Bike Buddies/ local cycle network information)

Measures To Promote/ Market Travel Plan:

- (i) Travel Plan measures included in the organisation's own marketing material (e.g. welcome packs at residential sites, employment packs at the workplace, newsletters at schools, sales details and staff inductions, noticeboards, leaflet drops etc.)
- (ii) Introduction of Workplace, Residents or School newsletter or website (as applicable) to promote/ market Travel Plan measures
- (iii) Joint incentives with other local organisations/ community groups to promote the wider community, economic and health benefits of Travel Plan Measures.

Review of Travel Plans

The Travel Plan is a key element in defining what is the travel impact of a scheme and how it will be accommodated and addressed in the particular circumstances of a development scheme. When approving a Travel Plan the City Council needs to be satisfied that it will effectively deliver the required outcomes. Also, if it is not implemented as agreed and Travel Plan targets are not met, the approved development can give rise to serious adverse effects to the detriment of the local community and the occupiers themselves. It is essential therefore that:

- (i) The effectiveness of the Travel Plan is fully evaluated prior to its approval
- (ii) The measures and targets included in the Travel Plan are secured for implementation by mutual agreement of the City Council and the Developer/ Applicant (normally by means of a S106 Legal Agreement)
- (iii) The outputs of the Travel Plan (normally trip levels by specific modes) are monitored against the agreed targets and objectives
- (iv) The Travel Plan is reviewed to assess whether it is delivering its anticipated outputs or whether it has failed to meet its targets and if the latter what mitigation/ alternative measures need to be put in place to address the travel impact/ requirements of the scheme



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