

TRAVEL PLANS

Supplementary Planning Guidance Note Ref: SPG 03 - NLLP Policy DSP.4

Copies available www.northlanarkshire.com/esdesign or F7, Fleming House, Cumbernauld G67 1JW - approved 22nd September 2009

This supplementary guidance has been prepared to complement the policies in the North Lanarkshire Local Plan. Travel Plans are documents that set out a package of positive and complementary measures for the overall delivery of more sustainable travel patterns for a specific development. They need to be submitted with some planning applications .

The purpose of this guidance is to:

- Encourage a reduction in single occupant car travel and a shift in transport mode
- Provide criteria for Development Management
- Contribute to reducing carbon emissions
- Provide guidance for applicants who have to provide a travel plan

Benefits of a Travel Plan

A.1 Travel Plans have been successfully implemented by companies and at specific locations to provide more sustainable means of travel. There are a number of benefits that can be realised from development of a travel plan, these include:

- Reducing the amount of car parking provision required, saving money or releasing land for other uses
- Enhancing the organisation’s business image, public profile and lessening your environmental footprint
- Reducing congestion in and around sites - making access easier for everyone
- Promoting health within the workforce
- Improving productivity from a healthier workforce
- Contributing towards staff motivation and encouraging team building
- Improving pedestrian, cycle and public transport facilities for the whole community
- Improving public transport and expanding the recruitment base

Policy context supporting travel plans

A.2 The National Transport Strategy for Scotland - with its 5 strategic objectives - are delivered in planning terms through Scottish Planning Policy (SPP para.167) and Planning Advice Note 75 (PAN 75) and the Local Transport Strategy.

In practice this requires a Transport Assessment for developments exceeding a prescribed threshold (see table on right & thresholds in PAN.75). All applications for development which exceed this threshold require a travel plan, as stated in PAN 75. See also the Development Advice Note (DAN) Guide to Implementation. The Draft North Lanarkshire Council Local Transport Strategy aims to achieve Council objectives of everyone being able to access services and facilities they require on a regular basis. The strategy intends to do this in part through improvements to public transport, walking and cycling.



When is a Travel Plan Required?

A.3 The following thresholds indicate when a **Transport Assessment** is required for applications (see PAN.75 Annex.D). Applications above this threshold will also require a **Travel Plan**. Outline applications will also require a Travel Plan - albeit in 2 stages. A site below this threshold may also require a Travel Plan on its merits, development type and size, if it is a “significant travel generating development” or there is a cumulative impact.

Use	Size	Transport Assessment	Transport Statement	Travel Plan / Information Pack
Housing	< 20 dwellings	No	Possibly	Yes - Information Pack
	20 to 99	Possibly	Yes	Yes - Information Pack
	> 100	Yes	-	Yes - Travel Pack
Retail	< 500m ²	Possibly	Possibly	Possibly - Travel Plan
	500m ² to 999m ²	Possibly	Yes	Possibly - Travel Plan
	> 1000m ²	Yes	-	Yes - Travel Plan
Business	< 1250m ²	Possibly	Possibly	Possibly - Travel Plan
	1250m ² to 2500m ²	Possibly	Yes	Possibly - Travel Plan
	> 2500m ²	Yes	-	Yes - Travel Plan
Industry	< 2500m ²	Possibly	Possibly	Possibly - Travel Plan
	2500m ² to 4999m ²	Possibly	Yes	Possibly - Travel Plan
	> 5000m ²	Yes	-	Yes - Travel Plan

from Transport Planning Development Advice Note on 'Transport Assessment & Implementation - A Guide'

A.4 For housing, it will be desirable to design the physical infrastructure to encourage more walking, cycling and use of public transport networks - however a full travel plan with targets would be less practicable.

A.5 For other types of development where the occupier is unknown, measures should also focus on physical infrastructure measures to provide for sustainable travel modes when site is occupied.

Travel Plan considerations

A.6 This leaflet addresses:-

- C Increasing Sustainable Accessibility
- D Reducing the need for single occupant car travel
- E Incentives to Sustainable Accessibility

The latest Supplementary Planning Guidance can be found online at:- www.northlanarkshire.gov.uk/spg

The council will seek to ensure these principles are achieved through the development management process

B. PRODUCING A TRAVEL PLAN

Consider how the Travel Plan is to be produced and implemented - see SPT's Travel Plan Builder site. The key stages that should be undertaken in advance of development being implemented are:-



Dedicated bus services for sites can be cost effective

B1. Assess transport infrastructure

The types of transport that will be available naturally to the site should be considered. If, for example, the site is near an existing public transport or cycle link, this should be acknowledged and integrated to the site as far as is possible. Outline applications still need to address physical/ infrastructure facilities (see PAN 75)

B2. Survey travel habits

If the site is to be occupied by a relocating or expanding business, etc, then present travel habits should be surveyed. This provides a base level from which change to more sustainable travel patterns can be measured. The survey will also show what modes of transport require measures to be developed to increase or decrease their usage. A survey should usually be carried out to inform measures to implement and will normally need to be undertaken within 3 months of occupation.

B3. Implement measures to encourage change

A range of measures, as indicated in previous sections, should be implemented to encourage sustainable modes of travel. Where a site occupier and therefore travel patterns are unknown, measures in this instance should focus on physical measures to provide for more sustainable travel modes in advance of the site being occupied

B4. Senior management responsibility

In developing the travel plan, a senior position should be identified as the "Travel Plan Co-ordinator" in the plan as having overall responsibility for delivery of the travel plan measures and targets. A senior position being responsible and buying into the process will help contribute to ongoing success of the plan.

B5. Dedicate resources

Staff as well as financial resource should be committed to the plan. An individual, or in larger developments an individual within each department, may be responsible for developing the travel plan, under senior responsibility. Ongoing allocation of these resources indicates continuing commitment to the goals of the travel plan and will help in its success.

B6. Communicate plan effectively

The aims of and measures offered by the travel plan should be communicated to site users from initial development of the plan onwards. Success of the plan will be as much dependent on people knowing what is available as it will on having the appropriate measures in place. Early "pre-app" discussions with the Council will assist.

C. INCREASE SUSTAINABLE ACCESSIBILITY

The travel plan should set out measures to make the site accessible for all users regardless of their ability. As well as benefiting staff – it will also benefit other users

ISSUE	TIP
<p>1 Disabled access The site should provide equality of accessibility to all groups - and so comply with Disability Discrimination Act requirements – see Accessibility SG leaflet.</p>	<ul style="list-style-type: none"> As well as the need to comply with Disability Discrimination Act requirements (dedicated car parking; level access avoiding steps & steep slopes; etc) the provision of handrails and the natural integration of the building into the landscape can help A prominent, logical and obvious entrance helps. An Access Audit – and commitment to address any issues identified – will assist.
<p>2 Link to public transport services Nearby public transport nodes should be easily accessible from the main access points to the site.</p>	<ul style="list-style-type: none"> It is essential to include safe and well-lit pedestrian and cyclist routes to bus stops/rail stations, or other community facilities Main access should be orientated towards public transport nodes (bus stops/ rail stations) providing strong natural desire lines Consider providing a tax-free bus ticket scheme
<p>3 Travel by cycle Provide parking for cyclists. Where parking is provided, changing, shower and locker facilities should be provided for regular cyclists. Where possible, on site cycle routes should be considered.</p>	<ul style="list-style-type: none"> Cycle Parking must be located near the main entrance, and be well lit, provide ample space and be adaptable to accommodate different cycle types. Longer term parking requires shelter and secure provision (i.e. not just open stands) Long term parking requires easily accessed shower and locker facility Cycle routes should be safe and integrated with road network as far as possible Segregated routes should be direct, safe and attractive <p><i>Further details available in separate Cycling Supplementary Guidance Note</i></p>
<p>4 Walking Provide direct, safe, clear paths on site which follow desire lines – and so as to allow easy pedestrian movement. Paths should not be restricted by vehicular access routes. Raised road areas or dropped kerbs need to be indicated</p>	<ul style="list-style-type: none"> Walking routes must be direct, safe and attractive - linking naturally to open space & green networks. Ideally they should be overlooked or informally supervised. Planting should enhance – not create hiding places. Provide suitable storage areas for outerwear, umbrellas, etc to be stored to dry in poor weather Sheltered canopies may be appropriate where the local micro-climate warrants.
<p>5 Information on walking, cycling and public transport Provide details of the nearest walking and cycling routes to site, where these connect to and the estimated journey times</p>	<ul style="list-style-type: none"> May be provided on a website or noticeboard. Information for North Lanarkshire is available from the Smartways website www.smartways.info A Bicycle Users Group (BUG) for cyclists using the site can promote cycling and serve to highlight cyclist issues, and promote cycle training.
<p>6 Public transport information Provide details on public transport services nearby the site to better inform travel choice decisions</p>	<ul style="list-style-type: none"> Information could be provided on website/ noticeboard or "real-time" Traveline Scotland provides details for public transport journeys www.travelinescotland.com

D. REDUCE THE NEED FOR SINGLE OCCUPANT CAR TRAVEL

The Travel Plan should set out measures to reduce the need to travel and to encourage car sharing - consistent with operational objectives

ISSUE	TIP
<p>1 Home working Schemes that allow employees to carry out their duties from home should be considered. An employee home working one day a week who would normally travel by car alone, could contribute to around 100 car trips being removed from the roads annually</p>	<ul style="list-style-type: none"> Will not be suitable for all jobs, such as manual jobs. Health and safety assessment of home workplace may be required May need web access from home to allow on-line access to facilities & information available in the office
<p>2 Flexi time Options for employees to have flexible start and finish times during the day/ week should be considered for appropriate posts. A change from the common 9 – 5 working hours could allow employees to work at times more suited to them and employer and reduce the numbers of vehicles on roads at peak times</p>	<ul style="list-style-type: none"> If a flexi time system is not in place, this should be investigated If already in place, extended flexibility of working hours and leave allowed should be investigated
<p>3 Remote conferencing Using new technology (such as video conferencing facilities or on-line messaging) can reduce the need to travel to meetings and therefore the number of car trips generated to and from a site.</p>	<ul style="list-style-type: none"> Video conferencing at 2 or more locations avoids the need for trips to a single location, easing congestion Web cameras/instant messaging technology may be used similarly
<p>4 Car sharing, Pool cars or Car Clubs Schemes should be considered to encourage employees making similar journeys to the site or on business, to meetings or conferences to share vehicles for these trips. This could include pool cars or through a Local Car Club. In Strathclyde car sharing is usually arranged through www.liftshare.com or the link on www.spt.co.uk</p>	<ul style="list-style-type: none"> A scheme can be organised as an online database, on the company website, noticeboard or by email Pool cars can be used for business trips with priority parking spaces Car sharers (along with walkers, cyclists and public transport users) given priority for use of pool cars
<p>5 Car park management Limiting the numbers of car parking spaces, or restricting the length of time which these can be used, to encourage use of other modes of travel. Free car parking is a subsidy to drivers - secure cycle parking & good changing facilities can encourage reduced use.</p>	<ul style="list-style-type: none"> Restricted total number of spaces Priority spaces for regular car sharers Reserved spaces for pool cars Active management required to enforce management regime Work with adjoining businesses



Are you encouraging people to share the journey to work?

“Around two thirds of all driver journeys are less than 10km” Scottish Government, 2008

“Nearly 70% of people in Lanarkshire travel by low occupancy vehicles”
North Lanarkshire Council, Local Transport Strategy, 2008

E. INCENTIVES TO SUSTAINABLE ACCESSIBILITY

The travel plan should set out measures the site occupiers will take to incentivise travel to the site by sustainable modes. This should cover:

D1. PUBLIC TRANSPORT	D2. CYCLING	D3. BUSINESS TRIPS
<p>Providing discounted or free public transport tickets to people travelling to the site should be considered. Or a tax-free bus ticket scheme. This may also take the form of a free or discounted dedicated bus service being provided to the site.</p>	<p>Provide incentive schemes to encourage travel by cycle. This can include cycle training vouchers or mileage allowance for journeys undertaken by cycle, or using a cycle loan or purchase scheme. Further information is available in the ‘Cycling’ Supplementary Guidance document.</p>	<p>In addition to providing public transport incentives, a policy should be considered to encourage business travel to be made by public transport where this is possible. Increasing congestion and fuel costs make this even more worthwhile.</p>
D4. HEALTH BENEFITS TO WORKFORCE		
<p>Including some moderate activity in your routine, such as walking or cycling to work, reduces risk of heart disease, cancer, obesity, respiratory disease and diabetes. People starting their day cycling to work are more alert, confident, able to process information & handle tasks.</p>	<p>Walking to work combines benefits of physical activity with an opportunity for physical contact and support. Walking is within the physical capabilities of most people, regardless of age or ability.</p>	<p>People who cycle to work regularly enjoy the wellbeing of someone ten years younger. The British Medical Association suggest the overall benefits of cycling outweigh the risks by a ratio of 20:1</p>

F. MONITORING AND REVIEW

The Travel Plan should set out how it is to be monitored, reviewed and improved.

When a travel plan is produced for a site, it is the beginning of a process, not the end. The measures implemented within the travel plan require regular monitoring and review. The review periods should be agreed with the officer handling the application to ensure measures are being implemented and progress towards meeting targets is being made. The Council will normally expect the monitoring & review over the first 5 years to be reported back to them annually. Alternatively, the Council will be prepared to undertake the Travel Plan monitoring for a fee. The following steps should be carried out in a review of the travel plan:

SURVEY

- 1 Following the initial period the site has been in use, a travel survey should be carried out. This survey will show how travel patterns have changed from the initial survey of travel patterns. This survey should take place a year after the site is operational. Subsequent review periods can be agreed with the case officer. A normal review period may be annually or every two years. If there are significant issues faced to reach the modal shift targets, a review period may be 6 months. A wide range of resources are available to help produce, monitor and review travel plans.

REVIEW OF MEASURES

- 2 The survey will show modal shift (if successful). It will also indicate what measures have been most or least successful. Measures should be reviewed following a survey and where successful, these may be expanded, and if failing, consideration given to alternative methods which may be more successful, as will be shown over the next period of review. Infrastructure measures, such as cycle parking and changing facilities however, are basic infrastructure provision required to facilitate sustainable travel patterns, and are not expected to be replaced during any review.

UPDATE PLAN

- 3 Following survey and review of measures, the plan itself should be updated to reflect changes in travel patterns and changes to measures adopted. This should be communicated to site users to show the ongoing progress of the plan.



Good signage should avoid clutter and provide useful information

Rush hour congestion is a large hidden cost

G. Checklist

where the level of development requires a Travel plan (see p.1 & SPP paras 167 & 168) it should include...

- A vision or commitment to reduce carbon emissions – and the role of the Travel Plan
- Measures within the Travel Plan to be taken to reduce the need to travel, to encourage a shift in transport mode and to reduce single occupant vehicle travel (see p.3 - C)
- The provision to be made to encourage the use of public transport services (see p.3 - D)
- Measures to be put in place for those with impaired mobility and to enable users to walk to the site
- Cycle infrastructure and measures to be put in place to allow cyclists to access the site easily
- How the Key initial stages of travel plan production have been addressed (assessment, survey, responsibility and resource allocation), where occupier is known (see p.1)
- Proposed Travel Plan monitoring and review periods – who this is to be undertaken by? (see E above)
- Pre-app discussions have been held & Council has signed off on draft travel plan content

H. CONTACT DETAILS

North Lanarkshire Council
Roads Strategy Team, Fleming House,
Cumbernauld T: 01236 632579
Smartways Info on alternative
and healthier methods of travel
www.smartways.info
E: smartways@northlan.gov.uk

**Cycle Action Plan for
Scotland (CAPS) 2010**
www.cyclingactionplanforscotland.org
Cycling Scotland
www.cyclingscotland.org
T: 0141 229 5350
Cycling By Design
2010 from Transport Scotland
www.transportscotland.gov.uk

**Strathclyde Partnership for
Transport**
0141 332 6811 or www.spt.
co.uk
includes Travel Plan Builder
ACT Travelwise
Association for those
developing or delivering
travel plans - see www.
acttravelwise.org

SEPA www.sepa.org.uk
www.scotland.gov.uk/Topics/Transport/
sustainable-transport/cycling
www.dft.gov.uk and
www.dft.gov.uk/pgr/sustainable/cycling/
www.tfl.gov.uk/cycling
www.TransportScotland.gov.uk
www.politecycling.info

The latest Supplementary Planning Guidance and index can be found online at: www.northlanarkshire.gov.uk/spg

This is one of a series of Supplementary Planning Guidance Leaflets aimed at encouraging good practice in the design and layout of new development. The advice supplements the policies in the emerging North Lanarkshire Local Plan. The Council will have regard to this Guidance when assessing the merits of planning applications. This leaflet was approved, following public consultation and consideration of all comments made, formally adopted as Supplementary Guidance on 22nd Sept 2009. It is available on-line can be translated or provided in other languages or formats on request

Ref: SPG03 Travel Plans Approved 22 Sept 2009 c
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