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Framework Travel Plan

Client: G McManus

Project: Land North of Camer Road, Meopham

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1. Introduction

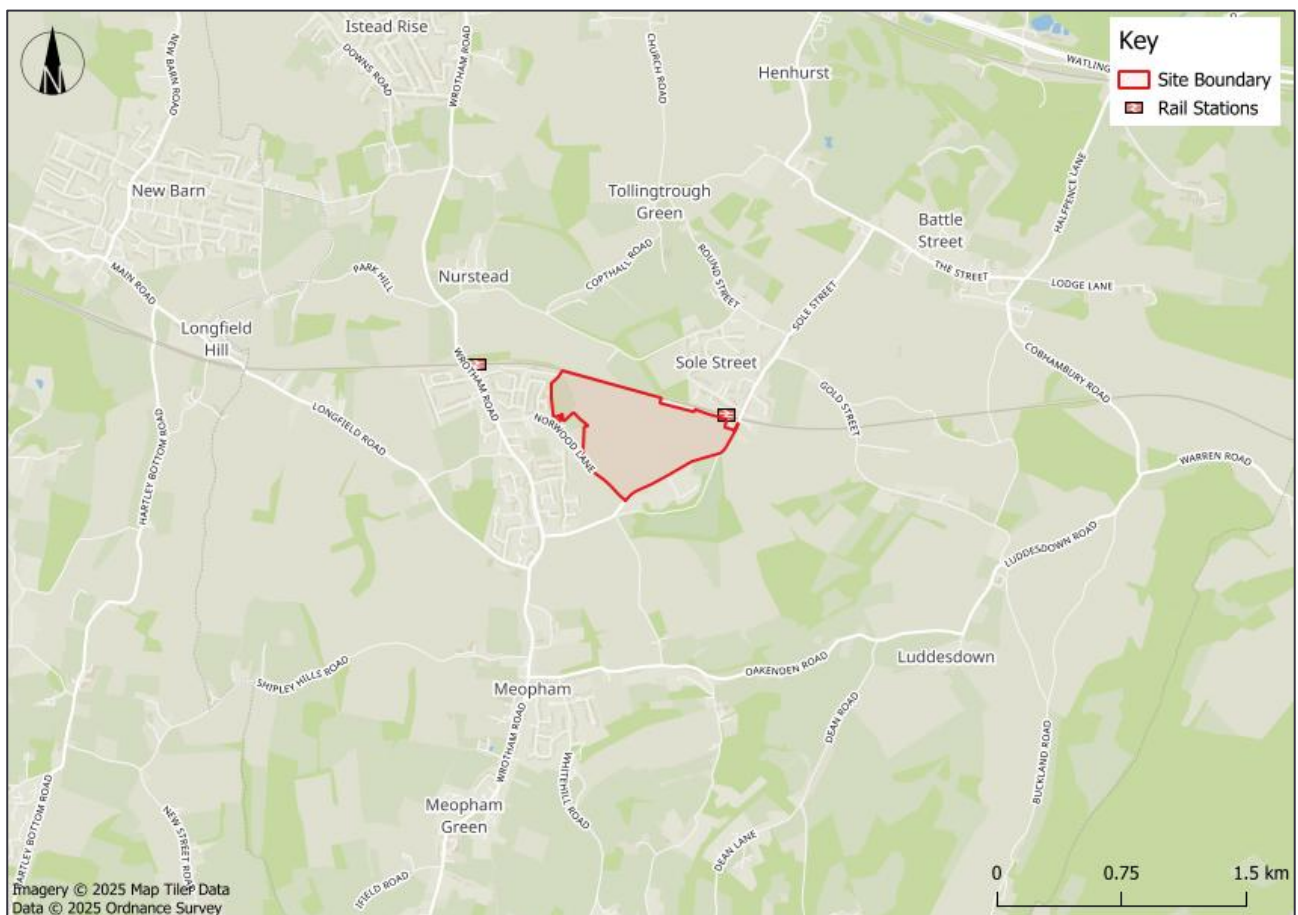
1.1 Overview

This Framework Travel Plan (FTP) has been prepared by The Transportation Consultancy Ltd ('ttc') on behalf of G McManus ('the applicant') to support an outline planning application for a new residential-led mixed-use development at Land North of Camer Road, Meopham ('the site'). Gravesham Borough Council (GBC) are the local planning authority with Kent County Council (KCC) as the highway authority.

This FTP should be read in conjunction with the Transport Assessment (TA) also submitted as part of the planning application.

Figure 1.1 below sets out the location of the site in a strategic context.

Figure 1.1 Strategic Site Location



1.2 Proposed Development

The description of development is as follows:

“Outline planning application for up to 730 dwellings (Use Class C3), a new two-form entry primary school (Use Class F1), the provision of Public Open Space including sport and recreation facilities, alongside associated access, landscaping, parking, and infrastructure; with all matters reserved except for access.”

In addition to the proposed residential dwellings, the following non-residential uses are proposed:

- 2FE primary school (use class F1);
- 500sqm commercial use – local centre (use class E);
- 750sqm club house (use class F2(b)); and
- Two sports pitches (use class F2(c)).

1.3 Report Purpose

Within their Transport Assessment & Travel Plan Guidance (2025), KCC defines a Travel Plan as *“a long term strategy for managing multi-modal access to a site, promoting sustainable modes and reducing the proportion of car based trips. Travel Plans help to enhance the accessibility and transport efficiency of the site, while minimising any adverse impact on either the local highway network or on other elements of the local transport system.”*

Table 1.1 below sets out the general thresholds for when a Travel Plan will be required for the proposed uses at the site.

Table 1.1 Local Amenities

Use Class	Threshold
C3 Residential dwellings	100 houses or flats
E(a) Display or retail sale of goods (other than hot food) / E(b) Sale of food and drink for consumption (mostly) on the premises	1,000 sqm
F1(a) Provision of education	All locations
F2(b) Halls or meeting places for the principle use of the local community	1,000 sqm
F2(c) Areas or places for outdoor sport or recreation	1,000 sqm

This FTP therefore covers both the residential and primary school elements of the proposed development as the development quantum of the local centre, club house and sports pitches falls below the thresholds set out in **Table 1.1**.

A Framework document has been prepared given the nature of the planning application as Outline. This document will therefore set out the key strategic role and commitments of the site as a whole. It is expected that this FTP will be developed into a Full Travel Plan. This will include the production of a School Travel Plan developed through KCC’s Active Travel Interventions team.

An FTP should establish a structured strategy with clear objectives and targets, supported by suitable policies and quality measures for implementation. Whilst the location of a development, its physical design and proximity to facilities create the conditions to make sustainable travel a preferred choice, communicating these opportunities is critical to the success of the FTP.

This FTP sets out a series of objectives, targets and measures, and is intended to establish the overarching mechanisms to manage the Full Travel Plan and monitor its effectiveness for influencing travel choices in accordance with the agreed targets.

A successful Travel Plan can bring the following benefits to a new development:

- An effective, proactive approach to influencing the travel behaviour of residents, staff and pupils / parents;
- Attracting less single occupancy vehicle (SOV) trips with improved safety benefits; and
- Having healthier and active residents, staff and pupils / parents.

The implementation of pre-occupation measures included within the FTP will be the responsibility of the applicant.

Given the scale of the proposed development, a Travel Plan Co-ordinator (TPC) will be appointed prior to occupation to implement the Travel Plan. Assistance will be provided by individual TPCs within both the residential dwellings and the primary school who will feedback to the main TPC. The Travel Plan and TPC will initially be funded by the applicant.

This FTP has been produced in accordance with current Department for Transport (DfT) guidance and KCC Transport Assessment & Travel Plan Guidance (2025).

1.4 Document Structure

The remainder of the FTP is structured as follows:

- **Chapter 2** – Policy Review;
- **Chapter 3** – Existing Situation;
- **Chapter 4** – Aims and Objectives;
- **Chapter 5** – Targets;
- **Chapter 6** – Travel Plan Management;
- **Chapter 7** – Sustainable Travel Measures;
- **Section 8** – Monitoring and Review; and
- **Section 9** – Action Plan.

1.5 Contact Details

The designated TPC for the proposed development has not yet been appointed, and until such time, all correspondence should be directed to the applicant. Once a TPC has been appointed, their details will be shared with KCC.

2. Policy Review

2.1 Overview

The national, regional and local transport policies relevant to this proposed development are well documented, and this section does not seek to replicate them. Instead, the key themes in the relevant policies are summarised briefly below and, where relevant, policies which relate directly to the proposed development are addressed.

2.2 National Planning Policy Framework (2024)

The National Planning Policy Framework (NPPF) sets out the Government's key objectives for achieving sustainable development. The NPPF was first published in March 2012 and revised in December 2024 in order to streamline the national planning policies set out in previous policy guidance. Within the NPPF, it is suggested that an economic, social and environmental objective should be at the heart of the planning process.

Under the 'Promoting sustainable transport' chapter of the NPPF, it is stated that transport issues should be considered from the earliest stages of plan-making and development proposals (Para. 109). By doing this, the potential impacts of development on transport networks can be addressed and the appropriate transport infrastructure can be implemented. By considering transport at the earliest stages, it allows the opportunity to promote walking, cycling and public transport, and to mitigate any problems.

Significant developments should be focused on being sustainable, this can be done through limiting the need to travel and offering a genuine choice of transport modes.

Within this context, new developments should (Para. 117, pg.33):

- *a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- *b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- *c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- *d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and,*
- *e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*

Paragraph 116 states that:

“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.”

Paragraph 118 concludes that all developments expected to generate significant amounts of movement should provide a Travel Plan to assess the likely impacts of the proposals.

The proposed development has been designed in accordance with the NPPF guidelines, and this FTP proposes a package of measures that seek to:

- Reduce reliance on private car journeys through the reduction in the length and number of motorised journeys, in particular those carried out in SOVs;
- Promote the use of alternative means of travel which are more sustainable and environmentally friendly; and
- Reduce emissions.

2.3 National Planning Policy Framework: Draft Text for Consultation (2025)

Whilst not currently adopted policy, this consultation document, published in December 2025, seeks views on revised national planning policy to support wider objectives and reflects the direction of travel of national planning policy.

Chapter 15 relates to ‘Promoting sustainable transport’ and focuses on a vision-led approach to transport. Policy T4 states that transport considerations should be an integral part of development including:

- Giving priority first to pedestrian and cycle movements to facilitate easy access to public transport;
- Incorporate facilities to support this prioritisation;
- Ensure streets are safe, inclusive and attractive for all users;
- Allows for the efficient servicing which does not compromise place-making principles; and
- Provide a suitable number of parking spaces alongside plug-in vehicle charging.

Policy TR6 concludes that all developments expected to generate significant amounts of movement should provide a TP.

Policy TR6 continues to states that:

“All development proposals should be capable of proceeding without having a severe adverse impact on the transport network (in terms of capacity and congestion, including cumulative impacts), or an unacceptable impact on highway safety, taking into account any mitigation measures proposed as well as any wider network improvements.

In assessing potential impacts, all reasonable future scenarios should be considered, taking into account impacts at different times of the day, potential cumulative impacts, multimodal trip generation and the promotion of sustainable modes of travel, and realising the transport vision for the development itself.”

Whilst the draft NPPF is not yet adopted, the proposed development has been designed in accordance with the guidelines, including following a vision-led approach to transport.

2.4 Travel Plans, Transport Assessments and Statements

In addition to the information contained within the NPPF, the DfT publication *Travel Plans, Transport Assessments and Statements*, which is one of several guidance documents contained within the *Planning Practice Guidance* document suite, provides further guidance on the development and implementation of Travel Plans.

The guidance supports pre-application determination on the scope and content of the Travel Plan, stating:

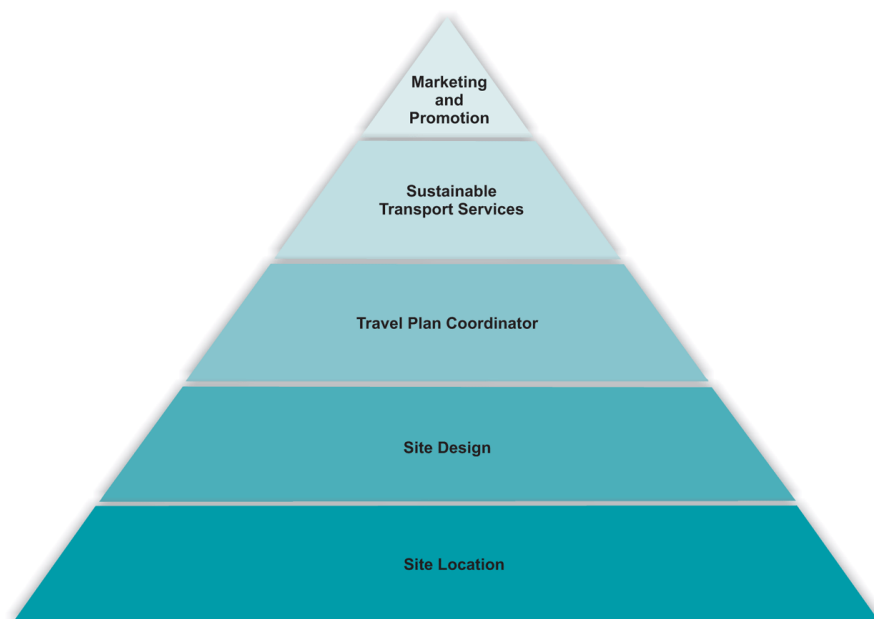
“Consideration should be given at the pre-application stage to:

- *The form and scope of the Travel Plan;*
- *The outcomes sought by the Travel Plan;*
- *The processes, timetables and costs potentially involved in delivering the required outcomes (including any relevant conditions and obligations);*
- *The scope of the information needed; and*
- *The proposals for the on-going management, implementation, and review processes.”*

Whilst the former guidance contained within DfT Document *Good Practice Guidelines: Delivering Travel Plans through the Planning Process* has been superseded by the ‘Planning Practice Guidance’ documents, it is considered that the ‘pyramid of measures and actions’ referenced within the is still a useful guide when developing a Travel Plan.

There are five levels to the pyramid, with each level building on the lower levels. A version of the Travel Plan pyramid has been included to aid the development of the document; this is illustrated in **Figure 2.1** below.

Figure 2.1 Travel Plan Pyramid



At the first level of this pyramid is the fundamental issue of site location. A Travel Plan cannot be used to justify development in an inappropriate location therefore the site must display sufficient proximity to local facilities and services. The next level comprises the physical characteristics that need to be incorporated into the design of the site from an early stage to reduce the need to travel and support walking, cycling and public transport use, i.e. the ‘hard’ measures.

The next item required is the resource to facilitate and develop the measures in the plan, commonly a TPC or similar nominated person is appointed to fulfil this role. The end user will take on the co-ordination role and assume responsibility for developing the Full Travel Plan for the site.

The next level is the physical measures and services that need to be obtained for the site, such as public transport measures. The top tier of the pyramid is occupied by the ‘soft’ measures which are required to

promote the Travel Plan and raise its awareness to ensure that there is adequate take-up of the various services and facilities offered.

2.5 Kent County Council Local Transport Plan 5 (2024)

KCC's Local Transport Plan 5 (LTP5) is a strategic document that outlines Kent's transport policies and objectives from 2024 to 2037. It sets out a long-term strategy for delivering a safe, efficient and sustainable transport system that supports housing and economic growth while aligning with environmental objectives.

The LTP outlines the council's ambition for transport in the county stating:

- *"We want to improve the health, wellbeing, and economic prosperity of lives in Kent by delivering a safe, reliable, efficient and affordable transport network across the county and as an international gateway. We will plan for growth in Kent in a way that enables us to combat climate change and preserve Kent's environment.*
- *We will do this by delivering emission-free travel by getting effective dedicated infrastructure to electrify vehicles, increase public transport use and make walking and cycling attractive. This will be enabled by maintaining our highway network and delivering our Vision Zero road safety strategy. These priorities will ensure our networks are future-proof, resilient and meet user needs."*

In order to achieve this vision, LTP5 outlines ten outcomes including the following relevant points:

- Outcome 5: Deliver resilient transport, future-proofed for growth and innovation, aiming for an infrastructure-first approach to reduce the risk of highways and public transport congestion due to development;
- Outcome 7: Road-side air quality improves as decarbonisation of travel accelerates, contributing towards the pursuit of carbon budget targets and net zero in 2050;
- Outcome 8: A growing public transport system supported by dedicated infrastructure to attract increased ridership, helping operators to provide ore and invest in better services; and
- Outcome 9: Health, air quality, public transport use, congestion and the prosperity of Kent's high streets and communities will be improved by supporting increasing numbers of people to use a growing network of dedicated walking and cycling routes.

2.6 Kent Vehicle Parking Standards SPG 4 (2006)

GBC have not yet adopted KCC's updated 2025 'Parking Standards' document, and as such continue to utilise the 2006 document. The relevant standards are set out in the accompanying TA.

2.7 Gravesham Local Plan Core Strategy (2014)

The Gravesham Local Plan Core helps shape the future of the Borough to determine planning applications.

With regards to Transport, Policy CS11 Paragraph 5.5.38 requires a Travel Plan to ensure new developments mitigate their impact on the transport network and ensure the delivery of sustainable travel options.

2.8 Gravesham Local Plan First Review (1994) – Saved Policies

The Gravesham Local Plan First Review was replaced by the adopted Local Plan, however a number of policies have been saved.

Policy T1 states the impact of developments on the transport system should be adequately considered alongside the environmental impact of traffic generated.

2.9 Summary

Both national and local planning policy has been utilised to inform the content and direction of this FTP and it is considered that the aims and objectives of the document align with all relevant policies.

3. Existing Situation

3.1 Overview

This chapter outlines the development proposals alongside the proposed accessibility by all modes.

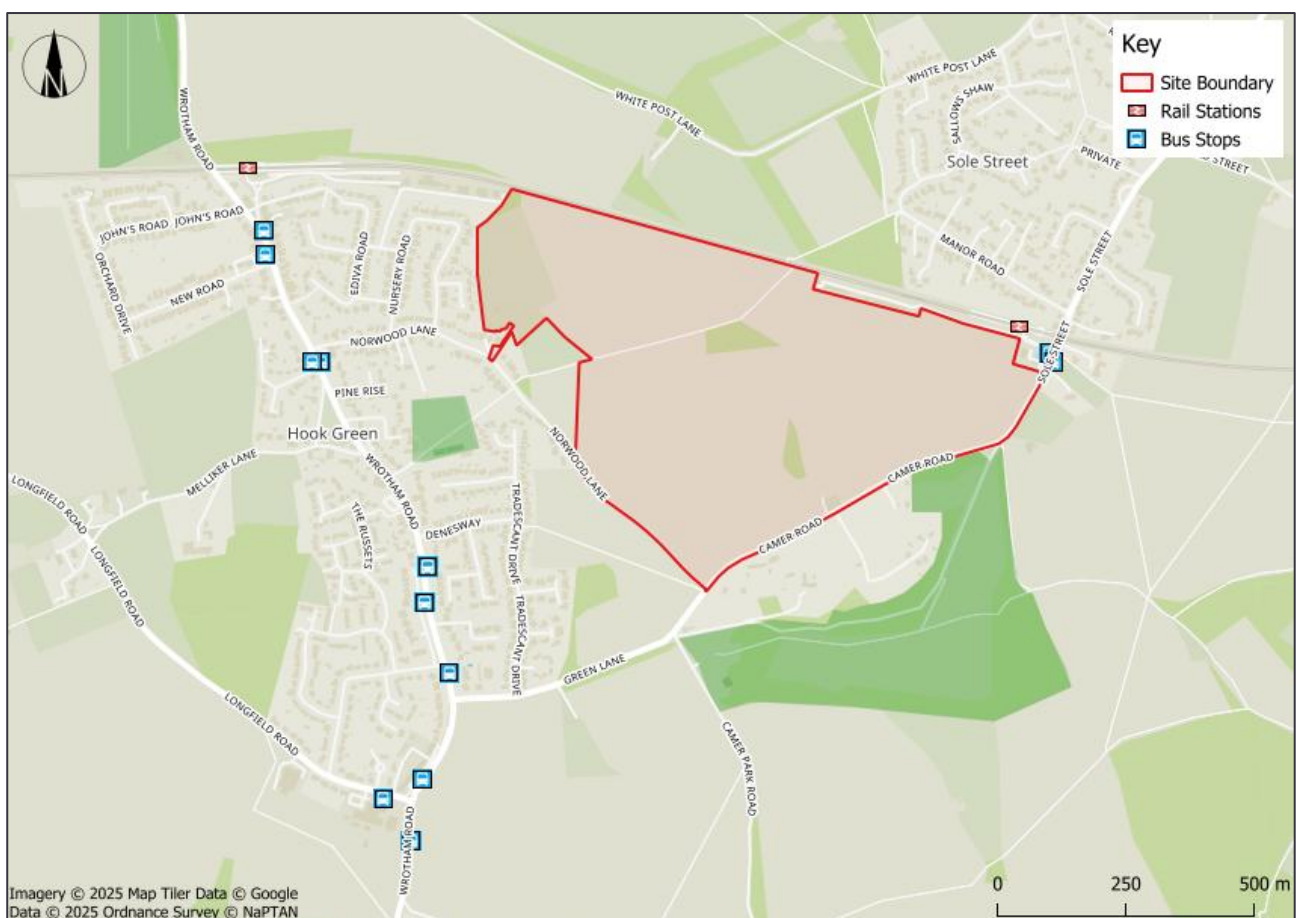
3.2 Site Location and Context

The site is located to the east of Hook Green / Meopham and to the south-west of Sole Street and is bordered by the Medway railway line to the north, Camer Road to the south-east and Norwood Lane to the south-west. The north-west boundary is marked by the rear gardens of the properties along Nursery Road within the village of Hook Green.

Sole Street Station is located at the north-east corner of the site, with Meopham Station to the north-west of the site as well as Gravesend approximately 4km to the north.

Figure 3.1 below illustrates the site in its local context.

Figure 3.1 Local Site Location



3.3 Walking and Cycling

Introduction

Walking and cycling form sustainable modes of transport which not only provide health benefits to residents and visitors of the site but help to reduce the amount of congestion and pollution within the area.

Guidance on the preferred maximum walking distances to amenities is given in the Chartered Institution of Highways and Transportation (CIHT) document, *Providing for Journeys on Foot* (2000). The Guidelines indicate that a walking distance of 400m is acceptable for trips to bus stops and local shops, with 800m being the preferred maximum. The corresponding walking distances for trips to work and school are given as 500m and 1,000m, respectively. A preferred general maximum walking distance of 2,000m is identified.

Manual for Streets (MfS) and the National Design Guide reinforce this advice, stating that "walkable neighbourhoods" should have a range of facilities within 800m (a ten minute walk). However, this is not regarded as the upper limit for walking journeys and MfS notes that walking offers the greatest potential to replace short car trips, particularly those under 2km.

Table NTS0303 of the National Travel Survey (NTS) indicates that the average walk trip distance in 2024 was 1.5 miles or 2.41km.

Overall, it is therefore reasonable to assume that people would walk a distance of 2km to local facilities in the area.

Cycling also provides the opportunity as a substitute for a short car journey, with the CIHT document, *Planning for Cycling*, stating:

"The majority of cycling trips are for short distances, with 80% being less than five miles and with 40% being less than two miles. However, the majority of trips by all modes are also short distances (67% are less than five miles, and 38% are less than two miles); therefore, the bicycle is a potential mode for many of these trips (DfT, 2014a)."

Table NTS0303 of the NTS indicates that the average cycle trip distance in 2024 was 3.3 miles or 5.31km.

It is therefore reasonable to assume that people would cycle a distance of 5km on a regular basis.

Walking

With regard to the existing footway provision, a footway is provided along the eastern side of Camer Road from the Royal Hounds Dog Park north towards Sole Street Station. On Norwood Lane, a footway is provided on the northern side of the road from Wrotham Road until approximately 100m east of Nursery Road, at the property named 'Alston', at which point it is extinguished. After this point, there is mixed footway provision to Footpath NS192, with provision along the frontage of Norwood Farmhouse and Norwood Farm Cottage.

Continuing north on Wrotham Road, pedestrians are able to route to Meopham Station. Wrotham Road is provided with footways on both sides of the carriageway, with crossing points and mixed provision of dropped kerbs and tactile paving. A more detailed review of the footway provision is provided within the walking and cycling audit at **Appendix B** of the accompanying Transport Assessment.

There is an extensive PRoW network near the site including:

- Footpath NS192 which bisects the site and, in its entirety, runs from Wrotham Road (A227) to the south to Sole Street in the north.

- Footpath NS250 which runs from the Camer Road / Norwood Lane junction north-west across open land to connect to Tradescent Drive.
- Footpath NS191 which runs from Camer Road east to Gold Street.
- Footpath NS308 which runs from Norwood Lane to Tradescent Drive.
- Bridleway NS242 which runs from the Royal Hounds Dog Park to Henley Street.

Figure 3.2 below shows the extensive PRoW network available near the site.

Figure 3.2 PRoW Network



To demonstrate the accessibility of the site on foot, a 2km walking isochrone has been assessed as shown in Figure 3.3 overleaf. Considering the scale of the site, walking isochrones have been assessed from both Norwood Land and Camer Road, the two locations from where access to the site will be provided for the proposed development.

Figure 3.3 2km Walking Isochrone

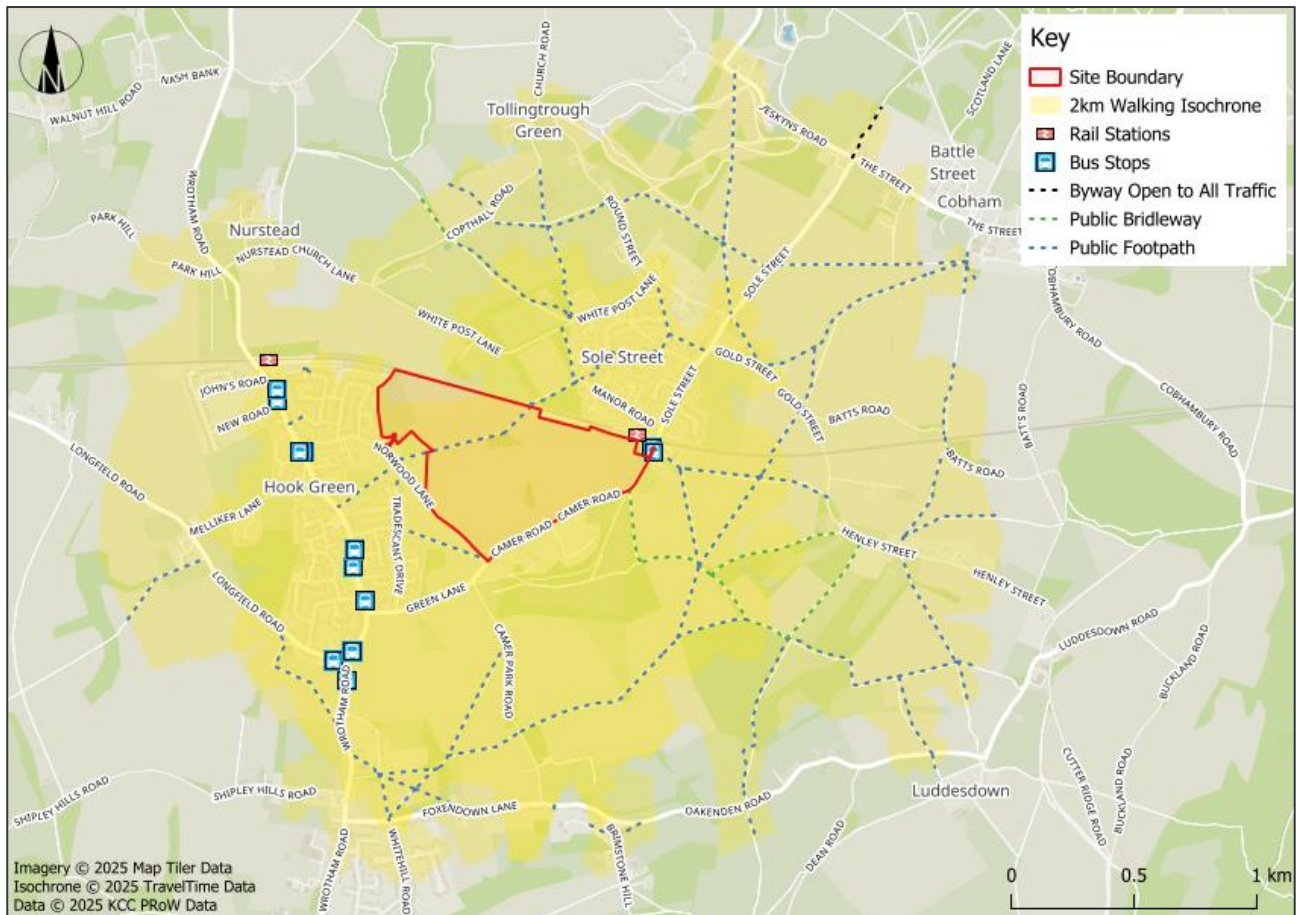


Figure 3.3 shows that within a 2km walk of the site, both Meopham and Sole Street Stations are accessible, as well as nearby bus stops. Footways near the site provide access to local amenities, including shops and schools, as well as a range of PRoWs to support leisure trips, allowing future residents the genuine opportunity to travel on foot for daily trips.

Cycling

Figure 3.4 overleaf shows a 5km cycling isochrone from the site. As with the walking isochrone, the cycling isochrone has been assessed from both Norwood Land and Camer Road, the two locations from where access to the site will be provided from for the proposed development.

Figure 3.4 5km Cycling Isochrone

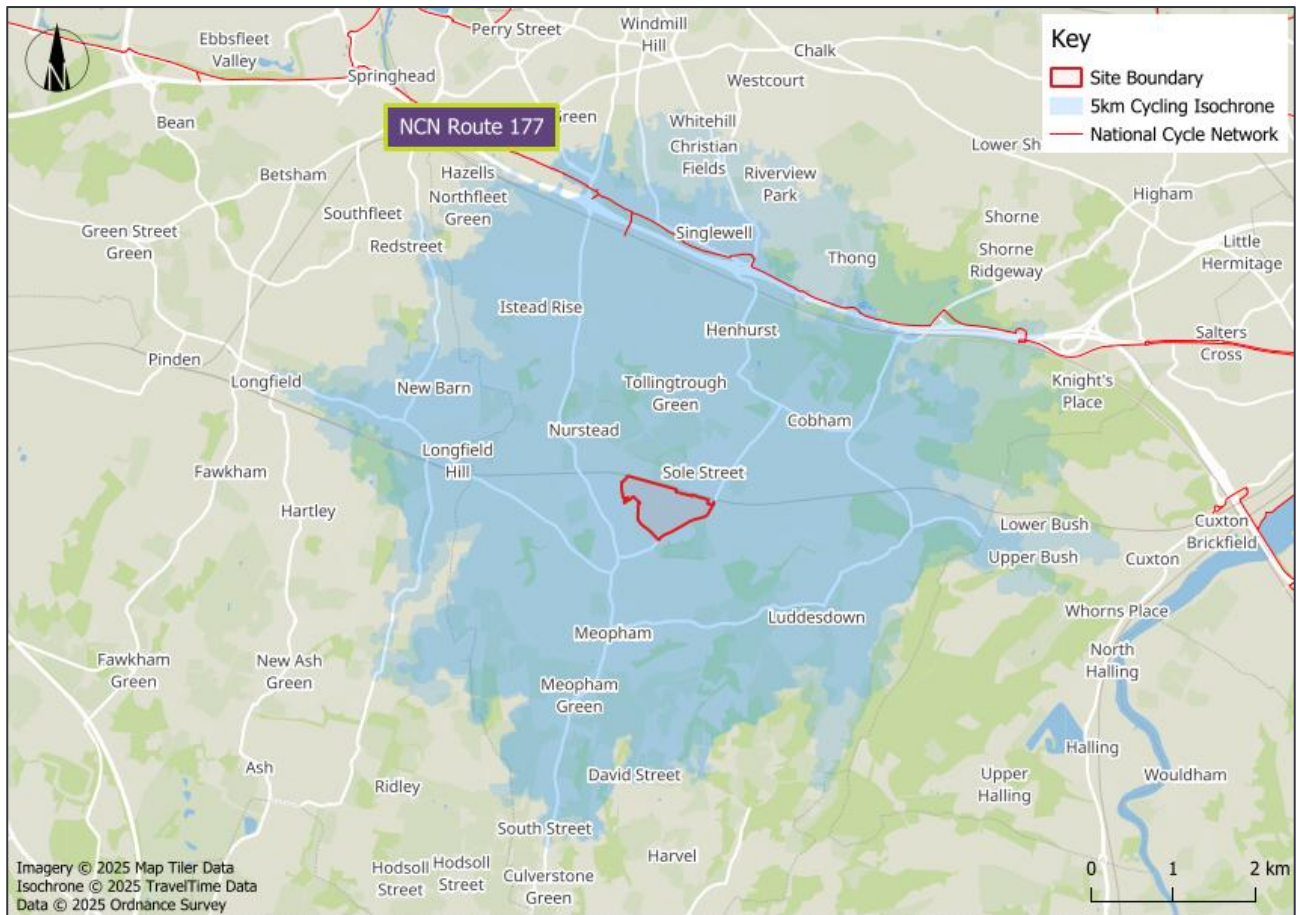


Figure 3.4 shows that nearby residential and employment locations, including Meopham and Istead Rise, are accessible within a 5km cycle. In addition, National Cycle Network (NCN) Route 177 is located to the north of the site which currently runs from Northfleet to Strood. Once complete, the route will run south from Northfleet via Rochester, Maidstone and Ashford to join with NCN Route 2.

3.4 Local Amenities

In order to assess the accessibility of key amenities on foot and by cycle, **Figure 3.5** and **Table 3.1** overleaf highlight the accessible amenities within 2km of the site alongside their distance from the site as well as the walking and cycling journey time.

Figure 3.5 Local Amenities

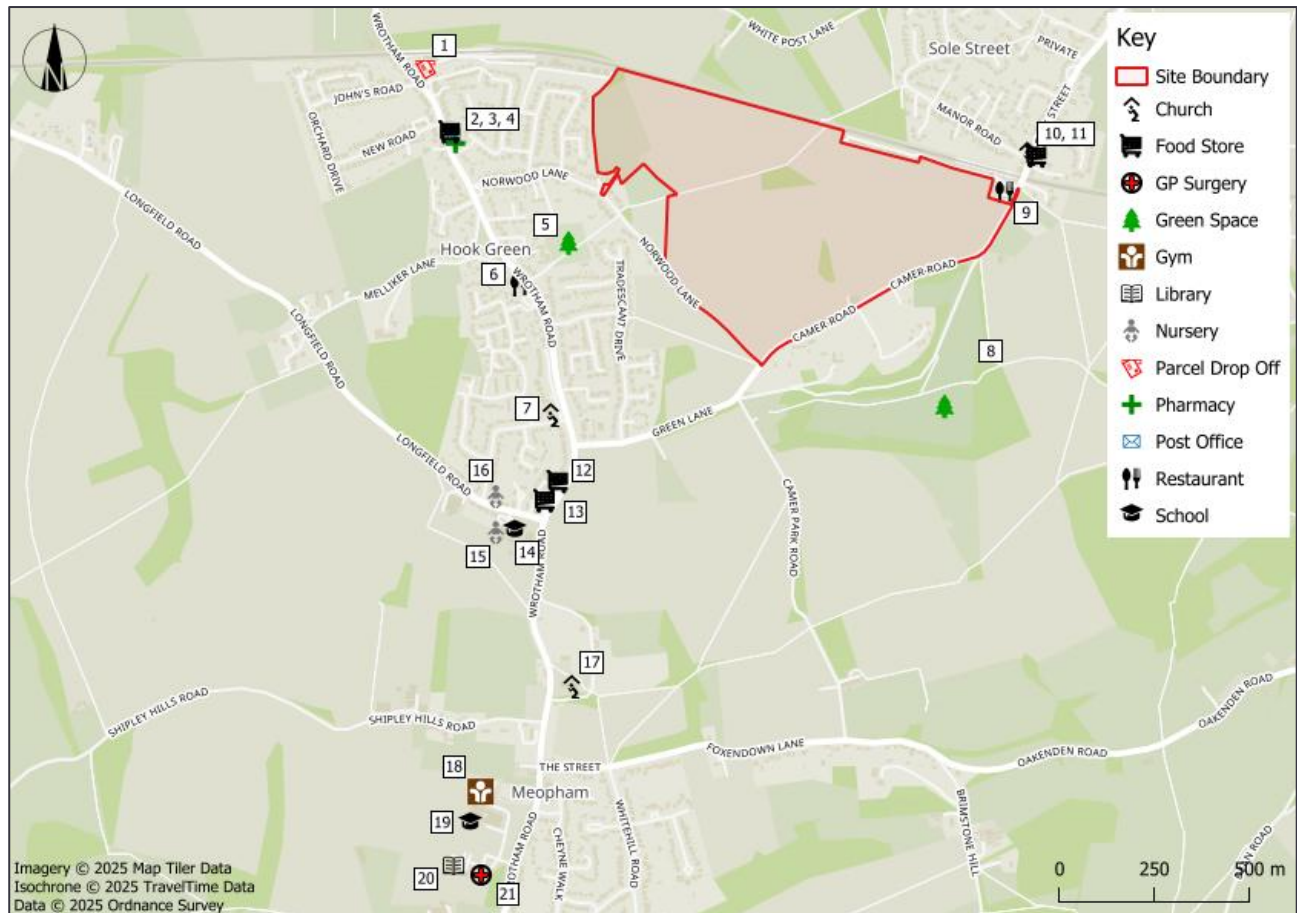


Table 3.1 Local Amenities

Number	Amenity	Distance (From Nearest Site Access)	Walking Time	Cycling Time
1	InPost Locker	700m	9 minutes	4 minutes
2	Morrisons Daily	500m	7 minutes	3 minutes
3	Meopham Station Post Office	500m	7 minutes	3 minutes
4	Meopham Pharmacy	500m	7 minutes	3 minutes
5	Judson's Recreation Ground	200m	3 minutes	1 minute
6	Bartellas	400m	6 minutes	2 minutes
7	Saint Paul's Catholic Church	850m	12 minutes	6 minutes
8	Camer Park Country Park	300m	5 minutes	2 minutes
9	The Railway Inn	250m	3 minutes	1 minute
10	The Little Shop	350m	5 minutes	2 minutes

Number	Amenity	Distance (From Nearest Site Access)	Walking Time	Cycling Time
11	Saint Mary's Church Room	350m	5 minutes	2 minutes
12	Tesco Express	1km	15 minutes	7 minutes
13	Costcutter	1km	15 minutes	7 minutes
14	Meopham Community Academy	1.1km	16 minutes	7 minutes
15	Playpen Pre-School	1.2km	17 minutes	7 minutes
16	Mini Meophams Nursery	1.2km	17 minutes	7 minutes
17	Saint John the Baptist Meopham	1.5km	22 minutes	8 minutes
18	Meopham Leisure Centre	2.2km	32 minutes	12 minutes
19	Meopham Secondary School	2.2km	31 minutes	12 minutes
20	Meopham Library	2.2km	31 minutes	12 minutes
21	Meopham Medical Centre	2.1km	30 minutes	11 minutes

Table 3.1 demonstrates that there are a wide range of facilities within approximately 2km of the site which future residents would be able to walk or cycle to for everyday use.

It is noted that, in order for future residents to complete their weekly shopping, they may need to travel to a supermarket instead of one of the local convenience stores. The nearest supermarket is Waitrose and Partners in Longfield located approximately 5km west of the site. The supermarket is located only a 25-minute cycle or 20-minute journey via train and, in order to reduce the number of car trips, home delivery will be promoted to future residents.

3.5 Bus Services

The nearest bus stops to the site are located on Camer Road in proximity to Sole Street Station. These stops are served by the 311, 416 and 695 to destinations including Rochester and Gravesend. The northbound bus stop is provided with a flag-and-pole arrangement with timetable information.

Additional stops are provided on Wrotham Road approximately 1km west of the site served by the 34, 223, 306, 308, 416, 418R, 418W, 695, M1 and VIGO1 to destinations including Vigo Village, Sevenoaks and Gravesend. The stops are provided with a flag-and-pole arrangement and timetable information, with some of the stops also provided with a bus shelter and seating.

A summary of the bus services near the site is provided in **Figure 3.6** below and **Table 3.2** overleaf.

Figure 3.6 Bus Routes

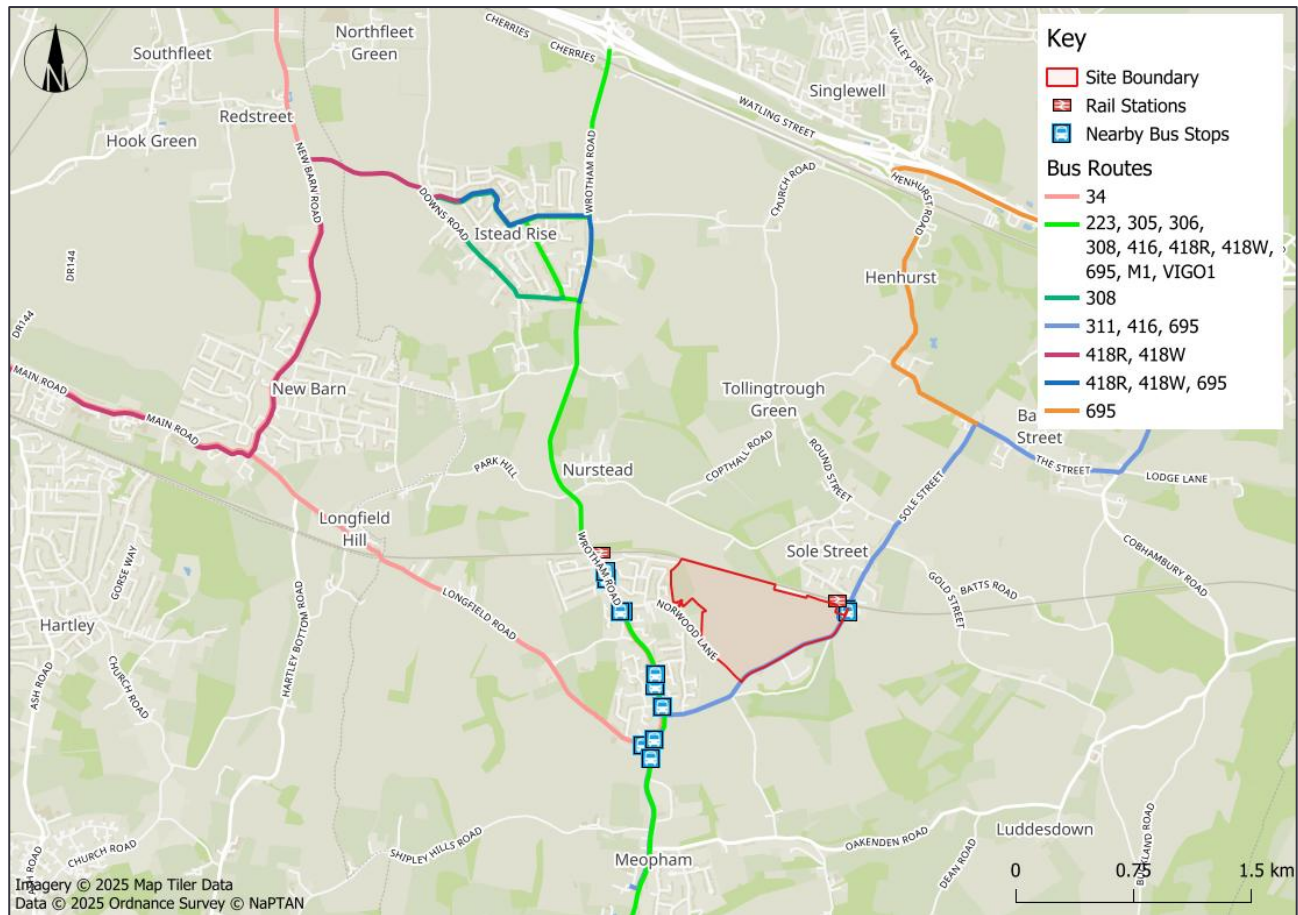


Table 3.2 Bus Service Summary

Bus Stop	Service	Route	Weekday Frequency	Weekend Frequency
Camer Road Bus Stops				
Northbound	311	Lower Higham to Cobham	One per day	No service
Southbound		Cobham to Lower Higham	One per day	No service
Northbound	416	Meopham to Gravesend	Four per day	Three Saturday only
Southbound		Gravesend to Meopham	Three per day	Two Saturday only
Northbound	695	Istead Rise to Rochester Grammar School	One per day	No service
Southbound		Rochester Grammar School to Istead Rise	One per day	No service
Norwood Lane Bus Stops				
Northbound	34	Wilmington to Meopham	One per day	No service
Southbound		Meopham to Wilmington	One per day	No service

Bus Stop	Service	Route	Weekday Frequency	Weekend Frequency
Northbound	223	Tonbridge to Gravesend	One per day	No service
Southbound		Gravesend to Tonbridge	One per day	No service
Northbound	306	Vigo Village to Gravesend	Two per day	No service
Southbound		Gravesend to Vigo Village	Two per day	No service
Northbound	308	Sevenoaks to Gravesend	Eight per day	Seven Saturday only
Southbound		Gravesend to Sevenoaks	Seven per day	Six Saturday only
Northbound	418R	Wrotham to New Ash Green	One per day	No service
Southbound		New Ash Green to Wrotham	One per day	No service
Northbound	418W	Wrotham to New Ash Green	One per day	No service
Southbound		New Ash Green to Wrotham	One per day	No service
Northbound	695	Istead Rise to Rochester	One per day	No service
Southbound		Rochester to Istead Rise	One per day	No service
Northbound	M1	Meopham to Denton	One per day	No service
Southbound		Denton to Meopham	One per day	No service
Northbound	VIGO1	Vigo to Gravesend	One per day	No service
Southbound		Gravesend to Vigo	One per day	No service

It is acknowledged that while there are a number of bus services available to a range of destinations, the service frequency across both weekdays and weekends may reduce the viability of daily bus travel, including to places of employment.

3.6 Rail Services

With regard to rail services, the site is located within walking distance of both Meopham and Sole Street Stations. **Figure 3.7** below shows the locations of the rail stations, with **Table 3.3** overleaf setting out the facilities which are available at each station.

Figure 3.7 Nearby Rail Stations



Table 3.3 Rail Station Facilities

Facility	Sole Street Station	Meopham Station
Seated Waiting Area	Yes	Yes
Ticket Office	Yes Monday – Friday: 06:30 – 10:30 Saturday: Closed Sunday: Closed	Yes Monday – Friday: 06:15 – 12:45 Saturday: 08:00 – 13:15 Sunday: Closed
Cycle Parking	10 spaces (5 Sheffield stands)	20 spaces (10 Sheffield stands)
Car Parking	61 Spaces	167 Spaces

A summary of the services available from Meopham and Sole Street Stations is provided in **Table 3.4** overleaf.

Table 3.4 Rail Service Summary

Destination	Service Provider	Approximate Journey Time	Weekday Frequency	Weekend Frequency
Sole Street Station				
London Victoria	Southeastern Railway	1 hour	Hourly	Hourly
Gillingham		15 minutes	Hourly	Hourly
Meopham Station				
London Victoria	Southeastern Railway	35 – 55 minutes	Every 30 minutes	Every 30 minutes
Gillingham		20 minutes	Every 30 minutes	Every 30 minutes
Dover Priory		1 hour 30 minutes	Hourly	Hourly

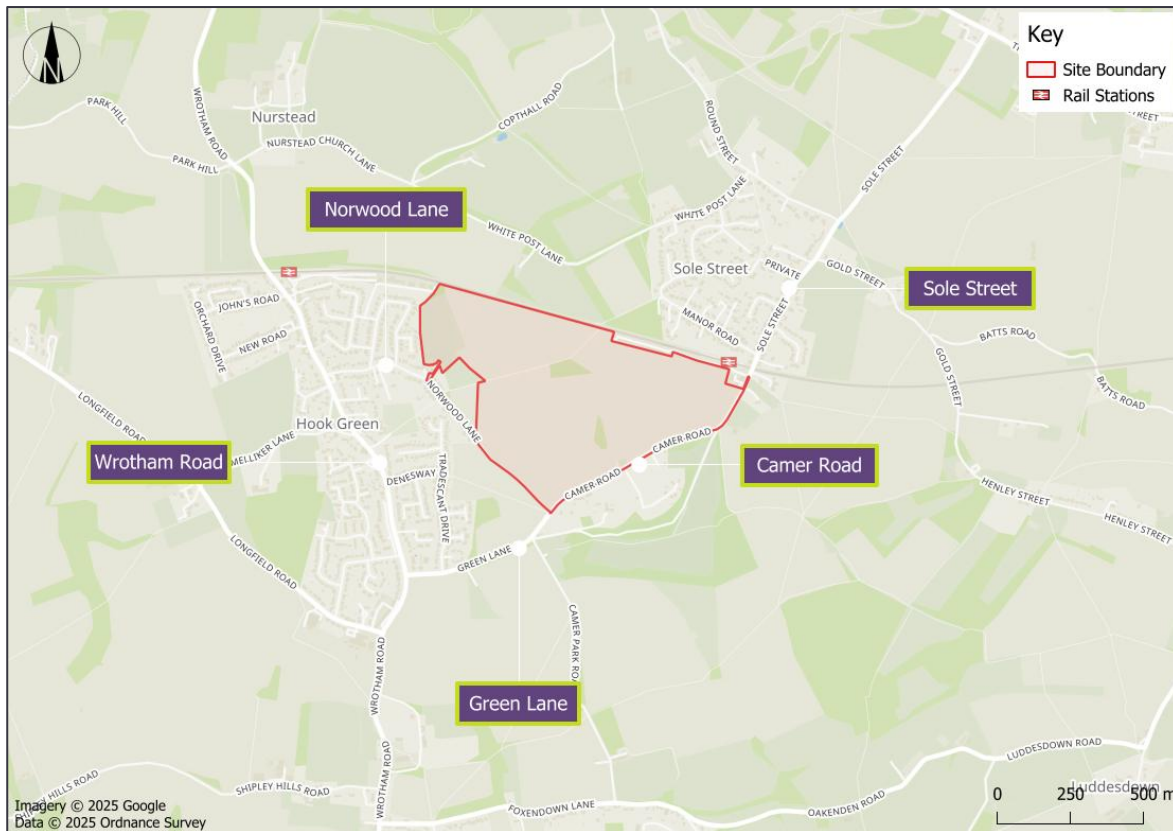
Table 3.4 shows that there are frequent rail services to key employment destinations, including London, with less than 1km of the site.

It is also acknowledged that some people may travel to Ebbsfleet International Station to utilise the high-speed services available. The station is located a 12-minute drive or 35-minute cycle from the site. During peak periods, high-speed services are available to London St Pancras (International) approximately six times per hour with a journey time of c.20 minutes.

3.7 Local Highway Network

The local highway network is illustrated in **Figure 3.8** overleaf which is managed and maintained by KCC in their capacity as highway authority.

Figure 3.8 Local Highway Network



Camer Road

Camer Road bounds the site to the south-east and comprises a two-way single carriageway subject to the national speed limit which reduces to 30mph on the approach to Sole Street Station. The road is approximately 6m in width with footway provision commencing at the Royal Hounds Dog Park, north towards Sole Street Station.

Norwood Lane

Norwood Lane bounds the site to the south-west and comprises a two-way single carriageway operating at the national speed limit to the south and 30mph to the north in the vicinity of the existing residential dwellings. The road varies in width from approximately 4m south of the site to 5m adjacent to the residential dwellings.

There is currently a footway provided on the eastern side of the carriageway from Wrotham Road to the north which continues southbound until the property named 'Alston' at which point it is extinguished. After this point, there is mixed footway provision to Footpath NS192, with provision along the frontage of Norwood Farmhouse and Norwood Farm Cottage.

Green Lane

Green Lane is located to the south-west of the site and connects to Camer Road at the junction with Camer Park Road which provides access to Camer Park Country Park. The road runs on a north-east to south-west alignment, connecting to Wrotham Road (A227) via a priority-controlled junction at its southern extent.

The road operates at a 30mph speed limit until approximately 75m east of Tradescant Drive, upon which the road is subject to the national speed limit as it continues towards Camer Road. The road varies in width, but is

approximately 5m wide. Footways are provided along the length of the road, with pedestrians required to cross from the southern to northern side of the road approximately 75m east of Tradescant Drive.

Sole Street

Sole Street is located to the north-east of the site and connects to Camer Road at Sole Street Station. The road continues north to connect with the priority-controlled junction with The Street and Jeskyns Road. Near to the site as the road travels through Sole Street village, the road is subject to a 30mph speed limit.

The road varies in width between approximately 5 – 6m, however this varies based on the provision of parking bays along the road. Footways are provided on both sides of the road between the station and village amenities, then with footway provision continuing on the western side of the road.

Wrotham Road (A227)

Wrotham Road runs to the west of the site on a north-south alignment between Gravesend and Meopham. In proximity to the site, the road comprises a two-way single carriageway operating with a 30mph speed limit. Footways are provided on both sides of the carriageway providing connections to local facilities.

3.8 Proposed Access Arrangements

Vehicular Access

The proposed main vehicular access will be located to the south of the site, taking access from Camer Road in the form of a standard priority three-arm roundabout.

It is proposed to redesign the existing Norwood Lane / Camer Road priority T-junction, with an amended alignment into the site, road width and radii. This will allow Norwood Lane to accommodate the proposed bus route through the site. As Norwood Lane will be restricted from through traffic, signage will be provided at the Norwood Lane / Camer Road junction to prevent misuse of the bus only access.

Based on the nature of Norwood Lane, a section of the road to the north of the proposed secondary access will be restricted from vehicular traffic. This will run from the secondary access north to 'Beaumaris', the southernmost residential property on Norwood Lane.

As through traffic will be prevented, this will encourage the uptake of sustainable modes to and from the north of the site, including to Meopham Station, and provide a dedicated pedestrian and cycle route where one is currently not available. As such, road conditions on Norwood Lane are likely to be improved, enhancing the route to and from the proposed primary school for parents and children and encouraging local trips to be undertaken sustainably.

Internal Roads

A number of road types are proposed for the site, with their characteristics summarised as follows:

- Primary loop street: to include for cars, a bus route and active travel corridor with a carriageway width of up to 6.75m;
- Primary street: to include for cars and active travel with a carriageway width of up to 5.5m; and
- Secondary street: to include for cars and active travel with a carriageway width of up to 5.5m.

Walking and Cycling Access

In order to encourage active travel, a network of active travel routes will be provided within the site boundary including:

- A connection east towards Sole Street Station through the country park extension adjacent to Camer Road. This will include a pedestrian crossing point on Camer Road to the north of the Royal Hounds Dog Park to allow pedestrians to cross from the site to the southern side of the road. This will feature a proposed dropped kerb crossing with tactile paving, making it easier for those with physical or visual impairments to cross. At present, there is no safe pedestrian connection from the footway on the eastern side of Camer Road, so the provision of the crossing point provides a betterment to the wider users of the footway network. This also provides a traffic-free link to Footpath NS191 and Bridleway NS242 to the east of the site to support leisure trips by both existing and future residents.
- A pedestrian crossing point across Camer Road to the south of Sole Street Station with dropped kerbs and tactile paving will be provided. This proposed pedestrian route will link to the existing northbound bus stop. This footway provision will be at carriageway level with buff coloured surfacing to demarcate the area. At present, there is no safe pedestrian crossing point from the eastern footway to Sole Street Station, so the provision of the crossing point and carriageway-level footway provides a betterment to the wider users of the footway network.
- A non-motorised user link onto Norwood Lane which will route through the site, with dropped kerb crossings over internal access roads. As set out above, upon reaching Norwood Lane, it is proposed to restrict vehicular access to the north of the secondary access to create a dedicated active travel route. As there will no longer be through traffic on Norwood Lane, this will create an environment which is more pedestrian and cycle friendly, with reduced vehicle dominance, in keeping with the rural nature of the site.
- A route to the north-west to connect to Norwood Lane to provide a route for those outside the development accessing the proposed primary school as well as a direct route for those in the northern portion of the site to access local facilities and Meopham Station. This proposed pedestrian / cycle link will utilise the existing driveway of the residential property known as 'Barnsfield'. Subsequently, the residential driveway will be relocated.
- Footpaths through the country park extension will provide safe and pleasant routes for people to walk and exercise.

Public Transport Access

A bus route is proposed to run through the site between the primary access on Camer Road and secondary access on Norwood Lane. A bus stop is proposed to be located in the centre of the site adjacent to the primary school. This will provide access to public transport services within approximately 400m of all residential dwellings as recommended in KCC's 'Making it Happen' guidance.

The location of the bus stop in the centre of the site adjacent to the primary school provides access to public transport services within approximately 400m of all residential dwellings as recommended in KCC's 'Making it Happen' guidance. It is expected that this will form the extension of an existing route; this will be confirmed in engagement with KCC, local operators and other nearby developments.

In addition, the northbound bus stop on Camer Road to the south of Sole Street Station will be relocated to within the carriageway, with a new bus cage for waiting. This allows the carriageway-level footway to Sole Street Station to be provided, thereby improving pedestrian connectivity and safety.

The pedestrian and cycle accessibility of Sole Street Station and Meopham Station will be improved in line with the measures set out above.

3.9 Parking Provision

Car Parking

For the residential dwellings and non-residential uses, car parking will be provided in line with the prescribed parking standards set out in KCC's Parking Standards (2006) as set out in the accompanying TA.

It is confirmed that, during reserved matters stage, facilities will be provided to accommodate vehicles dropping off / picking-up children from the primary school in a safe environment which does not interfere with the public highway.

A Parking Management Plan will be secured by planning condition to set out the management and monitoring of the parking for each land use, providing a 'day in the life' assessment to ensure sufficient parking provision is proposed.

Cycle Parking

For the residential dwellings and non-residential uses, cycle parking will be provided in line with the prescribed parking standards set out in KCC's Parking Standards (2006) as set out in the accompanying TA.

For the residential dwellings, cycle parking will be provided in easily accessible locations, such as within suitably sized garages or gardens directly accessed from the highway.

For the primary school, cycle and scooter parking will be provided to encourage active travel to the school from the local area.

For the commercial uses, long-stay and short-stay cycle parking will be provided in suitable locations for staff and visitors. It will be ensured that 5% of cycle parking spaces will be enlarged to ensure spaces are accessible for all users.

4. Aims and Objectives

4.1 Overview

This chapter sets out the overarching aim and objectives for the site. The aim should set out the vision of the site from a sustainable transport perspective, with a set of objectives describing how the aim is going to be achieved.

4.2 Aim

The following overarching aim of the FTP is:

“To reduce single occupancy car use and encourage the uptake of travel by sustainable modes.”

4.3 Objectives

The principal objectives of the FTP are as follows:

- Reduce unnecessary car use amongst future residents, staff and pupils / parents while increasing the use of sustainable modes of travel;
- Raise awareness of the travel options available and the environmental, health and social benefits of using them;
- Influence how journeys are made by making sustainable travel easier and attractive;
- Contribute to the improved health and wellbeing of future residents, staff and pupils / parents by promoting the use of active modes of travel;
- Reduce the environmental impact of traffic associated with the proposed development;
- Include residents, staff and visitors in the monitoring of their travel behaviour, and enable them to feedback to the local authority, via the TPC, on the options available to them; and
- Set an example within the local area by taking a lead on achieving significant gains in modal shift.

5. Targets

5.1 Overview

Fundamental to a Travel Plan is the process of establishing targets to encourage a shift from single occupancy car trips to trips by sustainable modes of travel. To give this FTP direction, initial targets have been established to set measurable goals which help to assess whether or not the objectives have been achieved.

5.2 Targets

Targets are tailored to deliver the objectives of the FTP and must be Specific, Measurable, Achievable, Realistic and Timed (SMART).

Two types of targets are considered. 'Action' type targets are physical actions that can be achieved by a set date, for example, appointing a TPC, whilst 'Aim' type targets are those which relate to outcomes achieved through the implementation of measures, for example, achieving a change in mode split compared to a baseline.

Action Targets

The following action targets are proposed:

- Appointment of a TPC by the applicant a minimum of three months prior to first occupation of the site;
- Produce a Travel Pack promoting alternative modes of transport to be distributed to all residents, staff and pupils / parents;
- Provide long-stay and short-stay cycle parking spaces prior to occupation; and
- Undertake a baseline travel survey within six months of the primary school opening and
- An initial travel survey will be undertaken within six months of the primary school opening and the first phase of the residential development being occupied to determine how people travel to / from the site.
- Travel surveys will be undertaken annually after the initial survey until five years post full occupation.

Aim Targets

The following aim targets are proposed:

- **Target 1** – Residents, staff and pupils / parents will be 100% aware of the Travel Plan; and
- **Target 2** – The TPC will promote the opportunities and benefits of sustainable modes of travel, with the aim to achieve a 10% reduction in SOV mode share by five years post full occupation (and corresponding increase of 10% of sustainable travel modes distributed across walking, cycling and public transport).

With regard to Target 1, when a resident moves into the development, a member of staff starts at the primary school or a new year of pupils starts at the school, they are to be made aware of the objectives of the Travel Plan, how to contact the TPC and that the TPC can advise on alternative travel options for all types of journeys.

With regard to Target 2, the 10% reduction in SOV trips will be complimented by an increase in the proportion of cycling, walking and public transport.

An initial travel survey will be undertaken within six months of the primary school opening and 50% of the residential dwellings being occupied to determine how people travel to / from the site.

In the absence of this initial travel survey, forecast mode share data for method of travel to work has been extracted from the accompanying Transport Assessment for the proposed residential dwellings. This is summarised in **Table 5.1** below alongside the proposed five-year modal shift targets. These will be reviewed and refined following the undertaking of the baseline resident travel survey.

Table 5.1 Forecast Mode Share – Residential Dwellings

Method of Travel to Work	Baseline	Proposed Mode Share Target	Net Change
Work from home	5%	5%	-
Train	14%	18%	+4%
Bus	4%	7%	+3%
Taxi	0%	0%	-
Motorcycle	1%	1%	-
Car driver	68%	58%	-10%
Car passenger	4%	4%	-
Cycle	0%	2%	+2%
On foot	4%	5%	+1%
Other	0%	0%	-

Forecast mode share data for the proposed primary school has also been extract from the accompanying Transport Assessment. **Table 5.2** below summarises this data alongside the proposed five-year modal shift targets. These will be reviewed and refined following the undertaking of the baseline school travel survey.

Table 5.2 Forecast Mode Share – Primary School

Main Mode	Forecast Mode Share	Proposed Mode Share Target	Net Change
Walk	49%	54%	+5%
Cycle	1%	6%	+5%
Car	44%	34%	-10%
Bus	5%	5%	-
Other	1%	1%	-

It is acknowledged that this is a snapshot in time however this reflects a starting point from which to build upon. It is considered that this FTP sets the principles to allow the FTP, over its life, to deliver a gross reduction in SOV journeys of 10%.

6. Travel Plan Management

6.1 Overview

This chapter sets out the guidance for the management and coordination of the Travel Plan for the proposed development. All Travel Plans are dependent on senior management support and nominated individuals taking responsibility for implementation and being given time and resources in order for success to occur.

6.2 Travel Plan Co-ordinator

The TPC will be responsible for administration and the day-to-day operation of the Travel Plan and will be the first point of contact for travel queries. The TPC will work closely with KCC to ensure a consistent approach is applied when influencing travel behaviour.

Given the scale of the proposed development, individual TPCs will be appointed for the residential dwellings and primary school to support the monitoring work of the main TPC. This will ensure each use is provided with sufficient travel planning support, whilst ensuring a coordinated approach across the site through the main TPC.

The TPC's responsibilities will include, but are not limited to:

- Promoting and encouraging the use of travel modes other than SOV;
- Providing a point of contact for residents, staff and pupils / parents;
- Implementation of the sustainable travel measures;
- Marketing of the measures, raising awareness and maintaining the momentum of the Travel Plan;
- Ensuring that all relevant travel information is provided to new residents when moving in, staff when commencing employment at the school and pupils when they start at the primary school;
- Ensure that all information is on display in public locations throughout the site;
- Organising and undertaking the travel surveys for the monitoring process;
- Monitoring modal shift patterns and reviewing the effectiveness of the sustainable travel measures; and
- Liaising with KCC to update travel survey results and discuss ongoing and future travel measures.

6.3 Marketing

A marketing and communication strategy is key to the success of the Travel Plan. It will raise awareness of the key services and facilities and disseminate travel information. The communication activities to be undertaken include the provision of links to relevant journey planning information, such as public transport information and promoting the cycle parking facilities. This will be included in the Travel Information Pack distributed to future residents, staff and pupils / parents. The Travel Information Pack will be appended to the Full Travel Plan to be developed prior to occupation.

To ensure that the Travel Plan is monitored, and that effective communication is maintained, the applicant should:

- Appoint the TPC a minimum of three months prior to occupation in order to implement that have a 'prior to first occupation' trigger. They will be responsible for coordinating and progressing the individual elements of the Travel Plan; and
- Ensure the TPC maintains such records as are necessary to monitor the Travel Plan's effectiveness and adjust it, as necessary, to achieve the objectives.

The FTP should be developed into a document that can be used to effectively communicate the aims and objectives to residents, staff and pupils / parents and set targets upon which the success of the Travel Plan can be measured.

6.4 Securing and Funding

This FTP is expected to be secured by a planning condition or obligation to be developed into a Full Travel Plan. The Full Travel Plan will be provided prior to first occupation of the development.

Funding for the implementation of the Travel Plan will be secured by the applicant. The costs will relate to the implementation of measures and monitoring.

7. Sustainable Travel Measures

7.1 Overview

At the core of a Travel Plan is a package of measures, which can be comprised of a mixture of different actions, incentives and infrastructural improvements. This section of the FTP outlines the types of measures to be introduced in order to influence travel to / from the proposed development.

The measures outlined are designed to be practical in terms of implementation and cost. As a 'live document', the measures presented are suitable for review and further development throughout the life of the Travel Plan, subject to the results of the ongoing monitoring.

7.2 Travel Information Pack

A Travel Information Pack will be provided at the following times:

- To residents upon moving into the proposed development;
- To staff upon commencing employment at the primary school; and
- To pupils / parents upon a new year of pupils starting at the primary school.

The Pack will include information on sustainable travel opportunities and initiatives available including:

- **Promotion of local sustainable travel networks**, including:
 - ▶ Bus services;
 - ▶ Rail services; and
 - ▶ Local cycle routes.
- Links to relevant **public transport travel information websites**.
- **Promotion of local amenities** including the locations of nearby key amenities to encourage trips on foot.
- **Promotion of the cycle parking** making residents, staff and pupils / parents aware of its availability.
- **Promotion of the health benefits associated with sustainable modes of transport**.
- **Details of carbon foot printing** including the provision of details on the 'Act on CO₂ carbon calculator' to raise awareness of the environmental impact and cost-saving benefits associated with reducing car use.

The Travel Information Pack will also invite those wishing to raise specific transport-related matters to discuss them with the TPC for consideration.

7.3 Travel Information Boards

Travel Information Boards will also be provided in the local centre of the proposed development as well as at the primary school for residents, staff and pupils / parents to view. The Boards will provide information contained in the Travel Information Pack, including details on local cycle routes, bus routes and key amenities.

7.4 Active Travel Measures

Active travel is a means by which people can fit exercise into their busy lives and has been shown to have both physical and psychological benefits, including improved concentration upon arrival at their destination. A Travel Plan can offer benefits through the role of active travel in helping to: prevent diabetes, reduce the risk of colon cancer, prevent high blood pressure, decrease the risk of Coronary Heart Disease, control body weight and prevent osteoporosis.

TPs can offer substantial health benefits to individuals who are motivated to complete more journeys on foot or by cycle. In turn, employers can benefit through increased productivity and reduced absence through illness.

Active Travel Access

As set out in **Section 3.8**, a number of active travel connections will be provided in association with the proposed development including:

- Active travel corridors and shared footways / cycleways within the site;
- A connection east towards Sole Street Station and the existing bus stops to be provided through the country park extension. This route would be adjacent to Camer Road and include new pedestrian crossing points on Camer Road provided with dropped kerbs and tactile paving;
- A dedicated active travel route created by removing through traffic on Norwood Lane, leading to a non-motorised user link through the site provided with dropped kerbs and tactile paving;
- A pedestrian / cycle link to the north-west connecting to Norwood Lane to provide a direct route for those outside the site accessing the primary school and a connection to access local facilities and Meopham Station;
- Footpaths through the country park extension; and
- Maintenance of the existing PRow which bisects the site.

These connections will ensure that walking and cycling are appealing travel options to users of all abilities, with cycle facilities designed in line with LTN 1/20.

Cycle Parking Provision

Cycle parking will be provided in accordance with the standards set by KCC as summarised in **Table 7.1** overleaf.

Table 7.1 KCC Residential Parking Standards

Use	Cycle Parking
1 Bedroom Dwellings	Flats: 1 space per unit Houses: 1 space per bedroom
2 & 3 Bedroom Dwelling	Flats: 1 space per unit Houses: 1 space per bedroom
4+ Bedroom Dwellings	Flats: 1 space per unit Houses: 1 space per bedroom
Food retail (up to 1,000sqm)	Short-stay: 1 space per 200sqm Long-stay: 1 space per 200sqm
Restaurants and cafés	Short-stay: 1 space per 10 seats Long-stay: 1 space per 20 seats
Primary schools	1 space per 50 pupils
Community centre	Short-stay: 1 space per 10 participants + 10% Long-stay: 1 space per 10 staff
Areas or places for outdoor sport or recreation	Short-stay: 1 space per 10 participants + 10% Long-stay: 1 space per 10 staff

By ensuring the provision of high-quality cycle parking for both long-stay and short-stay users, this will make cycling an attractive option for residents, staff and visitors.

Cycle Training

KCC offer cycle training for both adults and children. For adults, their courses cover:

- Learn to ride – for beginners and those wanting to ride more confidently;
- Confident road cycling – to give the skills to cycle safely on the road;
- Introduction to e-bikes – to learn more about e-bikes; and
- E-bike confident road riding – enabling riders to e-bike safely and efficiently on the road.

For children, cycle training is offered at schools through Bikeability.

Information will be provided in the Travel Information Packs distributed to residents, staff and pupils / parents.

Cycle Equipment

The TPC will look to negotiate cycle discounts with local cycle retailers to encourage the purchase of cycle equipment. If obtained, this would be promoted through the Travel Information Pack.

Travel Events

To promote sustainable travel, the TPC will promote national and local travel event days including:

- National Walking Month / Day;
- Bike Week;

- National Cycle to Work Day; and
- National Bike to School Day.

7.5 Public Transport Measures

Public Transport Access

A bus route is proposed to run through the site between the primary access on Camer Road and secondary access on Norwood Lane. A bus stop is proposed to be located in the centre of the site adjacent to the primary school. This will provide access to public transport services within approximately 400m of all residential dwellings to make bus travel an appealing option for future occupants.

As outlined above, the pedestrian and cycle accessibility of Sole Street Station and Meopham Station will be improved with improved active travel routes.

Public Transport Service Information

As well as information about the bus route through the site, information would be provided on local bus service timetables and rail service information. Alongside this, information would be provided on the location of and routes to local bus stops and rail stations.

Details will also be provided on websites and apps where life service information and tickets can be purchased online.

Public Transport Discounts

The TPC will provide information on railcards and other public transport discounts which residents and staff can explore.

The TPC will look to negotiate one year's free bus travel for residents from the local bus operator; if obtained, this should be promoted alongside the public transport information contained within the Travel Information Pack.

7.6 Mobility Hub

Within the centre of the site near the proposed bus stop, a mobility hub will be created. This will allow easy, seamless interchange between modes and provide facilities that natural help to minimise vehicle trips. A range of measures will be explored here including, but not limited to:

- A car club;
- Parcel lockers;
- Visitor cycle parking;
- Cycle hire;
- Cycle repair stand; and
- Wayfinding.

7.7 Car Sharing

The benefits of car sharing would be promoted through the Travel Information Pack including information on websites and apps such as LiftShare, BlaBlaCar and Hiyacar.

If a car club is considered to be viable, residents will be provided with one year's free membership as well as £50 driving credit to encourage uptake. Information will be provided in the Travel Information Pack on how car clubs operate and how to access the vehicles.

7.8 Primary School Measures

As a primary school is proposed within the site, specific measures will be tailored for this use within the Full School Travel Plan, to be secured by condition / S106.

In addition to the measures set out above which will benefit the proposed development as a whole, additional measures will be considered including, but not limited to:

- A walking bus;
- Cycle training;
- Event days; and
- Promotion of the health benefits of active travel.

8. Monitoring and Review

8.1 Overview

Travel Plans are live documents that must be consistently monitored and reviewed. A programme of monitoring and review will therefore be implemented to evaluate the success of the Travel Plan. This will establish whether the agreed targets are being met. Monitoring and review will be the responsibility of the TPC.

8.2 Monitoring Progress

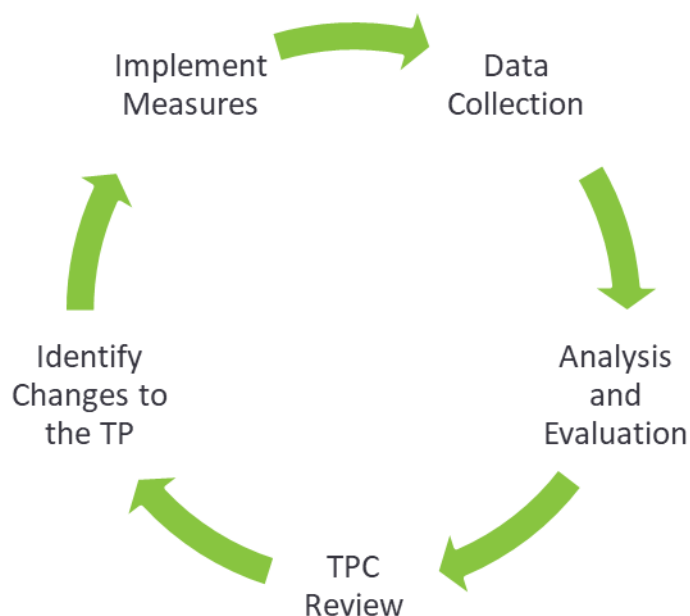
An integral part of the Travel Plan strategy is the monitoring process which seeks to capture data on travel habits and, importantly, overall modal split. It also offers the opportunity for residents, staff and pupils / parents to feedback on any travel-related issues that might offer a focus for the strategy moving forward.

A Travel Plan is a 'live document' which should have a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the organisations and those using the site. This document sets out proposals for monitoring and review of the Travel Plan over its life but will adapt in response to any changes made by occupiers.

The TPC will undertake continued delivery of travel surveys, following which it may be appropriate to prepare a revised strategy.

The monitoring process will offer a greater understanding of the changing travel needs of residents, staff and pupils / parents, the success of the sustainable measures being implemented and where travel planning efforts could be focussed in the future to meet the targets set.

A cyclical approach to managing the TP is proposed and this is shown below:



8.3 Monitoring Plan

Table 8.1 below summarises the monitoring plan, including the data collection activities, which will be undertaken and when these will occur. This process will ensure that the focus and momentum for the Travel Plan is maintained. Where clear progress towards the targets is being made, the TPC will continue to implement the measures detailed within **Chapter 7**.

Table 8.1 Monitoring Plan

Data Collection Exercise	Frequency	Responsibility
Initial Travel Survey	Within six months of the primary school opening and the first phase of the residential development being occupied	TPC
Resident Travel Survey	Annually	TPC
School Travel Survey	Annually	TPC
Multimodal Trip Counts at Site Accesses	Annually	TPC
Monitor Implementation of Travel Plan Measures	Annually	TPC
Monitor Uptake of Travel Plan Measures, i.e. Cycle Parking, Bus Usage, Car Club	Annually	TPC
Prepare and Share Annual Monitoring Report	Annually	TPC

By undertaking travel surveys on an annual basis, this will allow any issues to be identified at an early stage to determine whether any additional measures need to be implemented to encourage sustainable travel.

Before undertaking any surveys, the TPC will contact KCC to ensure the methodology and timings are suitable.

The results of the monitoring for this TP will be analysed and detailed within an Annual Monitoring Report which will be prepared by the TPC and reported to all relevant parties.

Where targets have been exceeded, the Annual Monitoring Report should set out what mitigation will be implemented and timescales for this being achieved.

The Monitoring Report will include the following:

- **Introduction and Background:** this section will provide information on the Travel Plan, including a summary of its purpose, objectives and targets.
- **Results of the Surveys:** this section will detail the results of the travel surveys and monitoring undertaken, provide analysis of the data and the progress towards achieving the targets.
- **Measures Undertaken:** this section will provide details of the measures that have been implemented, including uptake levels where appropriate.
- **Specific Measures:** this section will provide specific details on how Travel Plan measures have been implemented.

- **Problems and Issues:** this section will highlight any problems encountered during the implementation of the Travel Plan and clarify any issues which remain unresolved and / or require additional attention.
- **Travel Plan Amendments:** this section will propose any changes required to the Travel Plan, where appropriate, based on the survey results and provide justification for these changes.
- **Next Steps:** this will summarise the findings of the surveys and set out an implementation plan for the next monitoring period.

At five years following full occupation, the obligation to report to KCC shall cease if the targets have been met. If the targets have not been met in these timescales, the travel strategy of the site will be reviewed and more realistic targets established in collaboration with KCC.

9. Action Plan

In order to ensure the measures are implemented, an Action Plan is set out in **Table 9.1** below summarising the initiatives, timescales and responsibilities.

Table 9.1 Action Plan

Initiative	Delivery Timescales	Funding Source	Responsibility	Monitoring of Effectiveness
Appointment of TPC	At least three months prior to first occupation	Applicant	Applicant	Progress towards achieving targets
Production of Travel Information Pack	Prior to occupation	Applicant	TPC	Residents, staff and pupils / parents are aware of sustainable travel options
Provision of Travel Information Boards	Prior to occupation	Applicant	TPC	Residents, staff and pupils / parents are aware of sustainable travel options
Implement measures set out in the Travel Plan	As specified	Applicant	Applicant	Monitor uptake through travel surveys
Undertake school baseline travel survey within six months of opening	Within six months of school opening	Applicant	TPC	Production of Monitoring Report within three months of surveys
Undertake resident baseline travel survey following occupation of Phase 1	Following occupation of Phase 1	Applicant	TPC	Production of Monitoring Report within three months of surveys
Undertake annual travel surveys	Annually	Applicant	TPC	Production of Monitoring Report within three months of surveys