

Reef Group

**The Charter, New Swan Yard,
Gravesend**

Travel Plan

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1 INTRODUCTION

Overview

- 1.1 This Travel Plan has been prepared by Caneparo Associates on behalf of The Reef Group ("the Applicant") to discharge Condition 34 of the Decision Notice associated with the planning application for the redevelopment of the Horn Yard and Market Square car parks ("the Site"). The Local Planning Authority is Gravesham Borough Council ("GBC") whilst the Local Highway Authority is Kent County Council ("KCC").
- 1.2 The planning application was approved on Monday 21st December 2020 (ref:20200343) for the; *'erection of 242no. residential units for Build to Rent (C3 Use Class), within three blocks ranging from 3 to 10 storeys, together with multi-storey car parks as well as access, pedestrian links, landscaping, highway and other associated works.'* The development is now known as The Charter.
- 1.3 This Travel Plan has been prepared to discharge Condition 34 of the Decision Notice which states:
- "Prior to any part of the permitted development being occupied or used, and notwithstanding the details shown on the approved plans, submitted document and application form, the applicant shall prepare and submit for the approval of the Local Planning Authority a final Travel Plan generally in accordance with the Framework Travel Plan submitted with this application. The Travel Plan shall include, amongst other things, the appointment of a Travel Plan Co-ordinator and the plan shall be monitored at yearly intervals; the measures approved in the Travel Plan shall be implemented in accordance with the approved details or any changes subsequently made under its monitoring review process."*

Travel Plan Aim

- 1.4 The main aim of the Travel Plan is to put in place the management tools deemed necessary to enable future residents and visitors of the Site to make informed decisions about their travel. This is achieved by setting out a strategy for eliminating the barriers preventing residents and visitors from using active and sustainable modes of transport for journeys to and from the Site.

Travel Plan Scope

- 1.5 This Travel Plan presents a sustainable travel strategy for all users of the Development, including residents and visitors.
- 1.6 This Travel Plan has been prepared in accordance with Travel Plan guidance issued by KCC, the Department for Transport (DfT) and Condition 34 of the Decision Notice. This is an evolving document and will change and be updated with input from the applicant/developers and other key stakeholders.
- 1.7 The remainder of this Plan is structured as follows:
- Section 2 - Outlines the relevant planning policy;
 - Section 3 - Sets out the objectives of the Travel Plan;
 - Section 4 - Summarises the targets of the Travel Plan;
 - Section 5 - Outlines the Travel Plan strategy;
 - Section 6 - Sets out the Measures that will be implemented;
 - Section 7 - Outlines the Monitoring and Review programme; and
 - Section 8 - Sets out the Action Plan.

2 PLANNING POLICY CONSIDERATIONS

2.1 This Section provides a summary of the relevant planning policies at a national (Central Government), regional (Kent County Council) and local level (Gravesham Borough Council) relevant to the production of Travel Plans.

National Planning Policy Framework (July 2021)

2.2 The National Planning Policy Framework (NPPF) was published in July 2021 and sets out the Government's planning policies for England and how these are expected to be applied.

2.3 Chapter 9 – 'Promoting Sustainable Transport' sets out central government national transport policy, with Paragraph 104 setting out that *"Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:*

- a) The potential impacts of development on transport networks can be addressed;*
- b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;*
- c) opportunities to promote walking, cycling and public transport use are identified and pursued;*
- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places."*

2.4 A summary of the pertinent proposed policy directions taken from Chapter 9 (Promoting Sustainable Transport) are set out below:

2.5 *"110. In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:*

- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*

- b) safe and suitable access to the site can be achieved for all users;*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Mode Design Code: and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion) or on highway safety, can be cost effectively mitigated on the road network would be severe.*

2.6 111. Development should only be prevented or refused on highways grounds if the residual cumulative impacts on the road network or road safety would be severe.

2.7 112. Within this context, applications for development should:

- 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.”*

Regional Planning Policy

Kent Local Transport Plan 3 (2011-2016)

- 2.8 Kent's third Local Transport Plan (LTP3) sets out a vision for future transport infrastructure within the County based on the following themes:

1. *Growth without Gridlock*
2. *A Safer and Healthier County*
3. *Supporting Independence*
4. *Tackling a Changing Climate*
5. *Enjoying Life in Kent*

2.9 Chapter 11 – The Implementation Plan for Tackling a Changing Climate sets out several measures to be promoted across KCC for reducing the climate change premised on reducing emissions. Through the promotion of car sharing and encouraging the use of public transport, walking and cycling, capacity on the transport network can be realised which will allow more people to reach their destinations on time.

2.10 With specific reference to Travel Plans, *Workplace Travel Planning and Smarter Choices*, under Chapter 11 of the LTP3, recognises the importance of a Travel Plan to help a development promote sustainable travel for residents, employees and visitors and reduce the demand on single occupancy car use. KCC and local councils encourage the use of Smart Choices as measure to provide improved travel choices to enable people to make use of more effective and efficient transport systems. For example, KCC promotes the use of www.kentjourneyshare.com and Car Clubs as a means of reducing single car use dependency.

KCC Guidance on Transport Assessments and Travel Plans (2008)

2.11 KCC's Guidance on Transport Assessments and Travel Plans provides clarification for when a Travel Plan will need to be submitted alongside a Planning Application in Kent, and how this will be evaluated, monitored and enforced. **Table 2.1** presents the thresholds for provision of a Travel Plan.

Table 2.1: Threshold for provision of a Travel Plan		
Use Class	Land Use	Threshold
C3	Housing	Individually assessed for any proposed over 100 units

2.12 The guidance goes on to state that Travel Plan will also generally be required to accompany planning applications for:

- *“Smaller developments which would otherwise generate significant amounts of travel in locations where there are local initiatives or targets set out in the Local Transport Plan for the reduction of road traffic, or the promotion of public transport, walking and cycling.*
- *Smaller developments in sensitive locations, or where there are existing or potential environmental problems.*
- *Sites, including residential development sites, where a Travel Plan would help address a particular local traffic problem associated with a planning application, which might otherwise have been refused on local traffic grounds”.*

2.13 The Guidance includes checklists for housing travel plans to assist the preparation of the documents and offer a structure.

Local Planning Policy

Gravesham Local Plan Core Strategy (2014)

2.14 GBC’s Local Plan Core Strategy was adopted in September 2014 and is the main document in the Gravesham Local Plan setting out a long-term vision for the future of Gravesham. This includes guiding the amount, type, location and detailed design of future development as well as providing a basis to decide planning applications.

2.15 Policy CS11: Transport goes on to state that:

“New developments should mitigate their impact on the highway and public transport networks as required. As appropriate, transport assessments and travel plans should be provided and implemented to ensure the delivery of travel choice and sustainable opportunities for travel. Transport assessment work is required to be undertaken in accordance with national and local policy guidance, and to identify detailed highway and public transport network requirements and management arising from the development.”

Policy Summary

2.16 This Travel Plan has been prepared following the guidance from KCC’s *Transport Assessments and Travel Plans* (2008) and is in line with the previously submitted Framework Travel Plan. This Travel Plan sets out the management tools to help promote and monitor sustainable travel for residents and visitors and proposes a number of measures aimed at reducing travel by single occupancy car at the same time as promoting the use of active and sustainable modes of transport.

3 OBJECTIVES AND BENEFITS

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term, as well as benefits for all parties through its implementation. The objectives are the means by which the aims of the Travel Plan will be met.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage residents to use more sustainable modes of travel to and from the Development through effective promotion of sustainable and active modes. This will minimise the impact of the Development on the surrounding highway network.

3.3 The sub-objectives are:

- **Sub-objective 1:** To reduce the need to travel to and from the site, particularly during peak hours;
- **Sub-objective 2:** To increase resident and visitor awareness of the advantages and availability of sustainable and active modes of transport;
- **Sub-objective 3:** To reduce the number of car driver trips to and from the Development by residents and visitors;
- **Sub-objective 4:** To promote the health and fitness benefits of active travel to all users;
- **Sub-objective 5:** To introduce a package of physical and management measures that will facilitate resident and visitor travel by active and sustainable modes; and therefore,
- **Sub-objective 6:** To reduce unnecessary use of the car for the journeys to and from the Development by residents and visitors.

Benefits

3.4 The achievement of the objectives will bring about a wider range of benefits for residents and the wider community as set out below:

Resident benefits:

- An excellent opportunity for daily exercise through cycling and walking;
- The opportunity to save money by using alternative modes of travel to car; and
- Improved quality and reliability of journeys to and from work.

Wider Community Benefits:

- A more measured level of traffic generated by the development and therefore less impact on the highway network;
- Improvements to congestion levels and delay and queuing;
- On-going improvements to air quality and noise; and
- Improvements to cycle and pedestrian routes available to the local community.

4 TRAVEL PLAN TARGETS

- 4.1 Targets are the measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring the progress and success of the Travel Plan, and should be 'SMART' – Specific, Measurable, Achievable, Realistic and Time-related.
- 4.2 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 4.3 The key Action Targets are set out below:
- A Travel Plan Co-ordinator (TPC) will be appointed at least 6 months prior to the first occupation of the rental homes;
 - Baseline Travel Surveys will be undertaken within 3 months of the Occupation Date (as defined later in this report);
 - Each follow-on Monitoring Survey will occur within one month of the anniversary of the Baseline Survey on an ongoing basis, and at least on Years 1, 2, 3, 4 and 5 (as detailed in the Monitoring section).

Predicted Travel Patterns

- 4.4 To determine the likely travel patterns of future residents at the Development, 'Method of Travel to Work' data for the resident population was obtained from the 2011 Census for the local area, Gravesham 002, in which the Site is located.
- 4.5 The 2011 Census data does not consider the fact that The Charter will be provided with reduced level of car parking space for residents and that the proposals will introduce a range of sustainable travel measures (as discussed later in this report), however, offers an estimated baseline for the Travel Plan ahead of the Baseline Travel Surveys. The modal splits are presented at **Table 4.1**.

Table 4.1: Baseline Modal Share for Residents	
Mode	Residential Percentage (%)
Work from home	3.7%
Light Rail, Metro, Underground	0.3%
Rail	4.0%
Bus	8.9%
Taxi	0.4%
Motorcycle	0.5%
Car Driver	57.9%
Car Passenger	7.1%
Cycle	1.2%
Walk	15.5%
Other	0.4%
Total	100%

Baseline Travel Patterns

- 4.6 The mode splits as shown in **Table 4.1** will be used for monitoring and target setting for the purpose of this Travel Plan until Baseline Travel Surveys can be undertaken.
- 4.7 The Baseline Travel Surveys will accurately identify how residents travel to the Site and the results will be known as Year 0. The surveys will be undertaken within 3 months of occupation ("the Occupation Date").
- 4.8 To ensure representative results from the Baseline Travel Surveys, the Occupation Date has been defined as:
- Once 75% of the residential homes are occupied.
- 4.9 The Travel Plan will be subject to a substantial review following the receipt of the Baseline Travel Surveys and will be subsequently updated and submitted to the Council for approval in writing.

Aim Targets

4.10 The Aim Targets of this Travel Plan are focused on residents of the Site and associated visitors. **Table 4.2** outlines the Aim Targets set out for the Development across the Baseline Year and yearly after this up until year 5. The targets are set to measure progress towards the main objectives over five years. The baseline figures are taken from Table 4.1 above.

4.11 The 20% reduction targeted for car usages is in line with the 20% decrease in car borne travel set out in the approved Interim Travel Plan (March 2020).

Table 4.2: Travel Plan AIM Targets									
Target			Indicator	Mode Split (%)					
				Baseline (Year 0)	Interim (Year 1)	Interim (Year 2)	Interim (Year 3)	Interim (Year 4)	Final (Year 5)
		Residents							
Achieve a 20% reduction in the mode share for car driver			Modal split monitoring for car drivers	57.9%	55.5%	53.2%	51.3%	49.6%	47.9%
Achieve a 5% increase in the mode share for cycling			Modal split monitoring surveys for cycling	1.2%	2.2%	3.2%	4.2%	5.2%	6.2%
Achieve a 5% increase in the mode share for walking			Modal split monitoring surveys for walking	15.5%	16.5%	17.5%	18.5%	19.5%	20.5%
Achieve a 10% increase in the mode share for public transport.			Modal split monitoring surveys for bus and rail	13.2%	15.4%	17.5%	19.4%	21.5%	23.2%
		Visitors							
Increase the awareness of cycling and walking as viable options available to access the Site			No Surveys Necessary	-	-		-		
Increase the awareness of public transport as viable options available to access the Site			No Surveys Necessary	-	-		-		

4.12 This Travel Plan recognises that it is not possible to set accurate targets far in the future, even when based on actual modal share data (i.e. when the Baseline Travel Survey has been undertaken). Given this, it should be acknowledged that the targets may change over time as results from on-going monitoring become available. Indicators are the elements which will be

measured in order to assess progress towards meeting the targets. For the most part this will be the main mode listed by residents of the Site in monitoring surveys.

- 4.13 It is more constructive to set Action type targets for measures aimed at promoting sustainable transport to visitors of the Site, rather than a mode split Aim Target.
- 4.14 The targets listed are based on preliminary data and therefore may need to be adjusted once an accurate baseline modal share has been established from the Baseline Travel Survey (Year 0). Any adjustments to the targets will be discussed and agreed with the Council.

5 TRAVEL PLAN STRATEGY

5.1 The residential developer of The Charter will appoint a Travel Plan Coordinator (TPC) at least six months prior to the initial occupation of any of the rental units. The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of the residential units, as set out in this Travel Plan. The TPC will be fully funded by the use of a management service charge.

5.2 The TPC will be responsible for overseeing the Travel Plan for the residential units. The contact details for the TPC will be updated below once they are appointed.

Name: TBC

Address: TBC

Telephone: TBC

Email: [TBC](#)

5.3 The TPC will be responsible for overseeing the Travel Plan for the residential units. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan.
- Undertake 1, 2, 3, 4 and 5 year reviews of the Travel Plan;
- Reporting to and consultation with other involved stakeholders such as residents' associations (if applicable) and GBC, regarding the implementation and progression of the Travel Plan;
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Reporting the results of the Travel Plan to the stakeholders especially GBC/KCC Travel Plan Officers; and
- Acting as a point of contact for all residents regarding travel and the Travel Plan.

5.4 The Travel Plan Co-ordinator will give a 'human face' to the Travel Plan, explaining its purpose and the opportunities it offers. This will include personalised journey planning advice if asked for.

- 5.5 The role of the TPC is part-time and will have a fluctuating workload throughout the duration of the Travel Plan. The occupier will make sure that the TPC has enough time to undertake their duties. The staff member appointed will need to effectively liaise and communicate with management within their organisation regarding the Travel Plan.
- 5.6 The funding of the Travel Plan Coordinator is the responsibility of the Site Owner.

Marketing Strategy

- 5.7 All residents will be made aware of the Travel Plan and the development's car parking provision during the marketing of residential units for rent at The Charter.
- 5.8 All residents will also receive the relevant promotional materials at commencement of their occupation at the Proposed Development. The promotional materials will include a Residents Welcome Pack which will summarise the TP and sustainable transport information, along with any other relevant transport information.
- 5.9 Contact details of the TPC will be advertised in the event that residents wish to discuss specific matters directly. Further to this, the TPC will make themselves known to all residents of the Proposed Development in order to regularly promote and provide information on sustainable travel.
- 5.10 The ongoing marketing of the TP and its initiatives will be undertaken by the TPC through the annual updating of any promotional materials, in accordance with the annual review of the Travel Plan targets.

6 MEASURES AND INITIATIVES

- 6.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan. Measures are grouped together but will be discussed individually for different land uses of the development where appropriate.
- 6.2 The list of measures described is by no means exhaustive and it will be the responsibility of the TPC to investigate other potential measures. It is important to add that in the longer-term other measures may be more suitable for the users depending on their needs and demands. This will be evident from the proposed regular monitoring results and measures will be implemented and/or altered accordingly.

Travel Information Provision

Residential Welcome Packs

- 6.3 Residents will be provided with a Welcome Pack containing information on public transport services close to the Site and other measures for encouraging use of non-car modes of travel. The provision of information on alternatives to car travel is an important aspect of Travel Plans. It is recommended that the packs contain the following information:
- A summarised version of the Travel Plan document setting out the purpose and benefits, etc;
 - Timetables and route maps for public transport;
 - Contact numbers and web details for National Rail Enquiries;
 - Local taxi company details;
 - Car Club / Car Share information relating to nearby locations;
 - Cycling and walking maps for the local area; and
 - Web details for any community travel sites and community forum sites.
- 6.4 A copy of the Residential Welcome Pack is included at **Appendix A**.

Personalised Travel Planning

- 6.5 The TPC will offer a Personalised Travel Planning (PTP) service for residents if requested. They will be able to draw on advice from journey planning websites such as Kent Connected <https://kentconnected.org/>.

Walking Initiatives

- 6.6 Walking provides a healthy alternative to the private car for journeys under 2km, and also typically forms a minor component of many journeys made by public transport. The TPC will encourage walking by providing information about the most suitable and appropriate pedestrian routes to and from the Site and Gravesend Town Centre.
- 6.7 To ensure walking is a viable transport option, TPC will liaise with GBC/KCC to report any areas of sub-standard footway / pedestrian environment to allow timely maintenance and improvements.
- 6.8 Example initiatives to help promote walking to residents are as follows:
- Residents will be provided with information and advice concerning safe pedestrian routes to the Site.
 - Maps detailing the local destinations including town centres, railway stations and bus stations.
 - Initiative to promote 'Walk to Work' and 'Walk to School' weeks.
 - Health benefits of walking to be promoted e.g. '10,000 steps a day campaign' for residents.

Cycling Initiatives

- 6.9 Three dedicated, covered and secure cycle stores will be allocated to residents. Residents will be provided with information and advice concerning cycle routes. This will be posted at a prominent location. The TPC will also seek to ensure that local cycle routes are appropriately maintained. This will be achieved through a regular dialogue with GBC/KCC.
- 6.10 The TPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to residents of the development. The take up of this discount will be monitored.
- 6.11 Other cycle promotions will include the following:
- Promotion of the health benefits of cycling;

- The promotion of cycling groups such as the Dartford-Gravesend Cycling Forum (<https://www.cyclinguk.org/group/dartford-gravesend-cycle-forum>) and Gravesend CTC (<http://www.gravesendctc.org.uk/>).
- Cycle routes and other cycling information provided on notice boards, and in induction packs / welcome packs, etc;
- Organisation of cycle surgery days, including Dr Bike clinics; and
- Setting up a Bicycle User Group or similar.

6.12 The cycling environment within Gravesend is already under improvement with new cycle lanes and routes being constructed by GBC / KCC to offer a more attractive cycling environment for future residents.

Public Transport

6.13 Up-to-date details of bus, rail and taxi services, including route information and service frequencies, will be permanently on display in a prominent location within the Development. The National Rail website and enquiry phone numbers will also be promoted, and all public transport information will be provided within the Residential Welcome Packs.

Car Parking

6.14 The Development will offer a multi-storey car park totally to 186 parking spaces, of which 75 will be dedicated to residents and 8 will be allocated as accessible bays for the Development.

6.15 The TPC will monitor the usage of these car parking spaces and promote the use of sustainable modes of travel over private car use. The TPC will explore the following measures with regard to reducing car travel and car parking:

- Review the car parking allowance and include measures to control the use of car parking where appropriate;
- Consider incentivising the use of space for homeworking / teleconferencing / teleworking where feasible / appropriate.

Car Sharing

- 6.16 Car sharing is an excellent way to reduce the number of vehicular trips and the number of single occupancy vehicle trips. As such, the Site Owner will investigate setting up a Site Wide Car Sharing Scheme within 6 months of the first occupation. This will also consider well-established car sharing schemes such as [Kentjourneyshare.com](https://kentjourneyshare.com), which offers an online facility to pair those with cars offering lifts within the local area.
- 6.17 The TPC will ensure that all residents of the Site are aware of these and will be detailed within the respective Welcome Packs.

7 MONITORING & REVIEW

- 7.1 The Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to different land uses. This chapter sets out the proposals for the monitoring and review of the Travel Plan.

Monitoring

- 7.2 Monitoring will follow the KCC Guidance on Transport Assessments and Travel Plans (2008) and will be the responsibility of the TPC.
- 7.3 The Baseline Travel Survey will be undertaken within 3 months of the Occupation Date for the residential land uses. This will provide the baseline mode split information which will be known as Year 0. The surveys will predominantly cover the residential modal split alongside information on what could encourage these users to travel more sustainably. The TPC may decide to undertake the questionnaire surveys online.
- 7.4 Further surveys will then be undertaken in Year 1, Year 2, Year 3, Year 4 and Year 5 within 1 month of the initial date of the Baseline Travel Survey (Year 0) to monitor the progress of the Travel Plan towards achieving its aims. The Travel Plan will be monitored for 5 years after full occupation of the Site.
- 7.5 The targets set out in this Travel Plan may be revised in line with the results of the initial baseline travel survey if the modal split is found to be considerably different from the expected modal split. The targets will be discussed with GBC/KCC before being finalised.
- 7.6 The Travel Plan recognises that it is not possible to force people to complete surveys, but incentives can be put forward to increase response rates. The travel surveys will be marketed by the TPC to encourage a high response rate.
- 7.7 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors will be monitored:
- The level of use and condition of car and cycle parking for residents;
 - The detail and information provided in the Residents Welcome Pack;
 - The uptake of measures such as cycle discounts, and participation in events; and

- Comments received from residents relating to the operation and implications of the Travel Plan.

7.8 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to the GBC.

Reporting

7.9 The TPC will compile a report each year (Annual Monitoring) that will include the results of any monitoring. This will include the survey results from baseline survey and the interim surveys at Year 1, 2, 3, 4 and 5, as well as monitoring of the uptake of the measures and initiatives to encourage use of sustainable modes of travel by residents. The reports will be issued to the GBC.

Review

7.10 The Travel Plan will be reviewed at Years 1, 2, 3, 4 and 5 alongside the monitoring surveys to ensure the Travel Plan remains relevant and takes into account changing circumstances. The review mechanism will follow the stages set out below:

1) Review the Development's Transport Accessibility

7.11 The first stage will be to review the Development's accessibility by all modes. A short accessibility report will be produced and will form the basis for the following stages.

2) Consultation with Residents

7.12 This will involve meeting residents of the Development to promote the Travel Plan. The meetings will be coordinated by the TPC and will identify a common set of objectives for encouraging walking, cycling and public transport usage whilst discouraging the use of the private car.

3) User Consultation and Travel Surveys

7.13 This stage will include travel survey questionnaires to examine the use of existing modes of travel, attitudes towards sustainable modes of transport and the most effect measures to promote sustainable transport for various journey types (commuting, work-related, shopping, leisure etc). The TPC will consult with GBC at this stage.

4) Implementation

- 7.14 Stages 1 to 3 will provide the base information required to undertake a review of the Travel Plan.

5) Monitor and Review

- 7.15 The Travel Plan will secure an ongoing process of continuous improvement. Each version of the Travel Plan shall set out a mechanism of next steps to be progressed in line with the results of the travel surveys. The TPC will report back to the GBC on an annual basis on how effective the Travel Plan is being in maximising the use of sustainable transport and progress against the agreed targets.

Securing and Funding the Travel Plan

- 7.16 The Owner is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding (either directly or funded by tenants via a service charge) to ensure that the agreed targets are achieved. This will include funding the TPC, travel surveys, and implementation of all reasonable / necessary measures.

8 ACTION PLAN

8.1 **Table 8.1** sets out the Action Plan for the implementation of the various measures associated with the Travel Plan along with who is responsible and how funding will be secured. The Action Plan will be reviewed annually by the TPC.

Table 8.1: Travel Plan Action Plan				
Action	Target	Funding	Measure	Responsibility
Appointment of Travel Plan Coordinator	To be appointed 6 months prior to occupation	Owner / Service Charge	Appointment of Travel Plan Co-ordinator	Owner
Provision of Cycle and Car Parking	Before Occupation Date	Developer	On completion of the Site	Developer
Erection of Travel Noticeboard	Before Occupation Date	Owner	On completion of fit out	Occupiers
Production of Resident Welcome Pack	Before Occupation Date	Owner	Completed Welcome Pack	TPC
Baseline Surveys	Within 3 months of the Occupation Date	Owner	Receipt of survey results	TPC
Set Targets	Within 1 month of Baseline Surveys	All Occupiers	Receipt of survey results	TPC
Promote Active Modes	From commencement, On-going	All Occupiers	Various, on-going	TPC
Interim Surveys	At Years 1, 2, 3, 4 and 5 following the Baseline Survey	All Occupiers	Receipt of survey results	TPC
Review of Travel Plan	Within 1 month of the Interim Surveys	All Occupiers	Receipt of survey results	TPC
Achieve Targets	5 years after Baseline Survey	All Occupiers	Receipt of survey results	TPC

APPENDIX A