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Residential Travel Plan

Land at Litleworth Drove, Deeping St Nicholas

For Trustees of D W Dennis Settlement

Project:	15736
Original:	17.03.2016
By:	MAM
Checked	MWR

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Amendments & Authorisation Record

Job Number: 15736			**Job Title:** Littleworh Drove, Deeping St Nicholas		
Revision	Purpose Description	Originated	Checked	Authorised	Date
/	**Residential Travel Plan**	**MAM**	**MWR**	**MWR**	**17.03.2016**

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1.0 Introduction

1.1 BSP Consulting has been commissioned by the Trustees of D W Dennis Settlement to prepare a Residential Travel Plan (TP) in respect of their planning application for residential development on land to the north of the A1175 Littleworth Drove, Deeping St Nicholas, Lincolnshire.

1.2 The TP is being prepared for submission as part of a planning application on the site. Lincolnshire County Council (LCC) are the local highway authority whilst South Holland District Council (SHDC) are the local planning authority.

1.3 The development proposals are for 66 dwellings, including 20 'affordable' units, with a new access to the site developed along the A1175 Littleworth Drove. The new access will be formed by way of a priority T-junction. The proposed site layout is included as **Appendix A**.

1.4 TPs have become an important element of working towards national and local transport and sustainability policy objectives, including the National Planning Policy Framework (NPPF), the Local Transport Plan prepared by LCC, and the Local Plan prepared by SHDC.

1.5 This document has been prepared in accordance with the NPPF and the local planning and transport policies prepared by LCC and SHDC. The TP brings together aspects regarding on-site measures, in the form of scheme design and the on-site infrastructure proposed, as well as off-site travel options, including walking, cycling and public transport facilities.

1.6 As stated in the good practice guide *Making Residential Travel Plans Work: Guidelines for new development* (DfT 2005), residential TPs have the potential to help achieve more sustainable communities. The implementation of TPs for new residential developments ensure a high standard of accessibility and actively encourages sustainable travel choice by promoting walking, cycling and use of public transport, as well as alternatives such as car sharing and home working.

2.0 Travel Plan Benefits and Objectives

Benefits

2.1 The implementation of an effective TP can help to reduce congestion and traffic related pollution for people on and within the vicinity of a new development. In promoting the alternatives to single car occupancy there are a number of benefits (economic, social and environmental) that can be realised, including:

- Solving issues caused by parking demand;
- Reducing traffic congestion within and around the site;
- Individuals saving money from not running a car as often, or from participating in a car share scheme;
- Health benefits from an increased number of walking and cycling journeys undertaken;
- Environmental benefits from a reduced number of car journeys (i.e. reduced vehicle emission levels);
- Improved pedestrian/cyclist environment through a reduction to the number of car journeys generated; and
- Enhancement of accessibility through the improved choice of travel modes available to site users.

Objectives

2.2 The overall aim of implementing a TP is to '*reduce the environmental impact of transport associated with journeys to and from the site*'. This will be achieved through achievement of the following objectives:

- Reducing the need to travel;
- Reducing travel by car, particularly single occupancy car journeys; and
- Encouraging and promoting the use of more sustainable modes of travel.

2.3 A TP helps to make a site more accessible to all, including those without access to a car and those with disabilities, by helping to provide and promote safe and feasible travel choices. The general aim is to reduce the number of single occupancy car

journeys to and from the site, and increase the use of more sustainable modes of transport. This has obvious environmental benefits, helping to tackle congestion and reduce emissions, and also encouraging more people to walk and cycle will help to improve national health.

2.4 Targets will be set to reduce the percentage of single occupancy car journeys to and from the site, and to increase the percentage of people using more sustainable modes of transport (public transport, cycling, walking, car sharing, etc.) for these journeys.

2.5 Once the targets have been set, the objective of the TP is to provide a mixture of measures and mechanisms to encourage using more sustainable transport methods, make these alternatives more attractive than the single occupancy car journey and ultimately achieve the targets. This will include providing information and marketing material, suitable facilities, and holding promotional events. The TP will also monitor the results of putting measures in place, and review the targets and progression on a regular basis.

3.0 Travel Plan Administration

3.1 A Travel Plan Co-ordinator (TPC) will be appointed by the developer 4-6 months prior to expected occupation of the first dwellings, and remain in post for a 5yr period following full occupation of the development. The TPC will administer this TP, and liaise with LCC / SHDC. The appointed person should have the necessary authority to ensure that measures are implemented, be able to make decisions relating to the TP and be responsible for the TP budget. The developer will submit contact details for the appointed TPC to the councils 4-6 months prior to the occupation of the site.

3.2 In order to initiate the TP, basic information about the TP will be included in general sales / marketing literature for the development. Subsequently, Travel Information Packs (TIPs) will be distributed to all new residents as they move in which will include information about travel options and facilities available in the area. The TIPs will include the following information on sustainable travel:

- Public transport information about bus routes operated within the area,
- Maps of walking and cycling routes, highlighting popular destinations, and
- Local and national sustainable travel schemes that can be joined.

3.3 LCC can produce TIPs, or packs can be produced independently by the developer, so long as the content is agreed with LCC. It is important to get information to residents at an early stage, in order to influence their travel behaviour before any new travel patterns become established.

3.4 The responsibilities of the TPC are set out below:

- Liaise with LCC / SHDC,
- Liaise with public transport operators, and other transport organisations,
- Prepare and disseminate TIPs,
- Be a point of contact for residents on transport issues,
- Organise multi-modal surveys and provide an update report within 3 months of full occupation of the proposed dwellings,
- Organise further multi-modal surveys and provide monitoring reports in accordance with the monitoring schedule,

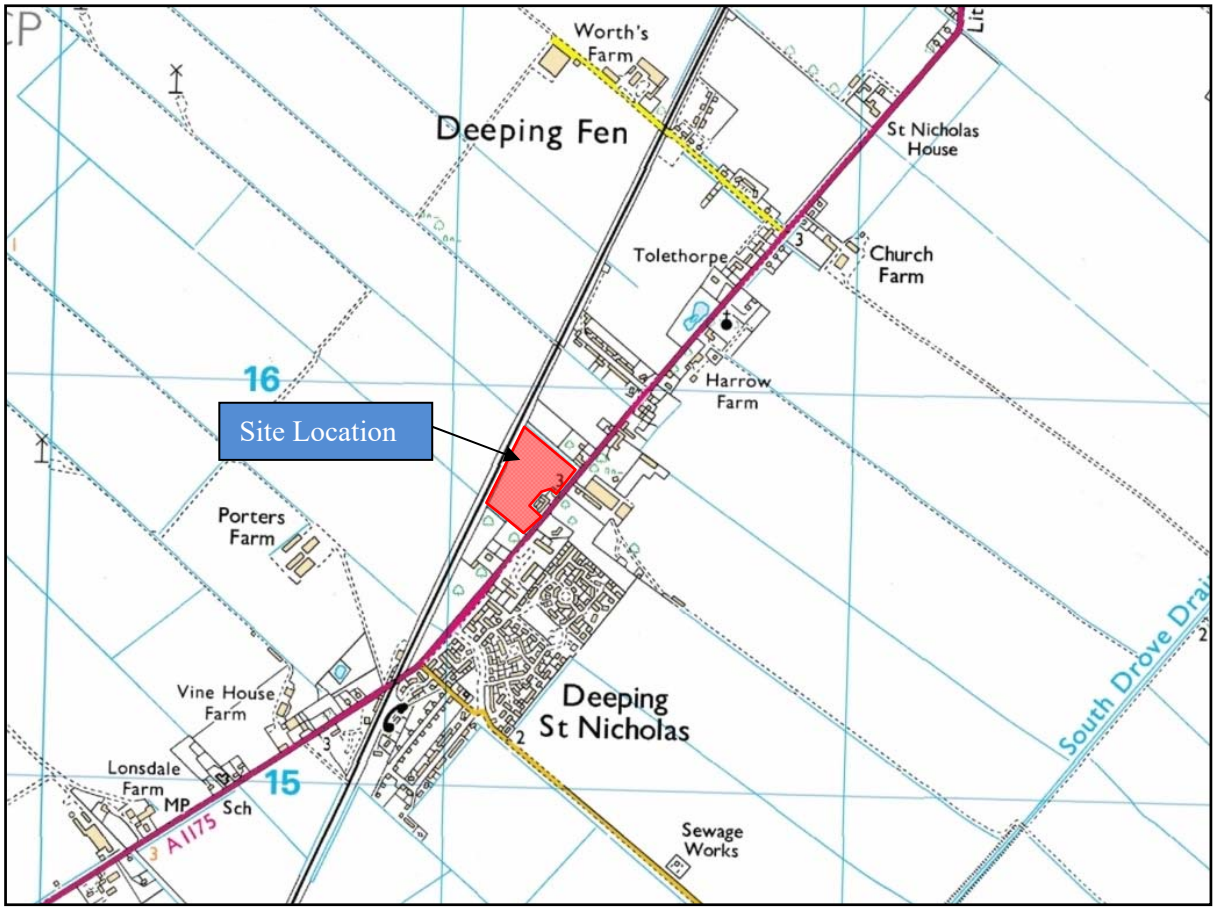
- Oversee the implementation and development of the TP (including managing the TP budget),
- Monitor and review the TP; and
- Prepare and submit update reports to LCC / SHDC for approval.

4.0 Existing Conditions and Sustainable Travel Options

Site Location

4.1 The application site is situated within Deeping St Nicholas, approximately 7.75km to the south-west of Spalding Town Centre. The site location is shown in the context of the surrounding area within **Figure 4.1**.

Figure 4.1: Site Location Plan



4.2 The site is situated adjacent to the main body of existing residential development within the village. Agricultural fields are situated to the east and west of the site whilst the northern boundary runs alongside the rail line running between Peterborough and Spalding.

Local Facilities

4.3 The application site is located within an existing village, with an established community and amenities. It is therefore anticipated that a proportion of new trips

generated by the proposed development will be retained within the local area. Notable facilities and amenities within the area are shown on **Figure 4.2**.

Figure 4.2: Local Facilities Map



4.4 **Figure 4.2** indicates that there are facilities and amenities available within the local area, all of which are a walking distance of less than a kilometre from the centre of the site. These amenities provide residents within the village with access to education and

recreational facilities.

4.5 Deeping St. Nicholas Primary School, Parish Church and The Plough Public House (currently closed) are all situated along Littleworth Drove. Green recreational areas and bus stops are also situated within the village.

Walking

4.6 The proposed development site is situated within the village of Deeping St. Nicholas and as such is located within an area which provides good connectivity along an established network of footways, providing pedestrian access throughout the village to the amenities marked on **Figure 4.2**.

4.7 Footways run along both sides of the Littleworth Drove as it travels through the village, between the level crossing facility across the road and the junction with Campain's Lane (on the north-eastern edge of Deeping St Nicholas), linking into the pedestrian network running through the village. The pedestrian routes across the level crossing are marked by painted solid white lines which designate the pedestrian routes alongside the Littleworth Drove carriageway as it travels over the railway line. To the south of the level crossing a footway is provided along the western side of the road, providing a pedestrian route through to the primary school.

4.8 Uncontrolled pedestrian crossings, providing dropped kerbs, tactile paving and a central pedestrian refuge, are situated along the Littleworth Drove either side of the junction with St Nicholas Way, aiding pedestrian movement across the road. The crossing to the north of the junction with St. Nicholas Way is shown within **Image 4.1**. The crossing is situated approximately 300m to the south-west of the proposed development site access.

Image 4.1: Pedestrian Crossing Facility across Littleworth Drove

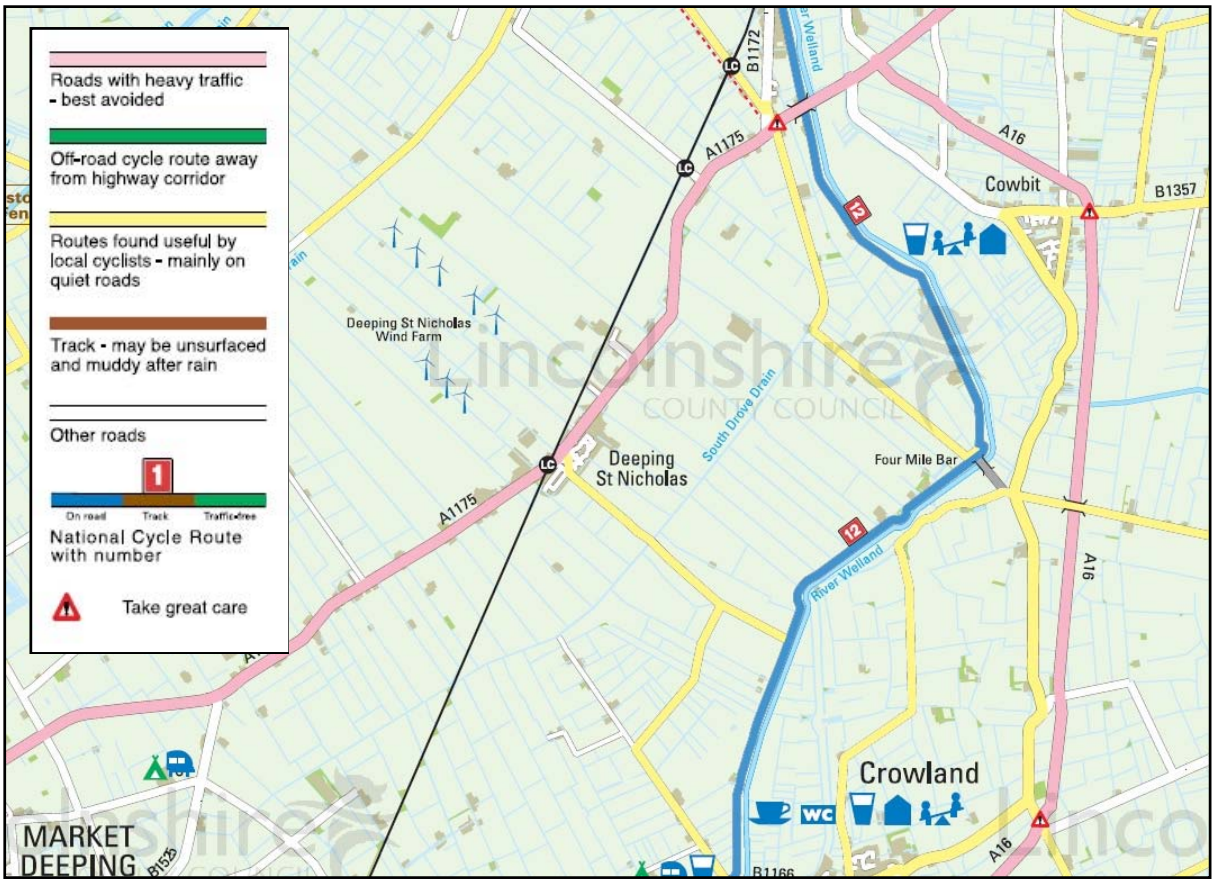


Cycling

4.9 **Figure 4.3** is an extract from the LCC cycling map of the area.

4.10 There are no designated cycle routes running through Deeping St. Nicholas, however St Nicholas Way / New Road, 300m to the southwest of the proposed site, is marked as a route 'found useful by local cyclists'. The route along St Nicholas Way / New Road provides a link to the south of the village and to National Cycle Route (NCR) 12, which runs alongside the banks of the River Welland. NCR12 provides a route between Spalding and Peterborough, also travelling through Crowland.

Figure 4.3: Cycle Route Map



Public Transport - Bus Services

4.11 A 400m walking distance to the nearest bus stop is recommended by the Institute of Highways and Transportation's Guidelines for Planning for Public Transport in Developments (IHT 1999). However the guidelines also state that the recommended 400m is to be "treated as guidance" and that it is "more important to provide services that are easy for passengers to understand and attractive to use than to achieve slavish adherence to some arbitrary criteria for walking distance".

4.12 The nearest bus stops to the site are situated along Littleworth Drove, as marked on **Figure 4.2**. The whole of the proposed development site is within a walking distance of 400m of a bus stop.

4.13 **Table 4.1** provides a summary of the bus services stopping along Littleworth Drove. Full timetable details can be found at www.travelineeastmidlands.co.uk.

Table 4.1: Bus Service Summary

Service No.	Route	Days	Times	Frequency Per Day
100	Market Deeping – Spalding	Mon-Fri	0808-1721	5 services
		Sat	0956-1527	3 services
	Spalding – Market Deeping	Mon-Fri	0854-1758	5 services
		Sat	1039-1624	3 services
G53	Wyberton – Stamford (College)	School Days	0813	1 service
	Stamford (College) – Wyberton	School Days	1714	1 service
G79	Wyberton – Stamford (College)	School Days	0812	1 Service
	Stamford (College) – Wyberton	School Days	1710	1 Service
S36	Holbeach – Deeping St James (The Deepings School)	School Days	0811	1 Service
	Deeping St James (The Deepings School) – Holbeach	School Days	1529	1 Service

Note: Times as timetabled at the nearest bus stops within Deeping St Nicholas

4.14 In addition to the services summarised within **Table 4.1**, the Spalding CallConnect bus services (16S and 37S) also operate on demand services which service Deeping St Nicholas. CallConnect is a demand responsive service for which journeys must be booked at least 2-hours in advance by either phone, text message or online. Anyone wishing to use the CallConnect service must register for free. The Spalding CallConnect services operates between 07:00-18:30hrs (Mon-Sat) and will travel to destinations including Crowland, Bourne and Spalding.

Public Transport – Train Services

4.15 The closest train station to the proposed development site is Spalding Rail Station, situated approximately 7.75km to the south of the site. Bus service 100 provides access to and from Spalding Rail Station from Deeping St Nicholas as it stops within 250m of the station.

4.16 Train services operating via Spalding Rail Station provide hourly services between Lincoln and Peterborough, also calling locations including Sleaford and Ruskington on route.

Summary

4.17 The site location is considered to be sustainable due to its location within an existing village, resulting in a number of amenities and destinations (of both local and regional significance) being accessible by various sustainable travel modes.

5.0 Development Proposals, Travel Demands and Targets

Development Proposals

5.1 The proposals are for the development of 66 dwellings on the site. Twenty (30% of the total number of dwellings) will be 'affordable' housing units. The internal site layout, included as **Appendix A**, has been designed in accordance with guidance included within the 'Lincolnshire Design Guide for Residential Areas' (LCC) and the 'Manual for Streets' (DfT).

Access Arrangements

5.2 Access to the site would be gained through the creation of a simple priority controlled T-junction along the A1175 Littleworth Drove. A 2m wide footway will be provided on both sides of the site access junction, linking into the existing footway on the northern side of Littleworth Drove.

5.3 The internal site layout will be designed in accordance with guidance included within the 'Lincolnshire Design Guide for Residential Areas' (LCC) and the 'Manual for Streets' (DfT).

5.4 Service, refuse and emergency vehicles will access the site via the proposed access on Littleworth Drove. The Littleworth Drove access, together with the internal site layout, will ensure that service and emergency vehicles will be able to safely access, manoeuvre within, and egress in forward gear from the development site.

Parking

5.5 The NPPF states that '*if setting local parking standards for residential and non-residential development, local planning authorities should take into account*:

- *The accessibility of the development;*
- *The type, mix and use of development;*
- *The available of and opportunities for public transport*
- *Local car ownership; and*

- *An overall need to reduce the of high-emission vehicles'.*

5.6 Table LC4416EW of the 2011 Census (Tenure by car or van availability by number of usual residents aged 17 or over in households) provides local information on car ownership for the Super Output Area Lower Layer (SOALL) zone of 'South Holland 005A'.

5.7 The car and van availability for the households within the zone are summarised within **Table 5.1**.

Table 5.1: Car Ownership – South Holland 005A

	No cars / vans	1 car / van	2 or more cars / vans	Total Households
Number of Households	43 (5.6%)	268 (34.7%)	461 (59.7%)	772 (100.0%)

5.8 The car ownership figures for future residents can be expected to follow similar levels to those observed within the local area during the 2011 Census. Application of the car ownership patterns summarised in **Table 5.1** to the proposals for up to 66 dwellings indicate that a minimum demand for 102 on-site parking spaces will be created (66 x 0.347, 66 x 0.597 x 2 = 102), which equates to an average provision of 1.54 spaces per dwellings across the site.

5.9 The proposed development scheme will provide a minimum of 2 spaces per property. Given the existing patterns of car ownership recorded within the Deeping St Nicholas area, it is considered that the development proposals will not therefore generate any demand for off-site parking and will produce minimal demand for on-street parking within the site.

5.10 Cycle parking will be provided by space either within garages or to the secure rear of individual properties.

Trip Generation

5.11 The calculation of the total number of trips to be generated by the development site is detailed within the accompanying Transport Statement and summarised within **Table 5.2**.

Table 5.2: Multi-Modal Trip Generation

Mode	Average Split (%)	AM Peak		PM Peak	
		In	Out	In	Out
Car Driver	81.6%	14	28	28	15
Car Passenger	5.5%	1	2	2	1
Pedestrians	6.3%	1	2	2	1
Public Transport	3.7%	1	1	1	1
Bicycle	1.9%	0	1	1	0
PTW	0.6%	0	0	0	0
Other	0.4%	0	0	0	0
Total	100.0%	17	34	34	18

Note: Some rounding errors may occur

5.12 The multi-modal generation summarised within **Table 5.1** provides an initial estimate of the generation anticipated to be created by the proposed development. The actual trip rates and baseline modal split will be determined as part of the initial travel survey undertaken once the proposed development is fully occupied.

Targets

5.13 A provisional target to reduce the percentage of car drivers during the AM and PM peak hours by 5% over 5 years is considered appropriate. However, it is suggested that the TP targets are confirmed based on the results of the initial travel survey in order to ensure that they are realistic. An update report confirming the results and the primary target reduce the percentage of car drivers will be submitted to LCC for approval within 3 months of full occupation of the proposed dwellings.

5.14 Additional secondary targets can also be set out in the update report for increasing the use of particular modes of travel based on the opportunities identified and to provide focus for the measures being implemented, e.g. for evaluating car share scheme membership. The full monitoring schedule is set out in section 8.0, which will involve future biannual travel surveys being undertaken and biannual monitoring reports being submitted to LCC for approval within 3 months of the surveys.

6.0 Travel Plan Measures

6.1 The proposed TP measures are set out in **Table 6.1**, by mode of travel, with infrastructure based 'hard' measures followed by marketing based 'soft' measures. The list is not exhaustive and can be developed and expanded on by the TPC as the TP is implemented. The following initiatives will be undertaken by the Developer/TPC. An approximate budget to implement the measures, that will not be already included within the design and build of the development, are included in the Action Plan (see Section 8.0 & **Appendix B**).

Table 6.1: Travel Plan Measures

Focus	Infrastructural / 'Hard' Measures
Reducing the Need to Travel & Travel Plan Information	Locate development within walking/ cycling distance of local amenities.
	Provide infrastructure for broadband internet access to facilitate home working and on-line shopping, etc.
Walking & Cycling	Provide pedestrian links from the site to Littleworth Drove.
	Provide footways adjacent to carriageways (unless shared surface road/private drive) and other pedestrian routes through the development site to ensure a permeable layout.
	Provide lighting along all pedestrian routes within the site.
	Provide dropped kerbs and tactile paving at all proposed pedestrian crossings.
	Provide dwellings with secure cycle storage.
Public Transport	Provision of a permeable internal site layout which will facilitate pedestrian access to off-site bus stops.
Car	Provide appropriate levels of parking, catering for predicted levels of demand.
Focus	**Marketing / 'Soft' Measures**
Reducing the Need to Travel & Travel Plan Information	Promote the TP in residential sales literature.
	Prepare Travel Information Packs (TIP) and distribute to each household on occupation.
	Provide contact details for TPC and other sources of information.

	Advertise relevant services available from home (e.g. online delivery services)
Walking & Cycling	Liaise with local schools to see if any existing/proposed school TP measures to promote safe routes to school can be promoted and supported.
	Investigate the possibility of securing a discount on cycling equipment for residents at local retailers.
	Provide information showing pedestrian and cycle routes to key local amenities.
	Promote the concept of walking and cycling buddies, including promotion of the WalkBudi and BikeBudi database.
	Promote health and financial benefits of walking and cycling.
	Promote local cycling organisations and events.
	Promote the tax free national Cycle to Work Scheme (www.cyclescheme.co.uk) which residents can take up with their employers.
	Investigate demand for setting up a local Bicycle User Group (BUG) to provide cyclists with a forum to exchange information and build interest in cycling, or a more general active travel group.
	Organise walking / cycling activities (such as family walks/rides within the local area).
	Promote adult cycle training courses subsidised by LCC
Public Transport	Provide information on public transport services and bus stops within the TIPs.
Car	Promote car sharing schemes, including the lincshare scheme (lincs.liftshare.com).

7.0 Monitoring and Review

7.1 The monitoring of progress towards the modal shift targets will be the responsibility of the TPC. There will be a biannual review of travel patterns to assess progress towards achieving the target mode shifts, as well as setting progress targets for the following period.

7.2 Following the initial multi-modal surveys to help set the TP targets, the TPC will organise further biannual multi-modal surveys to be undertaken to establish the modal split and review how this changes over time.

7.3 The TPC will collate, analyse and summarise the raw data before issuing a biannual monitoring report to SHDC / LCC. The monitoring reports will contain the following elements:

- A summary of the multi-modal surveys undertaken; and
- Details of the progress made since the last report. The findings of the monitoring survey will be used to identify progress towards the target mode shifts;
- The identification of actions and priorities for the forthcoming year.

7.4 The TPC will liaise with SHDC / LCC to review and amend the TP targets and measures accordingly.

7.5 LCC uses the iTRACE system to assist in the production and monitoring of TP within the authority area. The iTRACE system can provide electronic surveys, as well as templates for site audits. The TPC will utilise the iTRACE system, if required by LCC, to support the monitoring of the TP.

7.6 A proposed monitoring schedule is presented within **Table 7.1**.

Table 7.1: Proposed Monitoring Schedule

Action	Description	Deadline	Specification
1	Initial Multi-modal Survey & Update Report	Within 3 months of full occupation of the proposed dwellings	Complete multi-modal surveys at all access points to establish the modal split of journeys to / from the site. Compare the survey results with the calculated trip generations and anticipated modal split. Confirmation of the proposed TP targets and measures. Submit update report.
2	Multi-modal Survey & Monitoring Report	Survey in same month as the initial surveys 1 year later, report within 3 months of Year 1 survey	Complete multi-modal surveys at all access points to establish the modal split of journeys to / from the site. Summary of initiatives undertaken and measures implemented by the TPC. Compare the survey results with the previous results. Review of targets and measures, if appropriate. Submit monitoring report.
3	Multi-modal Survey & Monitoring Report	Survey in same month as the initial surveys 3 years later, report within 3 months of Year 3 survey	
4	Multi-modal Survey & Monitoring Report	Survey in same month as the initial surveys 5 years later, report within 3 months of Year 5 survey	

8.0 Action Plan

8.1 An Action Plan for the TPC is provided in **Appendix B**. It sets out the tasks required to initiate and implement the TP, including the proposed measures and ongoing responsibilities, as well as the monitoring schedule.

Appendix A

Proposed Site Layout

Do not scale, use figured dimensions only. All discrepancies to be notified to Artech Designs Limited. This drawing remains the copyright of Artech Designs Limited.

Scale Bar

0 25m 50m

10m 20m 30m 40m



Indicative Site Layout

Schedule:

Dwelling Unit Mix:
2 Bed units = 14no (21%)
3 Bed units = 33no (50%)
4 Bed Units = 19no (29%)

Total Number of Dwelling Units = **66no**

Total Site Area = **31,900m² or 3.19ha**

Public Open Space:
14% of developable area
(Site area) - (pond area) = 31,900 - 3,700 = 28,200
($\frac{28200}{100}$) x 14 = 3,948m²

Public Open Space Proposed = **4,050m²**
(Excludes the area allocated to the pond)

Developable Area:
Therefore, Site Density =
66units ÷ 2.82 = **23units/ha**

Parking Provision:
Each dwelling unit has a min. of **2no parking spaces**

Affordable Units:
30% of total number of units = **20no units**

Landscaping:
Existing hedges & trees to be retained where practical & protected. New trees planted as shown to be 2.75m high standards twice tied with rainbow ties to 63mm stakes & protected with plastic spiral guards. New hedges planted as shown in double rows at staggered 450mm centres. Plot boundaries to be Lincolnshire Post & Rail fence. Front Gardens to be turfed or grass seeded.

Existing Hedges to be retained.

Denotes new hedge planting as following specification:- Mixed hedge of hawthorn 50%, hazel 15%, field maple 5%, native crab 5%, spindle 5%, guelder rose 5%, wild rose 5%, purging buckthorn 5%, wayfaring tree 5%. Plant random mixture with hawthorn as dominant species & other plants in 3 or 5 of same species together as groups between hawthorn.

Denotes New Tree planting of native mix

Indicates permeable paved areas

Indicates Grassed & Soft Landscaping areas

New low level underplanting / shrubbery in mass planting format in min. groups of 10 at max. 900mm cts. made up of the following species:
Honeysuckle - Lonicera Periclymenum
Cotoneaster - C. Dammen
Guelder Rose - Viburnum Opulus
Box - Buxus Sempervirens

All beds excavated & filled with 400mm topsoil, subgrade well broken up. All beds covered in 50mm coarse bark mulch & maintained weed free. Hedgerows and shrubs to be irrigated to ensure establishment. Planting of trees, shrubs & hedgerows should be in accordance with BS. 4428:1989 and amendment no1 (1991) "Code of Practice" for general Landscaping Operations excluding hard landscaping. All failures are to be replaced within 5 year establishment period.

Close Boarded Fencing:
2.0m high comprising of 100 x 125mm pressure treated posts encased in lean mix concrete at max. 2.7m cts, ex. 25 x 125mm feather edge boarding with 20mm laps on 3no. ex. 75 x 75mm arris rails. 150 x 25mm gravel boards on 50 x 50 x 450mm stumps at both sides of posts & at mid panel locations.

Acoustic Barrier:
Formed at boundary position where indicated using solid close boarded fencing with gravel boards, to a min. height of 2.0m, all in line with the findings of the Noise Assessment report prepared by BSP Consulting Ref:15736/JAD.

NB: Any dwellings considered affected by noise would include construction proposals relating to External Walls, Roofs, Glazing and Ventilation as set out in Section 5 of the Noise Assessment Report prepared by BSP Consulting Ref:15736/JAD.

Revision	Description	Date

Trustees of D W Dennis Settlement

Caulton's Field, Littleworth Drove,
Deeping Saint Nicholas
Lincolnshire

Drawing:	Proposed Site Plan
Status:	Planning
Scale:	1:500 @ A1
Date:	February 2016
Drwg. No:	1429D/002
Revision:	.
Drawn by	mdf

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Appendix B

Action Plan

ACTION PLAN

INITIATE THE TRAVEL PLAN		ACTIONS			Budget [Low <£5k Med £5k-£50k High >£50k]
		By Whom?	By When?	How to measure success?	
Prepare a Travel Plan		Developer / BSP	Planning Application	Travel Plan approved by LCC	Low
Appoint Travel Plan Co-ordinator		Developer	4-6 months prior to occupation	Travel Plan Co-ordinator contact details provided to LCC	Low
MEASURES		**ACTIONS**			**Budget [Low <£5k Med £5k-£50k High >£50k]**
		By Whom?	**By When?**	**How to measure success?**	
Reducing the Need to Travel & Travel Plan Information	Locate development within walking/ cycling distance of local amenities	Developer	Planning Application	Summary of existing local Sustainable Travel facilities set out in Travel Plan	Part of Design & Build
	Provide infrastructure for broadband internet access to facilitate home working and on-line shopping, etc.	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Promote the TP in residential sales literature	Developer / TPC	Prior to occupation	Travel Plan Information included in sales literature	Low
	Prepare Travel Information Packs (TIP) and distribute to each household on occupation	Developer / TPC	Distribution on occupation	TIPs received by residents on occupation	Low
	Provide contact details for TPC and other sources of information	TPC	On occupation	Included within TIPs	Part of TIP
	Advertise relevant services available from home (e.g. online delivery services)	TPC	On occupation	Included within TIPs	Part of TIP

Walking & Cycling	Provide pedestrian links from the site to Littleworth Drove	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Provide footways adjacent to carriageways (unless shared surface road/private drive) and other pedestrian routes through the development site to ensure a permeable layout	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Provide lighting along all pedestrian routes within the site	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Provide dropped kerbs and tactile paving at all proposed pedestrian crossings	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Provide dwellings with secure cycle storage	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Liaise with local schools to see if any existing/proposed school TP measures to promote safe routes to school can be promoted and supported	TPC	Prior to occupation	Results of investigations set out in Travel Plan Update Report, and Monitoring Reports if applicable	Low
	Investigate the possibility of securing a discount on cycling equipment for residents at local retailers	TPC	Prior to occupation	Results of investigations set out in Travel Plan Update Report, and Monitoring Reports if applicable	Low
	Provide information showing pedestrian and cycle routes to key local amenities	TPC	On occupation	Included within TIPs	Part of TIP
	Promote the concept of walking and cycling buddies, including promotion of the WalkBudi and BikeBudi database	TPC	On occupation	Included within TIPs	Part of TIP

Walking & Cycling (continued)	Promote health and financial benefits of walking and cycling	TPC	On occupation	Included within TIPs	Part of TIP
	Promote local cycling organisations and events	TPC	On occupation	Included within TIPs	Part of TIP
	Promote the tax free national Cycle to Work Scheme (www.cyclescheme.co.uk) which residents can take up with their employers	TPC	On occupation	Included within TIPs	Part of TIP
	Investigate demand for setting up a local Bicycle User Group (BUG) to provide cyclists with a forum to exchange information and build interest in cycling, or a more general active travel group	TPC	On occupation, and ongoing	Results of investigations set out in Travel Plan Update Report, and Monitoring Reports if applicable	Low
	Organise walking / cycling activities (such as family walks/rides within the local area).	TPC	On occupation and ongoing	Activities set up	Low
	Promote adult cycle training courses subsidised by LCC	TPC	On occupation and ongoing	Included within TIPs	Part of TIP
Public Transport	Provision of a permeable internal site layout which will facilitate pedestrian access to off-site bus stops	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Provide information on public transport services and bus stops within the TIPs	TPC	On occupation	Include within TIPs provided to each household on occupation	Part of TIP
Car	Provide appropriate levels of parking, catering for predicted levels of demand.	Developer	Prior to occupation	Suitable facilities provided as part of the development prior to occupation	Part of Design & Build
	Promote car sharing schemes, including the lincshare scheme (lincs.liftshare.com).	TPC	Prior to occupation	Included within TIPs	Part of TIP

MONITOR & REVIEW	ACTIONS			Budget [Low <£5k Med £5k-£50k High >£50k]
	By Whom?	By When?	How to measure success?	
▪ Organise initial multi-modal surveys ▪ Review travel patterns, targets and proposed actions/measures ▪ Submit Travel Plan Update Report to LCC	TPC	Within 3 months of full occupation of the proposed dwellings	Analysis of travel survey results and reviewed targets and measures included in Travel Plan Update Report, submitted & approved by LCC	Low
▪ Organise annual multi-modal surveys ▪ Review travel patterns, targets and proposed actions/measures ▪ Submit Travel Plan Monitoring Report to LCC	TPC	Biannually for a further 5 years (at the end of Years 1, 3 and 5)	Analysis of travel survey results and reviewed targets and measures included in Travel Plan Monitoring Report, submitted & approved by LCC	Low