

**GREAT LINFORD PARISH COUNCIL  
PLANNING POLICY GUIDE  
TRANSPORT PLANNING FOR SMALL DEVELOPMENTS**

### **A TRANSPORT STATEMENT**

A Transport Statement is a simplified form of Transport Assessment and is used for smaller scale developments that will not have a major impact on the transport network, but are still likely to have an impact at a local level on the immediate transport network.

A Transport Statement should set out the transport issues relating to a proposed development site (existing conditions) and details of the development proposals (proposed development).

#### **Existing Conditions**

The developer should provide a full description of:

- Existing site information – describing the current physical infrastructure and characteristics of the site and its surroundings
- Baseline transport data – background transport data and current transport infrastructure details

This information should be accurately established to understand the context of the development proposal. The description should include as a minimum:

#### **Existing site information:**

- A site location plan that shows the proposed development site in relation to the surrounding area and transport system
- The permitted and existing use of the site
- The existing land uses in the vicinity of the site, including development plan allocations, or potential future use in the case of undeveloped sites
- Existing site access arrangements including access constraints, where appropriate
- Whether the location of the site is within or near a designated Air Quality Management Area (AQMA)
- Any abnormal load uses of the current site

#### **Baseline transport data:**

- A qualitative description of the travel characteristics of the existing site, including pedestrian and cyclist movements and facilities, where applicable
- Existing public transport provision, including provision/frequency of services, location of bus stops/train stations, park-and-ride facilities
- A description and functional classification of the highway network in the vicinity of the site
- An analysis of the recorded personal injury accident records on the public highway in the vicinity of the site access

### **PROPOSED DEVELOPMENT**

The developer should provide a full description within the Transport Statement including, as a minimum:

- Plans and drawings showing the proposed site layout, particularly the proposed pedestrian and vehicular access points into the site
- The proposed land use
- The scale of development, such as numbers of residential units and/or gross floor area (GFA), subdivided by land use where appropriate
- The main features (design layout and access points) of the development
- The person-trip generation of the proposed development and distribution of trips across mode
- A qualitative and quantitative description (based on recent site observations) of the travel characteristics of the proposed development, including pedestrian and cyclist facilities/movements, in the vicinity of the site
- Proposed improvements to site accessibility via sustainable modes of travel, such as provision/enhancement of footpath and cycle path linkages, public transport improvements, and servicing arrangements where appropriate

- A proposed parking strategy and internal vehicular circulation (including number of spaces, parking accumulation, parking layout in relation to other site elements, ratio of operational to non-operational spaces, method of car park operation, overspill parking considerations, disabled parking, motorcycle parking, cycle parking, taxi drop-off points)
- Residual vehicular trip impact
- The transport impacts of site construction, including the requirements of abnormal loads in the construction, use and decommissioning the present development
- The transport impacts of freight or service operations
- If the site of the proposed development has a current use or an extant planning permission with trip patterns/volumes, the net level of change that might arise out of the new proposals should be set out

The above requirements are not exhaustive and there may be a need for supplementary information that takes account of local conditions as well as other material considerations.

However, not all proposed developments that are considered to require a Transport Statement would necessarily need all of the above matters to be considered. Therefore, it is important that the scope of the Transport Statement is agreed at the pre-application discussion stage between the developer or their consultants and appropriate authorities.

### **A TRAVEL PLAN**

A Travel Plan or 'Green Travel Plan' as they were formerly known is a package of measures produced to encourage alternatives to single occupancy car use and are now a usual requirement for major developments and are a necessary part of the initial planning submission, prepared in conjunction with the Transport Assessment or Transport Statement report.

The main objectives of a Travel Plan are as follows:

- Achieve the minimum number of additional single occupancy car traffic movements to and from the development
- Reduce the need for travel to and from the site by single occupancy car
- Address the access needs of site users, by supporting walking, cycling and public transport
- Provide adequately for those with mobility difficulties
- Promote healthy lifestyles and sustainable, vibrant communities
- Encourage good urban design principles that open up the permeability of the site to walking and cycling, linked to the design and access statements
- Address specific problems identified in the site's Transport Assessment – for example, a local road safety problem that affects walking or cycling links to a bus or rail station
- Encourage access solutions that are not dependant on 'hard' measures;
- Compliment the wider local approach to demand management and behavioural change
- Reducing pressure on highway capacity, particularly at peak times;
- Creating more attractive and liveable neighbourhoods
- Cutting carbon emissions and their contribution to climate change;
- Reducing road danger and protecting vulnerable road users
- Reducing the cost of works on the highway or other transport infrastructure
- Encouraging more active travel with gains for health
- Enabling children to travel independently
- Improving local air quality
- Reducing noise pollution
- Reducing parking/fleet management costs
- Improving staff morale

In general, all types of Travel Plan for new development (including extensions) need to:

- Be site-specific – the detailed choice of outcomes and specific measures will be partly determined by the opportunities and constraints offered by the site. For example, where there are frequent journeys between two linked sites, then making provision for these trips will be a high priority
- Combine the 'hard measures' of site design, infrastructure and new services – with the 'soft measures' of marketing, promotion and awareness-raising
- Provide a package of measures that are integrated into the design and occupation of the new site
- Include measures to support walking, cycling and public transport use and facilitate disabled access
- Consider parking provision. A degree of parking restraint is likely to be important to the success of the plan in reducing car use
- Include arrangements for managing the Travel Plan process.

**A Travel Plan will normally include:**

- An audit of existing sustainable travel arrangements
- A survey of existing travel patterns where an end user is known
- An outline of the role of the appointed Travel Plan Coordinator
- Measures to encourage the use of each category of sustainable transport
- An explanation of the Annual Action Plan
- A timetable of key events, targets
- Monitoring and liaison arrangements with the Local Planning Authority and other key stakeholders

A Travel Plan is a dynamic document that will continue to evolve and is normally reviewed on an annual basis. This annual review should consider the effectiveness of the Travel Plan against the agreed targets and set out an Action Plan for the forthcoming year.

**Travel Plan Frameworks**

Where an end user or users is unknown a Travel Plan Framework is produced instead, which sets out the above but in a format that will be used to devise subsequent individual Travel Plans once end users are known.

**Travel Plan Coordinators**

Once approved by the Local Planning Authority the implementation of the Travel Plan usually necessitates the appointment of a Travel Plan Coordinator to allow the Travel Plan to be operated effectively. This role can be taken in house by a member of staff employed at the development. However, for large scale mixed use or residential schemes the role of Travel Plan Coordinator is often assigned by the developer to a staff member of the sites management company or to a specialist highway consultant

*Councillor David Stabler November 2015*