

# Travel Plan Guidance and Checklist

## SLOUGH'S APPROACH TO TRAVEL PLANS

**Slough Borough Council** (SBC) actively promotes the development and operation of Travel Plans through planning applications, and voluntary company & workplace initiatives. This guidance and checklist has been developed to help those preparing Travel Plans produce good quality plans that will achieve both measurable outcomes and pass the assessment process. **This checklist should be completed and submitted with your Travel Plan.** All Travel Plans should be submitted in PDF format. For further advice on travel plans and the planning process, please refer to the [SBC Developer's Guide](#).

Before preparing your Travel Plan, please read this guidance fully, and make use of the following useful documents:

[Department for Transport – The Essential Guide to Travel Planning](#)

[Department for Transport – Good Practice Guidelines: Delivering Travel Plans through the Planning Process](#)

[Department for Communities and Local Government – National Planning Policy Framework](#)

Further information about the wider transport policy objectives in Slough (Local Transport Plan 2011-2026) can be found on the [SBC website](#).

Contributions are secured from developers at the planning stage (usually between £3,000 and £6,000, but larger or more complex developments the fees may be higher) in order for the council to monitor the progress of the travel plan over its life. This is referred to as the 'Travel Plan Monitoring Contribution'. Please note that this contribution does not cover the monitoring itself, only the council's review of the travel plan progress. The monitoring itself is the developer's responsibility, in terms of funding, undertaking and analysing the monitoring.

### Guiding Policies

Guided by the broader framework of the Local Transport Plan for Slough, SBC supports the implementation of Travel Plans. These encourage car sharing, walking, cycling, motorcycle and public transport use. These are coupled with minimising the need to travel, through better planning and provision of local facilities (e.g. remote, flexible and teleworking, and close proximity of homes and workplaces).

These policies can help to deliver a better **quality of life** for Slough's residents, employees and visitors. A Travel Plan can improve air quality, help manage traffic levels, and improve public transport services to enhance the overall sustainability of local communities. From a business perspective, operational costs and strategic risks are reduced, and social and environmental credibility and performance is enhanced.

Any Travel Plan which is submitted to SBC, or which is operational within Slough, would be expected to show a relationship between all these quality of life aspects and the existing and proposed measures as set out in the Travel Plan. These measures will be designed to address any impacts of travel generated by staff, visitors/customers, and goods/deliveries. This information must be set within a local context at a site-specific level of detail. Current national and local guidance and innovative ideas would be expected to have informed the approach taken in preparing the Plan.

Overall, the Travel Plan should be seen as a 'movement strategy' which can be used to guide all future decisions in relation to travel.

# Travel Plan Guidance and Checklist

## Structure of your Travel Plan

The travel plan should be structured as follows:

1. Foreword and Introduction
2. Site Characteristics
3. Site Accessibility
4. Baseline travel information
5. Objectives
6. Targets
7. Measures
8. Travel Plan Co-ordinator and Management Support
9. Monitoring and Reporting
10. Action Plan

This document provides guidance as to what should be included in these sections. After each explanation there is a box to tick to show that your Travel Plan will be providing this information. Some sections of text are highlighted in bold to illustrate their importance. Your travel plan will be assessed in line with this checklist.

## Foreword and Introduction

Each Travel Plan should contain a foreword stating senior management support to the Travel Plan and be signed by the developer and occupier. The foreword should explain the ethos of the development and design principles to be incorporated. Following the foreword you should provide an Introduction to the Travel Plan. This must include the organisation's motivation for developing the travel plan.

If you have commissioned a consultant to help prepare your Travel Plan then the developer's logo should also be prominently displayed on the cover of the Plan and in other sections where appropriate.

Please tick this box if your Travel Plan has met this requirement

## Site Characteristics

Your Travel Plan should provide detailed information and drawings about the site, the layout of the site, the location of the site, the operation of the site and the motivation for developing a Travel Plan.

### Site Information

Site name and address, name of organisation who owns the site, the lease duration if applicable, type of development proposed (e.g. an entire building with its own grounds, a retail park etc).

Please tick this box if your Travel Plan has met this requirement

### Site Layout

Provide a site layout plan (in a scalable and readable format).

Please tick this box if your Travel Plan has met this requirement

### Site Location

Describe the site location (e.g. town centre, business/industrial park, urban fringe, rural). Provide a location plan (showing site in relationship to local settlements and road/rail network, in a scalable and readable format).

Please tick this box if your Travel Plan has met this requirement

### Site Operation

A description of the proposed operation of the development should be provided; explaining the type of operations to be undertaken, the gross floor area, number of current and proposed users (e.g. staff / residents / visitors / students etc) and any shift patterns where applicable.

It may be that certain elements of the above are unknown (e.g. for speculative developments, or where the occupier is currently unknown) – please just make a note of the fact that some information

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is available but will be provided at a later stage.

Please tick this box if your Travel Plan has met this requirement

### **Site Accessibility**

To understand the accessibility of your site in terms of access to public transport, pedestrian, cycling, motorcycling, vehicles and car parking a detailed site audit should be undertaken.

#### Access and Permeability for Pedestrians and Cyclists

To illustrate the accessibility and permeability of your site to pedestrians and cyclists, a movement diagram showing desire lines through and within the development should be provided. To illustrate linkages between your site and local facilities please provide a map showing walk and cycle distances to these facilities.

Please tick this box if your Travel Plan has met this requirement

#### Pedestrian Access

Describe the existing pedestrian routes to the site. For example there are probably 2 to 3 walking journeys between the site and bus stops, railways stations, local shopping centre and main residential areas. Provide details including: walk distance; delays or detours; missing infrastructure like footways, bridges, road crossings, lighting; and any known obstructions (flooding/overgrown bushes), road safety concerns or personal security issues (fear of crime and assault).

Please tick this box if your Travel Plan has met this requirement

#### Cycle Access

State whether there are any existing cycle routes leading to or close to the site. Describe what type of cycle route facility is available (e.g. off-road, on-road, part of National Cycle Network) and also describe the type of roads around the development in terms of potential for cycling, considering topography, lighting, speed, volume of traffic and safety.

Please tick this box if your Travel Plan has met this requirement

#### Existing Cycle Facilities

Detail the existing cycle storage including how many cycle parking spaces are to be provided for employees (long-stay) and for visitors (short-stay), the type of racks to be installed, whether the racks are undercover, in a secure area, and covered by CCTV. If the provision of the provision of changing, showering, lockers and clothes drying facilities is included within the travel plan then this must be supported by details of such facilities on submitted floor plans.

Please tick this box if your Travel Plan has met this requirement

#### Public Transport Accessibility

To illustrate the accessibility of your site to public transport a map/drawing should be provided showing the location of the nearest bus stops, taxi ranks, railway stations and public transport interchanges (where they exist). The drawing could also graphically show bus routes.

Please tick this box if your Travel Plan has met this requirement

#### Access to Bus Services

Provide details of bus services that operate within 800 metres of the site including details about service number, service start and destination points, main destinations along route, time of first and last services in the week/ weekend, peak frequency, location of nearest stops.

Please tick this box if your Travel Plan has met this requirement

#### Bus Stop Facilities

Provide details of the bus stop infrastructure including stating whether there is a shelter, seats, timetable information, direct lighting, a flag, and real time passenger information.

Please tick this box if your Travel Plan has met this requirement

#### Privately Contracted Bus/Minibus Services

Does the site or organisation currently arrange, fund or subsidise a bus service (i.e. a shuttle bus service to a railway station or a work bus)? If this is the case, detail the areas served and its key destinations, the frequency of services and hours of operation should be stated. Consideration should also be given to sharing any other contract bus services provided by separate employers that site employees could use.

	Please tick this box if your Travel Plan has considered these services
<b>Rail Transport Links</b>	
Detail the distance to the nearest railways stations, providing information on how long the journey takes by different modes and whether there are any direct pedestrian and cycle links to the station. If your site is located close to a railway station please state the journey times to other major settlements by train (e.g. London to Slough 20 minutes), the service frequency, routes, cost, and interchange.	
	Please tick this box if your Travel Plan has met this requirement
<b>Site Access/Egress Points</b>	
Identify the site access points on the site layout plan and explain what modes of transport can use each access. Have you undertaken a Road Safety Audit of the interaction of people, cyclists and vehicles at these access points?	
	Please tick this box if your Travel Plan has met this requirement
<b>Car Parking</b>	
Provide details of the number of car parking spaces (currently available, and proposed) for users (staff / visitors etc), if more than one car park is proposed please provide details. How will access to the car park(s) be controlled? State the number of spaces allocated for the disabled, pool vehicles, and priority spaces for car sharers. State current situation for parking – does parking occur out of marked bays? Do your users park outside of your site on nearby streets? Have you carried out a parking survey – if so provide details. State current ratio of users to spaces. What is the current ratio of spaces to gross floor area? State whether there is an existing Controlled Parking Zone in operation around your site.	
	Please tick this box if your Travel Plan has met this requirement
<b>Motorcycle Parking</b>	
Provide the number of motorcycle spaces provided and whether there are any secure racks.	
	Please tick this box if your Travel Plan has met this requirement
<b>Goods and servicing</b>	
Provide information on the goods and servicing needs and facilities at the development. E.g. frequency of deliveries / servicing, loading facilities (note if on / off street)	
	Please tick this box if your Travel Plan has met this requirement

<b>Baseline travel information</b>	
An employee / visitor / resident / user (as appropriate) travel survey must be undertaken if the site is already operating. If the company or organisation is moving to a new site then you are encouraged to ask your employees how they envisage they will travel to the new site.	
Postcode plotting is encouraged where applicable.	
If a site is not yet occupied, trip generation modal split data must be summarised in the travel plan.	
Travel surveys must conform to TRICS SAM methodology for independent surveying and this must be funded by the developer. See <a href="http://www.trics.org/sam.aspx">http://www.trics.org/sam.aspx</a> for more information.	
Provide details of when your travel surveys will be undertaken following occupation of the development..	
	Please tick this box if your Travel Plan has met this requirement

## Objectives and Benefits

The identification of your objectives (the high level aims of your Travel Plan) will be largely based upon the particular circumstances of your site and the motivations of your Travel Plan.

Objectives of the travel plan must be listed. Objectives should also contribute to the wider objectives of the Slough Local Transport Plan and other locally relevant planning documents.

The travel plan should explain the benefits that are likely to be achieved for the users of the development, the company / organisation, the local community, and to the local and global environment.

The results of the travel survey (where applicable) and the proposed objectives should be supported by a Change Management Approach, identifying the strategy for user engagement.

Please tick this box if your Travel Plan has met this requirement

## Targets

SMART (Specific, Measurable, Achievable, Realistic and Time-related) targets must be given for the travel plan. Targets should contribute to the wider Slough Local Transport Plan targets of reducing congestion and pollution. Targets must look to reduce the single occupancy vehicle mode share. If targets are interim, a date must be given as to when they will be finalised (e.g. following full occupation surveys), and whose responsibility this is.

Draft travel plans should make use of available data (e.g. TRICS / census travel to work data, etc) in order to set targets. In this case, targets must be identified as 'draft' and it must be noted that the targets will be re-assessed – in conjunction with the council - following the baseline surveys at the development.

Targets must be appropriate to the development in terms of modes. A Single Occupancy Vehicle reduction target must be given for all sites.

Please tick this box if your Travel Plan has met this requirement

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### Measures

A range of measures to support the travel plan should be set out, including, but not limited to, the following types of measure:

- Parking management strategy
- Car sharing strategy (including links to [www.sloughcarshare.com](http://www.sloughcarshare.com) )
- Business mileage strategy
- Public transport incentives
- Public transport infrastructure and services (larger developments)
- Cycling strategy
- Promotion of the Cycle Hire Slough scheme <https://www.cyclehireslough.com/>
- Walking strategy
- Motorcycling strategy
- Alternative work practices
- Reducing the need to travel
- Fleet vehicles and deliveries strategy
- Publicity and promotion strategy
- Visitor / customer / user travel strategy

Measures must be appropriate to the type and size of development, and must be sufficient to foster successful modal shift in line with the objectives and targets.

Please tick this box if your Travel Plan will include appropriate measures

### Travel Plan Coordinator (TPC) and Management Support

The following must be provided within the travel plan:

- A named TPC and their contact details (an interim person will suffice if the occupier is not yet known)
- Roles and responsibilities of the TPC, including the time commitment of that person to the role, their background, and their position within the wider organisation, and whether the role is permanent or temporary
- A travel plan steering group should be created and hold regular meetings
- Provide information on who has been consulted in the development of the travel plan (e.g. senior management, staff, union representatives, others). Provide evidence such as meeting minutes
- Provide details on how your travel plan links to your organisation's wider corporate policies (e.g. Corporate Social Responsibility, environmental management, health and safety, etc)
- Provide details on how the travel plan will be funded through its life, including the TPC role, measures and monitoring

Please tick this box if your Travel Plan has met this requirement

## Monitoring and Reporting Strategy

The monitoring section must set out:

- Monitoring to be undertaken at the site - as a minimum travel surveys at 1, 3 and 5 years from occupation
- Any additional monitoring as appropriate (e.g. ad-hoc surveys in the years between the main surveys above)
- The travel surveys must conform to TRICS SAM methodology for independent surveying and this must be funded by the developer. See <http://www.trics.org/sam.aspx> for more information
- Who will be responsible for coordinating and commissioning the monitoring at the site
- Annual reporting to SBC, and whose responsibility this is
- Within the annual report - provision for remedial measures and additional monitoring as necessary should targets not be on track

Further information about the monitoring procedures can be found in the document '**Monitoring of Development Travel Plans in Slough**', available on the SBC website.

Please tick this box if your Travel Plan has met this requirement

## Action Plan

An action plan must be provided, summarising the programme of measures, targets, roles and responsibilities, and timescales. The action plan should focus on the implementation and delivery of the travel plan.

Please tick this box if your Travel Plan has met this requirement

If further advice on travel plan content is required, please contact SBC on [transportdevelopment@slough.gov.uk](mailto:transportdevelopment@slough.gov.uk)