South Tyneside
local development framework

Final ADOPTED Version

SPD 7
Travel Plans

April 2010

South Tyneside Council

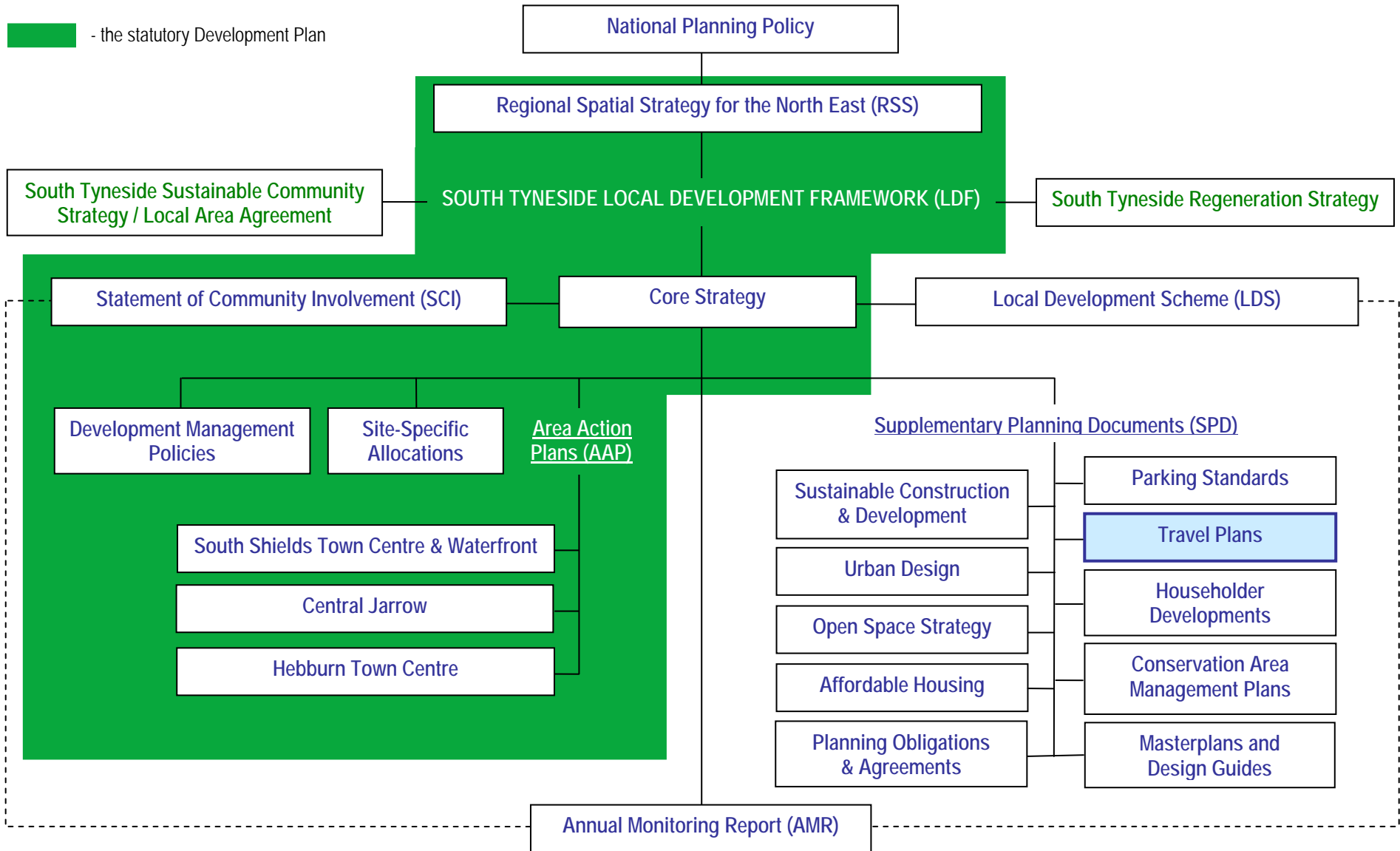The New Development Plan for your Borough

SPD 7
Travel Plans

April 2010

Supplementary Planning Document
Adopted by Cabinet on 14 April 2010

South Tyneside Local Development Framework – Family Tree

■ - the statutory Development Plan

National Planning Policy

Regional Spatial Strategy for the North East (RSS)

South Tyneside Sustainable Community Strategy / Local Area Agreement

SOUTH TYNESIDE LOCAL DEVELOPMENT FRAMEWORK (LDF)

South Tyneside Regeneration Strategy

Statement of Community Involvement (SCI)

Core Strategy

Local Development Scheme (LDS)

Development Management Policies

Site-Specific Allocations

Area Action Plans (AAP)

Supplementary Planning Documents (SPD)

South Shields Town Centre & Waterfront

Central Jarrow

Hebburn Town Centre

Sustainable Construction & Development

Urban Design

Open Space Strategy

Affordable Housing

Planning Obligations & Agreements

Parking Standards

Travel Plans

Householder Developments

Conservation Area Management Plans

Masterplans and Design Guides

Annual Monitoring Report (AMR)

Contents

A. THE NEED FOR TRAVEL PLANS
1. Introduction

1.   Introduction

1.1   Everything we do is about achieving "**a better future for South Tyneside's people**". That is our vision for the Borough. To deliver a better future, one of our big challenges is to make South Tyneside a place where people choose to live, work and visit. This means developing new and exciting buildings whilst preserving our cultural heritage, beautiful coastline and countryside. It also means ensuring a quality range of homes, shops and businesses, parks and public spaces, all linked by an excellent transport system. All of these things need to be delivered through the planning system, and in particular the **South Tyneside Local Development Framework** (LDF). This will guide the future development and use of land and buildings in the borough over the next 10-15 years, and replace the existing Unitary Development Plan (UDP).

1.2   This Supplementary Planning Document (SPD) has been produced in support of the North East of England Plan (Regional Spatial Strategy), the Local Transport Plan for Tyne & Wear and the adopted South Tyneside LDF Core Strategy. These strategies require Travel Plans to be submitted with planning applications for all developments that would have significant transport implications including educational institutions, workplaces, public buildings and new residential developments. This SPD provides developers, landowners, the community and the Council with guidance on when Travel Plans should be produced and what they should contain.

1.3   In particular this SPD relates to the following Policies in the South Tyneside Development Plan:
- Regional Spatial Strategy Policy 54   Parking and Travel Plans
- Core Strategy Policy ST2   Sustainable Urban Living
- Core Strategy Policy A1   Improving Accessibility

The relevant text of all these policies is set out in full in Chapter 3.

1.4   Travel Plans are an increasingly important element in achieving improved accessibility for all in the community and in helping to meet our sustainable development and social inclusion objectives. Travel Plans, therefore, need to be tailored to the local circumstances and needs of each particular development and its surroundings.

Scope of the Supplementary Planning Document

1.5   This SPD sets out:
- what a Travel Plan is;
- the background and wider policy context for travel planning;

- when a development is likely to require the submission of a Travel Plan;
- the essential requirements for the content of all Travel Plans;
- what type of Travel Plan is appropriate and the process to follow for each;
- how the Travel Plan should be monitored and reviewed; and
- advice on how the Travel Plan should be secured and implemented.

It also contains practical advice on how to prepare and submit a Travel Plan in order to minimise the risk of delays in the planning process.

Sustainability Appraisal and Habitats Regulations Assessment

1.6   Policy ST2 in the adopted Core Strategy has already been formally considered for:

- **Strategic Environmental Assessment** under the European Directive 2001/42/EC;
- **Sustainability Appraisal** under Section 39 of the Planning and Compulsory Purchase Act 2004; and
- **Habitats Regulations Assessment** under Articles 6(3) and 6(4) of European Directive 92/43/EEC on Conservation of Natural Habitats and of Wild Flora and Fauna (The Habitats Directive), as translated into English law through Part IVA of the Conservation (Natural Habitats, &c.) Regulations 1994.

1.7   Section 180 of the Planning Act 2008 removes the automatic requirement for the sustainability appraisal of supplementary planning documents. Both the Regional Spatial Strategy (RSS) and the LDF Core Strategy have been the subject of rigorous sustainability appraisals. There is nothing in this guidance that adds any new policies or proposals for specific sites. As such the sustainability appraisals of the RSS (Policy 54) and the Core Strategy (Policies ST2 and A1) are sufficient to optimise the sustainability benefits of Travel Plans.

1.8   The content of this SPD has been formally considered in relation to the requirement to undertake Appropriate Assessment of land use plans under the Habitats Directive (refer to Paragraph 1.6 for details). This document does not introduce new policies or proposals for specific sites within the borough, but seeks to provide generic guidance on the use and content of Travel Plans, as required by Regional Spatial Strategy Policy 54 on Parking and Travel Plans, and Core Strategy Policies ST2 on Sustainable Urban Living and A1 on Improving Accessibility. Core Strategy Policy ST2 (refer to Paragraph 3.7) also requires new development to incorporate biodiversity and geological features at the design stage. Core Strategy Policy EA3 on Biodiversity and Geodiversity secures and enhances the integrity of designated wildlife sites. Planning applications will be determined in accordance with these adopted policies, which safeguard biodiversity and geological interests.

1.9   The council considers that this document will have no impact whatsoever on European Sites. It follows that it would not affect the integrity of designated European Sites. Consequently, further Appropriate Assessment is not required for this document, but may be necessary for certain significant planning applications that also require Travel Plans to be submitted.

1.10   A Statement of Consultation on the consultation draft SPD (November 2009) has been prepared. This sets out the consultation process undertaken together with the feedback received, the council's response to those comments and an explanation of the minor amendments that the council has made to the final adopted version of the Travel Plans SPD.

2. Background

2. Background

What is a Travel Plan?

2.1 Travel planning was introduced in 1998 as part of the Government's White Paper "A New Deal for Transport: Better for Everyone". It was promoted as a fundamental element of Local Transport Plan strategies with the original aims of:
- improving accessibility to jobs, goods and services;
- reducing congestion;
- improving air quality; and
- improving safety and security.

Theses aims have evolved since then to embrace issues such as cutting carbon emissions from transport to reduce the effects of climate change. The most recent statement of national priorities is set out in Paragraph 3.3.

2.2 A Travel Plan is a long-term management strategy for an occupier or site that seeks to improve and manage access. It focuses on reducing the need to travel and delivering trip rate or modal share targets in any Transport Assessment. For the purposes of the planning process, Travel Plans must be documented and contain objectives and targets, the policies and measures to be implemented, an action plan and monitoring and review arrangements. Compulsory monitoring and submission of these results to the Local Planning Authority is standard. Travel Plans can make a significant contribution to meeting all these aims for both new and existing developments. Benefits can arise both in the immediate vicinity of the site and on the wider transport network as a whole, by promoting walking, cycling, public transport and other means of minimising single occupancy car journeys.

2.3 A Travel Plan is a working document designed to examine the specific needs and transport issues associated with the particular activity in question, which may change over time. They provide a very cost-effective means of cutting car dependency and tackling social exclusion. For the purposes of this document they are considered in four broad categories for:
- School Travel Plans;
- Workplace Travel Plans;
- Residential Travel Plans; and
- Travel Plans for Speculative Developments and Outline Applications.

What is a Travel Plan?

A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed. It involves development of agreed explicit outcomes linked to an appropriate package of measures aimed at more sustainable travel, with an emphasis on reducing single occupancy car use. Each travel plan should be unique to a site. Travel planning should be developed as one means of delivering an area's sustainable transport strategy. They should feature in the policy framework and implementation programmes of the Regional Spatial Strategy and Local Development Frameworks.

Good Practice Travel Guidelines: Delivering Travel Plans Through the Planning Process, Paragraph 2.1 (2009)

2.4   Chapter 3 details the national, regional and local policy context for Travel Plans.   Chapter 4 sets out the circumstances in which the council will require the submission of a Travel Plan.   Chapter 5 establishes the essential elements that make up all Travel Plans and gives guidance on the sorts of targets that would be appropriate for each type.   This chapter also emphasises the partnership approach that the council takes to Travel Plan preparation and advises how all parties can help to make the process as efficient and effective as possible.   Chapter 6 sets out how the Travel Plan preparation process will vary for each different type including guidance on how this applies to speculative developments, outline planning applications, development clusters, mixed-use schemes and phased developments.   Finally, Chapter 7 provides guidance on the way in which all Travel Plans will be evaluated, monitored, reviewed and implemented.   Background material on the Travel Measures Toolkit and useful references, contacts and links appear in the Annexes.

2.5   The key overarching aims of all Travel Plans are:
   • reducing traffic congestion;
   • improving air quality and reducing noise pollution;
   • reducing carbon emissions and global warming;
   • improving the quality of life;
   • increasing levels of walking cycling and public transport use;
   • reducing road injury accidents and improving road safety;
   • increasing levels of health and fitness; and
   • improving access and choice to and from education, workplaces, and houses.

2.6   An effective Travel Plan will offer users of the development, whether they are employees, residents or visitors:
   • an increased choice of travel modes to and from the development site or premises;
   • reduced dependency on the car; and
   • discouragement of unnecessary car use (especially single occupancy journeys).

2.7   A Travel Plan is a dynamic process.   Although it is likely to be required at a single point in time, often in conjunction with a planning application, it will need to be monitored and altered over time so that it can adapt to the evolving requirements and circumstances of the individual development to which it applies.   This monitoring and review process needs to be built into the Travel Plan process from the outset (refer to Chapter 7 for more details of how this should be achieved).

What are the Benefits of Travel Plans?

2.8 Travel Plans are aimed at delivering a range of sustainable transport objectives which are clearly targeted at **benefiting the community as a whole**, particularly to those living in the immediate vicinity, including:

- reducing the need to travel by car by changing working patterns, the use of technology, the provision of on-site facilities and access to information and services on the internet;
- improving road safety;
- increasing exercise to improve health and reduce obesity;
- decreasing congestion, noise and air pollution;
- reducing energy use and harmful emissions;
- improving the local environment, including biodiversity;
- tackling social exclusion and improving accessibility; and
- facilitating improved public transport services through economies of scale and transport efficiency.

2.9 Travel Plans can also deliver a range of **benefits to the individual businesses, developments and organisations who produce them**, including:

- improved accessibility to suppliers, employees and customers;
- increased return on investment by achieving greater densities or more profitable uses where less land for parking is needed;
- decreased operating costs through the introduction of more efficient and sustainable measures such as pool cars and car sharing;
- assisting staff recruitment and retention by encouraging a wider range of sustainable and healthier travel choices;
- establishing, enhancing or displaying the image of the organisation and supporting corporate environmental and social responsibility; and
- travel plans for schools, which are eligible for Department for Education and Skills grant for capital costs associated with Travel plans such as cycle parking.

Merchant Court, Monkton Business Park, Hebburn – a recent development with a workplace travel plan.

3. Policy Context

PPG 13: Transport (2001)

The Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations. Local authorities are expected to consider setting targets for the adoption of travel plans by local businesses and other organisations and to set an example by adopting their own plans.

There is no standard form or content for travel plans…their relevance to planning lies in the delivery of sustainable transport objectives, including:
1.   reductions in car usage (particularly single occupancy journeys) and increased use of public transport, walking and cycling;
2.   reduced traffic speeds and improved road safety and personal security particularly for pedestrians and cyclists; and
3.   more environmentally friendly delivery and freight movements, including home delivery services.

Paragraphs 87-88

3.   Policy Context

3.1   Since the early 1990s there has been increasing global concern about the impact of human activity on the environment, including the adverse effects of motorised transport. This has been reflected by world events such as the Rio Earth Summit 1992, the Kyoto Climate Change Conference 1997 and the United Nations Copenhagen Climate Conference 2009. In the UK, key environmental legislation such as the Environment Act 1995 and the Transport White Paper 1998 set a sustainability objective to reduce the environmental impact of our transport systems.

National Policy

3.2   Travel Plans are an integral part of the Government's policy for the creation of sustainable communities. The White Paper "A New Deal for Transport" (1998) identifies the promotion of travel plans as one of six key objectives for Local Transport Plans. This is elaborated upon in paragraphs 83-90 of Planning Policy Guidance Note 13 "Transport" (2001), also known as PPG 13. Key passages are reproduced in the text boxes in the margin opposite and in Chapter 4. In addition, Annex D of PPG 13 sets out national thresholds for major developments comprising jobs, shopping, leisure and services where Travel Plans should be submitted alongside planning applications. PPG 13 also advises that additional local authority requirements should be set out in local planning documents such as this one.

3.3   The over-arching priorities for local transport plans, as set out in the Department for Transport's "Delivering a Sustainable Transport System", are to contribute to the national transport goals:
- to **support** national **economic** competitiveness and **growth** by delivering reliable and efficient transport networks;
- to reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of **tackling climate change**;
- to **contribute to better safety, security and health** and longer life expectancy by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health;
- to **promote** greater **equality of opportunity** for all citizens, with the desired outcome of achieving a fairer society; and
- to **improve quality of life** for transport users and non-transport users, and to **promote a healthy natural environment** ["Delivering a Sustainable Transport System", November 2008].

Delivering a Sustainable Transport System (2008)

Transport can make a strong contribution to the quality of people's lives...However there is sometimes a tension between the benefits that transport users enjoy and the costs that transport can impose – for example, on people who live near roads and railways, ports and airports and on the natural environment...Fortunately, in the light of Eddington's conclusion that the connectivity of our network is basically sound, with a few exceptions where capacity is already constrained, in the future we would expect to identify a reduced need for major new transport infrastructure. This offers a real opportunity to develop packages of transport measures that actively enhance our environment and improve our quality of life.

Paragraph 1.20

Demand Management

There is a range of demand management measures that can be used, such as park and ride, car sharing schemes, car clubs, parking standards and charging, road user charging. Different areas may require different solutions, in conjunction with public transport and behavioural change measures such as the 'softer' transport policy measures of travel awareness campaigns and personalised journey planning. It will be important that demand management measures are identified and implemented through local transport plans to help to facilitate a reduction in congestion and other problems associated with increasing car use. Further action may be required if this proves insufficient. Additionally, there will be a need for demand management measures to be intrinsically linked to new developments.

The North East of England Plan: Regional Spatial Strategy to 2021 (2008), Paragraph 3.269

Regional and Sub-Regional Policy

3.4   The North East of England Plan – Regional Spatial Strategy to 2021 was finalised in July 2008. In this context it seeks to reduce the impact of travel demand by promoting public transport, travel plans, cycling and walking (Policy 7). Particular attention should be paid to Policy 54, the relevant parts of which state:

Policy 54 – Parking and Travel Plans

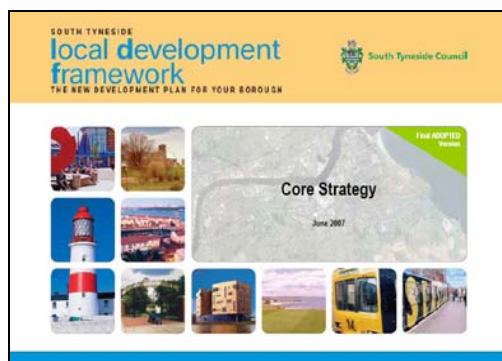*54.2   Local Transport Plans and other strategies, plans and programmes and planning proposals should:*

a.   seek to minimise parking provision for non-residential developments, linked to co-ordinated proposals for public transport and accessibility improvements and demand management;

b.   apply guidance set out in national planning policy on residential parking standards, reflecting local circumstances;

*c.   **ensure travel plans are prepared for all major development proposals that will generate significant additional journeys, which should seek to maximise travel by public transport cycling, walking and car sharing. At Key Employment Locations and Brownfield Mixed-Use Locations consideration should be given to developing a co-ordinated approach for the whole site, including overall levels of parking provision**; and*

d.   indicate the nature and extent of contributions that will be necessary to improve transport infrastructure and services as part of development in particular areas or sites.

3.5   The Local Transport Plan for Tyne & Wear 2006-2011 has the following strategic objectives:

- maintaining and improving levels of personal accessibility and linkages within, between and beyond the boundaries of Tyne & Wear;
- ensuring transport systems, especially public transport networks are safe, secure and free from fear of crime whilst reducing the incidence of transport-related accidents and casualties;
- tackling transport inefficiency arising from excessive demands and operational constraints on transport systems by delivering sustainable measures to combat congestion; and
- reducing the adverse impacts of transport on our environment, especially with regard to air quality, noise and its contribution to climate change and resource consumption.

These objectives were informed by the set of shared priorities agreed between central government and the Local Government Association in July 2002.

Low-carbon Vehicles

The North East of England is at the forefront of developing new infrastructure for electric vehicles. South Tyneside, as part of the Low Carbon Economic Area, will be one of the first areas in the UK with electric vehicles charging points installed. 1,300 points will be installed across the region to 2013 as part of a £7.8m UK-wide project. The investment in infrastructure will help make electric cars a more viable option in the future. The Government and the Regional Development Agency, ONE North East, are also investing in other nationally and regionally-significant projects, including the new National Low Carbon Vehicle Research & Development Centre and a training college for sustainable manufacturing at Nissan in Washington.

3.6   The Travel Plan strategy is central to meeting the key objectives of the Local Transport Plan and the strategies that flow from them, especially those relating to congestion and mode of travel shift. Section 6 of the Local Transport Plan sets out quality standards for Travel Plans in Tyne & Wear plus a toolkit for producing school and workplace travel plans. These are then linked to plans seeking to provide of better quality bus services, to reinvigorate the Metro and to improve local rail links. Chapter 4 details the circumstances in which it is necessary to produce a Travel Plan. Further details of the contents and process for producing Travel Plans is set out in Chapters 5 and 6.

Local Policy

3.7   The key strategic document of the South Tyneside Local Development Framework is the Core Strategy. This was adopted on 28 June 2007. Policy ST2 states that:
        Policy ST2 – Sustainable Urban Living
        High quality sustainable urban living will be promoted by ensuring that:
        A   highest standards of urban design are promoted so that buildings and their settings make a positive contribution to the local area;
        B   the use of environmentally sound and energy efficient construction materials and operational techniques are achieved and that developers work towards low carbon and zero carbon standards;
        C.   on-site generation of renewable energy is maximised, with a target of 10% of each scheme's energy requirements;
        D   use is made of 'sustainable urban drainage systems' and water conservation features including 'grey water recycling' and other technologies wherever possible;
        *E   **priority is given to alternative modes of transport to the private car, and access by:***
                *i.   **requiring travel plans for development which would have significant transport implications;***
                ii.   enhancing electronic communications infrastructure;
        F   the need to design out crime and eliminate the fear of crime has been addressed;
        G   buildings and their settings are designed to be flexible, enabling them to adapt to future needs and to take into account the needs of all users; and
        H   all new development is encouraged to incorporate biodiversity and geological features at the design stage.

3.8   In addition, Core Strategy Policy A1 on Improving Accessibility includes the statement:
        "…Transport Assessments will be required for any major development proposal…"

Transport Assessments are produced in consultation with the council and the Highways Agency. They consider appropriate highway improvement measures to ensure that developments do not have a negative impact on local highways and the trunk road network. All developments that need a Transport Assessment will also require a Travel Plan, but other developments may also require a Travel Plan. Chapter 4 of this SPD sets out when a Travel Plan is needed.

3.9   As stated in Paragraph 1.3 of this SPD, Core Strategy Policies ST2 and A1 are the key local policies that this document is designed to supplement. More detail on the local role played by Travel Plans is set out in the South Tyneside Integrated Transport Strategy 2008-2011 (October 2008). The Sustainable Modes of Travel to School Strategy (January 2007) gives more detailed guidance and information on the production of School Travel Plans.

PPG 13: Transport (March 2001)

The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, including those for:

- all major developments comprising jobs, shopping, leisure and services;
- smaller developments which would generate significant amounts of travel in or near to Air Quality Management Areas;
- new or expanded school facilities; and
- where a travel plan would help address a particular local traffic problem associated with a planning application.

However, unacceptable development should never be permitted because of the existence of a travel plan.

Paragraph 89

Good Practice Advice

The policy framework and any SPDs published by local authorities should be sufficiently detailed and robust to clarify the need for and type of travel plan that any development requires. This should reduce the need for applicants to engage with local authorities on the principles, enabling discussions to focus on site-specific issues. Local authorities should therefore set out clearly the size and scale of development proposals in their areas where travel plans are required and explain the type of travel plan that may be acceptable in different circumstances.

Good Practice Guidelines: Delivering Travel Plans Through the Planning Process (2009)

4. When is a Travel Plan Needed?

a. For Developments with Significant Transport Implications

Developments above Minimum Size Thresholds

4.1 PPG 13 states that Travel Plans should be submitted with planning applications that are likely to have "*significant transport implications*". This is the approach of Policy ST2 of the adopted Core Strategy (refer to Paragraph 3.7). Table 4.1 establishes the minimum size thresholds for proposals for new development or changes of use where a Travel Plan should be submitted with the planning application. These thresholds also represent the minimum levels where the council will require development contributions for strategic transport improvements under SPD 5 on Planning Obligations & Agreements (adopted October 2008).

Table 4.1 – Land Use Thresholds Where Travel Plans will be Required		
Use Class[1]	Land Use	Minimum Size Threshold[2]
A1	Food Shops	250 square metres
A1	Non-food Shops	800 square metres
A2	Financial & Professional Services	1,000 square metres
A3	Restaurants & Cafes	300 square metres
A4	Drinking Establishments	300 square metres
A5	Hot Food Take-aways	250 square metres
B1	Business	1,500 square metres
B2	General Industrial	2,500 square metres
B8	Storage or Distribution	3,000 square metres
C1	Hotels	2,500 square metres
C2	Residential Institutions	1,000 square metres
C3	Dwelling Houses	50 dwellings
D1	Non-Residential Institutions	500 square metres
D2 etc.	Assembly & Leisure plus Casinos	500 square metres
Sui Generis	Other uses not specified elsewhere	See Paragraph 4.2

Notes: 1. Use classes based on those in the Town and Country Planning (Use Classes) Order 1987, as amended.
2. The minimum thresholds applied are based on indicative thresholds included in Appendix B of Department for Transport Guidance on Transport Assessments (March 2007).

Other Circumstances where a Travel Plan may be required

4.2 **Sui Generis** – The council also may also require Travel Plans to be submitted for <u>any proposals for other uses classed as Sui Generis in Table 4.1 if, in the opinion of the Local Planning Authority they:</u>

- are not in conformity with the adopted Development Plan;
- generate significant numbers private motor vehicle movements in any hour;
- generate significant numbers of private motor vehicle movements per day;
- propose large numbers of parking spaces;
- are likely to increase accidents or conflicts among motorised and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people; or
- are in a location within or adjacent to an Air Quality Management Area (AQMA) – there are currently two AQMAs in South Tyneside at the junctions of Boldon Lane and Stanhope Road in South Shields, and at Leam Lane and Lindisfarne Road in Jarrow.

Where development is Sui Generis, prospective applicants and / or developers should contact the relevant Area Planning Team (refer to contact details in Annex C) for definitive advice on whether or not a Travel Plan is required.

4.3 **Extensions** – Proposals for extensions will only be subject to a requirement to submit a Travel Plan when the *scale* of the extension exceeds the thresholds set out in Table 4.1.

4.4 **Multi-occupation of one site** – Several small developments on one site may individually fall below the thresholds set out in Table 4.1. However, the cumulative impact of all these individual developments can be enough to justify a 'framework' Travel Plan for the whole site. The agent of the developer / site manager should administer this. Additional "subsidiary" travel plans may also be required in respect of sub-areas, or sub-uses, depending on scale and circumstances, e.g. a single subsidiary travel plan for all of the small retail uses.

4.5 Where a Travel Plan is required under any of these circumstances it will need to be submitted with a planning application. It is, therefore, recommended that early pre-application discussions take place with the council's Area Planning officers and the School or Workplace Travel Plans officers. When a Transport Assessment is required the Travel Plan will be complementary, since much of the survey work, transport descriptions and information provision will be applicable to both. The Travel Plan measures and targets will, in turn, feed into the Assessment to determine future travel demands and patterns. The Travel Plan will provide the target for non-car accessibility to the site, and so the Transport Assessment will need to explain how the residual increase in traffic will be catered for in the development.

4.6   When a Travel Plan is a requirement, failure to submit with the planning application may render the application invalid. Failure to comply with planning conditions or agreements could subsequently result in enforcement action being pursued.

b.   For Council Schemes

4.7   The need for making travel more sustainable is equally as relevant to council sponsored or supported schemes as those proposed by any other organisation. Consequently the requirement for qualifying proposals to produce a Travel Plan as part of these efforts is equally applicable. Virtually all Travel Plans will, however, be secured through a legal agreement (usually in the form of what is known as a Section 106 Agreement). It is not, however, technically possible for any body to enter into a legal agreement with itself. Nonetheless, South Tyneside Council is committed to producing Travel Plans for any qualifying developments which it proposes. Such projects will be subject to the same requirements to produce, monitor and secure Travel Plans as those by outside organisations. This will include the requirement to contribute towards the cost of monitoring progress towards meeting Travel Plan targets.

c.   For Schools

Schools Good Practice

We want as many children as possible to walk or cycle to school. Walking and cycling boosts their health and well-being.   It also allows children to travel independently and to access the range of flexible opportunities schools will increasingly offer outside the standard school day. We also want children to travel safely and to feel secure on the school journey. We are particularly aiming to increase levels of walking where journeys are less than a mile for younger children and less than two miles for older children. We also want to encourage local authorities to develop infrastructure and training courses that will allow older children to cycle distances of up to three to five miles to school along safe routes.

Travelling to School: a Good Practice Guide (2003)

4.8   The joint Department for Education and Skills and Department of Transport report "Travelling to School: a good practice guide" (2003) set a target for all schools in England to have a Travel Plan in place. In line with this target it is the council's objective for all schools in South Tyneside to have a Travel Plan in place by March 2011. To support this commitment from a planning point of view, all schools are expected to develop a School Travel Plan prior to any planning application so that it can be submitted in conjunction with the planning application. Where a school already has a Travel Plan, a revision may be required depending on how recently it was produced and to what extent the circumstances will change with the development proposals. Schools without a Travel Plan will be required to submit one with the application.   Where schools are moving onto new sites, sustainable access to the site should have been a prior consideration.

d.   Voluntary Travel Plans

4.9   Some organisations may wish to produce Travel Plans on a voluntary basis, for example, where the proposed development does not meet any of the above criteria, where the proposal is not needed to accompany a planning application, or indeed where no new development is involved. This may reflect the need to solve parking or accessibility issues or to take positive action on a range of issues including assisting the local community, and improving employees' health or working environment. The council wishes to do all it can to encourage such

initiatives. Voluntary Travel Plans are taken forward by the organisation, and can be supported all the way through to the final approval by the council's Workplace Travel Plans Officer. For Voluntary Travel Plans there is no legal requirement to undertake monitoring, but it is recommended that organisations do so.

4.10   In line with national policy (e.g. PPG 13 – refer to margin text box on page 11), **the council will not permit unacceptable development simply because of the existence of a Travel Plan to accompany the relevant planning application**.

5. What Should a Travel Plan Contain?

Essential Components of a Travel Plan

5.1 All Travel Plans should address the issues arising from national, regional and local policies (refer to Chapter 3) and the Transport Assessment (or Transport Statement). A Travel Plan is aimed at addressing the transport needs of a particular development or organisation. As such each will be unique, using the combination of initiatives and measures best suited to its own particular circumstances and requirements. All Travel Plans will, however, need to include some essential components. The Tyne & Wear Local Transport Plan 2006-2011 sets out what a Travel Plan must contain in order to meet basic quality standards agreed by the Passenger Transport Executive and the five Tyne & Wear local authorities, and these are listed in the margin text box opposite. In South Tyneside each Travel Plan should __also__ address all of the topics and issues listed in Table 5.1. This can also be used as a checklist for preparing Travel Plans. Annex A gives assistance with possible actions and measures and Table 5.2 lists suggested types of targets.

Quality Control

A travel plan is deemed to meet the basic quality standards if it is a written document containing:

- A site assessment, including transport links, transport issues, barriers to non-car use and possible improvements to encourage sustainable modes.
- The results of a survey of how staff travel to work.
- Clearly defined objectives, targets and indicators.
- Details of proposed measures.
- Detailed timetable for implementing measures. Clearly defined senior management and staff responsibilities, roles and participation.
- A plan for monitoring and reviewing its effectiveness.
- Proposals for maintaining momentum and publicising success.

Tyne & Wear Local Transport Plan 2006-2011, page 156

Table 5.1 – Essential Components of a Travel Plan	
Heading	**Issues to Cover**
Introduction	• Description and map of the site (location, size and history). • Reason for Travel Plan (e.g. new development or resolving transport needs).
Policies	• National regional and local (refer to Chapter 3 and check for updates). • Company / Organisation / School.
Objectives	• Benefits for the organisation (e.g. those listed in Paragraph 2.9). • Benefits for the wider community (e.g. those listed in Paragraph 2.8).
Transport Provision and Issues (descriptions and maps to show existing transport infrastructure, services and facilities)	• Nature of on-site activities and movement patterns (e.g. working patterns, after-school activities). • Transport issues and problems (e.g. barriers to non-car use). • Number of staff, pupils and / or visitors. • Results of baseline travel survey. • Existing parking provision. • Walking (footpaths, crossings and school crossing patrols). • Cycling (cycle routes, parking, changing / showers). • Public transport (routes, stops and frequencies, metro stations, taxi ranks). • Cars (roads, traffic restrictions, car parking). • Servicing (deliveries, waste).

| Table 5.1 – Essential Components of a Travel Plan (continued) ||
Heading	Issues to Cover
Proposed Actions and Measures	• Refer to Travel Plan toolkit in Annex A. Generally should include actions for walking, cycling, public transport, motorcycling, access for people with disabilities, private motor vehicles, site travel information and marketing / promotion.
Indicators and Targets	• **S**pecific • **M**easurable • **A**chievable • **R**ealistic • **T**ime-related n.b. advice on suggested types of targets is set out in Table 5.2.
Arrangements for Monitoring and Review (in conjunction with council's Travel Plans officers)	• Surveys provided to the Local Authority. • How effectiveness or otherwise of measures will be assessed. • How unmet targets will be tackled. • Reporting arrangements to senior management, employees and local authority. • How any planning conditions will be satisfied.
Organisational Support	• Statement of organisational backing. • Details of nominated Travel Plan Co-ordinator. • Staff / user participation. • Resource levels and timescales for funding (co-ordinator and measures). • Communications strategy.

Source: Tyne & Wear Local Transport Plan 2006-2011

5.2   Travel Plan targets, and their supporting indicators, should be clearly linked to the agreed contents of the relevant Transport Assessment outcomes, have a clear timescale and be linked to specific measures aimed at achieving them (refer to Annex A for details). **Travel Plans must include residual trip vehicle trip generation and modal split targets, as agreed in the Transport Assessment for the development.** Table 5.2 gives additional advice on suggested targets.

Trip Generation and Analysis Database

TRICS® is a system that challenges and validates assumptions about the transport impacts of new developments. It is the only national (UK and Ireland) trip generation and analysis database, containing trip generation data and site information for over 2,800 sites. Trip rates are based upon land use, size and location.

The South Tyneside Transformation Study identified the impact of anticipated new development traffic on key junctions and links on the highway network and current/future capacity issues. A range of hard and soft improvement measures have been proposed to mitigate against this impact and have been costed accordingly. Refer to SPD 5: Planning Obligations & Agreements.

Table 5.2 – Suggested Targets for Different Travel Plans	
Type of Travel Plan	**Targets**
Workplace	Percentage of employees driving to work will not exceed X% (this could also be expressed as the number of private motor vehicle trips generated per 100 employees on site) by the following measures…
	Number of weekday private motor vehicle trips generated when site fully occupied will not exceed X by…
	Reduction in peak hour travel by X% or Y trips.
	Additional targets may also be needed for visitor travel, business travel, freight movements and deliveries where these activities generate significant traffic, consistent with business operation.
School	Percentage of children travelling to school by car will not exceed X%.
	Number of weekday private motor vehicle trips generated by the school will not exceed X per day.
	Percentage of children travelling to school by walking and cycling will be at least X%.
	Additional targets should also cover staff working at the school (refer to workplace section above).
Residential	Number of weekday private motor vehicle trips per occupied unit will not exceed X.
	Number of daily weekday private motor vehicle movements generated once the site is fully occupied will not exceed X.
	Number of peak hour trips generated daily will not exceed X (with "peak hour" defined).
Leisure / Retail attraction	Number of private motor vehicle trips per visitor / shopper trip will not exceed X.
	Number of private motor vehicle trips generated daily once fully operational will not exceed X.
	Additional targets should also cover staff working at the attraction.

Source: Good Practice Guidelines: Delivering Travel Plans Through the Planning Process, Chapter 5 (2009)

A Partnership Approach

5.3   The production of Travel Plans should represent a partnership approach. The applicant or developer, the council, Nexus and public transport operators will form the core of such a partnership, but third parties may also be involved in its development.

5.4   In order to streamline the process as much as possible the council can offer:
- policy advice and guidance and technical information including travel plan information packs (based on the information and references given in this document);

- pre-application meetings with Travel Plans officers where clarification is sought on the written information available. This includes assistance for those seeking to develop voluntary Travel Plans;
- pre-application meetings with a range of planning and other relevant development team staff (n.b. a charge will be made for this service);
- appropriate contacts and support for discussions with key third parties (such as Metro, car club operators and bus operators);
- information, relevant local data and support during plan preparation and advice on post-implementation monitoring requirements (normally via the council's Travel Plans officers);
- information on good practice examples of various types of Travel Plans which have already been published by similar organizations;
- additional advice on appropriate modal split targets and indicator for specific areas; and
- advice on how Travel Plans can be kept under review and possible additional measures to tackle any targets that look as if they may not be achieved.

5.5   Applicants / developers can help the Travel Plan process to be as efficient as possible by:

- accepting the importance of Travel Plans as an integral part of the transport assessment / planning application process;
- ensuring that the outputs from the Transport Assessment (or Transport Statement) and draft Travel Plan are fully taken into account and integrated with their scheme design and layout;
- ensuring that Transport Assessments and draft Travel Plans are available prior to pre-application discussions. Submitting a 'complete' planning application (i.e. accompanied by a Transport Assessment and draft Travel Plan);
- identifying the contact person(s) with relevant background to act as Travel Plan Co-ordinator for the preparation, implementation, marketing, monitoring and review of the Travel Plan;
- encouraging occupiers and end users to engage with and join the Tyne & Wear Travel Plan network;
- taking advantage of joint initiatives involving public transport travel discount schemes (e.g. discount for bulk purchase of annual Network Travel and Metrosaver passes), car sharing databases, car clubs, shared travel plan co-ordinators and joint monitoring; and
- working in partnership with the council to achieve mutual benefits.

5.6   Chapter 6 elaborates on these contents as they apply to specific types of Travel Plans and their stages of production.

6. What is the Process for Agreeing a Travel Plan?

6.   What is the Process for Agreeing a Travel Plan?

Context

6.1   The principles for drawing up the contents of all Travel Plans are set out in Chapter 5. There are also a number of particular features and requirements unique to different types of Travel Plans. These are set out for:

- Workplace Travel Plans (Table 6.1)
- School Travel Plans (Table 6.2)
- Residential Travel Plans (Table 6.3)
- Speculative Developments and Outline Applications (Table 6.4)

There is also some additional guidance on when it may be beneficial for a cluster approach to be adopted (paragraphs 6.18 and 6.19) and how to deal with mixed-use and phased proposals (Paragraph 6.20).

6.2   Travel planning is not a one-off exercise to fulfil and satisfy the requirements of a planning permission or to meet a target, but needs to be a continuous process with regular reviews and updating in order to continue to meet travel needs in the most efficient and sustainable way. In order to ensure that this is achieved the council will in virtually all cases secure monitoring through a Section 106 Agreement. This will include provision for the council to charge for the monitoring of the Travel Plan to reflect the cost of doing this work (refer to paragraphs 7.3 to 7.5 of this SPD for details). In line with national best practice guidance (Department for Transport, 2009) it may also be appropriate for the legal agreement to include:

- an incentive for developers / occupiers to provide the raw monitoring data to the agreed timescales and penalties in future years for failing to do so; and
- an incentive in the event that Travel Plan targets are met or that developers initiate amendments to the plan to assist with the delivery of targets not being achieved.

Wherever possible the council will seek to ensure that the provisions of any Travel Plan and its associated legal agreement are achieved by consensus and without resorting to the implementation of any agreed sanctions.

Basic / Workplace Travel Plans

6.3   Table 6.1 sets out the stages in the production of a basic Travel Plan as they apply to all workplaces (i.e. where the identity of the occupier is known prior to submission of the planning application). It also forms the basic process, which is the starting point for preparing all Travel Plans. Specific variations and additional issues (to this process) that will need to be considered for School Travel Plans (Table 6.2), Residential Travel Plans (Table

6.3) and for Travel Plans drawn up for Speculative or Outline Developments, where the end-user is initially not known (Table 6.4), are also detailed. **The recommended basic process is as follows:**

Table 6.1 – Stages in the Basic / Workplace Travel Plan Process		
Stage	Activity	Responsibility
1. Pre-application Site Assessment Audit	To consider existing transport to site (i.e. pedestrian, cyclist, public transport and car vehicular access), carry out site accessibility audit in accordance with the Annex A Toolkit and identify constraints and opportunities.	Applicant / Developer in consultation with council's Workplace Travel Plans Officer
2. Pre-application Transport Assessment or Statement	Identify the transport impact (i.e. predict the likely number of total person trips to and from the site / organisation).	Applicant / Developer
3. Pre-application Transport Strategy	Consideration of any appropriate objectives, measures and initiatives capable of dealing with identified travel impact, taking full account of existing opportunities and constraints. Setting appropriate indicators and targets to achieve agreed objectives.	Applicant / Developer / Occupier
4. Pre-application Draft Travel Plan	Draw up a package of measures to address the particular travel impact and needs of organisation, including setting of relevant targets.	Applicant / Developer / Occupier
5. Appoint Travel Plan Co-ordinator	If not already done, and inform council.	Applicant / Developer / Occupier
6. Draft Legal Agreement	If possible agree a full draft Section 106 Agreement, or at least Heads of Terms (refer to LDF Supplementary Planning Document 5 on Planning Obligations & Agreements) to cover Travel Plan requirements.	Council's Development Team and Applicant / Developer
7. Submission of Draft Travel Plan	The draft Travel Plan and Transport Assessment (or Transport Statement) should be submitted to the Local Planning Authority alongside the planning application. The application proposals (design and layout) must incorporate the measures and initiatives identified in the Travel Plan.	Applicant / Developer / Occupier
8. Approval	Secure approval for scheme and Travel Plan.	Council's Planning section and Applicant / Developer

Table 6.1 – Stages in the Basic / Workplace Travel Plan Process (continued)		
Stage	Activity	Responsibility
9. Implementation	Notify council Travel Plans Officer of commencement. Travel Plan measures put in place, including promotion and publicity measures (job packs, company brochures and newsletter etc.).	Occupier
10. Monitoring, Review, Auditing and Reporting (to South Tyneside Council)	Outcomes of Travel Plan (n.b. trip generation and modal split) to be monitored and evaluated against objectives, indicators and targets. Review will need to amend / revise plan to address changing circumstances (particularly if agreed targets are not met).	Applicant / Occupier together with council's Workplace Travel Plans Officer

South Tyneside Council's Sustainable Modes of Travel to Schools Strategy (2007)

The specific objectives of our School Travel Plan strategy are:
- Achieve target set by Department for Education and Skills to have all schools with an accredited Travel Plan by 2010 / 2011.
- Increase levels of walking, cycling, public transport use and car sharing on journeys to school through the promotion of sustainable travel options.
- Improve relationships with other stakeholders and colleagues within the council to help deliver the 2010 / 2011 target and provide schools with a stronger support network through the Steering Group.
- Support the growing number of schools implementing School Travel Plans, monitoring School Travel Plans and reviewing School Travel Plans.
- Support the Local transport Plan by targeting schools on strategic corridors.
- Keep schools and stakeholders up to date on School Travel Plan progress made.

Section 3

School Travel Plans

6.4   The school journey is particularly significant for the impact on transport networks. It causes congestion, and possible safety and residential amenity problems, around the school gate and surrounding streets. It contributes significantly to the levels of traffic on the road network in the morning peak period. Over the past twenty years the proportion of children taken to school by car has doubled, yet most live close enough to walk or cycle, and many older children would prefer to be able to travel independently. This would also have benefits for improving health through building more exercise into the daily routine and reducing carbon emissions. The same approach to Travel Plans is also appropriate for colleges and other educational institutions.

6.5   The principles for producing Travel Plans set out in Chapter 5 and Table 6.1 also apply to School Travel Plans, but there are a number of particular features and requirements unique to the process where a Travel Plan is being prepared for an existing school. These are set out in Table 6.2.

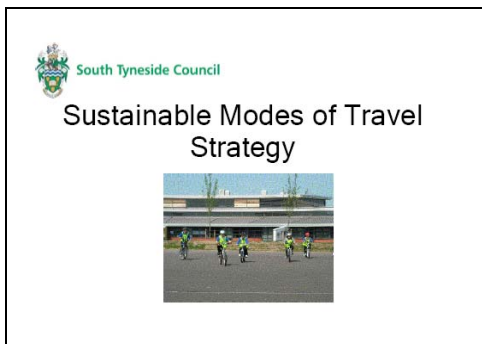| Table 6.2 – Stages in the School Travel Plan Process		
Stage	Activity	Responsibility
1. Set up Travel Plan Working Group	Should include a member of Senior Management Team together with School Governors, members of the Parent Teachers Association, parents' representatives and other appropriate members of the school community.	School / council's Children & Young People Directorate
2. Appoint Nominees / School Champion(s)	Nominate member(s) of Working Group to champion the Travel Plan and ensure that it is progressed.	Head Teacher / Working Group

Sustainable Modes of Travel Strategy

Table 6.2 – Stages in the School Travel Plan Process (continued)		
Stage	Activity	Responsibility
3. Meet with designated School Travel Plans Officer	Set up a meeting at the school with the council's Schools Travel Plans Co-ordinator.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Officer
4. School Site Audit and Transport Assessment	Survey / safety assessment of walking / cycle / private motor vehicle routes to school and on-site facilities. Carry out site accessibility audit. Identify requirements barriers and constraints, problems and opportunities.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator, Asset Management, Children & Young People Directorate / Private Finance Initiative / Building Schools for the Future / Transforming Our Primary Schools Project Teams
5. Audit of Transport Requirements of staff and Pupils	Carry out staff / pupil travel survey to identify how they travel to and from school at present, how they would like to travel and what barriers / constraints prevent use of preferred options.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator
6. Consultation with School Community	Consult staff, parents, pupils and others (e.g. local residents) to identify local concerns and issues.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator
7. Objectives and Targets	Draw up objectives and set appropriate key indicators and targets to address the issues and concerns identified.	Head Teacher / Travel Plan Champion(s)
8. Draft School Travel Plan (in accordance with council guidance)	Consider and select appropriate measures and initiatives (refer to toolkit in Annex A) to address issues identified and to meet objectives and targets.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator
9. Submission of Travel Plan	Travel Plan approved by council's School Travel Plans Co-ordinator and Children & Young People Directorate submitted alongside planning application.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator and Children & Young People Directorate
10. Implementation	To monitor progress in implementation of measures and initiatives in final Travel Plan.	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator

Table 6.2 – Stages in the School Travel Plan Process (continued)		
Stage	Activity	Responsibility
11. Monitoring and Review	To monitor and review progress towards meeting chosen objectives, indicators and targets, and to update Travel Plan to address changed circumstances and requirements (particularly if agreed targets are not met).	Head Teacher / Travel Plan Champion(s) assisted by council's Schools Travel Plans Co-ordinator

6.6   The council also intends to review and update its *Sustainable Modes of Travel Strategy* for schools, if possible on a Tyne & Wear basis.

Residential Travel Plans

6.7   Residential Travel Plans differ from school, workplace and other institutional Travel Plans in that they deal with more varied journeys from a place of origin rather than journeys to a single or limited number of destinations. They also require that an ongoing travel plan management organisation and structure needs to be put in place, as there is otherwise no single company or institution to continue or co-ordinate implementation. The main objectives of Residential Travel Plans are to:

- address residents' need for access to a full range of facilities and activities;
- reduce the traffic generated by the development; and
- encourage good design principles and support the local community.

6.8   Getting the most from residential Travel Plans depends on getting the process right from the outset. Experience to date nationally suggests that:

- developers and local authorities need to discuss the transport aspects of the site as early as possible, before submitting an application;
- travel plans should be developed in advance of site occupation, and the targets and monitoring arrangements should be agreed from the outset;
- the plan needs to be reviewed in the light of practical reality on the ground; and
- long-term success depends on ensuring that ownership of the Residential Travel Plan ultimately rests with the residents who recognise the benefits and are aware that its proposals are in their own best interest.

6.9   The principles for producing Travel Plans set out in Chapter 5 and Table 6.1 equally apply to Residential Travel Plans, but again there are a number of particular issues and requirements specific to Residential Travel Plans that are set out in Table 6.3. This involves agreement to purchase a comparable package from the council,

Residential Travel Plans

A Residential Travel Plan is a package of measures designed to reduce car use originating from new housing by supporting alternative forms of transport and reducing the need to travel in the first place…Now, forward thinking developers and local authorities are developing packages of smarter choices to reduce the traffic generated by new housing developments and increasing the travel choices available to residents. These smarter choices are being set out in Residential Travel Plans.

Department for Transport's Making Residential Travel Plans Work (2007), page 3

possibly in conjunction with Nexus' Smarter Choices Team (refer to Annex C for contact details), to help residents with personalised travel planning. Details of this possible alternative are set out in Paragraph 6.10.

Table 6.3 – Production of a Residential Travel Plan			
Stage	Activity	Responsibility	Funding
1. Pre-application Transport Assessment	Transport Assessment (or Transport Statement) prediction of total person trip generation.	Applicant / Developer	Applicant / Developer
2. Pre-application Site Audit	Carry out Accessibility Audit and audit of site constraints and opportunities.	Applicant / Developer in consultation with council	Applicant / Developer
3. Pre-application Draft Travel Plan	Draft Travel Plan measures and initiatives drawn up to demonstrate how trips can be accommodated by all modes.	Applicant / Developer in consultation with council and Nexus	Applicant / Developer
4. Pre-application Site Design and Layout	Site layout and design drawn up to accommodate multi-modal measures identified in Travel Plan.	Applicant / Developer in consultation with council	Applicant / Developer
5. Application / Negotiation	Submit Transport Assessment (or Transport Statement) and draft Travel Plan alongside planning application. Negotiate acceptable scheme and Travel Plan.	Applicant / Developer and council	Applicant / Developer
6. Draft Legal Agreement	If possible agree a full draft Section 106 Agreement, or at least Heads of Terms (refer to LDF Supplementary Planning Document 5 on Planning Obligations & Agreements) to cover Travel Plan requirements.	Council's Development Team and Applicant / Developer	
7. Approval	Secure approval for scheme and Travel Plan.	Council's Planning section and Applicant / Developer	Council and Applicant / Developer
8. Construction	Appointment of Site Travel Plan Co-ordinator; establishment of steering group of relevant agencies (e.g. applicant, developer, council, Nexus, public transport operators); commence implementation of Travel Plan measures and initiatives.	Applicant / Developer / House Builder	Applicant / Developer / House Builder

Table 6.3 – Production of a Residential Travel Plan (continued)			
Stage	Activity	Responsibility	Funding
9. Initial Completion and Marketing	Travel Plan Co-ordinator in place (including site presence); Travel Plan information / requirements included in marketing / welcome pack for residents; individual Travel Plan measures & initiatives completed and promoted.	Developer / House Builder	Developer / House Builder
10. Final Completion	Set up management structure to take over responsibility for Travel Plan; Travel Plan Co-ordinator initially retained to advise / support management structure.	Developer / House Builder in consultation with council and local community groups	Developer / House Builder
11. Monitoring and Review	Outcomes of Travel Plan to be monitored and evaluated against objectives, targets and indicators.	Management organisation / Council	Developer / House Builder

6.10   A possible alternative approach is for a developer or applicant to enter into a legal agreement to enable a financial contribution to be paid to the council for it to invest in, promote and deliver sustainable transport. Measures that could form part of an agreement could include:

- a travel pack per household at first occupation including information about sustainable modes of travel (e.g. local Metro and railway stations, bus stops and cycle routes, public transport route maps and timetables) and incentives to try them;
- complimentary travel passes for local Metro, rail and bus travel;
- other financial incentives such as vouchers / discounts at local travel centres or bicycle shops;
- real time information displays within the locality;
- physical improvements to local walking and cycling networks; and
- personalised travel planning.

Financial contributions would be negotiable on a site-by-site basis, relate to the overall scheme and take into account any phasing of development (refer also to Paragraph 6.20).

Speculative Developments and Outline Planning Applications

6.11   The council acknowledges that for a speculative development or outline proposals the future occupants may not be known at the point when the planning application is submitted. In cases such as this it will not be possible to draw up a full Travel Plan to accompany the outline planning application. It is not feasible, for example, to carry out staff surveys and so determine definitive existing and potential modal shares of an as yet unidentified

occupier / end-user. Nevertheless the applicant will be seeking consent for a specific range and scale of planning uses, at a specific location and in these circumstances it will still be possible to:

- carry out a site assessment and accessibility audit and gain an understanding of the site constraints and opportunities;
- undertake an assessment of the travel impact and likely number of trips that the uses proposed will generate; and
- determine the transport requirements such as parking provision and access arrangements to be incorporated in the proposals.

6.12   Assessment on this basis will still allow the setting of provisional targets and the drawing up of a site layout and design that anticipates the overall travel needs / constraints of the site. It will therefore be possible for the applicant / developer to at least prepare a "Framework" Travel Plan for submission alongside the planning application, which will establish the basis and the timetable for the drawing up of final detailed Travel Plans when the end user(s) / occupier(s) are known. A Framework Travel Plan should follow the same format as a Full Travel Plan setting out provisional key objectives, measures and targets for the site and would be submitted with the planning application, with a requirement that detailed Travel Plans for specific uses / areas (as appropriate) will be submitted (at the latest) before development commences. The need for a Full Travel Plan and appropriate timescales for submission and subsequent review will be the subject of planning conditions or a Section 106 Agreement.

6.13   In the following instances, a full Travel Plan will be required to be submitted instead of, or alongside, the Framework Travel Plan where:

- The end user or occupier is already known.
- The site can be divided into self contained groups or uses, and the constraints are such that it has been agreed with the developer / applicant that these component groups or uses will only be acceptable within the context of the measures and requirements set out in a final Travel Plan, with which any subsequent occupier / tenant will have to comply.
- Irrespective of whether the end user is known, certain types of uses with common characteristics are proposed, these are:
  o residential (if the type mix and numbers of units are known);
  o cinemas;
  o sports centres; and
  o gymnasia.

An indicative example of how this process can be agreed (and included in a Section 106 Agreement) is given in Table 6.4.

Table 6.4 – Travel Plan Process for Speculative Developments and Outline Applications		
Stage	Activity	Responsibility
1. Framework Travel Plan	Applicant / developer submits a Framework Travel Plan alongside the planning application and Transport Assessment (or Transport Statement). This Framework Travel Plan has to identify the transport measures / modal split / trip generation required at a specific site and agreed before planning consent is granted.	Applicant / Developer
2. Construction	Development begins (incorporating measures agreed in the Framework Travel Plan).	Applicant / Developer
3. End User / Occupier Identified	Applicant / developer reaches agreement with end-user(s) / occupier(s); end user(s) / occupier(s) prepare final Travel Plan for specific use / occupier or area in accordance with agreed Framework Travel Plan; final Travel Plan has to be agreed with Local Planning Authority before development premises can be occupied by end user.	End User / Occupier

6.14   In the case of all speculative developments and outline applications, early discussions should be held with the council to establish the best approach to be taken. This could include the scope of any Framework Travel Plan according to the particular circumstances of each specific proposal.

6.15   The Framework Travel Plan (for submission with the planning application) has to include the following:
- the site assessment and audit;
- the impact assessment of the proposed uses;
- the objectives and overall strategy;
- the overall site specific (design and layout) measures;
- the overall site targets; and
- a timetable for production and implementation of final Travel Plan(s).

6.16   The individual Final Travel Plans prepared once the end users / occupiers are known will include the following:
- appropriate measures to encourage / deliver outcomes / targets agreed in the Framework Travel Plan;
- measures tailored to suit specific occupiers needs;
- arrangements for carrying out review and monitoring; and
- steps to be taken to promote / disseminate agreed measures to staff / occupiers / visitors.

6.17   As well as being responsible for negotiating and agreeing the Framework Travel Plan, the applicant / developer will also be legally responsible for passing the requirements for a Final Travel Plan onto the occupier, irrespective of whether that occupier rents, leases or buys all or part of the development. The end occupier(s) would then be legally responsible for negotiating and agreeing with the Local Planning Authority the details of the final Travel Plan(s) prior to the occupation of the building(s) / premises. The targets and measures agreed in the Framework Travel Plan will be regulated by appropriate clauses in the Section 106 Agreement (signed by the applicant and the Local Planning Authority), which will include a clause making the applicant / developer responsible for passing the Travel Plan requirements onto the end user(s) / occupier(s) as appropriate. It is crucial that the initial responsibility for the Travel Plan's implementation is provided, even if the end users are not known.   It is appropriate for the developer to nominate a Travel Plan Co-ordinator for a fixed period. The developer would also be responsible for appointing a Travel Plan Co-ordinator once the end users are known. The Travel Plan would then need to be updated to reflect this change in responsibility and details provided to the council.

The Cluster Approach

6.18   It can sometimes be beneficial or necessary for shared travel plans to be produced between several developments on the same site or in close proximity, which might include instances such as:

- nursery, junior and / or secondary schools on the same site; and
- a single development or planning proposal comprising several office, business, retail or manufacturing units.

6.19   Individually the threshold for requiring a travel plan might not be met but collectively it would be. In any case, this approach can lead to benefits for the applicant or occupier, for example:

- staffing resources for providing a Travel Plan Co-ordinator could be pooled;
- car share schemes have a greater chance of providing journey matches;
- network travel tickets can be purchased in bulk to give greater discount; and
- facilities such as secure, covered cycle parking can be expensive and could be shared between several units in close proximity.

Mixed-Use and Phased Developments

6.20   A variation of this approach can be adopted with respect to larger mixed-use developments that incorporate different occupiers and phases. A Framework Travel Plan will need to drawn up (refer to paragraphs 6.11-6.17 for details). Again, specific final Travel Plans will need to be drawn up for different uses / areas within the site, which would need to fit in with the agreed overall Framework Plan.

7.   How will a Travel Plan be Progressed?

7.1   The Travel Plan is a key element in defining what the travel impact of a scheme is and how it will be addressed in the particular site circumstances of each development scheme. When approving a Travel Plan the council needs to be satisfied that it will effectively deliver the required outcomes. If it is not implemented as agreed and targets are not met, the approved development can give rise to serious adverse effects to the detriment of the local community and the occupiers themselves, as well as potential adverse environmental impacts. It is essential therefore that:

- the effectiveness of the Travel Plan is fully evaluated prior to its approval;
- the measures and targets included in the Travel Plan are secured for implementation by mutual agreement of the council and the developer / applicant (normally by means of a Section 106 Agreement);
- the outputs of the Travel Plan (normally trip levels by specific modes) are monitored against the agreed targets and objectives; and
- the Travel Plan is reviewed to assess whether it is delivering its anticipated outputs or whether it has failed to meet its targets, and if the latter what mitigation / alternative measures need to be put in place to address the travel impact / requirements of the scheme.

Evaluation of the Travel Plan

7.2   It is critical to evaluate the proposed Travel Plan prior to its agreement. The latest advice from the Department for Transport suggests that, as a minimum, it would be useful to assess the content of the Travel Plan in relation to the three tests set out in Table 7.1, unless other robust systems are being used. These provide a qualitative assessment of whether or not the travel plan is likely to be effective and are set out as the acronym **CAT**. These tests are to ensure that the Travel Plan:

- **C**overs all key elements;
- **A**ddresses site specific issues; and
- **T**ips the balance in favour of sustainable travel.

More detail on how to ensure that the Travel Plan meets the first of these tests is contained in checklists that appear in Table 5.1, Table 5.2 and Annex A of this Supplementary Planning Document. The other two tests pose questions that can only be answered by relying on a judgement about each individual Travel Plan and how it relates to its particular local area.

Good Practice Guidelines: Delivering Travel Plans through the Planning Process

April 2009
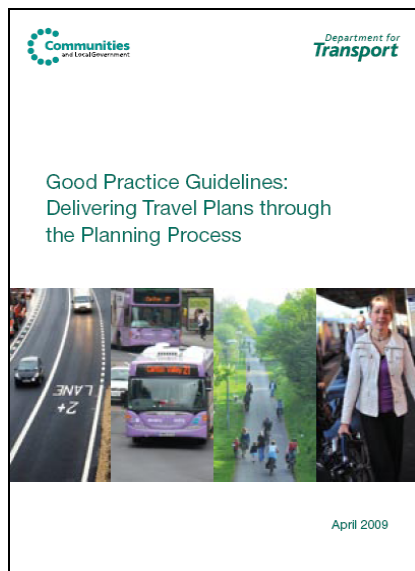
Principles for establishing a scale of monitoring charges

- Fee charges should be based on the size and impact of the development. Developments can be placed in two categories, based on the level of fee required at the time the planning application is submitted to the local planning authority: major developments that are subject to a maximum planning fee; and 'the rest', which have a lower fee but, because of their transport impacts, still require a travel plan.
- The fees should reflect the amount of local authority officer time required to undertake evaluation of the initial plan, assess the monitoring data, and participate in consequential reviews and agreement to any amended plans in the future.
- All monitoring data must be supplied by the developer / occupier at their expense.
- Plans should be subject to annual monitoring and review for the first five years at least, with monitoring requirements beyond five years agreed as part of the plan and normally required with major developments; reviews beyond five years are normally less frequent – the years requiring monitoring should be set out in the plan.
- For some major developments it may be appropriate to agree a 15-year time period for monitoring, agreed as part of the plan.
- The fee structure should include an incentive for developers / occupiers to provide the data to the agreed timescales, and penalties in subsequent years for failing to do so.
- The fee structure should include an incentive in the event that the targets are met, in this case the monitoring fee to be reduced: this could also apply if developers initiate amendments to the plan to assist with the delivery of targets that are not being achieved.

Good Practice Guidelines: Delivering Travel Plans through the Planning Process, Table 9.1 (2009)

Table 7.1 – CAT Evaluation of Travel Plans				
Stage	**Activity**	**Meets the Test? Indicate red, amber or green**		
		Red	Amber	Green
Covers all key elements	Does the document contain all the key elements that are expected in a Travel Plan with appropriate content in each case? Refer to: • Essential Components of a Travel Plan in Table 5.1. • Suggested Targets for a Travel Plan in Table 5.2. • Toolkit for Different Types of Travel Plan in Appendix A.			
Addresses specific issues	Does the Travel Plan address all the issues identified in the transport assessment and respond to the specific barriers and opportunities that are presented by the specific site?			
Tips the balance in favour of sustainable travel	Does the Travel Plan contain measures that can be expected to make a real difference – i.e. does it make access to the site by sustainable transport more attractive when compared to access by car, in terms of cost, journey times and convenience?			

Source: Good Practice Guidelines: Delivering Travel Plans Through the Planning Process, Chapter 7 (2009)

Monitoring the Travel Plan

7.3   Travel Planning is not a one-off exercise, but a continuous process to adapt to changing circumstances, needs and opportunities, to include new staff or pupils, to address any unmet targets (or any need to make them more challenging). To ensure this happens effectively, regular monitoring and review must take place in conjunction with the council's Travel Plans officers. It is essential that the Travel Plan be monitored in order to assess its effectiveness and to identify any failure to deliver agreed measures or to achieve agreed targets. Targets will normally be trip and mode related (i.e. number of journeys by car, public transport, cycle or on foot) and the applicant / occupier will be normally responsible for recording the number of trips to and from the site. This can be done by a variety of methods including:

- a 'snapshot' modal split survey of employees, occupiers, residents and / or visitors;
- a full staff / occupier / resident travel survey questionnaire. Surveys should always be conducted at the same time each year for consistency;
- regular counts of private motor vehicles, cyclists and pedestrians coming to and from the site;

- uptake of public transport or other alternative modes;
- use of parking spaces and any problems of overspill parking;
- travel diaries; or
- a combination of two or more of the above methods (as appropriate).

7.4 Whatever method is used, the modal split is required to include the agreed elements for the specific site. Use of a standard monitoring package is also required (currently the council employs software programme called iTrace; the Travel Plans Officer will explain how to use this – refer to Annex C for contact details). The Travel Plan will also need to state when monitoring will take place (normally annually). The outcomes of these surveys will be reported in writing to the council at a mutually agreed date after the monitoring has been completed (normally within 3 months). The council will charge for this monitoring as follows:

- For monitoring information that is ready to use with the council's iTrace software, there will be a flat rate charge of a standard rate of £500 per year that the Travel Plan needs to be monitored. This charge will be subject to review to ensure that it reflects the council's monitoring costs and any inflation.
- Where the data is not ready to use with iTrace this will involve the council in substantial additional time and costs, for example to manually input survey data into iTrace. In such cases the rate charge will be significantly more than the standard rate and will depend on how much additional work would be required. In some cases this could increase the rate charged by as much as 100%. Speak to the council's Travel Plans Officer for further information (refer to Annex C for contact details).
- The payment will normally be in the form of a number of staged payments. Where this is the case the legal agreement will state that the level of payment should be the same as the current standard rate at the time each payment is made.

7.5 The length of the monitoring period will be for a minimum of 5 years and a maximum of 15 years. This accords with the latest Department of Transport Best Practice Guidance on Travel Plans (April 2009). The precise length of the monitoring period, within this range, needs to reflect the scale and transport impacts of each individual proposal. Consequently, the number of years will be subject to negotiation on a case-by-case basis. In order to assist applicants in estimating the likely length to be required, the council will use the following principles in making this assessment:

- The length of the monitoring period should be related to the scale of any development and its impacts on transport and the environment.
- Where possible, the initial assessment will relate to the scale of the proposal in excess minimum land use thresholds in Table 4.1 of this document. Worked examples for different scales of both dwelling houses and business space are given as illustrations.
- As an indicative starting point the council will use the following rules of thumb:

o   Below the relevant minimum land use threshold in Table 4.1, no travel plan is required (e.g. up to 49 houses or 1,499 square metres of B1 business space).

o   Less than twice the relevant land use threshold, the monitoring period would be only 5 years (e.g. 50-99 houses or 1,500-2,999 square metres of B1 business space). Assuming the data is ready to use with iTrace (refer to Paragraph 7.4) it would cost £500 per year or £2,500 in total.

o   Between twice and four times the relevant land use threshold value, the monitoring period would be 10 years (e.g. 100-199 houses or 3,000-5,999 square metres of B1 business space). Assuming the data is ready to use with iTrace (refer to Paragraph 7.4) it would cost £500 per year or £5,000 in total.

o   More than four times the relevant land use threshold value, the monitoring period would be 15 years (e.g. 200 or more houses or 6,000 or more square metres of B1 business space). Assuming the data is ready to use with iTrace (refer to Paragraph 7.4) it would cost £500 per year or £7,500 in total.

Review of the Travel Plan

7.6   The Travel Plan should incorporate agreed dates for the council to carry out a Review / Assessment of the Plan to assess to what extent it has achieved its agreed objectives and targets. Such reviews will normally be carried out 3 and 5 years after the occupation date of the scheme. If as a result of the review it is found that targets are not being met the applicant will be required to either:

- carry out the appropriate remedial measures as defined in the Section106 Agreement; or
- if circumstances have changed significantly, then revised timescales and targets for the Travel Plan can be drawn up subject to the agreement of the council.

Securing the Travel Plan

7.7   For the majority of applications the agreed measures and targets specified in the Travel Plan will be secured by means of a Section 106 Agreement between the applicant / developer and the council. For smaller scale schemes (i.e. normally those applications subject to the requirement for a Transport Statement only), where there is a known end user and the proposed Travel Plan measures and requirements are straight forward, the Travel Plan may be secured by means of a condition. For more complex schemes, which involve a requirement for specific one-off financial contributions, or significant ongoing financial commitments or sanctions or commitments involving third parties such as Nexus, (i.e. the majority of cases) a Section 106 Agreement will be required.

7.8   Section 106 Agreements are normally an essential means of implementing an agreed Travel Plan, and in addition to specifying the agreed measures and targets, they will also include specific sanctions to ensure that

any failure to deliver agreed measures and / or outcomes can be remedied. These sanctions should not be regarded as a penalty but as means of addressing the travel impact of the scheme to the benefit of all parties. These sanctions can take a number of forms including:

- Payments to the local authority (or use of a Bond deposited with the Authority) to implement previously agreed measures.
- A system of financial payments that provides a clear incentive for targets to be achieved, and a 'sanction' if they are not.
- Specified works that are expected to remedy the failure to achieve agreed outcomes, e.g. reduction of car parking spaces.
- Specified payment to the local authority (or use of a Bond deposited with the Authority) to meet the cost of taking action to achieve the agreed outcome, e.g. the implementation of a car parking zone around the development, and / or additional infrastructure / finance to support public transport.
- Specified change in the way the site / development is used in order to achieve previously agreed outcomes, e.g. the prevention of occupation of part of the development until a specified element of the Travel Plan has been implemented as agreed.

Implementing the Travel Plan

7.9   The key tasks required for implementing a Travel Plan are summarised below.

Table 7.2 – Implementing the Travel Plan		
During Construction	**After Construction**	**After Full Occupation**
Implementing the Travel Plan measures	Completion of the implementation of all the Travel Plan measures	Monitoring the effectiveness of Travel Plan measures
Setting up the on-going management arrangements for after construction	Establishing the management arrangements	Reviewing the operation and effectiveness of the monitoring arrangements
Designing the marketing information	Training and / or informing key personnel or future occupiers	Maintaining relevant marketing and other information for occupiers
Establishing benchmark data and monitoring arrangements	Undertaking initial surveys and setting up the database	Undertaking regular assessments of the impact of the Travel Plan and modifying the approach if necessary
Securing effective dialogue with key parties	Maintaining effective dialogue	Maintaining effective dialogue and evolving to fit any changes to the situation

Source: Good Practice Guidelines: Delivering Travel Plans Through the Planning Process, Chapter 8 (April 2009)

Failure to Reach Agreement on a Travel Plan

7.10   Paragraph 91 of PPG13 (2001) states that: *"The weight to be given to a Travel Plan in a planning decision will be influenced by the extent to which it materially affects the acceptability of the development proposed and the degree to which it can be lawfully secured."* If the transport issues for a particular development are such that if the Travel Plan does not address them, the proposal could aggravate existing congestion or public transport capacity problems. The application should be considered for refusal, as it would be contrary to the policies outlined in Chapter 3.

The Council's Approach to Progressing Travel Plans

7.11   Whilst provisions exist to enforce against certain problems in the production and implementation Travel Plans, including the possibility of financial penalties, the council would (as noted in Chapters 5 and 6) prefer to progress Travel Plans proactively and in partnership with all those who have a stake in their production and implementation. It will, therefore, only use such measures when other attempts to reach agreement have failed.
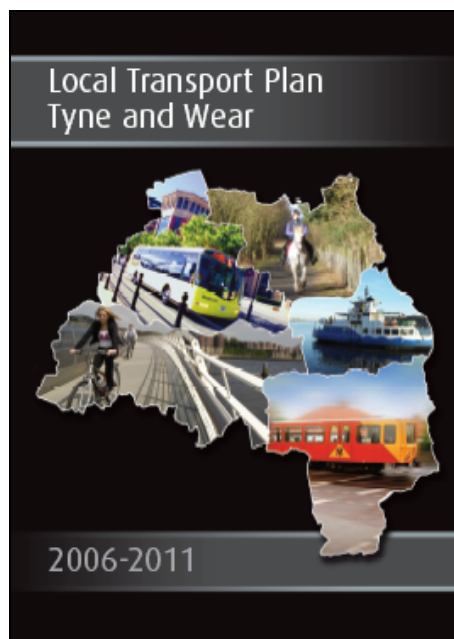
Annex A   A Toolkit of Travel Plan Measures

Table A.1 – Toolkit for Different Types of Travel Plan	
Schools	Workplaces, Residential and Other Developments
Walking Initiatives	
Produce localised walking maps	
Drying for wet coats, umbrellas etc.	
Escorted walking bus schemes for groups of children	Personal safety training
Pedestrian training / Kerb Craft	Direct Pedestrian routes on site
Crossing patrols	Segregated and secure access points
Parent waiting shelters	Walk buddy scheme / improve lighting and provide CCTV
Campaigns and events (e.g. Walk to School Week)	Campaigns and Events
Pedometers – competitions	Pedometers – calorie counters
Cycling Initiatives	
Secure covered cycle parking	
Showers and changing / drying / lockers	
Bicycle User Groups	
Cycle maintenance	
Campaigns and events (e.g. Bike Week)	
Produce localised cycle maps	
Cycle to Work Scheme (salary sacrifice purchase for staff)	Cycle to Work Scheme
On and off road cycle training (pupils)	Cycle training
Liaise with SUSTRANS Bike It Officer	Mileage allowance for business use
	Cycle buddy scheme / improve lighting and provide CCTV
Public Transport Initiatives	
Ticketing and smartcards (e.g. interest free loans to purchase season tickets)	
Timetable information / route maps	
Personalised journey planning	
Shelters	
Provision of new or improved services	
Collection from station service for visitors	
Guaranteed ride home for staff in emergency situations	

Table A.1 – Toolkit for Different Types of Travel Plan (continued)	
Schools	Workplaces, Residential and Other Developments
Public Transport Initiatives (continued)	
Promotion of child / teen concessionary travel	Promotion
Safe and convenient drop-off / pick-up points	Direct secure routes from bus stops / Metro stations
Dedicated bus services (e.g. yellow buses)	Dedicated bus services (e.g. company bus)
Other Initiatives	
Identify named Travel Plan Co-ordinator, responsible for Travel Plan implementation	
Locate and design new developments to provide or provide access to facilities close to places of work or home	
Car share schemes / dedicated car sharing bays	
Freight management strategy (e.g. no deliveries during peak movement times)	
Notice boards in staff rooms / communal areas – regular e-mails sent promoting sustainable travel	
Highlighting the existence and benefits of the travel plan in promotional and recruitment materials	
Review issuing of car park permits to ensure a system based on operational need	
Engagement with South Tyneside Council, Nexus and public transport operators	
Measures to assist people with mobility impairments	
Safe routes to school engineering measures (e.g. on and off site walking and cycling routes, traffic calming, parking restrictions and enforcement)	Reduced car parking / parking management / financial incentives for not parking / restrictions to ensure parking does not occur off-site
Scooter / skateboard / roller blade storage	Tele / home working
Curriculum activities / learning	Flexi-time / compressed week
Safety talks / training, targeted	Local labour policies

Source: Tyne & Wear Local Transport Plan 2006-2011, Table 6.7

A.1   It should be stressed that for the Travel Plan to be effective:
- the choice of measures should be chosen so as to work together as a single strategy aimed at delivering the Travel plan objectives; and
- the site layout and facilities must be designed to encourage and facilitate the provision and use of the Travel Plan measures chosen.

A.2   Refer also to Supplementary Planning Document 6 on Parking Standards.

Annex B　　　Useful References

Government Guidance

- White Paper on Transport: a new deal for transport [1998]
- Planning Policy Guidance Note 13 "Transport" (PPG 13) [March 2001]
- Travelling to School Action Plan [2004]
- Smarter Choices – Changing the Way we Travel – research on 'soft travel factors' (includes Travel Plans) [July 2004]
- Guidance on Transport Assessment [March 2007]
- Home to School Travel and Transport Guidance [2007]
- Making Residential Travel Plans Work [June 2007]
- Good Practice Guidelines: Delivering Travel Plans Through the Planning Process [April 2009]
- Local Transport Plan 3 Guidance [July 2009]

Local Practice

- The North East of England Plan: Regional Spatial Strategy to 2021 [July 2008]
- Tyne & Wear Local Transport Plan 2006-2011 (n.b. pages 156-173)
- Tyne & Wear Rights of Way Improvement Plan 2007-2011
- South Tyneside LDF Core Strategy [adopted June 2007]
- South Tyneside LDF SPD 5 Planning Obligations & Agreements [adopted October 2008]
- South Tyneside LDF SPD 6 Parking Standards [consultation draft summer 2010]
- South Tyneside Integrated Transport Strategy 2008-2011 [October 2008]
- South Tyneside Sustainable Modes of Travel to Schools Strategy [January 2007]

Good Practice Elsewhere

- Sheffield City Council – Guidelines for Preparation of Transport Assessments & Travel Plans (March 2004)
- Cheshire County Council – Steps to Success: the Guide for Preparing Travel Plans in Cheshire (2004)
- Greater Manchester Joint Transport Team Best Practice Model SPD – Travel Plans (April 2006)
- Leeds City Council – LDF Draft Supplementary Planning Document: Travel Plans (May 2007)
- London Borough of Islington – Sustainable Transport Draft Supplementary Guidance (September 2008)
- Delivering Travel Plans Through the Planning Process Research Report [September 2008]
- Hampshire County Council: A Guide to Development Related Travel Plans (January 2009)

Annex C Contacts

South Tyneside Council

Website: www.southtyneside.info
Planning: www.southtyneside.info/environment-and-planning/planning
Transport: www.southtyneside.info/transportandstreets/transportpolicy

E-mail: transport.futures@southtyneside.gov.uk

Workplace Travel Plans Officer tel: 0191 424 7521

School Travel Plans Co-ordinator tel: 0191 424 7662

Transport Futures Development Control tel: 0191 424 7551

Area Planning East Team tel: 0191 424 7406

Area Planning West Team tel: 0191 424 7413

Special Educational Needs Transport tel: 0191 427 2690

Road Safety / School Crossings tel: 0191 424 7613

Nexus

Corporate Tickets tel: 0191 202 0555

Travel Planning tel: 0191 203 3233

Concessionary Travel tel: 0191 203 3277

School Bus Services tel: 0191 203 3928

Smarter Choices Team tel: 0191 203 3413 www.gosmarter.co.uk

Share Smarter (car sharing) tel: 0191 203 3486 www.sharesmarter.co.uk

Operators

Stagecoach   tel: 0191 456 6521

Go North East   tel: 0845 606 0260

Metro ticketing / passes   tel: 0871 200 2233
                                        Nexus Travel Shop, 34-36 Fowler Street, South Shields

LinkUp bookings   tel: 0191 202 0666

Connect bookings   tel: 0191 428 1616

Annex D   Useful Links

Smarter Choices Team

http://www.gosmarter.co.uk

Tyne & Wear Local Transport Plan

http://www.tyneandwearltp.co.uk

South Tyneside Council Transport web pages

Integrated Transport Strategy
http://www.southtyneside.info/search/document_view.asp?mode=8&pk_document=19059

Sustainable modes of travel to school strategy
http://www.southtyneside.info/search/document_view.asp?mode=8&pk_document=16000

Cycle maps
http://www.southtyneside.info/transportandstreets/cycling/cycling-maps.asp

Car sharing
http://www.sharesmarter.co.uk

Development Plan

The North East of England Plan: Regional Spatial Strategy to 2021

http://www.gos.gov.uk/gone/planning/regional_planning/?a=42496

South Tyneside LDF Core Strategy

http://www.southtyneside.info/search/document_view.asp?mode=8&pk_document=13528

National Policy and Guidance

Planning Policy Guidance 13: Transport
http://www.communities.gov.uk/documents/planningandbuilding/pdf/155634.pdf

Planning Policy Statement 1: Sustainable Development
http://www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement1.pdf

Managing Our Roads (2003)
http://www.dft.gov.uk/pgr/roads/network/policy/managingourroadsprintver.pdf

The Future of Transport – A Network for 2030 (2004)
http://www.dft.gov.uk/about/strategy/whitepapers/previous/fot/utureoftransportwhitepap5710.pdf

Guidance on Local Transport Plans (2004)
http://www.dft.gov.uk/pgr/regional/ltp/guidance/fltp/fullguidanceonlocaltransport3657

Smarter Choices – Changing the way we travel (2004)
http://www.dft.gov.uk/pgr/sustainable/smarterchoices/ctwwt/

Guidance on Transport Assessment (2007)
http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta

Delivering a Sustainable Transport System (2008)
http://www.dft.gov.uk/about/strategy/transportstrategy/dasts/

**To find out more about the new
Local Development Framework, contact:**

Spatial Planning Team, Housing Strategy and Regulatory Services,
South Tyneside Council, Town Hall and Civic Offices,
Westoe Road, South Shields, Tyne and Wear, NE33 2RL

Telephone: **(0191) 424 7688**
Email: **ldf@southtyneside.gov.uk**
Visit: **www.southtyneside.info/planning**

If you know someone who would like this information in a different format contact
the communicatons team on 0191 424 7385.

4524