

Surrey County Council Travel Plan Template



Name of Organisation

Date :
Version Number:

Contents

1. Executive Summary
2. Travel plan development timescales (if required see [good practice guidance 5.2 section 2](#))
3. Background on application/organisation
4. Site accessibility and existing travel opportunities
5. Policy, aim and objectives
6. Targets
7. Measures
8. Travel Plan Co-ordinator
9. Marketing and Promotion
10. Monitoring
11. Ongoing Management
12. Remedial measures

Appendices

- 1) Local bus and train timetables
- 2) Survey form

1. Executive Summary

The executive summary should include :

- A clear, short and positive statement of intent towards implementation a travel plan.
- A demonstration of the level of commitment towards the travel plan in the organisation
- The signed agreement of Senior management/CEO/Board etc towards the travel plan and its objectives

2. Travel plan development timescales

If a skeleton travel plan is being produced state here:

- When the full details for the travel plan will be included
- When the auditing fee will be paid to the County Council
- When the travel plan will be implemented
 - pre-occupation
 - occupation
- Who is responsible for the travel plan travel plan at this stage, and how responsibility will be transferred to the owner/occupier if this is likely to be different.

3. Background

Organisation context:

- A description of your organisation
- Number of staff on site, and the number of these generally home/field based
- Number and type of persons accessing the site other than staff e.g. visitors, customers, contractors etc
- Measures already in place if an existing development

Activity of the organisation:

- What does your organisation do?
- How the nature of organisation's business affects travel to/from site eg:
 - need for public to access the site
 - business travel
 - weekend or out of hours working etc

Development plans:

- Likelihood of further expansion
- Change in staff numbers
- If a new development, is the construction to be phased, and if so to what timescale

4. Site accessibility and existing travel opportunities

Location and Facilities

- Description of your site
- Site location (shown on a map) – [click here](#) for information about creating site maps.
- Provide an assessment of the current facilities that encourage sustainable travel, i.e. cycling parking, shower facilities, car sharer spaces
- Description and assessment of current site barriers to encouraging sustainable travel (include details from Transport Assessment if produced [for a planning application](#))
- Provide a map showing the locality of bus stops and train stations
- A plan of the site showing access points, car parks, cycle stands, bus stops and rail stations
- Maps with isochrones set at 2, 5 and 8km could be included

5. Policy, aim and objectives

Policy Context:

- What travel plans are for?
- The [transport situation](#) in Surrey and locally
- Relevant [national and local transport policies](#) (section 4 of the Travel plans good practice guide)

Reasons for Travel Plan

List the main motivations for writing your travel plan, for example:

- [Parking issues](#)
- [Health and fitness of staff](#)
- [Environmental concerns](#)
- [Restricted access to site](#)
- [Requirement of planning permission](#)
- [Any current travel issues that are in addition to the main motivation](#)
- [Recruitment and retention difficulties](#)

(Click on the links to take you to ideas and advice about achieving these objectives)

Aim and objectives

The overall aim of the travel plan should be given, and how the more specific objectives of the plan link to this.

Each objective should be individually numbered and can then be referred to in the subsequent sections of the travel plan.

Some examples of a travel plan objectives are:

- 1) To reduce the number of single occupancy drivers arriving at the site.
- 2) To decrease the amount of parking on neighbouring roads
- 3) To improve to choice of transport modes available to employees travelling to work
- 4) To improve the health and well being of staff and/or the residents of the site

6. Targets

The Targets should help achieve and be related to each of the numbered Objectives. They are a statement that contains a measurement of the Objective and should also be linked to the Surrey Local Transport Plan.

Targets set will usually be based on the results of a travel survey of current users, or a TRICs survey for new developments if TRICs is requested. Click [here](#) for information about, and templates of, [travel surveys](#).

Example:

Objective 1	Target	Timescale		
To reduce the number of single occupancy drivers arriving at the site.		2009	2011	2013
	To increase the number of car sharers	5%	10%	15%
	Increase the number of people cycling to work	5%	15%	20%

Objective 2	Target	Timescale		
To decrease the amount of parking on neighbouring roads		2009	2011	2013
	Number of staff cars parking off site	30	20	10

7. Measures

Measures are the tasks required to achieve the travel plan Targets. They should state who has responsibility for the work, when they will be implemented and what resources will be required. A list of suggested Measures are detailed in the [Good Practice Guide](#).

Also include any Measures that are already being undertaken throughout the company – e.g. increase provision of video conferencing.

The Measures should relate to the Targets (which in turn are linked to the Objectives)

For a travel plan to be successful it is often necessary to identify measures for a time period of around 5 years.

Example:

Target	Measure	Person responsible	By when	Resources needed
To increase the number of car sharers by 10%	Introduce a car share scheme	Travel plan coordinator	Aug 2009	£500
	Allocate and mark out dedicated parking bays	Facilities	July 2010	£150
	Introduce a reward scheme for car sharers	Travel plan coordinator	Sep 2011	£200

Target	Measure	Person responsible	By when	Resources needed
Increase the number of people cycling to work by 5%	Install new cycle shelters	Facilities	Sep 2009	£2000
	Provide new lockers	Facilities	July 2010	£300
	Purchase new pool bikes	Travel plan coordinator	July 2010	£400
	Establish bike users group	Travel plan coordinator	Aug 2011	Nil

8. Travel Plan Co-ordinator

All the contact details for the travel plan co-ordinator/s should be detailed here, together with the name of their line manager.

Details of whether the post is full time or part time should also be noted.

Other details can include:

- Membership and role of the travel plan steering group
- How frequently future travel plan steering group meetings will be held
- List all who have contributed to or been consulted on the travel plan
- List any outside organisations/neighbours who may impact or may be impacted by the travel plan

For **skeleton** travel plans, the person responsible for the skeleton stage of the travel plan should be identified and a plan for how responsibility will be transferred to a new travel plan co-ordinator once the full travel plan is approved.

9. Marketing & Promotion

Details of how the travel plan will be communicated to staff, residents, visitors etc should be detailed here.

Example:

Residential Developments :

- [Welcome packs for new residents](#)
- Web site
- Personalised travel Planning
- Public transport discounts or 'travel vouchers'
- Community notice boards

Office developments :

- Induction packs
- Staff notice boards
- Intranet
- Promotional days
- Competitions

Attractions/Leisure centres/others :

- Promotional materials
- Ticket sales
- Adverts

10. Monitoring

Explain how the different modes of travel to and from the site will be recorded as well as the issues and ideas of residents, occupiers or visitors. This information will determine which of the travel plan measures are having an effect or where other resources need to be applied.

Refer to section 5.18 of the [Good Practice Guide](#) for monitoring data types and frequency and ensure the two key questions are included in the travel survey.

Provide details on:

- When the first survey will/has been conducted
- What information will be gathered
- The method to be used
- Who will be included in the surveys
- The frequency and duration of the monitoring activities
- Whether [TRICS](#)[®] monitoring has been requested

Attach a copy of any travel survey templates to be used.

11. Ongoing Management

Detail how the travel plan will be resourced in the long term and what arrangements are in place if an occupier changes or a residential development is completed.

Examples:

- Identify how a new occupier will be informed of the travel plan
- For residential travel plans how the plan will be managed after all the units are sold
- Join/create a local travel plan network
- Identify sources of revenue to guarantee the longevity of the plan
- Create a Traffic Management Association

12. Remedial Measures

Identify what remedial measures would be implemented if the travel plan consistently failed to meet its targets.

Example:

- [Reallocation of car parking spaces to car sharers](#)
- Removal of parking spaces on commercial sites
- Funding of waiting restrictions on nearby roads
- Allocation of additional funds and resources
- Funding infrastructure improvements