Travel Plan Guidance

London Borough of Newham

March 2023

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ACRONYMS

ATZ	Active Travel Zone
BIDs	Business Improvement Districts
CLPs	Construction Logistics Plans
CMPs	Construction Management Plans
DfT	Department for Transport
DSPs	Delivery & Servicing Plans
EVCPs	Electric Vehicle Charging Points
HSTA	Healthy Streets Transport Assessment
IDP	Infrastructure Delivery Plan
LBN	London Borough of Newham
LIP	Local Implementation Plan
LTN	Low Traffic Neighbourhood
MTS	Mayor's Transport Strategy
PTAL	Public Transport Accessibility Level
RTPs	Residential Travel Plans
s106	Section 106 Agreement
SMART Targets	Specific, Measurable, Attainable, Relevant & Time-Bound Targets
SOV	Single Occupancy Vehicle
STARS	Sustainable Travel: Active, Responsible, Safe
STOA	Sustainable Transport Opportunity Area
STPs	School Travel Plans
TfL	Transport for London
TPC	Travel Plan Coordinator
WTPs	Workplace Travel Plans

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EXECUTIVE SUMMARY

This document provides guidance on Travel Planning for sites within the London Borough of Newham (LBN). It is intended for use by any party looking to prepare a Travel Plan within the borough, be that in response to planning requirements or on a voluntary basis, and seeks to maximise the impact of these documents in facilitating sustainable travel choices.

The guidance sets out the Council's sustainable travel policies, drivers and emerging trends that Travel Plans should respond to as they are developed. It also conveys the purpose of Travel Plans along with the evidence-based benefits that they can deliver, which can be used to achieve stakeholder buy-in and assist engagement with Travel Plan beneficiaries.

A description of the main Travel Plan types and the different considerations for them is provided in Chapter 3. This chapter is intended for anyone who is unsure about what type of Travel Plan is appropriate for the circumstances of their site, users or organisation. Case studies for residential, school and community-use sites in Newham are also provided to demonstrate best practice in Travel Plan delivery.

Chapter 4 sets out the content and structure that is required for any Travel Plan produced as a requirement of planning permission. It is also applicable to any party looking to prepare a Travel Plan on a voluntary basis. The guidance given aligns with national and regional advice whilst also incorporating the specific travel requirements and characteristics of Newham. A Travel Plan Checklist is also provided to ensure all required areas are covered.

Advice on how to achieve impactful engagement with site users and other Travel Plan stakeholders is given in Chapter 5. It is aimed at Travel Plan Coordinators, Champions or any other party helping to deliver the Travel Plan, and will assist those who are unsure where to start or how they can revive Travel Plan engagement.

Chapter 6 is directed at those preparing Travel Plans as a requirement of planning permission. It advises on the process for preparing and submitting Travel Plans at pre-application and planning application stages, sets out how Travel Plans will be secured, monitored and (where appropriated) enforced, and clarifies how Section 106 agreements will be used to secure contributions for Travel Plan monitoring, measures and penalties.

A set of accompanying documents are provided as appendices. Along with the Travel Plan considerations and checklist, these appendices include example Travel Plan measures, a Key Contacts form, a Travel Survey Core Questions form, an Advice Note on the Travel Plan Monitoring and Measures Contribution, and guidance on Travel Plan Monitoring Reports.

This guidance should be reviewed in full by anyone preparing a Travel Plan as a requirement of planning permission. Whilst the document is generally applicable to those preparing Travel Plans voluntarily, any sections that do not apply are signposted within the document

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1   INTRODUCTION

1.1   Context

1.1.1   This guidance has been prepared by the London Borough of Newham (LBN) to set out the Council's expectations, requirements and approach for securing and implementing Travel Plans across the borough.

1.1.2   It is intended for use by developers, occupiers, consultants, site agents and any other party that is looking to develop a Travel Plan in Newham, aiming to maximise the impact of these plans in enabling sustainable travel behaviour.

1.1.3   More widely, the guidance will support a range of policies at the local, regional and national level, including those linked to housing, healthy streets and neighbourhoods, air quality, climate resilience, sustainable transport and infrastructure. Specifically, the guidance supports the following policies in the Newham Local Plan (2018) which should be read alongside this document:

- S1 – Spatial Strategy & Strategic Framework
- SP1 – Borough-wide Place-making
- SP2 – Healthy Neighbourhoods
- SP6 – Successful Town and Local Centres
- SP7 – Quality Movement Corridors and Linear Gateways
- SP8 – Ensuring Neighbourly Development
- H1 – Building Sustainable Mixed Use Communities
- SC1 – Environmental Resilience
- SC2 – Energy and Carbon Zero
- SC5 – Air Quality
- INF1 – Strategic Transport
- INF2 – Sustainable Transport
- INF5 – Town Centre Hierarchy and Network
- INF8 – Community Facilities
- INF9 – Infrastructure

1.1.4   The guidance also takes account of key themes for travel and transport emerging in LBN's Local Plan Refresh – a review of the current Local Plan to address the key challenges of delivering inclusive growth, supporting the Covid-19 recovery, and addressing our climate emergency. Whilst the policies are under development, the key objectives for transport include:

- LBN as a **Council to become net zero by 2030**, with the **whole borough to achieve net zero emissions by 2045**. This responds to Newham's Climate Emergency Action Plan 2019, identifying sustainable modal shift as a key tool for achieving its aims;

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- **Promoting active travel** in response to the above and to achieve the objectives of the 50 Steps to a Healthier Newham Strategy, Low Traffic Neighbourhoods (LTNs) and School Streets;
- **Addressing the long-term impacts of COVID-19**, which pose challenges for increased car use and decreased levels of walking, cycling and public transport use. Pillar 6 of Newham's Recovery Strategy responds to this ("We will become London's greenest local economy"), with strategic outcome 6.3 highlighting the role of transport ("Travel in Newham is green, safe and sustainable");
- **Addressing deliveries, servicing and their impact** on the road network, responding to the increase in van mileage and opportunities for more efficient logistics, including "last mile" distribution;
- The **15 minute neighbourhoods** concept, which looks to harness transport and improved connectivity to reduce journey times and increase localised access to services;
- **Addressing air quality and electrification** of the transport network; and
- **Considering the role of new technology for transport**, including E-scooters, E-bikes, zero-emission vehicles, drones and autonomous shuttles.

1.1.5 By establishing a clear set of requirements for Travel Planning, the guidance will help to improve sustainable travel outcomes for new developments, existing sites and organisations across Newham.

1.2 How to Use This Guidance

1.2.1 This guidance is aimed at anyone who is looking to prepare and implement a Travel Plan in Newham. It provides advice on Travel Plan types, content and delivery, along with a suite of evidence, case studies and resources that help to convey the benefits of them.

1.2.2 At new developments, Travel Plans will often be required in response to local, regional and national policy. In these instances, authors of the Travel Plan must review this guidance in full to ensure the submitted document meets all LBN requirements.

1.2.3 Use of this guidance is also encouraged for any site, organisation or development looking to develop a Travel Plan voluntarily (i.e. not in response to policy requirements). Whilst the guidance broadly applies to Voluntary Travel Plans, any sections that do not apply have been signposted within the document.

1.3 Structure of Guidance

1.3.1 This remaining sections of this guidance are structured as follows:

Section 2: Overview of Travel Plans
A summary of Travel Plans, when and why they're required, and the evidence-based benefits they can deliver.

Section 3: Travel Plan Types
A summary of the main Travel Plan types and the different considerations for them, along with case studies for Residential, School and Community Use Travel Plans.

Section 4: Developing Your Travel Plan
A summary of the content and structure required for Travel Plans produced as a requirement of planning permission (and recommended for Voluntary Travel Plans)

Section 5: Travel Plan Engagement
Advice on how to achieve impactful engagement with site users and other Travel Plan stakeholders.

Section 6: Securing Travel Plans
A summary of the adopted Council process for securing Travel Plans for new developments, including Travel Plan preparation, submission, monitoring, enforcement and contributions.

1.3.2 A set of accompanying documents are provided as appendices. These must be reviewed by anyone preparing a Travel Plan as a requirement of planning permission. Appendices A, B, C and E are also recommended to those preparing Voluntary Travel Plans.

2 OVERVIEW OF TRAVEL PLANS

2.1 Definition & Purpose

2.1.1 Travel Plans are long-term management strategies that aim to facilitate changes to travel behaviours in favour of active, efficient and sustainable transport modes.

2.1.2 The primary purpose of a Travel Plan is to raise awareness of the options for sustainable travel at a new or existing development, and to identify, promote and deliver initiatives that enable users to travel more sustainably.

2.1.3 Travel Plans include a set of explicit outcomes that are linked to a bespoke package of measures which encourage sustainable travel and reduce car dependence. These outcomes and measures should also help to deliver LBNs strategic objectives, plans and aspirations for sustainable travel in the borough.

2.1.4 Travel Plans are dynamic, living documents; they respond to the transport impacts and issues of a site for as long as the Travel Plan is in place. This highlights the importance of management, monitoring and review in Travel Plan delivery.

2.2 When Are Travel Plans Required?

2.2.1 National, regional and local policies stipulate when a Travel Plan will be required for new developments. The following section sets out the policy requirements for Travel Plans. These requirements do not apply to Voluntary Travel Plans.

NATIONAL POLICY AND GUIDANCE

2.2.2 Paragraph 113 of the National Planning Policy Framework (2021) states "All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed."

2.2.3 The National Planning Policy Guidance for Travel Plans, Transport Assessments and Statements (2014) goes on to describe link between these documents. It states "Transport Assessments and Transport Statements primarily focus on evaluating the potential transport impacts of a development proposal…The Transport Assessment or Transport Statement may propose mitigation measures where these are necessary to avoid unacceptable or "severe" impacts. Travel Plans can play an effective role in taking forward those mitigation measures which relate to on-going occupation and operation of the development."

2.2.4 Travel Plans are often one of the key outcomes of a Transport Assessment or Statement, and may be required to mitigate the negative transport impacts of a new development.

REGIONAL POLICY AND GUIDANCE

2.2.5 The London Plan (2021) also identifies Travel Plans as a tool to reduce the negative impacts of development and bring about positive outcomes. Policy T4 (Assessing and Mitigating Transport Impacts) highlights that when a Transport Assessment is required, Travel Plans will also be required having regard to Transport for London (TfL) guidance. TfL's Travel Plan guidance was published in 2013 and is due to be updated in 2022.

2.2.6 The Mayor's Transport Strategy (MTS) (2018) for London further points to Travel Plans as tools to influence change in travel behaviours and support the delivery of 'Healthy Routes'. Crucially, it includes a target for **80% of all trips in London be made on foot, by cycle or using public transport by 2041**. **For LBN, this target is 83%** (the MTS sets different targets for boroughs in central, inner and outer London).

LOCAL POLICY & GUIDANCE

2.2.7 Policy INF2 Sustainable Transport (Section 2c) of the Newham Local Plan (2018) specifies when Travel Plans will be required for new developments in the borough: "Travel Plans which show the likely impacts of trip generation, and which include acceptable, robust, monitored, proposals to counter or minimise the potential impacts identified to include 'Smarter Travel' strategies and plans; and proposed measures to facilitate and encourage more widespread walking, cycling and public transport use will be required in accordance with the following indicative thresholds:

  i.   All major applications;
  ii. Any development in or adjacent to a Congestion Zone (SP9) and Sustainable Transport Opportunity Area (STOA); and
  iii. All D1 uses (including extensions)"

2.2.8 Table 1 sets out the Travel Plan thresholds that apply to part i) of the above criteria. This has been adapted to include the revised land use classes as set out in the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020 (though no changes to the original thresholds have been made). Applicants should refer to this in relation to parts i) and iii) of this policy.

2.2.9 Travel Plan Statements will be required for any residential scheme providing more than 10 but less than 30 units. They may also be requested for other land uses proposing thresholds below those given in Table 1.

2.2.10 Figure 1 shows the SP9 and STOA areas which apply to part ii) of the above criteria. These are shown by the orange stars and light red buffer zones, respectively.

Table 1: Policy INF2 Section 2c(i), amended from Table 12 of the LBN Local Plan (2018)

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Revoked Use Class	Revised Use Class	Threshold
A1	E(a) / F2	1,000 sqm or greater
A3	E(b)	750 sqm or greater
A4/A5	Sui Generis	
B1	E(g)	2,500 sqm or greater
B2	Unchanged	
B8	Unchanged	
C1	Unchanged	50 beds or above
C3	Unchanged	30 units or above
D1: Healthcare	E(e)	50 staff or above
D1: Higher/Further Education	F1(a)	2,500 sqm or above
D1: Places of Worship	F1(f)	200 or greater members / attendees
D2: Assembly & Leisure	E(d) / F2(c-d) / Sui Generis	1,000 sqm or greater
Sui Generis	Unchanged*	Case by case basis

* Sui Generis does however now incorporate additional uses as set out above.

Figure 1: Criteria for Policy INF 2 Section 2c (ii)
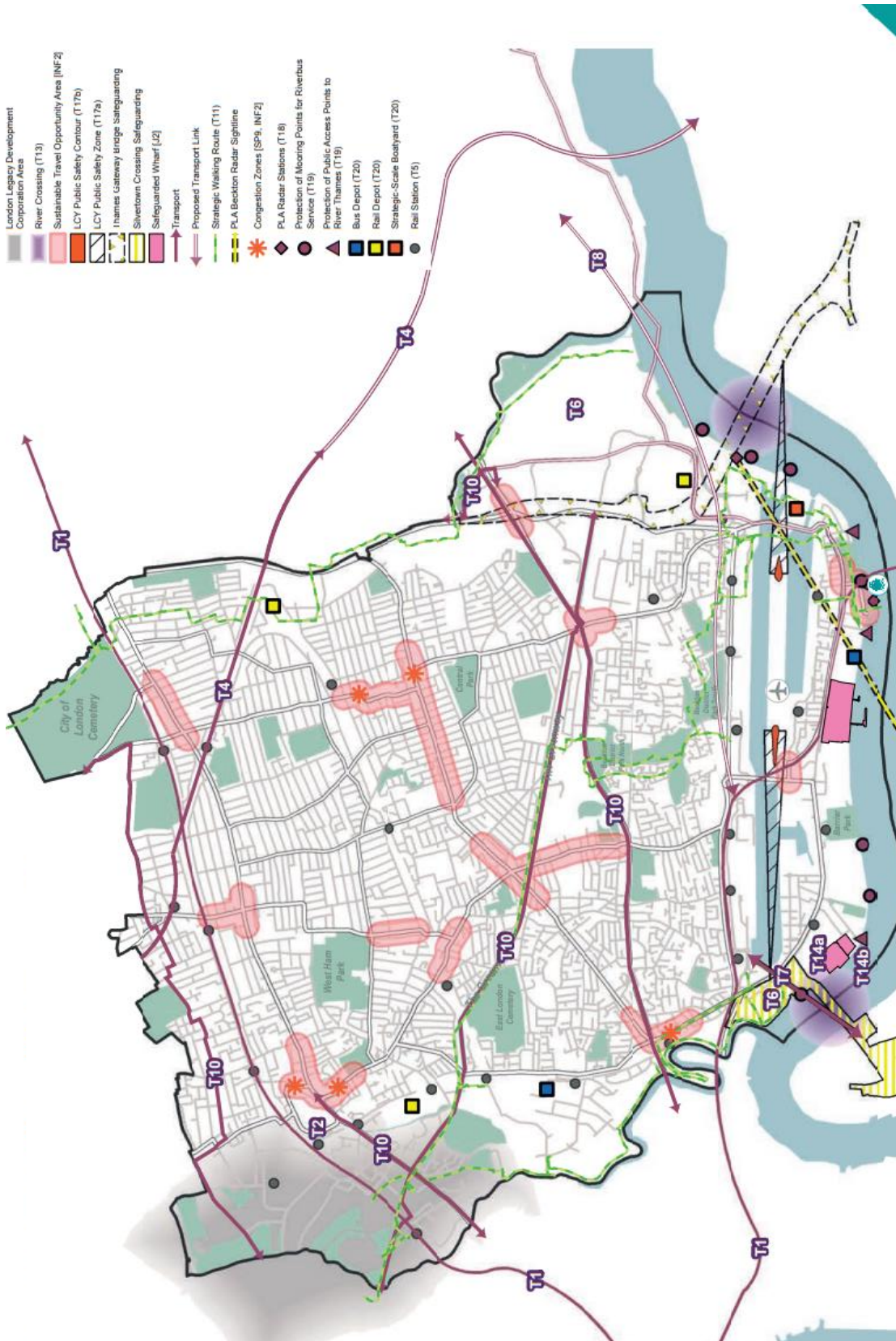
2.3 Benefits of Travel Plans

2.3.1 A Travel Plan can generate a number of benefits for a site, its users and the local area. These benefits are likely to be most impactful and achieved when a Travel Plan is tailored to a site and its intended beneficiaries.

2.3.2 Some benefits that Travel Plans can generate are given below. These are by no means exhaustive, and specific benefits for a site will be identified during Travel Plan preparation and delivery.

Economic

- Enabling walking and cycling, which are low cost travel modes
- Securing savings through workplace travel schemes and partner discounts
- Promoting active travel, which can lead to a more productive, creative workforce and reduced absenteeism
- Creating a more attractive workplace for prospective employees
- Enabling a more efficient use of space (commercial and operation) through car parking reductions
- Improving corporate image, leading to improved business opportunities

Environmental

- Reducing carbon dioxide (CO_2) and other greenhouse gas emissions
- Reducing localised air pollution (NO_x, $PM_{2.5}$ and PM_{10}) levels
- Improving energy efficiency by enabling more sustainable travel and reducing the need to travel

Health and Wellbeing

- Promoting active travel which has proven links to physical and mental wellbeing
- Reducing motorised trip numbers, improving air and noise pollution
- Facilitating social interaction and other benefits associated with active travel

Inclusion

- Responding to the issues, needs, barriers and opportunities for active, sustainable travel by different site users with different characteristics
- Improving travel choice, facilities provision and accessibility for all

Safety and Security

- Facilitating a safe and secure environment around the site
- Providing secure facilities for all, helping to reduce instances of theft, vandalism and so on
- Improving travel safety by promoting initiatives such as Travel Buddy schemes

Traffic

- Reducing trip generation by motorised modes, leading to less congestion and a more efficient highway network
- Improving the journey experience for sustainable travel modes and motorised trips for essential users (mobility impaired people, deliveries, servicing, emergency services)
- Reducing on-site and on-street parking pressures

2.3.3 The Department for Transport's (DfT) [Active Travel]() and [Lift Sharing Toolkits]() provide further examples of the benefits that Travel Plans can generate.

2.4 Evidence

2.4.1 Evidence of the benefits that Travel Plans can generate is well documented, with examples provided below.

- Basic Travel Plans have been found to achieve a **3-5%** reduction in employees **driving to work alone**[1]
- A study of 20 UK organisations demonstrated an average decrease in **car commuter trips** of **18%** following Travel Plan implementation[1]
- Personalised Travel Planning can reportedly lead to a reduction in **car driver trips** by **11%** and **distance travelled** by **12%**[2]
- Those who **cycle** for travel purposes are **4x** more likely to meet **physical activity guidelines** than those who don't[3]
- Those who cycle regularly are at significantly lower risk of feeling stressed[4]
- The nature of **active travel** as outdoor exercise has been found to be more beneficial for **mental health** than indoor exercise[4]
- Employees who cycle regularly found to take **1.3 fewer sick days** than their colleagues[5]
- **73%** of employees who cycle feel it makes them **more productive** at work[5]
- People who walk to work report greater **job satisfaction** and **wellbeing**, leading to increased employee retention and reduced business costs[5]

2.4.2 Through this guidance and the process of Travel Plan monitoring, the Council will also develop its own evidence-base to demonstrate the impact of Travel Plans across the borough.

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[1] DfT (2002) Making Travel Plans Work: Lessons from UK Case Studies
[2] DfT (2007) Making Personalised Travel Planning Work: Research Report
[3] PHE. Working Together to Promote Active Travel: A Briefing for Local Authorities. 2016
[4] Sustrans (2020) Why cycling and walking are great for your mental health. Available at: https://www.sustrans.org.uk/our-blog/get-active/2020/everyday-walking-and-cycling/why-cycling-and-walking-are-great-for-your-mental-health/ (Accessed 23/05/22)
[5] TfL. Walking and cycling: The economic benefits. Date not given

3 TRAVEL PLAN TYPES

3.1 Categories

3.1.1 A Travel Plan is firstly defined by its **level of detail**, which includes:

- Full Travel Plans
- Framework Travel Plans
- Outline or Interim Travel Plans
- Travel Plan Statements

3.1.2 Any Travel Plan will also need to define the **land use or users** it applies to, such as:

- Workplace Travel Plans
- Residential Travel Plans
- School Travel Plans
- Visitor Travel Plans
- Community Use Travel Plans (e.g. Place of Worship)

3.1.3 Finally, the Travel Plan should clearly define the **scale or scope** it will cover. For example, a Travel Plan may be prepared for:

- A single site
- An entire area
- An organisation (spanning many sites)
- A development phase (for new developments delivered across multiple phases)
- The construction period (for staff or visitors trips to the site during this period)

3.1.4 Each of the above will have a bearing on the targets, objectives, initiatives, monitoring and management principles of a Travel Plan.

3.1.5 This section sets out the key considerations for each of the above Travel Plan types. Appendix A provides further advice on Travel Plan considerations for different land uses and users.

3.2 Full Travel Plans

3.2.1 Full Travel Plans are appropriate for full and detailed applications where the uses, users and accessibility requirements are known. It should include clear and relevant outcomes, targets and measures, along with an action plan that links these together. Full Travel Plans may be required at the planning application stage if the end user is known or (more typically) prior to development completion once this is confirmed.

3.3   Framework Travel Plans

3.3.1   Framework Travel Plans are broad-scale and suitable for larger sites where the end occupants are to be confirmed. They are also suitable for developments which have a mix of land uses, occupiers, end users and/or development phases. They should contain high-level objectives, measures, targets, and monitoring and management principles (i.e. a framework) upon which Full Travel Plans can be developed.

3.4   Outline/Interim Travel Plans

3.4.1   Outline or Interim Travel Plans are appropriate for outline planning applications where the scale and split of proposed land uses are not set in stone. They are likely to be very high-level, but may contain provisional measures, targets and a programme for updating the Travel Plan once the outstanding information has been confirmed.

3.5   Travel Plan Statements

3.5.1   Travel Plan Statements are less detailed and appropriate for smaller sites with minor transport issues requiring mitigation. They are likely to focus on promoting the on-site sustainable transport measures (e.g. cycle facilities, travel information packs) that will be provided from 'Day One', and will not usually require monitoring. They may however tie into wider scale Travel Plans (i.e. Area or Organisational Travel Plans).

3.6   Workplace Travel Plans

3.6.1   Workplaces have an important role to play in enabling and promoting sustainable travel; according to the TfL Travel in London Report 14, commuting and other work-related travel made up around 27% of all pre-pandemic trips by London residents. Workplace Travel Plans (WTPs), sometimes known as Commercial Travel Plans, are therefore suitable for any organisation that generates a significant number of trips, including offices, hospitals, hotels, distribution centres, supermarkets, large retailers, theatres and higher education institutions.

3.6.2   WTPs must be specific to the nature of business activity – a WTP for an office will look very different to one developed for a hospital. They must consider a range of influences on workplace travel, including trip type (e.g. commute, business, visitor), journey origins, transport accessibility, and staff working patterns. Note that the latter may have been affected by the pandemic and increases in flexible or 'smart' working.

3.6.3   Workplaces with outbound operational trips (e.g. distribution centres, supermarkets, food delivery) should also consider how WTPs could reduce the impact of these trips (e.g. consolidation, delivery retiming, cargo bikes, ultra-low emission vehicles). A summary should be provided, with full details instead provided in in Delivery & Servicing Plans (DSPs) or other Operational Management Plans.

3.7 Residential Travel Plans

3.7.1 Residential Travel Plans (RTPs) will need to focus on journeys made from a single origin (the home) to a range of destinations (and vice versa). Residents may carry out different trip types by different transport modes at different points of the day.

3.7.2 RTPs should build on the sustainable transport infrastructure designed into schemes, such as cycle parking, car clubs, and improved walking and cycling connections. They should also promote the accessibility of key destinations via sustainable travel. Much of this will be achieved through supporting measures included within the RTP, such as marketing, promotion and engagement with residents.

3.7.3 For RTPs to be effective, they should include the appointment of a Travel Plan Coordinator (TPC) who has a regular presence on site. This is to provide residents with a 'face' for the RTP, and will ensure that Travel Plan initiatives are delivered and promoted. The TPC is therefore likely to be someone from the on-site management team (e.g. facilities or property management).

3.7.4 RTPs when done well can also help promote social interaction at a development through sustainable travel. Residential active travel groups, travel champions and travel buddy schemes can emerge, helping to lobby for and raise further awareness of sustainable travel initiatives.

Case Study: Royal Docks West, Western Gateway

- Development comprises 105 residential units, with site occupied since November 2018
- Achieved Year 3 sustainable transport mode share of 92%, including 4% by active travel modes
- On course to achieve Year 5 car and public transport mode share targets
- High awareness of the free car club membership and driver credit offer secured in s106 agreement
- Updated action plan developed in response to survey results, with clear allocation of actions to the Travel Plan Coordinator and Site Manager

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3.8 School Travel Plans

3.8.1 School Travel Plans (STPs) can generate a range of benefits for schools and the wider community, including safer walking and cycling routes, improved active travel facilities, healthier and move active pupils, improved air quality, and traffic reduction. STPs will need to cover trips made by students, parents and staff, along with travel between school sites if applicable.

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3.8.2 STPs will typically need to be developed in line with TfL's STARS guidance. TfL STARS (Sustainable Travel: Active, Responsible, Safe) is an accreditation scheme for Travel Planning in schools, and provides a platform to monitor the progress of STP initiatives across Newham. Of Newham's 109 schools, 74 were signed up last year and are working towards Bronze, Silver or Gold accreditation. Most STPs for these schools were prepared retrospectively, which is a fairly typical arrangement.

3.8.3 STPs will need to provide basic information about the school, including entrances, details of the school catchment area, existing facilities for cars, cycles and scooters, and information on parking activity on local streets. The main issues for school travel should also be identified, including barriers to certain modes, road safety, air quality, street environment, fly tipping, anti-social behaviour, and staff skills.

3.8.4 The STARS template requires a minimum of three annual targets to be set, including two SMART targets. Measures should include some quick wins along with short-, medium- and long-term initiatives, many of which can be selected from the STARS website. They should also cover cycling/scooting/walking and public transport, along with drop-off and pick-up activity. Consultations will be required, and can include any discussions over the year with senior leadership, governors or neighbours.

3.8.5 STPs should also look to tie in with Newham's Healthy School Streets programme. The Council is looking to expand its roll out of these schemes, and will use STPs as a resource to determine the suitability of different initiatives.

3.8.6 TfL guidance for preparing a STARS accredited STP can be found here. The Council is also able to offer further support to schools with STP preparation and delivery.

3.8.7 STPs apply to primary and secondary schools only. Higher Education institutions should instead prepare WTPs.

Case Study: Curwen Primary School, Plaistow

- Signed up to TfL STARS since 2007, achieving Gold Accreditation in 2019
- Introduced a range of STARS activities, including a Walk on Wednesday (WOW) initiative, Bling your Bike, and regular local community engagement
- Took part in Sustrans Big Walk and Wheel 2022
- Appoint Junior Travel Ambassadors who promote sustainable travel across the school
- Two members of staff are qualified Bikeability instructors, providing cycle training to around 150 students each year
- Identified congestion and parking issue outside main school - led to new zig-zag markings and school keep clear signs being installed in July 2022

3.9   Community Use Travel Plans

3.9.1   A range of different sites and use functions fall under the umbrella of community uses. Additionally, a range of activities or events may be held at a single site. Community centres for example may be used for meetings, education, fitness, weddings, parties and other activities.

3.9.2   Travel Plans for these sites must therefore consider the operational nature of the site and ensure that proposed measures address trips associated with each user group and activity type.

Case Study: UKIM Masjid Ibrahim & Islamic Centre, Plaistow

- Site engaged in LBN's 'Smart Trips' project
- Completed baseline travel survey with congregants - 87% of respondents travelling on foot, by cycle or by public transport
- Barriers to active travel, such as lack of crossing points on Barking Road, narrow footpaths and lack of cycling parking, identified through surveys and site appraisal
- Modal shift targets for car trip reduction and sustainable travel increases set
- Target to conduct annual travel surveys and implement three education or promotional initiatives set
- Series of infrastructure and supporting measures under consideration

3.10 Single Site Travel Plans

3.10.1 A Travel Plan may be prepared for a single site, organisation or development, and can be implemented independently of other sites or Travel Plans. These Travel Plans should still however carry out local area reviews and engagement to ensure it plans and mitigates for localised issues, constraints and activities.

3.11 Area Travel Plans

3.11.1 Travel Plans for an entire area may be suitable where individual Travel Plans would struggle to achieve commonly-desired outcomes. This includes masterplan sites, regeneration areas, or spatially-defined groups like Business Improvement Districts (BIDs) or Enterprise Zones. Area Travel Plans can provide a framework to pool efforts, resources and knowledge, and as such, Framework Travel Plans are appropriate. This can be used to develop Full Travel Plans that are tailored to each site within the area.

3.12 Organisational Travel Plans

3.12.1 Instead, a single organisation may consider an Organisational Travel Plan for several sites under their ownership or management. Again, Framework Travel Plans are recommended as a structure, helping to establish overarching principles upon which site-specific Travel Plans can stem from.

3.13 Phased Based Travel Plans

3.13.1 Finally, development proposals being delivered across several phases may require separate Travel Plans for each phase. This is because phase-based Travel Plans can help to 'lock-in' sustainable travel behaviours from Day One and manage the impact between phase delivery and site accessibility – an opportunity that might otherwise be missed if Travel Plans are only implemented once the site is fully developed.

3.14 Construction Travel Plans

3.14.1 Construction Travel Plans will mainly focus on trips made by staff, contractors and visitors to site. Trips related to the physical construction of development (e.g. deliveries, waste removal) will need to be addressed elsewhere in Construction Logistics Plans (CLPs) and/or Construction Management Plans (CMPs).

3.15 Other Travel Plans

3.15.1 Bespoke Travel Plans may be required in certain circumstances on a case-by-case basis. This may include short-term events, such as festivals or major events, held on a sporadic basis across the borough. These Travel Plans will need to consider the impact of event type, timings, audience and seasonality on travel patterns. As a rule of thumb, if the event is likely to generate a significant number of trips and materially impact the transport network, it is very likely that a Travel Plan will be required.

4 DEVELOPING YOUR TRAVEL PLAN

4.1 Context

4.1.1 This section sets out the general structure and content that the Council requires Travel Plans to follow. This is in line with national and regional guidance.

4.1.2 TfL is also updating its Travel Plan guidance, with publication targeted later this year. LBN have liaised with TfL to ensure alignment between both sets of guidance, including application of the Healthy Streets approach to Travel Planning.

4.1.3 Whilst this section primarily advises on requirements for Travel Plans submitted as part of planning applications, it can also assist those preparing Voluntary Travel Plans, though monitoring and review requirements will not be enforced.

4.1.4 Instances where a Travel Plan may depart from the general structure and content requirements below are identified at the end of this section. Any further departures for schemes requiring a Travel Plan will need to agree this with LBN before submission.

4.2 General Structure & Content

4.2.1 Full Travel Plans should generally be structured as follows:

1. **Introduction:** background to the site, development proposals and Travel Plan purpose.
2. **Policy Context**: succinct summary of policy, guidance and other pertinent planning documents at a national, regional and local level.
3. **Site Appraisal:** information on the site location, operations, accessibility and key travel routes, including references to any future accessibility improvement projects.
4. **Travel Patterns & Targets:** details of any baseline travel surveys or data for future site users, with associated SMART targets for modal shift.
5. **Measures & Action Plan:** details of proposed initiatives to achieve Travel Plan targets and objectives, with an associated action plan to implement them.
6. **Management, Monitoring & Review:** details of the approach, programme and funding for Travel Plan management, implementation, monitoring and review.
7. **Appendices:** any accompanying information for the Travel Plan, including draft Travel Surveys and other information requested by LBN officers.

4.2.2 Framework and Interim Travel Plans should also follow above structure, though they are expected to contain less detail. They should therefore provide as much information as possible at the time of producing the document, making reference to outstanding information that will be confirmed in the Full Travel Plan.

4.2.3 Appendix B sets out the key components for each of the above headings and is recommended as a 'Travel Plan Checklist'. Further guidance on the content required for each heading is provided in this section.

4.3 Introduction

4.3.1 The opening chapter of the Travel Plan should provide an overview of the document, explaining why it has been produced.

4.3.2 Provide key site details, including a site description, the development proposals, and the land uses to which the Travel Plan applies. Identify the Travel Plan author, who it has been produced for, and who the site occupier or operator will be. This will help the TPC to direct any future engagement or queries to the correct parties.

4.3.3 Identify the main drivers behind the Travel Plan. These might include planning requirements, corporate objectives, and/or transport impact mitigation. If the Travel Plan has been produced as a condition/obligation of planning approval, state the planning application reference and the associated condition/obligation reference.

4.3.4 Finally, state the overarching purpose (or aim) of the Travel Plan, along with the supporting and outcome-based objectives that will help to achieve it. Aims and objectives should be specific to each Travel Plan, but should focus on promoting awareness and enabling uptake of active, efficient and sustainable transport modes.

4.4 Policy Context

4.4.1 The second chapter should provide a focused review of relevant national, regional and local policy. This will help contextualise why a Travel Plan is needed for the site, and will help explain the purpose and objectives of the Travel Plan to future site users.

4.4.2 Keep this chapter succinct and focused, pulling out any key links to Travel Plan policy and guidance. Importantly, make reference to specific policies, strategies and delivery plans for Newham that may have a bearing on site travel. This includes the LBN Local Implementation Plan (LIP) 2019, LBN Cycle Strategy 2017/18-2024/25 and LBN Infrastructure Delivery Plan (IDP) 2019 (along with any future iterations).

4.4.3 Finally, account for any borough transport priorities and projects included within LBNs forthcoming Sustainable Transport Strategy (due to be published in 2022).

4.5 Site Appraisal

4.5.1 This chapter should provide an appraisal of the sites current and future transport accessibility. If the Travel Plan has been produced alongside a Transport Assessment, much of the work required for this chapter will have already been undertaken.

4.5.2 Describe the local walking and cycling environment, including key routes, access points and infrastructure (on- and off-site). **LBN now require all Transport Assessments to follow the** [TfL Healthy Streets Transport Assessment (HSTA)](#) **format. As such, Travel Plans produced alongside HSTAs must include outputs from Active Travel Zone (ATZ) assessments here**, including maps, images and suggested route improvements. Also include walk and cycle catchment maps from TfL's [WebCAT Time Mapping (TIM)](#) tool, as these will help communicate opportunities for localised travel and the potential to deliver improved 15-minute neighbourhoods.

4.5.3 Summarise the public transport services accessible from the site, including the proximity to stations, stops, routes and services. Use TfL [WebCAT](#) to calculate the Public Transport Accessibility Level (PTAL) of the site for current and future years.

4.5.4 Describe access and parking arrangements for remaining transport modes, including cars, motorcycles, taxis, and deliveries and servicing. Explain any design or management measures that will minimise vehicular impact on people walking, cycling and using public transport.

4.5.5 Describe any committed infrastructure projects that will improve connectivity to the site. This may include those delivered under the development proposals or those included in wider improvement projects. Examples of the latter include future DLR extensions/upgrades, the Royal Docks Corridor Scheme, and wider public realm and cycle network improvements.

4.5.6 Finally, ensure useful outputs from this chapter are included in Travel Information Packs, staff inductions and other Travel Plan marketing for the site. This is to help communicate the accessibility of local amenities and services to future site users via sustainable travel modes.

4.6 Travel Patterns & Targets

4.6.1 This chapter should provide an assessment of current and future site travel, along with mode share targets that seek to increase sustainable travel uptake. These targets and progress towards them will be the primary measure of Travel Plan success.

4.6.2 Set out the results of any baseline travel surveys (e.g. iTRACE, TRICS) that have been undertaken for the site, using these to establish the baseline mode share. Include relevant assessments (e.g. trip generation) if baseline surveys have not been carried out, and clarify when these surveys will be completed. This should be within 6 months of site occupation or once the site is 75% occupied (whichever comes first).

4.6.3 Use the baseline mode share to establish a series of **SMART** targets for the site. These targets should focus on achieving modal shift in favour of sustainable modes and the meeting Travel Plan objectives. **SMART** targets are defined as:

- **S**pecific: clearly identify what is being targeted
- **M**easurable: ensure progress towards the target can be quantified
- **A**chievable: targets should be realistic with good potential of being achieved
- **R**elevant: ensure targets are relevant and align with Travel Plan aims and objectives
- **T**ime-bound: define the timeframe for achieving the target

4.6.4 Only include **aim-based** targets in this chapter (i.e. based on outcomes of Travel Plan efforts, such as a 5% increase in cycling by Year 5) rather than actions. **Action-based** targets (i.e. those based on outputs, such as installing cycle parking) are also important, but should be covered in the Measures and Action Plan chapter.

4.6.5 Each target should be set over a minimum 5-year period, with interim targets at Years 1 and 3. Interim targets will indicate progress (or lack of) towards the 5-year target and can signal when additional measures will be needed. Larger or phased developments may require targets beyond 5 years if the expected transport impacts are significant.

4.6.6 Ensure that the proposed targets align with wider LBN sustainable travel targets and the **MTS target for 83% of Newham's trips to be made on foot, by cycle or using public transport by 2041** (this target will be subject to review in the next round of LIP monitoring). Figure 2 sets outs the typical mode share targets that LBN expects for planning applications with a Travel Plan requirement. Specific targets should however be agreed with LBN as part of the planning process.

Figure 2: LBN Default Travel Plan Mode Share Targets

- At least **5%** of all trips to be **cycled** by **Year 5**;
- **Combined walk, cycle and public transport** mode share of at least **83%** by **Year 5**; and
- **10% reduction** in **Single Occupancy Vehicle** (SOV) trips by **Year 5** (or **0%** SOV mode share if baseline mode share is <10%)

Note: all % changes above denote percentage point changes; not % change from previous value.

4.6.7 As their use becomes further established in the borough, LBN may also request surveys, targets and specific measures for new and emerging travel modes. This could include E-cycles, E-scooters, zero-emission vehicles, and autonomous vehicles.

4.7 Measures and Action Plan

4.7.1 The chapter should set out the package of measures that have been chosen to help achieve the objectives and targets of the Travel Plan. Measures may be physical (e.g. infrastructure) or supporting (e.g. marketing), but must be tailored to the site and its users. These measures should be integrated into an Action Plan for delivery and will lead to the development of action-based targets.

4.7.2 Review Appendix C and TfL's Travel Plan Guidance, selecting measures that will be delivered under the Travel Plan. Include any relevant LBN sustainable travel initiatives set out in Figure 3 (further information on each initiative is available on the LBN Sustainable Travel and Physical Activity webpages), and ensure any amendments or additions to these initiatives are picked up under each Travel Plan review.

Figure 3: LBN Sustainable Transport Initiatives

- **Free cycle training** sessions for schools, adults and families, delivered on behalf of Newham by the Council's partner cycling training provider
- '**Try before you bike'** scheme, which enables those living, working or studying in Newham to trial a cycle before committing to a purchase. If they want to keep the cycle, they can then buy it for a reduced price, pay monthly, or they can return it
- **Cycle hire** scheme, with docking stations provided in a number of locations across Newham
- **Newham Street Tag**, a free game for your smart phone with rewards for active travel in Newham by taking part in a community or school leaderboard
- **Healthy School Streets** programme, which has introduced a series of permanent and experimental schemes to improve the safety, environment and air quality of streets around schools
- **Low Traffic Neighbourhood (LTN)** delivery where extraneous through traffic is removed from a residential area.

4.7.3 Also include any measures that have been secured through the scheme design, planning conditions or Section 106 obligations. These will typically include:

- Car-free developments (on-site provision and/or parking permit waivers)
- Car sharing platforms
- Cycle parking facilities
- Cycle Hire facilities, safeguarding, memberships and/or contributions
- Car Club provision (on-site vehicles and/or membership offer to site users)
- Electric Vehicle Charging Points (EVCPs)
- Travel Information Packs
- Traffic monitoring sensors

4.7.4 Whilst delivery and servicing trips should be covered in detail in DSPs or other Operational Management Plans, all Travel Plans should include an overview of management measures for these trips, explaining how they will contribute towards the overall objectives of the Travel Plan.

4.7.5 Finally, consolidate the chosen measures into an Action Plan for delivery. Present this as a summary table, with columns to set out the initiative, its related objective(s), beneficiaries, delivery timescales, funding source, responsibility, and how the initiative effectiveness will be measured. This will give focus to initiatives (i.e. ensuring they are actionable rather than aspirational) and ensure they are delivered as planned.

4.8   Management, Monitoring & Review

4.8.1   The management approach and structure for the Travel Plan must be clearly defined in this chapter so that those responsible for taking it forward are clear on their roles and responsibilities. It must also explain the Travel Plan handover process between developers, facilities managers and/or end occupiers.

4.8.2   Identify the lead Travel Plan representative, who should be someone with a regular on-site presence to implement action plan measures. This will usually be the TPC, who will be heavily involved in monitoring and reviewing the Travel Plan. Contact details for the TPC must be provided to LBN prior to occupation, and any future change to the TPC must be communicated to LBN using the form in Appendix D. Additionally, describe the roles of any other key individuals involved in the Travel Plan, along with the associated management structure. This may include Sustainable Transport Managers, Travel Plan Champions or Travel Plan Steering Groups.

4.8.3   Use this section to outline the frequency and methodology proposed for monitoring surveys, which (as a minimum) will typically consist of:

- An iTRACE or TRICS compliant baseline travel survey (within 6 months of occupation or upon 75% occupation, whichever comes first);
- Repeat travel surveys at Years 1, 3 and 5;
- Car and cycle parking occupancy surveys; and
- Traffic surveys (e.g. Automatic or Manual Traffic Counts) for larger schemes

4.8.4   Further guidance on travel surveys, including a set of core questions to be included in them, is provided in Appendix E. It also sets out the Council's requirements for survey analysis to be presented in monitoring reports. In line with best practice, a minimum response rate of 30% is expected. Consider the most appropriate survey format(s) to achieve this, along with possible use of incentives to further elicit responses.

4.8.5   Following each survey, a Travel Plan Monitoring Report will need to be submitted to the Council. Appendix F provides further guidance on the content and structure for these documents. State when monitoring reports will be submitted to the Council, which will typically be required on an annual or biennial basis, but as a minimum will be required for each survey year.

4.8.6   Finally, confirm how the measures, monitoring and management involved in the Travel Plan delivery will be funded. Funding sources will need to cover the lifetime of the travel plan, and must be safeguarded to ensure it can be delivered effectively.

4.9 Guidance for Other Travel Plan Types

TRAVEL PLAN STATEMENTS

4.9.1 As detailed in Section 2, Travel Plan Statements are appropriate for smaller-scale sites or applications with only limited transport impacts. Whilst they should broadly align with the general structure given above, Travel Plan Statements do not require monitoring, and can therefore omit aim-based targets and monitoring commitments.

4.9.2 Instead, Travel Plan Statements should focus on action-based targets, such as provision of the physical and supporting measures to promote them (e.g. cycle parking, travel information packs). Final Travel Plan Statements for new developments should be submitted shortly prior to occupation so that evidence (e.g. photos, drawings, document copies) of each measure can be included.

SCHOOL TRAVEL PLANS

4.9.3 Development proposals for schools, nurseries and colleges will be required to develop an STP if expansion plans will result in an increase in pupil numbers, or if no STP currently exists for that site. Section 3 describes the TfL STARS template that STPs should generally adhere to. LBN may however require a borough-specific STP if the scope of proposals are beyond that covered by the STARS template (e.g. for new school sites).

AREA AND ORGANISATIONAL TRAVEL PLANS

4.9.4 Area Travel Plans in Newham are likely to be led by or involve input from LBN, who will have knowledge of the issues, aspirations, characteristics and development plans for a given area. The general structure and content detailed above is likely to be appropriate, but will be confirmed as part of the area development strategy.

4.9.5 Organisational Travel Plans will be produced in response to the specific drivers of that organisation. As a result, these Travel Plan may adopt a bespoke structure that differs to that outlined above, though the above guidance will still be broadly applicable.

VOLUNTARY TRAVEL PLANS

4.9.6 Voluntary Travel Plans are advised to follow the general Travel Plan structure set out above. Whilst there is no requirement for monitoring or review, it is highly encouraged to the monitor the impact of Travel Plan efforts.

4.9.7 It is appreciated that some existing sites may not be able to fully resource a Voluntary Travel Plan. LBN are currently supporting Voluntary Travel Plans for some community uses, including places of worship. Subject to funding, demand, and officer resource, the Council may be able to support Voluntary Travel Plan development for your site. Inquiries for support should be sent to TravelPlans@newham.gov.uk.

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5 TRAVEL PLAN ENGAGEMENT

5.1 Context

5.1.1 A Travel Plan will only be meaningful when its target user groups are engaged and aware of what it offers and what it is trying to achieve. Travel Plans are behavioural change tools; the more that is done to understand and respond to existing travel behaviours, the more likely that these behaviours can be challenged and influenced.

5.1.2 This section provides tips for effective engagement with the site users who will be the focus of a Travel Plan. It is therefore applicable once sites have become operational, and should be used by TPCs, Travel Plan Champions and other Travel Plan leads involved in delivering Travel Plan initiatives and engagement.

5.1.3 Figure 4 summarises the recommended steps for effective Travel Plan engagement.

Figure 4: Conducting Effective Travel Plan Engagement
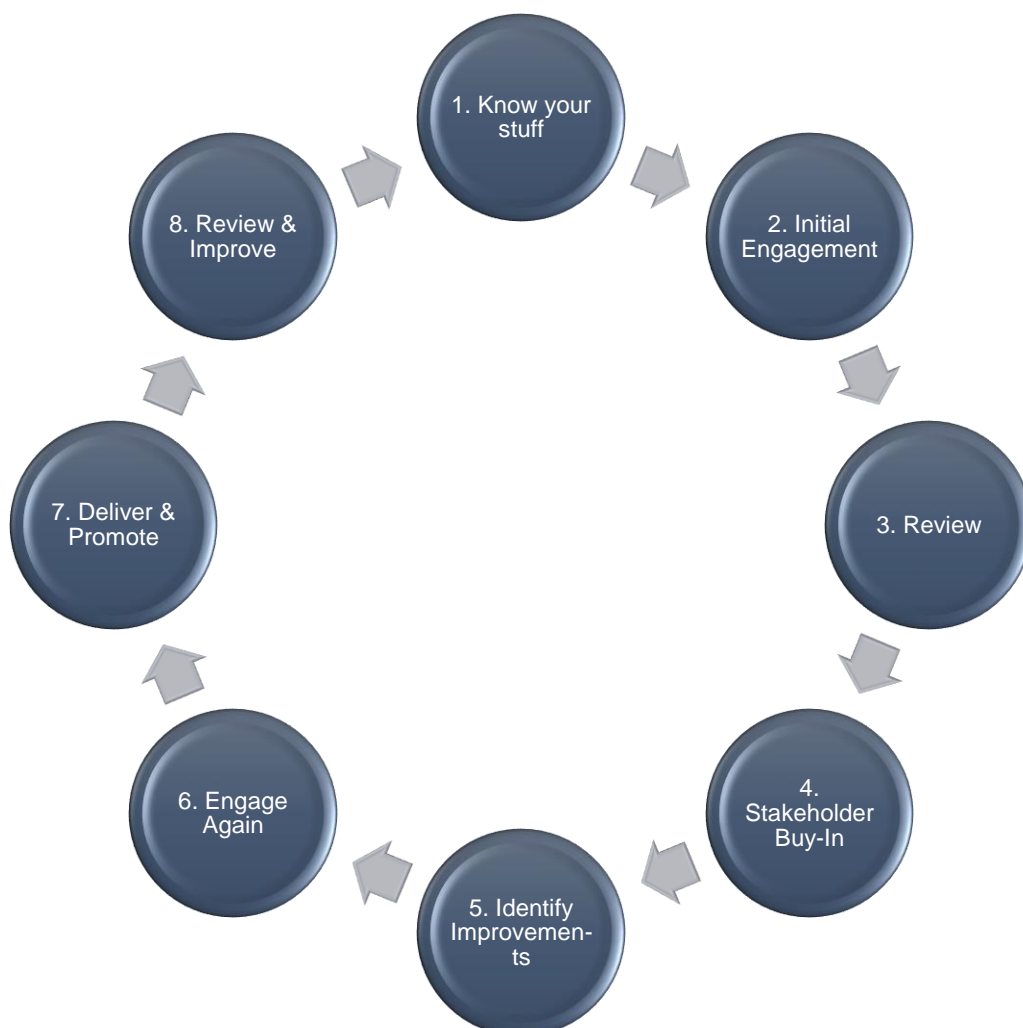
5.2 Know Your Stuff

5.2.1 Prior to conducting engagement with the residents, staff or other site users, ensure you know the local area. Where are the nearest bus stops, underground, DLR and train stations? What about the nearest shops, amenities and other key destinations? What are the local walking and cycling routes to these? Are there car club and cycle hire facilities nearby? What are the main issues or barriers to site access?

5.2.2 Check whether there are any LBN sustainable travel initiatives or improvement projects that will benefit user travel, such as those listed in Figure 3. The Council's Sustainable Travel and Physical Activity webpages will provide details of these. Alternatively, contact the Council about potential initiatives around the site in question.

5.2.3 Finally, think about the sustainable travel initiatives currently offered by the site and organisation. What physical measures have been implemented? What supporting measures are available right now?

5.3 Initial Engagement

5.3.1 Next, establish existing travel patterns and behaviour – how are residents, staff or other users currently travelling to and from the site? What are the drivers, barriers, opportunities and enablers for use of different transport modes?

5.3.2 Complete a baseline travel survey of users, using the guidance in Section 4 and suitable questions from Appendix E to prepare a questionnaire. These can be conducted online, in-person, with forms, and so on. Aim for a response rate of at least 30%, and try to ensure responses are representative. Also offer incentives to maximise response rates (e.g. vouchers, stationery, hot drinks, cakes, prize draws).

5.3.3 Consider running an initial workshop with site users. This will help to capture input and responses from those who do not complete the travel survey and those with a keen interest in site travel. Use the session to inform, understand and respond, giving attendees the opportunity to express their views on site access and travel opportunities. Again, offer incentives to maximise participation.

5.3.4 It is crucial that the language and messaging used to market, promote and carry out engagement is inclusive and relatable. Consider how the benefits of engagement could be best framed. The main purpose of surveys and sessions should be to gain insight from all, using this to help resolve issues, barriers and concerns being raised by different groups. The DfT and Sustrans 'A Moment of Change' report provides useful guidance on language and messaging for engagement.

5.4 Review

5.4.1 Review the responses received from the travel survey and session. What are the main barriers preventing users from travelling actively and sustainably? Conversely, what would enable users to carry out more active, sustainable travel? What are the issues to be addressed, and what are the opportunities to be pursued?

5.4.2 Think back to the physical and supporting measures available to site users. Are they working well? How could they be improved? Which missing measures could address common barriers and opportunities? Make a list of measures to be considered further.

5.5 Stakeholder Buy In

5.5.1 Discuss the findings from engagement and your proposed list of measures with senior management involved in delivering the Travel Plan. Establish which measures are most viable and what funding is or could be available to them.

5.5.2 Liaise with other departments, colleagues, residents and stakeholders within your site or organisation who could help promote Travel Plan measures. Human Resources, Communications, Facilities Management and Travel Plan Champions, for example, can play a vital role in spreading the word and embedding active, sustainable travel.

5.5.3 Engage with any stakeholders whose support is needed to deliver or promote external initiatives, such as LBN, TfL, transport providers, local businesses and neighbouring sites. Also explore what external funding might be available to deliver initiatives online and by getting in touch with the Council.

5.6 Identify Improvements

5.6.1 Based on the above, devise an action plan for improvements. Which measures are you able to deliver and think will be most impactful? What do you need to do before they can be implemented? Are there any processes (e.g. engagement, marketing of information) that need improving?

5.6.2 Use the guidance in Section 4 to develop this action plan for improvements. What quick-wins can be implemented now? What measures should be prioritised in the short, medium and long-term? Who may be required to deliver them (e.g. changes to traffic signals would be TfL)? Refer to Appendix C for ideas on possible measures.

5.7 Engage Again

5.7.1 Consult site users about the new or improved measures that you propose to introduce. Newsletters, website updates, information boards, letter drops and email distribution lists can all be used to do this.

5.7.2 Also consider a follow up session with users to provide further information on the initiatives. Use the session to demonstrate how their views have been taken on board and use feedback in the session to tweak proposals where possible.

5.7.3 Engaging users in this way will allow them to feel heard and part of the Travel Plan, which in turn will help to embed and spread awareness of the active, sustainable travel culture being promoted on-site.

5.8 Deliver and Promote

5.8.1 Implement your sustainable travel initiatives, and ensure strong messaging is in place to promote them. Keep up the momentum by running awareness days, events and challenges to encourage further uptake and embed the active travel culture. Again, consider using incentives to help with awareness raising and uptake.

5.9 Review and Improve

5.9.1 Monitor the impact of the new and improved initiatives. What went well? What didn't? What could be improved? How this could be achieved? Repeat the process as part of regular Travel Plan reviews and help to improve things further.

6 SECURING TRAVEL PLANS

6.1 Context

6.1.1 This section sets out the Council's process for securing Travel Plans across the borough. It is only applicable to Travel Plans that have been secured through the planning process as part of planning applications.

6.1.2 Sites with Voluntary Travel Plans will not be required to follow the process outlined below. They are however encouraged to refer to the guidance provided in previous sections to assist with travel plan delivery, management, monitoring and engagement.

6.2 Pre-application Engagement

6.2.1 The Council provides pre-application services for any scheme requiring planning permission. This service enables applicants to present their plans and proposals for a scheme to Council officers, who will be able to advise on any changes that should be considered to maximise the likelihood of a successful application.

6.2.2 If pre-application services have been requested, Officers will be able to advise on the type of Travel Plan required for an application, measures and initiatives to consider, objectives and targets, and the monitoring period required for the Travel Plan.

6.2.3 Whilst this document is the primary source of guidance for Travel Plan preparation in Newham, it is recommended that pre-application engagement is carried out for any scheme where a Travel Plan may be required. This will reduce risk of delays to planning decisions due to the submission of insufficient or unsuitable information.

6.3 Planning Submission

6.3.1 When it has been confirmed that a Travel Plan will be required for a new development, a submission at planning application stage will typically be expected. As explained in Section 3, most Travel Plans submitted at this stage are likely to be Framework, Outline, Interim or Draft, with Full Travel Plans reserved for schemes where the end users are known or where there the Travel Plan is already in place.

6.3.2 The Travel Plan will be reviewed by Council officers, who will check that it has been prepared in line with relevant policy, pre-application discussions, and the guidance provided in this document. Where a Travel Plan has not been submitted or where insufficient information has been provided, officers will attempt to liaise with the applicant to so that outstanding requirements are resolved prior to planning determination. If satisfactory resolution is not achieved, refusal may be recommended.

6.4 Conditions, Obligations and Financial Contributions

6.4.1 The Council typically secure Travel Plans for new developments through the use of planning conditions and obligations.

6.4.2 For Framework, Interim, Outline or Draft Travel Plans (and Statements), conditions will require a final version to be submitted prior to occupation. Full Travel Plans approved at the planning application stage will instead include a condition requiring the development to be implemented in accordance with the approved document.

6.4.3 Conditions may also require submission of updated Travel Plans for changes to Class E sub-uses proposed within the Travel Plan monitoring period. Table 2 specifies the changes to Class E sub-uses that may require an updated Travel Plan to be submitted (if the Travel Plan thresholds in Table 1 are met). The sub-use impact groupings are based on expected trip generation, distribution, user travel behaviour and car trips. Changes between impact groupings may require an updated Travel Plan, but changes within the grouping will not.

Table 2: Class E Sub-Uses Requiring Updated Travel Plans

Class E Sub-Use	Description	Impact Grouping
E(e)	Display or retail sale of goods, other than hot food	1
E(b)	Sale of food and drink for consumption (mostly) on the premises	1
E(c)(i)	Financial services	2
E(c)(ii)	Professional services (other than health or medical services), or	2
E(c)(iii)	Other appropriate services in a commercial, business or service locality	2
E(d)	Indoor sport, recreation or fitness (not involving motorised vehicles or firearms or use as a swimming pool or skating rink,)	3
E(e)	Provision of medical or health services (except the use of premises attached to the residence of the consultant or practitioner)	3
E(f)	Creche, day nursery or day centre (not including a residential use)	4
E(g)(i)	Offices to carry out any operational or administrative functions	2
E(g)(ii)	Research and development of products or processes	2
E(g)(iii)	Industrial processes	5

6.4.4 To achieve mode share targets, every scheme requiring a Travel Plan will need to supplement their own endeavours with sustainable travel initiatives offered by the Council. Additionally, the Council are required to monitor the progress of Travel Plans once the development is operational. As a result, the Council will secure a Travel Plan Monitoring & Measures contribution via Section 106 to monitor the Travel Plan and to support the delivery of LBN initiatives.

6.4.5 Further information on the contribution, including standard charge out rates, indicative fees and the types of initiatives it will be used to support, is provided in Appendix F.

6.5 Final Travel Plan Submission

6.5.1 Where an updated Travel Plan is required as a condition or obligation of planning, this will need to be submitted as an Approval of Details application via the Planning Portal.

6.5.2 The updated Travel Plan must include all information required as per the wording of the condition or obligation and as set out in this guidance note. Once submitted, it will be reviewed by Council officers who will either approve or refuse the submission.

6.6 Survey Results and Travel Plan Review Submissions

6.6.1 For any Travel Plan that requires monitoring, monitoring reports will need to be submitted in line with the wording of the condition/obligation and the approved Travel Plan. Appendix G sets out LBN requirements for Travel Plan monitoring reports.

6.6.2 Reports should be submitted to TravelPlans@newham.gov.uk. Each submission will be reviewed by a Council officer to ensure all required information has been provided.

6.6.3 Where required, the assigned officer will liaise with the TPC and/or applicant to discuss results and progress towards Travel Plan targets. Recommend mitigation, such as additional measures, adjusted mode share targets or monitoring period extensions, may also be requested.

6.7 Enforcement

6.7.1 Once a Travel Plan condition or obligation has been discharged, there is still a requirement on the applicant, site owner, occupier, the TPC or other responsible parties to implement the Travel Plan in line with the approval.

6.7.2 The Council monitors Travel Plan trigger points to identify when surveys, monitoring reports and Section 106 contributions are due. These trigger points will be set out in the condition, Section 106 agreement and/or the approved Travel Plan. Compliance remains the responsibility of the relevant party.

6.7.3   The TPC must ensure they actively implement and provide evidence of Travel Plan initiatives to the Council in line with the agreed programme. Should the site be sold or let to a new tenant or operator, the requirement to implement the Travel Plan must be passed on to ensure the Travel Plan is delivered in line with the permission.

6.7.4   Failure to ensure that the requirements of the Travel Plan condition/obligation are fulfilled could result in the development being unlawful. The Council can take enforcement action against breaches of planning control, and so failure to discharge the requirements may result in a Breach of Condition notice or other legal action.

6.8   Remedial Measures & Penalties

6.8.1   In instances where Travel Plans do not achieve agreed targets, the Council may require the Travel Plan to be extended. This is to allow further time to implement and monitor the impact of new or improved measures that may help to achieve the targets. In these cases, agreements will be worded to specify additional contribution amounts, the trigger types and points, and the duration of the monitoring period extension.

6.8.2   The Council may additionally use Section 106 clauses to obtain further contributions where TP targets have not been achieved. Agreements will again be worded to specify additional contribution amounts, trigger types and points, and the maximum payment that would be levied. Contributions would be used to offset the negative impact of development by providing additional funding towards the Council's sustainable travel initiatives (which would be available to users of the site) and to cover the cost of additional monitoring that may be required. Any costs associated with the above will need to be paid by the signatories to the Section 106 agreement.

6.8.3   Further information on the process for securing Travel Plan remedial measures is provided in Appendix F.

APPENDIX A – TRAVEL PLAN CONSIDERATIONS

Land Use/User	Travel Plan Considerations
Workplace/Commercial *(incl. Higher Education Institutions)*	• Business type (e.g. office, retail, hotel, hospital, distribution) • Employee trips (commuting and business) • Visitor/guest trips • Employee journey origin (postcode mapping) • Employee work patterns (e.g. shift working) • Employee commute factors (e.g. school run, car share) • Deliveries/servicing • Physical and supporting measures (current, planned and possible, see Appendix C)
Residential	• Different journeys (single origin to a range of destinations) • Residential composition (e.g. families, professionals, students) • Residential trips • Visitor trips • Key local destinations (e.g. stations/stops, work, shops, parks) • Deliveries/servicing • Physical and supporting measures (current, planned and possible, see Appendix C)
Community Uses	• Use purpose(s) • User group(s) • Employee trips (commuting and business) • Visitor/guest trips • Site travel catchment • Employee work patterns (e.g. shift working) • Employee commute factors (e.g. school run, car share) • Physical and supporting measures (current, planned and possible, see Appendix C)
School	• Basic school information (entrances, campuses, nearby schools, catchment area, staff and student numbers) • Pupil, parent, staff and visitor travel • School trips • Physical and supporting measures (e.g. cycle/scooter facilities, Healthy School Streets programme, Healthy School walking maps, Travel Plan groups, Student Travel Champions, see Appendix C)
Construction	• Workforce commuting trips • Operational trips (e.g. materials delivery) • Visitor trips • Development phases (site accessibility changes for each phase) • Employee travel catchment (postcode mapping) • Employee work patterns (e.g. shift working) • Employee commute factors (e.g. school run, car share) • Physical and supporting measures (current, planned and possible, see Appendix C)

APPENDIX B – TRAVEL PLAN CHECKLIST

Chapter	Key Components
1. Introduction	• Describe the application site and development proposals • Who is the Travel Plan author? • Who has the Travel Plan has been prepared for? • Who is the site operator or occupier? • What are the main drivers for producing the Travel Plan? • What is the planning reference and condition/obligation? (if applicable) • State the overarching aim or purpose of the Travel Plan • Set out the Travel Plan objectives (clear, focused and outcome-based)
2. Policy Context	• National policy/guidance summary • Regional policy/guidance summary • Local policy/guidance summary • Key aspects of LBN's Local Implementation Plan (LIP), Cycle Strategy, Sustainable Transport Strategy, and other key area/transport plans
3. Site Appraisal	• Describe the site location • Describe the local highway context • Describe the site's current and future walking and cycling accessibility (access points, routes and catchments) • Describe the site's current and future public transport accessibility (accessibility level, routes and services) • Describe vehicle access arrangements (cars, taxis, deliveries etc.) • Describe the proposed site operations (nature of use, hours of business, main arrival and departure times etc.) • Include Healthy Streets Transport Assessment outputs (e.g. Active Travel Zone (ATZ) outputs, improvement proposals) • Describe any transport infrastructure to be delivered under the development proposals (cycle and car parking, car clubs, EVCPs etc.) • Highlight links to future improvement projects covered under LBN's LIP, Cycle Strategy and area improvement schemes
4. Travel Patterns & Targets	• Set out the baseline travel survey results (e.g. iTRACE, TRICS, previous staff surveys) or assessments (e.g. trip generation) • Confirm when baseline surveys will be conducted (typically within 6 months occupation or 75% occupation, whichever is first) • Set out the 'SMART' aim targets for the Travel Plan
5. Measures & Action Plan	• Establish the proposed measures for each land use and/or user group • Explain the link between each measure and the specified objectives • Incorporate measures into an Action Plan, setting out timescales, beneficiaries, responsibilities, measurement method, and funding
6. Management, Monitoring & Review	• Identify the TPC(s) - the person(s) responsible for implementing, monitoring and reviewing the Travel Plan • Explain the Travel Plan management structure, including any steering groups, bodies or other key individuals involved • Establish a monitoring and review programme, including methodology/frequency of surveys, review reports etc. • Provide details of funding/resources deliver the Travel Plan
7. Appendices	• Include additional information pertinent to the Travel Plan delivery and/or requested by LBN or TfL

APPENDIX C – EXAMPLE TRAVEL PLAN MEASURES

Mode	Physical Measures	Supporting Measures
Walking	• Changing facilities (showers, lockers, changing rooms) • Drying areas for wet clothing • Lockers/storage areas • Signage/wayfinding • Public space improvements (safe crossings, dropped kerbs, disabled access, CCTV, lighting etc.) • Travel Information Noticeboards	• Walking route maps (e.g. Active Travel Zone maps) • Walking catchment maps • Transport newsletters, inductions, information packs • Promotion of health benefits • Public health campaigns (e.g. National Walking Month, Walk to School Week) • Walking buddy schemes • Walking groups/events • Walking route planners • Gamification (e.g. walking challenges) • Reward initiatives (e.g. reduced working hours) • Discounts/loans • Flexible working policy
Cycling	• Secure, covered, accessible and high-quality cycle parking • Provision for larger/adapted cycles • Changing facilities (showers, lockers, changing rooms) • Cycle maintenance equipment (pumps, repair kits etc.) • Changing facilities (showers, lockers, changing rooms) • Travel Information Noticeboards	• Cycle route maps (e.g. Active Travel Zone maps, TfL maps) • Cycle catchment maps • Transport newsletters, inductions, information packs • Promotion of health benefits • Public health campaigns (e.g. Cycle to Work Day) • Cycle training • On-site bicycle repairs (e.g. Dr Bike events) • Cycling buddy schemes • Cycling groups/events • Cycling route planners • Gamification (e.g. cycle challenges) • Reward initiatives (e.g. reduced working hours) • Discounts/loans (e.g. Cycle2Work, Try Before You Bike, retailer discounts) • Flexible working policy
Public Transport	• New bus stops • Bus stop improvements • Bus route/service extensions • Real time passenger information displays • Shuttle bus services • Travel Information Noticeboards	• Journey planners • Transport newsletters, inductions, information packs • Season ticket loans • Company Oyster card • Business Travel Policy

Car Sharing	• Dedicated car share bays	• Car sharing scheme • Guaranteed taxi home policy • Flexible working policy
Car Park Management	• Car-free sites • Disabled parking • On-site car club vehicles • Company vehicle fleet • Electric vehicle charging points (EVCPs)	• Car park management policy (e.g. space management, needs-based permit system) • Parking reallocation plans • Free car club memberships • Car-free days • Car sharing schemes • Disincentives (e.g. parking charges)
Reducing Need to Travel	• On-site services (ATMs, day-care, cafes, retail etc.) • Travel Information Noticeboards	• Flexible/smart working policy • Local recruitment strategy • Welcome packs (e.g. Active Travel Zone maps showing local amenities)
Promoting Sustainable Travel	• Travel Information Noticeboards	• Clear sustainability objectives • Transport newsletters, inductions, information packs • Staff training • Transport information webpage • Regular comms on available sustainable travel initiatives • Personalised travel planning • Travel Plan groups/forums • Travel Champions • Identifying grants/funding pots for sustainable travel initiatives

APPENDIX D – TRAVEL PLAN KEY CONTACTS FORM

Travel Plan: Key Contacts Form

This form should be used to confirm the contact information of the site Travel Plan Coordinator(s) (or any other key personnel involved with Travel Plan activity) for a site. It should also be used to notify LBN of any changes to Travel Plan personnel.
All forms should be submitted to TravelPlans@newham.gov.uk.

Form Submitted By

Name	
Title	
Organisation	
Phone	
Email	

Site Details

Approved Travel Plan Application Ref.	
Site Address	
Travel Plan Author	
Site Developer	
Site Operator(s)/Occupant(s)	

Current Travel Plan Coordinator Details

	Lead	Support(s)
Name		
Title		
Organisation		
Phone		
Email		

New Travel Plan Coordinator Details

	Lead	Support(s)
Name		
Title		
Organisation		
Phone		
Email		

Other Contact Information

	[Travel Plan Role]	[Travel Plan Role]
Name		
Title		
Organisation		
Phone		
Email		

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APPENDIX E – LBN TRAVEL SURVEYS: CORE QUESTIONS & SCOPING FORM

November 2022

LBN Travel Surveys: Core Questions & Scoping Form

This document sets out the core questions that the London Borough of Newham (LBN) expect to be included in Travel Surveys that are conducted as part of Travel Plan monitoring for new developments.

Please review each question as part of your survey scoping exercise, including any question that is applicable to your site users (as identified overleaf and beneath each question).

Questions G1a to G7 must be included in surveys by default (though respondents should only be asked to respond to these questions on a voluntary basis). This is to assist the Council with equalities monitoring and to identify common barriers to active and sustainable travel being experienced by different sections of our community. **All collected data must be analysed in an anonymous format and treated confidentially in line with the UK Data Protection Act (2018) and General Data Protection Regulation (GDPR) protocols.**

As well as an overall summary of results, questions marked with *DA* require a breakdown of results by responses given to questions G1a to G7. Any significant findings (i.e. frequently reported barriers for a specific demographic group) should be detailed in your monitoring report. For example, what barriers to cycling are frequently being reported by women aged 25-34? **Analysed data must only be submitted to LBN in an anonymised format. Raw data must not be submitted to LBN and will not be accepted.**

Surveys should of course be tailored to your site and site users. As a result, additional questions that you think would be beneficial to ask users should also be included.

Please return this form to TravelPlans@newham.gov.uk prior to undertaking your travel surveys, identifying the questions you propose to include.

Site and Survey Details

Site address	
Site postcode	
Consented Travel Plan ref. no.	
Consented planning application ref. no.	
Survey year (baseline, Year 1 etc)	
Survey date from (dd/mm/yyyy)	
Survey date until (dd/mm/yyyy)	
Proposed questionnaire format*	

* e.g. online, in-person/intercept, paper/postal, hybrid

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Proposed Questions

Please use the checkboxes below to identify the questions that you are proposing to include. Leave checkboxes blank for any questions you do not propose to include.

Question Code	Applicability	Included?
M1	Residents, Staff	☐
M2	Residents	☐
M3a	Visitors, Guests, Customers	☐
M3b	Visitors, Guests, Customers	☐
M4	Staff, Visitors, Guests, Customers	☐
WO1	Residents, Staff	☐
WO2	Residents, Staff	☐
WO3	Residents, Staff	☐
WO4	Residents, Staff	☐
B1	Staff, Visitors, Guests, Customers	☐
B2	Residents	☐
B3	Staff, Visitors, Guests, Customers	☐
B4	Residents	☐
B5	Staff, Visitors, Guests, Customers	☐
B6	Residents	☐
CC1	Residents	☐
CC2a	Residents	☐
CC2b	Residents	☐
CC2c	Residents	☐
CS1	Staff	☐
E1	Residents, Staff	☐
E2	Residents, Staff	☐
E3	Residents, Staff	☐
E4	All	☐
G1a	All	☒
G1b	All	☒
G2	All	☒
G3	All	☒
G4a	All	☒
G4b	All	☒
G5	All	☒
G6	All	☒
G7	All	☒

MAIN TRAVEL MODE

M1. What is your usual main mode of travel to/from work? (only select the mode used for the longest leg of your journey) *delete as appropriate*

Walk	☐	Tram*	☐	Car Driver (Alone)	☐
Cycle	☐	Riverboat*	☐	Taxi	☐
Underground/DLR	☐	P&R Bus*	☐	Scooter/Motorcycle	☐
Train/Overground	☐	Car Share (Driver)	☐	Work from Home	☐
Bus	☐	Car Share (Passenger)	☐	Unemployed	☐
Other (please state)	☐				

Applicable to: Residents, Staff

M2. What mode(s) of travel do you <u>usually</u> use for local non-work related journeys? (select all that apply) *delete as appropriate*

Walk	☐	Tram*	☐	Car Driver (Alone)	☐
Cycle	☐	Riverboat*	☐	Taxi	☐
Underground/DLR	☐	P&R Bus*	☐	Scooter/Motorcycle	☐
Train/Overground	☐	Car Share (Driver)	☐	Work from Home	☐
Bus	☐	Car Share (Passenger)	☐	Unemployed	☐
Other (please state)	☐				

Applicable to: Residents

M3a.   Which main mode of travel did you use to get here today? (for longest leg of journey) *delete as appropriate*

Walk	☐	Tram*	☐	Car Driver (Alone)	☐
Cycle	☐	Riverboat*	☐	Taxi	☐
Underground/DLR	☐	P&R Bus*	☐	Scooter/Motorcycle	☐
Train/Overground	☐	Car Share (Driver)	☐	Work from Home	☐
Bus	☐	Car Share (Passenger)	☐	Unemployed	☐
Other (please state)	☐				

M3b.   Is this usually your main mode of travel?

Yes	☐	No	☐	Other (please state)	☐

Applicable to: Visitors, Guests, Customers

M4.   What is your postcode? (for mapping purposes, first part of postcode is fine)

Applicable to: Staff, Visitors, Guests, Customers

WORK ARRANGEMENTS

WO1. What time do you typically depart your home and workplace for work related journeys? (select all that apply)

Before 7am	☐	4pm-5pm	☐	8pm-9pm	☐
7am-8am	☐	5pm-6pm	☐	After 9pm	☐
8am-9am	☐	6pm-7pm	☐	N/A	☐
9am-10am	☐	7pm-8pm	☐		

Applicable to: Residents, Staff

WO2. How often do you work from home?

Permanently	☐	Bi-weekly	☐	N/A	☐
3+ days per week	☐	Monthly or less	☐	Other (please state)	☐
1-2 days per week	☐	Never	☐		

Applicable to: Residents, Staff

WO3. What is your typical journey time from home to your place of work?

Less than 15 mins	☐	30-45 mins	☐	60mins+	☐
15-30 mins	☐	45-60 mins	☐		

Applicable to: Residents, Staff

WO4. Approximately how far away is your place of work from your home?

0-2km	☐	5-10km	☐	20-30km	☐
2-5km	☐	10-20km	☐	30km+	☐

Applicable to: Residents, Staff

BARRIERS TO ACTIVE, SUSTAINABLE TRAVEL

B1. Which of the following prevents you from regularly walking the whole way to or from [work/the site]? (select all that apply) *DA*

Air quality	☐	Need car for work/trip	☐	Weather/terrain	☐
Care responsibilities*	☐	Not confident enough	☐	Work from home	☐
Disability/health condition	☐	Personal safety	☐	N/A (already do)	☐
Distance/effort	☐	Poor walking routes	☐	Other (please state)	☐
Don't want to	☐	Road safety/traffic	☐		

* e.g. childcare, school run, caregiver etc.

Applicable to: Staff, Visitors, Guests, Customers

B2. If you did not select 'Walk' for questions M1 or M2, which of the following prevents you from doing so? (select all that apply) *DA*

(Same options as B1)

Applicable to: Residents

B3. Which of the following prevents you from regularly cycling to or from [work/the site]? (select all that apply) *DA*

Air quality	☐	Fear of theft/vandalism	☐	Poor cycle routes	☐
Care responsibilities*	☐	Friends/family don't cycle	☐	Road safety/traffic	☐
Costs**	☐	Lack of cycle hire	☐	Weather/terrain	☐
Disability/health condition	☐	Lack of cycle parking	☐	Work from home	☐
Distance/effort	☐	Need car for work/trip	☐	N/A (already do)	☐
Don't own a bike/cycle	☐	Not confident enough	☐	Other (please state)	☐
Don't want to	☐	Personal safety	☐		

* e.g. childcare, school run, caregiver etc.
** e.g. of a bike/cycle, equipment, repairs etc.

Applicable to: All

B4. If you did not select 'Cycle' for questions M1 or M2, which of the following prevents you from doing so? (select all that apply) *DA*

(Same options as B3)

Applicable to: Residents

B5. Which of the following prevents you from regularly taking public transport to or from [work/the site]? (select all that apply) *DA*

Care responsibilities*	☐	Limited operating hours	☐	Travel time	☐
Costs	☐	Need car for work/trip	☐	Work from home	☐
Covid-19	☐	Personal safety	☐	N/A (already do)	☐
Disability/health condition	☐	Road safety/traffic	☐	Other (please state)	☐
Don't want to	☐	Too far/indirect	☐		
Infrequent/unreliable	☐	Too busy	☐		

* e.g. childcare, school run, caregiver etc.

Applicable to: All

B6. If you did not select a Public Transport mode for questions M1 or M2, which of the following prevents you from doing so? (select all that apply) *DA*

(Same options as B5)

Applicable to: Residents

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CAR CLUBS

CC1. When was your most recent car club trip in Newham?

In the last week	☐	Over 6 months ago	☐
In the last month	☐	Have not made a car club trip	☐
In the last 3 months	☐	Not sure	☐
3-6 months ago	☐		

Applicable to: Residents

CC2a. Are you aware of your entitlement to a free car club membership and driver credit?*

Yes ☐   No ☐   Other (Please state) ☐

CC2b. [If response to CC2a. is 'Yes'] Have you claimed this?*

Yes ☐   No ☐   Other (Please state) ☐

CC2c. [If response to CC2a. is 'No'] Would you like further information about this?*

Yes ☐   No ☐   Other (Please state) ☐

*questions are only applicable if this has been included as an obligation, condition or Travel Plan measure

Applicable to: Residents

CAR SHARING

CS1. If you currently travel to work by car, which of the following would encourage you to car share with a colleague? (select all that apply)

Help finding sharers	☐	Discounts/financial incentives	☐
Improved car share platform	☐	Nothing	☐
Free taxi home if let down by sharer	☐	N/A (already car share)	☐
Priority parking	☐	Other (please state)	☐

Applicable to: Staff

ENGAGEMENT

E1. Have you received a Travel Information Pack?*

Yes ☐   No [send info] ☐   Not sure [send info] ☐

*question only applicable if this has been included as an obligation, condition or Travel Plan measure

Applicable to: Residents, staff

E2. How informed do you feel on the on-site transport facilities and travel initiatives available to you?

Well informed ☐   Uniformed ☐   Other (please state) ☐
Poorly informed ☐   Uninterested ☐

Applicable to: Residents, staff

E3. Would any of the following be of interest to you?

Cycle training   ☐   Newham Street Tag   ☐
Dr Bike session   ☐   [Resident/Staff] Travel Forum   ☐
Cycle group   ☐   Walking group   ☐
Cycle to work scheme   ☐   Personalised travel planning advice   ☐
Council cycle loan scheme   ☐   Other (please state)   ☐
Improved/more regular travel info ☐

[Add any other initiatives you can offer]

Applicable to: Residents, staff

E4. Do you have any further comments?

Applicable to: All

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GENERAL

[Suggested introductory text] The Council have asked us to include the following questions to identify and tackle any common barriers to active, sustainable travel (e.g. walking, cycling and public transport) being experienced by different sections of the community. All questions in this section are voluntary, and the information you provide will be held in the strictest confidence and used only for monitoring purposes. If you'd prefer not to give a response to any of these questions, please leave answers blank or select the 'Prefer not to say' option.

G1a. What is your sex?

Male	☐	Other	☐
Female	☐	Prefer not to say	☐

G1b. Does your gender identity match your sex as registered at birth?

Yes	☐	No	☐	Prefer not to say	☐

G2. What age bracket do you fall within?

0-15	☐	35-44	☐	75+	
16-24	☐	45-54	☐	Prefer not to say	☐
25-34	☐	65-74	☐		

G3. What is your ethnic group?

<u>Asian</u>		<u>Black</u>		<u>Mixed</u>	
Bangladeshi	☐	African	☐	Asian and White	☐
Chinese	☐	Caribbean	☐	Black African and White	☐
Indian	☐	Other	☐	Black Caribbean and White	☐
Pakistani	☐			Other	☐
Other	☐				

<u>White</u>		<u>Other</u>	
English/Welsh/Scottish/Northern Irish/British	☐	Arab	☐
Irish	☐	Any other	☐
Gypsy or Irish Traveller	☐	Prefer not to say	☐
Other	☐		

G4a. Do you have any physical or mental health condition or illnesses lasting or expecting to last 12 months or more?

Yes	☐	No	☐	Prefer not to say	☐

G4b. [If 'Yes' is given for G5a] Do any of your conditions or illnesses reduce your ability to travel?

Yes ☐   No ☐   Prefer not to say ☐

G5. Which of the following best describes your sexual orientation?

Heterosexual	☐	Bisexual	☐	Prefer not to say ☐
Gay or Lesbian	☐	Other	☐	

G6. What is your religion or belief?

No religion or belief	☐	Hindu	☐	Sikh	☐
Buddhist	☐	Jewish	☐	Other	☐
Christian	☐	Muslim	☐	Prefer not to say	☐

G7. Are you currently pregnant or have you been pregnant in the last year?

Yes ☐   No ☐   Prefer not to say ☐

Questions G1 to G7 applicable to: *All users*

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APPENDIX F – TRAVEL PLAN MONITORING & MEASURES FEE ADVICE NOTE

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February 2023

Advice Note on Travel Plan Fees & Contributions Secured via Section 106 Agreements

Since 2014, the London Borough of Newham (the Council) has secured a Travel Plan Monitoring Fee for planning permissions that require a Travel Plan. These fees are secured in Section 106 agreements and are used to cover the costs of Officer involvement in monitoring, reviewing, and advising on the Travel Plan. This activity ensures that each Travel Plan is implemented as committed to by the applicant and as agreed with the Council.

From February 2023, a Travel Plan Measures Contribution will also be secured in Section 106 agreements. Contributions will be used to part fund several sustainable travel initiatives provided by the Council, upon which the success of the Travel Plan will be dependent. Such measures, which will be available to users of the development, will include:

- Cycle skills training
- Cycle maintenance sessions (e.g. Dr Bike)
- Cycle loan scheme ('Try before you bike')
- Cycle hire memberships/subsidies
- Sustainable travel behavioural change initiatives (e.g. Newham Street Tag)

This Advice Note sets out Council's methodology for calculating Travel Plan Monitoring Fees and Travel Plan Measures Contributions for different development scales.

Calculation Methodology

An hourly rate of £65 for Officer time will be applied to enable the Council to monitor Travel Plans for new developments. Indicative standard charges for different development scales are set out in Table 1. Applicants will be advised where the fee will be different to these charges, as determined on a case-by-case basis.

As local developments will typically only require a Travel Plan Statement (which do not require travel surveys or ongoing review), monitoring fees for these developments will be used to cover Officer time for reviewing the final Travel Plan Statement submission and any time required for meeting attendance/liaison with the applicant.

Travel Plans for major development will require ongoing monitoring and review, usually across 5-year period, meaning the requirement for Officer involvement will be higher. As such a higher monitoring fee will be secured to cover the following:

- Review of the Full Travel Plan submitted to discharge the relevant condition/obligation
- Review of Travel Plan Monitoring Reports submitted periodically across a 5-year timeframe (typically upon first site use and again at the 1st, 3rd and 5th years after this)
- Survey scoping and data capture
- Meeting attendance/liaison with the applicant, agents, tenants and site users

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Table 3: Indicative Travel Plan Fees and Contributions

Travel Plan Monitoring Fees & Measures Contributions from Feb 2023 Indicative charging rates (RPI Indexed), to be reviewed annually		
Development Scale	**Travel Plan Monitoring Fee**	**Travel Plan Measures Contribution**
Local development*	£1,638	£1,638
Major development*	£5,265	£5,265
MoL referable/strategic scale development*	Determined on case-by-case basis	Determined on case-by-case basis

* the thresholds for these are based on Table 12 thresholds and glossary definitions of the Newham Local Plan (2018). Local development is any development that falls below the Table 12 thresholds but that is still required to produce a TP Statement. Major development is any development that meets or exceeds these thresholds but which falls below the referable development criteria as specified in the [Mayor of London Order (2008)](). Anything that meets or exceeds the referable development criteria will be considered as strategic scale development.

Strategic scale developments are likely to generate a significant number of new trips and associated transport impacts. These developments may also be delivered in phases, thereby requiring monitoring beyond the typical 5-year period. In these instances, the monitoring fee and measures contribution will be calculated on a case-by-case basis.

The indicative measures contributions in Table 1 have been established by forecasting the demand and costs for a mix of the measures listed earlier by development scale. Contributions will be used to ensure users of the development benefit from the Council's sustainable travel initiatives across the lifetime of the Travel Plan. Again, applicants will be advised where the contribution will differ from these indicative charges.

Remedial Measures & Penalties

Where Travel Plans have failed to achieve the agreed targets, the Council may require an extension to the Travel Plan monitoring period. This will give the applicant further time to implement and review the impact of new/revised measures required to achieve targets. Section 106 agreements will be the typical mechanism to secure this and will specify the:

- Targets that need to be achieved (e.g. Year 5 cycle mode share of 5%)
- Triggers for additional monitoring and measures mitigation (e.g. 2% or more below the Year 5 target)
- Number of additional monitoring years required
- Fees and contributions that will need to be paid to the Council to support this process

If the Travel Plan is still failing to achieve the agreed targets at the end of the extended monitoring period, the Section 106 agreement may again be used to obtain a penalty contribution. The contribution would be used to offset the negative impact of development by further funding the Council's sustainable travel initiatives within the vicinity of the site. The use of this mechanism and amount of the penalty contribution would be:

- specified within the Section 106 agreement
- determined on a case-by-case basis
- proportionate to the scale and impact of development.

Further Advice Note Iterations

This advice note, including the charge out rates given above and the sustainable travel measures that contributions will be used to fund, will be subject to an annual review. This is to ensure that any fees and contributions secured adequately cover any changes to the monitoring and measures costs that may arise over time.

APPENDIX G – TRAVEL PLAN MONITORING REPORT GUIDANCE

WE ARE NEWHAM.

November 2022

Travel Plan Monitoring Report Guidance

Monitoring Reports produced as a requirement of Travel Plan monitoring should be prepared in line with the following headings. Should an alternate structure be proposed by the report author, it must still provide the required information as set out below.

1. **Introduction**
   a. Purpose and scope of monitoring report (including planning permission and approved Travel Plan planning reference)
   b. Travel Plan aims and objectives
   c. Summary of development details (levels of occupancy, completion dates, tenure splits etc.)
   d. Details of users, occupiers, operators, management company etc.
   e. Contact details of the Travel Plan Coordinator (TPC) and other key personnel
   f. Details of the report author
2. **Site Appraisal Review**
   a. Details of changes/improvements to site accessibility since Travel Plan (walking, cycling, public transport, step-free access etc.)
   b. Details of any planned improvements to site accessibility (external or on-site)
   c. Summary of on-site transport provisions (cycle facilities, car parking etc.), including evidence of these (e.g. photos) where applicable
3. **Monitoring Methodology**
   a. Survey types (travel surveys, cycle and car parking surveys, automated and/or manual traffic counts etc.)
   b. Travel survey methodology (online, paper/postal, in-person/intercept etc.)
   c. Survey scope (users/land users covered, other monitoring measures included e.g. car club data, on-site parking permit uptake)
   d. Survey dates
4. **Survey Results**
   a. Response rates
   b. Summary of travel survey results (including any key findings from analysis of barrier questions (B1-B6) by responses to questions G1-G7)
   c. Summary of other survey results
5. **Review of Survey Results Against Targets**
   a. Progress against Travel Plan mode share targets
   b. Proposed amendments to mode share targets in light of survey results
6. **Review of Current Travel Plan Measures/Initiatives**
   a. Delivery progress against action plan
   b. Impact review of measures/initiatives
   c. Gap analysis (what measures are missing?)
   d. User engagement (forms and frequency of this, lessons learnt, mitigation etc.)

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7. **Review of Wider Sustainable Travel Initiatives/Improvement Projects**
    a. Borough, regional and national
    b. Review LBN [Sustainable Travel](#) and [Physical Activity](#) webpages
8. **Updated Measures and Action Plan**
    a. Measures to be continued, added, removed
    b. Updated action plan to deliver them
9. **Updated Monitoring Programme**
    a. Next Travel Plan review date
    b. Future Travel Plan survey and report submission dates
    c. Details of any proposed changes to monitoring methodology