

Residential Travel Plans

A guide for developers in Swindon



Incorporating the use of “Modeshift Starsfor” to create Residential Travel Plans and support planning applications

Draft version produced June 2017

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1. What is a Residential Travel Plan (RTP)?

A travel plan is a long-term management strategy for a site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed. The travel plan will operate in perpetuity, evolving over time and adapting to reflect changes in its environs.

Travel planning to date has largely focussed on the development of destination travel plans, which are generally designed to reduce car use to a specific destination - such as a workplace, school or a visitor attraction. By contrast, a residential travel plan is concerned with journeys made from a single origin (home) to multiple and changing destinations.

1.1 Who is responsible for the RTP?

In general, Swindon Borough Council will expect to manage and implement Residential Travel Plans. Developers will be asked to provide development details and a baseline audit; (see Section 6, Travel Plan Structure). Contributions will then be negotiated depending on the size and nature of the development; please see Appendix A.

Under this option, Swindon Borough Council will absorb all risk and be responsible for the implementation of the travel plan, incentives, the appointment of a travel plan coordinator etc. This option requires a non-refundable “per dwelling” contribution, repayable only on expiry of planning permission with no building having started. This option removes any responsibility from the developer for the implementation of the plan (other than hard measures such as walk/cycle links, cycle parking etc, which are separate to the travel plan).

Although it is not compulsory to pay the Residential Travel Plan contribution, SBC consider this is a more cost effective option for all concerned.

The alternative option is for the developer/owner to retain responsibility for funding and implementing the travel plan, incentives, the appointment of a travel plan coordinator etc. This option requires a bond/deposit to be paid, repayable on successful completion of the travel plan or kept by SBC to implement remedial measures in the event that the developer/owner does not comply with the S106 agreement. A travel plan submitted by a developer would need to meet the required specifications set out by SBC including the measures detailed in the table in section 4.2.

Residential travel plans should not be seen as an optional extra but as a fundamental part of the development control process and it is important in the case of a major development that pre-application discussions take place.

2. Travel Plans and the Planning Process

Both national and regional policy points to a growing importance of the role of travel plans, particularly those that are secured through the planning process. Travel Plans have an important role in contributing to a reduction in traffic and increasing accessibility for all, which will contribute to local and regional targets aligned with national policy. National policy points to securing travel plans in a nature that will achieve results with the ability to be monitored and enforced.

2.1 Travel Plan Policy Context

The effects of the unsustainable way we travel can be clearly seen on the environment, our health and on our quality of life. Our towns are becoming more and more congested with increased levels of car traffic. Journeys by car are taking longer and are more unreliable, causing problems for businesses and stress for drivers.

Travel Plans are an integral part of the Government's policies on sustainable transport.

The primary national planning policy impetus for Travel Plans is through paragraph 35 of the National Planning Policy Framework (NPPF) (2012):

“Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to:

- *accommodate the efficient delivery of goods and supplies;*
- *give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;*
- *create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;*
- *incorporate facilities for charging plug-in and other ultra-low emission vehicles; and*
- *consider the needs of people with disabilities by all modes of transport.”*

Further to this, paragraph 36 states:

“A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.”

The Planning Practice Guidance (PPG) also seeks to provide further guidance on the need and scope of a travel plan, as well providing advice as to what details should be included within a travel plan.

Swindon Borough Local Plan 2026 (adopted March 2015)

The Local Plan identifies a number of strategic housing allocations across the Borough. In relation to the delivery of the travel, the key planning policies to realise these objectives are:

- Policy TR1 (Sustainable Transport Networks) seeks to deliver a high quality transport network throughout the Borough, which supports economic growth, regeneration and housing growth.
- Policy TR2 (Transport and Development) seeks to ensure new development provides appropriate access arrangements, is designed to reduce the need to travel and encourages the use of sustainable transport. In particular, to assess and mitigate the impact of development and to promote sustainable travel choices, proposals are required to submit a travel plan alongside a transport assessment and transport statement. This is in accordance with Department for Transport guidance and where proposed development is likely to have significant transport and related environmental impact.

The White Paper 'Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen' (Jan 2011) released by the Department for Transport (DfT) seeks to "encourage and enable more sustainable transport choices" as part of the wider "strategy to reduce carbon emissions from transport."

There is an increased amount of best practice guidance and evidence relating to travel plans, both from the UK and abroad (where it is often referred to as travel demand or mobility management).

Travel planning forms one element of a package of measures and transport approaches labelled as 'Smarter Choices'. The UK Government is increasingly promoting the uptake of smarter choices as a complement, or even alternative, to highway expansion.

In 2005, a review of Smarter Choices, covering experience, evidence, benefits and the potential for their more widespread application was commissioned by the DfT. The output, 'Smarter Choices – Changing the Way We Travel', highlighted the strong cost benefit of widened uptake and implementation of transport initiatives, including the implementation of travel plans.

Key guidance documents that have been consulted in preparation of this residential travel plan guidance includes (but not limited to):

- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009)
- Smarter Choices - Changing the way we travel (June 2005);
- Making Residential Travel Plans Work: Good Practice Guidelines for New Development (DfT, 2005);
- Making Car Sharing and Car Clubs Work, A Good Practice Guide (DfT, 2005); and
- Car clubs in property developments: An Information Pack for Local Authorities and Developers (Carplus, 2007);
- Swindon Borough Council '2026 Transport Strategy'
- Swindon Borough Council 'Local Transport Plan 3'
- Swindon Borough Council 'Guidance for workplace travel plans'
- Swindon Borough Council 'Guidance for mixed use framework travel plans'
- Swindon Borough Council 'New Eastern Villages Framework Travel Plan SPD'

In addition, the Council has on-going relationships with expert service providers in the delivery of specific elements of a travel plan including car club operators, public transport operators and car share database management companies.

3. Securing a residential travel plan

3.1 When is a residential travel plan required?

Previously, Swindon Borough Council required all residential developments over 80 dwellings to implement a travel plan. This threshold is now deemed inappropriate for Swindon, whereby multiple developments of 60+ dwellings in a given area results in a cumulative impact on the highway network. **Therefore all developments that meet the threshold of 60 dwellings will require a residential travel plan.**

The figure of 60 dwellings has been derived from a series of calculations involving various factors such as floor space, parking, density and location. All residential developments have an impact on the highway network, whether 60 flats without car parking or 60 4/5 bedroom houses with 2/3 off road parking spaces. The measures and focus will be different for both but both require travel plans and monitoring.

There will be other scenarios in which a residential travel plan may be requested even if the 60 dwelling threshold is not met. These instances have been set out below:

- If the location is such that any increase in traffic could have a detrimental effect on the surrounding network
- If the Transport Assessment predicts high traffic generation from the proposed development
- Developments with a parking ratio less than the Local Plan standards; although the size of the development and overall level of parking will determine whether a full travel plan is required (including monitoring) or just a commitment to providing the necessary infrastructure and incentives.

For developments of between 20 and 60 dwellings, a short travel statement will be required along with commitment to cycle parking and information packs. Further detail about these requirements can be found in Section 7.

3.2 How will a travel plan be secured?

Residential travel plans will be secured through a Section 106 obligation, which requires the legal binding of a Section 106 agreement. Section 106 agreements are more effective in securing travel plans given the range of elements required within them. Swindon Borough Council may use a planning condition to secure the travel plan if more appropriate.

4. Travel Plan Contributions

The following information outlines the contributions required for a residential travel plan, for which there are two options.

4.1 Option 1 - SBC manage and implement the travel plan

Swindon Borough Council would absorb all risk and be responsible for the implementation of the travel plan, incentives, the appointment of a travel plan coordinator etc. This option requires a “per dwelling” contribution, repayable only on expiry of planning permission with no building having started. The premium for SBC to deliver the travel plan is to cover the additional risk the organisation incurs and to plan for remedial measures. This option removes any responsibility from the developer for the implementation of the plan (other than hard measures such as walk/cycle links, cycle parking etc, which are separate to the travel plan).

4.2 Option 2 - Developer manages and implements the travel plan

The developer/owner is responsible for funding and implementing the travel plan, incentives, the appointment of a travel plan coordinator, monitoring and remedial measures. This option requires a bond/deposit, repayable on successful completion of the travel plan or kept to implement remedial measures if the developer/owner does not meet the set targets and / or comply with the agreement.

The costs of each option are outlined in more detail in [Appendix A](#).

5. Starsfor Scheme

5.1 Introducing STARSfor

Modeshift STARSfor (Sustainable Travel Accreditation and Recognition Scheme) is the national travel plan rating scheme that has been established to recognise excellence in supporting walking, cycling and other forms of sustainable transport. STARSfor is free for all Swindon organisations and developers to use.

STARSfor allows users to collect data and information linked to a site or a collection of sites and to input into the system. This process is more efficient than paper and PDF travel plans. Users of the system will save time when putting together a travel plan and they will be able to access their sites information online at any time.

5.2 Creating your Travel Plan

For developers choosing Option 1 above, please complete the site details within the Site Audit section of the Starsfor system. This is all that is required, as Swindon Borough Council will take responsibility for the remainder of the plan and its implementation.

For developers choosing Option 2 above, please complete the travel plan within the Starsfor system, as outlined in Section 6. You will need to liaise with the travel plan officer to assign a resident survey through the system, and to set targets. For

consistency, a minimum set of actions are required. These are set out in Section 6 and plans will not be approved without the minimum actions in place.

Five steps to getting started with STARSfor

1. Visit <https://starsfor.org/> and choose your location from the list of local authorities that appears.
2. Select the 'Register' tab from the top right corner of the page.
3. From the registration page, enter your name, select 'Site' and then select the role that is most appropriate to you (e.g. Consultant / Travel Plan Champion).
4. Ensure 'Your LA' is Swindon and then select your site from the drop down menu. If you have contacted the travel plan officer prior, then your site will be listed. If your site is not listed, please select Other and enter the name of the development / site / company
5. Complete the rest of the registration form and then select 'Register'.

6. Travel Plan Structure (in Starsfor)

There are six headings within a travel plan produced in Starsfor. They are as follows;

6.1 About the site

- Site name, address, introduction
- Details of occupation and build out
- Main contacts
- Details of Travel Plan co-ordinator (Authors of the travel plan will be held as the TPC until this field is updated)
- Aims and objectives of travel plan

6.2 Working Group

- Add working group contacts in this section (This may include developer, housing association contact, resident group etc.)

6.3 Site Audit

- Location details, site plans, layouts
- Details of staff (this section can be ignored for residential travel plans)
- Travel and transport infrastructure (eg cycle stands, storage, bus routes and stops)
- Arrangements for car travel and parking

6.4 Travel Surveys (including Targets)

- The travel plan officer will assign you a survey through Modeshift Starsfor – this can be electronic, paper or a mixture of both.
- On the left hand side, you can select targets and input your targets. In many cases there will be no residents to survey at the time of submitting the plan, so a commitment to survey within 6 months of occupation is sufficient.

6.5 Travel and transport issues

- This section is to record issues as they develop

6.6 Sustainable Travel Action Plan

- Use this section to add and create and report on actions that support sustainable travel at your site. See table below. Developers choosing Option 2 will need to include the minimum requirement for their plans to be approved.

The following table outlines items for a Sustainable Travel Action plan. For developers choosing Option 2, we will require commitment to the minimal requirements to be met in order to approve your plan. The minimal requirements match the level of provision given by SBC for developers choosing Option 1.

For larger or more complex sites, we will be looking for recommended requirements to be met, where appropriate.

Car Travel Disincentives	
Minimal Requirement	<ul style="list-style-type: none"> • Consideration of how parking will be managed. This may include permits, barriers, car share areas, charging.
Recommended Requirement	<ul style="list-style-type: none"> • Provide directions to your site (online and embed into marketing staff) that promote active travel, public transport and car sharing over solo car travel.
Promotion of walking	
Minimal Requirement	<ul style="list-style-type: none"> • Provision of adequate lighting, convenient footpaths and site access points • Provision of walking maps / magazines / routes for residents
Promotion of cycling	
Minimal Requirement	<ul style="list-style-type: none"> • Provision of covered cycle parking Information on the minimum cycle parking provision is contained in Swindon Borough Council's 'Technical Guidance on Parking Standards' For short and medium term parking (ie for visitors) Sheffield stands are appropriate and these should be clearly signed, as conveniently located as practicable and covered. • Cycle maps provided within householder welcome pack and on the development website. • Borrow a bike scheme – Free use of a bicycle for up to 6 weeks to “try cycling”. Residents taking up the offer should be helped to purchase a bike afterwards by way of bike discount voucher and information about local bike shops. • Promote Active Swindon Challenge to residents
Recommended Requirement	<ul style="list-style-type: none"> • Bike User Group set up for residents • Regular (at least annually) events – such as bike breakfasts and doctor bike sessions
Public transport Actions	
Minimal Requirement	<ul style="list-style-type: none"> • Active dissemination of public transport information. Information on public transport options should be actively disseminated in householder packs and on the development website. • Household offered a week's pass to try the bus for free.
Monitoring Actions	
Minimal Requirement	<ul style="list-style-type: none"> • Baseline resident travel survey within 6 months of occupation, followed by annual residents travel survey for

	<p>at least 5 years subsequently.</p> <ul style="list-style-type: none"> Review actions annually within the Starsfor system and submit to the local authority
Recommended Requirement	<ul style="list-style-type: none"> Physical trip counts annually across all modes at the development entry and exit points Counts of bikes on bike stands
Smarter Driving Actions	
Minimal Requirement	<ul style="list-style-type: none"> Promotion of a car-share matching service There is already a recognised car share matching service in Swindon that may be promoted (www.carshareswindon.com) Free membership to the car club (if applicable)
Recommended Requirement	<ul style="list-style-type: none"> Annual event (eg coffee morning) for residents to meet each other with a view to setting up car share arrangements.
Remote working actions	
Recommended Requirement	<ul style="list-style-type: none"> Residential units to be able to access high speed broadband to enable working from home.
Promotion, Communications and Events Actions	
Minimal Requirement	<ul style="list-style-type: none"> Sustainable transport information for residents on a development website Welcome packs for new residents to contain: <ul style="list-style-type: none"> - Details of online journey planning - Local bespoke travel map - Swindon Cycle Map - Local Get Walking magazine - Swindon Cycling magazine - Advice leaflets (range) - Details of the Active Swindon Challenge - Car share information - Details of Swindon Cycle campaign - Details of development website / journey planner - Car Club information / membership voucher - Bus timetables, details of ticketing options, smartcard details and voucher for a week's pass. Promotional events The TPC should conduct two promotional events each year, it is often appropriate to use national' events such as bike to work day, catch the bus week or liftshare week.
Recommended Requirement	<ul style="list-style-type: none"> Training for sales staff in promoting sustainable transport

	<p>messages.</p> <ul style="list-style-type: none">• Commitment for the travel plan co-ordinator to undertake free travel plan training, courtesy of www.travelplans365.com• Travel plan co-ordinator to join SWIFT – the free travel plan network for Swindon businesses.
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6.7 Failsafe Mechanisms

For developers choosing Option 2, mechanisms need to be in place to ensure that best endeavours are made to meet the travel plan targets. Funds will need to be secured to allow Swindon Borough Council to implement measures if the targets set are not met.

Examples of remedial measures could include – but is not limited to:

- Intensified PTP with households
- Additional promotional events
- Creation of walking groups for communities
- Cycle training for individuals or households
- Use of video to promote infrastructure, or highlight routes, incentives and interventions
- Traffic Regulation Orders (TROs)
- Implementation of “real time” information boards

7. Smaller developments

7.1 Developments between 20 and 60 dwellings

For developments of between 20 and 60 dwellings, a travel statement will be required along with commitment to providing the following;

- Providing cycle storage for residents and visitors as per the cycle parking guidelines.
- Providing household travel information packs along with a letter from the developer/management company offering the option of either a monthly bus pass (est £50) or a cycle discount voucher of equivalent value. These should include details about the local walking, cycling and bus routes and time, the car share scheme, localised maps, contact details of where to find out more information and the facilities and incentives available.

Swindon Borough Council's Travel Plan team offer the possibility of developing these packs and vouchers on behalf of the developer, however there is a cost associated with this (In the region of £250 per pack). One pack per dwelling is required.

- Telecommunication points to allow on-line shopping and e-work reducing the need for travel
- Travel information provision and promotion of sustainable transport in estate agents / show rooms etc.

Research suggests that people are more open to behavioural change when they are undergoing a change in another area of their lives. Moving house is therefore the perfect time to encourage the uptake of sustainable modes, but encouragement is needed. The provision of household travel information packs is required to ensure sustainable travel information is provided to new occupants. It is part of the borough council's policy to reduce the need to travel by private car and to encourage sustainable travel.

7.2 Developments of flats and apartments

Cycle parking will be required for all flats/apartments regardless of the size of development. This will depend on the density of flats and location but as a general rule, there should be one space provided per flat. Visitor cycle parking is also required; the number of stands will depend on the size of development, number of blocks etc. Cycle parking for residential developments should be as per the Cycle Parking Guidelines.

7.3 Developments with less than 1:1 parking ratios

Given that this will mean some households will have no access to a car, provision for other modes of transport are essential. Additional travel plan measures, such as a car club, are likely to be requested for such developments. Where the majority of houses have parking but some don't, additional incentives should be provided to these households (e.g. free car club membership, cycle vouchers in addition to bus passes for the household, taxi discounts etc). These should be discussed with Swindon Borough Council prior to the submission of a planning application.

APPENDIX A

Example of contribution costs

There are a significant number of new homes being built in the borough over the next 15 years. In the NEV, Middle and West Wichel and town centre, 26,000 homes, along with new schools, retail, leisure, healthcare and employment are planned. As part of any planning application, developers are required to detail how they would promote sustainable travel to new residents in a residential travel plan.

Evidence shows that the traditional approach of developer led travel plans can be ineffective as well as being limited by time, content and area of influence. In isolation, they can have limited reach and can be expensive, resource heavy and does little to promote sustainable travel initiatives.

Although each development could produce an individual travel plan, Swindon's growth requires a strategic approach to travel planning. It is therefore considered that a commitment by developers to sign up to Option 1 ("The residential travel plan package") would be beneficial to all involved.

The residential travel plan package would require a 'per dwelling' contribution from each developer to SBC, who would then effectively adopt the management, implementation and monitoring of the travel plan for the development.

Benefits of the Residential Travel Plan Package

By committing to the Residential Travel Plan package, the developer is benefitting from the scale and strategic nature of Swindon Borough Council's resources, rather than creating their own individual travel plan. A Swindon wide approach to residential travel planning allows for stronger connections to be made between the new developments and existing communities, as well benefitting from economies of scale with town wide schemes, such as a car club and "borrow a bike". Committing to the Residential Travel Plan package will allow for consistency over different sites, making it easier for residents to understand schemes and travel more sustainably.

This approach enables the Council to provide households with the same range and quality of incentives, but with a broader and more comprehensive offer than any developer travel plan would be able to achieve.

What measures are included in the Residential Travel Plan Package?

Since Swindon Borough Council set up the "Swindon Travel Choices" brand and interventions, we have amassed a wealth of experience of delivering a range of sustainable transport measures. These include Personalised Travel Planning (PTP) initiatives with residents, and promotion of sustainable transport options via a brand, website and social media. Various schemes have been developed and refined, working to achieve the objectives of delivering economic growth and reducing congestion through the promotion of sustainable transport options across targeted areas.

The Residential Travel Plan package offered to developers builds on the work and success of these programmes, and utilises its best practice to bring benefits to the new communities.

The table below demonstrates measures to be promoted under the Residential Travel Plan Package:

	What	Benefits gained
Management	Travel plan Co-ordination	Employment of residential travel plan co-ordinator, plus overheads.
Monitoring	Travel Survey - Baseline	Software Engagement with households to gather data
	Travel Survey – Annual Snapshot	
	Annual Traffic Counts (per junction)	Physical trip counts across all modes at the key site and overall development entry and exit points
Marketing	STC Website (inc. community page for development)	Hosting, maintenance and web development
	STC journey planner (allows residents to plan journeys)	Hosting, maintenance
	Monthly Email Newsletter (with local tailored news)	Email fees. Officer time to write/edit newsletter.
	Welcome packs	Local bespoke travel map Swindon Cycle Map Local Get Walking magazine Swindon Cycling magazine Advice leaflets (range) Car share information Details of BUG Details of website / journey planner Car Club information Bus smartcard details and application form
	4 hour transport roadshow event in the community x 2 per year.	Stall of information / leaflets / advice Doctor bike and security marking Prize draw giveaways
Active Travel	Membership of the Active Swindon Challenge	Free registration to challenge website for all residents, ability to compete as local team, opportunity to win prizes. Free use of Android and iOS app.
	Borrow a Bike Scheme	Free use of a bicycle for 4 weeks to “try cycling” Discount voucher to purchase a bicycle afterwards.
B u s	Bus pass trial	Week’s free pass to “try the bus” for free

	Bus timetable and other information	Pack containing bus maps, times, prices and useful information
Car Club	Membership	1 Free membership per household Marketing materials and demo days
	Contribution towards car	Provision of one car per 500 dwellings (Car may be shared between other neighbouring developments)
Car Share	Database	Free registration to carshareswindon website for all residents
	Marketing	Annual event for residents to meet other residents with a view to sharing journeys Leaflet about the car share database and Q&A leaflet

What level of funding are developers required to contribute to join the NEV Residential Travel Plan?

1. The level of funding required to join the Residential Travel Plan package is **£268.00 per dwelling¹**. This has been calculated by estimating costs for the above measures over the proposed delivery period. This approach is considered to offer greater benefits to SBC, developers and prospective residents, rather than through the delivery of piecemeal travel plans.

Is it a compulsory charge?

2. Although it is not compulsory to pay the Residential Travel Plan contribution, SBC consider this is a more cost effective option for all concerned. Furthermore, the developer would be released from certain obligations such as monitoring their development for some 5-10 years after construction commences. Any travel plan submitted by a developer would need to meet the required specifications set out by SBC including the measures detailed in the table above. This would be secured through Section 106 agreement and/or condition and would need to be approved in writing by the Local Planning Authority.

What if I decide to do Option 2 instead?

3. Developers can choose to be responsible for funding and implementing their own travel plan, including providing incentives, the appointment of a travel plan coordinator, conducting monitoring and implementing remedial measures should targets not be met. **This option requires a bond/deposit**, repayable on successful completion of the travel plan, or kept to implement remedial measures if the developer/owner does not meet the set targets and / or comply with the S106 agreement.

The bond / deposit for Option 2 (in addition to funding the travel plan) will be as follows:

¹ The amount is index linked

Develop, implement and manage travel plan	Behaviour change measures	Monitoring
Per dwelling £100	£140 per dwelling	Per dwelling £28

For illustration, the contributions for the following sized developments are as follows;

Residential Units	Option 1²	Option 2³
60	£16,080	£16,080
100	£26,800	£26,800
200	£53,600	£53,600
500	£134,000	£134,000

² £268 per dwelling

³ This bond / deposit is on top of the costs to implement your own travel plan, but refundable on successful completion and achieving targets.

APPENDIX B

Example S106 agreements

Condition

A condition is only suitable for physical infrastructure required as a means of aiding the measures of the travel plan. For example: A pedestrian and/or cycle way that could be promoted and would offer improved access and/or a link to local services.

Contribution

Contributions will be agreed on a development specific basis, please refer to [Chapter 4](#) above.

Legal Agreement (Section 106)

Travel plans should be secured through legal agreements to ensure ample flexibility and the ability to include related costs and contributions.

Example clauses

There are 2 template agreements;

1. Template 1 Residential Travel Plan - contribution only
2. Template 2 Residential Travel Plan - Implemented by Developer

Each agreement requires a “per dwelling” contribution, either as a full contribution or as bond/cash deposit, to be repaid on successful completion of the travel plan.

Template Requirements	Resi Contribution (Option 1)	Resi TP by Developer (Option 2)
Contribution	✓	
Bond/Cash Deposit		✓
Year 1 Baseline		✓
Year 3 Target		✓
Year 5 Target		✓
Year 3 repayment		✓
Year 5 repayment		✓
TPC appointed by SBC	✓	
TPC appointed by Developer/Owner		✓

Template Schedule

Residential Schedule

Proposed Residential Travel Plan to include:-

- (a) the proposed Modal Share Target
- (b) immediate, continuing and long term measures to achieve the Modal Share Target by promoting and encouraging alternatives to single occupancy car use (as set out in minimum standards outlined in [chapter 6](#))
- (c) the Implementation Timetable
- (d) travel information leaflets and public transport ‘taster’ tickets for occupiers and visitors to the Residential Units

- (e) the responsibilities of the Travel Plan Co-ordinator
- (f) a monitoring strategy for the Travel Plan including the submission of an annual monitoring report to the Council

The template S106 agreements are available to download at
<http://www.swindontravelchoices.co.uk/business/travel-plans-guidance/>

APPENDIX C

Contact details

For further information and advice on travel plans contact:

Claire Fleming
Travel Plan Officer
Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
Wiltshire
SN1 2JH

Tel: 01793 466392

Email: cfleming@swindon.gov.uk

For further information on Swindon Borough Council's guidance document "Parking Standards for developers" can be found at <https://ww5.swindon.gov.uk/moderngov/documents/s16374/Parking%20Standards%20App1.pdf> or contact:

Transport Development Management Team
Swindon Borough Council
Wat Tyler House
Beckhampton Street
Swindon
Wiltshire
SN1 2JH

Tel: 01793 466402

Email: TransportDevelopment@swindon.gov.uk