

Travel Plans

Introduction

Travel plans have an important role to play in reducing traffic congestion, improving the environment and providing economic, efficiency and social benefits to employers and the workforce. They also play a fundamental part in North East Lincolnshire Council's strategy for improving the area and making it a better place to live and work.

Travel plans can be used by businesses and organisations to address transport and travel issues faced by people travelling to and from a site. Through a mixture of information, advice, IT, communications, technology, incentives and demand management, Travel Plans can encourage and make it easier for people to reach sites while reducing the need to use private cars.

A travel plan is a live document that should be reviewed over time in response to changing circumstances. Travel Plans should include objectives, initiatives and targets that can be implemented to reduce the impact of travel and transport on the local environment. The benefits of implementing a Travel Plan also include reduced congestion, increased road safety as well as economic, social and health benefits. A Travel Plan does not aim to be anti-car but to assist in the creation of sustainable development.

When is a Travel Plan required?

A travel plan is required for any developments that "generate significant amounts of movement". The thresholds for this are defined in section 1.6 of the North East Lincolnshire Travel Plan guidance and are summarised below:

Land use	Description of development	Measure	Travel plan may be needed if despite its small size the development generates significant amounts of movement.	Travel Plan Statement required	Full Travel Plan required
A1 Food retail	Food convenience stores, supermarkets & superstores	Gross floor area (sq m)	Less than 250 sq m	Between 250 and 800 sq m	More than 800 sq m.
A1 Non-food retail	Retail sale of non-food goods	Gross floor area (sq m)	Less than 800 sq m	Between 800 and 1500 sq m	More than 1500 sq m
A3 Restaurants and cafes	Restaurants and cafes where food consumption is on the premises	Gross floor area (sq m)	Less than 300 sq m	Between 300 and 2500 sq m	More than 2500 sq m
B1 Business	Light industry, studios and offices	Gross floor area (sq m)	Less than 1500 sq m	Between 1500 and 2500 sq m	More than 2500 sq m
B2 General Industrial	General industrial excepting anything included in B1	Gross floor area (sq m)	Less than 2500 sq m	Between 2500 and 4000 sq m	More than 4000 sq m
B8 Storage & distribution	Storage or distribution centre	Gross floor area (sq m)	Less than 3000 sq m	Between 3000 and 5000 sq m	More than 5000 sq m
C2 Residential institutions	Hospital, nursing and other care homes	Residents (number of)	Less than 250 residents	Between 250 and 400 residents	More than 400 residents
D3 Dwellings	Dwellings for families or individuals	Dwellings (number of)	Less than 50 dwellings	Between 50 and 80 dwellings	More than 80 dwellings
D1 Non-residential units	Health centres, museums, libraries, places of worship, church halls	Gross floor area (sq m)	Less than 500 sq m	Between 500 and 1000 sq m	More than 1000 sq m
D2 Assembly & leisure	Cinema, sports halls, gyms, swimming baths	Gross floor area (sq m)	Less than 500 sq m	Between 500 and 1500 sq m	More than 1500 sq m

What should the Travel Plan include?

A completed travel plans should include the following sections as a minimum:

- Site Assessment - detail the current situation and accessibility of a site. This will involve explanation of the site in terms of its connectivity to the wider area; recognising the typical access arrangements that may be used by those coming to the site.
- Roles and responsibilities - A 'Travel Plan Coordinator' should be established who is tasked to drive the Travel Plan forward – carrying out the surveys and implementing the measures in the Travel Plan to suitably work towards achieving the objectives and targets set.
- Objectives & Targets - Objectives & targets should be identified that give direction to the Travel Plan that work to achieve sustainable transport outcomes.
- Measures - The proposed measures to be taken in order to encourage change to more sustainable methods of travel should be explained, clearly stating the actions and time scales for implementation.
- Monitoring and Review - The Travel Plan should be monitored to assess its effectiveness in progressing change towards the objectives stated. Monitoring is expected to be implemented on an annual basis for a period of no less than five years. Monitoring reports should be produced detailing an analysis of the modal split, current strategy and any remedial action to be taken. These reports should be communicated to the Council annually after the implementation of the first plan unless any other interval is agreed.

Assistance, approval and securing the Travel Plan

The Council can provide assistance to applicants with developing and implementing Travel Plans. Specifically, the Council can offer:

- Further advice in reference to this guidance document
- Pre-application meetings where clarification is required
- Advice on appropriate modal split targets
- Advice on relevant measures to take in respect of the local area and services available.

It is expected that developers aid the Travel Plan process by:

- Embracing the importance of Travel Plans as a necessary element of the planning process
- Appointing a Travel Plan Coordinator with the relevant background and desire to implement, monitor and review the Travel Plan
- Committing to fulfilling measures and actively working towards targets outlined in the plan

- Working in partnership with the Council and other local groups to achieve mutual benefits for all stakeholders of the Travel Plan
- Commit to reviewing your Travel Plan regularly and developing revised Travel Plans when required.

The Council will evaluate submitted Travel Plans to ensure that they cover all the key components detailed in the Travel Plan Guidance document and confirm that the Travel Plan addresses any site-specific issues and tips the balance in favour of sustainable travel.

The Council may seek to secure the delivery of the measures within Travel Plans through the use of planning conditions or Section 106 agreements under the Town and Country Planning Act 1990. Securing Travel Plans through these methods works to ensure that developments comply with national and local planning policies and deliver the measures as stated. Where the scale of developments and generation of additional trip is significant, the council reserves the right to obligate developers in delivering agreed measures in a Travel Plan through securing the funds for delivery through Section 106 agreements.

Full details of Travel Plan requirements are available at [Travel-Plan-Guidance.pdf \(nelincs.gov.uk\)](#)