

Travel Plan Officer Advice and Guidance for Workplaces

A good travel plan has buy-in from the workplace so they can work effectively with their local authority to deliver outcomes. It is the Council's view that a travel plan that over-relies on standardised text is not sufficiently engaging and can be a barrier to a productive partnership. Our joint aim is better sustainable communities and the Sustainable Transport Team will work alongside workplaces to create a travel plan that benefits all involved.

1. The travel plan should ideally provide a named Travel Plan Co-ordinator with contact details. Please state if this is interim (until another named contact is provided). A consultancy contact can act in this role on an interim basis, or on a longer-term basis if the consultancy service is retained to support monitoring of the travel plan.
2. Ideally the travel plan should state as a target to seek to achieve and maintain Modeshift STARS bronze accreditation for a good travel plan.
3. Routinely, the named travel plan co-ordinator will be added as a user on the Modeshift STARS travel planning portal by Bedford Borough Council.
4. As part of their role, the Travel Plan Co-ordinator should periodically update leadership team and/or stakeholders on progress against the travel plan.
5. As part of their role, the Travel Plan Co-ordinator should meet with Bedford Borough Council's Travel Plan Officer for an annual review.
6. In addition to annual surveys shared with the Bedford Borough Council, employee postcode data could also be shared to support travel planning.
7. Some travel plans state a percentage of employees need to be aware of the travel plan as a target. In the Council's view this is overly aspirational, often unachievable and impractical. Instead we would favour employee awareness of a short Travel Policy. [An example Travel Policy can be viewed here](#). The Travel Policy should ideally state a commitment by the employer to promoting and encouraging active and sustainable travel. It should encourage employees to consider the way they travel and make journeys that are beneficial to their health and the wider environment where possible. It will provide details of where an employee can find out more details about sustainable travel mode options available to them.
8. Information about active and sustainable travel should ideally be included in inductions and new starter information. As well as providing details of local routes, timetables, etc, it should also seek to explain the benefits of active and sustainable travel to the individual, their employer and the community. [Template support documents are available](#).
9. As well as details on vehicle access, car parking spaces, disabled bays and e-charging points, explicit details of active and sustainable travel infrastructure should also be given and ideally prioritised. (Number and type of cycle parking bays, is it fenced and secured, CCTV, number of lockers, number of showers, walking entrance points, cycling entrance points, safe crossing areas, cycling connectors, walking connectors, proximal bus stops and train stations, and how to connect to these on foot and/or by cycle.) Accessibility infrastructure should also be highlighted so that those with mobility constraints can also consider sustainable modes.
10. The Travel Plan should mention engagement support the Local Authority provides including opportunities to get involved in local and national awareness campaigns, promotions, activities and challenges that seek to further promote active and sustainable travel.
11. Travel plans often talk about SMART objectives but are rarely specific about timings. Ideally the travel plan includes specific dates by when milestones should be achieved.
12. The national or local framework for travel plans does not need to be cited, however details on how the travel plan can help meet the objectives is essential.

Travel Plan Conditions (development other than schools)

The development shall not be occupied until a (detailed travel plan or area wide [framework]) travel plan has been submitted to and approved in writing by the local planning authority. The travel plan shall include:

- A baseline survey of site occupants (if known) or a timetable to undertake a baseline survey of occupants (within 6 months of first occupation) to establish current/proposed travel patterns;
- Details of existing and proposed transport provision and facilities, to include links to pedestrian, cycle and public transport networks and conformity with the local planning authority's car and cycle parking standards;
- Proposals and measures to minimise private car use and facilitate walking, cycling and use of public transport;
- A detailed set of Travel Plan targets with relevant target dates;
- A detailed 'Action Plan' to include specific timetabled measures designed to promote travel choice;

Proposed plans/methods to monitor and undertake annual reviews of the Travel Plan and its targets for a period of 5 years. After each of the five annual reviews, a copy therein to be submitted to the Local Planning Authority in writing for information (or approval).

- Details of site specific marketing and publicity information to be provided to all occupiers of the development, to include:

- o Site specific travel and transport information;
- o Incentives to encourage sustainable modes of travel (e.g. travel vouchers);
- o Details of relevant pedestrian, cycle and public transport routes to/ from and within the site;
- o Maps showing the location of shops and other facilities; and
- o Copies of relevant bus and rail timetables: and

- The appointment of a travel plan co-ordinator who will be responsible for the preparation and submission of the Action Plan and of the 5 annual reviews thereof.

The Travel Plan shall be carried out in accordance with the timetable contained therein and shall continue in force for as long as any part of the development is occupied.

REASON: To promote sustainable modes of travel and to reduce the potential traffic impact of the development on the local highway network in accordance with Policy 31 i), ii) and iii) of the Bedford Borough Local Plan 2030 and DfT's 'Good Practice Guidelines: Delivering travel plans through the planning system'.