



# Public Document Pack

## Cambridge City Council

### DEVELOPMENT PLAN SCRUTINY SUB-COMMITTEE

**To:** Councillors Ward (Chair), Znajek (Vice-Chair), Herbert, Pogonowski, Saunders and Tunnacliffe  
The Executive Councillor for Climate Change and Growth, Councillor Blair  
Alternates: Councillors Dryden, Nimmo-Smith and Wright

*Despatched: Monday 14 March 2011*

**Date:** Tuesday, 22 March 2011  
**Time:** 9.30 am  
**Venue:** Committee Room 1 & 2 - Guildhall  
**Contact:** Toni Birkin **Direct Dial:** 01223 457086

### AGENDA

#### 1 APOLOGIES

To receive any apologies for absence.

#### 2 DECLARATIONS OF INTEREST

Members are asked to declare at this stage any interests, which they may have in any of the following items on the agenda. If any member is unsure whether or not they should declare an interest on a particular matter, they are requested to seek advice from the Head of Legal Services **before** the meeting.

#### 3 MINUTES (*Pages 1 - 8*)

To approve the minutes of the meeting held on 15<sup>th</sup> February 2011.

#### 4 PUBLIC QUESTIONS (SEE BELOW)

#### 5 DRAFT EASTERN GATE DEVELOPMENT FRAMEWORK SUPPLEMENTARY PLANNING DOCUMENT (*Pages 9 - 16*)

#### 6 CAMBRIDGESHIRE RESIDENTIAL TRAVEL PLANNING GUIDANCE (*Pages 17 - 92*)

**7 CAMBRIDGE LOCAL PLAN REVIEW - APPROACH AND TIMESCALES  
FOR REVIEW** *(Pages 93 - 112)*

## ***Information for the public***

### **Public attendance**

You are welcome to attend this meeting as an observer, although it will be necessary to ask you to leave the room during the discussion of matters which are described as confidential.

### **Public Speaking**

You can ask questions on an issue included on either agenda above, or on an issue which is within this committee's powers. Questions can only be asked during the slot on the agenda for this at the beginning of the meeting, not later on when an issue is under discussion by the committee.

If you wish to ask a question related to an agenda item contact the committee officer (listed above under 'contact') **before the meeting starts**. If you wish to ask a question on a matter not included on this agenda, please contact the committee officer by 10.00am the working day before the meeting. Further details concerning the right to speak at committee can be obtained from the committee section.

Filming, recording and photography at council meetings is allowed subject to certain restrictions and prior agreement from the chair of the meeting.

Requests to film, record or photograph, whether from a media organisation or a member of the public, must be made to the democratic services manager at least three working days before the meeting.

### ***Fire Alarm***

*In the event of the fire alarm sounding (which is a continuous ringing sound), you should pick up your possessions and leave the building by the route you came in. Once clear of the building, you should assemble on the pavement opposite the main entrance to the Guildhall and await further instructions. If your escape route or the assembly area is unsafe, you will be directed to safe areas by a member of Cambridge City Council staff.*

This page is intentionally left blank

## DEVELOPMENT PLAN SCRUTINY SUB-COMMITTEE

15 February 2011

9.30 - 10.45 am

**Present:** Councillors Ward (Chair), Znajek (Vice-Chair), Herbert, Pogonowski, Saunders and Tunnacliffe

Executive Councillor for Climate Change and Growth: Councillor Blair

Also present Councillor Hipkin

### Officers present:

Patsy Dell, Head of Planning

Sara Saunders, Planning Policy Manager

Matthew Bowles, Planning Policy and Transport Officer

Joanna Gilbert Wooldridge, Senior Planning Policy Officer

## FOR THE INFORMATION OF THE COUNCIL

### 11/7/DPSSC Apologies

None

### 11/8/DPSSC Declarations of Interest

Councillor	Minute Item	Interest
Saunders	11/11/DPSSC	Personal: Member Cambridge Cycle Campaign; Member of Transitions Cambridge
	11/12/DPSSC	Personal: Member Cambridge Cycle Campaign; Member of Cambridge Past Present and Future; Member of Transitions Cambridge
	11/13/DPSSC	Member Cambridge Cycle Campaign; Member of Cambridge Past Present and Future
Znajek	11/12/DPSSC	Personal: Owns property in East Chesterton

**11/9/DPSSC Minutes**

The minutes of the 18 January 2010 meeting were approved and signed as a correct record.

**11/10/DPSSC Public Questions (See Below)**

None

**11/11/DPSSC Local Transport Plan 3****Matter for Decision:**

- I. To consider the draft Local Transport Plan 3 (LTP3) and agree any proposed changes.
- II. To agree that officers draft a statement of support on the basis of the principles set out in paragraphs 7 to 7.3, and for this to be agreed by the Executive Councillor in consultation with Chair & Spokes prior to submission to the County Council.

**Decision of Exec Cllr for Climate Change and Growth**

- I. Noted the draft Local Transport Plan 3
- II. Agreed that officers would draft a qualified statement of support on the basis of the principles set out in paragraphs 7 to 7.3 of the report and subject to changes outlined by Members being made, and for this to be agreed by the Executive Councillor in consultation with Chair & Spokes prior to submission to the County Council.

**Reason for the Decision:**

- I. The County Council is required by the Transport Act 2000 and the Local Transport Act 2008 to produce a third Local Transport Plan for the period from April 2011. The coalition Government has confirmed the continued role of LTPs as a key tool in delivering transport investment and services at the local level.
- II. LTP3 is made up of two documents, the Policy and Strategy Document (Appendix A) and the Implementation Plan (Appendix B). The LTP sets out existing and future transport issues for Cambridgeshire and includes a strategy to address those issues.
- III. The plan must state how the County Council intends to spend the transport funding received from the government, and other sources, in order to overcome specific issues.

- IV. The County Council had asked the City Council and District Councils to consider the plan and put forward any comments prior to their Cabinet meeting of 22<sup>nd</sup> February and Full Council on 29<sup>th</sup> March. LTP3 will be submitted to the Government on 31<sup>st</sup> March 2011.

**Any alternative options considered and rejected:**

N/A

**Scrutiny Considerations:**

The committee received a report from the Transport Planner regarding the LTP 3. He also tabled an update to take in to account the £3m cut to the bus subsidy announced by the County Council.

In response to member's questions the officer stated that the previous plan had not been a massive success. Air quality had recently begun to move in the right direction and there had been moderate progress on public transport.

The committee made the following comments in response to the report.

- I. Is money being spent in the right way?
- II. The guided bus is an on-going drain on resources
- III. LTP3 had no resources to deliver improvements
- IV. Withdrawal of funding for safety measures was a mistake and this would be feed back to the County Council as a concern.

Councillor Blair shared many of the concerns raised. However, LTP3 did not cover the aspirations of a bid to the Local Sustainable Transport Fund. This bid would be submitted in April and much would depend on the outcome of that bid.

Councillor Hipkin joined the committee to consider this item and made the following comments:

- I. There is an inherent tension in the document between the aspiration for growth and the lack of funding for an infrastructure to support this.
- II. He was pleased to see that the report highlighted the link between transport and land use but suggested it offered no solutions.
- III. It is time for a radical rethink of growth targets that were unrealistic in the current economic climate.
- IV. Seeking to reduce commuter journeys at a time of bus cuts is unrealistic.
- V. Improvements to the A14 are vital and until an alternative plan is agreed air pollution cannot be addressed. Children attending Orchard Park school are expose to pollution and this is not being addressed.

- VI. Parts of Fenland are amongst the most deprived areas in Europe and Cambridge, as an affluent hubs, should share its advantages.
- VII. Housing growth could be moved to Wisbech or March with a light rail network to support it.
- VIII. Joint Leader meetings that had agreed to push ahead with growth plans and this lacked public input and was not in line with the Localism agenda.

The Head of Planning reminded members that the previous Regional Spatial Strategy as discussed on October had lead to a joint statement on target numbers. The delivery phase of that process was now underway. A joint position statement on the A14 was also agreed in October when the LTP3 was not available. She suggested taking a pragmatic view and not revisiting previous decisions.

The Planning Policy Manager suggested that the report did not accurately reflect the current position regarding the A14 and this would be reflected back to the County Council. A group would be set up to consider the A14 and interim measure would be needed to allow planned development to continue. Peter Studdert was working with developer on both the University and the NIAB schemes to ensure that the A14 does not delay developments.

It was agreed that a response from the City to the County was needed. Members expressed the view that they could support the guiding principles of the document but were unable to agree some aspect of the strategy. Members were reminded that previously they had responded negatively to plans for the A14 and the scheme had been rejected. The Planning Policy Manager would circulate a copy of the response letter sent to the County on that occasion.

#### **Action**

In response to member's questions, officers confirmed that the County did not need a positive response from the City in order to continue with plans. Members agreed that it would be better to engage with the process but to highlight pertinent issues in order to have some influence. Other District Council had taken this approach. Pipeline bids, such as Chesterton Railway Station were dependent on support of the document.

Members felt able to support the general principles set out in paragraphs 7 to 7.3 but felt unable to fully sign up to the plan until their concerns with certain aspects of the plan had been allayed.



The Scrutiny Committee considered and endorsed the amended recommendations in the report by 4 votes to 1.

The Executive Councillor for Climate Change and Growth agreed the decision.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

**11/12/DPSSC Green Infrastructure Strategy**

**Matter for Decision:**

The purpose of the report was to provide an update on progress with the Green Infrastructure Strategy review, which had been prepared by Cambridgeshire Horizons in partnership with local authorities and other key stakeholders, and to seek support for the endorsement of the Strategy for public consultation.

**Decision of Exec Cllr for Climate Change and Growth:**

- I. Welcomed the broad approach taken in the 2<sup>nd</sup> Draft of the Green Infrastructure Strategy;
- II. Endorse the 2<sup>nd</sup> Draft of the Green Infrastructure Strategy for consultation subject to any changes in approach that may arise from the input of the Green Infrastructure Forum;
- III. Agreed that if there are any major changes in approach resulting from consultation with the Green Infrastructure Forum on 18<sup>th</sup> February 2011, that these are considered and agreed in consultation with Chair and Spokes.

**Reason for the Decision:**

The 1<sup>st</sup> round of consultation on the review of the Green Infrastructure Strategy took place in Spring 2010. Responses to this consultation resulted in significant changes being made to the draft Green Infrastructure Strategy. The 2<sup>nd</sup> round of consultation on the document is planned for 3<sup>rd</sup> March – 3<sup>rd</sup> April 2011.

**Any alternative options considered and rejected:**

N/A

**Scrutiny Considerations:**

The committee received a report from the Senior Planning Policy Officer regarding the Green Infrastructure Strategy.

Members made the following comments:

- I. As a City we make good use of the available open space. However, additional open space is semi-private and Cambridge University could do more to share their green spaces.
- II. The North West developments would be open access
- III. The document illustrates the winding down of Cambridgeshire Horizons and gives direction for the future. Could more be achieved by working with others as this committee spends a lot of time looking at documents it has not control over?

The Planning Policy Manager stated that her team are working on bringing forward the Open Space and Recreation Assessment and Strategy, which will deal with local deficiencies and standards. In terms of the Green Infrastructure Strategy, consistency across authorities had been agreed and the evidence base gathered over the last five years had been put to good use.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor for Climate Change and Growth agreed the decision.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

N/A

## **11/13/DPSSC Eastern Gate Visioning Document**

### **Matter for Decision:**

The purpose of the report was to seek final approval of the Eastern Gate Visioning Document from the Executive Councillor for Climate Change and Growth.

### **Decision of Exec Cllr for Climate Change and Growth:**

The Executive Councillor is recommended to approve the final version of the Eastern Gate Visioning Document dated January 2011.

### **Reason for the Decision:**

Approval was given to the recommended changes to the previous draft document at the Development Plan Steering Sub-Committee at the meeting of December 14, 2010, and this recommendation simply requests final approval of those changes.

**Any alternative options considered and rejected:**

**N/A**

**Scrutiny Considerations:**

Members expressed support for the changes.

The Scrutiny Committee considered and endorsed the recommendations in the report unanimously.

The Executive Councillor for Climate Change and Growth agreed the decision.

**Conflicts of interest declared by the Executive Councillor (and any dispensations granted)**

**N/A**

The meeting ended at 10.45 am

**CHAIR**

This page is intentionally left blank



To: Executive Councillor for Climate Change & Growth:  
Councillor Clare Blair

Report by: Director of Environment

Relevant scrutiny committee: Development Plan Scrutiny Sub-Committee (DPSSC) 22.03.2011

Wards affected: Abbey, Market, Petersfield

## **Draft Eastern Gate Development Framework SPD**

### **1.0 Executive summary**

- 1.1 The Eastern Gate study area lies to the north of the city centre. It encompasses a sizeable area that stretches from the Crown Court, past the Elizabeth Way roundabout to the beginning of the Cambridge Retail Park. Proposal sites 7.01 and 7.03, as identified within the Cambridge Local Plan (2006) fall within the study area.
- 1.2 There is widespread recognition of the need to improve the physical environment within the study area. In addition, increased developer activity within the area has created growing pressure such that a formal planning document needs to be produced to help coordinate and guide future redevelopment in line with the Council's Local Plan policies and objectives.
- 1.3 The production of a Development Framework as a Supplementary Planning Document (SPD) for the Eastern Gate area was identified in the 2010/2011 Joint Urban Design Team Service Plan. The document, when finally approved, will form part of the Local Development Framework for Cambridge. In progressing the SPD, the work has been split into two parts. Firstly, a Visioning Document was produced in consultation with the local community, members and key stakeholders. This document was approved by the Executive Councillor for Climate Change and Growth on February 14, 2011. Secondly, the approved Visioning Document is being used as the basis for a Development Framework for the area in the form of a Supplementary Planning Document (SPD).
- 1.4 The Draft Eastern Gate Development Framework SPD and its accompanying Sustainability Appraisal has been prepared for public consultation. In addition a draft schedule of consultees has also been prepared. All of these documents are attached in the appendix to this report.

## **2. Recommendations**

- 2.1 This report is being submitted to the Development Plan Scrutiny Sub-Committee for prior consideration and comment before a decision by the Executive Councillor for Climate Change and Growth.
- 2.2 The Executive Councillor is recommended:
- To approve the Draft Eastern Gate Development Framework SPD for public consultation (Appendix A);
  - To approve the draft Sustainability Appraisal report in respect of the Draft Eastern Gate Development Framework SPD for public consultation (Appendix B); and
  - To approve the proposed Draft Schedule of Consultees (Appendix C).

## **3. Background**

### **Scope and purpose of the SPD**

- 3.1 Over the past several decades, the Eastern Gate area has experienced significant change. The large-scale highway interventions of the 1970s, the application of standard highway solutions and the introduction of unsympathetic, bulky buildings that have little relationship with the public realm have eroded the qualities of the area and severed neighbouring communities. Many sites within the area have been subject to a number of planning applications, several applications having been considered recently by the City Council and some of which are still extant. Fragmented landownership within the area further complicates matters.
- 3.2 In terms of site specific planning policy allocations, proposals sites 7.01 and 7.03 as identified in the Cambridge Local Plan (2006) fall within the Eastern Gate study area. The draft SPD is intended to expand upon these site based policies, as well as expand and compliment the saved policies contained within the Cambridge Local Plan, more specifically policies 3/4 Responding to Context, 3/6 Ensuring Co-ordinated Development, and 3/7 Creating Successful Places.
- 3.3 As noted earlier, the draft SPD will form part of the Local Development Framework for Cambridge and so will be a key material consideration in the determination of planning applications. This is an important factor given that there will be further development interest and activity in the area driven by the private sector and so detailed, material planning guidance will be important in ensuring high quality, coordinated development activity can occur. It will also help ensure properly funded, designed and coordinated infrastructure improvements can take place within the area.

3.4 In summary, the purpose of the Eastern Gate Development Framework SPD is threefold:

- To articulate a clear vision for the future of the Eastern Gate area;
- To establish a development framework to help co-ordinate and guide decisions (by the City and County Councils and other public and private partners); and
- To identify a series of key projects which will attract and guide investment and support future public and private projects (by the City and County Councils and others) within the area.

### **Content of the Draft SPD**

3.3 The Draft SPD for the Eastern Gate area has five main chapters:

- Chapter 1 forms the introduction and sets out the purpose and status of the SPD; it also establishes a series of objectives.
- Chapter 2 provides a contextual analysis of the area.
- Chapter 3 establishes the redevelopment aspirations for the area through a series of high-level strategies and development principles related to the following: movement and circulation; open space, land use and activity; built form, scale and massing; and public art.
- Chapter 4 further develops the aspirations identified in the previous chapter into a series of key public realm and infrastructure projects that are fundamental to achieving the overall vision for the area. This chapter also sets out an initial strategy for the implementation and delivery of these key projects, including likely funding sources.
- Chapter 5 outlines the documents required to accompany planning applications.

3.4 The Vision for the Eastern Gate area is all about a simple principle, which may be summarised as:

*“Breaking down the barriers...reconnecting people, reconnecting place”.*

3.5 To direct and guide the implementation of the vision for the area, a series of objectives have been developed. The objectives aim to:

- a) Rebuild a sense of place and arrival along the eastern gateway into the city.
- b) Promote the creation of safer, more civilised and inclusive streets which prioritise pedestrians and cyclists.
- c) Improve connectivity through the area by re-establishing historic links, reconnecting streets and strengthening key strategic pedestrian/cycle routes.

- d) Promote the enhancement of existing well-loved open spaces and improving the links between them.
- e) Promote the creation of new and inviting open spaces by rediscovering and realising the potential of underused areas.
- f) Promote the greening of streets and spaces and the enhancement of habitat.
- g) Create the opportunity for an active and vibrant public realm.
- h) Encourage and facilitate well-designed, sustainable and contemporary development.
- i) Enhance the appearance of this part of the Central Conservation Area and the setting of historically significant buildings.
- j) Promote a number of key public realm and infrastructure projects that combine good placemaking and keep standard highway measures to a minimum.

3.6 In order to fulfil the vision and development objectives for the Eastern Gate area, the Development Framework SPD, via a series of high-level strategies, sets out the key qualities and development principles that are required of any development. Drawing upon these strategies, the document then moves on to outline a series of key public realm and infrastructure projects that are considered fundamental to achieving the overall vision and development objectives for the area.

### **Sustainability Appraisal**

3.7 A Sustainability Appraisal (SA) has been carried out as an integral part of the SPD process in accordance with the provisions of the Planning and Compulsory Purchase Act 2004, and following the process set out in the guidance contained in 'Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents' (November 2005). The draft Sustainability Appraisal is appended to this report as Appendix B. To inform the development of the Sustainability Appraisal for the SPD, a Sustainability Appraisal Scoping Report was prepared as an addendum to the Local Development Framework Scoping Report. This scoping exercise was subject to the required statutory consultation process for five weeks. The full draft Sustainability Appraisal will be the subject of public consultation alongside the draft SPD.

### **Consultation**

3.8 Consultation on both the draft SPD and the draft SA is due to take place over a six-week period, running from 9<sup>th</sup> May 2011 to the 17<sup>th</sup> June 2011. In line with the consultation standards as set out in the Council's Statement of Community Involvement, the consultation documents will be sent to statutory and other consultees identified in Appendix C of this report. The draft SPD, draft SA, response forms and all other relevant background material will be made available



on the Council's website and an online consultation system will be utilised to allow people to submit their comments via the Internet. Hard copies of the consultation material, including the response forms, will be made available at the Customer Service Centre and the Central Library. Subject to available budget, it is proposed that a leaflet drop is undertaken of properties that fall within or next to the Eastern Gate study area, inviting local residents and businesses to view the documents and to tell us their thoughts. A leaflet drop was used last year to publicise that the draft Visioning Document was the subject of public consultation, and this proved to be a very effective method. It is also envisaged that a static exhibition will be made available in the Customer Service Centre to publicise the consultation and it is also proposed that a copy of this exhibition will be made available at a an East Area Committee meeting. Lastly, as undertaken during the consultation period on the draft Visioning Document, it is proposed that the draft Eastern Gate Development Framework SPD will be presented to Design and Conservation panel for comment during May or June. Following the end of the consultation period officers will consider representations, make appropriate amendments to the SPD and report back to Environment Scrutiny Committee in October 2010 for adoption.

## **4. Implications**

### **Financial Implications:**

- 4.1 There are no significant direct staffing or procurement issues arising from this report. Staffing resources are already committed through the budget and service plan process. Funding will be necessary for consultation purposes and subject to availability, this can be found in existing consultation budgets.
- 4.2 Funding of future infrastructure projects is set out in further detail in Chapter 4 of the draft SPD. Funding of individual projects will depend on the project, relevance to development sites and project lead. Suffice to say that it is likely that several funding sources will be necessary from several different parties in order to realise the complete "Vision" for the area. In addition, such a Vision will likely take a number of years to realise.

### **Equal Opportunities Implications:**

- 4.3 An Equalities Impact Assessment has been prepared in relation to the draft SPD. No negative impacts on equalities were identified as a result of the assessment.

### **Environmental Implications:**

- 4.4 The improvement of the Eastern Gate area as set out in the draft SPD, has the potential to considerably improve the environmental quality of the area overall.
- 4.5 A Sustainability Appraisal (SA) has been carried out as an integral part of the SPD. Refer to above paragraph 3.7 and Appendix C.

## **Community Safety:**

4.6 The improvement of the Eastern Gate area as set out in the draft SPD has the potential to significantly improve the quality, attractiveness and safety of the public realm.

## **5. Background papers**

5.1 The following background papers were used in the preparation of this report:

- Eastern Gate Visioning Document, February 2011.
- Cambridge Local Plan, July 2006.
- Statement of Community Involvement – A Consultation Strategy for Planning in Cambridge, adopted September 2007.

## **6. Appendices**

Appendix A: Draft Eastern Gate Development Framework SPD

Appendix B: Draft Sustainability Appraisal for Draft Eastern Gate Development Framework SPD

Appendix C: Draft Schedule of Consultees.

## **7. Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name:	Sarah Chubb
Author's Phone Number:	01223 457965
Author's Email:	sarah.chubb@cambridge.gov.uk

## **Appendix C: Draft Schedule of Consultees for the Eastern Gate SPD**

---

### **Statutory Consultees:**

- Anglian Water
- BT Open Reach Newsites
- Cable & Wireless UK
- Cambridge Water Company
- Cambridgeshire County Council (part. Highways)
- Comberton Parish Council
- Cottenham Parish Council
- Coton Parish Council
- EDF Energy
- English Heritage
- Environment Agency
- Fen Ditton Parish Council
- Fulbourn Parish Council
- Girton Parish Council
- Grantchester Parish Council
- Great Shelford Parish Council
- Hauxton Parish Council
- Highways Agency
- Histon & Impington Parish Councils
- Horningsea Parish Council
- Madingley Parish Council
- Milton Parish Council
- Mobile Operators Association
- National Grid Transco
- Natural England
- Network Rail
- Npower Renewables
- NTL
- South Cambridgeshire District Council
- Teversham Parish Council
- The Norfolk, Suffolk & Cambridgeshire Strategic Health Authority

### **Other Consultees**

- 42 x City Councillors
- Ward County Councillors for Petersfield, Abbey and Market
- Deputy Leader and Cabinet Member for Highways and Access (Cambridgeshire County Council).
- Cabinet Member for Highways and Access (Cambridgeshire County Council)
- Anglia Ruskin University
- Bradmore & Petersfield Residents Association

- Brunswick & North Kite Residents' Association
- Cambridge Citizens Advice Bureau
- Cambridge Chinese Community Centre
- Cambridge Crown Court
- Cambridge Cycling Campaign
- Cambridge Federation of Tenants & Leaseholders
- Cambridge Past, Present and Future
- Cambridge Chamber of Commerce & Industry
- Cambridgeshire Fire & Rescue Service
- Cambridgeshire Constabulary
- Cambridgeshire Campaign for Better Transport
- Cambridgeshire Older Peoples Enterprise (COPE)
- CRACA
- FECRA (Cambridge Federation of Residents Associations)
- Grafton Centre Management
- Greater Cambridge Partnership
- Januarys Consultant Surveyors
- Living Streets
- Nathaniel Lichfield and Partners
- Norfolk Terrace & Blossom Street Residents' Association
- Petersfield Area Community Trust (PACT)
- Riverside Area Residents Association (RARA)
- Savills Cambridge
- Shape East
- Stagecoach
- St Matthews Gardens Residents Association
- Sustrans Ltd
- The Wildlife Trust
- York Street Residents' Action Group
- University of Cambridge Estates Management and Building Service



To: Executive Councillor for Climate Change and Growth  
Report by: Director of Environment  
Relevant scrutiny committee: Development Plan Scrutiny Sub Committee ?/03/2011  
Wards affected: All Wards

## Cambridgeshire Residential Travel Plan Guidance

Non Key Decision

### 1.0 Executive Summary

- 1.1 Cambridgeshire County Council has prepared draft Guidance on Residential Travel Plans for Cambridgeshire (RTP Guidance). The purpose of this guidance is to provide a background to Residential Travel Plans (RTPs), to explain the residential travel planning process and to specify the local requirements for RTPs.
- 1.2 The RTP Guidance is intended to be used by developers, all the local authorities in Cambridgeshire and any other relevant stakeholders involved in the residential travel planning process.
- 1.3 The County Council are planning consultation on the draft RTP Guidance during May 2011 and June 2011.

### 2.0 Recommendations

- 2.1 This report is being submitted to the Development Plan Scrutiny Sub-Committee for prior consideration and comment before decision by the Executive Councillor for Climate Change and Growth.
- 2.2 The Executive Councillor is recommended:
  - a) To agree to the key considerations and proposed amendments as set out in paragraphs 5.3 to 5.13 and for these to be submitted to the County Council for consideration prior to public consultation.
  - b) To endorse the draft RTP Guidance for public consultation subject to proposed amendments.

- c) To agree the list of consultees in Appendix B.
- d) To agree that in the event that the County Council are not able to take on board the City Council's amendments prior to public consultation, that officers formally submit the proposed amendments as part of the consultation process.

### **3.0 Background**

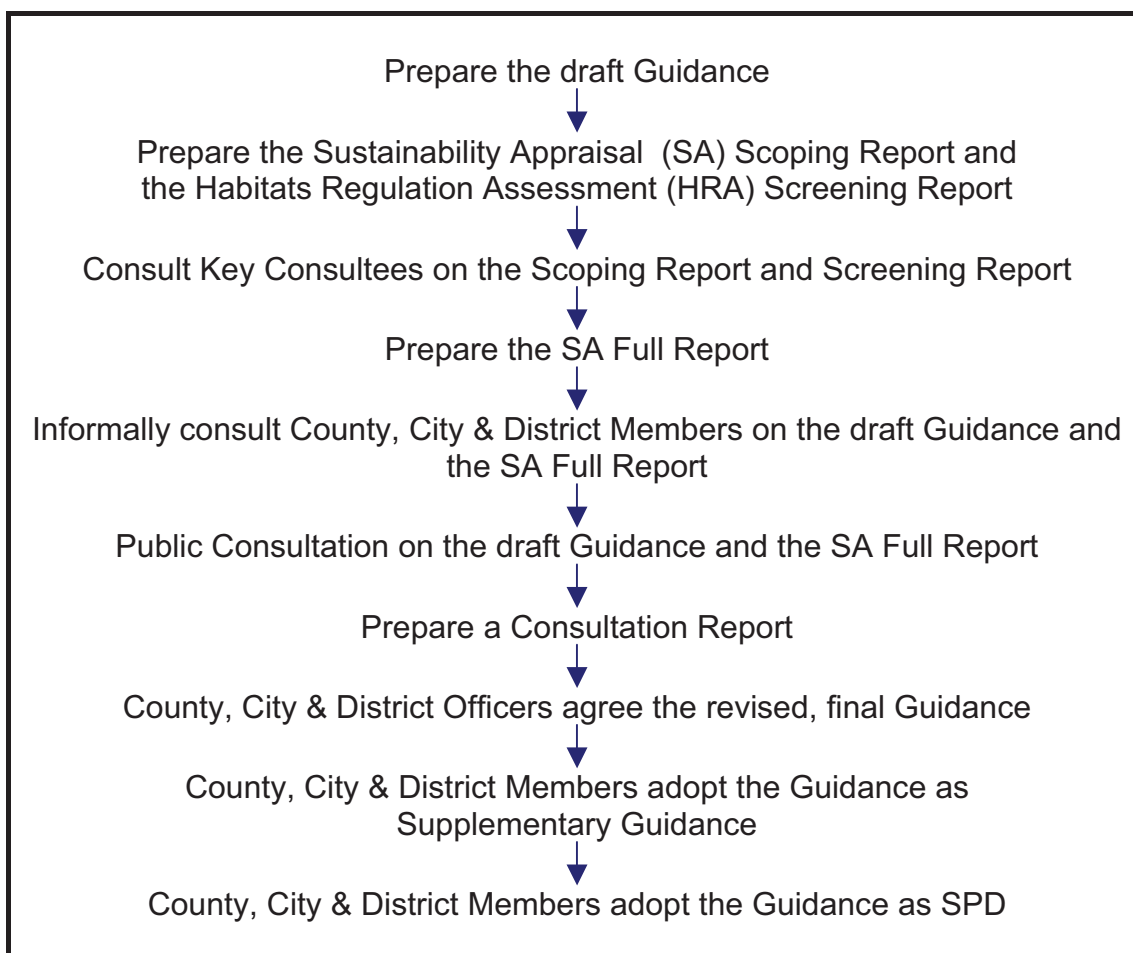
- 3.1 Planning Policy Guidance note 13 (PPG13) states that travel plans should be submitted with all planning applications that are likely to have significant transport implications. This is because evidence has shown that travel plans have been successful both in reducing the number and length of single-occupancy car journeys and in increasing the use of sustainable forms of travel for journeys to and from destinations such as schools and workplaces. Travel plans are now also being used to increase sustainable travel from a single origin (a residential development) to various destinations (such as to schools, places of work and leisure centres).
- 3.2 Travel plans, and guidance on their best practice, for work and schools have been commonplace over the last decade. However, guidance on residential travel plans has only recently materialised, with the publication of 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (2009) from the Department for Transport (DfT).
- 3.3 Given the importance of travel plans, Cambridgeshire County Council has prepared the draft RTP Guidance for Cambridgeshire. The purpose of this guidance is to provide a background on RTPs, to explain the RTP process and to specify the local requirements for RTPs. Alongside the guidance provided, the document contains templates and examples to demonstrate the requirements.
- 3.4 An RTP is a document which seeks to increase sustainable travel at a residential development by:
  - reducing the need for travel
  - reducing single-occupancy car travel
  - providing and encouraging the use of more sustainable travel choices, such as walking, cycling, public transport, car sharing and car clubs

- 3.5 The RTP Guidance is intended to be used by developers, all the local authorities in Cambridgeshire and any other relevant stakeholders involved in the residential travel planning process.
- 3.6 The draft RTP Guidance is attached as Appendix A. It outlines relevant background including the potential benefits of an RTP and the national and local policy context. It also sets out when an RTP is required along with the process of preparing a RTP from the start of the process at the pre application stage through to implementation and monitoring.

#### 4.0 Status and Public Consultation

- 4.1 Following advice from the local authorities, the County Council have followed a similar process to that of developing a Supplementary Planning Document (SPD). This is in order to give the RTP Guidance as much weight as possible in the planning application process. The process for developing the guidance is set out in figure 1 below and as part of this, the County Council have prepared a Sustainability Appraisal and Habitats Regulation Assessment Screening Report.

**Figure 1: The Process for Developing the RTP Guidance**



- 4.2 The RTP Guidance will be adopted as Supplementary Guidance by the County Council at the end of the process and the County Council would like the City Council and other districts to do the same. The County Council are proposing public consultation on the draft guidance from May 2011 to June 2011. As part of this, key stakeholders will be informed and will be able to respond to the consultation. The County Council have prepared a list of consultees and this has been attached for consideration in Appendix B.

## **5.0 Key Considerations**

- 5.1 The County Council have sought to involve the local authorities in the preparation of the draft RTP Guidance. Officers have provided previous comments which have generally been taken on board.
- 5.2 The purpose of the draft RTP Guidance is supported and it is considered important that residential travel plans are submitted as part of relevant planning applications in order to ensure that the transport impacts of residential developments are kept to a minimum. However, there are a number of specific issues for consideration:

### *General*

- 5.3 On the whole, the draft RTP Guidance is clear and concise and does not repeat other relevant guidance. However, the document should include paragraph numbers and this should be amended prior to public consultation in order to make it easier for comments to be made on specific sections/paragraphs. Prior to consultation, the document needs to be proof read and inconsistencies in acronyms need to be picked up.

### *Role of the County Council*

- 5.4 The draft RTP Guidance refers to the role of the Local Planning Authorities but it needs to clarify the role of the County Council in the process. The County Council as the transport authority have a key role in this process and it is important that this is clear in the guidance and that the role of the County Council is strengthened. RTPs require technical expertise and it is considered that they sit alongside relevant transport assessments. Given this, it is considered appropriate for the County Council to take a much more proactive role in terms of assessing the acceptability of any residential travel plans and in certain instances, it will be appropriate for developers to contact the County Council directly to discuss RTPs. This should be clearly set out in the guidance specifically in paragraph 6 on page 5 (section 2.1), paragraph 7 on page 15 and paragraph 1 on page 16 (section 5.4).



Furthermore the practical working arrangements between the authorities need to be clarified e.g. main contacts.

#### *Monitoring and Enforcement*

- 5.5 Section 5.7.2 on page 17 & 18 covers the monitoring of residential travel plans. Whilst it mentions that monitoring is the responsibility of the developer and monitoring should be undertaken by a Travel Plan Coordinator, the enforcement arrangements and sanctions of not complying with the RTP are not explained. It is also not clear how any monitoring issues will be resolved. Travel plan monitoring requires specialist technical knowledge and is resource intensive and therefore the role of the County Council is key in this part of the process. For example, the Travel Plan obligation in the Trumpington Meadows agreement is clearly enforceable by the County Council and not the City Council. The City Council has no obligation to monitor, or responsibility to enforce the Travel Plan. The County Council are therefore responsible for monitoring the Travel Plan, and this is the same for all of the sites in the Southern Fringe.
- 5.6 Furthermore, this section does not fully reflect the approach to monitoring agreed by Chief Planning Officers. This approach agreed that the County Council would monitor RTPs but on a limited basis. This position is not really reflected in section 5.7.2 and it is not clear how well this will work in practice. Whilst resource limitations are recognised, a more comprehensive approach should be considered especially if RTPs are going to be truly effective tools in minimising transport impacts and offering suitable alternatives to the car.
- 5.7 In addition, the role of the Travel Plan Coordinator needs to be more fully explained.
- 5.8 Consideration also needs to be given to the period of monitoring. The draft RTP Guidance doesn't appear to refer to a stand time period and this should be discussed further.
- 5.9 In order to avoid confusion with the Annual Monitoring Report produced by the local authorities as part of the Local Development Framework System, monitoring reports for RTPs should have a clear title and be referred to as 'Residential Travel Plan Annual Monitoring Report'.

#### *Policy*

- 5.10 The document states in paragraph 1.2 that “*The City and District Councils may in future choose to adopt the Guidance individually as Supplementary Planning Guidance (SPD)*”. This is incorrect. The

document will be adopted as Supplementary Guidance, having gone through a similar process to that of an SPD.

- 5.11 Paragraph 2 on page 8 needs to be updated and reflect the current position with regard to Regional Spatial Strategies. A recent High Court ruling has confirmed that decision makers should still have regard to the Government's intention to abolish Regional Spatial Strategies as a material consideration. Therefore, whilst the East of England Plan still technically forms part of the development plan for Cambridge, the Government's intention to abolish it should be considered when deciding on planning applications.
- 5.12 On page 9, the North West Cambridge AAP should no longer be referred to as a 'Draft'. This was adopted in October 2009. Page 9 also needs to reflect the current position in relation to the review of the Cambridge Local Plan and remove reference to the Core Strategy.

#### *Appendices*

- 5.13 Additional comments on the Appendices to the draft RTP Guidance are provided below:
- In Appendix 9 on page 61, Residents' Associations should be added to the list of people that the Travel Plan Coordinator should liaise with.
  - In Appendix 10 on page 62, reference to the Transport Planning Team at the City Council should be removed. The address and telephone number also needs to be updated as follows:

Cambridge City Council  
PO Box 700  
Cambridge  
CB1 0JH

Telephone (Customer Service Centre): 01223 457000

## **7.0 Next Steps**

- 7.1 Following consideration of the draft RTP Guidance by Development Plan Scrutiny Sub Committee, officers will submit proposed amendments to the County Council prior to public consultation. In the event that the County Council are not able to take on board the City Council's amendments prior to public consultation, officers will formally submit the proposed amendments as part of the consultation process.

## **8.0 Implications**

### **Financial/Procurement**

8.1 There are no direct financial implications arising from this report.

### **Staffing**

8.2 There are no direct staffing implications arising from this report.

### **Equal Opportunities**

8.3 There are no direct equal opportunities issues arising from this report.

### **Environmental**

8.4 There are no direct environmental issues arising from this report.

### **Community Safety**

8.5 There are no direct community safety implications arising from this report.

## **9.0 Background papers**

9.1 These background papers were used in the preparation of this report:

- Draft Cambridgeshire Residential Travel Plan Guidance
- Planning Policy Guidance 13 (PPG13)
- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT 2009)

## **10.0 Appendices**

- Appendix A – Draft RTP Guidance
- Appendix B – Consultee List

## **11.0 Inspection of papers**

To inspect the background papers or if you have a query on the report please contact:

Author's Name: Matthew Bowles  
Author's Phone Number: 01223 457172  
Author's Email: Matthew.bowles@cambridge.gov.uk

This page is intentionally left blank

# Draft Cambridgeshire Residential Travel Plan Guidance

## Supplementary Guidance



**December 2010**

## Contents

<b>1.</b>	<b>Introduction</b>	
1.1	Purpose of the Cambridgeshire Residential Travel Plan Guidance	3
1.2	The Process for Developing the Guidance	3
<b>2.</b>	<b>Background on Residential Travel Plans</b>	
2.1	What is a Residential Travel Plan?	5
2.2	Potential Benefits of a Residential Travel Plan	6
<b>3.</b>	<b>Guidance and Policies</b>	
3.1	National Guidance	7
3.2	Local Guidance and Policy	7
<b>4.</b>	<b>When is a Residential Travel Plan Required?</b>	
4.1	National Guidance on Requesting Residential Travel Plans	10
4.2	Local Requirements for Residential Travel Plans	10
4.2.1	Cambridge City Council Requirements	11
4.2.2	East Cambridgeshire District Council Requirements	11
4.2.3	Fenland District Council Requirements	11
4.2.4	Huntingdonshire District Council Requirements	11
4.2.5	South Cambridgeshire District Council Requirements	11
<b>5.</b>	<b>The Residential Travel Planning Process</b>	
5.1	Pre-Application Discussions	13
5.2	Site Audit	13
5.3	Writing the Residential Travel Plan	13
5.4	The Planning Application Process	14
5.5	Implementing the Residential Travel Plan	15
5.6	Raising Awareness, Marketing and Promotion	16
5.7	Management of the Residential Travel Plan	16
5.7.1	Management Structure and Roles	16
5.7.2	Monitoring	16
5.7.3	Review	17
5.7.4	Long-term Sustainability of the Residential Travel Plan	17
<b>6.</b>	<b>Conclusion</b>	
6.1	What can Developers and Local Authorities do to Support the Residential Travel Planning Process?	19
6.2	Local Authority Contact Information	20

	<b>Figures</b>	
Figure 1	The Process for Developing the Guidance	4
Figure 2	Residential Travel Planning Process	12
	<b>Tables</b>	
Table 1	Current and Emerging Guidance and Policy relating to Residential Travel Plans	8
Table 2	Summary of Thresholds for Submitting a Residential Travel Plan with a Planning Application	10
Table 3	Ways in which Developers and Local Authorities can Support the Residential Travel Planning Process	20
	<b>Appendices</b>	
Appendix 1	Web Links to Residential Travel Plan Guidance and Policy, Planning Application Guidance and Validation Checklists	22
Appendix 2	Site Audit Requirements	25
Appendix 3	Residential Travel Plan Template	26
Appendix 4	Travel Information Pack Requirements	40
Appendix 5	Residential Travel Plan Measures	42
Appendix 6	Hypothetical Residential Travel Plan Cases <ul style="list-style-type: none"> <li>• Rural Area</li> <li>• Urban Area</li> </ul>	43
Appendix 7	Example Planning Condition and Section 106 Agreement for a Residential Travel Plan	52
Appendix 8	Example Travel Questionnaire for Residents	56
Appendix 9	Strengthening Links with the Local Community	61
Appendix 10	Local Authority Contact Information	62
	<b>Acronyms</b>	
LDF	Local Development Framework	
LPA	Local Planning Authority	
PPG	Planning Policy Guidance	
PPS	Planning Policy Statement	
RSS	Regional Spatial Strategy	
RTP	Residential Travel Plan	
SPD	Supplementary Planning Document	



## **1. INTRODUCTION**

This Guidance has been prepared by Cambridgeshire County Council in liaison with the City and District Councils in Cambridgeshire. It is intended for use by developers, their consultants, Cambridgeshire's City and District Councils and any other stakeholders involved in the residential travel planning process.

### **1.1 Purpose of the Cambridgeshire Residential Travel Plan Guidance**

The purpose of the Cambridgeshire Residential Travel Plan Guidance (or "the Guidance") is to provide a background on Residential Travel Plans (RTPs), to explain the residential travel planning process and to specify the local requirements for RTPs. Alongside the guidance provided, this document contains templates and examples to demonstrate the requirements.

### **1.2 The Process for Developing the Guidance**

The Guidance will be adopted as Supplementary Guidance by the County, City and District Councils. Once the Guidance has been endorsed by the City and District Councils as a Supplementary Guidance, it will be used in making decisions on planning applications which include an element of residential development.

Prior to adoption, the Guidance will be subject to public consultation and Sustainability Appraisal, in order to give it similar weight to a Supplementary Planning Document (SPD). This is in accordance with paragraph 6.3 of Planning Policy Statement (PPS) 12<sup>1</sup>. Having similar weight to an SPD will be beneficial because it will give the Councils stronger policy backing to request the development and implementation of RTPs.

The City and District Councils may in future choose to adopt the Guidance individually as Supplementary Planning Documents (SPDs).

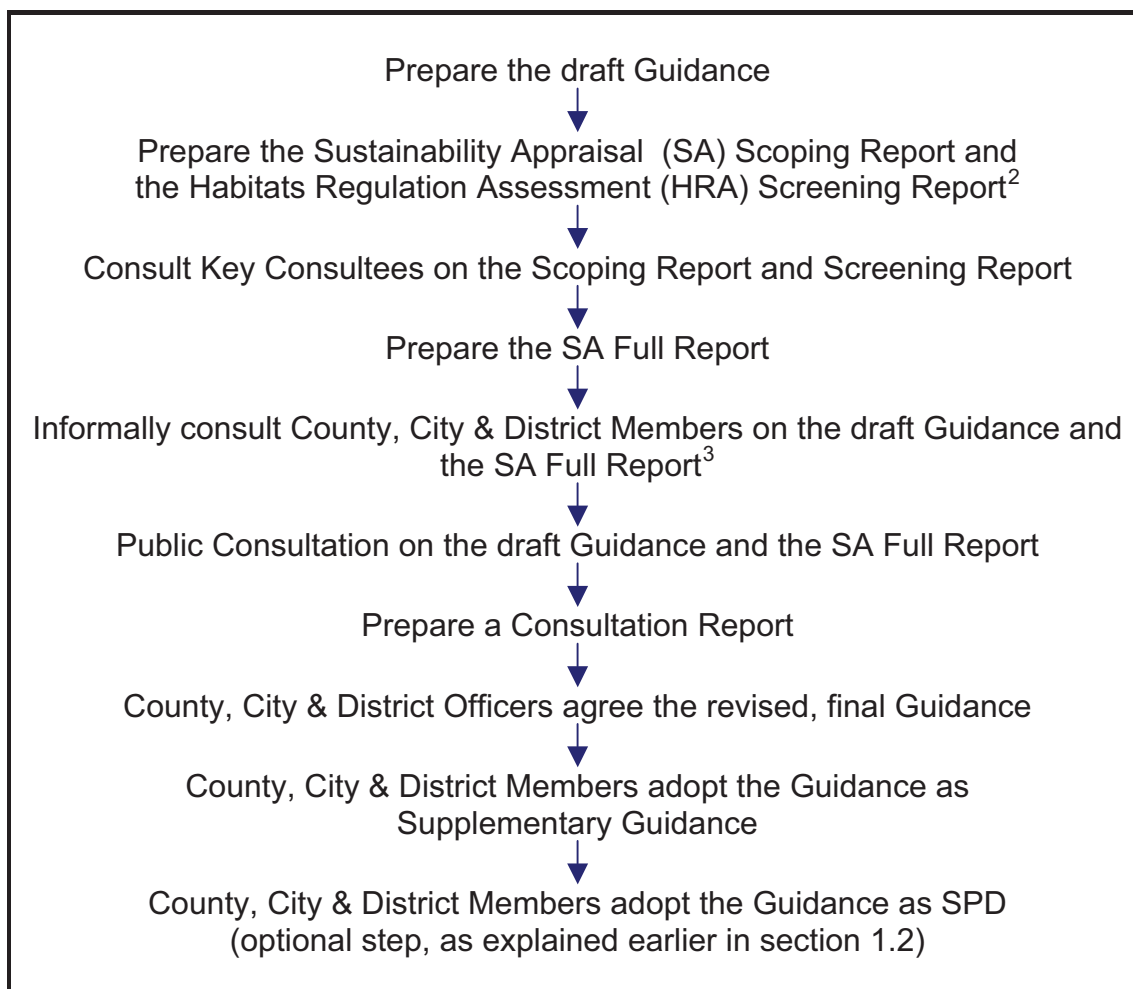
The figure below summarises the steps that will be taken, leading up to the adoption of the Guidance:

---

<sup>1</sup> PPS 12, paragraph 6.3: "Supplementary guidance to assist the delivery of development may be prepared by a government agency, Regional Planning Body or a County Council or other body (e.g. AONB committee) where this would provide economies in production and the avoidance of duplication e.g. where the information in it would apply to areas greater than single districts. Such guidance would not be a supplementary planning document. However, if the same disciplines of consultation and sustainability appraisal (where necessary) are applied, such information might, subject to the circumstances of a particular case, be afforded a weight commensurate with that of SPDs in decision making. This may be more likely if the district/borough/city councils to which it is intended to apply endorse the guidance, or if the document is an amplification of RSS policy and it has been prepared by an RPB."



**Figure 1: The Process for Developing the Guidance**



<sup>2</sup> Following the consultation of key consultees on this document, it was agreed that the Screening Report was satisfactory and it was not necessary to conduct further assessment for a HRA Full Report.

<sup>3</sup> The purpose of this step is to keep Members aware and up to date on the Guidance process and to enable them to provide a steer if need be.

## **2. BACKGROUND**

Travel plans have been successful both in reducing the number and length of single-occupancy car journeys and in increasing the use of sustainable forms of travel for journeys to and from destinations such as schools and workplaces. Travel plans are now also being used to increase sustainable travel from a single origin (a residential development) to various destinations (such as to schools, places of work and leisure centres).

### **2.1 What is a Residential Travel Plan?**

A Residential Travel Plan (RTP) is a document which seeks to increase sustainable travel at a residential development by:

- reducing the need for travel
- reducing single-occupancy car travel
- providing and encouraging the use of more sustainable travel choices, such as walking, cycling, public transport, car sharing and car clubs

A RTP addresses all types of trips to, from and within a residential development, including trips made by residents and visitors.

It sets out the implementation, marketing, monitoring and review of a variety of travel measures to meet pre-agreed targets. The types of measures to be considered when writing a RTP are discussed further in section 5.3.

A RTP is site-specific and takes into account the characteristics of the development such as its location, surrounding transport infrastructure and proximity to local facilities. It is not a static document; it is flexible and should be adapted to suit changes in the site's characteristics over time.

Residential developments sometimes contain other land uses (such as a school, a community centre or a grocery store) and these should be incorporated within an umbrella travel plan for the whole site.

When preparing to write a RTP, advice should be sought from the relevant City or District Council as the Local Planning Authority (LPA). The LPA will then liaise where necessary with Cambridgeshire County Council (as the Local Highway Authority) and the Highways Agency (responsible for operating, maintaining and improving the strategic road network in England).

## 2.2 Potential Benefits of a Residential Travel Plan

A good Residential Travel Plan should deliver a range of benefits to residents, the wider community and developers.

The benefits to residents and the wider community may include:

- increased choice and quality of travel modes
- reduced traffic congestion and saving travel time on roads
- reduced harmful impacts on the environment due to fewer vehicles being on the roads and promoting less environmentally intrusive forms of travel, such as walking and cycling
- improved air quality and minimised Greenhouse Gases (GHG) emissions due to reduction in traffic growth and congestion and an increased choice of more sustainable modes of transport
- reduction in the harmful effects to the existing biodiversity and the built and historic environment as a result of reduced traffic growth
- improved health due to less pollution from vehicles and the take up of more active modes of travel, such as walking and cycling
- financial savings from free or discounted travel vouchers and the take up of less costly alternatives of travel (such as walking or car sharing)
- safer communities through reduced number of accidents and other incidents, for example by reducing traffic on roads, restricting traffic speeds, creating road crossings or forming home zones
- improved sustainable access to local services, facilities and the natural environment such as open spaces and green corridors for non-motorised forms of transport
- reduced social isolation as a result of extended or new public transport services and forming links with the wider community

A RTP may bring the following benefits to developers:

- increased site capacity due to less space being set aside for car parking; increased site capacity in turn leads to greater revenue
- reduced costs spent on car park construction and maintenance, if the space needed for car parking is reduced
- reduced time taken for a planning decision to be made due to sustainable travel issues having already been addressed
- improved marketability of the site because of the environment-friendly measures implemented through the RTP
- the developer could improve their reputation as an environmentally conscious developer who supports and promotes sustainable development

### **3. GUIDANCE AND POLICIES**

This section details the various national, regional and local guidance and policies that should be consulted when writing a RTP. These documents may be amended or replaced in future, so it is important to verify this with the relevant Local Planning Authority (LPA), early in the planning process.

Of particular relevance, there are a number of emerging policies in Cambridgeshire, some of which will replace existing policies relating to RTPs. These changes are as a result of the Planning and Compulsory Purchase Act 2004 and related regulations. The changes mean that Regional Planning Guidance is being replaced by a Regional Spatial Strategy (RSS) and Local Plans are being replaced by Local Development Frameworks (LDFs).

Appendix 1 provides web links for all the guidance and policy documents discussed in this chapter, as well as web links to the City and District Councils' guidance on planning applications.

#### **3.1 National Guidance**

The main guidance relating to RTPs at the national level is Planning Policy Guidance 13: Transport (see paragraphs 87-91). This guidance is important because it states that travel plans should be submitted with planning applications that are likely to have significant transport implications. The guidance is also important because local authorities must take it into account when preparing their Development Plan Documents and it can be used to assist in making decisions on planning applications.

Below is a list of national guidance documents that should be consulted when writing an RTP:

- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)
- The Essential Guide to Travel Planning (2008)
- Guidance on Transport Assessment (2007)
- Making Residential Travel Plans Work: Guidelines for New Development (2005)
- Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers (2002)
- Planning Policy Guidance 13: Transport (2001)

#### **3.2 Local Guidance and Policy**

The City and District Councils in Cambridgeshire are currently at varying stages of the Local Development Framework (LDF) process and therefore may have different documents relating to RTPs. These documents are shown in Table 1 below:

**Table 1: Current and Emerging Guidance and Policy relating to Residential Travel Plans**

<b>Cambridgeshire County Council</b>	
Current	<ul style="list-style-type: none"> <li>• Cambridge (Corridor) Area Transport Plans (2002-2003)</li> <li>• Cambridgeshire Local Transport Plan (2006-2011): Smarter Travel Management</li> </ul>
Emerging	<ul style="list-style-type: none"> <li>• Long-term Transport Strategy (see High Level Strategy)</li> </ul>
<b>Cambridge City Council</b>	
Current	<ul style="list-style-type: none"> <li>• Local Plan (2006) Policy 8/2: Transport Impact, Policy 8/3: Mitigating Measures Policy 8/4: Walking and Cycling Accessibility and Policy 8/5: Pedestrian and Cycle Network (Policy 8/5 is only relevant in specific cases)</li> <li>• Sustainable Design and Construction SPD (2006)</li> <li>• Cambridge East Area Action Plan (2008) Policy CE/2.12; Policy CE/10.6 and Policy CE/11: Alternative Modes and Parking</li> <li>• Cambridge North West Area Action Plan (Draft 2009) Policy NW11 Sustainable Travel</li> </ul>
Emerging	<ul style="list-style-type: none"> <li>• Cambridge Development Strategy (Core Strategy)</li> </ul>
<b>East Cambridgeshire District Council</b>	
Current	<ul style="list-style-type: none"> <li>• Local Plan (2000) Policies 115 to 119 and Policy 125: Movement</li> <li>• Residential Design Guide (2001)</li> <li>• Core Strategy Development Plan Document (2009) Policy CS6: Environment, Policy S6: Transport Impact, Policy EN2: Design and Policy EN3: Sustainable construction and energy efficiency</li> </ul>
<b>Fenland District Council</b>	
Current	<ul style="list-style-type: none"> <li>• Fenland District-Wide Local Plan (2003) Policies TR3, TR4, TR6 and TR7: Transportation</li> </ul>
Emerging	<ul style="list-style-type: none"> <li>• Core Strategy and Development Policies – Preferred Options 2 (2007) Policies T1 to T4: Transport</li> </ul>

<b>Huntingdonshire District Council</b>	
Current	<ul style="list-style-type: none"> <li>• Huntingdonshire Local Plan (1995) Policies T10, T11, T18 to T23 and T28: Transport</li> <li>• Huntingdonshire Design Guide SPD (2007)</li> <li>• Core Strategy (2009) Policy CS1: Sustainable Development in Huntingdonshire and Policy CS10: Contributions to infrastructure requirements</li> </ul>
Emerging	<ul style="list-style-type: none"> <li>• Development Management – Development of Options (2009) Draft Policies: Sustainable Travel and Parking Provision</li> <li>• Huntingdon West Area Action Plan (2009)</li> </ul>
<b>South Cambridgeshire</b>	
Current	<ul style="list-style-type: none"> <li>• Core Strategy (2007)</li> <li>• Development Control Policies (2007) Policy TR/1 to TR/4: Travel</li> <li>• Northstowe Area Action Plan (2007) Policy NS/11: Alternative Modes</li> <li>• Cambridge East Area Action Plan (2008) Policy CE/14: Alternative Modes and Parking</li> <li>• Cambridge Southern Fringe Area Action Plan (2008) Policy CSF/11: Alternative Modes</li> <li>• Cambridge North West Area Action Plan (2009) Policies NW11 to NW19: Travel</li> <li>• District Design Guide (2010) Chapter 8: Environmental Sustainability</li> </ul>

The information supplied in this table was correct as of November 2010. The relevant Local Planning Authority should be contacted for information on updates or new policy and guidance.

#### 4. WHEN IS A RESIDENTIAL TRAVEL PLAN REQUIRED?

A Residential Travel Plan should be written as early as possible in the planning process, usually alongside the Transport Assessment, to allow measures to be designed into the development from the outset.

##### 4.1 National Guidance on Requesting Residential Travel Plans

Paragraph 89 of Planning Policy Guidance 13 (PPG 13) states that travel plans should be submitted alongside planning applications which are likely to have significant transport implications.

Appendix B of the Guidance on Transport Assessment (Department for Transport, 2007) suggests thresholds for submitting a travel plan for residential developments. It suggests that a travel plan should be provided for all developments with 80 or more dwellings, but provides that “*local authorities may interpret [the thresholds] in light of their own circumstances*”.

##### 4.2 Local Requirements for Residential Travel Plans

Some Local Planning Authorities (LPAs) have set thresholds for when they will request a RTP. This is explained below in detail for each LPA. Web links to the local validation checklists for planning applications and other relevant documents are provided in Appendix 1.

It is important to note that the thresholds are only indicative and each application will be considered on a case-by-case basis by the LPA. As such, a Residential Travel Plan may still be requested for residential developments which fall below any national or local threshold. Where the requirements are not clear, the LPA should be consulted for further advice.

Table 2 below summarises the thresholds set by the City and District Councils, which is explained in detail in the subsequent sections.

**Table 2: Summary of Thresholds for submitting a Residential Travel Plan with a Planning Application**

Local Planning Authority	Thresholds for submitting RTPs
Cambridge City Council	Advice should be sought from the City Council.
East Cambridgeshire District Council	Advice should be sought from the District Council.
Fenland District Council	<b>25 dwellings</b> or more.
Huntingdonshire District Council	<b>80 dwellings</b> or more.
South Cambridgeshire District Council	<b>20 dwellings</b> or more, or, if this is not known, where the site area is <b>0.5 hectares</b> or more.

The information supplied in this table was correct as of November 2010. The relevant Local Planning Authority should be contacted for information on updates or new policy and guidance.

#### **4.2.1 Cambridge City Council Requirements**

Section 25 of the “Local List” requires a travel plan to be submitted with all planning applications that are likely to have a significant transport implication, as is also defined in PPG 13. The requirement for producing a RTP will be assessed individually for each planning application submitted to the City Council.

Please note, section 3.7 of the Local Plan (2006) defines a major development as “All residential developments with 10 or more dwellings, or where the site area is 0.5 hectares or more”. It is therefore likely that a RTP would be required for developments that fall within this description.

#### **4.2.2 East Cambridgeshire District Council Requirements**

The “Validation Checklist Criteria” is yet to include travel plans; however there is a checkbox for a Green Transport Plan which may contain some elements of a Travel Plan. The requirement for producing a RTP will be assessed individually for each planning application submitted to the District Council.

#### **4.2.3 Fenland District Council Requirements**

The “Local Validation Checklist” requires a RTP to be submitted for all residential developments of 25 dwellings or more, or residential developments likely to have significant transport implications, as defined in PPG13.

#### **4.2.4 Huntingdonshire District Council Requirements**

The “Validation Checklist” states that a RTP is required for any development with 80 or more dwellings.

#### **4.2.5 South Cambridgeshire District Council Requirements**

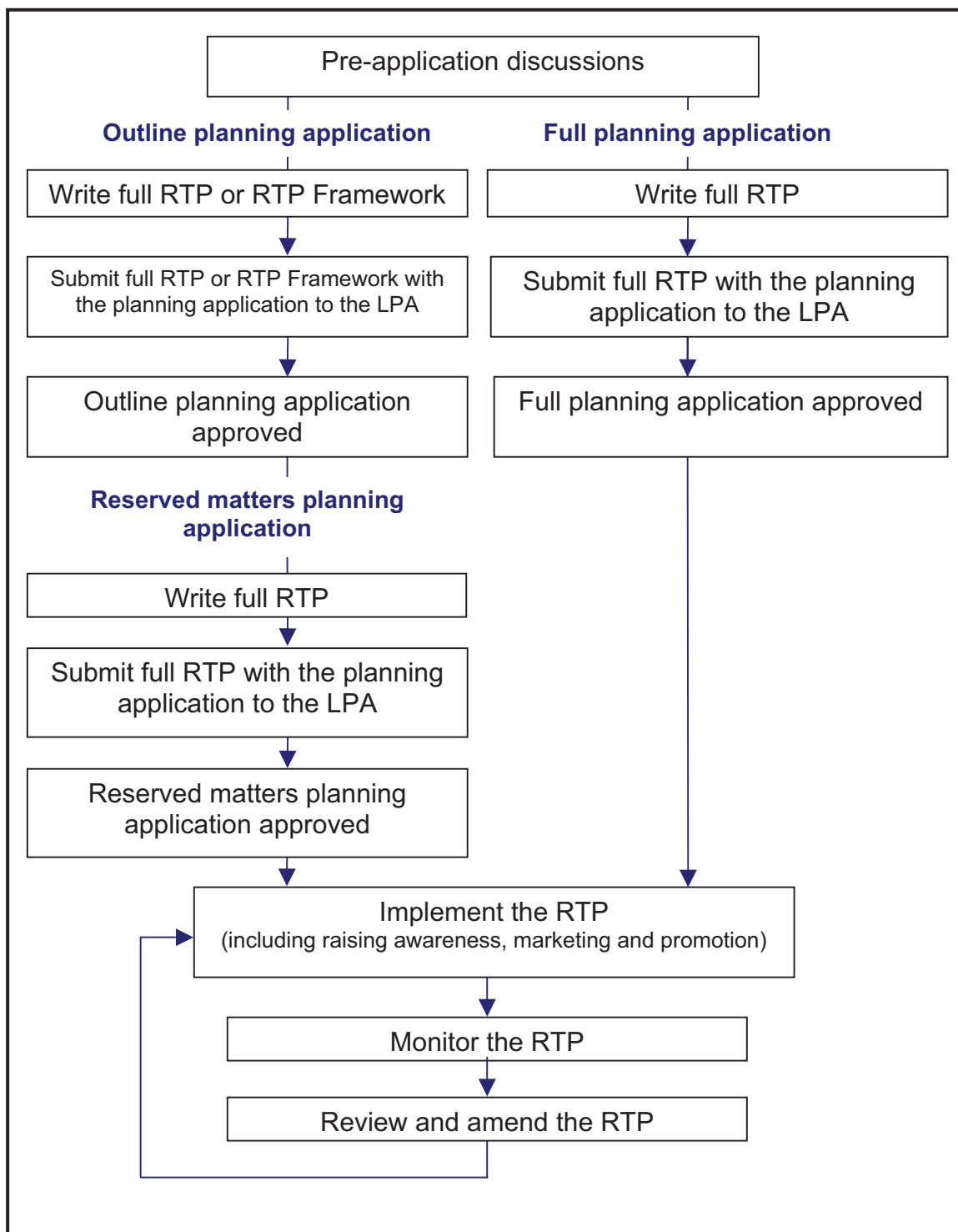
Policy TR/3 of the adopted Development Control Policies (2007) requires a travel plan to be submitted with planning applications for all major developments, that is, all planning applications for 20 dwellings or more, or where this is not known, where the site area is 0.5 hectares or greater (also see Section 25 of the “Checklist Guidance Notes”). In addition, Policy TR/3 requires a travel plan to be submitted alongside all proposals that are likely to have significant transport implications, as is defined in paragraph 89 of PPG13.



## 5. RESIDENTIAL TRAVEL PLANNING PROCESS

The residential travel planning process is shown in Figure 2 below. The cost and time required to undertake each step varies depending upon the location, size and impact of the development. For more information about the process, contact the appropriate Local Planning Authority (LPA).

**Figure 2: Residential Travel Planning Process**



## **5.1 Pre-application discussions**

In addition to reading this document and other relevant guidance and policy, applicants should contact their LPA for specific advice and guidance on preparing their Residential Travel Plan prior to submitting it with the planning application. This is to ensure that the applicant knows what is required in preparing a RTP for their development and to reduce the likelihood of a delay in determining the application due to changes needing to be made to the RTP. It is important that a RTP is considered early on in the design stage of a residential development, because the RTP could influence the site design and layout.

## **5.2 Site audit**

This involves identifying and assessing the transport-related facilities, services and links to the development site (this may have already been carried out as part of a Transport Statement/Assessment; see Appendix 2 for more information). Following this, a list of potential improvements and/or additions to encourage residents to travel more sustainably should be made. This, along with results from the Transport Statement/Assessment, will provide background information for the RTP.

## **5.3 Writing the Residential Travel Plan**

All Residential Travel Plans should follow a similar format, but should be site-specific. A RTP must contain the following information:

- Introduction
- Background on RTPs
- Site Description and Existing Conditions
- Objectives and Targets
- RTP Measures
- Management (which includes the management structure and roles, funding, raising awareness, marketing and promotion, monitoring and review, remedial measures and triggers, enforcement and long term sustainability)

The RTP Template in Appendix 3 describes the recommended content of an RTP, with examples.

RTPs must be as detailed as possible, regardless of the type of application they are supporting. It is acknowledged that less detail may be available at the outline application stage; in this case a RTP Framework may be accepted. The Residential Travel Plan should also include appropriate maps, figures and tables.

When writing a RTP, the measures selected play an important role in its delivery. There is a wide range of measures that can be included in a RTP and those selected will depend on the characteristics of each site in question such as:

- size of the development ( number of dwellings)
- predicted number and length of trips and travel mode split at the site
- type of housing (percentage of affordable, rented or private housing)
- availability of and proximity to transport infrastructure and services, such as cycle lanes, pavements, pedestrian crossings and public transport

**It is important to note that the following measures must be included in all Residential Travel Plans submitted to the Local Planning Authority:**

- i. Travel Information Packs (more information and a list of contents for the pack are provided in Appendix 4)
- ii. Travel Plan Coordinator
- iii. Travel-related measures that are mentioned in any Transport Statement/Assessment and Design and Access Statement for the site
- iv. Steering Group and Residents Group

Appendix 5 provides more details on these essential measures and lists other recommended measures to consider when writing a RTP. The list provided in Appendix 5 is not exhaustive; additional measures can be suggested when writing a RTP.

It must be demonstrated that all recommended measures have been considered by providing reasons for selecting certain measures and leaving out others. Some hypothetical cases have been drawn up in Appendix 6 to demonstrate the justification required when selecting RTP measures.

#### **5.4 The Planning Application Process**

Prior to submitting a planning application, the LPA should be consulted (usually as part of the pre-application process) to discuss the specific requirements of the RTP.

When submitting an outline planning application to the LPA, a RTP Framework can be submitted alongside the application, which should contain all the required sections of a RTP, with as much detail as possible available at that stage. Where a full planning application or a reserved matters application is being submitted, a fully detailed Residential Travel Plan should be provided.

In all scenarios (outline application, reserved matters application or full application) the planning application will be assessed by the LPA, taking into account the accompanying RTP. The planning application, including the RTP, will be assessed<sup>4</sup> to determine whether any adverse impacts are likely, including impacts on European Sites<sup>5</sup>.

---

<sup>4</sup> See the *Habitats Directive* (or European Communities (1992) Council Directive 92/43/EEC on the Conservation of Natural Habitats and of Wild Fauna and Flora)

<sup>5</sup> These are sites that are identified by the Natura 2000 network to be of exceptional importance in respect of rare, endangered or vulnerable natural habitats and species within the European Community.

As part of the planning application assessment, the LPA will consult with the County Council and other relevant consultees, on the application. The LPA will then determine whether to permit or refuse the application. As part of this determination, Cambridgeshire County Council will advise the LPA on the acceptability of the transport impacts of proposed developments within the County, including any highway improvement or mitigating measures required as part of Section 106 agreements (further information on Section 106 agreements and the related Acts can be found on the Communities and Local Government website).

If an application is granted outline permission, the RTP should be updated to reflect any comments received from the LPA and to include any information that was not available previously, before applying for reserved matters permission.

If the application is granted full or reserved matters planning permission, the Residential Travel Plan should be amended in line with any further recommendations from the LPA.

The RTP will usually be secured via a planning condition or Section 106 Agreement, often requiring financial contributions from the developer to ensure that it will be implemented and monitored. See Appendix 7 for an example planning condition and Section 106 Agreement.

## **5.5 Implementing the Residential Travel Plan**

The RTP will contain several measures, which will require implementation from the design and layout stage, for example the creation of cycle and pedestrian lanes. Travel plan implementation should continue throughout the agreed monitoring period of the RTP and after handover of the RTP from the Travel Plan Coordinator to the residents or a management body that liaises closely with the residents.

The monitoring period of the RTP (during which the developer has full responsibility for its implementation and management) will usually cover a period prior to occupation of the development up to about 3 years after full occupation. The monitoring period will be agreed on a case-by-case basis with the Local Planning Authority, usually during pre-application discussions.

Measures should be implemented in accordance with the implementation timetable (see Appendix 3 for an example of an implementation table) and in line with the development's building and occupancy rates.

## **5.6 Raising Awareness, Marketing and Promotion**

A Residential Travel Plan should be made known to residents from the earliest possible stage (for example housing sales staff should inform potential occupiers of the travel initiatives planned for the site) and throughout the monitoring period (for example by updating websites and Travel

Information Packs). This will make residents aware of the RTP, its measures and incentives and will encourage them to travel sustainably from the outset.

Raising awareness, marketing and promotion should continue for the life of the travel plan, to encourage residents to keep travelling sustainably and to inform them of any changes to the RTP. See Appendix 3 for examples of awareness-raising, marketing and promotion methods.

## **5.7 Management**

A RTP needs to be managed from the outset to ensure that it is effective and that targets are met. Management involves making sure that measures occur according to the implementation timetable and that the plan is marketed, monitored, reviewed and updated regularly. It also involves ensuring that if the review process finds that a target has not been met, suitable remedial action (specified in the RTP and/or in a planning condition(s) or Section 106 Agreement) occurs until the target is reached or the problem is rectified.

### **5.7.1 Management Structure and Roles**

The RTP should detail the management structure (e.g. Travel Plan Coordinator, Steering Group, Community Groups, Community Trusts, etc) and their roles. The Travel Plan Coordinator should manage the Residential Travel Plan prior to construction until at least 3 years after full occupation. Following this, the management of the RTP should be handed over to a Residents Group (or other body that has been identified prior to handover) so it can continue to be implemented and managed indefinitely.

### **5.7.2 Monitoring**

Monitoring should take place on a regular basis, at least annually, for the life of the RTP, to determine whether targets and objectives are being met (and in some cases, to comply with a planning condition or Section 106 Agreement).

Baseline monitoring should be carried out at an early stage of occupation (usually between 50% to 75% occupation) to gather baseline data on current travel habits at the site and to predict the modes of travel that future residents may use.

Details of what should be monitored and the various monitoring methods that can be used are in the RTP template in Appendix 3.

Monitoring should be repeated around the same time each year and if a questionnaire is used, it should ask similar questions each time so that results can be easily compared against previous surveys. See Appendix 8 for an example Travel Questionnaire.

During the agreed monitoring period, monitoring of the site is the responsibility of the developer. Monitoring is usually done by the appointed Travel Plan Coordinator, although independent consultants may be used to undertake all or part of the monitoring exercises. After the agreed monitoring period,

monitoring should be taken up by the Residents Group established earlier by the Travel Plan Coordinator (see details of the Residents Group in Appendix 5).

The monitoring results should be presented in the form of an Annual Monitoring Report. The Report shall include:

- an introduction
- a description of the activities that have been undertaken in the last year/period
- an assessment/evaluation of the monitoring methods, activities and results
- recommendations to improve the RTP

See the RTP Template in Appendix 3 for more details of the required contents of the Annual Monitoring Report.

The relevant LPA should be consulted for details of the monitoring arrangements applicable to the development. Some sites may be required to liaise directly with the County Council when providing monitoring data and seeking approval of Annual Monitoring Reports and RTP Revisions.

### **5.7.3 Review**

The RTP should be regularly reviewed and updated for the life of the plan to ensure it remains effective and up-to-date. The review process involves assessing the monitoring results to ascertain whether targets have been met, whether there are any problems and whether there are areas for improvement and then updating the RTP accordingly. It also involves determining if there have been any changes in factors such as level of occupancy, transport services and local facilities, then making amendments to the RTP to account for any such changes.

Any changes made to the RTP must be done in agreement with the LPA. Where appropriate, the LPA will seek advice on proposed changes from Cambridgeshire County Council and other relevant parties, prior to giving their agreement.

The amended RTP should then be distributed or made available to all stakeholders, including the residents and the LPA.

### **5.7.4 Long-term Sustainability of the Residential Travel Plan**

Provisions must be made for the implementation and management of the RTP to continue after the Travel Plan Coordinator is no longer employed at the site. This involves setting up strong links with the residents, local community groups and other possible stakeholders (such as local community trusts) and identifying a Residents Group to take over the Travel Plan Coordinator's responsibilities. Appendix 9 shows how links with the local community can be strengthened.

## 6. CONCLUSION

This Guidance has provided details on the RTP process, the required content of Residential Travel Plans and how to implement and manage them. The Guidance must be read with all its appendices and it should be read alongside other relevant policy and guidance documents.

As more RTPs are developed and implemented in Cambridgeshire, lessons learned will be made available to inform future developments.

### 6.1 What can Developers and Local Authorities do to support the Residential Travel Planning Process?

In order for the RTP process to succeed, it is important that developers and local authorities continue to support the process as described in Table 3 below:

**Table 3: Ways in which Developers and Local Authorities can support the Residential Travel Planning Process**

<b>What can developers do to help the process?</b>
<ul style="list-style-type: none"> <li>• Ensure development proposals reflect the wider objectives for planning and transport established in local authority Local Development Frameworks and the Local Transport Plan.</li> </ul>
<ul style="list-style-type: none"> <li>• Welcome the marketing potential of creating sustainable developments through residential travel planning and mainstream these messages in promotional material.</li> </ul>
<ul style="list-style-type: none"> <li>• Initiate early discussions with the local community about the project.</li> </ul>
<ul style="list-style-type: none"> <li>• Propose low parking requirements in new developments and utilise the extra space for development or open space. Demonstrate how parking will be managed to avoid overspill into neighbouring areas.</li> </ul>
<ul style="list-style-type: none"> <li>• Appoint competent professionals to develop the travel plan who are committed to seeing the plan through from inception to implementation.</li> </ul>
<ul style="list-style-type: none"> <li>• Be prepared to provide financial resources to fund necessary travel plan measures for a sufficient period of time as to ensure their sustainability.</li> </ul>
<ul style="list-style-type: none"> <li>• Identify clearly how responsibility for the travel plan management will be transferred to residents in future.</li> </ul>
<ul style="list-style-type: none"> <li>• Work in partnership with local authorities to ensure a mutually acceptable scheme which is deliverable.</li> </ul>
<b>What can local authorities do to help the process?</b>
<ul style="list-style-type: none"> <li>• Establish clear policies and guidance in support of residential travel plans and provide references to supporting planning and transport policies.</li> </ul>
<ul style="list-style-type: none"> <li>• Challenge conventional thinking about parking standards and encourage low parking allowances as far as possible.</li> </ul>
<ul style="list-style-type: none"> <li>• Allow officers' time for discussion, development and monitoring of travel plans through adequate resourcing and training in this area.</li> </ul>
<ul style="list-style-type: none"> <li>• Provide current and comprehensive local data on transport movements</li> </ul>



and provision and on local accessibility.
<ul style="list-style-type: none"><li>• Provide examples of good residential travel plans that have been developed in the area and availability of travel plan expertise.</li></ul>
<ul style="list-style-type: none"><li>• Ensure section 106 agreements for residential travel plans set out clear mechanisms for monitoring and review of plans and handover arrangements for the future management of the plan.</li></ul>
<ul style="list-style-type: none"><li>• Use the Local Transport Plan to identify transport schemes serving the wider area to which developments should contribute.</li></ul>
<ul style="list-style-type: none"><li>• Facilitate liaison and partnerships with public transport operators and other agencies with an interest or contribution.</li></ul>
<ul style="list-style-type: none"><li>• Work in partnership with developers to ensure a mutually acceptable travel plan which is deliverable.</li></ul>

Derived from *Making Residential Travel Plans Work: Guidelines for New Development* (Department for Transport, 2005)

## 6.2 Local Authority Contact Information

Full contact details for the County, City and District Councils, including address, phone, fax, email and relevant web pages, can be found in Appendix 10.

Any queries on whether a RTP is required for a proposed development, or queries on specific LPA requirements for a proposed development should be made to the relevant City or District Council.

Any comments or queries on the contents of this Guidance or general RTP issues should be made to:

Environment Management and Climate Change  
Cambridgeshire County Council  
Box No. CC1312  
Shire Hall  
Castle Hill  
Cambridge  
CB3 0AP

Tel: 01223 715560

Email: [emcc@cambridgeshire.gov.uk](mailto:emcc@cambridgeshire.gov.uk)

Website: [www.cambridgeshire.gov.uk/environment/travelwise](http://www.cambridgeshire.gov.uk/environment/travelwise)

Details correct as of November 2010.



## APPENDIX 1

### Web Links to Residential Travel Plan Guidance and Policy, Planning Application Guidance and Validation Checklists

Please note, the information supplied below was correct as of November 2010. Local Planning Authorities should be contacted for information on updates or new policy and guidance.

#### National Guidance

Department for Communities and Local Government	
Current Guidance	<ul style="list-style-type: none"> <li>Planning Policy Guidance 13: Transport (2001) <a href="http://www.communities.gov.uk/publications/planningandbuilding/ppg13">http://www.communities.gov.uk/publications/planningandbuilding/ppg13</a></li> </ul>
Department for Transport	
Current Guidance	<ul style="list-style-type: none"> <li>Using the Planning Process to Secure Travel Plans: Best Practice Guidance for Local Authorities, Developers and Occupiers (2002) <a href="http://www.dft.gov.uk/pgr/sustainable/travelplans/work/">http://www.dft.gov.uk/pgr/sustainable/travelplans/work/</a></li> <li>Making Residential Travel Plans Work: Guidelines for New Development (2005) <a href="http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/">http://www.dft.gov.uk/pgr/sustainable/travelplans/rpt/</a></li> <li>Guidance on Transport Assessment (2007) <a href="http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta">http://www.dft.gov.uk/pgr/regional/transportassessments/guidanceonta</a></li> <li>The Essential Guide to Travel Planning (2008) <a href="http://www.dft.gov.uk/pgr/sustainable/travelplans/work/">http://www.dft.gov.uk/pgr/sustainable/travelplans/work/</a></li> <li>Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) <a href="http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/">http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/</a></li> </ul>

#### Local Guidance and Policy, Planning Application Guidance and Validation Checklists

Cambridgeshire County Council	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>Cambridge (Corridor) Area Transport Plans (2002-2003) <a href="http://www.cambridgeshire.gov.uk/transport/strategies/atp.htm">www.cambridgeshire.gov.uk/transport/strategies/atp.htm</a></li> <li>Cambridgeshire Local Transport Plan (2006-2011): Smarter Travel Management <a href="http://www.cambridgeshire.gov.uk/transport/strategies/local/ltp_2006.htm">www.cambridgeshire.gov.uk/transport/strategies/local/ltp_2006.htm</a></li> </ul>
Emerging Guidance & Policy	<ul style="list-style-type: none"> <li>Long-term Transport Strategy (see High Level Strategy) <a href="http://www.cambridgeshire.gov.uk/transport/strategies/longterm">www.cambridgeshire.gov.uk/transport/strategies/longterm</a></li> </ul>

<b>Cambridge City Council</b>	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>• Local Plan (2006) <a href="http://www.cambridge.gov.uk/public/pdfs/ccc-local-plan-2006.pdf">www.cambridge.gov.uk/public/pdfs/ccc-local-plan-2006.pdf</a></li> <li>• Sustainable Design and Construction SPD (2006) <a href="http://www.cambridge.gov.uk/public/pdfs/Sustainable-design-SPD.pdf">www.cambridge.gov.uk/public/pdfs/Sustainable-design-SPD.pdf</a></li> <li>• Cambridge East Area Action Plan (2008) <a href="http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-east-area-action-plan.en">http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-east-area-action-plan.en</a></li> <li>• North West Cambridge Area Action Plan (2009) <a href="http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/north-west-cambridge-area-action-plan.en">http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/north-west-cambridge-area-action-plan.en</a></li> </ul>
Emerging Guidance & Policy	<ul style="list-style-type: none"> <li>• Cambridge Development Strategy (Core Strategy) <a href="http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-development-strategy.en">http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/cambridge-development-strategy.en</a></li> </ul>
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> <li>• “Local List”, “Local Supplementary List” and “Guidance Notes” <a href="http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/development-control/making-an-application/application-forms-and-guidance-notes.en">www.cambridge.gov.uk/ccm/content/planning-and-building-control/development-control/making-an-application/application-forms-and-guidance-notes.en</a></li> </ul>
<b>East Cambridgeshire District Council</b>	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>• East Cambridgeshire District Local Plan <a href="http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-district-council-documents">http://www.eastcambs.gov.uk/local-development-framework/east-cambridgeshire-district-council-documents</a></li> <li>• Residential Design Guide (2001) Please contact the District Council</li> <li>• Core Strategy Development Plan Document (2009) <a href="http://eastcambs.gov.uk/local-development-framework/core-strategy-submission">http://eastcambs.gov.uk/local-development-framework/core-strategy-submission</a></li> </ul>

<b>East Cambridgeshire District Council (continued)</b>	
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> <li>• “Validation Checklist Criteria” and “Guidance Notes” <a href="http://eastcambs.gov.uk/planning/planning-application-forms">http://eastcambs.gov.uk/planning/planning-application-forms</a></li> </ul>
<b>Fenland District Council</b>	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>• Fenland District-Wide Local Plan (1993) <a href="http://www.fenland.gov.uk/assets/localplan/">www.fenland.gov.uk/assets/localplan/</a></li> </ul>
Emerging Guidance & Policy	<ul style="list-style-type: none"> <li>• Core Strategy and Development Policies – Preferred Options 2 (2007) <a href="http://www.fenland.gov.uk/ccm/navigation/building/planning-policy/local-development-framework/core-strategy/">www.fenland.gov.uk/ccm/navigation/building/planning-policy/local-development-framework/core-strategy/</a></li> </ul>
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> <li>• “Validation checklists” and “Pre-application Protocol” <a href="http://www.fenland.gov.uk/ccm/content/planning/forms/planning-forms-index.en">www.fenland.gov.uk/ccm/content/planning/forms/planning-forms-index.en</a></li> </ul>
<b>Huntingdonshire District Council</b>	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>• Huntingdonshire Local Plan (1995) and Alteration (2002) <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Local%20Plan.aspx">www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Local%20Plan.aspx</a></li> <li>• Huntingdonshire Design Guide SPD (2007) <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Urban%20Design/Pages/1%20Huntingdonshire%20Design%20Guide.aspx">www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Urban%20Design/Pages/1%20Huntingdonshire%20Design%20Guide.aspx</a></li> <li>• Core Strategy (2009) <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Core%20Strategy.aspx">www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Core%20Strategy.aspx</a></li> </ul>
Emerging Guidance & Policy	<ul style="list-style-type: none"> <li>• Development Management Development Plan Document (2009) <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Development%20Management%20DPD.aspx">www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Development%20Management%20DPD.aspx</a></li> <li>• Huntingdon West Area Action Plan (2009) <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Huntingdon%20West%20Area%20Action%20Plan.aspx">www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Policy/Pages/Huntingdon%20West%20Area%20Action%20Plan.aspx</a></li> </ul>
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> <li>• “Application for Planning Permission” and “Document Checklist” <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx">http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx</a></li> </ul>

<b>South Cambridgeshire</b>	
Current Guidance & Policy	<ul style="list-style-type: none"> <li>• Core Strategy (2007) <a href="http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=905183">www.scambs.gov.uk/documents/retrieve.htm?pk_document=905183</a></li> <li>• Development Control Policies (2007) <a href="http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=905680">www.scambs.gov.uk/documents/retrieve.htm?pk_document=905680</a></li> <li>• Northstowe Area Action Plan (2007) <a href="http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=905692">www.scambs.gov.uk/documents/retrieve.htm?pk_document=905692</a></li> <li>• Cambridge East Area Action Plan (2008) <a href="http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/Cambridge_East_AAP.htm">http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/Cambridge_East_AAP.htm</a></li> <li>• Cambridge Southern Fringe Area Action Plan (2008) <a href="http://www.scambs.gov.uk/documents/retrieve.htm?pk_document=906442">www.scambs.gov.uk/documents/retrieve.htm?pk_document=906442</a></li> <li>• Cambridge North West Area Action Plan (2009) <a href="http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/North_West_Cambridge_AAP.htm">www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/North_West_Cambridge_AAP.htm</a></li> <li>• District Design Guide (2010) <a href="http://www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/SPDs/DistrictDesignGuideSPD.htm">www.scambs.gov.uk/Environment/Planning/DistrictPlanning/LocalDevelopmentFramework/SPDs/DistrictDesignGuideSPD.htm</a></li> </ul>
Validation Checklists & Application Guidance	<ul style="list-style-type: none"> <li>• “Checklist” and “Checklist Guidance Notes” <a href="http://www.scambs.gov.uk/Environment/Planning/DevelopmentPlanning/1APPForms.htm?textsize=1">www.scambs.gov.uk/Environment/Planning/DevelopmentPlanning/1APPForms.htm?textsize=1</a></li> </ul>

## APPENDIX 2

### Site Audit Requirements

Below is a list of information that should be included in the site audit. The information could be collected specifically for the Residential Travel Plan or taken from the Transport Statement/Assessment accompanying the planning application:

<b>Site Audit Requirements</b>
• the access routes to, from and within the site (including vehicular access, walking and cycling routes, taxi and public transport access)
• the condition of the access routes described above
• the location and condition of any walking, cycling or public transport facilities (such as bus stops and parking) that are near the proposed development site
• the routes and timetables of public transport services that link to, or go near, the proposed development site
• the land uses that share the proposed development site if applicable (such as a day care center, local shop or a community center on-site)
• the location and type of services and facilities near the proposed development site (such as supermarkets and post offices)
• whether other land uses on the site or a nearby site has a travel plan and if so, how the travel plans can be made to complement each other
• any existing sustainable travel measures in the area e.g. an established local car club or car share scheme, an existing community group that is vocal on transport or sustainability issues, etc
• for baseline comparative purposes, the current travel mode split and trip generation rates for neighbouring residential developments or a similar site located elsewhere. This information could be taken from bespoke surveys or software programmes such as TRICS
• the predicted travel mode split and trip generation for the development, without a RTP
• the predicted travel mode split and trip generation with the RTP in place, preferably at key stages of the RTP (for example at the end of each monitoring year, upon full occupation and 3 years after full occupation)

## APPENDIX 3

### Residential Travel Plan Template

**Note:**

- i When writing a Residential Travel Plan (RTP), guidance should be sought from the Cambridgeshire RTP Guidance, as well as other relevant national and local guidance and policy.
- ii The relevant City or District Councils should be consulted on specific local requirements, such as cycle parking standards and the length of monitoring the RTP.
- iii The words in *italics* are examples of how to write certain sections of the RTP. This is only suggested wording and the examples are not conclusive.
- iv It is important to provide supporting information throughout the RTP, such as maps, tables, figures, photos, etc.

## Contents

### Introduction

#### **1 Background on Residential Travel Plans**

- 1.1 What is a Residential Travel Plan?
- 1.2 Objectives of Residential Travel Plans
- 1.3 Guidance and Policy
- 1.4 Potential benefits

#### **2 Site description and Existing conditions**

- 2.1 Site description
- 2.2 The proposed development
- 2.3 Current/estimated travel mode split and trip generation
- 2.4 Existing transport facilities and services
- 2.5 Other nearby facilities and services
- 2.6 Existing travel plans and sustainable travel measures

#### **3 Objectives and Targets**

- 3.1 Objectives
- 3.2 Targets

#### **4 Measures**

- 4.1 Measures selected and justification
- 4.2 Description of Residential Travel Plan measures
- 4.3 Measures Implementation Table

#### **5 Management**

- 5.1 Management structure and roles
- 5.2 Funding
- 5.3 Raising awareness, Marketing and Promotion
- 5.4 Monitoring and Review
  - 5.4.1 Indicators
  - 5.4.2 Monitoring methods
  - 5.4.3 Review
  - 5.4.4 Monitoring and Review Schedule
- 5.5 Remedial measures and triggers
- 5.6 Enforcement
- 5.7 Long term sustainability
  - 5.7.1 Creation of a Residents Group
  - 5.7.2 Forming strong links with the wider community

### Conclusion

Figures, Appendices, etc

## INTRODUCTION

This section should summarise what the document is, how it has evolved, its purpose and vision. It should describe who has prepared the document and who it is intended for. This section should also summarise the proposed development and the key travel plan measures to be implemented.

Lastly this section should briefly describe the contents of the rest of the document.

### **Example**

*This Residential Travel Plan has been prepared to guide the delivery and management of several initiatives to encourage sustainable travel at the proposed residential development. The document aims to expand the awareness of and increase the use of sustainable travel options at the site and to the wider community of ... (village/town). The Plan will be used primarily by the Travel Plan Coordinator who will implement and manage it; residents and community groups may also be interested in reading this document to see how it directly affects them.*

*This Residential Travel Plan has been prepared by ... (agent) on behalf of the developer ... The proposal is for a residential development comprising ... dwellings, with a community centre. The development is located on ...Rd, in ... (village/parish/ward) ... (city/district).*

*This RTP was submitted to City/District Council in ... (month, year) as part of the requirements to settle Reserved Matters for (planning application number ...). This follows a planning application for Outline Permission, which was submitted in ... (month, year) and included a draft RTP.*

*Several initiatives will be implemented at the site to encourage sustainable travel. These initiatives include, among others, the provision of a new bus service to link the site to .... Town, free Car Club membership for the first year for each dwelling and a £50 voucher for each dwelling to use towards a bicycle/cycling equipment or public transport.*

*This document includes the following chapters:*

**Background on Residential Travel Plans** – a definition of RTPs, the available guidance and policy that support RTPs and the main objectives and potential benefits of RTPs

**Site description and existing conditions** – a detailed description of the site, its surroundings and the available transport infrastructure and services

**Objectives and Targets** – the RTP objectives and targets and their interrelation

**Measures** – the travel initiatives selected to encourage sustainable travel, as well as an implementation plan



**Management** – the overall management structure and activities involved in implementing, monitoring and reviewing the RTP and ensuring its long term survival

## **1 BACKGROUND ON RESIDENTIAL TRAVEL PLANS**

Most of the information required in this chapter can be found in the main body of the Cambridgeshire Residential Travel Plan Guidance (see chapters 2, 3 and 4).

### **1.1 What is a Residential Travel Plan?**

Define and describe a RTP.

### **1.2 General objectives of a RTP**

Explain the objectives and purpose of a RTP.

### **1.3 Potential benefits of a RTP**

Describe both the general benefits of RTPs and any unique benefits of this RTP to the residents and wider community.

### **1.4 Guidance and Policy**

Describe the various guidance and policy (national and local) that relate to residential travel planning.

## **2 SITE DESCRIPTION AND EXISTING CONDITIONS**

Much of the information required here will have been gathered as part of the site audit or when developing the Transport Statement/Assessment. Refer to Appendix 2 (Site Audit Requirements) for additional details of what should be included in this chapter.

### **2.1 Site description**

This should describe the location of the site and mention the key characteristics and surroundings.

### **2.2 The Proposed Development**

This should describe the following:

- Processes undertaken in submitting and developing the RTP (e.g. planning application, site audit, etc)
- Number and type of dwellings proposed
- Any other developments proposed as part of planning application

### **2.3 Current/estimated and predicted modal split and trip generation**

See Appendix 2 for full details.

### **2.4 Existing transport facilities and services**

See Appendix 2 for full details.

## **2.5 Other nearby facilities and services**

This will include the location and type of services and facilities near the proposed development site (such as schools, supermarkets and post offices).

## **2.6 Existing travel plans and sustainable travel measures**

This section should describe any travel plans that have been produced for neighbouring/nearby developments. Areas for joint working of these travel plans should be identified and included among those RTP measures designed to compliment other existing travel plans. Details should also be provided of any travel measures already in place (e.g. a community car sharing scheme) or any measures that would support the success of the RTP (e.g. an existing Community Group that discusses environmental issues).

# **3 OBJECTIVES AND TARGETS**

## **3.1 Objectives**

The objectives should reflect the overall purpose of the RTP, namely to increase sustainable travel at a residential development by:

- reducing single-occupancy car travel
- providing and encouraging the use of more sustainable travel choices, such walking, cycling, public transport, car sharing and car clubs
- reducing the need for travel

Any site-specific objectives should be included, for example an objective to reduce traffic along a particular road.

### ***Example***

*To reduce the number of single-occupancy car trips to, from and within the site.*

## **3.2 Targets**

The targets should be derived from the objectives. There may be more than one target for each objective. The targets should reflect those agreed with the Local Planning Authority (LPA) in the Transport Statement/Assessment in the first instance, unless a target is specified in a planning condition or Section 106 Agreement. Targets should be updated if necessary, following site monitoring.

It should be demonstrated how the targets have been set, bearing in mind the existing information available about the site (e.g. the estimated modal split and trip generation figures) and the proposed travel measures (e.g. a new bus service).

Targets should be SMART (Specific, Measurable, Achievable, Realistic and Time-bound). There should be a combination of quantitative targets (e.g. modal splits) and qualitative targets (e.g. awareness and attitudes towards sustainable travel).

### ***Example***

**Target 1** - To reduce the number of single-occupancy car trips to, from and within the site by 15% (from 65 % to 50%) within the 5 year monitoring period. Within the first 3 years a reduction of at least 7.5% is targeted; the remainder of the difference (e.g. a further 7.5% reduction) will be the target for the remainder of the monitoring period.

**Target 2** – Etc...

**Table ...:** Current (or estimated) and target transport mode splits

<b>Objective</b>	<b>Target</b>	<b>Current</b>	<b>Targeted</b>	<b>Change</b>
To reduce the number of single-occupancy car trips to, from and within the site.	1. To reduce the number of single-occupancy car trips to and from the site by 15% within the 5 year monitoring period.	65% of modal split	50% of modal split	15%
Etc...	2. etc...			

## 4 MEASURES

This section should detail the measures that will be implemented in order to meet the identified targets and objectives. It should explain why certain measures were selected over others.

### 4.1 Measures selected and justification

The measures chosen in addition to the essential measures (see Appendix 5) should be selected according to the site characteristics, the pre-application discussions and the results of the site audit.

The hypothetical RTP cases in Appendix 6 show the type of justification required for selecting certain travel plans over others.

#### **Example**

**Table ...:** Measures selected and justification for the selection

<b>RTP MEASURES</b>	<b>JUSTIFICATION</b>	
<b>Encourage walking</b>		
Walkers' group / walking buddy scheme	✓	A walking group has been set up and various routes identified. Students of the nearby schools will be encouraged to join the school's Walking Bus
Etc...		

<b>RTP MEASURES</b>		<b>JUSTIFICATION</b>
<b>Encourage cycling</b>		
<i>Creation and enhancement of cycling links serving the site</i>	✓	<i>New cycle lanes will be created that link the eastern and northern site entrance to the off-site roads and to the public right of way to the north of the site. The 2 other entrances to the site already have well developed cycling links.</i>
<i>Etc...</i>		
<b>Encourage public transport use</b>		
<i>Bus routing: ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area</i>	x	<i>The site is too small to accommodate new bus routing (see details in Transport Assessment, page ...). Timetables and maps showing the location of the nearest bus stops will be distributed to all residents</i>
<i>Etc...</i>		
<b>Strategic measures</b>		
<i>Link RTP with ... School's travel plan</i>	✓	<i>This RTP has been developed in collaboration with the Travel Plan Representative of a nearby school.</i>
<i>Etc...</i>		
<b>Raise awareness</b>		
<i>Provision of Travel Information Packs for each dwelling</i>	✓	<i>Local requirement. The pack contents are detailed in Appendix ...</i>
<i>Etc...</i>		

#### 4.2 Description of RTP measures

This section should include full details of each measure, using maps and tables where necessary (e.g. map of future cycle lanes, terms and conditions for joining the car share scheme, conditions for receiving discounts on bus passes, etc).

Where important information is contained in other documents, then the relevant pages should be copied into the RTP appendices, or a summary of the relevant pages included in the RTP appendices. For example:

- cycle parking details may be in the Transport Assessment and/or Design and Access Statement
- details of secured public transport discounts may be in a signed contractual agreement
- where a development includes proposals for a new primary school, details may be in an accompanying Planning Statement

#### **Examples**

##### **Measures to increase cycling**

**i) Cycle parking:** *In order to encourage cycling, a nearby bicycle parking enclosure has been provided for every 10 dwellings, with a lockable door. The*

*keys to the bicycle shelters will only be provided to residents at the site, upon request and following identification. In addition, open bicycle parking spaces will be provided for visitors. The amount of cycle parking spaces is in excess of the Local Planning Authority requirements in order to encourage as many people as possible to take up cycling. ... (number of) cycle parking spaces will be provided for every household and .... spaces are available for visitors. Details of the location and style of cycle parking are provided in Appendix ... of this document.*

**ii) Etc...**

#### **Measures to raise awareness**

**i) Personalised Travel Planning (PTP):** *This free service will be available to all residents by the Travel Plan Coordinator. Residents will be notified of the service through the travel information packs, notice boards, website and through door-to-door visits made by the Travel Plan Coordinator. PTP will involve up to an hour-long session per dwelling, to assess the travel habits of the resident. The Travel Plan Coordinator will then prepare a custom-made journey plan for the residents within ... days of the PTP session. The journey plan will be provided to the residents either electronically or in hardcopy (as preferred by the residents) along with relevant maps, timetables, contact information, etc.*

**ii) Etc...**

#### **Strategic measures**

**i) Link RTP with ... School's travel plan:** *... School is located ... away from the development and many children residing at the development are expected to attend this school. For this reason, the school's Travel Plan Representative has been contacted during the preparation of this RTP. The measures agreed so far are:*

- *the school Travel Plan Representative will sit on the RTP Steering Group*
- *the site's car club and car share scheme will be opened to the school's staff and parents*
- *the ... School Walking Bus will be promoted by the Travel Plan Coordinator to parents on the development who have students at the school*

*A summary of the School's travel plan measures which are relevant to this RTP is provided in Appendix ....*

### **4.3 Measures Implementation Table**

This section should list all the measures selected, in order of implementation, identifying people responsible for each item, people who need to be involved in implementing the item, the time frame/deadline and how the outcomes will be measured.

The Measures Implementation Table may be combined with the Monitoring and Review Schedule, to create a full RTP Action Plan.

#### **Example**

**Table ...:** *Plan for implementing RTP measures*

<b>Measure</b>	<b>Responsible</b>	<b>Start</b>	<b>End</b>	<b>Measuring success</b>	<b>Notes</b>
<i>Travel Information Packs</i>	<i>Travel Plan Coordinator</i>	<i>Packs will be delivered to residents upon occupation, as part of the developer's welcome pack</i>	<i>Up to 3 packs will be provided to new occupants of a dwelling</i>	<i>Number of packs distributed vs. number of dwellings occupied; feedback on content from the residents</i>	<i>Packs will be available for free download at the development website, at any time</i>
<i>Walkers' group / walking buddy scheme</i>	<i>Travel Plan Coordinator</i>	<i>The group will be formed at 25% site occupation</i>	<i>The group will continue operating indefinitely</i>	<i>Number of group members and rate of growth</i>	
<i>Etc ...</i>					

## 5 MANAGEMENT

### 5.1 Management structure and roles

The RTP should detail the management structure and any other stakeholders and their roles in delivering and managing the RTP (e.g. Travel Plan Coordinator, Steering Group, Community Groups, Community Trusts, etc). It should explain the reporting structure e.g. the Travel Plan Coordinator is expected provide the RTP monitoring results to the LPA for feedback.

#### **Example**

**Travel Plan Coordinator:** *A Travel Plan Coordinator will be appointed at least 3 months prior to first occupation. The appointment will cover the full monitoring period (and up to at least 2 years after full occupation of the site). This will be a full time position funded by the developer. The Travel Plan Coordinator will undertake the following duties:*

- *Develop the final RTP prior to first occupation*
- *Train sales staff on how to promote the RTP to potential home buyers*
- *Conduct personalised travel planning for residents upon request*
- *Create a Steering Group*
- *Conduct all monitoring activities, including travel questionnaires, annual traffic counts, etc*
- *Report all findings from monitoring to the Local Planning Authority*
- *Agree any amendments to the RTP with the Local Planning Authority*
- *etc*



**Local Authority:** ... *The Local Authority will continue to provide advice on the development of the final RTP. They will be expected to play the following roles:*

- *provide advice on the development of the final and any amended versions of the RTP*
- *provide comments on the results of monitoring activities that are undertaken by the Travel Plan Coordinator*
- *to ensure monitoring is conducted at relevant sites*
- *etc*

## **5.2 Funding**

This section should describe how the RTP will be funded, giving a summary of the relevant clauses from any Section 106 Agreement. It should specify the various activities that will require funding e.g. RTP measures, promotional measures (such as discounts and vouchers) monitoring activities, update of all RTP materials following amendments, etc.

## **5.3 Raising awareness, Marketing and Promotion**

A summary should be provided of the relevant measures that were described in the Measures chapter.

## **5.4 Monitoring and Review**

Monitoring of the RTP is important to determine the effectiveness of the RTP measures and the effectiveness of the implementation schedule. Monitoring results should provide specific information on the progress on reaching targets and any factors causing setback/non-delivery.

The developer is required to submit an Annual Monitoring Report to the LPA, which should contain the following:

- Introduction - including background, objectives and targets
- Description of the activities that have been undertaken in the last year/period - including RTP measures implemented, monitoring activities, awareness-raising, marketing and promotional activities and management activities
- An assessment/evaluation of the performance of all the activities mentioned above, particularly in relation to the targets set
- Recommendations to improve the RTP (if needed) – including suggestions of how all the activities mentioned above can be changed to provide better results (including remedial measures) and a recommendation to produce a revised RTP reflecting the proposed changes

### **5.4.1 Indicators**

The issues that will be monitored should relate directly to the objectives and targets of the RTP, so that relevant information is collected. This section should describe all the indicators that will be monitored, such as purpose of journeys, how residents travel, reasons for using their preferred travel modes, uptake of RTP incentives, etc.

#### **5.4.2 Monitoring methods**

This section should describe each of the monitoring methods that will be used. It should explain why the combination of monitoring methods has been selected, what indicators they will provide data for and who will carry out the monitoring. Monitoring methods to consider include:

- Travel questionnaires (let residents know if this can be done electronically or by phone)
- Traffic counts (automated or manual as necessary)
- Cycle and pedestrian counts on routes into the development
- Face-to-face interviews
- Travel forums
- Usage of cycle parking spaces
- Usage of garages/car parking spaces
- Uptake of vouchers/discounts (bus passes, cycle shop discounts, etc)
- Residents' travel diaries
- Membership of travel groups (car share scheme, car club, walking bus/buddy group, cycling buddy group, etc)
- Etc

#### **5.4.3 Review**

This section should state:

- How, when and who will regularly review and update the Residential Travel Plan both before and after its implementation
- How interested parties (such as the residents and the LPA) will be informed of relevant monitoring results and of any changes that have been made to the plan
- Whether all elements of the RTP are effective (including type of RTP measures, the management structure, monitoring methods, etc) and what changes should be made to boost the performance of the RTP.

#### **5.4.4 Monitoring and Review Schedule**

This section should draw up a table showing who will undertake each monitoring activity and when this will be done (avoiding periods of unusual travel patterns, such as school holidays).



**Example**

Table ...: Monitoring and Review Schedule

<b>Monitoring method</b>	<b>Responsible</b>		<b>Timeframe/ Stage</b>
<b>YEAR 1</b>			
Monitoring activities	Traffic counts	Travel Plan Coordinator	Four weeks in October
	Travel questionnaires	Travel Plan Coordinator	Last two weeks of October
	Etc...		
Assess monitoring results and draft revised RTP if necessary		Travel Plan Coordinator, in liaison with the Steering Group	Within 1 month of the last monitoring activity
Submit the Annual Monitoring Report and draft revised RTP to the LPA		Travel Plan Coordinator	Within 6 weeks of the last monitoring activity
Submit and seek approval of the final revised RTP from the LPA who will liaise with CCC and HA as necessary		Travel Plan Coordinator	Within 2 weeks of receiving the LPA feedback
Notify all residents and stakeholders of the amendments; distribute copies of the agreed revised RTP to the LPA, Steering Group, etc		Travel Plan Coordinator	Within 1 month of written agreement from the LPA and County Council on the revised RTP
<b>YEAR 2 (baseline monitoring year)</b>			
Monitoring activities	Traffic counts	Travel Plan Coordinator	Four weeks in October
	Travel questionnaires	Travel Plan Coordinator	Last two weeks of October
	Travel diaries	Residents aged 18+	All data from unbiased months
	Bicycle parking use	Travel Plan Coordinator	Two weeks during each month of October, January, April and July

<b>YEAR 2 (baseline monitoring year)(continued)</b>			
	Etc...		
Assess monitoring results and draft revised RTP if necessary		Travel Plan Coordinator, in liaison with the Steering Group	Within 1 month of the last monitoring activity
Etc...			

### 5.5 Remedial measures and triggers

This section should include those measures that will be undertaken if targets are not met. The assessment of monitoring results should identify reasons for poor performance. These issues can then be tackled specifically, or alternatives sought. This section should specify the triggers for resorting to remedial measures.

#### **Example**

**Table ...: Remedial Measures and Triggers**

<b>Target</b>	<b>Trigger</b>	<b>Remedial measures</b>
To reduce the number of single-occupancy car trips to, from and within the site by 15% (from 65 % to 50%) within the 5 year monitoring period.	If within 3 years of RTP implementation there is less than a 7.5% decrease in single-occupancy car trips	- Provide free 2 year annual membership of the car club to those who give up a car - etc
Etc		

### 5.6 Enforcement

Please describe any enforcement action that applies to the site. Details of this should be discussed with the Local Planning Authority. Enforcement measures may be included in any planning condition or Section 106 Agreement.

### 5.7 Long term sustainability

This section should describe all the measures that will be undertaken to ensure that the RTP continues to be implemented and managed after the Travel Plan Coordinator has left. This should include the creation of a Residents Group and developing good relations with the wider community.

#### 5.7.1 Creation of a Steering Group and Residents Group

The RTP should identify who will take on the various responsibilities after handover and when they will be trained, who will undertake the training (usually the Travel Plan Coordinator) and how future RTP activities will be funded.

This section should include a draft handover note, to be used by any new person given the responsibility of managing the RTP in future. The location of all previous Annual Reports and data held by predecessors should be clear.

Particular attention should be paid to the security of confidential data that the Travel Plan Coordinator holds (e.g. personal data belonging to car club members). It is crucial that the Residents Group has the full trust and support of the residents.

#### **5.7.2 Forming strong links with the wider community**

See Appendix 9 for further information on why it is important to build good relations with the local community and the type of measures that could be implemented to enhance this.

### **CONCLUSION**

This section should summarise what the document has provided and describe any additional action that will be taken to ensure the success of the document.

## APPENDIX 4

### Travel Information Pack Requirements

All residential developments where a Residential Travel Plan is required must provide Travel Information Packs for each dwelling, the contents of which will be agreed with the Local Planning Authority, who will liaise with Cambridgeshire County Council where necessary. Travel Information Packs inform residents of the sustainable travel options available to them, incentives available, key contacts and other information related to sustainable travel.

The Packs should be delivered to dwellings prior to occupation or upon occupation. They should be provided to all new residents of each dwelling during the monitoring period, including any subsequent occupiers during the monitoring period.

Travel Information Packs usually consist of a wallet with information leaflets, maps and vouchers. The Packs should be provided to residents in hardcopy because it is possible that not all residents will be able to access electronic copies. The option of receiving the Travel Information Pack on CD could be made available for those residents who prefer this format. The Pack (or elements of it) should also be available to view and print on the development's travel web pages by residents or visitors and available in hardcopy at strategic points on the site.

Below is a list of the essential and desirable contents to be included in each Travel Information Pack wallet. Additional information may be included, but must first be agreed with the Local Planning Authority.

#### Essential contents of a Travel Information Pack

- |   |
|---|
| <ul style="list-style-type: none"><li>• A cover letter which summarises what is in the Pack, why it was prepared, what the RTP is, who the main contact person is for all issues relating to travel (the Travel Plan Coordinator)</li></ul> |
| <ul style="list-style-type: none"><li>• Contact details for the Travel Plan Coordinator</li></ul>   |
| <ul style="list-style-type: none"><li>• Information on the Residential Travel Plan (including why residents should use sustainable transport, key RTP measures, how and when the RTP will be marketed and monitored, etc)</li></ul>         |
| <ul style="list-style-type: none"><li>• Information on promotional schemes e.g. car sharing, car club, pool bikes, walking/cycling groups, adult cycle training, etc</li></ul>  |
| <ul style="list-style-type: none"><li>• Maps showing routes for walking, cycling and public transport within the site and to key destinations</li></ul>   |
| <ul style="list-style-type: none"><li>• Timetables and routes for public transport</li></ul>  |

<ul style="list-style-type: none"><li>• The location of cycle parking and how to use it (e.g. where to get a key for enclosed bike shelters)</li></ul>
--

<ul style="list-style-type: none"><li>• Useful websites and contact details (e.g. for local bike shops, public transport, taxi and community transport providers, Local Planning Authority and County Council web pages on sustainable travel, CamShare.co.uk, Walkit.com, Streetcar.co.uk, etc)</li></ul>
--

<b>Desirable contents of a Travel Information Pack</b>
--

<ul style="list-style-type: none"><li>• Discounts, vouchers and other incentives (e.g. free/discounted public transport tickets, discounts at local cycle shops, discounted car club use, free adult cycle training, etc)</li></ul>
---

<ul style="list-style-type: none"><li>• Lists and maps/location of local services and facilities (such as cycle shops, sports centres, etc)</li></ul>
---

<ul style="list-style-type: none"><li>• Etc...</li></ul>
--

## APPENDIX 5

### Residential Travel Plan Measures

The following measures must be included in all Residential Travel Plans (RTPs):

- i. **Travel Information Packs** must be provided for each dwelling, the contents of which will be agreed with the Local Planning Authority. A list of essential and desirable contents for Travel Information Packs is provided in Appendix 4.
- ii. A **Travel Plan Coordinator** must be appointed for the proposed development. The nature of this appointment (full time/part time, length of contract, duties, etc) should be included in the RTP. The role of the Coordinator typically involves developing the final RTP, implementing the RTP measures, monitoring the performance of the RTP and recommending adjustments to the plan where necessary. The Travel Plan Coordinator should be based at the site, or visit the site frequently, so he/she becomes a known face to the residents.
- iii. Where the planning application for the development requires a **Transport Statement/Assessment** and/or a **Design and Access Statement**, any measures in these documents which relate to or impact on sustainable travel should also be indicated in the RTP. Examples of such measures include the creation of new pedestrian crossings, provision of cycle parking spaces and an on-site convenience store.
- iv. A **Steering Group** must be created to assist in delivering the RTP. This group will work closely with the Travel Plan Coordinator and their specific duties will be detailed in the RTP. The Steering Group should have representation from, for example, the residents, the developer, the management agent, the housing association, local transport operators, the Local Planning Authority and neighbouring developers/residents. Provision must also be made for a **Residents Group** (which may comprise members of the earlier formed Steering Group), who will take over implementing and managing the RTP after the Travel Plan Coordinator position terminates. The handover arrangements should be detailed in the RTP, including duties of the Residents Group and how it will sustain itself. These duties may be taken up by residents or an external management group who liaises closely with residents.

Other measures can be selected from the toolkit below, or new measures suggested. The RTP should explain why certain measures have been selected over others.

## TOOLKIT OF RESIDENTIAL TRAVEL PLAN MEASURES

<b>MEASURES TO ENCOURAGE WALKING</b>
Pedestrian friendly infrastructure
Creation and enhancement of walking links serving the site
Road safety improvements to highways infrastructure serving the site
Adoption of home zone principles or home zone features
Site speed limits
Pool umbrella scheme*
Walkers' group / walking buddy scheme*
<b>MEASURES TO ENCOURAGE CYCLING</b>
Cyclist friendly infrastructure
Creation and enhancement of cycling links serving the site
Road safety improvements to highways infrastructure serving the site
Highways safety measures/traffic calming
Site speed limits
Adoption of home zone principles (where the site design provides space for motor vehicles but fully accommodates the wider needs of residents)
Cycle parking
Bicycle maintenance equipment in cycle storage areas
Free/discounted cycles and cycle equipment*
Cycle training*
Pool bike scheme*
Pool raincoat scheme*
Bicycle user group / bike buddy scheme*
<b>MEASURES TO ENCOURAGE PUBLIC TRANSPORT USE</b>
Bus routing (ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area)
Bus infrastructure such as stands, stops, shelters, bus gates and real time information
Provision of off-site bus infrastructure/priority on routes serving the site
New or enhanced bus services
New or enhanced rail services
Facilities to improve interchange (e.g. cycle parking and lockers at stations)
Pool umbrella/raincoat scheme*
Free/discounted use of public transport*
<b>MEASURES TO DISCOURAGE SINGLE-OCCUPANCY CAR TRAVEL</b>
Highways safety measures/traffic calming
Restrictions on car movements within the site
Vehicle parking restraint (or potential for car-free site)
Minimising intrusion from parking (where parking does not dominate the visual appearance of the site and does not block cycling or walking access to properties)
Allocation of all on site parking
Control of off site parking (e.g. yellow lines or CPZ)

Car club service established on site and/or membership of an existing car club (e.g. Streetcar.co.uk in Cambridge City)
Car share scheme established on site and/or membership of CamShare.co.uk
Allocation of parking bays for car club and car share vehicles
Discounted taxi service
Arrange home deliveries with other residents to avoid multiple deliveries
Free use of car share scheme*
Free/discounted use of car club*
<b>MEASURES TO REDUCE THE NEED TO TRAVEL</b>
Areas for social exchange, recreation, seating, play and biodiversity
Leisure facilities
Community facilities (e.g. community meeting places and drop-in centres)
Health facilities
Education / childcare facilities
Shopping facilities
Provision of office space in houses
Broadband access in houses
Employment facilities on-site (e.g. mixed residential/office use or live/work accommodation, tele-centre)
Home deliveries
Secure (and refrigerated) storage areas for home deliveries
Free/discounted use of nearby facilities (e.g. gyms, cinemas)*
<b>STRATEGIC MEASURES</b>
Measures to complement other (nearby) travel plans (e.g. schools, workplaces, leisure facilities, community centres, other housing developments)
Unique measures to improve visitor travel modes (e.g. a Visitor Travel page on the development's website, travel leaflets available at convenient locations at the site)
Measures to strengthen links with the local community (see Appendix 9)
<b>MEASURES TO RAISE AWARENESS</b>
Travel plan training for sales/marketing staff
Personal travel advice/personalised travel planning
Induction sessions for new residents and follow up visits
Travel information packs (see Appendix 4)
Travel web site
Travel notice-board
Travel events (e.g. to launch the RTP, to launch new travel services, national bike week)
Community travel forums (where residents are invited to give feedback to the travel coordinator about travel arrangements)
<b>MEASURES TO DELIVER AND MANAGE THE RTP</b>
Appointment of a Travel Plan Coordinator
Formation of a Steering Group
Formation of a Residents Group



Hiring of travel consultants to conduct personalised travel planning and/or monitoring
--

Handover arrangements (e.g. training the Residents Group to take over the implementation and management of the RTP)
---

\*These measures are helpful particularly in marketing and promoting the RTP initiatives.

## APPENDIX 6

### Hypothetical Residential Travel Plan Cases

Below is a selection of RTP measures that have been selected for 4 different hypothetical cases, in order to demonstrate the type of evidence required for choosing certain measures over others. As is described in the RTP Template (Appendix 3) the full details of each measure should be described in a separate section. The main purpose of this section is to outline reasons why certain measures have been chosen and others excluded from the RTP.

Cases 1 and 2 refer to residential developments in a rural setting with fairly good transport infrastructure, services and links to key destinations. Cases 3 and 4 apply to an urbanised town or city with very good transport infrastructure, services and links to key destinations.

#### RURAL AREA

Case 1 - A development proposing 25 dwellings in a rural village

Case 2 - A development proposing 300 dwellings in a rural village

RTP Measure	Justification for Case 1		Justification for Case 2	
	(25 dwellings in a rural village)		(300 dwellings in a rural village)	
<b>Measures to encourage walking</b>				
Walkers' group / walking buddy scheme	x	The site is not within walking distance of any shops, schools, work or leisure facilities. Instead emphasis has been placed on other measures such as creating a Bike Buddy Group.	✓	A walking group will be set up and popular walking destinations identified.
Etc...				

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)	Justification for Case 2 (300 dwellings in a rural village)
<b>Measures to encourage cycling</b>		
Creation and enhancement of cycling links serving the site	✓ A new cycle lane will be created to link the site entrance to the off-site roads.	✓ New cycle lanes will be created that link the eastern and northern site entrance to the off-site roads and to the public right of way to the north of the site. The 2 other entrances to the site already have well developed cycling links so no further enhancement necessary.
Etc...		
<b>Measures to encourage public transport use</b>		
Bus routing: ensuring the road design allows the bus to reach all parts of the development and that it connects well with the surrounding area	✗ The site is too small to accommodate new bus routing but timetables and maps showing the location of the nearest bus stops will be distributed to all residents. Also see improvement to existing bus infrastructure below.	✓ The site design will allow for buses to access the site.
Bus infrastructure such as stands, stops, shelters, bus gates and real time information	✓ Bus shelters will be constructed at the 2 existing bus stops outside the development site.	✓ 2 new bus stops will be created within the site to ensure that all homes are within ... minutes walk to a bus stop. Real-time signs will be in place at both bus stops prior to occupation.
Etc...		

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)	Justification for Case 2 (300 dwellings in a rural village)
<b>Measures to discourage single-occupancy car travel</b>		
Car club service established on site or membership of an existing car club	✓ The Travel Plan Coordinator will liaise with the existing car club (... <i>name of car club</i> ) to facilitate residents' membership.	✓ A new car club will be created. ... ( <i>number</i> ) vehicles will initially be provided for the car club. More vehicles will be provided in accordance with growing member numbers.
Etc...		
<b>Measures to reduce the need to travel</b>		
Broadband access	✓ Broadband access will be supported in all dwellings.	✓ Broadband access will be supported in all dwellings.
Etc...		
<b>Strategic measures</b>		
Measures to strengthen links with the local community	✓ Interested residents in the surrounding area will be invited to attend the Residents' Travel Forums held by the Travel Plan Coordinator.	✓ <ul style="list-style-type: none"> <li>- A Community Travel Website will be developed to serve the wider community and visitors to the village.</li> <li>- The local community will have access to the new car club, car sharing group, walking group and cycling group, with the consent of residents.</li> <li>- The local community will be invited to travel events such as the launch of the Community Travel Website and launch of the new car club.</li> </ul>
Etc...		

RTP Measure	Justification for Case 1 (25 dwellings in a rural village)	Justification for Case 2 (300 dwellings in a rural village)
<b>Measures to raise awareness</b>		
Provision of Travel Information Packs for each dwelling	✓ Local requirement. The pack contents are detailed in Section ...	✓ Local requirement. The pack contents are detailed in Section ...
Travel Forums	✓ Residents and wider community member will be invited to give feedback to the Travel Plan Coordinator on travel arrangements and proposals. The Forums will be held quarterly; the Travel Plan Coordinator will also conduct face-to-face visits to residents throughout the year.	✓ Travel Forums will be held every other month, with an open invitation to residents and neighbouring community members.
Etc...		
<b>Measures to deliver and manage the RTP</b>		
Appointment of a Travel Plan Coordinator	✓ Local requirement. This will be a part-time appointment (18 hours per week) because of - the small number of dwellings proposed - the duties described in section ... can be the implemented in this time	✓ Local requirement. A full-time Travel Plan Coordinator will be employed and based on-site.
Formation of a Steering Group and a Residents Group	✓ Local requirement.	✓ Local requirement.

RTP Measure		<b>Justification for Case 1</b> (25 dwellings in a rural village)	<b>Justification for Case 2</b> (300 dwellings in a rural village)
Formation of a Residents' Group	x	Due to the small size of the site, a Residents' Group will not be form. Instead regular Travel Forums will be held for all residents. Representatives will also be selected by residents to sit on the Steering Group and Residents Group.	✓
Etc...			

**URBAN AREA**

Case 3 - A development proposing a 50 dwelling extension to an existing residential development in an urban town or city

Case 4 - A development proposing 1,500 dwellings in an urban town or city

RTP Measure		Justification for Case 3	Justification for Case 4
		(50 dwellings in an urban area)	(1,500 dwellings in an urban area)
<b>Measures to encourage walking</b>			
Pedestrian friendly infrastructure	✓	The site already has very good pedestrian infrastructure. In addition, adequate security lighting will be installed at the new buildings.	✓ New pedestrian lanes, pedestrian crossings, benches and lighting will be established on the site to encourage walking.
Etc...			
<b>Measures to encourage cycling</b>			
Cycle parking	✓	Sheltered cycle parking will be provided for residents and visitors in line with the Local Planning Authority's (LPA) standards.	✓ Sheltered cycle parking will be provided for residents and visitors. The spaces provided will exceed the LPA's requirements to demonstrate the developer's commitment to encourage cycling in an already cyclist friendly town/city.
Etc...			

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)	Justification for Case 4 (1,500 dwellings in an urban area)
<b>Measures to encourage public transport use</b>		
Facilities to improve interchange	✗ Popular destinations (e.g. ... Bus Station, ... Train Station, ... Leisure Centre) have been consulted and it has been demonstrated that existing facilities will easily be able to accommodate the increased demand from this site. Details of this finding are in Section ...	✓ A contribution will be made to assist provision of .... ( <i>number</i> ) additional cycle parking spaces at ... Train Station and .... ( <i>number</i> ) additional cycle parking spaces ... Bus Station. Discussions are on-going concerning the provision of lockers at these interchange points. Details of the confirmed and proposed improvements are in Section ...
Etc...		
<b>Measures to discourage single-occupancy car travel</b>		
Car share scheme	✓ A car share scheme has already been developed at the site. The new residents' details will be added to the database on request. See Section ... for measures to promote the scheme to new residents. <i>CamShare</i> will also be promoted to increase chances of people finding matches for their journeys.	✓ An on-site car-share scheme will be developed, which will also be open to neighboring residents or employees (with the consent of the residents on-site). <i>CamShare</i> will also be promoted to increase chances of people finding matches for their journeys.
Etc...		
<b>Measures to reduce the need to travel</b>		
Education / childcare facilities	✓ The site is too small to accommodate a storage room for home deliveries	✓ The development proposal includes a primary school.
Etc...		



RTP Measure	Justification for Case 3 (50 dwellings in an urban area)	Justification for Case 4 (1,500 dwellings in an urban area)
<b>Strategic measures</b>		
Measures to complement other Travel Plans	✓ - The existing RTP for this site has been consulted when preparing this RTP. Joint planning will continue in order to minimise isolation from the additional 50 dwellings to the existing residents. - The Travel Plan Coordinator for ... Primary School was also consulted. Residents will be made aware of the School's Walking Bus. School Staff members have been invited to join the site's car sharing scheme.	✓ The following nearby establishments have been consulted in preparing this Travel Plan: - ... Community College - ... University Campus - ... Business Centre - ... Leisure Centre - ... Shopping Centre Full details of the travel measures that will be jointly used are in Section ....
Etc...		
<b>Measures to raise awareness</b>		
Provision of Travel Information Packs for each dwelling	✓ Local requirement.	✓ Local requirement.
Personalised travel planning (PTP)	✓ This free service will be provided to all residents by the Travel Plan Coordinator from as early as confirmation of sale of a dwelling, in order to ensure good travel habits from the outset.	✓ PTP will be available to all residents prior to or upon occupation. All new residents will receive a free PTP session within ... weeks of occupation. In addition, residents will be able to request a new PTP session if their travel arrangements change.
Etc...		

RTP Measure	Justification for Case 3 (50 dwellings in an urban area)	Justification for Case 4 (1,500 dwellings in an urban area)
<b>Measures to deliver and manage the RTP</b>		
Appointment of a Travel Plan Coordinator	✓ Local requirement. The current Travel Plan Coordinator at the site will be given a new contract to increase their working hours from ... hours to ... hours per week, in order to cater for the increased number of residents.	✓ Local requirement. A full-time Travel Plan Coordinator will be employed and based on-site.
Hiring of consultants to conduct PTP and/or monitoring	✗ The Travel Plan Coordinator has in the past conducted PTP and monitoring and has the capacity to continue doing so with this additional number of dwellings without hindering the quality of his/her performance.	✓ During particularly busy stages of the RTP, the developer will temporarily employ travel consultants to assist the Travel Plan Coordinator with his/her duties. Details of this arrangement will be provided to the LPA and County Council by the Travel Plan Coordinator prior to appointment.
Etc...		

## APPENDIX 7

### Example Planning Condition and Section 106 Agreement for a Residential Travel Plan

#### Example Planning Condition

*'The approved Residential Travel Plan (dated ...) shall be implemented and retained as such thereafter, unless otherwise agreed in writing by the Local Planning Authority.'*

#### Example Section 106 Agreement

#### DEFINITIONS

**"... (site name) Residents Group" or "Residents Group"** means the local resident group who have a stake in travel issues at ... (site name) and whose duties (including taking ownership of the RTP at the end of the Travel Plan Coordinator's employment) will be specified in the Approved RTP.

**"Residential Travel Plan" or "RTP"** means a travel plan document for a residential development, which includes a package of measures aimed at increasing sustainable travel options and reducing the need for travel, at the development. It is based on relevant national, regional and local policy and guidance. "Approved Residential Travel Plan" or "Approved RTP" means a Residential Travel Plan which has been submitted to and approved in writing by the Local Planning Authority and which is in accordance with national, regional and local policy and guidance. Unless otherwise agreed by the authorities, the RTP and Approved RTP shall contain the following:

- **Introduction**
- **Background on RTPs**
- **Site Description and Existing conditions Objectives and Targets:**  
The targets shall include among others a target to reduce vehicle trips across all dwellings by an initial target of at least ...% (using the baseline figure of ...% taken from the Transport Assessment accompanying the planning application) before full occupation of the development. This target is subject to on-going review with agreement of the Local Authority, in light of the outcomes of the future Baseline Survey and Annual Surveys. Interim targets are also expected for the length of the monitoring period.
- **RTP Measures:** which will include but not be limited to Travel Information Packs, appointment of a Travel Plan Coordinator, travel-related measures that are mentioned in any Transport Statement/Assessment and Design and Access Statement for the development, creating a Steering Group/Residents Group
- **Management:** which will include the management structure, funding, raising awareness, marketing and promotion, monitoring and review, remedial measures and triggers, enforcement and long term sustainability

**“Annual Monitoring Report”** means the report required pursuant to ... and which shall contain the following:

- Introduction - including background, objectives and targets
- Description of the activities that have been undertaken in the last year/period - including RTP measures implemented, monitoring activities, awareness-raising, marketing and promotional activities and management activities
- An assessment/evaluation of the performance of all the activities mentioned in above, particularly in relation to the targets set
- Recommendations to improve the RTP (if needed) – including suggestions of how all the activities mentioned above can be changed to provide better results (including remedial measures) and a recommendation to produce a revised RTP reflecting the changes

**“Travel Plan Co-ordinator”** means the person who shall be responsible for implementing, monitoring and reviewing the Approved RTP, liaising with the local authorities and other RTP stakeholders where necessary;

**“Steering Group”** means a group of representatives, comprised of concerned parties of the residential development (including but not limited to the residents’ Travel Plan Coordinator, the owner, residents and community facility providers) whose duties will be specified in the Approved RTP;

**“Travel Survey”** means a survey conducted on the travel of residents at the development, designed to provide a range of data as is needed (such as traffic counts, use of cycle parking spaces and attitudes to sustainable travel) in order to demonstrate the RTP’s performance against set objectives and targets;

**“Working Day”** means any day on which clearing banks in the City of London are open during banking hours (or would be but for a strike lock-out or other stoppage affecting particular banks or banks generally) and "Working Days" shall be construed accordingly.

## **1.1 THE OWNERS COVENANT WITH THE LOCAL AUTHORITY:**

- 1.1.1 to use reasonable endeavours to comply with and implement the Approved RTP at all times and in accordance with an agreed programme and timescales, as detailed in the Approved RTP;
- 1.1.2 to appoint a Travel Plan Coordinator no later than ... Working Days from occupation of the first dwelling and thereafter to fund the post of the Travel Plan Co-ordinator for at least three years after the date of full Occupation;
- 1.1.3 to create a Steering Group within ... months of appointment of the Travel Plan Coordinator, the detailed duties and composition of which will be agreed in the Approved RTP;
- 1.1.4 to conduct a baseline Travel Survey during the Spring or Autumn season following Occupation of the ... Dwelling;

- 1.1.5 to conduct regular annual Travel Surveys, starting within ... months of the First Dwelling Occupation Date and continuing for at least three years after full Occupation, except within the year that the baseline Travel Survey is conducted
- 1.1.6 to undertake additional methods of monitoring as agreed in the Approved RTP, other than Travel Surveys. Any additional monitoring activities should enhance the monitoring data provided and should not hinder the Travel Survey process or the RTP's implementation in any way;
- 1.1.7 to produce draft Annual Monitoring Reports after each Travel Survey (including the baseline Travel Survey) and to provide a copy of these to the Local Planning Authority for comment. The Local Planning Authority will provide comments on the RTP Annual Reports within ... Working Days of receipt;
- 1.1.8 to produce and provide a copy to the Local Planning Authority and to make available to the residents the approved RTP Annual Reports, within ... Working Days of receiving comments from the Local Planning Authority, in the instance where such comments have been received;
- 1.1.9 to implement the recommendations in the approved RTP Annual Report, which may include where necessary:
  - (a) modifications to the previously agreed targets as a result of the monitoring data results;
  - (b) modifications to the activities undertaken throughout the previous period (namely, the RTP measures implemented, monitoring (including travel surveys), marketing and promotion and management activities and techniques) based on their assessment in the Annual Monitoring Report;
  - (c) implementation of additional remedial actions if the Approved Travel Plan is not meeting its objectives within the timescales specified, which remedial actions may include, but may not be limited to, undertaking new or additional monitoring activities to those specified in the Approved Travel Plan.
  - (d) the production of a revised RTP for the period following the relevant RTP Annual Report, to be submitted to the Local Planning Authority within ... Working Days from the submission of the related Annual Monitoring Report, for written approval from the Local Planning Authority. The Local Planning Authority will confirm approval or rejection of the revised RTP within ... Working Days of receipt.
- 1.1.10 to implement the measures set out in any revised Approved RTP;
- 1.1.11 to create a Residents Group within ... months of appointment of the Travel Plan Coordinator, the detailed duties and composition of which will be agreed in the Approved RTP;
- 1.1.12 to ensure that the handover arrangements from the Travel Plan Coordinator to the Residents Group, agreed in the approved RTP, are implemented.

## **1.2 THE LOCAL AUTHORITY COVENANTS WITH THE OWNERS**

## Draft Cambridgeshire Residential Travel Plan Guidance

- 1.2.1 to provide comments and suggestions for improvement on the first draft RTP submitted to the Local Planning Authority by the Owners, within ... Working Days of receipt.
- 1.2.2 to confirm approval or rejection of the revised draft RTP to the Owner, within ... Working Days of receipt;
- 1.2.3 to provide comments and suggestions on the RTP Annual Reports within ... Working Days of their receipt.

## APPENDIX 8

### Example Travel Questionnaire for Residents

Below is an example of what could be included in a travel questionnaire. It is not conclusive; the questionnaire should ask further questions, particularly to provide data that the other monitoring methods may not address, such as attitudes towards sustainable travel and awareness of RTP schemes.

There should be a small introduction which briefly states who has organised the survey, the purpose of the questionnaire, its relation to the RTP and how residents can find out the survey results. It should also explain how the results will be used, paying particular attention to residents' confidential data.

Instructions should be provided on how to fill in the questionnaire (providing a webpage if available online) and where to send the completed form.

**1. How did you travel to each of the places below over the past 2 weeks? Please tick (✓).**

If you used more than one travel mode per activity, please tick the one you travelled the furthest distance with.

	Activity	Bicycle	Walk	Bus	Train	Car (share)	Car (alone)	Motor bike	Other
<b>M O N D A Y</b>	Work								
	Leisure e.g. gym, cinema								
	Household shopping								
	Other activity e.g. school run								
	Activity	Bicycle	Walk	Bus	Train	Car (share)	Car (alone)	Motor bike	Other
<b>T U E S D A Y</b>	Work								
	Leisure e.g. gym, cinema								
	Household shopping								
	Other activity e.g. school run								
<b>Etc</b>									

**2. What would encourage you to travel more sustainably?  
Please tick (✓) all the boxes that apply.**

<b>What would encourage you to cycle more?</b>	✓	<b>What would encourage you to walk more?</b>	✓
Adult cycle training	<input type="checkbox"/>	Improved routes	<input type="checkbox"/>
Discounts on bikes/accessories	<input type="checkbox"/>	Improved signage	<input type="checkbox"/>
Improved routes	<input type="checkbox"/>	Information on routes	<input type="checkbox"/>
Improved parking	<input type="checkbox"/>	Paying for parking	<input type="checkbox"/>
Improved signage	<input type="checkbox"/>	Pool umbrellas to borrow	<input type="checkbox"/>
Information on routes	<input type="checkbox"/>	Better lighting to improve safety	<input type="checkbox"/>
Pool bikes to borrow	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
Paying for parking	<input type="checkbox"/>		<input type="checkbox"/>
Better lighting to improve safety	<input type="checkbox"/>		<input type="checkbox"/>
Other .....	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
<b>What would encourage you to use the bus or train more?</b>	✓	<b>What would encourage you to car share more?</b>	✓
A closer bus stop/train station	<input type="checkbox"/>	Help finding car share partners	<input type="checkbox"/>
Discounts on tickets	<input type="checkbox"/>	Discounts	<input type="checkbox"/>
Improved routes	<input type="checkbox"/>	Free guaranteed ride home	<input type="checkbox"/>
Improved bus shelters	<input type="checkbox"/>	Improved parking	<input type="checkbox"/>
More information on fares, etc	<input type="checkbox"/>	Information on how to car share	<input type="checkbox"/>
More frequent services	<input type="checkbox"/>	Paying for parking	<input type="checkbox"/>
More reliable service	<input type="checkbox"/>	Reserved parking for car sharers	<input type="checkbox"/>
Paying for parking	<input type="checkbox"/>	Other .....	<input type="checkbox"/>
Other .....	<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>
Etc ...	<input type="checkbox"/>		<input type="checkbox"/>

**3. Etc...**

*Thank you for taking the time to complete this questionnaire.*



## APPENDIX 9

### Strengthening Links with the Local Community

Forming strong links with the local community is important because:

- it can facilitate the delivery of the RTP, particularly for schemes that require the support of the wider community, such as promotion of an existing local car sharing scheme
- it can facilitate the exchange of ideas to improve travel planning at the development, for example through joint brainstorming sessions
- it will support the long term sustainability of the RTP, since the local community is often well-established in the area and can play a key role in ensuring the RTP is implemented and managed in the long term
- it will demonstrate the developer's commitment to improving travel across the wider area and not just at the development in question

The Travel Plan Coordinator should liaise with all key people/groups/institutions across the community, including community groups, schools, business centers, leisure centers, Town and Parish Councils, etc. The Local Planning Authority should be consulted on any nearby developments where there may be opportunities to jointly benefit from travel plan measures. Contact should be made with potential partners early in the planning process to ensure their support throughout the monitoring period and beyond.

Some of the measures that can be implemented to help build good relations with the wider community include:

- community representation on the Steering Group and/or Residents Group
- liaison in organising various events e.g. promoting sustainable travel at community events
- hold community meetings or welcome the wider community to join the residents' travel forums
- create a community travel website, or place sustainable travel materials on a public notice board,, accessible by the wider community
- liaise with Community Development Officers at the Local Authority

**APPENDIX 10****Local Authority Contact Information**

Any queries on whether a RTP is required for a proposed development, or queries on specific LPA requirements for a proposed development, should be made to the relevant City or District Council. The LPA will liaise with the County Council in answering these queries where necessary.

Any comments or queries on the content of the Cambridgeshire RTP Guidance or any general residential travel planning issues should be made to Cambridgeshire County Council.

The information provided below was correct as of November 2010.

<b>Cambridgeshire County Council</b>	
Contact	Residential Travel Planning Officer or Climate Change Team Leader
Address	Cambridgeshire County Council Environment Management and Climate Change CC1312 Castle Court Shire Hall Castle Hill Cambridge CB3 0AP
Tel	01223 715560
Fax	01223 699701
Email	<a href="mailto:epp@cambridgeshire.gov.uk">epp@cambridgeshire.gov.uk</a>
Web pages	<ul style="list-style-type: none"> <li>• Residential Travel Plans <a href="http://www.cambridgeshire.gov.uk/environment/travelwise/residentialtravelplans">www.cambridgeshire.gov.uk/environment/travelwise/residentialtravelplans</a></li> <li>• Sustainable Travel <a href="http://www.cambridgeshire.gov.uk/environment/travelwise">www.cambridgeshire.gov.uk/environment/travelwise</a></li> <li>• Transport and Streets <a href="http://www.cambridgeshire.gov.uk/transport">www.cambridgeshire.gov.uk/transport</a></li> <li>• About Planning <a href="http://www.cambridgeshire.gov.uk/environment/planning/about">www.cambridgeshire.gov.uk/environment/planning/about</a></li> <li>• Housing <a href="http://www.cambridgeshire.gov.uk/housing">www.cambridgeshire.gov.uk/housing</a></li> </ul>
<b>Cambridge City Council</b>	
Contact	Case Officer (if already appointed) or Transport Planning Team or Development Control Team
Address	Cambridge City Council The Guildhall Market Square Cambridge

	CB2 3QJ
Tel	01223 457457 or 01223 358962
Fax	-
Email	<a href="mailto:enquiries@cambridge.gov.uk">enquiries@cambridge.gov.uk</a>
Web pages	<ul style="list-style-type: none"> <li>• Alternatives to dependence on car travel <a href="http://www.cambridge.gov.uk/ccm/navigation/growth-and-urban-expansion/what-we-want-to-achieve-through-growth/alternatives-to-dependence-on-car-travel">www.cambridge.gov.uk/ccm/navigation/growth-and-urban-expansion/what-we-want-to-achieve-through-growth/alternatives-to-dependence-on-car-travel</a></li> <li>• Planning and Building Control <a href="http://www.cambridge.gov.uk/ccm/navigation/planning-and-building-control/">http://www.cambridge.gov.uk/ccm/navigation/planning-and-building-control/</a></li> <li>• Transport planning <a href="http://www.cambridge.gov.uk/ccm/content/transport-and-streets/transport-planning.en">http://www.cambridge.gov.uk/ccm/content/transport-and-streets/transport-planning.en</a></li> <li>• Housing <a href="http://www.cambridge.gov.uk/ccm/navigation/housing">www.cambridge.gov.uk/ccm/navigation/housing</a></li> </ul>
<b>East Cambridgeshire District Council</b>	
Contact	Case Officer (if already appointed) or Transport Planning Team or Development Control Team
Address	East Cambridgeshire District Council The Grange Nutholt Lane ELY Cambs CB7 4EE
Tel	01353 665555
Fax	-
Email	<a href="mailto:customerservices@eastcambs.gov.uk">customerservices@eastcambs.gov.uk</a>
Web pages	<ul style="list-style-type: none"> <li>• Roads and Transport Information <a href="http://www.eastcambs.gov.uk/roads-transport/roads-transport-east-cambridgeshire">http://www.eastcambs.gov.uk/roads-transport/roads-transport-east-cambridgeshire</a></li> <li>• Planning and Building <a href="http://www.eastcambs.gov.uk/planning/development-services">http://www.eastcambs.gov.uk/planning/development-services</a></li> <li>• Housing and Property <a href="http://www.eastcambs.gov.uk/housing/housing-property">http://www.eastcambs.gov.uk/housing/housing-property</a></li> </ul>
<b>Fenland District Council</b>	
Contact	Development Control Team (ideally the Case Officer in this Team, if already appointed) or Planning Policy Team
Address	Fenland District Council Fenland Hall County Road March Cambridgeshire PE15 8NQ

Tel	01354) 654321
Fax	-
Email	<a href="mailto:info@fenland.gov.uk">info@fenland.gov.uk</a>
Web pages	<ul style="list-style-type: none"> <li>Public Transport in Fenland <a href="http://www.fenland.gov.uk/ccm/navigation/community/transport/">http://www.fenland.gov.uk/ccm/navigation/community/transport/</a></li> <li>Planning and Building <a href="http://www.fenland.gov.uk/planning-and-building">www.fenland.gov.uk/planning-and-building</a></li> <li>Housing <a href="http://www.fenland.gov.uk/ccm/navigation/housing">www.fenland.gov.uk/ccm/navigation/housing</a></li> </ul>
<b>Huntingdonshire District Council</b>	
Contact	Case Officer (if already appointed) or Transport Planning Team or Development Control Team
Address	Huntingdonshire District Council Pathfinder House St Mary's Street Huntingdon Cambridgeshire PE29 3TN
Tel	01480 388388
Fax	01480 388099
Email	<a href="mailto:mail@huntsdc.gov.uk">mail@huntsdc.gov.uk</a>
Relevant web pages	<ul style="list-style-type: none"> <li>Transport and Roads <a href="http://www.huntingdonshire.gov.uk/Transport%20and%20Roads/Pages/default.aspx">http://www.huntingdonshire.gov.uk/Transport%20and%20Roads/Pages/default.aspx</a></li> <li>Planning Applications <a href="http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx">http://www.huntingdonshire.gov.uk/Environment%20and%20Planning/Planning/Planning%20Applications/Pages/default.aspx</a></li> <li>Housing <a href="http://www.huntsdc.gov.uk/Housing">www.huntsdc.gov.uk/Housing</a></li> </ul>
<b>South Cambridgeshire</b>	
Contact	Case Officer (if already appointed) or Development Control Team which is divided into two teams – one for the East part of the District and one for the West
Address	South Cambridgeshire District Council South Cambridgeshire Hall Cambourne Business Park Cambourne Cambridge CB23 6EA
Tel	03450 450 500
Fax	01954 713149
Email	Planning service: <a href="mailto:planning@scambs.gov.uk">planning@scambs.gov.uk</a> Development Control Team (East): <a href="mailto:DCTeamEast@scambs.gov.uk">DCTeamEast@scambs.gov.uk</a> Development Control Team (West): <a href="mailto:DCTeamWest@scambs.gov.uk">DCTeamWest@scambs.gov.uk</a>

Web pages	<ul style="list-style-type: none"><li>• Planning Service <a href="http://www.scams.gov.uk/Environment/Planning/default.htm">http://www.scams.gov.uk/Environment/Planning/default.htm</a></li><li>• Transport and Streets <a href="http://www.scams.gov.uk/TransportandStreets/default.htm">www.scams.gov.uk/TransportandStreets/default.htm</a></li><li>• Housing Services <a href="http://www.scams.gov.uk/Housing/default.htm">www.scams.gov.uk/Housing/default.htm</a></li></ul>
-----------	---

This page is intentionally left blank

## Appendix B - Consultee List for Draft Residential Travel Plan Guidance

Cambridgeshire County Council plans to consult with the following, during the public consultation period:

All County Council Members
City Council Members
East Cambs DC Members
Fenland DC Members
Hunts DC Members
South Cambs DC Members
City & District Officers
All Parish/Town Councils
Natural England
Environment Agency
English Heritage
Cambridgeshire residents
Cambridge City residents associations
CCC – Highway Development Control
CCC - New Communities
CCC – Transport Asset Management
CCC - Road Safety Service
CCC - Strategic Planning
CCC - Passenger Transport
Wildlife Trusts
RSPB
Highways Agency
Cambridgeshire Travel for Work Partnership (TfW)
Travel Plan Plus
Ramblers
Cycling Campaign
GO East
National Rail
Stagecoach
Whippet
Key developers
Key developers' agents

Following Member approval of the Guidance, CCC will distribute the RTP Guidance and an Adoption Statement to consultees and the general public.

This page is intentionally left blank





To: Executive Councillor for Climate Change and Growth  
Report by: Head of Planning Services  
Relevant scrutiny committee: Development Plan Scrutiny Sub-Committee 22/03/2011  
Wards affected: All Wards

### **LOCAL PLAN REVIEW – Approach and Timescales for Review**

#### **Key Decision**

##### **1.0 Executive summary**

- 1.1 The Cambridge Local Plan was adopted in July 2006. On 2<sup>nd</sup> July 2009, the Secretary of State issued a formal direction saving the majority of policies in the Cambridge Local Plan and these policies remain saved until replaced by new policies in the Local Development Framework.
- 1.2 The Localism Bill was published on 13<sup>th</sup> December 2010 and proposes a number of reforms to the planning system. In terms of plan making at a local level, no significant changes have been proposed to the Local Development Framework system. Given this, it is considered appropriate for the Council to move forward with reviewing the Local Plan. This report outlines a suggested approach and indicative timescales for preparing a new Development Plan for Cambridge including the timescales for taking the Community Infrastructure Levy (CIL) forward.

##### **2.0 Recommendations**

- 2.1 This report is being submitted to the Development Plan Scrutiny Sub-Committee for prior consideration and comment before decision by the Executive Councillor for Climate Change and Growth.
- 2.2 The Executive Councillor is recommended:
- a) To agree the approach and indicative timescales for reviewing the 2006 Local Plan as set out in paragraphs 3.20 to 3.23.
  - b) To agree that the Community Infrastructure Levy is taken forward in parallel with the Local Plan review.

- c) To agree that the Local Development Scheme is updated in accordance with the agreed approach and indicative timescales and is made available on the Council's website.

### **3.0 Background**

#### **Cambridge Local Plan**

- 3.1 The Cambridge Local Plan was adopted in July 2006. It is the main consideration in the determination of planning applications and forms part of the development plan for Cambridge. It sets out a vision, policies and proposals for future development and land use in Cambridge to 2016 and beyond. The Local Plan adopted a spatial strategy for Cambridge that promoted a limited number of large urban extensions to the city. The rationale behind this approach was to redress the imbalance of homes and jobs in Cambridge, and provide for the long term growth of Cambridge University and Addenbrooke's Hospital Campus while minimising further increases in congestion on radial routes into the city. This approach also involved a review of the inner boundary of the Cambridge Green Belt.
- 3.2 Following the introduction of the Local Development Framework system in 2004, both existing Local Plans and those in preparation were given a limited shelf life. It was directed that they would cease to be part of the Development Plan, unless saved by the Secretary of State in 2009. On 2<sup>nd</sup> July 2009, the Secretary of State issued a formal direction, saving the majority of the policies in the Cambridge Local Plan 2006 (full details of which policies were saved can be found on our website at: <http://www.cambridge.gov.uk/public/docs/Secretary%20of%20State's%20letter%20and%20direction.pdf>). These policies will remain saved until replaced by policies in the Local Development Framework.
- 3.3 The current Development Plan for Cambridge is:
- East of England Plan 2008 (Note this is proposed to be deleted from the development plan hierarchy when the Localism Bill becomes law)
  - The saved policies of the Cambridgeshire and Peterborough Structure Plan 2003 (saved as of May 2008);
  - The saved policies of the Cambridge Local Plan 2006 (saved as of July 2009);
  - The Cambridge East Area Action Plan 2008;
  - The North West Cambridge Area Action Plan 2009;

- The saved Cambridgeshire and Peterborough Waste Local Plan 2003; and
  - The saved Cambridgeshire Aggregates (Minerals) Local Plan 1991.
- 3.4 Cambridgeshire County Council is actively pursuing the replacement of the latter two plans in the above list. The examination into the Minerals and Waste Core Strategy was held in November 2010 and the examination into the Site Specific Policies document for Minerals and Waste will be held in Summer 2011. If these documents are found to be sound by the Planning Inspectorate then they should be adopted in 2011.
- 3.5 In addition to the above documents, the City Council has adopted the following Supplementary Planning Documents (SPD) that do not form part of the Development Plan but add detail to adopted policies:
- Sustainable Design and Construction SPD (June 2007);
  - Affordable Housing SPD (January 2008);
  - Public Art SPD (January 2010);
  - Old Press / Mill Lane SPD (January 2010); and
  - Planning Obligations Strategy SPD (March 2010).
- 3.6 There are other less formal guidance documents which should also be taken into account in the determination of planning, advertisement, conservation and listed building applications, including a series of Conservation Area appraisals, which identify the special character and nature of the area which should be preserved, maintained or enhanced.

## **Localism Bill**

- 3.7 The Localism Bill was published on 13<sup>th</sup> December 2010. It sets out a series of proposals to shift power away from central Government and towards local people. In terms of the planning system, the Bill contains proposals to make the system clearer, more democratic, and more effective.
- 3.8 The planning reforms will be brought about by a combination of adding to, amending and replacing the existing legislation. At this stage, there is very little detail in relation to some proposals contained in the Localism Bill and the full nature and extent of some of the provisions in the Bill will not be entirely clear until various orders/regulations are made or existing ones amended. A more detailed note setting out the key planning related elements contained in the Localism Bill is provided in Appendix A. This includes information relating to neighbourhood planning.

- 3.9 In terms of plan-making, the Localism Bill provides the legal basis for the abolition of Regional Spatial Strategies. This means that there will no longer be regional targets or policies forming part of the Development Plan. Instead any provision will be determined at a local level. The Secretary of State's Directions relating to 'saved' Structure Plan policies are also to be revoked. This only relates to a small number of Structure Plan policies for Cambridgeshire, which were saved as part of the East of England Plan.
- 3.10 There has been some dispute over the Government's intention to abolish Regional Spatial Strategies and whether it can be considered as a material consideration when determining planning applications. A recent high court ruling has confirmed that decision makers should still have regard to the Government's intention to abolish Regional Spatial Strategies as a material consideration. Therefore, whilst the East of England Plan still technically forms part of the development plan for Cambridge, the Government's intention to abolish it should be considered when making a decision on planning applications.
- 3.11 Despite the changes to planning at a regional level, the Government does recognise the larger than local context of planning especially in relation to key strategic cross boundary issues. A duty to cooperate has been proposed in the Localism Bill in order to ensure cooperation between Local Planning Authorities and other bodies, such as key infrastructure providers. The duty requires ongoing constructive and active engagement in the preparation of plans and provision of strategic infrastructure. The City Council has a strong history of partnership working in relation to tackling strategic planning issues and joint plan-making, including transparent decision-making processes.
- 3.12 In light of the changing climate, and in order to provide some certainty, the Cambridgeshire Authorities have all agreed a joint position statement which essentially seeks to continue the development strategy for Cambridgeshire, established by the 2003 Structure Plan, to 2031 in recognition that enough land has been allocated for development in the County to provide for growth over the next 20 years.
- 3.13 The joint statement was agreed by the Executive Councillor for Climate Change & Growth at Environment Scrutiny Committee on 5 October 2010. The statement can be found on the Council's website at:  
<http://www.cambridge.gov.uk/democracy/ieListDocuments.aspx?CId=177&MIId=282&Ver=4>.

The spatial strategy for Cambridge and level of housing provision in the future will be considered at a local level through the review of the Local Plan.

- 3.14 In terms of proposals relating to the Local Development Framework system, previous announcements had indicated that significant changes would be proposed. However, this does not appear to be the case. Rather than replace the Local Development Framework system with a new plan-making system at a local level, minor amendments to the current system have been proposed. Local Development Schemes and Annual Monitoring Reports no longer need to be submitted to and agreed by the Secretary of State, but must be made directly available to the public. The power of an Inspector in examining plans has also changed. The Inspector's report on the examination of a Local Development Document will no longer be binding, but Local Authorities will only be able to adopt plans that have been judged sound.
- 3.15 It is not clear at this stage whether the principles of soundness are likely to change, but it does appear that the need for the development of robust evidence base to support policies will remain. The main message from the Department for Communities and Local Government (CLG) is that not much has changed and Local Authorities should press ahead with plan-making. It appears that Local Authorities may have flexibility in terms of deciding the overall approach to preparing Development Plan Documents. For example, rather than producing a number of separate Development Plan Documents such as a Core Strategy, Development Control Policies and Site Specific Allocations documents, one main document covering all key policy areas could be produced and adopted.

## **Review of the Local Plan**

- 3.16 The 2004 Planning and Compulsory Purchase Act introduced the Local Development Framework system in order to provide more flexibility in terms of preparing plans and reducing the timescales for doing so. Unlike the previous system, the Local Development Framework system is based around a 'folder' of separate but related documents. Key Development Plan Documents (DPDs) include a Core Strategy, Development Control Policies and site Specific allocation documents and relevant Area Action Plans. Supplementary Planning Documents (SPDs) also form part of the Local Development Framework and expand on and add detail to existing policies.
- 3.17 Development Plan Documents go through the following stages in preparation:

- *Preparation of Evidence Base* – preparation and completion of various studies which will be used to inform issues and options and policy development;
- *Consultation on Issues and Options* – Identification of relevant Issues and Options. Consultation with relevant stakeholder groups and with the wider public where appropriate;
- *Preferred Options Consultation (Optional)* - Preparation of draft document, taking into account comments from the Issues and Options consultation. Publication of the document for public consultation for six-weeks;
- *Submission Draft Consultation* - Consultation on the revised document taking into account comments from the Preferred Options consultation.
- *Submission* - Submission of the document to the Secretary of State;
- *Examination* - An independent Government Inspector considers the 'soundness' of the document in a public examination and produces a report; and
- *Adoption* - Formally adopted by the Council.

3.18 Whilst the Council undertook issues and options consultation in 2007 for the Core Strategy, it is considered timely to reconsider the overall approach and timescales for replacing the Local Plan. It is important that the Local Plan is reviewed and policies are updated. If not, the Council is at risk of its policy framework becoming out of date and at risk of significant challenge and inappropriate development being put forward. Policies need to be robust and kept updated in order to provide both certainty and flexibility for future development proposals. The planning process should provide certainty to the community and development industry. Furthermore, the Government has indicated that without an up to date Development Plan being in place by a certain date (this is yet to be confirmed), there will be a presumption in favour of sustainable development. It is therefore important that work on the replacement Local Plan now proceeds.

3.19 The 2008 Local Development Scheme outlines the key stages and timescales for the preparation of a Core Strategy, a Development Control Policies Development Plan Document and a Site Specific Allocations Development Plan Document. Whilst this is consistent with current guidance in PPS12: Local Spatial Planning, which

indicates that a separate Core Strategy should be prepared, there is nothing in legislation or regulation prohibiting the Council from taking a different approach as outlined above in paragraph 3.15. Experience gained from preparing the Area Actions Plans for North West Cambridge and Cambridge East indicates that there are significant resource implications in terms of preparing three separate Development Plan Documents, all at different stages of the plan-making process. This includes officer time as well as additional financial considerations such as the individual examination costs. The current cost of preparing each separate document is in the region of £200,000 to £250,000.

3.20 Taking this into consideration, it seems sensible to consider combining the preparation of three separate Development Plan Documents into one process. In practice, this would be similar to the current Local Plan but the structure and format would be updated to reflect current plan-making requirements and specific local circumstances. This approach would also allow for savings to be made and costs reduced, and for the overall timetable for review to be reduced. Furthermore, in terms of consultation this approach makes it much more straightforward and less confusing. Rather than consulting on different documents at different stages and different times, one document would be consulted on.

3.21 Key stages and indicative timescales are set out in the table below for consideration:

Stage	Timescales
Preparation & completion of evidence base	Spring 2011 – January 2012
Issues & Options consultation	February – March 2012
Preferred Options consultation (draft plan)	September – October 2012
Draft Submission consultation (revised plan)	February – March 2013
Submission	May/June 2013
Examination	Autumn 2013
Adoption	Spring 2014

This information is also set out in the Local Development Scheme Key Milestones Chart in Appendix B.

3.22 As part of this process, a Sustainability Appraisal will need to be undertaken to inform the development of the overall spatial strategy and policies, and to ensure that they take into account relevant economic, social and environmental sustainability objectives. The first

stage of this will be to update the Scoping Report, which was last produced in 2007.

3.23 Before the Council can proceed with consultation on issues and options, key evidence base work needs to be completed. Completed evidence base documents include the Employment Land Review 2008 (joint with South Cambridgeshire District Council (SCDC), Cambridge Sub Regional Retail Study 2008 (joint with SCDC), Strategic Flood Risk Assessment 2010 (joint with SCDC), and the Decarbonising Cambridge Study 2010. Other evidence base work includes the Green Infrastructure Strategy; the Water Cycle Strategy – Phases 1 and 2; the Local Economic Assessment; and the Cambridge Cluster Study. The Council is also in the process of completing a Strategic Housing Land Availability Assessment (SHLAA), an Open Space and Recreation Assessment and a joint Infrastructure Study with SCDC. In addition, officers will need to review existing evidence base in order to ensure that it is up to date and robust. This may include an update of the Employment Land Review and Retail Study. Further evidence base work will include a housing viability assessment, an assessment of hotel need and demand, an assessment of district and local centres and site assessment work looking at Gypsy and Traveller provision. Other specific evidence base to support the development of locally specific policies will also need to be undertaken. For example, in order to develop a policy protecting existing public houses from a change of use or redevelopment, the Council would need to develop a local evidence base setting out the location of existing public houses, consideration of the facilities provided by those public houses and their catchment areas as well as understanding what constitutes a community pub.

3.24 As the review of the Local Plan progresses, a number of issues and policy approaches will need to be considered, and the involvement of Development Plan Scrutiny Sub Committee will be key.

### **Community Infrastructure Levy (CIL)**

3.25 Introduced in the Planning Act 2008 and put into force by the Community Infrastructure Regulations 2010 on 6th April 2010, the Community Infrastructure Levy (CIL) allows local authorities in England and Wales to raise funds from developers via a charging schedule for a wide range of infrastructure. This includes transport schemes, flood defences, schools, hospitals and other health and social care facilities, parks, green spaces and leisure centres. It replaces Section 106 contributions for many forms of infrastructure, although Section 106 agreements can still be used for site-specific mitigation measures and for affordable housing provision. From 2014



onwards, Local Planning Authorities will no longer be able to pool over five planning obligations for infrastructure.

- 3.26 The Government considers CIL to be fairer, faster and more certain and transparent than the system of planning obligations, which can give rise to delay as a result of lengthy negotiations. The charging schedule for CIL is set locally and is represented as a standard charge per square metre of development, with the exception of social housing and buildings used by charities. These levy rates will be set in consultation with local communities and developers and will provide developers with much more certainty 'up front' about how much money they will be expected to contribute. Following adoption of the charging schedule, CIL will be applied to all relevant developments and will not be subject to further negotiation or waiving except in very rare circumstances. The process will ensure that the cumulative impact from development will be mitigated more effectively nationwide in comparison to the impacts of the planning obligations system, as all except the lowest impact developments will contribute towards infrastructure. The Government requires charging authorities to allocate a meaningful proportion of levy revenues raised in each neighbourhood back to that neighbourhood to manage the impacts of local development.
- 3.27 The Council, as a charging authority, will impose charges at the point planning permission is granted. Charges would then be payable at the commencement of development. However, in order to implement CIL via a charging schedule, the Council needs to have an adopted Core Strategy and supporting evidence base on infrastructure planning. The Council, working with SCDC, has commissioned an Infrastructure Study to support the development of a charging schedule. The completed Infrastructure Study for Cambridge and South Cambridgeshire is expected in July 2011. Once a draft charging schedule is drawn up on the basis of local evidence, public consultation must be undertaken. Following consultation and any subsequent changes, the draft schedule can be submitted for examination by an independent examiner. Following the examination, the examiner can choose to accept, modify or reject the charging schedule. Once a charging schedule is accepted by an examiner, it would need to be formally approved by a resolution of the Full Council of the charging authority.
- 3.28 It is considered appropriate for the Council to take CIL forward at the same time as the Local Plan Review. It is important that the process for implementing CIL is transparent from the outset and that there are clear opportunities for the charging schedule to be considered by key stakeholders and the public.

## **Next Steps**

- 3.29 Following agreement of the general approach and indicative timescales, the Local Development Scheme will be updated to reflect this. An updated version will be made available on the Council's website and the real time information will also be updated.
- 3.30 Officers will continue preparing relevant evidence base and as appropriate, will present key findings to Development Plan Scrutiny Sub-Committee for consideration.

## **4.0 Implications**

### **Financial/Procurement**

- 4.1 There are no direct financial implications arising from this report. The suggested approach of preparing one separate Development Plan Document rather than three separate Development Plan Documents will mean that considerable cost savings can be achieved.

### **Staffing**

- 4.2 There are no direct staffing implications arising from this report. The suggested approach will be taken forward by utilising existing resources within the Planning Policy Team along with input from other teams within the Planning Service and across the Council.

### **Equal Opportunities**

- 4.3 There are no direct equal opportunities arising from this report. An Equalities Impact Assessment will be undertaken as part of preparing a new development plan for Cambridge.

### **Environmental**

- 4.4 There are no direct environmental implications arising from this report. The new Development Plan for Cambridge will assist in the delivery of high quality and sustainable new developments along with protecting and enhancing the built and natural environments in the City.

### **Community Safety**

- 4.5 There are no direct community safety implications arising from this report.

## **5.0 Background papers**

These background papers were used in the preparation of this report:

Planning Policy Statement 12: Local Spatial Planning  
Localism Bill 2010

## **6.0 Appendices**

Appendix A: Briefing Note: Localism Bill – The Planning Perspective,  
February 2011

Appendix B: Local Development Scheme Key Milestones Chart.

## **7.0 Inspection of papers**

To inspect the background papers or if you have a query on the report  
please contact:

Author's Name: Sara Saunders  
Author's Phone Number: 01223 457186  
Author's Email: [sara.saunders@cambridge.gov.uk](mailto:sara.saunders@cambridge.gov.uk)

This page is intentionally left blank

## **Appendix A**

### **Localism Bill – The Planning Perspective** **February 2011**

#### **1. Introduction**

- 1.1 The Localism Bill was published on 13 December 2010. It sets out a series of proposals to shift power away from central Government and towards local people. In terms of the planning system, the Bill contains proposals to make the system clearer, more democratic, and more effective.
- 1.2 The planning reforms will be brought about by a combination of adding to, amending and replacing the existing legislation.
- 1.3 It is important to recognise that in relation to some proposals there is very little detail at this stage and the full nature and extent of some of the provisions in the Bill will not be entirely clear until various orders/regulations are made or existing ones amended.

#### **2. Abolition of Regional Strategies**

- 2.1 The Government have previously made their views clear in relation to Regional Spatial Strategies, viewing the centrally driven approach to development as bureaucratic and undemocratic. Given this, the Bill provides the legal basis for the abolition of Regional Spatial Strategies. This means that there will no longer be regional targets or policies forming part of the development plan. Instead targets will be set at a local level.
- 2.2 The Secretary of State's Directions relating to 'saved' Structure Plan policies are also to be revoked. This only relates to a small number of Structure Plan policies for Cambridgeshire which were saved as part of the East of England Plan.
- 2.3 There has been some dispute over the Government's intention to abolish Regional Spatial Strategies and whether it can be considered as material consideration when determining planning applications. A recent high court ruling has confirmed that decision makers should still have regard to the Government's intention to abolish Regional Spatial Strategies as material consideration. Therefore, whilst the East of England Plan still technically forms part of the development plan for Cambridge, the Government's intention to abolish it should be considered when deciding on planning applications.
- 2.4 In light of the changing climate and in order to provide some certainty, the Cambridgeshire Authorities have all agreed a joint position statement which essentially seeks to continue the development strategy for Cambridgeshire, established by the 2003 Structure Plan, to 2031 in recognition that enough land has been allocated for development in the County to provide for growth over the next 20 years.
- 2.5 The joint statement was agreed by the Executive Councillor for Climate Change & Growth at Environment Scrutiny Committee on 5 October 2010.

#### **3. Duty to Cooperate**

- 3.1 The Government recognises the larger than local element to planning especially in relation to key strategic cross boundary issues and as a result a duty to cooperate is to be introduced in order to ensure cooperation between Local Planning Authorities and other bodies such as key infrastructure providers. The duty requires ongoing constructive and active engagement in the preparation of plans and provision of strategic infrastructure. It includes responding to consultation and providing information when requested by a Local Planning Authority or prescribed body.

- 3.2 The duty to cooperate only applies to plan making and does not relate to development management, implementation and delivery.
- 3.3 The City Council has a strong history of partnership working in relation to tackling strategic planning issues and joint plan making including transparent decision making processes.

#### **4. Development Plan Framework**

- 4.1 Previous material indicated significant changes to the plan making system would be proposed. However, this does not appear to be the case. Instead, the following changes are proposed:

*Local Development Schemes* - Local Planning Authorities will no longer be required to submit Local Development Schemes to the Secretary of State for approval. Instead, Local Planning Authorities will be required to publish Local Development Schemes as up to date information for the public on work the authority is doing to plan their area.

*Annual Monitoring Reports* - The Bill removes the requirement to make an annual report to the Secretary of State about the implementation of Local Development Schemes and local development policies. The City Council currently submits an Annual Monitoring Report to the Government each year. There will still be a requirement to produce this report (at least annually) but in the interests of transparency it should be published directly to the public.

*Adoption and Withdrawal of Development Plan Documents* – The Bill proposes changes to the public examination process for Development Plan Documents. The power of an Inspector examining a Development Plan Document has been amended. Planning Inspectors will assess whether plans are suitable for adoption, or not, and give reasons but Inspectors will only be able to suggest changes at the request of the Local Planning Authority. Local Planning Authorities will have greater flexibility to decide whether to accept changes or submit modifications. Whilst an Inspector's recommendations are no longer binding, Local Planning Authorities will only be able to adopt plans judged sound i.e. suitable for adoption by the Inspector. Local Planning Authorities will also be able to withdraw a plan at any point before adoption.

- 4.2 It is not clear at this stage whether the principles of soundness are likely to change.
- 4.3 Despite the changing circumstances, the main message from CLG is that not much has changed and it's up to you.

#### **5. Neighbourhood Planning**

- 5.1 This is probably the most significant proposal and will allow for communities to be able to shape the development of their neighbourhoods through a new process of neighbourhood planning. This includes Neighbourhood Development Plans, Neighbourhood Development Order and Community Right to Build Orders.
- 5.2 Neighbourhood Development Plans - The intention is that these will set out the community's policies for the development and use of land in a particular neighbourhood area. Neighbourhood Development Plans could be very simple, or go into detail.
- 5.2 Neighbourhood Development Orders - The introduction of Neighbourhood Development Orders are intended to enable communities to permit development for a particular neighbourhood area either in full or in outline without the need for planning applications.
- 5.3 Neighbourhood Development Plans and orders can be brought forward by Parish Councils or community groups that have been designated as 'neighbourhood forums'. Local Planning

Authorities will have a duty to support either parishes or forums in developing proposals and there will be basic conditions which plans and orders must satisfy before they can be brought into force. These include general conformity with national policy and local Development Plan Documents and compatibility with EU requirements. The Local Planning Authority checks conformity with the basic procedure requirements and then an independent examination takes place. The Local Planning Authority can then decide what action to take in light of the recommendations of the independent examination. If the basic procedural requirements are satisfied, then a local referendum has to take place. If more than half those voting in a referendum have voted in favour of the order or plan, then the Local Planning Authority must make the order or adopt the plan.

- 5.4 In addition, the Bill proposes a regulation making power to introduce charges in relation to development authorised by an Neighbourhood Development Order. This is in order to support the costs incurred by the local planning authority in relation to neighbourhood planning.
- 5.5 The Community Right to Build is a specific type of neighbourhood development order. This type of order must relate to a specified development on a specified site and must be promoted by a community organisation, where the benefit of the development will be retained in the community.
- 5.6 The aim appears to be that Community Right to Build Orders are more site specific than normal neighbourhood development orders and can be promoted by a wider range of people although half the members must live in the neighbourhood. The Bill states that it will be for communities to identify suitable land, sources of finance and secure support for proposals.

## **6. Community Infrastructure Levy**

- 6.1 The Community Infrastructure Levy (CIL) was introduced in April 2010 and is intended to act as a transparent means of securing money to fund the infrastructure required to support growth through a standard charged levied on new development according to type, size and other factors. Rather than replace this, CIL is to be retained and the Bill has introduced three changes. Firstly, the Bill makes provisions to make regulations requiring some of the funds to be passed to neighbourhoods where development has taken place. Secondly, it makes clear that funds can be spent on the ongoing costs of infrastructure, as well as the initial costs of new infrastructure. Thirdly, it gives charging authorities more control over setting their own charging levels. While independent examiners will still consider whether the charging schedule is unreasonable, it will be for the authority to decide how to make it reasonable.
- 6.2 Whilst a formal decision is yet been made in relation to taking CIL forward, it is likely that CIL could be taken forward in parallel with the review of the Local Plan.

## **7. Pre-application Consultation**

- 7.1 The Bill introduces a new requirement for developers of large scale major planning applicants to consult communities prior to applications being submitted. This will involve consulting the communities affected and demonstrating how their views have been taken into account in the design process, with the documentation being submitted with the planning application.

## **8. Nationally Significant Infrastructure Projects**

- 8.1 This measure will replace the Infrastructure Planning Commission with an efficient and democratically accountable system that provides a fast track process for major infrastructure projects and ensures Parliamentary approval of National Policy Statements

before they can be designated. Decisions on applications for major infrastructure projects will be taken by Ministers.

- 8.2 A new major Infrastructure Planning Unit within PINS will be established to take over the Infrastructure Planning Commission's role in examining applications. It will report and make recommendations to Ministers.
- 8.3 Transitional arrangements will ensure that any projects being considered by the Infrastructure Planning Commission at the time of the changes do not have to start the planning process again.

## **9. Enforcement**

91. The enforcement provisions have four strands all of which are designed to help enforcement officers do their job:
- Allow only enforcement appeal or retrospective planning application to be made for development, not both
  - Allow enforcement action when normal time limit has expired where deliberate deception/concealment
  - Increase penalties for non compliance with breach of Condition notice and extend time limit for prosecuting advertisement and certain tree offences
  - increase powers for the removal of illegal advertisement and graffiti and prevention of fly-posting.





This page is intentionally left blank

## Appendix B: Local Development Scheme Key Milestone Chart

Year	2011												2012												2013												2014													
Month	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D		
Activity																																																		

### Key Milestones:

1	Preparation & completion of evidence base
2	Issues and options consultation
3	Preferred options consultation (draft plan)
4	Submission draft consultation (revised plan)
5	Submission
6	Examination
7	Adoption

This page is intentionally left blank