

Monitoring of Development Travel Plans

Information note for developers

1. Introduction to monitoring

A Travel Plan is defined by the Department for Transport (DfT) as:

'A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed.'

Slough Borough Council (SBC) secure Travel Plans through the planning process for new developments in order to minimise the impact of the development on the transport system, and to promote sustainable travel use at the development. A Travel Plan is a process rather than a policy document. Monitoring is a key part of a travel plan, essential in order for both the occupier and the borough to measure progress against the Travel Plan's aims, objectives and targets.

Completing the document itself is only the start of the process. A successful travel plan involves continuous monitoring, review and improvement over time.

Contributions are secured from developers at the planning stage (usually between £3,000 and £6,000, but larger or more complex developments the fees may be higher) in order for the council to monitor the progress of the travel plan over its life. This is referred to as the 'Travel Plan Monitoring Contribution'. Please note that the monitoring itself is the developer's responsibility, in terms of funding, undertaking and analysing the monitoring.

This note details the monitoring requirements for Development Travel Plans in Slough.

2. Frequency of monitoring

The standard points for monitoring are:

Workplace	Years 1, 3 and 5 from occupation (NB 'Year 1' information below).
Residential	Two monitoring points – generally at 75% occupation and then at 5 years from occupation. This may vary or may include further monitoring depending on the size and nature of the site (up to a maximum of 3 surveys).
Place of worship	Generally Years 1, 3 and 5, but may be more frequent and over further years, depending on the size and nature of the site.
Other	Usually at Years 1, 3 and 5, but check requirements with the council.

Please note 'Year 1' survey dates differ:

- If surveys have been undertaken at the site prior to expansion, the Year 1 survey must be undertaken at **one year from first occupation**
- If surveys have not been undertaken previously (e.g. new sites), the Year 1 survey must be undertaken within **3 months of full occupation**

The surveys at Year 3 and 5 will follow sequentially from either of the above situations.

NB: for some large sites, or sites where construction is phased over a number of years, the monitoring required may be more frequent, and may go beyond the standard five years. Seek advice from SBC.

Additional monitoring is also required for all travel plans, as well as the main surveys detailed above. For details see the following section.

3. Method of monitoring

The adopted travel survey methodology for development travel plans is the TRICS SAM methodology. The developer is required to commission independent TRICS SAM (Standard Assessment Methodology) surveys. This follows the industry standard for measurement of trip generation from developments. Full details are available on the TRICS SAM website at: <http://www.trics.org/sam.aspx>

The developer is responsible for the costs of commissioning the surveys. All data must be reported to SBC following the surveys (within 2 months of the survey being undertaken).

- **Additional monitoring**

For both of the above surveying methods, additional monitoring will be required. This can include – but is not limited to – the following (depending on the nature of your site):

- Cycle parking usage
- Car parking usage
- Uptake of travel initiatives
- Awareness of travel plan
- Uptake of car sharing bays / car clubs (where applicable)
- Any other additional surveying as required for your site (seek advice from SBC)

The developer is responsible for funding, undertaking and analysing all additional monitoring.

4. Reporting

The results of the monitoring must be submitted to SBC within one month of the monitoring being carried out. The following must be reported to SBC following each survey:

1. Travel Plan actions undertaken	A summary of actions undertaken in relation to the travel plan. (Refer to original travel plan document – in particular the Action Plan and Measures sections)
2. Survey data	As a summary, modal split data must be presented (main mode of travel) in both numbers and percentages. A summary of all other data collected must be presented.
3. Progress against targets	Targets from the original travel plan must be reviewed in light of the new data. New targets should be suggested if necessary, and will be agreed in conjunction with SBC as required
4. Action plan	An updated action plan, based on the survey results, showing how the travel plan will be progressed and monitored in future in order to meet its targets and objectives

A template monitoring report, incorporating the above requirements, is available to download from the SBC website.

5. Further information

For further information please contact the Transport team transportdevelopment@slough.gov.uk

SBC website – Travel plans for new developments: <http://www.slough.gov.uk/business/planning-and-building-control/travel-plans-for-new-developments.aspx>

DfT Good practice guidelines – delivering travel plans through the planning system
<http://webarchive.nationalarchives.gov.uk/20101124142120/http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/>