

# Pell Frischmann

Land South of Barrow Green Road, Oxted,  
Surrey

Framework Travel Plan  
December 2024

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## 1. Introduction

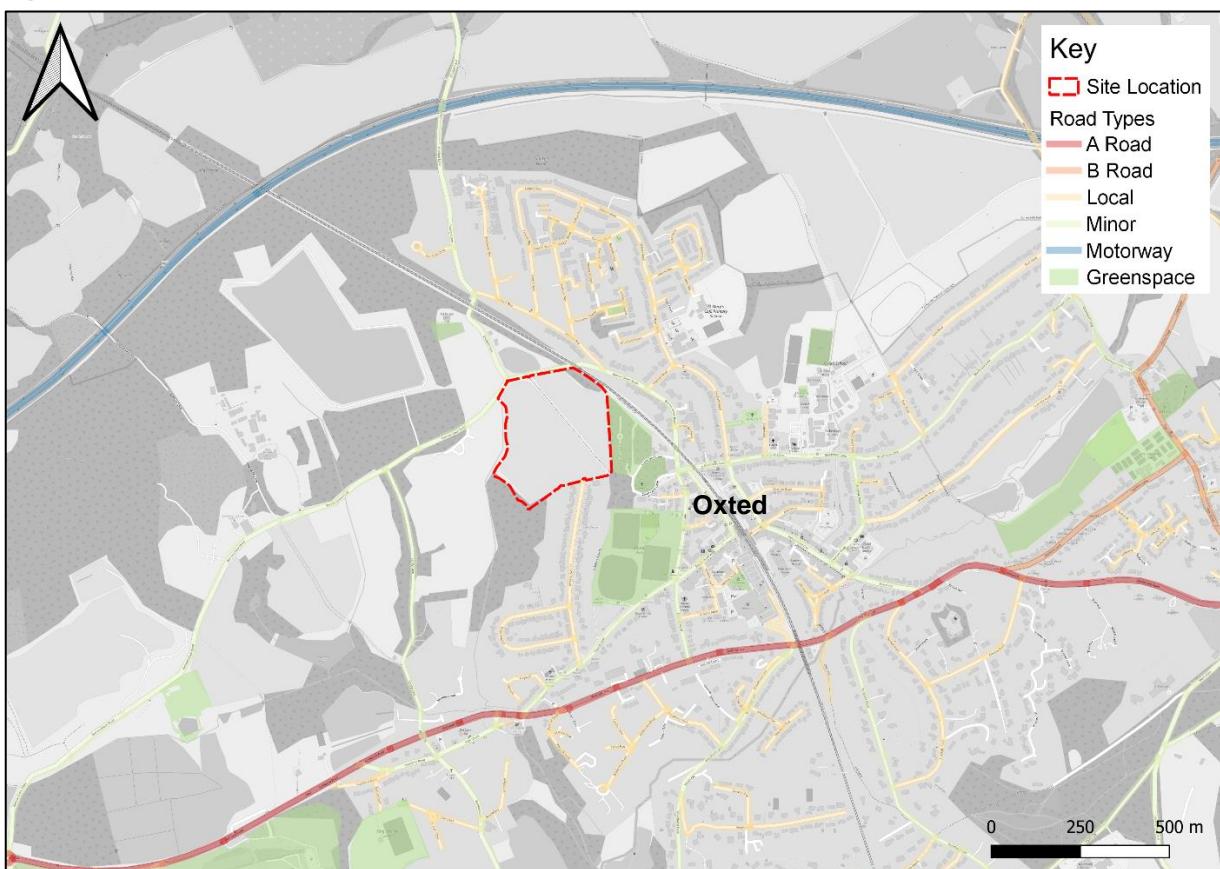
### 1.1. General

- 1.1.1. Pell Frischmann (PF) is instructed by Croudace Homes (the 'Applicant') to provide transport and highways consultancy services, in connection with land to the south of Barrow Green Road, Oxted (the 'Site'), in the district of Tandridge, Surrey.
- 1.1.2. The Local Planning Authority (LPA) is Tandridge District Council (TDC), and the Local Highways Authority (LHA) is Surrey County Council (SCC).
- 1.1.3. This residential Framework Travel Plan report should be read alongside the Transport Assessment (TA) report which also accompanies the outline application for the development of up to 190 residential units with a care home facility accommodating up to 80 beds at the site. It should be noted that this Framework Travel Plan relates to the residential aspect of the overall development on the site.

### 1.2. Site Location

- 1.2.1. The site is located to the north of Wheeler Avenue and south of Barrow Green Road, approximately 500m northwest of the centre of Oxted. The site is currently comprised of unoccupied/arable land. A site location plan showing the location of the site in relation to Oxted and the surrounding highway network is shown on Figure 1.1.

Figure 1.1: Site Location Plan



Source: © OpenStreetMap contributors with Pell Frischmann annotations

### 1.3. Purpose of this Travel Plan

- 1.3.1. A Travel Plan seeks to provide a long-term travel strategy for the proposed development, and to encourage residents of the proposed development to travel by sustainable modes as opposed to car based travel.

- 1.3.2. This Travel Plan will provide a package of measures aimed at promoting sustainable travel and reducing car reliance among residents of the proposed development, taking into consideration the existing opportunities for non-car based travel to and from the site. Travel habits among residents will be monitored on a medium to long-term basis and will seek to meet the targets set out in this Travel Plan.
- 1.3.3. To be successful, Travel Plan must be site-specific documents that are targeted to the residents and visitors of the development they represent. By being submitted prior to occupation, this document is intended to form a framework strategy for the site that will be developed further, and detail added following occupation of the site.

## 1.4. Benefits of a Travel Plan

- 1.4.1. Travel Plans are important management tools and, when implemented as part of a comprehensive transport strategy, make it possible to achieve modal shift away from private vehicles towards more sustainable forms of travel.
- 1.4.2. A Travel Plan can be provided as part of a development proposal to reduce private car-based travel to and from the site. Implementing a Travel Plan will result in several benefits for the development's residents and visitors. Examples of these benefits include:
  - Better accessibility for residents and visitors by public and sustainable travel modes;
  - An improved environment for pedestrians and cyclists;
  - Increasing the health and fitness of residents and visitors by encouraging walking and cycling more, leading to an improved quality of life;
  - Reduced travel costs for residents and visitors;
  - Better relations with neighbours and nearby properties, by helping to alleviate congestion around the development;
  - Reduced parking congestion around the site;
  - More satisfied and happier residents, workers and visitors increasing the attractiveness of the development;
  - Reducing emissions and improving air quality around the development; and
  - Tackling climate change by reducing emissions.

## 2. Existing Conditions

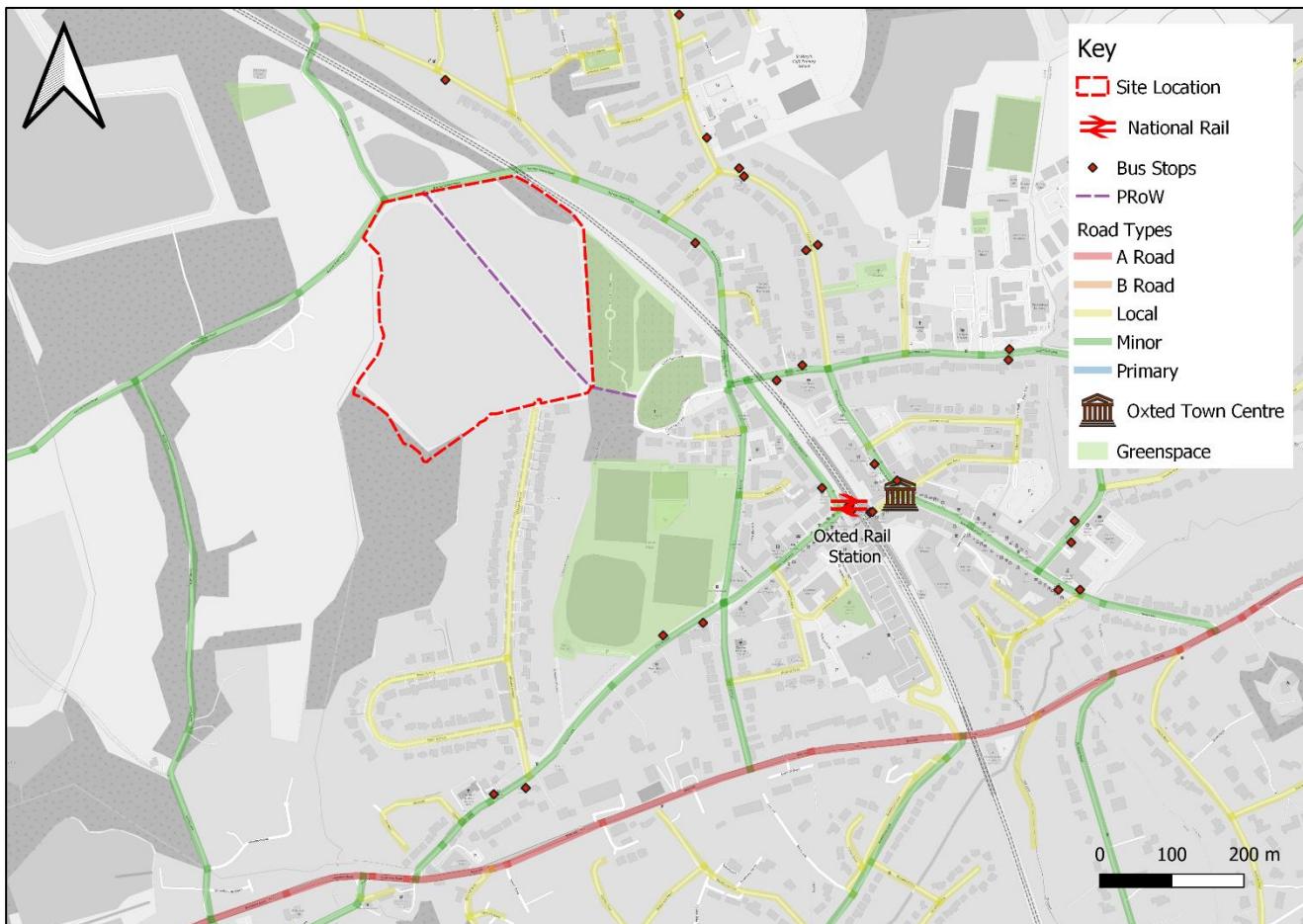
### 2.1. Introduction

2.1.1. This chapter of the report introduces the existing, or 'baseline', transport conditions relevant to the proposals. A review of the surrounding local transport networks has been undertaken including the existing highway network, public transport including bus and rail networks, walking (including public rights of way and cycling networks. The existing conditions have been informed by desk-based research.

### 2.2. Site Location and Description

2.2.1. The site is located approximately 500m northwest of the centre of Oxted Town Centre. The site is currently comprised of unoccupied/arable land and lies to the north of Wheeler Avenue, Barrow Green Road abuts the northern site boundary. The site location in the context of local highway and transport networks is provided in Figure 2.1.

**Figure 2.1: Site Location and Local Transport Networks**



Source: OpenStreetMap contributors with Pell Frischmann annotations

### 2.3. Existing Site Access

2.3.1. The existing access is provided along Barrow Green Road (along the northern boundary of the site), adjacent to the junction with Chalkpit Lane.

### 2.4. Pedestrian Access and Local Amenities

2.4.1. Existing footways of appropriate width and condition are present along both sides of the carriageway on Wheeler Avenue, separated by a grass verge. These footways connect with the wider footway network

via Church Lane, providing onward access to multiple amenities and facilities, including bus stops and Oxted Town Centre. Footways of appropriate widths and condition are available on both Church Lane and Station Road.

2.4.2. To the southeast of the site on Court Farm Lane, although there are no dedicated footways, the road is very lightly trafficked and with very low traffic speeds, in effect operating as a shared surface road, based on PF observations during various site visits across 2023 and 2024. It should be noted that the site can be accessed via Court Farm Lane via the southern section of Bridgeway 97 which runs through the site.

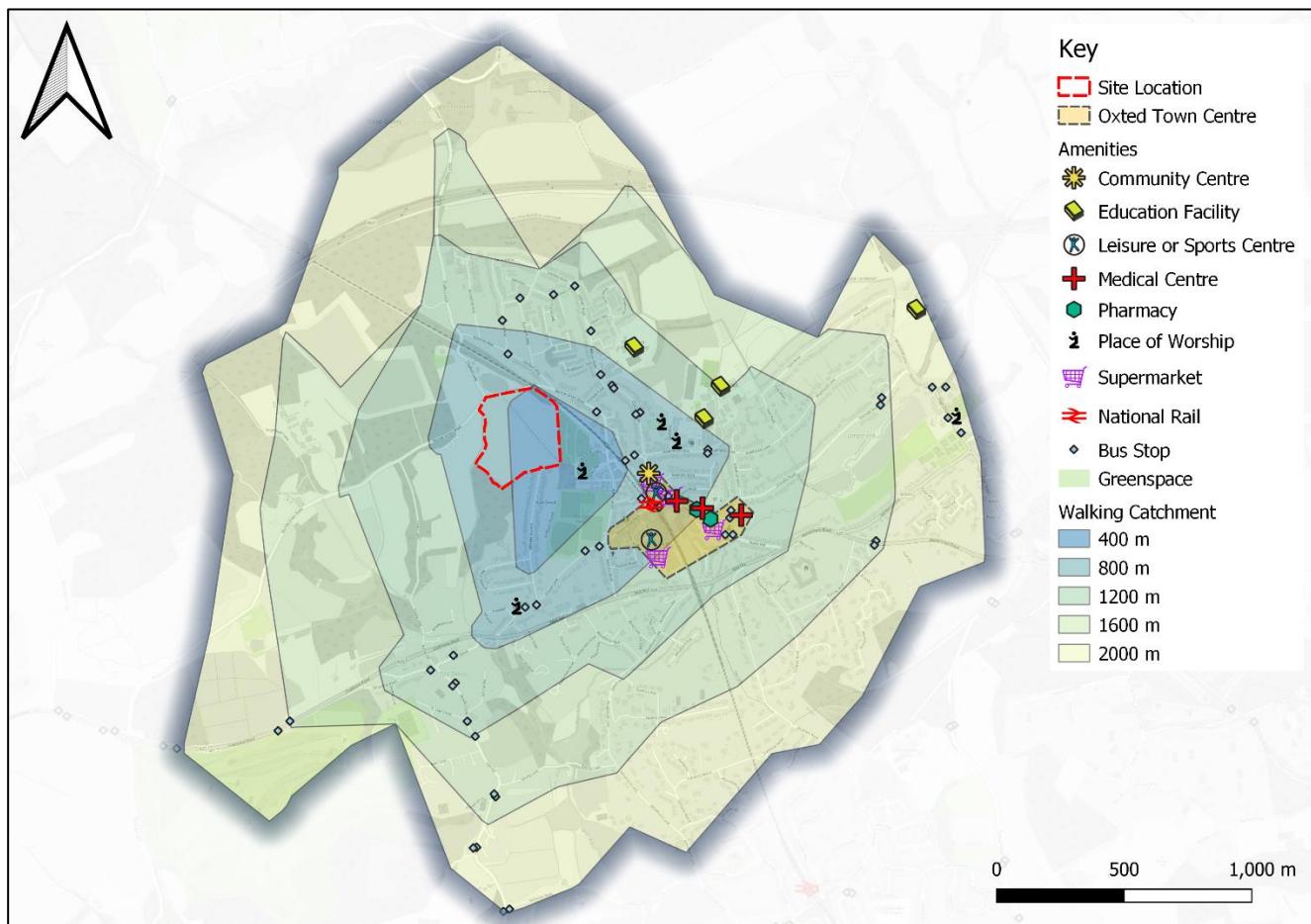
2.4.3. Barrow Green Road abutting the northern end of the site does not have any footways except for a narrow footway along its northern section to the west of Chalkpit Lane. Given the absence of any logical pedestrian desire lines to the north of the site as well as the semi-rural nature, the absence of footway provision to the north is congruent to the area setting and function.

### Local Services and Amenities

2.4.4. Figure 2.2 illustrates a walking catchment up to 2000m walk distance (25-minute walk time). It is demonstrated that multiple transport services (i.e., bus stops within 300m and Oxted railway station within 500m) are within a 25-minute walking catchment along with multiple amenities such as, schools, Oxted community centre, greenspaces, supermarket, Oxted town centre, leisure centre, places of worship, medical care, and dentists. Several supermarkets including Waitrose, Morrisons, Co-op, and Sainsbury's are located within a 15-minute walk time (1200m walk distance) surrounding the site.

2.4.5. Oxted Town Centre provides several local amenities and facilities that will benefit future site users including, retail and employment opportunities, access to cash, leisure and sport centres (i.e. gym), an abundance of restaurants and cafes, medical care, and pharmacies.

**Figure 2.2: Walking Catchment and Local Amenities (2000m)**



Source: OpenStreetMap contributors with Pell Frischmann annotations

2.4.6. The aforementioned local services and amenities, located within an appropriate walking or cycling distance of the site and been set out in Table 2.1 alongside the actual walking distance to each.

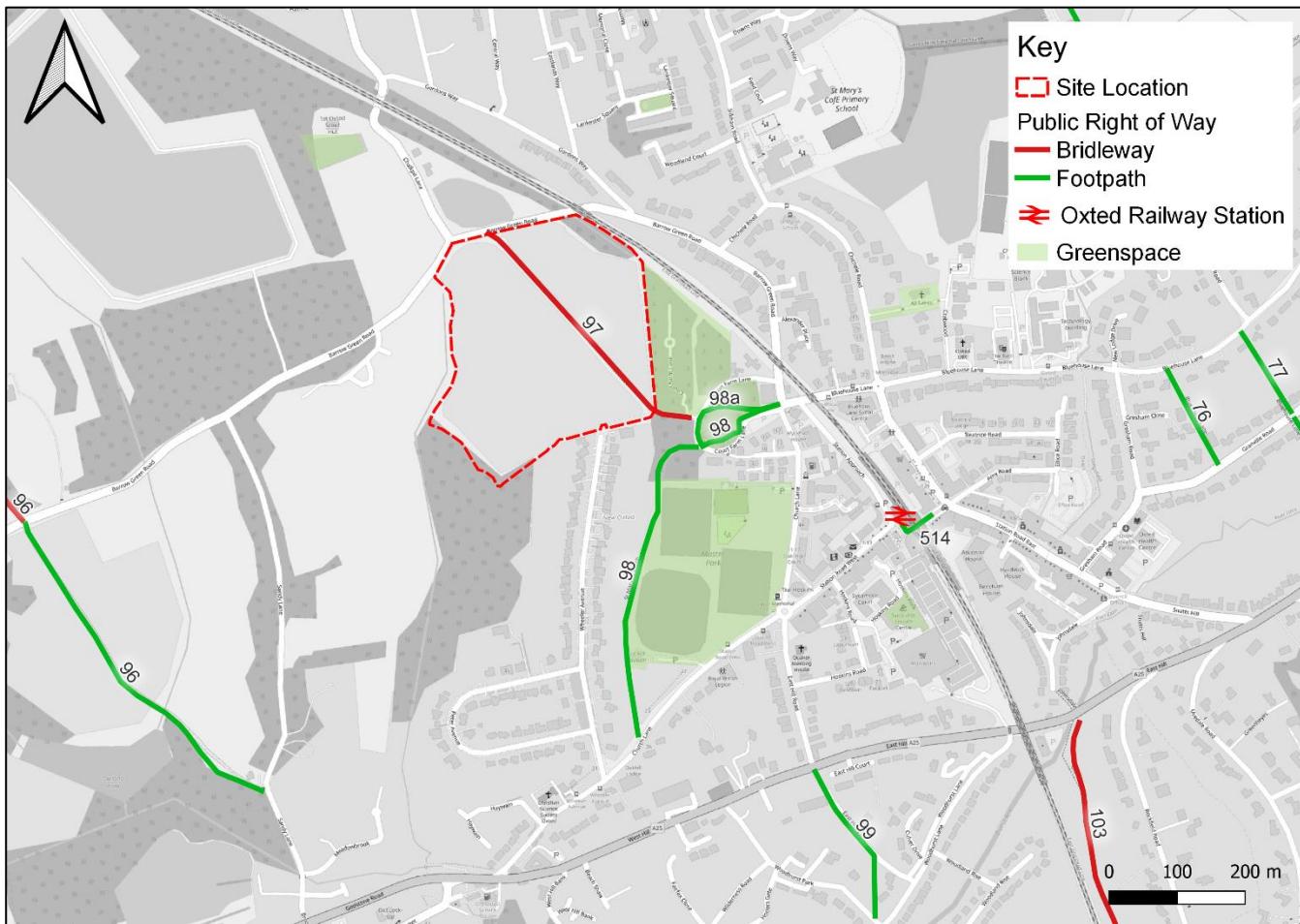
**Table 2.1: Local Amenities and Facilities**

Type of Amenity	Amenity	Location	Distance from the site (m)
Grocery / Food Retail	Waitrose	Station Road East	280
	Sainsbury's	Amy Road	400
	Co-op	Station Road East	600
	Morrisons	East Hill	700
Education	The Larks at Laverock LTD	Bluehouse Lane	270
	St Mary's C of E Primary School	Silkham Road	350
	Oxted School	Bluehouse Lane	450
	Limpsfield Grange School	Bluehouse Lane	1500
Leisure	Anytime Fitness (gym)	Station Road East	350
	Tandridge Leisure Centre	Hoskins Road	550
Healthcare	Priory House Dental Centre	Station Road East	400
	Piper Associates Dental Practise	Station Road East	550
	Oxted Health Centre	Gresham Road	700
Public Transport	Oxted Railway Station	Station Approach	480
	Bus Stop (Nearest)	Barrow Green Road	500
	Church Lane Bus Stop	Church Lane	550

## 2.5. Public Right of Way

2.5.1. Table 2.2 illustrates the Public Right of Way (PRoW) network within proximity to the site. Route 97 is a bridleway route that runs through the site boundary in a north and south direction, connecting Barrow Green Road (site's northern boundary) with Court Farm Lane (east of the site). Route 97 also connects with route 98 and 98A, which provide two east and west direction footpaths through St Mary Church, connecting with Barrow Green Road / Church Lane junction. Route 98 extends south from Court Farm Lane connecting with Church Lane via a footpath.

Figure 2.3: Public Right of Way

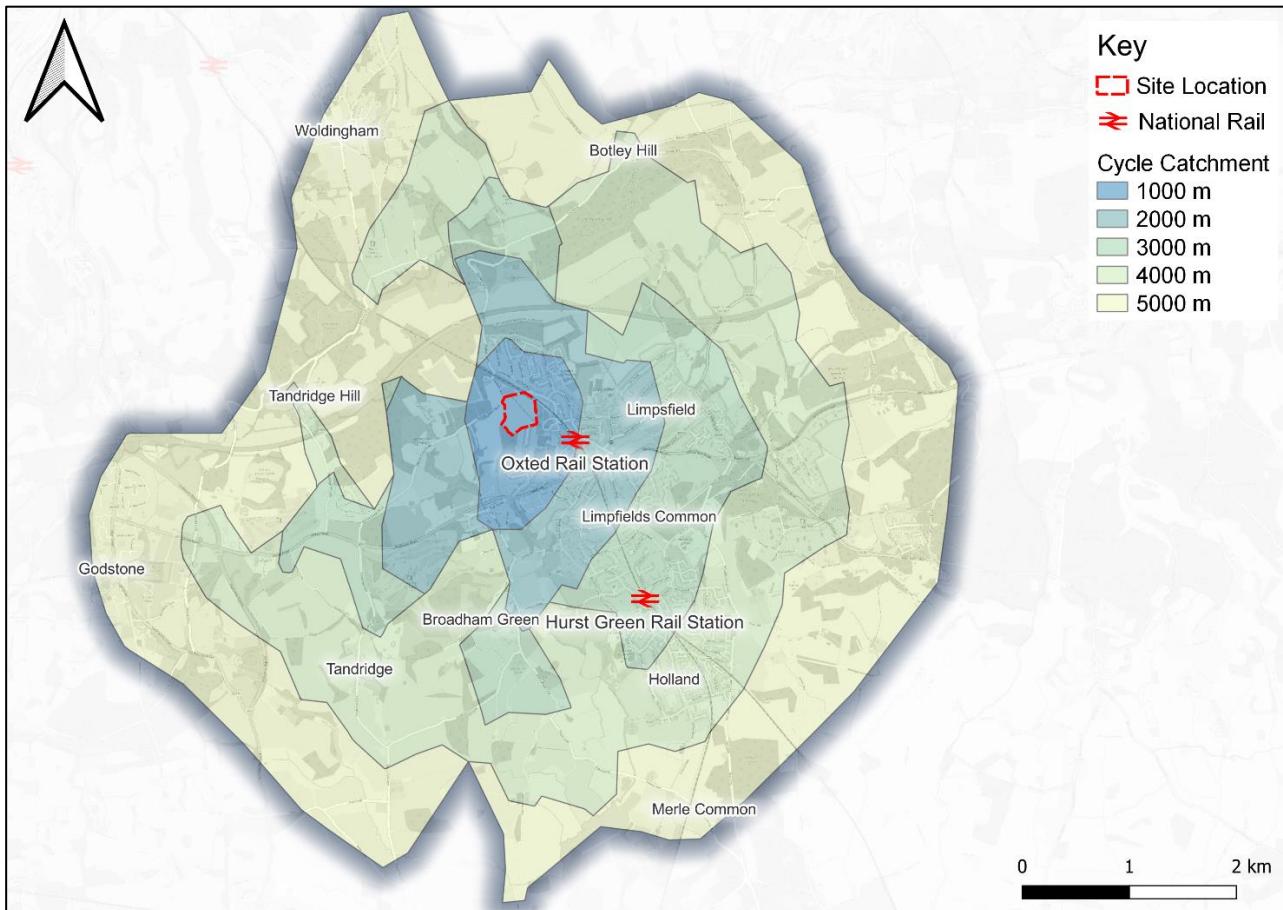


Source: OpenStreetMap contributors with Pell Frischmann annotations

## 2.6. Cycle Access and Catchment

- 2.6.1. Local Transport Note 2/08 (published by the Department for Transport) indicates that an acceptable distance for general trips by cycle is considered to be up to 5km (5000m), but it also acknowledges that this may be slightly longer (up to 8km) for those commuting to employment uses by cycle.
- 2.6.2. The character of the local highway network on key routes surrounding the site (such as Court Farm Lane, Wheeler Avenue, Church Lane and Station Road), which includes a low traffic speed limit of 30mph, and a relatively flat topography, increases the likelihood of journeys by cycle. Figure 2.4 demonstrates the cycle catchment up to 5000m cycle distance (25-minute cycle time) from the site. Multiple key locations are reachable from the site, including Oxted Town Centre and railway station. All local facilities and services as detailed in Table 2.1 above, can be accessed readily by bicycle including the residential areas surrounding the site.

Figure 2.4: Cycle Catchment – 5000m, 25-minute cycle time



Source: OpenStreetMap contributors with Pell Frischmann annotations

## 2.7. Existing Bus Services

- 2.7.1. The closest bus stop to the site is situated on Bluehouse Lane, approximately 300m to the southeast of the site, via Court Farm Lane. This stop is served by the 410, 594, 595 and 612 bus routes which provide connections to destinations such as Westerham, Redhill and Smallfield (School Service).
- 2.7.2. Bus stops are also located along Church Lane to the south in proximity to the Wheeler Avenue / Church Lane junction some 550m from the site. These stops are served by the 410, 603, 609 and 610 bus routes which operate towards Redhill, Domewood, Reigate, East Grinstead (school service) and Smallfield (school service). Further stops are located in the centre of Oxted with the addition of the no.236 service operating towards East Grinstead to the south.
- 2.7.3. **Table 2.2** provides a summary of the typical frequencies of these bus services on a weekday and a weekend.

**Table 2.2: Summary of Bus Services**

Service number	Bus Stop	Route	Weekday	Saturday	Sunday
410	Bluehouse Lane	Holland - Redhill	1-service every 30-minutes	Hourly	Hourly
594		Westerham - Oxted	5-services a day	4-services a day	No service
595		Westerham - Oxted	4-services a day	4-services a day	No service
612		Smallfield - Oxted School	*2-services a day	No service	No service
410	Church Lane	Holland - Redhill	1-service every 30-minutes	Hourly	Hourly

Service number	Bus Stop	Route	Weekday	Saturday	Sunday
603		Reigate - Caterham - Godstone - Oxted	*2-services a day	No service	No service
609		East Grinstead - Lingfield - Oxted School	*2-services a day	No service	No service
610		Smallfield - Oxted School	*2-services a day	No service	No service

\*School bus service

2.7.4. From the above it is evident that the site benefits from being in proximity to frequent and good quality public transport links for commuting to work and for general travel over a wide area.

## 2.8. Existing Rail Services

2.8.1. Oxted railway station within the town centre is the closest railway station to the site and is accessible within a 6-minute walking distance. The station is operated by Southern and Thameslink and provides approximately six-seven trains per hour throughout the day Monday – Saturday to destinations such as London Victoria, London Bridge, East Grinstead and Uckfield.

2.8.2. The stations facilities include:

- ticket office and machine;
- 30 secure cycle parking spaces, covered and secured by CCTV;
- 385 car parking spaces (including seven disabled Blue Badge spaces);
- Step-free access;
- taxi rank; and
- toilets (including accessible), WiFi, heated waiting area, and refreshments.

## 3. Development Proposals

### 3.1. Overview

3.1.1. This section of the Travel Plan sets out the development proposals for the site. It includes a summary of the proposed land use and schedule of accommodation proposed access and servicing arrangements, and the proposed improvements to sustainable transport infrastructure.

### 3.2. Development Description

3.2.1. The description of the proposed development is as follows:

*Outline application for a residential development of up to 190 dwellings (including affordable homes) (Use Class C3), an extra care facility with up to 80 beds (Use Class C2), together with the formation of vehicular access, landscaping, parking, open space, green and blue infrastructure, and all other associated development works. All matters reserved except access.*

3.2.2. It should be noted that this Travel Plan relates to the residential aspect of the overall development at the site.

3.2.3. The Illustrative Masterplan for the site is provided in Figure 3.1. It should be noted that this is for illustrative purposes only and that the application is in outline.

**Figure 3.1: Illustrative Masterplan**



Source: Omega Architects Drawing 3129 C 1005 PL A

### 3.3. Proposed Access Arrangements

3.3.1. Pedestrian and cycle access to the site is provided from the Wheeler Avenue site access and from Court Farm Lane via the southern section Bridleway 97.

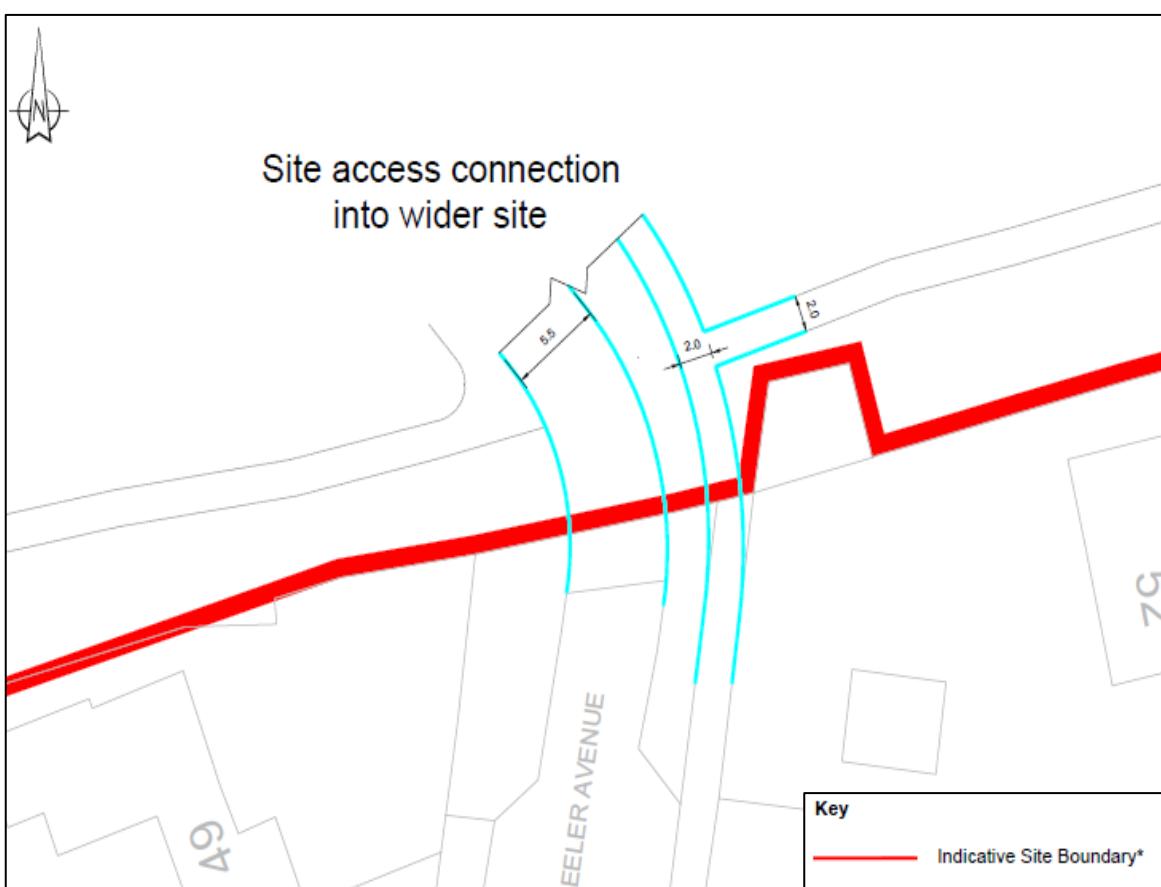
3.3.2. The development proposals include vehicle site access points from both Barrow Green Road and Wheeler Avenue. The Barrow Green Road site access serves vehicles only and has not been considered further as part of this Travel Plan.

#### Wheeler Avenue

3.3.3. The proposed site access from Wheeler Avenue would result in the continuation of the existing carriageway in the northern direction, as shown on Figure 3.2. This site access would be deliverable within the highway boundary and the Client's land ownership.

3.3.4. The site access would include a 5.5m wide carriageway and a footway width of 2m. This would be consistent with the existing geometries along Wheeler Avenue and would be suitable for the type and quantum of development proposed.

**Figure 3.2: Proposed Site Access from Wheeler Avenue**



#### Pedestrian and Cycle Access from Court Farm Lane

3.3.5. A key pedestrian and cycle access to the site would be via the southern section of Bridleway 97, onto Court Farm Lane. This site access is shown on Figure 3.3.

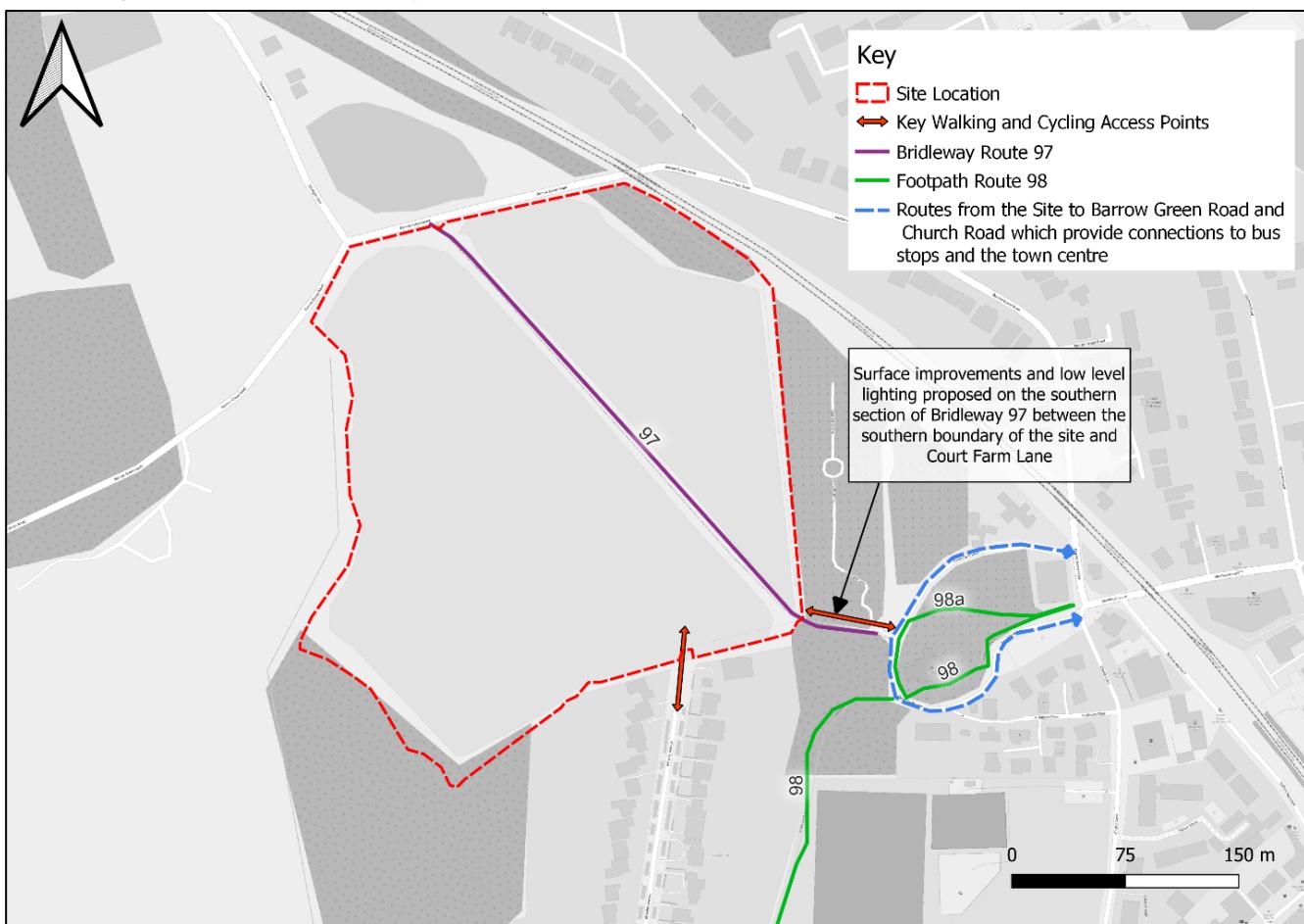
3.3.6. As part of the development proposals, the following improvements would be provided along the southern section of Bridleway 97 to improve pedestrian and cycle access to the site:

- Bridleway surface improvements and landscaping to provide an appropriate surface for all users and address overgrown vegetation.
- Low level lighting which would be in keeping with the setting and character of the bridleway.

3.3.7. It should be noted that the proposed improvements on Bridleway 97 would also benefit the local community who would have improved access to this public right of way.

3.3.8. By utilising Court Farm Lane, the walking distance from the site to the nearest bus stops on Bluehouse Lane is 300 meters (4-minute walk), and the distance to Oxted Railway station and the high street is only 450 meters (6-minute walk). On this basis, it is expected that the vast majority of pedestrians and cyclists would use Court Farm Lane for journeys to Oxted town centre and to the bus stops. Based on the above, it is considered that Court Farm Lane could provide a suitable and attractive route between the site and key destinations for the majority of site residents.

**Figure 3.3: Pedestrian and Cycle Access from Court Farm Lane**



### 3.4. Vehicle and Cycle Parking

3.4.1. It should be noted that the application is in outline and the actual parking provision would be provided at the Reserved Matters stage. Overall, vehicle and cycle parking would be provided in accordance with the Surrey County Council – Vehicle, electric vehicle and cycle parking guidance for new developments (February 2023), as set out within Section 2 of this report.

3.4.2. Electric Vehicle Charging Point (EVCP) would be provided in line with the required planning policy and Building Regulations – Approved Document S requirements, as set out within Section 2 of this report.

## 4. Base Data and Prediction

4.1.1. A robust trip generation and modal share assessment has been undertaken for the proposed development, and the full assessment is provided within the TA. A summary is provided in the following section.

### 4.2. Mode Share and Trip Generation Summary

4.2.1. 2011 Census data for the Tandridge 006 Middle Super Output Area (MSOA), which contains the Site, was used to derive the mode split. The residential mode split calculated from the travel to work data is summarised in Error! Reference source not found..

**Table 4.1: Residential Mode Split**

Method of travel to work	Mode Share
Work mainly at or from home	16%
Underground, metro, light rail or tram	0%
Train	8%
Bus, minibus or coach	1%
Taxi	0%
Motorcycle, scooter or moped	0%
Driving a car or van	60%
Passenger in a car or van	5%
Bicycle	1%
On foot	8%
Other method of travel to work	0%

4.2.2. Data derived from the TRICS database was used to determine the resulting peak hour vehicle trips generated by the proposed development. These methodology and results for this assessment are included in the TA and summarised in Error! Reference source not found..

**Table 4.2: Total Development Traffic Generation**

Time Period	Vehicle Trips (190 Units)		
	In	Out	Total
AM Peak Hour	23	76	99
PM Peak Hour	64	27	91

## 5. Objectives

5.1.1. This chapter sets out the overarching objectives for the Travel Plan. Further information on monitoring and review of the Travel Plan can be found in Chapter 10.

- Objectives are the high-level aims of Travel Plans. They help to give a Travel Plan direction and provide a clear focus.
- Targets are the measurable goals by which progress will be assessed. This Travel Plan sets interim targets which will be refined once a resident survey has been completed.

### 5.2. Travel Plan Objectives

5.2.1. The Travel Plan's overriding objective is:

*"To engage with and encourage both residents and visitors to use more sustainable ways of travelling to / from the development site through more effective promotion of active modes. This will minimise the impact of the development on the surrounding highway network."*

5.2.2. The sub-objectives are:

- Sub-objective 1: To increase resident and visitor awareness of the advantages and availability of sustainable / active modes of transport;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all users;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate resident and visitor travel by sustainable modes; and
- Sub-objective 4: To reduce unnecessary use of the car, particularly for single occupancy, when travelling to and from the site.

5.2.3. The overall objective of the Travel Plan is to see an increase in the levels of walking and cycling as well as public transport to and from the development. This will be monitored using resident travel surveys.

## 6. Targets

6.1.1. This chapter provides an overview of suggested targets that could be included in the Full Travel Plan that accompany the identified measures, which will achieve a reduction in development trip rates and predict the accompanying increase in use of sustainable modes. This document is a Framework Travel Plan, and as such, no detailed numerical targets have been provided aside from an indicative target reduction of 10% of car trips. Modal targets will be confirmed and set in detail following the baseline surveys.

### 6.2. Travel Plan Targets

6.2.1. Targets are measurable goals by which the progress of the plan will be assessed. Targets are essential for monitoring the progress and success of the Plan and have been designed to be 'SMART' (Specific, Measurable, Achievable, Realistic and Time-bound).

- Specific – the targets will aim to specifically promote walking and cycling to those residents working within a reasonable distance of the site. Those that can combine public transport travel will be actively encouraged. The targets will be set using the travel mode results from the baseline travel survey.
- Measurable – the targets would be measurable, based on the results of the baseline travel survey and review surveys thereafter, to be carried out at key milestones over the lifecycle of the Travel Plan.
- Achievable and Realistic – the targets should be achievable and not unrealistic, they should be set in relation to the results of the baseline travel survey.
- Time-bound – The lifetime of the Travel Plan will be continuous through the construction and completion of the proposed development, with monitoring expected on a biennial basis for five years.

6.2.2. Targets come in two forms – 'Action' and 'Aim' targets. Action targets are non-quantifiable actions that need to be achieved by a certain milestone, whereas aim targets are quantifiable and generally relate to the degree of modal shift the Travel Plan seeks to achieve.

### 6.3. Action Targets

6.3.1. The key action targets for the Travel Plan are set out below:

- To appoint the Travel Plan Coordinator (TPC) prior to occupation.
- To install physical/hard Travel Plan measures (that form part of the proposed development e.g. cycle parking, car sharing bays).
- To agree the scope of the multi-modal site-wide baseline travel survey with SCC prior to the first one being undertaken and undertake that survey within one month of 75% occupation of the site.
- To undertake monitoring surveys on or around the anniversary of the baseline travel survey at one, three and five years after that initial baseline survey.
- To collate and submit monitoring survey results to SCC, within two months of survey date, for review and consideration.
- To set up a steering group by a specified date agreed with SCC and set out in the Full Travel Plan.

### 6.4. Aim Targets

6.4.1. The specific targets for measuring the progress of the plan will be set in agreement with SCC once the baseline TRICS UK Standard Assessment Methodology (SAM) compliant multi-modal survey or comparable has been undertaken and the future agreement of the aims with SCC will be secured through the Travel Plan planning condition. However, the provisional targets aimed for the site will be as follows:

- Reduce the level of car trips by an indicative figure of 10% (which will be established following baseline surveys);
- To promote the use of Ultra Low Emission Vehicles (ULEVs);
- To promote car club and car share;

- To ensure minimal negative impact on air quality or congestion occurs as a result of the proposed development;
- To increase the number of people walking or cycling;
- To increase the number of people using public transport.

- 6.4.2. It should be noted that the above targets are provisional and subject to refinement and confirmation following baseline surveys.
- 6.4.3. Targets will be monitored through the baseline surveys as part of the Travel Plan monitoring process, and at one, three and five years after baseline travel surveys whereby the 10% trip rate reduction target should be achieved, if not, further Travel Plan measures may need to be implemented.
- 6.4.4. Specific numerical targets will be defined in each Travel Plan, as different targets for each company type are needed. This will allow targets to be ambitious and realistic for each company rather than applying the same targets to all.

## 7. Travel Plan Measures

### 7.1. Introduction

- 7.1.1. The following section outlines a range of measures that may be implemented so that a variety of suitable, easily accessible alternatives to single-occupancy car travel are available to residents and visitors. With the proposed measures in place, the proposed development will contribute towards national and local sustainability objectives, ensuring new residents are aware of the choice of sustainable travel options available to them in this location.
- 7.1.2. It is expected that a Full Travel Plan will be secured and funded by planning condition and/or via a Section 106 agreement.
- 7.1.3. To encourage sustainable travel amongst residents and visitors, the measures used must be considered attractive and convenient. Every effort has been made to include measures appropriate to the proposed development's location and the initiatives provided are by no means exhaustive. Travel Plans are evolving documents in response to new travel and transport opportunities that may arise, and as such, future reviews may result in an update of current measures.
- 7.1.4. These measures can be split into two types:
  - 'Hard' or 'Physical' Measures - engineering / architectural measures incorporated into the design of the proposed development e.g. cycle parking provision; and
  - 'Soft' Measures - marketing and management measures implemented as part of the proposed development on an on-going basis in order to maximise the uptake of sustainable travel measures and in order to reduce dependency on private cars, particularly single occupancy trips.

- 7.1.5. The developer will retain responsibility for the provision of 'hard' measures until the site is completed, ready for occupation. The hard measures, such as pedestrian and cycle infrastructure and its network reach throughout the development, will be developed concurrently with the proposed layout. The Travel Plan will identify the specific hard measures and ensure their incorporation within the site.

### 7.2. Marketing, Promotion and Publicity

- 7.2.1. In order to properly promote and market the sustainable travel options of the site, it is key that residents will be provided with all the relevant information prior to and upon occupation of the site.

#### **Sales Promotion**

- 7.2.2. The accessibility of the site by walking and cycling will be marketed to potential future residents from the outset, sales and management staff will be made aware of their Travel Plan and the information contained within it.

#### **Travel Pack**

- 7.2.3. All new residents and (first occupants only) will be provided with travel packs as a part of, or alongside, their welcome pack. The packs will be used to raise awareness of sustainable initiatives being implemented throughout the lifecycle of the Travel Plan including the promotion of key services and facilities, online shopping, car-share databases and promotion of membership to local cycling clubs and campaigns.
- 7.2.4. The composition of the travel packs will be written in accordance with SCC Travel Plan guidance, and could include the following:
  - An overview of the overarching aims and objectives of the relevant Travel Plan, and why it is in place;
  - The benefits of the Travel Plan to residents and the wider community;
  - Incentives being offered to residents to encourage them to use sustainable and active forms of travel;

- A map of the local area highlighting local schools, shops, major employment, hospitals, doctor's surgeries, dentists, bus and rail stations/stops and leisure facilities;
- Details about grocery home delivery services operated by local shops and supermarkets;
- Local public transport timetables;
- Local walking and cycling routes;
- Information on local car share and car club databases;
- Information on local Ultra Low Emission Vehicle infrastructure;
- Contact details for local taxi companies;
- Information on bike purchase schemes and bike maintenance shops;
- TPC contact details; and
- Local services and facilities within walking / cycling distance of the proposed development.

### **Newsletter/ Email**

- 7.2.5. The TPC will produce a biannual newsletter during the active phase (five years) of the Travel Plan which will detail the progress towards targets and results of the Travel Plan monitoring. The newsletter will be provided in either a leaflet form or electronically.
- 7.2.6. The newsletter will act as a promotion tool for the Travel Plan by publicising any new measures, national sustainable travel campaigns and improvements to sustainable travel facilities in the local area.

### **National Events**

- 7.2.7. The TPC will include the details of national sustainable travel campaigns including the following:

- Walk to School Week;
- National Bike Week;
- Cycle to Work Day;
- European Mobility Week / Travelwise Week;
- Cycle September;
- National Liftshare Week;
- International Walk to School Month; and
- Road Safety Week.

## **7.3. Measures to Promote Public Transport Use**

- 7.3.1. The Travel Plan recognises the importance of promoting public transport use to residents in order for it to be recognised as a viable alternative to private car use.
- 7.3.2. Residents will be provided with timetable, route and fare information for local bus and rail services so that they are able to consider these options for both commuter and leisure journeys. This information will be distributed within the Travel Plans to residents with reference to the respective service providers' websites as appropriate.

## **7.4. Measures to Promote Walking and Cycling**

- 7.4.1. To maximise the attractiveness of walking and cycling to future residents of the proposed development, the following measures will be considered:
  - Walking and cycling route maps – These will be provided within the Travel Plans, and will be provided to all new occupants with all of the relevant information on local walking and cycling routes and distances to key services and facilities;
  - Personalised journey/travel planning – The TPC could provide personalised travel planning advice to any residents at the proposed development who require it. This could include information on the fastest route for accessing public transport services and stations, or advice on safer cycling routes; and
  - Cycle Parking – Cycle parking will be provided in accordance with the relevant standards.

## 7.5. Measures to Promote Electric Vehicles

7.5.1. Where private car usage does occur, it is important to consider how any emissions generated by private vehicles can be reduced as much as possible through the promotion and eventual use of Electrical Vehicles (EVs) and Ultra Low Emission Vehicles (ULEVs). Measures intended to promote the use of these vehicles include the following:

- Infrastructure – the Travel Pack will provide information regarding the availability and support for EVs and ULEVs, such as local dealerships and garages for servicing and maintenance, and the locations and availability of off-site charging infrastructure; and
- Benefits – the TPC will ensure that residents of the proposed development are aware of the environmental benefits and financial incentives of ownership and use of EVs and ULEVs.

7.5.2. In relation to the proposed development the following targets are appropriate:

- Ensure new developments provide EV charging points in accordance with planning policy and the requirements from Building Regulations; and
- Promote and support low and ultra-low emission vehicles.

7.5.3. The Proposed Development will aim to both promote EV and ULEV and investigate the possibility of implementing new infrastructure, thus supporting the aim to improve cleaner air for all in Surrey.

## 7.6. Measure to Promote Car Shares

7.6.1. To maximise the attractiveness of sustainable travel and move away from private car use for future residents of the proposed development, the following measures will be considered:

7.6.2. Promotion of lift sharing (<https://liftshare.com/uk/community/surrey>) will be promoted through the newsletter/email/travel pack supplied by the TPC. The information provided will include the web address to sign-up, the benefits of car sharing and a car sharing leaflet provided on the Surrey County Council website;

- There are a range of car clubs in Surrey, operated by Enterprise. Future residents will be provided with information of the car club through the travel pack with reminders through the newsletter/email. The information provided will include car club location, how to sign-up benefits of joining a car club and how to set-up a car club.

## 7.7. Travel Website or Social Media Account

7.7.1. The TPC/s will investigate the possibility of creating a site-wide travel website or social media account that should outline travel information relating to the site, and events to encourage sustainable and active trips to the site. It is likely that all site-wide communications will be branded the same to provide a consistent approach to promoting sustainable and active travel. A link to the website would be included on all site-wide communications. The website may include the following:

- Local amenities map;
- Information on public transport and active travel options;
- Information and promotion of incentives;
- Information and promotion of measures;
- On-going promotion of sustainable travel events;
- PDF version of the Travel Plan for download and circulation.

7.7.2. The travel website will be the responsibility of the TPC/s and they should ensure that the information contained on the website is relevant and up to date.

## 8. Implementation

### 8.1. Delivering Travel Plans

- 8.1.1. In order to ensure that Travel Plans are successful in achieving modal shift and meeting set targets, it is essential to ensure that there is a mechanism in place that will secure its delivery. A Travel Plan can be secured in two ways, through planning condition or through a legal Section 106 agreement.
- 8.1.2. It is preferable for Full Travel Plans to be secured through embodiment in a Section 106 agreement of the Town and Country Planning Act 1990. This method will give elected representatives, officers and the company itself a greater sense of purpose and confidence in what has been agreed.

### 8.2. Management Structure

- 8.2.1. A steering group including the Travel Plan Co-ordinator, local authority representatives, occupiers, public transport providers and even community representatives will be established. This group will ensure effective communication and co-ordination of actions.

- 8.2.2. There are several elements required for successful management of a Travel Plan:

- The appointment of a Travel Plan Coordinator;
- Mechanisms for management at different stages of the Travel Plan;
- Management structures, steering groups management companies, community trusts and other options; and
- Long term sustainability.

### 8.3. Action Plan

- 8.3.1. A series of measures proposed to be provided across the proposed development were outlined in Chapter 8 of this Travel Plan. These measures would be provided either prior to or at occupation of the proposed development and will be timed in order to maximise the early uptake of sustainable travel options from the outset.

- 8.3.2. The relevant TPC will be responsible for ensuring the delivery of each measure within a suitable timeframe. A Travel Plan action plan, summarising the implementation timeline for the delivery of each measure, is provided in **Table 8.1**.

**Table 8.1: Action Plan timetable**

Action	Target Values	Target Date	Funding	Indicator	Responsibility
Appointment of Travel Plan Coordinator (TPC)	N/A	TPC appointed at least 1 month prior to first occupation	Developer	Appointment of TPC on or before target date	Developer
Provision of cycle parking	Cycle parking spaces	Prior to occupation	Developer	Provision of all cycle parking spaces for appropriate phase/unit	Developer
Electric vehicle charging infrastructure	EV charging infrastructure to be incorporated into a proportion of the residential units	Prior to occupation	Developer	Installation of charging infrastructure	Developer
Provision of broadband in homes	All homes to be broadband enabled	Prior to occupation	Developer	Site wide travel survey / questionnaire	Developer
Production of travel packs	Produce travel pack prior to first occupation and distributed upon occupation	Prior to occupation	Developer	Site Wide travel survey / questionnaire	Developer & TPC

Action	Target Values	Target Date	Funding	Indicator	Responsibility
Walking / cycling / public transport promotion	Ensure that relevant walking, cycling and public transport promotion campaigns are promoted to residents	Ongoing	Relevant TPC's Budget	TPC to monitor whether campaigns are effective	TPC
Promotion of car share / car club	Promotion through the Travel Pack / Newsletter / Email	Prior to occupation then ongoing	TPC (car share) and Developer (car club)	TPC to monitor	TPC / Developer
Personalised travel planning sessions/ national events	TPC to offer planning services for new residents	Ongoing	Relevant TPC's Budget	TPC to keep record of which residents utilised the service	TPC
Undertake baseline multi-modal travel surveys	N/A	Within one month of 75% occupation of the site	Relevant TPC's Budget	Receipt of travel survey results	TPC
Agree target values for car driver mode split with Travel Plan Officers	Targets subject to negotiation following baseline travel survey results	After baseline travel survey results being received	Relevant TPC's Budget	Receipt of written agreement of targets from SCC	TPC

## 8.4. Funding

- 8.4.1. The developer will be responsible for the appropriate funding of all measures outlined within this Travel Plan for the duration of the plan through a service charge, as well as for the implementation of the plan itself.
- 8.4.2. Costs associated with the monitoring and surveys will be agreed and set out in the Section 106 accompanying the planning application and will be paid prior to occupation (for the monitoring fee).

## 9. Management and Responsibility

### 9.1. Overall responsibility

- 9.1.1. As mentioned in the Introduction chapter, the Framework Travel Plan provides the framework for the Full Travel Plan, to be progressed as the site comes forward.
- 9.1.2. The Travel Plan will be implemented in consultation with the SCC as the local highway authority, as outlined in Chapter 7 of this Travel Plan.

### 9.2. Travel Plan Co-ordinator

- 9.2.1. It is recommended that a Travel Plan TPC is appointed to take responsibility for the proposed development, to manage the Plan and ensure its delivery. The TPC role will be fulfilled by an appointed consultant, or a member of the relevant management company. It will be the responsibility of the developer to ensure that a TPC is appointed prior to the first occupation of the site. The roles and responsibilities of the TPC are set out below:
  - Implementation and management of the Travel Plan including bi-annual newsletter;
  - Awareness-building and engagement with stakeholders;
  - Marketing and communications;
  - Measuring success and monitoring change;
  - Providing a 'face' for the Travel Plan, that can explain its purpose and the opportunities on offer. This may include offering services such as personal travel planning advice; and
  - Helping establish and promote individual measures within the Travel Plan.
- 9.2.2. The TPC will overall be responsible for the day-to-day management of the Travel Plan and will provide the main point of contact for residents of the proposed development. The TPC will report on progress in delivering the Travel Plan against the agreed targets, in a manner to be agreed with SCC.

### 9.3. Hand Over

- 9.3.1. The Full Travel Plan will include arrangements for the handover of the plan to occupiers of the site or another relevant body at the end of the monitoring period.

## 10. Monitoring and Review

- 10.1.1. The hard measures will begin to be implemented as the site is built out and prior to occupation. Travel Plan soft measures will begin to be implemented within one month of first occupation of the site and remaining measures will be implemented gradually as more of the site is built-out and occupied.
- 10.1.2. With regards to the residential baseline travel survey, the TPC will arrange an initial TRICS UK Standard Assessment Methodology (SAM) compliant multi-modal survey or comparable to be undertaken within one month of 75% occupation of the site. Further, the full multi-modal travel surveys will then be undertaken on or around the first anniversary of the initial survey and biennially thereafter (for up to five years from the date of the baseline survey). These subsequent surveys will include the additional residents that have moved into the site in the meantime. Therefore, the survey sample will increase year-on-year and in turn become more representative of the site population as a whole.
- 10.1.3. The specification and scope of the multi-modal surveys will be agreed with SCC prior to the first one being undertaken, with consideration given to the consistency of each subsequent survey (in order that they remain comparable when monitoring takes place). The surveys are likely to comprise the following components:
  - TRICS UK Standard Assessment Methodology (SAM) compliant multi-modal survey;
  - Questionnaire surveys— including open questions focusing on reasons for car use and barriers / constraints to using sustainable travel modes, awareness of alternative modes and incentives;
  - Cycle parking utilisation survey; and
  - Car parking utilisation survey.

## 10.2. Reporting

- 10.2.1. The TPC will report the monitoring survey results to SCC after each survey. As appropriate, key survey and/or monitoring findings and associated sustainability messages will also be disseminated amongst residents potentially via the steering group.

## 11. Enforcement

11.1.1. This Travel Plan will help ensure that future development will be accessible and sustainable via alternatives to single occupancy car use. Therefore, the enforcement of the Full Travel Plan is essential to ensure that targets are met and the impact of development is managed, monitored and mitigated successfully.

11.1.2. The development's Full Travel Plan will clearly demonstrate the sanctions that will apply in the event that targets are not met. Examples of penalties that might apply include:

- Funding of additional annual TRICS SAM surveys until such time as the targets are met; and
- Implementation of additional mitigation measures, which may be held in reserve. Such measures could be implemented either on or off site (or both) and would be costed and agreed with SCC prior to the Travel Plan being approved.

11.1.3. As previously mentioned, the Full Travel Plan will be monitored on a biennial basis for 5 years from the date of first occupation, at the end of this period the overall success of the Travel Plan will be assessed against the final year targets.

11.1.4. At the end of the 5 year monitoring period, the Travel Plan will be assessed against the following set of criteria to determine the level of success and what mitigation, if any, is required.

- The % the Targets within the Travel Plan have been missed/ exceeded;
- The resulting effect on capacity of key junctions;
- The resulting effect on road safety; and
- The level of site occupancy.