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Date 30 November 2021

My reference 033739

Your reference APP/21/00989

Email havantdc@hants.gov.uk

For the attention of Ms L Wells

Dear Madam,

Cabbagefield Row, opposite 123-133, Swanmore Road, Havant

Outline planning application for the development of 150 dwellings (3-bed; 4-bed and 5-bed dwelling houses and 1-bed and 2-bed apartments) addressing layout, scale and access, including biodiversity enhancements and buffers and species-specific enhancements, SUDS and car parking (with appearance and landscaping matters reserved)

Thank you for the opportunity to comment on the planning application for the above site. The Highway Authority have considered the information provided within the Transport Assessment (hereafter, TA) and the comments regarding the proposed development are set out below.

Policy Status

The site is allocated within Havant's Adopted Local Plan (Allocations) July 2014 and within the emerging local plan under policy H34. The policy states that this site is suitable for the development of around 155 dwellings (which the proposed development is in accordance with) subject to sufficient highway mitigation if necessary. The TA, which supports this application, provides a summary of the relevant transport planning policies and provides further details on how the impact of the development has been assessed to address the above.

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The relevant transport related policies within H34 are:

- Provides access south onto Swanmore Road
- Provides a multi-user (non-motorised) link to Havant Bridleway 121 and Calshot Road

Site Location

The proposed development site is located north of Swanmore Road in the Warren Park area of Leigh Park. The site is further bound by Havant Thicket Reservoir to the east and Park Lane Stream running parallel to the west. Woodland surrounds the site to the north and west with a public bridleway (BW120) running along the northern boundary of the site. Cabbagefield Row is currently a greenfield site.

Personal Injury Accidents (PIA)

The applicant has provided PIA data obtained for a 5-year period from 1st January 2016 to 30th December 2020 using Hampshire Constabulary records. The applicant is required to provide the most recent 5-year data however, the analysis presented is almost a year out of date and therefore should be updated.

It is noted that there have been a number of accidents within the surrounding area based on the data provided. It is agreed that there is no evidence to suggest there is any accident history within the vicinity of the site access for the period presented. Consideration should be given however to the impact of additional traffic on exacerbating existing issues at the Middle Park Way/Dunsbury Way junction and along the St Clare's Avenue, Woolston Road, Middle Park Way route. Additional narrative on the accident considerations should be provided on receipt of the most recent 5-year data.

Traffic Survey

Two ATC traffic surveys were undertaken at two locations for a period of 1 week on Swanmore Road within approximately 80m in each direction of the proposed site access. These locations were agreed with HCC as part of pre-application discussions. The ATC's revealed the following speeds:

- Site 1 (Sunday 20th March – Friday 26th March 2021)
 - Eastbound – 33mph (average 7-day 85th percentile)
 - Westbound – 33mph (average 7-day 85th percentile)
- Site 2 (Friday 18th June – Thursday 24th June 2021)
 - Eastbound – 32mph (average 7-day 85th percentile)

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- o Westbound – 32mph (average 7-day 85th percentile)

This data has been used to inform the site access visibility splays which are addressed further within this response.

Following requests of the Highway Authority during pre-application discussions, turning count surveys have been undertaken at the following junctions:

- St Clares Avenue / Woolston Road priority junction;
- Woolston Road / Middle Park Way mini roundabout;
- Swanmore Road / Middle Park Way priority junction; and
- Dunsbury Way / Middle Park Way junction

These surveys have been utilised within the junction capacity assessments which will be further discussed later in this response.

Sustainable Access

Walking and Cycling:

A WCHAR assessment has been carried out to analyse the existing infrastructure to identify potential opportunities to improve conditions for people walking, cycling and, where appropriate, riding horses. This WCHAR has been carried out in accordance with Hampshire County Council Technical Guidance TG19.

Two uncontrolled pedestrian crossing points featuring dropped kerbs and tactile paving are proposed on Swanmore Road providing a link to the existing footway provision on the south side of Swanmore Road with residents of the future development. This will connect into the existing footway on Swanmore Road and Calshot Road, providing connections to other residential developments. One pedestrian crossing point will be located to the west of the emergency access (east of the Swanmore Road / St Clares Avenue junction) and the other positioned west of the main access (east of the Swanmore Road / Elderfield Road junction).

A 2m wide footway is proposed on the north side of Swanmore Road, extending across the site frontage at both sides of the new vehicular access. The proposed footway will provide connections to the two closest bus stops to the site - Pennerly Court bus stop to the east, and the St Clares Avenue bus stop to the west. This connects into the existing crossings on the southern side of Swanmore Road from each of the bus stops via tactile paving and dropped kerbs. As requested by the Highway Authority during pre-application discussions, the proposed footways will provide a continuation of the improvements proposed to the highway as part of the Havant Thicket application (APP/20/00991; APP/20/00990) connecting the two developments.

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There is some confusion over the provision to be provided by Havant Thicket within this TA. The Havant Thicket proposals do not include a shared use footway/cycleway from the Pennerly Court bus stops to the proposed new access; it is only a footway provision with cyclists re-joining the carriageway at the Havant Thicket site access as Swanmore Road is conducive to on-road cycling, with vehicle mean speeds of 27mph and volumes on Swanmore Road being observed at a maximum of 1789 two-way movements a day (1843 when Covid growth factor applied). As such, the applicant is not required to provide a shared footway/cycleway as part of the application, footway provision will suffice.

There are shared cycle routes within the site vicinity that provide access to the town centre and local schools. Whilst not being mentioned within the TA, the local cycle network connects with National Cycle Route 22 providing access to the wider cycle network.

There are several Public Rights of Way (PRoW) located within the vicinity of the site. Bridleway 120 runs along the northern site boundary with bridleway 121 running along the eastern boundary. The site is located near footpaths 503, 508, 14d, and 14e. As requested during pre-application discussions, the applicant is required to engage in conversations with HCC Countryside services about a connection in the north of the proposed site to bridleway 121 along with the provision of a suitable contribution towards the upgrade of the path. This connection and the contribution is considered a requirement for this application to promote sustainable transport connections to the wider area including Havant Thicket and Dunsbury Business Park.

Whilst the applicant has made reference to the fact that all facilities laid out within the TA are within the walking and cycling times laid out within the CIHT (2000) '*Providing for Journeys on Foot*' document, however, the Highway Authority only accept the walking and cycling distance of local facilities. There are a wide variety of facilities, laid out within the TA, that are within the desirable walking and cycling distance (2000m).

Whilst the other facilities mentioned in the TA are not within the desirable walking distance, they are considered to be accessible within the desirable cycle distance. Thus, the site can be regarded as being within an acceptable walking and cycling distance of a number of local facilities.

Buses:

The nearest bus stops to the site are located circa. 42m (westbound) and 65m (east bound) east of the site on Swanmore Road, an approximate 1-minute walk from the proposed site access. These bus stops are served by bus route 23 with frequent services (1 bus every 10-20 minutes) between the hours of 06:00 AM and 00:30 PM.

Havant bus station is located in Havant town centre providing a number of services including 20, 21, 23, 27, 28A, 30, 31, 37, 39, 621, 630, 700 and 770. Havant bus station can be accessed via bus route 23 from the bus stops on Swanmore Road.

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Rail:

The closest railway stations to the site are Havant and Bedhampton. Havant and Bedhampton stations are located circa. 3.5km and 3.4km south of the site respectively. Both are accessed within approximately 42 minutes walking and 10-11 minutes cycling. Havant railway station provides frequent services to London, Brighton, Portsmouth and Southampton whilst Bedhampton provides a less frequent service to London Waterloo, Littlehampton and Portsmouth and Southsea.

Havant railway station is equipped cycle storage spaces with capacity for 92 cycles. Both railway stations are also served by bus route 23 which takes approximately 21-minutes to Havant railway station and 26-minutes to Bedhampton railway station. It is noted that both stations are outside of the maximum preferred walking distance but sit within the desirable cycle distance as laid out in CIHT (2000) '*Providing for Journeys on Foot*'.

Site Access

Access to the site is proposed in the form of a new simple priority junction off Swanmore Road, positioned in the south-eastern corner of the development site. A separate emergency access is proposed, positioned west of the main site access serving the site. The secondary emergency access will also be designed as a primarily pedestrian/cycle link to the site as agreed with HCC during pre-application discussions.

Emergency Access:

The applicant is reminded (as stated in within the pre-application response dated 28th April 2021) that the required width for the emergency access should be agreed with the emergency services.

The Highway Authority require visibility splays for the emergency access, particularly as this is to be used by cyclists. Visibility splays should be designed in accordance with Hampshire County Council's Technical Guidance TG3. Drawing 10731/101 shows the emergency access as a bellmouth junction however the text indicates a vehicle crossover access. The Highway Authority require further clarification of what sort of access the applicant is proposing at this point.

The applicant should explore the scope of locating the additional bollards at the north end of the emergency access to minimise the potential of any unauthorised parking. In accordance with LTN1/20 cycle and pedestrian movements should be segregated where possible. The Highway Authority encourages the applicant to explore the scope segregate pedestrian/cyclist movements through this sustainable connection.

Provision should be made where the emergency access meets Swanmore Road to facilitate cyclists re-joining the carriageway.

It is noted that this access meets an internal parameter footpath which provides onward connection to the public open space to the north of the site and the wider Public Right

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of Way network. On drawing 28079-PD181 Highways Plan Adoptable Highways this is shown as a footpath only connection. This should again be provided as a continuous pedestrian and cycle connection from Swanmore Road to Bridleway 120 through the public open space. This should be provided in accordance with LTN1/20 and segregate pedestrian and cycle traffic. Further comments are provided on this link within the internal layout section of this response.

Vehicular Access:

The proposed vehicle access is shown within 50m of Elderfield Road. At present due to the 85th percentile speeds being within MfS criteria it is not considered that a departure from standard against DMRB CD123 (2.4) will be required. However, should it be deemed necessary at the detailed design stage it is not considered to be a material issue in this instance and the access at 30m (measured from centreline to centreline) is considered to be in the most appropriate location. Previous discussions with HCC have confirmed that the access location in the south-eastern corner of the development site is the preferred layout from a highway planning perspective.

Tracking has been provided in Appendix J of the TA. This reviews the tracking for the site access and the internal layout only. Tracking for the super large refuse vehicles between the site access and Elderfield Road should be provided to ensure that a refuse vehicle is able to safely move between the two residential areas.

The visibility splays are proposed in accordance with Hampshire County Council Technical Guidance TG3. On the basis of the higher recorded 85th percentile speeds (33mph in each direction) visibility splays of 2.4m X 69m are required and are achievable in each direction. Vegetation cutting back is required along the site frontage in order to ensure visibility splays remain unobstructed; this can be maintained as all land is either within the applicant's ownership or public highway. The Highway Authority will require a suitable planning condition to be in place to ensure that the visibility splays remain unobstructed at all times.

Stage 1 Road Safety Audit (RSA1)

The applicant undertook an RSA1 on the design of the access to serve the residential development. The Road Safety Audit was carried out with the purpose of identifying any features of the design that could be removed or modified in order to improve the safety of the scheme. There were 4 problems raised throughout the RSA1 process – 2 of which have already been addressed. The issues that have already been addressed are laid out below and can be seen in drawing number 10731/101:

- Informal crossings / dropped kerbs and tactile crossings have been re-positioned closer to the junction access and pedestrian desire lines; and
- The informal crossing has been relocated slightly east, amending the footway level so that it is no longer in front of steps

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The remaining 2 problems are suggested to be resolved through the S278 design phase and are also subject to approval of the Havant Thicket proposal (APP/20/00990). These two remaining issues suggested to be addressed during the S278 design phase are as follows:

- Provision of dropped kerbs to allow cyclists to adjoin the cycle path onto the carriageway. Applicant is to review and extend the designated areas for cyclists to ensure that there is a clear strategy along the entire route; and
- Footway obstructions along the northern side of Swanmore Road are to be removed and street furniture to be relocated where appropriate

Thus, the RSA1 has not raised any fundamental safety problems for the proposed development that cannot be resolved, however it is not agreed that these can be left till the S278 submission stage. An appropriate scheme which addressed the RSA items should be provided to the Planning Authority to be secured appropriately within the permission. It is noted that the Highway Authority have also raised a question over how cyclists re-join Swanmore Road. Discussions are welcomed on resolving this point. Additional annotations can be applied to the drawings to address the street furniture matter.

Internal Road Network

The applicant intends to enter into a road adoption agreement with the Highway Authority, a position that the Highway Authority would strongly support. Therefore, the layout of the development intends to be constructed to HCC construction detail requirements, as laid out in HCC's Advance Payments Code Guidance Note. Currently, the Highway Authority have concerns with the width of the carriageway of the internal road network. The Highway Authority will require a swept path analysis showing the ability of two large family cars to pass each other safely (and the tracking speed these have been carried out at). Tracking has been provided in Appendix J which demonstrate that a service vehicle is able to enter and exit the site access in an acceptable manner there are no areas within the proposed layout where a refuse vehicle could pass a car. In addition, the refuse vehicle looks to have to mount the grass verge in the top right and left corner of the development as well as overhanging the footway in various places around the development. This is unacceptable as the refuse vehicle must stay within the carriageway at all times. The applicant will be required to provide revised tracking with the refuse vehicle remaining within the carriageway at all times, and the speeds in which this has been carried out, as well as showing the ability of a refuse vehicle to pass a large family saloon.

It is understood that there are a number of parties who are concerned regarding the internal layout proposals. At this stage therefore a full set of detailed comments have not been provided on the internal arrangement. There are however key points of note

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which the applicant and Planning Authority should consider when reviewing the internal layout proposals.

Firstly, the layout provides a significant amount of narrow carriageway which is insufficient to accommodate the required vehicles accessing the site. It would appear that the road widths provided would be insufficient to allow two cars to pass each other. It is unclear if a one-way arrangement is being proposed? Given the likely need to widen the proposed carriageway provision it would appear there may also be opportunity to rationalise the road arrangement to the benefit of other modes of travel. It is unclear the necessary purpose of the eastern road within the site other than to serve proposed parking bays. Straight roads without any direct frontage can encourage higher vehicle speeds, which we would seek to discourage.

The footway provision alongside the carriageway is welcomed and this should be a minimum width of 2m. Generally crossing provision within the site is well identified, except at the northwest corner where the internal highway network meets the public open space. There is a crossing on this northern section of road that doesn't appear to connect to a footway, there are then no crossing facilities that tie to the arrival area to the public open space. This should be addressed. There are also no crossing provisions proposed on the northern section of the eastern road between the parking bays and footway provision on the western side.

Parking laybys should be provided with hardstanding landing areas for drivers and passengers to enter and exit the vehicles. There are a number which appear to abut soft verges. Additionally, some visitor spaces are seen to overhang in the carriageway, this is unacceptable. The applicant will be required to amend plans, accordingly, minimising the obstructions on what is already a tight carriageway.

The status of the internal footway connections in the private areas is unclear. These could provide attractive connections and should be considered holistically within the design to provide permeability within the site.

The cycle connectivity within the site is poor. The requirement within the emerging Local Plan is for multi-user connections to Bridleway 120. At present this hasn't been achieved within the internal layout. Upgrading the proposed eastern parameter footway to cater for cyclists would be one solution. However, this would also need to consider permeability into the site from this path for cyclists. If the opportunity arises for this through route to be taken more centrally within the development, there is the potential that this could also more proactively serve the residents of the development and the wider through connection to Bridleway 120.

It is strongly recommended that the applicant engages in discussions with the Highway Authority to achieve a suitable internal design of the development to enable the proposed scale of adoption of the internal layout.

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Servicing and Emergency Access

The proposed layout of the development will ensure that refuse vehicles are able to reach within 25m of the storage point for collection, and that residents will not have to carry waste for more than 30m, as laid out in Manual for Streets (6.8.9).

The development is laid out such that emergency vehicles are able to gain access within 45m of dwelling entrances, in line with the requirements in Manual for Streets (6.7.2). The Highway Authority will require swept path analysis showing the ability of this.

Parking Provision

The applicant proposes that a full planning application will provide vehicle parking in accordance with Havant Borough Council's parking standards as set out in their Parking Supplementary Planning Document (SPD) dated July 2016. The applicant is proposing 331 parking spaces (private and visitor inclusive) which exceeds the standards set out by HBC. The applicant will also provide electric vehicle charging provision. The Highway Authority require the applicant to state how many cycle parking spaces will be provided for the development.

The Highway Authority are satisfied that the applicant has provided enough car parking for residents, indicative of local car ownership, which will not lead to an overspill onto the wider highway network. However, the applicant should be made aware that ultimately the final decision regarding parking is with Havant Borough Council as the Parking Authority. Thus, the applicant should secure confirmation with HBC about whether the proposed parking provision will be accepted.

Trip Generation

Vehicle trip generation for the development have been derived from the TRICS database. Trip rates have previously been agreed with HCC through pre-application discussions. The accepted two-way trip rates are:

	AM Peak (08:00-09:00)	PM Peak (17:00-18:00)	Daily (07:00-19:00)
Trip Rate	0.524	0.54	5.018
Trip Generation	79	81	753

Traffic Distribution/Assignment

A distribution model has been formed demonstrating the likely number of movements across 5 junctions, using routes derived from the 2011 Census review and applying TRICS vehicle trip generations to the local highway network.

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There were two ATC surveys undertaken on Swanmore Road: one in March and one in June. When comparing total 7-day traffic flows in March and June, the westbound flows were 6% lower and eastbound flows were 5% lower in June. The applicant used the highest AM and PM traffic flows which are as follows:

	AM Peak (08:00-09:00)	PM Peak (17:00-18:00)
Westbound	105 (Recorded on Friday 18 th June)	81 (Recorded on Wednesday 24 th March)
Eastbound	76 (Recorded on Monday 22 nd March & Monday 21 st June)	80 (Recorded on Wednesday 24 th March)
Two-way	181	161

The ATC recorded traffic flows and MCC survey data have been analysed further to provide traffic flows multiplied by the identified Covid-19 growth factor (1.03038) due to surveys being conducted during the pandemic. This will provide a representation of vehicle movements on Swanmore Road under pre-pandemic conditions. These are as follows:

	AM Peak (8:00-09:00)	PM Peak (17:00-18:00)
Westbound	108.2	165.9
Eastbound	78.3	82.4
Two-way	186.5	165.9

Junction Assessments

ARCADY and PICADY junction capacity assessments have been undertaken using Junctions 9 software. This modelling covers the AM peak (08:00-09:00) and the PM peak (17:00-18:00) as these are the busiest periods on the highway network as well as the peak movements derived from the trip generation assessment. The assessments are at the following junctions:

- Site access on Swanmore Road;
- St Clares Avenue / Woolston Road priority junction;
- Woolston Road / Middle Park Way mini roundabout;
- Swanmore Road / Middle Park Way priority junction; and

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- Dunsbury Way / Middle Park Way junction

Vehicle flows from the traffic surveys with the Covid-19 factor applied have been utilised within the ARCADY and PICADY assessments. Traffic impact on junction capacity assessments have been undertaken for the following assessment scenarios, as agreed with HCC during pre-application discussions:

- 2021 Base Year
- 2023 Open Year
- 2023 Open Year + Development Traffic
- 2028 Forecast Year
- 2028 Forecast Year + Development Traffic

This assessment makes use of TEMPRO derived growth factors for MSOA Havant 006 to determine 2023 and 2028 forecast flows:

Year	AM	PM
2023	1.0211	1.0203
2028	1.0677	1.0653

The modelling has indicated that all assessed junctions are able to operate within capacity. TEMPRO growth factors have been applied within this assessment for forecasts up to 2028. Indicators of operational capacity at junctions within PICADY and ARCADY models is depicted in the ratio of flow capacity (RFC). The maximum RFC (of both the AM and PM peak) for the 2028 forecast + development scenario for each junction is as follows:

Junction	RFC
Site access on Swanmore Road	0.12
St Clares Avenue / Woolston Road priority junction	0.35
Woolston Road / Middle Park Way mini roundabout	0.71
Swanmore Road / Middle Park Way priority junction	0.47
Dunsbury Way / Middle Park Way junction	0.47

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The Highway Authority are satisfied that all junctions modelled will be able to operate within capacity with the addition of development trips up to and including 2028 and will not lead to a detrimental impact on the wider highway network.

Travel Plan

This Framework Travel Plan (FTP) has been assessed using Hampshire County Council's (HCC's) evaluation criteria for the assessment of travel plans – "A guide to development related travel plans".

The FTP is provided as an integral part of the Transport Assessment for the proposed 150 dwellings. The Framework Travel Plan is very short and generic and lacks specific commitment. The Travel Plan should be revised to be a stand-alone document with significantly more commitment to the Travel Plan process. The areas that are lacking detail are set out below.

Background:

A section should be included in the FTP which references national and local policy documents relevant to the TP. These may include, but are not limited to:

- National Planning Policy Framework (2019)
- Planning Practice Guidance 'Travel Plans, Transport Assessments and Statements' (2014)
- IHT's 'Guidelines for Providing Journeys on Foot' (2000)
- CIHT's 'Buses in Urban Developments' (2018)
- DfT's Manual for Streets (2007)
- Hampshire's Local Transport Plan 2011-2031 (2013)
- Hampshire County Council's 'A Guide to Development Related Travel Plans' (2009)
- Hampshire County Council's Parking Standards
- LPA Parking SPD (where applicable)
- LPA Clean Air Policy (where applicable)
- LPA Local Plan (where applicable)

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- LPA Electric Vehicle SPD (where applicable)
- Neighbourhood Plans (where applicable)

This section should also reference the developer's policies on sustainable travel. If the developer does not have a policy on sustainable travel, a statement of support for the aims of the Travel Plan from a senior member of staff would suffice.

Consultation and Partnerships:

The FTP should contain evidence of preliminary liaisons with local cycle shops and public transport operators to scope the possibility of arranging for discounts on equipment and services respectively. These communications can then form the basis for further negotiations between these companies and the Travel Plan Coordinator (TPC).

Site Audit:

A Site Audit should be provided in the FTP, this should include full details on footways, cycleways, bus stops and train stations in the vicinity. The Audit section should also include details on the proposal including accesses, car parking, cycle parking and internal highway design.

Targets:

A table of targets should be included in the Framework Travel Plan; please see the example table below. A percentage decrease or increase should be given to each travel mode. The baseline for these targets can be arrived at by using the MSOA data from the 2011 census or existing survey results for similar developments in the area.

	Baseline	3rd year	5th year
Car Driver			
Car Passenger			
Bus			
Train			
Foot			
Cycle			
Powered Two-Wheeler (PTW)			

Table 1 - Example table for displaying modal split targets

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An explanation of how these targets have been developed should be included as well (i.e., a justification of these targets considering the site location and sustainable transport infrastructure in the area).

Measures:

The following measures should be considered for the Framework Travel Plan;

Walking:

- Promotion of safe local walking routes including the provision of route maps
- Improvements to (and maintenance of) the walking network and signage
- Showers, changing facilities and lockers for storing clothes
- On site security
- Promotion of free health apps

Cycling:

- Improvements to (and maintenance of) the cycle network
- Provision of cycle route maps and improvements to signage
- Secure, well lit, covered cycle storage include pumps
- Showers, changing facilities and lockers
- Employers can consider the provision of interest free loans for the purchase of bicycles (up to £5000 can be provided without tax implications)
- Cycle to Work scheme (tax-free loans for staff)
- Formation of a bicycle users group (BUG)
- Assistance to staff in accessing information about safe cycling, appropriate clothing, local cycle routes etc
- Pool bikes and mileage allowances for cycle use
- Bike Service Stations (staff and visitors)

Public Transport:

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- Provision of clear public transport information (available direct from the local operator or the council)
- Collaboration with local public transport providers to improve services, negotiate discounts and trial initiatives
- Works buses / shuttle buses
- Employers can consider provision of interest free loans to purchase season tickets (up to £5000 can be provided without tax implications)
- Guaranteed ride home for staff in emergency situations
- Introduce “collection from station” service for visitors

Car Sharing:

- Introduction of a car sharing scheme
- Consideration of joining hantscarshare.com
- Provision of emergency ride home facility for car sharers

Car Park management:

- Review of car parking policy and introduce a management strategy
- Review of the issuing of car park permits to ensure a fair system, based on agreed criteria e.g. operational need
- Consider the introduction of charging for parking
- Allocate priority parking space to car sharers

Marketing and promotion:

- Provision of information to all occupants, residents, visitors and staff on how to access the site by means other than the car through a variety of methods, including personal travel planning, notice boards, newsletters
- Information packs for new recruits
- Hold events
- Focus groups

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- Use of intranet/internet to disseminate information – and social media such as Twitter, Facebook.
- Introduction of a personalised journey planning scheme
- Advertising TP to staff through recruitment – e.g. how to get there for interview and on the website
- Item on team meeting agenda.

An action plan should be included in the appendix which details each measure to be conducted as part of the Travel Plan (including resources to be allocated to the TPC role). The action plan should be similar in layout to the example table below. A cost estimate for these items must be included which is used to approximate a Travel Plan Cash Deposit (see “Delivery and Enforcement”).

Objective	Action	Start Date	Due Date	Responsibility	Mode affected	Cost Estimate

Table 2 - Example Action Plan

Roles and Responsibilities:

There should be details provided with regard to the Travel Plan Coordinator (TPC) role, as it is a Framework Travel Plan, the individual Travel Plan Coordinator does not have to be named, however, it should include a concise breakdown of the following;

- Start date of the TPC *to be at least 3 months prior to occupation)
- Time spent on the Travel Plan per week
- Number of weeks per year to be working on the Travel Plan
- Cost per hour
- End date (cannot be before the end of the Travel Plan)
- Overall cost

There should also be a list of the TPC’s responsibilities, including;

- A breakdown of the TPC role
- Commitments and obligations which fall to the TPC

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Monitoring:

A timetable for Monitoring should be set out in the Travel Plan. The timetable should include a commitment to the baseline report, as well as a full survey in Years 2 and 5 as well as snapshot surveys in Years 2 and 4.

A minimum 35% response rate must be attained in order for travel questionnaire surveys to be considered statistically significant. If this cannot be achieved, then discussions should be had with HCC regarding carrying out TRICS SAM or ATC surveys.

Measures should be in place to encourage members of staff to complete a questionnaire survey. Entry into a prize draw could be offered to those who complete a survey, although it should be noted that the prize should not be travel-related (e.g., bus tickets, cycle vouchers, etc).

A sample questionnaire survey should be provided in the appendices.

Delivery and Enforcement:

There should be a reference in the document to a means for enforcing the FTP. Typically, this is accomplished through a Section 106 agreement.

A commitment to pay HCC's [monitoring and approval](#) fees should be included in Section 10.

Sanctions should be in place in the event that the commitments stated in the FTP are not met. This includes any remedial measures which could be implemented if the targets are not met, e.g., personalised transport planning.

Conclusion:

The FTP will require further amendments as set out above before it can be considered acceptable for submission in conjunction with the proposed site.

Recommendations

Having regard to the above, the Highway Authority require the following information before a formal recommendation can be made:

- As requested during pre-application applicant needs to engage with the PRow team in order to connect footpaths/cycle infrastructure with existing PRow connections;
- Applicant should engage in conversation with the emergency services for the required width of the emergency access;

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- Amend the offsite footway/cycleway provision to a footway with appropriate opportunities for cyclists to re-join the carriageway.
- Update the accident data and provide a revised narrative based on the most recent data.
- Additional clarity sought on the form of the emergency access, including width, measures to prevent inherent vehicle use, division of space for pedestrians and cyclists.
- Improvement internally for cycle connectivity both within the site and through to Bridleway 120.
- Amendments to the offsite highway works proposed to address the outstanding safety audit items
- Additional information and consideration given to the internal layout as set out within the response. The applicant should engage with the Highway Authority as early as possible to agree on an appropriate internal design for the site; and
- Amendments to the travel plan as laid out above

I trust that the above is clear but please do not hesitate to contact Sophie Osborne should you require any further information.

Yours faithfully,

Gemma McCart
Transport Team Leader – Highways Development Planning

Director of Economy, Transport and Environment
Stuart Jarvis BSc DipTP FCIHT MRTPI