East Riding Local Plan

Sustainable Transport
Supplementary Planning Document

May 2016

EAST RIDING
OF YORKSHIRE COUNCIL

Contents

East Riding of Yorkshire Council

Introduction

The East Riding's Local Plan Strategy Document sets out the Council's Planning Policies on transport. This Supplementary Planning Document (SPD) provides guidance for satisfying the Local Plan's requirements for Travel Planning and includes guidance on parking provision and design.

The document consists of two parts, both relate to planning matters that will need to be addressed for all relevant planning applications. The first part sets out the guidance on travel planning and identifies when it is needed in support of a planning application. It is also intended for use by existing firms or organisations who wish to draw up a Travel Plan to facilitate more efficient and sustainable working practices. The second part deals with parking design and provision guidance for all developments.

As an SPD, this document is a material consideration in determining relevant planning applications, and applications will be assessed against how they have addressed this guidance.

1 Transport Statement/Assessment & Travel Plans

What is a Transport Assessment, Transport Statement & Travel Plan

1.1   This SPD sets out guidance for applicants in assessing the transport impacts of their proposed development, which would be considered through the preparation of:

- **Transport Assessments** are a thorough assessment of the potential transport impacts of developments. Where necessary, they propose mitigation measures to ensure the promotion of sustainable development. Where that mitigation relates to matters that can be addressed by management measures, the mitigation may inform the preparation of Travel Plans.
- **Transport Statements** are a 'lighter-touch' assessment of potential transport impacts of developments. The level of assessment is proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts).
- **Travel Plans** are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to encourage sustainable travel (such as promoting walking and cycling).

1.2   The development of Travel Plans and Transport Assessments or Transport Statements should be an iterative process. Each may influence the other and will need to be regularly revised. They are based on evidence of the anticipated transport impacts of development and set measures to encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets or road network.

Policy Context

1.3   The National Planning Policy Framework (NPPF) seeks to balance the transport system in favour of sustainable transport modes, giving people a real choice about how they travel. It requires development to give priority to pedestrian and cycle movements and have access to public transport. Paragraph 36 of the NPPF states that Travel Plans will be a key tool to facilitate all developments which generate significant amounts of vehicle and pedestrian movements. The national Planning Practice Guidance (PPG) also provides advice on when Transport Assessments, Transport Statements and Travel Plans are required, and what they should contain.

1.4   The East Riding Local Plan recognises that development management provides an opportunity to seek to modify travel demands and habits to promote sustainable development. It sets a requirement for Travel Plan measures to be identified at the planning application stage. It would be secured via planning condition or legal agreements for development that generates a significant amount of vehicle and

pedestrian movements. These are entered into through section 106 of the Town and Country Planning Act 1990 (as amended by the Planning and Compensation Act 1991).

1.5   This section provides supplementary guidance to parts of Policies S8(1) and EC4(A) of the Strategy Document, which are shown below;

Policy S8: Connecting people and places

1. Proposals which facilitate integration between different modes of travel, especially walking, cycling and public transport, will be encouraged.

Policy EC4: Enhancing sustainable transport

A. In order to increase overall accessibility, minimise congestion and improve safety, new development will be supported where it is accessible, or can be made accessible, by sustainable modes of transport and addresses its likely transport impact. Development proposals should:

1.   Produce and agree a transport assessment and travel plan, where a significant transport impact is likely;

2.   Support and encourage sustainable travel options which may include public transport, electric and ultra low emission vehicles, car sharing, cycling and walking; particularly in the Major Haltemprice Settlements, Principal Towns, and Towns; and

3.   Bring forward other necessary transport infrastructure to accommodate expected movement to and from the development.

1.6   The East Riding Local Transport Plan Strategy 2015 - 2029 (LTP) sets a long term strategy for transport investment for the area. Consideration of the East Riding Local Strategic Partnership's ambitions and the Council's corporate priorities have informed the six LTP objectives shown below:

1.   Improve the maintenance and management of the existing transport network
2.   Support sustainable economic growth and regeneration
3.   Reduce carbon emissions
4.   Improve road safety
5.   Support and encourage healthy lifestyles
6.   Improve access to key services

When is a Transport Statement / Assessment & Travel Plan Required

1.7   The NPPF states that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment, which will then inform any Travel Plan. Indicative thresholds for individual land uses triggering the need for a Travel Plan are set out in appendix A of this document. This guidance identifies two levels of formal assessment (and thresholds):

- Transport Statements (development that has relatively small transport implications)
- Transport Assessments and where required a Travel Plan (development that has significant transport implications)

1.8   These thresholds are for guidance purposes and should not be read as being definitive. The Council will interpret them in light of the circumstances within the East Riding based on the type and location of development proposed.

Local plan policy requirements and interpretation of significant transport impact

1.9   In the context of the East Riding, it is considered that the thresholds set out in appendix A for requiring Transport Statements, Transport Assessments and Travel Plans are generally appropriate. These identify the scale of development which will have a significant impact on the local highway and public transport network. Early pre-application discussions between the developer and the Council's Highway Development Management section and Highways England (where development is likely to be generated on its network) are strongly recommended to determine the level of assessment that may be required.

1.10   Other circumstances where a Transport Statement or Assessment and a Travel Plan **may** be required include:

1.   Extensions and new development below the indicative thresholds - Proposals for extensions will also potentially be subjected to requirement to submit a Travel Plan when the following circumstances apply:

i.   The scale of the extension exceeds the thresholds set in appendix A; or
ii.   In the case of a premises or uses which do not have an agreed Travel Plan, the aggregate size of the existing premises and extensions combined exceed the thresholds identified; or
iii.   Where a Travel Plan would help address a particular local traffic problem associated with a planning application which might otherwise have to be refused on local traffic grounds; or
iv.   Where a development forms part of a wider allocation for future development or a master plan and the size of allocation exceeds the thresholds identified.

2.   Multi-occupation of one site - Several small developments on one site may individually fall below the thresholds set out in appendix A. However, the

cumulative impacts of all these individual developments can be enough to justify a 'framework' Travel Plan for the whole site. This should be administered by the agent of the developer/site manager. Additional 'subsidiary' Travel Plans, may also be required in respect of sub-areas, or sub-uses, depending on the scale and circumstances of a development e.g. a single subsidiary Travel Plan for all the small retail uses.

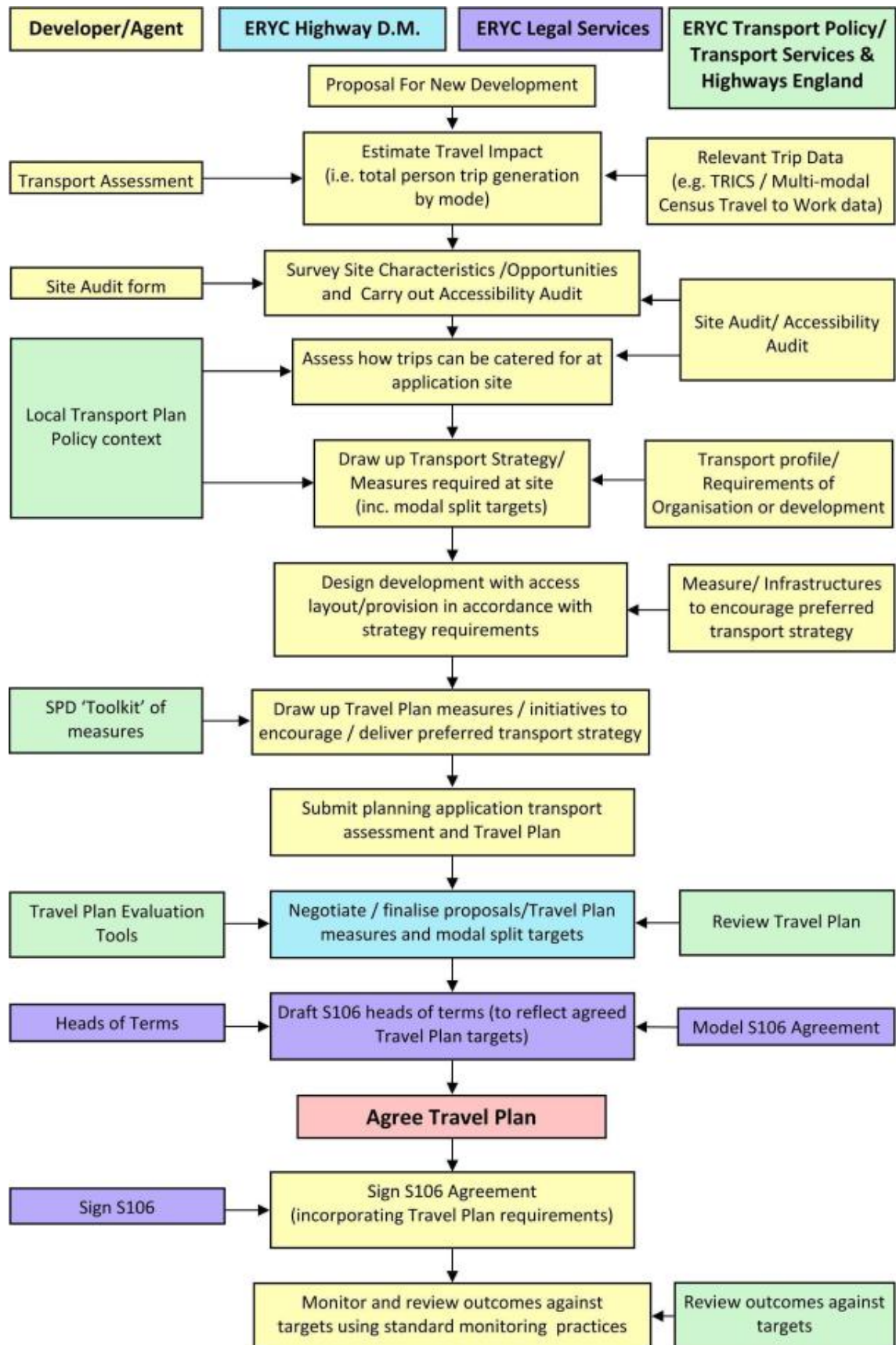## Producing a Transport Assessment & Travel Plan

1.11   Guidance on preparing a Transport Assessments can be found in national PPG. Transport Assessments are a comprehensive and systematic process that set out the transport issues relating to proposed major developments and identify what measures will be taken to deal with the anticipated transport impacts of a scheme. The assessment of the impact of development on transport is integral to the production of a Travel Plan. The trip projections identified by the Transport Assessment which address the impact of a scheme will inform the Travel Plan submitted alongside the Planning application.

1.12   The Travel Plan's aim is to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport. For example, encouraging staff and visitors to travel to and from a site using sustainable transport can have benefits in terms of carbon reduction, healthier employees, reduced traffic congestion and associated delays.

Travel Plan & Transport Assessment Process

1.13   The Travel Plan and Transport Assessment process is illustrated in Figure 1.

Figure 1 Travel Plan flowchart

1.14   The first step in the production of a Travel Plan is to carry out a Transport Assessment of the proposed development. This Includes an estimation of its likely overall impact on travel (i.e. the anticipated number of person and vehicle trips to and from the site that will be generated by the development). The estimation can be derived from an appropriate trip generator database, such as the Trip Rate Information Computer System (TRICS), as well as the use of local travel to work census data.

1.15   The Transport Assessment will also involve a site audit. This incorporates a survey of the site, including its constraints and opportunities, and an assessment of how the predicted number of trips can be catered for in the context of local modal split targets and development plan policies. The modal split targets should identify the level of trips made by each mode of transport, such as car, bus, train, walking and cycling. Where a development is likely to affect the strategic road network, Highways England require an assessment of the number of vehicle trips arising at the Strategic Road Network in both the Transport Assessment and Travel Plan.

1.16   Following completion of the Transport Assessment, a transport strategy or package of measures can then be drawn up, aimed at delivering the modal split targets. These will influence the design layout and detailed site proposals for the development. This series of measures/ initiatives, designed to encourage and deliver the preferred strategy will form the basis for the draft Travel Plan to be submitted alongside the planning application and Transport Assessment for the scheme.

1.17   The measures and modal split targets agreed during the planning application process will be incorporated into planning conditions and/ or heads of terms for a legal agreement between the applicant and the Council. This will be implemented through planning conditions or a legal agreement. The agreement will provide for the delivery and monitoring of the Travel Plan, including the steps that will need to be taken if targets are not achieved.

What the Council can do to help?

1.18   The production of Travel Plans will ideally represent a partnership approach between the applicant, the developer, the Council and any third parties, such as the Highways England, car club providers and public transport operators.

1.19   In order to assist in the process as much as possible the Council can offer:

- Policy advice, guidance and technical information, including Travel Plan information packs (based on the information and references given in this document);
- Pre-application meetings where clarification is sought on the written information available;
- Appropriate contacts and support for discussions with key third parties (such as car club operators and public transport operators);

- Information, relevant local data and support during plan preparation and advice on post-implementation monitoring requirements (normally via the Council's Transport Policy Team); and
- Advice on appropriate modal split targets for specific areas.

The role of the applicant

1.20   Applicants/developers can help the Travel Plan process to be as efficient as possible by:

- Accepting the importance of Travel Plans as an integral part of the transport assessment/planning application process;
- Ensuring that the results of the Transport Assessment and draft Travel Plan are taken into account and integrated into their scheme design and layout;
- Ensuring that the scope of Transport Assessments and Travel Plans are considered during pre-application discussions and, if possible, provide drafts of the documents;
- Ensuring planning applications are accompanied by a Transport Assessment and draft Travel Plan;
- Identifying the contact person(s) with relevant background to act as Travel Plan co-ordinator(s) for the preparation, implementation, marketing, monitoring and review of the Travel Plan;
- Taking advantage of joint initiatives involving public transport travel discount schemes, car sharing databases, car clubs, shared Travel Plan co-ordinators and joint monitoring; and
- Working in partnership with the Council to achieve shared benefits.

Travel Plan targets

1.21   Targets set for individual schemes / Travel Plans should relate to the circumstances of the individual scheme/premises. They will also need to be drawn up within the context of the objectives in the LTP.

Contents of a Travel Plan

1.22   A Travel Plan is aimed at addressing the transport needs of a particular development or organisation and as such will be unique. It will utilise initiatives and measures particular to the individual development or organisation's own circumstances and requirements. However, all Travel Plans will need to include some essential components. The following text sets out the elements needed for a Travel Plan to be effective. It also identifies the particular requirements for Travel Plans relating to the workplace, residential schemes and speculative developments. All developments that are likely to impact on Highways England's Strategic Road Network should involve Highways England in all stages of the Travel Planning process.

Components of a Travel Plan

1.23   Table 1 sets out appropriate headings for a Travel Plan alongside an indication of what each section should include. An expanded version of this table is set out in appendix B (the Travel Plan Checklist). Individual developments will have their own characteristics which may merit a variation on Travel Plan content, therefore, this checklist should be used as a starting point in the preparation of all Travel Plans.

Table 1 Essential Components of a Travel Plan

Heading	Issue to cover
Background/ Context/ Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities
Transport Impact	The travel requirements of the organisation/ development, the number of trips it will generate and the transport/ travel issues which will ensue
Objective/ Overall Strategy	What the plan is trying to achieve (e.g. encourage access to the site by sustainable means of travel/ to accommodate travel demand within site constraints)
Measures/ Actions	What specific measures and actions will be introduced to help deliver the stated objectives (refer to the Toolkit of Travel Plan Measures)
Targets and Time Frames	Appropriate targets, such as vehicle trips at peak hours (including the percentage of trips by different modes), against which the effectiveness of the measures/ actions to be taken will be reviewed/ monitored
Responsibility/ Ownership	Who is responsible (the owner) for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets (e.g. by appointment of a Travel Plan co-ordinator/ Travel Plan Champion), and how this will be dealt with/managed
Implementation	Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/ end users to be in place prior to occupation
Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met
Communication Strategy	How information on the plan, its progress, impacts, benefits and successes will be disseminated to staff/ residents/ pupils and visitors (e.g. by newsletter, Internet, notice boards, external publicity, via Travelwise Network.)

Stages in the Production of a (Workplace) Travel Plan

1.24   This section sets out the various stages in the production of a basic Travel Plan as they apply to all work places (i.e. where the occupier is known). Subsequent sections set out the specific variations and additional issues (to this basic process) that will need to be considered for school and residential Travel Plans and for Travel Plans drawn up for speculative or outline developments (where the end-user is initially not known). The recommended basic process is set out in table 2.

Table 2 Stages in the Basic (Workplace) Travel Plan Process

Stage	Activity	Responsibility
1. (Pre-application) Site Assessment	To consider existing transport provision to the site (i.e. pedestrian, cyclist, public transport and vehicular access)	Applicant/ Developer (in consultation with ERYC Highway Control)
2. (Pre-application) Transport Assessment	To establish the transport impact (i.e. predict the likely number of total person trips to and from the site/ organisation including visitors Sites which are likely to impact on the Highways England road network will need to estimate the level of vehicle trips created on their network)	Applicant/ Developer
3. (Pre-application) Draft Travel Plan	Consideration of appropriate objectives and measures capable of dealing with the identified travel impact, taking full account of existing constraints and opportunities. Draw up a package of measures to address travel impact and needs of organisation, including setting of relevant targets	Applicant/ Developer
4. Submission of Draft Travel Plan	The draft Travel Plan and Transport Assessment should be submitted to the Local Planning Authority alongside the planning application. The proposed development (design and layout) must incorporate the Travel Plan measures identified	Applicant/ Developer
5. Approval	Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover Travel Plan requirements as appropriate.	ERYC Development Management/ Highway Control/ Transport Policy Teams, Highways England and the Applicant/ Developer
6. Implementation	Notify the Council's Travel Plan Officer of commencement. Appoint Travel Plan Coordinator. Travel Plan measures put in place, including promotion and publicity measures (job packs, company brochures and newsletter etc.)	Occupier
7. Monitoring, Review and Reporting (to ERYC)	Outcomes of Travel Plan (modal split) to be monitored and evaluated against objectives and targets. Review will need to amend/ revise plan to address changing circumstances/ failure to achieve agreed targets	Applicant/ Occupier (together with ERYC Travel Plan Contact Officer) and (where appropriate) agreed independent Monitoring Body

Residential Travel Plans

1.25   The principles for producing Travel Plans set out above equally apply to Residential Travel Plans. However, there are a number of particular issues and requirements specific to Residential Travel Plans which are set out in table 3.

Table 3 Production of a Residential Travel Plan

Stage	Activity	Responsibility
1(a). (Pre-application) Transport Assessment/Statement	Transport Assessment prediction of total person trip generation Sites which are likely to impact on the Highways England road network will need to estimate the level of vehicle trips created on their network	Applicant/ Developer
1(b). (Pre-application) Site Audit	Carry out Accessibility Audit and audit of site constraints and opportunities	Applicant/ Developer
1(c). (Pre-application) Draft Travel Plan	Draft Travel Plan measures drawn up to demonstrate how trips can be accommodated by all modes	Applicant/ Developer/ ERYC Travel Plan Contact Officer
1(d). (Pre application) Site Design and Layout	Site layout and design drawn up to accommodate multi-modal measures identified in Travel Plan	Applicant/ Developer/ ERYC Travel Plan Contact Officer
2. Application/ Negotiation	Submit Transport Assessment and draft Travel Plan alongside planning application; Negotiate an acceptable scheme and Travel Plan	Applicant/ Developer
3. Approval	Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover Travel Plan requirements as appropriate.	Applicant/ Developer
4. Construction	Appointment of Site Travel Plan Co-ordinator and establish liaison/ steering group of relevant agencies (Applicant/ Developer/ House Builder/ ERYC Highway Control/ Car Club/ Public Transport Operator/ as appropriate); commence implementation of agreed Travel Plan measures	Applicant/ Developer/ House Builder
5. Initial Completion/ Marketing	Travel Plan Co-ordinator in place (include site presence). Travel Plan information/ requirements included in marketing/ welcome pack for residents; Individual Travel Plan measures completed and promoted	Applicant/ Developer/ House Builder
6. Final Completion	Set up management structure to take over responsibility for Travel Plan (e.g. ideally made up of management company) or Community Trust Travel Plan Co-ordinator initially retained to advise/ support management structure	Applicant/ Developer/ House Builder

7. Monitoring and Review	Monitor travel patterns achieved against agreed targets. Review plan in light of findings and changed circumstances. Carry out mitigating measures if agreed targets not being achieved	Applicant/ Developer/ House Builder/ ERYC Travel Plan Officer

Speculative Developments and Outline Applications

1.26   The Council acknowledges that at the point when the planning application is submitted for a speculative development such as an outline proposal, the identity of future occupants may not be known. In these cases it will not be possible to draw up a full Travel Plan to accompany the planning application, as it will not be feasible to tailor a Travel Plan to suit the travel needs/ patterns of a still unidentified occupier/ end-user.

1.27   Where an applicant is seeking consent for a range and scale of planning uses at a location it will be possible:

- To carry out a site assessment and accessibility audit and gain an understanding of the site constraints and opportunities; and
- To undertake an assessment of the travel impact and likely number of trips that the proposed use will generate.

1.28   An assessment on this basis will allow the setting of targets and the drawing up of a site layout and design that anticipates the overall travel needs/ constraints of the site. It will therefore be possible, as a minimum, for the applicant/ developer to prepare an 'Interim' Travel Plan for submission alongside the planning application. This would help to establish the basis and timetable for drawing up final detailed Travel Plans when the end user(s)/ occupier(s) are known.

1.29   In the case of outline or speculative developments (where the end user is initially not known) an 'Interim' Travel Plan, setting out the key objectives, measures and targets for the site should be submitted with the planning application. A full Travel Plan should be submitted instead of, or alongside, the 'Interim' Travel Plan where:

1.   The end user or occupier is already known
2.   Irrespective of whether the end user is known, certain types of uses with common characteristics are proposed, such as residential (if the type mix and number of units are known), cinema, sports centre, gym or retail (e.g. food, convenience or comparison goods)

1.30   An indicative example of how this process can be agreed and included in a S106 Agreement is set out in table 4.

Table 4 Travel Plan Process for Speculative Developments and Outline Applications

Stage	Activity	Responsibility
1. 'Interim' Travel Plan	Applicant/ developer submits an Interim Travel Plan alongside the planning application and transport assessment. This 'Interim' Travel Plan has to identify the transport measures/ modal split required at a specific site and be agreed before planning consent is granted. Further detailed Travel Plans covering specific uses/ areas (as appropriate) should then be submitted (at the latest) before development commences	Applicant/ Developer
2. Construction	Development begins (incorporating measures agreed in the Travel Plan)	Applicant/ Developer
3. End user/ Occupier Identified	Applicant/ developer reaches agreement with end-user/ occupier. Individual end user(s)/ occupier(s) prepare final Travel Plan for specific use/ occupier or area in accordance with agreed 'Interim' Travel Plan Final Travel Plan has to be agreed with the Council before development/ premises can be occupied by end user	End User/ Occupier

The Interim Travel Plan

1.31   An Interim Travel Plan (for submission with the planning application) has to include the following:

  i.   The site assessment and audit;
  ii.   The impact assessment of the proposed uses;
  iii. The objectives and overall strategy;
  iv.   The overall site specific (design and layout) measures;
  v.   The overall site targets; and
  vi.   Timetable for production and implementation of final Travel Plan(s).

1.32   The individual final Travel Plans prepared once the end users/ occupiers are known should be produced in line with tables 2 / 3 and include the following:

  i.   Appropriate measures to encourage/ deliver outcomes/ targets agreed in the 'Interim' Travel Plan;
  ii.   Measures tailored to suit the specific occupier's needs;
  iii. Arrangements for carrying out review and monitoring; and
  iv.   Steps to be taken to promote/ disseminate agreed measures to staff/ occupiers/ visitors.

1.33   As well as being responsible for negotiating and agreeing the Interim Travel Plan, the applicant/ developer will also be responsible for passing the requirements for a final Travel Plan onto the occupier. This will be irrespective of whether that occupier rents, leases or buys all or part of the development. The occupier(s) would be responsible for negotiating and agreeing with the Local Planning Authority the details

of the final Travel Plan(s) prior to the occupation of the building(s)/ premises. The targets and measures agreed in the Interim Travel Plan will be regulated by appropriate clauses in the Section 106 Agreement (signed by the applicant, the land owner and the local planning authority). The Travel Plan obligation contained in the agreement will need to be implemented by any future occupants of the development.

Mixed Use Developments

1.34   A variation of this approach can be adopted for larger mixed use developments which incorporate different occupiers and phases. Again an overarching or Interim Travel Plan will need to be drawn up. Specific final Travel Plans will then need to be drawn up for different uses/ areas within the site and fit in with the agreed overall Interim Plan (i.e. as per the requirements for Interim Travel Plans above).

Toolkit of Travel Plan Measures

1.35   This section seeks to provide a toolkit of measures for possible use in a Travel Plan. The measures selected from the toolkit will vary depending on the particular circumstances of the development or the proposed use, the requirements and travel patterns of the site users, and the constraints and opportunities offered by the site itself. Measures included in this section are not a definitive list.

1.36   For these reasons it is important to choose measures appropriate to the unique circumstances/ requirements of the proposed scheme, as some may be more effective than others. Evidence will be required that all possible measures have been considered.

1.37   It should be stressed that for the Travel Plan to be effective:

- Measures, as set out below, should be chosen so as to work together as a single strategy aimed at delivering the Travel Plan objectives; and
- The site layout and facilities must be designed to encourage and facilitate the provision and use of the Travel Plan measures chosen.

Measures to Reduce the Need to Travel

1. Alternative working practices (e.g. flexitime, teleworking, homeworking, video conferencing, compressed working week/9-day fortnight).
2. Local recruitment of staff.
3. Local sourcing of raw materials/ produce.
4. Provision of on-site facilities (e.g. shopping, eating).
5. Home delivery of products.
6. Co-ordination of deliveries.
7. Fleet management.
8. Car sharing

Measures to Promote Walking

1. Provision of direct convenient and attractive pedestrian routes to local facilities (ideally more convenient to use than travel by car).
2. Site layout to be designed to maximise and encourage walking options.
3. Introduction of 20mph limits, Home Zones and traffic calming measures.
4. Information provided on health benefits of walking (e.g. maps, leaflets and online references).
5. Advice on personal safety (including free personal alarms).

Measures to Promote Cycling

1. Site layout designed to maximise and encourage opportunities to cycle.
2. Provision of convenient, segregated cycle paths to link to local cycle network (e.g. safe routes to school and work).
3. Provision of secure, sheltered and adequate cycle parking facilities.
4. Introduction of traffic calming, 20mph limits and Home Zones.
5. Provision of changing/ shower facilities, drying rooms and cycle locker facilities at work places.
6. Introduction of financial incentives (e.g. mileage allowance for work use).
7. Information provided on health benefits of cycling (e.g. maps, leaflets and online references).

Measures to Promote Public Transport

1. Provision in site layouts for public transport stops (shelters and raised kerbs).
2. Public transport penetration of the site.
3. Direct convenient and attractive pedestrian links to public transport entry points (ideally not more than 300m in length with a 400m maximum for pedestrians).
4. Pedestrian links to public transport stops to be at least as convenient and attractive as pedestrian links to car parks.
5. Provision of site specific public transport information (e.g. maps, leaflets).
6. Provision of discount ticketing.
7. Provision of Season Ticket Loans.
8. Station or park & ride site facilities.

Measures to Promote and Market the Travel Plan

1. Travel Plan measures included in an organisation's own marketing material (e.g. welcome packs at residential sites, employment packs at the workplace, newsletters at schools, sales details and staff inductions, notice boards, leaflet drops).

2.   Introduction of workplace, residents or school newsletter or website (as applicable) to promote/ market travel plan measures.

3.   Joint incentives with other local organisations/ community groups to promote wider community, economic and health benefits of Travel Plan measures.

Approval, Securing, Monitoring and Review of Travel Plans

1.38   The Travel Plan is a key element in defining what is the travel impact of a scheme and how it will be accommodated and addressed. Before approving a Travel Plan the Council needs to be satisfied that it will effectively deliver the required outcomes. If it is not implemented as agreed, and Travel Plan targets are not met, the approved development can give rise to serious adverse effects to the detriment of the local community and the occupiers themselves.

1.39   It is essential therefore that:

1.   The effectiveness of the Travel Plan is fully evaluated prior to its approval;

2.   The measures and targets included in the Travel Plan are secured for implementation by mutual agreement of the Council and the developer/ applicant (normally by means of a S106 agreement);

3.   The outputs of the Travel Plan (normally trip levels by specific modes) are monitored against the agreed targets and objectives; and

4.   The Travel Plan is reviewed to assess whether it is delivering its anticipated outputs. If it has failed to meet its targets, alternative measures are put in place to address the travel impact/ requirements of the scheme.

Evaluation of Travel Plans

1.40   It is critical to evaluate the proposed Travel Plan prior to its agreement. All Travel Plans should meet the TRACES evaluation criteria as summarised in table 5:

Table 5 Travel Plan Evaluation Criteria

T	**Transparent**	Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed
R	**Realistic**	Plans should set realistic but stretching targets, which reflect Local Plan and Local Transport Plan policies and the likely make-up of new occupiers/ inhabitants. Targets should be SMART (Specific, Measurable, Achievable, Realistic and Time related) and relate to the particular circumstances of the site. They should also take account of previous experience of adopting sustainable transport choices (e.g. in response to travel plans and personalised journey planning)
A	**Achievable**	Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour

C	**Committed**	Plans need clear commitment to their establishment from the developer for the lifetime of the development. This can be demonstrated, for example, by the appointment of a Travel Plan Coordinator and the setting aside of funding to take the plan forward
E	**Enforceable**	The commitments established in the plan need to be enforceable by local authorities under the accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the Travel Plan
S	**Sustainable**	Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from the developer to occupiers, residents or other organisations and continuing sources of funding for the plan

1.41   This evaluation will be carried out by the Council prior to the scheme being put forward for approval.

Monitoring of the Travel Plan

1.42   It is essential that the Travel Plan is monitored in order to assess its effectiveness and to identify any failure to deliver agreed measures or targets. Targets will normally be trip and mode related (i.e. number/proportion of journeys by car, public transport, cycle or on foot) and the applicant/ occupier will normally be responsible for recording the number of trips to and from the site. This can be done by a variety of methods including:

- A 'snapshot' modal split survey of employees, occupiers, residents and/ or visitors;
- A full staff/ occupier/ resident travel survey questionnaire. Surveys should always be conducted at the same time each year for consistency;
- Regular traffic counts of vehicles coming to and from the site, including cycles and pedestrians as well as motorised vehicles;
- Uptake of public transport or other alternative modes;
- Use of parking spaces and any problems of overspill parking;
- Travel diaries; or
- A combination of two or more of the above methods (as appropriate).

1.43   The Travel Plan should state when monitoring will take place (normally annually). Outcomes of any surveys will be reported in writing to the Council at a mutually agreed date after the monitoring has been completed (normally within 3 months). The length of time over which monitoring will occur and the frequency, will depend on the nature and scale of the development and should be agreed as part of the Travel Plan with the developer.

1.44   It is essential for a Travel Plan to work successfully that a person be appointed as Travel Plan Coordinator, as they will responsible for the effective implementation of the Travel Plan and the measures it contains. The role of the Travel Plan

Coordinator and their responsibilities, which are specific to each individual Travel Plan will be set out within an approved Travel Plan. Whilst the role of the Travel Plan Coordinator and their responsibilities will be bespoke to a development, they usually include:

- Implementing Travel Plan Measures;
- Liaising with users of the development and promoting sustainable travel;
- Liaising with stakeholders, including the Local Planning and Transport Authorities;
- Monitoring the effectiveness of the Travel Plan; and
- Reviewing the Travel Plan and preparing Action Plans.

1.45   A charge will be applied where it is agreed the Council will carry out the monitoring of the development. The rate will be fixed annually by the Council.

1.46   In certain circumstances, it may be appropriate to use a mutually agreed independent monitoring agency. The costs of any agency shall be met by the applicant/developer. This approach will be appropriate when financial payments (as specified in the S106 agreement) are dependent on the outcomes.

Review of the Travel Plan

1.47   The Travel Plan should incorporate agreed dates for the Council to carry out a Review/ Assessment of the Travel Plan to assess to what extent it has achieved its agreed objectives and targets. Reviews will normally be carried out 3 and 5 years after the occupation date of the scheme.

1.48   If, as a result of the review, it is found that targets are not being met, the applicant will be required to either:

- Carry out the appropriate remedial measures as defined in the S106 Agreement; or
- If circumstances have changed significantly, prepare a revised time scale and targets for the Travel Plan which should be agreed with the Council.

Securing the Travel Plan

1.49   The mechanism for securing a Travel Plan will be agreed on a case-by-case basis. For smaller scale schemes, where there is a known end user and the proposed Travel Plan measures and requirements are straight-forward, the Travel Plan and its implementation can be secured by means of a condition as part of the planning permission.

1.50   A S106 Agreement will usually be required for more complex schemes. These involve the delivery of outcomes and targets. If specific one-off financial contributions, where there are significant ongoing financial commitments or commitments involving third parties, such as transport providers, this will be agreed between the applicant / developer and the Council.

1.51   These agreements are normally an essential means of implementing an agreed Travel Plan. In addition to specifying the agreed measures and targets, an agreement may include remedies in the event of any failure to deliver agreed measures. S106 agreements may provide for the following:

- Payments to the Council (or use of a Bond deposited with the Council) to guarantee the implementation of previously agreed measures.
- A system of financial payments to achieve targets.
- A requirement to undertake specified works that are expected to remedy problems created by the development.
- Specified payment to the Council (or use of a Bond deposited with the Council) to meet the cost of taking action to achieve the agreed outcome (e.g. the implementation of a controlled parking zone around the development, and/ or additional infrastructure/ finance to support public transport).
- Specified change in the way the site/ development is used in order to achieve previously agreed outcomes (e.g. the prevention of occupation of part of the development until a specified element of the Travel Plan has been implemented as agreed).
- Specified payment to upgrade road infrastructure to accommodate additional traffic movements to/from the site should the required modal split not be achieved.

Failure to Reach Agreement on a Travel Plan

1.52   If the transport issues for a particular development are such that if they are not addressed by the Travel Plan, the proposal could aggravate existing congestion or public transport capacity problems. In these instances applications may be considered for refusal for the following reason:
"The proposal has failed to provide the required commitments and measures in its submitted Travel Plan which are considered necessary to address the issues identified in the Transport Assessment, such that existing traffic congestion and public transport service and capacity problems in the vicinity of the site will be aggravated and the sustainability requirements of Section 4 (Promoting sustainable transport) of the National Planning Policy Framework and the requirements of Policy S8 and EC4 of the Local Plan will not be met".

2 Parking Guidance

2.1 National planning policy emphasises the need for the Council to take account of the following in considering parking provision:

- The accessibility of the development;
- The type, mix and use of development;
- The availability of and opportunities for public transport;
- Local car ownership levels; and
- An overall need to reduce the use of high-emission vehicles.

2.2 National Planning Practice Guidance goes further to say; 'Maximum parking standards can lead to poor quality development and congested streets, local planning authorities should seek to ensure parking provision is appropriate to the needs of the development and not reduced below a level that could be considered reasonable.'

2.3 The East Riding Strategy Document recognises this and the need to control the provision and design of parking. This is identified in part C of Policy EC4, which states;

Policy EC4: Enhancing sustainable transport

C: The number of parking spaces for all new development should reflect:

1. The level of public transport accessibility;

2. The expected car usage on the site; and

3. The most efficient use of space available and promotion of good design.

2.4 All types of development proposals, including residential and commercial uses should consider appropriate levels of parking in line with the guidance set out in this SPD. Appropriate design measures would also be considered in determining the provision of adequate parking facilities. This should ensure parking is of an appropriate scale, nature and location for a development, and includes consideration of guidance in the Manual for Streets series and Parking: What Works Where.

2.5 Equally, the Council recognises that circumstances may exist where strong material considerations justify a higher or lower parking provision than set out in this guidance. For example, there may be instances where rigid application of the guidance could cause serious problems for road safety, or where developments are proposed in remote areas with limited public transport. In such cases, the applicant/developer should demonstrate adequate mitigation measures, such as a revised design or alternative location, has been considered before significant additional parking is proposed.

2.6   Parking provision should generally meet the anticipated level of demand for the development following the implementation of any travel planning measures. Early discussions with the Council's Highway Development Management section are encouraged. The layout and design of car parking provision is an important consideration in achieving a successful car parking scheme for a development. This information should be included in the design and access statement submitted alongside any planning application.

2.7   Mixed-use developments could also consider whether it is appropriate to employ shared parking arrangements, particularly in town centre locations. It may be possible to demonstrate that separate uses operate at different times of day and that greater flexibility over parking provision should apply.

2.8   Where appropriate, developers should demonstrate that there is adequate provision of space within the site for parking, manoeuvring, loading and unloading to fulfil the operational requirements of the proposed development.

2.9   Where sites have good access to high frequency public transport and/or sufficient public parking within the vicinity, applicants should reflect the use of existing facilities in their parking provisions. Where a development has long operating hours, the parking provision may need to reflect a more limited availability of frequent public transport services at certain times of the day. This will be assessed on an individual basis.

2.10   The Council's residential parking guidance will be considered for all forms of residential development, including new dwellings, affordable and market housing, conversions, and subdivision of plots.

2.11   In order to recognise the changes in parking demand experienced across the East Riding, this SPD provides guidance on two parking provision zones. The zones are based on the settlement network set out within the Strategy Document. Their identification has involved assessing different areas of the East Riding according to how closely they meet accessibility criteria. The settlement network identifies areas and settlements that share similar characteristics, such as land use and population densities. The table below shows how the zones are defined and how the parking provision guidance is considered within each zone.

Table 6 Parking Guidance Zones

Zone	Description
Haltemprice Settlements, Principal Towns & Towns	Limited to areas within the development limits of the Principal Towns, Towns and Major Haltemprice Settlements. In areas where there is a concentration of commercial business with links to core public transport facilities. Development is likely to support a reduced level of on-site parking.
Other Settlements & Rural Areas	This includes areas within the development limits of Rural Service Centres and Primary Villages, where there is a more limited range of facilities and access to Public Transport is generally infrequent. This also includes rural areas and the smaller Villages where there are few or no local facilities within walking or cycling distance. Development here may be dependent on motorised travel for most journeys as there is infrequent or no public transport service.

2.12   The following sections provide parking provision guidance for levels of bicycle, motorcycle and car parking for different types of developments across the East Riding. Specific commercial and operational vehicle provisions should also be considered and designed for relevant schemes. However, the level of parking for commercial and operational vehicles will be considered on a case by case basis.

Bicycle Parking Guidelines

2.13   This section offers advice and guidance to developers on providing for bicycle parking within new developments. It should be read in parallel with the sections covering car and motorcycle parking.

2.14   Cycling offers a cost effective and environmentally friendly way of travelling. It is good for people's health and cycle parking is cheaper to provide for than car parking. 18% of households in the East Riding do not have a car (2011 Census) so providing for cyclists makes commercial sense for businesses, their staff and customers. Correct provision can encourage more people to cycle. However, incorrect provision can put people off cycling or result in bikes being parked inappropriately.

Table 7 Bicycle Parking Guidelines

Capacity	Consider how many people are on site, aim to provide enough cycle parking to accommodate current demand plus additional capacity. Many people will be encouraged to start cycling once the facility is there. To maximise the cycling potential, consider providing parking for up to 15% of your organisation/user requirements. It may be suitable to significantly increase the percentage of cycle parking provision in those areas within the East Riding with a higher recorded level of cycle usage. For example, 20 - 24% of people in Goole travel to work by bicycle (Census 2011). On larger applications the Travel Plan should be used to identify a development's cycle provision by applying the target modal split. The Design of residential developments should normally include storage of cycle(s) for each dwelling and be able to demonstrate how any design solution accords with relevant national design guidance.
Visible	Parking facilities should be well signed, easy to find and benefit from good natural surveillance. Good siting and high quality facilities will help demonstrate the importance of cycling as a transport mode.
Accessible	Parking should be located as close as possible to the final destination. Short stay parking is aimed at visitors, security is essential and ideally the parking should be located no further than 30m from a main building entrance. Long stay parking is mainly for commuting cyclists. Security and protection from the elements is essential. Ideally this should be provided within a building. For developments that anticipate a significant need for cycle parking, it may be appropriate to provide shower/changing/drying facilities and lockers (to enable the storage of clothing and equipment) to encourage cycling. It should be easy to get to, involve no detours, and be well laid out with no difficult ramps or awkward stands to deal with.
Safe and Secure	The facility should give cyclists the confidence that their bike will still be there when they return. This includes making adequate arrangements for the bicycle to be secured with its owner's lock unless other security arrangements make this unnecessary. The facility should also help users feel personally secure - those that make users feel at risk will not be used. Good lighting and clear signing is essential.
Consistently available	In places such as shopping areas, or larger workplace campuses, small clusters of stands at frequent intervals are usually better than larger concentrations at fewer sites.
Covered	When cycles are likely to be parked for over one hour, then some form of weather protection is recommended, this should include a roof and protection on three sides, and designed to deter theft. The level of protection from the weather should be appropriate for the length of stay. Uncovered stands may be fine for short visits, but shelters and compounds should be provided for full day parking.
Easy to use	Parking facilities should be easy to use by anyone, accept all types of bicycle and adequately support the frame. Avoid cycle racks that require a bicycle, to be lifted or up ended. Bikes parked too close together can cause cables and handlebars to snag. Where provided, locking mechanisms should not be difficult to operate and instructions should be easily understood.
Fit for purpose	You should allow 2.0m length and 0.7m wide per bicycle, with adequate space to get to and from the bicycle. 'Sheffield' style stands should be spaced at 1.4m. Cycle stands should not be capable of being removed from the ground, with flanged ends concreted into the ground. Racks and other support systems which only grip the front wheel

	should not be used since they provide poor stability and do not allow the frame to be secured. Also, if one bike falls it can damage not only itself but those next to it. Cycle parking should not be sited where it will get in the way of pedestrians, especially those whose vision is impaired. Systems should be in place to remove abandoned bicycles promptly.
Attractive	It is much better to design aesthetically pleasing cycle racks, lockers or buildings in a prominent position, than hide a utilitarian stand behind a building or within landscaping where it will not be used. Locating cycle parking within the main building can be an ideal solution. Choose a prominent, safe location (away from detractors such as refuse bins) to highlight the facility and encourage people to think of cycling. The design should also be sensitive to the surrounding area.
Coherent	It should relate well to other cycle infrastructure. There should be no road safety hazards, such as dangerous junctions or severance by busy roads likely to create a barrier to its use. Where possible, signed identified routes leading directly to the cycle parking should be provided.
Linked to other needs of cyclists	Where provided at public transport interchanges or in town centres, opportunities to combine with cycle hire, repair and tourism activities should be explored.

Motorcycle Parking Guidelines

2.15   This section offers advice and guidance to developers on providing for motorcycle parking within new developments. It should be read in parallel with similar sections covering car and bicycle parking. The term motorcycle is used here to include mopeds and scooters.

2.16   Motorcycles are a good way to travel around and for many journeys they are quicker than the car. They cause less congestion and can be less polluting than a car. Motorcycle parking takes up less space than car parking and therefore is cheaper to provide both in terms of land and construction costs. Therefore, it makes commercial and environmental sense for businesses to provide motorcycle parking for their staff and customers.

2.17   If people are to be encouraged to use motorcycles the design of the parking facilities needs careful thought. Fear of theft is one of the biggest deterrents to motorcyclists. Motorcycle parking should be located:-

- Where it has good all round visibility, ideally from office windows, local shops and passers-by.
- As close as possible to the main entrance(s) of buildings, but not so that it hinders or endangers pedestrians, especially the disabled. On larger sites this may mean that it is better to locate motorcycle parking in a number of areas.
- In areas with good lighting in the hours of darkness.

2.18   In addition, a well-designed motorcycle parking bay will include the following features:-

- A ground anchor or rail to which the motorcycle can be securely locked. This should not be capable of being removed from the ground, with flanged ends concreted into the ground. Adequate room must also be provided to allow access to the security device and to manoeuvre the motorbike into the space.
- Good lighting and clear signing is essential.
- When motorcycles are likely to be parked for over one hour, then some form of weather protection is encouraged. This should include a roof and protection on three sides, and the side panels must be designed to deter theft.

2.19   For larger developments the provision of shower / changing / drying facilities and lockers (to enable the storage of clothing and equipment) are important to encourage motorcycling.

2.20   The Council has not provided specific motorcycle parking guidance, but as a starting point, it is recommended that a minimum of 2 spaces be provided, or 1% of the car parking provision, whichever is the larger for non residential developments.

Car Parking Guidelines

2.21   This section offers advice and guidance to developers on providing for car parking within new developments. It should be read in parallel with similar sections covering bicycle and motorcycle parking.

2.22   The provision of car parking is important to many developments for operational and commercial reasons. The over provision of car parking can cause inefficient use of land, cost a lot of money to build and maintain, encourage unnecessary car use and does not always look attractive. However, the under provision of car parking can lead to poor quality development, lost revenues, congested streets and highway safety implications. Identifying a suitable level of car parking provision is a key requirement of providing sustainable development.

2.23   Car parking should be designed with the needs of people in mind and recognise that people will walk from their car to their destination. Therefore priority should be given to pedestrians through the use of well-designed, attractive and direct pedestrian routes to main building entrances. The car park and parking facilities should be designed to keep traffic speeds as low as possible, as well as take account of the needs of other users, such as cyclists, young families, car share bays and service vehicles. For example, the provision of clearly signed parent and child parking bays towards an entrance of a food/ non-food retail unit can significantly improve the highway safety for young families.

2.24   The appearance of the car park or parking area should be given careful thought at the design stage.

- Landscaping is very important to enhance the quality of a new development and thought should be given to the height of planting and the adverse effect this can have on security.

- Lighting is important in the winter and in the evening. It is also essential that hidden corners and secluded parking be avoided, otherwise crime may become a problem.
- Security, especially for larger car parking areas, should consider the use of CCTV, and public car parks should be designed to achieve the "Secured by Design" Gold Award standard.

2.25 Parking bays should be no smaller than 4.8m long and 2.4m wide. The needs of people with disabilities and young families are important. Parking for these groups of people should be located directly adjacent to building entrances and exits, avoiding the need to negotiate kerbs/steps. The width of disabled and parent & child parking bays should be 3.5m to allow use of wheel and push chairs.

2.26 The Council has set out guidelines below which are suggested as a starting point for considering the provision of vehicle parking in new development. Flexibility in the provision, for example higher parking levels, will be assessed on a site by site basis and take account of guidance set out in the Manual For Streets series and Parking What Works Where (See Appendix C). The level of parking provision should not cause problems for the existing and future road users. A reduced parking provision may be appropriate where significant on-street space exists to accommodate parking demand. The level of parking provision should be discussed and justified within a proposal's Transport Statement, Transport Assessment and Travel Plan where required (See Section 1 of this SPD).

Table 8 Car Parking Guidelines

Use	Haltemprice / Principal Towns / Towns Guidance Zone	RSC / PV / V / Countryside Guidance Zone	Typical Threshold
Food Retail	1 space per 14-25m^2	1 space per 14-20m^2	500m^2
Non-food retail	1 space per 25-60m^2	1 space per 20-30m^2	500m^2
A2 Offices	1 space per 35-60m^2	1 space per 35m^2	500m^2
B1 Business	1 space per 30-60m^2	1 space per 30m^2	500m^2
B2 General Industry	1 space per 50-75m^2	1 space per 30-50m^2	500m^2
B8 Storage & Distribution	1 space per 3 staff on duty at busiest time	1 space per 3 staff on duty at busiest time	n/a
C2 Residential Institutions	1 space per 2 staff + 1 space per 3 daily visitors	1 space per 2 staff + 1 space per 3 daily visitors	2,000m^2

Use	Haltemprice / Principal Towns / Towns Guidance Zone	RSC / PV / V / Countryside Guidance Zone	Typical Threshold
C3 Housing	1 space 2 spaces 2-3 spaces negotiated. 1 visitor space per 4 houses should be provided	1 space 2 spaces 2-3 spaces negotiated. 1 visitor space per 4 houses should be provided	1 bedroom 2-3 bedroom 4-5 bedroom
D1 Non-residential institutions	1 space per 2-4 staff + 1 space/15 students, delegates & visitors	1 space per 2 staff + 1 space/15 students, delegates & visitors	2,000m^2
D2 Assembly and leisure	1 space per 22-200m^2	1 space per 22-25m^2	2,000m^2
Cinemas and conference centres	1 space per 5-10 seats	1 space per 5 seats	2,000m^2
Parking for people with disabilities should be provided at a least 5% of the general car parking provision, with a minimum of 1 space provided in all cases. This is in addition to the general parking provision. The following parking provision should be considered:			
Use categories	Below 200 bays	200 bays or more	
Business	2 bays or 5% of the general provision, whichever is greater	6 bays + 2% of the general provision	
Retail/ Leisure	3 bays or 6% of the general provision, whichever is greater	4 bays + 4% of the general provision	

RSC = Rural Service Centre **PV** = Primary Villages **V** = Villages

2.27   For example a proposed 500m^2 A2 office development located in a Village. The developer would start by considering a provision of 1 space per 35m^2 which equates to 14 vehicle spaces (500m^2 / 35m^2 =14 spaces).

2.28   For uses not listed in the above table, or where it is proposed to apply a different level of parking, please enquire by contacting beverley.dc@eastriding.gov.uk

Appendix A - Thresholds for Requiring Travel Plans

Table A Indicative Transport and Travel Plan Thresholds

Land Use	Use/Description of Development	Threshold - by gross floor area (sqm) unless otherwise stated	
		Transport Statement	**Transport Assessment / Travel Plan**
Food Retail (A1)	Retail sale of food goods to the public – Food Superstores, Supermarkets, Convenience Food Stores	250 - 800	Over 800
Non-Food Retail (A1)	Retail sale of non-food goods to the public: but includes Sandwich Bars – Sandwiches or other cold food purchased and consumed off the premises, Internet Cafés.	800 - 1500	Over 1500
Financial & Professional Services (A2)	Financial Services – Banks, Building Societies and Bureau de Change, Professional Services (Other than Health or Medical Services) – Estate Agents & Employment Agencies, Other Services – Betting Shops, Principally where services are provided to visiting members of the public.	1000 - 2500	Over 2500
Restaurants and Cafés (a3)	Restaurants and Cafés – Use for the sale of food for consumption on the premises, Excludes Internet Cafés (now A1).	300 - 2500	Over 2500
Drinking Establishments (A4)	Use as a Public House, Wine-Bar or other Drinking Establishment.	300 - 600	Over 600
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	250 - 500	Over 500
Business (B1)	(a) Offices other than in use within Class A2 (Financial & Professional Services) (b) Research and Development – Laboratories, Studios (c) light industry.	1500 - 2500	Over 2500
General Industrial (B2)	General Industry (Other than Classified as in B1), The Former "Special Industrial" Use Classes B3-B7, are now all encompassed in the B2 Use Class.	2500 - 4000	Over 4000
Storage or Distribution (B8)	Storage or Distribution Centres- Wholesale Warehouses, Distribution Centres & Repositories.	3000 - 5000	Over 5000

Appendix A - Thresholds for Requiring Travel Plans

Land Use	Use/Description of Development	Threshold - by gross floor area (sqm) unless otherwise stated	
		Transport Statement	Transport Assessment / Travel Plan
Hotels (C1)	Hotels, Boarding Houses & Guest Houses, Development falls within this class if "no significant element of care is provided".	75 - 100 (bedrooms)	Over 100 (bedrooms)
Residential Institutions- Hospitals, Nursing Homes (C2)	Used for the provision of residential accommodation and care to people in need of care.	30 - 50 (Beds)	Over 50 (Beds)
Residential Institutions- Residential Educational facilities (C2)	Boarding schools and Training Centres.	50 - 150 (Students)	Over 150 (Students)
Dwelling Houses (C3)	Dwellings for individuals, families or not more than six people; living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	50 - 80 (units)	Over 80 (units)
Non-Residential Institutions (D1)	Medical & Health Services – Clinics & Health Centres, Crèche, Day Nursery, Day Centres & Consulting Rooms (not attached to the Consultants or Doctor's house), museums, Public Libraries, Art Galleries, Exhibition Halls, Non-residential Education and Training Centres, Places of Worship, Religious Instruction & Church Halls.	500 - 1000	Over 1000
Assembly & Leisure (D2)	Cinemas, Dance and Concert Halls, Sports Halls, Swimming Baths, Skating Rinks, Gymnasiums, Bingo Halls & Casinos. Other Indoor and Outdoor Sports and Leisure Uses not involving motorised vehicles or firearms.	500 - 1500	Over 1500
Others	For example: Stadium, Retail Warehouse Clubs, Amusement Arcades, Launderettes, Petrol Filling Stations, Taxi Businesses, Car/Vehicle Hire Businesses & the Selling and Displaying of Motor Vehicles, Nightclubs, Theatres, Hostels, Builders Yards, Garden Centres, PO's, Travel and	On their merits (to be discussed with ERYC Highway Officers)	

Land Use	Use/Description of Development	Threshold - by gross floor area (sqm) unless otherwise stated	
		Transport Statement	Transport Assessment / Travel Plan
	Ticket Agencies, Hairdressers, Funeral Directors, Hire Shops, Dry Cleaners		

Table B Thresholds based on other considerations

	Other considerations	TS	TA	TA/TP
1	Any development generating 30 or more two-way vehicle movements in any hour.		**X**	
2	Any development generating 100 or more two-way vehicle movements per day.		**X**	
3	Any development proposing 100 or more parking spaces.		**X**	
4	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.			**X**
5	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		**X**	
6	Any development proposed in a location where the local transport infrastructure is inadequate, for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		**X**	
7	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		**X**	

Appendix B - Travel Plan Tool Kit

Table C Travel Plan Tool-Kit

Heading	Issues to cover	Steps to be taken	Y/N	Date
A. Background/ Context/ Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities	1. Survey site characteristics		
		2. Carry out 'accessibility audit'		
		3. Plot existing Highway network		
		4. Record existing Public Transport provision		
		5. Estimate proposed floor space		
		6. Estimate number of employees, residents, visitors.		
		7. Identify transport constraints (congested roads, lack of public transport		
		8. Identify transport opportunities (new pedestrian,cycle or public transport links)		
B. Transport Impact	The travel requirements of the organisation/ development, the number of trips it will generate and what transport/ travel issues these will give rise to	9. Identify proposed land uses		
		10. Identify any particular transport requirements of proposed development		
		11. Estimate the likely number of person trips it will generate [from a trip generation database (such as TRICS)]		
		12. Consider how these trips will be accommodated on the site and on the adjacent highway, public transport and cycle network		
		13. Identify the transport problems/ issues that need to be addressed		

Heading	Issues to cover	Steps to be taken	Y/N	Date
C. Objectives/ Overall Strategy	What the plan is trying to achieve (e.g. to encourage access to the site by all means of travel/ to accommodate travel demand within site constraints) and what strategy will be adopted to achieve them	14. Set out the objectives of the Travel Plan, for example: - reduce car usage to & from the site - encourage car sharing - encourage use of sustainable modes (public transport, walking and cycling) - rationalise/ reduce delivery movements - reduce need for car parking - maximise site potential - achieve sustainable development		
D. Measures/ Actions	What specific measures and actions will be introduced to help deliver the stated objectives (refer to the toolkit of measure in the SPD for possible measures to be considered)	15. Draw up site design brief to accommodate proposed Transport Strategy		
		16. Consider what measures can be adopted to reduce the need to travel		
		17. Consider what measures can be introduced to encourage public transport		
		18. Consider what measures can be introduced to encourage other sustainable modes		
E. Targets and Time Frames	Appropriate targets and time frames against which the effectiveness of the measures/ actions to be taken will be reviewed/ monitored	19. Set targets for proportion of occupiers, visitors coming by car, public transport cycle and walking		
		20. Specify the date by which the targets will be achieved		
		21. Specify a timetable for the implementation of each of the measures proposed		
F. Responsibility and Ownership	Who is responsible (the owner) for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets (e.g. by appointment of a travel plan co-ordinator/	22. Appoint Travel Plan Coordinator with overall responsibility for delivery of measures, targets and timetables		
		23. Identify who or which organisation/ body will have delegated responsibilities for the implementation and financing to **each** of the Travel Plan measures proposed		

Heading	Issues to cover	Steps to be taken	Y/N	Date
	Travel Plan Champion), and how this will be passed on/ managed			
G. Implementation	Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/ end users to be in place prior to occupation	24. Indicative when site layout and design measures implemented		
		25. Indicative when measures relating to end users/ occupiers implemented		
H. Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met	26. State what will be measured (e.g. number of trips to and from the site by car, public transport, cycle and walking, level of use of parking spaces)		
		27. Detail when this monitoring will take place (normally annually)		
		28. Identify who will carry out the survey/ monitoring		
		29. Indicate how the survey/ monitoring will be funded		
		30. Agree with the Council how the outcomes will be reviewed		
		31. Identify what measures will be introduced if targets are not achieved		
I. Communication Strategy	How information on the plan, its progress, impacts benefits and successes will be disseminated to staff/ residents/ pupils	32. State how each of the Travel Plan measures will be disseminated to staff, residents and visitors (e.g. by newsletter, intranet, notice boards, external publicity, welcome packs.)		
		33. Identify what incentives will be offered (staff, residents and visitors) to promote, encourage and deliver each of the Travel Plan measures		

Appendix C - Car parking what works?

Table D Car parking what works where

	Urban Centre	Urban	Rural
Off Plot			
Multi-storey	Yes	Maybe	No
Underground	Yes	Maybe	No
Undercroft	Yes	Yes	No
Podium	Yes	Yes	No
Mechanical	Yes	Maybe	Maybe
Front court	No	Yes	Maybe
Rear court	Maybe	Yes	Yes
Mews street	Yes	Yes	Yes
On Street			
Central reservation	Yes	Yes	Yes
Right angled	Yes	Yes	Yes
Angled to pavement	Yes	Yes	Yes
In line with pavement	Yes	Yes	Yes
Housing square	Yes	Yes	Yes
On Plot			
Mews court	Maybe	Yes	Yes
Chauffeur unit	No	Maybe	Yes
Integral garage	No	Maybe	Yes
Attached garage	No	Maybe	Yes
Cut out or drive through	No	Maybe	Yes
Rear court	No	Maybe	Yes
Car port	No	Maybe	Yes
Hardstanding	No	Maybe	Yes
Detached garage	No	No	Yes
Detached garage to front	No	No	Yes

GLOSSARY OF TERMS

Glossary of key terms

There are technical aspects to planning which may present challenges for those unfamiliar with the planning system. The table below is a simplified explanation of some of the key terms within the *Supplementary Planning Document*. A comprehensive glossary of planning terms can be found in Annex 2 of the *National Planning Policy Framework (NPPF)*.

Term	Definition
Allocations Document	A *Local Plan* document that allocates sites for development (such as housing, retail, or industry) or protection (such as open space or land for transport schemes).
Core Bus Route	Parts of the bus network, generally located between towns, that have a high number of services and passengers.
Council	For the purposes of this document, the Council refers to East Riding of Yorkshire Council which is the Local Planning Authority.
Development Plan	The term given to the collection of documents that are used to determine planning applications. Includes the adopted *East Riding Local Plan* and any *Neighbourhood Development Plans*.
Dwelling	A self-contained building, or part of a building, used as a residential accommodation, usually housing a single household.
Employment Land	Land which is in classified as one of the 'B' Use Classes. This includes offices, research and development facilities, light industry (Use Class B1), General Industry (Use Class B2) and Storage and Distribution (Use Class B8).
Infrastructure	Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities.
Local Plan	The name for the collection of documents which together make up the plan for the future development of the East Riding. These form part of the *Development Plan* and are used to make decisions on planning applications.
Local Planning Authority (LPA)	The statutory authority whose duty it is to carry out the planning function for its area.
Local Strategic Partnership (LSP)	A body bringing together the public, private, voluntary and community sectors to work collectively to achieve important goals and improve the quality of life for local people.
Main Town Centre Uses	Comprises retail development; leisure, entertainment facilities, and the more intensive sport and recreation uses; offices; and arts, culture and tourism development.
Modal Split	A modal share (also called mode split, mode-share, or modal split) is the percentage of travellers using a particular type of transportation or number of trips using said type. Types of transport include travel by; car, bus, train, walking and cycling.

Term	Definition
National Planning Policy Framework (NPPF)	A national framework for planning made up of economic, social and environmental planning policies. The policies in the *NPPF* are considered in making decisions on planning applications.
National Policy Statement (NPS)	A document which sets out the Government's objectives and provides a clear framework for investment and planning decisions regarding nationally significant infrastructure.
Net Developable Area	In the case of residential development, the area that can be developed solely for houses. It excludes the parts of the site required for other uses, such as major roads or areas of green space that would serve the wider community.
Policies Map	An illustration of all the policies contained in the *Local Plan*.
Previously Developed Land (PDL)	Land which is or was occupied by a permanent structure, including the curtilage of the developed land and any associated fixed infrastructure.
Travel Plan Co-ordinator	The person responsible for the effective implementation of the Travel Plan and the measures it contains.
Section 106 agreement	Legal agreements between a Local Planning Authority and a developer, or undertakings offered unilaterally by a developer, that ensure certain extra works related to a development are undertaken.
Strategy Document	The overarching document setting out the strategic policies for the management of development in the area. It forms part of the East Riding *Local Plan* and contains policies that will be used to make decisions on planning applications.
Strategic Environmental Assessment (SEA)	An environmental assessment of certain plans and programmes, including those in the field of planning and land use, which complies with the *EU Directive 2001/42/EC*.
Supplementary Planning Document (SPD)	A document used to elaborate on policies or proposals in the *Local Plan*. Used to provide further guidance for development on specific sites, or on particular issues. *SPDs* do not comprise part of the Development Plan.
Sustainability Appraisal (SA)	Identifies and evaluates the effects of a planning strategy or plan, including a *Local Plan*, on a range social, environmental and economic objectives.
Use Class	Uses of land and buildings grouped together in various categories for planning purposes ('use classes') dependent on the type of uses which take place on/in them.