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## INTRODUCTION

This document has been produced and developed through a series of consultations at both District and County Council level and through meetings of the Hertfordshire Technical Chief Officers Association (HTCOA) Development Control and Development Plans Sub-Committees. It was adopted by HTCOA as an agreed guidance note on 8 March 2001.

In line with the Draft PPG13, the guidance note identifies the circumstances and locations in which Green Travel Plans (GTPs) will be needed to accompany development proposals.

Draft PPG13 states that the Government wants to:-

*“promote the use of GTPs amongst businesses and for schools, hospitals and other users. Local authorities are expected to consider setting targets for the adoption of GTPs. Under certain circumstances some or all of a GTP may be made binding through either conditions or planning obligation. Their relevance to planning is in the delivery of sustainable transport objectives.”*

Three of the key objectives of the Local Transport Plan for the county are:-

*“To reduce the need for the movement of people and goods through integrated land use planning, the promotion of sustainable distribution and the use of telecommunications”.*

*“To provide a transport system which provides access to employment, shopping, education, leisure and health facilities for all especially those without a car and those with impaired mobility”.*

*“To raise awareness and encourage the use of alternative modes of transport through effective promotion, publicity and information”.*

This guidance note is designed to help developers achieve a balance between PPG13 and the LTP objectives through a structured partnership approach to Green Travel Plans with the District and County Council.

## **SECTION 1            BACKGROUND TO GREEN TRAVEL PLANS**

- 1.1 The Integrated Transport White Paper, Road Traffic Reduction Act and revised draft PPG 13 give clear national policy guidance on the need to increase travel choice and hence reduce dependency on car travel. The County Council's "Best Value" monitoring of policy reinforces this message through the Structure Plan, Local Agenda 21, Local Transport Plan and the TravelWise initiative.
- 1.2 An important element of reducing car dependency is the role of businesses and developers in taking responsibility for their travel needs. In this context Hertfordshire County Council are keen to see Green Travel Plans being developed by businesses in consultation with the County through the Business TravelWise programme. This has the common aim of making more efficient use of the car, and promoting greater use of the alternative modes, whilst maintaining accessibility to the workplace.
- 1.3 Within Hertfordshire, most people (70% on average) commute to work by car with more than 30% of commuter trips being made into an urban area. The County's multi-centred settlement pattern has led to the fact that Hertfordshire now has the fourth highest car ownership figures in Britain, with 0.5 cars per head. Higher car ownership and usage, which is a function of increasing prosperity, leads to more congestion on roads already heavily used. The implications of the cost of congestion to industry and employers are great. The most recent estimates from the CBI calculate the cost to employers in the UK as being approximately £20 billion per year.
- 1.4 Motor traffic is a major source of pollution and "greenhouse" gases. Traffic is responsible for 25% of carbon dioxide emissions. Alongside this, nitrogen dioxide, low level ozone and particulates are associated with health problems, particularly respiratory ailments.
- 1.5 Socially, the cost to the UK community can be measured in terms of 3,000 - 4,000 deaths every year on our roads with around 45,000 serious injuries. In Hertfordshire there were almost 6,700 injuries from road collisions in 1999, resulting in 53 deaths and 895 serious injuries. The cost of these injuries to society has been estimated to be in excess of £300 million per year in Hertfordshire. Asthma is also on the increase with some 1.5 million suffers in the UK between the ages of 2 and 15. Stress too, is on the increase with long and difficult journeys adding to stress and fatigue.
- 1.6 GTPs should have positive benefits for all participants. Reducing congestion should lead to improved access to the workplace, potentially causing staff less stress and improving the health of the work force; less cars may mean that businesses need fewer parking spaces and also improve their green credentials; the environment should also be enhanced by having less noise and pollution. There should also be real cost savings benefits for all participants. The potential benefits are summarised in the table below.

**Employer Benefits****Employee Benefits**

<b>Financial</b>	<ul style="list-style-type: none"> <li>Site development potential</li> <li>Lower car park maintenance costs</li> <li>Lower travel costs</li> <li>More efficient use of time in travelling</li> <li>Less staff sickness and stress</li> </ul>	<b>Financial</b>	<ul style="list-style-type: none"> <li>Cash difference on smaller car</li> <li>Cash buy out of parking space</li> <li>Cycle allowance</li> <li>Discounted passenger transport fares</li> <li>Car sharing</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>More customer friendly</li> </ul>	<b>Other</b>	<ul style="list-style-type: none"> <li>Health improvement</li> <li>Reduced travelling time</li> </ul>

1.7 Transport policies also play a key role in the wider strategy for sustainable development. There is a range of other initiatives which complement GTP objectives. They include :

- air quality initiatives
- “green buildings”
- ISO 14001;
- Local Agenda 21
- energy efficiency initiatives
- waste minimisation clubs
- local “sourcing” of supplies

1.8 Businesses and developers must plan effectively for the future. Traffic problems are set to get worse until everyone takes responsibility for their travel needs. Both should be mindful of the County Council’s transport strategy which seeks to:

- reduce the need for travel
- encourage greater user of forms of transport which cause less environmental damage than private cars
- minimise traffic generated pollution and achieve compliance with the national air quality objectives
- reduce accidents and danger for all road users

1.9 The County Council’s approach to travel demand is set out in Policies 22 and 23 of the County Structure Plan. These policies reflect the aims of the County Council’s transport strategy. Policy 25 states:-

*“Development proposals with potentially significant car parking demand should only be permitted where the applicant has agreed to take measures to address the problems (of traffic generator, congestion, and on-street parking pressure) likely to arise from the parking demands generated by the development”.*

and

*“Where a major employment generating development is proposed, the developer will be expected to submit a ‘commuter plan’ as part of a traffic impact study.”*

- 1.10 Since the adopted of the Structure Plan the term “commuter plan” has been replaced with Green Travel Plan to reflect the wider scope of GTPs. Similar policy statements are being incorporated into Local Plans within the County as they are reviewed by the Local Planning Authorities.

## **SECTION 2            PURPOSE OF THE GUIDANCE**

- 2.1 This document acts as a guidance note to support Structure Plan Policy 25. It sets out the issues that need to be considered by developers when a GTP is required. Some of the measures set out are important consideration for all development to ensure that they comply with the aim of the County Council's Transport Strategy.
- 2.2 This guidance note is therefore aimed at both new developments and existing sites with expansion or change of use proposals.
- 2.3 The purpose of a GTP is for an organisation to examine the transport movements that are made to and from it's premises, by it's employees, clients and customers, and promote the use of sustainable transport measures for the carrying out of those movements. The GTP should include the provision of physical measures at the site that encourage the use of sustainable transport, as well as promoting the available alternatives to the car and more efficient use of the car.
- 2.4 For developers, GTPs may provide the opportunity to bring forward development in locations which are at the margin of acceptability for planning policy. If developers are willing to sign up to agreements relating to modal split or traffic generation targets, certain development sites may become more acceptable in travel generation terms. However, such agreements would not make schemes that are fundamentally at odds with County planning policy acceptable. In particular, GTPs will not be expected to enable a development that is acceptable in itself to proceed in an unsuitable location.
- 2.5 A GTP should be tailored to the particular characteristics, specific problems, issues and opportunities for the site. The County Council therefore does not expect implementation of all the measures outlined in Section 3 at all such developments, as clearly different land uses and locations will lead to different needs and objectives. However, it is expected that all measures should be assessed for appropriateness in each case.
- 2.6 For occupiers a GTP must reflect the needs of their business within the constraints of wider transport policies. It is developers and occupiers who will have to make GTP effective in the longer term. It is only with the co-operation of the private sector that GTPs will make a significant impact in terms of achieving sustainable transport objectives.

## **SECTION 3 DEVELOPING A SUCCESSFUL GREEN TRAVEL PLAN**

### **3.1 Overall Requirements**

- 3.1.1 The overall requirement of a Green Travel Plan is adoption of a package of measures that will lead to agreed targets, performance measures and a monitoring regime in respect of promoting more sustainable modes prior to the commencement of the development. The targets should be aimed at reducing the number of trips made to the site by car in favour of other modes and, where applicable, improving the transport efficiency of the organisation's delivery fleet. Suitable targets therefore might include aims to increase walking, cycling and passenger transport use to the site; a reduction in the number of single occupancy car journeys undertaken by employees for their journeys to work and on works business, etc.
- 3.1.2 The measures adopted need to be considered carefully, with the nature of land use and location being major influences. It is expected that the measures will include "sticks" as well as "carrots", requiring a balance that can be realistically implemented and carried through at the particular location with the co-operation of the developer and the occupier(s).
- 3.1.3 The targets adopted must be achievable and clear linkages must be made between the proposed measures and targets. Procedures must be internally consistent and an audit trail will be required. This should provide evidence, through monitoring, that progress is being made towards the targets, or that they are consistently being achieved. Monitoring will also allow the GTP to be reviewed if some elements are not successful and some flexibility must be allowed for.

### **3.2 Measures to be considered**

- 3.2.1 As discussed earlier, each situation will lead to a different solution. However this section details the elements necessary to build a Green Travel Plan. It is expected that each should be considered for appropriateness in light of the particular development.
- 3.2.2 The GTP will need to take account of all trips generated by the organisation including:
- employee's travel between home and work
  - employee's business travel during the working day
  - client and customer visits to the site
  - deliveries made to/from the site.
- 3.2.3 In addition, the GTP should also show that consideration has been given to the location of the development in order to minimise the distances that the organisation's employees, clients and customers are required to travel.

### **3.3 Providing for Alternatives Modes to Private Car**

3.3.1 The cornerstone of the GTP is to provide more sustainable transport choices which lead to a reduction in the need to travel, especially by private car. The following sections outline how these choices can be enhanced through physical and other measures.

#### Pedestrians

3.3.2 Walking as the main method of travel is probably best for journeys of less than one mile. Walking can be combined with, for example, passenger transport to cover longer distance journeys. There are obvious health benefits for staff, and savings on car running costs, as well as benefits for business in terms of a reduced need for more car parking spaces.

3.3.3 The GTP should include measures that ensure links to/from and within the site are pedestrian friendly by:

- Providing direct and convenient entrances for walkers. Wherever possible, these should reduce the walking distances to passenger transport facilities outside the site and within surrounding residential/ business/shopping areas.
- Providing walking facilities that:
  - are well lit,
  - take account of safety concerns, e.g. dropped kerbs
  - take account of the needs of the mobility impaired.
- Ensuring facilities are highly visible which will assist in promotion of walking to/from and within the site.
- Ensuring that walking routes are attractive and, where feasible, passing points of interest.
- Providing locker facilities for walkers.
- Ensuring ongoing maintenance of the facilities provided.
- Ensuring routes that avoid the need for pedestrians to have to cross large areas of car parking, wide junctions or areas liable to being obstructed.

3.3.4 The GTP should include measures to promote walking to the site by:

- Encouraging discussion of the health benefits (less stress/improved fitness)
- Encouraging staff to walk when travelling less than 1 mile to/at work
- Organising promotion events, such as “Walk to Work Week”

#### Cycling

3.3.5 The benefits for cycling are similar to those for walking, with health and cost reduction being the major consideration for users. Again encouraging this mode will lead to the requirement for fewer car parking spaces.

3.3.6 The GTP should include measures that ensure links to/from and within the site are cyclist friendly by:

- Providing direct and convenient access to the site for cyclists (these need to be linked to facilities outside the site such as cycle routes)
- Providing cycling facilities that take account of safety concerns including lighting, cycle lanes, facilities at junctions, off road routes etc.
- Providing adequate cycle racks/cages - conveniently located in prominent visible location(s) to lessen the chance of cycle theft.
- Providing adequate showering and changing facilities for cyclists
- Providing lockers and drying facilities for clothing
- Ensuring ongoing maintenance of cycling facilities provided.
- Designing cycle facilities and access points at the most convenient location for cyclists

3.3.7 The GTP should include measures to promote cycling by:

- Encouraging discussion of the health benefits (less stress, improved fitness etc.)
- Encouraging staff travelling shorter distances for business purposes to use a bicycle (including generous mileage allowances for bicycles – see Appendix E)
- Providing pool or company bikes for use by staff
- Providing cycle loans
- Organising a “Bike to Work” day
- Encouraging a bicycle user group within the organisation.

3.3.8 Cycling facilities should be related in scale to the amount of permitted car parking. The less the car parking provision per employee the greater the adjustment for cycling facilities is likely to be. Levels of minimum provision will be set by Local Planning Authorities when granting planning permission and will be issued as guidelines in the Local Plan. In the absence of guidance in Local Plans the cycle parking provision indicated in the HCC supplementary guidance for “Car Parking Standards” should be used.

#### Passenger Transport

3.3.9 Passenger Transport should be regarded as a practical and positive alternative mode to the private car. In Hertfordshire buses have a better than 80% rate of being on time and 95-99% of trains are on time. New buses coming on the roads are cleaner, brighter and more comfortable. There are new features such as low floor buses to help those with impaired mobility.

3.4.0 The GTP should include measures that ensure links to/from and within the site are passenger transport friendly by:

- Providing entrances near to passenger transport interchanges.
- Giving priority to bus access over the private car where practical within the internal site layout. The use of dedicated bus lanes that cater for quick access to and from the local highway network should be considered.
- Providing dedicated buses to link the site to passenger transport interchanges.

- Providing clean, well lit, bus shelters with convenient information boards.
- Pursuing measures that fully exploit the potential to travel to the site by rail particularly where the site is close to a rail facility.
- Providing passenger transport facilities that take account of the requirements of the Disability Discrimination Act.

3.4.1 The GTP should include measures to promote the use of passenger transport by:

- Providing interest free season ticket loans and subsidising travel by passenger transport to encourage use by staff.
- Providing a discounted fare scheme to encourage use by clients and customers.
- Providing site specific information regarding passenger transport services in conventional or electronic form (or both). The Travel Plan Co-ordinator will also have a responsibility for promoting passenger transport services (see 3.5.7).

#### Telecommuting/Homeworking

3.4.2 Homeworking includes changes in demography, travel to work patterns and information technology to promote staff working from home and from satellite offices near to their home. Homeworking often leads to work and family life being more compatible - staff appear to be less stressed and more productive. There are clear savings in travel costs and provision of car parking spaces for business.

3.4.3 The GTP should include measures to encourage telecommuting/homeworking by:

- Providing appropriate technology - computing/e-mail/fax/copiers/etc.
- Canvassing staff for ideas
- Identifying suitable jobs and categorising working patterns including
  - based at home
  - home some of the time
  - fully mobile
  - using satellite office facilities
  - using office nearer to home
  - using electronic communication.

### **3.5 Reducing the Impact of Car Usage**

#### Car Park Management

3.5.1 The amount of car parking space provided will be determined by Local Planning Authorities when planning permission is granted for development, in accordance with the car parking standards developed from the Supplementary Planning Guidance to the County Structure Plan. However, the GTP should include measures to manage the car parking spaces by:

- Providing systems, such as barriers, or parking tickets machines to help maintain that provision.
- Conducting an annual monitoring survey of all car traffic in and out of the site.

#### Car Sharing/Car Pooling

3.5.2 Car sharing involves two or more people travelling together instead of using separate cars. They may pool their cars and alternate between them or regularly use a single vehicle and contribute to the running costs.

3.5.3 The GTP should include measures to encourage car sharing by:

- Assigning better positioned car park spaces to car sharers
- Making pool cars available for car sharers to use if necessary during the day
- Considering a guaranteed ride home - taxi service provided by the employer if the car sharer has to leave unexpectedly
- Holding a car sharing week/breakfast club to start the scheme
- Purchasing appropriate “car sharing” software or car share directory for use by employees on the site.

#### Flexible Working Hours

3.5.4 The benefits of flexible working hours include greater office coverage, longer hours of office opening, easier journeys to work by reducing the pressure on main approaches to the site in the morning and evening peaks.

3.5.5 Most staff are keen to get involved in flexible workings hours. Consideration needs to be given to:

- method of recording time
- length of opening of site
- rules needed for breaks during the day.

#### An Integrated Approach

3.5.6 GTPs should include a package of measures to promote alternative forms of transport and will need to demonstrate the integration of overall transport provision, and should discuss how this fits into the short, medium and long term strategy for the site. GTPs must therefore discuss timescales for implementation of each of the measures to fit in with the strategy.

#### Awareness Campaigns

3.5.7 GTPs can substantially reduce car travel. The alternatives must be attractive and available, although some deterrence to car use may be needed. The GTP must, therefore have the active support of senior management. Indeed, the success of a GTP depends on the employer appointing a Green Travel Plan Co-ordinator. Such a role should be fulfilled by a senior person with full support from senior

management. The Green Travel Plan Co-ordinator will be responsible for raising awareness in the organisation and promoting the alternatives to the car. Success of the GTP will also be dependent upon the parking strategy for the premises, for which the Green Travel Plan Co-ordinator will also be responsible.

## **SECTION 4    TARGETS FOR GREEN TRAVEL PLAN**

- 4.1 Clear targets need to be set out in GTPs. The targets need to be linked to the proposals in the GTP, and need to be measured and monitored on a regular basis. The favoured approach is for modal split targets for journeys to and from the site to be set. These modal split targets need to reflect the GTP proposals and the overall policy objectives of a reduction in car use. Other indicators can be considered which could include a measure of the daily motor traffic using the site.
- 4.2 Interim targets may be set to cover progression towards the final targets. These could include considerations and requirements of the implementation of the development.
- 4.3 In setting the targets a balance will need to be struck between local circumstances (including likely employee residence locations, passenger transport accessibility, etc.) and achievability. In this respect there are no prescribed targets, but these should be developed in consultation with the County Council, taking into account other targets set locally such as those set through the Road Traffic Reduction Act and the Local Transport Plan.

## SECTION 5 GREEN TRAVEL PLANS AND PLANNING APPLICATIONS

### 5.1 Introduction

5.1.1 The consultation draft PPG13 published in October 1999 states that where GTPs are to be submitted alongside a planning application, they should be worked up in consultation with the local authority. In the case of HCC, this is a requirement of Structure Plan Policy 25 and should also be a requirement of the relevant Local Plan. Paragraph 68 of consultation draft PPG13 states that

*“The Secretary of State considers that it is appropriate for a local planning authority to require applications to be accompanied by a green transport plan, aimed at delivering sustainable transport objectives (or for a developer to submit a green transport plan to accompany a planning application) in the following circumstances:*

- *for all major developments comprising jobs, shopping, leisure and services*
- *for smaller developments comprising jobs, shopping, leisure and services which would generate significant amounts of travel in locations where there are local initiatives or targets set out in the development plan for the reduction of road traffic, or the promotion of public transport, walking and cycling. This particularly applies to offices, industry, health and education uses. Proposals for new and expanded school facilities should be accompanied by a school transport plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes, amongst other things, on-site changing and cycle storage facilities; and*
- *where the green transport plan will help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.*

*However, unacceptable development should never be permitted because of the existence of a green transport plan. The weight to be given to a green transport plan in a planning decision will be influenced by the degree to which it can be secured through a planning condition or planning obligation and the extent to which it materially affects the acceptability of the development proposed. Conditions or planning obligations which relate to green transport plans should comply with the Secretary of State’s guidance on conditions and planning. They should serve a planning purpose, and be enforceable.”*

5.1.2 The following criteria are a guide for when a GTP will be required in connection with a planning application. It will be secured through a S106 agreement which will require preparation of a GTP, agreed with the local planning and highway authorities, prior to occupation of the development. The criteria reflect Paragraph 68 of the consultation draft PPG13 and the criteria for when the County Council will require a Transport Assessment in support of a planning application:-

Food Retail	)	1,000 sq m GFA
Non Food Retail	)	
Cinemas and Conference Facilities	)	
D2 including leisure	)	
B1 including offices	)	2,500 sq m GFA
Hospitals	)	
Higher and further education	)	
Stadia		1,500 seats
B2 industrial	)	5,000 sq m GFA
B8 warehousing	)	

5.1.3 These criteria are a guide and a GTP may be required for smaller developments which would either have a significant transportation impact or are in a sensitive area. Guidance should be sought from the County Council for land uses not included in the above criteria or for mixed use developments.

5.1.4 There are a number of different measures that contribute to a successful GTP. These can be broken down into the following categories to reduce the demand for travel and to encourage the use of sustainable transport modes:-

- i) the provision of facilities on-site;
- ii) the provision of facilities off-site; and
- iii) measures to reduce the demand for travel and the promotion of the use of non-car modes.

5.1.5 As part of the consideration of all planning applications the need for measures that fall into the first two categories should be considered. When a GTP is required then the provision of facilities both on and off site should be combined with measures to reduce the demand for travel and to promote the use of non-car modes to form the GTP.

## **5.2 The provision of facilities on-site**

5.2.1 Where physical measures, such as limits on car parking, the provision of safe and secure cycle parking and showers/lockers room, are required as part of the development their provision should be the subject of individual planning conditions. Such physical measures must be part of the detailed design and construction programme for developments to ensure that they can be provided at the required size in the optimum location and are an integral part of the development. The retrospective construction of such facilities will often not be possible.

5.2.2 Any such conditions need to require the measures to be approved prior to the implementation of the development and be constructed as part of the construction

of the development. Conditions such as this will often be imposed even when a GTP is not required.

### **5.3 The provision of facilities off-site**

5.3.1 Where physical measures, or contributions towards the construction of physical measures, are required off site to address the transportation impacts of a development proposal then these will normally be secured through a legal agreement or occasionally through Grampian conditions. Such measures include the provision of safe crossings for pedestrians and cyclists, cycle routes and improvements to passenger transport infrastructure eg providing or upgrading bus stops.

5.3.2 When such measures are required, the triggers for their implementation or payment of a contribution towards their implementation will need to be agreed prior to the planning application being considered and then secured through a legal agreement. As well as being important parts of a GTP, such measures will often be required when a GTP is not required.

### **5.4 Measures to reduce the demand for travel and the promotion of the use of non-car modes**

5.4.1 The promotion of the use of non-car modes can be achieved in a number of different ways. Examples are:-

- preferential car parking for staff car sharing;
- encouraging homeworking and providing new technology to support this;
- establishing a car sharing database and a bicycle users group;
- promoting the benefits of using other modes eg Bike to Work days;
- providing information on passenger transport services; and
- providing subsidies for the use of passenger transport services.

5.4.2 Such measures can only be achieved by agreement and must be part of a GTP. In some cases measures such as these are difficult to enforce through the current planning system, but they are essential parts of a successful GTP. These will need co-operation from developers and occupiers if they are to be implemented. Assistance can be obtained for the second and third examples through the Business TravelWise initiative jointly operated by the Hertfordshire Chamber of Commerce and the County Council. For the last two examples it may be that financial contributions or limits can be agreed for such schemes. Measures such as this will be promoted for inclusion in all new developments, but will only be required when a GTP is required.

5.4.3 As part of the implementation of a GTP a Green Travel Plan Co-ordinator employed by the developer or occupier should be appointed. The Co-ordinator will be responsible for the implementation of the measures included in the GTP and for the monitoring of the success of the GTP. These responsibilities can be part of an employees' duties, but the Co-ordinator should have the necessary authority to be able to make the GTP successful.

## **5.5 Monitoring**

5.5.1 Green Travel Plans will only be successful if monitoring is established in agreement with the local planning and highway authorities. This will be particularly important if modal split targets are to be achieved. Monitoring of modal split targets will allow more weight to be placed on a GTP when considering the transportation implications of a planning application. Without monitoring little certainty can be placed on the objectives of the GTP being achieved or being enforceable.

5.5.2 This should include the monitoring to be carried out throughout the implementation of development or for an agreed period after implementation (5 years is suggested) to be stated within the S106 agreement. If any penalties for non compliance have been agreed these will also need to be set within this agreement.

5.5.3 Monitoring could also be the responsibility of the Green Travel Co-ordinator. In most cases, monitoring the travel behaviour of employees could be accomplished by travel diary surveys. A traffic count of the number and classification of vehicles entering the site might be sufficient in monitoring the travel behaviour of clients and customers, although some form of questionnaire survey should not be ruled out. Walking and cycling should not be overlooked when counting traffic entering the site, and all points of entry by these two modes should be monitored. Surveys should be conducted at the same time each year for consistency.

5.5.4 The following issues should therefore be addressed within the GTP:

- when monitoring will take place;
- what will be the nature of the monitoring;
- who pays for the monitoring and who has access to the results;
- what infrastructure will be required for monitoring (e.g. automatic count equipment at site entrances);
- what happens if targets are not met; and
- can penalties for non-compliance be agreed.

5.5.5 These need to be agreed with the local planning and highways authorities and secured through a legal agreement. A requirement could be for the developer to monitor modal split and report to the local planning and highway authority on an annual basis. Examples of penalties where an agreed target modal split is not achieved could be additional contributions towards non-car modes of transport or future “phases” of the development delayed. If penalties can be agreed they will need to vary to reflect the individual circumstances of each site.

## 5.6 **Types of Development**

5.6.1 When an end occupier for a development proposal is known at the planning application stage it is easier to agree the requirements for inclusion in a GTP. When the development is speculative, it is proposed to place the requirement for the preparation of a GTP on the developer/occupier prior to occupation. This allows the GTP to be prepared once the end occupier is known, but ensures that the developer has to pass the obligation of preparing a GTP to the end occupier. Appendix A contains an example of the clauses that can be included in a Section 106 agreement to achieve this.

5.6.2 On large sites with potentially a number of separate occupiers it is good practice to prepare a site wide GTP to establish a common approach and then to require individual occupiers to prepare their own GTPs within the context of the site wide GTP. This will allow individual occupiers some flexibility to develop the GTPs to reflect the nature of their operation. It is also good practice for a Site Wide GTP Co-ordinator to be appointed to monitor the success of the site GTP and to assist individual occupiers with the preparation and implementation of their individual GTPs.

## 5.7 **Summary**

5.7.1 The requirement for the preparation of a GTP is set out in the above criteria. When a GTP is prepared it will include a combination of:-

- physical measures to be provided as part of the development;
- physical measures off site to improve the accessibility to the development site;
- measures reduce the need to travel; and
- measures to promote the use of non-car modes.

This combination of the provision of physical measures and promotion measures is needed to ensure that the GTP is successful.

5.7.2 The provision of physical measures may be required when a GTP is not required and can be secured either through planning conditions or through legal agreements. Promotional measures will only be required when a GTP is required and will be secured through agreement.

5.7.3 The preparation of a GTP will be secured through a S106 agreement and will draw together the provision of physical measures with the promotional measures to form a comprehensive approach to promoting the use of sustainable modes of transport.

5.7.4 For a GTP to be successful it will need to be implemented by the developer and by occupier(s). The co-operation of the private sector will be needed to achieve this. To assess whether a GTP is successful will require an ongoing monitoring programme agreed between the public and private sectors.

## **SECTION 6 THE NEXT STEP**

Developers proposing new or expanded buildings or change of use proposals that meet the criteria set out above will be asked to prepare a draft GTP in association with any planning permission granted. This guidance has hopefully provided sufficient background information to aid developers in this task.

Further sources of useful information are also included in Appendices A-E.

However if you would like further help, please contact :

**Mr David Humby**  
**Head of Transportation Planning and Policy**  
**Hertfordshire County Council**  
**Environment Department**  
**County Hall**  
**Hertford, SG13 8DN**

**Tel: 01992 556112**

**Fax: 01992 588601**

**Email: david.humby@hertscc.gov.uk**

Or the District Councils Planning and/or Development Control contacts at:-

Hertsmere Borough Council  
Civic Offices  
Elstree Way  
BOREHAMWOOD  
WD6 1WA

Stevenage Borough Council  
Daneshill House  
Danestrete  
STEVENAGE  
SG1 1HN

Watford Borough Council  
Town Hall  
WATFORD  
WD1 3EX

North Herts District Council  
Council Offices  
Gernon Road  
LETCWORTH  
SG6 3JF

East Herts District Council  
PO Box 104  
Wallfields  
Pegs Lane  
HERTFORD  
SG13 8EQ

Welwyn Hatfield District Council  
PO Box 144  
51 Bridge East Road  
WELWYN GARDEN CITY  
AL7 1RA

Broxbourne Borough Council  
Bishops College  
Churchgate  
CHESHUNT  
EN8 9XQ

Dacorum Borough Council  
Civic Centre  
The Marlowes  
HEMEL HEMPSTEAD  
WD1 3EX

St Albans City & District Council  
Civic Centre  
St Peters Street  
ST ALBANS  
AL1 3JE

Three Rivers District Council  
Three Rivers House  
Northway  
RICKMANSWORTH  
WD3 1RL

## **APPENDIX A – EXAMPLE S106 AGREEMENT – GREEN TRAVEL PLAN**

### **Extracts from a S106 Agreement currently under discussion relating to the requirement for the preparation of a Green Travel Plan in relation to a speculative development**

NB This agreement was drafted prior to the amendment of the draft Green Travel Plan Guidance and so Schedule 3 maybe differ slightly from the current draft.

#### Developer's Covenants

The Developer for itself and (subject to the other provisions of this Deed) successors in title hereby covenants with the County Council and the Council and with each of them as follows:

- a) That it will not permit the Land to be occupied following its development for the purposes pursuant to the Planning Permission until it has prepared and secured the approval of the County Council to a Green Travel Plan ("GTP") which shall contain as many of the provisions detailed in the Guidance contained in Schedule 3 hereto as are appropriate to the Development and the Land and further shall include provisions as to how the progress of the GTP shall be monitored PROVIDED THAT the County Council will promptly negotiate all such matters with the Developer and if the approval of the County Council has not been secured by the date being six months from the date of submission of a GTP for approval then either party may refer those matters on which approval has not been given to an expert being a suitably qualified and experienced transport planning professional agreed by the parties or failing such agreement appointed by the President or next available senior officer of the Institute of Highways and Transportation who shall decide on those matters on which approval has not been given in the context of the GTP as a whole and whose determination shall be final and binding on all the parties and the expert's costs shall be in his award (or failing any award his costs shall be born by the County Council and the Developer in equal shares)
- b) That it will implement the GTP once it has been approved by the County Council and shall use all reasonable endeavours to achieve the targets set therein

### **SCHEDULE 3**

#### **GUIDANCE ON DEVELOPING A GREEN TRAVEL PLAN**

This Schedule should use the following sections from the guidance note.

##### **SECTION 1 PURPOSE OF THE GUIDANCE**

Paragraphs 2.3 to 2.5.

##### **SECTION 2 DEVELOPING A SUCCESSFUL GREEN TRAVEL PLAN**

1. Overall Requirements

Paragraphs 3.1 to 3.1.3

2. Measures to be considered

Paragraphs 3.2.1 to 3.5.7

##### **SECTION 3 TARGETS FOR THE TRANSPORT PLAN**

Paragraphs 4.1 to 4.3

## APPENDIX B – RECOMMENDED GUIDES

**Edinburgh Chamber of Commerce and Enterprise (1998)**  
*The Way to Work. A guide to implementing Green Commuter Plans.*

The guide is aimed at employers to provide advice on the benefits of green commuting and on how to set up a GTP. The main elements of a travel plan are detailed and examples used to illustrate these.

**Contact:** Edinburgh Chamber of Commerce and Enterprise  
Conference House  
The Exchange  
152 Morrison Street  
Edinburgh EH3 8EB  
**Tel:** 0131 477 7000  
**Fax:** 0131 477 7002  
**Price:** £15.

**Transport 2000 (1997)**  
*Changing journeys to work: an employer's guide to green commuting plans.*

A guide aimed at employers seeking to set up a green commuter plan. All stages of implementation are included, from collection of key data to car-sharing and cycling initiatives. Benefits and barriers of initiatives are clearly identified.

**Contact:** Transport 2000  
The Impact Centre  
12-18 Hoxton Street  
London, N1 6NG  
**Tel:** 0207 613 0743  
**Fax:** 0207 613 5280  
**Email:** transport2000@transport2000.demon.co.uk  
**Price:** £30.

**Robinson, K. (1997)**  
*Companies and cars the way forward, Department of Transport, The Ashden Trust & London First*

This booklet is aimed at organisations generally and board members and senior executives specifically. The guide aims to inform organisations of sensible car use, rather than promoting the use of alternative modes. It uses examples of measures implemented by UK organisations to reduce inefficient company car use. Sections cover cost-effective alternatives to car travel, managing change and a look at how attractive company cars are as an employee benefit.

**Contact:** The Ashden Trust  
9 Red Lion Court  
London EC4A 3EF  
**Tel:** 0207 410 0330  
**Price:** SAE to the value of 60p.

**BAA Heathrow/CBI, (1996)**  
*All Aboard! A guide to transport best practice*

The guide outlines the benefits for businesses of putting best practice into action. Case studies and examples of best practice are included which show how organisations can make significant cost savings and reduce the impact of their travel on the environment.

**Contact:** BAA Heathrow Ltd.  
Stuart Andrews  
Marketing and Development  
Manager  
Heathrow Point West  
234 Bath Road  
Harlington, UB3 5AP  
**Tel:** 0208 745 2680  
**Fax:** 0208 745 5389

**Transport 2000 Trust (1998)**  
*The healthy transport toolkit. A guide to reducing car trips to NHS facilities.*

This guide presents the case for, and provides guidance on, all stages of setting up and implementing a GTP for a health organisation (hospital, health centre). Experiences from the UK and abroad are drawn upon to provide a good range of ideas and examples of good practice. While mainly based on the work of NHS trusts, the guide also includes initiatives from other organisations, including surgeries.

**Contact:** Transport 2000  
The Impact Centre  
12-18 Hoxton Street  
London, N1 6NG  
**Tel:** 0207 613 0743  
**Fax:** 0207 613 5280  
**Email:** [transport2000@transport2000.demon.co.uk](mailto:transport2000@transport2000.demon.co.uk)  
**Price:** £20.

**Sustrans (1997)**  
*Cycle friendly employers' information sheet*

A leaflet compiled by Sustrans to offer guidance to employers seeking to improve cycling opportunities for employees. Based on improved cycling facilities in co-ordination with GTPs.

**Contact:** SUSTRANS  
35 King Street  
Bristol BS1 4DZ6  
**Tel:** 0117 926 8893  
**Fax:** 0117 929 4173  
**Website:** <http://www.sustrans.org.uk>

**DETR – Steer Davies Gleave (1999)**  
*A Travel Plan resource pack for employees.*

A guide to developing, implementing and monitoring a travel management strategy for organisations.

**Contact:** Energy and Environment Helpline  
Tel: 0800 585 794

**DETR (1998)**  
*Fuel-efficient fleet management*

This guide is part of a series produced by DETR under the Energy Efficiency Best Practice Programme. The aim of the guide is to reduce the cost and environmental impact of fuel use.

The guide presents information on fuel technology, vehicle selection and efficient management systems based on the experience of many leading fleet operators.

**Contact** ETSU  
Harwell, Didcot  
Oxfordshire, OX11 0RA  
**Tel:** 01235 436747  
**Fax:** 01235 433066  
**Email:** [etsuenq@aeat.co.uk](mailto:etsuenq@aeat.co.uk)

**DETR/VCA –**  
*New car fuel consumption figures*

This guide, produced by DETR and the Vehicle Certification Agency and revised twice a year in January and July, provides details of the fuel consumption and carbon dioxide emissions of all new cars available for sale in the UK. The guide is available on the internet and linked to the green transport pages on the DETR's website: <http://www.localtransport.detr.gov.uk/gtp/index.htm>

**Contact:** Vehicle Certification Agency  
The Eastgate Office Centre  
Eastgate Road  
Bristol BS5 6XX  
**Tel:** 0117 952 4126

**Website:** <http://www.detr.gov.uk>

**DETR(1997)**

***Guide to Green Transport Plans  
Advice for Government Departments***

This guide is available on the green transport pages of DETR's website:

<http://www.local-transport.detr.gov.uk/gtp/index/htm>

## APPENDIX C – FURTHER ADVICE

When considering a green travel plan it can be of enormous assistance to discuss ideas with other people who have experience of particular issues and problems you may be facing.

Initially, you should contact either the County Council or District Council Planning and/or Environment Departments. These may have established forums to discuss green travel plans and to help forge partnerships with other organisations which can often help minimise costs and maximise benefits.

Contact details are shown in Section 6. Other useful contacts are:-

**Passenger Transport Unit**  
**PO Box 99**  
**Hertford**  
**SG13 8TJ**  
**Tel: 0845 724 43 44**  
**E-mail: [traveline@hertscc.gov.uk](mailto:traveline@hertscc.gov.uk)**

Other specialist sources of advice on green transport plans include :

**Association for Commuter Transport, Andy Costain**

**Tel: 0208 741 1516**  
**Fax: 0208 741 5993**

An association for major employers and a source of advice and information launched in October 1997 to encourage the adoption of green travel plans.

**Environment and Energy Helpline, ETSU, DETR**  
**Tel: 0800 585794**

ETSU provides free advice on how to reduce the cost of transport and energy

use. It also deals with waste minimisation.

### **DET Website and Literature**

The DETR's website covers all areas of the department's work including local integrated transport.

<http://www.local-transport.detr.gov.uk/gtp/index.htm>

Copies of the guide, *The Benefits of GTPs* can be obtained from :

**DETR Free Literature, PO Box 236, Wetherby, LS23 7NB**

**Tel: 0870 1226236**

**Fax: 0870 1226237**

**Quote reference 99ASCS0174A**

The main site sources all DETR publications relevant to transport, including the Government's white paper. *A new deal for transport: better for everyone* at <http://www.detr.gov.uk/itwp/index.htm>

### **Transport 2000, Carey Newson**

**Tel: 020 7613 0743**

**Fax 010 7613 5280**

Transport 2000 co-ordinates the Healthy Transport Network for trusts and health authorities with an interest in reducing car trips to health facilities. T2000 aims to encourage the spread of good practice, in particular by supporting Groundfloor Partners, a group of leading organisations who have pioneered the introduction of GTPs in the UK.

### **HCC and Business TravelWise**

**TravelWise, John Sykes**

**Tel: 01992 556117**

**Fax: 01992 556169**

**Email: [john.sykes@hertscc.gov.uk](mailto:john.sykes@hertscc.gov.uk)**

Contact TravelWise for information on local activities and contacts and to request a copy of "Travelling Towards

Excellence” – a good to GTP publication.

**DETR, Helen Evans**

**Tel: 0171 890 4904**

**Zone 1/22, Great Minster House**

**76 Marsham Street**

**London SW1P 4DR**

**E-mail: [tsa@detr.gsi.gov.uk](mailto:tsa@detr.gsi.gov.uk)**

For general advice and information on green travel plans and government policy/activity in this area.

**National TravelWise Association (NTWA)**

For information on local, regional and national events visit the NTWA web site on [travelwise.org.uk](http://travelwise.org.uk)

## APPENDIX D - OTHER USEFUL INFORMATION SOURCES

### **Advisory Committee on Business and the Environment**

**Tel: 0207 89-0 6568**

Its transport report (August 1998) recommended the development of commuter plans and targets for reducing single person car commuting.

### **Confederation of British Industry**

**Tel: 0207 379 7400**

### **Community Transport Association -**

**Tel: 0161 367 8780**

For advice on the feasibility of setting up a "works minibus scheme".

### **Department of Environment Transport and the Regions: Cycling**

**Tel: 0207 676 2478**

Cycling to work: Traffic advisory leaflet 11/97

Leaflet gives advice to employers on development of good practice in UK.

### **Environmental Transport Association -**

**Tel: 01932 828882**  
Organises Green Transport Week. Can provide advice on individuals and fleets.

### **LP Gas Association**

Information on LPG fuel points.

**Tel: 01425 461612**

**Fax: 01425 471131**

**Website: <http://www.lpga.co.uk>**

### **"Powershift" programme, Energy Savings Trust**

**Tel: 0207 222 0101**

**Fax: 0207 654 2444**

**Website: <http://www.est.org.uk>**

The Powershift programme aims to develop a sustainable market for alternative fuelled vehicles in the UK by providing information, reducing the capital cost of alternative fuelled

vehicles and expanding the infrastructure for such vehicles.

Powershift can provide grants of between 25% and 75% of the additional costs of purchasing a gas (compressed natural gas or liquid petroleum gas) or electric vehicle compared with the equivalent petrol or diesel model. To find out more about Powershift and the grants available, contact the Energy Efficiency Hotline: 0345 277 200 and ask for a Powershift Application Pack.

### **Teleworking guide**

**Information Society Initiative, "Working anywhere, exploring teleworking for individuals and organisations"**

A guide aimed at companies, individual employers and employees – all of whom could benefit from working somewhere other than in a conventional office-based environment. It aims to raise opportunities and issues that should be considered before changing personal/company way of work. Some examples of successful teleworking are included:

**Contact: ISI Business Infoline on 0345 15 2000**

**Website: <http://www.isi.gov.uk>**

**E-mail: [info@isi.gov.uk](mailto:info@isi.gov.uk)**

### **Telecommuting**

**Telecommuting 2000. "The future of Transport in the Information Age"**

**The Home Office Partnership, July 1998**

**E-Mail: [info@hop.co.uk](mailto:info@hop.co.uk)**

**Telecommuting 2000/index.htm**

### **The Telework, Telecottage and Telecentre Association (TCA)**

**Helpline: 0800 616008**

**Website: <http://www.tca.org.uk>**

**Pedestrians Association**

The Pedestrians Association campaigns to improve safety and conditions for pedestrians – better pavements better crossings, less traffic and less pollution. It aims to encourage more people to walk.

**31-33 Bondway**

**London  
SW8 1SJ**

**Tel: 020 7820 1010**

**Fax: 020 7820 8208**

**Email: [info@pedestrians.org.uk](mailto:info@pedestrians.org.uk)**

**Website: <http://www.pedestrians.org.uk>**

**Cyclists Touring Club (CTC)**

The Cyclists' Touring Club provides advice for cyclists on insurance, legal and technical issues. It also co-ordinates a public affairs policy group (C-PAG) representing cyclists.

**Cotterell House**

**69 Meadrow**

**Godalming**

**Surrey**

**GU7 3HS**

**Tel: 01483 417217**

**Fax: 01483 426994**

**Email: [cycling@ctc.org.uk](mailto:cycling@ctc.org.uk)**

**London Cycling Campaign**

A voluntary organisation promoting cycling and the interests of cycling in Greater London.

**Tel: 020 7928 7220**

**Fax: 020 7928 2318**

**Email: [lccoffice@lcc.ndirect.co.uk](mailto:lccoffice@lcc.ndirect.co.uk)**

**APPENDIX E – MARCH 1999(2000) BUDGET:  
HELP FOR GREEN TRAVEL PLANS**

In addition:

In the March 1999 budget, the Government introduced a package of tax measures to encourage employers to establish green travel plans and help employees travel to work without using their own cars.

As from 6 April 1999, there is no tax on the following green commuting benefits provided by employers:

- Works buses with 17 or more seats which are used to bring employees to and from work.
- General subsidies to public bus services used by employees to travel to work, provided the employees pay the same fare as other members of the public.
- Bicycles and cycling safety equipment made available for employees to get between home and work.
- Workplace parking for bicycles.

- Employees who use their own cycles for business travel will be able to claim capital allowances on a proportion of the cost of the bicycle.
- Employers will be able to pay their employees up to 12p per mile tax free for using their own cycles on business travel; and employees will be able to claim tax relief of 12p per business mile if their employer provides no payment.
- An existing tax concession will be extended to help employers promote car sharing. This will allow employers to pay tax free for alternative transport to get car sharers home in exceptional circumstances, such as domestic emergencies, working late, etc.

For more information contact :

**DETR, Helen Evans**

**Tel: 0171 890 4904**

**Zone 1/22**

**Great Minster House**

**76 Marsham Street**

**London, SW1P 4DR**

**Email: [tsa@detr.gsi.gov.uk](mailto:tsa@detr.gsi.gov.uk)**

**Furthermore, in his November 2000 pre budget speech the Chancellor Gordon Brown, announced further benefits to support green transport packages in that his propose to:**

- **Remove VAT from the purchase of cycle helmets**
- **Increase cycle user business mileage rates from 12p to 20p**
- **Introduce a new passenger rate of 2p per mile**
- **Reduce the size of works buses qualifying for tax exemptions from 12 to 9 passenger seats.**