

MEMORANDUM

From:	Service Manager Environment	To:	Head of Environment and Planning
Our Ref:	EP/DC/PP/2016/0602	Your Ref:	MP/P/2016/0602
Date:	13 th July 2016		

TOWN AND COUNTRY PLANNING ACT 1990

TOWN AND COUNTRY (GENERAL DEVELOPMENT PROCEDURE) ORDER 1995

Location: Former Site of Brother Industries, Croesnewydd Road, Wrexham.

Development: Application for approval of details reserved by conditions 3, 5, 6, 7, 8, 9, 10, 13, 15, 16 and 21 of Planning Permission P/2015/0890.

I refer to your consultation dated 04/07/2016 in respect of the above.

Condition 6

I understand that it is proposed to provide a system of attenuation on site and discharge any highway surface water run-off at a controlled rate into the River Gwenfro. I would recommend that the applicant liaises with my colleague Neil Taunt (Senior Flood Management Officer) on Tel: 01978 729734 to discuss / approve the details of any proposed surface water drainage system.

The Highway Authority would not wish to adopt any surface water drainage system that includes private surface water run-off. The submitted Drainage Layout Plan (Drg. No. 11082/01/1) appears to indicate private surface water run-off being discharged into the main carriageway drain. I therefore assume that Welsh Water will be adopting the surface water drainage system for the internal estate roads. **Could you please ask the applicant to confirm this detail.**

Condition 8

The submitted layout plan Drg. No. **CRW-SP01 Rev C - Dated 27/10/2014** is considered acceptable.

In terms of the required s.38 / 278 plans, could you please ask the applicant to email me these details directly as pdf files for assessment.

Could you please ask the applicant to forward any proposed street lighting scheme to our Street Lighting Section – contact Paul Rogers on Tel: 01978 729673 (paul.rogers @wrexham.co.uk). A number of existing lighting columns along Croesnewydd Road will need to be re-located to accommodate the proposed 3m wide footway / cycleway.

Condition 21

Comments from Jessica Pritchard (Regional Travel Plan Co-ordinator) :-

Attached is a copy of an example Residential Travel Plan which outlines the format and content that we would need to see from the Travel Plan.

Areas that have been missed in the current document include references to Welsh documents eg Planning Policy Wales, North Wales Joint Local Transport Plan 2015, National Transport Finance Plan 2015, TAN 18 etc.

Information on the scope of the development, eg number of dwellings, type of dwellings.

Isochromes of walking and cycling catchment areas.

A reference to Active Travel needs to be made as all new designs will need to meet Active Travel Act (Wales) 2013 Design Guidance.

A travel plan budget and action plan, with timescales (dates). Further information on the Section 106 agreement in relation to public transport can be included as additional information.

Supplementary Notes

The applicant's attention should be drawn to item nos. 1, 2, 3, 4 & 5 of the supplementary notes.

Notes to Applicant

- Any proposed retaining structures within the development site are likely to require technical approval by our Structures Section. I would recommend that the applicant contacts Roger Davies on Tel: 01978 729736.
- Any proposed trees located along the main access road serving the development site shall be positioned to the back of the proposed grass verge and have a maximum trunk diameter of approximately 100mm.

The developer shall take appropriate measures to avoid any impact from root growth from any trees planted within the Highway.

The Highway Authority would not wish to adopt / maintain the proposed grass verge (planted with trees) running alongside the main spine road into the site. Such areas shall be incorporated into an appropriate private management agreement.

- Any proposed private driveways ie/ fronting plots 46-52, 5-7, 36-40, 23-27, 42-43, 75-80 & plot 60 shall be incorporated into an appropriate private management agreement.
- The proposed estate road including footways/ cycleway should be constructed to a standard suitable for adoption by the Council for future maintenance at the public expense and the developer will need to enter into an agreement with the Council under s.38 / 278 of the Highways Act 1980.

You are advised that the Highway Authority will require such works to be completed to their satisfaction before they will formally adopt the relevant Highway works for public use and to be maintained at public expense. This will include the provision of a bond to cover the estimated value of such works. The appropriate fees will become due to the Council when the Highways Authority approve the proposed works to be carried out

Peter Oamwani

My

Service Manager Environment



Residential Development Travel Plan

A Template for Developers

Name of Development
(Address)

Name of Developer
(Contact Details)

Date of Travel Plan

For office use: Planning reference /..... /.....

Residential Development Travel Plan Template

This template has been produced by Flintshire County Council as an example for Developers required to write Residential Travel Plans as part of the planning process in Flintshire.

The template follows advice contained in the DfT document 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (2009) and acts as a definitive guide to the expectations of Flintshire County Council.

The template sets out the desired structure and expected content of Residential Travel Plans in order to achieve agreement and approval by Flintshire County Council.

"Residential Travel Plans focus on travel by residents in housing developments. They are designed to encourage sustainable travel from the origin of journeys, rather than to a specific destination, and across the full range of journey purposes.

Residential Travel Plans place a strong emphasis on the choice of location and on the design of the development to reduce the need to travel." (DfT 2009)

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Executive summary

For major residential development schemes it will be appropriate to provide a succinct summary of the key points of the Travel Plan.

The summary should name the development organisation, the development site and its location within the County.

It should include the outcome objectives, targets and a summary of the measures to be introduced to encourage travel by different modes.

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1 | Introduction

The introduction should provide an overview of the development site and the developer organisation/s, set out reasons for the travel plan, outline relevant national and local policy relating to travel planning and explain the benefits of the Travel Plan.

1.1 Give a detailed description of the Development site.

Include the site location, size and type of residential development, the site address and its location in relation to transport links (road, rail, cycling and walking).

Include (either in this section or the Appendices): Location maps and site plan Bus / rail service timetables currently serving the locality

Any additional information may be placed in the Appendices, including: Photographs (with relevance to transport links, roads, site entrances, car parks) Pictures (simulating how entrances, road links, etc., will look once completed)

1.2 Give a description of the nature of the organisation/s or company responsible for the Travel Plan.

1.3 Show details of relevant national and local transport policies in relation to your Travel Plan.

1.4 Show details of relevant national health policies in relation to your Travel Plan.

1.5 List the travel and transport facilities to be provided, e.g. number of car parking spaces, bus stops, cycle storage areas.

1.6 Explain the reasons for writing the Travel Plan. These could include: A requirement of planning permission Fulfilling environmental commitments Representing good practice in terms of sustainable development Creating a pedestrian- or cycle-friendly environment for residents

1.7 Explain the benefits of the Travel Plan and identify the audience to which the Plan's objectives and measures will be promoted.

2 | Scope of the Travel Plan

This section is an opportunity to highlight and identify elements of the potential travel needs of the future occupants of the residential site which will be addressed later in the Travel Plan.

If the Travel Plan is in relation to a new site planning application it is understood that this information may be speculative.

Included in this section should be details of any expected trip generation relating to the current development proposal by the following key travel activities:

2.1 Journeys to work

2.2 Journeys to education

2.3 Journeys to health facilities (GP surgeries, hospital appointments)

2.4 Journeys to leisure and recreation facilities

2.6 Journeys to shopping facilities

2.7 Scope for reducing the need for travel, e.g. provision of on-site facilities.

This section could discuss:

2.8 What are the potential travel requirements of visitors to the site?

2.9 Are any future developments likely to increase traffic levels? What is the likelihood of further expansion?

3 | Travel Survey

A comprehensive survey of residents' travel is fundamental for the completion of a Travel Plan. The information obtained will provide baseline data from which to work out modal shift and set objectives and targets for the Travel Plan.

If the site is a new development or unoccupied, the setting of specific baselines and modal shift targets will need to be provisional – preferably based on predictions in any Transport Assessment or based on data from a development of similar type and locality.

A travel survey will need to be undertaken within 3 months after first resident occupation to establish firm targets.

3.1 Explain how the survey was / will be collected, including: Number and scope of residents surveyed Method of data collection and survey return rate.

3.2 How residents currently travel to key facilities Show the number and percentage of people travelling by each mode.

This data will show 'single occupancy' car user numbers which will act as a major factor in target setting.

3.3 How residents would prefer to travel to key facilities Show the number and percentage of people choosing each preferred travel mode for each key activity, e.g. work, health facilities, shopping facilities.

This data will give a clear idea of potential modal shift objectives and targets.

Points 3.2 and 3.3 should be recorded as numbers and percentages so that year-on-year comparisons can be made when undertaking annual Travel Plan reviews.

3.5 Show how residents could be encouraged to travel more sustainably to reduce single occupancy car journeys, e.g. more frequent bus services, car club.

3.5 Provide a written analysis of survey, including: Establish the most popular alternative modes of travel that people would prefer to be using and what would be likely to encourage modal shift. Identify which sustainable modes of travel could be targeted and promoted in light of the survey findings.

The survey should be as detailed as possible and the scope of people surveyed should be as broad as possible in order to gain sufficient information to set Travel Plan targets.

Hard copies of the travel questionnaire and a database of the results should be included in the Appendices section.

4 | Outcome Objectives

The objectives and their related outcomes should clearly define the high level aims of the Travel Plan.

The objectives and outcomes will dictate the overall direction of the Travel Plan and will be used to determine the targets set for the Travel Plan.

Therefore, the setting of objectives requires careful consideration for the short, medium and long-term success of the Travel Plan.

It is essential that the objectives relate directly to the proposed development and locality, and that the most important local outcomes are understood and selected.

Examples of typical objectives and outcomes of Travel Plans are set out below:

- » Reduce to a minimum the number of single-occupancy car traffic movements to and from the residential site (This objective must be included in the Travel Plan.)
- » Reduce the need for travel to and from the residential site
- » Address the access needs of residents and visitors by supporting walking, cycling and the use of public transport
- » Encourage good urban design principles that open up the site to walking, cycling and the use of public transport
- » Increasing scope for child-friendly housing layouts with fewer roads, parking areas and vehicle movements
- » Address specific transport problems identified at the site, e.g. walking or cycling links
- » Encourage access solutions that are not dependant on, 'hard' infrastructure measures
- » Enable residents and visitors to have an informed choice about their travel options

Related positive effects of reducing vehicle traffic from a development include:

- » Reducing pressure on local highway capacity, particularly at peak travel times
- » Cutting carbon emissions and their contribution to climate change
- » Reducing pressure on parking facilities
- » Improving local air quality and reducing noise pollution
- » Encouraging more active travel to improve the health and well-being of residents

4.1 Detail the objectives and outcomes of the Travel Plan and explain how they relate directly to the development and the locality.

4.2 Explain the why the objectives chosen are the most appropriate and will have the most important local outcomes and benefits.

5 | Targets and Indicators

The identification of targets and the linked indicators will require reference to each of the Travel Plan objectives – each objective should have a related target.

The Travel Plan targets should be, 'SMART' which means they must be: Site-specific Measurable Achievable Realistic and Time related

The table below illustrates examples of Travel Plan targets and indicators, which should be linked to a specific outcome objective and have a timescale.

Objective 1: Reduce single-occupancy car traffic movements to and from site				
Targets	Indicators	Timescale		
		mm/yyyy	mm/yyyy	mm/yyyy
Number of car vehicle trips per occupied unit per weekday will not exceed X	Number of walking trips per unit per day			
	Number of cycling trips per unit per day			
Number of weekday vehicle trips generated daily by the site once fully occupied	Number of bus trips per unit per day			
	Number of train trips per unit per day			
Number of peak hour trips will not exceed X	Number of walking / cycling within development			
	% increase in use of residents' car club			

Some targets will be non-quantifiable, e.g. setting up a car club by a particular time, but will still relate to the overall outcome of reducing car trips.

6 | Management Strategy

A management strategy for the implementation of the Travel Plan must be designed that is appropriate for the development proposal and that ensures the long-term sustainability of the Plan.

6.1 Give details of who (developer / management company) has overall responsibility for the project management of the Travel Plan and its full implementation, both before and after occupation of the site.

Responsibility for the implementation of the Travel Plan needs to be identified for the initial phases at the beginning of development, during the actual construction phase and after any future handover to subsequent owners and occupiers of the site.

6.2 Give details of the appointment of a Travel Plan Co-ordinator, including:

- » When the Co-ordinator will be appointed
- » Working time allocated to the position, e.g. full or part time hours per week. (This will largely depend on the scale of the development.)
- » How they will be managed, including senior management support and internal reporting structure within organisation.
- » Full contact details when available

Give details of how the Travel Plan Co-ordinator will:

- » Manage the implementation of the Travel Plan measures at site level
- » Produce marketing and promotional material for incoming residents
- » Collect and analyse data relevant to future monitoring of the Travel Plan
- » Undertake Annual Travel Plan Reviews

6.3 Give details of other management arrangements, e.g. setting up of a Travel Plan steering group, working group or community trust.

6.4 Give details of management handover arrangements to ensure effective transfer of Travel Plan responsibilities from development applicant to future occupiers.

6.5 Include details of the timetable of the development proposal under consideration.

6.6 Give details of the appropriate individuals and organisations that the Travel Plan Co-ordinator will liaise and work with to deliver the Travel Plan, e.g. Flintshire County Council, local transport operators, Highways Agency and steering groups.

7 | Measures

A package of specific measures proposed to encourage sustainable travel, reduce levels of single occupancy car use and achieve the stated targets of the Travel Plan is required.

Measures to encourage walking, cycling, the use of public transport and car-sharing, and to reduce the need to travel should be included. Where measures to promote a particular mode of travel are not being pursued, the reasons for this exclusion should be explained.

The measures identified should consider the context of the development proposal (type and location) and must be relevant to the audience of the Travel Plan.

The table below illustrates examples of Travel Plan measures:

(This list is designed to give examples and is not exhaustive. Only measures appropriate for the site should be included. For further advice contact Flintshire County Council.)

Strategy	Examples of measures to be considered (as appropriate)
Site design	» Permeability of site for pedestrians and cyclists » Highways safety measures / traffic calming / pedestrian and cycle friendly infrastructure » Site speed limits » Restrictions on car movements within the site » Parking restraint or car-free site (with provision for disabled parking) » Location of parking to minimise intrusion and avoid dominance of the site » Areas for social exchange, recreation, seating, play and biodiversity » Cycle parking for residents and visitors » Cycle shower / changing facilities in site workplaces (if applicable) » Requirements for bus routing considered in road design » Bus infrastructure – e.g. bus stops, shelters, bus gates and real time information » Adoption of home zone principles or home zone features
Improvements to off-site infrastructure	On routes serving the site: » Road safety improvements to highways infrastructure » Creation and enhancement of cycling and walking links » Provision of off-site bus infrastructure / bus priority » Facilities to improve interchange (e.g. signing, cycle parking lockers)

Strategy	Examples of measures to be considered (as appropriate)
Reducing the need to travel	» Choice of location to facilitate sustainable access » Provision of facilities that improve access to health, education, childcare, shopping, employment, leisure and community activities » Broadband access and provision of home-office space in homes » Home shopping delivery drop-off point
Development of bus and rail	» New or enhanced bus services, e.g. shuttle links to stations, existing buses re-routed or re-scheduled to meet needs of residential area » New or enhanced rail services » Provision of real time information at bus stops / rail stations
Other services to support sustainable travel	» Car Club service established on or close to site with allocated parking bays » Taxi service » Cycle centre » Residents' car share matching service (on-line)
Parking management	» Limited allocation of on-site parking » Separate charges for on-site parking » Control of off-site parking, e.g. yellow lines or CPZ
Promotion and communications	» Travel plan training for sales / marketing staff Induction sessions for new households and follow up visits, with personal travel advice » Travel welcome packs with package of incentives for sustainable travel » Free / discounted use of public transport for residents » Free / discounted cycles and cycle equipment » Free / discounted use of car club » Cycling / walking maps of local area » Customised public transport information Information about access to other services and facilities » Cycle training offered to residents » Community travel web site and notice-boards » Community travel events and forum » Bicycle User Group (BUG) / cycle buddy scheme.

8 | Marketing Strategy

A marketing strategy should be designed for the communication and promotion of the Travel Plan to all site occupiers and users.

The strategy should describe the range of communication tools and promotional techniques that will be used from the outset of the development and those that will be used on an on-going or phased campaign basis.

Describe how the following will be undertaken, including how regularly the tasks will be undertaken and who will be responsible for their implementation:

8.1 Raising awareness of sustainable travel options and the associated benefits to residents and visitors, e.g. health benefits, cost savings.

8.2 Promotion of individual Travel Plan measures and initiatives to residents and visitors, e.g. car share database, travel discounts.

8.3 Dissemination of sustainable travel information to residents and visitors, e.g. bus and rail services timetables, cycle route maps.

Listed below are examples of communication tools and promotional techniques:

Printed materials	» Site travel newsletter » Travel Plan notice boards » Poster campaigns » Resident / visitor travel information packs » Summary of incentives for residents » Press releases
Electronic media	» Travel Plan website » Travel information page on town / village website » E-mail bulletins to residents / regular visitors
Activities	» Initiative launch events » Events supporting national campaigns, e.g. Car Share Day, Bike Week, Walk to Work Week. » Travel road-shows » Personalised travel planning » Travel Plan news disseminated in residents' meetings » Media launches

9 | Monitoring and Review

A systematic approach to monitoring and reviewing the Travel Plan is required to quantify and illustrate the extent to which the objectives and targets are being achieved.

A successful review process will provide the opportunity to make changes to the Travel Plan to achieve the agreed outcomes and ensure they are sustained long-term.

9.1 Explain how the Travel Plan will be monitored throughout the year, including:

- » Proposed process for measuring progress towards targets and objectives, e.g. mode of travel surveys, monitoring extent of uptake of initiatives.
- » How frequent monitoring will take place.
- » Commitment to undertake an Annual Travel Survey (of residents and visitors) – in order to make year-on-year modal shift comparisons against baseline data.
- » Who is responsible for the annual survey distribution and collection of results e.g. Travel Plan Co-ordinator

9.2 Describe how the Travel Plan will be reviewed, including:

- » Who will be involved in the review process.
- » The proposed format of the written Annual Travel Plan Review report to be submitted to Flintshire County Council
- » The timing of the Annual Travel Plan Review and the deadline for submission
- » How often targets / measures will be revised and agreed with Flintshire County Council.

Any revision to the Travel Plan detailed in the Annual Review report as a result of monitoring must be undertaken in agreement with Flintshire County Council and clearly recorded as an agreed amendment.

9.3 Identify any potential issues that could arise and prevent the implementation of any of the Travel Plan measures and explain how these may be managed, e.g. change of development management or occupation.

9.4 Detail the appropriate remedial actions that will be taken if the Annual Review report shows that the Travel Plan targets have not been achieved, e.g. further funding allocated to provide support to the Travel Plan Co-ordinator.

10 | Action Plan and Budget

A detailed action plan should be designed as a programme for the implementation of the measures proposed in the Travel Plan.

In conjunction with the Action Plan, determine the major cost implications associated with the Travel Plan measures and clarify who will meet the costs or how funding will be secured – this will identify whether cost poses a potential risk issue in implementing any of the actions.

10.1 Design an action plan for the implementation of the Travel Plan measures.

For each individual task include:

- » Person or group responsible
- » Regularity / duration
- » Timescale for completion

10.2 Detail the major associated costs and financial implications of the implementation and delivery of the Travel Plan. (Ideally present costs in a table format so that relevant information may be easily extracted.)

10.3 State the overall expected expenditure based on the resources required to implement the proposed measures.

10.4 Detail the sources of finance for the delivery of the Travel Plan.

Sources of funding may include:

- » Facilities budget
- » Management company budget
- » Grant from a public body

10.5 State whether any income is expected to be generated from the actions of the Travel Plan and explain how any generated income will be spent.

Checklist

The following checklist should be used to ensure that each section of the Travel Plan has been completed according to the template.

It is essential that all sections are fully completed prior to submission of the Travel Plan for assessment by Flintshire County Council.

Section		Tick
1	Introduction – description of development site and company, current travel provisions, location map, reasons for producing the Travel Plan.	
2	Scope of the Travel Plan – identifying the travel elements and trip generation of the activities of future residents.	
3	Travel survey – how the travel survey was collected, how people currently travel and how they would prefer to travel to key facilities, and written analysis of results.	
4	Outcome objectives – high level aims of the Travel Plan and how the outcomes are locally beneficial, appropriate and relevant.	
5	Targets and indicators – SMART targets with appropriate timescales linked to specific Travel Plan objectives (preferably listed in table format for easy reference).	
6	Management strategy – details of project management responsibility, Travel Plan Co-ordinator arrangements, steering/working groups and appropriate partner individuals or organisations.	
7	Measures – detailed package of specific and site-relevant actions intended to achieve the targets and objectives.	
8	Marketing strategy – how the Travel Plan objectives and measures will be communicated and promoted to site occupiers and users.	
9	Monitoring and Review – arrangements for the on-going monitoring of targets and commitment to an annual review of the Travel Plan.	
10	Action plan and budget – programme for the implementation of Travel Plan measures, financial implications of the Travel Plan, predicted overall expenditure and list of finance sources.	

Appendices

The appendices section is for any information that is referenced in the Travel Plan but does not appear in full in the main body of the text.

Each individual section of the Travel Plan may have information or data that is too descriptive or bulky for the main text and could more appropriately be placed in the appendices for reference purposes.

Examples of information to include in the appendices:

Introduction Location map and site plan Photographs or pictures (transport links, roads, car parks, entrances etc) Bus / Rail timetables serving the locality

Travel survey section Copy of the travel survey questionnaire Tables / graphs showing the survey results (if applicable)

Management strategy section Timetable of the development proposal Contact details of partner organisations

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Contact Information

For further information regarding the development of Residential Travel Plans contact:

Highways Strategy
Flintshire County Council

01352 704605

Monday - Friday 08:30am - 17:00pm
Email: kevin.j.sutton@flintshire.gov.uk

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