



**GLEESON LAND LIMITED
LAND AT SHORTLAND FARM
GUILDFORD ROAD, ASH, GUILDFORD**

OUTLINE TRAVEL PLAN

OCTOBER 2025



the journey is the reward

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**Gleeson Land Limited
Land at Shortland Farm,
Guildford Road, Ash, Surrey
Outline Travel Plan**

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1 Introduction

- 1.1 This Outline Travel Plan has been prepared by Mayer Brown Limited to accompany an application for outline planning permission for the redevelopment of Land at Shortland Farm, Guildford Road, Ash, Guildford. The application is submitted on behalf of Gleeson Land Limited.
- 1.2 The proposed development is for “Outline planning application with all matters except for the accesses from Guildford Road and Wyke Lane reserved for subsequent approval for the demolition of the existing buildings and hardstanding and the erection of:
- up to 200 residential dwellings including affordable housing and plots of self-build plots (Class C3);
 - green and blue infrastructure; and
 - associated service and utility structures.”
- 1.3 A well-developed Travel Plan can mitigate negative traffic impacts of a development, and the government recognises their importance in improving traffic conditions at a local level.
- 1.4 The primary aim of the Travel Plan is to positively influence the travel behaviour and patterns of future residents through the advertisement of greater public transport use and other sustainable ways to travel whilst reducing the reliance on private car travel.
- 1.5 This outline Travel Plan shall be submitted with an accompanying Transport Assessment that has been prepared for the proposed development.
- 1.6 The Travel Plan is structured as follows:
- Site details, continuing background information on the existing site and proposed development, as well as a side audit (including location and accessibility by non-car travel modes);
 - The aim and objectives of the Travel Plan;
 - The strategy for management of the Travel Plan;
 - An overview of the targets of the Travel Plan;
 - The proposed measures of the Travel Plan, including sustainable travel opportunities;
 - A strategy for implementation of the Travel Plan and the action plan; and
 - Details of the monitoring and review that will be undertaken as part of the Travel Plan.

2 Site Details

- 2.1 This section of the Travel Plan considers the application site and the accessibility to local transport infrastructure.
- 2.2 The site benefits from being within walking distance of Ash village and train station and is adjacent to bus services stopping on the A323 Guildford Road.
- 2.3 The site has access to a wide range of local services and amenities that are within a 20-minute walking neighbourhood.

Site Location

- 2.4 The development site location is shown in **Figure 2.1** which depicts the local highway network:

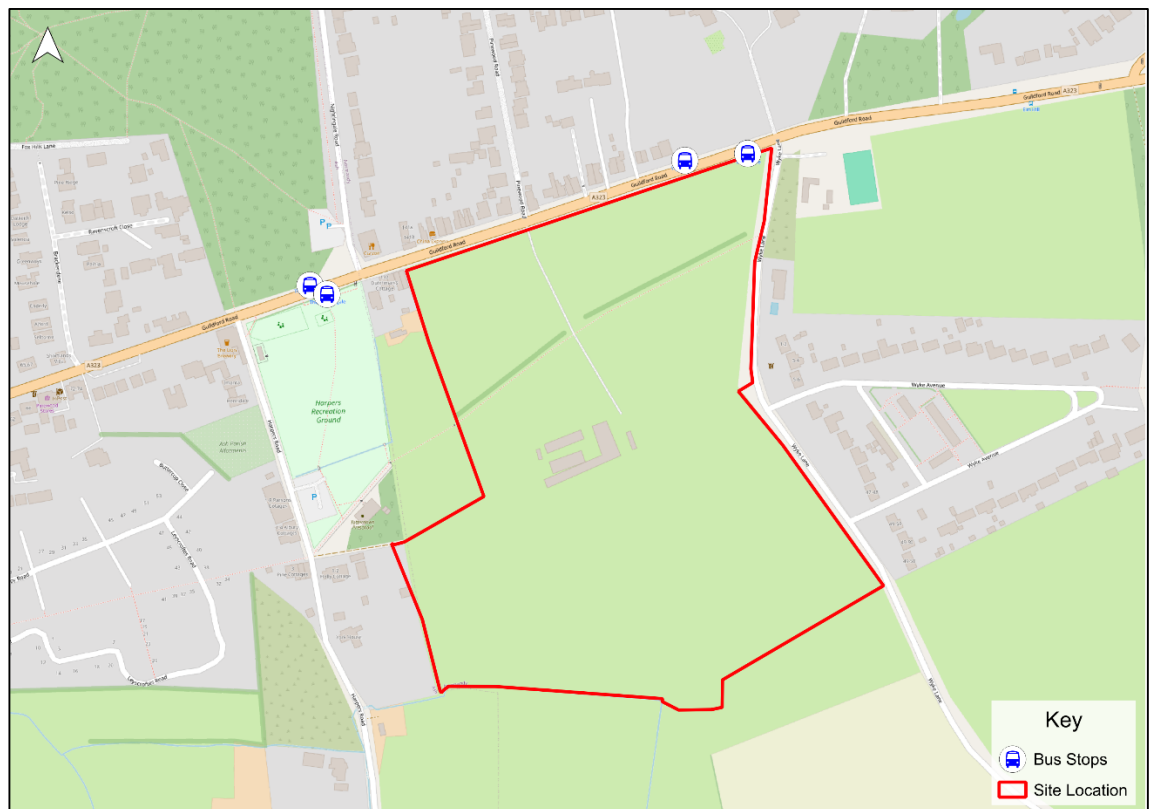


Figure 2.1: Site Location

2.5 The wider site location is shown in **Figure 2.2:**

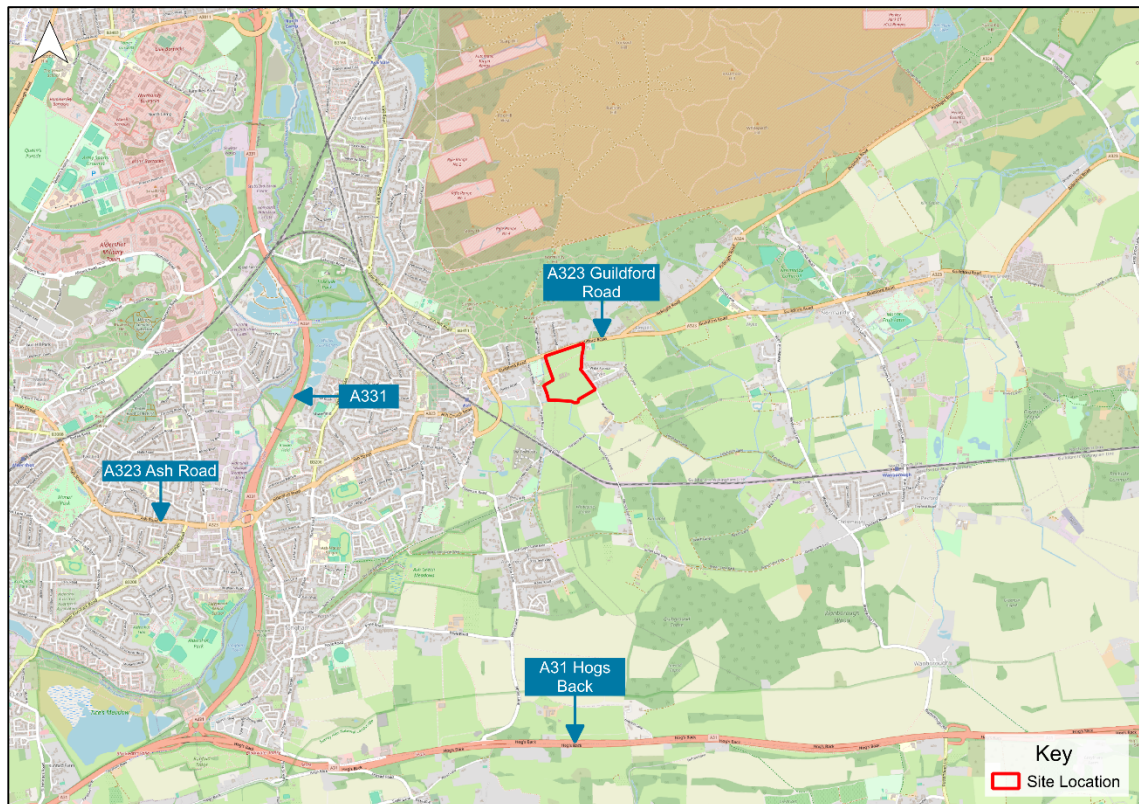


Figure 2.2: Site Location in relation to the Local Highway Network

- 2.6 The application site is located south of the A323 Guildford Road and west of Wyke Lane. To the west of the application site is Harpers Recreation Ground and then Harpers Road. Beyond this is a recently built housing development. To the north of the site is a residential area and to the south there are fields with the railway line beyond. The existing access is opposite Pinewood Road and the proposed access is situated approximately 30m west of the current access.
- 2.7 The sites northern boundary fronts onto the A323 Guildford Road, a local distributor route serving Ash, Normandy and Willey Green to the east and Ash rail station to the west.
- 2.8 To the west of the site, Guildford Road meets a roundabout that provides access to the new housing development to the south, Ash railway station and village to the south west and Ash Vale to the north, via Ash Hill Road.
- 2.9 The section of the A323 Guildford Road that fronts the site boundary has a speed restriction of 30mph. This speed limit increases to 40mph, to the east of Wyke Lane.

Pedestrian and Cycle Accessibility

- 2.11 The Surrey County Council Local Transport Plan (LTP4) has introduced the concept of the 20-minute neighbourhood. The aim is to create thriving local neighbourhoods by ensuring that everyone can access, without a car, services and opportunities within 20-minutes, reducing the need to travel by car and making sustainable modes the preferred choice for most journeys.

Walking

- 2.12 **Figure 2.3** shows the 1.6km walking catchment area (a 20-minute walk assuming a comfortable walking pace of 80m per minute), which encompasses Ash village centre, Ash rail station and areas of Normandy to the northeast of the site.

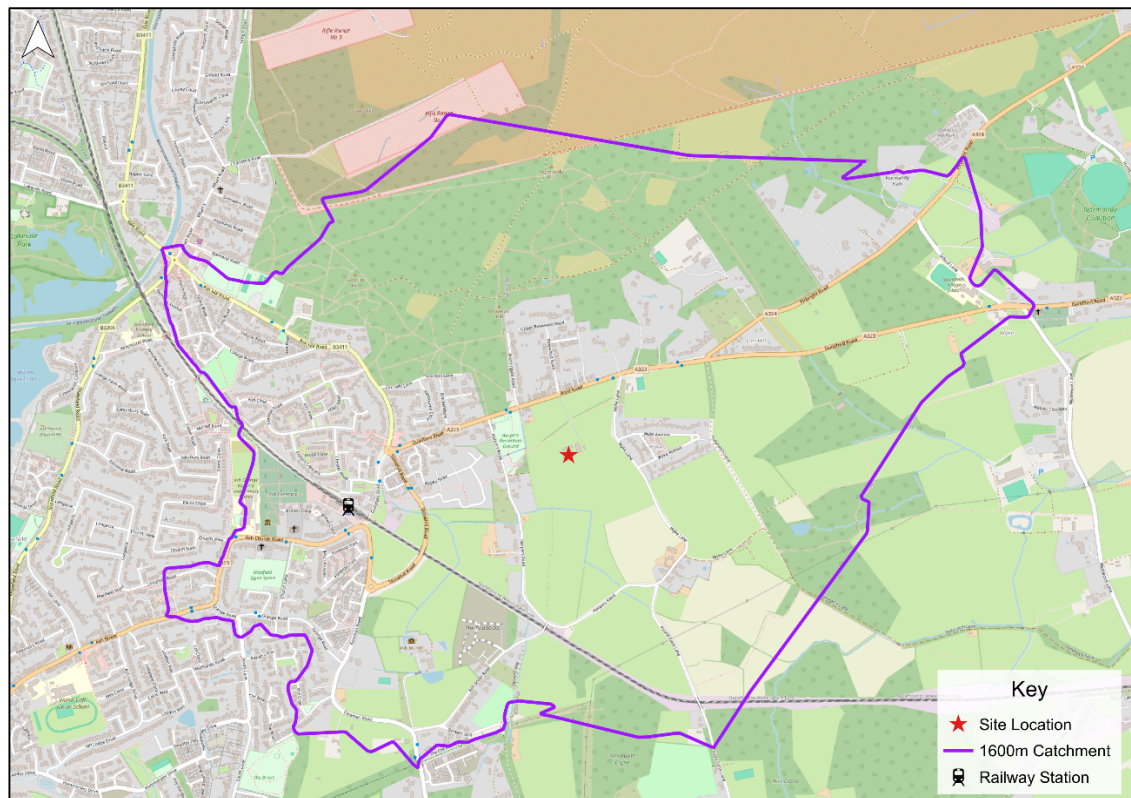


Figure 2.3: 1.6km Walking Isochrone

- 2.13 In the vicinity of the site Guildford Road has footway on both sides of the road, to provide access to bus stops and Ash village and its amenities to the west.

- 2.14 There is an existing Public Right of Way (PRoW) in the form of Public Footpath 356, which passes through the site from Wyke Lane towards Harpers Road via Totterdown Preschool. Continuing west, the public footpath connects to Guildford Road via a new housing development and finishes approximately 50m north of the train station. From the site boundary, Ash rail station can be reached in 650m or a 8-minute walk via the Public Footpath, assuming a comfortable walking pace of 80m per minute.
- 2.15 The nearest controlled pedestrian crossing on Guildford Road is located approximately 330m west of the site boundary as shown in **Figure 2.4**. The signal-controlled crossing provides dropped kerbs and tactile paving, allowing for safe permeability of pedestrians in the area.



Figure 2.4: Controlled Crossing on Guildford Road

Cycling

- 2.16 Ash has limited dedicated cycling facilities but cyclists are able to make use of the local road network. The A323 Guildford Road is identified as being part of the Comprehensive Guildford Borough Cycle Network under Guildford Borough Local Plan Policy ID9, which residents of the proposed scheme will be able to access directly from the site.
- 2.17 **Figure 2.5** shows a 5km cycle catchment, which is a 20-minute cycle ride, assuming a comfortable cycling pace of 250m per minute. This takes in Ash, Ash Vale, Aldershot, Wanborough and Normandy.

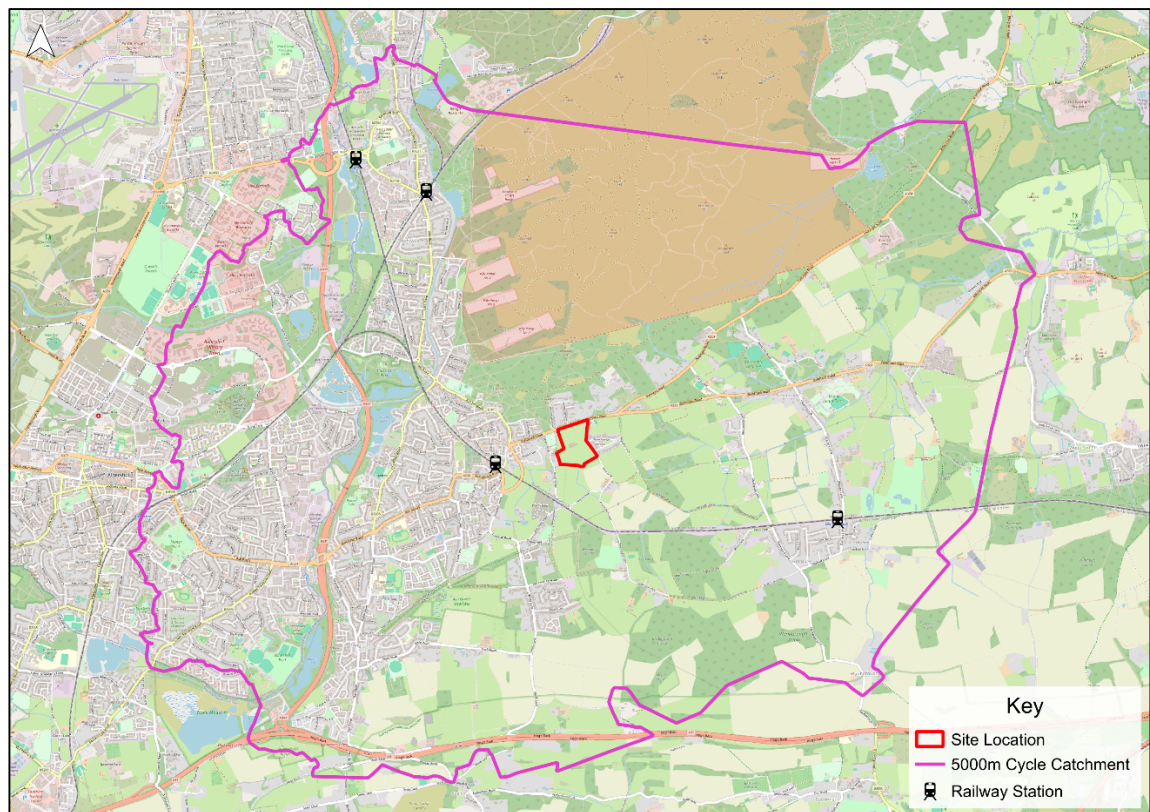


Figure 2.5: 5km Cycling Isochrone

Local Services and Amenities

- 2.18 It is important to ensure that the proposed development will enable future residents to access local services and amenities on foot.
- 2.19 **Figure 2.6** illustrates the local services and amenities that are within a 20-minute neighbourhood, which is 1.6km assuming a comfortable walking pace of 80m/minute). **Table 2.1** shows distances and walk times from the proposed access on Guildford Road and indicates that the site is well served by a good choice of local amenities within the walking neighbourhood.

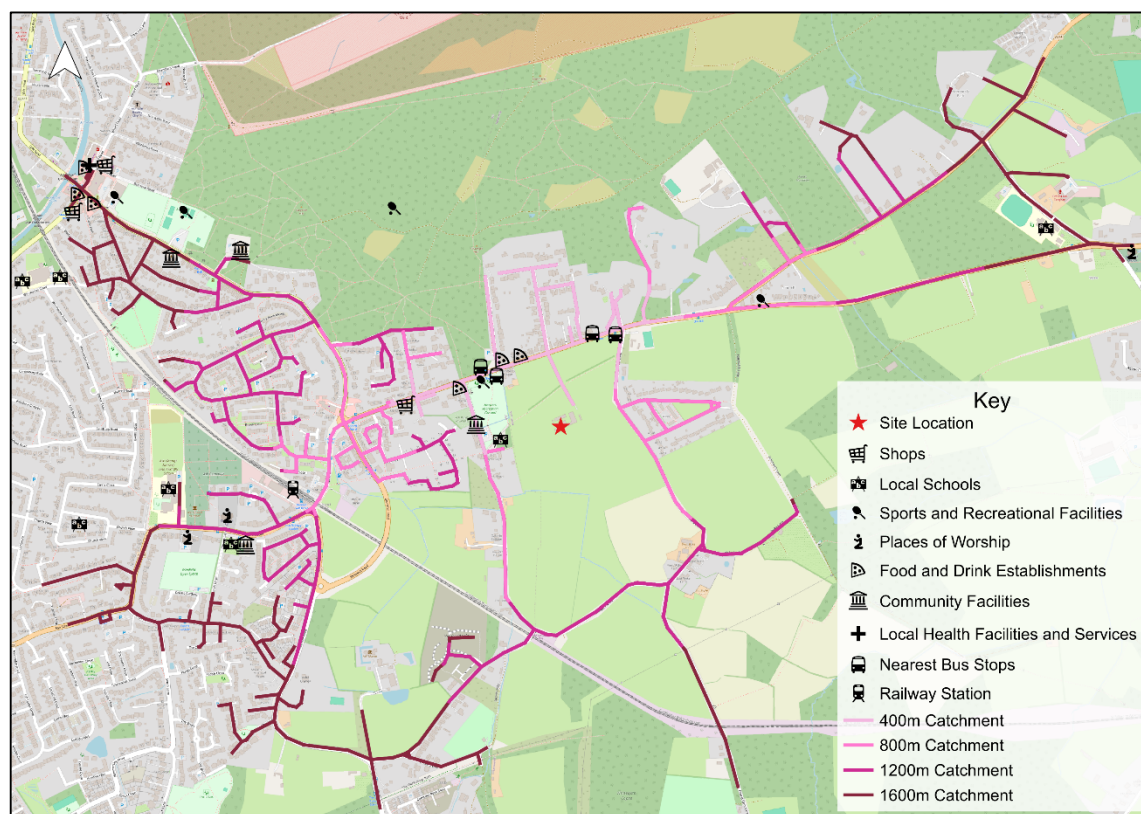


Figure 2.6: Local Amenities within a 20-minute Neighbourhood

Amenity	Approx. Distance from Site	Walking Time (80m/minute)
Shops		
Pinewood Stores	350m	4 mins
Agisha Food and Wine	1570m	20 mins
Co-op Food – Ash Vale	1590m	20 mins
Food/Drink		
China Express Ash - Takeaway	110m	1 min
Curzon – Indian Restaurant	160m	2 mins
Lion Brewery	210m	3 mins
Happy Garden - Takeaway	1510m	19 mins
Ash Vale Kebab House	1530m	19 mins
Spice of India - Restaurant	1550m	19 mins
Vale Cafe	1560m	20 mins
Local Health Facilities and Services		
The Optical Centre – Opticians	1580m	20 mins
Community Facilities		
Guildford Angling Society	300m	4 mins
St Peter's Centre	960m	12 mins
Ash Youth & Community Centre	1100m	14 mins
Ash Victoria Hall – Village Hall	1220m	15 mins
Places of Worship		
St Peter's Church	1020m	13 mins
Holy Angels Catholic Church	1120m	14 mins
St Marks Church	1420m	18 mins
Sports and Recreational Facilities		
Harpers Basketball Court	130m	2 mins
Reform Pilates – Pilates Studio	600m	8 mins
Ash Tennis Club	1270m	16 mins
Aldershot Taekwon Do	1450m	18 mins
Local Schools		
Totterdown Preschool	450m	6 mins
Little Fishes Preschool	1100m	14 mins
Ash Grange Nursery & Primary School	1200m	15 mins
Happy Days Pre-school	1400m	18 mins
Jack & Jill Nursery Group	1520m	19 mins
Shawfield Primary School	1550m	19 mins
Normandy Village School – Primary School	1580m	20 mins
Wyke Primary School	1600m	20 mins
Other		
John Kirk Supplies Ltd	120m	2 mins
Top to Toe Beauty	400m	5 mins
Nails2Tails Dog Grooming	400m	5 mins
Dover Garage Aldershot	550m	7 mins
Pendleton Body Repairs – Car Workshop	950m	12 mins
Fish for Tackle – Fishing Shop	1400m	18 mins
Rays Florist	1400m	18 mins
Phyllis Tuckwell Hospice Care – Charity Shop	1500m	19 mins
Vale Furnishers Ltd	1500m	19 mins
Pheonix of Ash – Uniform Shop	1566m	20 mins
RSPCA Shop – Charity Shop	1600m	20 mins
Wick'd Up Vapers – Vape Shop	1600m	20 mins

Table 2.1: Local Amenities within a 20-minute Neighbourhood

Bus Accessibility

- 2.20 The nearest bus stops to the proposed site are on Guildford Road adjacent to the northeast boundary of the site. **Figure 2.7** shows where the nearest bus stops are situated in relation to the site. **Tables 2.2 and 2.3** summarise the nearest bus stop facilities, bus services and their frequencies.

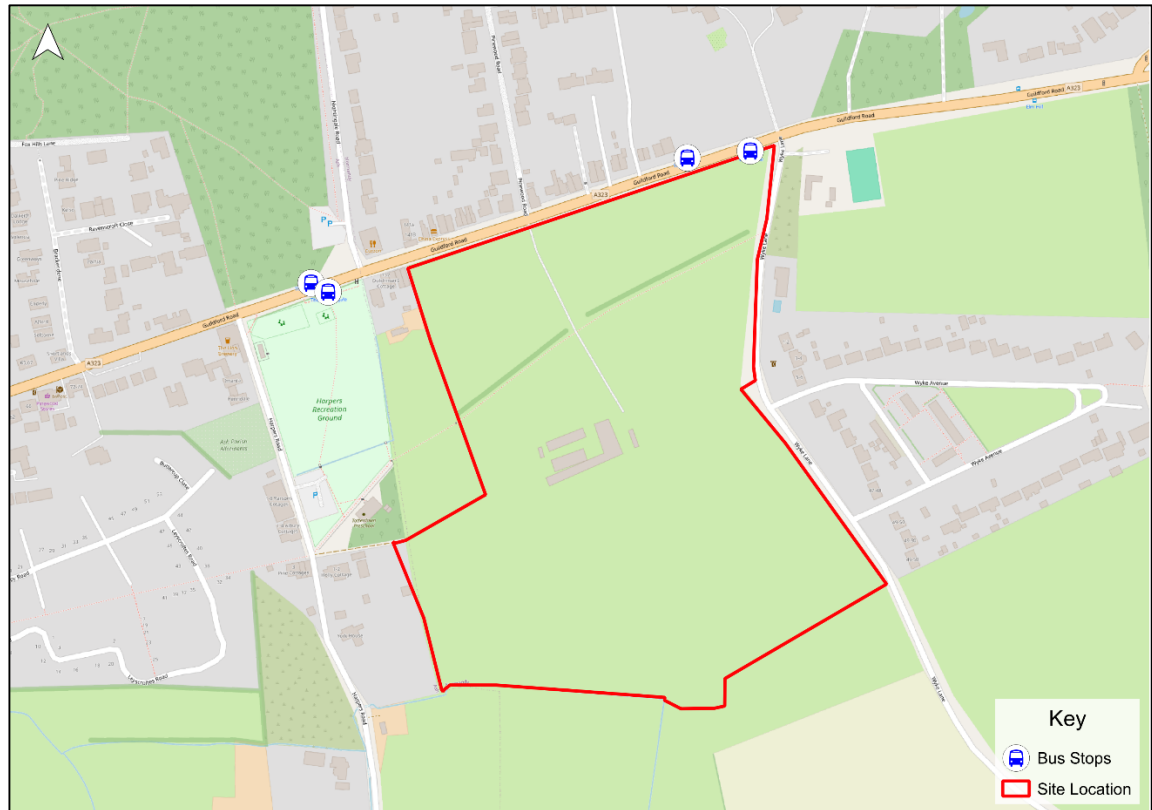


Figure 2.7: Bus Stops in Relation to the Site

Stop Location / Name	Distance from the Site	Walking Time (80m/minute)	Service(s)	Bus Stop Facilities
Nightingale Road EB	130m	1 min	20, 694	Flagpole, Timetable
Nightingale Road WB	130m	1 min	20, 694	Flagpole, Timetable
Wyke Lane EB	170m	2 mins	20, 694	Flagpole, Timetable
Wyke Lane WB	210m	2 mins	20, 694	Shelter, Seating, Flagpole, Timetable

Table 2.2: Bus Stops Accessible from the Application Site

Service	Route	Peak Frequency		
		Weekday	Saturday	Sunday
20	Aldershot-Normandy-Guildford	Every 20 minutes	Every 20 minutes	Every 30 minutes
694	Ash-Broadwater School	School Service	No Service	No Service

Table 2.3: Bus Services Accessible from the Application Site

- 2.21 As shown in **Tables 2.2 and 2.3**, the 20 bus provides a regular 20-minute bus service between Aldershot and Guildford, with the added benefit of the service stopping at Ash rail station.

Rail Accessibility

- 2.22 Ash rail station is located approximately 650m west of the proposed site access via the Public Footpath network or a walking distance of 750m via Guildford Road. This is an 8 to 9-minute walking time, assuming a comfortable walking pace of 80m/minute or a 3-minute cycle journey via Guildford Road, assuming a comfortable cycling pace of 250m per minute.
- 2.23 The railway station is served by Southwestern Railway on the Farnham to Guildford Line and Great Western Railway on the North Downs Line, which runs from Reading to Redhill.
- 2.24 The following services and frequencies shown below in **Table 2.4**.

Destination	Peak Frequency (Per Hour)		
	Weekday	Saturday	Sunday
Guildford	4 per hour	4 per hour	1 per hour
Farnham	2 per hour	2 per hour	No direct services
Reading	2 per hour	1 per hour	2 per hour
Redhill	3 per hour	3 per hour	No direct services

Table 2.4: Peak Hour Rail Services from Ash Rail Station

- 2.25 **Table 2.4** shows that there are four frequent train services that serve Ash rail station with a frequency of 2 trains or more, per hour. As mentioned above, the number 20 bus service stops just outside the train station, which is a 5-minute bus journey from the site.

Proposed Development

- 2.26 The development proposals seek the development of up to 200 dwellings on a 28-acre parcel of land located off the A323 Guildford Road in Ash, Surrey. This includes a new point of access onto Guildford Road and an emergency access onto Wyke Lane, the locations of which are shown in the land use parameter plan in **Figure 2.8**.
- 2.27 The proposed unit mix and tenure type along with the accommodation schedule, internal layout detail and parking provision will be confirmed at the Reserved Matters stage.



Figure 2.8: Illustrative Land Use Parameter Plan

Sustainable Transport Provision

2.28 The proposals include the following to encourage sustainable travel:

- A Copenhagen crossing at the site access junction;
- An improvement to the Guildford Road / Wyke Lane junction to provide a Copenhagen crossing;
- A contribution to improve facilities at the most appropriate eastbound and westbound bus stops. This is likely to include improvements to bus shelters, Real Time Passenger Information (RTPI) displays, accessible kerbing and bus cages where sufficient public highway land is available;
- Improvements to Public Footpath 356 that runs east to west across the site;
- Improvements at the Guildford Road / Harpers Road junction in the form of dropped kerbs and tactile paving at the bell mouth and dropped kerbs on either side on the access to The Lion Brewery pub; and
- A contribution to surfacing improvements along the Public Footpath route between the site boundary and Harpers Road.

3 Aim and Objectives

- 3.1 The primary aim of this Outline Travel Plan is to minimise single occupancy car trips associated with the development site, by promoting and encouraging the use of more sustainable alternatives.
- 3.2 The primary objectives of the Travel Plan are to:
- To encourage residents and visitors, where possible, to make more sustainable travel choices when travelling to and from the site;
 - To reduce the dependence of residents on single occupancy private car travel; and
 - To minimise the impact of the development on the local highway network.
- 3.3 It is considered that these objectives will be worked towards through a) increasing the awareness of residents of the advantage and potential for travel by more sustainable modes, and b) introducing a package of measures that will encourage and facilitate travel modes other than single occupancy private car.
- 3.4 The objectives of the Travel Plan will reflect on national, regional and local transport planning policies to motivate and provide for sustainable travel.
- 3.5 On a broader basis it is anticipated that by working towards the objectives of the Travel Plan, many positive benefits can be seen, such as improvements to health, a reduction in the number of vehicles on the road network surrounding the development, a subsequent reduction in energy consumption and pollution alongside cost saving benefits.

Motivations

- 3.6 The proposal and establishment of a new site provides an ideal opportunity for the developer to create a Travel Plan, principally as prospective residents have no already-favoured mode of choice for travelling to and from the site. Measures implemented as part of the plan not only benefit residents but also the local community.
- 3.7 The promotion of active travel in preference to residents making trips from the site using a private vehicle, provides health benefits through increased exercise, the emission of fewer pollutants and improves local air quality.
- 3.8 Use of sustainable transport will benefit all through improved environmental integrity, as well as resulting in a healthier way of living.

4 Travel Plan Management

- 4.1 A Travel Plan Coordinator will be identified to oversee the management and implementation of the Travel Plan for the residential development. The Travel Plan Coordinator shall mean a permanent member of staff appointed by the developer with the appropriate skills, budgetary provision and resources fulfil the role.
- 4.2 The Travel Plan Coordinator will be responsible for the administration of the Travel Plan, the implementation of the Plan measures, for ongoing monitoring of the Plan and for the continued review. The Travel Plan Coordinator will maintain an electronic filing system for all correspondence and documents relating to the Travel Plan, including the results of the travel survey.
- 4.3 The Travel Plan Coordinator will liaise with relevant organisations and persons as necessary such as Guildford Borough Council or SCC, local public transport service providers and other interested groups.
- 4.4 Duties will also include:
- Provide travel advice and guidance to residents in the early stages of occupation and throughout the development process;
 - Liaise with the Council Sustainable Travel Planning Team on the production and management of the Community Travel Guide;
 - Distribute the residents travel information Community Travel Guide to all households upon first occupation, along with any travel tickets or vouchers;
 - Assess the potential journeys that residents may make and identify which modes of transport are available from the site, promoting sustainable options;
 - Continuously monitor the impact that residents' journeys may have on the surrounding areas and existing transport infrastructure;
 - Ensure the travel information made available is always current and up to date;
 - Design and implement effective marketing and awareness-raising campaigns to promote the initiatives and sustainable transport infrastructure within the Travel Plan;
 - Ensure cycle storage facilities are functional upon first occupation and maintained throughout the life of the Travel Plan;

- Organise biennial Travel Surveys, analyse these and submit the results to the Sustainable Travel Planning Team, together with an assessment of the success of the Travel Plan in reducing the number of trips by private car and details of any additional measures necessary to achieve the targets set within the Travel Plan;
- Provide promptly upon written request such information as the County Council reasonably requires in relation to the Travel Plan;
- Investigate new ideas, modes of transport and future plans, for example, electric car charging points and promote or implement as appropriate; and
- Prepare a Full Travel Plan and Monitoring Reports, in line with the action plan, to incorporate additional measures as agreed with the Council Sustainable Travel Planning Team.

5 Targets

- 5.1 The success of the Travel Plan will be measured against the number of residents making single occupancy vehicular trips, and the level of modal-shift from single vehicular use to sustainable modes such as walking, cycling, car sharing and public transport.
- 5.2 This Travel Plan contains a set of 'SMART' (specific, measurable, attainable, realistic and timebound) targets which link to the objectives of the Plan and are consistent with governmental guidance.
- 5.3 A baseline travel survey will be undertaken following 50% occupation of the development. The results of the survey will be used to set up-to-date modal split targets for the five-year implementation period of the Travel Plan.
- 5.4 The aim is to achieve between a 5% to 10% reduction in single car occupancy over the life of the Travel Plan.
- 5.5 For the Travel Plan, the following 'action' and 'aim' type targets have been set.

'Action' Targets

- 5.6 The following 'action' type targets will be implemented at the development:
- Installation of cycle parking facilities during construction;
 - Installation of visitor cycle parking facilities during construction;
 - Appointment of a Travel Plan Coordinator for the development prior to occupation;
 - Distribution of a Community Travel Guide to each occupied unit during occupation;
 - Provision of incentives for residents to travel by non-car modes (ongoing); and
 - Promote sustainable travel to residents (ongoing).

'Aim' Targets

- 5.7 The aim targets will be set once the baseline survey results have been analysed. These are likely to be:
- A decrease in the percentage of residents travelling by single occupancy private car to and from the development by 5% to 10%;
 - An increase in the percentage of residents walking to and from the development;
 - An increase in the percentage of residents cycling to and from the development;
 - An increase in the percentage of residents travelling by bus to and from the development;
 - An increase in the percentage of residents travelling by train to and from the development; and

- An increase in the percentage of residents car sharing to and from the development.

6 Sustainable Travel Opportunities

6.1 This section sets out the specific physical and management measures to be undertaken as part of the implementation of the Travel Plan in order to work towards the objectives and targets of the Travel Plan. The implementation of these measures is core to the Travel Plan and the measures are, as far as possible, designed to be suitable for review and monitoring.

6.2 The development benefits from a number of inherent measures such as access to public transport services and local amenities and the measures set out in this section are in addition to this.

Community Travel Guide

6.3 New residents will be provided with a Community Travel Guide which will promote sustainable travel, provide information on travel modes other than the single occupancy private car and provide information on the local area.

6.4 The Community Travel Guide will include:

- Details of the Travel Plan Coordinator and nominated Travel Plan contacts.
- Maps of walking and cycling routes to key destinations;
- Details on the health benefits of walking and cycling;
- Local public transport information, including route maps and timetable information;
- Location and contact details of nearby services;
- Green Travel Voucher application form;
- Useful travel related websites, telephone numbers and mobile phone applications;
- Details of a free car sharing scheme, liftshare.com, which could help facilitate car sharing for regular or one-off journeys; and
- Car hire information.

6.5 In the event that key sustainable travel changes need to be conveyed to residents then this may be done through the issue of individual newsletters.

6.6 The Community Travel Guide will be issued to all dwellings and updated annually / or when key changes occur to access and sustainable travel provision to ensure that up to date information is presented within the pack.

Walking

- 6.7 There are inherent advantages associated with the location of the site that will encourage residents to adopt walking as their mode choice. The site is advantageously located within walking distance of facilities and services.
- 6.8 Footways and lighting will be provided throughout the development.
- 6.9 The Community Travel Guide will highlight the pedestrian routes to / from the site and promote websites and mobile phone applications for walking. The Community Travel Guide will also advertise the health benefits of walking and cycling.
- 6.10 The promotion of national campaigns such as Walk to Work and Walk to School Weeks.

Cycling

- 6.11 The Community Travel Guide will contain details of the closest cycle shops, as well as details of where you can cycle in the local area, taken from the OpenStreetMap website ([OpenStreetMap](#)) and the SCC cycle facilities and routes website ([Cycle network - Surrey County Council](#)).
- 6.12 Each residential property will be provided with cycle parking.
- 6.13 National campaigns including National Bike Week, and Cycle to Work Day will be promoted to residents.
- 6.14 The Travel Plan Coordinator will seek to promote any free cycle training opportunities for both children and adults.

Public Transport

- 6.15 Generally, up to date information on public transport services will be available via the Traveline website and on operators' websites with links to this will be included in the Community Travel Guide. The close proximity of public transport facilities will be promoted and is a significant benefit in travelling by this transport mode.
- 6.16 As part of the Community Travel Guide, a list of mobile phone applications will be promoted to provide the most up to date information, as well as live departure information. Such applications include the Traveline app.
- 6.17 Residents will be offered the opportunity to obtain a one-month bus pass as part of a Green Travel Voucher incentive detailed below.

Green Travel Voucher

- 6.18 The Community Travel Guide will include an application form for a Green Travel Voucher (GTV) to be administered and managed by the Travel Plan Coordinator.

6.19 The application for the GTV will comprise the choice of the following sustainable travel incentives for residents:

- A 28-day bus pass for each household (first occupation of each dwelling only and one per household). This would be in the form of an '[Gold 28 Day MegaRider](#)' bus pass, which covers travel on the 20 bus service between Aldershot and Guildford along with travel in Surrey & Sussex; or
- A £120 cycle voucher (first occupation of each dwelling only and one per household) to be redeemed at a local cycle retailer to provide assistance in purchasing a new bicycle or cycling equipment.

Home Deliveries

6.20 The Travel Plan Coordinator will promote and raise awareness of the potential time, cost and environmental savings of home deliveries, including supermarket deliveries. The majority of online retailers also now offer home delivery services.

Broadband

6.21 Each house will be provided with a facility for broadband connection which will allow some residents to work from home and avoid the overall need to travel off site. This will be delivered as part of the construction phase and prior to occupation.

Action Plan

6.22 An action plan providing the timetable for implementation of the Travel Plan, including monitoring / review process, is set out in **Table 6.1**.

Year	When	Action	Responsibility
Pre Year 0	Prior to occupation	Appointment of a Travel Plan Coordinator	Developer
		Construction of cycle and pedestrian links within the site	Developer / Contractor
		The provision of lighting throughout the development.	Developer / Contractor
		The provision of cycle parking facilities	Developer / Contractor
		Production of Community Travel Guide	Travel Plan Coordinator
Pre- Year 0	At occupation of the residential units	Agree Travel Survey Questionnaire with SCC	Travel Plan Coordinator
		All Travel Plan measures underway	Travel Plan Coordinator
		Travel Plan Coordinator to deal with queries raised by residents regarding travel	Travel Plan Coordinator
		Travel Plan Coordinator to liaise with outside bodies/interested parties, as required	Travel Plan Coordinator
		Distribution of Community Travel Guide including Green Travel Voucher application form	Travel Plan Coordinator
Travel Plan Year 0	50% occupation of the development	Baseline Travel Survey for residents	Travel Plan Coordinator
		Issue Full Travel Plan with targets set	Travel Plan Coordinator
Travel Plan years 1 to 5	One year after completion of the Baseline Travel Survey and thereafter in years 3 and 5 (total of three surveys over the five year period)	Travel survey issued to all residents	Travel Plan Coordinator
		Ongoing monitoring/maintenance, including liaison with residents and other parties	Travel Plan Coordinator
		Monitoring report produced, comprising the results of the travel survey, the success in meeting the Travel Plan targets, and a review/update of targets and measures	Travel Plan Coordinator
Travel Plan years 1 to 5	Years 1, 3 and 5	Issuing of biennial monitoring report to SCC for approval following compilation of the results of the travel survey	Travel Plan Coordinator

Table 6.1: Action Plan

7 Travel Plan Monitoring and Review

- 7.1 In order to assess the effectiveness of the Travel Plan and its measures, and to determine the success in working towards the targets, monitoring will be undertaken at the development and the results will be reported accordingly.
- 7.2 The Travel Plan is a long-term strategy with the aim of encouraging and implementing change in travel patterns and this Plan has the following objectives:
- To encourage residents and visitors, where possible, to make more sustainable travel choices when travelling to and from the site;
 - To reduce the dependence of residents on single occupancy private car travel; and
 - To minimise the impact of the development on the local highway network.
- 7.3 It is therefore considered that a suitable indicator of the success of the Travel Plan is the modal split of residents' travel and whether or not the targets set out in section 5 have been met. The method for monitoring and review of the Travel Plan is set out below.

Travel Surveys

- 7.4 The baseline travel survey will be undertaken no later than 50% occupation of the development. The results of the survey will be used to set up to date modal split targets for the five-year implementation period of the Full Travel Plan. In order to assess the success of the Plan in working towards the targets, the travel survey will be issued to all occupied units on the following basis:
- Baseline travel survey – no later than 50% occupation of the development;
 - Year one travel survey – one year after completion of the baseline travel survey;
 - Year three travel survey – three years after completion of the baseline travel survey;
 - and
 - Year five travel survey – five years after completion of the baseline travel survey.
- 7.5 The Travel Plan Coordinator will be responsible for arranging the travel surveys, with assistance from the developer (or the appointed management company for the development) in distributing the surveys to all residents at the development.
- 7.6 The travel survey questionnaire to be issued to residents will be agreed between the Travel Plan Coordinator and SCC prior to commencement of the survey.

- 7.7 The results of the travel survey will be analysed and a Travel Plan Monitoring Report will be compiled, which sets out the results, including a comparison to the previous results. Any change in the modal split of travel will be assessed. The Travel Plan Monitoring Report will then be submitted to SCC within three months of undertaking the travel surveys.

Monitoring Measures

- 7.8 In addition to the travel surveys, the Travel Plan Coordinator will undertake the following monitoring / maintenance measures.
- The Travel Plan Coordinator will respond to travel related queries and concerns from residents. Any concerns raised by residents or visitors to the development regarding the condition of pedestrian and cycle routes within and around the site will be noted by the Travel Plan Coordinator and passed to the relevant SCC officer to encourage improvements/maintenance to the facilities;
 - Travel Plan Coordinator will update and distribute Community Travel Packs to new residents;
 - Travel Plan Coordinator will monitor the uptake of GTV's; and
 - The Travel Plan Coordinator will monitor the use of the cycle parking facilities at the development. If demand exists, the Travel Plan Coordinator will look into the possibility of increasing the number of cycle parking facilities in order to benefit residents and visitors and encourage more trips by bicycle.

Monitoring Report

- 7.9 In years one, three and five of the five-year implementation period of the Travel Plan, a Monitoring Report will be compiled by the Travel Plan Coordinator. The report will include the following:
- Details of the development, such as occupancy rates;
 - A recap of the Travel Plan objectives and targets;
 - Progress in implementing the measures of the Travel Plan;
 - Details of the latest travel survey, including response rate;
 - A summary of the results of the latest travel survey and other monitoring;
 - A comparison between the results of the travel survey (multi modal split of residents' travel) and the targets of the Travel Plan;
 - Set targets for the next round of monitoring;
 - An evaluation of the effectiveness of the Travel Plan measures and the success of the Travel Plan in meeting its targets;

- If required, consideration of additional measures to be introduced in order to work towards the targets; and
- Details of the next review.

7.10 The Travel Plan Coordinator will issue the Monitoring Report to SCC.

Review

- 7.11 The overall responsibility for delivering the Travel Plan for the five-year implementation period will lie with the developer or the subsequent appointed management company for the development. Appropriate funding will be allocated in order to implement the Travel Plan and its measures, as well as undertake the continuous travel surveys and produce the monitoring reports.
- 7.12 The subsequent appointed management company for the development will also be responsible for appointing and funding the Travel Plan Coordinator who will be responsible for the implementation and management of the Travel Plan.

