

- A site audit report giving a description of the site and information on how the site is accessed by all modes of travel
- An action plan to address and promote sustainable travel to and from the site covering staff, customers and visitors (and pupils and parents in connection with a school travel plan)
- A monitoring strategy which provides a methodology and schedule for monitoring travel to and from a development site by all modes of travel. This also includes modal share targets agreed by the Council
- A commitment to operating the travel plan, to working with the relevant Council travel plan officers and providing relevant data on modal share targets.

8.4.5 It is the responsibility of the developer/organisation to appoint a travel plan coordinator who will develop, implement and monitor the success of the plan in conjunction with the Council. Where appropriate, the developer/organisation will be required, with support from the travel plan coordinator, to use the Council's web-based travel plan assessment and monitoring system, called "iTRACE". If a travel plan is requested, the developer/organisation is obliged to make contact with the Council's Travel Plan Officers within the Sustainable Transport Team at the earliest possible opportunity so that advice on the appropriate content for the plan can be sought.

8.4.6 Travel plans, where appropriate, should be linked to a Transport Assessment and Car Park Management Plan to show how car parking spaces will be managed. This may be for reasons of land efficiency, accessibility, restriction of overflow parking, etc., as well as for sustainability and the simple economics of the site operation.

8.4.7 The Car Park Management Plan should be included within the travel plan for the development and may also be a condition of planning permission. This should include intentions for future charging for staff parking, specifications for the operation of the car park, allocation of spaces, operating hours, and other details that affect the use of the car park. For example, only a limited number of spaces may be made available before 10 am, reserving the remainder for non-commuter use later in the day. This may be of particular significance when parking spaces are shared between developments, or within a mixed use development.

8.5 Controlled parking zones

8.5.1 The introduction of a controlled parking zone (CPZ) should be a last resort within any new development; improvements to more sustainable modes should be the primary consideration. However, a CPZ may ultimately be required to ensure parking is managed appropriately. Factors that should be considered when deciding to introduce a CPZ are:

- Propensity of cars to overspill from a nearby employment area / leisure facility / retail area
- On-street parking and the absence, or otherwise, of controls

- Whether there are nearby public car parks, and
- The potential for shared parking.

8.5.2 A proposal within a CPZ which operates at least 6 days a week and more than 6 hours a day could be acceptable without the provision of off-street parking.

8.5.3 Occupants of new developments within an existing CPZ will not be issued with permits in accordance with the Plymouth Joint Highways Committee Report recommendation of May 1997. It must be checked that there are no adjoining areas where on-street parking could take place to the detriment of others.

8.5.4 Within a shorter operating CPZ, a contribution must be made in that the developer will have to:

- Provide some off-street car parking (application of maximum standard for private residential or up to 50% of the maximum for student accommodation) or
- Pay monies / provide engineering work to restrict on-street parking or
- Apply parking management techniques to their development which ensures no on-street parking will take place.

8.5.5 For major developments it may be appropriate for the development to fund the costs of consultation and implementation to change the short hour CPZ into long term zones.

8.5.6 Where the extension (operating hours or geographic scope) or introduction of a CPZ is not publicly acceptable, alternative mitigation measures will need to be considered which could include engineering works or contributions towards more sustainable transport modes.

8.6 Methodology for calculating accessibility

8.6.1 The Council has produced accessibility maps using the Accession software which are to be used to determine the accessibility of each site (see example in Diagram 8.1).

8.6.2 These maps show the percentage of Plymouth residents that live within a 30 minute travel time by public transport and/or walking of each location. The travel time is defined as up to a 400 metre walk to a bus stop, in-vehicle bus time and a maximum 400 metre walk to end destination at an appropriate time of day. Sites further than 400 metres from a bus stop are not considered to be accessible. Sites are assessed from 0% accessibility to over 80% accessible.

8.6.3 These maps form part of the evidence base for the Car Parking Strategy of Plymouth's current Local Transport Plan and are updated on an annual basis to ensure changes to public transport routes / times / frequencies are incorporated.

8.6.4 The following steps should be taken to determine the maximum car parking standard for a particular development:

1. Calculate the site's 'accessibility per cent score'. This is taken from the nearest point(s) on the appropriate accessibility map. Then subtract this score from 100 to calculate the site's accessibility.
2. Add 20%.
3. Multiply this percentage by the maximum car parking standard identified in Table 8.3.

8.6.5 It should be noted that these maps are not site specific and a more detailed consideration may be required. The accessibility on the maps is given as a band. The mid point of the band should be used unless there is evidence to the contrary. This evidence may include a lower or higher accessibility level on the adjoining point with the site somewhere between the two.

For example, site X is a supermarket development with a GFA of 2500 m². The parking standards in Table 8.3 would enable the site to have a maximum of 179 parking spaces (1 space per 14 m²).

This would require the development to provide –

- 11 disabled parking bays (based on current standards)
- 7 motorcycle spaces for employees and at least 2 for customer parking

These are calculated before adjustments are made.

The total maximum number of car-parking spaces allowed would then be adjusted as follows –

The site has an accessibility score of 55% which gives it an accessibility of 45% (100 – 55). However, the adjustment is less than this because of the 20% 'additional' allowance -

65% of 179 (45%+20%) = 116 spaces.

This includes disabled spaces, so a maximum of 105 spaces could be provided for other car-parking.

Cycle parking (using the standards set out in Table 8.4) would require a minimum of 7 spaces for employees (based on size rather than number of employees) and at least 5 spaces for customers.

8.6.6 The maps are based on current public transport services. Any applicable likely future changes to accessibility, such as a likely HQPT link, must be considered at this point. Future accessibility maps will be developed to enable this to occur with ease. Until this time, applicants need to take a realistic view of the potential for improvements to take place following discussions with the Council's Development Management team (Transport). The maps will be updated regularly to take account of service changes in the short term.

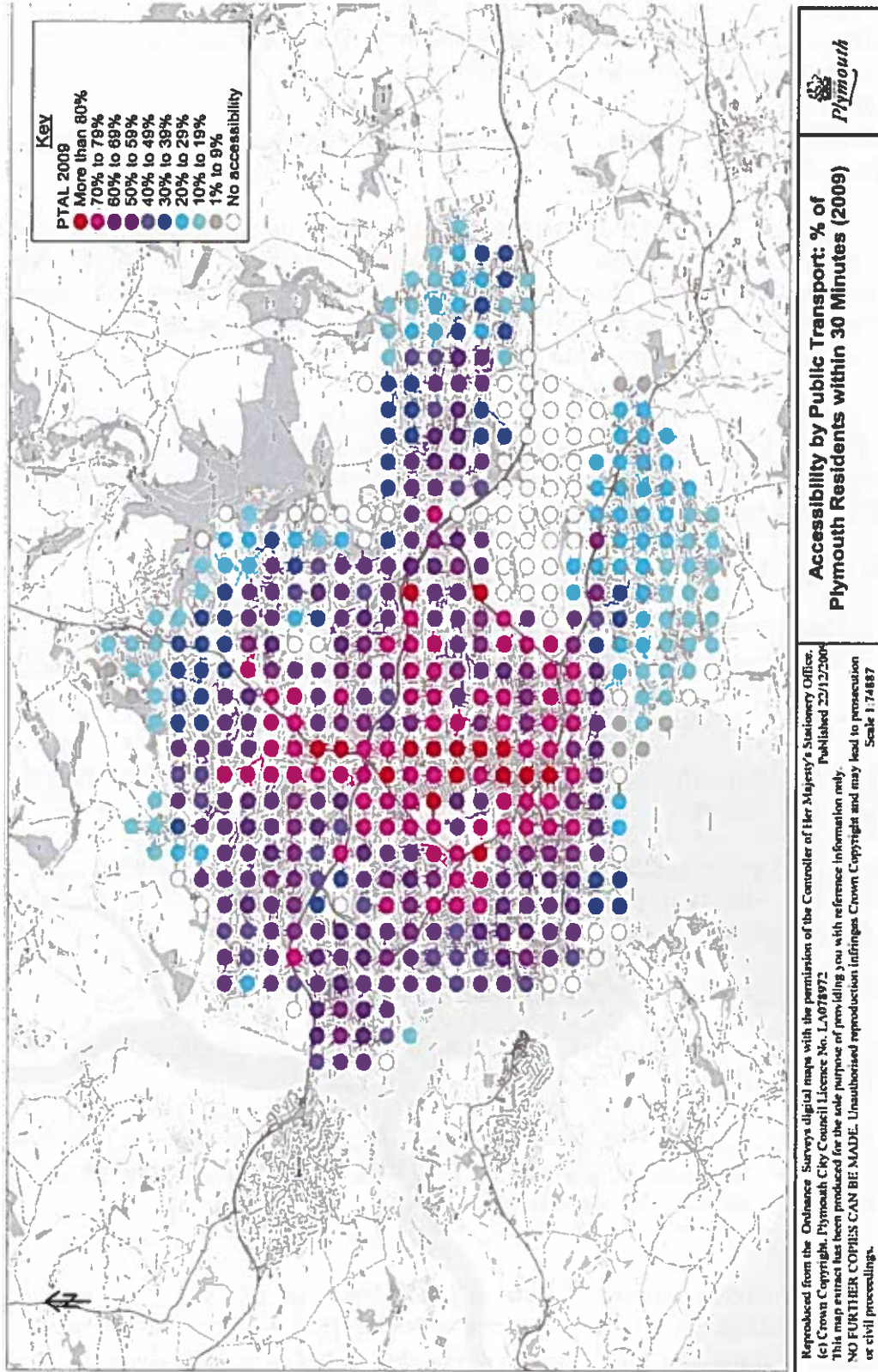


Diagram 8.1 - Public transport accessibility levels in Plymouth, 2009

8.7 Further information on parking standards and travel plans

8.7.1 The design of car-parking and cycle parking should comply with guidance in the *Manual for Streets (2005)* available on www.communities.gov.uk.

8.7.2 The Council's Parking Strategy can be accessed at <http://www.plymouth.gov.uk/proltparking.htm>

8.7.3 Government guidance on parking is set out in PPG13 (2001) *Transport and PPS3 (2006) Housing* which are available on www.communities.gov.uk.

8.7.4 Cycle parking should be provided in line with *Cycling England* guidance.

Cycling England guidance can be found on the following website – www.dft.gov.uk/cyclingengland

8.7.5 More information and guidance on travel plans can be found on the Sustainable Transport Team's web pages at:

www.plymouth.gov.uk/workbasedtravelplans

www.plymouth.gov.uk/schooltravelplan

Telephone: 01752 304585/5417

Email: publictransport@plymouth.gov.uk

Further information is also available at: www.dft.gov.uk/pgr/sustainable/travelplans

8.8 Checklist for applications: parking standards and travel plans

- Does the application comply with the Council's standards for car-parking, cycle-parking, motor-cycle parking and disabled parking?
- Is a travel plan required and does it comply with the Council's guidance?
- For non-residential developments, is a Car Park Management Plan included?

