

KIRKLEES TRAVEL PLAN CHECKLIST - Review of Travel Plan reference 165119-001-01 submitted to discharge Condition 34 of 2023/90668	
TRAVEL PLAN SECTION	AUDITOR CHECK
SECTION 1 - BACKGROUND	✓ / x AUDITOR COMMENTS
<p><b>Provide a concise summary of the development proposals, operational information, site location and any relevant planning history.</b></p> <p>Include:</p> <ul style="list-style-type: none"> <li>Specify the quantum of development. This should include a full schedule of accommodation, including the number of dwellings and bedrooms for residential developments, and gross floor area (GFA) for commercial and other developments, as well as detailed operational information (e.g. existing and proposed staff numbers and shift patterns, customers/visitors numbers, opening times /operating hours etc). This information should be as comprehensive as possible but concise, and should directly relate to the information provided in the Transport Assessment (TA) / Transport Statement (TS) and other supporting information prepared for the planning application.</li> <li>Provide information about any previous uses, where applicable, and any existing or linked Travel Plans (i.e. being implemented by the wider organisation, site or nearby).</li> <li>Lengthy descriptions of National, Regional and Local Policy documents <b>must not</b> be included, unless absolutely necessary (e.g. if there is a specific Travel Plan measure linked to a specific policy objective, and it would be helpful to the end users of the Travel Plan or other stakeholders for this information to be highlighted).</li> </ul>	<p>x</p> <p>Some background information has been provided regarding the development in Section 2 and 3. However, no details of the anticipated staff numbers have been provided. This information should be included, with details of office and production shift staff, and should correspond to the final information provided at the planning application stage. The information should also correspond with the details in the Operational Management Plan (OMP) that is required by planning condition 36.</p>
<p><b>SECTION 2 - AIMS AND OBJECTIVES</b></p> <p><b>Set out the overall aims of the Travel Plan and more specific objectives that will ensure the overarching aims are achieved.</b></p> <p>The plan should aim to:</p> <ul style="list-style-type: none"> <li>Minimise any potential negative impacts the development could have on the local transport network and the environment.</li> <li>Maximise the proportion of person trips generated by the development made by sustainable travel modes.</li> <li>Minimise the proportion of person trips generated by the development made as single occupancy vehicles.</li> </ul> <p>Objectives should include (but are not limited to):</p> <ul style="list-style-type: none"> <li>Ensure end users of the development are fully informed about all of their sustainable travel options for all types of journeys made to and from the development.</li> <li>Actively promote sustainable transport options, including highlighting the health and environmental benefits of sustainable and active travel.</li> <li>Encourage and facilitate end users of the site to trial and choose more sustainable travel modes.</li> <li>Rationalise and reduce delivery movements and the need for car parking.</li> <li>Reduce the need to travel.</li> </ul>	<p>✓ / x</p> <p><b>AUDITOR COMMENTS</b></p> <p>✓</p> <p>The Travel Plan includes relevant aims and objectives at Section 1.3-1.5 and 3.1, which are acceptable. Therefore, no further action is required on this point.</p>
<p><b>SECTION 3 - SITE AUDIT AND ACCESSIBILITY REVIEW</b></p> <p><b>Assess the level of accessibility by all travel modes to the development.</b></p> <p>This section should include a survey of the site characteristics, including access arrangements for all modes, and should include a detailed description of the facilities and arrangements that are anticipated to be placed upon occupation of the development (or later, if phasing infrastructure is proposed, with timescales identified).</p> <p>The site audit should include site layout drawings, location plans, and all relevant information relating to active and sustainable travel options, and highlight any constraints or gaps in provision for:</p> <ul style="list-style-type: none"> <li>Walking and cycling routes and infrastructure, including the quality of provision.</li> <li>Public transport provision and facilities.</li> <li>Shared vehicle platforms (car sharing, clubs, bike sharing).</li> <li>Electric vehicle charging infrastructure.</li> <li>Local amenities nearby that will reduce the need to travel by car, including details of how the amenities can be accessed.</li> </ul>	<p>✓ / x</p> <p><b>AUDITOR COMMENTS</b></p> <p>✓</p> <p>The Travel Plan includes high level information regarding the sites accessibility, which is acceptable. Therefore, no further action is required at this stage. However, more detailed information should be included the Travel Information Pack that the Travel Plan proposes to produce in due course, including exact details of where all facilities are located (e.g. cycle parking, showers, lockers and changing facilities etc).</p>
<p><b>SECTION 4 - TRAVEL PLAN MANAGEMENT AND RESPONSIBILITIES</b></p> <p><b>Set out how the Travel Plan will be delivered, including roles, responsibilities and funding/budget.</b></p> <ul style="list-style-type: none"> <li>Record who the key role holders will be and divisions of responsibility.</li> <li>Provide contact details for the Travel Plan Co-ordinator (or the person responsible for appointing them if their details are not known at the time of submission). The TPC should be in post before the development is first marketed and remain in post until at least two years post full occupation. The details of the nominated Travel Plan Coordinator must be provided to Kirklees Highway Development Management (HDM) prior to occupation, with any changes to these details provided on an ongoing basis for the duration of the formal monitoring period (a minimum of 5 years, including a minimum of 2 years following full occupation).</li> <li>Larger and/or mixed-use developments must have one site-wide Travel Plan Co-ordinator (TPC) who will be the main point of contact with Kirklees Highway Development Management (HDM). A representative in each organisation should be nominated to support the TPC in delivering the Travel Plan at their respective organisation.</li> <li>The TPC must be in post prior to initial occupation of the development site.</li> <li>TPCs must contact Kirklees Highway Development Management (HDM) when appointed at <a href="mailto:highways.developmentcontrol@kirklees.gov.uk">highways.developmentcontrol@kirklees.gov.uk</a>.</li> <li>Set out how the Travel Plan measures will be funded (including the organisation providing the funds, estimated annual budget required etc.)</li> <li>Commit the Travel Plan Co-ordinator and occupying organisations (for non-residential sites only) to join the West Yorkshire Travel Plan Network (WYTPN).</li> <li>A commitment should be made to include an obligation to deliver the Travel Plan in any subsequently made sales/lease agreements relating to the site.</li> </ul>	<p>✓ / x</p> <p><b>AUDITOR COMMENTS</b></p> <p>x</p> <p>The Travel Plan includes some of the key matters relating to management and responsibilities, including the commitment to join the WYTPN, which is welcomed. However, some of the information contained in the Travel Plan is not currently acceptable, and should be addressed as follows:</p> <ul style="list-style-type: none"> <li>The Travel Plan states that a Travel Plan Coordinator (TPC) will be appointed 3 months prior to occupation. Whilst this approach is acceptable in principle, the Travel Plan needs to include interim contact details for the applicant and their agent(s), including details of the person responsible for appointing the TPC.</li> <li>Confirmation to be provided that the TPC details will be confirmed to HDM (include email address) 3 months prior to occupation, with any change in role confirmed within 1 month, for the duration of the 5 year formal monitoring period.</li> <li>Whilst a Travel Plan Budget has been included in the Travel Plan, which is welcomed, only £1,500 per year has been identified. Given that the applicant indicated at the application stage that up to 479 staff may eventually work at the site, this budget does not appear to be sufficient (at circa £3 per employee), particularly if this budget is intended to cover public transport taster tickets that have been mentioned. Therefore, a more appropriate budget should be identified.</li> <li>The Travel Plan needs to be formally monitored for 5 years following occupation. However, once the 5 years has elapsed, the final Travel Plan measures should be embedded at the site and continue for the life of the development, which should be clearly set out in the Travel Plan.</li> </ul>
<p><b>SECTION 5 - TARGETS, MONITORING AND REVIEW</b></p> <p><b>Specify, using SMART targets how the impact of the Travel Plan and progress towards achieving its aim and objectives will be measured.</b></p> <ul style="list-style-type: none"> <li>This section must link back to the Transport Assessment (TA) or Transport Statement (TS) prepared for the planning application, and the operational information set out in Section 1.</li> <li>The estimated peak hour (and potentially daily and/or other time periods) person &amp; vehicle trip rates/generations and estimated modal split should be stated in the Travel Plan, which corresponds to the data including in the TA/TS and agreed with Kirklees Highway Development Management (HDM).</li> </ul> <p><b>Target Setting:</b></p> <ul style="list-style-type: none"> <li>Targets must be SMART (specific, measurable, achievable, realistic, timebound).</li> </ul>	<p>✓ / x</p> <p><b>AUDITOR COMMENTS</b></p> <p>x</p> <p>Section 3 and 7 of the Travel Plan includes proposed targets, monitoring and review proposes. However, the information is not currently acceptable and should be amended as follows:</p> <ul style="list-style-type: none"> <li>Initial targets have been identified in Section 3.3, which have been based on up to date staff modal split data. However, the updated survey data that has been used shows a higher level of single occupancy car trips than was identified at the planning application stage, and is not considered to be suitable to set ambitious targets for the development. At the application stage, it was identified that 51.5% of staff travel as a single car occupant, with 82.7% travelling by car. Therefore, the interim target should be to achieve a 10% reduction in single occupant car trips over 5 years from the previously identified baseline (e.g. 51.5% single car occupants reducing by 10% = 51.5% x 90% = 46.4% target over 5 years).</li> <li>The above target can then be reviewed following the initial staff surveys that are required following occupation, to ensure that it is realistic and deliverable. Additional modal split targets can also be set at this point relating to other transport modes, based on realistic baseline information.</li> <li>The Travel Plan should also include a target to not exceed the weekday network peak hour traffic generations that were assessed at the planning application stage. These should then be monitored by the</li> </ul>

<ul style="list-style-type: none"> <li>• Targets must be set using the best data available at the time. If the organisation/building is existing this should be recent travel surveys results of employees/residents/end users. If this is not available other options include Census travel to work data, data from an industry recognised traffic survey database such as TRICs or other data source if agreed with the Kirklees Highway Development Management (HDM).</li> <li>• A target to increase non-motorised user and public transport trips must be set</li> <li>• A target to reduce the proportion of single occupancy vehicles travelling to the development site must be set (a 10-20% reduction in lone car driving over a period of three to five years is considered achievable, subject to the initial baseline).</li> <li>• A target to reduce the number of vehicle trips must be set (a 10-20% reduction in vehicle trips over a period of three to five years is considered achievable, subject to the initial baseline).</li> <li>• Clear progress towards achieving targets must be evidenced within 3 years of initial occupation of the development and once targets have been achieved must be maintained or reduced further.</li> <li>• The agreed targets must not be omitted or amended without prior consultation and agreement with Kirklees Highway Development Management (HDM).</li> </ul> <p><b>Monitoring Regime:</b></p> <ul style="list-style-type: none"> <li>• A methodology and schedule for conducting baseline (if required) and annual monitoring must be provided.</li> <li>• Annual Surveys and monitoring reports should be produced, based on monitoring format to be agreed.</li> <li>• A commitment must be made to undertake baseline and annual monitoring, with baseline modelling undertaken within three months of initial occupation, and annually thereafter at an agreed period that is consistent each year. The annual monitoring is typically required for a minimum of five years, including at least 2 years post full occupation.</li> <li>• Detail what data will be collected, by who and how.</li> <li>• Travel surveys/traffic counts will be required for all development sites, and additional traffic and/or multi-modal surveys may be required if survey response rates are low (&lt;50%).</li> <li>• A minimum response rate for surveys must be set and actions to be undertaken if it is not met i.e. survey incentives, traffic and/or multi-modal surveys.</li> <li>• Utilisation (counts/beat surveys) of bicycle, motorcycle and car parking will be required.</li> <li>• Surveys must be conducted at the same time each year in neutral months (e.g. spring/autumn) to ensure that they are representative and comparable.</li> <li>• A commitment must be made to provide annual monitoring reports and survey data to Kirklees Highway Development Management (HDM) within three months of surveys being undertaken.</li> <li>• Monitoring reports must provide: <ul style="list-style-type: none"> <li>- Summary information about the measures delivered to date.</li> <li>- The take-up / utilisation of measures and facilities, including evidence of spend of any Travel Plan Fund (TPF) or budget.</li> <li>- Survey results and progress made against the agreed targets.</li> <li>- An updated Action Plan (see Section 8) for the following year.</li> </ul> </li> </ul> <p><b>Kirklees Travel Plan Monitoring and Review Fee:</b></p> <ul style="list-style-type: none"> <li>• Include the required Travel Plan Monitoring and Review Fee (to cover the costs of Kirklees HDM reviewing the Travel Plan and Annual Monitoring Reports), who it will be paid by and that it will be paid prior to occupation (Contact HDM for further details of the required fees).</li> </ul> <p><b>Failure to Meet Targets</b></p> <ul style="list-style-type: none"> <li>• All Travel Plans must set out the actions that will be taken if targets are not being achieved e.g. increase promotion, budgets etc.</li> <li>• Commit to agreed mediation measures, financial penalties or sanctions which may be imposed if the Travel Plan is not implemented or the targets are not met.</li> </ul>	<p>TPC on an annual basis using traffic survey data, and form part of the annual review.</p> <ul style="list-style-type: none"> <li>- The above requirements should be incorporated into an amended Travel Plan, which should also confirm that all targets will be agreed, monitored and reviewed with the LPA (via HDM), and will not be amended without agreement. It should also confirm that an annual action plan will be agreed each year with the LPA (via HDM) as part of the annual review process, even if targets are being met (in the case where targets are being met, it is likely that new/additional measures will not be necessary, and the previously agreed measures will be continued).</li> <li>- The Travel Plan includes some information regarding the monitoring and review process. However, further clarification is required, to confirm exact how this process would be managed. This should confirm the timing of annual surveys, the issuing of the monitoring report and draft Action Plan to the LPA (via HDM) and its subsequent agreement. As mentioned above, the formal monitoring period should be clearly stated as 5 years following occupation (e.g. initial monitoring at 3 months to set/agree all initial targets, followed by 5 annual reviews thereafter).</li> <li>- The annual monitoring should include a staff modal survey as indicated. However, a minimum response rate of no less than 50% should be identified. Additional monitoring data should also be obtained regarding the various Travel Plan measures, including take-up of car shares schemes and parking spaces, cycle /motorcycle parking usage, EV charger usage etc.</li> </ul>
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<p><b>SECTION 6 - TRAVEL PLAN MEASURES</b></p> <p>The proposed Travel Plan measures should be set out separately for each sustainable travel mode (as well as general measures, such as promotional activities), including any improvements that will be made to the existing provision.</p> <p>The Travel Plan measures must be tailored to the needs of the development site / organisation(s) and clearly link to the aims, objectives and targets set out in the Travel Plan.</p> <ul style="list-style-type: none"> <li>• Measures must be set out in an Action Plan detailing what will be delivered, when and who is responsible (all actions should then be consolidated into a summary table in Section 8).</li> <li>• The location of any proposed sustainable travel measures / infrastructure should be clearly marked on plans of the new development and the surrounding area (e.g. walking / cycling routes, public transport, waterways, cycle parking, EV charging points / bays, car sharing bays, car/bike club vehicles, shower and changing facilities etc.)</li> </ul> <p><b>Travel Advice and Information</b></p> <ul style="list-style-type: none"> <li>• Provide all users of the site with travel information using media appropriate to the target audience (e.g. reception information boards, travel guides (print or digital), travel info/how to get here web pages, real-time information displays, wayfinding information for nearby amenities and transport hubs in walking and cycling times etc.).</li> <li>• Personal journey planning.</li> <li>• Promotion of online journey planners for all modes.</li> <li>• Public transport information, including maps, timetables, ticketing information / offers etc.</li> <li>• Promotion of local and national sustainable travel and road safety campaigns.</li> </ul> <p><b>Active Modes (Walking and Cycling)</b></p> <ul style="list-style-type: none"> <li>• Inclusive and secure cycle parking for all users of the site, including both short and long stay provision.</li> <li>• Changing facilities, showers, lockers and drying facilities.</li> <li>• Cycle to Work scheme (salary sacrifice access to bicycles).</li> <li>• Cycle and walking journey planning web links.</li> <li>• Facilities to support basic bike maintenance on site (from a simple pump, spares and tools box to a fix-it station stand/public air pump).</li> <li>• Cycle skills and bike maintenance training for site users.</li> <li>• Regular 'Dr Bike' maintenance service for site users.</li> <li>• Promotion of national and local road safety, cycling and walking campaigns and events.</li> </ul> <p><b>Public Transport</b></p> <ul style="list-style-type: none"> <li>• Identify any gaps in public transport provision and routes / facilities that could be enhanced or introduced to serve the site, including new or improved bus stop infrastructure (e.g Real-time displays, shelters, seating, bus boarder kerbs, clearways etc).</li> <li>• Free bus passes and/or taster tickets.</li> <li>• Implement schemes to help any staff access discounted tickets/passes and spread the cost of public transport tickets (e.g. Corporate MCards and those relevant to the bus and rail operators serving the development).</li> <li>• Offer interest free loans to staff wishing to purchase season tickets (MCards and those relevant to the bus and rail operators serving the site).</li> </ul> <p><b>Smarter Driving &amp; Car Sharing</b></p> <ul style="list-style-type: none"> <li>• Low emission fleet vehicles &amp; other sustainable travel policies and practices.</li> </ul>	<p>✓ / x</p> <p><b>AUDITOR COMMENTS</b></p> <p>X</p> <p>A range of measures have been included in the Travel Plan relating to various transport modes. However, the measures are somewhat limited, and some lack clarity in some instances. Therefore, the following matters should be addressed:</p> <ul style="list-style-type: none"> <li>- The Travel Plan indicates that public transport taster tickets will be offered to staff, but suggests that the details can't be confirmed due to the lack of a response from WYCA. This is not acceptable, and the details of the public transport taster ticket offer need to be confirmed. This should also be a meaningful offer to staff, which doesn't appear to be deliverable based on the very limited budget that has been mentioned to date (e.g. £1,500 per annum, which equates to circa £3 per staff member).</li> <li>- A 'cycle to work' scheme should be investigated, together with interest free loans for public transport tickets (e.g. salary sacrifice schemes).</li> <li>- Additional measures to encourage cycle use should be provided, which could include cycle maintenance facilities and cycle training.</li> <li>- Public Transport discounts and promotions should be investigated and identified (these are already available via WYTPN, which the end user has committed to join).</li> <li>- 12 car sharer car parking spaces are proposed, together with a guaranteed ride home scheme, which is welcomed. However, given that the original survey data provided at the planning application stage identified that there were already 23 car sharers based on current staffing levels (that are anticipated to increase significantly), this level of provision does not appear to be adequate and should be reviewed.</li> <li>- There must be a firm commitment to deliver the Travel Plan and the associated measures. The Travel Plan shall be reviewed, to ensure that any ambiguous language is not included (e.g. reference to 'be considered' or 'should' to be reworded throughout to remove any ambiguity).</li> </ul>
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<ul style="list-style-type: none"> <li>• Ride matching services (wycarshare.com or other).</li> <li>• Priority car parking for car sharers and other sustainable transport modes.</li> <li>• Emergency ride home for car sharers.</li> <li>• Advice on good driving practices.</li> </ul> <p><b>Car Club</b></p> <ul style="list-style-type: none"> <li>• In agreement with Kirklees Council, specify the number of dedicated car club bays the development will provide and show on a site layout plan.</li> <li>• Dedicated car club bays will need to be reserved for the sole use of the preferred supplier(s) as agreed with Kirklees Council, and provided at ground floor level and accessible 24/7 to car club members.</li> <li>• Car club bays should include electric vehicle charging points and adjacent cycle stands (Sheffield) wherever possible. The charging points should be selected in consultation with the Kirklees Council and the agreed car club operator. They should be dedicated to the car club operator at the dedicated bay and be covered by a suitable maintenance and repair agreement to ensure car club operations are high quality and reliable.</li> <li>• Provide users of the site (staff, residents etc) free trial membership and drive time credit to trial the use of the car club.</li> <li>• The developer contributions required to fund Car Club Vehicle(s) and provide free trial membership to end users of a development site needs to be agreed with the preferred car club supplier(s) on a site-by site basis, in conjunction with Kirklees Council. For residential uses, the funding of a car club and/or free trial membership is a suitable use of a proportion of the Residential Travel Plan Fund (see RTPF information later in this checklist).</li> </ul> <p><b>Electric Vehicles</b></p> <ul style="list-style-type: none"> <li>• The type, location and Specification of Electric Vehicle Charging Points (EVCP) to be identified. These must meet the minimum standards contained in the West Yorkshire Low Emission Strategy (WYLES) and Building Regulations.</li> <li>• The location of any on-site and nearby EV charging points should be promoted to users of the development.</li> <li>• Provide site users with opportunities to trial Electric Vehicles (bicycles, cargo bikes, vans and cars).</li> </ul> <p><b>Parking</b></p> <ul style="list-style-type: none"> <li>• The quality and quantum of bicycle, motorcycle and car parking should be identified for all development users. This must include an assessment of the required provision, based on the end user requirements and ambitious (but realistic) targets for modal split.</li> <li>• A parking management plan, explaining (as a minimum): <ul style="list-style-type: none"> <li>- how parking will be accommodated within the development site;</li> <li>- how spaces will be allocated;</li> <li>- how priority will be given to car sharers;</li> <li>- how Electric Vehicle Charging Points will be provided / managed (e.g. charging costs).</li> </ul> </li> </ul>		
<b>SECURING THE TRAVEL PLAN - SECTION 7</b>	▼ / x	<b>AUDITOR COMMENTS</b>
<p><b>State how the Travel Plan will be secured and any financial contributions required.</b></p> <p>The Travel Plan will need to be secured by condition and/or Section 106 Agreement. Where a Residential Travel Plan Fund (RTPF) or Residential MCard contribution, and Travel Plan Monitoring and Review Fees are required, these must be secured via a Section 106 Agreement. Some of the key Travel Plan requirements that need to be secured by the S106 Agreement are as follows:</p> <ul style="list-style-type: none"> <li>• Funded Measures e.g. RTPF, Public Transport Enhancements, Car Club bays / promotion etc.</li> <li>• Travel Plan Monitoring and Review Fees.</li> <li>• Travel Plan implementation, management and monitoring obligations, including the appointment of a Travel Plan Co-ordinator and their responsibilities.</li> <li>• Financial penalties, sanctions and remediation measures.</li> </ul>	x	<p>A Travel Plan Monitoring fee (to cover the LPA costs of the Travel Plan review / monitoring process) has been secured to the development via a S106 contribution, and has been confirmed in the Travel Plan document. The Travel Plan also confirms that a Travel Plan Coordinator will be appointed, a Travel Plan budget will be set, and that monitoring will occur on an annual basis, which is acceptable in principle. However, further clarification on these matters is required, as set out above.</p>
<b>ACTION PLAN - SECTION 8</b>	▼ / x	<b>AUDITOR COMMENTS</b>
<p><b>Provide an Action Plan in table format that identifies all of the Travel Plan actions.</b></p> <p>The Action Plan should draw together all of the Travel Plan Actions that have been set out in the Travel Plan, detailing what will be delivered, when and who is responsible. This should include (as a minimum):</p> <ul style="list-style-type: none"> <li>• All Travel Plan Measures and infrastructure provision;</li> <li>• Promotional activities;</li> <li>• Travel Plan Coordinator duties;</li> <li>• Travel Plan Management, including appointment of TPC and funding;</li> <li>• Monitoring and Review.</li> </ul>	x	<p>An Action Plan has been included in Appendix D, which is generally acceptable. However, this should be updated once all outstanding matters have been addressed. The Action Plan should also clearly identify the process and timing for providing information to the LPA (via HDM), including the provision of TPC contact information; and agreement of the annual Action Plan (as mentioned above, this needs to be agreed every year, but may be unaltered from the previous year if all targets are being met).</p>
<b>USE CLASS AND SITE-SPECIFIC REQUIREMENTS</b>	▼ / x	<b>AUDITOR COMMENTS</b>
<p><b>EMPLOYMENT SITES</b></p> <p><b>Business Travel</b></p> <ul style="list-style-type: none"> <li>• Commit to a business travel policies that include a travel mode hierarchy, with active and sustainable modes at the top, which are preferred to lone driving in private grey fleet vehicles at the bottom and should be discouraged.</li> <li>• Pool bikes.</li> <li>• Pool public transport passes.</li> <li>• E-Cargo bikes.</li> <li>• Reduce grey fleet mileage.</li> <li>• Membership and use of car clubs/carshare schemes.</li> </ul> <p><b>Site Relocation/Migration</b></p> <ul style="list-style-type: none"> <li>• A survey of existing and intended employee travel habits should be included and used to inform what the most effective measures will be.</li> <li>• Commit to promoting sustainable travel options and Travel Plan measures well in advance of the relocation.</li> </ul> <p><b>RESIDENTIAL SITES</b></p> <ul style="list-style-type: none"> <li>• Sustainable travel information should be provided on the sales/marketing website for the development.</li> <li>• Issue sustainable travel information to all new residents.</li> </ul> <p><b>Residential Travel Plan Fund (RTPF)</b></p> <ul style="list-style-type: none"> <li>• Some smaller residential development sites, and all residential sites above the Travel Plan threshold (50 + dwellings) are expected to either commit to the provision of a Residential Travel Plan Fund (RTPF), or the WYMetro Residential Mcard scheme.</li> <li>• The RTPF and WYMetro Residential Mcard scheme require site-specific contributions, which are calculated on a per dwelling basis (See WYMetro website for current prices).</li> </ul>	▼	<p>The Travel Plan has been written primarily for staff and visitors. However, some measures have been incorporated to address business/operational travel, which are acceptable.</p>

- RTPF are currently calculated at the same cost as the bus only Annual Residential Mcard, applied to all dwellings at the development. This approach allows the RTPF to be used for a range of measures, as agreed with Kirklees Highway Development Management (HDM), which may include some of the funding utilised for WYMetro Annual Residential Mcards (subject to agreement with West Yorkshire Combined Authority / WYCA if the standard provision of 100% MCard coverage is not proposed).

- The RTPF is provided by the applicant for the provision of Travel Plan measures that support residents in making sustainable travel choices.

- It is to support journeys regularly made to/from the development by residents (e.g. to work or education) within the West Yorkshire boundary (or within 15 miles of the Kirklees boundary). Although it is not intended to support longer distance journeys, reasonable requests that fall outside this criteria will be considered.

- The RTPF will be paid as a Section 106 contribution to Kirklees Council prior to occupation (or in agreed installments), but will be managed, delivered and audited by the appointed TPC.

- The TPC will:

- Develop the RTPF offer (aligned with resident demand, negotiated with the providers / operators and promote to residents).

- Propose and agree with Kirklees Council (via Highway Development Management / HDM) the schedule of measures to be delivered by the RTPF. This includes at initial occupation and as part of ongoing Annual Action Plans.

- Include utilisation data and spend to date (including evidence of costs) in the Annual Travel Plan Monitoring Report & Action Plan submitted to Kirklees Council (via Highway Development Management / HDM).

- Discuss with Kirklees Council (via Highway Development Management / HDM) the reallocation of any unspent funds at the end of the formal Travel Plan Monitoring period.

- The RTPF is not to be used for general Travel Plan costs (e.g. Travel Plan Coordinator, Monitoring and Review, Travel Information and Promotion etc). Instead it must be used for specific measures agreed the Kirklees Council (via Highway Development Management / HDM), including the following:

- Public transport ticketing.

- Car Club trial and usage, support and marketing.

- Cycle (including equipment) purchase schemes (vouchers).

- Car sharing / walking & cycle measures / promotions (e.g. prize draws) and/or further infrastructure enhancements.

- Any other reasonable measures / infrastructure appropriate to the development that promotes / facilitates sustainable travel choices.

- There will be no payback or the RTPF if the money is not spent within the formal monitoring period of the Travel Plan. Any unspent funds will be allocated by Kirklees Council towards sustainable travel infrastructure or projects that benefit the development.

- Any free trial membership and usage of a car club is included in the RTPF fund but can be specified separately in the Section 106 Agreement. The initial offer should be for an either/or measure although this can be reviewed once the fund has been operational.

#### Link to School Travel Plans

- Links to nearby school Travel Plans.

- Work with nearby School TPCs to identify mutually beneficial measures e.g. walking buses, walking and cycling routes to school, school bus provisions etc.

#### STUDENT RESIDENCES

- Set out the arrangements for start and end of term, semester and academic year pick up/drop off dates/periods to minimise demand and congestion on the local highway network i.e. staggered arrivals and car parking arrangements.