



## TRAVEL PLAN GUIDANCE

### TRAVEL PLAN DEFINITION

A travel plan is a package of actions designed by a workplace, school or other organisation to encourage safe, healthy and sustainable travel options. By reducing car travel, travel plans can improve health and wellbeing, free up car parking space, and make a positive contribution to the community and the environment.

Travel plans are specific to a location and take into account the nature of the organisation, existing travel behaviour and types of journey people make.



### POLICY BACKGROUND

**National** - Paragraph 36 of the National Planning Policy Framework sets out that all developments which generate significant amounts of transport movement should be required to provide a Travel Plan.

**County** - Surrey County Council is the Highways Authority for the Borough. Woking Borough Council works in partnership with Surrey County Council to achieve the aims and objectives of the Surrey Transport Plan, which sets out the transport strategy for Surrey.

One component of the Surrey Transport Plan is the Travel Planning Strategy. The aim of this strategy is to provide travel-planning measures, interventions and self help support to schools and workplaces in Surrey to make informed choices about their travel.



**Local** - Woking Borough Council has an adopted Core Strategy that sets out the planning policy framework for managing development in the Borough. Policy CS18: Transport and Accessibility of the Core Strategy requires development proposals that generate significant traffic or have significant impact on the Strategic Road Network to be accompanied by a travel plan and a Travel Statement from smaller scale developments, in accordance with good practice guidance.

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## SOURCES OF INFORMATION

### TravelSMART, Surrey County Council

<https://www.travelsmartsurrey.info/business-smart/travel-plans>

This website provides all the help and support required to produce travel plans for both existing or new developments and organisations. Including:

- Guidance for writing travel plans
- Good practice from residential travel plans
- Monitoring reports from Surrey businesses
- Discounts and offers



### Planning Practice Guidance: Travel Plans, DCLG

<http://planningguidance.communities.gov.uk/blog/guidance/travel-plans-transport-assessments-and-statements-in-decision-taking/>

Provides advice on when transport assessments and transport statements are required, and what they should contain.

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## SCHOOL TRAVEL PLANS

The [Surrey County Council School Sustainable Travel Team \(SSTT\)](#) provide help and support for school travel plans.

A school travel plan identifies (STP) the journeys made to and from school and looks for ways these can be made safer and more sustainable. A STP is usually required when new facilities are built which increase the published admission numbers for the school.

A draft guide to school travel plans can be found on the Travel SMART Surrey website:

[https://www.travelsmartsurrey.info/\\_data/assets/pdf\\_file/0018/85104/Draft-TP-Guide-Appendix-E.pdf](https://www.travelsmartsurrey.info/_data/assets/pdf_file/0018/85104/Draft-TP-Guide-Appendix-E.pdf)

**Coming soon...** A Transport Strategy for Surrey's Expanding Schools Programme is being prepared which aims to address concerns about road safety, congestion and parking. The strategy explains how travel plans will provide the means for schools and all interested parties to identify traffic issues around schools, along with actions which focus on resolving these issues.

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## OTHER USEFUL WEBSITES:

[CycleWoking.org.uk](http://CycleWoking.org.uk): A partnership between Woking Borough Council and Surrey County Council aimed at improving cycling facilities and encouraging people to travel by bike.

[Eco-schools.saferoutestoschools.com](http://Eco-schools.saferoutestoschools.com): The Eco-Schools award programme is an international programme, providing a simple framework to help make sustainability an integral part of school life. The website provides useful project ideas to reduce the number of vehicle journeys to and from schools.

**For more information**, or to sign up to be notified about future planning policy consultations, please contact the Planning Policy Team on 01483 743871 or e-mail us at [planning.policy@woking.gov.uk](mailto:planning.policy@woking.gov.uk)

You can also find out more at [www.woking2027.info](http://www.woking2027.info)

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