

Land to the South of Pound Farm, Hertfordshire

Interim Travel Plan

Final Report
PL/HB/34362
January 2026



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1 INTRODUCTION

1.1 PURPOSE OF THIS INTERIM TRAVEL PLAN

- 1.1.1 This Interim Travel Plan (TP) has been prepared by DHA on behalf of Bugler Homes Ltd in support of the proposed development on Land to the South of Pound Farm, in Ickleford, near Hitchin, Hertfordshire.
- 1.1.2 This TP relates to the residential element of the proposed development. A separate Interim TP has been prepared for the proposed Special Educational Needs and Disabilities (SEND) school.
- 1.1.3 This TP should be read alongside the Transport Assessment (TA) submitted in support of the hybrid planning application.

1.2 WHAT IS A TRAVEL PLAN?

- 1.2.1 A Travel Plan (TP) is a strategy for managing travel needs and transport provision within an organisation or site. It seeks to improve access to a development or site by sustainable modes of transport. It therefore contains both physical and behavioural measures to increase travel choices and reduce reliance on single-occupancy car travel.
- 1.2.2 A TP involves the development of a set of mechanisms, initiatives and targets that together can enable an organisation or site to reduce the impact of travel and transport on the environment, whilst also bringing a number of other benefits. A TP is a live document that will grow and develop with time, in accordance with the changing circumstances of a site and the environment in which it operates.

1.3 WHAT ARE THE BENEFITS OF A TRAVEL PLAN?

- 1.3.1 The primary benefits of a TP are environmental, with improved air quality, less noise and dirt and a reduction of CO₂ emissions. TPs can also deliver a number of other benefits:-
 - Individuals can benefit from improved health, cost and timesaving, reduced stress and a general improvement in their quality of life;
 - Companies can benefit from increased productivity generated by a healthier, more motivated set of individuals and a safer environment due to reduced congestion; and

- Local communities can enjoy reduced congestion on local roads and possible improvements to public transport services funded by future investment.

1.3.2 A well-developed TP can mitigate the adverse traffic impacts of development, and the Government recognises their importance in achieving improvements in transport conditions at the local level. The Public Health England publication 'Cycling and walking for individual and population health benefits' (2018) emphasises the health benefits of walking and cycling. Active travel as part of a TP enables people to enjoy these benefits as part of their daily routine.

1.4 POLICY CONTEXT

1.4.1 This TP has been prepared in accordance with the relevant national and local policy and guidance:-

- National Planning Policy Framework (NPPF, 2024);
- Planning Practice Guidance (PPG) on Travel Plans (2014);
- Department for Transport (DfT) Circular 01/2022 – The Strategic Network and the Delivery of Sustainable Transport (2022);
- Hertfordshire County Council (HCC) Local Transport Plan 4: 2018-2031 (LTP4);
- North Herts Local Plan (NHLP, 2011);
- Ickleford Neighbourhood Plan (2024);
- Vehicle Parking at New Development Supplementary Planning Document (SPD, 2011) and
- Hertfordshire County Council Travel Plan Guidance (2020).

1.5 AIMS AND OBJECTIVES

1.5.1 The main aims and objectives of this TP are the following:-

- Demonstrate to the Local Planning and Highway Authorities a commitment to provide the development with suitable facilities that will encourage residents to travel to and from the site in a sustainable manner;
- Set out the necessary survey and monitoring requirements needed to assess the performance of the TP;

- Reduce resident dependency on car-borne trips;
- Reduce the need for unnecessary travel to and from the site;
- Improve the local environment and thus contribute to a better quality of life; and
- Inform residents of the health benefits of sustainable travel.

1.6 STRUCTURE OF THIS PLAN

1.6.1 Following this introduction, the TP is structured as follows: -

- Section 2 provides details of the site characteristics and current transport infrastructure in the vicinity;
- Section 3 outlines objectives as well as targets;
- Section 4 gives details on the management of the TP;
- Section 5 sets out the package of measures that will be introduced in order to influence the way users travel to and from the site;
- Section 6 sets out the monitoring and reporting strategy of the TP; and
- Section 7 outlines an Action Plan.

1.7 VISION OF THE DEVELOPMENT

1.7.1 With reference to DfT Circular 01/2022, the vision of the development is to deliver a sustainable, mixed-use extension to Ickleford, providing a landscape-led neighbourhood with enhanced active travel links and connectivity. The scheme includes the provision of a Special Educational Needs and Disabilities (SEND) school to cater for an evidenced local need.

1.7.2 The Vision will be achieved via the following measures: -

- The implementation of a robust Travel Plan and the provision of Travel Information Packs for residents containing initiatives and incentives to encourage the uptake of active and sustainable travel modes, together with an associated monitoring and reporting strategy;
- Improvements to the existing Public Rights of Way network in the site vicinity, including enhanced crossing facilities for all users;
- The creation of a landscaped active travel corridor through the site;

- The provision of connections to existing local footway infrastructure to provide direct links into Ickleford;
- The implementation of new bus stops along the site frontage to promote the use of public transport; and
- The installation of secure cycle parking for each element of the scheme, together with 'active' Electric Vehicle charging facilities in line with the Building Regulations Part S.

1.7.3 To reflect the delivery of this vision, a mode shift reduction of 10 per cent has been applied to the baseline vehicular trip generation forecast for the development within the accompanying TA, which has been reflected in this document.

2 EXISTING CONDITIONS

2.1 OVERVIEW

- 2.1.1 The site comprises a single parcel of land to the west of the A600 Bedford Road, immediately to the north-west of the village of Ickleford. The red line boundary of the site can be seen in a local context in Figure 2-1 below.



FIGURE 2-1: SITE LOCATION (COURTESY OF GOOGLE MAPS)

- 2.1.2 The site is bound to the north and west by agricultural land and to the south by residential dwellings. To the east, the site is bound by Bedford Road, beyond which is land allocated for up to 150 dwellings and a 2 Form Entry primary school under Policy IC3 of the North Herts Local Plan.

2.2 LOCAL HIGHWAY NETWORK

- 2.2.1 The A600 Bedford Road is a principal road that is designated as a P1 / M2 inter-urban route under the HCC Place and Movement network. It is noted that at the junction with Ryder Avenue, the road becomes a P2 / M2 route, which is defined as a multi-functional route connecting urban settlements. Bedford Road has a carriageway width of approximately 7.5m in the site vicinity and is subject to a 30mph speed limit. Approximately 35m to the north of the existing Bridleway crossing of the road, the speed limit increases to 40mph. Bedford Road takes a

broadly north / south alignment within the site vicinity, continuing to Henlow Camp to the north and Hitchin town centre to the south.

- 2.2.2 To the south, Bedford Road forms a mini-roundabout junction with Westmill Lane and Turnpike Lane. Turnpike Lane continues in an easterly direction towards the centre of Ickleford, where it forms a mini-roundabout junction with Arlesey Road. Bedford Road continues in a southerly direction, forming a roundabout junction with the A505, where onward connectivity to the A1(M) can be achieved. Heading west, the A505 provides a route towards Luton.

2.3 WALKING AND CYCLING INFRASTRUCTURE

- 2.3.1 To the south of the site, footway provision subject to street lighting is present on both sides of Bedford Road, measuring approximately 2.0m in width, and is considered to be of good quality. This provision continues south to the Westmill Lane / Bedford Road / Turnpike Lane mini-roundabout junction, where a continuous footway is present along Turnpike Lane to access the centre of Ickleford. Footway provision on Turnpike Lane also measures approximately 2.0m in width and is of a good standard and subject to intermittent street lighting. At side road junctions, dropped kerbs are present and the terrain is generally flat.
- 2.3.2 Towards Hitchin, footways continue south on Bedford Road and a signalised crossing has recently been delivered as part of the Burford Grange development to facilitate safe pedestrian access to the continuous footway on the eastern side of the road.
- 2.3.3 Ickleford can also be accessed from the site using Public Rights of Way (PRoW). Figure 2-2 overleaf identifies the local PRoW network.

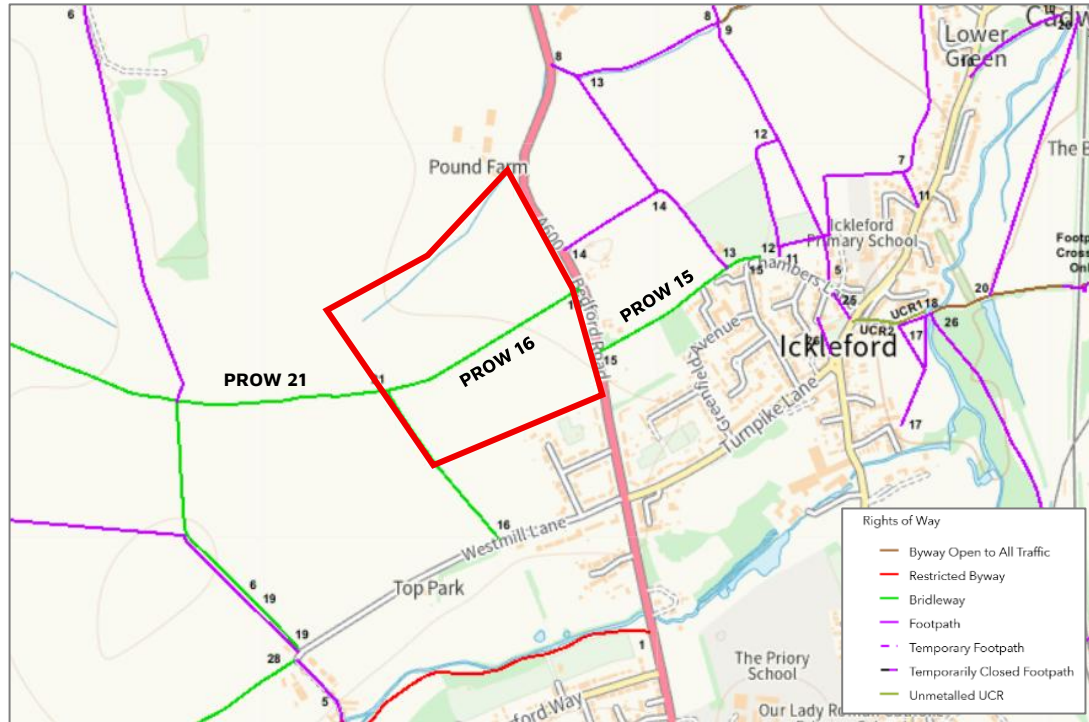


FIGURE 2-2: LOCAL PROW NETWORK (COURTESY OF HCC)

- 2.3.4 PRow 16, which is a Bridleway, runs centrally through the site in an east-west direction and connects with PRow 21 at the western site boundary towards Pirton. On the opposite side of Bedford Road, PRow 15 can be accessed. At present, there is no formal crossing point and a permissive route between PRow 15 and 16 runs adjacent to the western side of the carriageway, as shown in Figures 2-3 and 2-4 below.



FIGURE 2-3: EXISTING CROSSING POINT BETWEEN PROWS 15 & 16



FIGURE 2-4: EXISTING PERMISSIVE PATH ALONG BEDFORD ROAD

- 2.3.5 Figure 2-5 displays the designated cycle network in the site vicinity, with blue lines denoting local cycle routes, purple lines denoting Regional Cycle Routes (RCRs), red lines denoting National Cycle Routes (NCRs) and orange lines indicating Bridleways permitting cycling.

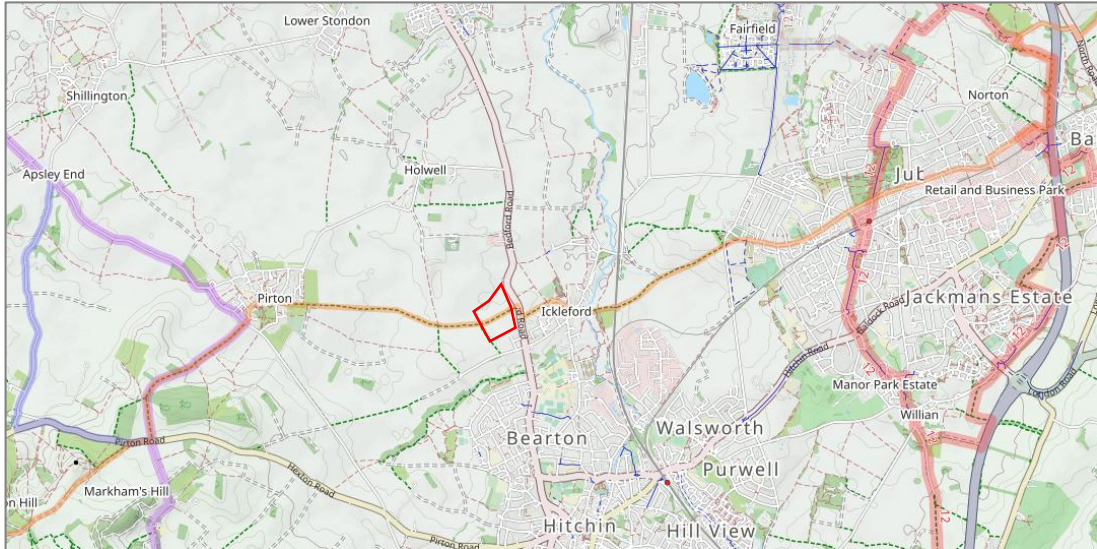


FIGURE 2-5: LOCAL CYCLE NETWORK (COURTESY OF OPENCYCLEMAP)

- 2.3.6 NCR 12 is located approximately 4.8km to the east of the site, representing a 16-minute cycle time via Icknield Way. The route to NCR 12 is largely provided off-carriageway using existing Bridleways and is relatively flat and straight, facilitating its use by cyclists of a moderate ability.
- 2.3.7 It is noted that the Letchworth Greenway is accessible from Stotfold Road, which is 3km – or an 11-minute cycle time – from the site via Arlesey Road and the PRow network.

2.4 PUBLIC TRANSPORT INFRASTRUCTURE

- 2.4.1 The closest bus stop to the site is located on Bedford Road approximately 160m to the south of the proposed site access, accessible in a two-minute walk time. This bus stop, known as 'Ryder Avenue', is afforded with a flag-and-post and timetable information and serves northbound services. Table 2-1 below summarises the bus services that are accessible from this stop.

SERVICE NO.	ROUTE	SERVICE FREQUENCY			SERVICE OPERATOR
		WEEKDAY	SATURDAY	SUNDAY	
9B	Bedford – Stevenage	Hourly	Every 2 hours	-	Stagecoach East
9D	Bedford – Stevenage	3 AM services	Every 2 hours	-	Stagecoach East
74	Bedford – Biggleswade – Hitchin	Hourly	Hourly	-	Grant Palmer
89	Hitchin – Pirton – Henlow Camp	Every 2 hours	Every 2 hours	-	Centrebus

TABLE 2-1: LOCAL BUS SERVICES (RYDER AVENUE - NORTHBOUND)

- 2.4.2 The closest southbound bus stop is located on Bedford Road, approximately 350m to the south of the site, accessible in a five-minute walk time. This bus stop is served by the same frequency of services detailed in Table 2-1 and is provided with a bus shelter with seating.
- 2.4.3 Hitchin Railway Station is located approximately 2.4km to the south-east of the site 'as the crow flies', accessible in an 11-minute cycle or eight-minute bus journey time utilising Routes 9B and 89. The station benefits from a cycle store located by the station entrance, providing 291 spaces which are sheltered and CCTV monitored. Step-free access to all platforms is available.
- 2.4.4 Table 2-2 summarises the train services that are accessible from this station, highlighting key destinations and the weekday service frequency during peak weekday commuting hours (07:00-09:00 and 16:00-18:00).

DESTINATION	PEAK SERVICE FREQUENCY	JOURNEY DURATION
Letchworth Garden City	Every 30 minutes	6 minutes
Cambridge	Every 10-20 minutes	35 minutes
Peterborough	Every 30 minutes	45 minutes
London Kings Cross	Every 30 minutes	48 minutes
Brighton	Every 30 minutes	1 hour 56 minutes
Horsham	Every 30 minutes	2 hours

TABLE 2-2: LOCAL TRAIN SERVICES FROM HITCHIN

2.5 ACCESSIBILITY

- 2.5.1 The site is located within proximity to a range of local services and facilities within an acceptable walking distance of the proposed site access, using the footway network described above and PRoW 15 towards Ickleford. The centre of Ickleford is located approximately 750m to the east of the site, accessible in just under a 10-minute walk time. In addition, there are a number of accessible amenities within Hitchin.
- 2.5.2 A summary of the walking distances to a selection of local amenities (measured along walking routes from the proposed pedestrian access points and not taken 'as the crow flies') is provided in Table 2-3 below. The walk times provided are based on a walk speed of 80m per minute¹.

¹ This is widely used to estimate walk times and is used within the London-based Public Transport Accessibility Level (PTAL) analysis

FACILITY	WALK DISTANCE	WALK TIME	CYCLE TIME
Ickleford Sports & Recreation Club	550m	8 minutes	2 minutes
Ickleford Play Park	600m	8 minutes	2 minutes
Plume of Feathers Public House	700m	10 minutes	3 minutes
The Old George Public House	750m	10 minutes	3 minutes
C&L Hair and Beauty	750m	10 minutes	3 minutes
The Ickleford Stores (with ATM)	850m	12 minutes	3 minutes
Church of St Katherine	850m	12 minutes	3 minutes
Smartys Day Nursery	850m	12 minutes	3 minutes
The Priory School	850m	12 minutes	3 minutes
Ickleford Village Hall	900m	13 minutes	4 minutes
Ickleford Primary School	950m	13 minutes	4 minutes
Hitchin Football Club	1.0km	13 minutes	4 minutes
Loco Convenience Shop	1.1km	15 minutes	5 minutes
Hitchin Army Cadet Force	1.3km	17 minutes	5 minutes
Days Bakery	1.5km	20 minutes	5 minutes
K Jones Butchers	1.5km	20 minutes	5 minutes
Chinese Food Centre	1.5km	20 minutes	5 minutes
Hitchin Rugby Club	1.5km	21 minutes	6 minutes
Cross Chemist & Travel Clinic	1.5km	21 minutes	6 minutes
Peckers Restaurant	1.6km	21 minutes	6 minutes
Strathmore Infant & Nursery School	1.8km	24 minutes	7 minutes

TABLE 2-3: SITE ACCESSIBILITY TO LOCAL SERVICES

- 2.5.3 As noted in Manual for Streets (MfS), walkable neighbourhoods are characterised as locations where a range of facilities are accessible within a 10-minute walk and where walking can replace short car journeys for walking distances of up to 2km. On this basis, it is evident that there is the potential for everyday journeys to be undertaken via non-car means, in accordance with the sustainability requirements of the National Planning Policy Framework (NPPF) and within an acceptable walking distance.

3 OBJECTIVES AND TARGETS

3.1 OVERVIEW

- 3.1.1 This section sets out the objectives of the TP, as well as draft targets for the early years of the development.
- 3.1.2 Within three months of occupation of the development, detailed travel surveys will be conducted to confirm the baseline mode share of residents, which will inform the targets of the TP. The following sections give consideration to these potential targets. These will be refined and amended as necessary once the baseline mode share of the residents is established.

3.2 BASELINE MODE SPLIT

- 3.2.1 To establish the baseline mode split of existing local residents, Census 2011 'Method of Travel to Work' data has been assessed. From this, the mode share for employment-based trips originating in Middle-Layer Super Output Area (MSOA) North Hertfordshire 014 - in which the site is located - can be established. Table 3-1 outlines the results of this exercise.

Mode	Existing Travel to Work Mode Share
	%
Walk	5%
Cycle	2%
Bus	2%
Motorcycle	1%
Car/Van	75%
Car Sharing	4%
Rail	11%
Other	<1%
Total	100%

TABLE 3-1: BASELINE TRAVEL TO WORK MODE SHARE

3.3 TRAVEL PLAN OBJECTIVES AND TARGETS

- 3.3.1 Objectives are the high-level aims of the TP, providing direction and focus for the Plan. It is important that realistic targets and objectives are set so that the TP can be monitored and reviewed to show whether they have been met. The objectives are set out with the overall aim to reduce private vehicle use and encourage a shift towards sustainable transport modes by residents of the development.

3.3.2 The overarching objectives of this TP are to overcome the challenges and optimise the opportunities of the proposed development by:-

- Providing the required information and incentives to residents to encourage travel to and from the site via sustainable methods of transport;
- Reducing the transport-related environmental impacts associated with residents of the site.

3.3.3 Based on the baseline mode split and objectives above, an initial target has been set below to cover the first five-year period post-occupation of the development. This will be reviewed and amended as required following completion of the baseline travel surveys:-

- A minimum of **10 per cent** reduction in single occupancy car travel, split between other sustainable modes of travel.

4 TRAVEL PLAN STRATEGY

4.1 OVERVIEW

- 4.1.1 A Travel Plan strategy that sets out the stages by which the TP will be developed and implemented is crucial. The strategy for the site is contained within this section of the report and explains how the TP will be managed and marketed, as well as who the key partners will be.

4.2 TRAVEL PLAN COORDINATOR

- 4.2.1 A Travel Plan Coordinator (TPC) will be appointed to manage the TP prior to first occupation of the development. The TPC will take a leading role in overseeing the implementation and management of the TP as well as being responsible for co-ordinating the monitoring of all travel surveys. The responsibilities of the TPC will include:-
- Obtaining and maintaining commitment and support from residents;
 - Ensuring that the measures set out within the TP are being implemented and promoted as necessary;
 - Liaising with parties within the site and outside (e.g. stakeholders, public transport operators) to facilitate coordinated sustainable transport strategies and TP promotion;
 - Liaising with the HCC Travel Plan Officer;
 - Giving advice and information on transport-related subjects to residents; and
 - Coordinating the necessary data collection exercises and monitoring the TP programme.
- 4.2.2 The TPC for this site will be identified and appointed by Bugler Homes and will be appointed for a minimum of five years.

4.3 MARKETING AND PROMOTION

- 4.3.1 A principal marketing task within the first few months of implementation will be the distribution of information to all residents, ensuring that they are fully aware of the alternative modes of transport available. This information will be provided within a Travel Information Pack for residents, which will contain the following information:-

- Details of the TP measures, objectives and targets;
- Plans of walking and cycling routes in the area;
- Passenger transport timetable information for services in the vicinity of the site and onward connections, including train timetables and maps showing the nearest bus stops and routes;
- Contact details for local bus and train operators for ticket ordering;
- Contact details for local cycling groups and shops and information on cycle training courses; and
- Contact details for the TPC.

4.3.2 The development of the Travel Information Pack is an important element of the TP. It is essential that it contains the necessary travel information to suitably inform recipients. To ensure that the benefits of receiving it go beyond the first site residents, provision will be made to supply this information at least during the initial five-year period of the TP. This will be organised by the TPC when required.

4.3.3 It is important that there is continued marketing of the TP from the first day of occupation and thereafter. TP 'branding' is a key part of the promotion of any Plan. It is important for all users to have a brand that they recognise as it reinforces the TP, its initiatives, and what it seeks to achieve.

4.3.4 Helpful websites such as <https://www.traveline.info>, www.intalink.org.uk and www.sustrans.org provide further advice.

5 MEASURES

5.1 OVERVIEW

- 5.1.1 This TP does not set out to impose unrealistic, anti-car targets but instead aims to encourage residents to switch modes where possible. This section of the Plan sets out the measures that will be introduced to encourage the use of more sustainable modes.

5.2 WALKING AND CYCLING

- 5.2.1 Walking is a cheap and healthy form of transport over short distances. The cost of cycling is also low, and traffic congestion can often be avoided, resulting in journey times that can be faster and certainly more predictable than those by car. Cycling is a particularly cost-effective and reliable alternative to public transport over short distances. To encourage walking and cycling, the following initiatives will be implemented:-
- Enhancements to the existing PRoW network and surrounding pedestrian infrastructure to ensure direct access to local services and facilities;
 - Provision of high-quality pedestrian and cycle access links to Bedford Road;
 - Providing secure and sufficient cycle parking for all residents;
 - Providing Travel Information Packs to new residents, which will contain information regarding local pedestrian routes and cycle access, to encourage them to utilise this infrastructure;
 - Developing a high-quality pedestrian and cycle environment within the site;
 - Informing and encouraging residents to attend cycle training courses and distribute information on cycle maintenance training courses; and
 - Encouraging the use of local services and facilities.

5.3 PUBLIC TRANSPORT

- 5.3.1 Public transport has the capacity to move large numbers of people to and from the site. As has been noted, the proposed development enjoys ready access to regular bus services within a short walking distance. Hitchin Railway Station is located approximately 2.4km to the south-east of the site, accessible in an 11-minute cycle time, and can be accessed via the Route 9B and 89 bus services in

an eight-minute journey time. This station is afforded with 389 vehicle parking spaces, plus 291 secure and covered cycle parking spaces.

5.3.2 Raising awareness of public transport is an important measure that the Plan will need to address. Benefits associated with public transport use include the following:-

- Less congestion on local roads;
- Reduced noise and pollution; and
- Greater support for viable local services.

5.3.3 The following initiatives are proposed to encourage the use of public transport by future site occupiers:-

- Provision of new bus stops on Bedford Road to serve the site;
- Information presented via the Travel Information Packs, including the latest bus and train timetable information, ticket prices and discounts, as well as details of useful websites; and
- Liaising with public transport operators about the possibility of providing 'taster' tickets (e.g. annual bus passes or Network Railcards) for new residents for a set period after occupation.

5.4 REDUCED CAR TRAVEL

5.4.1 The use of private vehicles varies by land use, and whilst this can be reduced through encouraging other modes of transport, it cannot be totally eradicated for various reasons such as shift patterns, mobility issues, child care, etc.

5.4.2 The TP will encourage residents to make informed decisions about how they travel and will encourage the considered use of private cars.

5.4.3 Lift sharing offers a sustainable travel option with a number of advantages, as listed below:-

- Lessening traffic congestion on local roads and junctions;
- Reducing the environmental impact from residents getting to and from work;
- Saving money on fuel; and
- Providing the opportunity to socialise.

- 5.4.4 To make the scheme attractive however, incentives and marketing must be in place. Thus the following elements will be introduced to encourage lift sharing:-
- The provision of practical advice on car sharing, including publicising the benefits and local car sharing schemes (i.e. liftshare Hertfordshire) via Travel Information Packs for all residents.

5.5 TRAVEL INFORMATION AND PLANNING

- 5.5.1 Complete and easy-to-understand information about travel is an essential ingredient for a TP, since the first step towards behavioural change is for an individual to understand and consider the options which are realistically available to them. The TPC will seek to disseminate relevant transport information to residents in the following ways:-
- Make residents aware of the journey planning and 'real-time' information tools available;
 - Source local public transport maps showing bus stops, railway stations, route destinations, public transport costs and discounts;
 - Provide details of local and/or online road safety and cycle training courses;
 - Source local cycling maps showing safe, lit routes for cyclists and local cycle repair shops; and
 - Provide details of useful websites (e.g. for local bus operators and National Rail).

5.6 PROVISION FOR ELECTRIC VEHICLES (EVS)

- 5.6.1 The provision of EV charging infrastructure facilitates the uptake of low and ultra-low emission vehicles by residents. These vehicle types are ideal for short-distance journeys and one 'active' Electric Vehicle (EV) charging point will be provided per dwelling, in accordance with the Building Regulations (Part S).

5.7 ECO DRIVER TRAINING AND DRIVER AIDS

- 5.7.1 Whilst the location of the proposal site evidently provides opportunities for journeys to be undertaken by sustainable means, there will inevitably be some occasions where the use of the private car is unavoidable. However, this does not mean that measures to travel as sustainably as possible cannot be taken, such as driving in a more economical way.
- 5.7.2 Driving more economically involves (amongst other things):-

- Anticipating traffic movements further down the road and braking and accelerating smoothly in response to any change in traffic conditions;
- Changing to a higher gear as soon as possible and maintaining low Revolutions Per Minute (RPM);
- Checking tyre pressures regularly to ensure the safest and most fuel-efficient pressures are being maintained; and
- Turning off your engine when static for more than 60 seconds.

5.7.3 Further information about efficient driving will be included in the Travel Information Pack and can be found at:-

- <https://www.advanced-driving.co.uk/eco-driver-training/>

5.7.4 Aftermarket driver aids such as Lightfoot are also available, which encourage fuel-efficient driving habits by rewarding those who drive in an economical way. Rewards include discounts from certain car insurance and breakdown cover providers, as well as electronic goods and track day experiences. More information can be found at:-

- <https://www.lightfoot.co.uk/drivers>

6 MONITORING AND REVIEW

6.1 OVERVIEW

- 6.1.1 The TP is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the site in future years. This section sets out the proposals for monitoring and reviewing the TP over the first five years of the operational life of the development.

6.2 MONITORING

- 6.2.1 Monitoring the TP will help to analyse and assess the progress that has been made towards the targets. By reviewing the Plan, it will also be possible to identify if initiatives are failing.
- 6.2.2 An annual review will serve to be both informative and promotional, advising on the progress of individual actions, setting out initiatives for the following period and commenting on the overall success of the TP. Travel surveys will be undertaken by the appointed TPC within three months of occupation and then annually for the first five years.

6.3 REPORTING

- 6.3.1 As noted in the Action Plan below, the TPC will report the baseline survey results to HCC within one month of the surveys. The Council will then review the results and, if necessary, the TPC will revise the targets accordingly. The results of the travel surveys will be included in the following revision of the Plan.
- 6.3.2 If agreed targets are not met, the TPC will agree measures with the Council to seek to address the identified issues. The TPC will be responsible for communicating the results of the monitoring surveys and resulting amendments to the TP.

7 ACTION PLAN

7.1.1 This section draws together the proposals for the TP implementation, monitoring and review. The actions which will be undertaken are summarised in Table 7-1 below and overleaf.

ACTION	RESPONSIBILITY	TIMESCALE
Appoint TPC	Bugler Homes	Prior to occupation
Prepare Travel Information Packs	TPC	Prior to occupation / ongoing
Install appropriate on-site pedestrian and cycle infrastructure	Bugler Homes	Prior to occupation
Install bus stop infrastructure	Bugler Homes	Prior to occupation
Install on-site EV charging infrastructure	Bugler Homes	Prior to occupation
Complete baseline travel surveys	TPC	Within three months of occupation
Review baseline survey data, produce monitoring report and modify / agree TP	TPC	One month after undertaking surveys
Undertake monitoring surveys and provide an updated monitoring report	TPC	Annually, up to five years from the baseline survey (subject to survey results and agreement with HCC)
Ensure all residents have access to a copy of the TP	TPC	On occupation / on-going
Provide plans to residents indicating local pedestrian and cycle routes	TPC	On occupation / on-going
Provide public transport timetable information	TPC	On occupation / on-going
Liaise with public transport operators to investigate 'taster' bus tickets for residents for first month	TPC	On-going
Creation of a Travel Information Pack for new residents, with information regarding sustainable travel and local services	TPC	On occupation

Install and maintain EV charging facilities	Bugler Homes	On occupation / ongoing
Section 106 contributions towards LCWIP improvements	Bugler Homes	TBC / at Section 106 trigger point

TABLE 7-1: ACTION PLAN