

Appendix 3: Example of Heads of Terms Used to Secure a Residential Travel Plan in Derby.

Travel Plan

Part 1

Transport Strategy and Related Plans

Travel Plan

1. Prior to the Commencement of the Development a Travel Plan shall be submitted to and approved by the City Council in consultation with the County Council District Council and the Highways Agency containing the following:
 - 1.1 proposals for the appointment of a Travel Co-ordinator including the duties of that Travel Co-ordinator
 - 1.2 proposals for the development of a Sustainable Transport Plan;
 - 1.3 proposals for the development of a Public Transport Plan;
 - 1.4 proposals for the development of the Vehicular Parking, Pedestrian and Cycle Plan;
 - 1.5 proposals for the management and routeing of construction traffic;
 - 1.6 a delivery programme for the implementation of the measures identified in the Sustainable Transport Plan the Vehicular Parking, Pedestrian and Cycle Plan and the Public Transport Plan;
 - 1.7 the identification of expected values for car driver trip generation and modal split generated by the Development;
 - 1.8 the methodology for monitoring the performance of the Development in relation to expected values to incorporate measures for annual monitoring and for the provision of detailed reports to the City Council;
 - 1.9 the method of review and reporting by the Travel Co-ordinator to the City Council and the arrangements for the application of the Supplementary Measures Fund as described in Part 2 of this Schedule to fund measures to reduce single car occupancy in the event of any substantial adverse variation from the expected values;
2. To implement the Travel Plan in the form as approved by the City Council throughout the Travel Plan period in accordance with the programme to be approved pursuant to paragraph 1 of this Schedule

3. To secure through the Management Company the appointment and the employment on a part-time or full-time basis of a Travel Co-ordinator prior to the first occupation of the Development until one year after completion of the final dwelling comprising the Development and the Management Company shall ensure that he or she carries out the duties described in the approved Travel Plan that person being a person whose identity and qualifications have been submitted to and approved in writing by the City Council and upon the resignation dismissal or other unavailability of any occupant of the post to take immediate steps to appoint another person to the post whose identity and qualifications shall have first been approved in writing by the City Council
4. Prior to first occupation of the Development to pay the Travel Plan Monitoring Contribution to the City Council acting in it's capacity as agent on behalf of the County Council or to such other party or organisation as may from time to time be elected at the absolute discretion of the City Council in accordance with the terms of the Travel Plan for the provision of annual monitoring reports referred to at paragraph 1.8 of this Schedule

The Sustainable Transport Plan

5. Prior to first Occupation of any part of the Development the Sustainable Transport Plan shall be submitted to and approved by the City Council in consultation with the County Council District Council and the Highways Agency setting out the proposals for:
 - 5.1 a travel information board in the vicinity of the Community Facilities including details of car sharing, cycle routes and public transport including local bus timetables;
 - 5.2 promoting car sharing;
 - 5.3 12 month broadband subscription and access to internet based travel information services for each new resident of the Development PROVIDED THAT such service subscription can be reasonably secured as part of the Development;
 - 5.4 the provision and maintenance of a website providing green travel information and a link to www.carsharerbyshire.com;
 - 5.5 residential information packs for new residents;
 - 5.6 best practice guidance to compliment school travel plans including proposals for the provision of appropriate safe routes;
 - 5.7 promotion of sustainable transport following the end of the Travel Plan period

6. To implement the Sustainable Transport Plan in the form as approved by the City Council throughout the Travel Plan period in accordance with the programme to be approved pursuant to paragraph 1 of this Schedule

Public Transport Plan

7. Prior to first Occupation of any part of the Development the Public Transport Plan shall be submitted to and approved by the City Council in consultation with the County Council District Council and the Highways Agency setting out the following:
 - 7.1 the identity of public transport providers;
 - 7.2 the arrangements for the provision of a single saver ticket for a one month period for use on the Arriva bus services that travel between the Site and Derby City centre to each new resident of the Development;
 - 7.3 the programme for the application of the funding set out at paragraph 1.2 of the Third Schedule in relation to the provision of Real Time Passenger Information on 14 existing buses that serve the Site and 20 existing bus stops along the route travelled by the existing bus services between the Site and Derby City centre and to secure 2 additional bus stops with real time updates on Stenson Road;
 - 7.4 the process for monitoring and review;
 - 7.5 an implementation plan
8. To implement the Public Transport Plan in the form as approved by the City Council throughout the Travel Plan period in accordance with the programme to be approved pursuant to paragraph 1 of this Schedule

The Vehicular Parking, Pedestrian and Cycle Plan

9. Prior to first Occupation of the Development the Vehicular and Cycle Plan shall be submitted to and approved by the City Council in consultation with the County Council District Council and the Highways Agency setting out the proposals for:
 - 9.1 minimum cycle parking standards;
 - 9.2 cycle parking location and design standards;
 - 9.3 promoting the benefits of walking by the provision of dedicated footways within the Development
 - 9.4 the provision of dedicated cycleways within the Development;

- 9.5 parking for the mobility impaired;
- 9.6 regular monitoring and review;
- 9.7 an implementation plan
- 10. To implement the Vehicular Parking, Pedestrian and Cycle Plan in the form as approved by the City Council throughout the Travel Plan period
- 11. For the purposes of this Part the travel plan period shall commence on the first occupation of the Development and shall cease one year after the completion of the final dwelling comprising the Development in accordance with the programme to be approved pursuant to paragraph 1 of this Schedule

Part 2

Supplementary Measures

The Owner covenants with the District Council, the County Council and the City Council that:

- 1. Prior to the first Occupation of the Development the Owner shall pay the Supplementary Measures Fund (or any part thereof) to the City Council or to such other party or organisation as may from time to time be nominated in its stead by the City Council in accordance with the terms of the approved Travel Plan for the purpose of implementing sustainable transport supplementary measures in the circumstances provided for in paragraph 2
- 2. In the event of a substantial variation from the agreed expected values approved as part of the Travel Plan the Travel Co-ordinator will review the circumstances prevailing at that time and make recommendations to the City Council as to the need for supplementary measures to address such variation and thereafter upon receipt of a written request from the City Council the Travel Co-ordinator shall apply the Supplementary Measures Fund to the implementation of such supplementary measures