

REPORT REPORTING THE FINDINGS OF THE SITE AUDIT

You should report on the findings of the site audit in two ways; guidelines on content and maps are provided below. The information you provide in travel plans submitted in planning applications will be checked against these guidelines. All information should be presented with the aim of being clear to readers who have no knowledge of the site and its context.

+ MORE ABOUT Further advice about **checking the content of travel plans** for new developments is given in the developers' Contents Checklist, available from the Resource Centre for travel plans on www.movingsomersetforward.co.uk. These can be used to check if the various elements in the travel plan have been completed.

A SECTION IN THE TRAVEL PLAN:

1. It is advisable to have a section in the travel plan summarising the site audit. A separate sub-section could be devoted to each mode of transport or topic area (as listed below). For example, a general introduction may be followed by sections dealing with the audit of external transport conditions, the internal audit of design to accommodate sustainable travel modes, and organisational policies and context.

INCLUDING MAPS AND ILLUSTRATIONS:

2. Accompanying the description should be a set of maps showing the geographical situation and location of the existing facilities identified in the audit, and any plans for new facilities (including internal building elevations for indoor facilities)



1. DESCRIPTIVE ACCOUNT

The report of the site and design audit should cover the following areas, according to the worksheets (including location and distance to off-site facilities, where applicable):

A: EXTERNAL TRANSPORT CONDITIONS:

WALKING

Walking Routes Off-Site Between The Site And Local Facilities/Transport Services

CYCLING

Cycle Routes Off-Site

PUBLIC TRANSPORT USE

Bus Stops

Bus Routes

Rail Stations

Train Services

CAR USE

Roads

OTHER TRANSPORT SERVICES

Taxis And Rickshaws

FACILITIES

Off-Site Neighbourhood Services

B: INTERNAL SITE DESIGN:

WALKING

Walking Routes On-Site Between Site Entrances And Building Entrances

CYCLING

Cycle Routes On-Site

FACILITIES

Cycle Parking

To Support Cyclists

Motorcycle Parking

Car Parking

Freight Management

For Smarter Working

To Reduce The Need To Travel Off-Site

Shared/Loan/'Pool' Items

RESIDENTIAL SITES

Residential Design Measures

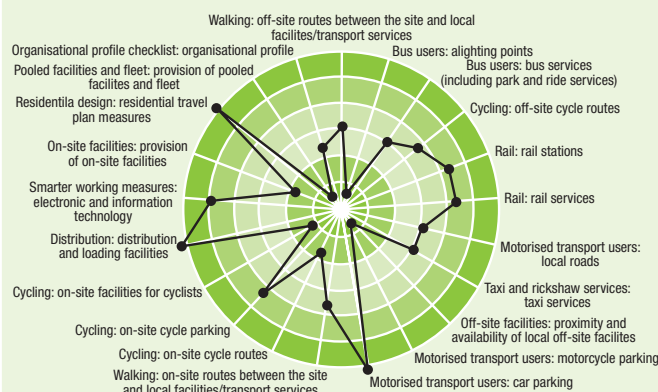
C: INTERNAL POLICIES AND OPERATIONAL ASPECTS:

ORGANISATIONAL DETAILS

Technical Information

Travel Policies

USING A POLAR PLOT TO EXPLAIN STRENGTHS AND WEAKNESSES OF YOUR SITE



You can represent the strengths and weaknesses of your site in terms of sustainable travel, using a polar plot. You should score each criteria in the worksheets according to whether they contribute positively or negatively towards supporting sustainable travel (in terms of their performance against the ideal). If you then transfer these scores into an overall score for each theme, e.g. off-site walking routes, you can plot the scores for all themes on a radar-type diagram (or polar plot) and identify where effort in your travel plan may be best focussed to address poor performance.

+ MORE ABOUT A spreadsheet for producing a **polar plot** from your site audit is available from the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

2. MAPS, GRAPHICS AND ILLUSTRATIONS

It is likely that for planning applications, a number of maps will already be in existence, e.g. in the Design and Access Statement and Transport Assessment. These should be included within the travel plan, and amended as necessary to highlight particular aspects.

For business travel plans (external to planning applications), such maps may have to be worked-up separately. Graphics, photos and collages may all be useful in communicating the design features or intentions of the site.

ELEMENTS TO INCLUDE ON ALL MAPS:

- Title
- Annotations
- Legend/Key
- Scale bar (not just ratio)
- North arrow

SCALES OF MAP

Three sizes of map should be included in the travel plan. These should set the site into context, before exploring the local situation and detailed design and layout of the site.

1. LOCATION MAP OF SITE IN RELATION TO PRINCIPAL TOWNS IN SOMERSET

MAP SIZE: approx. 80km across

FOCUS: Location of site in relation to principal towns and communications in Somerset including sustainable modes of transport (railway lines, national cycle routes, bus routes, alongside roads).

+ MORE ABOUT An **example map** is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

This can include a map of where staff live.

+ MORE ABOUT Further advice about **using a postcode map** is given under Smarter Working in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

2. NEIGHBOURHOOD VICINITY MAP

MAP SIZE: approx. 2km across

FOCUS: Neighbourhood map showing position of site in relation to local facilities, services, and landmarks/points of interest (including walking routes and cycle parking facilities at/near these destinations), demonstrating an understanding of the site's transport and overall context.

The map should show details of the locations of:

- Transport network and travel tracks, including footpaths, dedicated cycleways (off and on-road), bus routes, train lines, and stations/stops (buses, park and rides, trains, car share pick-up points, public car parks) and barriers/restrictions;
- On-street parking arrangements within 2km of the site (district councils should be able to provide this information – check on their websites)
- Neighbouring land uses (e.g. residential or new development areas)
- Nearby facilities and services (e.g. external transport conditions worksheet)

+ MORE ABOUT An example map is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.

3. SITE LAYOUT PLAN/DRAWING

MAP SIZE: approx 0.5km across (as appropriate to site)

FOCUS: The site plan should detail all physical features on-site to facilitate travel. This includes footways, cycle ways, entrances and cut-throughs, and parking of all types. It will be particularly important to show how desire lines for pedestrians and cyclists have been accommodated, between the site entrance and its buildings. This should particularly be with a view to ensuring that users of more sustainable modes are given priority on-site, particularly in the design of car parks and other shared spaces. It should show and identify pedestrian-only routes, homezone/pedestrian priority routes and shared-space areas, secondary vehicular routes, and main vehicle access routes.

The map, particularly, should clearly show:

- Access points into/out of the premises externally (through the site boundary, for pedestrians, cycle and motorcycle users, cars, and delivery/service vehicles) including items such as dropped kerbs, footways and marked crossings
- The site boundary and potential pedestrian/cycle detours caused by the development and expected movement patterns for pedestrians and cyclists
- Adjacent land-uses and general site layout - position of parking and buildings in respect of existing fabric of land-uses and site entrance
- Access networks through the site on foot, cycling, and by motorised means (car and motorcycle), particularly desire lines and intended pedestrian and cycle movement patterns and access through the site
- Outdoor facilities including parking for all modes of travel - cycles, motorcycles, and cars - including benches for pedestrians
- Building design plan and elevations with location of indoor facilities and access points into/out of the building itself

+ MORE ABOUT Further advice on the **elements to include within a travel plan** is given in the Menu of Measures, and further advice on **finding out about people's travel patterns** is given in the Monitoring Guidance, both available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.

+ MORE ABOUT An **example drawing** is given in the Resource Centre for travel plans on www.movingsomersetforward.co.uk.



MOVEMENT DIAGRAMS

Diagrams showing how people are going to move to and through the site should be provided in the travel plan. These are extremely valuable. They should show how different users (cyclists, walkers, buses, cars and other vehicles) are expected to access the site and its buildings. For new developments, all opportunities should be taken to improve the way in which the site and local area functions in transport terms (Source: Changes to the Development Control System, p11). Such illustrations may be available from the Design and Access Statement.

+ MORE ABOUT Further advice on **movement diagrams** is given under Carrying out the Site and Design Audit in this guidance, and under Site Design in the Encourage section of the Menu of Measures, available as part of the Manual for Travel Plans via www.movingsomersetforward.co.uk.