

ASH PARISH COUNCIL

Dear Councillors, you are summoned to the Ash Parish Council Meeting on Monday 07th July 2025 at 7.00pm in Ash Pavilion.

Clerk to the Council.



29th June 2025

The Parish Council Meeting will be held on Monday 07th July 2025 commencing at 7.00pm, to discuss and take decisions on Parish business as outlined on the Agenda.

Public Forum: Members of the public and press are welcome to join the meeting and are able to speak on any matter for up to 10 minutes during the Public Forum which will take place at the start of the meeting. If the matter is likely to take longer than 10 minutes, notice should be provided to the Clerk by 12 noon on the Monday preceding the meeting.

07th July 2025 AGENDA

Public Forum

1. Somerset Council, Councillor's Report: July 2025
2. To Co-Opt Member to the Parish Council
3. Acceptance of office – co-option.
4. Apologies for Absence
5. Declarations of Interest
6. To approve and sign Minutes of the Parish Council Meeting held on 02nd June 2025
7. Matters arising (other than those on the agenda)
 - a. Role allocation
 - b. Lengthsman Contract
8. Matters for report:
 - a. Cloud Next – migrate PC domain update. Compliant domain name Ash-somerset-pc.gov.uk
 - b. Pavillion Door replacement: Date for fitting.
9. Planning Applications:
 - a. **Proposal:** Conversion, partial demolition and extension of The Old Stables to provide a single dwellinghouse, together with a change of use of adjoining land.
Location: Stone Farm 110 Main Street Ash Martock Somerset TA12 6PB
Applicant: Mr & Mrs D Dunning
Application Type : Full Application

Clerk to the Council: Zannette Bougourd. Tel: 01935571050
Email: clerk@ashpcsomerset.com

ASH PARISH COUNCIL

Application Number: 25/00673/FUL

- b. Proposal:** Creation of an agricultural access.

Location: Land At 346869 121767 Milton Lane Ash Martock Somerset

Applicant: Coombes

Application Type : Full Application

Application Number: 25/01095/FUL

10. Planning Decisions: None to note

11. Planning Notifications:

Proposal: Application to reduce the whole crown of No. 4 trees (3 Limes and 1 Horse Chestnut) by 20% as shown by the Yeovil District Council (ASHO 1) 1984 Tree Preservation Order.

3 Lime Trees (Ash No.1 TPO 1984 GR: 347497/120644). 20% crown reduction to maintain health and structure of trees and ensure sufficient clearance below overhanging branches in neighbouring gardens.

Location: Highlands House, 21 Main Street, Ash TA12 6NU

Location: Highlands House 21 Main Street Ash Martock Somerset TA12 6NU

Applicant: Mr Jolyon Woodard

Application Type : Tree Preservation Order

12. Finance –

- a. **To approve and sign the Bank statements –** June 2025 to date.
- b. **To approve and minute payment requests.**
- c. **To approve and sign bank reconciliations** June 2025 to date

13. Parish Council Matters: Email retention Policy

14. Parish Matters: To consider and approve Risk Assessment – Millennium Wood Festival

15. Parish Matters: Track Lease fee – to agree and note payment.

16. Parish Matters: Access path to Recreation Ground/Play Area

17. Parish Matters: Review of 2025 Playground inspection report & identify works required.

18. Parish Matters: Somerset Council Enhanced Highways Maintenance update.

External reports to note:

- a) **Cartgate development**
- b) **SC Transport Plan**

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies

Clerk to the Council: Zannette Bougourd. Tel: 01935571050

Email: clerk@ashpcsomerset.com

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(admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

Nominations for Chairs Award 2025

Payment requests as at 28th June 2025

Cloud Next	Website hosting	£59.99
SLCC	FILCA – refund clerk	72.00
SLCC	PIALC – refund clerk	72.00

Signed:.....Date:

ASH PARISH COUNCIL Co-option Application

Information for parishioners wanting to be considered for co-option as Councillor for Ash Parish Council.

The Role of a Parish Council

A parish council is a local authority that makes decisions on behalf of the people in the parish and has an overall responsibility for the well-being of its local community. It is the level government closest to the community and its work falls into three main categories:

- Representing the local community
- Delivering services to meet local needs
- Striving to improve quality of life in the parish

The Role and Responsibilities of a Parish Councillor

Parish councillors act as ambassadors for their community, keeping everyone aware of local needs and concerns. Councillors represent the voice of their community as a whole, whilst being aware of, and considerate to, specific minority needs.

Responsibilities include (but not limited to):

- To determine council policy and provide community leadership; monitor and review council performance in implementing policies and delivering services; represent the council externally; and act as advocates for their residents/community
- Improve the quality of life and the environment in their local area.
- Work to identify issues that are important to the lives of the residents
- Be well-informed, especially about diverse local views. A councillor cannot assume they represent the interests of the residents without consulting them.
- Representing the views of residents in an objective and professional way.
- Make difficult decisions, in an open and reasoned way.
- Run local services, such as open spaces, play areas etc. (often done in conjunction with a team of willing volunteers undertaking various 'manual' tasks).
- Take accountability for their own designated areas of responsibilities; undertake actions from and report back at PC meetings.
- Support the roles and responsibilities of other councillors and the clerk.
- To comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council, which includes attendance at PC meetings and good time keeping.

Chairs have additional responsibilities, which mean that they may have to have a closer working relationship with employees (clerk) than other councillors do.

The Role and Responsibilities of a Parish Clerk

Officers (clerks) are responsible to the council. Their job is to give advice to councillors and to the council. The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Responsibilities include (but not limited to):

- Ensures that the council conducts its business lawfully
- Administers all the council's paperwork
- Ensures that meeting papers are properly prepared and publicised
- Keeps property registers and other legal documents
- Keeps up to date by training /qualification

“Both councillors and officers (clerks) are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority. At the heart of this relationship, is the importance of mutual respect.

DECLARATION OF ACCEPTANCE OF OFFICE

I

have been elected to the office of Councillor of Ash Parish Council

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

Signed Date.....

This declaration was made and signed before me.

Signed Date.....

ASH PARISH COUNCIL

Minutes of the meeting held on Monday 02nd June 2025 at 7.00pm, Ash Pavilion.

Present: Cllrs S Davey, Chairman, Caz Halfhide, A Groves, T Groves. Cllrs J Bailey & E Pearlstone
One member of the public.

25/107 Public Forum. There were no comments or questions for the public.

25/108 Somerset Council, Councillor's Report: June 2025. Noted that the Yeovil Maternity unit has now closed with no date given for re-opening. Staff have been deployed to other areas. Closure is partly due to staff shortages. Borough Street drainage, Highways representative John Nicholson is due to visit the area and report back. The road surface at Whitcombe Lane has been patched. Cllr A Groves queried the replacement of directional signage- responsibility was devolved to Town & Parish Councils. ? there may be volunteer groups who may be able to assist with replacement signs. The MOU re SID placement with Long Road & Martock could be used again when SID's are operational. Cllr A Groves noted that a SID can only remain in situ for two weeks in any one location.

25/109 Apologies for Absence: Cllrs Z England & A Brittan.

25/110 Declarations of interest: Cllrs A Groves & T Groves declared an interest in item 7, Grant application for Ash In Bloom.

25/111 To approve and sign Minutes of the Annual Parish Council Meeting held on 06th May 2025.

Minutes were approved and signed.

25/112 Matters arising (other than those on the agenda)

- a. **Role allocation – deferred to future meeting.**
- b. **HMRC correspondence – Clerk noted that correspondence had been received from HMRC noting that APC are in credit and all submissions had been received.**
- c. **Data retention – emails.** The addendum tabled was considered appropriate, - agreed that emails should be retained for three years plus the current year. Cllr Davey to ask Cloud Next if an automatic deletion could be put in place. Cllr T Groves asked where files are currently stored. Suggested that a pcloud account be set up for the Clerk and all documents could be uploaded. ? if hard copies of documents are stored at SC offices in Taunton. Clerk to check and revert.

25/113 Matters for report:

a Cloud Next – migrate PC domain update. Suggested ashsomerset-pc.gov.uk and Premium Hosting - £99.99 + VAT per year, 75 email accounts each 5Gb in size. Clerk will revert to Cloud Next.

b New gate from Main Street to Cemetery: The gate was viewed by Cllr Davey & Z Bougourd, for any vehicle that may need to use the access, it is considered acceptable.

c Pavillion Door replacement: Clerk to contact Cllr Brittan to try and get a fitting date.

25/114 Planning Applications: None to note

ASH PARISH COUNCIL

25/115 Planning Decisions: None to note

25/116 To consider a grant application from Ash in Bloom. An application had been received for a grant of £600. Approved.

25/117 Finance –

- a. **To sign the Bank statements –** May 2025 to date. Approved and signed
- b. **To approve and minute payment requests.** – Correction to cleaning amount – approved and signed
- c. **To approve and sign bank reconciliations** May 2025 to date. Approved and signed
- d. **To note the Auditors Report dated 27th May 2025.** Noted that this is the first official Auditors report received by APC. The IT issue highlighted by the Auditor has been rectified, it may have been caused by an update carried out by WordPress. Clerk to submit documents to external Auditor.

25/118 To approve AGAR page 3, Auditors Report. Approved

25/119 Next steps for the Village Tree Plan. Cllrs A & T Groves noted that the tree plan had commenced. The next project will be planting trees on the perimeter of the recreation ground, also planting a “Village Orchard” adjacent to the play area.

25/120 External reports to note:

- CPRE Somerset membership
- Chairs Award – closing date 18th July 2025
- Loneliness report
- Somerset Prepared – notice

The Council is recommended to resolve that under section 1, paragraph 2 of The Public Bodies (admission to meetings) Act 1960, the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

25/121 R Evis Contracted duties. The PC met with the contractor and agreed that the list of required lengthsman duties would be provided no later than the 15th of the month, and invoices for the contracted amount would be sent by the 28th of each month. Any extra costs would be submitted asap for payment approval at the next meeting.

Agreed that the PC will review the playground report at the next meeting and advise the contractor of any required works.

The meeting closed at 20.45hrs

22/24 Appoint Parish Council responsibilities

Councillor responsibilities were appointed as follows:

Cllr Andrew – Environment Champion, trees, village hall liaison

Cllr Davey – Millennium wood, trees, school liaison, cemetery & churchyard.

Cllr A Groves – Grass cutting & ground maintenance, ranger, highways (inc. Speedwatch, village car park, Streetscene), website & IT, pavilion committee

Cllr T Groves – Grass cutting & ground maintenance, pavilion committee, planning

Cllr Guy – Recreation ground & playground

Cllr Halfhide – Finance, budget, pavilion committee, village hall liaison

22/69 Parish Council Matters – To allocate councillor roles and responsibilities (to include new roles)

It was agreed to create a new role of 'Events Co-ordinator' and Cllrs Guy and Humby to take on the role.

22/194 To appoint a Human Resources (HR) Committee

It was decided that an HR representative would be more suitable for a parish council with a single employee, rather than a committee.

RESOLVED: To appoint Cllr Humby as the HR representative for Ash Parish Council.

Zannette Bougourd (Ash P.C.)

Clerk@ashpcsomerset.com

Date: 19 June 2025

Our Ref: **25/00673/FUL**

Case Officer: Louisa Brown (Senior Planning
Officer)

Email: louisa.brown@somerset.gov.uk
(01935) 462344

**PARISH/TOWN COUNCIL CONSULTATION
AMENDED PLANS/ADDITIONAL INFORMATION**

Dear Zannette Bougourd (Ash P.C.)

Proposal: Conversion, partial demolition and extension of The Old Stables to provide a single dwellinghouse, together with a change of use of adjoining land.

Location: Stone Farm 110 Main Street Ash Martock Somerset TA12 6PB

Applicant: Mr & Mrs D Dunning

Application Type : Full Application

Application Number: 25/00673/FUL

The Council has received revised information for the above application the documents are available on the website, [View and comment on a planning application \(somerset.gov.uk\)](http://www.somerset.gov.uk) Comments are welcome by **10 July 2025**

The application is being dealt with by Louisa Brown (Senior Planning Officer) who can be contacted by email at louisa.brown@somerset.gov.uk or by telephone on Tel No: (01935) 462344

What are the amendments?:

Red Site line amended to include the Class Q Barn to be removed

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Louisa Brown (Senior Planning Officer)
Planning Team South
Somerset Council



A Proposed block plan

BAULCH ARCHITECTS

NOTES

1. This drawing remains copyright of Baulch Architects and may not be reproduced or copied without consent in writing.
2. This drawing is not intended for Building Control or Construction purposes.
3. Do not scale from drawing for Construction purposes.
4. Any discrepancies to be reported to the architect immediately.
5. Read in conjunction with all other consultant information.

ORIENTATION



SCALE 1:500



KEY



REVISIONS

- A - 14.04.2025
- B - 18.06.2025

OTHER NOTES

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STATUS

Planning

DATE

17.03.2025

SCALE

1:500 @ A3

ADDRESS

Spring Farm, Main Street,
Ash, Martock TA12 6PB

DRAWING

Proposed
Block plan

DRAWING NO.

21009_PL810

REVISION

B

Zannette Bougourd (Ash P.C.)

Clerk@ashpcsomerset.com

Date: 24 June 2025

Our Ref: **25/01095/FUL**

Louisa Brown (Senior Planning Officer)

Email: louisa.brown@somerset.gov.uk
(01935) 462344

PARISH/TOWN COUNCIL CONSULTATION
Town and Country Planning Act 1990

Dear Zannette Bougourd (Ash P.C.)

Proposal: Creation of an agricultural access.

Location: Land At 346869 121767 Milton Lane Ash Martock Somerset

Applicant: Coombes

Application Type : Full Application

Application Number: 25/01095/FUL

The Council has received the above application and the documents are available on the website, [Planning Search \(somerset.gov.uk\)](http://somerset.gov.uk/planning-search)

Comments are welcome by **15 July 2025**. If you need more time to consider this application, please contact the Planning Officer as early as possible to agree an extension.

The application is being dealt with by Louisa Brown (Senior Planning Officer) who can be contacted by email at louisa.brown@somerset.gov.uk or by telephone on Tel No: (01935) 462344

You can Comment, Support or Object to the proposal but material planning reasons must be provided. Please use the response template issued to the Clerk to submit your comments. Any comments made will be taken into account in any Officer recommendation. Please do not submit them via the public comment facility on the Council's website above, this facility is currently only for use for members of the public and your comments may not be logged correctly.

Your response should be returned by email to PlanningSouth@somerset.gov.uk Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Louisa Brown (Senior Planning Officer)
Planning Team South
Somerset Council



Parish/Town Council Notification

9 June 2025

Dear Sir/Madam

Proposal: Application to reduce the whole crown of No. 4 trees (3 Limes and 1 Horse Chestnut) by 20% as shown by the Yeovil District Council (ASHO 1) 1984 Tree Preservation Order.

3 Lime Trees (Ash No.1 TPO 1984 GR: 347497/120644). 20% crown reduction to maintain health and structure of trees and ensure sufficient clearance below overhanging branches in neighbouring gardens.

Location: Highlands House, 21 Main Street, Ash TA12 6NU

Location: Highlands House 21 Main Street Ash Martock Somerset TA12 6NU

Applicant: Mr Jolyon woodard

Application Type : Tree Preservation Order

Application Number: 25/01394/TPO

The Council has received the above application and the documents are available on the website : [Planning Search \(somerset.gov.uk\)](http://Planning Search (somerset.gov.uk))

This is a **notification only** and in line with the Council's Constitution and the adopted scheme of delegation and terms of reference, the decision for this application is delegated to officers. This notification is therefore being provided as a matter of courtesy for your information.

The application is being dealt with by Ben Parkinson (Tree Officer) who can be contacted by email at ben.parkinson@somerset.gov.uk or by telephone on Tel No:

Please note that, for applications for Prior Approval/Notification and works to Trees in a Conservation Area, due to the tight timescale within which a decision needs to be made, and the deemed approval status of the application if the timescale is not met, a decision may need to be made very soon after you have received this notification.

Your response should be returned by email to (email address) . Please do not send direct to the Case Officer or include signatures or any other personal information that may need redacting.

Yours sincerely

Ben Parkinson (Tree Officer)
Planning Team South
Somerset Council

Ash PC June 2025 Bank recs for signature					
Date	Type	Payee	Description	Money rec'd	Payments
28/05/2025	SO	HMRC	Clerk PAYE		90.48
28/05/2025	SO	Clerk `	May salary		381.9
02/06/2025	SO	RA Evis	Groundsman		458.33
02/06/2025	SO	KL Bungay	Pav cleaning		102
02/06/2025	DD	BY Group			37.37
03/06/2025	FPO	R A Evis	Lengthsman		318.44
03/05/2025	FPO	P Russell	Auditor		225
03/06/2025	FPO	C Hafhide	Cleaning materials		26.43
03/06/2025	FPO	Ash in Bloom	Grant		600
03/06/2025	FPO	D&G Groves	Pavilion Plants		104.73
09/06/2025	DEB	Virtual Landline			6.5
12/06/2025	TFR	Trf from reserves		2500	
16/06/2025	FPI	Trusson M&A		10	
17/06/2025	PAY	Bank charges			10.7
				2510	2361.88
Opening Balance					
27th May 2025		3624.16			
INCOME		2510			
EXPENDITURE		2361.88			
BALANCE C/F		3772.28			
SIGNED					
NAME					
DATE					

Regular payment
Regular payment

Instant Call savings account					
Date	Type	Payee	Money rec	Payments	
08/04/2025	Transfer to C/A			1200	
09/05/2025	Interest		57.58		
16/04/2025	Precept		50000		
08/05/2025	Interest		81.34		
			50138.92	1200	
Opening balance			119013.13		
Income			89.34		
Transfers			2500		
Closing balance			116602.47		

Ash Parish Council Email Deletion and Retention Policy

1. Purpose

This policy sets out how the Parish Council manages, retains, and deletes emails in line with its obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and relevant local government records management guidance.

2. Scope

This policy applies to all email communications sent or received through official Parish Council email accounts. The retention periods are different to any general Data Retention Policy as the regulations surrounding digital communications are more stringent.

3. Policy Principles

- Emails are considered a form of official record and must be managed accordingly.
 - Personal data contained in emails must be handled securely and only retained as long as necessary.
 - Emails should not be used for long-term storage of information - relevant data, such as quotes and disciplinary or legal matters, should be transferred to formal record-keeping systems, which will be managed by the Clerk.
-

4. Email Retention Periods

- It is not practical to expect unpaid Councillors to individually assess emails and have different retention periods for different categories of emails, so a single period is to be used.
 - This period is to be set at three years after the end of the current financial year.
 - Emails containing information or documents required for longer-term retention must be exported and passed to the Clerk for archiving once the email deletion period is reached. This includes, but is not limited to, contractual and legal matters, and these archived documents are to be kept according to the Councils document retention policy.
 - Emails must be deleted after the relevant retention period has elapsed.
-

5. Security and Access

- The PC email system is to be managed by the Clerk, or any appointed third parties, such as technical or legal support professionals.
- For the avoidance of doubt, this does not include any existing Parish Councillors, who are not permitted to not have access to any email account except their own.
- Only authorised individuals should access Parish Council email accounts. Proper digital security must be maintained on any devices where digital communications are stored
- When an individual leaves their role, their email account must be archived until the relevant deletion period has expired, when it may be deleted by the Clerk.
- If the Clerk or the Chair change, then their official email accounts must be archived and the accounts passed over without any messages present. People emailing either of these two official accounts do so in the expectation of privacy, and that these messages will not be read

by any third parties without authorisation, even if the job role changes.

- No access may be made to any current or archived account by the Clerk except by direct authorisation of the Parish Council and then only for legal or contractual reasons or to comply with any Freedom of Information Act (FOI), Subject Access Request.
-

6. Email Backup

Email systems may be backed up for disaster recovery purposes; however, backup copies are not used for routine access and will be retained no longer than necessary for technical purposes.

7. Responsibilities

- The Parish Clerk is responsible for overseeing compliance with this policy.
 - All councillors and staff must adhere to this policy. Failure to do this is a disciplinary offence.
-

8. Review and Updates

This policy will be reviewed every 3 years or sooner if there is a significant change in legislation or Council operations.

Millennium Wood Festival Risk Assessment

Name of Community Group:	Millennium Wood Management Group, Ash Primary School PTA	Date of Event:	20th September 2025
Name of Organiser:	Mick Wooden, Amanda Wills	Date of Assessment:	
Name of Risk Assessor:	Mick Wooden	Date of Review:	

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
1	Management of Safety and clear responsibilities	Members of Public Volunteers	Ensure that Public Liability Insurance covers the event (with a minimum cover of £5 million)	Medium	Ensure responsibilities are agreed and communicated out to all stakeholders.	Low
2	Slip, Trips and Falls E.g. Injuries arising from slips, trips and falls from uneven ground or obstructions and debris in access /egress routes and pedestrian areas	Members of Public Volunteers	Organiser has carried out a pre-event site visit to ensure that the area is suitable to hold event and has developed a suitable risk assessment. Emergency routes to be of adequate width and kept clear at all times. Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced. All working at height must be avoided wherever possible; where not it must be risk assessed, properly planned and organised and any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained.	Medium	Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate.	Low
3	Cuts, grazes, bruises	Members of Public Volunteers	Ensure activity leaders are aware of hazards.	Medium	Activity leaders only to allow children to handle tools and materials under supervision.	
4	Physical Hazards present at site E.g. Drowning in river, falling down steep slope or rabbit hole	Members of Public Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable and carry out a suitable risk assessment. Where there is a high level of risk, find a more suitable site to hold event.	Low	Where possible, use barriers or tape to cordon off any dangerous areas on site and ensure all persons are informed that access to these areas is prohibited (e.g. signage, pre-event briefing)	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
5	Manual Handling E.g. Musculoskeletal injuries such as back injury from people attempting to move heavy or awkward objects	Members of Public Volunteers	Avoid manual handling where possible. Volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling. Minimise repetitive bending wherever possible and ensure employees/volunteers take regular breaks. Use individuals who have been trained in techniques or provide basic training in manual handling techniques.	Low	Organiser/team leader to give pre-event briefing session with all volunteers to include instructions on manual handling, including: <ul style="list-style-type: none"> ▪ Not to lift unless comfortable in doing so ▪ Young persons and others at significant risk (e.g. persons with a previous back injury) instructed not to lift heavy weights. ▪ All lifting by young persons to be supervised ▪ Wherever possible, lift items with assistance rather than alone 	Low
6	Weather Issues E.g. extremes of weather can cause injuries such as wind blown debris	Members of Public Volunteers	Employees/volunteers should be informed beforehand of the need to wear sensible outdoor clothing, including trousers and warm clothing where appropriate. Organiser/team leader to cancel activity if there is extreme weather (e.g. high winds, rain, snow etc) Ensure there is an adequate supply of water to prevent dehydration.	Low	Organiser/team leader to give pre-event briefing session with all participants to cover, where applicable, working in the heat (need to keep hydrated and avoiding sunburn) Ensure gazebos and shelters have adequate fixings and weights for expected conditions.	Low
7	Equipment and Electrical Failure E.g. Injuries to those using or working on the equipment	Members of Public Volunteers	Ensure equipment is well maintained and in a good state of repair.	Low	Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects.	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
8	Natural Hazards including pollen, dangerous plants cuts from thorns, Wasp & Bee nests, E.g. Skin rash from plants, bee sting resulting in anaphylactic shock	Members of Public Volunteers	Organiser to carry out a pre-event site visit to ensure that the area does not contain any natural hazards such as dangerous plants or wasp or bee nests.	Low	Ensure adequate first aid arrangements have been provided (proportionate to the level of risk). At least one member of the group should have access to a phone in order to call for emergency assistance in the event of a group member being injured or falling ill as a result of an allergic reaction	Low
9	First aid and Emergency Arrangements	Members of Public Volunteers	Organiser to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile).	Low	Ensure that first aid provision is clearly signposted at the event.	Low
10	Children and Young Persons E.g. A young person taking unnecessary risks resulting in injury	Members of Public Volunteers	Organiser to carry out a pre-event site visit to ensure that the area is suitable for young persons. Age plays a big part in the ability to recognise and avoid risk. Accordingly, where young persons are volunteering in an event, there should be adequate supervision at all times. If volunteering, there should be no groups of children under the age of 16 working in an area without direct supervision of an adult.	Low	Where young persons and/or children are volunteering, the group leader must take specific time to explain procedures and take particular care to describe and point out the potential hazards identified within the risk assessment.	Low
11	Fire Safety E.g. Uncontrolled burning of barbeque and wood burner. Subsequent spread of fire	Members of Public Volunteers	Establish a suitable means of contacting the emergency services. Cordon off areas where risk occurs to exclude visitors Locate water source nearby	Low	Inform volunteers of the relevant risks to them, and provide them with information about the fire safety procedures for the event.	Low

No	Hazard & Potential Consequences	Persons at Risk	Control Measures	Current Risk Rating (High, Med, Low)	Additional Control Measures Necessary	Residual Risk Rating (High, Med, Low)
12	Crowd Management E.g. Lack of adequate evacuation procedures leading to crowd crushing and associated injuries	Members of Public Volunteers	<p>Consider anticipated crowd capacity and ensure facilities are adequate, including provision of adequate facilities for refreshments, sanitary requirements, etc.</p> <p>Ensure adequate access for wheelchair users and pushchairs is provided.</p> <p>Ensure there are adequate entrance and exit routes with no obstructions, which are clearly signposted. Consider the design of the venue and need for barriers to allow good entry and exit routes with no obstructions and allow for crowd movement within the venue.</p> <p>Ensure there is sufficient supervision for the event (e.g. stewards on site) and that there is an effective means of communication between stewards and to the audience (e.g. radios/PA system)</p>	Low	<p>Event Organiser to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed and free from slip and trip hazards. In particular ensure that checks are made of all fire and emergency facilities and that:</p> <ul style="list-style-type: none"> • All exits are unlocked; • Escape routes are clear; • Fire-fighting equipment and alarms are in full working order; 	Low
13	Waste Management E.g. Poor management leading to the accumulation of large quantities of waste and subsequent fire hazard if accidentally or purposely ignited	Members of Public Volunteers	<p>Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event.</p> <p>Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required)</p>	Low	<p>Ensure that special attention is made to areas such as:</p> <ul style="list-style-type: none"> ▪ Approach to the event (e.g. surrounding streets and/or land) ▪ Entrances and exits ▪ First aid areas ▪ Catering areas 	Low
14	Vehicles on site	Members of Public Volunteers	<p>Ensure vehicles keep to speed limit of 5mph. Vehicles supervised if driving on site during event. Vehicles parked responsibly.</p>	Low	<p>Ensure that supervision is in place and that drivers are informed of arrangements.</p>	Low

Note that Public Liability Insurance (£2,000,000) is held by the Millennium Wood Management Group. It covers events for up to 1,000 people.

ASH PARISH COUNCIL

Ash Pavilion, Recreation Ground, Main Street, Ash TA12 6PA

Tel: 01935 571050

E-mail: clerk@ashpcsomerset.com

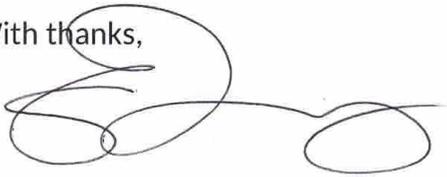
I acknowledge the receipt of £10 for the track lease fee from 27 July 2023 to 26 July 2033 from Cllr. Steve Davey, Ash Parish Council on the 4 June 2026.

Received by: M. J. JAKUES

Name: Marilyn Jacques

Date: 4/6/2025

With thanks,



Steve Davey. Chair, Ash Parish Council



the **play inspection** company

Annual Inspection

Ash Parish Council - Somerset

Ash Recreation Ground

Main Street, Ash, TA12 6NS



API Associate



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Inspection Scope for RPII Inspection Methodology

This document outlines the RPII scope for inspections undertaken by the Inspectors listed as Annual Inspectors on the RPII Register of Inspectors when undertaking Indoor Annual, Outdoor Annual, Outdoor Operational and Outdoor Routine inspections.

Inspections are undertaken with reference to the standards listed in this preamble only; where no date for the standard is given it will be the standard that is current at the time of inspection except where overlap periods are granted by the standards committee when standards are updated. The information contained in reports is provided to assist the owner/operator in fulfilling their responsibilities as detailed in the relevant standard. Other standards referenced within the listed standards do not form part of the inspection, unless they are also explicitly listed here.

The following standards are relevant to all installations of equipment that are publicly accessible to users; this includes public parks, pay and play parks, schools, nurseries, public houses, holiday parks, indoor play centres, farm parks etc. All equipment used or employed in publicly accessible areas should meet with the requirements of the relevant standards (listed below):

BS EN 1176 Parts 1, 2, 3, 4, 5, 6, 10 & 11 Playground equipment intended for permanent installation outdoors & indoors.

BS EN 1176 Part 7 - 'Guidance on Installation, Inspection, Maintenance and Operation' (this document gives guidance to the owners/operators of the facility on the installation, inspection, maintenance and operation of playground equipment, excluding ancillary items).

In the United Kingdom the National Foreword forms an important part to the understanding and implementation of the recommendations set out in this document. It clarifies the application of the document within the UK as best practice guidance, as the document has been used since its initial publication. Therefore, in the UK this standard (BS EN 1176 – Part 7) contains no requirements and needs to be read and implemented as guidance, with the use of the term 'shall' therefore becoming a recommendation, as in the term 'should'.

Domestic play equipment falls outside of the scope of BS EN 1176 and has its own standards (BS EN 71 series – Safety of Toys). Where domestic equipment can be identified this will be acknowledged in the report but any comments concerning compliance will follow the requirements and recommendations of BS EN 1176.

When water play items, including spray parks, are inspected any comments concerning compliance within the inspection will refer to BS EN 1176. We have not assessed these against the requirements of BS EN 17232 (Water play equipment and features).

Other equipment that is not clearly identified as unsupervised or domestic (natural play, self-build equipment etc.) will be assessed for compliance with the relevant standard listed below:

BS EN 15312 Free access multi-sports equipment
BS EN 14974 Skateparks
BS EN 16630 Permanently installed outdoor fitness equipment
BS EN 16899 Parkour equipment (plus RPII/API guidance notes)

Annual and Post Installation inspections will take into consideration compliance with these current standards, and defects related to wear and vandalism. Items not listed in the report have not been included in the inspection. The inspection will cover the playground equipment and the active area (that area which is obviously part of the playground), nominally up to three metres around, the fence line if closer, or other areas as agreed.

Operational inspections only take into consideration defects related to cleanliness, equipment ground clearances, ground surface finishes, exposed foundations, sharp edges, missing parts, excessive wear (of moving parts) structural integrity, wear and vandalism.

Routine visual inspections relate only to the most obvious defects such as broken or missing parts, litter, vandalism and issues created by severe weather conditions (the intention is to identify hazards created by storm damage).

All inspections are non-dismantling, non-destructive and do not include any structural, toxicology or impact assessments defined in the standard; however, the inspector will undertake a manual test for stability and if equipment fails under manual load, or any other hazard is identified as an unacceptable risk, the owner/operator will be notified as soon as practicably possible.

The inspector will access all reasonably accessible equipment and will assess all reasonably accessible parts above the standing surface. Where it is not possible to access parts of the equipment without employing an alternative means of access the report will record the action required by the owner/operator to ensure the continued safe use of the equipment.

Ancillary equipment will be assessed using the inspector's knowledge and experience of the standards named in this document. (Note: Ancillary items are not included in the specific equipment-type parts of the EN 1176 series; hence they are not assessed for compliance with EN 1176 series and are subject to a general safety assessment).

The owner/operator is responsible for the overall safety of the equipment and area.

The inspector will not undertake any of the following works unless specifically agreed in writing at the time of order:

Checking the depth and underlying structural integrity of any surface areas and/or carrying out any testing of the impact attenuating properties of any surfaces; the identification of any corrosion, rot or other deterioration in any apparatus or equipment other than by an external inspection; the inspection of any equipment (or part thereof) that is beneath the playing surface (loose-fill materials may be moved to expose foundations); tightening any bolts, hinges or other fixing devices on any apparatus or equipment; assessing or inspecting any electrical installations contained on any site and/or apparatus and/or equipment; assessing or inspecting any water supplies and/or water features and/or any associated computerised systems (including carrying out any programming); where planting or trees are mentioned in the report no assessments of toxicity, suitability or condition are undertaken – the owner/operator should have suitable inspections provided by a competent person.

The owner/operator should have a 'design risk assessment' provided by the manufacturer/designer of the area for the equipment and location in which the facility is installed.

The operator is responsible for managing risks of their provision and is required by law to carry out a 'suitable and sufficient assessment' of the risks associated with a site or activity. This inspection shall be considered as contributing to the operator's discharge of this responsibility.

The details contained within the report are a snapshot of the condition at the time of inspection only and subsequent events may affect the condition of the facility. Suggested remedial actions are based on the knowledge and experience of the inspector and/or that of the inspection company. The owner/operator should always seek the advice of the manufacturer or a competent person when undertaking repairs and/or modifications to equipment.

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The operator is responsible for following the guidance of the relevant standards. The standards give guidance on the installation, inspection, maintenance and operation of the various types of facilities. The inspection guidance is listed in Table 1, with an indication of which parts will be included in an RPII Annual or Post-Installation Inspection. The relevant standards also contain additional parts which the operator should follow.

Inspection recommendations of relevant standards Refer to relevant standards for full text	Annual Main	RPII Annual/ Post Installation Inspection
6.1 d) Overall levels of safety of equipment (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of foundations (see note 1)	✓	✓ [1]
6.1 d) Overall levels of safety of playing surfaces (see note 2)	✓	✓ [2]
6.1 d) Compliance with the relevant parts of the standard and or risk assessment (see note 3)	✓	✓ [3]
6.1 d) Effects of weather	✓	✓
6.1 d) Presence of rot, decay or corrosion (see note 1)	✓	✓ [1]
6.1 d) Assessment of repairs made or added or replaced components (see note 4)	✓	✓ [4]
6.1 d) Excavation or dismantling/additional measures	✓	✗
6.2.1 Assessment of glass reinforced plastics (see note 5)	✓	✓ [5]
6.2.1 Inspection of one post equipment (see note 1)	✓	✓ [1]
6.2.4 Undertaking the Operators inspection protocol	✓	✗

NB: The clause numbers in table 1 are taken from BS EN 1176 - Part 7:2020. The content is equally applicable to all other relevant standards listed herein. Playgrounds contain a range of equipment from different manufacturers and installed over a number of years; operators should implement any guidance provided by the manufacturer. Item specific detail is not readily available to RPII Playground Inspectors, whose report contributes to the operator's overall Annual Main Inspection as detailed in the relevant standards.

[1] A manual test only is undertaken for stability. Wear and instability are only detectable where readily apparent without dismantling or destruction and without the use of tools, excavation or specialist equipment. Rot and corrosion are tested or with a hammer and/or steel rod. Decay in timber may exist which can only be found with specialist equipment.

[2] Only the visible condition and dimensional compliance of surface extent is considered. Neither testing of impact attenuating properties nor measurement of the thickness of bound surfaces are undertaken on RPII annual inspections.

[3] The inspection assesses compliance where this can be tested on site using manual methods without dismantling, destruction and without the use of tools or specialist equipment.

[4] The operator should use manufacturer's recommended parts, or equivalent. We are unable to verify if such parts have been used, and any subsequent change in quality or performance.

[5] Visible glass fibres will be noted in reports. The operator is responsible for repairs or replacement.

Risk Assessment Matrix

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

Equipment has been assessed to the following standards where relevant:

- BS EN 1176 Parts 1-11 (Playground equipment and surfacing)
- BS EN 14974 (Facilities for users of roller sports equipment)
- BS EN 15312 (Free access multi-sports equipment)
- BS EN 16899 (Parkour Equipment)
- BS EN 16630 (Outdoor Fitness Equipment).

Ash Recreation Ground

Inspection Ref: 2617557

Site Ref: 67011

Inspected: 18-February-2025 - 09:15 by Lyn Williams (RPII Annual Inspector)

Risk Assessment: 12 Moderate Risk

**Location:**

There are no specific notes for this site

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 8 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A

Total Findings: 8



Finding 1

There are trip hazards present over the footpath edgings - Remove trip hazard

Finding 3

There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process - Monitor for any deterioration (rot) and replace as required

Finding 5

There is algae or moss on the equipment - Clean and treat appropriately

Finding 7

Fixing Pins have been installed in the impact areas of the grass mats - Remove pins from impact areas

Finding 2

The footpath surface is compacted loose stone which may be thrown or migrate from the footpath - Secure the stone in position (e.g. Bind with resin)

Finding 4

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 6

The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. - Reinstate as required

Finding 8

There is tree debris present - Remove and maintain

i 6 - Low Risk

Item: Sign
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility - Provide in accordance with the recommendations

Finding 2

Cable ties are present - Replace with a more appropriate fixing method

Finding 3

Signage of the wheeled sports area should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc - Provide signage as recommended by BS EN 14974 for wheeled sports areas

i 5 - Very Low Risk

Item: Gate - Self Closing
Manufacturer: Jacksons Fencing
Surface Type: Compacted Stone
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

The gate is closing too slowly (in excess of 8 seconds) - Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

i 6 - Low Risk

Item: Gate
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The gate is locked and no longer in use - Monitor and remove if required

Finding 2

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

i 8 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

The area around the item has eroded and may become slippery - Reinstate eroded area

Finding 2

There is / are post or end caps missing / damaged on the item - Replace missing / damaged post or end caps

Finding 3

The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate - Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant

i 8 - Low Risk

Item: Fence - Steel Mesh
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

An incorrect fixing or fixing method has been used - Replace with appropriate fixings to manufacturer specification

Finding 2

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

i 6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There is algae, silt or moss growth on the surface under the bench - Clean and treat appropriately

i 8 - Low Risk

Item: Picnic Table
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 2
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 5

Finding 1

There is weed / vegetation growth between the pavings - Remove weed / vegetation growth

Finding 2

The surfacing is damaged creating trip hazards - Repair damaged areas of surfacing

Finding 3

There is algae, silt or moss growth on the surface under the picnic table - Clean and treat appropriately

Finding 4

The signage secured to the table is damaged exposing sharp edges - Remove the signage

Finding 5

There is evidence of rot in the timber - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Litter Bin
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 2

Finding 1

The item has sharp-edged components that have the potential to cut, in contravention of BS EN 1176 Part 1 - 4.2.5 - Remove sharp edges

Finding 2

There is no liner present in the litter bin - Provide as required

! 12 - Moderate Risk

Item: Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 5

Finding 1

Three posts have rotted at ground level (NOTE: There is evidence of rot in the remaining posts) - Replace the rotted posts

Finding 2

The timber platform has rotted - Remove and replace all affected timber sections

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 4

There is surface corrosion / rust present on the item - Consider treating the item

Finding 5

There are splits in the timber running through fixing points which may create some instability in the structure in the future - Monitor and replace all affected timber parts if required

! 12 - Moderate Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 4

Finding 1

One post has rotted at ground level (NOTE: There is evidence of rot in the remaining posts) - Replace the affected post

Finding 2

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 3

There is minor vandalism damage to the posts - Monitor and replace if required

Finding 4

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

i 6 - Low Risk

Item: Spring Bird
Manufacturer: Not Identified
Surface Type: Rubber Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 3

Finding 1

The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176 Part 6 - Monitor - No action given the risk assessment

Finding 2

The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting - Treat any rusting components and repaint

Finding 3

There is minor damage to the body - Monitor and repair if required

! 12 - Moderate Risk

Item: 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 5

Finding 1

One post has rotted at ground level (NOTE: There is evidence of rot in the remaining posts) - Replace the affected post

Finding 2

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

Finding 3

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 4

The swing seat connectors have some wear present - Monitor for further deterioration and replace when 40% worn

Finding 5

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Cone Climber
Manufacturer: Tayplay Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: Yes



Total Findings: 2

Finding 1

The ring is badly damaged - Replace the damaged ring

Finding 2

The bearing on the unit is dry - Service and lubricate the bearing(s)

i 10 - Low Risk

Item: BMX Track
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 3

Finding 1

BMX tracks are not currently covered by any specific British or European Standard; comments made in the report are based on the principles of other standards (UCI - BMX Track Guide / BS EN 14974 RPII Guidance) and associated maintenance issues and the area has been risk assessed accordingly - Monitor use and review risk assessment regularly

Finding 2

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 3

The track has insufficient safety zone allowed as required by BS EN 14974 – 6.4. This should equal at least 2.0 metres (adjacent hedge) - Monitor - No action given the risk assessment

i 10 - Low Risk

Item: Goalmouth and Basketball Post
Manufacturer: Not Identified
Surface Type: Carpet System
Item Quantity: 1
Equipment Compliance: No
Surface Area Compliance: N/A



Total Findings: 4

Finding 1

A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident - Provide signage to BS EN 15312

Finding 2

There is/are finger entrapments in the structure and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers - Monitor - No action given the risk assessment

Finding 3

Parts of the steel on this item have corroded excessively and the metal has perforated in places - Ensure all affected areas are treated and repaired

Finding 4

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

i 8 - Low Risk

Item: Wicker Den
Manufacturer: Natural Feature
Surface Type: Bark Mulch
Item Quantity: 1
Equipment Compliance: N/A
Surface Area Compliance: N/A



Total Findings: 1

Finding 1

There are sharp projecting branches at varying heights which may cause facial or eye injuries - Remove the projecting branches

i 8 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Giant Rope Swing
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes



Total Findings: 1

Finding 1

The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level but a maintenance inspection should be undertaken to assess the condition, security and wear of the components at intervals in accordance with the manufacturers recommendations. - Inspect in accordance with the manufacturers recommendations

i 6 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Hags
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Equipment Compliance: Yes
Surface Area Compliance: Yes

Total Findings: 1

**Finding 1**

This item is satisfactory - no work required -

Findings information

i 8 - Low Risk (Finding 1)			
Item:	Ancillary Items - Site General	Risk Level:	L - Low Risk
Manufacturer:	Owner/Operator	Surface:	N/A
			
Finding: There are trip hazards present over the footpath edgings		Action: Remove trip hazard	

i 8 - Low Risk (Finding 2)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The footpath surface is compacted loose stone which may be thrown or migrate from the footpath

Action: Secure the stone in position (e.g. Bind with resin)

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is some strimmer / machinery damage apparent on the posts, this can penetrate the preservative applied to the timber and accelerate the rotting process

Action: Monitor for any deterioration (rot) and replace as required

i 6 - Low Risk (Finding 4)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process
Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

i 6 - Low Risk (Finding 5)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: There is algae or moss on the equipment
Action: Clean and treat appropriately

i 8 - Low Risk (Finding 6)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: The grass mats are silted up, the soil is compacted and the area will become very slippery when the soil is wet. **Action:** Reinstate as required

i 5 - Very Low Risk (Finding 7)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: Fixing Pins have been installed in the impact areas of the grass mats **Action:** Remove pins from impact areas

i 6 - Low Risk (Finding 8)

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



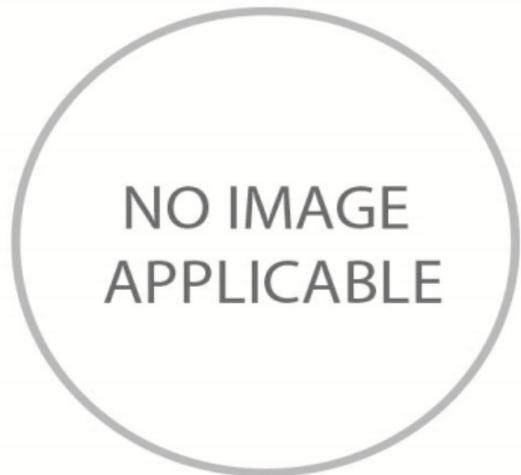
Finding: There is tree debris present

Action: Remove and maintain

i 5 - Very Low Risk (Finding 1)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



Finding: It is recommended that signage, with information including the site address, contact information for maintenance issues and emergency contact details are provided for the facility

Action: Provide in accordance with the recommendations

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

Risk Level: L - Low Risk
Surface: N/A



Finding: Cable ties are present

Action: Replace with a more appropriate fixing method

i 5 - Very Low Risk (Finding 3)

Item: Ancillary Items - Sign
Manufacturer: Owner/Operator

Risk Level: V - Very Low Risk
Surface: N/A



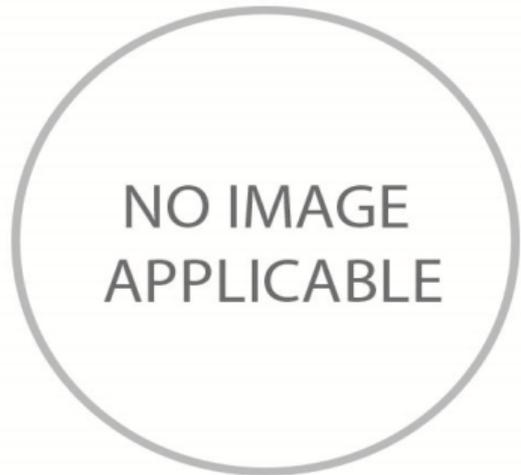
Finding: Signage of the wheeled sports area should be provided as recommended in BS EN 14974; this will include, but not exclusively, the use of the area, a recommendation to wear protective equipment, emergency contact details etc

Action: Provide signage as recommended by BS EN 14974 for wheeled sports areas

i 5 - Very Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Jacksons Fencing

Risk Level: V - Very Low Risk
Surface: Compacted Stone



Finding: The gate is closing too slowly (in excess of 8 seconds)

Action: Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

i 6 - Low Risk (Finding 1)

Item: Gates - Gate
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The gate is locked and no longer in use

Action: Monitor and remove if required

i 6 - Low Risk (Finding 2)

Item: Gates - Gate
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is / are post or end caps missing / damaged on the item
Action: Replace missing / damaged post or end caps

i 8 - Low Risk (Finding 1)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The area around the item has eroded and may become slippery
Action: Reinstate eroded area

i 6 - Low Risk (Finding 2)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass

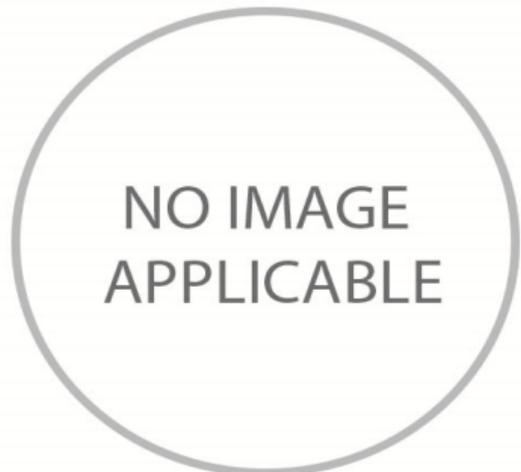


Finding: There is / are post or end caps missing / damaged **Action:** Replace missing / damaged post or end caps on the item

i 0 - Risk Assessment not Undertaken (Finding 3)

Item: Gates - Gate - Maintenance
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: The maintenance gate was correctly padlocked at the time of inspection, however this means that the inspector was unable to fully assess the gate **Action:** Ensure that there are 12mm gaps throughout the full range of motion on gate/s and between leaves where relevant

i 8 - Low Risk (Finding 1)

Item: Fences - Fence - Steel Mesh
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: An incorrect fixing or fixing method has been used
Action: Replace with appropriate fixings to manufacturer specification

i 8 - Low Risk (Finding 2)

Item: Fences - Fence - Steel Mesh
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There are projecting bolt thread(s) present
Action: Remove excess thread length and deburr or provide cap

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Bench
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is algae, silt or moss growth on the surface under the bench

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is weed / vegetation growth between the pavings

Action: Remove weed / vegetation growth

i 8 - Low Risk (Finding 2)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The surfacing is damaged creating trip hazards

Action: Repair damaged areas of surfacing

i 6 - Low Risk (Finding 3)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is algae, silt or moss growth on the surface under the picnic table

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 4)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The signage secured to the table is damaged exposing sharp edges

Action: Remove the signage

i 6 - Low Risk (Finding 5)

Item: Ancillary Items - Picnic Table
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is evidence of rot in the timber

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Grass



Finding: The item has sharp-edged components that have the potential to cut, in contravention of BS EN 1176 Part 1 - 4.2.5

Action: Remove sharp edges

i 2 - Very Low Risk (Finding 2)

Item: Ancillary Items - Litter Bin
Manufacturer: Wicksteed Playgrounds

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is no liner present in the litter bin

Action: Provide as required

 12 - Moderate Risk (Finding 1)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: M - Moderate Risk
Surface: Grass



Finding: Three posts have rotted at ground level (NOTE: There is evidence of rot in the remaining posts)

Action: Replace the rotted posts



12 - Moderate Risk (Finding 2)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: M - Moderate Risk
Surface: Grass



Finding: The timber platform has rotted

Action: Remove and replace all affected timber sections



4 - Very Low Risk (Finding 3)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 4)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There is surface corrosion / rust present on the item

Action: Consider treating the item

i 8 - Low Risk (Finding 5)

Item: Activity Equipment - Multi Play (Toddler)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass



Finding: There are splits in the timber running through fixing points which may create some instability in the structure in the future

Action: Monitor and replace all affected timber parts if required

 12 - Moderate Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: One post has rotted at ground level (NOTE: There is evidence of rot in the remaining posts) **Action:** Replace the affected post

i 4 - Very Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 3)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is minor vandalism damage to the posts

Action: Monitor and replace if required

i 4 - Very Low Risk (Finding 4)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Bird
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Rubber Tiles



Finding: The end of handgrips and/or footrests have a cross section of less than 15cm² and fail to meet the requirements of BS EN 1176 Part 6

Action: Monitor - No action given the risk assessment

i 6 - Low Risk (Finding 2)

Item: Rocking Equipment - Spring Bird
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Rubber Tiles



Finding: The paintwork on the spring has been damaged or worn exposing the metal underneath which is rusting
Action: Treat any rusting components and repaint

i 6 - Low Risk (Finding 3)

Item: Rocking Equipment - Spring Bird
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Rubber Tiles



Finding: There is minor damage to the body
Action: Monitor and repair if required

 12 - Moderate Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: One post has rotted at ground level (NOTE: There is evidence of rot in the remaining posts) **Action:** Replace the affected post

i 4 - Very Low Risk (Finding 2)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 6 - Low Risk (Finding 3)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 4)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The swing seat connectors have some wear present

Action: Monitor for further deterioration and replace when 40% worn

i 4 - Very Low Risk (Finding 5)

Item: Swings - 1 Bay 2 Seat (Flat)
Manufacturer: Playdale Playgrounds Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 8 - Low Risk (Finding 1)

Item: Rotor Play - Cone Climber
Manufacturer: Tayplay Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The ring is badly damaged

Action: Replace the damaged ring

i 6 - Low Risk (Finding 2)

Item: Rotor Play - Cone Climber
Manufacturer: Tayplay Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The bearing on the unit is dry

Action: Service and lubricate the bearing(s)

i 10 - Low Risk (Finding 1)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: BMX tracks are not currently covered by any specific British or European Standard; comments made in the report are based on the principles of other standards (UCI - BMX Track Guide / BS EN 14974 RPII Guidance) and associated maintenance issues and the area has been risk assessed accordingly

Action: Monitor use and review risk assessment regularly

i 8 - Low Risk (Finding 2)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions

Action: Reinststate the surface

i 8 - Low Risk (Finding 3)

Item: Wheeled Sports - BMX Track
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The track has insufficient safety zone allowed as required by BS EN 14974 – 6.4. This should equal at least 2.0 metres (adjacent hedge)

Action: Monitor - No action given the risk assessment

i 5 - Very Low Risk (Finding 1)

Item: Multi Use Games Area - Goalmouth and Basketball Post
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Carpet System



Finding: A clearly visible facility sign should be provided in a prominent position with the wording as detailed BS EN 15312- the equipment is not intended for children less than 3 years old- the warning - Do not climb on the framework or nets- the warning - Do not hang on the ring (if provided)- the warning - Do not wear rings or other jewellery- name and telephone number of the administrator- number to call in case of accident

Action: Provide signage to BS EN 15312

5 - Very Low Risk (Finding 2)

Item: Multi Use Games Area - Goalmouth and Basketball Post
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Carpet System



Finding: There is/are finger entrapments in the structure and the item fails to meet the requirements of BS EN 15312 Clause 4.4.2.2 Entrapment of fingers

Action: Monitor - No action given the risk assessment

10 - Low Risk (Finding 3)

Item: Multi Use Games Area - Goalmouth and Basketball Post
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Carpet System



Finding: Parts of the steel on this item have corroded excessively and the metal has perforated in places

Action: Ensure all affected areas are treated and repaired

i 6 - Low Risk (Finding 4)

Item: Multi Use Games Area - Goalmouth and Basketball Post
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Carpet System



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding

Action: Treat affected areas and repaint

i 8 - Low Risk (Finding 1)

Item: Other - Wicker Den
Manufacturer: Natural Feature

Risk Level: L - Low Risk
Surface: Bark Mulch



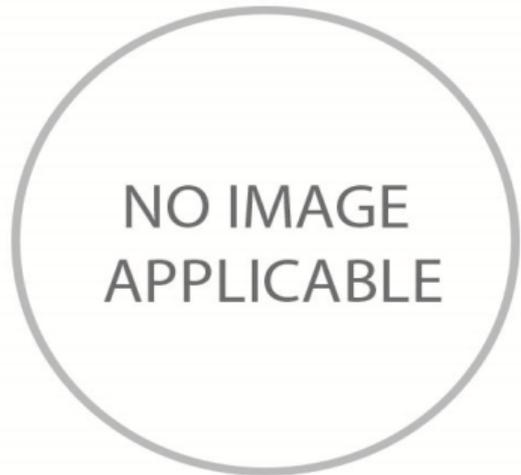
Finding: There are sharp projecting branches at varying heights which may cause facial or eye injuries

Action: Remove the projecting branches

i 8 - Low Risk (Finding 1)

Item: Swings - Giant Rope Swing
Manufacturer: Hags

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The fixings or components for this item were in excess of 2.5m above the standing surface and could not be fully accessed by the inspector. We have completed a visual inspection of the fixings from ground level but a maintenance inspection should be undertaken to assess the condition, security and wear of the components at intervals in accordance with the manufacturers recommendations.

Action: Inspect in accordance with the manufacturers recommendations

Via email to: Somerset Council Members, City, Town and Parish Councils and LCNs

Please ask for:
Mike O'Dowd-Jones

Email:
mike.dowdjones@somerset.gov.uk

Date: 19 06 2025

Dear Colleagues

Enhanced Highways Maintenance Pilot Update

I wrote to you all in Spring 2024 to outline the options available for local enhancement to routine highway maintenance services asking people to express an interest in the various initiatives which have been made available under our pilot project.

The letter explained that the Council continues to provide statutory highway maintenance services to ensure the highway network is safe and in appropriate condition; but that local councils may wish to achieve an enhanced level of service in their area through either undertaking works yourselves which are not safety related, or buying additional services through our contracts.

The pilot project has put in place the following:

- A day-rate and half-day rate for a Kier operative, transport and equipment to undertake enhanced works for localities if requested.
- Additional resources for the pilot period via Kier to work with City, Town and Parish Councils to discuss requests for enhanced works, agree orders and facilitate works.
- The development of a volunteer training package to enable people to undertake certain types of works themselves.

There have been a number of requests for service since this was set up. Kier have supplied quotes for work and some enhanced works have now taken place or are being programmed, however there has not been much demand for 'day works' as a service model. Most requests have been for specific works or programmes which have to be costed by Kier with quotes returned to the Councils to consider.

There are two key concerns that have been raised during the pilot phase so far:

- Whether councils without a general power of competence have the legal ability to request and pay for highway works; and
- The availability of the volunteer training package and whether there are any associated licensing requirements to work on the highway.

Both issues have required us to obtain legal advice in order clearly understand the implications, and I apologise that this has taken some time to obtain. An update on these issues is as follows:

What works are councils authorised to instruct, and how do they do this?

In summary our understanding is that:

- There are certain types of highways work which various acts of parliament give any City, Town or Parish Council the power to request and pay for; and we have compiled these into table 1 below.
- Councils who are eligible to exercise the general power of competence (GPC) may request and pay for works in addition to those set out in table 1.
- Councils who are not eligible to exercise the GPC may request and pay for works in addition to those set out in table 1 under s137 of the local government act 1972 up to an annual financial threshold (which is £11.10 per elector in 25/26). This restriction applies to any expenditure and not just expenditure in relation to highways activity.

Table 1. Relevant powers available to any parish council	Statutory Provision
Power to deal with drainage to prevent it becoming prejudicial to public health. (SC considers this gives parish councils the power to carry out or pay for gully emptying, ditches, grips etc).	Public Health Act 1936, s.260.
Power to repair and maintain public footpaths and bridleways	Highways Act 1980, ss 43.50
Power to plant trees and shrubs and to maintain roadside verges	Highways Act 1980, s.96
Power to light roads and public places	Parish Councils Act 1957, s.3; Highways Act 1980, s.301
Power to provide parking places for vehicles, bicycles and motorcycles.	Road Traffic Regulation Act 1984, ss.57, 63
Power to enter into agreement as to dedication and widening	Highways Act 1980, ss.30, 72
Power to provide roadside seats and shelters	Parish Councils Act 1957, s.1
Power to provide certain traffic signs and other notices	Road Traffic Regulation Act 1984, s.72

Undertaking works on the highway: Volunteer training package and licensing arrangements

The volunteer training package is ready to be made available and we have now obtained legal advice which confirms that a license agreement is required for anyone wishing to undertake works on the highway. We have prepared an appropriate form of license agreement which will enable councils

and volunteers to undertake such works. This is to ensure that anyone undertaking the works is appropriately trained, risk assessments are complied with, relevant people are notified, and that indemnities and appropriate insurance are in place. We have drawn this up with a view to keeping the requirements as minimal as possible. The training package will cover the following volunteer activity:

- Minor sign maintenance and cleaning
- Clearing weeds
- Grass cutting
- Hedge cutting
- Cleaning gullies of detritus
- Snow clearing
- General cleaning and sweeping
- Litter picking

We are aiming to make this available in July 2025 as we are currently progressing the required legal approvals and governance processes.

I hope that this provides clarity on the key issues of concern. We are still keen to enable as much enhanced work on the highway network as possible and are grateful for your patience whilst we have explored the legal implications in more detail. We will review the success of the programme later in the year once there has been more opportunity for Councils to undertake works, and we expect to make some adjustments in due course and would value your continued insights as we move forward.

Please continue to make requests for enhanced maintenance works through your current Kier contacts. Email: somersetehm@kier.co.uk or call 07526 508023. We will be revising the request process in due course and will update on that once new processes have been finalised.

Yours sincerely



Mike O'Dowd-Jones
Service Director – Infrastructure and Transport

From: County Roads - South Som <countyroads-southsom@somerset.gov.uk>
Sent: Friday, June 20, 2025 10:36 AM
To: County Roads - South Som <countyroads-southsom@somerset.gov.uk>
Subject: John Nicholson - AHSM for your area - Intro

Dear All,

Apologies for the delay in getting this message out. As you know, Derek recently retired and I have now taken over this geographical area (see attached map). I have taken the emails information for Parish's from this SC web page which I trust is up to date; [Parish councils contact details - Modern Council](#)

Just for some context, I was previously covering the eastern area of 'South Somerset' (approx. 11yrs) and due to restructure etc have moved areas.

Please do bear with me whilst I familiarise myself with the area and the schemes of works that Derek had in the pipeline for delivery, or his future aspirations (subject to funding of course!).

I look forward to meeting and working with you, in due course. Please forward this email as you see fit.

Some useful links:

Centralised email : countyroads-southsom@somerset.gov.uk

Report a Problem Online: [REPORT](#)

Street and Roadworks in Somerset; <https://one.network/>

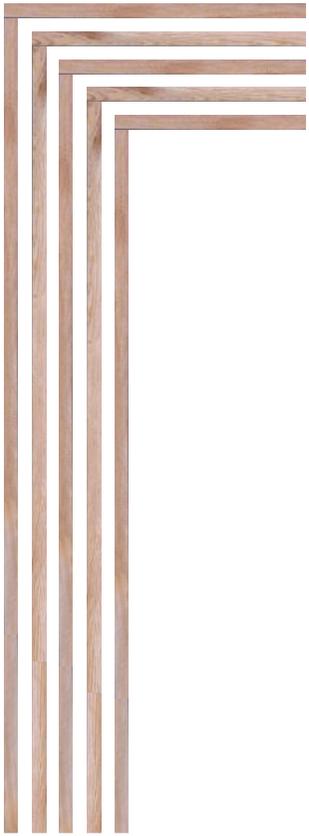
Contact us online (other) - [Contact Somerset Highways - Somerset Council](#)

Regards,

John Nicholson, BEng (Hons) Civil Eng
Assistant Highway Service Manager (East)
Somerset Council
0300 123 2224



Somerset Council Disclaimer: somerset.gov.uk/disclaimer



Welcome Break

CARTGATE PARK YEOVIL

TA12 6PQ

DESIGN & ACCESS STATEMENT



Welcome Break

Our vibrant team of designers has worked closely with Welcome Break and are experienced in delivering high-quality and architecturally imaginative buildings across the UK

We are practiced in the technicalities and intricacies associated with Motorway and Trunk Road Service Areas as well as the peripheral space planning and associated amenities.

As a small practice we aim to deliver practical and sustainable solutions with a touch of our own unique design spirit.



AERIAL VIEW OF THE SITE



Welcome Break

INTRODUCTION

This Design & Access Statement has been produced by ADS Design on behalf of Welcome Break Group Limited and forms part of a full planning application submitted to Somerset Council (SC) by Welcome Break Services Limited (hereafter referred to as 'Welcome Break' or 'the Applicant') for the development of a Trunk Road Service Area (TRSA) (the 'Proposed Development') on land to the north west of the A303 / A3088 Cartgate Roundabout, Martock ('the Site').

The project aspirations:

Provide a new, high quality TRSA (Trunk road service area) to positively promote and meet the needs of people using the A303. Also, bringing significant local benefit by creating high quality employment and a well-connected working environment.

Welcome Break is one of the UK's leading motorway service operators, running 59 service areas and 31 hotels up and down the country. With 24-hour fuel courts, EV charging, and world-class customer facing brands. The company's facilities serve over 85 million customers every year.

Welcome Break have identified the Site as suitable and in accordance with their requirements based on their extensive experience in the operation of such facilities throughout the UK and Ireland.

Welcome Break are both applicant and landowner of the site.

ASSESSMENT

SITE DESCRIPTION

The site is located off the north western arm of the A303 / A3088 Cartgate Roundabout.

The nearest town is a small town called Martock located in the South Somerset district of Somerset. It's situated approximately 7 miles (11 kilometers) west of Yeovil and about 5 miles (8 kilometers) north of Crewkerne. The town is known for its historic market square and features several notable buildings, including the Church of All Saints.

In terms of major roads, Martock is close to the A303, which is a significant route running east-west across southern England. The A303 connects to the M3 motorway towards London and the A30 towards Exeter.

SITE LOCATION

The site comprises 5.4 hectares (ha) of land located to the north west of the A303 / A3088 Cartgate Roundabout, circa 4.5km north west of Yeovil.

The location of the Site is shown on the Location Plan (drawing number 1631-30e).



ASSESSMENT

SITE CONTEXT

The landscape character of the site is one of agricultural land, bordered by hedgerows of variable quality and thickness and fields, with an area of mature trees to the south east.

The A303 trunk road corridor provides limited views into the site through gaps in the vegetation between the site boundary and the motorway. The site will be accessed via a revised version of the existing access into the existing car park and café area.

LOCATION OF PROPOSED SITE ENTRANCE

EXISTING CAR PARK AND CAFE



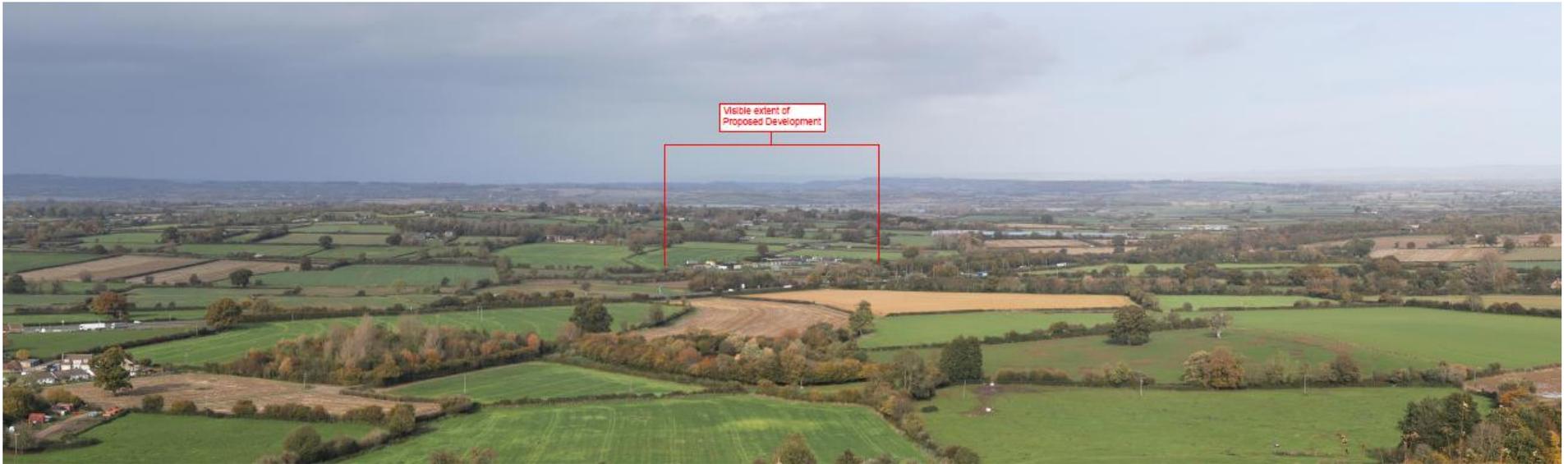
CARTGATE ROUNDABOUT

View looking north west from Cartgate Roundabout

ASSESSMENT



Photomontage View by Axis: Figure 3a (ii) Viewpoint 1: St Michael's Tower



Photomontage View by Axis: Figure 3b (ii) Viewpoint 2: Ham Hill War Memorial

ASSESSMENT

SITE CONTEXT

The Site comprises mainly arable agricultural land, with boundary hedgerows and trees also present. The Site also encompasses the north western arm of Cartgate Roundabout, as well as a section of the Cartgate Picnic Area / South Somerset Tourist Information Centre site access. The Site's topography rises from circa 23m AOD in the east to circa 28m in the west.

- To the north east, the Site is bound by a hedgerow, beyond which lies agricultural fields. Three agricultural buildings lie circa 190m north of the Site, located off Foldhill Lane.
- To the east, the Site is bound partly by agricultural land. Cartgate Picnic Area / South Somerset Visitor Information Centre (comprising a tourist information point, café, toilets, picnic area, car parking) lies circa 90m east of the main TRSA Site and is bound by a row of trees. Cartgate Roundabout and the A303 (trunk road) lie to the south east of the Site.
- To the south, the Site is bound by agricultural land. A belt of trees lies circa 45m south of the Site, beyond which lies a disused railway line.
- To the west lies further agricultural land.



ASSESSMENT

SITE CONTEXT

The nearest residential properties to the Site are located off Foldhill Lane, circa 265m to the north west.

Furthermore, there are two clusters of properties located to the east of the A303, circa 500m from the Site accessed off Mill Lane.

The main body of residential properties within the settlement of Martock Village are located circa 890m (at the nearest point) west of the Site boundary and the main body of residential properties within the settlement of Stoke-sub-Hamdon are located circa 1km (at the nearest point) south of the Site.



EVALUATION

DESIGN APPROACH

The modern Roadside Service Area, of the type proposed, is a relatively new format - a direct response to the need to provide convenient rest and refreshment befitting of today's road user.

A trunk road service area (TRSA) of yesteryear might typically have been a roadside café without fuel pumps or a filling station without the full range of fuel options - car, HGV, EV - and perhaps no food offer.

As the road network has evolved, so has the need for modern trunk road service areas. The older, original service areas have struggled to meet the demands of the new road user, becoming overcrowded and outdated.

Welcome Break seeks to develop a high quality, forward-thinking trunk road service area with a multi-use amenity building, a quick-service drive thru restaurant, coffee drive thru and the full range of fuel options to appeal to the full spectrum of passing motorists within a logically laid out site.

Several key principles informed their brief:

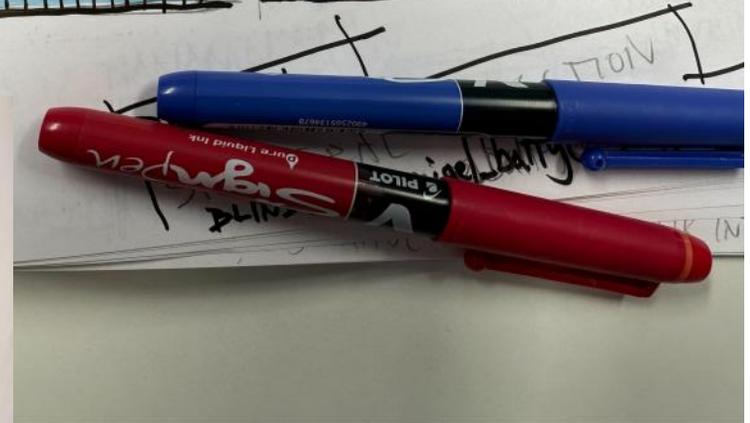
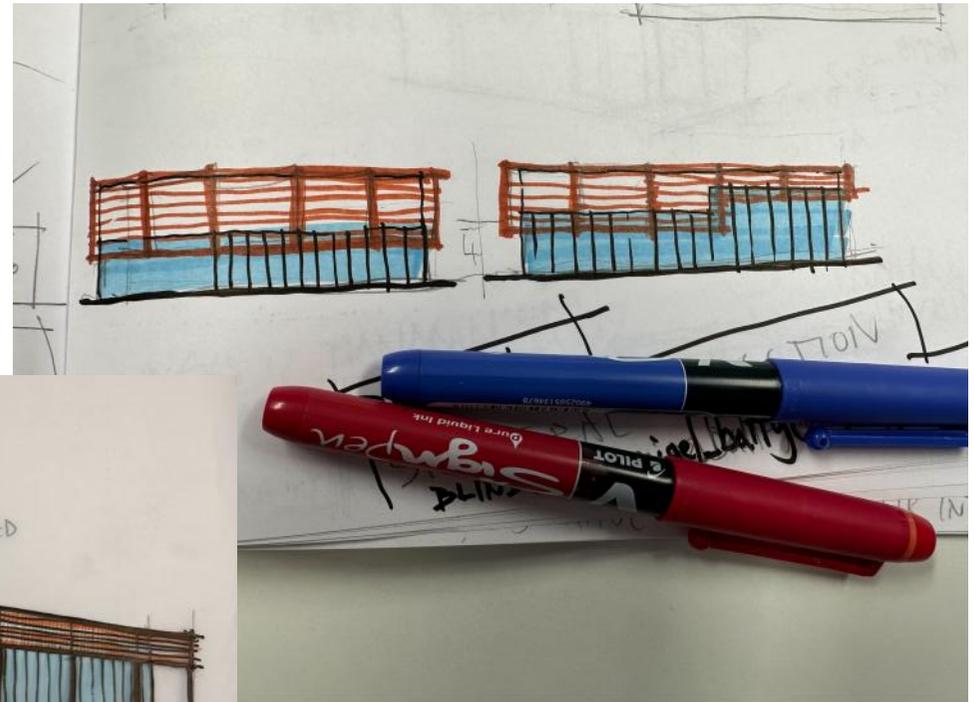
- A TRSA that works for all - cars, EVs & HGVs
- Weekend fuel & refreshment for the family and a weekday hub for the business traveller
- HGV facility to provide secure parking, fuel, rest & refreshment
- A multi-use amenity building
- Clearly defined circulatory routes: retail customer & HGV driver
- Parking provision to DfT (Circular 01/2022) standards to attain trunk road signage and ensure adequate capacity for all users



EVALUATION

DESIGN DEVELOPMENT

First hand drawn sketches



Initial building sketch to establish arrangement of materials and scale

Initial 3D sketch to establish massing and colonnade walkway feature

Welcome Break



Welcome Break

CARTGATE PARK YEOVIL

TA12 6PQ

DESIGN

USE

As established, the application is for a new high quality TRSA including all supporting infrastructure at an area of land north west of the A303 / A3088 Cartgate Roundabout . The TRSA will positively promote Yeovil and meet the needs of all users.

The TRSA will provide up-to-date facilities, contributing positively to the local economy and providing significant employment.

The TRSA building will be of high visual quality, providing a contemporary form to establish itself as a distinct & recognisable way marker on journeys along the A303 / A3088.

The multi-use amenity building, drive through food offers and secure HGV parking will offer diversity amenity to appeal to the full spectrum of passing motorists within a logically laid out site.

AMOUNT

This section of the Planning Statement provides a description of the Proposed Development and should be read in conjunction with the planning drawings submitted in support of this application. This section also sets out the need for the development in accordance with the Department for Transport (DfT) Circular 01/2022.

The Proposed Development comprises a TRSA, with the objective of serving the public travelling on the A303 trunk road. As illustrated on drawing 1631-36g, the Proposed Development would comprise:

- 5 no. fuel pump islands under a standalone canopy;
- 2 no. HGV fuel pump islands under a standalone canopy;
- A main amenity building of 949m² which would include:
 - The fuel payment counter;
 - Convenience store;
 - Male, female and disabled WC with showers;
 - 3 no. food vendors (including 1no. drive-thru);
 - Seating area;
 - Back of house area;
 - Store room;
 - Game zone.
- 1 no. drive-thru restaurant (275m²) with external yard;
- 1 no. drive-thru coffee shop (188m²) with utility yard;
- 145 no. car parking spaces (including 9 no. disabled bays and 24 EV charging spaces);
- 11no. motorcycle parking spaces;
- 3 no. caravan parking spaces;
- 1 no. abnormal load space;
- 1 no. coach space;
- 34 no. HGV parking spaces;
- A revised means of access from the A303 / A3088 Cartgate Roundabout;
- Two substations ;
- Electric kiosks;
- EV car charging equipment;
- A soft landscaping scheme;
- Flood compensatory area; and
- Other associated infrastructure, including drainage.

AMOUNT

LAYOUT

The site layout is the culmination of an intensive and active assessment, design and evaluation period, integrating a multi-disciplinary approach set within the context of the overall strategy. The result is a TRSA design that reacts both directly and positively to its context and Welcome Break's vision for the evolving market.

ARRANGEMENT OF ELEMENTS

Following the assessment of the site and its surroundings a number of constraints and opportunities associated with the proposed development on the site have been identified.

Each of these constraints and opportunities has been used to inform the design proposals.

The layout and design of the proposed scheme are largely dictated by the existing / revised access from Cartgate Roundabout, the existing trees and hedges and the extent of Cartgate Reservoir.

Landscaping is proposed along all the entire plot boundary. This is in addition to the section of existing hedge that runs along the north and east boundaries.

Existing trees and hedges will be retained where possible, and their root protection zones respected.

Balancing ponds have been indicated to manage water

attenuation as naturally as possible and well as providing points of interest within the site layout.

Footways and pedestrian crossings would be provided to allow safe pedestrian movements within the Site, as well as a new 2m wide footway between Cartgate Picnic Area / South Somerset Tourist Information Centre and the Site.

HGV parking occupies the site's furthest away and least visible quadrant from the entrance.

Separation of the two key circulatory routes, Retail & HGV has influenced the site's internal layout to minimise vehicle conflicts and ensure safety.

PRIMARY ACCESS

Vehicular access to the Site is proposed to be achieved via the revised existing north western arm of the A303 / A3088 Cartgate Roundabout, which currently provides access to Cartgate Picnic Area / South Somerset Tourist Information Centre.

Access into Cartgate Picnic Area / South Somerset Tourist Information Centre will be revised slightly, and is included within the application red line boundary.

AMOUNT

RETAIL USER

Clearly defined circulatory routes will direct customers to whichever use they require – fuel, EV charging, amenity building or drive thrus. Routes through the site will provide for multiple uses – food then fuel, EV then food etc.

Caravan users are afforded drive-in, drive-out parking next to the primary internal pedestrian route.

Clear, separate and accessible pedestrian routes prevent any unnecessary entanglement with vehicles and enable desire-line access to the building. Accessible bays are positioned closest to the building and have direct access to the main pedestrian route.

HGV

Larger vehicles are understandably better kept apart from family cars and main pedestrian routes. As such, their right turn only route off the new roundabout avoids the main retail car park and provides a dedicated, separate route for HGV drivers to either park up or refuel.

Both the HGV parking area and refuelling area have a clear pedestrian access to the amenity building and diner buildings.

The HGV parking is bounded by a secure 2.4m high mesh fence with barrier access and entry. This is to provide a safe area for HGV drivers to rest without worrying about theft or vandalism.

EXIT ROUTE

The new site access and egress, between Cartgate Roundabout and the new Site roundabout, will be used by both cars and HGV's.

Motorists will exit the site onto the highway via the north western arm of the A303 / A3088 Cartgate Roundabout.

AMENITY BUILDING LAYOUT

The entrance to the amenity building will face the petrol forecourt. As well as being accessible to customers parking or refuelling in this area, pedestrians from across the site can easily walk to the building via the 2m wide accessible pedestrian footpath.

Customers enter the building via a single entrance into the store and seating area. Shared seating at the building's centre can be used by all, whether to eat, drink or just relax.

The building amenities will include, top up shopping, hot and cold food sales, coffee sales, petrol sales, and welfare facilities.

SCALE

The scale and massing of the buildings are a function of their use.

The amenity building is proportioned to be visible upon approach to the site and to read as the primary building without being imposing. A building height allows for an internal sense of height and light to provide a feeling of openness and space as an antidote to the confines of a vehicle.

At 5.263m, the drive through restaurant is more modest in scale to be subservient to the main amenity building.

The drive through coffee shop is lower still with the proportions aspiring to a different feel – one of cosiness and intimacy. The building's height is 3.9m with a signage totem at 6.16m.

Two fuel canopies will provide cover from the elements over the retail & HGV pumps and will accord with the industry standards: 5.2m to underside over the petrol pumps and 6m to underside over the HGV pumps. The top of the canopies will be just 0.8m higher at 6m & 6.8m respectively.

The area of the site is set by the need to provide the number of parking spaces required by Highways England (DfT Circular 01/2022) along with attendant circulation space, fuel forecourts, building footprint and amenity space.

SITE & LANDSCAPE

Proposed Site Layout:

Buildings have been positioned to provide good visibility on approach to the site with appropriately positioned robust boundary landscaping to lessen visual impact from elsewhere.

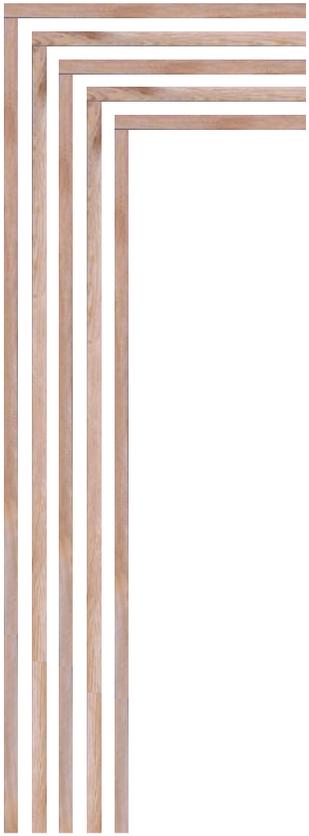
The need for a roundabout at the site's entrance to provide a vehicular route to the existing Cartgate picnic area has influenced the arrangement of buildings and parking.

Space has been created for attenuation ponds at low level which provide a picturesque gateway into the site.

Secure HGV parking is positioned furthest from the approach to lessen visual impact.



Extract from Drawing 1631-36g



Welcome Break

CARTGATE PARK YEOVIL

TA12 6PQ

APPEARANCE - FLOORPLANS & ELEVATIONS

APPEARANCE

AMENITY BUILDING

The main amenity building would be located to the north of the FFS forecourt. The building would comprise a floorspace of 949.33m². The roof of the building would be flat. The public entrance to the building would be located on the south eastern elevation

The main amenity building would consist of a shop, which would include the FFS payment counter, as well as 3 no. food vendors (including 1 drive-thru), seating area, game zone, back of house area and store room. Male, female and accessible WC provision and showers are also provided within the main amenity building.

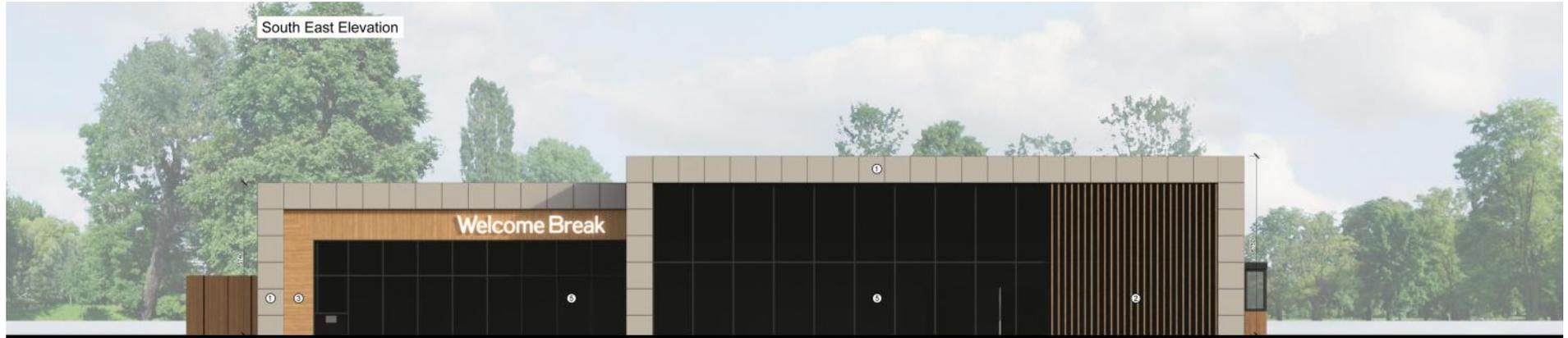
Extract from Drawing 1631-28d



APPEARANCE

BUILDING ELEVATIONS

A minimal palette of quality materials are proposed to the Amenity Building including uniform Kingspan Dri-Design rainscreen façade panels wrapping around the building. The feature Technowood fins will provide visual interest and solar shading functionality. Timber cladding boards around the building reference the surrounding trees and soften the appearance of the building. *Below: Extract from Drawing 1631-22e*

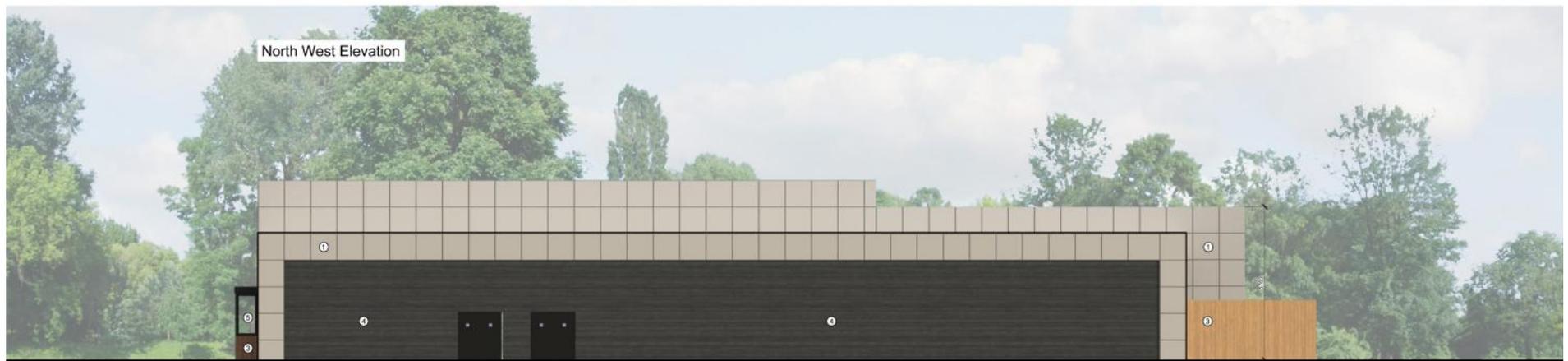


Welcome Break

APPEARANCE

BUILDING ELEVATIONS

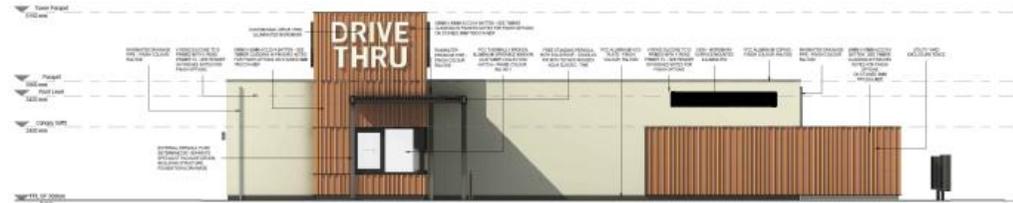
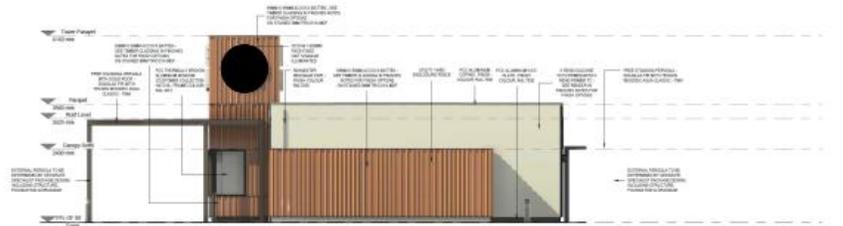
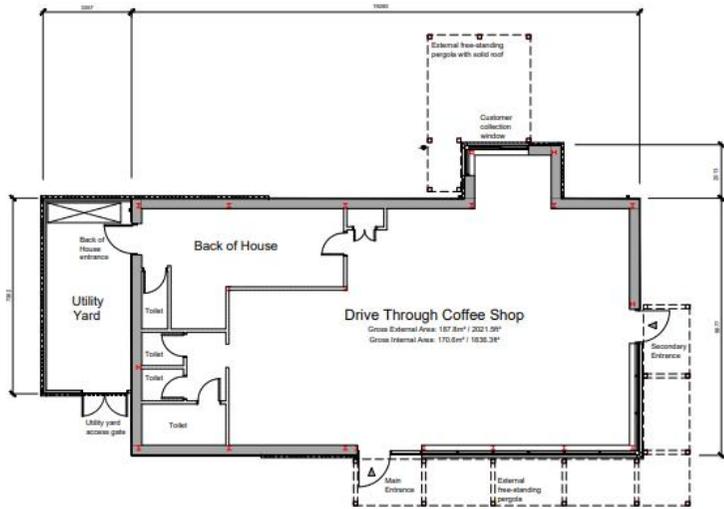
As a counterpoint to the rainscreen facade, a recessive background palette of dark composite cladding boards will ensure the building puts its best foot forward. Large, glazed areas will invite light and space into the building to lift the spirits. *Below: Extract from Drawing 1631-22e*



APPEARANCE

COFFEE DRIVE-THRU BUILDING PLAN & ELEVATIONS

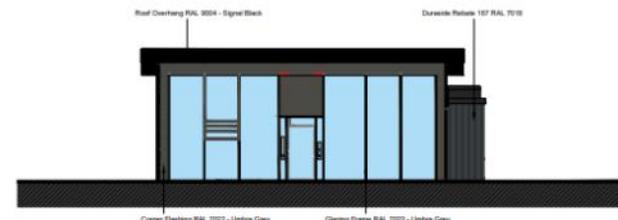
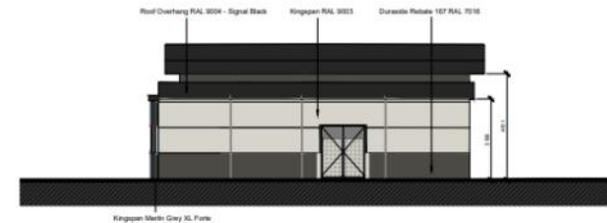
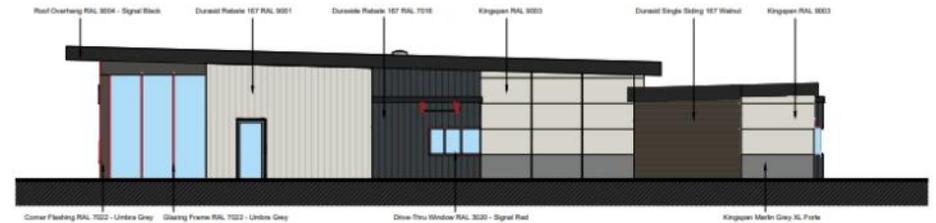
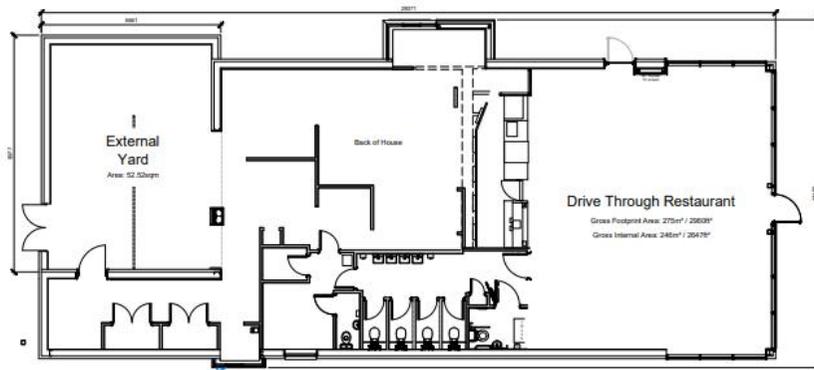
A separate standalone coffee shop drive-thru would be located to the west of the main amenity building. The building would have a floorspace of 188m². A drive-thru window would be provided on the northern elevation of the building, and utility yard would be located on the western side of the building. The building would be a single storey structure with a roof height of 3.9m. A signage tower would extend from the roof to a maximum height of 6.1m (drawing ref: 1631-24).



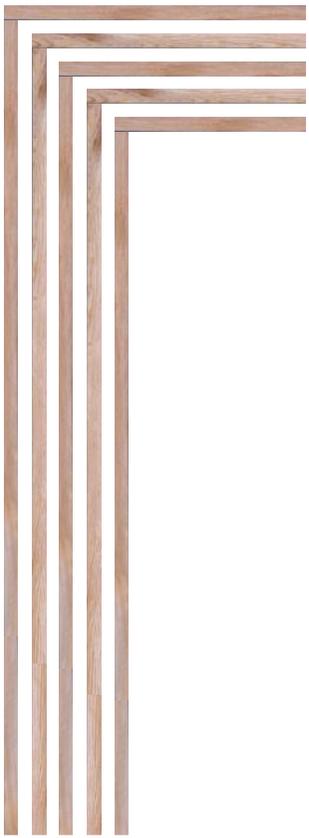
APPEARANCE

DRIVE THRU RESTAURANT BUILDING ELEVATIONS

A separate standalone drive-thru restaurant is proposed to the south west of the main amenity building and standalone drive-thru coffee shop. The building would have a floorspace of 275m² and provides drive-thru windows on both the northern and southern elevations. An external yard would be located to the west of the building. The building would be a single storey structure with a maximum roof height of 5.3m (see drawing ref: 1631-23).



Welcome Break



Welcome Break

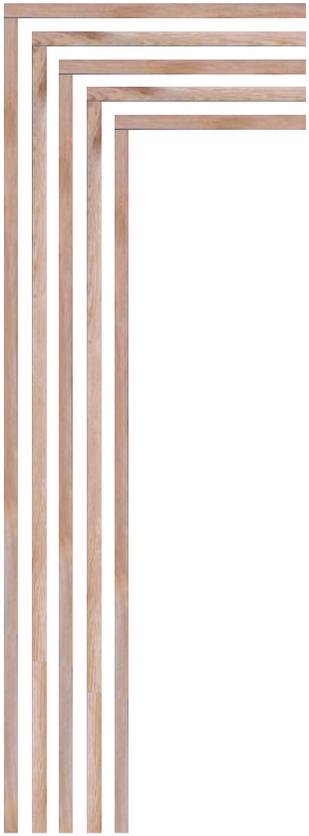
CARTGATE PARK YEOVIL

TA12 6PQ

APPEARANCE - 3D VISUALS







Welcome Break

CARTGATE PARK YEOVIL

TA12 6PQ

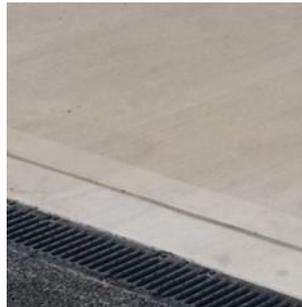
APPEARANCE - MATERIALS

APPEARANCE

PALLETTE OF MATERIALS - AMENITY BUILDING



Vehicle Areas
Black Bitmac



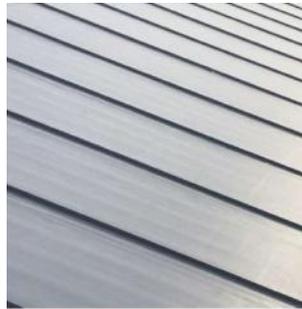
Petrol Forecourt
Concrete



Building
Kingspan Dri-Design Rainscreen Façade in 'grey white' RAL 9002



Building
Dura Composite Timber / WPC Cladding Board in Alaskan Cedar



Roof
Kingspan Topdek



Building
Powder Coated Aluminium Frame to Window and Doors

APPEARANCE

PALETTE OF MATERIALS - AMENITY BUILDING

TECHNOWOOD

Technowood is a patented system for an aluminium or GRP (Glass Reinforced Polyester) substrate which is coated in a completely natural timber veneer. This gives the aesthetic and natural feeling of timber but uses 98% less timber in production. In addition, these materials can meet A2 Class fire rating enabling use on many projects.

The majority of the profiles are made to order; this allows most design details where solid timber often falls short. There are many Technowood applications these include cladding, pergolas, furniture, sunshades and more.



APPEARANCE

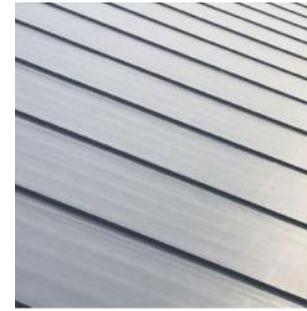
PALLETTE OF MATERIALS - DRIVE THRU COFFEE SHOP



Vehicle Areas
Black Bitmac



Building
Teknos timber Cladding



Roof
Kingspan Topdek



Building
Ash white render



Paving
Grey paving stones

Welcome Break

APPEARANCE

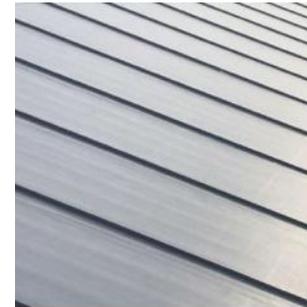
PALLETE OF MATERIALS - DRIVE THRU RESTAURANT



Vehicle Areas
Black Bitmac



Building
Durasid Cladding RAL 7016



Roof
Kingspan Topdek



Building
Durasid Cladding RAL 9001



Building
Durasid Single Siding 167 Walnut

Welcome Break

ACCESS & CIRCULATION STRATEGY

VEHICULAR ACCESS

Vehicular access to the Site is proposed to be achieved via the existing north western arm of the A303 / A3088 Cartgate Roundabout, which currently provides access to Cartgate Picnic Area / South Somerset Tourist Information Centre.

Within the site a well-connected movement network, accessible by all vehicles is proposed which helps ensure that all areas of the development are easy to navigate, safe and secure. A combination of appropriate signage and surface materials will be provided in order to direct vehicles around the site.

PEDESTRIAN CIRCULATION

The external pedestrian areas will be well lit and safe. Pedestrians will be provided with designated footpaths, which link the key areas of the site. All surfaces will be level and non-slip. All pedestrian links will be suitable for use by disabled people. Measures such as dropped kerbs with tactile paving and visually contrasting non-slip paving will be provided.

A path into the site from the existing Cartgate picnic area will allow safe pedestrian access into the site.

SITE ACCESS

The TRSA would be accessed via the existing north western arm of the A303 / A3088 Cartgate Roundabout. This arm currently serves Cartgate Picnic Area / South Somerset Tourist Information Centre.

The existing access arm will be extended northward, beyond the Cartgate Reservoir boundary, and provide entry to / exit from the Proposed Development via an internal roundabout. The access road will have a kerbed central median to prevent right turn access into the existing Cartgate Picnic Area / South Somerset Tourist Information Centre. For access to the Cartgate Picnic Area / South Somerset Tourist Information Centre, the internal roundabout would be used to U-turn to return toward the A303, then a left turn in.

Footways and pedestrian crossings would be provided to allow safe pedestrian movements within the Site, as well as a new 2m wide footway between Cartgate Picnic Area / South Somerset Tourist Information Centre and the proposed TRSA.

The Proposed Development also includes the construction of four access points off the proposed internal roads within the TRSA, to enable access to adjacent farmland for agricultural use. The provision of these tracks is a contractual requirement.

SUSTAINABLE DEVELOPMENT

In keeping with the design team’s aspirations to create a sustainable development, the design approach needs to be holistic, responding to site context, environmental impacts, building design and economic factors. Throughout the design process, the design team has formed close links with the supply chain who will deliver the development. Consultants, contractors, sub-contractors and suppliers are, and will continue to be involved, in all stages of the development design to achieve a sustainable and viable a solution.

ENERGY & CARBON REDUCTION STRATEGY

With the aim to deliver an environmentally responsible development, an exemplar construction approach will be adopted utilising low energy design principles. The aim is to minimise energy demand of the proposed new development through fabric first approach and proficient use of services. It is intended to increase the new building element’s energy efficiency by influencing the materials of construction and by delivering passive engineering solutions.

This proposal is committed to the following methods of energy reduction, where appropriate:

- Improvement on U-values and Air tightness above the base levels set by the Building Regulations

- High efficiency lighting and controls, including external lighting
- LED lighting to car park areas with external lighting fittings selected to restrict light pollution
- Use of natural daylighting
- Photovoltaic panels
- Efficient hot water generation by standalone hot water heaters, supplied from air source heat pumps or solar water
- Mechanical ventilation to incorporate heat recovery systems
- Building management system incorporating zoning and metering
- Regionally sourced landscape planting and responsibly sourced timbers
- A target EPC rating of the best practically achievable
- Carbon reduction will be improved by reducing the reliance on vehicle transport. The development will provide:
- Safe footpath routes to and from the site which will encourage non-vehicle access and ensure convenient links to public transport.

- Increased biodiversity and enhance landscaped features creating a healthy and attractive working environment

EV CAR CHARGING HUB

A section of car parking has been designated as an EV car charging hub, with 24 EV car charging bays.

In order to provide the necessary power output, two substations have been indicated nearby.

Welcome Break are mindful that in order to future proof this TRSA site and support the use of electric vehicles, fast charging facilities need to be available to customers.

This vision for the future is in line with the Government ‘Road to 2035’ and the promise that from this date all new cars and vans will be 100% zero emission.

SUSTAINABLE DEVELOPMENT

WATER

Water conservation within the building will be carefully considered to reduce the volume used and conserve water where possible. The building will have significant water demand resulting from the use of toilets and washroom facilities in particular but also via the catering demand. In order to limit water use, it is intended that following features be incorporated:

- Rainwater Harvesting
- Low water construction methods
- Low water landscaping
- Sanitary appliances - low flow
- Leak detection and control

Whilst it will not be possible to satisfy the total water demand for flushing toilets by rainwater harvesting, the use of such a system will contribute to a significant reduction in the amount of potable water used to flush toilets and urinals. To limit water use, toilets will have a dual flush arrangement and taps will be fitted with aerators, flow restrictors and proximity sensors to limit water use and reduce waste. Leak detection will also be provided via smart metering to enable pipework on site to be monitored for any leaks.

The selection of materials used in construction will also be carefully considered and the team will target low water construction methods. Native planting will be used

in the landscaping that is tolerant of British climatic conditions and will require no site watering after initial planting.

EXTERNAL LIGHTING

All external lighting will be in accordance with CIBSE Lighting Guide and BS EN 13201 and BS 5489.

The installation shall consist of a combination of post top column mounted luminaires to illuminate main circulation routes throughout the site with building mounted and bollard luminaires to illuminate entrances, car parking and perimeters of the buildings. The lighting design shall provide a low energy, low pollution and low glare solution but also emphasise the architectural features of the proposals.

The lighting design shall consider the ecological value of the site, including light spillage particularly to the nearby housing and shall be mindful of the requirement for lighting to be designed for minimal light disturbance to foraging bats and other nocturnal wildlife.

The external lighting will:

- Incorporate lamps with both time controls and daylight level photocell controls.
- Achieve safe environments for people, traffic and the building.
- Minimise light pollution and ensure light levels

are kept within the limits as required by BS 5489 and avoid nuisance to the adjacent neighbourhood.

WASTE MANAGEMENT

A compliant Site Waste Management Plan will be adopted by the contractor during the site works in order to reduce all aspects of on-site waste.

Dedicated bin storage will be provided within the design for end users with regards to waste storage. This will be secured with gates and located in a position to best facilitate the ease of access.

SUMMARY

The purpose of this statement is to establish that the proposed TRSA meets the needs of the location while maximising the potential of the site and delivering a building of significant design merit.

This development's objective is to encourage greater choice in the provision of service facilities for all road users, encouraging drivers to take breaks more frequently and thereby reducing the number of fatigue related accidents.

The proposed TRSA will positively promote the area and provide a safe and comfortable refuge to visiting motorists.

The design process for this project has been set out in this document, using hand drawn and computer generated models. From start to finish the language of flowing lines has been integral, united by an innovative cladding material using a pattern that has been uniquely created for this project.

Passive design features along with energy and water saving features have been considered, as set out in the 'Sustainable Development' section of this document.

In conclusion these proposals represent a unique TRSA which engages modern building materials in a timeless fashion to create a space that injects a little flourish into refuelling and provides an important economic investment to the area.

Sent on behalf of Somerset Council Transport Policy Service

Dear City, Town and Parish Clerks & LCN members

I am emailing you to let you know we will soon be going out to public consultation on a suite of transport policy documents, namely:

- The Local Transport Plan (LTP)
- Design and Provide Approach & Transport Assessment/Statement Scoping Guidance (D&P Guidance), and
- Somerset Travel Plan Guidance for New Development (TP Guidance)

These three policies will be used to inform how we develop transport in Somerset as a whole, with the latter two policies focussing on transport in development management.

Somerset Local Transport Plan (LTP)

The LTP will be the headline document for the Somerset. It sets out the policies that will guide our decisions and investment over the next 20+ years. It is a statutory document that will be reviewed every 4/5 years. The LTP is in a completely new style, it is no longer a 'one size fits all' document, rather a plan that seeks to flex with the different place types that exist in Somerset - whether rural or urban. It does not include any specific schemes other than those that are a significant aspiration e.g. Wellington Station. It is a policy document in its purest form. It has been informed by extensive evidence collection and research; as well as engagement with various community and interest groups. Following on from the LTP will be investment plans that include specific schemes. Please understand that this a consultation version and there will some elements that we undoubtedly need to amend based on feedback. Accompanying the LTP is the Sustainability Appraisal, this is in 4 parts and rather than overload inboxes, it will be on Citizen Space when the consultation goes live.

Decide & Provide Approach Guidance (D&P)

The D&P Guidance was written by the Highway Development Management Team. It looks to change how we require developers to mitigate primarily in design the impacts of their development on transport, rather than attempting to mitigate post delivery or at certain points of occupation. Currently we use a predict and provide approach, this asks developers to model what they think the change in traffic will be should their scheme go ahead and how they intend to mitigate this. This approach has not enabled us to ensure a development looks after its own problems first and leaves to many issues to be dealt with by the network or network upgrades. The new approach will require developers and us, as planning authority, to decide what future we want and provide a development and transport that delivers. This guidance has already won awards and praise from the industry and DfT, with many other councils copying it. We have yet to get it through consultation and adoption.

Somerset Travel Plan Guidance

The TP Guidance has been comprehensively reviewed and modernised to be far more responsive to the needs of modern developments, changes in the way people work and the importance of reducing congestion and improving air quality. It helps to bring greater clarity and stronger emphasis on what works and what is important to deliver change for new developments.

All three documents have had internal consultation, especially with our colleagues in Highways, Air Quality, Network Management, Public Health, Economic Development, Planning and the Local Plan team. We have done our best to ensure a balanced approach that puts the Council's Vision at centre of the policies.

There are a lot of documents here and I appreciate there is a lot to read and digest. We felt that all three documents work together and sending them out together shows a holistic approach to policy making in transport. We have given you the documents in advance, before they are released for general consultation. The actual consultation schedule is as follow:

- 24th June - copies to all councillors
- 26th June - copies to City, Town & Parish Councils and LCNs
- 7th July - Public consultation commences
- 7th September - Public consultation closes

We will be using the familiar Citizen Space portal to collect all responses and there will be some press activity around the 7th July and at intervals during the consultation period. Unfortunately, we will not be able to do much in-person engagement. We will be working with some interest groups and looking at other ways we can bring things to life, but we have limited resource to have a larger scale of activities. We will then bring the results back to committee and finalise the documents. All three documents will be taken to the Planning and Transport Sub-committee together but the LTP will also need to go to the Full Council Committee as it is a statutory document that will have an impact on funding decisions.

I hope you have the time to read and send responses through Citizen Space, the web address will be circulated when live. This method helps us to analyse and collect comments in the most fair and efficient way; as well as reduce the chances of comments being lost.

Kind regards

Transport Policy Service
Somerset Council



**Somerset
Council**

Decide and Provide Approach & Transport Assessment/Statement Scoping Guidance

INFRASTRUCTURE PROGRAMMES GROUP

Somerset Highways Procedures 26/23

Organisation	Somerset Council
Title	Decide and Provide Approach Document
Author	Jon Fellingham
Owner	Jon Fellingham
Protective Marking	
Primary Legislation	

Issued by:

Issued Date:

Document Control Sheet

This is a controlled document. Ensure that this document is current. Printed documents and locally copied files may become obsolete due to changes to the master document. The source of the document can be found on the SharePoint server.

Revision History

This document has the following history:

Version No.	Version Date	Summary of Changes	Changes marked
v1	31/07/2023	First Draft	

Issued by:

Issued Date:

Issued by:

Issued Date:

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1 Introduction

- 1.1 Somerset Council (SC) as local highway authority (LHA) welcomes and encourages early discussion with developers and applicants prior to the submission of a planning application. SC is also the local planning authority (LPA) and the lead local flood authority (LLFA).
- 1.2 Preliminary discussion results in better quality applications which stand a better chance of a successful outcome and helps speed up the decision-making process after submission.
- 1.3 To secure consent for a development, the developer must gain planning approval from the Local Planning Authority (LPA), which is also SC. For many planning applications a Transport Assessment (TA) along with a Travel Plan (TP) or Transport Statement (TS) is required.
- 1.4 The LPA case officer can recommend refusing planning permission if the development, and indeed its transport impacts, are considered to be contrary to the Local Plan, National Planning Policy Framework (NPPF), or otherwise contrary to good strategic planning. It should be noted that the NPPF paragraphs 104 – 113 should be considered when reading this guidance note. Of relevance to this guidance is **Paragraph 104** of the NPPF which states:

“Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) the potential impacts of development on transport networks can be addressed.
- b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- c) opportunities to promote walking, cycling and public transport use are identified and pursued;
- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed, and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places.”

- 1.5 It is considered necessary to fully understand the transport requirements for development proposals regardless of size. TA/TS/TPs are all ways of assessing and mitigating the negative transport impacts of development to promote sustainable development.
- 1.6 The assessment of all of the modes of transport and travel patterns of any development may range from a simple and straight forward process to one that is complex and 'nonstandard'. No two transport assessments or Travel Plans are likely to be the same, what is appropriate for one development is unlikely to be the same for another.
- 1.7 This TA/TS/TP scoping guidance sets out the typical subject matter that a developer and applicants should cover in the completion of their TA /TS/TP.

2 The Scope of the TA/TS and TP

- 2.1 The Guidance from the Ministry of Housing, Communities and Local Government (MHCLG) advise that "The need for, scale, scope and level of detail required of a Transport Assessment or Statement should be established as early in the development management process as possible as this may therefore positively influence the overall nature or the detailed design of the development."
- 2.2 Policy compliance at national level – NPPF and at local level – Local Development Plan is a material consideration in any planning application. The following NPPF 2021 paragraphs are of keynote for supporting the scoping of the need for a TA/TS/TP:
- 2.3 **Paragraph 110:** In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:
 - a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
 - b) safe and suitable access to the site can be achieved for all users;
 - c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and
 - d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

- 2.4 **Paragraph 111:** Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 2.5 **Paragraph 112:** Within this context, applications for development should:
- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
 - b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
 - c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
 - d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
 - e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.
- 2.6 **Paragraph 113:** All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.
- 2.7 With regards to local policy compliance the relevant Local Plan policies should be referred to in the development of the scoping of the TA/TS/TP.

3 What are Transport Assessments and Statements?

- 3.1 TAs and TSs are ways of assessing the potential transport impacts of developments (and they may propose mitigation measures to promote sustainable development. Where that mitigation relates to matters that can be addressed by management measures, the mitigation may inform the preparation of Travel Plans). The key output of a TA/TS is the development of an appropriate and effective Transport Strategy that includes interventions internal

and external to the proposed site, within the zone of influence of the development.

- 3.2 TAs are thorough assessments of the transport implications of development, and TSs are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development (i.e. in the case of developments with anticipated limited transport impacts). (Source: MHCLG Travel Plans, Transport Assessments and Statements 2014)
- 3.3 In comparison, the TS sets out the transport issues relating to a proposed development site; existing conditions and the impact of the development proposals in a simple form. It is completed by the developer and supplied with a planning application. A TS is unlikely to include junction modelling and the collection of associated traffic survey data, although on-street parking survey data and an associated parking assessment may form part of a TS for sites located in areas subject to parking stress.

4 What are Travel Plans?

- 4.1 Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.
- 4.2 Travel Plans should, where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.
- 4.3 Where there may be more effective or sustainable outcomes, and in order to mitigate the impact of the proposed development, consideration may be given to travel planning over a wider area. (Source: MHCLG Travel Plans, Transport Assessments and Statements 2014)
- 4.4 A TP Statement is a simple form that sets out the existing conditions within and near to the development and contains a commitment to the promotion of sustainable travel. It also sets out objectives and measures to encourage travel by sustainable modes. It is also completed by the developer and supplied with a planning application.

5 A Vision-led Approach

- 5.1 Transport planning is currently undergoing a change or paradigm shift. This shift is from the previous predict & provide (P&P) approach to a new decide & provide (D&P) approach (also referred to as vision & validate). This is addressed in the *TRICS Guidance Note on the Practical Implementation of the Decide & Provide Approach*, dated February 2021, which provides helpful guidance.
- 5.2 Transport planning has traditionally used the P&P approach by default. That is, using past trends to forecast the transport needs of the future. Changing trends in travel behaviour (amplified by the Covid-19 pandemic); increasing uncertainty (accelerated by new and emerging technologies); and the policy impetus for transport decarbonisation mean that P&P is no longer the appropriate approach.
- 5.3 The D&P approach provides the opportunity for more positive and integrated transport and land use planning. It involves deciding on a preferred future and providing a means to work towards it, whilst accommodating uncertainty. Central to this process is the need to set out a clear vision to support high quality place making and the development of a sustainable transport strategy. This is considered in more detail in the TRICS guidance cited above.
- 5.4 Parallel with D&P, DfT recognises the increasing role of scenario planning in transport appraisal to deal with increased levels of uncertainty. Rather than a single core scenario, a TA may need to consider multiple plausible scenarios. The TRICS guidance advises that all major planning applications (i.e., 500+ new homes or more than 5,000m² employment / retail floorspace) should be supported by a TA that incorporates scenario planning.
- 5.5 Developers/applicants will be required to undertake a Vision led approach for their proposals and share and agree the Vision with SC during early scoping discussions. This is particularly important for larger, more complex developments with more extended (and phased) programmes, where scenario planning will also be needed.

6 Development Scale and Development Thresholds

- 6.1 Early scoping discussions with SC will **steer the type** of assessment required. Developers and applicants are encouraged to have these discussions with SC at the earliest possible stage.
- 6.2 Developers should also refer to the Local Planning Authority's (LPA's) Validation Check List to consider what documents are the LPAs required., for example Sedgemoor District Council (SDC) state in what circumstances a TS

will be required and when a TA is required. Note that in SDC TPs are only required for major applications (outline or full).

- 6.3 The very smallest of developments will not require an assessment. For the greater number of planning applications, a TS and accompanying Travel Plan Statement are required
- 6.4 A series of thresholds have been devised to help the applicant determine whether a TS or a TA or TA and TP is required. These are set out below:

Thresholds	TS	TA	TP
Any development that is not in conformity with the adopted development plan (full or outline).		✓	✓
Any development generating 30 or more two-way vehicle movements in any hour (full or outline)		✓	✓
Any development generating 100 or more two-way vehicle movements per day (full or outline)		✓	✓
Any development proposing 100 or more parking spaces (full or outline).		✓	✓
Any development that is in the vicinity of a recorded accident blackspot (full or outline)		✓	✓
Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA) (full or outline)		✓	✓
Change of Use applications	✓		
Proposed development that affects a classified road or proposed highway (full or outline)	✓		
Proposed development that involves the laying out or construction of a highways access (full or outline)	✓		
Section 73 application (if relevant to highways)	✓		
Full minor applications	✓		
Full and outline major applications		✓	✓
SC (Regulation 3) applications - Minerals and Waste		✓	✓
Any development proposal requiring an Environmental Statement		✓	✓

7 The Contents of a TA & TP Scoping Study

7.1 The contents of a TA study will include the following information:

1. **The Background to the project:** The names of all the concerned parties and their consultants, any previous applications made on the site.
2. **The Vision for the project:** To support the Council's Decide and Provide policy and the Vision led approach.
3. **The site context and description of the development:** Site location plan should be included with the site boundary clearly shown. Description of the proposed use and operation of the development including phasing and timing of key phases, and estimated commencement and completion dates. Proposed staff, visitor, and guest numbers in addition to a description of the hours of operation and shift/occupation/visiting times (where relevant).
4. **The study area for the proposed development:** (area of influence of the site). This should be shown on an accompanying plan. Plans must be included of all relevant transport routes leading to, and adjacent to the development site including public rights of way. The area of influence for the site should include travel time isochrones for walking and cycling, with suitable catchment travel times, such as 5/10/15 minutes (walking) and 10/15/20 minutes (cycling).
5. **Policy compliance statement:** Compliance with NPPF, regional policy, local plan, local transport plan, non-motorised user policies, travel plan, parking policies and demand management policies. Include any emerging policies of relevance.
6. **Existing networks and Baseline conditions:** for all modes, including road safety. Please note that any transport data which is a maximum of 4 years old will only be accepted.
7. **Data sets:** to be used for the TA assessment including any new surveys to be carried, their location and timing. Account should be taken of trends and changes in travel behaviour for journey purpose.
8. **Scenarios:** the development of scenario planning, to be deployed to assess major planning applications which are more complex and/or have an extended project programme (e.g., with multiple phases). Scenario should include:

Reference cases: These scenarios are essential to establish the baseline or 'without development' conditions of the transport network. Appropriate

scenarios will need to be identified to reflect different trip generation assumptions for permitted, committed, and planned growth.

Do-minimum: This will utilise trip rates derived from comparable sites from the TRICS database based on the proposed development's proximity to key services and its current connectivity provision (i.e. without proposed improvements).

With connectivity improvements: Once proposed connectivity improvements are identified, a second set of comparable sites from TRICS (or derived from other sources) is identified that resemble more closely the accessibility characteristics of the proposed development when taking into account the associated proposed improvements.

Requirement and phasing of further improvements: Should the proposed improvements modelled in the previous scenario prove to be inadequate to address the impacts of the development proposal, further improvements will need to be identified and modelled. This scenario may also be needed to identify the phasing of improvements, particularly for sites with a protracted build-out programme.

Extrapolated trends: Trend data from TRICS will be used to extrapolate potential future behaviour resulting in vehicular trip rates increasing or decreasing (or remaining broadly static) over time in order to accommodate the uncertainty of future travel patterns, this reduction or growth in vehicular trips should be applied to the site and the background growth assumptions as appropriate.

9. **The use of traffic models:** Junction assessments tools that will support the assessment of trip distribution and impact assessment should be disclosed. The age and extent of the traffic models should be cited. Wherever possible first-hand survey work should be carried out with all surveys to be undertaken in neutral months. All junctions within the study area should be modelled unless it is demonstrated to not be required.
10. **The proposed transport strategy for the site:** Access arrangements for all modes, accessibility of proposed land uses to transport infrastructure, parking standards to be applied, provision of electric vehicle infrastructure and access for emergency services. Provision of onsite and off-site transport measures/mitigation should be stated accompanied by a phasing plan for the development.
11. **Person trip generation and distribution:** Number of person trips generated (inbound and outbound) by all modes including daily and peak period totals for a 24-hour period (broken down by hour), please note that TRICS 12-hour standard is 0700 to 1900. Along with their trip purpose

throughout the day where appropriate. Note: The peak periods for analysis should be agreed with SC officers and may include both network peaks and development peaks where these do not coincide. An explanation of the methodologies used to calculate trip generation should be provided with all underpinning evidence provided. Wherever possible first-hand survey work should be carried out with all surveys to be undertaken in neutral months. The use of TRICS data sets and the application of the latest version of the TRICS Best Practice Guidance should be stated, if this is applied. Use of trends for journey purpose should be taken into account and discussed.

12. **Mode share:** for the proposed development, including how this may change over the implementation period of the development.
13. **Cumulative Impacts:** of the proposed development on the surrounding area, this is particularly important for proposed developments which are subject to a Environmental Statement.
14. **Outline Travel Plan** and monitoring regime. Where necessary school travel plan(s) should be included. The Travel Plan should state how encouragement will be given to travel by walking and cycling within the development and the use of public transport to and within the site.
15. **Monitoring regime:** for the site and reporting schedules.
16. **Section 106 Contributions and S278 agreements:** Proposed arrangements for discussion.

8 Agreeing the TA&TP Scoping Study

- 8.1 When the developer/applicant has provided SC with sufficient information to undertake an initial assessment through the scoping study, SC will consider the information submitted and will attend an initial meeting with the developer/applicant and /or their consultants.
- 8.2 Written responses will be sent to the developer/applicant within 20 working days of receipt of the required information and the pre-application fee. A response to the issues raised at the developer and applicant's meeting will be sent within 10 working days of the meeting.
- 8.3 SC is wishing to adopt a "right first time" approach in line with the Somerset Enabling Growth Charter 2020. In adopting this approach SC is committed to providing the developer and applicants with an early indication of those proposals that require significant reconsideration.
- 8.4 Following the initial meeting all parties will agree the TA&TP preparation timescales and any subsequent meetings. It is strongly recommended that at least two additional meetings are held with SC as the TA&TP progresses and any additional information regarding the proposed development emerges. Response times for review of TA&TP will be agreed on a case-by-case basis.

9 Next Steps

- 9.1 It is recommended that the developer and applicants include the outcomes of the TA&TP scoping study in the Pre-Application discussions with SC as the LPA. This will allow the LPA to develop awareness of the transport assessment process and emerging issues and proposed mitigation prior to the application being submitted.
- 9.2 Written responses will not be advice to the developer on how to secure planning permission for the proposals. The response will provide a guide of how SC, as consultee on highway and transportation matters, is likely to view the proposals when submitted on a formal basis.
- 9.3 The highway and transportation advice will be provided without prejudice to the SC final formal response on any future planning application. SC's formal recommendations to a planning application will be made after consideration of all the application information and following more detailed assessment.
- 9.4 The final decision on any planning application will be taken by SC as the LPA not by SC as the LHA consultee.

10 Fees for the TA Scoping study and Pre-Application advice

- 10.1 SC has offered such a service for many years but is no longer able to provide this service free of charge. Exercising its powers under the Local Government Act 2003, the Council will levy charges for TA/TS scoping and pre-application advice as this is a discretionary service. The charge will enable SC to provide and sustain an improved level of service.
- 10.2 This approach is beneficial as it provides applicants / agents with full information at an early stage to assist in formulating a proposal before committing to costs and incorporating sufficient information in the application to minimise uncertainty and risk and maximise its chances of success. This approach is also intended to facilitate an efficient application and decision process resulting in quicker outcomes
- 10.3 To take part in this activity you should submit a TA/TS request form by email or post. This submission should include supporting information and agreement to pay the appropriate fee.

APPENDIX 1: TA/ TS Scoping Pro Forma

Issued by:

Issued Date:

PROJECT SUMMARY			
Date:			
Planning App. no: (If applicable)			
Scheme title:			
PROJECT STAGE			
Preliminary/Feasibility (002)	<input type="checkbox"/>	Planning Application (003)	<input type="checkbox"/>
Appeals/Inquires (004)	<input type="checkbox"/>	Other (General Advice) (005)	<input type="checkbox"/>

Areas You Wish SC To Provide Comment On			
Background Information	<input type="checkbox"/>	Proposed Area of Study	<input type="checkbox"/>
Existing Highway Conditions	<input type="checkbox"/>	Data Sets	<input type="checkbox"/>
Vision	<input type="checkbox"/>	Scenarios	<input type="checkbox"/>
Use of Traffic Models	<input type="checkbox"/>	Trip Generation & Distribution	<input type="checkbox"/>
Mode Share	<input type="checkbox"/>	Cumulative Impact	<input type="checkbox"/>
Other (Please specify)	Enter the name of the discipline		<input type="checkbox"/>

DOCUMENTS AND DRAWINGS FOR REVIEW		
Drawing Title	Drawing Number	Rev
Documents		
Doc 1		
Doc 2		

Issued by:

Issued Date:

ADVICE BEING SOUGHT

This should be a brief summary to the audit team about the scheme and what information you, the Project Sponsor, are looking for

PREFERED RETURN DATE

Click here and then select the dropdown box enter a date.

This form and all relevant documents should be emailed to Highways Development Management.

Issued by:

Issued Date:

Acknowledgement

Issued by:

Issued Date:

Many thanks to Lynn Basford of Basford Powers Ltd for support in drafting this document on behalf of Somerset Council.

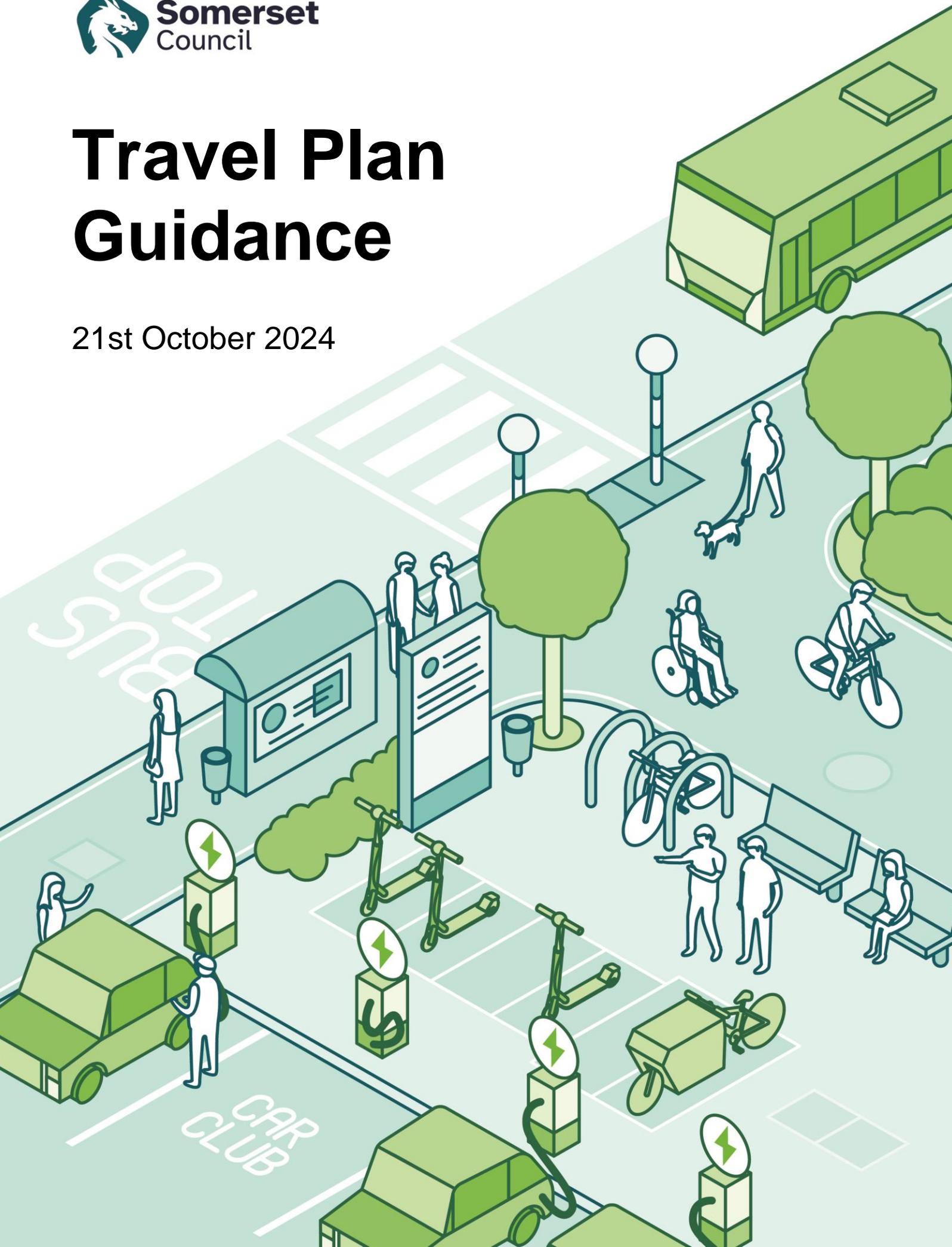


Issued by:

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Travel Plan Guidance

21st October 2024



Organisation	Somerset Council
Title	Travel Plan Guidance
Author	Highways Development Management

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1. Introduction

1.1. Purpose of this Guidance

This *Travel Plan Guidance* (TPG) has been developed to reflect the shifting policy focus towards sustainable travel and the important role that planning, design and development play in shaping our day-to-day travel choices. This Guidance applies to new developments and change of use applications as detailed in **Section 2- When is a Travel Plan required** with submission requirements set out from Section 3.

This is reinforced by the **Transport and Environment Statistics: 2023** report by the Department of Transport that emphasises the impact of our travel choices with transport identified as **“the largest emitting sector of greenhouse gas (GHG) emissions, producing 26% of the UK’s total emissions in 2021”**.

The TPG is a live document and provides an update to the original *Somerset County Council Travel Planning Guidance* (2011) with the following aims:

- To achieve better Travel Plan outcomes for users of the proposed development by influencing how developments are shaped from the outset.
- To promote the value of a Travel Plan from pre-application to completion.
- To encourage forward thinking Travel Plans that positively seek to reduce our reliance on private motor vehicles.
- To pro-actively monitor sites to ensure Travel Plans are delivered to a high standard.

1.2. Relationship with Key Council Policies

Through engagement with relevant colleagues and services within the Unitary Authority, this Guidance has been developed to complement the Council’s policies. This includes the **Guiding Principles** that were adopted at Executive Committee on 10th July 2023¹ to inform the development of policies and plans including the Local Plan and Local Transport Plan (LTP). These include, but are not limited to:

- Vision-led 'decide and provide' or 'vision and validate' approach to new development.
- Priority policy interventions to focus on reducing need to travel and promoting sustainable modes.
- Expect developers to provide high quality active travel and public transport networks within and accessing new development areas.
- Increasing highway capacity will only be considered as a last resort and in exceptional circumstances.
- We will take a community-led approach to constructing rural multi-user paths between settlements.

¹ <https://democracy.somerset.gov.uk/ieListDocuments.aspx?CId=213&MId=2373>



- Oversee delivery of a comprehensive EV charging network with public funds to address market failure only.
- Work with bus operators to agree appropriate alternative fuels pathway for public transport and support them in implementing this.

Creating Places for People² is the development of the placemaking and movement principles that were consulted upon in 2023 to inform the Council's overall approach to transport and development planning. This is with the aim to create attractive and high quality environments which are inclusive and accessible for all with a wide range of benefits for people in Somerset. Many of which are reinforced in National and Local policy, such as improving air quality; reducing carbon footprints; creating safe and easy access to schools; and places that are more resilient to the impacts of climate change while protecting and enhancing nature and wildlife.

This has fed into the **Placemaking Principles** adopted by the Council in September 2024³ and are a material planning consideration. The principles are:

- Reduce the need to travel via private car.
- Facilitate modal shift through multi-modal travel measures.
- Integrate car and bicycle parking in a way that prioritises pedestrians and public realm.
- Create an attractive, high-quality environment, incorporating green infrastructure into streets and public spaces.
- Improve road safety for all users through street design, appropriate to the context.
- Facilitate car-free school transport.
- Enhance accessibility and attractiveness through materials, street furniture and fixtures.
- Plan lighting, waste storage/collection and other service infrastructure at an early design stage.
- Provide safe connectivity within rural communities.
- Engage key stakeholders early.

The **Local Transport Plan** (LTP) is in progress with a draft presented to Committee on 14th May 2024 and will be out for consultation in due course. Once adopted, the policy document will support a wider strategic transport planning approach, the development of the LTP has already identified Place Types for areas based on their characteristics which include Larger Urban Areas, Coastal Towns, Market Towns, Linked Towns, Primary Service Centre, Small Rural Settlements and Local Service Centres as shown in [Appendix E](#) subject to any changes as part of the consultation.

² [Creating Places for People \(somerset.gov.uk\)](https://www.somerset.gov.uk)

³ [Issue details - Placemaking Principles - Modern Council \(somerset.gov.uk\)](#)



These inform the TPG’s approach to assessing specific sites and parking provision. The relationship between the TPG and these key policies are shown in [Figure 1](#).

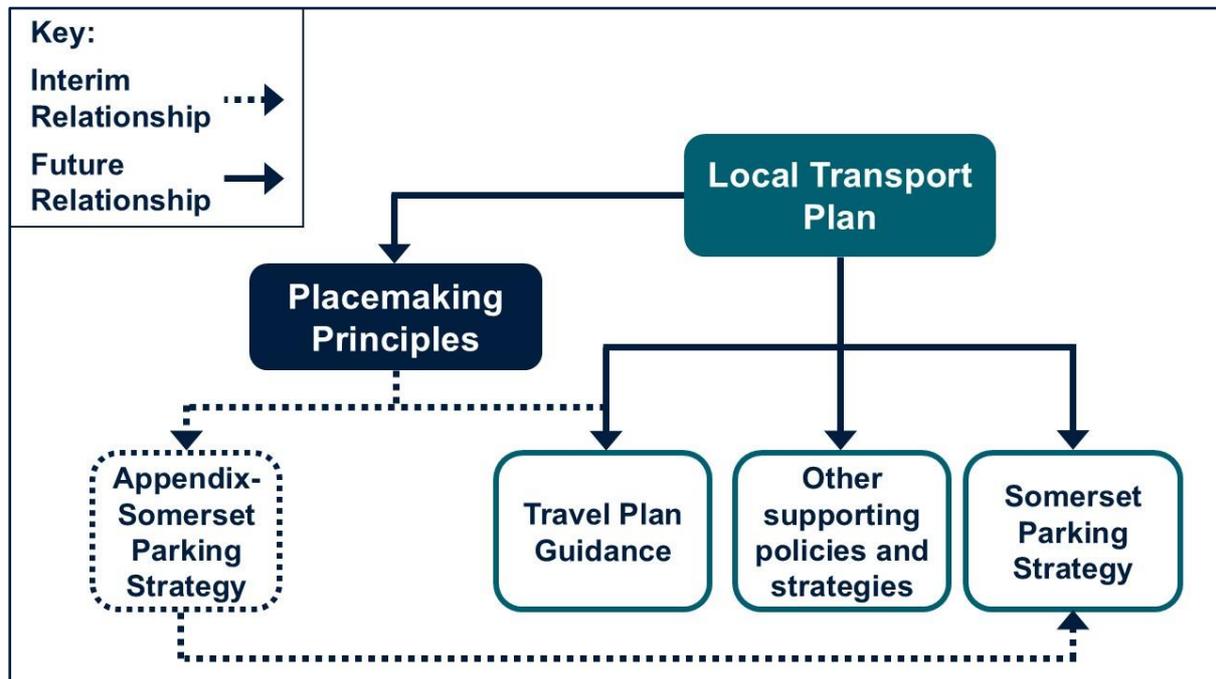


Figure 1- Diagram showing the policy relationship of the Travel Plan Guidance and future amendments to the Somerset Parking Strategy before and after adoption of the Local Transport Plan.

1.3. What is a Travel Plan?

Planning Practice Guidance (PPG) on *Travel Plans, Transport Assessments and Statements* defines Travel Plans as:

“long-term management strategies for integrating proposals for sustainable travel into the planning process” (paragraph 003).

To fulfil this purpose, Travel Plans need to be evidence based, realistic, sustainable and considered in parallel with development proposals. This is reinforced by paragraph 005 that states:

“The development of Travel Plans and Transport Assessments or Transport Statements should be an iterative process as each may influence the other.”

The need for a Travel Plan should be informed by the scale of the proposed development, the potential for additional trip generation including visitors, and the cumulative impacts of multiple developments within the same area and to address specific impacts e.g. peak hour traffic, lack of public transport provision etc. (paragraph 009).

The above makes it clear that Travel Plans are an essential part of a planning application to be able to fully assess the transport implications of the proposal. In simplest terms, **Travel Plans set out a strategy to reduce the traffic impacts of a development** by increasing the use of more environmentally friendly travel choices



and reducing carbon consumption through design, infrastructure and initiatives. **This helps to create healthier, safer and better designed places for people.**



Figure 2- Photo of Marmalade Lane in Cambridge showing an attractive street conducive to walking and wheeling (source: <https://www.marmaladelane.co.uk/>).

1.4. Key challenges and aspirations

This Guidance also seeks to address common challenges found with Travel Plans. These include:

- The wide variety in content and quality.
- Content can appear generic and not tailored to the application site.
- Obtaining stakeholder buy-in to adequately resource and deliver Travel Plans.
- Approval of Travel Plans being sought after the planning decision.
- The significant sums of money required for Green Travel Vouchers.
- Staff without relevant experience acting as the Travel Plan Coordinator (TPC).
- The feasibility of specific requirements such as monitoring subsequent tenures after the development is built.
- The number of queries from interested parties seeking an update on the progress of a Travel Plan.
- The legacy of a Travel Plan once the formal duration period has completed.

Key aspirations developed from the above and a review of the Council's current practises include:

- Travel Plans being considered as early as possible to inform submission requirements and opportunities to support sustainable travel options.
- A shift towards securing Travel Plans for sites that would benefit the most.



- Prioritising visible outcomes on the ground such as high quality infrastructure.
- The need to promote the aims and outcomes of well-performing Travel Plans to raise awareness and encourage better standards.
- To encourage Travel Plans to continue in a community-led or voluntary capacity post completion.

2. When is a Travel Plan required

2.1. Types of Travel Plan

[Figure 3](#) shows the different types of Travel Plan required when a development is equal to or greater than the thresholds in [Table 1](#). The thresholds are proportionate to the scale and projected highway and transport impacts associated with the proposed development. Sites that may be below the threshold for a specific level of Travel Plan, may need to consider including elements of the higher level due to the characteristics of the Place Type as per the emerging LTP and the traffic impacts on the locality. A map of the Place Types can be found in [Appendix E](#).

[Table 1](#) distinguishes between cafes and restaurants that include drive through facilities. This is to reflect the contrasting transport characteristics of sites designed to serve high volumes of private vehicles and the resultant impacts this can pose on the locality which could be mitigated through an appropriate Travel Plan. To note that external areas that function as part of the application site will also be included in the total Gross Floor Area such as outdoor seating and storage yards.

Travel Plan Statement, Full and Strategic Travel Plans



Figure 3- Hierarchy of Travel Plan types.

The Travel Plan Statement (TPS) is the first level of Travel Plans required by this Guidance, progressing up the hierarchy to a Full Travel Plan (FTP) or a Strategic



Travel Plan (STP). Where indicated in [Table 1](#), the thresholds can apply to more than one land use and the Use Class associated with it. For example if the total floor area of a development consisted of a mix of E(c) and E(g)(i to iii) with a combined total of 2000sqm, this would require a FTP. A STP would be triggered if this included a further 3000sqm of those uses, and/or E(a) and E(b) to reach the 4000sqm threshold. [Figure 4](#) summarises when a Strategic Travel Plan is indicated in relation to non-residential and residential uses respectively.

The STP threshold reflects developments that pose significant strategic transport impacts. This includes non-residential mixed use developments with a Gross Floor Area (GFA) of 4000sqm and above, or residential sites with 400 dwellings and above. The Use Classes of B2, B8, E(e), C1, C2, F1(a to g), E(f) and Sui Generis are not eligible to trigger an STP as this would be deemed inappropriate and excessive given their unique transport impact characteristics.

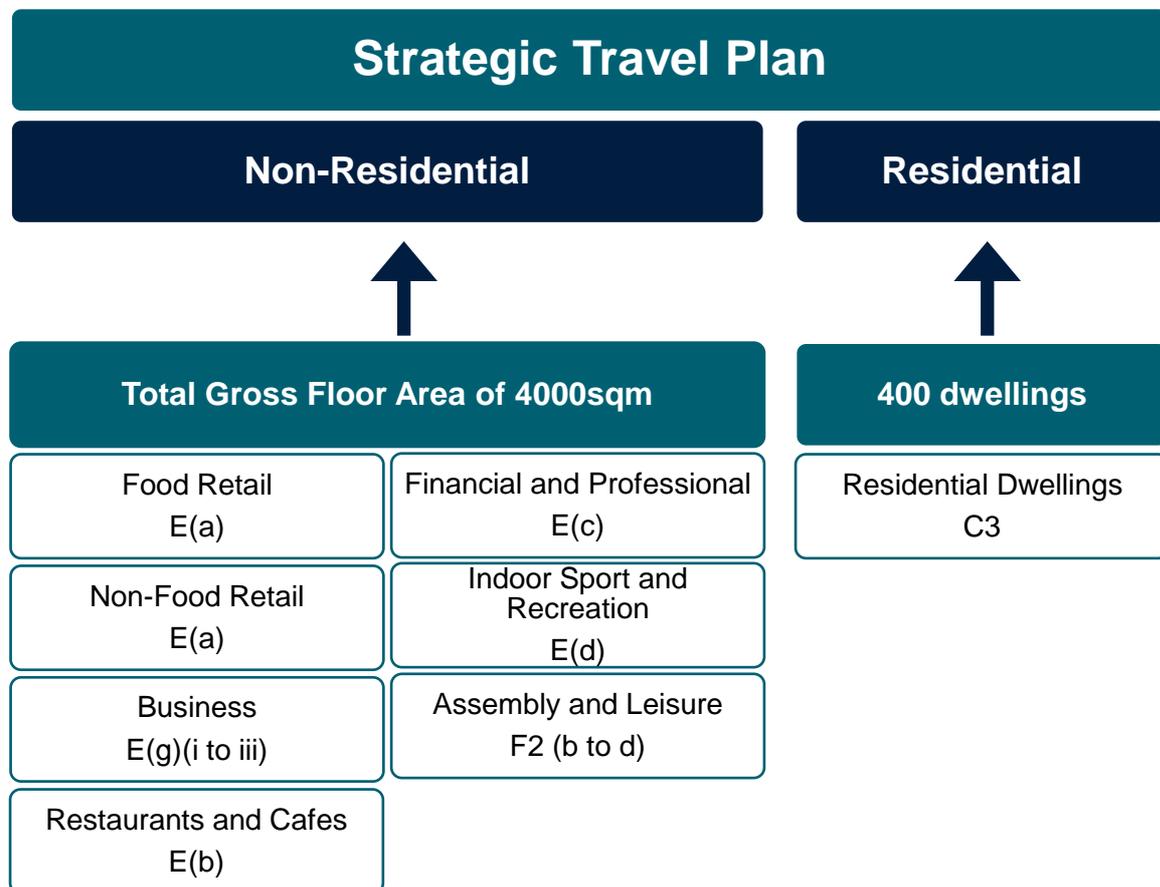


Figure 4- Chart showing when a Strategic Travel Plan can be triggered.

In certain circumstances such as an outline planning application with matters reserved, the full extent of requirements associated with a FTP or STP cannot be committed to, sometimes taking the form of a Framework Travel Plan (FraTP) instead as detailed below.



Framework Travel Plan

A FraTP is an overarching Travel Plan setting out key principles for an application site where the full detail of the land uses and/or end use occupiers remain unknown. This is often the case for mixed-use and speculative development sites that may involve multiple occupiers and/or several phases of development that would be subject to further planning applications.

As the approval of the FraTP sets the tone for subsequent Travel Plans that come forward for the development site, it should seek to fulfil the requirements of the Full or Strategic Travel Plan triggered by the development as far as possible. This has benefits for prospective purchasers or occupiers by firstly making it easier to progress the relevant Travel Plan with reduced costs, and secondly clearly sets out what measures the building/phase will benefit from to encourage residents, staff or visitors to travel sustainably.

An indicative timeline should be provided within the FraTP, setting out the projected timescales that the subsequent planning applications and building/phase occupations may happen. This will help to ensure Travel Plan obligations are not overlooked for the benefit of all parties. A FTP or TPS where appropriate, should be submitted and approved prior to first occupation of each building.

Change of use, existing sites and Sui Generis

When assessing sites with a prevailing Sui Generis use such as Minerals and Waste planning applications, parts of the development that align with another Use Class, such as office space, will be assessed against those specific thresholds, to inform a suitable level of Travel Plan.

For developments that involve a change of use or extension to an existing site, these sites will be considered in accordance with PPG as well as National Planning Policy Framework (NPPF) considerations as detailed in [Appendix A](#), including additional trip generation, impact on the Council's priorities as set out within this Guidance, and that appropriate opportunities to promote sustainable transport modes are secured given the type of development and its location. The timescales of when the existing use was last functioning will also be taken into consideration.

To enable the Council to assess applications involving a change of use or existing sites, the Travel Plan must clearly set out the net change in Gross Floor Area and traffic impacts including any change in characteristics posed by the proposed use versus the existing e.g. shift patterns, reliance on specific modes such as Heavy Goods Vehicles. If this is not done, the proposal risks being assessed against a higher level of Travel Plan until sufficient evidence is presented to re-assess this.

Holiday use and worker accommodation

Due to the increasing number of applications concerning holiday use or worker accommodation, these are expanded upon below.



- Holiday use with considerable staff on site will be assessed against C1.
- Self-catering sites with very limited on site staff will be against C3.

Worker accommodation involving sites primarily used for holiday use such as caravan sites and holiday parks will be assessed in the same manner.

2.2. Development thresholds

Table 1- Development thresholds for Travel Plans.

Land Use	Use Class	Travel Plan Thresholds (Gross Floor Area in m ² unless specified)		
		Travel Plan Statement	Full Travel Plan	Strategic Travel Plan
Business				
Food Retail	E(a)	150	1000	4000
Non-Food Retail	E(a)	1000	2000	
Restaurants and Cafes (without drive through facilities)	E(b)			
Restaurants and Cafes (with drive through facilities)	E(b)	150	1000	
Financial/Professional Services	E(c)	1000	2000	
Business (Offices, Research and Development, and Light Industrial)	E(g) (i to iii)			
General Industrial	B2	2500	5000	
Storage and Distribution	B8			
Health and Leisure				
Indoor Sport and Recreation	E(d)	1000	2000	4000
Assembly and Leisure facilities such as indoor/outdoor Swimming Baths, Skating Rinks, Outdoor Sports	F2 (b to d)			
Medical or Health Services	E(e)			
Residential and Accommodation				
Hotels (including developments for holiday use with staff on site)	C1	50 bedrooms	100 bedrooms	
Residential Institutions (Hospitals, Nursing/Care homes, Institutional Hostels)	C2			
Residential Institutions (Education)	C2	75 students	150	
Residential Dwellings (including self-catering holiday use)	C3	40 dwellings	80 dwellings	400 dwellings
Community and Learning				
Learning and Non-residential (including Schools, Museums, Libraries, Churches and Halls)	F1(a to g)	500	1000	
Creche, Day Nursery/Centre (Part D1)	E(f)			
Other				
Other / Sui Generis uses with a GFA of 500m ² or more	Sui Generis	Discuss with Authority	Discuss with Authority	



3. Travel Plan requirements

3.1. Key components of a successful Travel Plan

As outlined in Section 2, the outcomes from a Travel Plan pose far wider implications than may be appreciated, especially when seeking to meet net zero ambitions in response to climate change. With businesses and developers giving greater consideration to minimising their environmental impacts, a successful Travel Plan is integral to this and provides an insight into the sustainable travel options available to prospective residents, staff or visitors. This is one reason the Travel Plan needs to be a standalone document with all the relevant information in one place to enable interested parties to refer to as they wish.

Early engagement is always recommended prior to the submission of a planning application. The following sets out the fundamental requirements in detail for each type of Travel Plan and how the Action Plan responds to the Site Audit, Monitoring and , when applicable, Decide and Provide Scenarios



Figure 5- Diagram showing key components according to the level of Travel Plan.

Requirement TP1

The Travel Plan must be a standalone document that complements the Transport Assessment (TA) and clearly sets out how the findings of the TA feed into the proposed measures and targets where applicable. The level of Travel Plan required is informed by [Table 1](#).



3.2. Site Audit

The NPPF, supported by the *National Design Guide* and *National Model Design Code*, emphasises the importance of a design-led approach. The below is necessary to help inform a design-led and context driven Travel Plan response that site location plays a critical part in:

Appraisal of existing travel options

A detailed breakdown of the existing range of travel options available to users including public transport (stops/stations, facilities, routes, frequency, duration and times), Mobility as a Service (MaaS) options, Public Rights of Way and cycle paths. For proposals that affect existing premises, facilities such as shower, locker and changing rooms, bicycle, motorcycle, car sharing spaces etc. should be highlighted on plans or at least shown in the Travel Plan.

Site SWOT diagram

A map of the application site with the proposed site plan should be provided that:

- Demonstrates the accessibility of the site to and from key local destinations when walking or wheeling by showing isochrones reflective of the topography or circles showing the distances as the crow flies. Key destinations to highlight in the diagram are shops especially convenience stores and supermarkets, employment such as Business Parks, public/green spaces, places of interest, leisure, health and education facilities. These should indicate the respective distances for 10 and 20 minute journeys which for walking is approximately 800m and 1600m, and for cycling is 2650m and 5300m.
 - For areas with considerable changes in gradient, allowances should be made either in the isochrone distances or the travel times to key destinations.
 - To note Paragraph 4.4.1 of *Manual for Streets* characterises walkable neighbourhoods as “having a range of facilities within 10 minutes (up to about 800 m) walking distance of residential areas which residents may access comfortably on foot.” Consequently 1600m is often used to demonstrate 20 minute journeys.
 - Paragraph 2.2.2 of *LTN 1/20 Cycle Infrastructure Design* refers to personal cycle trips of less than five miles (approximately 8km) in length being a realistic distance for most people, as cited from *Transport Statistics Great Britain* by Department for Transport (2016). This would be approximately 30 minutes if cycled at 10 miles per an hour. This would equate to distances of 2650m for a 10 minute journey on a bicycle and 5300m for 20 minutes to the nearest 50m, without taking topography into account.



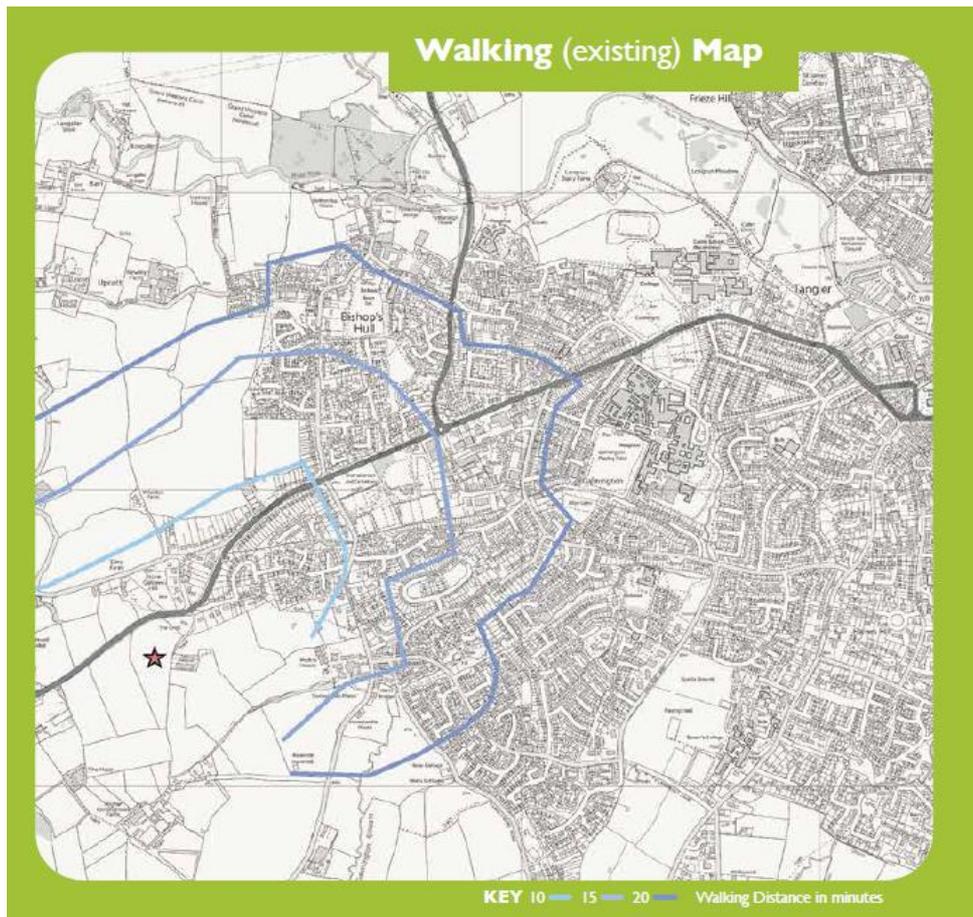


Figure 6- Example of map showing walking distances according to topography (source: Crown Copyright and Database Right (2022), Ordnance Survey 100038382).

- Supported by the Appraisal of existing travel options, to highlight key Strengths, Weaknesses, Opportunities and Threats (SWOT) in relation to existing and proposed infrastructure that may impact prospective site users.
 - The opportunities indicated should provide an overview of physical interventions that could be delivered.
 - Key routes should be identified with photos showing these as existing. For more complex proposals due to the significance, number or length of affected route(s), a Non-Motorised User Assessment will be necessary to indicate the range of works necessary to improve the route(s) to current standards including those to key destinations.
 - To identify which opportunities will be pursued by the development. These will reflect the evidence base gathered from the Transport Assessment and the 'Vision and Validate' aspirations for the development. This may require grouping specific actions to tie in with specific 'Vision' scenarios which will be reflected in the resultant Action Plan as detailed in Sections 3.3 and 3.4.

The above exercise provides a high-level appraisal of the Travel Plan implications of the development e.g. the lack of a suitable direct route to encourage journeys by



bicycle, wheelchair or on foot, indication of public transport provision, proximity to a Local Cycling Walking and Infrastructure Plan route etc. This helps to demonstrate the steps taken to decide on what measures should be delivered.

Requirement TP2

To provide a Site SWOT Diagram to help identify the Strengths, Weaknesses, Opportunities and Threats of existing and proposed transport measures, including accessibility by walking or wheeling which may influence users of the proposed development.

3.3. Action Plan

The Action Plan provides an important overview of the range of measures proposed to deliver a significant increase in sustainable travel choices. The basic requirements include:

- Any physical measures must be shown on a drawing.
 - This could be the proposed site layout or an alternative version of the Site SWOT Diagram.
- The structure of the Action Plan should be as per the headings in [Table 2](#) (Measure, To be achieved by, Frequency, End date, and Person Responsible).

[Table 2](#) summarises the range of measures needed to support the Travel Plan starting with the minimum requirements for a TPS which are enhanced by additional measures for a FTP or STP when triggered. Further details of the measures are provided in Section 5 covering the themes of:

- **delivery;**
- **physical infrastructure;**
- **awareness raising;**
- **behaviour change;** and
- **monitoring.**

Requirement TP3

To provide an Action Plan in accordance with the requirements of [Table 2](#) supported by the recommendations of the Transport Assessment and Site SWOT Diagram, with additional measures identified where necessary.

3.4. Decide and Provide scenarios

To align with Somerset Council's *Local Transport Plan* vision and objectives, the increasing aspirations for transport planning and reflecting on previous trends of Travel Plans, the measures provided should not restrict innovation especially if alternative measures are proposed that are robustly based on evidence from the



Transport Assessment and Site SWOT diagram. This includes adhering to the *'Decide and Provide'* also known as *'Vision and Validate'* approach of Transport Planning.

Each Travel Plan will be assessed on its own merits. Any decision regarding a Travel Plan for one specific site will not necessarily be considered appropriate for another, due to the design and context led approach encouraged by this TPG.

The Travel Plan is in a unique position where the monitoring process provides a mechanism to assess if the chosen scenario requires altering due to modal shift results being too low or traffic data being too high. This provides the triggers that can inform when a scenario may need attention and even change.

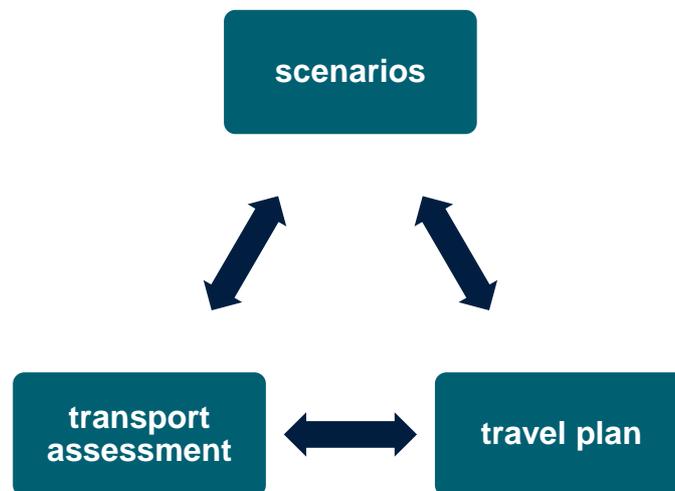


Figure 7- Diagram showing the relationship between Transport Assessment, *'decide and Provide'* scenarios and Travel Plan.

In such cases, the Travel Plan must clearly convey how it integrates with the Transport Assessment by detailing other scenarios in consideration. This is critical as the scenarios will be informed by, as well as influence, both the Transport Assessment and Travel Plan. The important difference is that the Travel Plan will become a living strategy that exists post planning permission and can respond to the transport impacts of the site, changing the chosen scenario if needed.

For ease, the alternative scenarios could simply be presented as a separate section within the Travel Plan alongside the rationale for each different scenario(s) setting out their respective variations in the Action Plan, modal shift targets and what triggers will be used to identify when these will need to be considered.

Requirement TP4

To set out alternative scenario(s) in keeping with the *'Decide and Provide'* approach to transport planning, including variations in specific measures, modal shift targets and trigger criteria that will decide when these scenarios will be actioned.



3.5. Standard requirements

The following table sets out the standard structure and requirements expected for the Action Plan according to each level of Travel Plan. The timescales to achieve the measures by are the latest deadline deemed acceptable in this Guidance.

Table 2- Standard Action Plan requirements

Type of Travel Plan: TRAVEL PLAN STATEMENT				
Measure	To be achieved by	Frequency	End date	Person Responsible
Delivery				
Travel Plan Coordinator	Pre-commencement		5 years after final occupation	Developer
Management Budget (including funds for safeguard measures and alternative scenarios)	Pre-commencement		5 years after final occupation	Developer
Physical infrastructure				
Pedestrian and cycle routes	Pre-occupation			Developer
Parking (inc. bicycle, motorcycle, car share, car club, electric vehicle charging points and MaaS options)	Pre-occupation			Developer
Awareness raising				
Travel Information Pack (Electronic copy)	Pre-occupation	To upload to website pre-occupation. To review and update on website if necessary at least once a year.	5 years after final occupation	TPC
Travel Information Pack (Physical copy)	Pre-occupation	To issue prior to first occupation to: Residential occupier of each dwelling; or Employees for non-residential uses.	As stated	TPC

Note: Table continues next page.



Webpage	Pre-occupation	Update at least once a year	5 years after final occupation	TPC
Newsletter	6 months after 1st occupation	Annually	5 years after final occupation	TPC
Behaviour change				
Events with activities e.g. led walks/cycles, cycle training, bicycle servicing, and Personal Travel Planning.	9 months after 1st occupation	Once a year	5 years after final occupation	TPC
Green Travel Vouchers (Case by case see 4.4)	Upon occupation			TPC
Monitoring				
Event register to record attendance, user feedback and to record Personal Travel Planning advice given in-person.	During events	Once a year	5 years after final occupation	TPC
Monitoring report	Prior to anniversary of 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Type of Travel Plan: FULL TRAVEL PLAN				
Physical infrastructure				
Wayfinding signage	Pre-occupation			Developer
Alternative modes e.g. bus service, car club, mobility hub etc.	Pre-occupation/ specific phase			Developer
Behaviour change				
Events as per TPS including more substantial initiatives (e.g. joint working with local facilities/schools/ transport providers, trials of alternative modes such as e-bike/ cargo bike, and trial launch days of infrastructure provided such as car club)	9 months after 1st occupation	Annually then two events a year once fully occupied	5 years after final occupation	TPC

Note: Table continues next page.



Monitoring				
Traffic count (temporary Automatic Traffic Counters for 1 week)	Baseline survey 6 months after 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Resident/Staff/User Surveys	Baseline survey 6 months after 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC
Monitoring report including Modal Shift Targets	Prior to anniversary of 1st occupation (repeated biennially if required until final occupation) followed by years 1, 3 and 5	As stated	5 years after final occupation	TPC

Type of Travel Plan:
STRATEGIC TRAVEL PLAN

Physical infrastructure

Improvements to benefit users of the development and the local area. These may address local strategies e.g. Local Cycling and Walking Infrastructure Plan, Local Transport Plan etc.	Pre-occupation/ specific phase			Developer
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Monitoring

Traffic count (permanent Automatic Traffic Counters)	Pre-occupation	As stated	5 years after final occupation	TPC
Resident/Staff/User Surveys	Baseline survey 6 months after 1st occupation	Annually	5 years after final occupation	TPC
Monitoring report including Modal Shift Targets	Prior to anniversary of 1st occupation	Annually	5 years after final occupation	TPC



4. Range of specific measures

4.1. Delivery

Travel Plan Coordinator

The Travel Plan Coordinator (TPC) is responsible for implementing the Travel Plan and reporting the targets and Action Plan in accordance with the requirements of the TPG. The TPC function is fulfilled from pre-commencement to help ensure that Travel Plan measures are considered from the outset until 5 years after final occupation.

The TPC is a pivotal role in the successful delivery and monitoring of the Travel Plan. This includes assisting residents with queries, processing Green Travel Voucher claims where applicable, promoting national and local initiatives, delivering events to increase user engagement and participation, consulting with the developer to ensure obligations including monitoring requirements are adhered to, and being an advocate for more sustainable travel choices. The TPC role should be proactive, publicising their contact details and engaging with users on site to support the aims of the Travel Plan.

Somerset Council as TPC

Applicants should be made aware that they can instruct Somerset Council's Travel Plan Team (TPT) to act as TPC and deliver the Travel Plan using the Safeguard Sum. This is aided by the TPT having considerable experience of delivering Travel Plan initiatives, as well as assessing and monitoring Travel Plans as part of its day-to-day duties which often results in external consultants seeking advice from the TPT on best practice.

With the growing policy shift emphasising the importance of active and sustainable travel in tackling climate change, and creating better places for people to live, the TPT is well-placed with expertise beyond that of TPC commitments, including planning, community engagement and urban design. This helps to have a greater understanding of the wider spatial and community factors that can impede sustainable travel behaviours to help to achieve better outcomes for users and enable greener forms of travel.

If our services are of interest, we recommend engaging with us pre-application as the Council reserve the right to not undertake these on behalf of the developer/landowner.





Figure 8- (left) A member of staff discussing key routes with a resident.
 Figure 9- (right) A resident with their bicycle after having it repaired at event.

External TPC

In cases that the developer does not wish to instruct the Council to act as TPC, the appointed TPC must have relevant experience e.g. transport consultant background, to ensure successful implementation of the Travel Plan. Appointing an External TPC would be funded separately by the applicant, in addition to the Safeguard Sum payable to the Council. Appointment of a member of staff will not be accepted due to the impacts this often poses on the delivery of the Travel Plan and the strain it places on Council resources to progress matters.

An adequate amount of time should be allocated to the TPC role to help ensure that the aspirations and aims of the Travel Plan can be realistically delivered. Acknowledging the fluctuating demands of the TPC role, [Table 3](#) provides a guide for the time needed to successfully deliver the respective levels of Travel Plan. This is intended to help both developers and TPCs plan ahead, set realistic expectations and funds to successfully deliver the Travel Plan. The averages are based on the delivering a Travel Plan for a development at the minimum threshold at each level. With the correct staff and resources in place, will give the Travel Plan the best platform to succeed and avoid common issues such as incurring additional interest for overdue payments, use of the Safeguard Sum or enforcement action, all at the unnecessary expense of the Owner.



Table 3- Guidance for minimum average TPC time during Years 1 to 5

Type of Travel Plan	Average No. of days a year
Travel Plan Statement	6 days
Full Travel Plan	11 days
Non-residential Strategic Travel Plan	19 days
Residential Strategic Travel Plan	23 days

Management Budget

The Management Budget is assigned to the TPC to deliver the range of measures in the Travel Plan including printing, events and site visit expenses. This should also include:

- Safeguard measures**
 A budget to fund additional measures in response to progress of the Travel Plan such as to seek to improve low survey response rates and poor attendance of on-site events. A range of safeguard measures should also be set out in the Travel Plan.
- Scenarios**
 The budget should allow for funding alternative scenarios to address modal shift and/or traffic impacts that significantly differ from those that the chosen vision scenario sought to achieve. A range of safeguard measures should be identified within the Travel Plan to enable the TPC to plan for such circumstances and to act promptly when required.

Requirement TP5

To secure a Travel Plan Coordinator with relevant experience, sufficient time and management budget (including funds for alternative scenarios) to help ensure the successful delivery of the Travel Plan.

4.2. Physical infrastructure

Pedestrian and cycle routes

Routes for people walking or wheeling should be coherent, direct, safe, comfortable and attractive as per *LTN 1/20 Cycle Infrastructure Design* (LTN 1/20). It should be noted that the definition of ‘pedestrians’ is much broader than may be interpreted. As stated in the Department for Transport’s *Inclusive Mobility: A Guide to Best Practice on Access to Pedestrian and Transport Infrastructure* published in December 2021, pedestrians are defined as including:

“people using: mobility aids such as wheelchairs and rollators; ‘invalid carriages’ including mobility scooters designed for use on the footway, and people with physical, sensory or cognitive impairments who are travelling on foot”.



Consequently a more inclusive design and accessible environment benefits more people with varying needs including people with children, pushchairs, temporary mobility problems due to an injury etc. Movement is a fundamental part of well-design places as set out in the *National Design Guide*. If the routes of the proposed development do not prioritise walking and wheeling, feel unsafe due to a lack of natural surveillance e.g. along a private path, and are not of a suitable quality in design terms, then the proposal is already creating challenges that affect the success of the Travel Plan as well as the attractiveness of the site to prospective users whether residents or employees.



Figure 10- (left) Extract from the *National Design Guide* suggesting how routes should be considered to promote active travel (source: Ministry of Housing, Communities & Local Government, 2021, p23).
 Figure 11- (right) Image from *LTN1/20 Cycle Infrastructure Design* showing a modal filter with a lockable bollard for emergency access, in Haringey (source: Department for Transport, 2020, p75).

Parking

The Travel Plan provides an opportunity to **re-consider car parking** on development sites to promote people friendly streets that are more conducive to active travel. Examples include:

- Locating **parking behind the street frontage** to free up space for people to walk or wheel safely and allow activities to spill out into the public space created. Low Traffic Neighbourhoods that prioritise routes for those on foot or bicycle by using modal filters, traffic restrictions and physical interventions. Often these schemes will still permit car-access in most – if not all, areas – but are designed to discourage rat-running and encourage active modes.
- Dedicating areas for **communal unallocated parking** within walking distance of houses, which creates further opportunities to reduce environmental impacts by integrating the parking with community energy sources to power communal resources such as car and bike club vehicles.
- Where **street parking** is to be provided, this should be minimal and balanced with the needs of promoting walking and cycling through creating attractive streets e.g. trees, streets for play etc. On-street parking should be controlled through a permit scheme.



- All the above enable a more flexible approach to be given to parking need with the aim of reducing reliance on private vehicles and re-purposing parking spaces as parklets or to serve more sustainable travel options e.g. cycle hangar, car club etc. This may require developments to focus on greater provision of visitor parking to allow this flexibility instead of higher allocated parking that tends to be on private land.



Figure 12- Example of a Low Traffic Neighbourhood in London (source: <https://madeby.tfl.gov.uk/2020/12/15/low-traffic-neighbourhoods/>).

Key principles for the purposes of this Guidance are that:

- **Over provision** of parking will not be supported.
 - If such a need is presented, should instead be resolved through **active travel and public transport modes rather than additional private vehicle parking spaces.**
- **Under provision** of parking will need to demonstrate that the transport needs of the development can be adequately met through sustainable modes as shown in the proposed modal shift scenarios, measures and infrastructure to be put in place such as parking, MaaS, public transport etc.

As well as complying with relevant national and local guidance on parking standards including the Council's Electric Vehicle Charging Strategy and LTN 1/20, proposals must focus on promoting more sustainable modes of travel. This includes locating facilities for bicycles, car sharing and public transport near building entrances or



where key routes and attractors come together for larger developments such as a local centre.

The needs of active travel modes should be prioritised over private vehicles. This includes how accessible parking facilities for bicycles are to use, therefore narrow indirect pathways to the rear of developments are discouraged.

Cycle storage should be integrated into building and plot design from the outset. Only in extenuating circumstances where this is not practical, streetside secure bicycle hangars may be considered suitable to provide a direct and convenient parking alternative, especially if the proposal includes mid-terrace buildings without direct access to the rear private garden.



Figure 13- Example of a cycle hangar in Glasgow (source: <https://www.glasgow.gov.uk/index.aspx?articleid=26991>).

If pathways to the rear of properties are proposed, these must be wide enough to accommodate a person walking with a bicycle or a child. As an example Figure 6.8 in *Manual for Streets* indicates a width of 1.2m for the latter as shown below, with *Inclusive Mobility* also stating this for a visually impaired person being guided.

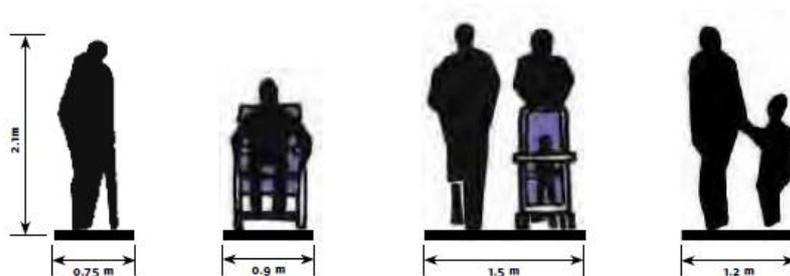


Figure 14- Extract from Figure 6.8 of *Manual for Streets* indicating space required for different users (source: Department for Transport, 2007, p69).

Wayfinding signage

Whilst users can rely upon other means to navigate, wayfinding signage can make people's journeys easier and less stressful. Transport for London's *Legible London*



was developed to ensure that information was provided in a consistent format such as the time it may take to walk to key places of interest in manageable 5 to 15 minutes increments, directional signage, transport links, and maps at various scales to aid user's experience of the city. Providing directional cues in a similar manner can be extremely useful to help users with their journey planning to and from the site. Local Guidance such as *Taunton Garden Town Public Realm Design Guide* should also be referred to.



Figure 15- Extract of sample wayfinding products in Legible London (source: [Legible London Product Range](#)).

Alternative modes

When required, developments should consider a wider range of transport options such as the inclusion of travel choices that can be rented, also referred to as Mobility as a Service (MaaS) and the creation of mobility hubs that tie in with public transport links where possible, community facilities and flexible workspaces to bring various activities and travel choices together in one destination, ideally forming part of a wider network to link trips to destinations further afield. This range of transport modes on offer can include traditional modes such as bicycles to those aided by batteries such as e-bikes and e-scooters, car clubs, cargo bikes etc. The Site SWOT Diagram should inform these options to address the needs of users such as the distance to local amenities, challenging topography, and options to transport shopping or larger goods.

For employment sites, last mile journeys could also be considered such as e-cargo bicycles for local deliveries. Proposals that are likely to consider these options should engage with the Council at the earliest opportunity to ensure these can be delivered and maintained as part of a coherent network rather than in isolation in accordance with the emerging LTP.





Figure 16- (left) Mobility hub concept as shown in *Community Mobility Accreditation: Setting Quality Standards* (source: Como, 2022, p6).

Figure 17- (right) Example of cargo bike for last mile deliveries from the *Cargo Bike Action Plan* (source: Transport for London, 2003, p29).

Consideration of significant improvements

The need for significant improvements to infrastructure whether new or existing, will be considered on a case by case basis dependent on the scale, location and use of the proposed development within the context of national and local policies. This is likely to be informed by the recommendations from the Transport Assessment and how these have been addressed as part of the proposed range of Travel Plan measures. This may involve an assessment of existing public transport service provision via the Site SWOT Diagram to convey how accessible the services in terms of distance to walk or cycle to, first and last service, destinations offered and frequency. It is therefore recommended that proposals which trigger a STP should seek pre-application advice to inform the above.

Requirement TP6

To commit to delivering physical infrastructure in accordance with best practice that supports the aims of the Travel Plan including pedestrian and cycle routes, parking demands, wayfinding signage, alternative modes and consideration of significant improvements as appropriate to the scale, location and use of the proposed development.

4.3. Awareness raising

Acknowledging a shift towards paper free communication, this method may exclude vulnerable people from being aware of the Travel Plan. This is why consideration must be given towards how users of different abilities and needs will be kept informed. The provision of physical copies of specific documentation such as the Travel Information Pack and newsletters should help to address this with further measures available if required.



Website

Providing information online is a valuable tool for users to keep up to date with progress of the Travel Plan and ongoing initiatives. The more complex the development, the greater need for a website with additional functions such as links to live travel information, contact details for users to engage with the TPC, updates on the progress of the development and Travel Plan activities etc.

Travel Information Pack (physical and electronic copies)

Travel Information Pack (TIP), also referred to as a Welcome Pack, should be a bespoke document that helps users make informed choices about their travel options and promotes the range of Travel Plan measures they could benefit from. A key principle of the pack is to convey what the Travel Plan is specifically delivering rather than focus on existing Council services not included or funded in the measures. A TIP tends to include:

- maps showing the accessibility of the site for walking, wheeling and public transport to key destinations as informed by the Site SWOT diagram;
- key measures to be delivered including infrastructure, upcoming events, surveys, discounts and vouchers if applicable;
- promotion of more sustainable travel options including electric vehicle charging, working from home, links to travel websites; and
- TPC contact details.

Newsletter

The newsletter provides the latest information to users. The preference is to provide paper copies for accessibility purposes. This also helps to address the challenges of emails not being seen and changes in tenure. The newsletter, events, surveys and website provide opportunities to raise awareness of the Travel Plan and for users to contact the TPC.

Noticeboards

Due to the role that the above measures play alongside the use of noticeboards on sites to date, the provision of a noticeboard will be an optional requirement. This will be reliant on an identified need being raised as part of the planning application, or monitoring data clearly demonstrating a lack of sufficient engagement on site to suggest that a noticeboard may be required to help resolve this.

In cases where a noticeboard is installed, it is recommended that the longer term use of the noticeboard is considered further in surveys and event feedback. This is with the aim to gauge resident, staff, businesses or local groups interest in supporting the ongoing use of the noticeboard as part of the legacy of the Travel Plan once the TPC has finished.



Requirement TP7

To provide a range of awareness raising methods including physical (Travel Information Packs and newsletters), electronic and online measures with other methods considered in connection with an identified need or concern e.g. noticeboard.

4.4. Behaviour change

Events

In-person events are key to promoting the Travel Plan as well as forming a regular initiative to engage with users. Events should be tailored to the evolving needs and aims of the Travel Plan such as key themes from user feedback or to try to improve poor performing trends in modal shift patterns. The TPC should be able to offer Personal Travel Planning (PTP) advice to users to help to identify if there are any alternatives to the journey choices made by the user and if there are any barriers to altering their choice that could be addressed through the Travel Plan measures.

Acknowledging that some sites may not have local facilities or services within or adjacent to the application site, events provide an opportunity to forge links with local stakeholders to add to the event offer and add value to attract users of the development the Travel Plan is focusing on.

Good practice is for events to be part of ongoing communications supported with the promotion of national and local travel initiatives e.g. Cycle to Work Day, National Walking Month etc. whether online or through newsletters.



Figure 18- (left) Photo of bicycle being repaired at event.



Figure 19- (right) Photo of family having had their bicycles repaired at event.



Green Travel Vouchers

Green Travel Vouchers (GTVs) provide a useful tool to help people pay for items that could alter their travel choices. However the need for these will only be on a case by case basis and to aid developers, will be capped at a specific value focusing on a particular mode e.g. monthly bus pass, car club membership etc. This contrasts with previous requirements securing funds to cover three tenures and the unpredictability of how much of these funds will be used that could have been prioritised elsewhere.

The need for GTVs will be identified if:

- The range of measures and proposed modal shift targets are deemed to be inadequate and cannot be improved further; or
- The Site SWOT Diagram identifies that most facilities are beyond a reasonable walking distance meaning users are likely to rely upon modes that require the purchase or renting of an item which the GTV could assist with.

Requirement TP8

To provide a range of behaviour change initiatives focused around in-person events, supported with Green Travel Vouchers for sites with an identified need.

4.5. Monitoring

Monitoring report

The monitoring report will be the key way to demonstrate how the Travel Plan is progressing by email to travelplanteam@somerset.gov.uk. For Travel Plan Statements and Full Travel Plans, the frequency of reports is reduced to biennial monitoring from the anniversary of first occupation until final occupation. Once this is reached, the Travel Plan commences the final five years of its duration also referred to as Year 1 and ending in Year 5.

Key for all levels of Travel Plan is the Action Plan which will be updated for each report, with an example in [Appendix G](#), to convey progress of specific measures. The report can then reflect on this to identify recommendations to address in the next report. For developments triggering a:

- **Travel Plan Statement-** the reports will focus on evidencing what has been achieved through photos, including hard measures, as well as event register details covering attendance, feedback and PTP advice.
- **Full Travel Plan-** expand on the above supported with temporary Automatic Traffic Counts (ATCs), a baseline survey and user surveys in line with monitoring report timescales (Baseline then biennially until final occupation, followed by years 1, 3 and 5). This will include modal shift targets as detailed below.



- **Strategic Travel Plan**- in addition to the requirements for a FTP due to the scale and significance of these sites, permanent ATCs are required with reports and surveys undertaken annually. Depending on the characteristics of the site, temporary counters may also be required to monitor trip rates of other modes.

Event register

An event register is a key tool to document attendance, user feedback on the event and the delivery of the Travel Plan to date, as well as to help record ongoing PTP advice given in-person. These all feed into the monitoring report to demonstrate the progress of the Travel Plan and measures so far. A sample event register can be found at [Appendix F](#). FTP and STPs are supported by more extensive survey and traffic count data as detailed below.

Traffic counts and user surveys

The extent of traffic counting data and user surveys is proportionate to the level of Travel Plan and is not required for a TPS. For a:

- FTP- temporary ATCs and surveys are required at baseline, years 1, 3 and 5.
- STP- surveys are carried out annually once the FTP threshold is occupied with permanent ATCs installed in accordance with the timescales in [Table 2](#).

To reflect the ever changing focus on traffic movements other than private vehicles, counters will need to be secured to record at least vehicular movements and cycle movements. For STPs, contributions will be sought to fund AI traffic counters that can record various road users.

Based on feedback from other TPCs, a revised shorter Survey template can be found in [Appendix C](#) to be used for Travel Plan sites whether residential, employment or mixed use.

Monitoring Reports must provide an overview of the survey results including:

- **When the survey was undertaken;**
 - For sites using temporary ATCs, the timing of the survey should overlap with when the ATC is in place for correlation purposes.
- **How the survey was promoted and made available** through various methods e.g. by post, online via newsletters, at events etc. ;
- **Response rates** stated as number of respondents and as a percentage of dwellings or staff where possible;
- **Key observations** including survey trends, response rate, modal shift progress and comparisons to previous surveys; and
- **Issues or opportunities identified** with possible next steps to address these.



Modal shift targets

For the purposes of a FTP and STP developments, modal shift targets are required. The initial targets can be derived from a number of sources, including:

- **Census data-** for residential and staff for employment sites due to capturing travel to work movements. It is acknowledged that the Office for National Statistics advises to use 2011 Census travel to work data due to the impacts of furlough and Covid. A comparison of 2011 with 2021 data in Travel Plans is therefore welcomed to strike a balance with changing travel behaviours since 2011.
- **National Travel Survey-** for users visiting developments that are not staff such as schools or visitor attractions.
- **Using TRICs or traffic count data from comparable sites.**
- **Referring to trip rates for the existing site** to then correlate with the above or projected increase in the number of users.

The benefits of modal shift

Current monitoring shows that a 5% modal shift is readily achievable for developments. As an indicative example, achieving this target for a development of 120 dwellings would equate to a reduction of 197kg in Carbon Dioxide emissions which is the same as a flight from Bristol to Inverness if focused on trips during busiest hour alone, commonly known as peak hour.⁴



Figure 20- Photo of Northwalls Grange, Taunton that achieved a modal shift of 10.9%.

⁴ This is based on LNER Calculator [A Better Journey | LNER](#) with conversion rates taken from *Greenhouse gas reporting: conversion factors 2021* by Department for Energy Security and Net Zero. Assumptions are 0.5 trip rate per a dwelling for busiest hour, for 4 days a week, 48 weeks of the year to take into account flexible working and holidays.



In line with the policy context, a minimum target of 10% is required. This target should increase if the site benefits from high quality infrastructure and a sustainable location. The photo of Northwalls Grange is an example of an existing site that has achieved a modal shift of 10.9%, and as can be seen, benefits from a well-designed street where parking is behind the building line.

The modal shift target needs to account for all users that will generate significant traffic in connection with the development, this includes customers and visitors to businesses or supermarkets. For less conventional developments e.g. visitor attractions that extend or change the use of an existing development that makes the above datasets impractical, consideration may be given to parking counts for all modes supported by the relevant traffic counts on an exceptional basis.

It should be noted that the above is simply to set an indicative baseline that would be updated in line with the baseline survey. The targets would then be adjusted in the baseline monitoring report to maintain the overall modal shift target.

Acknowledging the difficulty in establishing whether a vehicle recorded by traffic counters includes any passengers, for simplicity, the mode categories have been amended as follow:

- Walk
- Wheel (Bike/Scooter)
- Motorcycle
- Bus
- Train
- Car
- At home

This does not reduce the benefits of car sharing or car clubs as an increase in either choice would still contribute towards a net decrease in the total number of private vehicle trips, which can be captured in user surveys too.

As a minimum the targets should be presented as per the example below. As the Travel Plan progresses additional columns such as the baseline survey and specific survey years can be added.



Table 4- Sample Modal shift targets table

Modal shift targets			
Mode	Baseline (%)	Year 5 (%)	Modal shift (%)
Car (including taxi and car share)			
Bus			
Train			
Motorcycle			
Walking			
Wheeling			
Work at home			
Other			
Total (%)	100	100	100

Requirement TP9

To set out a clear monitoring strategy appropriate to the level of Travel Plan triggered as per [Table 2](#), using events, surveys and counts to inform progress against Action Plan measures and Modal Shift Targets including scenario triggers. These will be presented to the Council in a Monitoring Report for review and approval.

5. Securing the Travel Plan

5.1. As part of a planning application

This Guidance promotes the submission and approval of Travel Plans prior to the determination of the planning application. The policy context outlined in Section 2 highlights why this should be the case. The following observations are made when Travel Plans are considered post determination to strengthen the case that resolving these matters pre-determination is in the applicant's/developer's interest:

- The Travel Plan will be assessed against policy requirements at that time. This can result in abortive work such as the submission of a planning application post decision to make amendments to the approved plans.
- Delay construction timescales due to the submission and approval of the Travel Plan being required at a specific stage e.g. pre-commencement.
- Delays the opportunity for the applicant/developer to secure the TPC function which reduces the lead in time for instruction at risk of increased costs.



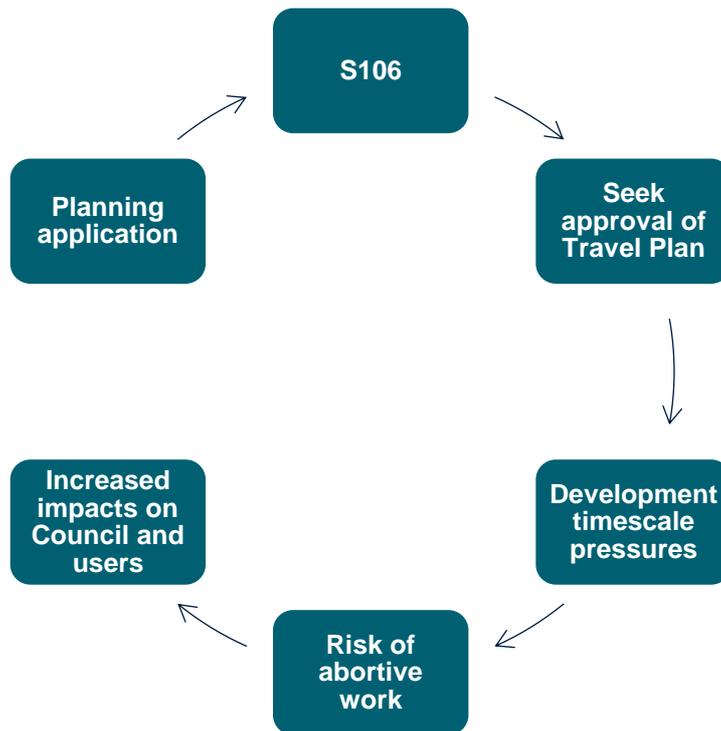


Figure 21- Diagram showing typical implications if not approved before planning decision.

This is highlighted by the benefits of resolving the Travel Plan pre-determination that include:

- Helping to demonstrate the credentials of the development to interested parties at planning stage and prospective users during construction. This provides a selling point.
- Helps to avoid unforeseen costs if left to being resolved retrospectively.
- Provides a sound basis to inform the drafting and sealing of the appropriate legal agreement.

5.2. Appropriate legal agreements

Due to each level of Travel Plan requiring financial contributions to be secured, typically a Section 106 agreement is necessary to ensure the obligations are bound to the relevant party such as the owner or occupier. This will be the standard requirement except in exceptional circumstances that are reasonable and still conform to our legal requirements such as a Unilateral Undertaking. The respective Travel Plan Fees and Safeguard Sums can be found in [Appendix D](#).

Requirement TP10

The Travel Plan obligations including measures must be secured by a S106 agreement unless agreed otherwise.



6. Financial contributions and obligations

6.1. Financial obligations

Requirements have been set to meet current policy aspirations whilst aligning with the tests of Regulation 122 from CIL Regulations 2010 that planning obligations are necessary, directly relate to the development, fairly and reasonably related in scale to the proposed development.

The financial contributions are based upon the costs that would be incurred by the Council as follows with the respective contribution details in [Appendix D](#). Fees will be reviewed annually and will be subject to indexation when secured in legal agreements.

Travel Plan Fee

The Travel Plan Fee is based on officer time to undertake the monitoring of development sites and has been calculated based on the amount of time typically required for the range of tasks this involves including:

- To set up and update the monitoring database.
- Where applicable for STPs, attend Steering Group meetings to monitor progress and to support the delivery of the Travel Plan.
- Assess monitoring information throughout the duration including initial enquiries for sites appearing to be in breach of their obligations.
- Review Travel Plan progress in light of monitoring results and offer advice where appropriate.
- Discuss report outcomes and future measures with the site TPC.

A key point to raise is that for sites that significantly exceed the Travel Plan Fee allocated to them due to either inadequate delivery of the Travel Plan or due to enforcement action, the additional costs incurred by the Council may be sought via the mechanisms of the legal agreement if these cannot be recovered by alternative means.

Safeguard Sum

The Safeguard Sum includes a budget to carry out engagement, events, physical and soft measures when developments are not adhering to the approved Travel Plan or obligations set out within the corresponding legal agreement. The sum can also be required in cases where sites are not sufficiently meeting their modal shift targets, or in the event of default by the developer/landowner/occupier/leaseholder. The required sum is proportionate to the scale and use of development and aligns with the Council's own costs to provide Travel Plan Services.

Key indicators as to whether the aspirations of the Travel Plan are not being met or delivered include:



- Lack of positive feedback from users captured at events or in surveys.
- Low attendance at events.
- Poor survey response rates.
- Complaints regarding the progress of the Travel Plan including physical and soft measures.
- Low reduction in private vehicle movements.

The Safeguard Sum has been reviewed to reflect the time spent by the Council supporting developments due to the above themes. This is with the aim to provide a meaningful mechanism to intervene and use the Council’s TPC services to resolve Travel Plan sites that are poorly performing on a consistent basis.

Requirement TP11

The Travel Plan must state the relevant fees that will be paid to enable the Council to monitor and, if necessary, take enforcement action if failing to adequately deliver measures and/or targets.

7. Completion of the Travel Plan

7.1. Demonstrating the value of a Travel Plan

A longer term ambition of this Guidance is to promote the value of Travel Plans by celebrating the achievements of TPCs and specific sites. This may take the form of annual factsheets summing up what has been achieved with notable mentions for key achievements ranging from modal shift outcomes to user testimonies and infrastructure delivered. Other considerations include regular Agent forums, awards for best performing sites and TPC forums.

7.2. Completion Certificate

The above works in tandem with what is expected from a Travel Plan. The Travel Plan has undertaken its own journey to obtain approval, being implemented, reported, reviewed and monitored.

Once a development has completed its final monitoring report, upon approval a Completion Certificate will be issued to confirm that the duration of the Travel Plan has ended. This is the trigger for the Council to return any unspent funds from the Safeguard Sum to the developer in accordance with the terms of the legal agreement.

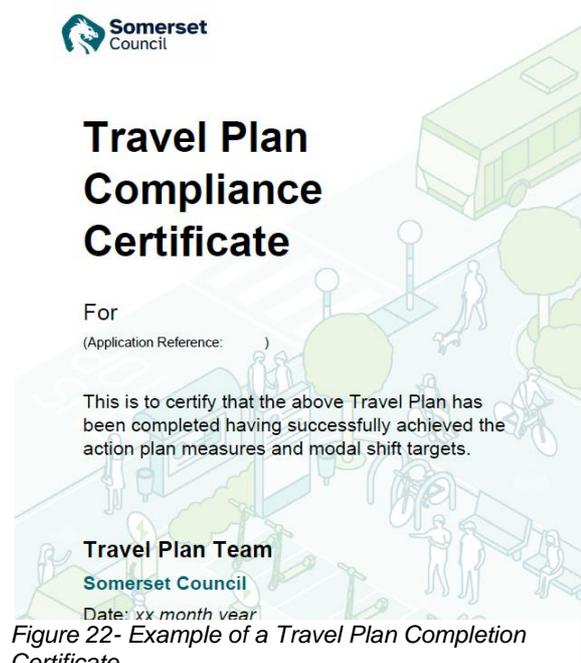


Figure 22- Example of a Travel Plan Completion Certificate.



Requirement TP12

To commit to delivering the Travel Plan until the receipt of a Completion Certificate following submission and approval of the final Monitoring Report.

8. Legacy of the Travel Plan

8.1. Planning ahead for post-completion

A further consideration is the legacy value of what is being delivered. Events, surveys and newsletters provide an opportunity to gauge interest, make local connections and inform possible steps that will help the outcomes of the Travel Plan to continue post-completion. This is a critical consideration as approach the final half of the monitoring period onwards.

Legacy measures could include the development of a local Travel Plan group, identifying how infrastructure could be managed e.g. use of the noticeboard by local residents etc. If there is tangible interest shown by users or existing groups in the local area, the TPC can raise this in the subsequent monitoring report proposing how they could assist with meeting this aspiration whilst still ensuring that the overall aims of the Travel Plan are not compromised.

Requirement TP13

The Travel Plan Coordinator must gauge the interest of users in supporting the aims of the Travel Plan post-completion through surveys and events to demonstrate that any legacy opportunities have been taken up where possible.



Appendix A- National and Local Policy Context

National Policy context

The policy documents below emphasise the movement towards delivering better transport infrastructure and initiatives to influence user's travel choices:

Cycling and Walking Investment Strategy (2017) by Department for Transport (DfT) outlines the Government's ambition that cycling and walking are the natural choices for our journeys and to become a normal part of our everyday life. This has been followed by **Cycling and Walking Investment Strategy 2 (2022)** with revised targets to increase walking and cycling including to ***“increase the percentage of short journeys in towns and cities that are walked or cycled to 50% in 2030 and to 55% in 2035”***.

Gear Change: A bold vision for cycling and walking (2020) by DfT with a vision that half of all journeys in towns and cities in England to be walked or cycled by 2030. The document also highlights the links that cycling and walking has with health, wellbeing, reducing congestion, staff productivity and business turnover. Measures include investment via the Access Fund, Cycle Ambition Cities Fund, Bikeability, Modeshift Stars and Local Cycling Walking and Infrastructure Plans.

Active Travel England has since been established as a new commissioning body and statutory consultee to help to ensure adequate cycle design. This is supported with **LTN 1/20 Cycle Infrastructure Design** setting the basis for the design of better quality cycle and walking infrastructure for routes to follow the core principles to be **coherent, direct, safe, comfortable and attractive**.

Decarbonising Transport: A Better, Greener Britain (2021) by DfT sets out measures for the transport sector to contribute positively towards delivering net zero by 2050. Decarbonising Transport (DT) was published when travel behaviours had undergone dramatic changes due to the pandemic and includes a range of commitments such as a National Bus Strategy and a net zero railway network.

The document highlights the ever-increasing focus towards encouraging sustainable travel through behaviour change initiatives such as try before you buy schemes, clearly linking carbon emissions with the travel choices people make through a travel planning app, addressing negative perceptions of cycling, increasing the visibility of electric vehicle infrastructure to show it is available to use, and highlighting the social and community benefits of initiatives such as Low Traffic Neighbourhoods that help to create safer spaces for children to play.

DT signifies a change in approach in transport planning that was based on historical trends and information, known as **‘Predict and Provide’** towards a vision based approach that aligns with the aspirations of how people wish to live, referred to as **‘Decide and Provide’** as well as **‘Vision and Validate’**. This is to help move away



from a self-fulfilling trend of over-provision for private vehicles and instead enable sustainable travel choices to come to the fore. This scenario based approach aligns well with the merits of a Travel Plan as a mechanism to monitor the impacts of the development against the projected modal shift targets, and to impose alternative strategies or measures if needed.

The above has encouraged a re-think of how transport is integrated into developments including:

- The range of transport options on offer to suit a user's needs and demands including **Mobility as a Service** (MaaS) e.g. rental e-bikes and e-scooters.
- **Mobility Hubs** seeking to integrate MaaS options alongside traditional public transport links, community facilities and flexible workspaces to bring various activities and travel choices together in one destination, ideally forming part of a wider network to link trips to destinations further afield.

National Design Guide

The *National Design Guide* (NDG) was published in October 2019 as part of the Government's collection of PPG to illustrate how well-designed places can be achieved in practice. This includes 10 characteristics that are considered key to well-designed places, which are **context, identity, built form, movement, nature, public spaces, uses, homes and buildings, resources** and **lifespan**. The characteristics highlight that good design needs to carefully consider all these aspects, not just a few, with examples from around the UK to illustrate good practice.

A key characteristic to note in respect of Travel Plans is movement which is broken down into three sections:

- **M1- A connected network of routes** where all modes of transport are considered and integrated into the design of the development.
- **M2- Active Travel** through prioritising pedestrians and cyclists through routes that are safe, direct, convenient and accessible for people of all abilities reflective of well-designed places including minimum footway widths and crossings so that users do not rely on the car for day-to-day journeys.
 - It should be noted that the definition of 'pedestrians' is much broader than may be interpreted. As stated in Section 4.2 of this Guidance in accordance with DfT's Inclusive Mobility.
- **M3- Well-considered parking, servicing and utilities infrastructure** for all users to ensure that these do not negatively impact the quality of a place.

This highlights the importance of a design-led approach, reinforced by the *National Model Design Code* (NMDC) that was published on 20 July 2021.



National Planning Policy Framework (December 2023)

Subsequent revisions to the National Planning Policy Framework (NPPF) reflect the shifting policy focus briefly touched upon above and highlight an increasing shift towards a design-led approach to create better places for people, alongside an appetite to minimise the impacts developments can pose upon the environment. Paragraph 117 of the NPPF sets the rationale at a national level for Travel Plans to be required for all developments that will generate significant amounts of traffic movements. Paragraph 114(a) also states the need to ensure that proposals promote sustainable transport modes that consider the type of development and its location.

This is a key point reiterating that **Travel Plan requirements need to be proportionate to the characteristics of the development.**

Focusing on highway and transport considerations in the NPPF, paragraph 108 states that **the potential impacts and opportunities of the proposed development should be considered from the outset** including, but not limited to, identifying and pursuing opportunities to promote walking, cycling and public transport use.

Planning applications should also **give priority to pedestrian and cycle movements** within the site and neighbouring areas, as well as **create attractive and safe places that minimise conflict between users** as per paragraph 116.

Taking into account that paragraph 115 sets out that development should only be refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road would be severe, the relationship between Travel Plans and Transport Assessments, as detailed in PPG, would suggest that the lack of an approved Travel Plan hinders the assessment of the development on these grounds. This is furthered by the wider repercussions of compromising the quality and scope of the Travel Plan including the range of measures employed to promote sustainable travel behaviours, whilst mitigating highway and transport impacts.

The recent consultation on proposed changes to the NPPF, that ended on 24th September 2024, refers to a *'vision led approach'* at paragraph 112 (currently paragraph 114 as per 20th December 2023 update) when assessing sites for allocation or as planning applications. This could change following the consultation, but demonstrates the shift in approach in transport planning away from a *'predict and provide'* approach, to *'decide and provide'* as promoted in this Guidance.

Travel Plans can play a significant role in the day-to-day lives of users by influencing our travel behaviours. This has repercussions on our health, carbon emissions, air quality, finances and well-being. Sections 8 and 12 of the NPPF *Promoting healthy and safe communities*, and *Achieving well-designed places* reflect this. Combined



with the design-led approach advocated through the NDG, NMDC as well as *Healthy Streets* stressing the importance of how developments are planned, designed and connect with the local context and beyond is critical to shaping our lives. This is reiterated at paragraph 139 that states that poorly designed developments should be refused, especially if they do not conform to local design codes and NDG.

The above highlights the unique role a Travel Plan plays as it sets a long-term strategy that brings these matters together. This gives greater weight to the importance and function of a successful Travel Plan that is wider than simply transport and highway impacts.

Current policies

Future Transport Plan 2011 – 2026 was published 2011 and sets out how the former County Council aimed to deliver its transport priorities including the promotion of sustainable travel choices through travel planning initiatives and the wider impacts of transport use such as climate change and air quality. An updated Local Transport Plan (LTP) will be adopted in due course to reflect the evolving transport aspirations of the Council.

Somerset's Climate Emergency Strategy was adopted in November 2020. The strategy sets out three goals to decarbonise Local Authorities and reduce their carbon footprint, work towards making the Council carbon neutral by 2030, and to have a Somerset which is prepared and resilient to the impacts of Climate Change. Transport and the built environment are two of nine sectors identified which play a significant role in the Council's ambition to become carbon neutral. The rural character of the area is cited as a challenge. The transition to electric vehicles is a key contributor towards meeting these targets. Promoting sustainable modes and multi-modal trips also have a role to play to reduce the use of private vehicles to lower emissions.

Streets in Residential Developments: Design Guidance Notes (December 2021) provides an overview of parking standards and requirements based on the **Parking Strategy (2013)** and **Electric Vehicle Charging Strategy (EVCS)**. The EVCS (October 2020) sets out the Council's response to help deliver the necessary electric vehicle charging network, including charging point requirements for new developments. The **EVCS Addendum (August 2023)** expands upon this to address the growing demand for electric vehicle charging points within new residential developments.

Local Cycling and Walking Infrastructure Plans (LCWIPs) set out 10 year plans to develop cycling and walking networks within a local area with LCWIPs for Taunton, Bridgwater, Yeovil, Mendip and Frome already in place. Further LCWIPs for Burnham and Highbridge, Chard and Wellington are in progress. Please refer to [Local Cycling and Walking Infrastructure Plans \(LCWIPs\)](#) for the latest list.



Rights of Way Improvement Plan identifies how the Council intends to improve the Public Right of Way (PRoW) network to benefit walkers, cyclists, equestrians and those with visual or mobility impairments. This includes seeking improvements to the network through planning applications and legal agreements.

Local Plan Policies of the former District Councils, that now form part of the Unitary Authority, are listed below with a more detailed summary available in [Appendix B](#):

- **Policy DP9-** *Mendip District Council's Local Plan 2006-2029 Part 1* (Adopted 2014)
- **Policy CP6-** *Taunton Deane Core Strategy 2011-2028* (Adopted 2012)
- **Policy A2-** *Taunton Deane Site Allocations and Development Management Plan 2016* (Adopted 2016)
- **Policies D13 and D14-** *Sedgemoor Local Plan 2011-2032* (Adopted 2019)
- **Policies TA1 and TA4-** *South Somerset Local Plan 2006-2028* (Adopted 2015)
- **Policies TR1 and TR2-** *West Somerset Local Plan to 2032* (Adopted 2016)



Appendix B- Summary of Local Plan Policies

Please note that the below is not an exhaustive list with key Local Plan policies focused upon for simplicity.

Mendip District Council's Local Plan 2006-2029 Part 1 (Adopted 2014)

Policy DP9 Transport Impact of New Development: Where appropriate, development proposals must demonstrate how they will improve or maximise the use of sustainable forms of transport (particularly by means other than the private car), and shall include, where relevant, the submission of Travel Plans and/or Transport Assessments.

Policy DP10 Parking Standards: When assessing what is an appropriate level of parking provision in relation to a development proposal, regard will be had to:

- a) The objectives of reducing growth in the use of private vehicles and promoting alternative means of travel
- b) The need for on-site provision to prevent problems of highway safety, congestion or visual intrusion in the vicinity of the site

Sedgemoor Local Plan 2011-2032 (Adopted 2019)

Policy D13: Travel management schemes and development proposals that reduce congestion, encourage an improved and integrated transport network and allow for a wide choice of modes of transport as a means of access to jobs, homes, leisure and recreation, services and facilities will be encouraged and supported.

Policy D14: Development proposals that will have a significant transport impact should [...] Include an appropriate Travel Plan outlining how the development will manage transport impacts and encourage more sustainable modes of travel; [and] Comprehensively address the transport impact of development and appropriately contribute to the delivery of the necessary transport infrastructure.

Taunton Deane Core Strategy 2011-2028 (Adopted 2012)

Policy CP6: Development should contribute to reducing the need to travel, improve accessibility to jobs, services and community facilities, and mitigate and adapt to climate change. This will be achieved by:

- Improving accessibility by public transport, cycling and walking to key destinations;
- Requiring all developments to submit a robust evidence base and management plan in line with current policy and guidance on Transport Assessment, Travel Planning and the County Council's Travel Plan SPD;
- Using 'smarter choices' measures such as personal and employer travel planning programmes to achieve modal shift; [and]



- Managing public and private car parking (including capacity and pricing structures) in accordance with national and/or local parking standards to reduce congestion and pollution, improve road safety, and encourage travel by sustainable modes.

Taunton Deane Site Allocations and Development Management Plan 2016

Policy A2: Travel Planning

All development proposals which generate a significant amount of movement will be required to include a travel plan. Where a travel plan is required, necessary measures will include:

- Appointment of a travel plan co-ordinator;
- Modal split targets (car/employee ratio) for non-residential developments;
- Monitoring and review procedures;
- Provisions in relation to speculative development, multi-occupation and future occupiers;
- Measures to manage travel generated by visitors to a site;
- Agreed time periods for contributions to scheme start-up costs;
- In phased developments, trigger points for the introduction of transport measures.

West Somerset Local Plan to 2032 (Adopted 2016)

Policy TR1: Proposals for development must encourage the use of sustainable modes of transport within and between West Somerset's communities and travel to and from communities outside the local plan area through the provision of travel plans, travel plan statements or measures-only travel statements in accordance with the current thresholds adopted by Somerset County Council.

Policy TR2: Development should be located and designed to maximise the attractiveness of modes of transport other than the private car where:

- it complements existing service and facility provision in the settlement and surrounding area without generating new unsustainable transport patterns (as a consequence), and;
- does not generate significant additional traffic movements over minor roads to the national primary and county highway route network.

South Somerset Local Plan 2006-2028 (Adopted 2015)

Policy TA4: Travel Plans will be required commensurate with the scale of the development. Expands upon the types and content of Travel Plans in Tables 1 and 2.



Policy TA5: All new development shall be required to address its own transport implications and shall be designed to maximise the potential for sustainable transport through:

- i. Safeguarding existing and new transport infrastructure, which is important to an efficient and sustainable transport network from development that would prejudice their transport use;
- ii. Securing inclusive, safe and convenient access on foot, cycle, and by public and private transport that addresses the needs of all;

To also note **TA1 Low Carbon Travel** lists requirements for new residential and employment developments including Travel Information Packs, Green Travel Vouchers for each occupier/employee valid for one year for use on sustainable transport etc.



Appendix C- Survey template

About you

1. What is your name?

2. What is your email address?

3. What is the first line of your Address?

4. Postcode

5. How long have you lived at your address? (Please tick one that applies)

Under 1 year	<input type="checkbox"/>
Over 1 year	<input type="checkbox"/>

Tell us a little about your household

6. What is your age? (Please tick one that applies)

17 to 65	<input type="checkbox"/>
66 and over	<input type="checkbox"/>

7. How many people in your household aged as below? (Please insert number)

Age	Number of people
Under 17 years	<input type="text"/>
17 years and over	<input type="text"/>



Tell us a little about how you travel

8. How often do you travel to the following destinations? (Please tick below)

Number of trips a week	Trip Destination			
	Work	Shop	Education	Leisure
1 to 2 times				
3 to 4 times				
5 or more times				
Not applicable				

9. What is your main mode of transport to the following destinations? (Please tick below)

Trip Destination	Number of trips this week			
	Work	Shop	Education	Leisure
Walk				
Wheel (Bike/Scooter)				
Motorcycle				
Bus				
Train				
Car				
Car with another person(s)				
At home				
Not applicable				

10. For trips by car, do you use a car club? (Please tick below)

Yes	
No	
Not applicable	



11. How long is a typical journey to reach your destination? (Please tick below)

Duration	Trip destination			
	Work	Shop	Education	Leisure
0 to 20 minutes				
20 to 40 minutes				
40 minutes and over				
Not applicable				

12. What are the main reasons you travel to the destinations by the modes in the previous question? (Please tick all that apply)

Reasons	Trip destination			
	Work	Shop	School	Leisure
Cost				
Reliable				
Safety				
Distance				
Health benefits				
Quicker travel time				
Not applicable				

13. If it is for another reason please provide further information below

--

Site specific

14. Have you used your Green Travel Voucher? (Please tick one that applies)

Yes	
No	



If you answered yes to the above question, have the item(s) purchased with your Green Travel Voucher helped you to travel less by car?

Yes	
No	

If you answered yes, please tell us more below

15. Would you be interested in a Car Club that allows users to book a vehicle and pay when you use it? (Please tick one that applies)

Yes	
No	

16. Do you have any feedback on the (new cycle path/car club/bus service etc.) that was secured as part of the development? (If you do, please provide it below)

Future activities

17. Do you have any ideas you think would help people who live on the (Site name) development travel more sustainably?

If yes, please tell us more below for example this could be an event activity, local group/organisation to work with, walk and talk along a key local route etc.

18. Would you be interested in being involved in supporting the aims of the (Site name) Travel Plan in the future e.g. community group? (Please tick one that applies)

Yes	
No	



Appendix D- Travel Plan Fees and Safeguard Sums

Travel Plan Fees (December 2024)

- Travel Plan Statement **£1,000**
- Full Travel Plan **£2,000**
- Strategic Travel Plan
 - Non-residential **£3,000**
 - Residential **£4,500**
 - Additional sum every 400 dwellings/4000sqm above threshold **£1,000**

Safeguard Sums (December 2024)

Type of Travel Plan	Min.	Max.
Non-residential		
Travel Plan Statement	£15,476	£28,785
Full Travel Plan	£28,785	£52,030
Strategic Travel Plan*	£52,030	£69,899
Residential (C3)		
Travel Plan Statement	£15,476	£29,119
Full Travel Plan	£29,119	£69,358
Strategic Travel Plan*	£69,358	£121,687

Table 5- Minimum and maximum Safeguard Sums according to each level of Travel Plan.

* - Maximum sum for a Strategic Travel Plan is based on developments twice the size of the threshold. If a development exceeds this, the required sum will be reviewed on a case by case basis.

Please note, as stated in [Section 6.1](#), the above fees are subject to indexation and will be reviewed annually.



Appendix E- Place Types

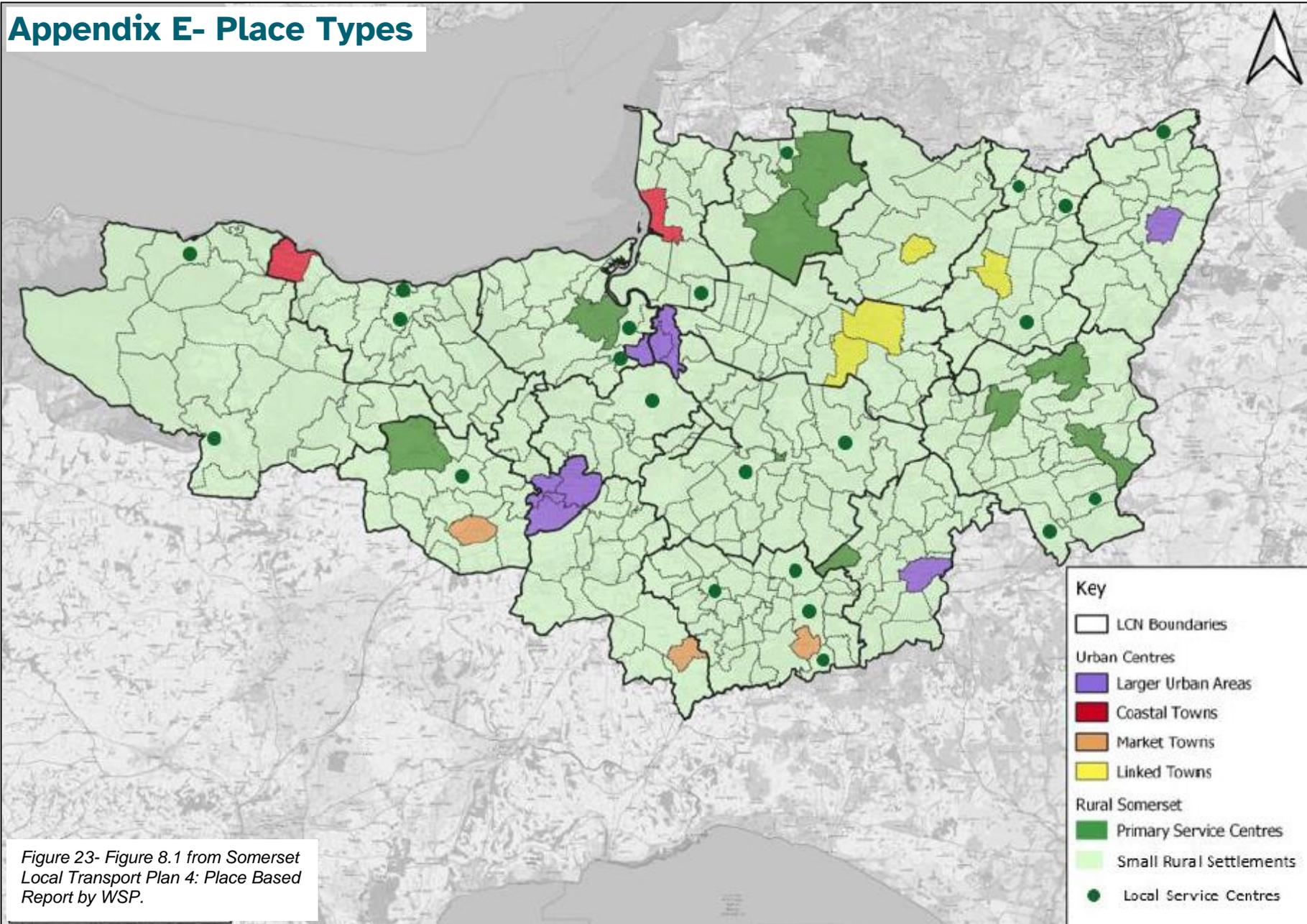


Figure 23- Figure 8.1 from Somerset Local Transport Plan 4: Place Based Report by WSP.



Appendix F- Sample Event Register

Event Register for

Date:

Name	Address (1 st line and Postcode)	Email	Feedback (event, PTP interest and Travel Plan)	Would you like to be kept informed of future events?	
				Yes	No



Appendix G- Sample Action Plan for Monitoring Reports

Measure	To be achieved by	Frequency	End date	Lead	Progress update including: - Dates achieved - Key upcoming dates
Delivery					
Travel Plan Coordinator	Pre-commencement		5 years after final occupation	Dev.	1/1/24- TPC instructed. 1/6/24- Projected first occupation. 1/12/24- Projected final occupation. 30/11/29- Projected completion of Travel Plan.
Management Budget	Pre-commencement		5 years after final occupation	Dev.	1/1/24- Upon instruction.
Physical infrastructure					
Pedestrian and cycle routes	Pre-occupation			Dev.	1/5/24- Phase 1 completed. See photos in report. 1/5/25- Estimated completion of final phase.
Awareness raising					
Webpage	Pre-occupation	Update at least once a year	5 years after final occupation	TPC	1/5/24- live at following web address..... 1/4/25- development timescales and travel information updated.
Travel Information Pack (Electronic copy)	Pre-occupation	To review and update annually.	5 years after final occupation	TPC	1/4/24- prepared and issued to residents upon completion of sale. Example in Monitoring Report.
Travel Information Pack (Physical copy)	Pre-occupation	To issue prior to first occupation.	As stated	TPC	1/6/24- provided as part of sales pack on completion. 1/5/25- packs issued to all dwellings to date.
Behaviour change					
Events	9 months after 1st occupation	Once a year	5 years after final occupation	TPC	1/3/25- held bicycle servicing session. See report for details.
Monitoring					
Monitoring report	Prior to anniversary of 1st occupation	As stated	5 years after final occupation	TPC	1/5/25- issued report to Council. 1/6/26- next report due.





Local Transport Plan 4

Draft for Consultation

June 2025



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DRAFT

Foreword

Councillor Richard Wilkins. Lead Member for Transport and Waste Services

As we look towards the future of Somerset's transport infrastructure, it is essential to reflect on the community priorities that have shaped our Local Transport Plan (LTP). Our vision is to create an integrated transport system that enhances connectivity, reduces carbon emissions, improves air quality, and ensures road safety for all residents and visitors. This plan is a testament to our commitment to balancing the needs of both rural and urban living while promoting tourism and economic growth.

Community priorities have been at the forefront of our decision-making process. We have engaged with stakeholders to understand their needs and aspirations. The feedback we received has been invaluable in shaping a transport plan that is not only efficient but also inclusive and sustainable. Our goal is to build a transport network that connects people to services, jobs, education, and opportunities, while also preserving the unique character of Somerset.

We aim to create a seamless, integrated network that combines various modes of transport, including buses, trains, cycling, and walking. By improving the integration of these modes, we can provide residents with more choices and better access to essential services. This approach will also help reduce congestion and reliance on private vehicles, contributing to our carbon reduction goals.

Connectivity is vital for the economic and social well-being of our communities. Our transport plan focuses on enhancing connectivity within Somerset and beyond. We are committed to improving road and rail links, ensuring that residents can easily travel to neighbouring regions and access national transport networks. By investing in infrastructure that supports connectivity, we can unlock new opportunities for growth and development.

Carbon reduction is at the heart of our transport strategy. We recognize the urgent need to address climate change and reduce our carbon footprint. Our LTP includes measures to promote the use of electric vehicles, enhance public transport, and encourage active travel. By prioritizing sustainable transport options, we can make significant strides towards achieving our carbon neutrality goals.

Improved air quality is a critical outcome of our transport plan. We understand the impact of air pollution on public health and the environment. Our plan supports initiatives to reduce emissions from transport, such as promoting cleaner vehicles and reducing traffic congestion. By improving air quality, we can create healthier communities and protect Somerset's natural beauty.

Road safety is a top priority in our LTP. We are committed to reducing the number of accidents and fatalities on our roads. Our plan includes measures to improve road infrastructure, enhance safety for pedestrians and cyclists, and promote responsible driving behaviour. By prioritizing road safety, we can ensure that all residents and visitors feel safe and secure while traveling in Somerset.

Balancing rural and urban living is a unique challenge that our transport plan addresses.

Somerset is characterized by its diverse landscapes, from bustling urban centres to tranquil rural areas. Our LTP aims to create a transport network that caters to the needs of both urban and rural communities. We are committed to preserving the charm of our rural areas while ensuring that urban centres remain vibrant and accessible.

Tourism is a vital part of Somerset's economy, and our transport plan supports its growth. We aim to improve transport links to popular tourist destinations, making it easier for visitors to explore the beauty of Somerset. By enhancing connectivity and promoting sustainable travel options, we can boost tourism and support local businesses.

Somerset's Local Transport Plan is a comprehensive strategy that reflects the community's priorities and addresses the challenges of modern transport. It is a plan that promotes integrated transport, connectivity, carbon reduction, improved air quality, road safety, and the balance between rural and urban living. As we move forward, we are committed to working with our communities, stakeholders, and partners to deliver a transport system that meets the needs of all residents and visitors. Together, we can build a greener, safer, and more connected Somerset.

DRAFT

1 Somerset's Local Transport Plan

The Local Transport Plan (LTP) is a strategic document, required by the Government, that sets out our approach for all aspects of transport across Somerset and the strategies required for improving all of these.

The Department for Transport has required the LTP to deliver policies from a **Vision and Validate** approach. In conjunction with stakeholders and based on evidence and research, we have developed this plan focusing on how transport should operate and the future of delivering transport in Somerset. This has led to a LTP that seeks to use resources efficiently, unlock opportunities and balance need against impact. Following the adoption of the LTP, we will bring forward strategies for delivery. This is termed **Decide and Provide** where we decide what we will deliver and where, based on factors such as cost benefit ratios, impact on environment, scheduling, safety etc. Then provide the infrastructure, service or intervention.

VISION	VALIDATE	DECIDE	PROVIDE
<ul style="list-style-type: none"> • The future of transport in Somerset. • Community requirements • Objectives • Outcomes 	<ul style="list-style-type: none"> • Evidence collection • Predictions and forecasts • National and local policy • Consultation 	<ul style="list-style-type: none"> • What intervention • Where to deliver • Cost vs Benefit • Impacts • Finance available 	<ul style="list-style-type: none"> • Commission work • Design and consult • Project manage delivery • Evaluate

Previously we would adopt a 'Predict and Provide' method of planning, whereby the future traffic volumes would be forecast and policies and infrastructure identified to accommodate these volumes. This was unsustainable for financial, environmental, community and equity reasons.

Transport as a service has changed over the past 15 years, developing from providing for routes to being an agent for local and societal improvements. Transport has a significant impact on people's lives:

- It plays a key role in connecting people to services and jobs.
- It can shape the quality of the places people live and visit.
- It enables businesses and the economy to grow and thrive.
- Some forms of transport can increase physical activity and improve health and wellbeing.
- Provides access to Somerset's great countryside, waterways and natural environment.
- There can also be negative impacts such as congestion, poor air quality, noise and people injured in road traffic collisions.
- Access to all forms of transport is not always equal due to socioeconomics, disability, age, ethnicity, and/or location.
- Individuals can feel unsafe on our network, especially women and girls and those that are gender marginalised.

Somerset's LTP will identify the Council's vision and actions in a people and place-based approach that puts our communities at the centre of our decisions. We will strive to build a transport system that unlocks growth, contributes to net zero, increases opportunity, improves safety and supports healthier living.

This LTP is a high-level umbrella document, with more strategies and policies that will be follow. However, the DfT has stipulated three documents are required, these are:

- [Somerset Electric Vehicle Strategy](#);
- [Bus Service Improvement Plan](#); and
- [Local Cycling and Walking Infrastructure Plans](#).

LTPs must reflect both national and local priorities and have data and a solid evidence base to support its plans. Two of the biggest contributors to how policies and proposals were developed are in the following sections: Carbon and Climate, and People and Place.

[For a diagram on how the LTP interacts with other policies and more details on the background behind the LTP see Appendix 1](#)

Carbon and Climate

Transportation in Somerset is affected significantly by the climate; whether through heavy rain and flooding, snow and ice, or, high winds. The need to reduce carbon from our transport activities will be an important factor in how we decide what types of actions or strategies we will promote.

The Council has commissioned work to understand how Somerset's transport activities contribute to carbon, the key points are:



61% of transport emissions are generated in Somerset from trips either starting, ending, or being made entirely within Somerset.



64% of emissions are generated on roads owned and managed by Somerset.



65% of emissions are from cars; 35% from goods vehicles.



7% of emissions are from journeys less than 5 miles long.



58% of emissions in Somerset are from trips 5 to 10 miles long.



22% are from trips greater than 50 miles.

[For a more in-depth understanding of our climate and carbon response see Appendix 2](#)

People and Place

To deliver the right travel choices in the right place we need a good understanding of the types of people and places in Somerset. This LTP has looked at our resident population and the types of places there are in Somerset. It became clear that we could deliver a strategic approach that moved away from the 'one size fits all' to a more bespoke plan that adapts to and supports the needs of our communities.



People are living longer and moving to Somerset to retire, projections show that over a third of Somerset's population will be over 65 by 2040.



The population is expected to increase with longer lifetimes and migration into the area.



Social isolation is a key issue amongst elderly people, particularly in rural areas in Somerset.



Outside of our more urban areas there are few offerings of post-16 education making lengthy trips likely and independent travel less likely.



The majority of primary aged children are driven to school despite this age group having the strongest appetite for cycling or scooting to school.



Over 48% of the population live in rural areas.

We've identified a set of distinct place types across Somerset, each with a unique set of characteristics. The place types are:

- **Larger Urban Areas**, including Taunton, Yeovil, Bridgwater and Frome
- **Urban Areas**, including:
 - **Linked Towns** of Wells, Street, Glastonbury and Shepton Mallet,
 - **Coastal Towns** of Minehead, Burnham on Sea and Highbridge,
 - **Mid-sized Towns** of Chard, Crewkerne & Wellington
- **Rural Areas**, including:
 - **Primary Service Centres**,
 - **Local Service Centres**, and
 - **Smaller Rural Settlements**

More detail on People and Place and in which category your settlement sits in can be found in Appendix 3



2 Our Network and Partnerships

The Highway Network

Somerset has over 4,000 miles of highway, the majority is managed and maintained by the Council, comprising of A, B and C roads, urban streets, rural lanes, and unclassified roads. Cycleways and footways are also a growing part of our network and along with 3,850 miles of Public Rights of Way (PRoW). Our network serves and connects diverse communities and can help build a more prosperous and healthier Somerset.

A small proportion is managed by National Highways, called the Strategic Road Network (SRN), mainly the M5 and A303.



We will continue to lobby and influence central Government and National Highways to improve and fund appropriately roads in our control and the SRN

A reliable and resilient highway network is vital for safe, efficient and enjoyable travel. However, recent reductions in maintenance funding and the impacts of climate change, such as flooding, result in more damage. Some of Somerset's roads are significantly affected by seasonal tourism, as well as huge events such as Glastonbury Festival, increasing the volume of users and impacting everyone. To keep Somerset road users safe and on the move we have a statutory Network Management responsibility, supported by our [Transport Asset Management Plan](#).

The highway is not just about the roads, there are also significant assets that are often hidden in plain sight, such as streetlights, bridges, crossings, traffic signals, drainage, hedgerows, verges, signs and road lining. These also contribute to the safety and efficiency of our network and have climate and biodiversity considerations as well.

We continue to work with our contractors, suppliers and project managers to ensure everyone who operates on our highways understands and improves their role in reducing and eliminating (where possible) their negative environmental impacts. Going forward we want to be more innovative in our network operations, including trialling changes, investigating new approaches and using new technology.

Safety

Safety is integral to our delivery and we have adopted a Safe System approach. The vision for Safe Roads in Somerset is that no road user should be killed or seriously injured on the roads of Somerset. The key components of a safe system focus on four areas of approach:

- Safe road users
- Safe roads and roadsides
- Safe speed
- Safe vehicle, and
- Post crash care

Transport Modes

Somerset's transportation network is not just about roads, it must respond to the different types (modes) of transport. A priority for Somerset is Active Travel, but personal transport (motor bikes, cars, vans etc), rail, buses and freight must be balanced across the network. All modes should be supported in alignment with the Safe Systems approach identified above.

Active Travel

Active travel is not just walking and cycling, it covers horse riding, scooters, wheelchair users and mobility vehicles etc. In recent years the Government launched a major change in cycling and walking with new policy encouraging greater investment. Active Travel England (ATE), a government body, was set up to set out active travel standards, work with planning and provide funding. We have been successful in our bids, which have generated more income, but have often been challenged with delivery. We have also found the ATE funding and delivery model is heavily biased towards urban schemes and does not help to bring about a cohesive network in more rural areas. We will:



Work with internal and external partners to speed up delivery of active travel networks both on and off highway.



Deliver a balanced programme of activities that support both rural and urban active travel; for example, route selection, interventions to increase safety, behaviour change that encourages more people to use active travel.



Be more innovative in our approach to delivering active travel with local communities taking the lead, such as the Strawberry Line.



Engage with developers to deliver more infrastructure and provide funding to reduce car dependency for new developments.



Lobby ATE and Government to change funding away from annual competitive bidding to a longer-term funding stream that enables delivery; as well as bringing greater funding for rural schemes.



Support electrically assisted bicycles and improve secure and well-placed cycle parking.

Equestrian

Horses are ridden on some of Somerset's highways, rights of way and bridleways; they require consideration as set out by the Highway Code. Whilst horse riding is not considered a form of transport in the standard template of journey types, it is an important leisure activity in our rural areas, that has health, wellbeing and economic benefits, requiring cooperative management where it interacts with other transport modes and users.

The statistics on collisions between horses and vehicles, reported to the Police, are very low and the majority are not serious. Data shows that most are horses being spooked due to a motor vehicle. However, it is important to ensure all road users are educated on sharing the highway and be aware of the risks involved to help reduce incidents.

Therefore, where appropriate, the interaction between equestrian activities and other road users will be considered and accounted for when delivering both policy and infrastructure relating to transport in Somerset.

Rail

Somerset is served by a limited network of cross-county and branch railway lines that enable residents and visitors to travel within Somerset and to larger urban areas. We will work continually with our rail partners, both national and local, to enhance Somerset's rail offer, including or aims of:



More stations and improved accessibility at existing stations; for example, new stations at Wellington and Langport station, and improvements at Castle Cary station.



New and improved services, including improvements between Castle Cary and Yeovil, a new service from Taunton to Bishops Lydeard and on to Minehead, as well as protecting the heritage West Somerset Railway.



Improving rolling stock and introducing more electrification.

Buses

In Somerset most of the public transport journeys, especially locally, is by bus. The Bus Service Improvement Plan (BSIP) is our document that fully addresses our bus aspirations for the Somerset. Working with operators and Government we will aim to:



Improve bus reliability, journey times and increase frequency.



Obtain funding and improve contracts to increase bus coverage and improve the quality of buses.



Improve safety and accessibility for our users through better shelters, kerbs, lighting and travel information.



Introduce more mobility hubs supporting our Demand Responsive Services (DRT) such as Slinky to connect more people in isolated locations.

Our full bus aspirations are covered in our [Bus Service Improvement Plan](#), available here: [The National Bus Strategy – Bus Back Better](#)

Freight

We will continue to lobby Government and work with our regional partners, particularly Peninsula Transport (our sub regional Transport Body) to deliver safe, reliable and efficient delivery of goods that supports and grows our economy, unlocks potential, but also helps to reduce emissions. We will also work with all bodies to move more freight by rail and work with the industry to improve safety and reduce conflict with vulnerable road users. We will also look at how we can encourage cycle freight in areas where it is appropriate.

Car

Due to its dispersed nature Somerset is reliant on personal transport, such as the car, for most journeys. Unfortunately, these journeys are single occupancy or for very short distances, this is not sustainable travel – contributing much more to pollution and carbon, congestion and noise pollution than most other modes. Reliance on the car can reinforce isolation and deprivation as public transport use declines.

We recognise, however, that for many it is the only option, and we will continue to work with communities and businesses to develop more opportunities for more sustainable methods of travel. We will look at how we can improve car sharing and mobility hubs, work with public transport to improve services and build a more resilient and connected walking and wheeling network.

We recognise that the road network functions across many transport modes and it is essential to keep the condition of our network in good order. There are many issues that will affect our ability to address all maintenance; we rely on Central Government funding for highway maintenance and improvements, this has traditionally been limited. We are also facing increasing pressures due to climate events such as extreme temperatures, flooding and high winds.

Much of our road network are rural lanes and single carriageways, we will endeavour to maximise the road network to help all vehicles. We will also continue to work with National Highways on the routes they control to ensure disruption is managed efficiently.

Coaches and taxis

The coach service is a privately run business, whether for national or local trips. Coaches are a cheaper alternative to rail for longer distances and our local coach businesses provide school transport, transport for groups and social opportunities. We will continue to support the industry and the work they undertake.

In some of the tourist destinations where coach trips are significant, the pressure on providing space for parking coaches is sometimes problematic. This is compounded by the seasonal nature of the business. We will investigate ways to support the tourist economy and provide parking that is flexible.

Taxis and minicabs are regulated and licensed through the Council's licensing team. We will continue to work with, Local Community Networks and the industry to ensure taxi ranks are part of the highway network and help in the transition to low emission vehicles.

2.1 Partnerships

Peninsula Transport

Our network is not just within Somerset's borders; it is also affected by traffic that passes through the county from and to our neighbours. Our strategy will also affect them.

Improvements and change can better be coordinated through a sub-regional approach. We are an active member of Peninsula Transport the Sub-regional transport (STB) body for Cornwall, Devon, Plymouth, Somerset and Torbay.

The body works to deliver transport improvements at a strategic level through their regional strategies such as the Regional Transport Strategy, EV Charging Strategy, Rural Mobility Strategy and Freight Strategy with overall objectives for easier journeys, moving to alternative fuels and connecting the network.

They also ensure strategic private sector and business groups can contribute through working groups. By working together regionally, we'll have a stronger voice when speaking to government, helping ensure the needs of Somerset and the wider regions are better understood.

Digital

Our lives have moved into a more digital and online world. This has significant benefits for transport: from more efficient engines, Digital Demand Responsive Transport, real time traffic information, route planning and working from home. Greater access to the online network has significant impacts on economic growth and for businesses to decentralise from major cities.

The benefits of a digital world can help reduce the number of vehicles on the road via home working, or improve scheduling and routing of buses and trains, or improved signalling for traffic lights reducing dwell times and smoothing traffic flow. All of these will improve our air quality and help build a more resilient network.

We will continue to support improved access to the internet, with faster speeds across the county. We will also support the improvement of our mobile network coverage in rural areas that will help both residents, businesses and transport providers. We will work in partnership with digital, telecom and transport service providers to facilitate these improvements.

Economic Development

The new Somerset Economic Growth Board provides the opportunity for Somerset businesses to collaborate with the Council, business representative organisations and other stakeholders to shape the economic future of Somerset based on local need. The Board will act as the 'business voice' into the Council providing invaluable business-led insights on the local economy helping us to build on our existing intelligence to shape current and future economic planning.

The Board will drive forward economic prosperity in Somerset by overseeing the development and implementation of a new Economic Prosperity Strategy for Somerset and will work with us to influence national policy and secure funding for Somerset, in line with the

Strategy's priorities. We will work with the Board to understand the transport needs for economic development and help provide advice and support, and where feasible delivery of schemes.

Devolution

The Government in its White Paper on 16th December 2024 outlined the case for devolution across the whole of England. This will include Somerset. This is the first step in the process of establishing regional authorities with greater power and control. The full process of this paper through Parliament and implementation will take a year or two.

We will work with Government, our neighbouring councils and internal colleagues to ensure transport is given the appropriate level of focus and priority in devolution discussions and agreements. We will champion transport in Somerset in all discussions and negotiations.

Local democracy

Across the County there are numerous locally based democratic bodies, parish and town councils. These are valuable to our transport plans as they have in depth local knowledge of both the local situation and need.

In addition, Somerset has set up Local Community Networks (LCN). They're about engagement and improving outcomes for residents through establishing strong connections between Somerset Council, our communities, businesses and our partners. There are 18 LCNs, covering every corner of the new local authority area.

We will continue to work closely with the parish and town councils and build on the existing connections we have made through LCNs to help deliver transport according to local need, whilst balancing this with resource and county-wide demands.

3 Somerset Council Vision

The starting point for our transport vision was the overarching vision set by our councillors and executive leadership when the authority was formed in 2023. This vision is set out below.

Vision: "Somerset Council will build a fairer, greener, resilient, more flourishing Somerset that cares for the most vulnerable and listens to you."

The **key priorities** for the new Council are:

- A Greener, More Sustainable Somerset
- A Healthy and Caring Somerset
- A Fairer, Ambitious Somerset
- A Flourishing and Resilient Somerset

The priorities are underpinned by a set of **core principles** that will guide all our work and daily interactions:

- A responsible council that acts with integrity
- A listening, empowering council
- A council with evidence-based and open decision-making
- A collaborative council
- An enterprising council

From this we undertook evidence collection, looked at current and predicted patterns and took a practical approach in understanding potential growth in the county.

4 Somerset's Transport Vision and Objectives

The vision for transport in Somerset is:

Somerset Council will build a fairer, greener, resilient, more flourishing and connected transport network. We will enable growth and investment, greater choice, improved reliability and safety to help deliver more pleasant, healthier and active places for our communities.

The LTP puts people and place at the centre of its vision. We are moving away from car dominated priorities and creating a more balanced approach that seeks to ensure growth and bring about change through setting out how we would like the future of Somerset to operate. We will develop and maintain our infrastructure across the county based on the principles identified in this Local Transport Plan.

The LTP will focus on sustainable options and demand management across our network, with existing streets, communities and new developments prioritising health, wellbeing, safety and the environment to create better places that reflect local people's needs.

The themes and objectives for this LTP incorporate the Department for Transport, Department for Environment, Food and Rural Affairs, Peninsula Transport and Somerset Council's priorities as identified in the Council Plan and strategies being developed such as the Local Plan, Economic Growth Strategy and Climate Strategy. The themes and objectives for the LTP are:

Theme	Objectives
Sustainable First Choice	<p>Deliver a walking, wheeling and cycling county by growing the network of attractive routes and street designs that prioritise people.</p> <p>Provide everyone with a wider range of travel choices so that people have more flexibility and choice over how they travel, supported through better information and behaviour change activities.</p> <p>Improve the number and quality of bus and rail routes and schedules to increase sustainable travel.</p> <p>Prioritise sustainable new development that puts the principles of the LTP at its heart.</p>
A Great & Healthy Place to Live	<p>Safer streets for all, with a target of 50% reduction in those killed or seriously injured (KSIs) on Somerset's roads by 2030. (Implement road safety strategy)¹</p> <p>Provide safer access to schools so more children and young people can walk and wheel to school.</p> <p>Provide people with better opportunities to become healthy and active to improve people's physical and mental wellbeing.</p> <p>Build on Somerset's ecology and heritage to improve access to green space, recreation and tourism.</p>
Reduce Environmental Impacts	<p>The LTP enables the transition towards Central Government's target of net zero transport by 2050.</p> <p>Enable cleaner air and deliver electric vehicle charging infrastructure to increase zero emission vehicles uptake.</p> <p>Work with partners to deliver Somerset Council's Climate and Ecology Visions and Local Nature Recovery Strategy to improve nature, encouraging biodiversity and embracing the county's rural character.</p>
Reliable & Resilient Network	<p>Provide a well-maintained network that respond well to weather events, enabling people to safely travel around the network.</p> <p>We will work with partners to protect and enhance strategic connectivity to and through the county and to implement changes that increase the reliability of public transport.</p> <p>We will work with partners to build greater economic and development opportunities through a better connected and more resilient transport network</p>

¹ Subject to review

Measuring Success

To monitor the progress of the LTP, we will create a detailed monitoring and evaluation plan. It is expected that this will be developed around a number of metrics and targets, including:

Theme	Objective	Metric(s)
Sustainable Choice	Deliver a walking and wheeling county	Amount of funding secured to deliver walking and cycling improvements Km of low traffic route delivered.
Sustainable Choice	Sustainable Development	Percentage of trips from new developments by non-car modes with bespoke place-based targets.
Sustainable Choice	More travel choice	Use of the census travel to work data to understand the mode split by place type with bespoke targets for each area.
A Great & Healthy Place to Live, Work and Visit	Safer access to schools	Proportion of active travel trips to schools with bespoke place-based targets.
A Great & Healthy Place to Live, Work and Visit	50% reduction in KSIs by 2030	Target to half the number of KSIs from - 168 in 2022 to - 84 by 2030 ²
A Great & Healthy Place to Live, Work and Visit	Healthy and active residents	Increasing the number of - active adults from 70% in XXXX - active children from 50% in XX ³
Reduce Environmental Impacts	Net zero transport	Reducing carbon emissions from transport - from 1.5 MtCO2 in 2019, - to 0.91MtCO2 in 2030
Reduce Environmental Impacts	Increase zero emission vehicles	Number of zero emission vehicles registered across Somerset.
Reduce Environmental Impacts	Cleaner Air	Monitoring the annual NO2 and PM2.5 concentrations at key locations across Somerset
Reliable & Resilient Transport Network	Well-maintained network	DfT Road Conditions data
Reliable & Resilient Transport Network	Reliability of public transport	Improving public transport punctuality - from 80% in 2023 - to 90% in 2030.

In addition to the countywide metrics, we recognise that parts of the county function in different ways and so it is proposed that several place-based targets will also be identified.

² Subject to on-going review

³ Currently being evaluated

5 Developing our Strategies

Transport extends across many areas of Council business, we have discussed specific modes in earlier chapters, however the LTP needs to be responsive to the different needs across the communities it serves. Our strategies have been set out based on the transport vision's themes and objectives. The strategies fall into two categories:

- Strategies across Somerset. This is where interventions and activities are common to a wider area than a place type. It doesn't necessarily mean every place will receive these at the same time or at all, but the strategy covers an area larger than one location. There has also been an approach that seeks to differentiate between the needs of rural areas and urban areas.
- Place-based strategies. We have determined 7 distinct place types across Somerset. These have different needs and requirements, rather than a 'one size fits all' approach, we have tailored our interventions and activities to respond better to the communities in each place.

We have designed our strategies to help change the transport landscape across the county. They respond to specific issues or pressures that will affect priorities and our ability to deliver. These are:

- Strategic and local needs.
- Current and historic infrastructure - this is the structural realities that may prevent certain actions, such as drainage, cables, levels etc.
- Safety and equality.
- Climate, environmental and ecological intentions and pressures.
- Financial and resource constraints.
- National and regional priorities.

Some of our strategic interventions are based on different modes of transport: rail, bus, cycling etc., as detailed earlier. Others are interventions that are either processes, service-led or ways of delivering, these are explained below. The LTP does not identify specific infrastructure, this will be the next stage where we will implement the Decide and Provide process identified in the first chapter.

Shared Mobility Services

Shared mobility services, such as car, bike and e-bike clubs, scooters and mobility vehicles hire schemes are a great way for people to access alternative modes of transport without the commitment and initial outlay costs. For example, easy access to nearby hire-vehicles (car clubs) has the potential to replace a second household vehicle as well as providing access to newer and environmentally cleaner vehicles. Services such as shared bikes can help connect public transport services or create sustainable options to access a public transport

hub (known as first mile/last mile journeys). For these options to be successful a Somerset-wide strategy will be required, and work is already beginning in this area.

Mobility Hubs

Mobility hubs are places where people can access a variety of transport choices, such as rail, coach, bus, bikes, e-bikes, scooter, e-scooter and mobility vehicles etc. They can vary in size, facilities and transport choice offered but will be at key locations that allows easy transition between transport mode and services. To maximise the **connectivity** and potential of mobility hubs there will need to be a carefully considered network both within settlements, across Somerset and to enable longer distance travel outside of Somerset. Several hubs are currently in progress but how these hubs will operate and be maintained to ensure they deliver our LTP objectives is still in development.

Electric Vehicles

A large **shift** to electric vehicles (EV) is one of the biggest wins for reducing transport derived carbon and improving air quality within Somerset. This is especially true for many longer rural journeys where public transport is less frequent and active travel is not always a viable option. The transition to electric vehicles is well underway, but there are barriers to potential owners including expensive initial costs and difficulty in home charging where dwellings do not have off-road parking. We will ensure that our delivery of charging creates equity across different users, property types and locations.

Developments and incentives through the EV industry will deliver much of the transition to EV but where we can influence its uptake we will. Somerset's EV Strategy broadly outlines how we plan to do this and includes planning policies, working with regional partners such as Peninsula Transport and through bidding for funding to improve EV charging infrastructure. The EV Strategy will continue to be updated during the lifetime of this LTP to ensure it moves with the rapidly changing market.

Active Travel

Walking and wheeling will be a significant part of delivering our ambitions within this LTP, both in our urban and rural communities. Active travel journeys are hugely important, providing not only access to education, employment and services but also providing independence for those who don't have access to a car or those with limited mobility. We recognise more people want to undertake active travel but do not feel safe. We will work collaboratively across the council to ensure we build infrastructure and deliver better information to improve safety.

We recognise that the needs of active travel differ between urban and rural areas. Whilst the volume of users may be significantly greater in urban areas and the potential for modal shift is higher; active travel in rural areas will still deliver a huge benefit - improve connectivity, access to the countryside and improved health outcomes. We consider active travel in rural and urban settings as equally important and can deliver transformation change for all our communities.

We recognise that active travel routes and improvements can often be more successful through community delivery. We will support development of community led off-road routes, such as the Strawberry Line and Steam Coast Trail, that provide vital connections, leisure opportunities and experience for those new and returning to active travel.

We will work with our Local Community Networks (LCNs) to understand the specific needs of all local communities, assist in planning ways to improve active travel, support them with infrastructure and behaviour change initiatives to increase usage. These plans will be developed, in conjunction with other plans and policies such as the Rights of Way Improvement Plan (RoWIP), in a connectivity plan that will be produced after the LTP has been adopted.

Parking

Parking is a divisive and sensitive topic, with large differences of opinion; but, it is an important transport planning tool that can support how a place functions and how a place can feel. Appropriate parking policy can help remove traffic, enable deliveries, support bus services and improve walking and wheeling journeys, while still enhancing economic viability. It can free up space to provide closer parking for those with greater need and for the provision of EV charging infrastructure and shared mobility options. Using evidence to understand parking need in specific locations and development opportunities can also create more efficient and pleasant places and better land use.

How parking is managed will be different in different locations to ensure it supports the needs of the people and place. Under the framework of this LTP and a future parking strategies, we will work with our local partners to ensure parking fulfils both its local and strategic needs, whilst ensuring we are able to deliver the change required to fulfil our air quality and carbon commitments.

Road Safety

The safety of our residents and visitors is extremely important to us and will always be a priority. We wish to continue the trend of reducing the number of people injured and killed on Somersets roads – a reduction of 25% over the last 10 years. We have taken and will continue to take a **Safe Systems** approach that seeks to prevent people being killed or seriously injured because of a road traffic collision. Our Road Safety Strategy is being updated to express how we aim to do this. The main areas of focus are:

- **Safe Road users**, continued work on behaviour change and education for drivers, riders and vulnerable road users to travel safely and within the law, including providing cycle training for children to encourage safe active travel.
- **Safe Speeds**, including appropriate speed limits on routes with identified collision histories, and in urban areas.
- **Safe Roads**, including targeted measures at locations with a collision history, to improve safety and reduce fatal and serious collisions.
- **Safe Vehicles**, including education, maintenance, fleet operational safety, support for safe vehicle selection, agricultural vehicle safety, and new technology.

- **Post Crash care**, working in partnership with the NHS and emergency services including sharing data to reduce casualties and the impact of collisions, and support the victims of road collisions.

Planning and Land Use

Spatial planning and working with Developers will be an important part of delivering the vision set out in the LTP going forward. Somerset Council is in the process of developing its first Local Plan as a unitary council and the LTP will significantly feed into this spatial planning process.

Since becoming unitary we have developed a series of guiding principles ([Transport Planning Policy Guiding Principles](#)) which set-out our overall approach to both transport planning and development planning where, how and when new development should come forward, recognising the strong links between transport, connectivity and creating great spaces.

These principles have been further developed within [Creating Places for People](#) which establishes a set of key placemaking principles. The idea is to steer new development in Somerset towards creating attractive and high-quality environments which will deliver the vision of this LTP and the developing Local Plan.

We have also produced a Decide and Provide policy that our Highways Development Management team will use to help respond to planning applications. This is complemented by the Travel Plan Guidance. These two documents are out for consultation alongside the LTP.

Digital

The use of digital technologies has the potential to both reduce the need to travel by accessing services or employment online and to unlock additional travel choices and providing information and education on range of travel options available, such as through Digital Demand Responsive Transport (DDRT) or accessing bus timetables and journey planners, such as Think Travel. As we continue to shift towards a digital future, all residents should have quality access to online services.

We'll work with partners to ensure Somerset has the best services possible as well as providing initiatives such as digital access training and ensuring our digital content is provided in accessible formats.

6 Strategies across Somerset

Our LTP shows the strategies we will seek to implement in the various areas of Somerset. They will relate directly to the four key themes identified in our vision:

- Sustainable first choice
- A great and health place to live, work and visit
- Reduce environmental impacts
- Reliable and resilient transport network.

We will then set out the deliverables that relate of these in the text below. As we progress through the place types, different policies or strategies will be prioritised. This will enable us to ensure we are more locally focussed and that we provide a transparency in what we will address for these communities.

Finally, the last section summarises the actions and interventions that we will aim to undertake during the life of this LTP.

We start with the strategies that affect the whole of Somerset.

Strategies across Somerset

Sustainable First Choice

- Develop a long-term maintenance investment strategy for active travel infrastructure.
- Align forward maintenance program to deliver active travel opportunities.
- Delivery of priority routes and schemes identified in place-based LCWIPs.
- Delivery of new and improving strategic multi-use trails for wheeling, walking and equestrians, such as the Strawberry Line, Steam Coast Trail and Stop Line Way.
- Empower communities to develop and deliver active travel links.
- Secure improvements to active travel and public transport services through the planning system.
- Provision of convenient and secure cycle parking in town centres and key destinations.
- Develop EV charge point infrastructure that responds to evidence of need and within the remit of government expectations.
- Invest, innovate and improve the scale and scope of public transport, in partnership with operators.
- Develop a network of shared services, such as car clubs, scooters and bicycles and bring forward mobility hubs across the county.
- Work with the rail sector to improve service, facilities and improve interchanges with sustainable transport.

A Great and Healthy Place to Live, Work and Visit

- Speed limit review.
- Implementation of road safety strategy to significantly reduce numbers of people killed or seriously injured on our roads.
- 20mph settlements for communities that want it.
- Continued promotion of safe road use through education campaigns (such as the Fatal Five) and cycle training for children.
- Work with the police and other agencies to encourage safe speeds and behaviours.
- Somerset safer access to schools' strategy and delivery of school streets.
- Place-based parking strategies to manage demand, prioritise public transport, active transport and local priorities.

Reduce Environmental Impacts

- Reduce carbon in the maintenance and construction of the highway network.
- Upgrade and enhance, or where appropriate remove, traffic signals.
- Work with partners to reduce noise and environmental impacts of the Strategic Road Network.

- Update of Streetlighting network to a more environmentally acceptable standard of type, location and operation.
- Support bus and rail operators in switching to lower emission alternatives.
- Explore opportunities to improve biodiversity and/or reduce maintenance costs through new approaches to delivery.
- Test and trial innovative new technologies where appropriate across the network and operations.

Reliable and Resilient Transport Network

- Delivery of road safety improvements at target collision locations.
- Update of Highway Asset Management Plan.
- Prioritise maintenance of A, B and C classified routes.
- Develop a Resilient Network Plan for a range of highly disruptive events.
- Implement bus priority where appropriate to ensure reliable services.
- Review spending and priorities for on-street Parking Account.

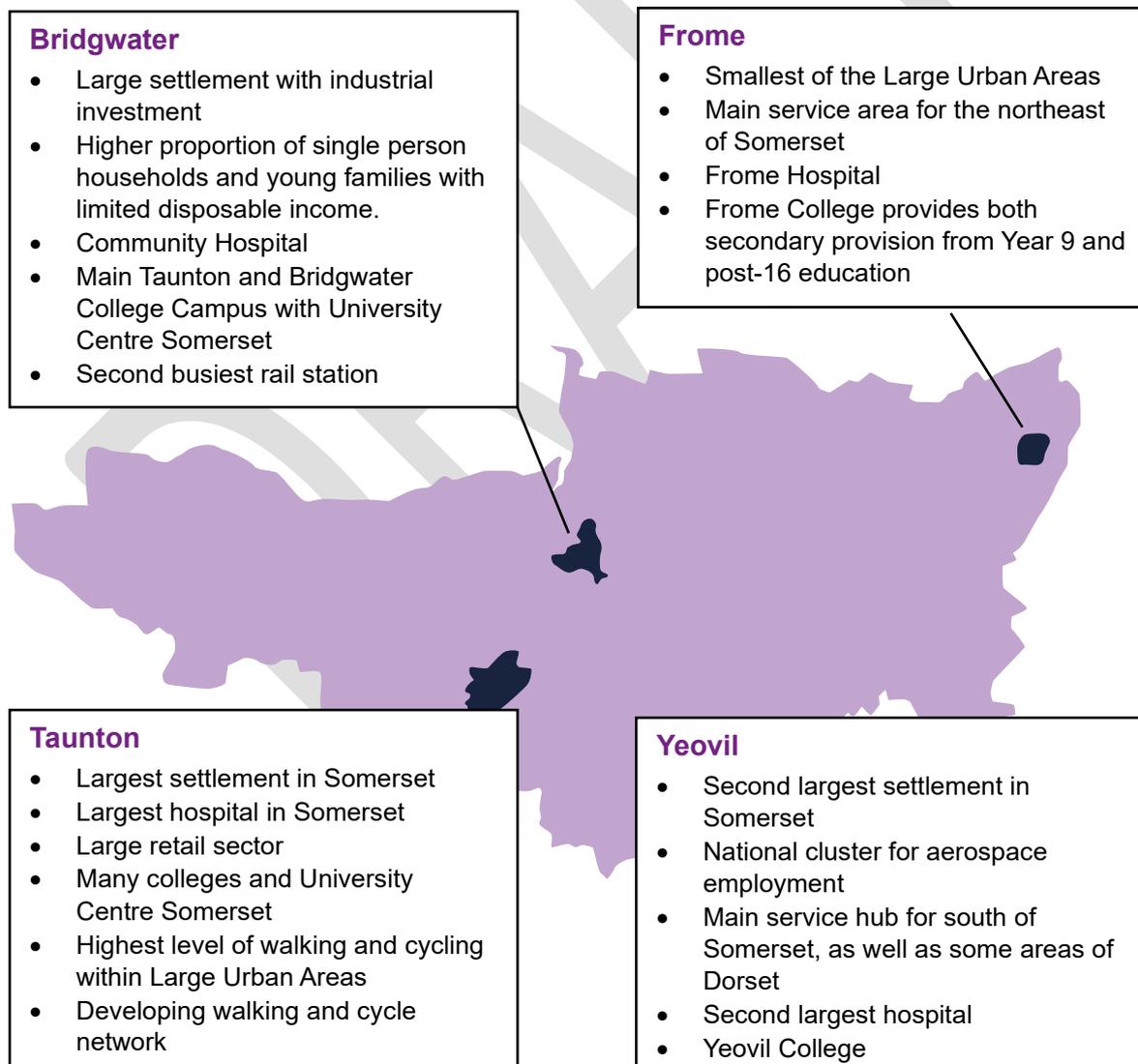
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7 Larger Urban Areas

Taunton, Bridgwater, Yeovil and Frome are the largest urban areas in Somerset and account for approximately a third of Somerset's population. The towns have a variety of facilities and are the primary service, employment and retail centres for those living locally and in the surrounding areas. They are all strategically and economically significant with important rail and road connections and major industries located and investing in the areas.

Each town has significant commuter catchment area, but also a high proportion of people living and working within the area. They have significant potential for increasing walking, cycling and public transport use and replacing short single vehicle journeys with more sustainable choices.



The **Strategy for Larger Urban Areas** includes the following:

Sustainable First Choice

- Bus priority corridors and improved bus journey times.
- Expansion of capped bus fare scheme.
- Improved bus services to hospitals, providing services for shift worker, that enables the catchment area of staff and users more choice.
- Explore opportunities for hourly rail services (between Frome and Bath, Yeovil and Taunton, and Taunton and Wellington) as well as supporting communities to bring forward infrastructure plans (e.g. Taunton to Bishops Lydeard)
- Roll out mobility hubs at key locations to improve travel choice and connectivity.
- Improved bus/rail/active travel interchange to enhance multimodal sustainable travel.
- Enhance and expand shared car network.
- Ensure zero and low carbon travel options to and from new strategic developments connecting town centre and significant destinations.

A Great and Healthy Place to Live, Work and Visit

- Reduce the dominance of motor vehicles and through traffic in town centres.
- Create space for public realm and people focused improvements.
- School street schemes and reduced traffic around schools.
- Delivery of LCWIP priority Active Travel routes.
- Road safety improvements, including 20mph speed limit expansion, route improvements and reducing vulnerable road user collisions.
- Delivery of High Street Improvement Schemes and supporting town centre regeneration plans

Reduce Environmental Impacts

- Learn the lessons from e-scooter schemes, and where possible provide for them.
- Develop shared bike and e-bike schemes.
- Developing EV charging infrastructure for residences with no off-street access.
- Seek to address air quality exceedances in Yeovil and Taunton.
- Transition to EV buses.
- Town centre freight strategies, to reduce impact of freight and loading activities.

Reliable and Resilient Transport Network

- Align forward maintenance program to deliver active travel improvements.
- Protect and enhance journey time and frequency of park and ride services.
- Car parking reviews to support sustainable transport, town centre economy and disabled parking.
- Connectivity plans to strategically link to and within the largest urban settlements.

8 Linked Towns

The linked settlements are **Wells, Glastonbury Shepton Mallet** and **Street**. Collectively these account for 10% of Somerset's population. Each town is home for 8,000 to 12,000 residents and each offers a unique charm. The Mendip Quarries also make up an important part of the local economy.

We have linked these settlements as they make up one travel to work area, with over 50% of residents working in either the same area or another linked town, rising to over 65% in Street. Residents and visitors often travel between the towns to access their daily needs and some of these shorter trips could be walked, cycled and/or made by bus. Households have an average of 1.5 cars, which increases for households in the nearby rural areas.

Encouraging behaviour change with shared travel options could provide a new opportunity that is a cost-effective alternative to multiple car ownership.

There are higher than Somerset average serious injury collisions within these areas, but the historic layout and network of narrow streets mean there are more constraints on infrastructure changes. Measures such as reducing vehicle dominance, providing more pedestrian and cycle crossings, lowering speed limits and reducing HGVs could significantly improve both road safety general quality of life.

Glastonbury

- Strong cultural, tourism and heritage function with Glastonbury Tor and Abbey
- Glastonbury Festival hosted in nearby Pilton which transforms the area for one month a year.
- West Mendip Community Hospital

Shepton Mallet

- Strong agricultural function
- Home to Royal Bath and West Showground
- Glastonbury Festival hosted in nearby Pilton which transforms the area for one month a year.
- Shepton Mallet Community Hospital

Street

- Village with industrial heritage
- Largest population of the linked settlements
- Home to Clarks and Clarks Village
- Strode College offering a range of post-16, apprenticeship and high education opportunities.
- Increased bus Typically, younger population than other urban areas

Wells

- One of the smallest cities in the UK
- Strong heritage and tourism with the Cathedral and Bishops Palace
- Variety of cafes, restaurants and boutique shops
- Independent prep, secondary and sixth form school

The **Strategy for the Linked Settlements** includes the following:

Sustainable First Choice

- Deliver a strategic active travel network between the linked towns and surrounding area, focusing on the A39 and Strawberry Line.
- 15-minute bus frequency corridor, improved bus stop facilities (particularly along the A39 corridor) with real time information, cycle parking and Wi-Fi.
- Explore shared transport options and introduce Mobility Hub at key locations.
- Improve quality of the public realm in settlements centres, including crossing upgrades, wayfinding and cycle parking facilities.
- Work with local communities to identify and deliver local priorities for walking and wheeling.
- Introduction of safer speeds to improve road safety, including 20mph towns.
- Reduce the speed and volume of vehicles on the school run and around schools using School Street principals.

Reduce Environmental Impacts

- Work with private sector to deliver EV charging at hubs at key locations, as well as EV charging infrastructure for people without off-street parking.
- Reduce dominance of vehicles and through traffic in town centres to improve safety and create cleaner air.
- Support regreening and enhance biodiversity in town centres.

Reliable and Resilient Transport Network

- Support the safeguarding of rail for freight movements, particularly on the mineral lines.
- Maintain active travel networks in and between the linked settlements, focusing on safety, vegetation clearance and explore feasibility of winter treatment.
- Journey time reliability enhancements to support bus services.

9 Coastal Towns

Somerset benefits from a large stretch of coast with three coastal towns,

- **Minehead**
- **Burnham-on-Sea** and
- **Highbridge.**

These towns are tourist hotspots, popular locations for retirement and often where new development is planned. Together these account for 7% of Somerset's population and have some specific climate related threats due to their coastal nature. The towns are also included in the National Trusts, King Charles III England Coastal Path.

Our attractive coastal towns are subject to seasonal variations in both population and economy. By working with partners and businesses, we hope to promote sustainable leisure travel and to deliver EV charging that meets the needs of locals and visitors.

Our coastal towns provide a vibrant economy based on tourism and holidays. We know that there is a thriving economy that uses the sea as a valuable resource for people visiting the area and local business that support fishing and pleasure boats. It is important that these areas continue to have access to the water and to enable deliveries and servicing.

There are high levels of walking and cycling to access work, services and leisure – Minehead has the highest levels of active travel in Somerset and Burnham-on-Sea and Highbridge benefit from the NCN33 active travel route that joins them with an aspiration to extend the route to Bridgwater.

Careful seasonal demand management could provide more space for businesses and tourism activities, further increasing walking and wheeling while also boosting the economy. In addition, town wide approaches to improving road safety would help create a safer, more attractive environment for all users.

New development presents an opportunity to provide EV charging as well as further walking, cycling and public transport links to and through the towns. In Highbridge, the public transport offers to and through the towns could be further enhanced improved railway station access, interchange facilities and cycle connections.

Burnham-on-Sea

- Two large holiday parks with access to the seafront
- Direct access to M5 and railway – railway station without step free access
- Bridgwater main service centre outside of the town
- Part of the wider tourism network for Brean and Berrow
- High collision rate involving pedestrians, cycles or older road users

Highbridge

- Older demographic
- More of a residential function than tourist
- Large concentration of business around Isleport.
- Direct access to M5 and GWR mainline - railway station without step free access
- Bridgwater main service centre outside of the town



Minehead

- Largest and most remote coastal town
- Multiple holiday parks, hotels, and B&Bs
- Community Hospital
- Taunton main service centre outside of the town
- Main service area in western Somerset, serves much of Exmoor – including the only secondary school in western part of Somerset
- Reasonably frequent bus service to Taunton via A39/A358 but has a long journey time due to number of settlements along that route that it also serves
- Highest percentage of walking and cycling in the county
- Served by the West Somerset Railway heritage line.
- Many people live and work within the town / surrounding area

The **Strategy for the Coastal Towns** includes the following:

Sustainable First Choice

- Improve bus services to Larger Urban Areas.
- Improve access to nationally strategic cycle routes (NCN33).
- Work with communities to improve active travel routes and promoted trails (such as the Steam Coast Trial).
- Deliver secure cycle parking at key locations and bus stops.
- Introduce town wide road safety improvements, such as safer speeds and infrastructure supporting active travel (particularly walking).
- Provision of step free access at Highbridge and Burnham railway station.
- Work with Rail partners to improve rail provision.

A Great and Healthy Place to Live, Work and Visit

- Improve public realm and pedestrian/cycle crossings in town centres.
- Explore and test opportunities for seasonal road space reallocation and low traffic streets to reduce traffic in town centre/residential areas.
- Develop coast to Bridgwater and Taunton strategic walking and cycling route.
- Review all parking to ensure it meets local and visitor need.

Reduce Environmental Impacts

- Implement EV charging hubs that caters for residential and visitor demand.
- Support digital access training for local communities.
- Work with organisations and stakeholders to promote sustainable leisure travel and tourism.

Reliable and Resilient Transport Network

- Safeguard and enhance safety and resilience at M5 junctions and strategic connections and junctions.
- Maintaining and improving the English Coast Path and links to it, for recreational uses.
- Upgrade of surfacing and lighting along NCN33 between Burnham & Highbridge, as well as junction and highway improvements for active travel.

10 Mid-sized Towns

The mid-sized towns of

- **Chard**
- **Crewkerne** and
- **Wellington**

are discrete towns in the southern part of the county, contain employment and education facilities, have significant new development potential, but also tend to face towards larger urban areas for many additional services and jobs.

Chard has the highest levels of self-containment with 50% of residents working in the town. Improvements to active travel facilities, especially crossings, footway along the main routes and access to the Stop Line Way (NCN33), would make walking an easier and more attractive way for more people to move about the town. There is no rail station and bus frequencies are relatively low and difficult to increase. Providing more convenient bus to rail interchange will be explored to improve access to rail for longer distance trips.

Crewkerne benefits from a railway station with services to Yeovil, Exeter and London Waterloo. However, the out-of-town stations in Crewkerne and Yeovil means that rail plays a limited role in local travel, but could be improved with active travel options, particularly e-bikes. Semi-regular bus services between Yeovil and Crewkerne provide a more attractive sustainable travel offer and enhancing access to these and other local facilities will be explored.

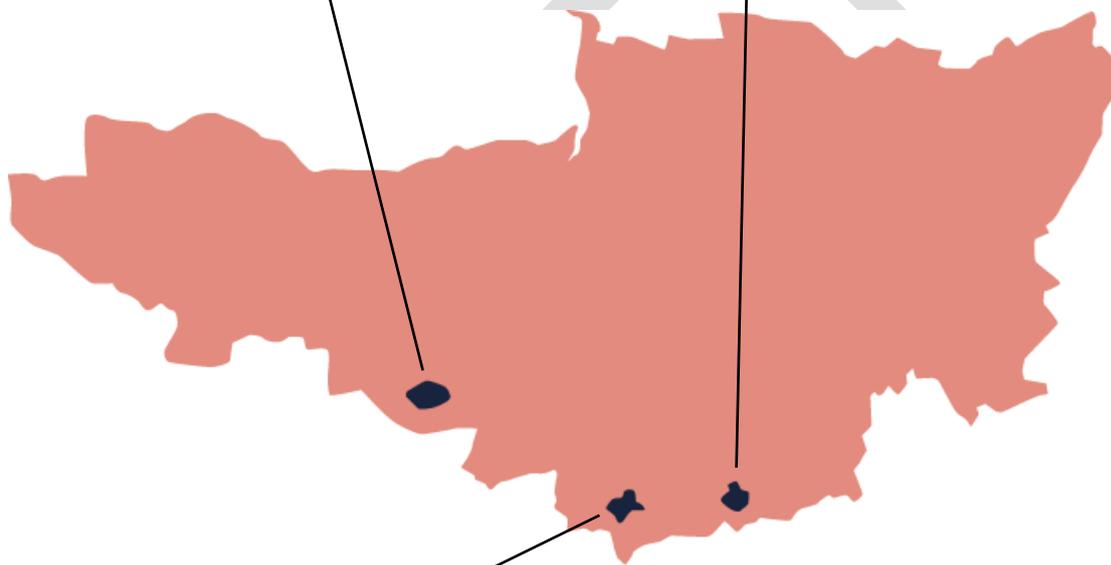
Wellington is a focus for growth and increasing population will help to support local shops and amenities. However, the town centre is centred around a crossroads that is susceptible to relatively high traffic and HGV flows as well as obstructive parking. The impact of the new train station and development opportunities will mean that there will be a chance to look at the wider transport network in and through the town that will provide new sustainable travel opportunities.

Wellington

- Faces towards Taunton for additional services
- New rail station
- Frequent bus service to Taunton
- 14,000 population.
- Strategic location with access to the M5 (M5 J26)
- Key site for new development
- Town centre constrained with high HGV flows

Crewkerne

- Faces towards Yeovil for additional services
- Smaller mid-sized town with population of 7,000
- 1/3 of residents work within the local area, 1/3 work in/around Yeovil
- 1 railway station located on the outer skirts of the town – offering services to Yeovil, Exeter and London
- Wadham 6th Form college



Chard

- Faces towards Yeovil for additional services
- Draw to Crewkerne, Ilminster and Axminster for employment
- 14,000 population
- Hospital A&E department for 12 hours a day
- Sixth form education available
- Highest amount of self-containment – 50% of residents live and work in the town
- Bus is the only form of public transport available – low frequency bus provision to Ilminster, Crewkerne and on to Taunton and Yeovil.



The **Strategy for Chard, Crewkerne & Wellington** includes the following:

Sustainable First Choice

- Delivery of Wellington Railway Station
- Better frequency and high-quality bus stops to the Larger Urban Areas.
- Develop active travel links to/from new development and local amenities.
- Improve connections to strategic active travel network.
- Upgrade key junctions to cater for pedestrians and cycles encourage safer travel.
- Delivery of LCWIP identified routes.

A Great and Healthy Place to Live, Work and Visit

- Identify local priorities and quick wins for improving active travel facilities across Chard, Crewkerne and Wellington.
- Improve the quality and locations of pedestrian and cycling crossings and footway facilities.
- Reduce dominance of vehicles in town centres.

Reduce Environmental Impacts

- Work with private sector to deliver EV charging infrastructure at local hubs and researching and assist in developing a network that meets government guidance.
- Promote the use of peer-to-peer charging networks.

Reliable and Resilient Transport Network

- Improve bus-rail integration as part of an integrated transport network.
- Protect and enhance safety and resilience at Strategic and Local Road Network and junctions.

11 Rural Somerset

Rural Somerset comprises the inland and coastal villages, hamlets and isolated homes across the county; it covers the largest geographical area in the county and is home to approximately 30% of the population. Rural Somerset has a more dispersed settlement pattern and challenging geography, from the hills of the Mendips and Blackdown to the lower lying areas of the Somerset Levels as well as coastal areas.

Data shows car travel typically accounts for three quarters of commuting trips, but 30% of trips start and end within the same area. A further 30% are from one rural area to another rural place. This highlights the interdependence of rural areas, creating a unique set of travel needs that are fundamentally different to urban areas.

Car ownership is high in Rural Somerset with on average 1.8 cars per household, this is unlikely to change significantly over the life of the LTP. Change will come from shared transport, electric vehicles and reducing travel demand.

Community and demand responsive transport services, such as the Slinky Service, are and will continue to be important for providing access for those in areas without public transport. We are aiming to introduce new vehicles and a more flexible digital booking process making it easier to use the service and improve integration with the existing public transport network.

Walking and wheeling are lower for day-to-day travel in the rural areas. There are a handful of high-quality traffic free routes and a network of Public Rights of Way (PRoW) that provide attractive leisure routes for the locals and visitors. Expanding and improving the network of traffic free routes and lowering speed limits through rural settlements will help to make streets and routes safer and support healthy lifestyles. Streets and routes with schools and/or where injury collisions have taken place will be prioritised.

There are wide variety of places across Somerset's rural areas, both in terms of the natural environment and the services and function that these settlements provide. To reflect these differences, rural place subcategories were established, which are:

- Primary Service Centres
- Local Service Centres
- Smaller Rural Centres

The **South West Rural Mobility Strategy**, produced in partnership with Peninsula Transport, provides a framework for developing bundles of interventions to suit different rural areas. Building on that strategy a bespoke approach has been identified and will be further developed to reflect the unique and interconnected nature of rural place types for Somerset.



Varied employment with range of small and medium employers



Large range of employment sectors many interlinked to supporting sectors such as energy, transport, agriculture and water



Many places experience seasonal demand with significant economic, visitor and travel demand fluctuations.



Rural roads have a disproportional level of serious collisions.



One third of Somerset's primary schools are in rural areas and many children live within a reasonable distance to walk or cycle, however there is often an issue with traffic around schools and a perception of safety.



Limited secondary and post-16 education, students more reliant on public transport or the school bus transport, where eligible, or parents to travel.



Low population densities leading to dispersed local services and lack of viable public transport services, leading to isolation for the young, less affluent or mobility impaired.



Rural residents typically travel longer distances compared to those in our urban areas.



Residents on the edge of the county need to travel to adjacent counties to access services.

The **Strategy for Rural Somerset** includes the following:

Sustainable First Choice

- Improve access to, waiting and parking facilities at railway stations, particularly for active travel modes and higher frequency bus corridors.
- Develop proposals for new railway station at Langport and Somerton.
- Implement and expand Digital Demand Responsive Transport (DDRT) services.
- Work with tourism and leisure industry to promote sustainable travel.
- Continue to work with operators and share knowledge and skills to maintain and enhance the provision of community transport services across Somerset.
- Delivery of new active travel and/or bus stop facilities through the planning system.

A Great and Healthy Place to Live, Work and Visit

- Completion of a traffic free or low traffic Strawberry Line and development of other rural trails, such as Somerset Circle, Steam Coast Trail etc.
- Prioritise routes with high numbers of collisions and KSI statistics for improved safety interventions.
- Work with local communities to identify, pilot and implement new schemes for walking, cycling and equestrian use and/or safer speeds to improve safety.
- Enable and support local communities to undertake street closures for local events to support local rural economy.
- Improve parking facilities in primary and local service centres.
- 20mph speed limits in rural settlements where desirable or to improve road safety.
- Delivering a good quality, well maintained Public Rights of Way network, as well as delivering more community-led active travel schemes.

Reduce Environmental Impacts

- EV charging through a mixture of on-street provision, council owned and publicly accessible car parks, such as village halls or employment sites, which could include charging for e-bikes.
- Support and promote Peer-to-peer charging.
- Increase availability and quality of mobile services to rural areas.

Reliable and Resilient Transport Network

- Explore opportunities to reduce traffic on rural lanes where a viable alternative exists and reduce maintenance demand.
- Promotion of real time public transport information in rural areas where feasible.

Primary Service Centres

The Primary Service Centres consist of:

- **Bruton,**
- **Cannington,**
- **Castle Cary**,**
- **Cheddar****
- **Ilminster,**
- **Langport,**
- **Stoke Sub Hamdon,**
- **Wedmore,**
- **Wincanton, and**
- **Wiveliscombe.**



(**Seasonal)

These settlements have been identified as a local hub providing a range of services, including primary and secondary schools, food shops and a doctor's surgery and supporting infrastructure, including some public transport. They play an important role in drawing residents in from surrounding areas and reducing the need to travel further afield. Some centres, identified with an asterix, respond to seasonal variations due to tourism.

The concentrated availability of services and higher population density means that some residents can walk or wheel to their local shops. In these location shared transport, Car Clubs and active travel routes are easier to deliver and where appropriate these measures will be considered.

These are also locations where public transport improvements can be most cost effective. Improvements to access, interchange and/or parking at railway stations, could help to provide new travel opportunities for residents travelling around Somerset and to neighbouring areas. Potential for a railway station serving Langport and Somerton will also be explored.

Primary Service Centres also have the potential to become hubs for public EV charge points for local and tourism use as well as locations for rural mobility hubs which are being explored with Peninsula Transport.

Focussed Strategy for Primary Service Centres includes the following:

Sustainable First Choice

- Improve access, where appropriate, to waiting and parking facilities, particularly for active travel modes, at railway stations and at higher frequency bus corridors.
- Develop proposals for new branch-lines and railway stations (Somerton and Langport).
- Implement and expand Digital Demand Responsive Transport(DDRT) services.
- Work with tourism and leisure industry to promote sustainable travel choices.
- Continue to work with operators and share knowledge and skills to maintain and enhance the provision of community transport services across Somerset.
- Delivery of new active travel and/or bus stop facilities through the planning system.
- Delivering a good quality, well maintained Public Rights of Way network, as well as delivering more community-led active travel schemes.

A Great and Healthy Place to Live, Work and Visit

- Encourage shared service points, such as social and health services within libraries etc.
- Enable and support local communities to undertake street closures for local events to support local rural economy.
- Review parking facilities to support area as a service centre.
- 20mph speed limit reviews and interventions to reduce collisions and injuries.
- Work with LCNs to identify priority areas of concern.
- Work with community groups to deliver community led schemes.

Reduce Environmental Impacts

- EV charging infrastructure through a mixture of on-street provision and in council owned car parks.
- Support and promote Peer-to-peer charging.

Reliable and Resilient Transport Network

- Promotion of real time public transport information in areas where feasible.

Local Service Centres

The Local Service Centres are:

- **Axbridge,**
- **Bishops Lydeard,**
- **Chilcompton,**
- **Coleford,**
- **Cotford St Luke,**
- **Curry Rivel,**
- **Dulverton**,**
- **Evercreech**,**
- **Ilchester,**
- **Merriott,**
- **Milborne Port,**
- **Milverton,**
- **North Petherton**,**
- **Norton St Philip,**
- **Porlock**,**
- **Somerton,**
- **South Petherton,**
- **Tatworth,**
- **Templecombe,**
- **Watchet**,**
- **Williton, and**
- **Woolavington.**



(**Seasonal)

Local Service Centres have been identified as providing some daily services, including a primary school and at least a food shop. Residents can typically access many of these by foot, but are likely to travel further afield, typically by car, to access other services, including secondary school and/or employment. Some Local Service Centres are closely linked to nearby urban area, such as Bishops Lydeard is to Taunton, while others are geographically more isolated, such as Dulverton.

Tourism and agriculture make up part of the local economy with many people working in seasonal jobs through the spring and summer months. This includes a variety of local businesses such as bed and breakfasts, cafes, and local tourist attractions.

Given the more remote nature of many Local Service Centres, these can be areas where leisure activities, such as walking, cycling and horse riding are more prevalent. Reducing vehicle speeds and piloting and implementing new approaches to improve the safety of rural roads will enhance these areas.

Similarly to the Primary Service Centres, these are areas that have a higher population density, making public charge point provision more suitable as well as potential locations for rural mobility hubs.

The **Strategy for Local Service Centres** includes the following:

Sustainable First Choice

- Improve access and waiting facilities on higher frequency bus corridors.
- Develop proposals for new railway station (Langport and Somerton).
- Increase branch line network, where feasible (Bishops Lydeard to Taunton).
- Implement and expand Digital Demand Responsive Transport (DDRT) services.
- Work with tourism and leisure industry to promote sustainable travel.
- Continue to work with operators and share knowledge and skills to maintain and enhance the provision of community transport services across Somerset and community car schemes.
- Development of rural mobility hubs

A Great and Healthy Place to Live, Work and Visit

- Work with local communities to identify, pilot and implement new ideas for walking, cycling and equestrian use and/or safer speeds to improve safety.
- Enable and support local communities to undertake street closures for local events to support local rural economy.
- Improve parking facilities in primary and local service centres.
- 20mph speed limits in rural settlements.
- Interventions to improve road safety on rural routes.

Reduce Environmental Impacts

- EV charging at key destinations, through a mixture of on-street provision and in council owned car parks.
- Support and promote Peer-to-peer charging.
- Increase availability and quality of mobile and internet services to reduce need to travel.

Reliable and Resilient Transport Network

- Explore opportunities to reduce traffic on interlinking rural lanes and reduce maintenance demand.
- Promotion of real time public transport information where feasible.
- Support local community transport groups.
- Work closely with LCNs to jointly deliver local transport needs.

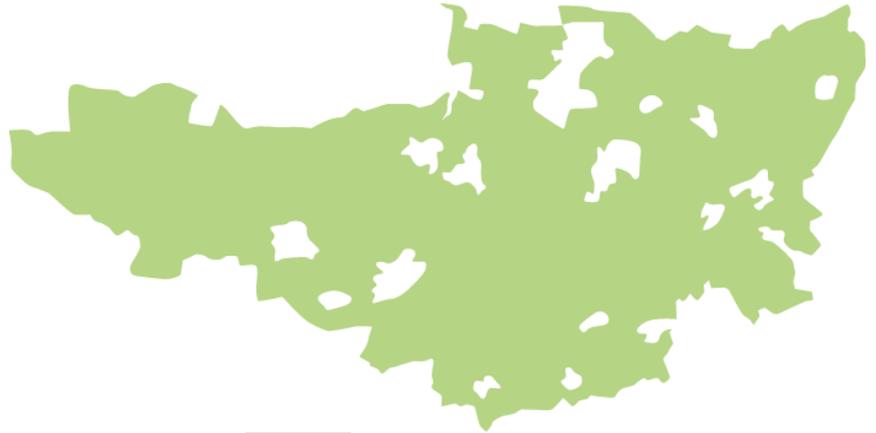
Smaller Rural Centres

Smaller Rural Centres are identified as the mainly areas with a residential function but with limited services available. We have split these into the following subgroups:

- **Connected Settlements** located on transport links including A or B roads, railway stations or bus services. Some may also be seasonal hotspots.
- **Small settlements**, all other rural settlements with a population of over 250 people and which mostly provide a residential function only.
- **Small Sites and Isolated Dwellings**, with a population of less than 250 people, including standalone sites, isolated dwellings and farmhouses.

Given the low population density and limited-service provision within these areas, improving digital access, and transitioning to electric vehicles will be key in decarbonising travel. The sharing of charging facilities, known as peer-to-peer charging, will play an important role in supplementing access to charge points in more isolated rural areas.

Improving access and/or facilities at locations with more frequent public transport represents the most feasible way of supporting travel by public transport.



Connected Settlements

Ashcott	Cossington	Mark	Pitney
Barton St David	Coxley	Martock	Puriton
Barwick	Creech St Michael	Meare	Rode
Batcombe	Croscombe Draycott	Middlezoy	Ruishton
Beckington	Dunster	Montacute	Shapwick
Binegar	East Brent	Nether Stowey	Shipham
Brent Knoll	Easton	North Cadbury	Sparkford
Broadway	Faulkland	Norton Sub Hamdon	Stratton on the Fosse
Brushford	Henstridge	Nunney	Timberscombe
Carhampton	Horton	Oakhill	Wanstrow
Catcott	Iton	Othery	Washford
Charlton Horethorne	Keinton Mandeville	Pawlett	Westbury Sub Mendip
Chewton Mendip	Kingsdon	Pilton	Westonzoyland
Chilton Polden	Lympsham	Pitcombe	Winsham

Small Settlements

Baltonsborough	Churchinford	Holcombe	Shepton Beauchamp
Butleigh	Combe St Nicholas	Kingsbury Episcopi	Stogursey
Charlton Adam	Combwich	Kingston St Mary	Stoke St Gregory
Charlton Mackrell	Ditcheat	Mells	Stoke St Michael
Chedzoy	Hinton St George	North Curry	



The **Smaller Rural Settlements** includes the following:

Sustainable First Choice

- Improve access to higher frequency bus corridors.
- Improve rural bus stops with provision for secure cycle parking at key sites.
- Implement and expand Digital Demand Responsive Transport services.
- Continue to work with operators and partners to enhance the provision of community transport and local community car schemes.

A Great and Healthy Place to Live, Work and Visit

- Work with local communities to identify, pilot and implement new approaches for walking, cycling and equestrian use and/or safer speeds to improve safety.
- Enable and support local communities to undertake street closures for local events to support local rural economy.
- Implement road safety improvements on rural routes to reduce collisions and casualties.

Reduce Environmental Impacts

- Support and promote Peer-to-peer charging.
- Increase availability of mobile services to rural areas.

Reliable and Resilient Transport Network

- Explore opportunities to reduce traffic on rural lanes and reduce maintenance demand.

12 Action Plans: 2025-2030

The LTP not only sets out the transport vision for Somerset, it should also include the actions that we have either programmed or are planning. These actions must deliver the objectives set out in the LTP and we will need to deliver with our stakeholders and partners in order to bring about the vision to which we aspire. It must be noted that not all of these actions are currently funded and are made in the absence of national guidance. Our vision and actions must be challenging and push the County to deliver transport to ensure the people and places in Somerset get the best possible outcome. We will revisit these actions annually to ensure they reflect the Government's national policy, funding arrangements and the evidence that develops over time.

Place	Theme	Measure / Intervention
Our Network	Sustainable First Choice	Annual Programme for delivering cycle parking in town/city centres and key destinations
Our Network	Sustainable First Choice	New and/or enhanced bus services to serve new development across the county
Our Network	Sustainable First Choice	Build a programme of behaviour change that promotes sustainable and safe travel
Our Network	A Great & Healthy Place	Road Safety educational campaigns to promote safe road use
Our Network	A Great & Healthy Place	Review of speed limits across the county
Our Network	A Great & Healthy Place	Road safety engineering and enforcement campaigns to reduce road casualties
Our Network	A Great & Healthy Place	Develop 'Safer Access to Schools' Strategy
Our Network	A Great & Healthy Place	Delivery of School Streets
Our Network	A Great & Healthy Place	Bikeability training for school children and adults
Our Network	Reduce Environmental Impacts	Reduce carbon emissions from highway maintenance contract
Our Network	Reduce Environmental Impacts	Upgrade of lighting on the highway network
Our Network	Reduce Environmental Impacts	Rolling programme of traffic signals renewal and upgrade
Our Network	Reduce Environmental Impacts	Work with partners to reduce noise and environmental impact from the Strategic Road Network
Our Network	Reduce Environmental Impacts	Explore opportunities to improve biodiversity through new approaches to delivery and/or maintenance
Our Network	Reliable & Resilient Network	Update Highway Asset Management Plan

Our Network	Reliable & Resilient Network	Work with partners to secure enhancements to second strategic route railway into Somerset
Our Network	Reliable & Resilient Network	Resilient Network Plan to manage highly disruptive events
Our Network	Reliable & Resilient Network	Review spending and priorities for on-street Parking Account
Our Network	Reliable & Resilient Network	Collision reduction programme in collision hotspot areas

Place	Objective	Measure / Intervention
Larger Urban Areas	Sustainable First Choice	Develop and expand the Taunton e-scooter scheme
Larger Urban Areas	Sustainable First Choice	Taunton Bus Station Mobility Hub
Larger Urban Areas	Sustainable First Choice	Explore the opportunity for a Yeovil Bus Station Mobility Hub
Larger Urban Areas	Sustainable First Choice	Enhance and expand shared car network in Frome
Larger Urban Areas	Sustainable First Choice	Develop proposals with partners for hourly rail services between Frome- Bath and Yeovil - Taunton
Larger Urban Areas	A Great & Healthy Place	Taunton LCWIP: North South corridor
Larger Urban Areas	A Great & Healthy Place	Taunton LCWIP: East West Corridor
Larger Urban Areas	A Great & Healthy Place	Taunton LCWIP: Monkton Heathfield to Toneway cycle enhancements
Larger Urban Areas	A Great & Healthy Place	Bridgwater LCWIP: Celebration Mile
Larger Urban Areas	A Great & Healthy Place	Bridgwater LCWIP priority corridors: Durleigh Road
Larger Urban Areas	A Great & Healthy Place	Bridgwater LCWIP priority corridors: Town Centre - Bristol Road - Gravity
Larger Urban Areas	A Great & Healthy Place	Feasibility of onward active travel route from Gravity to Highbridge
Larger Urban Areas	A Great & Healthy Place	Yeovil East West Active Travel corridor
Larger Urban Areas	A Great & Healthy Place	Yeovil South West Terrace Crossing
Larger Urban Areas	A Great & Healthy Place	Frome school streets pilot
Larger Urban Areas	A Great & Healthy Place	Expand 20mph zone in Frome
Larger Urban Areas	A Great & Healthy Place	Bridgwater road safety plan and measures
Larger Urban Areas	A Great & Healthy Place	Frome Town Centre highway changes
Larger Urban Areas	Reduce Environmental Impacts	Delivery of on street Electric Vehicle Charge Points
Larger Urban Areas	Reduce Environmental Impacts	Roll out of cleaner and zero emission buses
Larger Urban Areas	Reduce Environmental Impacts	Taunton and Yeovil town centre freight strategies
Larger Urban Areas	Reliable & Resilient Network	Taunton Northern Corridor Bus Priority Improvements
Larger Urban Areas	Reliable & Resilient Network	Taunton Eastern Corridor Bus Priority Improvements
Larger Urban Areas	Reliable & Resilient Network	Taunton Western Corridor Bus Priority Improvements
Larger Urban Areas	Reliable & Resilient Network	Enhance bus corridor between Monkton Heathfield and the town centre

Place	Objective	Measure / Intervention
Linked Settlements	Sustainable First Choice	Deliver mobility hub at Commercial Road, Shepton Mallet
Linked Settlements	Sustainable First Choice	Shared vehicle scheme across the linked settlements
Linked Settlements	Sustainable First Choice	20mph zone across parts of Glastonbury and Street
Linked Settlements	Sustainable First Choice	Improved bus stop facilities and vehicles along A39 corridor
Linked Settlements	Sustainable First Choice	Additional evening services to serve Glastonbury community hospital
Linked Settlements	A Great & Healthy Place	Active travel signage strategy and cycle parking provision
Linked Settlements	A Great & Healthy Place	Glastonbury to Street – A39 and The Causeway
Linked Settlements	A Great & Healthy Place	Strawberry Line- Easton to Wells to Shepton Mallet
Linked Settlements	A Great & Healthy Place	Develop Strawberry line proposals from Easton to Cheddar
Linked Settlements	A Great & Healthy Place	Develop proposals for Glastonbury to Wells active travel route
Linked Settlements	Reduce Environmental Impacts	Work with private sector to deliver EV charging at West Mendip hospital and Mendip retail centres
Linked Settlements	Reliable & Resilient Network	A39 journey time reliability enhancements
Linked Settlements	Reliable & Resilient Network	Investigate feasibility of winter treatment of active travel routes
Coastal Towns	Sustainable First Choice	Improve bus services between Burnham- Highbridge and Bridgwater
Coastal Towns	Sustainable First Choice	Provision of step free access at Highbridge and Burnham station
Coastal Towns	Sustainable First Choice	Secure cycle parking at bus stops on A39 Minehead- Taunton route.
Coastal Towns	A Great & Healthy Place	Improve access to NCN 33 including reduce traffic on adjacent streets
Coastal Towns	A Great & Healthy Place	Upgrade route NCN 33 between Burnham & Highbridge for year-round use
Coastal Towns	A Great & Healthy Place	Improvement and maintenance of Highbridge to Alstone active travel link
Coastal Towns	A Great & Healthy Place	Minehead pedestrian realm and pedestrian/cycle crossing improvements
Coastal Towns	Reduce Environmental Impacts	EV charging hubs in council owned car parks
Coastal Towns	Reliable & Resilient Network	Burnham-on-Sea Road Safety plan and expand areas of 20mph speed limit
Chard, Crewkerne & Wellington	Sustainable First Choice	Wellington Railway Station
Chard, Crewkerne & Wellington	Sustainable First Choice	Chelston Roundabout safety and active travel improvements
Chard, Crewkerne & Wellington	Sustainable First Choice	Enhanced bus stop facilities between Crewkerne and Yeovil
Chard, Crewkerne & Wellington	Sustainable First Choice	Explore and identify potential for enhanced Chard to Axminster bus/rail integration
Chard, Crewkerne & Wellington	A Great & Healthy Place	Wellington town centre crossroads enhancement
Chard, Crewkerne & Wellington	A Great & Healthy Place	Chard improved pedestrian and cycle crossing facilities
Chard, Crewkerne & Wellington	A Great & Healthy Place	Test and trial locally led proposals to create safer streets for walking and cycling
Chard, Crewkerne & Wellington	Reduce Environmental Impacts	EV charging facilities at local hubs, including town centres and transport nodes
Chard, Crewkerne & Wellington	Reliable & Resilient Network	A38 Wellington route treatments to improve road safety

Place	Objective	Measure / Intervention
Rural	Sustainable First Choice	Enhancement of bus stop facilities at stops on frequent services
Rural	Sustainable First Choice	Expansion of Slinky DRT services
Rural	Sustainable First Choice	Somerton Rural Mobility hub
Rural	Sustainable First Choice	Develop proposals for railway stations at Langport &/or Somerton
Rural	Sustainable First Choice	Develop rural mobility strategy
Rural	A Great & Healthy Place	Test and Trial local proposals to expand network of low traffic lanes
Rural	A Great & Healthy Place	Enhance vehicle and cycle parking in rural centres, public transport nodes and tourist hotspots
Rural	A Great & Healthy Place	Explore opportunities to introduce local mobile services
Rural	A Great & Healthy Place	Work with local community and partners to support community transport services
Rural	A Great & Healthy Place	Identify locations for, and subject to feasibility, launch rural mobility pilots
Rural	Reduce Environmental Impacts	EV charging facilities at rural centres
Rural	Reduce Environmental Impacts	Promotion of Peer to Peer Charging networks

Appendices

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13 Appendix 1: Developing Somerset's LTP

The Local Transport Plan (LTP) is a strategic document that sets out our approach for all aspects of transport across Somerset and the strategies and actions for improving all of these.

Local Transport Plans (LTPs) are a statutory requirement - by law councils with transport responsibility like Somerset Council must have one. They are important as they are used by central government to assess the levels of transport funding locally. Crucially, they also give Council's the opportunity to set their own transport priorities to meet local needs.

We currently have an LTP, known as the [Future Transport Plan \(2011\)](#), but it's coming to the end of its 15-year life and we know Somerset and the world has changed considerably since then - so we need a new one to reflect how things are now.

Local councils can decide how their LTP will look and feel, but it must adhere to central government guidance or risk losing potential funding opportunities. Although, at the time of writing, promised new LTP guidance has not been published, we still know the key principles and outputs required.

The LTP is set as a high-level umbrella document, with more detailed strategies and policies sitting below it. Some of these include:

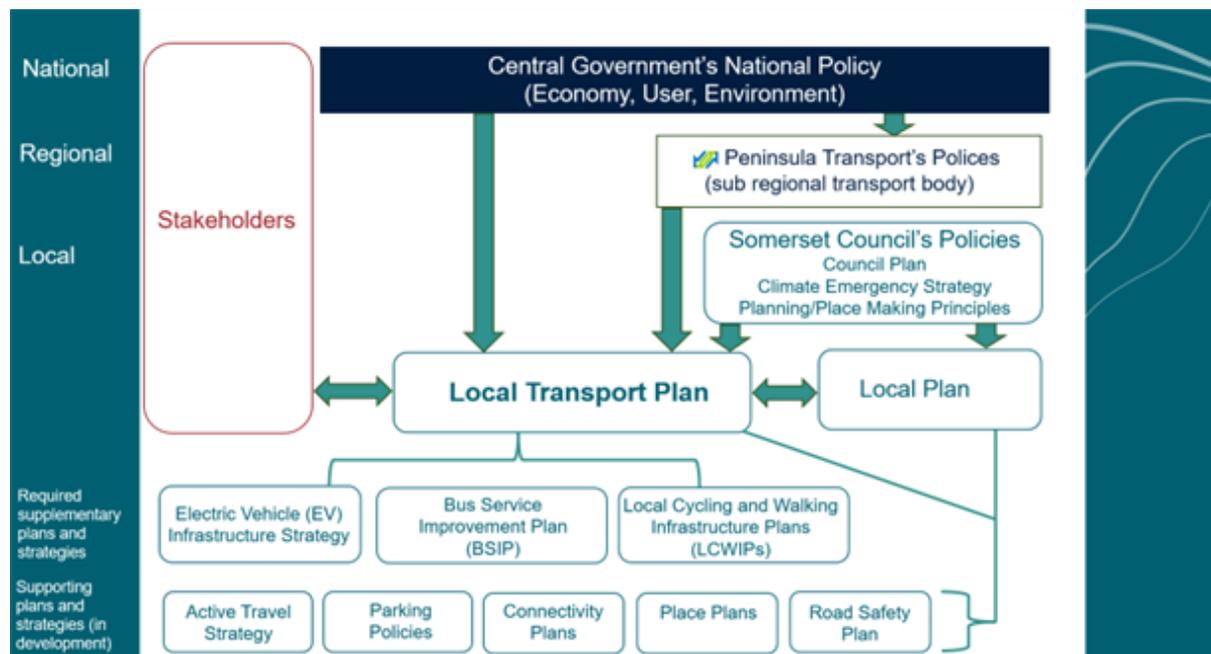
- [Somerset Electric Vehicle Strategy](#);
- [Bus Service Improvement Plan](#); and
- [Local Cycling and Walking Infrastructure Plans](#).

Others will be developed to give more policy clarity after the LTP is adopted.

LTPs must reflect both national and local priorities and have data and a solid evidence base to support its plans.

New for this LTP is the requirement to set out how we will deliver ambitious transport decarbonisation. Sometimes known as Quantifiable Carbon Reduction (QCR) we have undertaken studies to show our current transport carbon baseline and identify where we need to focus to deliver transport carbon reduction. There is more on this in the next section.

Influences and Outputs of the LTP



What are we doing differently?

Historically the national approach has been to **predict** transport movements and where it might increase, and then **provide** new roads and junctions to accommodate the traffic. This was known as “predict and provide”.

For this LTP we are taking a “vision-led” approach. Work to understand travel patterns, emerging opportunities, and engagement with local and regional stakeholders has helped inform and set-out which interventions are best suited, and working together with communities and the council vision consider the transport choices and interventions that meet those aspirations for Somerset’s unique places.

In this LTP we will not be focussing on building new roads - although we will continue to invest in and **maintain** the roads and ensure the infrastructure is fit for purpose. Instead, the LTP sets out a plan for **increasing travel choices, improving journey experience**, and helping a fair transition to lower carbon options, while still supporting the economy. We know one size does not fit all, so we’re developing variety of strategies for **different places**, recognising the differences between our range of rural and urban areas.

We have high aspirations in our vision for Somerset, and we know our communities and partners do too. We know our plans are dependent on, and often frustrated by, funding mechanisms and **financial constraints**. Therefore, we’ll need to **deliver in a different way** with a greater mix of project types and more partnerships and collaborations. This includes working with our **Local Community Networks (LCNs)**, town and parish councils, developers, stakeholders and supporting community led schemes.

14 Appendix 2: Carbon and Climate

Our **climate is changing** and the need to reduce carbon emissions is well known. In the UK transport is the largest contributor to greenhouse gas emissions and this is even more the case in Somerset. Local journeys contribute for most of these emissions and the private car is the largest contributor.

For central government to reach its carbon reduction target of Net Zero by 2050, we need to deliver equally or more ambitious carbon reduction commitments locally. Through our declaration of a Climate Emergency in 2020 and our [Climate Emergency Strategy](#), Somerset has already set a highly ambitious goal of carbon neutrality for Somerset by 2030.

Communities in Somerset will also be vulnerable to more extreme weather events. Resilience of the transport network will become even more important in response to growing instances of extreme temperatures, rainfall and increased flooding. Along with a focus on reducing emissions, this will be a key consideration of how transport is planned and operated over the period of this LTP.

Quantifiable Carbon Reductions (QCR)

To help decision making and policy development, the Department of Transport (DfT) developed Quantifiable Carbon Reduction (QCR) – a tool that allows standardised evidence-led carbon emissions analysis. For this LTP we have undertaken QCR analysis providing us with a carbon baseline, identifying our main transport emission contributors and outlining what interventions we may need for reduction. *Link to QCR info here*

Somerset's Transport Emissions – Key points

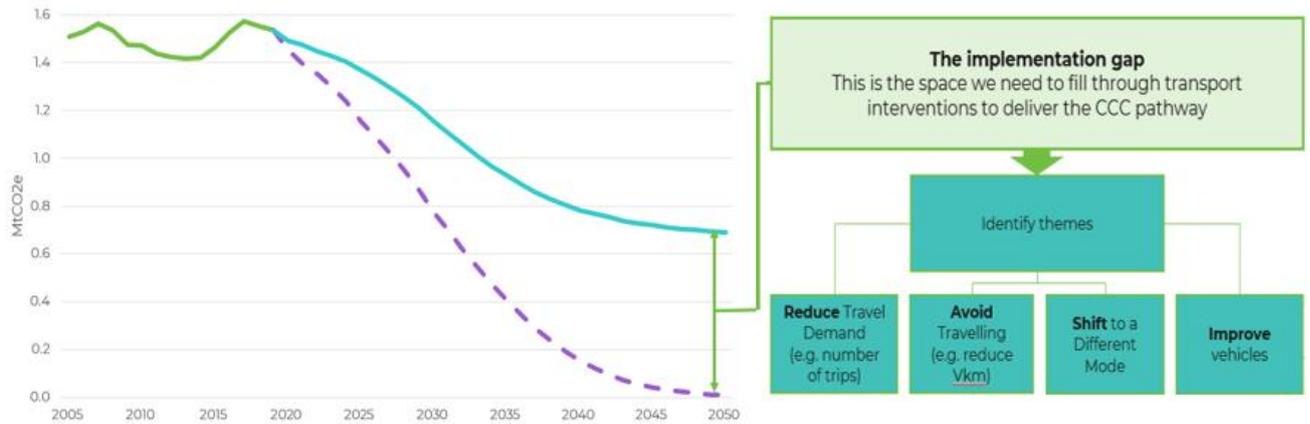
- 61% of transport emissions are generated in Somerset from trips either starting, ending, or being made entirely within Somerset.
- 64% of emissions are generated on roads owned and managed by Somerset.
- 65% of emissions are from cars; 35% from goods vehicles
- 7% of emissions are from journeys less than 5 miles long.
- 58% of emissions in Somerset are from trips 5 to 10 miles long.
- 22% are from trips greater than 50 miles.

This information helps identify the emissions that Somerset Council has some influence and ability to change. We need to focus our efforts in areas where we can have a real impact – **local journeys** and **personal transport**.

We will, of course, work with transport partners to influence where we can, but we have less influence on trips starting outside of Somerset or passing through on the strategic road network (such as the M5 motorway or A303) or that involve the delivery of goods.

In the following diagram, the green line to 2020 indicates transport emissions to date, the blue line shows what would happen if we did nothing but rely on market forces, whilst the pathway that needs to be achieved to get to net zero is shown by the purple line.

Historic Emissions and Carbon Reduction Pathways

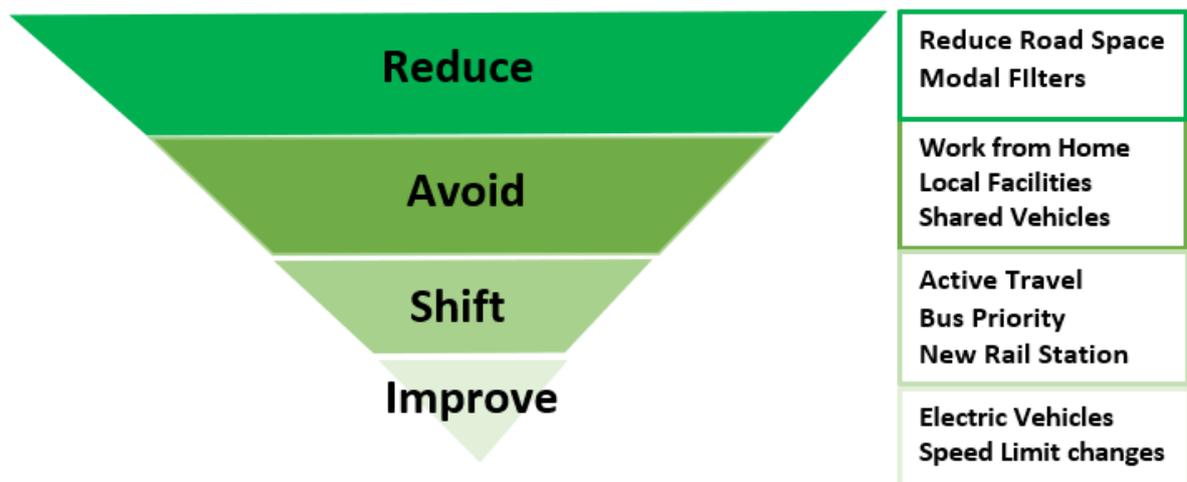


Reduce, Avoid, Shift, Improve

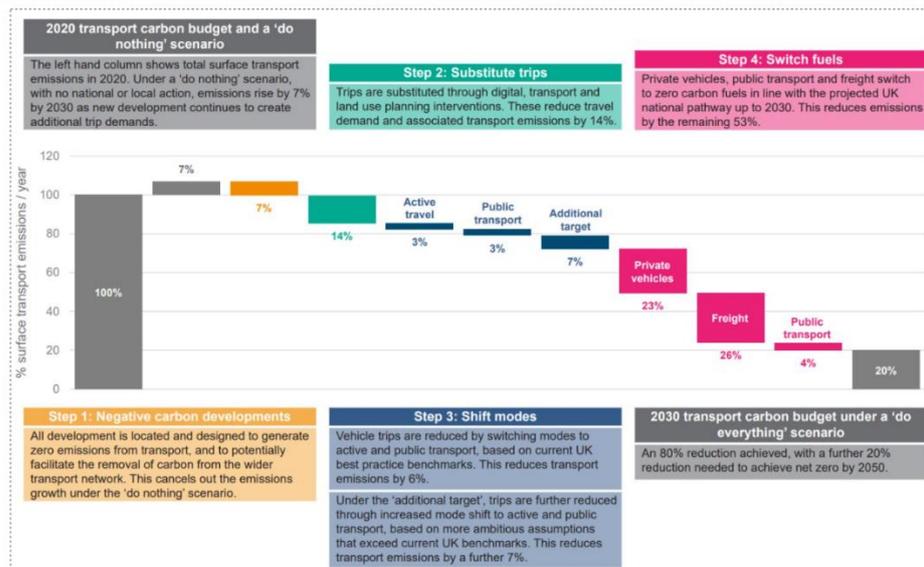
To reduce our carbon emissions, improve air quality and become more resilient to climate change the overall approach will be to tackle transport in Somerset using a **Reduce, Avoid, Shift, Improve** approach.

The diagram below shows some of the examples of the types of things we can do and to meet our carbon targets; all these and more must be considered.

Hierarchy of approach to reducing carbon – new infographic required



Indicative example of an **80%** carbon reduction pathway for transport to 2030



Pathway to net zero:

- All new development is planned and delivered in a way that achieves net zero carbon emissions; and
- Ideally to be 'negative carbon', demonstrating wider carbon reduction benefits by providing infrastructure that enables other places to decarbonise

Our approach to reducing carbon emissions

Electric vehicles will play an important role in reducing emissions, but **further changes** will also be required to meet net zero targets and carbon budgets. Achieving this will also require significant changes in travel behaviour and a substantial **reduction in private vehicle mileage**. Whilst the move to electric and cleaner fuelled vehicles will contribute to air quality, we will still need to do more to achieve the Government's net zero by 2050. There will be an existing stock of petrol and diesel cars still operating on our roads. Electric vehicles, whilst low emission still contribute to congestion and wear and tear on our road.

To support the reduction of carbon emissions, the LTP will focus on the following areas:

- Reduction of private vehicle mileage
- Expanding the network and use of shared vehicles (e.g. public transport and car clubs)
- Improving active travel options (walking and wheeling)
- Supporting sustainable development (localised services)
- Equitable transition to and enabling more electric vehicles
- Improving our highway maintenance and construction practices through better contract management.

Working with our local communities, evidence from studies on EV markets and government guidance, Somerset Council will look to deliver the **right changes** in the **right places**. With ongoing financial pressures and the impact of climate incidents (e.g. flooding) on local government difficult decisions will need to be made but made together with local

communities. We understand that travel choices are complex and personal, but we hope to enable real options that allow a sustainable first choice for more journeys.

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15 Appendix 3 People and Places

Understanding Somerset's population

Transport plays a significant role in people's health, wellbeing and quality of life. It enables access to employment, education and services and allows people to undertake leisure activities and meet friends. However, air and noise pollution from motorised transport and poor road environments can impact negatively on quality of life. Transport is also a barrier to some, the affordability of a private car, the access to public transport, distance to local centres and time taken to travel can all impact the levels of inequality across the county.

Improvements to transport can help to address economic, social and health inequalities. For example, making active travel an easy and accessible choice will play an important role in improving social mobility and achieving a healthier Somerset by tackling rising adult and child inactivity. Residents of Somerset tend to be healthier than the national average but there are still areas where life expectancy and health outcomes are lower, and deprivation is higher.

Place Types in Somerset

To deliver the right travel choices in the right place we need a good understanding of the types of people and places in Somerset. For this LTP we have looked at where people are traveling (travel trends) and what services are available locally, but also at the demographic and lifestyle characteristics of our communities across Somerset using Experian MOSAIC data. From this framework we understand that approximately half of Somerset's population are more affluent.

Through this work we have identified a few key issues that are true across Somerset:

- People are living longer and moving to Somerset to retire, projections show that over a third of Somerset's population will be over 65 by 2040
- The population is expected to increase with longer lifetimes and migration into the area
- Social isolation is a key issue amongst elderly people, particularly in rural areas in Somerset
- Outside of our more urban areas there are few offerings of post-16 education making lengthy trips likely and independent travel less likely.
- The majority of primary aged children are driven to school despite this age group having the strongest appetite for cycling or scooting to school.
- Over 48% of the population live in rural areas

This has given us valuable insight into how people within different locations function.

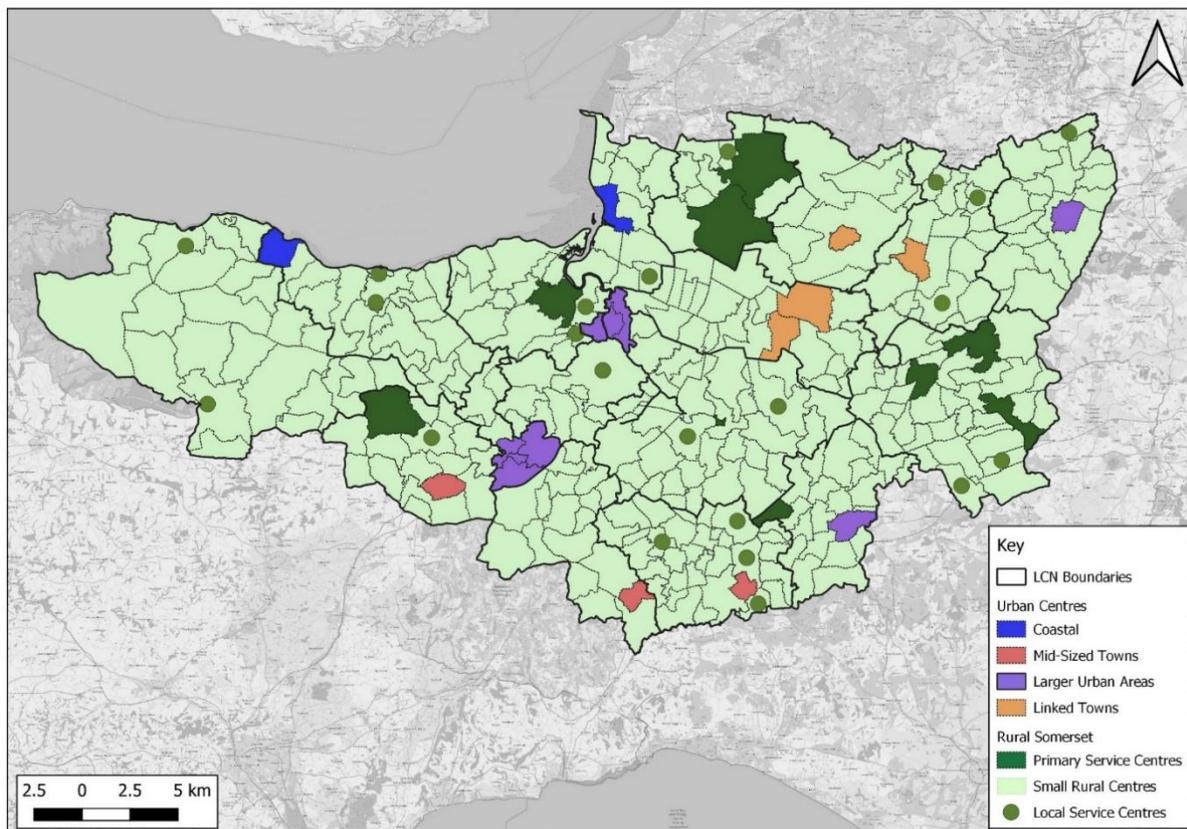
The LTP has a foundation of strong evidence that looks at the demographic in Somerset and a variety of typologies, settlement types and data from social and economic scores, all of which is available in reports published with the LTP. We have also worked closely with our

Local Plan and Local Community Network colleagues to ensure our outputs will work with them. We've identified a set of distinct place types across Somerset, each with a unique set of characteristics.

The place types are:

- **Larger Urban Areas**, including Taunton, Yeovil, Bridgwater and Frome
- Urban Areas, including:
 - **Linked Settlements** of Wells, Street, Glastonbury and Shepton Mallet,
 - **Coastal Towns** of Minehead, Burnham on Sea and Highbridge,
 - **Mid-sized Towns** of Chard, Crewkerne & Wellington
- **Rural Areas** including
 - **Primary Service Centres**,
 - **Local Service Centres**, and
 - **Smaller Rural Settlements**.

The spread of these place types across Somerset is shown below.



Using these categorisations the LTP will provide a framework of transport interventions that can deliver better outcomes for people locally. It will help align transport strategy with emerging place-making principles and sets a framework of infrastructure that can help inform development proposals in the forthcoming Somerset Local Plan; which in turn will inform future iterations of the LTP.