**Review of Travel Plan Coordinator Obligations**

This paper sets out the current and proposed amendments to the clauses regarding the recruitment of a Travel Plan Coordinator on the Exemplar phase, NW Bicester.

**1. Travel Plan Coordinator 106 Current clauses:**

2. Travel Plans

The Owner and the Developer covenant with the County Council as follows

2.1. not to cause or permit the opening of any show home to visitors (or if earlier Occupation of any Dwelling or any other building at the Site) until the Travel Plan Co-ordinator has been appointed and is in post and the Owner and the Developer further covenant that

2.1.1 a Travel Plan Co-ordinator shall be in post from the date of appointment of the first Travel Plan Co-ordinator until 10 years from the date of Occupation of the final Dwelling;

2.1.2 a Travel Plan Co-ordinator may be employed on a part time basis but the aggregate of the hours worked by the Travel Plan Co-ordinator plus his support team (which may include as appropriate consultants) shall be no less than 22 hours per week.

2.1.3 the Travel Plan Co-ordinator or his representative with responsibility for liaising with and assisting residents/proposed residents of any Dwelling at the Site and those employed at premises at the Site shall be employed to work from a location at the Site on no less than 3 days per week and preferably over 5 days per week until the Occupation of the final Dwelling and thereafter on this basis pending agreement of a revised schedule by the Developer and the Owner and the County Council (all parties acting reasonably)

**2. Suggested amends to 106:**

Travel Plan Co-ordinator shall be in post from the date of appointment of the first Travel Plan Co-ordinator until 2 years from the date of Occupation of the final Dwelling

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aggregate of the hours worked by the Travel Plan Co-ordinator plus his support team (which may include as appropriate consultants) shall be reviewed and phased in line with the phased delivery of the Exemplar starting at 2 days (14 hours) per week from the occupation of the first dwelling, and leading up to no less than 22 hours per week from date of final occupation.

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shall be employed to work from a location at the Site where possible from first occupation and move to Interim Community Centre once available on no less than 2 days (14 hours) per week and preferably over 4 days per week until the Occupation of the final Dwelling and thereafter on this basis pending agreement.

**3. Justifications for this:**

Due to the phasing of the delivery of the exemplar, we may have periods with no new residents occupying for some time and therefore feel it is best to phase in the hours by the travel plan coordinator to reflect the number of residents he/her will be engaging with based on when the homes become occupied. We do not wish to end up with a situation whereby they are short for work to occupy them.

We also feel that 10 years after occupation of the final dwelling is too onerous and not in line with other TPC appointments. It makes sense for the TPC to influence peoples modes of travel, but if he/she hasn’t managed to do this 10 years after the occupation of the first dwelling, don’t believe that he/she will be able to. Equally, we believe that this role may merge into other phases of NW Bicester beyond this point, so flexibility in how the Exemplar TPC role is used moving forward will be key.

The Community house will the base for the TPC, but this is unlikely to hand over until the 80th occupation. In the interim, we will do our best to accommodate them from the sales and marketing suite, but this is subject not to interfering with the sales process. Instead they may use it a base for meetings etc., but not as a permanent desk.

**4. At a section 106 review meeting with Jenny Barker and Caroline Ford it was agreed:**

It was agreed that flexibility was key.

The current obligation would result in an overlap of monitoring requirements, once Applications One and Two come forward. This needs to be considered moving forward.

JB requested the following:

1. A2D to **calculate appropriate hours per phase** based on scope of work.
2. This **obligation should be dealt with on a phase by phase basis.**
3. A2D to provide CDC with a separate **update on what Travel Plan Co-ordinator duties have been undertaken to date.**

It was agreed that the **10 year period should be reviewed**. An appropriate review mechanism should be introduced.

1. **Work already undertaken:**
* Tender, procurement and implementation of Elmsbrook Bus service including: 3 year contract with provider signed, route agreement, UU for new us stops in Town Centre with key stakeholders, 6 week free travel negotiated with bus passes designed and delivered to all new occupants, bus branding/wrapping, ESCROW agreement in place, RTI procured and implemented with connection to Shimmy enabled, route publicised, timetables created.
* Electric Car Partnership in place with Fleetdrive Electric: including: up to 12 annual EV test drives per year (3 so far on scheme), dedicated Elmsbrook Website (with car cost comparator) and telephone support offering EV and charge point advice, delivery and management of up to 12 EV Community Champions throughout the scheme, management of policy to install free EV charge points to people’s homes FoC in first 2 years, promotion and PR reaching wider audiences.
* Electric Car Partnership in place with BMW North Oxford: Supporting all test drive events, negotiating free loan of BMWi3 for use by staff to collect visitors too and from station and for display outside show home, subsidising BMWi3 in the E Car Club for residents, offering up to 2 week free EV trail experiences for all eligible residents.
* Partnership with E Car Club to deliver the Electric Car Club at Elmsbrook (initially starting with 2 vehicles), including negotiating half price lifetime membership and the first 6 hours free driving, launch event planned inviting Elmsbrook residents.
* Partnership with Brompton Bikes – Purchase and branding of 4 Brompton Bikes ready for free of charge by Elmsbrook Residents for 1 week at a time.
* Delivery of 5 annual Bicester Bike Days promoting sustainable travel around the town
* Charging points and charging infrastructure on phase 1 established
1. **Travel Plan coordinator duties and draft programme of work**

This draft programmes sets out the work responsibilities and estimated hours / days for each in the first 12 months of the Travel Plan Coordinator being in Post. This will be reviewed for phase two of the Exemplar 6-8 months into the role.

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| **Objective** | **Actions** | **Timescales** | **Estimated hours / days** |
| Work with all new residents to create personalised travel plans | Meet with occupants of all 91 units to discuss travel needs, develop travel plans and promote incentives accessible to them | From appointment to Nov 2016 | Average 2 hours per h/hold initial meetings (26 days) , plus follow up work, (6 days) |
| Review and refresh Exemplar 106 travel plan and produce action plan to deliver it | Review TP with A2D to update based on what’s already in place and develop a ‘living action’ plan for the delivery of the Travel plan.Use experience to inform future planning applications. | From appointment – Sept 2016 | 6 days |
| Develop a cycling incentive strategy | Develop a cycling incentive strategy for Elmsbrook residents (Building on work of Bioregional to date) with partners offering a variety of access options to bikes, events, education, promotion etc. Work with Community Development Worker to deliver this. Record and report spend against Cycling budget every 6 months | From appointment to Nov 2016 | 5 days, plus budget monitoring , half day per month (6 days) |
| Manage Brompton Bike Loan Scheme | Manage booking system / declaration for 4 x Brompton bikes available for residents to hire for one week at a time with handover day Thursday between 10am – 6pm. | On-going | To be available 1 day per week for residents to access. |
| Plan quarterly / 6 monthly Test drive events with Fleetdrive | Plan, invite and deliver test drive events for Elmsbrook residents. | Three per year  | 1.5 days per event (4.5 days) |
| Collate, analyse and report monitoring data from Sustainable transport partners in accordance with the monitoring plan | Work with Grayline, E Car, Chargemaster, Fleetdrive and BMW to monitor uptake and use of alternative travel methods. Report progress against monitoring targets, including review of bus service at 50th occupation | Every 6 months | 4 days every 6 months (8 days) |
| Promote sustainable travel options, incentives and offers to residents via the Shimmy and other media and ensure up to date information/ literature is available to residents. | Keep residents up to date , motivated and enthused with sustainable travel options in and around Elmsbrook, including access to plans / maps and working with partners to design promotional activities | On-going | 1 day per month (12 days) |
| Establish and lead a Sustainable Travel Working group as per the 106 travel plan to scrutinise monitoring results and help to achieve behaviour change | Form a group with Elmsbrook residents to support behavioural change programme. Set agendas, provide admin support and lead quarterly meetings. | October / November 2016 onwards with 6-monthly meetings | 4 days every 6 months (8 days) |
| Support development of sustainable travel plans with non-residential occupiers | Work with Gagle brook primary school and emerging businesses to develop travel plans | Gagle Brook from August 2016.Business occupiers later down programme | Average 2 hours per initial meetings (2 days) with partners plus follow up work (2 days) |
| Work with Fleetdrive to support EV Community Champions | Assist organising and hosting events and social media updates/blogs via the Shimmy | On-going | 1 day per event per champion (4 days) |
| Assist the Community Investment Coordinator in the delivery of the Bicester Annual Bicester Bike and Family Fun Day. | Working alongside partners to engage the Town and deliver new ideas at the next annual bike day | March – July 2017 | 5 days |
| Be resident and partner point of contact for all sustainable travel matters  | Point of contact to either respond direct or sign-post residents onto relevant partners, e.g. how to have home charging point fitted with Fleetdrive | On-going | To be available by phone / email all days  |
| Create template for travel resident travel diaries monitoring, identify volunteers to take part and collate resident’s feedback. | Easy, useable template for travel diaries created. Start to gain an understand of peoples travel behaviours prior to official commencement date in monitoring plan to inform delivery of the Exemplar Travel Plan | Early 2017 onwards | 4 days  |
| Support A2D on future planning applications | Inform section 106 travel discussions on future planning applications | TBC | 2 days |
| **Approx Total days in 12 month contract.** |  |  | **100.5 days** |