



2019

THE GOOD COUNCILLOR'S GUIDE TO TRANSPORT PLANNING



This guide is aimed at local (parish and town) councillors who are interested in transport planning issues in their areas as well as those who are curious to know more.

WELCOME

Lynda Addison OBE
Board member at the
Transport Planning Society

This guide is aimed at local councillors who are interested in transport planning issues in their areas as well as those who are curious to know more.

Transport planning is an essential part of today's society in terms of how we move around an area to work, shop, do other activities and generally carry out our daily lives. Better transport planning helps to improve our health, our areas and their communities.

Transport planning, whilst often technical and complex, can still be understood and should be influenced by local communities. This guide aims to help local councillors and their communities understand further the issues around transport planning and how they can be addressed at the local level.

This guide provides information on relevant transport policy and objectives, guidance on the purpose of transport planning, key challenges facing our communities and how local councillors can engage and implement best practice wherever possible.

Our hope is that this guide will help you in your endeavours as a local councillor to shape and enhance your local area, improve opportunities and choice, and the quality of life for all and create more prosperous and better-connected local communities.

This guide draws upon best practice and the experience of transport planning practitioners. It has been prepared

jointly with the Transport Planning Society, which is the United Kingdom's principal professional body for transport planning professionals. The Transport Planning Society aims to facilitate, develop and promote best practice in transport planning and provides a focus for dialogue between all those engaged in it, whatever their background or other professional affiliation.

Cllr Sue Baxter

Chairman of the National
Association of Local
Councils

On behalf of the National Association of Local Councils (NALC) it gives me great pleasure to introduce The Good Councillors guide to Transport Planning.

This guide is aimed at local councillors who are interested in finding out more about how to implement their role in relation to transport planning in their local areas.

Transport planning has a tremendous effect on our everyday lives, our health, and our overall quality of life. Getting around to places of work, services and other aspects of our routines is an increasing challenge with the development pressures and congestion issues that our communities have to deal with.

It is therefore vital for local councillors to understand the principles of transport planning and how it can influence their work and activities with communities. It is important for any area to ensure its communities can accommodate sustainable development where reasonable to do so and provide homes but be able to continue to move successfully from one place to another.

For these reasons, NALC and the Transport Planning Society have worked together to produce this guide in order for local councillors to be equipped with the basic information to consider transport issues at the local council level and thereby improve it.

Transport planning is also a constantly evolving discipline highly influenced by new technologies, and local councillors are advised to continue to find out more. To assist we have provided a range of links and signposts as to where additional information can be accessed. I wish you every success in developing your transport planning knowledge and skills to help your role as a good councillor.

INTRODUCTION

Transport planning is a relatively new concept having evolved from transport being originally a self-motivated and self-managed activity, to one that is now a fundamental component of engaging in modern-day life and successful function of any area.

In essence, transport planning can be explained as understanding transport needs and the process of using policies, investment and projects to plan and prepare for the movement of people and goods to destinations where they want to go.

Transport planning is important in today's society as it has a significant impact on both individuals and society - responding to climate change, pollution, access to jobs, goods and services, economic productivity, obesity and general health and overall quality of life.

These issues can be exacerbated when seeking to plan holistically to meet growing pressures for housing and other development as well as impacts from changes in jobs and travel patterns, an ageing population and other demographic changes and an ever-evolving technology.

Balancing these issues requires effective transport planning and practitioners to operate in a dynamic environment working collaboratively with a wide cross section of other professionals, government, other agencies and communities.

It is recognised that transport planning is often carried out at the higher tier layers of Government and spans both public and private sector, as a result it can sometimes be perceived at the more local level as a remote discipline for local communities to effectively engage in. This guide, however, seeks to help address this by explaining more about key transport planning principles and showing how local councillors can get involved and influence transport planning in their areas.

Such transport issues where a local councillor may want to be engaged can arise when seeking to promote better transport management of existing networks in their areas. Alternatively, if development proposals are being brought forward by developers, or major new transport infrastructure schemes are being delivered to support wider strategic objectives.

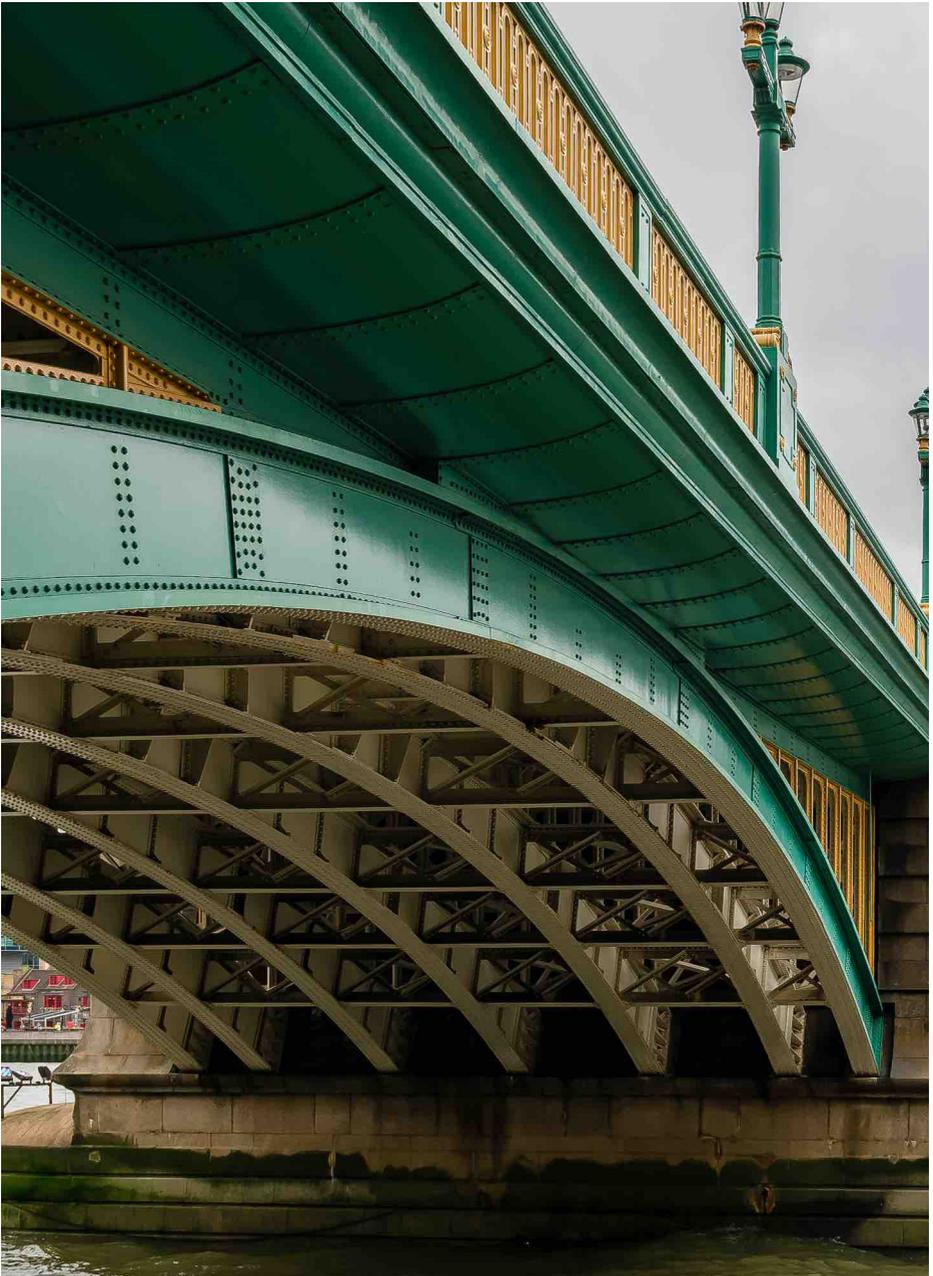
The guide first explains more about what transport planning involves, why it is important and how it can change lives when done well. The first section also identifies who is responsible for transport planning, including setting policy and objectives, at the various tiers of governance. Having set the scene, the guide then discusses the key challenges facing transport planning and how these can affect local areas.

The next part of the guide then focuses on the benefits of creating integrated transport networks and why all layers of government should strive to achieve this overarching aim of transport planning. This section also

identifies key transport planning principles that can be applied by local councillors when they engage in transport issues at the local level.

Finally, the guide highlights the specific points and actions local councillors can become involved with to help shape transport planning in their areas.

NALC are extremely grateful to all those who have contributed to the writing of this guide. Particular thanks go to Transport Planning Society.



WHAT IS TRANSPORT PLANNING?

Transport planning is all about creating connections between people and places, it is about providing accessibility, without which everyday life cannot function.

Our quality of life depends on good transport and easy access to jobs, shopping, leisure facilities and services; we need a safe, efficient and integrated transport system to support a strong and prosperous economy. We also need a choice as to how we travel.

Currently, the way we travel and the continued growth in road traffic is potentially damaging our towns, harming our countryside, exacerbating obesity and contributing to global warming.

In response, there is a need to plan transport properly from the national Government level right down to the local level to ensure that increasing pressures to deliver development can be accommodated in a sustainable way and still enable people and goods to move around successfully to where they need to go.

To achieve the overall aim of ensuring the successful connections between people and places, transport planning as a discipline has many facets and layers. These include research into needs, the preparation and implementation of transport plans and policies through to the delivery of projects to improve and manage our transport systems including minimising the need to travel.

Transport projects vary in range and scale from major road building schemes, junction improvements, new railway stations through to local cycle schemes and upgrades to walking networks. The important aspect to all these projects is to ensure that they are planned properly and link into to the wider overall objectives of helping people and goods to connect better to where they need to go.

Transport planning includes a very wide range of disciplines and covers everything necessary to tackle the nation's transport problems and to plan and deliver our transport systems. In fact, the work of transport planners touches almost every aspect of our day-to-day lives.

Transport planners today are required to understand the links between transport and the future shape of our villages, towns and cities, the economy, the environment and climate change, and the quality of life including health. It is also about changing people's attitudes towards travel to encourage the most sustainable modes of transport to provide alternatives to the private car

Transport planning policy initiatives are therefore increasingly weighted in favour of delivering sustainable forms of transport over traditional road schemes that collectively help to reduce carbon emissions, improve air quality, promote healthy lifestyles and ultimately reduce reliance on cars providing choice.

Sustainable transport measures include investing in walking and cycling, bus and rail infrastructure to enable more journeys to be made without a car. There are also various other measures that can be implemented to encourage sustainable transport such as reduced car parking, lift sharing schemes, car clubs and flexible working patterns to name but a few.

Local councils have an important role to play in encouraging their communities to use sustainable forms of travel where feasible to do so.

POLICY AND DELIVERY RESPONSIBILITIES

Transport planning is influenced and delivered across a range of national and local policies and delivery organisations both public and private. These are summarised as follows:

The national level

Government sets out overarching transport objectives for the country through a range of policy documents and statutory instruments.

The Department for Transport (DfT) is the main Government department responsible for delivering the transport system the country needs and works with a range of agencies (such as Highways England, Network Rail) and partners. The DfT is responsible for planning and

investing in the transport infrastructure required to keep the UK on the move.

The Ministry of Housing, Communities and Local Government (MHCLG) is responsible for administering the country's planning system and maintains the National Planning Policy Framework (NPPF). The NPPF was adopted in July 2018 and sets out the Government's approach for how sustainable development will be achieved through the planning system.

Sub-national level

There has traditionally been a tier below central government for strategic transport planning to take place across larger areas than local authority boundaries. Currently transport planning at the sub national level is carried out by Sub National Transport Bodies (SNTBs) where established and/or Local Enterprise Partnerships (LEPs).

Principal authority level

County and Unitary Councils are responsible for transport planning across their administrative boundaries. Their responsibilities also include being a highway authority responsible for maintenance of public roads as defined in the Highways Act 1980. Some authorities also financially support bus networks. Local transport policy and interaction with land use planning are set out in Local Transport Plans and Local Plans:

Local Transport Plans: Local Authorities are able to produce Local Transport Plans (LTPs) for their areas to maintain and improve transport in the area. LTPs set the transport strategy for an area. LTPs should also directly inform land use as set out in Local Plans. Many LTPs include strong, clear statements supporting sustainable transport. They should contain clear spatial plans of proposed transport networks covering all modes. LTPs are no longer a statutory requirement but are important documents when produced. This guide advises that local councillors should push for their local authorities to produce, update and maintain LTPs given their important to local transport issues.

Local Plans: Local Plans are recognised in the NPPF as being at the heart of the planning system and integral to pulling together the various planning issues facing an area and setting the local planning strategy for delivering sustainable development. Delivering sustainable transport is a key part of any Local Plan process and policies often promote and support public transport, walking, cycling and high quality public realm. Integrated transport networks linked to places and development should be explicit.

Local council level

Local councils, whilst having no formal statutory transport planning duties, often are involved in a range of local transport-related issues that will benefit from understanding of key transport principles and the local

issues in their areas. Local councils have an important role in ensuring that sustainable development is achieved through the planning process and transport is part of that.

KEY CHALLENGES FOR TRANSPORT PLANNING

Transport planning is an ever evolving discipline that seeks to adapt and respond to the changing demands of people and economies. This section sets out some of the key transport challenges that affect our communities.

Place making

In many areas existing transport infrastructure can affect the quality of a place where it is either too car dominated or has in the past created severance within communities.

There is a need for future transport planning to embrace place making principles to ensure that the right balance is achieved through ensuring the successful movement of goods and people to destinations they need to go but not at the expense of quality of place for people to live within. As densities are maximised in urban areas as part of a sustainable approach this is an increasingly difficult balance to achieve.

The solution to these challenges is to promote and deliver successful integrated transport networks, which is discussed further in the next section and to ensure the integration of locational planning policies with transport ones.

Congestion and the efficient movement of people

This is an increasing feature in our towns and cities where the historic development of areas has led to car dependency. Congestion is not only an unpleasant experience for those who are caught up in it, but also increasingly affects economic productivity as people cannot move efficiently around an area's transport network, as well as people's health.

Air quality and the environment

Due to increased congestion and high car ownership, many areas are facing worsening air quality, which leads to a range of adverse health and other environmental impacts. It is a key challenge for transport planners to ensure that existing congestion is addressed through the better inter-relationship of services and people as well as the promotion of more environmentally friendly modes of travel. They also need to ensure new development does not exacerbate the issue.

Connecting communities

There remains a need to ensure that people, wherever they live, have the ability to access vital services in a sustainable way as part of an approach to reduce car dependency, reduce costs for many, provide choice and support active lifestyles for all ages.

Meeting growth pressures

Principal authorities are under increasing pressure to deliver more housing and other forms of development. In many areas the options to accommodate growth in urban areas can be limited due to a variety of constraints including lack of land availability.

This thereby places pressure for areas to consider urban extensions to existing settlements. Planned well, urban extensions can make sense but equally they often need a lot of investment in services and transport infrastructure to be classed as truly sustainable development, and be able to successfully connect and integrated with existing transport networks and access to services.

Societal changes

The way we live and work is changing due to the fast-pace of technological advancements and the demands of people to be connected 24/7. We are also now aware of the negative implications of past changes – social isolation, obesity, inactivity, asthma. Technological advancements also drive new challenges for how our transport networks meet these demands and managing any unforeseen consequences. Increasing isolation of older people in villages for example needs addressing.

DELIVERING INTEGRATED TRANSPORT NETWORKS

This guide advocates that Government policy and objectives should be aligned and focused on delivering sustainable transport solutions to deal with existing issues and support growth that ultimately seeks to achieve integrated transport networks providing a wide range of travel choice.

Consistent application of taking an integrated approach will deliver the following benefits:

- Increases access to jobs and services for those without or less likely to have cars and help reduce social exclusion
- Promotes active travel and the opportunity for healthier modes of transport, which directly supports the health and wellbeing agenda for young and old
- Reducing car dominance in the places where people want to live such as town and cities centres to make them more attractive and economically viable as well as healthier
- Reduces the adverse environmental impact of transport through lower greenhouse emissions, which has benefits in both terms of improving air quality and helping the country achieve its climate change targets.

- Ensuring that new development does not exacerbate congestion on local roads

To achieve successful integrated transport networks requires the following:

Coordinating transport and land use planning

Integrated land use and transport planning, by directing development to the most connected, accessible and sustainable locations, can help to reduce the need to travel, reduce the length of journeys and make it easier for people to access jobs, shopping and other services by public transport, walking and cycling. To achieve successful integration of planning requires all agencies to work together and coordinate their efforts to ensure that policy, infrastructure and services are aligned through the local plan process.

Infrastructure provision

It is essential for infrastructure providers to work together to create connected networks between places where goods and people need to go. Transport infrastructure will comprise a range of public transport interchanges, bus routes and stops, walking routes, cycling networks, roads, park and ride, railway stations that need to work and connect together.

Operation of services

In addition to planning the location of development and then putting in place infrastructure to connect key destinations it is also vital for transport operators to integrate and complement each other in terms of operation. With evolving technology there is huge potential for integrated multi-mode ticketing, real-time service information and other measures to promote efficient transfer from various different transport options.

Key principles

To achieve the successful integration of transport networks, this guide identifies the following key principles that are advised should be implemented by all those involved in integrated land use and transport planning:

1. Ensure that land use decisions in statutory plans effectively manage the pattern of new development to direct growth to the most sustainable and connected parts of an area and minimise the need to travel
2. Seek to accommodate housing and other development within existing urban areas where possible to maximise opportunities for the highest densities to be located in areas that are highly

accessible by walking and cycling with close proximity to services

3. Work with service providers to locate day to day facilities in local centres that are best served by walking and cycling or public transport
4. Work with rural communities to develop local sustainable planning and transport strategies. This will include seeking to locate new development in the areas with the best services and connections. This will help to support and enhance transport provision across a network of sustainable smaller settlements as well as sustain local services
5. Where urban extensions and other major new developments are planned, ensure that new connections to public transport and walking and cycling are designed in, secured and delivered as part of the development
6. Safeguard infrastructure in areas that perform an important sustainable transport function or have potential to widen transport choices in the future
7. Promote the adoption of local walking and cycling strategies as well as public transport networks
8. Always plan to meet and take into account the transport needs of disabled people, families and older people

9. Develop local strategies that give priority to people over car based traffic movement wherever practical
10. Take a pragmatic approach to parking policies and charges to reduce the reliance on the private car and promote more sustainable forms of travel
11. Embrace technology and the role it can play in promoting sustainable travel choices. Incorporation of open data on public transport and at other transport interchanges can promote the sustainable and efficient end to end journey of passengers
12. Engage in a collaborative process with the relevant authorities and private sector operators to develop a long-term plan of action.

Local councillors are encouraged to refer to these principles when engaging with transport providers or considering local strategies in their areas.

THE ROLE OF LOCAL COUNCILLORS

Whilst there are various layers and facets to transport planning, local councillors are well placed to engage in the transport planning and issues that their constituent communities face in their areas.

This guide sets out advice for how local councillors can engage and ensure the local transport system in their areas is as sustainable and effective as it can be.

Local transport plans and local plans

Principal authorities are regularly reviewing their LTPs and Local Plans through the required statutory processes. It is important for local councillors to engage in these higher-tier plans as they are often influential in setting key development and transport planning strategies in their areas.

In particular, local councillors are advised to engage with their principal authorities to ensure they maintain up to date and effective LTPs and Local Plans. A key part of this will be to hold local authorities to account in terms of their progress with implementing the policies and proposed transport schemes identified within the plan.

This guide advises local councillors to develop contacts with their principal authorities and ensure they regularly engage in the higher tier planning process presenting evidence of local needs and issues. The key principles in this guide can be used to assess land use and transport policy proposals in their areas to check whether they truly fulfil the requirements for sustainable development.

Neighbourhood planning

As set out in further detail in *The Good Councillor's guide to neighbourhood planning*, Neighbourhood Planning provides an outstanding opportunity to demonstrate the economic and social value of elected local councillors.

A Neighbourhood Plan for an area can cover a wide range of land use and strategic policies as well as master planning and other initiatives. Transport should be a key component.

This process can ensure the local vision for how transport planning should operate in a local area is set out and then, through the formal process, become part of the adopted local authority development plan.

Taking a proactive approach to transport planning issues in Neighbourhood Plans can help to ensure that current issues are addressed e.g. walking to school, and development that comes forward delivers the standards expected of them in terms of contribution to integrated and sustainable transport solutions. Again, the principles in this guide and from other cited sources can be used to help develop integrated and sustainable transport networks within Neighbourhood Plans.

This guide advises that Neighbourhood Plans provide the opportunity to develop and adopt local transport strategies for the parish or town council area. Such local strategies can be informed by variety of localised initiatives such as

undertaking traffic surveys, cycle and walking route audits and approach to parking.

Undertaking this local analysis to support the local planning of their areas can help communities better understand the transport issues in their areas that need to be resolved when working with the various delivery agencies at other tiers of government as well as private sector partners.

Once localised evidence has been collected, local councillors can work with their communities to develop preferred strategies for improving connectivity within, to and from their areas and form an integral part of a Neighbourhood Plan.

This guide advises that local transport strategies and policies would be most effective within a Neighbourhood Plan as once adopted it has statutory status as part of the development plan. Alternatively, a local transport strategy could be standalone and be used to shape related decisions in local areas or form part of a parish plan. However, if it is done at the local level, the strategies should be developed in consultation with the local community to ensure a wide range of views are taken on board.

Communication and leadership

As a member of the community with an electoral mandate, a councillor can act as an authoritative conduit between local views and delivery agencies responsible for transport planning and transport operations.

Local councillors have the standing to develop strong relationships with local planning and highway authorities, developers, service providers and interested members of the local community.

It is also crucial to find out what your local community want to resolve or develop in terms of transport. This will require local councillors as part of their role to engage actively with their communities and develop a shared understanding of what they want their local transport network to look like, and how any new development integrates with it.

Use of Community Infrastructure Levy and other developer contributions

Where a local authority has introduced Community Infrastructure Levy (CIL), Local councils are permitted to receive 15% (or where a Neighbourhood Plan has been adopted, 25%) of CIL collected in their areas from development.

Depending on the amount of development in an area, CIL can help to generate funds to implement local transport measures such as new crossings, improved walking and cycling routes and sustainable transport infrastructure.

In addition to CIL, some developments can also deliver transport improvements through planning obligations collected through Section 106 agreements. To secure a Section 106 contribution towards local transport infrastructure, it is important for there to be a local

evidence base of the need for new transport projects. This links back to the advantages of local areas developing local transport strategies as part of their neighbourhood plan to help evidence what is required to support any development in the future.

Be a champion for sustainable travel behaviours

Local councillors, as important, accountable people within their communities, are well placed to champion sustainable travel behaviours within their communities

There are a range of local measures that can be promoted to increase the use of sustainable transport and help to change behaviours away from car dependency. These can include working with local schools to develop school travel plans, setting up local car share schemes, working with local businesses to promote car clubs and walking and cycling initiatives.

Some communities have also established community transport schemes which link into the wider public transport network, health facilities, shopping trips or for employment. Once local needs are clearly identified opportunities become more apparent as to how those needs can be met.

CASE STUDIES

SEDLSCOMBE PARISH COUNCIL, EAST SUSSEX

Sedelcombe Parish Council runs an informal lift scheme for local residents who find it difficult to attend doctors and hospital appointments because of a lack of transport or because they don't qualify for non-emergency patient transport. The scheme was founded by Pauline Glews who saw a woman in tears as she could not get to a hospital appointment by bus or taxi. Pauline is a parish councillor and is currently the Vice Chair of the council. Pauline decided to take the issue of lack of transport for people in the village to the council and from that a plan was put into action. The scheme is still running today and completely voluntary!

Operationally, the lift scheme works by residents phoning the volunteer drivers and can arrange lifts with them directly. The names and contact details of volunteer drivers are advertised on local council notice boards outside the village shop and doctor's surgery. Those getting a lift pay a small fee for petrol, which is cheaper than taking a taxi and is more frequent than taking the bus. Individuals who are interested in becoming a lift scheme driver are encouraged to contact the council so they can be added to the list. There are currently 12 councillors that volunteer as drivers

The local NHS trust (East Sussex Healthcare) gave the lift scheme 12 parking passes, one for each driver, so they don't have to pay when they do a drop-off or pick up. The lift scheme has created a community spirit and encourages residents to act selflessly for each other.

Sedlescombe's advice for setting up a similar scheme is:

- To make sure the drivers tell their insurance companies about the scheme
- Check the tax-free threshold for petrol expenses
- Give each of your scheme drivers a lanyard for easy identification.

DISLEY PARISH COUNCIL, CHESHIRE

Disley Parish Council transport scheme was set up in 2014 with a second hand 9 seater minibus provided free of charge with a grant from Cheshire East Council, and a number of volunteer drivers. The mini bus makes a number of trips each month to places of interest outside the village, including historic venues, garden centres, markets and picturesque villages. It is also available for hire by local community groups and provides a real boost to older residents. The scheme is run by Disley Parish Council (it is not a separate charity) with the help of 14 invaluable volunteer drivers. The scheme operates under a Section 19 permit issued by the Department of Transport.

The success of the scheme meant that on 2018 another minibus was bought which accommodated a further 14 people, including the driver. This minibus has a rear tail lift which allows passengers in a wheel chair to use the minibus. A grant from Disley Parish Council and The Big Lottery Fund

were supplemented by local community groups and with a community effort- raised the funds for the new bus.

As part of the ongoing safety and maintenance of the minibus, we arrange 10-weekly safety inspections, an annual service and 6 monthly inspections for the tail lift. Insurance is arranged through Rigton Insurance brokers and includes breakdown cover.

Disley Parish Council operates the bus in two main ways:

1. The bus scheme arranges regular trips for Disley residents to a variety of places where they couldn't easily get by public transport (eg shopping outlets, markets, country houses, Christmas fairs etc). We rely on the support given to us by our group of volunteer drivers, all of whom we have recruited locally and have put through Minibus Driver Awareness scheme training. The Community Transport Association can give you the details of local trainers. The drivers cannot be paid but we give them a £5 lunch allowance. In September 2018, we set up a weekly shoppers group which provides a door to door service for less mobile members of the community to do a weekly supermarket shop. This has proved to be very popular. Each passenger must be a member of the bus scheme (we charge a £1 one off fee) to be able to go on the trips. We charge a fare for each trip based on mileage and a contribution towards the upkeep of the bus (currently £3 for a local trip; £5/£7 for a longer trip). Under the Section 19 licence, the bus cannot be used to provide a service for members of the public who are not members of the scheme.

2. Hiring the bus to local community groups for social, educational, recreational purposes. We charge a £5 one off group membership fee and the hire charges are based on a rate per session (£15 half day, £27 full day, £20 per day if 3 days or more) plus mileage at 40p per mile. We usually ask for a £10 non-refundable deposit for bookings. The group needs to provide their own driver with the appropriate categories on their driving licence which needs to be checked at point of application. We do not provide our volunteer drivers for these trips as our volunteers are only registered to drive for Disley Parish Council. However, they can separately apply to be a nominated driver for a specific group.

CHARING PARISH COUNCIL, CHALLOCK PARISH COUNCIL, CHILHAM PARISH COUNCIL, EGERTON PARISH COUNCIL, PLUCKLEY PARISH COUNCIL, SMARDEN PARISH COUNCIL, KENT

The villages around Pluckley had been complaining endlessly to Kent County Council for their lack of transport links. To fix the issue, the isolated villages set up a community project themselves. Wealden Wheels was co-founded by Alan Davies and Tim Lee and funded by Kent County Council and Ashford Borough Council. Whilst also receiving funding from the local parish councils around Pluckley. Additionally, Wealden Wheels recognises the importance of funding from: Charing; Challock; Chillham; Egerton; Pluckley; and Smarden parish councils', as the funding covered operational funding,

such as staff costs and therefore aided the project's success.

Roughly two-thirds of Wealden Wheels journeys now connect schools, the elderly, and residents with disabilities in the surrounding areas of: Pluckley, Kent. The approximate 140 members of Wealden Wheels include local families, village clubs and societies. Wealden Wheels currently has 1 full time paid Coordinator, roughly 20 volunteers with 6 regular volunteer drivers and around 22 groups who use the service. Members use the service for social, leisure, educational and health purposes and trips can be either short or long, local or further afield, subject to vehicle and driver availability. Four minibuses are available for hire by village families or groups who join the scheme either on a self-hire basis or with a volunteer driver.

The project is run as a car club so each family, individual or group pays an annual membership (£10 for founding member villages, £15 for general membership). Drivers must be DBS checked to drive the larger buses, although finding volunteers is an ongoing issue. A quarter of their business is now self-drive, reducing the need for volunteers, and around 80% of the turnover is self-funded. The 20% gap is covered by annual donations (£250-£500) from some user villages (totalling 5% typically) and Kent County Council, circa 15% typically).

Alan Davies, founder, states: "In early 2018 we were aware of a gap in our offering. Specifically families with a disabled or elderly member who needs wheelchair support. We therefore acquired a VW Caddy (larger,

high roof Golf style car,) fitted with 2 rows of seats (5 occupants) and with a space behind for securing a wheelchair and with a folding loading ramp. We also have a (donated) electric scooter for users of this vehicle if they don't have their own. This vehicle is now almost our most used one so the need was clearly real!"

BISHOPS STORTFORD, HERTFORDSHIRE

Bishop's Stortford Community Transport Charitable Incorporated organisation is a registered charity and has a fleet of four minibuses which are managed by Bishop's Stortford Town Council. They offer affordable not-for-profit transport to members of the community, as a self-drive hire or the regular services mentioned below.

There are also a number of regular services around Bishop's Stortford and the surrounding area. This includes the Stortford Shuttle, operating once an hour Monday to Friday on a circular route not covered by commercial bus companies; the Hadham Hopper, a free service operating every Thursday from Much Hadham and Perry Green to and from Bishop's Stortford and the Saturday Shopper Hopper, taking people from the Parsonage, the town centre and Thorley to the Tesco in Bishop's Stortford.

In August 2019, NALC organised a study visit for local councils to Bishop Stortford to showcase their transport use as a case study for other councils. The study visit demonstrated the use of the buses for the vulnerable people in their community and the improvement that it has made to adult social care in the

area. It is a initiative and forward thinking example for other local councils to follow.

HARTLEY WINTNEY PARISH COUNCIL, HAMPSHIRE

At the time of conceiving the scheme in 2010 there was a regular bus service around the community. The concept of the community bus was to complement this regular bus service as well as providing a more tailored demand which responded to local need and catered for those with limited mobility or who were denied access to regular services. In October 2011 this service was withdrawn by Hampshire County Council and residents were left without any service to Winchfield Station or direct service to Odiham or Basingstoke. It became critical to re-instate some level of service for the local community by the local council as many residents had become stranded as a result of the cutbacks and removal of the service.

Hampshire County Council were keen to listen to the proposals, however, a number of issues arose primarily around the fact that no other local council had suggested such a project. There are a number of community buses in operation but they are generally run by volunteers and specialise in door to door or "Call and Go" style services for those who cannot access regular services. Hartley Witney had to produce a firm business plan, indicative timetabling and costings and then had to become Hampshire County Council approved provider for transport services. The cost of the scheme over 5 years was estimated at £325,000 of which £246,000 would be coming from the S106 agreement (the rest funded by fare income).

Two and a half years after the initial idea was conceived the contract for the community bus service was finally approved by Cllr Kendall, Executive Member for Environment and Transport and Deputy Leader of the Council on 22nd January 2013. The current services include timetabled services around the town. This service also serves other towns close by. The fares for paying passengers remain unchanged at £1.50 per single journey within Hartley Wintney and £3.00 per single journey outside of the parish. The vehicle will also be available for local groups and voluntary organisations to hire outside of the normal operating hours.

BRIDPORT TOWN COUNCIL, DORSET

The council contracted First Wessex to run an around town bus service following the withdrawal of services previously subsidised by Dorset County Council. The new service has been championed by a working group consisting of local councils, the Bridport Local Area Partnership and the Western Area Transport Action Group. It has been operating twice a week on a six month trial basis across Bridport, West Bay, Bothenhampton, Lower Walditch, Bradpole and Allington since August 2018. Fares are £2 for a single journey and £3 return, with concessionary bus passes also accepted. The bus service aimed to fulfil a public transport need, and reduce social isolation.

SEVENOAKS TOWN COUNCIL, KENT

The Sevenoaks Town Partnership Vintage Bus Service and the Sevenoaks Route 8 Bus Service were awarded top prize in the Transport Planning Society's inaugural People's Award for 2018.

The People's Award highlights excellent transport planning initiatives that have made a difference to communities and local people. The judging panel looked at community schemes that had made a difference to resident's access to services, quality of life and wellbeing.

The Sevenoaks Town Partnership Vintage Bus Service launched, in 2011, has helped contribute to an increase in visitor numbers to local businesses in the town centre and the leading National Trust property. The bus conductors are all volunteers in the community and enjoy it thoroughly. Older people in Sevenoaks have said that they can now visit it the town independently rather than waiting for a relative to collect them and take them shopping or to meet friends in the town centre.

The introduction of the Sevenoaks Route 8 Bus Service, an orbital bus route linking Sevenoaks town centre to residential areas, has introduced free bus travel to young people aged 11-18 year olds by the local council. The bus service ensures that older residents can converse with neighbours and friends easily and have easy access to the town centre. The bus service attracts close to 500 passengers per week. The bus links the two train stations, bus station, residential areas and town centre and runs its route every hour from 9:00 am to 15:00 pm.

OTHER PROJECTS THAT WERE RECOGNISED IN THE PEOPLE'S AWARD

Cycle centres in Broxtowe

The creation of two cycle centres, funded by Broxtowe Borough Council has transformed the lives of many members of the community. One centre, based in Stapleford, opened every Saturday providing free learn-to-ride sessions for beginners and on-road training sessions for improvers, plus a gentle led ride.

Accessibility and affordability were key and free loan bikes were provided for anyone without a bike. Support was given to residents of all ages and a cycling instructor consulted with each participant to find out about their personal objectives, motivations for cycling, setting goals for sessions, and their ultimate objective.

Help was given to support a lifetime of cycling such as bike purchase advice, journey planning using cycle maps/interactive maps and journey buddying. Individual goals included improving health and fitness, commuting to work by bike, enjoying family leisure time and saving money. Stapleford residents have benefitted from:

- 201 beginner attendances with an average of 16-17 clients per week
- 78 group ride attendances with an average of 5 clients per week

Hackney Community Parklet

This community-led initiative, to improve residential streets, allows individuals and communities to apply for a parklet in place of a car parking space, which is then managed by the individual and community. A parklet can include seating, plants and flowers, play areas, chilling out space, art work, wi-fi hubs, cycle parking. The campaign for this scheme began in May 2017 by local resident, Brenda Puech, who resorted to direct action to set up a community parklet in a car parking bay outside her home after being turned down for a parking permit. The campaign was supported by the local Hackney and London Living Streets Groups. Brenda's parklet turned out to be an enormous success within the community. Within a few days it had taken the neighbourhood by storm. Seven visitor books filled up. It received widespread attention on social media and news coverage. Children were its biggest fans. A petition to allow the parklet to remain received over a thousand signatures. The popularity and support for the parklet over the months convinced her local authority, the London Borough of Hackney, to launch in July a community led residential parklet scheme, allowing residents to apply for a parklet in the space of a parking bay.

Jaguar Land Rover Solihull

Jaguar Land Rover employs over 11,000 staff and has numerous contractors working on their Solihull site 24 hours-a-day. Large staff numbers coupled with the shift working patterns, creates significant pressure on both car parking and the local road network. The Bicycle User Group (BUG) hold regular events throughout the year to increase the appeal of cycling and get more staff to get to work. This includes Dr Bike sessions,

maintenance courses as well as organised rides which engage current, and potential, cyclists across the organisation. The impact of this work is that over 6 per cent of Jaguar Land Rover employees cycle to work, an impressive statistic when 75 per cent of staff live more than five miles away from the site.

The Loch Earn Railway Path

The Loch Earn Railway Path (LERP) is a community delivered project that began in 2012. To date, the completed works run from St. Fillans to Dalchonzie, around 6.5km running east from the village, creating a previously non-existent off-road link with Comrie (in the Strathearn region of Perthshire). The route now gives locals and visitors the option to travel actively between the villages, without accessing a dangerous trunk road. The very first phase of the LERP project saw the construction of the Glentarken Bridge; this has proved to be a significant factor in the whole project as it has re-established a walking link with Lochearnhead. This new bridge now spans a 30m wide gorge, which was previously a major obstacle along the route where the original railway bridge had been removed.

RESOURCES

National Planning Policy Framework	www.gov.uk/government/publications/national-planning-policy-framework--2
Department for Transport	www.gov.uk/government/organisations/department-for-transport
National Design Guide by the Ministry of Housing, Communities & Local Government	www.gov.uk/government/publications/national-design-guide
Better planning, better transport, better places by the Chartered Institution of Highways and Transportation (CIHT)	www.ciht.org.uk/media/10218/ciht-better-planning-a4_updated_linked_.pdf
Planning for Walking by CIHT	www.ciht.org.uk/media/4465/planning_for_walking_-_long_-_april_2015.pdf
Planning for Cycling by CIHT	www.ciht.org.uk/media/4461/ciht_-_planning_for_cycling_proof_v2_singles.pdf
Buses in Urban Developments by CIHT	www.ciht.org.uk/media/4459/buses_ua_tp_full_version_v5.pdf
Transport for New Homes Charter	www.transportfornewhomes.org.uk/about/transport-for-new-homes-charter

RESOURCES

Checklist for new housing developments by Transport for New Homes

www.transportfornewhomes.org.uk/the-project/checklist-for-new-housing-developments

The Transport Planning Society People's Award

www.tps.org.uk/transport-planning-day-2019/the-peoples-award

NOTES

NOTES

NOTES

Published by National Association of
Local Councils (NALC)

109 Great Russell Street
London
WC1B 3LD

020 7637 1865
nalc@nalc.gov.uk
www.nalc.gov.uk

Unless otherwise indicated, the copyright of material in this publication is owned by NALC. Reproduction and alteration in whole or part of *The Good Councillor's guide to transport planning* is not permitted without prior consent from NALC. If you require a license to use NALC materials in a way that is not hereby permitted or which is restricted by the Copyright, Designs and Patents Act 1988, then contact NALC. Subject to written permission being given, we may attach conditions to the licence.

Every effort has been made to ensure that the contents of this publication are correct at the time of printing. NALC does not undertake any liability for any error or omission.

NALC cannot be held responsible for the failure of advertisers to provide the services or products advertised.

© NALC 2019 All rights reserved.

Other publications in The Good Councillor's guide series are available:

The Good Councillor's guide

The Good Councillor's guide to neighbourhood planning

The Good Councillor's guide to finance and transparency

The Good Councillor's guide to being a good employer

The National Association of Local Councils (NALC)

109 Great Russell Street, London WC1B 3LD

t: 0207 637 1865 e: nalc@nalc.gov.uk w: www.nalc.gov.uk