

DRAFT ACTIVE TRAVEL TOOLKIT FOR NEW DEVELOPMENTS

A Toolkit to Enable Active and Healthier New Communities and Towns

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Purpose

The purpose of the Active Travel Toolkit for New Developments (referred to as the 'Toolkit') is to allow the effective assessment of walking and cycling provision for all scales of new development in Cambridgeshire. The Toolkit acts as a guide to ensure active travel is being considered for all new developments in line with the bold central government decarbonisation agenda prioritising improvements in sustainable travel, including the vision set in Gear Change (2020) for England to be a great walking and cycling nation. It will help support achieving Cambridgeshire's Active Travel Strategy by embracing active travel in all transport policies, projects, investment and development in Cambridgeshire. It seeks to make it clear to developers, policy makers, planners, transport engineers, and others what is expected to be done at each stage of the planning process to achieve these aims and must be used alongside national and local transport policy, Local Plans and Supplementary Planning Documents (SPDs), and technical guidance such as LTN 1/20. The Toolkit does not set a higher level of expectation than set in these policies, plans and guides but will be a valuable tool to assess how new developments are applying these into their proposal.

The Toolkit has been developed with help from the Local Government Association and The Design Council as part of an initiative to share good knowledge across all Local Authorities. It has been collaboratively designed to assist the relevant Local Planning Authority officers, in consultation with the Highway Authority (Cambridgeshire County Council), at each stage of the planning process and clearly sets out the expectation of developers through this process. This is to achieve the aim of enabling the timely delivery of high-quality and inclusive active travel infrastructure to optimise uptake of more active forms of travel for new residents when they move into their new home. Research has shown that when people move to new locations, they will reassess their means of travel if the necessary infrastructure to give them new choices is ready. This in turn can lead to positive behaviour change and adoption of more active forms of travel.

The scope of this Toolkit is focussed on measures that will support and encourage uptake of active modes of travel from the first inhabitants of a new development, including the connections needed for onward travel by bus for longer sustainable journeys. It is recommended that the Toolkit is considered for all scales of new development, but the focus is on larger developments. An appropriate level of proportionality of design measures according to scale of development will be expected to be applied.

Using the Toolkit

'New developments' as referred to in this Toolkit relates to both residential and commercial developments.

Completion of the Toolkit will be required for applications that meet the following minimum thresholds:

- 150 residential units (dwellings);
- 7,500m² commercial area; or
- The site having an area of 5 hectares or more.

These thresholds are in line with the thresholds set by Active Travel England (ATE) for planning applications they will need to be consulted on.

A completed copy of the response to the Toolkit in Appendix 1 will need to be submitted alongside the Transport Assessment or as part of the Design and Access Statement process. Where a 'key consideration' has not been applied, if justification of this is not accepted by the Highway or Planning Authority, it may be used as a reason for objection/refusal.

For developments smaller than this it is advised that developers still consider the Key Considerations and Expectations set out in the Toolkit, alongside Cambridgeshire's Active Travel Strategy and relevant technical guidance to ensure active travel provision is considered at the early stage of design.

The level of application of the Toolkit will be dependent on scale and type of development, as well as location. It states the minimum expectations to be considered and how these can be incorporated into design and the planning process, but how it is applied will be dependent on an individual application basis. Any measures requested in a S106 or condition would be requested as part of a wider consideration of the Transport Assessment. The Local Planning Authority, in consultation with the Local Highway Authority where applicable, will determine if the appropriate level of consideration of the Toolkit has been applied, or if further consideration or evidence is required.

Policy Context

This Toolkit is in line with the wider national, regional, county and district transport and planning policy which aims to decrease car dependency through quality provision of active travel infrastructure. By enabling and encouraging more journeys to be made by foot or cycle, we can improve air quality, meet our targets to become carbon neutral and help make our communities safer, healthier places to live and work. The relevant transport and planning policies that should be considered alongside this Toolkit are listed below:

Central government

- Gear Change: A Bold Vision for Cycling and Walking 2020
- Decarbonising Transport: A Better Greener Britain 2021
- Local Transport Note 1/20: Cycle Infrastructure Design 2020
- Cycling and Walking Investment Strategy 2017 (2022 update)
- Manual for Streets 1 & 2

Regional Government: England's Economic Heartland

- EEH Regional Transport Strategy
- EEH Active Travel Strategy (emerging)

Cambridgeshire and Peterborough Combined Authority

- Cambridgeshire and Peterborough Local Transport Plan 2020
- Cambridgeshire and Peterborough Local Transport and Connectivity Plan (draft)
- Independent Commission on Climate
- Non-Statutory Strategic Spatial Framework

Cambridgeshire County Council

- Cambridgeshire Active Travel Strategy 2023
- Cambridgeshire Active Travel Design Guide (emerging; due 2023)
- Cambridgeshire Rights of Way Improvement Plan 2006 (2016 update)
- Cambridgeshire Local Walking and Cycling Infrastructure Plan 2022
- Highway Development Management – General principles for development 2021 (update due 2023)
- District Transport Strategies
- Vision Zero Partnership: Towards 2030 – Making Our Roads Safer For All 2020
- Cambridgeshire and Peterborough Joint Health and Wellbeing Strategy
- Cambridgeshire County Council's Climate Change and Environment Strategy 2022: Net Zero Cambridgeshire 2045
- Cambridgeshire Green Infrastructure Strategy 2011
- Cambridgeshire County Council Single Equality Strategy 2018-2022

Greater Cambridge Partnership: Delivering the Greater Cambridge City Deal

- Greater Cambridge Partnership's (GCP) Future Investment Strategy (FIS)

Local Planning Authority:

- District Local Plans
- District SPDs
- Neighbourhood Plans

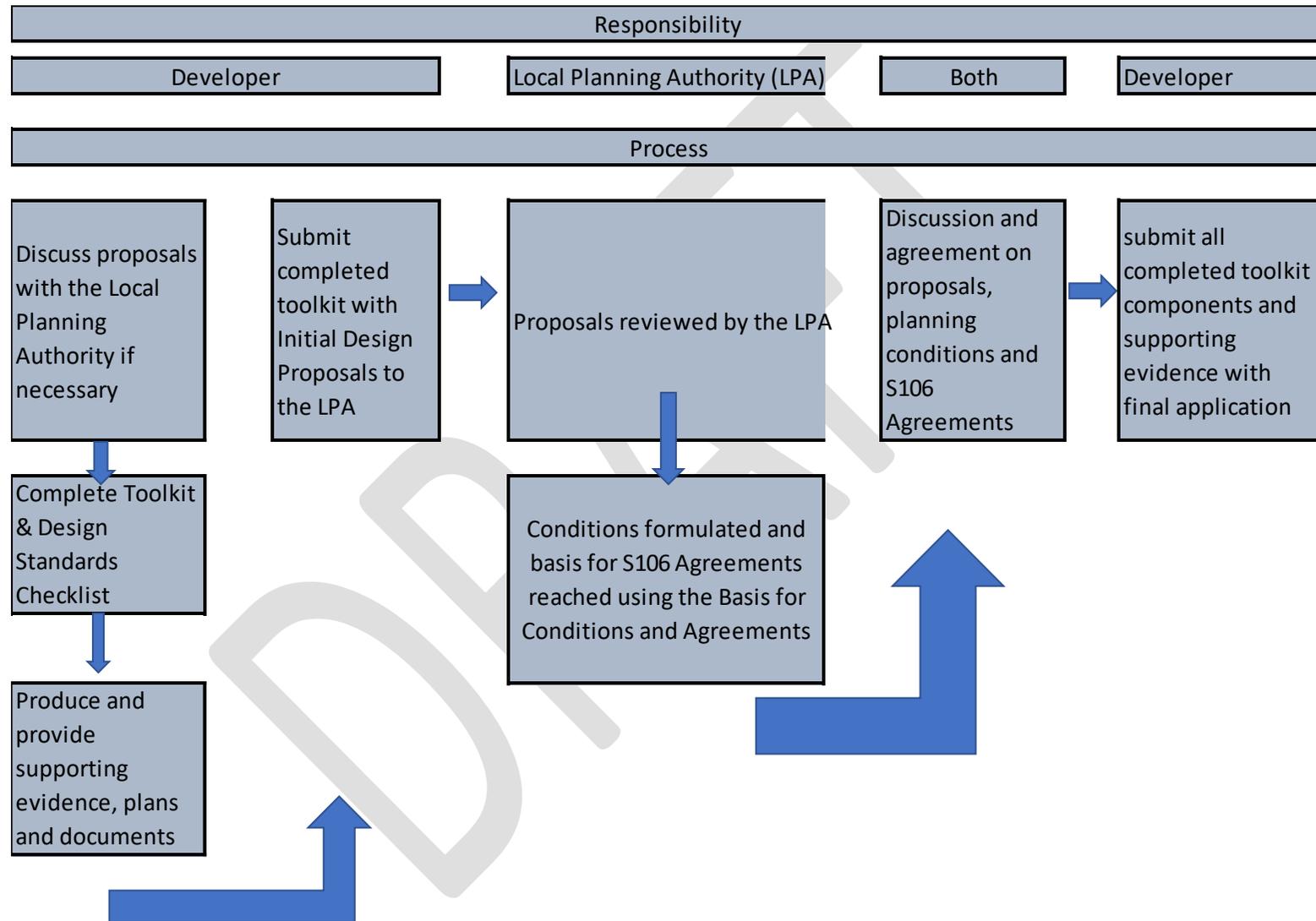
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Components

For ease of use, the Toolkit is made up of a simple checklist to enable users to quickly identify issues, describe how they will be addressed and at what stage of the planning process i.e. through conditions, reserved matters or design code phases.

1. Table 1: Cambridgeshire New Development Design Checklist Guidance – Developers will be expected to demonstrate that their proposals satisfy the requirements of this Guide by assessing their proposals against the expected provision which are brought together under the Checklist. These relate to each specific stage of the application.
2. Appendix 1: Cambridgeshire New Development Design Checklist – to be completed and returned to Local Planning Authority with planning application.
3. Appendix 2: Examples and References – to support the use of the Toolkit [*to be completed*].

The Process



Cambridgeshire New Development Design Checklist

Table 1 sets out the key considerations of the Toolkit and examples of evidence to be submitted to the Local Planning authority with any application. A blank version of the Checklist is provided in Appendix 1 to be completed and submitted. Where a key consideration has been reviewed by an applicant but decided further measures are not appropriate due to scale/type of development, a response of 'N/A' can be applied. The completed Toolkit will be assessed by the Local Planning Authority, and Local Highway Authority as appropriate, and returned to the applicant if it is felt an appropriate level of consideration has not been applied to the Toolkit.

For photographic examples of good (and poor) practice, and for local and national policy, please refer to Appendix 2.

To view identified active travel schemes that may relate to your proposal, please visit the [MyCambridgeshire interactive map](#).

Table 1: Cambridgeshire New Development Design Checklist Guidance

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
1	Strategic Public Transport and active travel improvements are needed to connect new developments to existing destinations. The need for strategic links will be dependent on location and scale of the development.	<p>Strategic public transport and cycle improvements will be required for any new development where existing provision is below expected standard or non-existent.</p> <p>1. Provisions to upgrade pedestrian, cycle and public transport access to a development should be made to ensure that a development is sustainable, meets the NPPF and mitigates its impact on the surrounding highway network.</p>	Policy, Outline	Engineering drawings of active travel routes and public transport route including bus stops, shelters.

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>2. There should be new or improved high quality active travel routes to the nearest significant destinations such as town or city centre, school, employment, local shops, leisure attractions and public transport hub that are within easy cycling distance (10km).</p> <p>3. Infrastructure needs conditions and S106 triggers to ensure that the development is linked to when new infrastructure will be built. Development may need to be held back until infrastructure is in place under a monitor and manage strategy.</p> <p>4. New infrastructure needs sufficient design and investigation to ensure that it is deliverable in practice.</p>		
2	All new developments should be well connected in terms of active travel to the existing active travel network.	<p>There should be a seamless connection between the active travel network within a development and the existing network.</p> <p>Where there are gaps or existing poor provision, developments should contribute to the provision of new or improved infrastructure.</p>	Masterplan, Outline, Design Code, Parameter Plans and Reserved Matters	Details of offsite connections

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		New infrastructure needs sufficient design and investigation to ensure that it is deliverable in practice.		
3	To support longer journeys by sustainable travel, bus infrastructure in new developments needs early planning of routes, bus stops, shelters, and maintenance agreements, and ensure safe and convenient connections by active modes.	<p>There should be seamless connections for onward travel by sustainable modes by ensuring buses are able to serve new developments from the first occupant and can use primary roads, with supporting infrastructure such as bus stops with shelters, seating and cycle parking.</p> <ol style="list-style-type: none"> 1. Bus routes, stops and interchanges/hubs, should be planned at the outline stage. Should the development look to provide a new bus service or for an existing service to be diverted? Seek S106 at outline for a bus service if needed, in consultation with CPCA Public Transport team and bus operators. 2. Developments should be designed to allow buses to route through them whether along primary streets, or on 	Outline, Design Code, Reserved Matters	Bus route, funding, stops, shelters, maintenance details

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>specific public transport corridors and routes.</p> <ol style="list-style-type: none"> 3. Where there are segregated cycle routes bus stops must be designed in accordance with LTN 1/20. 4. Bus stops should be located to ensure that new dwellings are within 400m of a bus stop and connected by high quality active travel provision. 5. Bus stops should be located in pairs and located at key destinations and be near to well designed, safe crossing places. 6. Bus stops should be well designed- good quality shelters, timetables / information, seating and cycle parking if needed. <p>This should be included in detail in street layouts at reserved matters.</p> <p>Bus shelter maintenance should be detailed at outline stage and approval sought from the relevant Parish, Town or City Council.</p>		

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
4	Active travel should be prioritised and encouraged through the design of the development.	<ol style="list-style-type: none"> 1. Opportunities should be taken to include low traffic neighbourhoods and filtered permeability, which provides more direct and convenient routes for walking, cycling and public transport compared with the equivalent journey by car. This should be provided in the form of removable bollards where access for emergency vehicles remains, or camera enforcement where allowed and appropriate. 2. Street design should self enforce slow vehicle speeds of 20 mph. This should include regular speed control measures and tight radii at side road junctions as set out in Cambridgeshire's Highway Development Management General Principles of Development and Manual for Streets. 3. Developments should follow the principles of the 20 minute neighbourhood. 4. Any new development will be expected to apply Healthy Streets 	Masterplan, policy, outline, Design Code, Parameter Plans and reserved matters.	

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>principles: Healthy Streets Making streets healthy places for everyone.</p> <p>5. Schools should be located close to attractive active travel routes in an easily accessible or central location for the whole development, and away from primary/high trafficked roads. School drop off/pick up should be less convenient by car. Active Travel infrastructure around schools should consider higher capacity needed at peak times i.e. wider footways.</p>		
5	Developments should provide high quality cycle routes with a network grid of 250m.	<p>Developments should provide high quality cycle routes with a network grid of 250m.</p> <p>1. The cycle network should be LTN 1/20 compliant, safe, convenient, direct and attractive and connect all key locations within a development including schools, shops, community spaces, open spaces and leisure facilities.</p> <p>2. The network should include (a) green routes away from traffic, (b) cycle provision alongside primary</p>	Masterplan, Policy, Outline, Design Codes, Parameter Plans and Reserved Matters	Masterplan, Cycle Routes Parameter plan, Cycle network plan, layout engineering drawings.

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>streets and (c) routes that link streets through residential areas.</p> <p>3. The cycle network needs planning at the Master Planning and Design Code stages to ensure it connects all areas and facilities within the development. General design principles for the different types of proposed infrastructure should also be included at the Design Code stage and be aligned with the Cambridgeshire Active Travel Design Guide.</p> <p>4. Fully segregated or stepped cycleways should be provided on both sides of primary streets/ spine roads. Two-way cycleways on one side of the road will only be acceptable where there is no or little development on the other side of the road and crossing movements are provided for. Discussion with applicants is required from the outline stage to ensure enough road corridor space is provided on primary streets and at junctions. Cross</p>		

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>sections and side road treatment will need to be provided at this stage.</p> <p>5. Section 14.3 in LTN 1/20 sets out key considerations for a cycle network within a new development and Fig. 4.1 indicates suitable types of infrastructure related to expected speeds and traffic volumes.</p> <p>6. Any paths that link streets within a development should be designed for both walking and cycling with good forward visibility at each end.</p> <p>7. There should be a presumption against unsealed surfaces for off-road cycle/ shared use paths and drainage gullies should be cycle friendly. Paths design should be aligned with the Active Travel Design Guide</p> <p>8. Detailed design of the cycle network should be provided at the reserved matters stage. Cycle routes should have an agreed adoption and maintenance strategy.</p>		
6	Developments should provide high quality walking networks.	Ensure there is a connected, high quality pedestrian network within a development.	Masterplan, Policy, Outline, Design Codes	

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<ol style="list-style-type: none"> 1. The pedestrian network should consider the Healthy Streets Indicators and be fully accessible to all types of pedestrians, e.g. wheelchair and mobility scooter users, those with pushchairs, and those with mobility or visual impairment. 2. The network must be well connected to all key locations within a development including schools, shops, community spaces, open spaces and sports areas. 3. General design principles for footways and footpaths should be included at the Design Code stage. 4. Footways and footpaths should have an agreed adoption and maintenance strategy. 	and Reserved Matters	
7	Key Active travel infrastructure should be ready for use when residents move in to enable safe connections to facilities.	<p>Key cycle and pedestrian infrastructure should be completed and connected when first residents move in.</p> <p>This enables new residents to safely use cycle and footway infrastructure without a delay.</p>	SPD, Outline, Reserved Matters conditions to ensure access is provided, during construction.	Active Travel infrastructure completion programme Path construction timing

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<ol style="list-style-type: none"> 1. There should be active travel routes connecting to new facilities from when they first open. This will require outline conditions and ongoing dialogue with master developers to ensure key routes are constructed to link housing plots in time for the opening of schools and other key destinations. 2. If roads or paths are closed for construction works, there should be advanced notification to residents of any works, and alternative routes should be available and appropriately signed, including at entry points, to avoid long diversions. 3. Any temporary road surfaces and crossings should be smooth to allow easy access for users of all abilities including those using mobility aids or buggies. 		
8	Access for construction vehicles as the development is inhabited should consider the safety of residents travelling around during construction, as well as how active travel	<p>A separate construction access only route is required during buildout of the development.</p> <ol style="list-style-type: none"> 1. The construction access route for the duration of the construction should 	This should be considered at outline stage and a separate construction	Construction access routes and primary street frontage details.

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
	infrastructure is built and made accessible to residents prior to completion.	<p>allow for all key active travel infrastructure within the development to be completed before first occupation.</p> <p>2. Development parcels adjacent to primary streets could have restricted access to the primary street for services and driveways to enable early construction of the primary street, and delays associated with construction of the parcel frontages. This would be defined in the Design Code.</p>	access route conditioned. Design Code and Reserved matters for primary street frontages and parcel design.	

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
9A	<p>Accessible and appropriate short stay/visitor cycle parking to be provided for shops, community facilities, schools, offices and play areas/open spaces across the development as well as for flats and other multi-occupancy buildings. Cycle parking at bus stops should also be provided where appropriate.</p>	<p>All short stay/visitor cycle parking should be easily accessible, conveniently located close to the entrance, and in an area where it is overlooked and well lit.</p> <p>Visitor cycle parking should be provided at each public entrance of blocks of flats to cycle parking. The spacing and dimensions of cycle stands/racks should accord with the Cycle Parking Guide for New Residential Developments CycleParkingGuide_split.qxp (cambridge.gov.uk)</p>	<p>Policy Design Codes and Reserved Matters</p>	<p>Cycle parking details</p>
9B	<p>Appropriate secure, easily accessible, covered long stay cycle parking should be provided for students, staff and for residents as well as for users of train and bus stations.</p>	<ol style="list-style-type: none"> 1. Residential cycle parking should accord with the guide as referenced above. 2. Other long stay parking should reflect the design and dimensions in the guide. 3. A proportion of the cycle parking (minimum 20%) for non-residential development should be provided within a secure location. 4. Access to cycle parking should be as close as is practical to staff 		

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<p>entrances and closer than non-disabled staff car parking.</p> <p>5. Visitor cargo bike parking should be provided at key locations such as schools, nurseries and libraries and residential cargo bike parking should be considered for blocks of flats.</p>		
10	<p>The overall design of developments should proactively avoid known barriers to active travel such as illegal or inconsiderate car parking as a consequence of poor design.</p>	<p>Car parking for dwellings needs consideration and must be aligned to Local Plan policy.</p> <ol style="list-style-type: none"> 1. Car parking provision should consider car ownership levels to discourage overspill parking onto streets. 2. Parking provision and design should prevent cars parking on pavements or stepped cycle lanes. e.g. adequate visitor parking, avoidance of unpopular parking designs. 3. Parking restrictions and enforcement will need to be considered for each development. Temporary measures will need to be taken by the developer to ensure cycleways and footways are kept free of parking whilst the road is unadopted. 	<p>Policy, Design code, Reserved Matters, Construction</p>	<p>Parking strategy</p> <p>Garage dimensions</p>

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<ol style="list-style-type: none"> 4. Parking on street should be carefully designed otherwise it can lead to obstruction of footways, public spaces, and cycle paths. 5. Designated areas for parking for trades should be provided during construction. 6. The potential for overspill parking from nearby destinations will need to be understood and managed. 7. Garage and carport dimensions should allow sufficient width for cars and be 3.3 x 6m to avoid parking on streets. If also providing cycle parking, then garages should be larger as per dimensions set out in the Residential Cycle Parking Guide 8. Driveways needs to be long enough that garage doors can be lifted or front doors can be opened without having to move a car to make room. An allowance of at least 1m should be provided. 		
11	New development should offer ways for healthy living within the development and for leisure opportunities beyond the site to promote healthy lifestyles.	Measures to promote healthy new communities should be included.	Policy, Outline, Reserved Matters	Healthy street audit

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<ol style="list-style-type: none"> 1. Seats placed in public spaces, and along pedestrian routes for people to rest. 2. Signage for key routes to enable orientation around a new development and creation of dementia friendly environments. 3. Shade provided by trees. 4. Public Rights of Ways improvements to allow countryside and green areas to be accessible to the widest possible range of people, safe for users and encourage healthy activities. For example, a perimeter path around the development, and strategic connections and routes outside of the development. <p>Proposals must align with the Cambridgeshire Rights of Way Improvement Plan and Cambridgeshire Active Travel Design Guide.</p>		
12	Travel options should be made clear to new residents and occupants.	<p>Travel Planning is key in new communities.</p> <ol style="list-style-type: none"> 1. Travel Plans should enable travel information to be sent to every household, employer and school. 	Policy, Outline, Reserved Matters	Framework Travel Plan

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		<ol style="list-style-type: none"> 2. Events and surveys to be undertaken from an early stage of a development and then annually after. 3. A Travel Plan Coordinator needs to be appointed with sufficient budget to promote sustainable and active travel and encourage uptake of walking/cycling vouchers or public transport incentives, and for sufficient length of time. This should be detailed in a Travel Plan which should be conditioned. 4. The Travel Plan Coordinator for a major development should also work with local employers and schools within the development and locally. 5. Travel plans should be put in place during construction and used in the marketing of the development. 		
13	Unplanned infrastructure may be needed in any large development and a reserve fund should be agreed for this.	A reserve fund should be provided by the S106. This is to fund any foot or cycle paths or cycle repair station, and other infrastructure that is related to a development as it evolves. Typically, it has not been highlighted in a consent condition or S106. In large complex	Policy, Outline	Engineering designs for a central cycle hub, repair station or EV charging areas.

No	Key Consideration	Minimum Expectations	Stage at which it should be considered	Example of evidence submitted to the planning authority
		developments funding for these extras will always arise and be required.		

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APPENDIX 1: Cambridgeshire New Development Design Checklist - Applicants Response

Applicants are asked to fill in the below table and to detail whether each item is applicable to the development, and if so to detail how it has been considered. This can be submitted as an Active Travel Toolkit for New Developments Response or could be a separate section within a Design and Access Statement or Transport Assessment. For outline applications some elements of the toolkit may become incorporated into parameter plans, conditions or S106 heads of terms. For reserved matters or Full applications, details may be required in submitted drawings and plans. In the table below please detail references where applicable.

No	Key Consideration	Describe how the consideration has been applied and evidence provided. If not applicable use 'N/A' with brief justification.
1	Strategic Public Transport and active travel improvements are needed to connect new developments to existing destinations. The need for strategic links will be dependent on location and scale of the development.	
2	All new developments should be well connected in terms of active travel to the existing active travel network.	
3	To support longer journeys by sustainable travel, bus infrastructure in new developments needs early planning of routes, bus stops, shelters, and maintenance agreements, and ensure safe and convenient connections by active modes.	
4	Active travel should be prioritised and encouraged through the design of the development.	
5	Developments should provide high quality cycle routes with a network grid of 250m.	

6	Developments should provide high quality walking networks.	
7	Key Active travel infrastructure should be ready for use when residents move in to enable safe connections to facilities.	
8	Access for construction vehicles as the development is inhabited should consider the safety of residents travelling around during construction, as well as how active travel infrastructure is built and made accessible to residents prior to completion.	
9A	Accessible and appropriate short stay/visitor cycle parking to be provided for shops, community facilities, schools, offices and play areas/open spaces across the development as well as for flats and other multi-occupancy buildings. Cycle parking at bus stops should also be provided where appropriate.	
9B	Appropriate secure, easily accessible, covered long stay cycle parking should be provided for students, staff and for residents as well as for users of train and bus stations.	
10	The overall design of developments should proactively avoid known barriers to active travel such as illegal or inconsiderate car parking as a consequence of poor design.	
11	New development should offer ways for healthy living within the development and for leisure opportunities beyond the site to promote healthy lifestyles.	

12	Travel options should be made clear to new residents and occupants.	
13	Unplanned infrastructure may be needed in any large development and a reserve fund should be agreed for this.	

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