

WORKSHEET T1: TRAVEL TO AND FROM THE LOCAL AREA

Task: to assess patterns of travel to and from the local area by car and by public transport

1: Introduction to the task

Local transport authorities have a pivotal role to play in improving accessibility through:

- strategies, policies and programmes;
- schemes and initiatives specially designed to improve accessibility;
- influencing the authority's wider policy areas
- *influencing the decisions of external bodies on location and delivery of services*

It will be useful to investigate the following when looking at transport issues relating to your town.

Rural Transport Partnerships (RTPOs): a large majority of RTPOs still in operation are funded mainly by Local Authorities.

Accessibility Planning (Department for Transport DfT):

http://www.dft.gov.uk/stellent/groups/dft_control/documents/contentservertemplate/dft_index.hcst?n=8588&l=2

Accessibility planning promotes social inclusion by helping people from disadvantaged groups or areas access jobs and essential services. It encourages local authorities and other agencies to systematically assess whether people can get to places of work, healthcare facilities, education, food shops and other important destinations. It also provides the framework for transport authorities and other agencies to work together to develop and deliver solutions to accessibility problems that address the needs and priorities of local areas. Solutions might include changes to the location, design and delivery of non-transport services, measures against crime and the fear of crime in and around transport, changes to pupil, patient, social services and public transport and improvements to walking and cycling networks. Engagement with this process can help towns to connect with points of funding and expertise, as well as influence Local Authority priorities in their areas.

Local Transport Plans (LTPs):

The LTP system is built round 5-year integrated transport strategies, devised at local level in partnership with the community. Local transport authorities in England, (outside London), are due to submit Local Transport Plans for 2006/7 to 2010/11 to the Department of Transport in July 2005. More information on LTPs is provided in the introduction to Worksheet T2: *Ease of access to services*. The purposes of LTPs are to:

- promote good transport planning
- provide a basis for tracking performance locally
- inform the allocation of LTP capital funding

If there is not enough information available to answer the questions it may be necessary to carry out surveys to collect all the relevant information:

- Travel times by train and bus and frequencies can be obtained from timetables or directly from the service operators
- Travel times by car can be surveyed by undertaking the journey
- Distances can be derived from mapping or as part of the journey time survey
- Location of train and bus station and stops can be obtained by local survey

2: Getting the following information will help provide insights into how to might be possible to influence the way people travel to and from the area.

Starting points for information	Information you will need	Answers and notes
Sub-section 1: Travel by Car		
<ul style="list-style-type: none"> • The Local Transport Plan • Local maps 	<p>Q 1 What is the distance and travel time from the town to:</p> <ol style="list-style-type: none"> a. The network of dual carriageway roads b. The least and most accessible villages <p>(Worksheets EC1 Q2; EC4 Q14,17; EC7 Q7 also refer to travel)</p>	
<ul style="list-style-type: none"> • Travel time surveys • Local transport partnership 	<p>Q 2 What is the distance and average travel time by car to the nearest neighbouring large town, from:</p> <ol style="list-style-type: none"> a. The town itself b. The most accessible village within the surrounding countryside c. The least accessible village within the surrounding countryside 	
<ul style="list-style-type: none"> • District Council and County Council (Local Transport Plan and the Regional Transport Strategy) 	<p>Q 3 Improvements:</p> <ol style="list-style-type: none"> a. What improvements are planned for the local/regional highway network in your Area? b. What are the proposed timescales? <p>(Worksheets EN1 Q9; EC7 Q7,16 S7 Q2 also refer to transport access. Worksheets EN1 Q7,14, EC6 Q 1,8,9; S2; S5 Q10 also refer to development)</p>	

Sub-section 2: Travel by public transport		
Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Local Transport Plan • Undertaking a Survey • Local maps • Coach and train timetables • Local Transport Plan 	<p>Q 4</p> <p>Public transport:</p> <ol style="list-style-type: none"> a. Which of these are in the town centre? <ul style="list-style-type: none"> • The main bus station • The main concentration of bus termini • The railway station b. If not in the centre of town, how long does it take to get to the town centre from these places? c. How far apart are the train station and the bus termini? d. With which train services do the buses connect, and what are the waiting times? <p><i>Find out if there are any planned improvements which would help this interchange.</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	
<ul style="list-style-type: none"> • Local maps • Local knowledge • Local survey 	<p>Q 5</p> <ol style="list-style-type: none"> a. How far is it and how long does it take to get from the train station to the town centre by: <ul style="list-style-type: none"> • foot • bicycle • taxi • bus b. Is the walking/cycling route attractive and safe? <p>(Worksheets EN1 Q10; EN3 Q7; EC7 Q13,14 also refer to pedestrian access. Worksheets EN1 Q9; EC7 Q7,16; S7 Q2 refer to transport access)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> Rail operators (National Rail has a website) 	<p>Q 6</p> <p>Rail services:</p> <ol style="list-style-type: none"> What is the frequency of rail services? Are times convenient for people using the trains to get to work? Are there closed railway lines? Are there plans to re-open any closed railway lines? <p><i>Look at the frequency of services to neighbouring market towns with a rail station and to the closest large town or city. Are there neighbouring towns or cities without a rail connection?</i></p> <p>(Worksheets EC1 Q2; EC4 Q14,17; EC7 Q7 also refer to travel)</p>	
<ul style="list-style-type: none"> National coach operators 	<p>Q 7</p> <p>Coach services:</p> <ol style="list-style-type: none"> What is the number of national coach services per day? What are their destinations and departure points? 	
<ul style="list-style-type: none"> Rail, coach and bus operators 	<p>Q 8</p> <p>What is the frequency of service and travel time from the town and from villages in the surrounding countryside to the nearest large town or city by:</p> <ul style="list-style-type: none"> bus coach train <p><i>Look at whether there are connecting local bus services from the villages. If there are waiting times between changing services include these within the overall journey times</i></p> <p><i>Note where it is not possible to make this journey by public transport at all.</i></p>	

3: This part is called a SWOT analysis, where you identify Strengths, Weaknesses, Opportunities and Threats. Once you have the information, use this table to show the Strengths and Weaknesses in the transport infrastructure and how people use it. Also flag up where there are Opportunities to improve things or where there might be Threats in the future. The conclusions give the basis for a summary that can go forward to the Healthcheck Report.

You may need to tick more than one column for each question.

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weakness	Opportunity	Threat	Need more info
To what extent is the car the predominant form of transport to and from the area?							
Are there definable user-groups or usage patterns for car-users and for the different public transport services?							
How easy is it to change between train and coach and/or bus services?							
Are waiting times for bus/train connecting services acceptable?							
Do public transport services meet local needs?							

What plans are there to improve the highway network or public transport services?							
Are there key routes for travel to and from the area?							

WORKSHEET T2: EASE OF ACCESS TO SERVICES

Task: to identify how easy it is for people to get around the area

1: Introduction to the task

These questions help assess how easy it is to access services, mainly by public transport. The location of key services will have been identified through other worksheets, in particular retail and town centre services, training and education, health and public safety and culture and heritage. Note that:

- Travel times by car can be surveyed by undertaking the journey
- Distances can be derived from mapping or as part of the journey times survey.

Local Transport Plans (LTPs):

The LTP system is built round 5-year integrated transport strategies, devised at local level in partnership with the community. Local transport authorities in England, (outside London), are due to submit their next Local Transport Plans for 2006/7 to 2010/11 to the Department of Transport in July 2005. The purposes of LTPs are to:

promote good transport planning
provide a basis for tracking performance locally
inform the allocation of LTP capital funding

Guidance on preparing LTPs has been issued to Local Authorities. This includes a new requirement for accessibility strategies, including local targets for accessibility improvements. These strategies should be underpinned by accessibility assessments. Authorities should submit an accessibility strategy in their 2005 LTP submission, but will be allowed to refine these strategies until the end of November 2005.

The quality of accessibility strategies in LTPs will be one of the factors taken into account in allocating LTP integrated transport block funding.

The healthcheck process could help to inform the LTP, as accessibility strategies are designed to be set in the context of the wider vision and objectives for an area, as for example set out in a community strategy or Market Town action plan.

If there is not enough information available to answer the questions there are survey techniques that can be used: guidance on undertaking local transport surveys is given in Data Sources and Survey Methods.

2: Getting the following information will help to show how easy or difficult it is to use public transport to get to key services in the area.

Starting points for information	Information you will need	Answers and notes
Sub-section 1: Timetabling and accessibility of public transport		
<ul style="list-style-type: none"> • Rural Transport Partnership • Bus and train operators • County Council transport department 	<p>Q 1 Information points: Where are the public transport information points? What is the quality of the information offered?</p> <p><i>Ask, for example, if there are there multi-mode timetables at bus stops and rail stations, and if special services (such as Dial-A-Ride) are widely advertised or actively promoted?</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	
<ul style="list-style-type: none"> • Bus and train timetables • District council 	<p>Q 2 Are bus and train times from outlying villages to the town convenient for getting to and from work and school?</p> <p><i>Compile a table showing bus and train times during the day. Note when first and last services of the day are.</i></p> <p>(Worksheets EC1 Q2; EC4 Q14,17; EC7 Q7 also refer to travel. Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	
<ul style="list-style-type: none"> • Local bus operators 	<p>Q 3 What times are the last Friday and Saturday night bus services from the town to villages in the surrounding countryside?</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • County Council • Bus operators • Rural Transport Partnerships 	<p>Q 4 What special public and private transport services* are there for people who are less able?</p> <p>(Worksheets EC7 Q8; S3 Q7,9; S3 Q5 also refer to disability issues) <i>*For example, bus, taxi, or alternative community or voluntary transport.</i></p>	
<ul style="list-style-type: none"> • District council (ask for Access Officers) • Specific surveys 	<p>Q 5 Where are the less able (for example, people who use a wheelchair or walking aid) disadvantaged in using public transport?</p> <p><i>Compare public transport routes that have accessible buses/trains with the total number of routes.</i></p> <p>(Worksheets EC7 Q8; S3 Q7,9; S3 Q5 also refer to disability issues)</p>	
<ul style="list-style-type: none"> • Route maps from the bus operators • Measuring the distance directly from a map • Quick 'on the ground' surveys 	<p>Q 6 What are the walking distances from the main bus set down/pick up places to the focal point of the town centre?</p> <p>(Worksheets EN1 Q10; EN3 Q7; EC7 Q13,14 also refer to pedestrian access)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Local survey of the location of facilities • Bus and train timetables • Route maps • Surveys of travel times 	<p>Q 7 How does travelling from the villages to the town by car compare to using public transport for going to the:</p> <ul style="list-style-type: none"> • hospital • secondary school • job centre • supermarket • library • leisure/sports centre • cinema <p><i>Pick three rural settlements that have poor, adequate and good public transport links.</i></p> <p><i>For each of these describe the journeys in terms of:</i></p> <ul style="list-style-type: none"> • <i>journey time (including waiting times for public transport)</i> • <i>directness of service or number of changes</i> • <i>number of different types of transport used</i> • <i>timetabling difficulties (for example. when the journey can not be made by public transport)</i> • <i>car parking at the destination</i> <p>(Worksheets EC1 Q2; EC4 Q14,17; EC7 Q7 also refer to travel. Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Local Transport Plan • Bus and train operators 	<p>Q 8 What are the planned changes to rural public transport services that will improve services where the demand exists?</p> <p><i>Compare any planned changes such as new routes/discontinued routes or increased/decreased frequencies.</i></p>	
Sub-section 2: Alternatives to private cars and public transport		
<ul style="list-style-type: none"> • County Council • Bus operators • Rural Transport Partnerships 	<p>Q 9 What car clubs or travel share schemes are there?</p>	
<ul style="list-style-type: none"> • Tourist information • Town web site • Library 	<p>Q 10 Are there safe, off-road cycle routes between the town and villages?</p>	
<ul style="list-style-type: none"> • Internet (search for all the public service providers, eg, local health trust, education authority, district council) • Local survey of public internet access points 	<p>Q 11 Which public services are available on-line and where can they be accessed?</p> <p>(Worksheets EC2 Q18; S2 Q5; S4; S5 Q10; S7 Q6 also refer to local government services)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none">• Library• Local council	<p>Q 12. What mobile services are available in the villages?</p> <p><i>Look, for example, at local fruit and vegetable delivery box schemes, mobile shop(s), libraries, and meals on wheels services.</i></p>	

3: This part is called a SWOT analysis, where you identify Strengths, Weaknesses, Opportunities and Threats. Once you have the information, use this table to show the Strengths and Weaknesses in the ways people can travel around the area. Also flag up where there are Opportunities to improve things or where there might be Threats in the future. The conclusions give the basis for a summary that can go forward to the Healthcheck Report.

You may need to tick more than one column for each question.

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weaknesses	Opportunities	Threat	Need more info
Are bus and train times from outlying villages to the town convenient for people going to/from work and school?							
Where are the gaps in the rural transport services where demand exists?							
Is public transport accessible to the less able?							
Is information on public transport easy to obtain?							
Do public transport services, including special services such as Dial-A-Ride, need to be more widely advertised or more actively promoted?							
Is there a need to relocate bus stops to bring them closer to the town centre?							

How easy is it to get to health, education, cultural and retail services from outlying villages by public transport rather than by car?							
In which parts of the area is access to services a problem?							
How easy it is to access electronic information about public services rather than having to physically travel to get it?							
Are mobile services able to replace the need for people to travel?							

WORKSHEET T3: EASE OF MOVEMENT AROUND THE TOWN

Task: to assess how easy it is for people to move around the town

1: Introduction to the task

There may be a need to carry out several surveys to collect all the relevant information, including:

- Traffic and parking counts
- Travel to work and school data
- Assessing barriers to mobility
- A cycle review

Guidance on undertaking these surveys is given in Data Sources and Survey Methods. It may prove useful to map some of the information collected.

2: Getting the following information will help assess how easy it is for people to use different means of transport and indicate where there may be shortcomings in the transport network and infrastructure

Starting points for information	Information you need	Answers and notes
Sub-section 1: Traffic management		
<ul style="list-style-type: none"> County Council's transport or highways department 	<p>Q 1 How many road traffic accidents involving pedestrians and cyclists have there been at 'blackspots' in the town?</p> <p><i>Compare accident rates involving pedestrians and cyclists with regional and national averages.</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,16 S7 Q2 also refer to transport access)</p>	
<ul style="list-style-type: none"> Traffic Management Strategy Local Transport Plan survey 	<p>Q 2 What traffic management measures are in place?</p> <p><i>Compare these measures to the information collected about traffic blackspots.</i></p>	
<ul style="list-style-type: none"> Local knowledge Traffic count data collected by County and District Councils 	<p>Q 3 Where are the seriously congested junctions or parts of the local road network, and at what times are they at their worst?</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Local knowledge • Traffic counts or surveys 	<p>Q 4 Where are the places where there is conflict between pedestrians and cars, buses or heavy vehicles?</p> <p><i>Look, for example, at shopping streets.</i></p>	
<ul style="list-style-type: none"> • Local surveys 	<p>Q 5 Which of the main shopping streets in the town centre are pedestrianised or with pedestrian priority measures?</p> <p>(Worksheets EN1 Q10; EN3 Q7; EC7 Q13,14 also refer to pedestrian access)</p>	
<ul style="list-style-type: none"> • Bus operators 	<p>Q 6 Do traffic management measures prevent buses accessing the focal points of the town centre such as the main shopping areas?</p> <p><i>Look, for example, at one-way systems, traffic calming, and pedestrianisation.</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,16 S7 Q2 also refer to transport access)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Canvas the opinions of local bus operators • Survey users 	<p>Q 7 Do traffic conditions and/or traffic management measures in the town mean that buses experience delays or unreliability?</p> <p>(Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	
<ul style="list-style-type: none"> • Canvas the opinions of local bus operators • Survey users 	<p>Q 8 What makes public transport a less attractive option?</p> <p><i>Consider, for example, the walking distance from bus stops to the main shopping areas, the length of journey due to indirect routes and/or congestion, and quality of the vehicles.</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,15; S3 Q1,4 also refer to public transport)</p>	

Sub-section 2: Car parking		
Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Car park operators • District Council • Survey 	<p>Q 9 Parking:</p> <ol style="list-style-type: none"> How many short and long-term car park spaces (including park and ride), coach parks, off street parking and disabled parking spaces are available? Where are they? How well used are they, and does this vary according to the time/day /season? What restrictions/charges are in place? <p><i>Compare the number of free spaces at different times/days /seasons (e.g. 11.00am on a weekday, market day and Saturday, and in summer and winter).</i></p> <p>(Worksheets EN1 Q9; EC7 Q7,16 S7 Q2 also refer to transport access)</p>	
<ul style="list-style-type: none"> • Car park survey 	<p>Q 10 Are the majority of short-term parking places within 400 metres of the main shopping area?</p> <p><i>The easiest method is to set out the 400m area on a map on which you have marked the car parks.</i></p>	
Sub-section 3: Ease of access		
<ul style="list-style-type: none"> • Test in person • Survey visitors • Visitor Surveys conducted by the local Tourist Board 	<p>Q 11 Using signposts only, both as a pedestrian and as a car user, how easy is to find the way from key locations such as the short-stay car park, train station and bus station to the:</p> <ul style="list-style-type: none"> • main shopping street • library • tourist information centre 	
Starting points for information	Information you will need	Answers and notes

<ul style="list-style-type: none"> Local survey Local maps 	<p>Q 12 Are the majority of disabled parking places within 250 metres of the main focal points of the town centre such as the main shopping area?</p> <p><i>Consider if the routes between parking spaces and focal points easy to access; for example, do they have steep or high curbs? It is probably easiest to identify and plot the area with a 250m radius on a map.</i></p> <p>(Worksheets EC7 Q8; S2 Q7,9; S3 Q5 also refer to disability issues)</p>	
<ul style="list-style-type: none"> Disability or Access Officer of the district council Internet search 	<p>Q 13 Where is the shop mobility scheme, when is it open and how many motorised wheelchairs does it have?</p>	
<ul style="list-style-type: none"> Local survey 	<p>Q 14 Do the majority of pedestrian crossings have tactile markings and audible warnings such as pelican crossings?</p> <p>(Worksheets EN1 Q10; EN3 Q7; EC7 Q13,14 also refer to pedestrian access)</p>	
<ul style="list-style-type: none"> Local survey 	<p>Q 15 Are the pavements in good condition and are there dropped kerbs at crossing points?</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • District or county council disability or access officer • Local survey 	<p>Q 16 Which public buildings and shops have disabled access?</p> <p>(Worksheets EC7 Q8; S2 Q7,9; S3 Q5 also refer to disability issues. Worksheets EC4 Q2,3; EC5; S7 also refer to retail and service sector)</p>	
Sub-section 4: Cycling and walking		
<ul style="list-style-type: none"> • County Council • Local Transport Plan 	<p>Q 17 Where are the main foot and cycle paths within the town?</p> <p><i>Identify the paths available for use by both pedestrians and cyclists, including family groups and the less able-bodied.</i></p> <p>(Worksheets EN3 Q6,7; EC7 Q13; S5; S6 also refer to leisure and recreation. Worksheets EN1 Q10; EN3 Q7; EC7 Q13,14 also refer to pedestrian access)</p>	
<ul style="list-style-type: none"> • Tourist Information • County council • Library • Local survey 	<p>Q 18 Are there dedicated/segregated cycle routes linking residential areas to the town centre and to local schools?</p> <p><i>Choose two or three residential areas within 2 miles and describe the route to the town centre and to schools in terms of the:</i></p> <ul style="list-style-type: none"> • <i>length of journey on dedicated/segregated cycle route</i> • <i>length of journey on quiet residential roads</i> • <i>length of journey on major roads</i> • <i>number of main roads crossed and presence of any dedicated crossing points</i> • <i>where the route is well-lit</i> <p>(Worksheets EC1 Q6,7; EC3; EC4; S1 Q3 also refer to children and young people)</p>	

Starting points for information	Information you will need	Answers and notes
<ul style="list-style-type: none"> • Local survey 	<p>Q19 Is it easy for people to walk to/from school?</p> <p><i>Choose two or three residential areas within a mile of both a primary and secondary school and describe the route in terms of:</i></p> <ul style="list-style-type: none"> • <i>route length and how long it takes</i> • <i>number of main roads crossed and presence of any dedicated crossing points and/or assistance available</i> • <i>where the route is unlit</i> <p>(Worksheets EC1 Q6,7; EC3; EC4; S1 Q3 also refer to children and young people. Worksheets EC1 Q6,7; EC3; EC4; S1 Q3 also refer to children and young people).</p>	
<ul style="list-style-type: none"> • Local survey 	<p>Q 20 What secure cycle parking is there at convenient locations throughout the town?</p> <p><i>Look, for example, at the railway station, in the main shopping areas, at the bus station, and at schools.</i></p>	

3: This part is called a SWOT analysis, where you identify Strengths, Weaknesses, Opportunities and Threats. Once you have the information, use the table to show the Strengths and Weaknesses in transport and travel arrangements in the town. Also flag up where there are Opportunities to improve things or where there might be Threats in the future. The conclusions give the basis for a summary that can go forward to the Healthcheck Report.

You may need to tick more than one column for each question.

You need to consider what the information you have gathered tells you in the light of these questions:	Write your answers here. Base them on the information you have gathered.	Conclusion					
		It's a Fact	Strength	Weaknesses	Opportunities	Threat	Need more info
What plans are there to resolve traffic 'hot spots'?							
Are there accident 'black spots' where there is a need to introduce safety measures to protect pedestrians and cyclists?							
Are there any opportunities to increase bus access and circulation in the town centre?							
Are there opportunities to extend pedestrian prioritisation in the shopping areas?							
Is it easy for people, including those with disabilities, to find their way around town?							
How could the network of footpaths and cycle routes be improved for all sectors of the community?							

Do the cycle paths and footpaths connect places that people wish to go to?							
In what ways could dedicated/segregated cycle routes and footpaths linking residential areas to the town centre and to local schools be improved?							