

FULL TRAVEL PLAN

Masonite Group

Project Juggernaut, Birthwaite Business Park, Barnsley

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Travel Plan

Birthwaite Business Park, Huddersfield Road, Darton, Barnsley

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1 Introduction

Background

- 1.1 Vectos has been appointed by Masonite Group to provide traffic and transportation advice as part of a planning application for the development of two plots of land, either side of the existing Premdor main entrance on Birthwaite Business Park. The proposed development will consist of a mixture of B2 / B8 uses with ancillary office space.
- 1.2 The two new buildings will utilise the existing access point on Huddersfield Road (A637).

Purpose of this Report

- 1.3 This Travel Plan has been prepared to demonstrate to Highways and Planning Officers at the Barnsley Metropolitan Borough Council (BMBC) a commitment to sustainable travel initiatives.
- 1.4 Local Authorities endorse the need for Travel Plans in order to reduce the impact of transport on the local environment, to improve accessibility and to encourage 'active travel' which improves peoples' health. This Travel Plan document has been written to encourage active travel, in line with the following key national and local guidance documents:
 - i) Ministry of Housing, Communities and Local Government, "National Planning Policy Framework, (2021);
 - ii) Ministry of Housing, Communities and Local Government, "Guidance on Travel Plans, Transport Assessments and Statements", (2014);
 - iii) Department for Transport, "Good Practice Guidelines: Delivering Travel Plans through the Planning Process", (2009); and
- 1.5 This Travel Plan is a 'Full' Travel Plan in that it includes travel surveys of BMBC staff that are expected to re-locate to the new facility.

What is a Travel Plan?

- 1.6 A Travel Plan is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:

"A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed".

Source: National Planning Policy Framework, DCLG, 2021.

- 1.7 In essence, a Travel Plan is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

Document Structure

1.8 Following this introductory section, **Table 1.1** shows the structure of this document:

Table 1.1 – Document Structure

Section	Name	Overview
2	Travel Plan Benefits	This section explores and outlines the wide range of benefits and positive effects that a TP can have on staff members and visitors and the wider environment.
3	Sustainable Transport	Assessment of the accessibility of the site by sustainable means of transport.
4	Development Proposals	This section briefly reviews the development proposals for the site.
5	Staff Travel Surveys	This section provides the results of the travel surveys of staff expected to re-locate to the new facility and analyses the staff travel data.
6	Travel Plan Initiatives	This section provides a clear description of the measures which could be implemented to encourage sustainable travel to and from the site.
7	Travel Plan Management and Communications	This section sets out the strategy for implementing the TP, discusses the roles and responsibilities of the Travel Plan Coordinator and identifies a strategy for communicating the TP to all.
8	Monitoring and Review	This section details the methodology for monitoring and reviewing the TP, including how often the monitoring will take place and who will be involved in the process.
9	Action Plan and Budget	This section outlines the implementation programme including roles and responsibilities and an indication of budget requirements.

2 Travel Plan Benefits

Introduction

2.1 The benefits from a TP can be categorised under four main headings:

- i) Health Benefits;
- ii) Environmental Benefits;
- iii) Financial Benefits; and
- iv) Mutual Benefits;

2.2 This section explores just some of the outcomes of a successful Travel Planning process.

Health Benefits

2.3 There are well documented health benefits associated with active travel, such as walking and cycling, which are keyways to reduce sedentary lifestyles.

“26% of adults classified as obese in 2018, up from 15% in 1993.”

“Physical activity levels are low in the UK: 33% of men and 42% of women do not meet the minimum recommendations for physical activity in adults.”

Source: HSCIC, ‘Statistics on Obesity, Physical Activity and Diet, Health and Social Care Information Centre’, 2018.

2.4 Regular moderate physical activity (including walking and cycling) can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

Environmental Benefits

2.5 Climate change is a global issue that affects all nations. The British Government has pledged to play its part in reducing emissions which are harmful to the earth by setting carbon reduction targets:

“It is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline.”

Source: Climate Change Act 2008, Chapter 27, Part 1, 2008.

2.6 Additionally, in November 2020 the British Government announced a 10-point plan for a “Green Revolution” supported on significant investments on alternative greener ways of travel including cycling, walking, and buses, as well as electric vehicles.

- 2.7 A reduction in the potential number of polluting vehicles on the roads as a result of the development will contribute to better air quality throughout the area.
- 2.8 Therefore, encouraging employees and visitors of the site to make smarter choices in the way they travel can reduce the congestion, carbon emissions, pollution, and noise in the local area.

Financial Benefits

- 2.9 Although secondary to health and environmental benefits, there are also financial benefits to be gained from increasing active travel rates:

“The cost of physical inactivity in England – including direct costs of treatment for the major lifestyle-related diseases, and the indirect costs caused through sickness absence – has been estimated at £8.2 billion a year.”

Source: At Least Five a Week: Evidence on the Impact of Physical Activity, DoH, 2004.

- 2.10 Individuals (specifically staff members) can also benefit financially from travelling to and from a site with a TP in place, due to the improved range of transport options available, some of which may be more cost-effective than car travel.

Mutual Benefits

- 2.11 An effective TP can help encourage staff members and visitors to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.
- 2.12 As demonstrated, there are multiple reasons as to why TPs are important to modern society. The initiatives in this TP will have a positive effect on the employees, customers and other visitors of the new development and the surrounding community.
- 2.13 The benefits of this TP must be communicated correctly:

“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g., the developer, occupiers and site users, the community, and the local authority. Such benefits can help in gaining widespread commitment.”

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.

Travel Plan Aims

- 2.14 This TP aims to achieve the following benefits:
- i) A clearer understanding of any transport issues associated with the development site;
 - ii) To encourage the use of alternatives to the private car by the site users;

- iii) To increase the awareness of the advantages and potential for travel by more environmentally friendly modes;
- iv) To improve the health and well-being of the development staff members and visitors through the promotion of travel by walking and cycling to site; and
- v) A reduction in financial wastage for all staff members when travelling to site; and
- vi) Increased accessibility to the site for all end users.

2.15 The measures contained in this TP are intended to meet the above objectives and are primarily aimed at staff of the site.

3 Site Audit and Sustainable Accessibility

Site Location and Existing Use

Site Location

- 3.1 Birthwaite Business Park is located to the north of Huddersfield Road and directly to the south / west of the M1. The site's immediate surrounding area is characterised by commercial / industrial uses to the southeast, residential properties to the south and the motorway to the north and east.
- 3.2 The development site is approximately 1.4km to the southeast of Darton station (which equates to a 15-minute walking trip or 5-minute cycle trip) and it is also relatively close to other amenities, including local shops, cafes, and other facilities in Darton village centre, 1km away.

Existing Use & Site Access

- 3.3 The site is part of a wider Premdor manufacturing and HQ facility where garage doors and other products are manufactured. There is a substantial area of car parking to the front of the main manufacturing building for employees and visitors and an internal roadway network to allow lorries and other trucks to circulate the site moving materials and products around the facility.
- 3.4 One of the development plots is currently in use (in part) as a surfaced lorry and trailer storage area, with the majority of the development area out of use as a vacant, levelled area of self-seeded vegetation.
- 3.5 The site is accessed via an existing large ghost island right turn priority junction which leads to a gatehouse/barrier point which acts as the secure entrance to the private road network within the site.



Figure 3.1 –Site Location (Source: Google Earth)

Local Highway Network

- 3.6 The A637 Huddersfield Road is two-way working with substantial lane widths (circa. 3.5m wide), suitable for HGV use. Huddersfield Road runs from a priority intersection with Churchfield Lane in the south-east to the Haigh Roundabout in the north. In the vicinity of the site, Huddersfield Road is characterised by predominantly residential properties to the south and agricultural land and a number of employment units, including Birthwaite Business Park to the north. Huddersfield Road has a footway on both sides, with some parts of the footway set back from the road with a large grass verge.
- 3.7 Huddersfield Road has a 50mph speed limit along the site frontage, that then changes to a 30mph limit to the east of the site access as the road enters a more residential setting. This stretch of Huddersfield Road has street lighting at regular intervals.
- 3.8 Huddersfield Road proceeds northbound at a tight bend circa. 500m west of the application site. Slow road markings and chevrons are present, bringing attention to bends in the road ahead. From this point Huddersfield Road has a footway on the eastern side.



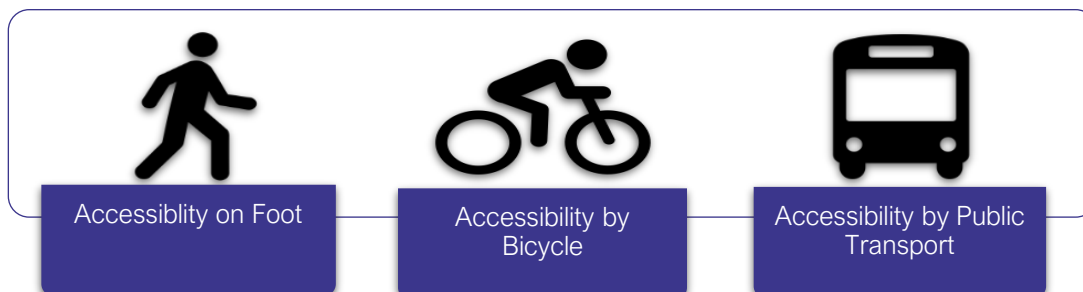
Figure 3.2 -Pedestrian Footway on Huddersfield Road in the Vicinity of the Site

Site Sustainability Audit

- 3.9 A key element of national and local policy is to ensure that developments are located in areas where alternative modes of travel are available. It is important to ensure that developments are not isolated

but located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.

3.10 This section considers the accessibility of the site by sustainable transport modes including:



Pedestrian Accessibility

3.11 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, topography, and other local facilities.

3.12 The Chartered Institution for Highways and Transportation (CIHT) document entitled '*Providing for Journeys on Foot*' suggests walking distances which could be considered as relevant to the site. These are reproduced in **Table 3.1**.

CIHT Classification	Town Centres (m)	Commuting/School/ Sightseeing (m)	Elsewhere/ Local Services (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Table 3.1 – Suggested Acceptable Walking Distances

3.13 As is presented above, distances of 500m, 1,000m and 2,000m are termed as '*Desirable*', '*Acceptable*' and the '*Preferred Maximum*' by the CIHT for commuting trips.

3.14 To assist in summarising the accessibility of the site by foot, an indicative pedestrian catchment plan has been produced showing a maximum indicative walking catchment of 2km, which is considered the maximum realistic walk distance for commuting staff of the new facility – **Figure 3.3**.

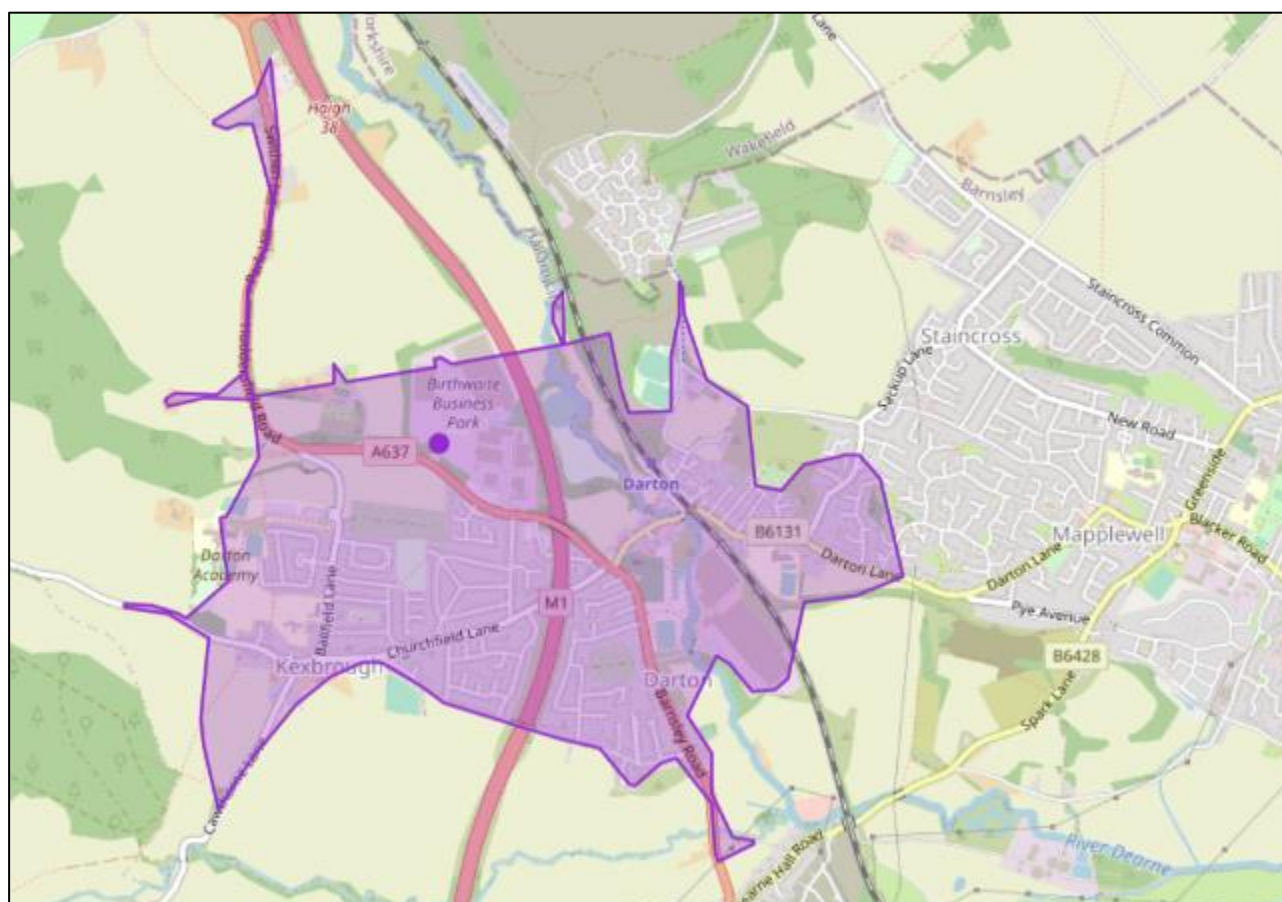


Figure 3.3 – 2km Indicative Walking Catchment Map

- 3.15 As is shown above, the 2km pedestrian catchment reaches the residential areas of Kexbrough and Dorton and Dorton Train Station.
- 3.16 The site is connected with an interconnected network of footways, in particular Huddersfield Road has wide (some segregated by a grass verge) footways on both sides. Across the Borthwaite Business Park site access junction there is dropped kerbs, tactile paving and a central reservation to assist with the safe crossing of pedestrians at this location.
- 3.17 The PRow network map has been consulted and is shown in **Figure 3.4**. As is shown, there is a footpath that runs southwardly off Huddersfield Road towards Kexbrough and there is also a footpath that runs parallel to the trainline in proximity to Dorton Station.

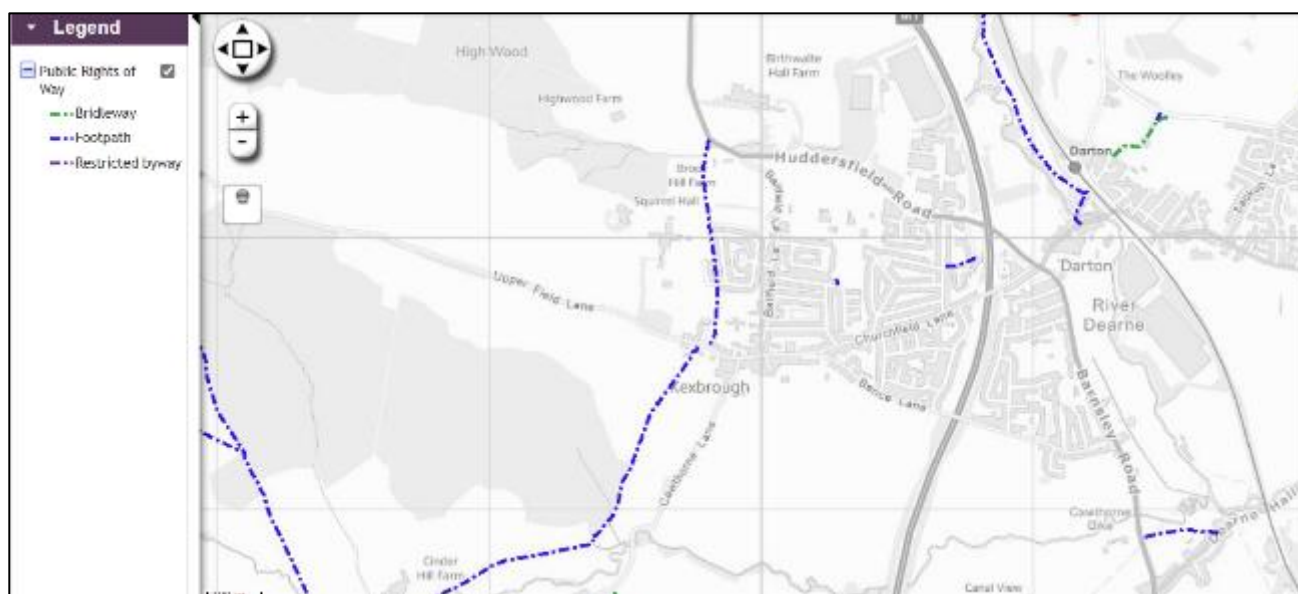


Figure 3.4 – Local PRoW Map

Cycle Accessibility

- 3.18 To consider the accessibility of the site by cycle, a 5km cycle catchment for the site is adequate, as it equates to a journey time of around 25 minutes, while cycling at a speed of 12kph. An indicative 5km cycle catchment is presented as **Figure 3.5** below.

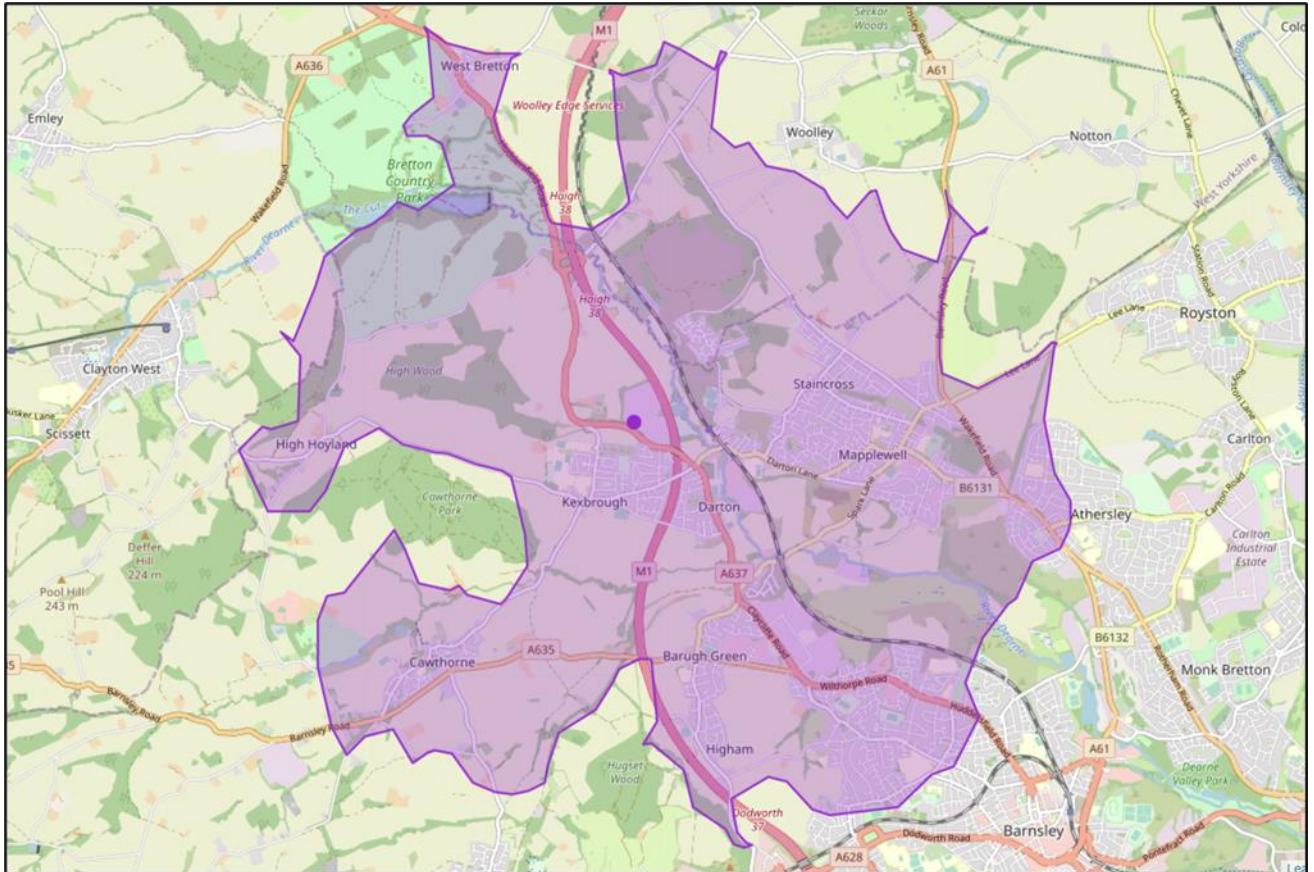


Figure 3.5 – 5km Indicative Cycling Catchment Map

- 3.19 The 5km catchment reaches the residential areas of Staincross, Mapplewell, Barugh Green, Higham, Cawthorne, High Hoyland, West Bretton and the north-western edge of Barnsley Town Centre.
- 3.20 According to BMBC's cycle network map, Huddersfield Road is an existing safe cycle route. This route extends from the Churchfield Lane junction in the southeast to Haigh Lodge in the north. National Cycle Route 67 lies a short distance to the east and route 62 lies a short distance to the south.

As part of the proposals, suitable cycle parking facilities and changing facilities will be provided to help facilitate travel via this mode.

Accessibility by Public Transport

- 3.21 Guidance from the Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Planning for Public Transport in Development' indicates that ideally, a bus stop should be located within 400m from a new development (which equates to a 5-minute walk).

- 3.22 The nearest bus stops to the site are located on Ballfield Lane, approximately 470m west of the site. This bus stop provides services to Barnsley Town Centre; hourly X10 service and hourly service 96. A number of additional school services are also served from this location. An additional bus stop is located circa. 700m on the Churchfield Lane bus corridor (stop: Churchfield Lane / Allendale Road). This includes a frequent number of services to and from Barnsley Town Centre (services 95, 93, 96 and X10).
- 3.23 Darton Railway Station is located approximately 0.9 miles east of the site and can easily access from/by the site via the interconnected network of footways (19 minutes). It is also a pleasant and easy cycle along roads with low-speed limits, taking only 6 minutes. Darton Railway Station provides hourly services to Leeds and Sheffield via additional destinations including Wakefield Kirkgate, Barnsley, Elsecar and Chapeltown.
- 3.24 **Table 3.2** shows the services that run from Darton Railway Station.

Destination	Travel Times to Last Stop	Monday to Saturday
Leeds	1 hour	Every 15-30 minutes
Woodlesford	1hour	Every 15-30 minutes
Castleford	1hour	Every 15-30 minutes
Normanton	50minutes	Every 15-30 minutes
Wakefield Kirkgate	50 minutes	Every 15-30minutes
Darton	30 minutes	Every 15-30 minutes
Barnsley	30 minutes	Every 15-30 minutes
Wombwell	20 minutes	Every 15-30 minutes
Elsecar	20 minutes	Every 15-30 minutes
Chapeltown	10 minutes	Every 15-30 minutes
Meadowhall	5 minutes	Every 15-30 minutes
Sheffield	10 minutes	Every 15-30 minutes

Table 3.1 – Rail Services Serving Darton Rail Station

Electric Vehicle Infrastructure

- 3.25 The popularity of electric cars in the UK has increased dramatically over the last few years, as more people choose to use these more environmentally friendly vehicles.
- 3.26 As part of the development standards there will be two active electric vehicle charging spaces. In addition to this, an additional 44 spaces will be cable-enabled for future electric vehicle car parking provision. When demand dictates these spaces will be converted to provide active provision.

Conclusions

- 3.27 It is concluded the site is considered accessible via modes other than the private car and this Travel Plan will help encourage travel via these more sustainable modes.

4 Development Proposals

Scheme Description

- 4.1 The proposed application is for the development of two plots of land either side of the main entrance to the Premdor facilities on Birthwaite Business Park, off Huddersfield Road (A637) in Darton, Barnsley. The two new buildings will utilise the existing access point on Huddersfield Road.
- 4.2 The development could be a mixture of B2/B8 uses with ancillary office space. There will be a total of two units; Unit A and Unit B, with each having their own parking area(s), servicing yard / lorry park and access. The following GIA for the two new buildings will be as follows:
- 4.3 Unit A: 6,606m²; and
- 4.4 Unit B: 4,926 m².

Access

- 4.5 Under the proposal, access off the highway will be gained via the existing priority junction off the A637 Huddersfield Road. The existing junction has a large right turn pocket on Huddersfield Road for traffic turning into the site. The site entrance gate is set back from the highway, hence in the unlikely event that an HGV has to wait for the gates to open, the HGV will not obstruct oncoming traffic on the A637 Huddersfield Road.
- 4.6 Under the proposals the security hut and access control barriers will be repositioned circa. 4.5 metres in a westerly direction towards Huddersfield Road. This minor change will have no materially affect on available queuing / stacking space between Huddersfield Road and the barrier control.
- 4.7 As part of the proposals, the access road will undergo some minor widening to circa. 8.5m and some minor alteration to the southeastern radius of the junction. These changes will help accommodate any additional vehicular demand created from the proposals. Visibility splays will be unaffected because of these upgrades.

Internal Circulation & Design

- 4.8 The internal circulation of the development plots will be clear and coherent means of navigating between all units within the Estate, whilst also separating car and pedestrian routes from vehicular/servicing routes.
- 4.9 It is proposed to provide footways along the internal roads to assist with pedestrian movements to / from the units.
- 4.10 The proposed design has been rationalised to provide a simple, clear and coherent means of navigating the proposed development.

Parking

- 4.11 In accordance with the standards set out above, the following is proposed for the development:

- 264 car parking spaces made up of the following:
 - 198 regular car parking spaces;
 - 13 accessible car parking spaces;
 - Two active electric vehicle charging spaces;
 - 51 cable enabled (passive) charging spaces;
- 46 lorry parking spaces, which has been calculated by the developer to be sufficient;
- 16 cycle parking spaces; and
- 12 motorcycle parking spaces;

4.12 The proposed level of parking is policy compliant and will ensure that the development proposals will not result in any overspill onto the adjoining highway and that the proposed provision is suitable to meet anticipated demand.

4.13 The site plan can be found as **Appendix A** attached to the rear of this report.

Staffing

4.14 It is anticipated that there would be approximately 150 – 250 members of staff across the two units.

5 Baseline Travel Data

Introduction

- 5.1 In order to inform a baseline modal split of staff, travel surveys of existing staff at Birthwaite Business Park, some of which are expected to re-locate to the new facility, have been undertaken. The staff travel survey was undertaken in May 2023 and was open for a period of one week.
- 5.2 The completion of the TP questionnaires was promoted among staff members, with the aim of achieving a high response rate that could be considered to be representative. In total the survey was completed by 102 existing members of staff of Birthwaite Business Park.
- 5.3 All data collected for the travel surveys in connection with the TP was subject to the provisions of the Data Protection Act. In the interests of confidentiality, the data held being used solely for the purpose of the production of this TP.

Staff Travel Survey Design

- 5.4 In order to establish a baseline modal split for the staff at the site, questions were transferred to 'SurveyMonkey' and an electronic link distributed amongst the existing employees. SurveyMonkey is an online survey service widely used by both private and public sector organisations for data collection.
- 5.5 Questions were designed to provide an indication of both travel habits and of travel related opinions within the existing workforce. As mentioned previously, a number of these existing employees are expected to relocate to the new units.

Current Staff Travel Patterns

- 5.6 Modal split information has been obtained from the existing site staff members that completed the travel survey. The results have been collated in order to establish the current staff travel patterns and modal split information.
- 5.7 **Figure 5.1** below shows the current travel to work modal split amongst staff.

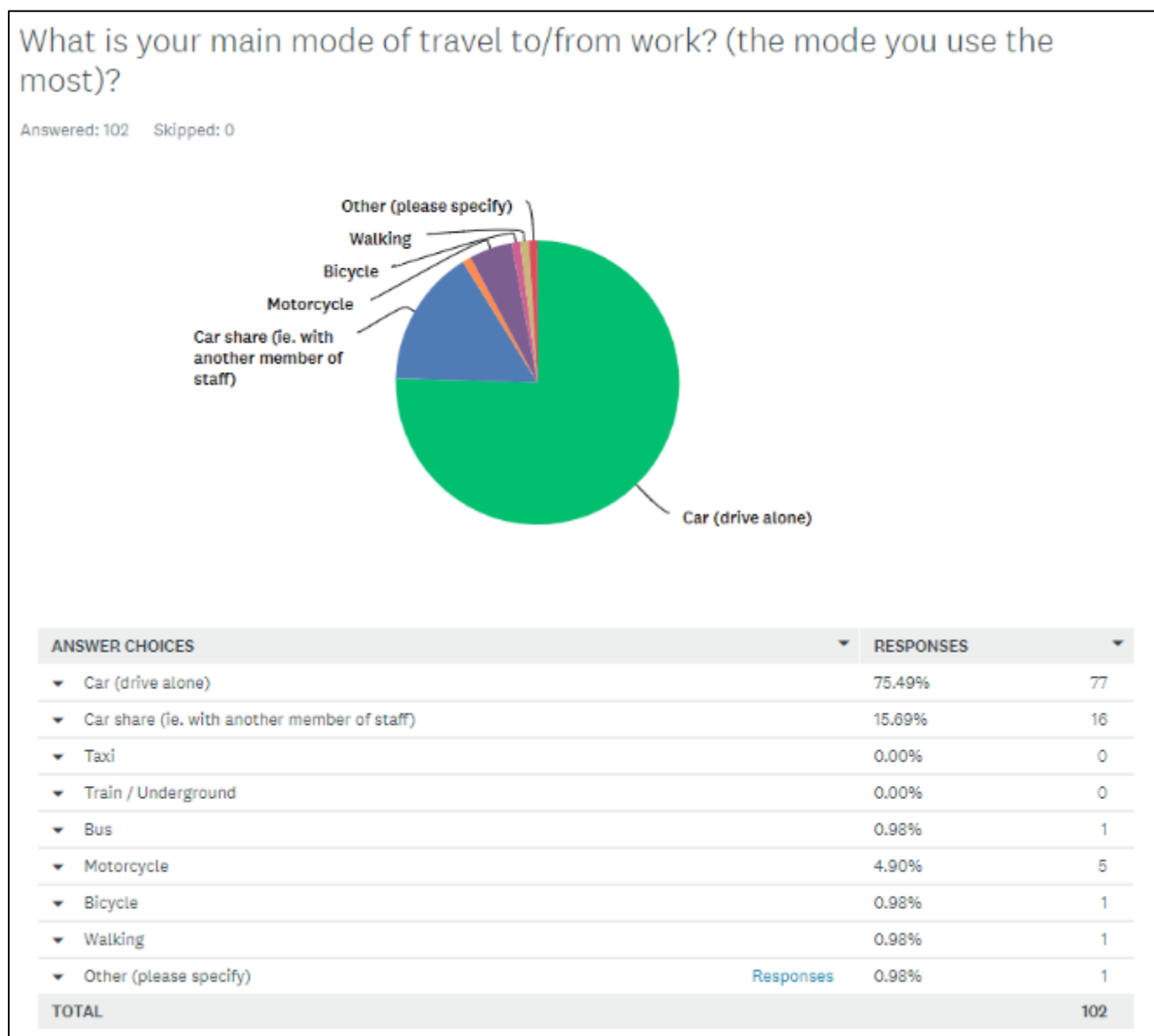


Figure 5.1 – Existing Staff Modal Split Results

- 5.8 As shown in the above, 75% of staff currently drive to work (drive alone / single occupancy), with an additional 16% car sharing and a further 5% travelling via motorbike.
- 5.9 Supplementary to this, 92% of staff members that drive, currently park on-site. In addition, the majority of staff members live between two to five miles from the workplace and have a journey time of between 15 and 30 minutes.

Attitudes to Sustainable Modes

- 5.10 To understand staff member's willingness to travel via sustainable modes, staff were asked what alternate travel modes they would consider using if they could not use their current mode. The results to this question are shown in **Figure 5.2** below.

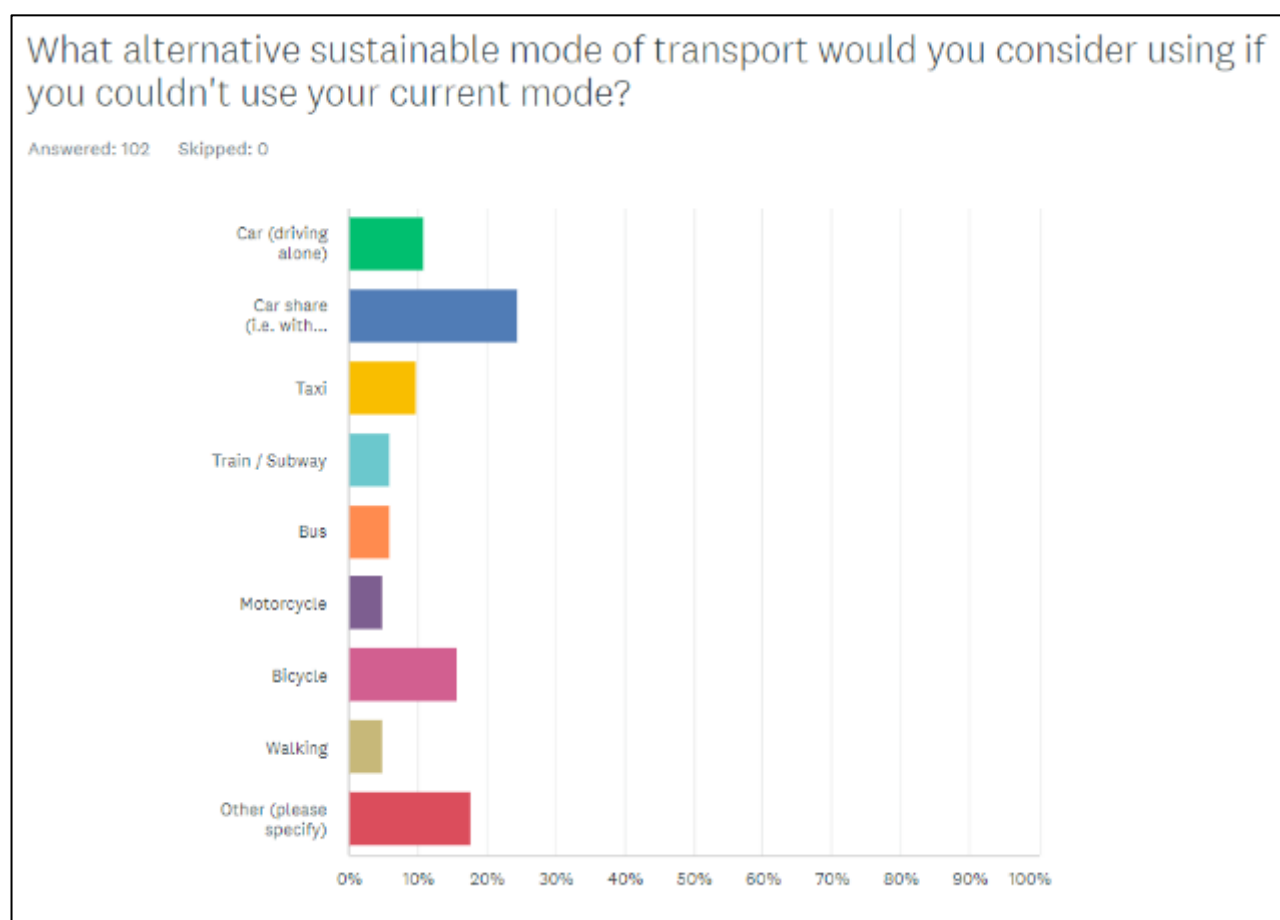


Figure 5.2 – Alternate Travel Modes (Staff Responses)

- 5.11 It is shown from the **Figure 5.2**, that there is a general willingness by employees to travel to the site in a more sustainable way, and it is envisaged that the initiatives set out within this TP will help employees of the new units to use alternative sustainable modes of transport in preference to the private car.
- 5.12 Therefore, although employees stated that they drive to work as a single occupant, when asked how they would travel to work should their normal mode be unavailable, the majority chose more sustainable options.
- 5.13 As shown in **Figure 5.2**, car sharing was the most popular option with a total of 25% suggesting they would consider car sharing as an alternate mode. A further 16% of respondents said they would consider cycling to / from work.
- 5.14 The travel survey results show that with encouragement and support with appropriate travel planning initiatives, there is potential for existing and new staff members to travel via greener modes.
- 5.15 When staff members were asked about the reasons behind not using the alternative mode to travel to the site the most popular answers were as follows:
1. Travelling via this alternative mode is inconvenient (32%);

2. The distance between my home and work is too large (29%); and
3. It would not shorten my journey time (22%).

5.16 Following from this question, staff were also asked which of the following changes would encourage them to travel more sustainability / by their alternate mode. The most popular responses are set out below:

1. More reliable public transport services (24%);
2. More flexible working pattern (22%); and
3. Better public transport operating hours (19%).

Attitudes towards Car Sharing

- 5.17 The travel survey asked a number of questions relating to car sharing and staff members attitudes towards this mode. The survey showed that there was a willingness amongst staff members to car share, with 56% stating that they would be prepared to car share, with a particular willingness to car share with another colleague.
- 5.18 When staff members were asked about ways that would help them to car share, the most popular response was '*a guaranteed lift home scheme (if let down by the car driver)*'.

Conclusions

- 5.19 The travel survey results detailed above are positive and show a level of awareness and willingness amongst the existing staff members to travel via more sustainable modes.
- 5.20 The survey results contained within have been used to establish a number of TP initiatives for the proposed and existing site as well travel targets for the wider Birthwaite Business Park.

6 Travel Plan Initiatives

Introduction

- 6.1 This section draws together the proposed TP measures for encouraging more sustainable travel. The initiatives have been organised into the following headings and discussed in the subsequent paragraphs:

- i) Travel Webpages;
- ii) Staff Induction Pack and Newsletter;
- iii) Noticeboards;
- iv) Encouraging walking and cycling;
- v) Encouraging public transport use;
- vi) Encouraging car sharing;
- vii) Promotion of sustainable transport events and smartphone apps; and
- viii) Specific measures for visitors.

- 6.2 A package of the above measures have been used to steer the design of the development to meet the TP objectives and minimise car-based travel patterns, particularly amongst both existing and new staff members.

Travel Webpages

- 6.3 All information included in the Travel Pack (detailed below) will be available on the section of the company website dedicated to Birthwaite Business Park. These webpages will be available to all staff, visitors and the general public, as it will be in the public domain.
- 6.4 The information will include (but not be limited) to the following:
- Travel Map, including a map of the local bus stops;
 - Information on public transport and active travel options;
 - Information and promotion of incentives;
 - Information on the on-site bike parking / changing facilities;
 - Information on sustainable travel events;
 - Information on Local Taxi Services;
 - Links to car sharing websites / databases; and

- PDF version of the TP.

Staff Induction Pack and Newsletter

- 6.5 Introduction Packs can be critical in influencing travel patterns and therefore the most effective initiative of any TP is likely to be the distribution of an Induction Pack for every new employee.
- 6.6 A physical copy of the Induction Pack will be available at the reception to ensure that any site users can have access to it anytime. A digital copy of the document should be available on the company intranet and emailed to all new starters.
- 6.7 The contents of the packs would include but not be limited to the following:
- i) An introduction to the TP concept detailing objectives and aspirations;
 - ii) Literature on the health benefits of walking, cycling and environmental benefits of sustainable modes of transport;
 - iii) Personal travel initiatives;
 - iv) Different maps showing local walking / cycling routes and places of interest, where appropriate;
 - v) Details of public transport services, including timetables and routes; and
 - vi) Details of the Travel Plan Co-ordinator (TPC).
- 6.8 In addition to the above, the TPC will produce an annual newsletter, which will detail the progress towards targets and results of the TP monitoring. The newsletter will be provided in either a leaflet form or electronically. The newsletter will act as a promotion tool for the Travel Plan by publicising any new measures, national sustainable travel campaigns and improvements to sustainable travel facilities in the local area.

Noticeboards

- 6.9 A number of noticeboards will be installed in communal area(s) / reception area of each of the new units. These will be available for use by the TPC to further promote events within the site; show local footpath and cycle routes and advertise on local public transport services.
- 6.10 The travel noticeboards will be reviewed and updated regularly to ensure staff are provided with the most accurate and up-to-date information available.

Encouraging Walking & Cycling

- 6.11 **Table 6.1** summarises the proposed initiatives designed to encourage walking:

Initiative	Description
Security Provision	Provide personal safety alarms if requested to enhance safety for staff.
Courtesy Umbrellas Provision	Courtesy umbrellas available at reception for staff.
Provide Walking and Cycling Route Maps and other walking tools	These will be provided within the TPs and will provide all employees with all the relevant information on local walking and cycling routes and distances to key services and facilities.
Promotion of the health benefits in the Induction Pack and on Communal Noticeboards	Provide links and details to sustainable transport provisions through the Travel Information Pack and on communal noticeboards.
Personalised Journey / Travel Planning	The Travel Plan Co-ordinator (TPC) will provide personalised travel planning advice to all employees at the Development. This could include information on the fastest route for accessing public transport services and station.
Facilities for Disability's	The TPC will also provide specific journey planning requirements to accommodate access for everyone working at the Site.
Where appropriate, liaise with Local Highway Authority to ensure pedestrian walking routes in the local area are appropriately maintained	Ensure that there are no problems/hazards with pedestrian infrastructure in the local area that could potentially discourage people to walk to / from the site

Table 6.1 – Initiatives to Encourage Walking

- 6.12 Cycling is highly sustainable and promotable to staff, as a mode of transport that will provide benefits to their health and wellbeing. **Table 6.2** summarises the proposed initiatives designed to encourage cycling:

Initiative	Description
Secure and Covered Cycle Parking	Installation of cycle parking stands and changing facilities on the Site. These will be promoted to staff and visitors of the site.
Cycle to Work	Allow staff to purchase cycles with a tax reduction through the Cycle to Work government initiative.
Liaison with Local Shops / bike retailer	Find out if local cycle shops can offer discounts to employees.
Bike User Group (BUG)	If required establish a group focused on issues related to cycling.
Cycle Buddy Scheme	If appropriate, initiate a buddy scheme where cyclists can meet up and arrange to cycle to and from the site together.
Cycle Planning Tools and Website Links	Provide a link to appropriate website / smartphone apps, including the following: https://www.cyclestreets.net/ , https://www.strava.com/ , https://www.sustrans.org.uk/national-cycle-network
Promotion of special travel events ie. National Cycle to Work Day	Provide information on Cycle events through email updates / word of mouth.

Table 6.2 – Initiatives to Encourage Cycling

Encouraging Public Transport Use

- 6.13 It is considered that using initiatives to encourage bus and rail use could help replace some of the journeys made to the site by private car. **Table 6.3** summarises the proposed public transport use initiatives:

Initiative	Description
Public Transport Service Details and Maps	Provide the details of bus services included in the site audit section of this TP to all employees and visitors.
Links to journey Planning Service	Promote the usage of the journey planning service, providing employees and visitors with contact details and web addresses.
Where necessary, the TPC will seek to establish a relationship with the local bus company	Where necessary, the TPC will seek to establish a relationship with the local bus company, to discuss potential improves to local services and potential bus travel for staff, at a discounted price

Table 6.3 – Initiatives to Encourage Public Transport Use

Encouraging Car Sharing

- 6.14 Staff will be encouraged to discuss with other staff members if it is possible to car share to/from the site due to common needs, timetables, or destinations.
- 6.15 Staff members will be made aware of the car sharing service (<https://liftshare.com/uk/search/from/barnsley-uk>) which also provides information on money that can potentially be saved per day and per year by doing car share but also the CO2 not released to the atmosphere due to their new travel patterns.
- 6.16 The TPC will undertake an annual review to determine whether car sharing can be further encouraged. This review would be based on data such as staff shift patterns and home postcode data.
- 6.17 If appropriate, the TPC will investigate the option of creating a site-specific car share scheme for Birthwaite Business Park.

Encouraging Electric Vehicle Use

- 6.18 Each unit will be provided with a number of electric vehicle charging bays which have been set in line with the specific parking standards.
- 6.19 The electric vehicle charging spaces will be clearly signed and will be promoted within the travel information packs and noticeboard.

Promotion of Sustainable Transport Events

- 6.20 There are local and national organisations that promote sustainable walking and cycling, often campaigning and organising walks and rides. Events that will be promoted include Bike Week and Lift sharing / Car Sharing week, amongst others.



Promotion of Sustainable Smartphone Apps

6.21 Staff and users of the site will be made aware of different smartphone apps that can help plan / map out journeys via foot, cycle and public transport within the local area. Some of these will be as follows:

- Traveline <https://www.traveline.info/>
- National Rail <https://www.nationalrail.co.uk/>
- National Cycle Network <https://www.sustrans.org.uk/national-cycle-network>
- Strava <https://www.strava.com/>
- Walk4Life <https://www.active-together.org/programmes/walk-4-life>

Promotion of Sustainable Travel for Visitors

6.22 Although most of the measures that will be in place through the TP are aimed at the staff at the site, there are a number of measures that can help to influence the travel behaviour of visitors. The proposed initiatives are summarised in **Table 6.4**:

Initiative	Description
Full Use of Website / Webpages	Offering site specific travel information on the companies website.
On-site Cycle Parking	The proposed on-site cycle parking facilities will be available for visitors to utilise.

Table 6.3 – Specific Measures for Visitors

Measures to Maximum Sustainable Fleet Management

- 6.23 The sites operation fleet will be managed to ensure that movements are made as sustainable as possible. The following measures will be incorporated:

Initiative	Description
Improve Fuel Efficiency	No vehicle idling when vehicles are stationary. Where appropriate fleet managers will monitor drivers' performance to ensure they are not driving aggressively or idling unnecessarily
Maximum use of Sustainable / Greener Technologies and Vehicles	Will integrate hybrid or electric vehicles into vehicle fleet where possible
Optimise Routes	Will using a route optimiser or similar to ensure that the most environmentally friendly route is selected
Optimise Deliveries	Will ensure that all deliveries are occurring as efficiently as possible to ensure that delivery trips etc. to / from the site are kept to a minimum

Table 6.4 – Measures to Promote Sustainable Fleet Management

7 Travel Plan Management and Communication

Management Strategy

- 7.1 DfT Good Practice Guidelines outlined six key messages regarding implementation and management:
- i) *“Travel plans are living documents that need to be updated in the light of experience and sustained throughout the life of a development.*
 - ii) *At all times a named individual needs to be responsible for leading the delivery of the travel plan.*
 - iii) *The developer/occupier should take the lead in respect of delivering the site-specific elements of the travel plan.*
 - iv) *Local authorities need to establish robust databases of all travel plans in their areas.*
 - v) *Post-implementation management arrangements must be identified and included in the travel plan.*
 - vi) *Transport Management Associations may be an appropriate mechanism for assisting with the implementation and on-going management of travel plans within a wider area.”*

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process. DfT, 2009.

- 7.2 It is clear from the above that a TP document should be considered as merely the starting point of the process. The implementation of a TP is an on-going requirement and will require support and leadership in achieving its objectives.

Travel Plan Coordinator

- 7.3 The primary support and leadership for implementing a Travel Plan should come from an individual appointed as the ‘Travel Plan Coordinator’ (TPC).
- 7.4 The TPC will be responsible for the Travel Plan following the redevelopment. In line with the overarching Travel Plan, duties of the TPC include:
- i) Looking after the day-to-day operation of the plan;
 - ii) Keeping all relevant databases, information, and administration up to date;
 - iii) Liaising with appropriate partners;
 - iv) Leading on the delivery of the TP and representing the human face of the TP;
 - v) Promoting the TP by explaining its purpose and opportunities;
 - vi) Promoting individual measures in the TP;

- vii) Monitoring the TP; and
- viii) Reviewing the TP using regular surveys.

7.5 The TPC will be confirmed by the site management as soon as possible and prior to occupation.

Communications Strategy

7.6 The initiatives proposed in **Section 6** of this TP need to be communicated by a clear strategy to ensure maximum effectiveness and encourage large levels of uptake. The Communications Strategy is therefore considered to be a vital step in ensuring the success of any TP.

7.7 Promotion of the TP around the site will take the following forms:

- Publicise the TP within the Travel Information Packs;
- Publicise the TP on the company website;
- Publicise the TP with posters in communal areas/hallways;
- Where appropriate, produce regular TP updates via email or other means; and
- Make employees aware of any changes, national / local events or promotions.

7.8 It is important that the TP information is available in a variety of alternative 'user friendly' formats. A version of this TP document and any subsequent TP review documents should be made readily accessible to all staff of the facility. Therefore, a hard copy will be made available for people to refer to.

8 Monitoring and Review

Introduction

- 8.1 Monitoring and review are of central importance to the progression of the TP. Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009) state that:

“Monitoring and review are essential to ensure Travel Plan objectives are being achieved.”

- 8.2 However, too much monitoring and review of TPs is thought to be damaging to the overall effectiveness and impact of the document. It is important to find the right balance of monitoring.

Travel Surveys

- 8.3 The monitoring of travel behaviour is essential to measure progress towards the objectives and targets outlined on the next subsection. As part of the ongoing development of the Travel Plan there will be a commitment to undertake further staff surveys after agreed periods of time during the lifetime of the plan.
- 8.4 Following on from the initial travel survey, whose results are included in this document, subsequent surveys will be undertaken on an annual basis for at least 5 years once the site is operational. These surveys will enable an assessment to be made of the effectiveness of the initiatives within the TP and provide an appropriate evidence base for changes to those initiatives if it is felt that alternative measures may be more effective.
- 8.5 The next travel survey data is anticipated to be 3 months after the site is built and occupied.

Survey Design and Distribution

- 8.6 The survey will be in line with the current travel survey that was undertaken in May 2023, so any change in travel patterns or changing views on travel behaviours can be captured. This travel survey is attached as **Appendix B**.
- 8.7 Surveys will be distributed electronically to staff members via SurveyMonkey, with paper copies being available for those who may require it.

Targets

- 8.8 A series of targets can be established in order to encourage sustainable travel in a way which is still practical and helpful to staff members and visitors. They should be ‘SMART’ Targets – Specific, Measurable, Achievable, Realistic and Timed.
- 8.9 Targets for the site (specifically staff) have been set using the survey results detailed in **Chapter 5**.

Travel Mode	Existing Modal Split Percentage / Baseline	Year 1	Year 3	Year 5	Total Target Modal Shift Change
Vehicle Driver (Single Occupancy)	75%	70% (-5%)	65% (-5%)	60% (-5%)	60% (-15%)

Table 8.1 – Travel Plan Targets

- 8.10 As it can be observed from the targets, there will be an overall aim to reduce the number of staff members travelling to work in a vehicle as a single occupant, whilst increasing the proportion of employees who travel by more sustainable modes. This includes increasing the proportion who regularly car share, use bus or train services, cycle and walking.
- 8.11 The travel initiatives outlined in **Chapter 6** will help increase the proportion of staff members and potentially visitors who travel by more sustainable modes.

Annual Review

- 8.12 In order to record and communicate the progression of the TP, the TPC will produce an annual monitoring report, which will, as a minimum, include the following:
- i) Reporting of progress against the targets set once the Travel Survey is completed;
 - ii) Provision of information relating to new initiatives introduced;
 - iii) Provision of information on proposed initiatives due for implementation; and
 - iv) Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure).

9 Action Plan and Budget

Action Plan Table

9.1 **Table 9.1** summarises the key actions from the document by providing an Action Plan for the TP process:

Action	Objective / Indicator	Target Date	Responsibility
Appoint TPC	Assign person responsible for Plan	Prior to occupation	Developer
Provision of Cycle Parking Facilities	Cycle parking spaces	Prior to occupation	Developer
Provision of EV charging points	EV Charging spaces	Prior to occupation	Developer
Create and Distribute Welcome Pack	Distribution of packs	Prior to occupation	TPC
Travel webpages on company website	Creation of travel webpages	Prior to occupation	TPC
Walking / cycling / public transport/ car sharing promotion	Ensure that relevant walking, cycling and public transport campaigns are promoted to all staff (and potentially visitors)	Prior to occupation and ongoing	TPC
Personalised Travel Planning Sessions	TPC to offer travel planning services for staff	Ongoing	TPC
Undertake Travel Surveys	Monitor travel patterns and evaluate the effectiveness of the plan	3 months after initial occupation and annually for the next five years	TPC
Review Existing TP Measures/Initiatives	After next travel survey	Within one month of receiving that survey results	TPC
Present Annual Monitoring Report	After next travel survey	Annually for at least five years following the agreement of targets	TPC

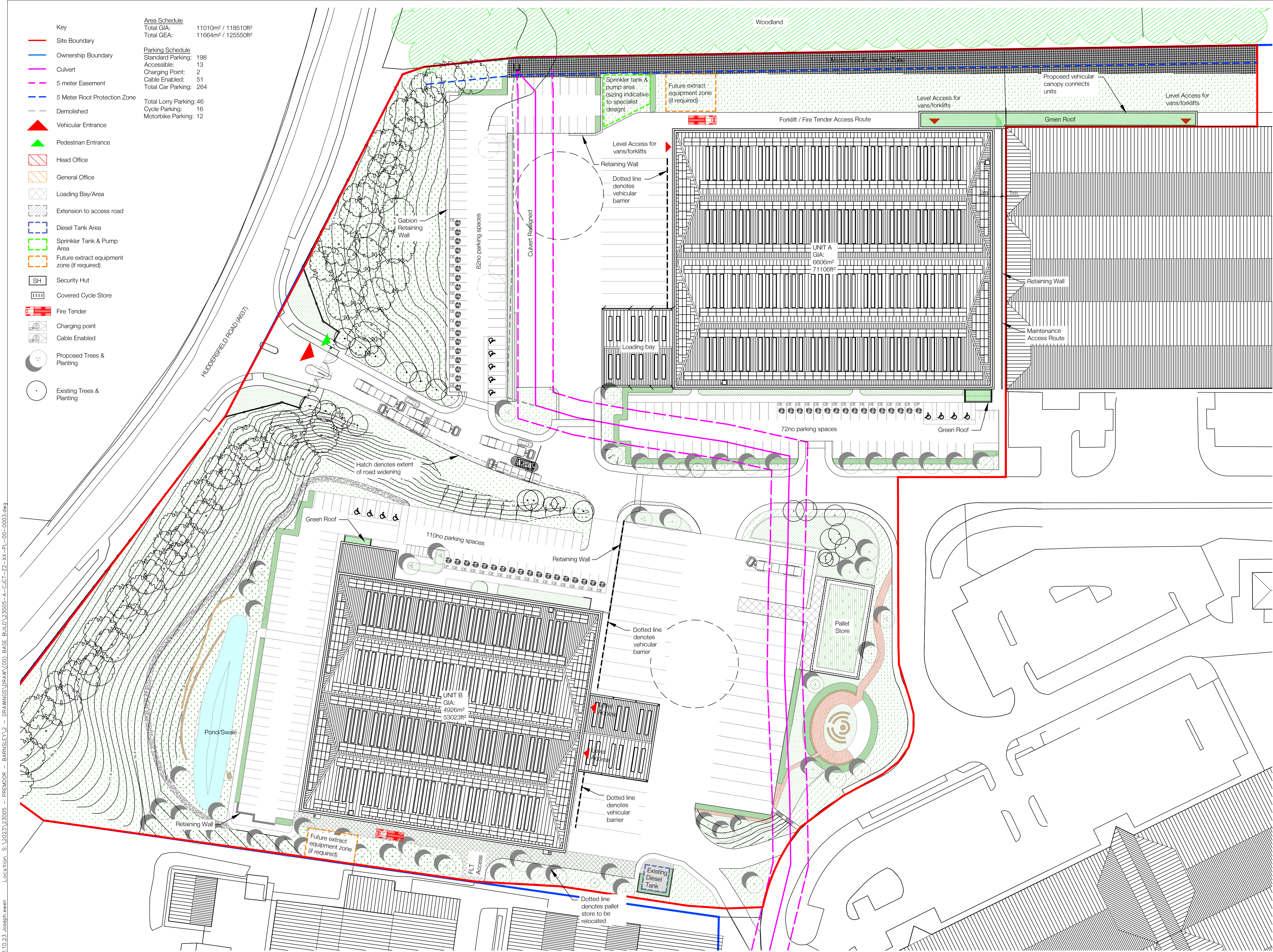
Table 9.1 – Action Plan

Funding

9.2 Funding should continue to be made available not only for the implementation of the measures proposed in this TP, but also for their management and communication. As identified throughout this document, the communication and management of a TP is best undertaken by the TPC.

- 9.3 Funding should continue to be made available for the provision of this role, whether this is an allowance of additional time for the TPC to complete elements of their responsibility, or allowance of additional funding.
- 9.4 It is expected that a budget of up to £1,000 per annum is allocated for the success of this TP.

Appendix A



Notes

Contractor must verify all dimensions on site before commencing any work or shop drawings. If this drawing exceeds the quantities taken in any way the Architects are to be informed before the work is initiated.
Only figured dimensions to be taken from this drawing. Do not scale off this drawing. Drawings based on Ordnance Survey and / or existing record drawings - design and drawing content subject to Site Survey, Structural Survey, Site Investigations, Planning and Statutory Requirements and Approvals. Authorised reproduction from Ordnance Survey Map with permission of the Controller of Her Majesty's Stationery Office. Crown Copyright reserved.
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Location Plan

P11 Levels & Retaining walls further coordinated following workshop with Civils & Landscape

P10 Green roofs to canopies & retaining walls indicated, stepped access to Unit B fire escapes indicated after civil's coordination

P09 PV's Indicated & Drawing Coordinated with landscape architect's design

P08 FLT & Fire tender access combined

P07 Coordinated with landscape architects plan

P06 Coordinated with landscape architects plan, 5 meter root protection buffer indicated at arboriculturalists request

P05 Unit B Roof Plan Updated

P04 Unit A Roof Plans Updated & position of Unit realigned following Structural workshop, Existing tree removed.

P03 Future Extract Equipment zone indicated at client request

P02 Drawing naming amended to ISO convention formerly (00)003. Culvert realigned, entrance road amended, vehicular barriers indicated, entrance canopy indicated, 2.5 meter service access between units indicated, FLT access indicated, security hut relocated following DTM

P01

Rev.

Des.

By

Date

Ch.

Client:

Premdor

Project:

JUGGERNAUT Barnsley

Title:

Proposed Site Plan

Scale:

1:500

@A1

Status:

JOE

Drawn by:

AAH

Checked by:

AAH

Date:

Sep 2023

Job No:

23005

Drawing No:

-A-CJCT-ZZ-XX-PL-00-0003

Rev No:

P11

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PLANNING

Appendix B

Premdor Staff Travel Survey

Staff Travel Survey

Please complete the survey below at your earliest convenience.

The survey has been prepared to help establish staff travel patterns at Premdor / Birthwaite Business Park. The survey should take around 5 minutes to complete.

The information you provide will be treated as confidential and processed in accordance with Data Protection Act 1998.

* 1. To understand where you start your journey from, please provide your home postcode (this will be used confidentially).

* 2. Do you work....

- ☐ Full Time
- ☐ Part Time
- ☐ Other (please specify)

* 3. What is your main mode of travel to/from work? (the mode you use the most)?

- | | |
|--|----------------------------------|
| ☐ Car (drive alone) | ☐ Bus |
| ☐ Car share (ie. with another member of staff) | ☐ Motorcycle |
| ☐ Taxi | ☐ Bicycle |
| ☐ Train / Underground | ☐ Walking |
| ☐ Other (please specify) | |

4. If you travel by different modes on different days or times of the year, please specify:

* 5. If you drive to work where do you usually park?

- ☐ On-site Car Park
- ☐ Off-site Car Park
- ☐ Designated On-street Parking
- ☐ Informal On-street Parking
- ☐ Other (please specify)

* 6. How far do you travel to work?

- ☐ Up to 1 mile
- ☐ Between 1 and 2 miles
- ☐ Between 2 and 5 miles
- ☐ Between 5 and 10 miles
- ☐ Between 10 and 20 miles
- ☐ Over 20 miles

* 7. How long does your journey to work usually take?

- ☐ 15 minutes or less
- ☐ Between 16 and 30 minutes
- ☐ Between 31 and 45 minutes
- ☐ Between 46 and 60 minutes
- ☐ Over 60 minutes

* 8. What time do you typically arrive to your workplace?

Hour / Minute

Time		AM/PM
hh	mm	-

* 9. What time do you typically leave your workplace?

Hour / Minute

Time		AM/PM
hh	mm	-

* 10. Do you have a disability that may affect your travel arrangements?

- ☐ Yes
- ☐ No
- ☐ Prefer not to disclose

* 11. What alternative sustainable mode of transport would you consider using if you couldn't use your current mode?

- | | |
|--|----------------------------------|
| ☐ Car (driving alone) | ☐ Bus |
| ☐ Car share (i.e. with another staff member) | ☐ Motorcycle |
| ☐ Taxi | ☐ Bicycle |
| ☐ Train / Subway | ☐ Walking |
| ☐ Other (please specify) | |

* 12. Why don't you currently travel by the alternative mode you selected in Q11? (You can tick a maximum of 3 answers)

- | | |
|--|---|
| ☐ It is too expensive | ☐ Lack of public transport services |
| ☐ Personal safety reasons | ☐ There are no walking initiatives available |
| ☐ Personal circumstances | ☐ Work circumstances |
| ☐ It wouldn't shorten my journey time | ☐ Travelling this way is inconvenient |
| ☐ The distance between my home and work | ☐ My usual mode is friendly with the environment |
| ☐ I need more guidance in travelling this way | ☐ My usual mode allows me to do some physical exercise |
| ☐ Other (please specify) | |

* 13. Which of the following changes would encourage you to travel more sustainability? (You can tick a maximum of 3 answers)

- | | |
|---|--|
| ☐ Increased frequency of public transport services | ☐ Sustainability incentive schemes |
| ☐ Better public transport operating hours | ☐ More flexible working pattern |
| ☐ Reduced public transport costs | ☐ Better transport information at work |
| ☐ More reliable public transport services | ☐ Better promotion of sustainable travel events |
| ☐ Parking options at rail and bus stations | ☐ Better storage space for bicycles |
| ☐ Safety improvements to public transport services | ☐ Improved pedestrian/cycle infrastructure |
| ☐ Other (please specify) | |

* 14. If you don't already, would you be prepared to car share...? (If so, you can tick a maximum of 3 answers)

- | |
|---|
| ☐ with a colleague |
| ☐ with a friend or relative |
| ☐ through a car sharing database |
| ☐ I would not car share |

* 15. Please tick the following initiatives that would specifically help you start car sharing:

- ☐ Designated car sharing spaces
- ☐ A guaranteed lift home scheme (if let down by the car driver)
- ☐ Establishing a car sharing user group to help you find a partner with similar work patterns
- ☐ Organising periodic car sharing promotion days
- ☐ Other (please specify)

* 16. Do you drive your car off site at any point during your working day (this could be to an external meeting, event, etc.)?

- ☐ Yes
- ☐ No

* 17. If your answer was 'Yes' to the previous question, what alternative mode of transport would you consider using for the off site journeys if you couldn't drive?

- ☐ Car share (i.e. with another staff member)
- ☐ Motorbike
- ☐ Taxi
- ☐ Bicycle
- ☐ Train / Subway
- ☐ Walking
- ☐ Bus
- ☐ Other (please specify)

18. Your views and ideas are important, so please add any other comments about your journey to/from work that you wish for us to be aware of and consider:

Contact

London

Network Building,
97 Tottenham Court Road,
London W1T 4TP.
Tel: 020 7580 7373

Bristol

5th Floor, 4 Colston Avenue,
Bristol BS1 4ST
Tel: 0117 203 5240
www.vectos.co.uk

Cardiff

Helmont House, Churchill Way,
Cardiff CF10 2HE
Tel: 029 2072 0860

Exeter

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Dean Clarke Gardens,
Exeter EX2 4AA
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Birmingham

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Birmingham B3 3JY
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