

Sterling Capitol Plc
Proposed Extension to Capitol Park, Barnsley

Framework Travel Plan

30 January 2019
Version 1.0
Issue





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1 Introduction

Fore Consulting Limited (Fore) has been commissioned by Sterling Capitol Plc (Sterling Capitol) to prepare a Travel Plan (TP) to accompany a forthcoming outline planning application for the extension of the Capitol Park business park.

1.1 The Proposed Development

The proposed business park extension is located off Higham Lane, immediately north of the existing Capitol Park, north east of Dodworth and north west of Junction 37 of the M1 motorway.

The location of the site is shown on Figure 1 and the development proposals are demonstrated at Appendix A.

The planning application will be in outline form, and will seek approval for development of 2 units (Classes B2 and B8), one of 84,000 sq. ft gross and one of 106,000 sq. ft. Each will comprise ancillary office space, a service yard and parking areas for staff and visitors.

Capitol Close (which currently serves Capitol Park from a roundabout junction with Whinby Road) will be extended to serve the proposed development, providing access for pedestrians, cyclists and vehicles.

1.2 Purpose of this Document

This document communicates the Framework Travel Plan for the proposed extension.

A Travel Plan is a method for ensuring that a development can be accessed by a range of modes by communicating with the employees about their options and special initiatives available; promoting sustainable transport; providing incentives; gathering data about the travel habits of building users and reporting on this in order to identify room for improvement.

1.3 Structure of this Document

This document continues as follows:

- Chapter 2: Management and development of the Travel Plan over time, including the overarching objectives of the Travel Plan and details of monitoring and review.
- Chapter 3: Details of access to the development site by all available modes.

- Chapter 4: On-site facilities and measures to aid travel by sustainable modes, as well as details of vehicle access.
- Chapter 5: Summary tables of Actions and Measures.

2 Travel Plan Management

This Chapter sets out the actions required to ensure the Travel Plan is managed appropriately. The actions are summarised in Table 3.

2.1 Lifespan

The Framework Travel Plan will continue as a formal process for 5 years after first occupation, after which the responsibility for monitoring and reporting will cease.

2.2 Objective

This Framework Travel Plan adopts the following objectives:

- Communicate the requirement of Occupier Travel Plans to occupiers when signing leases.

2.3 Framework Travel Plan Coordinator Role

Sterling Capitol will appoint a Framework Travel Plan Coordinator (FTPC) prior to marketing the units to potential occupiers.

On appointment, the FTPC will contact BMBC Travel Team (see Section 2.6) to advise that work has commenced on delivering the Framework Travel Plan. The Framework Travel Plan Coordinator Role will cease when the final unit is occupied.

The Framework Travel Plan Coordinator will have the responsibility of ensuring that the pre-occupation actions and measures are delivered.

The FTPC will communicate the requirement for Occupier Travel Plans to the Occupiers when signing leases. The FTPC will communicate the content of this Framework Travel Plan so that the occupiers can see the benefits of implementing certain schemes and measures.

2.4 Occupier Travel Plan Coordinators

The eventual occupiers of the two proposed units will produce an individual Occupier Travel Plan for their respective operations.

Occupiers will subsequently appoint an Occupier Travel Plan Coordinator, who would have the following responsibilities:

- Produce an Occupier Travel Plan for their respective unit. This will include:
 - Update of transport network in the vicinity and on-site facilities.
 - Details of how the Occupier Travel Plan will be managed, monitored and reported on.
 - A list of measures.
- Implement the Occupier Travel Plan.
- Produce an Employee Travel Guide.
- Act as a point of contact for employees regarding sustainable travel choices.
- Research, promote, coordinate and monitor the Occupier Travel Plan.
- Carry out Staff Travel Surveys.
- Liaise with BMDC regarding ongoing monitoring of the Occupier Travel Plan.

2.5 Funding

The Framework Travel Plan will be funded by Sterling Capitol, which will cover the FTPC role along with the associated responsibilities.

Individual Occupier Travel Plans will be funded by the eventual occupiers, which will include measures to encourage sustainable transport, communicating the Occupier Travel Plan to employees, as well as the cost of monitoring and reporting.

2.6 Liaison with Barnsley Metropolitan Borough Council (BMBC)

The content of this Framework Travel Plan will be agreed with BMBC as part of the planning process. Thereafter the Occupier Travel Plan Coordinators will communicate with the Travel Plan Officer at BMBC, Mark Anderson (email: markanderson@barnsley.gov.uk) to discuss the findings of monitoring and reporting, and to agree future targets/measures.

2.7 Targets

Travel Plan targets will be set in the Occupier Travel Plans for a maximum car driver mode share. These will seek to achieve a reduction in journeys made by car as an indicator that the development is supporting journeys by sustainable modes. An initial mode share has been derived from 2011 Census data¹.

Table 1: Initial Mode Share Targets

Mode Type	Mode Share
Walking	8%
Cycling	0%
Bus	6%
Train	1%
Motorcycle, scooter or moped	1%
Driving a car or van	77%
Passenger in a car or van	7%
Taxi	0%
TOTAL	100%

¹ Dataset reference WD703EW 'method of travel to work (2001 specification) (Workday population)'. All usual residents aged 16-74 either in employment in the area, or not in employment but live there. 'Not in employment', 'Work mainly at or from home' and 'Other method of travel to work' and 'Underground, metro, light rail or tram' categories are removed for the purposes of this assessment.

2.8 Monitoring and Reporting

Monitoring of the Occupier Travel Plans will indicate how well they are performing at meeting the target mode shares and any other targets that are set throughout the life of the plan. Monitoring will also assist in refining Travel Plan measures and establishing new targets, as appropriate.

Staff Travel Surveys should be carried out and would determine:

- Working hours
- Staff home postcode
- Travel mode
- What other modes they would consider and barriers to making this shift

The Occupier Travel Plan documents will set out more details about monitoring the success of the respective Occupier Travel Plans.

Monitoring information should be provided by the Occupier Travel Plan Coordinators to BMBC. The details of this will be provided in the Occupier Travel Plans.

3 Travel to Capitol Park

This Chapter outlines how the site is accessed by all available modes and gives details on planning journeys by sustainable modes.

3.1 Walking

3.1.1 Walking Catchment

Walking routes can be planned at www.google.co.uk/maps

Figure 2 shows 500m, 1.0km and 2.0km walking catchments², equating to walking times of approximately 7, 13 and 26 minutes. Measured from the proposed point of access on Capitol Close, a number of leisure, retail and health facilities can be reached within 1.3km on Dodworth High Street are within convenient walking distance.

The residential areas of Dodworth, Gilroyd, Pogmoor, Higham and Gawber are also within these walking catchments, and it will be possible for members of staff to walk to work.

Bus stops and rail stations also lie in these catchments, as discussed later in this Chapter.

3.1.2 Pedestrian Facilities

A footway is provided along the western side of Higham Lane, between Whinby Road and the Higham area. The proposed pedestrian access to the development is shown on Figure 2.

Elsewhere, footways are provided along both side of most local roads, including Capitol Close, connecting the site to Barnsley town centre and the wider area. Street lighting is provided on all of the main pedestrian routes.

Signal-controlled pedestrian crossing facilities are provided at M1 Junction 37, along the Dodworth Road corridor. Elsewhere, uncontrolled crossing points are typically present at junctions and other locations on the local road network where there is an adjacent footpath. Formal crossings (i.e. with traffic signals) in the vicinity are shown on Figure 2 and feature dropped kerbs and tactile paving.

A public footpath starts from Higham Lane, adjacent to the western boundary of the site, and heads west before directing south towards Dodworth Business Park and connecting to

² The Chartered Institution of Highways & Transportation's (CIHT's) 'Guidelines for Providing for Journeys on Foot' (2000) suggests acceptable walking distances for commuting as Desirable (500m), Acceptable (1.0km) and Preferred Maximum (2.0km).

Whinby Road. From this point, public footpath 24 heads southwest connecting to Dodworth Rail Station. To the south of the site, there is a pedestrian underpass of Whinby Road, which links Higham Lane with the Dodworth area.

3.2 Cycling

3.2.1 Cycle Catchment

Figure 3 shows an 8km cycle catchment from the site, which is taken to be the preferred maximum for a commute to work or study³, showing that employees living in Barnsley Town Centre, Dodworth, Kingstone, Embsay, Higham, Silkstone Common, Athersley North, Staincross, Mapplewell, Kexbrough and Birdwell can cycle to the development.

3.2.2 Cycle Routes and Infrastructure

Cycle routes can be planned using <https://cycle.travel/map> which gives step by step instructions and allows you to choose between more direct and quieter routes. There is also a CycleStreets app.

National Cycle Route 62 passes to the south of Dodworth, approximately 2km to the south of the site on a disused railway line and is therefore traffic free. This is marked on Figure 3.

3.2.3 BMBC Cycling Initiatives

The following initiatives exist in Barnsley to encourage and support people to cycle:

- The Ride Social website, provided by British Cycling, lets you organise bike rides or join other peoples' for free <https://www.letsride.co.uk/social>
- The cycling charity Cycling UK can offer a variety of training and mentoring opportunities to help less experienced cyclists build their confidence to travel on the road network <http://www.cyclinguk.org/courses-and-training>
- Bikeability and adult cycle training information is available on the BMBC website <https://www.barnsley.gov.uk/services/sports-and-leisure/cycling/learn-to-ride-a-bike/>
- The Barnsley Cycle Hub is located in Barnsley Interchange and offers a range of cycle support services to Barnsley residents and businesses. Amongst other things, the hub

³ *Integrating Cycling into Development Proposals*, Cycling England, 2009, p4.

features free secure indoor cycle parking, toilet and shower facilities, and bike servicing and repairs.

3.3 Public Transport

Public transport journeys can be planned using the Travel South Yorkshire website <https://tsy.yorkshiretravel.net/lts/#/travelInfo>

3.3.1 Bus

Figure 4 demonstrates the local public transport network in relation to the development site. The closest bus stops to the development are located on Barnsley Road, 550m to the south of the proposed development access.

Additionally, a bus turning circle on High Common Road, located adjacent to Hermit Lane to the north of the site, provides access to services to Barnsley, Cawthorne, Kexborough and Wakefield. This stop is located approximately 800m north of the proposed development access. Details of the buses serving these stops are displayed in Table 2 below.

Table 2: Bus Services, Destinations and Frequencies

Bus Stop	No.	Operator	Destinations Served	Daytime Service Frequency		
				Mon-Fri.	Saturday	Sunday
Barnsley Road	20/21/21A/22	Stagecoach	Barnsley - Gilroyd (21A/22) - Silkstone (20/21/21A) - Hoylandswaine (20) - Silkstone Common (21/21A) - Oxspring (21/21A) - Cubley (20/21A) - Penistone (20/21/21A) - Millhouse Green (21/21A)	15 minutes (06:07-23:22)	15 minutes (07:58-23:22)	60 minutes (9:22 - 23:22)
	92a		Barnsley - Gawber - Barugh - Higham - Cawthorne	3 services per day (evening) (19:17-23:17)	4 services per day (evening) (18:20-23:17)	120 minutes (11:18-23:18)
High Common Road	94	Globe Coaches	Barnsley - Gawber - Wilthorpe - Redbrook - Barugh Green - Highman	60 minutes (10:30 - 17:55)	60 minutes (10:30-17:30)	No service
	96a		Wakefield - Leeds	1 service per day (14:55)	No service	No service

Note: Services correct as of 23 January 2019

As can be seen there is a good bus service from the stops within a 550m walk of the development. During the daytime the hourly frequency (Monday-Saturday) is good, with the number of services reducing in the evening to 1 service an hour towards Barnsley Interchange.

3.3.2 Train

Rail journeys can be planned at <http://www.nationalrail.co.uk/> or using the National Rail Enquiries app.

The nearest railway station to the development is Dodworth Railway Station, approximately 1.2km to the southwest of the development and is served by hourly services on the Penistone Line to Huddersfield in one direction and Sheffield in the other (Monday - Sunday). This station is unstaffed and has 10 cycle spaces. Dodworth Rail Station can be reached by catching the 20/21/21a/22 bus from Barnsley Road.

Additional services can be accessed from Barnsley Railway Station, which is located approximately 3.5km from the development site. Connections can be made at Barnsley from Dodworth Station, as mentioned above. The station is served by regular services on both the Hallam and Penistone Lines. On the Hallam Line, Monday to Saturday, there are three trains per hour northbound to Wakefield Kirkgate and Leeds. On the Penistone Line, there is an hourly service northbound to Huddersfield. Southbound there are four trains per hour in combination. Three of these services terminate at Sheffield, whilst one carries on to Nottingham.

4 The Capitol Park Development

This Chapter gives details of the on-site facilities and initiatives to provide access to the site by all available modes and to promote sustainable transport choices. These are all summarised in Table 4.

4.1 Communications Strategy

As described in Chapter 3, there are options for accessing the development by sustainable travel modes.

The measures to communicate the travel plan are outlined below.

Measures to Communicate the Travel Plan

- The Framework Travel Plan Coordinator will communicate the requirement for Occupier Travel Plans to the Occupiers when signing leases.
- Occupier Travel Plan Coordinators will **prepare Employee Travel Guides**. This will include information about options for travelling to the site by all available modes. **It will be the occupiers' responsibility to disseminate the Employee Travel Guides to their employees.**
- There should be **additional ongoing communication** to highlight aspects of the Occupier Travel Plans to employees, for example walking, cycling, car share and public transport initiatives/events.

4.2 Walking and Cycling

Footways will be provided within the development, as shown on the development proposals at Appendix A and will connect the existing footway infrastructure provided on Capitol Close.

The site layout will be designed to ensure that an attractive pedestrian environment is provided. The main access to the development will be provided from Capitol Close.

Cyclists will be able to access the site via the vehicular accesses, as shown on the site plan at Appendix A. Cycle parking will be determined as part of future reserved matters applications and will be provided in line with the Barnsley SPD for Parking⁴.

The measures to promote and support commuting on foot or by cycle are outlined below.

Measures to Encourage and Promote Walking

- The benefits of walking and cycling should be communicated in the **Employee Travel Guides** prepared by the Occupier Travel Plan Coordinators, along with maps.
- Provision of **adequate cycle parking**.
- As the units are being provided as shells to Occupiers, the Framework Travel Plan Coordinator will **communicate to Occupiers the benefits of providing showers for employees**, i.e. that they encourage people to walk, run or cycle to work, therefore improving the health of employees, and avoiding parking issues.
- Occupiers should also consider operating the **Cycle to Work scheme** at each of the premises. This is a government initiative which allows employees to spread the cost of a bike and equipment over 12 months. There are associated savings on tax and national insurance payments for the employer and employee. There are a number of schemes to choose from, more information can be found here www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance

⁴ *Supplementary Planning Document*, Parking, Local Development Framework, Barnsley Metropolitan Borough Council, 2012.

4.3 Arrival by Bus or Train

As stated in Chapter 3 there are good options for arriving to the development by public transport, with Dodworth rail station within walking/cycling distance, and a bus stop located 550m from the development access point.

Measures to Encourage and Promote Public Transport Use

- The benefits of using public transport should be communicated in the **Employee Travel Guides** prepared by Occupier Travel Plan Coordinators, along with maps, timetables, ticketing and journey planner info (including the South Yorkshire journey planner at <https://tsy.yorkshiretravel.net/lts/#/travelInfo>)
- Occupiers should consider offering **annual season ticket loans** to staff, allowing them to pay the ticket back through salary sacrifice.
- Occupiers with Occupier Travel Plans should consider allowing employees to **adjust working hours to better align with public transport** provision.

4.4 Motorcycle/ Car Travel

It is proposed that Capitol Close (which currently serves the existing Capitol Park from a roundabout junction with Whinby Road) will be extended to serve the proposed development.

Parking numbers and layout will be determined as part of future reserved matters applications and will be provided in line with the Barnsley SPD for Parking⁵.

⁵ *Supplementary Planning Document, Parking, Local Development Framework, Barnsley Metropolitan Borough Council, 2012.*

Measures to Manage Car Use

- Provision of appropriate levels of parking in line with the Barnsley Parking SPD including for motorcycles, people with disabilities and for electric vehicle charging.
- Promotion of sustainable modes of transport.
- The **Employee Travel Guide** will promote car sharing using www.liftshare.com
- Occupiers should consider allowing employees to **adjust working hours in order to find a car share match**, and where possible **recruit from local area**.

4.5 Deliveries and Servicing

All refuse collections and deliveries will be undertaken within the internal layout of the site. Each of the units have a service yard located to the immediate south, which is accessed via each of the car park entrances. See Appendix A.

5 Summary of Travel Plan Actions and Measures

Table 3 summarises the actions required to deliver the Travel Plan.

Table 3: Actions Summary Table

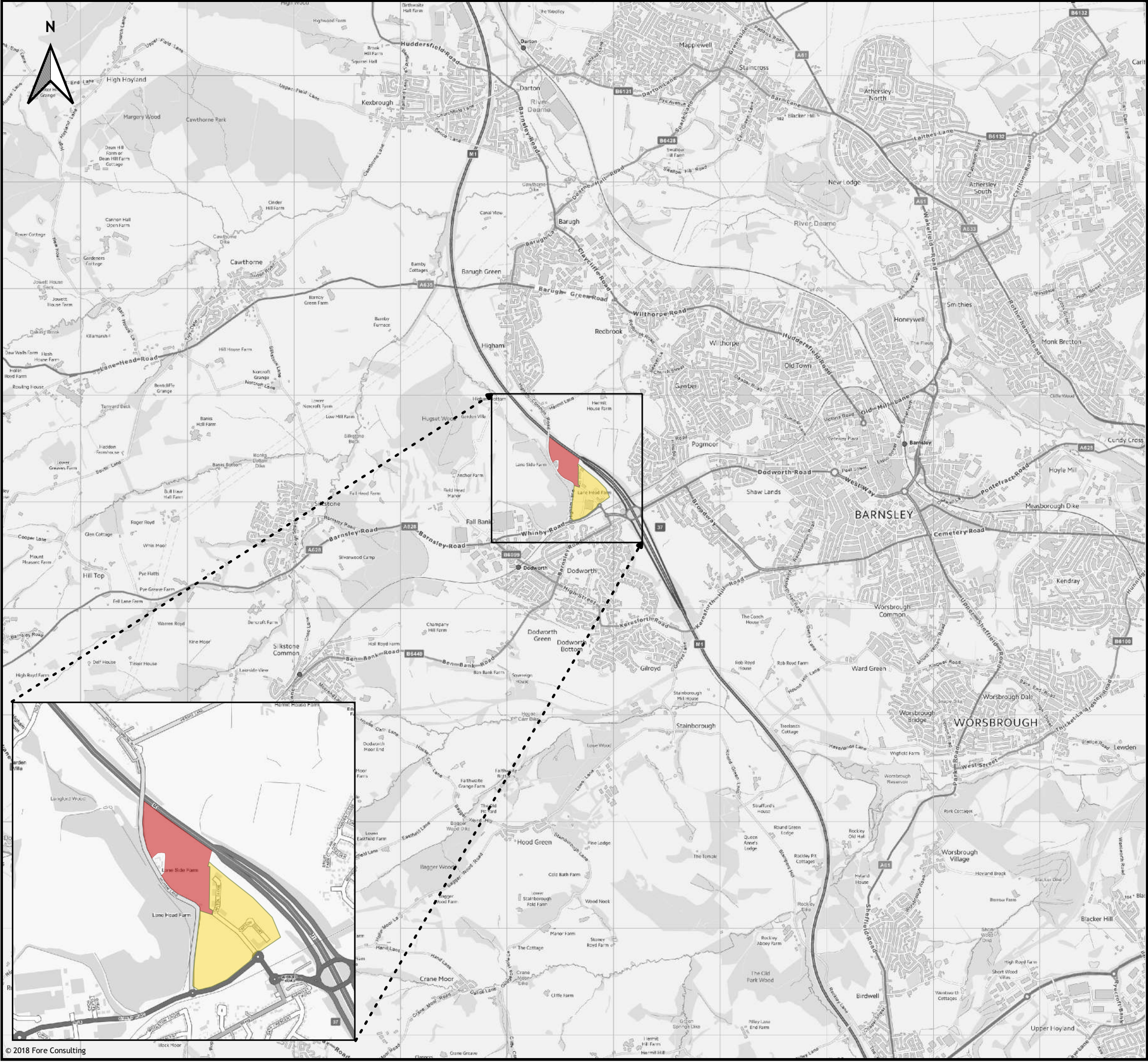
	Action	Responsibility	Implementation
A	Appoint a Framework Travel Plan Coordinator and submit contact details to BMBC Travel Team	Sterling Capitol	Prior to marketing of the site to potential Occupiers.
B	Issue Framework Travel Plan, communicate requirement of Occupier Travel Plans and explain benefits of sustainable travel measures to Occupiers.	Framework Travel Plan Coordinator	At marketing of units.
C	Fund and implement Travel Plan measures	As per Table 3	As per Table 4.
D	Appoint Occupier Travel Plan Coordinator at each unit.	Occupiers	At signing of lease.
E	Produce Occupier Travel Plans with details of how the Occupier Travel Plan will be managed and monitored; a list of measures; and update of on- and off-site transport facilities. Agree with BMBC.	Occupier Travel Plan Coordinators	To be agreed with BMBC.
F	Prepare and issue Employee Travel Guide to all employees.	Occupier Travel Plan Coordinators	To be agreed with BMBC via Occupier Travel Plan documents.
G	Carry out employee travel survey at units with Occupier Travel Plans	Occupier Travel Plan Coordinators	To be agreed with BMBC via Occupier Travel Plan documents
I	Prepare and submit monitoring reports to include: surveys and feedback; details of the effectiveness of the Occupier Travel Plan; success of existing measures; proposals for future measures.	Occupier Travel Plan Coordinators	To be agreed with BMBC via Occupier Travel Plan documents.
J	Produce ongoing sustainable travel promotional material	Occupier Travel Plan Coordinators	Ongoing

Table 4 gives a summary of the Travel Plan Measures which will be in place to encourage travel to the development by sustainable modes.

Table 4: Travel Plan Measures Summary Table

Measure	To Support	Responsibility	Implementation
Communicate Travel Plan as per Table 3.	Sustainable travel choice	As per Table 3	As per Table 3
Provide adequate cycle parking as per BMDC Parking SPD.	Cycling	Sterling Capitol	Construction
Provide electric vehicle charging points.	Reduced impact of car travel	Sterling Capitol	Construction
Suggested Measures for Occupier Travel Plans			
Provide showers and changing rooms.	Walking and cycling	Occupiers	At fit-out
Provide Employee Travel Guides.	Sustainable transport		To be determined in Occupier Travel Plans if required.
Provide ongoing promotion of sustainable modes of transport e.g. health benefits, national and regional events/ initiatives.	Sustainable transport		
Operate cycle to work scheme.	Cycling		
Provide annual season ticket loans for public transport.	Public transport		
Consider flexible working for staff to better align with public transport and car sharing.	Sustainable transport		
Promote www.Liftshare.com	Car share		
Where possible recruit from local area.	Sustainable transport		

Figures



Key:

- Indicative Site Boundary
- Existing Capitol Park (Indicative)

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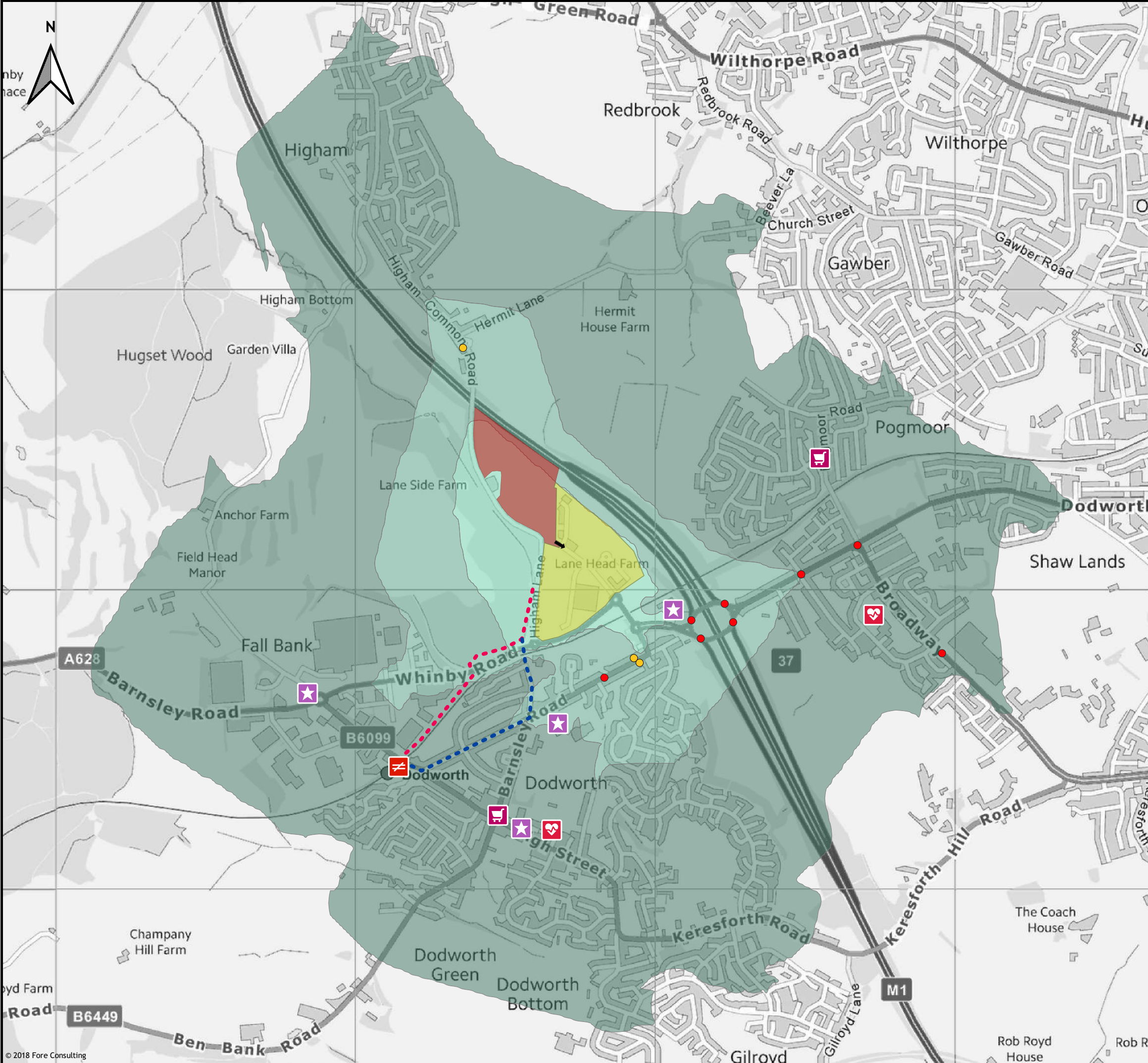
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Client:
Sterling Capitol Plc

Project:
Proposed Extension to Capitol Park, Barnsley

Figure Title:
Site Location

Scale: 1:35000	Figure Status: Issue
Job Number: 3533	Figure Number: Figure 1



Key:

- Indicative Site Boundary
- Existing Capitol Park (Indicative)
- Indicative Site Access

Walking Catchment

- 500m
- 1000m
- 2000m

Local Land Use

- Health
- Leisure
- Retail
- Train Station
- Bus Stop
- Pedestrian Crossing
- Public Footpath
- Alternative Route

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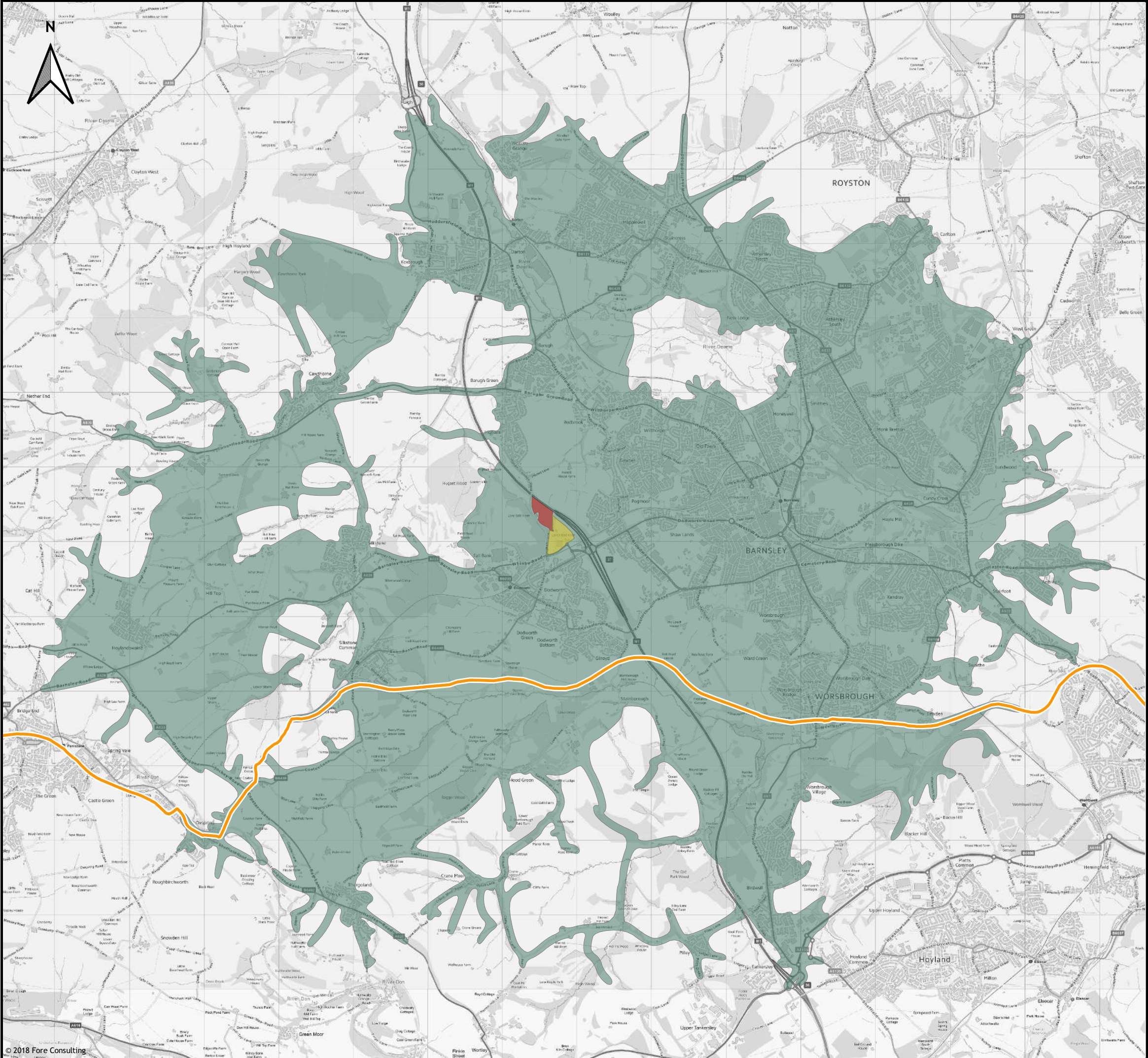
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Client:
Sterling Capitol Plc

Project:
Proposed Extension to Capitol Park, Barnsley

Figure Title:
Walking Catchment and Local Land Use

Scale: 1:12500	Figure Status: Issue
Job Number: 3533	Figure Number: Figure 2



Key:

- Indicative Site Boundary
- Existing Capitol Park (Indicative)
- 8.0km Cycle Isochrone
- NCR 62

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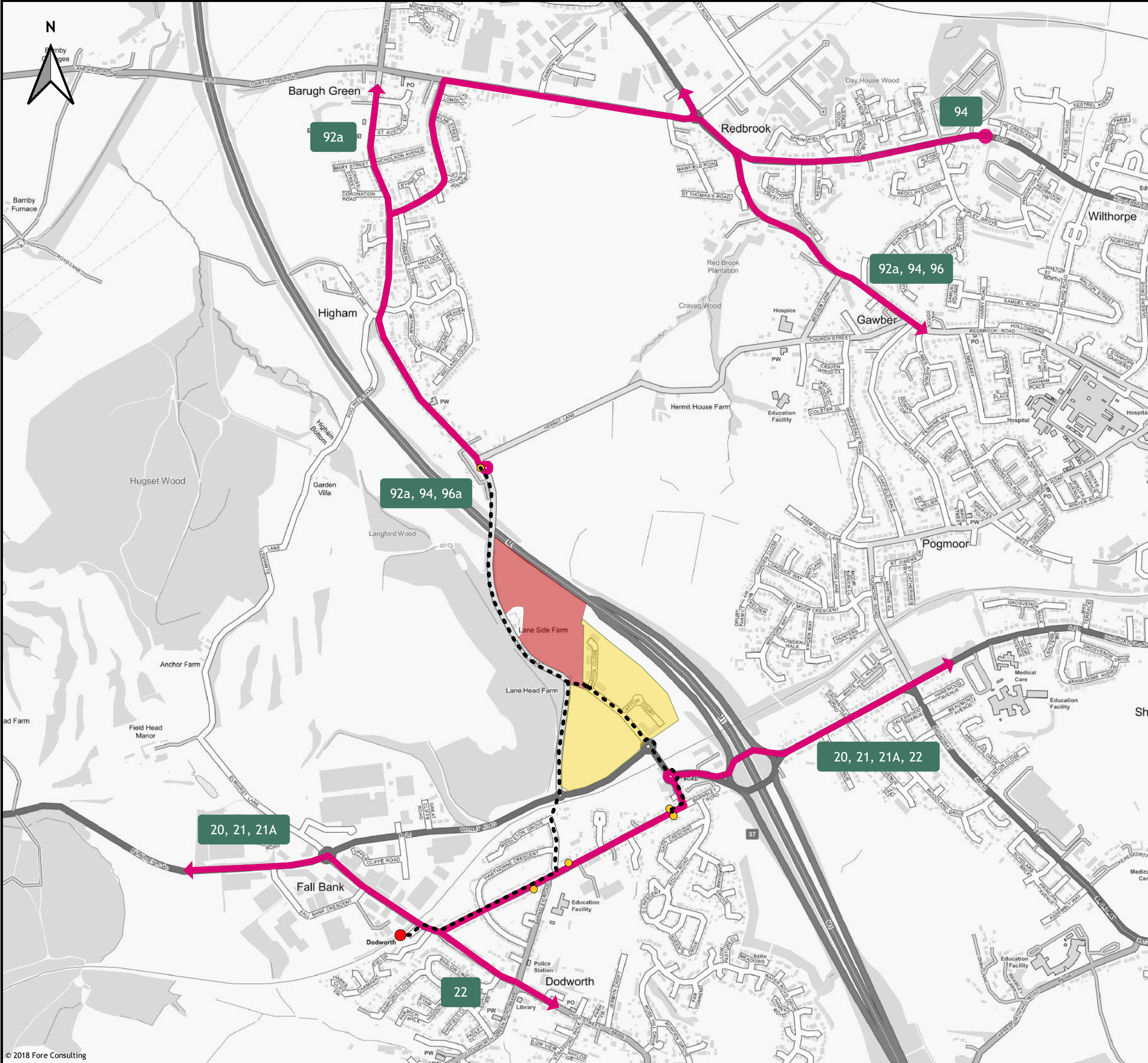
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Client:
Sterling Capitol Plc

Project:
Proposed Extension to Capitol Park, Barnley

Figure Title:
Cycle Catchment and Long Distance Cycle Routes

Scale: 1:50000	Figure Status: Issue
Job Number: 3533	Figure Number: Figure 3



Key:

- Indicative Site Boundary
- Existing Capitol Park (Indicative)
- Indicative Site Access
- Bus Stop
- Dodworth Train Station
- Suggested Walking Route
- Bus Route

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2nd Floor, Queens House
34 Wellington Street
Leeds
LS1 2DE

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Client:
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Project:
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Figure Title:
Local Public Transport Network

Scale: 1:11500	Figure Status: Issue
Job Number: 3533	Figure Number: Figure 4

Appendix A

Development Proposals

	17,558.7 m²	189,000 ft²
Footprint	16,722.6 m ²	180,000 ft ²
First Floor offices (5%)	4836.1 m ²	9,000 ft ²

NOTE:
Information is based on OS map and received information .
Assumed site boundary and site constraints subject to confirmation.
All Legal easements and extent of existing underground services
locations are subject to confirmation.



Fore Consulting Limited
2nd Floor, Queens House
Wellington Street
Leeds
LS1 2DE

0113 2460204
enquiries@foreconsulting.co.uk
www.foreconsulting.co.uk



Fore Consulting Limited. Registered in England and Wales No. 7291952.
Registered Address: Gresham House, 5 - 7 St Pauls Street, Leeds LS1 2JG, United Kingdom
VAT Registration No. 105 0341 75