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Framework Travel Plan

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1. INTRODUCTION

1.1 Pell Frischmann has been commissioned by Kier Property Developments (Ltd) to prepare a Framework Travel Plan (FTP) in support of the planning application for a mixed use development in Royston near Barnsley. The FTP has been prepared in conjunction with a Transport Assessment (TA) for the same development.

1.2 The development proposals involve the construction of a 33,000ft^2 (3,066m^2) Gross Floor Area (GFA) supermarket with associated petrol filling station (PFS), a Health Centre totalling 1350m^2 Gross Internal Area (GIA) and 143 residential properties.

1.3 The requirement to produce a Travel Plan as part of the planning application is set out in Barnsley Metropolitan Borough Council's Supplementary Planning Document – Parking (March 2012), which states the following:

"New development will be expected to provide a travel plan statement or a travel plan in accordance with the thresholds and guidance set out in Department for Transport 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' as published April 2009, or any subsequent version. Travel plans will be will be secured through a planning obligation or a planning condition."

1.4 The thresholds set out in Department for Transport 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' are shown in Table 1.1.

Land Use	Description of Development	Size	Travel Plan Statement	Travel Plan
A1 Food Retail	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores	GFA	>250 <800m^2	>800m^2
C3 Dwelling Houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	>50 <80 Units	>80 units
D1 Non-Residential institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	>500 <1000 m^2	>1000 m^2

1.5 Based on the above guidance and the development proposals, it is clear that a Travel Plan document will be required for all of the proposed land uses.

1.6 As the application is being made without any contracted operator for either the new supermarket or health centre, the Framework Travel Plan (FTP) will outline the objectives and commitment of a future Travel Plan (TP) produced for these land uses. This will include the approach in setting measurable targets that will be agreed by the operators (once selected) with Barnsley Metropolitan Borough Council and possible measures that can be used to achieve these targets.

1.7 The FTP will also set out the methods of continual monitoring to be undertaken once the store and health centre are opened and the approach that will be taken if objectives and targets are not met. The FTP will focus on both staff and customer generated trips from the store and health centre.

1.8 Similarly, for the residential part of the site, the future developer will be responsible for producing and implementing a Travel Plan to promote sustainable travel by residents. Therefore, as appropriate this document will refer to the specific aspects of where providing a residential travel plan will differ from those being produced for the supermarket and health centre.

2. POLICY CONTEXT

2.1 National Policy Context

2.1.1 In 2012 the Government introduced new planning policy guidelines, which replaced all previous Planning Policy Guidance (PPG) documents with a single National Planning Policy Framework (NPPF).

2.1.2 The NPPF states that its overall aim is "*to help achieve sustainable development*" based on three dimensions;

- **An economic role** - by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation;
- **A social role** - supporting strong, vibrant and healthy communities, by creating a high quality built environment, with accessible local services that reflect the community's needs and support its health, social and cultural well-being; and
- **An environmental role** - contributing to protecting and enhancing our natural, built and historic environment; and, as part of this, helping to improve biodiversity, use natural resources prudently, minimise waste and pollution, and mitigate and adapt to climate change including moving to a low carbon economy.

2.1.3 The NPPF identifies that the design and location of new development should;

- accommodate the efficient delivery of goods and supplies;
- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;
- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- consider the needs of people with disabilities by all modes of transport.

2.1.4 The report goes on to state that the implementation of a scheme which addresses the above points should be through a Travel Plan.

'A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.'

2.1.5 The report defines a Travel Plan with the following description:

"Travel plan: A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed."

2.1.6 In 2007 the Government released the document 'Guidance on Transport Assessment', which outlined the need to promote Smarter Choices within Travel Plans as follows:

"Techniques for influencing people's travel behaviour towards more sustainable options, such as encouraging school, workplace and individual travel planning. They also include measures such as individualised marketing, personalised journey plans, public transport information and marketing initiatives, car sharing schemes and car clubs, plus measures that reduce the need to travel, such as video conferencing and teleworking."

2.1.7 The guidance gave a fundamental explanation as to what the contents of a travel plan should include.

"A travel plan is a package of site-specific initiatives aimed at improving the availability and choice of travel modes to and from a development. It may also promote practises or policies that reduce the need for travel."

2.2 Local Policy Context

2.2.1 In terms of Local Policy, the Sheffield City Region Local Transport Plan (LTP3) for period 2011 – 2026 has a policy specific to travel planning:

Policy T – *To provide information and travel advice for the users of all modes of transport, so that they can make informed travel choices*

"We will work with businesses, schools, hospitals and key organisations to offer them and their staff assistance in planning their personal or business travel. We will provide detailed information on public transport options, walking routes and cycling facilities, tailored for their specific needs and preferences".

2.2.2 In terms of local planning policy, Barnsley Metropolitan Borough Council's Local Development Framework (LDF) Core Strategy states the following policy in relation to Travel Plans:

A travel plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed. It involves developing a set of procedures, schemes and targets that encourage people to use sustainable forms of transport, and should:

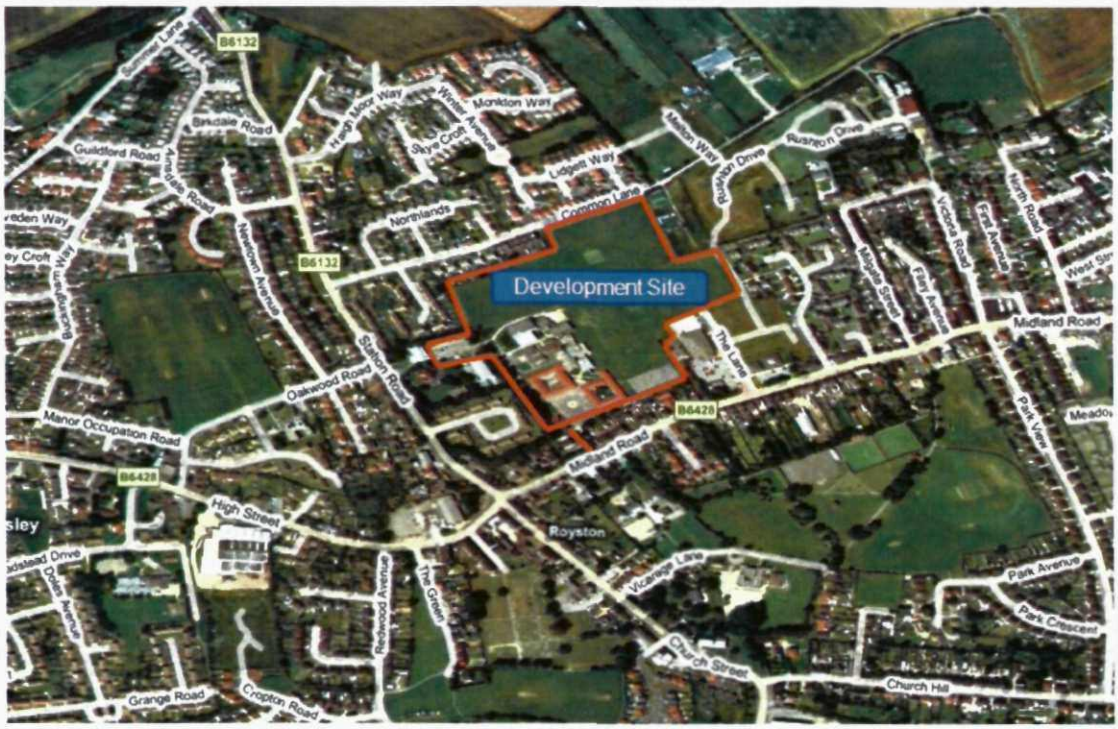
- be site specific
- contain both measures addressing site design, infrastructure and new services, as well as marketing, promotion and awareness raising
- provide a package of measures integrated into the design and use of the development
- encourage walking, cycling and public transport use and facilitate disabled access
- restrict on-site car-parking spaces
- include arrangements for managing the process

3. BACKGROUND

3.1 Existing Site

3.1.1 The proposed development site is located to the north of Midland Road (B6428) and to the east of Station Road (B6132) in the town of Royston near Barnsley. The 6.9 hectare site was previously occupied by Royston High School but is currently vacant following the construction of a new school (Carlton Community College) on Royston Lane. A plan showing the location of the development site in relation to the surrounding area is provided in Figure 3.1.

Figure 3.1 – Location of Development Site



3.1.2 As can be seen in Figure 3.1, the former Royston High School site has a vehicle access located on Midland Road. However, this access is not currently in use following the school closure. A selection of photos, showing both of the existing access points is provided in Figures 3.2 and 3.3.

Figure 3.2 – Existing access from Midland Road



Figure 3.3 – Midland Road



3.2 Existing Highway Conditions

3.2.1 The two main routes that pass through Royston are the B6428 and the B6132. The B6428, which includes Midland Road and High Street, runs on an east to

west axis and provides connectivity with Darton and the M1 to the west and neighbouring settlements to the east.

3.2.2 The B6132, which includes Station Road and Church Street, is on a north to south axis and provides connectivity with Wakefield to the north and Barnsley to the south.

3.2.3 The key junction in Royston is where the B6428 and B6132 meet at the signalised crossroads of Midland Road / Church Street / High Street and Station Road. The existing layout of this junction can be seen in the photos in Figure 3.4.

Figure 3.4 – Photos of Midland Rd / High St / Station Rd / Church St junction



3.2.4 As already noted, the development site is located to the north of Midland Road and to the east of Station Road, and is therefore near to the two key routes that pass through Royston and its key signalised junction of Midland Road / Church Street / High Street and Station Road.

3.2.5 Midland Road is currently subjected to a 20mph speed limit between the former school access and Godley Street and as can be seen in Figure 3.5, benefits from existing traffic calming measures.

Figure 3.5 – Photos of Midland Road Traffic Calming Measures



3.2.6 In terms of the existing land use, Midland Road currently has a mixture of both housing and retail units. There are two distinct retail areas within Royston; one on Midland Road near to the junctions with Park View and Milgate Street and the other, known as The Wells, in the vicinity of the Midland Road / Church Street / High Street and Station Road junction.

3.2.7 As well as the former school access, Midland Road has a number of private accesses, priority junctions leading into cul-de-sacs and a mini roundabout at the junction with The Lane, which provides access to a small Asda supermarket (formerly Netto) and residential properties via Galway Close.

Figure 3.6 – Photos of Midland Road / The Lane mini roundabout



3.2.8 As with Midland Road, Station Road has a number of properties fronting the highway. A number of these properties have no driveways and as such on street parking can often occur on the section to the north of the signalised crossroads with Midland Road / Church Street and High Street.

3.2.9 In terms of pedestrian and cycle facilities, the development site already benefits from an existing segregated pedestrian and cycle route that runs on an east to west axis between Station Road and Ruston Drive. This existing route is marked on Figure 3.7 and photos of the route are also shown in Figure 3.8.

Figure 3.7 – Plan of Existing Pedestrian and Cycle Route



Figure 3.8 – Photos of Existing Pedestrian and Cycle Route





3.2.10 Both Midland Road and Station Road have footways on either side of the carriageway, but there are no additional cycle facilities adjacent to the site.

3.3 Existing Public Transport

3.3.1 In terms of public transport, Royston is currently served by four local bus routes that provide links to a number of settlements between Barnsley and Wakefield. A summary of these bus services is provided in Table 3.1.

Table 3.1 – Bus services operating in Royston

Service	Daytime Frequency	Operator	Route
48A	Mon – Fri every 60 min No service Sat or Sun	Red Line Buses	Barnsley Interchange to Newstead via Royston Lane
57	Mon to Sat every 10 or 20 min No service Sunday	Stagecoach	Barnsley Interchange to Royston, Meadstead Drive
59/ 59A	Mon to Sun every 30 min	Stagecoach / Arriva	Barnsley Interchange to Wakefield bus station via Royston Lane
194	Mon to Sun every 60 min	Arriva	Barnsley Interchange to Wakefield bus station via Royston

3.3.2 Of the routes listed in Table 3.1, three operate within close proximity to the site (57, 59 and 194), with bus stops located at various locations along Midland Road and Station Road. The location of these bus stops is shown in Figure 3.9 below.

Figure 3.9 – Locations of bus stops near to the development site



3.3.3 As can be seen in Figure 3.9, there are bus stops adjacent to the existing site access on Midland Road as well as to the east of the junction with The Lane. On Station Road there are two bus stops to north of Warren Walk; one for northbound services and the other for southbound services.

3.3.4 There is currently no rail station within Royston and therefore the nearest available rail services are from Barnsley Rail Station (5 miles) and Darton Rail Station (4 miles). A summary of the rail services that can be accessed at each station is provided in Tables 3.2 and 3.3 respectively.

Table 3.2 – Rail services from Barnsley Rail Station

Route	First Train (at Barnsley)	Last Train (at Barnsley)	Frequency
Nottingham to Leeds via Sheffield and Barnsley	Mon to Fri 05:44 Sat 05:43 Sun 09:05	Mon to Fri 23:50 Sat 23:07 Sun 23:05	Every 10 – 20 min Every 10 – 20 min Every 30 min
Sheffield to Huddersfield	Mon to Fri 06:01 Sat 07:01 Sun 10:06	Mon to Fri 23:08 Sat 23:08 Sun 20:06	Every 60 min Every 60 min Every 120 min
Sheffield to Leeds via Barnsley and Wakefield	Mon to Fri 6:10 Sat 6:33 Sun 9:10	Mon –Fri 23:08 Sat 23:08 Sun 23:10	Every 30 min Every 30 min Every 60 min

Table 3.3 – Rail services from Darton Rail Station

Route	First Train (at Darton)	Last Train (at Darton)	Frequency
Nottingham to Leeds via Sheffield	Mon to Fri 06:38 Sat 06:38 Sun 09:15	Mon to Fri 23:56 Sat 22:21 Sun 23:15	Every 60 min Every 60 min Every 60 min

3.4 Development Proposals

3.4.1 The development proposals involve the construction of a 33,000ft^2 (3,066m^2) Gross Floor Area (GFA) supermarket with associated petrol filling station (PFS), a Health Centre totalling 1350m^2 Gross Internal Area (GIA) (as-submitted reduced to 1,175 sqm GFA) and 143 residential properties. A plan showing the proposed layout of the site is included in Appendix A.

3.5 Vehicular Access

3.5.1 As can be seen in the layout plan in Appendix A, vehicular access into the site from Midland Road will be from two locations. The first access will be via a new mini roundabout on The Lane and this will allow for two way vehicle movements between the site and Midland Road. A secondary one-way vehicle entry will be provided at the existing school access on Midland Road.

3.5.2 In addition to the two site accesses, a link will also be provided for vehicles to connect with the existing residential area on Ruston Drive.

3.6 Pedestrian and Cycle Access

3.6.1 As already noted the development site has an existing segregated pedestrian and cycle route known as Warren Walk running on an east to west axis. This can be accessed to the east from Station Road near the junction with Oakwood Road and from the west via Ruston Drive. The route is to be retained as part of the development proposals.

3.6.2 In addition to Warren Walk, a new 3m wide shared footway/cycle route will be constructed in order to provide a link between the proposed access road and Common Lane to the north of the site. All of the residential access roads will have 2m wide footways on either side of the carriageway.

3.6.3 The vehicular access onto Midland Road will include footways on either side to provide direct access for pedestrians and cyclists to Royston's existing retail areas at The Wells and Midland Road. Pedestrians and cyclists will also be able to access the site from The Lane.

3.6.4 The location of the development site in the centre of Royston and the proximity of a large surrounding residential area will enable a significant proportion of customers to visit the supermarket and health centre on foot or by cycle. The connecting routes into the site from various locations will also assist in encouraging pedestrian and cycle trips from the residential development.

3.7 Public Transport Access

3.7.1 The existing bus services in Royston provide convenient and regular access to neighbouring settlements, including Barnsley and Wakefield. Three of the existing services operate on either Midland Road or Station Road and as such are within the recommended 400m (maximum) radius from the development site. These bus stops are shown in Figure 3.10.

Figure 3.10 – Bus Stops within 400m



3.7.2 As can be seen in Figure 3.10, there are a number of bus stops along both Midland Road and Station Road and therefore the proposed pedestrian links will make these services accessible.

3.8 Parking

3.8.1 The proposed level of parking for cars, cycles and powered two wheel vehicles has been set in accordance with Barnsley Metropolitan Borough Council's 'Supplementary Planning Document – Parking (March 2012)', for each of the proposed land uses.

3.8.2 The maximum number of car parking spaces set out in the guidance document is as follows:

- **Food Retail**
  - 1 space per 14 m^2 - 20m^2
- **Medical Facilities/ Doctors/ Dentists/ Healthcare/ Clinics**
  - 1 space per medical practitioner on duty at the busiest time (This includes nurses, counsellors, chiropodists, etc.)
  - 1 space per 2 non-medical staff
  - 3 spaces per consulting room (this includes all rooms occupied by a medical practitioner as defined above)
- **Housing**
  - 1 space for dwellings with 1 or 2 bedrooms
  - 2 spaces for dwellings with 3 or more bedrooms

3.8.3 The SPD document also states the following in relation to disabled car parking provision:

"Disabled parking provision in non residential development should be in addition to the maximum vehicle parking standards set out above, and should be on a scale of 4% of the total number of spaces. Such facilities should be provided as close as possible to entrances in a well lit area and no more than 50m from the desired destination."

3.8.4 Based on the above guidance, the following level of car parking is proposed for the supermarket and health centre:

Table 3.4 – Proposed Parking Levels

Land Use	GFA m^2 / No. Units	Maximum Permitted Parking		Proposed Parking Level
Supermarket	3,066	219 (plus 9 disabled)	294 (plus 12 disabled)	286 (plus 17 disabled)
Health Centre	1,350	75 (plus 3 disabled)		

3.8.5 In terms of the housing site, this will comprise the following of each housing type:

- 37 – 4 Bedroom Properties
- 96 – 3 Bedroom Properties
- 10 – 2 Bedroom Properties

3.8.6 The proposed level of car parking spaces for the housing development is 1 space per dwelling with 2 bedrooms (with separate shared visitor parking) and 2 spaces per dwelling for 3 and 4 bedroom properties. The proposed level of parking for each of the housing, supermarket and health centre sites is shown on the drawing included as Appendix C.

3.8.7 The SPD document also includes guidance on the minimum cycle parking provision, which is as follows:

- **Non-Food Retail** = 1 long stay space per 400m^2 for staff and 1 short stay space per 1000m^2 for visitors
- **Medical Facilities/ Doctors/ Dentists/ Health Centres/ Clinics** = 1 short stay per 3 consulting rooms 1 long stay per 40 staff
- **Housing** = To be assessed individually

3.8.8 The development will therefore include cycle parking provision in accordance with the above cycle parking standards for both the supermarket and Health Centre. These stands will be located near to the building entrances of both the supermarket and health centre.

3.8.9 In terms of powered two wheel vehicle parking, the SPD document states that this should be 1 space per 20 car parking spaces with an absolute minimum provision of 1 space for non-residential land uses. As such the proposed level of powered two wheel vehicle parking is 15.

4. TRAVEL PLAN OBJECTIVES

4.1 *Objectives*

4.1.1 This Framework Travel Plan (FTP) sets out the basis for the operators of both the supermarket and health centre to develop their own individual Travel Plan (TP) for their site. It also sets out the approach that will be undertaken by the residential developer to produce a Travel Plan and therefore promote sustainable travel by residents.

4.1.2 This will include a variety of 'smarter choice' measures that can be introduced to improve the travel options of staff and customers as well as residents, with the specific aim of influencing their travel behaviour towards more sustainable modes.

4.1.3 In terms of specific objectives, each of the Travel Plan documents will aim to achieve the following;

- Minimise single occupancy car use;
- provide residents, or staff and customers with a convenient, safe and feasible alternative to the car when accessing the site;
- contribute towards the health and wellbeing of residents, or staff and customers through the promotion of walking and cycling; and
- monitor the means of travel used by residents or staff and customers in order to develop a strategy which will encourage transfer to more sustainable modes

5. TRAVEL PLAN MEASURES

5.1 Introduction

5.1.1 As part of the commitment to the Travel Plan, the operators of both the supermarket and health centre will appoint a Travel Plan Co-ordinator prior to opening. The developer of the residential site will also be responsible for appointing a Travel Plan Co-ordinator prior to the first property being occupied.

5.1.2 The Travel Plan Co-ordinator will be responsible for liaising with Barnsley Metropolitan Borough Council during the inception period and they will continue to communicate with them following opening or occupancy of the first property. A summary of the Travel Plan Co-ordinator's main responsibilities is provided below:

- Overall responsibility for the Travel Plan;
- Overall responsibility for undertaking the Annual Travel Surveys;
- To lead the process of developing targets, implementation and review;
- To develop staff or resident co-operation;
- To liaise with the Local Authority and Public Transport Operators;
- To promote the Travel Plan to residents or staff and visitors; and
- To make travel information readily available.

5.2 Induction and Staff Travel Survey

5.2.1 Upon commencing employment each member of staff at the supermarket and health centre will be issued with a statement setting out the aims and benefits of the Travel Plan and also an induction survey similar to the example included in Appendix B. A Travel Plan pack will also be provided to staff during their induction and this will take place prior to employees commencing work. The pack will include the following:

- An explanation of the development's obligations to reduce car travel;
- A bus map indicating services to and from the development;
- Details of local car share scheme(s) and parking arrangements;
- Information on cycling, including onsite parking and any local route plans;
- Information on the benefits of walking and cycling; and,
- Staff Travel Survey.

5.2.2 The Staff Travel Survey will include specific questions relating to staff origin and what mode(s) they use to travel to and from the store or health centre. The surveys should then be repeated on an annual basis to monitor travel behaviour.

5.3 Residential Travel Pack and Travel Survey

5.3.1 In addition to providing the proposed physical measures, such as footways and cycle routes through the residential site, the developers will also produce a travel information pack for each new property prior to their occupation. As with the staff travel information pack, this will at least provide the following:

- An explanation of the development's obligations to reduce car travel;
- A bus map indicating services to and from the development;
- Details of local car share scheme(s);
- Information on local pedestrian and cycle routes; and
- Information on the benefits of walking and cycling;
- Resident Travel Survey.

5.4 Initial Travel Plan

5.4.1 Once the initial staff or resident travel surveys have been undertaken, the Travel Plan Co-ordinator will be responsible for producing an initial Travel Plan (TP) that is tailored to the needs of either staff or residents based on their survey responses. The TP should include specific targets for reducing single car occupancy use and increasing the proportion of travel by sustainable modes based on the initial survey results. As with the travel surveys, the TP will need to be updated on an annual basis and this will include a review of previous targets, objectives, and measures that have been implemented in previous years.

5.4.2 The initial Travel Plan (TP) will be issued to the Highway Authority, Barnsley Metropolitan Borough Council, for approval and subsequent Travel Plans will be provided on an annual basis.

5.5 Travel Plan Initiatives

5.5.1 In terms of travel plan initiatives, there are a variety of measures that can be implemented by the operators of both the supermarket and health centre to help meet the objectives of the Travel Plan (TP). The measures that could be implemented by both the supermarket and health centre operators are as follows:

- **Bike Purchase Scheme** – This scheme could allow staff once they have been employed for a certain time period to purchase a bike and/or cycle accessories through an interest free loan. The loan would subsequently be repaid though salary deductions over a specified period. The aim of the scheme is to promote cycling and in particular encourage staff to cycle when travelling to the store or health centre.
- **Public Transport Season Ticket Loan** – This scheme could allow established staff members to purchase public transport season tickets through an interest free loan. As with the Bike Purchase Scheme, the loan would be repaid through salary deductions over a specified period (Typically 12 months as the duration of the season ticket). The aim of the scheme is to promote travel by public transport, particularly when travelling to the store or health centre.
- **Free Transport Home** – For staff members in the event of an emergency and/or illness.
- **Personal Alarms** – These could be made available to staff upon request as an added security measure.
- **Car Share Scheme** – An in-house car share scheme would allow staff to be matched with other suitable car sharers. The potential for this should be investigated through the initial Staff Travel Survey and existing local car share schemes should also be promoted.
- **Bicycle User Groups (BUGs)** – A BUG is an association of people who cycle to work. The main aim of setting up a BUG would be to improve conditions for existing cyclists and persuade more people to give cycling a try.

5.5.2 The above measures are intended to form the basis of possible options that could be introduced in the first full Travel Plan (TP) for the store and health centre and should be considered along with any other relevant staff benefits and initiatives that improve the potential for sustainable travel.

5.6 Supermarket and Health Centre Facilities and Benefits

5.6.1 In addition to introducing specific measures through the Travel Plan, it should be noted that the food store and health centre will also benefit from a number of facilities that will help to limit the potential for extra staff trips to be made by car.

Furthermore, the proximity of both the store and health centre to the centre of Royston will increase the attractiveness of staff remaining at or near to the site during their shift breaks.

5.6.2 The surrounding residential area and inclusion of secure lockers, wash and changing facilities will help to encourage staff to walk and cycle to work.

5.6.3 Cycle parking will be provided as part of the development proposals and as already noted this will be in accordance with the highway authority's cycle parking standards.

5.6.4 The nature of the proposed stores activities means that there will be a variety of shift patterns and staff employed on a full, part-time and/or temporary basis. This flexibility means that staff can often develop their working hours around other commitments, such as picking up children from school and can therefore increase their travel options and potential to travel by sustainable modes.

5.6.5 Similarly the nature of the both food store and health centre's business means that the impact from car travel for business related trips will be limited.

5.6.6 There is also the potential for online shopping with a home delivery service to reduce the number of customer based trips to and from the store.

5.6.7 In terms of other benefits, the proximity and availability of local bus services means that travel to both sites by bus will be a viable option from a number of neighbouring settlements. This factor is also relevant to customer and patient related trips. However, the distance from both Darton and Barnsley Rail Stations means that rail trips will be limited.

6. MONITORING AND REVIEW

6.1 The primary issue relating to the creation of travel plans for proposed developments is that many of the generated figures and measures are speculative in nature; as the development has not yet been constructed, it is inevitable that travel patterns may not be as expected, and that some policies and incentives prove more successful than others.

6.2 Although in this case it is possible to use similar residential sites, food retail stores and health centres as a benchmark, it is essential that the travel plan is closely monitored and reviewed regularly throughout the early stages of occupation and at subsequent intervals, to ensure that the plan is still relevant and up to date as well as including all related views and opinions.

6.3 As such, in order to ensure regular monitoring an Annual Action Plan (AAP) will be prepared by each of the operators and the residential developer for agreement with Barnsley Metropolitan Borough Council. This document will include details of existing residential or staff travel patterns, future measures to encourage modal shift and monitoring of performance against the previous plans targets.

6.4 There are many advantages to implementing sustainable travel access measures at an early stage rather than for a pre-existing development. Facilities such as cycle parking have already been incorporated into the design plans, causing less inconvenience to staff and saving on long term costs.

6.5 The first step for each occupier and the residential developer is to adapt the ideas presented in this framework document and tailor the suggestions and targets to suit their final Travel Plan. Targets need to be quantitative in nature with a definite end date by which they should have been met. It is suggested that all initial targets should be met within 12 months of being formalised. These targets should be based on reducing the current modal splits established by the results of the initial resident/staff travel survey. This should help ascertain whether new measures have been effective and to determine revised baseline statistics and modal split so that subsequent realistic targets can be determined.

6.6 The survey results should also assist in highlighting any problems with existing measures and improvements that could be made. It is recommended that these questionnaires for staff are repeated, at least initially, on an annual basis and once modal split has reduced and has remained stable this can be reduced to every three years.

6.7 Table 6.1 sets out the proposed action plan for the initial period.

Table 6.1 – Proposed Action Plan

Time	Action	
Prior to occupation of the site	Each occupier/developer is to appoint a Travel Plan Co-ordinator (TPC). The initial role of the TPC is to gather the necessary documents for the promotion of sustainable travel. The TPC will also act as liaison officer between the developer and Barnsley Metropolitan Borough Council.	
	Public Transport	TPC to provide information to staff/residents on discounts/season tickets alongside other Public Transport information.
	Walking	The benefits of walking to work should be promoted within the staff welcome packs and displayed on notice boards as well as promotion of walking in resident travel packs.
	Cycling	TPC to circulate information to staff or residents on available facilities for cyclists.
	Car Share	TPC to promote existing car share schemes such as Car Share South Yorkshire.
	Staff / Resident Travel Survey	Travel survey to be issued to all staff or residents in Welcome Pack to determine their current travel arrangements.
Within 3 months of first occupation	Initial Travel Plan	TPC to produce initial Travel Plan based on results of staff/resident travel survey and issue to Barnsley Metropolitan Borough Council.
Within 12 months of first occupation	TPC to meet with Barnsley Metropolitan Borough Council to discuss initial travel issues.	
	More specific targets for modal shift will be indentified based on the results of the initial travel surveys and reported to the Council within 12 months of occupation. Specific measures and timescales identified through the survey can also be included at this stage.	
Thereafter	Follow up surveys to assess performance of TP and the introduction of any new targets to be carried out every year for three years then every other year for a minimum of 5 years.	
	The TP will continue with the promotion of sustainable travel from the site and also continue to report the progress to the Council at agreed intervals. Annual action plans to be prepared and agreed with the Council.	

7. SUMMARY AND CONCLUSIONS

7.1 This Framework Travel Plan (FTP) has been produced as part of the planning application for a mixed use development in Royston near Barnsley.

7.2 The development proposals involve the construction of a 33,000ft^2 (3,066m^2) Gross Floor Area (GFA) supermarket with associated petrol filling station (PFS), a Health Centre totalling 1350m^2 Gross Internal Area (GIA) and 143 residential properties.

7.3 The site is located within close proximity to the centre of Royston and as such has good links for walking, cycling and public transport when accessing the site. The location also allows car-borne shoppers to combine their trips with those being made to the existing retail areas of Royston as pedestrians can easily walk between the site and The Wells and Midland Road. A number of facilities will encourage staff at both the food store and health centre to travel by means other than private car and/or reduce the potential for single occupancy use. These include cycle parking, changing and wash facilities and lockers.

7.4 A Travel Plan Co-ordinator will be appointed by each occupier and the housing developer prior to occupation and they will be responsible for a number of tasks, including producing and monitoring the progress of the Travel Plan.

7.5 It is proposed that a Staff / Resident Travel Survey is completed within 3 months of opening/occupation and that the resulting modal split data is used to develop incentives, measures and targets to reduce reliance on travel by non sustainable modes of transport. These will be repeated initially on an annual basis to ensure targets are being met.

7.6 Given the proposals set out in this document, it can be concluded that the development will comply with national and local policy guidelines (LTP3 and LDF) by providing a range of transport measures and the promotion of travel by sustainable modes.

APPENDIX A

DRAWINGS

APPENDIX B

SAMPLE STAFF TRAVEL SURVEY