



Wordsworth Business Park, Whaley Road, Barnsley

Travel Plan Framework

August 2021

Project no. 1995

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EXECUTIVE SUMMARY

Paragon Highway Consultants have been appointed to prepare a Travel Plan Framework in support of a planning application for the erection of a B2 unit on land off the Whaley Road, Barugh Green in the district of Barnsley, South Yorkshire.

The proposals are to erect a vehicle maintenance and workshop with attached office and welfare block (B2) for the Wordsworth group of companies on land off the Whaley Road.

A separate Transport Statement has been submitted with the planning application and considers the traffic impact and transport sustainability provision associated with the proposed development. The assessment demonstrated that the development proposals should be acceptable for planning approval purposes.

Central Government and Local Authorities are placing emphasis on the need to reduce the number and length of motorised journeys and in doing so encourage greater use of alternative means of travel which have less environmental impact than the car. The principle aim of this Travel Plan is to encourage a reduction in car usage (particularly single occupancy journeys) and increase the use of public transport, walking and cycling.

The location of the site in the Barugh Green area of Barnsley relatively close to bus routes and rail stations provides an opportunity to formulate a robust Travel Plan to increase sustainable travel choices and provide a development accessible to all.

1.0 OBJECTIVES

1.1 This Travel Plan Framework has been produced in accordance with both Central and Local Government guidance relating to Travel Plans. The Travel Plan is focused on the future users of the proposed development. The specific measures will help to provide a focused and effective Travel Plan to encourage users to vary, or change, from their reliance on private car travel.

1.2 There are a number of objectives, both at national and local level, which the implementation of the Travel Plan is intended to help fulfil. These include:

- To influence travel behaviour of staff and potentially their visitors;
- Reduce the number of single-occupancy car trips;
- To reduce the need for unnecessary journeys by staff;
- Reduction in travel distances;
- To help improve the health of staff, and
- Accommodating those journeys that need to be made by car.

2.0 DEVELOPMENT PROPOSALS

2.1 Project Description

- 2.1.1 The proposals are to erect a new B2 use building for the maintenance and repair of vehicles associated with the Wordsworth Group of Companies. This will include car, cycle and powered two-wheeler parking and bin storage facilities within the site generally in accordance with the Barnsley Councils Design Guide requirements. The development will have parking provision in general accordance with the site's location on a good bus route and within cycling distance of several rail stations.
- 2.1.2 Parking and turning spaces within the site are proposed to allow vehicles to enter and leave in a forward gear.
- 2.1.3 Vehicular access to the development will be from the existing unnamed access road via a simple priority junction.

3.0 TRAVEL PLANS

3.1 Introduction to Travel Plans

3.1.1 A Travel Plan (TP) is typically a package of practical measures to encourage staff and potentially visitors to choose an alternative to single-occupancy car-use, and to reduce the need to travel in connection with their journey to work.

3.1.2 The TP should be tailored to a particular site and include a range of measures which will make a positive impact at that site, e.g., setting up a car sharing scheme, providing cycle facilities or restraining car parking. The purpose is to make the more sustainable transport modes safe and practical and therefore attractive to staff and potentially visitors to the site.

3.2 The Benefits of a Travel Plan

3.2.1 The effects of travel choices on our environment, our health and our quality of life are well documented. Sources describe how increases in road traffic have produced unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise and busier roads and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems for business and stress to drivers.

3.2.2 It is necessary to look at the way staff and potentially visitors to the site might travel and consider ways of reducing the impact on the surrounding highway network. This means using more sustainable alternatives such as walking, cycling or bus use in preference to single occupancy car use. The TP should encourage staff to reconsider how they make regular journeys.

3.2.3 An effective TP can benefit the site, the local community and the overall environment. It can significantly reduce the costs of car park provision and maintenance, by potentially reducing the demand for parking spaces.

3.2.4 Table 1 summarises some of the benefits of implementing a TP at the new development and indicates who will benefit.

Benefit	Staff / Visitors	Community/ Environment
Cost Savings	√	
Healthier lifestyle	√	
Reduced Congestion	√	√
Reduced accidents	√	√
Time savings	√	√
Improved quality of life	√	√
Reduced stress	√	
Improved local air quality		√
Reduced noise		√

Table 1 The Benefits of the Travel Plan

3.2.5 TPs can produce indirect but significant benefits, such as improving the punctuality of people attending work. Staff who cycle or walk to / from the development will promote a healthier lifestyle. By having a TP, the applicants will demonstrate a more responsible and caring attitude to their staff and the local community.

3.3 Transport Policy

3.3.1 When considering transport policy compliance for planning applications, the main thrust of local, regional and national policy is that new development should be conveniently accessible by a range of sustainable transport modes, including public transport, cycling and walking. This policy therefore sets out the framework for this Travel Plan and the project's compliance with the policy objectives. Further details of the relevant policy documents are set out below.

National Travel Planning Guidance

3.3.2 The research carried out by the DfT published in their report *Smarter Choice, Changing the Way We Travel* suggests that a reduction of 10 – 15% of driver only trips can be achieved by the provision of effective and practicable measures included within a travel plan. This research was based on destination travel plans which are designed to reduce car use to a particular destination such as a workplace, school or leisure development.

National Planning Policy Framework – Promoting Sustainable Transport

3.3.3 The current National Planning Policy Framework (NPPF) was published in February 2019. This document superseded the previous NPPFs published in 2012 and 2018 which overall superseded a number of national Planning Policy Statements and Guidance Notes (PPS's and PPG's). The national transport policy relating to transport and development that was formerly set out in PPG 13 'Transport' is now replaced by Section 9 of the current NPPF.

3.3.4 However, the former guidance within PPG 13 is still useful as a reference in relation to walking and cycling distances together with the relevant policies within the Council's Local Plan still apply.

3.3.5 The revised NPPF recommends that development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety or the residual cumulative impacts on the road network would be severe. Within this context, applications for development, with regard to Transport, should include the following for consideration: -

Considerations	Proposals
Consider the potential impacts of development on the transport network;	This matter will be dealt with as part of Section 3 – Development Proposals of the Transport Statement
Provide opportunities to promote cycling, walking and public transport use are identified;	This matter will be dealt with via the Travel Plan Framework
Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places;	On-site parking will be provided as part of the development proposals which will acknowledge the sites sustainable credentials
Allow for the efficient delivery of goods, and access by service and emergency vehicles;	The site will have the benefit of a suitable access for deliveries etc
Include within the design for the charging of plug in and ultra-low emission vehicles in safe and convenient locations.	Charging points for plug in vehicles will be provided as part of the overall parking scheme

Local Transport Plan

3.3.6 The current Sheffield City Region Transport Strategy covers the period 2018 to 2040. Some of the key objectives of the Transport Strategy include:

- *To improve access to jobs, markets and skills and supply chains;*
- *Enhance productivity by making the transport system faster and more reliable;*
- *Enhance our multi modal transport system which encourages sustainable travel;*
- *Actively improve air quality by reducing emissions of air pollutants, greenhouse gases and noise;*
- *Be at the front of transport innovation.*

3.3.7 The SCR Transport Strategy sets out the multi modal strategy for South Yorkshire to encourage more people to use sustainable modes of travel to help reduce the dependency on private cars. With regards to cycling the SCR Transport Strategy it proposes clearer wayfinding, travel planning, and maintenance of walk and cycle paths which will lead to an increase in the number of visitors arriving by bike or on foot. With regards to walking, the SCR Transport Strategy seeks to improve the local environment to make walking / cycling more attractive by making the streets safer, cleaner and more pleasant.

3.3.8 The SCR Transport Strategy will continue the effective working relationship between planning authorities and SYPTA to help ensure that sustainable travel is an important consideration in the growth and development of our built and natural environment. Support will be sought from the development community to ensure the places that are created support and are served by sustainable transport.

Barnsley Local Plan

3.3.9 The Barnsley Local Plan was adopted in January 2019. Policies relating to Transport are contained within Section 12 of the Policy – Transport.

Policy T1: Accessibility Priorities: Aims to improved sustainable transport, implement transport network improvements, facilitate sustainable transport links to and from employment areas.

Policy TR3: New Development and Sustainable Travel: New development will be expected to be located and designed to reduce the need to travel, be accessible by public transport and meet the needs of pedestrians and cyclists. Provide the minimum level of parking for cycles, powered to wheelers and disabled people. Provide a Transport Statement and or a Travel Plan Framework in line with current guidance.

Policy TR4: New Development and Transport Safety: New development will be expected to be designed and built to provide all transport users safe, secure and convenient access and movement.

Policy TR5: *Reducing the Impact of Road Travel:* The impact on road travel will be reduced by developing and implementing robust, evidence-based air quality action plans to improve air quality. Working with our sub regional partners, fleet and freight operators to improve the efficiency of vehicles and goods delivery and reduce exhaust emissions. Implementing measures to ensure the current road system is used efficiently

The location of the development, in a reasonably sustainable position close to good bus routes and local rail stations, will ensure that sustainable travel options are available for staff. The development also provides a suitable access arrangement, parking provision, and design for the site. Therefore, the proposals generally meet the requirements of the Local and National Policies.

4.0 ACCESSIBILITY

4.1 Introduction

4.1.1 The following paragraphs provide a summary of the site's current accessibility in terms of walking, cycling and public transport. The plan included at Appendix A shows the local highway network within the vicinity of the site.

4.1.2 The applicant is highly committed to providing a development that is accessible to all. One of the key elements of the proposals is to reduce the reliance on private car use by delivering a number of both 'hard' and 'soft' initiatives to promote sustainable travel choices. Details of the proposed infra-structure improvements to achieve this objective and secure, safe and convenient links on the existing network are provided in the following paragraphs.

4.2 Site Location

4.2.1 The site is located on the eastern side of Whaley Road and to the north of the unnamed access road leading to the site off the Whaley Road. This part of Barugh Green is primarily commercial development.

4.2.2 This part of the site is currently generally utilised for outside storage for Wordsworth Excavations. The site has a single point of access to the internal unnamed estate road set to the south of the application site.

4.2.3 The site lies about 1.4km to the northwest of the large town of Barnsley and 3.8km south east of the village of Darton and its rail station.

4.2.4 There are fare stages on the A637 and the A635 to the south west of the site. Safe pedestrian accessibility is available to access the fare stages and local facilities along Whaley Road and via the four-arm roundabout at the junction of Whaley Road and the A637 / A635 in the form of pedestrian islands with suitable crossing points.

4.3 Pedestrians

- 4.3.1 The current National Planning Policy Framework (NPPF) was published in February 2019. This document superseded the previous NPPFs published in 2012 and 2018 which overall superseded a number of national Planning Policy Statements and Guidance Notes (PPS's and PPG's). The national transport policy relating to transport and development that was formerly set out in PPG 13 'Transport' is now replaced within the current NPPF.
- 4.3.2 However the former guidance within PPG 13 is still useful as a reference in relation to walking and cycling distances in relation to new development.
- 4.3.3 The former guidance within PPG13 stated that *'walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2km'*. There are continuous footways on both sides of the majority of the local highways leading to the local fare stages, and there are pedestrian crossing points situated close to the roundabout of the junction of the A635 / A637 providing safe crossing points for pedestrians and cyclists. Street lighting along these routes is also to a good standard.
- 4.3.4 As such it can be seen that the site is well placed in relation to the footway network. This provides staff with the opportunity to access the various local amenities in the surrounding area on foot and similarly the opportunity for staff to make their journey to the site from local residential areas on foot.

4.4 Cycling

4.4.1 With regards to cycling, the former guidance in PPG 13: Transport stated that “Cycling also has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport”. There are rail stations at Darton, Barnsley and Dodworth which are within cycling distance of the site. The settlements and local towns of Mapplewell, Darton, Dodworth, Kexbrough and the centre of Barnsley are all within cycling distance of the proposed development.

4.5 Public Transport

4.5.1 The site is well located in terms of access to public transport for staff and potentially some visitors. The bus stops on the A637 situated to the north west both have the benefit of passenger shelters and timetable cases. The stops on the A635 also have the benefit of passengers shelters etc. The table below summarises the regular services which use these local stops.

Service No	From – To	Frequency Mon – Sat	Late evenings and Sundays
A637 Service no. 97	Wilthorpe – Staincross – Woolley Coll – Hall Green – Crigglestone – Sandal – Wakefield	Limited Service	n/a
A635 93/95/95A	Barnsley Interchange – Gawber – Redbrook – Barugh Green – Kexbrough – Darton – Woolley Coll	10 mins	30 mins on average
96 / 96A	Barnsley Interchange – Gawber – Barugh Green – Darton – Kexbrough – Haigh – West Bretton – Woolley Coll – Crigglestone – Wakefield	60 mins	No Sunday or late evening service

Table 2 – Bus Services

4.5.2 Barnsley Interchange and its Rail Station is within cycling distance of the application site with two of the bus services mentioned above also calling at the Interchange. Barnsley Station is on the Hallam and Penistone Lines, with connecting services to Leeds, Sheffield, Wakefield, Penistone, Huddersfield and Denby Dale. The station has cycle storage spaces covered by CCTV.

4.5.3 Darton rail station is the closest rail station to the application site. From here there are hourly services to Leeds, Wakefield, Sheffield, Castleford and Barnsley. There are cycle stands and cycle storage spaces at the station also covered by CCTV, providing the opportunity for multi modal journeys.

4.5.4 From the above it is evident that the site benefits from being in proximity to a good frequency of public transport links for travelling into the main town of Barnsley with onward connections via rail and bus to many other destinations.

4.6 Private Car

4.6.1 The nature of the development is such that it is inevitable that some staff and visitors will make their journey by private car.

4.6.2 The site has the capacity to provide for those journeys by private car that are necessary and unavoidable. Parking is to be provided to cater for anticipated demands.

5.0 TRANSPORT IMPACT

5.1 Travel Questionnaire

5.1.1 To provide a focused Travel Plan with effective measures to promote sustainable travel, an understanding of the transport impact of the development and travel characteristics is required. This is achieved by carrying out a survey of staffs travel characteristics when they move to the site. A copy of a sample travel questionnaire is included at Appendix D.

5.2 Traffic Impact

5.2.1 The table below gives the predicted flows resulting from the B2 development proposals (taken from the Transport Statement) for the workshop and is as shown in Table 3 below:

	Rates		Trips		Two Way
	ARR	DEP	ARR	DEP	
AM Peak	0.399	0.053	4.949	0.733	5.723
PM Peak	0.000	0.053	0.000	0.773	0.773

Table 3 - Predicated B2 Peak Hour Trip Rates and Flows

5.2.2 The Transport Statement determined that the impact of this level of development would not create any capacity or road safety problems on the local road network.

6.0 TRAVEL PLAN INITIATIVES

6.1.1 The following paragraphs detail both 'hard' (physical infrastructure improvements) and 'soft' (management measures) initiatives that will be used to reduce reliance on the private car and promote more sustainable travel choices.

6.1.2 The following paragraphs will first detail the physical infrastructure measures that will be implemented in this development proposal. Details of the management 'soft' measures that will be used are then provided.

6.2 Infrastructure Improvements

Proposed Improvements to Increase Pedestrian Usage

6.2.1 The site layout will provide safe and convenient access for pedestrians to link to the footways adjacent to the public highway. Appropriate levels of lighting will be provided within the site.

Proposed Improvements to Increase Cycle Usage

6.2.2 Safe and convenient access through the site for cyclists will be provided. Links to the local highway network to provide access for pedestrians and cyclists already generally exist on site.

6.2.3 On-site secure cycle parking facilities will be provided for use by staff and visitors to the site to a standard and design to be agreed with the LPA.

6.3 Soft Measures

6.3.1 'Soft' measures are also required to further encourage the use of sustainable transport modes. These generally include the promotion of the travel choices through personal travel plans and accessible information.

- 6.3.2 Travel information and initiatives will be promoted to all staff. This will be achieved via the Travel Information Welcome Pack for new employees and thereafter through staff training sessions. This activity will need to be coordinated properly by a nominated individual or company.

Travel Plan Co-ordinator (TPC)

- 6.3.3 To deliver the 'soft' measures it will be necessary for a Travel Plan Co-ordinator (TPC) to be appointed to implement the measures. This appointment will be made at least 3 months prior to the new B2 unit being brought into operation. Generally, the role of the TPC is to ensure promotional material for sustainable travel is up to date and that they act as the main point of contact for travel and access information. The promotional material (i.e., the staff welcome pack) will be developed by the TPC in liaison with the Travel Plan Officer of the Council.
- 6.3.4 The TPC will coordinate all initiatives for the development site in liaison with the Council's Travel Plan Officer including monitoring and reporting (via any annual travel surveys). They will also act as the main point of contact for any organisations outside the development site.
- 6.3.5 One of the first tasks of the TPC on their appointment will be to ensure that their contact details are included in the new employees Travel Information Welcome Pack. These details will also be provided to the local authority and will be kept up to date should they change. The TPC will also ensure the hard and soft measures are implemented.
- 6.3.6 The TPC will promote each form of sustainable travel in the following ways.

Initiatives to Promote Walking

- 6.3.7 The health, environmental and financial benefits of walking will be promoted to all staff employed at the unit.

- 6.3.8 Personal security is perceived as a significant barrier to walking and it is important to address this as far as possible. The TPC will liaise with the local authority on behalf of staff to relay any concerns about the local footpath network, accessibility and personal safety issues. The TPC will also promote walk buddying.
- 6.3.9 Information in respect of walking routes to the site will be made available to all staff. Information will be included on maps to be produced and made available in the new employees Travel Information Welcome Pack and thereafter through employees training sessions. Reference to the walking journey planner will also be provided in promotional material (www.walkit.com).

Measures to Promote and Facilitate Cycling

- 6.3.10 The TPC will promote cycling to work, particularly for staff who work within a 5km radius of the site. The health, environmental and other benefits of cycling will be promoted by the TPC to all staff. If viable a Bike User Group (BUG) and forum will be set up to allow the sharing of tips and concerns regarding cycling in the area. Initiatives such as bike buddy service will be promoted and the TPC will liaise with the Council's cycling officer about such schemes and other area wide initiatives. Consideration shall also be given to the provision of a 'spares and tools' box to assist with repairs which will be retained throughout the lifetime of the development.
- 6.3.11 Information on local cycle network routes will be made available to all staff. This information will be included on maps to be produced and made available through the new employees Travel Information Welcome Pack and thereafter through staff training sessions. Details of DfT / local Council cycling promotion and assistance initiatives will also be disseminated via these methods.
- 6.3.12 Several cycles shall be purchased which will be used as communal cycles for staff of the B2 unit.

Measures to Promote Public Transport

- 6.3.13 The TPC will liaise with the SYPT and local bus operators to provide up to date details of bus services, including route information and service frequencies. The TPC will be responsible for the dissemination of this information and to promote the use of these services via the new employees Travel Information Welcome Pack and thereafter through staff training sessions.
- 6.3.14 The TPC will make arrangements to demonstrate to all staff (if requested) how to access online real-time bus information and Journey Planner website and also the “your next bus” service from TSY by mobile phone.

Measures to Reduce Car Use

- 6.3.15 Car sharing is a good means of reducing single-occupancy car use. It represents a relatively convenient alternative form of travel and significant potential exist to reduce the total private mileage of people travelling to work by implementing and publicising a formal ‘scheme’. This can be established by setting up a database for users.
- 6.3.16 It is likely that the most effective method of promoting car sharing schemes is via the district wide scheme available to the public. Reference will be made to this via the promotional and marketing material with specific reference to operating companies (such as www.sycarshare.com).

Measures for Staff

- 6.3.17 On initial employment staff will be provided with a Sustainable Travel Information Welcome Pack. Details of the on-site facilities will be provided in the Pack which if staff are fully aware of, will assist with a reduction in travel demand.
- 6.3.18 The Sustainable Travel Information Welcome Pack will also provide details in respect of the site and its surroundings. This information will include details of:
- the Travel Plan, its objectives and the role of the TPC
 - local public transport facilities including maps, timetables and location of nearby bus stops

- public rights of way / cycle path network maps for the local area and beyond
- local bicycle user groups and cycle shops
- local footpath network
- car parking arrangements
- car sharing and car club schemes
- Information on the environmental and financial advantages of low emission vehicle ownership
- Priority will be given to the promotion of the use of low emission vehicles from the provision of EVC points, information provided within the Sustainable Travel Welcome Packs on suppliers of low emission vehicles and on-site demonstration days for staff of EV vehicles will also be provided if requested.

6.4 Summary of Initiatives

- 6.4.1 The proposed travel plan initiatives are summarised in the following paragraphs.
- 6.4.2 The site layout will generally provide safe and convenient access for pedestrians and cyclists to link to the footways adjacent to the public highway. Appropriate levels of lighting will be provided within the site.
- 6.4.3 A Travel Plan Co-ordinator (TPC) is to be appointed for this development. This appointment will be made prior to the development being brought into use and will continue for up to a minimum of five years after completion date. The TPC will coordinate all initiatives for the site in liaison with the Council's Travel Plan Officer including monitoring and reporting (via the annual travel surveys). They will also act as the main point of contact for any organisations outside the development site.
- 6.4.4 The TPC will promote walking, cycling and the use of public transport. This information will be included on maps to be produced and made available in the Travel Information Welcome Pack for new starters. Initiatives such as bike buddy service will be promoted and the TPC will liaise with the Council's cycling officer about such schemes and other area wide initiatives. Consideration shall also be given to the provision of a 'spares and tools' box on site to assist with on-site repairs which will be retained throughout the lifetime of the development.

7.0 TARGETS

- 7.1 Targets measure the outcome of what the Travel Plan has achieved. They quantify the difference a Travel Plan has made to travel habits and should be SMART (Specific, Measurable, Achievable, Realistic and Timed).
- 7.2 A commitment to specific targets is difficult to achieve at this stage, however indicative targets have been identified to monitor the effects of the Travel Plan.
- 7.3 As stated above DfT published in their report *Smarter Choice, Changing the Way We Travel* suggests that a reduction of 10 – 15% of driver only trips can be achieved by the provision of effective and practicable measures included within a travel plan. For a travel plan, given this location a SMART target would be to seek a 10% reduction in single occupancy car trips over the life of the plan (5 years).
- 7.4 It is not considered possible to identify a true base level of travel behaviour until the development is fully built and occupied. **An indicative framework** for the initial targets is however provided below:

OBJECTIVE	TARGET	BASE YEAR	YEAR 1	YEAR 3	YEAR 5	END TARGET
Private Car Use	single occupancy car trips	80%	-2%	-2%	-2%	70%
	car sharers	5%	0.5%	0.5%	0.5%	6.5%
Accessibility	public transport users	10%	0.5%	0.5%	0.5%	11.5%
Health and Wellbeing	Cycling & walking	5%	1%	1%	1%	12%

Table 4: Initial Travel Plan Targets

8.0 RESPONSIBILITY/OWNERSHIP

- 8.1 The applicant will be responsible for implementing the initial infrastructure measures in liaison with the Local Planning and Highways Authority which are the subject of any planning consent. The applicant will be charged with appointing the TPC (which will potentially be “in house”).
- 8.2 The Travel Plan will be implemented under the control of the TPC, who will work in conjunction with the Council’s Travel Plan Team, and any other interested parties for the continuing progression of the Travel Plan. On appointment, the TPC will provide contact details to the Council’s Travel Plan Officer.
- 8.3 Once the development commences and specific date for occupation is set, the TPC will inform the Council’s Travel Plan Officer and set out preliminary dates for delivery and monitoring of this Travel Plan. The TPC will liaise with the Travel Plan Officer on a regular basis to ensure up to date area wide initiatives are delivered and the monitoring procedure is to the approval of the local authority.
- 8.4 The TPC will be provided with an annual budget to fund the provision of the travel information welcome packs for new employees. The TPC will be responsible for the annual monitoring of the Travel Plan, including carrying out travel questionnaires, presenting the results and discussing targets with the local authority. The TPC will agree at the onset with the council how the outcomes will be reviewed.

9.0 IMPLEMENTATION

- 9.1 The TPC will carry out a questionnaire survey of the staff travel characteristics on full occupation of the B2 unit. Whilst the primary reason for the survey is to gather data on travel behaviour and to refine the initial targets, it will also be used to inform staff of the aims and objectives regarding the Travel Plan and sustainable travel in particular.
- 9.2 The survey work will provide an opportunity to reinforce the role of the TPC, provide contacts details and raise awareness of the Travel Plan and initiatives amongst the staff. The results of this survey and the refined targets will be submitted to the Council for approval.
- 9.3 The TPC shall advise staff members on how they might travel to and from the site and offer to provide a Personalised Travel Plan (PTP) which presents the sustainable travel options available, if requested.
- 9.4 A suggested framework for the Actions is however provided in the table below and will be monitored and updated as the Travel Plan progresses.

ACTION	DELIVERY PERIOD
Infrastructure Provision (cycle parking etc)	Post planning permission, prior to occupation of the B2 unit.
Appointment of TPC	On initial occupation of the unit
Travel Questionnaire	On initial occupation
Monitor and Review	Annually
Action Plan	Prepared at start of year and then implemented during that period

Table 5: Action Plan Framework

10 MONITORING AND REVIEW

10.1 Monitoring

10.1.1 An objective of this Travel Plan is that there will be an on-going improvement process including periodic monitoring, where necessary. The whole Travel Plan will then be reviewed in consultation with the Council's Travel Plan Officer.

10.1.2 The TPC will form a contact point for communication with the Local Authority. Findings from Authority discussions and reviews will be communicated to staff via on site meetings. The TPC will liaise with the Travel Plan Officer to agree the surveys to be undertaken, the monitoring procedure and reporting.

10.1.3 Following the initial travel surveys, repeat travel surveys will be undertaken. The survey will be based upon the sample questionnaire contained within Appendix D. A written analysis of the results of the survey will be provided to the Local Authority within one month of completion. The survey results will be used to identify the targets mentioned in section 7. The results of the monitoring will be fed back to the Travel Plan Officer.

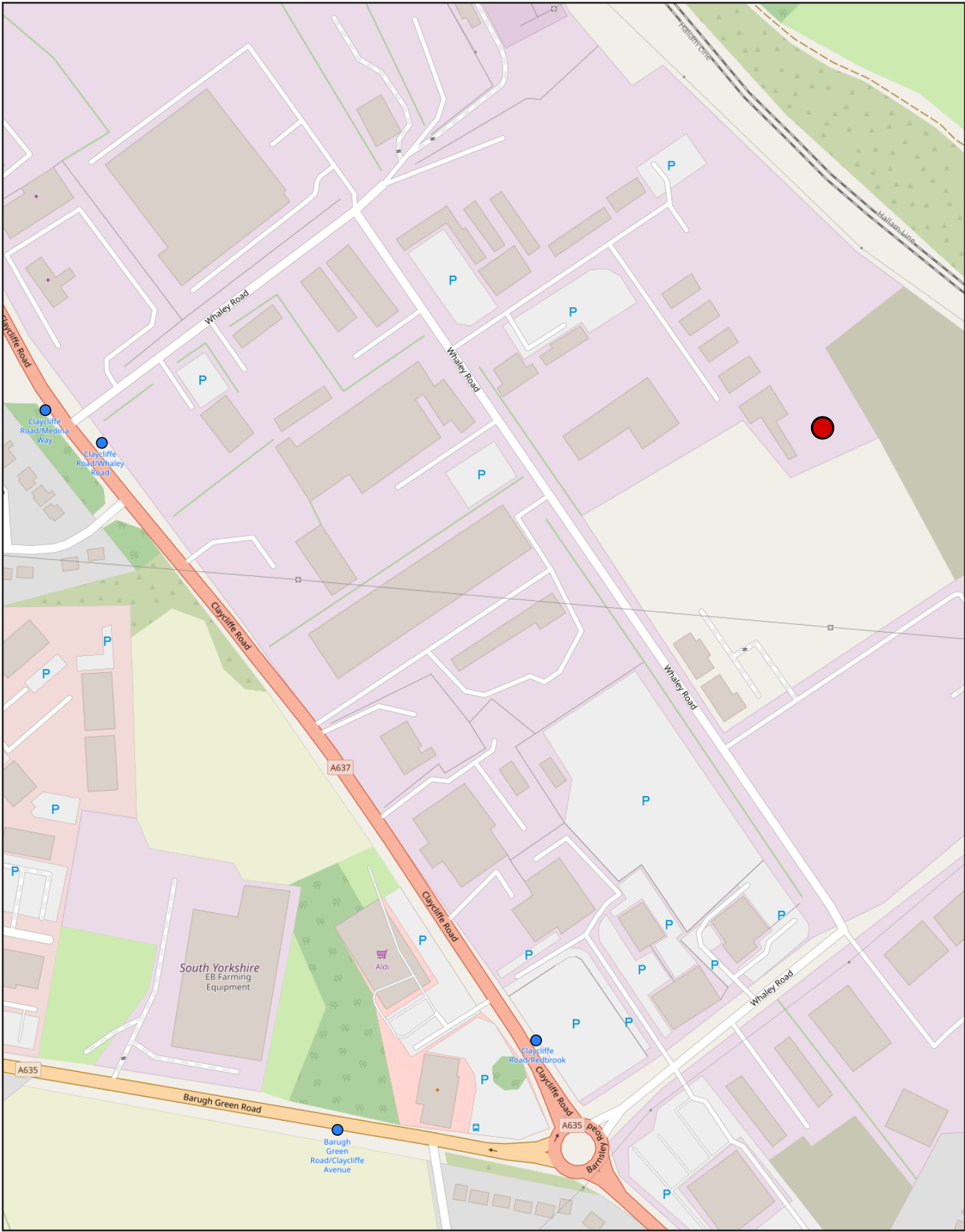
10.2 Review

10.2.1 The TPC will then identify any necessary changes to the Travel Plan, should specific issues be raised, or targets not met. This will be done in liaison with the Travel Plan Officer and will identify measures to improve on the targets.

10.2.2 At this stage it is difficult to identify what measures might be considered as these would be dependent upon the degree that the targets have not been met. However, as a minimum it is proposed that the role of the TPC will be extended by a year for every year that the targets have not been met.

Appendix A

Location plan



Legend:

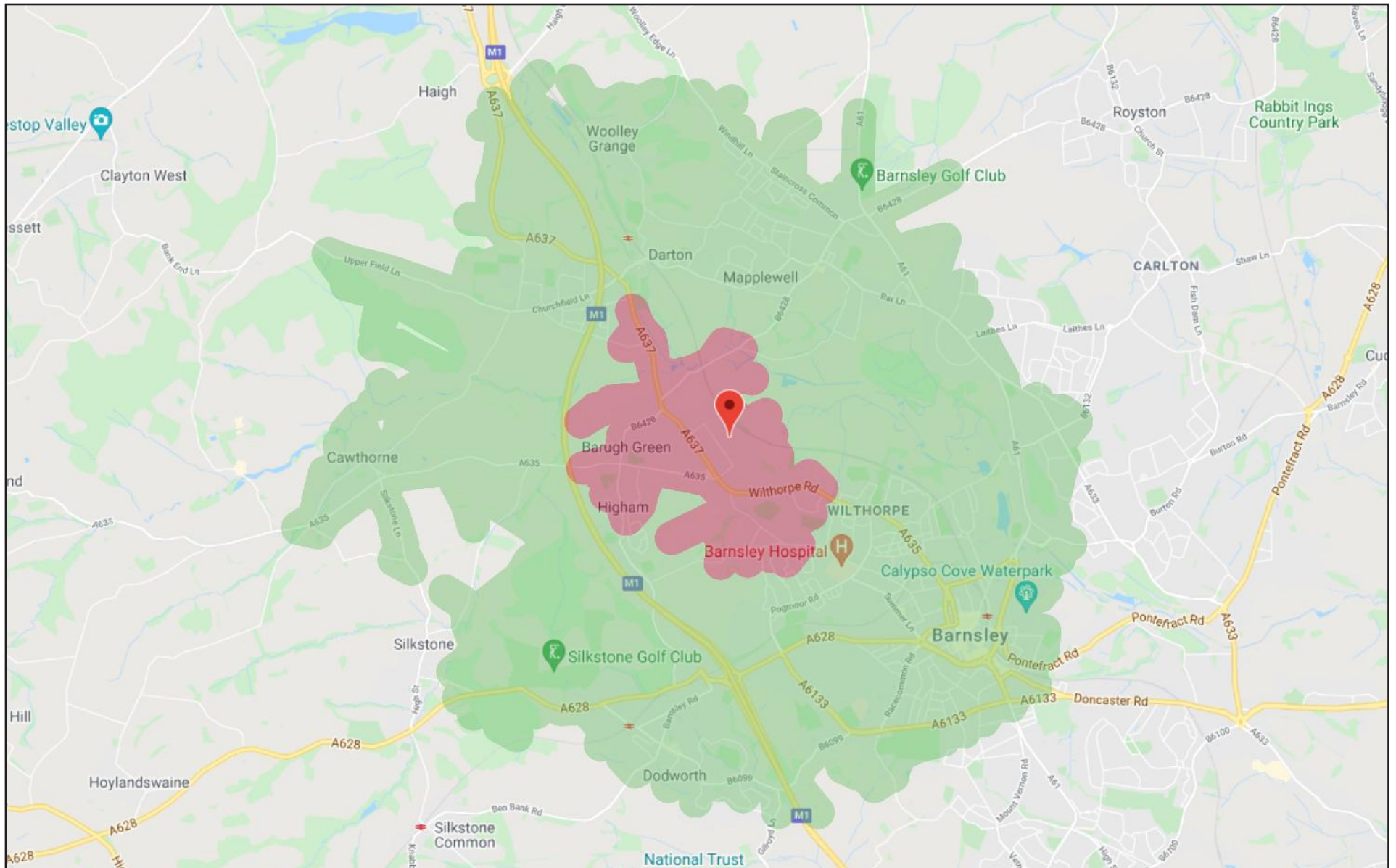
- Site Location
- Closest Unique Bus Stops



Offices 20/21
 The Rear Walled Garden
 Nostell Estate, Wakefield WF4 1AB

Appendix B

Pedestrian and Cycle Catchment



Legend:

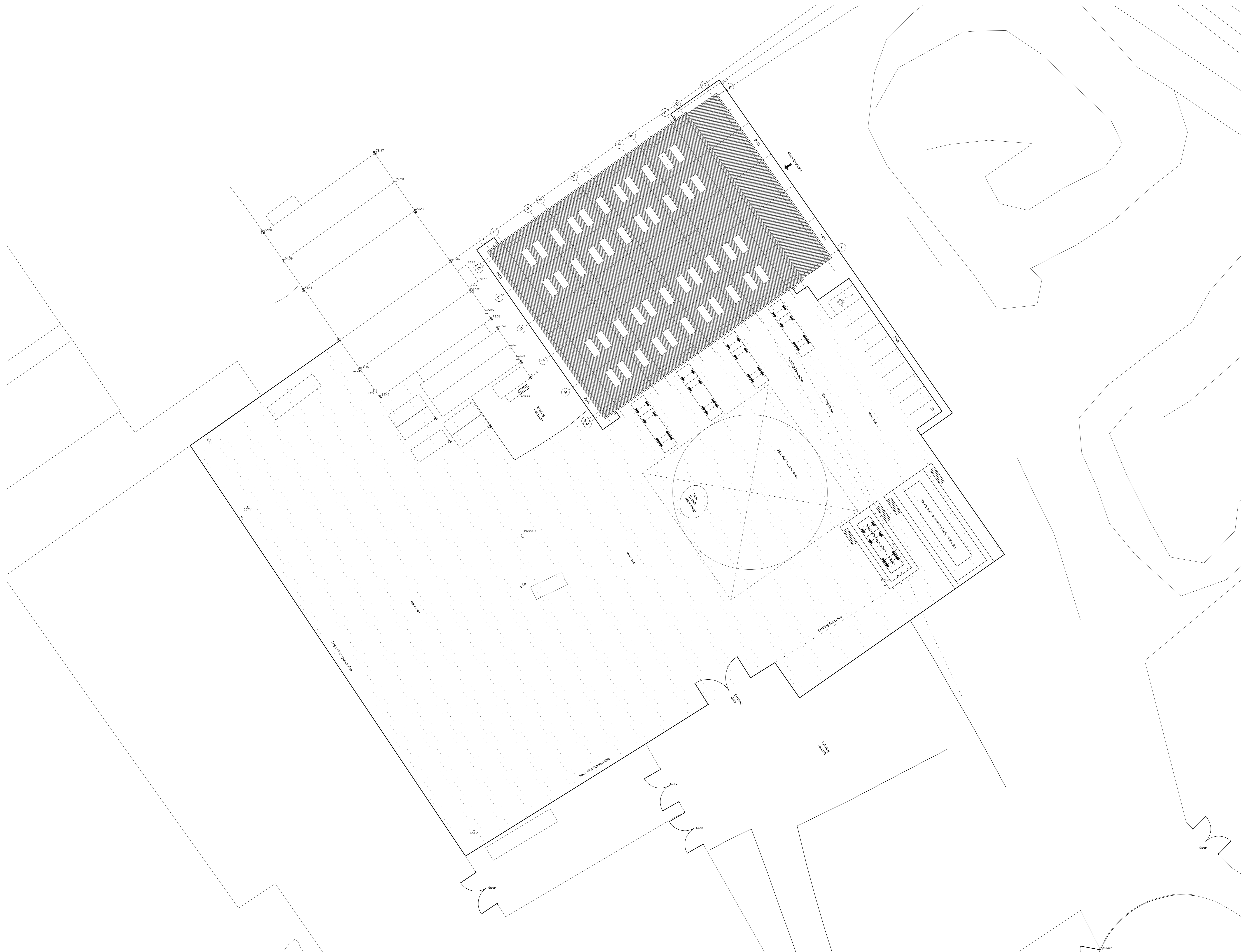
- 5km Cycle Catchment
- 2km Walking Catchment
- Site Location



Offices 20/21
 The Rear Walled Garden
 Nostell Estate, Wakefield WF4 1AB

Appendix C

Proposed Layout Plan



Rev	Description	By	Mk	30/12/21
1	Consideration			
2	Design			

Document Status: S2 For Information

MARTIN WALSH ARCHITECTURAL
 Firm Buildings, 99 - 103 Leeds Rd, Dewsbury, WF12 7BU
 t: 1454 1454 e: info@martinwalsh.co.uk w: www.martinwalsh.co.uk

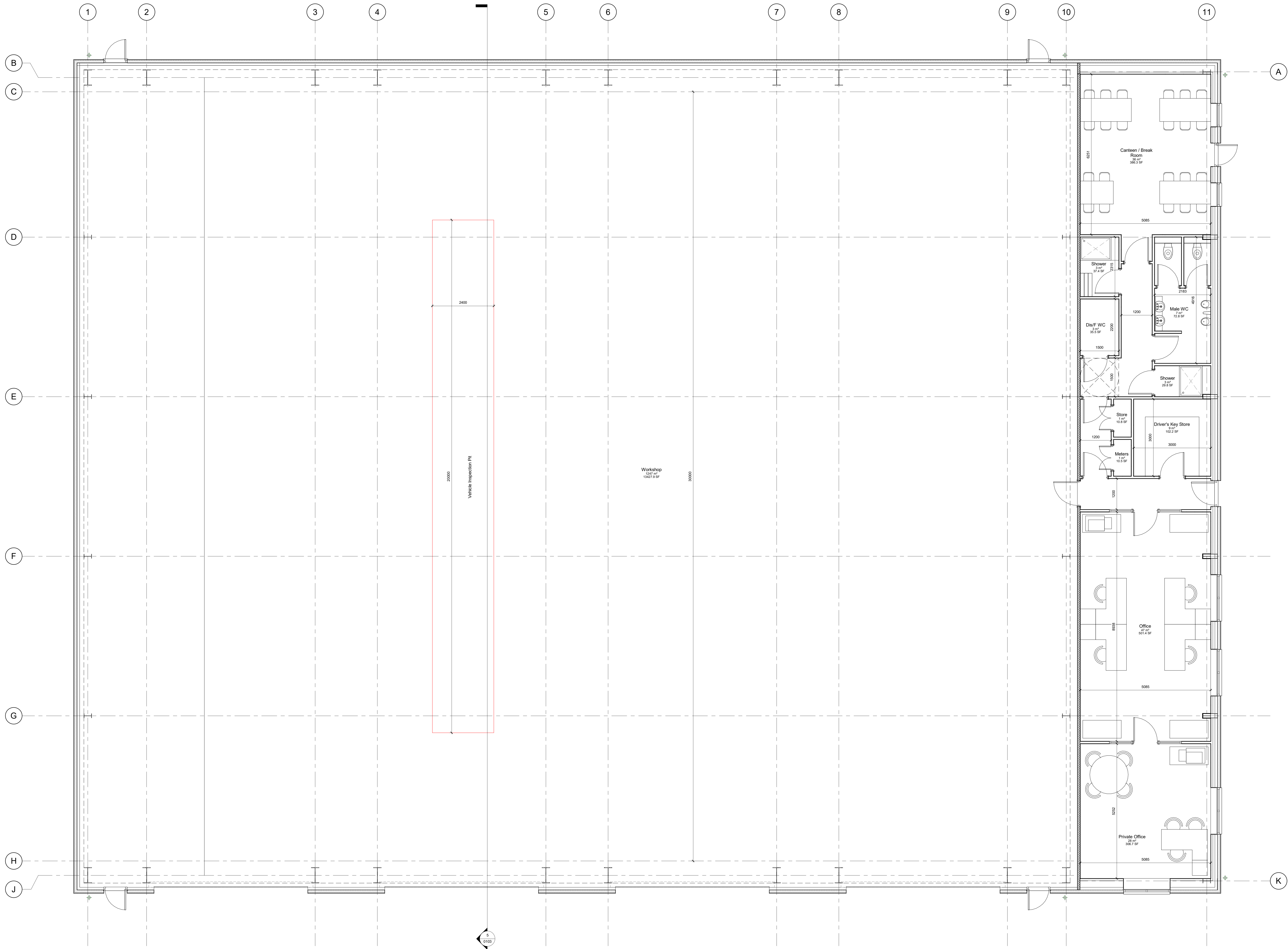
Project: Proposed Vehicle Workshop at Wordsworth Business Park, Whaley Road, Barugh Green, Barnsley, S75 1FJ
 Title: Proposed Site Plan

Client: Wordsworth Properties Ltd.

MWA Project Ref	Scale	Original Paper Size	Paper Orientation	Drawn
6384	1:200	A0	Portrait	RL

File Number	Project	Originator	Volume	Level	Type	Scale	Number	Revision
WPWR	MWA	XX	XX	DR	A	0104	P1	

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Discipline	Architectural	Rev	01	Date	11/10/21
Discipline	Structural	Rev	01	Date	11/10/21
Discipline	Mechanical	Rev	01	Date	11/10/21
Discipline	Electrical	Rev	01	Date	11/10/21
Discipline	Plumbing	Rev	01	Date	11/10/21
Discipline	Other	Rev	01	Date	11/10/21

Document Status: **S2** For Discussion

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Project: Proposed Vehicle Workshop at Whaley Road, Barugh Green, S75 1FJ

Title: Proposed Floor Plan

Client: Wordsworth Excavations & Crushing

Drawn by	Checked by	Scale	Original Paper Size	Plot Orientation	Drawn
6384		1:50	A4	Portrait	RL

File Identifier: WPWR - MWA - XX - GF - DR - A - 0102 P2

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Appendix D

Travel Questionnaire



PARAGON HIGHWAYS

1. What time do you usually start and finish work? (Please indicate whether it is AM or PM)

Start time AM/PM

Finish time AM/PM

If you work any additional shifts (e.g weekends) please indicate the start / finish times and days of these below.

.....
.....
.....

2. How do you usually travel to work?

Car driver on your own	
Car share with other staff	
Car staff with non-staff members	
Motorbike	
Walk	
Bus	
Train	
Bicycle	
Other – please specify below	

.....

3. If you travel to work by car, what are the main reasons? Please mark a '1' for the highest priority and '2' for the second highest priority. Please choose a maximum of 2 options.

Car is essential to the job	
Dropping off / collecting children	
Guaranteed / flexible journey	
Health reasons	
Personal security	
Lack of alternative (no bus route, etc)	
Cost of travelling by other methods	
Don't like using public transport	
Other (Please specify below)	

.....

4. Which of the following changes would most encourage you to car share? Please choose a maximum of 2 options. If you already car-share, which options would you most like to see implemented?

Help finding a car-share partner	
Free taxi home in the event of an emergency	
Assistance getting home if let down by car-share partner	
Reserved parking for car-sharers	
Would not be willing to car-share	
Other (Please specify below)	

.....

5. Which of the following changes would most encourage you to use public transport for your journey to and from work? Please choose a maximum of 2 options. If you already use public transport, which options would you most like to see implemented?

More accessible bus routes	
More frequent services	
Discounted tickets / travel passes available through work	
More conveniently located bus stops	
Better connections with bus / train stations	
Easier timetable / route information	
Would not be willing to travel by public transport	
Other (Please specify below)	

.....

6. Which of the following changes would most encourage you to cycle to and from work? Choose a maximum of 2 options. If you already cycle to work, which options would you most like to see implemented?

The provision of safe, well-lit cycle paths	
Improvements to existing cycle paths	
More information about local cycle paths	
Improved cycle parking	
Improved changing facilities and lockers at work	
Having a shower at work	
Would not be willing to cycle to work	
Other (Please specify below)	

.....

7. Which of the following changes would most encourage you to walk to work? Choose a maximum of 2 options. If you already walk to work, which options would you most like to see implemented?

Better lighting and security	
Safer crossings / pedestrian priority on the journey to work	
Having a shower at work	
Would not be willing to walk to work	
Other (Please specify below)	

.....

8. Do you have any other comments you wish to make about your journey to and from work?

.....

9. Full Home Postcode

10. Do you have a disability that affects your travel arrangements? If yes, please provide details below.

.....

