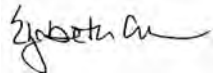
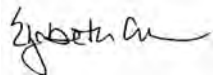


**Capitol Park
Dodworth, Barnsley
Travel Plan**

November 2020

Prepared on behalf of
Carnell Management Services Limited

Quality Management

Capitol Park – Dodworth, Barnsley - Travel Plan Project No: 20188-P1				
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Prepared by	E A Green	E A Green		
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APPENDICES

Appendix A Capitol Park Tenancy Schedule

Appendix B The Harris Partnership As-built Site Plan

Appendix C Sample Staff Travel to Work Survey Questionnaire



1. Introduction

1.1 INTRODUCTION

1.1.1 A Travel Plan (TP) is a package of measures tailored to the needs of individual developments, aimed at promoting greener, cleaner travel choices and reducing the reliance on the car. It involves the development of a set of mechanisms, initiatives and targets that together can enable a development to reduce the impact of travel and transport on the environment, whilst also achieving a number of other benefits for employees and visitors.

1.1.2 In December 2017 planning permission (Ref 2017/1002) was granted for “*Erection of 15 no. industrial units in 8 blocks (Classes B1, B2 and B8) with associated car parking*” on a site at Capitol Close in Dodworth, Barnsley. The development is known as ‘Capitol Park’.

1.1.3 Condition 12 of the planning permission states “*12. Within six months of the site becoming operational, a detailed travel plan shall be submitted to the Local Planning Authority and once approved, it shall be fully implemented and retained as such thereafter.*” Subsequently, the Applicant’s Agent has agreed with the Local Planning Authority that the detailed Travel Plan shall be submitted within six months of full occupation of the site.

1.1.4 This TP has therefore been produced initially to discharge Condition 12 and for implementation at Capitol Park thereafter. The location of Capitol Park in a local and more strategic setting is shown in Figures 1 and 2.

1.1.5 As construction of the development is now complete the units are in the process of being let with the majority already occupied. **Appendix A** contains a copy of the current Capitol Park Tenancy schedule and the measures contained within this Travel Plan relate all end users, whatever type of business they are operating from the Site.

1.2 SCOPE

1.2.1 This Travel Plan has been prepared in accordance with the Ministry of Housing, Communities & Local Government document ‘Travel Plans, Transport Assessments and Statements’, 6th March 2014, and other appropriate guidance including the Barnsley Metropolitan Borough Council’s Supplementary Planning Document (SPD) ‘Sustainable Travel’, adopted November 2019. Sections 11 and 12 of the SPD cover Travel Plan measures and Approval, Securing, Monitoring and Review of Travel Plan.

1.2.2 This Travel Plan is being secured by means of condition which is in line with para. 12.8 of the SPD.

1.2.3 This document provides details of the measures incorporated into the overall design of the development and outlines the obligations on the developer/developer’s management company to encourage employees and visitors to use sustainable modes of transport along with a range of initiatives to be adopted to encourage the use of sustainable modes.

1.2.4 Following the introduction, this TP contains the following:

- Section 2 – summarises the development and describes the Site;
- Section 3 – defines the Travel Plan objectives and targets;
- Section 4 – describes the Travel Plan Coordinator role;
- Section 5 – sets out the monitoring and review process;
- Section 6 – describes the walking facilities, accessibility and measures;



- Section 7 – describes the cycling facilities, accessibility and measures;
- Section 8 – describes the public transport facilities, accessibility and measures;
- Section 9 – details all other Travel Plan measures; and
- Section 10 – contains the initial Action Plan.



2. The Proposed Development

2.1 DEVELOPMENT PROPOSALS

Location

2.1.1 Capitol Park is located directly adjacent to the M1 Motorway and is easily accessed from Junction 37. Immediately to the south is A628 Whinby Road which connects to Junction 37 and, to the east of the motorway, A628 Dodworth Road is a main radial route into Barnsley Town Centre.

2.1.2 To the west, A628 Whinby Road runs into A628 Barnsley Road which provides a direct route into Penistone and beyond Penistone A628 is a major route across the Pennines towards Manchester. Capitol Park therefore has a strategic location on the local and longer distance highway network.

Development Details

2.1.3 The (as-built) scheme proposals are shown on The Harris Partnership drawing no. 15504-502 Rev C: Proposed Site Plan, a copy of which is contained in **Appendix B**.

2.1.4 As is shown on the Site Plan, the proposed development comprises 15 no. individual units of varying sizes contained in 8 separate blocks. The sizes of the individual units are provided on the Tenancy Schedule at Appendix A.

2.2 PROPOSED ACCESS

2.2.1 The development is accessed from Capitol Close and, leading from Capitol Close, there is a private access road known as Capitol Court. Capitol Court extends a short distance into the Site to a four-arm roundabout with one arm providing access to five of the blocks, a single block being accessed directly from another arm and the remaining arm leads adjacent the south eastern portion of the Site providing access to the two remaining blocks, to an existing unit and to an area of land yet to be developed.

2.2.2 There are existing footways on both sides of Capitol Close and Capitol Court.

2.3 PARKING

2.3.1 There is parking provision adjacent each individual unit and other areas of communal parking within the north western end of the development. To serve Units 1 - 10 in north eastern end of the development there is a total of 94 parking spaces which includes 11 accessible spaces. Two of the spaces have Electric Vehicle Charging Points (EVCPs) and these are available in a communal area of parking.

2.3.2 Unit 11 has 9 parking spaces including 1 accessible space and Units 12, 14 and 15 (there is no Unit 13) each have 9 parking spaces including 1 accessible space and 1 space with an EVCP. Unit 16 has 7 parking spaces including 1 accessible space and 1 space with an EVCP.

2.3.3 Cycle parking for the development is provided at six separate locations across the Site giving a total of 30 stands and up to 60 spaces.



3. Objectives and Targets

3.1 TRAVEL PLAN OBJECTIVES

3.1.1 This Travel Plan shall, by containing appropriate measures, help to improve the environment by seeking to reduce the number of trips made to and from the development by the private car. All employees and visitors shall be made aware of the measures included within the Travel Plan in order that positive benefits can be delivered, and the number of trips undertaken by public transport, walking or cycling are increased.

3.1.2 The overall objectives for the development are:

- Promoting walking, cycling and public transport as the primary modes of travel;
- To deliver mode shift from car journeys to alternative modes including multi-occupancy vehicle trips;
- To reduce vehicle emissions through the take up of alternative transport modes; and
- To deliver education and promotion of walking and cycling as options for a healthier lifestyle.

3.2 TRAVEL PLAN BENEFITS

3.2.1 The wider benefits of implementing a Travel Plan and promoting active travel are as follows:

- A general improvement in the health of the community brought about through reduced air pollution and harmful emissions from a reduction in car travel and through the promotion of healthier activities such as walking and cycling;
- An improvement in accessibility and reduction in social exclusion as a result of facilitating the use of public transport, cycling and walking for those employees that have no regular access to a private vehicle;
- Ensuring the viability of public transport for those who need it; and
- Assisting in reducing the adverse impact of transport on climate change as well as providing a local air quality improvement.

3.3 TRAVEL PLAN TARGETS

3.3.1 Overarching targets are to be set once baseline travel surveys have been carried out (as described within Section 5). Targets set for the Travel Plan will need to be 'SMART' i.e. they must be:

- **S**ite-specific;
- **M**easurable;
- **A**chievable;
- **R**ealistic; and
- **T**ime related.

3.3.2 In advance of the results of the baseline travel survey being available, National Statistics 2011 Census data (Dataset WU03EW – Location of usual residence and place of work by method of travel to work (MSOA level)) provides an indication of existing journey to work mode split data for



Barnsley 019 Mid Layer Super Output Area (MSOA) which includes the Site. Journey to work mode split data has been obtained and is summarised in Table 3.1.

Table 3.1 Method of Travel to Work – Barnsley 019 MSOA

Method of Travel to Work	Total	Percentage
Train / Tram	17	0.9%
Bus, Minibus or Coach	130	6.5%
Taxi	9	0.4%
Motorcycle, Scooter or Moped	13	0.7%
Driving a Car or Van	1508	75.8%
Passenger in a Car or Van	138	6.9%
Bicycle	8	0.4%
On Foot	159	8.0%
Other	8	0.4%
Total	3433	100.0%

3.3.3 The 2011 Census mode split indicates that 75.8% of the workforce in Barnsley 019 MSOA drive in a car or van for their journey to work with 6.9% being a passenger in a car or van. Assuming on average 1.2 passengers per vehicle this equates to 70% single occupancy cars and vans.

3.3.4 The single occupancy car or van target is set out below:

- 5% reduction in 70% Driving a car or van without any passengers = **65%**

3.3.5 The target will be reviewed, expanded upon, and confirmed within 3 months following the initial travel survey which will set a bespoke up-to-date baseline position for Capitol Park. This or other targets set shall not be omitted or changed by the Travel Plan Co-ordinator without prior consultation with Barnsley Metropolitan Borough Council (BMBC).



4. Roles and Responsibilities

4.1 INTRODUCTION

4.1.1 An important aspect of a successful TP is the allocation of sufficient time and resources to enable it to happen. This can in part be achieved by the recognition from the outset of the roles and responsibilities of those who will be involved.

4.2 TRAVEL PLAN CO-ORDINATOR

4.2.1 Carnell Management Services Limited has appointed Elizabeth Green of Optima Highways & Transportation Consultancy Limited (Optima) as Travel Plan Co-ordinator (TPC) for Capitol Park.

4.2.2 The duties of the Travel Plan Co-ordinator will include:

- Implementation of the Travel Plan;
- Liaison with individual occupiers on travel planning matters;
- Acting as a single point of contact at Capitol Park for all transport, access and travel related issues;
- Obtaining and providing employees/visitors with up to date details of information relating to access to the site via sustainable modes; and
- Liaison with BMBC, South Yorkshire Passenger Transport Executive (SYPTTE) and other key stakeholders.

Table 4.1 Travel Plan Measure 1 – Appoint Travel Plan Co-ordinator

Travel Plan Measure – TPM1	
Summary	Appoint a Travel Plan Coordinator.
Guideline Timescale	Completed.
Notes	To implement, oversee and manage the Travel Plan.
Responsibility	Carnell Management Services Limited.



5. Monitoring and Review

5.1 INTRODUCTION

5.1.1 A successful Travel Plan must have an appropriate monitoring and review programme that measures success (and failure) and reinvigorates the process where necessary.

5.2 TRAVEL SURVEY

5.2.1 A critical element of the information gathering exercise for the Travel Plan is to carry out a questionnaire survey of the employees at Capitol Park. This will provide details of individual circumstances, travel patterns and preferences etc. The survey also increases employee awareness of travel issues.

5.2.2 An initial travel survey of all employees will take place within 6 months of final occupation. A sample staff travel survey questionnaire is provided at **Appendix C** and the TPC will also consider the use of Survey Monkey or similar. The results of the survey will be provided to BMBC within 3 months of the survey taking place and will be compared against the interim targets set out within Chapter 3.

5.2.3 A minimum response rate of 55% will be targeted. If this target is not met, a prize draw will be introduced to increase the response rate.

Table 5.1 Travel Plan Measure 2 – Undertake Travel Surveys

Travel Plan Measure – TPM2	
Summary	Undertake a travel Questionnaire survey to provide a baseline and inform initial targets.
Guideline Timescale	Within 6 months of final occupation.
Notes	To record travel patterns and inform targets.
Responsibility	Travel Plan Coordinator.

5.3 MONITORING AND ANNUAL REVIEW

5.3.1 The Travel Plan will be monitored on an annual basis, which will include a full survey of all employees. Within 6 months of the annual review the TPC shall agree the following Travel Plan items with BMBC:

- Any revised site specific measures to reduce the numbers of car-borne trips; and
- Any revisions to the modal split targets for employees as a result of carrying out the surveys.

5.3.2 The annual monitoring report will also review the progress that has been achieved in implementing measures against the modal shift targets over the preceding twelve month period. Any progress made will be reported by the TPC to the relevant external organisations including BMBC, and public transport operators where appropriate.

5.3.3 Following the completion of the annual monitoring report, the Travel Plan will be reviewed as appropriate and any further actions/measures will be identified and implemented to progress and, if necessary, improve the Travel Plan to meet objectives and targets. This review should be undertaken in consultation with BMBC and any other relevant stakeholders.



5.3.4 Potential secondary measures/actions could include the following for which the TPC would be responsible:

- Arrange for a local cycle store to provide a troubleshooting/maintenance day. Promotion of this through marketing would be coordinated by the TPC;
- Seek to arrange a discount for employees at a local cycle store. Promotion of this through marketing would be coordinated by the TPC; or
- Seek to arrange a discount for employees at a local running/sportswear store to try and increase the number of people walking/running.

Table 5.2 Travel Plan Measure 3 – Monitoring & Review

Travel Plan Measure – TPM3	
Summary	Monitoring and Review.
Guideline Timescale	Annually.
Notes	To monitor Travel Plan performance.
Responsibility	Travel Plan Coordinator.

5.4 MAINTAINING INTEREST

5.4.1 In order for the TPC to maintain interest in the Travel Plan there are a few key points that will help assist in ensuring that people are not discouraged. These are as follows:

- Ensure that the measures implemented work, this will maintain confidence in the Travel Plan;
- Ensure that there is regular communication to keep the Travel Plan issues in people's minds;
- Ensure that easily contactable assistance is available to try and resolve any problems people may have in changing mode;
- Make sure information provided to businesses and employees is always up to date; and
- Develop a successful feedback mechanism.



6. Walking

6.1 EXISTING PEDESTRIAN FACILITIES

6.1.1 Capitol Park is located within a well-established business park and, as such, existing facilities for pedestrians already exist along the length of Capitol Close to the junction with A628 Whinby Road. This includes full crossing facilities at junctions, including dropped kerbs and tactile paving.

6.1.2 On A628 Whinby Road there is a segregated footway on the northern side and at Junction 37 there are pedestrian facilities on both sides linking to the residential areas to the east of the motorway. There is also a network of footpaths in the surrounding area.

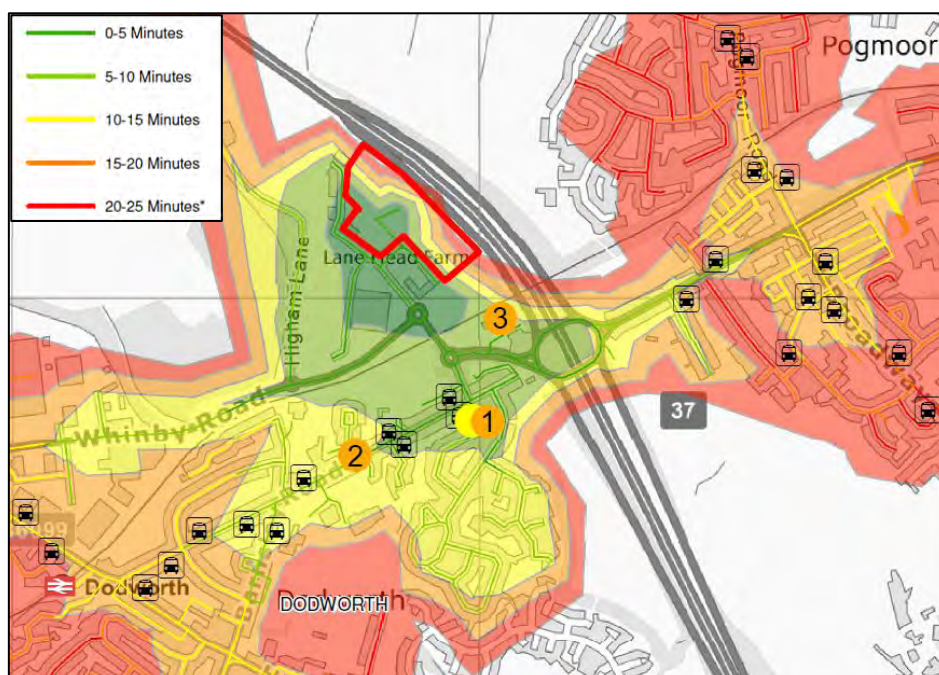
6.2 ACCESSIBILITY ON FOOT

6.2.1 It is recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km. The Chartered Institution of Highways and Transportation (CIHT) publication 'Providing for Journeys on Foot', 2000, contains suggested acceptable walking distances and, for commuting trips, states that a desirable walking distance is 500m, an acceptable walking distance is 1000m and a preferred maximum walking distance is 2000m.

6.2.2 Using GIS Network Analyst software typical walk times (up to 25 mins) to and from the Site are shown on Figure 3 and within Image 6.1. This figure and the extract demonstrate that the residential areas of Dodworth to the south of Capitol Park and Pogmoor to the east are within a 20-25 minute walking distance.

6.2.3 Closer, within a 10-15 minute walking distance, are a convenience shop, café and a take-away food outlet. Whilst Barnsley Road is a very busy bus corridor and stops are within 10 minutes walking distance of Capitol Park, the bus stops on A6133 Pogmoor Road / Broadway also offer alternative services.

Image 6.1 Extract from Pedestrian Accessibility Plan



6.3 WALKING MEASURES

Table 6.1 Travel Plan Measure 4a – Travel information Leaflet (Pedestrians)

Travel Plan Measure - TPM4a	
Summary	Production and distribution of a Travel Information Leaflet including key pedestrian routes and destinations.
Guideline Timescale	Upon occupation.
Notes	To encourage trips on foot.
Responsibility	TPC to produce, distribute and update the leaflet at each annual review.

6.4 USEFUL LINKS

Table 6.2 Walking Useful Links

Walking Weblinks	
Maps and guides for Barnsley	www.barnsley.gov.uk/services/sport-and-leisure/walking-in-barnsley/
Walking journey planners	www.my.viewranger.com/places/gb/adm2-barnsley-walks www.getoutside.ordnancesurvey.co.uk/local/barnsley-yorkshire-and-the-humber www.google.com/maps www.walkit.com
Walk 4 Life	https://walk4life.info
Ramblers	www.ramblers.org.uk



7. Cycling

7.1 CYCLE FACILITIES

7.1.1 There are no dedicated facilities for cyclists in the immediate area of Capitol Park. As the main route towards Penistone no longer follows Barnsley Road, Mitchelson Avenue and B6099 passing Dodworth Rail Station, the routes into Dodworth and to and from the station are quieter and more suitable for cyclists particularly those that are less experienced.

7.1.2 There are also quieter routes to the north towards the residential areas of Higham, Barugh Green and Gawber.

7.1.3 Cycle parking for the development is provided at six separate locations across the Site giving a total of 30 stands and up to 60 spaces.

7.2 CYCLE ACCESSIBILITY

7.2.1 National and Local policy encourage sustainable development and a shift away from private car use, however, there are no specific recommended maximum cycle distances for access to and from new development stated within current policy. It is noted that the distances people will be willing to travel by cycle will be highly variable depending on the type of development, terrain, users and age profile as well as a perception of personal safety in the local environment.

7.2.2 However, Local Transport Note 2/08 (published by the Department for Transport) does provide a useful reference point; it indicates that an acceptable and comfortable distance for general cycling trips is considered to be up to 5km and the same guidance also refers to commuting cycle trips of up to 8km.

7.2.3 Whilst LTN 1/20, Cycle Infrastructure Design, July 2020, has replaced LTN 2/08 and has resulted in it being withdrawn, LTN 1/20 does not contain definitive recommended maximum cycling distances and therefore there is no reason to suggest that these distances are not still applicable.

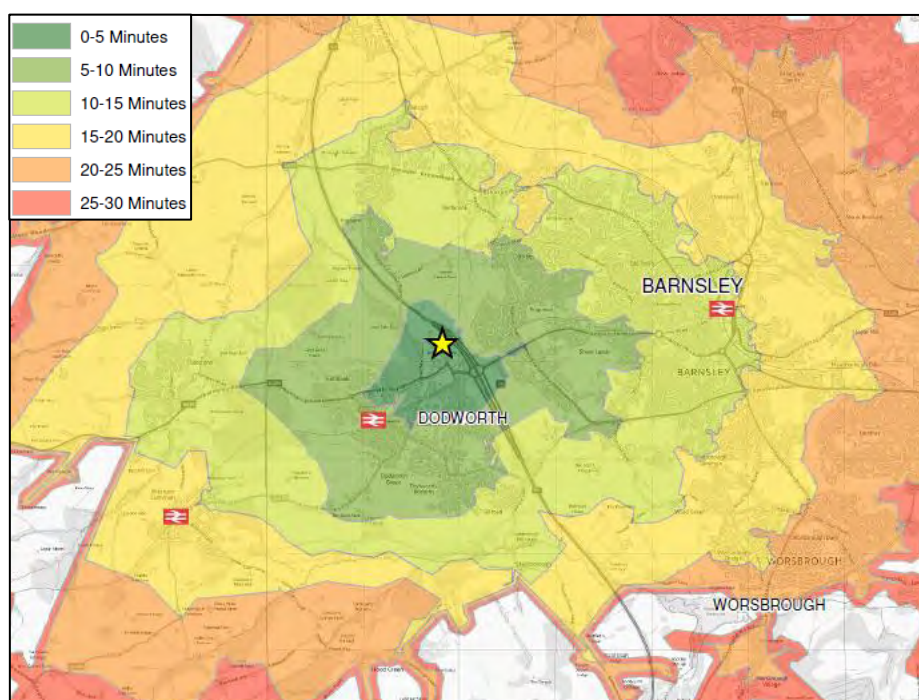
7.2.4 From the Site, an 8km catchment area encompasses much of Barnsley giving a large area of population able to cycle to the proposed development.

7.2.5 Dodworth Rail Station is within an easy 5-10 minute cycle ride which will allow cycle-rail journeys to and from work. Barnsley Rail Station and the adjacent main bus interchange are within a 10-15 minute cycle ride.

7.2.6 Using GIS Network Analyst software typical cycle times (up to 30 minutes which broadly equates to a distance of 8km) from the Site are shown in Figure 4 and an extract is provided in Image 7.1.



Image 7.1 Extract from Cycle Accessibility Plan



7.3 CYCLE MEASURES

Table 7.1 Travel Plan Measure 4b - Travel Information Leaflet (Cycling)

Travel Plan Measure – TPM4b	
Summary	Production and distribution of a Travel Information Leaflet including key cycle routes and destinations.
Guideline Timescale	Upon occupation.
Notes	To encourage cycling.
Responsibility	TPC to produce, distribute and update the leaflet at each annual review.

Table 7.2 Travel Plan Measure 5 – Cycle Parking

Travel Plan Measure – TPM5	
Summary	60 spaces provided around the development
Guideline Timescale	Completed.
Notes	To encourage cycling.
Responsibility	Carnell Management Services Limited.

Table 7.3 Travel Plan Measure 6 – Storage Facilities

Travel Plan Measure – TPM6	
Summary	Storage facilities such as lockers to be provided in every unit to allow cyclists to safely store equipment and clothing.
Guideline Timescale	Upon occupation.
Notes	To encourage cycling.
Responsibility	Occupiers.



7.4 USEFUL LINKS

Table 7.4 Cycling Useful Links

Cycle Weblinks	
Maps and Guides for Barnsley	www.barnsley.gov.uk/services/sport-and-leisure/cycling/cycle-lans-and-routes/
Cycling Groups and Clubs	www.cycling.org/cycle/cycling-south-yorkshire
Sustrans On-line Mapping	www.sustrans.org.uk/national-cycle-network click on link to the National Cycle Network map which is based on OS mapping.
Tax Free Bike Scheme	www.gov.uk search 'cycle to work'
Bike and Go	www.bikeandgo.co.uk



8. Public Transport

8.1 PUBLIC TRANSPORT FACILITIES AND ACCESSIBILITY

Bus

8.1.1 The CIHT document, 'Planning for Public Transport in Developments', March 2009, suggests that the maximum walking distance to a bus stop should not exceed 400m. CIHT's later document, 'Buses in Urban Environments', January 2018, recognises that people will walk further to access more frequent bus services.

8.1.2 The nearest bus stops on Barnsley Road are within 450m of the centre of the Site. The bus stop on the northern side is equipped with a shelter, seating and timetable information. The bus stop on the southern side of the road has a pole and timetable information.

8.1.3 A summary of the existing bus services at the stops on Barnsley Road is provided in Table 8.1.

Table 8.1 Bus Service Summary – Barnsley Road Bus Stops

Service	Route	Days of Operation	Approx. Frequency	Time of operation
20,21,21a,22 Stagecoach	Barnsley, Interchange – Penistone, Market Place <i>Stop ID: 37051158</i>	Mon-Fri	3 per hour	06:00 – 21:15
		Saturday	3 per hour	07:50 – 23:15
		Sunday	1 per hour	09:15 – 23:15
20,21,21a,22 Stagecoach	Penistone, Market Place – Barnsley Interchange <i>Stop ID: 37051088</i>	Mon-Fri	3 per hour	06:45 – 22:59
		Saturday	3 per hour	07:20 – 22:58
		Sunday	1 per hour	09:55 – 22:57

8.1.4 The journey time between Barnsley Interchange and the stops on Barnsley Road is some 6 minutes and therefore this will allow easy interchange with a wider range of services that use Barnsley Interchange and serve the northern, eastern and southern sides of the town.

Rail

8.1.5 The nearest rail station is Dodworth which is operated by Northern. The station is located some 1.4km by road to the east. The station has a free car park with 14 spaces and there is also cycle storage available.

8.1.6 Dodworth is on the Penistone Line. A summary of the existing rail services (running Monday to Saturday) at Dodworth is provided in Table 8.2. The 'first' train refers to the time of the first train at Dodworth for the destination given and the 'last' train refers to the time of the last train from that destination returning to Dodworth.

Table 8.2 Rail Services at Dodworth Station (Monday to Saturday)

Route	Operator	Frequency	First	Last	Average Journey time
Dodworth - Sheffield	Northern	1 per hour	06:53	22:38	36 Minutes
Dodworth - Huddersfield	Northern	1 per hour	06:11	22:54	45 Minutes

8.1.7 Barnsley Rail Station is some 3.4km by road from Capitol Park and accessible by bus with a journey time of less than 10 minutes. Barnsley Station is also operated by Northern and is on the



Penistone Line. Barnsley is also on the Leeds to Nottingham via Castleford line. Longer distance journeys are also possible most frequently via interchange at Sheffield.

8.2 PUBLIC TRANSPORT MEASURES

Table 8.3 Travel Plan Measure 4c – Travel Information Leaflet (Public Transport)

Travel Plan Measure – TPM4c	
Summary	Production and distribution of an employee Travel Information Leaflet including public transport information.
Guideline Timescale	Upon occupation.
Notes	To encourage public transport use.
Responsibility	TPC to produce, distribute and update the leaflet at each annual review.

8.3 USEFUL LINKS

Table 8.4 Public Transport Useful Links

Public Transport Weblinks	
Public transport timetable, ticket and real time information	www.travelsouthyorkshire.com/en-gb/ www.barnsley.gov.uk/services/roads-travel-and-parking/public-transport/bus-timetables/
Rail times and journey planner	www.nationalrail.co.uk www.northernrailway.co.uk/stations/DOD
Coach information	www.nationalexpress.com www.megabus.com
Personalised journey planning	www.travelsouthyorkshire.com/en-gb/journeyplanning



9. Other Measures

9.1 CAR SHARING

Table 9.1 Travel Plan Measure 7 – Car Share

Travel Plan Measure – TPM7	
Summary	The Lift Share Car Share scheme will be promoted by the TPC www.liftshare.com/uk/search/barnsley
Guideline Timescale	Upon final occupation.
Notes	To encourage car sharing.
Responsibility	TPC to include in Travel Leaflet at each annual review.

9.2 CAR CLUB

Table 9.2 Travel Plan Measure 8 – Car Club

Travel Plan Measure – TPM8	
Summary	The Co-wheels and Enterprise Car Clubs will be promoted by the TPC www.enterprisecarclub.co.uk
Guideline Timescale	Upon final occupation.
Notes	To encourage car club use as an alternative to owning a car.
Responsibility	TPC to include in Travel Leaflet at each annual review.

9.3 USE OF ELECTRIC VEHICLES

Table 9.3 Travel Plan Measure 9 – Encourage Use of Electric Vehicles

Travel Plan Measure – TPM9	
Summary	The TPC will encourage the use of electric vehicles and EVCPs will be provided for use by all occupants.
Guideline Timescale	Upon final occupation.
Notes	To encourage more sustainable driving practices
Responsibility	TPC to include in Travel Leaflet at each annual review

9.4 COMMUNICATION

9.4.1 When raising awareness of the Travel Plan, consideration should be given to different groups that should be targeted i.e. as an initiative, fliers may be provided on buses for bus users or on car windscreens for car drivers to raise awareness.

9.4.2 Publicity material could include the following:

- Details of Capitol Park’s accessibility by sustainable modes on any development website;
- Providing details of the Capitol Park’s accessibility by sustainable modes within any newsletters;
- Ensuring that a copy of the Travel Plan is available to all occupiers on request;
- Sustainable travel information to be provided to occupiers via a leaflet and displayed on any development website; and



- A travel plan email/newsletter – for example a leaflet detailing the launch of a new measure, the advantages of this and who to contact to find out more.

9.4.3 When developing the marketing strategy, it is often useful to identify which of the above media would be most effective at different stages of implementation and identify the timescale and who will be responsible for developing each.



10. Action Plan

Table 10.1 Initial Action Plan

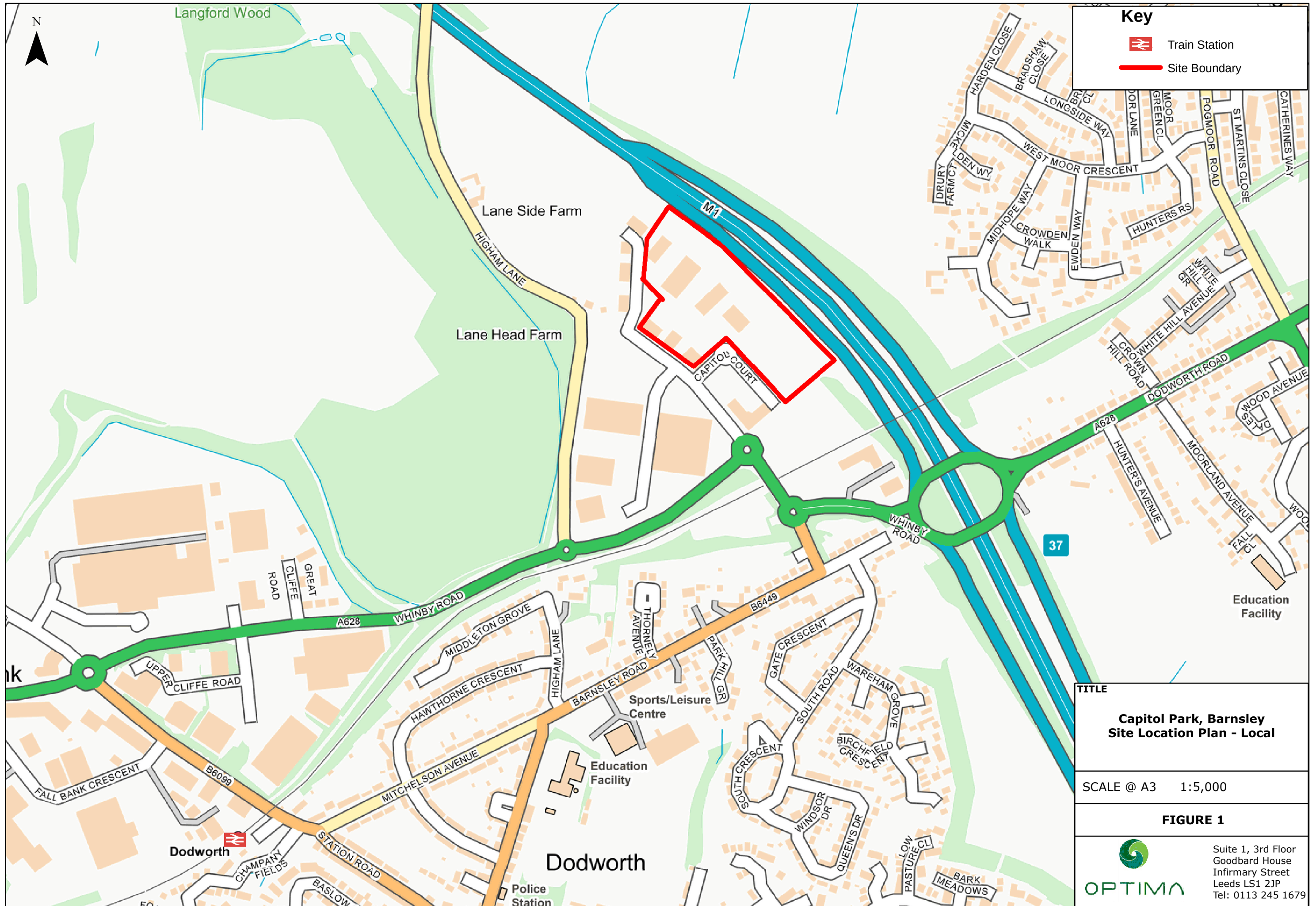
Reference	Measures	Objective	Guideline Timescale	Responsibility
TPM1	Appoint a Travel Plan Coordinator	To implement, monitor and review the Travel Plan	Completed	Carnell Management Services Ltd
TPM2	Undertake employee travel surveys	To gather baseline travel information and inform measures	Within 6 months of final occupation	Travel Plan Coordinator
TPM3	Monitor and Review	To monitor Travel Plan performance.	Annually	Travel Plan Coordinator
TPM4a/4b/4c	Provide travel information leaflets for employees and visitors	To encourage sustainable travel	Upon final occupation	Travel Plan Coordinator
TPM5	Provide cycle parking	To encourage cycling	Completed.	Carnell Management Services Ltd
TPM6	Provide storage facilities	To encourage cycling	Upon occupation	Occupiers
TPM7	Promote car sharing	To encourage car sharing and reduce single occupancy trips	Upon final occupation	Travel Plan Coordinator
TPM8	Promote car club	To encourage sustainable travel	Upon final occupation	Travel Plan Coordinator
TPM9	Promote use of electric vehicles	To encourage more sustainable driving practices	Upon final occupation	Travel Plan Coordinator

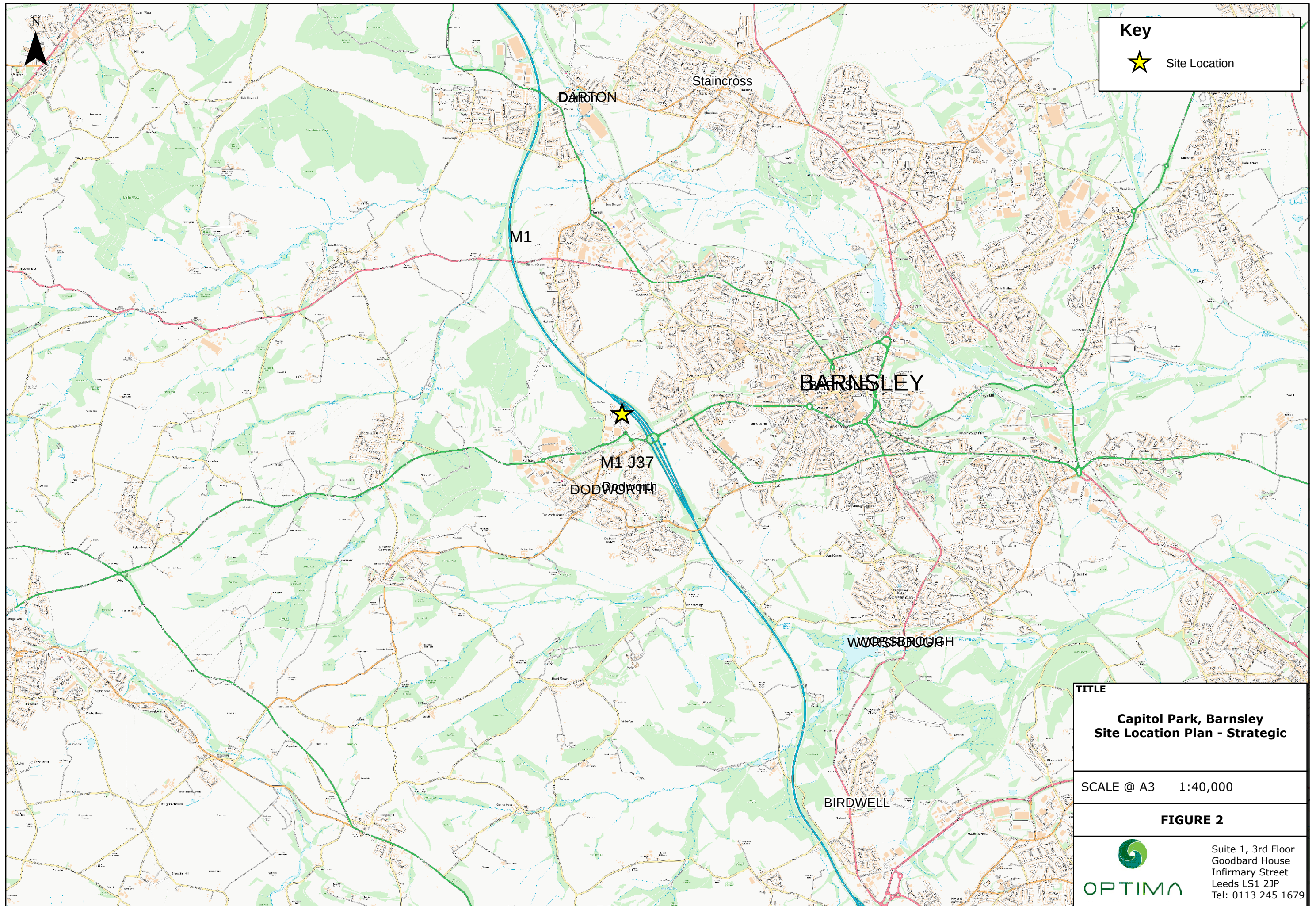


Figures

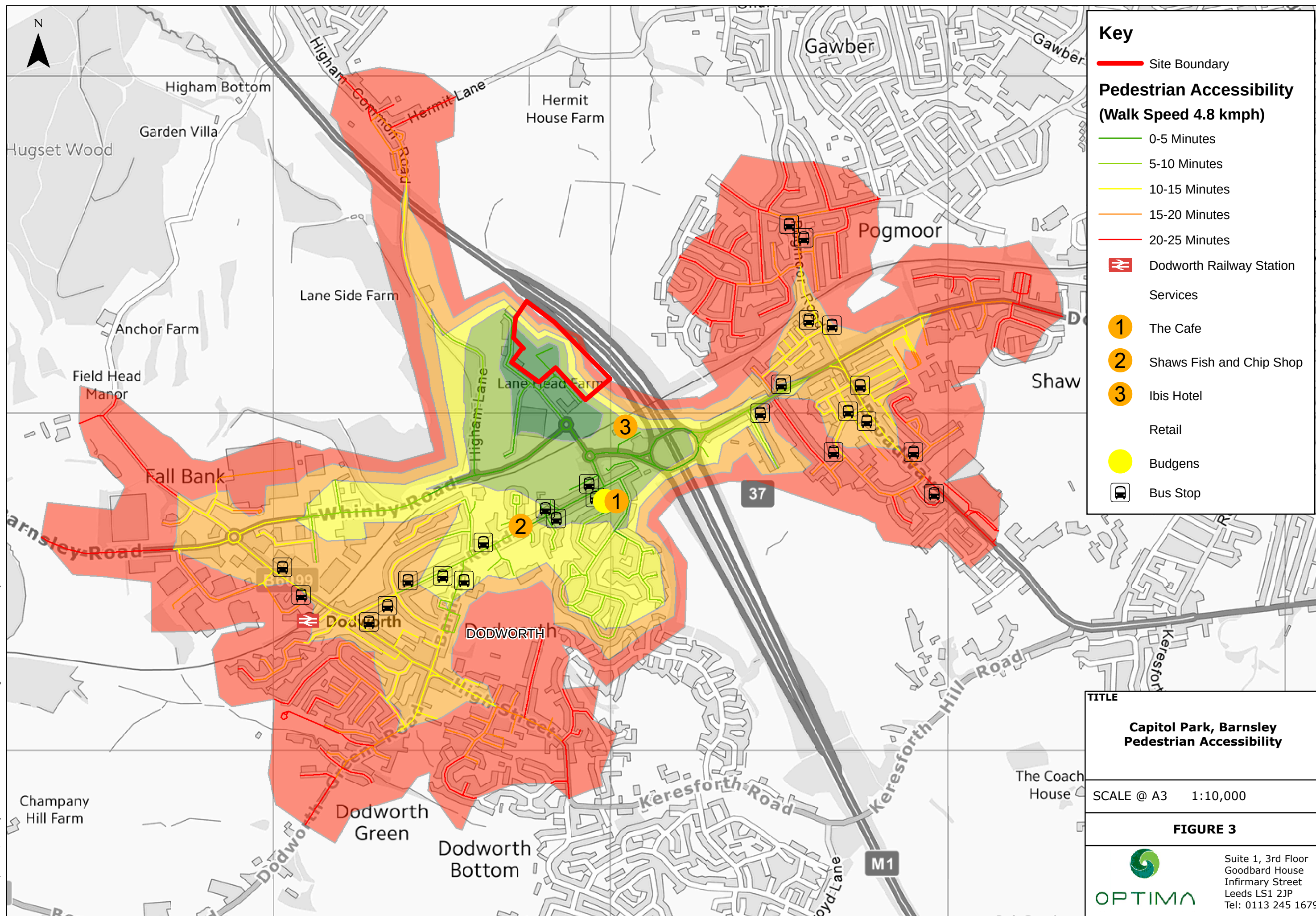


Path: O:\Capitol Park, Barnsley\DRAWINGS\GIS\ARCEDITOR\20188- Figure 1 - Site Location - Local.mxd

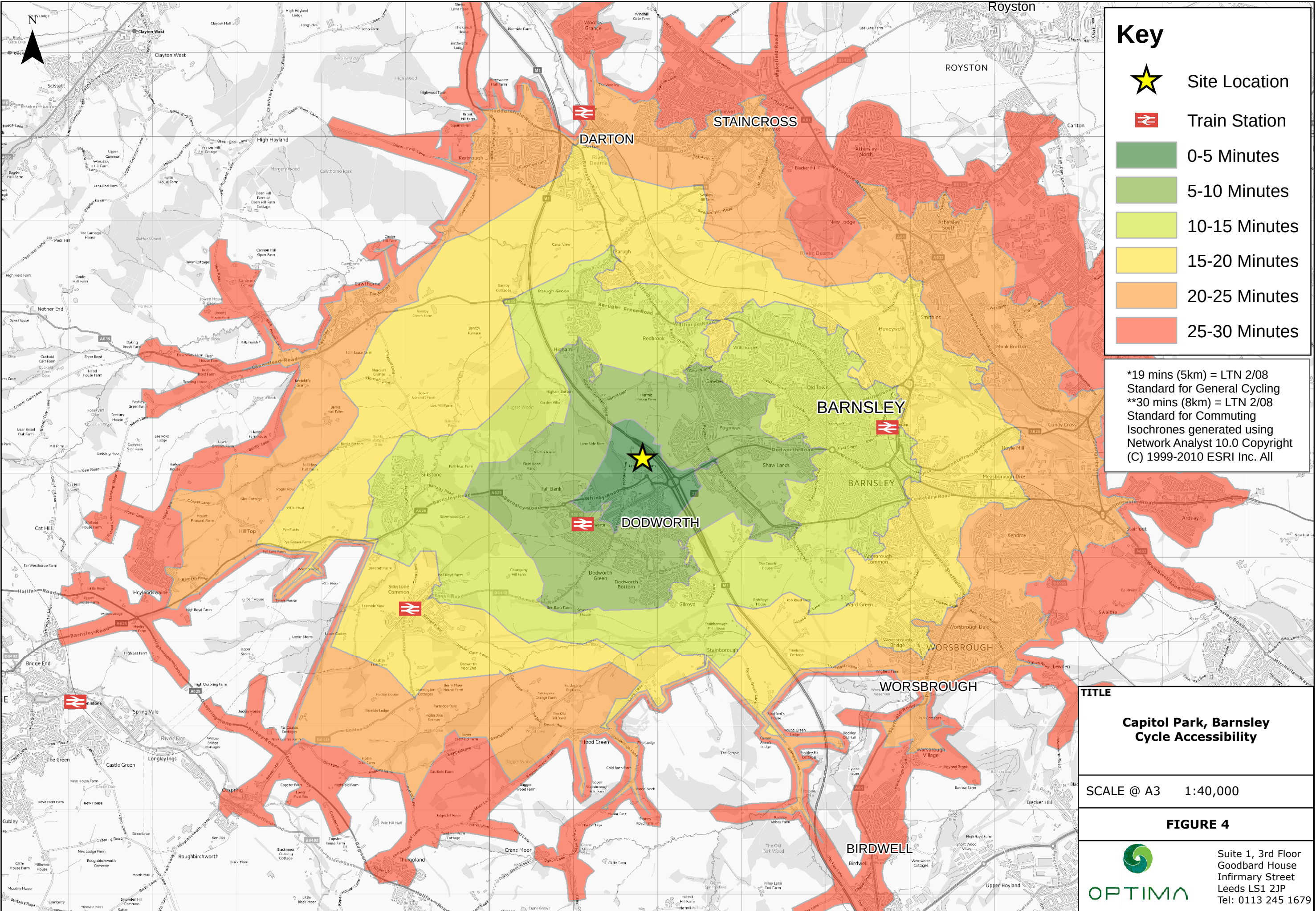




TITLE	
Capitol Park, Barnsley Site Location Plan - Strategic	
SCALE @ A3	1:40,000
FIGURE 2	
	Suite 1, 3rd Floor Goodbard House Infirmary Street Leeds LS1 2JP Tel: 0113 245 1679



Path: O:\Capitol Park, Barnsley\DRAWINGS\GIS\ARCEDITOR\20188- Figure 4 - Cycle Accessibility.mxd



Appendices



Appendix A Capitol Park Tenancy Schedule

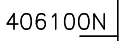


CAPITOL PARK TENANCY SCHEDULE**13.10.20**

Property	Sq ft	Occupier	Date In	Review Date
Unit 1	3507			
Unit 2	3507			
Unit 3	3007	Kyte Solutions Ltd	15.05.20	15.05.25
Unit 4	3007			
Unit 5	3007	M & C Imports Ltd	23.07.20	23.07.23
Unit 6	3007	Battery Dynamics Ltd	02.12.19	11.12.22
Unit 7	3007	Really Neet Project Ltd	11.08.20	11.08.23
Unit 8	3007	KB Industries UK Ltd	24.07.20	24.07.23
Unit 9	7614	Sea Scooters UK Ltd	01.09.20	01.09.25
Unit 10	4000	Battery Group	06.10.20	06.10.23
Unit 11	4000	World of Windows (Yorkshire) Ltd	19.12.19	19.12.24
Unit 12	9567	Total Safety Services Ltd	20.02.20	19.02.25
Unit 14	11784	Osborne Technologies	14.09.20	14.09.25
Unit 15	11270	SWJ Solutions Ltd	17.08.20	17.08.25
Unit 16	7181	Heywood Williams Ltd T/As Mila Maintenance	06.02.20	06.02.25

Appendix B The Harris Partnership As-built Site Plan





Drawing Title	Proposed Site Plan		
Job-Dwg No	15504-502	Rev	C
2 S. Johns North, Wakeland, WI 53024 t. 01924 291800 Canvans Warehouse, 77 Dale Street, Manchester, M4 2HG t. 0161 2385855 The Old Rectory, 79 High Street, Newport Pagnell, MK16 8AB t. 01908 231577 10 London Road, Reading, RG1 5BY t. 0118 950700 10 Gees Court, St Christophers Place, London, W2U 1JL t. 0207 4091215			

CAD file reference J:\15001-16000\15504 Barnsley\17.0 Drawings\400 Series-Record



Appendix C Sample Staff Travel to Work Survey Questionnaire



SAMPLE STAFF TRAVEL TO WORK SURVEY

1. Home postcode:

2. Gender: Male ☐ Female ☐

3. Job title and grade:

4. Age: Under 25 ☐ 25-34 ☐ 35-44 ☐ 45-54 ☐ 55 and over ☐

5. Do you have a disability which affects your travel arrangements?

Yes ☐ No ☐

6. How many days in an average week do you work?

7. In which area of your business do you work?

Office ☐ Warehouse/Manufacturing ☐ Driver ☐ Other ☐

8. How do you travel to work?

	Never	Occasionally	Once or twice a week	Three or four times a week	Five or more times a week
Car - as driver	☐	☐	☐	☐	☐
Car - as passenger	☐	☐	☐	☐	☐
Train	☐	☐	☐	☐	☐
Bus	☐	☐	☐	☐	☐
Cycle	☐	☐	☐	☐	☐
Walk - whole journey	☐	☐	☐	☐	☐
Motorcycle	☐	☐	☐	☐	☐
No journey - telework or work from home	☐	☐	☐	☐	☐
Other	☐	☐	☐	☐	☐

9. How far do you travel to work?

Up to 1 mile ☐ 1-2 miles ☐ 2-5 miles ☐ 5-10 miles ☐ 10-25 miles ☐
More than 25 miles ☐

10. How long does it currently take you to get to work?

0-15 mins ☐ 15-30 mins ☐ 30-45 mins ☐ 45-60 mins ☐
More than an hour ☐

11: Which of the following changes would encourage you to cycle to work? (Please tick no more than two)

- Improved cycle paths on the journey to work ☐
- Improved cycle parking at workplace ☐
- Improved cycle changing facilities and locker at work ☐
- Arrangements to buy a bicycle at a discount or loan finance for bicycle ☐
- Other (please specify)
- None ☐

12: Which of the following changes would most encourage you to use public transport for your journey to work? (If you already travel to work by public transport, which would you most like to see?) (Please tick no more than two)

- More direct bus routes ☐
- More frequent bus service ☐
- Better lighting at bus shelters and workplace footpaths ☐
- Discount tickets/passes available at work ☐
- More convenient bus drop off points ☐
- Better connection to work from the station ☐
- Better connection from home to the station ☐
- Public transport information ☐
- Other (please specify)
- None ☐

13: What are your main reasons for using a car to get to work?

- Evening / early morning outside activity ☐
- Distance from home too great to walk or cycle ☐
- Need the car for work during the day ☐
- Health reasons (e.g. physical disability) ☐
- Cheaper than public transport ☐
- More reliable than public transport ☐
- Other (please specify)

14: Would you be prepared to car share? Yes ☐ No ☐

15: Which of the following would most encourage you to car share?
(Please tick no more than two)

- Help in finding car share partners with similar work patterns ☐
- Guaranteed journey home if let down by car driver ☐
- Reserved parking for car sharers ☐
- Other (please specify)
- None of these ☐

16: Are there other changes that would make it easier to reduce the number of work journeys you make by car?

.....
.....

17: **Do you have any further comments about your travel to work patterns?**

.....
.....

Thank you for your co-operation. Please be assured that all your answers remain confidential.

Please return this form to:

Name: Elizabeth Green

At: liz.green@optimahighways.com or

Optima Highways & Transportation, Suite 1, 3rd Floor, Goodbard House, Infirmary Street,
Leeds, LS1 2JP

By