Travel Plan

Proposed 48 bed residential care home for older people on the site of The Dearne Hotel, St. Andrews Square, Bolton-on-Dearne.

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1. Introduction

1.1 A Travel Plan (TP) is a package of measures aimed at promoting greener, cleaner travel choices and reducing the reliance on the car.

1.2 This plan has been prepared to promote sustainable travel to and from the proposed care home for older people to be developed by LNT Construction at the Dearne Hotel, Bolton-on-Dearne (the site).

1.3 The site currently houses a vacant public house/hotel. Preliminary investigations of this proposal have indicated that the change from the current use to a residential care home for older people will lead to a similar level of vehicular traffic movements to the site.

1.4 This Travel Plan has been drawn up in consultation with national and local policies and will be in place from the date of first occupation.

1.5 The TP itself is a way of managing and promoting how people travel to a particular area or organisation. It can consist of a single initiative, or a package of measures that are co-ordinated to encourage different and more widespread ways of travelling.

1.6 In terms of the national policy context the TP's fall under PPG13 this states that TP's should aim to deliver sustainable transport objectives including reductions in car use (particularly single occupancy car journeys) and increased use of public transport, walking and cycling modes.

2. Scope and objectives of the plan

2.1 The Travel Plan has been prepared in recognition of the importance of Government Policy aimed at promoting sustainable development, travel patterns and modes of transport and reducing reliance upon the private car.

2.2 The overall aim of the Travel Plan is to minimise the total travel distance associated with trips to and from the site and to systematically reduce the use of the private car as a mode of transport.

2.3 The objectives of a TP should benefit both the occupiers of a development and the wider community. The key site specific objectives of the plan are to:

- Minimise the total number of car journeys to and from the site
- Reduce the reliance upon the private car and improve awareness and usage of alternative modes of transport
- Promote walking, cycling, public transport and car sharing as alternative modes of transport
- Achieve a modal shift in the manner of travel to the site within the first two years of operation to more sustainable modes and patterns of travel.
- Monitor and review travel patterns and report the findings to the Local Authority

2.4 The TP sets out the existing facilities to aid the use of more sustainable modes of transport than the private car and sources of information regarding other travel options are identified. Various incentives and disincentives measures and other areas for action are suggested, which will be implemented as part of the TP from the beginning, or as the TP progresses to address specific targets. Finally, a timetabled action plan is set out to include the methods by which the TP can be used as a working document to effectively manage the environmental impact of car travel to and from the site.

2.5 The site is located within an area accessible by alternative modes of transport, as addressed later in the plan, therefore this plan has not been prepared to address any specific local transport issues or shortfalls. The site is used as a public house that generates traffic throughout the day.

2.6 The general operation of care homes does not generate excessive traffic movements. The shift patterns of the staff and the geographical location provides opportunities for staff to car share, use public transport or other modes of travel to work. This provides excellent opportunities to provide and promote a successful Travel Plan meeting its aims and objectives.

3. Transport Policy

3.1 PPG13: Transport states that the Government wants to help raise awareness of the impacts of travel decisions, and therefore suggests that planning applications with significant transport implications should be accompanied by a Transport Assessment and a Travel Plan. A key step in promoting Travel Plans nationally had been through 'Using the Planning Process to Secure Travel Plans' (ODPM & Dft, 2002) In line with Government guidance and policy Derby City Council requests a Travel Plan to be submitted with this application.

3.2 The implementation of Travel Plans for new developments actively encourages sustainable travel choice by promoting walking, cycling, and the use of public transport. Travel Plans have become an important element of working towards transport and sustainability policy objectives at the national, regional and local level, i.e. Planning Policy Guidance, Regional Spatial Strategy for Yorkshire and Humberside and the Barnsley Unitary Development Plan. The shift towards encouraging more sustainable development helps to address local and global environmental concerns, such as pollution from car emissions and global warming.

4. The site

4.1 The site comprises 0.2 hectares (0.5 acres) of land previously used as a public house and hotel. Access to the premises is from Ringway and St. Andrews Square. The site is located within a residential area adjacent to the centre of the facilities within the village (see Fig. 1).

4.2 The site is in an accessible location and one in which alternative modes of travel to the private car will be available for use by both staff and visitors immediately on commencement of operation of the proposed care home.



Figure 1 - Proposed site

5. Background information and travel options

5.1 Information has been gathered on the existing infrastructure, site accessibility and the location of existing services. The details collected have been assessed in relation to the needs of the proposed staff and visitors to the home. This section summarises the existing situation and identifies the proximity of local amenities, public transport services and facilities available for walking and cycling. It also details any improvements or facilities proposed as part of the development and potential measures and initiatives to be introduced through the Travel Plan.

5.2 Public Transport - Buses

5.3 Bus information for the surrounding area has been obtained and analysed. Services are available from the nearest bus stops every 30min to and from the city centre and within the surrounding residential areas.

5.4 The site is situated a short distance from the nearest bus stops, approximately 115m, on Carr Head Lane to the west of the site and 150m to the east, where the 224 and 225 services are available, operated by Stagecoach. Service no 226 also operates near the site with the bus stop located approximately 500m from the site on Station Road.

5.5 The table in Fig. 2 provides details of the services available, the areas they travel to and the frequency of the buses. From the data collated from the Travel South Yorkshire websites the bus stops have been numbered and shown on the map in Fig 3 to cross reference to the information within the table.

Stop No.	Distance from site	Location of bus stop	Service	Destination	Bus Frequency
1	115 m	Carr Head Lane	224	Doncaster - Mexborough	30 mins
2	150m	Carr Head Lane	224	Doncaster - Mexborough	30 mins
3	500m	The Collingwood	226	Barnsley - Thurnscoe	30 mins

Figure 2 – Bus information for the surrounding area. (Source: www.travelsouthyorkshire.com)



Figure 3 – Maps showing the location of the bus stops in the surrounding area, read in conjunction with the table in Figure 2.

5.6 From the information collated there are a number of regular bus routes that serve the immediate area that are all within an acceptable walking distance from the site. Staff from the home will be able to access the home from a variety of the surrounding areas with links to the City Centre.

5.7 Visitors to the home will also have a good network of public transport to access the home.

5.8 Information and timetables for these services can be obtained from SYPTE on 01709 515151 or at www.sypte.com/info The website provides information on the buses and route maps of the journeys. Barnsley Council website www.barnsley.gov.uk also provides timetable information and links to other websites. All this information will be made available within the home for visitors and staff.

Rail

5.10 Bolton-on-Dearne train station is located approximately 0.5 miles from the site, providing another viable public transport option for visitors and staff. Goldthorpe is a 3 minutes journey and Swinton station 4 minutes, both have hourly trains to Bolton-on-Dearne

5.11 Information on the rail timetable can be obtained from www.sypte.com

5.12 Alternative Methods of Public Transport

5.13 There are other alternative modes of transport available for visitors to the home that are organised by Travel South Yorkshire. Travel South Yorkshire represents the organisations and operators that work in partnership to provide public transport products and services throughout the region.

5.14 Travel South Yorkshire operates a Door 2 Door scheme that provides a Shopper Bus, Dial a Ride, Group Travel and Community Car Schemes. Door 2 Door embraces a range of community transport services designed for people who cannot use standard public transport to travel around. The services, operated by both fully accessible minibuses and cars, pick people up from their door to take them around their local area and beyond.

To use these services applications need to be made to Barnsley Dial-a-Ride & Community Transport either via mail, email or phone. Once registered bookings can be made via the same methods. All contact information will be made available within the home once operational.

5.15 Walking and Cycling

5.16 Footway facilities in the immediate area are generally broad, level and in a good state of repair providing reasonable pedestrian facilities to all of the public highways around the site. Walking to and from the site, therefore, should provide a perfectly viable option for many visitors and staff.

5.17 The cycle routes within the immediate area not available at present on the Council website. The local terrain is such that cycling presents a clear and potentially viable travel option within the area. Showers and changing facilities are in provided within the home for cyclists to use.

5.18 Liftshare is a national network of on-line car sharing systems that now also support and enable trip sharing for bike, taxi and walking journeys. The Liftshare website provides a Walk Budi and Cycle Budi service which enables individuals to search for other people to share their journey to work. To use the facility registration is made on the website www.liftshare.com

5.19 Parking

5.20 The local authority standards require 1 space per resident staff, 1 space per 3 non-resident staff and 1 space per 3 beds for visitors. There are no resident staff at the home. The majority of the staff in the home work on a shift pattern. The maximum number of staff on site at any one time would be a maximum of 12 during the hours of 08.00 – 17.00. This would require a maximum of 4 no. parking spaces for staff at any one time. The standards require a maximum of 16 no. spaces to be provided for visitors.

5.21 The proposed home is 48 beds therefore the standards require a maximum of 20 spaces to be provided. The proposed scheme provides 14 no. spaces, a shortfall of 6 no. spaces of the maximum provision. This is considered acceptable as the home is located in a sustainable location close to good public transport links. From experience of other homes operated generally the majority of the staff live within walking distance or use public transport. Most staff do not generally have use of their own car.

5.22 As the aim is to try and discourage car use and promote alternative modes of transport parking provision levels are aimed at providing minimum levels where acceptable.

5.23 Residents of the home will be expected to come from an area no more than three miles radius from the site or be associated with families/relatives resident within three miles of the site. Staff will generally be employed that are resident in the local area.

5.24 Car sharing

5.25 www.carsharegm.com is part of a nationwide scheme all promoting car sharing through the liftshare.com network, which is the UK's largest car sharing company which allows people to share lifts for journeys anywhere in the UK. The secure database helps people with similar journey requirements to get in touch. Car sharing is a good way to share costs, cut pollution and congestion. The concept of car sharing will be promoted to staff and visitors.

5.26 To use the facility registration is required by visiting www.carsharesouthyorkshire.com information on the service can be obtained from the website. All staff travelling by car will be encouraged to register on the site and use the service. All visitors to the home will also be encouraged to use the service. Car sharing will also be promoted amongst the staff at the home, working on a shift pattern basis creates a good opportunity to utilise this service.

5.27 The Liftshare website has databases for searching for people making the same or similar journey by all different modes of transport. The liftshare schemes are entitled CarBUDI, BikeBUDI, WalkBUDI, TaxiBUDI and TravelBUDI. This will also be encouraged with the staff from the home and information made available within the home.

6. Travel Plan Administration

6.1 Management of the TP will be achieved through the identification of a suitable person within the organisation as the Travel Plan Co-ordinator (TPC). The TPC will provide a key role in delivering a successful TP. The TPC role will be undertaken by a senior member of management of the home.

6.2 The role of the TPC will be established prior to the occupation of the home and will act as the main contact for all issues relating to the TP. Once appointed, the TPC will act as the main contact for the TP and will be responsible for implementing measures, involving new staff members, maintaining a database and monitoring the effects of implementation.

6.3 The TPC will inform the Local Planning Authority and the appropriate local public transport operators of their contact details. The TPC will obtain the contact details of the owners and complete a 'contact' form to provide easy reference when dealing with TP matters.

6.4 The TPC will be the first point of contact for all staff and visitors in all matters regarding travel to and from the home, therefore the TPC will set up a file for all correspondence relating to the TP and keep it up to date.

6.5 The TPC will be responsible for setting up and launching the TP in accordance with the following schedule, which will be agreed with the Local Planning Authority.

<u>1 month prior to occupation</u>

- Exchange contact details with relevant officers
- Set up TP working file
- Research travel information

<u>2 weeks prior to occupation</u>

- Obtain up to date public transport timetables and literature
- Review walking and cycling routes within the site
- Prepare welcome packs for all new staff and residents

<u>Within 3 months of occupation</u>

- Distribute TP survey to all staff
- Collect TP surveys and analyse results
- Set-up car sharing resister
- Set-up travel database
- Submit survey report to LPA

<u>Every 3 months</u>

- Review promotional travel and health information and issue where necessary
- Promote and support national campaigns
- Review adequacy of cycle provision
- Review maintenance of walk and cycle routes

<u>Annually</u>

- Monitor staff travel patterns through new surveys
- Undertake TP audit and modify where appropriate
- Liaise with Travel Plan Officer and other groups where appropriate
- Update TP targets and issue progress update to all staff.

7. Travel Plan Measures

7.1 The development of a successful TP will require consultation with members of staff within the home as time progresses to establish which measures will be the most effective, which may prove difficult to implement and which may be unpopular.

7.2 The following sections in the TP outline the measures to be promoted by the TPC. They are set out under the following headings:

- Travel awareness
- Travel database
- Mode share targets
- Public transport information
- Walking
- Cycling
- Car sharing scheme
- Car parking management
- Personalised journey planners

Travel Awareness

7.3 Good accurate information on the range of services and travel initiatives available at the site will be a critical element of a successful TP.

7.4 The TPC will make new employees aware of the existence of the TP by providing them with an information leaflet summarising the TP as part of a welcome pack for the residents and included within the staff induction.

7.5 The welcome pack will also be presented to families and visitors of residents to allow further opportunities to reduce travel by car.

7.6 The welcome pack would include the following:

- A map showing the location of the development in relation to the local area, highlighting the nearby bus stops;
- Bus timetables of existing local services from nearby bus stops;
- A map showing the cycle routes, including the locations of cycle parking and cycle shops in the area;
- Information relating to traffic-related environmental concerns, congestion problems and car sharing to raise awareness.

7.7 A notice board will be displayed in the main entrance foyer promoting the benefits of public transport and alternative modes of transport and travel to the site. The notice board will display current bus timetables and illustrate the location of the nearest bus stops. Information will also be available on concessionary fares and schemes provided by local bus operators.

7.8 The TPC will promote and encourage staff to participate in National and Local events, organised by others, aimed at promoting awareness of sustainable transport. The range of events that will be promoted will be agreed and co-ordinated with the Local Planning Authority.

Travel Database

7.9 The TPC will undertake an initial survey, within three months of the occupation of the home, to enable a staff travel database to be set up. The TPC will prepare and distribute the questionnaire to each member of staff to collect the following details:

- Staff profile, including age, gender, etc
- Normal working hours
- Mode of travel to work
- Car ownership/usage
- Reasons for not using public transport and other modes
- The anticipated take-up of a car sharing scheme for work journeys as well as use of public transport or other non car modes of travel to work
- Information relating to potential areas for sustainable travel improvement, upon which the TPC could act and draw up measures to improve the TP.

7.10 On receipt of the completed questionnaires the TPC will set up the travel database within one month.

7.11 All data collated from the travel survey in connection with the TP will be subject to the provisions of the Data Protection Act. In the interest of confidentiality, the TPC alone will hold the database and be responsible for the release of information, with all data held being solely for the purpose of the TP.

7.12 The TPC will ensure that all new members of staff are entered into the database within one month of commencing employment with all staff members who leave having their details removed from the database.

7.13 The TPC will submit the results of the survey data to the Local Planning Authority for their information within 3 months of occupancy. However, in the interests of security, names and addresses of staff will not be provided.

7.14 Information contained within the database and the travel patterns derived from the data will inform the annual review process which will be carried out in conjunction with the Local Planning Authority.

Mode Share Targets

7.15 The TPC will analyse travel survey questionnaires within 1 month of setting up the travel database to determine the existing travel patterns to the site.

7.16 In order to achieve the long term objective of the TP of reducing single occupancy vehicle travel over the first 5 years of the TP, the TPC will set realistic short term annual targets for mode share based on the surveyed travel patterns.

7.17 The proposed development is located in the Dearne South electoral ward. Taken from the 2001 Census statistics the single occupancy travel to work by car mode in Dearne South will be assessed against the local, regional and national areas. The existing modal share percentage in Dearne South ward will be the baseline target for single occupancy car travel to the site.

7.18 The initial short term targets will be to maintain the single occupancy vehicle travel at a level matching the existing proportions in the local ward. Once this target has been achieved the medium term targets will be assessed in order to reduce levels further.

7.19 Similarly, the short term targets for public transport usage will be at a level matching the existing proportions in the local ward. Again, once this target has been achieved the medium term targets will be assessed in order to increase the levels of public transport usage.

7.20 Following the results of the travel surveys, the TPC will set realistic targets in agreement with the local highway authority to increase the percentage of walk/cycle travel associated with the site. The percentage of people walking to work within this ward will be assessed from the 2001 Census against the local, regional and national levels. These targets will be based on the surveyed travel patterns and will be examined in light of the existing mode share usage for these types of travel.

7.21 The TPC will agree the annual targets with the LPA within one month of completion of the survey review reports. The initial travel survey results for the proportion of staff travelling by single occupancy vehicles should be recorded along with the agreed short term annual targets.

7.22 The agreed short term annual targets will form the basis of the annual review and monitoring process to gauge the effectiveness of the TP.

Public Transport Information

7.23 The TPC will encourage use of public transport as a mode of travel to work by implementing the following initiatives:

- Provide up-to-date public transport information, including route maps and timetables, with welcome packs and on staff notice boards
- Provide details of local taxi companies, while a free phone to local taxi operators will be made available in the foyer area for use by visitors
- Liaise regularly with local public transport operators to ensure that information remains valid
- Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Transport Direct journey planner www.**transportdirect.info**

7.24 Consideration will be given to creating an interest-free loan scheme to enable staff to purchase season tickets at a discounted cost.

Walking

7.25 The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material
- Provide a map showing walking routes, indicating distances and times at appropriate intervals to the site
- Encourage employees to sign up to the 'WalkBUDi' scheme which offers a journey matching service, particularly for those who may feel vulnerable travelling alone

7.26 Other walking initiatives that will be considered as the TP progresses could include introducing a policy against parking provision for staff that live within walking distance of the site.

Cycling

7.27 The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Provide secure cycle parking for staff as well as short term parking for visitors. Shower facilities along with lockers and changing facilities will also be provided for use by staff
- Investigate the potential to set up a Bicycle User Group (BUG) or co-operate with an existing local group to encourage staff to cycle to work
- Encourage employees to sign up to the 'BikeBUDi' scheme which offers a journey matching service, particularly for those who may feel vulnerable travelling alone
- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website www.**sustrans**.org.**uk**
- Establish contact with local cycle shops to attract discounts on equipment
- Establish contact with the senior cycling officer of the Local Planning Authority to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site.

7.28 Consideration will be given to creating an interest free loan scheme to enable staff to purchase bikes and associated equipment for travel to work.

Car sharing scheme

7.29 The TPC will set up a car sharing scheme/register within 3 months of receiving the initial staff travel surveys. Staff will be consulted by the TPC to allow potential car sharers to register an interest and provide details of their journey to and from work. The TPC will then identify suitable matches for staff that may be able to share their journeys to and from work.

7.30 This could be achieved via online car sharing scheme, such as the 'CarBUDi' system, or even as a site specific scheme using 'Liftshare' network.

Car Parking Management

7.31 The management of car parking associated with the home will be considered alongside other initiatives to make efficient use if the site.

7.32 The following car parking management initiatives may be considered as the TP progresses:

- Effective reduction in numbers of spaces compared to number of employees
- Introduce eligibility criteria, restricting who is able to park
- Introduce a parking permit scheme
- Reserve the most convenient spaces for car sharers.

Personalised Journey Planners

7.33 Targeting individual journeys can be the most effective way of reducing car travel and encouraging use of sustainable modes. This initiative is most effective for those who

currently travel by car, have no constraints to travel by sustainable modes and who are within a defined catchment area for using sustainable modes of travel to work.

7.34 The personalised journey planners could include:

- Maps showing the location of the correct bus stops to use at either end of the journey along with the accompanying walk route to their origin and destination
- Details of how and where to buy tickets, including the current cost of travel
- Timetable information for public transport services used on their journey.

7.35 This initiative would initially use the Transport Direct journey planning service, which could be integrated into the organisations website, with an improved package following positive feedback from staff members.

8. Plan, Monitor and Review

8.1 To enable the success of the TP to be established, the TPC will carry out annual monitoring of travel patterns and will review the TP in conjunction with the Local Planning Authority.

Monitoring

8.2 The TPC will monitor travel patterns on an annual basis for the first five years of the occupation of the site and then at suitable intervals as agreed by the Local Planning Authority. The monitoring of the plan is important for the following reasons:

- It will demonstrate to the Local Planning Authority that the aims and objectives of the TP are achieved
- It justifies the commitment of the TPC and of other resources
- It maintains support for the TP by reporting successes
- It identifies any measures that are not working or problems with the approach of the TP

8.3 Surveys will be used to monitor travel to and from the site. The surveys can be used to monitor the number of staff walking, cycling, travelling by car and public transport. The results can then be compared with the mode share targets identified earlier.

8.4 The TPC will develop the monitoring programme in conjunction with the LPA to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key TP targets based on the results of the monitoring travel surveys. This table will be published and distributed by leaflet to staff on the site.

8.5 The TPC will make information on mode share available to the LPA as part of the continuous monitoring process, subject to the provisions of the Data Protection Act.

Reviewing

8.6 The TPC will undertake an annual review of the final TP in conjunction with the LPA. These reviews will be undertaken on a yearly basis unless otherwise agreed with the LPA. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary. In particular the following will be assessed:

- The level of car/non car usage at the site

- Comments received from staff

8.7 When reviewing the effectiveness of the Plan, the following questions will be asked:

- Which areas offer the greatest potential for change/improvement?
- Was the initiative implemented by the target date?
- How well used is each scheme/initiative?
- How much did it cost to introduce?
- Is the review process itself effective?

8.8 The TPC will compare the mode share statistics obtained from the annual monitoring to the targets set for the home. The TPC will set revised realistic targets for modal shifts to non-car travel modes and investigate the effectiveness of the TP initiatives being promoted in conjunction with the LPA.

8.9 In light of the data collected from the monitoring process, the TPC will adapt the TP to enable the revised agreed targets to be achieved and submit a review report to be agreed with the LPA.