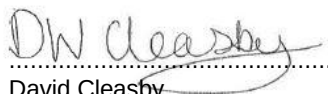


Proposed Industrial Estate, Capitol Park, Barnsley,

Framework Travel Plan

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Introduction



1 Introduction

1.1 Introduction

AECOM have been commissioned by Marshalls Commercial Development Projects (CDP) to produce a Framework Travel Plan (TP) to support the proposed planning application at Capitol Park in Barnsley. The Travel Plan has been produced to accompany and compliment the Transport Assessment that will also support the planning application.

The proposed development is planned to be an industrial estate that will be comprised of four separate industrial units all of varying sizes. The total Gross Floor Area (GFA) of the planned development is 16,499m² and 297 car parking spaces.

This TP has been developed as an overarching framework document which will outline a variety of measures which can be used to encourage staff to travel to and from the site by more sustainable modes, such as walking and cycling.

This Travel Plan has therefore been produced in order to provide a sustainable Travel Plan that occupiers can use as a reference document in order to produce their own targeted Employer Travel Plan on occupation.

1.2 Travel Plan Background

Travel Plans form an important element of the Government's Integrated Transport Strategy, and are a means of managing the transport impacts generated by a development site. It is specifically designed to provide users of a development with an enhanced range of sustainable transport opportunities. The overall objective of a Travel Plan is to 'achieve a shift away from single-occupancy car use towards more sustainable forms of transport to reduce the environmental impact of travel'.

The key focus of a Travel Plan is to identify initiatives and measures to encourage sustainable travel i.e. walking and cycling, reduce the need to travel in the first instance and to promote the more efficient use of the car where travel by motor vehicle is required. Such measures and initiatives should be used within the Travel Plan, which is likely to be required following planning consent.

At this stage the proposed development is in outline form so the layout of the proposed site could yet change meaning the quantity and configuration of the units could be altered.

A Travel Plan should include targets, monitoring and management arrangements to ensure that the objectives of the plan are achieved and that it remains sustainable over the longer term.

A wide range of benefits can be accrued from the implementation of a Travel Plan, including a lower demand for car parking, improved health and wellbeing of users, as well as reduced environmental effects in the vicinity of the site in terms of air quality, noise and congestion.

This TP is therefore an essential component in demonstrating the developer's commitment to minimising the impact of the development on the local transport network and local area, through encouraging the considered use of transport to travel to and from the site.

1.3 Report Format

Following on from this section, the Travel Plan is structured as follows:

- **Chapter 2** will outline the development proposals and describe the site location;
- **Chapter 3** describes the context of a Travel Plan in terms of national and local policy as well as highlighting the best practice guidance;
- **Chapter 4** provides information related to the existing transportation facilities and services within the general vicinity of the site;
- **Chapter 5** provides suggested Travel Planning aims and targets for the development;
- **Chapter 6** discusses proposed measures and initiatives that could be implemented to influence a mode shift towards sustainable travel and away from single occupancy car use;
- **Chapter 7** discusses the operation of the Travel Plan;
- **Chapter 8** discusses the monitoring of the Travel Plan; and
- **Chapter 9** provides a summary of the report.

**Site Location and Development
Proposals**



Capabilities on project:
Transportation

2 Site Location and Development Proposals

2.1 Introduction

This section of the Travel Plan outlines information related to the site location of the proposed development and the development proposals.

2.2 Site Location

The proposed site is located in Barnsley, adjacent to Junction 37 of the M1 Motorway, located just off Whinby Road on Capitol Close.

A location plan is provided in **Figure 1** which shows the site location in the context of the surrounding road network and Barnsley town centre.

Figure 1 – Site Location Plan



The proposed development will comprise of four industrial units each varying slightly in size and use. The total gross floor area (GFA) of the site is proposed to 16,499 m² and is split up as follows.

- Industrial Unit A – 2554 m² GFA including 232 m² of office space on the first floor;
- Industrial Unit B – 2787 m² GFA including 139m² of office space on the first floor;
- Industrial Unit C – 6503 m² GFA including 325m² of office space on the ground floor; and
- Industrial Unit D – 4655 m² GFA including 232m² of office space on the ground floor.

Capabilities on project:
Transportation

The site will provide a total of 297 car parking spaces spread over 4 different sites within the proposed development, of this number there will be 15 disabled parking bays, 5% of the total number of parking bays. The site will be accessible off Capitol Close with the main access travelling north to south through the middle of the site. Access to unit A will be provided with a separate access whilst the remaining units will be served off the main road.

2.2.1 Car Parking

The site will provide a total of 297 car parking spaces spread over 4 different sites within the proposed development, of this number there will be 15 disabled parking bays, 5% of the total number of parking bays. The site will be accessible off Capitol Close with the main access road travelling north to south through the middle of the site. Access to unit A will be provided with a separate access whilst the remaining units will be served off the main road. **Table 1** indicates Barnsley Metropolitan Borough Council's (BMBC) car parking standards applicable to industrial sites.

Table 1 – BMBC General Industrial Parking Standards

Barnsley Car Parking Standards (Adopted March 2012)			
Use	Barnsley Urban	Borough Wide	Standard Threshold
B2 General Industrial	1 space per 50-75m ²	1 space per 30-50m ²	>2500m ²

Based upon these guidelines and the proposed GFA of 16,499m² the total number of car parking spaces should range between 217 (1 space per 50m²) and 326 (1 space per 75m²). The total number of spaces proposed within the masterplan is 297 which equates to 1 space for every 55m², within the thresholds outlined by BMBC.

With regard to disabled parking the guidance states that '*... disabled parking provision in non-residential development should be in addition to the maximum vehicle parking standards set out above, and should be on a scale of 4% of the total number of spaces*'. The proposed number of disabled parking at the site is 15 spaces which equates to 4.5% of the total number of car parking spaces. This is also within the guidelines outlined by BMBC and thus should lead to a more inclusive planning proposal.

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Policy Context



Capabilities on project:
Transportation

3 Policy Context

3.1 Background

The Travel Plan will be informed by a review of relevant planning policy and guidance documents to establish the context within which the strategy needs to be delivered. This is to ensure that a framework is put in place through the Travel Plan which accords with government guidelines and targets and draws on best practice to improve the uptake of sustainable transport modes. A summary of the relevant policy for this development is provided below:

- National Planning Policy Framework (2012);
- Barnsley Local Plan; and
- Barnsley care4air initiative.

3.2 National Policy

3.2.1 National Planning Policy Framework

The National Planning Policy Framework, published in March 2012, which supersedes Planning Policy Guidance and Statements, is designed to define the Government's planning policies for England and how they should be applied. In regards to transport, a strong focus is placed on the need to balance the transport system in favour of sustainable transport modes, to provide real choice about the way in which people travel. Although the policies and measures required will tend to be location specific.

Within the overarching role for the planning system, 12 core land use planning principles are outlined in Paragraph 17, which for transport states that planning should:

- 'actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable'

The document also highlights the key points, for a development of this type, which plans and decisions relating to an application should take account. This includes:

- That opportunities for sustainable transport modes have been taken up in order to reduce the requirement for major transport infrastructure;
- That safe and suitable access to the site can be achieved for all people; and
- That improvements can be undertaken on the network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

Finally, it is emphasised that developments should be located and designed where practical to achieve the following, in regards to transport:

- Accommodate the efficient delivery of goods and supplies;
- Give priority to pedestrian and cycle movements, and to have access to high quality public transport facilities;
- Create safe and secure layouts which minimise conflicts between traffic and cyclists for pedestrians, avoiding street clutter; and,
- Consider the needs of people with disabilities by all modes of transport.

3.3 Local Policy

3.3.1 Barnsley Local Plan – Transport

BMBC state that a Travel Plan is a long term management strategy for an occupier of a site that seeks to deliver sustainable transport objectives through positive action. The plan is regularly reviewed and is tailored to suit the needs of individual sites and aimed at promoting more sustainable, smarter travel choices and reducing reliance on the car.

Capabilities on project:
Transportation

The government requires new developments to have a Travel Plan as part of the planning process to reduce congestion and increase social inclusion. It has been proactive in taking the lead in promoting the development, delivery and monitoring of various Travel Plan schemes, including school Travel Plans".

Barnsley's commitment to sustainable travel can be summarised by policy T3 – New Development and Sustainable Travel, this can be summarised as follows.

- New development will be expected to: be located and designed to reduce the need to travel, be accessible to public transport and meet the needs of pedestrians and cyclists
- Provide at least the minimum levels of parking for cycles, motorbikes, scooters, mopeds and disabled people, and should not provide more than the maximum number of car parking spaces set out in the relevant Supplementary Planning Document
- Provide a Travel Plan statement or a Travel Plan in accordance with the thresholds and guidance set out in Department for Transport 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' as published April 2009 (or any subsequent version).

3.3.2 *Barnsley care4air Initiative*

This plan contains measures which aim to improve air quality within our AQMAs, as well as maintaining and improving air quality elsewhere.

As traffic emissions are the biggest source of local air pollution, a lot of actions are aimed at transport. These include:

- Making traffic flow better at congested junctions; and
- Promoting eco driving, cycling, and walking.

As can be noted from the sections above, the proposed development site accords with both National and Local planning policy guidance.

3.4 **Best Practice Guidance**

3.4.1 *The Essential Guide to Travel Planning (DfT, 2008)*

The Essential Guide to Travel Planning brings together experience built up by a range of businesses to detail the requirements in developing and implementing a Workplace Travel Plan.

The strategy proposed focuses on boosting all the possible alternatives to single occupancy car use, in an effort to reduce car miles. This is identified as having both the environmental and business related benefits, given that in the case of the latter it can reduce congestion and improve productivity, saving both the business and the associated employees money and time.

One of the key messages of the Travel Plan guide relates to how some of the biggest gains can come from reducing the need to travel at all. Analysis should therefore focus on employee locations and determining what can be done to influence travel patterns. This includes the implementation of personalised journey planning and offering services on site which negate the need for journeys during the working day.

The guide outlines what it believes is required to deliver a successful Travel Plan, including the following:

- Buy-in at the top – Senior management support will be important to ensure the necessary resources are allocated to your Travel Plan, and that they are seen to be setting an example / leading the way by travelling by sustainable means
- Buy-in from the staff – Support from a wide spectrum of staff will be crucial in order to ensure the Travel Plan delivers its potential. To achieve this, the plan must be seen to be fair, there must be seen to be a serious support for change, and effective lines of communication must be developed

Capabilities on project:
Transportation

- Resourcing – A fixed budget must be set aside to cover the operation and delivery of the Travel Plan
- A Long Term Strategic approach – A framework must be put in place to ensure that the document is an ongoing strategy, which evolves to meet the changing needs of the business. It is not a one off fix
- Local alliances – There is a need to draw on support available from the local authority, as well as work with other local networks of businesses to draw down area wide benefits

3.4.2 *Delivering Travel Plans through the Planning Process (DfT, 2009)*

This document was published in April 2009 and sets out the role the planning process can play in securing an effective Travel Plan, which minimises the impact of development on transport infrastructure and assists in reducing CO₂. In particular, it highlights that the key to a robust Travel Plan is the development of a clear and integrated framework together with an explicit relationship between the Travel Plan and the development site.

3.5 **Conclusion**

The development proposals have been examined in relation to national and local policy. It can be considered that the proposals comply with a range of policies at these levels in terms of the accessibility of the development for all users.

Site Accessibility



Capabilities on project:
Transportation

4 Site Accessibility

4.1 Introduction

This section will include details of the site, the surrounding highway and sustainable travel around the site. It is worth nothing that much of this information is contained within the TA accompanying this document.

4.2 Access for Pedestrians

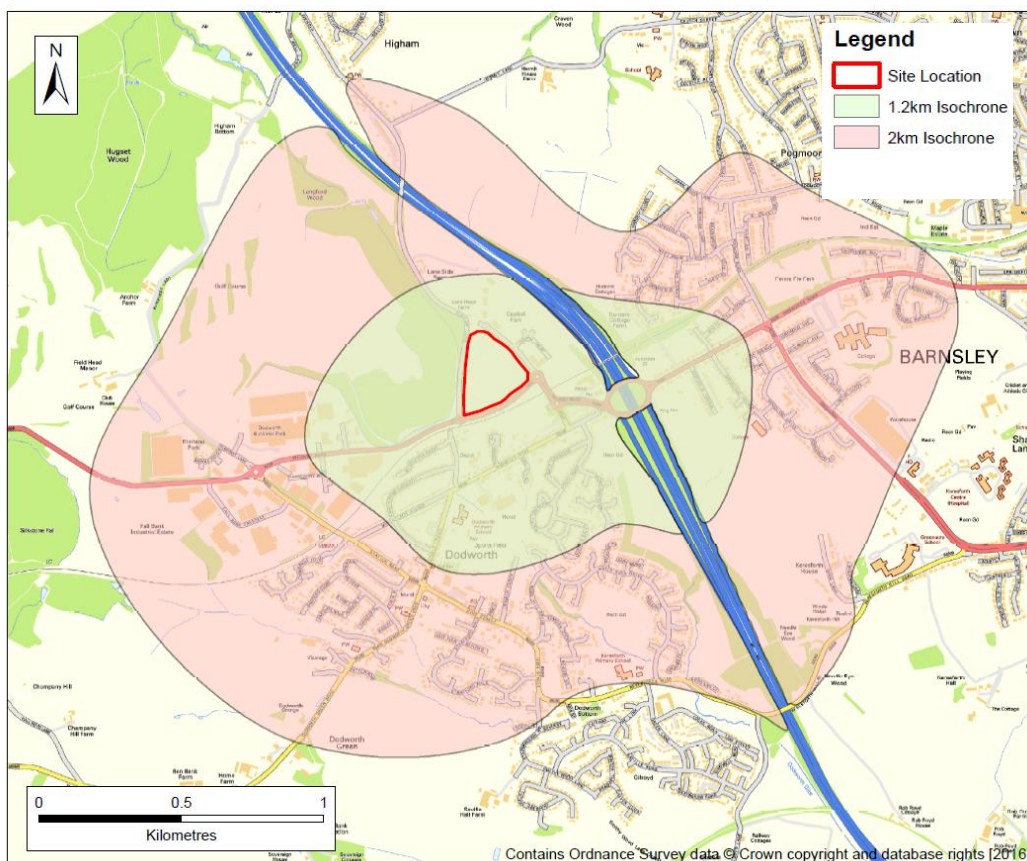
Walking is the most sustainable form of travel due to the positive environmental effects including zero harmful emissions. It also provides distinct health benefits and is the lowest cost form of travel. **Figure 2** illustrates the indicative 1.2km and 2km walking isochrone centred on the site access location.

As indicated in **Table 2**, a distance of 2km considered to be the 'preferred maximum walking distance' for commuting as specified in the Chartered Institution of Highways (CIHT) and Transportation 'Providing for Journeys on Foot' document.

Table 2 – Suggested Acceptable Walking Distance

	Commuting
Desirable	500m
Acceptable	1,000m
Preferred maximum	2,000m

Figure 2 – Indicative 1.2km and 2km Walking Isochrones.



Capabilities on project:
Transportation

Pedestrian Footways along Capitol Close, Whinby Road, through Dodworth Roundabout and then beyond onto Dodworth Road are in very good condition. More specifically within the vicinity of the site there is good footway provision in place along both sides of Capitol Close. This includes dropped kerbs to allow for safe entry across the junction. There is also adequate street lighting provision in place to allow for safe routing at night.

Further down Capitol Close at the roundabout with Whinby Rd there is tactile paving and dropped kerbs in place to allow pedestrians to safely traverse the crossings. All the crossings at this roundabout are unsignalised however there is clear visibility both north and south.

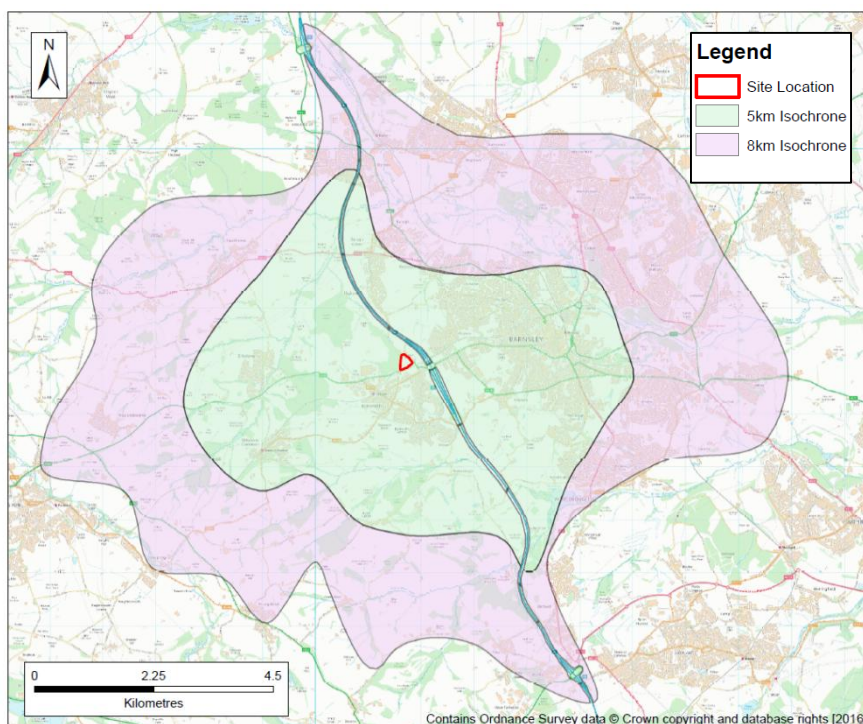
The Whinby Road/B6449 roundabout also has excellent footway provision, dropped kerbs, tactile paving and street lighting provision to allow for safe access for pedestrians crossing through the site. This roundabout also allows for safe crossings for pedestrians wishing to enter the nearby Dodworth housing development along Barnsley Road, as this is the nearest bus stop location to the proposed development site.

Overall the footway provision in place near to and just beyond from the site will allow for safe and easy passage for any potential employee wanting to walk to the site. **Figure 2** indicates there is ample opportunity for any local employee to walk to the site utilising the existing pedestrian facilities instead of using their car.

4.3 Access for Cyclists

Cycling is widely recognised as a sustainable alternative to short car journeys and in particular those of distances less than 8km. Most cycle journeys for non-work purposes and those to rail stations are between 0.5 miles [0.8km] and 2 miles [3.2km], but many cyclists are willing to cycle much further. For work, a distance of 5 miles [8 km] should be assumed. Figure 3 outlines the indicative 5km and 8km cycling isochrones centred on the site access locations.

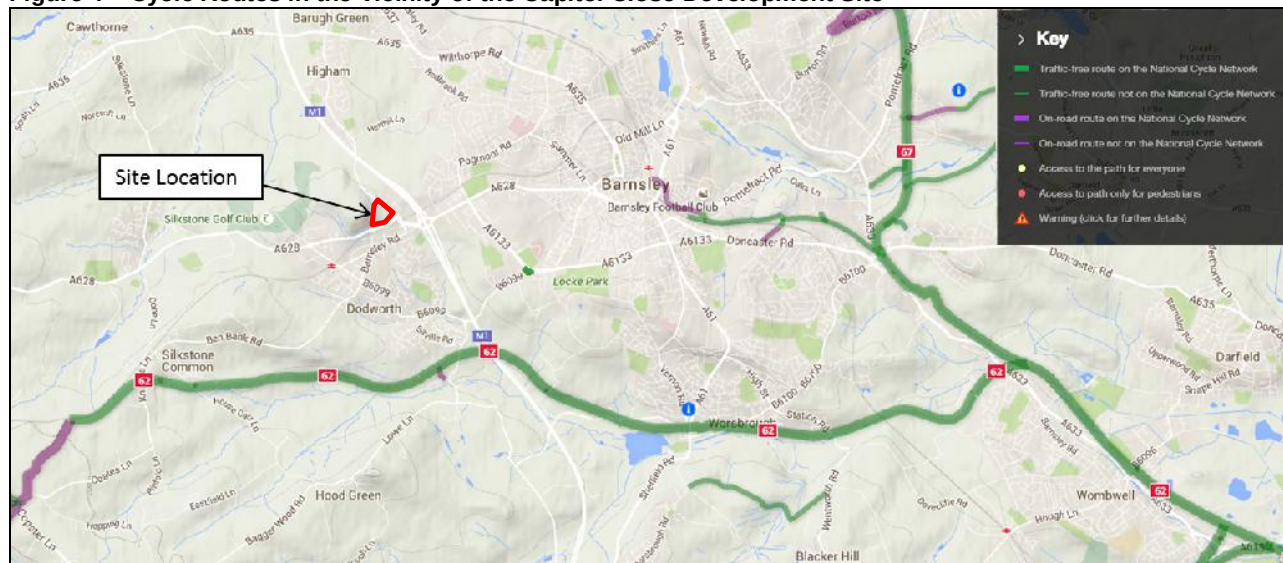
Figure 3 – Indicative, 5km and 8km Cycling Isochrones.



Cycle routes within the vicinity of the site are as shown in **Figure 6**. The cycle routes shown on the figure have been obtained from sustrans online (link: <http://www.sustrans.org.uk/ncn/map/route/route-62>)

Capabilities on project:
Transportation

Figure 4 – Cycle Routes in the Vicinity of the Capitol Close Development Site



As can be observed from the **Figure 4**, the nearest cycle routes runs parallel to the south of the site with clear access available along Ben Bank Road onto Barnsley Road then up onto Whinby Road to the site.

In addition to the cycle network shown, the road speeds of 40mph, 3.5m carriageway widths and proximity of the site to the surrounding residential areas act to encourage cycling as a feasible alternative to making journeys by car. This can be either as a single mode of transport or a multi modal journey including train journeys as both Dodworth and Barnsley train station are relatively close to the site at 1.2km and 3.5km respectively.

Overall it is deemed the cycling facilities around the site are adequate and would allow employees to safely commute to work.

4.4 Public Transport Accessibility

4.4.1 Buses

The nearest bus stop located to the site is approximately 350m to the south of the Capitol Close site access. This bus stop serves the number 20, 21, 21a and 22 bus stops, details of their destinations and frequency and can be seen below in **Table 3**.

The locations of accessible bus stops from the proposed development site are shown in **Figure 5**. Also shown in **Figure 6** is the 400m walking isochrone surrounding the proposed site. This is the preferred maximum distance people would be expected to walk to a nearby bus stop, as detailed in the CIHT's 'Providing for Journeys on Foot' guidance document.

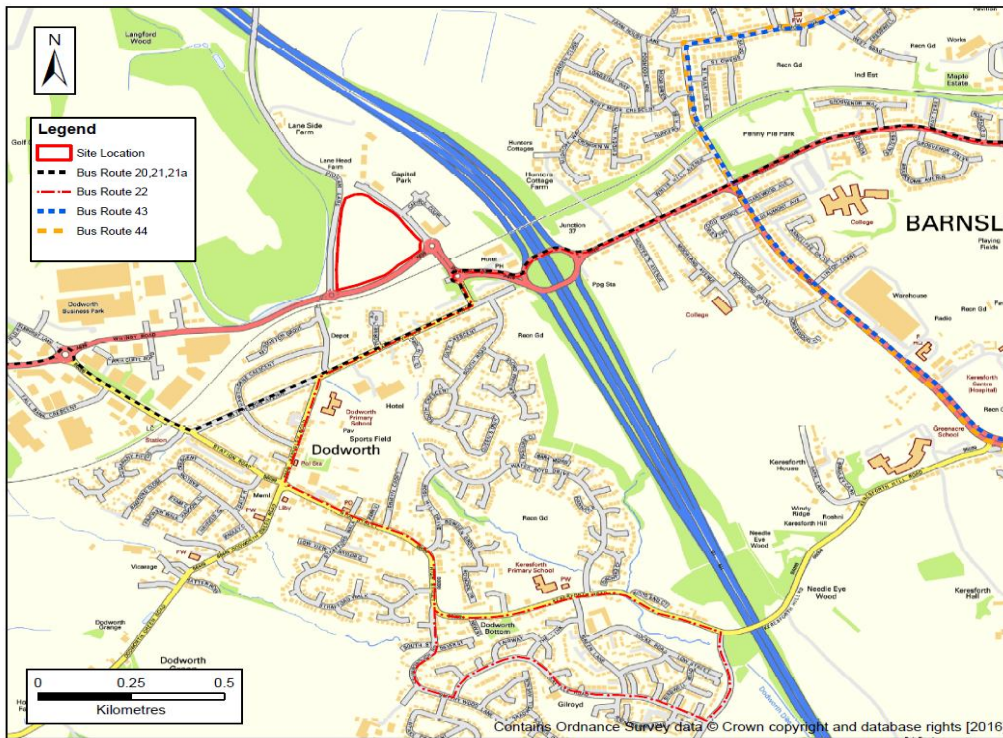
There is one stop within the 400m distance with others on the periphery of this area and also a sufficient amount within 800m of the proposed site.

Table 3 – Dodworth Road and Whinby Road Accessible Bus Services

Service number	Route	Mon-Fri		Sat		Sun	
		Day	Eve	Day	Eve	Day	Eve
20	Barnsley interchange-Pogmoor-Dodworth-Barnsley Road-Silkstone-Hoylandswaine – Peniston Market Place	2/hr	0	1/hr	0	N/A	N/A
21	Barnsley interchange-Pogmoor-Dodworth-Barnsley Road-Silkstone-Oxspring- Penistone	1/hr	0	1/hr	0	N/A	N/A
21a	Barnsley interchange-Pogmoor-Dodworth-Barnsley Road-Silkstone-Oxspring- Penistone Market Place	0/hr	1/hr	0	1/hr	1/hr	1/hr
22	Barnsley Town Centre - Gilroyd	3/hr	0	3/hr	0	N/A	N/A

Capabilities on project:
Transportation

Figure 5 – Local Bus Routes



In summary, the bus facilities within proximity of the site are adequate, with 1 bus stop within 400m.

4.4.2 Trains

With reference to paragraph 6.16 of the CIHT document 'Planning for Public Transport in Development's it is stated that 'people have been found to be willing to walk about twice as far to or from a station than a bus stop; up to about 800m for rail compared to about 400m for a bus'.

The nearest railway facilities to the proposed development site are located in Dodworth and Barnsley. Dodworth station is located 1.2km to the southwest of the site and Barnsley station is located 3.5km to the east of the site.

Dodworth station is therefore just outside the 800m distance people would be willing to walk, however it remains a viable sustainable option.

Both stations could also feasibly facilitate part of a multi-modal journey to / from the proposed site providing access to various destinations.

At Barnsley station there are 24 bicycle storage spaces and a bicycle hire facility. The station provides access to a wide range of services on a local, regional and national scale. Some of the main routes which can be accessed from Barnsley Station are summarised in **Table 4** below.

Table 4 – Barnsley Station Rail Services

Route (Main Stations)	Mon - Fri	Sat	Sun
Sheffield	4/hr	4/hr	2/hr
Leeds	3/hr	3/hr	2/hr
Nottingham	3/hr	3/hr	2/hr

The journey time excluding any disruptions to Sheffield from Barnsley is 25mins and the journey time to Leeds is 36 minutes.

Capabilities on project:
Transportation

Figure 6 – Local Bus Stops and Dodworth Train Station.

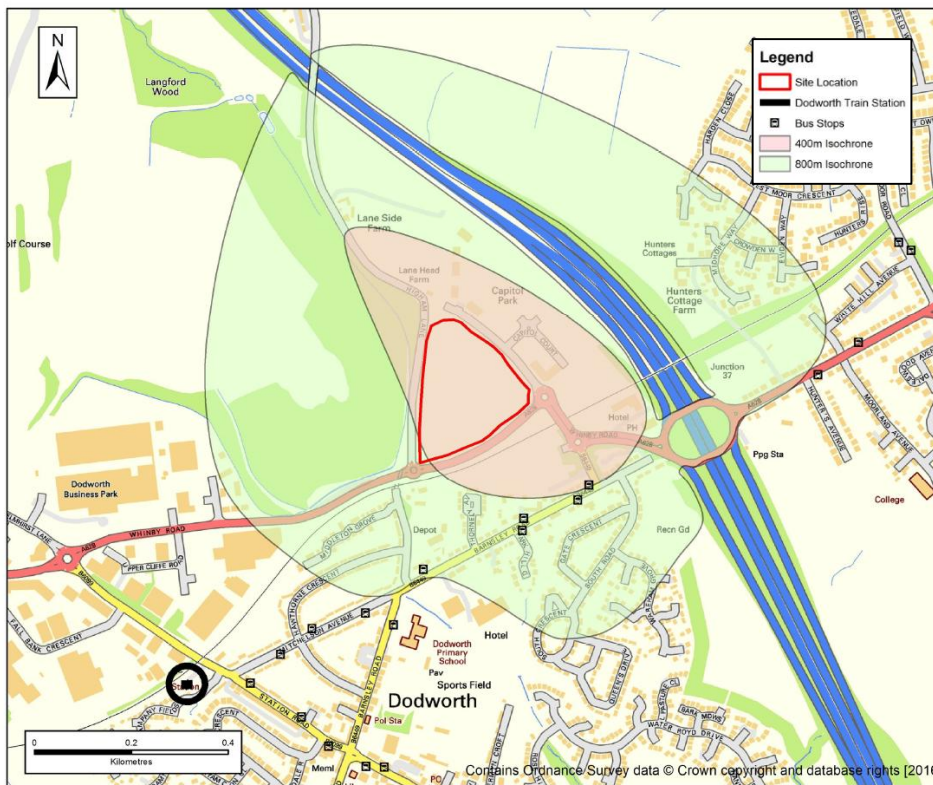


Table 5 – Dodworth Railway Station Timetable

Route (Main Stations)	Mon - Fri	Sat	Sun
Sheffield	1/hr	1/hr	1/hr
Huddersfield	1/hr	1/hr	1/hr

The journey time between Dodworth station and Sheffield is 36 minutes and to Huddersfield is 40 minutes. Using this information it would be realistic to assume that the train could form part of a multi modal trip to work, using both walking and cycling from Dodworth station or cycling and bus from Barnsley station.

4.5 Summary

This section of the report has shown that the proposed development site is situated in a good location for access by sustainable modes.

The site has good pedestrian and cycling facilities, along with easily accessible bus stops that are in close proximity to the site. Cycling and walking could easily form part of a wider multi model journey to work commute.

Aims, Objectives and Targets



5 Aims, Objectives and Targets

5.1 Aims and Objectives

The aims and objectives of this Travel Plan are intended to provide direction in preparing and implementing a strategy for the proposed site, as well as providing the foundation on which targets should be set.

The overarching aims of a Travel Plan are as follows:

- To reduce the usage of single occupancy vehicles by employees and visitors to the site;
- To increase the number of journeys made by alternative sustainable modes of travel, such as walking, cycling, and public transport;
- To monitor regularly the means of travel used by employees and seek to encourage transfer to the most sustainable modes, as achieved through the implementation of this Travel Plan;
- To reduce the environmental impact of those trips that have to be undertaken.

Based on these overarching aims, objectives should be set for the site which include the following:

- To raise awareness and improve perception of sustainable travel options for travel to and from the site;
- To make alternative travel choices more attractive and accessible to employees;
- To encourage the sustainable use of the car through practices such as car sharing;
- To review and improve travel arrangements and information for visitors to the site; and,
- To annually review and update the Travel Plan.

5.2 Targets

To support the objectives of the FTP, the DfT recommend that targets set should be **SMART** (**S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related), as summarised below:

- **Specific:** Target increase / decrease in mode share shown over a set timescale (in this case, for the five year period from occupation of the site);
- **Measurable:** The mode share of staff will be measured and monitored using travel surveys;
- **Achievable and Realistic:** Given the information on preferred travel modes, and general Travel Plan promotion, it is considered that the targets are achievable and realistic; and
- **Time-bound:** The targets are to be monitored on a regular basis and met within five years of the Travel Plan's implementation.

At this time the end occupants of the proposed site are unknown, therefore it is not advisable to set defined targets until the proposed development is fully, or substantially, occupied. However, we can make an informed decision of the current modal split based on information from the 2011 census within the area the proposed site occupies.

Capabilities on project:
Transportation

Table 6 – 2011 Census Modal Splits (Barnsley 019 – E02001527)

Method of Travel to Work (2011 Census)	%
Work from Home	10
Underground, Metro, Light Rail	0
Train	1
Bus, minibus or coach	6
Taxi	0
Motorcycle	1
Car	69
Car Passenger (Car Share)	6
Bicycle	0
Walking	1
Other	1

As shown in **Table 6**, the vast majority of people (69%) currently commute to work using either a single occupancy car or van. Currently only 8% of employees use the bus, train, cycle or walk to work. This information therefore highlights that if implemented effectively the Travel Plan could be used to encourage employees to utilise more sustainable forms of transport to work.

Travel surveys will be undertaken within one year of first occupation of the site in order to establish specific baseline modal choice values. These can then be reviewed, to provide specific and targeted goals for this proposal.

Travel Plan Measures



Capabilities on project:
Transportation

6 Travel Plan Measures

6.1 Introduction

This chapter outlines indicative measures that would be recommended in order to meet the aims, objectives and targets of the Travel Plan. These will specifically seek to address those issues that were identified through analysis of existing policy, site characteristics and travel patterns, which were considered key in further encouraging the uptake of sustainable forms of travel.

6.2 Role of the Travel Plan Coordinator

It is essential that for a Travel Plan to work successfully a suitable person is appointed as the Travel Plan Coordinator (TPC); the TPC for this site will be appointed before first occupation when it is known what companies will occupy the site. Alternatively the role of the TPC can be given to a consultancy instead if there are no willing takers. A budget for the services of the TPC should also be known prior to occupation and this sum will vary depending on how much work the TPC will have to do. It is proposed that the Travel Plan will be a living document, one that is updated when required if the objectives are not being met or you feel that the measures can be improved.

The Coordinator will continue to work to ensure a comprehensive approach to sustainable travel for both employees and visitors to the complex. As just mentioned the TPC will be provided with a budget and resources to assist in the implementation of the measures set out below.

Measure 1: Appoint a TPC to the site

The TPC is responsible for:

Liaising with other TPC's on the site.

Taking a lead on the implementation of Travel Plan measures;

Liaising with external bodies, such as the local authority, in respect of the Travel Plan;

Monitoring the impact of the Travel Plan through a programme of annual travel surveys; and

Identifying where additional Travel Plan measures might be required in order to achieve the objectives and targets.

Employees at the development will be surveyed annually for a period of five years. This will enable the success of the Travel Plan to be monitored and will help to identify any measures which are not as successful, so funding may be more effectively allocated.

The TPC will be responsible for organising and distributing the surveys to employees. The Coordinator will then feedback the results and update the Travel Plan to reflect on the findings and update the TP as required. With the improvement on modern technology the surveys can be undertaken using an online platform to hopefully increase the number of survey responses

Measure 2: The Travel Plan Coordinator will undertake a programmed collection of travel survey data annually for a period of five years.

The TPC will liaise with the Local Authority to understand what support they can offer in the implementation of the Travel Plan.

Measure 3: The Travel Plan Coordinator will liaise with the Local Authority to understand what support can be offered in the implementation of the Capitol Park Travel Plan.

6.3 Marketing & Promotion

The key to the success of any Travel Plan is effective marketing and promotion of the Travel Plan measures. A travel notice board is a particularly important method for distributing information when there is a part-time / full-time employment mix or when access to electronic resources via the internet is not available to all. Literature displayed on the notice boards

Capabilities on project:
Transportation

will include information leaflets, from a range of sources such as Travelwise and public transport operators. It will highlight local bus and cycle routes, details of taxi facilities, Liftshare car share scheme, together with details of how to take-up particular Travel Plan measures. The associated health and financial benefits will be highlighted as a means to encourage individuals to consider sustainable modes of travel.

Measure 4: Travel information will be displayed and regularly updated on notice boards within an employee area within the site i.e. break room/cafeteria.

The Travel Plan Coordinator will be responsible for the development of sustainable travel information for inclusion within Travel Plan packs. People are most likely to make a change in travel habits to coincide with life events such as starting a new job. Providing employees with information regarding their travel options before they commence work at the development site increases the potential to influence the way they access their workplace. Therefore, travel options will be prior to occupations, with packs being provided to newly appointed employees. The packs, which will be sent to employees in advance of their start date, will include:

- Public transport information for services that can be used to access the development site;
- Details of car share schemes;
- Cycle route plans; and
- Pedestrian route plans.

Measure 5: All new employees will be provided with a Travel Plan pack, detailing how they can travel to work by means other than the private car. Personalised journey plan advice from the Travel Plan Coordinator will also be available to any new employees who may join after first occupation of the site.

Pre-arranged visitors to the development site will be provided with travel information in advance, highlighting the opportunities for public transport and car sharing particularly.

Measure 6: All pre-arranged visitors to the site will be provided with information pertaining to alternative modes of travel to the site.

A range of national / local events will be promoted by the TPC. The TPC will source materials from organisers (e.g. Bike Week, Walk to Work Week).

Measure 7: The Travel Plan Coordinator will promote national and local sustainable travel events, including the Bike Week, Walk to Work Week and National Liftshare Day.

6.4 Encouraging Walking

Improved health can have a positive impact on the productivity of employees. Information on the cost savings associated with walking (as compared to car use), together with the health and environmental benefits, will be promoted to employees. Information on walking routes and facilities within the area will also be provided to employees – this information will form part of the Travel Plan pack (**Measure 5**) and be provided to employees via a handout.

Measure 8: The health and financial benefits of walking and cycling will be promoted to employees through a variety of means (including the in store travel notice board and induction packs).

Measure 9: The Travel Plan Coordinator will advise staff that a free walking journey planning website is available at www.Walkit.com (it will also be mentioned on the notice board and induction pack)

Capabilities on project:
Transportation

6.5 Encouraging Cycling

Cycling to work reduces car-parking demand, reduces commuting costs and offers significant health benefits.

A key measure to encourage cycling is the provision of cycle parking. This immediately removes a significant barrier to cycling. Cycle parking should be provided as requirement as outlined by the local authority. In this case this will equate to around 55 cycle spaces to be provided at the site. Employers should also be given the opportunity to join the cycle2work scheme to provide relief when purchasing bikes.

Measure 10: The Cycle2Work salary sacrifice scheme will be promoted to all employees by the Travel Plan Coordinator.

Locker facilities are provided within the development site, affording employees the opportunity to walk or cycle into work, with the knowledge there are facilities to development site travel clothes.

Measure 11: Accessible locker facilities available to all members of staff

6.6 Encouraging use of Public Transport

Capitol Park is well served by public transport with bus stops easily accessible near to the site. For encouragement of public transport amongst employees and visitors, maps, written directions and easy to understand timetables are invaluable. The TPC will use the in-development site travel notice boards to publicise public transport information to employees.

Measure 12: Public Transport timetable information will be available for all employees through the travel boards in store and within Travel Plan packs.

Traveline operates a 'Next Buses' tool which, amongst other features, enables users determine the next services at the stop. The tool also allows full timetable information for a stop to be downloaded. The 'Next Buses' tool will be promoted to employees and visitors via the in-development site notice boards and Travel Plan pack.

Measure 13: The 'Next Buses' service for bus information will be promoted to employees and visitors

6.7 Encouraging Car Sharing

Car sharing is an effective method of reducing the number of single occupancy trips, made by employees. The identification of employees with similar work and travel patterns is essential for a successful car sharing scheme.

Liftshare, which is free to join, will be promoted to employees. The scheme is flexible in that employees do not have to share everyday but can identify specific days / times during the week when sharing may be feasible.

Car sharing offers an opportunity to save money and travel in a more sustainable manner for those that are working unsociable hours and may not have access to public transport or may feel unsafe walking or cycling to work.

The Travel Plan Coordinator will promote the availability of the free car sharing match service, <https://southyorkshire.liftshare.com/>. Information will be provided in the Travel Plan Pack and will be displayed in the accessible areas of the development site.

Measure 14: The Travel Plan Coordinator will encourage all employees to register Carshare South Yorkshire at <https://southyorkshire.liftshare.com/>

Information on car sharing will also be promoted to employees via a notice board located near the entrance to the each unit.

Measure 15: The Travel Plan Coordinator will promote the benefits and flexibility of car sharing to employees

Capabilities on project:
Transportation

6.8 Action Plan

It is important for the successful implementation of the Travel Plan that timescales and responsibilities for each measure are clearly identified from the outset. The implementation of the measures herein will be phased in order to reflect the on-going development of the Travel Plan. The Action Plan is provided at the back of this document.

Monitoring and Review



7 Monitoring and Review

7.1 Introduction

Continuous monitoring of the Travel Plan will be undertaken to determine the effectiveness of measures set out in **Section 6**. This section of the Report provides the strategy for the ongoing monitoring and review of the Travel Plan with respect to the objectives, measures and targets herein for a period of five years.

7.2 Monitoring

The most useful means of monitoring is travel questionnaires. Questionnaires will be used to obtain information regarding mode of travel (along with their propensity for modal shift). Repeating these questionnaires over time will show whether the Travel Plan is succeeding in encouraging a greater number of employees to travel more sustainably.

Visitor information will continue to be obtained alongside employee data, with regards to mode choice and home postcode. This data will be collected via a simple full point survey undertaken on a weekday and a weekend.

7.3 Review

Where progress towards targets is slow, the monitoring process allows this to be easily identified. It may be possible to determine particularly effective / ineffective measures, and thereby identify remedial action to get the Travel Plan back on track.

The results of the monitoring exercise will be collated by the Capitol Park Travel Plan Coordinator and incorporated into an annual monitoring report and action plan for the following year. The action plan will contain a programme of measures for the coming year to continue progress towards achieving the Travel Plan targets. The responsibilities for the actions and the dates by which they will be undertaken will be clearly assigned.

The outcomes of the monitoring exercise will be communicated to employees via staff briefing sessions at the start or end of shifts and via the in development site travel notice boards.

Conclusion

8 Conclusion

AECOM has been commissioned by Marshall CDP to produce this Framework Travel Plan for the proposed development at Capitol Park in Barnsley.

It is deemed that this site has good sustainable transport facilities therefore a series of aims and objectives have been set out for the proposed development with the overarching aim to reduce single car occupancy and increase sustainable modes of transport. To help achieve these aims a package of potential measures has been identified to promote sustainable travel to and from the site.

An action plan is provided which can be adapted, as required, to enable the full Travel Plan to become targeted and specific to the needs of the future occupants. Travel Plans are 'living' documents and it will therefore be necessary to appoint a Travel Plan Coordinator to take ownership and control over the Travel Plan to ensure that effective monitoring and compliance when the development has been constructed.

This Framework Travel Plan sets out the basis and requirements of a full, site specific Travel Plan and can be adapted to meet the needs of the future occupants. It is anticipated that the requirements for a full Travel Plan will be subject to planning conditions.

Once full details of the site are known, such as who will occupy the site and the number of staff associated with the development, the TP can be updated to reflect this and a more bespoke Travel Plan can be produced. This will also be the case when the first surveys take place when we will have a baseline modal split to which we can base future targets on sustainable travel.

Appendix A – Action Plan

	Action / Measure	Completion Date	Person Responsible
1	Appoint a TPC to the site.	Before Occupation	Developer
2	The Travel Plan Coordinator will undertake a programmed collection of travel survey data annually for a period of five years.	Annually after occupation	TPC
3	The Travel Plan Coordinator will liaise with Travelwise to understand what support can be offered in the implementation of the Capitol Park Travel Plan.	Before Occupation	TPC
4	Travel information will be displayed and regularly updated on notice boards within a the site.	Before Occupation	TPC
5	All new colleagues will be provided with a Travel Plan pack, detailing how they can travel to work by means other than the private car. Personalised journey plan advice from the Travel Plan Coordinator will also be available to any new employees who may join after first occupation of the site.	Before Occupation	TPC
6	All pre-arranged visitors to the site will be provided with information pertaining to alternative modes of travel to the site.	As required	TPC
7	The Travel Plan Coordinator will promote national and local sustainable travel events, including the Bike Week, Walk to Work Week and National Liftshare Day.	Ongoing updated as required	TPC
8	The health and financial benefits of walking and cycling will be promoted to colleagues through a variety of means	Ongoing updated as required	TPC
9	The Travel Plan Coordinator will advise staff that a free walking journey planning website is available at www.Walkit.com (it will also be mentioned on the notice board and induction pack)	Ongoing updated as required	TPC
10	The Cycle2Work salary sacrifice scheme will be promoted to all employees by the Travel Plan Coordinator.	Before Occupation	TPC
11	Accessible locker facilities available to all members of staff	Before Occupation	Developer
12	Public Transport timetable information will be available for all colleagues through the travel boards in store and within Travel Plan packs.	Ongoing updated as required	TPC
13	The 'Next Buses' service for bus information will be promoted to colleagues and customers within the store.	Ongoing	TPC
14	The Travel Plan Coordinator will encourage all employees to register Carshare South Yorkshire at https://southyorkshire.liftshare.com/	Before Occupation	TPC
15	The Travel Plan Coordinator will promote the benefits and flexibility of car sharing to customers.	Ongoing	TPC