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Interim Travel Plan

Stairfoot Glassworks, Wombwell Lane, Barnsley

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Interim Travel Plan

Stairfoot Glassworks, Wombwell Lane, Barnsley

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Contents

1.	Introduction	3
1.1	Background	3
1.2	Travel Plan Purpose	3
1.3	Travel Plan Overview	3
1.4	Document Structure	4
2.	Proposed Development	5
2.1	Development Proposals	5
2.2	Access	6
2.2.1	Vehicular Access	6
2.2.2	Pedestrian & Cycle Access	6
2.3	Car Parking	6
2.4	Cycle Parking	7
2.5	Servicing and Deliveries	7
3.	Policy and Guidance Review	8
3.1	The National Planning Policy Framework (December 2023)	8
3.2	Barnsley Local Plan (January 2019)	8
3.3	Supplementary Planning Document (SPD): Sustainable Travel	8
3.4	Barnsley Borough Moving from A to B (Transport Strategy)	9
4.	Accessibility and Existing Conditions	10
4.1	Existing Site Operation	10
4.2	Local Highway Network	10
4.3	Public Transport Accessibility	11
4.3.1	Bus Services	11
4.3.2	Rail Accessibility	11
4.4	Pedestrian and Cycle Accessibility	12
4.4.1	Pedestrian Accessibility	12
4.4.2	Cycle Accessibility	12
4.4.3	Public Rights of Way	13
4.5	Accident Analysis	13
4.6	Existing Operation	14
5.	Travel Surveys	16
6.	Aims, Objectives and Targets	17
6.1	Aim	17
6.2	Travel Plan Objectives	17
6.3	Travel Plan Targets	17
7.	Measures	18
7.1	'Hard' Measures	18
7.2	'Soft' Measures	18
8.	Management, Monitoring and Review Strategy	19
8.1	Travel Plan Co-ordinator	19

8.2	Travel Plan User Group	19
8.3	Marketing Strategy	20
8.4	Year 1 Travel Survey	20
8.5	Monitoring	20
8.6	Review	20
8.7	Initial Action Plan	21

1. Introduction

1.1 Background

Ramboll UK Limited (Ramboll) has been commissioned by Potters Ballotini Ltd (the "Applicant") to produce an Interim Travel Plan (ITP) for the proposed development of a waste glass recycling and repurposing facility known as Stairfoot Glassworks ("the proposed development") in Stairfoot, Barnsley, S70 ENS (the site).

The proposed site (Figure 1.1) is located off the A633 Wombwell Road on the former Stairfoot Brickworks site to the southeast of Barnsley and is in an area generally characterised by big-box retail and light industry type units, abutted with green open space and residential areas. The site is brownfield and whilst was used for industrial type activities previously, the site is currently considered vacant / redundant with no activity.

Figure 1.1: Proposed Site Red-Line Boundary



1.2 Travel Plan Purpose

The purpose of a Travel Plan (TP) is to present sustainable travel choices to and from the proposed development, in order to encourage sustainable travel and reduce single occupancy car journeys to/from the site.

1.3 Travel Plan Overview

This Interim Travel Plan aims to manage trips to/from the site, promote walking and cycling as healthy and sustainable modes of travel, and encourage the use of public transport where walking and cycling are not possible.

As the Stairfoot Glassworks development will be a new development, there are no existing staff or site users from whom to establish baseline travel patterns. Therefore, this Interim Travel Plan has been prepared, which will be developed into a full Travel Plan post-occupation. This Interim Travel

Plan therefore identifies, as far as possible, outline aims, objectives and targets for agreement, along with measures to be implemented pre-occupation, and a proposed programme for monitoring and reviewing the Travel Plan. Ultimately, information on travel patterns and traveller opinion, together with local and national planning policy and site-specific information will allow a more comprehensive package of objectives, targets and measures to be constructed within the Travel Plan, in due course.

1.4 Document Structure

The structure of this Interim Travel Plan is as follows:

- **Chapter 2: Proposed Development** – provides details of the proposed development including physical measures built-in to the site which will facilitate sustainable travel choices.
- **Chapter 3: Policy and Guidance Review** – reviews documents relevant to Travel Planning.
- **Chapter 4: Accessibility and Existing Conditions** – provides an audit of the site's accessibility and existing conditions.
- **Chapter 5: Travel Surveys** – sets out an agenda for the travel survey.
- **Chapter 6: Aims, Objectives, Targets and Indicators** – sets out the Travel Plan aims and objectives and provides details of the targets and indicators against which the effectiveness of the Travel Plan will be measured.
- **Chapter 7: Measures** – details the specific package of Travel Plan measures proposed, including the marketing strategy which will ensure early and continuous awareness of the measures.
- **Chapter 8: Management, Monitoring and Review Strategy** – provides details of the management, monitoring and review strategy for ongoing implementation of the Travel Plan, including appointment of a Travel Plan Co-ordinator.

2. Proposed Development

2.1 Development Proposals

The proposed development will be a glass and metal recycling facility and is being developed to enable the applicant to amalgamate two existing sites into one purpose-built facility.

The proposed works include the construction of a clad building for internal processing works, construction of a workshop and admin office and construction of a gatehouse, external cullet bays, external processing area, lorry park, storage areas, car park and access.

The building footprint will cover 3,067sqm (33,017sqft) of GIA and will be split into the following areas as shown in Table 2.1.

Table 2.1: Building Footprint

Building Area	sqm	sqft
Internal Processing	2,739	29,486
Workshop	162	1,744
Admin Office	144	1,551
Gatehouse	22	236
Total Area	**3,067**	**33,017**

The proposed development will be operational Monday to Friday with no weekend working. Operational hours for the proposed development will be from 07:00 in the morning until 19:00 in the evening. HGV drivers will arrive early from 01:00 to start the early morning skip truck collections and site operatives and office/admin staff will start to arrive on site from 07:00 when the main site buildings open, with the last staff departing at 19:00.

The proposed site plan in Appendix 1 shows that the site is split between the large internal processing building and workshop in the centre of the site, the external cullet bays (for picking and screening cullet) to the northwest of the site, HGV parking in the lorry park to the east of the processing building and the car park and admin office to the south of the processing building.

2.2 Staff Numbers

The proposed development will employ 25 operational staff who will oversee the day-to-day operation of the site. The staff will be split between HGV drivers, site operatives and office/admin staff, as detailed in Table 2.2. This proposed level of staffing is 3 more staff than the existing operation (22 staff).

Table 2.2: Operational Staff Breakdown

Employee Type	Number of Employees	Typical Shift Duration	Typical Shift Hours
Lorry Drivers	8	10 hours	01:00-04:00 to 13:00-16:00
Operatives	12	8 hours	07:00-10:00 to 15:00-18:00
Office/Admin Staff	5	8 hours	07:00-09:00 to 15:00-17:00
Total Staff	**25**		

2.3 Access

2.3.1 Vehicular Access

Vehicular access will be taken off Wombwell Lane via an existing priority junction and short access road that will be improved to accommodate safe HGV access/egress to and from the site. All non-staff will require clearance from the Gatehouse (as shown as '4' on the proposed site plan in Appendix 1).

Once through the security gate, all staff and visitor vehicles will be able to enter the proposed staff and visitor car park to the east of the main entrance via a dedicated vehicle access. All other vehicles entering the main site to the north will be required to enter through the Gatehouse, where all large HGVs will be weighed in and out on the site weighbridge.

2.3.2 Pedestrian & Cycle Access

The proposed development will be accessed by pedestrians and cyclists via a dedicated pedestrian gate and entrance to the south of the admin block, to the southeast of the main vehicular access (as shown as '11' on the proposed site plan in Appendix 1). Staff will enter via a fob system and all non-staff will require clearance from the Gatehouse.

The proposed development will provide high quality pedestrian and cycling infrastructure throughout the site allowing the development to be accessed by people using sustainable forms of transport.

As shown on the proposed site plan, the development will provide safe pedestrian walking routes around the site, with pedestrian/cycle crossings across the main site car park and access road through the Gatehouse.

2.4 Car Parking

The proposed development will provide a total of 33 car parking spaces for staff and visitors (shown as '2' the proposed site plan in Appendix 1) in accordance with BMBC parking standards to the southeast corner of the site, of which 30 spaces will be standard spaces and three will be disabled space. Of the 30 standard spaces, three will have electric vehicle (EV) facilities and of the three disabled spaces, one space will have EV facilities.

2.5 Cycle Parking

The proposed development will provide 12 cycle parking spaces for staff and visitors, in the form of 'Sheffield' stands within a covered and secure cycle parking shelter.

The cycle shelter will be located on the western side of the admin office building (shown as '16' on the proposed site plan in Appendix 1).

2.6 Servicing and Deliveries

All servicing and deliveries will be undertaken within the site car park to the north of the admin building.

Operational deliveries will occur sporadically throughout the day avoiding peak traffic hours on the local highway network and access to the car park will be made via the main vehicular entrance. Once in the car park, delivery or servicing vehicles can turn and drop-off/pick-up within the hammerhead located at the eastern end of the car park.

The bin stores will be located on the eastern elevation of the admin building in the car park (shown as '7' on the proposed site plan in Appendix 1). Refuse vehicles will be able to access the bins by driving into the car park in forward gear and manoeuvring into the hammerhead at the eastern end of the car park, where the refuse vehicle can park, pick-up the waste, turn around and depart the site via the main entrance. Refuse vehicles can enter the site and car park safely without having to access the main interior site through the Gatehouse.

All servicing and deliveries attributed to the glass production can be accommodated within the main interior site through the Gatehouse.

3. Policy and Guidance Review

3.1 The National Planning Policy Framework[1] (December 2023)

At the national level, the key relevant policy consideration is the National Planning Policy Framework (NPPF), updated in September 2023. It sets out the Government's planning policies for England and how these are expected to be applied. The NPPF constitutes guidance for local planning authorities and decision-makers both in drawing up plans and as a material consideration in determining applications.

Paragraph 113 of the NPPF states that all developments which generate significant amounts of movement should be required to provide a Travel Plan. Paragraph 112 states that applications for development should:

- Give priority first to pedestrian and cycle movements and facilitate access to high quality public transport.
- Create places which minimise the scope for conflicts between pedestrians, cyclists and vehicles, and avoid unnecessary street clutter.
- Allow for the efficient delivery of goods, and access by service and emergency vehicles.

3.2 Barnsley Local Plan (January 2019)

Policy T3 of the Local Plan states that:

"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 set out in the relevant Supplementary Planning Document;*
- *Provide a transport statement or assessment in line with guidance set out in the National Planning Policy Framework and guidance including where appropriate regard for cross boundary local authority impacts; and*
- *Provide a travel plan statement or a travel plan in accordance with guidance set out in the National Planning Policy Framework including where appropriate regard for cross boundary local authority impacts. Travel plans will be secured through a planning obligation or a planning condition."*

Policy T4 states that "*New development will be expected to be designed and built to provide all transport users within and surrounding the development with safe, secure and convenient access and movement."*

3.3 Supplementary Planning Document (SPD): Sustainable Travel

The objective of this SPD is to ensure that the accessibility of new development via public transport, walking and cycling is acceptable in order to promote sustainable transport and active travel and where possible enhance the safety, efficiency, and sustainability of the transport network to meet Barnsley MBC's economic, health and air quality aspirations.

[1] https://assets.publishing.service.gov.uk/media/65a11af7e8f5ec000f1f8c46/NPPF_December_2023.pdf

The proposed development is located within the Accessibility Improvement Zone in the east of the borough and according to the SPD, this Zone is a focus for transport investment to improve connectivity and support economic growth.

Further, where levels of accessibility through public transport, cycling and walking are unacceptable, it is expected that developers will take action or make financial contributions in accordance with policy I1.

3.4 Barnsley Borough Moving from A to B (Transport Strategy)

Barnsley's Transport Strategy[2] is closely aligned with the Barnsley 2030 Vision and outlines Council's commitment to improving transport options for every member of the community and to reducing the negative impacts of travel on the borough.

The objectives and commitments as set out in Barnsley's Transport Strategy are:

- To Transform the Streets and Places to Enable an Increase in Cycling and Walking

  Commitments
  - To increase cycling throughout the borough and secure the necessary funding to make it happen.
  - To make walking a much more attractive and accessible option for trips less than 2 miles.
  - To increase accessibility and mobility in Barnsley by public transport through securing new services, more capacity and greater service frequencies or appropriate routes from Public Transport Operators.

- Support Economic Growth and Regeneration

  Commitment
  - To achieve the best deal for Barnsley when new development occurs in terms of sustainability, accessibility and financial contributions to transport investment.

- Reduce conventional vehicular trips on the network, for journeys of less than 2 miles.

[2] https://www.barnsley.gov.uk/media/22023/barnsley-transport-strategy.pdf

4. Accessibility and Existing Conditions

This section provides a review of the existing transport setting associated with the proposed development site.

4.1 Existing Site Operation

An aerial image of the proposed development site is shown in Figure 4.1, illustrating the existing use. The site has a total area (red line boundary) of 6.39 hectares.

Figure 4.1: Existing Site Use



Source: Google Maps

The site was last in operational use as the Stairfoot Brickworks which were operated by Hanson Building Products Ltd until the site's closure in 2008/2009. Since then, all buildings on the site have been demolished.

4.2 Local Highway Network

The site is currently accessible off A633 Wombwell Lane, which is a lit single carriageway road subject to a 40mph speed limit with parking restrictions on both sides of the road. The A633 Wombwell Lane forms a strategic link between Barnsley (to the north) and Rotherham, some 12km further south.

To the north-west of the site sits a major signal-controlled intersection of the A633 (Barnsley to Rotherham) and the A635 (Barnsley to Doncaster) with the B6100 (a more local route linking to the A61 to the west). This junction is known locally as "Stairfoot Roundabout" and is subject to severe congestion at various times of the week, especially during the peak network hours as well as other periods coinciding with the operation of nearby retail outlets.

Between the site and Stairfoot roundabout is a further signal-controlled junction, which provides access to the Tesco Supermarket and several other major retail outlets. The A633 around this point and south towards Wombwell, similarly suffers from peak hour congestion.

4.3 Public Transport Accessibility

4.3.1 Bus Services

Table 4.1 presents the maximum walking distance to bus stops in urban areas, as recommended in the "Buses in Urban Developments (20218)[3]" report prepared by the Institution of Highways and Transportation in January 2018.

Table 4.1: Recommended Maximum Walking Distances to Bus Stops

Urban Location	Maximum walking distance
Core bus corridors with two or more high-frequency services	500 metres
Single high-frequency routes (every 12 minutes or better)	400 metres
Less frequent routes	300 metres
Town/city centres	250 metres

The nearest bus stops to the proposed development are located approximately within 50m of the main entrance of the site, on both sides of Wombwell Lane and therefore well within the recommended walking distances to bus stops presented in Table 4.1.

Table 4.2 summarises the frequencies of the bus services provided at the bus stops close to the proposed development main entrance.

Table 4.2: Local Bus Service Information

Stop	Approx. Walk from Site	Service Number	Route	Approximate Maximum Daytime Frequency (mins)		
				Mon – Fri	Sat	Sun
Wombwell Lane / Caulk Lane	50m	X20	Barnsley Bus/Rail Interchange - Wombwell - Old Moor - Manvers - Mexborough - Conisbrough - Warmsworth – Doncaster Bus/Rail Interchange	60mins (07:22 – 18:07)	60mins (07:19 – 18:07)	N/A
		22X	Rotherham Bus/Rail Interchange – Parkgate - Rawmarsh – Manvers - Wath Upon Dearne – Wombwell – Brampton – Barnsley Bus/Rail Interchange	15mins (06:22 – 23:30)	20mins (06:31 – 23:28)	60mins (08:47 – 23:28)
		226	Barnsley Bus/Rail Interchange – Stairfoot – Wombwell - Wath upon Dearne - Bolton upon Dearne – Goldthorpe - Thurnscoe	30mins (06:32 – 23:32)	30mins (06:30 – 23:32)	60mins (08:36 – 22:36)

4.3.2 Rail Accessibility

Barnsley and Wombwell train stations are the nearest stations to the site located approximately 4.1km and 3.5km respectively. Barnsley train station can be reached from site via all three bus services stopping at the bus stop on Wombwell Lane close to the site entrance. The X20 bus

[3] CIHT - BUSES BROCHURE 2018_cs4.indd

service also provides access to Doncaster rail/bus interchange and the 22X bus service provides access to Rotherham rail/bus interchange.

Rail services operate frequently through Barnsley station. Northbound services connect to Leeds and Huddersfield, whilst southbound services to Sheffield, Nottingham and Lincoln Central. Services at Wombwell station currently run to Sheffield and Huddersfield on the Penistone Line and Leeds via Wakefield Kirkgate and Castleford on the Hallam Line respectively. A single southbound service runs to Nottingham on Saturday mornings only at 06.22.

4.4 Pedestrian and Cycle Accessibility

4.4.1 Pedestrian Accessibility

Pedestrian footways are present of both sides of Wombwell Lane. The nearest crossing facility to the site is located 150m north of the site entrance on Wombwell Lane and is an informal crossing with dropped kerbs, tactile paving and a traffic island. A formal staggered pedestrian crossing facility is provided at the signalised junction approximately 270m to the north of site entrance. Both pedestrian crossing facilities provide access to the retail developments on the western side of Wombwell Lane.

4.4.2 Cycle Accessibility

National Cycle Network Route (NCNR) 67 runs along the northern boundary of the proposed development. NCNR 67 runs from Long Whatton near Loughborough to join National Route 71 near Northallerton in Yorkshire. Figure 4.3 shows a map extracted from Systrans website[4].

No cycling facilities are provided on Wombwell Lane.

Figure 4.3: National Cycle Network Route 67

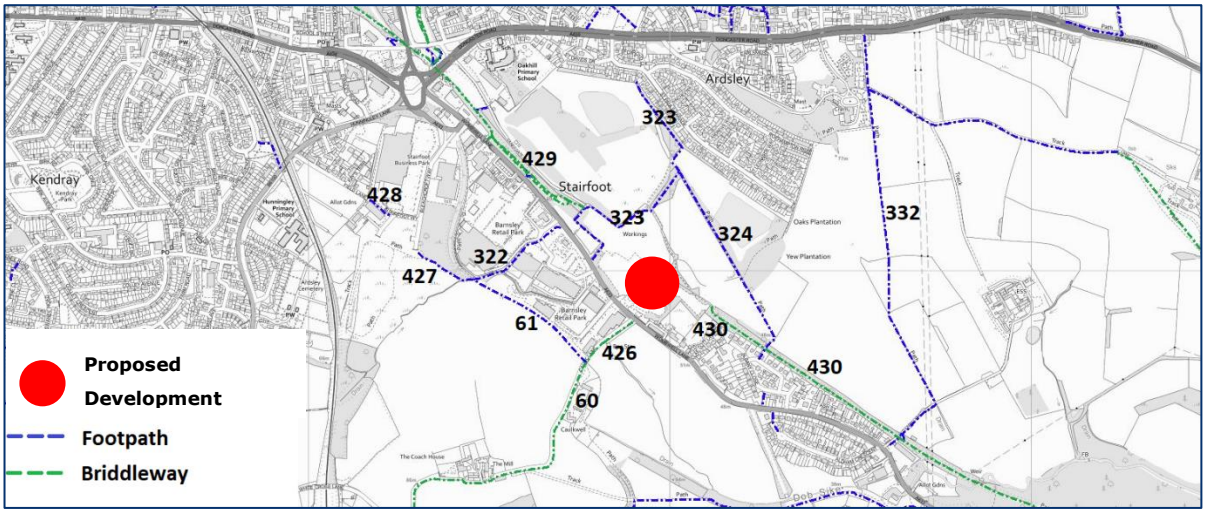


[4] https://explore.osmaps.com/?lat=53.540588&lon=-1.431261&zoom=15.2048&style=Standard&type=2d&overlays=os-ncn-layer

4.4.3 Public Rights of Way

A well-connected Public Right of Way (PRoW) network in the form of footpaths and bridleways run close to the site, as shown in Figure 4.4.

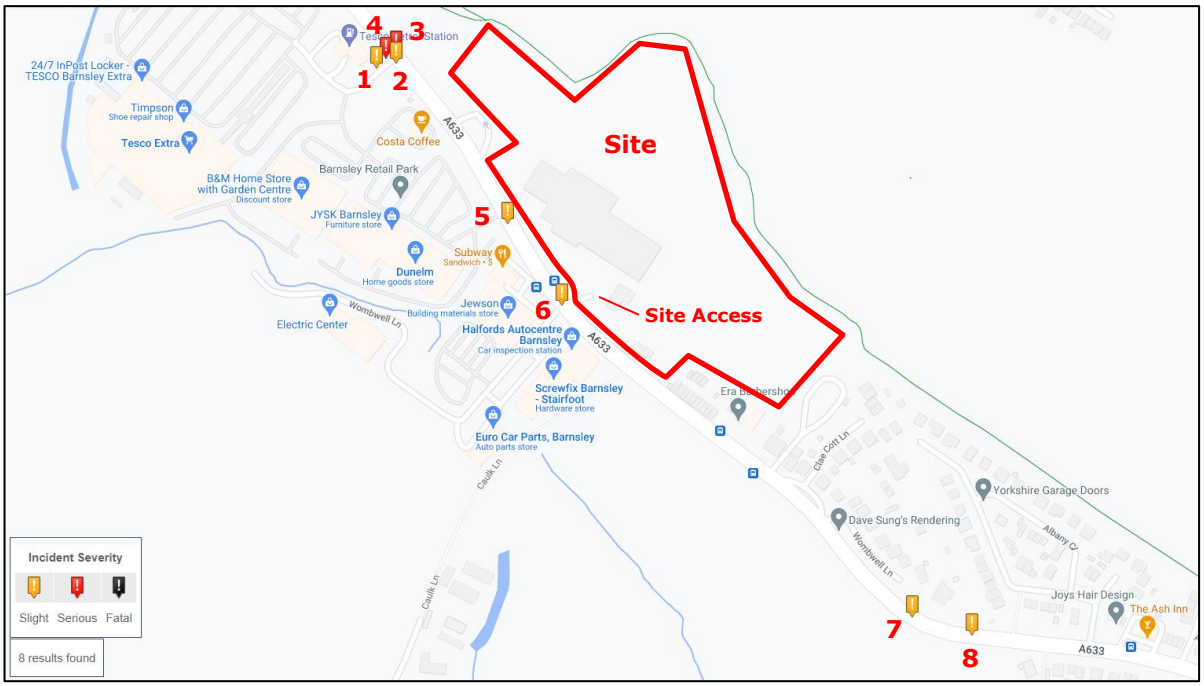
Figure 4.4: Nearby PRoWs



4.5 Accident Analysis

To determine the safety of the existing highway in the vicinity of the proposed development, a review of the collision database 'Crashmap' has been undertaken for the latest 5-year period (2017-2021).

Figure 4.5: Crashmap Review



Source: Crashmap.com

The Crashmap review, shown in Figure 4.5, highlights eight incidents have occurred close to the proposed development over the latest 5-year period, of which six incidents were slight, two were serious and none were fatal. Details of the serious incidents are as follows:

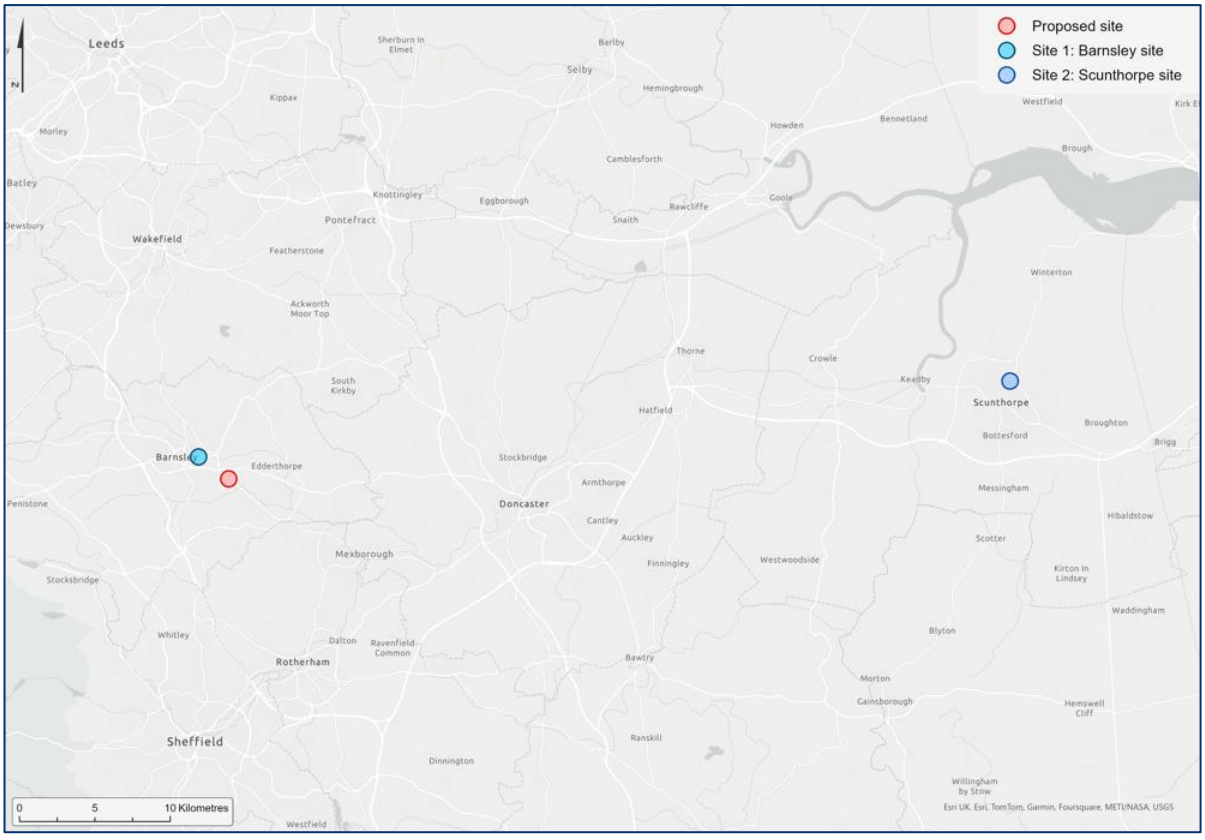
- **Incident Three (Serious)** – occurred at the A633/Tesco Extra signal junction on 20/08/2018 and involved two vehicles and had one casualty.
- **Incident Four (Serious)** – occurred at the A633/Tesco Extra signal junction on 20/12/2021 and involved two vehicles and had one casualty.

Review of the above incident's highlights that all the accidents close to the proposed Site access occur along the A633, with one slight incident happening at the Site access/A633/Wombell Lane junction, which is a four-arm priority junction providing access to DIY businesses to the south of the A633. There is a cluster of four incidents (two slight and two serious) to the north of the proposed Site at the Tesco Extra Access Road/A633 junction with the remaining three incidents occurring along the A633.

Review of the number and severity of these incidents over the latest five years suggests there are no safety concerns at the Site Access or close to the site as there has only been 8 incidents of which six were slight and two were serious (both occurring to the north of the site at the Tesco Extra Access Road/A633 junction), which would suggest it is appropriate in highways safety terms to accommodate the existing levels of vehicle activity.

4.6 Existing Operation

Figure 4.6: Existing Site Locations



Currently the Applicant operates their Barnsley operation across two sites, the main site is in the Hoyle Mill area of Barnsley and the other site is the Ings Environmental Processing facility at Groveport, Scunthorpe. Both sites employ 22 staff in total, with 16 staff working at the Barnsley site and 6 staff working at the Scunthorpe site.

As shown in Figure 4.6, the Barnsley site (Site 1) is located to the east of Barnsley city centre, approximately 3.2km to northwest of the proposed site and the Scunthorpe site (Site 2) is located to the northwest of Scunthorpe town centre, approximately 70km to the east of the proposed site.

The Barnsley site is used to collect raw material for glass from suppliers from around the country and then this material is size segregated and then shipped to the Scunthorpe site via Bulk Tippers to be processed. Once at the Scunthorpe site the raw materials are processed, removing the waste, the crushed cullet (recycled glass) is then loaded onto bulk tipper trucks ready for delivery to customers around the UK.

During the process of transporting the material between the two sites, approximately 304,000 HGV miles are created across a typical year equating to approximately 530,790kg of CO2 emissions. This is one of the main reasons for creating the proposed development, as the new facility will consolidate the operations of both sites in one purpose-built facility, thus removing the need for HGV trips between the sites and subsequently removing vehicle miles, emissions, traffic and congestion from the local and national road network.

5. Travel Surveys

The proposed development represents a new development on a vacant site, so there is no baseline travel survey data of staff. Ultimately, a travel survey of the site occupants will inform the development of meaningful targets as the Travel Plan develops. In order for a survey to be representative and beneficial for development of a Travel Plan, a substantial number of staff will need to have occupied the site.

It is proposed, therefore, that an initial survey of permanent site occupants should be carried out within three months of the development reaching 75% occupancy. This balances the requirement to acquire survey data as soon as possible, with the need for the survey to be carried out with the site sufficiently occupied.

The travel survey should, as a minimum, collect the following information for each staff member:

- Usual mode of travel to / from the site.
- Home postcode and distance travelled.
- Usual arrival / departure times.
- Attitudes to travel (e.g., reasons for travel choices, willingness to consider sustainable modes).

The Travel Plan should then be updated within three months of the surveys being undertaken.

A full survey of all site occupants should be carried out every two years thereafter, as a means of regularly updating the Travel Plan.

6. Aims, Objectives and Targets

6.1 Aim

The aim of the Travel Plan is to demonstrate, encourage and enable sustainable, safe and effective travel for staff to and from the site.

6.2 Travel Plan Objectives

The Travel Plan aim is to be achieved through the following objectives:

1. By ensuring good accessibility to the site by non-car modes; removing barriers, both perceived and actual, to walking, cycling and using public transport.

2. By increasing understanding among staff of the travel options that are available to them, by marketing and raising awareness of the Travel Plan and its purpose.

3. By providing information to allow staff to understand the benefits of sustainable transport; actively promoting non-car travel choices and car sharing.

6.3 Travel Plan Targets

The targets for this Travel Plan link to the aims and objectives of the Travel Plan and enable the measurement of progress by being SMART: Specific, Measurable, Achievable, Realistic and Time bound.

Due to the proposed development not yet being occupied, the targets presented here should be seen as preliminary targets to be aligned more closely with the specific requirements of the site once travel survey data has been collected. It will be important to check at the first and subsequent reviews that the targets are achievable yet stretching.

The preliminary targets (Table 6.1) have been set for the planned opening of the proposed development. Through the travel survey, following occupation of the proposed development, it will be possible to finalise the targets, fix specific dates, and update the Travel Plan.

Table 6.1: Preliminary Interim Travel Plan

Target No.	Target
1	5% reduction in car journeys to/from the proposed development within one Travel Plan cycle (2 years). Based on the travel survey as the baseline.
2	5% increase of journeys made by sustainable modes (as a main mode) to/from the proposed development within one Travel Plan cycle (2 years). Based on the travel survey as the baseline.

7. Measures

This section outlines measures which will be implemented throughout the site to help achieve the Travel Plan objectives. The measures have been grouped into two types as follows:

- **'Hard'** engineering measures incorporated into the design of the proposed development.
- **'Soft'** measures which will be implemented as part of the proposed development to ensure that sustainable travel is maximised, e.g., marketing and management.

7.1 'Hard' Measures

Physical aspects of the proposed development will influence occupants' travel patterns, thus providing an opportunity to encourage people to travel by more sustainable modes. 'Hard' measures that have been incorporated prior to occupation and funded by the developer to promote sustainable travel are listed below:

- Electric vehicle charging points.
- Safe, secure and convenient cycle parking.
- Notice boards for travel information in foyers or other communal areas where practicable.
- Frontage walking routes around the site, with good lighting and active frontages, to ensure routes are safe, useable and desirable.

7.2 'Soft' Measures

An overview of the site-wide 'soft' measures strategy is set out below:

- Use noticeboards, posters and electronic communications to promote sustainable travel, including the health, cost and environmental benefits of walking/cycling.
- Provide travel-related information to occupants about:
    - The Travel Plan Coordinator and Travel Plan User Group.
    - Local public transport service locations, timetables and cost information within the proposed development common areas.
    - Details of local bicycle loan/hire schemes.
    - Cycle and pedestrian routes, distances and timings to surrounding local and residential areas.
    - Details of cycle facilities within the proposed development.
    - Health benefits of walking, cycling and active travel.
- Introduce a Bike User Group.
- Join a national car share scheme such as 'Liftshare'.
- Introduce a Car Share database, including origin/destination information, to enable staff to share lifts.

Communication of 'soft' measures should begin as soon as site occupancy is confirmed, i.e., prior to occupation wherever possible, in order to promote sustainable travel from the earliest possible time and avoid unsustainable habits becoming ingrained.

8. Management, Monitoring and Review Strategy

8.1 Travel Plan Co-ordinator

To remain fit for purpose and ensure its long-term sustainability, the proposed development will be managed by a nominated a Travel Plan Co-ordinator (TPC). A programme of monitoring and review will be implemented to generate information by which the success of the Travel Plan will be evaluated. This will help to establish whether the agreed objectives and targets are being met. Monitoring and review will be the responsibility of the TPC. The name and contact details of the TPC will be shared with Barnsley Metropolitan Borough Council as soon as possible after their appointment.

The TPC will become the source of advice on a range of transport issues ranging from local bus routes and times to local cycle routes as well as Personalised Travel Planning for staff wanting to use alternative travel modes. Additionally, the TPC will administer measures such as the Car Share database and Bicycle User Group. The primary role will be that of promoting alternative and sustainable travel amongst staff.

The TPC should work closely Barnsley Metropolitan Borough Council and hold meetings to agree strategies and solutions for ensuring the success of the Travel Plan. The TPC will liaise with occupants on a wide range of common travel related issues both on- and off-site such as cycle facilities, altered bus routes or cycle path maintenance. Further specific duties of the role include:

- Liaising with stakeholders.
- Organising collective meetings for reporting information.
- Producing marketing material for the site users.
- Detailing the Travel Plan processes to site users.
- Establishing the individual measures.
- Monitoring the implementation of the plan.
- Reviewing the Travel Plan.
- Answering questions as they arise.

8.2 Travel Plan User Group

A Travel Plan User Group will be set up by the TPC. This will be composed of staff/occupants and stakeholder representatives who will be invited to attend meetings of the User Group as required. This group will inform and action the continued development and monitoring of the Travel Plan through the regular review process, bring to light concerns, views and issues regarding travel and consider possible improvements to the Travel Plan.

The purpose of meetings of this group, to be held at least annually, including prior to the travel survey and subsequent review of the Travel Plan, will be to:

- Discuss the effectiveness of the Travel Plan and possible ways of improving its deliverability as required.
- Consider progress towards achieving Travel Plan Targets.
- Generate discussion about new or extended measures and initiatives, to help achieve the agreed targets.
- Provide an opportunity to discuss transport related issues that might be addressed through the Travel Plan.

8.3 Marketing Strategy

For the Travel Plan to work effectively it is important that all the incentives are well promoted across the site. New staff should be made aware of the Travel Plan measures through a Welcome Pack. This will be the responsibility of the Travel Plan Coordinator (TPC) and will include:

- Introduction to the Travel Plan and what it means for staff.
- Point of contact for information on current travel choices to the site (i.e., Travel Plan Coordinator).
- Information on the key walk, cycle and public transport routes between the site and nearby residential areas and key public transport interchanges.
- Information on the measures introduced as part of the Travel Plan, such as the Car Share database and priority Car Share parking, cycle facilities and Bicycle User Group.
- Contact details for the Travel Plan Coordinator.

8.4 Year 1 Travel Survey

The Travel Plan will explore travel patterns to / from the proposed development through detailed travel surveys. A travel survey will endeavour to be undertaken within 6 months of 75% occupancy to be representative and beneficial.

The purpose of a travel survey of occupiers is to inform the further definition of meaningful targets and data obtained from this process and will inform the evolution of this document into a Travel Plan.

Information from the travel survey will allow the Travel Plan to contain targets and measures which are realistic, site specific and attainable. These measures should comply with the Aims and Objectives of the Travel Plan set out in Section 6 and encourage non-car transport usage. A travel survey should then be carried out every 2 years thereafter for an initial period of five years as a means of regularly updating the Travel Plan.

8.5 Monitoring

The TPC will be responsible for monitoring the Travel Plan on a biennial basis for an initial period of five years, with ongoing monitoring frequency to be agreed. The travel survey will be conducted in Years 1, 3 and 5. The Year 3 and 5 travel surveys will be consistent with the travel survey conducted in Year 1, to allow targets to be tracked and subsequently revised. Results of each travel survey will be available to the applicant within one month of the surveys end date.

8.6 Review

It is proposed the Travel Plan will be reviewed by the TPC in Years 1, 3 and 5 alongside the travel survey, or sooner should significant changes occur to the site, occupation or travel mode options.

The results of the review will indicate whether the measures and incentives introduced are achieving the required targets, or if sustainability objectives are not being met. Where targets are not being achieved the measures and incentives can be reviewed and adjusted accordingly, as well as the potential introduction of new initiatives managed through the Travel Plan. The key points arising from the survey and review will be communicated to site occupants via information boards in communal areas, electronic communications, and the Travel Plan User Group.

Once approved, any changes to the Travel Plan, in particular to targets, must be made in agreement with BMBC.

8.7 Initial Action Plan

Table 8.1 shows an example of the proposed Travel Plan Action Plan, with timescales being illustrative only, subject to confirmation of the actual opening date. The rest of the Action Plan will be updated thereafter with more specific dates/months/years.

Table 8.1: Initial Travel Plan Action Plan

Year	Travel Plan Activity	Timescale	Responsibility
1	Appoint Travel Plan Co-ordinator	Pre-occupation	Site occupier
	Prepare travel information for welcome pack. Distribute prior to occupancy to all staff	Pre-occupation	Travel Plan Co-ordinator
	First Occupation	Occupation Month	Developer
	Set up Travel Plan User Group	Occupation Month	Travel Plan Co-ordinator
	Undertake first Travel Survey	1 month after occupation	Travel Plan Co-ordinator
	Submission of survey results (within one month of survey end)	2 months after occupation	Travel Plan Co-ordinator and Travel Plan User Group
	Update Travel Plan according to survey results	Month 2-3 after occupation	Travel Plan Co-ordinator and Travel Plan User Group
	Submit Travel Plan to BMBC	Month 3 after occupation	Travel Plan Co-ordinator and Travel Plan User Group
3	Undertake Travel Survey (Year 3)	TBC	Travel Plan Co-ordinator
	Submission of survey results (within one month of survey end)	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Update Travel Plan according to survey results, including revised targets	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Submit Travel Plan to BMBC	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Promote Travel Plan to staff, and implement action plan	TBC	Travel Plan Co-ordinator and Travel Plan User Group
5	Undertake Travel Survey (Year 5)	TBC	Travel Plan Co-ordinator
	Submission of survey results (within one month of survey end)	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Review Travel Plan against survey results, including targets	TBC	Travel Plan Co-ordinator and Travel Plan User Group

	Prepare 5-year review of Travel Plan	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Submit 5-year review of Travel Plan	TBC	Travel Plan Co-ordinator and Travel Plan User Group
	Consult with BMBC to conclude this Travel Plan cycle and consider requirement for future Travel Plan cycles	TBC	Travel Plan Co-ordinator

Appendix 1
Proposed Site Plan

a1



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SCHEDULE OF AREAS

Gross Internal Areas

Processing Building:	2739.3 m² / 29,486 sqft
(excluding external covered loading area of 788.8 m² / 8491 sqft)	
Workshop:	162.0 m² / 1744 sqft
Admin Building:	144.1 m² / 1551 sqft
Gatehouse:	22.0 m² / 236 sqft
Total GIA	3067.4 m² / 33,017 sqft

Site Development

Building Footprints (Gross External Areas)

Process Building:	3664.1 m² / 39,440 sqft
(including external covered loading area)	
Workshop:	185.5 m² / 1997 sqft
Admin Building:	160.2 m² / 1724 sqft
Gatehouse:	30.5 m² / 328 sqft
Total Footprint:	4040.3 m² / 43,489 sqft
Site area (red boundary):	63,872.5 m² / 6.39 ha / 15.8 acres
Development density:	6.3 % (total footprint / site area x 100)

Parking

Car parking spaces:	27
Disabed spaces:	3
EV spaces:	3
Total car parking spaces:	33
Lorry parking spaces:	12
Cycle spaces:	12

SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following risks and information.

Risks listed here are not exhaustive. For residual architectural risks, refer to D5 H&S Risk Register:**965-D5A-XX-XX-HS-A-0001**

DEMOLITION (PRE-CONSTRUCTION) & CONSTRUCTION:

D5A-A-0001 - Existing underground services
D5A-A-0002 - Site Contamination
D5A-A-0003 - Unknown voids and burried tanks
D5A-A-0004 - Historic Landfill
D5A-A-0005 - Public right of way adjacent site
D5A-A-0006 - Access to site during construction phase
D5A-A-0007 - UXO
D5A-A-0008 - Adjacent residential areas
D5A-A-0009 - Known or potenitlal coal mining risks
D5A-A-0012 - Pedestrian and vehicle segregation

For information relating to Use, Cleaning and Maintenance, refer to the above H&S Risk Register.

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.

Site Plan Key

1. Existing hard-standing.
2. Hard landscaping as Landscape Architect design.
3. Soft Landscaping as Landscape Architect design.
4. Tarmac surfacing to form access road.
5. External plant area.
6. Approved 2.4m high weldmesh fence, powder coated green RAL 6005. See Planning approval 20221218 for more detail.
7. Bin store enclosure.
8. 1m high retaining brick wall.
9. 2.5m high wall.
10. External client processing machinery shown indicatively.
11. Pedestrian gate.
12. Approved main access 2.4m high cantilever sliding gate. see Planning approval 20221218 for more detail.
13. Site level reduced to accomodate cullet bays.
14. 5m high concrete panels form acoustic barrier around cullet bay.
15. Sedum roof.
16. Cycle shelter.

Rev.	Date	Drawn	Checked	Description
C01	21.03.24	KP	MR	A3 - Issued for Planning
P08	19.03.24	KP	MR	S4 - Issued for Stage Approval
P07	28.02.24	KP	MR	Updated as per client comments
P06	23.02.24	KP	MR	Issued for review and comment following final site layout
P05	16.02.24	KP	MR	Further site plan revisions for review and comment
P04	08.02.24	KP	MR	Revised site plan after initial acoustic report.
P03	22.01.24	KP	MR	Schedule of Areas included
P02	19.01.24	KP	RD	Issued for review and comment
P01	23.08.23	MR		First Issue

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drawing title
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revision
C01