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### 1. About this guidance

- 1.1** The National Planning Policy Framework (NPPF) indicates that Local Development Documents form the framework for making decisions on applications for planning permission. Decisions have to be taken in accordance with the development plan unless other material considerations indicate otherwise. NPPF advises that a local planning authority may prepare Supplementary Planning Documents to provide greater detail on the policies in its Local Plan. Supplementary Planning Documents are a 'material' consideration when planning applications are decided.
- 1.2** As required by the Planning and Compulsory Purchase Act 2004 we have prepared a Statement of Community Involvement (SCI) which sets out how we will involve the community in preparing our Local Plan and consulting on planning applications. In accordance with the SCI we have involved people who may be interested in this Supplementary Planning Document and asked them for their comments. We have produced a consultation statement which summarises all the comments people made to us and our response. This is available on request.

### 2. Introduction

- 2.1** The spatial strategy in the Local Plan seeks to locate development in the most sustainable locations. The settlement pattern within the Borough, the location of rail and road networks, public transport and environmental constraints all limit the number of reasonable alternative strategies, therefore the spatial strategy in the Local Plan is considered to be the most appropriate. Better connectivity, affordable and inclusive travel including walking and cycling, a cleaner environment and a healthier population are the key outcomes sought through the Barnsley Transport Strategy, Sheffield City Region Transport Strategy and various existing and emerging SCR plans. The Local Plan's spatial strategy focuses development in locations with good access to public transport or where networks can be easily extended. The Accessibility Improvement Zone in the east of the Borough is a focus for transport investment to improve connectivity and support economic growth. However it is recognised that development in the areas where development is to be focused will put pressure on existing transport infrastructure and create the need for new infrastructure that secures behavioural change so that public transport and active travel can increase.
- 2.2** Where levels of accessibility through public transport, cycling and walking are unacceptable, we will expect developers to take action or make financial contributions in accordance with policy I1. Section 4 of this document sets out the starting point for establishing when contributions are required.

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### 3. Policy

- 3.1** This Supplementary Planning Document (SPD) primarily supplements Local Plan Policies T1 Accessibility Priorities, T3 New Development and Sustainable Travel and I1 Infrastructure and Planning Obligations:

#### Policy T1 Accessibility Priorities

Working with city region partners and other stakeholders transport investment will be set out in Transport Strategy programmes focused on development-transport corridors as shown in the Accessibility Priorities diagram below to:

- A. Improve sustainable transport and circulation in the Accessibility Improvement Zone (AIZ) area particularly between Principal Towns.
- B. Implement transport network improvements as supported by evidence from modelling, feasibility studies, consultation, surveys, community engagement etc.
- C. Facilitate sustainable transport links to and from existing and proposed employment, interchange, community and leisure and tourism facilities in the borough, including provision for car parking and enhancing the non car role of the transport corridor shown on the Accessibility Priorities diagram as 'potential enhanced road based public transport corridor'.
- D. Promote high quality public transport linking the AIZ to significant places of business, employment and national / international interchange in the Leeds - Sheffield City Region corridor including neighbouring Wakefield, Kirklees, Doncaster, Sheffield and Rotherham.
- E. Improve direct public transport and freight links to London, Manchester, other Core Cities, national/international interchanges and the Humber ports.

#### Policy T3 New Development and Sustainable Travel

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 including where appropriate having regard for cross boundary local authority liaison; 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 having regard for cross boundary local authority liaison. Travel plans will be secured through a planning obligation or a planning condition.

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Where levels of accessibility through public transport, cycling and walking are unacceptable, we will expect developers to take action or make financial contributions in accordance with policy I1.

If it is not possible or appropriate for the minimum amount of parking for cycles, motorbikes, scooters and mopeds to be met on site, the developer must provide, or contribute towards, off-site parking, or improve or provide other forms of travel.

### Policy I1 Infrastructure and Planning Obligations

Development must be supported by appropriate physical, social, economic and communications infrastructure, including provision for broadband.

Development must contribute as necessary to meet all on and off site infrastructure requirements to enable development to take place satisfactorily.

Where the necessary provision is not made directly by the developer, contributions will be secured through planning obligations.

Where appropriate, pooled contributions will be used to facilitate delivery of the necessary infrastructure.

- 3.2** 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. This document also supports the Council's 'Zero to 40' Climate Change strategy. Reference should be given to the parking guidance in BMBC Parking SPD, the BMBC Planning Obligations SPD, the Sheffield City Region (SCR) and Barnsley Transport Strategies, as well as the Barnsley Active Travel, Public Health Strategies and Air Quality Action Plan.
- 3.3** All sustainable travel schemes sought through this SPD will be expected to cater for the needs of disabled people and therefore meet current regulations and standards including Building Regulations, Equalities Act, relevant British Standards and the South Yorkshire Residential Design Guide as appropriate.
- 3.4** This SPD sets out guidance for applicants in assessing the transport impacts of their proposed developments **by all modes as set out within the NPPF (sections 108-111), and any required mitigation**, which would be considered through the preparation of Transport Assessments, Transport Statements and Travel Plans. Each may influence the other and will need to be regularly reviewed. They are based on evidence of the anticipated transport impacts of development and set measures to encourage sustainable travel. They should not, however, be used to penalise drivers or cut provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets or road network.

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## 4. Financial Contributions towards ~~Public Transport and Active Sustainable Transport~~

### 4.1 Why are developer contributions to public transport and **active travel** necessary?

It would clearly be inappropriate for the Local Planning Authority to grant planning permission for a development which without appropriate mitigation would either cause an unacceptable impact on the public transport system or exacerbate a situation which is already unsatisfactory. When assessing applications for development, NPPF states it should be ensured that;

- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
- b) safe and suitable access to the site can be achieved for all users; and
- c) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

The developer would be required to provide the necessary mitigation. ~~Without making the necessary provision to mitigate the transport impact of the scheme.~~

### 4.2 Contributions towards the cost of public transport **and active travel** improvements or enhancements are necessary in order to:

- help address the travel impact of a proposed development (i.e. the trips to and from the site, **by all modes**, that it will generate);
- ensure compliance with Local Plan policies T1 and T3, and the emerging Transport Strategy to promote more sustainable transport choices, to promote accessibility by public transport and to reduce the need to travel, especially by car;
- reflect the fact that (unlike vehicular access arrangements) provision of public transport services **and active travel opportunities** or enhancements are normally outside the scope and control of individual applicants and developers;
- assist the Local Planning Authority and the Local Transport Authorities to finance and provide for the cumulative impact of individual new developments on the infrastructure, capacity and operation of public transport services **and sustainable travel opportunities** in Barnsley;
- raise awareness of and remove barriers to accessing public transport.

**What are the benefits for applicants and developers of paying contributions to public transport and **active travel** improvements?**

### 4.3 The additional cost to the developer (or applicants) of paying a public transport contribution may potentially be offset against the following benefits:

- In the most sustainable/sustainable locations (ie town centre) a potential reduced requirement for car parking spaces and associated reduction in the cost of providing and maintaining car parking (normally £1,000-5,000 p.a. per space);
- Release of car parking spaces for development;
- Providing the opportunity for higher densities;

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- Opportunity to market/ promote a development offering sustainable transport choices;
- Planning consent would not be granted unless the appropriate contribution (either financial or in kind) is made towards providing adequate public transport access.

### Infrastructure Requirements

- 4.4** In order to deliver a sustainable pattern of development, the Local Plan site selection process considered which sites were the most accessible or could be made accessible by public transport. This goes some way to reducing transport infrastructure requirements but the infrastructure delivery plan presented at the Local Plan examination identified a number of transport issues for Barnsley. These relate to the lack of external connectivity, affordability and accessibility together with the low quality passenger experience, journey time, performance of aged rail rolling stock and line-speed restrictions. Accordingly, it was identified that the public transport provision (both bus and rail) needs further significant improvements if it is to be an attractive alternative to the private car. Within the Infrastructure Delivery Plan it is identified that the Accessibility Improvement Zone predominantly to the east of the M1 is intended to enable significant improvement to be made to Barnsley's sustainable integrated transport system focusing on the need to improve passenger and freight connectivity whilst encouraging development in the most sustainable locations. This will include investment in walking, cycling and public transport services. This investment could cover physical infrastructure or initiatives to encourage people to make smarter choices about how they travel. Interventions will build on existing programmes and might include quality bus corridors, improved capacity on existing rail lines, interchanges, smart ticketing, personalised journey planning and a number of other similar initiatives.
- 4.5** Specifically in relation to Rail, the Council has just adopted an update of its Rail Vision which, amongst other things, sets out the asks of delivery partners and also includes endorsements from partners. Amongst these, Network Rail have stated that they "welcome the approach set out in the Barnsley Rail Vision to work with Network Rail to identify opportunities to develop enhancements on the back of renewals planned for Control Period 6 utilising third party funding sources which may be available". South Yorkshire Passenger Transport Executive is progressing community station improvements outlined within the Integrated Rail Plan for South Yorkshire.
- 4.6** In terms of bus, the infrastructure delivery plan identified poor levels of accessibility in parts of the Dearne Valley and to the west of the borough. To address this in January 2017 a Barnsley Bus Partnership (BBP), also known as a Voluntary Bus Agreement (VBA), was established. It is a negotiated agreement between Barnsley Metropolitan Borough Council (BMBC), South Yorkshire Passenger Transport Executive (SYTPE) and bus operators. Its sets out minimum standards which will apply to all services covered by the scheme and any additional negotiated standards with individual operators on a voluntary basis depending on their particular service patterns and circumstances, with BMBC committed to providing improved highway measures. The objectives of the BBP are to provide a network which is high quality, reliable, affordable and punctual and which increases bus patronage.
- 4.7** The cumulative costs of these improvements would far outweigh what could reasonably be secured through developer contributions. However, given the potential opportunities for match funding, it is clear that there is a necessity to maximise developer contributions to

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ensure that levels of accessibility through public transport, cycling and walking are acceptable

- 4.8** Based on the above it is apparent that there is a significant transport infrastructure gap, therefore the Council considers that there is a requirement for improving accessibility through public transport, walking and cycling.
- 4.9** In order to meet policy T3 by promoting reduced car usage and dependency, developers will be expected to provide a capital contribution towards public transport and or active travel infrastructure. This includes on site provision as part of the development proposal and a contribution towards provision or enhancement of facilities off site.
- 4.10** Local Plan policy T3 requires transport assessments to be provided in line with guidance set out in the National Planning Policy Framework. Planning Practice Guidance on transport assessments can be found here:  
<https://www.gov.uk/guidance/transport-evidence-bases-in-plan-making-and-decision-taking>
- 4.11** Planning applicants can comply with the policy framework by making financial contributions to enable the Council to improve and enhance facilities for public transport, walking, cycling and parking, thereby helping to meet the Council's specific transport objectives and policies, as well as those related to wider issues such as the economy and health.
- 4.12** Whilst the focus for active travel facilities is often on journeys to work, education and shopping, it is important to include access to green space and leisure routes, these should also include provision for running and be fully accessible. If there are traffic free routes, these should feel safe for users, and lit where appropriate.

## 5. How Contributions will be calculated

### Dwellings

- 5.1** Contributions will be sought on developments of 10 dwellings or more. The following formula will be used to determine the level of contribution:

#### Contribution Formula

**Number of residential units x person trip rate x £figure to be determined x reduction factor**

Appendix C contains the cost per trip figure (£figure) that will be used in the above calculation. The appendix also contains information that the calculations for the cost per trip have been based on. This appendix will be amended periodically when scheme information, costings and trip figures are updated.

The reduction factor relates to the following:



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- If a development is located within Barnsley Town Centre or a district centre there will be a 50% reduction (as amenities within the Town Centre and district centres are within easy walking distance).
  - If a development is located within the Accessibility Improvement Zone (AIZ)(where access to more sustainable forms of transport are less available) there will be a 25% reduction.
  - Developments that are outside Barnsley Town Centre, district centres and the AIZ will be required to pay the full calculated amount.
- 5.2** For non-residential schemes contributions will be sought if identified as being necessary to deliver the modal shift targets identified in the travel plan.
- 5.3** The nature and extent of these contributions will be identified throughout the Transport Assessment process and pre-application discussion.
- 5.4** The amount of the financial contribution is generally based upon the net increase in movement by all forms of transport which is created by the development. This demand is based on the net change in the number of daily total person trips. Daily person trips have been used as the most appropriate unit as this indicates the total likely level of demand placed upon the borough's entire transport infrastructure. Table 8 in appendix C provides guidance on average person trip rates for the most common forms of development.
- 5.5** Should a developer consider this approach inappropriate in the case of their development, an alternative approach to determining an appropriate contribution can be put forward as part of the transportation assessment for the scheme.

### Employment, Speculative and Outline Applications

- 5.6** Financial contributions for employment sites will be determined on a site by site basis secured through the travel plan process.

## 6. What will the contributions be used for?

- 6.1** The contributions will be used to help finance and deliver the programme of public transport improvements and enhancements identified in the Infrastructure Delivery Plan, the updated Barnsley Rail Vision, and other relevant documents, **in line with the targets set out within the emerging Transport Strategy.**
- 6.2** These improvements and enhancements would be to provide the transport enhancements and additional capacity necessary to ensure that accessibility to sites through public transport, walking and cycling is considered acceptable in order to maximise use of the more sustainable modes of transport.
- 6.3** In the case of those new developments located in the town centre (as defined on the Local Plan policies map inset map 1) contributions will be used to help deliver the necessary public transport enhancements throughout the town, with the proviso that, in each case, it can be demonstrated that there is a direct relationship between the development and the infrastructure provided.



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- 6.4** In the case of new developments located outside the defined town centre contributions will be used to help finance the necessary public transport enhancements scheduled for that settlement or corridor of the town in which the development is located.
- 6.5** The contributions will not however be used to contribute to basic on-site public transport infrastructure such as pedestrian links, bus stops, shelters, and real time displays which should be provided as standard for all developments. These will typically be covered under S278 or S38 agreements where appropriate.
- 6.6** In terms of the individual types of infrastructure, where possible specific measures will be detailed in the Section 106 agreement but, from time to time, agreements will have to be worded with an element of flexibility in recognition of the fact that there is often a significant time between agreements being completed and the milestone for scheme delivery being reached, during which it could be possible that priorities have changed. Although planning obligations must be directly related to the proposed development, a degree of flexibility will sometimes be necessary as to how transport contributions are spent. This is particularly the case where infrastructure or services are required to support multiple developments, from which contributions will be pooled. It may not be possible to predict the sequence in which those developments will come forward, and that sequence may determine which transport measures should properly be funded by each of the developments. Nonetheless, agreements will typically cover the following:

### Reducing Emissions

- In addition to provision of electric vehicle charging infrastructure the ECO Stars Fleet Recognition Scheme will work with HGV, Bus, Coach, vans and Taxi operators to improve efficiency, reduce fuel consumption and emissions and make cost savings. Typical savings of £2,600 per vehicle pa can be made in fuel costs alone.

### Rail Park and Ride

- Expansion of existing or creation of new rail parking and ride sites, where feasible.

### Rail

- Measures outlined in the Barnsley Rail Vision, SCR Integrated Rail Plan and SYPTE Station Options Review;
- Measures which encourage occupiers to travel by train, such as better waiting or information systems and improved pedestrian and cycle access to stations and cycle parking facilities.

### Bus

- To enhance or bring a service within walking distance of the development, or increase the frequency of an existing service;
- To provide seats, raised kerbs to assist access by wheelchair and pushchairs, and/or crossing facilities, or other facilities as required, all of which have the capacity to make bus travel more attractive;
- To provide bus priority measures which benefit the development.

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**Walking and Cycling**

- Improving facilities for pedestrians and cyclists in the vicinity of the site, including the creation of links to reduce walking and cycling distances to public transport and other local facilities;
- Directional signage, lighting, crossing facilities and public cycle parking;
- The SCR active travel programme is currently developing infrastructure guidelines and it is important that walking and cycling provision is of sufficient width, quality and accessible to all;
- Where feasible and practical new developments will connect into and develop the active travel network.

**7. Potential Wider Benefits**

- 7.1** The Local Plan objectives seek to economic prosperity and quality of life for all people who live and work in Barnsley. The Local Plan sets out several ways this will be achieved and one is “enabling the provision of critical infrastructure to support sustainable communities” The Local Plan process provided the opportunity to review the borough’s green belt. Some former Green Belt sites have been allocated and will assist in creating a more sustainable pattern of development.
- 7.2** The contributions will be used to enlarge and or enhance the core public transport network including improving pedestrian/cycle access to it and extend the active travel network.
- 7.3** By developer contributions and other investment funding the core public transport network will increasingly be able to be readily accessed by all existing and future development and be increasingly attractive to users.
- 7.4** Similarly the active travel network will become an increasingly attractive alternative to vehicular travel.

**8. Electric Vehicle Charging Points**

- 8.1** ~~As a minimum development will be required to provide electric vehicle charging points as follows:~~ It is important that future electric vehicle charge point (EVCP) requirements are met as we transition from the internal combustion engine to electric vehicles, ensuring that new development in the Borough meets future demands. Consequently, the Council aspires that future development provides the following:

Residential	1 charging point per unit (dwelling with dedicated parking), or 1 charging point per 10 spaces (unallocated parking). <b>This is an expected requirement for residential development.</b>
Commercial/Retail	10% of parking
Industrial	10% of parking

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**The minimum electric vehicle charge point specification shall be mode “3”, 32 AMP, 7 kW.**

The Council will however consider alternative solutions for commercial, retail and industrial development, should the applicant submit an Electric Vehicle Charge Point Strategy for the agreement of the Local Planning Authority.

**8.2** ~~These figures are~~ **This approach is** consistent with the Barnsley MBC Air Quality and Emissions Good Practice Planning Guidance (<https://www.barnsley.gov.uk/media/16257/pdc-2020-mar-bmbc-aqe-technical-planning-guidance-v12.pdf>) (~~<https://www.barnsley.gov.uk/media/8747/air-quality-and-emissions-good-practice-planning-guidance.pdf>~~), which requires developers to propose mitigation of the air quality impact of development. The level of mitigation required is related to the classification of the proposed development within this guidance (minor, medium, major) according to air quality impact.

**8.3** ~~These figures may be revised periodically subject to evidence and any subsequent review of the Air Quality and Emissions Good Practice Guidance.~~ **This approach may be revised periodically in future subject to new evidence and any subsequent review of the Air Quality and Emissions Good Practice Guidance.** It is intended that the Air Quality and Emissions Good Practice Guidance will reflect the continuing evolution of local and national electric vehicle charge point understanding.

## 9. Planning Permission

**9.1** The NPPF states that transport issues should be considered from the earliest stages of plan-making and development proposals to promote sustainable transport and mitigate environmental impacts. Significant development should be focused on locations which are or can be made sustainable through limiting the need to travel and offering a genuine choice of transport modes. Paragraph 110a states applications for development should give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use.

### When is a Transport Statement/Assessment and Travel Plan Required

**9.2** The NPPF states that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

### Local Plan Policy Requirements and Interpretation of Significant Transport Impacts

**9.3** The thresholds at which Transport Assessments, Transport Statements and Travel Plans will be required are set out in Appendix A. These thresholds identify the scale of development which will have a significant impact on the local highway and public transport network. Early pre-application discussions with the BMBC’s Highway Development Management section and Highway’s England (where development is likely to be generated on its network) are strongly recommended to determine the level of assessment that may be required.

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- 9.4** Other circumstances where a Transport Assessment, Statement and a Travel Plan may be required include:

Where extensions and new development fall below indicative thresholds – Proposals for extensions will also potentially be subjected to requirements to submit a Travel Plan when the following circumstances apply:

1. The scale of the extension exceeds the threshold set out in Appendix A; or
2. In the case of a premises or uses which do not have an agreed Travel Plan, the aggregate size of the existing premises and extensions combined exceed the thresholds identified; or
3. Where a Travel Plan would help to address a particular local traffic problem associated with a planning application; or
4. Where a development forms part of a wider allocation for future development or master plan and the size of allocation exceeds the thresholds identified.

Multi-occupation of one site – Several small developments on one site may individually fall below the thresholds set out in Appendix A however the cumulative impacts of these developments could be enough to justify a 'Framework Travel Plan' for the whole site. Additional 'subsidiary' Travel Plans, may also be required in respect of sub-uses, depending on the scale and circumstances of a development e.g. single subsidiary Travel Plan for all the small retail uses.

### Travel Plan and Transport Assessment Process

- 9.5** A travel plan is defined as a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed. Barnsley Borough Council requires developers to produce and implement travel plans to a consistent standard to help mitigate the likely overall transport impacts of their development. A Transport Assessment is a comprehensive document that assesses the future impact of the development on the highway network and identifies what measures will be taken to mitigate any definite impact of development, particularly in relation to sustainable transport modes such as walking, cycling and public transport. The first step in the production of a Travel Plan is to carry out a Transport Assessment of the proposed development. This includes an estimation of its likely overall impact on travel (i.e. the anticipated number of person and vehicle trips to and from the site that will be generated by the development).
- 9.6** Following completion of the **Transport Assessment/ Travel Plan**, a package of measures can then be drawn up, aimed at delivering the modal split targets, **as set out within the emerging Transport Strategy and the SCR Transport Strategy**. These will influence the design layout and detailed site proposals for the development. This series of measures/ initiatives, designed to encourage and deliver the preferred measures will form the basis for the draft Travel Plan to be submitted alongside the planning application and Transport Assessment for the scheme. In certain circumstances more sophisticated modelling such as VISSIM will be required to assess the impact on the highway network.
- 9.7** The measures and modal split targets agreed during the planning application process will be incorporated into planning conditions and/or heads of terms for a legal agreement between the applicant and the Council. The agreement will provide for the delivery and

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monitoring of the travel plan, including steps that will need to be taken if targets are not achieved.

### Design Guidance

**9.8** ~~DMRB will apply to all classified roads and MfS will apply to all other lower category of residential roads.~~

## 10. What the Council can do to help?

**10.1** The production of a Travel Plan will ideally represent a partnership approach between the applicant, the developer, the Council and any third parties, such as Highways England, car club providers, public transport operators and active travel providers.

**10.2** In order to assist in the process as much as possible the Council can offer:

- Policy advice, guidance and technical information, including Travel Plan information packs (based on the information and references given in this document);
- Pre-application meetings where clarification is sought on the written information available;
- Appropriate contacts and support for discussions with key third parties (such as car club operators and public transport operators);
- Advice on appropriate modal split targets for specific areas; and
- Advice on green sustainable transport and accessibility for all.

### The Role of the Applicant

**10.3** Applicants/developers can help the Travel Plan process to be as efficient as possible by:

Accepting the importance of Travel Plans as an integral part of the transport assessment/planning application process:

- Ensuring that the results of the Transport Assessment and draft Travel Plan are taken into account and integrated into their scheme and layout;
- Ensuring that the scope of Transport Assessments and Travel Plans are considered during pre-application discussions and, if possible provide drafts of the documents;
- Ensuring planning applications are accompanied by a Transport Assessment and draft Travel Plan;
- Identifying the contact Person(s) with relevant background to act as Travel Plan co-ordinator(s) for the preparation, implementation, marketing, monitoring and review of the Travel Plan;
- Taking advantage of joint initiatives involving public transport travel discount schemes, car sharing databases, car clubs, shared Travel Plan co-ordinators and joint monitoring; and
- Working in partnership with the Council to achieve shared benefits.

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### Contents of a Travel Plan

- 10.4** Table 3 in Appendix B sets out the appropriate headings a Travel Plan should have alongside an indication of what each section should include and an expanded version of this table is set out in Table 4. Individual developments will however have their own characteristics which may merit a variation on Travel Plan content, therefore this checklist should be used as a starting point in the preparation of all Travel Plans.

### Workplace Travel Plans

- 10.5** The recommended basic process for creating a workplace Travel Plan is set out in Appendix B Table 5. It sets out the various stages in the production of a basic Travel Plan where the occupier is known.

### Residential Travel Plans

- 10.6** The principles for producing Travel Plans set out above equally apply to Residential Travel Plans, however, there are a number of particular issues and requirements specific to Residential Travel Plans which are set out in Table 6.

### Speculative Developments and Outline Applications

- 10.7** Barnsley MBC acknowledges that when a planning application is submitted for a speculative development such as an outline proposal the identity of future occupants may not be known. In these cases it will not be possible to draw up a full Travel Plan to suit travel needs/patterns of a still unidentified occupier/end-user.
- 10.8** Where an applicant is seeking consent for a range and scale of planning uses at a location it will be possible:
- To carry out a site assessment and accessibility audit and gain an understanding of site constraints and opportunities; and
  - To undertake an assessment of the travel impact and likely number of trips that the proposed use will generate.
- 10.9** An assessment on this basis will allow the setting of targets and the drawing up of a site layout and design that anticipates the overall travel needs/constraints of the site. It will therefore be possible, as a minimum, for the applicant/developer to prepare an 'interim Travel Plan for submission alongside the planning application, which will help to establish the basis and timetable for drawing up a final detailed Travel Plan when the end user(s)/occupier(s) are known.
- 10.10** In the case of outline or speculative developments (where the end user is initially not known) an 'interim' Travel Plan, setting out the key objectives, measures and targets for the site should be submitted with the planning application.
- 10.11** An indicative example of how this process can be agreed and included in a S106 Agreement is set out in Table 7.



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### Interim Travel Plans

**10.12** An interim Travel Plan has to include the following:

1. The site assessment and audit;
2. The impact assessment of the proposed uses;
3. The objectives and overall strategy;
4. The overall site specific (design and layout) measures;
5. The overall site targets; and
6. Timetable for production and implementation of the final Travel Plan(s).

**10.13** The final Travel Plan is prepared once the end users/occupiers are known should be produced in line with tables 5 and 6 and include the following:

1. Appropriate measures to encourage/deliver outcomes/targets agreed in the Interim Travel Plan;
2. Measures tailored to suit the specific occupiers needs;
3. Arrangements for carrying out reviews and monitoring; and
4. Steps to be taken to promote/disseminate agreed measures to staff/occupiers/visitors.

**10.14** As well as being responsible and agreeing the interim Travel Plan, the applicant/developer will also be responsible for passing the requirements for a final Travel Plan onto the occupier. This will be irrespective of whether that occupier rents, leases or buys all or part of the development. The occupier(s) would be responsible for negotiating and agreeing with the Local Planning Authority with details of the final Travel Plan(s) prior to the occupation of the building(s)/premises. The targets and measures agreed in the Interim Travel Plan will be regulated by appropriate clauses in the S106 Agreement (signed by the applicant, the land owner and the local planning authority). The Travel Plan obligation contained in the agreement will need to be implemented by any future occupants of the development.

### Mixed Use Developments

**10.15** A variation of this approach can be adopted for larger mixed-use developments which incorporate different occupiers and phases. Again an Interim Travel Plan will need to be drawn up. Specific final Travel Plans will then need to be drawn up for different uses/areas within the site and fit in with the agreed overall Interim Travel Plan.

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### 11. Travel Plan Measures

- 11.1** All Travel Plans will need to include a set of measures to boost the sustainability of developments and to increase sustainable travel. The type of measures promoted will vary depending on the particular circumstances of the development or the proposed use, the requirements and travel patterns of the site users, and the constraints and opportunities offered by the site itself.
- 11.2** Measures included in this section are not a definitive list and it is important to choose measures appropriate to the unique circumstances/requirements of the proposed schemes, as some may be more effective than others. Evidence will be required that all possible measures have been considered.
- 11.3** For the Travel Plan to be effective:
- Measures should be chosen so as to work together as a single strategy aimed at delivering the Travel Plan objectives; and
  - The site layout and facilities must be designed to encourage and facilitate the provision and use of the Travel Plan measures chosen.
- 11.4** An example of possible measures which could be considered includes:

#### Measures to Reduce the Need to Travel

1. Alternative working practices (e.g. flexitime, teleworking, homeworking, video conferencing, compressed working week/9 day fortnight);
2. Local recruitment of staff;
3. Local sourcing of raw materials/produce;
4. Provision of on-site facilities (e.g. shopping, eating);
5. Provision of home delivery of products;
6. Co-ordination of deliveries and route prioritisation;
7. Promotion of Car Sharing.

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### Measures to Promote Walking

1. Provision of direct convenient pedestrian routes to local facilities with high levels of natural surveillance (ideally more convenient to use than travel by car);
2. Site layout to be designed to maximise and encourage walking options;
3. Advice on personal safety.
4. Production of Mapping showing 1.2km and 2km walking isochrone from site.

### Measures to Promote Cycling

1. Site layout designed to maximise and encourage opportunities to cycle;
2. Where possible provision of convenient, segregated cycle paths to link to local cycle network (e.g. direct routes with high levels of natural surveillance, safer routes to school and work, routes to public transport hubs);
3. Provision of secure, sheltered and adequate cycle parking facilities for employees and visitors. (N.B. cycle parking should be shown on development site plans);
4. Provision of changing/shower facilities, drying rooms and cycle lockers at work places;
5. Introduction of financial incentives (e.g. mile allowance for work use and signing up the 'Cycle to Work Scheme')
6. Provide information on health benefits of cycling (e.g. maps, leaflets and online references);
7. Promotion of wider cycling infrastructure in Barnsley;
8. Production of mapping showing 5km and 8km cycling isochrone from site.

### Measures to Promote Public Transport

1. Provision in site layouts for public transport (shelters and raised kerbs);
2. Pedestrian links to public transport to be at least as convenient and attractive as links to car parks;
3. Provision of site specific bus and rail travel information including bus and rail (e.g. maps, leaflets, way-finding signs to key transport nodes, such as rail stations);
4. Provision of discounted ticketing;
5. Provision of Season Ticket Loans;
6. Promotion of Barnsley Bus Partnership.

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### Measures to Promote and Market the Travel Plan

1. Travel Plan measures included in an organisation's own marketing material to promote walking, cycling and public transport, (e.g. welcome packs at residential sites, employment packs at the workplace, newsletters at schools, sales details and staff inductions, notices boards, leaflet drops);
2. Introductions of workplace, residents or school newsletters or website (as applicable) to promote/market travel plan measures;
3. Joint incentives with other local organisations/community groups to promote wider community, economic and health benefits of Travel Plan measures.

## 12. Approval, Securing, Monitoring and Review of Travel Plans

### Monitoring of the Travel Plan

**12.1** It is essential that all Travel Plans are monitored in order to assess its effectiveness and to identify any failure to deliver agreed measures and targets. Targets will normally be trip and mode related (i.e. number/proportion of journeys by car, public transport, cycle or on foot) and the applicant/occupier will normally be responsible for recording the number of trips to and from the site. This can be done by a variety of methods:

- A 'snapshot' modal split survey of employees, occupiers, residents and/or visitors;
- A full staff/occupier/residential survey questionnaire. Surveys should always be conducted at the same time each year for consistency;
- Regular traffic counts of vehicles coming to and from the site, including cycles and pedestrians as well as motorised vehicles;
- Uptake of public transport or other alternative modes;
- Use of parking spaces and any problems of overspill parking;
- A combination of two or more of the above methods (as appropriate).

**12.2** The monitoring of the Travel Plan should normally take place annually and the outcomes of any surveys will be reported in writing to the Council at a mutually agreed date after the monitoring has been completed (normally within 3 months). The length of time over which monitoring will occur and the frequency will depend on the nature and scale of the development and should be agreed as part of the Travel Plan with the developer.

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**12.3** A Travel Plan Co-ordinator shall be appointed and they will be responsible for the effective implementation of the Travel Plan and the measures it contains. The role of the Travel Plan Co-ordinator and their responsibilities, which are specific to each individual Travel Plan will be set out within the Travel Plan and usually include:

- Implementing Travel Plan measures;
- Liaising with users of the development and promoting sustainable travel;
- Liaising with stakeholders, including the Local Planning and Transport Authorities;
- Monitoring the effectiveness of the Travel Plan, and
- Reviewing the Travel Plan and preparing Action Plans.

**12.4** A charge will be applied where it is agreed the Council will carry out the monitoring of the development. The rate will be fixed annually by the Council.

**12.5** In certain circumstances, it may be appropriate to use a mutually agreed independent monitoring agency. The costs of any agency shall be met by the applicant/developer. This approach will be appropriate when financial payments (as specified in the S106 agreement) are dependent on the outcomes.

### Review of the Travel Plan

**12.6** The Travel Plan should incorporate agreed dates for the Council to carry out a review/assessment of the Travel Plan to assess to what extent it has achieved its agreed objectives and targets. Reviews will normally be carried out 3 and 5 years after the occupation date of the scheme.

**12.7** If, as a result of the review, it is found that targets are not being met, the applicant will be required to either:

- Carry out the appropriate remedial measures as defined in the S106 Agreement; or
- If circumstances have changed significantly, prepare a revised time scale and targets for the Travel Plan which should be agreed with the Council.

### Securing the Travel Plan

**12.8** The mechanism for securing a Travel Plan will be agreed on a case-by case basis. For smaller scale schemes, where there is a known end user and the proposed Travel Plan measures and requirements are straight-forward, the Travel Plan and its implementation can be secured by means of a condition as part of the planning permission.

**12.9** A S106 Agreement will usually be required for more complex schemes. These involve the delivery of outcomes and targets. If specific financial contributions, where there are significant ongoing financial commitments or commitments involving third parties, such as transport providers, this will be agreed between the applicant/developer and the Council.

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**12.10** These agreements are normally an essential means of implementing an agreed Travel Plan. In addition to specifying the agreed measures and targets, an agreement may include remedies in the event of any failure to deliver agreed measures. S106 agreements may provide for the following:

- Payments to the Council (or use of a Bond deposited with the Council) to guarantee the implementation of previously agreed measures;
- A system of financial payments to achieve targets;
- A requirement to undertake specified works that are expected to remedy problems created by the development;
- Specified payment to the Council (or use of a Bond deposited with the Council) to meet the cost of taking action to achieve the agreed outcome (e.g. the implementation of a controlled parking zone around the development, and/or additional infrastructure/finance to support public transport);
- Specified change in the way the site/development is used in order to achieve previously agreed outcomes (e.g. the prevention of occupation of part of the development until a specified element of the Travel Plan has been implemented as agreed);



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**Appendix A.****Table 1 - Thresholds for Requiring a Travel Plan**

The thresholds in the table below should be taken as a guide. The need for a Transport Statement, Transport Assessment and Travel Plan will be determined on a site by site basis.

Land Use	Use/Description of Development	Indicative Threshold – by gross floor area m <sup>2</sup>	
		Transport Statement	Transport Assessment/Travel Plan
Food Retail (A1)	Retail sale of food goods to the public – Food Superstores, Supermarkets, Convenience Food Stores.	250 - 800	Over 800
Non-Food Retail (A1)	Retail sale of non-food goods to the public: but includes Sandwich Bars – Sandwiches or other cold food purchased and consumed off the premises, Internet Cafes.	800 - 1500	Over 1500
Financial & Professional Services (A2)	Financial services – Banks, Building Societies and Bureau de Change, Professional Services (Other than Health or Medical Services) – Estate Agents & Employment Agencies, other services – Betting Shops, principally where services are provided to visiting members of the public.	1000 - 2500	Over 2500
Restaurants and Cafes (A3)	Restaurants and Cafes – Use for the sale of food consumption on the premises. Excludes Internet Cafes (Now A1).	300 - 2500	Over 2500
Drinking Establishments (A4)	Use as a Public House, Wine-Bar or other Drinking establishments.	300 - 600	Over 600
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	250 – 500	Over 500
Business (B1)	A - Offices other than use within Class A2 (Financial & Professional services), B– Research and Development – Laboratories, Studios, C – Light Industry.	1500 - 2500	Over 2500
General Industrial (B2)	General Industrial.	2500 - 4000	Over 4000

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Storage or Distribution (B8)	Storage or Distribution Centres – Wholesalers Warehouses, Distribution Centres and Repositories.	3000 - 5000	Over 5000
Hotels (C1)	Hotels, Boarding Houses & Guest Houses. Development falls within this use class if 'no significant element of care is provided'.	75 – 100 (Bedrooms)	Over 100 (Bedrooms)
Residential Institutions – Hospitals, Nursing Homes (C2)	Used for the provision of residential accommodation and care to people in need of care.	30 – 50 (Beds)	Over 50 (Beds)
Residential Institutions – Residential Educational Facilities (C2)	Boarding Schools and Training Centres.	50 – 150 (Students)	Over 150 (Students)
Dwellings Houses (C3)	Dwellings for individuals, families or not more than six people; living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	50 – 80 (Units)	Over 80 (Units)
Non-Residential Institutions (D1)	Medical & Health Services – Clinics & Health Centres, Crèche, Day Nursery, Day Centres & Consulting rooms (not attached to the consultants or Doctor's House), museums, public libraries, art galleries, exhibition halls, Non-residential education and training centres, places of worship, religious instruction and church halls.	500 - 1000	Over 1000
Assembly & Leisure (D2)	Cinema's, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. Other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	500 - 1500	Over 1500

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Others	For example: Stadium, Retail Warehouse clubs, amusement arcades; launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses & the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders yards, garden centres, Post Offices, Travel and Ticket Agencies, Hairdressers, Funeral Directors, Hire Shops, Dry Cleaners.	On their merits – to be discussed with Highways DC Officers.	On their merits – to be discussed with Transportation Officers.
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**Table 2 - Thresholds based on other Considerations**

	Other Considerations	TS	TA
1	Any development generating 30 or more two-way vehicles movements in any hour.		×
2	Any development generating 100 or more two-way vehicle movements per day.		×
3	Any development proposing 100 or more parking spaces.		×
4	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and the elderly.		
5	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		×
6	Any development proposed in a location where the local transport infrastructure is inadequate, for example, substandard roads, poor pedestrian/cycle facilities and inadequate public transport		×
7	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		×

**\*Travel Plan requirement will be assessed on an individual basis, in accordance with the guidance set out within the DfT's Travel Plans, Transport Assessments and Statements document.**

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**Appendix B.****Components of a Travel Plan****Table 3**

<b>Heading</b>	<b>Issue to Cover</b>
Background/Context/Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, existing site constraints and opportunities.
Transport Impact	The travel requirements of the organisation/development, the number of trips it will generate and the transport/travel issues which will ensure.
Objective/Overall Strategy	What the plan is trying to achieve (e.g. encourage access to the site by sustainable means of travel/to accommodate travel demand within site constraints).
Measures/Actions	What specific measures and actions will be introduced to help deliver the stated objectives (refer to the toolkit of travel plan measures).
Targets and Time Frames	Appropriate targets, such as vehicle trips at peak hours (including the percentage of trips by different modes), against which the effectiveness of the measures/actions to be taken will be reviewed/monitored.
Responsibility/Ownership	Who is responsible (the owner) for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets.
Implementation	Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/end users to be in place prior to occupation.
Monitoring and Review	What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met.

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Communication Strategy	How information on the plan, its progress, impacts, benefits and successes will be disseminated to staff/residents/pupils and visitors (e.g. by newsletter, internet, notice boards, external publicity).
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Table 4 – Travel Plan Tool-Kit

Heading	Issues to Cover	Steps to be Taken	Y/N	Date
A: Background/Context/ Site Assessment and Audit	Details of the site, its location, the intended use, number of staff, dwellings or pupils, 'existing site constraints and opportunities.	1. Survey site characteristics		
		2. Carry out 'accessibility audit'		
		3. Plot existing Highway network – mapping.		
		4. Record existing Public Transport provision.		
		5. Estimate proposed floor space.		
		6. Estimate number of employees, residents and visitors.		
		7. Identify transport opportunities (new pedestrian, cycle or public transport links).		
B: Transport Impact	The travel requirements of the organisation/ development, the number of trips it will generate and what transport/travel issues these will give rise to.	8. Identify proposed land uses.		

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<p>C: Objectives/Overall Strategy</p>	<p>What the plan is trying to achieve (e.g. to encourage access to the site by all means of travel/to accommodate travel demand within site constraints) and what strategy will be adopted to achieve them.</p>	<p>9. Set out the objectives of the Travel Plan, for example:</p> <ul style="list-style-type: none"> <li>- reduce car usage to &amp; from the site;</li> <li>- encourage car sharing;</li> <li>- Encourage the use of sustainable modes (public transport, walking and cycling);</li> <li>- Rationalise/ reduce delivery movements;</li> <li>- Reduce need for car parking;</li> <li>- Maximise site potential;</li> <li>- Achieve sustainable development.</li> </ul>		
<p>D: Measures/Actions</p>	<p>What specific measures and actions will be introduced to help deliver the stated objectives (refer to the toolkit of measures in the SPD for possible measures to be considered).</p>	<p>10. Draw up site design brief to accommodate Barnsley Transport Strategy.</p>		
		<p>11. Consider what measures can be adopted to reduce the need to travel.</p>		
		<p>12. Consider what measures can be introduced to encourage public</p>		



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		transport.		
		13. Consider what measures can be introduced to encourage other sustainable modes.		
E: Targets and Timeframes	Appropriate targets and time frames against which the effectiveness of the measures/actions to be taken will be reviewed/monitored.	14. Set targets for proportion of occupiers, visitors coming by car, public transport and active travel.		
		15. Specify the date which the targets will be achieved.		
		16. Specify a timetable for the implementation of each of the measures proposed.		
F: Responsibility and Ownership	Who is responsible for delivering each stage of the Travel Plan and for implementing the proposed measures, actions and targets (e.g. by appointment of a travel plan co-ordinator), and how this will be passed on/managed.	17. Appoint Travel Plan Co-ordinator with overall responsibility for the delivery of measures, targets and timetables.		
		18. Identify who or which organisation/body will have delegated responsibilities for the implementation and financing to <b>each</b> of the Travel Plan measures proposed.		

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<p>G: Implementation</p>	<p>Agreed Travel Plan (site layout and design) measures carried out as part of construction work. Measures relating to occupiers/end users to be in place prior to occupation.</p>	<p>19. Indicative when site layout and design measures implemented.</p>		
<p>H: Monitoring and Review</p>	<p>What arrangements will be put in place to review and monitor the plan and to assess whether the objectives are being met?</p>	<p>20. Indicative when measures relating to end users/occupiers implemented.</p>		
		<p>21. State what will be measured (e.g. number of trips to and from the site by car, public transport, cycle and walking, level of use of parking spaces).</p>		
		<p>22. Detail when this monitoring will take place (normally annually).</p>		
		<p>23. Identify who will carry out the survey/monitoring.</p>		
		<p>24. Identify how the survey/monitoring will be funded.</p>		
		<p>25. Agree with the Council how the outcomes will be reviewed.</p>		
		<p>26. Identify what measures will be introduced if targets are not met.</p>		
		<p>27. State how each of the Travel Plan measures will be disseminated to staff, residents, and visitors (e.g. by newsletter, intranet, notice</p>		

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		boards, external publicity, welcomes packs).		
		28. Identify what incentives will be offered (staff, residents and visitors) to promote, encourage and deliver each of the Travel Plan measures.		

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## Workplace Travel Plans

Table 5

Stage	Activity	Responsibility
<b>1. (Pre-application) Site Assessment</b>	To consider existing transport provision to the site (i.e. pedestrian, cyclist, public transport and vehicular access).	Applicant/Developer (in consultation with BMBC Highways DC and Transportation).
<b>2. (Pre-Application) Transport Assessment</b>	To establish the transport impact (i.e. predict the likely number of total person trips to and from the site/organisation including visitor sites.	Applicant/Developer
<b>3. (Pre-Application) Draft Travel Plan</b>	Consideration of appropriate objectives and measures capable of dealing with the identified travel impact, taking full account of existing constraints and opportunities. Applicant/Developer Draw up a package of measures to address travel impact and needs of organisation, including setting of relevant targets.	Applicant/Developer
<b>4. Submission of Draft Travel Plan</b>	The draft Travel Plan and Transport Assessment should be submitted to the Local Planning Authority alongside the planning application. The proposed development (design and layout) must incorporate the Travel Plan measures identified.	Applicant/Developer
<b>5. Approval</b>	Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover to cover Travel Plan requirements as appropriate.	BMBC Development Management/Transport Policy teams/Highways England and the applicant/developer.

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<b>6. Implementation</b>	Notify the Council's Travel Plan Officer of commencement. Appoint Travel Plan Co-ordinator. Travel Plan measures put in place, including promotion and publicity measures (job packs, company brochures and newsletters etc.	Occupier
<b>7. Monitoring, Review and Reporting (to BMBC).</b>	Outcomes of Travel Plan (modal shift) to be monitored and evaluated against objectives and targets. Review will need to amend/revise plan to address changing circumstances/failure to achieve agreed targets.	Applicant/Occupier (together with BMBC Travel Plan contact) and (where appropriate) agreed independent Monitoring Body.

## Residential Travel Plans

Table 6

<b>Stage</b>	<b>Activity</b>	<b>Responsibility</b>
<b>1(a) (Pre-application) Transport Assessment/Statement</b>	<b>Transport Assessment prediction of total person trip generation</b>  <b>Sites which are likely to impact on road network will need to estimate the level of vehicle trips created on their network.</b>	<b>Applicant/Developer</b>
<b>1(b) (Pre-application) Site Audit</b>	<b>Carry out Accessibility Audit and audit of site constraints and opportunities.</b>	<b>Applicant/Developer</b>
<b>1(c) (Pre-Application) Draft Travel Plan</b>	<b>Draft Travel Plan measures drawn up to accommodate multi-modal measures identified in Travel Plan.</b>	<b>Applicant/Developer/BMBC Travel Plan Contact Officer</b>

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<b>1(d) (Pre-Application) Site Design and Layout</b>	<b>Site layout and design drawn up to accommodate multi-modal measures identified in the Travel Plan.</b>	<b>Applicant/Developer/Highways Development Control/ Development Management/BMBC Travel Plan Contact Officer</b>
<b>2 Application/Negotiation</b>	<b>Submit Transport Assessment and draft Travel Plan alongside planning application; Negotiate an acceptable scheme and Travel Plan.</b>	<b>Applicant/Developer</b>
<b>3 Approval</b>	<b>Secure approval for scheme Travel Plan. Agree planning condition or heads of terms for S106 legal agreement to cover Travel Plan requirements as appropriate.</b>	<b>Applicant/Developer</b>
<b>4 Construction</b>	<b>Appointment of a Travel Plan Co-ordinator and establish liaison/steering group of relevant agencies (Applicant/Developer/House Builder/Public Transport Operator/as appropriate); implementation of agreed Travel Plan measures.</b>	<b>Applicant/Developer/House Builder</b>
<b>5 Initial Completion/Marketing</b>	<b>Travel Plan Co-ordinator in place (include site presence). Travel Plan information/requirements included in marketing/welcome pack for residents; Individual Travel Plan measures completed and promoted.</b>	<b>Applicant/Developer/House Builder</b>
<b>6 Final Completion</b>	<b>Set up management structure to take over responsibility for Travel Plan (e.g. ideally made up of a management company) or Community Trust Travel Plan Co-ordinator initially retained to advise/support management structure.</b>	<b>Applicant/Developer/House Builder</b>

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<b>7 Monitoring and Review</b>	<b>Monitor travel patterns achieved against agreed targets. Review plan in light of findings and changed circumstances. Carry out mitigating measures if agreed targets not being achieved.</b>	<b>Applicant/Developer/House Builder/BMBC Travel Plan Contact Officer</b>
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## Travel Plan Process for Speculative Developments and Outline Applications

Table 7

<b>Stage</b>	<b>Activity</b>	<b>Responsibility</b>
<b>1.'Interim' Travel Plan</b>	Applicant /developer submits an Interim Travel Plan alongside the planning application and transport assessment. This 'Interim' Travel Plan has to identify the transport measures/ modal split required at a specific site and be agreed before planning consent is granted. Further detailed Travel Plans covering specific uses/area (as appropriate) should then be submitted (at the latest) before development commences.	Applicant/Developer
<b>2. Construction</b>	Development begins (incorporating measures agreed in the Travel Plan)	Applicant/Developer



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<p><b>3. End user/Occupier Identified</b></p>	<p>Applicant/developer reaches agreement with end- user/occupier. Individual end user(s)/ occupier (s) prepare final Travel Plan for specific use/occupier or area in accordance with agreed 'Interim Travel Plan'.</p> <p>Final Travel Plan has to be agreed with the Council before development /premises can be occupied by the end user.</p>	<p>End User/Occupier</p>
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**Appendix C.**

Methodology and calculations used to arrive at contribution figures.

The daily person trip rates used in the formula are set out below in table 8.

<b>Development Type</b>	<b>Daily Person Trip Rate*</b>
Residential – Houses**	10 per dwelling
Residential – Flats**	6 per dwelling

\*Based on TRICS version 7.3.1

\*\*Privately owned

The current starting point used for establishing a figure for Barnsley's cost per daily person trip figure is as follows:

- **Relevant schemes from Infrastructure Delivery Programme**
  - M1 junction 37 Claycliffe. Private sector element of cost is: £4,469,908. The private sector element only of the indicative costs for this scheme has been included. The improvements and mitigation works will be of wider benefit to the borough as a whole and therefore it is considered reasonable to include this scheme in the basis.
  - Penistone Station Park and ride and footbridge. The indicative cost of this scheme is £1,750,000. For the purposes of this exercise 50% of this indicative figure has been used.

- **Schemes in the Transforming Cities bid** - The indicative costs of the schemes in the bid have been totalled. 50% of that total has been used in the calculations for the cost per trip figure.

$$(\pounds 4469908 + \pounds 875,000 + \pounds 9,480,000 = 14,824,908)$$

- **Dwelling numbers** (based on indicative dwelling figures for allocations minus those that have got permission) = 14,641
- **Number of trips arising from those dwellings** (using TRICS figure person trip rate per dwelling version 7.3.1 set out in table 1 above) = 146,410

For residential schemes the proposed scheme cost is £101.26 per trip. It is proposed to round this figure to £100 per trip (Scheme costs divided by total number of trips.  $(14,824,908 / 146410 = 101.26)$ )

The £100 per trip figure will then be applied to individual residential schemes of 10 dwellings or over. Where applicable this will be reduced, depending on location.

- If a development is located within Barnsley Town Centre or a district centre there will be a 50% reduction (as amenities within the Town Centre and district centres are within easy walking distance).

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- If a development is located within the Accessibility Improvement Zone (AIZ)(where access to more sustainable forms of transport are less available) there will be a 25% reduction.

Developments that are outside Barnsley Town Centre, district centres and the AIZ will be required to pay the full calculated amount

Table 9 below sets out the list of schemes and indicative costs that have been used to derive the contribution rate per daily person trip.

**Table 9**

<b>Scheme</b>	<b>Indicative cost</b>
M1 junction 37 Claycliffe. (private sector element)	4,469,908
Penistone Station park and ride and footbridge	1,750,000
A61 Town Centre to Royston via Smithies Lane	4,440,000
Barnsley Road/Doncaster Road, Goldthorpe –	1,680,000
Barnsley Station Access Improvements	500,000
Bolton upon Dearne Station Access Improvements –	600,000
Goldthorpe Station Access Improvements –	840,000
Stairfoot, Ardsley, Goldthorpe Active Travel Links –	2,688,000
Thurnscoe Station Access Improvements –	750,000
Town Centre Triangle – £2,400,000	2,400,000
Wombwell Station Access Improvements –	1,800,000
A61 River Dearne Long Scheme	1,320,000
A61 River Dearne Short Scheme	730,000
Alhambra to Stairfoot	420,000
Elsecar Station Access Improvements	672,000
Wath Road Roundabout to Broomhill	120,000

The calculations in this appendix will be updated periodically when updated evidence and information is available. The Transport Strategy and associated delivery programme together with the SYPTE station plan and other relevant SCR documents as they emerge will provide further information.

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## Appendix D

## Electric Vehicle Charging Point Specification

## 1. Introduction

It is important that future electric vehicle charge point (EVCP) requirements are met as we transition from the internal combustion engine to electric vehicles, ensuring that new development in the Borough meets future demands.

Furthermore, it is also necessary that the Council keeps in step with developments and that subsequent guidance reflects the Council experience of developing our own EVCP network and our continued dialogue with industry experts, developers and end-users in order to ensure that the ongoing installation of EVCPs locally meets the requirements of end users. Consequently, the Council has aspirations that future development provides the following:

<b>Residential</b>	<b>1 charging point per unit (dwelling with dedicated parking), or 1 charging point per 10 spaces (unallocated parking). This is an expected requirement for residential development</b>
<b>Commercial/Retail</b>	<b>10% of parking</b>
<b>Industrial</b>	<b>10% of parking</b>

The Council will however consider alternative solutions for commercial, retail and industrial development, should the applicant submit an Electric Vehicle Charge Point and Infrastructure Strategy which identifies the optimum EVCP capability for that development.

## 2. EVCP Minimum Specification

Barnsley MBC require a minimum specification for EVCPs for new development, this being “mode 3”, minimum 7 kW (32 AMP). The justification for this minimum specification is based upon current Government proposals for EVCPs for residential development and this justification is detailed below.

In 2019, the Government published a consultation (<https://www.gov.uk/government/consultations/electric-vehicle-chargepoints-in-residential-andnon-residential-buildings>) relating to future requirements for electric vehicle charging points, and the following is taken from the Government’s proposals as our justification for the minimum required specification for EVCPs (Government guidance paragraphs 6.7 to 6.9).

- *“Government proposes specifying a minimum 7 kW (32 AMP) chargepoint both for residential and non-residential buildings. Some early home installations are 3.6 kW (16 AMP) chargepoints, however, today the majority of the installations are 7 kW and expected increases in battery sizes and technology developments could make chargepoints less than 7 kW obsolete for future car models. Our discussions with industry indicate 7 kW is a sufficiently future-proofed standard for home charging.*
- *A 7-kW standard also better enables some of the smart charging benefits (i.e. managing of the supply of electricity to the vehicle over time) than slower speed chargepoints because any modulation in charge can be more quickly compensated for at other times. This reduces the impact on the local network and could reduce the spare capacity needed to operate the chargepoint.*

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- *Most new homes have a 100 Amp connection as standard. In most cases, it is possible to accommodate a 7 kW chargepoint within this connection, even when assuming the minimum diversity factor. This means that in single houses there is often no additional electrical capacity cost as a result of adding a 7kW chargepoint.”*

### 3. Commercial / Retail / Industrial EVCP Requirement

In considering this minimum specification requirement, we also require mode “3”, minimum 7 kW (32 AMP) for commercial/retail/industrial development.

We acknowledge the differing circumstances for non-residential development and will consider alternative solutions to the 10% aspiration detailed above, should the applicant submit an EVCP Strategy which identifies the optimum capability for that development.

Any submitted Electric Vehicle Charge Point Strategy may wish to consider likely future use of the proposed development, likely end-user profile of the charge points, likely future use of the charge points themselves and provision of additional infrastructure in order to unlock demand when appropriate.

Other issues that could be considered include likely “user” dwell time at the charge point, back office systems, grid capacity and subsequent type of charge point in order to meet these and any other relevant requirements as identified within the Strategy. The developer may also wish to consider the financial and commercial models to successfully operate the subsequent agreed charge points. This is not an exhaustive list and it will be for the applicant to determine the relevant issues to be addressed in the Strategy.

If submitted, the Electric Vehicle Charge Point Strategy shall be agreed with the Local Planning Authority (LPA). The LPA recognises however that the Strategy may result in the provision of actual numbers of charge points less than the current 10% requirement, should the Strategy provide enough justification for these reduced numbers of charge points considering the issues detailed above. For instance, this may result in the proposal for a lower number of EVCPs but of a higher specification (e.g. fewer number of rapid chargers).

### 4. Assessment of EVCP requirement

The Council's default position is that EVCPs will be required for new development, including change of use from commercial/retail/industrial to residential. We do however consider the requirement of the National Planning Policy Framework. Paragraph 110 of the NPPF requires a scheme proposal to *“be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations”*.

Therefore, a standard level of electric vehicle recharging provision is expected unless:

- the proposal has no parking provision;
- the site is accessed for less than 20 minutes, or;
- the site does not attract motorised vehicles on a daily basis.

Furthermore, there may applications where it is not considered appropriate to require EVCPs, such as change of use from one form of commercial/retail/industrial to another where no net increase in new car parking spaces is proposed. Conversely, change of use from commercial to residential, even with net decrease in car parking spaces will likely require the provision of EVCPs.

There may be other circumstances, which come to light because of the application, which render the requirement of EVCPs not appropriate, but only where enough justification for these circumstances can be provided and agreed. All applications will therefore be considered on individual circumstances as well as within the framework of this guidance. Of course, the applicant may wish to install EVCPs, regardless of meeting this guidance.

## Supplementary Planning Document: Sustainable Travel

**5. Electrical Safety Standards**

The applicant shall conform with all electrical and safety standards / regulations etc required for the installation of EVCPs. Future liability for conforming with these requirements will be the responsibility of the applicant. The applicant shall determine which electrical safety standards are appropriate.

**6. Guidance**

The Council does not provide specific guidance for the safe and proper installation of EVCP, but further guidance can be found at the following sources listed in the table below. the following sources are not definitive nor exhaustive, and the applicant is expected to ensure that all electrical and safety standards / regulations etc. are considered and adhered to and obtain expert advice where necessary Furthermore, Barnsley MBC does not take responsibility for the below tabulated guidance.

Electrical Safety	<a href="https://electrical.theiet.org/wiring-matters/years/2020/80-may-2020/the-iet-code-of-practice-for-electric-vehicle-charging-equipment-installation-4th-edition/">https://electrical.theiet.org/wiring-matters/years/2020/80-may-2020/the-iet-code-of-practice-for-electric-vehicle-charging-equipment-installation-4th-edition/</a>
Electrical Safety	<a href="https://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html">https://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html</a>
General Guidance	<a href="https://www.local.gov.uk/electric-vehicles-charge-points-and-planning-policies">https://www.local.gov.uk/electric-vehicles-charge-points-and-planning-policies</a> This guidance has links to additional guidance resource