

Stocksbridge Community Hub, Sheffield
Proposed Development
Travel Plan

December 2023 (Initial Issue)

Prepared on behalf of
Sheffield City Council

Quality Management

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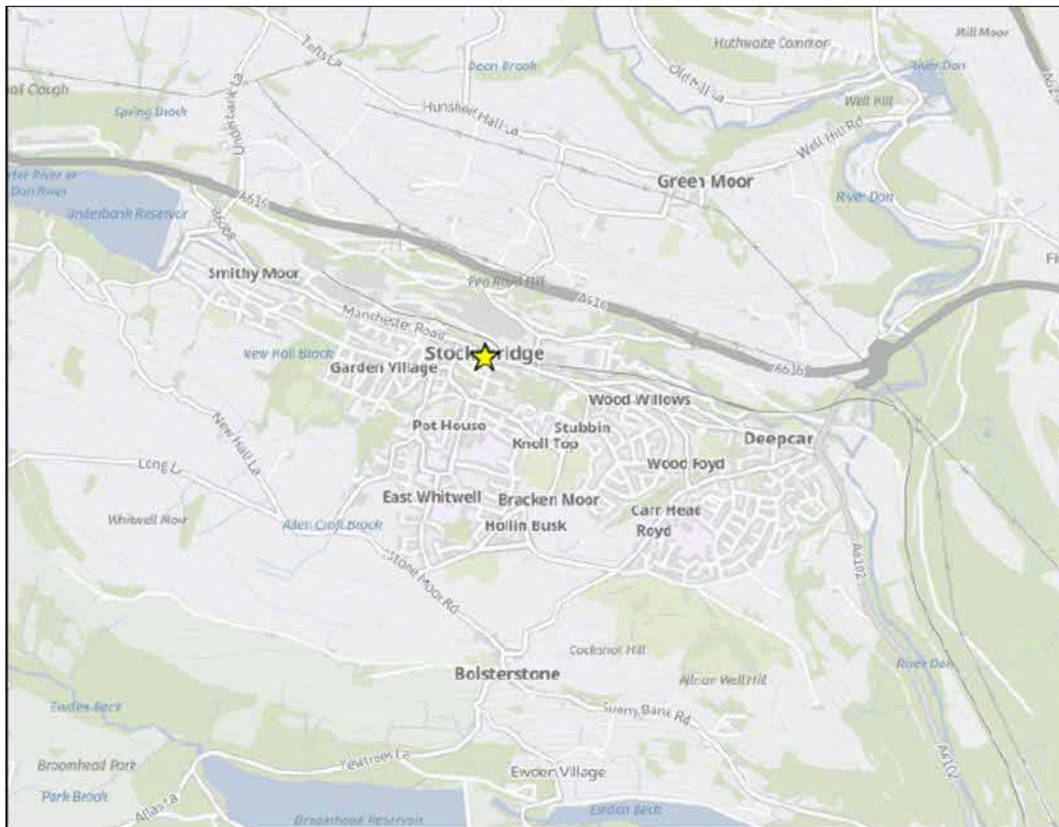
1. Introduction

1.1.1 Optima Highways and Transportation Ltd (“Optima”) has been appointed by Sheffield City Council (SCC) to prepare a Travel Plan (TP) for a proposed Community Hub off Manchester Road, Stocksbridge, Sheffield (“the Site”).

1.1.2 The Site is located within Stocksbridge some 14km northwest of Sheffield. Stocksbridge is located within the administrative area of SCC, which as a unitary authority holds responsibility for both Highways and Planning matters.

1.1.3 The Site is located on land to the south of B6088 Manchester Road, within Stocksbridge Town Centre as illustrated on Image 1.1.

Image 1.1 Site Location Plan



1.1.4 This TP supports a full application for a mixed-use development incorporating a library, café (which will be externally managed) and office space.

Travel Plans

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

1.1.6 A TP is not a static document, it evolves over time to incorporate changes in policy, best practice and alterations on site. This TP is a working document and is the responsibility of both the occupiers and the Travel Plan Coordinator (TPC).



1.1.7 The individual uses of the Community Hub do not meet the threshold for requiring a TP, however, due to good practice and setting an example, SCC have committed to preparing this report and encouraging staff and visitors to travel sustainably.

1.1.8 A Transport Statement (TS) has also been prepared by Optima and should be read alongside this report. The TS sets out the transport matters relating to the proposed development, identifying if any measures are necessary to accommodate the anticipated transport impacts of the scheme.

1.2 DOCUMENT STRUCTURE

1.2.1 Following this introduction, the TP is set out as follows:

Chapter 2 – summarises the Site both existing and proposed;

Chapter 3 – defines the TP objectives and targets;

Chapter 4 – describes the Travel Plan Coordinator role;

Chapter 5 – sets out the monitoring and review process;

Chapter 6 – describes the walking facilities, accessibility and measures;

Chapter 7 – describes the cycling facilities, accessibility and measures;

Chapter 8 – describes the public transport facilities, accessibility and measures;

Chapter 9 – details all other Travel Plan measures; and

Chapter 10 – contains an Action Plan.



2. Stocksbridge Community Hub

2.1 THE EXISTING SITE

2.1.1 The Site is located on land to the south of B6088 Manchester Road, east of Johnson Street and to the north of Button Row, approximately 14km to the northwest of Sheffield City Centre.

2.1.2 Given the Town Centre location of the Site, the development is surrounded by complementary uses, facilities and public car parking.

2.1.3 The location of the Site in relation to the strategic and local transport networks is shown on Figures 1 and 2 respectively. The indicative Site boundary is shown on Image 2.1.

Image 2.1 Indicative Site Boundary



2.1.4 The Site is bound by Manchester Road to the north, a row of shops including Wells Pharmacy to the east, Button Row to the south and Johnson Street to the west. The Site is located within a town centre area and therefore is considered to be an appropriate location for the proposed use.

2.1.5 In terms of existing uses at the Site, there are two buildings of which the eastern building is occupied by the existing library and a community shop, and the western building is occupied by a solicitors and a charity shop.

2.1.6 Given the Town Centre location, no car parking is provided, and staff and visitors utilise the existing public transport network, travel on foot, by bike or park in a nearby public car parks.

2.1.7 A summary of the existing uses and floor areas are shown in Table 2.1.

Table 2.1 Existing Occupiers

Use Class	Occupier	Floor Space
Western Building		
Financial Services Class E(c)(i)	Best Solicitors	153sqm
Retail Class E(a)	St. Luke's Shop	98sqm
Eastern Building		
Public Library Class F1(d)	Stocksbridge Library	661sqm
Retail Class E(a)	Bridge community shop	186sqm

2.2 DEVELOPMENT PROPOSALS

2.2.1 The scheme proposals are illustrated on the Coda Architecture floor plans contained at Appendix A.

2.2.2 The existing buildings will be demolished, and a new purpose built building will be constructed and occupied by a library, café (which will be externally managed), and office space.

2.2.3 The proposed new building will be made up of four floors. A breakdown of each floor, including the floorspace is shown in Table 2.2.

Table 2.2 Community Hub – Floor Space

Use Class	Occupier	Floor Space
Lower Ground Floor		
Class F1(d)	Library – Sheffield City Council	499sqm
Entrance lobby & entrance area	N/A	N/A
Class E(g)(i) Office Space	Ancillary to Library or workspace	104sqm
Class E(b) Sale of food/drink	Café	147sqm
Upper Ground Floor		
Bike store, changing room, bin store	N/A	N/A
First Floor		
Class E(g)(i) Office space	Workspace	894sqm
Second Floor		
Class E(g)(i) Office space	Northern College	422sqm

2.3 ACCESS

2.3.1 There is no direct vehicular access to the proposed building. Access on foot is to be taken from Manchester Road, whereby there is an entrance directly into the library, into an entrance lobby or into the café.

2.3.2 For cyclists, users will be able to enter the bike storage area to the rear of the building using a fob.



3. Objectives and Scope of the Plan

3.1 THE TRAVEL PLAN VISION

3.1.1 The vision for this TP is:

To make the development a place where employees can make fully informed travel choices for all journeys they make, and in doing so can reduce their reliance on the private car and the resultant impact on the local environment.

3.2 TRAVEL PLAN AIMS AND OBJECTIVES

3.2.1 To achieve this vision, the aims of this TP are to:

Maximise the attractiveness of the development to employees and visitors by highlighting its accessibility by a range of sustainable travel options; and

Minimise the effect that the development has on the environment and the local highway network by promoting the use of these sustainable travel options ahead of less sustainable modes such as single person trips by car / van.

3.2.2 The objectives of the TP are therefore to:

Identify and communicate the range of travel options available to employees and visitors/customers;

Maximise the use of sustainable modes by employees through effective promoting and engagement; and

Use suitable monitoring and reporting mechanisms to assess, over time, the impact of TP measures at the development.

3.3 TRAVEL PLAN BENEFITS

3.3.1 The wider benefits of implementing a TP and promoting active travel are as follows:

A general improvement in the health of the community brought about through reduced air pollution and harmful emissions from a reduction in car travel and through the promotion of healthier activities such as walking and cycling;

Ensuring the viability of public transport for those who need it; and

Assisting in reducing the adverse impact of transport on climate change as well as providing a local air quality improvement.

3.4 TRAVEL PLAN TARGETS

3.4.1 Targets are to be set for employees following the first travel survey. Prior to that, it is important to provide an indication of travel patterns in the area and set initial targets for reducing single occupancy vehicle travel.

3.4.2 Targets set for the TP will need to be 'SMART' i.e. they must be:

Site-specific;

Measurable;

Achievable;

Realistic; and



Time related.

3.4.3 In order to establish initial travel patterns for employees at the Site, the travel to work census data is provided for Middle Super Output Area (MSOA) Sheffield 001 where the Site is located.

3.4.4 The results of the census modal split and the survey are shown in Table 3.1.

Table 3.1 Method of Travel to Work

Method of Travel to Work	MSOA Census Data
Car (driver)	68%
Car (passenger)	5%
Bicycle	1%
Walk	20%
Bus	5%
Train / Underground	1%
Motorbike	1%
Total	100%

3.4.5 The census modal split indicates that 68% who work at the Site drive in a car or van for their journey to work with 5% being a passenger in a car or van.

3.4.6 However, given that there is no parking available at the development in this Town Centre location, actual travel to work by car is envisaged to be considerably lower than the modal split. Therefore, an initial target for single occupancy vehicle travel will be set following the first survey along with a target to of an increase in active sustainable travel (walk and cycle).

3.4.7 Targets shall not be omitted or changed by the TPC without prior consultation with SCC.



4. Roles and Responsibilities

4.1 INTRODUCTION

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

4.2 TRAVEL PLAN COORDINATOR

4.2.1 Sheffield City Council will appoint a Travel Plan Coordinator (TPC) within 1 month prior to operation and will be retained for five years. The TPC will be responsible for implementing this TP however the TPC will liaise with a main contact of each occupier to be the inhouse contact, this contact must pass information onto employees.

4.2.2 The TPC will be provided with sufficient budget to carry out their duties and implement the measures contained within this TP.

4.2.3 The main duties of the TPC will include:

Implementation of the TP;

Acting as a single point of contact across the development for all transport, access and travel related issues;

Obtaining and providing employees/visitors with up to date details of information relating to access to the development via sustainable modes; and

Undertaking regular monitoring and review and reporting the outcomes to SCC.

Table 4.1 Travel Plan Measure 1 – Appoint Travel Plan Coordinator

Travel Plan Measure – TPM1	
Summary	Appoint a Travel Plan Coordinator.
Guideline Timescale	One month prior to operation and retained for 5 years.
Notes	To implement, oversee and manage the Travel Plan.
Responsibility	Sheffield City Council.

4.2.4 In the interim, Optima will act as the TPC for the development and all correspondence should be sent to Kate Peel. Contact details as follows are shown in Table 4.2.

Table 4.2 Travel Plan Coordinator Contact Details

Travel Plan Coordinator	
Name	Kate Peel
Address	Optima Highways & Transportation, Suite 1, 3 rd Floor, Goodbard House, Infirmary Street, Leeds, LS1 1JP
Email	Kate.peel@optimahighways.com
Phone	0113 245 1679



5. Monitoring and Review

5.1 INTRODUCTION

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

5.2 TRAVEL SURVEY

5.2.1 A critical element of the information gathering exercise for the TP is to carry out a questionnaire survey of employees and visitors. The surveys will provide details of individual circumstances, travel patterns and preferences. The survey also provides a chance for employees to raise awareness of any travel issues to and from the development.

5.2.2 The first travel survey of employees will take place within the first year of occupation of the Community Hub. The results of the survey will be provided to SCC within 1 month of the survey taking place and initial targets will be set.

5.2.3 The travel survey will likely be hosted on Survey Monkey (subject to GDPR) and promoted by in house communications such as meetings and emails, as well as promoted on posters. Visitors/customers will be surveyed on an informal basis by a simple tally chart.

5.2.4 A minimum response rate of 75% will be targeted and the inhouse contacts will be responsible for ensuring the survey is promoted and responses are made. A prize draw may be used to increase the response rate.

Table 5.1 Travel Plan Measure 2 – Undertake Travel Surveys

Travel Plan Measure – TPM2	
Summary	Undertake travel surveys to monitor progress.
Guideline Timescale	Within twelve months of approval of the Travel Plan.
Notes	To record travel patterns and inform targets.
Responsibility	Travel Plan Coordinator.

5.3 MONITORING AND ANNUAL REVIEW

5.3.1 The TP will be monitored on an annual basis during the appointment of the TPC, which will include a full survey of employees and tally chart result of visitors / customers. Within 3 months of the annual review the TPC shall agree the following TP items with SCC:

Any revised site specific measures to reduce the numbers of car-borne trips; and

Any revisions to the modal split targets for the employees as a result of carrying out the surveys.

5.3.2 The annual monitoring report will also review the progress that has been achieved in implementing measures against the modal shift targets over the preceding twelve-month period and any further actions/measures will be identified and implemented to progress and, if necessary, evolve the TP to meet objectives and targets. Any progress made will be reported by the TPC to the relevant external organisations including SCC and public transport operators where appropriate.



Table 5.2 Travel Plan Measure 3 – Monitoring and Review

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

5.4 MAINTAINING INTEREST

5.4.1 For the TPC to maintain interest in the TP there are a few key points that will help assist in ensuring that people are not discouraged. These are as follows:

Ensure that the measures implemented work, this will maintain confidence in the TP;

Ensure that there is regular communication to keep the TP issues in people's minds;

Ensure that easily contactable assistance is available to try and resolve any problems people may have in changing mode;

Make sure information provided to employees is always up to date; and

Develop a successful feedback mechanism.



6. Walking

6.1 EXISTING PEDESTRIAN FACILITIES

6.1.1 A summary of the existing pedestrian provision in the immediate vicinity of the Site is provided below:

Lit, circa 2m wide footways are provided along both sides of Manchester Road;

A pelican crossing facility is provided along Manchester Road some 35m to the east of the Site, catering for pedestrians using the eastbound bus stop; and

Dropped crossings with tactile paving are provided across all junctions in the immediate vicinity of the Site.

6.2 ACCESSIBILITY ON FOOT

6.2.1 It is generally considered that an acceptable walking distance from home to a place of work is 2km. The CIHT document 'Guideline for Providing for Journeys on Foot' recommends various thresholds for desired, acceptable and preferred maximum distances to various services as shown in Table 6.1.

Table 6.1 Accessibility by Foot

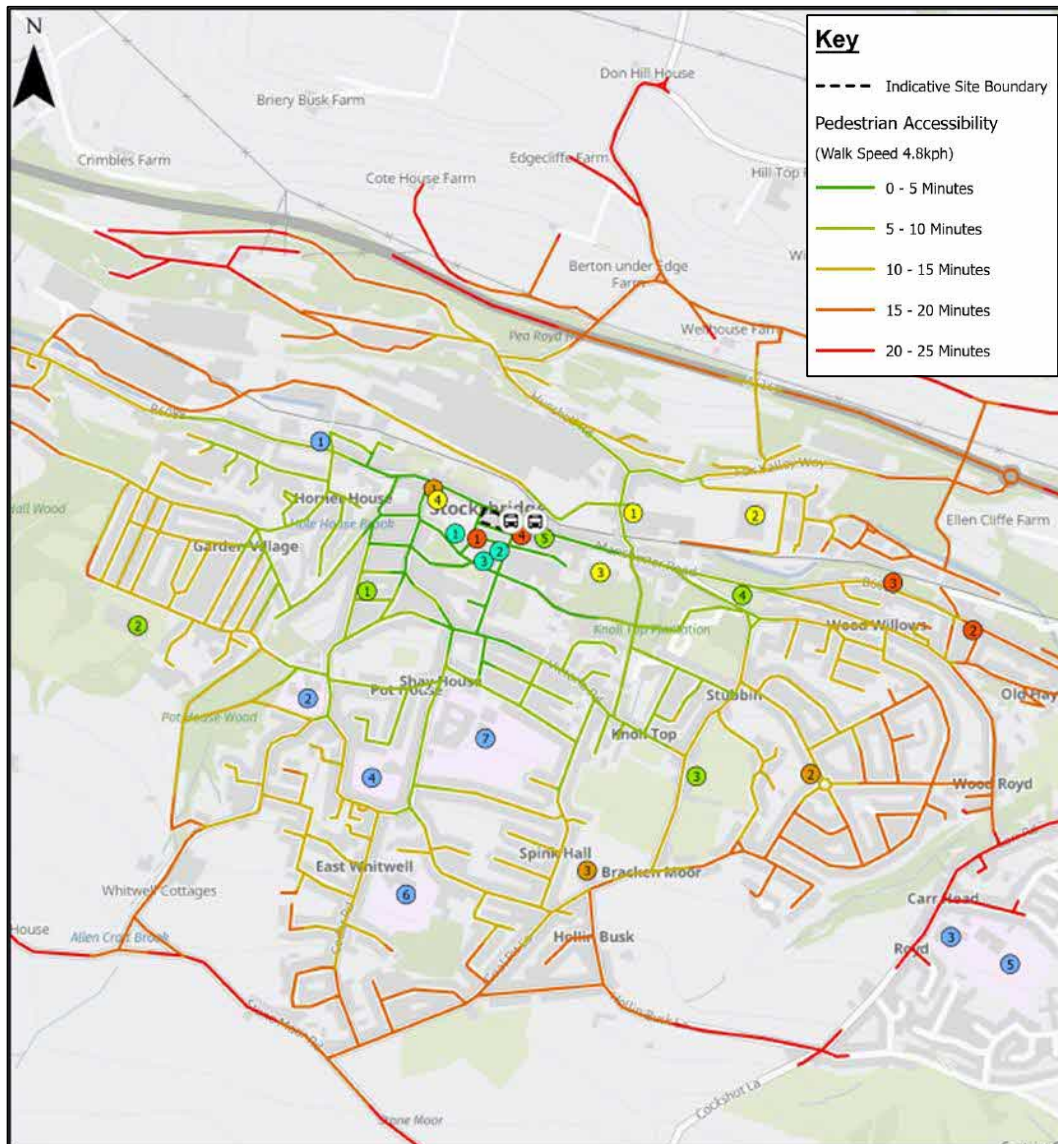
	Town Centres (m)	School/Work (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Source – Table 3.2 'Guidelines for Providing for Journey on Foot' published by CIHT

6.2.2 GIS Network Analyst software has been used to plot typical walk times (up to 25 mins), which equates to a 2km journey to walk as shown on Figure 3 and Image 6.1.



Image 6.1 Extract of Pedestrian Accessibility Plan



6.2.3 Figure 3 shows that within 2km of the Site, the majority of Stocksbridge can be accessed, which provides the opportunity for employees to walk to work and local residents to utilise the Community Hub. Given the town centre location, there are also a number of complimentary facilities within the surrounding area which will facilitate linked trips to the Community Hub.

6.2.4 It is therefore concluded that the proposed development will be provided with appropriate accessibility on foot to a range of services and facilities in accordance with national MFS and CIHT guidance.

6.3 WALKING MEASURES

Table 6.2 Travel Plan Measure 4a – Travel Guide (Walking)

Travel Plan Measure – TPM4a	
Summary	Production and distribution of a Travel Guide including key pedestrian routes and destinations.
Guideline Timescale	Prepare ready for occupation.
Notes	To encourage trips on foot.
Responsibility	TPC to produce and distribute the guide.

Table 6.3 Travel Plan Measure 5 – Changing Facilities

Travel Plan Measure – TPM5	
Summary	Provide changing facilities on site for those employees who travel to work using an active mode, have a location to freshen up as well as somewhere to store their belongings.
Guideline Timescale	Prior to occupation.
Notes	To encourage trips on foot.
Responsibility	Sheffield City Council.

6.4 USEFUL LINKS

Table 6.4 Useful Links – Walking

Walking Weblinks	
Useful information on walking including links to other sources	www.sheffield.gov.uk/parks-sport-recreation/walking-sheffield
Walking journey planners	www.google.com/maps
Ramblers	https://beta.ramblers.org.uk



7. Cycling

7.1 CYCLE FACILITIES

7.1.1 An extract from Sheffield's Cycle Network map is shown in Image 7.1 with suggested cycle routes shown in yellow. Manchester Road is listed as a suggested cycle route.

Image 7.1 Sheffield Cycle Network



Source: www.sheffield.gov.uk

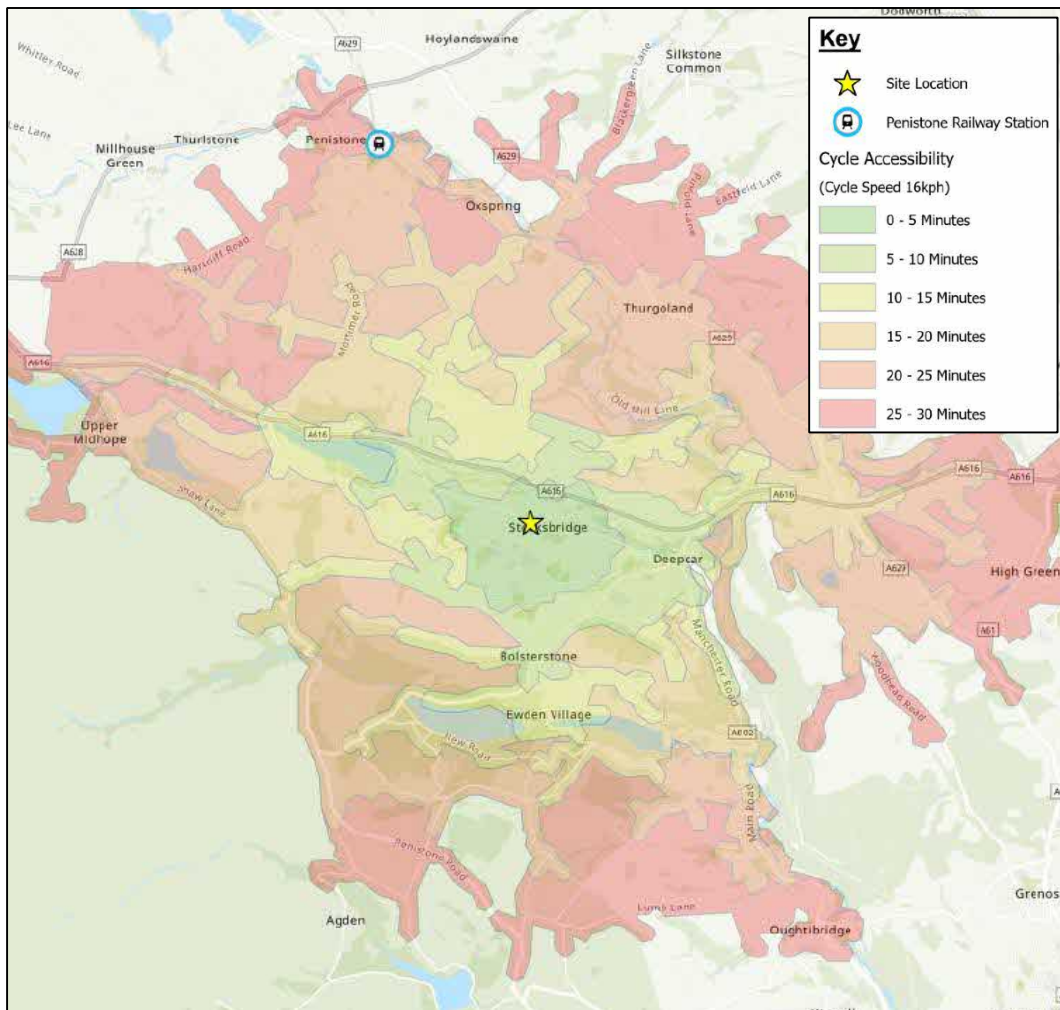
7.1.2 An acceptable and comfortable distance for general cycling trips is considered to be up to 5 km as referred to in Local Transport Note 2/08 (published by the Department for Transport (DfT)). However, the same guidance also refers to commuting cycle trips up to 8km. Whilst, in terms of design guidance for cycle facilities, this LTN has now been superseded by LTN 1/20, there is no reason to suggest that the accepted cycle distances have changed.

7.1.3 Furthermore 'Integrating Cycling into Development Proposals' published in 2008 by Cycling England states that:

"Most cycle journeys for non-work purposes and those to rail stations are between 0.5 miles [0.8km] and 2 miles [3.2km], but many cyclists are willing to cycle much further. For work, a distance of 5 miles [8 km] should be assumed".

7.1.4 Using GIS Network Analyst software typical cycle times from the Site are shown on Figure 4 and Image 7.2.

Image 7.2 Cycle Accessibility



7.1.5 Figure 4 (Image 7.2) shows that:

The town of Stocksbridge can access the development within a 5-minute cycle journey;

The suburban areas of Thurgoland, Deep Car, Ewden Village, Bolsterstone, High Green are all within a 30 minute cycle time; and

Penistone Railway Station can be accessed within 30 minutes.

7.1.6 It is therefore concluded that the development will be provided with appropriate accessibility by cycle to a wide range of local services and facilities and within reach of a number of residential areas, many of which are within a short cycling distance.

7.2 CYCLE MEASURES

Table 7.1 Travel Plan Measure 4b Travel Guide (Cycling)

Travel Plan Measure – TPM4b	
Summary	Production and distribution of a Travel Guide including key cycle routes and destinations.
Guideline Timescale	Prepare ready for occupation.
Notes	To encourage cycling.
Responsibility	TPC to produce and distribute the guide.

Table 7.2 Travel Plan Measure 6 – Cycle Storage / Stands

Travel Plan Measure – TPM6	
Summary	Secure cycle storage is to be provided with fob access to the rear of the building and provided for use of staff and long stay visitors.
Guideline Timescale	Prior to occupation.
Notes	To encourage cycling.
Responsibility	Sheffield City Council.

Table 7.3 Travel Plan Measure 7 – Cycle to Work scheme

Travel Plan Measure – TPM7	
Summary	Cycle to Work Scheme.
Guideline Timescale	Upon occupation.
Notes	Each employer will investigate offering the Cycle to Work scheme.
Responsibility	Occupiers.

Table 7.4 Travel Plan Measure 8 – Wayfinding

Travel Plan Measure – TPM8	
Summary	Wayfinding to cycle parking / storage.
Guideline Timescale	Prior to occupation.
Notes	Providing wayfinding to let potential users know cycle parking is available or show them the way to it.
Responsibility	Sheffield City Council.

Table 7.5 Travel Plan Measure 9 – Cycle Maintenance

Travel Plan Measure – TPM9	
Summary	Cycle maintenance sessions will be held twice a year.
Guideline Timescale	Within 6 months occupation, twice per year.
Notes	To encourage cycling.
Responsibility	Travel Plan Coordinator and third party.



7.3 USEFUL LINKS

Table 7.6 Useful Links – Cycling

Cycle Weblinks	
Useful information on cycling including links to other sources	www.opencyclemap.org/?zoom=13&lat=53.37251... www.movemoreshffield.com/active-travel
Sustrans On-line Mapping National Cycle Network map which is based on OS mapping.	www.sustrans.org.uk/national-cycle-network/
Tax Free Bike Scheme	www.gov.uk search 'cycle to work'
Bike and Go	www.bikeandgo.co.uk
Cycle Streets	www.cyclestreets.net
National cycle events	www.bikeweek.org.uk
Adult cycle training	https://cycleboost.org/



8. Public Transport

8.1 PUBLIC TRANSPORT ACCESSIBILITY

8.1.1 The nearest bus stops to the site are located on Manchester Road. The westbound stop is located directly outside the proposed building, with the eastbound stop located a further 50 metres to the east. The westbound stop is recognised by a bus lay-by, shelter and timetable information and the eastbound stop is recognised by a shelter displaying a timetable and a bus cage.

8.1.2 To access the eastbound stop, pedestrians would cross Manchester Road by using the pelican crossing to the east where dropped kerbs and tactile paving are provided.

8.1.3 The bus stops are served by services 23, 26, 57 and 201. A summary of the services is provided in Table 8.1.

Table 8.1 Bus service Summary – Manchester Road

Service	Route	Days of Operation	Approximate Frequency	Time of Operation
23/23a	Barnsley (23a) - Gilroyd (23a) - Millhouse Green (23) - Penistone (23) - Thurgoland Crane Moor (23a) - Wortley (23, 23a) - Deepcar (23, 23a) - Stocksbridge (23,23a)	Monday - Friday	120 minutes	08:52 – 16:10
		Saturday	120 minutes	08:52 – 16:10
		Sunday	No Service	
26/26a	Thurgoland - Crane Moor (26) - Wortley (26) - Stocksbridge (Fox Valley) - Cubley (26) - Penistone (26) - Midhoptstones (26a) - Langsett (26a) - Holmfirth (26a)	Monday - Friday	Hourly	07:30 – 16:29
		Saturday	No service	
		Sunday	No service	
57/57a	Sheffield - Hillsborough - Middlewood - Wadsley (57a) - Oughtbridge - Wharncliffe Side (57) - Deepcar - Stocksbridge	Monday - Friday	30 minutes	04:38 – 23:41
		Saturday	30 minutes	06:18 – 23:41
		Sunday	120 minutes	06:29 – 23:25
201	Chapelton - Tankersley - Stocksbridge	Monday - Friday	Hourly	07:15 – 18:35
		Saturday	Hourly	08:25 – 18:03
		Sunday	No Service	

8.1.4 The combined services operating from Manchester Road provide a minimum of 4 services an hour throughout Monday – Friday to destinations including neighbouring village of Deepcar and Sheffield City Centre.

8.1.5 It is therefore concluded that the development has appropriate accessibility by public transport to local destinations which include a vast range of residential areas from which employees may travel using public transport.



8.2 PUBLIC TRANSPORT MEASURES

Table 8.2 Travel Plan Measure 4c – Travel Guide (Public Transport)

Travel Plan Measure – TPM4c	
Summary	Production and distribution of a Travel Guide including public transport information.
Guideline Timescale	Prepare ready for occupation.
Notes	To encourage public transport use.
Responsibility	TPC to produce and distribute the guide.

8.3 USEFUL LINKS

Table 8.3 Useful Links – Public Transport

Public Transport Weblinks	
Public transport timetables, ticket and real time information	www.travelsouthyorkshire.com www.stagecoachbus.com www.traveline.info



9. Other Measures

9.1 CAR SHARE

Table 9.1 Travel Plan Measure 10 – Car Share

Travel Plan Measure – TPM10	
Summary	The TPC will encourage car sharing amongst employees and will facilitate matches. Alternative transport will be provided in case of emergencies. The Lift Share Car Share scheme will be promoted by the TPC https://liftshare.com/uk/
Guideline Timescale	Upon occupation– within the Travel Guide.
Notes	To encourage car sharing.
Responsibility	TPC to include in Travel Guide at each annual review.

9.2 ECO DRIVING

Table 9.2 Travel Plan Measure 11 – Eco Driving Techniques

Travel Plan Measure – TPM11	
Summary	Advice to be distributed to drivers promoting eco driving techniques.
Guideline Timescale	Upon occupation– within the Travel Guide.
Notes	To reduce vehicle emissions.
Responsibility	Travel Plan Coordinator.

9.3 FLEXIBLE WORKING PRACTICES

Table 9.3 Travel Plan Measure 12 – Flexible Working Hours

Travel Plan Measure – TPM12	
Summary	Where appropriate, consideration should be given to configuring core hours/shift patterns to reduce need to travel in peak times.
Guideline Timescale	Upon occupation.
Notes	To encourage home working and/or reduce travel during peak times.
Responsibility	Employers.

9.4 PERSONALISED TRAVEL PLANNING

Table 9.4 Travel Plan Measure 13 – Personalised Travel Planning

Travel Plan Measure – TPM13	
Summary	Personalised Travel Planning will be offered to all new starters and existing staff on request and advertised within the Travel Guide.
Guideline Timescale	Upon occupation.
Notes	To encourage sustainable modes of transport.
Responsibility	Travel Plan Coordinator.



9.5 FREE LIFT HOME

Table 9.5 Travel Plan Measure 14 – Free Lift Home

Travel Plan Measure – TPM14	
Summary	A free lift home scheme will be in place for those who travel sustainably to the Site and need to leave in an emergency situation. This measure tends to be used very infrequently but offers peace of mind to those who need it.
Guideline Timescale	Upon occupation.
Notes	To encourage sustainable modes of transport.
Responsibility	Employers.

9.6 COMMUNICATION

9.6.1 The content of the Travel Guide will be agreed with SCC prior to issue and will be distributed to employees within one month of SCC approval of the Guide.

9.6.2 The TPC will promote Walk to Work week (May), Bikeweek (June) and Liftshare week (October).

9.6.3 When raising awareness of the TP, consideration should be given to different groups that should be targeted.

9.6.4 Publicity material will include the following:

Providing details of the accessibility of the Site by sustainable modes within any TP material such as the travel guide or a sustainable travel board;

Ensuring that a copy of the TP is available to all employees on request; and

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

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



10. Action Plan

10.1.1 An initial Action Plan is shown in Table 10.1 to assist the developer, the TPC and SCC with monitoring and progress on site. Like the TP, the Action Plan will be updated to reflect changes on Site.

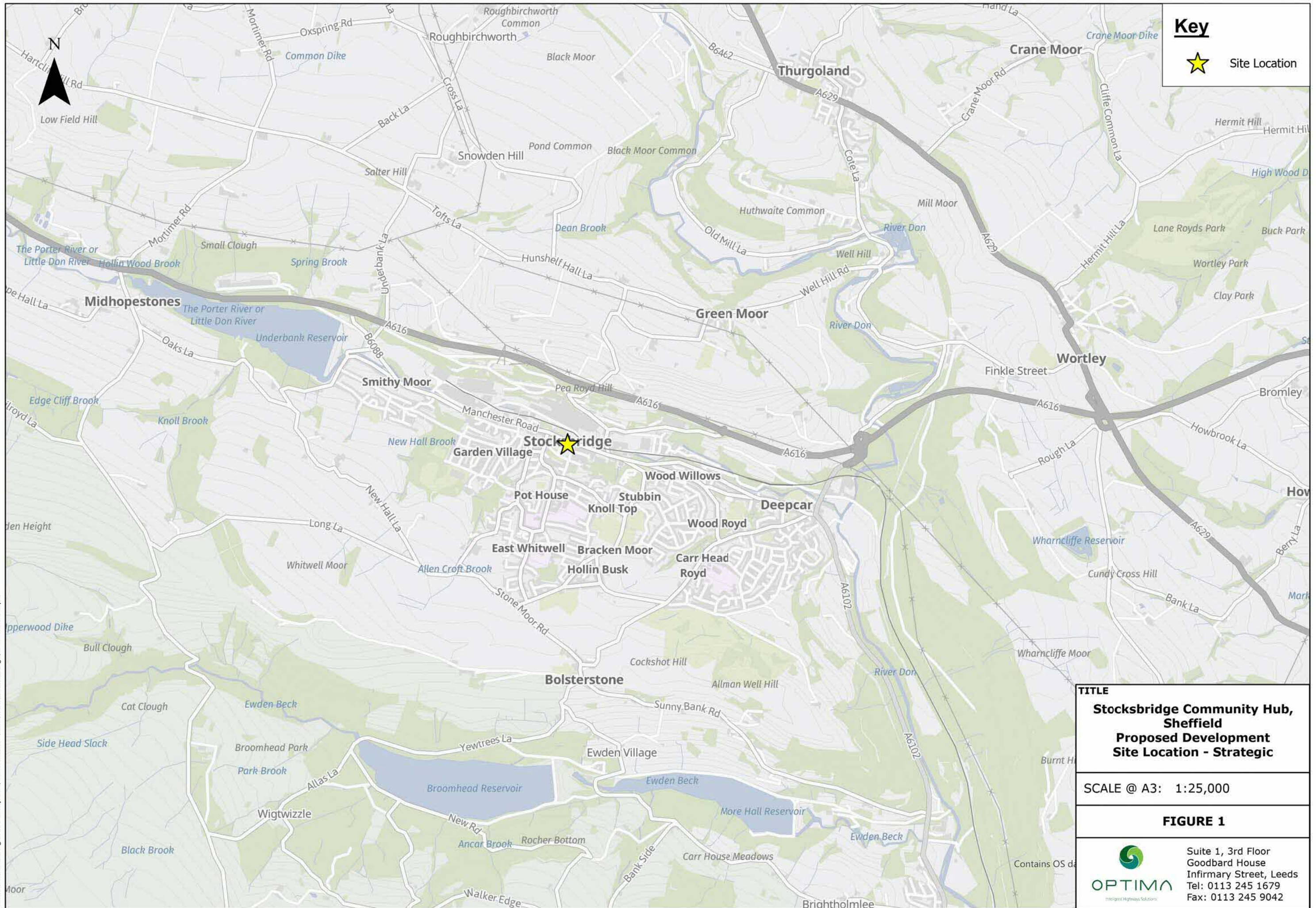
Table 10.1 Initial Action Plan

Reference	Measures	Objective	Guideline Timescale	Responsibility
TPM1	Appoint a Travel Plan Coordinator	To implement, monitor and review the Travel Plan	1 month prior to operation	Sheffield City Council
TPM2	Undertake Employee Travel Surveys	To gather travel information and inform measures	Annually for a period of 5 years	Travel Plan Coordinator
TPM3	Monitor and Review	To monitor Travel Plan performance	Annually	Travel Plan Coordinator
TPM4a/4b/4c	Provide travel guide for employees and visitors	To encourage sustainable travel	Prepare ready for occupation	Travel Plan Coordinator
TPM5	Provide changing areas	To encourage active travel	Prior to occupation	Sheffield City Council
TPM6	Provide cycle storage	To encourage cycling	Prior to occupation	Sheffield City Council
TPM7	Offer the Cycle to Work scheme	To encourage cycling	Upon occupation	Sheffield City Council
TPM8	Provide Wayfinding	To encourage active travel	Prior to occupation	Sheffield City Council
TPM9	Hold cycle maintenance sessions	To encourage cycling	Within 6 months occupation, twice per year	Travel Plan Coordinator and Third Party
TPM10	Promote car sharing	To encourage car sharing and reduce single occupancy trips	Upon occupation	Travel Plan Coordinator
TPM11	Eco Driving Techniques	To reduce vehicle emissions	Upon occupation	TPC
TPM12	Flexible Working Hours	To encourage home working and/or reduce travel during peak times.	Upon occupation	Employers
TPM13	Personalised travel planning	To encourage sustainable modes of transport.	Upon occupation	Travel Plan Coordinator
TPM14	Free Lift Home in an Emergency	To encourage sustainable modes of transport.	Upon occupation	Employers



Figures





Key

★ Site Location

TITLE
**Stocksbridge Community Hub,
 Sheffield**
**Proposed Development
 Site Location - Strategic**

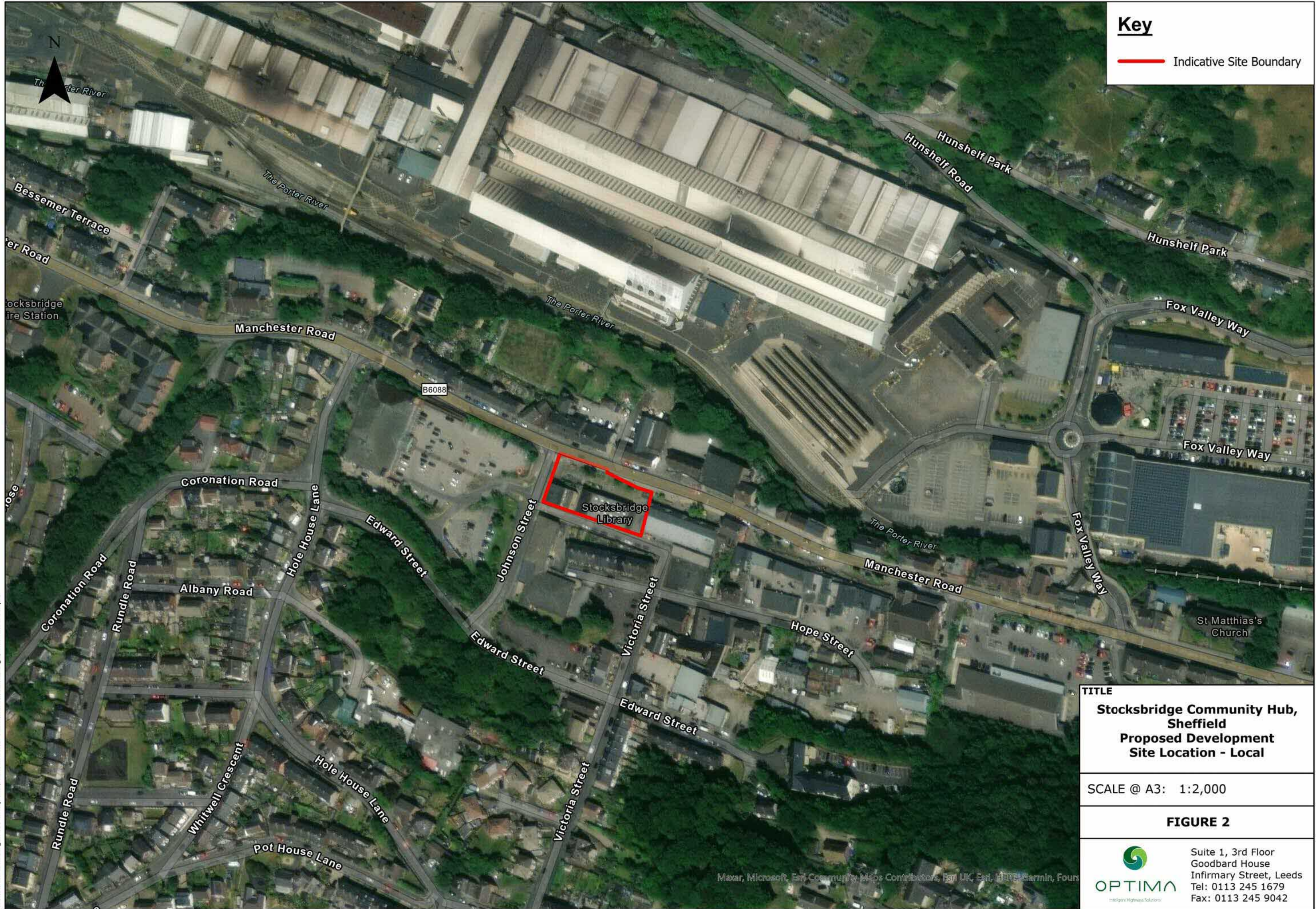
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FIGURE 1



Suite 1, 3rd Floor
 Goodbard House
 Infirmary Street, Leeds
 Tel: 0113 245 1679
 Fax: 0113 245 9042

Path: O:\Stocksbridge Community Hub, Sheffield\DRAWINGS\GIS\Stocksbridge, Sheffield GIS.aprx



Key

— Indicative Site Boundary

TITLE
**Stocksbridge Community Hub,
 Sheffield**
**Proposed Development
 Site Location - Local**

SCALE @ A3: 1:2,000

FIGURE 2



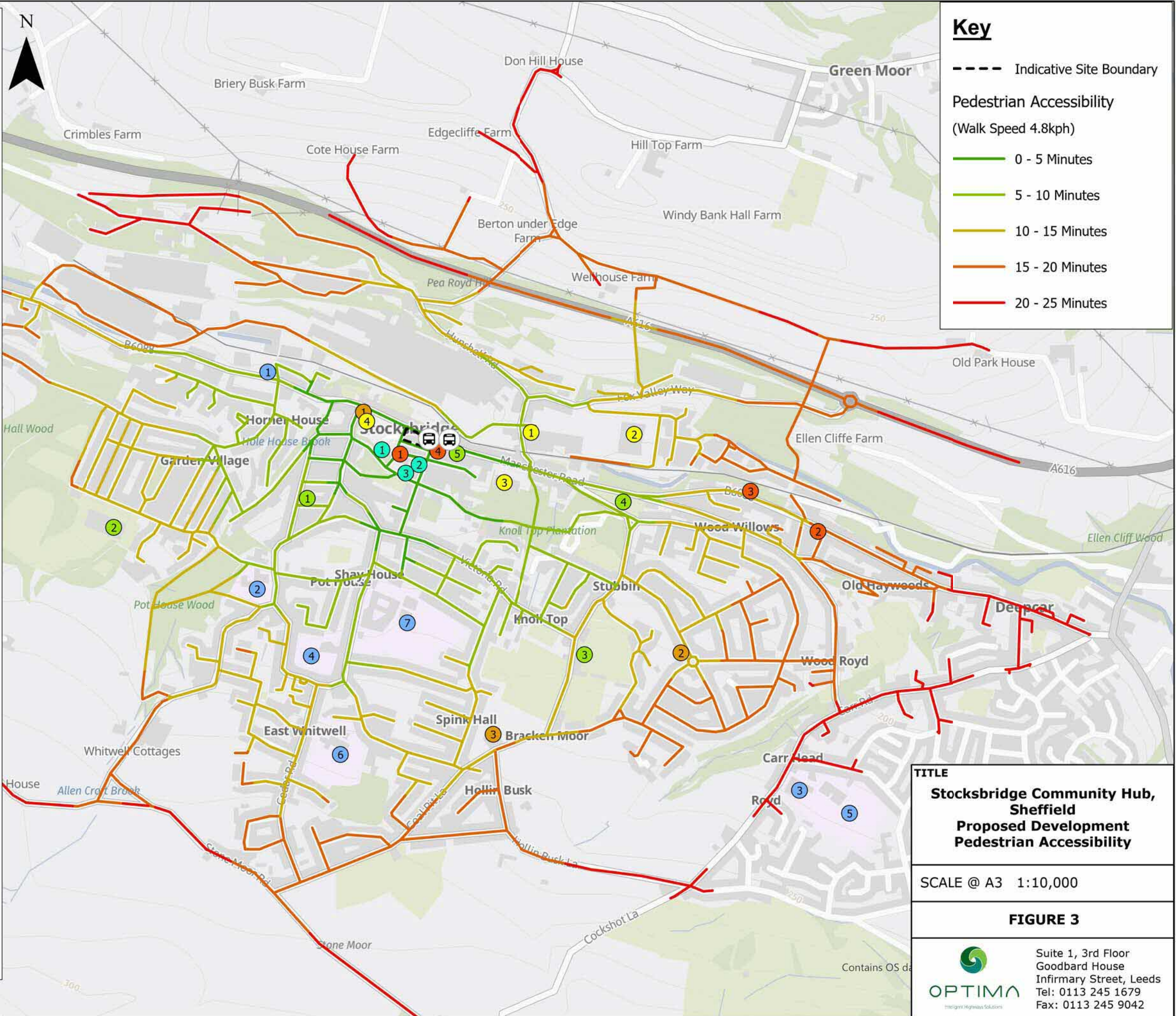
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 Infirmary Street, Leeds
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 Fax: 0113 245 9042

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Maxar, Microsoft, Esri Community Maps Contributors, Esri UK, Esri, HERE, Garmin, Fours

Facilities

-  Nearest Bus Stops
- Car Parks**
-  Johnson Street Car Park
-  Hope Valley Car Park
-  Edward Street Car Park
- Education**
-  Early Steps Nursery
-  Stocksbridge Nursery & Infant School
-  Royd Nursery Infant School
-  St Ann's Catholic Primary School
-  Deepcar St John's CoFE Junior School
-  Stocksbridge Junior School
-  Stocksbridge High School
- Health**
-  Valley Medical Centre & Allied Pharmacy
-  Deepcar Medical Centre & Pharmacy
-  Deepcar Dental Practice
-  Well Pharmacy - Stocksbridge
- Recreation**
-  Rundle Road Park
-  Stocksbridge Community Leisure Centre
-  Stocksbridge Park Steels FC & Playing Fields
-  Stocksbridge Clocktower Gardens
-  Vision Fit Gym
- Retail**
-  Fox Valley Shopping Centre
-  Aldi
-  Lidl
-  Co-op Food - Stocksbridge
- Services**
-  Stocksbridge Post Office
-  Lee Avenue Post Office
-  Stocksbridge Youth Centre



Key

-  Indicative Site Boundary
- Pedestrian Accessibility**
(Walk Speed 4.8kph)
-  0 - 5 Minutes
-  5 - 10 Minutes
-  10 - 15 Minutes
-  15 - 20 Minutes
-  20 - 25 Minutes

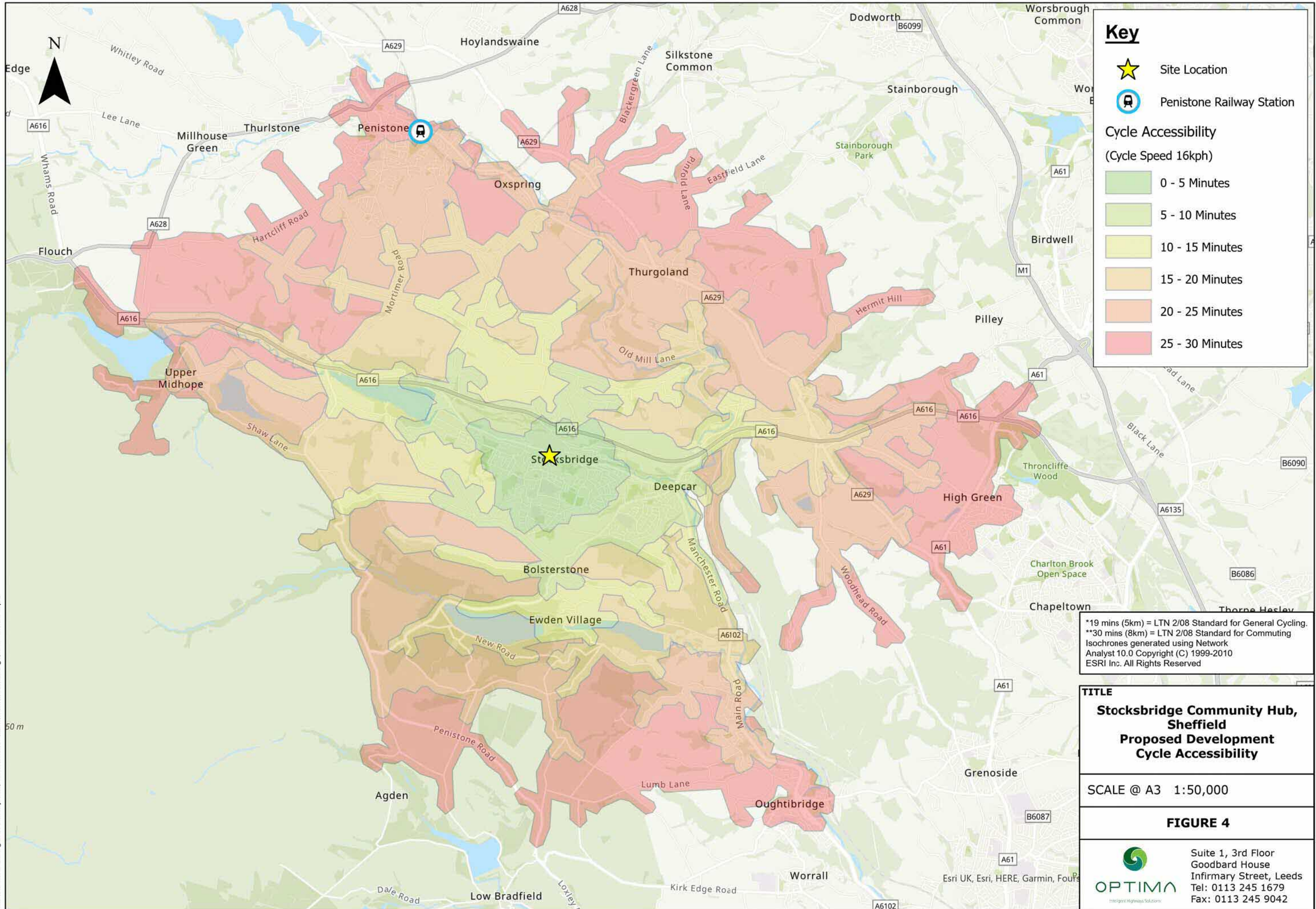
TITLE
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 Sheffield**
Proposed Development
Pedestrian Accessibility

SCALE @ A3 1:10,000

FIGURE 3

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Key

- Site Location
- Penistone Railway Station

Cycle Accessibility
(Cycle Speed 16kph)

- 0 - 5 Minutes
- 5 - 10 Minutes
- 10 - 15 Minutes
- 15 - 20 Minutes
- 20 - 25 Minutes
- 25 - 30 Minutes

*19 mins (5km) = LTN 2/08 Standard for General Cycling.
 **30 mins (8km) = LTN 2/08 Standard for Commuting
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TITLE
**Stocksbridge Community Hub,
 Sheffield
 Proposed Development
 Cycle Accessibility**

SCALE @ A3 1:50,000

FIGURE 4



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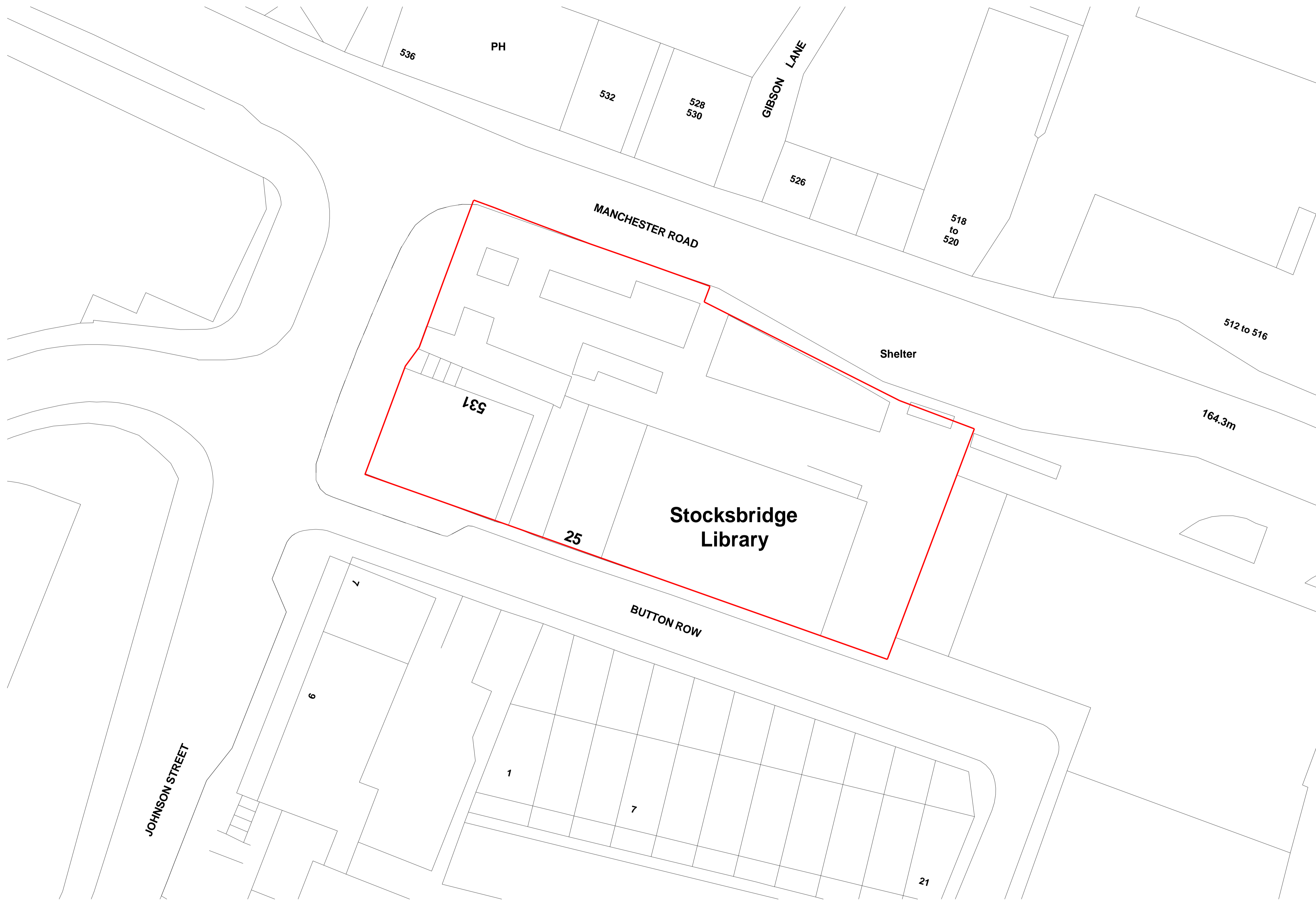
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Appendices

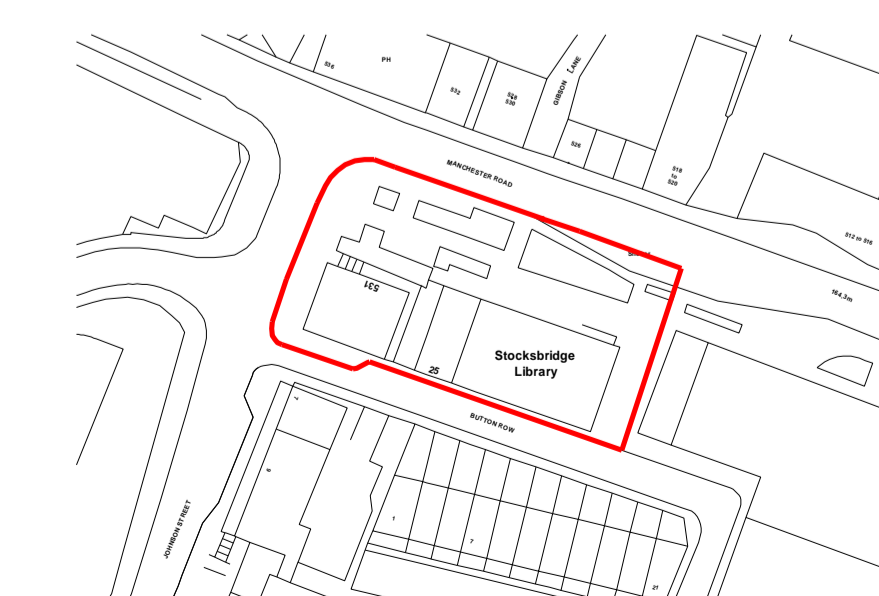
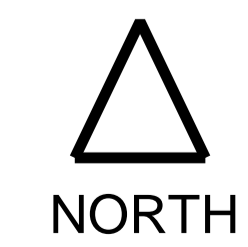


Appendix A Proposed Floor Plans





EXISTING SITE PLAN
1 : 200



EXISTING LOCATION PLAN
1 : 1250

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B	15-11-23	KE	JH

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01 EXISTING SITE	20 LIFT AND STAIRS
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KE	JH	15-11-23	As indicated

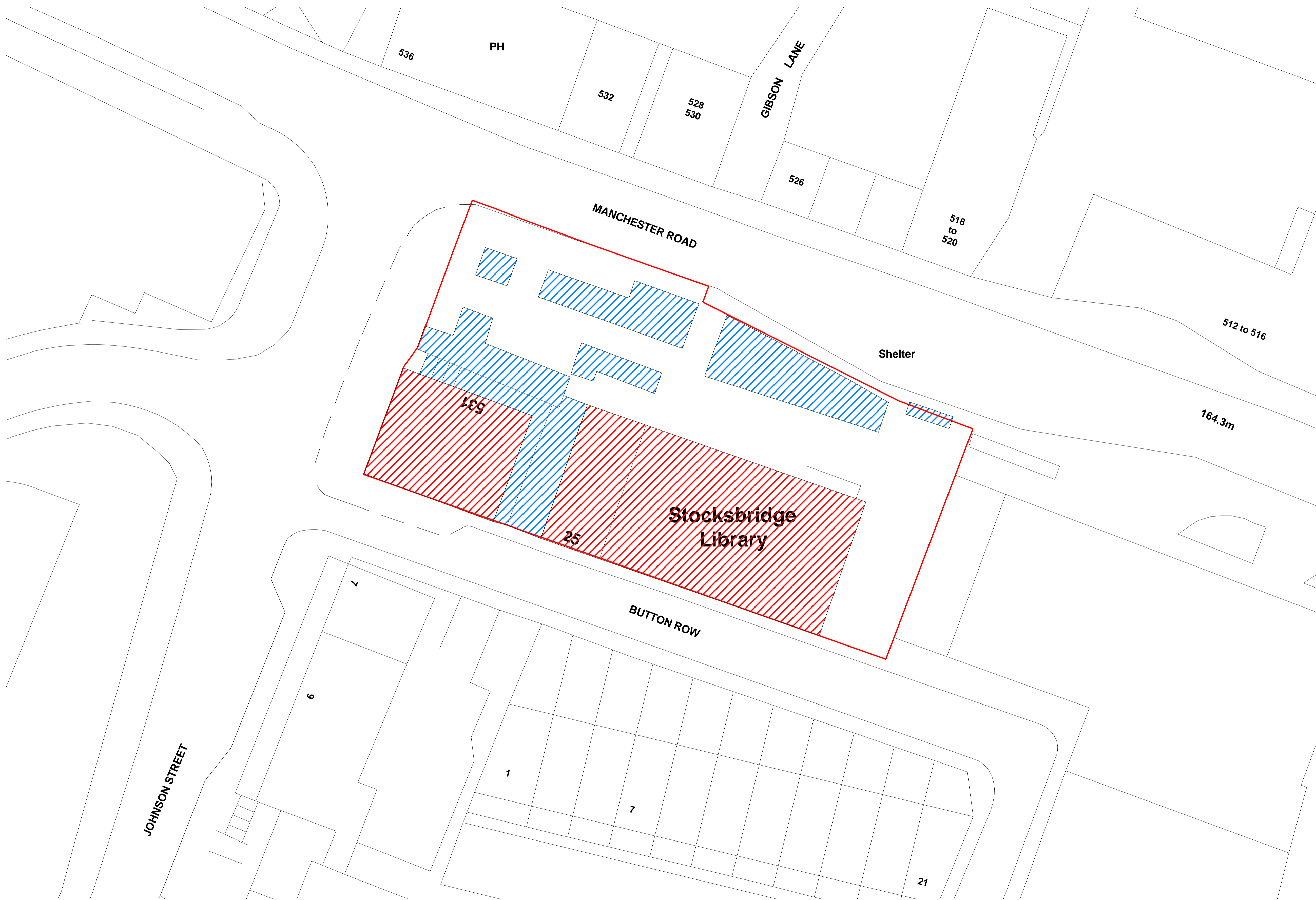
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Suitability Code
A1

Purpose for issue
PLANNING

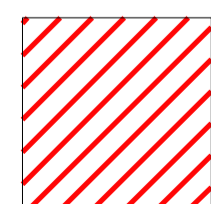
Drawing No
PC06176 CDA - AA - ZZ - DR - A - 00001 B

Project Originator Volume Level Type Role Number Revision

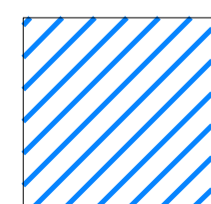


DEMOLITION PLAN

1 : 200



INDICATES BUILDING TO BE DEMOLISHED



INDICATES LANDSCAPING TO BE REMOVED

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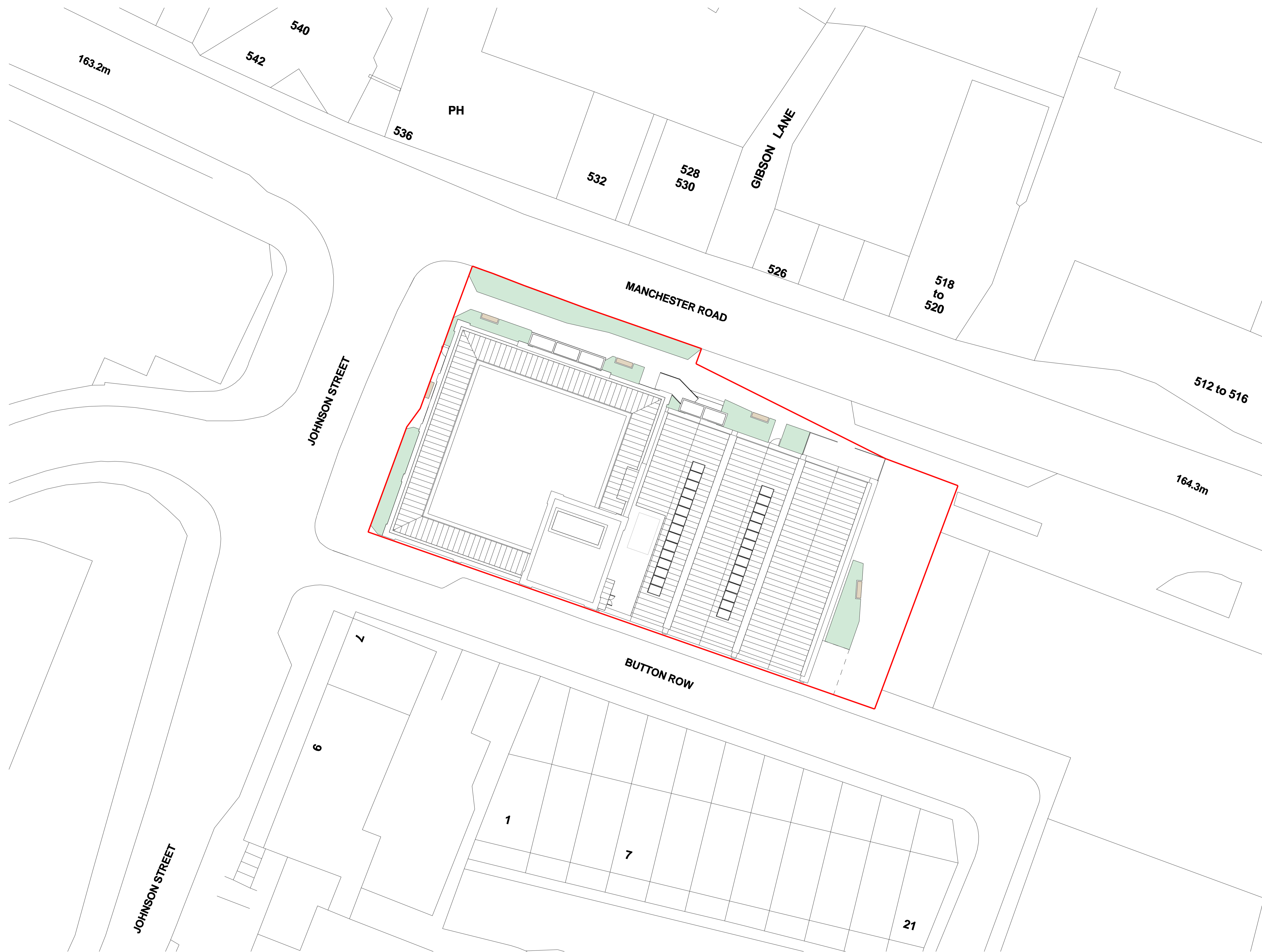
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KE	JH	15-11-23	1 : 200

Title
Proposed Demolition Plan

Suitability Code
A1

Drawing No
PC06176 - CDA - AA - ZZ - DR - A - 15001

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KE	JH	15-11-23	1:200

Title
Proposed Site Plan

Suitability Code
A1

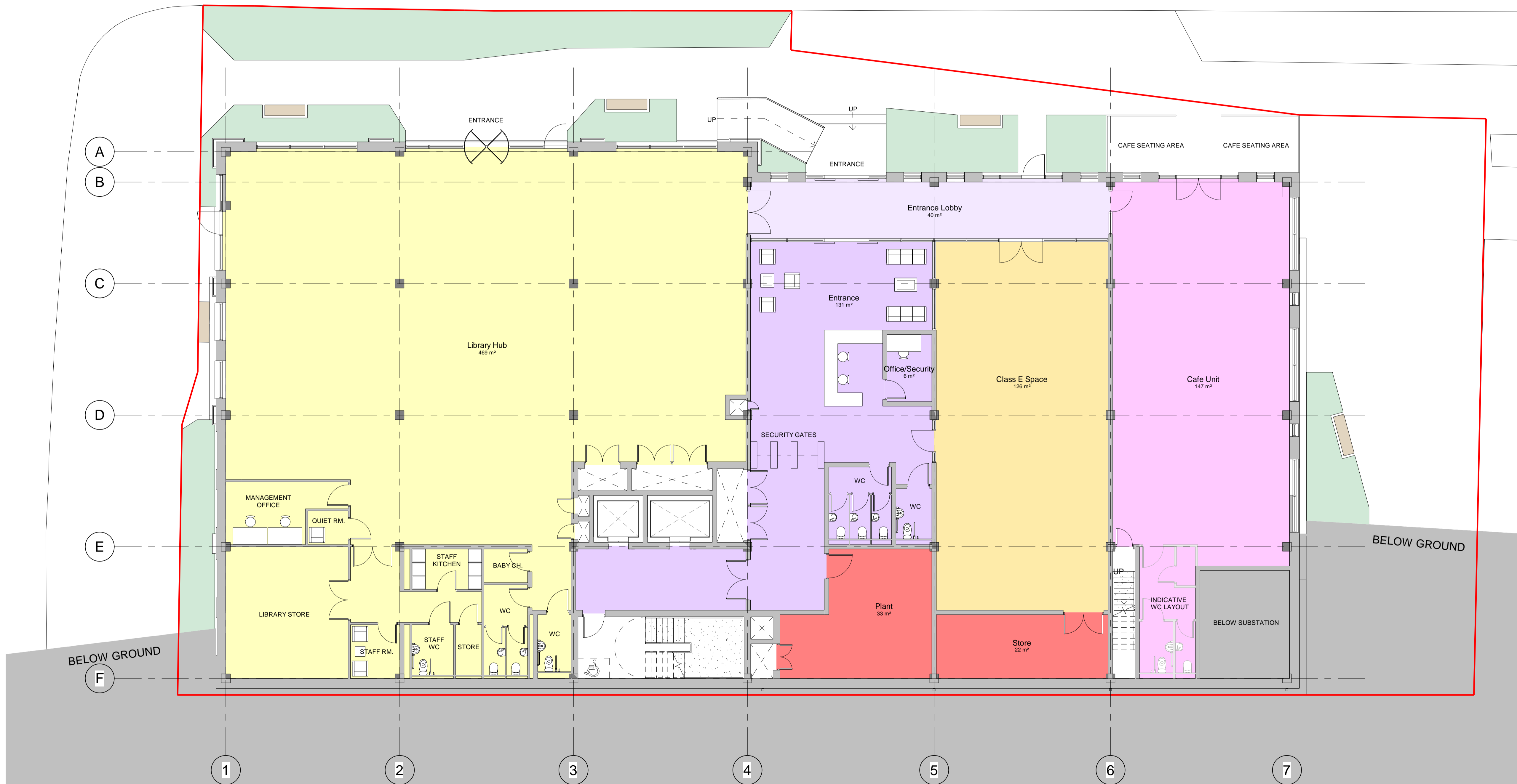
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Project Originator Volume Level Type Role Number Revision

PROPOSED SITE PLAN
1 : 200



MANCHESTER ROAD



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KE	JH	15-11-23	1 : 100

Title
Lower Ground Floor GA Plan

Suitability Code
A1

Purpose for issue
PLANNING

Drawing No
PC06176 - CDA - AA - L1 - DR - A - 00101

Project Originator Volume Level Type Role Number Revision

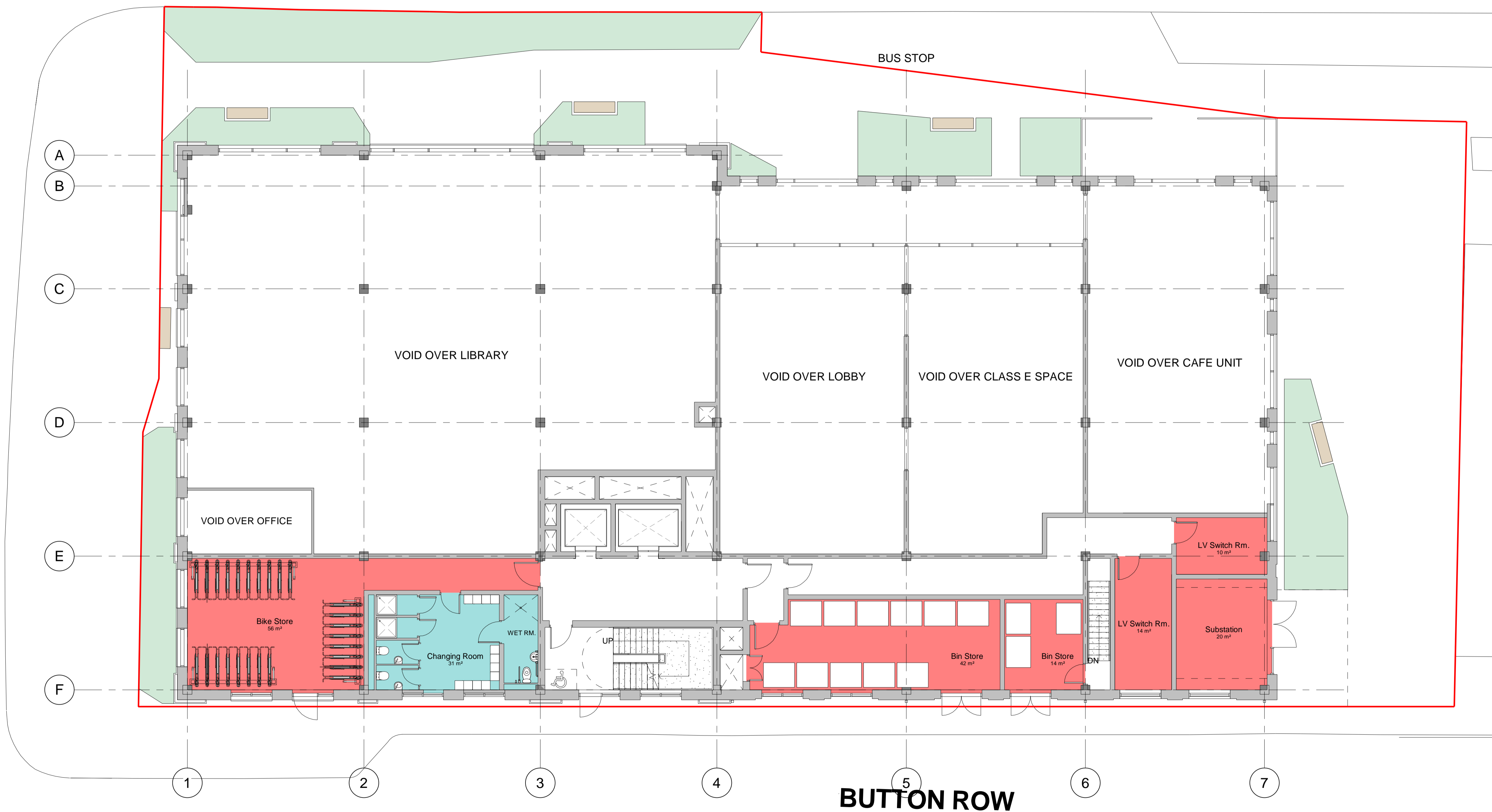
LOWER GROUND FLOOR

1 : 100

MANCHESTER ROAD

BUS BAY

BUS STOP



BUTTON ROW

UPPER GROUND FLOOR
1 : 100

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KE	MB	15-11-23	1 : 100

Title
Upper Ground Floor GA Plan

Suitability Code
A1 Purpose for issue
PLANNING

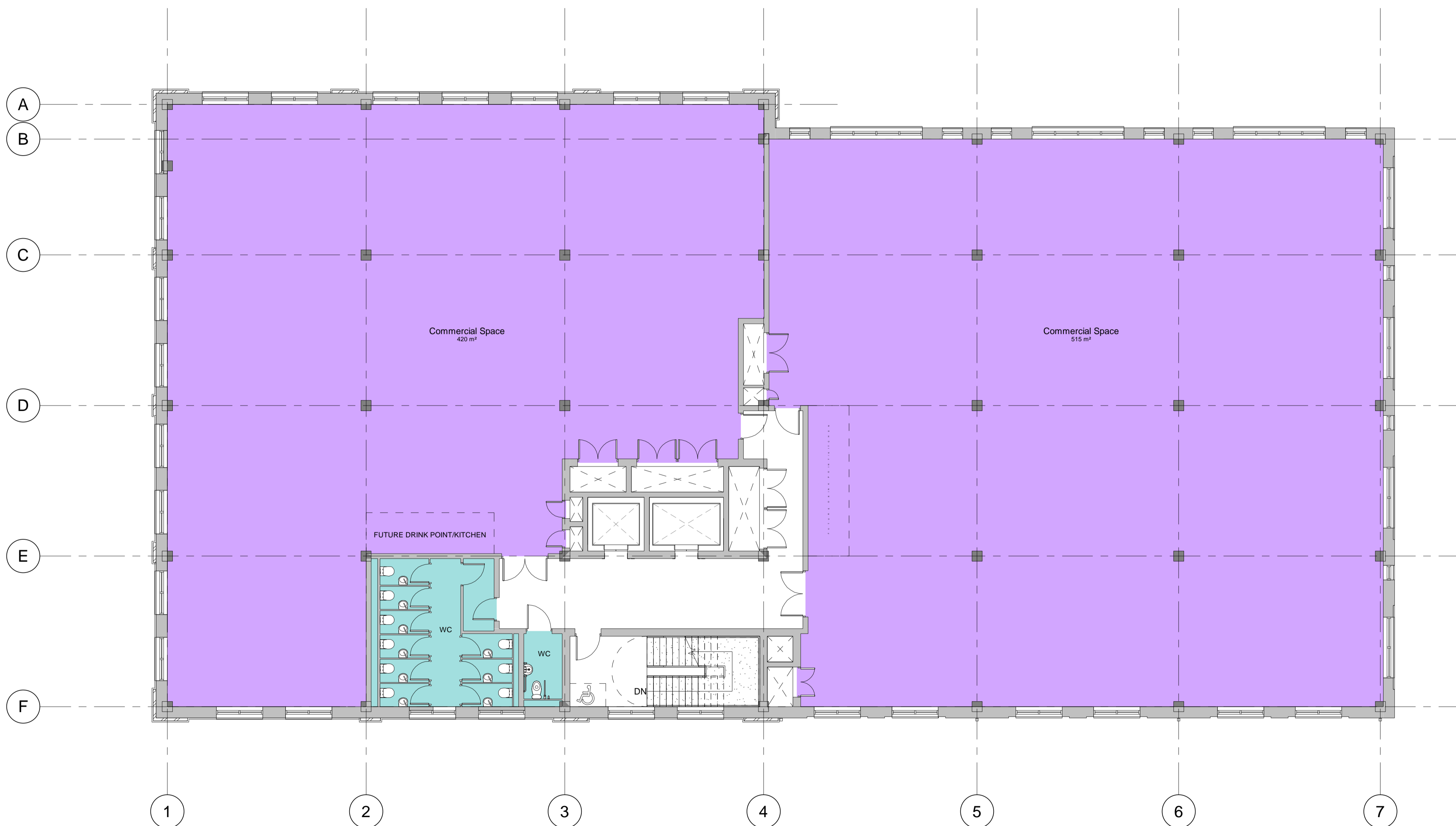
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KE	MB	15-11-23	1 : 100

Title
First Floor GA Plan

Suitability Code
A1 Purpose for issue
PLANNING

Drawing No
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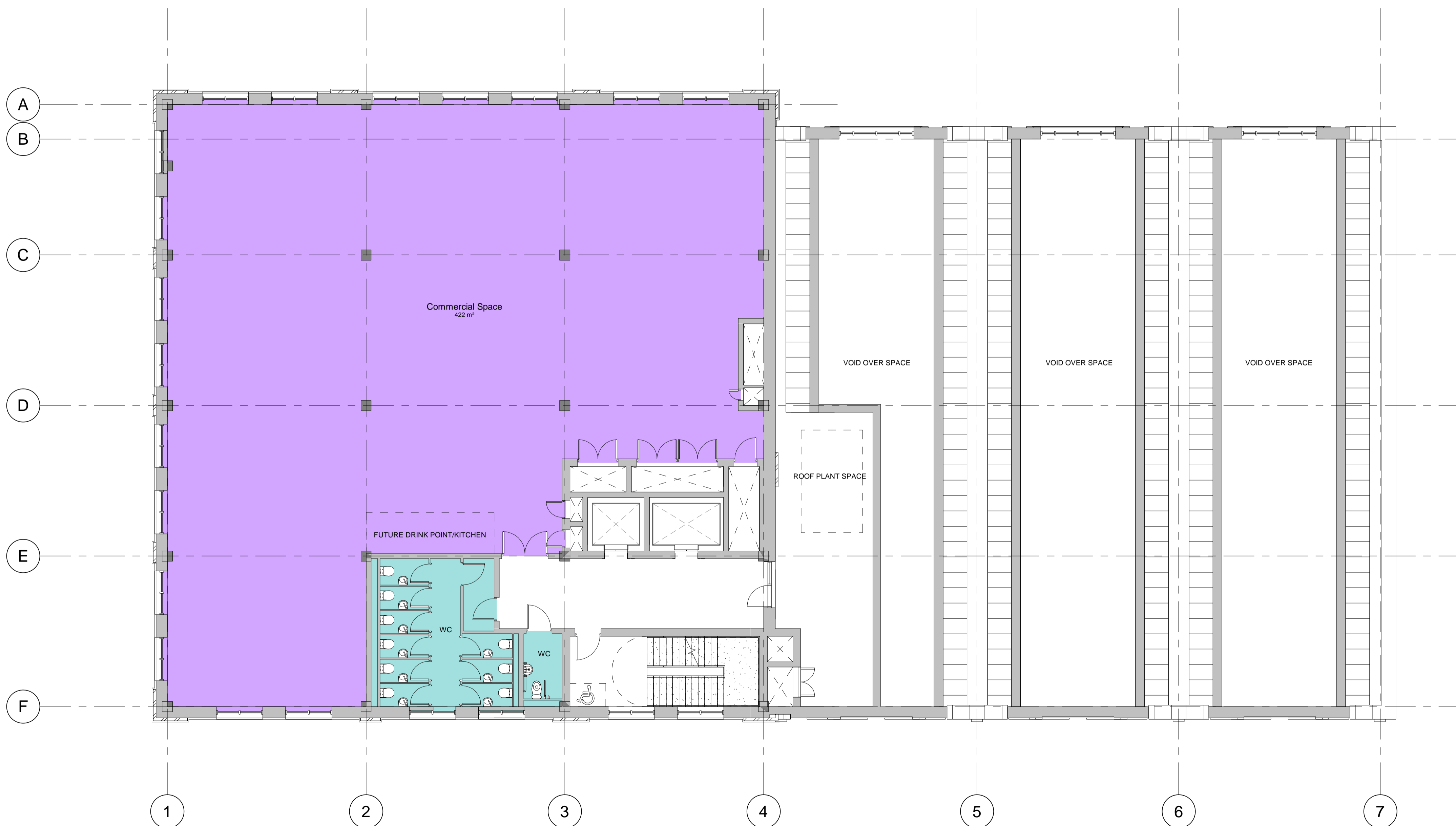
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PROPOSED FIRST FLOOR
1 : 100

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D	15-11-23	KE	JH



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KE	MB	15-11-23	1 : 100

Title
Second Floor GA Plan

Suitability Code
A1

Purpose for issue
PLANNING

Drawing No
PC06176 - CDA - AA - 02 - DR - A - 00104 - D

Project Originator Volume Level Type Role Number Revision

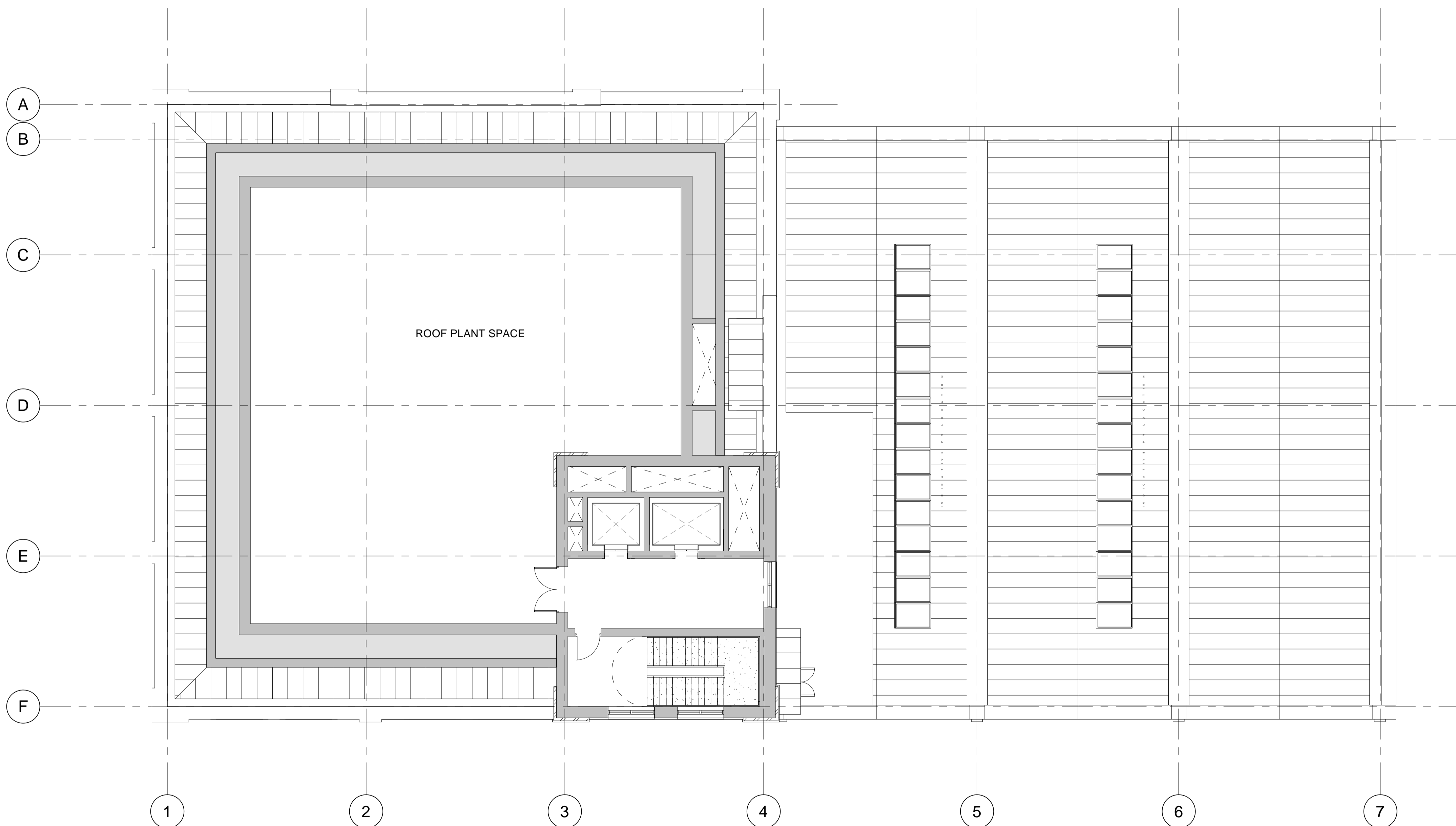
PROPOSED SECOND FLOOR
1 : 100

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D	15-11-23	KE	JH



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| 02 EXISTING PLANS | 21 ROOF DETAILS |
| 03 EXISTING ELEVATIONS | 22 WINDOW PACKAGE |
| 04 EXISTING SECTIONS | 23 DOOR PACKAGE |
| 05 PROPOSED SITE | 24 METAL WORK |
| 06 PROPOSED PLANS | 25 FACADES |
| 07 PROPOSED ELEVATIONS | 26 EXTERNALS PACKAGE |
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| 10 DEMOLITION | 29 WAYFINDING |
| 11 FIRE STRATEGY | 30 COMMUNAL ELECTRICAL |
| 12 SETTING OUT | 31 PRIVATE ELECTRICAL |
| 13 APARTMENT SETTING OUT | 32 COMMUNAL FINISHES |
| 14 WALL AND PARTITION TYPES | 33 PRIVATE FINISHES |
| 15 FLOOR AND ROOF TYPES | 34 COMMUNAL CEILINGS |
| 16 GROUND WORKS DETAIL | 35 PRIVATE CEILINGS |
| 17 SUPERSTRUCTURE DETAILS | 36 LEGAL PACKAGE |
| 18 MASONRY | 50 DOCUMENTS |

PROPOSED ROOF LEVEL
1 : 100



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Client
Sheffield City Council Capital Delivery Service

Project
Stocksbridge Towns Fund Community Hub

Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	1 : 100

Title
Roof GA Plan

Suitability Code
A1

Purpose for issue
PLANNING

Drawing No
PC06176 - CDA - AA - R1 - DR - A - 00105 - D

Project Originator Volume Level Type Role Number Revision

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PROPOSED NORTH EAST ELEVATION
1 : 100



PROPOSED NORTH WEST ELEVATION
1 : 100

Revision	Date	Drawn	Checked
A	08-08-23	KE	JH
B	12-09-23	KE	JH
C	27-10-23	KE	JH
D	15-11-23	KE	JH

THIS DRAWING MUST BE READ IN CONJUNCTION WITH THE FOLLOWING SERIES

00 FEASIBILITY	19 INTERNAL DETAILS
01 EXISTING SITE	20 LIFT AND STAIRS
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Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	1 : 100

Title
Proposed Elevations

Suitability Code
A1

Drawing No
PC06176 - CDA - AA - XX - DR - A - 00301

Project Originator Volume Level Type Role Number Revision

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PROPOSED SOUTH WEST ELEVATION
1 : 100



PROPOSED SOUTH EAST ELEVATION
1 : 100

Revision	Date	Drawn	Checked
A	08-08-23	KE	JH
B	12-09-23	KE	JH
C	27-10-23	KE	JH
D	15-11-23	KE	JH

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00 FEASIBILITY	19 INTERNAL DETAILS
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Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	1 : 100

Title
Proposed Elevations

Suitability Code
A1

Drawing No
PC06176 - CDA - AA - XX - DR - A - 00302 - D

Project Originator Volume Level Type Role Number Revision



MANCHESTER ROAD CONTEXT ELEVATION

1 : 200



JOHNSON STREET CONTEXT ELEVATION

1 : 200



BUTTON ROW CONTEXT ELEVATION

1 : 200

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Revision	Date	Drawn	Checked
A	27-10-23	KE	JH
B	15-11-23	KE	JH

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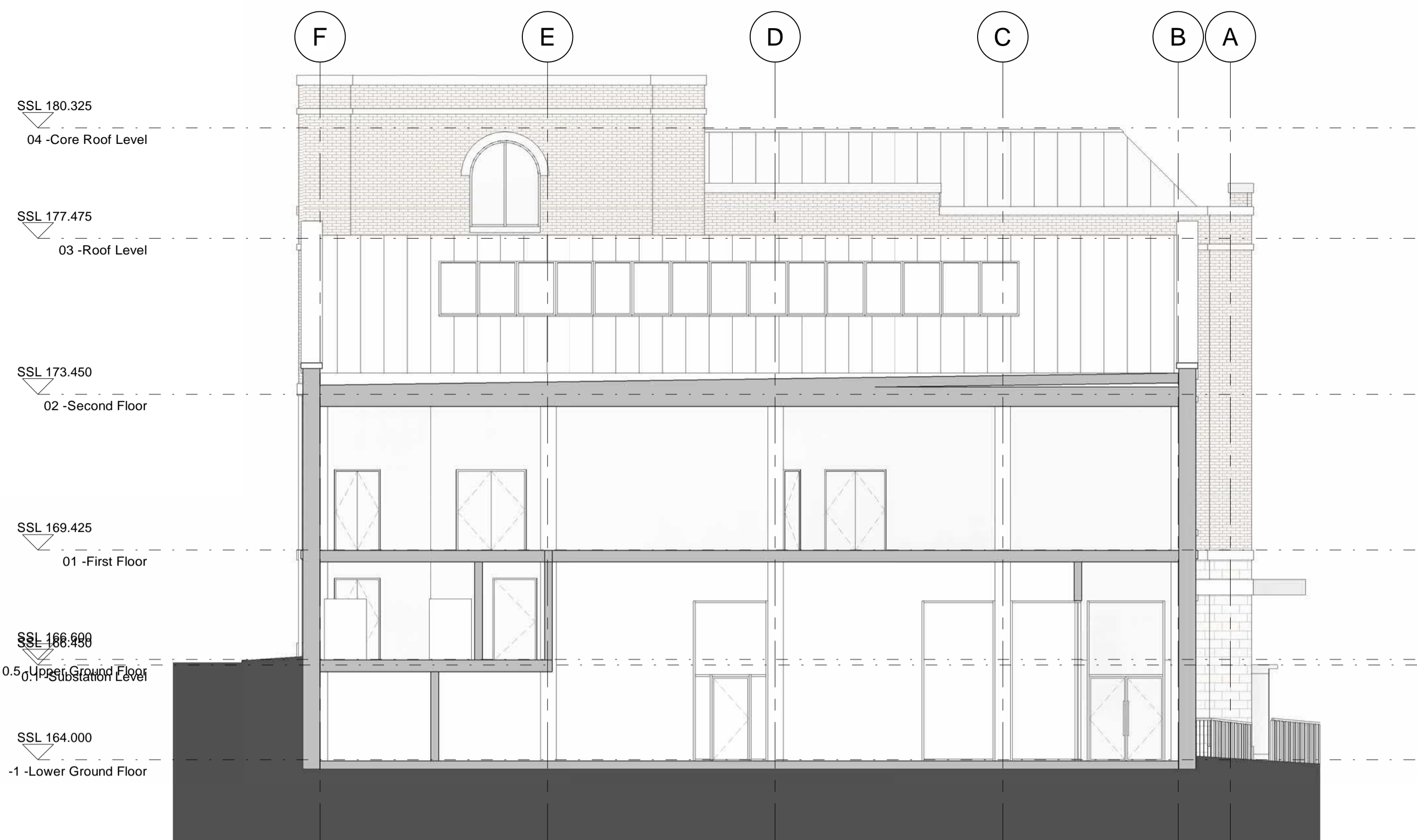
Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	1 : 200

Title
Proposed Context Elevations

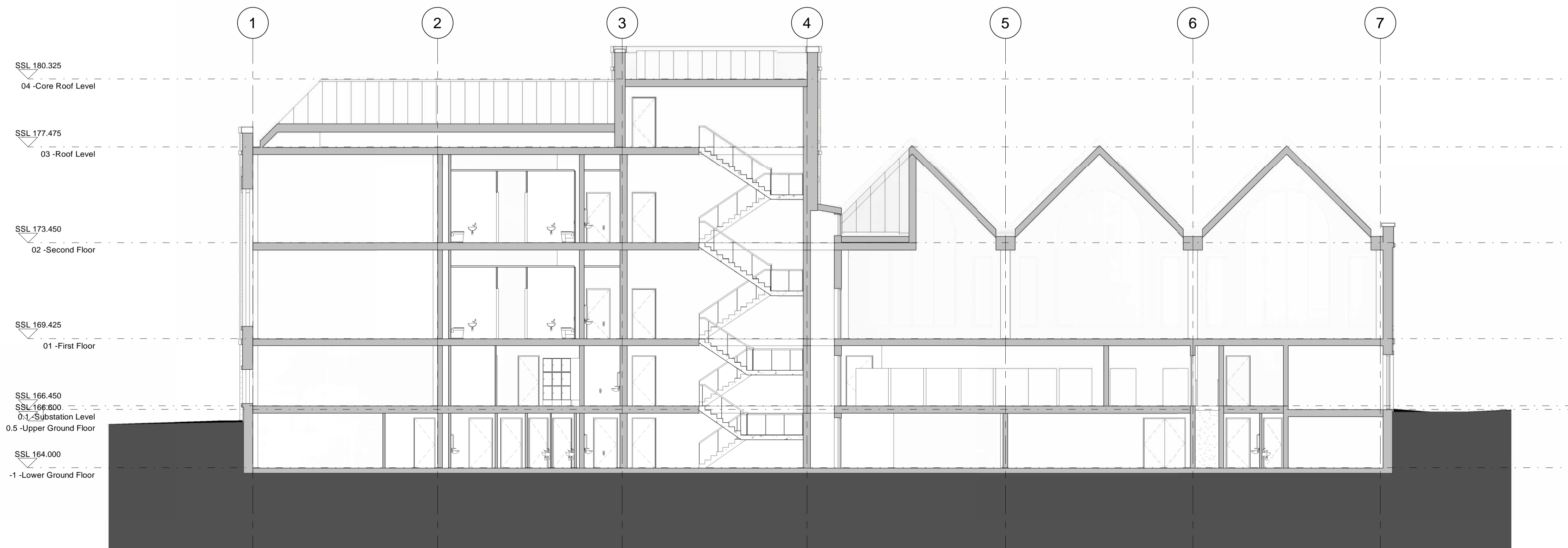
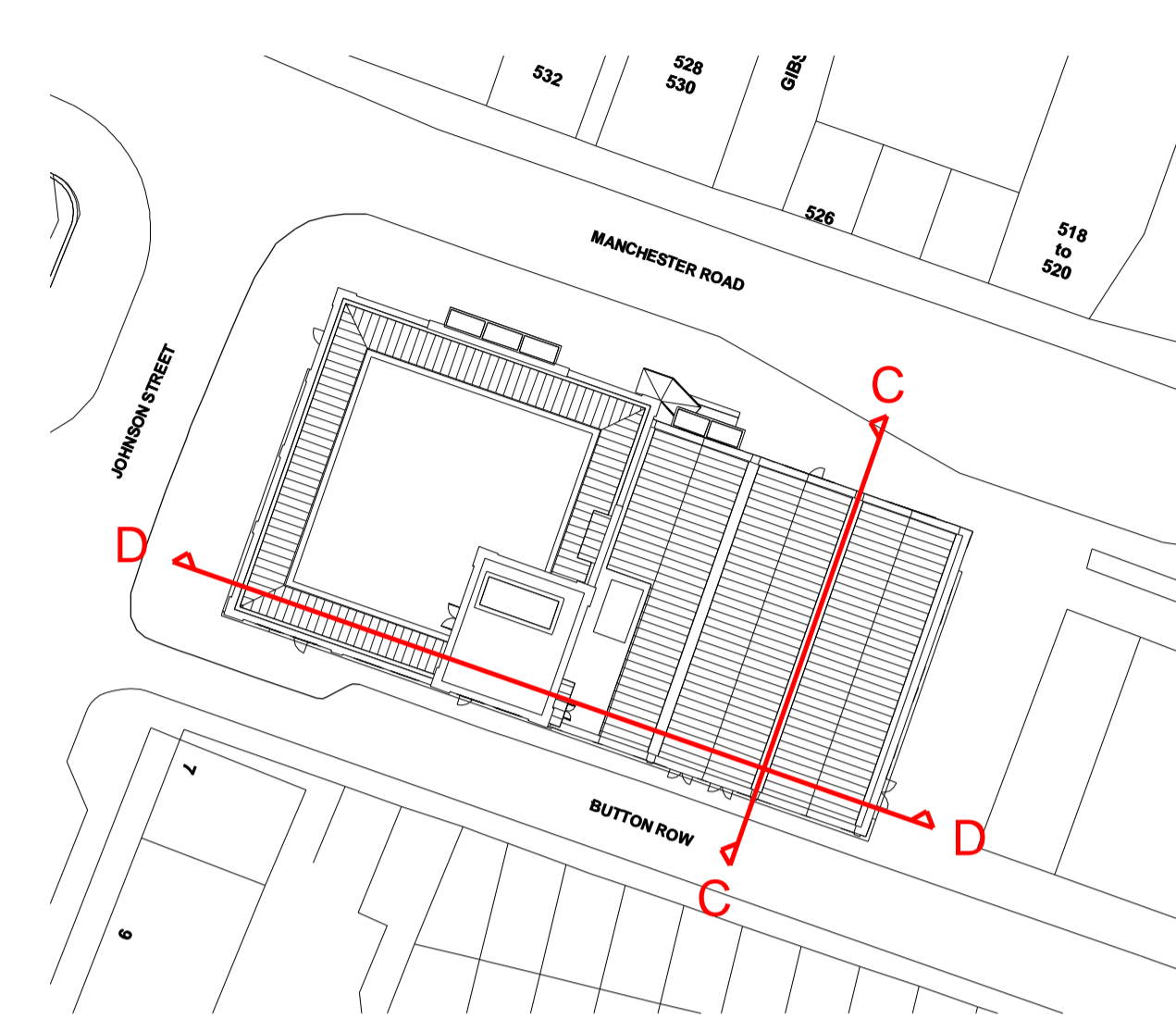
Suitability Code
A1

Drawing No
PC06176 - CDA - AA - XX - DR - A - 00303

Project Originator Volume Level Type Role Number Revision



C-C SECTION
1 : 100



D-D SECTION
1 : 100

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Revision	Date	Drawn	Checked
A	08-08-23	KE	JH
B	12-09-23	KE	JH
C	27-10-23	KE	JH
D	15-11-23	KE	JH

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Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	As indicated

Title
Proposed Sections

Suitability Code
A1 Purpose for issue
PLANNING

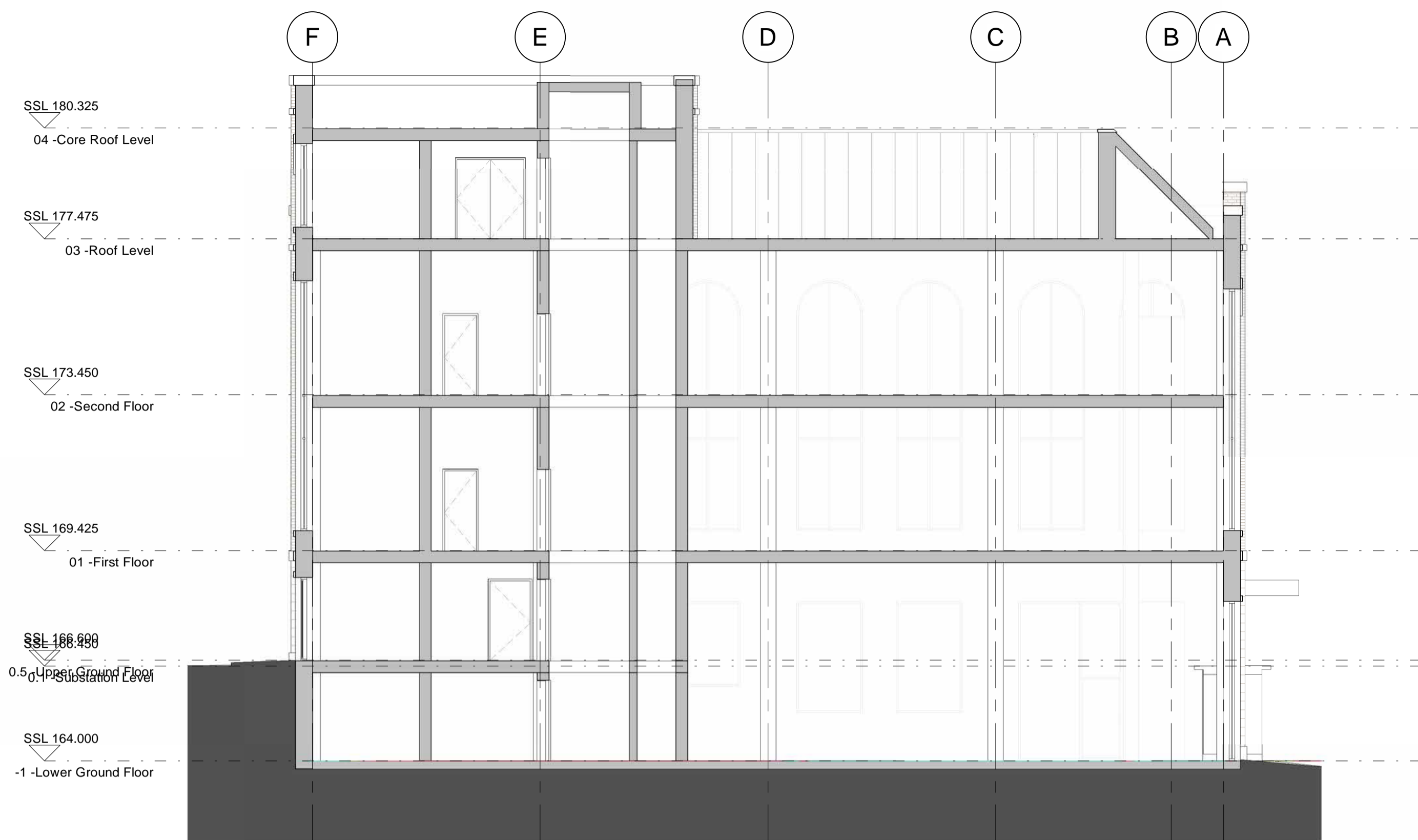
Drawing No
PC06176 CDA - AA - XX - DR - A - 00202 D

Project Originator Volume Level Type Role Number Revision

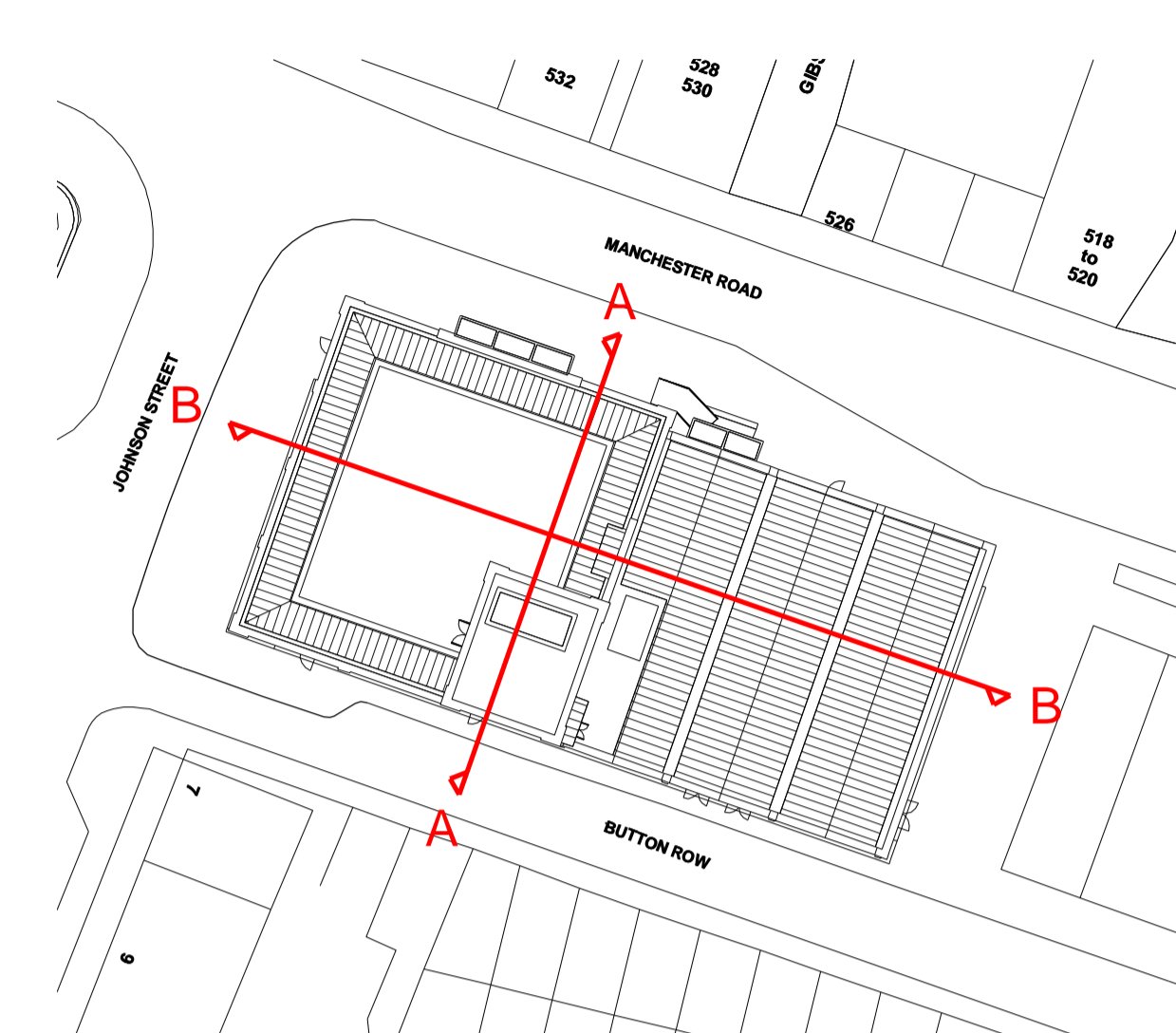
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A-A SECTION
1 : 100



B-B SECTION
1 : 100

Revision	Date	Drawn	Checked
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A	Building levels adjusted and internal layout modified	08-08-23	KE	JH
B	Redesign of internal core layout including relocating toilets. Reduction of plant space on lower ground level and addition of LV switch rooms. Lower ground floor layout modified to include café unit and library/community space. Subsequent adjustments to fenestration.	12-09-23	KE	JH
C	Internal layout modified to reposition core, relocate office entrance, and integrate MEP and structural requirements. Building moved 500mm north-west and north-east to accommodate retaining wall. Upper Ground Floor ceiling height increased by 300mm. Facade design adjusted to meet new structural grid and internal changes. Red line modified to include public realm improvements and landscaping.	27-10-23	KE	JH
D	Upper & lower ground floor & substation levels adjusted in line with FPCR landscaping levels. Internal layout amended to suit fire escape recommendations, including removal of eastern stair and rearrangement of ancillary facilities to suit. Second floor roof plant space introduced with access from central core. Minor amendments to facade in line with structural comments. Redline boundary modified in line with landscaping proposals.	15-11-23	KE	JH

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Drawn	Checked	Date	Scale @ A1
KE	JH	15-11-23	As indicated

Title
Proposed Sections

Suitability Code	Purpose for issue
A1	PLANNING

Drawing No	Project	Originator	Volume	Level	Type	Role	Number	Revision
PC06176	CDA	AA	XX	DR	A	00201	D	