



# Sheffield Business Park

Junction 33 & 34 | M1

## Sheffield Business Park

### Framework Travel Plan Update March 2016

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## Revision Record

| Revision | File Ref.                   | Date       | Prepared by | Checked by | Status |
|----------|-----------------------------|------------|-------------|------------|--------|
| 1        | 418_20160310 SBP FTP Update | 10/03/2016 | RE          | RB         | Draft  |
| 2        | 418_20160721 SBP FTP Update | 21/07/2016 | RE          | RB         | Final  |

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# 1. EXECUTIVE SUMMARY

- 1.1 The Sheffield Business Park Framework Travel Plan is a policy and action list, outlining how Sheffield Business Park will work closely with Sheffield City Council and the South Yorkshire Passenger Transport Executive, (SYLTE), to improve accessibility and promote sustainable travel to Sheffield Business Park.
- 1.2 This plan is informed by annual workplace travel survey of individuals working at the park and representatives of organisations based there. The surveys have been undertaken to understand travel behaviour and the likelihood of employees across the Business Park reducing their reliance on the private car / single occupancy journeys.
- 1.3 The objective of the Framework Travel Plan is to inform and encourage more employees to use alternatives to the car in order to relieve congestion problems, reduce the environmental impact of essential car use, improve local air quality and make the area more attractive in the longer term. This will be achieved by the following main site-wide measures:
- Promotion of public transport
  - Promotion of car-share scheme (website)
  - Provision of pedestrian and cycling facilities
  - Car parking management
  - Updated travel information on the Sheffield Business Park website
  - A designated Travel Plan Coordinator
  - A Framework Travel Plan to inform the wider community of Sheffield Business Park's commitment to improving accessibility, congestion and air quality issues
  - Occupier specific travel plans
- 1.4 As of 2003 any businesses relocating to the Business Park are required to produce their own Company Travel Plan, as part of the planning conditions set by Sheffield City Council. The following companies are conditioned to produce their own Travel Plan:
- Mercure Sheffield Parkway (previously Aston Hotel under Rotherham MBC)
  - Gleeson
  - Hartshaw Chartered Accountants
  - Kidz@Work Ltd
  - VOW Europe Ltd
  - HSBC
  - Sheffield Insulations Group plc

- Stanley Black and Decker (UK) Ltd
- Stradia
- The Car People - under Rotherham MBC
- Transform Medical Group
- Orona
- Broadstone (formerly Pope Anderson)
- Fulcrum
- Elliott

**The SBP Framework Travel Plan is intended to compliment and guide not supplement individual occupier Company Travel Plans.**

1.5 As part of the Framework Travel Plan, Sheffield Business Park makes the following pledge:

*"As a socially responsible and environmentally aware organisation our aim is to improve local air quality and reduce road congestion by promoting alternative sustainable commuter transport for all staff at the Sheffield Business Park. We promise to support the Framework Travel Plan to the best of our organisation's abilities and strive to make our environment a better place to live and work".*



## 2. INTRODUCTION

- 2.1 Sheffield Business Park is one of Yorkshire's largest Business Parks. Covering over 200 acres, the site has approximately 600,000 sq ft of floorspace already built, accommodating over 2,000 jobs and a further 900,000 sq ft with outline planning consent for mixed use office and industrial accommodation. Together with the Advanced Manufacturing Park (AMP) it forms the nucleus of the UK's Advanced Manufacturing Innovation District. The successful and expanding development is located in the north eastern part of Sheffield, two minutes from both Junctions 33 & 34 of the M1 motorway and approximately 6km from the City Centre.
- 2.2 Sheffield Business Park is a major contributor to the local economy and by producing a Framework Travel Plan it aims to work towards and support the principle of sustainable activity and development whilst maintaining its position of being a responsible member of the local community.
- 2.3 Issues regarding on-site car parking, traffic congestion to and from work and staff recruitment and retention affect every company. Therefore, it is important that all companies plan and implement strategies to help reduce and prevent these problems occurring.
- 2.4 Sheffield Business Park produced its first Framework Travel Plan in 2004 using baseline survey data from the first travel surveys conducted in that year. Since then all staff based on site have been surveyed about their transport choices, behaviour and preferences in 2007, 2011, 2013 and most recently in December 2015. This ongoing monitoring regime allows a continuous review of the travel plan measures in place, how well they are working and charting of progress towards modal split targets.
- 2.5 Representatives of organisations based at SBP are also asked to complete a survey providing information about what facilities they provide for their staff and any policies relevant to travel and transport in place.
- 2.6 The data from the previous and most recent surveys have been used to revise the Travel Plan Framework and produce this updated version.

### **Framework Travel Plan Revisions**

#### **Phase 2 of Sheffield Business Park - December 2010**

- 2.7 Sheffield Business Park Phase 2 Ltd submitted a planning application to Sheffield City Council in June 2010, seeking an extension of time for the implementation of supporting infrastructure for the outline planning permission (Application No. 05/04338/OUT) for Phase 2 of Sheffield Business Park, based on the expected timescales for development / job creation forecasts.

- 2.8 This Framework Travel Plan was updated in December 2010 to incorporate details of the Phase 2 development. These were included in Section 7 and as appropriate throughout the document.

**Incorporation of AMRC2 Travel Plan - March 2016**

- 2.9 The University of Sheffield produced a dedicated travel plan for their proposed AMRC2 development within Phase 3 of Sheffield Business Park. It was submitted to Sheffield City Council along with the planning application and Transport Assessment for the development in April 2015.
- 2.10 The proposals include 860,000 sq ft of advanced manufacturing and research space, 468,000 sq ft for a training centre and 16,000 sq ft for recreation. It is expected that the development could create up to 1,880 jobs and £74.2million annually to the local economy.
- 2.11 The original AMRC includes 40 companies including Rolls Royce and Boeing on the other side of Sheffield Parkway. The university also has completed their £43 million Factory 2050 development on the park that will be the UK's first fully reconfigurable manufacturing facility. Further details about the AMRC2 development are included in section 8 of this document and throughout as appropriate.
- 2.12 The principles of the Framework Travel Plan are therefore applicable to both existing units at Sheffield Business Park, and future development of the site. This includes aims and objectives, measures, management and monitoring strategy.

### 3. AIMS & OBJECTIVES

- 3.1 The ultimate aims and objectives of the Framework Travel Plan remain unchanged and are to:
- a. Improve accessibility to the Business Park and surrounding area in order to attract and retain companies and employees.
  - b. Relieve congestion problems and make the area more attractive to businesses in the longer term.
  - c. Provide a document that businesses can utilise when developing their own company travel plans.
  - d. Increase the use of sustainable modes of transport – public transport, car sharing, walking and cycling.
  - e. Enable Sheffield Business Park to become a community leader in taking actions to reduce traffic congestion and air pollution.
  - f. Highlight and promote environmentally friendly delivery and freight movements.

#### **Structure of the Travel Plan**

- 3.2 To develop the Framework Travel Plan, site audits have been carried out and updated. A monitoring programme including traffic counts and travel surveys issued to all occupiers on the park; a workplace travel survey and an organisational travel survey have been used to inform the recommendations for the Framework Travel Plan.

#### **a) Site Audit & Organisational Travel Survey**

A review of the existing transport conditions at the Business Park was originally undertaken in June 2004 to assess all facilities available, including; walking, cycling, public transport, vehicular access and car parking. This was reassessed in October 2007, 2010 and 2015.

#### **b) Organisation Travel Surveys**

Organisational travel surveys have been issued to all companies in 2004, 2011 2013 and 2015. The survey requested information on individual company travel policies and facilities available for staff and visitors.

#### **c) Staff Travel Habits – Workplace Travel Survey**

The workplace travel survey was issued to all companies in the same years for all employees to complete and requested information on each employees' methods of travel to and from work, their reasons for choosing that mode and what might influence any changes in travel behaviour.



- 3.3 In 2015 there were 14 organisations whose employees completed surveys. There was a good spread of responses from different organisations. On the whole response rates were good and higher than the 30% aimed for in most cases.

Table 2.1: Response Rates By Organisation

| Organisation                    | Count      | Percentage of Total Responses | Tot Number of Employees | Response Rate For Organisation |
|---------------------------------|------------|-------------------------------|-------------------------|--------------------------------|
| Ansys                           | 26         | 7%                            | 60                      | 43%                            |
| Azzure IT                       | 1          | 0%                            | N/K                     | N/K                            |
| Broadstone                      | 36         | 10%                           | 43                      | 84%                            |
| Fulcrum                         | 38         | 11%                           | 103                     | 37%                            |
| iGolf Studio                    | 4          | 1%                            | N/K                     | N/K                            |
| Interserve                      | 67         | 19%                           | 130                     | 52%                            |
| ITM Power (Research) Ltd        | 2          | 1%                            | N/K                     | N/K                            |
| Kidz@Work                       | 10         | 3%                            | N/K                     | N/K                            |
| Northgate                       | 1          | 0%                            | N/K                     | N/K                            |
| Orona                           | 13         | 4%                            | 50                      | 26%                            |
| Sheffield Insulations Group Plc | 11         | 3%                            | 210                     | 5%                             |
| Stanley (UK) Holdings Ltd       | 25         | 7%                            | 66                      | 38%                            |
| Transaction Network Services    | 81         | 23%                           | 130                     | 62%                            |
| VOW Europe Ltd                  | 44         | 12%                           | 350                     | 13%                            |
| <b>Totals</b>                   | <b>359</b> | <b>100%</b>                   | <b>1012</b>             | <b>N/A</b>                     |

## 4. COMMUNICATIONS AND RESPONSIBILITIES

### Travel Plan Coordinator

- 4.1 Sheffield Business Park has its own Travel Plan Coordinator, **Dawn Kennedy-Burns** who is based on site to provide help, advice and information for all employees on the park, and for any business planning to relocate to the park.
- 4.2 As well as liaising with the SYPT and Sheffield and Rotherham Councils, Dawn can provide help and advice with:
- Public Transport Information
  - The SBP Car Share Scheme
  - Advice on Cycle Training and facilities
  - Car Park Management
  - Personalised Journey Plans
- 4.3 To contact the Travel Plan Coordinator, visit the SBP Management Suite at the address below, or contact:
- Dawn Kennedy-Burns  
tel: 0114 296 0000  
email: [dawn@sheffieldbusinesspark.co.uk](mailto:dawn@sheffieldbusinesspark.co.uk)  
The Management Suite  
Sheffield Business Park  
Management Suite  
1 Europa View  
Sheffield  
S9 1XH
- 4.4 Dawn is the Business Park Manager – this is a permanent role and responsibility for the Travel Plan is a fundamental element of site management. The Travel Plan Coordinator is allocated at least 5 hours per week for the sole purpose of management and implementing the Travel Plan.
- 4.5 The role for the Business Park Manager is funded by the Greater Park Service Charge (GPSC). 12.7% of the GPSC budget is reserved for the role of Site Manager. Therefore budget available to the Travel Plan Coordinator for Travel Plan expenses and activities will be pro-rata to the number of businesses on site. An additional annual budget of £2,000 will be reserved for Travel Plan promotional activities.
- 4.6 The Travel Plan Framework for Sheffield Business Park – for both existing and future development on site – is fully supported by senior management. The Travel Plan Coordinator reports to **Graham Sadler** (SBP Managing Director) on progress and ideas for further development and implementation of the Travel Plan.
- 4.7 As Phase 2 of Sheffield Business Park develops, this coordination and management of the Travel Plan will be maintained and applied across the site.

### **New Occupiers**

- 4.8 Any company relocating to the Business Park will be encouraged to produce a Company Travel Plan for all staff and visitors of their new premises. The Framework Travel Plan is designed to act as a guide to help with this process and to compliment the Company Travel Plans, not replace them.
- 4.9 Sheffield City Council and Rotherham Metropolitan Borough Council also have dedicated staff to help and advice on Company Travel Plans. Please see the contact details below:

#### **Sheffield City Council**

Transport Planning Team

T: 0114 205 3073

E: [travelplans@sheffield.gov.uk](mailto:travelplans@sheffield.gov.uk)

#### **Rotherham Metropolitan Borough Council**

Steve Brown – Transport Planner

T: 01709 881286

E: [stephen.brown@rotherham.gov.uk](mailto:stephen.brown@rotherham.gov.uk)

## 5. CHARACTERISTICS OF SHEFFIELD BUSINESS PARK

- 5.1 The following information provides an overview of the transport infrastructure and services available at Sheffield Business Park. Occupiers are welcome to use the following information as part of the site audit for their bespoke Company Travel Plan.

### **Walking**

- 5.2 All footways serving the site benefit from street lighting and good, well sign posted quality footways. There are no formal crossing points; however the pathways are flat and easy to cross.

### **Cycling**

- 5.3 Europa Link provides access to the Business Park and is generally lightly trafficked with a 40mph speed limit, making the roads suitable for use by cyclists to link into the cycle routes close by.
- 5.4 The cycle lane along Europa Link, running through the park even forms part of the [National Cycle Network](#) (NCN) and Trans Pennine Trail (central), providing a continuous link all the way into Sheffield City Centre. It is part of NCN 67 which is 112 miles in length connecting Long Eaton, Derbyshire to route 71 near Northallerton, Yorkshire. There is a segregated cycle lane throughout the majority of Europa Link.
- 5.5 Route 67 also links into route 6 of the National Cycle Network near Carbrook, to the west of SBP. NCN route 6 comes up from Watford via Luton, Milton Keynes and Derby to Sheffield then continues onto Castleton, over the Pennines to Reddish, Bury and eventually Keswick in the Lakes.
- 5.6 The section of cycle track along Europa Link forms a continuous link into Sheffield City Centre, Rotherham Town Centre and Meadowhall Interchange. There are toucan crossings provided to support cyclists (and pedestrians) in crossing from Europa Link over Shepcote Lane at the western end of the park.
- 5.7 Cycle maps for Sheffield and Rotherham are available from the Management Suite office, or alternatively Sheffield maps can be downloaded from the Sheffield Council website directly as follows:
- Sheffield City Council - <https://www.sheffield.gov.uk/roads/travel/cycling/finding-your-way/sheffield-cycle-map.html>
  - Cycling information in Rotherham is at:  
[http://www.rotherham.gov.uk/info/200123/cycling/184/cycling\\_in\\_rotherham](http://www.rotherham.gov.uk/info/200123/cycling/184/cycling_in_rotherham)



Figure 5.1: Local Cycle Map Extract



(full map available online at <https://www.sheffield.gov.uk/roads/travel/cycling/finding-your-way/sheffield-cycle-map.html>)

### **Public Transport**

- 5.8 There are currently 3 bus services that serve the park; the A1 Shuttle service, the 71 and the 74 linking the Business Park with the surrounding communities and the main transport interchanges of Sheffield, Meadowhall and Rotherham.

### **Bus Stops**

- 5.9 There are a total of 11 bus stops situated throughout the Business Park which are well positioned to serve the entire park, with the majority of bus stops being sheltered. The locations of all bus stops are detailed in Appendix 1.
- 5.10 All bus stops have up to date timetable information, which is regularly updated by the SYPTE. If the bus stops are damaged / vandalised, this can be reported directly to the SYPTE or to the Travel Plan Coordinator who will arrange for them to be repaired / cleaned by the SYPTE.

### **A1 Shuttle Service**

- 5.11 The A1 Shuttle service, currently operated by TM Travel has been running from July 2003, providing a link between Rotherham and Sheffield Interchanges, via Meadowhall. The bus

service provides a key service through the Business Park running every 30 minutes to Sheffield and Rotherham and the bus timetable is located in the Appendix 2.

5.12 Initially businesses both on and off the park were partners of the service, providing a financial contribution to the running of it, based on the number of employees at each business. In return these businesses benefitted from the following:

- An enhanced public profile
- Specialist travel advice for all staff
- PR opportunities
- Key links to transport information via internal websites / intranet systems

5.13 Once the service became commercially viable financial contributions ended. Any queries about the service can be sent to the SYPTE Travel Advice Team on 0114 2211221 or email [AIshuttle@syppte.co.uk](mailto:AIshuttle@syppte.co.uk)

#### **71 Service**

5.14 The 71 service, operated by First provides a link from Meadowhall to Rotherham via the local communities of Canklow, Brinsworth, Darnall and Carbrook. It is a 30-40 minute frequency at SBP then hourly in the evening after 18.00. Details of the bus timetable for this service are located in Appendix 3.

#### **74 Service**

5.15 The 74 service, operated by First (except Sundays when TM Travel operate the service) provides a link from Sheffield City Centre to Harthill, via Attercliffe, Catcliffe SBP then on to Treeton, Swallownest, Aston and Todwick. It is largely an hourly service with a 40 minute interval in the am peak. Details of the bus timetable for this service are located in Appendix 4.

#### **Supertram**

5.16 The Stagecoach Supertram provides 3 services throughout Sheffield, which link Halfway to Malin Bridge, (blue route), Meadowhall to Middlewood, (yellow route) and Herdings to the City Centre, (purple route).

5.17 The closest tram stop to the Business Park is at Valley Centertainment, approximately 1 – 2 km away, which is located on the yellow route, with services approximately every ten minutes in the Mon-Sat peak and every 20 minutes in the off peak periods and Sundays. The pedestrian routes to the tram stop would benefit from some upgrading to make this form of travel more attractive. Details of all tram routes can be found at [www.supertram.net](http://www.supertram.net)



## **Rail**

- 5.18 There are frequent rail services from all over the region stopping at Meadowhall Interchange, which is approximately 3.5 km away, and this offers considerable scope for combined rail / bus or rail / cycle journeys to Sheffield Business Park.
- 5.19 Sheffield Midland Mainline Station is located in the City Centre, approximately 8.5 km away. It is a 25 minute bus journey on the 74 or a 10 minute drive again opening up many possibilities for public transport journeys into the park.
- 5.20 Alternatively, the nearest railway station is at Darnall, approximately 2km away, a distance generally considered acceptable to walk. It is on the Sheffield to Lincoln line, operated by Northern Rail, with direct services to places such as Shireoaks, Worksop, Retford. The line also continues to Grimsby and Cleethorpes.
- 5.21 Cycles can be taken on the train and therefore could be used to travel to and from Darnall Station, which offers an hourly service to and from Sheffield's Midland Station.

## **Smarter Driving**

### **Car Sharing**

- 5.22 The SBP Car Share Scheme was launched on 19<sup>th</sup> September 2007, and offers all employees on the Business Park the opportunity to find other employees with the same or similar journey to/from work.
- 5.23 Members sign up to the scheme and register their journeys, and state whether they wish to offer, find or share a lift to the Business Park. By car sharing for 1- 2 days a week, this would reduce the amount of traffic both on site and in the surrounding areas. To register go to: [www.sheffieldbusinesspark.co.uk/transport](http://www.sheffieldbusinesspark.co.uk/transport) and select SBP Car Share Scheme

### **Car Parking Provisions**

- 5.24 Every building on the business park has a number of car parking spaces allocated based on specific ratios set by the local planning authorities. The original ratio was based on 1 space per every 30 sq m, but it was expected that this would decrease going forward.
- 5.25 Certainly, standard car parking ratios for Phase 2 of Sheffield Business Park are lower. Guidance had then changed to allow for 1 space per 35 sq m for office developments. The latest guidance from Sheffield City Council is that a maximum of 1 space per 60 sq m of office space in a location outside of the city centre above a threshold of 2000 sq m.

## **Road Access**

- 5.26 Sheffield Business Park is located at the heart of the UK in the north eastern part of Sheffield, approximately 6 km from the City Centre. It is accessed by Europa Link, which

connects two of Sheffield's major routes; the A631 Shepcote Lane and the A630 Sheffield Parkway. Both A roads form dual carriageways linking to Junctions 33 and 34 of the M1 Motorway.

### **On-site Facilities and Amenities**

- 5.27 There are several on-site facilities and amenities available to visitors and all occupiers on the park which helps to reduce the need to travel from the park to the surrounding areas particularly during the day at lunchtimes.
- 5.28 All facilities are detailed below, however all contact details for these services are located within Appendix 5.

#### **Nursery: Kidz@ Work**

- 5.29 The 120 place nursery is open Monday to Friday from 8.00am to 6.00pm and available for people both on and off the park. It provides top of the range facilities to include; safe play areas, interactive white boards, comfort cooling, finger print entry system, healthy meals prepared by a qualified chef, a keyworker system, webcam and designated programmes to suit every child.

More information: [www.kidzatwork.co.uk](http://www.kidzatwork.co.uk)

#### **Café: Costa**

- 5.30 There is a Costa Coffee café located within the Business Centre building. It was fully refurbished in 2016. This 30 seat café is open for business 08.00 – 17.00 selling good quality food and irresistible coffee.

#### **Café: The Green Room**

- 5.31 This deli and coffee lounge is situated at 1 Europa View and is open 07.00-15.00.

#### **Dry Cleaning: Baileys**

- 5.32 There is an on-site dry cleaning service provided by Baileys located in the Business Centre Reception. Items can be dropped off and collected any time between 09.00-17.00 Mon-Fri.

#### **Bank: HSBC**

- 5.33 The Park also accommodates an HSBC branch, open 09.30-16.00 Mon-Fri that offers business banking services for organisations on site, as well as cash machines for general public use.

#### **Hotel: Mercure Sheffield Parkway**



- 5.34 There is a 78 bedroom hotel located within the business park. It is currently operated by Mercure. Their Foundry Restaurant and Bar provide a choice of modern cuisines and beverages. The meeting and event facilities can cater for up to 150 guests.

## 6. FTP TRAVEL PLAN INITIATIVES

### Introduction

- 6.1 This section outlines the framework travel plan measures for the whole of the business park. Some may be site wide others need further implementation and detail adding by individual occupiers. These measures have remained broadly the same since the first version of this document but have been updated slightly or refined as appropriate.
- 6.2 Results from the workplace travel surveys, organisational surveys and other data from individual occupiers has shown that there are 4 main areas that can be improved / developed further to assist in the reduction of single occupancy car journeys to the Business Park.
- 6.3 In order to achieve those improvements, the following initiatives have and / or will be introduced. Each initiative will highlight; a) what information is already available, b) what SBP can do for your company and c) what you can do for your own company / organisation.

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### INITIATIVE ONE – TO ENCOURAGE AND PROMOTE CYCLING

Cycling has many benefits to the individual as well as the overall impact on the Business Park and is a simple and relatively inexpensive form of transport to implement into the working practices of your business / lifestyle. The business benefits of cycling include; more productive staff and less sick absence, cheaper parking and reduced bills.

#### **a) What is Already Available?**

All existing buildings at the Business Park have a cycle rack. From 2004, SBP installed covered cycle shelters and shower facilities in all new developments. A cycle path runs along Europa Link, forming part of the National Cycle Network connecting the park to Sheffield and Rotherham. Cycle maps are available from both Sheffield and Rotherham Councils, as well as the Management Suite.

#### **b) What Can SBP Do For You?**

- *Host cycle information workshops / drop in sessions:*  
Aimed at all occupiers on the park, general cycling awareness raising events will be hosted in the Management Suite, providing help and advice on all aspect of cycling such as training, initiative schemes, discounts, etc.
- *Set up site wide cycle training sessions:*

The Travel Plan Coordinator will liaise with Pedal Pushers and the local authorities to provide cycle training at the park, making it available to all employees on the park.

- *Set up and promote the SBP Bicycle User Group – BUG:*

The SBP Bicycle User Group, BUG will provide a forum / action group for cyclists across the park to discuss all issues relating to cycling, such as; identify problems, suggest required actions, share information on good / bad routes and interesting cycling events. Once the BUG is set up, SBP will promote the group along with any actions, events or outcomes from the group.

- *Puncture Repair Kits and basic safety wear:*

Have you cycled into work and have a puncture or forgotten your basic kit? A puncture repair kit will be available in the Management Suite for you to use in an emergency, as well as spare lights, locks, helmets and reflective safety wear - FREE of charge, of course. Simply call the Travel Plan Coordinator or visit the Management Suite.

### **3) What Can You do For Your Business?**

- *Improve cycle facilities*

In order to encourage your staff to travel by cycle you will need to install appropriate facilities such as; showers, lockers, cycle stores and changing facilities, if your building doesn't have them already.

- *Set up and promote the Cycle to Work Scheme*

The Cycle to Work scheme is a government tax incentive available for all organisations, allowing your staff to purchase bikes at hugely discounted prices. How does it work? Your staff chooses a bike; the employer buys the bike and reclaims the VAT. The VAT free price is then deducted from the employees' salary in equal instalments with no NI or tax payable. If your organisation cannot offer a Cycle to Work scheme there are many third party Cycle to Work facilitators.

Government Guidance is available at:

<https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>

- *Cycle loans and mileage rates*

Alternatively, employers can arrange an interest free cycle loan for the purchase of cycles and equipment and can pay a mileage rate as expenses for all staff who cycle to / from work or during business hours. The tax free rate for cycle mileage is 20p a mile. You have the option to pay more, however this will be taxable. All mileage rates which are tax free are detailed online [here](#).

- *Set up your own individual company Bicycle User Group, BUG*

See further information regarding BUGs in the 'What can SBP do for you' section above.



## **INITIATIVE TWO – TO INCREASE THE USE OF PUBLIC TRANSPORT**

### **a) What is Already Available?**

- Bus Services**

The A1 Shuttle, the 71 and the 74 bus services run via the Business Park linking the park to Rotherham (all), Meadowhall (A1 and 71), Canklow, Brinsworth, Darnall and Carbrook (71) and Attercliffe, Catcliffe, Treeton, Swallownest, Aston and Todwick (74).

The A1 was initially run as a partnership service towards which several occupiers contributed in return for several business benefits – see Section 3 for more details.

- South Yorkshire Passenger Transport Executive, SYPTE**

The SYPTE provide several services that give up to date, direct information on all public transport options across South Yorkshire as detailed below:

Table 4.1: Public Transport Information

| <b>What is it?</b>                                    | <b>How can I get it?</b>                                                                                                                                     | <b>More details</b>                                                                                       |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Live departure information                            | <a href="http://www.travelsouthyorkshire.com/livedepartureinformation/">www.travelsouthyorkshire.com/livedepartureinformation/</a>                           | An array of options on mobile, PC, on street to receive live departure information about buses and trains |
| Journey Planner                                       | <a href="http://www.yorkshiretravel.net">www.yorkshiretravel.net</a><br>or<br><a href="http://www.travelsouthyorkshire.com">www.travelsouthyorkshire.com</a> | plan your journey to and from any destination within South Yorkshire                                      |
| Interactive Maps                                      | <a href="http://maps.travelsouthyorkshire.com">http://maps.travelsouthyorkshire.com</a>                                                                      | view public transport options on an interactive map                                                       |
| Traveline South Yorkshire                             | 01709 51 51 51                                                                                                                                               | information on all public transport timetables for bus, train and tram                                    |
| MyTSY personalised travel information                 | <a href="http://www.travelsouthyorkshire.com/MyTSY">www.travelsouthyorkshire.com/MyTSY</a>                                                                   | available from the SYPTE's Travel Options Team - personalised information on your phone or PC             |
| Advice and Guidance from the Transport Planning Teams | 0114 205 3073<br>Sheffield CC<br><br>01709 382121<br>Rotherham MBC                                                                                           | available from both Sheffield City Council & Rotherham MBC                                                |

- *Ticketing*

#### TravelMaster

The different types of ticketing available varies between operators, however the SYPTe provide a TravelMaster ticket that can be used on all modes of public transport. Most public transport users are likely to be aware of this ticket, however further promotion of this ticket may encourage non users to consider using public transport. The Travel Plan Coordinator will liaise with the SYPTe to discuss how to promote this successfully.

Smartcards ([www.travelsouthyorkshire.com/smart/](http://www.travelsouthyorkshire.com/smart/))

Smartcards are being rolled out across South Yorkshire in phases. It works by scanning a reusable plastic card that has been loaded with a ticket as you board your bus or tram. You can get a smartcard from:

- The ticket kiosks at Sheffield, Arundel Gate, Hillsborough, Meadowhall, Barnsley, Rotherham and Doncaster Interchanges when you buy selected 7 Day and 28 Day TravelMaster tickets
- One of many Payzone shops in South Yorkshire, find your nearest at [www.payzone.co.uk/store-locator](http://www.payzone.co.uk/store-locator)

The tables below detail all current ticketing options.

Table 4.2: Public Transport Ticketing Options

| SYLTE Tickets                       | Use on?          | Areas Served                              | Buy From?                                                                                                                                    | Price £ (correct as of March 2016) |        |               |         |
|-------------------------------------|------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|--------|---------------|---------|
|                                     |                  |                                           |                                                                                                                                              | Daily                              | Weekly | 28 day ticket | Annual  |
| TravelMaster Gold (South Yorkshire) | Bus, Train, Tram | Barnsley, Doncaster, Rotherham, Sheffield | Day: Drivers, conductors or manned train stations<br>Weekly/Monthly: Ticket machines and manned stations<br>Annual: Online / manned stations | 7.70                               | 27.60  | 95.50         | 1061.00 |
| TravelMaster Direct                 | Bus, Train, Tram | Barnsley, Doncaster, Rotherham, Sheffield | Direct Debit (apply online or at Information Centres)                                                                                        |                                    |        | 97.00         |         |
| SYConnect                           | Bus, Tram        | Barnsley, Doncaster, Rotherham, Sheffield | Day: Drivers/Conductors<br>Weekly: Above plus Ticket Machines<br>Monthly: Ticket machines                                                    | 6.30                               | 20.80  | 78.00         |         |
| CityBus                             | Bus              | Sheffield                                 | Bus drivers (day and weekly), Ticket machines (week and month)                                                                               | 4.00                               | 14.00  | 49.00         |         |
| Sheffield Citywide                  | Bus, Tram        | Sheffield City Council Area               | Day: Bus and Tram<br>Conductors: Weekly: Above plus ticket machines<br>Monthly: Ticket Machines<br>Annual: Online                            | 4.30                               | 15.00  | 53.00         | 560.00  |
| TravelMaster Sheffield              | Bus, Train, Tram | Sheffield                                 | Weekly/Monthly: Ticket machines and manned rail stations<br>Annual: Online or Manned Rail Stations                                           | x                                  | 25.00  | 86.20         | 920.30  |
| Doncaster Zone                      | Bus, Train       | Doncaster                                 | Weekly/Monthly: Ticket machines and manned rail stations<br>Annual: Online or Manned Rail Stations                                           | x                                  | 20.30  | 70.10         | 727.00  |
| Rotherham Zone                      | Bus, Train       | Rotherham                                 | Weekly/Monthly: Ticket machines and manned rail stations<br>Annual: Online or Manned Rail Stations                                           | x                                  | 20.30  | 70.10         | 727.00  |
| Barnsley Zone                       | Bus, Train       | Barnsley                                  | Weekly/Monthly: Ticket machines and manned rail stations<br>Annual: Online or Manned Rail Stations                                           | x                                  | 20.30  | 70.10         | 727.00  |



| Other Operator Tickets                    | Use on?                                                                                              | Valid for?         | Buy From?                                | Price £*                  |
|-------------------------------------------|------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------|---------------------------|
| <b>STAGECOACH</b>                         |                                                                                                      |                    |                                          |                           |
| Day Rider                                 | Stagecoach Buses and trams in S Yorks                                                                | On day of purchase | Driver or conductor                      | 4.00                      |
| Explorer                                  | Stagecoach Buses and trams in South and West Yorkshire, Derbyshire, Nottinghamshire and Gainsborough | On day of purchase | Driver or conductor                      | 5.80                      |
| Megarider Bus Only or Tram Only           | Stagecoach Buses or Trams in Sheffield                                                               | 1 week             | Driver /conductor / online for smartcard | 12.50                     |
| Megarider Bus and Tram                    | Stagecoach Buses & Trams in Sheffield                                                                | 1 week             | Driver or conductor / online             | 13.50                     |
| Megarider Plus                            | Stagecoach Buses & Trams in Sheffield and Beyond                                                     | 1 week             | Driver or conductor / online             | 15.50                     |
| Monthly Megarider Bus or Tram             | All Stagecoach Buses or Trams in Sheffield                                                           | 28 days            | Online for smartcard                     | 42.00                     |
| Monthly Megarider                         | All Stagecoach Buses & Tram in Sheffield                                                             | 28 days            | Online for smartcard                     | 46.00                     |
| 13 Week Megarider Tram or Bus             | All Stagecoach Buses or Trams in Sheffield                                                           | 13 weeks           | Paper ticket online                      | 131.00 tram<br>133.50 bus |
| 13 Week Megarider Tram and Bus            | All Stagecoach Buses and Trams in Sheffield                                                          | 13 weeks           | Paper ticket online                      | 143.00                    |
| 13 Week Megarider Plus                    | All Stagecoach Buses and Trams in Sheffield and beyond                                               | 13 weeks           | Paper ticket online                      | 173.00                    |
| <b>FIRST BUSES</b>                        |                                                                                                      |                    |                                          |                           |
| First Day Sheffield                       | First buses in Sheffield                                                                             | On day of purchase | Driver                                   | 3.90                      |
| First Day SY                              | All First Buses                                                                                      | On day of purchase | Driver                                   | 5.00                      |
| First Week SY                             | All First Buses in South Yorkshire, as well as North East Derbyshire and North Nottinghamshire       | 1 week             | Driver or First mTicket app              | 20.00                     |
| First Week Sheffield                      | All First Buses in Sheffield                                                                         | 1 week             | Driver                                   | 12.50                     |
| First Week Doncaster/ Rotherham/ Barnsley | All First Buses in respective area                                                                   | 1 week             | Driver                                   | 14.00                     |
| First4Week Sheffield                      | All First Buses                                                                                      | 4 weeks            | Info centre / online                     | 43.00                     |
| First4Week Doncaster/Rotherham/           | All First Buses                                                                                      | 4 weeks            | Info centre / online                     | 50.00                     |
| First4Week South Yorkshire                | All First Buses                                                                                      | 4 weeks            | Info centre / online                     | 74.70                     |

| <b>TM Travel</b> |                                                |     |        |      |
|------------------|------------------------------------------------|-----|--------|------|
| Yo-Yo Sheffield  | TM Travel Buses in Sheffield and 252, 294      | Day | Driver | 3.90 |
| Yo-Yo S Yorks    | TM Travel Buses in Sheffield and 29A, 252, 294 | Day | Driver | 4.80 |
| Yo-Yo PLUS       | All TM Travel Buses                            | Day | Driver | 6.50 |

\* Prices are correct as of March 2016

More up to date information at:

[www.travelsouthyorkshire.com/ticketspasses/](http://www.travelsouthyorkshire.com/ticketspasses/)

[www.sytravelmaster.com](http://www.sytravelmaster.com)

[www.firstgroup.com/south-yorkshire/tickets](http://www.firstgroup.com/south-yorkshire/tickets)

<https://www.stagecoachbus.com/tickets>

<http://www.tmtravel.co.uk/tickets/>

### ***b) What Can SBP Do For You?***

- **Bus Stops**

There are a total of 11 bus stops within the Business Park. Six of these have a shelter. The Travel Plan Coordinator will liaise with the PTE to arrange for additional shelters to be implemented where possible.

### ***3) What Can You do For Your Business?***

- **Negotiate Discounted tickets for staff**

Monthly and Annual TravelMaster tickets can be purchased in bulk to obtain a discount, which can vary depending on the number of tickets purchased. The negotiations of this are done through the SYPTE Business and Communities Team – please see Section 9 for contact details.

- **Staff Loans and Mileage rates for public transport**

There are several options available to make it easier for your staff to travel by public transport:

- Arrange an interest free loan for the purchase of season tickets.
- Arrange for pool travel tickets for business use, making it available for all staff to use.
- Implement an incentive for those employees using public transport for business use.

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### **INITIATIVE THREE – PROMOTE THE SBP CAR SHARE SCHEME**

The Sheffield Business Park Car Share Scheme was initially been set up with support from Highways England (then Agency) to enable staff across the multi-occupier site the opportunity to identify other people they can share with who may not necessarily work at the same organisations.

Increased use of the scheme will also help alleviate the current car parking issues faced by current and future occupiers, as well as make the park amenities more accessible to visitors, especially at peak times.

#### **a) What is Already Available**

Anyone working on the Business Park can log onto the SBP Car Share Scheme at [www.sheffieldbusinesspark.co.uk/transport](http://www.sheffieldbusinesspark.co.uk/transport) to find other employees who may have the same or similar journeys to work.

All you have to do is register a few details and input your journey and the Car Share Scheme will do the rest. You don't even need a car – you can say you need a lift or you can offer a lift. You are not obliged to take up an offer if a match is found, and you can share your journey just once or twice a week to make a difference. If you there are no matches within the SBP scheme searches can be widened to [www.carsharesouthyorkshire.com](http://www.carsharesouthyorkshire.com).

#### **b) What Can SBP Do For You?**

The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made, new journeys registered and any success stories of journey matches.

In addition, the TPC is available to provide a demonstration for your employees on how to register onto the SBP Car Share Scheme to talk them through the process, and provide help and advice for those people considering registering as a member to alleviate any concerns that they may have.

#### **3) What Can You do For Your Business?**

There are several things that you can do to make it easier for your staff to access the SBP Car Share Scheme and make it successful, as follows:

- Simply tell all staff and visitors about the Car Share Scheme – place a link to the Car Share website on your intranet system and / or company website and send out details in letters to new recruits / visitors.
- Provide all staff with access to a computer so that everyone can register.
- Install designated car park spaces for car sharers so that they have a guaranteed car parking space, ideally located nearest to the entrance.



- Provide an emergency taxi service home in case your car sharers are let down.

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## **INITIATIVE 4 – TO MAKE TRAVEL INFORMATION EASILY ACCESSIBLE**

### **a) What is Already Available?**

In the first instance, the FTP will be distributed to all occupiers on the park, and made available on the SBP website. In addition, all travel plan successes / updates will be promoted in the form of a regular Newsletter, via the SBP Website and through press releases where appropriate.

- **SBP Website**

A Travel section is available on the Sheffield Business Park website,

[www.sheffieldbusinesspark.co.uk/transport](http://www.sheffieldbusinesspark.co.uk/transport) detailing all travel and transport information including; the FTP and travel options and information by mode.

- **Management Suite**

Not all employees on the park will have the opportunity to access the SBP website; therefore it is important that all travel information is available in the SBP Management Suite also. All information as detailed above will be available in the Management Suite.

- **SBP Travel Guides**

Printed and digital versions of a Sheffield Business Park Travel Guide are available online and from the Business Centre. These have taken various formats from an original double sided A4 flyer to the current fold-out pocket guide. They include information by mode and maps of the park and local area.

### **b) What Can SBP Do For You?**

- **Travel Awareness Events**

A series of Travel Awareness events will be held throughout the year to further promote the benefits of and raise awareness about all transport options, focusing on the products and services available from SBP, the SYPTe and local authorities.

- **Advice and Guidance from the Travel Plan Coordinator**

You are not alone! The Sheffield Business Park TPC is on hand to help and advise you with your own Company Travel Plan, and the implementation of any Travel Plan measures at your business.

### **3) What Can You do For Your Business?**

- **Communicate with staff and visitors**

- Display all travel and transport information in your office or reception area on a central notice board where all staff can see it.
- Add links on your intranet / website to the websites of SBP, SYPTe, Sheffield CC, Rotherham MBC, Travel South Yorkshire etc.
- Provide a detailed location map / directions to all visitors prior to their arrival.

- Inform all new recruits of the travel options available before they start work.

## OTHER INITIATIVES AND IDEAS

### *What Else Can You do For Your Business?*

- **Alternate working hours and practices**

- Offer flexi time options for staff to reduce the number of people arriving at peak hours.
- Introduce home working as an option for 1 or 2 days a week for those staff who can to reduce the need for travel.
- Introduce tele / video conferencing – reducing the need for staff to travel during work hours.

- **Car Park Management**

- Distribute a car parking permit for each available car parking space, issuing on a first come first served basis. Allocate the car park permits on a priority basis, with those who travel the furthest distance away receiving permits. Those within walking distance will not be eligible for one.
- Reserve those spaces nearest the building for car sharers.
- Barrier systems – place a barrier on the car park so that the car park is used by your own staff / visitors only.
- Employ a car park attendance to manage and monitor your space throughout the day.
- Arrange for an external car park management company to issue fines / clamp any vehicles illegally parked – This should be used as a last resort only!

- **Staff Benefits**

- Additional annual leave incentive for those people who travel by public transport/cycle/walk or car share.
- Discounted annual TravelMaster tickets for use on bus, train, trams
- Cycle to Work schemes or interest free loans

- **Fleet Operations**

- Greening your fleet – a vehicle replacement strategy whereby you purchase new, less polluting vehicles at every opportunity, and / or fit continuously regenerating traps to existing heavy goods vehicles to reduce pollutant emissions. Also give preferential parking to lower emission vehicles and ensure that all engines are a standard of Euro 6. Go to [www.energysavingtrust.org.uk/fleet](http://www.energysavingtrust.org.uk/fleet)
- Driver training – provide training on Eco Driving so that all drivers can maximise their fuel economy, becoming safer and more efficient drivers. Information about subsidised training is available at: [www.energysavingtrust.org.uk/businesses/subsidised-ecodriving-training](http://www.energysavingtrust.org.uk/businesses/subsidised-ecodriving-training).
- Delivery coordination – schedule all deliveries to arrive at the same time, or within one delivery if possible to reduce the number of trips required.

- **Meeting coordination and diary management**

Encourage your staff to be more mindful of travel implications when arranging their diaries. Where possible encourage better co-ordination of meetings so that people can travel together and/or link meetings together over 1 or 2 days to reduce the need to travel.



## 7. PHASE 2 UPDATE OF THE FTP

- 7.1 This Framework Travel Plan was updated in December 2010 to incorporate details for Phase 2 of Sheffield Business Park development.

### **Proposed Development**

- 7.2 Phase 2 of Sheffield Business Park has outline planning permission authorising a mixed use development comprising of the erection of buildings to be used as offices, general industry and distribution (use classes B1, B2 and B8), the erection of ancillary buildings for use as retail, food and drink uses, non-residential institutions and leisure facilities (use classes A1, A3, A4, D1 and D2).
- 7.3 A site plan, incorporating Phase 2 is available in Appendix 1. The total floorspace within the scheme is 83,943sqm (903,560 sq ft). The split of uses is as follows:

*Table 7.1: Floorspace Breakdown*

| Use class and description                                                                                                                                     | Total (sqm)   | Total (sq ft)  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------------|
| Office – B1(a)                                                                                                                                                | 27,871        | 300,000        |
| Research / Light Industry – B1(b)(c) or B2                                                                                                                    | 27,273        | 293,560        |
| Storage / distribution – B8                                                                                                                                   | 25,084        | 270,000        |
| Ancillary uses (A1/A3/A4/D1/D2)<br>Shops, restaurants/cafes, drinking establishments, hot food<br>takeaway, non-residential institutions / assembly & leisure | 3,716         | 40,000         |
| <b>Totals</b>                                                                                                                                                 | <b>83,944</b> | <b>903,560</b> |

### **Public Transport Improvements for Phase 2**

- 7.4 It is expected that demand for bus use will grow substantially as the site develops. Development of the site will help to create the critical mass necessary for successful and sustainable longevity of bus service provision.
- 7.5 It was secured as part of a section 106 agreement dated 25<sup>th</sup> July 2011 that once 27,870m<sup>2</sup> of commercial floorspace or 13,000m<sup>2</sup> of office floorspace is occupied in phase two, the developer must contribute £379,080 per year for a period of five years up to a maximum of £1,895,400 to subsidise the A1 bus service. Any revenue generated during that five-year period was to be held and used to fund the service at the end of the period if still not commercially viable or repaid to the developer if then viable.



- 7.6 SYPTTE agreed, that the existing bus stops on Europa Link were sufficient for the improved provision of the A1 service, as all sections of the Phase 2 development would be within a suitable walking distance. See Appendix 1 for location of bus stops.

### **Cycling Provision for Phase 2**

#### **Cycle Parking**

- 7.7 To ensure that cycling is a feasible mode of travel for new development associated with Phase 2, appropriate cycle infrastructure will be provided. Safe, secure and covered cycle parking facilities, including visitor stands will be provided during the build out of Phase 2.
- 7.8 Sheffield City Council has adopted minimum cycle parking standards. These were applied to the floorspace for each use class to calculate appropriate cycling parking provision. The proposed provision of short-stay and long-stay cycle parking spaces is outlined in the table below.

Table 7.2: Cycle Parking Spaces for Phase 2

| Use class and description                  | Short stay | Long stay  |
|--------------------------------------------|------------|------------|
| Office – B1(a)                             | 28         | 80         |
| Research / Light Industry – B1(b)(c) or B2 | 5          | 20         |
| Storage / distribution – B8                | 5          | 13         |
| Ancillary uses (A1/A3/A4/D1/D2)            | 4          | 3          |
| <b>Total</b>                               | <b>45</b>  | <b>115</b> |

- 7.9 Short-stay parking is aimed at visitors, whilst long-stay parking is mainly for commuting cyclists. Short-stay parking will be in the form of covered 'Sheffield Stands' located at a prominent position near building entrances, to ensure security and convenience. Long-stay parking would be provided within the buildings or in a secure, covered cycle racks, located at a prominent position near building entrances.

#### **Showers / Changing Facilities**

- 7.10 Showers, lockers and changing facilities for cyclists, motorcyclists and walkers will also be provided. Each unit will incorporate one male and one female shower and associated changing facilities. Storage facilities will also be provided within each unit, for people to store cycle clothing and equipment during the day. This will be discussed with each tenant / buyer during pre-occupation discussions and implemented accordingly, to ensure that facilities are appropriate to the end-user.

### **Car Parking Provision for Phase 2**

- 7.11 To ensure that the development does not encourage unnecessary car use to/from Phase 2, Sheffield Business Park has based the provision of car parking spaces on Sheffield City Council's standards for car parking provision. The proposed level of car parking that will be provided for Phase 2 is outlined in the table below but may need varying to accommodate specific end users.

*Table 7.3: Car Parking Spaces for Phase 2*

| <b>Use class and description</b>           | <b>Car parking spaces</b> |
|--------------------------------------------|---------------------------|
| Office – B1(a)                             | 747                       |
| Research / Light Industry – B1(b)(c) or B2 | 443                       |
| Storage / distribution – B8                | 125                       |
| Ancillary uses (A1/A3/A4/D1/D2)            | 186                       |
| <b>Total</b>                               | <b>1,500</b>              |

### **Car Park Management Strategy for Phase 2**

- 7.12 Sheffield Business Park meets with new occupiers to discuss car park management and travel issues on issuing their Welcome Packs.
- 7.13 A combination of permit systems, signage and automated barriers at the entrances to unit car parks are currently used to help manage car parking at Sheffield Business Park. A car park management company is employed to help enforce car parking allocations. Administrative costs associated with car parking management are recouped from occupiers through the Greater Park Service Charge.
- 7.14 Permits are issued by individual companies to their employees and visitors on a priority basis. Currently, permits are issued on criteria chosen by the organisation. However, Sheffield Business Park encourages occupiers to prioritise and allocate spaces for car sharers.
- 7.15 Sheffield Business Park is also in discussions with Sheffield City Council with regards to additional measures and mechanisms that could be implemented on site to help manage car parking.
- 7.16 On-street parking restrictions (double yellow lines) were implemented alongside the introduction of a Pay and Display car park, aiming to stop vehicles parking on-street and manage demand for car parking by introducing car parking fees. Encouraging car

sharing (using a permit scheme) is also promoted as a 'carrot', alongside these demand management techniques.

7.17 For the Phase 2 development, the following principles will be adopted for car parking management:

- Each occupier will be allocated a number of car parking spaces, based on the land use parking ratios adopted by Sheffield City Council.
- All measures implemented at the existing units (Phase 1) of Sheffield Business Park to manage car parking will be introduced and replicated during the build out of Phase 2, to ensure a coordinated approach is adopted across the site.
- Car parks for unoccupied units will be restricted to unauthorised users by the installation of barriers at car park entrances or other appropriate methods.
- Car parking spaces will be managed by the operation of a permit system, administered by each occupier, with support from the car park management company (on behalf of Sheffield Business Park). Car-sharers will be given priority over non-essential / single occupancy car users, and where appropriate (dependant on the end-user), car share spaces and / or permits will be provided to encourage car-sharing.
- Verges and landscaping will be designed to help prevent on-street parking within the Phase 2 development.
- Installation of on-street parking restrictions.

7.18 Car parking will continue to be enforced by a management company. Administrative costs associated with car parking management will be recouped from occupiers through the Greater Park Service Charge. Therefore, budget available for car parking management will increase pro-rata as the numbers of businesses on site grow.

#### **Travel Planning Responsibilities in Phase 2 Occupiers**

7.19 All new occupiers of the Phase 2 development will be required to develop and implement their own bespoke Company Travel Plan (to supplement and support the Framework Travel Plan), as part of planning conditions set by Sheffield City Council.

7.20 A company Travel Plan champion will be identified, who will work with the site-wide Travel Plan Coordinator in the promotion of sustainable travel to the site and who will implement company-specific measures (such as a Cycle to Work scheme).

7.21 Sheffield Business Park will ask new occupiers to 'sign up' to the principles of the Framework Travel Plan. More formally, lease agreements will require occupiers to 'comply with statutory consent and regulations' (which will include the condition to develop a bespoke Company Travel Plan and appointment of a company Travel Plan champion).

7.22 Ultimate responsibility for Company Travel Plans lies with the occupiers; however, Sheffield Business Park will provide support and advice to companies in developing and



implementing their bespoke Travel Plans. This document provides a range of measures, and occupiers will be invited to use the Framework Travel Plan to compile an appropriate set of measures for delivery within their organisation.

- 7.23 Furthermore, the site-wide Travel Plan Coordinator will provide all new occupiers with induction packs during the signing of the lease agreement, which will enable each company to provide their staff with appropriate travel information to help encourage sustainable travel to the site from first occupation.
- 7.24 The induction / welcome packs will include the travel options flyer, information on car share scheme, public transport timetables and ticketing information, cycle maps and the most recent travel newsletter.
- 7.25 Sheffield Business Park is responsible for the delivery of targets for Phase 2 (outlined below). Whilst responsibility for the development and implementation of Company Travel Plans lies with the occupiers, it is in Sheffield Business Park's interest to work with these organisations and assist them in the implementation of measures, to ensure that the Travel Plan targets are achieved and achievable.

#### **Monitoring and Targets for Phase 2**

- 7.26 Both vehicle trip generation targets and mode split targets will be used to monitor the performance of travel planning activities at Phase 2 of Sheffield Business Park.

#### **Phase 2 Trip Generation Targets**

- 7.27 The table below outlines the maximum vehicle trip generation (as outlined in the Transport Assessment for the development); these trip generation figures form the key targets for the Phase 2 development.
- 7.28 Traffic counting 'tubes' will be installed at the site access points annually, in order to monitor the vehicle trip generation targets. However, in the initial years of build out, it is likely to be more cost and resource effective to undertake manual traffic counts at the site access points. Either way, annual traffic counts will be undertaken in the morning and evening peak periods to monitor trip generation at the site.

*Table 7.4: Maximum Vehicle Trip Generation*

|                         | <b>Arrivals</b> | <b>Departures</b> | <b>Total</b> |
|-------------------------|-----------------|-------------------|--------------|
| <b>AM (08:00-09:00)</b> | 780             | 119               | 899          |
| <b>PM (17:00-18:00)</b> | 105             | 612               | 717          |

## Phase 2 Mode Split Targets

- 7.29 To ensure a coordinated approach to monitoring travel patterns to Sheffield Business Park, the mode split targets for existing businesses on site were adopted for the initial occupiers of Phase 2. These were to be monitored following the occupation of the first organisations. The mode split targets for Sheffield Business Park for 2012-13 were:

Table 7.5: Modal Split Targets for Phase 2

| Phase 2 site-wide mode split targets (2012-13) |           |
|------------------------------------------------|-----------|
| Mode                                           | Split (%) |
| Cycling                                        | 3%        |
| Public transport                               | 14%       |
| Car sharing                                    | 20%       |
| Car (driver)                                   | 61%       |

- 7.30 Monitoring mode split targets will be done in accordance with the existing 'monitoring strategy' adopted and agreed with Sheffield City Council for Phase 1 of Sheffield Business Park. Namely, on an annual basis a snap-shot survey with staff will be undertaken; bi-annually, the site-wide Travel Plan Coordinator will work with occupiers and coordinate a full travel survey of all staff on site.
- 7.31 The results of these monitoring exercises will be provided to Sheffield City Council and Highways England within one month of completion. This will provide an indication of which initiatives are working and which are not, as well as determining strengths and weaknesses of the Travel Plan.

## 8. AMRC2 UPDATE OF THE FTP

### AMRC2 Background Information

- 8.1 This section was added to the FTP in March 2016 to incorporate relevant information about the proposed AMRC2 (Advanced Manufacturing Research Centre) development by the University of Sheffield and elements of the Travel Plan document prepared to support the planning application for AMRC2. An existing AMRC is already situated on the other side of Sheffield Parkway.
- 8.2 The AMRC2 is made up of a total building area of 104,984m<sup>2</sup>. Vehicular access to the site will be taken via four proposed priority junctions with Europa Court, Britannia Way and Europa Link northbound and southbound. It is anticipated that 1650 staff will be based at AMRC2.
- 8.3 The proposed AMRC masterplan is made up of 11 individual plots. Plots 2 and 3 are the Factory 2050 development which was completed in 2016. Table 8.1 outlines the land use class and size of each of the plots which make up the AMRC.

*Table 8.1 Plot Type and Size*

| Plot Numbers | Building Area (m2) | Use Class    |
|--------------|--------------------|--------------|
| 1            | 3060               | B1 (b) & (c) |
| 2            | 4740               | B1 (b) & (c) |
| 3A           | 2430               | B1 (b) & (c) |
| 3B           | 5400               | B1 (b) & (c) |
| 4            | 3763               | B1 (b) & (c) |
| 5            | 4450               | B1 (b) & (c) |
| 6            | 12000              | B1 (b) & (c) |
| 7            | 23940              | B1 (b) & (c) |
| 8            | 450                | D2           |
| 9            | 0                  | Car Park     |
| 10           | 7200               | B1 (b) & (c) |
| 11           | 37551              | C1           |
| <b>Total</b> | <b>104984</b>      |              |

- 8.4 Table 8.2 and 8.3 show the trip generation figures calculated as part of the Transport Assessment for the development. Table 8.2 includes the Factory 2050 development which has its own separate planning consent and is already under construction and table excludes these buildings. These along with modal split figures could be used as targets for the travel plan.



Table 8.2 Trip Generation (including Factory 2050 plots 2 and 3)

|           | Arrivals | Departures | Total |
|-----------|----------|------------|-------|
| <b>AM</b> | 964      | 310        | 1274  |
| <b>PM</b> | 218      | 756        | 974   |

Table 8.3 Trip Generation (excluding Factory 2050 plots 2 and 3)

|           | Arrivals | Departures | Total |
|-----------|----------|------------|-------|
| <b>AM</b> | 796      | 295        | 1091  |
| <b>PM</b> | 297      | 913        | 1210  |

- 8.5 As well as being integrated into the Framework Travel Plan for the Sheffield Business Park, the AMRC2 refers back to and is part of the University of Sheffield's Integrated Transport Strategy (in place since 1997). Many of the measures and indeed targets are taken from the University's ITS and applied in context at AMR2. The principle measures outlined in the AMRC2 Travel Plan and Transport Assessment are summarised below.

#### **Car Park Management at AMRC2**

- 8.6 The university has well-established needs based car park permit application system that staff based at AMRC2 will use to apply for permits in the same way as other university staff. There will be just over 1500 car parking spaces including disabled bays as set out in table 8.4.

Table 8.4: Car Parking Spaces by Plot Area

| Plot Numbers | Car Parking Spaces |
|--------------|--------------------|
| 1            | 51                 |
| 2            | 82                 |
| 3A           | 41                 |
| 3B           | 90                 |
| 4            | 63                 |
| 5            | 74                 |
| 6            | 200                |
| 7            | 399                |
| 8            | 9                  |
| 9            | -                  |
| 10           | 120                |
| 11           | 376                |
| <b>Total</b> | 1505               |

- 8.7 With the exception of disabled permit holders they will be charged at £120/annum (the outlying site rate). There will be preferential spaces for low emission (VED and Band A)

vehicles, car sharers and visitors. The enforcement of car parking will be conducted by the university's campus wardens.

### **Smarter Driving Initiatives at AMRC2**

#### **Electric Vehicles**

- 8.8 The university will install fast electric vehicles charging points at key points with capacity for future provision also installed. They will be compatible with the university's main campus charging points. The university already has a fleet of Renault Zoe EV vehicles that can be hired by staff for 2 hour periods. The AMRC2 travel plan commits to expanding the fleet of EV vehicles.

#### **Car Sharing**

- 8.9 The university has an existing car share database provided by Liftshare, the same supplier as SBP: <https://universityofsheffield.liftshare.com/> . The university commits to discussing the integration of the two to widen the match finding potential of the schemes.
- 8.10 The measures for driving can be summarised as:
- CS1: Implement car park management strategy.
  - CS2: Continue to promote the benefits of car sharing to staff and students.
  - CS3: Identify potential locations for low emissions/car sharers dedicated parking spaces.
  - CS4: Provide EV pool vehicle(s) with dedicated parking spaces.
  - CS5: Annually review the allocation and total provision of parking.

### **Public Transport Initiatives at AMRC2**

- 8.11 The AMRC2 travel plan outlines the existing public transport provision. As is referred to in section 7 about Phase 2, the outline planning permission for AMRC2 requires that once 27,870m<sup>2</sup> of the AMRC2 development has been occupied a contribution to public transport services not exceeding £379k/annum for a period of 5 years is required to be paid to SYPTE.
- 8.12 The university states in the AMRC2 travel plan that should further developers or organisations be required to contribute to public transport through planning, this would be reduced from the university's contribution. It is anticipated that the occupation threshold for AMRC2 may be met around the time the current funding for the A1 bus service ends in 2018.
- 8.13 The university will monitor travel patterns of staff working at AMRC2 from the outset in order to best inform decisions about how this public transport contribution will be utilised. The university is committed to working with SYPTE to develop ticketing offers for staff and may include voluntary contributions to allow subsidised travel for university staff.

8.14 Public transport measures can be summarised as:

- PT1: Develop promotional material to provide information on public transport timetable information, how to access the site and the range of tickets available.
- PT2: Provide realtime information for staff using latest technologies.
- PT3: Work in partnership with SCC and SYPTe to ensure developer contributions are best utilised to mitigate car travel and maximise journeys by public transport.
- PT4: Facilitate a Sustainable Travel Forum to meet every 6 months.
- PT5: Work with SYPTe to develop discounted staff travel options.

#### **Walking at AMRC2**

8.15 The university commits to ensuring that routes around AMRC2 are well lit. The following measure are also committed:

- W1: Provide umbrellas at the University developments.
- W2: Negotiate discount at outdoor shops.
- W3: Develop promotional material which indicates the benefits of walking and health, including possibilities for leisure walks in the area.

#### **Cycling at AMRC2**

8.16 The university has a very proactive programme of measures to support and encourage cycling and was voted the "Most Cycle Friendly Workplace" at the 2015 UK Cycle Planning Awards. Its cycle forums are developing an AMP Waverley Cycle Guide and will adapt it to include information about cycling to SBP.

As outlined in the TA cycle parking will be provided as set out in table 8.5 close to main building entrances. Shower facilities will be provided in every building of AMRC2.

Table 8.5: Cycle Parking Spaces by Plot Area

| Plot Numbers | Cycle Parking Spaces |
|--------------|----------------------|
| 1            | 9                    |
| 2            | 14                   |
| 3A           | 7                    |
| 3B           | 15                   |
| 4            | 11                   |
| 5            | 13                   |
| 6            | 34                   |
| 7            | 68                   |
| 8            | -                    |
| 9            | -                    |
| 10           | 21                   |
| 11           | -                    |
| <b>Total</b> | <b>192</b>           |



- 8.17 The university has a mobile, fully equipped cycle maintenance workshop called the Cycle Hut (<https://www.facebook.com/Cyclehut/>) which they have stated will be visit AMRC2 to promote and support cycling and have offered to co-ordinate with other employers on site.
- 8.18 The principal measures to support cycling at AMRC2 are:
- C1: Continue to support Pay Plus for Bikes salary sacrifice cycle to work scheme.
  - C2: Develop promotional material that will promote the health benefits of cycling and inform staff of the cycle facilities at the development.
  - C3: Provide a 'spares box' or repair stand for cyclists to perform basic repairs.
  - C4: Continue to support national campaigns.
  - C5: Continue to support 'Dr Bike' to repair and maintain cycles.
  - C6: Provide and promote pool/hire bikes for staff.

### **Travel Information and Marketing**

- 8.19 To ensure all staff can make the most informed travel choices at AMRC2 they will provided with a range of marketing materials and personalised journey planning. A university Sustainable Travel Forum, at which AMRC2, will be represented meets bi-annually and host an annual sustainable travel roadshow.
- CM1: Provide a bespoke travel guide for the site.
  - CM2: Provide Personalised Travel Plans for staff
  - CM3: Establish and maintain a continued process of marketing to maintain awareness of existing initiatives and new initiatives once they have been implemented e.g. travel roadshows, drop in events.
  - CM4: Ensure that the progress and successes of the TPS are promoted on a regular basis.
  - CM5: Promote sustainable travel beyond AMRC2 to include wider SBP and AMP (Rotherham) through the Sustainable Travel Forum.
  - CM6: Hold an annual Travel Roadshow in conjunction with the Sustainable Travel Forum

### **Travel Plan Targets at AMRC2**

- 8.20 Separate modal split targets have been set for SOVs and public transport for AMRC2. These are very ambitious compared with current modal split targets for the wider SBP as set out in table 8.6 but are more in line with that currently achieved at the university's AMRC1 building.

Table 8.6: Modal Split Targets for AMRC2

| Mode                        | AMRC2 Target | AMRC1 2015 Modal Split | SBP 2019 Target |
|-----------------------------|--------------|------------------------|-----------------|
| Single Occupancy Car Travel | 65%          | 57%                    | 78%             |
| Public Transport            | 10%          | 23%                    | 7%              |
| Other sustainable modes     | 25%          | 20%                    | 15%             |

- 8.21 Though the travel plan the university commits to conducting travel surveys every March following occupation for up to 5 years after the 27,280sqm threshold is surpassed and every 2 years thereafter.

**Co-ordination of Travel Planning at AMRC2**

- 8.22 The University of Sheffield has their own Travel Manager who will be responsible for delivering the AMRC2's travel plan and university wide car park management strategy also. As is the case across the university's estate, revenue from car parking is ring-fenced to be re-invested in delivering the ITS and other environmental improvements.
- 8.23 The university's travel plan manager and SBP's Travel Plan Co-ordinator will work collaboratively to ensure that the travel plan aims, objectives and targets for the developments within Sheffield Business Park are met.

## 9. LATEST TRAVEL SURVEY RESULTS

9.1 Travel surveys were last conducted between September and December 2015 at SBP. A separate Monitoring Report is produced providing a much more detailed analysis of the data collected. There were three core elements of data collection:

- Staff travel surveys between 27<sup>th</sup> October – 10<sup>th</sup> December
- Occupier survey between 27<sup>th</sup> October – 10<sup>th</sup> December
- Peak period multi-modal traffic counts on 29<sup>th</sup> September

9.2 The extended survey period allowed for chasing a few larger organisations to increase the response rates achieved. They were comprehensive surveys to review travel patterns, barriers to sustainable travel and also to explore the measures being undertaken by organisations to further assist their staff and visitors to make informed travel choices.

9.3 The occupier survey was completed by 11 principle occupiers. The staff survey received responses from 359 individuals from 14 different organisations, a higher total number of responses than in previous years. Based on approximately 2000 people working on site this is an impressive 18% response rate, comparatively high for a multi-occupier business park.

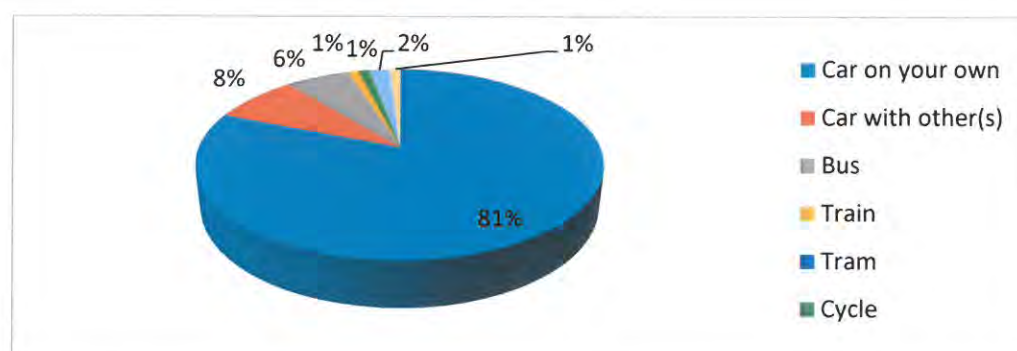
### Primary Mode of Transport

9.4 Staff were asked what mode of transport they usually choose to travel to work at SBP. The modal split for 2015 can be seen in table 9.1 and figure 9.1. Just over 80% travel in a car by themselves with 8% car sharing, 7% using public transport and 3% walking and cycling.

Table 9.1 Modal Split 2013 and 2015

| Mode             | 2013 | 2015 |
|------------------|------|------|
| Car (alone)      | 83%  | 81%  |
| Car Share        | 6%   | 8%   |
| Public Transport | 7%   | 7%   |
| Cycle            | 3%   | 1%   |
| Walk             | 1%   | 2%   |
| Taxi             | 1%   | 0%   |
| Other            | 1%   | 1%   |

Figure 9.1 Modal Split 2015





9.5 Drawing comparisons with previous years, reveals whether there have been any significant shifts in peoples travel behaviour and preferences. As illustrated in figure 9.2 and table 9.2, although there haven't been any significant shifts towards sustainable modes away from the car yet, this is slowly happening with single occupancy car use falling from 87% in 2004 to 81% in 2015.

9.6 Car sharing has crept up from 6% in 2004 to its highest level yet in 2015 at 8%. It is disappointing that cycling remains low at only 1% but this isn't too surprising given the time of year the surveys were conducted (27th Oct - 10th Dec) and compared to August in 2013 when it was 3%. Public transport use remains fairly constant at 7%.

Figure 9.2: Modal Split Comparison 2004 - 2015

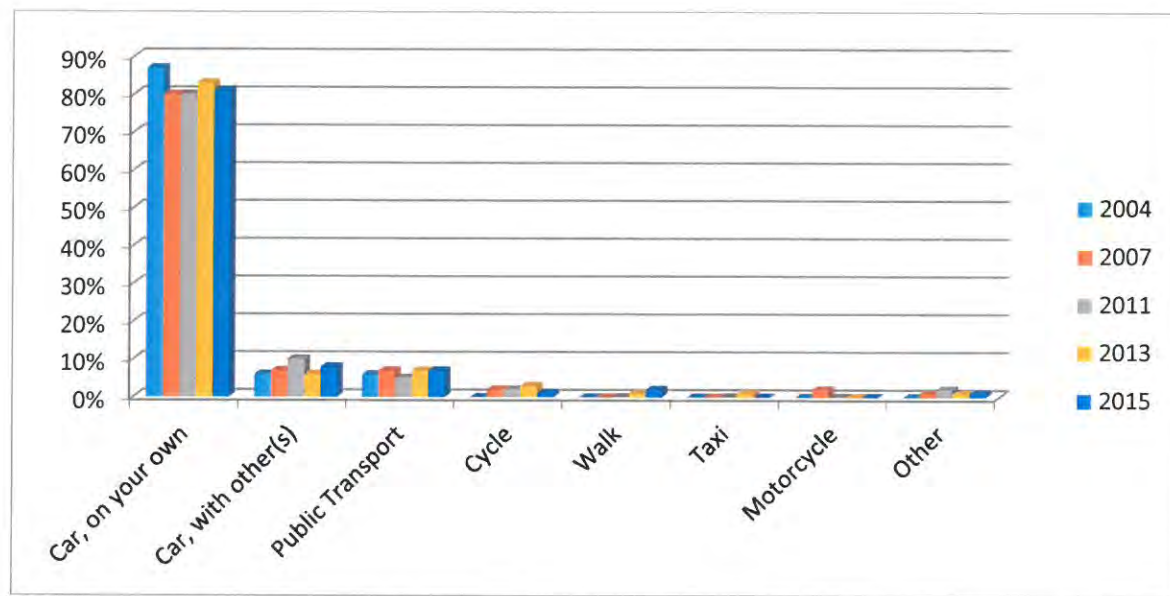


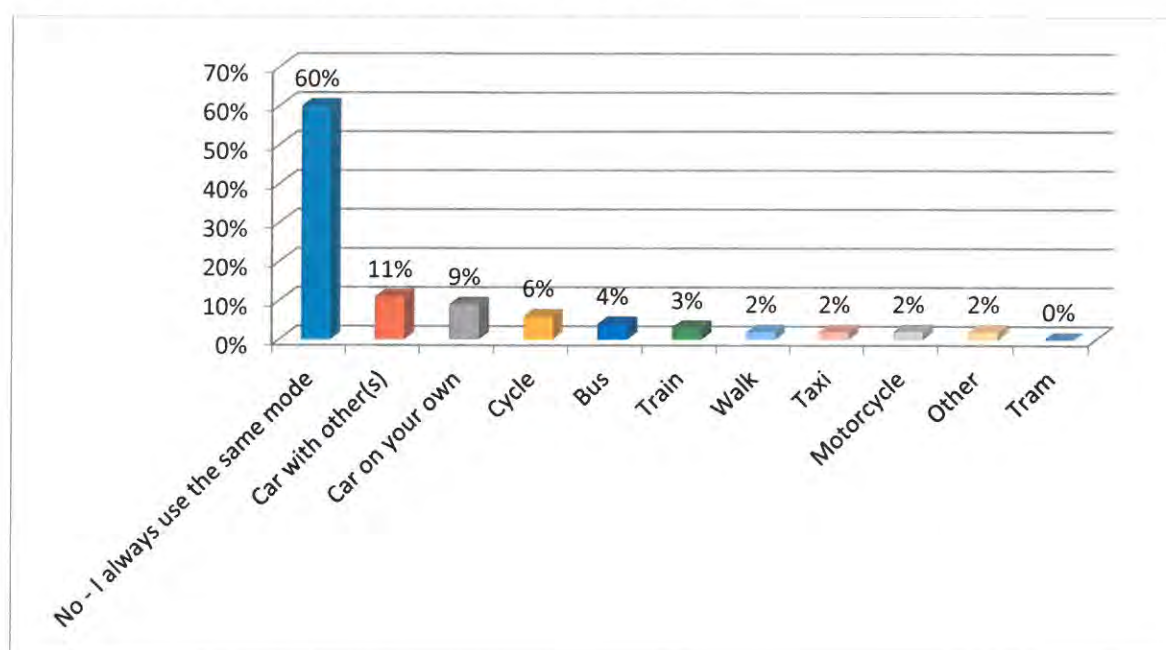
Table 9.2 Modal Split Comparison 2004-2015

| Mode               | 2004- | 2007 | 2011 | 2013 | 2015 |
|--------------------|-------|------|------|------|------|
| Car, on your own   | 87%   | 80%  | 80%  | 83%  | 81%  |
| Car, with other(s) | 6%    | 7%   | 10%  | 6%   | 8%   |
| Public Transport   | 6%    | 7%   | 5%   | 7%   | 7%   |
| Cycle              | <1%   | 2%   | 2%   | 3%   | 1%   |
| Walk               | 0%    | <1%  | <1%  | 1%   | 2%   |
| Taxi               | 0%    | 0%   | 0%   | 1%   | 0%   |
| Motorcycle         | 0%    | 2%   | <1%  | 0%   | 0%   |
| Other              | <1%   | 1%   | 2%   | 1%   | 1%   |

## **Secondary Mode of Transport**

- 9.7 Respondents were asked about their secondary mode choice. This question was asked slightly differently in 2015. In previous years' respondents were asked how they travel if their first choice is unavailable. Whereas in 2015 staff were asked whether they occasionally travel to work by a different mode and given the option to respond "no, I always use the same mode".
- 9.8 Although it's not as easy to draw direct comparisons with previous years, this years' data reflects that some staff may not be able to use sustainable modes every day due to various commitments but may regularly, for example, walk or cycle when they can. It is important to capture this data as a successful travel plan can influence people's mode choice a few days a week and have a noticeable overall reduction in traffic generation and impact, although on the face of it many still drive by themselves as their usual mode choice.
- 9.9 Figure 9.3 shows that although 60% say they use the same mode all of the time, 11% sometimes car share, 7% sometimes catch the train but encouragingly 8% occasionally travel by the most sustainable active modes walking and cycling to work. These results are very similar even when filtered by mode i.e. 7% of people who usually drive on their own to work also occasionally walk and cycle.

Figure 9.3 Mode Occasionally Chosen To Travel To Work



## **Organisational Travel Surveys**

- 9.10 In total 12 occupiers responded to the travel survey for organisations who between them said they employ 1124 staff (958 full and 166 part-time). There has been an increase from 8 to 15% of part-time staff.

- 9.11 All but one responding organisations indicated that their hours of operation were standard office hours (i.e. between 08:00 and 18:00), with one adding that their offices are open 07.00-19.00 and one operating 24/7. A large proportion of staff are based on site a lot of the time. Between 53 and 100% of staff are onsite all of the time. However, interestingly, only one organisation has staff based solely at SBP. All other organisations have between 5 and up to 75% of staff based offsite some or all of the time.
- 9.12 Respondents were asked what sustainable travel initiatives they have in place within their organisations to incentivise people to consider switching from the car. There are a modest range of measures in place (table 9.3). Over 40% have cycle to work schemes on offer and a quarter have a car share scheme. A couple more than last time have pool cars for people to use.

*Table 9.3 Travel Plan Measures in Place*

| <b>Initiatives</b>                              | <b>No of Responses</b> | <b>% of occupiers</b> |
|-------------------------------------------------|------------------------|-----------------------|
| Cycle to Work Scheme                            | 5                      | 42%                   |
| Interest free loan for Public Transport tickets | 1                      | 8%                    |
| Pool Bikes                                      | 0                      | 0%                    |
| Pool Car(s) (non-electric)                      | 4                      | 33%                   |
| Pool Car(s) (electric)                          | 0                      | 0%                    |
| Car Share Scheme                                | 3                      | 25%                   |
| Guaranteed Ride Home Scheme                     | 0                      | 0%                    |
| Company shuttle/bus service                     | 0                      | 0%                    |
| Electric Vehicle Charging Points                | 0                      | 0%                    |
| None of the Above                               | 3                      | 25%                   |
| Other ("company cars")                          | 1                      | 8%                    |

- 9.13 Occupiers were asked what, if any, travel related policies they have in place, the results for which are shown in Table 9.4.
- 9.14 Only a couple of the responding organisations do not have any policies in place. Half (6) have a travel plan for their company, an increase since the last survey.



Table 9.4 Company Policies

| Company Name                      | Environmental Policy | Business Travel Policy | Fleet/driving policy | Company car policy | A Company Travel Plan |
|-----------------------------------|----------------------|------------------------|----------------------|--------------------|-----------------------|
| Ansys                             | No                   | No                     | No                   | No                 | No                    |
| Broadstone                        | No                   | No                     | No                   | No                 | No                    |
| Foster Care Associates            | Yes                  | Yes                    | Yes                  | Yes                | Yes                   |
| Fulcrum                           | Yes                  | Yes                    | Yes                  | Yes                | Yes                   |
| Gleeson                           | No                   | No                     | No                   | Yes                | Yes                   |
| Institute of Mechanical Engineers | Yes                  | Yes                    | No                   | Yes                | Yes                   |
| Interserve                        | Yes                  | Yes                    | No                   | No                 | Yes                   |
| Orona                             | Yes                  | Yes                    | Yes                  | Yes                | Yes                   |
| Sheffield Insulations Group Plc   | Yes                  | Yes                    | Yes                  | Yes                | Yes                   |
| Stanley (UK) Holdings Ltd         | No                   | No                     | Yes                  | Yes                | Yes                   |
| Transaction Network Services      | No                   | Yes                    | Yes                  | Yes                | Yes                   |
| VOW Europe Ltd                    | Yes                  | Yes                    | Yes                  | Yes                | No                    |

### Targets

- 9.15 Table 9.5 illustrates the previous modal split statistics, focusing on the previous three travel surveys on site and also includes the targets that were set for 2015 in the 2013 monitoring report.

Table 9.5 Modal Split Comparison (against Previous Years and 2015 Targets)

| Mode             | 2007 | 2008 (Target) | 2011 | 2013 | 2015 (Target) | 2015 | Difference 2015-Target |
|------------------|------|---------------|------|------|---------------|------|------------------------|
| Car, alone       | 80%  | 69%           | 80%  | 83%  | 78%           | 81%  | 3%                     |
| Car share        | 7%   | 14%           | 10%  | 6%   | 11%           | 8%   | -3%                    |
| Public transport | 7%   | 10%           | 5%   | 7%   | 7%            | 7%   | 0%                     |
| Walk             | >1%  | -             | >1%  | 1%   | 1%            | 2%   | 1%                     |
| Cycle            | 2%   | 2.5%          | 2%   | 3%   | 3%            | 1%   | -2%                    |
| Motorcycle       | 2%   | -             | <1%  | 1%   | 0%            | 0%   | 0%                     |

- 9.16 Despite progress being made and a slight decrease in single occupancy vehicles (SOVs) the target for a five percentage point reduction from 83% in 2013 to 78% wasn't quite met. Similarly, there was a target to increase car sharing by five percentage points from 6% to 11%. The current 8% means the levels aren't quite there yet.

- 9.17 Success was achieved for the public transport and walking targets. The aim was to maintain proportions of staff using public transport at 7% and walking at 1%. The same amount of people use public transport and walking has increased slightly.

#### **Targets for 2017 and Beyond**

- 9.18 Given that the targets for 2015 have not yet been achieved, it makes sense to keep these for the next reporting period. Travel plan monitoring is conducted every two years so it is proposed that these modal split targets are kept in place to be achieved by 2019.

*Table 9.6 2019 Modal Split Targets*

| <b>Mode</b>      | <b>2015 Modal Split</b> | <b>2019 Target</b> |
|------------------|-------------------------|--------------------|
| Car Alone        | 81%                     | 78%                |
| Car share        | 8%                      | 11%                |
| Public transport | 7%                      | 7%                 |
| Walk             | 2%                      | 1%                 |
| Cycle            | 1%                      | 3%                 |
| Motorcycle       | 0                       | 0%                 |

## 10. FRAMEWORK ACTION PLAN & TIMESCALES

| Action Date               | Action                                                              | Details                                                                                                                                                                                                                                                                                                                         | Completed | Initiative Covered                                                                    |
|---------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------------------------|
| Ongoing                   | Management Suite Information                                        | The Management Suite will keep up to date information on all travel options including: Cycle Maps, Walking Maps, Cycle Equipment, Bus Timetables, Travel Options Flyer and Car Share Schemes.                                                                                                                                   | Ongoing   | 4 – Travel Information                                                                |
| Ongoing                   | Draft and issue press releases on all relevant press opportunities. | Issue with eye catching press shot where possible.                                                                                                                                                                                                                                                                              | Ongoing   | FTP Review                                                                            |
| Ongoing                   | Travel Awareness Events                                             | A series of Travel Awareness events will be held throughout the year (quarterly) to further promote the benefits of and raise awareness of all transport options, focusing on the products and services available from SBP, the SYPTE and local authorities.                                                                    | Ongoing   | 1 – Cycling<br>2 – Public Transport<br>3 – Car Share Scheme<br>4 – Travel Information |
| Ongoing                   | Distribute Welcome Packs to new occupiers                           | Welcome Packs will be provided to new occupiers prior to first occupation (at the signing of lease agreement, where occupier will be asked to 'sign-up' to the FTP). This will include any relevant information regarding upcoming travel events, advice and support on travel issues and developing their bespoke Travel Plan. | Ongoing   | ALL                                                                                   |
| February 2008 and ongoing | Car Share Email Update                                              | The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made, new journeys registered and any success stories of journey matches.                                                                                                                            | Ongoing   | 3 – Car Share Scheme                                                                  |



| Action Date       | Action                   | Details                                                                                                                                                                                                                             | Completed      | Initiative Covered |
|-------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--------------------|
| April 2011        | Electric charging points | Investigate the feasibility of installing electric charging points at the Business Centre.                                                                                                                                          | 2013           |                    |
| Ongoing           | Car Park Snapshot Survey | Survey for 4 days in a 2 week period                                                                                                                                                                                                | Ongoing        |                    |
| Ongoing           | Car Sharing Assessment   | Monitor / record the number of car sharers registered on the database                                                                                                                                                               | Ongoing        | FTP Review         |
| 2010-12 Phase 1   | Snapshot Travel Survey   | Re-assess the Framework Travel Plan                                                                                                                                                                                                 | 2010-12        | FTP Review         |
| Ongoing Phase 2   |                          | Forward results to the Travel Planning Team of Sheffield CC                                                                                                                                                                         | Ongoing Phase2 |                    |
| 2009              | Full Survey              | Undertake comprehensive travel survey of site users                                                                                                                                                                                 | 2009           | FTP Review         |
| 2011              |                          | Forward results to the Travel Planning Team of Sheffield CC                                                                                                                                                                         | 2011           |                    |
| 2013              |                          |                                                                                                                                                                                                                                     | 2013           |                    |
| 2015              |                          |                                                                                                                                                                                                                                     | 2015           |                    |
| And every 2 years |                          |                                                                                                                                                                                                                                     |                |                    |
| 2009              | Annual Review            | Collate, analyse and interpret all results and evidence of success and use to review Travel Plans effectiveness against set targets. Build action plan for the following year and review targets if necessary (years 1, 3, 5 only). | 2009           | FTP Review         |
| 2011              |                          |                                                                                                                                                                                                                                     | 2011           |                    |
| 2013              |                          |                                                                                                                                                                                                                                     | 2013           |                    |
| 2015              |                          |                                                                                                                                                                                                                                     | 2015           |                    |
| And every 2 years |                          |                                                                                                                                                                                                                                     |                |                    |

## Diary of FTP implementation

| Action Date   | Action                                                 | Details                                                                                                                                                                                                            | Completed                                               | Initiative Covered     |
|---------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|------------------------|
| January 2008  | Implement Framework Travel Plan                        | Issue the FTP to all occupiers by post and email to all main contacts on the park                                                                                                                                  | Ongoing – issued to all new occupiers on the park       | 4 – Travel Information |
| January 2008  | Place FTP on the SBP Website                           | Make the FTP available on the SBP Website                                                                                                                                                                          | Completed                                               | 4 – Travel Information |
| February 2008 | Cycle Rack Snapshot Survey                             | Survey for 4 days in a 2 week period                                                                                                                                                                               | Ongoing –                                               | 1 - Cycling            |
| February 2008 | Bus Stop Assessment                                    | The TPC will carry out a bus stop assessment, making recommendations to the SYPTE where necessary.                                                                                                                 | Completed – new bus route implemented Oct 2011          | 2 – Public Transport   |
| February 2008 | Unauthorised Car Parking Assessment                    | Monitor / record the number of unauthorised cars parked in and around the business park.                                                                                                                           | Employed car parking management company                 | FTP Review             |
| February 2008 | Promotional items / freebies for new car share members | The TPC will look into promotional items / give-aways for all new registrants.                                                                                                                                     | Given out at travel events for new registrations on day | 3 – Car Share Scheme   |
| February 2008 | A1 Bus Service Improvements                            | The TPC will liaise with the Veolia Transport and the SYPTE to improve the current service level provided by the A1, focusing on Cleanliness, Customer Service, Late Arrival / Missing services and Staff Attitude | completed                                               | 2 – Public Transport   |

| Action Date   | Action                                                       | Details                                                                                                                                                                                                                            | Completed                                                   | Initiative Covered     |
|---------------|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------|
| February 2008 | Negotiate discounted cycle equipment with local cycle stores | The TPC will contact local cycle stores to negotiate a discount on all cycle equipment. Once achieved, this will be promoted to all business on the park.                                                                          | Completed                                                   | 1 - Cycling            |
| February 2008 | Car Share coffee mornings                                    | Car Share Coffee Mornings / Lunches will be scheduled for all members already registered. Updates will be provided on successes, estimated amount of CO2 reduction.                                                                |                                                             | 3 – Car Share Scheme   |
| March 2008    | Promote that puncture repair kits are available              | Email / write to all occupiers to inform them that cycle equipment is available to hire.                                                                                                                                           | Completed – new occupiers given information in Welcome pack | 1 - Cycling            |
| March 2008    | Set up the SBP Bicycle User Group                            | Confirm the date and invite all employees to attend the BUG to assess initial interest. After the initial meeting, establish the most appropriate format to run the BUG; i.e. email forum, regular meetings – where and when, etc. |                                                             | 1 - Cycling            |
| March 2008    | Sheffield Summer Cycle Guide Released                        | Booklet to highlight rides and all things cycling                                                                                                                                                                                  | Available from reception and management suite               | 1 - Cycling            |
| March 2008    | Create and distribute a quarterly review                     | An SBP Newsletter for all occupiers, providing updates on all park news and travel information.                                                                                                                                    | Completed                                                   | 4 – Travel Information |
| March 2008    | Provide puncture repair Kits and basic cycle safety wear     | Puncture repair kits and basic cycle safety equipment will be available in the Management Suite for all SBP employees to use in an emergency.                                                                                      | Available in management suite                               | 1 - Cycling            |
| April 2008    | Promote improved A1 service                                  | Email / write to all occupiers informing them of the changes and improvements to the service                                                                                                                                       | As and when                                                 | 2 – Public Transport   |



| Action Date       | Action                             | Details                                                                                                                         | Completed   | Initiative Covered   |
|-------------------|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-------------|----------------------|
| April 2008        | Promote the SBP Bicycle User Group | Email / Write to all occupiers once the BUG has been established                                                                |             | 1 - Cycling          |
| April 2008        | Cycle information workshop         | A general cycling awareness event in the Management Suite, providing help and advice on all aspect of cycling.                  | Completed   | 1 - Cycling          |
| April 2008        | Increased frequency of A1 services | The TPC will liaise with the SYPTE and SCC to increase the number of bus services.                                              | ongoing     | 2 – Public Transport |
| April 2008        | Car Share Email Update             | The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made | ongoing     | 3 – Car Share Scheme |
| May 2008          | Car Sharing Assessment             | Monitor / record the number of car sharers registered on the database                                                           | ongoing     | FTP Review           |
| May 2008          | Promote the new A1 timetable       | Email / write to all occupiers informing them of the changes                                                                    | As and when | 2 – Public Transport |
| May 2008          | Site wide cycle training session   | A site wide cycle training session at the park.                                                                                 |             | 1 - Cycling          |
| April – June 2008 | Pre-promotion for Bike Week        | Information regarding the Bike Week activities will be promoted to all occupiers                                                | Completed   | 1 - Cycling          |
| June 2008         | Bike Week – 14 – 22 June           | A UK wide event with a series of events scheduled throughout Sheffield.                                                         | Completed   | 1 - Cycling          |
| June 2008         | Reporting of all Travel Issues     | Provide a report of all reported travel issues raised over the previous six months, both good and bad.                          |             | FTP Review           |

| Action Date        | Action                                      | Details                                                                                                                                              | Completed | Initiative Covered     |
|--------------------|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------|
| June 2008          | Travel Awareness Events                     | A series of Travel Awareness events will be held throughout the year to further promote the benefits of and raise awareness of all transport options | ongoing   | 2 – Public Transport   |
| June 2008          | Car Share Email Update                      | The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made                      | ongoing   | 3 – Car Share Scheme   |
| June 2008          | Issue Newsletter – 2 <sup>nd</sup> edition  | Email and post to all occupiers                                                                                                                      |           | 4 – Travel Information |
| 9 June 2008        | National lift share day                     | A National event to raise awareness and encourage people to share a lift for the day.                                                                | Completed | 3 – Car Share Scheme   |
| June – August 2008 | Pre-promotion for European Mobility Week    |                                                                                                                                                      |           | 4 – Travel Information |
| September 2008     | Issue Newsletter - 3 <sup>rd</sup> edition  | Email and post to all occupiers                                                                                                                      |           | 4 – Travel Information |
| September 2008     | European Mobility Week<br>16 – 22 September | A European wide initiative with a series of events to promote sustainable mobility.                                                                  |           | 4 – Travel Information |
| 22 Sept 2008       | In Town Without My Car Day                  | Part of the European Mobility Week to raise awareness and encourage sustainability across Europe                                                     |           | 4 – Travel Information |
| August 2008        | Car Share Email Update                      | The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made                      | ongoing   | 3 – Car Share Scheme   |
| September 2008     | Travel Awareness Events                     | A series of Travel Awareness events will be held throughout the year to further promote the benefits of                                              | ongoing   | 2 – Public Transport   |

| Action Date   | Action                                     | Details                                                                                                                         | Completed | Initiative Covered     |
|---------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------|
|               |                                            | and raise awareness of all transport options                                                                                    |           |                        |
| Ongoing       | Car Share Email Update                     | The TPC will provide regular email updates to all occupiers and Car Share members with messages on potential savings being made | Ongoing   | 3 – Car Share Scheme   |
| December 2008 | Issue Newsletter – 4 <sup>th</sup> edition | Email and post to all occupiers                                                                                                 |           | 4 – Travel Information |



## 11. CONTACTS & USEFUL INFORMATION

The table below provides the contact details of a variety of sources which will assist you in the development of your own company travel plan.

| Organisation / Area                                                                                                                                                                                                                                          | What they do?                                                                                                                                                                                                                                                                                                                                                      | Contact                                                                                                          | Website                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sheffield City Council</b><br><b>Transport Planning Team</b><br><br><b>Paul Sullivan</b><br><b>Workplace Travel Plan Coordinator</b><br>Sheffield City Council<br>Transport Planning Team<br>4th Floor, Howden House<br>1 Union Street, Sheffield, S1 2SH | <p>Provide help and advice on all travel plan issues, specific to your own organisation.</p> <p>Note – your plan should refer to the site-wide Framework Travel Plan and include information on how your organisation will support it.</p>                                                                                                                         | <p>T: 0114 205 3073</p> <p>E: <a href="mailto:travelplans@sheffield.gov.uk">travelplans@sheffield.gov.uk</a></p> | <p><a href="https://www.sheffield.gov.uk/roads/travel/travelplans.html">https://www.sheffield.gov.uk/roads/travel/travelplans.html</a></p> <p><a href="https://www.sheffield.gov.uk/planning-and-city-development/urban-design-conservation/sustainability-guidance/movement/travel-plans.html">https://www.sheffield.gov.uk/planning-and-city-development/urban-design-conservation/sustainability-guidance/movement/travel-plans.html</a></p> |
| <b>South Yorkshire Passenger Transport Executive, SYPTe</b><br><br><b>Georgina Simons</b><br>Business & Communities Advice Team                                                                                                                              | <ul style="list-style-type: none"> <li>The driving force behind the development of public transport networks in South Yorkshire.</li> <li>Encourage the maximum use of public transport</li> <li>Work closely with transport service operators, local councils and other key stakeholders.</li> <li>Offer free, impartial advice on all transport links</li> </ul> | <p>T: 0114 276 7575 (switchboard)</p> <p>T: 0114 2211346 (Travel Advice)</p>                                     | <p><a href="http://www.sypte.co.uk">www.sypte.co.uk</a></p>                                                                                                                                                                                                                                                                                                                                                                                     |

|                                                                                                                                   |                                                                                                                                                                     |                                                                                                                             |                                                                                                        |  |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|--|
| 11 Broad Street West<br>Sheffield<br>S1 2BQ                                                                                       |                                                                                                                                                                     |                                                                                                                             |                                                                                                        |  |
| <b>Sheffield Business Park<br/>Car Share Scheme</b>                                                                               | Find other employees on the park with the same / similar journeys to and from work                                                                                  | T: 0114 296 0000                                                                                                            | <a href="http://www.sheffieldbusinesspark.co.uk/carshare">www.sheffieldbusinesspark.co.uk/carshare</a> |  |
| <b>Traveline</b>                                                                                                                  | Provides timetable information on all train, tram and bus services in SY.                                                                                           | T: 01709 51 51 51                                                                                                           | <a href="http://www.traveline.info/">http://www.traveline.info/</a>                                    |  |
| <b>Cycle Maps</b>                                                                                                                 | A one-stop-shop for all information on cycling in Sheffield.                                                                                                        | <a href="https://www.sheffield.gov.uk/roads/travel/cycling.html">https://www.sheffield.gov.uk/roads/travel/cycling.html</a> |                                                                                                        |  |
| <b>Pedal Ready</b><br>26 Greenhow Street<br>Sheffield<br>S6 3TP                                                                   | Organise rides, events and training for cyclist in Sheffield.                                                                                                       | T: (0114) 2412775.<br>E: <a href="mailto:admin@pedalready.co.uk">admin@pedalready.co.uk</a><br>or phone                     | <a href="http://www.pedalready.co.uk/">http://www.pedalready.co.uk/</a>                                |  |
| <b>Sustrans</b><br><b>Head Office</b><br>National Cycle Network Centre<br>2 Cathedral Square<br>College Green<br>Bristol, BS1 5DD | A sustainable transport charity for local and national information on walking, cycling and public transport, including National Cycle Network information and maps. | T: 0117 926 8893<br>F: 0117 929 4173                                                                                        | <a href="http://www.sustrans.org.uk">www.sustrans.org.uk</a>                                           |  |

# Appendix 1

## Site Plan

● = Bus Stop





## Appendix 2

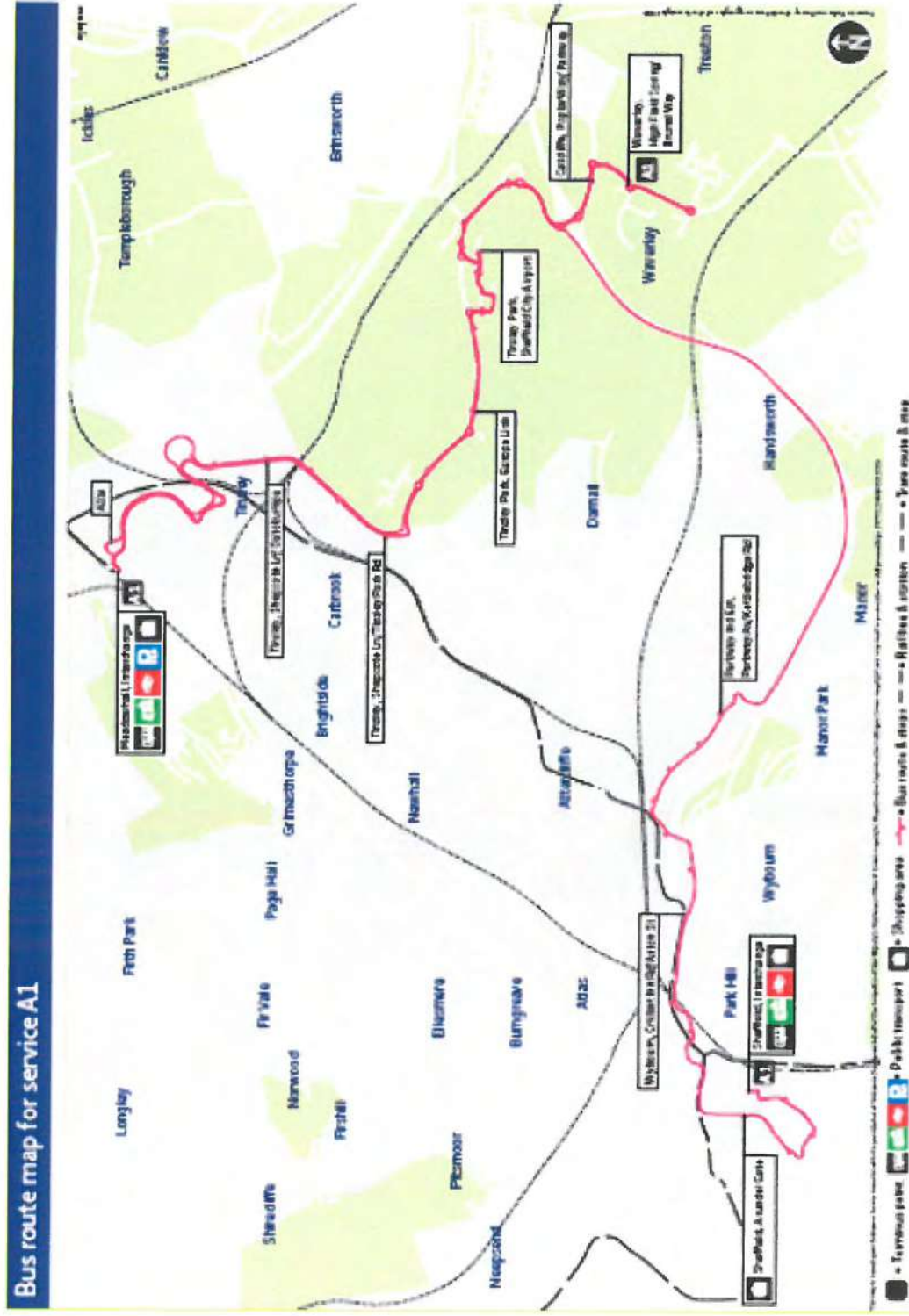
### A1 Bus Service Timetable

| Sheffield Centre/Waverley to Meadowhall                                                                                          |                                                                                                                                       | A1 Bus Service                                                      |
|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Sheffield - Waverley - Catcliffe - Tinsley Park - Meadowhall</b>                                                              |                                                                                                                                       |                                                                     |
| Via Sheffield Interchange, Parkway Industrial Estate, Sheffield Business Park, Shepcote Business Park and Meadowhall Interchange |                                                                                                                                       |                                                                     |
| Departs from                                                                                                                     | Monday to Friday                                                                                                                      | Saturday                                                            |
| Sheffield Interchange                                                                                                            | 0435                                                                                                                                  | 0435, 0535                                                          |
| Sheffield Arundel Gate                                                                                                           | 0438                                                                                                                                  | 0438, 0538                                                          |
| Waverley, High Field Spring / Brunel Way                                                                                         | 0450, 0535,<br>Then every 5 and 35 minutes past the hour until 1835                                                                   | 0450, 0550,<br>Then every 5 and 35 minutes past the hour until 1835 |
| Catcliffe, Poplar Way/Parkway                                                                                                    | 0452, 0537<br>Then every 7 and 37 minutes past the hour until 1837                                                                    | 0452, 0552<br>Then every 7 and 37 minutes past the hour until 1837  |
| Tinsley Park, Europa Link                                                                                                        | 0456, 0541, 0611, 0641, 0711, 0743<br>Then every 13 and 43 minutes past the hour until 1840                                           | 0456, 0556<br>Then every 13 and 43 minutes past the hour until 1840 |
| Meadowhall Interchange                                                                                                           | 0506, 0553, 0623, 0653, 0723, 0756<br>Then every 26 and 56 minutes past the hour until 1516, 1546, 1627, 1657, 1727, 1756, 1821, 1851 | 0838, 0908 then every 30 minutes until 1808, 1838                   |



| Meadowhall to Waverley                           |                                                                                                                                                                         | A1 Bus Service                                                                                                 |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| Meadowhall – Tinsley Park – Catcliffe - Waverley |                                                                                                                                                                         |                                                                                                                |
| Departs from                                     | Monday to Saturday                                                                                                                                                      | Saturday                                                                                                       |
| Meadowhall Interchange                           | 0451, 0536,<br><br>Then at 6 and 36 minutes past the hour 1906                                                                                                          | 0451, 0536, 0608, 0636<br><br>Then at 6 and 36 minutes past the hour until 1906                                |
| Tinsley Park, Europa Link                        | 0503, 0548, 0618, 0648, 0718, 0749, 0819, 0849, 0918, 0948<br><br>Then at 18 and 48 minutes past the hour until 1519, 1549, 1619, 1649, 1719, 1749, 1818, 1847, 1917    | 0503, 0548, 0620, 0648, 0718, 0749, 0819, 0849<br><br>Then at 18 and 48 minutes past until 1847, 1917          |
| Catcliffe, Poplar Way/Parkway                    | 0505, 0550, 0620, 0650, 0720, 0751, 0821, 0851, 0920, 0950<br><br>Then every 20 and 50 minutes past the hour until 1521, 1551, 1621, 1651, 1721, 1751, 1820, 1849, 1919 | 0505, 0550, 0622, 0650, 0720, 0751, 0821, 0851<br><br>Then at 20 and 50 minutes past the hour until 1849, 1919 |

## Map of Service A1:



## Appendix 3

### 71 Bus Service Timetable

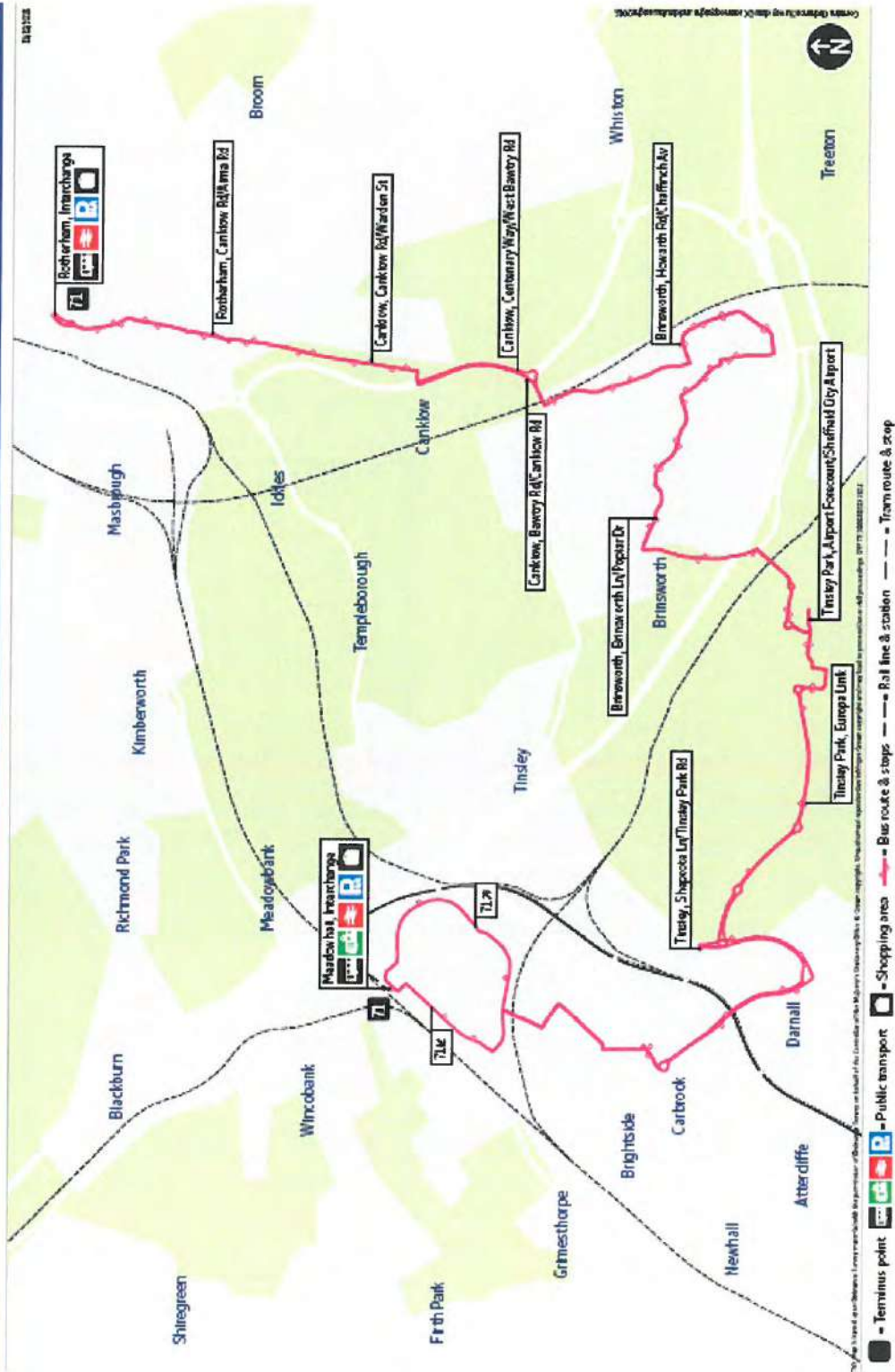
| Sheffield Centre/Waverley to Meadowhall                                           |                                                                                                                                 |                                                                                                                 |                                   | 71 Bus Service |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------|----------------|
| Rotherham - Canklow - Brinsworth - Tinsley Park - Darnall - Carbrook - Meadowhall |                                                                                                                                 |                                                                                                                 |                                   |                |
| Via Rotherham Interchange, Sheffield Business Park, Meadowhall Interchange        |                                                                                                                                 |                                                                                                                 |                                   |                |
| Departs from                                                                      | Monday to Friday                                                                                                                | Saturday                                                                                                        | Sunday                            |                |
| Rotherham Interchange                                                             | 0650, 0720, 0800, 0830<br>Then at 5 and 35 minutes past until 1535, 1610, 1640, 1715, 1755, 1855, 1955, 2055, 2155              | 0805, 0905 Then at 5 and 35 minutes past until 1535, 1610, 1640, 1715, 1855, 1955, 2055, 2155                   | 0945, 1055 Then hourly until 1855 |                |
| Canklow, Centenary Way/West Bawtry Rd                                             | 0657, 0727, 0807, 0837<br>Then at 12 and 42 minutes past until 1542, 1617, 1647, 1722, 1802, 1902, 2002, 2102, 2202             | 0812, 0912, 0942 Then at 12 and 42 minutes past until 1542, 1617, 1647, 1722, 1802, 1902, 2002, 2102, 2202      | 0952, 1102 Then hourly until 1902 |                |
| Tinsley Park, Europa Link                                                         | 0710, 0741, 0821, 0851, 0925, 0955<br>Then at 25 and 55 minutes past until 1555, 1631, 1701, 1736, 1814, 1914, 2014, 2114, 2214 | 0825, 0925, 0955 Then at 25 and 55 minutes past until 1630, 1700, 1735, 1814, 1914, 2014, 2114, 2214            | 1004, 1114 Then hourly until 1914 |                |
| Meadowhall Interchange                                                            | 0724, 0758, 0838, 0908, 0939<br>Then at 9 and 39 minutes past until 1609, 1648, 1718, 1753, 1826, 1926, 2026, 2126, 2226        | 0839, 0939, 1009, 1039 Then at 9 and 39 minutes past until 1609, 1644, 1714, 1749, 1826, 1926, 2026, 2126, 2226 | 1016, 1126 Then hourly until 1926 |                |



| <b>Sheffield Centre/Waverley to Meadowhall</b>                                           |                                                                                                                                       |                                                                                                           |                                       | <b>71 Bus Service</b> |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------------|
| <b>Meadowhall - Carbrook - Darnall - Tinsley Park - Brinsworth - Canklow - Rotherham</b> |                                                                                                                                       |                                                                                                           |                                       |                       |
| Via Rotherham Interchange, Sheffield Business Park, Meadowhall Interchange               |                                                                                                                                       |                                                                                                           |                                       |                       |
| <b>Departs from</b>                                                                      | <b>Monday to Friday</b>                                                                                                               | <b>Saturday</b>                                                                                           | <b>Sunday</b>                         |                       |
| <b>Meadowhall Interchange</b>                                                            | 0655, 0725, 0800, 0840<br>Then at 15 and 45 minutes past until 1445, 1520, 1550, 1620, 1655, 1725, 1818, 1918, 2018, 2118             | 0845, 0945, 1015 Then at 15 and 45 minutes past until 1515, 1655, 1725, 1818 Then hourly until 2218       | 18 minutes past between 0918 and 1918 |                       |
| <b>Tinsley Park, Europa Link</b>                                                         | 0707, 0737, 0815, 0855, 0927<br>Then at 27 and 57 minutes past until 1532, 1602, 1635, 1710, 1740, 1830, 1930, 2030, 2130, 2230       | 0857, 0957 Then at 27 and 57 minutes past until 1627, 1707, 1737, 1830 Then hourly until 2230             | 30 minutes past between 0930 and 1930 |                       |
| <b>Canklow, Centenary Way/West Bawtry Rd</b>                                             | 0720, 0750, 0830, 0910, 0940<br>Then at 10 and 40 minutes past until 1510, 1545, 1615, 1650, 1725, 1755, 1841, 1941, 2041, 2141, 2241 | 0910, 1010, 1040, 1110 Then at 10 and 40 minutes past until 1640, 1720, 1750, 1841 Then hourly until 2241 | 41 minutes past between 0941 and 1941 |                       |
| <b>Rotherham Interchange</b>                                                             | 0730, 0800, 0840, 0920, 0950<br>Then at 20 and 50 minutes past until 1520, 1555, 1625, 1700, 1735, 1805, 1850, 1950, 2050, 2150, 2250 | 0920, 1020, 1050, 1120 Then 20 and 50 minutes past until 1650, 1730, 1800, 1850 Then hourly until 2250    | 50 minutes past between 0950 and 1950 |                       |

## Map of Service 71:

### Bus route map for service 71



Updated March 2016



## Appendix 4

### 74 Bus Service Timetable

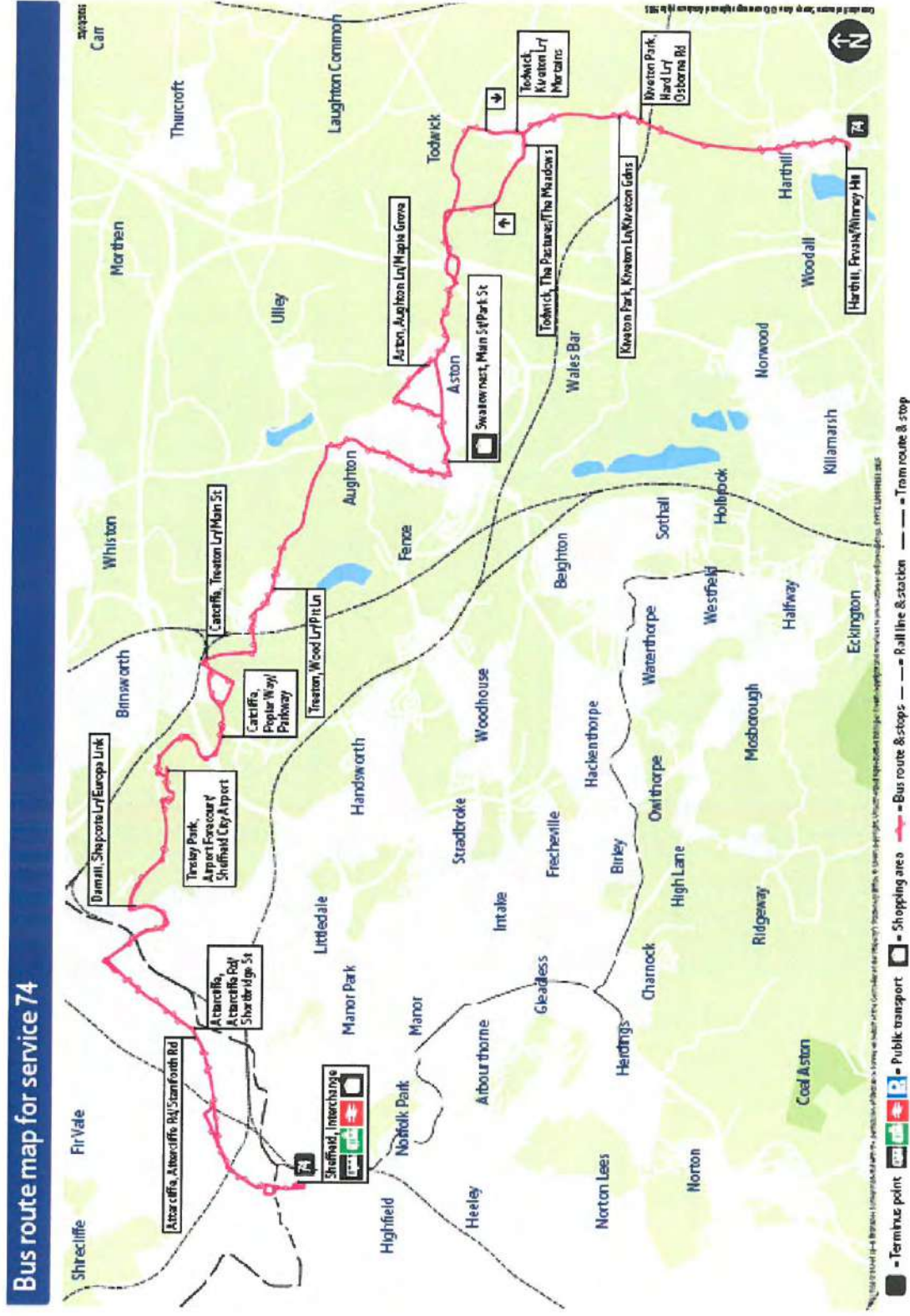
| Sheffield – Attercliffe – Tinsley Park – Catcliffe – Treeton – Swallownest – Aston – Todwick – Harthill<br>Via Sheffield Interchange, English Inst. Of Sport, Ice Sheffield, Motorpoint Arena, Sheffield Business Park |                                                                             |                                                  |                              | 74 Bus Service |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------|------------------------------|----------------|
| Departs from                                                                                                                                                                                                           | Monday to Friday                                                            | Saturday                                         | Sunday                       |                |
| Sheffield Interchange                                                                                                                                                                                                  | 0700, 0740, 0815, 0850 Then hourly until 1720, 1750, 1850                   | 55 minutes past from 0755 until 1650, 1750, 1850 | Hourly between 1000 and 1900 |                |
| Attercliffe, Attercliffe Rd/Staniforth Rd                                                                                                                                                                              | 0710, 0750, 0825, 0900 Then hourly until 1730, 1800, 1900                   | 5 minutes past until 1700, 1800, 1900            | Hourly between 1010 and 1910 |                |
| Tinsley Park, Europa Link                                                                                                                                                                                              | 0718, 0801, 0835, 0910 then hourly until 1611, 1711, 1741, 1810, 1909       | 15 minutes past until 1710, 1810, 1909           | Hourly between 1019 and 1919 |                |
| Catcliffe, Poplar Way/High Field Spring Rd                                                                                                                                                                             | 0722, 0805, 0838, 0913 then hourly until 1513, 1615, 1715, 1745, 1813, 1912 | 18 minutes past until 1713, 1813, 1912           | Hourly between 1024 and 1924 |                |
| Treeton, Wood Ln. Pit Ln                                                                                                                                                                                               | 0729, 0817, 0845, 0920 then hourly until 1520, 1623, 1723, 1753, 1820, 1918 | 25 minutes past until 1720, 1820, 1918           | Hourly between 1028 and 1928 |                |
| Swallownest, Main St/High St                                                                                                                                                                                           | 0737, 0828, 0853, 0928 then hourly until 1634, 1734, 1804, 1828, 1925       | 33 minutes past until 1728, 1828, 1925           | Hourly between 1035 and 1935 |                |
| Aston, Aughton Ln/Maple Grove                                                                                                                                                                                          | 0833, 0856, 093 then hourly until 1533, 1639, 1739, 1809, 1833, 1930        | 38 minutes past until 1733, 1833, 1930           | Hourly between 1040 and 1940 |                |
| Todwick, Kiveton Ln/Mortains                                                                                                                                                                                           | 0840, 0940 then hourly until 1540, 1646, 1746, 1816, 1839, 1936             | 45 minutes past until 1740, 1839, 1936           | Hourly between 1046 and 1946 |                |
| Kiveton Park, Hard Ln/Osborne Rd                                                                                                                                                                                       | 0843, 0943 then hourly until 1543, 1649, 1749, 1819, 1842, 1939             | 48 minutes past until 1743, 1842, 1939           | Hourly between 1049 and 1949 |                |
| Harthill, Firvale/Winney Hill                                                                                                                                                                                          | 0849, 0949 then hourly until 1549, 1655, 1755,                              | 54 minutes past until 1749,                      | Hourly between 1055          |                |



|  |                  |            |          |
|--|------------------|------------|----------|
|  | 1625, 1848, 1945 | 1848, 1945 | and 1955 |
|--|------------------|------------|----------|

| <b>Harthill - Todwick - Aston - Swallownest - Treeton - Catcliffe - Tinsley Park - Attercliffe Sheffield</b> |                                                                                               |                                      |                              | <b>74 Bus Service</b> |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------|------------------------------|-----------------------|
| <b>Departs from</b>                                                                                          | <b>Monday to Friday</b>                                                                       | <b>Saturday</b>                      | <b>Sunday</b>                |                       |
| <b>Harthill, Fivale/Winney Hill</b>                                                                          | 0638, 0708, 0738, 0940 then at 40 minutes past until 1840                                     | Hourly between 0740 until 1840       | Hourly between 0956 and 1756 |                       |
| <b>Kiveton Park, Hard Ln/Osborne Rd</b>                                                                      | 0644, 0714, 0744, 0946 then at 46 minutes past until 1846                                     | Hourly between 0746 until 1846       | Hourly between 1002 and 1802 |                       |
| <b>Todwick, Kiveton Ln/Mortains</b>                                                                          | 0647, 0717, 0747 0949 then at 40 minutes past until 1849                                      | Hourly between 0749 until 1849       | Hourly between 1005 and 1805 |                       |
| <b>Aston, Aughton Ln/Maple Grove</b>                                                                         | 0654, 0724, 0754, 0901, 0956 then at 56 minutes past until 1856                               | Hourly between 0756 until 1856       | Hourly between 1011 and 1811 |                       |
| <b>Swallownest, Main St/High St</b>                                                                          | 0659, 729, 0800, 0906, 1001 then at 1 minute past until 1900                                  | Hourly between 0801 until 1900       | Hourly between 1016 and 1816 |                       |
| <b>Treeton, Wood Ln. Pit Ln</b>                                                                              | 0707, 0737, 0808, 0914, 1009 then at 9 minutes past until 1808, 1907                          | Hourly between 0809 until 1808, 1907 | Hourly between 1024 and 1824 |                       |
| <b>Catcliffe, Poplar Way/High Field Spring Rd</b>                                                            | 0713, 0743, 0815, 0920, 1015 then at 15 minutes past until 1645, 1715, 1814, 1913             | Hourly between 0815 until 1814, 1913 | Hourly between 1027 and 1827 |                       |
| <b>Tinsley Park, Europa Link</b>                                                                             | 0717, 0747, 0820, 0924, 1019 then at 19 minutes past until 1649, 1719, 1818, 1917             | Hourly between 0819 until 1818, 1917 | Hourly between 1033 and 1833 |                       |
| <b>Attercliffe, Attercliffe Rd/Staniforth Rd</b>                                                             | 0726, 0758, 0831, 0933 1028 then at 28 minutes past until 1532, 1628, 1658, 1728, 1827, 1936  | Hourly between 0828 until 1827, 1926 | Hourly between 1042 and 1842 |                       |
| <b>Sheffield Interchange</b>                                                                                 | 0737, 0811, 0846, 0944, 1039 then at 30 minutes past until 1543, 1639, 1709, 1739, 1836, 1935 | Hourly between 0839 until 1836, 1935 | Hourly between 1053 and 1853 |                       |

### Map of Service 74:





## Appendix 5

### Amenities Contacts

<http://www.sheffieldbusinesspark.co.uk/amenities>

| Amenity / Facility                | Contact                                                                                                                                                                                                                                                                                  | Opening Hours                                                                                                |
|-----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Bank                              | HSBC, Sheffield Business Park HSBC Branch<br>03457 404 404                                                                                                                                                                                                                               | Monday – Friday<br>9.30am – 4pm                                                                              |
| Café: Costa Coffee                |                                                                                                                                                                                                                                                                                          |                                                                                                              |
| Conferencing / Meeting Facilities | Sheffield Business Centre Reception<br>0114 201 1998<br><a href="mailto:reception@sheffieldbusinesscentre.com">reception@sheffieldbusinesscentre.com</a><br>Booking form at:<br><a href="http://www.sheffieldbusinesspark.co.uk/amenities">www.sheffieldbusinesspark.co.uk/amenities</a> |                                                                                                              |
| Dry Cleaning                      | Baileys Dry Cleaners, Sheffield Business Centre Reception                                                                                                                                                                                                                                | Monday – Friday 9am – 5pm                                                                                    |
| Hotel                             | Mercure Hotel, Britannia Way, Catcliffe Rotherham. S60 5BD<br><a href="http://www.mercuresheffieldparkway.com">www.mercuresheffieldparkway.com</a><br><a href="mailto:info@mercuresheffieldparkway.com">info@mercuresheffieldparkway.com</a><br>(+44) 114 261 5690                       | 24 hrs                                                                                                       |
| Nursery                           | Kidz@Work Nursery<br>0114 244 9600<br><a href="mailto:info@kidzatwork.co.uk">info@kidzatwork.co.uk</a><br><a href="http://www.kidzatwork.co.uk">www.kidzatwork.co.uk</a>                                                                                                                 | Mon – Fri 8am- 6pm                                                                                           |
| Walking Group                     | Walking Group Coordinators<br>Dawn Kennedy-Burns<br>0114 296 0000                                                                                                                                                                                                                        | Wednesdays 12.30pm – 1.30pm<br><br>Usually once a month, weather permitting and weekly throughout the summer |