

CABINET MEMBER FOR PLANNING, HIGHWAYS AND STREET SCENE SERVICES

**Venue: Town Hall, Moorgate
Street, Rotherham S60
2TH**

Date: Tuesday, 22nd July, 2014

Time: 10.30 a.m.

A G E N D A

1. To determine whether the following items should be considered under the categories suggested in accordance with Part 1 of Schedule 12A (as amended March 2006) of the Local Government Act 1972.
2. To determine any item(s) the Chairman is of the opinion should be considered later in the agenda as a matter of urgency.
3. Apologies for absence
4. Minutes of the previous meetings held on 7th July and on 17th July 2014 (Pages 1 - 9)
5. Local Wildlife Good Practice Guidance (Pages 10 - 22)
6. Delivering Air Quality and Emissions Good Practice Guidance (Pages 23 - 46)
7. Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance (Pages 47 - 105)
8. Exclusion of the Press and Public
The following item is likely to be considered in the absence of the press and public as being exempt under Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 (information relating to the financial or business affairs of any particular person, including the local authority)
9. Aston, Aughton, Swallownest (Phase 2) - Flood Risk Reduction Scheme (Pages 106 - 108)
10. Date and time of next meeting - Monday 1 September 2014 at 10.30 a.m.

1GCABINET MEMBER FOR PLANNING, HIGHWAYS AND STREET SCENE SERVICES -
07/07/14

**CABINET MEMBER FOR PLANNING, HIGHWAYS AND STREET SCENE
SERVICES
Monday, 7th July, 2014**

Present:- Councillor Smith (in the Chair); and Councillor Swift.

Apologies for absence were received from Councillor Clark.

**G1. MINUTES OF THE MEETING OF THE CABINET MEMBER AND
ADVISERS FOR REGENERATION AND DEVELOPMENT HELD ON
2ND JUNE 2014**

Resolved:- That the minutes of the meeting of the former Cabinet Member and Advisers for Regeneration and Development, held on 2nd June, 2014 be approved as a correct record for signature by the Chairman.

**G2. ENVIRONMENT AND DEVELOPMENT SERVICES - REVENUE
BUDGET MONITORING REPORT TO 31ST MAY, 2014**

Consideration was given to a report, presented by the Principal Finance Officer (Economic and Development Services), concerning the budget monitoring of the Environment and Development Services Directorate Revenue Accounts for the period 1st April to 31st May, 2014, including the forecast out-turn of overspending of £688,000 (1.51%) to the end of the 2014/15 financial year. The submitted report included information on the variances reported by each Division of Service. Specific reference was made to the Parking Services budget, the Council's land and property bank and the funding for ICT.

Resolved:- (1) That the report be received and its contents noted.

(2) That the latest financial projection against budget for the 2014/15 financial year, for the Environment and Development Services Directorate, based on actual income and expenditure to 31st May, 2014, be noted.

(3) That the report be referred to the Self Regulation Select Commission for information.

G3. EMERGENCY PLANNING - UPDATE

Consideration was given to the update provided by the Emergency and Safety Manager. The update included:-

(a) Emergency Planning

: Training of two new Forward Liaison Officers, with assistance from the South Yorkshire Police and from the South Yorkshire Fire Service;

: Development of project to provide Emergency Planning-based lessons

for Primary Schools.;

: Preparing to warn and inform residents about the risk of Reservoir Inundation, per instructions from the Department for Environment, Food and Rural Affairs.

(b) Business Continuity

: Finalised and disseminated the Council's Corporate Recovery and Restoration framework

: Together with other multi-agency partners assisted in the organisation of the annual SYLRF Gold Symposium, which focused on Community Resilience, Recovery and Restoration and Business Continuity;

: Planning and Preparations in connection with Exercise Cygnus (National Pandemic Influenza Exercise taking place in October 2014), including local scenario planning, Council involvement and developing resilience plans for subsequent issues;

: Continuing development of internal Business Continuity Management within individual departments, including focused challenge sessions with managers, delivery of training and awareness.

(c) Health and Safety

Carried out various work:

: audit of the number and type of fire extinguishers at Grimm and Co., a charity working closely with Children and Young People's Services;

: Fire Safety training with staff at Copeland Lodge Day Care Centre;

: unplanned inspection of Streetpride Construction Team's ducting work on Centenary Way; No health and safety concerns were identified;

: attended Rother Valley Country Park to undertake a workshop inspection;

: attended various schools, in Rotherham and in Sheffield, concerning a range of health and safety issues;

: attended a meeting with South Yorkshire Fire Service and the building managers at Shaftesbury House regarding the Fire Safety.

: conducted a site inspection at housing maintenance schemes at Walters Road, Maltby and Central Drive, Rawmarsh;

: visited five community centres in the Maltby and Ravenfield areas, to check fire safety procedures.

Resolved:- That the update be noted and the Emergency and Safety Manager and the Principal Health and Safety Officer be thanked for their contribution.

G4. MINUTES OF A MEETING OF THE RMBC TRANSPORT LIAISON GROUP HELD ON 25TH JUNE, 2014

Consideration was given to the minutes of a meeting of the Transport Liaison Group held on 25th June, 2014.

Resolved:- That the contents of the minutes be noted.

G5. ENVIRONMENT CLIMATE CHANGE GROUP

Consideration was given to the minutes of a meeting of the Environment Climate Change Group held on 15th April, 2014.

Resolved:- That the contents of the minutes be noted.

G6. RESULTS OF THE CONSULTATION ABOUT THE PROPOSED CLIFTON CONTROLLED PARKING ZONE

Further to Minute No. G112 of the meeting of the Cabinet Member and Advisers for Town Centres, Economic Growth and Prosperity held on 2nd April, 2012 and Minute No. G19 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 16th July, 2012, consideration was given to a report, presented by the Transportation and Highways Projects Manager, describing the outcome of consultations on the proposed controlled parking zone for the Clifton area of Rotherham and seeking approval to promote the Traffic Regulation Orders associated with a package of parking restrictions for that area.

The report summarised:-

: the public consultation exercises undertaken during 2011, 2012 and 2013, to ascertain the views of local residents with regard to parking issues in the Clifton area;

: the various responses received from local residents, during the consultation process;

: details of three petitions submitted to the Council, concerning parking issues in the Clifton area.

Members noted that, after analysis of the responses from the public, there was insufficient support to justify implementing a controlled parking zone in the Clifton area. However, it was proposed to implement a Traffic Regulation Order affecting Parkfield Road and nearby streets, to ensure the safe and free flow of traffic there.

Resolved:- (1) That the report be received and its contents noted.

(2) That the proposal to introduce a controlled residents parking zone in

the Clifton area of Rotherham, as shown on drawing No 126/19/TT382v3 now submitted, shall not be progressed due to the lack of support for such a scheme.

(3) That formal consultation be undertaken on a proposed Traffic Regulation Order to introduce short stay 'pay and display' parking on Parkfield Road, Clifton and various no waiting at any time parking restrictions in the areas as shown on drawing No 126/18/TT604 now submitted.

(4) That the lead petitioners and residents be informed accordingly of the above decisions.

G7. THE PROPOSED RESIDENTS' PARKING ZONE NEAR TO THE ROTHERHAM HOSPITAL

Further to Minute No. G93 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 14th February, 2014, consideration was given to a report, presented by the Transportation and Highways Projects Manager, describing the outcome of statutory consultations and comments from residents on the proposed parking zone in the residential area off Moorgate and Queensway and also on Beaconsfield Road, near to the Rotherham Hospital.

The report contained a summary of comments received from residents living in the local area. There had also been a petition submitted, containing eight signatures, requesting that part of Lyminster Avenue be included in a "residents-only parking zone".

Discussion took place on the future monitoring and enforcement of parking in these areas.

Resolved:- (1) That the report be received and its contents noted.

(2) That the petition concerning Lyminster Avenue be received and its contents noted.

(3) That the objections received be not acceded to and that residents only parking, from Monday to Friday, 9.00 am to 4.00 pm, be introduced on Queensway, Norfolk Way, part of Hallam Road and on Sitwell Drive, as shown on drawing No 126/18/TT589 now submitted.

(4) That "No waiting at any time" parking restrictions be introduced on Sitwell Grove, as shown drawing no 126/18/TT589 now submitted.

(5) That "No waiting at any time" parking restrictions be introduced on Beaconsfield Road, as shown on drawing No 126/18/TT589 now submitted.

(6) That the concerns about vehicles migrating to adjacent roads be

noted, as now reported, be noted.

(7) That the petitioners and residents be informed accordingly of the decisions listed above.

G8. ROTHERWAY ROUNDABOUT (A630 WEST BAWTRY ROAD, ROTHERHAM)

Consideration was given to a report, presented by the Transportation and Highways Projects Manager, describing the outcome of an investigation into the causes of evening peak queues on the A630 West Bawtry Road entry to the Rotherway roundabout and proposing the implementation of an appropriate scheme to reduce these queues.

The report stated that the most effective scheme would be the widening of the entry from A630 West Bawtry Road approach to the Rotherway roundabout, from two to three lanes. Details of the proposed scheme were shown on drawing number 126/18/TT591 submitted to the meeting. Funding for the scheme will be available from the Local Transport Plan Integrated Transport budget 2014/15.

Resolved:- (1) That the report be received and its contents noted.

(2) That the detailed design be undertaken on a scheme to widen the A630 West Bawtry Road entry to the Rotherway roundabout from two to three lanes, as shown on drawing number 126/18/TT591 now submitted and, subject to the outcome of public consultation, this scheme be implemented during the 2014/15 financial year.

G9. MANVERS WAY, MANVERS - PROPOSED TOUCAN CROSSINGS

Consideration was given to a report, presented by the Transportation and Highways Projects Manager, stating that after receipt of requests from local residents for controlled crossings on Manvers Way, Manvers/Wath upon Dearne, a pedestrian / vehicle survey of the area established that the locations identified near to Roebuck Chase and outside the Capita premises near to Station Road, meet this Council's criteria for implementing a controlled crossing.

The speed limit and the volume of vehicles travelling along Manvers Way in conjunction with the adjacent shared and segregated cycle route facilities means that a toucan crossing is the most appropriate form of crossing to implement. In addition, the provision of the toucan crossing near to Roebuck Chase will result in an existing bus layby having to be re-sited to accommodate the toucan crossing in the most appropriate location.

Resolved:- (1) That the report be received and its contents noted.

(2) That the outline scheme proposals, as contained in the report now

submitted, to install two toucan crossings on Manvers Way, Manvers near to Roebuck Chase and outside the Capita premises near to Station Road, be approved.

(3) That the detailed design for the proposed scheme be undertaken and, subject to no objections being received, the scheme be implemented.

G10. OPENING OF TENDERS

Resolved:- That the action of the Cabinet Member in opening the following tenders be noted:-

- Christmas Illuminations (on 25 June 2014)
- Vehicle Spot Hire (Corporate Transport Unit) (on 1 July 2014)
- Land at Simmonite Road (former International Centre), Kimberworth Park (on 7 July 2014).

G11. APPOINTMENTS TO OUTSIDE BODIES/MEMBERSHIPS OF SUB-GROUPS/PANELS ETC - 2014-2015 MUNICIPAL YEAR

Resolved:- That the following appointments be made to the outside bodies and sub-groups and panels for the 2014/2015 Municipal Year:-

Association of Public Service Excellence – Cabinet Member for Planning, Highways and Street Scene Services (Councillor G. Smith)

Chesterfield Canal Partnership – Councillor J. Dalton

Dearne and Dove Internal Drainage Board – Councillor A. Atkin

Don Catchment Working Group – Councillor G. Smith

Robin Hood Airport Consultative Committee – Councillor A. Gosling (substitute Councillor A. Atkin)

Sheffield City Region Carbon Reduction Forum – Councillor G. Smith

South Yorkshire Joint Waste Procurement Board - Cabinet Member for Planning, Highways and Street Scene Services (Councillor G. Smith)

Trent Regional Flood and Coastal Committee – Councillor Christine Mills (Doncaster MBC), with Councillor G. Smith as the deputy/substitute

Health, Welfare and Safety Panel

Deputy Leader - Councillor Lakin

Cabinet Member for Planning, Highways and Street Scene Services - Councillor G. Smith

Senior Adviser, Planning, Highways and Street Scene Services,

**7GCABINET MEMBER FOR PLANNING, HIGHWAYS AND STREET SCENE SERVICES -
07/07/14**

Councillor M. Clark
Adviser, Planning, Highways and Street Scene Services, Councillor J. Swift
together with one Member (and a substitute) from each of the Select Commissions:-
Improving Places Select Commission:- Councillor J. Foden
Improving Lives Select Commission:- Councillor G. A. Russell (Councillor S. Ali)
Health Select Commission:- Councillor P. A. Wootton (Councillor J. Dalton)
Self-Regulation Select Commission:- Councillor T. R. Sharman (Councillor J. Hamilton)
Chair, Overview and Scrutiny Management Board:- Councillor Whelbourn (Councillor B. Steele)

together with:-

Mrs. J. Adams, NUT
Mr. A. Turner, UNISON
Mrs. K. Hall-Garritt, UNISON
Mrs. J. Jenkinson, UNISON
Mrs. S. D. Brook, NASUWT
Mr. P. Harris, GMB
Mr. D. Stockdale, UNITE

Recycling Group
Councillor G. Smith, Cabinet Member for Planning, Highways and Street Scene Services – Chair
Senior Adviser, Planning, Highways and Street Scene Services, Councillor M. Clark
Adviser, Planning, Highways and Street Scene Services, Councillor J. Swift
Councillor R. McNeely, Cabinet Member for Safe and Attractive Neighbourhoods
Members' Training and Development Panel: - Councillor B. Steele
Representatives of the Select Commissions:
Improving Places Select Commission:- to be confirmed
Improving Lives Select Commission:- to be confirmed
Health Select Commission:- Councillor J. Havenhand
Self-Regulation Select Commission:- Councillor S. Ellis
Overview and Scrutiny Management Board:- to be confirmed

Rotherham Local Plan Members' Steering Group
Cabinet Member for Planning, Highways and Street Scene Services (Chair), Councillor G. Smith
All other Cabinet Members
Senior Adviser, Planning, Highways and Street Scene Services, Councillor M. Clark
Adviser, Planning, Highways and Street Scene Services, Councillor J. Swift

Chair, Planning Board, Councillor A. Atkin
Vice-Chair, Planning Board, Councillor S. Tweed
Chair, Overview and Scrutiny Management Board, Councillor G. Whelbourn
Chairs of the four Select Commissions
Ward Councillors (when required)

Parish Liaison Committee
Cabinet Member for Planning, Highways and Street Scene Services (Chair), Councillor G. Smith
Senior Adviser, Planning, Highways and Street Scene Services, Councillor M. Clark
Adviser, Planning, Highways and Street Scene Services, Councillor J. Swift
Chair, Planning Board, Councillor A. Atkin
Vice-Chair, Planning Board, Councillor S. Tweed
Ward Councillors for the Parish(es)
Other Cabinet Members as required

Transport Liaison Panel
The Leader, Councillor Stone
Deputy Leader, Councillor Lakin
Cabinet Member for Planning, Highways and Street Scene Services & Combined Authority Transport Committee Representative - Councillor Smith (Chair)
Combined Authority Transport Committee Representative, Councillor J. Foden

One member from each Ward as follows:-

Ward 1 – Burton	Ward 9 – Beaumont	Ward 18 – Why
Ward 2 – Wootton	Ward 10 – Whelbourn	Ward 19 – Atkir
Ward 3 – Ahmed	Ward 11 – Swift	Ward 20 – Hodk
Ward 4 – Finnie	Ward 12 –	Ward 21 – Shar
Ward 5 – Astbury	Ward 13 – M. Vines	
Ward 6 – Pitchley	Ward 14 – Russell	
Ward 7 – J. Hamilton	Ward 15 – Cowles	
Ward 8 – Cutts	Ward 16 – Sansome	
	Ward 17 – Currie	

**CABINET MEMBER FOR PLANNING, HIGHWAYS AND STREET SCENE
SERVICES**

Thursday, 17th July, 2014

Present:- Councillor Smith (in the Chair); and Councillor Swift.

Apologies for absence were received from Councillor Clark.

G12. EXCLUSION OF THE PRESS AND PUBLIC

Resolved:- That, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 as amended (information relating to the financial/business affairs of any person (including the Council)).

G13. FIRSBY RESERVOIR - REMEDIATION SCHEME

Further to Minute No. D51 of the meeting of the Cabinet Member and Advisers for Regeneration and Development held on 15th October, 2012 and Minute No. C10 of the meeting of the Cabinet held on 18th June, 2014, consideration was given to a report, presented by the Transportation and Highways Projects Manager, seeking an exemption from standing order 48 (requirement to invite three written tenders for a contract with an estimated value of over £50,000) to undertake the further scheme of remediation at Firsby Reservoir.

Members noted details of the type of contract, the timescale and the probable costs of the scheme.

Resolved:- (1) That the report be received and its contents noted.

(2) That an exemption from standing order 48 (requirement to invite three tenders for a contract with an estimated value of greater than £50,000) be approved and that a cost reimburseable contract be entered into with Eurovia for the civil engineering works at the Firsby Reservoir, as detailed in the report now submitted.

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member and Advisers for Planning, Highways and Street Scene Services
2.	Date:	Tuesday 22 July 2014
3.	Title:	Rotherham MBC Local Wildlife Good Practice Guidance
4.	Directorate:	Environment and Development Services Streetpride

5. Summary

The Rotherham MBC Local Wildlife Good Practice Guidance is designed to support developers when considering the natural environment, particularly wildlife habitats and species, within development proposals. The information covers the planning application process and detailed development design. The information can be used by developers, agents or consultants throughout the planning process and can apply to single dwellings or larger developments.

The Rotherham MBC Local Wildlife Good Practice Guidance is published to accompany the consultation on the emerging Sites and Policies Document 2014. Consultation will commence on the draft Sites and Policies Document and its accompanying Integrated Impact Assessment later this year for a 6 week period.

Whilst a number of Evidence Base Studies have already been presented to Members of the Local Plan Steering Group for consideration, Cabinet Member approval is sought for this good practice guidance report.

6. Recommendations

That Cabinet Member notes the contents of this report and the preparation of robust Good Practice Guidance to guide the preparation and decision-making of future planning applications and setting out clear requirements for applicants when submitting their proposals.

That Cabinet Member supports the publication of the draft Good Practice Guidance notes to be made available alongside consultation on the emerging Sites and Policies Document later this year.

7. Proposals and Details

Background

Consultation on the emerging Sites and Policies Document 2014 and its accompanying Integrated Impact Assessment will commence later this year for a 6 week period. A report is to be presented to Cabinet in September to seek approval to consult on the Sites and Policies Document.

Cabinet Member will be aware that the report to Cabinet on 9 July 2014 recommended that the Core Strategy be referred to full Council for adoption in the coming months.

Whilst a number of Evidence Base Studies have already been presented to Members of the Local Plan Steering Group for consideration and their publication to support the Sites and Policies Document, there are further Good Practice Guidance Reports that require Cabinet Member approval prior to their publication.

Rotherham's Local Plan contains strategic objectives and policies that relate specifically to the conservation of the natural environment; these are proposed to be supported by development management policies that set out expectations for the conservation and enhancement of the natural environment within the planning system and which are included in the Sites and Policies Document 2014. The Local Wildlife Good Practice Guidance aims to support developers to prepare and submit proposals that are mindful of biodiversity and that support the delivery of these objectives and policies.

The guidance contains information on the principles of wildlife conservation, interpretation of national and local planning policy and planning application validation requirements. It also contains specific recommendations relevant to Rotherham's environmental character that provide opportunities for wildlife mitigation and enhancement.

The document will be published with the 2014 Sites and Policies consultation as guidance supporting the interpretation of SP34 Conservation of the Natural Environment and comments on the purpose and content will be sought. There is the potential in future for the document to be a formal Supplementary Planning Document (SPD) if that is felt appropriate but the current intention is to enable informal consistent advice to be made available.

This report seeks approval for the publication of the Rotherham MBC Local Wildlife Good Practice Guidance with the 2014 Sites and Policies Document consultation to support SP34.

8. Finance

Costs of the production of the guidance have been met from the RMBC Planning Policy budget as staff costs for the Ecology Development Officer.

9. Risks and Uncertainties

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham's Local Plan is in place as soon as possible to

provide an up-to-date planning policy framework for the Borough's future growth and development.

- A failure to achieve timely progress on the Local Plan could delay the spatial strategy required to guide future decision-making on planning applications.
- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.

10. Policy and Performance Agenda Implications

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Local Plan will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing
- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the "town centre first" policy approach to help the regeneration and renaissance of Rotherham Town Centre and other town, district and local centres within the borough.

11. Background Papers and Consultation

Appendix 1 Rotherham MBC Local Wildlife Good Practice Guidance

Contact name:

Carolyn Jones Ecology Development Officer
01709 8(22462) Carolyn.jones@rotherham.gov.uk

Helen Sleigh, Senior Planning Officer
01709 823831, helen.sleigh@rotherham.gov.uk

Rachel Overfield, Planning Policy Officer
01709 254746, Rachel.overfield@rotherham.gov.uk

Appendix 1 Rotherham MBC Local Wildlife Good Practice Guidance

This guidance is designed to support developers when considering the natural environment, particularly wildlife habitats and species, within development proposals. The information is collated from a range of design guides, best practice standards and conservation group advice. Links are provided for further details on much of the content (Appendix Four). The information covers the planning application process and detailed development design. The information can be used by developers, agents or consultants throughout the planning process and can apply to single dwellings or larger developments.

The aim of the guidance is to provide general advice and to support the principle of biodiversity protection and gain. Site specific and detailed advice can be obtained on request within the planning process.

The National Planning Policy Framework states that the purpose of planning is to help achieve sustainable development – making economic, environmental and social progress for this and future generations. The natural environment is an essential element of sustainable development and design.

Rotherham's Local Plan contains strategic objectives and policies that relate specifically to the conservation of the natural environment; these are supported by development management policies that set out expectations for the conservation and enhancement of the natural environment within the planning system. These guidelines aim to support developers to prepare and submit proposals that are mindful of biodiversity and that support the delivery of these objectives and policies.

Avoid – Reduce – Mitigate – Compensate – Enhance

Planning decisions should prevent harm to biodiversity and geological conservation interests. Where granting planning permission would result in significant harm to those interests the local planning authority will need to be satisfied that the development cannot reasonably be located on any alternative sites that would result in less or no harm.

Where it is impossible to avoid negative impact on a feature of biodiversity or geodiversity value through use of an alternate site development should minimise impact by changing the design, layout, size or operation of the development and by the incorporation of suitable mitigation measures.

Where, despite mitigation, there will be residual adverse impact on biodiversity or geodiversity value or on wider ecological networks development should provide an adequate level of compensation. The aim of mitigation and compensation should be to respond to impact or loss with something of greater value; the minimum requirement will be to maintain 'no net loss'.

In addition, development will be requested to make a positive contribution to the natural environment by incorporating biodiversity gain, sustainable design, renewable energy technology and, where appropriate, direct contribution to the green infrastructure network and biodiversity opportunity areas.

Survey and Impact Assessment

The responsibility lies with the developer to demonstrate that proposals identify and consider their effect on the natural environment by the provision of ecological and geodiversity impact assessment, including the submission of detailed, timely and up to date survey, evaluation and records relevant to the proposed development. Survey work should be undertaken by suitably experienced consultants; the provision of outline development proposals in advance of survey work will allow all potential impacts to be assessed and will enable adequate levels of mitigation, compensation and gain to be established. All recommendations arising from survey and impact assessment should be incorporated into detailed design plans and highlighted within the submitted Design and Access Statement. It is important that survey work is completed in advance of application submission in order to inform the detailed development proposals. The submission of survey and impact assessment enables full evaluation of development proposals against all relevant development

management policies. In cases where protected species may be affected it is essential that survey work is undertaken and submitted with the planning application.

Appendix Two contains details of expected survey remit and report content. The aim of survey and impact assessment work can be summarised as follows:

1) Identify likely impacts on the natural environment.	2) Identify measures to avoid, reduce or mitigate for the identified impacts.	3) Identify measures to demonstrate additional enhancement.	4) Demonstrate understanding and incorporation of the recommendations.
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There are optimal times for completing ecological survey work; survey work for certain species groups may be limited to particular months and will require a certain level of survey effort to be demonstrated. A survey calendar is included as Appendix Three to highlight survey opportunities; links to best practice guidance for survey methodologies are also provided. The ability to undertake adequate survey work needs to be considered at an early stage in order to ensure all necessary information is able to be submitted with an application.

Planning Process

The natural environment should be considered at each stage in the planning process:

- Pre-application – identification of current site status, the extent of survey and impact assessment needed, timings for survey work
- Application – submission of ecological survey and impact assessment work, inclusion in the Design & Access Statement of the ecological survey results and demonstration of how ecological recommendations have affected or been incorporated into the proposals
- Planning Agreement – inclusion of conditions to agree biodiversity recommendations
- Delivery – Information to support the discharge of any relevant conditions, demonstration of measures incorporated, results of any agreed monitoring, demonstration of long-term maintenance of features

The level of biodiversity mitigation, compensation and gain proposed should be appropriate to the size and impact of the proposed development. These guidelines include a range of elements that can be incorporated to development proposals to demonstrate measures taken to conserve and enhance the natural environment.

Wildlife Legislation

The protection afforded to protected sites and species under UK and EU legislation is irrespective of the planning system and developers should therefore ensure that any activity undertaken, regardless of the need for any planning consent, complies with the appropriate wildlife legislation.

Opportunities for Biodiversity Mitigation and Enhancement

Development proposals vary widely in size and design, and their individual circumstances will determine which types of biodiversity action are most applicable. Developers should identify existing biodiversity interest and key features, and the potential to enhance these as part of development and management of site. The following tables highlight actions which can be taken to enhance biodiversity in new development proposals.

General principles to support nature conservation

- Creating habitats appropriate for the relevant character area;
- Identifying and retaining any (semi) natural habitat present within the site;
- Using only locally available soils; not using peat, artificial soil or treated sewage materials;
- Not importing topsoils, i.e. using only subsoils in areas for biodiversity and concentrating the use of existing soils to areas for tree planting;
- Use of tree planting only if the existing soil conditions are sufficient;
- Using mixed native species hedgerows for boundary features and to connect open areas;

- Providing areas of bare ground where habitats can generate naturally;
- Identifying locally suitable plant species mixes and using locally sourced seed / plant materials;
- Creating basic grassland habitats on the understanding that they can be left to develop naturally into more complex grasslands, scrub and possibly eventually woodland;
- Identifying nearby biodiversity assets that can inform and connect to new schemes;
- Including ornamental species planting in limited amounts only and selecting non-native species for their nectar / food source or longer flowering period benefits to supplement the native habitats;
- Agreeing long-term management plans that have biodiversity as an overriding objective.

Landscaping, Planting and Open Spaces

There are significant opportunities to retain existing natural habitats within new landscaping and to create new habitats and features that benefit biodiversity. In residential developments new garden provision will add to biodiversity gain but any structural landscaping and areas of open space should include native species, natural habitat creation and, where possible, areas that are allowed to regenerate or colonise naturally. Boundary features, shelter belts and other linear features can help to place new sites into the wider landscape and setting. Development adjacent to sites of importance to nature conservation may need to incorporate buffer areas of natural planting to protect the sites from adverse impact; such areas should be distinct from the development and should be maintained in the long-term to benefit nature conservation. Development should aim to create or maintain connections and corridors that have been identified in green infrastructure strategies or landscape-scale projects. The following opportunities should be incorporated, wherever possible, into landscaping proposals to enhance biodiversity value. Suitable plant species lists are provided in Appendix One.

Hedgerows

Hedges provide shelter, nesting and foraging sites for a wide variety of species and act as wildlife corridors if they are dense and wide enough.

- Plant hedges consisting of a number of wildlife friendly species so that fruit, seed and nectar will be provided throughout most of the year; a minimum of four species is recommended.
- Provide space for dense hedges to grow to at least 2 metres wide with a wide margin on each side for long grasses to grow at their base.
- Locate new hedges so that they will contribute towards forming a local wildlife habitat network with neighbouring hedges, trees, shrubs, scrub, wildflower rich grassland and watercourses.
- Plant native hedges, such as hawthorn, blackthorn and holly, along boundaries where security is important.
- Ensure adequate access and resources are provided for long-term maintenance

Trees and shrubs

Trees and shrubs provide shelter, nesting sites and fruit for birds. Their flowers provide nectar for bees and other insects. Provision of dead and decaying wood is valuable to a range of invertebrates which depend upon it to complete all or part of their life cycles. Dense scrub provides good cover and food for birds, insects and reptiles.

- Provide native, wildlife friendly tree and shrub species of varying height and structure. A variety of species will also provide a protracted supply of pollen, nectar and fruit.
- Locate trees and shrubs so that they provide continuity with nearby existing habitat.
- Retain trees with holes and dead wood as these are particularly valuable for wildlife such as bats, birds, insects and fungi. Also retain woody cuttings, stumps and fallen branches on site.
- Herbaceous plants and/or long grass in front of shrub/tree areas will provide additional wildlife interest and maintain moisture beneath.
- Retain patches of bare earth for invertebrates to bask, nest and forage.
- Consider generating scrub habitat adjacent to existing wildlife rich habitat.

Climbing plants

Climbing plants such as ivy, clematis and honeysuckle provide nesting, shelter and berries for birds and nectar for insects.

- Locate climbing plants so that they cover otherwise bare walls, fences and gabion baskets.
- Locate climbing plants close to existing hedges, trees, shrubs and flowering grassland, so they will help to connect the local wildlife habitat network.

Wildflower rich grass

Wildflower rich grassland is attractive and provides cover for small mammals and invertebrates and the wildflowers supported are a nectar source for insects. Short grass can be enhanced by adding flowering species tolerant of frequent mowing and trampling. Maintenance involving cutting and collecting will be required at appropriate intervals to achieve optimum results. Maintenance that creates a range of vegetation height, from bare ground to tall grasses will provide the most benefit; cutting different areas on a rotational 2-3 year cycle is recommended.

- Provide wildflower rich grassland as part of informal landscaping, on areas of poor soil or areas of poor drainage, under trees and hedgerows; temporary wildflower areas can be created on empty plots where development will be phased.
- Embed spring flowering bulbs and plugs of nectar rich flowering plants.
- Maintain patches of long grass, enabling plants to flower and seed, and providing habitat for grasshoppers and other invertebrates, and a food source for birds, amphibians and mammals.
- Always remove and compost cuttings from grassland and wildflower areas.

Watercourses, wetlands and their banks

Streams, wet ditches, seasonal watercourses and their banks are important wildlife habitats but many are degraded in urban areas.

- Enhance and restore the naturalness of any existing water course by removing culverts, restoring water channels with soft contouring and suitable wetland planting.
- A vegetated buffer should be created between the top of the bank and any development; a minimum of 5m is recommended, 2m is essential. (A minimum 8m will be required in some circumstances where statutory agency maintenance occurs.)
- Avoid development and hard landscaping adjacent to the watercourse; development should not involve the culverting of existing watercourses.
- Where appropriate, create new wildlife-friendly ponds and wetland areas, especially where existing ponds are to be affected by the development.
- Incorporate elements of sustainable urban drainage that permanently or temporarily hold water, ensuring pollution controls are incorporated.

Living roofs and walls

Living roofs and walls can mitigate for loss of habitat at ground level, particularly open mosaic habitats and where non-developed land is limited.

- Incorporate green or brown roofing wherever suitable; sedum roofing is less desirable.
- A range of roof and wall styles can be considered depending on heating / cooling requirements, structural design, aspect and irrigation.

Biodiversity in the Built Environment

Development should include opportunities to incorporate biodiversity features into the built environment. A range of bird nesting features can be provided, depending on the type, size, scale and location of a development. Nesting features can cater for common species but, wherever possible those species that rely on buildings should be provided for; bird nesting provision can offset the lack of nesting opportunities provided by modern building design. Bat roosting features are also easily incorporated into many building types. Individual property developments should be encouraged to incorporate at least one feature; multiple dwelling and major developments should be encouraged to incorporate features on a good proportion of properties, ideally 20% or greater. Redevelopment of buildings that will involve the reduction or destruction of existing nest or roost features will be required to replace any lost provision and provide additional features; total provision of at least 125% of the original number is recommended.

Common swift

- Incorporate multiple, internal swift boxes at soffits/eaves level.
- Any suitable buildings, proximity of an existing colony reinforces need for new nest sites.
- At least five metres above ground level with unimpeded access.
- A northerly or well shaded aspect is essential; avoid southerly elevations and the immediate vicinity of windows.

House martin

- Incorporate multiple, pre-formed house martin nest cups at soffits/eaves level.
- Suitable for buildings with wide soffits/eaves in close proximity to open space or other green infrastructure, particularly where there are standing or running water features near by.
- At least five metres above ground level. Adequate shelter from sun and prevailing weather, avoid direct south elevations.
- Avoid fixing directly over doors and windows.

Barn swallow

- Incorporate pre-formed swallow nest cups and purpose built ledges inside appropriate open access buildings, such as car ports, porches, storage areas.
- Suitable for buildings in close proximity to open space or other green infrastructure, particularly where there are standing or running water features near by.
- Avoid locations where droppings might become a nuisance.

House Sparrow

- Incorporate multiple boxes / terraces at soffits/eaves level, preferably a minimum of six features in close proximity.
- At least two metres above ground level with somewhere to perch in the immediate vicinity.
- Needs to be shaded; easterly aspect is best, avoid direct south-facing elevations.

Starling

- Incorporate multiple boxes at soffits/eaves level leaving at least 1.5m between each box.
- At least three metres above ground level with somewhere to perch in the immediate vicinity.
- Needs to be shaded, an easterly aspect is best, avoid direct south-facing aspect.
- Starlings can be noisy so their nests are best sited where they won't be a nuisance.

Garden birds

- Install appropriate nest boxes on buildings, retained or new trees, fences or other boundary features, as high as possible to deter predators.
- Locations should be sheltered from direct sunlight and the prevailing weather.
- A mix of boxes with entry holes of different sizes or open fronts should be used to attract a range of species.

Birds of Prey

- Incorporate on sites in sub-urban and urban – countryside interface sites, where there is direct access to suitable hunting grounds.
- Features for diurnal or nocturnal species can be considered.
- Will be suitable on sites where ecological recommendations have specified mitigation or enhancement for these species.

Bat Species

- Provide features, spaces and access points dependant on the species found locally and the style of structure:
 - » Crevice dwelling species (includes Pipistrelles, Brandt's and Whiskered) – create spaces in walls, cladding, eaves, tiles and ridge-tiles; install integrated or external ready-made bat boxes

Page 18

- » Void dwelling species (includes Noctule, Serotine, Leisler's, Daubenton's) – create access points under eaves or tiles, leave joists or beams exposed, ensure toxic materials are not used and that insulation etc does not create a risk of entanglement
- » Species needing flight space (including Natterer's, Brown long-eared and Grey long-eared) – create open untrussed roof space of at least 2.5m x 5m x 5m (H x W x L)
- Access points should be 2-7m above ground level.
- No artificial lighting should interfere with the access points.
- Roost features can be either north-facing to support male roosts and winter hibernation or south / west facing to support maternity roosts.
- Access points should be accessible from open space; the location of bat features close to hedgerows, watercourses and trees is beneficial for commuting and foraging use by bats.

Appendix One – Suggested Plant Species Lists

The lists provided include common and indicative species for the different habitats; these are based on the Rotherham Local Wildlife Site selection criteria. Many horticultural suppliers can create mixes to suit individual requirements or will stock mixes suitable for a range of soils and conditions that may reflect the species listed here. Native planting supports local biodiversity; ornamental species also provide food and shelter for wildlife and can be incorporated to extend flowering seasons and provide permanent cover.

Trees and Woodlands			
Hedgerow Species <i>Acer campestre</i> <i>Cornus sanguinea</i> <i>Corylus avellana</i> <i>Crataegus monogyna</i> <i>Fraxinus excelsior</i> <i>Ilex aquifolium</i> <i>Ligustrum vulgare</i> <i>Malus sylvestris</i> <i>Prunus spinosa</i> <i>Ulmus glabra</i> <i>Rosa canina</i> <i>Viburnum opulus</i>	Woodland: Coal Measures Area <i>Betula pendula</i> <i>Corylus avellana</i> <i>Ilex aquifolium</i> <i>Malus sylvestris</i> <i>Quercus petraea</i> <i>Quercus robur</i> <i>Sorbus aucuparia</i>	Woodland: Limestone Area <i>Acer campestre</i> <i>Corylus avellana</i> <i>Fraxinus excelsior</i> <i>Quercus robur</i> <i>Sorbus torminalis</i> <i>Tilia cordata</i> <i>Tilia platyphyllos</i> <i>Taxus baccata</i> <i>Ulmus glabra</i>	Wet Woodlands <i>Alnus glutinosa</i> <i>Betula pendula</i> <i>Betula pubescens</i> <i>Fraxinus excelsior</i> <i>Quercus petraea</i> <i>Quercus robur</i> <i>Salix Spp. particularly caprea, cinerea & fragilis</i>
Grasslands			
Woodland Ground Flora <i>Ajuga reptans</i> <i>Anemone nemorosa</i> <i>Carex sylvatica</i> <i>Conopodium majus</i> <i>Fragaria vesca</i> <i>Galium odoratum</i> <i>Geum urbanum</i> <i>Hyacinthoides non-scripta</i> <i>Lamiastrum galeobdolon</i> <i>Myosotis sylvatica</i> <i>Oxalis acetosella</i> <i>Primula vulgaris</i> <i>Ranunculus ficaria</i> <i>Scrophularia nodosa</i> <i>Stellaria holostea</i> <i>Veronica Montana</i> <i>Viola riviniana</i> Climbing Plants <i>Clematis vitalba</i> <i>Hedera helix</i> <i>Humulus lupulus</i> <i>Lonicera periclymenum</i>	Acid – Neutral (Coal Measures Area) <i>Agrostis capillaris</i> <i>Anthoxanthum odoratum</i> <i>Cynosaurus cristatus</i> <i>Deschampsia flexuosa</i> <i>Festuca ovina</i> <i>Ajuga reptans</i> <i>Centaurea nigra</i> <i>Daucus carota</i> <i>Galium saxatile</i> <i>Geranium pratense</i> <i>Hypericum maculatum</i> <i>Lathyrus pratensis</i> <i>Leontodon autumnalis</i> <i>Leucanthemum vulgare</i> <i>Lotus corniculatus</i> <i>Lychnis flos-cuculi</i> <i>Lysimachia nummularia</i> <i>Primula vulgaris</i> <i>Rumex acetosella</i> <i>Rhinanthus minor</i> <i>Stellaria graminea</i> <i>Trifolium medium</i> <i>Trifolium pratense</i> <i>Valeriana officinalis</i>	Calcareous (Magnesian Limestone Area) <i>Brachypodium pinnatum</i> <i>Briza media</i> <i>Bromus erectus</i> <i>Festuca ovina</i> <i>Agrimonia eupatoria</i> <i>Aquilegia vulgaris</i> <i>Campanula rotundifolia</i> <i>Carlina vulgaris</i> <i>Centaurea scabiosa</i> <i>Centaureum erythraea</i> <i>Conopodium majus</i> <i>Dactylorhiza fuchsia</i> <i>Fragaria vesca</i> <i>Galium verum</i> <i>Helianthemum nummularium</i> <i>Leontodon hispidus</i> <i>Leontodon saxatilis</i> <i>Primula veris</i> <i>Hypericum montanum</i> <i>Hypericum perforatum</i> <i>Knautia arvensis</i> <i>Lotus corniculatus</i> <i>Orchis mascula</i> <i>Origanum vulgare</i> <i>Sanguisorba minor</i> <i>Scabiosa columbaria</i> <i>Succisa pratensis</i> <i>Thymus praecox</i>	Wet grassland, pond & stream edges <i>Alopecurus pratensis</i> <i>Alopecurus geniculatus</i> <i>Alopecurus pratensis</i> <i>Anthoxanthum odoratum</i> <i>Deschampsia cespitosa</i> <i>Festuca pratensis</i> <i>Festuca rubra</i> <i>Holcus lanatus</i> <i>Holcus mollis</i> <i>Caltha palustris</i> <i>Cardamine pratensis</i> <i>Carex Spp.</i> <i>Cirsium palustre</i> <i>Filipendula ulmaria</i> <i>Galium palustre</i> <i>Geum rivale</i> <i>Hypericum tetrapterum</i> <i>Iris pseudacorus</i> <i>Juncus effuses</i> <i>Juncus inflexus</i> <i>Lathyrus pratensis</i> <i>Lythrum salicaria</i> <i>Mentha aquatica</i> <i>Myosotis scorpioides</i> <i>Persicaria amphibian</i> <i>Ranunculus flammula</i> <i>Ranunculus sceleratus</i> <i>Scrophularia auriculata</i> <i>Valeriana dioica</i> <i>Veronica anagallis-aquatica</i> <i>Veronica beccabunga</i>

Appendix Two – Ecological Survey Requirements

From a planning perspective the information required to be submitted in relation to a proposed development should include:

- Results of consultation with Rotherham Biological Records Centre, and / or other likely holders of biological data,
- Details, with appropriate mapping, of habitats occurring and present vegetation status.
- The presence of or potential for protected and priority species and priority habitats on the site. Including identification of any features that may be used by or support protected fauna (e.g. roosts, nest sites etc).
- Details of the survey methodology employed, including identifications of limitations and recommendations for further survey work if necessary.
- Key factors resulting from the development that are likely to affect the ecological interest identified by the survey work. Including the expected timing, phasing and duration of works.
- Opinion as to whether the site, either in whole or in part, is suitable for development as proposed.
- Details of measures to safeguard features of ecological interest and recommendations for ecological enhancement of the proposed development site.
- Details of direct mitigation measures to be incorporated for ecological interest to be lost or reduced as a result of the proposed development.

Where there is the potential for protected species the following requirements should also be included:

- Details of survey methodology used including survey dates, times, conditions, comparison of survey work undertaken to established best practice methodology, identification of limitations and recommendations for further survey work if necessary;
- Details of evaluation methodology used to assess the survey results;
- Survey staff involved in the survey work, including an outline of their training and experience;
- Description of the need for and the objectives of the survey;
- Description of the site and any structures surveyed including evaluation of potential features of interest, use of images where appropriate;
- Results of site and structure assessment, i.e. details of any evidence of protected species or potential found during survey;
- Evaluation of the survey results including confirmation of protected species presence / absence, estimated species population size, key features of importance;
- Key factors resulting from the development / proposed works that are likely to affect the ecological interest identified by the survey work. Including the expected timing, phasing and duration of works;
- Opinion as to whether the site / structure, either in whole or in part, is suitable for development / works as proposed;
- Details of measures needed to safeguard features of ecological interest and recommendations for ecological enhancement of the proposed works;
- Details of direct mitigation measures to be incorporated for ecological interest to be lost or reduced as a result of the proposed works;
- Opinion as to whether a European Protected Species Licence will be required from Natural England and what measures are likely to be required to meet Natural England's licensing application process;
- Provision of a detailed working method statement to be followed throughout the proposed works to ensure that harm or disturbance to any protected species not found during the survey work is minimised.

Appendix Three – Ecological Survey Calendar

Species	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Habitats / Vegetation	Phase 1 only (sub-optimal)			Phase 1 and NVC						Phase 1 (sub-optimal)		
Badgers	Limited sett / bait surveys	Bait marking and sett surveys			Limited bait marking and sett surveys				Sett surveys		Limited sett/ bait surveys	
Bats	Inspection of hibernation roosts		Limited activity	Survey for summer roosts, and activity surveys possible for all areas with suitable habitat					Limited activity	Inspection of Hibernation roosts		
	Potential roost, and internal surveys are possible all year round, trees are best surveyed in winter											
Birds	Surveys for Winter Species, i.e. Wintering waders		Breeding bird surveys, and those for migrant species		Breeding bird surveys		Low activity, surveys not recommended		Surveys for migrant species		Surveys for Winter Species, i.e. Wintering waders	
Dormice	Gnawed hazel nut search			Nest tube survey from April to November				Gnawed hazel nut search (best from September to December)				
Great crested newts	Newts Hibernating, no survey possible		Pond surveys for adults / Terrestrial survey / Egg surveys April to mid-June / Larvae surveys from mid-May			Survey for Habitat suitability and the presence of larvae		Survey possible to determine habitat suitability		Newts hibernating, no survey possible		
Otters	There are no distinct seasonal constraints to otter survey, however they may be effected by vegetation cover and weather conditions											
Reptiles	Reptiles hibernating, no survey possible		Peak survey months are April and May				Reduced basking time lowers effectiveness of refugia survey		Peak survey month	Limited activity	Reptiles hibernating, no survey possible	
Water voles	Low activity	Surveys for habitat suitability		Habitat and field signs / activity surveys May be limited by vegetation cover and weather						Surveys for habitat suitability		Low activity
White-clawed crayfish	Low activity, no survey possible			Searching Torching Trapping	Where present likely to have young, hence avoid survey		Substrate search by hand Torchlight and trapping surveys				Low activity, no survey possible	
Surveys recommended		Sub-optimal survey period			Surveys not possible							

Appendix Four – Links to Statutory Agency Advice and Best Practice Methods

Barn Owl Trust: <http://www.barnowltrust.org.uk/>

Bat Conservation Trust: <http://www.bats.org.uk/index.php>

British Standard BS 42020:2013 Biodiversity – Code of practice for planning and development (2013) BSI

DCLG National Planning Policy Framework (2012): <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

DCLG National Planning Policy Framework Guidance (2014): <http://planningguidance.planningportal.gov.uk/>

Exeter City Council Residential Design Guide SPD (2010):
<http://www.exeter.gov.uk/index.aspx?articleid=12730>

Freshwater Habitats Trust: <http://www.freshwaterhabitats.org.uk/>

J. Johnston & J. Newton Plants for Roofs and Walls 2004 Greater London Authority

JNCC UK and international nature conservation advice: <http://jncc.defra.gov.uk/page-5287>

Natural England guidance:

http://www.naturalengland.org.uk/information_for/local_authority_and_policy_makers/default.aspx

Natural England – Standing Advice for Protected Species:

<http://www.naturalengland.org.uk/ourwork/planningdevelopment/spatialplanning/standingadvice/>

Rotherham Biodiversity Forum Rotherham Biodiversity Action Plan 2012

RMBC Local Wildlife Site Framework & Selection Criteria (2010):

http://www.rotherham.gov.uk/info/200074/planning_and_regeneration/609/a_guide_to_local_wildlife_sites

RHS Plants for Pollinators: <http://www.rhs.org.uk/Gardening/Sustainable-gardening/Plants-for-pollinators>

Swift conservation: <http://www.swift-conservation.org/>

TCPA (2012) Planning for a healthy environment: good practice for green infrastructure and biodiversity

Wildlife Trust Sheffield & Rotherham: <http://www.wildsheffield.com/>

Yorkshire Wildlife Trust: <http://www.ywt.org.uk/>

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member and Advisers for Planning, Highways and Street Scene Services
2.	Date:	Tuesday 22 July 2014
3.	Title:	Delivering Air Quality and Emissions Good Practice Guidance
4.	Directorate:	Environment and Development Services and Neighbourhoods and Adult Services

5. Summary

This report provides a brief summary of the Air Quality and Emissions Good Practice Guidance. This guidance is intended to deal with the pollutants covered by the Local Air Quality Management regime and will provide an improved template for integrating air quality considerations into land use planning and development management policies with the aim of reducing the emissions from road transport. The Draft Air Quality and Emissions Good Practice Guidance will be published to accompany the consultation on the emerging Sites and Policies Document 2014. Consultation on the draft Sites and Policies Document and its accompanying Integrated Impact Assessment will commence later this year for a 6 week period.

Whilst a number of Evidence Base Studies have already been presented to Members of the Local Plan Steering Group for consideration, Cabinet Member approval is sought for this good practice guidance report.

6. Recommendations

That Cabinet Member notes the contents of this report and the preparation of robust Good Practice Guidance to guide the preparation and decision-making of future planning applications and setting out clear requirements for applicants when submitting their proposals.

That Cabinet Member supports the publication of the draft Good Practice Guidance notes to be made available alongside consultation on the emerging Sites and Policies Document later this year.

7. Proposals and Details

Consultation on the emerging Sites and Policies Document 2014 and its accompanying Integrated Impact Assessment will commence later this year for a 6 week period. A report is to be presented to Cabinet to seek approval to consult on the Sites and Policies Document.

Cabinet Member will be aware that the report to Cabinet on 9 July 2014 recommended that the Core Strategy be referred to full Council for adoption in the coming months.

Whilst a number of Evidence Base Studies have already been presented to Members of the Local Plan Steering Group for consideration and their publication to support the Sites and Policies Document, there are further Good Practice Guidance Reports that require Cabinet Member approval prior to their publication.

The spatial planning system has a key role to play in improving air quality, which is an important issue for Rotherham along with many other urban areas in the UK. Rotherham MBC is committed to improve the health and well-being of the residents of the borough by protecting and improving air quality. Any improvement in air quality will have positive health benefits for the population.

This Air Quality and Emissions Good Practice Guidance is intended to deal with the pollutants covered by the Local Air Quality Management regime. The guidance provides a template for integrating air quality considerations into land use planning and development management policies with the aim of reducing the emissions from road transport. It will form part of Rotherham MBC's Air Quality Action Plan 2015. This technical guidance supports the implementation of the strategic and development policy framework. Rotherham MBC's draft Sites and Policies document section 'Creating Safe and Sustainable Communities' includes draft policy SP53 - Pollution Control and Hazardous Installations.

The approach to assessing the air quality impacts of development is being adopted by other Councils in England, for example in West Yorkshire and West Midlands. Other South Yorkshire authorities are also developing this approach to assessing air quality impacts.

In accordance with the National Planning Policy Framework an assessment procedure is to be introduced which quantifies the impacts, enables the formulation of damage costs and the identification of mitigation measures, to be implemented by the developer to negate the impact.

To support the NPPF, the Government has produced National Planning Practice Guidance (NPPG) including guidance relating to air quality. Paragraph 8 specifically deals with mitigating air quality impacts and states:

"Mitigation options where necessary will be location specific, will depend on the proposed development and should be proportionate to the likely impact. It is important therefore that local planning authorities work with applicants to consider appropriate mitigation so as to ensure the new development is

appropriate for its location and unacceptable risks are prevented. [Planning conditions](#) and [obligations](#) can be used to secure mitigation where the relevant tests are met.

Examples of mitigation include:

- the design and layout of development to increase separation distances from sources of air pollution;
- using green infrastructure, in particular trees, to absorb dust and other pollutants;
- promoting infrastructure to promote modes of transport with low impact on air quality;
- controlling dust and emissions from construction, operation and demolition; and
- contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.”

In accord with this Air Quality and Emissions Good Practice Guidance planning applications will be classed as one of three development types: minor, medium or major. Key considerations will assess whether the proposal is in/ adjacent to, or impacting on, an Air Quality Management Area; or, at a location highlighted by the Department for Environment, Food and Rural Affairs as a national exceedance area; or a sensitive land use class. The outcome of the emissions calculation assessment identifies the level of air quality and is used to determine the level of appropriate mitigation for the proposal.

The guidance suggests possible mitigation measures and a description of the mitigation statement which will be required. The mitigation will be an important element in improving air quality in Rotherham.

8. Finance

Costs of assessing the planning applications and supporting information regarding air quality will be met from the NAS Community Protection revenue budget.

9. Risks and Uncertainties

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham’s Local Plan is in place as soon as possible to provide an up-to-date planning policy framework for the Borough’s future growth and development.
- A failure to achieve timely progress on the Local Plan could delay the spatial strategy required to guide future decision-making on planning applications.

- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.
- The Council could potentially be fined under the reserve powers of the Localism Act if it does not use its available powers to control air pollutant emissions, including the control of emissions through the planning system, in order to meet the EU Limit values.

10. Policy and Performance Agenda Implications

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Local Plan will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing
- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the "town centre first" policy approach to help the regeneration and renaissance of Rotherham Town Centre and other town, district and local centres within the borough.

11. Background Papers and Consultation

Appendix 1 RMBC AIR QUALITY & EMISSIONS GOOD PRACTICE GUIDANCE

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Appendix 1

Rotherham MBC

**AIR QUALITY & EMISSIONS
GOOD PRACTICE GUIDANCE**

Rotherham MBC Air Quality and Emissions Technical Planning Guidance

This technical guidance will form part of the development of an overarching Low Emissions Strategy to reduce road transport emissions in Rotherham. It is aimed at helping the planning authority deliver national air quality objectives policy set out in the authority's Local Plan.

CONTENTS

1	Summary	1
2	Introduction	3
3	Planning Policy Framework	3
	3.1 National Policy	3
	3.2 Local Planning Policy	4
4	Local Air Quality Management	4
5	Air Quality and Emissions Mitigation Assessment Process	5
	5.1 Stage 1: Development Type Classification	5
	5.2 Stage 2: Air Quality Impact Assessment	6
	5.3 Stage 3: Mitigation	7
6	Planning Recommendation	11

Appendices

Appendix 1	Air Quality Assessment Protocol	12
Appendix 2	Emissions Assessment Calculator	15
Appendix 3	Electric Vehicle Charging Point Specification	17
Appendix 4	Validation Checklist	19

Tables, Boxes and Figures

Figure 1	Air Quality Assessment and Mitigation Flow Chart	2
Table 1	Criteria for Development Classification	5
Table 2	Additional Trigger Criteria for Major Developments	6
Box 1	Road Transport Emission Calculation	7
Box 2	Minor Proposal Default Mitigation	8
Box 3	Medium Proposal Default Mitigation	9
Box 4	Major Proposal Default Mitigation	10

The work of the West Yorkshire Low Emission Group and the four South Yorkshire authorities is acknowledged.

1. Summary

The spatial planning system has an important role to play in improving air quality and reducing exposure to air pollution. Whilst planning policy cannot solve immediate air quality issues, it has a role to play so that any likely scheme impacts are reasonably mitigated and future scheme occupants are able to make sustainable vehicle choices.

This technical guidance deals primarily with those pollutants regulated under the local air quality management (LAQM) regime and the impact of traffic emissions, although the increasing use of biomass boilers is now becoming an important local planning issue. The assessment and control of dust impacts during demolition and construction is also considered, as dusts contribute to airborne particulate matter, as well as being dust soiling.

Greenhouse gas emissions are not addressed explicitly, as they are covered by other initiatives, but synergies exist between measures to minimise climate change and local air quality impacts.

The guidance provides a template for integrating air quality considerations into land-use planning and development management policies that can influence the reduction of road transport emissions. It forms part of Rotherham MBC's Air Quality Action Plan 2015.

The air quality assessment process follows a three stage process:

1. Determining the classification of the development proposal;
2. Assessing and quantifying the impact on local air quality;
3. Determining the level of a mitigation required by the proposal to meet Local Development Plan requirements.

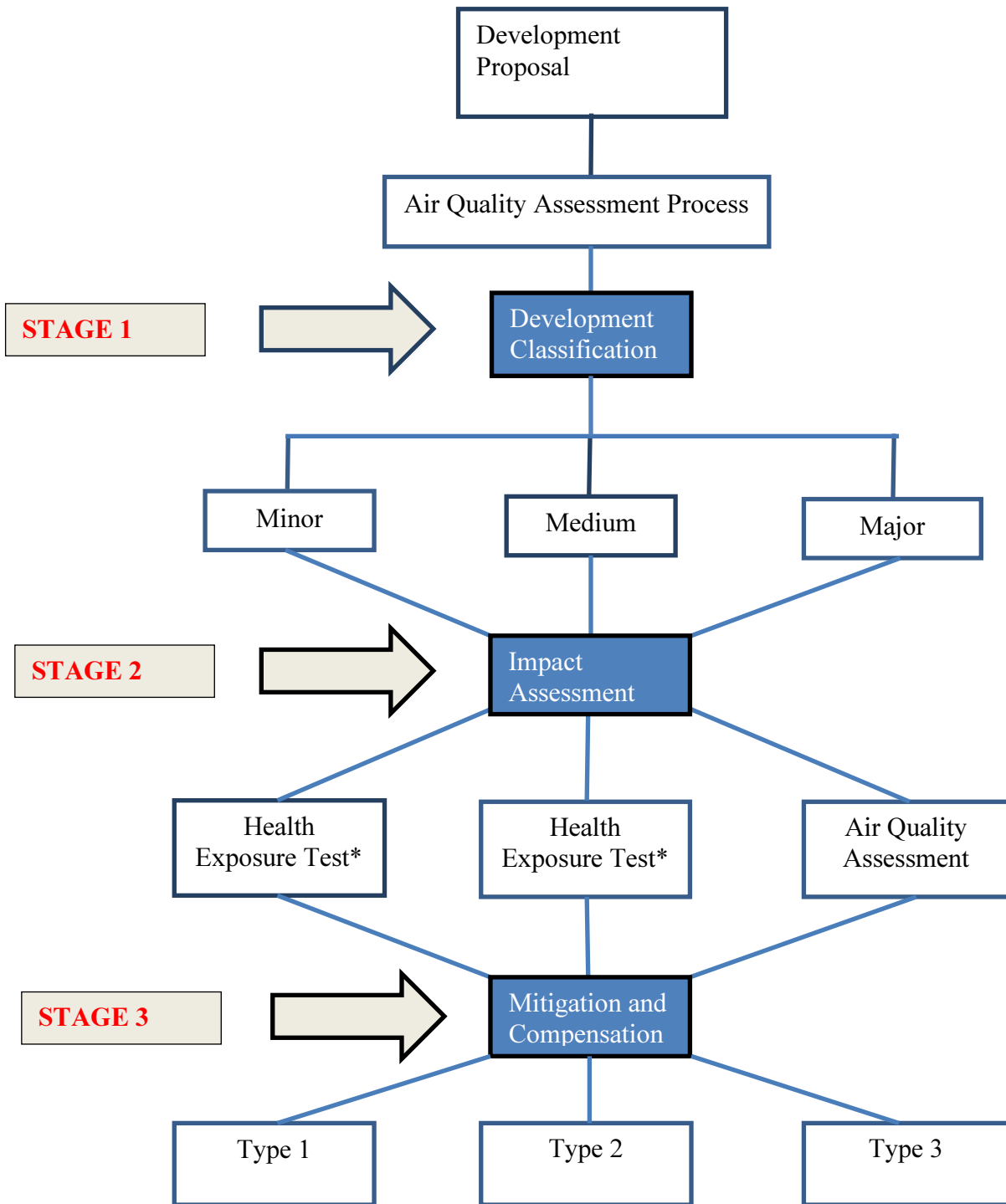
The assessment process is summarised in the flow chart overleaf.

1.1 Pre-Planning Discussions

In order to avoid unnecessary delays in the planning process and ensure optimum scheme design and sustainability, it is good practice for pre-application discussions with the air quality team are undertaken to confirm the scale of development and the assessment requirements. .

Figure 1

The Air Quality Assessment and Mitigation Flow Chart



* 'there is no safe level for exposure to particulate pollution, however all applications must ensure as a minimum a proposal does not expose existing or future residents to levels of pollutants above the Air Quality Objectives

2. Introduction

New developments have the potential to affect air quality and local planning policy will play a significant role in ensuring that development schemes are designed to be sustainable. This guidance has been developed to:

- Introduce an air quality assessment scheme which includes the quantification of impacts, formulating damage costs and identifying mitigation measures to be implemented to negate the impact.
- Tackle cumulative impact.
- Provide clarity and consistency of the process to developers, planners and local communities.

3. Planning Policy Framework

3.1 National Policy

National planning policy is now set by the National Planning Policy Framework (NPPF): [NPPF](#). The NPPF places a general presumption in favour of sustainable development, stressing the importance of local development plans. One of its 12 Core Planning Principles states that planning should:

“contribute to conserving and enhancing the natural environment and reducing pollution”, by: “preventing both new and existing development from contributing to or being put at unacceptable risk from, or being adversely affected by unacceptable levels of soil, air, water or noise pollution or land instability”. (Paragraph 109)

It goes on to state (paragraphs 120 and 124) that:

“To prevent unacceptable risks from pollution and land instability, planning policies and decisions should ensure that new development is appropriate for its location. The effects (including cumulative effects) of pollution on health, the natural environment or general amenity and the potential sensitivity of the area or proposed development to adverse effects from pollution, should be taken into account. Planning policies should sustain compliance with and contribute towards EU limit values or national objectives for pollutants, taking into account the presence of Air Quality Management Areas and the cumulative impacts on air quality from individual sites in local areas. Planning decisions should ensure that any new development in Air Quality Management Areas is consistent with local air quality action plans”.

To support the NPPF, the Government has produced National Planning Policy Guidance (NPPG), including guidance relating to [air quality](#). Paragraph eight of this guidance (reference ID: 32 updated 06 03 2014) deals specifically with mitigating air quality impact and states:

“Mitigation options where necessary will be location specific, will depend on the proposed development and should be proportionate to the likely impact. **It is important therefore that local planning authorities work with applicants to consider appropriate mitigation so as to ensure the new appropriate for its**

location and unacceptable risks are prevented. [Planning conditions](#) and [obligations](#) can be used to secure mitigation where the relevant tests are met.

Examples of mitigation include:

- the design and layout of development to increase separation distances from sources of air pollution;
- using green infrastructure, in particular trees, to absorb dust and other pollutants;
- promoting infrastructure to promote modes of transport with low impact on air quality;
- controlling dust and emissions from construction, operation and demolition; and
- contributing funding to measures, including those identified in air quality action plans and low emission strategies, designed to offset the impact on air quality arising from new development.”

3.2 Local Planning Policy

The Planning and Compulsory Purchase Act 2004, amended by the Localism Act 2011 requires planning authorities to prepare Local Plans. The Local Plan will identify land areas for future development and include a number of strategic and development policies relating to local air quality management that fulfil National Planning Policy Framework sustainable development criteria. This technical guidance supports the implementation of the strategic and development policy framework. Rotherham MBC’s draft Sites and Policies document section ‘Creating Safe and Sustainable Communities’ includes draft policy SP53 - Pollution Control and Hazardous Installations.

4. Local Air Quality Management

The Environment Act 1995 established a local air quality management regime. It requires local authorities to review and assess ambient air quality in their areas against health based standards for a number of specific pollutants prescribed in the Air Quality Regulations 2000 and Air Quality (Amendment) Regulations 2002. If there is a risk that levels of air pollution in any part of the authority’s area will be higher than the prescribed objectives, the authority is required to designate an Air Quality Management Area (AQMA). It is then required to produce an Action Plan which sets out the measures it intends to take in pursuit of the objectives.

It is not necessarily the case that a proposed development in an area of poor air quality will have a negative impact. However, it is important to recognise when such development might introduce additional people into an area of poor air quality. The declaration of an AQMA does not mean that there will be no new development within that area. Rather, it means that greater weight must be given to the consideration of air quality impacts and their mitigation.

In addition, the boundary of an AQMA does not necessarily define the limit of the area of poor air quality. The only constraint on the boundary definition is that it should be at least as large as the area of exceedence, where there is relevant exposure.

The fact that a development is within or close to an AQMA does not mean that it is necessarily affecting an area of exceedence of the objective, or that it is being affected by air pollution that exceeds the objective. On the other hand, a development could introduce new exposure into an area of poor air quality, which has not been identified and declared as an AQMA, as previously there was no relevant exposure.

5. Air Quality and Emissions Mitigation Assessment Process

The process shown in Figure 1 involves a staged process:

Stage 1: Development Type Classification:

Three levels of development classification are determined using adapted criteria from the Department for Transport¹.

Table 1: Criteria for Development Classification

Land Use	Description	TA Required
Food Retail (A1)	Retail sale of food goods to the public – supermarkets, superstore, convenience food store	>800 m ² (GFA)
Non-Food Retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars or other cold food purchased and consumed off site	>1500 m ² (GFA)
Financial and professional services (A2)	Banks, building societies and bureaux de change, professional services, estate agents, employment agencies, betting shops.	>2500 m ² (GFA)
Restaurants and Cafes (A3)	Use for the sale of food for consumption on the premises.	>2500 m ² (GFA)
Drinking Establishments (A4)	Use as a public house, wine-bar for consumption on or off the premises.	>600 m ² (GFA)
Hot Food Takeaway (A5)	Use for the sale of hot food for consumption on or off the premises.	>500 m ² (GFA)
Business (B1)	(a) Offices other than in use within Class A2 (financial & professional). (b) Research & development – laboratories, studios. (c) Light industry	>2500 m ² (GFA)
General industrial (B2)	General industry (other than B1).	>4000 m ² (GFA)
Storage or Distribution (B8)	Storage or distribution centres – wholesale warehouses, distribution centres & repositories.	>5000 m ² (GFA)
Hotels (C1)	Hotels, boarding houses & guest houses	>100 bedrooms
Residential Institutions (C2)	Hospitals, nursing homes used for residential accommodation and care.	>50 beds
Residential Institutions (C2)	Boarding schools and training centres	>150 students
Residential institutions (C2)	Institutional hostels, homeless centres.	>400 residents
Dwelling Houses (C3)	Dwellings for individuals, families or not more than six people in a single household.	>50 units
Non-Residential Institutions (D1)	Medical & health services, museums, public libraries, art galleries, non-residential education, places of worship and church halls.	>1000 m ² (GFA)

¹ <http://webarchive.nationalarchives.gov.uk/20100409053417/http://www.dft.gov.uk/adobepdf/165237/202657/guidanceontaappendixb>

Assembly and Leisure (D2)	Cinemas, dance & concert halls, sports halls, swimming, skating, gym, bingo, and other facilities not involving motorised vehicles or firearms.	>1500 m ² (GFA)
Other		
1. Any development generating 30 or more two-way vehicle movements in any hour		
2. Any developments generating 100 or more two-way vehicle movements per day		
3. Any development proposing 100 or more parking spaces		
4. Any relevant development proposed in a location where the local transport infrastructure is inadequate		
5. Any relevant development proposed in a location in, adjacent to or impacting on an Air Quality Management Area (AQMA)		

1. **MINOR** Proposal: Development proposals that fall below the above criteria.
2. **MEDIUM** Proposal: Development proposals that meet the above requirements.
3. **MAJOR** Proposal: Development proposals that meet the above requirements and the additional criteria set out in table 2.

Table 2: Additional Trigger Criteria for Major Developments

<ul style="list-style-type: none"> • Where the proposed development falls within the Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 2011 and includes air quality and/or transport as a specific likely impact. • Proposals located within an Air Quality Management Area (AQMA). • Proposals that could increase the existing traffic flow on roads of > 10,000 AADT by 5% or more. • Proposals that increase traffic 5% on road canyons with >5000AADT. • Proposals that could introduce or significantly alter congestion (DfT Congestion) and includes the introduction of substantial road infrastructure changes. • Proposals that reduce average speeds by more than 10kph • Proposals which increase HGV movements to be more than 10% of total trips. • Where significant demolition and construction works are proposed.

Stage 2: Air Quality Impact Assessment

MINOR and MEDIUM Classified Proposals:

Smaller development proposals may not in themselves create an additional air quality problem but will add to local air pollution and potentially introduce more people likely to be exposed to existing levels of poor air quality. An assessment of the likelihood of introducing additional exposure will be determined using the following criteria:

The proposal is within, adjacent to or likely to impact on an AQMA;

- The proposal is in a location 20m ⁽²⁾ from roads at or above the relevant national objective highlighted on the DEFRA GIS modelled maps (<http://uk-air.defra.gov.uk/data/gis-mapping>).
- The proposal is one of the Land Use types:
 - C1 to C3 in table 1;
 - C4 (Homes of Multiple Occupation);

² Air Quality Consultants, 2008 "NO₂ Concentrations and Distance from Roads"

- D1 in table1.

and within 20m of roads with >10,000 AADT (Annual Average Daily Traffic).

The outcome of the exposure assessment will determine the level of mitigation required make the development acceptable. Should there be no acceptable mitigation the recommendation to the planning officer will be to consider refusing the proposal on air quality grounds.

MAJOR Classified Proposals

The scale and nature of this type of proposal is such that a detailed air quality assessment will be required to determine the impact on public health and the local environment. The assessment requires:

- A. The identification of the level of exposure through the change in pollutant concentrations including cumulative impacts arising from the proposal, during both demolition/construction operations and operational phases. Mitigation measures should be identified and modelled where practicable.
- B. The calculation of pollutant emissions costs from the development.

A. The methodology to be used for the determination of pollutant concentration change should meet the requirements of the Department for the Environment, Food and Rural Affairs (DEFRA) Technical Guidance Note LAQM TG(09)³. Further details of the air quality assessment requirements are shown in Appendix 1.

B. The pollutant emissions costs calculation will identify the environmental damage costs associated with the proposal and determine the amount (value) of mitigation that is expected to be spent on measures to mitigate the impacts. The calculation utilises the most recent DEFRA Emissions Factor Toolkit⁴ to estimate the additional pollutant emissions from a proposed development and the latest DEFRA IGCB Air Quality Damage Costs for the specific pollutant of interest, to calculate the resultant damage cost⁵. The calculation process includes:

- Identifying the additional trip rates generated by the proposal (from the Transport Assessment);
- The emissions calculated for the pollutants of concern (NO_x and PM₁₀) [from the Emissions Factor Toolkit];
- The air quality damage costs calculation for the specific pollutant emissions (from DEFRA IGCB);
- The result is totalled for a five year period to enable mitigation implementation.

The calculation is summarised below with further details of the process along with an example calculation are shown in Appendix 2.

Box 1: Road Transport Emission Calculation Summary

³ <http://laqm.defra.gov.uk/technical-guidance/index.html>

⁴ <http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

⁵ <https://www.gov.uk/air-quality-economic-analysis>

Road Transport Emission Increase =
 \sum [Estimated trip rate for 5 years X Emission rate per 10 km per vehicle type X Damage Costs]

Stage 3: Mitigation

The outcome of Stage 2 (Assessment) identifies the level of air quality impact and is then used to determine the level of mitigation required to negate the potential effects upon health and the local environment.

The scale of damage cost will determine the level of appropriate mitigation required for specific proposals. Measure identification will be assisted by:

- Outcomes from the Transport Statement/Assessment;
- Specific needs identified in site specific spatial policy allocations;
- Travel Awareness/Planning and Highway Development requirements;
- Defra air quality guidance ([Defra Measures Guidance](#))

Where mitigation is not integrated into a proposal, the Local Planning Authority will require this through planning conditions. The NPPF (paragraph 152) suggests that “where adequate mitigation measures are not possible, compensatory measures may be appropriate”. If on-site mitigation is not possible then the Local Planning Authority will seek compensation for the identified air quality impacts through a section 106 agreement. Default mitigation measures are presented for each type of proposal that demonstrate a minimum requirement. This is not an exhaustive list and will be adapted for particular locations and needs identified by relevant officers and the scale of damage costs. The authority would welcome the opportunity to work to devise innovative measures that will lead to improving local air quality.

TYPE 1 (Minor) Proposal Mitigation:

If the proposal meets the exposure criteria in Stage 2, further mitigation is required to reduce the level of exposure. This will be in the form of:

- Possible short term screening monitoring or utilising the distance calculation provided by Defra ([DEFRA Distance](#)) at the proposed location to identify the level of exposure;
- Redesigning the proposal to reduce the ingress of pollution;
- Including a stand-off distance and/or vegetation boundary from the development.

A key theme of the NPPF is that developments should enable future occupiers to make “green” vehicle choices and (paragraph 35) “incorporate facilities for charging plug-in and other ultra-low emission vehicles”. Therefore, an electric vehicle recharging provision rate is expected in addition to mitigation arising from the exposure assessment. To prepare for increased demand in future years, appropriate cable provision should be included in the scheme design and development, in agreement with the local authority and include the default mitigation listed below.

Box 2: TYPE 1 (Minor) Proposal Default Mitigation

Residential:

1 charging point per unit (dwelling with dedicated parking) or 1 charging point per 10 spaces (unallocated parking).

Commercial/Retail:

10% of parking spaces which may be phased with 5% initial provision and the remainder at an agreed trigger level.

Industrial:

Up to 10% of parking spaces which may be phased with 5% initial provision and the remainder at an agreed trigger level.

Demolition/Construction:

Adherence to the London Best Practice Guidance⁶ for all demolition and construction works.

Details of the electric charging specification are shown in Appendix 3.

TYPE 2 (Medium) Proposals Mitigation:

Proposals meeting the Type 2 criteria in table 1 will require a detailed Travel Plan as required by Rotherham MBC's guidance document: Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance 2014.

In respect of the Travel Plan it is essential that:

- The content of the travel plan is fully assessed prior to its approval in conjunction with local authority travel plan and highway development management officers. Pre-application advice will be essential.
- The agreed targets and objectives included in the travel plan are secured for implementation by mutual agreement of the local authority and the developer/applicant (normally by means of a Section 106 agreement).
- The outputs of the travel plan (typically trip levels and mode split) are annually monitored against the agreed targets and objectives.
- Should the travel plan not deliver the anticipated outputs or meet the targets and objectives further mitigation/alternative/compensation measures need to be identified and implemented.
- A named co-ordinator is essential to the success of the travel plan. For larger schemes a commitment in terms of staff resource allocation will be expected.

The NPPF identifies a Travel Plan as a “key tool” to promoting and delivering sustainable transport and that all transport mitigation measures may be included within the Travel Plan. The default mitigation measures to be incorporated into the scheme design include those listed below. The list is not exhaustive and there may be additional issues that are site-specific and reflect local conditions, as well as other material considerations.

Box 3: TYPE 2 (Medium) Proposal Default Mitigation

- MINOR proposal mitigation.
- Travel Plan including agreed mechanisms for discouraging high emission vehicle use and encouraging modal shift (i.e. public transport, cycling and walking) as well as the uptake of low emission fuels and technologies.
- Improved pedestrian links to public transport stops.
- Provision of new bus stops infrastructure including shelters, raised kerbing, information displays.
- Provision of subsidised or free ticketing (Travelmasters,).
- Site layout to include improved pedestrian pathways to encourage walking.
- Improved convenient and segregated cycle paths to link to local cycle network.

Commercial Specific:

⁶ http://legacy.london.gov.uk/mayor/environment/air_quality/docs/construction-dust-bpg.pdf

- All commercial vehicles should comply with current or the most recent European Emission Standards from scheme opening, to be progressively maintained for the lifetime of the development.
- Fleet operations should provide a strategy for reducing emissions, including the uptake of low emission fuels and technologies such as ultra-low emission service vehicles.

TYPE 3 (Major) Proposal Mitigation:

The pollution damage costs attributed to the proposal emission changes will determine the level of mitigation compensation required to negate the impact. A suite of default compensation measures beyond the proposal scheme design are listed below. This is not an exhaustive list and will be adapted for particular locations and needs identified by relevant officers. The type, scale and specificity of measures will be agreed with the planning authority.

Box 4: TYPE 3 (Major) Proposal Default Mitigation

- MEDIUM proposal measures.
- Support measures to reduce the need to travel:
- Alternative working practices – flexitime, teleworking, homeworking, videoconferencing, compressed work periods.
 - Local sourcing of staff, products and raw materials.
 - Development and use of hub distribution centres employing low emission deliveries.
 - Provision of discounted on-site shopping, eating, child-care, banking facilities.
- Support measures to reduce polluting motorised vehicle use:
- Development of car clubs and car sharing with financial incentives and promotion.
 - Use of pooled low emission vehicles – cars, vans, taxis, bicycles.
 - Support smart driving training schemes.
 - Provision of dedicated low emission shuttle bus including managed pick-up and drop-off.
 - Contribution to the emerging low emission vehicle refuelling infrastructure.
 - Contribution to site low emission waste collection services.
 - Incentives for the take-up of low emission vehicle technologies and fuels.
- Measures to support improved public transport:
- Provision of new or enhanced public transport services to the site.
 - Shuttle services to public transport interchange, rail station or park and ride facilities.
 - Support improving information systems for public transport.
 - Supporting city free bus expansion schemes.
 - Promoting low emission bus service provision.
 - Support air quality monitoring programmes.
- Further measures to promote walking and cycling:
- Improvements to district walking and cycling networks including lighting, shelters, and information points and timetables.
 - Support cycle training and awareness schemes.
 - Bike/e-bike hiring schemes.
 - Guaranteed ride home in emergencies.
 - Support secure and safe cycle parking facilities.
- Measures to promote sustainable travel plans:
- Support local travel to school and school travel plans initiatives.
 - Marketing aimed at persuading a switch to sustainable modes with incentives;
 - Promotion of subsidised/sponsored travel plan measures through social and other media.
 - Supporting community/ local organisation groups to promote sustainable travel.

It is likely that there will be additional Travel Plan measures required outside the air quality requirements. Air quality measures should not be seen as the complete number of measures. Such agreed measures will be taken forward by condition where possible, or through the use of Section 106 agreements.

Proposal mitigation statement

Each development will require a brief mitigation statement which must include:

- The calculated damage cost (Major proposals).
- Proposed mitigation/compensation measures.
- Estimated mitigation cost (Major proposals) that is equivalent to the value of the emissions calculation (appropriate to the type and size of development and local policy requirements);
- A proposed demolition/construction management plan that includes:
 - A brief project description and likely sources of dust emissions;
 - Measures to be adopted to minimise dust emissions;
 - Emergency measures to be adopted in the event of unforeseen circumstances;
 - Incident logging and reporting procedures.

Validation checklist

A completed checklist is required for each of the proposals. Further details are provided in Appendix 4.

6. Planning Recommendation

The impact on air quality is a material planning consideration in the determination of a planning application. Each decision must be a balance of all material considerations depending upon the individual merits and circumstances. The weight to be given to the impact on air quality in the consideration of a planning application and the acceptability of proposed mitigation measures lies with the relevant local planning authority. Any agreed measures will be taken forward by condition where possible, or through the use of Section 106 agreements.

Appendix 1

Air Quality Assessment Protocol to Determine the Impact of Vehicle Emissions from Development Proposals

An air quality assessment should clearly establish the likely change in pollutant concentrations at relevant receptors resulting from the proposed development during both the construction and operational phases. It must take into account the cumulative air quality impacts of committed developments (i.e. those with planning permission).

Key Components of an Air Quality Assessment

The assessment will require dispersion modelling utilising agreed monitoring data, traffic data and meteorological data. The modelling should be undertaken using recognised, verified local scale models by technically competent personnel and in accordance with LAQM TG.09. The study will comprise of:

1. The assessment of the existing air quality in the study area for the baseline year with agreed receptor points and validation of any dispersion model;
2. The prediction of future air quality without the development in place (future baseline or do-nothing);
3. The prediction of future road transport emissions and air quality with the development in place (with development or do-something).
4. The prediction of future road transport emissions and air quality with the development (with development or do-something) and with identified mitigation measures in place.

The assessment report should include the following details:

- A. A detailed description of the proposed development, including:
 - Identify any on-site sources of pollutants;
 - Overview of the expected traffic changes;
 - The sensitivity of the area in terms of objective concentrations;
 - Local receptors likely to be exposed;
 - Pollutants to be considered and those scoped out of the process.
- B. The relevant planning and other policy context for the assessment.
- C. Description of the relevant air quality standards and objectives.
- D. The assessment method details including model, input data and assumptions:
 - For traffic assessment;
 - Traffic data used for the assessment;
 - Emission data source;
 - Meteorological data source and representation of area;
 - Baseline pollutant concentration including any monitoring undertaken;
 - Background pollutant concentration;
 - Choice of base year;
 - Basis for NO_x:No₂ calculations;
 - A modelling sensitivity test for future emissions with and without reductions;
 - For point source assessments:
 - Type of plant;

- Source of emission data and emission assumptions;
 - Stack parameters – height, diameter, emission velocity and exit temperature;
 - Meteorological data source and representation of area;
 - Baseline pollutant concentrations;
 - Background pollutant concentrations;
 - Choice of baseline year;
 - Basis for deriving NO₂ from NO_x.
- E. Model verification for all traffic modelling following DEFRA guidance LAQM.TG (09):
- F. Identification of sensitive locations:
- G. Description of baseline conditions:
- H. Description of demolition/construction phase impacts:
- I. Summary of the assessment results:
- Impacts during the demolition/construction phase;
 - Impacts during the operation phase;
 - The estimated emissions change of local air pollutants;
 - Identified breach or worsening of exceedences of objectives (geographical extent)
 - Whether Air Quality Action Plan is compromised;
 - Apparent conflicts with planning policy and how they will be mitigated.
- J. Mitigation measures.

Air Quality Monitoring

In some case it will be appropriate to carry out a short period of air quality monitoring as part of the assessment work. This will help where new exposure is proposed in a location with complex road layout and/or topography, which will be difficult to model or where no data is available to verify the model. Monitoring should be undertaken for a minimum of six months using agreed techniques and locations with any adjustments made following Defra technical guidance LAQM.TG (09).

Assessing Demolition/Construction Impacts

The demolition and construction phases of development proposals can lead to both nuisance dust and elevated fine particulate (PM₁₀ and PM_{2.5}) concentrations. Modelling is not appropriate for this type of assessment, as emission rates vary depending on a combination of the construction activity and meteorological conditions, which cannot be reliably predicted. The assessment should focus on the distance and duration over which there is a risk that impacts may occur. The Institute of Air Quality Management (IAQM)⁷ has produced a number of definitive guidance documents to which this guidance refers. The document 'Guidance on the Assessment of the Impacts of Construction on Air Quality and the Determination of their Significance' should be the reference for reporting the construction assessment.

Cumulative Impacts

The NPPF (paragraph 124) recognises that a number of individual development proposals within close proximity of each other require planning policies and

⁷ IAQM www.iaqm.co.uk

decisions to consider the cumulative impact of them. Difficulties arise when developments are permitted sequentially, with each individually having only a relatively low polluting potential, but which cumulatively result in a significant worsening of air quality. This will occur where:

- A single large site is divided up into a series of units, such as an industrial estate or retail park;
- A major development is broken down into a series of smaller planning applications for administrative ease; and
- There are cumulative air quality impacts from a series of unrelated developments in the same area.

The first two cases the cumulative impact will be addressed by the likelihood that a single developer will bring forward an outline application for the whole site which should include an air quality assessment as part of an Environmental Assessment. For major developments that are broken down into a series of smaller planning applications, the use of a 'Master or Parameter Plan' that includes an air quality assessment will address the cumulative impact.

Appendix 2

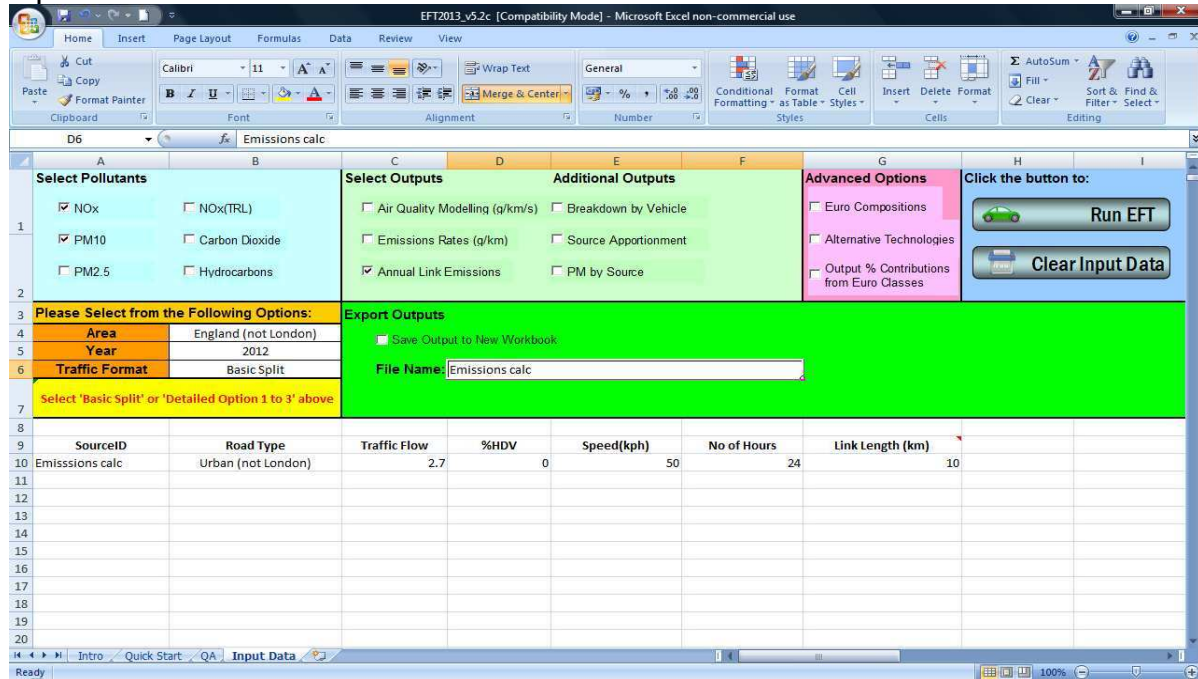
Emissions Assessment Calculator

The calculation utilises the current Emissions Factor Toolkit (EFT)* to determine the transport related emissions from a development proposal. If the proposal is to include alternative fuels or technology i.e. LPG, EV etc., then there are “advanced options” within the EFT to accommodate this.

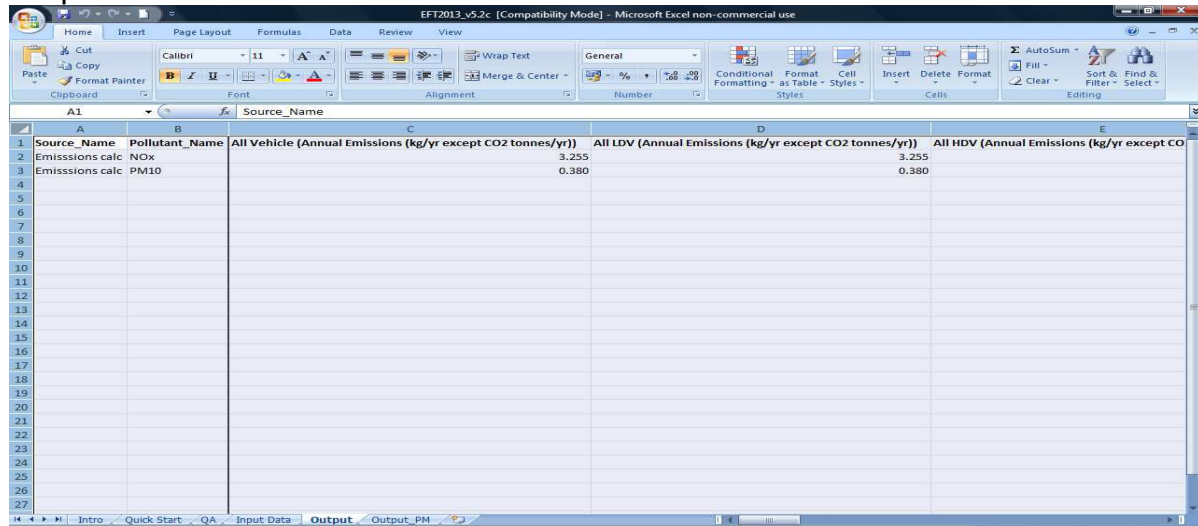
*<http://laqm.defra.gov.uk/review-and-assessment/tools/emissions.html#eft>

A screen shot of the input and output pages are shown below:

Input Screen



Output Screen



The output is in kg of specified pollutant per year and requires converting to tonnes per year. This is then multiplied by the IGCB damage costs for the specified pollutant.

The following example demonstrates the calculation based on a development with 10 domestic properties⁸.

EFT Input:

	10 household (urban not London) (NOx and PM ₁₀)
X	27 (trip/traffic ratio for 10 houses)
X	cars only (0% HGV)
X	50kph (avg. speed)
X	10km (NTS UK avg.)

EFT Output = 32.55kg/annum (NOX) & 3.795kg/annum (PM₁₀)

=	0.0325tonnes/annum (NOX) & 0.003795tonnes/annum (PM ₁₀)
X	£955/tonne (NOx) + £48,517/tonne (PM ₁₀)
=	£31.08 = £184.15
X	5 (years)
=	£155.42 = £920.76
Total	= £1,076

Notes:

1. Trip Rates are sourced from the Transport Assessments and local authority where available.
2. Trip Length uses the National Travel Survey⁹ - (UK average = 10km).
3. The IGCB damage costs are the central estimates (currently NOx = £955/tonne & PM₁₀ transport average £48,517).

⁸ Sussex Air Quality Partnership "Air Quality and Emission Mitigation Guidance for Sussex Authorities 2013"

⁹ <https://www.gov.uk/transport-statistics-notes-and-guidance-national-travel-survey>

Appendix 3

Electric Vehicle Charging Point Specification:

EV ready domestic installations

Cable and circuitry ratings should be of adequate size to ensure a minimum continuous current demand for the vehicle of 16A and a maximum demand of 32A (which is recommended for Eco developments).

- A separate dedicated circuit protected by an RCBO should be provided from the main distribution board, to a suitably enclosed termination point within a garage, or an accessible enclosed termination point for future connection to an external charge point
- The electrical circuit shall comply with the Electrical requirements of BS7671: 2008 as well as conform to the IET code of practice on Electric Vehicle Charging Equipment installation 2012 ISBN 978-1-84919-515-7 (PDF)
- If installed in a garage all conductive surfaces should be protected by supplementary protective equipotential bonding. For vehicle connecting points installed such that the vehicle can only be charged within the building, e.g. in a garage with a (non-extended) tethered lead, the PME earth may be used. For external installations the risk assessment outlined in the IET code of practice must be adopted, and may require an additional earth stake or mat for the EV charging circuit. This should be installed as part of the EV ready installation to avoid significant on cost later.

EV ready commercial installations

Commercial and industrial installations may have private 11,000/400 V substations where a TN-S supply may be available, simplifying the vehicle charging installation design and risk analysis. It is therefore essential for developers to determine a building's earthing arrangements before installation.

Commercial vehicles have a range of charge rates and it is appropriate to consider a 3-phase and neutral supply on a dedicated circuit emanating from a distribution board. More than one EV charging station can be derived from a source circuit, but each outlet should be rated for a continuous demand of 63Amps. No diversity should be applied throughout the EV circuitry. 3 phase RCBOs should be installed and the supply terminated in a switched lockable enclosure. If an external application (for example car park or goods yard) is selected, the supply should be terminated in a feeder pillar equipped with a multi-pole isolation switch, typically a 300mA RCD, a sub-distribution board (if more than one outlet is fed from the pillar). If an additional earthing solution is required, the earth stake can be terminated within this pillar. See IET guideline risk assessment.

Appendix 4: Validation Checklist

Development Proposal:

Pre-Planning Discussions:

Classification:

Minor

Medium

Major

Based on which trigger criteria?

Assessment

Exposure Test

Details provided

Air Quality Assessment

AQ Methodology followed

Damage Cost

Calculation Details

Mitigation/Compensation

Minor

Medium

Major

Mitigation Statement

Damage Costs

Mitigation Measures listed

Mitigation Measures Costed

Demolition/Construction Management Plan

Signature:	Position Held:
Print:	Date:

ROTHERHAM BOROUGH COUNCIL – REPORT TO MEMBERS
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1.	Meeting:	Cabinet Member and Advisers for Planning Highways and Street Scene Services
2.	Date:	Tuesday 22nd July 2014
3.	Title:	Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance
4.	Directorate:	Environment and Development Services

5. Summary

This report provides an overview of a good practice guidance document that has been drafted to pull together existing advice to developers on transport issues in support of the Rotherham Local Plan. The Transport Assessments, Travel Plans and Parking Standards Draft Good Practice Guidance is published to accompany the consultation on the emerging Sites and Policies Document 2014. Consultation will commence on the draft Sites and Policies Document and its accompanying Integrated Impact Assessment on Monday 1st September for a 6 week period.

6. Recommendations

It is recommended that:

- 1. The Cabinet Member notes the contents of this report and the preparation of robust Good Practice Guidance to guide the preparation and decision-making of future planning applications and setting out clear requirements for applicants when submitting their proposals.**
- 2. That Cabinet Member supports the publication of the draft Good Practice Guidance note to be made available alongside the emerging Sites and Policies Document September 2014.**

7. Proposals and Details

Background

Consultation on the emerging Sites and Policies Document 2014 and its accompanying Integrated Impact Assessment will commence on Monday 1st September for a 6 week period. A report is to be presented to Cabinet on 6th August 2014 to seek approval to consult on the Sites and Policies Document.

Cabinet Member will be aware that the report to Cabinet on 16th July 2014 recommended that the Core Strategy be referred to full Council for adoption in the coming months most likely on 10th September 2014.

Whilst a number of Evidence Base Studies have already been presented to Members of the Local Plan Steering Group for consideration and their publication to support the Sites and Policies Document, there are a further three Good Practice Guidance Reports namely: Delivering Air Quality; Local Wildlife Sites and finally Transport Assessments, Travel Plans and Parking Standards. These three reports require Cabinet Member approval prior to their publication.

The Transport Assessments, Travel Plans and Parking Standards document sets out detailed guidance on the way the Council expects parking and travel plan policies in the Development Plan to be applied in particular circumstances or areas. It is also intended to inform the operation of the Development Control process and to provide a guide for developers and land use managers about the general principles applicable to parking and sustainable transport and how these are considered through the planning process. This document has been produced with regard to National Planning Guidance, the Local Plan, the Community Strategy and drawing upon best practice elsewhere. The key objectives of the document can be summarised as:

- To provide guidance on the development of transport assessments for planning applications.
- To provide advice and guidance on the formulation of travel plans for all types of developments.
- To provide advice and guidance on the type and level of car/cycle parking required in new developments.
- To provide guidance on the level and standards of parking provision for disabled drivers.
- To demonstrate the methodology by which policies and standards are arrived at.

The guidance document is part of the council's overall approach to reducing congestion and pollution whilst providing better, more sustainable access to development and facilities for all road users.

8. Finance

There are no anticipated costs associated with this guidance; updates to conform with changes in government policy will be carried out within existing budgets.

9. Risks and Uncertainties

- The Localism Act and National Planning Policy Framework (NPPF) express a strong presumption in favour of sustainable development. Our UDP policies only continue to have any weight where they are in accordance with the NPPF. It is important that Rotherham's Local Plan is in place as soon as possible to provide an up-to-date planning policy framework for the Borough's future growth and development.
- A failure to achieve timely progress on the Local Plan could delay the spatial strategy required to guide future decision-making on planning applications.
- Having a Local Plan in place will provide a steer for any neighbourhood plans that may emerge under the provisions of the Localism Act.
- Failure to make progress with the Local Plan risks delayed provision of the new homes and employment opportunities that the Borough needs.

10. Policy and Performance Agenda Implications

The implementation of the Local Plan will make a positive contribution to all of Rotherham's Regeneration priorities. When adopted, the Local Plan will further the objectives of the Corporate Plan and support the delivery of the Rotherham Sustainable Community Strategy by:

- providing sufficient good quality homes
- ensuring well designed, decent affordable housing
- providing employment land to meet the needs of the modern economy and support sustainable communities through access to employment opportunities
- promoting the "town centre first" policy approach to help the regeneration and renaissance of Rotherham Town Centre and other town, district and local centres within the borough.

11. Background Papers and Consultation

Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance (Draft July 2014) attached as **Appendix 1**.

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Transport Assessments, Travel Plans and Parking Standards: Good Practice Guidance

Draft July 2014

Contents

- 1. Introduction - Status of this Best Practice Document**
- 2. Purpose**
- 3. National and Regional Policy Context**
- 4. South Yorkshire Context**
- 5. Transport Assessments**
- 6. Travel Plans**
- 7. Parking**

Appendix A Thresholds for Transport Assessments and Travel Plans

Appendix B Travel Plan Checklist / Monitoring and Evaluation / Survey Documents

Appendix C Parking Standards for Motor Vehicles

Appendix D Parking Standards for Cycles

1. Introduction - The Status of this Best Practice Document

1.1 The aim of this document is to set out detailed guidance on the way the Council expects parking and travel plan policies in the Development Plan to be applied in particular circumstances or areas. It is also intended to inform the operation of the Development Control process and to provide a guide for developers and land use managers about the general principles applicable to parking and sustainable transport and how these are considered through the planning process.

1.2 Whilst this guidance does not have equivalent status to Development Plan Documents, compliance with best practice guidance is a material consideration in the making of planning decisions and therefore carries significant weight in the decision making process.

1.3 The Development Plan objectives and policies relevant to this guidance are set out below. This guidance should be read in conjunction with these policies:

- Core Strategy Objective 3 seeks development in sustainable locations
- Core Strategy Objective 7 seeks to improve local transport connections
- Policy CS3 Location of new development
- Policy CS13 Transforming Rotherham town centre
- Policy CS14 Accessible places and managing demand for travel
- Policy CS15 Key routes and the strategic road network
- Policy CS32 Infrastructure delivery and developer contributions

1.4 This document has been produced with regard to National Planning Guidance, the Local Plan, the Community Strategy and drawing upon best practice elsewhere.

In a wide ranging review of Government planning guidance, Lord Matthew Taylor of Goss Moor (2012) stated that: *“Guidance also has a crucial role in helping identify what information is required in different circumstances, to ensure proportionality and that decisions are appropriately informed without undue burdens being placed on applicants or the decision-taking process”*. In his review, he recommended that most of the government guidance referred to here be cancelled and any pertinent points that needed to be retained, be incorporated into a new simplified online system. As the guidance in this document takes thresholds etc from current government guidance it may have pre-empted the intentions of Lord Taylor. It is felt that reference to the original source documents is still relevant.

1.5 A statement of the consultation undertaken, the representations received and the authority’s responses to these can be found in the Consultation Summary Report.

1.6 In implementing the policies covered by this guidance the authority will actively consider the use of a number of strategies, including The Sheffield City Region Transport Strategy and the South Yorkshire Local Transport Plan (the transport strategy for South Yorkshire) and the use of conditions and planning obligations.

2. Purpose

2.1 The purpose of this document is to provide a methodology for the efficient use of land in the borough through the promotion of sustainable transport, the exhaustive analysis of the effects [and necessary mitigation] of development and the application of appropriate parking standards. If properly applied this approach will reduce the level of car use in the borough, encourage sustainable transport choices and improve the safety of the highway. The key objectives of the document can be summarised as;

- To provide guidance on the development of transport assessments for planning applications.
- To provide advice and guidance on the formulation of travel plans for all types of developments.
- To provide advice and guidance on the type and level of car/cycle parking required in new developments.
- To provide guidance on the level and standards of parking provision for disabled drivers.
- To demonstrate the methodology by which policies and standards are arrived at.

2.2 The guidance document is part of the council's overall approach to reducing congestion and pollution whilst providing better, more sustainable access to development and facilities for all road users.

***“The Council is intending to introduce the Community Infrastructure Levy and become a charging authority under the CIL Regulations 2010 (as amended). This introduces a new means to pay for infrastructure required to support new development and in Rotherham will largely replace the use of Section 106 Agreements. The CIL will include a ‘Regulation 123’ list of infrastructure that CIL may be used to pay for, in whole or part. Any item on that list will not be legally capable of being paid for by Section 106.*”**

3. National and Regional Policy Context

3.1 National guidance on parking and travel plans is principally set out in National Planning Policy Framework (2012) which replaced PPG13. The document *Guidance on Transport Assessment* DCLG & DfT (2007) sets out the considerations necessary for the formulation of a transport assessment. It is important to note that the document makes clear that it:

“is not a statement of Government policy and therefore should be read in conjunction with, and in the context of, relevant Government policies, in particular those relating to transport and planning. It is also important to note that the decision to grant planning permission for a development proposal is based on several considerations. A TA focuses primarily on the transport implications of the development, and therefore the completion of a TA does not guarantee the granting of planning consent.”

Effectively it follows the National Planning Policy Framework which offers guidance but leaves some considerable discretion for authorities to take decisions on what to require of developers based on local considerations.

In most cases the threshold values [established in *Guidance on Transport Assessment* DCLG & DfT (2007)] requiring transport assessments are followed except where local issues such as air quality or road safety are overriding considerations.

Recent guidance from DfT on travel plan best practice is summarised in: *Good Practice Guidelines: Delivering Travel Plans through the Planning Process-Summary of Main Report* DfT (2009). This guidance makes an explicit link between Transport Assessments and Travel Plans as required in the planning process:

Considering the [transport] assessment and travel plan as an integrated package of information and proposals to deal with the transport impacts of the development is the most effective approach. They should be submitted together with the planning application wherever possible.

This guidance builds on a large body of evidence of the effectiveness of travel plans which has been accumulated over more than 10 years.

3.2 Regional policy on sustainable transport is expressed in the *Sheffield City Region Transport Strategy*. The four goals of the strategy are as follows:

- Support the economic growth of Sheffield City Region
- Enhance social inclusion and health
- Reduce the emissions from vehicles
- Make transport increasingly safe and secure

The following policies are of specific relevance to this document:

- **C** - To promote efficient and sustainable means of freight distribution, while growing SCR's logistics sector.
- **G** - To deliver interventions required for development and regeneration.
- **J** - To apply parking policies to promote efficient car use, while remaining sensitive to the vulnerability of urban economies.
- **K** - To develop public transport that connects people to jobs and training in both urban and rural areas.
- **S** - To encourage active travel and develop high quality cycling and walking networks.
- **T** - To provide information and travel advice for the users of all modes of transport, so that they can make informed travel choices.
- **W** - To encourage safer road use and reduce casualties on our roads.

Whilst these are strategic policies, they inform the development of local policy and its application in Rotherham.

4. South Yorkshire Policy Context

4.1 The South Yorkshire Local Transport Plan 2011-2016 sets policy for transport across the county of South Yorkshire. It was co-authored by the four district councils and the passenger transport executive (SYPTE). Since it represents the implementation of the SCR Transport Strategy the goals and policies are the same, however the implementation plan adds four cross-cutting principles:

- **We will squeeze more from existing assets**—in the current funding climate this principle will ensure our assets are well managed and maintained and used to their fullest potential, minimising the need for major infrastructure work...It is key to this first Implementation Plan. Our efforts will be targeted on the routes, locations, customer groups and issues we have identified from our evidence base as being particularly important.
- **We will make our growth sustainable** – we will look to achieve economic growth while minimising the impact on the environment, reducing emissions wherever possible.
- **We will give people choice** – we will enable people to make informed choices about whether and how they travel, through providing a range of transport links and services to match varying lifestyles.
- **We will encourage a change in travel culture** - facilitating a shift from car-dependency to more active and sustainable travel modes.

5. Transport Assessments

5.1 Transport Assessments consider the impact of developments on roads in the surrounding area and explain how these impacts will be dealt with. A Transport Assessment provides information on transport conditions and transport issues before, during and after a development is completed. A Transport Assessment must demonstrate to our satisfaction that the development will not have a negative impact on safety, cause congestion or lead to illegal or additional parking near the site of the proposed development. It must also show how it is likely to improve, provide and promote travel by public transport, cycling and walking and restrict travel by car. The preparation of a Transport Assessment is likely to require the services of a transport professional with the necessary skills/ knowledge particularly in assessing the traffic generated by the proposed development and the impact of the proposed development on the surrounding roads.

5.2 The assessment of traffic generated by the proposed development should consider all journeys, not just car trips. The Transport Assessment should consider the positive and negative effects of cyclists, walkers, drivers and users of public transport on each other and also the impacts of improvements. New development should promote walking, cycling, buses, trains and other forms of public transport. The Transport Assessment should therefore show how walking and cycling will be encouraged in new developments and how these will reduce journeys by car. Developments should contribute to more direct and safe walking and cycling routes that fit in with the surrounding transport network.

5.3 The following hierarchy of road users was introduced in the first South Yorkshire Local Transport Plan and this will be used to resolve conflicts or competing demands between road users or different types of transport.

- Pedestrians
- People with disabilities
- Cyclists and Public Transport users
- Commercial vehicles
- Private cars

5.4 The Transport Assessment will be used to determine whether the proposed development:

- Meets current guidance from central government, the South Yorkshire LTP and complies with Rotherham's Local Plan policies.
- Conflicts with any existing development proposals with planning permission.
- Will be safe and acceptable.
- Promotes walking, cycling and public transport.
- Has an acceptable transport impact.
- Complies with the parking standards currently imposed on new development by the council, including disabled and cycle parking.
- Complies with national and local design standards for vehicular and pedestrian access.
- Will require mitigation measures to reduce the traffic impact to an acceptable level.

Any planning application the Council considers might have a significant impact on traffic congestion, transportation, or parking will need to be accompanied by a Transport Assessment. The threshold size of development requiring a Transport Assessment is based on *Guidance on Transport Assessments* DCLG/DfT (2007). Where there are local factors that must be considered [air quality management or local congestion, for example] the council may require a TA for lesser developments rather than a Transport Statement. The table of thresholds is reproduced as Appendix A.

5.5 The Transport Assessment must contain all the relevant information which is relied upon in carrying out the assessment. It would not be acceptable for instance to quote a TRICS trip rate without appending the relevant data set from which it had been derived. To make the assessment as understandable as possible for members of the public [accessing it through the planning portal], the use of jargon and assumption of specialist knowledge should be avoided. Terms with a specific meaning in the context of transport assessments should be referenced in a glossary.

5.6 The following lists show the information that should be presented in the transport assessment:

Description of the proposal

- Location plan(s) at an appropriate scale.

- Schedule of proposed use classes on the site with the area in m² for each.

Details of existing uses

- Table of existing uses on the site
- Details of existing site access, parking etc.
- Description of the local highway network with details of key junctions.
- Details of public transport serving the site
- Cycle/pedestrian routes and facilities
- Parking availability, both on and off street in the locality
- Baseline data; traffic counts, public transport capacity etc.
- Details of committed developments in the area along with predicted transport impacts.

Traffic generation and impact on the surrounding highway network

- Full details of all sites used for comparison and derivation of trip rates, preferably using the TRICS database.
- Details of mode share assumptions used along with justification
- Detail and justification for service vehicle trip assumptions
- Clearly presented diagrams showing turning movements etc. for generated trips.
- Assumptions and justification regarding primary, pass-by, linked and transferred trips associated with the development.
- The extent of the highway network affected by the traffic generated by the development.
- Models of the existing and proposed traffic should be clearly presented for peak periods. These may be for single junctions or the whole area. They must include details of traffic flows, queue lengths, ratios of flow to capacity, reserve capacity and impacts on public transport as appropriate.

Design, access and servicing

- Details of proposed access and circulation arrangements for vehicles, cyclists and pedestrians including servicing, refuse collection and emergency vehicles
- Accompanying plans at an appropriate scale showing site layout, access, visibility splays, sight lines and swept paths to demonstrate the adequacy of service areas and access arrangements.
- Details of the amount and location of disabled parking.

Walking, cycling and public transport

- Details of proposals to improve or encourage access by walking, cycling and public transport. This may contain details of proposed offsite works where these are deemed necessary [care must be taken that such proposals do not overlap with any proposed works on the Regulation 123 list.]

Parking provision

- Details of proposed parking for cars, bicycles and people with disabilities. Other forms of parking provision such as for motorcycles, car sharers and parent and child spaces should also be detailed here.
- Suitably scaled plans showing the layout of all parking areas
- A rationale for the level of parking proposed with reference to the council's parking standards. It may be necessary to include a parking accumulation study to demonstrate the adequacy of the parking provision.

Road safety considerations

- Analysis of accidents in the surrounding area.
- Road safety audit
- Proposals to address the identified safety issues and improve security for all modes of travel

Travel Plan

- A full explanation of the council's requirements for a travel plan is given in Section 6 of this document (below). The plan must be closely integrated with the data presented in the TA.
- Modal split figures relied upon by the TA to demonstrate the acceptability of the development must be used in the formulation of the travel plan as a baseline.

Mitigation proposals

- Details of the impacts of the development on traffic congestion and related problems such as air pollution, noise and community severance.
- Detailed proposals for measures to mitigate these negative effects.

Construction management plan

- Where the proposed development is likely to have an effect on the local highway network during the construction phase, a construction management plan will need to be submitted with the TA.
- The plan will need to contain information on the number of construction vehicle trips, hours of operation and suitable means of mitigation of negative impacts.

Depending on the scale and type of development, the council's Highways Development Control Team may require additional information. In most cases it would be advisable to arrange a scoping meeting with the Transportation & Highway Design Unit to determine the issues that need to be addressed.

Further information on the preparation of a Transport Assessment can be found in Appendix (A) of this document.

6. Travel Plans

6.1 This guidance sets out Rotherham Metropolitan Borough Council's requirements for Travel Plans and identifies when they are required in support of a planning application. Parts of this guidance may also be used by organisations taking up Travel Plans on a voluntary basis. Travel plans are one key element in achieving improved accessibility for all in the community and helping to meet sustainability and social inclusion objectives. Travel plans must be site specific i.e. tailored the local circumstances and needs of the development and its vicinity.

This guidance sets out:

- The circumstances in which a planning application for a development is likely to require the submission of a travel plan.
- The most appropriate type of travel plan.
- The content of that travel plan as required by Rotherham MBC.
- How the travel plan should be monitored and reviewed.

- Advice on how the travel plan should be secured.

This guidance contains practical advice on how to prepare and submit a travel plan in order to minimise the risk of delays in the planning process.

6.2 A travel plan is a package of measures to manage the access to a development or institution in a way that reduces the impacts of vehicular transport on local roads and the environment and promotes sustainable modes of travel to and from the site.

- An effective travel plan will include measures to increase travel choice and reduce dependency on the car (for example offering discounted bus tickets or implementing a car share scheme) and measures to discourage unnecessary car use (for example by site design).
- Travel plans primarily address the issue of commuter journeys, but may also be used to manage access to visitor destinations, schools and other institutions (particularly hospitals) and residential development. In addition consideration should be given to other travel to and from the site, such as deliveries of raw materials and despatch of finished products. The plan should also consider business travel by staff using their own or works vehicles.
- A travel plan is an ongoing process that does not end with the production of a “document”. The plan should be monitored and altered over time to match the changing circumstances of the site and achieve the targets which are set; this flexibility needs to be built into the process from the beginning.

6.3 Travel plans can bring a range of benefits and address a range of issues, which include:

- Reducing the need to travel.
- Reducing congestion and peak time conflicts.
- Cutting emissions harmful to local air quality and health
- Reducing the carbon footprint of a business.
- Cutting the costs of providing and maintaining car parking.
- Releasing car park space for expansion.
- Addressing car park shortages and local congestion on the site.
- Improving access to the site and travel choice.
- Tackling social exclusion through improved access to employment and services
- Increasing demand for improved public transport

Workplace travel plans offer additional benefits by cutting the costs of business travel, fleet operation and logistics and improving staff retention. The enhanced understanding of local transport networks helps to focus recruitment campaigns and reduce ineffective advertising. The benefits brought by a travel plan help companies to become better corporate neighbours

School and residential travel plans offer further benefits such as increasing safety and creating healthier environments for vulnerable people. Residential travel

plans also support mixed development, housing, and social inclusion objectives through improvement of accessibility to and from new development by means other than the private car.

Travel plans, together with transport assessments, provide a mechanism for assessing and managing access to sites. Travel plans are a key requirement (on a par with highways improvements) for any development likely to result in traffic impacts.

Guidance on Transport Assessments (DCLG & DfT 2007) indicates that a Travel Plan should be developed alongside the Transport Assessment to address the transport impact of the development. Though as noted in [the now superseded] PPG13: “*unacceptable development should never be permitted because of the existence of a travel plan.*” The National Planning Policy Framework states that: “*Local planning authorities should consider whether otherwise unacceptable development could be made acceptable through the use of conditions or planning obligations*”. This seems to indicate that there has been a change of emphasis in policy

6.4 Some developments possess characteristics that indicate a travel plan is required. It is essential that applicants consult with the Council at an early stage, before submission of a detailed (or outline) planning application, to determine whether a travel plan is required and what type/content may be appropriate. This consultation is important as it may influence the design of any final scheme and because a joint approach [between the applicant and the Council] has been found to help achieve the delivery of effective travel plan measures. Travel plans should be submitted together with planning applications which are likely to have significant transport implications (see Appendix A for thresholds):

- All major developments comprising jobs, shopping, residential, leisure, education and services, *using the criteria that relate to their impact rather than their precise threshold size*. The Council will consider the likely cumulative impact of a development where other nearby sites are likely to be developed.
- Smaller developments comprising jobs, shopping, residential, leisure, education and services which would generate significant amounts of travel in, or near to, air quality management areas, and in other locations where there are local initiatives or targets set out in the Rotherham LDF or local transport plan for the reduction of road traffic, or the promotion of public transport, walking and cycling.
- Where a travel plan would help address a particular local traffic problem associated with a planning application, which might otherwise have to be refused on local traffic grounds.
- All new and expanded school facilities should be accompanied by a school travel plan which promotes safe cycle and walking routes, restricts parking and car access at and around schools, and includes on-site changing and cycle storage facilities. In those cases where a school travel plan has been produced in the past (most schools in Rotherham), a review of targets and facilities submitted alongside the plan may suffice, though this should be discussed with council officers first.

6.5 Where an extension is proposed for an existing use, there will normally be a requirement (through a planning condition or s106 agreement) to produce and operate a travel plan where:

- The development is above the threshold for a travel plan but no existing travel plan condition or s106 agreement exists on the site
- The existing development is below the threshold, but the proposed extension would take it above that threshold.
- There are other reasons why a travel plan may be deemed necessary; although the extension would not push the size of the development over the threshold (e.g. the site is in or adjacent to an air quality management area.)
- Any proposal to increase the amount of car parking on a site is made. [This should not be construed as indicating that a travel plan would entitle the applicant to expand car parking.]

6.6 Travel plan requirements should be clarified during the pre-application discussions, and the Travel Plan submitted with the planning application. This will facilitate timely determination of the application within current required time periods. The pre-application discussions should ensure that the travel plan addresses all of the relevant issues and policies. There will be a number of additional requirements according to the type of development:

- *Multi occupancy of one site*, several small developments on one site (or speculative developments of small units for unknown end-users) may not individually require a travel plan based on their individual GFA. However, the cumulative transport impacts may justify a “framework” or “umbrella” travel plan for the entire site. This should be administered by the agent of the developer / site manager. Additional ‘subsidiary’ travel plans *may* be required in respect of sub-areas, depending on circumstances.
- *Speculative developments*, A travel plan should be specifically tailored to the needs of the site for which it is written and the travel characteristics of the occupiers/employees. In the case of speculative developments, a full travel plan may not be possible prior to commencement of development, as information available regarding the end user and their travel patterns is limited. The travel plan should include as much detail as possible at the earliest stage. The transport assessment may allow the setting of targets in conjunction with maximum parking standards. Site layout and design can anticipate travel needs and some measures can be implemented prior to occupation. It is important to reduce any delay in implementing the Travel Plan after occupation in order to reduce the opportunity for less sustainable travel habits to develop.

Where the full travel plan must be phased, an ‘interim’ or ‘framework travel plan’ should be submitted with the planning application, with a requirement that a ‘final (full) travel plan’ will be submitted either before occupation commences, or at a specified time subject to detailed schedules in respect of key elements.

The ‘framework’ travel plan should specify which measures will be implemented before development and occupation (for example, improvements to the pedestrian network and cycle parking facilities), and a firm commitment and timetable for production and implementation of the final approved travel plan. It is important that travel plan measures are in place from the day of first occupation as far as possible so that the intended travel patterns are encouraged from the start.

The developer will be responsible for passing the requirement for a travel plan on to occupiers of the site (whether the occupier rents, leases or buys all or part of the development) through a clause in the rental/lease/purchase agreement, with handover and management arrangements agreed as part of the travel plan. The responsibility for final implementation of a travel plan would then pass to the occupier. Where the travel plan is a condition of planning permission this automatically passes to the new occupier, responsibility for making this clear rests with the developer.

- *End occupier(s) known, new development* - The occupier should produce a full travel plan

for submission with the planning application. This is because a decision usually cannot be made on the planning application until the local planning authority is satisfied with the provisions made within the travel plan. It should subsequently be implemented upon occupation.

- *Existing occupier extending on site / constructing new premises in borough* - The organisation requiring the development should ideally have an established travel plan, or develop one prior to submitting the planning application. It should subsequently be implemented upon occupation of the new site / extension. It is essential for applicants to discuss travel plan requirements with the Council well in advance.
- *Residential* - travel plans differ from workplace and other institutional travel plans in that they deal with a more varied pattern of journeys from the place of origin. They also generally require that an ongoing travel plan management organisation and structure needs to be put in place, as there is often no single company or institution to continue or coordinate travel plan implementation. The type and content of residential travel plan that is required and deliverable will be dependent on the type, location and scale of the residential development and whether it is part of a mixed use development. Residential travel plans can vary from a package of measures (including site layout and design measures) up to a formal and comprehensive travel plan or framework travel plan where there are subsidiary plans for different uses. Generally residential travel plans would be secured through the planning process with a Section 106 Planning Agreement. The ODPM Circular 05/2005 included provisions that facilitate the securing of maintenance payments, contributions to relevant but larger travel plan schemes or travel plan funds.

6.7 When producing a travel plan there are several factors that must be taken into account. All travel plans should address national, regional and local policies, the Local Transport Plan and the Transport Assessment for the site (if applicable). The production of travel plans will ideally take a partnership approach; the applicant, Council, the Council's Travel Plan Officer and public transport providers will form the core of such a partnership but other parties may also participate in its development. There are some differences in approach depending on the end user of the travel plan.

For workplaces there is a recognised procedure for producing and implementing a travel plan, starting with the transport assessment (if required), an assessment of current travel patterns of all users, current transport provision, and identification of measures. This can be summarised as follows:

- A site audit is a means of gathering data about transport provision for each mode to the site. It should look at pedestrian access (is the pedestrian network well-lit, clear of overgrown bushes, etc.), cyclist access and parking, public transport provision (services, frequencies and the quality of the waiting environment), and car park provision (number of spaces for disabled, visitors, car sharers, employees, etc.).
- A survey of users of the site (usually employees but should include visitors, deliveries, etc.) to be undertaken to ascertain where people are travelling from and how. The Council also expects the organisation to fill in an organisational survey to establish the range of facilities and policies relevant to travel to the site.
- The information gathered can then be used to decide which measures should be included in the travel plan, which should then be submitted in draft form to the Council Travel Plan Officer for comment.
- The travel plan should be submitted with the planning application and will be approved as part of the determination of the application.
- A travel plan is an evolving process, rather than a one off document. Consequently, it should be monitored on an annual basis, and evaluated regularly to assess its effectiveness.

For residential developments the travel plan will take a slightly different form. The stages undertaken in developing a residential travel plan are similar to those

conducted whilst producing a workplace travel plan. However, there are some differences:

- The location of the development in relation to facilities and services, the site layout and design, and uses provided within the development will be particularly crucial to the success of a residential travel plan and must be considered early in the process.
- A wide range of data on the likely needs and travel patterns of the occupiers of the development will be needed in order to prepare the travel plan; this will necessitate the use of accessibility audits and other baseline data (e.g. Census or travel to work surveys). Future travel patterns may also be predicted using analogous information about similar nearby developments.
- Targets need to demonstrate positive change over what would be seen if there was no travel plan, generally based on the Transport Assessment process.
- Mechanisms to encourage sustainable travel patterns and to ensure the long term delivery of the travel plan need to be built into the travel plan from the beginning.
- The draft travel plan is likely to have a wide range of measures and possibly more 'contingency' arrangements in order to allow for future flexibility as occupiers change. It is particularly useful to analyse the likely demographic of residents with respect to patterns of car ownership and use.

Submission, monitoring and review should follow the same format as for other travel plans.

6.8 All travel plans will comprise a 'package' of measures and actions. The Council has published a *Checklist for the Preparation of a Travel Plan*, which, along with *Guidance Notes for Monitoring and Evaluation* and *Example Survey Documents* are appended as Appendix B. Use of this guidance in the preparation of the plan in conjunction with government guidance published online will result in a Travel Plan that is 'fit for purpose'. The following general points should be noted: Plans should identify clearly which organisations are responsible for all elements of the plan, where the financing will come from, and how targets have been developed.

- Plans should set realistic but stretching targets, which reflect Local Development Framework and Local Transport Plan policies and the likely make-up of new occupiers/inhabitants. The Transport Assessment for the site may have used the travel plan to assess predicted trip rates, this should be reflected in the targets. Targets should take account of previous experience of people adopting sustainable transport choices (e.g. in response to travel plans or personalised journey planning).
- Plans should only include measures which developers and partners in the process are capable of delivering and which are likely to have a positive impact on transport behaviour. Lists of measures that lack the means of implementation and a clear plan of action will not be acceptable.
- Plans need clear commitment from the developer for the period of their implementation. This can be demonstrated, for example, by the appointment of a travel coordinator and the setting aside of funding to take the plan forward.
- The commitments established in the Plan need to be enforceable by local authorities under the terms of any planning condition or accompanying S106 agreement. This demands precision and clarity in the way measures are set out in the travel plan.
- Plans need to demonstrate how they will be managed in the longer term. This includes specifying arrangements for the transition of responsibility for the plan from developer to occupiers, residents or other organisations and continuing sources of funding for the plan. This is important as evidence shows that due to staff/resident turnover once targets have been achieved it is still necessary to operate measures to maintain, or improve on the status quo.

'Framework' travel plans for speculative developments may not need to go into as much detail. However, they should include the background, draft objectives and

targets and measures to be put in place during the construction of the development, as well as an undertaking to produce a final travel plan at an agreed time. In addition the framework plan should show how responsibility for production of the plan is going to be passed on to the occupiers of the site. It may be that some form of bond secured by a legal agreement might be the best way of approaching this problem.

The setting of targets is essential. These need to be linked to the objectives of the plan and reflect policies and the transport assessment. There are two types of target; modal share (for example, reduce the number of people driving to work alone by 10% of the modal share by a future date) and milestones (for example, provide cycle parking for 20 bicycles by end of year 1). Targets should be approved by the Council and link into the Transport Assessment. It should be noted that the TA will not be deemed acceptable if it uses trip rates that are unlikely to be achieved under the Travel Plan and measures proposed therein.

Where measures include external bodies such as public transport operators, they should be consulted as early in the process as possible, to ensure that they are able to provide the measures that are required and to the best possible standard.

The occupier must supply to the Council the name of the appointed person/s responsible for the implementation of the travel plan. The Council must also be informed immediately if this contact changes. The Travel Plan Co-ordinator is an essential point of contact for employees. They must be of sufficient seniority to implement the action plan included in the travel plan. The post does not necessarily need to be a new one – smaller organisations may be able to extend the job profile of an existing employee. However, larger organisations (those with more than 500 employees) may need to consider a dedicated post. The Travel Plan Co-ordinator will be responsible for managing, delivering and promoting the travel plan, liaising with the Council, and providing monitoring information as agreed.

Guidance on travel plans in new residential development was published in late 2005 (“Making Residential Travel Plans Work: Good Practice Guidelines for New Development”) and builds on earlier travel plan guidance. The structure of the travel plan should be similar to that for workplaces but the guidance provides a framework for addressing the issues that are particular to residential travel plans. Issues around management of the plan once the developer’s representative is no longer on site must be agreed with the Council at an early stage. A number of management structures may be incorporated such as steering groups, management companies and community trusts.

The measures appropriate to any site specific travel plan will inevitably vary, however in order to make it easier for companies or developers to produce a plan that meets the standards required by the Council a separate document (*Checklist for the Preparation of a Travel Plan*) has been prepared (Appendix B.)

In using the checklist it is hoped that users will identify the measures to be put in place and present evidence of why measures not used are inappropriate at their site. In addition to the Council’s checklist, the Department for Transport has

published extensive guidance and case studies which can be accessed via the DfT website.

Monitoring is critical in determining the success of all travel plans, especially where specific targets have been agreed and to help identify necessary adjustments. Monitoring of the travel plan will be required to be carried out on a regular basis for an agreed period after approval of the travel plan. The requirements of the Council in respect of monitoring are set out in a separate document entitled: *Travel Plans: Guidance Notes for Monitoring and Validation*.

6.9 In straightforward cases, it will be possible to secure a travel plan by use of a planning condition, the wording of which will follow a form similar to that below:

" Prior to the development first being occupied, a Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The plan shall include clear and unambiguous objectives, modal split targets together with a time bound programme of implementation, monitoring and regular review and improvement. The Local Planning Authority shall be informed of and give prior approval in writing to any subsequent improvements or modifications to the Travel Plan following submission of progress performance reports as time tabled in the programme of implementation."

Measures for implementation before the site is occupied (for example the provision of cycle parking) may also be secured in such a way.

Where a planning condition is used, it will comply with the policy guidance in:

<http://planningguidance.planningportal.gov.uk/blog/guidance/use-of-planning-conditions/why-and-how-are-conditions-imposed/>

In more complex cases a travel plan may be embodied in a Section 106 Agreement of the Town and Country Planning Act 1990. This illustrates the applicant's commitment to achieving the provisions and targets set out within the travel plan, and will give the Council greater confidence in what has been agreed. Furthermore, planning obligations offer greater flexibility and allow more complex arrangements that allow money to be paid to the Council and reciprocal arrangements. It is the Council's intention to explore the possibility of using such agreements to secure performance bonds against the Travel Plan for sites where particular difficulties may arise in enforcement. In this case an obligation is preferable because it is negotiated with the developer whereas a condition is imposed.

The Section 106 Agreement needs to state precisely the requirements of the travel plan; clear monitoring arrangements; and explicit actions identified in the case of default or failure to reach targets. Care in drafting is needed to ensure that the Section 106 is enforceable i.e. through the use of negative clauses. For example:

"Development shall not be commenced until a travel plan has been submitted to and approved in writing by the Council."

Where a planning obligation is used to secure a travel plan, it will comply with the law as expressed in the Town and Country Planning Act 1990. In order to promote sustainable transport a figure of approximately £500 per dwelling is proposed to fund a range of measures which might include, but not be limited to:

- Provision of a subsidised public transport ticket
- A discount voucher for a pedal cycle
- Individual or family cycle training
- Provision of an enhanced bus service (larger developments)
- Membership of a car club (where available)
- Provision of a car share group
- Mechanisms to deliver real time public transport information
- Personal journey planning

Examples of wording for Section 106 Obligations can be found in Appendices F, G and H of *'Using the planning process to secure travel plans: Best practice guide'* published by Department for Transport.

Regardless of the article used to secure the travel plan, the monitoring and review process needs to be clearly defined.

Enforcement may be required where:

- Non-compliance with a Section 106 requirement or condition occurs e.g. to implement a travel plan or a particular measure
- Travel plan measures have not met the agreed outcomes or targets and some remedy is necessary
- Some aspect of the travel plan has not operated as intended and needs to be reviewed and revised

Sanctions may be applied to the extent permitted by law in the event of non-compliance with either a s106 agreement or a planning condition, however the Council would view this as a last resort only to be used in the event of a failure to achieve a negotiated resolution.

7. Parking

7.1 In January 2011 a revision of PPG13 was published by government in conjunction with the following announcement on the DCLG website:

"Ministers are today removing national planning restrictions put in place in 2001 that required councils to limit the number of parking spaces allowed in new residential development" and also that:

"Planning Policy Guidance 13: Transport (PPG13), in conjunction with Planning Policy Statement 3: Housing (PPS3), sets out the need for Local Councils to use maximum parking standards for residential development. By ending this requirement Councils will have the freedom to decide how many parking spaces they want to see in new development in their area"

As a result it became sensible to revise the standards for parking provision which had been in operation since 2002. New standards that incorporated the revisions to government's Planning Policy Guidance were published on the council website in April 2011. These are in line with the NPPF (2012) as described in Section 4, paragraph 39. These standards are reproduced here as Appendix C. In the revision of these standards most thresholds for their application have been removed. In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the overall level of publicly available car parking space in the locality.

It is evident that car parking is intimately related to both transport assessments and travel plans. Over-provision of car parking is likely to undermine attempts to promote sustainable travel; where this [sustainable travel] has been relied upon for the prediction of development traffic in the TA it could have serious consequences for the local highway network.

The positioning of parking provision is probably as important as the quantity. The issue of parking design is addressed in the documents *Better Places to Live* and *Better Places to Work in South Yorkshire*. These documents explain the rationale behind the designs and have been agreed by all the South Yorkshire local authorities.

7.2 Residential parking standards have been the subject of considerable debate and research. There have been arguments for a reduction in parking provision where development is close to a public transport hub. However, research conducted in the West Midlands showed no relationship between car ownership levels and proximity to a major public transport facility or town centre for a given size of dwelling. On the basis of this evidence, applications for low or no parking provision will be subject to a greater level of scrutiny and require a high level of justification.

To be acceptable the development would have to be:

- Highly accessible by public transport
- Have good access to local facilities by walking and cycling (e.g. schools, shops, health facilities, workplaces and leisure opportunities)
- Within a controlled parking zone
- Provide access to car club cars (or other such measures)

The table below outlines the process of calculating the amount of parking that must be provided in a residential development.

Order	Operation	Comment
1	Calculate the minimum parking requirement	Refer to Council standards
2	Adjust according to local circumstances	Look at location factors

3	Adjust to take account of garages provided	Justify figure based on likely use*
4	Calculate unallocated parking requirement	
5	Calculate disabled parking provision	Must conform with standards
6	Calculate cycle parking provision	Refer to Council standards
7	Calculate operational parking requirements	Include provision for visitor parking
8	Agree provision with Highways DC	It is important that an agreed figure is used as input to the TA/TP

- Research in the West Midlands indicate only 40% of people with access to a garage use it for parking

With respect to residential developments the Council expects developers to conform to the minimum standards defined in Appendix C. several other conditions apply specifically to residential development:

- The minimum length of a parking bay between the highway boundary and a garage door to be 6 metres.
- Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking at the ratio of 1 space per 4 dwellings.
- Where the size of the development warrants a large number of visitor parking bays, accessible parking bays will be provided following agreement with Highways DC.

Whilst the provision of car parking is unlikely to promote sustainable modes of transport, the reduced likelihood of on street/pavement parking is greatly reduced, leading to a better environment for walking and cycling.

7.3 In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.

Rotherham town centre has a number of public car parks, both long and short stay and as such it may not be necessary to provide additional parking as part of the development. In the other town and suburban centres in the borough, the parking supply is variable and consideration will be given to local conditions when parking requirements are agreed for developments. Where development is proposed in town or local shopping centre locations sustainable access will be a consideration in the process of agreeing car park provision.

7.4 Vehicle parking standards for land use classes other than residential are also laid out in Appendix C. It should be noted that these are maximum standards which represent the highest level of parking provision that will be allowed for each use class. Since the Council wishes to encourage sustainable development these levels of parking provision should not be seen as obligatory, however a low level of parking provision that may lead to off-site parking will be challenged and the

proposals cross-referenced against the data provided in the transport assessment, as well as the assumptions made in the Travel Plan.

The standards are based on those which were published as part of PPG13 and modified to make them simpler to use in practice without encouraging attempts to bring in buildings marginally below the threshold values.

7.5 The required level of parking provision for people with impaired mobility is set out in the council's parking standards. Parking bays for disabled people should be located at the closest suitable point to an accessible entrance to the facility. In any instance the bays should be no more than 50 metres from an accessible entrance (which is considered the maximum distance for people with walking difficulties). As above, where parking facilities are not possible on site consideration should be given to providing an entrance that is accessible from within 50 metres of a blue badge bay off site. Alternatively a drop off point should be considered where it is on level ground and close to an accessible entrance. In multi-storey car parks the parking provision for disabled people should be on the same level as the pedestrian access point to the facility, or where this is not possible a lift should be provided nearby that is suitable for wheelchair users.

Steep gradients often present challenges for designing access arrangements, and this is particularly so in parts of Rotherham. As far as possible the route from the bay to the entrance should be level. Where this is not possible a ramp should be installed to enable the lowest practical gradient. BS8300 provides details on the limits to the length, height and gradient of different options for ramps. Dropped kerbs with tactile paving should be provided at any crossing points on the way to the entrance to the facility. Where footways are level with the carriageway there should also be tactile paving provided to demarcate them.

Signs should be provided to direct drivers to the designated bays. Where the route to the entrance is not immediately obvious signing should also be provided accordingly.

It is essential that parking bays are of an appropriate size to enable people to operate wheelchair lifts or other equipment from the side or the rear of the vehicle. The required dimensions for are provided in BS 8300. Bays should be marked clearly with a wheelchair symbol and if the car park is not under cover a raised sign should be placed at the head of the bay as surface markings may be obscured by snow fall or leaf litter.

7.6 Parking for Cycles should be provided in line with council standards, developers will be expected to demonstrate that excellent cycle parking facilities are to be provided. In designing cycle parking the following should be considered:

- Is it overseen and close to a building's entrance? Being visible to passers by increases the level of security of the parking.
- Is the parking provision distributed correctly? Although a centralised location may be suitable for some sites, distributed parking may be more appropriate for large sites with several entrances.

- Is the parking easy to locate? Clear signage, both directional to the site and on the site of the parking itself, will enable the cycle parking to be found easily.
- Does the site feel secure to use? Good levels of lighting will encourage use at different times of day and CCTV cameras maybe appropriate in some locations, especially when parking is in long term use.
- The type of parking provision should be appropriate to its function. Ideally short stay provision should be in the form of Sheffield stands covered by some form of canopy. Long stay provision may take the form of secure lockers or a secure covered cage. In all cases parking that only allows part of the bike to be secured should be avoided
- Cycle parking should be incorporated into the design from the start, rather than added on as an afterthought.

The current cycle parking standards will be applied to all new developments, however some discretion will be applied to avoid over or under supply where the nature of the development warrants it.

7.7 Powered two-wheeler (motorcycle and scooter) parking should be provided in all developments to encourage the use of smaller vehicles which reduce congestion on the roads. Many PTWs also produce lower levels of harmful exhaust emissions than cars.

The type and location of parking for PTWs has not been the subject of council guidance in the past, however this document provides advice to developers on what the council considers to be best practice.

Motorcyclists enjoy the accessibility that their motorcycles can provide. The size and manoeuvrability of a motorcycle often allows the rider to park closer to their final destination than would otherwise have been possible with a private car. This is an important factor that needs to be taken into account when planning motorcycle parking. Well designed motorcycle parking bays located away from riders' typical destinations will not be used if a rider can find somewhere else to park that provides better accessibility.

Given that motorcycles are prone to theft, riders are more confident parking in locations that are overlooked, e.g. at the front of buildings next to a busy entrance. The greater the number of motorcycles parked, the greater the turn over of spaces and riders returning to their motorcycle providing casual surveillance for other riders.

Motorcycles, scooters and mopeds can vary considerably in size. The larger the motorcycle, the larger the footprint and demand for parking space. An individual parking bay, large enough to accommodate even the largest motorcycles should ideally measure 2.8 x 1.3 metres. These dimensions should be used when individual parking bays are being marked out within a site.

Where demand for motorcycle parking is high, it is recommended that the site is marked out, but individual bays are not. This allows space to be used more efficiently, each motorcycle, whatever its size, occupies a space no more than is

absolutely necessary. Ideally, motorcycle parks should have dedicated closed circuit television. Similarly, motorcycle parks should have dedicated security lighting. This can help reduce theft and provide the rider with greater personal security. Where this is not feasible, motorcycle parks should be located in well lit areas. Motorcycle parks are also generally more secure in locations where people frequently pass by providing casual surveillance. Wherever possible, motorcycle parking bays should also be covered.

The risk of theft can most effectively be reduced through the provision of anchor points. Anchor points provide the rider with something robust for them to chain their motorcycle to. Anchor points can be either upright or at ground level. A ground level anchor point is positioned either below, or level with, the hard-standing surface often concealed by a hinged steel plate. The plate is raised by the user, allowing the loop to be lifted up and the rider's own lock to be passed through. When deciding the design of a ground level anchor point, consideration should be given to whether they may present a tripping hazard especially if damaged or left upright by a rider. Ground level anchor points are more complicated in their design - as a result they are more prone to failure.

Upright anchor points consist of a horizontal bar placed about 30-60 cm above ground level. For on-street parking this would be parallel to the kerb, in off-street locations this could be either attached to a wall or free standing. Freestanding bars can present a trip hazard, though this can be overcome if provided as an integral part of pedestrian railings or similar.

The number and type of PTW parking spaces should be agreed with officers at an early stage. If PTW use forms part of the travel plan, the target levels should inform the volume of parking provision.

APPENDICES

APPENDIX A: Transport Assessments

This appendix has been extracted in full and is unmodified from DCLG/DfT Guidance on Transport Assessment (March 2007), it should be read in conjunction with that document. As pointed out in the first paragraph below, the thresholds should not be read as absolutes.

Indicative thresholds for transport assessments

These thresholds are for guidance purposes and should not be read as absolutes. Local authorities may interpret them in light of their own circumstances. There are several qualitative factors that need to be taken into account and that are not captured by this document. There will also be site-specific issues that assessments will need to cover.

In some circumstances, a TA may be appropriate for a smaller development than suggested by the thresholds. In others, a TS may be appropriate for a larger development than suggested by the thresholds. Early pre-application discussions between a developer and the relevant authorities are strongly recommended. In these, it is important for highway authorities to combine the appropriate quantitative and qualitative thresholds in deciding the level of assessment that may be required.

Thresholds based on size or scale of land use						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
1	Food retail (A1)	Retail sale of food goods to the public – food superstores, supermarkets, convenience food stores.	GFA	<250 sq. m	>250 <800 sq. m	>800 sq. m
2	Non-food retail (A1)	Retail sale of non-food goods to the public; but includes sandwich bars – sandwiches or other cold food purchased and consumed off the premises, internet cafés.	GFA	<800 sq. m	>800 <1500 sq. m	>1500 sq. m
3	A2 Financial and professional services	Financial services – banks, building societies and bureaux de change, professional services (other than health or medical services) – estate agents and employment agencies, other services – betting shops, principally where services are provided to visiting members of the public.	GFA	<1000 sq. m	>1000 <2500 sq. m	>2500 sq. m
4	A3 Restaurants and cafés	Restaurants and cafés – use for the sale of food for consumption on the premises, excludes internet cafés (now A1).	GFA	<300 sq. m	>300 <2500 sq. m	>2500 sq. m
5	A4 Drinking establishments	Use as a public house, wine-bar or other drinking establishment.	GFA	<300 sq. m	>300 <600 sq. m	>600 sq. m
6	A5 Hot food takeaway	Use for the sale of hot food for consumption on or off the premises.	GFA	<250 sq. m	>250 <500 sq. m	>500 sq. m
7	B1 Business	(a) Offices other than in use within Class A2 (financial and professional services) (b) research and development – laboratories, studios (c) light industry	GFA	<1500 sq. m	>1500 <2500sq. m	>2,500 sq. m

Thresholds based on size or scale of land use (continued)						
	Land use	Use/description of development	Size	No assessment	TS	TA/TP
8	B2 General industrial	General industry (other than classified as in B1), The former 'special industrial' use classes, B3 – B7, are now all encompassed in the B2 use class.	GFA	<2500 sq. m	>2500 <4000 sq. m	>4000 sq. m
9	B8 Storage or distribution	Storage or distribution centres – wholesale warehouses, distribution centres and repositories.	GFA	<3000 sq. m	>3000 <5000 sq. m	>5000 sq. m
10	C1 Hotels	Hotels, boarding houses and guest houses, development falls within this class if 'no significant element of care is provided'.	Bedroom	<75 bedrooms	>75 <100 bedrooms	>100 bedrooms
11	C2 Residential institutions - hospitals, nursing homes	Used for the provision of residential accommodation and care to people in need of care.	Beds	<30 beds	>30 <50 beds	>50 beds
12	C2 Residential institutions – residential education	Boarding schools and training centres.	Student	<50 students	>50 <150 students	>150 students
13	C2 Residential institutions – institutional hostels	Homeless shelters, accommodation for people with learning difficulties and people on probation.	Resident	<250 residents	>250 <400 residents	>400 residents
14	C3 Dwelling houses	Dwellings for individuals, families or not more than six people living together as a single household. Not more than six people living together includes – students or young people sharing a dwelling and small group homes for disabled or handicapped people living together in the community.	Dwelling unit	<50 units	>50 <80 units	>80 units
15	D1 Non-residential Institutions	Medical and health services – clinics and health centres, crèches, day nurseries, day centres and consulting rooms (not attached to the consultant's or doctor's house), museums, public libraries, art galleries, exhibition halls, non-residential education and training centres, places of worship, religious instruction and church halls.	GFA	<500 sq. m	>500 <1000 sq. m	>1000 sq. m
16	D2 Assembly and leisure	Cinemas, dance and concert halls, sports halls, swimming baths, skating rinks, gymnasiums, bingo halls and casinos. other indoor and outdoor sports and leisure uses not involving motorised vehicles or firearms.	GFA	<500 sq. m	>500 <1500 sq. m	>1500 sq. m
17	Others	For example: stadium, retail warehouse clubs, amusement arcades, launderettes, petrol filling stations, taxi businesses, car/vehicle hire businesses and the selling and displaying of motor vehicles, nightclubs, theatres, hostels, builders' yards, garden centres, POs, travel and ticket agencies, hairdressers, funeral directors, hire shops, dry cleaners.	TBD	Discuss with appropriate highway authority	Discuss with appropriate highway authority	Discuss with appropriate highway authority

Thresholds based on other considerations				
	Other considerations	TS	TA	TA/TP
1	Any development that is not in conformity with the adopted development plan.			✓
2	Any development generating 30 or more two-way vehicle movements in any hour.		✓	
3	Any development generating 100 or more two-way vehicle movements per day.		✓	
4	Any development proposing 100 or more parking spaces.		✓	
5	Any development that is likely to increase accidents or conflicts among motorised users and non-motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✓
6	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✓	
7	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✓	
8	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA).		✓	

Appendix B: Travel Plans



DCR/8

Checklist for the Preparation of a Travel Plan

Revised July 2007

**Transportation Unit,
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1. Introduction

This checklist outlines the basic elements of a Travel Plan that will satisfy the requirements of planning conditions made by the Council. Generally a Travel Plan is required only where the size of development is considered likely to have a significant traffic impact. Rotherham is committed to sustainable development within the Borough and has taken care to make Travel Plan conditions only where this is reasonable and likely to help in the implementation of the objectives of the Local Transport Plan. Through a process of consultation with neighbouring authorities and taking account of the Department for Transport's best practice guide, we have assembled the following checklist of the main elements of a Travel Plan. The guidance is aimed at anyone in charge of travel plan preparation, additional help is available through the Transportation Unit.

2. Considerations

The formulation of a travel plan needs to be site specific, whilst the checklist below covers the main considerations in developing a plan, innovative measures are always welcomed. Please feel free to copy this checklist to assist in the preparation of your Travel Plan.

2.1 BEFORE YOU START

Scope & Format

- Has the scope of the plan been identified? e.g. One Travel Plan covering multiple sites/organisations, Travel Plan for a single organisation, multiple travel plans for one large organisation
- Has the format of the TP document been considered? It is important that it is clear and useful to include a contents page, an executive summary, clearly titled chapters and appendices containing detailed information. It should also include the date produced, name of the author and where further copies can be obtained and have a title.
- Is the type of your document appropriate to its intended audience? A formal and comprehensive report is suitable for the Local Authority and management but you may wish to produce an illustrative brochure for your site users e.g. your staff, visitors and customers.

2.2 INTRODUCTION / SCENE-SETTING

Background to the Site / Organisation/s

- A site audit will gather all the relevant information including descriptions/maps of; geographical location, physical characteristics of site, existing infrastructure, site accessibility, number of car parking spaces, location of bus/rail/tram stops, organisational history, organisation structure, number of staff/visitors/customers (total, maximum on site at any one time), nature of operations included including hours, shift patterns, annual shutdowns/holidays?

2.3 TRAVEL POLICY & OBJECTIVES

Policy (the “Employer/Organisational Survey” will help with this)

- Has a clear policy on Travel and Transport been formulated?
- Does the Travel Plan refer to current best practice in Travel Plan development? Including national and local policy guidance. If undertaken have findings from transport/environmental assessments been considered?

Objectives

- Are the objectives of the Travel Plan identified and clearly stated? e.g. to address organisational issue (i.e. to assist in recruitment, improve site access), to address a specific local transport issue, to improve relations with neighbours, to meet a national responsibility, to address local or global environmental concerns, to satisfy a planning requirement, to contribute to gaining company accreditation e.g. environmental management systems (EMAS ISO 140001), Investors in People
- Does the plan consider all aspects of travel: i.e. commuter, business, fleet, supply, visitors, customers?

2.4 ROLES & RESPONSIBILITIES

Management Support

- If the company/organisation has a parent, does the head office support the travel plan, are there opportunities to implement measures developed at other sites?
- Is there a signed statement included from the Managing Director or equivalent?
- Is there a clear commitment from senior management across different departments e.g. integration of the process into existing management procedures and personal participation

Travel Plan Delivery

- Have the processes of implementation been identified and described? e.g. set up a steering group, designate a co-ordinator, identify reporting procedures, specify time-scales and responsibilities for delivery assigned?
- Is there widespread support for implementation, the Travel Plan should not be reliant upon one person but involve staff members, union representatives, key decision-makers and management.
- Have resources been estimated and identified? e.g. a proportion of development costs, specific amount identified, % of full time equivalent post dedicated to implementation

2.5 TRAVEL PLAN TARGETS

Targets

- Does the plan contain clearly specified targets that are measurable, realistic and time-bound?
- Are targets based on modal shift and compatible with targets set out in the South Yorkshire Local Transport Plan i.e. car use to new developments to be

no more than 60%. Additional targets can be specified following the establishment of travel patterns or be related to specific measures.

2.6 TRAVEL PLAN INITIATIVES AND MEASURES

Travel Plan Measures

- Does the plan include measures related to the following: walking, cycling, motorcycling, all forms of public transport, employer provided transport (works buses), taxis, car sharing, car use (parking, mileage rates, company car policies/user status) and measures reducing the need to travel (tele-working/home-working, greater use of ICT, on site facilities)?
- If particular measures are not addressed, has this been justified?

2.7 MANAGING THE TRAVEL PLAN

Monitoring/survey details (Minimum standards set out in “Guidance Notes for Monitoring & Validation [RMBC 2007]”)

- Does the plan include a description of monitoring/survey methodology? e.g. travel surveys including sample size, frequency and collation of responses, plus other methods such as monitoring usage of facilities, take up of incentives, feedback from staff i.e. user discussion groups, travel diaries. Examples of the type of survey required with the mandatory questions are available from the Transportation Unit.
- Analysis of results, have they been validated / weighted in any way, what degree of confidence is there in the results, what was the sample size?
- Evaluation, how will results be used? e.g. baselines identified, future trends forecast, to inform future travel plan development, evaluate the effectiveness of individual measures and the plan overall.

Review of progress

- What action will be taken if targets are not met and objectives not achieved, what improvement will take place and who will be responsible for this and over what time-scales?

External Audit

- Will the plan meet external audits e.g. the local authority, other local organisations at conferences/seminars/presentations, customers/clients, neighbours, other bodies e.g. EMAS, ISO 14001,

2.8 COMMUNICATIONS – INTERNAL & EXTERNAL

Marketing

- Does the plan outline a promotion strategy?
- How will different groups be targeted? e.g. Travel workshops, road-shows, exhibitions, competitions, incentives, rewards, newsletters, magazines, intranet/Internet, brochures, induction packs, prospectuses, local media, posters, community newsletters, industry journals

Information and training

- Does the plan identify ways in which its progress will be reported to staff, management and the local authority? e.g. magazine, newsletter, emails, reports, internal memos', intranet/Internet.
- Training is a good way to ensure Travel Plan measures are both implemented and communicated.

2.9 WIDER BENEFITS

Networks

- Does the Travel Plan identify how it will benefit and involve the wider community? e.g. promote use of local amenities, improve local conditions, join existing groups e.g. local community, environmental or residents' groups; or support or play a lead role in the set up of a travel plan network i.e. all occupants of a site.

Partnerships

- Does the plan include details of any partnerships e.g. shared car parking with neighbours, discounts with local cycle retailers, public transport operators, local taxi firms, car rental/lease firms, travel agents, joint working with other agencies i.e. the police, education/training /regeneration agencies, the health authorities etc

Influencing others

- Does the plan look at the environmental credentials of the organisation's suppliers / contractors and other partners, does the travel plan share best practice and lead by example?

3. Further Assistance

If you need more help with setting up a Travel Plan or help in finding additional information sources please contact:

Steve Brown (01709) 822186 or email stephen.brown@rotherham.gov.uk



Travel Plan Monitoring Guidance Notes and Schedules

Revised July 2014

**Transportation Unit,
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Monitoring Guidance Notes

Contents	Page
1. MONITORING TRAVEL PLANS – COUNCIL POLICY	3
2. THE MONITORING SCHEME	4
3. GUIDANCE ON COLLECTING EVIDENCE – NON RESIDENTIAL	5
4. GUIDANCE ON COLLECTING EVIDENCE - RESIDENTIAL	6
5. VALIDATION	7

These guidance notes and schedules are intended to provide clarification on the standard monitoring procedure of travel plans conditioned in support of planning applications, and should be read alongside the document “A Checklist for the Preparation of Travel Plans” (DCR08)

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1. MONITORING TRAVEL PLANS

Introduction

This is the Council's monitoring scheme referred to in the planning condition, which sets out how individual organisations will be required to monitor the effectiveness of their travel plans. The travel plan will normally be specific to a particular site in the aims, objectives and targets set and the measures implemented, whilst the monitoring methodology should be consistent irrespective of the site.

Aim of the scheme

The aim of this scheme is to ensure that monitoring data is consistent for all travel plans conditioned for new developments.

Objectives

- That all adopted travel plans implement a robust monitoring strategy by following the prescribed monitoring regime.
- That the effectiveness of travel plans in achieving modal shift can be evaluated by monitoring.
- That travel plans achieve their aims and objectives and that this can be audited by means of monitoring.

Benefits

The use of a standard monitoring schedule will benefit the organisation in the following ways;

- It will reduce the workload of the organisation's Travel Plan co-ordinator.
- It is simple to follow.
- The future requirements are mapped out.
- An action plan detailing the monitoring, promotional events and implementation measures will be easy to devise based on the schedule.
- It will satisfy the applied condition.

It will benefit the Council in the following ways;

- All data collected will be comparable across the Borough, providing a measure of the effectiveness of travel plans.
- It will enable the Council to comprehensively report on the effectiveness of travel plans in demand management.
- The new scheme will promote the understanding of the Council's requirements in the organisation.
- It will enable the Council to report figures in a format consistent with the other authorities in South Yorkshire.

Review

This monitoring scheme will be reviewed from time to time to reflect government requirements and policy adopted through the South Yorkshire Local Transport Plan.

2. THE MONITORING SCHEME

The monitoring scheme sets out actions that need to take place regularly, and this is detailed in the accompanying schedules. This will not only ensure information is consistent; it will also allow accurate analysis and comparison.

Monitoring schedules

In the first instance the schedule that applies is dependant on the type of development, whether it is non-residential or residential. There are four **non-residential** schedules that are identical in content. Each relates to the time of year the development will be occupied, and therefore differ in dates for monitoring and reporting. In all non-residential developments monitoring will be carried out at six monthly intervals for the first five years. At five years the travel plan will undergo a comprehensive review

There is one **residential** schedule and its implementation timescale is subject to occupancy levels and size of development – this is set out in the schedule. In the first year monitoring takes place at three months, six months and one year; thereafter it reverts to six monthly

Portfolio of Evidence

In following the monitoring schedule a portfolio of evidence will be prepared. The portfolio of evidence will be required for submission to the local authority to be validated annually within one month of the annual or snapshot survey date, and should include the following:

2.1. Evidence of data collection and feedback

- Travel survey results and analysis and supporting evidence such as sample questionnaires and a spreadsheet detailing the results including comparison to previous data where applicable.
- Any resulting increase in awareness, or examples of change to other travel modes/reducing travel. (individual testimonies/anecdotes)
- A summary of travel related comments/issues.
- Snap shot results and comparison to previous snapshots where applicable.

2.2 Evidence of promotion

- Details of events, literature and how sustainable travel has been and will be promoted using branded materials – travel to work events, transport information pack, intranet etc.

2.3 Evidence of implementation

- Include details of measures implemented/abandoned/proposed – photos, plans etc.
- Any other relevant information.

2.4 Future Actions

- Action Plan based on data collected and analysis; detailing planned events, key dates, initiatives and measures to be implemented, whose responsibility that will be and contact details.

3. Guidance on collecting evidence (Non-Residential)

Standard forms are available from transportation@rotherham.gov.uk. Organisations can use a variation of these forms if appropriate but **must collect all mandatory data** as indicated on the forms. If the survey is carried out face to face, then multiple surveyors will all need to be briefed to ensure questions are all asked in the same way. It is important that surveyors do not influence the respondents' answers.

All surveys (staff, organisational and visitor) and snapshots to be carried out in core working hours **avoiding Mondays, Fridays and school holidays, lunch periods, shift changeovers.**

The survey questions that need to be asked to gather the information that must be collected for all surveys can be found on the council website at: www.rotherham.gov.uk

3.1 Full Travel Survey and audit including all site users

An agreed full travel survey should be carried out prior to, or at, occupation depending on circumstances¹. The survey should be repeated after one year and then every two years (i.e. years one, three and five).

3.2 Snapshot Travel survey

To be conducted at years two and four.

Snapshot surveys act as interim monitoring to ensure the travel plan is being progressed and goals attained, leading up to each review.

A comparison should be made to baseline and annual survey results.

3.3 Car Park snapshot ²

Car park should be surveyed over four days in a two-week period

3.4 Car Share snapshot

Spaces should be surveyed on one day only.

3.5 Cycle snapshot once/year

Cycle storage should be surveyed over four days in a two-week period.

3.6 Administrative analysis

To be collated once a year and should include % change in business mileage, % of employees working from home, the availability and take up of teleconferencing plus analysis of the outcomes.

3.7 Travel related issues

To be recorded throughout the year and collated once a year

Who does the monitoring?

The monitoring is to be carried out by a senior member of staff³, a suitably qualified transport consultant or the designated workplace travel plan co-ordinator

¹ Surveys should be carried out at the following times: Existing occupants – as early as possible to inform the travel plan; Relocating occupants – at least two months prior to relocation. Ask staff how they currently travel to work, and how they think they will be travelling. At this point staff should be made aware of the travel plan and travel options. New occupants – travel plan and options will need to be explained at interview stage. All new recruits should be surveyed on travel arrangements prior to employment. A full travel plan survey will then take place no later than one month after occupation.

² All snapshots should take place once a year

³ A senior member of staff should be one that has responsibility for a group of staff, a senior personnel/HR officer or a representative from an environmental department, or estates / facilities manager.

4. Guidance on collecting evidence (Residential)

For all surveys and counts **avoid Mondays, Fridays and school holidays**

The residential schedule reflects the fact that, for many developments, completion and occupation are staggered and also the different nature of residential travel plans, as targeted journeys will be not only for work but also for leisure and other purposes.

4.1 Full Travel Survey

To be carried out at the time set within the schedule (which is dependant on the number of units and the level of occupation). A standard survey can be found at: www.rotherham.gov.uk/graphics/Environment/Transport/Travel+Plans/

4.2 Trip Generation

Count to be conducted during one morning peak hour⁴ over a two-day period within one week at key access points, only counting those exiting the site

The length of the counts depends on the number of site access roads⁵. Automatic counters do not account for vehicles with multiple occupants, and their use will be subject to discussion between Rotherham Metropolitan Borough Council and the organisation responsible for monitoring the travel plan (please see who section for further details)

4.3 Car club and Car (Lift) Share update

Conducted on one day, you will need to contact the car club operator and car share database administrator to obtain the relevant information – numbers signed up, and for car sharing any potential/actual matches.

4.4 Cycle/pedestrian count

Similar to trip generation but only count cyclists and pedestrians.

Counts should where possible take place at the same time as the trip generation counts, if this is not possible the trip generation guidelines still apply.

4.5 Site overview (one day)

Conducted on one day – general assessment of the parking situation, footpaths, overhanging vegetation, street lighting etc

4.6 Promotion

Collate promotion materials used to highlight travel plan measures once per year

4.7 Implementation

Collate details of plan measures implemented and evaluate effectiveness and updated action plan once per year

Who does the monitoring?

The monitoring will be carried out by one of the following; a senior member of the management company or developer, an approved transport consultant, the designated travel plan co-ordinator, estates and / or facilities

⁴ Count times should be one of the following and should be the same for each count

7.30am – 8.30am or 7.45 am-8.45am

⁵Count length per access road

1 Access road – count for 1 hour

2 Access roads – count each for half an hour

3 Access roads – count each for twenty minutes

5. Validation

It is important that all the collated information is validated so that the local authority can approve the monitoring process. Validation will ensure that the information collected is accurate, credible and consistent.

Failure to collate and validate the information will constitute a breach of the planning condition and be subject to enforcement action.

There are two validation options available for organisations:

5.1 Option 1

Employ a suitably qualified consultant (other than the monitoring consultant) to check and validate the collated documents. Once validated, the documents are forwarded to the Transportation Unit for approval.

5.1 Option 2

Submit the collated documents to the Transportation Unit for validation and approval. There will be a charge for this service. If this option is selected, the cost is subject to the size and type of development.

All the requested information detailed in the monitoring schedule will be subject to a standard checklist. Each item will be checked by the approved consultant/ Transportation Unit. Omissions should be noted and accompanied by a justification for non-submission.

The Department for Transport's Smarter Choices research found that travel plans have the potential to achieve a modal shift of between 10 – 30%. In order to monitor the modal shift, targets are set in the Travel Plan at the development stage, based upon the initial survey findings. The subsequent travel surveys and traffic counts will be used to monitor how successful an organisation has been in achieving these targets. Following on from monitoring results, the targets will be reviewed and, if necessary, amended.

It is expected that the findings from the travel survey and traffic counts should fall within a narrow (no more than $\pm 2\%$) range of the agreed targets. This range will be subject to the measures implemented; the nature of the business; and other external factors, such as bus service alterations, industrial action and adverse weather conditions.

If results fall below the target and the agreed range, then discussions will be held with the Council's Transportation Unit to examine the discrepancy and seek justification. In addition to this, if it is found that there are gaps in the information/evidence, an explanation will be required and an action plan will need to be developed showing how the data will be collected along with key dates.

Without prior notice the Council may carry out random checks to determine the accuracy of validation data provided.

5.3 Travel Plan Validation Checklist

The following items will need to be included in the portfolio of evidence

Non-Residential	Residential
5.31 DATA COLLECTION	
Full Survey results Modal split Sample Response rate Updated targets Survey form	Full Survey results Modal split Sample Response rate Updated targets Survey form
Snapshot results Car Parking Cycle Parking Car Sharing Snapshot survey	Trip Generation count results, full and interim
	Car Club and car (lift) share numbers
	Personalised Travel Planning update
	Site overview statement
Anecdotal evidence of change/increase in awareness	If applicable results of either household survey/sample travel diaries/travelsmart results
Summary of travel issues/comments plus steps taken to address.	Take up of discounted travel passes, if applicable.
5.32 PROMOTION	
Enclose promotional literature and materials promoting Walking, Cycling, Public Transport, Car Sharing, Flexible Working, reducing the need to travel, travel events, induction pack, sample intranet pages, future promotional ideas, travel correspondence, press coverage, travel related competitions	Enclose promotional literature and materials promoting Walking, Cycling, Public Transport, Car Sharing, home deliveries, travel events, welcome travel pack, future promotional ideas, travel correspondence, press coverage, travel related competitions
5.33 EVIDENCE OF IMPLEMENTATION	
Detail of measures implemented/abandoned/proposed – photos, plans	Detail of measures implemented/abandoned/proposed – photos, plans
Any other relevant information	Any other relevant information
5.34 FUTURE MEASURES	
Updated action plan	Updated action plan



Travel Plans: Example Survey Documents

**Transportation Unit,
Planning & Transportation Service,
Rotherham Metropolitan Borough Council,
Riverside House,
Rotherham
S60 1AE**

Introduction

The following documents have been developed as a result of discussions between the four local authorities in South Yorkshire (Barnsley MBC, Doncaster MBC, Rotherham MBC and Sheffield CC) to illustrate the minimum requirements for survey information to be used in a travel plan.

The workforce surveys have been developed with a number of factors in mind. The main consideration was the ease with which the survey could be filled in by a wide range of personnel. Many traditional travel plan surveys have been overly long, with conditional or open questions. The Council takes the view that traditional surveys discriminate against those who are educationally challenged or have difficulty with reading. These surveys are formulated in a way that asks a small number of simple questions that are mostly answerable with a simple tick or a number. The length of the survey has been kept to a minimum to reduce the time/cost implications for the business.

The Employer/Organisational Survey is designed to capture the policies and information that an organisation already has that are pertinent to and may form the basis for the travel plan. Employers will almost certainly hold information on a variety of different travel-related processes such as mileage claims and home postal codes of employees. Concerns over demonstrating that the company is environmentally aware should be a prime driver for development of a travel plan. A comprehensive travel plan is essential for business efficiency and would form part of a portfolio of evidence for environmental accreditation (e.g. ISO 14001, EMAS).

When to carry out a survey

The first survey should be carried out prior to or at occupation depending on circumstance. For full details see "Guidance Notes for Monitoring & Evaluation" Section 3.

How to carry out a survey

Whilst it is not the intention of this document to dictate how an organisation surveys its workforce, there are a number of factors that should be borne in mind.

Rewards, in the form of a small prize have been shown to increase participation in a travel to work survey. This increases the response rate and makes the sample size more representative of the workforce as a whole.

Some companies prefer to get an outside body to carry out the survey. In very large organisations this may provide cost/time savings and a ready made report that can be validated and used as the basis for determining actions in the travel plan. Smaller companies may find it easier and cheaper to carry out the survey through their personnel function.

There are a number of factors to bear in mind when designing a survey method. An online survey may be attractive in terms of data capture/handling, but would not be appropriate unless all staff had access to a computer linked to an intranet or the

internet. Sometimes a mixture of online/paper surveys is appropriate and at others an all paper survey works best.

Between full surveys it may be appropriate to carry out snapshot surveys, both across the workforce and of specific aspects of the travel plan (e.g. cycle parking usage. See “Guidance Notes for Monitoring & Evaluation”).

What to do with the results

The council has developed a spreadsheet that will capture all of the relevant data for the travel plan. The survey results should be entered into this either electronically or by hand. If the data is entered electronically the spreadsheet will work out the relevant statistics automatically and show year on year trends.

The results should then be validated and submitted to the Council’s Transportation Unit for discussion with regard to future actions in the travel plan.

Other resources

If an organisation not wish to use these survey forms there are a number of other methods available:

- Design your own – this may be appropriate if there are other questions you wish to ask your workforce, however the basic questions in the Council survey must be asked.
- Get help from Travel South Yorkshire www.TravelSouthYorkshire.com who can be contacted by telephone on **0114 2211444**. They have considerable experience in surveys for travel plans and can also provide public transport information.
- Employ consultants – often a high cost solution but likely to be able to offer cost savings in a larger organisation, where they may already be providing expertise in other areas. Also will be able to offer detailed interpretation in the context of the travel plan.

Use of Survey Documents

The council allows the use of these documents for appropriate purposes within the boundary of the Metropolitan Borough of Rotherham. The documents should not be used outside this area without appropriate acknowledgement of the South Yorkshire Travel Plan Officers Group as their originator.

Further Information

For additional information please contact:

Steve Brown tel. 01709 822186

Stephen.brown@rotherham.gov.uk

Workplace Travel Plan Survey

Q1 - What is your full home postcode? _____

Q2 – How far in miles do you travel to work? _____ miles

Q3 - How long does it normally take you to do this journey? _____ hrs _____ mins

Q4 - Do you work early or late shifts? Early Late

(Early shift – starting at 6am or before; Late shift – starting at 6pm or after)

Q5 - How do you travel from home to work?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q6 - How do you travel if your first choice is not available?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Snapshot Survey

Q1 - What is your full home postcode? _____

Q2 - How did you travel in to work today?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q3 - If you drive on your own would you consider choosing another form of transport to travel in to work?

	To work	From work
Car	<input type="checkbox"/>	<input type="checkbox"/>
Carshare	<input type="checkbox"/>	<input type="checkbox"/>
Public Transport	<input type="checkbox"/>	<input type="checkbox"/>
Cycle	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Park and Ride	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorcycle	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Q4 - Are you aware of the travel plan and how it could benefit you?

Yes No



Employer/Organisational Survey

Please complete the following questionnaire for your specified site and return to:

Organisation Name _____

Site Address (incl. postcode) _____

Questionnaire completed by _____

Name _____ Job title _____

Email _____ Tel No. _____

Staffing

Q1 – Number of employees: Full time _____ Part time _____

Q2 - What are the shift/working patterns and how many work each particular shift/pattern?

Q3 - % of employees who have access to the internet/pc _____

Q4 - Please attach all staff home postcodes.

Q5 - What percentage of the workforce fit into the following three categories in terms of travel for work purposes?

Essential users % Regular % Occasional %

Q6 - Are pool cars/vehicles provided? If yes how many of each, and how are they allocated?

Visitors

Q7 - Approx number of visitors/customers/patients per week. (Please see separate visitor survey) _____

Policy

Q8 - What is the organisation's environmental policy?

No such policy exists

The policy is attached

Q9 - What is the organisation's business travel policy – mileage rates for each mode, distances etc?

No such policy exists

The policy is attached

Q10 - What is the organisation's fleet/driving policy – vehicle replacement, driver training, use of taxis?

No such policy exists

The policy is attached

Q11 - What is the organisation's policy on flexible working (flexi time, compressed working, home working)?

No such policy exists

The policy is attached

Q12 - What is the organisation's car park management strategy (permits, charging, preferential spaces, rota)?

No such policy exists

The policy is attached

Q13 - What is the organisation's policy on deliveries and suppliers in terms of transport?

No such policy exists

The policy is attached

Q14 - What is the organisation's policy on visitors in terms of travel (designated spaces, how to get here information)?

No such policy exists

The policy is attached

Facilities

Q15 - What facilities do the organisation currently provide (please tick and detail where appropriate)?

Cycle storage facilities

Changing facilities

Car Parking spaces

Guaranteed spaces for car sharers

Emergency ride home scheme

Other travel related please list

Crèche

Canteen/other food facility

Internet policy

Teleconferencing facilities

Q16 - Detail the location of the nearest public transport stops and routes – rail, tram, bus.

Q17 - How is the site accessed if arriving on foot or by bike? Are there shared entrances and/or segregated entrances (for different modes of travel)?

Q18 - Does the organisation have plans to develop land in the future? Please detail.

Q19 - How will/are the transport measures be delivered? Who will be responsible?

Q20 - How many parking spaces are there specifically for your organisation at this site?

Car employees _____ Car visitor _____ Car disabled _____

Motorcycle _____ Bicycle _____ Delivery bays _____

Appendix C: Vehicle Parking Standards



**Environment &
Development Services**

PARKING STANDARDS

Maximum Parking Standards		
Use	Threshold	Gross floorspace unless otherwise stated
A1 Food Retail	None	1 space per 14 sq m Plus accessible parking – see below
Non-Food Retail	None	1 space per 25 sq m Plus accessible parking – see below
A2 Offices	None	1 space per 35 sq m Plus accessible parking – see below
A3 Restaurants and cafes	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
A4 Drinking establishmen ts	None	1 space per 3 sq m (n.f.s.) of public area or 1 space per 3 seats Plus accessible parking – see below
A5 Takeaways	None	1 space per resident staff + 1 per 2 non resident staff
B1 Business/ Offices	None	1 space per 30 sq m Plus accessible parking – see below 1 space per 50 sq m Plus accessible parking – see below
Light industry		
B2	None	1 space per 50 sq m Plus accessible parking – see below
B8	None	1 space per 200 sq m Plus accessible parking – see below
C1 Hotels	None	1 space per bedroom + public drinking/dining areas same as A3 Plus accessible parking – see below
C2 Residential Institutions	None	1 space per 2 staff + 1 space per 3 visitors Plus accessible parking – see below
C3 Dwellings	1 or 2 bedrooms	1 parking space per dwelling .
Minimum Standards	3 or 4 bedrooms	2 No. parking spaces per dwelling .
	Flats	1 parking space per flat plus 50% allocated for visitors.

		<p>The minimum internal floor area for a garage or car port to qualify as a parking space is 6.5m x 3m.</p> <p>Whilst the above are minimum requirements, consideration will be given to accepting fewer parking spaces if it can be demonstrated that the site is in the vicinity of good public transport links, public car parking, safe and convenient on street parking etc.</p>
D1 Non Residential Institutions	None	<p>1 space per 2 staff + 1 space per 15 students Plus accessible parking – see below</p>
D2 Assembly and Leisure Cinemas and Conference Centres	None	<p>1 space per 22 sq m Plus accessible parking – see below</p> <p>1 space per 5 seats Plus accessible parking – see below</p>
Stadia	None	<p>1 space per 15 seats Plus accessible parking – see below</p>
Doctors, Dentists, Vets, etc.	None	<p>1 parking space per patient consulting</p> <p>1 parking space per patient waiting</p> <p>2 parking spaces per consulting room</p> <p>Plus accessible parking – see below</p>

NB

- Accessible parking bays are required in addition to the above as follows:

Employees and visitors to business premises – Individual bays for each disabled employee plus 2 bays or 5% of total capacity (whichever greater.)

Shopping, recreation and leisure – 3 bays or 6% of total capacity (whichever greater).

Non residential institutions ,medical premises – 3 bays or 6% of total capacity (whichever greater)

Stadia – 1 bay per 300 seats.
- A Travel Plan will be required whenever a Transportation Assessment (TA) is required, also in association with developments which involve the employment of more than 25 people or more than 50 visitors per day.
- Parking bays to be 5 metres x 2.5 metres with a manoeuvring aisle of minimum width 6 metres unless echelon parking is proposed. Accessible parking bays should be a minimum of 3.6 metres wide or 2.4 metres wide with a 1.2 metres wide access/transfer area on at least one side of each parking space and at the same level as the space (or 6.6 metres long and at least 2.4 metres wide if in line spaces are provided).

4. The minimum length of a parking bay between the highway boundary and a garage door to be 6 metres.
5. Visitor parking on shared surface streets within new housing estates will be required in addition to curtilage parking on the ratio of 1 space per 4 dwellings..
6. For Stadia, sufficient coach parking / manoeuvring space will be required within the site for the maximum number of vehicles likely to serve the development at any one time.
7. In town centre and local shopping centre locations, car parking requirements for individual developments will be judged against the level of overall publicly available car parking space in the locality.
8. The above are **maximum** standards apart from C3 residential and accessible parking which are **minimum** standards .
9. Employee and student numbers refer to full time equivalents.
10. Long term and short term cycle parking should be provided in accordance with the Council's "Cycle Parking Guidelines for New Developments". All cycle parking should be within 30 metres of the entrance to the building and should be sited where they are under continuous observation while in use.

Appendix D: Cycle Parking Standards

Reproduced from the Rotherham Cycling Strategy

Appendix A : Cycle Parking Guidelines for New Developments

A1 SHOPS	SHORT STAY	LONG STAY
Food / non food up to 200 sq.m gfs	1 SS	1 LS
Food / non food 200-750 sq.m gfs	2 SS	1 LS
Non food above 750 sq.m gfs	1:500 gfs	1:500 gfs
Food 750-2000 sq.m gfs	1:500 gfs	1:500 gfs
Food 2000+ sq.m gfs	1:500 gfs	1:500 gfs
A2 OFFICES		
Offices	1:200 gfs	1:20 staff
A3 FOOD & DRINK		
Public houses	1:200 gfs	1:20 staff
Restaurants	1:200 gfs	1:20 staff
Hot food take aways	1:200 gfs	1 LS
B1 BUSINESSES		
Offices	As A2	As A2
Light industry	As A2	As A2
B2 GENERAL INDUSTRY		
General industry	1:1000 gfs	1:20 Staff
B8 STORAGE AND DISTRIBUTION		
Storage and distribution	1:1000 gfs	1:20 staff
C1 HOTELS		
Hotels	1:15 beds	1:15 beds
C2 RESIDENTIAL INSTITUTIONS		
Residential homes	1:20 residents	1:20 staff
Other institutions	1:20 residents	1:20 staff
C3 DWELLINGS		
Houses up to 3 bedrooms		2 per dwelling
Houses with 4 bedrooms and above		2 per dwelling
Flats	1:10 flats	1 per flat
D1 NON RESIDENTIAL		
Primary schools	1:100 pupils	1:20 pupils/staff
Secondary / colleges	1:100 students	1:20 students/staff
Crèche / nursery	1:50 children	1:20 staff
Clinic / health centre	1:3 CR	1:3 CR
Libraries	1:200 gfs	1:20 staff
Places of worship	1:200 gfs	1 LS
Museums and art galleries	1:200 gfs	1:20 staff
Public / exhibition halls	1:200 gfs	1:20 staff
Hospitals	1:20 beds	1:20 staff
		<i>Continued</i>

D2 ASSEMBLY & LEISURE		
Cinemas / concert halls / theatre	1:80 seats	1:20 staff
Bingo halls and casinos	1:80 seats	1:20 staff
Disco's and dance halls	On merit	1:20 staff
Bowling alleys	1:200 gfs	1:20 staff
Indoor sports hall	1:200 gfs	1:20 staff
Swimming pools and ice rinks	1:200 gfs	1:20 staff
Sports ground and stadia	1:200 seats	1:20 staff
Health clubs	1:200 gfs	1:20 staff

KEY TO ABBREVIATIONS

1:36	1 cycle parking space provided per 36 square metres of gross floor space
LS	Long stay cycle parking space (generally covered, secure and lockable e.g. a cycle locker)
SS	Short stay cycle parking space (generally uncovered, lockable with own lock and within surveillance of passers by / staff)
1:8 staff	1 cycle parking space per 8 staff employed / using the building
1:8 seats	1 cycle parking space per 8 public seats
gfs	Gross floor space in square metres

NOTES:

In town and local shopping centre locations, cycle parking requirements for individual developments will be judged against the overall level of formal public cycle parking space available in the locality and in the context of wider planned provision contained in the Cycling Strategy. Where ready access to available cycle parking arrangements cannot be demonstrated individual developments will be assessed against the standards in the above table.

All developments must have at least 1 long stay cycle parking space and 1 short stay cycle parking space. Parking should normally be provided within the development (see below) but the provision of, or contribution towards, public communal parking facilities nearby is acceptable. Calculations for cycle parking space to be rounded up to the nearest whole numbers.

Long stay cycle parking should be covered and secure and may be provided indoors or outdoors – for example cycle lockers, lockable cycle sheds and cycle stores. It should be available to the general public. Short stay parking should preferably be covered and should provide suitable locking points for cycles such as the “Sheffield Stand”. All cycle parking should be provided within 20m of a building in an area where there is full surveillance by cyclists, passing public and building users. Usually this will be at the front of a building. If there is any doubt about the security of short stay cycle parking, cycle lockers should be provided instead. Where CCTV surveillance is available, this should be able to monitor all cycle parking installations.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted