

Land Between Villiers Road & Penrhyn Road, Knowsley



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Prepared by:

Steer
28-32 Upper Ground
London SE1 9PD

+44 20 7910 5000
www.steergroup.com

Prepared for:

Pembury Developments Limited
Liberty House
222 Regent Street
London W1B 5TR

Our ref: 24158401

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1 Introduction

Background

- 1.1 This Framework Workplace Travel Plan (FWTP) has been prepared by Steer for Pembury Developments Limited (the Applicant) in support of an application for industrial/warehouse facilities on the land at Penrhyn Road, Knowsley.
- 1.2 The site is currently vacant but seeks development comprising the erection of a new building for Class E (industrial), B2 general industrial and B8 storage/distribution including ancillary office, landscaping, yards, access points off Villiers Road, car parking, and cycle parking.
- 1.3 The application boundary is identified in **Figure 1.1**.

Development Proposals – Summary

- 1.4 The Proposed Development layout drawings are provided within the Transport Assessment prepared by Steer, which will form part of the planning application.
- 1.5 The development proposals seek permission for Class E land use, as shown below:

Table 1.1: Proposed Land Use Quantum

Land Use	Proposed GIA (m ²)
Class E / B2 / B8	9,941

- 1.6 In addition to the above land uses, the remainder of the site will be occupied by supporting space, including landscaping, car, and cycle parking facilities, as well as the sites service yard - providing space for articulated vehicle manoeuvring.

Travel Plan Context and Scope

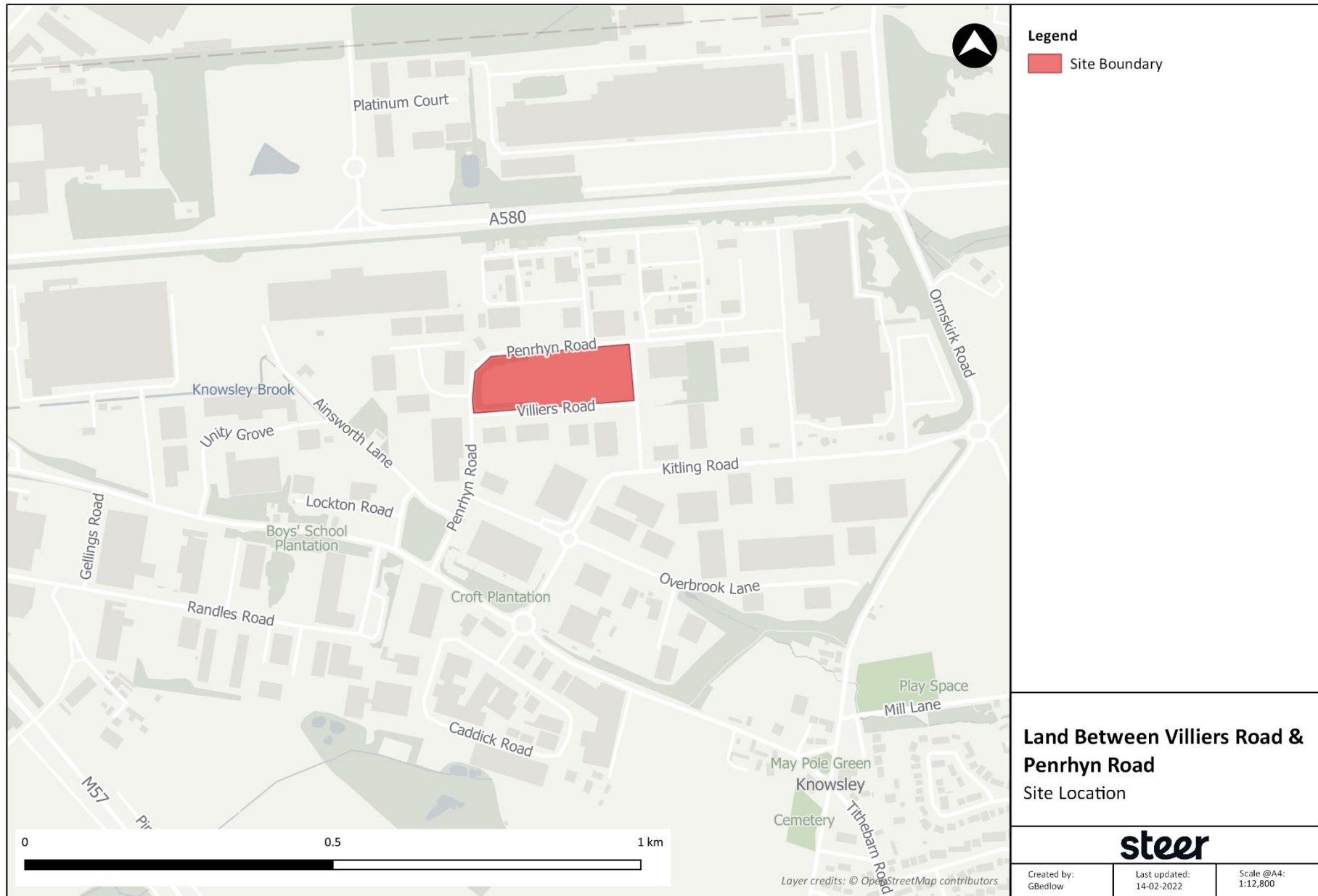
- 1.7 This FWTP considers all aspects of travel behaviour to, from and within the site, for:
 - Travel to/from places of employment
 - Business travel
 - Servicing and deliveries
- 1.8 This FWTP is aimed at staff within the Proposed Development.
- 1.9 This FWTP is a 'living' document and, as such, will be actively promoted, reviewed and updated over time. It provides the basis for sustainable travel prior to and following occupation of the Site.
- 1.10 The FWTP will assist with the long-term management strategy for the sustainable movement of both people and goods to the proposed non-residential uses. A key focus of this will be to encourage walking, cycling and public transport use as an alternative to car.

- 1.11 This FWTP includes proposed interim measures which will be developed further and updated once a Travel Plan Coordinator (TPC) has been appointed, the development has been occupied, and baseline surveys have been undertaken.
- 1.12 The Applicant (or successor in title) will nominate a TPC prior to occupation, who will work with the Site tenant on travel matters. The nominated TPC will work with the Applicant to update the interim travel plan targets following the completion of baseline surveys (within six months of full occupation of the first commercial uses in Phase 1).
- 1.13 The TPC will be appointed prior to first occupation of the new development, subject to discussions and agreement with Knowsley Council (KC), to manage the process of monitoring and reviewing. Once the TPC has been appointed, their contact details will be made available to occupiers of the Proposed Development and to KC, prior to occupation.
- 1.14 The TPC will aim to promote the FWTP which focuses on:
- Improving the accessibility of the Site for all potential users.
 - Increasing travel options to and from the Site and encouraging the use of more sustainable modes of travel such as walking, cycling and public transport (as an alternative to car use).
 - Improving the health and well-being of the Site's users through encouraging active travel (walking and cycling) and reducing air and noise pollution.
 - Reducing the demand for car travel.
 - Helping to achieve local and regional policy sustainable transport targets and objectives.
- 1.15 The Applicant recognises the value of sustainable travel, including deliveries and servicing, and the importance of producing TPs.
- 1.16 The Applicant will ensure that the individual tenant will be responsible for producing their own individual TPs/Travel Plan Statements by using this FWTP as an overarching management tool and a building block for developing tenant-specific measures and targets.

Travel Plan Structure

- 1.17 This Travel Plan is divided into eight chapters including:
- **Chapter 1:** Introduction
 - **Chapter 2:** Policy and Guidance Context
 - **Chapter 3:** Existing and Proposed Site Context
 - **Chapter 4:** Baseline Travel Surveys
 - **Chapter 5:** Objectives and Targets
 - **Chapter 6:** Travel Plan Management
 - **Chapter 7:** Measures and Action Plan
 - **Chapter 8:** Monitoring and Review
 - **Chapter 9:** BREEAM Credits.

Figure 1.1: Site Location



2 Policy and Guidance

- 2.1 This FWTP has been prepared in accordance with the following national, regional and local policies and best practice guidance that are relevant to the Proposed Development:

National Policy and Guidance

- National Planning Policy Framework (2021)
- National Planning Practice Guidance (2014)
- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)
- Smarter Choices - Changing the Way We Travel (2004)

Local Policy and Guidance

- Knowsley Local Plan: Core Strategy (2016);
- Supplementary Planning Document: Ensuring a Choice of Travel (2010);
- Merseyside Local Transport Plan; and
- Knowsley's Local Implementation Plan.

3 Existing and Proposed Site Context

Site Location

- 3.1 As presented in **Figure 1.1**, the Site is bound by Penrhyn Road along its northern and western edge and by Villiers Road along its southern and eastern edge . The site is located within business park/retail area in north Knowsley. The local authority is Knowsley Council.

Pedestrian Accessibility

Existing

- 3.2 Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under two kilometres. Walking also forms an often-overlooked part of all longer journeys by public transport. A 30-minute walking catchment from the Site is shown in **Figure 3.1**.
- 3.3 The closest Public Rights of Way (PROW) to the site is accessible from Ormskirk Road, roughly 1km to the east of the site. A second nearby PROW runs from Randles Road towards Knowsley's Lane to the south of the site.
- 3.4 The Site has reasonable pedestrian accessibility to surrounding retail, employment, leisure and public transport nodes, including those shown in **Table 3.1**.

Table 3.1: Walking Times to Local Amenities

Amenity	Walk Distance (km)	Walk Time (mins)
Saint Mary's Church	1.1	15
Holiday Inn Express Liverpool - Knowsley	1.4	18
Saint John Fisher Catholic Primary School	1.4	19
Knowsley Lane Recreation Ground	1.6	19
Nearest Café (Starbucks)	1.8	22
Shop (Everydayz)	1.8	23
Knowsley Medical Centre	1.9	25
Knowsley Post Office	2.3	28
Pain and Gain Ltd	2.5	32
Southdene Community Centre	2.7	33
Supermarket (The Food Warehouse by Iceland)	2.9	38
The North Liverpool Retail Shopping Park	2.9	38
Lloyds Bank	3.8	48

Proposed

- 3.5 Pedestrians are able to access the site via Penrhyn Road and Villiers Road. Both roads have continuous footways on either side of the carriageway, as well as a number of informal crossing points at key junctions.
- 3.6 Upon arrival at the site, pedestrians will enter the site from either the north or the south. If pedestrians are entering via the south (Villiers Road), they will utilise the footway provided on the right-hand side of the vehicular access to reach the entrance. This is a step-free route. If pedestrians are entering via the north of the site, they would enter the site via the proposed steps provided from Penrhyn Road to reach the building entrance.
- 3.7 No pedestrians or cyclists will be granted access via the eastern gate to the service yard.

Cycle Accessibility

Existing

- 3.8 Central Government research states that cycling has the potential to substitute for short car trips, particularly those under 5km, and to form part of a longer journey by public transport. A 20-minute cycling catchment is shown in **Figure 3.2**.
- 3.9 Cyclists can use National Cycle Network Route 862 to access School Lane (B5194). From this route, cyclists will be able to utilise the carriageways of School Lane (B5194), Penrhyn Road and Villiers Road to access the site. The local cycle network is shown in **Figure 3.3**.

Proposed

- 3.10 Cyclists will enter the site via the two accesses provided for pedestrians to reach the cycle parking provisions provided directly outside the building entrance. Cyclists will be required to dismount upon reaching the site entrances and wheel their bikes to the cycle parking facilities. If entering via the north, cyclists can utilise the cycle wheel trough provided to wheel their bike down the steps.

Cycle Parking Provisions

- 3.11 It is proposed that **20 cycle parking spaces** are provided for the development. This level of provision is in excess of the minimum cycle parking standards required by Knowsley Council.
- 3.12 The cycle parking facilities proposed will be in the form of sheltered Sheffield stands, providing ample space for bicycles and adapted cycles too. Cycle parking is provided within the car park, northwest of the proposed building.

Figure 3.1: 20 Minute Walk Catchment

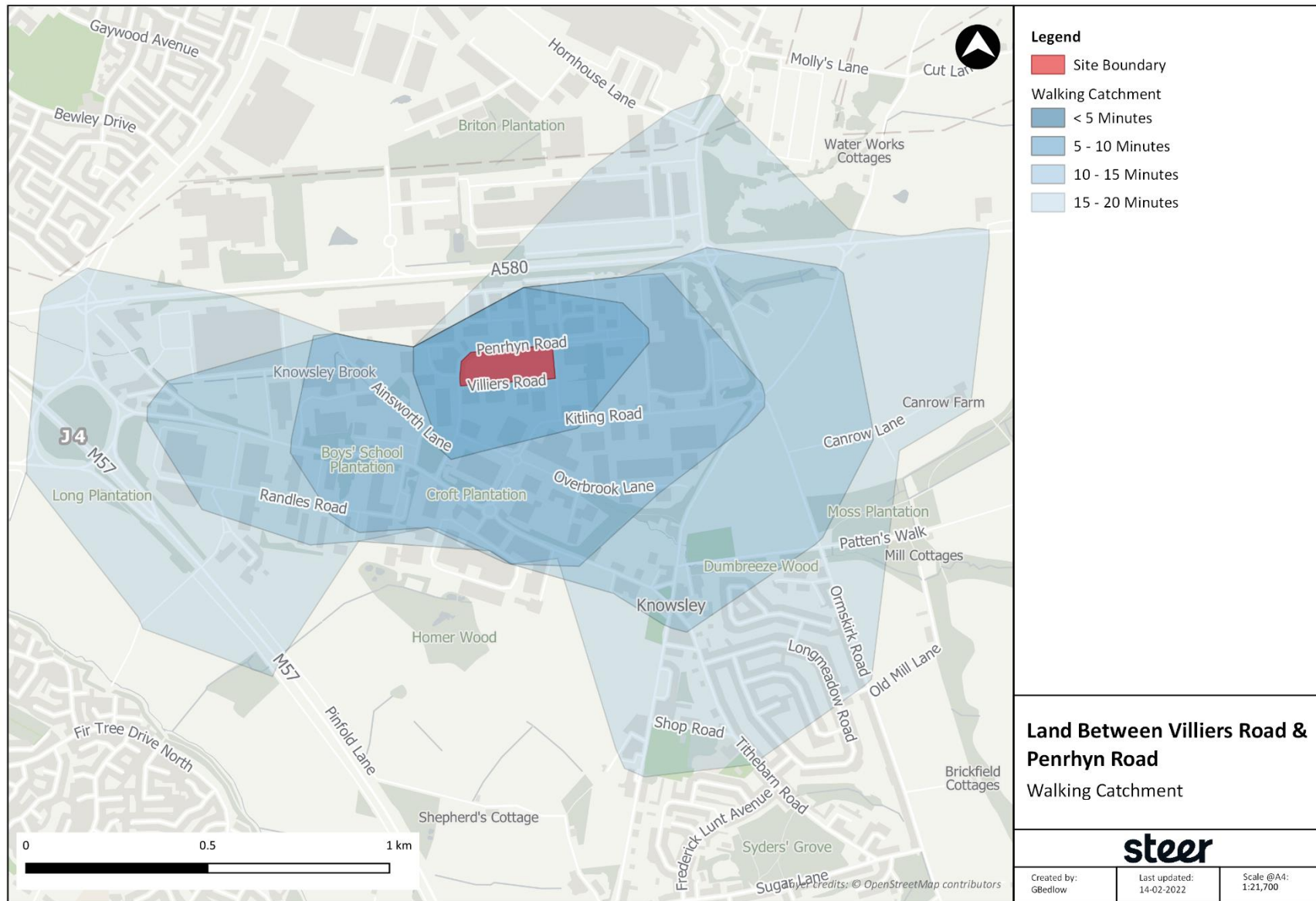


Figure 3.2: 30 Minute Cycle Catchment

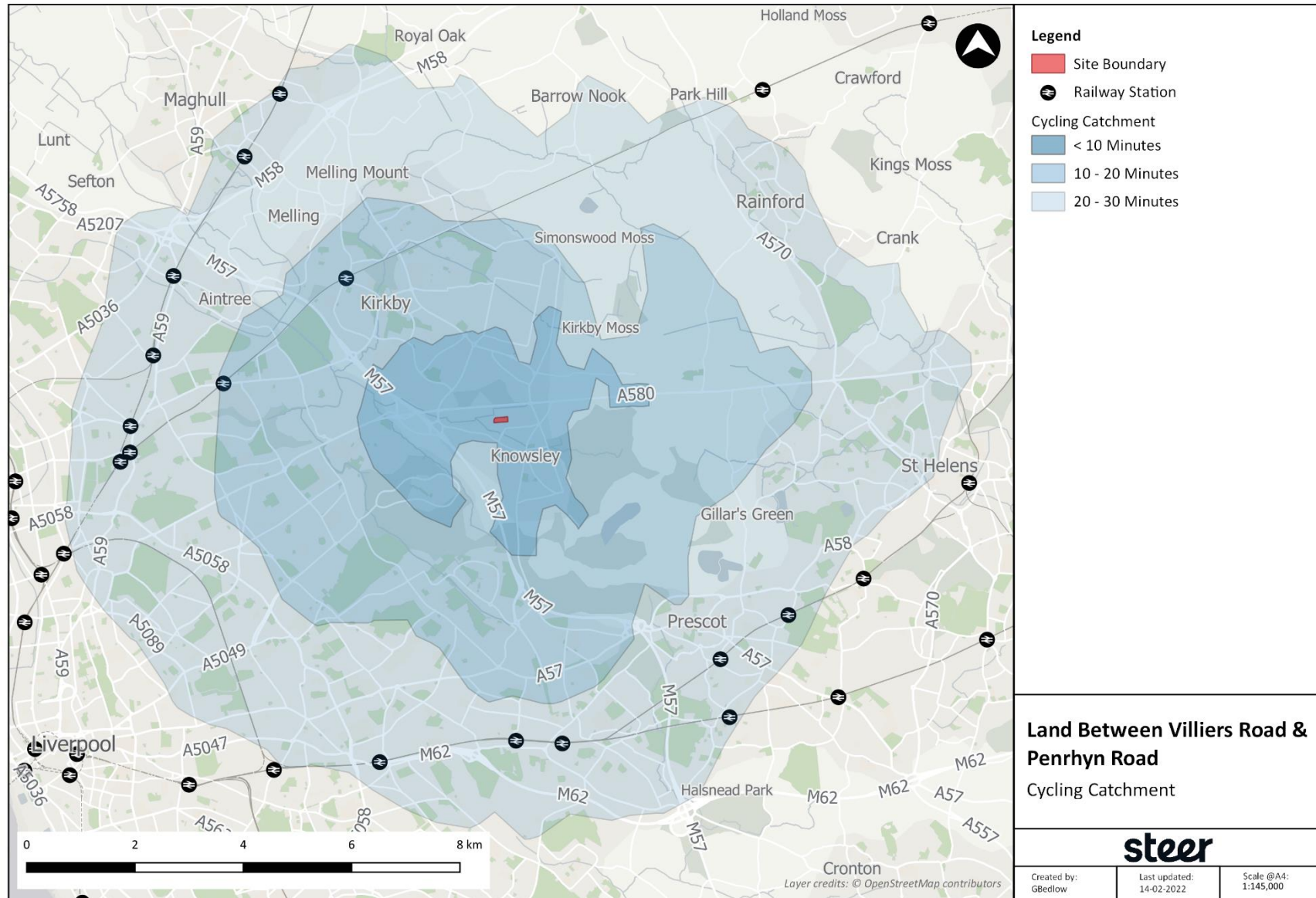
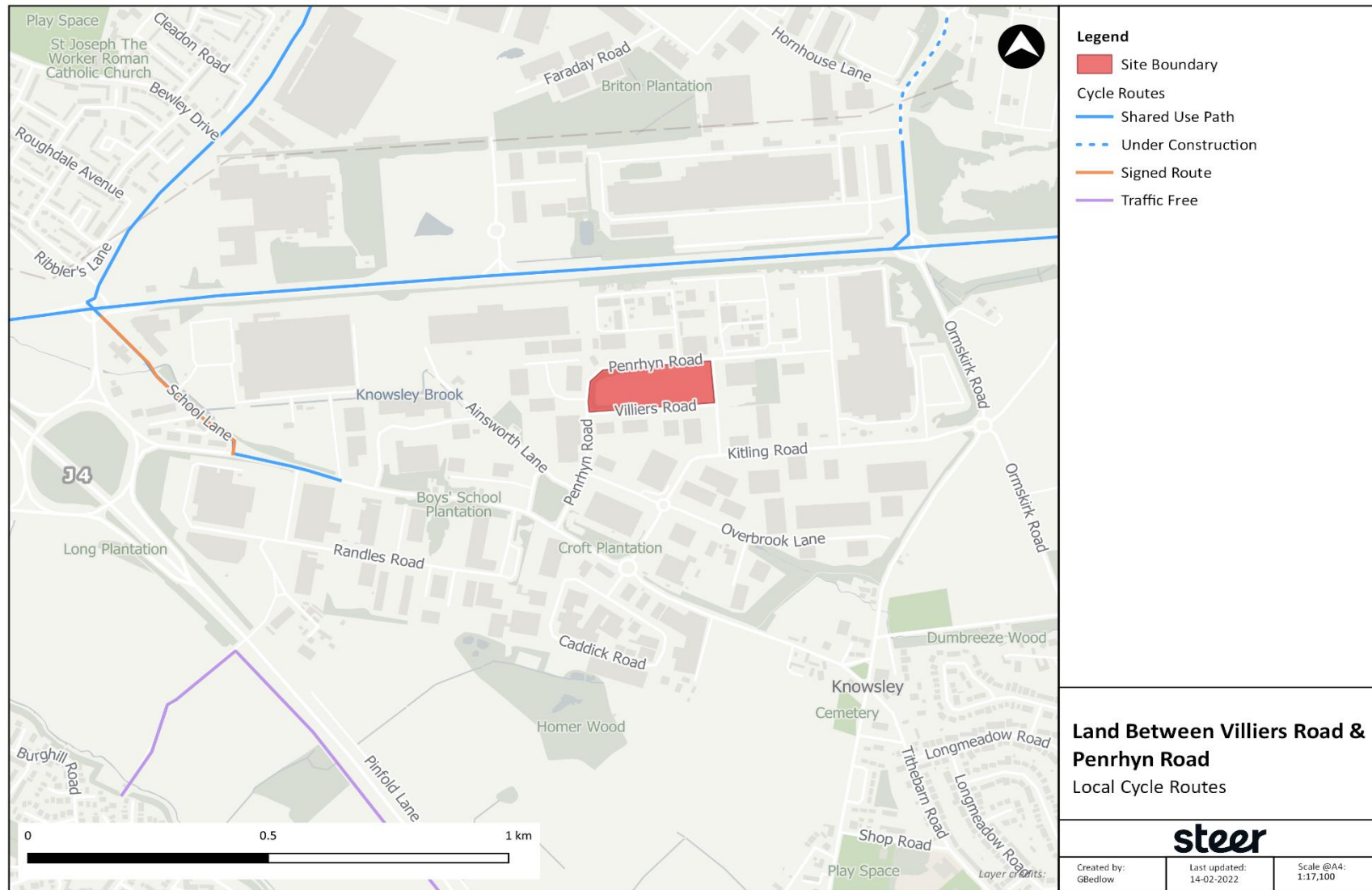


Figure 3.3: Local Cycle Network



Public Transport Accessibility

Local Bus Facilities

- 3.13 The nearest bus stops to the site are Kitling Road (located on School Lane (B5194)), approximately 450m walking distance to the south of the site. The stops provide access to five bus routes, in either direction (east or west) with the bus stops located opposite each other. A summary of the bus services, including key destinations served, is detailed in **Table 3.2**.

Table 3.2: Local Bus Services

Bus Service	Destination(s)	Weekday Peak Hour Frequency
3	Halewood Shopping Centre - Huyton Industrial Estate	1 (AM Only)
3A	Liverpool John Lennon Airport - Huyton Industrial Estate	1 (AM Only)
14B	Kirkby, Tower Hill - Liverpool City Centre	1
227	Kirkby Civic Centre - Huyton Bus Station	2
899	Page Moss - Kirkby Admin - Page Moss Circuit	1

National Rail

- 3.14 Kirkby station is the nearest railway station to the site, located approximately five kilometres northwest of the site. This is beyond a suitable walking distance for site users; however, the journey can be completed in approximately 19 minutes by cycle. In addition, bus services 14B, 227 and 899 all provide access to the site in approximately 30 minutes from the Kitling Road bus stops.
- 3.15 Kirkby station is located on both the Merseyrail and Northern networks, providing frequent services into Liverpool City Centre and to Wigan.

Local Highway Network

Existing Situation

- 3.16 Penrhyn Road and Villiers Road are both two-way unclassified local access roads. Villiers Road runs along the southern and eastern boundaries of the site and provides access to Penrhyn Road via priority give-way T-junctions. Penrhyn Road runs along the northern boundary of the site and continues round and along the eastern site boundary, providing a north-south route to School Lane (B5194).
- 3.17 School Lane (B5194) is accessed from Penrhyn Road via a priority give-way T-junction, has a 40mph speed limit, and runs east-west between junction four of the M57 and Knowsley Lane (B5202).
- 3.18 The M57 provides a strategic route around Liverpool City Centre and connects to the UK's wider motorway network including the M62. The B5202, is a local route provide access to the A580 to the north of the site. Given the nature of the proposed development, it is assumed that most vehicles will utilise the site's direct connectivity to the M57 to arrive/depart from the area.

Proposed Situation

- 3.19 Two new site accesses will be established as part of the development proposals. Firstly, the southern entrance from Villiers Road will provide access to the site's car-park and main building

entrance. The site entrance is designed as a priority give-way T-junction. The existing site entrance on Villiers Road will be stopped up and returned to footway.

- 3.20 Secondly the eastern entrance will provide access to the sites service yard, including the loading docks of the unit. The eastern entrance will be gated and utilised by authorised vehicles only, predominantly 16.5m articulated vehicles. The site entrance has been designed so that two vehicles can pass each other, however it is considered rare for a vehicle to be entering and exiting the site at the same time.
- 3.21 Both entrances will be subject to agreeing suitable Section 278 works, which are to be negotiated during the determination period of this application.

Car Parking

Existing Situation

- 3.22 The site is currently vacant, therefore there are no existing formal parking arrangements.

Proposed Provision

- 3.23 It is proposed that a total of **103 parking spaces** are provided within the site. Within the 103 spaces, a total of 5 blue badge parking spaces are provided, meeting the 5% provision required as part of the standards presented in Table 3.1 of the TA. In addition, 11 spaces will be provided with Electric Vehicle Charging Points (EVCPs) from the outset, with passive provision for EVCPs provided to the remaining spaces for future expansion of electric vehicle charging as necessary.

4 Baseline Travel Data

- 4.1 The Site is currently vacant brownfield land, and subsequently no existing staff travel surveys are available. Therefore, baseline travel surveys are proposed to be undertaken within six months of full occupation. The baseline survey will include delivery and servicing data together with staff questionnaires.
- 4.2 The comprehensive baseline survey of staff will inform the development of this FWTP and assist in the determining site-specific measures to encourage sustainable travel amongst staff.
- 4.3 Surveys would be coordinated by the individual tenant and will be undertaken in accordance with best practice at the time.
- 4.4 The results of the survey will help to determine why staff travel a certain way and will identify potential additional measures that will encourage increases in walking and cycling.
- 4.5 To gain an insight into travel characteristics and attitudes, the survey will identify the following key topics:
- Mode of travel, reasons why and emissions data analysis.
 - Where staff travel to and from.
 - Flexible working arrangements, where possible given the industrial focused nature of the Development.
 - What improvements can be made to the current main mode of travel.
 - What would encourage staff to walk/cycle to work.
 - What prevents staff walking/cycling to work.
 - What facilities/initiatives are staff aware of.
- 4.6 Results of the travel survey will be collated and analysed to identify relevant measures for the development. Mode share information derived from the surveys will be used to review and set targets for the future.

Forecast Trip Generation

- 4.7 As discussed in the TS, there is likely to be minimal impact on the surrounding transport network as a result of the Proposed Development.
- 4.8 **Table 4.1** sets out the all-mode trip generation for the weekday AM and PM peak hours, in addition to the 16-hour daily trips. The split of trips to modes is discussed in **Chapter 5**.
- 4.9 As the development is proposed be flexible in nature, we have assumed an indicative land use split of 70% B8 warehousing and 30% B2 industrial estate uses to forecast the total person trip generation. As further detailed in Chapter 4 of the TA, the Class E office land use associated with the development is considered ancillary to the proposed development and is therefore not assessed as a standalone trip generating element of the scheme.

Table 4.1: Proposed Development All Modes Trip Generation (two-way)

Time Period	Total Person Trips - 70% warehousing; 30% industrial estate		
	Arrivals	Departures	Totals
08:00-09:00	16	6	22
16:00-17:00	7	12	19
Daily Trips (16 hour)	131	129	260

5 Objectives and Targets

- 5.1 This chapter outlines the overarching ‘Objectives’ and ‘Targets’ of the FWTP. The objectives are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) targets so that progress towards achieving them can be measured.

Objectives

- 5.2 The objective of this FWTP is:

“To facilitate the sustainable movement of staff and goods to and from the proposed development.”

- 5.3 To support the realisation of this overarching objective, several sub-objectives have been set:

- Ensure the Site is accessible to all and that the needs of vulnerable groups, e.g. those with mobility impairments.
- Promote walking and cycling as an alternative to public transport use.
- Increase awareness of FWTP and its constituent measures.
- Encourage the most efficient use of servicing/delivery vehicles.
- Promote smarter working and living practices that reduce the need to travel overall or in the peak periods.
- Encourage staff to use sustainable transport modes to access the Site, particularly walking and cycling.
- Encourage the use of cycle parking and associated facilities on Site.
- Improve the safety of persons travelling to and from the Proposed Development on foot or by cycle.
- Improve the health of staff and minimise the impacts on the environment.

Targets

- 5.4 Comprehensive staff travel surveys will be conducted within six months of full occupation of the first occupation. The survey will allow a better understanding of the specific travel characteristics for staff and servicing movements.
- 5.5 The results of the baseline survey will be used to set specific targets as a means of measuring the achievement of the objectives. It is envisaged that a Workplace Travel Plan (WTP) or Travel Plan Statements (TPS) specific to the end tenant will be gradually incorporated as the Proposed Development comes forward.
- 5.6 Interim mode share targets for staff based on the desired mode share changes have been identified for the 3rd and 5th years in **Table 5.1**. The initial targets have been developed to encourage sustainable modes of transport over use of private vehicles.

5.7 The baseline mode share is based on data obtained from the 2011 Census for method of travel to work. The selection criteria is detailed as follows:

- Selected Isoa2011:Knowsley 005A, Isoa2011:Knowsley 005B, Isoa2011:Knowsley 005C, Isoa2011:Knowsley 005D, Isoa2011:Knowsley 005E, Isoa2011:Knowsley 005F, Isoa2011:Knowsley 005G; and
- Applied 'QS701EW - Method of travel to work' 2011 census dataset.

Table 5.1: Interim Mode Share Targets

Mode	Baseline Mode Share	3rd Year Target	5th Year Target
Metro, Light Rail, Tram	0.2%	0.2%	0.2%
Train	4.2%	6%	6%
Bus, Minibus, Coach	11.0%	14.5%	15%
Taxi	2.7%	1%	0%
Motorcycle, Scooter, Moped	0.4%	0.5%	0.5%
Driving a Car or Van	56.3%	50%	47%
Passenger in a Car or Van	8.9%	10.3%	11%
Bicycle	2.1%	3%	5%
On Foot	13.7%	14%	14.8%
Other Method of Travel to Work	0.5%	0.5%	0.5%
Total	100%	100%	100%

*Note: 'Working from Home' and 'Not in Employment' modes have been excluded from the data selected to provide an accurate assessment.

Other Targets

5.8 Beyond the proposed mode share targets above, a number of additional preliminary targets that could be implemented by the individual tenant are outlined in **Table 5.2**.

Table 5.2: Other Potential Travel Plan Targets

Target	3rd Year Target	5th Year Target
Percentage of staff given the opportunity to take part in cycle training	100%	All new staff
Staff to have access to the Government's Cycle to Work Scheme	100%	100%
Reduction in business mileage	5%	10%
Offices to be equipped with facilities for telephone and business conferencing	100%	100%

6 Travel Plan Management

Travel Plan Delivery

- 6.1 Effective management of the FWTP combined with clearly defined roles and responsibilities, is recognised as being fundamental to achieving the overarching and tenant-specific objectives.
- 6.2 It is anticipated that there will be a single tenant occupying the building given the configuration of the site, and subsequently tenant-specific initiatives would be put in place for maximum success.

Framework Workplace Travel Plan

- 6.3 This FWTP has been produced as the end tenant of the development is unknown at this stage. Therefore, this document has been prepared to provide, in principle, the measures, strategies and targets that will be required for end tenant WTP or TPS once the occupiers are known.
- 6.4 The Applicant will manage this overarching FWTP and will appoint a TPC to oversee the development and integration of the tenant specific WTP in the future.

Tenant Specific Travel Plan

- 6.5 Where appropriate, the end tenant will be required to produce an individual WTP or a TPS for their organisation, the scope of this will be agreed with KC post occupation. The prospective tenant will be expected to make a commitment to this FWTP and deliver measures to support it.
- 6.6 The TPC will be expected to liaise with the end tenant to ensure that the WTP or TPS remains consistent with the FWTP. To ensure that the WTP or TPS is effective, and that the tenant takes ownership for their commitments, they will be expected to appoint a TPC.
- 6.7 The TPC will be expected to be proactive in promoting the use of active travel and public transport and contribute towards the success of the FWTP. The TPC will be expected to liaise with KC's Travel Plan officer (or Merseyside's officer if required) to agree specific targets, measures and incentives as part of the production of their WTP or TPS.

Travel Plan Coordinator

- 6.8 The TPC's responsibilities will include:
- Obtaining and maintaining commitment and support from staff.
 - Implementing an effective marketing campaign of the WTP or TPS and its measures.
 - Liaising with parties within the organisation (e.g. different departments), other occupiers on-site and stakeholders (e.g. KC Council, Merseyside County Council).
 - Liaison with KC's Travel Plan officer.
 - Giving advice and information on transport-related subjects to staff.
 - Setting up and facilitating internal meetings.

- Coordinating the necessary data collection exercises and monitoring the programme of the WTP or TPS.

Securing and Funding the Travel Plan

- 6.9 It is envisaged that development of the WTP will be secured via an appropriately worded planning condition or Section 106 obligation. A series of sustainable transport measures will be implemented as part of the Proposed Development, demonstrating the commitment to this FWTP by the Applicant.
- 6.10 The Applicant will ensure that suitable funding and a sufficient budget for the WTP is provided, subject to viability discussions. This will ensure future commitment and on-going monitoring and review.

Partnership and Collaborative Working

- 6.11 The TPC will take the lead in the delivery of the FWTP and will also be responsible for ensuring coordination with other key stakeholders.

Travel Plan Awareness and Monitoring

- 6.12 The success of the FWTP is dependent on implementation of an effective marketing strategy which will be progressed by the TPC with help from the Applicant. The tenant (once identified) will continue to manage this on behalf of their organisation.
- 6.13 To increase awareness of the WTP and TPS, staff will be given information on the sustainable ways to travel to and from the Site within the local area.
- 6.14 The travel surveys and pre-survey marketing will contribute towards raising awareness at the outset.
- 6.15 The Tenant TPC will work to progress a marketing strategy. Whilst this will be subject to further discussions and agreement with KC, this is likely to include:
- the provision of local transport information on a website.
 - the information on the car club locations in the vicinity of the Site.
 - an annual review of all marketing information with materials updated as appropriate.
- 6.16 It is important that the TPC adapts measures to suit the staff, visitor and servicing requirements of the end occupier. For example, where possible, shifts should be formalised and those working outside normal working hours are still well informed on travel options and safe walking and cycling routes.

Initiatives to Encouraging Sustainable Travel

- 6.17 The Action Plan in **Chapter 7** details the specific measures that are to be pursued in relation to encouraging more sustainable travel patterns such as greater use of cycling, walking, public transport.

Efficient Use of Private Vehicles

- 6.18 This FWTP recognises that the use of private cars varies and that whilst this can be reduced, it cannot be totally eradicated for various reasons such as shift patterns associated with the proposed industrial land use, mobility issues, dropping off children, etc.

- 6.19 The FWTP will therefore encourage staff to make informed decisions about how they travel and will discourage the use of private cars. In addition, this FWTP advocates good access for servicing and deliveries, to avoid congestion in and around the Proposed Development.

Smarter Working Practices

- 6.20 This FWTP advocates the use of 'smarter working practices', where possible, as a means of reducing the total number of trips made, including:
- Use of technology in place of face-to-face meetings (i.e. tele- and video conferencing) that might occur during the working day.
 - Use of technology to enable staff to work from home/remotely and have access to the same information as in the office (i.e. remote access to the necessary computer networks).
 - Implementation of more flexible working hours, with shift patterns co-ordinated to public transport operating times.

Visitor Travel

- 6.21 The FWTP aims to reduce the number of visitors and to encourage essential journeys to be made by sustainable modes of transport. Visitors will be advised on how to reach the Site, so that they can make an informed decision.
- 6.22 Visitor travel will not be subject to specific targets or surveys as they are expected to be low in number.

7 Measures and Action Plan

Proposed measures

- 7.1 This chapter details the measures to achieve the targets set out in **Chapter 5**. These measures relate to initiatives that will be introduced to achieve the targets set out earlier in this report. At this stage, some measures are proposed as interim as the TPC for the Proposed Development will need to develop and prioritise measures which relate directly to the needs of the end tenant's employees after the baseline travel survey has been conducted.
- 7.2 An action plan is provided in **Table 7.1** which lists all the measures to be implemented, including a timescale and responsibility.

Table 7.1: Action Plan

Measure	Initiative	Timescale for Implementation	Responsibility
Managing the on-going development and delivery of the FWTP			
Appoint Travel Plan Coordinator (TPC)	TPC will be responsible for managing the on-going development, delivery and promotion of the Travel Plan to encourage sustainable staff travel. The TPC will liaise with the end tenant.	Prior to occupation	The Applicant/ Building Management
Produce WTP	Ensure a WTP or TPS is developed specific to the tenant using the FWTP as a baseline.	Establish prior to occupation with full adoption following occupation.	Tenant and TPC
Staff Travel Surveys	Monitor effect of FWTP on method of travel to work.	Within 6 months of occupation, and at year 3 and year 5	TPC
Increasing awareness of the FWTP and Full WTP			
Site information	TPC to provide information to staff on access arrangements, walking, cycling and public transport services. This should include maps and website links to real-time journey information.	Upon occupation of tenant	TPC
Health and financial benefits	Inform staff of the health and financial benefits of walking and cycling through company websites and intranets or with promotional material. Information will include the location of safe walking and cycling routes, walk and cycle distances, and times and tax-efficient cycle purchase schemes.	From the date of first occupation and on-going for following five-year period.	TPC
Induction / Welcome Packs	Provision of induction/ welcome packs to staff.	Following occupation of the tenant and on staff induction days	TPC
Travel information boards	To provide travel information boards within the Site to include up-to-date transport information on walking, cycling, public transport including maps, website links, real-time journey information, etc.	Upon occupation of the tenant	TPC

Measure	Initiative	Timescale for Implementation	Responsibility
Encouraging walking and cycling			
Cycle parking and facilities	To provide secure long-stay cycle parking spaces and short-stay visitor spaces in accordance with KC minimum standards.	Before occupation	The Applicant
Monitoring of cycle parking	Monitor the use of the cycle parking to ensure there is sufficient provision to meet demand.	Annually	TPC
Information about local facilities	Information relating to local shops, restaurants, community and leisure facilities to reduce the need for travel by car and/or public transport.	Prior to first occupation	TPC
Cycle training	TPC to inform and encourage the occupiers to attend cycle training courses and distribute information on cycle maintenance training courses. Cycle training is provided free of charge by Liverpool City Region Combined Authority to anyone who lives, works or studies within Merseyside. Courses for all types of cyclists are provided including – <i>Free Adult Cycle Training; Bikeability sessions for children and bike maintenance/Dr Bike.</i>	Within first two years of occupation	TPC
Cycle network enhancements	Encourage KC, Merseyside County Council and Liverpool Combined Authority to enhance their respective local cycle networks for general benefit of the town	Upon occupation and ongoing	TPC
Encouraging the best use of public transport			
Public transport information	Provision of public transport information within each unit	Prior to first occupation	TPC
Public transport enhancements	Work with local bus companies to encourage them to enhance bus services as patronage increases Encourage KC to enhance local bus shelters as part of ongoing maintenance programmes	Upon occupation and ongoing	TPC

Measure	Initiative	Timescale for Implementation	Responsibility
Encouraging the best use of cars and sustainable freight travel			
Car Parking	Provision of accessible car parking and electric vehicle charging points at the outset, with futureproofing of EV charging for all remaining bays	Upon occupation	The Applicant
Car Club	Provide information on the car clubs operating in the area and their locations.	Upon occupation and ongoing	TPC
Car Sharing	TPC to support with matching staff that are interested in car sharing and provide relevant resources to do so.	Upon occupation and ongoing	TPC
Management of Car Parking	Review usage of spaces and consider introducing management measures if necessary	Upon occupation and ongoing	TPC
Annual/regular promotional events	TPC to hold promotional events for non-car travel that coincide with other events such as Car Free Day.	From the date of first occupation and on-going for following five-year period	TPC
Out-of-Hours Servicing and Deliveries	Encourage servicing and deliveries to take place outside of network peak periods.	Following occupation of the tenant	TPC
Suppliers and couriers	Encourage use of servicing and delivery companies/suppliers who are FORS members or private cycle couriers where/when possible.	Following occupation of the tenant	TBC
Use of local sources/suppliers	Encourage tenant to source items locally, or from the same supplier, to reduce the number of delivery vehicle trips.	Within one year of occupation of tenant	TPC
Promoting smarter working and living practices			
Tele- and Video Conferencing	Promote the use of tele- and video conferencing in place of face-to-face meetings.	Upon occupation and ongoing	TPC
Flexible working	Implement flexible working hours, with shift patterns coordinated to public transport operating times if possible.	Upon occupation and ongoing	TPC

8 Monitoring and Review

Proposed Monitoring

- 8.1 This FWTP is part of a continuous process requiring monitoring, reviewing and revising to ensure it remains relevant. This chapter sets out the proposals for monitoring and reviewing the FWTP.
- 8.2 The Applicant will identify a TPC prior to occupation to ensure, where appropriate, that the tenant develops their own WTP or TPS.
- 8.3 The TPC will oversee the monitoring and review of their own WTP or TPS. The TPC will ensure that the tenant includes arrangements for review and monitoring on a regular basis.
- 8.4 The purpose of the monitoring and review process is to assess the overall progress in achieving objectives and targets but also, if possible, to see the impact of measures and thus decide whether to continue them. Monitoring can also prove a useful way to raise awareness.
- 8.5 It is acknowledged that it will be appropriate for the tenant to amend their WTP or TPS in response to changing circumstances and that a TPS may not always include targets, with its content to be agreed with KC.
- 8.6 **Table 8.1** provides the plans and timescales for the development, monitoring and review of the WTPs or TPSs.

Table 8.1: Plans and Timescales for Monitoring

Action	Timescale
Baseline staff travel survey	Within six months of occupation.
Tenant to produce WTP or TPS using the most recent travel survey data available	Following baseline surveys.
Future travel surveys	On 3rd and 5th year anniversaries from the date of occupation.
Feedback to staff	Every six months
Undertake comprehensive strategic review of all aspects of the FWTP (objectives, targets, action plan and monitoring programme) and make relevant updates.	Following six month, 3rd and 5th year travel surveys.

Travel Surveys

- 8.7 The monitoring programme will begin with a baseline survey. The surveys will be promoted by the TPC to encourage a high response rate.
- 8.8 Following the staff baseline survey, the targets will be reviewed and updated to reflect the actual mode splits. In the 3rd and 5th year, targets will then be reviewed against new surveys.
- 8.9 If the results of these surveys were to identify that any targets were not being met, a review of the outcomes will be discussed with KC. Following this process mitigation measures may be identified that will be implemented by the TPC.

9 BREEAM Credits

Introduction

- 9.1 The Proposed Development has been reviewed against those standards found in the *Technical Manual SD5078: BREEAM UK New Construction 2018 (non-domestic buildings)*, within Version 3.0.
- 9.2 The overarching transport category within BREEAM is split up into two assessment criteria, as set out below in **Table 9.1**.

Table 9.1: Transport Category Summary

Assessment Criteria ID	Assessment Criteria Description	Credits Available
Tra 01	Transport Assessment and Travel Plan	Up to 2 credits
Tra 02	Sustainable Transport Measures	Up to 10 credits
TOTAL		Up to 12 credits

Tra 01: Transport Assessment and Travel Plan

- 9.3 Up to two credits are provided for developing a Transport Statement/Assessment and draft Travel Plan no later than the Concept Design stage (which is the case for this application).
- 9.4 It is confirmed that the Transport Assessment complies with the minimum BREEAM requirements, in that:
- Travel patterns of the existing building have been assessed.
 - Travel patterns of the proposed development have been assessed.
 - The current local environment for pedestrians and cyclists has been assessed through an analysis of routes site users are likely to adopt, including pedestrian and cyclist isochrone maps.
 - Amenities within 500m of the site have been documented.
 - It has considered the proposed facilities for disabled users and cyclists.
- 9.5 On the basis of the above, the maximum of **two credits** are awarded to category Tra 01.

Tra 02: Sustainable Transport Measures

- 9.6 Up to 10 credits are available under this category.
- 9.7 Table 7.4 of the guidance sets out the points awarded to various categories. These are then converted into credits using the maximum points achieved and the AI as set out Table 7.3 of the guidance.

9.8 With reference to Table 7.4 of the guidance, the development is considered to achieve **five credits**, as the following measures are achieved:

- Public transport information will be provided within the development (1 point);
- Provide electric recharging stations for a minimum of 3kW for at least 10% of the total car parking capacity for the development (1 point);
- Car sharing will be encouraged (1 point);
- Cycle parking provision will be considerably in excess of the minimum requirements of Table 7.5 of the guidance (1 point); and
- There is a wide range of amenities within 500m of the development, including the three listed in Table 3.1 (1 point);

Summary

9.9 Based upon the above, the development will achieve **seven credits**, broken down as follows:

- Tra 01 Transport Assessment and Travel Plan – 2.
- Tra 02 Sustainable Transport Measures – 5.

Control Information

Prepared by

Steer
28-32 Upper Ground
London SE1 9PD
+44 20 7910 5000
www.steergroup.com

Prepared for

Pembury Developments Limited
Liberty House
222 Regent Street
London W1B 5TR

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24158401

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Author/originator

Gemma Bedlow

Reviewer/approver

Adam Beswick

Other contributors

Jamie Reed

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