

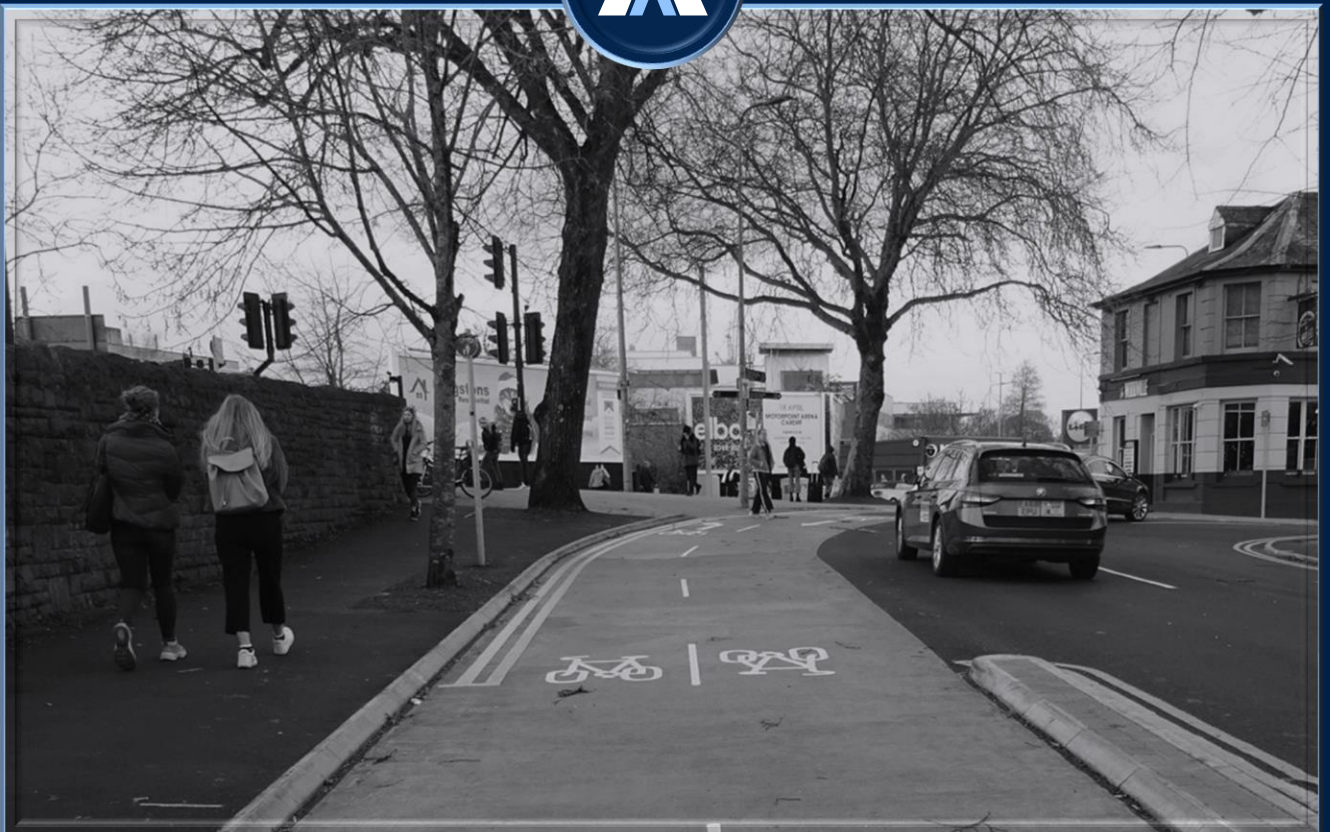
# Penrhyn Road, Knowsley

## Framework Travel Plan

### Knowsley Redevelopments Ltd

28 January 2022

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Registered Office:

30 Summerfield Avenue

Cardiff

CF14 3QA

# QUALITY MANAGEMENT

## REPORT DETAILS

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|--------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| Issued by    | <b>Apex Transport Planning Ltd</b><br>11-13 Penhill Road<br>Cardiff<br>CF11 9PQ | Tel: 02920 619 361<br><a href="mailto:info@apex.tp.co.uk">info@apex.tp.co.uk</a><br><a href="http://www.apex.tp.co.uk">www.apex.tp.co.uk</a> |  |
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## **1. INTRODUCTION**

### **1.1 Overview**

- 1.1.1 This Framework Travel Plan (FTP) has been produced in relation to a proposed B2/B8 warehouse unit development on an existing industrial site at Penrhyn Road, Knowsley Business Park, Prescot.
- 1.1.2 The proposals comprise the demolition of the existing buildings and erection of a B2/B8 warehouse unit with ancillary offices and associated external service yard and car parking.
- 1.1.3 The application site ('the site') is located to the north of Penrhyn Road and south of the A580 East Lancashire Road. Access is gained from the south via Penrhyn Road. It is a brownfield site with an existing industrial use with a number of buildings located on the site with a long history of employment use. The site is also allocated as a Primarily Industrial Area (Knowsley Business Park) as Policy CS4 in the Knowsley Council Local Plan. As such, the proposals would be situated within a site allocated for employment use.
- 1.1.4 A separate and standalone Transport Assessment (TA) has been submitted with the planning application and this assesses the impact of the development on the highway network. This FTP sets out measures to encourage the use of sustainable modes of transport and reduce the reliance on private car use for trips to and from the site. This has utilised information from within the TA, where appropriate and should be read alongside the submitted TA.
- 1.1.5 This FTP has also been produced to ensure compliance with the 2018 BREEAM guidance for criteria TRA01 and TRA02. The TA and the FTP cover all aspects of TRA01, although where required, reference to specific criteria have been set out in this FTP. This relates to criteria 2d and 2f in relation to accessibility to amenities and a public transport accessibility level.

### **1.2 Travel Plan Approach and Commitment**

- 1.2.1 This FTP sets out measures and an action plan which will be adopted by the site occupant. A final Travel Plan will be produced as a full version prior to occupation and agreed with the planning authority, as required. This would be due to potential changes in the background conditions between submission of the application and the operational start on the site. A Travel Plan Coordinator will be appointed to ensure that the plan and measures are promoted appropriately to all staff.
- 1.2.2 This FTP considers measures for positively influencing staff and visitor travel patterns to encourage sustainable modes of transport and reduce the reliance on private car use for trips to and from the site. The implementation of measures will also assist in constraining vehicle trips.
- 1.2.3 The applicant is committed to minimising the negative impacts of travel on the local environment, community and economy and recognise the importance of reducing the reliance on the car, providing sustainable travel choices for employees and visitors and promoting greener, cleaner travel.
- 1.2.4 Travel Plans are evolutionary documents that should be regularly updated, ensuring they consider and respond to ongoing changes in travel patterns. As such, this Travel Plan will be reviewed and updated on an annual basis.

### **1.3 Policy**

- 1.3.1 This TP has been prepared considering national and local policy and guidance, namely:
  - National Planning Policy Framework (July 2021) and Planning Practice Guidance
  - Manual for Streets 1 and 2

- KMBC Local Plan 2016
- KMBC Design Quality in New Development SPD (2016)
- KMBC SPD 'Ensuring a Choice of Travel' (2010)
- The third LTP for Merseyside (2011-2026)

1.3.2 In particular 'Ensuring a Choice of Travel' provides guidance on Travel Plans in Section 7, which has been reflected within this FTP.

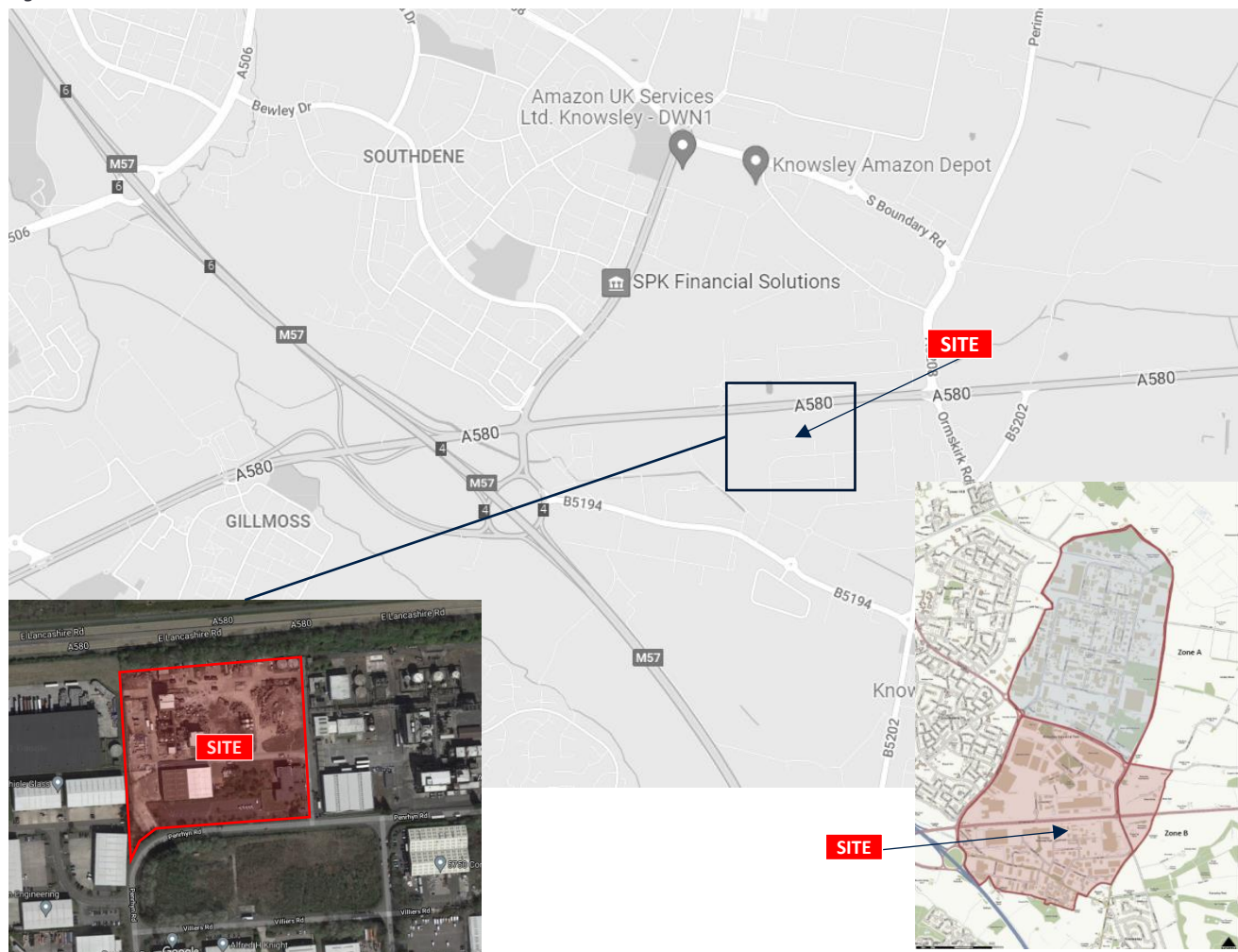
## 1.4 Site Location

1.4.1 The site is located within the southern extent of Knowsley Business Park (Zone B), immediately south of the A580 and the north of Penrhyn Road approximately 650 metres from the northern edge of Knowsley.

1.4.2 It is situated within an existing industrial estate and is surrounded by industrial and employment uses, including a number of engineering companies alongside retail distribution warehouses.

1.4.3 The site location is shown indicatively in Figure 1-1.

Figure 1-1: Indicative Site Location



Source: Google Maps

## 2. THE DEVELOPMENT

### 2.1 Overview

2.1.1 The proposals comprise the demolition of the existing plant/buildings and erection of a B2 industrial unit / B8 warehouse unit with ancillary offices and associated external service yard and car parking. The proposed development will be accessed off Penrhyn Road with separate access points for staff and visitors from operational vehicles.

2.1.2 The scheme consists of the following:

| Building Unit           | GFA (sqm)     |
|-------------------------|---------------|
| Warehouse               | 17,159        |
| Warehouse office        | 903           |
| Transport office        | 465           |
| <b>Total Floorspace</b> | <b>18,554</b> |

2.1.3 Although there are offices within the unit, these are ancillary to the main B2/B8 use.

### 2.2 Site Layout

2.2.1 The site layout has been designed to ensure operational activities are separated from non-operational activities, with dedicated areas and accesses for each. This includes separating HGVs and pedestrians as far as possible.

2.2.2 A 132-space car park is situated on the southern boundary of the site close to the warehouse office and staff entrance. This car park, which also accommodates 11 motorcycle spaces, is served from Penrhyn Road via a new priority junction. This car park is linear in nature, has an aisle with of 6m and has suitable turning areas at each end.

2.2.3 The operational access is proposed to the east of the car park access. This leads to the service yard area to the rear of the warehouse unit via an access road adjacent to the eastern side of the building, which is secured by a controlled access gate. The access road is 7.3m wide which is suitable for accommodating two-way passing vehicle movements.

2.2.4 An additional 15 car parking spaces are provided along the west side of the operational access road to the south of the gatehouse/gate. The operation yard to the rear of the site accommodates 46 HGV parking spaces, 18 dock loading doors, three level access doors and a 25m turning area at its western end. All vehicles can turn into and out of the spaces appropriately and a large HGV can turn within the turning circle and exit the site, in forward gear, where needed.

### 2.3 Vehicular Access

2.3.1 The site is currently accessed from Penrhyn Road and therefore movements onto this road from the site, including by HGVs, have been established over an extensive period. The proposals would provide two access points onto Penrhyn Road for staff / visitor movements and operational vehicle movements. The operational vehicle access would be located broadly where the existing access is obtained, with the staff / visitor access approximately 83m to the west.

2.3.2 The operational vehicle access has radii of 15m on the west side, with a taper of 1:20 over a length of 11m to ease articulated vehicle movements and a 15m radii on the east side. The access road has a width of 7.3m. As such all articulated vehicle movements can turn into and out of the site access without conflict.

- 2.3.3 The staff and visitor access will be provided with a 6m wide access and 6m corner radii on each side of the junction. As such, all light vehicle movements can turn into and out of the site access appropriately.
- 2.3.4 Visibility from the accesses was requested at 43 metres by the highway authority, in accordance with the speed limit. As part of the traffic survey on Penrhyn Road, this also recorded speed information, and this showed a maximum 85<sup>th</sup> percentile speed of 35.5mph. In accordance with the formula in Manual for Streets this would equate to a stopping sight distance of 55 metres. As such, visibility has been shown at this distance to demonstrate it is acceptable for recorded speeds. The visibility is shown at an x-distance of 2.4 metres back from the edge of the carriageway. Forward visibility to the site access from the centre of all approaching lanes to the site accesses would be 55 metres or more. As such, suitable visibility is provided to and from approaching vehicles.
- 2.3.5 The site boundary is contiguous with the adopted highway and all works and visibility splays can be accommodated within the site boundary or within highway land. As such, the access can be delivered appropriately.
- 2.3.6 The access arrangements are considered safe and suitable for accommodating all movements to and from the proposed development.
- 2.3.7 Full details have been set out in the Transport Assessment.

#### *Pedestrian Access*

- 2.3.8 Footways are provided on each side of the car park access road and on the western side of the operational access which link to the footways on Penrhyn Road. These connect to internal footways which provide access around the perimeter of the unit enabling a safe separation of vehicles and pedestrians. Dropped kerb crossings with tactile paving will be provided at both site accesses to enable pedestrians (both site users and existing movements) to cross within the mouth of the junction. This will assist people with visibility impairments to access the site.
- 2.3.9 Pedestrians accessing the building from the car parking area will connect to the entrance separately from operational traffic, with the main entrance at the eastern end of the building adjacent to the staff car park and the cycle parking area. Pedestrians can therefore be accommodated appropriately and safely away from large vehicle movements.
- 2.3.10 The access arrangements are considered safe and suitable for accommodating all movements to and from the proposed development. There are suitable crossings provided at the site accesses to ensure safe pedestrian movements to and from the site as well as along the site frontage. This is in accordance with BREEAM TRA02.
- 2.3.11 In relation to disabled access, the site will include the following measures:
- coloured tactile paving will be provided on the accesses into the site connecting to the walking routes
  - a step free ramped access from Penrhyn Road and the on-site car park
  - disabled toilets
  - internal doors that allow the passage of wheelchair users
  - wall protection and colour contrasts will be used, where possible, to signpost different areas and provide wayfinding solutions for those with visual impairments.
- 2.3.12 In addition to this, the site is providing disabled parking bays in the closest spaces to the building entrance.

## 2.4 Parking

### *Car Parking*

- 2.4.1 The site layout plan shows that the site would have 147 car parking spaces (including 8 disabled spaces), 46 HGV spaces and 11 motorcycle spaces, if occupied for B8 use. Further parking for 85 car parking spaces and 8 motorcycle spaces is possible within the service yard for B2 use, if needed.
- 2.4.2 The parking standards within KMBC are provided within the Ensuring a Choice of Travel SPD (September 2010). These provide maximum standards dependent on the use. These provide standards for a B2 and B8 use. The highway authority has stated that they would typically request the highest level of parking requirement of the proposed land use, which in this case would be for a B2 use.
- 2.4.3 The standards applicable for a B2 industrial use on the site are one space per 100 sqm GFA. The standards applicable for the B8 warehousing use on the site are one space per 100 sqm GFA.
- 2.4.4 Applying the standards to the proposed development would equate to a maximum provision of;
- 412 spaces for B2 use.
  - 186 spaces for B8 use.
- 2.4.5 The proposals are for a total of 147 spaces and is therefore in accordance with the standards in the SPD for a B8 use (at 79% of the maximum levels) considering the site's sustainable location.
- 2.4.6 In relation to a B2 use, the site layout shows a large service area which can accommodate 46 parked HGVs. This level of service area would not be required if the site were to be occupied for a B2 use and the service yard and parking arrangements would be rearranged accordingly. It is estimated that around half of the service area could be reallocated for car parking for a B2 use given the smaller service yard which would be required. Where this is the case, this service yard could accommodate approximately 85 vehicles. As such, this would equate to a total of c. 232 parking spaces on the site for a B2 use. This equates to c. 56% of the maximum level within the parking standards. This is considered to be an appropriate provision which would not have a material impact on overspill parking on the highway, whilst also encouraging sustainable travel (in conjunction with the measures in the Travel Plan).
- 2.4.7 In addition, it is noted that the parking standards are maximum levels and the SPD states that *"In all areas there may be instances where provision should be less than the maximum specified for example where a site is particularly accessible by modes of transport other than the private car."* As set out in Section 3, the site has good connectivity by sustainable modes of travel which will assist in encouraging these modes and will provide measures within a Travel Plan and as part of the site design to encourage sustainable travel.
- 2.4.8 Finally, the level of parking on the site is in excess of the existing site which had 93 car parking spaces for a building of for an industrial / office use with a floorspace of 7,583 sqm. This equates to one space per 82 sqm. Applied to the proposed use this would equate to 226 spaces. The potential B2 use could provide parking in excess of this level and as such the provision of 232 spaces would be considered appropriate within this area and on this site.
- 2.4.9 Parking restrictions and provision of a taxi pick-up/drop-off areas were considered as additional measures during the design process in accordance with the 2018 BREEAM guidance. The implementation of parking restrictions is not considered to be required given the proposed level of parking is within the maximum parking standards for the proposed uses. As a result, the level of

provision would not lead to any overspill which would require such management. The implementation of a taxi pick-up/drop-off area is not considered to be required for the proposed uses.

- 2.4.10 All spaces shown on the site layout plan have dimensions of 2.5m x 5.0m which is considered appropriate to accommodate large cars. Swept path analysis has been undertaken to demonstrate that vehicles can turn into and out of spaces within the car park appropriately.

#### *Disabled Parking*

- 2.4.11 The SPD guidance states that a minimum of 5% of the total allocation of car parking spaces should be provided as disabled parking.
- 2.4.12 A total of eight disabled parking spaces are provided on the site, which equates to 5% of the total provision, which is therefore in accordance the guidance in the SPD.
- 2.4.13 The spaces allow for an additional 1.2m hatched area around the side and rear of the space to enable safe access to vehicles for people with mobility impairments. The spaces are situated close to the building entrance and will have step free access from the spaces to the building entrance via suitable dropped kerbs and crossings.

#### *Electric Vehicle Charging*

- 2.4.14 The KMBC SPD does not provide standards for the provision of electric vehicle charging spaces. However, within the air quality section, it is stated that *“electric vehicle charging infrastructure will be required, at the discretion of the local highway authority, at a level appropriate to the type and scale of the development and in line with any future government guidance.”*
- 2.4.15 In accordance with this requirement, eight spaces will provide electric vehicle charging (c. 5% of the total number of spaces for B8 use), with a passive provision for a further 5%. This is considered appropriate and further encourages more sustainable travel to and from the site.

#### *HGV Parking*

- 2.4.16 The KMBC SPD does not provide standards for the provision of HGV parking, stating that parking should be developed on a case by case basis through discussions with the Council.
- 2.4.17 The site layout plan shows a total of 46 HGV spaces located in the service yard to the rear of the site, in addition to a dedicated turning area. These spaces will be clearly marked out on site to ensure efficient use of space and safety. This is considered appropriate for accommodating the likely movements generated by a B8 occupier. If the site were occupied for B2 uses this service yard would decrease in size and space reallocated for staff parking.

#### *Cycle Parking*

- 2.4.18 The cycle parking standards are provided in the SPD which states for B8 warehousing use that a minimum of one cycle space per 850 sqm should be provided. Applying the standards to the site would equate to a requirement for 22 spaces.
- 2.4.19 For a B2 industrial unit a minimum of one cycle space per 450 sqm should be provided. Applying the standards to the site would equate to a requirement for 41 spaces.
- 2.4.20 The site is providing cycle shelters which can accommodate 56 cycles in accordance with the required level of provision based on the SPD. The shelters are provided close to the building entrance.

- 2.4.21 The cycle parking will be monitored as part of this travel plan and, if demand dictates, additional provision will be considered.
- 2.4.22 The level of cycle parking is in accordance with the standards and is therefore considered to meet the criteria in BREEAM TRA 02 – Option 7.
- 2.4.23 To further encourage cycling, within the building there will be showers and changing rooms provided. This also meets the criteria in BREEAM TRA 02 – Option 8.

#### *Motorcycle Parking*

- 2.4.24 The motorcycle parking standards are provided in the SPD which states for B8 warehousing that one space per 2,000 sqm should be provided. Applying the standards to the site would equate to a requirement for nine motorcycle spaces.
- 2.4.25 For a B2 use the requirement would be for one space per 2,000 sqm, which would equate to 19 motorcycle spaces.
- 2.4.26 The proposals will provide 11 motorcycle spaces located at the front of the proposed unit near the main building entrance. Capacity for an additional eight spaces would be available with the large service yard area to the rear of the site, if the site were to be occupied for a B2 use.

## **2.5 Deliveries and Servicing**

- 2.5.1 The site layout allows for HGVs to turn appropriately and enter and exit in forward gear.
- 2.5.2 Vehicles are able to reverse against each proposed service bay throughout the site and a turning circle is provided to enable large HGVs to turn at the western end of the service area.
- 2.5.3 Swept path analysis has been provided in the TA to demonstrate the service and delivery movements can be accommodated appropriately within the site.
- 2.5.4 The layout also suitably accommodates a fire tender around the entire extent of the building.

## **2.6 Design Measures to Encourage Sustainable Transport**

- 2.6.1 The layout encourages walking and cycle movements within the site as follows:
- Footways are provided adjacent to the access road
  - The internal layout encourages low vehicle speeds with straight sections constrained to short lengths and deflections provided
  - Crossings provided at the site accesses, including tactile paving
  - Secure and covered cycle parking provided above the guidance levels
  - Electric vehicle charging points

### 3. SUSTAINABLE CONNECTIVITY

#### 3.1 Introduction

- 3.1.1 The site has a long history of employment use and is situated within the Knowsley Business Park allocated employment area. As such, the sustainable transport links have been considered appropriate for employment uses and movements have been accommodated to and from the site for this use.
- 3.1.2 Although the site is considered to be appropriately situated for employment use, this section provides an appraisal of the existing sustainable transport networks surrounding the proposed site, with due regard to walking, cycling network and public transport networks/infrastructure.

#### 3.2 Walking

- 3.2.1 Walking is the most important mode of travel at a local level and offers the greatest potential to replace short car journeys.

##### *Infrastructure*

- 3.2.2 The site is well connected by good pedestrian routes and facilities and is within a well-established industrial area. The surrounding streets have footways on both sides, as would be expected in an existing urban area. There are continuous walking routes in all directions which connect to residential areas, facilities and public transport stops. Street lighting is provided at frequent intervals along all routes linking to the site. The gradients are relatively flat on the routes surrounding the site which is conducive for walking.
- 3.2.3 The two metre wide footways located along both sides of Penrhyn Road provide a direct connection to the site from the surrounding area and as a continuous link to Knowsley Village to the south-east of the site. The footways along the unnamed road, Penrhyn Road, Kitling Road and School Lane provide a route to Knowsley to the south and Southdene to the northwest.
- 3.2.4 There are at grade signal controlled crossings provided at the A580 / A5207 junction which enables crossing to Southdene and Kirkby.
- 3.2.5 As such, the site is well situated to encourage walking for future employees and visitors.

##### *Distances*

- 3.2.6 To enable an assessment of the viability of walking between the site and residential areas, it is appropriate to establish the maximum distance that people are generally prepared to walk for work purposes.
- 3.2.7 There are a number of publications which suggest guidance for appropriate and acceptable walking distances. For reference, these have been summarised as follows.
- CIHT - Guidelines for Providing for Journeys on Foot (2000): suggests preferred maximum distances for commuting are up to 2km and states that the average walking journey is approximately 1km.
  - Department for Transport (DfT) – Manual for Streets (2007): MfS states that ‘walkable neighbourhoods’ are typically characterised by having a range of facilities within 10 minutes walking distance (c. 800 metres) – i.e. this would include employment uses. MfS also acknowledges that this is not an upper limit and references previous planning policy guidance in that it is generally acknowledged that walking offers the greatest potential to replace short car trips, particularly under 2km.

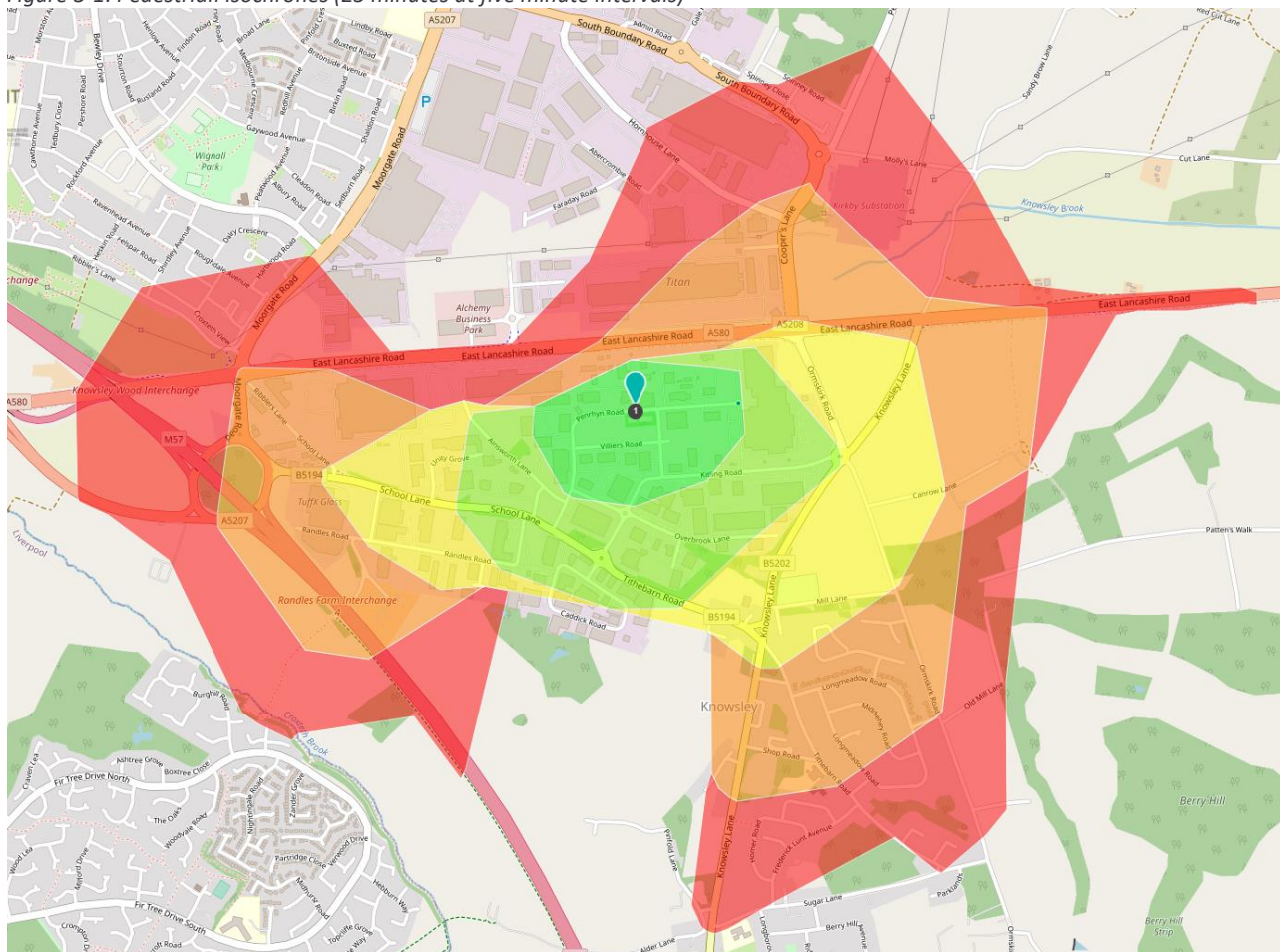
- CIHT (2015) – Planning for Walking: In relation to shorter trips in particular, (section 2.1) states that across Britain about *‘80% of journeys shorter than 1 mile (1.6km) are made wholly on foot’*.
- DfT – National Travel Survey 2016 Report (NTS2016)– This suggests on page 16 that 80% of all trips under 1 mile (1.6km) were made by walking. Page 19 suggests that the average walking trip was 16 minutes in time (equating to around 1.3km based on a walking speed of 3mph).
- DMRB – Although recently superseded by CD143, TA91/05 Provision for Non-Motorised Users provided useful guidance on walking and cycling distances, which remains helpful in this regard. Paragraph 2.2 of TA91/05 states that 2 miles (3.2km) is *‘a distance that could easily be walked by the majority of people’*. Paragraph 2.3 also continues by stating that *‘Walking is used to access a wide variety of destinations including places of work, normally within a range of up to 2 miles’* (3.2km).

3.2.8 As such, based on guidance, it is considered that suitable walking distances could be up to 3.2km. This equates to around a 40-minute walk travelling at 3mph. However, distances of 2km are considered more likely for walking journeys and residential areas within 800 metres are considered to be within ‘walkable neighbourhood’ distances.

3.2.9 ‘Openroute Service’ has been used to generate pedestrian isochrones at five-minute (c.400m) intervals as shown in Figure 3-1. This is based on walking speeds of 5km per hour (c. 3mph). It demonstrates a significant proportion of the northern areas within Knowsley are accessible within a 25-minute walk from the site (c. 2km). This includes the residential area of Knowsley to the south of the site, the southern part of Knowsley Industrial Park and the southern extent of the residential area of Kirkby.

3.2.10 This shows that there is a high number of residents within potential walking distance of the site and that the site is highly accessible on foot. As such, a high proportion of employees (and visitors) could travel to the site on foot, and this would be an attractive option.

Figure 3-1: Pedestrian Isochrones (25 minutes at five minute intervals)



Source: Openroute Service

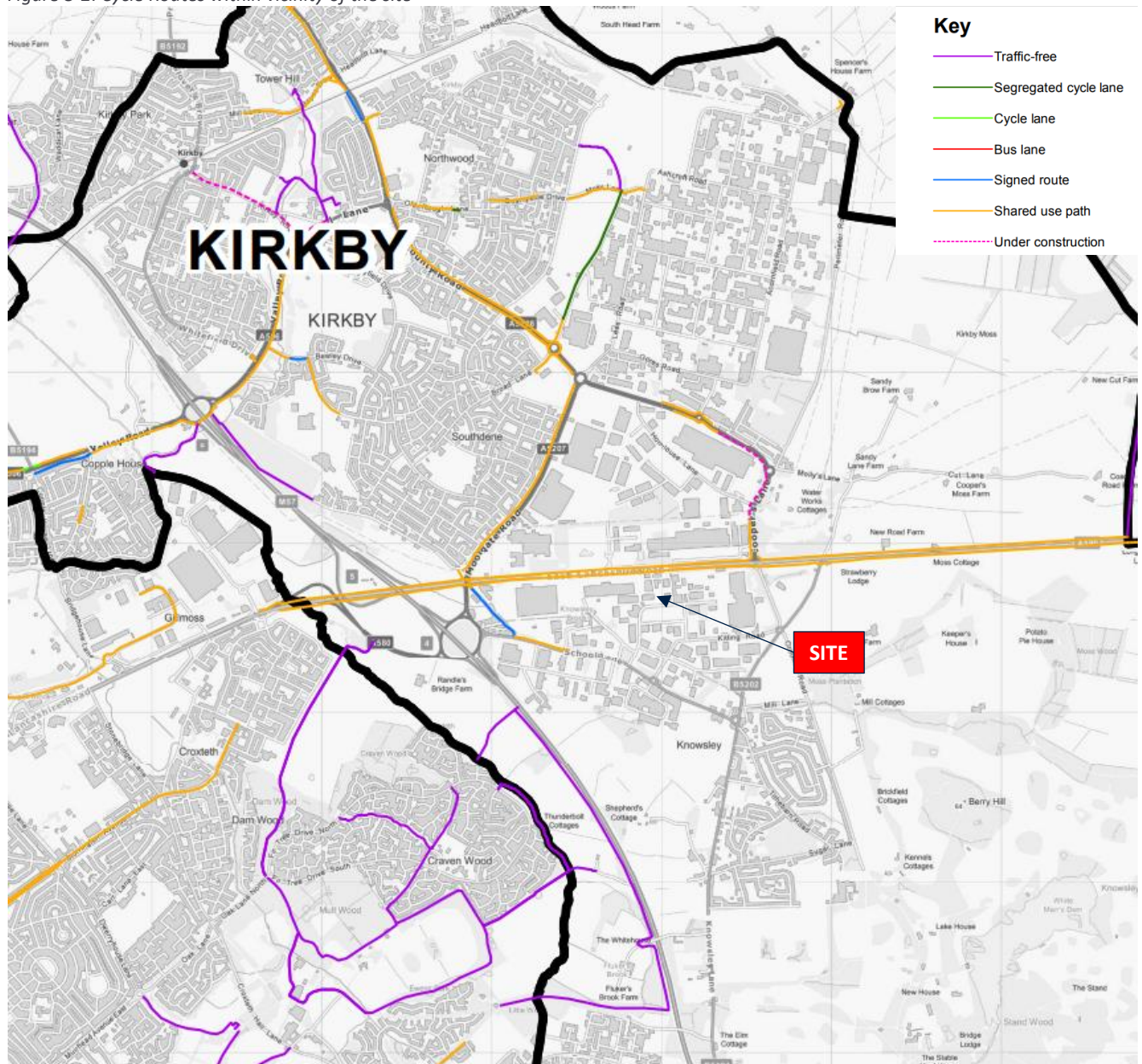
### 3.3 Cycling

#### Routes

- 3.3.1 Cycle routes within the vicinity of the site are shown on the Merseytravel active travel website. This shows that there is a shared use footway / cycleway route on School Lane which connects to a signed route on Ribblers Lane linking to the A580 / A5207 junction. This in turn links to further shared use footway / cycleways which run adjacent to the A580 and the A5207 connecting to Kirkby to the north and St Helens to the east. There is a signal controlled crossing at the A580 / A5207 enabling access to routes in all directions.
- 3.3.2 A further traffic free route runs adjacent to the M57 and also connects with Craven Wood, which can be accessed from an underpass via Gellings Lane. This also provides a connection with northern areas in Huyton.
- 3.3.3 There is also a shared use path running adjacent to the A580 along the northern boundary of the site.
- 3.3.4 The surrounding streets are also wide, with streetlighting and a minimal gradient and would be suitable for use by cyclists. Penrhyn Road also has a low level of vehicle movements and is suitable for shared use by cyclists and vehicles.
- 3.3.5 As such, the site is connected to local cycle routes, and these would be suitable for some employees and visitors.

### 3.3.6 The cycle routes within the vicinity of the site are shown in Figure 3-2.

Figure 3-2: Cycle Routes within vicinity of the site



Source: Merseytravel Cycle Map

#### Distances

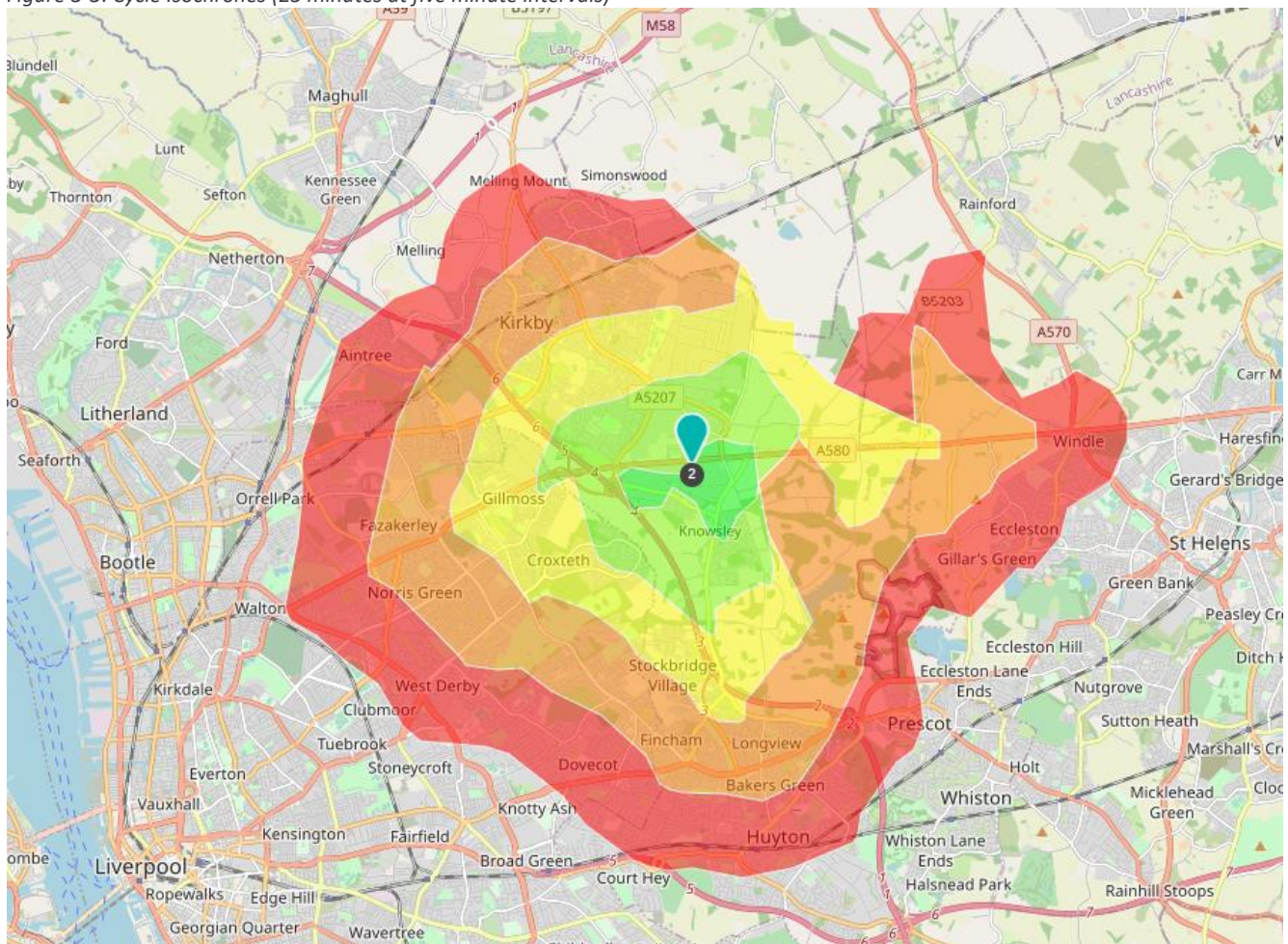
3.3.7 There are a number of publications which suggest guidance for appropriate and acceptable cycling distances for commuting purposes. Two of the key guidance documents have been summarised as follows.

- DfT - LTN02/08 Cycle Infrastructure Design (paragraph 1.5.1) states that 'for commuter journeys, a trip distance of over five miles is not uncommon' (c.8km), and that 'Experienced cyclists will often be prepared to cycle longer distances for whatever journey purpose.'
- With regard to cycling, TA91/05 states (paragraph 2.11) that 'Cycling is used for accessing a variety of different destinations, including places of work, up to a range of around 5 miles.' At

paragraph 2.9, TA91/05 states that 5 miles (c.8km) is a distance ‘that could easily be cycled by the majority of people’.

- 3.3.8 It has been assumed that journeys of up to 8km are within an acceptable cycling distance. A cycling journey of 8km would equate to approximately a 25-minute trip.
- 3.3.9 The Openroute Service has been used to generate cycle isochrones at five-minute intervals up to a total of 25 minutes (c.8km) using roads and cycle routes (i.e. not straight line distances). This has been shown in Figure 3-3. The isochrones are generated based on speeds dependent on the surface and highway type. The majority (if not all) of the routes used would be paved and as such would be subject to an 18kph speed based on the parameters in the software. A five-minute isochrone would therefore cover a distance of c. 1.5km, with a 25-minute isochrone covering a distance of c.7.5km. As such, this is broadly in accordance with the relevant design guidance (indeed, cycle journeys to the site could originate from slightly greater distances, up to 8km from the site, in accordance with the guidance).
- 3.3.10 The isochrones show the entire of Knowsley is accessible within an appropriate cycling distance in addition to Kirkby, Prescott, Huyton and eastern areas of Liverpool. Most of the areas within Crawley can be accessed by suitable and recommended cycling routes, as shown within Figure 3-2.

Figure 3-3: Cycle Isochrones (25 minutes at five minute intervals)



Source: Openroute Service

- 3.3.11 As such, travelling to the site by cycle is considered a feasible and realistic option for some employees of the site. As shown in Section 2, there are already journeys made by cycle for work purposes in this area.

### 3.4 Proximity to Accessibility Amenities (TRA01)

- 3.4.1 In relation to TRA01, it sets out the minimum that a site-specific travel assessment (or Statement) shall cover. This section provides an outline of the sites' proximity to amenities in accordance with 2d of the criteria.
- 3.4.2 In reference to the amenities within the proximity of the site, these are outlined within Table 7.1 of the BREEAM guidance and this has been reflected as follows, together with the walking distance from the site for each facility (i.e. not straight line distances). If these are outside of the 500m distance, this has been stated.
1. Appropriate food outlet: Spa/Starbucks/cafe – 1.6km
  2. Access to cash: Coopers Lane Services – 1.6km
  3. Access to an outdoor open space (public or private, suitably sized and accessible to building users): Mill Lane Open Space – 1.3km
  4. Access to a recreation or leisure facility for fitness or sports: Gym, Faraday Rd – 2.5km
  5. Publicly available postal facility: Knowsley Village Post Office – 2.4km
  6. Community facility: Southdene Community Centre – 2.9km
  7. Over the counter services associated with a pharmacy: Knowsley Village Pharmacy Rowlands, Sugar Lane – 2.4km
  8. Public sector GP surgery or general medical centre: Knowsley Medical Centre – 2.2km
  9. Childcare facility or school: Parklands Day Nursery – 2.8km
- 3.4.3 Although the site is shown to be outside the 500m distances set out within the BREEAM guidance for proximity to amenities, it is considered to have a good choice of amenities within recommended walking distances. As set out in Section 3.2 and 3.3, there are a number of recognised guidance documents which suggest walking distances up to 3.2km (well above 500m) are acceptable and appropriate. The amenities listed above are located between 1.3km-2.9km from the site (walking distance) and are therefore considered to be well within a suitable walking distance. In addition, the site is well located for walking, cycling and public transport access for employees travelling from residential areas.
- 3.4.4 The amenities are also accessible via the well-established and good quality pedestrian routes which serve the site and this location. Street lighting is provided at frequent intervals along all routes linking to the site. The gradients are relatively flat on the routes surrounding the site which is conducive for walking.
- 3.4.5 The amenities are also accessible by cycle, either via the local cycle routes or along the surrounding local streets which offer an environment conducive to cycling.

### 3.5 Public Transport

#### *Bus*

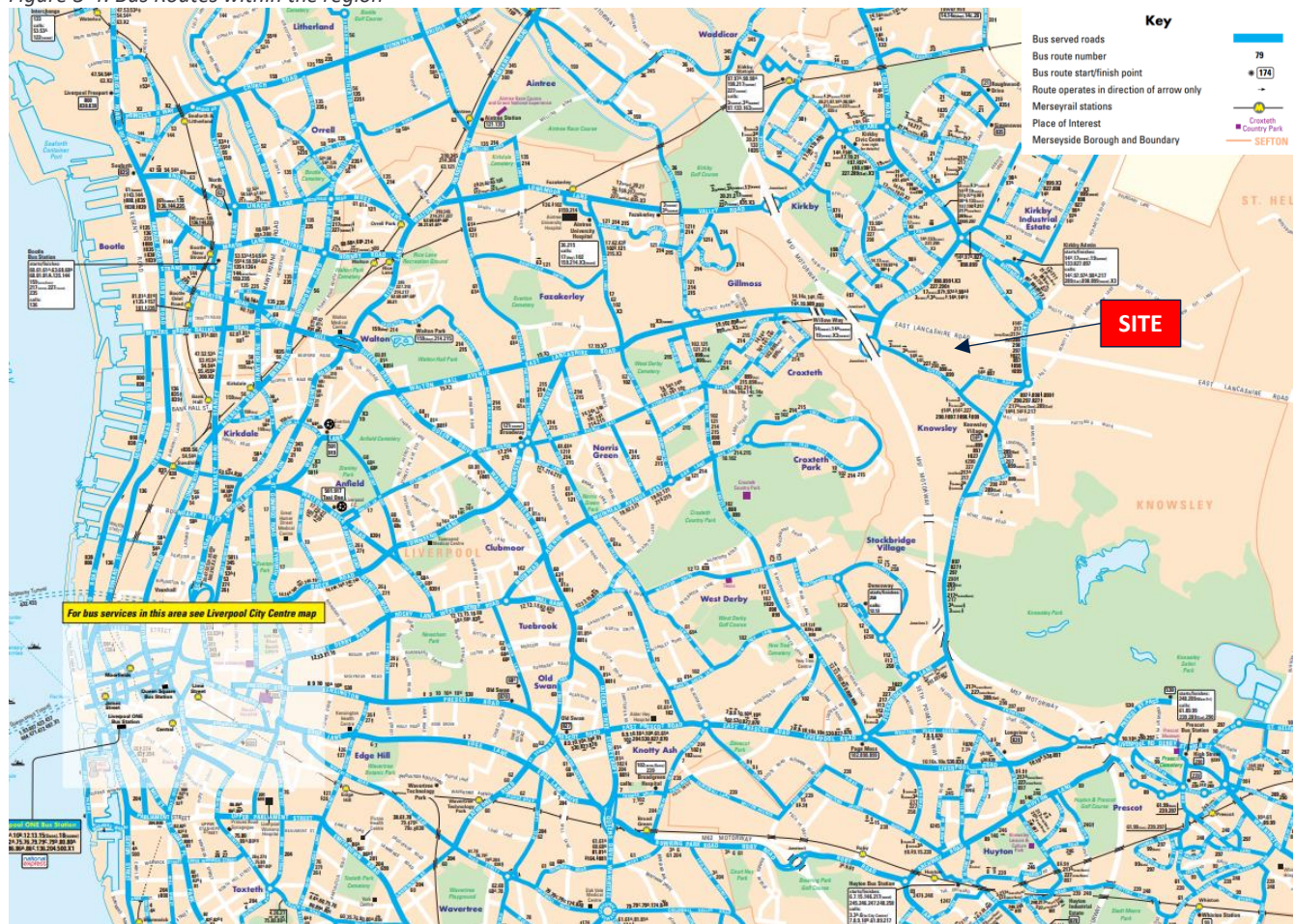
- 3.5.1 The closest bus stops to the site are situated on Kitling Road, within a 450 metre walk of the site via suitable footways. There are further bus stops on School Road which are approximately 650 metres from the site. These stops provide timetable information. The stops are served by services 14B, 217/217A, 227, 289, 297, 827, 898 and 899. Service 14B stops on Kitling Road with the remainder stopping on School Road.

3.5.2 A summary of the services available within suitable walking distance of the site can be found in Table 3-1. These are shown in a single direction, with the other direction providing the same frequency of service. A route map showing the services within the vicinity of the site is shown in Figure 3-4.

Table 3-1: Local Bus Services

| No.                    | Route Summary                             | Frequency                                                |                                                   |                                                   |
|------------------------|-------------------------------------------|----------------------------------------------------------|---------------------------------------------------|---------------------------------------------------|
|                        |                                           | Monday-Friday                                            | Saturday                                          | Sunday                                            |
| 14B                    | Liverpool - Knowsley Village              | Four services a day<br>First Bus: 0758<br>Last Bus: 1855 | No Service                                        | No Service                                        |
| 217 /<br>217A /<br>227 | Kirkby Bus Station - Huyton               | Two per hour<br>First Bus: 0657<br>Last Bus: 2319        | One per hour<br>First Bus: 0658<br>Last Bus: 2326 | One per hour<br>First Bus: 0649<br>Last Bus: 2319 |
| 289                    | St Helens - Prescot or Kirkby             | One per hour<br>First Bus: 1027<br>Last Bus: 1727        | One per hour<br>First Bus: 1001<br>Last Bus: 1701 | No Service                                        |
| 297                    | St Helens - Kirkby                        | One per hour<br>First Bus: 0807<br>Last Bus: 1708        | No Service                                        | No Service                                        |
| 827                    | Old Swan - Kirkby                         | One service 0730                                         | No Service                                        | No Service                                        |
| 898                    | Page Moss - Kirkby Admin circulars        | One per hour<br>First Bus: 0548<br>Last Bus: 2253        | One per hour<br>First Bus: 0548<br>Last Bus: 2253 | One per hour<br>First Bus: 0548<br>Last Bus: 2253 |
| 899                    | Woolfall Heath – West Kirkby,<br>Knowsley | One per hour<br>First Bus: 0505<br>Last Bus: 2210        | No Service                                        | No Service                                        |

Figure 3-4: Bus Routes within the region



Source: Mersey Travel Bus Routes

- 3.5.3 The site has excellent connections by frequent bus services to a variety of destinations. This includes services which operate throughout the day and are therefore suitable for employees' working shifts.
- 3.5.4 As such, travelling by bus would be suitable and attractive mode for commuting journeys to and from the site.

#### Rail

- 3.5.5 The closest railway station to the site, Kirkby Rail Station, is located approximately 5.3km to the northwest of the site. The station can be accessed via a 16-minute cycle and is connected by suitable routes.
- 3.5.6 Kirkby Rail Station provides services to local and regional destinations. These services including trains routing to and from Liverpool and Blackburn. Journeys to Liverpool Central Rail Station from Kirkby take around 20 minutes and from Liverpool it is possible to connect to further regional and national destinations.
- 3.5.7 As such, travelling by rail and cycle to the site provides an alternative option for some employees, particularly those travelling longer journeys to the site.

### 3.6 Sustainable Transport Solutions (TRA 01)

- 3.6.1 In relation to BREEAM, TRA 01, criteria 2f requires a calculation of the Public Transport Accessibility Index (AI). This is also known as a Public Transport Accessibility Levels (PTAL) which is a measure of

accessibility from a point of interest at a site to the local public transport network. The measure considers the walk access time to a station or stop as well as the wait time and reliability of local public transport services.

- 3.6.2 A site specific PTAL / AI has been ascertained through using the Transport for London (TfL) calculation methodology and this demonstrates how accessible the site is by public transport services. The AI calculation includes all services to bus stops within 650m of the site.
- 3.6.3 A summary of all bus services within these distances by stop is set out in Table 3-2. A summary of the bus services and frequencies is set out within Table 3-2. The frequency shown is the number of services in one direction in the morning peak hour.

Table 3-2: Accessibility Index / PTAL Calculation - Buses

| Stop         | Route | Distance (metres) | Frequency (v/h) | Weight | Walk Time (mins) | Service Wait Time (SWT) (mins) | Access Time (mins) | Equivalent Doorstep Frequency (EDF) | Accessibility Index |
|--------------|-------|-------------------|-----------------|--------|------------------|--------------------------------|--------------------|-------------------------------------|---------------------|
| Kitling Road | 14B   | 450               | 1               | 0.5    | 5.63             | 32.00                          | 37.63              | 0.80                                | 0.40                |
|              | 289   | 650               | 2               | 1.0    | 8.13             | 17.00                          | 25.13              | 1.19                                | 1.19                |
| School Lane  | 297   | 650               | 1               | 0.5    | 8.13             | 32.00                          | 40.13              | 0.75                                | 0.37                |
|              | 898   | 650               | 1               | 0.5    | 8.13             | 32.00                          | 40.13              | 0.75                                | 0.37                |
|              | 899   | 650               | 1               | 0.5    | 8.13             | 32.00                          | 40.13              | 0.75                                | 0.37                |
|              | 289   | 650               | 1               | 0.5    | 8.13             | 32.00                          | 40.13              | 0.75                                | 0.37                |
| <b>Total</b> |       |                   |                 |        |                  |                                |                    |                                     | <b>3.09</b>         |

\* Calculated based on TfL calculation criteria in Section 2.5 of 'Assessing transport connectivity in London'

- 3.6.4 The Public Transport AI score is 3.09.
- 3.6.5 It is considered that the proximity of the site to bus stops would offer an attractive alternative mode of travel for potential future employees and visitors. There are a number of public transport services within a short walking distance of the site which provide regular services to a variety of destinations.
- 3.6.6 The PTAL ratings also do not take into consideration the walking and cycling opportunities from a site or the proximity to residential areas and potential employees. The site is situated in a location which is accessible by walking and cycling links which connect to the surrounding residential areas, which will encourage active travel from these locations.

## 4. OBJECTIVES AND BENEFITS

### 4.1 Aims and Objectives

#### 4.1.1 The overall aims and objectives of the TP are to:

- Reduce the dependence of staff and visitors on travel by private car
- Promote alternative modes of travel to the car
- Promote means of travel that are beneficial to the health of staff and visitors to the site
- Increase awareness of the advantages of more sustainable travel
- Comply with relevant policies and guidance in terms of reducing vehicle use, vehicle emissions and congestion, and promoting sustainable travel
- Ensure that the sustainable travel objectives of the TP are reflected in the daily travel patterns of all employees over the long term
- Constrain car parking demand
- Generate fewer vehicle trips than would otherwise have been the case

### 4.2 Benefits

#### 4.2.1 The benefits of implementing a TP and increasing active travel are as follows:

- To an individual by improving their health, reducing everyday stress and cost savings
- To the workplace through improved access to the workplace and a healthier, less stressed and more motivated workforce
- To the community by everyone involved in the preparation and implementation of the TP demonstrating their commitment to sustainability and minimising the impact on local employees
- To the environment by enhanced local air quality with less noise, dirt and fumes brought about by fewer vehicular trips
- It will provide potential road safety benefits through a reduction in vehicular traffic, which in turn can lead to an increase in dedicated infrastructure for vehicles and a reallocation of space for active travel, public transport and green spaces
- Numerous households have no regular access to private vehicles and therefore the use of public transport, cycling and walking can play a significant role in improving accessibility, reducing social exclusion, and ensuring the viability of public transport services for those that need it
- The burning of fossil fuels is widely considered to be altering the climate, with carbon dioxide emissions being the most common contributor. The implementation of Travel Plans can assist in reducing the adverse impact of transport on climate change

## **5. MANAGEMENT**

### **5.1 Travel Plan Coordinator**

- 5.1.1 The management of the Travel Plan will be the responsibility of the occupier who will designate an employee/s as a Travel Plan Coordinator (TPC).
- 5.1.2 Where possible, the TPC will advocate travel by sustainable modes and would be a keen walker / cyclist. They would be encouraged to spread the word to colleagues about active travel and should look to gain assistance from other travel plan 'champions' throughout the company.
- 5.1.3 The designated TPC will be confirmed before occupation.
- 5.1.4 The TPC's contact details will be made available to all new employees as well as the Travel Plan Officer at the highway authority (where applicable).
- 5.1.5 The TPC would be responsible for implementing the plan, distributing information and promoting measures as well as surveying and data collection, where necessary.
- 5.1.6 The TPC will ensure that the TP measures are in place from the outset and that a final plan is produced adhering to this Framework prior to occupation.

### **5.2 Induction Process**

- 5.2.1 The occupier will, through their induction processes, undertake a travel induction session (through the TPC or 'travel champions' if the TPC is based off-site) when employees start. This would cover the relevant aspects of the Travel Plan. The induction session will enable all staff to be fully aware of the aims and objectives of the Travel Plan. This could be incorporated into the general induction programme as required, which will also cover procedures such as identification of emergency exits, emergency fire evacuation procedures, health and safety and contact details.
- 5.2.2 The sustainable travel part of the induction would involve presenting the information within the TIP (details within Section 6).

## 6. MEASURES AND INITIATIVES

### 6.1 Travel Plan Measures

- 6.1.1 This FTP provides a set of measures which are intended to achieve the overarching aims and objectives set out in Section 4.
- 6.1.2 The measures outlined within this section are designed to be suitable for implementation by the occupier. The list of measures is not exhaustive and would be subject to review over time. Additional measures may be added following the annual travel survey responses.
- 6.1.3 Once the TP commences, the TPC will be free to investigate and implement other potential initiatives to increase the attractiveness of journeys by non-car modes.
- 6.1.4 This section provides a summary of the key initiatives which the occupier would commit to providing. The initiatives reflect experience of other travel plans, the location of the site and travel planning guidelines.

### 6.2 Plan Promotion and Information Dissemination

- 6.2.1 All employees will be made aware of the Travel Plan and the responsibilities of the TPC. The aim is to maximise awareness of the Travel Plan initiatives and measures from the outset.

#### *Travel Information Packs (TIP)*

- 6.2.2 Travel Information Packs will be provided to all new employees at the site, which would be distributed by the TPC's in electronic format (or printed, on request) to ensure that all employees are fully informed of the travel choices available from the start of their employment.
- 6.2.3 The TIP will contain (albeit this list is not exhaustive):
- Walking and cycling maps showing safe routes to local facilities, services and amenities (and residential areas)
  - A list of free to use route planners (walking, cycling, public transport) – i.e. websites such as traveline, cyclestreets, and google maps
  - Public transport information showing bus and rail service information
  - A list of contacts for sustainable travel information (i.e. public transport operators)
  - Guidance on car sharing, the benefits of car sharing and information on car sharing websites such as Liftshare ([www.liftshare.com](http://www.liftshare.com))
  - Information on sustainable travel initiatives available at the time, i.e. discounts available to employees (if applicable)
  - Information on where cycle parking facilities can be found
  - Contact details of the TPC

- 6.2.4 Employees will have the opportunity to discuss any elements of the TIP with the TPC. The TPC will maintain a record of all relevant comments made and adjust the TIP and / or Travel Plan, as necessary.

#### *Visitor Travel Leaflet*

- 6.2.5 A short visitor travel leaflet will also be produced which provides a brief overview of the travel options available to access the site. This would also include information on electric vehicle parking spaces provided within the site. This would be produced electronically for employees to send to visitors when confirming appointments or meetings on the site.

### *Noticeboards*

- 6.2.6 Travel noticeboards (or similar i.e. electronic screens or information holders) will be provided in staff communal or reception areas. Information will likely include the following (albeit this list is not exhaustive):
- Walking and cycling routes and the health benefits of travelling by these modes
  - Local bus times and maps of routes
  - Rail timetable information and information on how to travel to and from the rail station
  - Car Sharing Information and Leaflets
  - Economical Driving information
  - Cycle Training Information
- 6.2.7 It will be the responsibility of the TPC to ensure that all information is kept up to date.
- 6.2.8 In addition, the occupier will consider providing live public transport information on a monitor within the vicinity of the noticeboard.

### *Reducing the Need to Travel*

- 6.2.9 The occupier will reduce the need to travel through implementing home working and video-conferencing (although it is recognised that the level of home working will be minimal due to the type of use on the site). They will also be flexible with start and finish times to fit around public transport times, where possible, although it is recognised that bus services are extensive and frequent throughout the day.
- 6.2.10 These working practices will be promoted and encouraged through the TPC.

## **6.3 Encouraging Walking**

- 6.3.1 The TPC will encourage employees living within a reasonable distance (up to 3.2km) of the site to walk to and from the site by:
- Advising on suitable routes to and from residential areas
  - Advising on the location of local facilities for use at lunchtimes and suitable routes to these
  - Promoting the accessibility of the site by foot
  - Promoting the health benefits of walking
- 6.3.2 The development of the site will also encourage walking through providing a pleasant pedestrian environment through the provision of lighting and landscaping on the site, which will connect to the existing good quality routes on the highway network.
- 6.3.3 Online route planners (and apps) which enable users to get a walking route between two points and provide, for example information on journey time, calories burned, steps taken and carbon saving, will be advertised and promoted within the TIP (such as <https://gb.mapometer.com/walking>). Any relevant posters or information will be displayed on the noticeboards.
- 6.3.4 Local and national travel awareness campaigns and events relating to walking will be promoted including walk to work week and national walking month (Livingstreets & #Walkthismay).
- 6.3.5 The TPC will approach outdoor clothing shops seeking a discount for employees on the purchase of waterproof clothing to encourage walking in inclement weather conditions.

6.3.6 Promotional posters and leaflets highlighting the health benefits of walking will be posted in staff communal areas, as available. These can also be included within the TIP.

## 6.4 Encouraging Cycling

6.4.1 The TPC will encourage employees living within a reasonable cycling distance (8km) to cycle to and from the site, by:

- Providing safe and secure covered cycle parking at the site
- Monitoring usage of cycle parking and providing additional parking if demand dictates it
- Providing employees with information and advice on safe cycle routes to and from the site
- Promoting the benefits of cycling
- Seeking to secure discounts with local cycle shops
- Promoting the accessibility of the site by cycle

6.4.2 As part of the TIP, employees will be provided with information and advice on safe cycling routes to local services and facilities (and residential areas) as well as the benefits of cycling as a viable form of transport.

6.4.3 The TPC will obtain feedback from employees and visitors on any potential issues in relation to the cycle network surrounding the site. They will discuss these with KMBC and seek to ensure that the cycle network is maintained to a suitable standard. They will also encourage improvements to be delivered to further promote cycling.

6.4.4 The development will provide 56 safe, secure and accessible covered cycle parking spaces, a figure in excess of the KMBC parking standards. The TPC will monitor the usage of cycle parking and seek to provide additional parking if demand dictates it, where feasible.

6.4.5 The occupier will support a cycle to work scheme such as Bike2Work to enable employees to benefit from savings on bikes and equipment. This will be promoted by the TPC. This is applicable to employees whose place of residence is located within a reasonable cycling distance to the site. Providing information leaflets within the TIP will highlight their eligibility for the scheme.

6.4.6 Many people would like to cycle to work or for pleasure but are put off by the traffic or because they feel out of practice. Cycle training is a great way of building confidence on a bike in a controlled environment. Adult cycle training is provided within the local area by Pedal Away to assist people to become confident riders. Further courses are also run by Bikeability. Information on this training would be included within the TIP and the noticeboard to provide employees with more information on how to access this training if they should wish to do so. Cycle maintenance training is also provided by Bikeability, and these courses will be promoted to employees and the occupier will consider bringing a trainer onto the site as part of a Travel Plan event day for employees to learn the basics of cycle maintenance.

6.4.7 The TPC will contact local cycling shops seeking to agree discounts on cycling products for employees of the site.

6.4.8 A puncture repair kit and/or spare inner tubes will be provided within a suitable staff area for use by employees. A puncture often becomes a barrier to people cycling to work as they do not repair the bike and it is often out of action for some length of time. It also means that if a tyre is punctured on the way into work (or visiting) then staff / visitors are still able to ride home. Staff will be informed of the location of the kit by the TPC or 'travel champions'. A 'How to Fix a Puncture' flyer will be displayed in communal staff areas.

6.4.9 Local and national travel awareness campaigns and events relating to cycling will be promoted to employees, including Bike Week and Cycle to Work Day.

## 6.5 Encouraging Use of Public Transport

6.5.1 Information on public transport routes and timetables will be included in TIPs including details of key public transport websites and route maps, including local stops. This will include the Traveline, MerseyTravel and Google Maps travel planning websites. Bus and rail timetables are usually available from stations and will also be provided on the noticeboard / information area, where appropriate.

6.5.2 Real time information public transport mobile apps and websites will be promoted to employees, where these are available at the time of site occupation. This will assist with improving the user experience and reduce waiting times at stops, thereby encouraging bus use.

6.5.3 The TPC will liaise with KMBC and the bus and rail companies to promote the use of public transport services, including through any relevant marketing material they can provide. They will also discuss existing services with them and seek to increase the frequency of services in the local area, if feasible, to further improve access by public transport.

6.5.4 The TPC will seek to secure discounts on period travel passes with the bus and rail companies for employees.

6.5.5 The occupier will consider flexibility in working hours for employees using public transport where this might co-ordinate better with existing bus and rail service timetables, albeit it is recognised that the majority of staff will work on a shift basis.

6.5.6 The occupier will also consider providing staff with interest free loans to purchase public transport season tickets.

6.5.7 The TPC will obtain feedback from employees using public transport on potential issues and improvements and discuss this with KMBC and public transport operators.

## 6.6 Encouraging Car Sharing

6.6.1 Car sharing is an effective method of reducing vehicle generation and parking demand and will therefore be encouraged. The TIP will include information on car sharing schemes in operation in the vicinity of the site such as [www.liftshare.com](http://www.liftshare.com).

6.6.2 The TPC will actively promote car sharing websites and assist employees who wish to join a car share scheme, if needed. Car sharing information and benefits will also be displayed on the noticeboard.

6.6.3 The TPC will also seek to informally encourage car sharing between staff, subject to GDPR restrictions.

6.6.4 Dedicated car-sharing spaces will be considered within the site by the end occupier, closest to the building entrances, where feasible. The TPC will monitor these spaces.

6.6.5 The occupier will provide guaranteed rides home for those who have car shared and their car share partner is unexpectedly called away/delayed. To avoid possible abuse of this facility, it should be restricted to exceptional circumstances of genuine need.

## 6.7 Awareness and Events

6.7.1 Promotional events will be organised, where required, in relation to specific aspects of the Travel Plan or to promote the introduction of any new initiatives. This will allow travel awareness to be

maintained amongst employees and be used to raise recognition levels for initiatives that may have become less popular with time.

- 6.7.2 The TPC will investigate the feasibility of participating in national events such as Bike Week, walk to work week and World Car Free Day. These events will be actively promoted by the TPC.

## 7. TARGETS

### 7.1 Introduction

7.1.1 The targets set out within this section will provide a clear measure of the Travel Plan's progress towards meeting the objectives and benefits. These targets are shown as output targets, where specific actions are undertaken to successfully deliver or monitor the Travel Plan, and outcome targets which demonstrate the specific outcomes of the plan.

### 7.2 Output Targets

7.2.1 These show what will be undertaken and can be measured against to ensure the successful delivery of the Travel Plan. The output targets are as follows:

- Appoint a Travel Plan Coordinator prior to first occupation
- Provide a 'travel information pack' to all employees
- Contact public transport operators and local retailers, seeking discounts
- Establish communication channels with the local highway authority
- Undertake a baseline monitoring survey
- Undertake monitoring surveys annually for five years

### 7.3 Outcome Targets

7.3.1 To be effective a Travel Plan is required to have targets which need to be Specific, Measurable, Achievable, Realistic and Time-bound, i.e. SMART. To be measurable, initial modal split figures should be identified as a starting point. This TP sets targets using a baseline obtained from the modal split data shown in the Transport Assessment.

7.3.2 The overall aims of these targets are to constrain Single Occupancy Vehicle (SOV) trips and increase travel by sustainable modes.

7.3.3 Once the site is occupied, baseline monitoring surveys will be undertaken and the targets will be reviewed by the TPC and amended if considered necessary.

#### *Baseline Travel Data and Targets*

7.3.4 The targets can be agreed with KMBC, however for this Framework TP baseline modal split and targets have been calculated using Census 2011 journey to work data for existing behaviour within the immediate vicinity of the site. The site is located within Knowsley 005 middle layer super output area (MSOA). Census 2011 data has been analysed for this location to establish the journey to work modal split for the workplace population. This is shown in Table 7-1, together with the target modal split.

Table 7-1: Baseline and Target Modal Split

| Mode             | Knowsley 005<br>% | Modal Split Target<br>% |
|------------------|-------------------|-------------------------|
| Public Transport | 10.5%             | 12%                     |
| Car Driver       | 70.8%             | 66%                     |
| Car Passenger    | 9.2%              | 8%                      |
| Motorcycle       | 0.8%              | 1%                      |
| Bicycle          | 2.3%              | 2%                      |
| On Foot          | 4.6%              | 9%                      |
| Other            | 1.8%              | 2%                      |
| <b>Total</b>     | <b>100.0%</b>     | <b>100.0%</b>           |

- 7.3.5 The primary objective will be to reduce vehicle driver trips (single occupancy vehicles) by 5% of the overall modal share compared with the baseline behaviour in the surrounding area. Based on the Census data, this would equate to 66% of employees travelling to/from the site by single occupancy vehicles, with corresponding increases in the use of other modes of transport.
- 7.3.6 The Travel Plan and measures within it will be in place prior to the first occupation of the site. Sustainable travel will be promoted to staff from the commencement of their employment and ongoing. Employees will benefit from the measures and initiatives in place from the start of their employment.
- 7.3.7 As such, the development may not provide a reduction in single car occupancy trips over time, as the travel plan will aim to constrain car trips from first occupation. The target to reduce against the behaviour in the surrounding area, is therefore considered appropriate.
- 7.3.8 On this basis, a baseline travel survey will be undertaken once the site is occupied. If the baseline travel survey shows a higher level of car use than Census baseline levels, the targets of a reduction against the Census levels would remain valid.
- 7.3.9 If the initial baseline travel survey shows a lower level of car use than 66% of all trips, as per the indicative targets against the Census, constraining the vehicle use to this surveyed baseline level would be appropriate. The site would already be generating a lower level of vehicle trips than the surrounding area (potentially due to the Travel Plan measures) and a further reduction in vehicle use over time against this lower level is not considered to be appropriate.

## 8. MONITORING

### 8.1 Overview

- 8.1.1 Travel Plans are 'active' documents that must be reviewed on a regular basis to demonstrate that the measures implemented have met the agreed targets. It is the responsibility of the TPC to ensure that monitoring takes place and that the outputs are reported to KMBC.
- 8.1.2 The objective of the monitoring process is to assess employees travel patterns and identify when/if the plan, or elements of the plan, may need to be changed or if further marketing initiatives are required.
- 8.1.3 A programme of monitoring and review will be implemented by the TPC to generate information by which the success of the Travel Plan can be evaluated.
- 8.1.4 Monitoring will involve the regular collection of analytical "hard" data and "soft" data in the form of feedback. The TPC will:
- Undertake an annual travel survey of employees to determine whether the travel plan targets are being met and to provide information for the next iteration of the Travel Plan
  - Seek feedback from KMBC and public service operators to establish the perceived level of demand for services
  - Record comments made by employees on the operation of the Travel Plan
- 8.1.5 The TPC will monitor the performance of the Travel Plan on an annual basis for five years after the first occupation.

### 8.2 Surveys

- 8.2.1 Travel surveys to assess the existing travel patterns of staff and visitors will be completed three months after occupation and then as required to inform the travel plan process i.e. on an annual basis for a total of five years. The survey day should reflect past surveys in terms of day of week and month, where feasible.
- 8.2.2 The results of the initial three month survey would inform and refine the targets within this FTP (if needed). The refined targets will be agreed in liaison with KMBC and confirmed within a revised and final Travel Plan document submitted within one month of the surveys being completed.
- 8.2.3 The survey would take the form of a questionnaire either in electronic or hard copy form.
- 8.2.4 It is essential to maintain employee interest in the Travel Plan. It will need regular publicity drives to attract interest. As a result, employees will be kept informed of the results of the surveys which will act as additional promotional material to retain interest in the objectives.

### 8.3 Update Plan

- 8.3.1 Following each annual monitoring survey, the TPC will provide an update plan / monitoring report which will be submitted to KMBC, as required. The update plan will include:
- Confirmation that travel information is available to staff/visitors
  - Note any travel comments/suggestions received
  - Any additional measures, or changes/refinements to existing measures
  - Summary of actions completed and any key tasks for following year
  - Results of the travel surveys

## 9. ACTION PLAN

9.1.1 This section draws together the proposed measures, monitoring and review proposals into an Action Plan that identifies responsibilities for the delivery of each element of the Travel Plan. This is shown in Table 9-1.

Table 9-1: Action Plan

| Type                        | Measure                                  | Details                                                                                                                                                                                                                                                                                                                         | Responsibility                                                              |
|-----------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| <b>Prior to Occupation</b>  | Appoint a Travel Plan Coordinator        | Appoint three months before occupation of the site                                                                                                                                                                                                                                                                              | Occupier                                                                    |
| <b>Site Development</b>     | Cycle Parking                            | Provision of secure, covered cycle parking facilities                                                                                                                                                                                                                                                                           | Occupier                                                                    |
|                             | Notice Boards / Leaflet Information Area | To be placed within employee areas of the site, displaying walking / cycling / public transport / car sharing information and other relevant sustainable travel information. This allows employees and visitors to access up to date information on available public transport and transport infrastructure.                    | Developer to provide, TPC responsible for posting & maintaining information |
|                             | Lighting and Landscaping                 | Ensure pleasant pedestrian environment through the provision of lighting and landscaping on the site, which will connect to the existing good quality routes on the highway network.                                                                                                                                            | Developer                                                                   |
| <b>Upon Occupation</b>      | Induction                                | The occupier will undertake a travel induction session.                                                                                                                                                                                                                                                                         | TPC                                                                         |
| <b>Promotional Measures</b> | Travel Information Pack                  | To include such information as walking / cycling maps and routes, information on the health benefits of walking / cycling, information on relevant car sharing websites and literature promoting travel awareness. In addition, they will provide information on public transport availability within the vicinity of the site. | TPC                                                                         |
|                             | Visitor Travel Leaflet                   | Provides a brief overview of the travel options available to access the site and electric vehicle parking.                                                                                                                                                                                                                      | TPC                                                                         |
|                             | Awareness Events                         | Promotional events will be organised around events such as car free day, bike week, walk to work week etc.                                                                                                                                                                                                                      | TPC                                                                         |
|                             | Reduce the Need to Travel                | Measures to reduce the need to travel such as homeworking and video-conferencing (albeit recognising this will be limited due to the site use)                                                                                                                                                                                  | TPC / Management                                                            |
| <b>Walking and Cycling</b>  | Route Maps                               | Provide route maps showing the location of local facilities (for lunchtimes) and residential areas                                                                                                                                                                                                                              | TPC                                                                         |
|                             | Posters and Leaflets                     | Promotional posters and leaflets highlighting the health benefits of walking will be posted in staff communal areas, where available.                                                                                                                                                                                           | TPC                                                                         |
|                             | Walking Route Planners and Apps          | Will be advertised and promoted to employees                                                                                                                                                                                                                                                                                    | TPC                                                                         |
|                             | Walking Events                           | Instigate participation in local and national walking events                                                                                                                                                                                                                                                                    | TPC                                                                         |
|                             | Cycle literature                         | Provide and promote websites and literature promoting cycling                                                                                                                                                                                                                                                                   | TPC                                                                         |
|                             | Cycle to Work                            | Run a 'Cycle to Work' salary sacrifice scheme which provides an opportunity for employees to purchase a bicycle or cycling accessories at a reduced cost. This also allows employees to                                                                                                                                         | TPC / Management                                                            |

|                                  |                                     |                                                                                                                                                                                                                                             |                  |
|----------------------------------|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                  |                                     | purchase higher value items in manageable monthly increments.                                                                                                                                                                               |                  |
|                                  | Cycle Training                      | Promote to employees                                                                                                                                                                                                                        | TPC              |
|                                  | Discounts                           | Seek to secure discounts on outdoor clothing and cycling equipment with local retailers                                                                                                                                                     | TPC              |
|                                  | Monitoring                          | Monitoring usage of cycle parking and provide additional provision if demand dictates it                                                                                                                                                    | TPC              |
|                                  | Puncture Repair Kit                 | A puncture repair kit and/or spare inner tubes will be provided. Staff will be informed of their location and the TPC will be responsible for ensuring the kits are always obtainable.                                                      | TPC / Management |
|                                  | Cycle Routes                        | The TPC will obtain feedback from employees and visitors on any potential issues in relation to the cycle network surrounding the site and discuss with KMBC. This will ensure that the cycle network is maintained to a suitable standard. | TPC              |
| <b>Public Transport Measures</b> | Information                         | Provision of up to date public transport information on the notice boards                                                                                                                                                                   | TPC              |
|                                  | Public Transport Information System | The end occupier will consider providing live Public Transport information on a monitor within the vicinity of the noticeboard                                                                                                              | Occupier         |
|                                  | Travel route planner                | Promote the use of travel route planner websites to provide information on travel choices                                                                                                                                                   | TPC              |
|                                  | Real time information apps          | Promote apps and websites that improve the user experience of public transport by reducing wait times.                                                                                                                                      | TPC              |
|                                  | Flexible Start / Finish times       | Consider offering flexible start / finish times to coincide with the public transport timetable (where feasible)                                                                                                                            | TPC / Management |
|                                  | Season Ticket Loans                 | Consider providing staff with interest free loans to purchase public transport season tickets.                                                                                                                                              | TPC / Management |
|                                  | Discounts                           | Seek to secure discounts on period travel passes with the bus and rail companies for staff.                                                                                                                                                 | TPC              |
|                                  | Discussions with operators          | Discuss existing services and seek to increase the frequency of services in the local area, if feasible, to improve access by public transport.                                                                                             | TPC              |
| <b>Car Sharing</b>               | Websites                            | Existing car share databases such as liftshare will be utilised and promoted.                                                                                                                                                               | TPC              |
|                                  | Manually match up car sharers       | Seek to identify common journeys through matching up staff living within close proximity (considering GDPR).                                                                                                                                | TPC              |
|                                  | Cost Savings                        | The liftshare car share cost saving calculator will be advertised to staff through staff inductions (or other similar information). This will also be included within the travel information pack.                                          | TPC              |
|                                  | Car Parking Spaces                  | Provide and monitor dedicated car sharing spaces on the site in the closest location to the buildings.                                                                                                                                      | TPC / Management |
|                                  | Guaranteed Ride Home                | Provide guaranteed rides home for those who have car shared and their car share partner is unexpectedly called away/delayed.                                                                                                                | TPC / Management |
| <b>Monitoring / Surveys</b>      | Travel Surveys                      | Surveys of travel behaviour to be undertaken within 3 months after first occupation of the site then every 12 months thereafter for a five year period.                                                                                     | TPC              |

|  |                                                                |                                                                                                    |     |
|--|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----|
|  | Following surveys (and when required), update the Travel Plan. | Travel Plan update / monitoring report to be produced and sent to planning and highway authorities | TPC |
|--|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----|