



Sovereign Business Park Redevelopment, Huyton Framework Travel Plan

For Network Space

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1. INTRODUCTION

1.1 Overview

- 1.1.1 Hydrock have been instructed by Network Space to prepare a Framework Travel Plan [FTP] in support of a planning application that will see the remodelling of the former Sovereign Distillery Site, following part demolition, part refurbishment and repurposing of some of the existing facilities and, two new build units to the north end of the site, within Sovereign Industrial Park, Huyton. In total, the proposals will provide approximately 18,083m² (194,659ft²) GIA of employment space for E (g) (ii) (iii), B2, B8 use with ancillary E (g) (i) offices in each unit.

1.2 Site Location

- 1.2.1 The site is located within the Sovereign Industrial Park, 2.4km south from Huyton Village Shopping Centre, opposite several other industrial units such as Huyton Household Waste Recycling Centre, City Plumbing Supplies, and CEMEX Liverpool Asphalt Plant. The wider Business Park comprises a well-established predominantly industrial and trade counter location.
- 1.2.2 The location of the site is presented in **Figure 1.1**.

Figure 1.1 Site Location



Source: Googlemaps

1.3 Travel Plan Status

- 1.3.1 This Travel Plan has been provided as a FTP. A full Travel Plan will be prepared at a later stage. Although the scale and purpose of the proposed development is known, the travel behaviour of employees cannot be identified at this stage.
- 1.3.2 A full Travel Plan will be developed for the site following occupation once an initial travel survey has been undertaken and the travel behaviour of employees has been established. This FTP will form the basis of the full Travel Plan for the site. A copy of the full Travel Plan will be provided to Knowsley Metropolitan Borough Council following completion.

1.4 Travel Plan Objectives

- 1.4.1 The Travel Plan is a long-term strategy for a site to reduce the dependence of employees on travel by private car. The Travel Plan reflects the following objectives which are intended to achieve current Government and local policies in respect to transport:
 - Reduce reliance on single occupancy car journeys;
 - Promote alternative modes of travel to the car;
 - Advocate means of travel that are beneficial to the health of those working on or visiting the site;
 - Minimise car travel in the area surrounding the site, therefore cutting down on associated costs (environmental, financial, health, etc.); and
 - Contain car parking demand.

1.5 Developer Commitment

- 1.5.1 Network Space recognises the importance of reducing the potential negative transport-related impacts of the proposed development and the need to provide for, and encourage, a range of sustainable travel options as alternatives to single occupancy car use.
- 1.5.2 To this end, the developer, in partnership with the Council, local public transport operators and other relevant stakeholders, are committed to implementing the measures contained within this Travel Plan to provide employees of the development with the facilities and information they require in order for them to make sustainable travel choices.

1.6 Structure of the Report

- 1.6.1 Following this introductory section:
 - **Section 2** considers the transport policy and accessibility context;
 - **Section 3** assesses the sustainability of the site;
 - **Section 4** outlines the development proposals
 - **Section 5** describes the package of measures designed to reduce reliance on the private car and encourage the use of alternatives;
 - **Section 6** outlines how the Travel Plan will be managed;
 - **Section 7** outlines the aim, objectives and targets of the travel plan; and
 - **Section 8** provides an action plan and marketing strategy for the travel plan.

2. TRANSPORT POLICY CONTEXT

2.1 Preamble

- 2.1.1 In order to assess the proposals and develop a transport access strategy for the proposed development, it is necessary to review both local and national transport planning guidance.
- 2.1.2 The following sections outline the relevant policy and guidance documents in respect of the proposed development.

2.2 National Planning Policy Framework

- 2.2.1 The NPPF sets out the Government's policies for delivering sustainable development through the planning system. Local authorities are required to take these policies into account when formulating local development plans and when determining planning applications.
- 2.2.2 The most recent NPPF report was published in July 2021 and sets out the Government's planning policies for England and how these are expected to be applied at a local level. The NPPF is a significant material consideration in plan making and decision taking.
- 2.2.3 Paragraph 104 seeks to encourage opportunities to promote walking, cycling and public transport use. This is supplemented by paragraph 105 which states that development should be focused in sustainable locations and offer a genuine choice of transport modes.
- 2.2.4 Development proposals should also give priority to pedestrian and cycle movements and facilitate access to high quality public transport. The needs of people with disabilities and reduced mobility should also be addressed (paragraph 112).
- 2.2.5 Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.
- 2.2.6 Priority should be given to walking, cycling and public transport movements; conflicts between vehicles and vulnerable road users should be minimised through effective layout design.
- 2.2.7 Having regard to the above objectives, the proposed site access strategy includes measures to connect the site with the adjacent community and sustainable travel network, including existing public transport services. This FTP considers the accessibility of the site by all modes and proposes a layout and access strategy that seeks to maximise the use of sustainable modes.

2.3 Planning Practice Guidance: Travel Plans, Transport Assessments and Statements in Decision-Making

- 2.3.1 In March 2014, the Department for Communities and Local Government [DCLG] in conjunction with the Department for Transport [DfT], released advice on when transport assessments and transport statements are required and what they should contain, which is intended to assist stakeholders in determining whether an assessment may be required. If an assessment is required, the level and scope of that assessment is then outlined within the document.

- 2.3.2 The advice reflects current Government policy, promoting a shift from the ‘predict and provide’ approach to transport planning to one more focused on sustainability. The document focuses on encouraging environmental sustainability, managing the existing network and mitigating the residual impacts of traffic from the development proposals.

2.4 Manual for Streets

- 2.4.1 Manual for Streets (March 2007 and Sept 2010) supersedes Places Streets & Movement and Design Bulletin 32. Manual for Streets should now be used where 85th percentile monitored traffic speeds are less than 37mph.
- 2.4.2 The Manual deals with first principles in respect of what a street is for. It outlines five principal functions, namely:
- Place;
 - Movement;
 - Access;
 - Parking; and
 - Drainage and utilities.
- 2.4.3 A sense of place encompasses a number of characteristics, namely, local distinctiveness, visual quality and human interaction. Of the five functions, place and movement are the most important in determining the character of streets and should be considered together, as opposed to in isolation.
- 2.4.4 In new developments, Manual for Streets highlights that locations with a relatively high place function would be those where people are likely to gather and interact with each other, such as the town centre.
- 2.4.5 In section 3 of the document, the design process highlights that the design of a scheme should follow the user hierarchy shown in **Table 2.1**:

Table 2.1 User Hierarchy (taken from Table 3.2 of MfS, March 2007)

Consider First	Pedestrians
	Cyclists
	Public transport users
	Specialist service vehicles (e.g. emergency services, waste etc.)
Consider Last	Other motor vehicles

2.5 Guidelines for Providing for Journeys on Foot

- 2.5.1 Various walking distances are quoted in the Chartered Institution of Highways and Transportation’s (CIHT’s) “Guidelines for Providing for Journeys on Foot”. **Table 2.2** (taken from Table 3.2 of the document) sets out the acceptable walking distances in various contexts:

Table 2.2 Acceptable Walking Distances

Criteria	Town Centre (m)	School / Commuters (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

2.6 Liverpool City Region Combined Authority - Adopted June 2019

2.6.1 This Combined Authority Transport Plan articulates the Liverpool City Region Combined Authority's (LCRCA's) vision for transport. It focuses on delivery over the short term. It links closely with the city region's Transforming Cities Funding programme, which is part of the Strategic Investment Fund.

2.6.2 LCR Combined Authority Transport Plan - Strategic Objectives

1. To support inclusive economic growth across a thriving city region. This is by developing a transport network that effectively and efficiently connects people, freight, businesses and visitors, and in a way that is fully integrated with wider policy objectives.
2. To exploit the city region's role as a global gateway that is served by all forms of transport that supports Northern Powerhouse and Transport for the North's aims to rebalance the UK's economy, through economic agglomeration and de-congestion benefits.
3. To deliver the objectives above through a new mobility culture, where transport services are modern, safe, clean, healthy and inclusive. This has a focus on boosting healthy forms of travel for short trips and where the public transport networks are the modes of choice
4. To develop a mobility system that enhances the health and wellbeing of our citizens. This will include the development of liveable and resilient city region that addresses the challenges of poor air quality and supports the move to a zero carbon LCR by 2040
5. To secure a transport network that is well maintained, safe and resilient.

2.7 Knowsley Local Plan: Core Strategy - Adopted January 2016

2.7.1 Knowsley Local Plan: Core Strategy is a Development Plan Document Adopted by resolution of the Council, 6 January 2016. Strategic Objective 6 - Sustainable Transport is a key strategy that Knowsley Local Plan (KLP) wants to target by ensuring new developments in Knowsley encourages a reduction in the overall need to travel, and prioritises sustainable transport such as walking, cycling and public transport. This will help to ensure accessibility and linkage between housing areas and employment locations, shopping, leisure, culture, health care, education, community and sporting facilities, green spaces and other services.

2.7.2 Other relevant transport policies are presented below.

Policy CS7: Transport Networks

- 2.7.3 A key aspect of the Knowsley Local Plan will be to support a sustainable transport system and geographical pattern of development which minimises the need to travel and will help grow the borough's economy, ensuring that jobs, shops and services are accessible to all, leading to a lesser reliance on the car for travel. This will help to improve the environment and the health and wellbeing of residents.

Location, Design and Management of New Development:

New Developments will be required to be:

- a. Located and designed to prioritise accessibility and sustainable modes of travel through a choice of walking, cycling, public transport, and incorporate access for private vehicles. Where deficiencies are identified, developer contributions will be required to improve the accessibility of the location;
- b. Located and designed to ensure that larger scale proposals (attracting a lot of visitors, customers and/or employees) are located in the most accessible locations;
- c. Where subject to a planning application, accompanied (except in the case of smaller scale proposals) by Transport Assessments and/or Travel Plans;
- d. In compliance with adopted cycle, car, disabled and service vehicle parking standards for different types and scales of new development;

The council will work with National, Regional and Sub-Regional partners to deliver schemes which support Local Transport Plan priorities including:

- e. Further transport infrastructure that is necessary to support the future expansion of Liverpool John Lennon Airport consistent with its Surface Access Strategy and national aviation policy;
- f. Improvements to the rail network including: electrification of existing lines; enhancements to stations and passenger interchange facilities; provision of Park and Ride facilities; and expansion and/or improvement of the Knowsley Rail Freight Terminal;
- g. Enhanced provision for buses, including improved bus stations, bus stops and laybys, and the enhancement of the principal bus routes through Quality Bus Partnerships and Quality Bus Contracts;
- h. Maintenance of transport hubs such as bus termini and train stations to give improved safety;
- i. Enhanced provision of walking and cycling routes as part of the Green Infrastructure network (see Policy CS8: Green Infrastructure); and
- j. The roll out of infrastructure for low carbon emission vehicles.

2.8 Third Merseyside Local Transport Plan

- 2.8.1 The Third Merseyside Local Transport Plan (LTP3) provides a strategy and delivery programme of transport investment and service improvements up to 2024. Its vision is to provide: 'A City Region, committed to a low carbon future which has a transport network and mobility culture which positively contributes to a thriving economy and the health and wellbeing of its citizens and where sustainable travel is the option of choice.'

- 2.8.2 A local implementation plan to support the LTP3 has been produced by the Council. LTP3 includes the principles of the Liverpool City Region Low Emission Strategy (LES). Merseytravel are currently investigating the feasibility of a framework by which financial contributions from developers can be used to fund infrastructure. Policy CS7 will help to achieve these objectives and will support the regeneration and sustainability objectives of the Local Plan.
- 2.8.3 The strategic transport schemes and programmes outlined in Policy CS7 accord with LTP3 priorities identified on a sub-regional basis. These include longer term safeguarded schemes and priorities for which there is not yet any clear delivery mechanism. They have been included in order to retain the long-term flexibility of the schemes and to protect them from development which may prejudice their eventual implementation.
- 2.8.4 The Knowsley Borough Council Parking Standards can be found within "Ensuring A Choice of Travel Supplementary Planning Document", which was adopted in September 2010 and is discussed in the following section.

2.9 Ensuring a Choice of Travel Supplementary Planning Document [SPD] (Adopted 2010)

- 2.9.1 The Knowsley Metropolitan Borough Council (KMBC) Parking Standards SPD provides guidance on parking standards, with the aim of establishing a more appropriate and effective response to parking issues relating to new development across the borough. Knowsley's parking standards are presented in Table 2.3.

Table 2.3 Knowsley Maximum Parking Standards

Class	Town Centre (Maximum)	District and Local centre (Maximum)	Other Areas (Maximum)	Disabled Parking	Bicycles	Motorcycles
B2 General Industry	1 space per 60sqm	1 space per 48sqm	1 space per 45sqm	Individual bays for each disabled employee plus 2 bays or 5% of total capacity, whichever is greater	1 space per 450sqm (minimum of 2 spaces)	1 space per 1000sqm (minimum of 2 spaces)
B8 Storage and Distribution	1 space per 100sqm	1 space per 100sqm	1 space per 100sqm	Individual bays for each disabled employee plus 2 bays or 5% of total capacity, whichever is greater	1 space per 850sqm (minimum of 2 spaces)	1 space per 2000sqm (minimum of 2 spaces)

2.10 Summary

- 2.10.1 The above policy review summaries both local and national transport policies relevant to the proposed development site. As such it sets out the context in which the proposed development needs to be compliant.
- 2.10.2 Access on foot, cycle and public transport is discussed in the following section of this report.

3. SUSTAINABLE ACCESSIBILITY

3.1 Choice of Transport Mode

- 3.1.1 The accessibility of the proposed development by a range of transport modes has been considered in line with the Local Transport Plan and NPPF. The purpose of this section is to outline the accessibility of the site by sustainable modes of transport, including on foot, by bicycle and using public transport. By identifying the accessibility of the site by sustainable modes of transport, appropriate travel plan measures can be identified to promote these modes.
- 3.1.2 To assist the assessment of accessibility, the 2011 Census: Method of Travel to Work data for Knowsley (017) has been used to ascertain the current percentage of travel by each mode, as shown in **Table 3.1**.

Table 3.1 Knowsley (017) 2011 Census, Method of Travel to Work

Mode	Percentage
Driving a car or van	73%
Passenger in a car or van	7%
Bus, minibus or coach	5%
Train	4%
On foot	4%
Work mainly at or from home	4%
Bicycle	1%
Other method of travel to work	1%
Taxi	1%
Motorcycle, scooter or moped	0%
Underground, metro, light rail, tram	0%
Total	100%

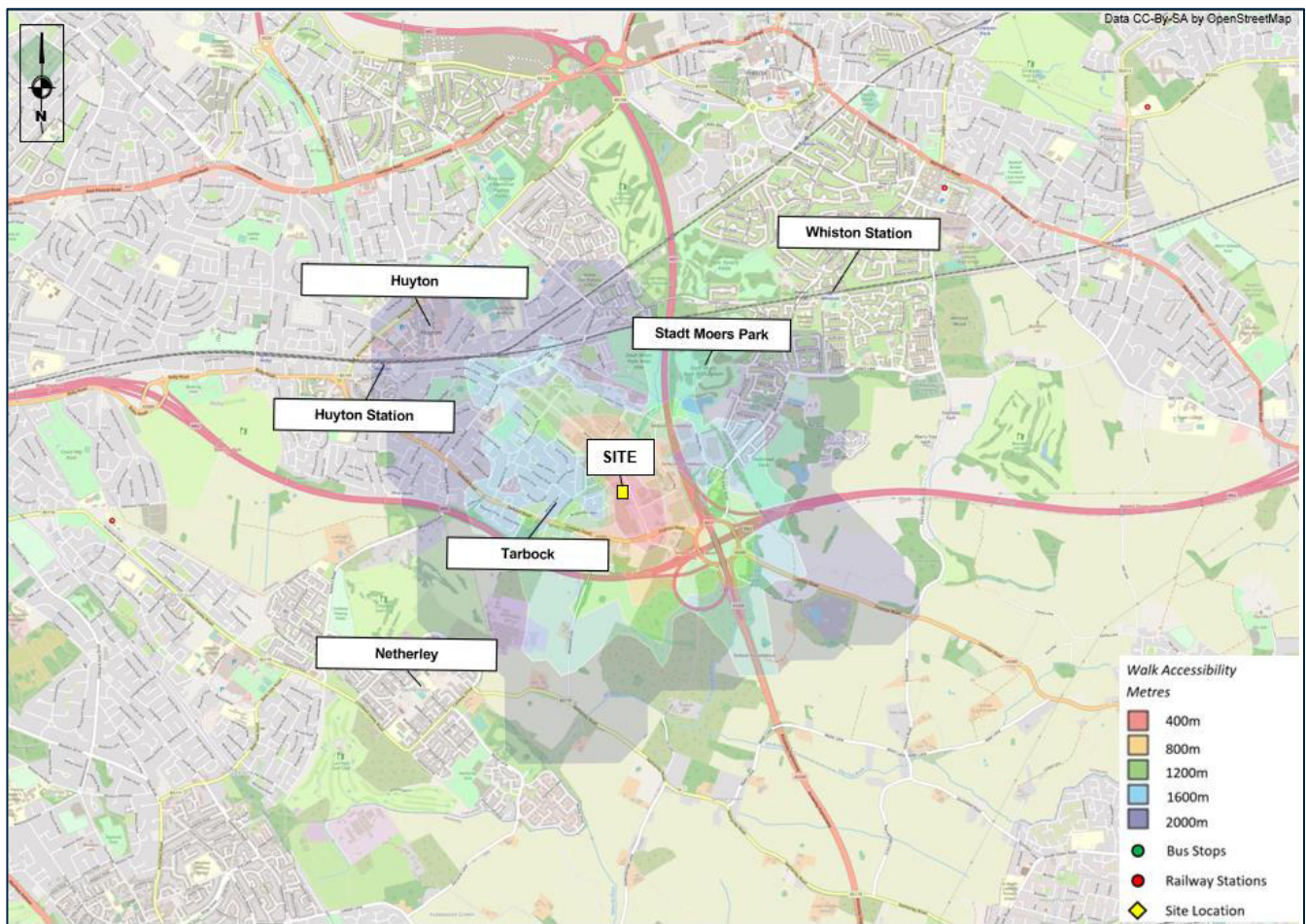
**Note: Results subject to rounding.*

3.2 Accessibility on Foot

- 3.2.1 Walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km. The guidance on the preferred maximum walking distances to amenities is given in the Chartered Institution of Highways and Transportation [CIHT] document 'Providing for Journeys on Foot' (2000).
- 3.2.2 In terms of commuting journeys by foot, the desirable distance is 500m, the acceptable distance is 1km and the preferred maximum is 2km. However, the distance that people are prepared to walk depends upon many factors; there are obvious physical factors such as age, health and disabilities, along with factors concerning the quality of the route and the environment.
- 3.2.3 In relation to shorter trips in particular, the CIHT publication Planning for Walking (section 2.1) states that "across Britain about 80% of journeys shorter than 1 mile are made wholly on foot."
- 3.2.4 Manual for Streets [MfS] emphasises this advice, stating that "walkable neighbourhoods should have a range of facilities available within 800m." However, this distance is not regarded as the upper limit for walking journeys, and MfS uses the principle that walking offers the greatest potential to replace short car trips, particularly those under 2km in length.

- 3.2.5 Pedestrian access to the site will be taken via the existing footway from Wilson Road leading into the development site (proposed car access). Wilson Road hosts footways in excess of 2.0m wide, with an additional grass verge separating the highway from the footways. There is also a dropped kerb at the access from Wilson Road onto the development site and regularly placed street lighting.
- 3.2.6 **Figure 3.1** below provides an extract of the indicative walk catchment plan using GIS software - Basemap's Visography (TRACC) program which provides sustainable travel mapping. A copy of the full plan is provided at **Figure 1** within **Appendix A**.

Figure 3.1 2km Walking Catchment



- 3.2.7 As demonstrated within **Figure 3.1**, the site benefits from a number of bus stops within 800m of the site. Huyton Train Station is within 2,000m of the site, whilst Whiston Train Station is just slightly beyond 2,000m of the site. The proximity of the site to local bus and national rail services provides opportunities to travel further afield.

3.3 Current Local Environment for Walkers

- 3.3.1 The local highway network provides footways on Wilson Road leading north into Huyton Town Centre and south across Tarbock Roundabout onto Ox Lane, which is classed as a Public Right of Way (PRoW). The wider pedestrian network also allows for pedestrians to enter the Tarbock residential area to the west of the site, along Cronton Road towards Tarbock Road. Dropped kerbs are available at the development site access, with tactile paving and signalled crossing points available further south at the Wilson Road, A5080 junction, near the ALDI supermarket.
- 3.3.2 The site is located within a short walking distance to a number of residential areas to the west of Sovereign Business Park.

3.4 Local Amenities

- 3.4.1 There are a number of local amenities within 500m of the site for employees, the following are some examples:
- Chapel Brook Brewers Fayre - approximately 250m from the site;
 - ALDI Supermarket - approximately 400m from the site;
 - Tesco ESSO Express - approximately 450m from the site;
 - Starbucks Coffee - approximately 600m from the site; and
 - KFC Belle Vale Beacon Services - approximately 650m from the site.
- 3.4.2 In summary the site is highly accessible on foot, this will reduce the requirements for employees to make short car journeys to the site.

3.5 Disabled Accessibility

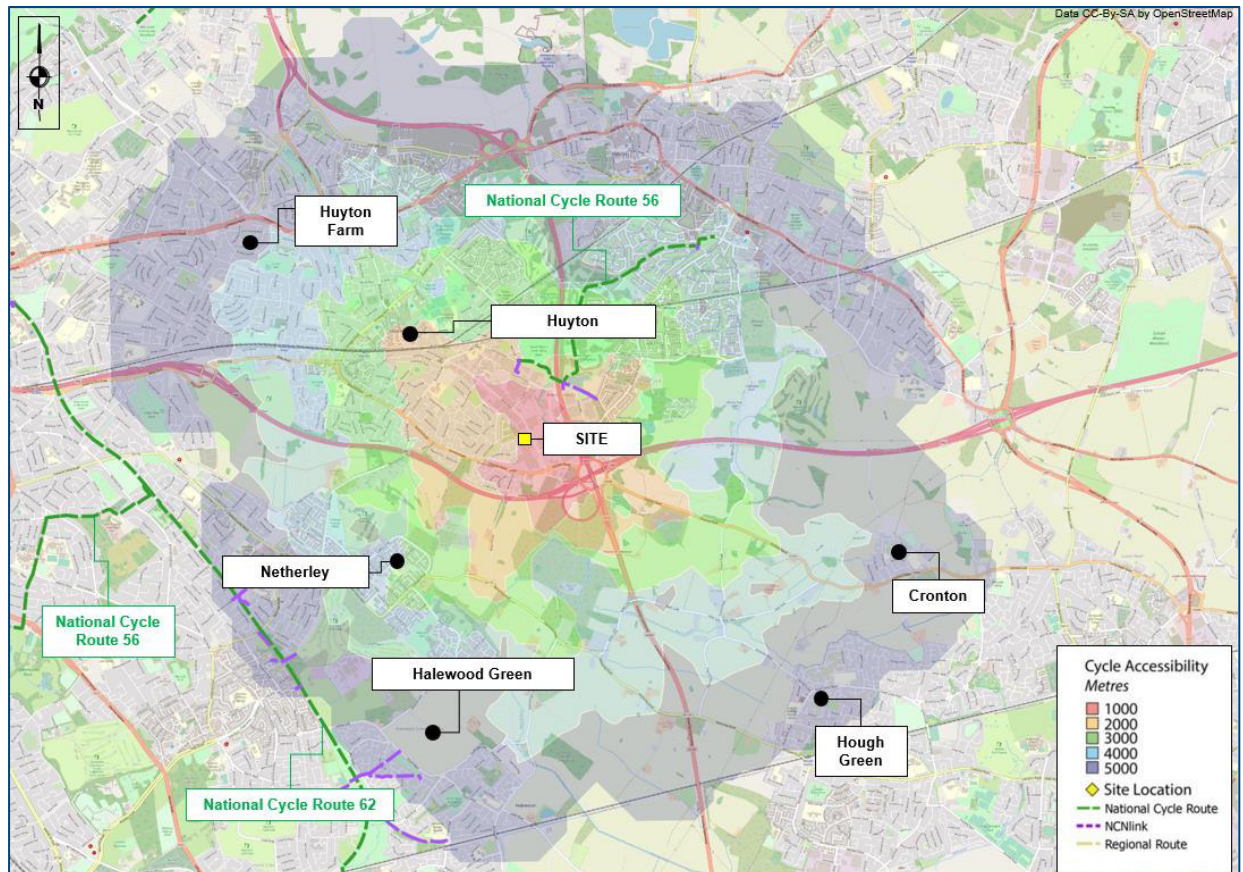
- 3.5.1 Disabled accessibility is facilitated through footways leading to the development site and throughout the site linking to Mill Way offering good pedestrian amenity to ambulant users.
- 3.5.2 Dropped kerbs and tactile paving are present at some crossing points on the surrounding highway network to assist staff and visitors that are visually impaired travelling to and from the site.

3.6 Access by Cycle

- 3.6.1 It is widely recognised that cycling can act as a substitute for short car journeys, particularly those 5km in length. With regard to cycling, TA90/05 states (paragraph 2.11) that "Cycling is used for accessing a variety of destinations, including educational facilities shops and places of work, up to a range of around 5 miles.
- 3.6.2 Cycling is also undertaken as a leisure activity, often over much longer distances". At paragraph 2.9, TA91/05 states that five mile (8km) is a distance "that could easily be cycled by the majority of people".
- 3.6.3 This is consistent with the statement in LTN 1/20 Cycle Infrastructure Design (paragraph 2.2.2) that states: "two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people, with many shorter journeys also suitable for walking."
- 3.6.4 A round trip on a waymarked leisure route could easily involve distances of 20 to 30 miles. Experienced cyclists will often be prepared to cycle longer distances for whatever journey purpose'.

- 3.6.5 In terms of a sustainable mode of transport, it should be noted that 5km is equivalent to a typical cycle time of 15-20 minutes making it an achievable distance for most people.
- 3.6.6 **Figure 3.3** below presents an extract of the 5km cycling catchment from the site. A copy of the cycling catchment is provided at **Figure 2** within **Appendix A**.

Figure 3.2 5km Cycling Catchment



- 3.6.7 The figure demonstrates that a number of residential areas local to Huyton such as Huyton Farm, Cronton, Netherley and Hough Green are within cycling distance.
- 3.6.8 National Cycle Routes 56 and 62 provide connections to other towns and boroughs outside of Knowsley Metropolitan Borough Council's boundary providing opportunities to travel further afield.
- 3.6.9 Cycling would therefore be a viable mode of transport for employees.

3.7 Access by Bus

- 3.7.1 The site benefits from a number of bus stops within 800m of the site. The closest bus stops are located on Stretton Way, approximately 200m from the site, with services running at a high frequency to destinations such as Speke, Halewood and Huyton.

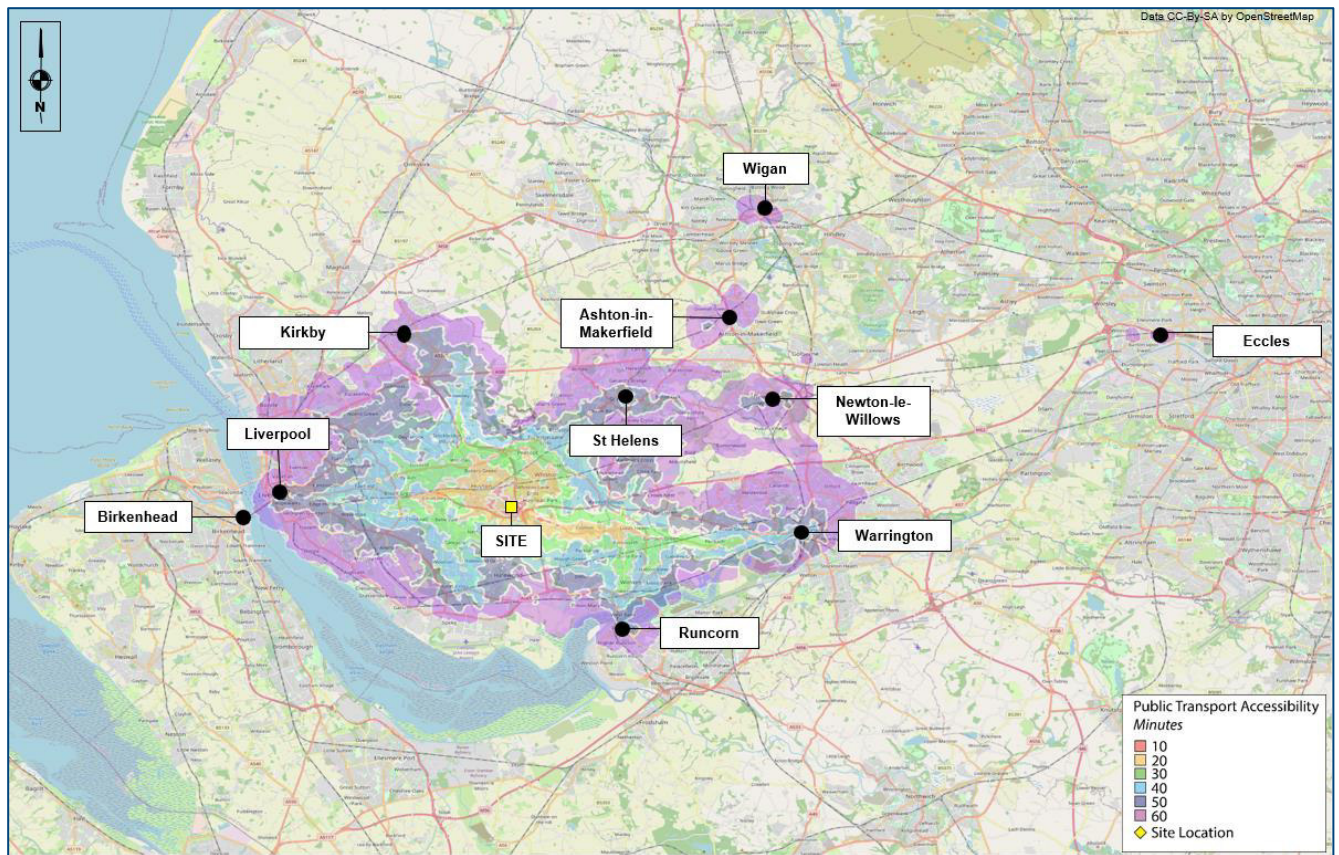
3.8 Access by Rail

- 3.8.1 Huyton Railway Station is within 2,000m of the development site and Whiston is just beyond 2,000m of the site. The stations provide high frequency services to Liverpool Lime Street, Crewe, Blackpool North, Wigan North Western and intermediate local stops. It is serviced by Northern Railway.

3.9 Journey Times by Public Transport

- 3.9.1 A calculation has been undertaken using GIS software and Basemaps' Visography (TRACC) programme, to illustrate the distance that can be travelled within 60 minutes by public transport to and from the proposed development site. The time includes the walk to bus stops and railway stations and demonstrates that key areas such as Liverpool, Wigan, Warrington and Kirkby are within a 60-minute public transport journey.
- 3.9.2 **Figure 3.3** below provides an extract of the public transport 60minute catchment area. A copy of the full plan is provided within **Figure 3** at **Appendix A**.

Figure 3.3 60-minute Public Transport Catchment



3.10 Conclusions

- 3.10.1 In summary the site is located within a sustainable location within Huyton and is well located to make use of the existing and proposed public transport links and pedestrian and cycle routes.

4.3 Parking

Car Parking

- 4.3.1 The development will provide parking a total of 256 parking spaces, of which 20 are proposed as electric and 16 proposed as accessible.
- 4.3.2 The proposed development will also provide 10 HGV loading bays and 4 dock levellers.
- 4.3.3 The development site is within an accessible location within Huyton, in proximity to primary residential areas to the west and south west, that can attract potential future employees. The site also benefits from access to bus stops on Stretton Way (200m) and Cronton Road (350m), in addition to Huyton Train Station (within 2km).

Cycle Parking

- 4.3.4 For a B2 Land Use, the cycling provision should be 1 space per 450sqm (minimum of 2 spaces). As the site is 18,083sqm, this would equate to approximately 40 cycle spaces.
- 4.3.5 For a B8 Land Use, the cycling provision should be 1 space per 850sqm (minimum of 2 spaces). This equates to approximately 21 cycle spaces.

5. TRAVEL PLAN MEASURES

5.1 Introduction

- 5.1.1 An important aspect of a successful Travel Plan is the allocation of sufficient resources to enable initiatives to be implemented and sustainable travel to be promoted at the site.
- 5.1.2 The aim of Travel Plan measures is to maximise the accessibility of the proposed development site by alternative modes to the private car, although there is reasonable evidence to suggest that the location of the site and the current infrastructure in place is conducive to encouraging travel by non-car modes through the adequate provision of walking and cycling routes and the availability of regular bus services. The initiatives may benefit employees at the development by facilitating sustainable travel choices, resulting in the following:
- Cost savings associated with travelling on foot, cycling, using public transport or car sharing (when compared with single occupancy car use);
 - Health benefits from increased levels of walking and cycling, and fewer vehicular emissions in the immediate vicinity of the site;
 - Improved site accessibility;
 - Reduction in required car parking provision; and
 - A pedestrian / cycle friendly environment.
- 5.1.3 A combination of ‘carrots’ (those initiatives which encourage travel by non-car modes of transport) and ‘sticks’ (initiatives which discourage travel by car) will be implemented at the site to encourage travel by sustainable modes. ‘Carrots’ will be implemented before ‘sticks’ to ensure that support is gained from employees for the Travel Plan; any ‘sticks’ will be implemented later.
- 5.1.4 This section provides a summary of the key initiatives contained in this Travel Plan which the developer is committed to providing. The initiatives reflect previous experience of Workplace Travel Plans along with national and local government guidelines.

5.2 Marketing and Promotion

- 5.2.1 From the outset, sustainable travel will be promoted to employees of the development. The Travel Plan will be launched as soon as possible at the commencement of occupation and operation of the facility and will be continually marketed through the provision and updating of travel information, leaflets and communication sessions.
- 5.2.2 The Travel Plan and the reasons for implementing it will be communicated to ensure that staff are provided with information on the alternatives to car travel before they establish car-based travel habits.
- 5.2.3 The following describes the marketing tools and initiatives that may be used to convey the commitment of the developer to providing alternative travel choices. It is important that there is a central source of information for all queries relating to sustainable travel for employees of the development. The Travel Plan Coordinator is considered the most appropriate person to communicate the aims and objectives of the Travel Plan to everyone travelling to and from the site.
- 5.2.4 A Travel Plan Co-ordinator will be appointed by the occupants of the proposed units.

- 5.2.5 An annual budget will be allocated to assist the TP and will be paid for by the developer. The budget will be used to promote the Travel Plan and to organise events to coincide with national initiatives.
- 5.2.6 Travel notice boards will be set up in the sites' communal areas, which will include:
- Public transport, pedestrian and cycle route maps and information on car sharing;
 - Information and contact details for local taxi services;
 - List of internet websites on sustainable transport and journey planning; and
 - Contact details for the Travel Plan Coordinator.
- 5.2.7 All employees will also be issued with travel 'Welcome Packs' promoting alternative transport modes which will include details of the public transport, walking and cycling routes between their homes, workplace and surrounding amenities.
- 5.2.8 In order to integrate the Travel Plan with the wider sustainable travel agenda, the Welcome Pack may be used to promote national and international initiatives such as 'Bike Week', 'Catch the Bus Week', 'European Mobility Week' and 'Walk to Work Week'. Details of these events will be provided on the notice boards and a travel calendar will be developed for inclusion within the welcome packs. The Travel Plan Coordinator will also be encouraged to organise social events which incorporate such initiatives, for example an organised cycle ride.
- 5.2.9 The Travel Plan Coordinator will also provide employees with information regarding the Travel Plan and specific initiatives contained within it and will be the main points of contact for travel-related queries. This will include information on journeys by public transport, cycle and on foot between the development site and local amenities, including schools, off-site retail outlets, health care and leisure facilities.

5.3 Initiatives to Promote Walking

- 5.3.1 The Welcome Pack will include a map, identifying pedestrian friendly routes surrounding the site, in order to ensure that employees are aware of the facilities available to them.
- 5.3.2 Employees will be encouraged to participate in national events, such as Walk to Work Week. These events will be promoted on the notice board and within the Welcome Packs.
- 5.3.3 Websites such as <https://www.merseytravel.gov.uk/active-travel/walking/> and <https://www.knowsley.gov.uk/residents/welcome-to-knowsley/getting-around-in-knowsley#Travelling%20on%20Foot> are also helpful for those looking to incorporate walking more as a sustainable mode of travel.
- 5.3.4 Details of local walking shops will also be provided to employees. The Travel Plan Coordinator will enter into discussions with these retailers to investigate the potential to provide discounts for employees at these stores. If secured, these details will be provided to all employees by the Travel Plan Coordinator.
- 5.3.5 It is important to recognise the potential reduction in car traffic by encouraging commuting journeys on foot.

5.4 Initiatives to Promote Cycling

- 5.4.1 The Welcome Pack will include information on cycle routes available between the development site and common destinations, including surrounding residential areas and local amenities. Copies of local cycling maps will be provided within the Welcome Packs and notice board. Cycle route maps are also available online at www.sustrans.org.uk/ncn/map, <https://www.merseytravel.gov.uk/active-travel/cycling/>, and <https://www.knowsley.gov.uk/things-to-do/knowsley-cycling>.
- 5.4.2 Details of local cycling shops and mobile cycle repairs will be provided to employees at the site using the travel board and within the Welcome Packs. The Travel Plan Coordinator will also enter into discussions with local cycling retailers to investigate the potential to provide discounts. If secured, details of these discounts will be provided to employees via the Welcome Pack.

5.5 Initiatives to Promote Travel by Public Transport

- 5.5.1 Information on the cost, timetables and services available which could be used by employees will be provided within the Welcome Pack and on the notice board for visitors. This will include details and links to online journey planning websites.
- 5.5.2 The availability of any public transport discount cards provided by the various local operators will be investigated and promoted at the site and employees will be encouraged to apply.

5.6 Initiatives to Reduce the Need to Travel

- 5.6.1 Details of journey planning websites, such as Traveline, will be promoted at the site to make employees aware of alternative travel options and encourage them to use sustainable modes of transport to reduce single occupancy car use.

6. TRAVEL PLAN MANAGEMENT

6.1 Introduction

- 6.1.1 Key to the success of the Travel Plan is the recognition from the outset of the roles and responsibilities of those who may be involved, particularly the site's Travel Plan Coordinator, the Council's Highway Development Management Team and other sustainable travel groups.

6.2 Travel Plan Coordinator

- 6.2.1 The responsibility for managing and implementing the Travel Plan lies with the Travel Plan Coordinator. Following appointment, the contact details for the Travel Plan Coordinator will be provided to the Local Authority.
- 6.2.2 The role and responsibilities of the Travel Plan Coordinator include:
- To implement and promote various Travel Plan initiatives at the site to promote sustainable travel.
 - To promote the Travel Plan to employees.
 - Monitoring the success of the Travel Plan initiatives, including undertaking and analysing travel surveys.
 - Reviewing the Travel Plan's success and preparing action plans.
- 6.2.3 The Travel Plan Coordinator will be in place prior to the occupation and will remain in place for a period of 5 years. After this time, the responsibility for the Travel Plan will be passed over to the employees' sustainable travel steering group.
- 6.2.4 At this stage, the resource requirements for the Travel Plan Coordinator are unknown. As such, in the first instance, the Travel Plan Coordinator role will be incorporated into the responsibilities of one of the on-site members of staff based at the site. However, this will be reviewed on an annual basis and, if considered necessary, the role will be developed into a full-time role. Any changes to the Travel Plan Coordinator's role will be communicated to the Local Authority.

6.3 Stakeholder Engagement

- 6.3.1 Stakeholders including the Council's Highway Development Management Team and local transport operators also play an important role in the successful implementation of the Travel Plan at the site. The Council's Highway Development Management Team will be kept up-to-date with the progress of the Travel Plan through the annual monitoring reports. The Highway Development Management Team will also be approached to gain advice and support on the implementation of specific Travel Plan initiatives at the site.
- 6.3.2 The Travel Plan Coordinator will also engage with local transport operators to secure timetable information and details of any special offers and discounts available.

7. AIM, OBJECTIVES AND TARGETS

7.1 Overview

- 7.1.1 A travel plan is a long-term strategy for a site to reduce the dependence of employees on travel by private car. The aim, objectives and targets are required to provide a focus for the travel plan and to enable its success to be measured and monitored. The purpose of this section is therefore to outline the aim, objectives and targets for this travel plan.

7.2 Travel Plan Aim

- 7.2.1 The aim provides the overarching focus and end goal for the travel plan. The aim enables the overall success of the travel plan to be assessed and, as such, all travel plan initiatives should contribute towards achieving the travel plan's aim.
- 7.2.2 The overall aim of this travel plan is:
- to achieve a reduction in the number of single occupancy vehicle journeys to the site.
- 7.2.3 This will be achieved by maximizing the accessibility of the proposed development site by alternatives modes of transport to single-occupancy car and by implementing a range of travel plan initiatives.

7.3 Travel Plan Objectives

- 7.3.1 Objectives provide an overview of what the travel plan is trying to achieve. Each of the objectives outlined should contribute towards the travel plan's aim, whilst travel plan targets should help achieve the objectives of the travel plan.
- 7.3.2 As this stage, it is not possible to derive specific objectives for employees of the site which relate to its day-to-day operation, given the number of unknowns. Notwithstanding, the following generic objectives have been identified which are intended to achieve current Government and local policies in respect to transport in industrial and employment developments:
- Reduce reliance on single occupancy car journeys;
 - Promote alternative modes of transport to the car;
 - Advocate means of travel that are beneficial to the health of those working on or visiting the site;
 - Minimise car travel in the area surrounding the site, therefore cutting down on associated costs (environmental, financial, health etc.); and
 - Contain car parking demand.
- 7.3.3 Travel plan guidance recognizes that one or more of the above objectives may carry more weight than others, based on the individual characteristics of the site. As such, the relative importance of each of these objectives will be reviewed as part of the development of the full travel plan at the site.

7.4 Travel Plan Targets

- 7.4.1 Specific targets will be set for the site using the results of the initial travel survey, which will provide the baseline travel behaviour of employees. These will allow mode share targets to be established for the site. A summary of the findings of the initial travel survey will be available within three months of completion of the survey.

- 7.4.2 Targets should reflect the size and nature of the development, along with the existing sustainable transport infrastructure available close to the site. This information is provided earlier within this report, in sections 2 and 4.
- 7.4.3 Travel plan guidance recommends that 'SMART' targets are set that are:
- Specific;
 - Measurable;
 - Achievable;
 - Realistic; and
 - Time-bound.
- 7.4.4 Once the results of the travel survey are known, accurate targets can be set for the travel plan. These targets will be agreed with the council as part of the full travel plan's development and will be inputted into the Council's database to ensure effective ongoing monitoring.
- 7.4.5 At this stage, indicative targets have been set to ensure that there is a commitment from the developer to achieve a reduction in the number of single occupancy car trips to and from the site. The targets will be revised once the results of the travel surveys are known. For the lifetime of the development, the aim is to achieve a reduction in the number of single occupancy vehicle journeys by implementing a range of initiatives.
- 7.4.6 **Table 7.1** presents the indicative travel mode targets for the site. These targets are consistent with the Travel Plan objectives and the 2011 travel to work census data and are provided below.

Table 7.1 Travel Plan Targets *(subject to rounding)*

Mode*	Percentage	Target
Driving a car or van	73%	68%
Passenger in a car or van	7%	6%
Bus, minibus or coach	5%	7%
Train	4%	5%
On foot	4%	5%
Work mainly at or from home	4%	4%
Bicycle	1%	3%
Other method of travel to work	1%	1%
Taxi	1%	1%
Motorcycle, scooter or moped	0%	0%
Underground, metro, light rail, tram	0%	0%
Total	100%	100%

- 7.4.7 These targets aim to be achieved within the first five years of occupation of the site. Should the targets be achieved earlier than five years, the level of single occupancy car journeys to work may be maintained at this level or reduced further by an agreed percentage each year thereafter.
- 7.4.8 A Travel Plan is not a one-off event but it is a dynamic process that should evolve and develop over time. The success of the measures undertaken to change travel habits will be subject to a continuous and on-going process of monitoring and review, the outcomes of which will be reflected in the development and implementation of the Travel Plan. This monitoring process may include repeat surveys after one year of the initial survey being completed, and then every year during the same week each year for a maximum of five years. The surveys may be carried out by an independent survey company to ensure compatible and accurate data is gathered.
- 7.4.9 Following completion of the initial survey, unrealistic targets will be replaced with ones that are more realistic and encourage (rather than discourage) those responsible for trying to achieve targets.
- 7.4.10 Employees will be invited to participate in the annual snapshot travel survey to be undertaken each year to identify progress made and to determine what actions, if any, are necessary to ensure targets are met.

7.5 Monitoring

- 7.5.1 As previously identified, annual travel surveys of all users of the development will be carried out on an annual basis for a maximum of 5 years. These surveys may include observation surveys to establish the usage of the parking and cycle facilities. These surveys may be carried out by an independent survey company. This may ensure compatible and accurate data is gathered relating to travel to and from the site.
- 7.5.2 All survey data will be submitted to the LPA within 3 months of the survey being completed for comparison against agreed targets. Following completion and analysis of the monitoring surveys, a monitoring report will be submitted to the LPA identifying whether the agreed targets have been met. If they haven't, the monitoring report will strive to identify what actions and additional Travel Plan initiatives are to be taken to rectify this situation.
- 7.5.3 The reports may also review the progress that has been achieved in implementing measures against modal shift targets over the preceding twelve-month period. Any progress made will be reported to the Council's Highway Development Management Team and public transport operators where applicable.
- 7.5.4 The Travel Plans will then be reviewed as appropriate and any further actions identified to progress and, if necessary, improve the action plan to meet objectives.

7.6 Travel Surveys

- 7.6.1 An initial travel survey questionnaire will be undertaken with employees, following full occupation to allow for a sufficiently large sample size. This survey will be used to ascertain the current travel behaviour of at the site, as well as the reasons for modal choices and opinions towards alternative modes of transport.
- 7.6.2 To maximise the response rate, the travel survey will be made available both in electronic and paper format. Paper copies of the survey will be sent to all employees, with a link provided to the electronic copy of the survey.

- 7.6.3 Having completed the initial survey, repeat annual surveys will be carried out at the same time of year as the initial survey. These will aim to gather information on any changes in mode choice since the previous survey was undertaken and the reason(s) for these changes.
- 7.6.4 To encourage participation in future year's surveys, it may be necessary to offer an incentive such as a prize draw to win shopping vouchers. Details of the prize draw will be provided to all employees to encourage participation in the survey.
- 7.6.5 Prior to undertaking the initial survey, a copy of the survey will be sent to the Council's Highway Development Management Team to gain agreement on the format and structure of the survey. Once agreed, this travel survey will provide a standardised approach to travel surveys at the site. The use of a standard travel survey will enable a like-for-like comparison to be made between consecutive years travel surveys.
- 7.6.6 The results of the workplace travel survey will be passed to the Council's Highway Development Management Team within 3 months of completion of the survey. This data could also be used to convert the green transport policies into an action plan, with set targets to achieve each year.

8. TRAVEL ACTION PLAN AND MARKETING STRATEGY

8.1 Workplace Action Plans

- 8.1.1 The purpose of this document is to develop and deliver a Workplace Travel Plan (WTP) for submission to the Local Planning Authority. Thereafter, at every annual anniversary following completion of the initial survey, the Travel Plan will be reviewed in co-operation with the Council's Highway Development Management Team and an Annual Action Plan prepared and agreed.
- 8.1.2 The action plan will be developed based on the results of the travel survey. The most popular initiatives, as identified through the travel survey, will be implemented first at the site. This will ensure that maximum benefits are achieved through the implementation of the most popular initiatives at the site.
- 8.1.3 The Action Plan will contain an annual programme of measures designed to help achieve the Travel Plan targets on travel modal share. It sets out the tasks involved, the people responsible and dates by which the measures may be achieved over the next 12 months.

8.2 Marketing Strategy

- 8.2.1 Council's Travel Plan Teams are typically able to provide posters, leaflets and timetables for display on notice boards in communal areas. The Travel Plan Coordinator will contact Metropolitan Borough Council and their Travel Plan Teams in the first instance to investigate the opportunities to secure this information for use at the site. Should this information not be available, posters and other promotional materials will be developed in-house to promote the travel plan.
- 8.2.2 Employees of the development will be provided with information on how to access the site by public transport. Promotion of all modes of transport will initially be provided through the Welcome Pack and notice board for the site. Where possible, written materials (e.g. timetables and maps) will be gained from the Council.

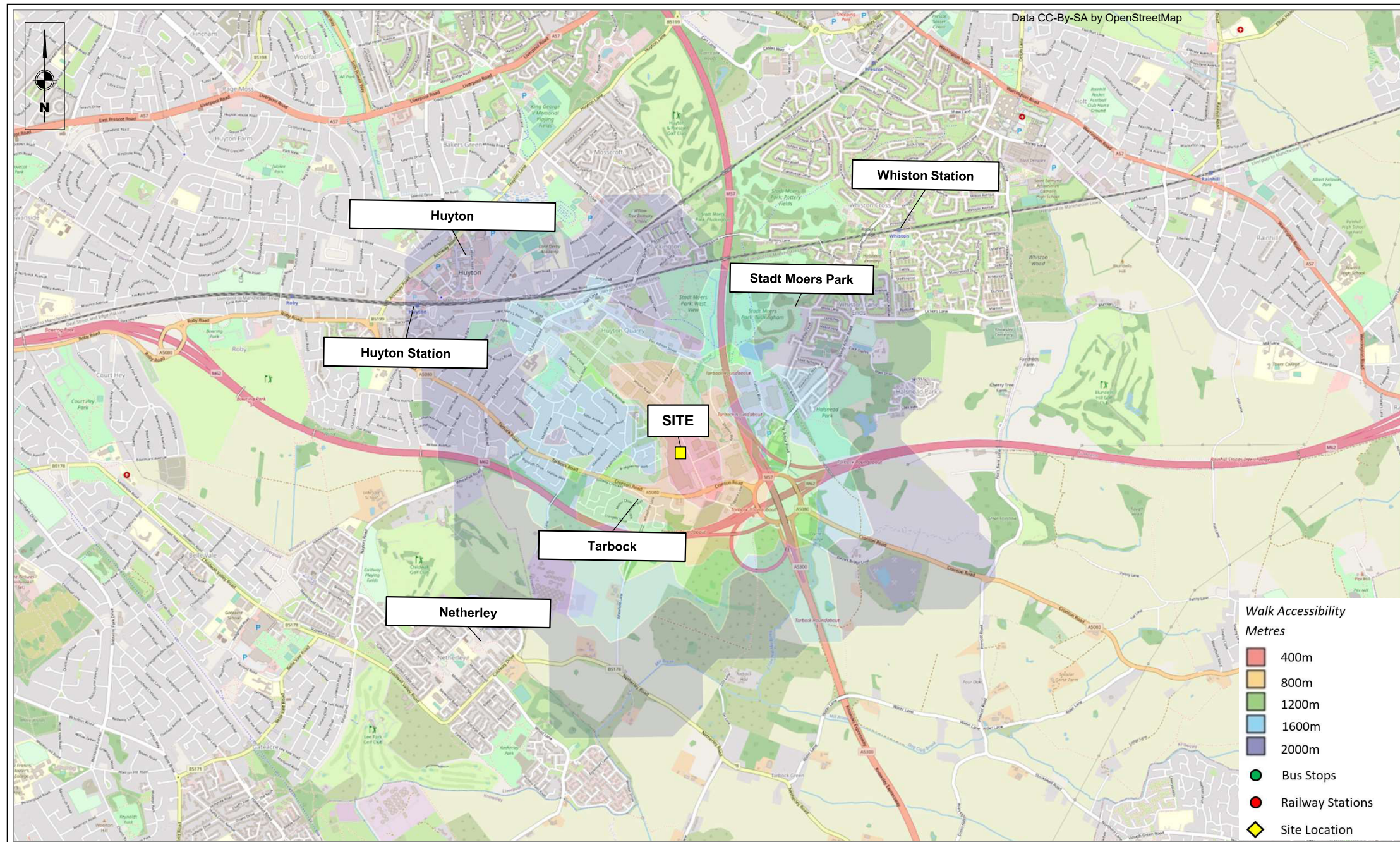
8.3 Evaluation and Review

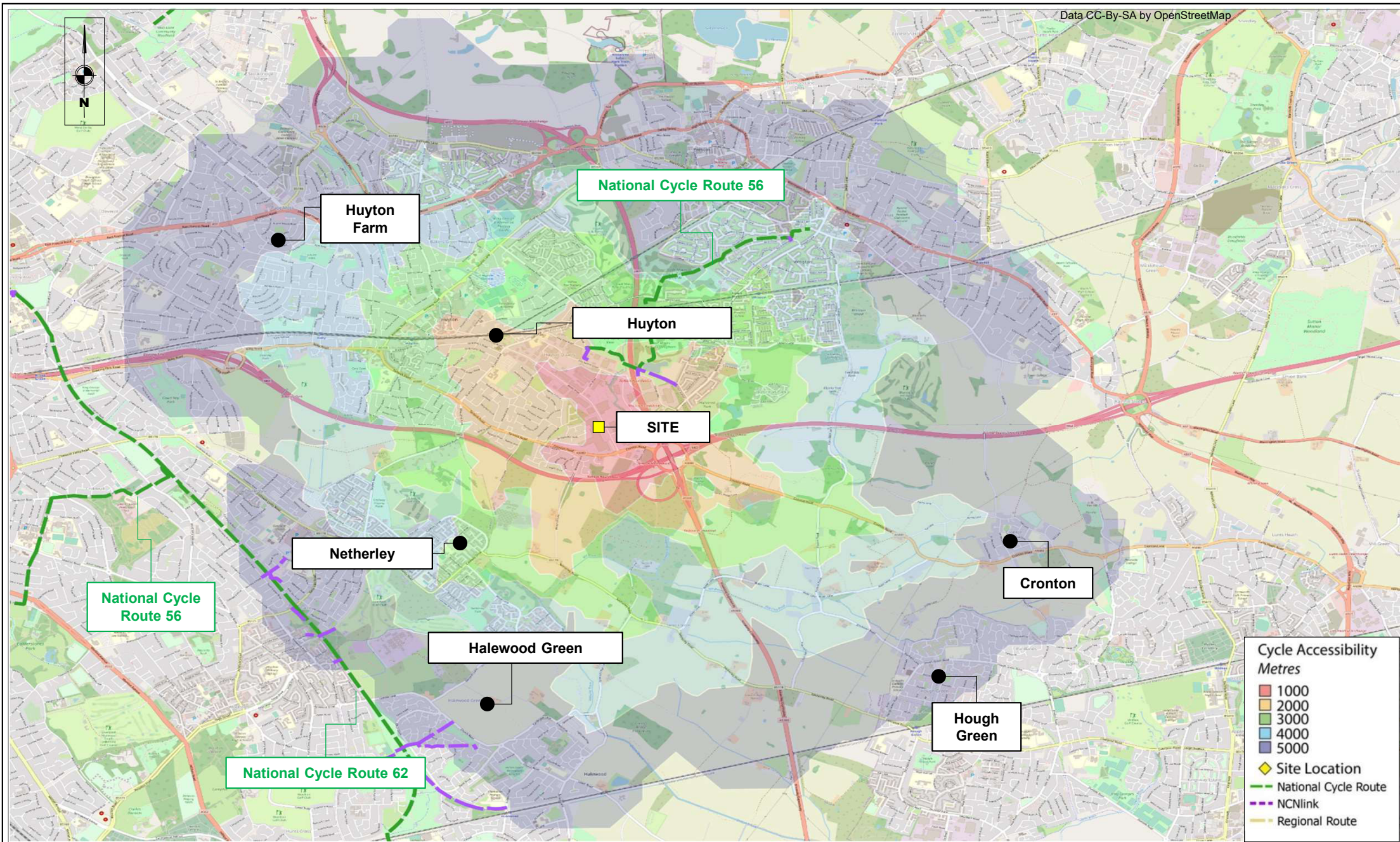
- 8.3.1 This Travel Plan has been prepared in accordance with current guidance and transport policy. The objective of the Travel Plan is to identify and introduce a package of measures to promote sustainable travel choices and reduce reliance on the car.
- 8.3.2 The monitoring of the Travel Plan will be used to provide information on people's travel patterns and to identify the measures that would be the most effective in facilitating a reduction in car usage and an increase in the use of public transport, walking and cycling.
- 8.3.3 The Travel Plan is an active document which may be reviewed on a regular basis to ensure it reflects current opportunities and local circumstances. The review of the Travel Plan will take place annually following completion of the travel survey, in conjunction with the Council's Highway Development Management Team. A copy of the agreed, revised Travel Plan will be submitted to the Council.
- 8.3.4 An outline action plan for the production and ongoing monitoring and review of the Travel Plan has been produced, which details the key elements of the process and the approximate timescales which is shown in **Table 8.1**.

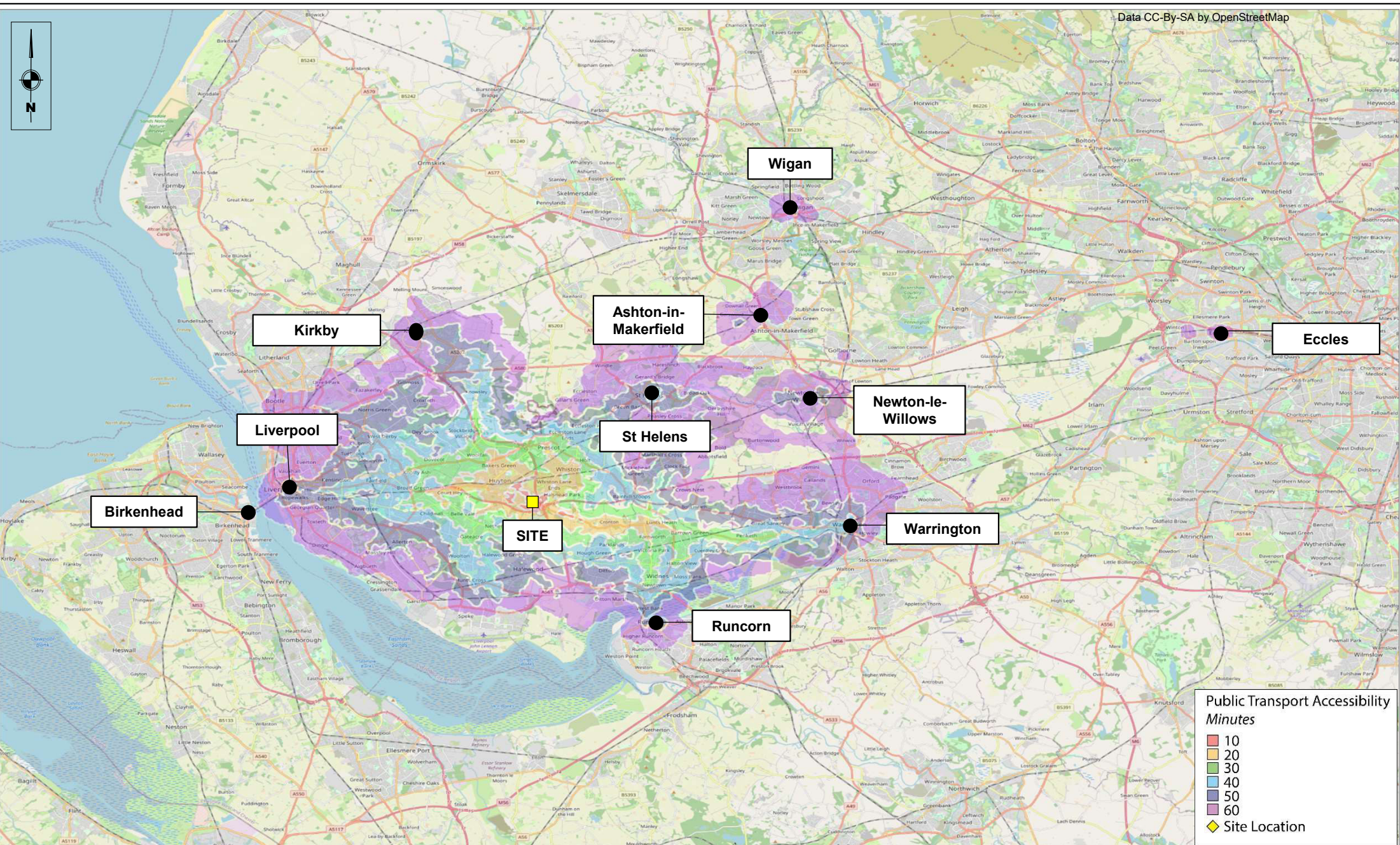
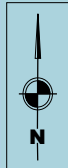
Table 8.1 Travel Plan Action Plan

Action	Timescale
Implement travel notice boards in communal areas of the site	Prior to occupation
Develop a travel Welcome Pack	Within 3 months of occupation. Updated on a regular basis.
Undertake travel survey	Upon full occupation and operation of the individual units.
Produce baseline travel information	3 months after initial travel survey
Develop full Travel Plan in consultation with the Council	4 months after initial travel survey
Finalise and adopt Travel Plan	6 months after initial travel survey
Implement Travel Plan initiatives	On-going, following adoption of the Travel Plan
Monitor success of Travel Plan actions and progress towards targets. Amend Travel Plan, if necessary	On-going, following adoption of the Travel Plan
Undertake travel survey to measure the success of Travel Plan and discuss findings with the Council. Review Travel Plan and amend, if necessary	On-going, every 12 months following adoption of the Travel Plan after full occupation (up to a period of 5 years)

Appendix A Accessibility Plans







Public Transport Accessibility Minutes

- 10
- 20
- 30
- 40
- 50
- 60
- Site Location



Project Title	Drawing Title	Job Number	By	Rev	Description	Date	By	Drawing No.
26263 – Sovereign Business Park	Accessibility: 60minute Public Transport Catchment	26263	HT	-	-	-	-	APPENDIX A
		20.10.2022	TA	-	-	-	-	
		NTS	Status	-	-	-	-	Figure 3

Appendix B Site Plans

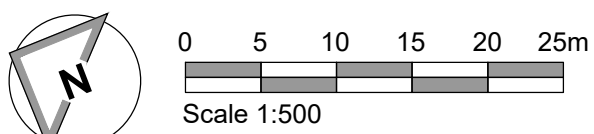
- All dimensions and levels are to be checked on site.
- Any discrepancies are to be reported to the architect before any work commences.
- This drawing shall not be scaled to ascertain any dimensions. Work to figure dimensions only.
- This drawing shall not be reproduced without express written permission from AEW.
- Title overlay drawings and ownership boundaries are produced using all reasonable endeavours. AEW cannot be responsible for the accuracy or scale discrepancy of base plans supplied to them.
- All works are to be undertaken in accordance with Building Regulations and the latest British Standards.
- All proprietary materials and products are to be used strictly in accordance with the manufacturers recommendations.

CDM 2015

Client notified of duties: 12/10/21

Principal Designer: Network Space

Unless noted below, all known hazards have been highlighted on the drawing:



Red line site boundary: 10.75 acres / 4.35 ha

★ Location for office / welfare block

Schedule of Accommodation				
Unit	Ground Floor GIA	First Floor / Office GIA	TOTAL UNIT GIA	Car Parking (Accessible)
Unit C	7,565 m² / 81,429 R²	557 m² / 6,000 R²	8,122 m² / 87,429 R²	90 (4)
Unit F1	722 m² / 7,729 R²	219 m² / 2,357 R²	937 m² / 10,086 R²	14 (1)
Unit F2	719 m² / 7,739 R²	-	719 m² / 7,739 R²	14 (1)
Unit F3	719 m² / 7,739 R²	-	719 m² / 7,739 R²	14 (1)
Unit F4	718 m² / 7,729 R²	-	718 m² / 7,729 R²	14 (1)
Unit F5	718 m² / 7,792 R²	-	718 m² / 7,729 R²	14 (1)
Unit F6	722 m² / 7,772 R²	-	722 m² / 7,772 R²	14 (1)
G1	2,752 m² / 29,622 R²	344 m² / 3,703 R²	3,096 m² / 33,325 R²	40 (3)
G2	2,080 m² / 22,389 R²	260 m² / 2,799 R²	2,340 m² / 25,188 R²	42 (3)
TOTAL SITE GIA			18,091 m² / 194,736 R²	256 (16)

P07	24/06/22	CF	DRS
Dock positions updated and fire exit door added to Unit C			
P06	16/06/22	DJS	DRS
Reduction in number of dock levellers to Unit C			
P05	17/05/22	CF	DRS
General Update			
P04	11/05/22	DJS	DRS
Dock levellers added to Unit G2, 2nd, sub-stations added to West of the site			
P03	25/02/22	DJS	DRS
General Update			
P02	11/02/22	DJS	DRS
Planning Issue			
P01	20/01/22	DJS	DRS
Initial Issue			
REV	Date	Drawn by:	Checked by:
S2		For Information	
Drawing stage: Planning			
Client: Network Space Land Limited			
Project: Sovereign Business Park Huyton			
Drawing title: Proposed Masterplan			
date	Jan 22	drawn	DJS
scale@AD	1:500	checked	DRS