

194781C – Image Business Park – Site 3 KMBC Highways Response Note

194781C/N01 Version 2

March 2022

Introduction

1. Vectos have been appointed by Knowsley (Image Business Park) Ltd to provide transport and highways advice on the proposed 11,461 sqm of E(g)iii/B2/B8 land uses at Image Business Park, Knowsley.
2. Comments from the highway's officers at Knowsley Metropolitan Borough Council (KMBC) have been received on the planning application (Ref: 21/00857/FUL). This note sets out the comments received in *italics* and Vectos' response in plain text.

Response to Highways Comments

Comment 1

"The proposal includes 180 car parking spaces, including 9 disabled space. Eight motorcycle spaces are proposed as well as 28 bicycle storage spaces. The site wishes to have flexible E(g)(iii), B2 and B8 usage. Class E(g)(iii) was previously referred to as B1c. When consideration of Council parking standards, the below is derived (11,461sq.m GEA):

- *B1 – 382 spaces;*
- *B2 – 255 spaces; and*
- *B8 – 115 spaces*

In this instance, given that Class E(g)(iii) refers specifically to 'Industrial Processes', it is considered more applicable to consider the site in the context of B2 and B8 parking standards. On this basis, the site would need to provide 255 parking spaces. The current provision accounts for 70% of that required which is not acceptable. Additional information could be provided for Highways to understand operationally how the site may function, i.e., the proportional split of E(g)(iii)/B2/B8. A condition could be applied to limit the proportional split of the land uses, which could in turn reduce the required amount of parking (i.e., limit the amount of E(g)(iii)/B2/B8)."

3. Policy T6 of the adopted KMBC SPD entitled Ensuring A Choice of Travel clearly states their car parking standards are maximums and the supporting text for the policy says, *"For general car parking, the standards define upper limits for new developments"*. The subsequent statement in the

supporting text that *“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, or for example where a car club is proposed”* appears at odds because it suggests that the default should be to provide at the maximum. This would mean the standards are minimums.

4. Notwithstanding this, it is clear that KMBC policy allows for car parking to be provided at less than the standard, where there is good reason to.
5. The Transport Statement submitted with the application demonstrates that the site is readily accessible by non-car modes of travel and, as such, the parking provision can be less than the standards for the uses proposed.
6. As such, the site does not *“need to provide 255 spaces”* as stated in the KMBC comment on the planning application.
7. The proposed development is speculative – no occupier has been identified. This is the reason why permission is sought for either 100% of one of the proposed uses or a mix of all. Specifying a mix or restricting the amount of a particular use would reduce the pool of potential occupiers.
8. This always gives challenges when it comes to determining the appropriate amount of car parking. The approach that has been taken is to provide for the likely demand that would be generated by the highest generating use without massively over-providing for the lowest generating use.
9. In this context, it is considered unlikely that there will be overspill parking on the streets surrounding the site which would be the consequence of not providing enough car parking on site. At the same time, the Travel Plan forming part of the development will encourage people to use non-car modes.
10. It is worth highlighting that the same approach that was taken, and agreed, on the adjacent Plot B site (Ref: 19/00520/FUL).

Comment 2

“A Traffic Regulation Order (TRO) will be required in the form of double yellow lines along the western edge of Acornfield Road carriageway. These waiting restrictions will help to restrict any overflow of parking from the development site to ensure the free flow of traffic along the adopted highway. The TRO will sum to the cost of £6,500, with the road markings to be completed as part of S278 by the developer. The monies can be secured via S106.”

11. As stated above, it is considered unlikely that there will be overspill car parking from site as a result of the proposed development.
12. Notwithstanding this, since there are currently no parking restrictions on the west side of Acornfield Road is acknowledged that if there were overspill it could occur there.

13. On this basis, the applicant is willing to make a S106 contribution of £6,500 to KMBC such that they could introduce parking restrictions in this location, via a TRO, in the event that overspill car parking occurs following the occupation of the proposed development.

Comment 3

“With reference to the transport assessment undertaken, the highways officer has stated that he cannot support it. The TRICs assessment parameters are not accepted. This exercise will need to be undertaken again.”

E(g)(iii)/B2:

- *‘Industrial Estate 02 D’ has been selected as the land use. This is not acceptable to the site in question. This selection results in an average GFA of circa 57,000sqm, attempting to apply a singular industrial unit to a trip rate which should be applied to entire industrial estates is going to result in a low trip outcome. This will need to be amended to include the land use ‘Industrial Unit – 02 C’. Through highways own assessment a much larger trip rate and trip generation was derived.*

B8:

- *A date range of 10 years will need to be selected*
- *A ‘suburban area’ location has been selected and this should be removed*
- *The GFA parameter range should be altered the start of the survey to avoid having to remove sites at a later stage. It is easy for bias in site selection to be applied when this occurs. The GFA average is circa 21,000sqm, this is not reflective of the actual site floor area*

It should be noted that the only highest trip rate will be considered.

14. Whilst Vectos might disagree with some or all of the TRICS criteria suggested by KMBC, it seems that their actual concern is that the trip rates presented in the TS underestimates the potential traffic generation of the proposed development.
15. Assuming that is the case, we have taken the (E(g)iii/B2/B8) trip rates that they previously agreed for the proposed development at Plot B within Image Business Park (Ref: 19/00520/FUL) and applied them to the proposed development at Site 3.
16. It should be noted that although the land use area for Plot B is approximately 5,346sqm, applying these trip rates to the proposed plot of 11,641sqm provides a robust assessment as smaller industrial sites generally produce a more intense number of trips per sqm and increasing the floor area does not necessarily result in an increase in trips.

E(g)iii Trip Generation

17. The agreed E(g)iii/B2 trips rates for the Plot B application (Ref: 19/00520/FUL) have been applied to the floor area (11,461 sqm) for Site 3. The resultant total vehicle trips and OGV trips are shown in **Table 1**.

Table 1: E(g)iii/B2 Total Vehicle Trips and [OGV Trips]

Period	Arrival	Departure	Two-Way
AM (08:00-09:00)	44 [4]	11 [3]	55 [8]
PM (17:00-18:00)	12 [1]	40 [0]	52 [1]
Daily	245 [40]	251 [39]	496 [80]

B8 Trip Generation

18. The B8 trip rates agreed for Plot B (Ref: 19/00520/FUL) have been applied to the floor area for Site 3 and the resultant total vehicle trips and OGV trips are summarised in **Table 2**.

Table 2: B8 Total Vehicle Trips and [OGV Trips] (11, 461sqm)

Period	Arrival	Departure	Two-Way
AM (08:00-09:00)	17 [3]	9 [3]	26 [6]
PM (17:00-18:00)	4 [2]	17 [3]	20 [5]
Daily	161 [50]	166 [51]	327 [102]

19. When comparing the total vehicles trips and OGV trips submitted within the submitted Transport Statement (contained in **Section 5**) and the results presented in **Table 1** for the proposed E(g)iii/B2 land uses, the net vehicle change is an additional 39 vehicles during the AM and PM peak. This results in one additional vehicle every 90 seconds. Therefore, despite the higher trip generation there is still no material impact during the network peaks. This is of particular note once the trips have been distributed across the access points of the wider industrial park and the surrounding road network.
20. When comparing the total vehicle trips and OGV trips submitted with the Transport Statement (contained in **Section 5**) and the results presented in **Table 2** for the proposed B8 land uses, the net vehicle change is an additional 10 vehicles during the AM and PM peak. This results in one additional vehicle every 6 minutes. Therefore, despite the higher trip generation there is still no material impact during the network peaks. The net change in OGV trips would result in no additional OGV trips during the AM and PM peak. Similarly to the above, once these vehicle movements have been distributed across the access junctions for the site and the surrounding road network there would be limited impact on the highway.
21. Overall, the trip generation review demonstrates that even with the higher trips rates which were agreed on the Plot B application the proposed development would not have an impact on the surrounding road network and therefore no further assessment is required. In addition, the trips presented above are likely to be the worst-case scenario as it often the case that larger units generate less trips for a given amount of floor area than smaller units (Plot B = 5,346 sqm Site 3 = 11, 461sqm).

Additional Comments

22. Vectos are also advising on an adjacent site within Image Business Park (Ref: 21/00959/FUL). Within the comments received from KMBC on the adjacent site application it was stated that alterations to the Travel Plan were needed as part of that application and that these comments should also be included as part of this application.

“The below links will need to be included in the Travel Plan. it will need to be stated that they will form part of any Welcome Pack/Information Pack. The same links should be provided for the Travel Plan included as part of 21/00857/FUL.”

	Physical map of the local area identifying the development / residential site; all bus stops at the periphery of the site; nearest rail station/s; cycle / shared use routes; nearest travel information centre - https://www.merseytravel.gov.uk/getting-around/transport-accessibility/Pages/Travel-Centres.aspx ; cycle parking
	Physical copies of and links to Public transport maps and / or bus timetables; www.merseytravel.gov.uk/getting-around/timetables/Pages/Bus-Timetables.aspx
	Physical copies of and links to Cycle maps; https://www.merseytravel.gov.uk/active-travel/cycling/
	Public Rights of Way Highways Map https://highways.knowsley.gov.uk
	Physical copies of and links to train timetables; https://www.merseytravel.gov.uk/timetables/#train
	Details of MerseyCycle and Merseytravel Bike Offers (for leisure and employment) www.merseycycle.co.uk
	Lift share information https://liftshare.com/uk/journeys/from/merseyside
	Sign posting to the Merseytravel and travel page Knowsley websites www.merseytravel.gov.uk/Pages/Welcome.aspx www.knowsley.gov.uk/residents/welcome-to-knowsley/getting-around-in-knowsley
	Signposting to Merseyside cycling support and Family Cycle Maps https://www.merseytravel.gov.uk/active-travel/cycling/
	Signposting to Public Health www.healthyknowsley.co.uk/Home/activity

23. The Travel Plan containing the changes outlined above is appended at **Appendix A**.

Summary

24. Vectos have been appointed by Knowsley (Image Business Park) Ltd to provide transport and highways advice on the proposed 11,461 sqm of E(g)iii/B2/B8 land uses at Image Business Park, Knowsley.
25. Comments from the highway's officers at KMBC have been received on the planning application (Ref: 21/00857/FUL). This note sets out the comment by the highway's officers and Vectos' response.
26. The Knowsley Local Plan Core Strategy sets out 'maximum' parking standards that developments in the area can provide. Indicating maximums allows for flexibility when considering the different transport characteristics of development sites. It is considered that providing a total amount of car parking that is circa halfway between the maximum allowable for each of the uses proposed, strikes a reasonable balance between meeting the needs of the eventual occupier (thereby minimising the potential for overspill) and encouraging future employees to travel by non-car modes.
27. A review of the trip generation has been undertaken using the agreed trip rates presented within the submitted Transport Statement for planning application (Ref: 19/00520/FUL) for the neighbouring industrial plot. The review highlights that using these trip rates the site generates a marginally higher

number of total vehicles and OGVs. However, when this uplift in trips is considered within the peak hours and distributed onto the local highway network the impact is still considered to be minimal.

28. An updated Travel Plan considering the comments provided under the (Ref: 21/00959/FUL) application is provided at **Appendix A**.

Appendix A

WORKPLACE TRAVEL PLAN

Knowsley (Image Business Park) Ltd

Site 3, Image Business Park, Knowsley

March 2022

Workplace Travel Plan

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Appendices

Appendix A – Accessibility Index Calculator

1 Introduction

- 1.1 Vectos have been appointed by Knowsley (Image Business Park) Ltd to provide transport advice for the proposed commercial development at Site 3 of Image Business Park, Knowsley.
- 1.2 The application site is located approximately 14.5km northeast of Liverpool and 11km northwest of St. Helens. Locally, the site is located to the east of Acornfield Road and extend too circa. 5.49 acres.
- 1.3 The site is bound to the north by North Street, to the east by Central Avenue, to the south by South Street and to the west by Acornfield Road. The area surrounding the site comprises of a mix of industrial uses. The site is shown in its strategic context in **Figure 1** and its local context in **Figure 2**.
- 1.4 Until recently, the existing site was 10,360 sqm (GEA) of mixed industrial space including B1c, B2 & B8 uses, which have since been demolished.
- 1.5 The planning application seeks to provide approximately 11,461 sqm (GEA) of flexible E(g)(iii) (previously B1c) /B2/B8 land with ancillary office, car parking, service yard and associated works. A plan of the proposed development can be viewed at **Appendix A**.
- 1.6 The purpose of this Travel Plan (TP) is for planning purposes and also to gain a BREEAM certification for the site. Specifically, this report will provide information relating to BREEAM 2018 focusing on sections TRA01 and TRA02.
- 1.7 The final occupants of the site are not yet known.

Mission Statement

- 1.8 The predominate aim of this TP is to put in place the management tools deemed necessary to enable users of the development to make more informed decisions about their travel, which minimises the adverse effects of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping users from using sustainable modes which, in effect, self manages single-occupancy vehicle use.

Scope

- 1.9 This TP has been written as a standalone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan itself.
- 1.10 The remainder of this document is structured as follows:
 - **Section 2** – Outlines the site location and accessibility by non-car modes
 - **Section 3** – Outlines the relevant national, regional, and local policy context;
 - **Section 4** – Outlines the baseline travel patterns for employees at the site;
 - **Section 5** – Sets out the objectives and targets of the Travel Plan;
 - **Section 6** – Outlines the Travel Plan strategy;

- **Section 7** – Sets out the measures that will be implemented to help achieve the objectives and targets of the Travel Plan;
- **Section 8** – Outlines the monitoring and review programme which will ensure the Travel Plan continues to develop;
- **Section 9** – Outline how the Travel Plan accords with the BREEAM guidance; and
- **Section 10** – Sets out the Action Plan for the site.

2 Existing Conditions

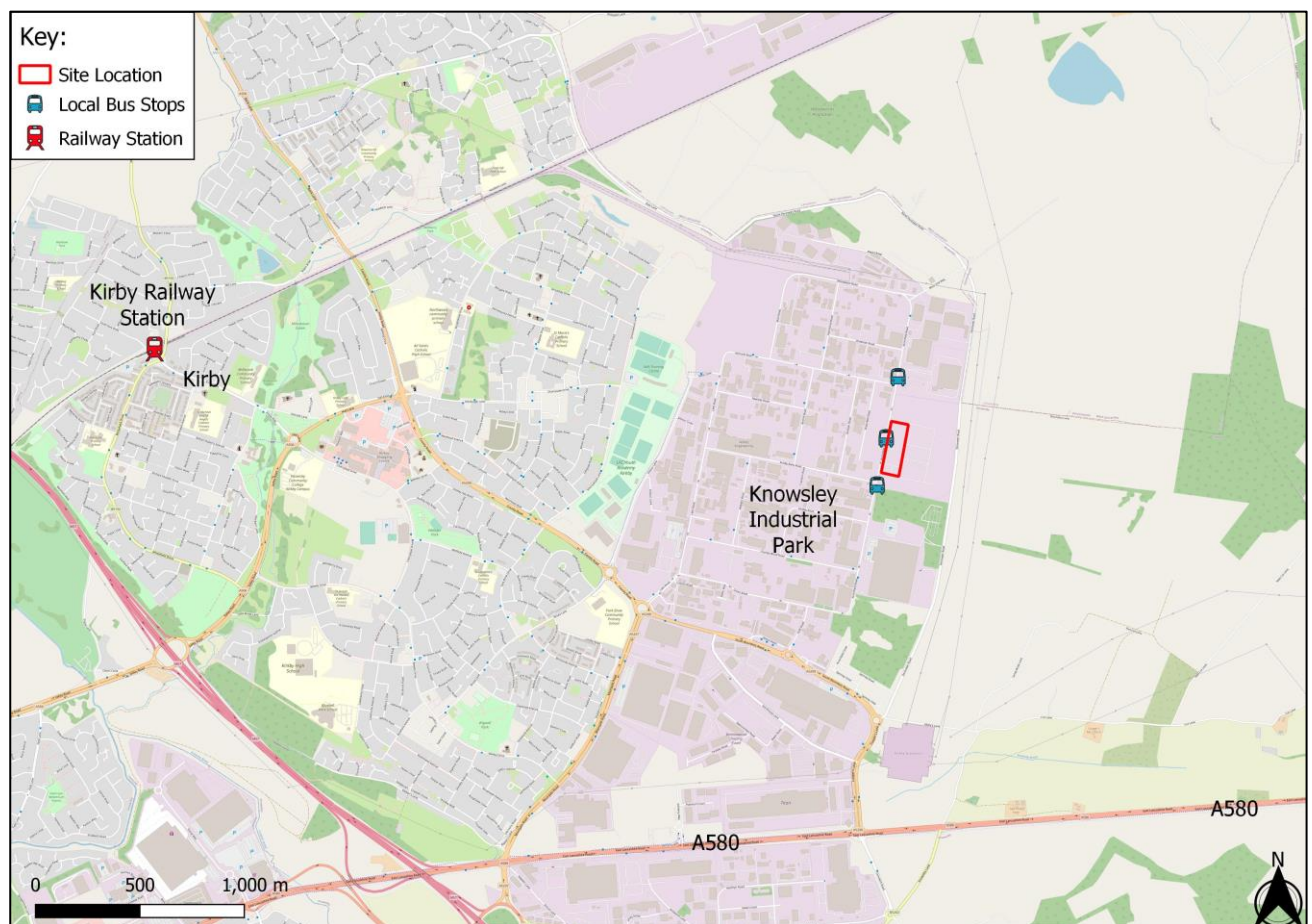
Introduction

- 2.1 This section provides a review of the existing conditions at the site and its local surroundings including accessibility to sustainable modes of transport.

Site Location

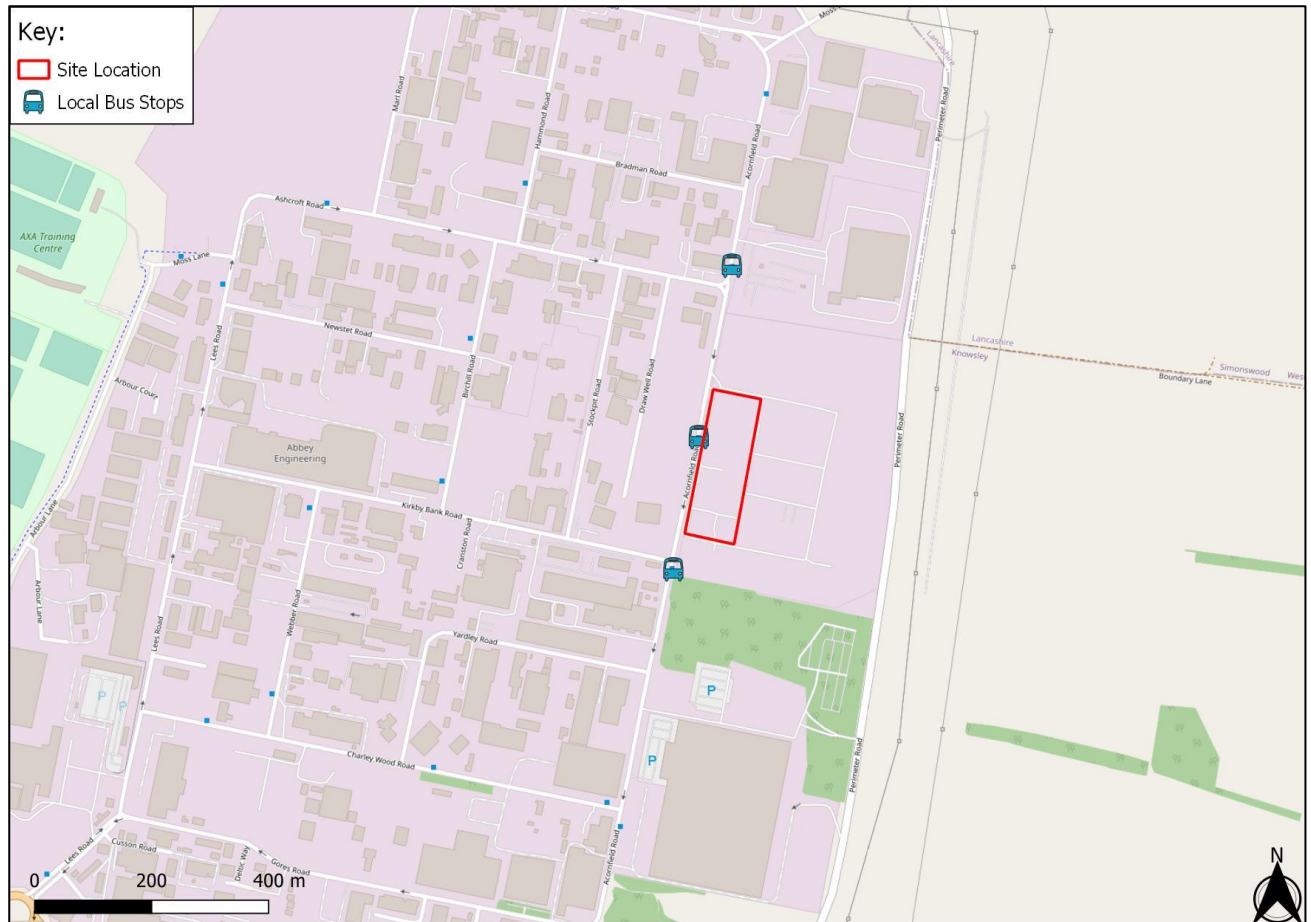
- 2.2 The site is located approximately 14.5km northeast of Liverpool and 11km northwest of St. Helens. The strategic location of the site can be seen in **Figure 1**.

Figure 1: Strategic Site Location



- 2.3 Locally, the site is located within the Image Business Park which itself is located within the Knowsley Industrial Park. The site in its local context can be seen in **Figure 2**.

Figure 2: Local Site Location



- 2.4 Access to Knowsley Industrial Park is provided by three roundabouts on South Boundary Road. The first to the east of the Business Park is in the form of a longabout which provides direct access to Acornfield Road which provides access to Image Business Park. To the west of the Business Park two roundabouts in close proximity to each other (approximately 250m apart) provide direct access to Lees Road and Arbour Road, whereby Acornfield Road can be accessed by traversing the internal road network.
- 2.5 From South Boundary Road, the A580 can be accessed to the south which links with the M57 Junction 6 to the west of the Business Park. To the east of the Business Park, the A2508 connects with the A580. From here vehicles can travel towards St. Helens to the east and Liverpool to the west.
- 2.6 Direct access to Image Business Park is provided from Acornfield Road. The access to the Business Park is currently controlled by a Gate House which is manned during operating hours.

Walking, Cycling and Disabled User Accessibility

Walking

- 2.7 Acornfield Road provides footways along either side of the carriageway with a good effective width. The footways along Acornfield Road provide access to the nearby bus stops and the rest of the

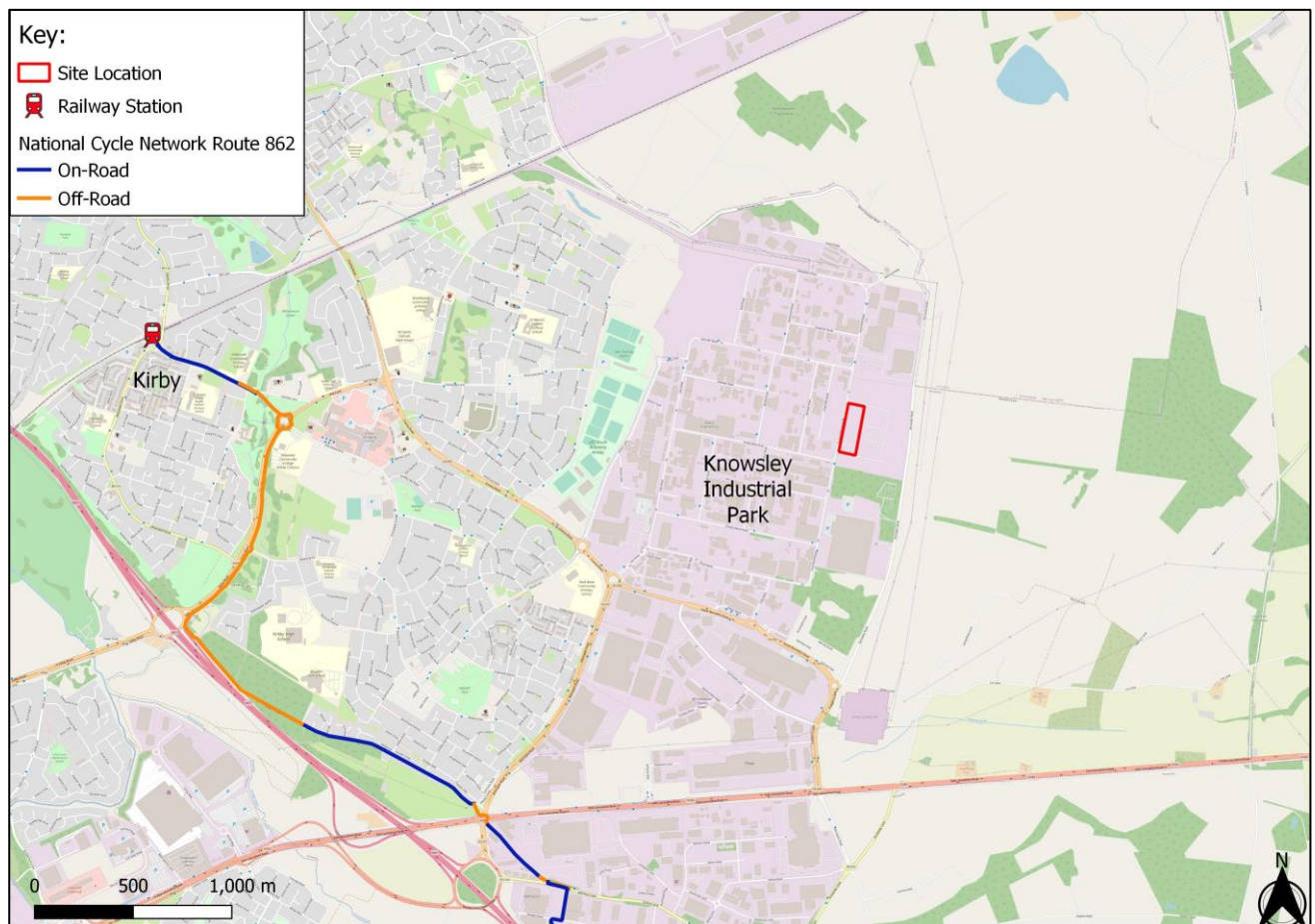
surrounding Knowsley Industrial Park. Good quality footways are also present in the surrounding Industrial Park linking the proposed development with the surrounding residential areas. Street lighting is provided throughout the Industrial Park, but no dedicated crossing facilities are provided in the immediate vicinity of the development.

- 2.8 Good footway provision continues outside of the Industrial Park on main access roads such as South Boundary Road. From here, bus stops can be accessed as well as Perimeter Road where a footway runs along the northern side of the road.

Cycling

- 2.9 Within the immediate vicinity of the site, cyclists are expected to travel on road throughout the Industrial Park. From the road signs at the entrance to Knowsley Industrial Park the speed limit is noted as 30mph which is conducive to cycling. The nearest dedicated cycle route to the site is National Cycle Network (NCN) Route 862 which runs from Kirkby Train Station to Deysbrook Lane in West Derby, Liverpool. This route allows future employees to travel to and from the site and the surrounding residential areas. NCN 862 will allow future employees to travel to the site via a multi model trip via walking/cycling and the train. The route can be seen in **Figure 3**.

Figure 3: Local Cycling Routes



- 2.10 There are clear footway and cycleway connections between the site, the surrounding areas and key transport hubs and it is, therefore, considered to be accessible by walking and cycling.
- 2.11 There are no cycle facilities currently provided on site.

Disabled Users

- 2.12 Due to the nature of the local industrial environment access for disabled users within the wider Knowsley Business Park is limited. No tactile paving or dropped kerbs exist at the Image Business Park Entrance. As referred to in paragraph 2.7, lighting is provided however no formal crossings are provided.
- 2.13 Access to the site within Image Business Park will be accessible for disabled users with tactile paving and dropped kerbs at each access and pedestrian crossover.

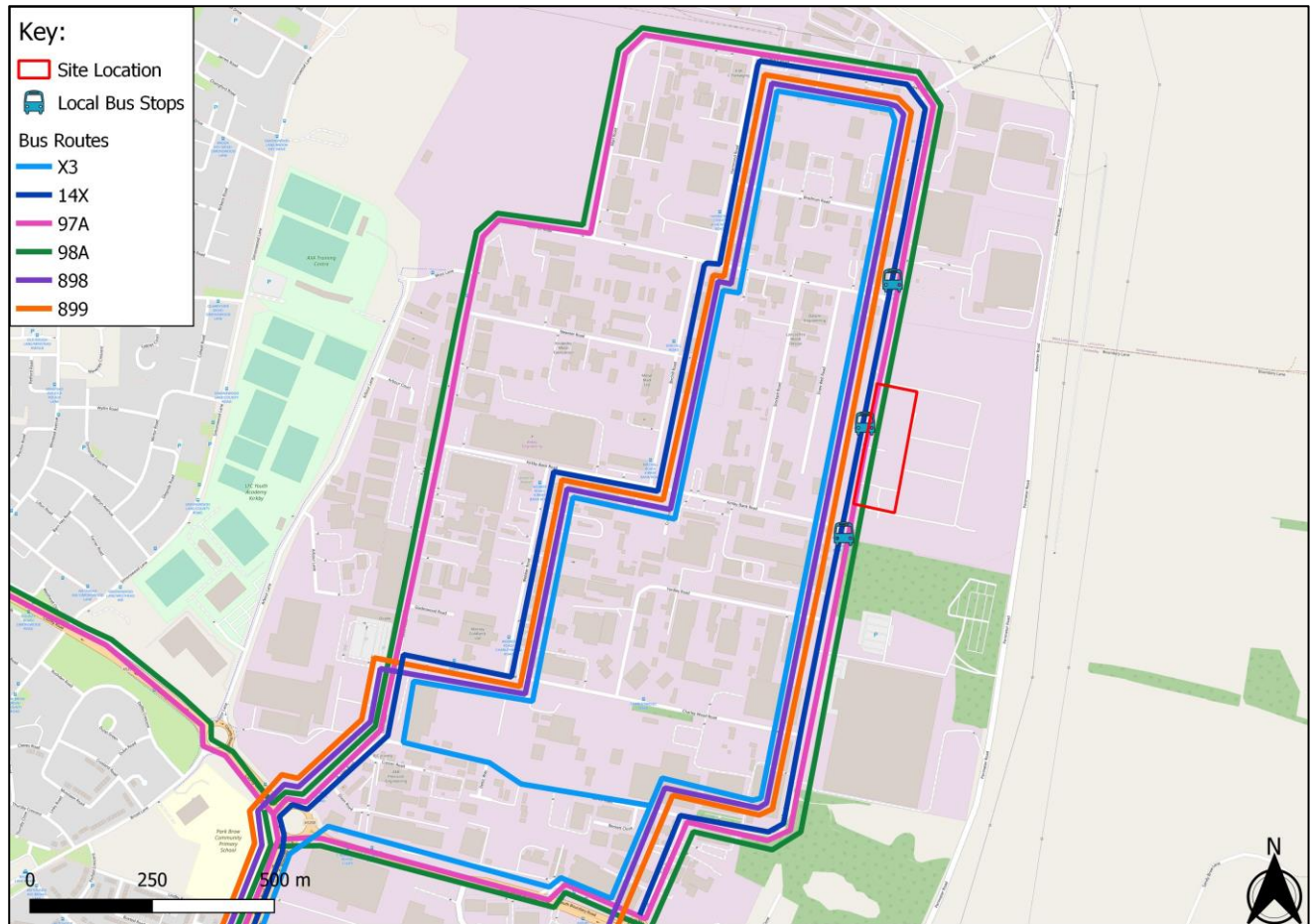
Public Transport Accessibility

Bus Services

- 2.14 The nearest bus stop to the site is approximately 150m south of the site access on Acornfield Road. The stop, 'Ashcroft Road', is served by seven bus routes with frequencies of approximately one to two per hour to locations including Liverpool and Page Moss. A summary of the services is provided in **Table 2.2** and also shown in **Figure 4**.

Table 2.2: Summary of Bus Services and Frequencies

Service	Route	Weekday	Saturday	Sunday
14X	Liverpool - Kirby Admin	4 per hour (morning only)	4 per hour (morning only)	N/A
97A	Kirkby Circular	2 per hour (mornings/evenings only)	N/A	N/A
98A	Kirkby Circular	2 per hour (mornings/evenings only)	N/A	N/A
827	Old Swan – Kirby	1 service during the morning	N/A	N/A
898	Page Moss - Kirkby Admin Circular	1 per hour	1 per hour	1 per hour
899	Page Moss - Kirkby Admin Circular	1 per hour	N/A	N/A
X3	Liverpool – Kirkby/Knowsley Industrial Park	1 per hour	N/A	N/A

Figure 4: Bus Route Summary

Rail Services

- 2.15 The nearest train station is Kirkby (shown in **Figure 1**) which is located approximately 4km to the west of the site, which is within cycling distance of the site. The station, managed by Merseyrail, has trains running to both Liverpool Central and Manchester Victoria. The station can be reached by approximately a 15-minute cycle on NCN Route 862 or by both the 97A and 98A buses.
- 2.16 Kirkby Train Station has step free access to all platforms and ramps available with staff assistance to allow physically and visually impaired users to access the services.
- 2.17 **Table 2.3** summarises the services available from Kirkby Train Station.

Table 2.3: Summary of Rail Services

Destination	Weekday	Saturday	Sunday
Liverpool Central	4 per hour	4 per hour	2 per hour
Manchester Victoria	1 per hour	1 per hour	N/A

Local Highway Network

Acornfield Road

- 2.18 Acornfield Road runs on a north-south alignment between Woodward Road in the north and Gores Road in the south. South of Ashcroft Road, it is a two-lane one-way road flowing southbound. Approximately 100m south of Ashcroft Road, the key access point to Image Business Park is provided. Acornfield Road provides direct access to all three main access points from the proposed development.
- 2.19 The road is fronted onto by other commercial properties which are part of the surrounding Knowsley Industrial Park. Along its length, the road has a 30mph speed limit. Footways are provided along either side of the carriageway with street lighting. Along the eastern edge of the road, double yellow lines are provided which restrict parking.

South Boundary Road (A5208)

- 2.20 The South Boundary Road section of the A5208 runs from east to west. The road runs between the Perimeter Road / Molly's Lane / Coopers Lane roundabout in the east and the Moorgate Road North / Lees Road / County Road roundabout in the west. The road is a two-lane dual carriageway with a 40mph speed limit and footways running along both sides of the road. The road is fronted by commercial properties, although these are set back by sizeable verge areas.
- 2.21 Beyond the South Boundary Road section of the A5208, the A5208 is a key distributor road providing a link from the proposed development to the surrounding residential areas. Furthermore, it provides a link between the proposed development and the strategic road network of the M58.

A580

- 2.22 The A580 runs between Salford and Liverpool on an east-west alignment. The road, which lies to the south of the site, is a two-lane dual carriageway with a 50mph speed limit. In proximity to the site, there is a footway running along the westbound carriageway and a two-way cycle lane running eastbound, both with street lighting.
- 2.23 The A580 can be accessed from two of the main access points and provides a key connection between the proposed development and the strategic road network.

M57

- 2.24 The M57, also known as the Liverpool Outer Ring Road, links various towns to the east of Liverpool including Knowsley and Huyton. The two-lane motorway is national speed limit and runs to the west of the site.
- 2.25 Travelling west along South Boundary Road and then south on Moorgate Road North, Junction 4 can be reached which acts as the closest point to the site at which the M57 can be accessed.
- 2.26 A summary of the local highway is shown in **Figure 5**.

Figure 5: Local Highway Network Summary



Collision Data

- 2.27 Accident data for the most recent five-year period up to 2021 has been accessed via CrashMap.co.uk. A review shows within the proximity of the site access on Acornfield Road there have been no accidents in the last five-year period.

Local Facilities

- 2.28 As part of the BREEAM document, it is a requirement to show facilities within 500m of the site. **Figure 6** shows a 500m walking isochrone from the site taking into account the proposed layout shown in **Appendix A**.

Figure 6: 500m Walking Isochrone



- 2.29 **Figure 6** above demonstrates that although there are no walkable local facilities. However, local facilities can be accessed via cycle or using the bus services provided at the bus stops which are within a short walk of the site.

Public Transport Accessibility Index (AI)

- 2.30 As part of this Travel Plan the public transport Accessibility Index (AI) has been used to assess the accessibility of the site from a public transport perspective. This has been undertaken for BREEAM purposes and represents a simplistic calculation of the accessibility of the site. It should be noted that the AI value alone does not indicate the full propensity for staff and visitors to use public transport to access the site.
- 2.31 Using the local services, the site achieves an AI of **3.71**. The full AI Calculator is included at **Appendix A**.

Summary

- 2.32 In summary, the site is accessible on foot as the nearby roads all have footways that are of reasonable width and lit. In addition, the site is accessible on bicycle from residential areas nearby and Kirkby Train Station. Numerous bus services are accessible from bus stops nearby the proposed development.
- 2.33 The site is, therefore, considered accessible by sustainable modes of transport as well as benefitting from good access to the strategic road network

3 Policy Context

- 3.1 This section of the Transport Statement addresses the relevant national and local policy, in the context of the site and the development proposals.

National Policy

National Planning Policy Framework (July 2021)

- 3.2 The National Planning Policy Framework (NPPF) is a central government planning document produced by the Department for Communities and Local Government. The revised NPPF was published in July 2021 and sets out the government's planning policies for England and how these are expected to be applied. This revised framework replaces the previous NPPF published in March 2012, July 2018 and February 2019.
- 3.3 Section 9 of the NPPF deals with 'Promoting sustainable transport.' Paragraph 105 states that:
- "Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes."*
- 3.4 Paragraph 110 sets out the transport issues which should be addressed within Development Plans and decisions. These are:
- *"appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
 - *safe and suitable access to the site can be achieved for all users;*
 - *the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code 46; and*
 - *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost-effectively mitigated to an acceptable degree."*
- 3.5 Finally, the NPPF states that: *"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."*

Regional Policy

The Third Local Transport Plan for Merseyside (LTP3)

- 3.6 The Third Local Transport Plan (LTP) for Merseyside has the vision of creating *"a low carbon future which has a transport network and mobility culture that positively contributes to a thriving economy and the health and wellbeing of its citizens and where sustainable travel is the option of choice."*

- 3.7 The plan recognises the importance of finding *“better ways of matching our transport network with new developments, new and smarter ways of travelling around and delivering transport services that ensure the efficient movement of people and goods.”*
- 3.8 The concept of creating a new Mobility Culture is presented as a key way to meet the area’s current challenges and maximise future opportunities. As set out in Section 2: Our Vision and Goals, it is stated that *“a new mobility culture means developing a transport system which supports the objectives and aspirations of all communities and organisations across Merseyside. It is about developing a transport system that provides real sustainable mobility options and which supports the continuing regeneration and economic development of the city region.”*
- 3.9 Paragraph 4.32 discusses the future prospects of Knowsley Industrial Park with the Council undertaking a review to *“identify to what extent the Park can be remodelled to meet some of the identified need for employment land.”* Table 13 in the report notes requirements for *“improvements to freight facilities and selected highways investment to improve freight access.”*
- 3.10 Part two of the LTP focusses on how the goals will be delivered. Paragraph 2.23 highlights Knowsley Industrial Park as an area where a significant number of short trips (less than 5 miles) could be made by bike and discusses ways this could be achieved.

Local Policy

Knowsley Local Plan Core Strategy (2016)

- 3.11 The Knowsley Local Plan Core Strategy sets out how growth and development in both the regional and local area will take place to 2028 and beyond. It sets out how and where new development and regeneration should take place and, therefore, a guide for future development of the borough.
- 3.12 Policy CS2 Principle 3 focusses on reducing the need to travel and increasing accessibility by:
- *“Selecting locations that reduce the need to travel, especially by car, and enable people as far as possible to meet their needs locally;*
 - *Assisting the Council in achieving a shift towards more sustainable modes of transport for people, goods, and freight;*
 - *Encouraging safe and sustainable access for all, particularly by promoting the use of public transport, walking, and cycling between homes and employment; and*
 - *Supporting the provision and retention of shared space, community facilities and other local services (such as local shops, health facilities, education provision, meeting places, sports venues, cultural buildings, public houses and places of worship).”*
- 3.13 Paragraph 5.69 notes that:
- “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.”

3.14 The section of Policy CS7 that focusses on the location, design and management of new developments states *“New development will be required to be:*

- 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;*
- 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;*
- Where subject to a planning application, accompanied (except in the case of smaller scale proposals) by Transport Assessments and/or Travel Plans;*
- In compliance with adopted cycle, car, disabled and service vehicle parking standards for different types and scales of new development;*
- Inclusive of measures that will mitigate carbon emissions and improve air quality where appropriate; and*
- Consistent with safeguarding arrangements that secure the operational integrity and safety of Liverpool John Lennon Airport.”*

3.15 Supplementary to the Knowsley Local Plan is the ‘Ensuring a Choice of Travel’ SPD which outlines guidance on transport issues as well as local parking standards for each type and size of development. **Table 3.1** sets out the parking standards relevant to the proposed development.

Table 3.1: ‘Ensuring a Choice of Travel’ SPD Parking Standards

Land use	Car parking (maximum)	Disabled parking (minimum) (up to 200 bays)	Cycle parking (minimum)	Motorcycle parking
B1c/B2 (other area)	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 1,000sqm (minimum of 2 spaces)
B8 (other area)	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 2,000sqm (minimum of 2 spaces)

Summary

- 3.16 A key aim of local and national transport policy is to integrate land use planning and transport for new development and to promote accessibility by non-car modes of transport wherever possible.
- 3.17 As noted above, the proposed site is well served by sustainable transport modes including an extensive pedestrian network, local cycle routes and several bus routes linking the site to Kirkby Train Station. The development proposals will also be supported by this WTP which will aim to increase the use of sustainable modes and reduce single occupancy vehicle movements from the proposed development.
- 3.18 As a result, the proposed development is considered to comply with local and national policy objectives.

4 Baseline Travel Patterns

Introduction

- 4.1 This section will set out the baseline mode split information for users of the development. This will be used as a basis for setting future targets in this WTP.

Mode Share

- 4.2 Within the first six months of occupation of the development, employee travel surveys will be completed which will accurately identify the travel patterns of employees to the site. These will be carried out in the form of travel survey questionnaires and will identify an employee's main mode of travel to work.
- 4.3 In the interim, as no existing travel data is available, the baseline modal split will be derived using Census 2011 origin-destination travel to work data. The WTP will set out a range of targets based on this data and outlines the commitment of the travel plan to undertake a range of surveys over a five-year period to monitor achievement of the targets set.
- 4.4 This WTP recognises that it is not possible to set out accurate targets based on generic census data. Given this, it should be acknowledged that the mode share will change over time as a result of the baseline travel surveys and future monitoring year surveys. This will be discussed with the Knowsley Metropolitan Borough Council (KMBC) Business Travel Plan Advisor.
- 4.5 **Table 4.1** below shows the interim baseline modal split for journeys made to and from the site for employees. The expected modal split has been taken from the 2011 Census, from method of travel to work (workplace population) for Knowsley Middle Super Output Areas Knowsley 001 and Knowsley 005.

Table 4.1: Existing Journey to Work Mode Share

Mode	Average Mode Split (%)
Underground, metro, light rail or tram	0%
Train	1%
Bus, minibus or coach	8%
Taxi	2%
Motorcycle, scooter or moped	1%
Driving a car or van	71%
Passenger in a car or van	9%
Bicycle	2%
On foot	5%
Total	100%

Details: Mode categories 'working from home' and 'other' have been removed.

- 4.6 **Table 4.1** indicates that 16% of future employees are anticipated to travel by public transport modes and by active modes, while a further 71% are anticipated to travel by private vehicle.
- 4.7 Based on the mode share presented in **Table 4.1**, the TP will set out a range of targets and outline the commitment of the TP to undertake surveys over a five-year period to monitor achievement of these targets.

Baseline Travel Survey

- 4.8 As mentioned above, within the first six months of occupation of the development, the occupier will undertake employee travel surveys which will accurately identify travel patterns to the site. These will be undertaken in the form of questionnaires which will identify an employee's main mode of travel to work. The content of the travel survey will be discussed with the KMBC Business Travel Plan Advisor prior to the surveys being undertaken. The undertaking of the baseline surveys represents the start of the WTP for monitoring purposes.
- 4.9 The results of the baseline travel surveys will provide information on the established travel choices of employees, and hence will provide a basis for ratifying and adjusting the targets as set out in this WTP.

5 Objective and Targets

Introduction

- 5.1 This section of the report sets out the overarching objectives for the WTP, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the WTP can be found in **Section 8**.

Objectives

- 5.2 Objectives are the high-level aims of the WTP. They help to give the WTP direction and provide a clear focus.
- 5.3 The objectives of this WTP are two-fold. Firstly, to increase awareness of sustainable travel modes available to staff and secondly to reduce the dependence of staff on travelling by vehicle.
- 5.4 The WTP's overriding objective is to *reduce* the number of single occupancy vehicle movements at the site, by facilitating the use of more sustainable alternative forms of transport.
- 5.5 The sub-objectives are:
- To increase the awareness of choice of travel modes and promote social inclusion;
 - To promote the health and environmental benefits of walking, cycling and public transport use; and
 - To provide clear information to all employees and visitors on the sustainable modes of transport available at the site.
- 5.6 These objectives will be achieved by introducing a package of physical and management measures that will facilitate employee travel by sustainable modes.

Targets

- 5.7 Travel Plan targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 8**) to ensure they remain SMART (Specific, Measurable, Achievable, Realistic and Timed).
- 5.8 Targets come in two forms – Action Targets and Aim Targets:
- **Action Targets** are non-quantifiable actions that need to be achieved by a certain time.
 - **Aim Targets** are quantifiable and in the case of this WTP relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 5.9 The Action Targets for this Travel Plan in the short term are:

- To appoint a Travel Plan Co-Ordinator prior to occupation.
- To coordinate baseline travel surveys (see **Monitoring and Review, Section 8**)

5.10 A further action plan has been completed within **Section 10** of this WTP, this provides the key actions required before and within the first six months of occupation.

Aim Targets

- 5.11 The aim targets of this WTP are focused on employee travel to the site.
- 5.12 The 2011 Census Data (as shown in **Table 4.1**) shows the established travel patterns for those traveling within the Knowsley MSOAs for employment. This forms the interim baseline travel patterns of the site until travel surveys can be carried out by future occupiers. These will be carried out within six months of first occupation.
- 5.13 The data demonstrates that approximately 71% of employees travel to work as the driver of a vehicle. These results suggest that there is scope to shift modal choice towards more sustainable modes of transport.
- 5.14 Based on this census data, targets for the overall modal shift of the site have been established. This WTP recognises that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e., after the baseline surveys have been undertaken). Given this, it should be acknowledged that the target will change over time as results from on-going monitoring become available. This will be discussed with the KMBC Business Travel Plan Advisor.
- 5.15 For this WTP, targets are set over a five-year period from the time of the initial baseline travel survey. The final target for this WTP should be achieved by the fifth anniversary of the first travel survey. There will be an interim review of the progress towards targets on the third anniversary of the initial baseline travel surveys. If the targets are not met by year five, the lifecycle of this WTP will be extended to a date agreeable with both KMBC and the occupiers.
- 5.16 **Table 5.1** below summarises target for employees at the site.

Table 5.1: Travel Plan Aim Target

Target	Indicator	Mode Split		
		Year 1	Year 3	Year 5
Achieve a 5-percentage point decrease in single occupancy vehicle movements	Travel Surveys	71%	68.5%	66%
Achieve a 5-percentage point increase in sustainable transport mode share (including active modes)	Travel Surveys	16%	18.5%	21%

- 5.17 The targets listed in **Table 5.1** are based on preliminary data and therefore may need to be adjusted once an accurate baseline mode share has been established from the baseline travel surveys. Any adjustments to the targets will be discussed and agreed with KMBC.
- 5.18 Indicators are the elements which will be measured in order to assess progress towards meeting the final target. For the most part this will be the main mode listed by employees of the site in the monitoring surveys conducted annually up to and including year five.
- 5.19 This target will be achieved by introducing a package of physical and management measures that will facilitate employee travel by sustainable modes. A description of these measures is set out in **Section 6**.
- 5.20 Details on the review and monitoring of these targets are set out in **Section 8**.

6 Travel Plan Strategy

Management

- 6.1 The role of the TPC will be part-time and will vary throughout the year in response to campaigns / sustainable transport events / monitoring surveys taking place. The TPC will be allocated enough time to effectively manage and implement the WTP as agreed.

Funding

- 6.2 The WTP, its accompanying measures and initiatives, and the TPC role will be funded by the owner throughout the five-year period. The owner will ensure that the TPC has sufficient funding to effectively implement the Plan.

TPC Responsibilities

- 6.3 The TPC will be responsible for the administration of the WTP, the implementation of measures, and for the on-going monitoring and review of the Travel Plan. They will have overall responsibility for ensuring that the measures are successfully delivered on time and to budget.
- 6.4 The TPC will report to the management company or owner and other involved stakeholders such as staff associations (if applicable) and KMBC regarding the implementation and progression of the WTP.
- 6.5 The TPC will also liaise with, as set out under the WTP Measures (**Section 7**), local bus and rail operators to discuss the potential for discounted ticketing and walking / cycling retail outlets to discuss initiatives to encourage the use of these sustainable modes.
- 6.6 The duties of the TPC will therefore include:
- To provide guidance to, and be the main point of contact for staff and issue travel information to staff;
 - To liaise with staff to inform them of upcoming promotions and to gather feedback on the day-to-day operations of the travel plan;
 - To communicate information to staff regarding relevant national and local initiatives related to the promotion of sustainable travel;
 - Undertake the travel surveys over the five-year period and supply evidence of this to KMBC;
 - Take responsibility for data collection and review of the WTP;
 - Design and implement effective marketing and awareness-raising campaigns to promote the WTP;
 - Liaise with external organisations, e.g., local authorities and retailers;

- Co-ordinate the monitoring programme for the WTP, including target setting (in agreement with KMBC) and make necessary changes if the targets are not being met; and
- Establish and maintain a filing system for recording all correspondence relating to the WTP.

Reporting

- 6.7 The TPC will prepare a monitoring report on an annual basis on the progress of the WTP. The reports will include the following:
- Progress on the implementation of measures and initiatives to promote sustainable transport use;
 - Latest survey results; and
 - Any revisions to targets and measures.
- 6.8 The report will be provided to KMBC Business Travel Plan Advisor within three months of completion of the survey. Any revisions to targets or measures will be agreed with KMBC.

Marketing Strategy

- 6.9 An essential element of the strategy identified in this WTP, and one which largely determines its success, is the promotion of the WTP. In order to promote and increase awareness of the WTP, the following measures will be adopted:
- Display of key WTP information on public notice boards, company websites, including posters and / or leaflets;
 - Arrange Q&A sessions and offer a personalised travel planning service if demand is identified;
 - Promote national travel initiatives and organise site-wide events such as organised cycle rides;
 - The TPC will arrange for the display and distribution of sustainable travel information at the development's marketing suite and on the marketing website; and
 - The provision of Information Packs containing the following information:
 - Local taxi numbers;
 - Walking and cycling routes;
 - Public transport timetabled information and journey planning websites;
 - Car sharing opportunities;
 - TPC contact information;

- Community guides about facilities and services near to the development; and
- A brief overview of the WTP.

6.10 The Information Packs will be distributed to all staff at the commencement of their employment. The content of the Information Packs will be agreed with KMBC prior to distribution.

7 Measures and Initiatives

Introduction

- 7.1 This section of the WTP outlines the specific physical and management measures to be implemented as part of the WTP. The implementation of these measures includes both 'hard' and 'soft' measures and is considered to be the core of the WTP.
- 7.2 The measures outlined below will be agreed with KMBC as being suitable for the situation at the site. However, this list is not exhaustive and the TPC will be free to investigate other potential initiatives.
- 7.3 An Action Plan is also included in this report, at **Section 10**, which shows the measures / initiatives and a possible timescale for implementation.

Hard Measures

- 7.4 The site accesses will be built with the appropriate tactile paving surfaces and the site will be well-lit. Step-free access to the development will also be integrated into the design.

Car Parking/EV Charging

- 7.5 The development will provide 180 standard spaces of which 9 will be blue-badge spaces. Moreover, 18 electric charging parking bays will be provided.

Cycle Parking

- 7.6 It is proposed that 28 cycle spaces are provided on site. These will be located in secured and covered areas. Moreover, the infrastructure for the future occupier to install showers and changing facilities will all be delivered as part of the proposed development with the aim of encouraging sustainable transport. One shower cubicle will be included in the design to accompany an accessible toilet on the ground floor. The developer will provide services to enable a future provision of these amenities at a later date should a tenant require them for their operations.

Soft Measures

Management and Promotion

- 7.7 A Travel Plan Coordinator (TPC) will be appointed to manage the WTP for the site. The developer will assist the TPC where possible and provide guidance where necessary.
- 7.8 The TPC will be responsible for overseeing the implementation of the WTP. The TPC will oversee the promotion and management of the travel plans and offer advice to staff. They will also provide the Information Pack at the commencement of their employment. The Information Packs will contain local information on sustainable travel alternatives, including links to Mersey Travel resources as well as Knowsley sustainable transport information which is referenced below.

- 7.9 Moreover, the TPC will investigate the possibility of providing incentives within the Information Pack such as discount vouchers for local bicycle retailers or a cycle to work scheme. The TPC will be required to liaise with local retailers and KMBC regarding these incentives.
- 7.10 In addition to providing travel information in the Information Packs, the same information will be provided on noticeboards located in prominent locations throughout the units and on the company websites. The TPC will be responsible for ensuring these noticeboards and the website remain up-to-date and will replace information which is no longer accurate.
- 7.11 The TPC will continuously promote the WTP and its initiatives and will be responsible for investigating new ways for staff to become involved. The TPC will also publicise the on-going progress and successes of the WTP in order to encourage staff to start to travel or continue to travel sustainably.

Walking

- 7.12 The TPC will be responsible for promoting the benefits of walking to staff of the site. As well as providing information regarding local walking routes on the notice boards, company websites and in the Information Packs. The TPC will promote public health campaigns such as Change 4 Life (NHS programme) and walking challenges such as the 10,000 steps a day campaign. These highlight the health benefits associated with active travel.
- 7.13 In addition, website information will be promoted including the following websites:
- the WALKIT.com
 - www.merseytravel.gov.uk/active-travel/walking/; and
 - The interactive PROW Map on highways.knowsley.gov.uk
- 7.14 These websites will be promoted to employees within the Information Packs and on the noticeboards which provide urban walking route planning and information.
- 7.15 The TPC will regularly check local walking routes to ensure they are properly maintained and will liaise with KMBC should the need for maintenance be required. They will also assess the provision of way-finding to ensure this is appropriate.

Cycling

- 7.16 Secure and covered cycle parking will be provided on site to accord with KMBC's parking standards. Moreover, shower and changing facilities will also be provided. One shower cubicle will be included in the design to accompany an accessible toilet on the ground floor. The developer will provide services to enable a future provision of these amenities at a later date should a tenant require them for their operations.
- 7.17 As described previously, information regarding local cycle routes will be provided on public notice boards, on the company websites and within the Information Packs provided to staff upon employment this will include reference to www.merseytravel.gov.uk/active-travel/cycling/

- 7.18 The TPC will regularly check local routes to ensure that they are properly maintained and will liaise with KMBC should any issues be identified.
- 7.19 The TPC will also liaise with KMBC to discuss ideas for awareness raising events and initiatives. Participation in national and local events for specific campaigns will also form a central role in raising awareness of travel options such as National Bike Week.
- 7.20 The TPC will investigate cycle training for staff, including local training schemes through the local council. The aim is to make cyclists more confident and comfortable cycling on the road, therefore encouraging them to cycle to/ from the site on a regular basis. The training sessions will either be organised on an individual or group basis, depending on the number and ability of participants and the availability of trainers.
- 7.21 The provision of bicycle maintenance and repair events on-site will also be investigated. These could be provided on a quarterly basis to ensure that employees are able to access these services, therefore encouraging them to cycle on a regular basis.
- 7.22 As described previously, the TPC will liaise with local bicycle retailers regarding the potential for providing staff with discounts for cycle equipment as well as including details of MerseyCycle and Merseytravel Bike Offers on www.merseycycle.co.uk/.

Public Transport

- 7.23 Up-to-date timetables of bus and rail services, including route information and service frequencies, will be permanently on display for the information of staff and included on company websites including reference to www.merseytravel.gov.uk/timetables/#bus & www.merseytravel.gov.uk/timetables/#train. In addition, links to National Rail and Travel information websites and enquiry phone numbers will be advertised through all relevant means.

Car Sharing

- 7.24 Car sharing represents a relatively convenient alternative form of travel and significant potential exists to reduce the use of private cars by employees by implementing and publicising a formal 'scheme'. The TPC will review whether there is enough demand that a scheme operating for employees only as part of the development would be viable, if not the TPC will make employees aware of local car sharing schemes such as GoCarShare.
- 7.25 Within the car park of the development, dedicated car share spaces will be provided for 5% of the total car parking i.e., 9 spaces. These spaces will be located nearest the development entrance to encourage further uptake. The TPC will monitor the uptake of these spaces to see whether additional spaces should be provided.
- 7.26 The car sharing schemes will be published on the staff notice board and within the staff information packs. Within the Information Packs, reference will be made to www.liftshare.com/uk/search/from/merseyside for future employees

Other Measures

7.27 Travel Awareness measures should play a key part of the WTP, for example:

- Car-free days accompanied by small incentives to leave the car at home and personalised travel information provided beforehand for those that request it;
- Team participation in National Bike Week events;
- Commuter Challenges – finding the quickest mode for the journey to work with a number of staff using various modes leaving from one or more common destinations; and
- Additional online resources will be included within the Information Packs and notice boards for employees including:
 - The Merseytravel and travel page on the Knowsley website - www.merseytravel.gov.uk/
 - www.knowsley.gov.uk/residents/welcome-to-knowsley/getting-around-in-knowsley
 - Local Public Health Website - www.healthyknowsley.co.uk/
 - Signposting to Air Quality information and advice:
 - www.cleanairday.org.uk/pages/category/clean-air-hub
 - www.knowsley.gov.uk/residents/bins,-waste-and-environment/air-quality.

8 Monitoring and Review

Introduction

- 8.1 The WTP is part of a continuous process for improvement, requiring monitoring review and revision to ensure it remains relevant to the commercial units. This section sets out the proposals for monitoring and review of the Travel Plan.

Monitoring

- 8.2 All monitoring will follow the most up to date DfT best practice guidance and will be the responsibility of the TPC to ensure compliance with these guidance documents.
- 8.3 The monitoring programme will begin with the initial baseline travel survey, to be undertaken within six months of the first occupation.
- 8.4 The WTP will be monitored on a five-year cycle. Monitoring surveys will be undertaken annually on the anniversary of the initial baseline travel survey. The baseline survey represents the start of the travel plan for monitoring purposes.
- 8.5 The interim (Year 3) targets set out in this WTP may be revised on the results of the initial baseline travel survey if the modal split is found to be considerably different from the expected modal split. The targets will be discussed with KMBC before being finalised.
- 8.6 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- Demand for additional cycle parking facilities; and
 - Comments received from employees relating to the operation and implications of the Travel Plan.
- 8.7 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below). The information will be made available to the KMBC Business Travel Plan Advisor.

Reporting

- 8.8 A Travel Plan review will be undertaken every year by the TPC to assess the progress of the WTP. This will outline the results of the survey, measures that have been implemented and any changes to targets and measures as a result of the survey data. The report will also incorporate the results of monitoring throughout the preceding period. The report will be issued to KMBC

9 BREEAM Credits

- 9.1 BREEAM UK New Construction consists of individual assessment issues across nine environmental categories, plus a tenth 'innovation' category. Each assessment issue addresses a specific building related environmental impact or issue (in this case Transport) and is assigned a number of credits.
- 9.2 In the case of Transport this relates to assessment issues:
- TRA01 – Transport Assessment and Travel Plan; and
 - TRA02 – Sustainable Transport Measures
- 9.3 In order to receive these credits a scope of work must be carried out for each issue.
- 9.4 For TRA01, a Transport Assessment and Travel Plan must be produced that contains specific information. For TRA02, the criteria set out in within TRA01 must be achieved, as well as presenting a number of sustainable transport measures which receive points, these points can then be awarded credits in line with the AI of the site.
- 9.5 **Table 9.1** summarises the scope of work which has been undertaken in order to comply with issues TRA01 and TRA02 and the associated number of credits achieved.

Table 9.1: BREEAM Scope of Work

Scope of Work	Reference
TRA01 – Transport Assessment and Travel Plan – 2 credits (maximum)	
No later than Concept Design stage, undertake a site-specific transport assessment (or develop a travel statement) and draft travel plan, which can demonstrably be used to influence the site layout and built form	This Travel Plan has been developed based on a site-specific Transport Statement which should be read alongside this document.
If relevant, travel patterns and attitudes of existing building or site users towards cycling, walking and public transport, to identify relevant constraints and opportunities	As the final occupier of the site is not known, baseline travel patterns for workers in employment in the area have been included in Section 4 .
Predicted travel patterns and transport impact of future building or site users.	As the final occupier of the site is not known, baseline travel patterns for workers in employment in the area have been included in Section 4 .
Current local environment for pedestrians and cyclists, accounting for any age-related requirements of occupants and visitors.	A review of the existing local environment is included at Section 2 .
Reporting of the number and type of existing accessible amenities, within 500m of the site.	A review of accessible amenities is included in Section 2 .
Disabled access accounting for varying levels and types of disability, including visual impairment.	A review of local disabled access has been included in Section 2 .
Calculation of the existing public transport Accessibility Index (AI),	A summary has been provided in Section 2 and the AI is available at Appendix A .
Current facilities for cyclists	A review of local cycle facilities is included in Section 2 .
Following a transport assessment (in accordance with the requirements set out in criteria 2), develop a site-specific travel plan that provides a long-term management strategy which encourages more sustainable travel. The travel plan includes measures to increase or improve more sustainable modes of transport	This Travel Plan has been developed in accordance with this guidance.

Scope of Work	Reference
and movement of people and goods during the building's operation see Methodology.	
If the occupier is known, involve them in the development of the travel plan	The final occupiers of the development are not known.
Demonstrate that the travel plan will be implemented and supported by the building's management in operation	When the final occupiers of each unit at the development are known they will be informed of the Travel Plan and be tasked with the management of it.
On the basis of the information set above, 2 credits should be awarded for TRA01.	
TRA02 – Sustainable Transport Measures – 10 credits (maximum)	
Achieve criteria 3 – 5 in TRA01 Transport Assessment and Travel Plan.	These have been achieved as outlined above.
Identify the sustainable Transport Measures (see Table 7.4 BREEAM 2018)	These measures are set out below in paragraphs 6.6-6.9.
Award credits according to the existing Accessible Index (AI) of the project, and the total number of points achieved for the options implemented. (see Table 7.3 BREEAM 2018)	The site achieves a rating of 3.33. Using the measures set out in paragraphs 9.6-9.9 of this document the site achieves 3 points. As such, using Table 7.3 BREEAM 2018, 3 credits can be awarded on the basis of an AI of less than 25 and with three points.
On the basis of the information set above, 3 credits should be awarded for TRA02.	

- 9.6 As mentioned in **Section 7**, the proposed development will provide dedicated car sharing spaces for a total of 5% of the provided spaces, i.e., 9 spaces. This achieves 1 point.
- 9.7 It is proposed to provide electric recharging station of a minimum of 3kW for at least 10% of the total car parking capacity. This achieves 1 point.
- 9.8 As the occupant of the site is not known, the level of staff working at the site is also not known. Within the BREAAAM guidance it states that if staff numbers are not known, *“the number of building occupants in an existing development of similar type and size can be used (the assessor must justify or validate the number used in their certification report)”*. Vectos have advised previously on the site located to the east of the proposed site which is a 5,244 sqm unit. At this location, 12 cycle stands were provided for a total of 65 staff members, as such the occupant density is $65 / 5244 = 0.01239512$.

- 9.9 Applying this to the proposed development, $0.01239512 * 11,461 = 142$ staff members. BREEAM guidance 1 cycle per 10 staff members which would require 14 cycle spaces. However, to provide a robust number of spaces it is proposed to provide 28 spaces. This achieves 1 point.
- 9.10 Therefore, in total, 3 points are achieved.
- 9.11 Combining the credits achieved as part of TRA01 and TRA02, the site achieves 5 credits for BREEAM purposes.

10 Action Plan

- 10.1 The Action Plan outlined below in **Table 10.1** sets out the measures included within the WTP that are directed at influencing employee travel.

Table 10.1: Actional Plan for Workplace Travel Plan Measures

Measures	Notes	Status / Target Date	Monitoring Method	Responsibility
GENERAL				
Appointment of Travel Plan Coordinator	To be employed by future occupiers	Prior to occupation	Commencement of employment	Developer
Information Packs for all employees	All employees will receive an Information Pack outlining the sustainable options for travelling to the site, any company policy related to transport, the existence and purpose of the Travel Plan and location of cycle parking and lockers	Commencement of employment	TPC to monitor uptake through travel surveys	TPC
CYCLING				
Provision of cycle racks / stands	To accord with cycle parking levels set out in Section 7.	As part of site construction	Spot checks as part of maintenance rounds	TPC

Measures	Notes	Status / Target Date	Monitoring Method	Responsibility
Shower, changing and locker facilities to be provided for employees – employees made aware of their availability	Developer will provide services to enable a future provision of these amenities at a later date should a tenant require them for their operations	Upon occupation	Maintenance to monitor quality	Future Tenant's responsibility
Provide cycle route maps and other information relating to cycle facilities	As part of Information Packs, displayed on notice boards and the company website.	At commencement of employment	TPC to monitor uptake through travel surveys	TPC
WALKING				
Promote the health benefits of walking to be promoted (10,000 Steps a Day)	Promoted in conjunction with the organisation of social walks and walk to work days	Spring and Summer (annually)	TPC to monitor uptake through travel surveys	TPC
Employees provided with information related to safe walking routes	As part of Information Packs and notice boards	Prior to commencement of employment	TPC to monitor uptake through travel surveys	TPC
PUBLIC TRANSPORT				
Noticeboard with timetable information	Located in employee communal areas	First occupation	TPC to monitor uptake through travel surveys	TPC
OTHER				

Measures	Notes	Status / Target Date	Monitoring Method	Responsibility
Car-free days	Incentivised challenge to leave the car at home	Annually – summer	TPC to monitor uptake through travel surveys	TPC
Car Sharing	Investigate the creation of a car share scheme	Ongoing	TPC to monitor uptake through travel surveys	TPC
Car Sharing	9 spaces will be provided dedicated to car sharing vehicles	Prior to occupation	TPC to monitor uptake through travel surveys	TPC
The TPC will also liaise with local bus and rail operators to discuss the potential for discounted ticketing and walking / cycling retail outlets to discuss initiatives to encourage the use of these sustainable modes.		Prior to occupation/ongoing	To provide update within the Information Pack/monitoring report	TPC
MONITORING AND REVIEW				
Initial Baseline Travel Survey		Carried out within 6 months of occupation	TPC to undertake Travel Surveys	TPC

Measures	Notes	Status / Target Date	Monitoring Method	Responsibility
Additional Travel Surveys	The baseline survey represents the start of the travel plan for monitoring purposes.	Undertaken annually on the anniversary of the initial baseline travel survey (up to the end of the 5-year monitoring period)	TPC to undertake Travel Surveys	TPC
Monitoring Report		Within three months of completion of each survey	The report will be sent to the relevant KMBC Business Travel Plan Advisor. Any revisions to targets or measures will be agreed with KMBC	TPC

Appendix A

BREEAM 2018 Tra01/02 Accessibility Index calculator



Using the drop down boxes make the relevant selections and press the 'Select' button

Building type

No. nodes required

Select

NODE 1

Public transport type	Bus									
Distance to node (m)	150									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	1	1	1	2	2					

Accessibility Index	3.71
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