

Police and Crime Commissioner for Merseyside . OCC

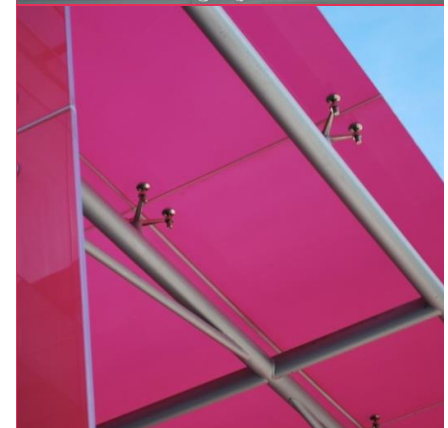
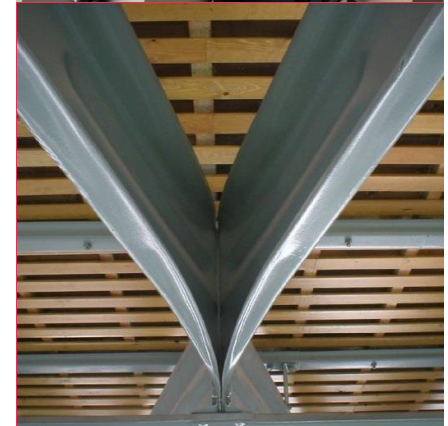
Travel Plan

Curtins Ref: TPMA5058/ITP/Rev A

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Client Name: Merseyside Police



Control Sheet

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Plans

TPMA5058/001 . Regional Site Location Plan
 TPMA5058/002 . Local Site Location Plan
 TPMA5058/003 . Pedestrian Catchment Plan
 TPMA5058/004 – Cycle Catchment Plan
 TPMA5058/005 – Public Transport Catchment Plan

Appendices

Appendix A . Travel Survey Questions

1.0 Introduction

1.1 Background

- 1.1.1 Curtins has been appointed on behalf of Merseyside Police (MP) to provide traffic and transportation advice in relation to a proposed relocation of the Merseyside Police Headquarters to Leeward Drive, Speke Liverpool. The proposals also seek to provide a coherent parking layout and access to and from the site.
- 1.1.2 **Appendix A** to the rear of this document contains the proposed site plan for the scheme **TPMA5058_100**.

1.2 The Purpose of Travel Plans

- 1.2.1 A Travel Plan (TP) is a package of practical measures aimed at reducing single occupancy car use associated with a particular development. A TP is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:

“A long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

Sources: *Good Practice Guidelines: Delivering Travel Plans through the Planning Process*, DfT, 2009; and
National Planning Policy Framework, DCLG, 2012.

- 1.2.2 Furthermore, Guidance on the Liverpool City Council (LCC) website states that business TPs should aim to:
- Achieve a shift away from single-occupancy car use towards more sustainable forms of transport;
 - Reduce the environmental impact of travel;
 - Encourage healthy active travel; and
 - Reduce the need to travel at all.
- 1.2.3 This FTP has been written in line with these principles.
- 1.2.4 In essence, a TP is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.
- 1.2.5 An Interim Travel Plan (ITP) is the first stage of the TP process and is usually prepared during the planning stage prior to the construction of the development. It includes a list of potential measures that could be implemented to affect modal choice and a management strategy for producing a full TP in the

future. It does not include targets or Travel Surveys as the development proposals it refers to has not usually been constructed.

1.3 Guidance on Travel Plans

1.3.1 This document has been written in accordance with the following core guidance documents:

- National Planning Policy Framework, DCLG, 2012;
- National specification for workplace travel plans, BSI, 2008; and
- Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT, 2009;

1.3.2 Sustainable development is a key requirement of National Planning Policy and Board 24 Ltd. is aware that the development needs to meet these requirements. This ITP has been produced to demonstrate a firm commitment to sustainable modes of travel, as outlined in paragraph 36 from the NPPF which states that:

“A key tool to facilitate this [exploiting sustainable transport opportunities] will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.”

Source: National Planning Policy Framework, DCLG, 2012.

1.4 Purpose of Report

1.4.1 This Transport Statement has been prepared to inform Highways Officers at Liverpool City Council (LCC) of all relevant traffic and transportation matters associated with the application.

1.4.2 This report is to be considered alongside a Minimum Accessibility Standard Assessment (MASA), in line with existing LCC policy. This MASA further appraises the accessibility of the site, and its suitability for residential purposes, and can be found in the appendices of this report.

1.5 Document Structure

1.5.1 Following this introductory section, Section 2 explores some of the benefits that can result from a successful TP process.

1.5.2 Section 3 of this ITP gives details of the site itself including its background, location and existing situation.

1.5.3 In section 4 the site is assessed in terms of its accessibility by sustainable modes of travel, including a review of pedestrian, cycle and public transport accessibility.

- 1.5.4 Section 5 discusses the results of the travel survey as well as an overview of the questions asked
- 1.5.5 Section 6 contains the TP initiatives to be considered for the adoption of a Full TP, including measures to encourage sustainable travel other than single occupancy car use.
- 1.5.6 Section 7 provides example modal shift targets to be achieved using the initiatives discussed in section 6.
- 1.5.7 Section 8 discusses how the initiatives will be monitored and reviewed, with section 9 discussing an action plan and budget.

2.0 Travel Plan Benefits

2.1 Introduction

2.1.1 The benefits from a TP can be loosely categorised under three main headings:

- Health Benefits;
- Environmental Benefits; and
- Financial Benefits.

2.1.2 This section explores just some of the reasons as to why future employees can benefit from a successful Travel Planning process.

2.2 Health Benefits

2.2.1 A reduction in polluting vehicles on the roads surrounding the site will mean better air quality throughout the area. There are also well documented health benefits associated with active travel, yet activity levels are generally low across the UK:

“Physical activity levels are low in the UK: only 40% of men and 28% of women meet the minimum recommendations for physical activity in adults.”

Source: *Health Survey for England: CVD and Risk Factors for Adults, Obesity and Risk Factors for Children*, DoH, 2008.

2.2.2 Regular moderate physical activity (including walking and cycling), can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

2.3 Environmental Benefits

2.3.1 Climate change is a global issue that affects all nations. The British Government has pledged to play its part in reducing emissions which are harmful to the earth by setting carbon reduction targets:

“It is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline.”

Source: *Climate Change Act 2008*, Chapter 27, Part 1, 2008.

2.3.2 Encouraging people to make smarter choices in the way they travel can drastically reduce the impact that future commuters make on the environment.

2.4 Financial Benefits

- 2.4.1 Although secondary to health and environmental benefits, there are also financial benefits to be gained from increasing active travel rates:

“The cost of physical inactivity in England – including direct costs of treatment for the major lifestyle-related diseases, and the indirect costs caused through sickness absence – has been estimated at £8.2 billion a year.”

Source: At Least Five a Week: Evidence on the Impact of Physical Activity, DoH, 2004.

- 2.4.2 Individuals can also benefit financially from travelling to and from a site with a TP in place due to the improved range of transport options available, some of which may be more cost-effective than car travel. In some circumstances, TP measures can remove an individual's need for a car (or their household's need for a second car), removing the capital and on-going cost of car ownership.
- 2.4.3 An effective TP can help encourage future commuters and other site users to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.

2.5 Mutual Benefits

- 2.5.1 As demonstrated, there are multiple reasons as to why TPs are important to modern society. The initiatives in this TP will have a positive effect on future employees and the surrounding communities in Speke and Hunts Cross. They must be communicated correctly:

“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment.”

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.

- 2.5.2 This ITP aims to achieve the following benefits:

- Healthy and happy future site users;
- A reduced impact on the environment;
- A reduced financial wastage for future site users; and
- Increased accessibility to the site.

3.0 Site Details and Background

3.1 Site Location and Existing Use

- 3.1.1 The development site is located along the eastern side of Leeward Drive in Speke, which is located in the middle of Speke Hall Avenue to the East, Estuary Boulevard to the west connected via Windward Drive. The south of the site is bordered by Estuary Banks with the north being bordered by Estuary House business offices. Leeward Drive runs in a North/South direction. The land is currently undeveloped **Plan TPMA5058_100** shows the proposed site layout and expected parking and access around the site.
- 3.1.2 **Plan TPMA5058_001** illustrates the location of the site in relation to the surrounding areas, and **Plan TPMA5058_002** shows the site in a more local context relating to the local highway network.
- 3.1.3 The site is expected to be open and operation in September 2017.

3.2 Existing Access

- 3.2.1 The existing site access is on the eastern side of Leeward drive and is currently only a gap in the trees onto a field. Leeward drive can be accessed from either Estuary Banks in the south or Estuary Boulevard in the west via Windward Drive.

3.3 Surrounding Highway Network

Leeward drive

- 3.3.1 Lathom Road is located along the Eastern side of the development and extends beyond the North and South boundary of the site, stretching from Estuary House in the North and Estuary Banks in the South. The carriageway is approximately 7.5m wide adjacent to the development site.
- 3.3.2 Currently there is a 2-2.5m wide footway along both sides of the road for the length of the route. The carriageway is a single carriageway in both directions with a 30mph speed limit. At the northern end lies Estuary House business offices, the road has connections to Windward Drive and Estuary Banks.

Windward Drive

- 3.3.3 Windward is located opposite to the west of the site and runs in an east/west direction as a single carriageway in both directions with a 30mph speed limit. At the western end of Windward Drive is Estuary Boulevard which connects to Speke Road in the north and to Estuary Banks at the roundabout.

- 3.3.4 There is a 1.75 . 2.25m footway on either side of the road that is only broken on the southern side for access and egress to local businesses. To the north of the road is an undeveloped field and to the south lies local businesses such as Kiddy Factory day care centre and Kier Construction Liverpool

Estuary Banks

- 3.3.5 This is a private road with raised bollards towards either end of the route and lies to the south of the site and lies between Speke Hall Avenue roundabout to the east and Estuary Boulevard to the west. Both roundabouts provide access to Speke Road however the western route provides access to local business centres and the eastern to Liverpool John Lennon Airport.
- 3.3.6 The carriageway is approximately 9.5m wide with a 3.5-4m centre reservation space which can be used as pocket space for right turning. The route has a 20mph speed limit with 3m wide off carriageway footways, the southern is 3.5m away from the carriageway and the northern is around 14.5m. There is street lighting present along the route. There are also bus stops serving both directions approximately 90m west of Leeward Drive, the bus stops are within segregated laybys.

Estuary Boulevard

- 3.3.7 This route provides connection to Windward drive and then on to the site, the route connects to Speke Road roundabout in the north adjacent to Speke Retail Park and provides access south towards Speke Garston Coastal reserve.
- 3.3.8 The carriageway is 20m wide with a 4.5m central reserve and is a two lane in both directions carriageway. The speed limit is 20mph with 2.5m footways on either side of the carriageway with a grass verge separating the carriageway and footway.

Speke Hall Avenue

- 3.3.9 Speke Hall Avenue borders the site to the east however there is no proposed direct access onto this road, except for a bollard controlled emergency exit to the north east of the internal access. Towards the north Speke Hall Avenue crosses Speke Road to Hunts Cross and to the south the road offers direct access to Liverpool John Lennon Airport.
- 3.3.10 The carriageway on both sides has partial bus lanes with the southbound general traffic merging to form a single lane to accommodate the bus lane for approximately 190m, and the northbound carriageway having a bus lane for 220m after a similar merging arrangement from the Estuary Banks roundabout. The southbound general traffic reforms into two lanes and the north bound traffic splits into 2 lanes and then ultimately five lanes at the Speke Road junction. Each lane is approximately 4-4.5m wide with a wide grass verge which at its widest is approximately 21m between each side of the road.

3.4 The Development Proposals

- 3.4.1 Curtins has been appointed on behalf of Merseyside Police to provide traffic and transportation advice in relation to the site east of Leeward Drive in Speke, Liverpool. The development shall consist of 13,517sqm of gross internal floor space arranged between three main buildings.
- 3.4.2 The new Operational Command Centre site will have a capacity of 359 staff spaces and 14 visitor spaces. Both of these parking areas will be access via a security gate house allowing or denying access to the car parks and guiding staff and visitors to the parking, should they require it. There are also an additional 309 parking spaces for varying braches within the police force.
- 3.4.3 The prioritisation of parking has been split into General; Visitor & Short Stay and Staff.
- 3.4.4 The general parking procedure shall be site specific to the OCC site. The ACC Ward for MSOC: Will ensure that the procedure is implemented and is reviewed yearly. The OCC Business Manager: Will be familiar with the procedures, contents and be responsible to ensure its compliance. Employees will be responsible for ensuring that they adhere to the procedure.
- 3.4.5 In terms of the visitor and short stay parking, operational requirements will take precedence over other parking requirements, with Priority will be given to corporate meetings led by Chief Officers. Employees requiring a visitors bay must contact the Gatehouse via telephone to seek availability. If space is available an email request must be sent to the Gatehouse who will reply confirming availability. Due to limited car park spaces all requests must be made as soon as possible. Visitor bays can be booked up to 12 months in advance. The visitor must produce identification on arrival and a date stamped V pass will be handed to the visitor. The V pass must be displayed on dashboard for the duration of stay.
- 3.4.6 Bays have been made available in the Loading Bay area to accommodate contractors vehicles and deliveries. Notification must be made to the Gatehouse of the number of contractors or deliveries expected on site each day. No other parking will be allowed in the Loading Bay. Short Stay parking will be limited to 1 hour and will only be allocated if there are unallocated visitor spaces.
- 3.4.7 With regards to staff parking the operational requirements will take precedence over other parking requirements. Recuperative and Disabled car park bays are subject of a procedure that will be managed by the OCC Business Manager. Consideration is currently being given to the introduction of allocated spaces for staff who car share. All other staff parking spaces will be allocated on a first come first served basis.

Any unauthorised parking must be reported to the Security Officers in the Gatehouse who will in turn inform the associated Head of Department. This sanction will also apply to any vehicles that are not parked in marked bays. Security Officers will carry out regular car parking audits.

4.0 Accessibility by Sustainable Modes of Travel

4.1 Introduction

- 4.1.1 A key element of national, regional and local policy is to ensure that new developments are located in areas where alternative modes of travel are available. It is important to ensure that developments are not isolated but are located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.

4.2 Pedestrian Accessibility

- 4.2.1 The proposed development area is located adjacent to urban and retail areas within Speke and so a level of infrastructure exists already for sustainable travel modes. This ensures that existing pedestrian facilities in the vicinity of the site are of a reasonably high standard with lit footway networks and public transport facilities surrounding the site in these areas, especially along Longridge Road.
- 4.2.2 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, and other local facilities. The Chartered Institution for Highways and Transportation (CIHT) document entitled '*Providing for Journeys on Foot*' suggests walking distances which are relevant to this planning application. These are reproduced in Table 4.1.

	Town Centres (m)	Commuting/School/ Sightseeing (m)	Elsewhere/Local Services (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

Table 4.1 . CIHT Suggested Acceptable Walking Distances

- 4.2.3 To assist in summarising the accessibility of the site by foot, an indicative pedestrian catchment plan has been produced. **TPMA5058/003** shows distances of 500m, 1,000m and 2,000m which are termed '*Desirable*', '*Acceptable*' and the '*Preferred Maximum*' by the CIHT for typical day-to-day trips.
- 4.2.4 Within 500m of the site there are a limited services which include a children's nursery, Dobbie's Garden Centre, Holiday Inn Hotel. There are bus stops along Estuary Banks with destinations including Liverpool City Centre via Aigburth, Allerton and Toxteth to name a few residential areas. The bus routes and accessibility by bus are further discussed in section 5.4. There are no residential properties within 500m of the site.

- 4.2.5 Further afield within 1,000m walking distance of the site there are a number of services and retail opportunities including additional bus stops with services to further residential areas such as Hunts Cross and Halewood. Speke Retail Park is within this catchment and provides access to food outlets and retail opportunities. There are no residential properties within 1km of the site.
- 4.2.6 Within a 2,000m radius of the site there are a number of residential properties, which lie mainly to the east of the site towards the centre of Speke but also to the north into Hunts Cross. To the west the catchment stretches and includes an area of Garston including a large section of residential housing. The catchment area stretches towards the Asda in Hunts Cross as well as south to Liverpool Airport. There are also a number of fast food outlets within this catchment to the north and to the west as well as a Toby Carvery and a Subway to the east of the site.
- 4.2.7 There are also multiple gyms within this catchment area with two to the west along Speke Road and two to the north along off Speke Hall Road.
- 4.2.8 In conclusion, the proposed development is within suggested walking distance of a significant residential population allowing walking to be a realistic commuting option for some employees. There are also a number of local services surrounding the facility to be utilised during lunch/tea breaks for staff all within a reasonable walking distance.

4.3 Accessibility by Cycle

- 4.3.1 In order to assist in assessing the accessibility of the site by cycle, **TPMA5058/004** presents a 5km cycle catchment for the site. This distance equates to a journey time of around 25 minutes while cycling at a speed of 12 kilometres per hour.
- 4.3.2 Within a 5km cycling distance from the site lies a number of large residential towns and areas within Liverpool and Knowsley. These areas include Hunts Cross and Liverpool South Parkway Station, Dingle, Aigburth, Garston, Allerton, Gateacre, Woolton, Belle Vale, Hale.
- 4.3.3 There are a number of cycle routes around the site within 5km providing a cycle only part of a commuting route. National Cycling Route 62 is within the 5km boundary from the site which provides access to Woolton but extends to Southport, forming part of the West Pennine Trail. There are a number of traffic free routes surrounding the site including along Speke Boulevard from the Jaguar Factory to the Job centre at Garston Way. The route along Speke Boulevard also directly connects to the Cycle Route 62 through Hunts Cross providing a majority of cycling to the site from Woolton or Gateacre as off route. Also routes exist through the Allerton Cemetery.
- 4.3.4 Liverpool City Council provides bicycle hire around the city, allowing those who do not own a bicycle to utilise the mode of transport. The hire of a **City Bike** can be as little as £60 a year and allows travel and

parking at other city bike locations and is available to all residents. There are two city bike stations near to the site one at the junction between Speke Road and Estuary Boulevard to the north west of the site and one to the west of the site along Estuary Boulevard, north of the Estuary Banks roundabout. Both stations at the date of this report had spare parking spaces and bicycles to hire. More information can be found on the Liverpool City Council website.

- 4.3.5 The site shall provide 32 staff and 4 visitor cycle spaces, this shall be monitored and increased should demand exceed 80%.
- 4.3.6 Cycling can be considered to be a mode of choice for some current and future employees of the proposed development, as well as a possible patrol method due to the wide area within a 5km cycle of the site.

4.4 Accessibility by Public Transport

Accessibility by Bus

- 4.4.1 Guidance from the Chartered Institution of Highways and Transportation (CIHT) document ~~Guidelines~~ for Planning for Public Transport in Development indicates that ideally, a bus stop should be located within 400m from a new development. **Plan TPMA5058_005** has been produced to demonstrate public transport catchment for the site.
- 4.4.2 To the south of the site along Estuary Banks there are two bus stops located approximately 300m away from the site. The eastbound routes serve Speke and Liverpool John Lennon Airport and the westbound all go to Liverpool City Centre via a number of differing places dependent on route, these include Aigburth, Dingle and Allerton. **Table 4.2** shows the services, routes and frequencies of the buses that service the bus stops along Estuary Banks. The information shown was correct as of the publication date of this report.

Bus Service	Route	Peak Frequency (Minute Interval)		
		Mon – Fri	Sat	Sun/Hols
500	Liverpool John Lennon Airport to Liverpool	30	30	30
786	Liverpool South Parkway - Halewood Academy	1 in the AM 1 in the PM	x	x
80A	Liverpool John Lennon Airport / Speke to Liverpool via Liverpool South Parkway	10	15	20
82A	Halton Hospital to Liverpool via Runcorn, Widnes, Hale, Liverpool John Lennon Airport, Speke and Garston	30	30	30
86A	Liverpool John Lennon Airport / Garston to Liverpool via Liverpool South Parkway	6	10	15

Bus Service	Route	Peak Frequency (Minute Interval)		
		Mon – Fri	Sat	Sun/Hols
883	Liverpool John Lennon Airport . Hunts Cross . Halewood . Belle Vale - Huyton	60	60	60

Table 4.2 . Summary of Bus Service Frequencies from Speke, near Leeward Drive Bus Stop

4.4.3 Table 4.2 shows that the site is very accessible via bus and has high frequency services from Liverpool City Centre and Liverpool South Parkway Station. The bus stops for all of these services are located within 400m of the site and deemed accessible by walking.

4.4.4 There is an additional service that serves the stop at the junction of Speke Boulevard and Speke Hall Avenue named the X1 which is an express route between Windmill Hill and Liverpool City Centre. This is a limited stop service and allows commuting to and from the site from Runcorn within 30 minutes as shown on **TPMA5058_005**. Although the bus stop is beyond the CIHT recommended walking distance of 400m from the site it is less than a kilometre from the site suggesting that this express service from the City Centre and Runcorn could be used as a viable commuter service.

4.4.5 Therefore using the bus as a possible commuting method is deemed a realistic option for staff at the new headquarters.

Accessibility by Rail

4.4.6 There are two rail stations that are of similar distances from the site however both are beyond the 2km maximum walking distance as stated within the CIHT guidelines shown in table 4.1. The first is Hunts Cross rail station approximately 2.7km north east of the site. Services to and from here are to Oxford Road, Liverpool Lime Street and Southport via Liverpool Central where connections to other Wirral Line and Northern Line Services are available. The second station is Liverpool South Parkway located approximately 3km north west of the site, services from Liverpool South Parkway are to and from Manchester, Birmingham, Southport, Norwich and Liverpool Lime Street for other destinations including London. Both stations are within a 5km cycling distance and so could form part of a multi modal trip involving cycling.

Summary

4.4.7 In conclusion the site is accessible by bus, and bus travel is considered to be a realistic mode of transport for site users. There is also potential for site users to travel by train as part of a multi-modal trip to and from wider destinations.

4.4.8 The remainder of this TP will build upon the sites sustainable location and formulate a series of measures in order to foster sustainable travel patterns amongst commuters and other site users from the outset.

5.0 Travel Survey Results

5.1 Introduction

- 5.1.1 The travel survey has been undertaken to assess the current and future travel modes of the staff that will be working at the new OCC in Speke. The survey was distributed and undertaken over a one week period between the 16th and 23rd June to staff using an internal link within the police to answer the questions.

5.2 Survey Design

- 5.2.1 The survey questions were designed to specifically acquire the necessary information to inform this travel survey as well as the transport assessment. The survey was designed between Curtins Consulting and MACE with direction by the Merseyside Police to ensure that security was maintained for staff but that the necessary data was acquired.
- 5.2.2 The survey consisted of 19 questions that ranged from a multiple choice question such as gender or distance to work, to open ended questions such as barriers to using public transport. All questions offered the chance to add further comments should the respondent feel the need to.
- 5.2.3 The travel survey questions asked can be found in appendix A.

5.3 Survey Distribution

- 5.3.1 The survey was distributed to all staff who are scheduled to move to the OCC site from here current location. The number of recipients based on the expected OCC Department Staff Numbers spreadsheet provided by MACE would have been 1220 people. As stated in the introduction the survey was undertaken over a one week period from the 16th to the 23rd June 2015.
- 5.3.2 There were a total of 297 respondent of the proposed 1220 staff at the OCC site, this s a response rate of around 24%.

5.4 Survey Results

- 5.4.1 The majority of respondents were female (63%) and were also full time employees (93%).
- 5.4.2 56% of respondents stated that they lived over 5 miles from the site with a number having Manchester, Cheshire, Warrington and Preston postcodes. Only 3 respondents live within 2 miles of the site, with a further 15 living under 5 miles. 79% of the responding persons will travel over 30 minutes to the new OCC with only 21% travelling for less. There were 39% no responses to this question and 38% to the distance to work question. The results are shown on the bellow tables.

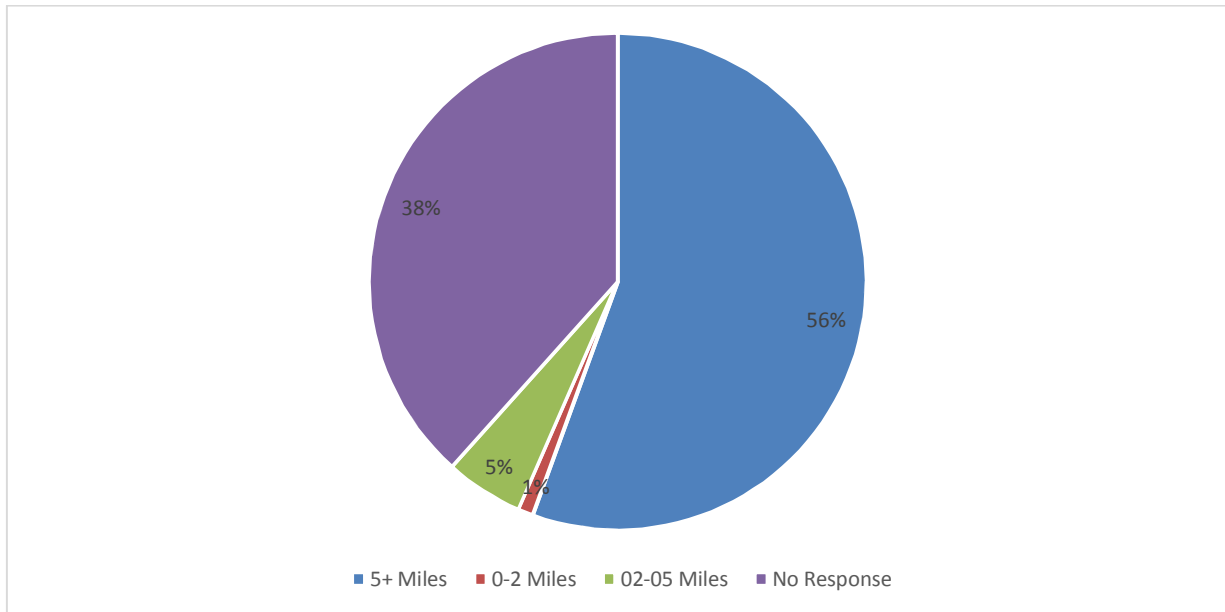


Table 5.1 Distance to work

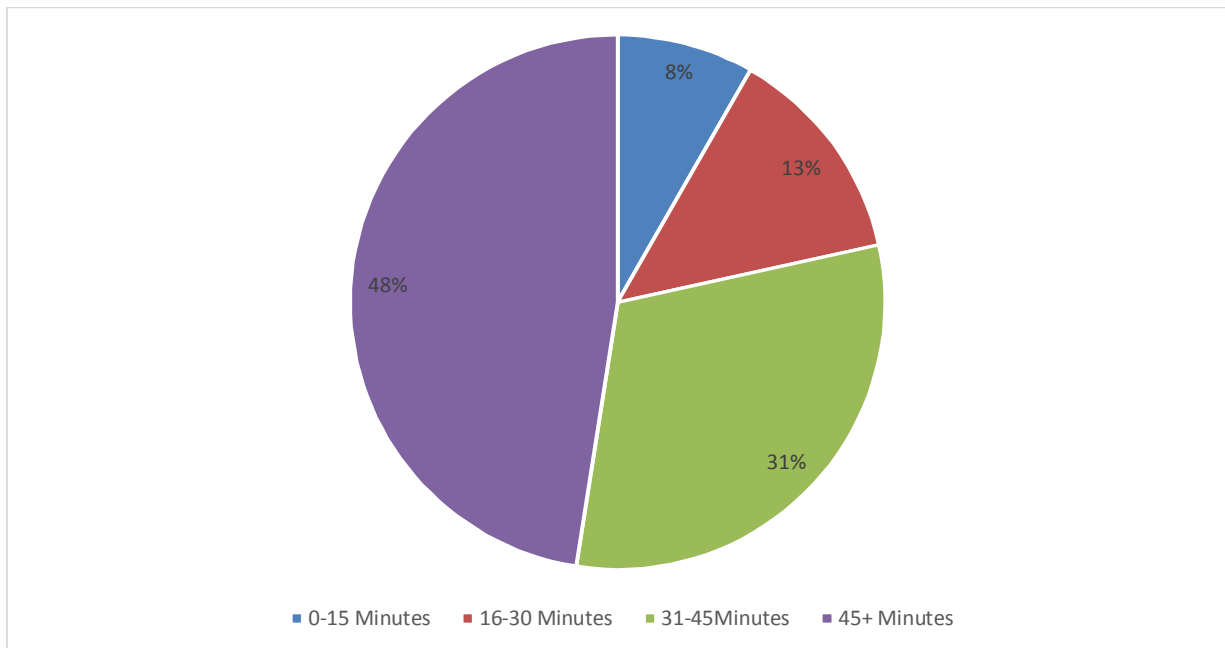


Table 5.2 Travel Time to Work

5.4.3 Of the 297 responses, 201 answered how they will travel to the site, of which 80% stated that they would drive to OCC with 8% using the train. No respondents stated that they would walk to the site with only one proposing to cycle and 7 respondents proposing to use the bus. These results are highlighted below:

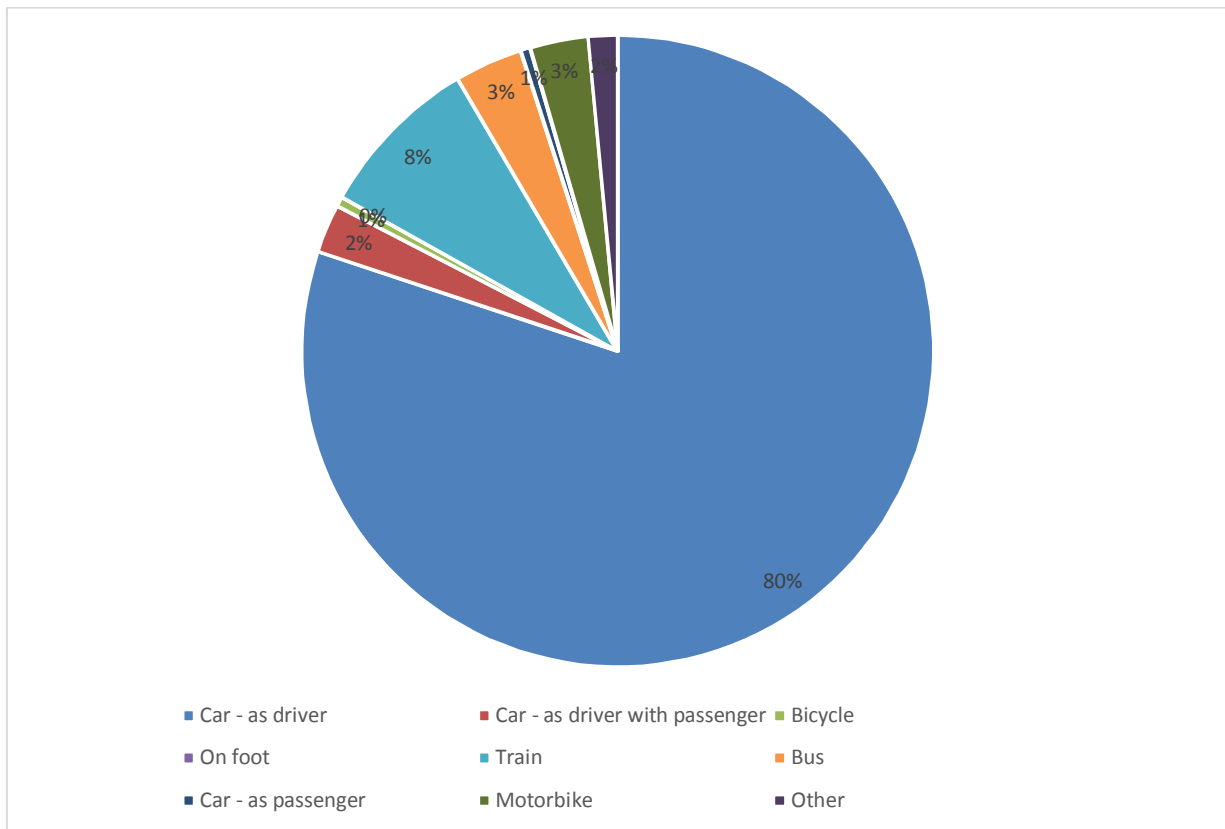


Table 5.3 Mode of Travel to Work

- 5.4.4 The above shows the dominance of the private car within the travel survey, this however could reduce once employees become familiar with the new sites location and learn the location of public transport in location to the site.
- 5.4.5 Below describes the reasons behind the use of the car as a mode of transport to the new suites location. There are a number of common responses such as distance from home, only option, to carry items and to save time combined with childcare. The below table highlights the trends shown within the received data:

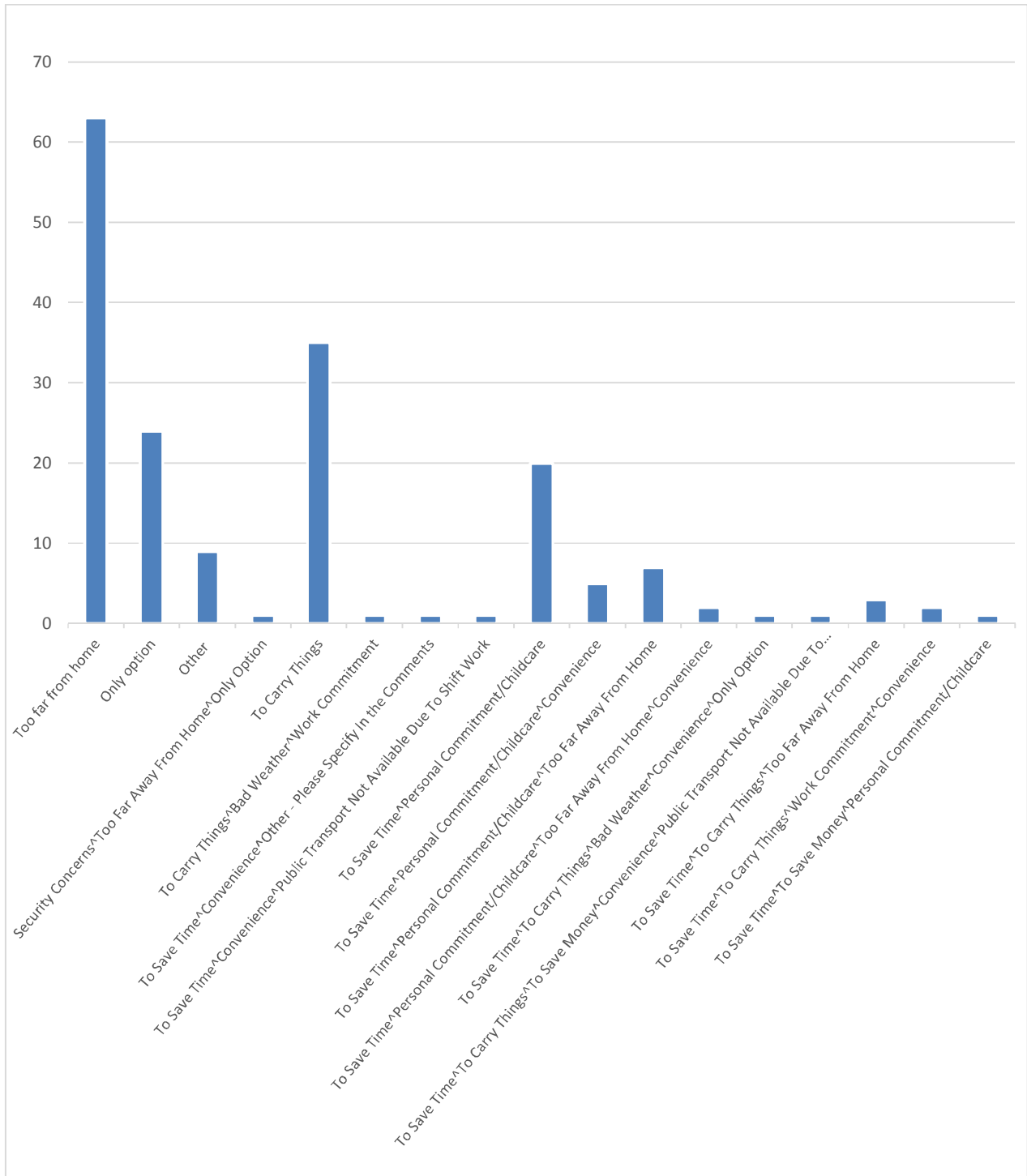


Table 5.4 Reasons for using Car

5.4.6 The above table highlights that distance, the need to carry items, lack of alternatives and time saved are the key reasons for using the car. Answers such as personal commitments and to carry things are

challenging to alter, however only option and too far from home could be looked at in greater detail based on location and available alternatives to nearby public transport locations.

5.4.7 Some responses in the others category include carrying police dogs and use of car during work day which cannot be avoided. Other responses include variable shift times and lack of available public transport.

5.4.8 When asked whether staff would consider using an alternative mode of transport the majority of respondents stated that they would not be open to using an alternative mode. The response number was 149 with 56 saying that they would consider it and 93 saying that they wouldn't, a 38% to 62% split.

5.5 Summary of the Results

5.5.1 The results received through the travel survey provide a variety of information even though the response rate has been low. The information acquired through the travel survey provides the required information to inform initiatives to try and encourage more sustainable methods of travel.

5.5.2 Although the results discussed above show high numbers of respondents living a long distance from the site in terms of time and distance this still provides a decent opportunity for interventions particularly for those based in Warrington, North of Liverpool including parts of Sefton, on the Wirral and as far as Preston.

5.5.3 Consideration of looking at highlighting the locations that can be accessed and the possible time savings that can be made using public transport and walking/cycling.

5.5.4 Due to the high level of single occupancy drivers expected to access the OCC there is a large scope to encourage the use of sustainable travel modes particularly due to the accessibility of the site by bus, cycling and rail as part of a cycle/rail multi modal trip.

6.0 Travel Plan Initiatives

6.1 Introduction

- 6.1.1 This section of the TP outlines suggested measures which could be implemented to reduce employers' and other site users' dependency on the private car, and encourage sustainable modes of transport. The final initiatives chosen for the full Travel Plan will be forged using the results from a Travel Survey to be distributed to all staff to assess current travel habits as well as predicted for the new Headquarters in Speke.

6.2 Production of New & Current Employee Induction Packs

- 6.2.1 All workers at the proposed development should receive a copy of an induction pack when they are first at the new site. Such packs can be critical in influencing travel patterns early on following occupation. The contents of the packs could include:

- Introduction to the TP concept detailing objectives and aspirations;
- Literature on the health benefits of walking, cycling and environmental benefits of sustainable modes of transport;
- Personal travel initiatives;
- Maps showing local walking / cycling routes and places of interest, as well as nearby locations accessible within a short walk.
- Details of public transport services, including timetables and routes; and
- Details of the TP Co-ordinator (TPC).

6.3 Measures to Encourage Walking

- 6.3.1 In order to encourage walking as a primary mode of travel to and from the site, a number of measures will be considered, including:

- Promotion of a walking buddy scheme for employees;
- Provision of personal safety alarms to enhance safety;
- Information on the local pedestrian routes, including public footpaths;
- Raise awareness of the health benefits of walking;
- Emergency Ride Home
- Provide a pool of rental umbrellas;
- Clear signing of pedestrian and cycle routes within and adjacent to the site; and

6.4 Measures to Encourage Cycling

6.4.1 To encourage access to the site by bicycle, the following measures will be considered:

- Provide information on the local cycle network routes and/or provide the web address to the Liverpool City Council cycling section where downloadable maps can be found as well as Liverpool Cycle Speke Project, this can be made available through the previously discussed Induction Packs;
- Raise awareness of Liverpool City Bike locations near to the site as well as at Hunts Cross and Liverpool South Parkway; where bikes are available, this would be raised within site induction packs and should also be advertised in staff common areas;
- Adoption of the £Cycle2Worktax initiative;
- Setting up of a Bicycle User Group (BUG);
- Provide employee shower and changing facilities, where appropriate;
- The provision of staff lockers, where appropriate;
- The provision of a free on-site puncture repair kit;
- Provide a lift home in the event of an emergency;
- Provide a puncture repair kit on site
- Provide reflective clothing for those wanting to cycle to/from work; and
- Provision and maintenance of secure cycle parking spaces (32 staff & 4 visitor) in accordance with current guidance, this should be monitored and should 80% of the spaces are being used.

6.5 Measures to Encourage Public Transport

6.5.1 To encourage access to the site by public transport, the following measures will also be considered:

- Distribute details of the Traveline Journey Planning tool for the north-west of England. Employees can contact Traveline by phoning 0871 200 2233 (charges may apply). Employees can also explore the Traveline website at www.traveline-northwest.co.uk.
- Provide up-to-date bus and rail information including timetables and contact information in the Induction Packs, and on staff notice boards;
- Provide a limited period introductory discount on tickets for employees using public transport;
- Provide a lift home in the event of an emergency for employees;
- Liverpool City Councils public transport map should be highlighted within the induction packs to show the nearby stops and the range of locations the site is accessible from. Also a link or information should be provided highlighting the range of ticket types available on the public transport network;
- Distribute public transport information showing links to local bus stops and routes of buses; and

- Arrange for season ticket loans to be made available for employees where a monthly deduction is made from their salary.

6.6 Measures to Encourage Car Sharing

6.6.1 Car sharing is an effective way of reducing single occupant car trips if a number of employees travel from the same location each day. Possible methods of encouraging this are:

- Asking staff to sign up if they would be open to car sharing and pairing them. Sign up via notice board or TPC
- Promote Websites such as www.liftshare.com that are online databases for people travelling to and from destinations looking to car share, predominantly commuters
- Promotional events could be used to encourage staff to leave their cars at home on nominated days through the year including incentives to car share e.g. priority parking, fuel vouchers.
- There could also be advertisement to raise awareness of car ownership costs.

7.0 Targets

7.1 Introduction

7.1.1 Target setting is an important part of any TP, providing a focus for the overall TP process and a measure against which TP initiatives can be judged. This section sets out some example targets and provides an overview of the data that should be collected as part of the future target monitoring.

7.2 Mode Shift Targets

7.2.1 Although the development has not been constructed travel surveys have been issued to the current staff that shall be relocating to the new OCC site in Speke allowing modal shift figures to be created.. However it is possible to provide an indication of potential targets, and an example is provided below:

Travel Mode	Base Year Expected Modal Split Percentage	AM & PM Short Term Target Modal Shift Change	AM & PM Medium Term Target Modal Shift Change	AM & PM Long Term Target Modal Shift Change	Total AM & PM Target Modal Shift Change
Car Driver	80.1%	-2.5%	-2.5%	-6%	-11%
Car Share	3%	+/-0%	+1%	+1%	+1%
Public Transport	11.9%	+1%	+2%	+5%	+7%
Cycle	0.5%	+/-0%	+1%	+2%	+3%
Foot	0%	+/-0%	+1%	+1%	+2%
Other (Van/Motorbike)	4.5%	-0%	-1%	-1%	-2%

Table 7.1 . Modal Shift Targets

7.2.2 Modal shift targets will help to inform the monitoring and evaluation of the TP once the development is occupied and this TP is updated.

8.0 Monitoring and Review

8.1 Introduction

- 8.1.1 This section of the report sets out the proposed management arrangements associated with the ITP. It also sets out the next steps with regards to converting this ITP into a Full Travel Plan.

8.2 Responsibility and Management

- 8.2.1 Overall responsibility for the TP will lie with the site owner.
- 8.2.2 Following full occupation of the site, the ITP will need to be updated to a full TP. This will involve the completion of travel surveys, which are usually completed within 3 months of occupation.
- 8.2.3 The travel surveys will be completed by all site users and the survey will be influenced by national travel planning guidance, and approved by LCC. It will be possible to extract key travel characteristics from the Travel Surveys, such as:
- Post code;
 - Purpose of trip;
 - Mode of travel;
 - Reason for mode of travel; and
 - Barriers to other mode choices.
- 8.2.4 This information will enable analysis to be undertaken to establish final targets associated with each element of the proposals. It will also provide information on the reasons for that modal split and identify any measures that may encourage a modal shift.
- 8.2.5 The results of these initial surveys will be incorporated into a Full TP which will be provided to the Local Authority for consideration.
- 8.2.6 When the Full TP is produced, the day to day responsibility for the TP will shift from the developer to the appropriately appointed Travel Plan Coordinator (TPC). The TPC will take responsibility for ensuring that the various elements of the plan are monitored and operate effectively to offer a genuine choice of travel modes. Typical duties include:
- Leading on the delivery of the TP;
 - Representing the human face of the TP and explaining its purpose and opportunities on offer;

- Promoting individual measures in the TP;
- Liaising with public transport operators;
- Monitoring the TP; and
- Taking a key role in reviewing the TP.

8.2.7 A TPC will be nominated for each element of the proposals in due course.

8.3 Monitoring and Evaluation

8.3.1 The monitoring of travel behaviour is vital to measure progress towards the targets. Annual monitoring reports will be provided to officers at LCC following the receipt of the first travel questionnaires. Monitoring will then be carried out for a period of three years from the date of the baseline travel survey.

8.3.2 The next full survey will be carried out once the site is 75% full or after 3 months of occupancy, whichever is sooner. The results shall be compared to the results discussed within this report to show whether the targets are being met, the targets should be assessed and altered accordingly biannually.

9.0 Action Plan and Budget

9.1 Action Plan Table

9.1.1 Table 9.1 below summarises the key actions from the document by providing an Action Plan for the TP process:

Action	Indicator	Target Date	Responsibility
Appoint TPC	Redevelopment nearing completion	One month before occupation	Merseyside Police
Produce Welcome Pack	TPC appointed	First occupation of development	TPC
Undertake Initial Travel Surveys	First occupation of development	Within three months of first occupation	TPC
Decide TP Measures/Initiatives	Receipt of the initial Travel Survey results	Within one month of receiving the initial survey results	TPC
Decide Modal Split Targets	Receipt of the initial Travel Survey results and decided TP measures/ initiatives	Within one month of receiving the initial survey results	TPC/LCC
Reproduce Full TP	Once Modal Split Targets are agreed with LCC	Within six months of occupancy	TPC
Present Annual Monitoring Report	Once full TP is approved by LCC	Annually for at least three years following the agreement of targets	TPC

Table 9.1 . Action Plan Table

9.1.2 A more detailed action plan including predicted costs for specific initiatives will be provided following the occupation of the OCC building.

Plans

Drg No:

TPMA5058_001

Rev:

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Project: Merseyside Operational Command Centre

Drg Title: Regional Site Location Plan

Drawn: CR

Checked: TL

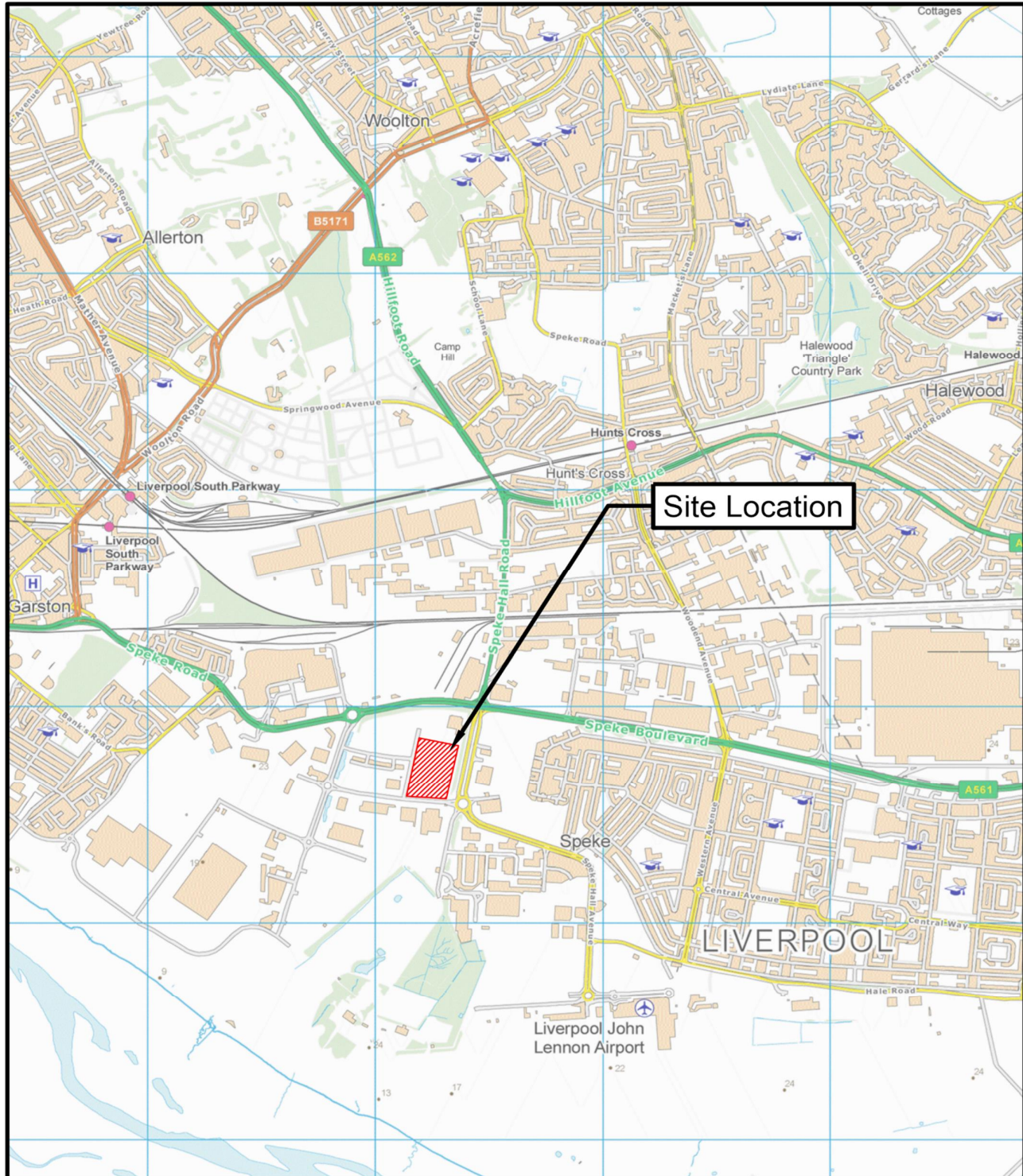
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Drg No:

TPMA5058_002

Rev:

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Project: Merseyside Operational Command Centre

Drg Title: Local Site Location Plan

Drawn: CR

Checked: TL

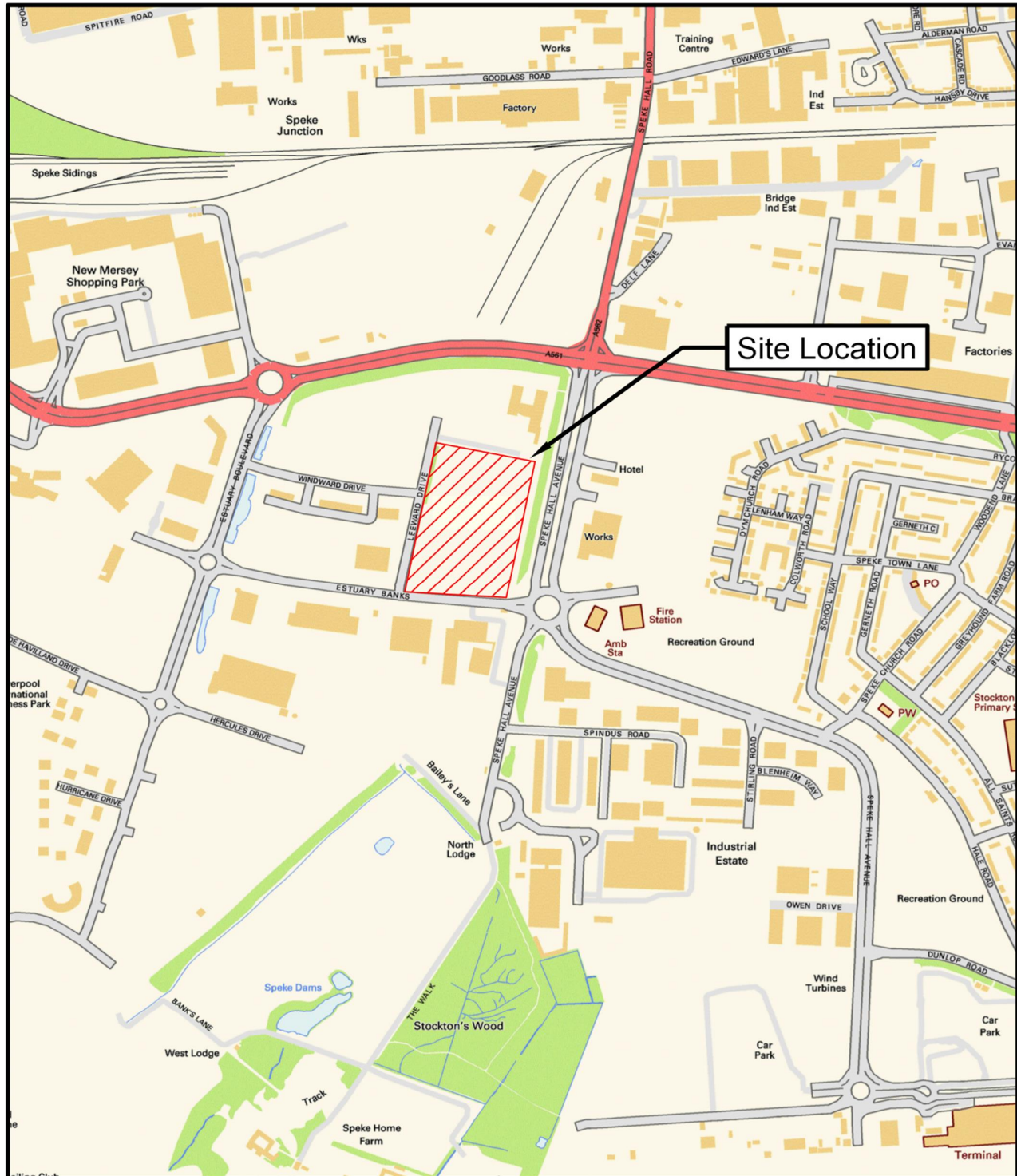
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Drg No:

TPMA5058 - 003

Rev:

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Project: Merseyside Operational Command Centre

Drg Title: Walking Area Catchment Plan

Drawn: CR

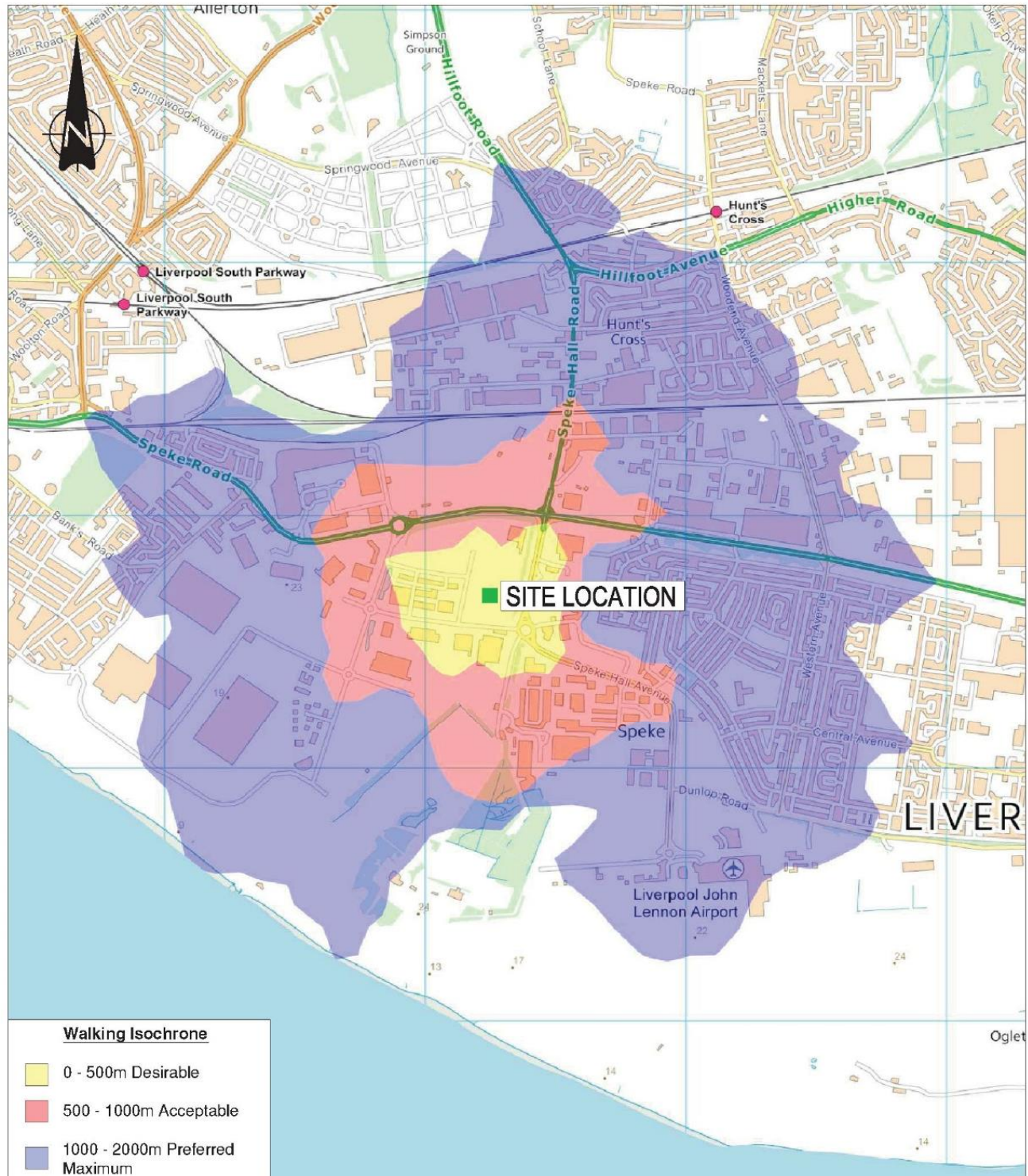
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Drg No:

TPMA5058 - 004

Rev:

/

Project:

Merseyside Operational Command Centre

Drg Title:

5km Cycle Catchment Plan

Drawn:

CR

Checked:

TL

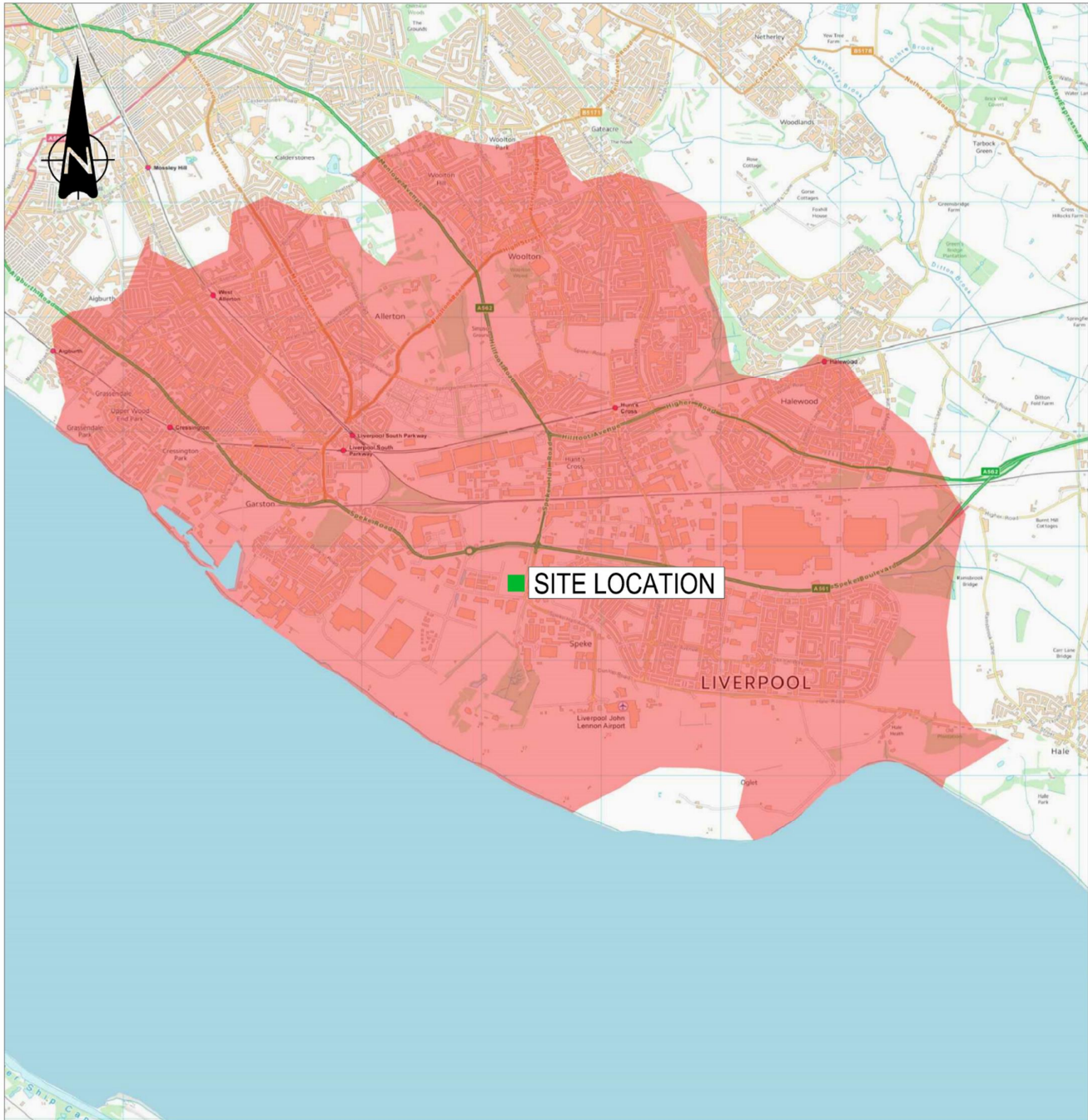
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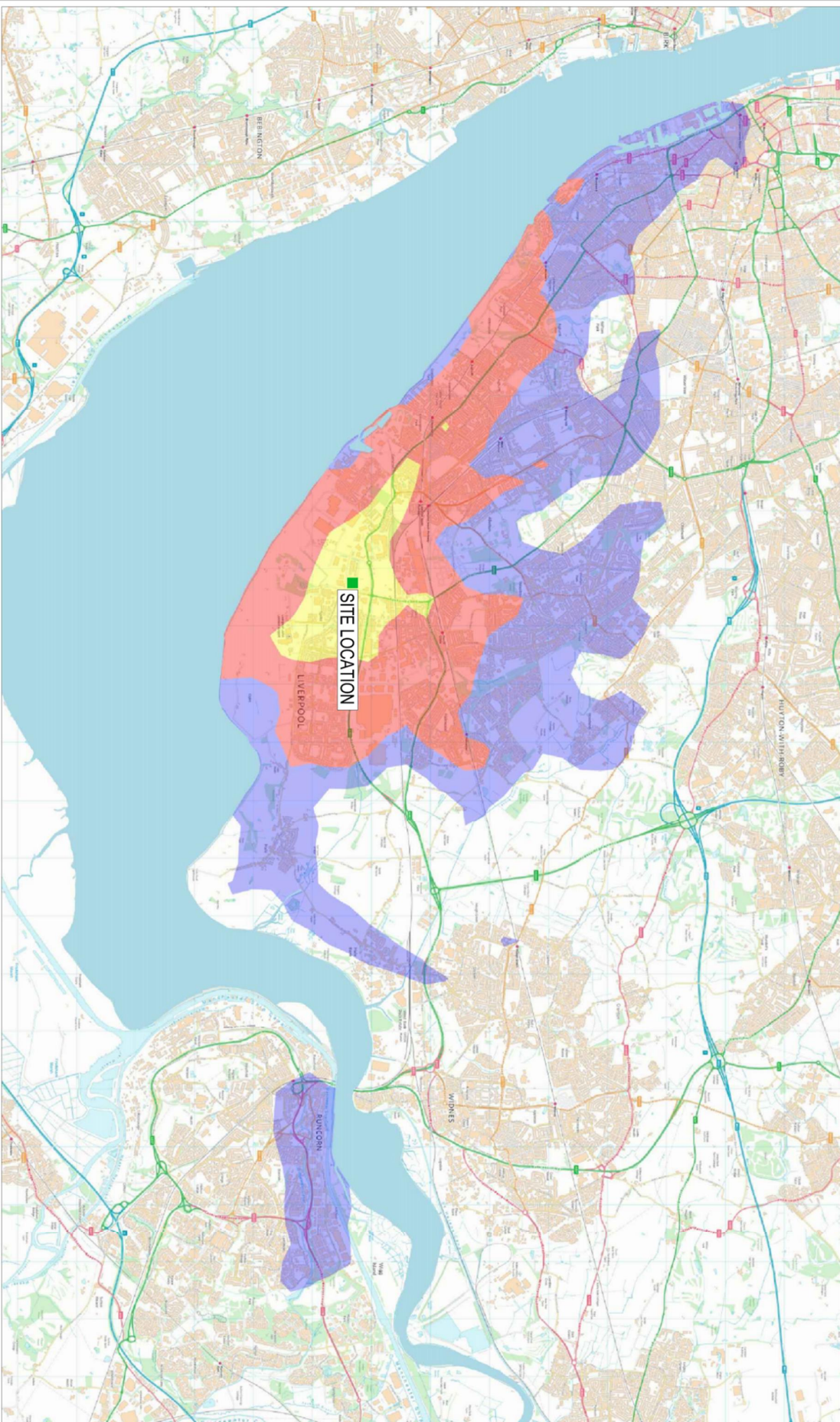
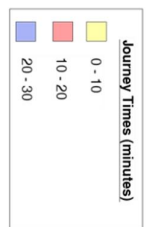
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Drawn: CR	
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4. What shift do you usually work?

Other shift . please specifyō ...

Additional information (optional).....

[illegible]

Other . please specify ò

9. How far will you travel to work at the new site?

2 . 5 miles

Over 5 miles

31 . 45 minutes

Over 45 minutes

- ☐ To save time
 - ☐ Bad weather
 - ☐ To save money
 - ☐ Security concerns
 - ☐ Too far away from home
 - ☐ To carry things
 - ☐ Disability prevents other use
 - ☐ Personal Commitment/Childcare
 - ☐ Work Commitment
 - ☐ Convenience

Other . please specify ò

No

[illegible]

Other . please specify ò

17. Which of the following changes would most encourage you to use public transport to work? (Please tick no more than three).

Other . please specify ò

Other . please specify

[illegible]

Thank you for completing the survey.

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