

## Speke Business Park Limited

**Proposed Industrial Development  
Goodlass Road  
Speke  
Liverpool**

### Travel Plan Framework

|                                |  |                           |
|--------------------------------|--|---------------------------|
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## Appendices

### **APPENDIX A**

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### **APPENDIX B**

*2km Walking and 5km Cycling Plan*

## **1 Executive Summary**

- 1.1 Speke Business Park Limited has appointed Sanderson Associates (Consulting Engineers) Ltd to produce a Travel Plan Framework in support of a proposed Industrial development on Land of Goodlass Road, Speke in Liverpool. The development proposal comprise of 16 light industrial units varying in size between 180 sqm and 455 sqm giving an overall gross floor area of 4872 sqm.
- 1.2 This Travel Plan Framework (TPF) will be used as a basis for occupiers of the light industrial units to establish their own sustainable travel initiatives which will seek to encourage occupants of the proposed development to use alternative sustainable means of travel instead of single occupancy vehicle trips.
- 1.3 The key actions arising from this plan are:-
  - 1) A Travel Plan Coordinator will be appointed by Speke Business Park Limited at their expense. The Travel Plan Co-ordinator (TPC) will be appointed prior to the occupation of 50% of the development and will be in post for the agreed duration of the Travel Plan to undertake the specific tasks outlined in it. Each occupant of the individual units will nominate an appropriate member of staff to deal with travel plan initiatives drawn from this Framework and this member of staff will liaise directly with the overall Travel Plan co-ordinator for the site.
  - 2) The TPC will undertake a travel survey of employees within 3 months of occupancy of 75% of the proposed units to establish current travel patterns and will supply the results to Liverpool City Council. Employers will also be asked to participate in a travel survey in following years when the full development is occupied.
  - 3) After the initial travel survey set out in b) above has been conducted and analysed the Travel Plan Coordinator shall review the measures and targets as set out in this Framework and shall then provide an Annual Action Plan setting out targets and initiatives for the approval of Liverpool City Council.

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## 2 Introduction

- 2.1 Speke Business Park Limited has appointed Sanderson Associates (Consulting Engineers) Ltd to produce a Travel Plan Framework in support of a proposed industrial development on land at Goodlass Road, Speke in Liverpool.
- 2.2 The development proposal comprise of 16 light industrial units varying in size between 180sqm and 455sqm giving an overall gross floor area of 4872sqm. A total of 86 parking spaces are to be provided to support the development which is a rate of 1 car space per 54sqm.
- 2.3 On this basis the number of employees in each individual unit is expected to be small and of insufficient size to reasonably require the appointment of individual Travel Plan Co-ordinators.
- 2.4 In accordance with Local and National Government Policies to reduce reliance on single occupancy peak hour vehicle trips, this Travel Plan Framework assesses the current local arrangements for sustainable travel and proposes measures to encourage accessibility by a variety of sustainable modes. This Framework includes:
- 1) Clear & unambiguous objectives to influence a lifestyle less dependant upon the private car;
  - 2) A package of measures to encourage and facilitate less car dependant living; and,
  - 3) A time bound programme of implementation.
- 2.5 This Travel Plan Framework will be a dynamic document which will be developed following annual discussions with the Local Planning Authority, and other relevant stakeholders, once the site is occupied and specific travel needs are identified.
- 2.6 The main objectives of this Travel Plan are as follows:
- To ensure that the Travel Plan meets the needs of the users and visitors to the development and to encourage more sustainable travel and widen travel choices.

- To make staff and visitors aware of the benefits to be derived from the Travel Plan.
- To reduce the overall “carbon footprint” of the development to seek to protect the immediate environment and reduce global warming.

2.7 The potential benefits of these measures will be:

- Increased productivity from a healthier, motivated workforce with potentially reduced sickness absence.
- Potential cost savings from using more sustainable modes of travel and reducing non-essential business travel.
- Reduced vehicular congestion on the local highway network and improved road safety on site.
- Reduce the potential for on-street parking on local roads in the vicinity of the development.
- Contributing to national carbon reduction targets.

2.8 Occupiers of the site will be made fully aware of the commitment of Speke Business Park Limited towards the use of sustainable transport and will at the earliest possible stage be provided with detailed information which sets out the intentions of this Travel Plan Framework and its obligations on all occupants of the development. This latter point is to enter into the annual travel surveys, their input to and cooperation with the Annual Action Plan and their overall encouragement of their staff to use sustainable transport.

2.9 Speke Business Park Limited acknowledges the wider responsibilities to encourage a sustainable development which will contribute to reducing congestion and help the viability and attractiveness of the overall development. In a wider sense the Travel Plan will also aid in protecting the general environment and will encourage and engage staff in playing their part in addressing sustainability issues.

2.10 This Travel Plan Framework also sets out the facilities which will be incorporated into the development to encourage occupiers to use sustainable transport along with the initiatives that should be adopted by staff.

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### **3 The Travel Plan Coordinator**

- 3.1 It is generally accepted that the success of a Travel Plan relies heavily on the appointment of a Travel Plan Coordinator whose duties normally include liaison with staff, Local Authority, Local Transport Operators and other appropriate stakeholders.
- 3.2 The role of Travel Plan Coordinator is unlikely to require a full time equivalent position. The Travel Plan Coordinator will act as a point of contact and will oversee the implementation, operation and monitoring of the Annual Plans drawn from the annual surveys and Travel Plan Framework measures.
- 3.3 As the units will be occupied by a number of companies, each employer will nominate a member of staff to deal with internal Travel Plan initiatives. This member of staff will liaise direct with the overall Travel Plan Co-ordinator.
- 3.4 The duties of the Travel Plan Coordinator include:
- Leading on the delivery of the Annual Action Plan after the initial surveys of staff travel patterns.
  - Representing the 'human face' of the travel plan – explaining its purpose and the opportunities on offer. The Coordinator will also play a central role in liaison with staff and local authority
  - Advising each nominated member of staff of the individual units on how to provide personalised travel planning for interested staff.
  - Promoting the site wide measures in the travel plan framework (e.g. a car club);
  - Liaising with public transport operators – it is helpful if Coordinators initiate contact early on to enable bus and train operators to brief them about services and fares. At a later point, the Coordinator can also feed back staff opinions to the operators;
  - Ensuring the approved Travel Plan Framework and its component parts are being actioned;

- Monitoring implementation of the measures set out in this Travel Plan Framework.
- Responsible for reviewing the success of the measures and reporting back to the Local Planning Authority in the Annual Action Plan.
- 

3.5 A Travel Plan Coordinator will be appointed by Speke Business Park Limited at their expense. The Travel Plan Co-ordinator (TPC) will be appointed prior to occupation of 50% of the development and will be in post for the agreed duration of the Travel Plan to undertake the specific tasks outlined in it. The contact details of the Travel Plan Coordinator will be forwarded to Liverpool City Council for information and future reference.

3.6 Each individual occupier will be required to take part in the Travel Plan Framework and to appoint a suitable member of staff as a point of contact who will liaise directly with the Travel Plan coordinator. Each occupier must inform the TPC of the appointment as soon as it's made.

## 4 Accessibility and Travel Plan Measures

### 4.1 Introduction

4.1.1 This section of the Travel Plan Framework sets out the present arrangements for access to the site and then includes measures to encourage the further use of each sustainable option. There are two forms of sustainable travel – active travel - that is walking and cycling and public passenger travel - that is public service buses and trains. The ease of availability of each, to and from the Goodlass Road site, and expected local destinations/local facilities are as set out in this section of the Framework.

4.1.2 A key part of the strategy to encourage the use of sustainable transport which is common to both *active and public passenger travel* is a Welcome Pack that will be provided by Speke Business Park Limited to each employee on the site. After their appointment this function will pass from Speke Business Park Limited to the Travel Plan Co-ordinator. The Welcome Pack which will be provided by set out details of available sustainable travel alternatives. The Welcome Pack will include the following:

- Map showing bus facilities;
- Public Transport timetables;
- Details on how to use a web based “Journey Planner”;
- Map showing walking and cycle routes and local facilities;
- Outline the health benefits of walking and cycling;
- Information on carsharing within the development and wider websites
- Include information on incentives such as bus passes and discounts, and Personalised Journey Planning services.
- 

4.1.3 A key aspect of delivering successful change is the provision of adequate and up to date information. If private car drivers are to be encouraged to either change their mode of travel or to participate in a car sharing scheme it is obvious that they need to be aware of the availability of these alternatives and updated on any changes or

improvements. The following sub sections make reference to how this will be achieved.

## **4.2 Active travel – walking**

4.2.1 Walking is the most important mode of “Active travel” and is an integral part of all journeys. It is an important mode of transport in the urban area; it can replace a large number of short car journeys which contribute to congestion, pollution and the need for car parking, as stated in PPG13. Walking is the most sustainable form of transport and provides one way of reducing pressure on the environment. People walking are also travelling at a pace that gives a greater engaging with their surroundings and can have positive benefits in relation to a community’s security through increased surveillance. Finally Planning Policy Guidance Note PPG 13 identifies that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips in journeys under 2 km.

4.2.2 Footways of an appropriate width already exist on Goodlass Road and as part of a recent planning approval for a large office development adjacent to the site dropped footway with tactile paving together with improved street lighting has recently been installed.

4.2.3 Footways on the main road network of Speke Hall Road are wide and generally set behind landscaped verges. Again adequate main road lighting is already provided.

4.2.4 In relation to pedestrian desire lines both Hunts Cross Station and the two bus stops on Speke Hall Road are located well within the 2km walking distance, at 1.6 km and 260m respectively. In addition there are a number of local centres within this distance which would provide a variety of shopping opportunities for employees during dinner break periods.

4.2.5 Hunts Cross Town Centre, Hunts Cross Retail Park and the New Mersey Shopping Centre are all within 2.0 km from the proposed development and provide a wide range of local shops, banks and public houses (further details being contained below).

4.2.6 Various timed “walks” from the site to neighbouring amenities were undertaken and are as detailed below:

| <b>Destination</b>                      | <b>Approximate Time taken</b> |
|---|-------------------------------|
| Bus Shelters (North) on Speke Hall Road | 7 minutes                     |
| Hunts Cross Retail Park                 | 9 minutes                     |
| Hunts Cross Town Centre                 | 15 minutes                    |
| Hunts Cross Railway Station             | 17 minutes                    |
| Bus Stops (opposite Delf Lane)          | 7 minutes                     |
| New Mersey Retail Park                  | 17 minutes                    |

4.2.7 Direct pedestrian routes with signalised crossing facilities are provided on the route to the Hunts Cross Railway Station. The Hillfoot Avenue signalised junction can be avoided by cutting through the nearby residential estate (Barford Road, Leafield Road, Enstone Road) linking back onto Hillfoot Avenue just west of the Town Centre.

4.2.8 A general indication of the number and variety of retail facilities surrounding the site is as follows:

**New Mersey Shopping Park**

|                    |               |                       |
|--------------------|---------------|-----------------------|
| WHSmith            | Clinton Cards | Mamas & Papas         |
| Comet              | Currys        | GAME                  |
| Halfords           | HMV           | O2                    |
| Carphone Warehouse | Burton        | Clarks                |
| Dorothy Perkins    | Evans         | Gap                   |
| Laura Ashley       | M&S Clothing  | Next                  |
| River Island       | Wallis        | M&S Simply Food       |
| McDonalds          | Pizza Hut     | Costa Coffee          |
| Boots              | Argos         | B&Q Warehouse         |
| Carpet Right       | DFS           | Harveys               |
| ScS Sofas          | CSL           | First Choice          |
| JD Sports          | Sports World  | Early Learning Centre |
| Smyths Toys        | Pets at Home  |                       |

Hunts Cross Retail Park

|                       |              |                |
|-----------------------|--------------|----------------|
| Next Clearance        | Instore      | JB Sports      |
| Johnsons Dry Cleaners | Café         | Boots Optician |
| Matalan               | Connexions   | Asda           |
| Asda PFS              | Public House | Choices Video  |
| Motorworld            | Ladbrookes   | Wickes         |
| McDonalds             |              |                |

Hunts Cross Town Centre

|                       |            |              |
|-----------------------|------------|--------------|
| Burton                | Newsagents | Barbers      |
| Natwest               | Barclays   | Halifax      |
| Sommerfield           | Shell PFS  | Coral        |
| Supper Bar            | Lloyds     | McDonalds    |
| Bakery                | Opticians  | Solicitors   |
| Coffee & Sandwich Bar | Butchers   | Post Office  |
| RBS                   | HSBC       | Booze Buster |
| Hallmark              | Takeaway   |              |

### **4.3 Measures to encourage walking**

- 4.3.1 Street lit footways are to be provided within the site which will provide pedestrians safe and convenient access within the development. Dropped crossing facilities are to be provided within the development where pedestrians need to cross the internal access roads. The proposed on-site infrastructure will be to an appropriate standard to provide for safe and convenient journeys by foot.
- 4.3.2 The Travel Plan Coordinator will promote the benefits of walking to and from the site and local facilities in relation to general health and well being and will specifically promote walking to work for staff identified as living “close by”. A plan at the rear of this report in Appendix B indicates the catchment area within a 2km radius of the site.
- 4.3.3 Plans showing the location of local facilities and easy walking routes to them will be provided in staff communal areas.

#### **4.4 Active travel – cycling**

4.4.1 Cycling has an important part to play in reducing congestion and air pollution and improving accessibility. A further benefit of cycling is linked to increased general health and fitness which has personal benefits as well as economic benefits for the nation in terms of health service costs. The bicycle is generally more affordable than the car and hence there are social equity benefits to the promotion of cycling. Cycling may also allow people without cars to reach destinations that they may otherwise be unable to reach.

4.4.2 Planning Policy Guidance PPG 13 identifies that cycling also has the potential to substitute for short car trips, particularly those below 5km. This distance is generally accepted as being ideal for commuting cyclists with cycling for leisure having a greater outreach. Thus there is the realistic opportunity for occupiers of the offices to cycle to Hunts Cross Retail Park, Hunts Cross Town Centre, Hunts Cross Railway Station and the New Mersey Shopping Park in addition to “to and from” their home to the site.

4.4.3 Figure 3 at the rear of this report indicates those destinations within a 5km radius of the Goodlass Road site and a list of destinations within 5km, along with the corresponding cycle time based on 12 km per hour is summarised below:

|                             | <b>Distance</b> | <b>Time</b> |
|-----------------------------|-----------------|-------------|
| Hunts Cross Retail Park     | 0.9km           | 4 ½ minutes |
| Hunts Cross Town Centre     | 1.5km           | 7 ½ minutes |
| Hunts Cross Railway Station | 1.6km           | 8 minutes   |
| New Mersey Shopping Park    | 1.6km           | 8 minutes   |

4.4.4 Allerton, Woolton, Grassendale and Speke are all within the 5km threshold which equates to a maximum cycle time of 25 minutes.

4.4.5 Off road combined cycle/footways are provided along Speke Hall Road. Advanced cycle stop lines are provided at the Speke Hall Road/Hillfoot Avenue signalised junction. Traffic free routes are also available along Speke Road and Woodend Avenue.

#### **4.5 Measures to encourage cycling**

4.5.1 Secure cycle storage facilities are to be provided on site, in line with current guidance set out in the Council's Guidance Note 8. Four cycle stands, evenly distributed around the site, will be provided to comply with Council UDP standards.

4.5.2 Information for cyclists including details of routes, cycle training and details of cycle facilities will be provided within communal areas of each unit. Further information on cycling can also be found at the following websites:

[www.liverpool.gov.uk/parking-travel-and-roads/cycle-routes/index.aspx](http://www.liverpool.gov.uk/parking-travel-and-roads/cycle-routes/index.aspx)

[www.liverpool-bicycle.co.uk](http://www.liverpool-bicycle.co.uk)

[www.sustrans.org.uk](http://www.sustrans.org.uk)

4.5.3 The responsibility for obtaining and updating this information will fall to the Travel Plan Coordinator, who in addition will promote the benefits to health and well being from regular cycling. The travel plan Coordinator will contact Liverpool City Council to obtain cycle maps to be included within the Welcome Pack. The Travel Plan Coordinators will also promote the following web-site to staff:  
<http://www.merseyworld.com/mcc/map.htm>.

#### **4.6 Public Passenger Transport - Service Buses**

4.6.1 The nearest existing bus stops to the site are situated along Speke Hall Road, these bus stops are located within 260m of the proposed site. A southbound bus stop with modern shelter and seating facilities is located some 160m of the site with an northbound bus stop again with a modern shelter and seating facilities is located some 260m of the site. Further bus stops can be found along Speke Hall Road further south opposite Delf Lane.

4.6.2 A summary of the available services from these stops is as set out as follows:

**81/181** to Speke ( Morrison's Store) via Western Avenue, Liverpool John Lennon Airport, (eve & Sun) Central Avenue, Eastern Avenue

Monday to Friday                      3 per hour

Saturday                                      2 per hour

|          |            |
|----------|------------|
| Sunday   | 2 per hour |
| Operator | Arriva     |

To Bootle Bus Station via Hunts Cross Station, Woolton Village, Childwall Fiveways, The Rocket, Queens Drive, Breeze Hill, Balliol Road, Oriel Road

|                  |            |
|------------------|------------|
| Monday to Friday | 3 per hour |
| Saturday         | 2 per hour |
| Sunday           | 2 per hour |
| Operator         | Arriva     |

**166/266** to Liverpool South Parkway via Speke Road, Woolton Road

|                  |              |
|------------------|--------------|
| Monday to Friday | 3 per hour   |
| Saturday         | 2 per hour   |
| Sunday           | 1 per hour   |
| Operator         | Merseytravel |

**188/288** to Belle Vale Circular Via Higher Road, Leathers Lane, Church Road, Okell Drive, Caldway Drive, Naylorsfield Drive(188), Belle Vale Shopping Centre, Kings Frive, Allerton Road

|                  |              |
|------------------|--------------|
| Monday to Friday | 3 per hour   |
| Saturday         | 2 per hour   |
| Sunday           | 1 per hour   |
| Operator         | Merseytravel |

**801** to Royal Liverpool Hospital via Speke Road, St Marys Road, Aigburth Road, Rose Lane, SMithdown Road, Upper Parliament Street, Womens Hospital, Grove Street, Low Hill

|                 |            |
|-----------------|------------|
| Monday – Friday | No Service |
| Saturday        | No Service |
| Sunday          | 2 services |

4.6.3 As can be seen from the above, 7 frequent and varied bus services run along Speke Hall Road. Potential occupiers of the proposed offices and their visitors will have a very realistic opportunity to utilise public transport as a means of commuting to work.

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#### **4.7 Measures to encourage bus use**

- 4.7.1 Information about all available forms of public passenger transport including routes and destinations, service frequencies, locations of nearest bus stops and sources of other travel information shall be provided within the Welcome Pack which will be issued to each employee. As mentioned previously it will be the responsibility of the Travel Plan Coordinator to ensure that this information is kept up-to-date and reported in each review.
- 4.7.2 The Travel Plan Coordinator will advise staff that information is available via the internet and up to date bus timetables can be found at <http://www.merseytravel.gov.uk/> with a journey planner available at [www.transportdirect.info](http://www.transportdirect.info).
- 4.7.3 Coach Information can be found at [www.nationalexpress.com](http://www.nationalexpress.com) and Megabus at [www.megabus.com](http://www.megabus.com).

#### **4.8 Public Passenger Transport - Rail Service**

- 4.8.1 Hunts Cross Railway Station is located some 1.6 km from the proposed site. Trains services to Liverpool Central, Liverpool Lime Street, Warrington and Manchester are all accessible. A summary of services from these stations can be found below:

##### **Trains to Liverpool Central (Platform 3)**

|                    |            |
|--------------------|------------|
| Monday to Saturday | 4 per hour |
| Sunday             | 2 per hour |

##### **Trains to Warrington and Manchester**

|                    |            |
|--------------------|------------|
| Monday to Saturday | 1 per hour |
| Sunday             | 1 per hour |

##### **Trains to Liverpool Lime Street (Platform 1)**

|                                 |            |
|---------------------------------|------------|
| Monday to Saturday              | 4 per hour |
| Sunday                          | 2 per hour |
| Additional peak period services |            |

- 4.8.2 Hunts Cross Railway Station offers free car parking for rail users and a 25 space car park (inc 2 disabled spaces) and 22 cycle parking spaces. Hunts Cross Station with its links to the major stations, particularly Liverpool Central and Liverpool Lime Street at 4 trains per hour, therefore offers the opportunity for combined journeys to major destinations.

#### **4.9 Measures to encourage rail use**

- 4.9.1 Information about all available forms of public passenger transport including routes and destinations, service frequencies, locations of nearest bus stops and sources of other travel information shall be provided within the Welcome Pack which will be provided to each employee. It will be the responsibility of the Travel Plan Coordinator to ensure that this information is kept up-to-date and reported in each review.
- 4.9.2 In relation to both rail and bus the Travel Plan Coordinator will advise employers that members of the Travel Plan Network can sign up to the corporate Metrocard scheme, which offers 15% discount to employees on the cost of an annual Metrocard.
- 4.9.3 The Travel Plan Coordinator will advise employees that information is available via the internet and up to date rail timetables can be found at:

<http://www.merseytravel.gov.uk/>

[www.nationalrail.co.uk](http://www.nationalrail.co.uk)

#### **4.10 Other measures - Motor cycles and Scooters**

- 4.10.1 There are several benefits that may be derived from the use of this form of travel. Motor cycles and scooters by their very size create less congestion and are more likely to have less environmental impact than a single occupancy vehicle. To encourage motor cycle/scooter use motor cycle/scooter parking arrangements will be provided within the proposed development to an appropriate standard.

4.10.2 Concern is, however, often raised over the safety of these vehicles and it is therefore important that any promotion of this form of travel includes the need to inform prospective riders of their statutory obligations to proper training by a recognised training organisation or trainer and the correct protective equipment before use of the vehicle.

4.10.3 The Governments Motorcycling Strategy can be obtained from the Department of Transports website detailed below. The document includes useful information including equipment, testing and training.  
[www.dft.gov.uk/pgr/roads/vehicles/motorcycling](http://www.dft.gov.uk/pgr/roads/vehicles/motorcycling)

#### **4.11 Other measures - Car sharing**

4.11.1 The initial Travel Questionnaire should identify the number of staff already travelling to work in a car driven by another party and those who may be willing to share their vehicle. It may be that subject to the survey findings and analysis this figure can be increased. It is recognised that car sharing schemes:

- Provide a cheap way to get around
- Reduce levels of traffic and congestion
- Reduce CO<sub>2</sub> emissions and pollution
- Reduce parking problems
- Create opportunities for business and the local community to work together
- Create opportunities to meet other people from the local area
- Improve relations with the local community

4.11.2 Travel Plan Co-ordinators will provide incentives for car sharing by employees with the intention of achieving annual increases in this activity. A central register/database of car sharers will be maintained if sufficient interest is shown and will be preferably across all the commercial uses on the site with all employees invited to join.

4.11.3 Again if sufficient interest is shown a list of car sharers could be made available and shall be kept regularly updated. Preferential car parking spaces could be given to staff that are regular car sharers and in the case of the nominated driver becoming unavailable for any reason an agreed procedure for an individual to get home will be put in place.

4.11.4 Liverpool City Council has set up a car sharing database (<http://www.merseycarshare.org/>). The development site as a whole could consider joining this organisation to benefit from a larger pool of potential car sharers.

#### **4.12 Other measures - Taxi**

4.12.1 If demand for taxi's is established once the initial travel surveys have been completed, the Travel Plan Coordinator will contact local taxi firms to negotiate potential discount for staff. Any such discounts will be advertised to staff in promotional material (Welcome Packs and mail shots).

4.12.2 The Travel Plan Coordinator will include details of local licensed taxi companies within Welcome Packs for employees. Taxi journeys can prove useful for people needing flexibility to travel but do not wish to own a car or to save the cost of travel by sharing the taxi with a work colleague.

#### **4.13 Other measures - Marketing and Communication Strategy**

4.13.1 Speke Business Park Limited will ensure when marketing the units that information is provided on access to the site by sustainable modes, the existence of the Travel Plan Framework and the need of occupants to engage in the implementation and success of the travel plan measures.

4.13.2 All staff will be made aware of both the opportunities that will be available for alternative sustainable travel and of the likely measures to be included within this Travel Plan in the Welcome Pack initially provided by Speke Business Park Limited and thereafter by the Travel Plan Co-ordinator.

4.13.3 An annual "mail shot" will be produced by the Travel Plan Coordinator at the time of each review which will include the latest information on bus, rail, walking, cycling and

car sharing arrangements and staff will be encouraged to make this information available to their visitors.

4.13.4 The Travel Plan Coordinators contact information including a telephone number and email address will be included within the Welcome Pack to allow individual occupiers of the units to contact the TPC.

4.13.5 Where possible travel information will be included on company websites to inform visitors / customers of the available travel options to the site.

4.13.6 The size of the units will result in small numbers of staff in each unit. These staff would normally be expected to work together on a daily basis. Staff can therefore be reasonably expected to have informal discussions and updates on travel plan matters without the need for formal scheduled meetings.

#### **4.14 Other measures - general**

4.14.1 The service access to the development is from Goodlass Road. Given the number of units and the expected variety of occupant it is unreasonable to expect that any coordination of deliveries could take place.

4.14.2 The Travel Plan Coordinator encourage employers to provide Green Driver Training for those employees who need to travel as part of their duties. This will provide employees with techniques to reduce fuel consumption. These principles can however be applied to employees who have no other realistic option but to use their vehicle for travel to work. The Theory Test to be passed by all learner drivers now contains questions on issues which relate to how the driving of a vehicle, its loading and maintenance can affect fuel consumption and hence the environment. Unfortunately many of the answers learnt to these questions tend to be forgotten once the test has been passed. It is therefore of value to remind drivers, particularly young drivers, of the advantages that can be gained from these good practices.

4.14.3 Advantages can be gained from simple attention to the pressure of car tyres through to the use of roof racks and regular servicing at the manufacturer's recommended intervals. The manner in which a vehicle is driven significantly affects its fuel consumption and drivers need to be aware that bad driving practices such as harsh acceleration or braking can be a major influence.

4.14.4 The choice of times to drive and careful route planning also affect both the financial running of a vehicle and the basic pleasure of driving. Benefits will be found not only by the users of the vehicles but to the general public by the possible reduction in congestion and overall environmental impact. Companies on the site should look into offering their staff flexible working hours to enable them to fit in with out of peak travel and car sharing arrangements.

4.14.5 All of the above will raise awareness in the part that every car driver can play in reducing congestion, saving energy, improving the local and national environment and contributing towards measures to reduce global warming.

## 5 Taxation Implications

- 5.1 The following is provided as an overview of the tax implications of travel plan measures because where employers provide benefits to staff some of these benefits can fall into the class of remuneration and may then attract a taxation charge to the employee.
- 5.2 Her Majesty's Revenue and Customs have produced a fact sheet to guide employers in this matter and a web link is provided as <http://www.hmrc.gov.uk/green-transport/travel-plans.htm>.
- 5.3 The following is a reproduction of that fact sheet which is given for guidance only as it should be noted that as clearly stated the sheet "*reflects the position at the time of writing*" and is dated "*Version date: November 2005*".

### ***A Fact Sheet for Employers setting up Green Travel Plans***

*This fact sheet explains how the tax and national insurance systems encourage employers to set up Travel Plans for their employees. A Travel Plan is a package of practical measures to reduce car use for journeys to and from work and for business travel.*

*Where an employer helps employees to get to and from work, such as by providing petrol or season tickets, these benefits are normally taxable. But there is **no** tax or NICs to pay if an employer offers:*

- free or subsidised work buses
- subsidies to public bus services
- cycles and safety equipment made available for employees
- workplace parking for cycles and motorcycles.

### ***Works Buses and Minibuses***

*A works bus (a bus or coach seating 12 or more passengers) or minibus (seating 9 passengers or more) can be made available to employees to transport them to and*

*from work. Any number of employers can join together and provide a works bus or minibus service for their joint workforces. As long as the vehicle is used mainly for commuting or travel between workplaces, employees and their families can use it occasionally for other trips.*

### **Public Transport**

*Some employers pay subsidies to finance a public transport service that is useful to the employer, for example one that stops outside the factory gate.*

*If an employer pays such a subsidy to a local public bus service to transport employees to and from work, there is normally no tax or NICs to pay as long as the service is available to all employees.*

*Employers can offer their employees a free or low-interest season ticket loan up to £5,000 per year. There is no tax or NICs to pay provided the full amount of the loan is repaid to the employer and total loans outstanding do not exceed £5,000 at any time.*

### **Cycles**

*Employers can lend cycles or cycling safety equipment to employees to travel to and from work. Employees can also use them for leisure as long as the main use is for commuting.*

### **Workplace parking**

*Employers can provide parking facilities for employees' own vehicles at or near the workplace tax free.*

### **Car sharing**

*If an employee who normally shares a car has to go home early because of a domestic emergency, the employer can pay the cost of the journey home. There will be no tax or NICs to pay if the circumstances could not have been anticipated or planned for".*

5.4 Her Majesty's Revenue and Customs state that:

*"This fact sheet is for guidance only and reflects the position at the time of writing,  
Version date: November 2005"*

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## **6 Targets and Monitoring**

6.1 The Travel Plan Co-ordinator will with the representatives from each unit coordinate the annual travel plan survey of employees at the development which will also include workers which are based at Goodlass Road but which may undertake duties “off site”. In addition the Travel Plan Co-ordinator will undertake an annual snap shot of visitor’s modes of travel.

6.2 In addition to issues of existing modes of access the survey would request information on what measures would encourage staff to change their modes of travel. As is usual practice the results of these surveys will be reported back to the Local Planning Authority. Guidance on the format of travel surveys is provided on the following websites:

<http://www.dft.gov.uk/pgr/sustainable/travelplans/work/essentialguide.pdf>

and

<http://www.dft.gov.uk/pgr/sustainable/travelplans/tpp/goodpracticeguidelines-main.pdf>.

6.3 It is usual within a Travel Plan for targets to be set for the reduction of single private car occupancy trips. This can be either a target for overall changes to sustainable modes or split targets for each mode of travel. Targets are only set after the results of the first annual survey where depending on the results an Action Plan will be produced by the Travel Plan Co-ordinator to seek in the forthcoming year to influence employee and visitor travel behaviour towards sustainable modes of travel. The Action Plan will review all current initiatives and seek to determine their success and what additional measures might be considered. It will include written analysis of each review within 2 months of the completion and collation of the surveys review and will be provided through the life of the Travel Plan or as agreed with the Local Planning Authority.

6.4 The review report shall include details of the monitoring process undertaken. This report should also contain reference to any outside influence, such as changes in occupancy of the units and/or changes to bus or rail services that have had a direct effect on ease of access to and from the development.

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- 6.5 The successful operation of the Travel Plan will be judged in terms of the effects the proposed measures have on the selection of travel mode. The continuation of the on-going annual surveys will provide a clear indication of travel patterns and the aim will be both to see a positive change in modal split and also to ensure that if initial usage of sustainable modes is satisfactory it will not decrease.
- 6.6 The implementation of this Travel Plan is expected to be a planning condition of the development and as such its implementation will be enforceable under either of these options.
- 6.7 It should be noted that due to the scale of the individual units small changes in employee numbers or in the home location of employees can have a significant impact on modal split and hence skew agreed targets. Also the continued availability of bus and rail services is beyond the control of Speke Business Park Limited and as such any negative changes will again impact on targets. Nevertheless Speke Business Park Limited and the appointed Travel Plan Coordinator will use their reasonable and practical best endeavours to ensure that the Travel Plan is successful.

## 7 Summary of Proposed Measures

7.1 The following table sets out the measures that will take place to encourage the use of sustainable modes of travel to and from the Goodlass Road development, by who and when.

| Ref | Action   | Who by   | When   |
|-----|--|--|--|
| 1   | Implement the approved development including all agreed physical measures to encourage the use of sustainable modes of travel  | Speke Business Park Limited  | 2011/12  |
| 2   | Provide details of access by sustainable travel/Travel Plan Framework in marketing information   | Speke Business Park Limited  | When units are offered for sale/lease  |
| 3   | Provide Welcome Pack to employees and Display information on public transport (bus and rail) in staff communal areas and information on the bus fare discount schemes                | Speke Business Park Limited in conjunction with designated staff of the individual units | On first occupation  |
| 4   | Appointment of Travel Plan Co-ordinator  | Speke Business Park Limited  | Occupation of 50 % of the development  |
| 5   | Continued provision of Welcome Pack to employees and Display information on public transport (bus and rail) in staff communal areas and information on the bus fare discount schemes | Travel Plan Co-ordinator in conjunction with designated staff of the individual units    | Within 1 to 2 months of appointment  |
| 6   | Initial employee travel survey and "snap shot surveys" of visitor's travel patterns.   | Travel Plan Co-ordinator   | Within 3 months of occupancy of 75% of the development                                       |
| 7   | Liaison with designated staff of the individual units with respect to measures set out in this Framework   | Travel Plan Co-ordinator   | Continuous with employee travel surveys and throughout the life of the Travel Plan Framework |
| 8   | Produce first Annual Action Plan report to the LPA – agree targets based on employee surveys   | Travel Plan Co-ordinator in conjunction with designated staff of the individual units    | Within 3 months of the employee travel surveys   |
| 9   | Assistance given to designated staff of the individual units to develop measures set out in this Framework   | Travel Plan Co-ordinator   | Continuous throughout the life of the Travel Plan Framework                                  |
| 10  | Update display information on public transport (bus and rail) in staff communal areas and information on the bus fare discount schemes   | Travel Plan Co-ordinator/designated staff of the individual units                        | Continuous throughout the life of the Travel Plan Framework                                  |
| 11  | Carry out second year employee travel survey and "snap shot surveys" of visitor's travel patterns.   | Travel Plan Co-ordinator/designated staff of the individual units                        | 12 months after first survey   |
| 12  | Produce second Annual Action Plan  | Travel Plan Co-  | Within 3 months of   |

|    |  |   |  |
|----|--|---|--|
|    | report to the LPA – review targets and actions based on employee surveys   | ordinator in conjunction with designated staff of the individual units                | the employee travel surveys                    |
| 13 | Carry out third year employee travel survey and “snap shot surveys” of visitor’s travel patterns.                        | Travel Plan Co-ordinator/designated staff of the individual units                     | 12 months after second survey                  |
| 14 | Produce third Annual Action Plan report to the LPA – review targets and actions based on employee surveys                | Travel Plan Co-ordinator in conjunction with designated staff of the individual units | Within 3 months of the employee travel surveys |
| 15 | Continue surveys and reviews for a period to be agreed with the LPA based on results and findings of three year surveys. | Travel Plan Co-ordinator in conjunction with designated staff of the individual units | As agreed with the LPA                         |

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## **8 Conclusions**

- 8.1 This Travel Plan Framework sets out a clear series of measures which will seek to encourage changes in the travel patterns of employees and their visitors to the development from use of the single occupancy private vehicle to more sustainable forms of transport.
- 8.2 The Travel Plan includes reference to compliance and enforcement of the Travel Plan and to the required monitoring, review and reporting to the LPA throughout the agreed life of the Travel Plan.
- 8.3 It is considered that these measures will help to reduce the reliance on the private car, particularly single-person trips in the peak hours. In turn the numbers of trips by other modes of transport should increase thereby contributing to an improvement in both the operation of the local highway network and in the general environment.
- 8.4 Speke Business Park Limited is committed to encouraging positive changes to the modes of transport used in connection with this development. These measures will help the viability and attractiveness of the overall site to the benefit of all occupiers.
- 8.5 Targets for reduction in car usage will be discussed with stakeholders but these targets will have to be realistic and with a reasonable expectation of deliverability. The Travel Plan will be a dynamic document and will be developed with Liverpool City Council and amended over time, with travel patterns and conditions being annually monitored.
- 8.6 By the continued application of these Travel Plan measures Speke Business Park Limited will demonstrate its ongoing commitment to “green travel” and in particular to environmentally friendly and sustainable practices in line with central and local government objectives.

***APPENDIX A***

***Questionnaire***

## Staff Travel Questionnaire

We are committing to produce a Travel Plan. A Travel Plan is an evolving document which seeks to challenge the way in which we all travel to work and aims to encourage alternative modes of transport to single car occupancy journeys. This benefits the employee with health improvements and petrol cost savings – the organisation: with a reduced demand for car parking spaces and the associated costs and the environment in reduced air pollution and reduced traffic congestion.

Your answers and the findings of our survey will provide us with an accurate basis on which to proceed towards our aims and also gives you the opportunity to make any comments that you feel are important in relation to the way you choose to travel to work.

Minimum personal information is required and confidentiality will be maintained.

## Travel Survey

1. What is your home postcode?

.....

2. What town or village do you live in?

.....

3. What is your usual place of work?

.....

4. How far do you travel to work?

☐ up to 1 mile

☐ over 2 miles and up to 5 miles

☐ over 10 miles and up to 20 miles

☐ over 1 mile and up to 2 miles

☐ over 5 miles and up to 10 miles

☐ over 20 miles

5. When do you normally arrive at work?

☐ 8.00-8.29am

☐ 8.30-8.59am

☐ 9.00-9.29am

☐ 9.30-10.00am

Other – please specify .....

6. When do you normally leave work?

☐ 4.00-4.29pm

☐ 4.30-4.59pm

☐ 5.00-5.29pm

☐ 5.30-6.00pm

7. Is your work

☐ part time

☐ full time?

☐ if part time, please specify how many days per week you work

.....

8. Do you have any mobility difficulties which affects your transport choice?

☐ Yes

☐ No

9. How did you travel to work in the last 7 days? If your journey used more than one mode of transport, please show just the main part of the journey.

|                                | Mon | Tues | Weds | Thurs | Fri | Sat | Sun |
|--------------------------------|-----|------|------|-------|-----|-----|-----|
| Bus                            |     |      |      |       |     |     |     |
| Bicycle                        |     |      |      |       |     |     |     |
| Car, as driver, on your own    |     |      |      |       |     |     |     |
| Car, as driver, with other (s) |     |      |      |       |     |     |     |
| Car, as passenger              |     |      |      |       |     |     |     |
| Foot                           |     |      |      |       |     |     |     |
| Motorbike                      |     |      |      |       |     |     |     |
| Train                          |     |      |      |       |     |     |     |
| Home Working                   |     |      |      |       |     |     |     |
| Taxi                           |     |      |      |       |     |     |     |

10. How do you travel to work if your normal form of transport is not available?

☐ Bus

☐ Bicycle

☐ Car, as driver, on your own

☐ Car as driver with other (S)

☐ Car as passenger

☐ Foot

☐ Motorbike

☐ Train

☐ Other – please specify .....

## Travel Survey

11. If you drive to work on your own, would you be willing to try more environmentally-friendly options such as walking, public transport or car sharing some of the time?

☐ Yes ☐ No

12. Are there are particular barriers which make it difficult for you to use these more environmentally-friendly options? What are they?

.....

13. If you are travelling directly between your home and work, how easy or difficult do you think it is to travel by the following means?

|           | Very Easy | Quite Easy | Quite Difficult | Very Difficult | Not Possible |
|-----------|-----------|------------|-----------------|----------------|--------------|
| Walking   |           |            |                 |                |              |
| Bike      |           |            |                 |                |              |
| Bus       |           |            |                 |                |              |
| Train     |           |            |                 |                |              |
| Car Share |           |            |                 |                |              |

14. Which of the following would encourage you to walk or cycle to work? Please tick no more than three.

- ☐ A small incentive each day you do not drive  
☐ Drying rooms and lockers at work  
☐ Showers and changing rooms  
☐ Secure bike parking  
☐ A course to practice cycling and gain confidence in safe environment  
☐ Another cyclist to show you a good cycling route to work  
☐ Construction of dedicated cycle tracks – if so, please specify location  
☐ Creation of new site entrance to make your route more convenient – if so, please specify location  
☐ Other – please specify .....

15. Which of the following changes would most encourage you to use public transport to or from work? Please tick no more than three

- ☐ A small incentive each day you do not drive  
☐ Better quality bus waiting facilities  
☐ Readily available up to date use bus and train timetables  
☐ Reduced cost staff pass on public transport  
☐ Existing public transport services re-timed to better fit your work hours – if so, please specify bus or train service  
☐ Additional bus route – if so, please specify location  
☐ Other – please specify .....

16. Which of the following changes would most encourage you to car share to and from work?

- ☐ A small incentive every day you share a car  
☐ A car share database to help you find a partner with similar work patterns  
☐ Reserved car parking in a prime spot for car sharers  
☐ Others – please specify .....

17. Do you sometimes spend a normal day working from home instead of in the office?

☐ Yes ☐ No

If yes, how often? .....

18. Would you be interested in exploring the option of working from home instead of in the office?

☐ Yes ☐ No

## Travel Survey

19. If you drive to work, where do you usually park?

- ☐ At worksite
 ☐ Free parking in nearby street  
☐ Paid parking in nearby street
 ☐ Paid parking in commercial car park

20. How many trips have you made for business purposes during the last month?

.....

21. What were the last three destinations that you travelled to for business purposes?

1. ....

2. ....

3. ....

22. How did you travel on these business trips

|                                | Destination 1 | Destination 2 | Destination 3 |
|--------------------------------|---------------|---------------|---------------|
| Car, as driver, on your own    |               |               |               |
| Car, as driver, with other (s) |               |               |               |
| Car, as passenger              |               |               |               |
| Train                          |               |               |               |
| Bike                           |               |               |               |
| Walk                           |               |               |               |
| Bus                            |               |               |               |
| Motorbike                      |               |               |               |
| Air                            |               |               |               |

23. If you drove or flew to any of your destinations, would any of the following options have been feasible?

|   | Destination 1 | Destination 2 | Destination 3 |
|---|---------------|---------------|---------------|
| Car share   |               |               |               |
| Telephone or video conference, if facilities had been available |               |               |               |
| Train   |               |               |               |
| Bike  |               |               |               |
| Walk  |               |               |               |
| Bus   |               |               |               |
| Motorbike   |               |               |               |

24. Is there anything that would make it easier for you to use these options for business travel?

25. If you drive a car for business trips, is it

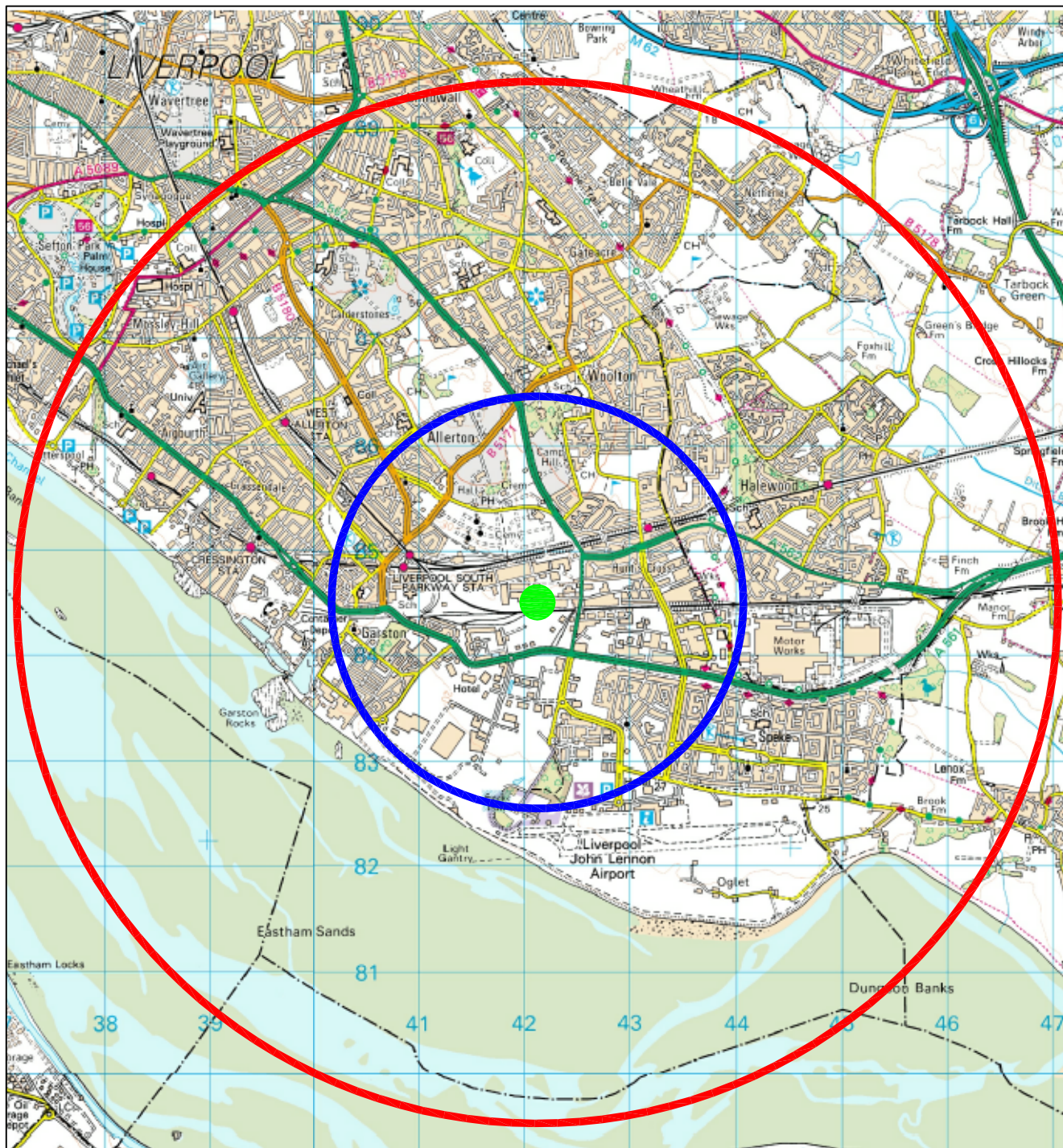
- ☐ Car from the company pool fleet
 ☐ Your own car  
☐ Company car allocated to you personally

26. Do you have any other comments?

.....

**APPENDIX B**

***2km Walking and 5km Cycling Plan***



### Key

- 2km Walking Radius
- 5km Cycle Radius
- Site