



PROPOSED BUSINESS PARK

SIMONSTONE LANE, BURNLEY

TRAVEL PLAN FRAMEWORK

August 2011



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Project Code:	NW/FVL/BURNLEY
Prepared by:	T Chau
Position:	Technical Director
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1 INTRODUCTION

1.1 Introduction

1.1.1 Mayer Brown Ltd has been instructed by Fort Wilson Properties to provide a Travel Plan Framework in relation to a proposed employment development located off Simonstone Lane in Burnley, north of the existing Fort Vale Engineering works.

1.1.2 The site is located within an allocated industrial area, approximately 5.7 miles to the west of Burnley town centre. The site's location in a local context is shown in **Figure 1.1**.

Figure 1.1: Site Location Plan

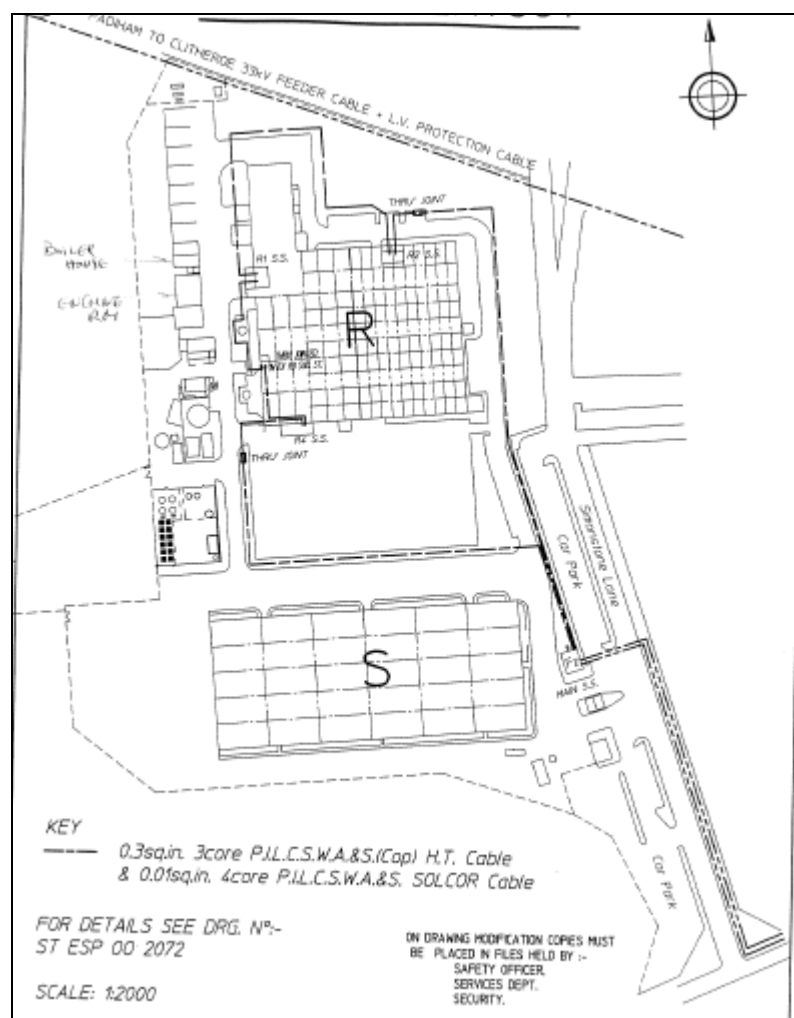


1.2 Background

1.2.1 The site forms part of the original Mullards employment development site. Mullards commenced construction of the site in 1956 at the east of Simonstone Lane and migrated to the west in 1958 when the warehouse (currently the Fort Vale factory) was built and used as ancillary storage for product manufactured on the east site. The glass works was erected in 1960 comprising of 261,000 ft² (24,248 m²) of industrial space.

- 1.2.2 When the site was fully operational, there was a total industrial floor space of 41,250 m² which included the existing Fort Vale Engineering works (Factory: 9,360 m² / Office block: 1,200 m² / Reception: 200 m²). A total of 1,300 to 2,000 workers and staff were employed at the site during its operational peak.
- 1.2.3 Fort Wilson Properties acquired the site to the west of Simonstone Lane on 1st October 2004 (9.47 ha with open fields and woodland of approximately 29.5 ha). The ancillary buildings to the glass works were disposed of prior to the glass works itself being demolished late 2005 early 2006. This area forms the main site for this planning application. **Figure 1.2** shows the historical site layout.

Figure 1.2: Historical Site Layout in 2004



1.3 Proposed Development

- 1.3.1 Following significant investment within the existing FVE site, this application represents the next stage in the transition of the site. FVE plan to underpin its initial work to improve the facilities and appearance of existing 'Building S' by constructing an investment casting foundry and other buildings. This can be described as Phase 1 of the development of the site and which already benefits from planning permission. Commencement of these works will begin shortly once the necessary conditions and other regulatory consents have been secured.
- 1.3.2 This application proposal can be described as Phases 2 and 3 of the wider planning of the site to accommodate the expansion plans which would form a hybrid application. Detailed planning consent is sought for Phase 2 whilst outline planning consent is sought for Phase 3.
- 1.3.3 The proposed employment development comprises the redevelopment of the residual part of the former Mullards site as a Business Park. Total proposed external floor area is approximately 19,250 m² (including a special projects building) and to include Office B1, Industrial B2 and Warehousing B8 uses.
- 1.3.4 It is proposed that 13 new units are to be located within the new business park, the proposed masterplan and floor schedule for the site is presented in **Appendix A**. The proposed masterplan is indicative, however, it is proposed that the parking provision will be in line with the Joint Lancashire Structure Plan's SPD "Access and Parking" maximum parking provision of 1 space per 45 m². The masterplan currently provides 269 car spaces which will be subject to a reserve matters application where detailed consideration will be given to disabled, motorcycle and cycle parking provisions.

1.4 Travel Plan Approach

- 1.4.1 This Travel Plan provides a framework for the proposed business park and considers those measures that will be included in the strategy for positively influencing staff travel patterns to assist in the delivery of sustainable transport to the proposed development.

-
- 1.4.2 Certain physical measures will be set in place as part of the development infrastructure. These include:
- (i) The provision of prominent display areas relating to the promotion of travel by sustainable modes;
 - (ii) Areas for display of timetable information;
 - (iii) The provision of pedestrian and cycle routes;
 - (iv) The provision of staff shower facilities where feasible; and
 - (v) The provision of cycle parking facilities.
- 1.4.3 The measures should form the basis of specific planning conditions and as such formal arrangements, form and locations would be agreed at the time of reserved matters applications.
- 1.4.4 In addition to the physical measures, management of staff travel represents an important element in pursuing the overall aims of Planning Policy Guidance Note 13 'Transport' and wider government policy. The Travel Plan will demonstrate the strategy that the occupier is taking to assist in the wider aims of sustainable transport.

2 SUSTAINABLE ACCESSIBILITY

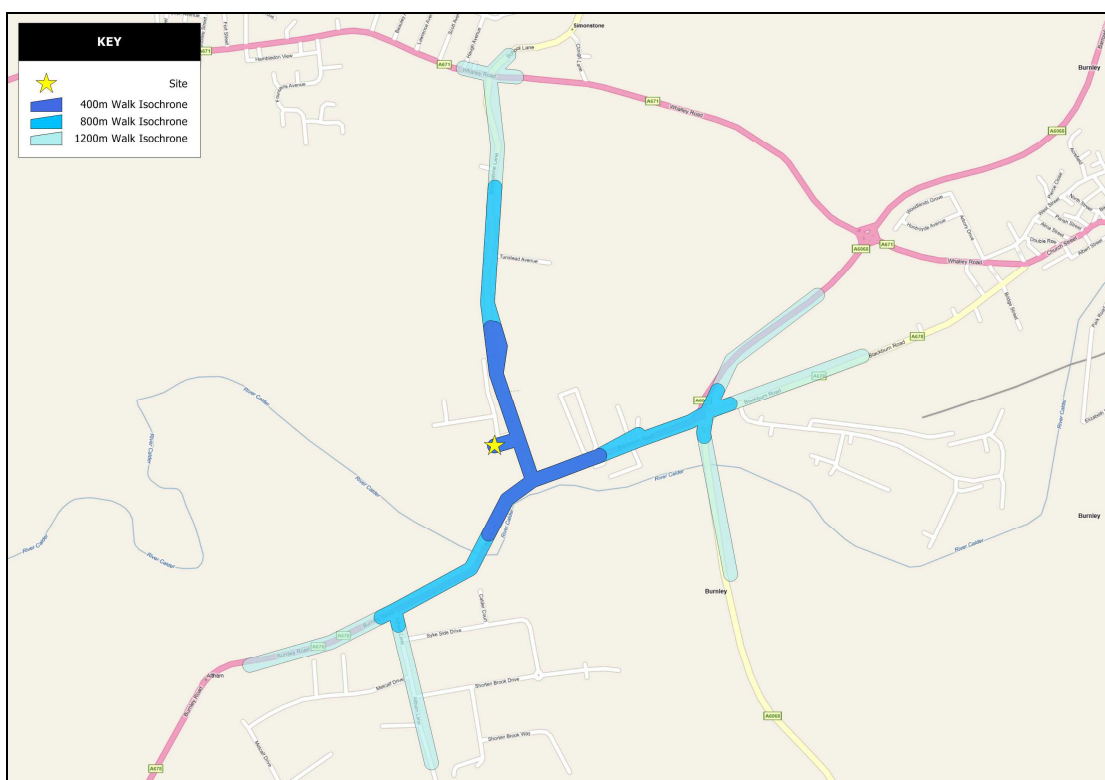
2.1 Access by Sustainable Transport Modes

- 2.1.1 The development's accessibility by a range of modes of transport has been considered in particular to objectives in line with local and regional sustainability policies.

Walking

- 2.1.2 PPG13 states that walking is a suitable mode of transport for journeys under 2km, with a desirable distance of 1.2km for the last part of a journey by public transport. **Figure 2.1** shows the walk catchment area for 400m, 800m and 1200m from the site.

Figure 2.1: Walk Catchment



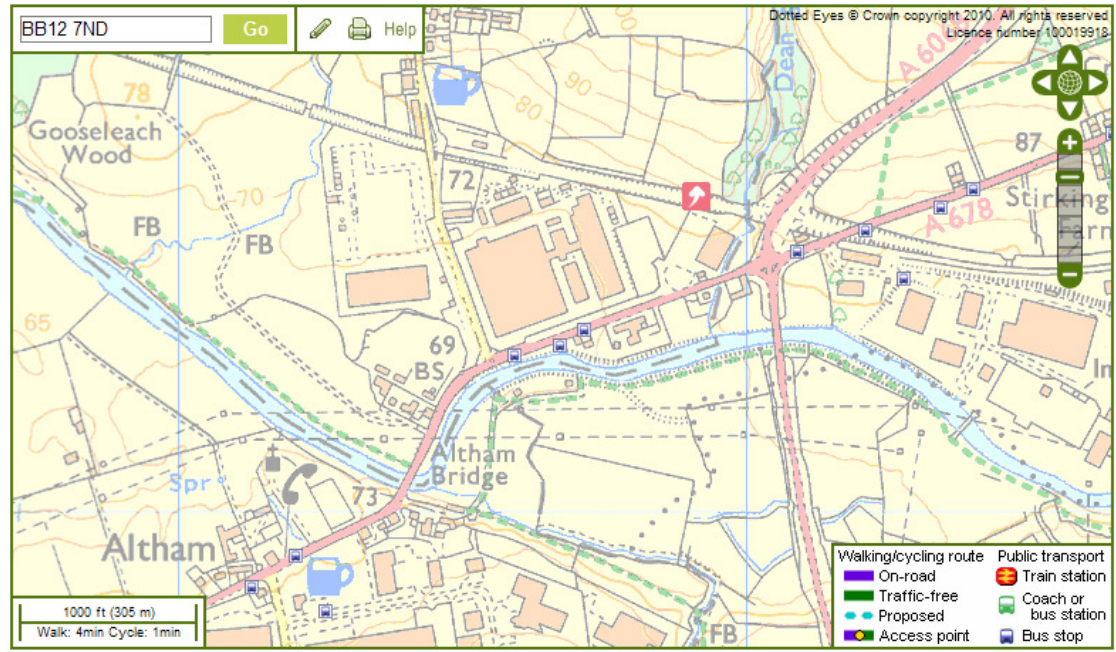
- 2.1.3 The site is connected to local pedestrian infrastructure. Footways are provided on both sides of Simonstone Lane up to Railway Terrace with street lighting.

- 2.1.4 Footways also exit on Blackburn Road close to the site, which are approximately 2 metres in width. Blackburn Road is lit providing an additional benefit for staff and visitors arriving at the site outside of daylight hours particularly those travelling by way of bus.
- 2.1.5 Further towards Burnley Road, footways are provided on both sides.
- 2.1.6 The footways on Blackburn Road join with facilities provided on Burnley Road, providing links to the local bus stops whilst also providing a link to the Rose Grove railway station, which is situated on Rossendale Road. In addition, this site also provides access to the local residential areas to the north, south and east of the area.

Cycling

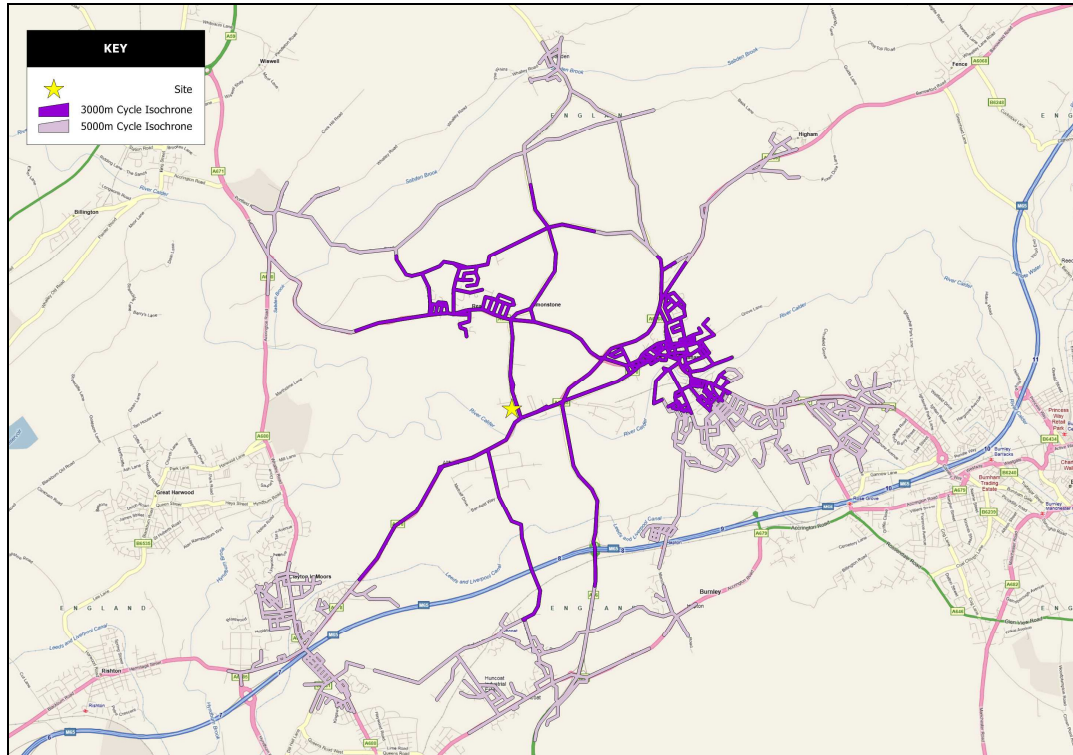
- 2.1.7 The development is situated within a 10 minute cycle ride of a traffic free cycle route which passes close to the railway stations in the Burnley area. This local route also connects to Route 68 - Pennine Cycleway, of the National Cycle Network (NCN). This forms a link to other cycle routes in the Burnley area providing connections to the bus station and town centre.
- 2.1.8 As can be seen below in **Figure 2.2**, the map gathered from the Sustrans mapping system shows that there are no existing cycle facilities in the area. However, the site lies alongside a Bus route and the highway network which are suitable for cycle travel. Although there is a lack of formal cycling paths connecting the nearby town with the site itself, cyclists are able to take advantage of the length of the Blackburn/Burnley main roads.

Figure 2.2: Cycle Sustrans Map



- 2.1.9 As part of the proposed development cycle parking will be provided within the site to encourage the use of cycles.
- 2.1.10 PPG 13: Transport states that “Cycling also has the potential to substitute for short car trips, particularly those under 5 km and to form part of a longer journey by public transport”. To assess this potential, cycle catchments for the site are shown in **Figure 2.3**.

Figure 2.3: Cycle Catchment



Public Transport

- 2.1.11 The site access is located less than 200 metres from the nearest bus stops, which are located on Blackburn Road. Existing footways link the site to these public transport facilities.
- 2.1.12 There are two bus services 152 and 521 which routes along Blackburn Road. These run every 30-40 minutes. **Table 2.1** summarises the local services which is accessible by the site.

Table 2.1: Bus Services at Blackburn Road, Burnley

Service No	Destinations Served	Daytime Frequency
152	Burnley – Blackburn – Preston	30 Minutes
521	Accrington – Padiham - Burnley	40 Minutes

Source: www.lancashirebus.co.uk 27/07/2011

- 2.1.13 Rose Grove and Hapton railway station is located approximately 3km from the site. Although these railway stations are outside the maximum 1600m walking distance, they allow for linked travel.

Site Accessibility

- 2.1.14 In accordance with the Lancashire Joint Structure Plan, the site has been assessed using a point scoring system as set out within the guidance.
- 2.1.15 The site has been assessed taking into account proposed transport infrastructure and facilities. The site is calculated as having a score of 17; which is classed as medium accessibility. The score reflects the provision of walking and cycle routes within the site, the availability of bus services and the provision of on-site facilities to support the development. The accessibility audit is contained in **Appendix B**.

3 PLAN ADMINISTRATION

- 3.1.1 The administration of the Travel Plan will be the responsibility of the occupier of the employment units of the development. The occupier will be required to designate an employee as Travel Plan Co-ordinator (TPC) for the company occupying the relevant space. Essentially the TPC will provide a liaison in implementing the plan with the Local Planning Authority.
- 3.1.2 Details of the nominated TPC will be submitted to the Local Planning Authority and the appropriate local bus companies. Similarly, the TPC will be advised of appropriate contact personnel at the various organisations.
- 3.1.3 The TPC will be the first point of contact for staff and other outside organisations in all matters regarding staff travel. He/she will maintain an up-to-date file containing all correspondence to and from staff relating to the Travel Plan.
- 3.1.4 The appointed TPC will try to liaise with each other to ensure that the adoption of any identified common initiatives can be co-ordinated throughout the site, where feasible.
- 3.1.5 A Travel Plan Working Group could be set up to consist of TPCs, local public transport operators and the local authority. Meetings and other communications of the Travel Plan Working Group would provide a forum to oversee the successful implementation of the individual Travel Plans.

4 PLAN DETAIL

4.1.1 The following section of this Travel Plan Framework outlines the measures to be considered by the occupier. These are set out under the following general headings:

- a) Travel awareness;
- b) Travel database;
- c) Travel information;
- d) Car sharing scheme
- e) Travel finance; and
- f) Cycle user group.

4.1.2 The specific measures are summarised in the highlighted bullet-points, which define the specific obligations for the occupier. The obligations are designed to be suitable for review and monitoring.

5 TRAVEL AWARENESS

- 5.1.1 The occupier and staff will be made aware of the existence of the Travel Plan. In taking up space in the development the decision makers acting for the individual company will be informed of their obligations in respect of the Travel Plan.
- 5.1.2 The Travel Plan will, however, set out how an employer can encourage staff to travel by more energy efficient means and make employers and staff aware of the overall aims of the Travel Plan, including targets for achieving a lower mode share by car and reducing the level of car usage by a given extent over a given period.
- **Staff will be made aware of the existence of the Travel Plan and its objectives and encouraged to assist its implementation**

6 TRAVEL DATABASE

- 6.1.1 The TPC will produce and maintain a staff travel database for their unit. It is envisaged that within 6 months the appointed TPC will distribute a questionnaire survey to employees. A Sample Questionnaire is included as **Appendix C**.
- 6.1.2 The survey would provide details of the following:
- (i) Postcode area of residence;
 - (ii) Normal working hours;
 - (iii) Mode of travel to work;
 - (iv) Car ownership and company car benefits;
 - (v) Work related travel throughout the day;
 - (vi) Reasons for driving;
 - (vii) Reasons for not using public transport and other modes;
 - (viii) Measures that would encourage car sharing, use of public transport or other non car modes for travel to work;
 - (ix) Estimates of public transport journey times and cost; and
 - (x) Staff profile, including age, gender etc.
- 6.1.3 All data collected in connection with the Travel Plans will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold their respective databases and be responsible for the release of information.
- 6.1.4 Information contained within the database and the travel patterns derived from the data will inform the annual review process which will be carried out in conjunction with the Local Planning Authority.
- 6.1.5 The staff travel database will be updated annually. All new staff will be entered into the database immediately on commencement of employment with staff leaving the company having their details removed from the database.

6.1.6 The staff survey data held by the TPC will be released to the planning authority on request. However, in the interests of security, names and addresses of staff will not be provided, rather, postcode details of staff would be supplied.

- **The occupier will set up and maintain an up-to-date travel database**

7 TRAVEL INFORMATION

- 7.1.1 It will be the responsibility of the TPC of the development to ensure that employees are provided with information to allow ease of use of public transport network.
- 7.1.2 Poor or lack of information can be a major barrier to public transport use. Making people aware of travel alternatives and ease of access to information will form a key element to the Travel Plan, to encourage access to the employment units by bus and other non car modes.
- 7.1.3 The TPC will liaise regularly with the local bus operators to ensure that information remains valid.
- **Up-to-date bus route and timetable information will be prominently displayed**

8 CAR SHARING SCHEME

- 8.1.1 The Travel Plan will promote a staff car sharing scheme to be implemented by the occupying company's TPC.
- 8.1.2 Prominent display areas will be provided within the development infrastructure to allow potential car sharers to register an interest, displaying their contact phone number and work location.
- 8.1.3 Where applicable, car sharers will be given preferential treatment for parking. Employers will be encouraged to provide a guaranteed lift home service in emergencies for car sharers.
- **The occupier will facilitate a car sharing scheme and encourage staff participation**

9 TRAVEL FINANCE

- 9.1.1 The occupier will be encouraged to negotiate discounts on tickets and travel cards for public transport services to the proposed development through bulk purchase.
- 9.1.2 The occupier will be encouraged to provide, or negotiate, interest free or preferential loan rates for employees to purchase public transport season tickets and for the purchase of bicycles.
- **The occupier will use all reasonable endeavours to arrange low cost travel to work finance for staff**

10 CYCLE USER GROUP

10.1.1 The TPC would be encouraged to set up a Bicycle User Group (BUG) to support staff who commute by cycle and to encourage others to do so. The following measures will be implemented on site:

- (xi) safe and secure cycle parking; and
- (xii) lockers and changing facilities, including showers where practicable.

10.1.2 In order to assist in improving conditions for cycling locally, the TPCs will establish contacts with the cycling officers of the local authority to ensure input to the further development of any existing cycling strategy in the vicinity of the proposed development.

- **Each Travel Plan Co-ordinator will set up a Bicycle User Group to encourage staff who commute by cycle**

11 PLAN MONITORING AND ASSESSMENT

- 11.1.1 To enable the success of the Travel Plan to be established, the TPC will be responsible for ongoing monitoring and regular staff surveys to an agreed timetable.
- 11.1.2 The monitoring could include items such as:
- (xiii) Level of usage of cycle stands to determine demand;
 - (xiv) Car park surveys to establish car usage by employees and overall car parking demands;
 - (xv) Feedback from bus operators to establish demand for local bus services; and
 - (xvi) Updated employee surveys organised through each company TPC to establish effective comparisons from earlier surveys, for example on mode of travel to the development.
- 11.1.3 Information gathered as part of the continuous monitoring process will be made available to the local authority to assist the assessment of ongoing mode split.
- 11.1.4 Future strategies for further delivering the Travel Plan objectives can be considered in partnership between the TPC and the Local Planning Authority.

APPENDIX A – Masterplan



General Notes

All site dimensions shall be verified by the Contractor on site prior to commencing any works.

Do not scale from this drawing.

Only work to written dimensions.

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Note:
THIS MASTERPLAN DRAWING SHOULD BE READ IN CONJUNCTION WITH THE LANDSCAPE PLAN SUBMITTED WITH THIS APPLICATION.

PLANNING ISSUE

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Hill Quays, 5 Jordan Street, Manchester, M15 4PY

t +44 (0)161 242 1140
w www.fletcher-rae.com
f +44 (0)161 242 1141
e info@fletcher-rae.com

APPENDIX B – Accessibility Audit

Accessibility Review – Simonstone Lane, Burnley

Table F - Accessibility Questionnaire

Site Description: Application Reference:							
Access Type	Criteria	Criteria Scores	Score	Sub-Score			
Walking	Distance to nearest bus stop from main entrance to building (via direct, safe route)	<200m	5		5 – Bus stop is around 185m away		
		<300m	3				
		<500m	1				
		>500m	0				
	Distance to nearest railway station from main entrance to building	<400m	3		0 – Over 3km away 2 – Cycle route is around 300m away		
		<1km	2				
		>1km	0				
Cycling	Proximity to defined cycle routes	<100m	3				
		<500m	2				
		<1km	1				
Public Transport	Bus frequency of principal service from nearest bus stop during operational hours of the development	Urban/ Suburban			3 – Bus frequency is 30 minutes or less		
		15 minutes or less	5				
		30 minutes or less	3				
		>30 minutes	1		5 – 4 or more localities are served		
		Villages and Rural					
		Hourly or less	5				
		2 Hourly or less	2				
		1 or more per day	1				
		Number of bus services serving different localities stopping within 200 metres of main entrance	4 or more localities served	5			1 – hourly
			3	3			
2	2						
1	1						
	Train frequency from nearest station (Mon-Sat daytime)	30 minutes or less	3		2 – 10 minutes or less		
		30-59 minutes	2				
		Hourly or less frequent	1				
	Drive to nearest station	10 minutes or less	2				
		15 minutes or less	1				
Other	Travel reduction opportunities	Facilities on site or within 100 metres that reduce the need to travel:			0 – nothing within 100m of the site		
		* food shop/cafe	1				
		* newsagent	1				
		* crèche	1				
		* other	1				
Total Aggregate Score					Total score: 17 which means the accessibility level is Medium		
Accessibility Level							
High: 24-30 Medium: 16-23 Low: 15 or less							

APPENDIX C – Sample Staff Questionnaire

APPENDIX C: STAFF QUESTIONNAIRE

This travel survey is being undertaken amongst all members of staff working at the site to gain an understanding of the existing staff travel patterns. This information will be used to develop a Travel Plan for the development site, which will seek to improve staff / visitor accessibility by alternative travel modes of transport to the private car.

The survey should be completed during the week commencing Monday **[INSERT DATE]** and should only be completed once by each member of staff. Please complete the survey based on your general travel to work habits on the basis of a normal working day. Once completed please pass your survey form back to **[INSERT NAME OF TPC]**.

Please be assured that the information that you provide will be treated with the utmost confidentiality.

1. Please tick the box which represents your current employment status:

Full-time ☐
Part-time ☐

2. What is your home postcode?

.....

3. What time do you normally arrive for work? (to the nearest quarter hour)

.....

4. What time do you normally leave work? (to the nearest quarter hour)

.....

5. What mode of transport do you primarily use to get to work?

Walk ☐
Cycle ☐
Bus ☐
Train ☐
Car (Driver) ☐
Car (Passenger) ☐
Motorbike ☐
Other (please specify)

6. Approximately how long does it take you to travel to work?

0-10 minutes ☐
10-20 minutes ☐
20-30 minutes ☐
30-45 minutes ☐
45-60 minutes ☐
60 minutes + ☐

7. Do you have a disability which affects your travel arrangements?

Yes ☐
No ☐

8. Do you travel to / from work with anyone else?

Yes ☐
No ☐

If YES, is this your:

Spouse ☐
Work Colleague ☐
Car Share Partner ☐
Other ☐

9. Would you be interested in taking part in a Car Sharing scheme with other staff who work at the site or as part of a County wide scheme?

Yes ☐
No ☐

10. What alternative travel mode could you use / would you have to use, if your current mode of transport was unavailable?

Walk ☐
Cycle ☐
Bus ☐
Train ☐
Car (Driver) ☐
Car (Passenger) ☐
Motorbike ☐
Could not use any other mode ☐

Other (please specify)

11. Which of the following initiatives would encourage you to use public transport to travel to work at the site?

(Please tick no more than 2 options and indicate the most important option with a *)

More direct bus routes ☐
More frequent bus services ☐
Interest free season ticket loans provided by work ☐
Up-to-date Public transport information available at work ☐
Easy access low floor buses ☐
I would NEVER use public transport to travel to work ☐

12. Which of the following initiatives would encourage you to walk / cycle to work?

(Please tick no more than 2 options and indicate the most important option with a *)

More dedicated cycle / walking routes ☐
Quality information on the local network ☐
Safe crossing points on local roads ☐

- | | | |
|--|-----------------------|-----------------------|
| Secure cycle parking at work | | ☐ |
| Shower and changing facilities at work | ☐ | |
| Improved security and lighting | ☐ | |
| Guaranteed ride home if asked to work late | | ☐ |
| Guaranteed ride home in time of family emergency | | ☐ |
| I would NEVER walk / cycle to work | | ☐ |

13. Do you have any comments or ideas that you would like to tell us about your existing / future travel to work journey?

.....

.....

.....

.....

.....

Thank you for completing this survey.

Please return it to **[INSERT NAME OF TPC]** by **[INSERT DATE]**

This information will help us improve travel choices at the site. We hope that you will enjoy the results of the Travel Plan and will take part in making the initiative a success.