

# FRAMEWORK TRAVEL PLAN



**Proposed Industrial Estate**

**Blackmoorfoot Road, Huddersfield**

Sept 2024



## Quality Management

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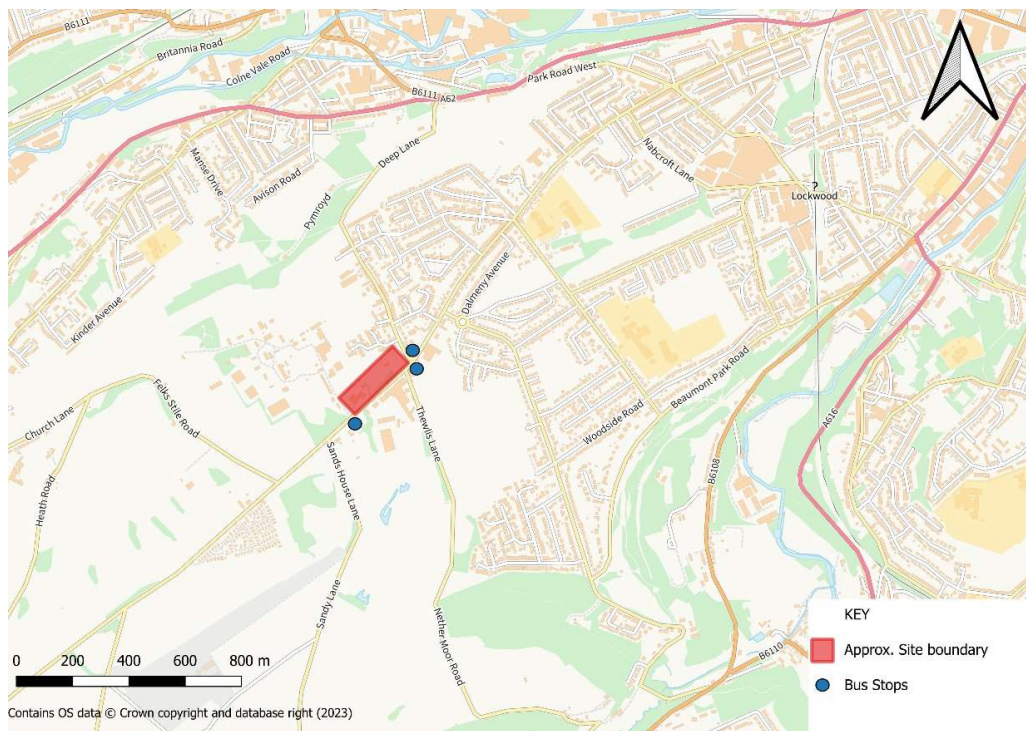
# Appendices

- Appendix A Site layout Plan
- Appendix B Sample Travel Survey Questionnaire

# 1. Introduction

1.1.1. Via Solutions has been appointed to prepare this Framework Travel Plan in support of a planning application for a proposed industrial development comprising 14 units, off Blackmoorfoot Road, in Blackmoorfoot Huddersfield. The planning submission is a hybrid application, detailed for Units 1 and 2 and outline for the remaining units. Figure 1 below shows the site location in relation to the local highway network.

**FIGURE 1: SITE LOCATION**



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- 1.1.2. Central Government and Local Authorities are placing emphasis on the need to reduce the number and length of motorised journeys and in doing so encourage greater use of alternative means of travel which have less environmental impact than the car. The principle aim of the Travel Plan is to encourage a reduction in car usage (particularly single occupancy journeys) and increase the use of public transport, walking and cycling.
- 1.1.3. The location of the site, close to good quality walking and cycling infrastructure and local and wider area bus and train services, also provides access to the local retail and services offer. This presents an opportunity to formulate a robust Travel Plan to increase sustainable travel choices and provide a development accessible to all.

## 2. Objectives

2.1.1. This Framework Travel Plan (FTP) has been produced in accordance with both Central and Local Government guidance relating to Travel Plans. The FTP is focused on the future occupiers of the proposed development. The specific measures will help to provide a focused and effective FTP to encourage users to vary, or change, from their reliance on private car travel.

2.1.2. There are a number of objectives, both at national and local level, which the implementation of the FTP is intended to help fulfil. These include:

- ✓ To influence travel behaviour of staff and visitors;
- ✓ Reduce the number of single-occupancy car trips;
- ✓ To reduce the need for unnecessary journeys by staff and their visitors;
- ✓ Reduction in travel distances;
- ✓ To help improve the health of staff, and
- ✓ Accommodating those journeys that need to be made by car.

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# 3. Site Characteristics

## 3.1. SITE DESCRIPTION

- 3.1.1. The site is located to the north of Blackmoorfoot Road, in the Crosland area of Huddersfield, approximately 4km south-west of Huddersfield town centre. Figure 1 in Section 1 of this report shows the location of the site.
- 3.1.2. The site is currently operated by Lowdham Leisureworld as a caravan sales and accessory centre, comprising open land with a two-storey building located in the southeast of the site.
- 3.1.3. There is an additional rectangular piece of land located to the east of the main sales area; this is at lower level than the main sales area and is separated by a hedge and set of steps.
- 3.1.4. The site is bounded to the north by residential dwellings off Greystone and Mason Court and to the south by a line of trees and Blackmoorfoot Road. To the east, the site is bound by a wall and Crosland Hill Road and to the west by Standard Drive.

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## 3.2. HIGHWAY NETWORK

- 3.2.1. Access to the main area of the Site is off Blackmoorfoot Road, in the southwest corner of the site, currently via a controlled barrier.
- 3.2.2. The smaller parcel of land within the eastern half of the site has 2no. separate access points from Crosland Hill Road. These accesses are in the form of vehicular crossings with dropped kerbs and a gate to the back of the footway. The access points are currently not in use.

- 3.2.3. Vehicular access is proposed to be taken from the southern boundary, from Blackmoorfoot Road, equidistant between Standard Drive and Crosland Drive, at a new priority junction. The existing second minor access from Crosland Hill Road will also be retained.
- 3.2.4. In the vicinity of the site, Blackmoorfoot Road is a 7.3m two-way single carriageway, subject to a 30mph speed limit. It has a footway provided to the northern kerbline which extends along the site boundary to the junction with Crosland Hill Road and along the eastern boundary of the site. To the southern kerbline there is a stone wall immediately adjacent to the traffic lanes.
- 3.2.5. Blackmoorfoot Lane meets Crosland Hill Road in the south-eastern corner of the site, at a simple priority T-junction. The Crosland Hill Road approach to the junction is split by a slightly raised traffic island to separate traffic onto Blackmoorfoot Road from an area in front of the adjacent bus stop. The access to the eastern part of the site is located 22 metres to the north of this junction.
- 3.2.6. Crosland Hill Road is a 5.5m wide two-way single carriageway, subject to a 30mph speed limit. It has a footway provided to either kerbline extending from the junction with Blackmoorfoot Road and with street lighting to a residential standard. The road passes through a residential area and as such Crosland Hill Road is characterised by on-street residential parking and driveways.
- 3.2.7. Blackmoorfoot Road links Marsden, (10 km to the west) to Huddersfield. As such it forms an important link into Huddersfield from the rural areas to the south-west.

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## COMMITTED HIGHWAY IMPROVEMENT

3.2.8. There is a committed improvement scheme for the Blackmoorfoot Road / Park Road signalled junction, which was agreed as part of the St Luke's Hospital Planning Application (Ref: 2014/93099)

## 3.3. PEDESTRIANS AND CYCLISTS

### WALKING

3.3.1. The national policy relating to transport and development is set out in the NPPF, however this does not provide guidance on desirable maximum walking distances from new developments. Reference has been made to "The Guidelines for Providing for Journeys on Foot" (Institution of Highways & Transportation, May 2000), which describe best practice in planning and providing for pedestrians within the UK policy and legislative framework. This allows an assessment of the sites compliance with policy guidance on recommended walking distances to local services for site user (as provided in Table 1 below).

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**TABLE 1. PREFERRED MAXIMUM WALKING DISTANCES**

	Town Centre	Commuting / School / Sightseeing	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1000m	800m
Preferred Maximum	800m	2000m	1200m

Source: Providing for Journeys on Foot (IHT, 2000)

3.3.2. The facilities within the preferred maximum walking distances are summarised in the Table 2 overleaf. The majority of facilities are located to the east of the site. The walking distances are measured from the main vehicular and pedestrian entrance on Blackmoorfoot Road.

**TABLE 2. FACILITIES LOCATED WITHIN PREFERRED MAXIMUM WALKING DISTANCES**

	<b>Facilities</b>
400m	Bus Stops, food and non-food retail, public house, residential areas
800m	Further Bus Stops, food and non-food retail, public house, residential areas, post office,
1000m	Further Residential Areas
2000m	Train station, Further Bus Stops, Further Residential Areas, Pharmacy

3.3.3. Pedestrian infrastructure is summarised in section 3.2.

3.3.4. Residential areas are located adjacent to the site on Crosland Hill Road and also a short walk from the site with further residential development planned for the adjacent 'Blackcats' development to the west of the application site. This gives potential employees the opportunity to walk to / from the proposed development.

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## CYCLING

3.3.5. National and Local policy encourage sustainable development and a shift away from private car use, however, there is no specific recommended maximum cycle distances for access to services/leisure facilities from new developments stated within the NPPF or local planning policy.

- 3.3.6. It is noted that the distances people will be willing to travel on a bicycle will be highly variable depending on the type of development, site users and age profile as well as the perception of personal safety in the local environment. However, Local Transport Note 2/08 (published by the Department for Transport) does provide a useful reference point; it indicates that an acceptable distance for general trips by cycle is considered to be up to 5km, but it also acknowledges that this may be slightly longer (up to 8km) for those commuting to employment uses by cycle.
- 3.3.7. All local facilities and services as detailed in Table 2 above, can be accessed readily by bicycle using predominantly residential roads. Blackmoorfoot Road is subject to a 30-mph speed limit and so is appropriate for use by cyclists to the site. The residential areas identified as within walking distance of the site are of course similarly accessible by bicycle.
- 3.3.8. National Cycle Network Route 68 is accessible at a distance of approximately 3km to the west of the site at the Blackmoorfoot Reservoir. This section of the route provides a connection between Slaithwaite and Meltham.
- 3.3.9. The Huddersfield Narrow Canal cycle path links Huddersfield and Marsden and is accessible within a 2km cycle from the site entrance along Crosland Hill Road. The route between the site and this cycle route is on residential roads subject to a 30mph speed limit, or rural lanes.
- 3.3.10. In consideration of the above, it is considered that there are practical and convenient links available to and from the proposed development offering the potential for staff to walk or cycle to local facilities and residential areas.

## 3.4. PUBLIC TRANSPORT

### BUSES

- 3.4.1. The access to the site is within 140m of bus stops on Blackmoorfoot Road at the existing site entrance to the west, and within 150m of bus stops at the junction of Blackmoorfoot Road and Crosland Hill Road to the east. All of these stops have flags and timetable cases and the stop on Crosland Hill Road has the benefit of a shelter. In this location there is an area where the bus can pull in, adjacent to the junction.
- 3.4.2. The above services provide connections Meltham, Slaithwaite and Huddersfield centre, from where further services can be accessed.
- 3.4.3. The table below provides a summary of bus routes in the area and Figure 1 shows the location of the bus stops in relation to the site.

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**TABLE 3. SUMMARY OF BUS ROUTES**

Route No	Route Summary	Frequency	
		Monday to Saturday	Late Eve & Sunday
389	Slaithwaite - Linthwaite - Blackmoorfoot - Holme - Meltham	Limited Service	-
393	Huddersfield - Thornton Lodge - Tom Lane - Linthwaite - Blackmoorfoot	60 mins	-

### TRAINS

- 3.4.4. Lockwood Rail Station lies within a 2.5km cycle ride or walk to the east of the site. Lockwood station is on the Penistone Line running between Huddersfield and Sheffield. Lockwood station is the next stopping point on the line (5 minutes) for trains departing Huddersfield station.

- 3.4.5. Huddersfield station is the second busiest station in the area and further local and national rail services can be accessed from here. These include services to including Leeds, Bradford, Manchester, Sheffield, Liverpool, York and the North East.
- 3.4.6. The proposed development is considered to be well served by public transport, utilising stops that are well within the desirable and acceptable walking distances of 400m and 800m, respectively, given in 'Providing for Journeys on Foot' and having a mainline station within reasonable cycling distance.

# 4. Development Proposals

## 4.1. PROPOSED DEVELOPMENT

- 4.1.1. The application is for a proposal for industrial units on the development site described above. Figure 1 in Section 1 shows the site location in relation to the local highway network.
- 4.1.2. The development proposals consist of 14 units amounting to 116, 200 ft<sup>2</sup> (10,795m<sup>2</sup>) with a mix of B2 / B8 uses.
- 4.1.3. The proposed site layout is indicated on the drawing contained within Appendix A.

## 4.2. PEDESTRIANS AND CYCLE ACCESS

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- 4.2.1. The main pedestrian and cycle access to the development will be from the main site access junction on Blackmoorfoot Road. From the access, pedestrian footways on either side of the access road will continue into the site to all units.
- 4.2.2. Pedestrians and cyclists will also be able to access Units 12 to 14 from the existing entrance onto Crosland Hill Road.
- 4.2.3. As part of the development, the existing footway along the northern kerbline of Blackmoorfoot Road will be widened. This will be achieved through removing the existing boundary walls. This will also provide appropriate visibility splays for the development access.
- 4.2.4. A further pedestrian link will be provided from Unit 2 in the south-western corner of the site, through to Blackmoorfoot Road. This will give direct access to the existing bus stop adjacent to Standard Drive.

- 4.2.5. The footways will incorporate dropped kerbs and tactile paving where necessary, particularly to facilitate crossing of the main development access. These crossings will offer good visibility for pedestrians using them.
- 4.2.6. All routes through the site will be clearly signposted and will be adequately lit.
- 4.2.7. Cyclists can use the vehicular entrance to access proposed cycle parking. The surrounding road network is relatively quiet and will facilitate safe and convenient cycle access to the site.

### 4.3. PARKING PROVISION

#### VEHICLE PARKING

- 4.3.1. The parking provision proposed for the site has been indicated on the development layout in Appendix A with a total of 193 spaces provided across the site.
- 4.3.2. All units will include at least one electric vehicle charging point (EVCP) as a minimum. 31 EVCP spaces (16%) are provided across the site; 12 of these are allocated to Unit 1, 4 are allocated to Unit 2 and the remainder across Units 3 to 14. .
- 4.3.3. All units will include at least one accessible space as a minimum. 22 accessible spaces (11%) are provided across the site; 6 of these are allocated to Unit 1 which is 6% of proposed parking for Unit 1, and 2 are allocated to Unit 2 which is 8% of the proposed parking for Unit 2 .
- 4.3.4. 10 no. car share parking spaces are provided at Unit 1, which is 11% of the total parking proposed at the unit.

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## CYCLE PARKING

- 4.3.5. In total 44 cycle stands are to be provided across the site; in general, 3 stands are provided for each unit (within the building itself), with 5 no. provided for Unit 2 in a secure external store.
- 4.3.6. Unit 1 will provide 9 cycle stands as a minimum and these will also be provided in a secure external shelter as indicated.

## 4.4. INTRODUCTION TO TRAVEL PLANS

- 4.4.1. A Travel Plan (TP) is typically a package of practical measures to encourage all users of a development to choose an alternative to single-occupancy car-use, and to reduce the need to travel in connection with the development.
- 4.4.2. The TP should be tailored to a particular site and include a range of measures which will make a positive impact at that site, e.g., setting up a car sharing scheme; providing cycle facilities; restraining car parking or possibly setting up video conferencing facilities to cut business travel. The purpose is to make the more sustainable transport modes safe and practical and therefore attractive to users of the site (which in this case include staff and visitors).

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## 4.5. THE BENEFITS OF A TRAVEL PLAN

- 4.5.1. The effects of travel choices on our environment, our health and our quality of life are well documented. Sources describe how increases in road traffic have produced unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise and busier roads and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems for business and stress to drivers. Central and Local Government guidance relating to TPs stress the environmental and health benefits of producing a TP.

- 4.5.2. It is necessary to look at the way all users of the site might travel and consider ways of reducing the impact on the surrounding highway network. This means using more sustainable alternatives such as walking, cycling or bus use in preference to single occupancy car use. The TP should encourage users to reconsider how they make regular journeys.
- 4.5.3. An effective TP can benefit the site, the local community and the overall environment. It can significantly reduce the costs of car park provision and maintenance, by potentially reducing the demand for parking spaces.
- 4.5.4. The table below summarises some of the benefits of implementing a TP at the new development and indicates who will benefit.

**TABLE 4. THE BENEFITS OF THE TRAVEL PLAN**

<b>Benefit</b>	<b>Staff / visitors</b>	<b>Community / Environment</b>
Cost savings	√	
Healthier lifestyle	√	√
Improved site access	√	√
Reduced congestion	√	√
Reduced accidents	√	√
Time savings	√	√
Improved quality of life	√	√
Reduced stress	√	
Improved local air quality	√	√
Reduced noise	√	√

- 4.5.5. TPs can produce indirect but significant benefits, such as improving the punctuality of people travelling to the site. Staff and visitors who cycle or walk to / from the development will promote a healthier lifestyle. By having a TP, the site will demonstrate a more responsible and caring attitude to staff, visitors and the local community.

## 4.6. TRANSPORT POLICY

- 4.6.1. When considering transport policy compliance for planning applications, the main focus of local, regional and national policy is that new development should be conveniently accessible by a range of sustainable transport modes, including public transport, cycling and walking. Further details of the relevant policy documents are set out below.

### NATIONAL TRAVEL PLANNING GUIDANCE

- 4.6.2. The research carried out by the DfT published in their report Smarter Choice, Changing the Way We Travel suggests that a reduction of 10 – 15% of driver only trips can be achieved by the provision of effective and practicable measures included within a TP. This research was based on destination TPs which are designed to reduce car use to a particular destination such as a workplace, school or leisure development.

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### NATIONAL PLANNING POLICY FRAMEWORK – PROMOTING SUSTAINABLE TRAVEL

- 4.6.1. The latest version of the National Planning Policy Framework (NPPF) was published by the Ministry of Housing, Communities and Local Government on 20 July 2021.

4.6.2. Paragraph 105 states that *“significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision making.”*

4.6.3. Paragraph 110 states that when considering planning applications, it should be ensured that:

- ✓ *Appropriate opportunities to promote sustainable transport can be - or have been - taken up, given the location and type of development;*
- ✓ *Safe and suitable access to the site can be achieved for all users; and*
- ✓ *Any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.*

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4.6.4. Paragraph 111 states that *“Development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”.*

4.6.5. Paragraph 112 states developments should:

- ✓ *Give priority first to pedestrians and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- ✓ *Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*

- / *Create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- / *Allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- / *Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*

4.6.6. Paragraph 113 of the NPPF states that all “developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a Transport Assessment or Transport Statement so that the likely impacts of the proposal can be assessed”.

## 4.7. LOCAL PLANNING POLICY

### WEST YORKSHIRE LOCAL TRANSPORT PLAN 3

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4.7.1. The current Local Transport Plan is the third West Yorkshire Local Transport Plan (LTP3), which covers the period 2011 to 2026. The key objectives of the LTP3 include:

- / *To improve access to jobs, education and other key services for everyone;*
- / *To reduce delays to the movement of people and goods;*
- / *To improve safety for all highway users;*
- / *To limit transport emissions of air pollutants, greenhouse gases and noise; and*
- / *To improve the condition of the highway infrastructure.*

4.7.2. The LTP sets out the walking and cycling strategy for West Yorkshire to encourage more people to use these modes of travel to help reduce the dependency on private cars. With regards to cycling provision within development proposals, the WYCS seeks to ‘ensure that new development proposals are located and designed to be cycle friendly and adopt guidelines for cycle parking standards”.

- 4.7.3. With regards to walking, the LTP seeks to improve the local environment to make walking more attractive by enhancing safety, security and environmental quality.
- 4.7.4. The LTP also sets out a bus strategy for West Yorkshire and seeks to increase patronage for all categories of bus passenger and modal shift towards the bus and away from the car.
- 4.7.5. It is considered that this site is in compliance with local and national transport policies due to the sustainable location of the site with good quality facilities for travel by modes other than the single occupancy private car trips.

## 4.8. ACCESSIBILITY

### PEDESTRIANS AND CYCLISTS

- 4.8.1. The catchment areas for the preferred maximum walking and cycling distances are set out in detail in Section 3.3. The site benefits from the provision of excellent quality pedestrian and cycle routes and infrastructure which start at the site access. 18
- 4.8.2. The location of the site and the infrastructure provision is considered to be more than adequate and relevant to the demand for pedestrian and cycling journeys to the site.

### PUBLIC TRANSPORT USERS

- 4.8.3. The access to the site is within 140m of bus stops on Blackmoorfoot Road at the existing site entrance to the west, and within 150m of bus stops at the junction of Blackmoorfoot Road and Crosland Hill Road to the east. All stops are served by services 389 and 393, have flags and timetable cases, and the stop on Crosland Hill Road has the benefit of a shelter. The location of bus stops is indicated on the Figure 1, along with a summary of the bus route services in the area.

4.8.4. Lockwood Rail Station lies within a 2km cycle ride or walk to the east of the site and can be accessed using the 292 bus service. Lockwood station is on the Penistone Line running between Huddersfield and Sheffield. Huddersfield station is the second busiest station in the area and further local and national rail services can be accessed from here, including to Leeds, Bradford, Manchester, Sheffield, Liverpool, York and the North East.

4.8.5. Further details can be found at Section 3.4.

# 5. Travel Plan Initiatives

5.1.1. Travel Plan (TP) initiatives will be used to reduce reliance on the private car and promote more sustainable travel choices.

## 5.2. TRAVEL PLAN MEASURES

5.2.1. Measures are required to further encourage the use of sustainable transport modes by staff and visitors. These generally includes the promotion of the travel choices through marketing initiatives such as mobile applications, websites, personal TPs and accessible information.

5.2.2. Travel information and initiatives will be promoted to all staff and visitors. This will be achieved via the employees' starter packs for new staff and thereafter by developing, updating and promoting websites and mobile applications, e-newsletters and communication sessions. This activity will need to be coordinated properly by a nominated individual or group.

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### TRAVEL PLAN COORDINATOR (TPC) AND TRAVEL PLAN REPRESENTATIVES (TPR)

5.2.3. To deliver the above measures it will be necessary for a Travel Plan Co-ordinator (TPC) to be appointed to implement the measures. This appointment will be made prior to the first occupation of the site. Generally, the role of the TPC is to ensure promotional material for sustainable travel is up to date and that they act as the main point of contact for travel and access information for the Travel Plan Representatives (TPRs) for each unit in the scheme (which is likely to be a senior manager in each unit) with the Council's Travel Plan Officer. The promotional material will be developed by the TPC in liaison with the Travel Plan Officer of the Council.

- 5.2.4. The TPC shall meet with the TPR's at least every six months to consider all matters related to the operation of the Travel Plan. Notes of these meetings shall be made and included in the annual report to the Council's Travel Plan Officer.
- 5.2.5. The TPC will coordinate all initiatives for the development site in liaison with the Council's Travel Plan Officer including monitoring and reporting (via the annual travel surveys). They will also act as the main point of contact for all organisations outside the site.
- 5.2.6. One of the first tasks of the TPC on their appointment will be to ensure that their contact details are included in the marketing campaign for the development, on relevant internet/ intranet sites and mobile applications and within marketing literature and the employees' starter packs for new staff. These details will also be provided to the local authority and will be kept up to date should they change. The TPC will also ensure the hard and soft measures are implemented.
- 5.2.7. The TPC will carry out the above in conjunction / coordination with TPR's for each occupier. The occupier of each unit of the development will sign up to a management strategy as part of their lease agreements. The management strategy will set out how the development and associated infrastructure will be maintained. Part of this strategy will include the commitment for the Travel Plan and the TPC.
- 5.2.8. A copy of the Travel Plan will be made available on staff notice boards (if applicable) and intranet or internet sites, as applicable, and a letter or e-mail will be circulated to all staff following the commencement of the plan. This letter/ e-mail will announce the launch of the Travel Plan, address of internet or intranet websites, location of notice boards (if applicable) and name of the TPC and TPR's. Details of the Travel Plan will also be included within subsequent recruitment literature and staff starter packs.

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5.2.9. The TPR's shall advise staff on how they might travel to the new site and offer to provide a Personalised Travel Plan (PTP) which presents the sustainable travel options available for an employee, if requested.

5.2.10. The TPC and TPR's will promote each form of sustainable travel in the following ways.

#### INITIATIVES TO PROMOTE WALKING

5.2.11. The health, environmental and financial benefits of walking will be promoted to staff and visitors. This applies particularly to staff who live within the maximum recommended walking distance, 2km, of the site.

5.2.12. Personal security is perceived as a significant barrier to walking and it is important to address this as far as possible. The TPC and TPR's will liaise with the local authority on behalf of staff and visitors to relay any concerns about the local footway network, accessibility and personal safety issues. The TPC and TPR's will also promote walk buddying.

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5.2.13. Information in respect of walking routes to the site will be made available to staff and visitors. This information will be included on maps to be produced and made available through the Travel Plan notice boards, in the employee starter packs and promotional material.

5.2.14. The TPC and TPR's will promote and encourage staff participation in local and national walking initiatives. The TPC will liaise with the Council regarding road safety initiatives that would be useful to the staff.

5.2.15. Reference to the walking journey planners will also be provided in promotional material. A guaranteed lift home will be provided for staff who walk to work should an emergency arise.

## INITIATIVES TO PROMOTE AND FACILITATE CYCLING

- 5.2.16. The TPC and TPR's will promote cycling to work, particularly for those staff living within a 5km radius of the site. The health, environmental and other benefits of cycling will be promoted by the TPC and TPR's to staff and visitors.
- 5.2.17. Information on local cycle network routes will be made available to staff and visitors. This information will be included on maps to be produced and made available through the internet, mobile application or intranet, and notice boards and in room information packs where applicable or requested. Details of cycling promotion and assistance initiatives (see below) will also be disseminated via these methods.
- 5.2.18. The TPC and TPR's will promote and encourage staff participation in local and national cycling initiatives such as the Bike Buddy service and Bike to work days. The TPC will liaise with the Council's cycling officer about such schemes as well as cycle training initiatives that can be accessed by the site. Further details of these can be found on the Council's web pages.
- 5.2.19. Consideration shall also be given to the provision of a 'spares and tools' box to assist with on-site repairs if necessary.

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## INITIATIVES TO PROMOTE PUBLIC TRANSPORT

- 5.2.20. The site is located within walking distance of good quality, regular bus services offering the potential for more trips by public transport.
- 5.2.21. The TPC will liaise with the Council and local bus operators to provide up to date details of bus services, including route information and service frequencies.
- 5.2.22. The TPC and TPR's will be responsible for the dissemination of this information and to promote the use of these services. The information will be permanently on the relevant

website, intranet or mobile applications, or notice boards as applicable, for the information of staff and visitors.

5.2.23. West Yorkshire Metro have an up-to-date website which provides information on its services, routes, timetables and other accessibility options. Links to the website will be posted on the relevant internet and/ or intranet sites, and mobile applications, as applicable.

5.2.24. The TPC and TPR's will consider joining the West Yorkshire Travel Plan Network, which assists with distributing local and national information on sustainable travel. By joining the WYTPN, employees will be offered a 15% discount on annual Metrocards.

5.2.25. The TPC and TPR's will make arrangements to demonstrate to staff and visitors (if requested) how to access online real-time bus information and Journey Planner on Metro's website and also the "your next bus" service from Metro, by mobile phone. Visitors will also be made aware of all relevant on-line websites administered by public transport operators, and will include the following:

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- ✓ Journey planner: [www.metrojourneyplanner.info/welcome.do](http://www.metrojourneyplanner.info/welcome.do)
- ✓ Real time bus information: <http://wypte.acislive.com/>
- ✓ Timetables and ticket information: [www.wymetro.co.uk](http://www.wymetro.co.uk) or [www.qixa.com/pslweb/metro.php](http://www.qixa.com/pslweb/metro.php) or on tel 0113 245 7676
- ✓ Rail Enquiries: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)
- ✓ Coach travel: [www.nationalexpress.com](http://www.nationalexpress.com) and [www.megabus.com](http://www.megabus.com)

## INITIATIVES TO REDUCE CAR USE

5.2.26. On first arrival at the site, staff will be provided with a digital employees' starter packs for new staff. The employee starter pack can be provided in paper or alternative formats upon request. Details of the on-site facilities will be provided in the employee starter packs which if staff are fully aware of, will assist with a reduction in travel demand.

5.2.27. The employee starter packs will also provide details in respect of the site and its surroundings. This information will include details of:

- ✓ the Travel Plan, its objectives and the role of the TPC
- ✓ local public transport facilities including maps, timetables and location of nearby bus stops
- ✓ cycle path network maps for the local area and beyond
- ✓ local bicycle users' groups and cycle shops
- ✓ local footway network
- ✓ car parking arrangements
- ✓ car sharing and car club schemes
- ✓ local taxi services
- ✓ local amenities including access options

5.2.28. Car sharing involves giving a lift to someone who lives close by or on the way to or from site. In addition to the measures to promote walking, cycling and public transport, car sharing is a good means of reducing single-occupancy car use especially for staff. It represents a relatively convenient alternative form of travel and significant potential exist to reduce the total private mileage of employees by implementing and publicising a formal 'scheme'. This can be established by setting up a database for users, available within communal staff areas.

- 5.2.29. Given the levels of staff on the site, it is likely that the most effective method of promoting car sharing schemes is via the district wide scheme available to the public. Reference will be made to this via the promotional material for specific schemes such as [www.liftshare.com](http://www.liftshare.com) and [www.gocarshare.com](http://www.gocarshare.com)).
- 5.2.30. Consideration towards providing a guarantee for a ride home in emergencies and priority will be given for the allocation of parking spaces for car sharers to encourage take-up (if deemed practical and effective).
- 5.2.31. The use of flexible working practices, flexi time, video conferencing, hot desking etc will be promoted by the TPC and TPR's as far as the operation of the individual occupiers will allow.
- 5.2.32. Where practicable, deliveries that are within the control of the site shall be optimised so as to reduce avoidable movements of heavy goods and service vehicle movements.

## 6. Targets

- 6.1.1. Targets measure the outcome of what the FTP has achieved. They quantify the difference a FTP has made to travel habits and should be SMART (Specific, Measurable, Achievable, Realistic and Timed).
- 6.1.2. It is not considered possible to identify a true base level of travel behaviour until the development is occupied substantially and travel surveys have been undertaken. The initial surveys are discussed in section 9 of this report. These initial targets will be reviewed after the initial travel surveys of staff has been carried out.
- 6.1.3. The main objective of this Travel plan is to maintain and improve on the present modal splits and reduce the level of single occupancy car usage for journeys to work by 1.0% per annum over the first five years of occupation. This objective will be reviewed after the initial travel survey has been carried out 12 months of first occupation of the site.
- 6.1.4. Once the targets have been achieved the level of private car usage will be maintained at this level, or reduced further if possible. The Travel Plan Co-ordinator will not omit or change the agreed targets without prior consultation and agreement from the council's Travel Planning Officer.
- 6.1.5. However, if the targets are not achieved then the management of the Travel Plan will be extended for a further year. The role of Travel Plan Co-Ordinator will be extended for the same period. This will be subject to discussions with the council's Travel Plan Officer.

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## 7. Responsibility / Ownership

- 7.1.1. The site will be responsible for implementing the initial infrastructure measures detailed in this report in liaison with the Local Planning and Highways Authority.
- 7.1.2. The FTP will be implemented under the control of the Travel Plan Co-ordinator (TPC), who on appointment will contact the Council's Travel Planning Officer to advise that work has commenced on delivering the FTP and set out preliminary dates for delivery and monitoring of this FTP.
- 7.1.3. The TPC will liaise with the Council's Travel Planning Officer on a regular basis to ensure up to date area wide initiatives are delivered and the monitoring procedure is to the approval of the local authority.
- 7.1.4. The TPC will be provided with an adequate budget to fund the provision of travel information, marketing and promotional activities etc. The TPC will be responsible for the annual monitoring of the Travel Plan, including carrying out travel questionnaires, presenting the results and discussing targets with the local authority and relaying this information to all involved. The TPC will agree at the onset with the council how the outcomes will be reviewed. 28
- 7.1.5. The following details for the TPC will be provided at the appropriate time and the Council will be notified if there are any changes:
- ✓ Name
  - ✓ Address
  - ✓ Phone number / E-mail address

## 8. Implementation

- 8.1.1. The TPC and TPR's will have the responsibility of implementing the remainder of the Framework Travel Plan (FTP) and the Action Plan therein.
- 8.1.2. The infrastructure provision outlined above will be carried out as part of the construction of the site, being incorporated into the site layout and design. These works will be complete prior to occupation of the site.
- 8.1.3. The TPC and TPR's will carry out a questionnaire survey of staff travel characteristics within 12 months of opening of the site. Whilst the primary reason for the survey is to gather data on travel behaviour to compare to the travel survey results presented in the transport assessment and to review progress against targets, it will also be used to inform the staff of the aims and objectives regarding the Travel Plan and sustainable travel. The survey will be based upon the sample questionnaire contained within Appendix B.
- 8.1.4. The survey work will provide an opportunity to reinforce the role of the TPC, provide contacts details and raise awareness of the Travel Plan and initiatives amongst the staff. The results of this survey and the refined targets will be submitted to the Council for approval.
- 8.1.5. The TPC and TPR's shall advise staff on how they might travel to and from the site and offer to provide a Personalised Travel Plan (PTP) which presents the sustainable travel options available for staff, if requested.
- 8.1.6. The Travel Plan will be continually marketed through the provision and updating of travel information, leaflets, internet and communication sessions. This will be the responsibility of the TPC.

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- 8.1.7. As part of the marketing and communication campaign, the TPC and TPR's will consider activities to coincide with national events such as Bike Week, National Lift Share Day, In Town without My Car, World Health Day, etc. These will be laid out within an Annual Action Plan with dates for the activities and who would be responsible for them.
- 8.1.8. A suggested framework for the Actions is provided in the table below and will be monitored and updated as the Travel Plan progresses.

**TABLE 5. ACTION PLAN FRAMEWORK**

Action	Delivery
Infrastructure provision (cycle, pedestrian, highway improvements)	Post planning permission, prior to opening
Appointment of TPC and TPR's	Prior to opening
Travel Questionnaire	Within 12 months of opening
"Soft" measures / Promotional Material	Prior to opening
Monitor and Review	Annually
Action Plan	Prepared at start of year and then implemented during that period

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# 9. Monitoring and Review

## 9.1. MONITORING

9.1.1. An objective of this Framework Travel Plan is that there will be an on-going improvement process including periodic monitoring, where necessary. The Travel Plan will then be reviewed in consultation with the Council's Travel Plan Officer.

9.1.2. The TPC will form a contact point for communication with the Local Authority. Findings from authority discussions and reviews will be communicated to staff and visitors via notice boards, internet and staff meetings. The TPC will liaise with the Travel Plan Officer to agree the surveys to be undertaken, the monitoring procedure and reporting.

9.1.3. Following the initial staff travel surveys, repeat travel surveys will be undertaken annually. The survey will be based upon the sample travel questionnaire contained within Appendix B. The survey results will be used to identify the targets mentioned in Section 7. The results of the monitoring will be fed back to the Travel Plan Officer.

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## 9.2. REVIEW

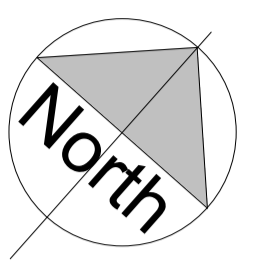
9.2.1. If the review determines that the travel plan targets have not been met, then the TPC shall liaise with Council's Travel Plan Officer on potential measures to mitigate and resolve this.

9.2.2. At this stage it is difficult to identify what measures might be considered as these would be dependent upon the degree that the targets have not been met. However, as a minimum it is proposed that the role of the TPC will be extended by a year for every year that the targets have not been met.

# APPENDICES

# APPENDIX A: Site Layout Plan

Notes:  
 This drawing is the sole copyright of KPP Architects Ltd and reproduction in any form is forbidden unless permission is obtained in writing.  
 Do not scale from this drawing. Any discrepancies on site should be brought to the attention of KPP Architects Ltd.  
 Work and materials must comply with the current Building Regulations and Codes of Practice and be read in conjunction with building specifications and other sub-contractors information. All materials are to be installed in strict accordance with the recommendations of the manufacturers.



**TOTAL GIAs**

UNIT 1	47,500 SQFT
UNIT 2	24,350 SQFT
UNIT 3	7,200 SQFT
UNIT 4	4,750 SQFT
UNIT 5	4,750 SQFT
UNIT 6	4,750 SQFT
UNIT 7	2,500 SQFT
UNIT 8	3,000 SQFT
UNIT 9	2,500 SQFT
UNIT 10	2,500 SQFT
UNIT 11	3,100 SQFT
UNIT 12	3,100 SQFT
UNIT 13	3,100 SQFT
UNIT 14	3,100 SQFT
<b>TOTAL</b>	<b>116,200 SQFT</b>

A	UPDATED TO SUIT LATEST UNIT LAYOUTS	SD	APR'24
B	PROPOSED FOOTPATH ON BLACKMOORFOOT ROAD UPDATED AND RED LINE BOUNDARY SHOWN	SD	MAY'24
C	UPDATED TO SHOW ADDITIONAL PEDESTRIAN ACCESS	SD	MAY'24
D	UPDATED TO SHOW ADDITIONAL S/S & BATTERY STORAGE	SD	MAY'24
E	TREES UPDATED TO SUIT ARBORICULTURAL IMPACT ASSESSMENT	SD	MAY'24
F	UPDATED TO SUIT PROPOSED LANDSCAPING PLAN	SD	MAY'24
G	UPDATED TO INCLUDE AREAS SCHEDULED	SD	JUNE'24
H	UPDATED TO SUIT POTENTIAL END USER REQUIREMENTS	SD	JULY'24
J	UPDATED TO SUIT POTENTIAL END USER REQUIREMENTS	SD	AUG'24
K	UPDATED TO SUIT POTENTIAL END USER REQUIREMENTS	SD	AUG'24
L	UPDATED TO SUIT POTENTIAL END USER REQUIREMENTS	SD	AUG'24
M	UNIT 3 BUILDING FOOTPRINT UPDATED	SD	AUG'24
N	GENERAL UPDATES	SD	AUG'24

Rev	Description	By	Chkd	Date

Client  
**PARK VALLEY HUDDERSFIELD**

Project Title  
**BLACKMOORFOOT ROAD, HUDDERSFIELD**

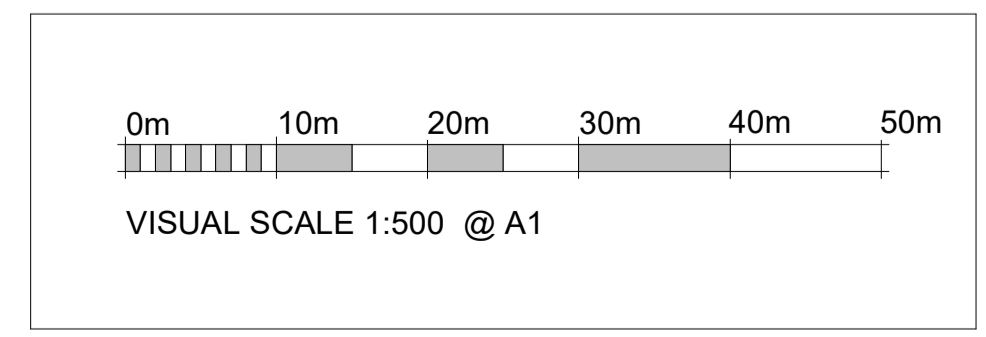
Drawing Title  
**PROPOSED SITE PLAN**

**KPP ARCHITECTS**  
 Lodge House  
 12 Town Street  
 Horsforth, Leeds LS18 4RJ  
 T : +44 (0) 113 2390460  
 E : architects@kpp-leeds.co.uk  
 W : www.kpp-leeds.co.uk

Scale	Size	Date	Drawn	Checked
1 : 500	A1	APR'24	SD	JM

Status  
**PLANNING**

KPP Job No.	Revision				
<b>2406</b>	<b>N</b>				
Project Originator	Level	Type	Role	Class	Number
<b>BMF-KPP-ZZ-DR-A-GA-</b>	<b>2007</b>				



# APPENDIX B: Sample Travel Survey Questionnaire

**APPENDIX B  
TRAVEL PLAN  
DRAFT STAFF QUESTIONNAIRE**

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This is a travel survey of all members of staff at your workplace to understand current employee travel habits and any changes that have been made in the last year. This information will be used to develop a Travel Plan aiming to improve staff and visitor use of alternative modes of transport to the private car.

Please complete the survey based on your usual travel to work habits. Once completed please pass your survey form back to \*\*\*\*\*.

***The information that you provide will be treated with the strictest confidence.***

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. Approximately how far is your journey to work?

- Less than 1 mile
- 1-2 miles
- 2-5 miles
- 5-10 miles
- 10 miles +

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 +
-

**APPENDIX B  
TRAVEL PLAN  
DRAFT STAFF QUESTIONNAIRE**

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

- Walk / Run
- Cycle
- Electric bike (or scooter)
- Bus
- Train
- Car (Driver)
- Car (passenger)
- Electric car (driver)
- Electric Car (Passenger)
- Motorbike
- Work mainly at home
- Other (please specify) .....

6. What are your main reasons for using that mode (tick up to 2 that apply)?

- Car use essential for job
- Cheapest
- Habit
- Quickest
- Personal Safety
- Environmentally-friendly
- Other commitments e.g. school run
- Lack of alternative
- Reliability
- Less stressful
- Other – Please specify .....

8. Are there any other modes of transport you use on a less regular basis or as an alternative to your main mode?

- | Frequency: `Once/twice week | Once/twice month      | Less frequent |
|-----------------------------|-----------------------|---------------|
| Walk / Run                  | <input type="radio"/> |               |
| Cycle                       | <input type="radio"/> |               |
| Electric bike (or scooter)  | <input type="radio"/> |               |
| Bus                         | <input type="radio"/> |               |
| Train / tram                | <input type="radio"/> |               |
| Car (Driver)                | <input type="radio"/> |               |
-

**APPENDIX B**  
**TRAVEL PLAN**  
**DRAFT STAFF QUESTIONNAIRE**

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- Car (passenger)
  - Electric car (driver)
  - Electric Car (Passenger)
  - Motorbike
  - Other (please specify) .....
9. Why do you not use that mode of transport more often?  
.....
11. Do you have a disability which affects your travel arrangements?
- Yes
  - No
12. 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 regional wide scheme?
- Yes
  - No
13. What would encourage you to car share?
- Help in finding car share partners with similar work patterns
  - Free taxi home if let down by car driver
  - Reserved parking for car sharers
  - Improved availability of pool cars at work
14. Which of the following would encourage you to use public transport to travel to work, tick as many as applicable and the most important one to you with a star?
- More direct bus routes
  - More cost-effective public transport
  - More frequent bus services / earlier or later services
  - More reliable bus services
  - Help to purchase season tickets
  - Up-to-date Public transport information available at work
  - Easy access low floor buses
  - Shuttle bus from station to site
  - I would NEVER use public transport to travel to work
-

**APPENDIX B  
TRAVEL PLAN  
DRAFT STAFF QUESTIONNAIRE**

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15. Which of the following would encourage you to walk / run to work, tick as many as applicable and the most important one to you with a star?

- 1. More dedicated cycle / walking routes
- 2. Walking buddy
- 3. Quality information on the local network
- 4. Safe crossing points on local roads
- 5. Shower and changing facilities at work
- 6. Improved security and lighting
- 7. Guaranteed ride home if asked to work late
- 8. Guaranteed ride home in time of family emergency
- 9. I would NEVER walk / run to work

16. Which of the following would encourage you to cycle to work, tick as many as applicable and the most important one to you with a star?

- 1. Secure cycle parking at work
- 2. Electric bicycle charging at work
- 3. Shower and changing facilities at work
- 4. Opportunity to purchase a buy a bike
- 5. Cycle training / maintenance
- 6. Improved security and lighting
- 7. Guaranteed ride home if asked to work late
- 8. Guaranteed ride home in time of family emergency
- 9. I would NEVER cycle to work

17. 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.

**For further information contact the Travel Plan representative: \*\*\*\*\***

.....