



NORTHERN TRUST

INVESTMENT | DEVELOPMENT | REGENERATION

EARLS COURT AND GRANGE COURT EARLSGATE BUSINESS PARK

Interim Travel Plan

May 2009

1.0 INTRODUCTION

1.1 This Travel Plan has been prepared to support the development of the Northern Trust Commercial units at Earls Gate Business Park, Grangemouth for class 4, 5 and 6 employment use. The location of the proposed development site is shown on Figure 1.

1.2 The document has been prepared to satisfy planning condition 10 of the notice of approval for full planning permission at the site by Falkirk Council. This condition states:

“(10) Prior to the occupation of any unit further details shall be submitted to and approved in writing by the Planning Authority indicating travel plans to be provided to the occupants.”

1.3 This document represents a framework for the development, implementation and operation of a Travel Plan for the Earls Court and Grange Court sites.

2.0 CONTEXT AND OBJECTIVES

2.1 Recent Central Government and Local Authority planning policy statements have formalised guidance for the production of Travel Plans to support new development proposals. Northern Trust are committed to promoting sustainable transport solutions, where appropriate and practical. It is within this context that this Travel Plan is produced.

2.2 Travel Plans can be specifically developed to address issues associated with individual sites or can form part of a wider strategy involving Local Authority initiatives and other developments. This Travel Plan concentrates mainly on measures that can be developed specifically at the Earls Court and Grange Court sites. However, the plan will be presented to Kemfine the land owner of the remainder of the Earlsgate Business Park to encourage integration with initiatives at neighbouring development areas and future neighbouring occupiers. The principle objectives being to;

Minimise the need to travel to the Earlsgate Business Park by private car, particularly single occupancy use, and to provide opportunities for travel by alternative and more sustainable travel modes.

2.3 Any reduction in car trips achievable at the Earls Court and Grange Court sites should be viewed against the number of trips a comparable development without a Travel Plan would generate.

3.0 SITE LOCATION AND DEVELOPMENT PROPOSALS

- 3.1 Earlsgate Business Park is located to the west of Grangemouth fronting the junction of Earls Road (A904) and Beancross Road. The development is close to the M9 and can be accessed from Junctions 5 and 6. The A904 is the main arterial route between Grangemouth and Falkirk and as such benefits from very good bus services.
- 3.2 Planning approval, subject to conditions, has been granted by Falkirk Council for 12 class 4 office units and 9 class 5 and 6 workshop/ industrial units. The development scheme will see the construction of 7 individual office buildings on the Earls Court site and two terraces of workshops on Grange Court site. The offices will benefit from associated car parking / access roads and landscaping, whilst the industrial units will benefit from associated hardstanding / car parking and landscaping.
- 3.3 Vehicle access for Earls Court will be taken from Roseland Hall and access to Grange Court will be via a second access point also from Roseland Hall. Pedestrian access to the units will also be located at this point, with footways provided on both sides of the access with associated dropped kerbs and tactile paving provided.
- 3.4 Earls Gate Business Park benefits from a dedicated cycle path. The cycle path runs on the opposite side of the road to Earls Court and Grange Court so dedicated dropped kerbs have been added to facilitate linkage to the development.
- 3.5 Car parking at Earls Court will be provided directly in front of the unit with some additional spaces site conveniently within the development. Car parking is provided at an average ratio of 1 space per 30 sq.m. with a number of visitor spaces being provided. This is in accordance with the requirements of Falkirk Council's planning officer. Spaces for the mobility impaired will be located directly in front of each unit with spaces for mobility impaired employees located closest to the doors.
- 3.6 Car parking at Grange Court will be provided directly in front of the unit where possible with additional spaces located conveniently with the development. Car parking is provided at an average ratio of 1 space per 32 sq.m. in accordance with Falkirk Council's planning officer's requirements. Spaces for the mobility impaired will be located directly in front of each unit with spaces for mobility impaired employees located closest to the doors. The design of the proposed parking areas will be suitable to accommodate goods vehicle servicing requirements.

- 3.7 The total number of mobility impaired spaces available between the two sites will be 27.

4.0 ACCESSIBILITY OF THE SITE BY NON-CAR TRAVEL MODES

Public Transport

- 4.1 Although Earls Gate Business Park is not served directly onto the estate by any bus services, a number of services do run adjacent to the estate. A bus stop is located on Beancross Road adjacent to the development. Figure 1 outlines the bus network which includes Grangemouth and the development.
- 4.3 The most frequent services near to the site travel along Beancross Road which can be accessed via the cycle/ footway from the development. Both the no. 4 and 4a are part of the circular services which run regularly along Beancross Road between Grangemouth Centre and Falkirk Centre. The majority of buses to the site serve Grangemouth Centre, Falkirk Centre providing access to Falkirk Grahamston Rail Station. At Grangemouth Town Centre further buses to Bo’ness and beyond can be caught. The X19 bus runs past the development linking Falkirk with Edinburgh via Grangemouth and Bo’Ness. From Falkirk Centre buses can be caught to the wider central Scotland network. Falkirk is on the main line with trains to Aberdeen and Edinburgh and the East Coast Main Line.

Route Number	Route Description
4 and 4a	Camelon – Falkirk – Grangemouth (Red Line) Grangemouth – Falkirk 0 Camelon (Red Line)
3	Tamfourhill – Falkirk - Grangemouth Grangemouth – Falkirk - Tamfourhill
67	Falkirk – Bo’ness – Falkirk (Indigo Line)
76	Falkirk – Bo’ness – Falkirk (Indigo Line)
X19	Falkirk – Grangemouth – Edinburgh (via Bo’ness)

- 4.6 Bus timetables are attached in Appendix A.
- 4.7 Falkirk benefits from two train stations both of which can be accessed via the frequent buses from Beancross Road. High Station provides local and sub regional services with timetables available from www.scotrail.co.uk. Grahamston Rail Station provides local and regional services via Scotrail and national services via National Express East Coast.

Walking and Cycling Opportunities

- 4.5 The wider Earls Gate Business Park benefits from a cycle/ footway which links onto Beancross Road and the wider cycle network. The business park is linked via footways making walking to Grangemouth or Falkirk possible by suitable public footpath.

- 4.7 Two separate covered cycle stands will be provided as part of the development one on Earls Court and one on Grange Court. Various additional cycle hoops are provided throughout the site adjacent to the various buildings. The provision of cycle parking is above and beyond what is required and will help encourage alternative cycle usage.

5.0 PROPOSED SUSTAINABLE SITE DESIGN

5.1 The development of the Earls Court and Grange Court sites will be designed to encourage more sustainable trip making through the promotion of greener, cleaner travel choices and a reduction in the need to rely on the private car for journeys to / from the site.

5.2 Key on-site physical measures features to be provided before occupation of the site will include:

- Car parking numbers will be provided in accordance with the requirements of Falkirk Councils planning officer. These parking standards have been specifically developed to reflect sustainable travel policy and objectives across the Borough. A maximum of 104 car parking spaces will be provided on Earls Court and 49 spaces provided on Grange Court to cater for staff and visitor parking to all of the units.
- A total of 27 spaces within the car park will be laid out and be made available for the use of disabled persons. Car park usage will be monitored to ensure that the total number of disabled persons spaces is adequate to cater for demand.
- Covered pedal cycle and motor cycle parking areas will be provided on site. cycle / motorcycle hoops shall also be provided within the main car park close to the pedestrian access points to the main employment units.
- Travel Plan Noticeboards shall be provided on site to allow for the provision of up to date public transport timetable details and connection information, travel helpline information, information on general travel / health initiatives such as National Cycling Week, etc, and contact information for the Travel Plan Co-ordinator. Information will be reviewed and updated on a regular basis. A Travel Plan Noticeboard will be provided at a convenient location on the development site.

6.0 IMPLEMENTATION OF THE TRAVEL PLAN – KEY ACTION FRAMEWORK

6.1 Introduction

6.1.1 The development and implementation of a Travel Plan for the Earls Court and Grange Court sites will be undertaken over five key stages. These stages are described below, and will cover both the carrying out of the base Travel Plan process from the identification of site occupants through to the monitoring the effects of Plan implementation. The identified stages are as follows:

- A. Select and appoint a Travel Plan Co-ordinator;
- B. Formulate and implement the final Travel Plan;
- C. Establishing a Travel Plan contact with new tenants;
- C. Encouraging tenant assessments of travel behaviour;
- D. Monitoring of the Plan

6.2 Travel Plan Co-ordinator Role

6.2.1 The Travel Plan Co-ordinator (TPC) is a key role in successfully delivering elements of the Travel Plan. The appointment of a TPC to manage travel issues at the site will be made from within the eventual site management company, who will liaise with representatives of new tenants and provide a strategic overview role in the management of the development.

6.2.2 The TPC role will be established prior to the initial occupation of the development site and will act as the fulcrum for the development of plan measures and encourage commitment to the plan by new tenants and their staff. Once appointed, the TPC will act as the main contact for the Travel Plan and will be responsible for engaging new tenants and monitoring the success of individual Travel Plan initiatives.

6.3 Formulating and Implementing the Travel Plan Schedule

6.3.1 On-going discussions will take place between the TPC and Falkirk Council Travel Plan Co-ordinator to establish the final agreed measures for inclusion within the Travel Plan schedule and the best methods of implementation based on the experience of other similar sites around the Borough.

6.3.2 Due to the 'speculative' nature of the development proposals and the fact that no 'end user' tenants have been identified at this stage, Travel Plan measures are proposed to be delivered in two stages. This will ensure base 'physical' site design measures will be available on site at initial

occupation, with additional 'operational' measures being promoted once new tenants are committed to the site.

6.3.3 Typical 'physical' site design measures that will be required to be demonstrated as being available prior to initial occupation of the Earls Court and Grange Court sites will be as follows:

- Total car parking supply of 104 spaces to Earls Court and 49 spaces to Grange Court (inc. 27 disabled spaces); **Earls Court is being development in two phases so phase 1 will not include all car parking. Compliance for phase 1 will be 86 car spaces (inc. 8 disabled spaces)**
- Provision of dedicated cycle parking / motorcycle parking to serve main buildings;
- Provision of Travel Plan Notice Boards at key locations on site including public transport information, travel helpline information and information on travel initiatives such as National Cycling Week, etc;

6.3.4 'Operational' Travel Plan measures that will be investigated by the TPC co-ordinator and site tenants post initial occupation of the development site will include:

- Establish a travel plan contact with each tenant.
- Encourage tenants to adopt a company travel plan board within their office in addition to the site travel plan notice board.
- Encourage tenants travel plan representatives to co-ordinate with one another and form a travel plan committee to look into joint initiatives to take advantage of potential:-
 - Bulk savings on public transport season tickets
 - Cross company car sharing initiatives
 - A forum for suggesting ideas that have been successfully implemented in their organisation
- To Encourage tenant liaison with Falkirk Council Travel Plan Co-ordinator and local public transport operators to ensure travel information is available for display on the Travel Plan Notice Boards and promote 'Travelink' for up to date information;
- Encourage tenants to consider adopting flexible working hours to reduce the impact of essential car journeys at key 'rush hour' times.
- Encourage tenants to develop a guaranteed 'ride home' scheme for one-off late night working or personal emergency situations for those staff who choose to take part in the plan and therefore leave their cars at home;
- Encourage tenants to consider a pool car for casual business usage to reduce the need for individuals to bring the cars to the development.

- Encourage tenants to sign up to initiatives such as www.tripsharefalkirk.com to encourage car sharing.
 - Liaison with other travel plan operators within the local area to investigate joint ventures, economies of scale or inclusion within other existing Council schemes.
- 6.3.5 Staff involvement will be essential to deliver the changes in personal travel choices and to overcome natural resistance to measures that do not encourage car use. Involvement can be achieved through the undertaking of a staff travel survey, early implementation of the Travel Plan measures, plus a 'welcome pack' for new tenants to describe the purpose of the Travel Plan and the benefits of becoming involved. This process should be used to explain why the Plan is necessary, gain staff support, and take on board comments and ideas. The role of the TPC will be crucial in ensuring the dissemination of information to the tenants representative and encouraging tenant 'take up' of the Travel Plan process. As a representative of the site operator, the TPC will have the best opportunity to encourage involvement of tenants and will act as a key point of liaison with the Council.
- 6.3.6 As part of the Travel Plan process, this framework document should be distributed to all future tenants to advise them of public transport opportunities and their options and obligations to improve staff travel choice.
- 6.4 Assessment of Travel Behaviour;**
- 6.4.1 It is important that, where possible, the Travel Plan is tailored to meet the operational requirements of the site users where possible - with the principle goal being to assist staff to reduce their need for single occupancy car journeys to / from the site and throughout the working day. This objective is best achieved through reference to information on existing / anticipated travel patterns at the proposal site,
- 6.4.2 A database of key travel patterns at the site such as staff origins, existing travel mode choices and attitudes to the use of sustainable travel modes will therefore need to be collected via the undertaking of a simple travel questionnaire survey similar to that outlined in Appendix B.
- 6.4.3 At this initial planning stage, final end users of the site are still to be identified (as lettings have yet to be advertised), it is therefore not possible to be certain as to what extent of staff travel data will be available at the date of first occupation. Should occupation of the units represent a relocation of an existing local business, then it may be possible to collect information on staff travel patterns prior to occupation, however, it is more

likely that given that the site is to be primarily aimed at new 'starter' businesses, suitable travel data will not be readily available until occupation. On this basis it is proposed that the new tenants travel plan representatives are requested to ask staff to complete a Travel Survey Questionnaire survey following occupation of site units.

- 6.4.4 A Travel Survey of the Earls Court and Grange Court site will be undertaken within 12 months of the occupation of the site by the first tenant or when the site is 75% occupied, whichever is sooner. Results of this survey will be supplied to the LPA and will form the basis of future targets.
- 6.4.5 The site travel survey will be overseen by the TPC who will ensure the maintenance of a site travel database of results. The TPC will ensure that all new tenants on the site (post the undertaking of the base travel survey exercise) will be included within the process. Tenants will also be encouraged to acquire travel survey information for newly employed members of staff to ensure an up-to-date database.

6.5 **Monitoring of the Plan**

- 6.5.1 The TPC will monitor the effectiveness of the Travel Plan on an annual basis in order to ensure that the measures adopted are meeting site user's requirements. The following key parameters will be the subject of monitoring by the TPC over the initial five years site operation of the site, with results supplied to the Local Planning Authority in the form of monitoring reports:
- Changes in overall recorded levels of staff travel to work habits.
 - Recorded demand for staff and visitor parking spaces provided by the tenants.
 - Review of usage of disabled parking space provision via tenant questionnaire.
 - Recorded demand for cycle / motorcycle parking via tenant questionnaire.
- 6.5.3 An initial monitoring report will be provided to the Council within one year of initial site occupation. Two further monitoring reports will be provided on an annual basis.

7.0 TRAVEL PLAN TARGETS

- 7.1 The Earls Court and Grange Court employment sites represent new employment / industrial facilities within the existing employment area of Earls Gate Business Park.
- 7.2 The proposal site is to be developed on a speculative basis, without an identified end user / end users. It is therefore difficult at this initial planning stage to identify any clear travel trends which could form the basis of meaningful targets for the future operation of a Travel Plan. On this basis, it is proposed that the following physical measures be identified as initial **“infrastructure targets”** which must be demonstrated to have been provided prior to the occupation of the site:
- Car parking levels to a maximum of 104 (inc.18 disabled) for Earls Court and 49 car parking spaces (inc. 9 disabled) for Grange Court.
 - Provision of cycle / motorcycle spaces to serve all office units;
 - Provision of 2 Travel Plan Notice Board's (one each for Earls Court and Grange Court) providing travel information;
- 7.3 Base data will be collected from each new tenant's appointed travel plan contact via the questionnaire process. Each additional employee joining the organisation will be asked to provide the same data. This base data will form the basis from which future targets can be formulated.
- 7.4 The Travel Plan will continue to be operated and managed into the future, with the aim of maintaining and preferably building on any trip demand reductions achieved during initial site operation.

APPENDIX B

TRAVEL PLAN

**EARLS COURT & GRANGE COURT EMPLOYMENT SITE
STAFF QUESTIONNAIRE**

This travel survey is being undertaken amongst all members of staff working at the Earls Court and Grange Court sites to gain an understanding of the existing staff travel patterns. This information will be used to develop a Travel Plan for the site which will seek to benefit staff travel by alternative modes to the private car.

The survey should be completed during the week commencing **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 to your travel manager.

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?

- Yes
- No

10. What alternative travel mode could you 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 Earls Gate Business Park?

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

- Easy access low floor buses
- More direct bus routes
- More frequent bus services
- Interest free season ticket loans
- Up-to-date Public transport information available at work
- Improved bus connections to Runcorn East Rail Station
- Improved frequency rail services at Runcorn East Station
- I would NEVER use public transport to travel to work
- Flexible working hours

12. Which of the following initiatives would encourage you to walk / cycle to work at the Earls Gate Business Park?

(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
- Secure cycle parking at work
- Improved security and lighting
- 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 your travel coordinator by **INSERT DATE**

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