

Interim Travel Plan

A large, stylized blue ribbon graphic that starts from the top right, loops around, and extends towards the bottom left, creating a sense of movement and flow. The ribbon has a 3D effect with shadows and highlights.

**INTERIM TRAVEL PLAN:
Adair Street Hotel, Manchester**

SITE: ADAIR STREET, MANCHESTER
CLIENT: Capital and Centric (resurrection) Ltd
DATE: 31st October 2018
REFERENCE: VC0218 R2.2

PREPARED BY: **Matt Cleggett BEng (Hons) FCILT MCIHT**


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1 INTRODUCTION

Vectio Consulting Limited have been commissioned by Capital and Centric (resurrection) Limited to prepare an Interim Travel Plan in support of a proposed 275 bedroom hotel, with ancillary restaurant, bar and meeting room facilities, located east of Manchester City Centre, adjacent to Adair Street.

The purpose of this Interim Travel Plan is to set the strategy to be adopted by the occupiers of the hotel when implementing the Travel Plan on a daily basis.

This Travel Plan has been produced in conjunction with the Transport Statement, reference: “VC0218 R1.1” and has been prepared in accordance with industry best practice.

This report considers measures that are to be included in the strategy for positively influencing travel patterns to assist in the delivery of sustainable transport associated with the proposed development. It should be emphasised that the measures are being introduced to support and encourage people to use cars in a more sustainable manner, and to promote other sustainable forms of travel. The Travel Plan is not an anti-car policy.

This report purely sets the high-level strategy to be adopted by the site, in terms of maximising sustainable accessibility, and changing travel behaviours from the outset. The occupier of the hotel should then use this strategy document when its staff and guests travel patterns and behaviours are known.

1.1 Travel Plan Definition

The Government’s definition of a Travel Plan is as follows:

“A package of initiatives to tackle different aspects of transport, including commuter journeys, business travel and fleet management”.

Travel Plans are an important tool for delivering sustainable access to new development, whatever the use.

1.2 What is a Travel Plan?

A Travel Plan is a long-term site management strategy designed to promote access to / from a particular site or area by sustainable modes of transport, and to facilitate travel choice. While a Travel Plan does not change the way people travel, it does facilitate opportunities for people to use other forms of travel, and thus effect a reduction in single occupancy car use.

Where applicable, Travel Plans should be used to address issues that are highlighted in Transport Assessments tied to new developments. This forms a sustainable solution to reducing congestion and minimising impacts that a proposed development would have on the current transport infrastructure.

Travel Plans should also be regarded as a ‘living document’ that can be updated and changed as required. It is likely that the needs of a particular site and its users will change over time, and as such the Travel Plan document should be able to change / evolve with the site.

By keeping Travel Plans up-to-date they remain effective in enabling mode shift from single occupancy car use to sustainable forms of transport. The Travel Plan is an integrated ‘tool’ that seeks to address transport

problems through reducing traffic congestion and encouraging alternative transport choices for future users. It sets objectives and tangible targets so that a 'real' change in transport behaviour can be achieved.

There are several key types of Travel Plan and, although their basic aim, as highlighted above, are the same, they differ in the approach that they take. The main Travel Plans are:

- Site Specific Travel Plans, e.g. workplace or school travel plans;
- Zonal and Area-Wide Travel Plans; and,
- Residential Travel Plans.

As the proposed site is primarily to comprise of a hotel, a site-specific Interim Travel Plan is to be prepared, being the subject of this report. From Vectio's experience, a single point of contact, in the form of a Travel Plan Co-ordinator, will need to be assigned by the developer initially, then the occupier of the hotel, to maximise mode shift benefits.

Typically, the occupier will provide an internal member of staff who will take responsibility for sustainability and Travel Planning issues for the business.

Travel Plans are most effective when implemented early in the planning process, as they can be used to assess and mitigate the impact of the expected travel to and from a site. However, a Travel Plan should be primarily designed for the people who use the site, and who would benefit from improved travel options. This is an important aspect of Travel Planning and should be kept at the forefront during planning discussions.

1.3 Purpose of the Travel Plan

The purpose of the Travel Plan is to reduce dependence on the private car for journeys to and from the site, and also to widen the travel choices available, particularly by public transport, on foot and by bicycle. The Travel Plan is a site-specific strategy with a goal to promote sustainable transport by increasing travel choice.

It is a continuous dynamic process for achieving travel behaviour change – not a one-off event. It involves the development of initiatives for encouraging travel by alternatives to driving alone, which need to be constantly appraised, evaluated and adapted according to the changing circumstances of the site.

A Travel Plan pre-empts the development of subsequent plans, following monitoring reviews, and ensures that the necessary infrastructure is put in place from the beginning. It also provides a model to follow and clarifies responsibilities.

Putting in place the infrastructure needed to support behavioural change on the site is the responsibility of the developer, while encouraging behavioural change will be the responsibility of the Travel Plan coordinator (TPC), appointed by the 'end user'.

The Travel Plan covers both external and internal measures to be introduced in order to improve access to the site by other means than the single occupancy car user.

1.4 Travel Plan Key Motivators

Recent UK trends towards increasing car use on regular journeys are a cause of concern and have led to increased congestion, pollution and a consequential decline in the public's health and fitness.

Whilst there is no single solution to combat these problems, a combination of individual measures implemented in the form of updating the Travel Plan could have a very beneficial effect.

The key motivators for developing a Travel Plan include:

- Delays and personal stress caused by traffic jams;
- Parking problems;
- Congestion resulting in poor air quality; and,
- Increased noise pollution.

1.5 Report Structure

This plan has been divided into several further sub sections as detailed below:

- An overview of local and national policies influencing this Travel Plan is provided in Section 2;
- Benefits of a Travel Plan are discussed in Section 3;
- Section 4 outlines details of the development proposals;
- The sustainability credentials of the development site are provided in Section 5;
- The administration of the Travel Plan is discussed in Section 6;
- Potential targets and monitoring regimes are detailed in Section 7;
- Section 8 presents the objectives of the Travel Plan and includes recommended measures, initiatives and Travel Plan actions;
- Section 9 provides information regarding the Travel Plan Monitoring Schedule, management of the monitoring process, and an indicative Finance Plan;
- Travel Plan Contact Details are presented in Section 10; and,
- Section 11 provides a summary of this document.

2 POLICY CONTEXT

2.1 National Policy

National Planning Policy Framework (NPPF) was recently revised, published on 24 July 2018. It sets out the Government's planning policies for England and how these are expected to contribute to the achievement of sustainable development.

Paragraph 8 details three overarching objectives, which are interdependent, and need to be pursued in mutually supportive ways, being:

a) an economic objective – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;

b) a social objective – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering a well-designed and safe built environment, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and,

c) an environmental objective – to contribute to protecting and enhancing our natural, built and historic environment; including making effective use of land, helping to improve biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

Chapter 9 of the NPPF considers the promotion of sustainable transport specifying that transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

a) the potential impacts of development on transport networks can be addressed;

b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;

c) opportunities to promote walking, cycling and public transport use are identified and pursued;

d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and,

e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

It goes on to state that with regard to site location, they should be:

a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;

b) safe and suitable access to the site can be achieved for all users; and,

c) 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.

And:

Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. (Para 108)

With the context of the above, five primary requirements that should be incorporated by prospective development are given, being:

a) give priority first to pedestrian 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;

b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;

c) 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;

d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and,

e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

2.2 Local Policy

Travel Plans should be developed through consultation with the Sustainable Travel Team at Manchester City Council. This is discussed in further detail in Section 4.

The Transport Strategy for Manchester City Centre published in November 2010 support the ‘Smarter Choices’ of travel to try to encourage the use of more sustainable modes of transport within the city centre.

The Key objectives of the Transport Strategy are:

- *Supporting the competitive advantage of current and future employers, by ensuring good access to the City Centre.*
- *Providing improved access for all users to the employment, cultural and leisure opportunities that a growing City Centre offers to Manchester’s residents, workers and visitors.*
- *Tackling the issues of climate change and delivering a low-carbon economy in a manner that is both environmentally and economically sustainable.*
- *Improving both actual and perceived personal safety and security.*

The Council’s Core Strategy Development Plan, adopted in July 2012, includes planning policies relevant to delivering new developments including:

- Policy CC1: Primary Economic Development Focus: City Centre and Fringe
- Policy T2: Accessible Areas of Opportunity and Need.

3 BENEFITS OF A TRAVEL PLAN

3.1 Health Benefits

The Travel Plan encourages the use of sustainable modes of transport, including public transport, walking and cycling. The health benefits gained from walking and cycling to destinations include increased activity, resulting in regular exercise and ultimately a healthier lifestyle. Using public transport usually involves walking to and from the bus stops, along with the environmental benefits, also results in regular exercise.

Car share schemes can also involve walking to an agreed meeting place or hub, and therefore health benefits can also be gained via this method.

Walking is almost perfect exercise requiring no equipment or expense; it is the best way for people from all communities to become more active. Any walking is better than none. Gentle strolling is a good start for people who are not used to exercise. Brisk walking is the goal, because the heart reaches its natural 'training zone' when it has to work a little harder than normal.

3.2 Environmental Benefits

3.2.1 Noise

The overall noise levels will be reduced if the level of car usage is reduced as a result of the Travel Plan. The proposed site is located adjacent to one of the primary routes to the west of the city centre.

3.2.2 Air Pollution

Carbon Dioxide (CO₂) emissions produced by car usage will be minimised if the Travel Plan is successful in reducing the potential number of vehicular trips. The proposed site will be subject to a degree of CO₂ emissions, predominantly from the A665 Great Ancoats Street, and as such, the impact as a result of the development should be minimised. This reduction in emissions will help to improve the air quality within the local vicinity of the site, and assist in improving the environment and ultimately the earth.

3.2.3 Traffic Impact

The reduction in vehicular trips on the local highway network, as a result of a successful Travel Plan, will ultimately reduce queue lengths and any potential congestion problems. Any decrease in congestion will reduce the level of emissions as vehicles are stationary in queues or at busy junctions. The Travel Plan will be beneficial to all road users, the general public and the environment as increased traffic impact levels are minimised and driver behaviour is also improved due to the reduced stress during peak periods. The potential reduction in the number of vehicular trips generated by the development will also reduce the risk of accidents and vehicle conflict at the site's interfaces.

3.3 Social Benefits

Staff involvement in the management, monitoring and general participation of a Travel Plan will assist significantly in improving the spirit amongst all the site occupants and also its interaction with the development's guests, and the local community. Regular Travel Plan meetings, to be arranged by the TPC, will enable individuals to be reunited and allow a more vibrant working environment to be formed. This could be extended to other land uses surrounding the site within the Portugal Street East Regeneration Area. An item on the meeting agendas could be sustainable travel for example.

3.4 Other Benefits

Beside the benefits identified above, other benefits that the Travel Plan can bring to the staff, third parties and other groups/organisations are listed below:

- Better access to essential services and work place;
- Sustainable transport benefits awareness; and,
- Improved travel options.

4 DEVELOPMENT PROPOSALS

This section presents an overview of the proposed development, detailing the development composition, and includes recommended improvements to the adjacent highway layout, parking arrangements, and servicing proposals.

4.1 Development Composition

The development is to comprise of a 275 bedroom hotel with ancillary restaurant, bar, and meeting facilities. The mix of bedrooms proposed include:

- 14 Single bedrooms;
- 12 Accessible bedrooms;
- 140 Double bedrooms;
- 92 Twin bedrooms; and,
- 17 Suites.

The location of the hotel is shown in Figure 1.



Figure 1: Site Location

The development is to consist of a 13-storey building. The ground floor is to include a lobby, bar and restaurant area, along with an office and store areas. There is to be an internal bin store area located on the corner of Adair Street and Norton Street, along with a bike store. Figure 2 shows the ground floor plan, whilst a copy of the proposed masterplan is presented in Appendix A.

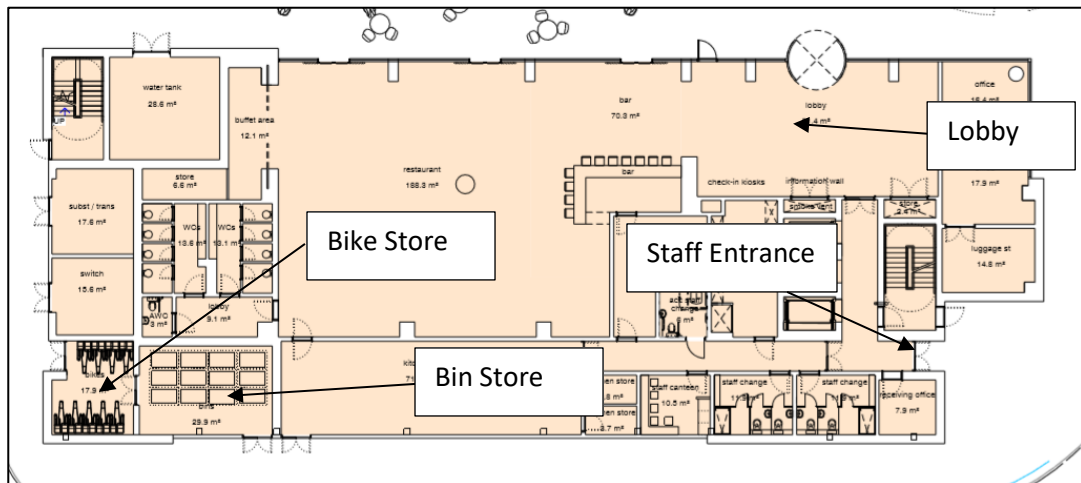


Figure 2: Ground Floor Plan

4.2 Access Arrangements

The main entrance is to be provided from a public square located between Norton Street and the A665 Great Ancoats Street as shown in Figure 3. Service access for the substation, switch room, and the water tank room, all have their own independent entrances near to Norton Street. The internal bike store can be accessed from the corner of Norton Street and Adair Street with separate access also provided to the bin store. A separate access is to be provided on the corner of Adair Street and the A665 Great Ancoats Street for staff and also the receiving office. An emergency fire exit is provided via the stairwell onto the A665 Great Ancoats Street.

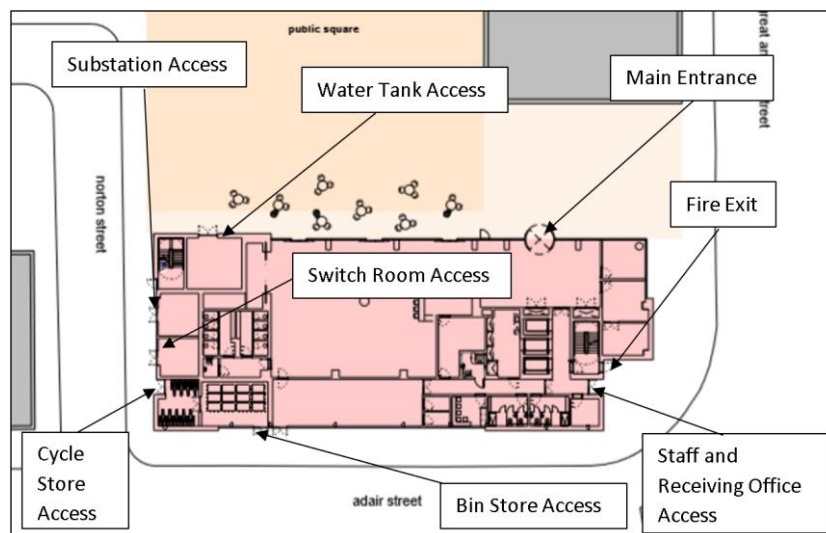


Figure 3: Access Arrangements

Pedestrian access will primarily be from the north of the building, whilst servicing will be made from the roadside on Norton Street.

4.3 Parking / Pick Up & Drop Off Arrangements

4.3.1 Parking

The hotel is proposed to be a car free development with no onsite car parking. This is due to the excellent levels of sustainable transport available within the vicinity of the site, as identified in Section 2 of this report. It is noted however that some users of the site may choose to arrive by car therefore an analysis of local car parking has been undertaken.

As already stated there is to be no onsite parking provided for either staff or visitors to the hotel. The site sits within Manchester's Parking Zone 4 with Adair Street forming the end of the zone as shown in Figure 4.

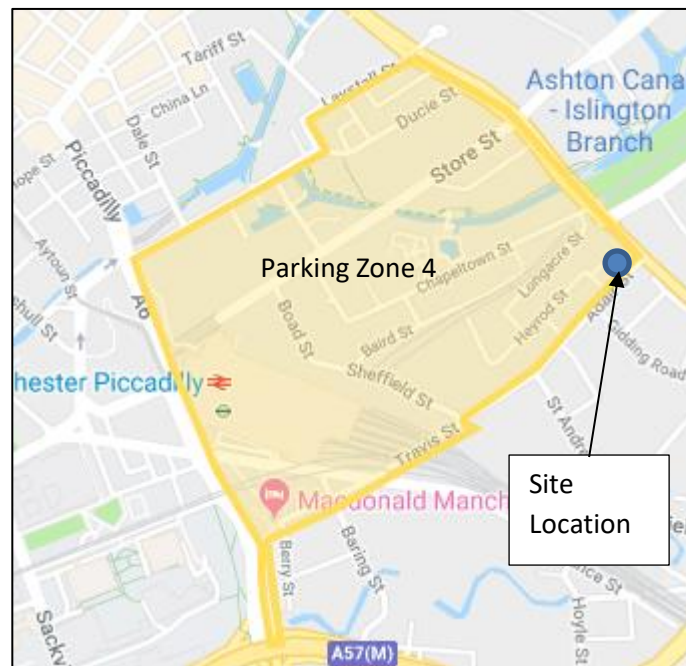


Figure 4: Manchester Parking Zone 4

On street parking within the parking zone is restricted except for blue badge holders. Charges apply from Monday to Sunday, from 8am to 8pm, with no charge for parking on a bank holiday. The maximum stay within the zone is 10 hours except for weekends. Table 1 lists the current charges for the parking zone.

Table 1: Zone 4 Parking Charges

Duration	Charge
Up to 30 mins	£0.50
Up to 1 hour	£1.00
Up to 3 hours	£2.50
Up to 6 hours	£5.00
Up to 10 hours	£7.50
All weekend (Saturday and Sunday)	£10.00

On street parking to the south east of this zone is free where parking is permitted.

4.3.1.1 Public Car Parking Provision

There are numerous pay and display public car parks within the vicinity of the site. The nearest car park is the NCP Sheffield Street facility, which is approximately 300 m from the site. Figure 5 shows the location of the nearest main car parks in relation to the site, whilst Table 2 details the number of spaces and charges relating to each car park. There are other smaller car parks in the vicinity but those listed below provide a good indication as to the parking availability.

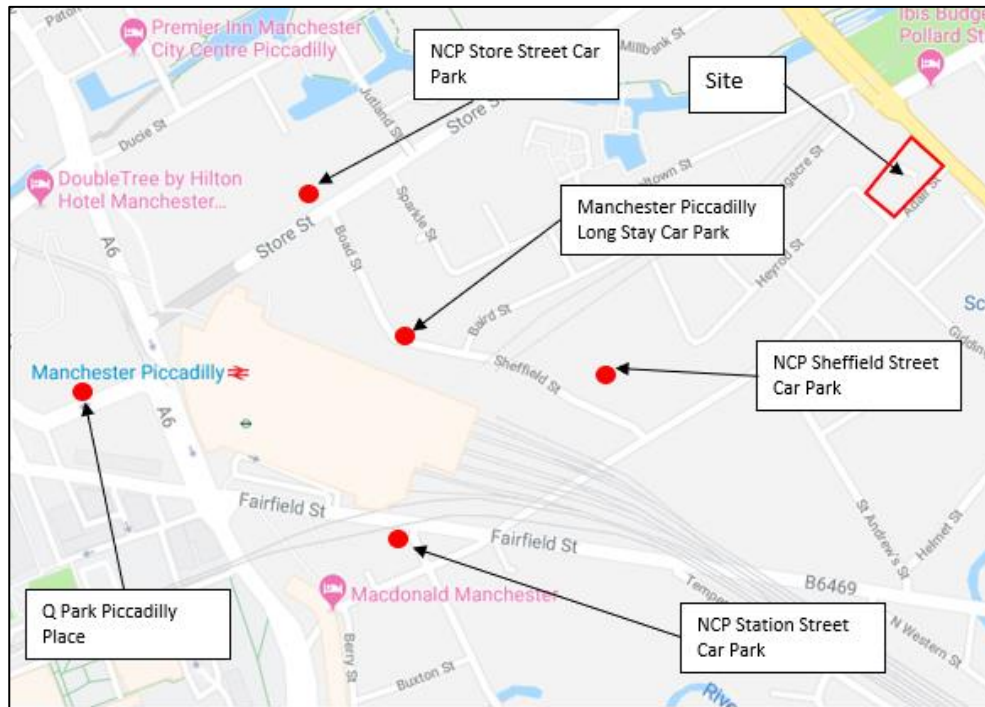


Figure 5: Public Car Park Locations

Table 2: Available Public Car Parks¹

Car Park	No. of Spaces	Walking Distance	Opening Hours	Tariffs
NCP Sheffield Street	160	300m	Mon – Sun all day	Day rate: £3.50
NCP Manchester Station Car Park	62	550m	Mon – Sun all day	1 hour: £2.50 1 to 2 hrs: £3.50 2 to 4 hrs: £5.50 4 to 24 hrs: £10.00 Earlybird: £5.00
Manchester Piccadilly Long Stay	857	600m	Mon – Sun all day	Mon – Fri: Up to 2 hrs: £5.00 Up to 4 hrs: £9.00 Up to 10 hrs: £14.00 Up to 24 hrs: £20.00 Weekend Rate: £6.00 per day Night Rate (18:00 - 06:00): £6.00 Bank Holidays: £6.00 Motorcycles: £3.00 all day

¹ Parking charges correct as of the date of this

Car Park	No. of Spaces	Walking Distance	Opening Hours	Tariffs
NCP Store Street Car Park	406	700m	Mon – Sun all day	Mon-fri 12 hrs: £5.00 Mon-fri 24 hrs: £7.00 Weekend 1 hr: £1.50 Weekend 2 hrs: £2.50 Weekend 3 hrs: £3.50 Weekend 24 hrs: £7.00
Q Park Piccadilly Place	583	900m	Mon – Sun all day	Up to 1 hour: £ 2.50 Up to 2 hrs: £ 5.00 Up to 4 hrs: £ 9.00 Up to 6 hrs: £ 13.00 Up to 9 hr: £ 15.00 Up to 24 hrs: £ 18.50 Weekends: Up to 1 hour £ 2.50 Weekends: Up to 2 hours £ 5.00 Weekends: after 2 hours £ 7.00

4.3.2 Cycle Parking

Manchester City Centre cycle parking standards are highlighted in the Manchester Core Strategy 2012 – 2027 document. With regard to cycle parking provision, the standards state that 1 cycle parking space should be provided per 10 guest rooms, with a minimum of 2 spaces.

Appreciating that the proposed hotel is to have 275 bedrooms, this would equate to the requirement for 28 bicycle parking spaces to be provided.

The proposed cycle store has the capacity for 18 bicycles to be parked. Although a shortfall when applying the parking standards, this quantity is considered suitable given the forecast number of cycle trips estimated in Section 3.5 of the associated Transport Statement (Reference: VC0218 R1.1).

It is however recommended that external cycle parking is also provided to accommodate short term cycle parking needs, which should be located in a highly accessible location, with plenty of public presence for security purposes. The ideal location in this instance would be along the building's northern frontage, near the hotel lobby entrance, with provision being made in the form of Sheffield Hoops or similar. With regard to the quantum of provision, given the forecast level of person movements associated with the site, a provision of 4 Sheffield Hoops is considered reasonable.

4.3.3 Pick Up / Drop Off Arrangements

So as to accommodate pick up and drop off arrangements adjacent to the hotel, revisions to the eastern Norton Street footway is proposed so as to facilities a layby loading area. These works are proposed as part of the public realm planning application. These works include a 21 m long half sunken layby, commencing at the end of the radii leading into Norton Street from Adair Street, on the north-eastern kerb line.

4.4 Servicing

It is recommended that servicing, such as refuse collection and deliveries, should be undertaken from Norton Street, using the proposed loading waiting area as discussed under the previous sub section.

5 SUSTAINABILITY CREDENTIALS

5.1 Introduction

The sites sustainability credentials are detailed in this section so as to provide useful mode share information to the future TPC. This will assist them in reviewing targets, actions, and measures put in place to maximise sustainable modes of transport journeys, and user behaviour.

5.2 Objectives

Fundamentally the objectives of the Interim Travel Plan are to:

- ensure that initiatives to promote alternative modes of transport are in place prior to the occupation of the site;
- raise awareness of the alternative modes of transport available with end users, e.g. information included in the travel information packs etc; and,
- implement measures designed to minimise the need to travel.

5.3 Means of Access for Pedestrians

The Chartered Institution of Highways and Transportation (CIHT) in their document 'Guidelines for Providing for Journeys on Foot, 2000' states that "walking accounts for over a quarter of all journeys and four fifths of journeys less than one mile". It is generally considered that people are prepared to walk up to 2km (1.24 miles) to and from work, given suitable walking routes and facilities.

When assessing the accessibility of a site for pedestrians, and the proximity of local facilities, an average walking speed of 1.4 m/s can be assumed, which equates to approximately 400 metres in 5 minutes, at 3 mph. This document also contains a table of suggested walking distances for different purposes. Table 3 recreates this table.

Table 3: Extract from IHT 'Guidelines for Providing for Journeys on Foot, 2000'

	Town Centre (m)	Commuting School (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Maximum	800	2000	1200

Figure 6 illustrates the 2000 m walking distance measurement taken from the centre of the site.

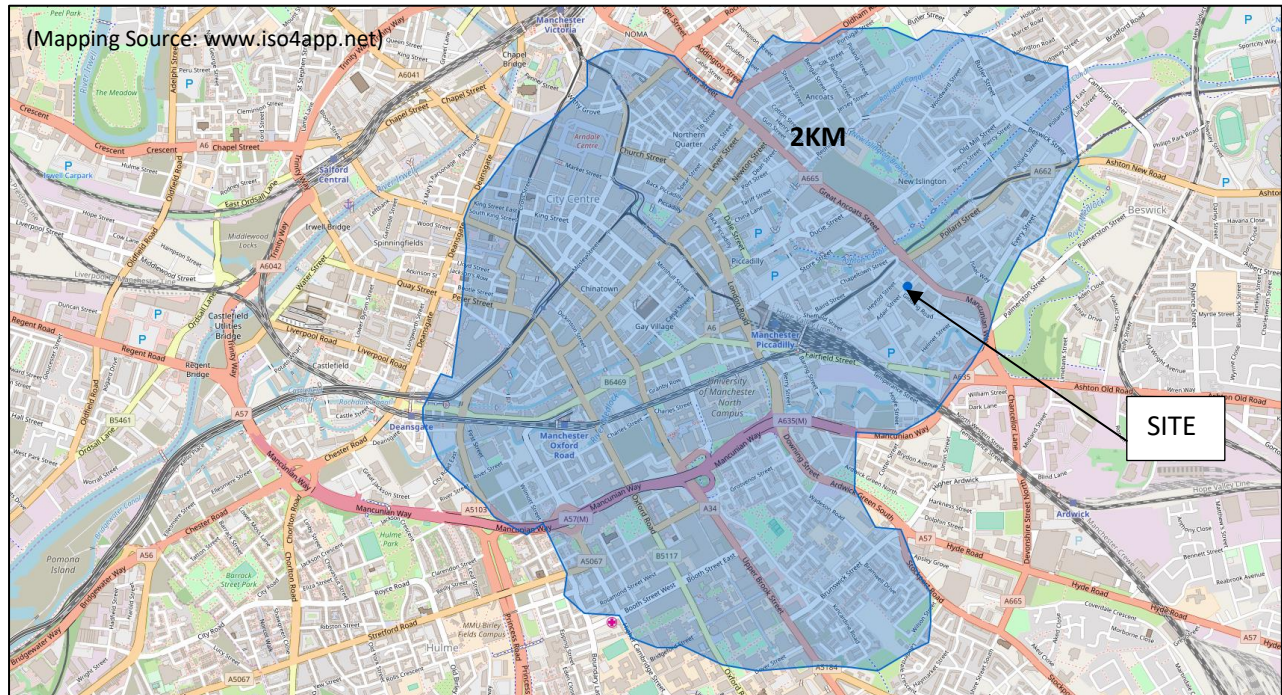


Figure 6: Indicative Walking Iso-distance Map

Based on the iso-distance map shown in Figure 6, it can be seen that the following key features lie within 2km of the site:

- Piccadilly Station;
- Manchester Art Gallery;
- Palace Theatre;
- Manchester Central Convention Centre;
- O2 Ritz;
- Restaurants and shopping facilities in central Manchester;
- Manchester Oxford Road Station;
- The University of Manchester;
- Manchester Metropolitan University; and,
- Ethiad Stadium.

Staff and guests will need encouragement and incentives to make journeys on foot, both in the form of suitable routes. Walking routes should feel safe, have good surfacing, and be direct.

5.4 Means of Access for Cyclists

It is generally considered that a distance of 5km (3 miles) represents a reasonable cycling distance to and from origins and destinations, while 8km (5 miles) is a maximum realistic range for cycle trips. Figure 7 details a cycling iso-distance map illustrating the accessibility to the site from a 5km and 8km catchment.

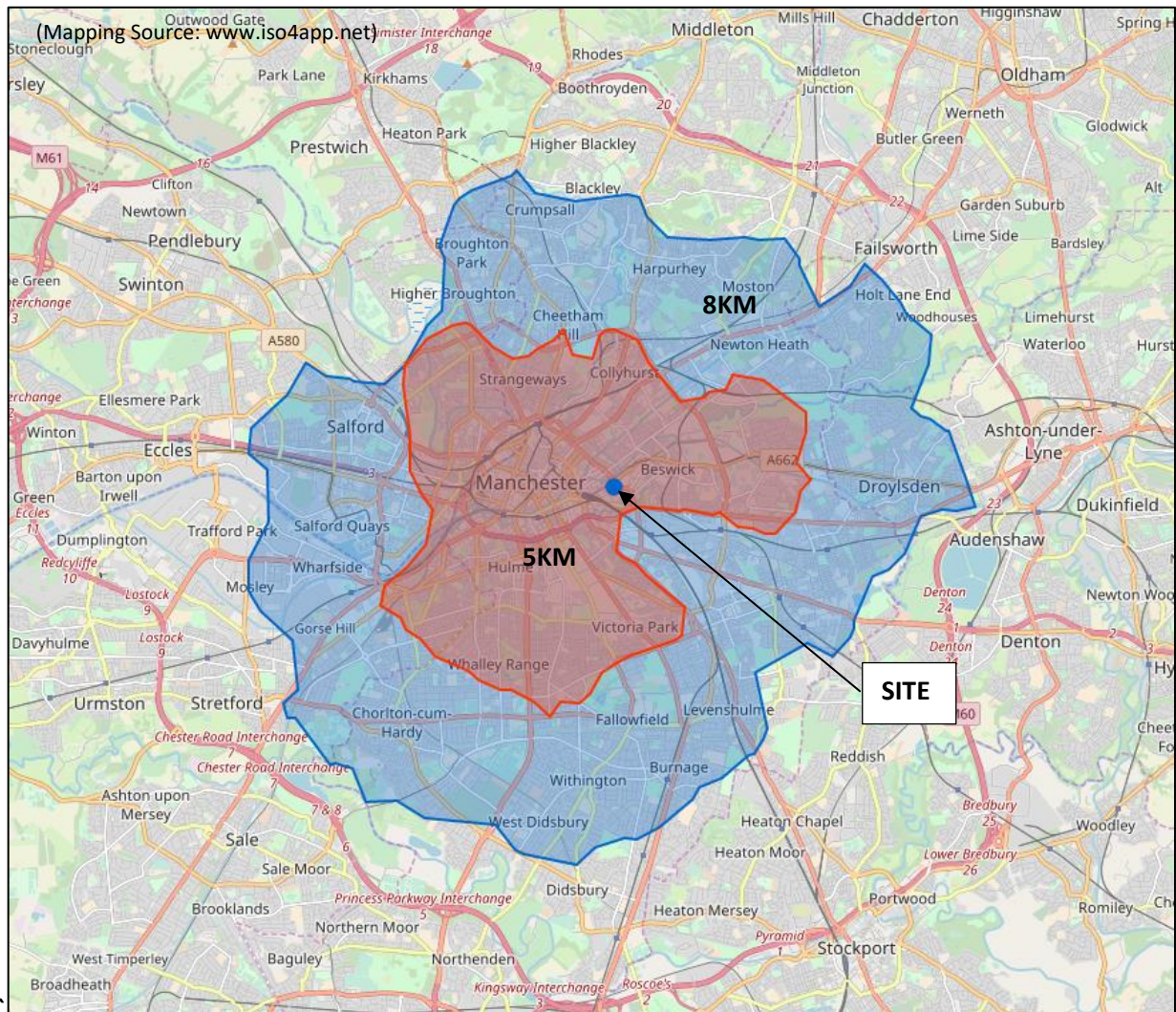


Figure 7: Indicative Cycling Iso-distance Map

As with walking, the topography of the local area should prove conducive to cycle journeys.

Based on the iso-distance map shown in Figure 7, it can be seen that, for example, the following key features lie within 5km of the site:

- Piccadilly Station;
- Manchester Oxford Road Station;
- The University of Manchester;
- Manchester Metropolitan University;
- Restaurants and shopping facilities in central Manchester;
- Old Trafford Cricket Ground;
- Old Trafford Football Ground; and,
- Manchester Royal Infirmary.

An extract from the Sustrans website along with local cycle route map data is presented in Figures 8 and 9 which illustrates Manchester's cycling routes.

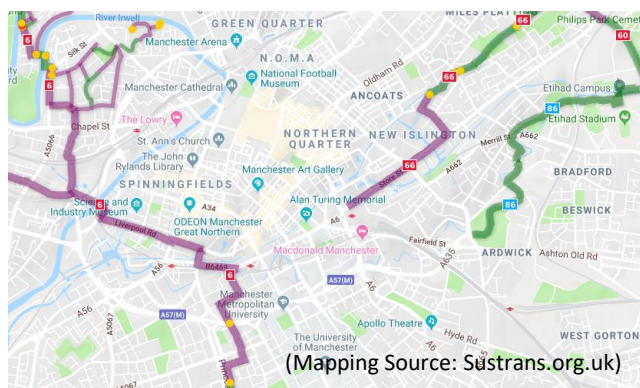


Figure 8: Area Wide Cycling Network (Sustrans)

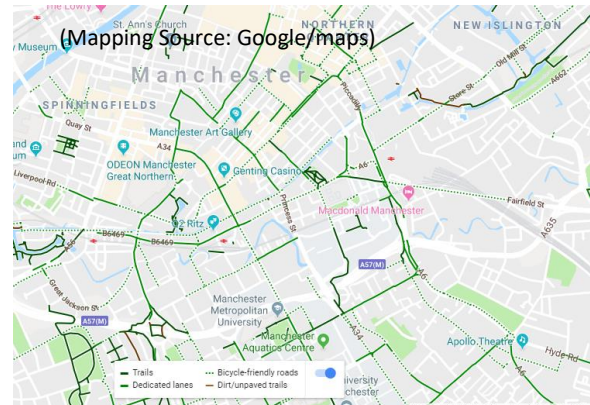


Figure 9: Local Cycle Routes

The thin purple coloured routes shown in Figure 8 are on road routes that are not part of the National Cycle Network. The thin green coloured routes are traffic free routes. The thick purple and green coloured routes are on and off-road routes that form part of the National Cycle Network, along with routes that are not part of the National Cycle Network within a close vicinity of the proposed site.

As with walking, the topography of the local area should not provide a barrier to cycle journeys, by providing information about route gradients to staff and guests, it will allow them to make informed choices. This could be provided based on information within the staff Travel Information Packs, including reference to the Cycle Streets web site (www.cyclestreets.net), or on notice boards within the hotel, which provides this type of information for users of local cycle routes. As illustrated in Figure 10.

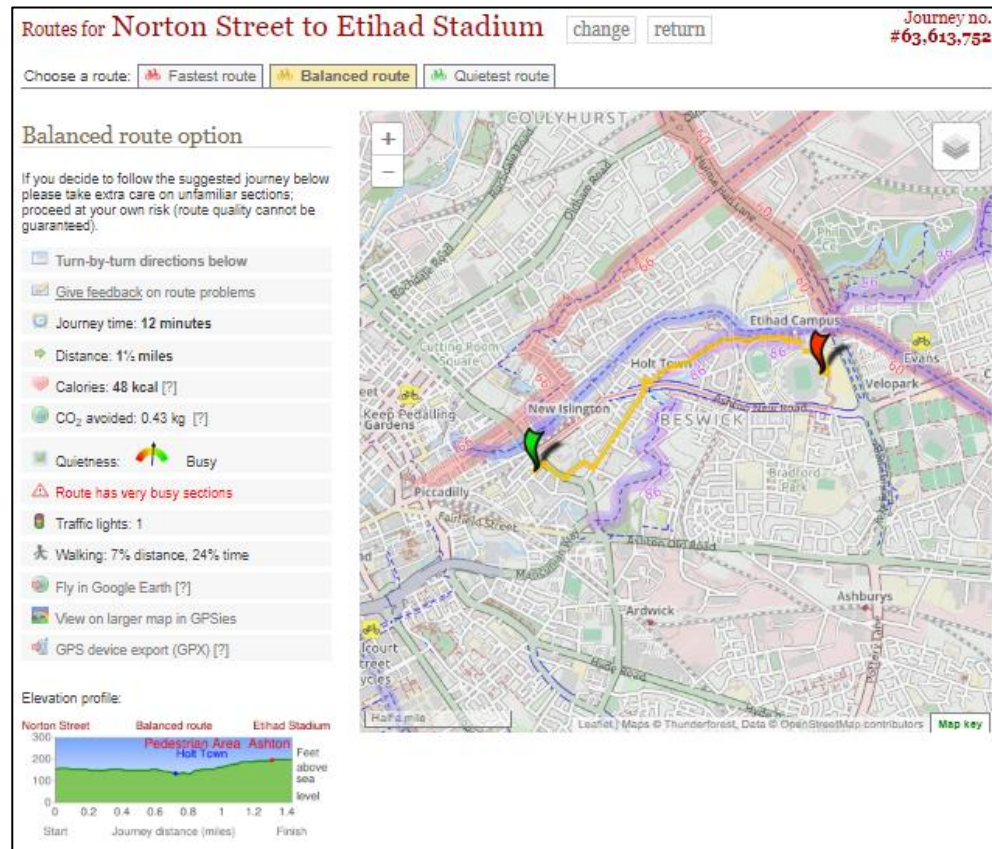


Figure 10: Example Extract from Cycle Streets Website

5.5 Public Transport

5.5.1 Means of access for Public Transport – Bus

The prime operator of buses in the local area is Stagecoach. The nearest bus stop is approximately a 60 m walk from the site, with several further bus stops within 350 m offering alternative route choices. The bus stop locations, in context with the proposed hotel site, are shown in Figure 11.

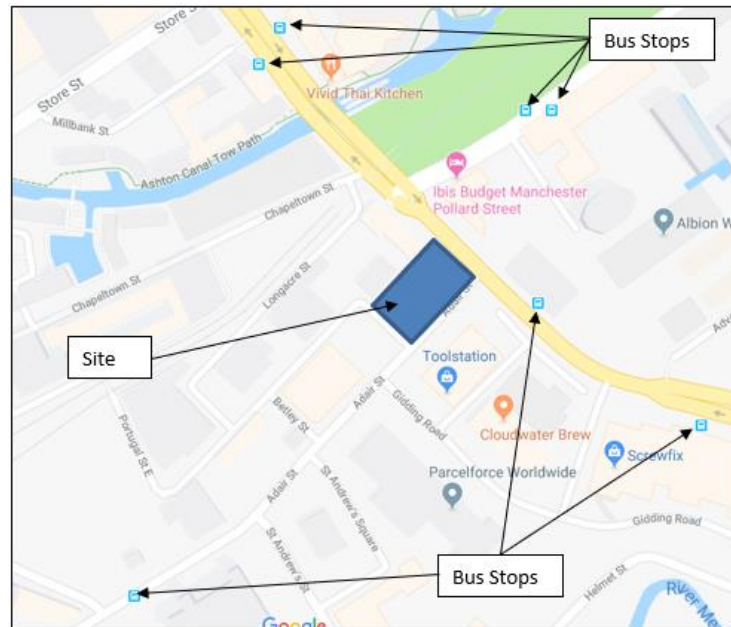


Figure 11: Bus Stop Locations

The adjacent bus stop on Travis Street is located approximately 250 m to the south west of the site, benefitting from the following infrastructure:

- Pole with flag;
- Timetable; and
- Street lighting.

A photograph of the bus stop is shown in Plate 1.



Plate 1: Adjacent Bus Stop on Travis Street

The current routes, frequencies, and headways serving the nearby stops are listed in Table 4.



Table 4: Summary of Existing Bus Services

No.	Route	Areas served	Frequency (Mon-Sun, daytime)
231	Manchester – Littlemoss/Ashton	Piccadilly Gardens, Sportcity, Clayton, Littlemoss, Hartshead, Tameside General Hospital, Ashton-Under-Lyne, Littlemoss	• Mon - Friday – approx. every 15 – 20 mins • Saturday – approx. every 30 mins • Sunday – approx. every 60 mins
147	Piccadilly Rail Station – West Didsbury	Ancoats, Manchester City Centre, Manchester Royal Infirmary, Rusholme, West Didsbury	• Mon - Friday – approx. every 10 mins • Saturday & Sunday – No service
216	Manchester - Ashton	Piccadilly Gardens, Sportcity, Droylsden, Ashton-Under-Lyne, Stalybridge	• Mon - Friday – approx. every 10 mins • Saturday & Sunday – No service

There is also a free bus service that operates from within the city centre, called Metroshuttle. There are three different Metroshuttle routes that run at regular intervals from Manchester Piccadilly. The routes operated, and the service frequencies, are shown in Table 5, whilst a route map is presented in Figure 12.

Table 5: Summary of Metroshuttle Services

Route	Areas served	Frequency (Mon-Sun, daytime)
1	Piccadilly Station, Portland Street, Peter Street, Deansgate (Spinningfields), Deansgate, Victoria Station, Northern Quarter, Piccadilly Station	• Mon – Fri – 7am to 7pm every 10 mins • Saturday – 8:30am to 6:30pm every 10 mins • Sunday – 9:30am to 5:55pm every 12 mins
2	Piccadilly Station, Northern Quarter, Withy Grove, Victoria Station, Deansgate, Deansgate Station, Oxford Road Station, Peter Street, Deansgate, Victoria Station, Shudehill, Piccadilly Station	• Mon – Fri – 6:30am to 6:30pm every 10 mins • Saturday – 8:30am to 6:30pm every 10 mins • Sunday – 9:35am to 6pm every 12 mins
3	Piccadilly Station, Portland Street, Charlotte Street, Cross Street, St Mary's Gate, Deansgate, John Dalton Street, Cross Street, King Street, New York Street, Chorlton Street, Piccadilly Station	• Mon – Fri – 7:25am to 7:20pm every 10 mins • Saturday – 8:35am to 6:25pm every 10 mins • Sunday – 9:40am to 6:05pm every 12 mins



Figure 12: Metroshuttle Route Map

It is considered that there are a high level of bus services within close proximity of the site, making it highly accessible to all users.

5.5.2 Means of access for Public Transport – Tram

Metrolink operates a tram system which is fast and efficient service providing routes from the city centre and beyond. The nearest tram stop is approximately 500m walk from the site, and as such is a likely mode of transport for users of the site. Metrolink runs every few minutes and as such provides a high level of service. The route map for the tram network is presented in Figure 13.

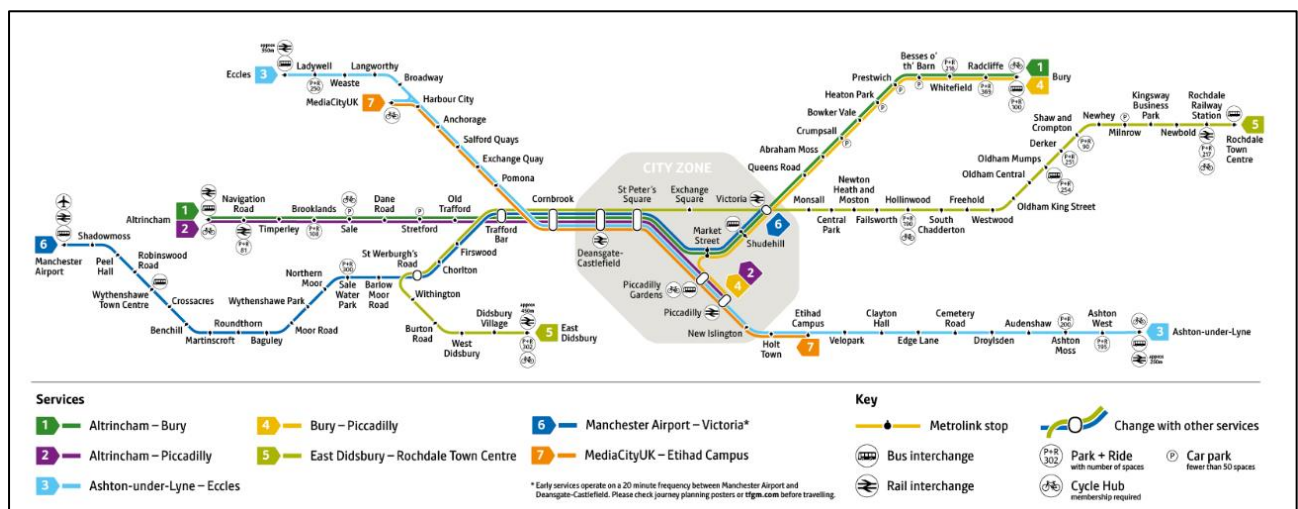


Figure 13: Metrolink Route Map

5.5.3 Means of access for Public Transport – Train

The nearest train station is Manchester Piccadilly Station, located approximately 750m walk from the site. Manchester Piccadilly is the main train station in Manchester with 14 platforms providing accessible train travel throughout Manchester and nationwide.

Due to the proximity of the train station to the site, it is considered that rail travel is a likely mode of transport to be used by guests of the hotel.

5.6 Encouraging Journey Planning

Personal journey planning is an essential process to be undertaken when visiting a new development, facility or area. Failure to plan journeys could result in significant time delays and late appointments, predominantly due to parking problems or congestion issues. By planning the journey to the development site any congested highways will be identified. Public transport, walking/cycling routes, distances and approximate times will also be provided via the journey planning websites. Free public transport journey planner websites include:

- AA route planner (for car journey planning);
- Cyclestreets (for cycle journey planning);
- Google maps (for public transport and car journey planning);
- National Rail enquiries (for train journey planning);
- Ordnance Survey (maps);
- RAC route planner (for car journey planning); and,
- Royal Mail (find a postcode or address).

5.7 Encouraging Car Sharing

As mentioned earlier, it is likely that some of the staff will undertake car sharing, albeit in an informal manner as they commute with colleagues. As staff start to establish relationships with other colleagues, it is unlikely that a significant number of single occupancy vehicle (SOV) trips will be generated by the development.

The TPC will introduce the idea of car sharing to staff during staff meetings, by letter, and using onsite notice boards. The TPC will assist in finding suitable partners by asking those interested to provide the relevant travel details, and by giving information on local car share schemes to staff.

Where staff car share, in the event of emergencies, the employer should provide a guaranteed ride home to encourage staff to both carshare and use other forms of sustainable transport.

5.8 Staff Travel Modes and Encouraging Against Single Occupancy Mode Choice

The developer's aspiration is for the occupier to employ local staff so as to reduce, in so far as possible, employees travel time to/from work and encourage them to use public transport.

5.9 Promotion/Marketing

The TPC will endeavour to promote sustainable travel through the use of a website, notice boards and through HR protocols. The website would be a key tool for promoting sustainable transport as it is available to everyone in the UK, with information available with immediate effect.

The TPC will endeavour to keep staff fully informed of the plan and subsequent changes or developments through the use of posters, leaflets and newsletters. The travel plan will be displayed in communal areas of high staff activity, where possible. The TPC will:

- Inform staff of any known changes to sustainable travel routes / services, and liaise with MCC travel officers to ensure they provide information on travel options; and,
- Make information available in areas of high pedestrian activity, to display and encourage the use of public transport information including bus timetables, deals, discounts and offers. The TPC will liaise with the local bus companies, on a regular basis, to ensure that information is kept up to date particularly in respect of timetable changes.

The intention is that the Travel Plan will be marketed by the 'business operator' (both managers and staff) via notice-boards that will be positioned in communal areas that are subject to levels of high pedestrian usage, and through the provision of sustainable maps, plans and public transport timetables.

The TPC will promote sustainable travel and car sharing by making staff aware of the following websites:

www.acttravelwise.org/home

www.sustrans.org.uk

<http://www.fuel-economy.co.uk/calc.shtml>

<http://www.livingstreets.org.uk/walk-with-us/events/walk-to-work-week>

<http://www.liftshare.com/business/liftshareweek.asp>

6 TRAVEL PLAN ADMINISTRATION

6.1 Introduction

The management of a Travel Plan represents an important element in pursuing the overall aims of the National Planning Policy Framework, and wider national and local government policy. Good communication is a vital part of a Travel Plan, along with making members aware of the options available to them, is critical.

In order to ensure this, it is pledged to provide all new staff members with a Travel Information Pack, which will provide details of each initiative in the Travel Plan, such as any car sharing schemes, information on bus / rail services and measures to encourage walking, cycling and public transport use. In addition to this, the provision of information such as bus routes and timetables, and a cycle / walking plan will help encourage use of the non-car modes of transport. An example of the likely content of such a pack is listed in Appendix B.

6.2 Travel Plan Process

It is considered that the Interim Travel Plan, and the ongoing revisions of the Travel Plan, will include a range of measures which will be implemented at various stages of the process. Initially this starts with measures such as the location of the proposed development, and its proximity to existing transport routes, facilities, and services. This has already been undertaken by the choice of the development site's location, benefiting from its proximity within the Manchester City Centre, with good road network links, cycle routes and bus services to local residential, employment and retail areas.

The next tier would include such measures as facilities that reduce the need to travel by car, site design, suitable density and amenity. It is considered that this has partly been undertaken during the planning process.

The following tier is the TPC, whose purpose is to monitor the Travel Plan, develop further measures, and continue with the on-going management and development of the Travel Plan.

It is proposed that due to the size and nature of the site, the TPC role regarding site monitoring will be undertaken by the hotel operator for the first 3-year period from the site's initial occupation. The TPC will need to submit annual monitoring reports to the Sustainable Travel Co-ordinator within Manchester City Council. The Sustainable Travel Co-ordinator (STC, or equivalent) will undertake an overarching role and update the TPC who will in turn will inform the staff and guests of new initiatives and current events on an on-going basis.

The proposed hierarchy is illustrated in Figure 14.

6.3 Development of the Travel Plan

It is proposed that the Travel Plan is agreed upon during the planning process so as to ensure site specific targets / strategies are set. This will enable a positive impact from the outset for the hotel operator, their staff and guests, along with the surrounding road users.

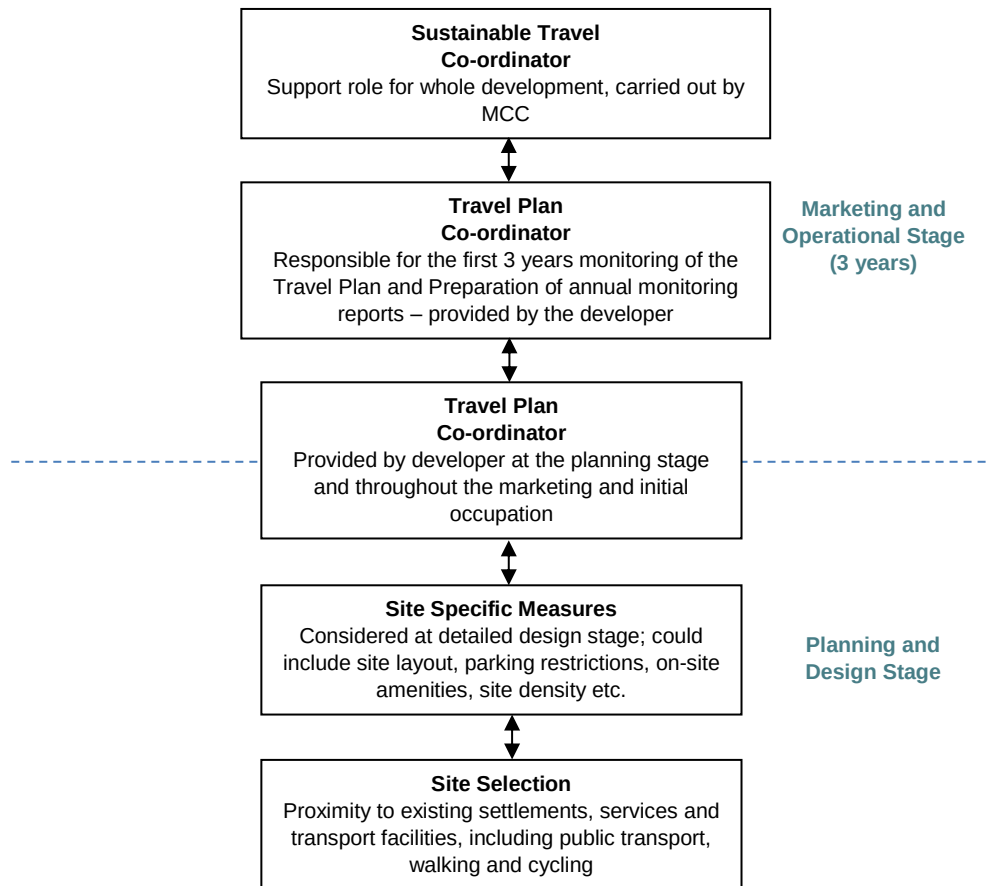


Figure 14: Travel Plan Implementation Hierarchy

6.4 Manchester City Council (MCC) Travel Co-ordinator

The MCC Travel Co-ordinator is a role carried out by a sustainable travel officer within Manchester City Council to provide support to the TPC. The role will include providing advice and promotional information to the TPC.

It will be the responsibility of the TPC to obtain completed staff and guest surveys, as MCC will only provide the administration support to the surveys.

6.5 Travel Plan Co-ordinator

The TPC will form a key role educating and promoting sustainable travel on a local level along with the implementation of all Travel Plan measures.

The TPC will be responsible for yearly monitoring and updating of the Travel Plan.

The role will include the following duties/objectives:

- Develop, maintain and update the Travel Plan;
- Seek firm commitment from staff, visitors and / or users;
- Ensure all relevant measures within the Travel Plan are promoted and that all relevant parties are aware of the Travel Plan, including new staff;

- Ensure the health, wealth and environmental benefits of sustainable travel are publicised;
- Ensure an appropriate and up-to-date store of public transport information is kept on site and is freely available to all staff and customers;
- Publicise any successes of the Travel Plan;
- Implement new and amend existing initiatives, if necessary; and,
- Provide possible solutions to user travel needs.

It will be critical to the success of the Travel Plan that the TPC is seen as an enthusiastic exponent of the Travel Plan measures. This will include the ability to lead by example, the ability to approach issues with a practical and balanced perspective, and a flair for original and innovative thinking to raise awareness of the Travel Plan. An ability to establish relationships and encourage partnership working with other bodies, such as local authority officers, and public transport operators, as well as other organisations within the local area.

In addition to the above, the MCC Travel Co-ordinator will be integral to the process of reviewing the effectiveness of the Travel Plan. The TPC would be the first point of contact for all matters relating to the plan. They will maintain an up-to-date file containing all correspondence.

6.6 Role of the Hotel Operator

The hotel operator will be required to make every reasonable effort to reduce the number of car borne journeys, and increase the use of public transport and sustainable modes of transport to and from the proposed development site by staff and guests.

Involvement by all site occupants is essential to the success of the Travel Plan and they should be encouraged to make the Travel Plan their own. If the Travel Plan and sustainable travel is discussed during regular meetings, a sub-group may be formed that could also include other businesses / occupiers of the Portugal Street East Strategic Regeneration Area, and other interested parties in managing and monitoring the Travel Plan.

7 MODE SHARE TARGETS

7.1 Introduction

In order to achieve measurable outputs from the Travel Plan process, it is important to establish targets from the outset, against which progress can be measured.

Modal share targets in Travel Plans need to be SMART; that is: Specific, Measurable, Achievable, Realistic and Time-based. By setting provisional targets within the Interim Travel Plan, the facilities required to encourage and enable non-car travel can be determined.

At this planning stage the travel behaviour of staff and guests are unknown, although given the fringe of city centre location, single occupancy car journeys are likely to be low. It is appreciated that as the site is yet to be occupied, travel surveys cannot be undertaken until the hotel is operational.

Therefore, so as to set SMART targets, travel behaviour should be recorded by implementing the following survey approach:

- i) **A staff and guest travel survey should be undertaken within 6 months of initial occupation of the hotel. This survey will then be undertaken annually for a further 3-year period;**
- ii) **The staff and guest travel surveys should be based on the example survey presented in Appendix C, unless otherwise agreed with the planning authority;**
- iii) **The responsibility for organising the staff travel surveys, and collation and analysis of their results, will fall upon the nominated TPC.**
- iv) **Based upon the results of the travel surveys, the TPC will agree target mode share percentages with the local planning authority, so as to set realistic mode share levels to achieve the plans objectives. The targets should adopt the format detailed in Table 6, unless otherwise agreed with the planning authority.**

Table 6: Example Mode Share Target Table

Mode of Travel	National Statistics MCC Journey to Work Stats	Initial Survey	Year 1 Target	Year 2 Target	Year 3 Target
Underground, metro, light rail, tram	7.9%	%	%	%	%
Train	19.7%	%	%	%	%
Bus, minibus or coach	26.7%	%	%	%	%
Taxi	0.3%	%	%	%	%
Motorcycle scooter / moped	0.4%	%	%	%	%

Mode of Travel	National Statistics MCC Journey to Work Stats	Initial Survey	Year 1 Target	Year 2 Target	Year 3 Target
Driving a car or van	27.9%	%	%	%	%
Passenger in car or van	3.5%	%	%	%	%
Bicycle	2.3%	%	%	%	%
On foot	11.0%	%	%	%	%
Other method of travel	0.2%	%	%	%	%
Total	100%	100%	100%	100%	100%

Note: Prior to the identification of staff and guest travel patterns as an outcome of the initial travel surveys, the local journey to works mode share percentages taken from the 2011 National Census Statistics for Manchester City Centre workplace zones should be adopted.

- v) **Following the annual travel surveys, it will be the responsibility for the TPC to analyse the outcome of the travel surveys, and prepare an annual monitoring report so as to compare the results with the set targets. Where targets are not achieved the TPC will need to amend / alter actions/initiatives and /or measures so as to seek to achieve the targets over the following year period. The monitoring report, including any changes to the implementation of the Travel Plan will need to be agreed in writing by the planning authority.**

8 TRAVEL PLAN MEASURES AND ACTIONS

8.1 Measures

The Travel Plan measures and initiatives set to encourage plot occupiers to make journeys on foot are summarised below. They are divided into the three key areas of Promotion, Awareness and Physical Improvements.

8.2 Objectives

The objectives of the Interim Travel Plan will be:

- ensure that initiatives to promote alternative modes of transport are in place prior to the occupation of the site;
- raise awareness of the alternative modes of transport available with end users, e.g. information included in the staff travel information packs etc; and,
- implement measures designed to minimise the need to travel.

8.2.1 Travel by Foot

Measures that should be considered by the developer / hotel operator, and their named TPC, include the following:

- Promotion
 - » Provide details of walking routes on notice boards and /or the hotel operators website;
 - » Provide route planner information in staff travel information packs including information regarding sustainable transport and alternative travel options; and,
 - » Walk to Work week will be promoted and used as a measure to promote walking to the site.
- Awareness
 - » Establish a walking group for employees.
- Physical Improvements
 - » Provision of safe means of access within the development site;
 - » Conformance to the Equality Act Requirements regarding accessibility – Formally DDA (including dropped kerbs and tactile surfaces where applicable);
 - » Provision of facilities within workplaces to encourage journeys on foot, e.g. showers, lockers, drying facilities for wet clothes etc.; and,
 - » Provide umbrellas, personal alarms and local guidance for all staff.

8.2.2 Travel by Bicycle

Measures that should be considered by the developer / hotel operator, and their named TPC, include the following:

- Promotion
 - » Provide details of cycle routes on notice boards and /or hotel operators website;
 - » Provide route planner information in staff travel information packs including information regarding sustainable transport and alternative travel options;

- » Create posters highlighting the health and financial benefits of cycling;
 - » Promote the Cycle2Work tax incentive scheme;
 - » “Bike Week” will be promoted and used as a measure to promote cycling to the site; and,
 - » The TPC will seek to negotiate discounts with local cycle retailers to help staff to purchase bikes and equipment.
- Awareness
 - » Establish a local Bicycle User Group (BUG) for staff. This will give cyclists a voice on the site and allow cyclists to meet up to share advice and encouragement;
 - Physical Improvements
 - » Provision of secure cycle parking spaces conveniently located for employees.
 - » Provision of facilities within the workplace to encourage cycle journeys, e.g. showers, lockers, drying facilities for wet clothes etc.; and,
 - » Provision of personal alarms upon request for staff who cycle to or from the site along with the provision of reflective strips and cycle safety equipment.

8.2.3 Travel by Public Transport

As part of the development masterplan, the following measures are proposed relevant to Public Transport and / or recommended for future consideration:

- Promotion
 - » Provide details of bus routes in staff travel information packs and on notice boards;
 - » The potential to provide salary sacrifice or interest free loans to staff toward the purchase of bus season tickets will be investigated by the occupiers of the site; and,
 - » The TPC will investigate the potential to provide taster tickets for staff who wish to try the bus service.
- Awareness
 - » Set up a Pedestrian or Alternative Transport User Group for the site.
- Physical Improvements
 - » Provision of personal alarms upon request for staff who use the bus to travel to or from the site.

8.3 Actions

The lists of actions that will need to be undertaken by the TPC, so as to ensure the benefits of the Travel Plan is maximised from the outset, are shown in Tables 7 through to 10.

These actions have been allocated time scales for their implementation to highlight the date they will be required, ongoing actions, and responsibilities. They have been prepared broadly in accordance with the MCC Travel Plan Guidance and are deemed to be realistic and achievable. The lists may be subject to slight variation as the TPC receives raw travel survey data, and throughout the implementation of the Travel Plan.

Table 7: Walking Measures (best suited to journeys under 2 miles)

Measure	Responsibility for Implementation	Approx. Timescale for Implementation
Provision of Staff Travel Pack to be disseminated to each new member of staff and include information regarding the Travel Plan, TPC, and details such as multi modal accessibility, walking routes, iso distance maps.	Developer / Hotel Operator / TPC	To be provided to members of staff prior to commencement of employment
Promotion of health benefits and walking information in staff / guest on site notice boards.	Hotel Operator / TPC	Prepared and agreed with MCC prior to operational commencement.
Provision of safe walking equipment to staff such as personal alarms, hi-visibility strips, umbrellas etc.	Hotel Operator / TPC	Available prior to staff employment commencement.

Table 8: Cycling Measures (best suited to journeys under 5 miles)

Measure	Responsibility for Implementation	Approx. Timescale for Implementation
Provision of Staff Travel Pack to be disseminated to each new member of staff and include information regarding the Travel Plan, TPC, and details such as multi modal accessibility, Cycling routes, iso distance maps.	Developer / Hotel Operator / TPC	To be provided to members of staff prior to commencement of employment
Provide secure sheltered cycle parking in the building.	Developer / Hotel Operator	Agree with MCC at detailed design stage (assume Mid 2019)
Provide short stay external parking near the entrance of the building	Developer / Hotel Operator	Agree with MCC at detailed design stage (assume Mid 2019)
Promotion of health benefits and cycling information in staff / guest on site notice boards.	Hotel Operator / TPC	Prepared and agreed with MCC prior to operational commencement.
Promote cycling through 'cycle to work' weeks, etc.	Hotel Operator / TPC	To be co-ordinated on an annual basis but agreed with MCC prior to the operation of the site.
Provision of safe cycling equipment to staff such as personal alarms, hi-visibility strips etc.	Hotel Operator / TPC	Available prior to staff employment commencement.
Investigate the potential to provide interest free cycle load system for staff via the DfT Cycle to Work, and cycle equipment discounts with local cycle retailers.	Hotel Operator / TPC	Available prior to staff employment commencement.

Table 9: Public Transport Measures

Measure	Responsibility for Implementation	Approx. Timescale for Implementation
Provision of Staff Travel Pack to be disseminated to each new member of staff and include information regarding the Travel Plan, TPC, and details such as, Public Transport routes, iso distance maps, TfGM initiatives, Timetables and ticketing (Metroshuttle and Metrolink)	Developer / Hotel Operator / TPC	To be provided to members of staff prior to commencement of employment
Provision of public transport information (timetables, route planners, ticket deals), etc.) in areas of high pedestrian activity (reception/central areas) along with site notice boards.	Hotel Operator / TPC	Prepared and agreed with MCC prior to operational commencement.
Promote benefits of public transport via posters, ticket promotions/deals and website links.	Hotel Operator / TPC	Prepared and agreed with MCC prior to operational commencement.

Table 10: Car Sharing (provides a sustainable alternative when the car is the only option)

Measure	Responsibility for Implementation	Approx. Timescale for Implementation
Set up, promote and maintain an informal site staff car share scheme	Hotel Operator / TPC	Available upon first occupation
Promote the use of local car share schemes such as the Manchester City Car Club Scheme and offer a guaranteed ride home where applicable.	Hotel Operator / TPC	Prior to occupation.

The measures above are not considered to be exhaustive and should be built upon by the TPC during the daily management of the Travel Plan.

9 TRAVEL PLAN MONITORING AND INDICATIVE FINANCE PLAN

9.1 Introduction

In order to ensure the effectiveness of a Travel Plan, it is essential that they are monitored. This will involve measuring the performance of the plan against the set targets.

9.2 Monitoring

The responsibility for monitoring the hotel Travel Plan will fall upon the Occupiers of the development. This will be the responsibility of the hotel operator. Specific targets that should be monitored are likely to include:

- Total vehicle trips;
- Single occupancy vehicle trips;
- Modal share of bus, cycling and walking; and,
- Levels of car parking off-site.

In order to monitor these targets certain surveys will be required, which could be undertaken by the hotel operator staff, or through an external body. An example of such surveys include:

- A survey of overall vehicle trips, including single occupancy, should be carried out every year for a 3-year period;
- Monitoring of bus use will be undertaken at least every year, should be carried out every year for a 3-year period; and,
- Monitoring of the use of cycle and walking facilities will be undertaken every year, for a 3-year period.

The yearly Monitoring Report will compare the survey data to quantify and illustrate any changes in how residents, occupiers and visitors travel to and from the site.

The monitoring reports will show to what extent the targets have been met. For clarity, it will be important for the initial travel surveys to be undertaken within 6 months of occupation. This is to ensure measures can be tailored from the outset to best cater for the sites users, and maximise mode shift.

Revisions to the Travel Plan will take place at regular intervals on an annual basis from the sign off of the initial plans by the local authority, for a minimum of 3 years from their anniversary of this date. The responsibility of the Travel Plan will fall to the sites TPC, being a named member of the hotels onsite staff.

The TPC will take full responsibility for co-ordinating the monitoring and managing the performance of the Travel Plan.

Monitoring and surveys will be co-ordinated by the TPC, whilst Manchester City Council, will review and agree the findings and actions to be taken, along with providing general support.

An indicative monitoring schedule is detailed in Table 11.

Table 11: Monitoring Schedule

Item	Description	Deadline Date
1	Collate Year 0 Staff / Customer Travel Surveys	6 months after first occupation
2	Prepare Detailed Travel Plan and agree with LHA	3 months post Item 1.
3	Collate End of Year 1 Staff Travel Surveys	12 months post Item 1
4	Prepare End of Year 1 Monitoring Report and agree with LHA	3 months post Item 3
5	Collate End of Year 2 Staff Travel Surveys	12 months post Item 3
6	Prepare End of Year 2 Monitoring Report and agree with LHA	3 months post Item 5
7	Collate End of Year 3 Staff Travel Surveys	12 months post Item 5
8	Prepare End of Year 3 Monitoring Report and agree with LHA	3 months post Item 7

9.3 Management

The preparation and the management of the Travel Plans will be very important so as to help ensure that the plan is delivered, and that it meets the initial targets set out in Section 7 of this document.

The initial responsibility of the Travel Plan will fall to the developer during the planning and construction stage of the scheme. The developer, acting as interim TPC, will be supported by the Sustainable Travel Co-ordinator at Manchester City Council. Pre-occupation of the Hotel, the responsibility will be passed to the hotel operator. From this point the implementation of the Travel Plan will become their responsibility, including the compilation and issue of the annual monitoring reports for a three-year period post first occupancy.

9.4 Indicative Finance Plan

To provide an indication of the level of funding the site occupier is likely to need to invest in the Travel Plan, a broad annual finance plan is presented in Table 12.

Table 12: Indicative Finance Plan

Item	Description	Finance
1	Annual surveys and monitoring reports (annually over a 3-year period)	Budget: £2,500 Per Annum (for a 3-year period)
2	TPC's – Time investment of in the order of 2 hour per week. Plus an annual budget of £20 per member of staff.	Included in role, £20 per member of staff per annum.
3	Provision of notice boards	Included within the fit out of the development
4	Development of posters and literature	£50 per annum
5	Lockers and changing facilities	Included within the fit out of the development
6	Provision of cycle storage facilities	Included within the fit out of the development
7	Staff Travel Packs	Equivalent to £100 per new staff member. (dependent upon number of staff)
8	Provision of personal alarms upon request for employees who cycle to or from the site along with the provision of reflective strips and cycle safety equipment. An annual budget of up to £20 per member of staff	£20 per member of staff per annum

10 CONTACTS

Table 13 details the key points of contact for the Travel Plan.

Table 13: Key Contacts

Person	Role/ Organisation	Contact Details
TBC	Travel Plan Co-ordinator (TPC)	Prior to appointment the responsibility will fall to: NAME: TBC Email: TBC
TBC	Manchester City Council: Travel Co-ordinator	TBC

11 SUMMARY

Vectio Consulting Limited have been commissioned by Capital and Centric (Resurrection) Limited to prepare an Interim Travel Plan in support of a proposed 275 bedroom hotel, with ancillary restaurant, bar and meeting room facilities, located east of Manchester City Centre, adjacent to Adair Street.

The aim of a Travel Plan is to minimise the impact of travel on the environment, help to reduce emissions of greenhouse gases, improve local air quality, minimise health risks and reduce congestion. Encouraging end users or occupiers to carry out their everyday activities in a more sustainable manner can also contribute to improvements in the local environment.

11.1 Summary

This Interim Travel Plan sets the aims of the strategy for the site and suggests measures that could be introduced to ensure the aims are realised. It concludes that the package of measures will provide a viable and sustainable alternative to the car, and help to achieve all the identified objectives. The proposed measures are intended to encourage the use of sustainable modes, reduce dependence on the car, and, therefore, lead to reduced growth in car journeys.

A combination of measures, initiatives and actions have been set to promote more sustainable modes of transport, and aid in achieving modal shift away from single occupancy private car trips.

This Interim Travel Plan, along with the measures to improve the modal share, pledges:

- A Travel Plan Co-ordinator (TPC) will be appointed to develop the Travel Plan up to first occupation, this will then be followed by compiling and issuing annual monitoring reports for a 3-year period (to be undertaken by the TPC);
- The Travel Plan Co-ordinator will raise awareness of the Travel Plan, and its initiatives, to all staff and guests throughout the life of the Travel Plan;
- Staff Travel Information Packs will be produced and provided to all new members of staff. The packs will include information on the provision of personal travel planning and cycle/public transport information; and,
- Off-site improvements, including the upgrade of existing, and provision of new, uncontrolled pedestrian crossings as detailed in the accompanying Transport Statement will be provided where applicable as part of the associated public realm works planning application.

Appendix A: MASTERPLAN

FOR A COPY OF THE CURRENT MASTERPLAN LAYOUT PLEASE REFER
TO DRWINGS SUBMITTED IN SUPPORT OF THE PLANNING
APPLICATION



Appendix B: TRAVEL PACK INFORMATION LIST (EXAMPLE)



Typical Travel Pack Content:

- 1 Welcome
- 2 Personal Benefits and Carbon Footprint
- 3 Sustainable Transport Facts
- 4 Pedestrian Routes / Accessibility
- 5 Cycle Routes / Accessibility
- 6 Bus Facilities and Routes
- 7 Trains
- 8 Car Share Scheme
- 9 Journey Planner
- 10 Local Amenities
- 11 Useful National Contact Details

Appendix C: EXAMPLE STAFF AND GUEST TRAVEL SURVEYS



GUEST TRAVEL SURVEY – Adair Street Hotel

Capital and Centric Limited currently manage a Travel Plan for the staff and guests of the Hotel. The objectives of the Travel Plan are to improve the quality of journeys to and from the building, and ensure facilities are available for sustainable travel.

As part of the monitoring process for the Hotel Travel Plan, we are currently conducting a Travel Survey.

We would be grateful if you could complete this brief survey to help us better understand your travel patterns, needs, and how we may be able to assist with your travel requirements. It will take about 5 minutes to complete and all responses will be treated confidentially.

Thank you very much for your time in completing this survey.

ABOUT YOU AND YOUR HOME

1. Are you male or female? Male ☐ Female ☐
2. Please indicate your age group
- | | | | | | |
|----------|--------------------------|---------|--------------------------|---------|--------------------------|
| Under 16 | ☐ | 17 – 25 | ☐ | 26 – 35 | ☐ |
| 36 – 45 | ☐ | 46 – 55 | ☐ | Over 55 | ☐ |
3. What is your Home postcode? (first part)

ABOUT YOUR TRAVEL TO AND FROM THE HOTEL

4. How did you travel to and from this hotel?

Walk	Cycle	Car share (driver)	Car share (passenger)	Bus	Motorcycle / Moped	Drive alone (in own car)	Train	Train/Cycle	Taxi

Other (please specify)?

.....

GUEST TRAVEL SURVEY – Adair Street Hotel

5. How often do you use the following modes of transport for journeys when travelling to Liverpool? (tick all modes that you ever use, for all or part of a journey, choosing the frequency with which you use them).

Travel mode	Very often (7 or more in every ten trips)	Quite often (Between 3 and 6 out of every ten trips)	Occasionally (Less than 2 out of every ten trips)	Never
Walk				
Cycle				
Car share (driver)				
Car share (passenger)				
Bus				
Motorcycle / Moped				
Drive alone (in own car)				
Train				
Train / Cycle				
Taxi				

Other (please specify)?

.....

ABOUT YOUR FUTURE JOURNEYS

6. Which of the following changes would most encourage you to use public transport for journeys in the local area? (If you already cycle, which would you most like to see?)

More direct bus routes.

More frequent bus services.

More frequent train services.

Better lighting at bus shelters and on foot paths.

More convenient bus drop off points.

Better bus links to work.

Public transport information

None of the above.

Other (Please specify)

.....

GUEST TRAVEL SURVEY – Adair Street Hotel

7. Did you know the Hotel operates a Travel Plan? Yes ☐ No ☐

8. If yes, how did you find out about the Travel Plan?

During the sales process.

Word of mouth.

Development publication / newsletter / noticeboard / website.

A Colleague.

☐
☐
☐
☐

Other (Please specify)

.....

9. Would you like to receive more information regarding the Travel Plan? Yes ☐ No ☐

If yes, please leave your email address below.

.....

Please email your completed survey to:

TBC@.....

Or alternatively hand in a printed copy of your completed survey in to the hotel reception.

Many thanks



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