



The MC Academy

Wellington House, Manchester

Travel Plan

April 2020



The MC Academy

Wellington House, Manchester

Travel Plan

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CONTENTS

1	INTRODUCTION	1
1.1	Preamble	1
1.2	Overview of the Travel Planning Process	1
1.3	Report Structure	2
2	POLICY CONTEXT	3
2.1	National Planning Policy Framework	3
2.2	Delivering Travel Plans Through the Planning Process	3
3	EXISTING SITE CONDITIONS	4
3.1	Site Location and Existing Use	4
3.2	Local Highway Network	5
4	DEVELOPMENT PROPOSALS	7
4.1	Proposed Use	7
4.2	Access Arrangement	7
4.3	Parking Provision	7
5	SUSTAINABLE TRANSPORT APPRAISAL	8
5.1	Introduction	8
5.2	Pedestrian Accessibility	8
5.3	Cycle Accessibility	10
5.4	Public Transport Services	13
5.5	Summary	15
6	OBJECTIVES, TARGETS AND BENEFITS	16
6.1	Overarching Aim	16
6.2	Targets	16
6.3	Initial Targets	16
6.4	Benefits	17
7	TRAVEL PLAN MANAGEMENT	19
7.1	Overview	19
7.2	Travel Plan Co-Ordinator	19
8	TRAVEL PLAN MEASURES	20
8.1	Overview	20

8.2	Promotion and Marketing	20
8.3	Travel Pack	20
8.4	Travel Database	21
8.5	Encouraging Walking	21
8.6	Encouraging Cycling	21
8.7	Promoting Public Transport	22
8.8	Promoting Car Sharing and Car Hire	22
8.9	Car Alternatives	23
8.10	Liaising with Stakeholders	23

9	MONITORING AND REVIEW	24
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9.1	Overview	24
9.2	Monitoring Strategy	24
9.3	Enforcement	24

10	TIMETABLE AND ACTION PLAN	25
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APPENDICES

APPENDIX A – STAFF TRAVEL SURVEY

1 Introduction

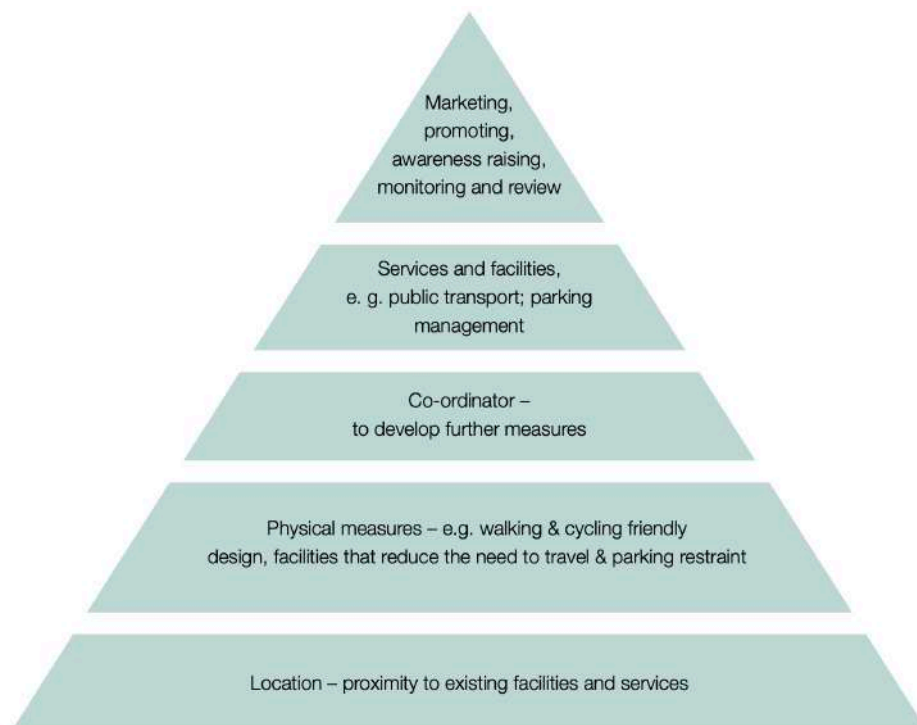
1.1 Preamble

- 1.1.1 Mode Transport Planning ('Mode') has been appointed by The MC Academy (the 'Applicant') to provide transport planning and highways advice in relation to a change of use application at 39 Wellington House in Manchester.
- 1.1.2 This Full Travel Plan has been produced to accompany a full planning application which seeks to change the use of the second floor of Wellington House from Use Class B1a to Use Class D1.
- 1.1.3 The future occupier of the site is the MC Academy which is an English foreign language school.

1.2 Overview of the Travel Planning Process

- 1.2.1 A Travel Plan (TP) is a long-term management strategy for integrating proposals for sustainable travel into the planning process. The TP provides a strategy for managing travel demand and involves a dynamic process of implementation, monitoring and review to ensure that it is sustainable over the long-term.
- 1.2.2 The underlying aim of any TP is to minimise the number of single occupancy private car trips generated by a development, by encouraging a shift to more sustainable modes of transport, as a result mitigating the impact of travel.
- 1.2.3 A successful TP can be established by the Travel Plan Pyramid shown in [Figure 1.1](#).

Figure 1.1: Travel Plan Pyramid (Source: Department of Transport)



1.2.4 This TP forms the starting point in providing the following:

- Details of the provision for cyclists, pedestrians, and public transport users;
- An example toolkit of sustainable travel measures;
- Potential milestone targets that could be developed for on-going implementation; and
- A strategy for ongoing monitoring and review would be developed and this would include the appointment of a designated Travel Plan Co-ordinator (TPC) who would take on specific responsibility for progressing and reviewing the uptake of measures.

1.2.5 The key objectives of the TP will be taken forward by a TPC who will seek to:

- Reduce the need to travel by car to and from the site;
- Promote the health and cost benefits of cycling, walking and using public transport;
- Promote the cost benefits of car sharing;
- Provide clear information to staff on sustainable modes of travel to and from the site; and
- Provide information to staff on the alternative sustainable modes of travel.

1.3 Report Structure

1.3.1 Following this introduction, the remainder of this TP is set out as follows:

- **Section 2** considers the TP in the context of policy and guidance;
- **Section 3** reviews the existing conditions of the site;
- **Section 4** outlines the development proposals;
- **Section 5** describes the sustainable accessibility of the site;
- **Section 6** presents the proposed objectives and targets of the TP;
- **Section 7** describes the travel management plan of the TP;
- **Section 8** identifies the TP measures;
- **Section 9** explains the monitoring and review process; and
- **Section 10** presents a timetable and action plan.

2 Policy Context

2.1 National Planning Policy Framework

- 2.1.1 The National Planning Policy Framework 2019 (NPPF) sets out the Government's planning policies for England and how these are expected to be applied, stating that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment, alongside a Travel Plan. In line with the NPPF this planning application is supported by a Transport Assessment and Framework Travel Plan.
- 2.1.2 Paragraph 108 states that *"it should be ensured that appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location"*.
- 2.1.3 Paragraph 110 states that *"development should give priority first to pedestrian and cycle movements, both within the scheme and neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport"*.
- 2.1.4 Paragraph 111 states that *"all developments which generate significant amounts of movement should be required to provide a Travel Plan"*.

2.2 Delivering Travel Plans Through the Planning Process

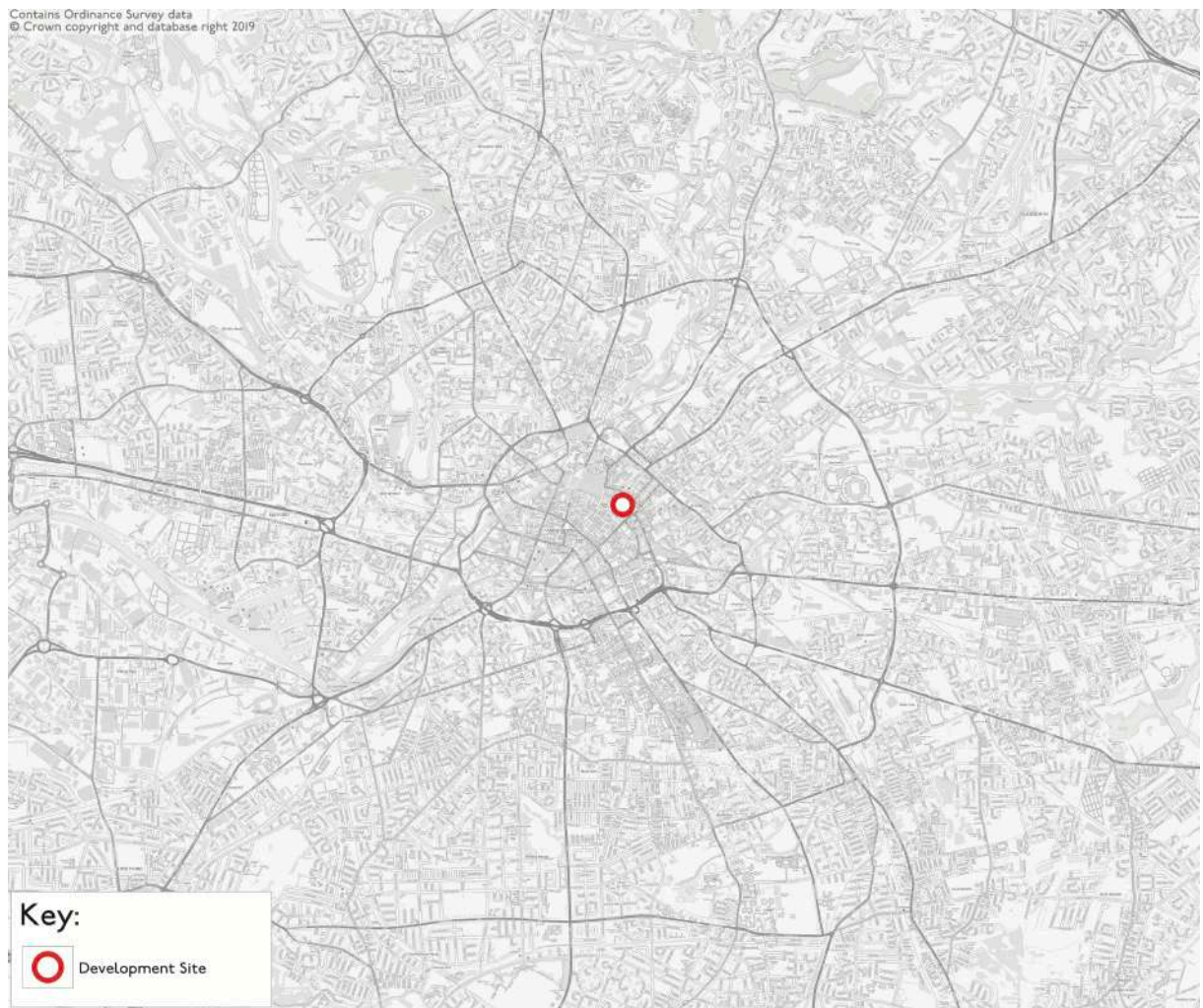
- 2.2.1 In April 2009 the DfT published *"Good Practice Guidelines: Delivering Travel Plans through the Planning Process"*. Although now superseded by the Planning Practice Guidance in 2017, the guidelines are still a valuable tool with detailed information, good practice and case studies presented in a user-friendly document.
- 2.2.2 The guidelines improve understanding of how to make use of the planning process in ensuring the effective implementation of TPs. The application of the case studies has been acknowledged within the presented TP to maximise the deliverability of sustainable transport initiatives and encouraging a modal split which reduces the dependency on single occupancy vehicular trips.
- 2.2.3 The guidelines set out the following core requirements for any TP:
- Defining specific aims and objectives;
 - Proposing hard (infrastructure) and soft (management) initiatives;
 - Establishing realistic targets relevant to the baseline conditions; and
 - The need for on-going monitoring and review.
- 2.2.4 This guidance stresses the importance of a partnership approach, between the developer and the Local Authority, in respect of the successful delivery of TPs.

3 Existing Site Conditions

3.1 Site Location and Existing Use

- 3.1.1 The site is positioned on land north of Piccadilly (carriageway) and is located on the second floor of Wellington House situated within Manchester City Centre, 60m from Piccadilly Gardens Manchester. The site location is shown in [Figure 3.1](#).

Figure 3.1: Site Location



- 3.1.2 The existing site is currently utilised as B1a use class. The site is rectangular in shape and is bounded by a casino to the east, Piccadilly (highway) to the south, a hotel to the west, and Back Piccadilly (highway) to the north.
- 3.1.3 The site is located within Manchester City Centre, with other notable sites including Manchester Arndale Shopping Centre, Market Street and Piccadilly Gardens Metrolink Stops, Piccadilly Train Station and Piccadilly Bus Station.

3.2 Local Highway Network

3.2.1 The location of the development site in the context of the local highway network is shown in Figure 3.2.

Figure 3.2: Local Highway Network



Piccadilly

- 3.2.2 Piccadilly forms the southern boundary of the site, extending on a west/east alignment connects with Oldham Street to the west, and Lever Street and Portland Street to the east.
- 3.2.3 After the Piccadilly/ Portland Street junction, Piccadilly continues as the A6 Piccadilly and provides access to Piccadilly Train Station before becoming the A6 London Road.
- 3.2.4 In vicinity of the site, Piccadilly has a carriageway width of approximately 6m wide and operates on a one-way system utilised by local bus services only, with access restricted to other vehicle types.
- 3.2.5 Footways are provided on either side of Piccadilly (carriageway), with the footway on the northern side having a width of c.10.6m and the footway on the southern side having a width of 13.9m.
- 3.2.6 A signalised pedestrian crossing is located at the west end of Piccadilly and provides access towards Market Street Metrolink Stop and the Arndale Shopping Centre. Three signalised pedestrian crossings are provided at the Piccadilly/Lever Street junction and provides safe pedestrian access across Lever Street and across Piccadilly (carriageway) towards Piccadilly Gardens. A further signalised pedestrian crossing is provided at the Piccadilly/ Portland Street junction and provides access across Piccadilly.
- 3.2.7 The footway provision benefits from dropped kerbs and a good quality even surface, providing sufficient access for all users, accounting for varying levels and types of disability, including visual impairment.

- 3.2.8 The area surrounding the site is considered to be a predominantly pedestrian environment with good pedestrian connections to various parts of Manchester City Centre.

Piccadilly Gardens

- 3.2.9 Piccadilly Gardens is located to the south of the site and is an open space area for pedestrians only. Footways of c.5m are provided throughout Piccadilly Gardens and provide access to Piccadilly Bus Station, Piccadilly Metrolink Stop and several food retail units.

Market Street

- 3.2.10 Market Street is located to the northwest of the site and is a pedestrian only route. Market Street is considered as one of Manchester's principle retail streets and has a width of c.16m and provides direct access to various retail units.

4 Development Proposals

4.1 Proposed Use

- 4.1.1 The proposed development will seek to change the use of the second floor of Wellington House from Use Class B1a to Use Class D1. The floor area extends to 365.7sqm. The future occupier will be the MC Academy which is an English foreign language school.
- 4.1.2 The school will employ 25 staff with up to 250 students being registered.

4.2 Access Arrangement

- 4.2.1 Access to the site will remain as existing, via the northern footway on Piccadilly (highway) on the southern boundary of the site. As mentioned within [Section 3.2](#) of this Travel Plan, the development connects to a network of good quality pedestrian provision that benefits from dropped kerbs and a quality even surface, providing sufficient access for all users, accounting for varying levels and types of disability, including visual impairment.

4.3 Parking Provision

- 4.3.1 The site is located within Manchester City Centre and therefore is highly accessible via sustainable modes of transport, as discussed within [Section 5](#) of this Travel Plan. As such, the site will include no additional car parking provision and will remain as existing.
- 4.3.2 In vicinity of the site, off-site cycle parking is available adjacent to the site and to the east of the site. At both locations 8 Sheffield Parking Stands are provided able to provide parking for up to 32 cycles.

5 Sustainable Transport Appraisal

5.1 Introduction

- 5.1.1 Current national and local policy on transportation states that new developments should promote more sustainable transport choices for people. Investigation into existing forms of transport in relation to the proposed site can provide important insights into the possible travel patterns in the area. This forms part of a long-term strategy to reduce the reliance on private car trips.

5.2 Pedestrian Accessibility

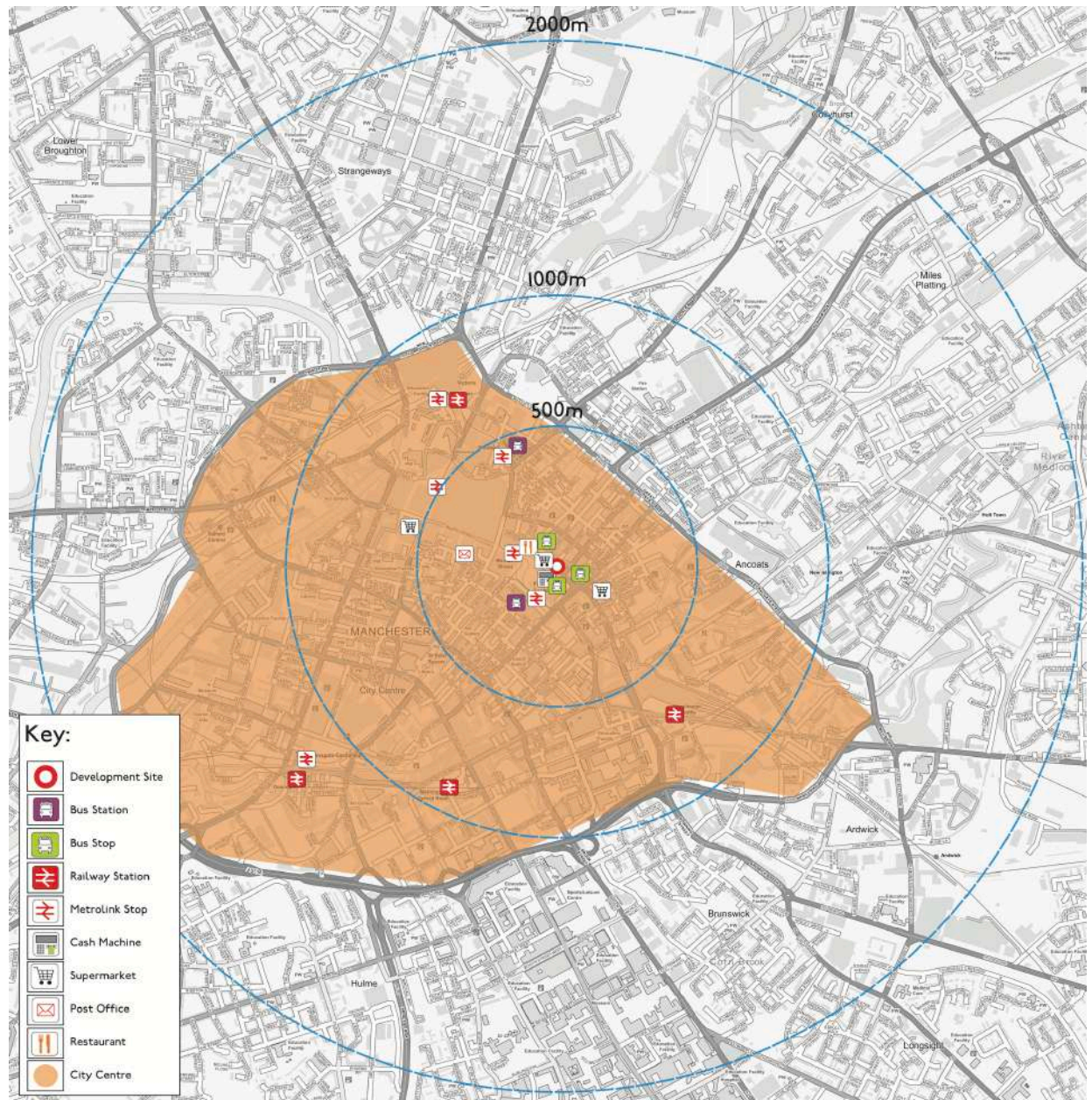
- 5.2.1 It is widely recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km.
- 5.2.2 Guideline walking distances provided in the Chartered Institution of Highways and Transportation (CIHT) document '*Guidelines for Providing for Journeys on Foot (2000)*' are shown in [Table 5.1](#).

Table 5.1: CIHT Guideline Acceptable Walking Distances

Criteria – Wellington House	Town Centre	Commuting	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1,000m	800m
Preferred Maximum	800m	2,000	1,200

- 5.2.3 The CIHT guidelines shown in [Table 5.1](#) suggest that for commuting purposes up to 500m is a desirable walking distance, up to 1,000m is considered an acceptable walking distance and 2,000m is the preferred maximum walking distance.
- 5.2.4 Appropriate walking distances are dependent upon the location of the specific development; more remote locations would see people being prepared to walk further to their end destination. Similarly, appropriate walking distances are also dependent upon the standard of existing pedestrian infrastructure provision, with further walking distances achievable in locations with extensive and high-quality pedestrian footways, crossings and pedestrianised areas.
- 5.2.5 As specified within CIHT guidance, walking catchment areas from the centre of the site have been produced to show local amenities within a 500m, 1,000m and 2,00m catchment area. The results are shown in [Figure 5.1](#).

Figure 5.1: Walking Catchment Area and Amenity Plan



5.2.6 Table 5.2 provides an indication of the distances and approximate walking times to local amenities. The distances have been measured from the site, and the times are based on an average walking speed of 1.4 metres per second and do not allow for waiting time to cross junctions.

Table 5.2: Local Amenities – Distance and Walking Times

Amenity	Distance (m)	Average Walking Time (mins)
Piccadilly Bus Stop	8m	<1 minute
Cash Machine	10m	<1 minute
Lever Street Bus Stop	45m	<1 minute
Supermarket	45m	<1 minute
Oldham Street Bus Stop	70m	<1 minute
Market Street Metrolink Stop	150m	2 minutes
Piccadilly Metrolink Stop	150m	2 minutes
Piccadilly Bus Station	150m	2 minutes
Market Street	150m	2 minutes
Arndale Shopping Centre	270m	3 minutes
Piccadilly Train Station	520m	6 minutes
Victoria Train Station	940m	11 minutes

- 5.2.7 As summarised in Table 5.2, the site is well positioned in Manchester City Centre, with two Metrolink Stops and Piccadilly Bus Station located within a **2-minute** walk of the site. Market Street and the Arndale Shopping Centre are located within a **3-minute** walk from the site, where various retail units and food units are located. Piccadilly Train Station is located within a **6-minute** walk of the site, and Victoria Train Station is located within an **11-minute** walk of the site.
- 5.2.8 In summary, it has been demonstrated that the site complies with CIHT guidance for commuting walking distances. The site is well-placed in terms of pedestrian connectivity, with walking representing a realistic alternative to car trips. Based on the site's location, proximity to local bus service, local Metrolink Stations and connectivity to local footways, walking can be considered to be a realistic method of travel for commuting trips, particularly as an alternative to private car trips.

5.3 Cycle Accessibility

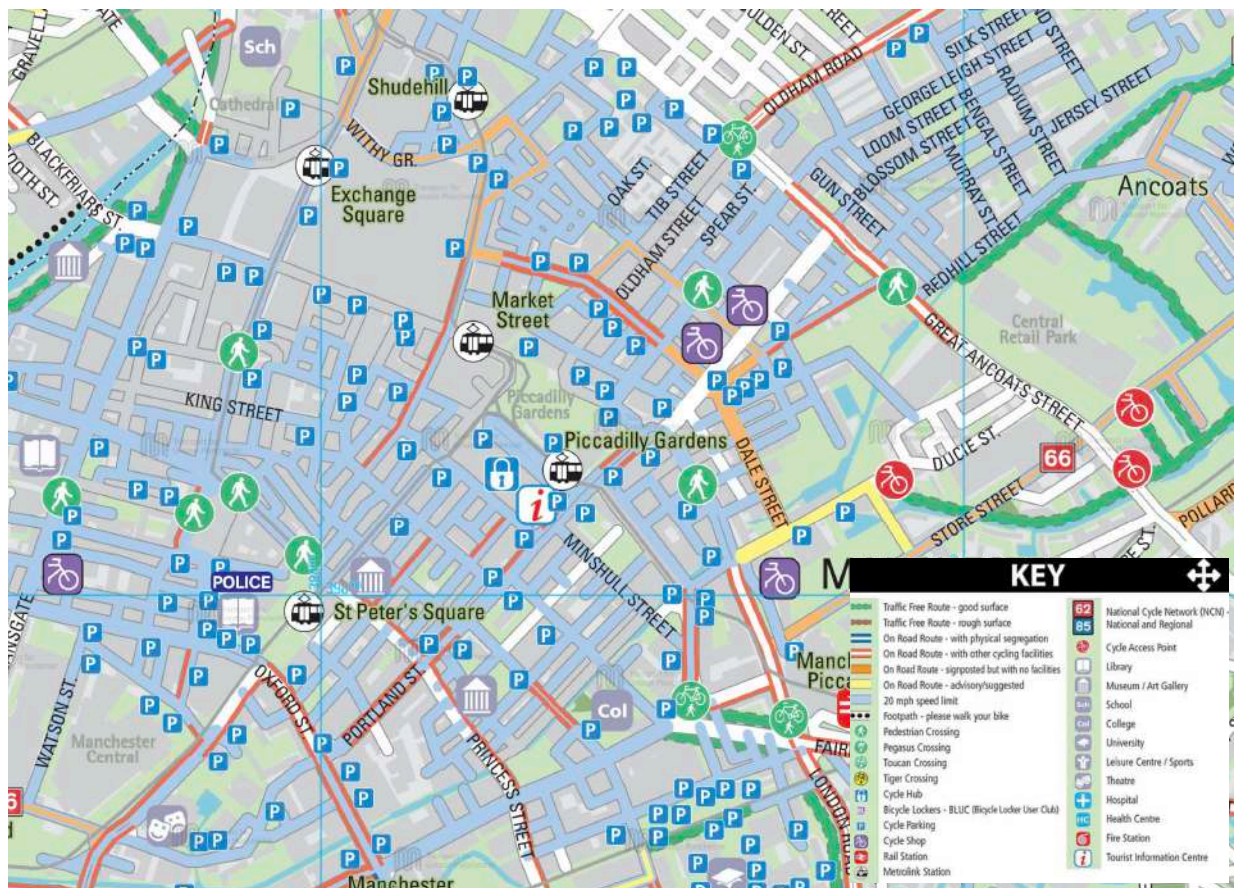
- 5.3.1 It is generally accepted that cycling has the potential to replace short car journeys, particularly those under 5km. "Local Transport Note 2/08: Cycling Infrastructure Design", published by DfT, states that many utility cycle trips are less than three miles (approximately five kilometres), but for commuter journeys a distance of over five miles (approximately eight kilometres) is not uncommon.
- 5.3.2 As with pedestrian accessibility, the level of a site's cycle accessibility depends upon a combination of the distance from local amenities and the standard of existing cycle infrastructure. It should, however, be noted that the cycle infrastructure can include facilities shared with vehicles and pedestrians as well as dedicated cycle infrastructure.
- 5.3.3 Figure 5.2 presents the cycling catchment area around the proposed development site for 2km and 5km.

Figure 5.2: Cycling Catchment Area



5.3.4 A review of cycle routes shows that there are six National Cycle Routes (NCR) within a 5km radius of the site, and therefore have the potential to be utilised by the site. The local cycle routes which are available in the vicinity of the site, including traffic free routes and advisory cycle routes are shown in [Figure 5.3](#).

Figure 5.3: Local Cycle Routes (Source: TfGM)



- 5.3.5 As demonstrated, there is a very good network of cycle routes and infrastructure in vicinity of the site, which will facilitate and encourage cycling.
- 5.3.6 Manchester's recently proposed 'Bee Network' scheme will expand on the existing cycle infrastructure in the city by providing 1,800 miles of cycling and walking network. The scheme will create safe routes to be used by two modes of sustainable transport; walking and cycling. Manchester Northern/ Eastern Gateway infrastructure is being developed and is located within approximately 50m from the site, providing access to new eastern destinations by sustainable modes of travel.

5.4 Public Transport Services

Local Bus Services

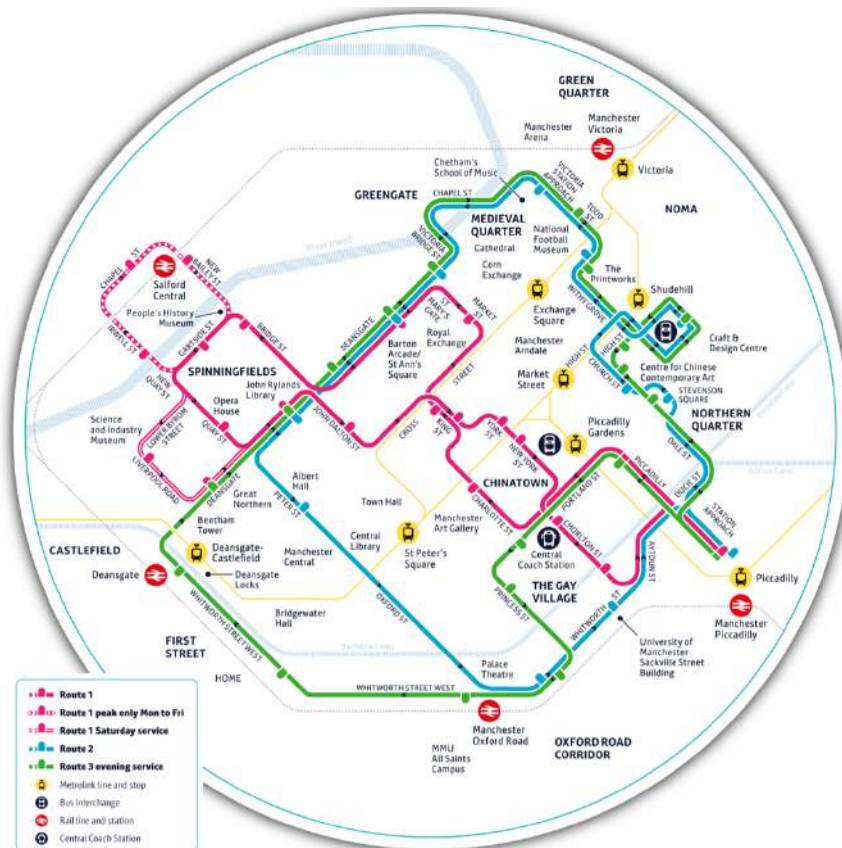
- 5.4.1 The nearest bus stops are located 9m from the site on Piccadilly (carriageway) and serves the 74, 76, 82, 216, 217 and 231 bus service. Bus stops are also located on Lever Street and Oldham Street approximately 40m and 70m from the site respectively, serving the 59, 135, 149, 81, 88, 89, 112, 118 81A bus service.
- 5.4.2 Piccadilly Bus Station is also located approximately 150m from the site and provides regular frequent bus services to a range of destination across Greater Manchester and locations further afield such as Blackburn and Burnley.
- 5.4.3 Details of the local bus services from the bus stop on Piccadilly (carriageway) and their frequencies are shown in [Table 5.3](#).

Table 5.3: Local Bus Service – Routes and Frequency

Service No.	Route	Weekday			Weekend	
		AM Peak	PM Peak	Inter Peak	Saturday	Sunday
74/76/76A	Oldham – Failsworth - Manchester	15mins	15mins	10mins	10mins	30mins
82	Sholver – Oldham - Manchester	15mins	15mins	15mins	15mins	30mins
216	Stalybridge – Ashton - Manchester	10mins	10mins	10mins	15mins	20mins
217	Stalybridge – Ashton - Manchester	Hourly	Hourly	Hourly	Hourly	Hourly
230/231	Ashton – Hartshead – Clayton - Manchester	15mins	15mins	15mins	15mins	30mins

- 5.4.4 There are free bus services around Manchester. They operate between the train stations and cover Manchester City Centre; [Figure 5.4](#) shows the bus routes that operate from Victoria Train Station which is located 940m from the site.

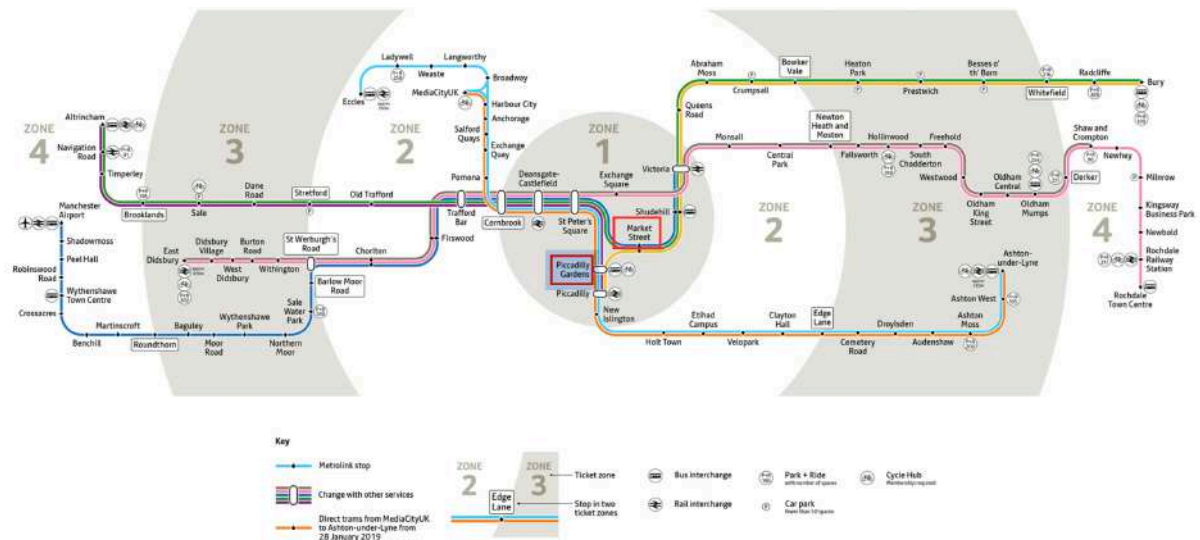
Figure 5.4: Free Bus Services Route Map (source: TfGM)



Metrolink Services

- 5.4.5 The nearest Metrolink Station is Market Street and Piccadilly Gardens which are located 150m from the site. Market Street serves the Green Line (Bury – Altrincham), Yellow Line (Bury – Piccadilly) and the Dark Blue Line (Manchester Airport – Victoria). Piccadilly Gardens serves the Orange Line (Ashton-under-Lyne – Media City), Light Blue Line (Ashton-under-Lyne – Eccles) and the Purple Line (Altrincham – Piccadilly). Figure 5.5 presents the Greater Manchester Metrolink Tram network.

Figure 5.5: Metrolink Tram Network (Source: TfGM)



5.4.6 The trams services available operate on a 12-minute frequency throughout the day. Both tram stops have step-free access to all platforms, help points and security camera coverage.

Rail Services

- 5.4.7 Piccadilly Train Station is located approximately 520m from the site, with Victoria Train Station located approximately 940m from the site.
- 5.4.8 Both train stations provide regular and frequent train services to local destinations within Greater Manchester and destinations throughout the UK such as Liverpool, Leeds, Birmingham and London.

5.5 Summary

- 5.5.1 In summary, it has been shown that the site location benefits from access to a range of sustainable modes of travel, including travel by public transport, cycling and on-foot, thereby offering a usable and realistic alternative to single occupancy car journeys.
- 5.5.2 The site is therefore compliant with paragraph 108 of the National Planning Policy Framework (NPPF) which states that: 'In assessing sites that may be allocated for development in plans, or specific application for development, it should be ensured that: a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location'.
- 5.5.3 Furthermore, the proposals accord with paragraph 110 of the NPPF which states that: 'applications for development should: a) give priority first to pedestrian and cycle movements, both with the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport'.

6 Objectives, Targets and Benefits

6.1 Overarching Aim

- 6.1.1 The overarching aim of this TP is to put in place the management tools deemed necessary to enable employees to make informed decisions about how they travel to the site, which at the same time minimises the adverse impacts of travel on the environment. This aim is achieved by setting out a strategy for eliminating barriers that keep staff from making use of sustainable modes.
- 6.1.2 Improving transport choices available to people, rather than focusing on providing for the private car, will lead to a more equitable and sustainable development. It will also provide travel options for all the site users, regardless of whether they own a car or not.

6.2 Targets

- 6.2.1 Realistic and achievable targets should be selected for the site. The targets should be set to reflect the reductions in car use that are expected as a result of the TP measures. Targets should be linked to the objectives with an aim to achieve them.
- 6.2.2 The objectives will be realised through the achievement of **SMART** targets, which are:
- **S** – Specific: stating exactly what needs to be achieved;
 - **M** – Measurable: to allow effective monitoring and to identify when the objectives have been achieved;
 - **A** – Achievable: targets that can be achieved within the Travel Plan's duration;
 - **R** – Realistic: targets that can be achieved by the proposed Travel Plan measures; and
 - **T** – Time-related: to be achieved by a set deadline.
- 6.2.3 The site should aim to achieve the following targets before the initial occupation of the site.
- Make available safe pedestrian / cycle links to the site;
 - Make available TP marketing for employees of the proposed development; and
 - Make available a Travel Packs and/ or information to all employees.

6.3 Initial Targets

- 6.3.1 In order to set an initial target, an assessment of the baseline mode share has been carried out by utilising the 2011 Census Travel to Work data for Manchester area 055 Middle Layer Super Output Area (MSOA) by using the 'Nomis' website for official labour market statistics from the Office for National Statistics. The percentage modal share is shown in [Table 6.1](#).

Table 6.1: 2011 Census Travel to Work Data - Modal Split (MSOA: Manchester 055)

Method of Travel	Percentage
Metro, tram, light rail	6%
Train	2%
Bus, minibus or coach	29%
Taxi	1%
Motorcycle, scooter or moped	0%
Driving a car or van	20%
Passenger in a car or van	3%
Bicycle	5%
On foot	33%
'Other'	0%

It should be noted that Manchester's Metrolink Network has improved since Census 2011 data was release, with several new Metrolink Lines

- 6.3.2 As shown in Table 6.1, 20% of staff could potentially travel to/from work by driving in a car or van, and 80% of staff could potentially travel to/from the site via sustainable modes of transport.
- 6.3.3 The TP sets a target of reducing private use of the staff when travelling to work by up to 5%. This target would be reviewed annually by undertaking staff surveys after the site is occupied.
- 6.3.4 The targeted 5% reduction in single occupancy car journeys would result in an increase in travel by sustainable modes of transport. The primary aim is to reduce the number of single occupancy car journeys and therefore individual targets for sustainable modes of travel have not been set.
- 6.3.5 The TP would need to operate for a period in the region of 5-years from the occupation of the site, too allow sufficient time to enable all targets are achieved.

6.4 Benefits

- 6.4.1 If the TP is supported by a long-term commitment and mechanisms for implementation, the TP will bring about the following benefits:

Employee Benefits

- Health benefits associated with walking and cycling, including reduced levels of stress;
- The opportunity to save money using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

Operator Benefits

- An improved compliance with the planning context;
- A demonstration of environmental credentials;
- An incentive to recruiting and retaining employees; and

- A healthier and more productive work force.

Wider Community Benefits

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling;
- A contribution to reduced traffic, congestion, air pollution and accidents; and
- Improving accessibility and travel choice for reaching local facilities.

7 Travel Plan Management

7.1 Overview

7.1.1 In order to meet the objectives and targets, it will be necessary to implement a number of measures and initiatives both prior to and during the occupation of the site. A summary of the potential TP measures is set out below:

- Appointing a Travel Plan Co-ordinator;
- Undertaking Travel Surveys;
- Encouraging Walking;
- Encouraging Cycling;
- Promoting Public Transport; and
- Promoting Sustainable Car Sharing.

7.2 Travel Plan Co-Ordinator

7.2.1 A TPC is needed to implement the measures and to sustain participation. The TPC will be appointed prior to initial occupation to implement the TP measures and encourage staff members to travel by sustainable modes.

7.2.2 The anticipated roles and responsibilities of the TPC include:

- Administer/manage the TP and provide a liaison in implementing the plan with the Local Authority;
- To ensure travel awareness amongst staff;
- To provide a point of contact to discuss travel information and options;
- Promote and encourage the use of travel modes other than the car and car-sharing, where appropriate;
- To monitor the success of the TP measures and targets;
- Ensure the availability of the most up to date travel information; and
- To liaise with Local Planning Authorities and local public transport operators to identify inefficiencies and share ideas for improvements for public transport.

7.2.3 The site operator will be responsible for implementing the TP and will submit full contacts details to the Manchester City Council (MCC), once available.

8 Travel Plan Measures

8.1 Overview

- 8.1.1 This section of the report will outline the specific physical and management measures which should be undertaken as part of the Travel Plan.

8.2 Promotion and Marketing

- 8.2.1 Employees will be made aware of the existence of the TP upon commencement of their employment. The following methods could be used as a means of disseminating information to employees as well as promoting events / campaigns / promotions:
- TPC will utilise notice boards to promote the TP;
 - Employee newsletters (where possible);
 - The TP will be presented and promoted to staff members as an opportunity and possibly a challenge rather than as a chore;
 - All staff members employed by the site will be provided with a Travel Pack upon starting employment at the site. This pack will inform staff of the information that they need to make an informed choice with regards to their travel options.
 - E-groups and forums; and
 - Other means of promoting the TP will also be investigated, which might take the form of staff newsletter or mailings.

8.3 Travel Pack

- 8.3.1 For when new employees start their employment at the site, the TPC would prepare a Travel Pack and to be provided to each new staff member:
- 8.3.2 The Travel Pack will inform staff of the TP and would contain some or all of the following information:
- Location of nearest bus stops and train station(s);
 - Up to date local bus timetables;
 - Up to date local train timetables;
 - Maps showing safe walking routes to the nearest key facilities including bus stops and train stations;
 - Maps showing safe cycling routes to the site;
 - Promotional material highlighting the health and financial benefits of walking and cycling;
 - Promotion events, where applicable;
 - Details of trip planning apps;
 - Details of the community website for the proposed development;
 - Details of national websites such as https://secure.manchester.gov.uk/info/500344/roads_and_transport/2516/enterprise_car_club and any localised groups which provide a pay-by-the-hour car club scheme;
 - Details of car share services such as <https://liftshare.com/uk/journeys/from/manchester-united-kingdom>;
 - Details of websites such as www.walkit.com which provides a free online walking journey planner;

- Details of journey planning websites such as <https://www.traveline.info/>; and
- Details of websites and apps where you can get the next departures from any bus stop sent to your mobile phone.

8.3.3 Incentives to staff members to travel by sustainable modes of transport could also be implemented to encourage a shift from single occupancy car travel to sustainable modes of travel.

8.4 Travel Database

8.4.1 The TPC will produce and maintain a travel database of the travel characteristics of the staff. The TPC will obtain travel data by asking staff to complete a travel questionnaire on an annual basis during the 5-year period.

8.4.2 The survey would request details of the following (this is not an exhaustive list):

- Normal working hours;
- Mode of travel to work;
- Car ownership;
- Reasons for driving;
- Reasons for not using public transport and other modes;
- Measures that would encourage car sharing, use of public transport or other non-car modes of travel to work;
- Estimates of public transport journey times and cost; and
- Staff profile, including age, gender etc.

8.4.3 All data collected in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information.

8.4.4 The Travel Survey should be undertaken within 3 months of first occupation. The Travel Survey results also provide a valuable 'baseline' against which the success of the TP in reducing car journey and increasing journey by walking; cycling and public transport will be measured.

8.4.5 A Travel Survey that may be utilised by the TPC for the site is attached in [Appendix A](#).

8.5 Encouraging Walking

8.5.1 In order to encourage walking at the site, the TPC will ensure that staff and visitors have received information and advice concerning safe pedestrian routes to and from the site. Staff and visitors will also be encouraged to walk by promoting the benefits which include health, reduction in stress, cost and environmental friendliness.

8.6 Encouraging Cycling

8.6.1 In terms of proposed operational measures, the TPC's role will include the promotion of cycling to staff and visitors. This may be through the provision of details on local cycle routes/ facilities accessible from the development and other relevant information such as bicycle purchase/repair.



- 8.6.2 Further information regarding the benefits of regular exercise, cycling events within the local area and cycle club will also be promoted through similar measures.
- 8.6.3 Other national campaigns can be promoted by the development including 'The Bike Week' where staff and visitors can register (<https://www.cyclinguk.org/bikeweek>) to take part in The Bike Week Challenge.
- 8.6.4 The TPC could also encourage staff and visitors to join events run by British Cycling at www.letsride.co.uk

8.7 Promoting Public Transport

- 8.7.1 The promotion of walking and cycling will encourage many staff and visitors to adopt these modes, but for those travelling further from the proposed development site, public transport provides a more suitable alternative to the private car. A lack of awareness of the facilities available is often cited as a reason for not using public transport facilities.
- 8.7.2 The TPC will therefore ensure that up-to-date public transport frequency information is available to staff and visitors at the development to maximise the potential use of this mode.
- 8.7.3 Public Transport information would be displayed prominently on notice boards.
- 8.7.4 Transport across Greater Manchester is evolving; the Metrolink is expanding, new cycle routes are created under the Bee Network Scheme and other new innovative transport and journey planning options are available which makes travel across Greater Manchester easier.
- 8.7.5 To encourage and promote the use of public transport, Transport for Greater Manchester (TfGM) is providing support and information (timetables, walking/cycling routes) online on tfgm.com. The TPC could encourage staff and visitors to use the TfGM website when travelling to and from the site.



8.8 Promoting Car Sharing and Car Hire

- 8.8.1 Car sharing represents a convenient and alternative form of travel with significant potential to reduce the total private mileage and car parking demand.
- 8.8.2 The principal benefits associated with the introduction of a car sharing scheme are considerable and include:
- Reduced travel costs – drivers and passengers can split the costs of travel;
 - Improved access – to areas which aren't accessible through public transport;
 - Meet new people – sharing a car is a great way to meet colleagues, friends and neighbours;
 - Reduced congestion – by sharing cars you can do your bit to help reduce congestion in the area;
 - Reduced pollution – cutting congestion will also help to reduce pollution; and
 - Reduced Carbon Dioxide emissions – which in turn will help to reduce the development of global warming.
- 8.8.3 Staff and visitors will be provided with details of publicly accessible databases and websites that provide the opportunity for people to car share in the wider area. These may include:



- <https://gocarshare.com/>
- <https://liftshare.com/uk>



8.8.4 There are large number of car clubs in the area, there also is a service that allows people to provide their vehicles for hire (<https://turo.com>). This allows owners to earn money by hiring out their vehicles and allows renters to benefit from the use of a vehicle without car ownership. Those hiring vehicles will also need to think about when they will need the vehicle rather than use a car to make ad hoc trips. The TPC will promote this service.

8.9 Car Alternatives

8.9.1 It is understood that sometimes access by car is necessary. Staff and visitors will also be provided the details of local minicab/ taxi firms, popular services and facilities they require as necessary.



8.10 Liaising with Stakeholders

- 8.10.1 Once appointed, contact details of the TPC will be shared with local planning authorities and local transport operators.
- 8.10.2 It will be necessary for the TPC to liaise with local planning authorities and local public transport operators on a regular basis to obtain information and share ideas, review the existing TP, to monitor the effectiveness and to agree new measures required to meet the TP aims, objective and targets.
- 8.10.3 The TPC will seek to negotiate with local transport operators to receive a discounted travel card for employees traveling to work via public transport.
- 8.10.4 As part of the TPC role, they would need to liaise with other interested parties which can include sharing ideas with other adjacent businesses or developments, working with a transport authority to obtain/development information to pass on to users and liaising with other groups such as cycle user groups.

9 Monitoring and Review

9.1 Overview

9.1.1 Monitoring of the Travel Plan includes the following key roles led by the TPC:

- To provide feedback to allow the Travel Plan to be developed; and
- To measure the level of success in meeting identified targets of this TP using key performance indicators

9.1.2 A strategy for undertaking the monitoring and review is outlined in this section.

9.2 Monitoring Strategy

9.2.1 A Monitoring Report should be submitted to the Local Planning Authority, Manchester City Council, and illustrate to what extent the agreed 'outputs' and 'outcomes' in the TP have been achieved. Once submitted, the Local Planning Authority will provide written comments on the report, which may lead to modifications to the original measures if required.

9.2.2 The success of a TP should be assessed in terms of the effect the implemented measures have had on the achievement of the TP targets.

9.2.3 The monitoring programme will begin with the initial baseline employee travel questionnaire survey, to be undertaken within the first 3 months of operation of the site. Further surveys will be undertaken on an annual basis.

9.2.4 The surveys undertaken will also confirm the number of employees surveyed, the number of respondents, the date of survey, the type of survey used and how the modal split has been calculated.

9.3 Enforcement

9.3.1 Enforcement by the Local Planning Authority will only be necessary if agreed 'outputs' and 'outcomes' are failing to be achieved or implemented and there is no evidence through monitoring reports that remedies are being employed to help achieve those outputs and outcomes.

10 Timetable and Action Plan

10.1.1 A Timetable and Action Plan is outlined in [Table 10.1](#). This provides a schedule of the key actions detailed within this TP in terms of who is responsible and their timescale. All actions are directed at influencing travel patterns to achieve the stated targets in-line with the objectives.

Table 10.1: Travel Plan Timetable and Action Plan

Measure	Responsibility	Timescale
Appointment of TPC	Site Operator	Prior to occupation
Provision of sustainable travel information	TPC	Upon occupation
Carry our first Staff Travel Survey and preparation of baseline traffic survey information and issue to MCC	TPC	Within 3 months of occupation
General promotion of sustainable travel opportunities	TPC	Ongoing
Monitor usage of cycle parking	Occupier / TPC	Ongoing
Undertake further employee travel questionnaire surveys	TPC	Annually
Issue survey results and monitoring findings for the preceding period to LPA	TPC	Within 3 months of each survey

APPENDICES

APPENDIX A – Staff Travel Survey

Travel Survey Questionnaire

Please return the survey once you have completed it. (Be assured that any personal data will be kept confidential)

Please select an answer to the questions below with a tick:

1. Your postcode:

2. Are you: Male ☐ Female ☐

3. Your age: 16- 25 ☐ 26-40 ☐ 41-55 ☐ 56+ ☐

4. How often are you typically required to travel to work?

- ☐ Most days
- ☐ Up to three times a week
- ☐ Once a week
- ☐ Less than once a week

5. How do you usually travel off site?

Please tick your usual mode of travel for the longest part of your journey:

Walk	Cycle	Bus	Train	Light Rail	Car Driver	Car Passenger
☐	☐	☐	☐	☐	☐	☐

6. Would you be interested in receiving more information on the following?

- ☐ Local public transport options
- ☐ Car sharing opportunities
- ☐ Walking maps for the area
- ☐ Cycle maps for the area
- ☐ Other (Please specify).....

Do you have any further comments or suggestions about how we can improve your journey to work options?

.....

.....

.....

.....

Thank you taking the time to complete this questionnaire



keep up with mode:



Birmingham

☎ 0121 794 8390

London

☎ 020 7293 0217

Manchester

☎ 0161 974 3208

Reading

☎ 0118 206 2945

✉ info@modetransport.co.uk 📍 modetransport.co.uk 🐦 [@mode_transport](https://twitter.com/mode_transport)