The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Transport for Greater Manchester

Workplace Travel Plan

[DRAFT]

Pugh Davies (Northern Quarter) Limited

Ground Floor 45 Newton street M1 1FT

Manchester September 2021

This travel plan has been produced by **studio néo architects** on behalf of **Pugh Davies (Northern Quarter) Limited** using the
The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message
https://travelplantoolkit.azurewebsites.net

Legal Disclaimer

This document, constituting a 'travel plan', has been produced as a result of information submitted to **www.tfgm.com/travelplantoolkit (http://www.tfgm.com/travelplantoolkit)** This travel plan has been written on behalf of the relevant developer by the third party engaged by that developer to design the travel plan. It has not been written by Transport for Greater Manchester ("TfGM").

Unless and until this travel plan has been released by a local authority into the public domain, it remains private and confidential, and is not to be relied on by, or made available to, any other party.

TfGM will not be liable for any loss or damage, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, even if foreseeable, arising under or in connection with any use of, or reliance on, the content of this travel plan by any person.

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Contents

1	**Introduction**
2	**Site Description**
3	**Travel Plan Scope**
4	**Travel Plan Delivery**
5	**Conclusions**
A	**Appendix A: User Uploads**

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

1.1 Proposed Development

1.1.1	**Development Name**	Ground Floor 45 Newton street M1 1FT
1.1.2	**Developer Name**	Pugh Davies (Northern Quarter) Limited
1.1.3	**Site Address**	45 Newton Street
1.1.4	**District**	Manchester
1.1.5	**Site Postcode**	M1 1FT

1.2 Context

1.2.1	**Development planning process stage**	Development planning
1.2.2	**Reason for submission** Pre-occupational Planning Condition	
1.2.3	**Occupier**	Seechange Limited

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

1.3.1



The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

1.4.1 UDP Part 1 Policy T3.9 ease of movement Manchester SPD incl priority to pedestrians and disabled and limitations on vehicle parking.

UDP Part 1 Policy I2.1, improving access to work as alternatives to vehicular use

GMITS and GMLTP2 . Fundamentals of GMLTP2 include:

>Accessibility - the location of facilities and land uses where they can be readily accessed by a range of transport modes, throughout the day and evening

>Accessibility - ensuring improvements for people with mobility difficulties

>Improvements in road safety

>Air quality

>Climate change

>A reduction in car dependency

>An increase in the number of short or local trips that are undertaken by walking or cycling

Guide to Development in Manchester SPD 2007 section 13.2

>Encouraging the use of Travel Plans (paragraph 2.30)

>Seeking to reduce the need to use the car, by encouraging walking, cycling and the use

of public transport (paragraphs 2.28 and 2.50)

>Requiring developers to demonstrate the accessibility of developments for all, including

older people and disabled people (Chapter 3)

>Looking to ensure that employment and amenities such as healthcare, education and

shops are easily accessible by the whole of the community (Ease of Movement section in

Chapter 2 and paragraph 2.50)de to Development in Manchester SPD2007 section 13:20

Greater Manchester Local Transport Plan 2006/7 - 2010/11

Manchester Travel Plan Guidance

1.5 Local Transport Initiatives

1.5.1 *No information provided*

1.6 Traffic Conditions

1.6.1	**Is there a Transport Assessment or Transport Statement associated with this site?**	Dont Know
1.6.2	**Is there a Transport Assessment or Transport Statement associated with this site?**	Dont Know
	Has traffic data been derived from another source?	No

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.1 Introduction

The purpose of this section is to outline the key details about the site and establish existing site conditions that can be classed as issues or opportunities for improving sustainable travel. These are used to identify objectives and targets in the next stage of the process.

2.2 Basic Information

2.2.1 **The current site**

City centre location in Manchester Northern Quarter bounded by Newton Street, Hilton Street, Little Lever Street and Dale Street. The site is walking distance from Piccadilly mainline and tram interchange stations and also the main Piccadilly bus station interchange so is well served by Public transport links.

The site is also well served by private operator car parks within walking distance with locations at Piccadilly Gardens, Chatham Street, , Citipark Dale Street and Port Street,

2.2.2	**The current site**	
	Offices, with adjacent restaurants and other office uses	
2.2.3	**Proposed land use**	Employment - Business and Industrial (Class B)
	Sub-category	B1 – Business
2.2.4	**Gross Floor Area (m^2)**	375
2.2.5	**Main planning application number**	124831
2.2.6	**Expected date of occupation**	04/10/2021
2.2.7	**Other site details**	This travel plan is to discharge a pre-occupation condition

2.3 Adjacent Developments

2.3.1	**Are there any adjacent developments currently being progressed within one mile of the site?**	Yes
2.3.2	**27 Dale Street**	
	Development type	Employment - Business & Industrial (Class B)
	Sub-category	B1 – Business

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.4 Site Assessment: Site Information

2.4.1	**Is this a new development, an expansion or a redevelopment?**	Redevelopment
2.4.2	**Describe how long each of the building phases on site are expected to last** 4 weeks	
2.4.3	**How will the site be managed, particularly if the site is going to be occupied by multiple tenants?** During the construction phase allocated spaces in the rear yard for contractors vehicles and deliveries and waste transfer. This is a normal set of circumstances which we apply in all of the various refurbishments that have taken place historically in the Dale Street complex with success . Once the refurbished office is completed and occupied a Travel plan for occupants will be put in place	
2.4.4	**Site employees**	4
2.4.5	**Site residents**	*No information provided*
2.4.6	**Site visitors**	*No information provided*
2.4.7	**Other user types on site**	1
2.4.8	**Opening time**	08:30
2.4.9	**Closing time**	18:30
2.4.10	**Are any shift workers expected to be employed on site?**	No
2.4.11	**Are there any Traffic Regulation Orders (TROs) or parking restrictions in force in the area around the site?**	Yes
	More details Double Yellow lines all round the Dale Street complex on all four bounding streets apart from delivery drop off bays (2no) on Hilton Street	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.5.1



2.5.2	**Key locations within walking distance (2km)** Piccadilly gardens main transport interchange Piccadilly main line station At least 4 private operator car parks	
2.5.3	**Is the local area perceived as safe for pedestrians?**	Yes
2.5.4	**Is there an active street frontage in the area surrounding the site?**	Yes
	More details The main office front door is on Newton Street, a busy main street. It is also opposite the entrance to the Easyhotel, well lit by street lighting and busy with pedestrians.	
2.5.5	**Is there street lighting on routes to the site from expected popular locations?**	Yes
	More details As above- main highway lighting	
2.5.6	**Are footways and pedestrian crossings provided on popular routes to/from the site?**	Yes
	More details Pedestrian crossings at Dale street, Hilton Street and Newton Street (2no either side of the cross roads). Traffic light control at either end of the short length of street outside the office. Not a main car route so vehicle traffic is less than other streets nearer Piccadilly	
2.5.7	**Are local footpaths maintained well and in a desirable condition on popular routes to/from the site?**	Yes
	More details Well maintained, no issues	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.5.8	Are any improvements to walking infrastructure in the area being carried out as part of the development?	No

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.6.1



2.6.2 **Key locations within cycling distance (5km)**

Stephensons Square pedestrian only area for cycling and walking through. Part of an ongoing scheme in consultation phase.

Dale street complex- on site cycle store for tenants, in operation

City Tower Piccadilly cycle hub for bike storage with safe storage and locker facilities

Main City Centre shopping and leisure facilites

Piccadilly Transport hub

City centre offices and employment

2.6.3 **On-road infrastructure within cycling distance (5km)**

Dale street is signposted but with no cycle segregation/facilities. Newton Street is an on road route advisory only.

The link to Piccadilly station is an on road route with cycling facilities. Other surrounding streets including Piccadilly are 20mph speed limit roads

2.6.4 **Off-road infrastructure within cycling distance (5km)**

Traffic free routes exist at Fairfield street and London road with toucan crossings extending as far as under the mancunian way. These routes have some breaks with non-traffic free routes. The location site is reasonably near to the main oxford road segregated route ut of the city

2.6.5 **Local topography**

Reasonably Flat- city centre location.

2.6.6 **Are any improvements to cycle infrastructure in the area being carried out as part of the development?** Yes

More details

Manchester City Council 2018 consultation on walking and cycling in the city centre. Consultation now closed and next phase presumably progressing

Will this cycle infrastructure adhere to Greater Manchester Cycling Design Guidance? Yes

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.6.7	Total number of cycle spaces that are allocated to the site	5
	How many of these spaces are long stay cycle stores?	*No information provided*
	How many of these spaces are short stay cycle stores?	5
2.6.8	**Location of cycle parking** In the arched ginnel off Little Lever Street.	
2.6.9	**Features of cycle parking** The cycle cage is capable of holding 25no cycles in a secure compound. Each tenant has a keypad code and is operated on a first come first served basis. the current status is that there are always spare spaces available and the facility is not usually run to capacity.	
2.6.10	**Does cycle parking provide for site visitors, as well as site employees?**	No
2.6.11	**How many lockers are proposed for the site?**	4
2.6.12	**Are associated drying facilities proposed for the site?**	No
2.6.13		
	Is the site located within an 800m walking distance of any of Greater Manchester's Cycle Hubs?	No
2.6.14	**How many motorcycle parking spaces are allocated for the site?**	*No information provided*
2.6.15	**Where are the motorcycle spaces located on site?** *No information provided*	
2.6.16	**If motorcycle parking is provided, please describe its main features** *No information provided*	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

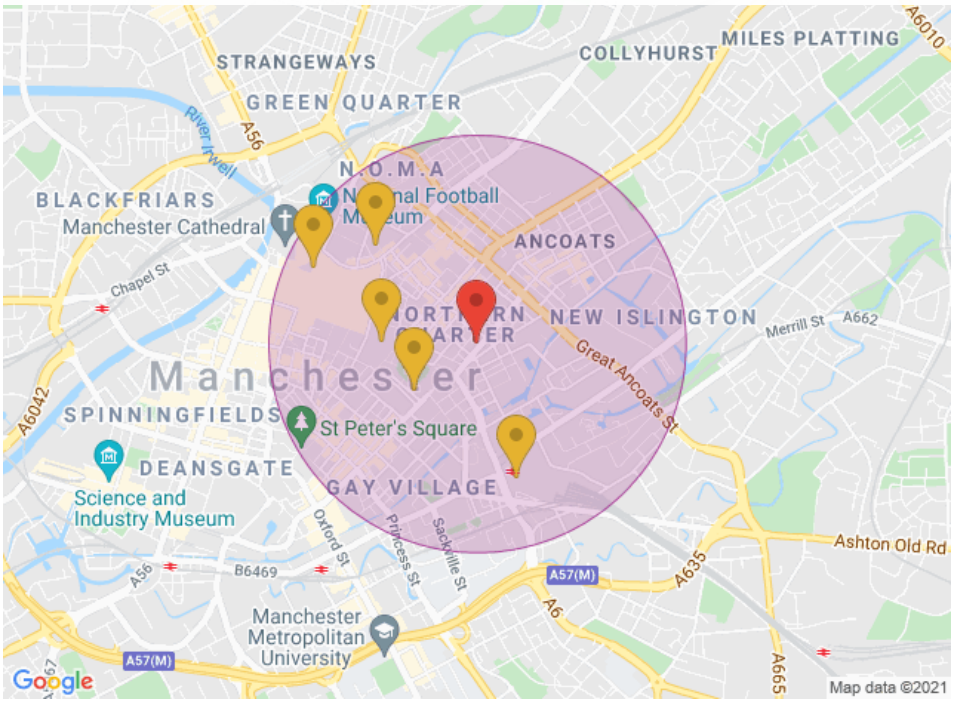
2.7.1	**Key bus services within a 5 minute walk of the site (400m)**	
2.7.2	**Details about the number of services** 31	
2.7.3	**Details about locations served** All wider Manchester districts and some outlying areas such as Bolton and stockport	
2.7.4	**Details about bus frequency** Every 30 mins	
2.7.5	**Details about the earliest bus service** 04:50	
2.7.6	**Details about the last bus service** 23:50	
2.7.7	**Are there any key locations that are not served by the bus routes identified above?**	No

Bus ticketing: descriptions and prices

2.7.8	**How much is an average return bus fare to and from the site?**	£7.00
2.7.9	**Weekly bus tickets** Yes- 5 day Anybus adult £28.50	
2.7.10	**Monthly bus tickets** Yes "get me there" anyday bus and tram adult- £129	
2.7.11	**Annual bus tickets** Yes system one adult county card annual £1264.00	
2.7.12	**Is there any local infrastructure in place that will benefit buses?**	No
2.7.13	**Are any new bus services being provided (or existing services improved/altered) as part of the development?**	No

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.8.1



2.8.2	**Is the site located within a 10 minute walk (800m) of a tram stop?**	Yes
	Nearby tram stops	
	Stop name	Distance from site
	Piccadilly Gardens	302 metres
	Market Street	366 metres
	Shudehill	537 metres
	Manchester Piccadilly	541 metres
	Exchange Square	687 metres
2.8.3	**Details about the number of services**	
	5	
2.8.4	**Details about locations served**	
	Altrincham, Bury, Rochdale,East Didsbury, Manchester Airport, Ashton, Trafford Centre, Eccles	
2.8.5	**Details about tram frequency**	
	15-30 mins	
2.8.6	**Details about the earliest tram service**	
	05.50	
2.8.7	**Details about the last tram service**	
	23.37	
2.8.8	**Are there any key locations that are not served by the tram services identified above?**	No

Tram ticketing: descriptions and prices

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.8.9	**How much is an average return tram fare to and from the site?**	*No information provided*
2.8.10	**Weekly tram tickets** £31.00	
2.8.11	**Monthly tram tickets** £101.80	
2.8.12	**Annual tram tickets** £1154	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.9.1



2.9.2	**Is the site located within a 10 minute walk (800m) of a train stop?**	Yes
	Nearby train stations	
	Station name	Distance from site
	Manchester Piccadilly	565 metres
2.9.3	**Details about the number of services**	
	main operators Avanti West Coast and Cross Country. Northern, East Midlands, Transpennine Express, Transport for Wales	
2.9.4	**Details about locations served**	
	Nationwide	
2.9.5	**Details about train frequency**	
	20 mins	
2.9.6	**Details about the earliest train service**	
	08.23 (05:31 from London Euston)	
2.9.7	**Details about the last train service**	
	22:30 (20:15 from Man Piccadilly)	
2.9.8	**Are there any key locations that are not served by the train services identified above?**	No

Train ticketing: descriptions and prices

2.9.9	**How much is an average return train fare to and from the site?**	£83.70
2.9.10	**Weekly train tickets**	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

none available

2.9.11	**Monthly train tickets** £1561.00 Manc- euston	
2.9.12	**Annual train tickets** £16268.00 manc-euston	

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.10.1	**Are walking routes to nearby bus/tram stops or train stations safe and convenient to use?** yes	
2.10.2	**Are nearby bus/train/tram stops in a desirable condition?** yes	
2.10.3	**Is there up-to-date timetable information available at nearby stops?**	Yes
2.10.4	**Are there any Park and Ride services available for commuters to the site?**	Yes
2.10.5	**Are any improvements to public transport infrastructure being carried out as part of the development?**	No

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.11 Site Assessment: Parking

On Site Parking

2.11.1	**How many car parking spaces are allocated for the site?**	1
2.11.2	**How many accessible parking spaces have been provided for people with disabilities?**	*No information provided*

Parking Allocations

2.11.3	**Staff Parking**	*No information provided*
2.11.4	**Customer Parking**	*No information provided*
2.11.5	**Visitor Parking**	*No information provided*
2.11.6	**Delivery Parking**	1
2.11.7	**Other Parking**	1
2.11.8	**What security measures are proposed for on-site parking?** Gated entrance	
2.11.9	**How is car parking expected to be managed on site?** no on- site parking- parking temporary for servicing and deliveries only	
2.11.10	**Is the site located within a controlled parking zone?**	Yes
	What are the controlled zone hours of operation? 08:00 to 20;00	
2.11.11	**Is the site near a residential area?**	No
2.11.12	**How will any overspill parking be managed?** Use of nearby private operator car parks	
2.11.13	**Is there any intention to discourage on-street parking as part of this development?**	No

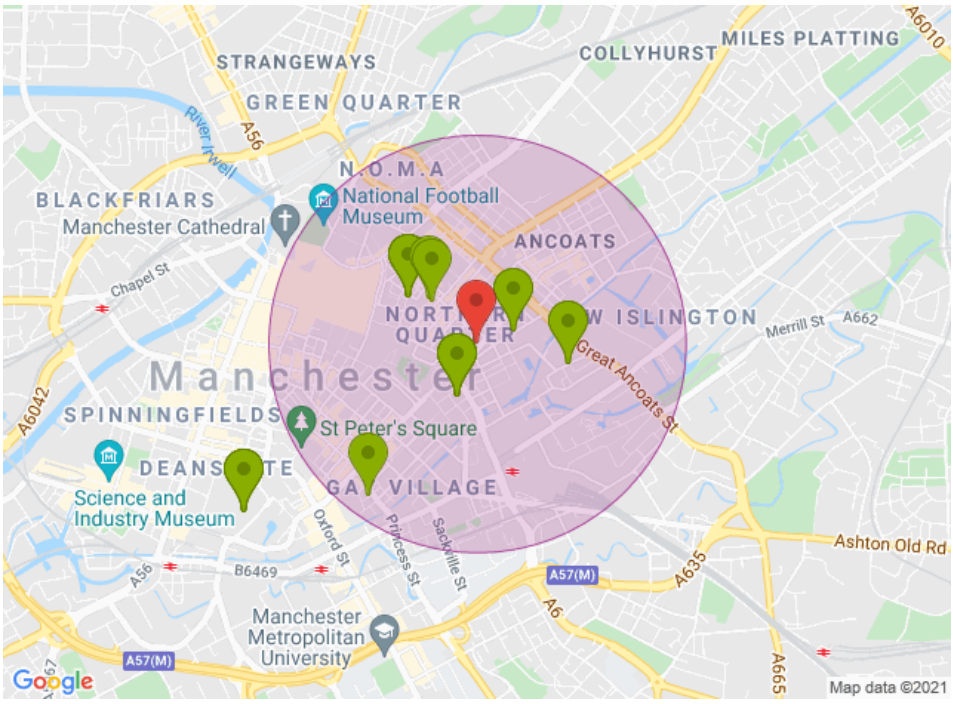
The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.12 Site Assessment: Car Sharing

2.12.1	**Has a car sharing scheme been identified for the site?**	Yes
2.12.2	**How many car parking spaces have been allocated for car sharers?**	*No information provided*

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.13.1



2.13.2	**Description of main roads adjacent to the site** Newton Street, Dale Street, Hilton Street, Lever Street	
2.13.3	**Are any highway improvements being carried out as part of the development?**	Yes
	Details of highway improvements Redevelopment of Stevenson Square	
2.13.4	**Is the surrounding road network suitable for HGVs?**	Yes
2.13.5	**Are there any car club pick-up points located within 800m of the site?** No	
2.13.6	**Is there a public GMEV charging point located within 800m of the site?**	Yes
2.13.7	**Are any car charging points allocated on site?**	No

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Issues

Site Information

2.14.1	Building phases
2.14.2	Traffic regulation orders

Cycling

2.14.3	Cycle hubs
2.14.4	Visitor parking
2.14.5	Drying facilities

Bus

2.14.6	Local infrastructure
2.14.7	New services

Train

2.14.8	Weekly ticket options

Parking

2.14.9	Parking spaces
2.14.10	Accessible spaces
2.14.11	Staff spaces
2.14.12	Customer spaces
2.14.13	Visitor spaces

Car Sharing

2.14.14	Car sharing scheme

Opportunities

Site Information

2.14.15	Site development
2.14.16	Site management
2.14.17	Site employees
2.14.18	Other users
2.14.19	Shift workers

Walking

2.14.20	Key locations

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.14.21	Safe for pedestrians
2.14.22	Street frontage
2.14.23	Footways & crossings
2.14.24	Footpath condition
2.14.25	Infrastructure improvements

Cycling

2.14.26	Key locations
2.14.27	On-road infrastructure
2.14.28	Off-road infrastructure
2.14.29	Local topography
2.14.30	Infrastructure improvements
2.14.31	Parking spaces
2.14.32	Long stay storage
2.14.33	Short stay storage
2.14.34	Parking location
2.14.35	Parking features
2.14.36	Motorcycle parking
2.14.37	Motorcycle spaces

Bus

2.14.38	Bus services
2.14.39	Locations served
2.14.40	Service frequency
2.14.41	Earliest service
2.14.42	Last service
2.14.43	Key locations
2.14.44	Average return fare
2.14.45	Weekly ticket options
2.14.46	Monthly ticket options
2.14.47	Annual ticket options

Tram

2.14.48	Tram services
2.14.49	Locations served
2.14.50	Service frequency
2.14.51	Earliest service
2.14.52	Last service

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

2.14.53	Key locations
2.14.54	Average return fare
2.14.55	Weekly ticket options
2.14.56	Monthly ticket options
2.14.57	Annual ticket options

Train

2.14.58	Train services
2.14.59	Locations served
2.14.60	Service frequency
2.14.61	Earliest service
2.14.62	Last service
2.14.63	Key locations
2.14.64	Average return fare
2.14.65	Monthly ticket options
2.14.66	Annual ticket options

Public Transport

2.14.67	Safety & convenience
2.14.68	Infrastructure conditions
2.14.69	Timetable information
2.14.70	Infrastructure improvements

Parking

2.14.71	Delivery spaces
2.14.72	Other site spaces
2.14.73	Security measures
2.14.74	Site management
2.14.75	Controlled parking
2.14.76	Residential area
2.14.77	Parking overspill
2.14.78	On street parking

Highway

2.14.79	Main roads
2.14.80	Road improvements
2.14.81	HGV suitability
2.14.82	GMEV charging points

2.14.83 Car charging points

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

3.1 Introduction

The purpose of the travel plan scope is to provide a series of outline objectives that aim to address issues and opportunities identified in the previous section. It then should define targets to provide a structure for delivering the travel plan.

3.2 Objectives

Objectives are intended to help link together key themes from the issues and opportunities identified in **section 2.14**. These objectives will provide a structure to develop targets, measures and actions later in the process.

3.2.1	**Objective 1**	Reduce car dependancy

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

3.3 Targets

The purpose of targets is to provide a structure for the eventual measures that will be put into practice on site, based on the objectives identified in **section 3.2**.

3.3.1 Target

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Objectives Sought

Reduce car dependancy

Outcome Sought

total 20 staff currently employed. a potential 4 further staff. Currently of those 20 staff only 2 people drive.by car. If this could be reduced to 1 or even none that must be the best outcome.

Other factors include a proportion of staff WFH . If this varies this is to be monitored

Monitoring

Annual report.

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

4.1 Introduction

This section describes how the travel plan will be delivered on site. It provides a management strategy to ensure the final travel plan remains effective from the planning stage through to implementation, as well as a series of proposed measures and actions to carry out on site. This will be summarised by an action plan at the end of this section.

4.2 Management Strategy: Contacts

4.2.1	**Developer (and agents)**	
	steve west	steve@studio-neo.co.uk
4.2.2	**Occupier**	
	Pippa stanton	pippa@seechange.ai
4.2.3	**Travel Plan Co-ordinator**	
	Pippa Stanton	pippa@seechange.ai

4.3 Management Strategy: Communications

4.3.1 **How the future handover of the site to the occupiers will take place**

An elected member of staff within the seechange organisation

4.3.2 **Statement of commitment from senior managers**

Yes- responsibilities and roles outlined to management

4.3.3 **Job description for the Travel Plan Co-ordinator**

The travel Plan falls under the general Facilities management and HR responsibilities of the named person

4.4 Management Strategy: Timescales

4.4.1 **How the travel plan will be managed during the pre-application/development planning phase**

Very short contract period. Travel arrangements are stipulated in the usual contractors Preliminaries document issued at tender stage.

4.4.2 **Dates of handovers between developers/contractors/occupiers**

4th October 2021

4.4.3 **Succession plan for Travel Plan Coordinators at each stage of development**

Travel Plan to be handed over upon Practical Completion of the development

4.5 Management Strategy: Funding

4.5.1 **How the Travel Plan will be funded, and the expected timescale and costs**

Employer contributions with further investigations by the employer on what travel grants are available

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

4.6 Management Strategy: Monitoring

4.6.1	**Details of how the Travel Plan will be monitored** Travel survey monitoring with MCC and wider transport operatives and information.
4.6.2	**Details of how long the Travel Plan will be monitored for** 5 yearly in line with tenancy period

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

4.7 Measures and Actions

Measures are generic initiatives that could potentially be implemented on the site. Any measures that have been selected for this travel plan are also listed as site-specific actions.

Walking	
4.7.1	**Personal safety improvements** Walking in groups or more than one person
Cycling	
4.7.2	**Personal safety improvements** Consideration of provision of cycling safety gear
4.7.3	**Bicycle allowances** Cycle to work scheme
4.7.4	**Showers, lockers, changing rooms, drying facilities** Shower provided. Drying areas to be considered
Parking	
4.7.5	**Priority spacing** Consideration of a contract parking space for car share
Car Sharing	
4.7.6	**Parking spaces for car sharers** as before- consideration of a contract parking space for car share users
Public Transport	
4.7.7	**Flexible working hours** Flexible working hours to suit transport times and avoidance of rush hour times
Car Usage	
4.7.8	**Agile working** WFH already in operation
4.7.9	**Electric vehicle charging points** staff made aware of local GMEV stations.

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

4.7.10	**Sustainable travel information with hyperlinks** staff awareness
4.7.11	**Links to TfGM's Journey Planner and Route Explorer** staff awareness
4.7.12	**Highlight cycle parking/walking facilities** staff awareness

4.8 Action Plan

The action plan brings together all the actions identified in **section 4.7** and links them to the objectives and targets identified in **section 3**. The action plan also describes how each action will be funded, delivered and monitored based on the responses in the management strategy in **section 4.2 — 4.6**.

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

4.8.1 **Action**

Walking in groups or more

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

Office manager

Timescale

Within 1 year

Risks/Threats

none forseeable

Financial Implications

To be agreed internally

Monitoring and Evaluation

Annual report

4.8.2 **Action**

Consideration of provision of cycling safety gear

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

Office manager

Timescale

within 1 year

Risks/Threats

none forseeable

Financial Implications

to be agreed internally

Monitoring and Evaluation

Annual report

4.8.3 **Action**

Cycle to work scheme

Objectives

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

Office manager

Timescale

within 1 year

Risks/Threats

none forseeable

Financial Implications

to be agreed internally

Monitoring and Evaluation

annual report

4.8.4 **Action**

Shower provided. Drying areas to be considered

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

within 1 year

Risks/Threats

none forseeable

Financial Implications

to be agreed internally

Monitoring and Evaluation

annual report

4.8.5 **Action**

Consideration of a contract parking space for car share

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Responsibility

office manager

Timescale

within 1 year

Risks/Threats

none forseeable

Financial Implications

to be agreed internally

Monitoring and Evaluation

annual report

4.8.6

Action

as before- consideration of a contract parking space for car share users

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

within 1 year

Risks/Threats

none forseeable

Financial Implications

to be agreed internally

Monitoring and Evaluation

annual report

4.8.7

Action

Flexible working hours to suit transport times and avoidance of rush hour times

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

From 4th October

Risks/Threats

none forseeable

Financial Implications

Already planned for financially

Monitoring and Evaluation

Monthly review

4.8.8

Action

WFH already in operation

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

from 4th october

Risks/Threats

none forseeable

Financial Implications

Already factored in

Monitoring and Evaluation

monthly review

4.8.9

Action

staff made aware of local GMEV stations.

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

From 4th October

Risks/Threats

none forseeable

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Financial Implications

none

Monitoring and Evaluation

Monthly review

4.8.10

Action

staff awareness

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

from 4th october

Risks/Threats

none

Financial Implications

none

Monitoring and Evaluation

monthly review

4.8.11

Action

staff awareness

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

from 4th october

Risks/Threats

none

Financial Implications

none

Monitoring and Evaluation

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

Monthly review

4.8.12 **Action**

staff awareness

Objectives

Reduce car dependancy

Targets

Reduce car dependancy, promote car sharing, promote cycling to work, promote public transport, reduce number of work trips to the office

Responsibility

office manager

Timescale

from 4th october

Risks/Threats

none

Financial Implications

none

Monitoring and Evaluation

monthly review

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

5.1 Outcomes of Stage 1

5.1.1 **Summarise the outcomes of the Travel Plan Introduction (Stage 1)**

Compliance with Pre-occupation planning condition

5.2 Outcomes of Stage 2

5.2.1 **Summarise the outcomes of the Travel Plan Site Description (Stage 2)**

Awareness of local travel opportunities and developments

5.3 Outcomes of Stage 3

5.3.1 **Summarise the outcomes of the Travel Plan Scope (Stage 3)**

Objectives most appropriate to the site and to the company workforce

5.4 Outcomes of Stage 4

5.4.1 **Summarise the outcomes of the Travel Plan Delivery (Stage 4)**

Most appropriate actions given the workforce travel locations and office location

5.5 Concluding Remarks

5.5.1 **Summarise the desired outcomes of the travel plan**

The lack of on site parking availability for vehicles due to central city centre location has generated the need to look for alternative ways of managing travel in a sustainable and effective manner

The Travel Plan Toolkit website uses cookies. By continuing to access the site you are agreeing to their use. learn more about these cookies (resources/cookiesinfo) close message

A.1 Site Plans

A.1.1 **L1-01 site location plan_.pdf**

Download File (https://travelplantoolkit.tfgm.com/static/612e44f9465d00001f0063d4/document/L1-01%20site%20location%20plan_.pdf)