



Island Site (General Partner) Limited

# Land bound by John Dalton Street, Ridgefield, Bow Street and South King Street, Manchester

## Framework Travel Plan

May 2021



Island Site (General Partner) Limited

Land bound by John  
Dalton Street,  
Ridgefield, Bow Street  
and South King Street,  
Manchester

## Framework Travel Plan

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# CONTENTS

|           |                                                      |           |
|-----------|------------------------------------------------------|-----------|
| <b>1.</b> | <b>Introduction</b>                                  | <b>4</b>  |
| 1.1.      | Preamble                                             | 4         |
| 1.2.      | Overview of the Travel Planning Process              | 4         |
| 1.3.      | BREEAM Sustainability Assessment                     | 6         |
| 1.4.      | Report Structure                                     | 6         |
| <b>2.</b> | <b>Policy Context</b>                                | <b>7</b>  |
| 2.1.      | National Planning Policy Framework                   | 7         |
| 2.2.      | Delivering Travel Plans Through the Planning Process | 7         |
| <b>3.</b> | <b>Existing Conditions</b>                           | <b>9</b>  |
| 3.1.      | Site Location and Existing Use                       | 9         |
| 3.2.      | Local Highway Network                                | 13        |
| <b>4.</b> | <b>Development Proposals</b>                         | <b>15</b> |
| 4.1.      | Proposed Use                                         | 15        |
| 4.2.      | Site Access Arrangements                             | 16        |
| 4.3.      | Servicing and Deliveries                             | 16        |
| 4.4.      | Parking                                              | 16        |
| <b>5.</b> | <b>Sustainable Accessibility</b>                     | <b>19</b> |
| 5.1.      | Introduction                                         | 19        |
| 5.2.      | Pedestrian Accessibility                             | 19        |
| 5.3.      | Cycle Accessibility                                  | 22        |
| 5.4.      | Public Transport Services                            | 27        |
| <b>6.</b> | <b>Objectives, Targets and Benefits</b>              | <b>30</b> |
| 6.1.      | Overarching Aim                                      | 30        |
| 6.2.      | Targets                                              | 30        |
| 6.3.      | Initial Targets                                      | 30        |
| 6.4.      | Benefits                                             | 31        |
| <b>7.</b> | <b>Travel Plan Management</b>                        | <b>33</b> |
| 7.1.      | Overview                                             | 33        |
| 7.2.      | Travel Plan Co-Ordinator                             | 33        |
| <b>8.</b> | <b>Travel Plan Measures</b>                          | <b>34</b> |
| 8.1.      | Overview                                             | 34        |

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|       |                                    |    |
|-------|------------------------------------|----|
| 8.2.  | Promotion and Marketing            | 34 |
| 8.3.  | Travel Pack                        | 34 |
| 8.4.  | Travel Database                    | 35 |
| 8.5.  | Encouraging Walking                | 36 |
| 8.6.  | Encouraging Cycling                | 36 |
| 8.7.  | Promoting Public Transport         | 36 |
| 8.8.  | Promoting Car Sharing and Car Hire | 37 |
| 8.9.  | Car Alternatives                   | 38 |
| 8.10. | Liaising with Stakeholders         | 38 |
| 9.    | Monitoring and Review              | 39 |
| 9.1.  | Overview                           | 39 |
| 9.2.  | Monitoring Strategy                | 39 |
| 9.3.  | Enforcement                        | 39 |
| 10.   | Timetable and Action Plan          | 40 |

## APPENDICES

### APPENDIX A Example Staff Travel Questionnaire

# 1. Introduction

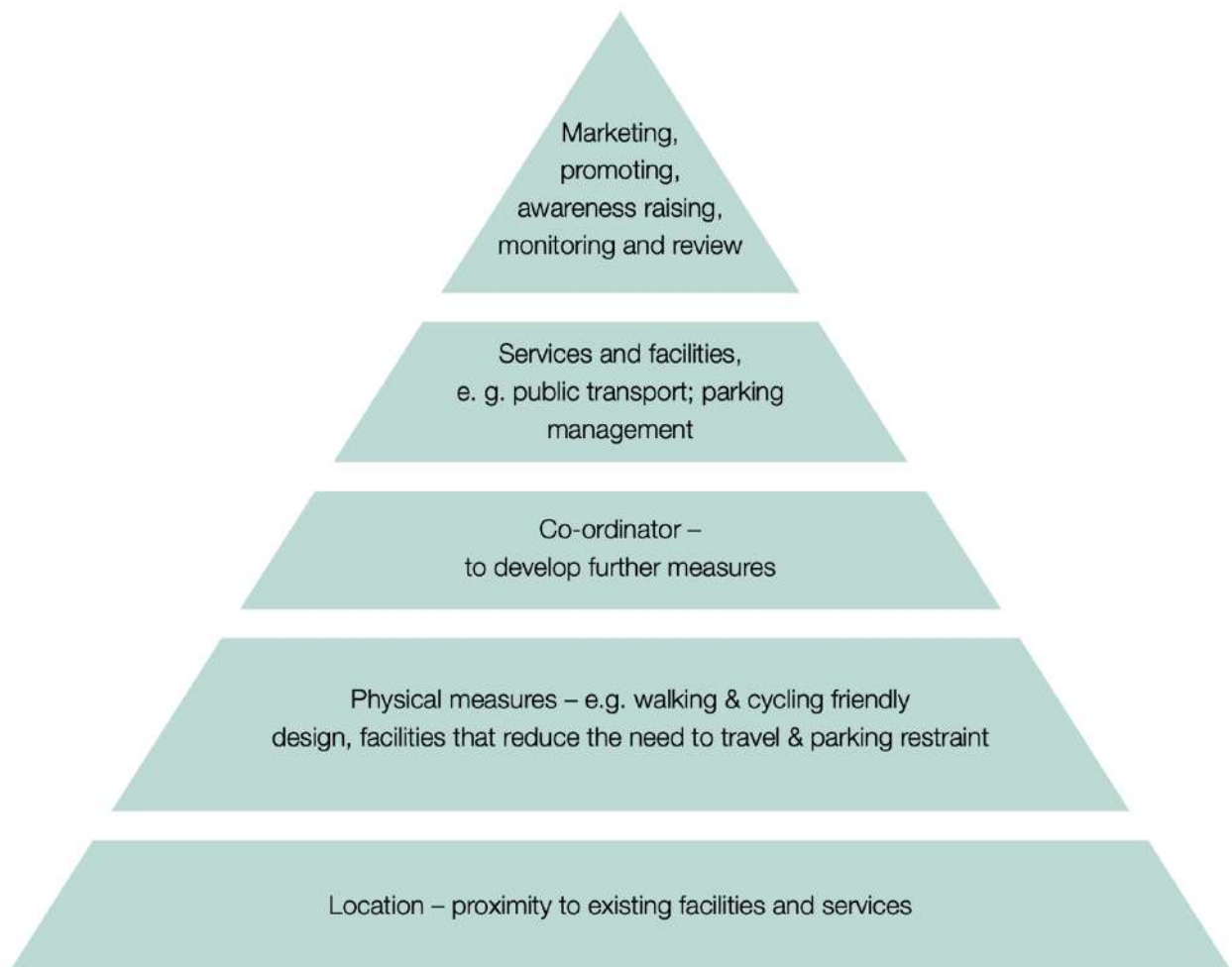
## 1.1. Preamble

- 1.1.1. Mode Transport Planning ('Mode') has been appointed by the Island Site (General Partner) Limited (the 'Applicant'), to provide transport and highways advice in relation to a new office development at land bound by John Dalton Street, Ridgefield, Bow Street and South King Street, Manchester.
- 1.1.2. The development proposals comprise the demolition of the existing buildings and structures and the erection of a 10-storey plus basement office building (Use Class E(g)), with flexible ground floor and basement uses (Use Class E) and a rooftop garden, works to facilitate the pedestrianisation of the southern part of Ridgefield and other associated works.
- 1.1.3. This Framework Travel Plan (FTP) has been prepared as part of the planning application documentation and should be read in conjunction with the Transport Statement.

## 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 for Transport)



1.2.4. This FTP 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. BREEAM Sustainability Assessment

1.3.1. The site is intended to be a BREEAM rated development, and therefore will be a more sustainable environment that will enhance the well-being of the people who work in the building. As such, this FTP will assess the site in accordance with BREEAM 2016.

### 1.4. Report Structure

1.4.1. Following this introduction, the remainder of this FTP is set out as follows:

- Section 2 considers the FTP 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 FTP;
- Section 7 describes the travel management plan of the FTP;
- Section 8 identifies the FTP 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.

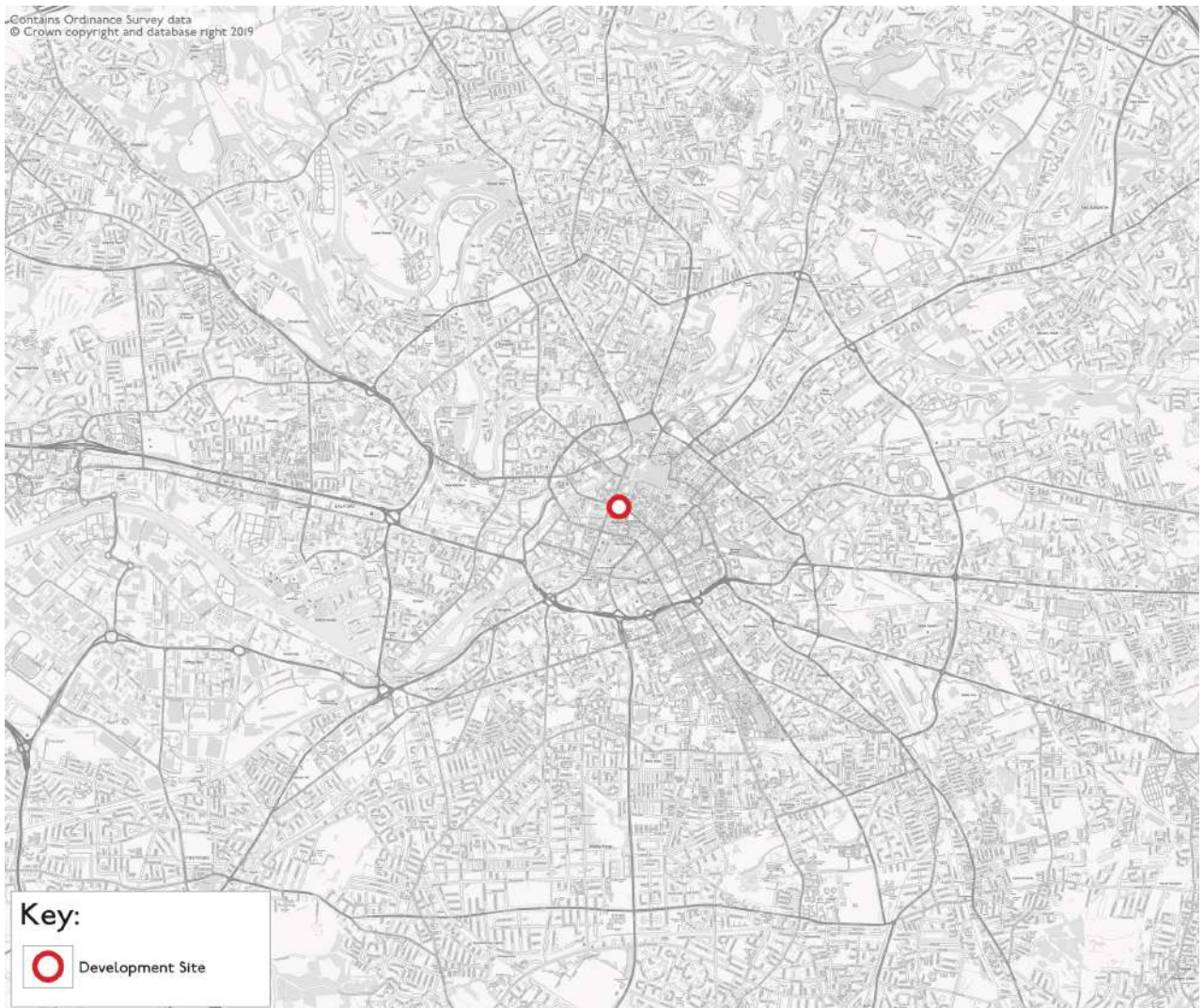
- 2.2.4. This guidance stresses the importance of a partnership approach, between the developer and the Local Authority, in respect of the successful delivery of TPs.

## 3. Existing Conditions

### 3.1. Site Location and Existing Use

- 3.1.1. The development site is located on John Dalton Street in Manchester City Centre c.200m west of the Town Hall and c.70m east of Deansgate. The location of the site in the wider context of the city centre is shown in [Figure 3.1](#).

**Figure 3.1 : Site Location (wider city centre context)**



- 3.1.2. The site comprises a rectangular block of buildings bound by John Dalton Street to the south, South King Street to the north, Bow Street to the east and Ridgefield to the west. Three existing buildings are located within the site boundary comprising:

- Old Colony House (25,968 sq ft), a vacant 7 storey building comprising office accommodation with a vacant former restaurant at ground floor level. The building fronts onto South King Street;

- 5 Ridgefield (11,748 sq ft), a 3-storey building comprising a former restaurant use at basement and ground floor level and vacant offices at first and second floors. The site fronts onto Ridgefield and Bow Street; and,
- Grange House (17,309 sq ft), a 6-storey building comprising ground floor retail/restaurant/office use with vacant upper floors formerly in office use. The building fronts onto John Dalton Street.

3.1.3. The buildings vary in age and character and are no longer fit for purpose as office accommodation. A significant proportion of the accommodation is currently vacant and/or underutilised.

3.1.4. The site is located within the St Ann's Square Conservation Area and adjacent to the Albert Square Conservation Area. None of the buildings within the site are listed.

3.1.5. Pedestrian access is taken directly from the adjacent pavements on John Dalton Street, S King Street and Ridgefield (see [Photographs 3.1 to 3.3](#)). On the eastern side of the building along Bow Street (see [Photograph 3.4](#)) there are a number of Fire Exits and an access to the servicing/parking area controlled via a roller door.

Photograph 3.1 : Existing Pedestrian Accesses – John Dalton Street



Photograph 3.2 : Existing Pedestrian Access – South King Street



Photograph 3.3 : Existing Pedestrian Accesses – Ridgefield



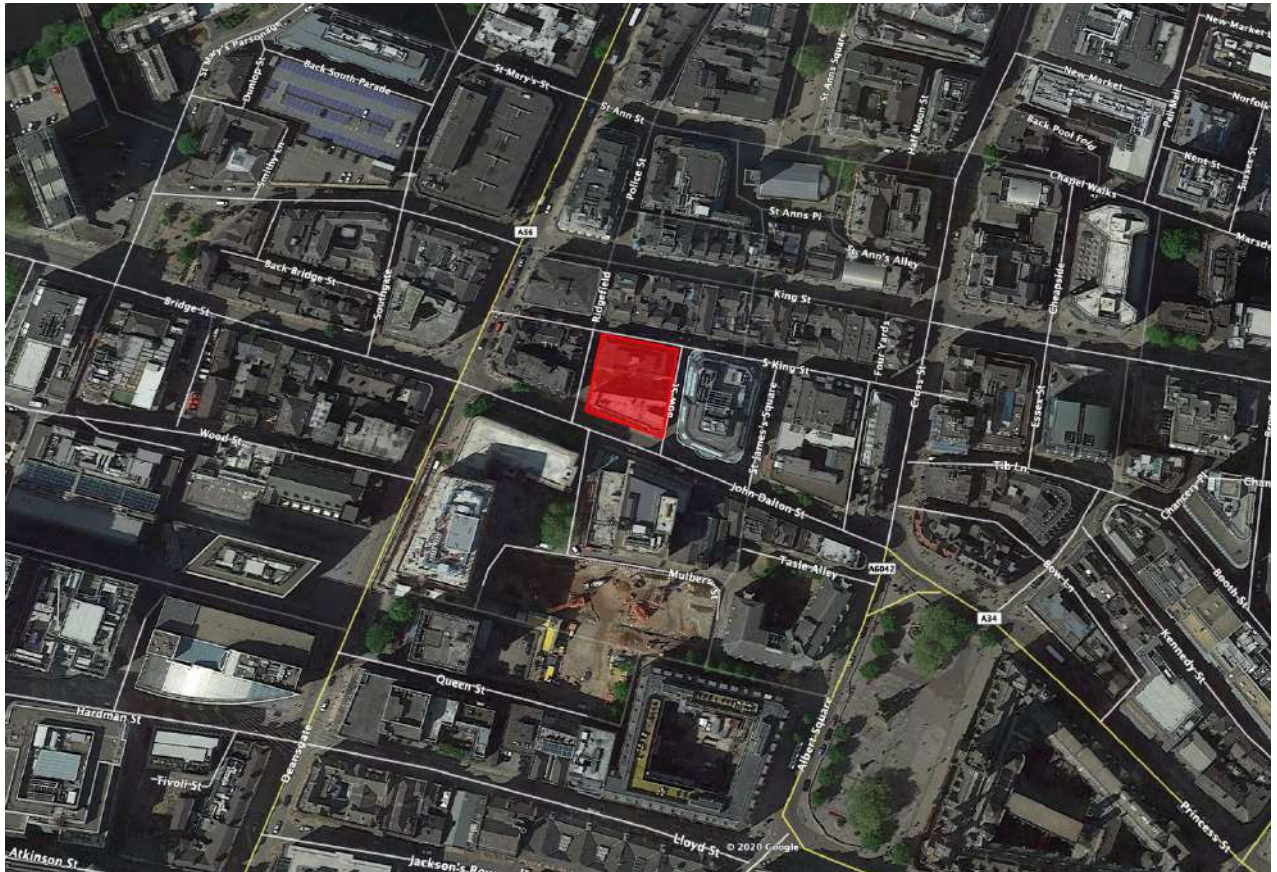
Photograph 3.4 : Fire Exits and Vehicle Access – Bow Street



## 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 : Site Location and Local Highway Network (image source: Google Earth)



John Dalton Street (A34)

- 3.2.2. John Dalton Street is a two-way single carriageway road connecting Albert Square to Deansgate. Footways are located on both sides of the carriageway providing good quality pedestrian routes. There are also bus stops and cycle parking.
- 3.2.3. There are 6 on-street car parking bays opposite the site which are controlled by a Pay and Display meter. Any further on-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders.

Ridgefield

- 3.2.4. Ridgefield is a single carriageway one-way road allowing vehicle movements from S King Street to John Dalton Street. Footways are located either side of the road, although these are narrower than elsewhere on the surrounding highway network.

- 3.2.5. On-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders; however, there is a loading bay located adjacent to the site boundary.

#### Bow Street

- 3.2.6. Bow Street is a single carriageway one-way road allowing vehicle movements from John Dalton Street to S King Street. Narrow footways are located either side of the road, although these are in short sections in parts due to the Fire Exits and entrances to the existing buildings.
- 3.2.7. On-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders along both sides of the road.

#### South King Street

- 3.2.8. South King Street is a single carriageway one-way road allowing vehicle movements from east to west. Narrow footways are located either side of the road and the carriageway is constructed with block paving.
- 3.2.9. There are 5 on-street car parking bays adjacent to the site boundary which are controlled by a Pay and Display meter. Any further on-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders.

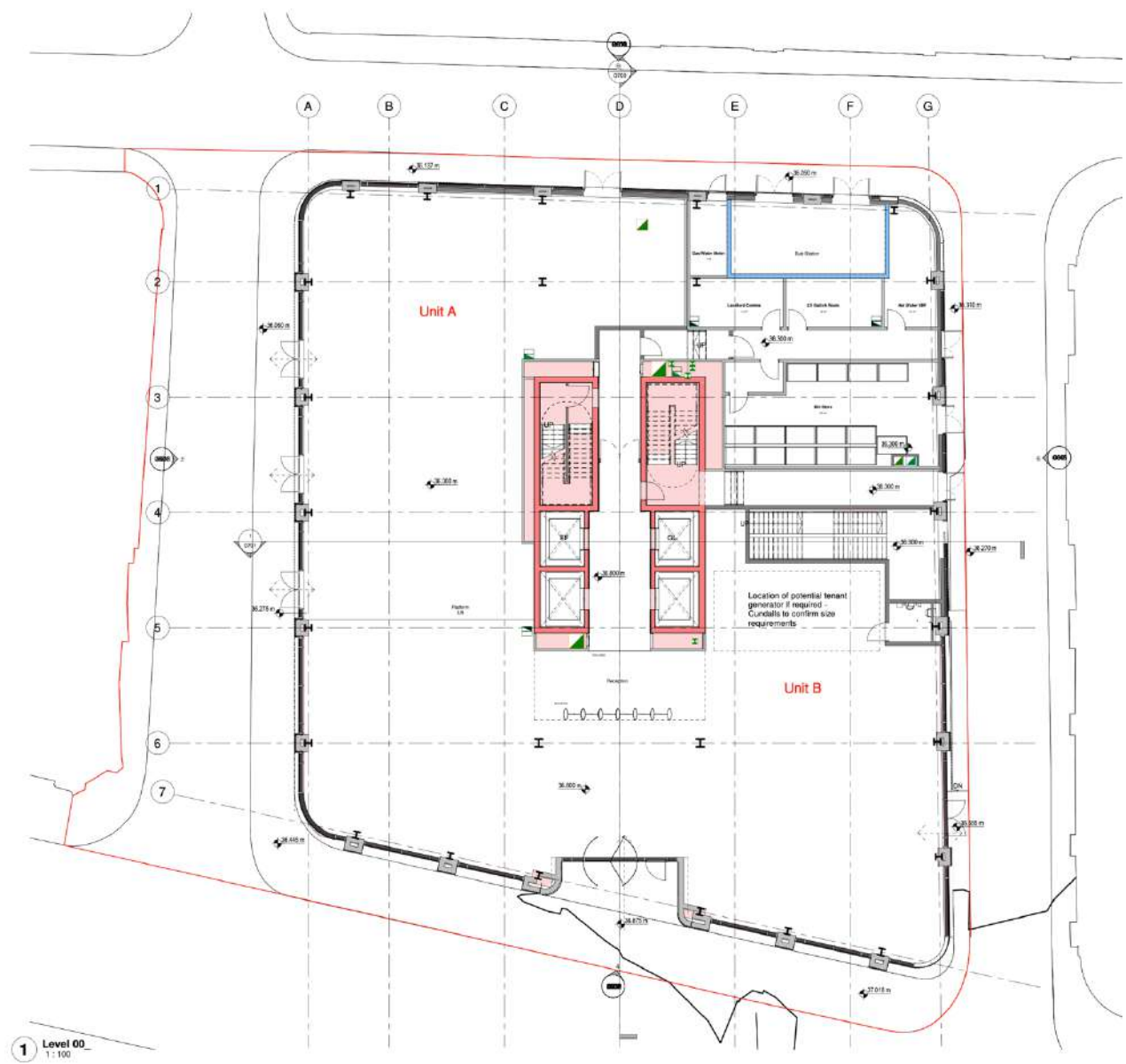
## 4. Development Proposals

### 4.1. Proposed Use

4.1.1. The development proposals comprise demolition of the existing buildings and structures and the erection of a 10-storey plus basement office building (Use Class E(g)), with flexible ground floor and basement uses (Use Class E) and a rooftop garden, works to facilitate the pedestrianisation of the southern part of Ridgefield and other associated works

4.1.2. The proposed ground floor site layout is shown in [Figure 4.1](#).

**Figure 4.1: Proposed Ground Floor Layout**



## 4.2. Site Access Arrangements

- 4.2.1. No vehicle access into the site is proposed, the primary pedestrian access into the building will be via John Dalton Street.
- 4.2.2. Access to one of the ground floor flexible commercial units will be directly on to Ridgefield.
- 4.2.3. The proposals seek to introduce full-time pedestrianisation of Ridgefield through the use of the Town and Country planning act or a Traffic Regulation Order.
- 4.2.4. North of King Street South and Traffic Regulation Order will be introduced to limit the size of vehicles exiting King Street via this route due to the swept path analysis of vehicles at the King Street South junction. This will result in the removal of an on-street parking space on King Street South.
- 4.2.5. The site currently connects to a network of good quality pedestrian provision that benefits from drop kerbs and a good quality surfacing, providing sufficient access for all users, accounting for varying levels and types of disability, including visual impairment.

## 4.3. Servicing and Deliveries

- 4.3.1. Servicing and refuse access to the building will be located on Bow Street with a loading bay introduced on South King Street. Bins will be moved from the bin store and placed on the corner of Bow Street and South King Street on collection days.
- 4.3.2. The proposed loading bay will replace two of the existing pay and display parking spaces on South King Street.

## 4.4. Parking

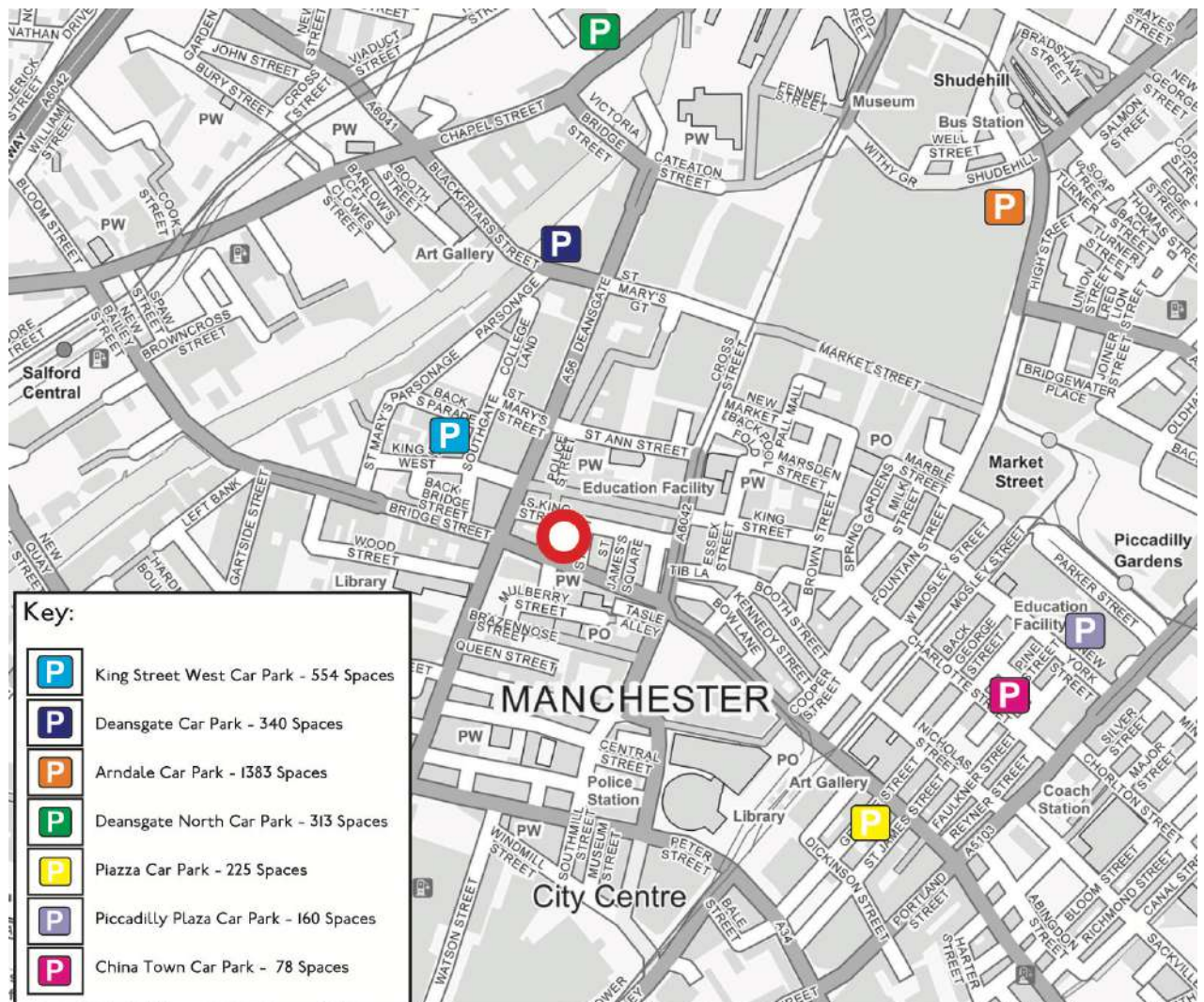
### Cycle Parking

- 4.4.1. The scheme will deliver secure cycle parking located within the basement of the building. The proposed 70 cycle parking spaces exceeds MCC's minimum standards of 1 space per 200m<sup>2</sup>.
- 4.4.2. To facilitate the safe movement of cycles to and from the basement, a bike rail will be provided on the stairs.
- 4.4.3. In addition to the cycle parking, facilities will be provided within the development for cyclists. This will include, showers, changing rooms, lockers and drying rooms.

## Car Parking

- 4.4.4. No car parking is proposed within the development. This is supported by the site being highly accessible (as established in [Chapter 5](#) of this FTP) by sustainable modes of travel, particularly the excellent bus, tram and train services available throughout the Manchester City Centre.
- 4.4.5. That said, it is acknowledged that some staff and visitors may wish to utilise a private car for journeys to the site, therefore an adequate level of car parking provision should be available in order to avoid unregulated on-street parking on the local highway network.
- 4.4.6. As the development proposals do not include any on-site car parking provision, any car parking demand will be satisfied by the wide range of existing public car parks located within close proximity of the site.
- 4.4.7. As can be seen in [Figure 4.2](#), there are seven surface car park and secure internal car parks located within approximately 500m from the site, providing a total of 3,053 car parking spaces.

**Figure 4.2: Existing Car Parks**



- 4.4.8. Considering the low parking demand expected to be generated by the development, there is a relatively high number of parking spaces available within walking distance from the site which would satisfy any parking demand generated by the development proposals.
- 4.4.9. The provision is supported by strict control of on-street parking on the local highway network and throughout the city centre; therefore, illegal or inappropriate parking is unlikely to occur as a consequence of this proposed development.
- 4.4.10. As an alternative to private car trips, staff and visitors can also utilise local car hire companies, car clubs and car sharing schemes. There is also a wide range of residential, retail and leisure amenities all within easy walking and cycling distance.
- 4.4.11. Overall, the approach of encouraging a modal shift from car usage to more sustainable modes of transport complies with within national and local transport policy.

## 5. Sustainable Accessibility

### 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

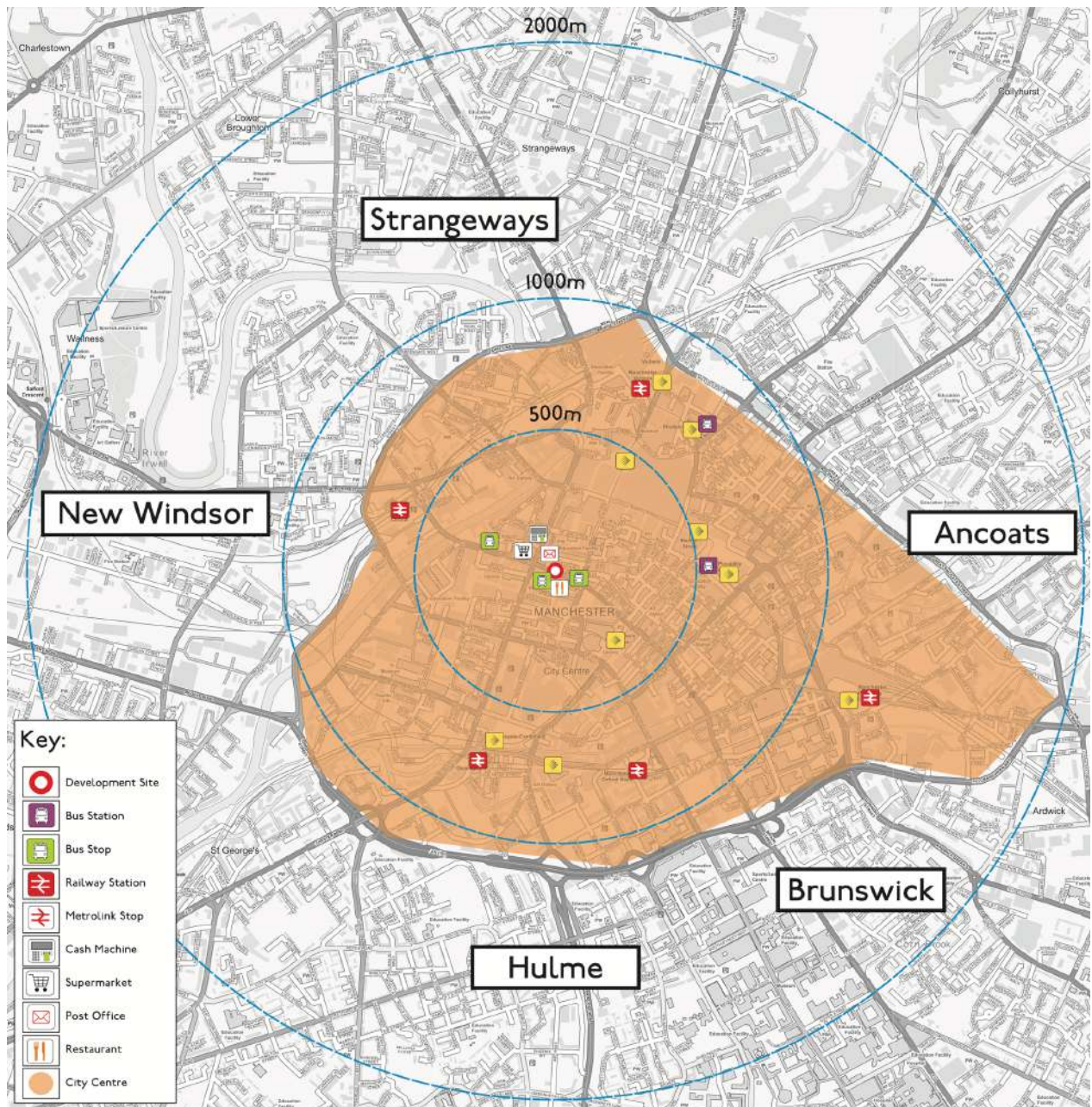
- 5.2.1. It is widely recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly those under 2km.
- 5.2.2. Guideline walking distances provided in the Chartered Institution of Highways and Transportation (CIHT)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

**Table 5.1 : CIHT Guideline Acceptable Walking Distances**

| Criteria          | 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. 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, 1000m and 2000m catchment area. The results are shown in [Figure 5.1](#).

Figure 5.1 : Walking Catchment Area and Amenity Plan



5.2.6. As shown in Figure 5.1, the site is surrounded by an array of key amenities including bus stops, train stations and Metrolink stations. Local residential areas such as Hulme, Brunswick and Ancoats are within a 2,000m catchment area of the site and therefore within the preferred maximum walking distance of the site.

5.2.7. 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) |
|--------------------------------|--------------|-----------------------------|
| Restaurant                     | 30m          | 1 minute                    |
| Bus Stop – John Dalton Street  | 50m          | 1 minute                    |
| Post Office                    | 75m          | 1 minute                    |
| Sainsburys Local               | 85m          | 1 minute                    |
| Cash Machine                   | 85m          | 1 minute                    |
| Bus Stop – Bridge Street       | 180m         | 2 minutes                   |
| St Peters Square Tram Stop     | 420m         | 5 minutes                   |
| Piccadilly Gardens Bus Station | 750m         | 9 minutes                   |
| Deansgate Railway Station      | 860m         | 10 minutes                  |

5.2.8. As summarised in Table 5.2, the site is well positioned in Manchester City Centre, with three bus stops located within a **2-minute** walk of the site. A restaurant, post office, cash machine and Sainsbury's local within a **1-minute** walk of the site. St Peter's Square Metrolink Station is located within a **5-minute** of the site, and Deansgate Railway Station within a **10-minute** walk of the site.

5.2.9. 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.

5.2.10. The BREEAM 2016 Tra02 'proximity to amenities' tool has been utilised to determine the key amenities within 500m of the site. The development building type is categorized as Type 1 – Offices, Retail, Industrial or Court. The results of the 'proximity to amenities' are shown in Table 5.3.

Table 5.3 : BREEAM 2016 Accessible Amenities

| Amenity                                                              | Distance (m) | Average Walking Time (mins) |
|----------------------------------------------------------------------|--------------|-----------------------------|
| Food Outlet                                                          | 30m          | 1 minute                    |
| Access to cash                                                       | 85m          | 1 minute                    |
| Access to an outdoor open space<br>(St Anne's Square)                | 170m         | 2 minutes                   |
| Access to a recreation/leisure facility<br>(Bannatyne's health Club) | 470m         | 5.5 minutes                 |
| Publicly available postal facility                                   | 75m          | 1 minute                    |
| Over the counter services associated with<br>pharmacy (Boots)        | 500m         | 6 minutes                   |
| Childcare facility or school                                         | -            | -                           |

*Note: the amenities highlighted in blue are considered as Core Amenities for Type 1.*

5.2.11. In accordance with BREEAM 2016, the development is required to be within 500m of three key amenities, with at least two being 'core amenities'. The data in Table 5.3 demonstrates that the development will be located within 500m of six amenities, and therefore receives **1 BREEAM Credit**.

### 5.3. Cycle Accessibility

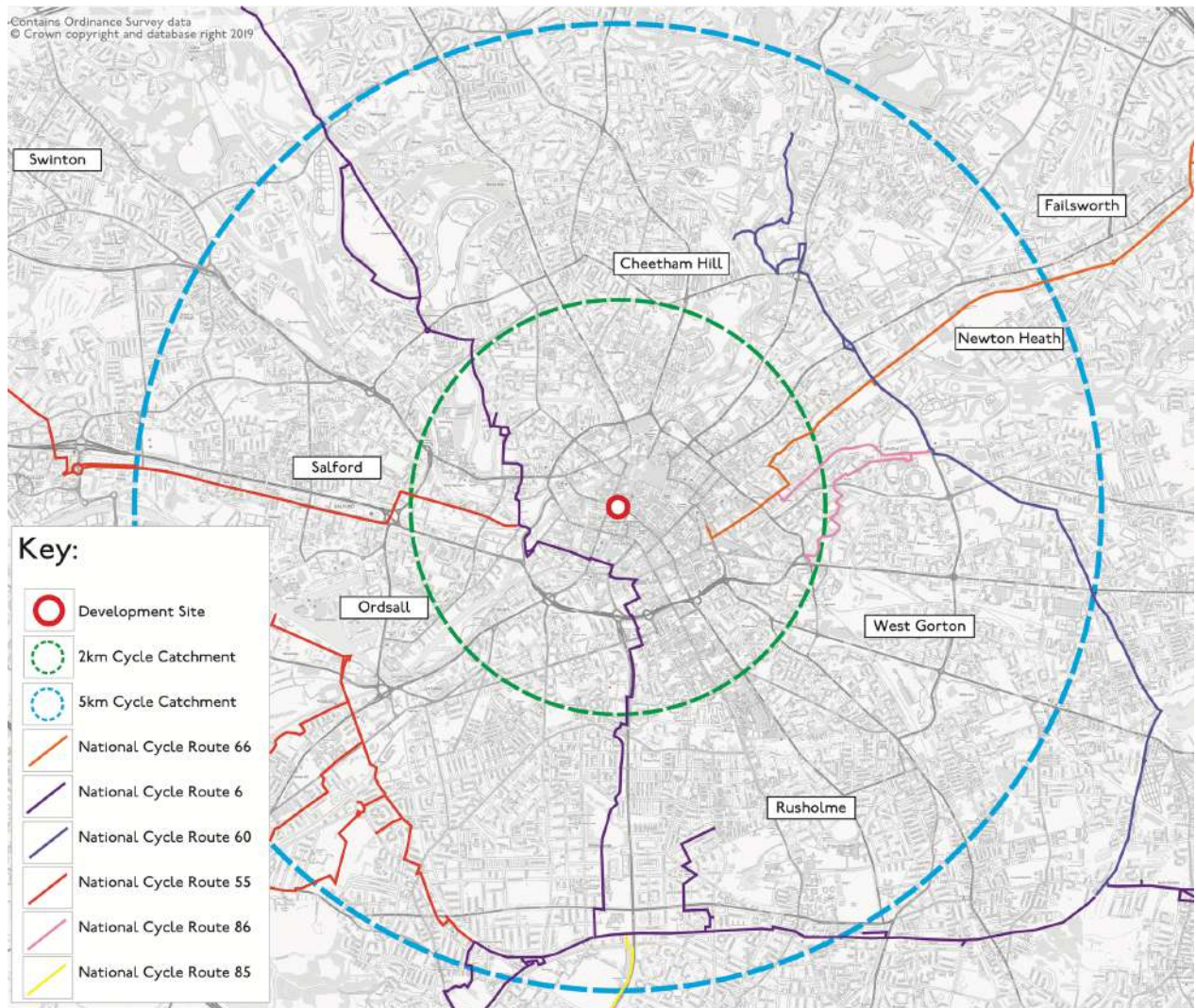
5.3.1. In vicinity of the site, off-site cycle parking is available adjacent to the site. 10 Sheffield Parking Stands are provided at this location able to provide parking for up to 20 cycles. The extent of the cycle parking is shown in Photograph 5.1.

Photograph 5.1 : Existing On-Street Cycle Parking



- 5.3.2. 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.
- 5.3.3. 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.
- 5.3.4. **Figure 5.2** presents the cycling catchment area around the proposed development site for 2km and 5km.

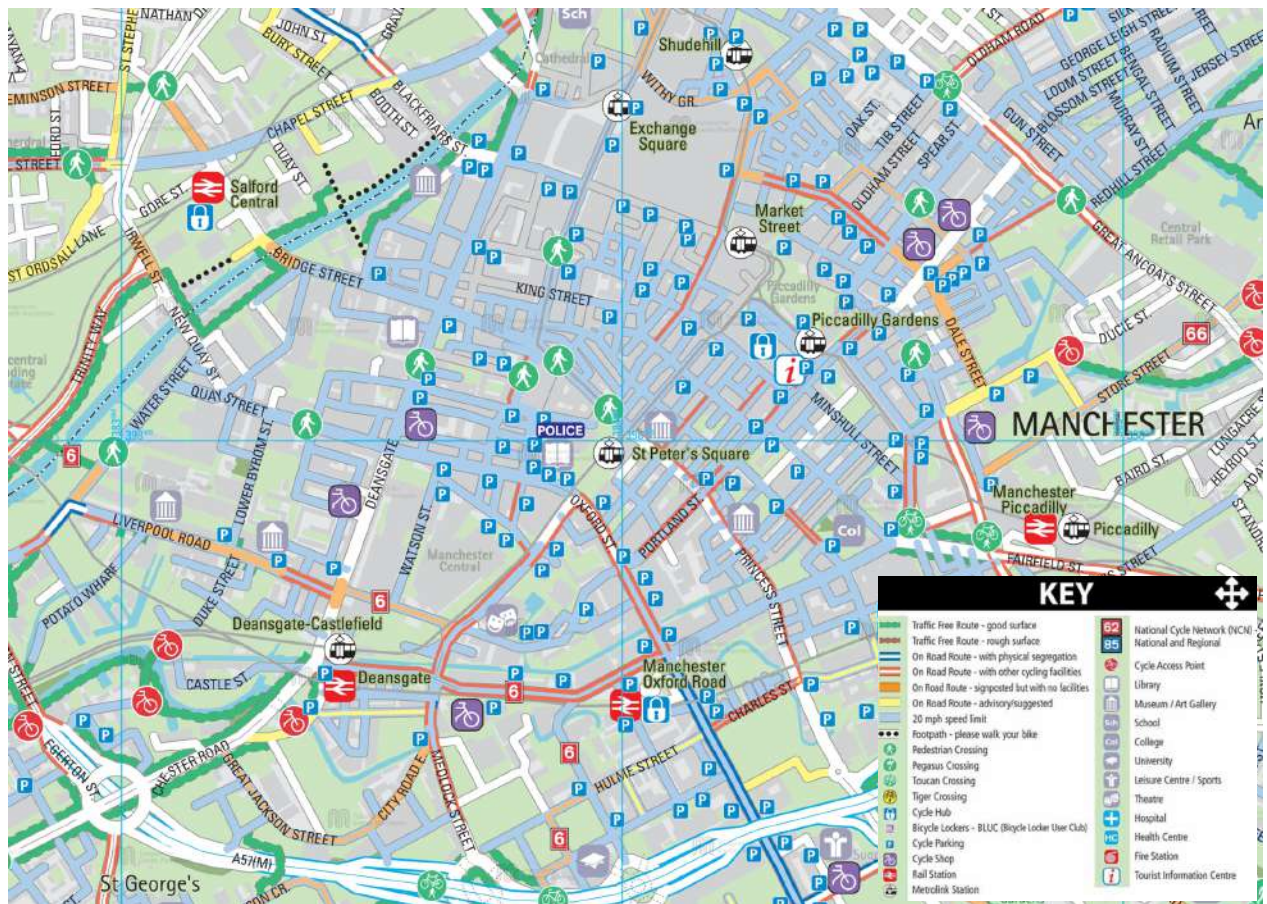
Figure 5.2 : Cycling Catchment Area



5.3.5. 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. Residential areas such as Salford, Ordsall, Failsworth and West Gorton are located within a 5km catchment area of the site and therefore have the potential for commuting by cycling to the site.

5.3.6. 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.

**Table 5.3 : Local Cycle Routes (Source: TfGM)**



- 5.3.7. As demonstrated, there is a very good network of cycle routes and infrastructure in vicinity of the site, which will facilitate and encourage cycling.
- 5.3.8. 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 will provide access to new eastern destinations by sustainable modes of travel.
- 5.3.9. In terms of cyclist facilities (Tra03) there are three credits available to the site in accordance with BREEAM 2016. The three credits can be achieved through the following:
- Cycle storage
  - Cyclist facilities (at least 2 of the following are required)
  - Showers; changing facilities; lockers; and drying Spaces.
  - 1 Cycle storage per 10 staff.

5.3.10. The development site will provide all the facilities mentioned above which will be located in the basement of the building as shown in **Figure 5.4**. The site will include 70 bicycle spaces and additional space for electric bike charging points and storage for handcycles. The cycle parking provision allows for 1331 staff at the development to meet the BREEAM credit requirement. The site receives **2 BREEAM Credits** for active travel measures.

**Figure 5.4 : Cycle Facilities**



## 5.4. Public Transport Services

### Local Bus Services

- 5.4.1. The nearest bus stops are located 50m from the site on John Dalton Street and serves the 8, 12, 36, 37, 38 and 50 bus service. The bus stops benefit from the provision of a shelter, seating, litter bin and bus timetable information. The extent of the bus stop on John Dalton Street, adjacent to the site, is shown in [Photograph 5.2](#).

**Photograph 5.2 : Bus stop on John Dalton Street**



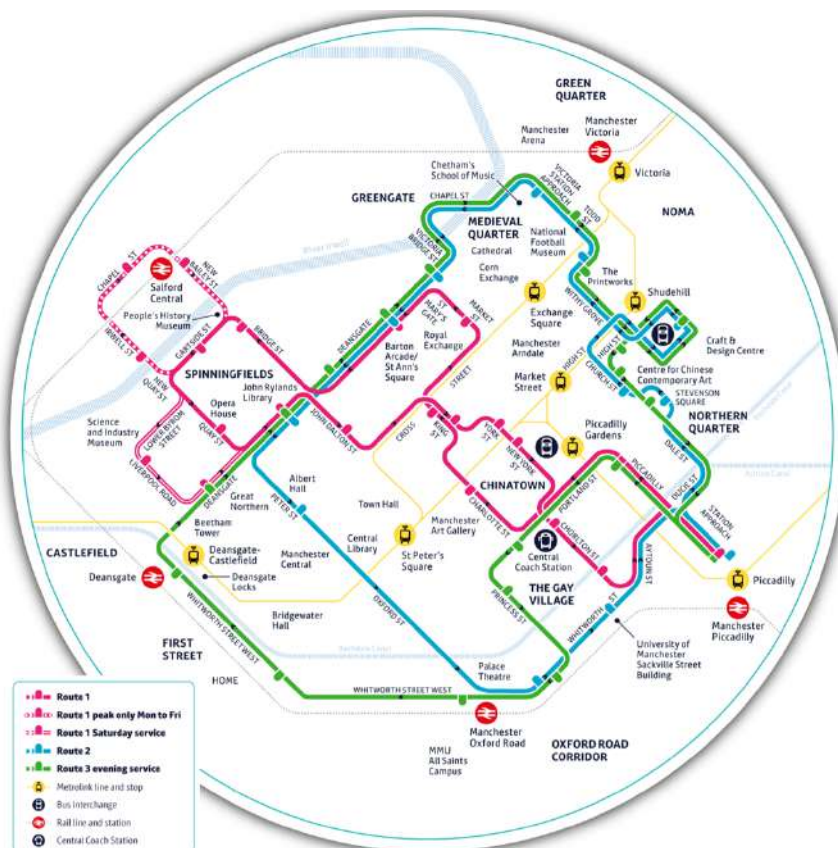
- 5.4.2. Piccadilly Bus Station is also located approximately 750m from the site and provides regular frequent bus services to a range of destination across Greater Manchester and locations further afield such as Blackburn and Burnley.
- 5.4.3. Details of the local bus services from the bus stop on John Dalton Street and their frequencies are shown in [Table 5.4](#).

Table 5.4 : Local Bus Service – Routes and Frequency

| Service No. | Route                                                    | Weekday |         |            | Weekday  |        |
|-------------|----------------------------------------------------------|---------|---------|------------|----------|--------|
|             |                                                          | AM Peak | PM Peak | Inter Peak | Saturday | Sunday |
| 8           | Bolton – Moses Gate – Farnworth – Pendleton – Manchester | 15mins  | 12 mins | 12mins     | 12mins   | 12mins |
| 36          | Bolton – Peel – Salford – Manchester                     | 12mins  | 12mins  | 12 mins    | 20mins   | Hourly |
| 37          | Bolton – Walkden – Salford – Piccadilly Gardens          | 12mins  | 12mins  | 12mins     | 20mins   | Hourly |
| 38          | Swinton – Salford – Piccadilly Gardens                   | 12mins  | 12mins  | 12mins     | 10mins   | 30mins |
| 50          | East Didsbury – Burnage – Salford – Lowry                | 12mins  | 10mins  | 10mins     | 10mins   | 15mins |

5.4.4. There are free bus services around Manchester. They operate between the train stations and cover Manchester City Centre; Figure 5.5 shows the bus routes that operate from Victoria Train Station which is located 980m from the site.

Table 5.5 : Free Bus Services Route Map (source: TfGM)

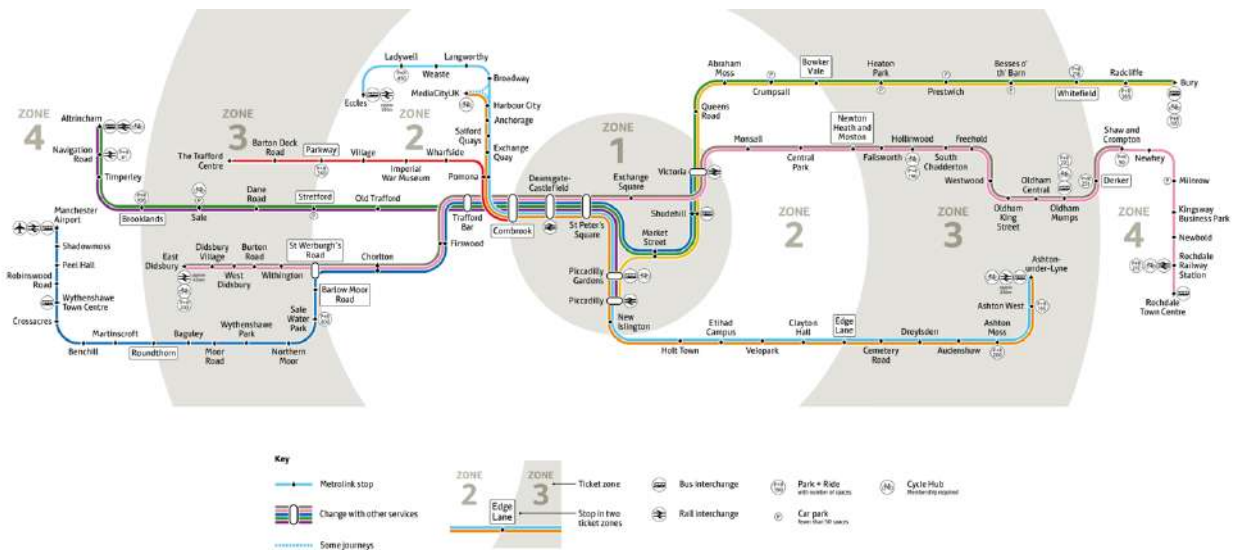


5.4.5. The BREEAM 2016 Tra01/02 Accessibility Index (AI) calculator tool has been utilised to demonstrate the 'AI' of the bus service within 500m of the site. The 'AI' calculator tool provides local bus services on John Dalton Street with an 'AI' of 3.

#### Metrolink Services

5.4.6. The nearest Metrolink Stations are located at St Peter's Square which is located 420m from the site and Deansgate interchange which is located c.850m from the site.. The Metrolink services which operate here are: Green Line (Bury – Altrincham); Yellow Line (Bury – Piccadilly); Dark Blue Line (Manchester Airport – Victoria); Orange Line (Ashton-under-Lyne – Media City); Light Blue Line (Ashton-under-Lyne – Eccles); and the Purple Line (Altrincham – Piccadilly). Figure 5.6 presents the Greater Manchester Metrolink Tram network.

Figure 5.6 : Metrolink Tram Network (Source: TfGM)



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

#### Rail Services

5.4.8. Deansgate Railway Station is located approximately 850m from the site, with Victoria Train Station located approximately 980m from the site.

5.4.9. 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.

## 6. Objectives, Targets and Benefits

### 6.1. Overarching Aim

- 6.1.1. The overarching aim of this FTP 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 054 Middle Layer Super Output Area (MSOA). The percentage modal share is shown in [Table 6.1](#).

Table 6.1 : 2011 Census Travel to Work Data - Modal Split (MSOA: Manchester 054)

| Model of Travel              | Percentage  |
|------------------------------|-------------|
| Driving a car or van         | 20%         |
| Passenger in a car or van    | 3%          |
| Taxi                         | 0%          |
| Metro, tram, light rail      | 2%          |
| Train                        | 3%          |
| Bus, minibus or coach        | 42%         |
| Motorcycle, scooter or moped | 0%          |
| Bicycle                      | 4%          |
| On foot                      | 26%         |
| <b>TOTAL</b>                 | <b>100%</b> |

*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, 23% of staff could potentially travel to/from work by driving in a car or van, and 77% 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, to 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 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](http://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. An example of a staff survey is attached in [Appendix A](#).

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.

## 8.5. 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](http://www.letsride.co.uk)

8.6.5. Consultation with the local authority will take place in relation to the current state of the local cycle network and on improvements.

## 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 [www.tfgm.com/public-transport](http://www.tfgm.com/public-transport). The TPC could encourage staff and visitors to use the TfGM website when travelling to and from the site.
- 8.7.6. The boundary of the proposed building extends to the extent of the site; therefore, no public transport waiting areas, such as shelters, lighting and landscaping, can be provided within the curtilage of the site. As noted in [Section 5.4](#), there are bus shelters and waiting areas located on John Dalton Street within a short distance of 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>
  - <https://carsharegm.com/index.html>

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.
- 8.9.2. As noted previously, there are no areas within the site curtilage to provide external taxi drop-off or waiting areas. Taxi drop-offs and pick-ups can be made from the surrounding roads.

## 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                                                                                          | Developer/ Management Company | Prior to occupation            |
| Provision of sustainable travel information                                                                 | TPC                           | Upon occupation                |
| Carry out 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 MCC                                | TPC                           | Within 3 months of each survey |

# APPENDICES

# APPENDIX A

Example Staff Travel Questionnaire

## **Employee Travel Survey**

Occupiers within the Island Site office development are committed to the use and promotion of sustainable transport for employees, and are constantly looking for ways to enhance the sustainable travel opportunities.

To assist in this process the following questionnaire seeks to understand how employees currently travel to and from work, and how we can address your needs/concerns regarding sustainable modes of travel.

This questionnaire will only take a few minutes to fill in. We do not require any personal details.

### **1. How far do you typically travel to work?**

- ☐ Less than 2km
- ☐ Between 2km and 5km
- ☐ More than 5km

### **2. How do you usually travel to work?**

- ☐ Car as driver (Please answer Question 3 and 4)
- ☐ Car as passenger
- ☐ Motorcycle
- ☐ Train
- ☐ Bus
- ☐ Taxi
- ☐ Bicycle
- ☐ Walk
- ☐ Other (please specify) \_\_\_\_\_

### **3. If you drive, why do you usually travel to work by car?**

- ☐ Essential to use a car during the working day
- ☐ Dropping off/collecting children
- ☐ Get a lift
- ☐ Health reasons
- ☐ Personal security
- ☐ Cost
- ☐ Lack of an alternative
- ☐ Reliability
- ☐ Other (please specify) \_\_\_\_\_

**4. If you drive, where do you usually park?**

- ☐ On-Site
- ☐ On the local highway
- ☐ Other (please specify) \_\_\_\_\_

**5. Which of the following (if any) would encourage you to CAR SHARE for your journey to work?**

*(Please tick all that apply)*

- ☐ Help in finding a suitable car share partner
- ☐ Alternative lift home if let down by the car sharer
- ☐ Parking permit for car sharers
- ☐ Other (please specify) \_\_\_\_\_

**6. Which of the following (if any) would encourage you to use the BUS or TRAIN for your journey to work?**

*(Please tick all that apply)*

- ☐ More reliable service
- ☐ More direct routes
- ☐ More frequent services
- ☐ Cleaner/smarter buses/trains
- ☐ Cheaper fares
- ☐ Annual season ticket loan
- ☐ Improved or more frequent park and ride service
- ☐ Better quality waiting environments at bus stops
- ☐ Better security at bus, train stations
- ☐ Cleaner/smarter bus, train stations
- ☐ Easier access to timetable information
- ☐ Having my journey planned for me
- ☐ Frequent shuttle bus to train station
- ☐ Other (please specify) \_\_\_\_\_

**7. Which of the following (if any) would encourage you to CYCLE for your journey to work?**

- ☐ Improved cycle path/lanes on the journey to work
- ☐ Improved and secure cycle parking
- ☐ Improved changing facilities, showers and lockers at work
- ☐ Improved street lighting
- ☐ Interest free loan to purchase a bicycle
- ☐ Discount at cycle shops
- ☐ Cycling refresher course
- ☐ Map of cycle routes
- ☐ Other (please specify) \_\_\_\_\_

**8. Which of the following (if any) would encourage you to WALK for your journey to work?**

- ☐ Better quality footpaths
- ☐ Safer routes
- ☐ Improved road safety
- ☐ Availability of a walking partner
- ☐ Walking maps
- ☐ Financial incentives
- ☐ Improved road crossing facilities
- ☐ Other (please specify) \_\_\_\_\_

**Thank you for your time. Please return your completed survey to the Travel Plan Coordinator**



keep up with mode:



Birmingham  
☎ 0121 794 8390

London  
☎ 020 7293 0217

Manchester  
☎ 0161 464 9495

Reading  
☎ 0118 206 2945