The Atrium, 74 Princess Street, Manchester, M1 6JD

Transport Statement

PCD-1250-EN-RP-01

Revision 02

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Contents

1 Introduction 5
Purpose of Report 5
2 Existing Situation 6
The Site & Location 6
Accessing the site by Non-Car Modes 6
Walking and Pedestrian Environment 6
Cycling 6
Highway Network & On Street Restrictions 7
Whitworth Street 7
Princess Street 8
On Street Restrictions 8
Bus Services 8
Metrolink 9
National Rail Services 9
Summary 9
3 Planning Policy 11
National Planning Policy Framework 11
Manchester City Council, Core Strategy 11
Greater Manchester Local Transport Plan 3 12
Summary 13
4 Development Proposals 14
Development 14
Access 14
Vehicular Access & Parking 14
Servicing & Refuse Collection 14
Planned Servicing 14

Ad Hoc & Unplanned Servicing 15
Refuse Collection 15
Coach & Taxi Movements 15
Disabled & Standard Parking 16
Travel Plan 16

5 Impact of the Development Proposals 17
Trip Generation 17
Existing Site Trip Generation 17
Proposed Development 18
Service Traffic 19
Overview 19

6 Summary and Conclusions 20

Appendix A – Swept path analysis

Appendix B – Stand Alone Delivery & Servicing Plan / Travel Plan

1 Introduction

1.1 Transport Dynamics is appointed to provide traffic and transport advice for the proposed refurbishment of the existing Atrium Aparthotel to provide 160 aparthotel (Class C1) bedrooms, with existing A3 uses to be refurbished and an existing nightclub to be removed. The site is located at 74 Princess Street, Manchester, M1 6JD.

1.2 The existing building at 74 Princess Street will be re-used and upgraded to provide 160 aparthotel units and enlarged A3 retail space. As now, no car parking will be provided and servicing will take place as now from an on-street position.

Purpose of Report

1.3 This Transport Statement supports a planning application which seeks planning consent for the refurbishment of the building to create 160 aparthotel units (Use Class C1), from an existing 116 units, along with ancillary facilities and A3 retail floorspace.

1.4 This report considers the effect of the proposals on transport issues including sustainable travel, trip generation, the operation of the local highway network, parking and servicing. It has been prepared following a detailed site visit and knowledge of the local area. Prior to the submission of this planning application, open and effective dialogue has taken place with Manchester City Council Highways Officers through the pre-application process.

1.5 The remainder of the report is set out as follows;

Section 2 - Describes the operation of the existing site, the accessibility of the local area, and a summary of local parking conditions;

Section 3 - Considers the proposed development in the context of national, regional and local policy guidance;

Section 4 - Sets out the development proposals of the scheme;

Section 5 - Sets out the impact of the development proposals on the transport network; and

Section 6 - Provides a summary and conclusion.

2 Existing Situation

The Site & Location

2.1 The proposed application site is a mixed use development located on the corner of Princess Street and Whitworth Street, located adjacent the north-western corner of the junction of Princess Street and Whitworth Street, in Manchester City Centre.

2.2 The site is bordered by the Rochdale Canal to the north, Beaver Street to the west, Whitworth Street (B6469) to the south and Princess Street (A34) to the east.

2.3 The site is currently closed, but as detailed above already consists of aparthotel units and existing A3 floorspace. Current access to the site is gained on foot, but former crossovers exist on Princess Street and Beaver Street. No car parking is provided as befits the site's location and this will result in future guests using non-car and sustainable transport modes. At the point of booking guests will be directed on how to travel to the site.

Accessing the site by Non-Car Modes

Walking and Pedestrian Environment

2.4 The site is located within easy walking distance of shops, businesses and services located in Manchester City Centre. A range of amenities such as, newsagents, banks, pubs, cafes and restaurants are all located within a short walk of the site.

2.5 Way finding signs are located at regular intervals along pedestrian routes adjacent to the site. These indicate key destinations by way of fingerpost signs or information boards.

2.6 There are lit footways either side of the carriageways in the vicinity of the site. Further there are formal and informal crossing points, including dropped kerbs, on the footway network around the site.

2.7 Overall the site is well located in terms of accessibility on foot with a wealth of facilities, amenities and services including St. Peters Square and Piccadilly Gardens tram stops, Oxford Road and Piccadilly train stations, universities, cultural locations, the city centre retail district, the Arndale Shopping Centre and the Manchester Central Convention Centre.

Cycling

2.8 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the Institution of Highways and Transportation. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km) of which 60% are by car. The guidelines highlight that there is a '*Substantial potential for substituting cycling for driving for*

distances up to 5 miles.' Many central Manchester locations are within 5 miles distance of the site, there is scope for the uptake of this sustainable mode by future visitors to the site.

2.9 Manchester has a growing reputation for its quality bicycle provision within the city centre and the refurbishment of The Atrium is set in a prime location to take advantage of the surrounding cycle and road network. Within close proximity is a wealth of cycle infrastructure including dedicated cycle lanes along Princess Street and Oxford Road.

2.10 Most of the traffic signal controlled junctions in the area feature advance stop-lines exclusively for use by cyclists. Immediately north of the application site is the Rochdale Canal towpath and nearby are other cycle routes that provide access to and from the universities and the business district.

2.11 The site is located within 1km of the National Cycling Centre and as such, benefits from a high quality local cycle network. Adjacent the site, National Cycle Route 60 runs along Princess Street. It forms part of the Fallowfield Loop and provides a traffic-free cycle route between Harpurhey and Reddish. Regional Route 86 follows the Medlock and provides an east-west traffic free cycle route between Clayton Value and Ardwick.

2.12 Approximately 400m from the site, National Cycle Route 66 from Old Trafford Football Stadium to Spurn Head in the East Riding of Yorkshire via Bradford, Leeds, York, Beverley and Kingston-upon-Hill can be found.

2.13 Transport for Greater Manchester (TfGM) also identifies a number of canal towpaths (including the Rochdale Canal) as off-road advisory cycle routes.

2.14 It has been demonstrated that the site is well located to benefit from existing cycle facilities.

Highway Network & On Street Restrictions

Whitworth Street

2.15 Whitworth Street lies northeast-southwest with a signalised junction at Sackville Street, Venice Street is a side road and Whitworth Street intersects Princess Street at a signalised junction. Whitworth Street forms the southern boundary of the site.

2.16 Whitworth Street comprises a single carriageway with two lanes in each direction of travel. The carriageway is approximately 10.5m wide and a speed limit of 30mph is in place.

2.17 Footway widths vary between approximately 2.5m and 4.5m and are provided with street lighting, dropped kerbs and tactile paving at signalised junctions.

Princess Street

2.18 Princess Street runs roughly north-south forming the western boundary of the site, south of this is the signal controlled junction with Whitworth Street. Further south is the signalised junction with Charles Street.

2.19 Historically Princess Street was one-way but a recent "Bus Priority Package" has involved reconfiguration of Princess Street back to two-way running.

2.20 The carriageway is approximately 9.5m wide with footways of 2m and 3m width on either side. Street lighting is provided and the speed limit is 30mph.

On Street Restrictions

2.21 Surrounding the site, restrictions exist due to the nature of the surrounding road network. Servicing by lights good vehicles take place from Beaver Street, which falls within the ownership of The Atrium, where kerbside on-street bays exist.

2.22 Servicing by larger HGVs is permitted from Princess Street through the use of a dedicated on-street loading bay adjacent the site.

Bus Services

2.23 Manchester has a large number of major roads connecting, running through and circulating the city, well served by buses providing high capacity and easy access to and from other parts of Manchester as well as connecting with regional and national locations.

2.24 The site is located on Princess Street and Whitworth Street which are both served by many high frequency bus services. Also near to the site lies the Oxford Road bus corridor which is one of the busiest bus routes in Europe offering 128 buses per hour to a multitude of locations. The Bus Priority Package recently implemented along Princess Street has further enhance the bus offer.

2.25 Locations readily accessible by bus from the site include the Trafford Centre, Manchester Airport and a large number of towns within the Greater Manchester conurbation.

2.26 In addition, Manchester Central Coach Station is located within 5 minutes' walk from the development, offering further alternative sustainable travel choices for residents and users of the scheme.

2.27 The closest stops are located on Princess Street at the junction with Hart Street and on Whitworth Street at Sackville Gardens which are within this 400m distance. Services calling at these stops are of high frequency – less than every 15 minutes at peak times.

2.28 Slightly further afield at just under 600m is the Piccadilly Gardens Transport Interchange which is the main bus hub in Manchester city centre.

2.29 Employment, amenity and leisure opportunities in the Greater Manchester area are readily accessible by bus, allowing users sufficient time to commute to employment opportunities at destinations across Manchester and the Greater Manchester area.

Metrolink

2.30 The Princess street development is approximately 350m from the Piccadilly Metrolink station as its nearest connection to the site. This distance is with the maximum distance of walking for public transport of 400m and so provides excellent access to the Metro network.

2.31 The development at Princess Street and Whitworth Street Corner site is located approximately 600 metres from St. Peters Square Metrolink Station and approximately 600 metres from the Piccadilly Gardens Metrolink Station. The site is well located to benefit from the Metrolink services at the two Metrolink stations.

2.32 Employment, amenity and leisure opportunities found across Greater Manchester, including Ashton, Manchester, Oldham, MediaCityUK, Salford Quays and South Manchester are readily accessible via the local Metrolink services. These Metrolink services provide a 12 minute frequency and operate between 06:00 and 23:30 allowing users sufficient time to commute to employment opportunities across the region.

National Rail Services

2.33 The development at Princess Street and Whitworth Street Corner is ideally situated near to strategic rail stations that provide access to and from wider areas of the city, the Greater Manchester conurbation as well as regional and national travel.

2.34 The site is located in between Manchester Oxford Road train station and Manchester Piccadilly train stations which are only some 350 metres away and 650 metres away respectively. These train stations provide frequent services for locations including Salford, Liverpool and Warrington as well as further destinations such as London, Birmingham, Edinburgh, Cardiff and Leeds.

2.35 There are extensive secure cycle parking facilities at Manchester Piccadilly and the station has excellent high frequency links to many destinations across the UK.

Summary

2.36 In summary, the site has been assessed in terms of its accessibility to the surrounding area for employees and visitors at the proposed development. It is considered that the site is well located to benefit from existing pedestrian facilities, cycle facilities, bus services and Metrolink Services., There

are also exiting key facilities and services within acceptable walking distance. The site benefits from excellent accessibility to public transport, as well as good links to pedestrian and cycle facilities.

3 Planning Policy

3.1 This section summarises the relevant transport policies at national, regional and local level which will be considered.

National Planning Policy Framework

3.2 The National Planning Policy Framework (NPPF) was published on 27th March 2012 and sets out the Government's planning policies for England and how these are expected to be applied.

3.3 Chapter 4 – 'Promoting Sustainable Transport' sets out central government national transport policy: *"Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas."*

3.4 Chapter 4 – 'Promoting Sustainable Transport' continues by stating: *"All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether: the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure; safe and suitable access to the site can be achieved for all people; and improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe."*

Manchester City Council, Core Strategy

3.5 The MCC core strategy promotes similar principles to NPPF. It contains three specific "Transport" policies, comprising:

- Policy T1 – Sustainable Transport;
- Policy T2 – Accessible areas of opportunity and need; and
- Policy T3 – Strategic integration.

3.6 Policy T1 focuses on sustainable transport and access for all. The accessibility of the site would encourage users of the proposed development to travel by sustainable modes.

3.7 Policy T2 of the MCC Core Strategy states:

"The Council will actively manage the pattern of development to ensure that new development… is located to ensure good access to the City's main economic drivers, including the Regional Centre, Universities, Hospitals and the Airport and to ensure good national and international connections are easily accessible by walking, cycling and public transport; connecting users to jobs, centres, health, leisure, open space and educational opportunities."

3.8 It is considered that the location of the proposed development fulfils the above criteria and therefore accords with policy T2.

3.9 Policy T3 is in relation to strategic integration of developments with the sustainable transport network. The proposed development would not prejudice the implementation of any of the strategic integration projects, and would provide potential patrons to make these projects economically viable.

Greater Manchester Local Transport Plan 3

3.10 Greater Manchester publishes its third Local Transport Plan in April 2011, setting out the plans and spending priorities of Transport for Greater Manchester, the ten Greater Manchester Councils and other key partners in the short, medium and longer term.

3.11 The main aims of the LTP3 are as follows;

- To ensure that the transport network supports the Greater Manchester economy to improve the life chances of residents and the success of business;
- To ensure that carbon emissions from transport are reduced in line with UK Government targets in order to minimise the impact of climate change;
- To ensure that the transport system facilities active, healthy lifestyles and a reduction in the number of casualties and that other adverse health impacts are minimised;
- To ensure that the design and maintenance of the transport network and provision of services supports sustainable neighbourhoods and public spaces and provides equality of transport opportunities; and
- To maximise value for money in the provision and maintenance of transport infrastructure and services.

3.12 It is considered that the development proposal will not adversely impact on the transport network, and indeed will enhance opportunities for sustainable travel by integrating into existing opportunities for sustainable travel to the site.

Summary

3.13 It is considered that the proposed development is consistent with national and local transport policies and guidance. The site is located within an area which has a range of existing local facilities and an abundance of sustainable travel choices. The proposed scheme will encourage the use of sustainable modes of travel.

4 Development Proposals

Development

4.1 The existing building will be refurbished to provide 160 aparthotel units (Use Class C1), with ancillary facilities including a gym and workspace, and retail space at basement and ground floor (Use Class A3). As now, no car parking will be provided, but 16 cycle parking spaces will be provided.

4.2 With the site's excellent proximity to Manchester City Centre, the intended clientele are persons / professional people who would be working in or visiting Manchester, usually for a longer stay than a few days and who wish to establish more of a 'base' than a traditional hotel can offer, but without incurring the costs of securing a short term rental or residential dwelling.

Access

4.3 Level access from Princess Street will be provided to the refurbished buildings central atria space. From this point pedestrians then filter into the different parts of the building.

Vehicular Access & Parking

4.4 Given the site's excellent accessibility to public transport, cycling and walking facilities, the scheme as now will continue to be 'car free'.

4.5 As now no vehicular access to the site will be provided. Historically servicing for the former building took place from Beaver Street and Princess Street. In future, as now, servicing will occur via a rear back of house area accessed from Beaver Street, with occasional servicing taking place from an existing dedicated bay on Princess Street. Swept path analysis is provided at **Appendix A**.

Servicing & Refuse Collection
Planned Servicing

4.6 As mentioned previously an existing servicing area exists off Beaver Street, which falls within the site's ownership. Further some servicing may also occurred from an existing loading bay on Princess Street.

4.7 SACO, the proposed operator, provide aparthotel units both across London and metropolitan areas. For this reason they and their supply chain are adept at undertaking efficient servicing and controlling deliveries. Furthermore SACO take servicing matters seriously. To demonstrate a proactive stance the applicant has provided a standalone draft Delivery & Servicing Plan, contained within **Appendix B**, which they would be happy to have conditioned.

4.8 Given the relative small scale nature of the proposed scheme all servicing for te aparthotel units and existing and retained A3 floorspace will be undertaken by standard box van Light Goods Vehicles (LGVs) and small Heavy Goods vehicles (HGVs). Such vehicles are used extensively by SACO at existing service apartment sites.

4.9 Based on operational experience it is known that there will be three to four 8m box van movements on average per week for linen. With a further four to five deliveries for general supplies each week. Such numbers equate to just one to two deliveries per day.

4.10 The small vans will arrive at the site's existing servicing area, unload the fresh goods/products, load any used goods and depart the site. Given the size of vehicle and relative small size of the proposal durations of stay will be short. Further through the deployment of the Delivery & Servicing Plan all deliveries will be given allotted time windows to prevent delivery overlap.

Ad Hoc & Unplanned Servicing

4.11 While SACO can manage expected deliveries through their Delivery & Servicing Plan, ad hoc and unplanned servicing and deliveries e.g. a courier delivery will typically temporarily stop and deliver items at the front of the site to the service apartment reception, as they will not be aware of the site's servicing area and will require a member of staff.

Refuse Collection

4.12 Based on experience waste and recycling collections will be undertaken by a Private Contractor, as would have previously occurred for the existing service apartment operation.

4.13 Such an arrangement allows the operator to specify vehicle size, frequency and collection time. It is anticipated that refuse will be collected four times per week, in a similar fashion to other SACO service apartments.

4.14 Given the low number of deliveries it is proposed all movements can be undertaken at off-peak periods only, but also that private contractor waste collection can be timed to avoid Manchester City Council waste collections.

Coach & Taxi Movements

4.15 The aparthotel units intend to cater largely for single business users and the short stay tourist market. The business model and operational/marketing approach adopted by the operator therefore seeks to exclude coach parties. This practice is found to be successful within their existing sites and for this reason arrivals by coach are therefore not anticipated.

4.16 On the basis of the above, it is not considered necessary or appropriate to provide space for coaches to pick-up/set-down and wait.

4.17 However it is envisaged that there will be some small taxi movements to and from the site, taxis will be able as now to make use of Beaver Street and Princess St. But it is considered that taxi movements are likely to be infrequent given excellent and outstanding accessibility levels.

Disabled & Standard Parking

4.18 At the time of booking one of the site's accessible rooms, if a disabled guest requires car parking SACO will organise off-street disabled parking space at either the NCP Manchester Palace Car Park or the Q Park Piccadilly Place. The cost of such parking will be paid for by SACO and if required a staff member will collect the vehicle at drop-off and drop the car off at the end of the required length of stay. Given the nature of bookings, all arrangements can be planned and made in advance. The same car parking spaces could also be used for standard guests, but SACO will not cover parking costs or make special arrangements.

Travel Plan

4.19 In addition to this Transport Statement, the applicant has put forward Travel Plan content which could be implemented at the proposed development. Further detail can be found at **Appendix B**. The applicant would welcome a Travel Plan to be conditioned, which details their commitment to obtaining a high level of sustainable travel mode usage to and from this development.

5 Impact of the Development Proposals

5.1 This section details the impact of the proposed development in traffic and transport terms.

Trip Generation

5.2 In order to determine the traffic impact of the development proposals, a trip generation exercise has been undertaken to establish the net change in traffic between the existing use and proposed development.

Existing Site Trip Generation

5.3 For general forms of development it is usual to determine trip generation rates from the TRICS database. TRICS is an interactive database and data analysis system comprising a large number of transport survey records of individual developments across a wide range of land use categories. However insufficient data exists for Aparthotels, so reference has been made to an existing SACO scheme at Cannon Street Cluster in the City of London (Planning reference CoL/14/00774)

5.4 In selecting sites, hotels in Inner and Central metropolitan areas with limited parking provision and high public transport accessibility were chosen. Sites which were identified as having conferring facilities have been discounted. The Trip rates for the aparthotel element of the existing development are detailed in **Table 5.1** below.

Table 5.1: Aparthotel Trip Rates (Trips/Room)

		Walk/PT	Car Driver	Car Passenger	Motorcycle	Cycle	Taxi	Total
AM	**In**	0.102	0.034	0.013	0	0	0.003	0.152
	Out	0.322	0.029	0.024	0	0	0.018	0.393
	2-Way	0.424	0.063	0.037	0	0	0.021	0.545
PM	**In**	0.217	0.029	0.026	0	0	0.016	0.288
	Out	0.131	0.003	0.003	0	0	0.013	0.149
	2-Way	0.348	0.031	0.029	0	0	0.029	0.437

5.5 The resultant trip generation associated with the existing 116 aparthotel is provided at **Table 5.2.**

Table 5.2: Existing Aparthotel Trip Generation (rounding errors likely)								
		Walk/PT	Car Driver	Car Passenger	Motorcycle	Cycle	Taxi	Total
AM	In	12	4	2	0	0	1	17
	Out	37	3	3	0	0	2	46
	2-Way	49	7	4	0	0	3	63
PM	In	25	3	3	0	0	2	33
	Out	15	1	1	0	0	2	17
	2-Way	40	4	3	0	0	4	50

5.6 **Table 5.2** details that during the AM peak period, the development currently generates 17 arrivals and 46 departures. During the PM peak, the development has the potential to generate 33 arrivals and 17 departures. Overall the majority of trips, as befits the sites nature, are undertaken by sustainable modes of transport.

Proposed Development

5.7 In order to determine the traffic generated by the proposed aparthotel, as for the existing situation the proposed number of bedrooms was multiplied by the trip rates stated at **Table 5.1**. The resultant trip generation is set out at **Table 5.3** below.

Table 5.3: Proposed Aparthotel Trip Generation (rounding errors likely)								
		Walk/PT	Car Driver	Car Passenger	Motorcycle	Cycle	Taxi	Total
AM	In	16	5	2	0	0	1	24
	Out	52	4	3	0	0	3	62
	2-Way	68	10	5	0	0	3	87
PM	In	35	4	4	0	0	3	46
	Out	21	1	1	0	0	2	23
	2-Way	56	5	4	0	0	4	69

5.8 **Table 5.3** details that during the AM peak period, the proposed development may generate 24 arrivals and 62 departures. During the PM peak, the development has the potential to generate 46 arrivals and 23 departures. Overall the majority of trips will be undertaken by sustainable modes of transport.

5.9 Given the addition of 44 extra apartment rooms at The Atrium, **Table 5.4** below shows the extra trips that may be generated by subtracting the previous 116 bedrooms from the proposed new 160

bedrooms.

Table 5.4: Comparison between existing use and proposed scheme								
		Walk/PT	**Car Driver**	**Car Passenger**	**Motorcycle**	**Cycle**	**Taxi**	**Total**
AM	**In**	4	1	0	0	0	0	7
	Out	15	1	0	0	0	1	16
	2-Way	19	3	1	0	0	0	24
PM	**In**	10	1	1	0	0	1	13
	Out	6	0	0	0	0	0	6
	2-Way	16	1	1	0	0	0	19

5.10 **Table 5.4** details that during the AM peak period, the proposed development may generate 7 more arrival and 16 more departure movements, which in vehicular trips represents just four extra vehicles. During the PM peak, the development has the potential to generate 13 extra arrivals and 6 extra departures movements, with again just four extra vehicular trips. Overall the majority of trips will be undertaken by sustainable modes of transport. Regarding the small number of additional vehicle trips given such low numbers, these would be unnoticeable and are no different to standard variations in daily road traffic.

Service Traffic

5.11 The site was previously subject to servicing traffic for the former 116 aparthotel units and existing A3 floorspace. Vehicles serviced the site from Beaver Street as well as a dedicated bay on Princess Street.

5.12 In future despite the minor uplift in room number but retained A3 floorspace, servicing traffic is expected to be steady with a similar style operation to that previously run at the site. Servicing will be undertaken efficiently as it will be controlled by SACO who have nationwide experience and are adept at controlling delivery numbers and maximising efficiency. In addition a Delivery & Servicing Plan is proposed, which can be conditioned, which will regulate servicing.

Overview

5.13 The above analysis clearly details that many of the trips associated with the proposed scheme will be undertaken through the use of sustainable modes of transport, for example through the use of public transport and walking and cycling. While there will be a small increase in the number of vehicle movements, this will be low and the difference will be similar to daily fluctuations in background traffic. Through the application of a Travel Plan, which can be conditioned, the operator will seek to reduce vehicular borne traffic by promoting sustainable modes.

6 Summary and Conclusions

6.1 Transport Dynamics is appointed to provide traffic and transport advice for the proposed refurbishment of The Atrium, 74 Princess Street, Manchester.

6.2 This Transport Statement supports a planning application which seeks planning consent for the refurbishment of the existing Atrium Aparthotel to provide 160 aparthotel (Class C1) bedrooms, with existing A3 uses to be refurbished and an existing nightclub to be removed. The site is located at 74 Princess Street, Manchester, M1 6JD.

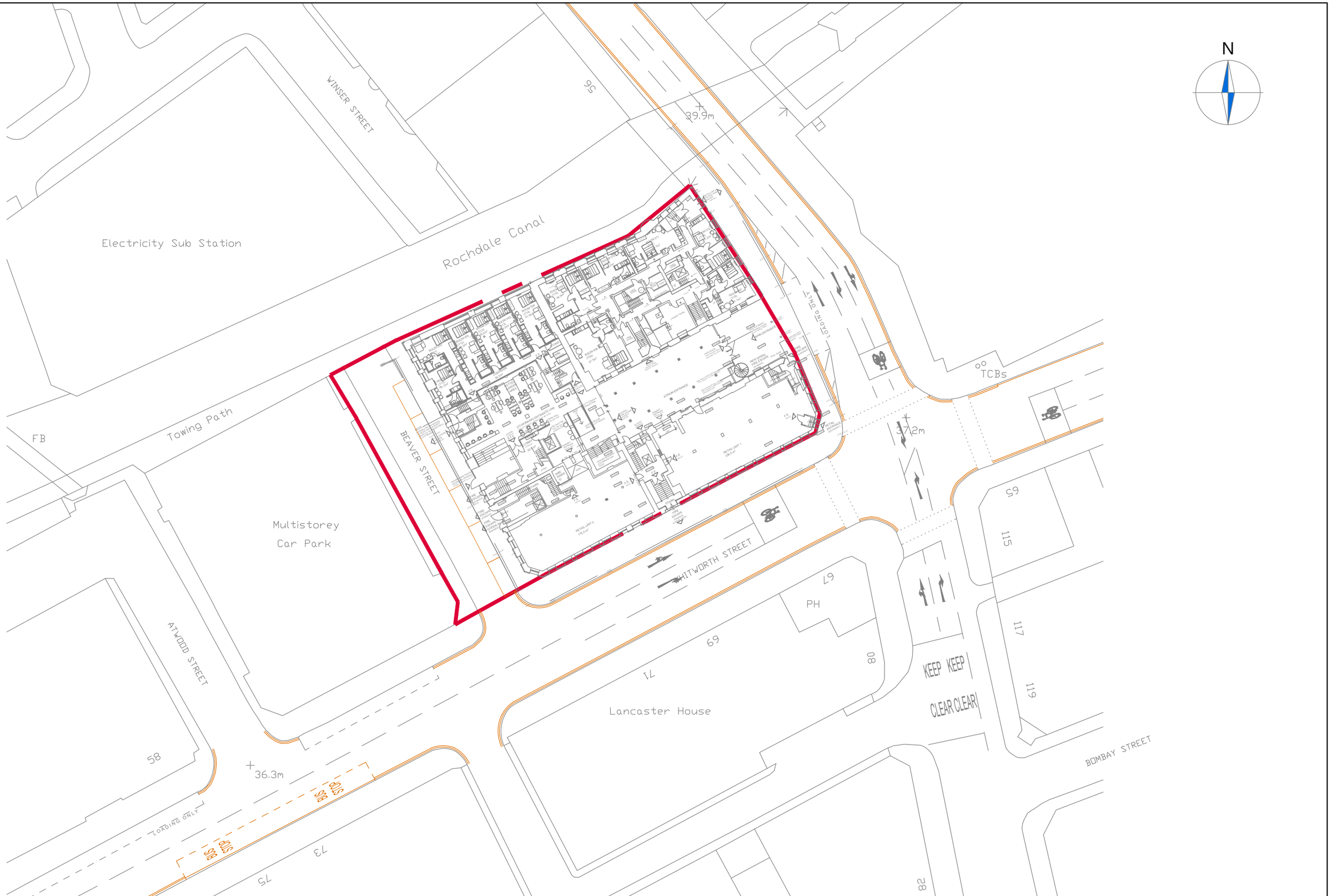
6.3 This statement has considered the relevant transport characteristics of the development and the surrounding area. In Summary;

- The site is located in an area of excellent public transport accessibility;
- The site is located within a convenient walking distance of retail, leisure and employment opportunities;
- The proposed lack of on-site car parking is complemented by the availability of excellent accessibility to public transport and sustainable travel modes;
- The proposed land-use, location, servicing and parking strategy is policy compliant;
- The minimal servicing requirements of the proposal can occur from the site's rear back of house area;
- Refuse collection and delivery arrangements are unchanged from the existing situation;
- The additional person-trips generated by aparthotel rooms are insignificant and unlikely to be noticeable to existing transport users.
- The residual cumulative impacts of the proposed development on the local highway network would not be 'severe' and therefore under the guidance of Paragraph 32 of the NPPF, planning permission should not be resisted or refused on traffic and transport grounds, and,

6.4 In conclusion it is therefore considered that the proposed development is acceptable in transport planning terms.


transport
dynamics

Appendix A



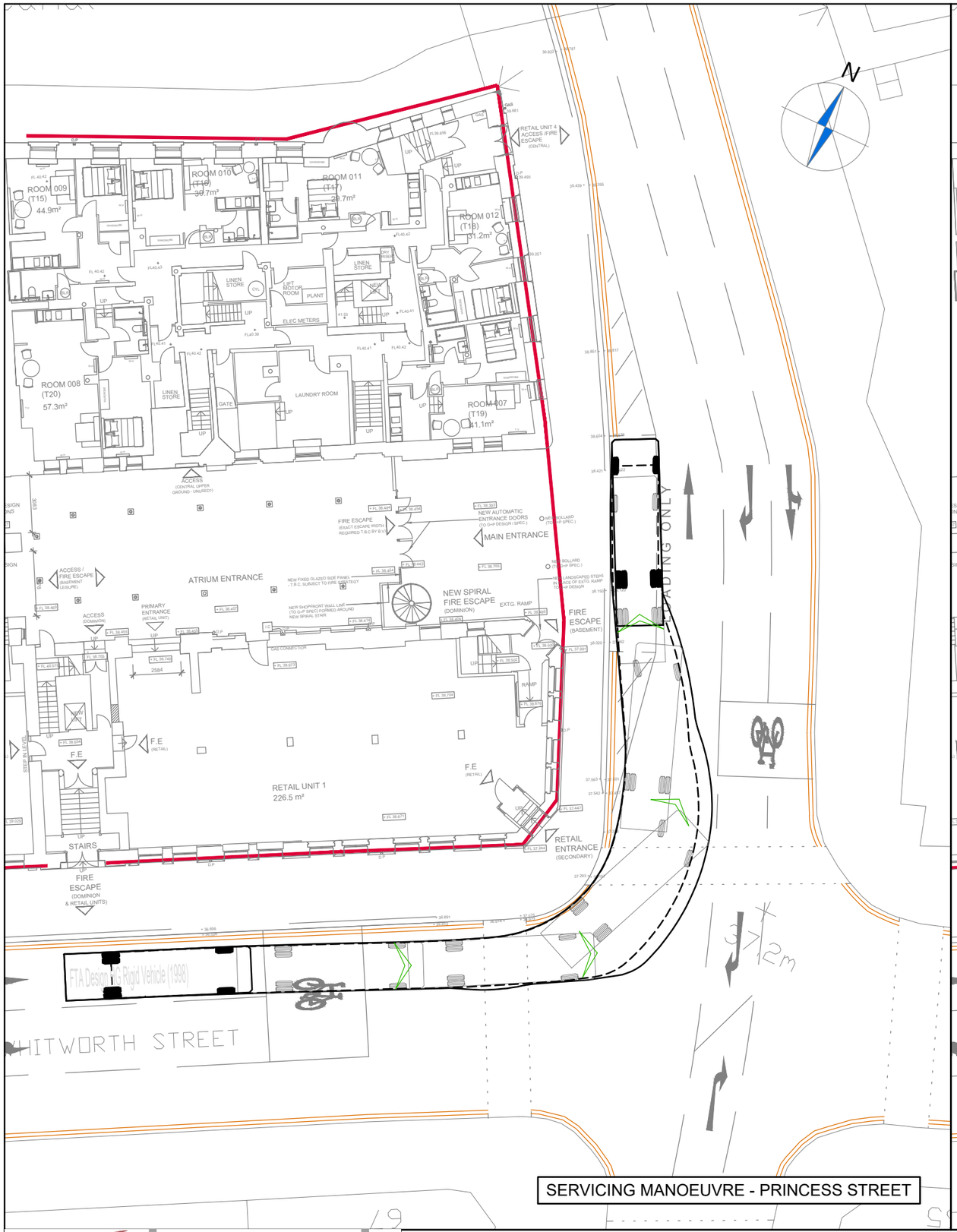
transport dynamics

Crowd Dynamics International Ltd
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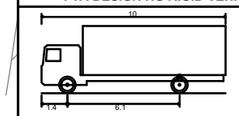
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Project Title: Apart Hotel		Drawing Title: Existing Highway Layout Sheet 1 of 4		Revision: –	Drawn by: HE/CA	Checked by: TS
Location: Manchester M1 6JD		Scale: 1:500 @ A3	Date: 23.08.2017	Drawing No. PCD1245/SK01		

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FTA DESIGN HG RIGID VEHICLE (1998)



Overall Length	10.000m
Overall Width	2.500m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to Lock Time	3.00s
Kerb to Kerb Turning Radius	11.000m

FORWARD MOVEMENTS ARE SHOWN IN BLACK *(design speed - 5kph)*

REVERSE MOVEMENTS ARE SHOWN IN BLUE *(design speed - 2.5kph)*

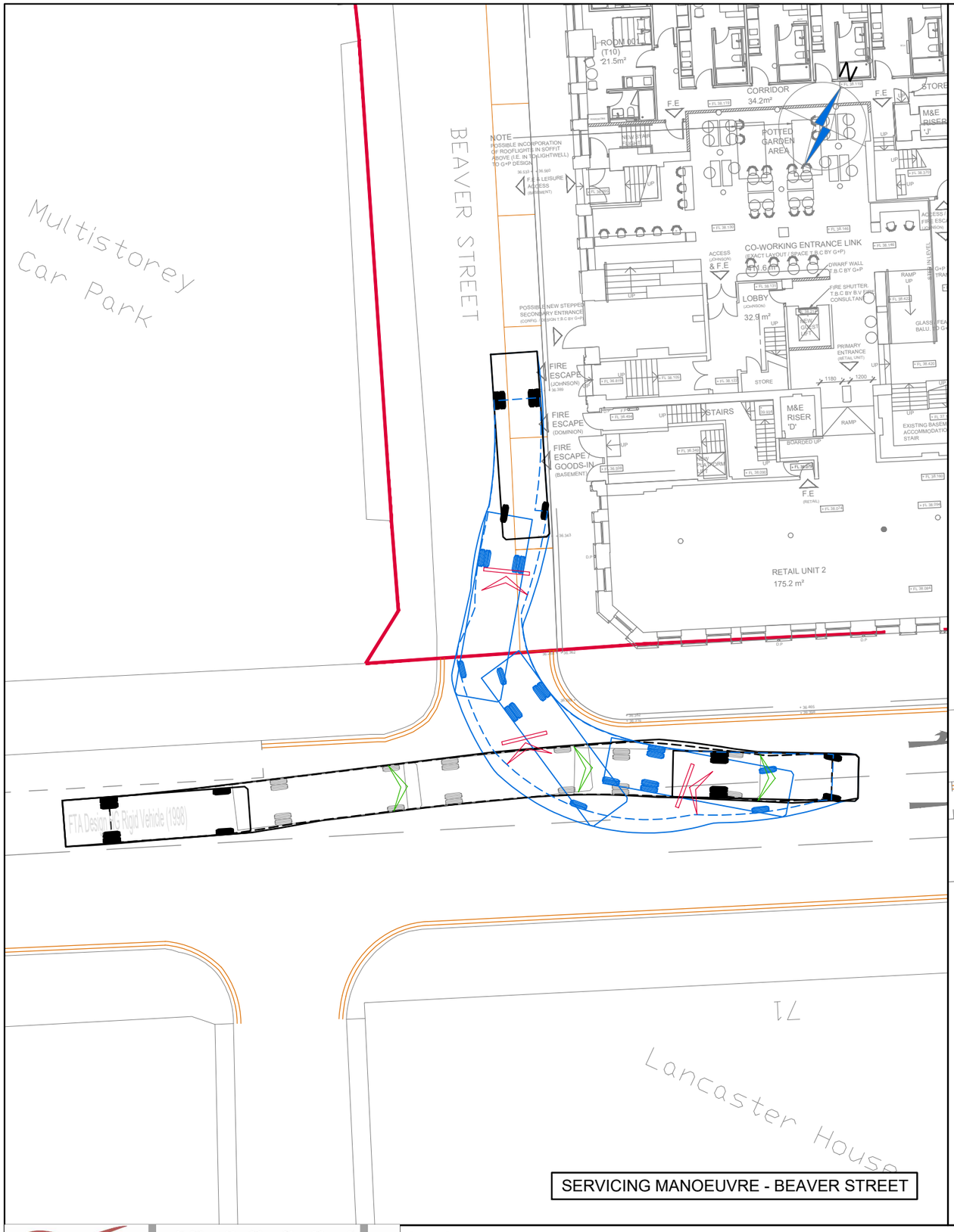
transport dynamics

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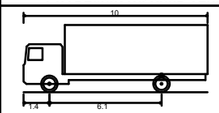
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Project Title: Apart Hotel	Drawing Title: Swept Path Analysis using a 10m FTA Design Rigid – Sheet 2 of 4		Revision: –	Drawn by: HE/CA	Checked by: TS
Location: Manchester M1 6JD	Scale: 1:250 @ A3	Date: 23.08.2017	Drawing No. PCD1245/TK/A01		

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FTA DESIGN HG RIGID VEHICLE (1998)



Overall Length	10.000m
Overall Width	2.500m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to Lock Time	3.00s
Kerb to Kerb Turning Radius	11.000m

FORWARD MOVEMENTS ARE SHOWN IN BLACK *(design speed - 5kph)*

REVERSE MOVEMENTS ARE SHOWN IN BLUE *(design speed - 2.5kph)*

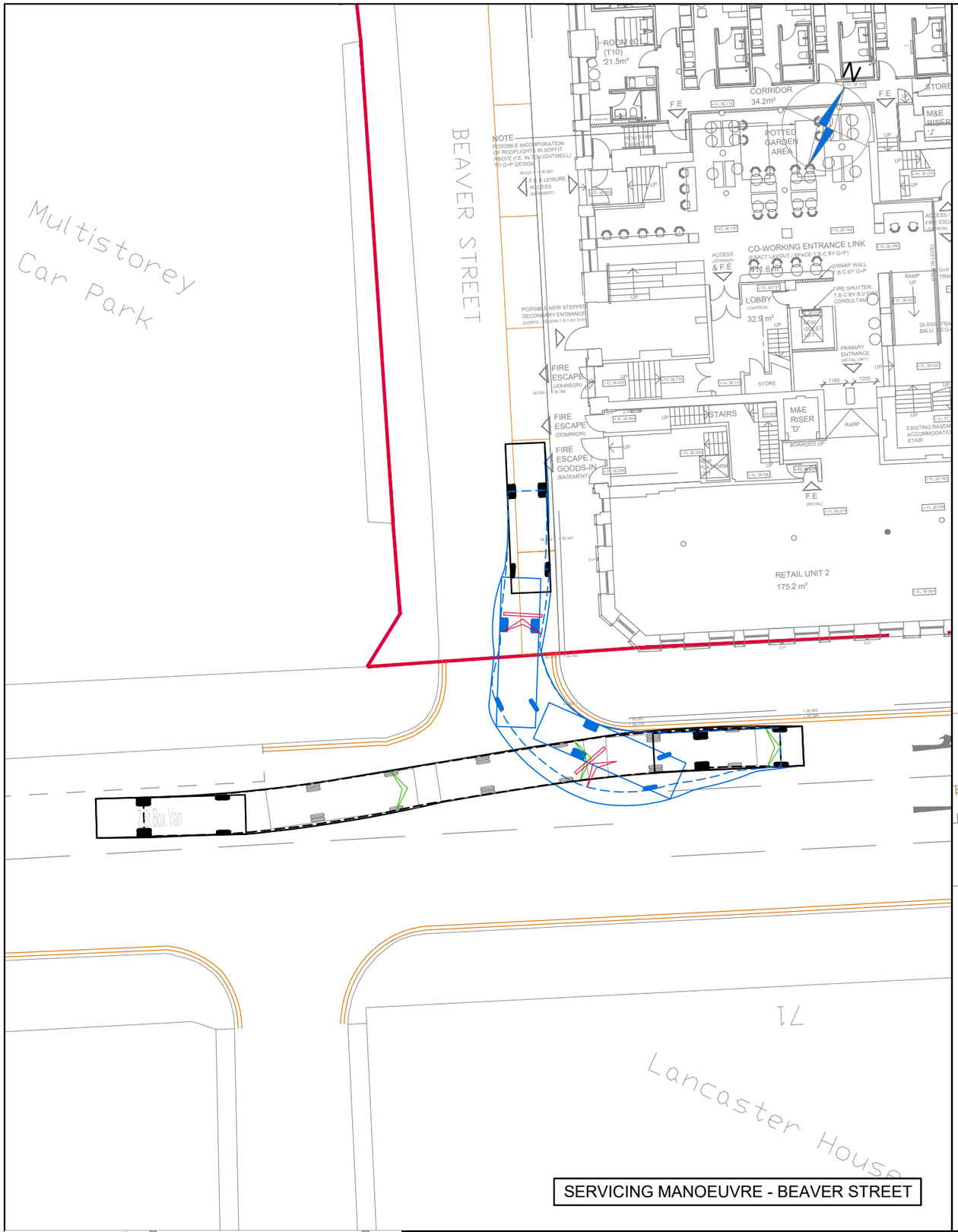
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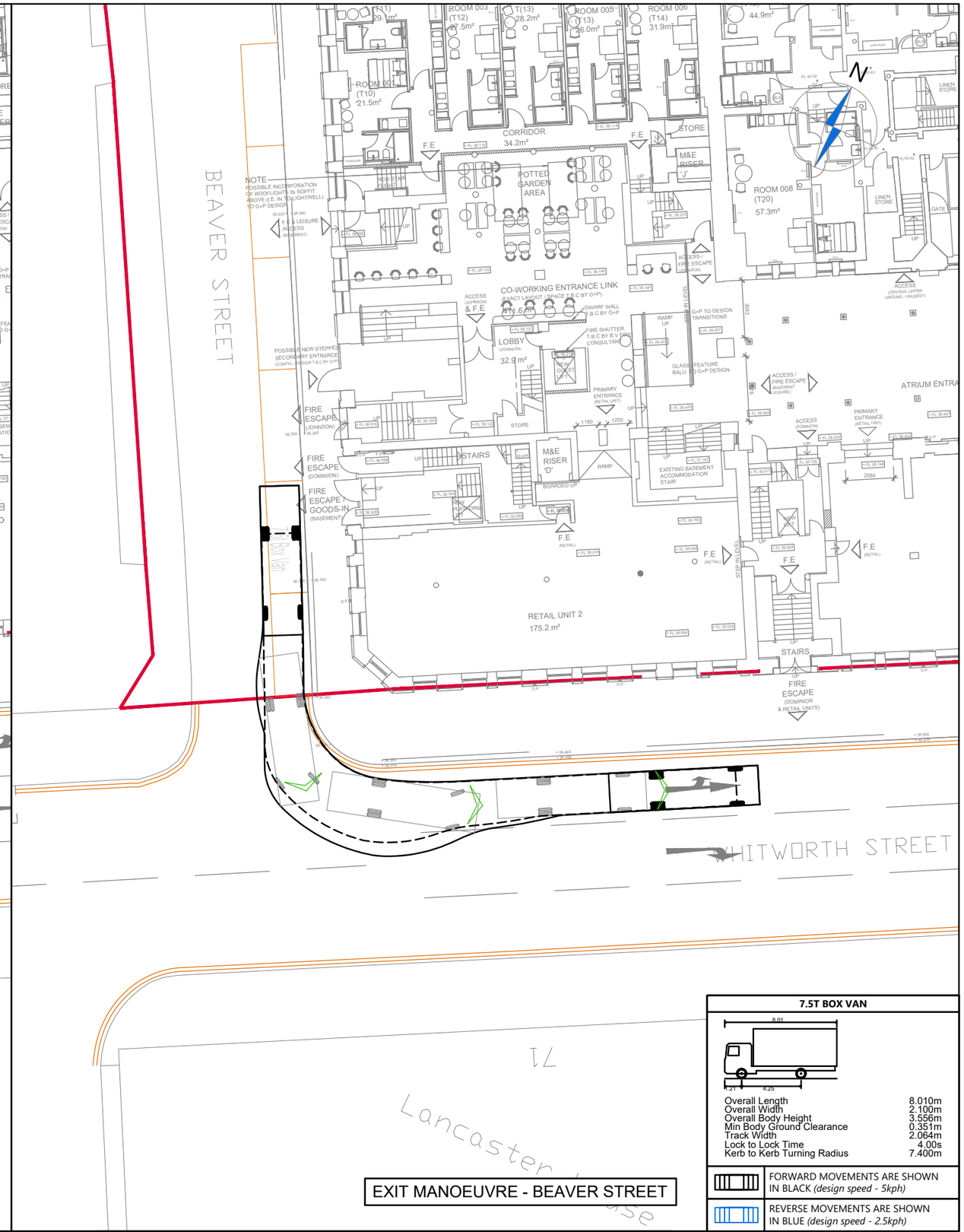
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Project Title: Apart Hotel		Drawing Title: Swept Path Analysis using a 10m FTA Design Rigid – Sheet 3 of 4		Revision: –	Drawn by: HE/CA / Checked by: TS
Location: Manchester M1 6JD		Scale: 1:250 @ A3	Date: 23.08.2017	Drawing No. PCD1245/TK/A02	

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SERVICING MANOEUVRE - BEAVER STREET



EXIT MANOEUVRE - BEAVER STREET

7.5T BOX VAN

Overall Length	8.010m
Overall Width	2.100m
Overall Body Height	3.556m
Min Body Ground Clearance	0.351m
Track Width	2.064m
Lock to Lock Time	4.00s
Kerb to Kerb Turning Radius	7.400m

FORWARD MOVEMENTS ARE SHOWN IN BLACK *(design speed - 5kph)*

REVERSE MOVEMENTS ARE SHOWN IN BLUE *(design speed - 2.5kph)*

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Project Title: Apart Hotel		Drawing Title: Swept Path Analysis using an 8m 7.5t Box Van – Sheet 4 of 4		Revision: –	Drawn by: HE/CA / Checked by: TS
Location: Manchester M1 6JD		Scale: 1:250 @ A3	Date: 23.08.2017	Drawing No. PCD1245/TK/A03	

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Appendix B

The Atrium, 74 Princess Street, Manchester, M1 6JD

Draft Delivery & Servicing Plan

PCD-1142-EN-RP-01

Revision 01

October 2017

Contents

1 Draft Delivery & Servicing Plan 4
Introduction 4
Proposed DSP Future Management 4
Delivery Service Plan Structure 5
2 Aims, Objectives and Scope 6
Aims 6
Objectives 6
Scope 6
3 Servicing and Delivery Access 7
Planned Servicing 7
Ad Hoc & Unplanned Servicing 7
Refuse Collection 7
4 Future DSP Supporting Measures 8
Introduction 8
Service Management Controller 8
Vehicle Booking System and associated control measures 8
5 Procedures for Monitoring and Review 10
6 Summary and Conclusions 11

1 Draft Delivery & Servicing Plan

Introduction

1.1 Transport Dynamics is appointed to provide traffic and transport advice for the proposed refurbishment of the existing Atrium Aparthotel to provide 160 aparthotel (Class C1) bedrooms, with existing A3 uses to be refurbished and an existing nightclub to be removed. The site is located at 74 Princess Street, Manchester, M1 6JD.

1.2 The existing building at 74 Princess Street will be re-used and upgraded to provide 160 aparthotel units and retained A3 retail space. As now, no car parking will be provided and servicing will take place as now from an on-street position. The site benefits from excellent accessibility to public transport, as well as good links to pedestrian and cycle facilities.

1.3 This draft Delivery Servicing Plan (DSP) together with a separate Transport Statement for a planning application provides for the building's re-use.

Proposed DSP Future Management

1.4 The future operator of the site is a responsible operator and they take their approach to Corporate Responsibility seriously. Such DSPs are becoming commonplace across central Manchester. Given this stance this document has been voluntarily offered to provide a Draft Delivery Servicing Plan.

1.5 A DSP will allow the effective and efficient use of the identified servicing areas and allow regulation of operations.

1.6 A crucial element of such DSP documents is that they are responsive to the relevant site's constraints, tailored to fit rather than being an off the shelf standard document. Instead DSP documents need to be cognisant of key characteristics and an operator's working methods and servicing procedures.

1.7 This DSP outlines how it is intended to manage the movement of delivery, service and refuse collection vehicles.

1.8 At their existing aparthotel sites the operator constantly reviews servicing methods and where possible invests in innovative methods or request supply chain investigation to resolve both historic and perceived issues, examples include;

- Reviewing estate areas including back of house layout to seek efficiency improvements;

- Requesting suppliers where relevant ensure nylon/rubber inserts are fitted to hinge ramps and low noise packs are fitted to tail gate lifts to avoid unnecessary noise generation;
- Requesting that modern vehicle fleets are in use.

1.9 Other examples of continuous operational innovation include requesting suppliers and their delivery drivers to be responsible for their actions and respectful of surrounding environments, examples include;

- Switching off a delivery vehicle's engine as quickly as possible when in location;
- Closing doors quietly, without slamming; and
- Where possible keeping headlights and radio's switched off when in situ.

Delivery Service Plan Structure

1.10 Following this introduction, this Delivery Servicing Plan is structured as follows;

- **Section 2** details the aims, objectives and scope of the servicing strategy;
- **Section 3** provides information on how service and delivery movements will be catered for at the site;
- **Section 4** outlines the supporting measures of this DSP;
- **Section 5** outlines the monitoring and review procedures for the Delivery Servicing Plan; and
- A summary and conclusions are outlined in **Section 6**.

2 Aims, Objectives and Scope

Aims

2.1 This Delivery Servicing Plan aims to enhance the operators 'green credentials' by creating a sustainable servicing regime.

Objectives

2.2 The objectives of the DSP are listed below;

- To ensure that there is no disruption to the local highway network;
- To ensure that the servicing area/loading bay is continuously and effectively managed;
- To spread deliveries throughout the day to avoid peaks in deliveries / servicing activity;
- Reduce traffic movements associated with deliveries and servicing; and
- Reduce environmental impacts (noise, pollution etc.) associated with delivery and servicing operations;

Scope

2.3 It is envisaged that following submission of this Delivery Servicing Plan the operator will produce a final document following consent and achieve sign off of the final strategy.

3 Servicing and Delivery Access

Planned Servicing

3.1 It is proposed that servicing will take place from Beaver Street and will align with a new back of house area. Further some servicing may also occurred from an existing loading bay on Princess Street.

3.2 SACO, the proposed operator, operate multiple aparthotel sites nationally. For this reason they and their supply chain are adept at undertaking efficient servicing and controlling deliveries. Furthermore SACO take servicing matters seriously.

3.3 Given the relative small scale nature of the proposed refurbishment all servicing will be undertaken by standard box van Light Goods Vehicles (LGVs) and small Heavy Goods Vehicles. Such vehicles are used extensively by SACO at existing sites.

3.4 Based on operational experience it is known that there will be three to four 8m box van movements on average per week for linen. With a further four to five deliveries for general supplies each week. Such numbers equate to one to two deliveries per day.

3.5 The small vans will arrive at the site's servicing area, unload the fresh goods/products, load any used goods and depart the site. Given the size of vehicle and relative small size of the proposal durations of stay will be short and can be controlled.

Ad Hoc & Unplanned Servicing

3.6 While SACO can manage expected deliveries through their Delivery & Servicing Plan, ad hoc and unplanned servicing and deliveries e.g. a courier delivery will typically temporarily stop and deliver items at the front of the site to the aparthotel reception, as they will not be aware of the site's servicing area and will require a member of staff.

Refuse Collection

3.7 Based on experience waste and recycling collections will be undertaken by a Private Contractor, as would have previously occurred at the site. Such an arrangement allows the operator to specify vehicle size, frequency and collection time. It is anticipated that refuse will be collected four times per week.

3.8 Given the low number of deliveries it is proposed all movements can be undertaken at off-peak periods only, but also that private contractor waste collection can be timed to avoid Manchester City Council waste collections.

4 Future DSP Supporting Measures

Introduction

4.1 Given the draft nature of this Delivery & Servicing Plan this section presents initial measures that will be introduced to support the implementation of the Delivery Servicing Plan.

Service Management Controller

4.2 Prior to operation a Service Management Controller (SMC) will be formally appointed.

4.3 The SMC will have overall responsibility for the day to day management of inbound deliveries, servicing and refuse. They will be the first point of contact in relation to any part of the servicing operations, contracted service providers and stakeholders.

4.4 Other duties which the SMC will be expected to undertake are summarised as follows:

- Day to day site delivery and servicing operations manager;
- Liaison with contracted service providers and stakeholders;
- Monitoring of the DSP in accordance with agreed procedures;
- Ensure that parking does not occur within the servicing area;
- Regular up-dates to contracted service providers and stakeholders;
- Regular assessments of all servicing, deliveries, refuse activity in accordance with agreed monitoring procedures; and
- Analyse the results of any surveys/ assessments undertaken and report as agreed monitoring procedures.

Vehicle Booking System and associated control measures

4.5 The operator recognises and understands that servicing can cause noise nuisance especially to neighbours. In order to try and reduce noise nuisance the operator will seek to reduce the number of servicing movements that occur at unsocial hours primarily through the use of active management.

4.6 Through the use of an electronic management system a formal vehicle booking system will be put in place. This system will allow procedures to be put in place to manage delivery time slots and ensure a steady flow of vehicles without a glut of deliveries occurring at a given time.

4.7 Such procedures will give the SMC absolute control over the loading and servicing area. Such an arrangement allows peak usage and occupation to be managed effectively.

4.8 In the event of congestion or a delayed delivery, drivers will be required to call ahead to advise the

SMC of their anticipated arrival time. If such a time is unsuitable drivers will be asked to layover away from the highway network surrounding the site.

4.9 Should a delivery vehicle arrive unannounced this vehicle will be turned away. Unscheduled arrivals will be noted by the SMC and the information fed back to service providers / suppliers. It is expected that given supplier regime such an incident will be unlikely.

5 Procedures for Monitoring and Review

5.1 Regular monitoring and review of all servicing activity will be necessary in order to regulate and control activity. Such monitoring and review will have benefits for local residents, service providers, and the operator. These benefits are summarised as follows:

- Reduced congestion/traffic volumes on the local road network;
- Increased safety through road traffic reduction;
- Managed delivery trips (especially in the peak periods);
- Availability of safe loading facilities;
- Increased road network efficiency; and
- Reduced delivery costs and improved security;
- More reliable deliveries and less disruption;
- Less noise, intrusion and pollution;
- Opportunity to feed into a corporate social responsibility programme; and ensure operations comply with health and safety legislation.

5.2 It is considered that the above benefits are achievable through the implementation, monitoring and review of this Delivery Servicing Plan.

6 Summary and Conclusions

6.1 This draft Delivery and Servicing Plan has been prepared by Transport Dynamics on behalf of the operator and sets out the intended servicing management strategy.

6.2 This draft Delivery and Servicing Plan clearly details the functional and physical elements of the servicing operations which will take place at the future site.

6.3 A Service Management Controller will be formerly appointed to implement the draft Delivery and Servicing Plan and in particular to manage the loading area and demand for service and delivery movements through a vehicle booking system.

6.4 This Delivery Servicing Plan will be monitored regularly. Data on servicing movements will be collected by the Servicing Management Controller.

6.5 In conclusion, it is considered that this draft Delivery and Servicing Management Plan provides sufficient information to assist the future effective use of the loading area and general operation.

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The Atrium, 74 Princess Street, Manchester, M1 6JD

Draft Travel Plan

PCD-1142-EN-RP-01

Revision 01

November 2017

Contents

1 Introduction 5
Travel Plan Aim 5
Benefits 5
Scope 5
This Document 5
2 Accessibility and Travel Patterns 7
The Existing Site 7
Accessing the site by Non-Car Modes 7
Walking and Pedestrian Environment 7
Cycling 7
Highway Network & On Street Restrictions 8
Whitworth Street 8
Princess Street 8
Disabled & Standard Parking 9
On Street Restrictions 9
Bus Services 9
Metrolink 10
National Rail Services 10
Summary 11
3 Objectives and Targets 12
Introduction 12
Objectives 12
Targets 12
Action Targets 13
Aim Targets 13
4 Travel Plan Strategy 15

Travel Plan Coordinator 15
Time Allocation 15
Marketing Strategy 15

5 Measures and Initiatives 17
Introduction 17
General Measures for Active Modes 17
Walking 17
Cycling 17
Public Transport 17
Car Clubs 17
User Induction Pack 17

6 Monitoring and Review 19
Reporting 19

7 Action Plan 20

1 Introduction

1.1 Transport Dynamics is appointed to provide traffic and transport advice for the proposed refurbishment of the existing Atrium Aparthotel to provide 160 aparthotel (Class C1) bedrooms, with existing A3 uses to be refurbished and an existing nightclub to be removed. The site is located at 74 Princess Street, Manchester, M1 6JD.

1.2 The existing building at 74 Princess Street will be re-used and refurbished to provide 160 aparthotel units and retained retail space. No car parking will be provided and this will ensure that guests travel by non-car and sustainable modes of transport. Guests will be informed at the point of booking about how to travel to the site.

Travel Plan Aim

1.3 The aim of this Travel Plan is to put in place the management tools that are deemed necessary to enable users and visitors of the aparthotel units to make informed decisions about their travel to the site. This will in effect minimise the adverse impacts of their travel to and from the site on the environment. The aim is achieved by setting out a strategy for eliminating barriers which keep users and visitors from making use of active and sustainable modes of transport.

Benefits

1.4 The Travel Plan will bring about benefits at the following levels:

- Users – through improved health, reduced stress and potential cost savings; and
- The community – by the development demonstrating its commitment to the Government's environmental priorities and setting an example to others.

Scope

1.5 As the scheme has yet to be constructed, occupant and user numbers are unknown, this document represents a full Travel Plan with interim Targets. It will be developed further and updated once more information is known following occupation. This Travel Plan is primarily directed at reducing unsustainable travel.

This Document

1.6 This Travel Plan has been written as a standalone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan itself.

1.7 The remainder of this document is structured as follows:

- **Section 2** - Outlines the accessibility and travel patterns;
- **Section 3** - Sets out the objectives and targets of the Travel Plan;
- **Section 4** - Outlines the Travel Plan strategy including how it will be managed, together with the marketing strategy;
- **Section 5** - Sets out the measures that will be implemented to help achieve the objectives and targets of the Travel Plan;
- **Section 6** - Outlines the monitoring and review programme which will ensure the Travel Plan continues to develop; and
- **Section 7** - Sets out an Action Plan.

.

2 Accessibility and Travel Patterns

The Existing Site

2.1 The proposed application site is a mixed use development located on the corner of Princess Street and Whitworth Street, located adjacent the north-western corner of the junction of Princess Street and Whitworth Street, in Manchester City Centre.

2.2 The site is bordered by the Rochdale Canal to the north, Beaver Street to the west, Whitworth Street (B6469) to the south and Princess Street (A34) to the east.

2.3 The site is currently closely, but as detailed above already consists of aparthotel units and existing A3 floorspace. Current access to the site is gained on foot, but former crossovers exist on Princess Street and Beaver Street. No car parking is provided as befits the site's location.

Accessing the site by Non-Car Modes

Walking and Pedestrian Environment

2.4 The site is located within easy walking distance of shops, businesses and services located in Manchester City Centre. A range of amenities such as, newsagents, banks, pubs, cafes and restaurants are all located within a short walk of the site.

2.5 Way finding signs are located at regular intervals along pedestrian routes adjacent to the site. These indicate key destinations by way of fingerpost signs or information boards.

2.6 There are lit footways either side of the carriageways in the vicinity of the site. Further there are formal and informal crossing points, including dropped kerbs, on the footway network around the site.

2.7 Overall the site is well located in terms of accessibility on foot with a wealth of facilities, amenities and services including St. Peters Square and Piccadilly Gardens tram stops, Oxford Road and Piccadilly train stations, universities, cultural locations, the city centre retail district, the Arndale Shopping Centre and the Manchester Central Convention Centre.

Cycling

2.8 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the Institution of Highways and Transportation. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km) of which 60% are by car. The guidelines highlight that there is a 'Substantial potential for substituting cycling for driving for distances up to 5 miles.' Many central Manchester locations are within 5 miles distance of the site, there is scope for the uptake of this sustainable mode by future visitors to the site.

2.9 Manchester has a growing reputation for its quality bicycle provision within the city centre and the refurbishment of The Atrium is set in a prime location to take advantage of the surrounding cycle and road network. Within close proximity is a wealth of cycle infrastructure including dedicated cycle lanes along Princess Street and Oxford Road.

2.10 Most of the traffic signal controlled junctions in the area feature advance stop-lines exclusively for use by cyclists. Immediately north of the application site is the Rochdale Canal towpath and nearby are other cycle routes that provide access to and form the universities and the business district.

2.11 The site is located within 1km of the National Cycling Centre and as such, benefits from a high quality local cycle network. Adjacent the site, National Cycle Route 60 runs along Princess Street. It forms part of the Fallowfield Loop and provides a traffic-free cycle route between Harpurhey and Reddish. Regional Route 86 follows the Medlock and provides an east-west traffic free cycle route between Clayton Value and Ardwick.

2.12 Approximately 400m from the site, National Cycle Route 66 from Old Trafford Football Stadium to Spurn Head in the East Riding of Yorkshire via Bradford, Leeds, York, Beverley and Kingston-upon-Hill can be found.

2.13 Transport for Greater Manchester (TfGM) also identifies a number of canal towpaths (including the Rochdale Canal) as off-road advisory cycle routes.

2.14 It has been demonstrated that the site is well located to benefit from existing cycle facilities.

Highway Network & On Street Restrictions

Whitworth Street

2.15 Whitworth Street lies northeast-southwest with a signalised junction at Sackville Street, Venice Street is a side road and Whitworth Street intersects Princess Street at a signalised junction. Whitworth Street forms the southern boundary of the site.

2.16 Whitworth Street comprises a single carriageway with two lanes in each direction of travel. The carriageway is approximately 10.5m wide and a speed limit of 30mph is in place.

2.17 Footway widths vary between approximately 2.5m and 4.5m and are provided with street lighting, dropped kerbs and tactile paving at signalised junctions.

Princess Street

2.18 Princess Street runs roughly north-south forming the western boundary of the site, south of this is the signal controlled junction with Whitworth Street. Further south is the signalised junction with Charles Street.

2.19 Historically Princess Street was one-way but a recent "Bus Priority Package" has involved reconfiguration of Princess Street back to two-way running.

2.20 The carriageway is approximately 9.5m wide with footways of 2m and 3m width on either side. Street lighting is provided and the speed limit is 30mph.

Disabled & Standard Parking

2.21 At the time of booking one of the site's accessible rooms, if a disabled guest requires car parking SACO will organise off-street disabled parking space at either the NCP Manchester Palace Car Park or the Q Park Piccadilly Place. The cost of such parking will be paid for by SACO and if required a staff member will collect the vehicle at drop-off and drop the car off at the end of the required length of stay. Given the nature of bookings, all arrangements can be planned and made in advance. The same car parking spaces could also be used for standard guests, but SACO will not cover parking costs or make special arrangements.

On Street Restrictions

2.22 Surrounding the site, restrictions exist due to the nature of the surrounding road network. Servicing by lights good vehicles take place from Beaver Street where kerbside on-street bays exist.

2.23 Servicing by larger HGVs is permitted from Whitworth Street at off-peak periods adjacent the site from Double Yellow Lines.

Bus Services

2.24 Manchester has a large number of major roads connecting, running through and circulating the city, well served by buses providing high capacity and easy access to and from other parts of Manchester as well as connecting with regional and national locations.

2.25 The site is located on Princess Street and Whitworth Street which are both served by many high frequency bus services. Also near to the site lies the Oxford Road bus corridor which is one of the busiest bus routes in Europe offering 128 buses per hour to a multitude of locations. The Bus Priority Package recently implemented along Princess Street has further enhance the bus offer.

2.26 Locations readily accessible by bus from the site include the Trafford Centre, Manchester Airport and a large number of towns within the Greater Manchester conurbation.

2.27 In addition, Manchester Central Coach Station is located within 5 minutes' walk from the development, offering further alternative sustainable travel choices for residents and users of the scheme.

2.28 The closest stops are located on Princess Street at the junction with Hart Street and on Whitworth

Street at Sackville Gardens which are within this 400m distance. Services calling at these stops are of high frequency – less than every 15 minutes at peak times.

2.29 Slightly further afield at just under 600m is the Piccadilly Gardens Transport Interchange which is the main bus hub in Manchester city centre.

2.30 Employment, amenity and leisure opportunities in the Greater Manchester area are readily accessible by bus, allowing users sufficient time to commute to employment opportunities at destinations across Manchester and the Greater Manchester area.

Metrolink

2.31 The Princess street development is approximately 350m from the Piccadilly Metrolink station as its nearest connection to the site. This distance is with the maximum distance of walking for public transport of 400m and so provides excellent access to the Metro network.

2.32 The development at Princess Street and Whitworth Street Corner site is located approximately 600 metres from St. Peters Square Metrolink Station and approximately 600 metres from the Piccadilly Gardens Metrolink Station. The site is well located to benefit from the Metrolink services at the two Metrolink stations.

2.33 Employment, amenity and leisure opportunities found across Greater Manchester, including Ashton, Manchester, Oldham, MediaCityUK, Salford Quays and South Manchester are readily accessible via the local Metrolink services. These Metrolink services provide a 12 minute frequency and operate between 06:00 and 23:30 allowing users sufficient time to commute to employment opportunities across the region.

National Rail Services

2.34 The development at Princess Street and Whitworth Street Corner is ideally situated near to strategic rail stations that provide access to and from wider areas of the city, the Greater Manchester conurbation as well as regional and national travel.

2.35 The site is located in between Manchester Oxford Road train station and Manchester Piccadilly train stations which are only some 350 metres away and 650 metres away respectively. These train stations provide frequent services for locations including Salford, Liverpool and Warrington as well as further destinations such as London, Birmingham, Edinburgh, Cardiff and Leeds.

2.36 There are extensive secure cycle parking facilities at Manchester Piccadilly and the station has excellent high frequency links to many destinations across the UK.

Summary

2.37 In summary, the site has been assessed in terms of its accessibility to the surrounding area for employees and visitors at the proposed development. It is considered that the site is well located to benefit from existing pedestrian facilities, cycle facilities, bus services and Metrolink Services., There are also exiting key facilities and services within acceptable walking distance. The site benefits from excellent accessibility to public transport, as well as good links to pedestrian and cycle facilities.

3 Objectives and Targets

Introduction

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found at **Chapter 6**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage users to use more sustainable ways of travelling to / from the site through more effective promotion of active modes. This will minimise the impact of the development on the surrounding highway and public transport network.

3.3 The sub-objectives are:

- Sub-objective 1: To increase user awareness of the advantages and availability of sustainable/ active modes of transport;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all site users;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate user travel by sustainable modes; and therefore,
- Sub-objective 4: To reduce unnecessary use of public transport for the journey to and from the site.

Targets

3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring progress and success of the travel plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

3.5 Targets come in two forms – Action Targets and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

3.6 The key action targets are set out below:

- A Travel Plan Coordinator will be appointed at least one month prior to occupation.
- To launch this travel plan upon occupation of the site
- Each monitoring survey will occur within one month of the anniversary of the baseline survey in each survey year (i.e. Years 1, 3 and 5).

Aim Targets

3.7 The aim targets of this Travel Plan are focused predominately on the users of the site.

3.8 **Table 3.1** outlines the Aim Targets set out for the site. The targets are set to measure progress towards the main objectives over five years. These targets are to be achieved within five years of the launch of the Travel Plan. The interim targets are to be reached within three years of the launch of the Travel Plan.

Table 3.1: Travel Plan Targets

Target	Indicator	Mode Split		
		Anticipated Baseline (Year 0/Year 1)	Interim (Year 3)	Final (Year 5)
User				
Reduce Peak Hour Public Transport (PT) Trips by 5%	Modal Split monitoring surveys for PT	87%	85%	82%
Achieve a 2% increase in the mode share for cycling	Modal Split monitoring surveys for cycling	3.2%	4.2%	5.2%
Achieve a 2% increase in the mode share for walking	Modal split monitoring surveys for walking use	5.5%	6.25%	7.5%
Visitors/Guests				
Increase the awareness of cycling and walking as viable options available to access the site	No Surveys Necessary	-	-	-

3.9 The baseline figures at this stage are anticipated. This Travel Plan recognises that it is not possible

to set out accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). Given this, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

3.10 The targets listed above are ambitious, however considering the expected catchment area and the facilities available on site, the targets are reasonable.

3.11 It is more constructive to set an Action type target for measures aimed at promoting sustainable transport to visitors to the site, rather than a mode split Aim Target.

3.12 The targets listed are based on preliminary data and therefore may need to be adjusted once an accurate baseline modal share has been established from the baseline (Year 0) survey.

3.13 Indicators are the elements which will be measured in order to assess progress towards meeting the final and interim targets. For the most part this will be the main mode listed by site users in the monitoring surveys conducted in years 0, 1, 3 and 5.

4 Travel Plan Strategy

Travel Plan Coordinator

4.1 A Travel Plan Co-ordinator (TPC) will need to be appointed to implement and administer the Travel Plan. The TPC will be appointed one month prior to occupation.

4.2 The TPC is envisaged to be a senior member of staff and will have access to the appropriate technology to communicate effectively with users making use of a variety of mediums.

4.3 The duties of the Travel Plan Co-ordinator will therefore include:

- Undertake Travel Surveys at years 0, 1, 3 and 5;
- Take responsibility for data collection and review of the Travel Plan;
- Oversee the development and implementation of the Travel Plan on a day-to-day basis;
- Obtain and maintain commitment and support from users etc;
- Design and implement effective marketing and awareness-raising campaigns to promote the Travel Plan;
- Co-ordinate and attend Steering Groups, Working Groups etc;
- Act as a point of contact for all users requiring information;
- Ensure the travel information available is always up to date; and
- Co-ordinate the monitoring programme for the Travel Plan, including target setting and make necessary changes if the targets are not being met.

Time Allocation

4.4 The TPC will undertake the management of the Travel Plan in addition to their normal duties.

Marketing Strategy

4.5 All users, guests and visitors will be made aware of the existence of the Travel Plan at the commencement of their visit. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained.

4.6 Contact details of the TPC will be advertised in the event that users wish to discuss specific matters

directly.

4.7 Introduction of a user Induction Pack will occur and this will contain Travel Plan and sustainable transport information and any other relevant transport information. In addition, the Travel Plan will be added to the agenda for all induction sessions.

4.8 A formal launch of the Travel Plan accompanied by the above mentioned travel information packs for all users will take place

4.9 The following will be used as a means of disseminating information to users (and visitors) to promote events / campaigns / promotions / services / initiatives:

- User / visitor notice boards
- Newsletters; and
- Induction packs

5 Measures and Initiatives

Introduction

5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, provides the core of the Travel Plan.

5.2 Sustainability has been taken into account in the development of the design of the building, for instance the location of the cycle parking.

General Measures for Active Modes

Walking

5.3 Users will be provided with information and advice concerning safe pedestrian routes to / from the site.

5.4 Users will be provided with changing facilities, including facilities for storage of wet clothes, umbrellas etc.

Cycling

5.5 As part of the commitment to minimise car based travel cycle storage spaces are to be provided. These will be secure, well-lit and in a protected area. As stated previous shower and changing facilities will be provided.

Public Transport

5.6 Up-to-date details of bus and underground services, including route information and service frequencies, will be permanently on display in prominent locations. National Rail website and enquiry phone numbers will also be promoted through all relevant means. This measure will benefit both users and visitors.

Car Clubs

5.7 Car Clubs make car ownership unnecessary for many people and are a good way of reducing car usage. There are a number of companies operating Car Clubs in Greater Manchester including City Car Club and Zipcar.

User Induction Pack

5.8 All users based at the development, will be given information about the Travel Plan and travel

options in the form of an induction pack. The pack may contain at least some of the following information:

- A summarised version of the Travel Plan document, that sets out the purpose and benefits etc.;
- Timetables and route maps for public transport, particularly buses;
- Contact numbers and web details for National Rail Enquiries;
- Cycling and walking maps for the local area; and
- Any relevant employer specific company policies related to transport.

6 Monitoring and Review

6.1 This Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This chapter sets out the proposals for monitoring and review of the Travel Plan.

6.2 The monitoring programme will begin with the initial travel survey, to be undertaken after reaching the trigger point of three months after the development is occupied. The initial travel survey will include surveys for users. The surveys will be marketed by the TPC to encourage a high response rate (of at least 30%).

6.3 Further surveys will be carried out in years 1, 3 and 5, to monitor progress towards the interim and final targets.

6.4 Additionally the use of cycle parking spaces and lockers will be monitored during the spring and summer months to determine whether facilities are adequate.

Reporting

6.5 A Travel Plan Review will be undertaken every year, by the TPC, to assess the progress of the Plan. A Travel Plan report will be produced in Years 3 and 5 which will incorporate the results of monitoring throughout the preceding period.

7 Action Plan

7.1 The Action Plan outlined in **Table 7.1** sets out the measures included within the Travel Plan that are directed at influencing travel.

7.2 The Action Plan will be revised every year following each Annual Travel Plan Review.

Table 7.1 Action Plan for Travel Plan Measures – Users				
Measures	**Notes**	**Status/ Target Date**	**Monitoring Method**	**Responsibility**
General				
Appointment of Travel Plan Coordinator	A TPC will be a small role and they will undertake duties in addition to normal duties	One month prior to occupation	N/A	HR/Office Management
Information Provision				
Travel Packs for users	All users will receive a travel pack outlining the sustainable options for travelling to the site, company policy related to transport, the existence and purpose of the Travel Plan and location of cycle parking and lockers etc.	Prior to commencement of employment	N/A	TPC/HR
Cycling				
Provision of cycle racks / stands	Cycle parking provision as agreed	As part of construction	Spot checks as part of maintenance rounds	TPC
Changing and locker facilities to be provided. Users made aware of their availability		As part of build/construction	Maintenance to monitor quality	Construction team and maintenance
Provide cycle route maps and other information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing map etc. is used	Prior to the development proposals coming online	TPC to monitor uptake	TPC
Promote availability of locker facilities for clothing	The site will provide lockers		TPC to complete audit, users to report problems	Facilities Management / Redevelopment Team
Walking				
Users provided with changing facilities.	As above in Cycling	As above in Cycling	As above in Cycling	As above in Cycling
Users provided with information related to safe walking routes.	As part of Travel Packs or induction sessions (visitors through notice board)	Prior to opening and on-going through recruitment	NA	TPC/HA
Public Transport				
Notice board with timetable information	Located in public (visitor) area	Prior to the development proposals coming online	Administrative - TPC	TPC

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