

J000585-TP01d
June 2025

Redevelopment of Boulton House for
261 Serviced Apartments

Joyce, 17 Chorlton Street, Manchester

Interim Travel Plan



Prepared on behalf of:

The James (M1 Living)
Limited

CONTENTS

1.0	INTRODUCTION
1.1	Development Scheme and Planning Context
1.2	General Travel Plan Objectives
1.3	Travel Plan Policy / Guidance
1.4	Travel Plan Structure
2.0	SITE LOCATION AND ACCESSIBILITY AUDIT
2.1	Overview
2.2	Site Location and Existing Conditions
2.3	Available Sustainable Transport Connections
3.0	REVIEW OF THE DEVELOPMENT PROPOSALS
3.1	Introduction
3.2	Development Scheme
3.3	Access Arrangements
3.4	Cycle Parking
4.0	IMPLEMENTATION OF THE TRAVEL PLAN - KEY ACTION FRAMEWORK
5.0	PLAN ADMINISTRATION
5.1	Overview
5.2	Duties and Responsibilities of the Travel Plan Coordinator
5.3	Key Travel Plan Administration Tasks
6.0	FORMULATION AND AGREEMENT OF THE TRAVEL PLAN
6.1	Introduction
6.2	Physical Travel Plan Measures
6.3	Operational Travel Plan Measures
6.4	Plan Implementation
7.0	IDENTIFYING TARGETS AND MONITORING PROGRESS
7.1	Introduction
7.2	Travel Plan Targets
7.3	Review Procedure

FIGURES

Figure TP1	Site Location: Strategic Context
Figure TP2	Site Location: Local Context
Figure TP3	Site Location: Aerial View
Figure TP4	Travel Plan Pyramid
Figure TP5	Manchester City Centre Local Bus Stops & Key Road Routes
Figure TP6	Plan of Manchester City Centre Bus Services
Figure TP7	Plan of Manchester Free Bus Services
Figure TP8	Plan of Manchester Metrolink System
Figure TP9	Plan of Manchester Rail System
Figure TP10	Location of Enterprise Car Club Bays
Figure TP11	1km Walk Catchment from the Application Site
Figure TP12	2km & 5km Cycle Catchment from the Application Site
Figure TP13	Available Local Cycle Infrastructure to the Application Site
Figure TP14	Location of Manchester Bee Network Cycle Hire Docking Stations
Figure TP15	Location of Main Local Off-Street Parking Options
Figure TP16	Travel Plan Implementation Schedule

APPENDICES

Appendix TP1	Proposed Site Layout Plans
Appendix TP2	Schedule of TPM Duties and Implementation Timescales

1.0 INTRODUCTION

1.1 Development Scheme and Planning Context

1.1.1 This Travel Plan has been prepared by Focus Transport Planning (Focus TP) on behalf of Joyce by The James to support a full planning application for the redevelopment of Boulton House, Chorlton Street, Manchester City Centre, to deliver a hi-spec serviced apartment scheme. The proposals envisage the delivery of 261 purpose built serviced apartments and represents an opportunity for the promotion of sustainable urban redevelopment of the site.

1.1.2 The location of the development site is illustrated in **Figures TP1 & TP2** to this report, with an aerial view of the site provided in **Figure TP3**.

1.1.3 The planning application for the redevelopment scheme is supported by a Transport Statement (Focus report ref: J000585-TS01) which considers the key travel and transport impacts of the application proposals on the immediate local transport network. The Transport Statement includes for a review of site accessibility, site connections & servicing, and concludes:

“In summary, it is considered that the Boulton House Application Scheme represents a suitable and sustainable location for serviced apartment redevelopment and would not result in any material detrimental effects on the operation of the immediate local transport network. The site is well located to maximise opportunities for travel by sustainable modes, being located within a short walk of busy local public transport stops & stations, and within a short walk of a wide range of key everyday services, facilities and employment & leisure opportunities. Such locational characteristics should assist in meeting the sustainable planning objectives of promoting opportunities for the use of a range of travel modes and supporting the principles of modern city centre redevelopment without dependence on the private car.”

1.1.4 This document represents a framework for the development, implementation and operation of a Travel Plan for the proposed redevelopment to build on the main sustainable development principles of the application proposals and to encourage / maximise travel to the site by alternative travel modes to the private car. Indeed, as the scheme is being promoted with no on-site car parking, it is anticipated that the vast majority of trips to/from the development would be by sustainable modes.

1.2 General Travel Plan Objectives

- 1.2.1 A Travel Plan is a general term for a package of measures and initiatives tailored to the requirements of individual sites and aimed at promoting more sustainable travel choices and reducing reliance on the private car. It involves the development of a set of mechanisms and initiatives and targets that together enable organisations and individuals to reduce the impact of their travel and transport on the local environment.
- 1.2.2 Travel Plans are about helping to achieve equity. They are not anti-car but rather seek to ensure access opportunities for all - whether a person is disabled, has no access to the private car, or would simply prefer to travel on foot, cycle or public transport. Travel Plans can be developed either specifically to address issues associated with individual buildings or development sites, or to form part of a wider strategy involving Local Authority initiatives and other surrounding developments. This Travel Plan concentrates on those measures that can be delivered specifically at the Boulton House redevelopment site, and, given that no on-site car parking is proposed, aims to ensure that all staff and visitors are fully appraised of the wide range of sustainable travel options that are available to them.
- 1.2.3 Joyce by The James is committed to promoting sustainable transport solutions where appropriate and practical. It is within this context that this Travel Plan is produced.

1.3 Travel Plan Policy / Guidance

- 1.3.1 Travel Plans are secured through a policy framework that extends from the national through to local level when dealing with new development proposals. Key Travel Plan policy and guidance relevant to the application scheme is set out in the following paragraphs.

National Policy / Guidance

1.3.2 The National Planning Policy Framework (NPPF - December 2024) states that “all developments that will generate significant amounts of movement should be required to provide a Travel Plan” (NPPF para 118), with the Guidance on transport assessment, ‘Travel plans, transport assessments and statements in decision-taking’ guidance stating that a Travel Plan should “identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate” (NPPG - Travel Plans, Transport Assessments and Statements para 011). The guidance also notes that “Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation” (NPPG - Travel Plans, Transport Assessments and Statements para 003).

1.3.3 Specific guidance for the preparation of Travel Plans has been prepared by the Department for Transport (DfT) and is set out in the document “Good Practice Guidelines: Delivering Travel Plans through the Planning Process” (April 2009). This document outlines the various types of Travel Plan, and identifies that the preparation of an Interim Travel Plan is most appropriate in cases where full travel plans cannot be produced, in this case owing to the travel characteristics of site users being unknown. Indeed, the DfT Good Practice Guidelines provides the following definition of Interim Travel Plans within paragraph 2.12 (page 20):

“Under a few circumstances it may not be possible to complete a full travel plan, although this should be the aim. In such circumstances the developer can prepare and submit an interim travel plan, covering all substantive elements, to be completed at an agreed time. These plans should include outcome targets for maximum allowable levels of car trips and the key elements, as set out in Table 5.1. Some aspects of the travel plan and some measures may be provisional. Nevertheless, the interim plan should set out a timeframe for completion of the full travel plan once the position is apparent.”

1.3.4 This Interim Travel Plan therefore sets out the overarching principles for encouraging sustainable transport for journeys to / from the Application Site and defines core Travel Plan responsibilities for the site developer. It is proposed that

this Interim Travel Plan will be developed into a Full Travel Plan following opening of the development and the collection of baseline travel trends.

Regional Policy: Greater Manchester Places for Everyone Joint Development Plan 2022 to 2037

- 1.3.5 Places for Everyone (PfE), adopted December 2024, is a long-term plan of nine Greater Manchester districts including Manchester, for jobs, new homes, and sustainable growth. Policy JP-Strat14: A Sustainable and Integrated Transport Network strives to ensure that *“half of all daily trips can be made by public transport, cycling and walking, especially those shorter journeys around neighbourhoods”*. The preparation of Travel Plans to support planning applications, as required in Policy JP-C8, will assist in achieving this.

Regional Policy: Greater Manchester Transport Strategy 2040

1.3.6 The Greater Manchester Transport Strategy (GMTS2040) sets out the approach for dealing with highways and transport matters across Greater Manchester up to 2040 and has been developed in line with current Local Transport Plan guidance and best practice re: the creation of Sustainable Urban Mobility Plans. The GMTS2040 focuses principally on creating a co-ordinated transport for the Greater Manchester area that ultimately seeks to meet the vision of “World-class connections that support long-term sustainable economic growth and access to opportunity for all”. A key output from meeting this vision is to reduce the reliance on car travel for journey making with Greater Manchester, with an ultimate target of providing ‘the right mix’ of travel options and in so doing reduce car use to 50% or less of daily trips (a net zero growth in motor vehicle traffic between 2017 - 2040). Key principles under-pinning the strategy are to deliver:

- *Walking & Cycling* - a comprehensive network of on and off-road walking and cycling routes to key local destinations and for leisure.
- *Public Transport* - A fully integrated high-capacity public transport system to support a rapidly growing City Region.
- *Highways* - A reliable and resilient multi-modal highway network that supports efficient movement of people of goods to, from and across Greater Manchester.

1.3.7 Policies within the GMTS2040 seek to prioritise the delivery of new development that is accessible by sustainable transport modes. A key element is to deliver ‘connected neighbourhoods’ which are based on the following principles:

- Local neighbourhoods to be safer and more pleasant to walk and cycle around, with the impact of traffic on local roads reduced and a year-on- year reduction in collisions.
- Achieve the Right Mix vision, by making walking and cycling the natural choice for short journeys.
- Ensure that town centres are attractive and well connected - and that interchanges are easier to access, in order to increase the proportion of journeys made by public transport and encourage people to use local shops and other facilities.

1.3.8 GMTS2040 recognises that such neighbourhood-focused policies, should be supported by development that seeks to meet the concept of ‘Streets for All’, thereby delivering streets and places that:

- Feel like welcoming and healthy places to spend time.
- Represent attractive and inclusive walking environments.
- Ensure a safe and connected cycling experience.
- Support reliable, integrated and accessible public transport network.
- Allow goods to reach their destinations on time, with minimal impact on local communities.

Local Policy: Manchester’s Local Development Framework - Core Strategy Development Plan Document

1.3.9 The Council’s Core Strategy (adopted July 2012) also sets out a number of relevant supporting policy objectives for delivering sustainable new development including (Policy T2):

- *New development to be located to ensure good access to the City’s main economic drivers, including the Regional Centre, the Oxford Road Universities and Hospitals and the Airport and to ensure good national and international connections*
- *New development to be easily accessible by walking, cycling and public transport; connecting residents to jobs, centres, health, leisure, open space and educational opportunities*
- *Within the City Centre, new development to provide a level of car parking which reflects the highly accessible nature of the location, as well as the realistic requirements of the users of the development. The Council will take the circumstances of each proposal into account to establish what level of parking is appropriate.*
- *New development proposals to be supported by proportionate Traffic Impact Assessments and Travel Plans for all major application schemes and for any proposals where there are likely to be access or transport issues.*

1.4 Travel Plan Structure

1.4.1 In light of the national and local Travel Plan policy / guidance outlined above, it is proposed that this Travel Plan is developed via a pyramid framework of measures and actions. The principles of this Travel Plan pyramid approach are illustrated in **Figure TP4**, with DfT guidance noting that the process should be built ‘from the ground up’, with each new layer building on the last.

1.4.2 In order to satisfy the general objectives / benefits identified within key guidance documents, three distinct areas for action have been identified to be pursued within this Travel Plan:

- ‘Physical’ travel measures to be provided on-site by the developer;
- Tailored day-to-day ‘operational’ measures to encourage the take-up of sustainable travel options;
- Future management and monitoring of the implementation and take-up of Travel Plan initiatives.

1.4.3 The remaining sections of this report therefore consider the following matters, which are designed to build towards the identification of an effective Travel Plan approach for the redevelopment of Boulton House:

- Review of site location & accessibility audit;
- Description of the proposed development;
- Key action framework for the delivery of the Travel Plan;
- Details of plan administration;
- Travel Plan initiatives to be implemented;
- Monitoring and enforcement measures.

2.0 SITE LOCATION AND ACCESSIBILITY AUDIT

2.1 Overview

- 2.1.1 The location of a development site underpins all aspects of accessibility, in particular its relationship with complementary land uses and the range of practical travel mode options available to site users. This section of the Travel Plan report effectively examines Tier 1 of the Travel Plan Pyramid - ‘Site location and proximity to existing facilities and services’ and identifies the extent to which the site can be considered to enjoy a good baseline level of accessibility by sustainable modes of transport.

2.2 Site Location and Existing Conditions

- 2.2.1 The application site represents the existing Boulton House building, which provides main frontage to Chorlton Street, Manchester City Centre. A plan illustrating the strategic location of the site in terms of the Manchester City Centre core is provided as **Figure TP1**, with a more local plan, showing immediate streets and buildings, included as **Figure TP2**, and aerial imagery at **Figure TP3**.
- 2.2.2 Chorlton Street forms the site’s southwestern frontage, beyond which lies an NCP Car Park and Manchester Central Coach Station. Major Street forms the site’s northwestern frontage, providing access to a small number of on-site parking spaces and service access associated with the current office use of the site, and Arthur House office accommodation on its northern side. To the northeast, Boulton House is bounded by 6 Minshull Street building, which incorporates a hotel and commercial units, and 8 Minshull Street/42 Bloom Street which has historically been occupied by office and restaurant uses. Hart Street, a short cul-de-sac, runs between 6 Minshull Street and 8 Minshull Street/42 Bloom Street, terminating and fenced at the Boulton House boundary. Bloom Street forms Boulton’s House southeastern boundary, off which a 32-space car park at Boulton House is accessed. The Bloom Street surface car park is located at Bloom Street opposite Boulton House.

2.3 Available Sustainable Transport Connections

2.3.1 The proposed redevelopment would need to adhere to key planning and transport related sustainability objectives set out in national and local planning policy, viz:

- Reducing the need to travel, especially by private car;
- Ensuring accessibility to a range of sustainable travel options.

2.3.2 The Boulton House application site is considered to enjoy a number of locational characteristics which would assist in encouraging trips to / from the proposed redevelopment to be made by a range of sustainable alternative travel options to the private car. The site is located within a short walk of a wide range of existing public transport connections and its highly sustainable city centre location means that it lies within an easy walking and cycling distance of city centre employment opportunities as well as a range of everyday local facilities such as shopping and leisure destinations - with the majority of these services & facilities being linked by high quality walk / cycle routes.

2.3.3 The nature of local sustainable transport connections available within the immediate catchment of the Boulton House site are summarised in the paragraphs below.

Access to Public Transport

2.3.4 The Boulton House application site provides excellent accessibility to local bus, coach, Metrolink (tram) and rail networks by virtue of its location. Current planning guidance recognises 400m as a maximum walking distance to a bus stop from a new development, with 250m identified as a more desirable walk catchment in city or town centre locations in order to encourage regular bus use.

Bus Services

2.3.5 Several bus stops are located to the immediate frontage of the Application Site at Chorlton Street, within an on-street marked bus cage with 4 shelters and information boards available. These stops are served by the 191 service, which

offers 4 buses per day (16:00-18:00 Monday-Friday) to Stockport via Longsight and Levenshulme (one continuing to Hazel Grove), 2 buses per hour on Saturdays and 1 bus per hour on Sundays. These stops are also served by the 197 service to Stockport via Longsight, Levenshulme and Green End, which offers 3 buses per hour from Stockport / 2 buses per hour to Stockport (05:30-23:00 Monday-Friday), 2 buses per hour in each direction on Saturdays and 1 bus per hour in each direction on Sundays.

2.3.6 Additionally, the Chorlton Street stops provide access to service X41 Manchester City Centre - Haslingden - Baxenden - Accrington (hourly service in each direction Monday-Sunday) and X43 Burnley & Rawtenstall to Manchester (3 buses per hour in each direction Monday-Saturday and a 30-minute service in each direction on Sundays).

2.3.7 The stops also represent Manchester Coach Station, and are served by National Express buses, providing circa hourly connections to London Victoria, 90-minute services to Liverpool, Leeds, and Birmingham and less frequent connections to Edinburgh, Blackpool and Glasgow.

2.3.8 Furthermore, the proposal site is located just 250m from the Piccadilly Gardens Bus Station, one of two main bus stations in Manchester City Centre, providing additional frequent services to a wide range of destinations across Greater Manchester & Cheshire. A plan of local city centre stops is provided at **Figure TP5**, with city centre bus services illustrated in **Figure TP6**.

Metroshuttle (Free City Centre Bus Shuttle)

2.3.9 In addition to standard public bus services, the Chorlton Street bus stops to the site frontage are served by Routes 1 and 2 of the free Manchester City Centre Metroshuttle service (see also **Figure TP7** to this report). Route 1 operates a 10-minute daytime frequency and provides connections to key city centre connections such as Piccadilly Station, Manchester Oxford Road, Deansgate, Spinningfields and Chinatown. Route 2 also provides a 10-minute daytime frequency connection between Manchester Picadilly, Chinatown, Victoria Station, Shudehill and the Northern Quarter.

Metrolink (Piccadilly Gardens Stop)

2.3.10 The Application Site is located within a 300m walk to the Metrolink (tram) stop at Piccadilly Gardens. This stop is served by trams on the following routes:

- Eccles - Ashton-under-Lyne (Blue line)
- Bury - Piccadilly (Yellow Line)
- Altrincham - Piccadilly (Purple Line)
- MediaCityUK - Etihad Campus (Orange Line) *peak only*

2.3.11 Each route operates with 12-minute service headways during peak times, with trams beginning to run from approximately 06:00 Monday to Saturday and finishing around midnight Monday to Thursday, 01:00 Friday and Saturday and 23:00 on Sundays. A network plan of the Metrolink system is included as **Figure TP8** to this report identifying the connections available from the Piccadilly Gardens stop. The combination of these services offers a core daytime service of at least 30 trams per hour.

Rail Services (Manchester Piccadilly Station)

2.3.12 Manchester Piccadilly Train Station also lies within a 600m walk of the Application Site. This hub station provides regular local rail connections to South Manchester & Cheshire suburbs and Inter City links to London, the Midlands, South West, North Wales and the North West / Scotland. A plan of local rail network connections available from Piccadilly Station is illustrated in **Figure TP9** to this report.

2.4 Car Club / Car Share Opportunities

2.4.1 City Car Club offers an established car sharing service that has been available to residents and businesses across Manchester City Centre since 2006. The service offers a 'pay by the hour' car hire scheme, giving city centre residents, visitors and workers a more convenient and cost-effective alternative to car ownership.

2.4.2 A fleet of low-emission car-club vehicles are located at numerous dedicated parking bays around the city centre. The closest of these bays to the Application Site being located at the Bloom Street NCP car park, located on the opposite side of Bloom Street to the Application Site (see **Figure TP10**).

2.4.3 Each vehicle is available for City Car Club members to hire out for as little as 30 minutes at a time, with vehicles available for immediate reservation via an on-line / mobile app-based booking system. Vehicles are accessed via a keyless entry system using members' smartcards.

2.5 Walking & Cycling Access

2.5.1 In addition to the local public transport connections set out above, the location of the Application Site is anticipated to allow for a range of 'everyday' journeys to be undertaken on foot or by cycle. Major routes in the vicinity of the Application Site, including Portland Street, Aytoun Street and Fairfield Street provide push button pedestrian crossing controls to promote safe pedestrian and cycle use, and key junctions include advanced cycle stoplines.

2.5.2 CIHT document 'Providing for Journeys on Foot', suggests suitable walking distances to common facilities to encourage walking access. This document identifies the following guidance regarding relevant walking thresholds for access to community facilities, local services and shops:

- Desirable: 400m
- Acceptable: 800m
- Preferred Maximum: 1200m

2.5.3 **Figure TP11** to this report illustrates the extent of a 1km walk catchment as measured from the Boulton House Application Site. This analysis demonstrates that virtually the whole of Manchester City Centre lies within a 1.2km walking distance, including main shopping / leisure areas and key transport hubs including Manchester Piccadilly Train Station, Oxford Road Train Station, Piccadilly Gardens Bus Station and Metrolink stations.

- 2.5.4 In addition to walking opportunities, national policy guidance also notes that cycling has potential to substitute for short car trips, particularly those journeys of less than 5km, and those forming part of a longer journey by public transport. The location of the Application Site allows access across the whole of Manchester City Centre and surrounding areas with good connections to the surrounding local suburbs of Hulme, Old Trafford, Gorton and Harpurhey as shown in **Figure TP12**.
- 2.5.5 An extract of TfGM's cycle map is provided in **Figure TP13** to this report. This plan identifies that the city centre roads are designated as 20mph routes. Routes with on road cycle provision are identified with traffic free routes being located in the vicinity of the River Irwell. Cycle lanes are present on Deansgate with advance cycle stop lines being available on key routes at the signal junctions.
- 2.5.6 To further assist cycle access, the Bee Network Cycle Hire scheme is available across Manchester. The network will provide numerous cycle hire stations across the city, with bikes and e-bikes available to hire from 5p per minute. A plan of local docking stations in the vicinity of the Boulton House site is provided at **Figure TP14**, with the closest docking station being at Bloom Street within 100m of the application site.
- 2.5.7 The proximity of the site to this dedicated infrastructure is likely to encourage cycling access to the site and ensures that cycling represents a potential practical travel option for some staff and visitor journeys.

Accessibility Summary

- 2.5.8 It is concluded that the Boulton House Application Site represents an appropriate location for sustainable redevelopment, being located within a short walking distance of a number of bus / Metrolink / rail stops served by regular connecting services and within an acceptable walk / cycle catchment of a wide range of key everyday services, facilities and employment opportunities.
- 2.5.9 Overall, the locational characteristics of the site should assist in meeting the sustainable planning objectives for new development of promoting opportunities for the use of a range of travel modes, without dependence on the private car.

3.0 REVIEW OF THE DEVELOPMENT PROPOSALS

3.1 Introduction

- 3.1.1 This section of the report has been prepared in reference to Tier 2 of the Travel Plan Pyramid ‘Sustainable site design - parking restraint, suitable density and amenity’ and sets out those key site elements that will be delivered as part of the application scheme to help promote sustainable travel.

3.2 Development Scheme

- 3.2.1 The Boulton House redevelopment scheme envisages the conversion and extension of the existing office building to deliver 261 serviced apartments, with flexible commercial uses at ground floor.
- 3.2.2 The proposed site layout plans are included as **Appendix TP1** to this report. The ground floor level of the building would include a commercial unit, along with the following shared amenities for use by visitors:
- Entrance / reception & concierge area;
 - Work and social lounges;
 - Gym/yoga studio;
 - Cycle store;
 - Meeting rooms;
 - Podcast room;
 - Refuse / bin store area.

3.3 Access Arrangements & Car Parking

- 3.3.1 Direct access to the application scheme would be provided by foot & cycle only, with main pedestrian access to the serviced apartments being taken from Bloom Street via a courtyard entrance, with access to the commercial unit via an entrance to the building at the corner of Bloom Street / Chorlton Street.

3.3.2 Due to the highly accessible location of the Application Site, no car parking is proposed to be delivered on site to support the redevelopment.

3.3.3 Should staff/visitors to the Boulton House scheme ultimately decide to drive to the site, options for car parking would be restricted to local commercial car parks (see **Figure TP15**). Local on-street short-stay parking and supporting on-street 'no-waiting' parking controls are strictly enforced, which will help reinforce the principle of car-free development.

3.4 Cycle Parking

3.4.1 Secure / covered cycle parking spaces for 23 cycles is proposed to be located on the ground floor level to encourage cycle access / to from Boulton House.

4.0 IMPLEMENTATION OF THE TRAVEL PLAN - KEY ACTION FRAMEWORK

4.1 It is envisaged that the development and implementation of a Travel Plan at Boulton House will ultimately be delivered over a number of key stages. These stages are described in the remaining sections of this document and cover the identification of base travel trends (via the analysis of questionnaire data following initial opening of the development), to the delivery of Travel Plan measures / initiatives, and the monitoring of the effects of the Plan post on-site implementation.

4.2 The identified key stages for the development of the Travel Plan are as follows:

- Preliminary assessment of travel behaviour of staff and visitors (to be undertaken within the first six months of opening);
- Plan Administration through the selection and appointment of the Travel Plan Coordinator, i.e. Tier 3 of the DfT Travel Plan Pyramid 'Implementation & development of the Travel Plan';
- Formulation and agreement of the final Travel Plan measures and targets to produce a bespoke Travel Plan tailored to reflect the results of the Travel Survey, i.e. Tier 4 of the DfT Travel Plan Pyramid 'Services and facilities'. This 'revised' Travel Plan should be submitted to MCC for approval within six months of opening of the development and should include information about staff and visitor travel patterns;
- Monitoring of the effectiveness of the 'revised' Travel Plan as appropriate on a regular basis, i.e. Tier 5 of the DfT Travel Plan Pyramid 'Marketing & promotion, awareness raising, monitoring and review'.

4.3 **Figure TP16** to this report identifies the key intermediate stages of this implementation programme.

5.0 PLAN ADMINISTRATION

5.1 Overview

5.1.1 The development and implementation of a Travel Plan for the Boulton House scheme will be the responsibility of the developer. Measures included in **bold & underlined** text within the remaining sections of this report represent commitments which will be pursued at the site by the developer and / or any subsequent long-term building management organisation.

5.1.2 Management of the Travel Plan process will be achieved through the early identification of a suitable person as the Travel Plan Coordinator (TPC). The TPC role will be key to the delivery of a successful Travel Plan at Boulton House and therefore a suitable person at the building management company would be designated to undertake the required TPC duties. Travel Plan matters will be the responsibility of the building management organisation.

5.1.3 **The TPC role will be established prior to opening of the serviced apartments.** Details of the Travel Plan Coordinator will be provided to MCC and included within the 'revised' Travel Plan to be submitted to MCC within six months of first use of the development and following the initial travel survey exercise.

5.1.4 Once appointed, the TPC will act as the main contact for the Travel Plan and will be responsible for implementing plan measures, promoting to visitors, involving new staff and monitoring the effects of implementation. A review of the duties and responsibilities of the TPC is set out below.

5.2 Duties and Responsibilities of the Travel Plan Coordinator

5.2.1 The TPC will act as the main liaison between the occupiers of Boulton House and MCC with respect to Travel Plan matters. The TPC will also act as the first point of contact for staff and visitors in all matters regarding travel and the management of physical travel measures within the development curtilage.

5.2.2 The key roles and responsibilities of the TPC will be as follows:

- Managing the development and implementation of the Travel Plan;
- Review physical infrastructure provision on site and ensure that it is fit for purpose and delivered to an appropriate standard;
- Liaising with public transport operators, TfGM & MCC officers to ensure up-to-date transport information is available;
- Monitoring travel patterns at the Boulton House development.

5.2.3 **The TPC will be able to delegate some duties to other suitable nominated staff, as required, but would retain overall responsibility for all matters relating to the operation of the Travel Plan.** A schedule of duties is provided in **Appendix TP2** to this framework document. This schedule effectively represents an ‘Action Plan’ for the development of the Travel Plan at the site.

5.3 Key Travel Plan Administration Tasks

5.3.1 As part of the on-going operation of the Travel Plan, the following key administrative tasks will need to be undertaken by the TPC:

- Inform MCC of the contact details of the TPC at the inception of the Plan and the updating of this information should / when the TPC role be transferred to an alternative staff member within the lifetime of the Plan.
- Manage a key contacts file of appropriate personnel at other organisations such as MCC, Transport for Greater Manchester, Public Transport Operators, etc.
- Develop suitable travel information board/information screen within the main lobby in order to be accessible to be available to all visitors at the Boulton House development.
- Include and maintain up-to-date travel information, public transport timetables, maps.

6.0 FORMULATION AND AGREEMENT OF THE TRAVEL PLAN

6.1 Introduction

6.1.1 The aims of Tiers 4 & 5 of the Travel Plan pyramid are to establish the measures and initiatives to be implemented on site to reduce the level of dependency on the private car and to determine how their operation / effectiveness can be promoted and monitored.

6.1.2 The following section of this Travel Plan document outlines those physical and operational measures to be implemented at the Boulton House redevelopment site.

6.1.3 The measures proposed within this document represent a package of initiatives that will be progressed for implementation by the TPC to support initial opening of the serviced apartment site. Many of these measures will subsequently be tailored to reflect staff/visitor requirements following opening of the development, as informed by regular monitoring of travel patterns and visitor satisfaction surveys.

6.1.4 The Travel Plan is proposed to be delivered as part of a three-stage process:

- Physical site works - which would be provided by the site developer as part of the delivery of the scheme;
- Tailored 'operational' measures which would be introduced to improve accessibility / encourage sustainable travel patterns;
- Monitoring of the implementation and success of Travel Plan initiatives.

6.2 Physical Travel Plan Measures

6.2.1 The site masterplan for the Boulton House serviced apartments scheme identifies a number of key 'physical' transport measures that will be provided on site prior to opening. These measures include:

- Provision of pedestrian connections from the local highway network, including new main pedestrian access via the courtyard off Bloom Street (main lobby access at ground floor level);
 - Provision of 23 secure cycle parking spaces at ground floor level;
 - Promotion of the scheme as a 'car free' development, with no car parking provided on site;
 - The inclusion of up-to-date travel information, public transport timetables, local facilities, walking/ cycling maps within the main lobby on either carousels or information screens.
- 6.2.2 It is the responsibility of the TPC to ensure that sustainable transport facilities within the curtilage of the development site will be properly maintained and are fit for purpose.
- 6.3 **Operational Travel Plan Measures**
- 6.3.1 For ease of reference, operational travel plan measures have been grouped under the following key sub-headings:
- Encouraging increased use of public transport,
 - Encouraging increased use of walking,
 - Encouraging increased use of cycling, and
 - Encouraging efficient car use.
- 6.3.2 **Available initiatives under each heading will be promoted to staff/visitors via the travel information board/information screen, and also made available to visitors at the time of booking.** It is anticipated that this information will be a useful tool in encouraging sustainable travel options and will comprise:
- Key contacts, including the details of the Travel Plan Coordinator;

- Demonstration of the site's accessibility and available local sustainable connections to local shops and services;
- Details of relevant TfGM travel initiatives and public transport timetables / ticketing including details of the free bus around Manchester City Centre and Metrolink services;
- Details and website link to Enterprise Car Club Manchester, the location of local car club bays and instructions of how the car club system operates; and,
- Details and website links to the Bee Network Cycle Hire scheme along with information on the nearest docking station to Boulton House.

Encouraging Increased Use of Public Transport

- 6.3.3 **Ensure local public transport route maps (Manchester North & South Bus Maps / Manchester City Centre Bus Map / Metrolink System Map / City Centre Free-Bus Map / North West Rail System Map) for the Manchester City Centre area are available to all site users** (as produced by TfGM at the time of site opening).
- 6.3.4 **Promote information relating to the TfGM website for access to online public transport information** (<http://www.TfGM.org.uk>), including its online journey planner <https://my.tfgm.com/#/planner/>), National Rail website for on-line rail journey planner (<http://www.nationalrail.co.uk>) and live train departure board information for Northern Rail (<http://www.journeycheck.com/northernrail> or ([https://ojp.nationalrail.co.uk/service/ldbboard/dep/Manchester Piccadilly](https://ojp.nationalrail.co.uk/service/ldbboard/dep/Manchester_Piccadilly)) for Manchester Piccadilly Station.
- 6.3.5 **Provide information relating to the National Express website for bus travel** (<https://www.nxbus.co.uk>). The website provides information on tickets and timetables and features a journey planning tool.
- 6.3.6 **Promote the TfGM Bee Network travel app** which can be used to

- Plan any journey and see expected arrival times using public transport (bus, tram and train) and active travel (walking, wheeling or cycling). The journey planner will also show Park and Ride options.
- Get live departure times for local bus, tram and train stops and stations.
- Track your bus live on map and see live locations for all buses from a stop near you.
- Buy tram tickets, Bee Bus tickets, and Bee AnyBus + Tram travelcards, using Google and Apple Pay.
- See travel alerts for tram, bus, train and road and get major incident alerts.
- Rate your journey.
- Get contact information and access the non-emergency Greater Manchester Police Live Chat service.

Encouraging Increased Walking

6.3.7 **Provide information / maps about the local footpath network and local shops and services within a suitable walking catchment of Boulton House.**

6.3.8 **Provide information regarding the health benefits of walking, such as details of the 'Walking the Way to Health' initiatives.**

Encouraging Increased Use of Cycling

6.3.9 **Ensure links to the most recent version of the Manchester City Centre cycle maps are available** (<https://tfgm.com/cycling-district-maps>) as well as links to cycle journey planning tools such as (cyclestreets.net).

6.3.10 **Promote the Bee Network cycle hire scheme** including locations of the nearest docking station to Boulton House (<https://beeactive.tfgm.com/cycle-hire/>).

6.3.11 **Provide links to cycle training and information on starting to cycle** (<https://beeactive.tfgm.com/cycling/>)

6.3.12 **Provide links to Community Cycle Clubs** - local cycle clubs can offer 'learn to ride' sessions and led cycle rides. Information is available via the TfGM Bee Network website (<https://beeactive.tfgm.com/cycle-and-stride/>).

- 6.3.13 Provide information concerning the health benefits of cycling, and direct visitors to other key cycling information sources such as www.sustrans.org.uk, and www.loveyourbike.org, etc.

Encouraging Efficient Car Use

- 6.3.14 Provide information on the true cost of owning and running a car such as the www.thisismoney.co.uk/money/cars/article-1633412/Calculator-True-cost-running-car.html
- 6.3.15 Promote information outlining the benefits of the Enterprise Car Club scheme and the details of car pick / up drop off locations within a local walking distance of Boulton House.
- 6.3.16 Promote information encouraging staff to investigate car sharing via websites such as Liftshare.com/uk or kinto-join.co.uk for opportunities to share regular journeys.

6.4 Plan Implementation

- 6.4.1 The development of the Travel Plan at Boulton House will be funded by the developer and operated by the building management company.
- 6.4.2 Measures identified within sections 6.2 and 6.3 to this report should be available at the date of the first opening of Boulton House where possible.
- 6.4.3 A suitable Travel Plan operating budget will be set aside to assist the delivery of the Travel Plan over the initial five-year period post opening of the scheme. This budget will be utilised for promoting, encouraging and providing incentives for visitors to choose sustainable travel to / from Boulton House. The funds could also be used for covering typical travel plan administration tasks such as the design and production of publicity material, maintenance of on-site sustainable travel infrastructure, on-site public pedestrian areas, cycle storage areas), personalised

travel planning and the production of site-specific travel information for inclusion within the travel information board/information screen.

- 6.4.4 Monitoring of the use of the Travel Plan operational budget will be carried out by the TPC, with details of annual spending on travel initiatives and current budget position recorded within the Travel Plan Progress Report provided to MCC / TfGM (see section 7.3 to this report).

7.0 IDENTIFYING TARGETS AND MONITORING PROGRESS

7.1 Introduction

7.1.1 In order to gain an understanding of the influence / impact of the Travel Plan and to measure the Plan's progress in encouraging sustainable travel patterns, monitoring of travel trends at Boulton House redevelopment will be undertaken at regular intervals. Information on travel mode choice for a variety of trip purposes will therefore be regularly surveyed by the site TPC as part of a monitoring package.

7.1.2 Travel questionnaire surveys of staff and visitors will be organised by the TPC at set intervals following Travel Plan implementation, with results being submitted to MCC / TfGM within 2 months of survey completion, as part of a Travel Plan Performance Report (see Section 7.3 of this Travel Plan Framework).

7.1.3 It is proposed that the initial Travel Survey exercise is undertaken within six months of the site first opening and will include questionnaire surveys and a facilities audit. The surveys would be undertaken using a Travel Questionnaire, to be supplied to every visitor across a 1-2 week period. Further Travel Surveys will be undertaken every two years thereafter for the first five years of the Travel Plan operation post opening of the site.

7.1.4 The following key parameters will be considered for inclusion within the scheduled monitoring:

- Changes in recorded travel mode split. The final questionnaire survey details should be confirmed with MCC/TfGM prior to the undertaking of each survey to ensure that it complies with MCC/TfGM's requirements.

7.1.5 A suitable survey budget will be set aside to fund the monitoring surveys over the initial five-year period of the Plan. This budget will cover the costs of core tasks / initiatives such as organising and analysis of questionnaires (either paper based or e-mail survey) and the production of a simple Survey Report.

7.2 Travel Plan Targets

7.2.1 Section 1 to this report identifies that the key objectives of the Travel Plan are to minimise site related car travel and encourage increased use of a wide range of more sustainable travel modes. Targets for the Travel Plan have therefore been based on these key objectives.

7.2.2 The Boulton House redevelopment will be promoted as a ‘car free’ development as no parking will be provided on site, albeit it is possible that a small number of staff/visitors may seek to take up contact parking elsewhere. The core Travel Plan target for the Boulton House redevelopment has therefore been developed to reflect this underlying principle, being:

“80% site-based travel to be undertaken by non-private car driver travel modes (i.e. walk / cycle / public transport / taxi / car passenger), with the exception of mobility impaired staff/visitors.”

7.2.3 It is therefore proposed that following the completion of the first Travel Plan survey exercise, this preliminary target is reviewed and that appropriate Specific, Measurable, Achievable, Realistic and Time Bound (SMART) targets are set. Such SMART targets should be based upon the recorded site-specific baseline data. **Any revised target will be included in the first Annual Performance Report.**

7.2.4 Progress towards targets will be monitored via regular update surveys (see section 7.1), with short term targets acting as a guide to the progress of Travel Plan initiatives.

7.2.5 Should it become clear that targets will not be achievable, or indeed have already been achieved, then they should be reviewed in conjunction with MCC and new objectives set.

7.3 Review Procedure

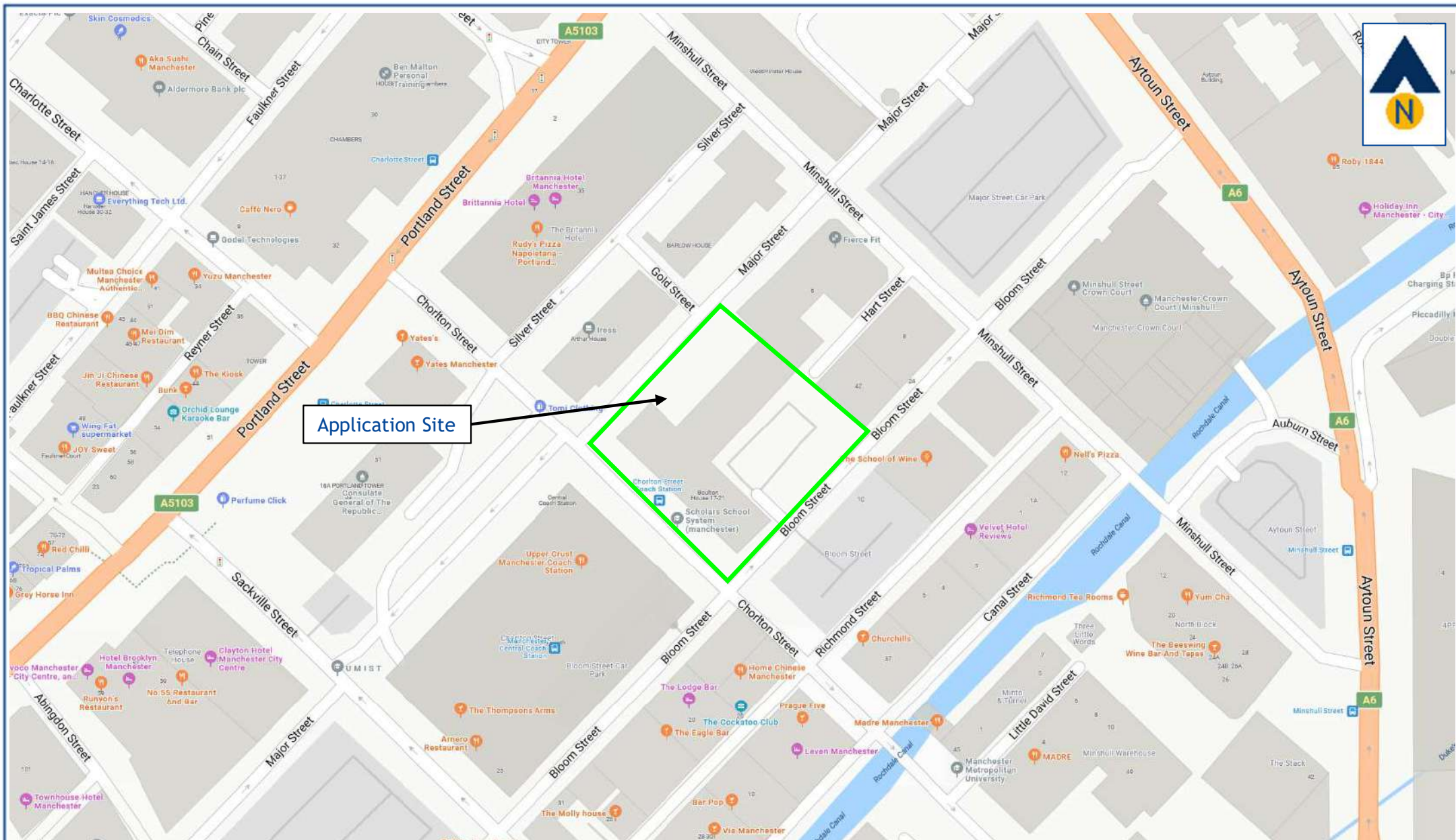
7.3.1 Review of the operation of the Travel Plan will be undertaken by the TPC every year in discussion with MCC, based on the results of the monitoring survey programme where relevant. This review will assess the progress of the Travel Plan with respect to targets and consider the take up / effectiveness of individual measures. This annual review may identify areas within the Travel Plan which require change or modification.

7.3.2 To assist the review process, the TPC will prepare an Annual Performance Report for submission to MCC / TfGM. It is envisaged that the Annual Performance Report would comprise the following:

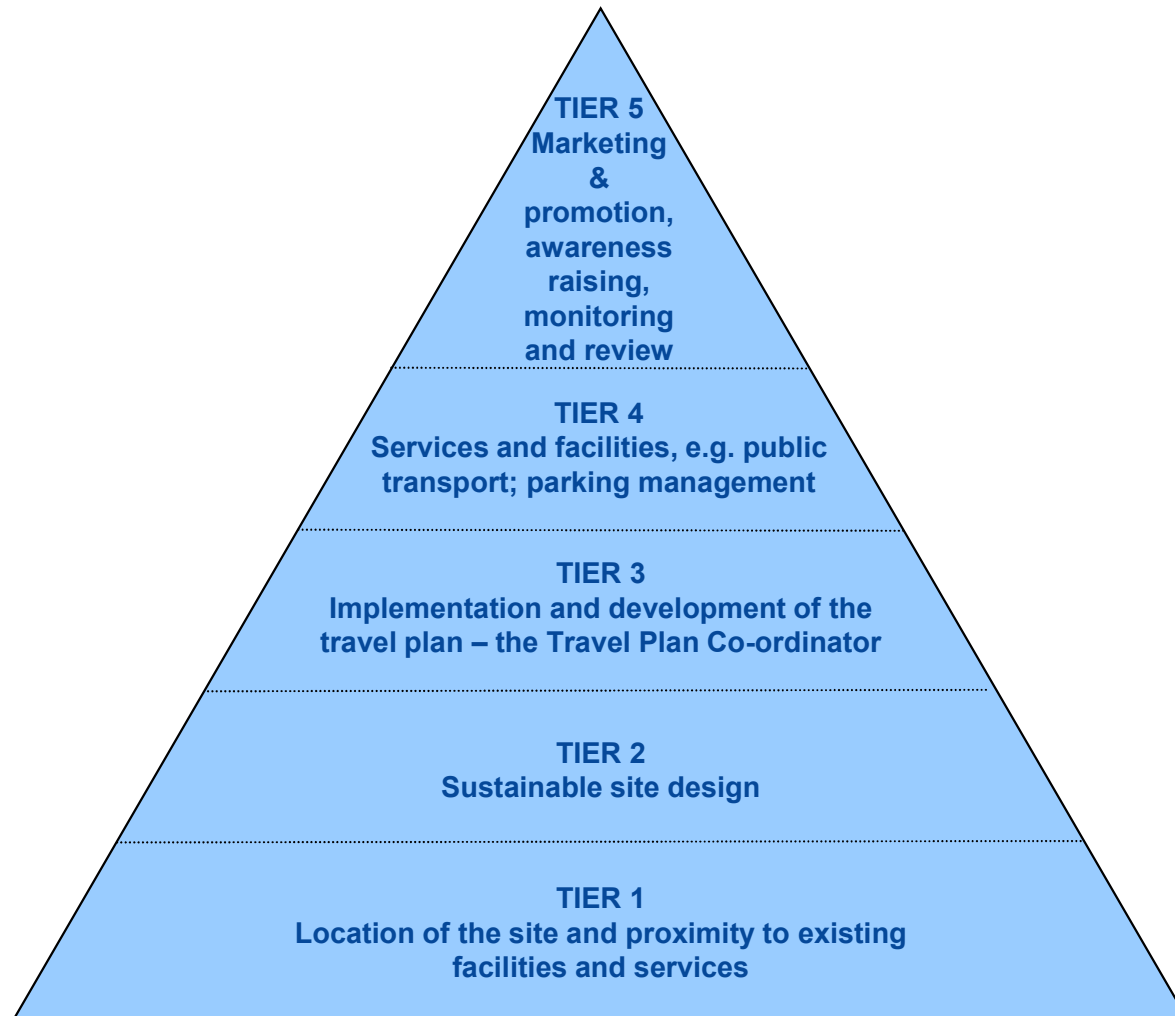
- The results of the most recent travel surveys with respect to targets;
- An update on how the Travel Plan has been implemented including an appraisal of the general effectiveness of current initiatives;
- The current position of the Travel Plan operational budget;
- Those measures within the Travel Plan which are proposed to be continued into the next year / those measures to be dropped;
- Details of any new travel initiatives to be pursued at the Boulton House site;
- Provide an annual action plan for the next 12 months. The Action Plan will summarise an annual programme of measures designed to help achieve the travel plan targets on travel modal share and will also set out the tasks involved, who will be responsible for implementation and the dates by which the measures will be achieved over the next 12 months. The Action Plan will be reviewed annually.











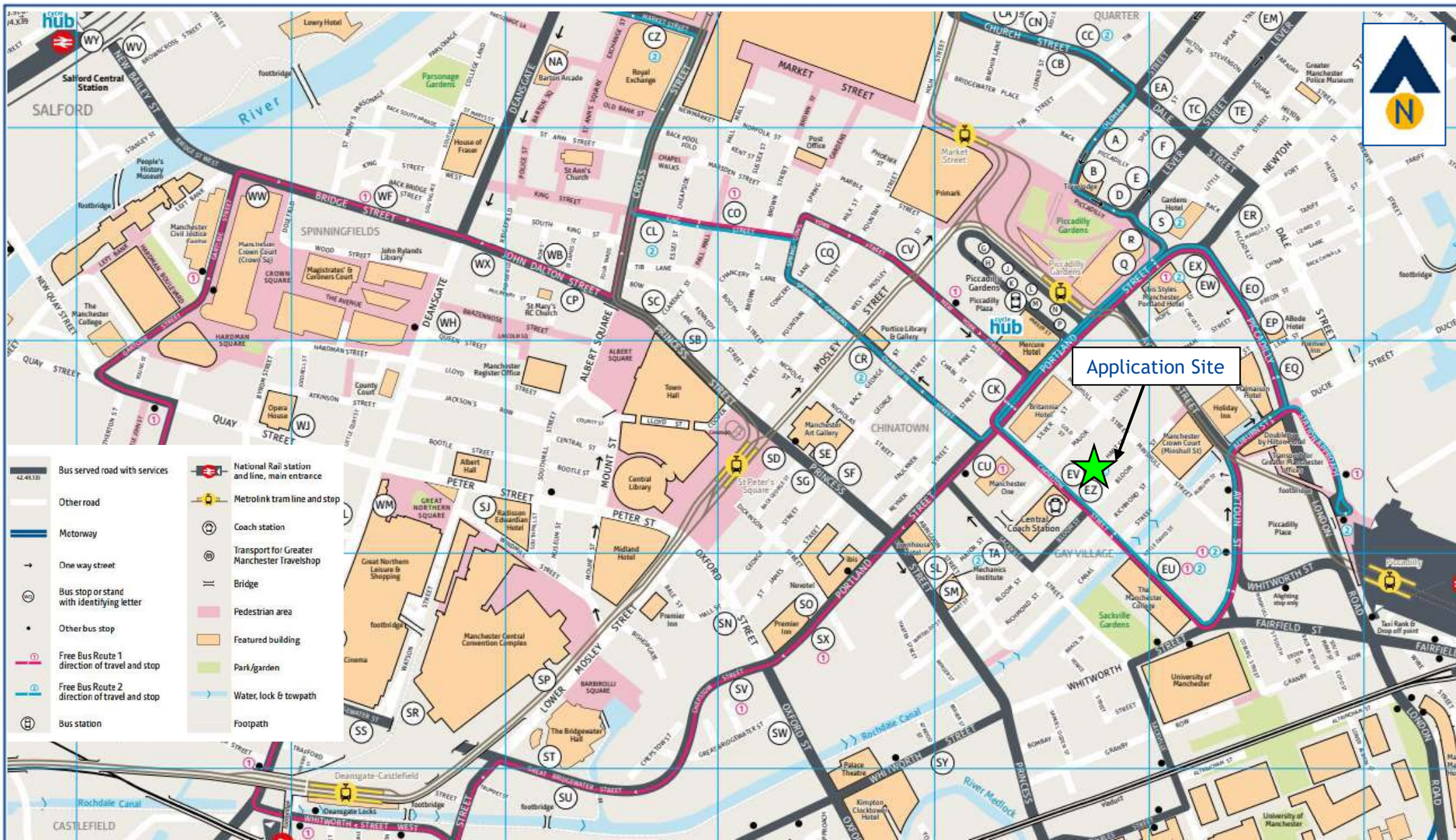


Figure TP5

Manchester City Centre Local Bus Stops & Key Road Routes

J000585

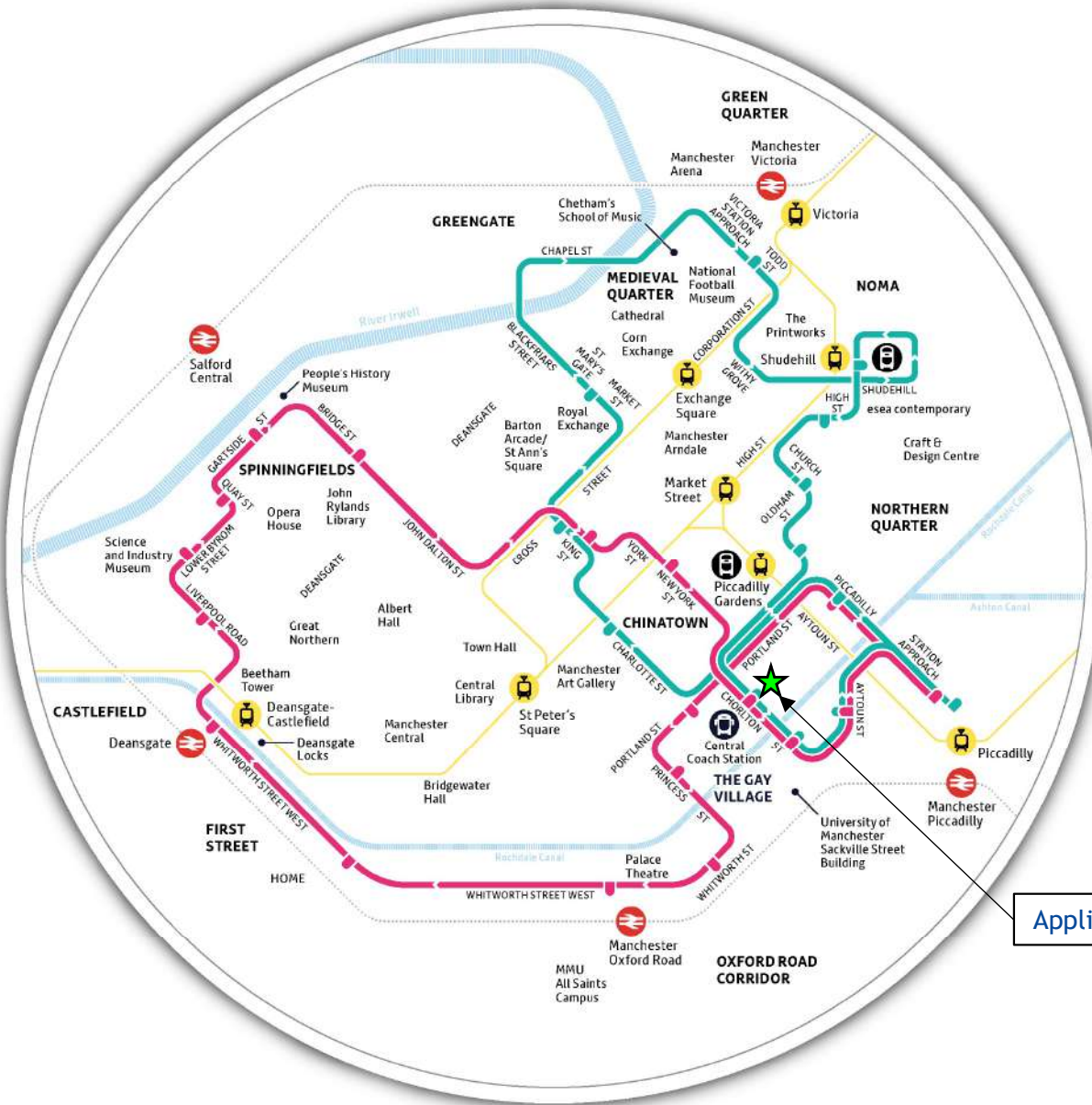
Boulton House, Chorlton Street, Manchester

March 2025



Plan of Manchester City Centre Bus Services

March 2025



1

Monday – Friday

Every 10 minutes 7am – 7pm
Every 30 minutes 7pm – 11.30pm

Saturday

Every 15–30 minutes 7am – 9am
Every 30 minutes 7pm – 11.30pm

Sunday and public holidays

Every 10 minutes
10am – 6pm



BEE NETWORK



Transport for
Greater Manchester

2

Monday – Friday

Every 10 minutes 7am – 7pm
Every 30 minutes 7.15pm – 11.15pm

Saturday

Every 15–30 minutes 7am – 8.30am
Every 30 minutes 8.30am – 7pm
Every 30 minutes 7.15pm – 11.15pm

Sunday and public holidays

Every 10 minutes
10am – 6pm

Application Site



**MANCHESTER
CITY COUNCIL**

**MAYOR OF
GREATER
MANCHESTER**

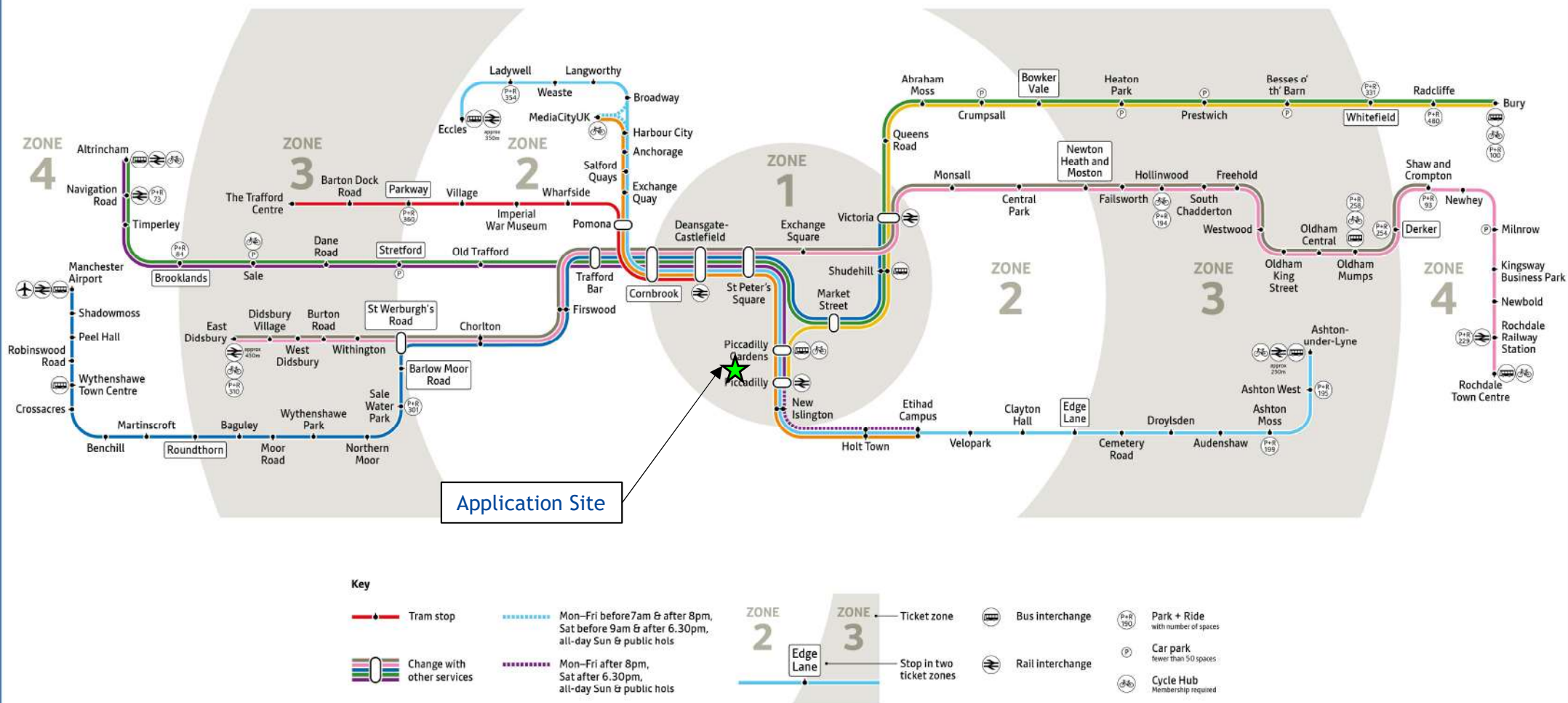


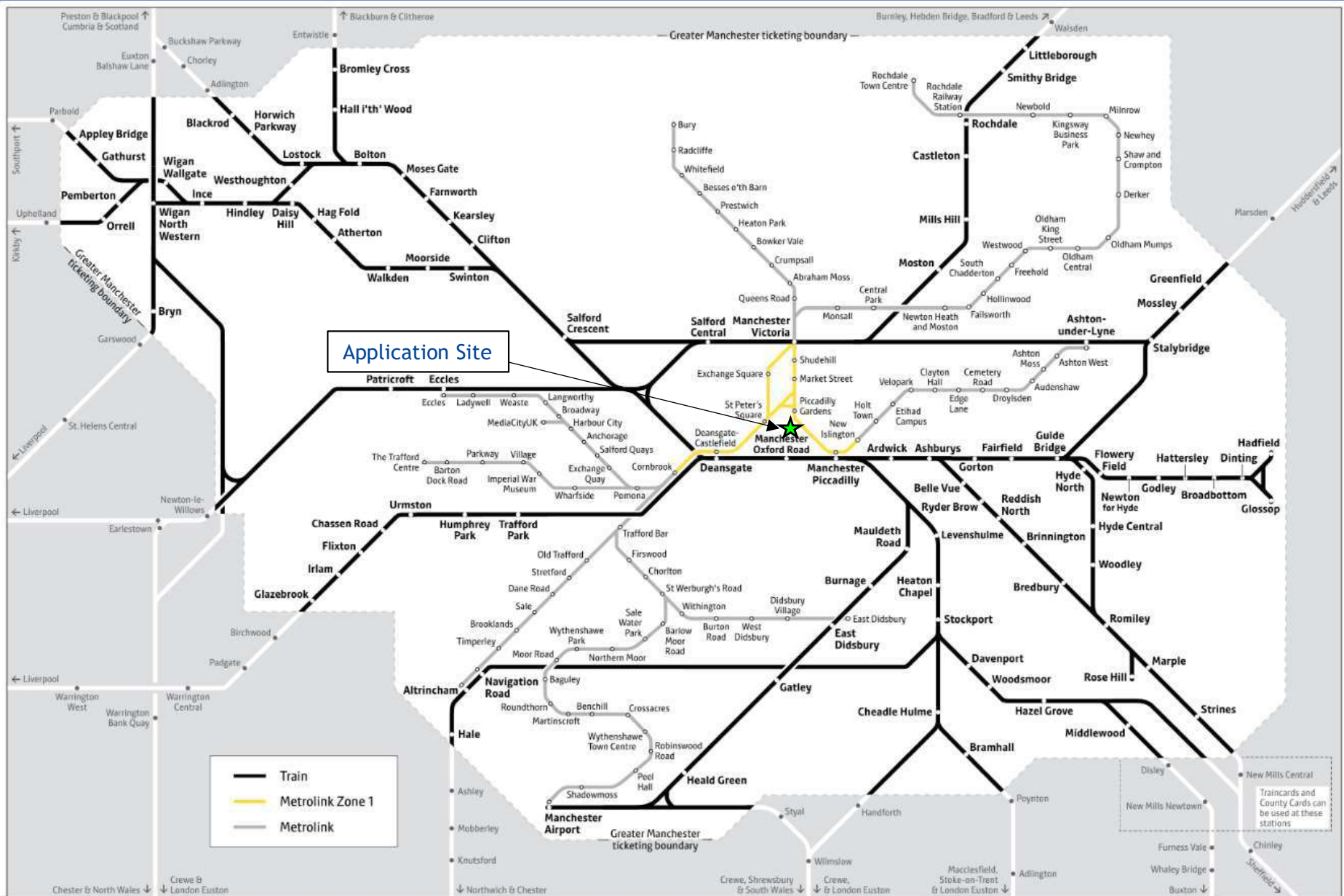
Figure TP8

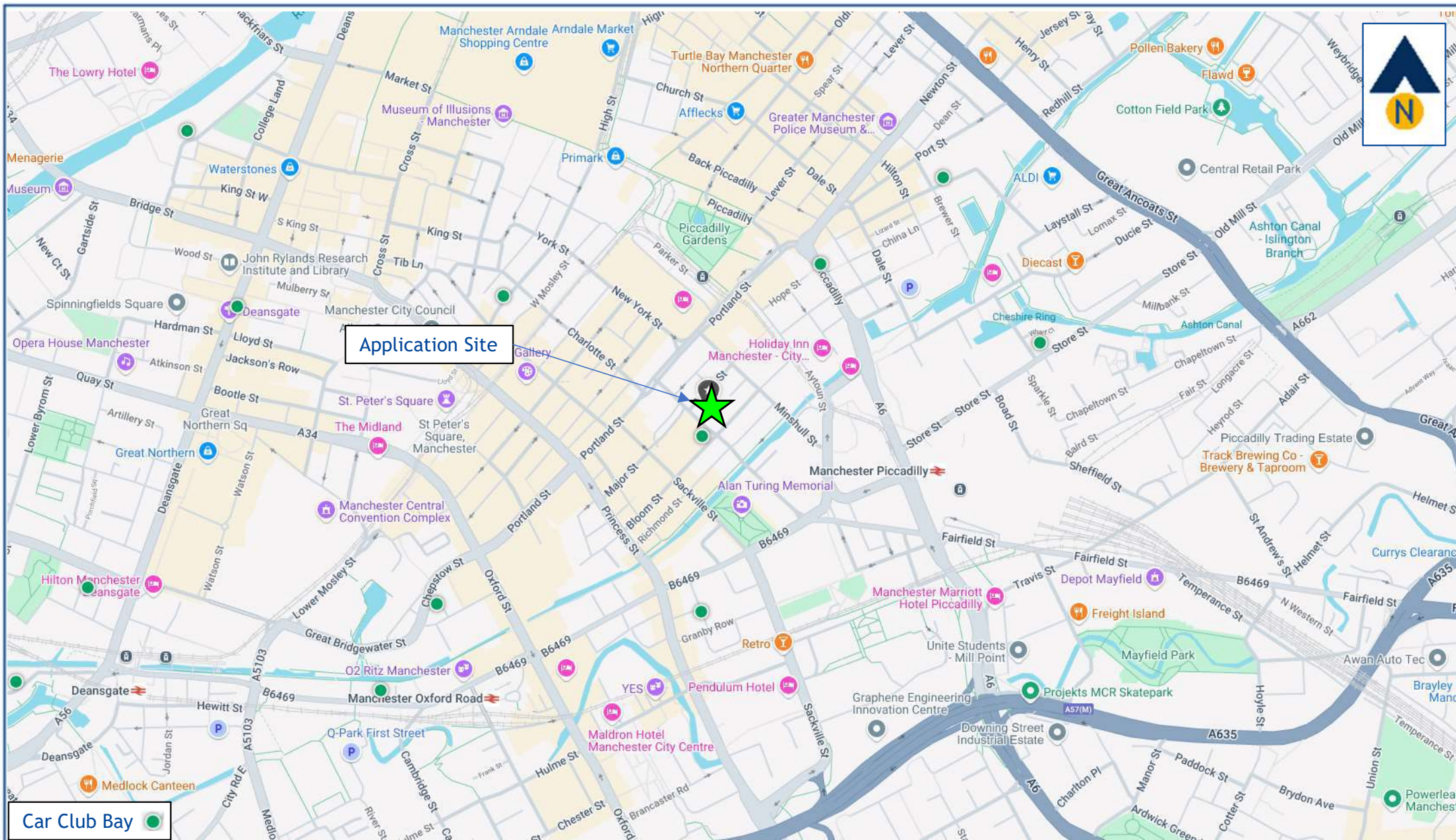
Plan of Manchester Metrolink System

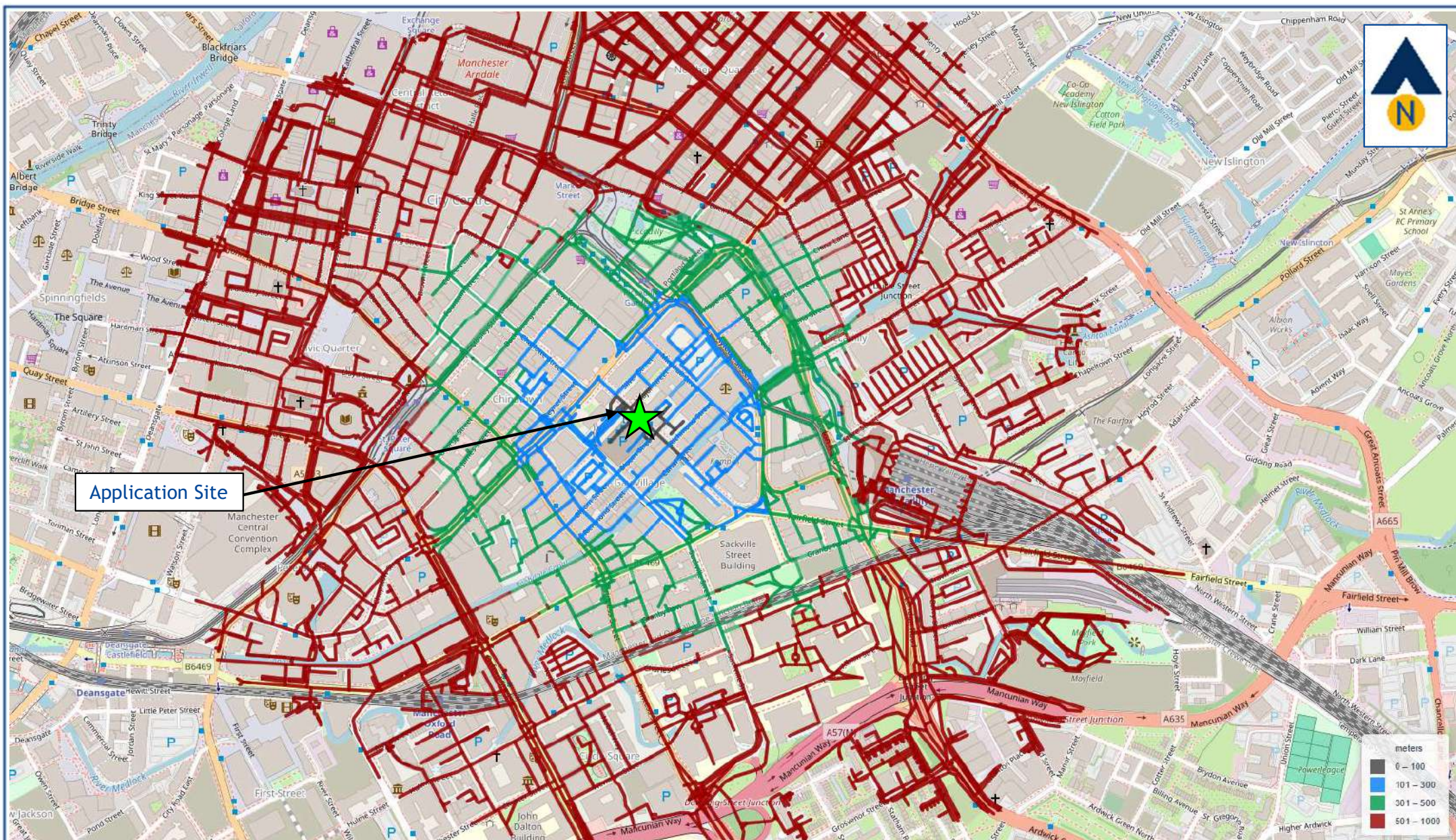
J000585

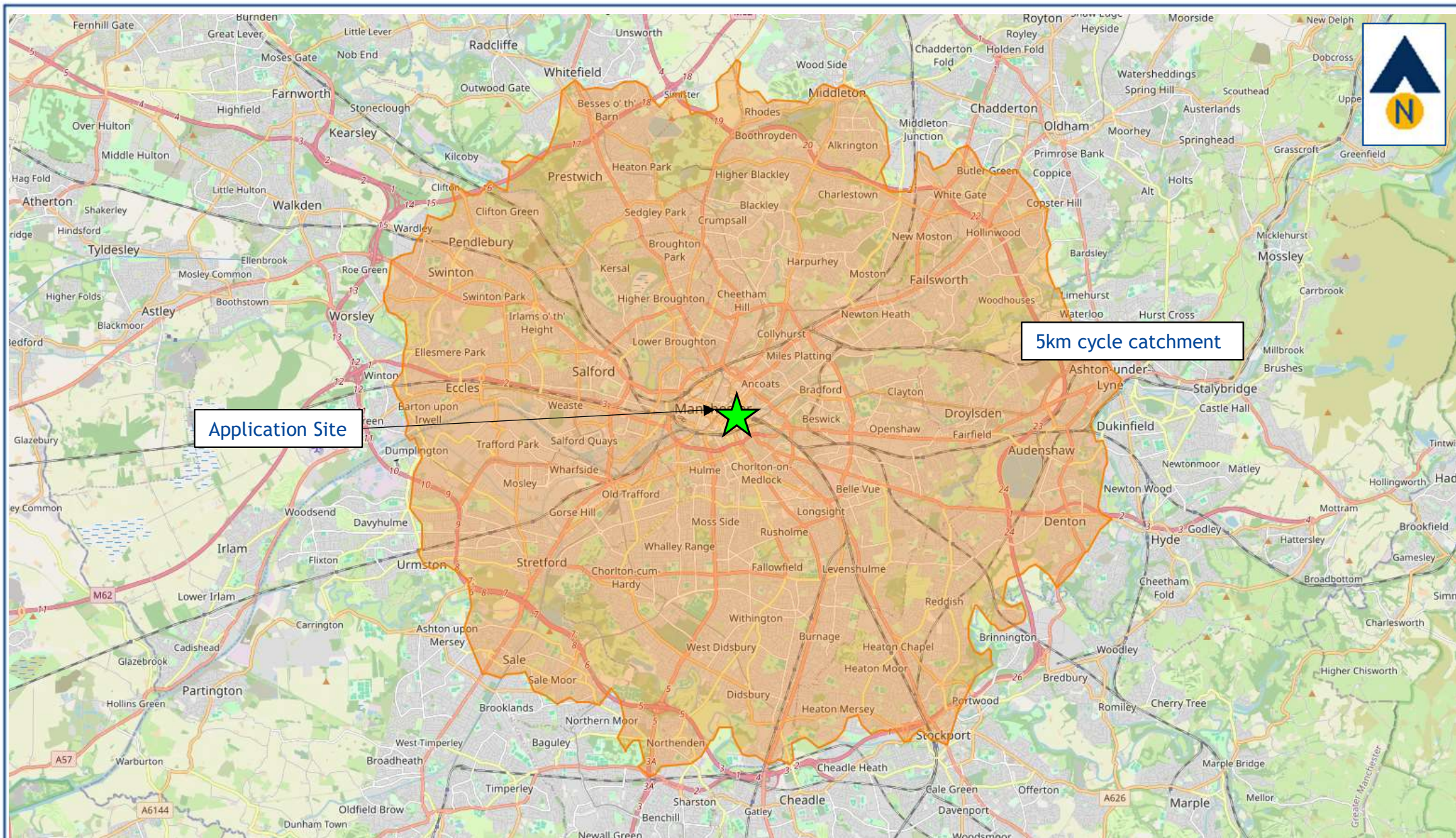
Boulton House, Chorlton Street, Manchester

March 2025









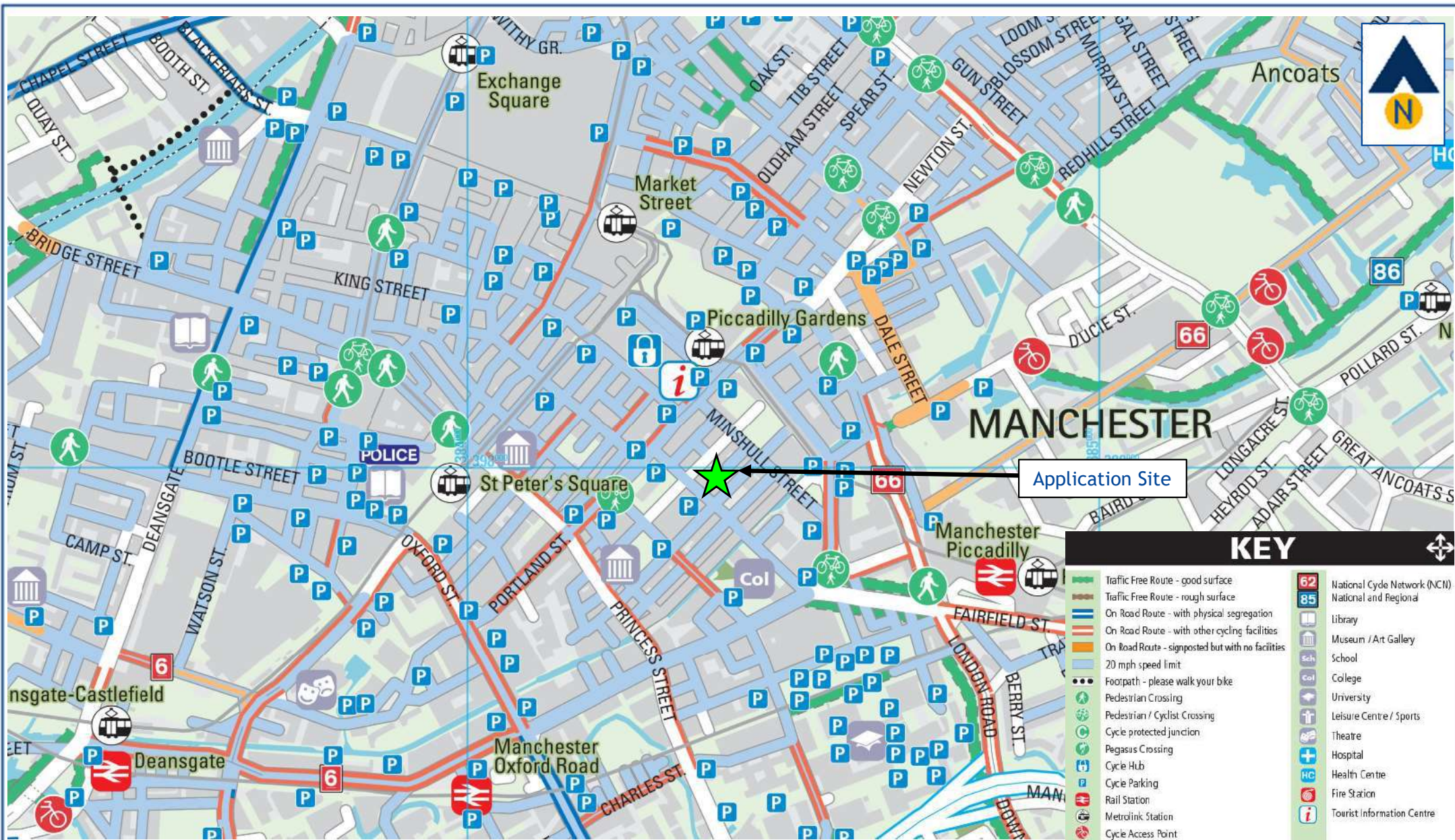


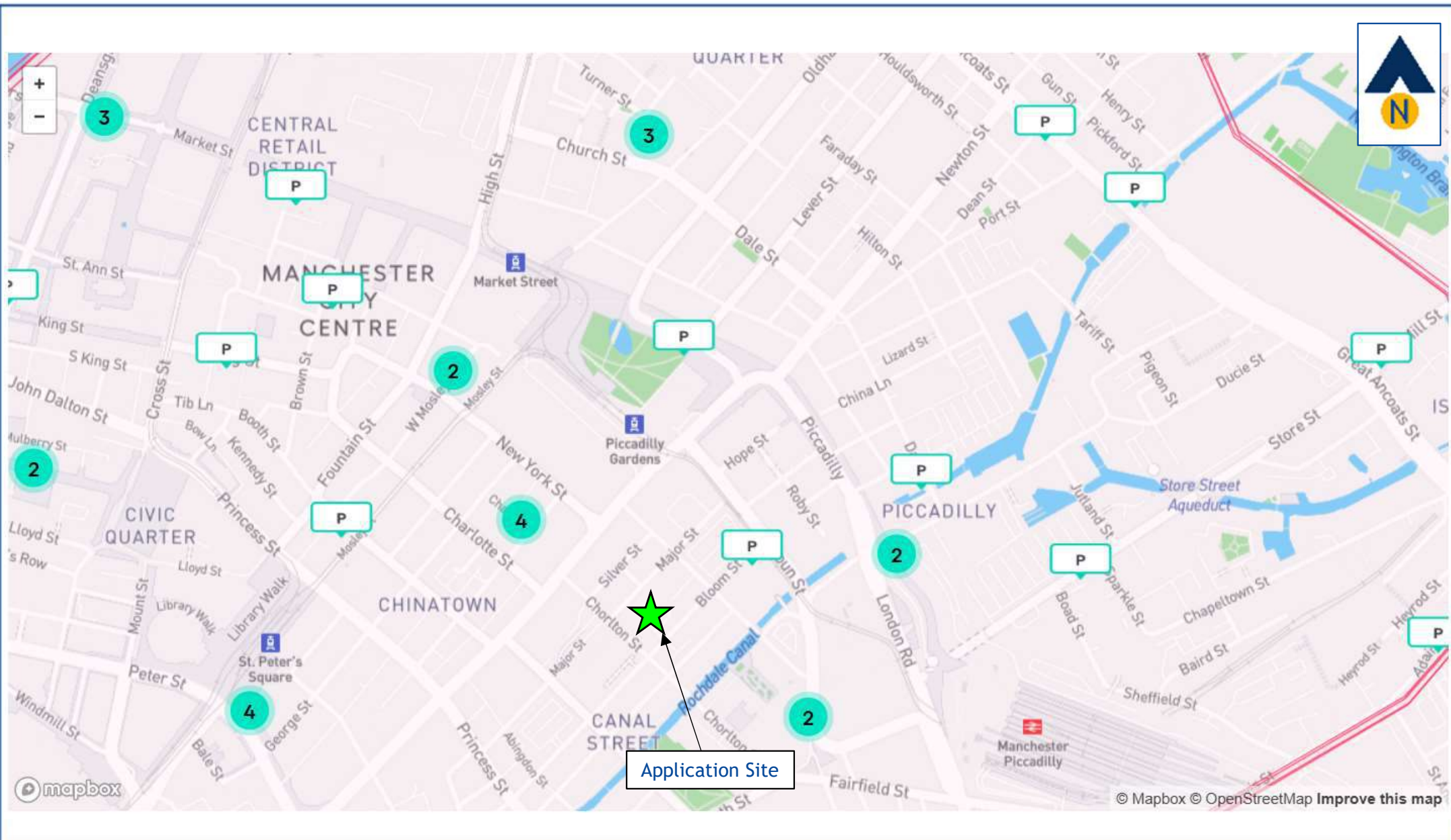
Figure TP13

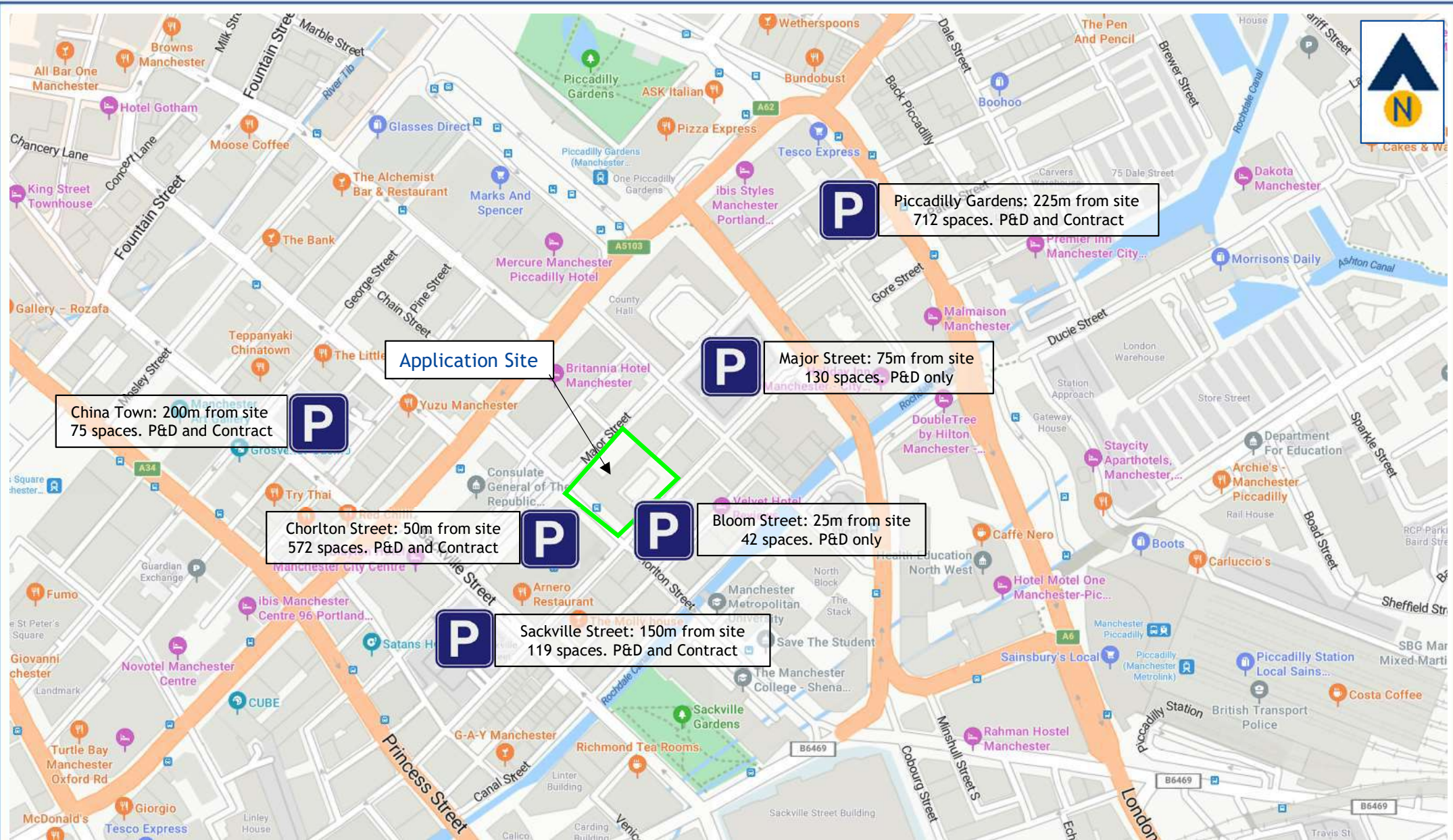
Available Local Cycle Infrastructure to the Application Site

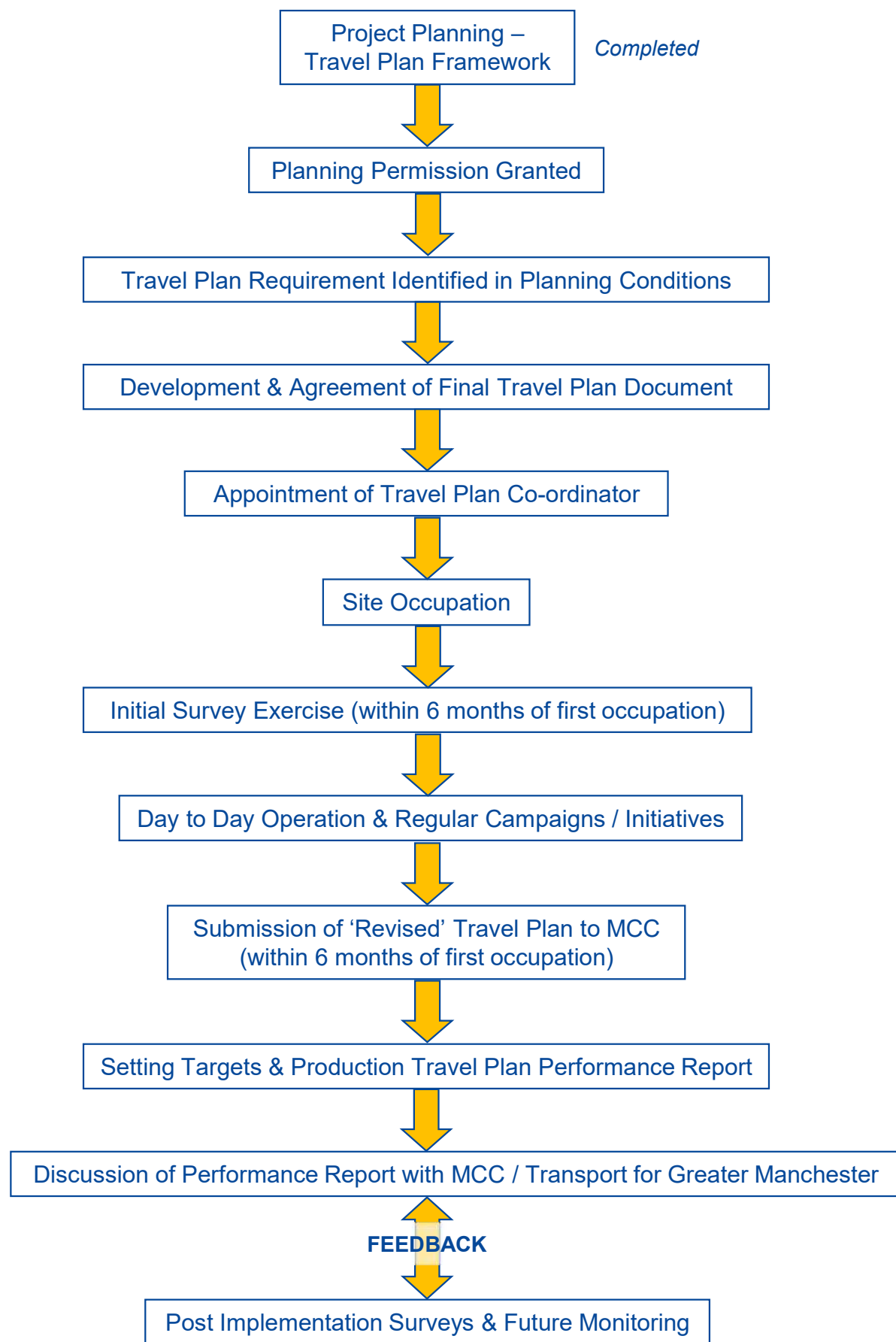
J000585

Boulton House, Chorlton Street, Manchester

March 2025

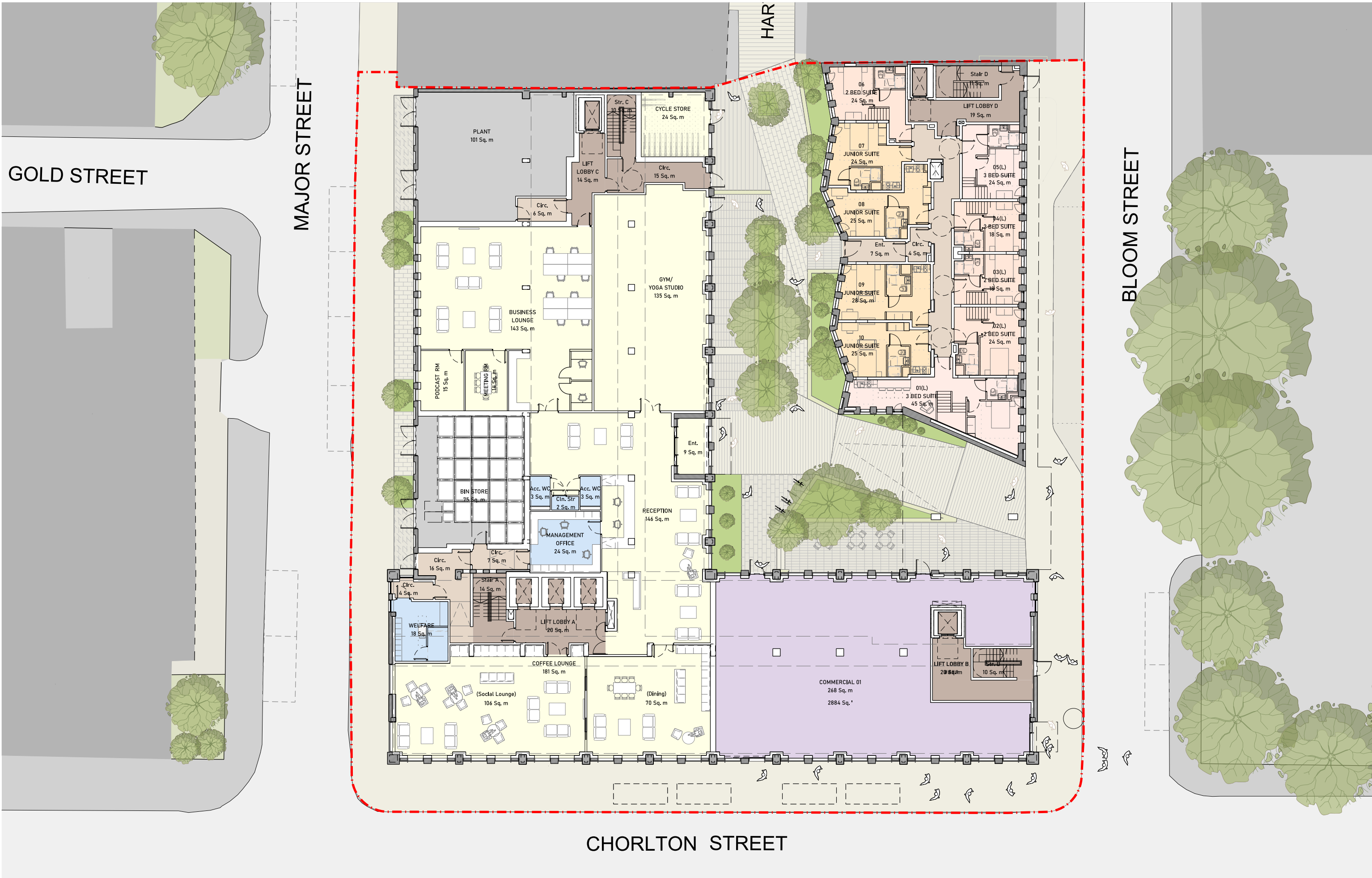




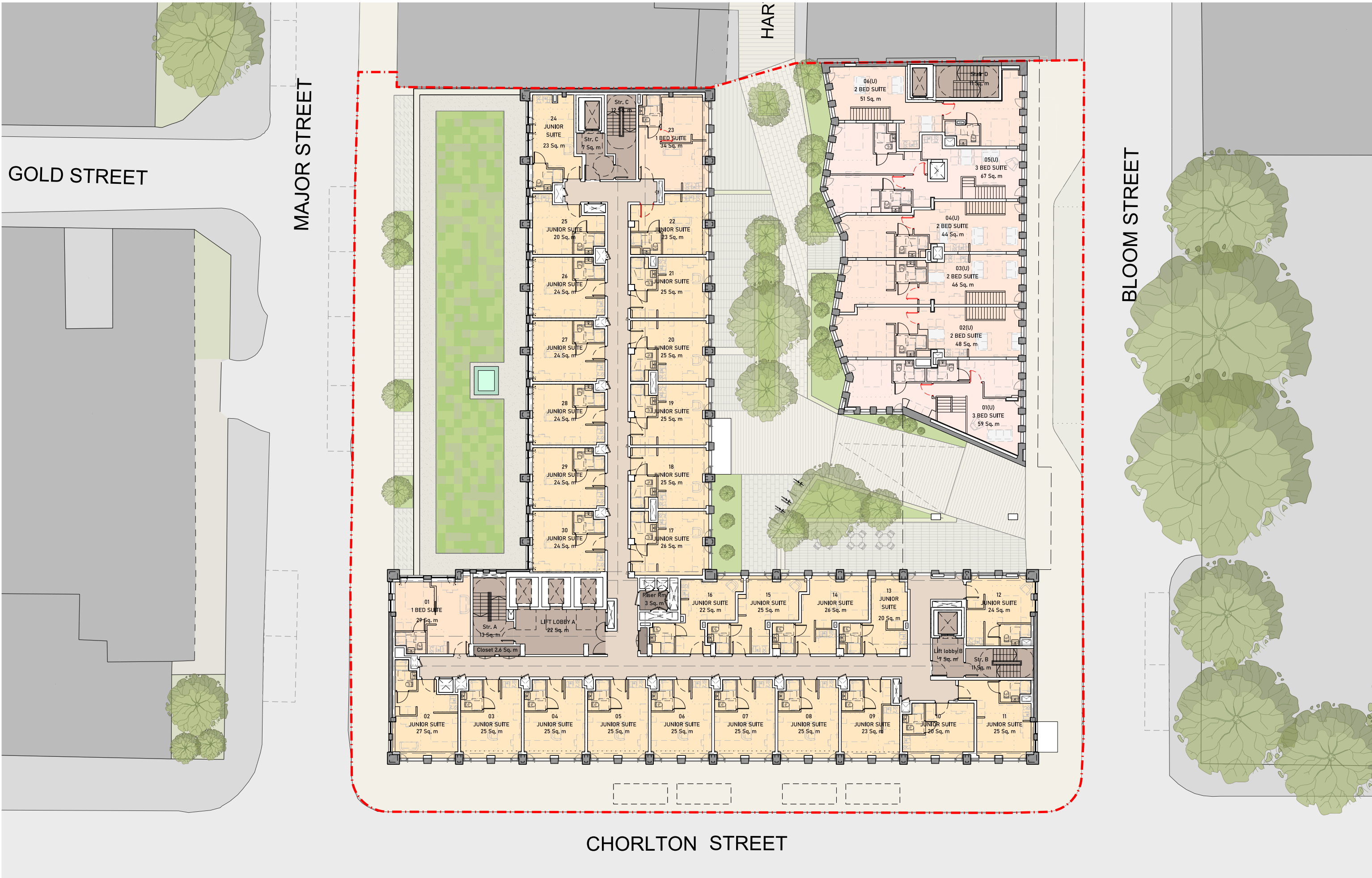








This drawing is copyright Do not scale off dimensions. All dimensions to be checked on site by contractor. Contractor to report any dimensional discrepancies, errors or omissions prior to commencing on site.	NOTE:	NORTH 	<table><tr><th>Rev</th><th>Date</th><th>Description</th></tr><tr><td>P01</td><td>28-05-2025</td><td>Planning Submission</td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td></tr></table>	Rev	Date	Description	P01	28-05-2025	Planning Submission																									<table><tr><td colspan="2">Project Title Joyce, 17 Chorlton Street, Manchester</td></tr><tr><td>Status PLANNING</td><td>Revision P01</td></tr></table>	Project Title Joyce, 17 Chorlton Street, Manchester		Status PLANNING	Revision P01	<table><tr><td colspan="2">Drawing Title General Arrangement Proposed Plan Level 00</td></tr><tr><td>Job No 10531</td><td>Scale 1:250 @ A3</td></tr><tr><td>Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-00-001</td><td>Revision P01</td></tr></table>	Drawing Title General Arrangement Proposed Plan Level 00		Job No 10531	Scale 1:250 @ A3	Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-00-001	Revision P01	 MANCHESTER Riverside, 4 Commercial St Manchester M15 4RD +44 (0)161 835 2345 www.simpsonhaugh.com LONDON 5-8 Roberts Place London EC3R 6BB +44 (0)20 7549 4000 mail@simpsonhaugh.com
			Rev	Date	Description																																									
			P01	28-05-2025	Planning Submission																																									
Project Title Joyce, 17 Chorlton Street, Manchester																																														
Status PLANNING	Revision P01																																													
Drawing Title General Arrangement Proposed Plan Level 00																																														
Job No 10531	Scale 1:250 @ A3																																													
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-00-001	Revision P01																																													



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2025	Planning Submission

Project Title
Joyce,
17 Chorlton Street,
Manchester

Status
PLANNING

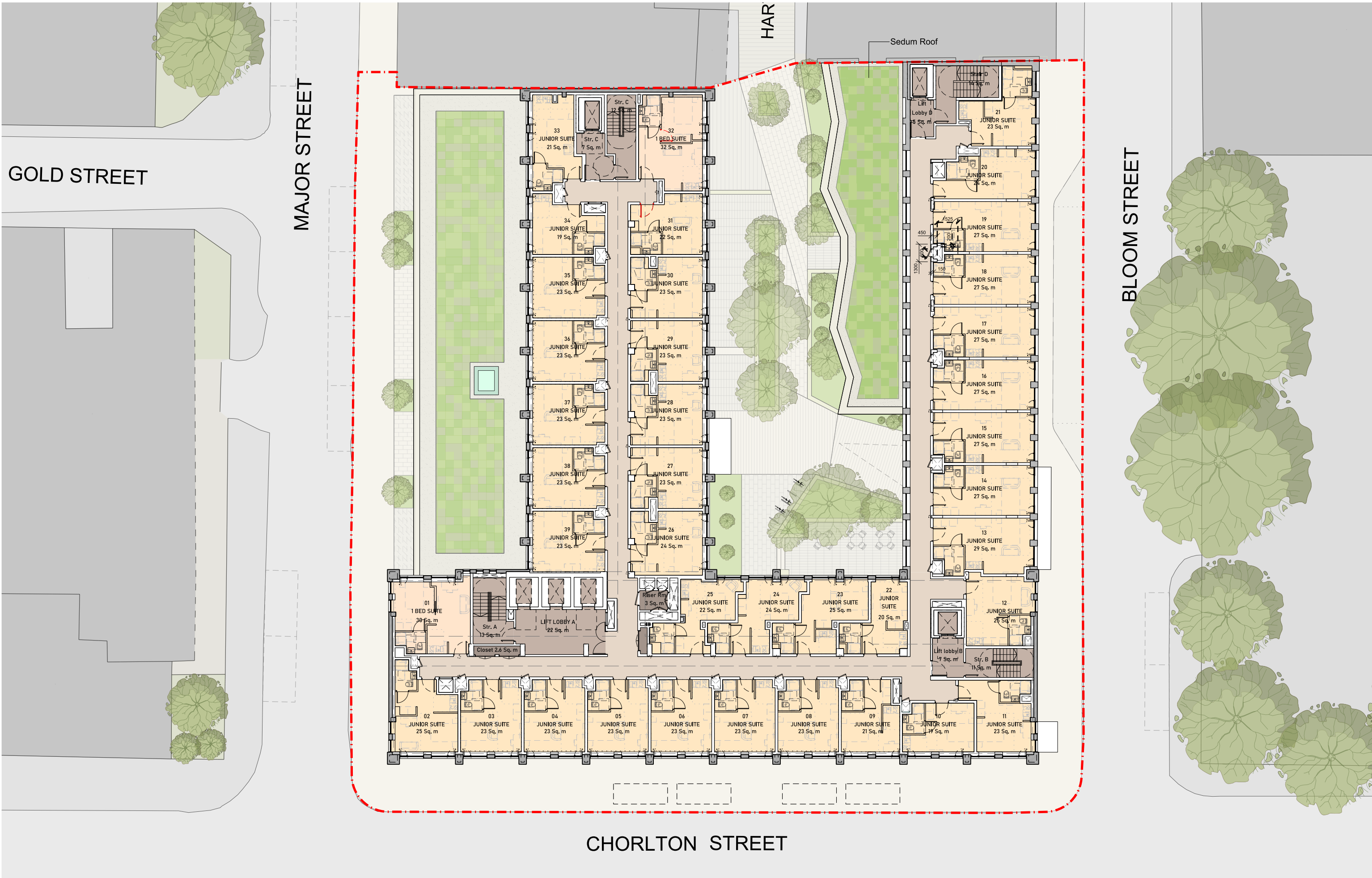
Drawing Title
General Arrangement
Proposed Plan
Level 01

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-01-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4RD
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC1R 9BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2025	Planning Submission

Project Title
Joyce,
17 Chorlton Street,
Manchester

Status
PLANNING

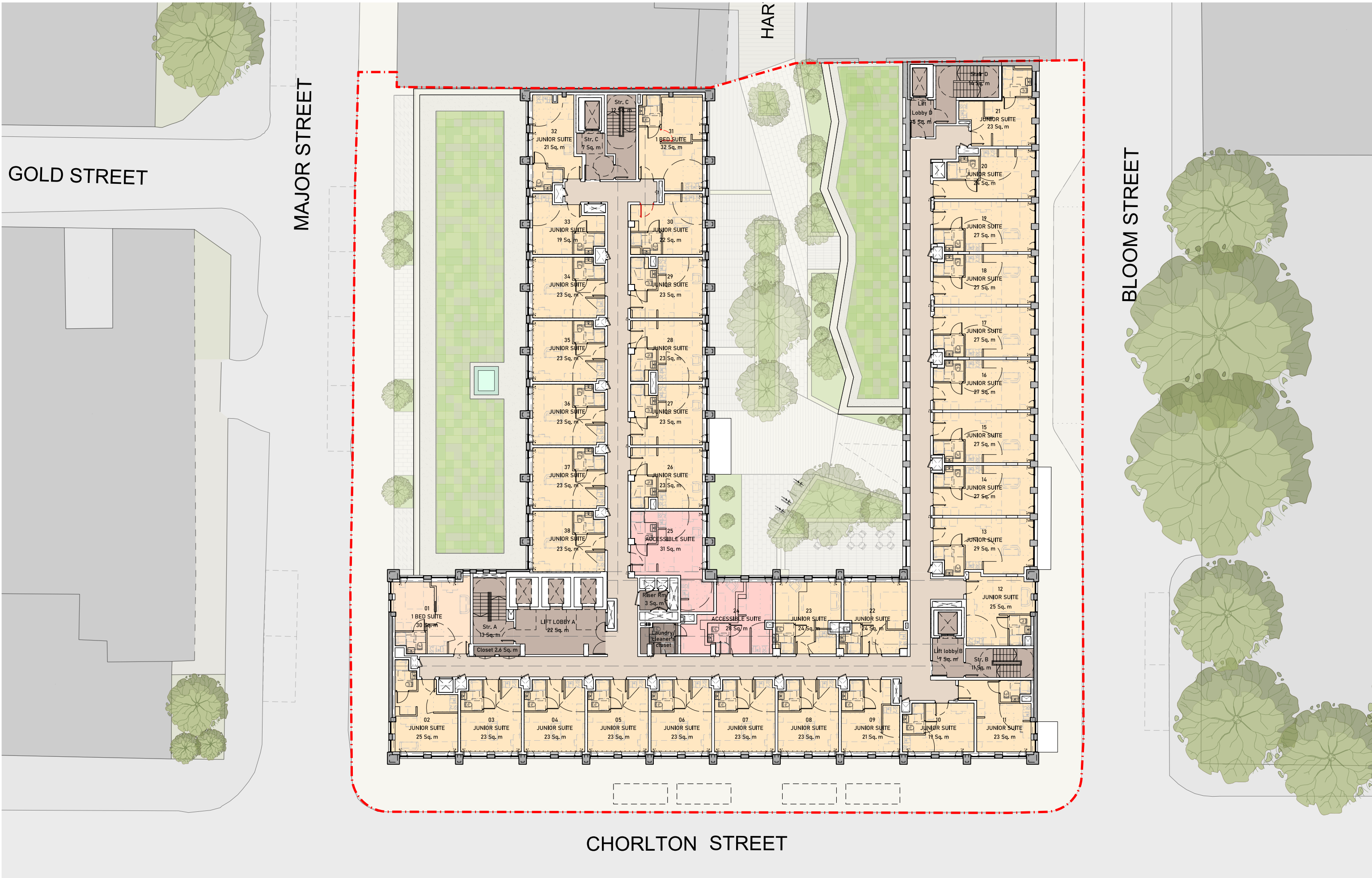
Drawing Title
General Arrangement
Proposed Plan
Level 02 - 03 (Typical Level)

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-02-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4PG
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC1R 9BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com

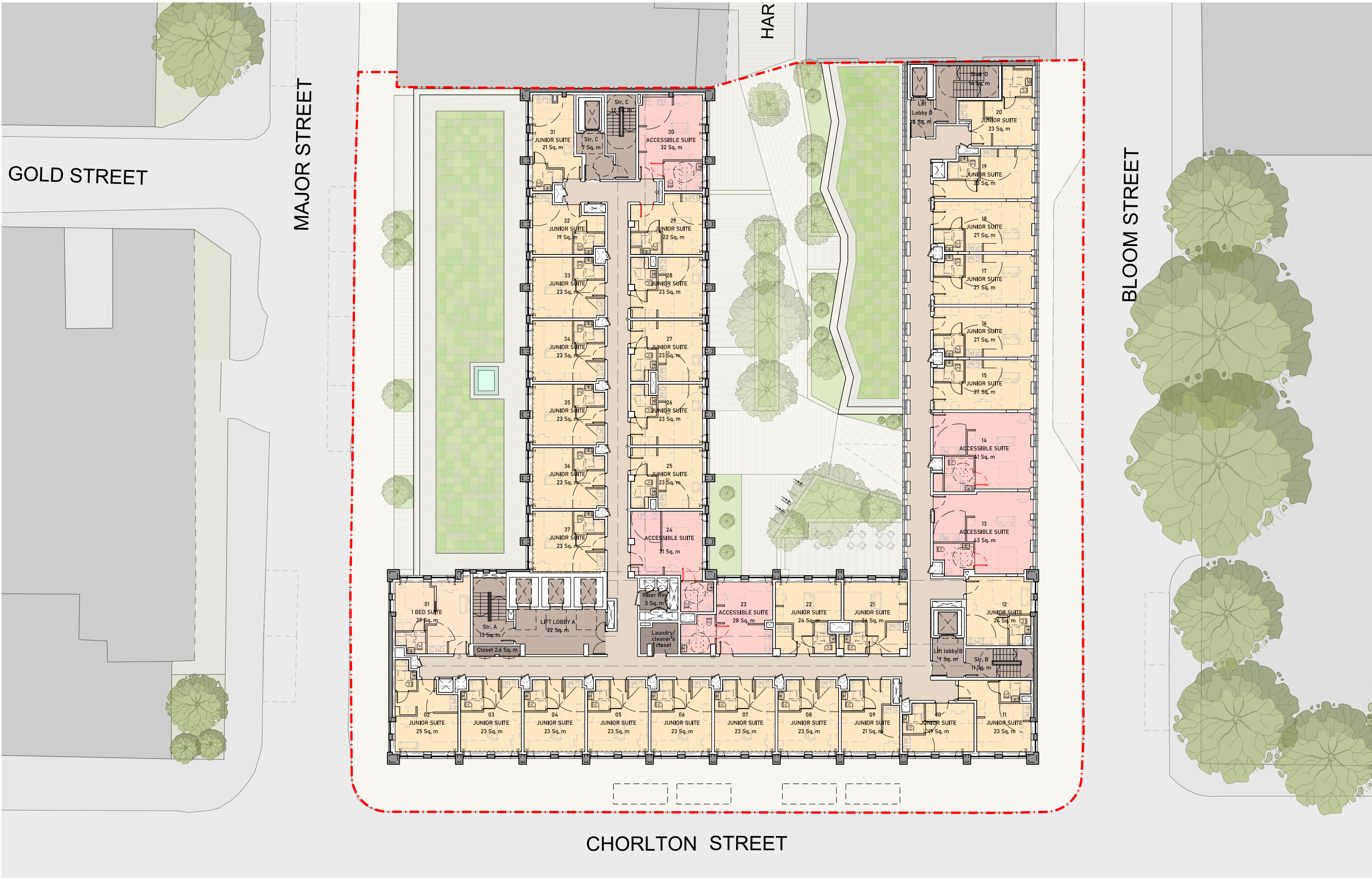


This drawing is copyright Do not scale off dimensions. All dimensions to be checked on site by contractor. Contractor to report any dimensional discrepancies, errors or omissions prior to commencing on site.	NOTE:	NORTH	Rev	Date	Description	Project Title Joyce, 17 Chorlton Street, Manchester	Drawing Title General Arrangement Proposed Plan Level 04 - 05 (Typical Level)	Job No 10531		Scale 1:250 @ A3	
			P01	28-05-2025	Planning Submission			Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-04-001		Revision P01	
Status PLANNING						Revision P01					



MANCHESTER
5-8 Roberts Place
Manchester M15 4RQ
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
100 Abchurch Lane
London EC4A 3DF
+44 (0)20 7549 4000
mail@simpsonhaugh.com



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2025	Planning Submission

Project Title
Joyce,
17 Chorlton Street,
Manchester

Status
PLANNING

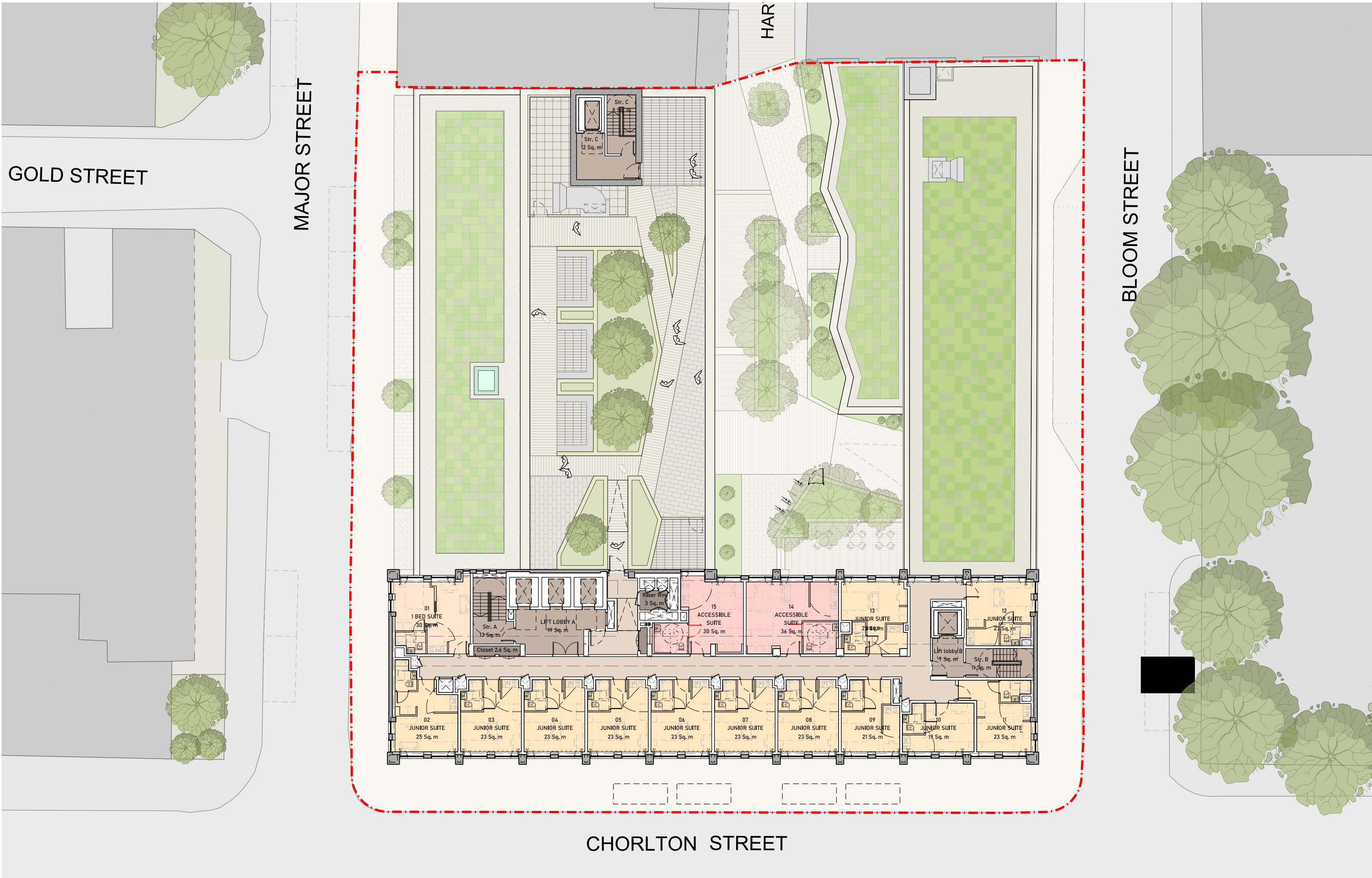
Drawing Title
General Arrangement
Proposed Plan
Level 06

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-06-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4PG
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC1R 9BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2023	Planning Submission

Project Title
Joyce,
17 Chorlton Street,
Manchester

Status
PLANNING

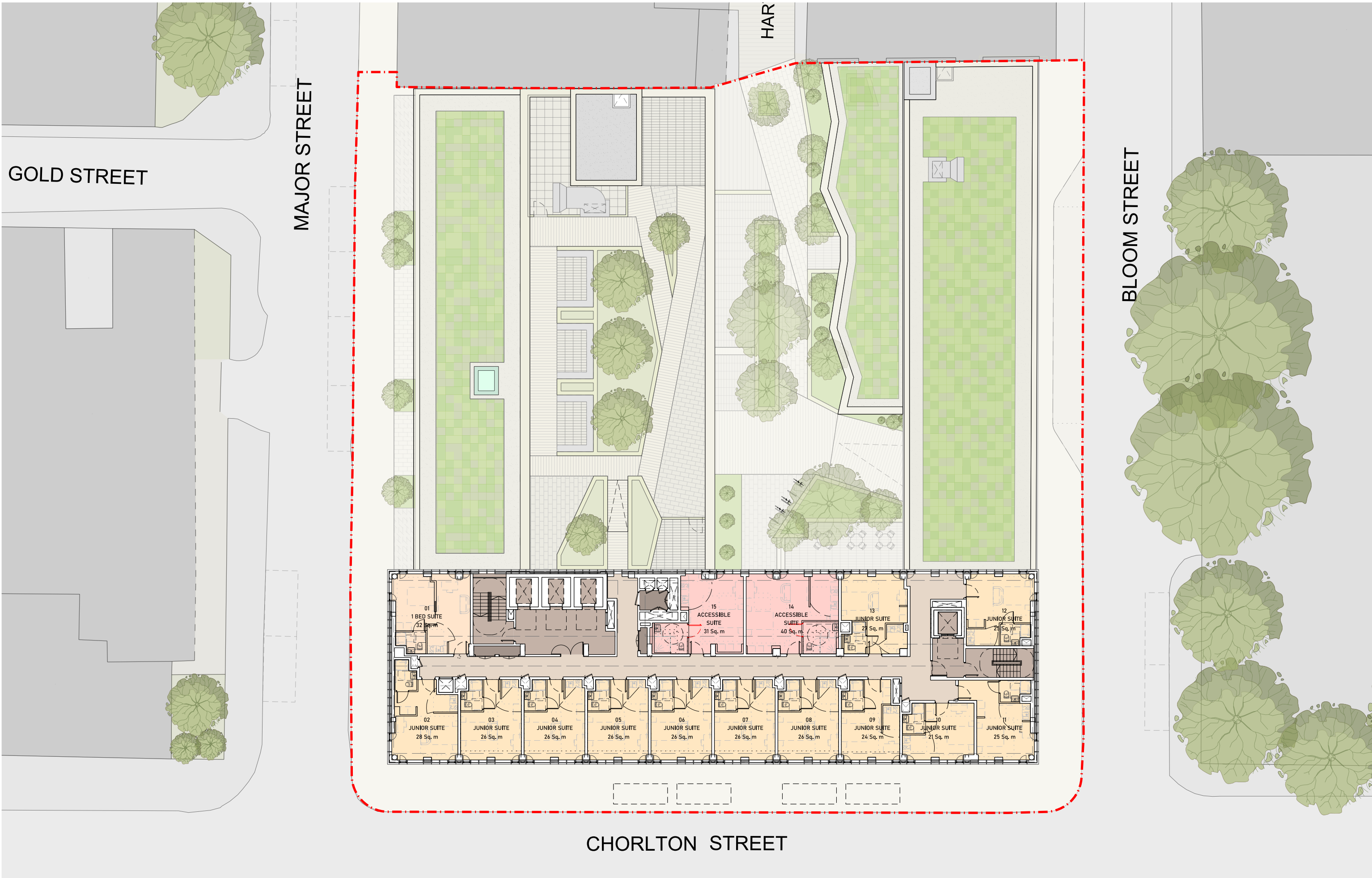
Drawing Title
General Arrangement
Proposed Plan
Level 07

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-07-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4RD
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC3R 0BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2025	Planning Submission

Project Title
Joyce,
17 Chorlton Street,
Manchester

Status
PLANNING

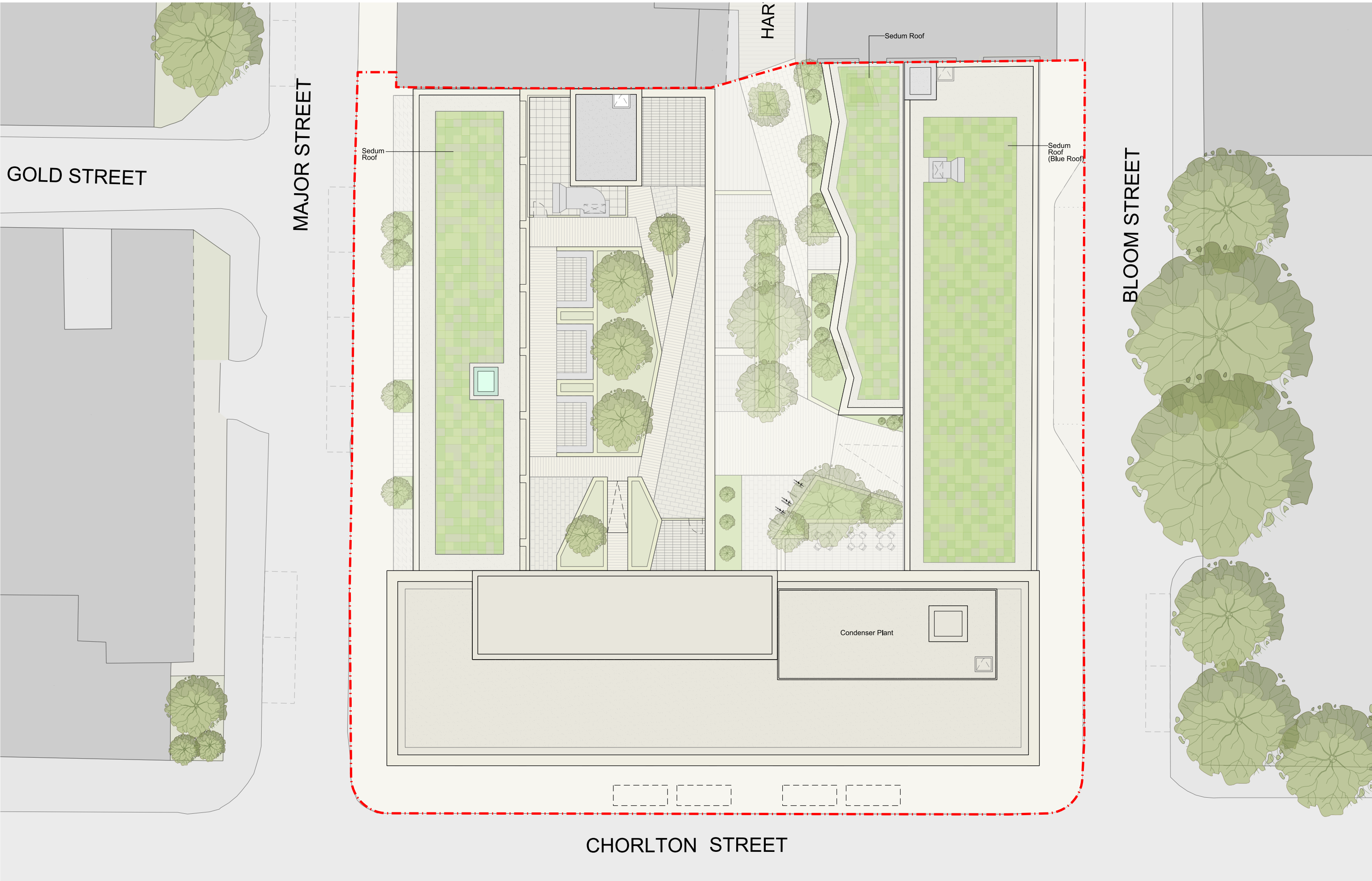
Drawing Title
General Arrangement
Proposed Plan
Level 08

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-08-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4PG
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC1R 9BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com



This drawing is copyright
Do not scale off dimensions.
All dimensions to be checked on site by contractor.
Contractor to report any dimensional discrepancies,
errors or omissions prior to commencing on site.

NOTE:

NORTH

Rev	Date	Description
P01	28-05-2025	Planning Submission

Project Title
**Joyce,
17 Chorlton Street,
Manchester**

Status
PLANNING

Drawing Title
**General Arrangement
Proposed Plan
Roof Level**

Job No 10531	Scale 1:250 @ A3
Drawing No 10531-SHA-ZZ-A-B5D9-G200-PL-RF-001	Revision P01

simpsonhaugh

MANCHESTER
Riverside, 4 Commercial St
Manchester M15 4RD
+44 (0)161 835 2345
www.simpsonhaugh.com

LONDON
5-8 Roberts Place
London EC1R 9BB
+44 (0)20 7549 4000
mail@simpsonhaugh.com



BOULTON HOUSE CHORLTON STREET, MANCHESTER RESIDENTIAL DEVELOPMENT

SCHEDULE OF TPC DUTIES / ACTION PLAN

Setting Up

Task	Implementation Date	Completed?
Deliver internal walking connections and cycle parking	As on-site development proceeds	
Appoint TPC	At least 2 months prior to 1 st opening	
Provide TPC contact details to Manchester City Council (MCC)/ Transport for Greater Manchester (TfGM)	At least 2 months prior to 1 st opening	
Set up Travel Plan Working File	At least 2 months prior to 1 st opening	

Initial Site Travel Plan Launch

Task	Implementation Date	Completed?
Contact MCC / TfGM and obtain up-to-date bus & rail timetables and literature	2 months prior to opening	
Contact MCC/TfGM to obtain copies of local Cycle Map or generate bespoke Cycle Map for development	2 months prior to opening	
Review walking and cycle provision on-site to ensure completion and fit for purpose	4 weeks prior to opening	
Collate information for the travel information board/information screen	4 weeks prior to opening	

On-going TPC Duties (Over Life Time of Plan)

Task	Implementation Date	Completed?
Liaise with MCC / TfGM and other TPC / groups where appropriate	As required	
Provide promotional Travel Data and health campaign information on display and keep up-to-date	Review every 3 months	
Ensure on-site cycle facilities are maintained and fit for purpose	Review every 3 months	
Promote and support national campaigns as appropriate	Review annually	

BOULTON HOUSE CHORLTON STREET, MANCHESTER RESIDENTIAL DEVELOPMENT

Monitoring Schedule

Initial Travel Survey

Task	Implementation Date	Completed?
Undertake survey of residents / traffic survey at site access point	Within 6 months post opening	
Submit survey review / performance report to MCC / TfGM	Within 6 months post opening	
Undertake Travel Plan Audit and modify where appropriate	Following Survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives. Circulate results of survey exercise to MCC / TfGM/ residents as appropriate.	Following Survey	

Further Monitoring: Development Completion (On-going)

Task	Implementation Date	Completed?
Undertake survey of staff and visitors	Years 1, 3 & 5	
Submit survey review / performance report to MCC / TfGM	2 months post completion of questionnaire	
Undertake Travel Plan Audit and modify where appropriate	Following Survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives. Circulate results of survey exercise to MCC / TfGM / staff as appropriate.	Following Survey	