

Vision House
Roundthorn Industrial Estate, Wythenshawe
Interim Travel Plan
250606/SK22532/ITP01(-01)

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1 Introduction

Background

- 1.1 SK Transport Planning Ltd (SK) has been instructed by Hurstwood Estates Limited to prepare an Interim Travel Plan for a SEND school at the Roundthorn Industrial Estate in Wythenshawe.
- 1.2 A Transport Statement (TS) has been prepared for the planning application and should be referred to for information on the forecast transport implications of the development. The landscape layout is attached as Appendix A of the TS and a summary is provided below of the proposed development.

Proposed Development

- 1.3 The planning application seeks permission for the change of use of the building from office to SEND school. The assessment is based on the school having capacity for 100 students and 75 staff.
- 1.4 The proposed layout is attached as Appendix A of the TS.
- 1.5 Vehicular access to the site will be retained from its current location on Floats Road. As noted earlier, the access road is 5.5m wide. Tactile paving and dropped kerbs are already provided at the access junction with Floats Road.
- 1.6 A 1.5m footway is provided on the northern side of the access road on approach to the site gate. The footway inside the site will be widened to 1.5m to provide a continuous connection, with defined crossing point to the building. The provision of a 1.5m footway width meets Department for Transport (DfT) 'Inclusive Mobility' guidance which states that:

"Footways and footpaths should be made as wide as is practicable, but under normal circumstances, a width of **2000mm** is the minimum that should be provided, as this allows enough space for two wheelchair users to pass, even if they are using larger electric mobility scooters. If this is not feasible due to physical constraints, then a minimum width of **1500mm** could be regarded as the minimum acceptable under most circumstances, as this should enable a wheelchair user and a walker to pass each other."¹

- 1.7 The site access is currently gated, and this will be retained as part of the proposal. The gates will be opened during arrival and departure periods so that there is no queuing back on the highway.
- 1.8 The site is currently served by a number of parking areas. It is the intention to modify some of these parking areas to better served the development.
- 1.9 The parking area immediately to the west of the building to provide a two visitor spaces, three disabled spaces and a cycle store with 12 cycle parking spaces.
- 1.10 The north westerly parking area will be modified to become a drop-off/collection zone to provide 14 spaces for car drop-off and four spaces for minibus drop-off.
- 1.11 The three parking areas to the east of the new drop-off zone will be used for staff parking and will not be modified. These areas provide a total of 54 car parking spaces.
- 1.12 The parking area next to the staff parking will be used for mini-bus storage and as the bin store location. The parking area on the eastern boundary is not required to serve the development.
- 1.13 The Council's parking standards are set out in the Core Strategy.² The Council does not maintain any parking standards for SEND schools. In the absence of this and given the very specific requirements associated with SEND school operations, the level of parking is based on an assessment set out in the TS.

¹ Department for Transport (2021), Inclusive Mobility

² Manchester City Council (2012), Manchester's Local Development Framework: Core Strategy Development Plan Document

- 1.14 Typically, the largest delivery vehicle requiring access to a school is a transit van.
- 1.15 Refuse collection will be undertaken by private contract. The bin store is provided in one of the parking areas and Appendix B shows a vehicle accessing and leaving the site in a forward gear.
- 1.16 Service and delivery access will be timed so that they do not coincide with peak student arrival times. Gates will be opened to accommodate delivery movements.

2 Travel Plan Process, Benefits & Objectives

Travel Plan Process

- 2.1 The Travel Plan has been prepared in line with the following guidance and best practice:
 - Department for Transport (2007), Making Residential Travel Plans Works
 - Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process
 - Ministry of Housing, Communities & Local Government (2023), National Planning Policy Framework
 - Ministry of Housing, Communities & Local Government (2023), Planning Practice Guidance
 - Greater Manchester Combined Authority (2024), Places for Everyone Joint Development Plan 2022 to 2039
 - Transport for Greater Manchester (2013), Transport for Sustainable Communities
 - Transport for Greater Manchester (2017), Greater Manchester Transport Strategy 2040
- 2.2 A Travel Plan is a tool for managing access to a site that sets out a management strategy that seeks to promote sustainable travel choices and reduce single occupancy car use to achieve stated objectives. It should contain a package of measures designed to meet the objective to reduce single-occupancy car use generated from the site by supporting sustainable modes of transport, where practicable.
- 2.3 A Travel Plan should include a mixture of site infrastructure, strategy, marketing, and communication measures to assist the plan to meet defined objectives. Within a Travel Plan there is a need to set targets and indicators, the purpose of which is to monitor change and review policies overtime to allow it to meet the needs of the users of a site.
- 2.4 A Travel Plan should also outline the existing accessibility of the site, infrastructure measures included as part of the development, and management and policy measures for adoption at the site to promote use of sustainable modes.
- 2.5 This version of the Travel Plan is an interim that sets out the general principles that will be taken forward in the full version on occupation of the development. The requirement to prepare a full Travel Plan will be a condition of planning.

Travel Plan Pyramid

- 2.6 The Department of Transport (DfT) states that it is helpful to:

“... it can be helpful to view a travel plan for a new development as a pyramid of measures and actions, which is constructed from the ground up, with each new layer building on the last and all set within the context of the outcomes sought.”³
- 2.7 The DfT pyramid (shown in Figure 2.1) views the Travel Plan process as a series of considerations that is constructed from the ground up, with each new layer building on the last within the context of objectives sought.

³ Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process

- 2.8 At the bottom of the pyramid is the location of the site and at this stage characteristics of access to the site by all modes of travel. This is set out in Section 3 and 4 of the Plan.
- 2.9 At the next level the physical aspects of the proposed development are set out to allow acknowledgement of that some Travel Plan measures are built-in to the layout to influence travel, such as pedestrian access arrangements and parking provision. This information is as set out above in Section 1 and also in Section 6.
- 2.10 The remaining levels outline the management, promotion and strategy measures that are to be adopted as part of the travel plan to reinforce the site location, infrastructure proposals and access opportunities. These are set out in Sections 5 and 6 of the Plan.
- 2.11 Section 7 sets out the monitoring plan which details how and when the Travel Plan will be reviewed. This includes how and when surveys will be undertaken, and the targets that will be set to meet the stated objectives.
- 2.12 Section 8 provides a summary of the actions identified in the Travel Plan along with timescales for implementation and funding commitments.

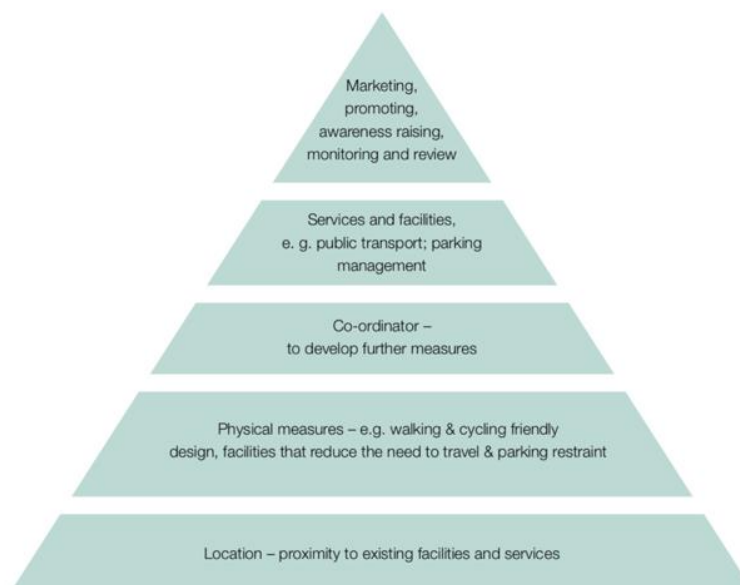


Figure 2.1: Travel Plan Pyramid
[source: Department for Transport]

Travel Plan Benefits

- 2.13 Travel plans result in a variety of health, financial, environmental and site operation benefits, which are set out below.
- 2.14 Reduced levels of single occupancy car use can lead to an improvement in air quality both surrounding the site and across the wider area. In addition, increases in active travel have very real impact on health as moderate physical activity can help prevent obesity, mental health issues, cancer, high blood pressure and cardiovascular disease.
- 2.15 The financial benefits of Travel Plans include personal cost savings from using more cost-effective modes of travel and indirect and wider cost savings relating to reduced illness and reduced accident rates.
- 2.16 The environmental benefits of Travel Plans include reduced carbon emissions and air quality issues.
- 2.17 Travel Plans also bring societal benefits including a happier and healthier community, and more social interaction.

Objectives

- 2.18 The objectives of the Travel Plan are to:

Objective 1:

To raise awareness of the travel choices available.

Objective 2:

To provide travel information packs to new staff and parents/carers.

Objective 3:

To periodically evaluate the transport needs of staff and students.

Objective 4:

To reduce single occupancy car trips and increase sustainable trip making.

3 Site Characteristics

Site Location

- 3.1 Figure 3.1 shows that the site is located in the Roundthorn Industrial Estate to the north of Wythenshawe Hospital and to the west of the centre of Wythenshawe. The site relates well to existing residential communities of Baguley, Brooklands, Newall Green, Timperley and Wythenshawe. It is also well located in relation to access to bus and tram services.



Figure 3.1: Site Location

[source: [OpenStreetMap Foundation](#) licensed under the [Open Database License](#)]

Baseline Site Use

- 3.2 The site is occupied by a 1,858sqm office building.

- 3.3 Vehicle access to the site is provided from a private road that connects at a priority junction to Floats Road. Tactile paving and dropped kerbs are provided at the access junction. The access road is 5.5m wide. A footway is provided on the northern side of the access road within the site.
- 3.4 There are currently 106 parking spaces on the site.
- 3.5 Servicing is undertaken within the site to the rear of the building.

Local Transport Network

- 3.6 Floats Road is an estate road that provides access to the premises in the Industrial Estate. To the north of the site is a cul-de-sac arrangement with no vehicle through route to the wider network. A traffic free pedestrian route is provided from Floats Road (N) through to Shady Lane. The pedestrian route is lit.
- 3.7 To the south of the site Floats Road meets Ledson Road and Floats Road (S). Travelling east on Ledson Road provides access to Southmoor Road and areas to the north and south of the site. Travelling south on Floats Road (S) provides access to the hospital, areas to the southeast and west of the site, and the M56.
- 3.8 Ledson Road and Floats Road (S) have a 2m wide footway on at least one side of the road. Ledson Road is a bus route corridor. Ledson Road, Floats Road (N) and Floats Road (S) are all signed cycle routes.

Traffic Regulation Orders

- 3.9 The roads in the vicinity of the site are subject to Traffic Regulation Order (TRO) controls in the form of double yellow lines and single yellow lines. There are gaps in the TRO controls where street parking is permitted.

Road Safety Patterns

- 3.10 The [TfGM database](#) has been used to establish collision patterns over the most recent five-year period available.⁴ The TfGM database states that the current data available is for collisions occurring for five-years to December 2024.
- 3.11 The database shows that there have been no collisions on Floats Road in the vicinity of the site, or at the junction with Floats Road (S) and Ledson Road during the five-year period assessed.

4 Sustainable Connectivity

Active Travel Routes

- 4.1 Figure 4.1 shows an extract of TfGM's [active travel map](#) to allow an understanding of routes close to the estate.⁵

⁴ <https://www.gmtu.gov.uk/gmaccidents/>

⁵ <https://tfgm.pindarcreative.co.uk>

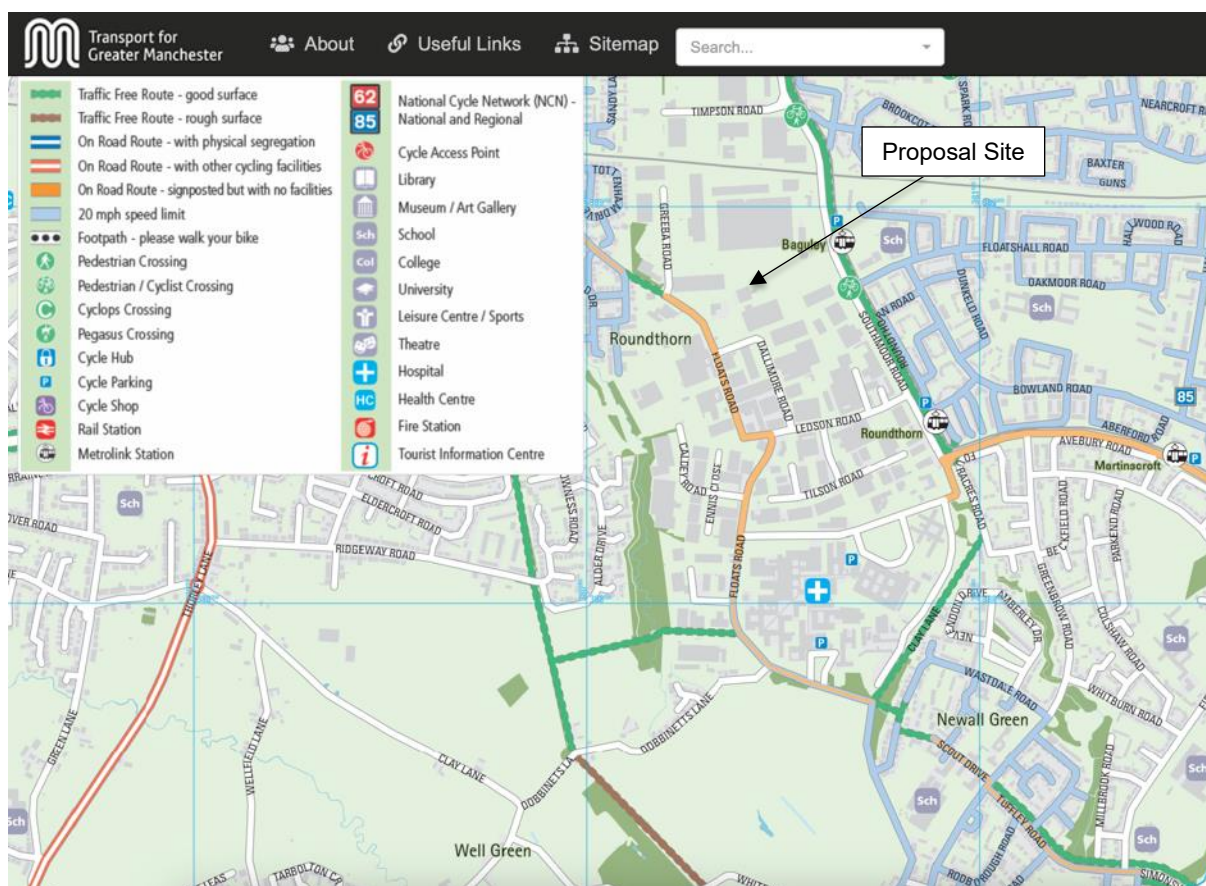


Figure 4.1: Cycle Network
[source: Transport for Greater Manchester]

- 4.2 As noted earlier, the site is served by 2m wide footways on Floats Road and Ledson Road. Figure 2.2 shows a traffic free cycle route is in place on Southmoor Road to the east of the site and an on-road route is provided on Floats Road to the west of the site. Uncontrolled crossings are in place at the site access and at the junction of Southmoor Road/Ledson Road. Controlled crossings (toucans) are in place on Southmoor Road.

Public Transport Routes

- 4.3 Figure 4.2 shows an extract of TfGM's [public transport network map](https://tfgm.com/maps) for the local area.⁶

⁶ <https://tfgm.com/maps>

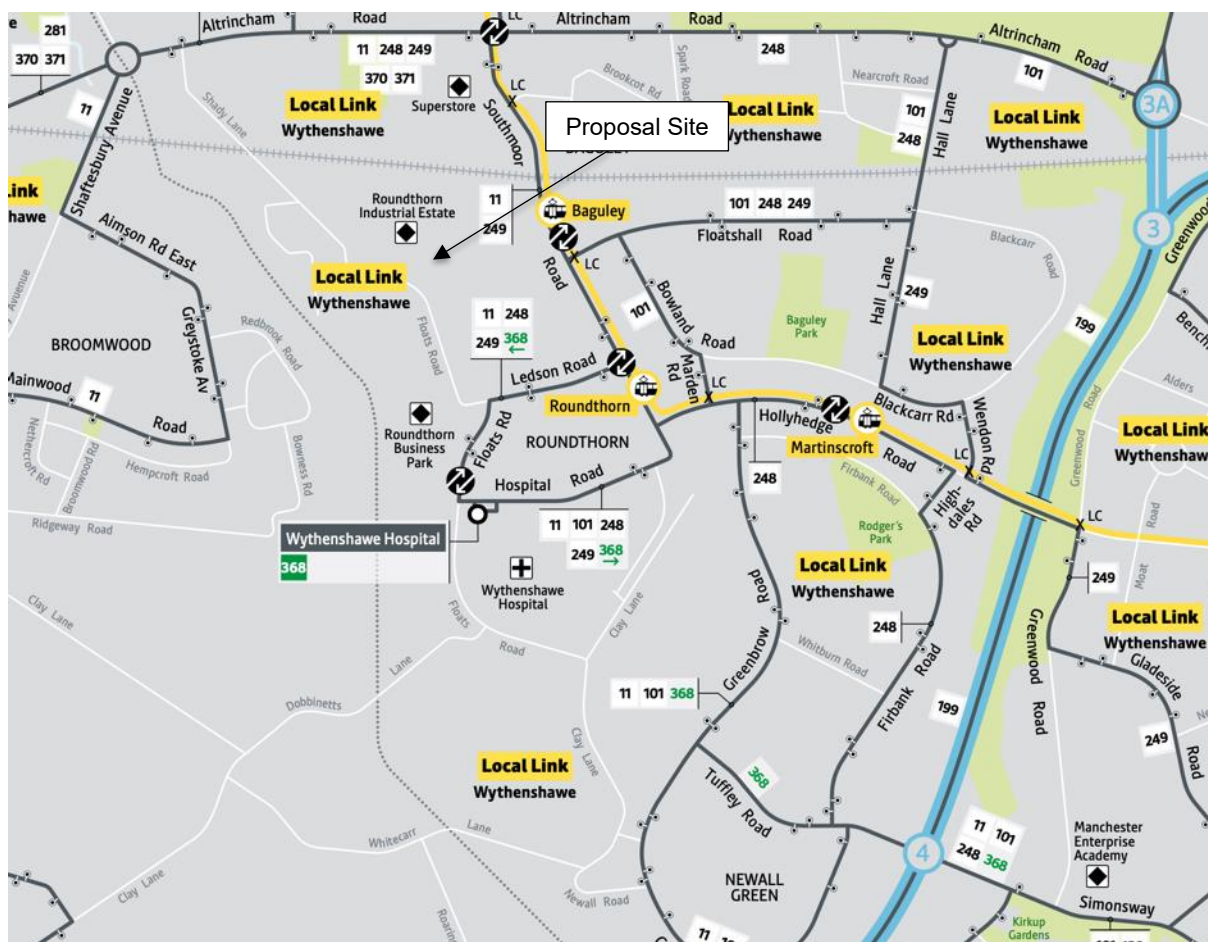


Figure 4.2: Public Transport Network
[source: Transport for Greater Manchester]

- 4.4 The site is served by buses stopping on Ledson Road. Table 4.1 provides a summary of the bus routes serving these stops.

Routes		Frequency (buses per hour/each way)		
		AM Peak	Daytime	PM Peak
11	Altrincham - Gatley - Cheadle - Stockport	3	3	3
248	Eccles – Trafford Park – Sale – Airport	1	1	1
249	Altrincham – Sale – Northern Moor – Wythenshawe	2	2	2

Table 4.1: Bus Routes
[source: Transport for Greater Manchester]

- 4.1 Figure 4.2 shows [TfGM's public transport network map](https://tfgm.com/maps) for the local area.⁷
- 4.2 The nearest bus stops to the site are located on Robert Hall Street (270m/just over three minute walk) and Oldfield Road (350m/just over four minute walk), and Regent Road (650m/eight minute walk).

⁷ <https://tfgm.com/maps>

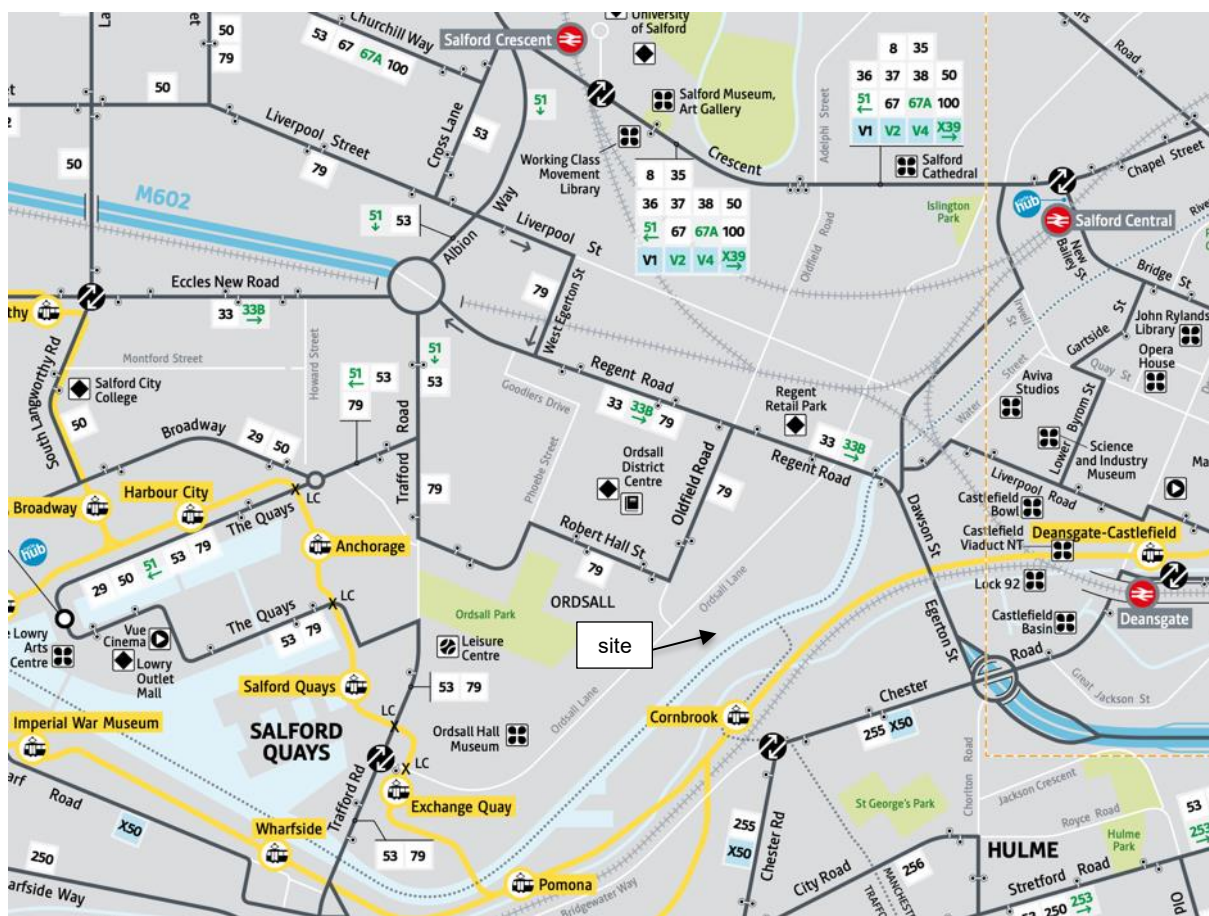


Figure 4.2: Public Transport Network
[source: Transport for Greater Manchester]

- 4.3 Table 4.1 provides a summary of the bus services using these stops taken from [TfGM timetables](#) at the time of preparing the report.⁸

No.	Route	Weekday (Buses per hour/each way)			Weekend (Buses per hour/each way)	
		Peak	Daytime	Evening	Saturday Daytime	Sunday Daytime
79	Pendleton – Gorse Hill – Stretford	1	1	Every 2	1	Every 2
33	Manchester – Eccles – Worsley	2	2	1	2	1

Table 4.1: Bus Services
[source: Transport for Greater Manchester]

- 4.4 The stops are served by six buses per hour in each direction.
- 4.5 Figure 4.3 shows the [tram network](#).⁹ The site is also located within 900m of tram services stopping at Roundthorn tram stop. The Roundthorn stop sits on the Airport Line and is served by a tram every 12 minutes (each way).

⁸ <https://tfgm.com/public-transport/bus>

⁹ <https://tfgm.com/public-transport/tram/network-map>

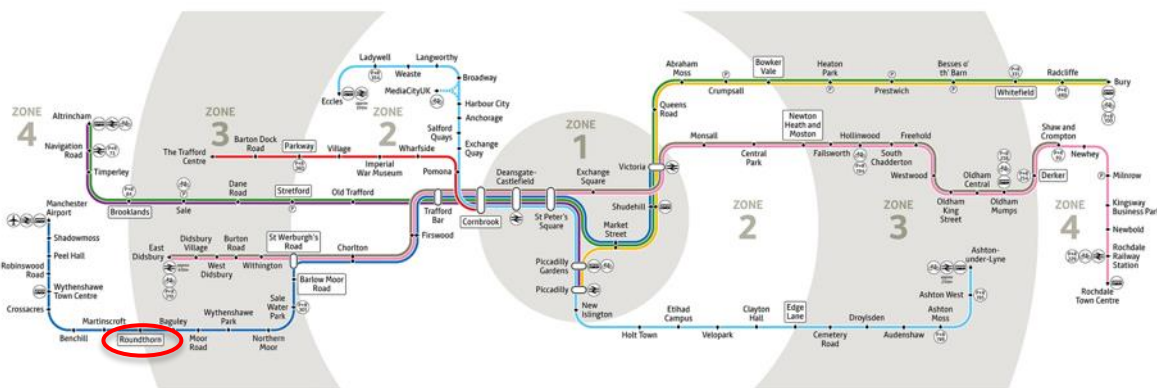


Figure 4.3: Tram Network
[source: Transport for Greater Manchester]

Accessibility Assessment

- 4.6 One of the principal factors to be considered when assessing the suitability of a site for development is the proximity and connectivity of a site to other destinations on foot, cycle and by public transport. It is generally held that people will walk up to 2km for education and commuting trips. Figure 4.4 shows a 2km walk catchment from the site.

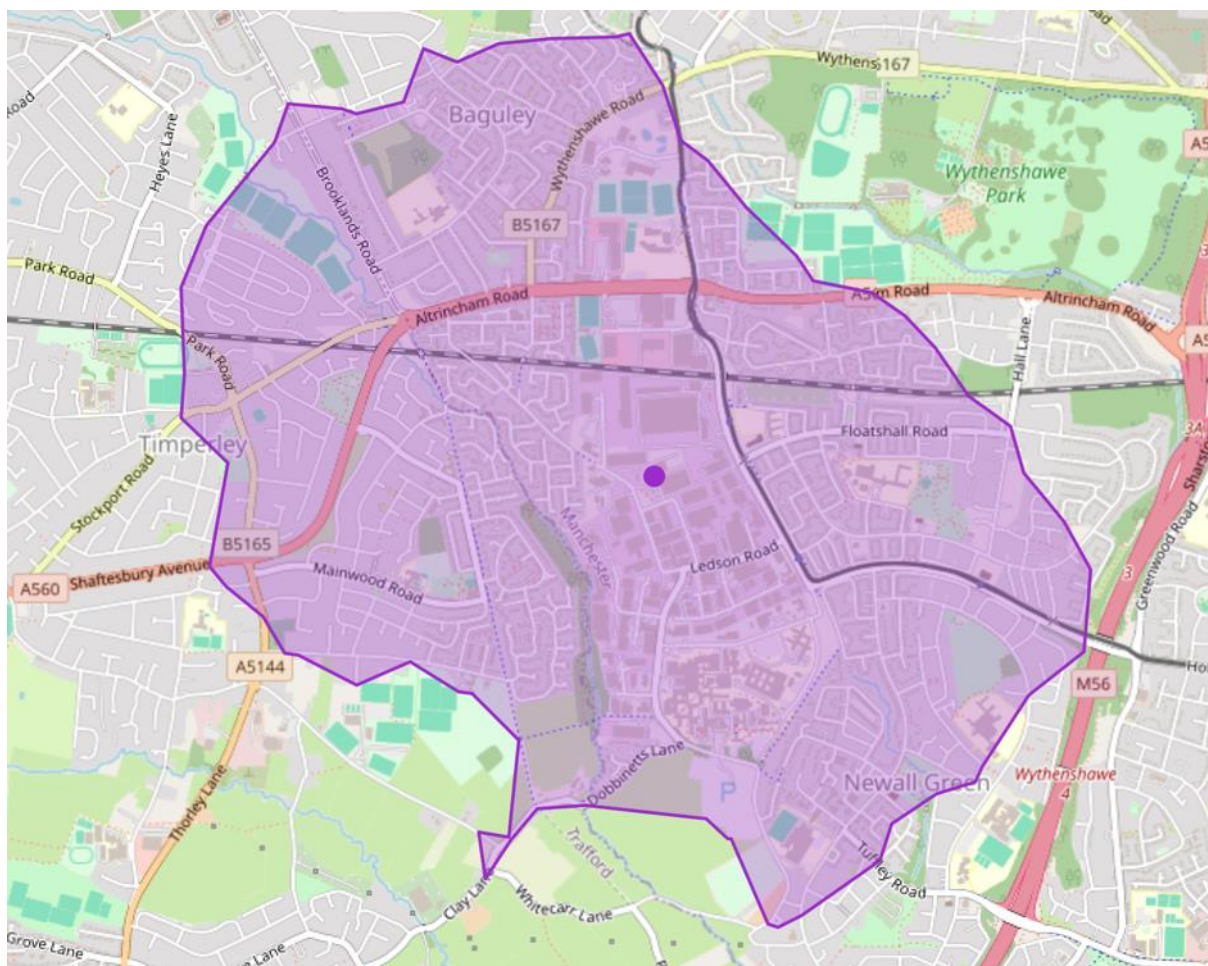


Figure 4.4: 2km Walking Catchment
[source: ISO4app and OpenStreetMap Foundation] licensed under the [Open Database License](#)

- 4.7 Figure 4.4 shows that the site is located within a 2km walk of Baguley, Timperley, Newall Green and Wythenshawe. Staff living within this catchment could be reasonably expected to walk to work. Students living within this catchment will also be encouraged to walk, subject to their specific needs.
- 4.8 A [Greater Manchester Accessibility Level](#) (GMAL) calculation has been undertaken for the site. A GMAL is calculated using the interactive tool managed and maintained by TfGM.¹⁰ This tool measures accessibility by public transport of a point of interest and provides a rate between 1 and 8, where 1 is a poor level of accessibility and 8 is an exceptional level of accessibility usually found in the city centre.

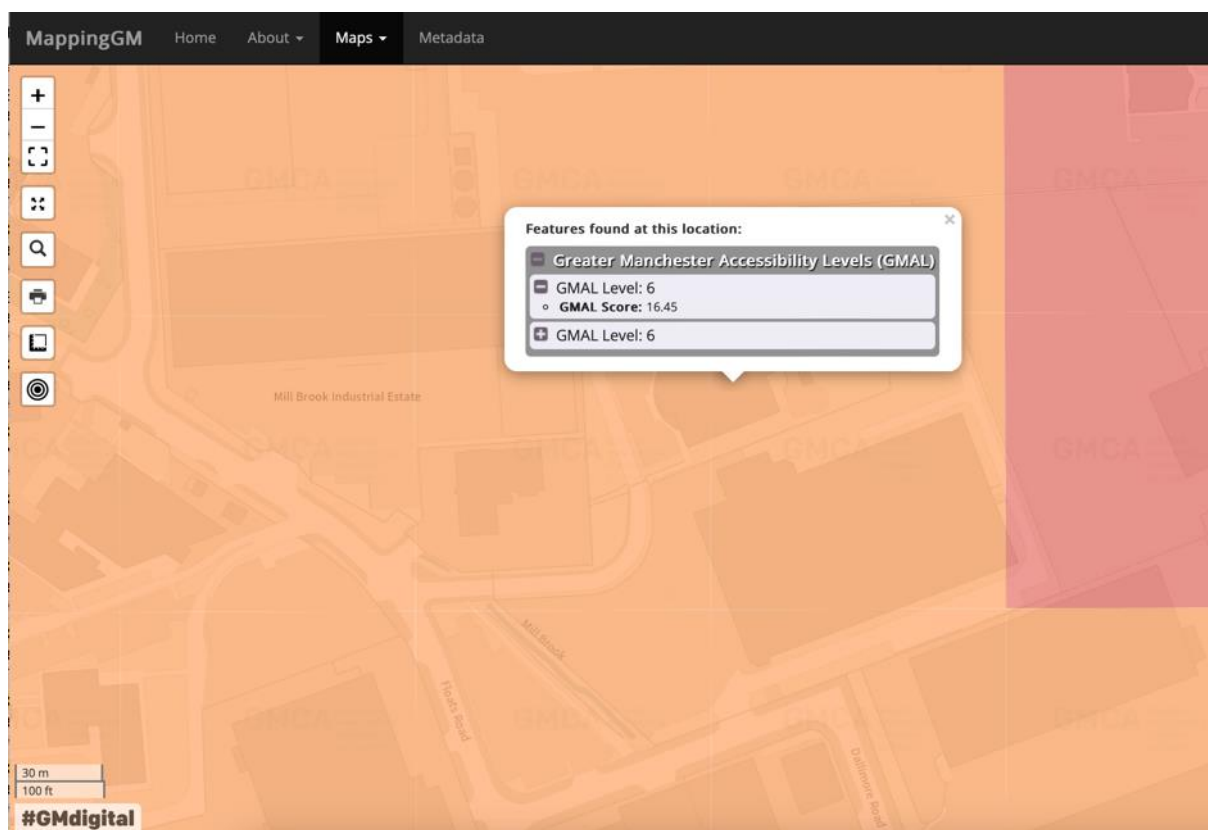


Figure 4.5: GMAL
[source: Transport for Greater Manchester]

- 4.9 The site has a GMAL of 6, which is a good level of accessibility in a suburban area.
- 4.10 The assessment confirms that the site occupies a sustainable and accessible location by all non-car modes of travel. This means that opportunities for staff and accompanied students who are able to, to access by non-car modes.

5 Management Structure

Operator Responsibilities

- 5.1 An effective Travel Plan needs a clear hierarchy of responsibility. Ultimate responsibility for the Travel Plan will fall with the operator of the site.
- 5.2 The operator will identify a Travel Plan Co-ordinator for the site on occupation.

¹⁰ <https://www.gmtu.gov.uk/gmbusroute/GMAL%20Calculation%20Guide.pdf>

Travel Plan Co-ordinator

- 5.3 Travel Plan Co-ordinators play an important role in developing, managing, and promoting Travel Plans. The Travel Plan Co-ordinator will be responsible for the day-to-day running of the Travel Plan and will also develop, implement, market, and monitor the Travel Plan's effectiveness.
- 5.4 In summary, the Travel Plan Co-ordinator's main responsibilities are:
- Implementing the Plan measures.
 - Providing a point of contact for staff, students, parents/carers, and the Council.
 - Publicising and raising awareness of local and national initiatives.
 - Preparing and issuing the travel packs.
 - Providing regular updates to staff and parents/carers on any changes to local services.
 - Monitoring and surveying travel patterns.
 - Periodically reporting to the Council.
- 5.5 Should the Travel Plan Co-ordinator at the site change then the applicant will provide the Council with the replacement's full contact details in a timely manner.

Handover Arrangements

- 5.6 Should the interest in the site be sold, the responsibility for the Travel Plan implementation will transfer to the successor in title. If this should be the case, then full contact details of the new site operator and the new Travel Plan Co-ordinator will be provided to the Council within three months to allow the Travel Plan to continue uninterrupted at the site.

6 Measures Toolkit

Communication Measures

- 6.1 The measures set out in the Travel Plan will be continually and clearly communicated to site users to maximise effectiveness and encourage greater levels of take-up.
- 6.2 The communications strategy is a vital component of the Travel Plan as it will be used to ensure that site users are aware of the travel options and initiatives available to them and will be the means of communicating the progress of the Plan. The Travel Plan Co-ordinator will be responsible for marketing and promoting the Travel Plan and providing and disseminating information to site users.
- 6.3 Table 6.1 shows the measures that will be used in the communications strategy.

Initiative	Description
Travel Packs/Website	Preparation and issue of travel packs to new staff and parents/carers.
Local & National Campaigns	Promotion of local and national travel campaigns.
Journey Planning Software	Provision of information on journey planning software.

Table 6.1: Communications Initiatives

- 6.4 The travel packs will be issued to staff before they start at work. The travel packs will contain the following types of information:
1. Travel Plan Co-ordinator contact details.
 2. A local area map showing key routes and interchange points.
 3. Information on on-line and phone app journey planning software.
 4. Information on cycle and walking routes.
 5. Information on bus/tram routes and frequencies.
 6. Information on bus/tram ticketing arrangements.
 7. Details of any site or local travel campaigns/initiatives.

- 6.5 The Travel Plan Co-ordinator will also provide a short travel pack for parents/carers of new students that will set out the school transport policy and details of public transport/minibus services available. The Travel Plan Co-ordinator will be responsible for making sure the travel packs are kept up to date.
- 6.6 The school website will provide information on the school's travel policy and provide links, similar to the travel packs, to route planning software.
- 6.7 The Travel Plan Co-ordinator will promote local and national travel campaigns via email and the website travel page, such as the events shown in Table 6.2.

Initiative	Date	Details	Contact
Big Pedal	March	UK's biggest cycle/scoot to school event organised by Sustrans	www.bigpedal.co.uk
National Walking Month	May	Living Streets' initiative to encourage people to take to their feet	www.livingstreets.org.uk
Walk to Work Week	May	Raising awareness of benefits for walking to school and work	www.livingstreets.org.uk
Work Wise Week/National Work from Home Day	May	Raising awareness of smarter working amongst employees and employers	www.workwiseuk.org
Bike Week	June	Promoting how cycling can be part of everyday life	www.bikeweek.org.uk
Cycle to Work Day	Sept	Aims to encourage everyone to take two wheels to work for just one day	www.cycletoworkday.org
World Car Free Day	Sept	Encourage people to live a day without using their cars	www.worldcarfree.net
Road Safety Week	Nov	Annual community event aimed at inspiring people to promote road safety	www.roadsafetyweek.org.uk
GM Walking Festival	Oct	A walking festival promoted by TfGM with new routes promoted across Greater Manchester for all ability levels	https://gmwalking.co.uk/festival/

Table 6.2: Example Travel Campaigns

- 6.8 Staff and parents/carers will be encouraged to familiarise themselves with the following journey planning resources:
- [TfGM journey planning software](https://tfgm.com/plan-a-journey)¹¹
 - [Public transport maps](https://tfgm.com/maps)¹²
 - [Active Travel route software](https://beeactive.tfgm.com)¹³
 - [Walking and cycling route maps](https://tfgm.pindarcreeative.co.uk)¹⁴
 - Links to [Google Play](https://play.google.com/store/apps/details?id=com.tfgm.beenetwork)¹⁵ and [Apple Store](https://apps.apple.com/gb/app/bee-network/id1669705230)¹⁶ Bee Network app

Active Travel Measures

- 6.9 Table 6.3 summarises the active travel measures that will be adopted in the Travel Plan.

¹¹ <https://tfgm.com/plan-a-journey>

¹² <https://tfgm.com/maps>

¹³ <https://beeactive.tfgm.com>

¹⁴ <https://tfgm.pindarcreeative.co.uk>

¹⁵ <https://play.google.com/store/apps/details?id=com.tfgm.beenetwork>

¹⁶ <https://apps.apple.com/gb/app/bee-network/id1669705230>

Initiative	Description
Active Travel Benefits	The Travel Plan Co-ordinator will promote the benefits of walking and cycling to site users using the communications strategy.
Local Route Awareness	The Travel Plan Co-ordinator will provide information via the communications strategy on active travel routes.
New Infrastructure	The development will provide pedestrian and cycle infrastructure at the site as set out in the TS.
Safety Tips	The Travel Plan Co-ordinator will provide information via the communications strategy on walking and cycling safety tips.
Cycle Training	The Travel Plan Co-ordinator will provide information on TfGM's cycle training scheme.
Cycle to Work Scheme	The operator will consider introducing a Cycle to Work scheme to assist staff with bike purchase.

Table 6.3: Active Travel Initiatives

6.10 Active travel provides the following benefits:

- **Builds activity into your daily routine.**
It'll help to meet the government guidelines which recommend young people get at least 60 minutes of physical activity every day and that adults should get at least 150 minutes of moderate activity per week.
- **Boost your mental health and wellbeing.**
According to the Mental Health Foundation physical activity increases mental alertness and helps to reduce stress and anxiety.
- **Fewer cars equals cleaner air.**
You experience five times higher pollution levels in a car than walking or on a bike.
- **Save your family money.**
Not only will less money be spent on petrol, but money can also be saved on gym or fitness centre fees.
- **You'll arrive feeling ready to start the day.**
People who walk and cycle arrive at work more relaxed and alert than those who travel by car.

- 6.11 The Travel Plan Co-ordinator will provide information on the benefits of active travel via the travel packs.
- 6.12 Section 4 confirms that the site relates well to existing active travel routes. The Travel Plan Co-ordinator will provide information on these routes to staff and carers/parents via the travel packs.
- 6.13 The development will provide cycle parking and a widened access footway as set out in the TS.
- 6.14 The Travel Plan Co-ordinator will be responsible for raising awareness of the health benefits of active travel using the travel pack and website travel page.
- 6.15 The Travel Plan Co-ordinator will provide walking and cycling safety tips by providing staff and parents/carers with resources provided by [TfGM](https://beeactive.tfgm.com)¹⁷, [GMWalking](https://gmwalking.co.uk)¹⁸, [Sustrans](http://www.sustrans.org.uk/)¹⁹ and [Cycling UK](http://www.cyclinguk.org/)²⁰.
- 6.16 TfGM provides [cycle training sessions](https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/) for adults.²¹ This scheme will be promoted to staff via the travel pack.
- 6.17 The operator will consider introducing a Cycle to Work scheme to help staff to purchase a bike.

Public Transport Measures

- 6.18 Table 6.4 shows the measures that will be used to encourage site users to travel more actively.

¹⁷ <https://beeactive.tfgm.com>

¹⁸ <https://gmwalking.co.uk>

¹⁹ www.sustrans.org.uk/

²⁰ www.cyclinguk.org/

²¹ <https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/>

Initiative	Description
Local Route Awareness	The Travel Plan Co-ordinator will provide information via the communications strategy on public transport routes and services.
Ticketing Arrangements	The Travel Plan Co-ordinator will ensure that site users are aware of TfGM ticketing arrangements.
Regular Review	The Travel Plan Co-ordinator will regularly review the TfGM database so that any service changes can be relayed to site users.
Minibus Services	Information will be provided on minibus routes serving the site.

Table 6.4: Public Transport Initiatives

- 6.19 Section 4 shows that access can be gained to the site via bus and tram. The Travel Plan Co-ordinator will provide information on these routes to staff and parents/carers via the travel pack and website travel page.
- 6.20 The Travel Plan Co-ordinator will make sure that staff are aware of ticketing arrangements available using information from [TfGM ticketing information](#).²²
- 6.21 The Travel Plan Co-ordinator will be responsible for periodically reviewing the TfGM database to check for service changes and any new public transport initiatives. The Travel Plan Co-ordinator will then update staff and parents/carers of any significant service changes via email or the website travel page.
- 6.22 The Travel Plan Co-ordinator will provide parents/carers with information on minibus and/or public transport routes serving the site.

7 Monitoring Plan

Baseline Travel Surveys

- 7.1 Baseline travel surveys will be undertaken at the site within six months of occupation. The data will then be used to finalise targets and measures.

Travel Surveys

- 7.2 Monitoring travel patterns is an important tool in measuring the progress of the Travel Plan and success of the Plan in terms of meeting the declared objectives and targets.
- 7.3 Initial travel surveys will be undertaken within six months of first occupation. Following this, surveys will be undertaken every two years over the for the five-year life of the Plan (initial/year one, year three and year five).
- 7.4 Following each survey period, a short monitoring report will be issued to the Council for discussion. The monitoring report will be issued within one month of each survey closes.

²² <https://tfgm.com/tickets-and-passes/find-a-ticket>

Exercise	Key Information	Frequency	Responsibility
Initial/Year 1 Surveys	Data to be used to establish baseline trip patterns	Within 6 months of occupation (Year 1)	Travel Plan Co-ordinator
Update Travel Plan	Set out mode share, targets, and any changes proposed to the Plan	Within 6 months of occupation	Travel Plan Co-ordinator
Monitoring Surveys	Data to be used to establish progress of the Plan and review success of measures	Year 3 and Year 5	Travel Plan Co-ordinator
Preparation of Monitoring Report	Set out mode share, targets, and any changes proposed to the Plan	1 month after each survey close	Travel Plan Co-ordinator

Table 7.1: Monitoring Plan

Targets

- 7.5 Targets are measurable goals against which the progress of the Travel Plan can be assessed. Targets should be SMART – Specific, Measurable, Achievable, Realistic and Time-Related.
- 7.6 The targets are split into two different types, Output Targets and Outcome Targets. Output Targets are non-quantifiable and action-based that need to be achieved in a set time period. Outcome Targets are quantifiable and will be based on the results of the travel surveys.
- 7.7 The following Output Targets have been set for the Travel Plan:
- Identify a Travel Plan Co-ordinator prior to occupation.
 - Provide the travel pack for staff and parents/carers
 - Undertake travel surveys in line with monitoring programme.
- 7.8 Outcome targets are quantifiable based on changes in travel patterns. For the interim version of the Plan a target reduction of 5% of staff single occupancy car trips has been set.

8 Funding & Action Plan

Funding

- 8.1 The operator will fund the costs associated with the operation and implementation of the Travel Plan. The operator will also fund the Travel Plan Co-ordinator's costs.

Action Plan

- 8.2 The Action Plan summarises the measures set out in the Travel Plan, who will be responsible for delivering them and target timescales.

Initiative		Responsibility	Target Delivery
Management	Appoint Travel Plan Co-ordinator	Operator	On occupation
	Provide Contact Details to Council	Applicant	On occupation
Communications	Distribute Travel Packs	Travel Plan Co-ordinator	On occupation
	Travel Campaigns	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Journey Planning Software	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
Active Travel	Promote Active Travel Benefits	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Raise Local Route Awareness	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Provide Development Infrastructure as Set out in TS	Applicant	Prior to occupation
	Provide Safety Information	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Promote TfGM Cycle Training	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Consider Cycle to Work Scheme	Operator	Travel pack/Website – on occupation On-going – periodic updates
Public Transport	Raise Local Route Awareness	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Provide Ticketing Arrangement Information	Travel Plan Co-ordinator	Travel pack/Website – on occupation On-going – periodic updates
	Regular Review	Travel Plan Co-ordinator	On-going – periodic updates

Table 8.1: Preliminary Action Plan