

TTS Trading Ltd

Travel Plan

3-9 Hyde Road, Ardwick

220457

JULY 2025



SCP GENERAL NOTES

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Title: Travel Plan, 3-9 Hyde Road, Ardwick

Client: TTS Trading Ltd

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Where field investigations have been carried out, these have been restricted to a level of detail required to achieve the stated objectives of the work.

This work has been undertaken in accordance with the quality management system of SCP.

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1 INTRODUCTION

Background

- 1.1 SCP have been commissioned by TTS Trading Ltd to provide transport planning advice in support of the conversion of existing first floor vacant commercial unit into snooker / pool hall with bar and dining area (sui generis) for a temporary period of 5 years on land to the north of Hyde Road, Ardwick.
- 1.2 A planning application (Reference: 135862/FO/2022) was submitted to Manchester City Council on the 8th of February 2023 for the 'Conversion of existing first floor vacant commercial unit into snooker / pool hall with bar and dining area (sui generis) for a temporary period of 5 years'.
- 1.3 This application was approved on the 7th of August 2023. In the decision notice, condition 12 related to highways and states the following:

12) Within 3 months of occupation of the premises, a Travel Plan shall be submitted to and agreed in writing by the City Council as Local Planning Authority. The travel plan shall relate to the activities being carried out at the site, and shall include:

- i) Measures proposed to be taken to reduce dependency on the private car by those [attending or] employed in the development;*
- ii) A commitment to surveying the travel patterns of staff during the first three months of use of the development and thereafter from time to time;*
- iii) Mechanisms for the implementation of the measures to reduce dependency on the private car;*
- iv) Measures for the delivery of specified travel plan services;*
- v) Measures to monitor and review the effectiveness of the Travel Plan in achieving the objective of reducing dependency on the private car.*

Within 12 months of the first use of the development, a revised Travel Plan which takes into account the information about travel patterns gathered pursuant to item (ii) above shall be submitted to and approved in writing by the City Council as local planning authority

Any Travel Plan which has been approved by the City Council as local planning authority shall be implemented in full at all times when the development hereby approved is in use.

Reason - To assist promoting the use of sustainable forms of travel to the school, pursuant to policies SP1, T2 and DM1 of the Manchester Core Strategy.

- 1.4 This Travel Plan has been prepared to address condition 12 of the decision notice, and to provide information on delivering sustainable access to a development.

Travel Plan Approach

- 1.5 A travel plan is an important tool for delivering sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive action.

- 1.6 Implementing a travel plan can bring a number of benefits to a site, including helping to minimise the potential increase in traffic resulting from a development, helping to manage and reduce carbon emissions, and assisting with promotion of healthy lifestyles. As a result, a travel plan forms a key stage in the forward planning process. A travel plan is a 'living document' that should be regularly reviewed to ensure its effectiveness.
- 1.7 This travel plan focuses on influencing greater use of sustainable transport by staff when travelling to and from the site and will establish and promote the sustainable transport links available. The travel plan will also suggest measures to reduce reliance on single occupancy private vehicle use and to reduce the overall need and distance that site users travel.

2 POLICY CONTEXT

- 2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access.
- 2.2 Travel plans are designed to be flexible to suit individual sites and their individual local characteristics. As such, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures.

Travel Plan Benefits

- 2.3 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:
- Promote healthy lifestyles and sustainable, vibrant communities;
 - Provide adequately for all users, with a variety of mobility needs;
 - Reduce demand for car parking, thereby enabling more efficient land use;
 - Reduce pressure on highway capacity, particularly at peak times;
 - Improve social inclusion;
 - Cut carbon emissions and their contribution to climate change;
 - Reduce road danger and protecting vulnerable road users; and
 - Improve local air quality, while reducing noise pollution.
- 2.4 A travel plan provides benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.
- 2.5 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.

National policy

- 2.6 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.
- 2.7 Travel plans were first secured within the planning system within the context of “*Planning Policy Guidance Note 13: Transport*” published by the Government in March 2001. The publication of the government’s ‘**National Planning Policy Framework**’ (NPPF - 2023) is aimed at streamlining the planning process, making it more accessible at neighbourhood and community level and simplifying the decision-making process.
- 2.8 The NPPF is published by the Department for Levelling Up, Housing and Communities (DLUHC) and sets out the government’s planning policies for England and how these are expected to be applied. The NPPF has been revised most recently in December 2024.
- 2.9 At the heart of the National Planning Policy Framework is a presumption in favour of sustainable development which for decision-taking means:

- *“Approving development proposals that accord with an up-to-date development plan without delay; or*
- *where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:*
 - a) *the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or*
 - b) *any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.”*

2.10 In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) *sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
- b) *safe and suitable access to the site can be achieved for all users; and*
- c) *the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and*
- d) *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach.*

2.11 Importantly, NPPF states that:

‘Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network, following mitigation, would be severe, taking into account all reasonable future scenarios.

‘Within this context, applications for development should:

- a) *give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) *address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) *create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*

- d) *allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*

All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored.

Good Practice Guidelines: Delivering Travel Plans through the Planning Process

- 2.12 A further key national policy document for travel plans was published by the Department for Transport in April 2009 and is entitled “Good Practice Guidelines: Delivering Travel Plans through the Planning Process”. This document updates previous guidance following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.
- 2.13 The guidelines identify that travel plans are an important tool for delivering sustainable access as part of a new development and encouraging sustainable travel behaviour from the outset. The document provides assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term. The document also outlines the responsibilities of the developer, occupier, local transport operators, highways and planning authorities in the implementation of the travel plan.

Regional Transport Policy

- 2.14 Greater Manchester Transport Strategy 2040 2.14 In February 2017, Transport for Greater Manchester (TfGM) published the Greater Manchester Transport Strategy 2040 which sets out the vision for Greater Manchester and provides a plan to “establish a fully integrated, high capacity transport system across Greater Manchester”.
- 2.15 The Transport Strategy has identified key challenges to help protect the environment such as increasing the use of sustainable transport, reduce transport emissions and make the best use of existing infrastructure.
- 2.16 As such, “TfGM will continue to work with planning authorities and developers to better integrate transport and new development in accordance with the principles of:
 - Reducing the need to travel by car, and the distance travelled;
 - Maximising accessibility by sustainable modes;
 - Making the best use of existing infrastructure, particularly through increasing the density of development close to public transport nodes;
 - Maximising opportunities to provide additional public transport; and
 - Designing to encourage active travel.”
- 2.17 This travel plan has been developed in line with local and national transport policy and guidance.

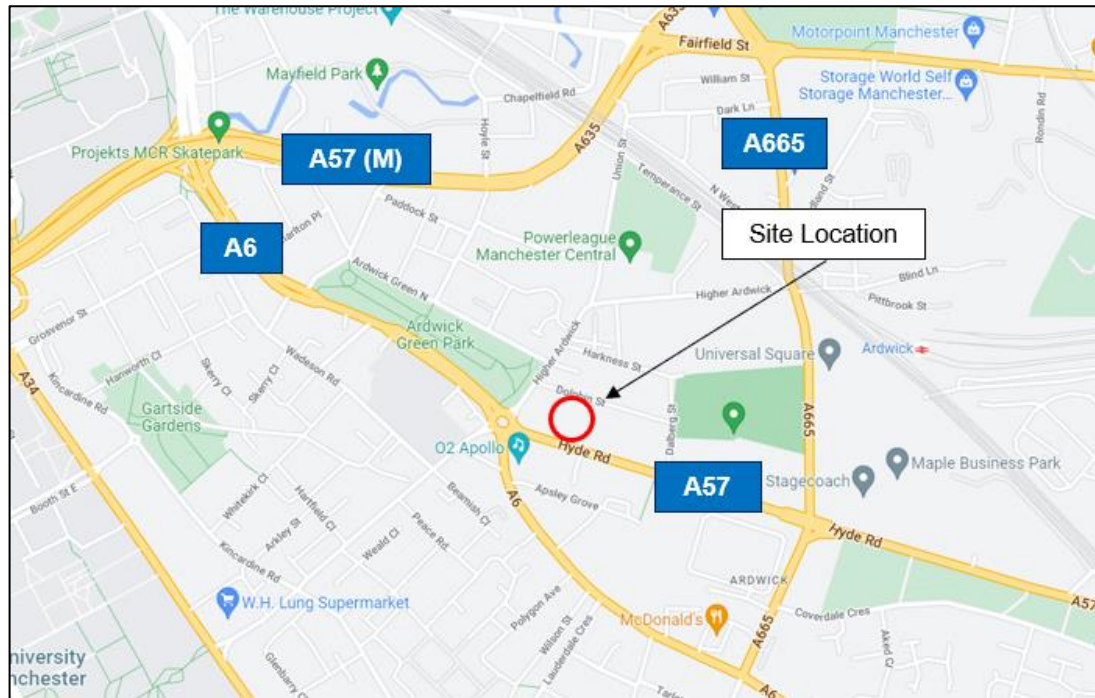
Manchester's Local Development Framework, Core Strategy Development Plan Document

- 2.18 Manchester's Core Strategy (2012–2027), adopted on 11 July 2012, is the principal strategic framework within the city's Local Plan, setting long-term spatial, economic, housing, transport and environmental policies—updated by a 2024 PfE Addendum—and guides development decisions to shape a sustainable, connected, low-carbon city through to 2027
- 2.19 The spatial objective for transport (S05. Transport) is as follows:
- ‘Improve the physical connectivity of the City, through sustainable and accessible transport networks, to enhance its functioning and competitiveness and provide access to jobs, education, services, retail, leisure and recreation. Access to the facilities and opportunities of the Regional Centre and Manchester Airport, from residential areas will be particularly important, as will improving links between the City and city regions across the country via high-speed rail links and internationally via Manchester Airport.’*
- 2.20 The policies within this objective are as follows:
- Policy T 1: Sustainable Transport
 - Policy T 2: Accessible areas of opportunity and need
 - Policy T 3: Strategic Integration
- 2.21 The Manchester Core Strategy (2012–2027) includes references to Travel Plans as part of its transport policies. It emphasizes the need for new developments to promote sustainable travel by supporting walking, cycling, and public transport. Travel Plans are required for certain types of developments, such as workplaces, schools, and hospitals, to encourage a shift away from car dependency. These plans are supported by guidance in the Sustainable Transport Supplementary Planning Document (SPD), helping to deliver the city's low-carbon and connectivity goals.

3 SITE AUDIT

- 3.1 The application property is located to the north of Hyde Road, Ardwick. **Figure 3.1** below shows the site location in relation to the wider highway network.

Figure 3.1 – Site Location Plan – Wider View



- 3.2 The site boundary is shown in relation to the local highway network in red on **Figure 3.2** below.

Figure 3.2 – Site Location Plan – Local View



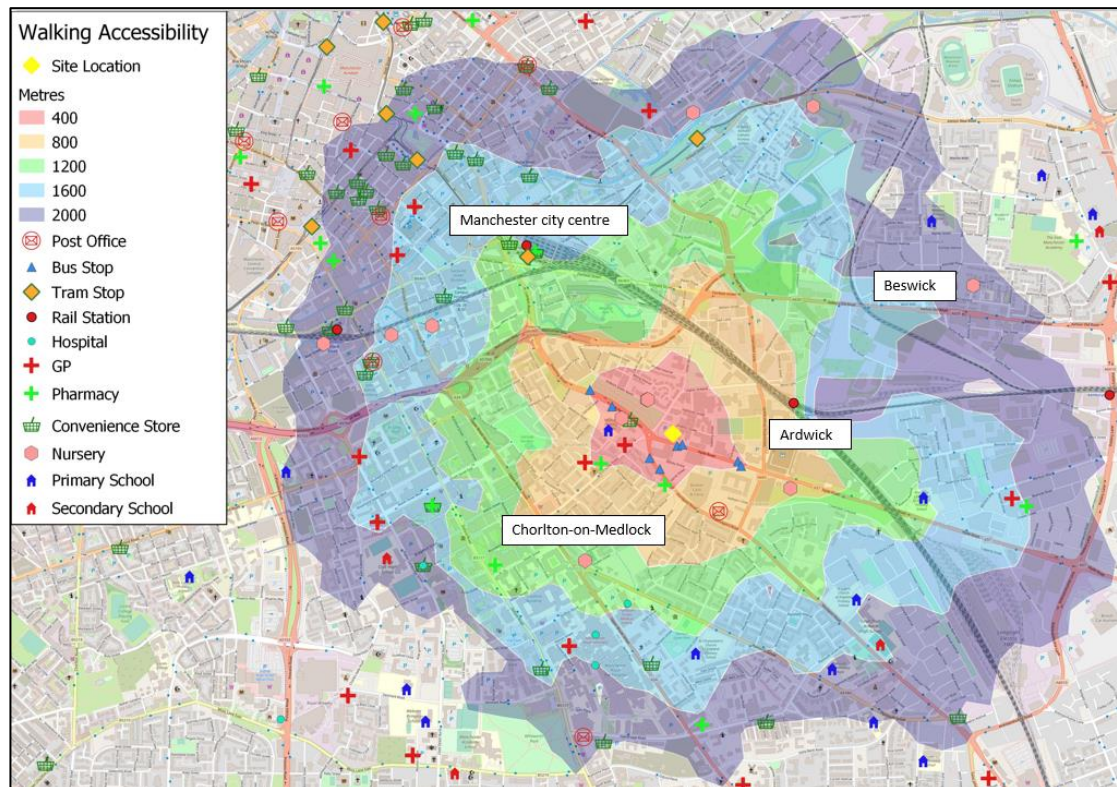
Development Proposals

- 3.3 The change of use proposals consists of the replacement of the existing vacant storage first floor space (floor area 1,360sqm) with a snooker hall with a bar and dining area with sale of hot food and drinks including alcohol, on land to the north of Hyde Road, Ardwick.

Access on foot

- 3.4 Manual for Streets states that walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which staff may access comfortably on foot. However, it goes on to state that this is not an upper limit, and that walking offers the greatest potential to replace short car trips, particularly those under 2km.
- 3.5 Industry standard GIS TRACC software has been used to assess the accessibility of the development by foot for a 2km walk distance from the site, as shown on **Figure 3.3** below. The plan shows the reachable areas within 400m coloured bands from the site.

Figure 3.3 – Walking Accessibility 2km Isochrone

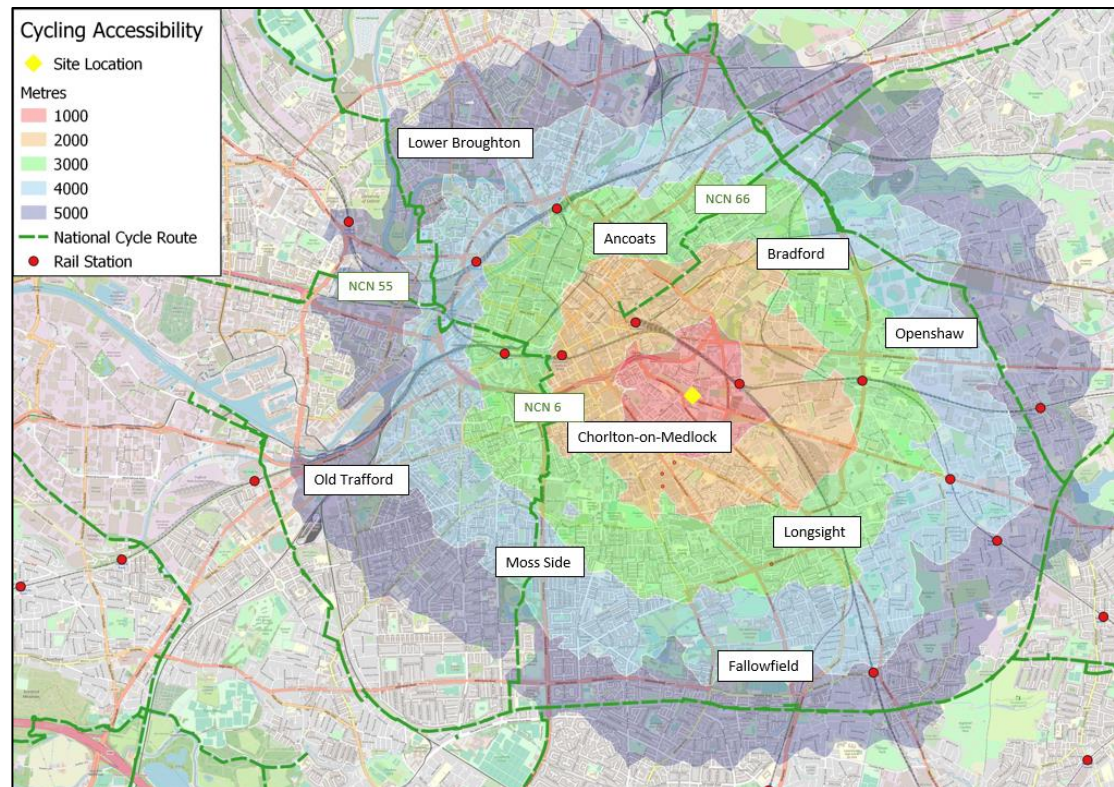


- 3.6 The site is within an acceptable walk distance of Manchester Piccadilly, Beswick and Ardwick and the vast array of amenities the city of Manchester has on offer including retail, education and healthcare. The site is also within an acceptable walking distance of numerous transport facilities to encourage prospective site users to travel via sustainable modes. The closest bus stops are located immediately to the east of the site on the A57 Hyde Road and Ardwick Railway Station is located to the north of the site and can be accessed in under a 9-minute walk time (or <700m walk distance). Additionally, Manchester Piccadilly is located to the north-west of the site within a 15-minute walk time (or <1.1km walk distance).
- 3.7 The local area benefits from natural surveillance from the businesses and houses that abut all the main walking routes. The local area is well lit and generally benefits from wide footways.
- 3.8 Signalised controlled crossings with dropped kerbs and tactile paving are provided across all arms of the A57 Hyde Road, within the proximity of the site. This assists with safe crossing for pedestrians and cyclists.
- 3.9 Overall, the site benefits from high levels of accessibility by foot, with Manchester city centre only a short walk from the site, providing opportunities for linked shopping and leisure trips as well as transport connections.

Access by cycle

- 3.10 Transport policy identifies that cycling represents a realistic and healthy option to use instead of the private car for making journeys up to 5km as a whole journey or as part of a longer journey by public transport.
- 3.11 GIS TRACC software has again been used to assess the accessibility of the site by bicycle, for a 5km cycle distance and is shown on **Figure 3.4** below.

Figure 3.4 - Cycle Accessibility 5km Isochrone



- 3.12 The plan demonstrates that the nearby areas of Manchester City Centre, Old Trafford and Fallowfield, amongst others, are all located within the 5km catchment area from the development site. The topography of the area is generally conducive to cycling, so the site is therefore well located to encourage prospective site users to travel via bicycle.
- 3.13 **Figure 3.4** shows a plan of the cycle routes in the surrounding area. National Cycle Route (NCR) 6 is located to the south and west of the site and provides access to Manchester City Centre and National Cycle Route 55. NCR 55 is located to the west and provides access to NCR 6 as well as Salford Quays. NCR 66 is located to the north and allows a route between Ancoats in the north to Failsworth.
- 3.14 As the application site is within an acceptable cycle distance of a range of areas and associated facilities, cycling is considered to be a viable alternative to private car use for prospective site users, particularly given the Starling Bike Stand located opposite the site on Higher Ardwick featuring approximately 12 bicycle stands. The Starling Bank Bike scheme is a city bike-hire service in Greater Manchester that offers pedal and e-bikes for short urban trips, helping users travel sustainably as part of the Bee Network.

Access by Public Transport

- 3.15 In terms of bus services, the Chartered Institute of Highways & Transportation's (CIHT's) "Guidelines for Planning for Public Transport in Developments" document identifies, at section 6.20, that "Bus stops are located to minimise passengers' walking distance to their final destination. The maximum walking distance to a bus stop should not exceed 400m and preferably be no more than 300m."
- 3.16 As detailed earlier, the closest bus stops are located on southern side of the proposed site on the A57 Hyde Road and are therefore within the recommended walk distance. These bus stops are served by the services listed in **Table 3.1**. Therefore, prospective site users of the site will have access to bus services stopping close to the site which provide access to key destinations at a high frequency.

Table 3.1 – Bus Services				
Bus Service	Route	Approximate Frequency		
		Mon-Fri	Sat	Sun
201	Manchester – Hyde - Hattersley	10 mins	30 mins	30 mins
202	Manchester - Hyde - Gee Cross	30 mins	30 mins	60 mins
203	Manchester - Stockport via Reddish	10 mins	10 mins	30 mins
205	Manchester - Dane Bank	30 mins	30 mins	30 mins

- 3.17 In terms of rail services, Ardwick Railway Station can be accessed in under a 9-minute walk time (or <700m walk distance) and is therefore within an acceptable walking and cycling distance. The railway station provides regular direct services throughout the week including services to Manchester Piccadilly, Rose Hill Marple, Sheffield, Hadfield and Glossop, amongst others.
- 3.18 In addition, Manchester Piccadilly is located within a 15-minute walk time (or <1.1km walk distance) and is therefore well within an acceptable walking and cycling distance. The railway station provides regular direct services throughout the week including services to the local and national rail networks This railway station also provides access to Piccadilly tram stop.
- 3.19 Piccadilly tram stop is located approximately 1.1km north-west of the site and therefore within an acceptable walking and cycle distance. Piccadilly tram stop is part of the Greater Manchester Tram Network, located on the blue, purple and yellow line within zone 1, as shown in **Figure 3.5** below. This tram stop provides services every 12 minutes, Monday-Saturday 06:00-00:00 and on Sundays 07:00-00:00, to destinations including Altrincham, Bury, and Ashton-under-Lyne.

- 3.21 The above demonstrates that the site is within close proximity to a number of bus and railway links, serving both the local area and other destinations further afield. The figure shows that key areas of Warrington, Macclesfield, Rochdale, Crewe, Stoke-on-Trent, Preston, and Greater Manchester, amongst others, are in an acceptable 60-minute commute time.

4 TRAVEL PLAN ADMINISTRATION

Travel Plan Coordinator

- 4.1 Management of the travel plan process will be achieved through the Travel Plan Coordinator (TPC). The TPC will provide a key role in delivering a successful travel plan.
- 4.2 The TPC role will be undertaken by a staff member, whose name and contact details will be provided to the local authority as soon as the current details have been confirmed.
- 4.3 The TPC role will be established prior to the occupation of the site and will act as the fulcrum for the development of the travel plan measures and the day-to-day operation of the plan. The TPC will act as the main contact for the travel plan and will be responsible for undertaking surveys, implementing measures and monitoring the travel plan.
- 4.4 The TPC will exchange contact details with the smarter travel team at Manchester City Council. The TPC will be responsible for setting up and launching the travel plan. The TPC will get involved in any area-wide travel initiatives, to be advised by Manchester City Council

Funding

- 4.5 Appropriate funding will be allocated by the developer at the start of the travel plan process to cover the costs involved in administering the travel plan over an agreed time period.
- 4.6 The funding will cover all costs relating to the TPC, implementation of measures, marketing of the travel plan, annual monitoring and submission of a review to Manchester City Council. The funding stream will allow the travel plan to operate for a minimum of five years, subject to Manchester City Council requirements.

5 TRAVEL SURVEY

Travel Survey

- 5.1 Travel surveys are undertaken at occupation in order to understand how staff currently travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time.
- 5.2 In order to understand how staff are travelling, along with changes to those journeys over time as a result of the travel plan, regular staff travel surveys are required. The survey responses provide an indication of what targets would be most appropriate for the development, and which measures would be most successful in helping to achieve them.
- 5.3 Initial Staff surveys have been undertaken on the current 6-7 staff members at the site.
- 5.4 The individual unit TPCs will ensure that all new staff members are entered into the database within one month of commencing employment with all staff members who leave their employment having their details removed from the database.
- 5.5 All data collected for the travel survey in connection with the TP has been subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC for each unit will hold the database and be responsible for the release of information, with all data held being used solely for the purposes of the TP.

6 OBJECTIVES AND TARGETS

- 6.1 Objectives are required to give a travel plan direction and focus. Targets are measurable and help to indicate whether the high-level objective aspirations have been met. Targets should be linked to objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time related). Indicators determine whether the targets have been met and thus if objectives have been achieved, and as such will also be used to highlight the progress of the travel plan.
- 6.2 The travel plan recognises that there is not one specific mode of transport suitable for all staff and that there need to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.
- 6.3 This travel plan has been prepared to achieve the following objectives:
- Achieving the minimum number of single occupancy car traffic movements to and from the development;
 - Reducing reliance upon the car and improving awareness and usage of alternative modes;
 - Promoting walking, cycling, public transport and car sharing;
 - Minimising the total travel distance of staff and customers; and
 - Promoting healthy lifestyles and sustainable, vibrant communities, accessible by all

Modal Share Targets

- 6.4 The TPC will analyse the travel survey questionnaires within 1 month of setting up the travel database to determine the existing travel patterns to the site.
- 6.5 In order to achieve the long-term objective of the TPs of reducing single occupancy vehicle travel over the first 5 years of the TP, the TPC will set realistic short-term annual targets for mode share based on the initial surveyed travel patterns.
- 6.6 The TPC will set realistic short-term annual targets in agreement with the local highway authority to increase the percentage of walk/cycle travel associated with the site. These targets will be based on the surveyed travel patterns and will be examined in light of the existing mode share usage for these types of travel.
- 6.7 The TPC will agree the annual targets with the LPA within 1 month of completion of the survey review reports. The initial travel survey results for the proportion of staff travelling by single occupancy vehicles should be recorded along with the agreed short-term annual targets.
- 6.8 The agreed short-term annual targets will form the basis of the annual review and monitoring process, which alongside the assessment of the implementation of measures will gauge the effectiveness of the TP.
- 6.9 **Table 6.1** presents the current modal share for staff commuting to work, based on data provided by the client.

Table 6.1 – Travel to Work Modal Split

Mode	Modal Split	
	Number	Percentage (%)
Car Driver	2	28%
Car Passenger	0	0%
Public Transport	2	29%
Walk and Cycling	3	43%
Motorcycle	0	0%
Taxi	0	0%
Other	0	0%

Source: Nomis

- 6.10 The modal split for existing staff indicates that the majority of those traveling from the surrounding area commute by walking, as they live within a reasonable walking distance of the site. The remainder primarily use other sustainable modes of transport, such as public transport, with only two staff members holding a driving license.
- 6.11 **Table 6.2** below highlights the initial 5-year targets which cover the development site, these will be reviewed and updated as necessary after initial staff surveys at this site have been completed and returned to the TPC.

Table 6.2 – Proposed Targets

Mode	Target
	5 Year
Car Driver	14%
Car Passenger	0%
Public Transport	43%
Walk and Cycling	43%
Motorcycle	0%
Taxi	0%
Other	0%

Indicators

- 6.12 Mode share targets will be set once the updated baseline travel surveys have been undertaken, within 12 months of the development becoming occupied. The targets will be updated annually for a period of 4 years following on from baseline surveys, to ensure they are representative of SMART targets based on the travel patterns of the staff.

7 TRAVEL PLAN MEASURES

- 7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development. Consultation with staff is therefore key to achieving support from those who the measures are targeted at and avoiding measures which may be unpopular.
- 7.2 The following sections outline the measures to be promoted by the TPC.
- [Travel Awareness](#)
- 7.3 Good accurate information on the range of services and travel initiatives available will be a critical element of a successful travel plan.
- 7.4 The TPC will make staff aware of the existence of the TP by providing them with an information leaflet summarising the TP as part of a welcome pack, included with the staff induction, and providing information on staff noticeboard. Any parking management policies will be explained to staff during occupancy.
- 7.5 The travel information pack will include, though not exclusively, the following:
- An introduction to the new travel plan, listing any key measures along with the contact details of the TPC;
 - A map showing the location of the development in relation to the local area, highlighting the nearby bus stops and key local facilities within easy walking distance of the site;
 - Public transport information, including:
 - A map showing the location of the site, in relation to the local area, highlighting nearby bus stops;
 - Bus timetables of existing local services from nearby bus stops;
 - Active travel information, including:
 - A map showing local cycle and walking routes, which would also indicate the locations of cycle parking and cycle shops in the area;
 - Details of local bike repair shops/retailers and available discounts/promotions, along with available training and maintenance sessions;
 - Health information;
 - Information about car sharing
 - Details of local taxi firms
- 7.6 The TPC will ensure that any changes to the TP or any relevant information are passed on to members of staff on a biannual / annual basis in the form of leaflets and on the staff noticeboard. The TPC will promote and encourage staff to participate in National and Local events, organised by others, aimed at promoting awareness of sustainable transport. The range of events that will be promoted will be agreed and co-ordinated with the Local Planning Authority and the working group.

Walking

- 7.7 Walking is suitable for journeys under two kilometres and can be combined with other methods such as public transport to cover longer distances.
- 7.8 The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:
- Raise awareness of the health benefits of walking through promotional material in the welcome pack;
 - Promote Google Maps for journey planning on foot;
 - Promote the availability of walking information, including route maps and useful tips and guidance on the Manchester City Council website
 - Provide a map showing walking routes as part of the welcome pack, indicating distances and times to key local facilities near to the site; and
 - Walk to work week – Is an annual event run by living streets an aim is to encourage workers to walk to work and experience the benefits it brings. More information on this can be found at: <https://www.livingstreets.org.uk>

Cycling

- 7.9 The TPC will encourage cycling as an alternative mode of travel by implementing the following initiatives:
- Raise awareness of the health benefits of cycling through promotional material in the welcome pack;
 - Providing Cycle facilities on site including a cycle store,
 - Promote the availability of cycling information, including route maps and provide information on cycle proficiency courses and adult cycle training from the Manchester City Council website: <https://hsm.manchester.gov.uk/kb5/manchester/directory/service.page?id=8sJWbybZSqc>
 - Promote the availability of cycling information from the below cycle related websites: https://www.manchester.gov.uk/info/500356/active_travel/6850/cycling/2
 - Liaise regularly with the cycling officer at Manchester City Council to ensure that up-to-date information is available.

Public Transport Information

- 7.10 The TPC will actively promote public transport with the following specific measures to be implemented, which will be promoted through the welcome information as well as via noticeboards and newsletters:
- Staff will be provided with public transport route and timetable information in the travel information packs, which will be updated by leaflet drop as necessary;
 - Provide details of journey planning websites and telephone advice services to enable staff to obtain details on their individual requirements, including Traveline (Telephone: 0871 200 2233 and Website: <http://www.traveline.info/>);
 - Liaise with a local taxi firm to provide competitive rates for staff in case of emergency to replace the regular/work bus/train journey.

Car Sharing Scheme

- 7.11 Car sharing can provide monetary benefits for individuals, as well as reducing demand for on-site car parking.
- 7.12 The TPC will update the car sharing scheme / register within 3 months of receiving the initial staff travel surveys. Staff will be consulted by their TPC to allow potential car sharers to register an interest and provide details of their journey to and from work. The TPCs will then identify suitable matches for staff that may be able to share their journeys to and from work.

Journey Planning

- 7.13 A particularly useful journey planning website is:
- National Traveline www.traveline.info / 0871 200 22 33
- 7.14 Traveline contains region-specific journey planning support, and can help you plan your bus, tram or rail journey. The website provides access to public transport information, as well as allowing you to develop journey plans, view timetables and find out about any public transport disruptions.

Marketing Summary

- 7.15 The TPC will be responsible for providing staff, with an overview of the travel plan in order to promote the use of a range of modes of transport.
- 7.16 As noted above, the following marketing tasks will be undertaken as part of the travel plan implementation and will be reviewed on a regular basis:
- Development of introductory information for the travel plan, to be disseminated to staff upon the opening of the site (prior if possible), as well as to new staff as appropriate;
 - Regular updates will be provided to staff via printed and noticeboard information, to promote new and ongoing measures; and,
 - Any local authority leaflets, posters, timetables will be obtained, for display on noticeboards within the units.

8 ACTION PLAN

- 8.1 The action plan follows, and includes measures, monitoring and marketing actions to be implemented, timescales for implementation, responsibilities and an indication of the budget required in order to deliver each action.

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Occupation			
Provide all highway and transport measures as agreed with Manchester City Council	As per planning agreements with Manchester City Council	Developer / Manchester City Council	Developer
Appointment of TPC	Within 1 month of Travel Plan approval from MCC	Developer	Staff time
Exchange contact details with relevant officers	Within 1 month of Travel Plan approval from MCC	TPC	Staff time
Obtain public transport timetables, maps, car sharing information, route plans etc. to provide to staff	Within 1 month of Travel Plan approval from MCC	TPC	Staff time
Procure and produce information to populate welcome packs	Within 1 month of Travel Plan approval from MCC	TPC	Staff time + materials
Upon Occupation			
Issue travel welcome packs to staff	Upon occupation	TPC	Staff time + printing
Ensure staff travel noticeboards are erected and populated in communal areas, and further leaflets/info are available	Upon occupation	TPC	Staff time + noticeboards
Within 3 Months of Occupation			
Review travel plan objectives	Review travel plan objectives and	TPC	Staff time
Produce full travel plan document and submit to Manchester City Council	Within 12 Months of occupation	TPC	Staff time
Liaise with Manchester City Council to agree final travel strategy, objectives and targets	Within 3 months of submission of full Travel Plan	TPC / Manchester City Council	Staff time
Ongoing Tasks			

Update staff with regard to any service or provision changes with regard to local transport on annual basis	Annually	TPC	Staff time
Implement measures in line with staff requirements / interest, including promotion of e.g. Bike Week, Walk to Work Week etc.	Ongoing	TPC	Staff time
Annual Monitoring / Review			
Conduct repeat travel survey one year after the baseline survey, and thereafter, annually, for four years	For four years after baseline survey completed	TPC	Staff time + printing
Analyse responses, produce progress report and submit to Manchester City Council	Within 3 months of receipt of responses	TPC	Staff time
Report updates to staff	Within 1 month of analysis taking place	TPC	Staff time + printing
Continue regular monitoring as set out and agreed with Manchester City Council	As agreed with Manchester City Council	TPC	Staff time

9 MONITORING AND REVIEW

- 9.1 To establish the success of the travel plan, an effective monitoring and review process must be agreed. Monitoring will ensure that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review of targets.

Monitoring

- 9.2 Monitoring of the plan is important for the following reasons:
- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
 - It justifies the commitment of the TPC and of other resources;
 - It maintains support for the travel plan by reporting successes;
 - It helps to identify any deficiencies within the travel plan, including any measures that are not effective; and
- 9.3 The TPC will monitor travel patterns associated with the site on an annual regular basis over a total of five year, including annual surveys.
- 9.4 As part of the annual monitoring, surveys will be distributed to all staff to monitor travel to and from the site and gain an understanding of travel habits.
- 9.5 The TPC will agree the monitoring programme with Manchester City Council to ensure that the monitoring procedures are appropriate.

Reviewing

- 9.6 The TPC will undertake a review of the travel plan annually following monitoring, in conjunction with Manchester City Council. This review will be important in assessing the effectiveness of measures implemented, to identify areas where modification may be necessary. In particular the following will be assessed:
- The level of car / non-car usage at the site; and
 - Comments received from staff.
- 9.7 The TPC will use data collected during the survey to compare the mode share statistics to the targets set for the development. The TPC may choose to revise the targets, with agreement with the local authority, in order to maintain a realistic travel plan goal.
- 9.8 The TPC will also use spot check data regarding usage of facilities such as cycle and car parking, to investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards travel plan objectives. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with the local authority.

The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review and agreement.

10 SUMMARY

- 10.1 This travel plan reviews the existing transport facilities at the development site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.
- 10.2 Through the delivery of the measures discussed within this travel plan, the objectives identified will be fulfilled. These include:
- Reduce reliance upon the car and improve awareness and usage of alternative modes
 - Promote walking, cycling, public transport and car sharing;
 - Reduce the transport impact of the development upon the environment;
 - Promote healthy lifestyles and sustainable, vibrant communities, accessible by all.
- 10.3 This document therefore ensures that sustainable access to the development is facilitated.