College View, Moss Lane East

Manchester

Framework Travel Plan

250122/SK22425/FTP01(-01)

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1 Introduction

Background

1.1 This Framework Travel Plan has been prepared by SK on behalf of Cheshire Homes Group (the Applicant) in support of a full planning application for the demolition of the existing building on the Site and the construction of a new purpose-built student accommodation (PBSA) development at College View, 410-418 Moss Lane East, Manchester, M14 4PQ.

1.2 The development description is as follows:

"Demolition of 410-418 Moss Lane East and the erection of part five, part three storey building for use as PBSA, associated landscaping, servicing, cycle parking and other associated works."

1.3 A Transport Assessment (TA) has been prepared for the planning application, and this should be referred to for full details of the development proposals and the transport implications. Details of the development relevant to the Travel Plan are summarised below.

Development Overview

1.4 The PBSA will provide 132 bedrooms, including 126 studios and six accessible. The development is car free, other than disabled spaces that will be provided on street by modifying existing Traffic Regulation Orders (TRO). The proposed layout is attached as Appendix A of the TA.

1.5 Pedestrian access to the site will be focused on the Moss Lane East frontage.

1.6 The assessment confirms that existing bounding footways are at least 2m wide. The applicant will fund the reinstatement of the redundant vehicle access point and resurfacing of bounding footways via Section 278 Agreement.

1.7 MCC's cycle parking standards are set out in the Core Strategy.[1] This confirms that MCC does not maintain any parking standards for PBSA developments. A cycle store will be provided in the building at ground level. A total of 40 cycle parking spaces will be provided at the site (30%). The rate of provision has been agreed with MCC during pre-application discussions.

1.8 Two cycle stands will be provided outside the site next to the entrance for use by visitors and delivery bikes.

1.9 The site car park associated with the existing C3 residential dwellings at the site will be removed as part of the proposal and replaced with built form and landscaping space.

1.10 In line with the requirements of the student residents at the development and other PBSA across the city, the development will be car-free. The appropriateness of the site for car-free living has been agreed with MCC during pre-application discussions.

1.11 The existing parking bay will be modified to provide two disabled parking bays, to retain a length of permit/short-stay parking and to provide a loading bay. The applicant will fund the modifications to the TRO as part of the Section 278 Agreement. The proposed modifications are shown on the plan in Appendix B of the TA.

1.12 Residents will be advised that there is no car parking at the site and will be required, as part of their tenancy agreement, to commit to not bringing a car to the site. The existing TRO surrounding the site will assist in removing any overspill parking from the site and the Council could further enforce this by not allowing residents at the site, other than disabled residents, a street parking permit.

1.13 The applicant will fund modifications to the TRO in the bay bounding the site on Acomb Street to allow the introduction of a loading bay. This will then be in place for use by the refuse vehicle and other day-to-day deliveries. It will provide a benefit to both the development and surrounding community. The proposed modifications to the TRO are attached as Appendix B of the TA.

[1] MCC (2012), Manchester's Local Development Framework: Core Strategy Development Plan

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1.14 Bins will be transferred from the store within the building to an external collection area via a dedicated gate, for collection from kerbside on collection days using the proposed loading bay. A swept path has been undertaken for a MCC sized refuse vehicle and is attached as Appendix D of the TA.

1.15 The development will also attract day-to-day deliveries to residents, such as food deliveries, post, Amazon and take-aways. These delivery movements are undertaken in smaller vehicles (cycles, cars, light goods vehicles, and motorbikes). It is expected that the delivery vehicles, other than pedal cycles, will use the loading bay on Acomb Street and the pedal bikes will use the cycle parking provided at the main entrance. Details of the daily servicing trips is set out in Section 5 of the TA.

1.16 As with other PBSA, there will be a requirement to manage the periods at the start and end of the year when students move in and out with their possessions. An Arrival and Departure Management Strategy will be adopted at the site, as outlined in Section 3 of the TA.

2 Travel Plan Process, Benefits & Objectives

Travel Plan Process

2.1 The Travel Plan has been prepared in line with the following guidance:

- Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process
- Greater Manchester Combined Authority (2024), Places for Everyone Joint Development Plan 2022 to 2039
- Manchester City Council (2012), Manchester's Local Development Framework – Core Strategy Development Plan Document
- Ministry of Housing, Communities & Local Government (2024), National Planning Policy Framework
- Ministry of Housing, Communities & Local Government (2024), Planning Practice Guidance
- 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 framework version of the Travel Plan has been prepared for the planning application to set out the principles that will be adopted in the full Travel Plan for the site. 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:

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"… 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."[2]

2.7 The DfT pyramid is shown in Figure 2.1.

2.8 At the bottom of the pyramid is the location of the site and characteristics of access to the site by all modes of travel. The location of the development provides the foundation for good accessibility, and this is examined 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 measures and car and cycle parking provision. These aspects are set out in Section 1 and 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/budget details.



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

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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 increase trips by active/sustainable modes of travel.
Objective 2: To reduce the number of single occupancy private car trips.

3 Site Context

Site Location & Baseline Site Use

3.1 The location of the site is shown on Figure 2.1.

3.2 The site occupies a sustainable location on the edge of both the city centre boundary and the Higher Education Corridor, a short walk from the main university campuses, frequent public transport corridors and defined Bee Network Corridors. Details of the accessibility characteristics of the site are set out later in this report.

3.3 The site is currently occupied by a building with 19 apartments. Vehicle access to the site is provided from Acomb Street.

3.4 A small parking area is provided on the site and street parking (Resident Parking Permit) will have been available to residents of the building.

3.5 Servicing, including refuse collection, will have occurred from kerbside with bins stored in the parking area off Acomb Street.

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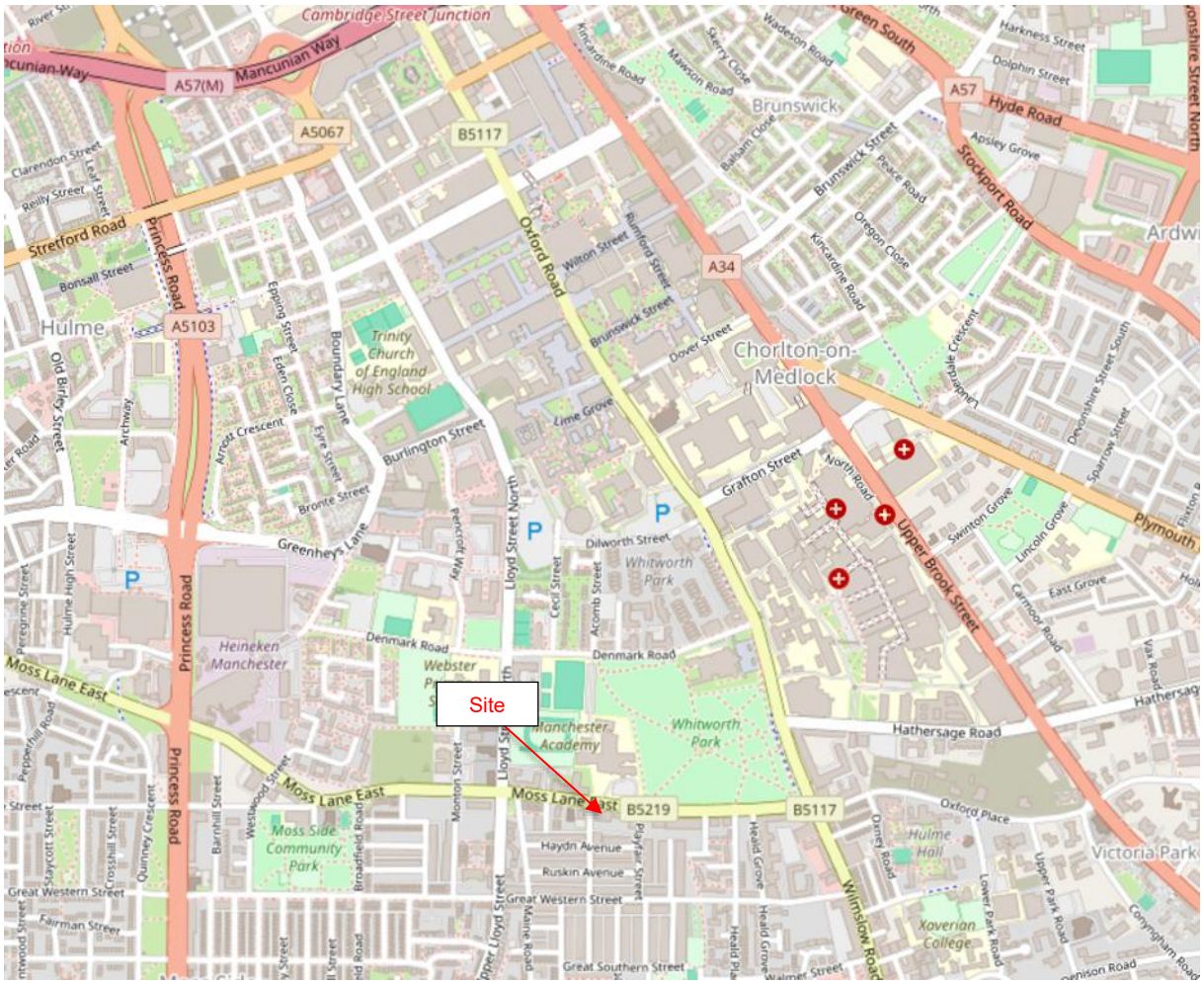


Figure 2.1: Site Location
[source: OpenStreetMap Foundation licensed under the Open Database License]

Local Transport Network

3.6 The site is bounded to the north by the B5129 (Moss Lane East) which is a 20mph, traffic calmed street that routes east-west between the Oxford Road Corridor and Lloyd Street. In the vicinity of the site footways are in excess of 2m wide and a signalised crossing is in place just to the east of the site on Moss Lane East. Moss Lane East is a bus route corridor, and a bus stop is located directly outside the site with shelter and timetable information.

3.7 Acomb Street bounds the site to the west and is a 20mph residential street. Footways on both sides of the carriageway are over 2m wide.

3.8 Controlled crossings are provided at the signalised junction with Lloyd Street to the west of the site. Uncontrolled crossings (dropped kerbs and tactile paving) are provided at the side road junctions on Moss Lane East, including at the junction with Acomb Street.

Traffic Regulation Orders

3.9 The site sits within the Rusholme and Moss Side Residents Parking Permit Zone. The Council's website shows that residents in the existing building are entitled to a parking permit.[3]

[3] https://www.manchester.gov.uk/info/500347/resident_parking_schemes/8564/rusholme_and_moss_side_residents_parking_scheme

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3.10 The TRO markings are present in the form of double yellow line and marked parking bays. There are double yellow line controls on Moss Lane East site boundary and parking bays on the Acomb Street boundary. The existing TRO controls are shown on the plan in Appendix B of the TA.

3.11 The parking controls on Acomb Street allow parking for residents with a permit and short-stay parking for three hours (no return within three hours).

3.12 There are no loading restrictions on the roads on the site frontage and existing properties in the area (including the existing building) are serviced from kerbside.

4 Accessibility Audit

Active Travel Routes

4.1 The footways bounding the site are at least 2m wide and controlled and uncontrolled crossings are in place allowing easy connections to key areas of activity.

4.2 Moss Lane East is a 20mph route which creates a suitable environment for pedestrian and cycle trips. Traffic-free shared pedestrian-cycle routes are also available across Whitworth Park providing an alternative means of accessing the city centre and main university campuses.

4.3 Figure 4.1 shows an extract from TfGM's cycle network map.[4] This shows that using the local routes outlined above, access can be gained to strategic cycle routes, including routes with physical segregation such as the Oxford Road Corridor. Figure 4.2 shows an extract from the Bee Network map.[5] This shows that the site is well placed for access to defined routes on the network, such as the route across Whitworth Park and the Oxford Road Corridor route.

4.4 The site is shown to be served by good quality pedestrian and cycle infrastructure.

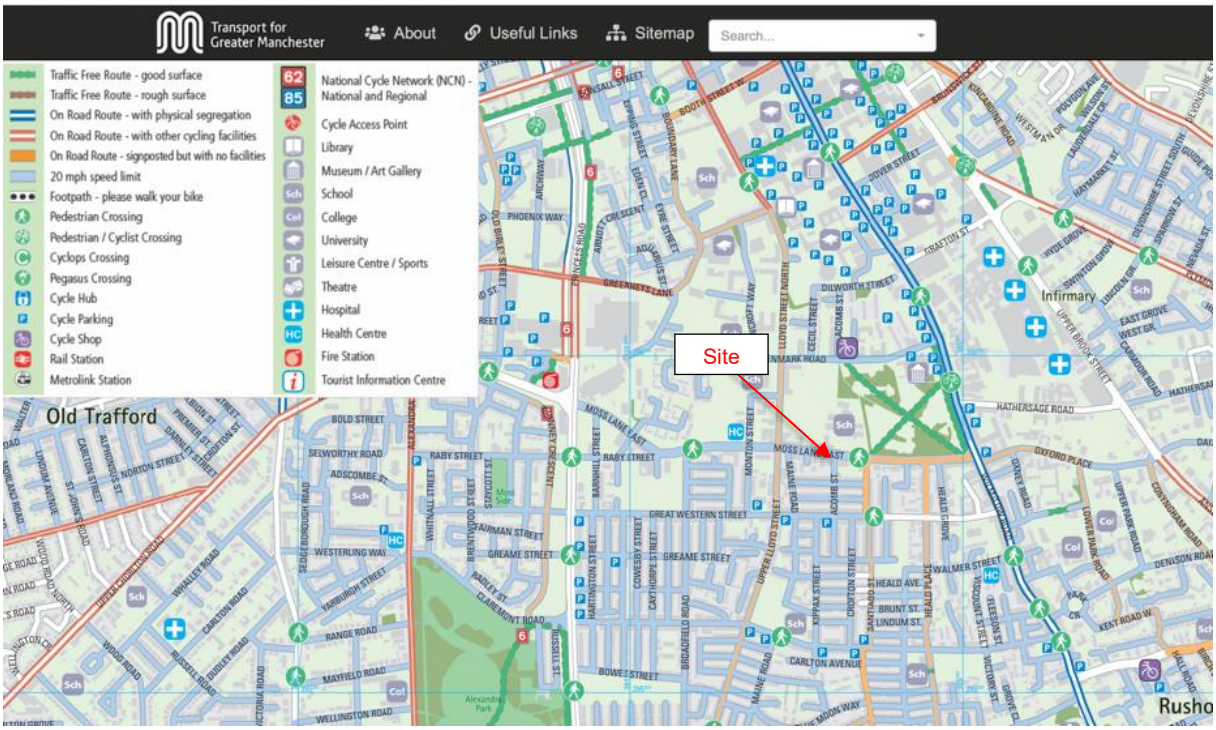


Figure 4.1: Cycle Network
[source: Transport for Greater Manchester]

[4] https://tfgm.pindarcreative.co.uk
[5] https://mappinggm.org.uk/bee-network/

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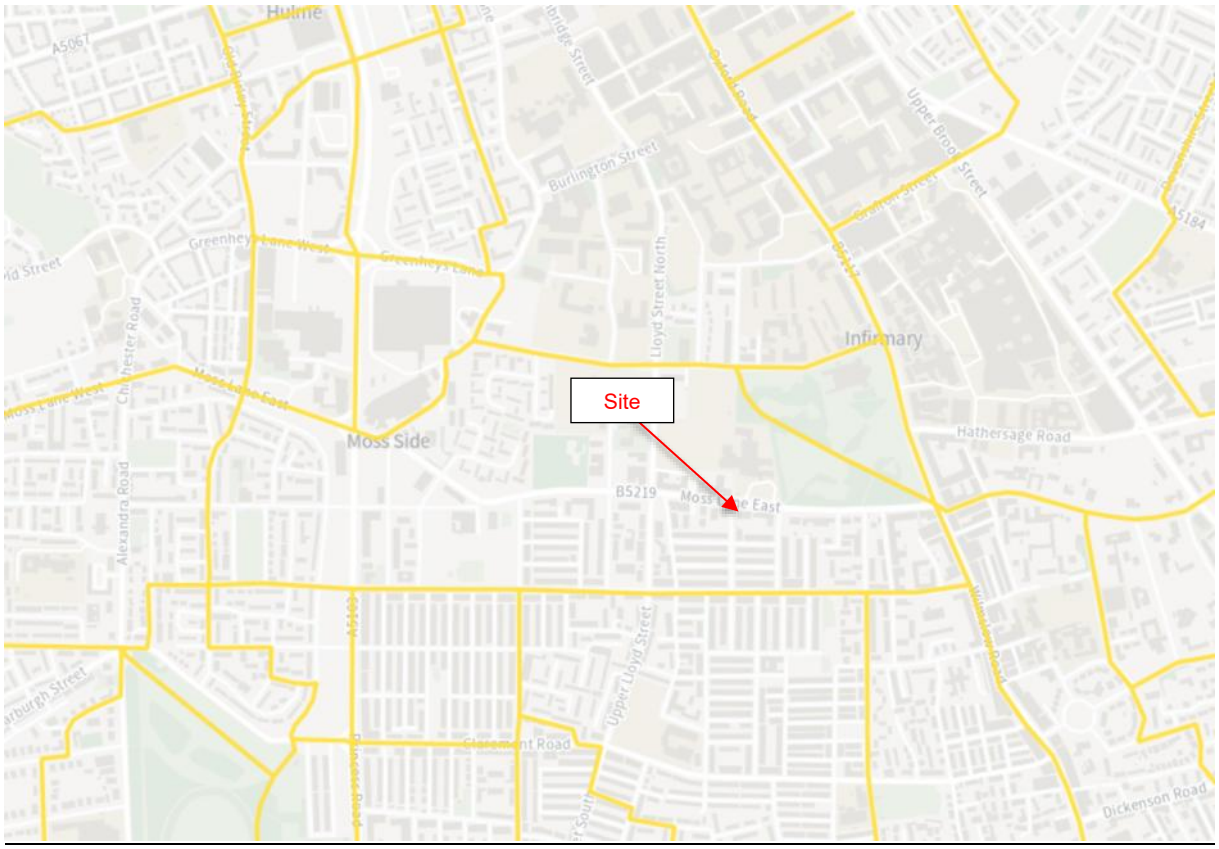


Figure 4.2: Bee Network
[source: Mapping GM]

Public Transport Routes

4.5 Figure 4.3 shows TfGM's public transport network map for the local area.[6]

4.6 The site is served by a host of buses passing immediately outside and also that access can be gained to the Oxford Road Corridor (400m away/five-minute walk) allowing access to a key public transport corridor serving the city. The sites are served by frequent bus routes providing access to the city centre and university campuses.

4.7 The bus stops on Moss Lane East have shelters, timetable information and flag poles, and are lit by street lighting. The bus stops on Oxford Road have shelters, seating, timetable information, flag poles and raised border facilities, and are lit by street lighting.

[6] https//tfgm.com/maps

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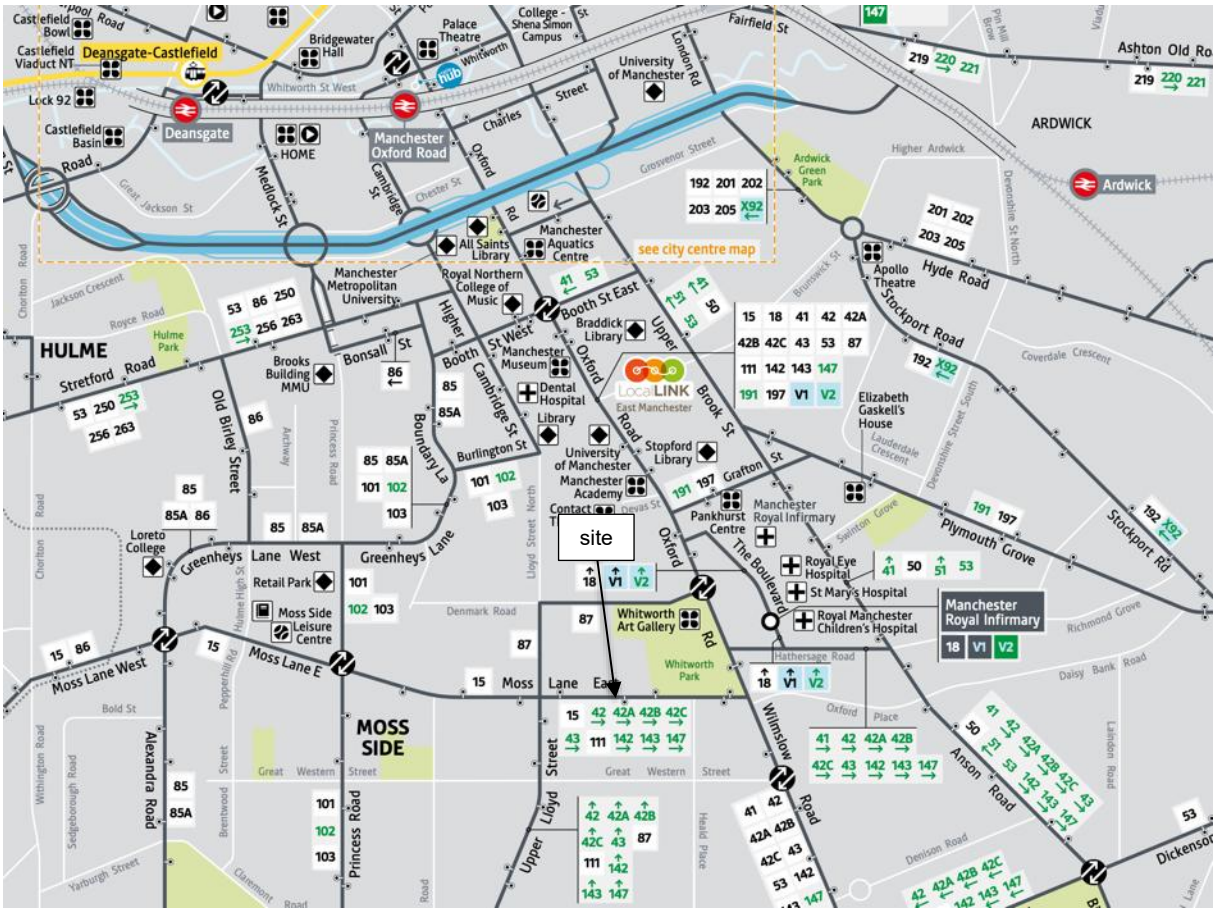


Figure 4.3: Public Transport Network
[source: Transport for Greater Manchester]

4.8 Table 4.1 provides a summary of the bus services routeing within 400m of the site taken from TfGM's bus timetables at the time of writing the report.[7]

[7] https://www.tfgm.com/plan-a-journey/schedules/bus-timetables

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No.	Route	Frequency (buses/hour)					
		Weekday		Saturday		Sunday	
		Daytime	Evening	Daytime	Evening	Daytime	Evening
15	Flixton – Urmston – Stretford – Hulme – Manchester	2	1	2	1	1	1
41	Sale – Sale Moor – Bowker Vale – Middleton	3	2	3	1	2	1
42	Stockport – Heaton Mersey – Moss Side – Manchester	2	2	2	2	1	2
42A	North Reddish – Heaton Moor – Manchester	2	-	2	-	-	-
42B	Woodford – Cheadle – Manchester	1	1	1	1	1	1
42C	Handforth Dean – Heald Green – Manchester	1	1	1	-	-	-
43	Airport – Moss Side – Manchester	6	3	6	2	4	2
53	Pendleton – Old Trafford – Cheetham Hill	2	1	2	1	1	1
111	Chorlton – Withington – Manchester	4	3	4	3	3	2
142	East Didsbury – Moss Side – Manchester	3	3	3	3	3	3
143	West Didsbury – Withington – Manchester	3	3	3	3	3	1
147	Ancoats – Manchester – Rusholme – Didsbury	2	1	-	-	-	-

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

4.9 The above confirms that the site is well served by existing public transport services.

Accessibility Assessment

4.10 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 local amenities and services. It is generally held that walking has the potential to replace short car trips for distances up to 2km (equating to a 25-minute walk time). The Chartered Institution of Highways and Transportation (CIHT) provides further guidance on suitable walk distances, setting maximum preferred distances as replicated in Table 4.2.[8]

[8] Chartered Institution of Highways & Transportation (2000), Guidelines for Providing for Journeys on Foot

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Destination Type	Walk Distance (m)	Walk Time (mins)*
Commuting	2000	25
Local Centre/Local Retail	800	10
Other	1200	15

*Based on an all-age average walk speed of 80m/min

Table 4.2: CIHT Walk Distances
[source: Chartered Institution of Highways & Transportation]

4.11 Figure 4.4 shows walking isochrones from the site based on the CIHT guidance in Table 4.2.

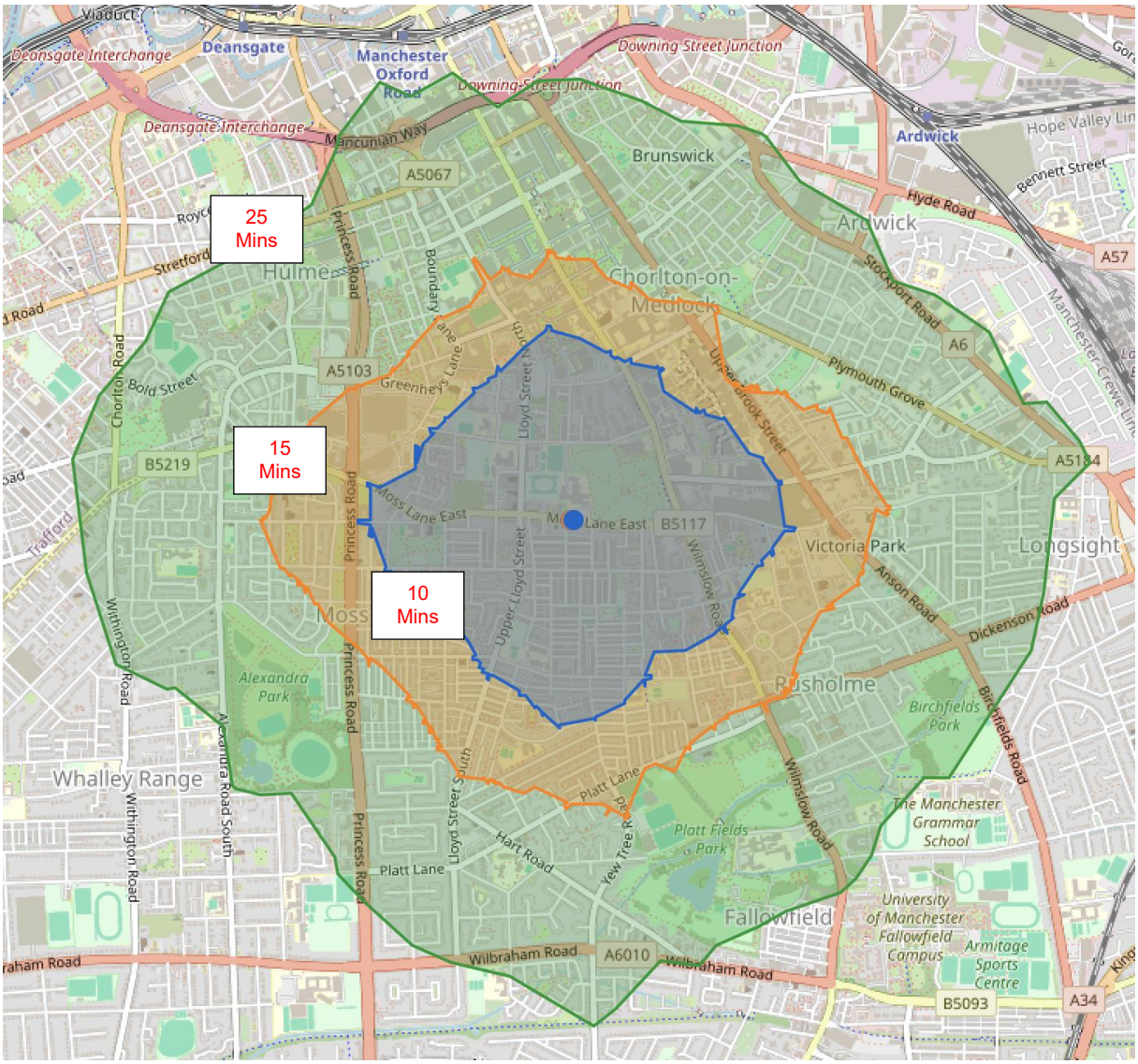


Figure 4.4: Walking Isochrones
[source: ISO4app and OpenStreetMap Foundation licensed under the Open Database License]

4.12 Figure 4.4 shows that within a 10-minute walk of the site access can be gained to local centre amenities on Wilmslow Road that include a Tesco, Lidl, Co-op, takeaways, post box, cash machines, hairdressers, pharmacies, doctors surgery etc. Access can also be gained to the Moss Lane Medical Centre, Whitworth Park and the University of Manchester within a 10-minute walk of the site. Manchester Royal Infirmary is within a 15-minute walk of the site and Manchester City Centre and Manchester Metropolitan University are within a 25-minute walk of the site.

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4.13 The assessment confirms that the site is well located to allow access to local services and amenities on foot and the surrounding area by cycle.

4.14 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.[9] 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.

4.15 The site has a GMAL of 8 (score of 27.85), which is an exceptional level of accessibility by public transport.

4.16 The site is shown to be highly accessible by public transport.

5 Travel Plan Management

Management Structure

5.1 An effective Travel Plan needs a clear hierarchy of responsibility. The applicant has been closely involved in the development of the Travel Plan and is committed to its successful implementation.

5.2 The applicant will continue to have an overseeing role in the progress of the Plan and is committed to funding the resources required for its implementation.

5.3 The applicant will appoint a Travel Plan Co-ordinator prior to occupation of the development.

Travel Plan Co-ordinator

5.4 Travel Plan Co-ordinators play an important role in developing, managing, and promoting Travel Plans. A Travel Plan Co-ordinator for the site will be identified prior to occupation.

5.5 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.

5.6 In summary, the Travel Plan Co-ordinator's main responsibilities are:

- Implementing the Plan measures.
- Providing a point of contact for residents and the Council.
- Publicising and raising awareness of local and national initiatives.
- Preparing and issuing travel packs.
- Providing regular updates to residents on changes to local services and facilities.
- Monitoring and surveying travel patterns.
- Periodically reporting to the Council.

5.7 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.

Future Management & Handover Arrangements

5.8 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 owner and the new Travel Plan Co-ordinator will be provided to the Council in a timely manner to allow the Travel Plan to continue uninterrupted at the site.

[9] https://www.gmtu.gov.uk/gmbusroute/GMAL%20Calculation%20Guide.pdf

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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
Promotional Materials	Distribution of materials/updates to residents.
Travel Packs	Preparation and issue of travel packs for residents.

Table 6.1: Communications Initiatives

6.4 Travel packs are an important means of disseminating information and making sure that residents are aware of the travel choices available to them.

6.5 The travel packs will be issued to residents when they move in. The travel packs will contain the following types of information:

1. Travel Plan Co-ordinator contact details.
2. Information on on-line and phone app journey planning software.
3. Information on cycle and walking routes.
4. Information on bus routes and frequencies.
5. Information on bus ticketing arrangements.
6. Information on the building's delivery arrangements.

Journey Planning

6.6 Residents will be encouraged to familiarise themselves with the following journey planning resources:

- TfGM journey planning software[10]
- Public transport maps[11]
- Active Travel route software[12]
- Walking and cycling route maps[13]
- Links to Google Play[14] and Apple Store[15] Bee Network app

6.7 The Travel Plan Co-ordinator will also offer a personal travel planning service to help residents that require assistance with planning their common journeys to/from the site.

Active Travel Measures

6.8 Table 6.2 summarises the active travel measures that will be used at the development.

[10] https://tfgm.com/plan-a-journey
[11] https://tfgm.com/maps
[12] https://beeactive.tfgm.com
[13] https://tfgm.pindarcreative.co.uk
[14] https://play.google.com/store/apps/details?id=com.tfgm.beenetwork
[15] https://apps.apple.com/gb/app/bee-network/id1669705230

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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 new pedestrian and cycle infrastructure at the site.
Safety Tips	The Travel Plan Co-ordinator will provide information via the communications strategy on walking and cycling safety tips.
Cycle Training/Hire Schemes	The Travel Plan Co-ordinator will provide information on TfGM's cycle training schemes and local cycle hire schemes.

Table 6.2: Active Travel Initiatives

6.9 Active travel provides the following benefits:

- **Builds activity into daily routines.**
  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 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.**
  People experience five times higher pollution levels in a car than walking or on a bike.
- **Save money.**
  Not only will less money be spent on petrol, but money can also be saved on gym or fitness centre fees.

6.10 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 residents via the travel pack.

6.11 The proposed development will provide active travel infrastructure including secure cycle parking, and localised improvements to bounding footway treatments.

6.12 The Travel Plan Co-ordinator will be responsible for raising awareness of the health benefits of active travel using the travel pack.

6.13 The Travel Plan Co-ordinator will provide walking and cycling safety tips by providing residents with resources provided by TfGM[16], GMWalking[17], Sustrans[18] and Cycling UK[19].

6.14 TfGM provides cycle training sessions[20] for adults. This scheme will be promoted to residents.

6.15 The Travel Plan Co-ordinator will provide information to residents on how they can try cycling, without committing to the purchase of a bike. Resources that will be used include the Beryl Bike Hire Scheme[21], TfGM's Bike Libraries[22] lending scheme, and a number of charities[23] that provide bike loan services.

Public Transport Measures

6.16 Table 6.3 shows the measures that will be used to encourage site users to travel by public transport.

[16] https://beeactive.tfgm.com
[17] https://gmwalking.co.uk
[18] www.sustrans.org.uk/
[19] www.cyclinguk.org/
[20] https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/
[21] https://beryl.cc/scheme/greater-manchester
[22] https://beeactive.tfgm.com/cycling/bike-libraries/
[23] https://beeactive.tfgm.com/cycling/get-a-bike/

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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.

Table 6.3: Public Transport Initiatives

6.17 Section 4 shows that the site is well located for access to frequent bus services routeing on Moss Lane East and Oxford Road.

6.18 The Travel Plan Co-ordinator will make sure that residents are aware of ticketing arrangements available using information from TfGM ticketing information.[24]

Arrival/Departure Strategy

6.19 As with other PBSA, there will be a requirement to manage the periods at the start and end of the year when students move in and out with their possessions. As is standard practice, this will be managed using a strict appointment system to minimise the impact on the transport network.

6.20 Prior to arrival/departure, residents will be asked to confirm their arrival arrangements and arrival modes. Students travelling by public transport or air will be provided with details of the locations of public transport nodes and taxi company details. Students being dropped off by a parent or carer will be provided with information on loading locations and information on the location of public car parks (the nearest public car park is Q-Park at Manchester Hospitals which is 400m from the site).

6.21 Students arriving by private car or taxi will be able to load within the TRO control on the new loading bay on Acomb Street.

6.22 All students will be required to book an appointment so that the moving in procedure can be regularised and to spread the use of the loading bay on Acomb Street.

6.23 Based on SK's experience of other PBSA it is expected that 75% of students will arrive at the Arrival Week weekend. Assuming that all students will arrive by private car/taxi to allow a worst-case assessment, this equates to circa 50 students arriving per day on the Saturday and Sunday. The loading bay has capacity for two cars to unload at the same time and the unloading booking will be a maximum of 20 minutes per vehicle. Based on this, six unloading slots will be available per hour over a 10 hour period per day on Saturday and Sunday, which is more than sufficient to accommodate the number of students arriving per day.

6.24 Once the vehicle has been unloaded the driver will be required to vacate the loading bay and park in a public car park.

6.25 Staff will be on hand with luggage trolleys so that possessions can be moved into the entrance foyer.

6.26 A similar strategy will be used during move-out periods at the end of the year. In SK's experience the move-out period is usually spread over a number of days or even weeks.

7 Monitoring & Review Mechanisms

Baseline Travel Surveys

7.1 Surveying and 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.

[24] https://tfgm.com/tickets-and-passes/find-a-ticket

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7.2 Baseline resident travel surveys will be undertaken within six months of occupancy the development. The travel surveys will be undertaken using a simple questionnaire that will collect information on typical travel patterns to frequently accessed destinations.

7.3 The results from the first survey will be used to set the targets for the Travel Plan and to update the measures, if required. The updated Travel Plan will be submitted to the Council within three months of completion of the baseline/first surveys.

Monitoring Surveys

7.4 Surveys will be undertaken every two years for a period of five years (baseline/year one, year three and year five). Following each survey period, a short monitoring report will be issued to the Council for discussion. The monitoring report will be issued within three months of each survey period. Survey results will also be shared with residents by email update.

Exercise	Key Information	Frequency	Responsibility
Issue of travel packs	Dissemination of travel information and travel survey to residents	On occupation	Travel Plan Co-ordinator
Baseline resident surveys	Data to be used to establish baseline trip patterns and to allow appropriate targets to be set	Within 6 months of occupation/final Travel Plan to be submitted within 3 months of survey completion (Year 1)	Travel Plan Co-ordinator
Updated Travel Plan	Travel Plan updated with survey and targets firmed up	Within 3 months of the survey/audit	Travel Plan Co-ordinator
Monitoring resident 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	3 months after each monitoring survey period	Travel Plan Co-ordinator

Table 7.1: Monitoring Plan

Other Monitoring

7.5 The Travel Plan Co-ordinator will periodically review the Delivery Management Strategy measures and will engage with residents on the process. Following each monitoring period the Travel Plan Co-ordinator will make amendments to the process as required and will advise residents of any changes by email.

7.6 The Travel Plan Co-ordinator will periodically review usage of the cycle parking area to ensure the level of cycle parking meets demand levels.

Targets

7.7 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.

7.8 Targets will be set through agreement with MCC once the baseline travel patterns have been established following the first survey.

8 Interim Action Plan & Funding

8.1 The applicant is committed to the implementation and successful delivery of the Travel Plan's measures to meet the stated objectives.

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8.2 The applicant has confirmed that it will fund the costs associated with the operation and implementation of the full Travel Plan. The applicant will also fund the Travel Plan Co-ordinator's costs.

Measure	Action	Responsibility	Target Delivery/Method
Management/ Monitoring	Appoint Travel Plan Co-ordinator	Applicant	Prior to occupation
	Confirm Travel Plan Co-ordinator details to Council	Applicant	On occupation
	Provide/maintain travel pack	Travel Plan Co-ordinator	Prior to occupation/on-going with regular updates
	Baseline/Year 1 travel surveys	Travel Plan Co-ordinator	In line with monitoring programme
	Travel Plan update	Travel Plan Co-ordinator	Within 3 months of baseline survey
	Monitoring travel surveys	Travel Plan Co-ordinator	On-going in line with monitoring programme
	Monitoring Reports	Travel Plan Co-ordinator	Within 3 months of baseline survey
	Review Delivery Strategy and cycle parking usage	Travel Plan Co-ordinator	Periodically
Active Travel	Provide development walking and cycling site infrastructure as per TA	Applicant	On occupation
	Promote and support walking by distributing information set out in Section 6	Travel Plan Co-ordinator	Travel pack – on occupation/ on-going
	Promote and support cycling by distributing information set out in Section 6	Travel Plan Co-ordinator	Travel pack – on occupation/ on-going
Public Transport	Offer personalised journey planning for residents	Travel Plan Co-ordinator	On occupation/on-going
	Promote and support public transport by distributing information set out in Section 6. Regular review of services and ticketing	Travel Plan Co-ordinator	Travel pack – on occupation/ on-going
Arrival/ Departure	The operator will organise an arrival/departure strategy to manage fluctuations in movement at the beginning and end of the year	Operator	Prior to occupation/on-going

Table 8.1: Action Plan

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