

Loreto College
Chichester Road South, Manchester
Travel Plan
230925/SK22340/TP01(-02)

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Project	Document	Rev	Description	Authorised by	Signed	Date
SK22340	TP01	00	Draft	L Speers	LGS	20/09/2023
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1 Introduction

- 1.1 SK has been appointed to prepare a Travel Plan for Loreto College, Chichester Road South, Manchester.
- 1.2 The Travel Plan has also been prepared to discharge Planning Condition 16 attached the planning permission for the redevelopment of the site (ref: 136963 / FO / 2023). The Travel Plan covers existing and proposed development operations at the Campus.
- 1.3 The Planning Condition reads:

'Before the development hereby approved is first occupied a Travel Plan shall be submitted to and agreed in writing by the City Council as Local Planning Authority, which relates to the new classroom block and the wider existing college. In this condition a Travel Plan means a document which includes:

- i) the measures proposed to be taken to reduce dependency on the private car by those attending or employed in the development and wider College Campus
- ii) a commitment to surveying the travel patterns of staff and students 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
- vi) A communication and engagement plan.

Within six 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.'

- 1.4 Travel surveys have been undertaken to gather information on staff and student travel patterns, and so this version of the Travel Plan can be used to discharge both parts of Condition 16.

2 Travel Plan Process, Benefits & Objectives

Travel Plan Process

- 2.1 The Travel Plan has been prepared in line with the following documents and guidance:
 - Chartered Institution of Highways & Transportation (2019), Better planning, better transport, better places
 - Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process
 - Ministry of Housing, Communities & Local Government (2016), Planning Practice Guidance
 - Ministry of Housing, Communities & Local Government (2021), National Planning Policy Framework
 - Transport for Greater Manchester (2013), Transport for Sustainable Communities
 - Transport for Greater Manchester (2017), Greater Manchester Transport Strategy 2040
 - Transport for Greater Manchester (2023), Employee Journey Planning Guide
- 2.2 Page 72 of NPPF¹ states that a Travel Plan is:

'A long-term management strategy for an organization or site that seeks to deliver sustainable transport objectives and is regularly reviewed.'
- 2.3 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.

¹ Ministry of Housing, Communities & Local Government (2021), National Planning Policy Framework

- 2.4 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.
- 2.5 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.

Travel Plan Pyramid

- 2.6 The Department of Transport² (DfT) states that:

‘... 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.’

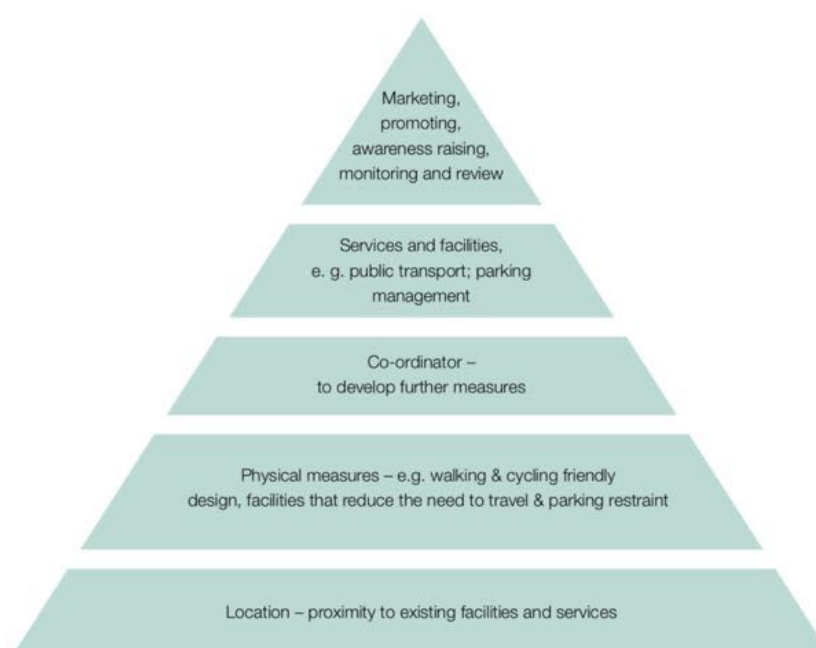


Figure 2.1: Travel Plan Pyramid
[source: DfT]

- 2.7 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 the level of accessibility of a site. This is examined in Section 3 and 4 of the Plan.
- 2.8 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 3.
- 2.9 Section 5 of the Travel Plan sets out the current travel patterns associated with staff and students at the College.
- 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 6 and 7 of the Plan.

² Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process

- 2.11 Section 8 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 9 provides a summary of the actions identified in the Travel Plan along with timescales for implementation and funding / budget details.

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

3 Site Location & Operation

College Location

- 3.1 Figure 3.1 shows that the College is located off Chichester Road South, in the Hulme area of the city.

Existing College Access Arrangements

- 3.2 The main entrance to the College is provided from Chichester Road South and a segregated pedestrian access and vehicle access is provided. The pedestrian access connects to on-site footpath routes that are used to access the buildings across the Campus.
- 3.3 The main vehicle access is also taken from Chichester Road South. Further vehicle accesses are provided from Maher Gardens and Bold Street. Vehicle routes across the site are traffic calmed and are subject to a 5mph speed limit.
- 3.4 Existing parking for staff is provided across the campus. Students are not permitted to park on Campus.
- 3.5 The College currently provides 56 cycle parking spaces.

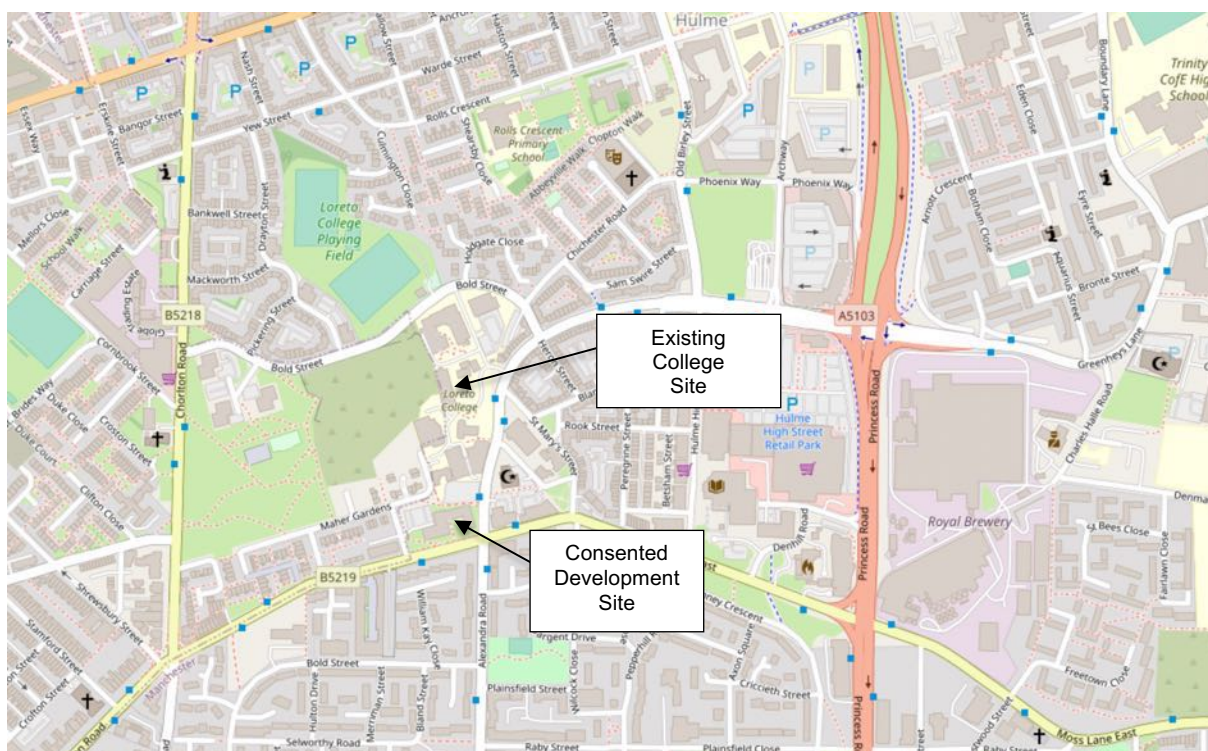


Figure 3.1: Site Location
[source: ISO4]

With Development College Access Arrangements

- 3.6 In August 2023 planning consent was granted for the construction of a new teaching block to meet the needs of current students at the site and to accommodate additional students. The new teaching block is located to the south of the existing College and is bounded by Chichester Road South, Moss Lane West, Maher Gardens and Tamworth Street.
- 3.7 The proposal retains the existing vehicle access arrangements from Tamworth Street and Chichester Road South. A gate will be provided at the Tamworth Street access, and this will be set back by 5.5m.
- 3.8 Tactile paving and dropped kerbs are currently not provided at either site access junction and these will be provided as part of the development.
- 3.9 Pedestrian access to the development site will be retained from segregated access at the main entrance to the Campus on Chichester Road South. Students based in the new building will access via the existing pedestrian routes through the Campus and new routes will be provided to link with the new area of Campus created by the development.
- 3.10 The development necessitates stopping up of the footpaths currently crossing the site and a Section 257 Application has now been submitted. As the footpaths are being extinguished the development will provide a replacement pedestrian route via provision of footway on the eastern side of Tamworth Street to connect the existing footway currently provided on the north side of the existing car park entrance with the footway on the northern side of Moss Lane.
- 3.11 The existing development site car parks are retained from Tamworth Street and Chichester Road South.
- 3.12 The Chichester Road South car park will be modified as part of the development proposal to accommodate the new teaching block. The car park will be laid out with 13 spaces, including two accessible parking spaces. The parking area will be promoted and managed for use by car sharers.
- 3.13 The Tamworth Street car park will be retained as existing (32 spaces, including two accessible parking spaces).
- 3.14 The proposal will result in a net increase of five spaces for use by the College (45 spaces), when compared to the current College use of the parking area within the red line boundary (circa 40

spaces). A reduction from the standard requirement is appropriate at the site as students are not permitted to park at the College and as spaces will be provided for car sharers to allow better management across the Campus. The existing street parking controls will assist in reducing incidence of overspill parking.

- 3.15 20% of the parking spaces at the development site will be to EV charging standard (fast charge: 7kW), resulting in nine EV spaces.
- 3.16 The Campus currently provides 56 cycle parking spaces, a rate of 1.5% when compared to the total student and staff numbers currently at the site. The development will provide an additional 96 cycle parking spaces, bringing the total to 152 spaces and a rate of 3.7% when compared to the future total people at the site (staff and students).

College Demographics

- 3.17 Table 3.1 shows the existing college demographics and the total number of staff and students that will be based at the site following the development.
- 3.18 The consented development will construct a new teaching block with capacity for 600 students. Once the teaching block has been completed then the temporary classrooms at the site will be removed. Table 3.1 provides a summary of the number of students that will be accommodated at the site with the new teaching block in place and the temporary classrooms removed (With Development).

	Existing	With Development
Staff	310 (FTE)	340 (FTE)
Students	3558	3822

Table 3.1: College Demographics

4 Transport Network Audit

Active Travel Audit

- 4.1 The main entrance to the site is provided from Chichester Road South. A segregated pedestrian access is provided, and wide footways are provided outside the access point.
- 4.2 Chichester Road South is subject to a 20mph speed limit. In the vicinity of the site footways on both sides of the road are at least 2m wide.
- 4.3 At its southern end Chichester Road South meets Moss Lane West (B5219) at a signalised junction. The junction provides controlled crossings on all approaches, with tactile paving and dropped kerbs.
- 4.4 On Moss Lane West, in the vicinity of the development site, footways of at least 2m are provided on both sides of the carriageway.
- 4.5 Tamworth Street is a residential street with a 2m wide footway is provided on the western side of the road. No footway is in place on the eastern side of the road until north of the site access junction.
- 4.6 The roads all benefit from street lighting.
- 4.7 The accident data shows that there has been a single pedestrian accident on Chichester Road South during the five-year period assessed. The accident occurred to the south of St Marys Street in 2019 and was classified as slight.
- 4.8 Figures 4.1 and 4.2 shows the [cycle network](#)³ and [Bee Network](#)⁴ routes serving the site.

³ <https://tfgm.pindarcreative.co.uk>

⁴ <https://mappinggm.org.uk/bee-network/>

- 4.9 The Campus is located next to roads that benefit from marked cycle route facilities, including Chichester Road South and Moss Lane West. Chichester Road South is defined as a Bee Network route. The routes provide cycle route facilities which is appropriate for the level of traffic using them.
- 4.10 The above routes can be used to access 20mph streets, segregated routes such as Route 6 of the National Cycle Network, and routes with physical segregation such as Chorlton Road.
- 4.11 The Chorlton Road route is being improved as part of the Chorlton Cycleway Bee Network scheme.

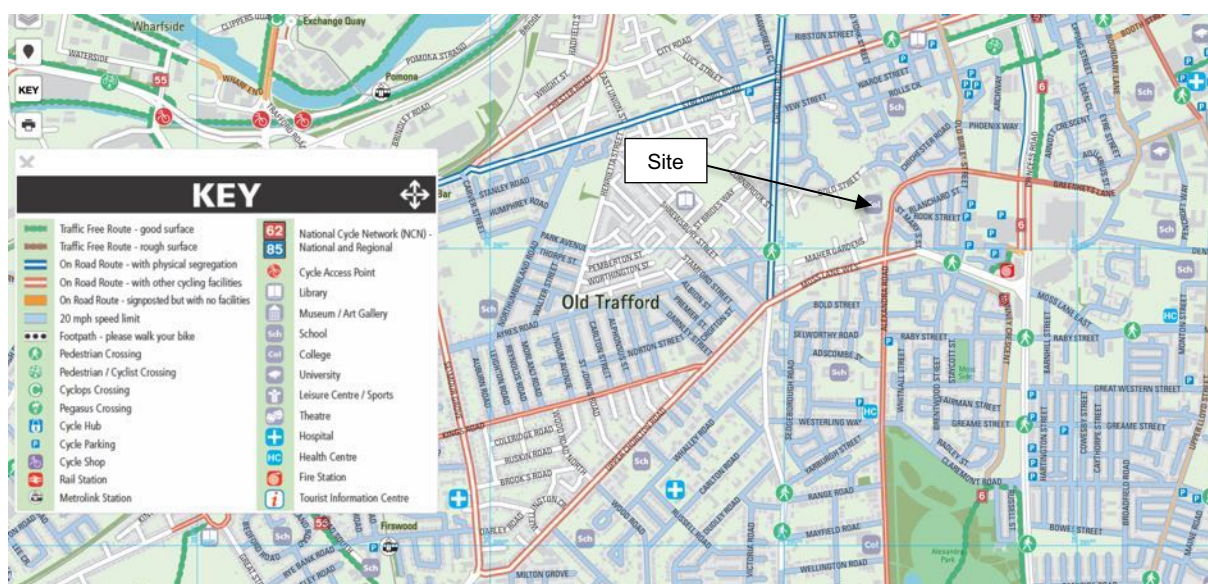


Figure 4.1: Cycle Network
[source: TfGM]

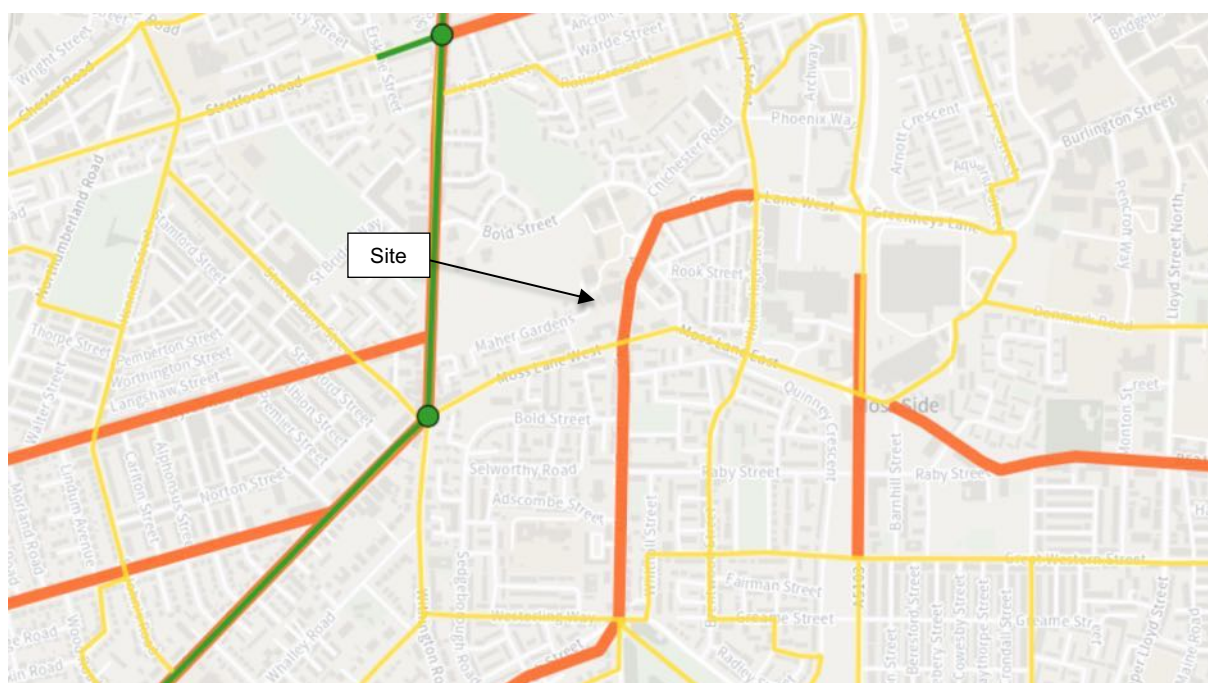


Figure 4.2: Bee Network
[source: Mapping GM]

- 4.12 The site is located within the [Cycle Hire Scheme Zone](https://beryl.cc/scheme/greater-manchester)⁵. Bikes are operated by Beryl and are available to hire via a dedicated phone app. The scheme launched in Summer 2022 providing

⁵ <https://beryl.cc/scheme/greater-manchester>

pedal bikes and e-bikes across Manchester, Salford, and Trafford. The nearest bike docks to the site are located on Moss Lane East and Chorlton Road.

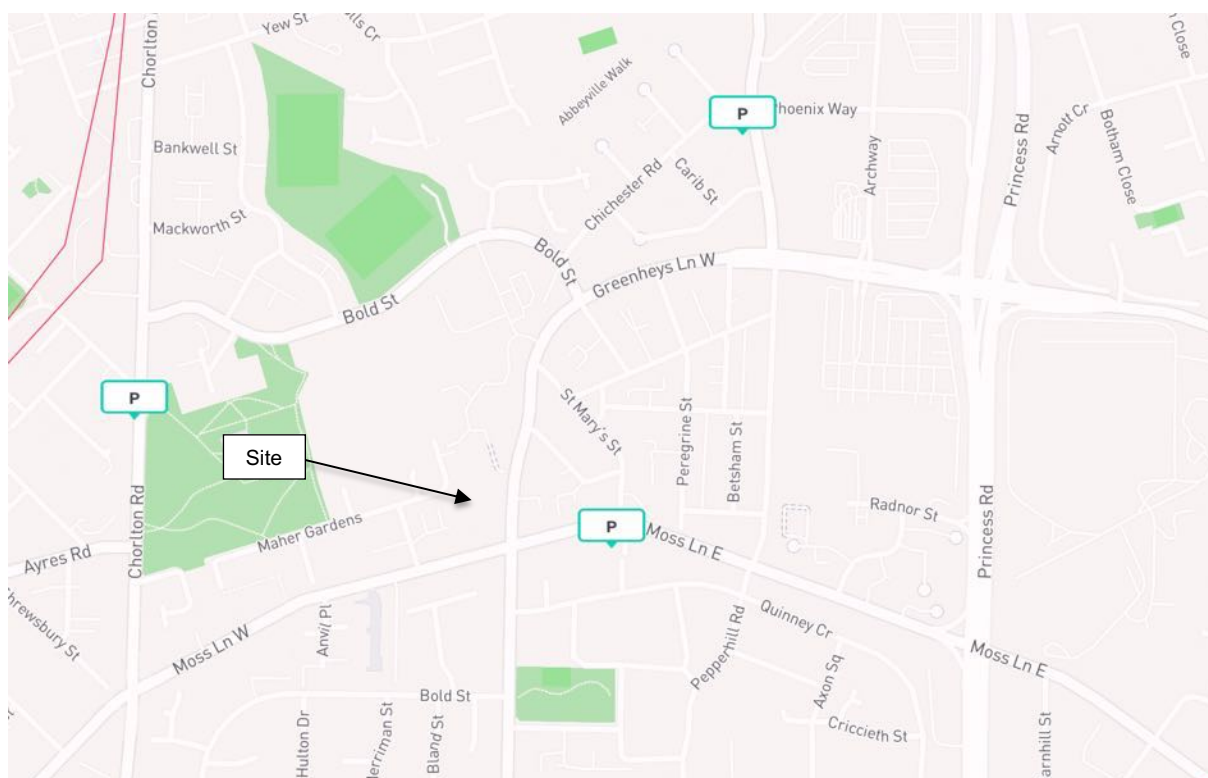


Figure 4.3: Bee Network
[source: TfGM]

Proposed Development Active Travel Measures

- 4.13 The pedestrian access arrangements will be as for the rest of the Campus and will be taken from the segregated access on Chichester Road South at the main entrance. Students based in the new building will access via the existing pedestrian routes through the Campus and new routes will be provided to link with the new area of Campus created by the development.
- 4.14 The development proposes the provision of tactile paving and dropped kerbs at the development site access junctions.
- 4.15 The development requires the existing footpaths across the site to be stopped up. An alternative route is provided via suitable width footways already present on Moss Lane West and will be supplemented with additional footway provision on the eastern side of Tamworth Street to replace the existing connection and make full footway provision to the site boundary, subject to confirmation of ownership.
- 4.16 The development will provide an additional 96 cycle parking spaces at the site, bringing the total site provision to 152 spaces.
- 4.17 The assessment shows that the site is well served by formal cycle routes that provide connections across the area to 20mph streets, segregated routes, and roads with formal cycle route provision.

Public Transport Audit

- 4.18 The nearest bus stops to the site are located on Chichester Road South. A northbound bus stop is located immediately adjacent to the main entrance and the southbound bus stop is located to the south of the junction with St Mary's Street. A further northbound bus stop is provided to the south on Chichester Road South, next to the development site and 140m from the main entrance. A further southbound stop is provided on Alexandra Road, 230m from the main entrance. Bus

stops are also provided on Moss Lane West, opposite the development site, and 280m from the main entrance.

- 4.19 [Dedicated student bus services](#)⁶ serve the Campus, and these are set out in Table 4.1. The timetables for the student bus services are attached as Appendix A.

No.	Locations Served
742	Burnage – Heaton Chapel – Levenshulme - Longsight
743	Heald Green – Gatley – Northenden – Didsbury – Withington
744	Eccles – Monton Green – Patricoft – Stretford
745	Walkden – Swinton – Pendlebury – Pendleton

Table 4.1: Dedicated Student Bus Services
[source: TfGM]

- 4.20 The site is also served by public service buses. Details of these services is provided in Table 4.2 and timetables are available from the [TfGM website](#)⁷.

No.	Route	Weekday (buses per hour / each way)		
		AM Peak	Daytime	PM Peak
15	Flixton – Urmston – Stretford – Manchester City Centre	4	3	3
85	Chorlton – Whalley Range – Manchester City Centre	4	4	4
85A	Arrowfield Estate – Chorlton – Hulme – Manchester City Centre	1	1	1
86	Chorlton – Brooks Bar – Manchester City Centre	8	5	5

Table 4.2: Public Bus Services
[source: TfGM]

- 4.21 The site is served by 13 buses during the day each way. These services provide frequent provision that can be used by staff and also students not served by the student bus routes.

Highway Network Audit

- 4.22 Chichester Road South routes north south along the eastern boundary of the site. In the vicinity of the site the road is 10m wide and is subject to a 20mph speed limit. Footways are provided on both sides of the carriageway with a typical width of above 2m. The footway widens at the main entrance at the site. Cycle lanes are in place on both sides of the carriageway and the road is a bus route corridor.
- 4.23 At its southern end, Chichester Road South meets Moss Lane West (B5219) at a signalised junction. The junction provides controlled crossings on all approaches, with tactile paving and dropped kerbs. Advance cycle stop line provision is in place.
- 4.24 Moss Lane West routes along the southern boundary of the site providing a connection west-east between Chorlton Road (B5218) and Princess Road (A5103). In the vicinity of the site Moss Lane

⁶ <https://tfgm.com/bus/timetables>

⁷ <https://tfgm.com/bus/timetables>

West is 11m wide with two lanes provided eastbound and one lane westbound. The road is subject to a 30mph speed limit. Footways of at least 2m are provided on both sides of the road. Cycle lanes are provided on both sides of the road along the site frontage. To the west of the site an eastbound bus lane is provided between Number 31 Moss Lane West and the Tamworth Street.

- 4.25 Tamworth Street is a residential street with a width of 7m. A 2m wide footway is provided on the western side of the road. No footway is in place on the eastern side of the road until north of the site access junction.
- 4.26 All of the roads providing access to the site benefit from street lighting.
- 4.27 Moss Lane West in the vicinity of the site is subject to Traffic Regulation Orders (TRO) in form of double yellow line controls. To the west of the junction with Tamworth Street, a bus lane is in place on the northern side of the road (eastbound).
- 4.28 Junction protection zone double yellow line controls are in place on Tamworth Street at the junction with Moss Lane West. There are no TRO controls on Tamworth Street north of the protection zone or on Maher Gardens.
- 4.29 Double yellow line controls are in place on Chichester Road South north to the junction with Parsonage Street. North of this point double yellow line controls are in place on the western carriageway edge, with no controls on the eastern carriageway edge other than at junction protection zones. While there are no control markings in place in this location there is a cycle lane present with a solid white line, which drivers are not allowed to cross and therefore cannot park on.
- 4.30 The areas to the north and east of the College sit in Resident Parking Zones. Parking is permitted in Zone H1 (purple area) is permitted for resident permit holders and short stay parking for two hours. Parking is permitted in Zone H4 (blue area) for resident permit holders and short stay parking for two hours. Parking is permitted in Zone H4 (green area) for resident permit holders and short stay parking for three hours.

Accessibility Assessment: Active Travel

- 4.31 DfT states that journeys up to 2km (a 25-minute walk time) provide an opportunity for walking to replace short car trips. Figure 4.4 shows a 2km catchment from the main entrance.
- 4.32 Figure 4.4 shows that the site is within a 2km walk of Hulme, Moss Side, Old Trafford, the City Centre, Chorlton on Medlock, and Whalley Range. Staff and students living within this area could walk to the Campus.
- 4.33 The site also relates well to district centre amenities at Hulme High Street, which is 300m from the site. The High Street provides numerous amenities, which includes food retail and non-food retail stores, a library, a leisure centre, a dentist, and an ATM.

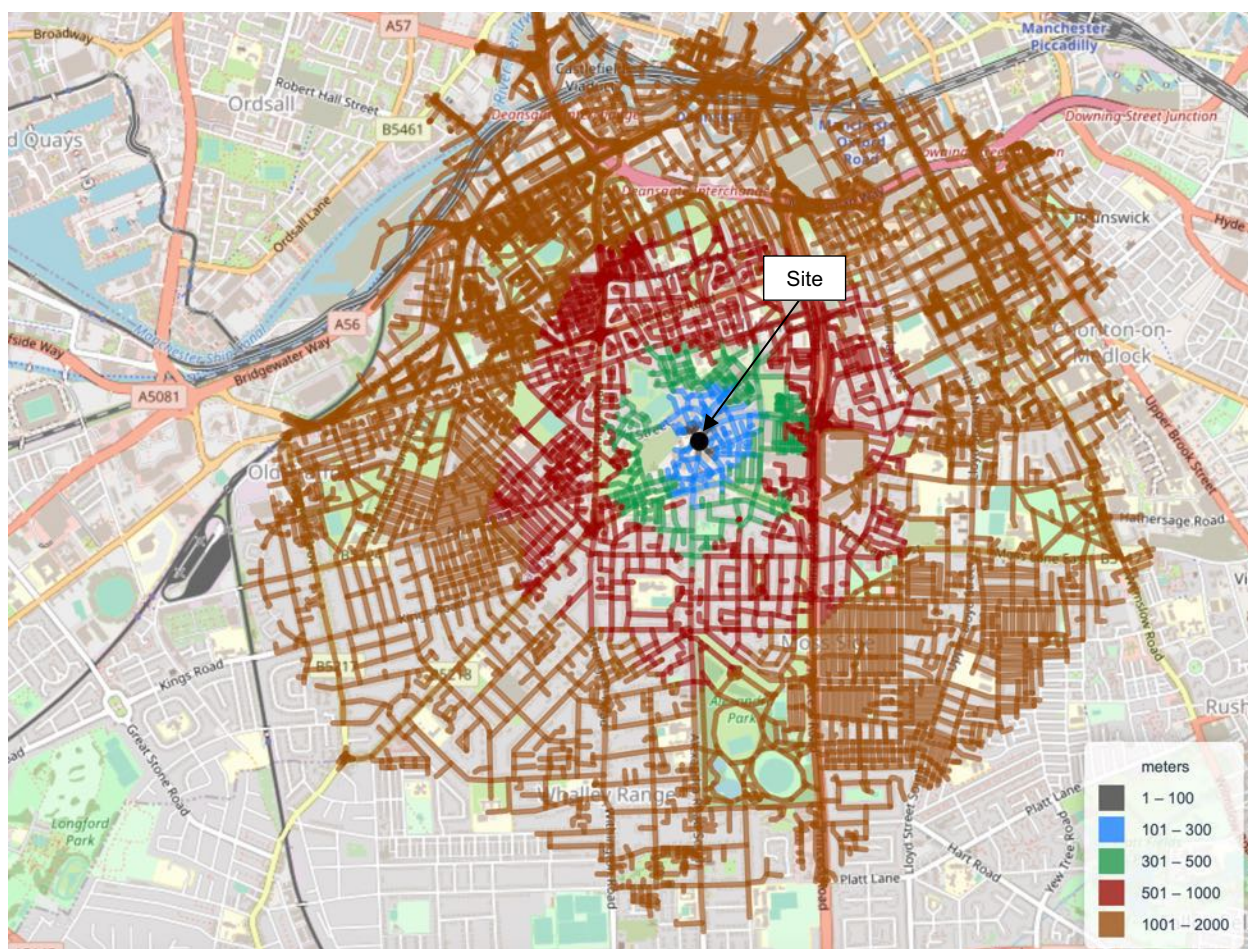


Figure 4.4: 2km Walking Catchment
[source: ISO4]

- 4.34 DfT states that cycling presents an opportunity to replace short car trips under 5km (15-minute cycle time). Figure 4.5 shows a 5km cycle catchment from the site.
- 4.35 Figure 4.5 shows that the city centre, Chorlton-on-Medlock, areas of south Salford, areas of Trafford, Chorlton and Didsbury are within a 5km cycle of the site.
- 4.36 The assessment confirms that all areas of the site are within accepted walk distances of local amenities and services.

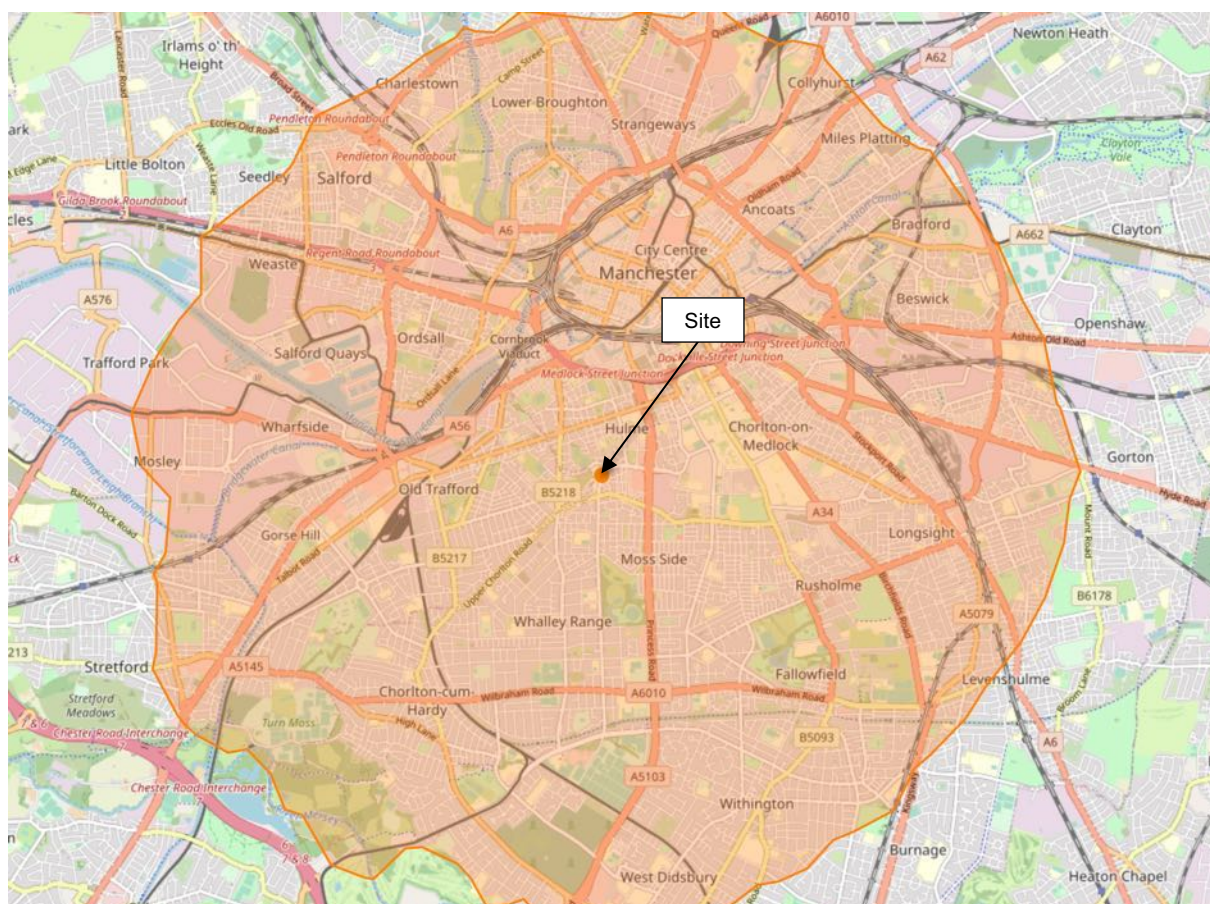


Figure 4.5: 5km Cycling Catchment
[source: ISO4]

Accessibility Assessment: Public Transport

- 4.37 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. This tool measures accessibility by public transport of a point of interest and provides a score between 1 and 8, where 1 is a low level of accessibility and 8 is the highest level of accessibility usually found in the city centre.
- 4.38 Figure 4.6 shows that the site has a GMAL of index of 7, which is a very high level of accessibility for a suburban area.
- 4.39 The assessment confirms that the site is well located for access by public transport.

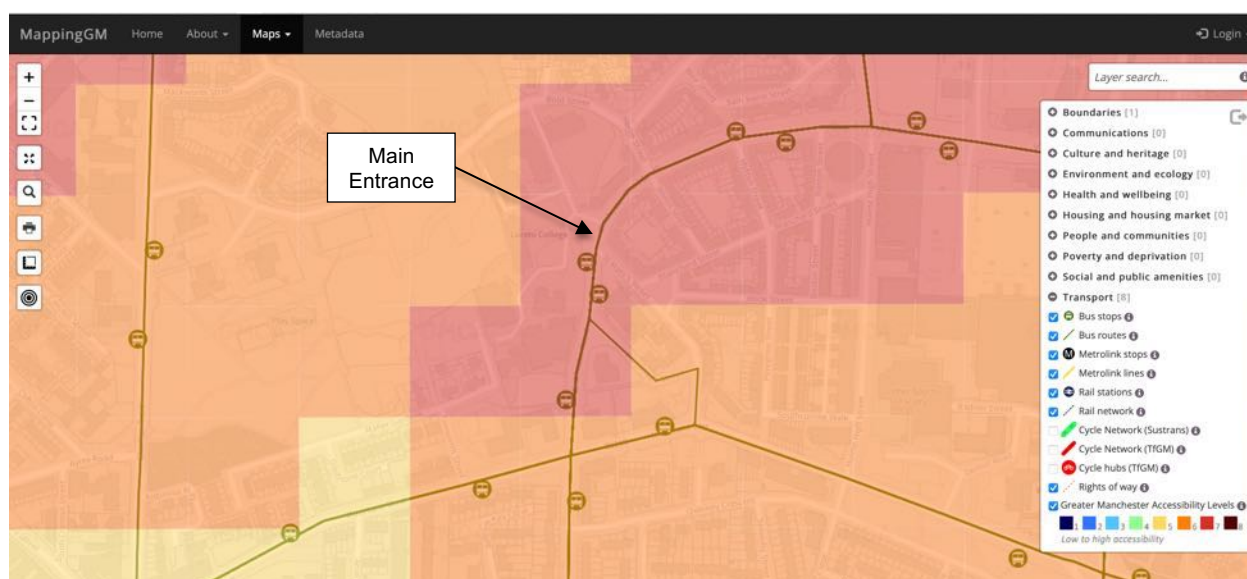


Figure 4.6: GMAL
[source: TfGM]

5 Surveyed Travel Patterns

Method

- 5.1 The College already collects student mode share data once a year. The data from the 2022 / 23 academic year has been used in the Travel Plan as the baseline against which the future progress of the Travel Plan will be assessed.
- 5.2 Between June and July 2023 surveys were undertaken to gather information staff travel patterns, again to allow a baseline to be set against which the progress of the Travel Plan would be assessed.
- 5.3 The surveys were undertaken using on-line ([Survey Monkey](https://www.surveymonkey.com)⁸) questionnaires. A copy of the questionnaire is attached as Appendix B. To incentivise completion, staff were offered the opportunity to enter a prize draw to win [High Street Shopping Vouchers](https://www.highstreetvouchers.com)⁹.

Response Rate

- 5.4 [Survey Monkey's](https://www.surveymonkey.com)¹⁰ online sample size calculator was used to determine the level of response required for a representative sample (95% confidence level / 5% margin of error).
- 5.5 Table 5.1 shows the required response rate for each survey and the actual response rate achieved.

	Responses	Rate Achieved	Rate Required
Staff	241	78%	55%
Students (2022 / 23)	506	84%	10%

Table 5.1: Response Rate

- 5.6 Table 5.1 confirms that more responses have been achieved for both surveys than are required to achieve representative sample.
- 5.7 A summary of the staff survey responses is attached as Appendix B.

⁸ <https://www.surveymonkey.com>

⁹ <https://www.highstreetvouchers.com>

¹⁰ <https://www.surveymonkey.co.uk/mp/sample-size-calculator/>

Mode Share

5.8 Tables 5.2 and 5.3 show the existing mode share of travel to the Campus.

Mode	Staff Responses
Walk	7%
Cycle	9%
Public Transport	12%
Motorbike	0%
Car Alone	62%
Car Share	9%

Table 5.2: Staff Mode Share

Mode	Student Responses
Walk	12%
Cycle	1%
Public Bus	68%
College Bus	7%
Train	2%
Taxi	0%
Car	10%
Motorbike	0%

Table 5.3: Student Mode Share

- 5.9 The glossary in Annex 2 of [NPPF](#)¹¹ provides advice on what vehicles are considered sustainable transport modes. These include walking, cycling, public transport, car sharing and ultra-low / zero emissions vehicles (including powered two wheelers).
- 5.10 Table 5.2 shows that the majority of staff travel to work by car, with 62% travelling alone and 9% car sharing. 12% of staff travel by public transport. There is clearly scope to increase the number of car sharers and, given the high level of accessibility of the site by bus, to increase public transport use.
- 5.11 Table 5.3 shows that 90% of students travel to the College by sustainable modes of travel, with the highest proportion of these using the bus (75% of respondents). This is unsurprising given the high quality of buses serving the site and the fact that most students will qualify for either [TfGM's Our Pass](#)¹² or [TfGM's Scholars Permit](#)¹³.

Bike Ownership

- 5.12 Table 5.4 shows the level of staff bike ownership. The survey shows that a high proportion of staff own a bike, offering opportunities to encourage greater take-up of this mode by staff.

¹¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

¹² <https://ourpass.co.uk>

¹³ https://tfgm.com/tickets-and-passes/discounted-and-free-travel/young-people/scholars-permit?utm_source=redirect&utm_medium=referral&utm_campaign=scholars_pass

	Bike Owners
Staff	45%

Table 5.4: Bike Ownership

Parking Arrangements

5.13 Staff were asked where they park their car if they drive to work.

Parking Location	Bike Owners
College Car Park	92%
Street – with permit	6%
Street – without permit	2%

Table 5.5: Parking Arrangements

5.14 Table 5.5 shows that the majority of staff park in the College parking areas.

Sustainable Travel Measures

5.15 Staff were asked what would encourage them to travel more sustainably.

Mode Change	Responses
Better information on alternatives	8%
More information on public transport ticket schemes	8%
Car sharing scheme	17%
A scheme to help pay for public transport tickets or a new bike	31%
Cycle training	5%
Priority parking for car sharers	2%
More cycle parking at the College	5%
Electric vehicle salary sacrifice scheme	22%
None of the above	28%

Table 5.5: Sustainable Travel Measures

5.16 Table 5.5 shows that staff would be more inclined to travel more sustainably if a scheme was introduced to help pay for public transport tickets or a new bike. The College also provides a [Cycle to Work Scheme](#)¹⁴. This will be promoted as part of the Travel Plan and the College will investigate setting up a scheme to assist staff purchasing public transport, further details of this are provided in Section 7.

5.17 71% of staff currently travel to work by car and only 9% of respondents' car share. A high proportion of respondents have indicated that they would consider car sharing if a scheme was set up at the site. Providing a car share scheme has the advantages of reducing demand for

¹⁴ <https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>

parking at the site and reducing the environmental effects of car use. Further details on measures that will be introduced as part of the Travel Plan are set out in Section 7.

- 5.18 The College is already investigating setting up a salary sacrifice scheme to assist with the purchase of electric vehicles.
- 5.19 The above findings have been fed through to the measures set out later in the Plan.

6 Management & Communication Measures

Management Strategy

- 6.1 The following measures will be used to manage the Travel Plan.

Initiative	Description
Travel Plan Co-ordinator	A Travel Plan Co-ordinator has been appointed to manage the day-to-day operation of the Travel Plan.
Steering Group	The Travel Plan Co-ordinator will set up a Steering Group made up of internal / external stakeholders.
Ideas Factories	The Travel Plan Co-ordinator will consider setting up Ideas Factories.
Travel Choices Network	The Travel Plan Co-ordinator will register the site with TfGM's Travel Choices Network.

Table 6.1: Management Initiatives

Travel Plan Co-ordinator

- 6.2 Ultimate responsibility for the Travel Plan will be with the College and management team have been involved in the preparation of the Travel Plan and is committed to the effective implementation of the Travel Plan.
- 6.3 DfT guidance states that at all times a named individual needs to be responsible for leading the delivery of the Travel Plan¹⁵. A Travel Plan Co-ordinator has been identified for the site and contact details are provided below:

Luke Prosser
Sustainability & Environment Manager
lprosser@loreto.ac.uk

- 6.4 The primary leadership for implementing the Travel Plan will be the Travel Plan Co-ordinator. The Travel Plan Co-ordinator will work in partnership with the College management team and other stakeholders and will be responsible for the day-to-day running of the Travel Plan and will also develop, implement, and monitor the Travel Plan's effectiveness. The Co-ordinator will form the main point of contact for site users, the Council, and the surrounding community. The Co-ordinator will also be responsible for raising awareness and marketing the Travel Plan and monitoring its effectiveness.
- 6.5 In summary, the Travel Plan Co-ordinator's main responsibilities will include:
 - Looking after the day-to-day operation of the Travel Plan
 - Providing a point of contact for site users and the Council
 - Engaging with site users on travel related matters
 - Implementing the Travel Plan measures
 - Managing and co-ordinating the Travel Plan
 - Updating Travel Plan materials, including website travel pages and travel noticeboards / information points
 - Promoting travel campaigns and service updates by email
 - Monitoring the performance of the Travel Plan and reporting to the Council
 - Setting up the Steering Group / Ideas Factories

¹⁵ Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process

- 6.6 Should the Travel Plan Co-ordinator change, responsibility for the Travel Plan will be handed over to the successor. Contact details for the successor will be provided to the Council in a timely manner (within three months) to allow the Travel Plan to continue uninterrupted at the site.
- 6.7 Should the College's interest in the Campus 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 in a timely manner to allow the Travel Plan to continue uninterrupted at the site.

Steering Group & Ideas Factories

- 6.8 The Travel Plan Co-ordinator will set up a Steering Group that will include representatives of staff, student, and management bodies. The Steering Group will meet at least once a year to discuss the progress of the Plan and any travel issues and opportunities that have arisen since the last meeting.
- 6.9 The College will engage with important external bodies (the Council and TfGM) regarding travel matters to the campus. Collaboration with these bodies will be important to the success of the Travel Plan and should occur on a regular basis. The stakeholders should be invited to join the Steering Group.
- 6.10 Consideration will also be given to setting up specific focus groups (Ideas Factories) to allow grass roots involvement from staff and students. In the first instance, the following Ideas Factories will be considered:
- Bicycle User Group
 - Walking Buddy Group

Travel Choices Network

- 6.11 TfGM runs a free initiative called [Travel Choices](https://tfgm.com/travel-choices)¹⁶ which provides guidance, assistance and details of any small grants that are available, to help employers across Greater Manchester adopt Travel Plan measures. TfGM recommends the use of Travel Choices for employers with over 50 staff.
- 6.12 Members of the Travel Choices network also benefit from regular training workshops, monthly newsletters, and flexible ticketing options. As part of this TfGM also provides downloadable resources that can be used to promote and market sustainable and active travel routes as part of the communications strategy (below).
- 6.13 The Travel Plan Co-ordinator will register the site with Travel Choices and will ensure that the College engages with the process.

Communications Strategy

- 6.14 The measures set out in Section 7 will be continually and clearly communicated to site users to maximise effectiveness and encourage greater levels of take-up. The Communications Strategy is a vital component of the Travel Plan as it will be used to ensure that staff / students 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.
- 6.15 Table 6.2 shows the measures that will be used in the communications strategy.

¹⁶ <https://tfgm.com/travel-choices>

Initiative	Description
Launch Day	Annual event to appraise new starters of the Travel Plan. Will be open to existing staff / students to allow reinforcement.
Website	A dedicated travel page will be provided on the website.
Noticeboard	A travel noticeboard will be developed in a prominent location.
Induction Packs	Induction packs will be provided to new staff and students.
Newsletters	Travel newsletters will be issued to staff and students every 6 months.
Local / National Campaigns	The Travel Plan Co-ordinator will promote local and national travel campaigns.

Table 6.2: Communications Initiatives

Annual Launch / Promotion Days

- 6.16 At the beginning of each academic year the College will launch the Travel Plan so that any new starters are aware of the strategy and their responsibilities as part of the College community. Existing staff / students and new staff / students will be invited to the event.

Website

- 6.17 The College maintains a publicly accessible [website](#)¹⁷ that currently includes information on public transport routes serving the site. The College will set up a separate webpage on the website that includes information on the purpose and objectives of the Travel Plan and also further detail on active and sustainable travel routes serving the site, including:
1. Links to [TfGM journey planning software](#)¹⁸
 2. Links to [Google Play](#)¹⁹ and [Apple Store](#)²⁰ Bee Network app
 3. Links to [TfGM travel alerts and updates software](#)²¹
 4. Links to [TfGM walking and cycling route maps](#)²²
 5. Links to [TfGM ticketing information](#)²³
 6. Links to [TfGM active travel tips](#)²⁴
- 6.18 The Travel Plan Co-ordinator will be responsible for ensuring that the webpage is maintained and kept up to date. It will also be used as a method of communicating information on the progress of the Travel Plan to staff, students and parents.
- 6.19 The College will also embed the promotion of public transport and active travel on intranet, using this as a means of marketing the objectives of the Travel Plan and specific initiatives to staff and students.

Induction Packs

- 6.20 The College will provide electronic induction packs to all new staff and students as part of the enrolment process. The induction packs will provide information on the ethos of the Travel Plan, it's objectives and targets. The travel packs will include similar information as set out above for the website. Sample travel packs for staff and students are attached as Appendices C and D.
- 6.21 The induction packs will be kept up to date so that they can be distributed as required.

¹⁷ <https://www.loreto.ac.uk/frequently-asked-questions/>

¹⁸ <https://tfgm.com/plan-a-journey>

¹⁹ <https://play.google.com/store/apps/details?id=com.tfgm.beenetwork>

²⁰ <https://apps.apple.com/gb/app/bee-network/id1669705230>

²¹ <https://tfgm.com/travel-updates>

²² <https://tfgm.pindarcreative.co.uk>

²³ <https://tfgm.com/tickets-and-passes/find-a-ticket>

²⁴ <https://beeactive.tfgm.com>

Travel Noticeboard

- 6.22 A travel noticeboard will be provided in a suitable location at the campus. The noticeboard will provide the same information as the website. The noticeboard will also be used to promote the Travel Plan and provide details of any changes to service provision. The noticeboard will also be used to alert colleague and students to any Travel Plan achievements following each monitoring period.

Newsletters

- 6.23 The College will prepare an electronic newsletter every six months that sets out the achievements and progress of the Travel Plan and any new initiatives or schemes that will be introduced. The newsletter will be issued to staff and students via email, and consideration will be given to sending paper copies to parents, guardians, and carers.

Local & National Travel Campaigns

- 6.24 The Travel Co-ordinator will promote local and national travel campaigns, such as those set out in Table 6.3.

Initiative	Date	Details	Contact
Big Walk and Wheel	March	UK's biggest walk / cycle / scoot to school event organised by Sustrans	https://bigwalkandwheel.org.uk
National Walking Month	May	Living Streets' initiative to encourage people to take to their feet	www.livingstreets.org.uk
Walk to Work / School Week	May	Raising awareness of benefits for walking to school and work	www.livingstreets.org.uk
National 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
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/
Road Safety Week	Nov	Annual community event aimed at inspiring people to promote road safety	www.roadsafetyweek.org.uk

Table 6.3: Local & National Travel Campaigns

7 Strategy Measures

Journey Planning Software

- 7.1 Staff and students will be encouraged to familiarise themselves with the following journey planning resources:
- [TfGM journey planning software](https://tfgm.com/plan-a-journey)²⁵
 - [Public transport maps](https://tfgm.com/maps)²⁶
 - [Active Travel route software](https://beeactive.tfgm.com)²⁷

²⁵ <https://tfgm.com/plan-a-journey>

²⁶ <https://tfgm.com/maps>

²⁷ <https://beeactive.tfgm.com>

- [Walking and cycling route maps](https://tfgm.pindarcreative.co.uk)²⁸
- Links to [Google Play](https://play.google.com/store/apps/details?id=com.tfgm.beenetwork)²⁹ and [Apple Store](https://apps.apple.com/gb/app/bee-network/id1669705230)³⁰ Bee Network app

- 7.2 The Travel Plan Co-ordinator will offer personalised journey planning service to staff at the campus.

Active Travel Measures

- 7.3 Table 7.1 shows the measures that will be used to encourage staff and students to travel more actively.

Initiative	Description
Active Travel Benefits	The Travel Plan Co-ordinator will promote the benefits of walking and cycling to staff and students 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.
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 schemes.
Cycle Repair Kit	The College will provide cycle repair kits that can be used by staff and students at the campus.
Ideas Factory	The Travel Plan Co-ordinator will consider setting up a Bicycle User Group and Walking Buddy Group
Cycle Hire	The Travel Plan Co-ordinator will provide information to staff and students on how they can hire a bike.
Cycle to Work Scheme	The Travel Plan Co-ordinator will advertise the Cycle to Work Scheme
Maintaining Momentum	The Travel Plan Co-ordinator will provide resources that can be used for competitions and to maintain interest in active travel.
Guaranteed Lift Home	Staff who walk or cycle to work will be offered a guaranteed lift home in the case of emergency or illness.

Table 7.1: Active Travel Initiatives

- 7.4 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.
- **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 school and work more relaxed and alert than those who travel by car.

- 7.5 Section 4 shows that the site is well located for access on foot or by cycle. The Travel Plan Co-ordinator will provide information to staff and students on existing pedestrian and cycle routes using the journey planning software set out earlier via the website, noticeboard, and induction packs.

²⁸ <https://tfgm.pindarcreative.co.uk>

²⁹ <https://play.google.com/store/apps/details?id=com.tfgm.beenetwork>

³⁰ <https://apps.apple.com/gb/app/bee-network/id1669705230>

- 7.6 As part of the development, additional cycle parking will be provided and localised enhancements to pedestrian infrastructure as set out in Section 2.
- 7.7 The Travel Plan Co-ordinator will provide walking and cycling safety tips by providing staff and students with resources provided by [TfGM](#)³¹, [GMWalking](#)³², [Sustrans](#)³³ and [Cycling UK](#)³⁴.
- 7.8 TfGM provides [cycle training sessions](#)³⁵ for adults and family groups. This scheme will be promoted to staff and students. The Travel Plan Co-ordinator will also investigate with TfGM offering site training sessions at the site.
- 7.9 The Travel Plan Co-ordinator will purchase cycle repair kits that can be held at the reception for use by staff and students.
- 7.10 The Travel Plan Co-ordinator will investigate the appetite for and feasibility of a Walking Buddy system so that people can find people to walk to the site with to increase confidence, and Bicycle User Group so that cyclists can meet to discuss opportunities and any barriers to cycling.
- 7.11 The Travel Plan Co-ordinator will provide information to staff and students 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](#)³⁶, [TfGM's Bike Libraries](#)³⁷ lending scheme, and a [number of charities](#)³⁸ that provide bike loan services.
- 7.12 The College already offers a [Cycle to Work Scheme](#)³⁹, but it is clear from the survey results that that not all staff are aware of this. The Travel Plan Co-ordinator will advertise the scheme using the measures set out in the communications strategy.
- 7.13 To maintain interest and momentum in active travel, the Travel Plan Co-ordinator will promote tools that can be used by colleagues and students to set themselves personal walking challenges, such as the [NHS Active 10](#)⁴⁰ app and [TfGM's 10 for 10 Challenge](#)⁴¹. The Travel Plan Co-ordinator will also promote events to encourage increased cycling such as [Love to Ride](#)⁴² to encourage new cycling journeys. As part of this bike riders log their mileage online, which contributes to a business leader board and gives riders the chance to win prizes.
- 7.14 Staff who walk or cycle to work will be offered a free lift home in the event of a personal emergency or illness.

Public Transport Measures

- 7.15 Table 7.1 shows the measures that will be used to encourage staff and students to travel more actively.

³¹ <https://beeactive.tfgm.com>

³² <https://gmwalking.co.uk>

³³ www.sustrans.org.uk/

³⁴ www.cyclinguk.org/

³⁵ <https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/>

³⁶ <https://beryl.cc/scheme/greater-manchester>

³⁷ <https://beeactive.tfgm.com/cycling/bike-libraries/>

³⁸ <https://beeactive.tfgm.com/cycling/get-a-bike/>

³⁹ <https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>

⁴⁰ <https://www.nhs.uk/better-health/get-active/>

⁴¹ <https://beeactive.tfgm.com/10-for-10/>

⁴² <https://www.lovetoride.net/gm>

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 staff and students are aware of TfGM ticketing arrangements.
Help to Buy	The Travel Plan Co-ordinator will investigate discounts that can be offered to staff to help with the purchase of season tickets.
Regular Review	The Travel Plan Co-ordinator will regularly review the TfGM database so that any service changes can be relayed to staff and students.
Guaranteed Lift Home	Staff who use public transport to travel to work will be offered a guaranteed lift home in the case of emergency or illness.

Table 7.2: Public Transport Initiatives

- 7.16 Section 4 shows that the site is well located for access by public transport. The Travel Plan Co-ordinator will use the information resource mechanism in the communications strategy to make sure that staff and students are aware of the travel choices available to them.
- 7.17 The Travel Plan Co-ordinator will provide information to students and parents / carers on the [TfGM's Our Pass](#)⁴³ or [TfGM's Scholars Permit](#)⁴⁴. Students will be helped with the application if required. The Travel Plan Co-ordinator will make sure that all staff are aware of ticketing arrangements available to staff using information from [TfGM ticketing information](#)⁴⁵.
- 7.18 The following ticketing incentives are currently offered in Greater Manchester:
- [Bus Travel](#)⁴⁶
Adult single fares are capped at £2 and day tickets capped at £5. Weekly adult tickets are available for £21. Individual bus operators may provide their own weekly bus ticket but the 7 Day Any Bus Adult travelcard allows travel all week with any operator in Greater Manchester.
 - [Tram Travel](#)⁴⁷
The Clipper ticket provides 10 days' travel for the price of 9 with journeys that can be taken over 56 days. The Contactless Early Bird Bonus saves money on travel before 7am on weekdays. Weekly Contactless is capped at £31 even if you travel in all zones.
 - [Train Travel](#)⁴⁸
The Flexi Season Ticket offers 8 days of travel in 28 days – anytime between two named stations.
- 7.19 The Travel Plan Co-ordinator will discuss with [TfGM's Travel Choices Network](#)⁴⁹ whether the College qualifies for a corporate discount for bulk season ticket purchase. The Travel Plan Co-ordinator will also discuss with the College management team opportunities to offer further financial assistance to staff to help with the purchase of season tickets.
- 7.20 Staff who use public transport to travel to work will be offered a free lift home in the event of a personal emergency or illness.

Sustainable Staff Car Travel

- 7.21 71% of staff travel to work by car, with only 9% of respondents stating that they car share. Car sharing is recognised as a method of achieving sustainable car use and is a good means of encouraging behaviour change for people that need to use their car or are reluctant to travel by public transport or active travel. Table 7.3 sets out the measures that will be used to encourage staff car sharing.

⁴³ <https://ourpass.co.uk>

⁴⁴ https://tfgm.com/tickets-and-passes/discounted-and-free-travel/young-people/scholars-permit?utm_source=redirect&utm_medium=referral&utm_campaign=scholars_pass

⁴⁵ <https://tfgm.com/tickets-and-passes/find-a-ticket>

⁴⁶ <https://tfgm.com/get-on-board>

⁴⁷ <https://tfgm.com/tickets-and-passes/ways-to-pay/smart-card>

⁴⁸ <https://www.northernrailway.co.uk/tickets/flexi>

⁴⁹ <https://tfgmbusinesstravel.exhibition.app/#board-5>

Initiative	Description
Car Share Database	The Travel Plan Co-ordinator will develop a Car Share Database to help staff find other people to share their journey with.
Car Share Priority Parking	The College will allocate car sharing spaces in prominent and favourable campus locations.
Guaranteed Lift Home	Staff who car share to travel to work will be offered a guaranteed lift home in the case of emergency or illness.
Electric Vehicles	The development will provide new EV charging facilities and the College is investigating a salary sacrifice scheme to help with EV purchase.

Table 7.3: Car Sharing Initiatives

- 7.22 The Travel Plan Co-ordinator will initially set up a simple car share database to help staff match with another member of staff. The Travel Plan Co-ordinator will also explore opportunities to set the College up on the [Mobility Ways](https://www.mobilityways.com/liftshare-for-work/)⁵⁰ database.
- 7.23 Car sharers will be offered priority parking spaces in the Chichester Road South car park.
- 7.24 Staff who car share with another member of staff to travel to work will be offered a free lift home in the event of a personal emergency or illness.
- 7.25 The development will provide nine new EV charging spaces at the campus (minimum 7kW) and the College is investigating introducing a salary sacrifice scheme to help with electric vehicle purchase.

Sustainable Student Car Travel

- 7.26 The majority of students currently travel to the site by sustainable modes of travel (90%). However, there are still measures that could be introduced to improve the sustainability of the 10% car journeys made by parents / carers dropping off students which will have positive benefits to congestion and air quality measures at the college gate.

Initiative	Description
Benefits of active / public transport travel	The Travel Plan Co-ordinator will ensure that parents / carers are aware of the non-car options available to students, including ticketing arrangements.
Sustainable driving practices	The Travel Plan Co-ordinator will provide parents / carers with information on sustainable driving practices as part of the induction pack.

Table 7.4: Sustainable Student Car Travel

- 7.27 The Travel Plan Co-ordinator will ensure that parents / carers are aware of the benefits of student active / public transport travel to the site and have resources to allow them to sustainably plan their students travel to the campus.
- 7.28 The Travel Plan Co-ordinator will provide the following information on sustainable car use to parents / carers. This information will be provided via the information resources underpinning the communications strategy.
- **Car Share**
Ask the college about car sharing with another family that also needs to drive and we will help you find someone you can car share with. This will reduce the number school cars on the roads, reduce environmental effects and reduce the cost of your school trips.
 - **Park Considerately**
Park where it is legal to do so and be considerate of other people in the area, particularly people walking and cycling. Try and park as far away from the college as you can, **it'll be quicker and safer for everyone.**
 - **Cold Starts**
Avoid leaving your engine ticking over for long periods. Drive off as soon as possible after starting as the car will warm up quicker and more efficiently.
 - **Idling**
If your engine is idling, you're not moving and therefore getting zero miles per gallon. If you have to wait in a traffic jam it's best to switch your engine off.
 - **Eco-Driving**

⁵⁰ <https://www.mobilityways.com/liftshare-for-work/>

Hard, fast driving uses more petrol and causes more tyre wear – leading to more pollution and higher motoring costs. Safe and controlled driving saves wear and tear and leads to better fuel economy.

- **Kill Your Speed**
Chichester Road South is a 20mph road and it is important for the safety of others that you abide by this speed. You should always be able to stop within the distance you can see ahead. Increased speed means increased fuel use.

Visitor Travel Measures

- 7.29 When meetings are arranged at the Campus, where possible, visitors will be provided with a weblink to [TfGM's journey planning software](#)⁵¹ so that they can investigate travelling by sustainable modes.

8 Monitoring & Review Measures

Monitoring Surveys

- 8.1 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.
- 8.2 Baseline travel surveys have already been undertaken and are set out in Section 5.
- 8.3 Travel surveys will be undertaken annually at the beginning of the academic year to monitor the progress of the Travel Plan. The surveys will be undertaken using the same method as the baseline surveys.
- 8.4 At the same time as the travel surveys an audit will be undertaken of the usage of the cycle and EV parking spaces. Other information will also be gathered to allow a picture of travel patterns and take-up of sustainable trip making to be established, including the number of people car sharing and the number of staff signed up to the Cycle to Work Scheme.
- 8.5 The following Key Performance Indicators (KPI) will also be used to monitor the progress of the Travel Plan:
- Number of staff / students travelling by car
 - Audit of the cycle / EV parking spaces
 - Number of staff car sharing
 - Number of staff signed up to the Cycle to Work Scheme
- 8.6 Following each monitoring survey period, a short report will be prepared for issue to the Council within three months of the survey. Information will also be shared with staff and students on the progress of the Plan during this period using the information resources set out in the communications strategy.
- 8.7 Every five years a full update to the Travel Plan will be undertaken and the new version will be issued to the Council within six months.

⁵¹ <https://tfgm.com>

Exercise	Key Information	Frequency	Responsibility
Baseline site user surveys	Data to be used to establish baseline trip patterns and to allow appropriate targets to be set	Already achieved	-
Monitoring surveys	Data to be used to establish progress of the Plan and review success of measures	Every year	Travel Plan Co-ordinator
Organise Steering Group Meeting	To review progress of the Plan and discuss any additional measures required	2 months after each monitoring survey period	Travel Plan Co-ordinator
Preparation of Monitoring Report for the Council	Set out mode share, targets, and any changes proposed to the Plan	3 months after each monitoring survey period	Travel Plan Co-ordinator
Preparation of marketing material to promote progress to site users	Set out achievements to date and any new initiatives to be adopted	3 months after each monitoring survey period	Travel Plan Co-ordinator
Update to Travel Plan	A full review and comprehensive update of the Travel Plan will be undertaken periodically	Every 5 years for the life of the Plan	Travel Plan Co-ordinator
Issue updated Travel Plan to the Council	Set out and agree mode share, targets, and any changes proposed to the Plan	6 months after the Travel Plan update	Travel Plan Co-ordinator

Table 8.1: Monitoring Plan

Baseline Travel Patterns

- 8.8 The 2023 travel surveys are the baseline against which the progress of the Travel Plan will be assessed. Table 8.2 provides a summary of the baseline sustainable and single occupancy mode shares for each site user type.

Mode	Staff	Students
Car	71% (total) 62% (single occupancy)	10%
Non-Car	28%	90%

Table 8.2: Baseline Travel Plans

Targets

- 8.9 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.
- 8.10 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.
- 8.11 The following Output Targets have already been achieved:
- Undertake colleague and student travel surveys
 - Prepare Travel Plan
 - Appoint Travel Plan Co-ordinator
 - Provide contact details of Travel Plan Co-ordinator to the Council
 - Prepare induction packs
- 8.12 The following additional Output Targets have been set:
- Prepare information for website and travel noticeboard, and regularly update

- Prepare information for travel newsletter at least twice a year
- Undertake monitoring surveys every year
- Arrange Steering Group meetings at least twice a year
- Prepare monitoring report and issue to the Council within three months of the monitoring survey
- Prepare staff and student Travel Plan update material within three months of the monitoring survey

8.13 The following Outcome Targets have been set for the first five years of the Travel Plan to meet the stated objectives of the Plan to reduce car use and increase sustainable trip making:

- Reduce staff single occupancy car use from 62% to 57%
- Maintain student car use at no higher than 10%

9 Action Plan & Funding

Budget

9.1 The anticipated relative, annual cost of each Travel Plan measure is set out in Table 9.1 based on the following criteria:

- **Low Cost**
Low costs primarily involve small costs in organising external meetings and the cost of staff time and internal resources. Low cost items are expected to cost up to £500.
- **Medium Cost**
Medium costs are small improvements and larger events which take more time to organise and carry out and need more implementation funding. Medium cost items are expected to cost up to £2,500.
- **High Cost**
High costs are sometimes longer term, more expensive costs. High cost initiatives are expected to cost over £2,500.

Funding Commitment

9.2 The College is committed to funding the costs required to ensure the continuous operation of the Travel Plan, including the costs associated with introducing the stated measures and also the costs associated with managing and communicating the Travel Plan. Funding will also be made available for the cost required for the Travel Plan Co-ordinator's time.

Timescales

9.3 The Action Plan in Table 9.1 also sets out the timescales for implementing each measures proposed. The following timescales are referred to:

- **Immediate**
To be actioned on adoption of the Travel Plan
- **Short Term**
To be completed within 18 months
- **Medium Term**
To be completed within 2-3 years
- **Long Term**
To be completed within 5 years
- **On-going**
An on-going item which spans the full life of the Travel Plan

Action Plan

9.4 Table 9.1 sets out the Action Plan for the Travel Plan.

Initiative	Description	Cost	Timescale	Responsibility
Travel Plan Co-ordinator	Appoint Travel Plan Co-ordinator.	Medium	Immediate	College
Steering Group	Explore the opportunities for a Steering Group.	Low	Immediate	Travel Plan Co-ordinator
	Arrange first Steering Group meeting	Low	Short-term	Travel Plan Co-ordinator
	Arrange Steering Group meetings twice a year	Low	On-going	Travel Plan Co-ordinator
Ideas Factories	Explore the opportunities for setting up a Bicycle User Group and Walking Buddy Group.	Low	Short-term	Travel Plan Co-ordinator
	Elect leaders for each group.	Low	Short-term	Travel Plan Co-ordinator
	Encourage people to attend using the communications strategy.	Low	On-going	Travel Plan Co-ordinator
Travel Choices Network	Register the site with TfGM's Travel Choices Network.	Low	Immediate	Travel Plan Co-ordinator
	Utilise Travel Choices Network resources to inform future Travel Plan measures.	Low	On-going	Travel Plan Co-ordinator
Launch Day	Arrange launch event to alert staff / students to existence of the Travel Plan.	Low	Immediate	Travel Plan Co-ordinator
	Arrange annual launch day and invite existing staff / students, and new staff / students.	Low	On-going	Travel Plan Co-ordinator
Website / Noticeboard	Provide a dedicated travel page on the website and travel noticeboard.	Low	Immediate	Travel Plan Co-ordinator
	Make sure noticeboard / travel page are kept up to date.	Low	On-going	Travel Plan Co-ordinator
Induction Packs	Induction packs will be provided to all existing staff and students as part of the Travel Plan launch.	Low	Short-term	Travel Plan Co-ordinator
	Induction packs will be provided to new staff and students.	Low	On-going	Travel Plan Co-ordinator
	Update packs every 6 months.	Low	On-going	Travel Plan Co-ordinator
Newsletters	Collate information for inclusion in travel newsletters.	Low	Immediate	Travel Plan Co-ordinator
	Discuss contents with Steering Group	Low	On-going	Travel Plan Co-ordinator

Initiative	Description	Cost	Timescale	Responsibility
	Distribute newsletters to students / staff every 6 months.	Low	On-going	Travel Plan Co-ordinator
Local / National Campaigns	The Travel Plan Co-ordinator will promote local and national travel campaigns.	Low	On-going	Travel Plan Co-ordinator
Active Travel Information	Distribute information on active travel routes to staff and students via communications strategy.	Low	Immediate	Travel Plan Co-ordinator
	Review active travel routes every 6 months and advertise any changes.	Low	On-going	Travel Plan Co-ordinator
New Infrastructure	The development will provide new pedestrian and cycle infrastructure.	High	Medium-term	College
Cycle Training	Provide information on TfGM's cycle training schemes.	Low	Short-term	Travel Plan Co-ordinator
	Discuss with TfGM arranging cycle training at the campus.	Medium	Medium-term	Travel Plan Co-ordinator
Cycle Repair Kit	The College will purchase and provide cycle repair kits that can be used by staff and students at the campus.	Low	Short-term	Travel Plan Co-ordinator
	Ensure support is offered from a knowledgeable member of staff wherever necessary.	Low	Short-term	Travel Plan Co-ordinator
	Ensure that the kit is present and replaced as necessary.	Low	On-going	Travel Plan Co-ordinator
Cycle Hire	Provide information on TfGM's bike hire and bike libraries to staff and students.	Low	On-going	Travel Plan Co-ordinator
Cycle to Work Scheme	Prepare marketing material to promote Cycle to Work Scheme.	Low	Immediate	Travel Plan Co-ordinator
Maintaining Momentum	Provide resources that can be used for competitions and to maintain interest in active travel.	Low	Short-term	Travel Plan Co-ordinator

Initiative	Description	Cost	Timescale	Responsibility
Ticketing Arrangements	Advertise and promote public transport ticketing arrangements to staff and students.	Low	Immediate	Travel Plan Co-ordinator
	Review ticket prices every 6 months and re-advertise if any changes.	Low	On-going	Travel Plan Co-ordinator
Help to Buy	Investigate discounts that can be offered to staff to help with the purchase of season tickets using existing TfGM regimes.	Low	Immediate	Travel Plan Co-ordinator
	Explore further discounts that could be offered by the College for staff ticket purchase.	High	Medium-term	Travel Plan Co-ordinator
Public Transport Information	Distribute information on public transport routes to staff and students via communications strategy.	Low	Immediate	Travel Plan Co-ordinator
	Review public transport services and walking and cycling routes every 6 months and advertise any changes.	Low	On-going	Travel Plan Co-ordinator
Car Share Database	Set up a simple staff car share database.	Low	Short-term	Travel Plan Co-ordinator
	Distribute information on car share scheme using communications strategy.	Low	Short-term	Travel Plan Co-ordinator
	Hold regular car sharing events (at least once a year) to maintain momentum.	Low	On-going	Travel Plan Co-ordinator
	Explore using Mobility Ways car share database.	Medium	Medium-term	Travel Plan Co-ordinator
Car Share Priority Parking	Explore allocating priority parking spaces for car sharers.	Low	Short-term	Travel Plan Co-ordinator
Guaranteed Lift Home	Offer staff who travel sustainably to work will be offered a guaranteed lift home in the case of emergency or illness.	Medium	Short-term	Travel Plan Co-ordinator
Electric Vehicles	Provide EV charging facilities as part of new development.	High	Medium-term	College

Initiative	Description	Cost	Timescale	Responsibility
	Explore Salary Sacrifice for EV purchase.	High	Long-term	College
Sustainable driving practices	Promote sustainable driving practices to parents / carers via communications strategy.	Low	Immediate	Travel Plan Co-ordinator
Annual Monitoring	Organise staff and student surveys and collect other KPI information.	Low	On-going	Travel Plan Co-ordinator
	Analyse survey results.	Medium	On-going	Travel Plan Co-ordinator
	Prepare monitoring report.	Low	On-going	Travel Plan Co-ordinator
	Meet with Steering Group.	Low	On-going	Travel Plan Co-ordinator
	Prepare marketing material to promote Travel Plan progress to staff and students.	Low	On-going	Travel Plan Co-ordinator
Update Travel Plan	Every 5 years undertake a full review of the Plan and provide a full text update.	Low	On-going	Travel Plan Co-ordinator

Table 9.1: Action Plan

Appendix A

Loreto College 0900 - 1600

Effective 1 September 2023

Changes to School Services as of 1st September 2023.

Service 745: Afternoon journey now operated by Stagecoach Manchester.

Burnage - Heaton Chapel - Levenshulme – Longsight – Loreto College Service 742

Minimum Capacity: Operator Code:	90 SM	90 SM	Minimum Capacity: Operator Code:	85 SM
Burnage, Academy		0746	Loreto College	1615
Clifton Road/Heaton Moor Road		0750	Rusholme, Lidl	1622
Heaton Chapel Station		0753	Longsight, Library	1633
Levenshulme, St Peters Church	0805	0808	Levenshulme, St Peters Church	1641
Longsight, Library	0815	0818	Heaton Chapel Station	1651
Rusholme, Lidl	0826	0829	Clifton Road/Heaton Moor Road	1653
Loreto College	0842	0845	Burnage, Green End	1659

Service 742 route: From Burnage, Academy via Burnage Lane, Mauldeth Road, Clifton Road, Heaton Moor Road, Wellington Road North, Stockport Road, Plymouth Grove, Hathersage Road, Oxford Road, Moss Lane East, Chichester Road South **to Loreto College**. **Returning from Loreto College** via Chichester Road South, Moss Lane East, Oxford Road, Hathersage Road, Plymouth Grove, Stockport Road, Wellington Road North, Manchester Road, School Lane, Heaton Moor Road, Clifton Lane, Mauldeth Road **to Burnage, Green End**.

Heald Green - Gatley - Northenden - Didsbury – Withington – Loreto College Service 743

Minimum Capacity: Operator Code:	86 SM	Minimum Capacity: Operator Code:	86 SM
Heald Green, Styal Rd/Brown La	0730	Loreto College	1610
Silverdale Road Shops	0740	Withington, Library	1626
Gatley, War Memorial	0752	Didsbury, Library	1631
Northenden, Brett Street	0756	Northenden, Brett Street	1640
Didsbury, Library	0804	Gatley, Church Road	1648
Withington, St Pauls	0813	Heald Green, Beefeater	1656
Loreto College	0840	Silverdale Road Shops	1708
		Gatley, Railway Station	1713

Service 743 route: From Heald Green, Styal Road/Brown Lane via Styal Road, Finney Lane, St Ann's Road North, Silverdale Road, Foxland Road, Springfield Road, Gatley Road, Northenden Road, Altrincham Road, Longley Lane, Royle Green Road, Church Road, Palatine Road, Barlow Moor Road, Wilmslow Road, Burton Road, Yew Tree Road, Wilbraham Road, Alexandra Road South, Alexandra Road, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Gatley Road then Church Road, Styal Road, Finney Lane, St Ann's Road North, Silverdale Road, Foxland Road, Springfield Road to Gatley Station.

Loreto College (continued)

Eccles - Monton Green - Patricroft – Stretford – Loreto College	Service 744
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Minimum Capacity: Operator Code:	52 BEV	Minimum Capacity: Operator Code:	52 BEV
Eccles, Albert Street	0739	Loreto College	1615
Monton Green	0744	Derbyshire Lane/Chester Rd	1631
Patricroft Bridge	0752	Davyhulme Circle	1641
Davyhulme, Circle	0802	Patricroft Bridge	1650
Derbyshire Lane/Chester Rd	0814	Monton Green	1657
Loreto College	0830	Eccles, Albert Street	1708

Service 744 route: From Eccles, Albert Street via Monton Road, Peel Street, Albert Road, Wellington Road, Monton Road, Monton Green, Parrin Lane, Worsley Road, Barton Road, Redclyffe Road, Trafford Boulevard, Barton Road, Lostock Road, Barton Road, Derbyshire Lane, Chester Road, Talbot Road, Great Stone Road, Kings Road, Upper Chorlton Road, Moss Lane West, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Chester Road, Davyhulme Road, Moss Road, Derbyshire Lane and outward route reversed to Albert Road **to Eccles, Albert Street**.

Walkden - Swinton - Pendlebury - Irlams o' th' Height – Pendleton – Loreto College	Service 745
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Minimum Capacity: Operator Code:	75 GNW	Minimum Capacity: Operator Code:	86 SM
East Lancs Road/Old Clough Lane	0728	Loreto College	1610
East Lancs Road (Hello Hotel)	0735	Pendleton, Tesco	1638
Swinton, Shopping Centre	0740	Irlams o' th' Height, Aldi	1647
Pendlebury, Health Centre	0745	Pendlebury, Health Centre	1703
Irlam o' th' Height, Aldi	0756	Swinton, Shopping Centre	1708
Pendleton, Tesco	0806	East Lancs Road (Hello Hotel)	1721
Loreto College	0840	East Lancs Road/Old Clough Lane	1727

Service 745 route: From Walkden, East Lancs Road/Old Clough Lane via East Lancs Road, Worsley Road, Partington Lane, Station Road, Bolton Road, Daisy Bank Avenue, Bolton Road, Langworthy Road, Seedley Road, Fitzwarren Street, Liverpool Street, Langworthy Road, South Langworthy Road, Broadway, Trafford Road, Chester Road, Stretford Road, Chorlton Road, Moss Lane West, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Bolton Road, Station Road, Partington Lane, Worsley Road, East Lancs Road **to Walkden, East Lancs Road/Old Clough Lane**.

Appendix B



Staff Travel Survey

We are conducting a Staff Travel Survey to understand how you currently travel to campus and to collect other information on things that impact your travel arrangements. The data we collect will be used to help develop an accurate Travel Plan for our staff and students. The Travel Plan will help us to make decisions that will ensure both you and future staff have access to the best possible facilities and working environment.

The survey should take less than 5 minutes of your time and all of the information you provide will be treated confidentially and will only be used for the Travel Plans.

To thank you for your support everyone who completes the survey will have the opportunity to be entered into a prize draw and a chance to win a £50 High Street Shopping voucher. To be entered into the prize draw please provide your contact details at the end of the survey. Your details will be kept confidential and will only be used for the prize draw and will not be used within the survey reporting or analysis.

The survey is anonymous with the only personal data collected being your home postcode, and email address if you choose to enter the prize draw. Once we have completed the analysis of the survey data all postcode and email data will be removed from our systems.

Thank you for your support.

1. Please provide your home postcode

2. Do you work in a teaching or an enabling / support role?

☐ Teaching Role

☐ Enabling / Support Role

3. Do you work full time or part time?

☐ Full time

☐ Part time

4. What days of the week do you normally work? [Please tick all the days that apply to you]

☐ Monday

☐ Thursday

☐ Tuesday

☐ Friday

☐ Wednesday

5. What time do you usually arrive at work?

☐ Before 8am

☐ 9am to 10am

☐ 8am to 9am

☐ After 10am

6. What time do you usually leave work?

☐ Before 4pm

☐ 5pm to 6pm

☐ 4pm to 5pm

☐ After 6pm

7. How do you usually travel to work? [Please tell us the mode you use for the majority of your journey]

☐ Car (as driver on your own)

☐ Train

☐ Car (as driver with passengers)

☐ Cycle

☐ Car (as passenger)

☐ Foot

☐ Bus

☐ Motorbike or other powered two-wheeler

☐ Tram

☐ Taxi

☐ Other (please specify)

8. Do you work from home?

☐ Yes

☐ No

9. If you work from home please tell us how many days a week you do this [Please tick all the days that apply to you and only answer this question if you work from home]

☐ Monday

☐ Thursday

☐ Tuesday

☐ Friday

☐ Wednesday

10. Do you own a bike?

☐ Yes

☐ No

11. If you currently drive to work where do you usually park your car? [Please only answer this question if you are a car driver]

☐ College car park

☐ On street with a parking permit

☐ Other non-College car park

☐ On street without a parking permit

12. Do you have a long standing illness / disability or caring responsibilities that affect the way you travel?

☐ Yes

☐ I'd rather not say

☐ No

13. Why do you use the mode of travel you use at the moment? [Please provide your main reason]

☐ Convenience

☐ Health reasons

☐ Cost

☐ Sustainability

☐ Time savings

Other (please specify)

14. What measures would encourage you to travel more sustainably? [Please choose up to 3 measures]

- | | |
|---|---|
| ☐ Better information on alternative modes of travel | ☐ More flexible working hours |
| ☐ More information on public transport ticket schemes | ☐ Priority parking for car sharers |
| ☐ A college car sharing scheme | ☐ More cycle parking at the college |
| ☐ A scheme to help pay for public transport season tickets or a new bike | ☐ Electric vehicle salary sacrifice scheme through the college |
| ☐ Cycle training | ☐ None of the above |

Other (please specify)

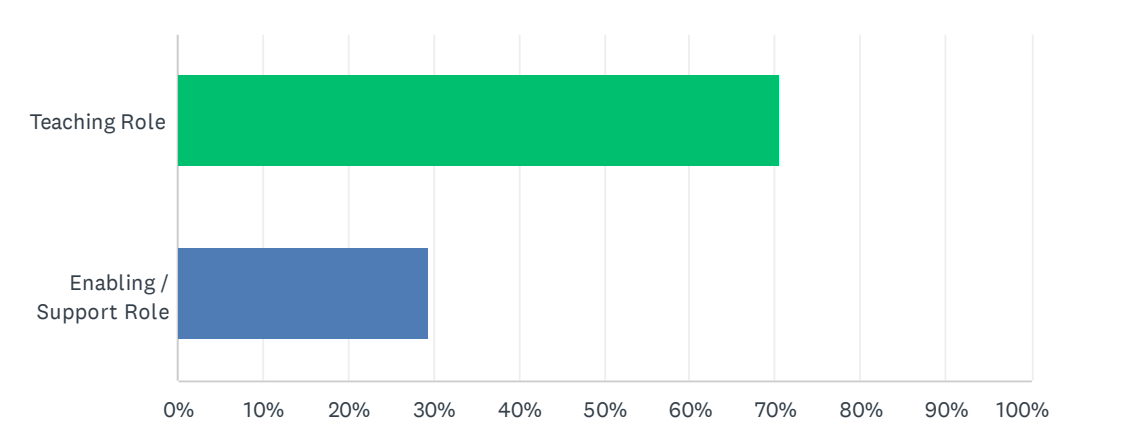
15. If you would like to be entered into our prize drawer for the chance to win a £50 High Street Shopping Voucher, please provide your email address.

Q1 Please provide your home postcode

Answered: 241 Skipped: 0

Q2 Do you work in a teaching or an enabling / support role?

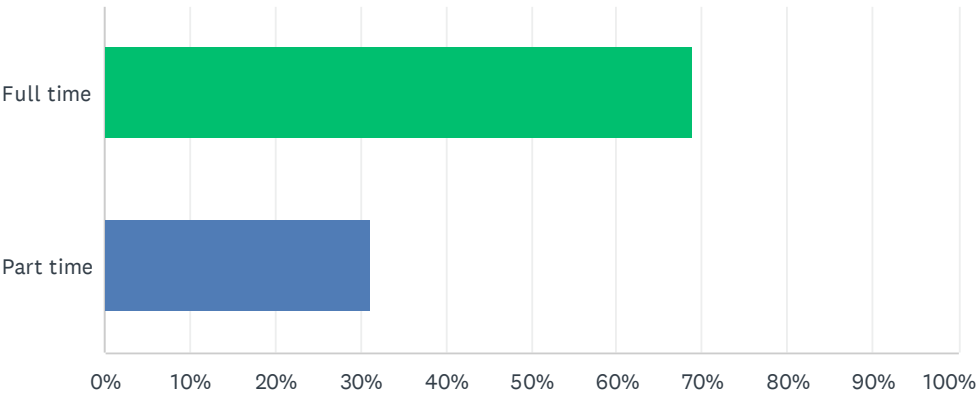
Answered: 241 Skipped: 0



ANSWER CHOICES		RESPONSES	
Teaching Role		70.54%	170
Enabling / Support Role		29.46%	71
TOTAL			241

Q3 Do you work full time or part time?

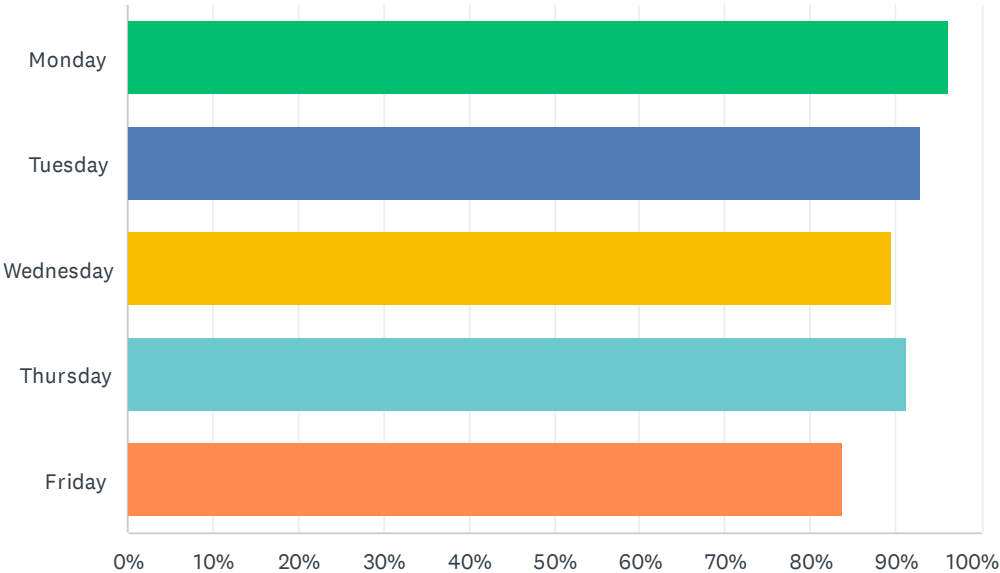
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Full time	68.88%	166
Part time	31.12%	75
TOTAL		241

Q4 What days of the week do you normally work? [Please tick all the days that apply to you]

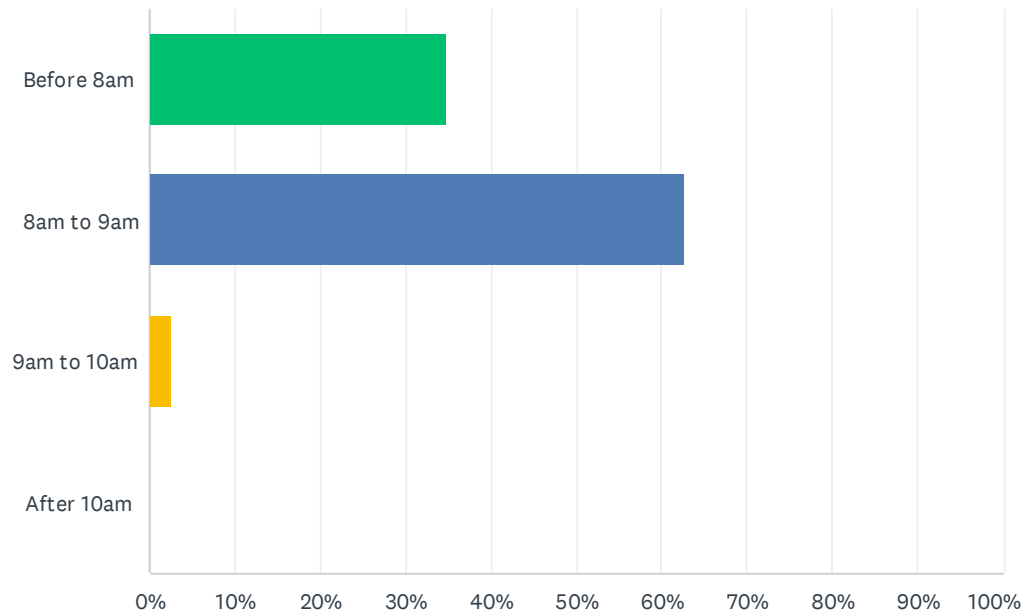
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Monday	96.27%	232
Tuesday	92.95%	224
Wednesday	89.63%	216
Thursday	91.29%	220
Friday	83.82%	202
Total Respondents: 241		

Q5 What time do you usually arrive at work?

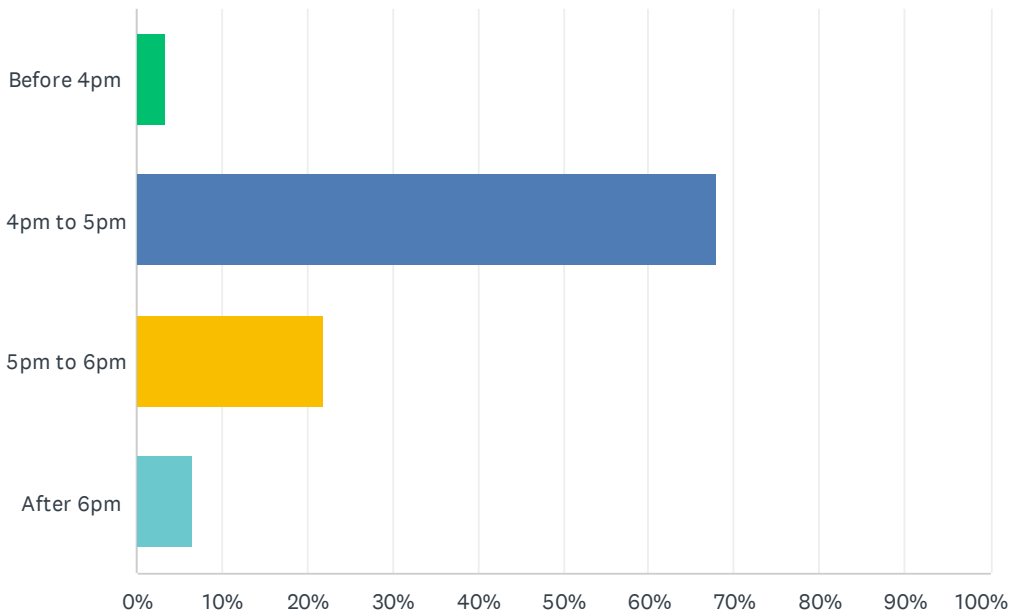
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Before 8am	34.85%	84
8am to 9am	62.66%	151
9am to 10am	2.49%	6
After 10am	0.00%	0
TOTAL		241

Q6 What time do you usually leave work?

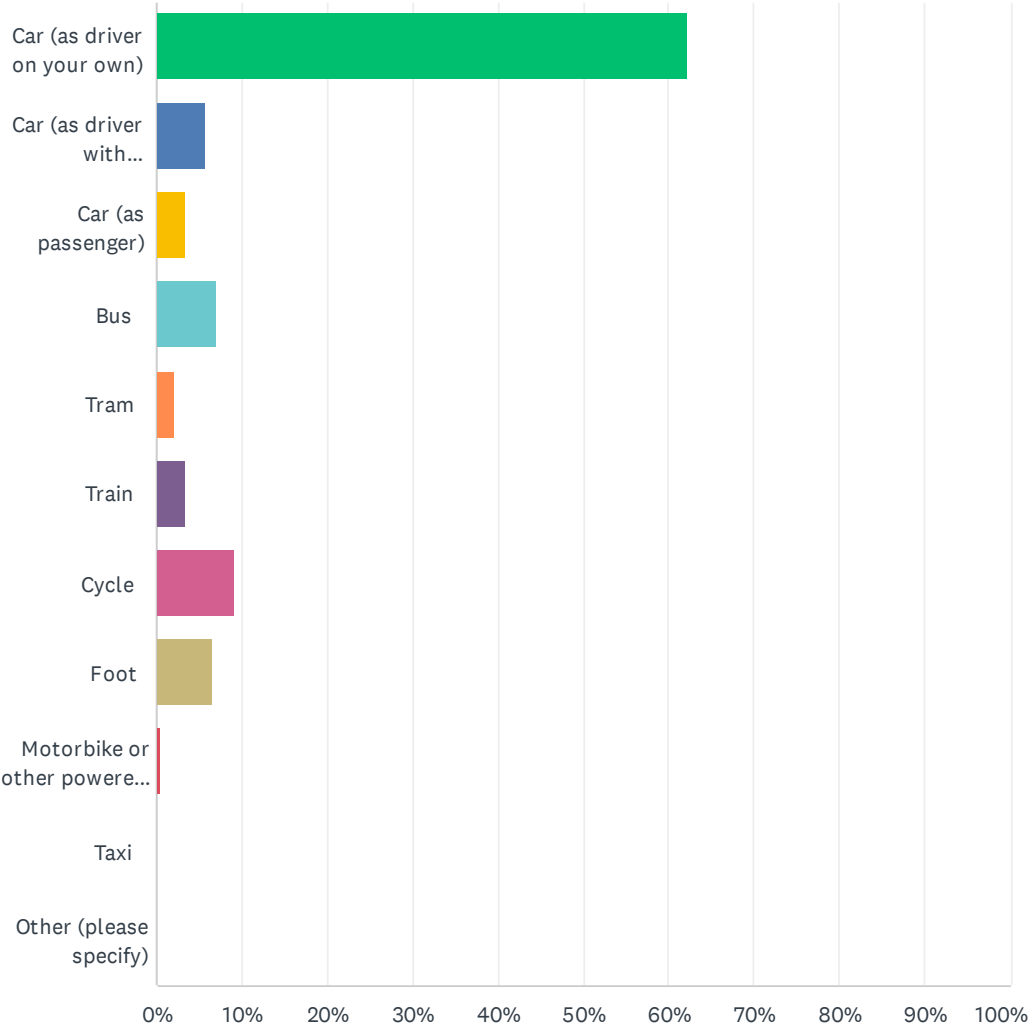
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Before 4pm	3.32%	8
4pm to 5pm	68.05%	164
5pm to 6pm	21.99%	53
After 6pm	6.64%	16
TOTAL		241

Q7 How do you usually travel to work? [Please tell us the mode you use for the majority of your journey]

Answered: 241 Skipped: 0

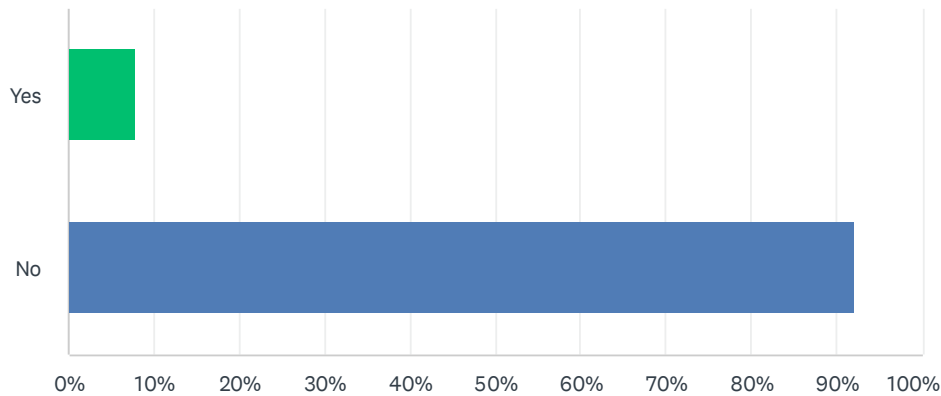


Loreto College

ANSWER CHOICES	RESPONSES	
Car (as driver on your own)	62.24%	150
Car (as driver with passengers)	5.81%	14
Car (as passenger)	3.32%	8
Bus	7.05%	17
Tram	2.07%	5
Train	3.32%	8
Cycle	9.13%	22
Foot	6.64%	16
Motorbike or other powered two-wheeler	0.41%	1
Taxi	0.00%	0
Other (please specify)	0.00%	0
TOTAL		241

Q8 Do you work from home?

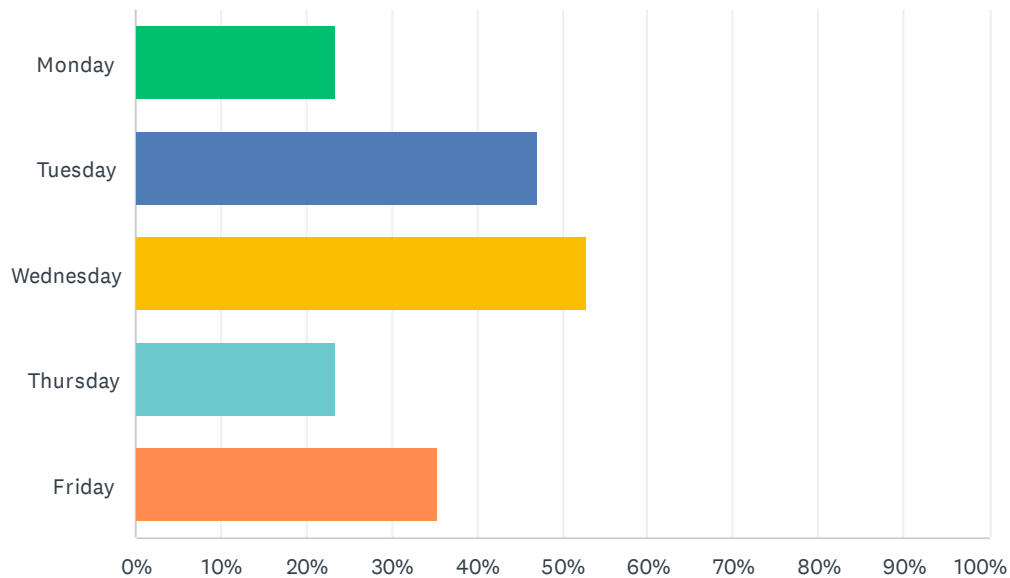
Answered: 241 Skipped: 0



ANSWER CHOICES		RESPONSES	
Yes		7.88%	19
No		92.12%	222
TOTAL			241

Q9 If you work from home please tell us how many days a week you do this [Please tick all the days that apply to you and only answer this question if you work from home]

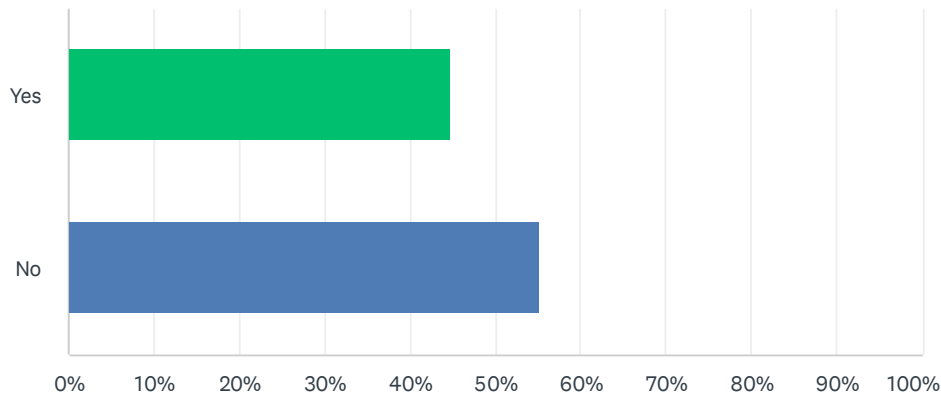
Answered: 17 Skipped: 224



ANSWER CHOICES	RESPONSES	
Monday	23.53%	4
Tuesday	47.06%	8
Wednesday	52.94%	9
Thursday	23.53%	4
Friday	35.29%	6
Total Respondents: 17		

Q10 Do you own a bike?

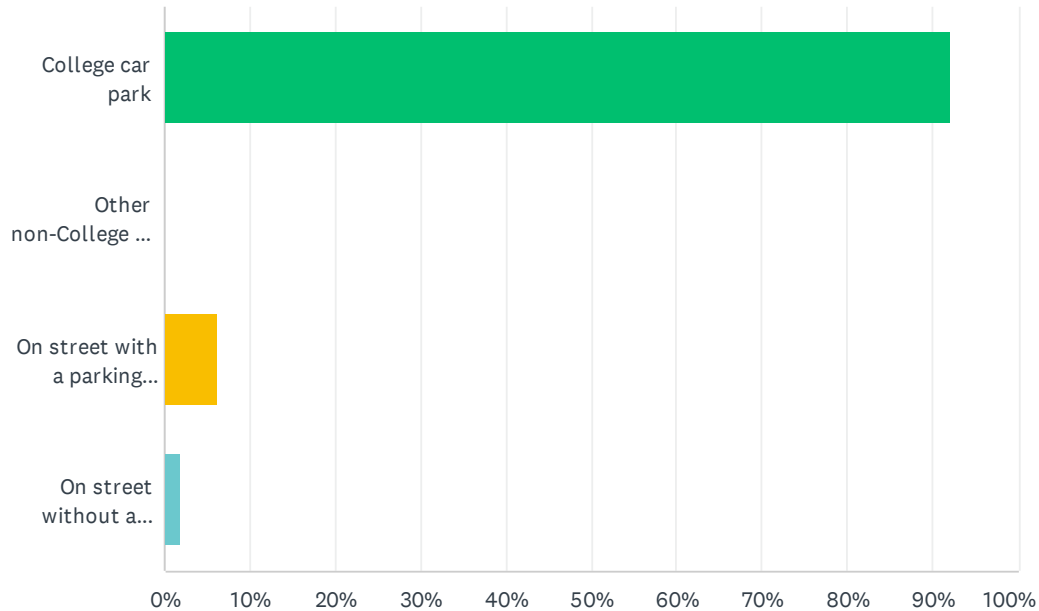
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	44.81%	108
No	55.19%	133
TOTAL		241

Q11 If you currently drive to work where do you usually park your car? [Please only answer this question if you are a car driver]

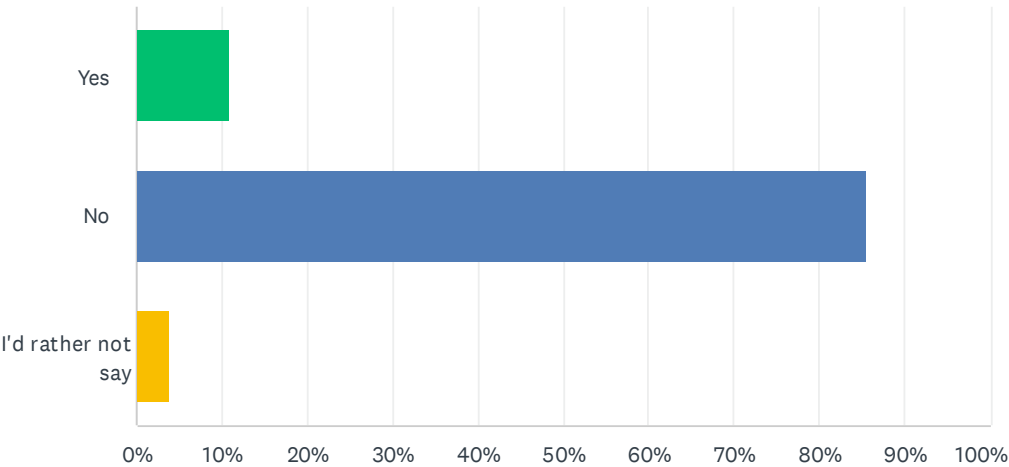
Answered: 164 Skipped: 77



ANSWER CHOICES	RESPONSES	
College car park	92.07%	151
Other non-College car park	0.00%	0
On street with a parking permit	6.10%	10
On street without a parking permit	1.83%	3
TOTAL		164

Q12 Do you have a long standing illness / disability or caring responsibilities that affect the way you travel?

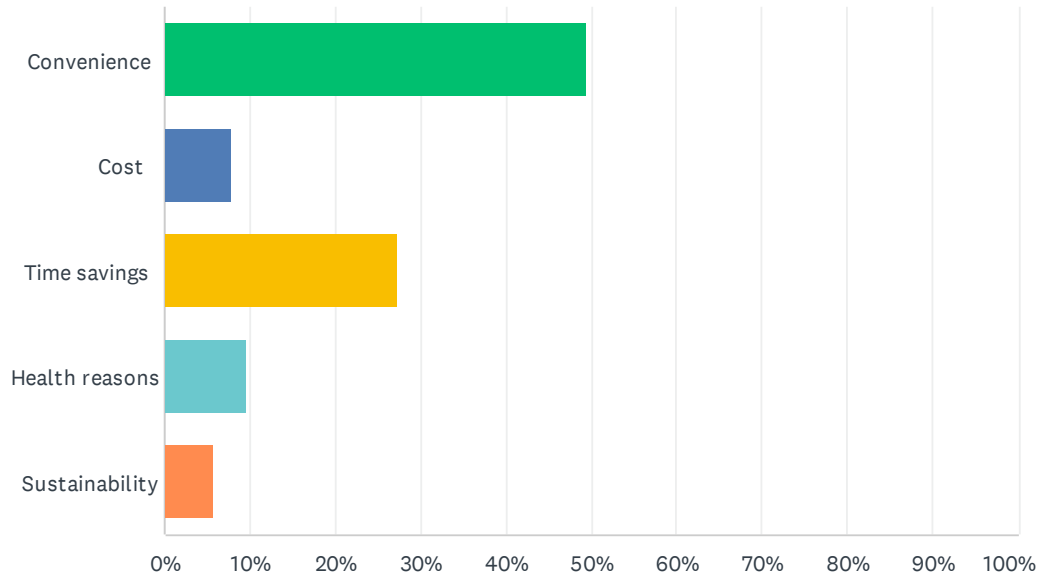
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	10.79%	26
No	85.48%	206
I'd rather not say	3.73%	9
TOTAL		241

Q13 Why do you use the mode of travel you use at the moment? [Please provide your main reason]

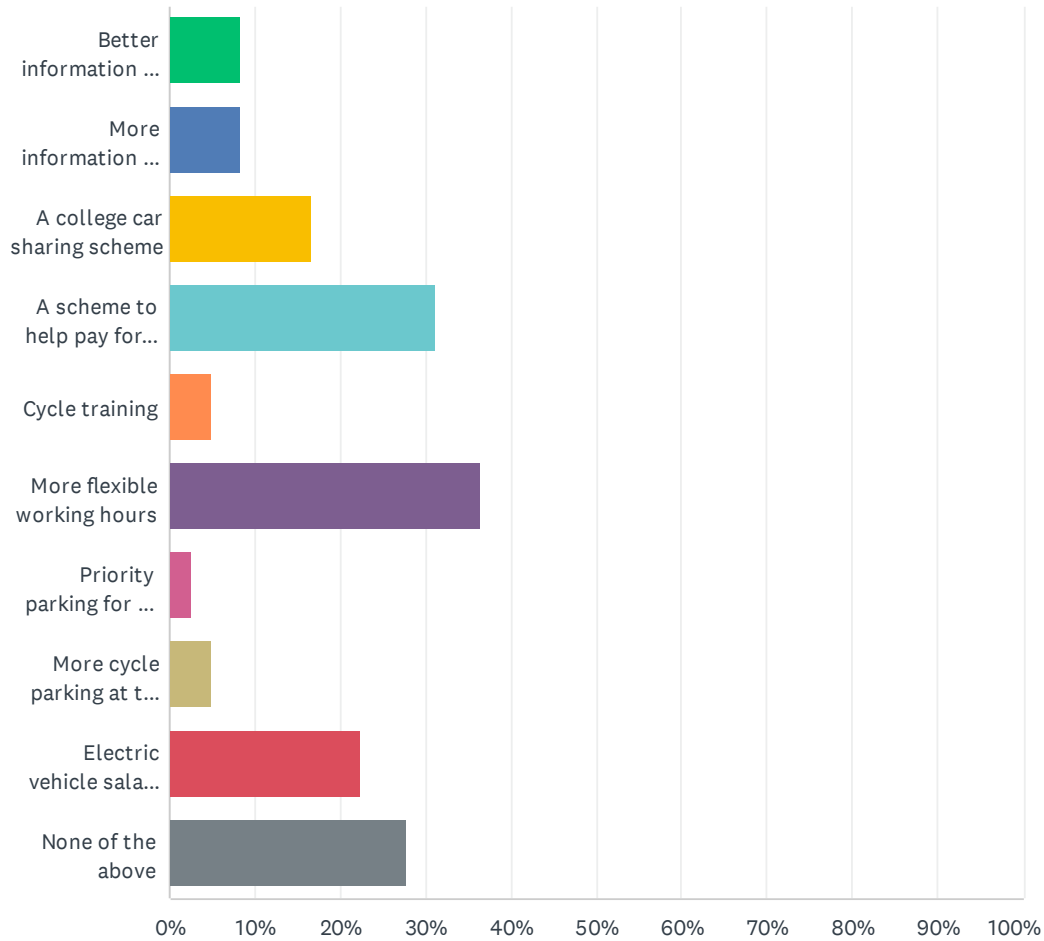
Answered: 241 Skipped: 0



ANSWER CHOICES	RESPONSES	
Convenience	49.38%	119
Cost	7.88%	19
Time savings	27.39%	66
Health reasons	9.54%	23
Sustainability	5.81%	14
TOTAL		241

Q14 What measures would encourage you to travel more sustainably? [Please choose up to 3 measures]

Answered: 241 Skipped: 0



Loreto College

ANSWER CHOICES	RESPONSES	
Better information on alternative modes of travel	8.30%	20
More information on public transport ticket schemes	8.30%	20
A college car sharing scheme	16.60%	40
A scheme to help pay for public transport season tickets or a new bike	31.12%	75
Cycle training	4.98%	12
More flexible working hours	36.51%	88
Priority parking for car sharers	2.49%	6
More cycle parking at the college	4.98%	12
Electric vehicle salary sacrifice scheme through the college	22.41%	54
None of the above	27.80%	67
Total Respondents: 241		

Appendix C



Our Travel Plan

We have prepared a Travel Plan for the College. A Travel Plan is a strategy document that is put together to help promote active travel modes, and to set out measures that we will introduce to support you making these types of trips to work.

The Travel Plan's objectives are to:

- Increase the number of staff using active / sustainable travel modes.
- Reduce the number of staff in a car on their own.

We have also appointed a Travel Plan Co-ordinator who will be your point of contact for all things travel related and who can help you explore alternative ways of getting to and from work. The Travel Plan Co-ordinator is Luke Prosser and can be contacted by email here - lprosser@loreto.ac.uk

We would be happy to email you a copy of the Travel Plan if you would like to see what we are going to do. Please let the the Travel Plan Co-ordinator know if you would like an email copy of the report.

Why get active?

For your mind:

- A 20-25 minute brisk walk daily can add 7 years to your life.
- A moderate cycle ride can burn 400 calories per hour.
- Builds your stamina making everyday movement easier and giving you more energy.
- Helps your core muscles and glutes.
- Boosts your immune system.

For your body:

- Walking and cycling releases endorphins, putting you in a better mood and can reduce anxiety.
- Daily walks can improve your memory and the way your mind works.
- A nice walk can help you sleep better, giving you more energy during the day.
- Helps to focus on your breathing, calming your nervous system.

For a better place to live and work:

- 250 million car trips every year in Greater Manchester are less than 1km – that's a 10 minute walk or 4 minute cycle.
- Air pollution is linked to a range of serious health conditions and contributes to early deaths across the region.
- The more journeys undertaken by active modes the more cars are removed from our roads, helping clean our air and making a nicer, more attractive place for people to grow up, get on and grow old.

For your pocket and time:

- Not only will you spend less on petrol, you might also save money on gym or fitness centre fees, leaving you with more cash in your pocket.
- By the time you've sat in your car in crawling traffic, found somewhere to park and then walked from the car park, it's often quicker by foot or on your bike.
- On foot and by bike is the most reliable way to travel as it takes exactly the same time everyday.

We appreciate that it won't be possible for everyone working at the College to walk or cycle, but just a small change - like using the bus a couple of days a week and walking to / from the bus stop - can make a real difference to your health and our environment. We have set out measures in this travel pack to give you some ideas of the different ways you can travel and to set out the measures that we will introduce to help you to make a change, if you can.

Help us to help you

You may know that we undertook some staff travel surveys at the end of the summer (thank you, if you took part). This data is invaluable as it helps us to understand how our staff community currently travels to work and gives us ideas of the things we can do to make your journey to work easier, healthier and more cost efficient. We will be repeating these surveys next summer.

We will also be introducing a travel noticeboard at the College where we can let you know of any changes to local services and you can keep your eye out for any new initiatives we may introduce. We will be setting up a Steering Group that will meet regularly to discuss opportunities and barriers to sustainable and active staff travel. If you would like to join the Steering Group please let the Travel Plan Co-ordinator know.



A new phone app has been launched that is a handy resource for planning journeys in Greater Manchester and buying tickets. You can download the phone app by searching for 'Bee Network' in the Apple Store (<https://apps.apple.com/gb/app>) or Google Play (<https://play.google.com/store/games>).

[illegible]

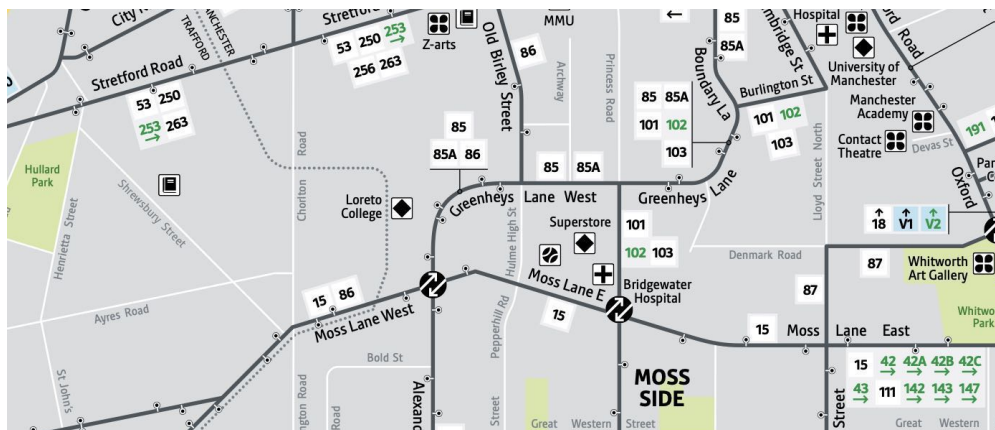
If you fancy a challenge you could use the NHS Active 10 tracker app to set daily walking challenges - <https://www.nhs.uk/better-health/get-active/> - join TfGM's 10 for 10 Challenge - <https://beeactive.tfgm.com/10-for-10/> - or you can log your cycle mileage and compete with other cyclists in the area here - <https://www.lovetoride.net/gm>.

- A Cycle to Work Scheme that can help with the costs of buying a bike.
- 56 cycle parking spaces with an additional 96 proposed with the new teaching block.
- Cycle repair kits at reception to help if you get a puncture.
- Guaranteed lift home in case of emergency if you walk or cycle to work.
- Let us know if you would like to join our Bicycle User Group or Walking Buddy Group.





Travelling by public transport



You can plan your journey here - <https://tfgm.com/plan-a-journey> - or by using the Bee Network phone app. If you would need live route information this can be found here - <https://tfgm.com/travel-updates>.

The site is handily located for access by bus, with buses stopping outside the main entrance and further south on Chichester Road South (140m away / 2 minute walk), Alexandra Road (230m away / 3 minute walk) and Moss Lane West (280m away / 3.5 minute walk). The table below provides a summary of the buses stopping close to the College.

You can find information on accessible transport options and help when you travel by public transport here - <https://tfgm.com/accessibility>.

If you need help working out which public transport routes you can use to travel to the College please contact the Travel Plan Co-ordinator.

No.	Route	Weekday (buses per hour / each way)		
		AM Peak	Daytime	PM Peak
15	Flixton – Urmston – Stretford – Manchester City Centre	4	3	3
85	Chorlton – Whalley Range – Manchester City Centre	4	4	4
85A	Arrowfield Estate – Chorlton – Hulme – Manchester City Centre	1	1	1
86	Chorlton – Brooks Bar – Manchester City Centre	8	5	5

Various cost effective ticket options are available and information on these can be found here - <https://tfgm.com/tickets-and-passes/find-a-ticket>.

The following ticketing options incentives are currently offered in Greater Manchester:

- [Bus Travel](#)**

Adult single fares are capped at £2 and day tickets capped at £5. Weekly adult tickets are available for £21. Individual bus operators may provide their own weekly bus ticket but the 7 Day Any Bus Adult travelcard allows travel all week with any operator in Greater Manchester.

- [Tram Travel](#)**

The Clipper ticket provides 10 days' travel for the price of 9 with journeys that can be taken over 56 days. The Contactless Early Bird Bonus saves money on travel before 7am on weekdays. Weekly Contactless is capped at £31 even if you travel in all zones.

- [Train Travel](#)**

The Flexi Season Ticket offers 8 days of travel in 28 days – anytime between two named stations.

What we're doing

- Help with planning your public transport route to the College.
- We are reviewing further discount options to help you purchase public transport season tickets.
- Guaranteed lift home in case of emergency if you use public transport to travel to work.





Sustainable car use

Currently 71% of our staff travel to work by car, with most of these staff travelling alone. We know that there are instances when car use is unavoidable, but car use can be made greener by sharing your journey with another member of staff at the College.

Car sharing offers the following benefits:

- Saving money by sharing the cost of your commute with another person.
- Shared journeys are less stressful and introduce like-minded sharers to make new friends.
- Reduce the per person carbon emissions of your commute.
- Making better use of the College parking areas and making it easier to find a space.

What we're doing

- Developing a Car Share Database so that we can match staff who could travel together.
- Reviewing opportunities to allocate priority parking spaces for people that car share.
- Providing Electric Vehicle charging points as part of the new teaching block development.
- Guaranteed lift home in case of emergency if you use public transport to travel to work.

Dates for your diary

There are local and national sustainable travel campaigns happening throughout the year. We have provided details of some of these below so that you can see what is going on across the UK. Keep an eye on the travel noticeboard for any events we may hold as part of these campaigns.

The Walk and Wheel - March

<https://bigwalkandwheel.org.uk>

National Walking Month / Walk to Work Week - May

www.livingstreets.org.uk

Bike Week - June

www.bikeweek.org.uk

Cycle to Work Day - September

www.cycletoworkday.org

World Car Free Day - September

www.worldcarfree.net

GM Walking Festival - October

<https://gmwalking.co.uk/festival/>

Road Safety Week - November

www.roadsafetyweek.org.uk



Appendix D



Our Travel Plan

We have prepared a Travel Plan for the College. A Travel Plan is a strategy document that is put together to help promote active travel modes, and to set out measures that we will introduce to support you making these types of trips to the College.

The Travel Plan's objectives are to:

- Increase the number of student using active / sustainable travel modes.
- Reduce the number of students travelling in a car.

We have also appointed a Travel Plan Co-ordinator who will be your point of contact for all things travel related and who can help you explore alternative ways of getting to and from the College. The Travel Plan Co-ordinator is Luke Prosser and can be contacted by email here - lprosser@loreto.ac.uk

We would be happy to email you a copy of the Travel Plan if you would like to see what we are going to do. Please let the the Travel Plan Co-ordinator know if you would like an email copy of the report.

Why get active?

On foot and bike (active) travel is much more fun as you get to be out in the open air (which is lovely whatever the weather) and you get to spend more time with your friends. It's much more appealing than sitting in a car crawling in traffic.

Walking and cycling is also easily the least faff option as your parent / carer doesn't need to find time in the day for drop-off / pick-up, they don't have to find somewhere to park, and you don't have to worry about being late for College, or late being picked-up. Plus, on foot and by bike is the most reliable way to travel as it takes the same time, every time. Everyone will feel less stressed and it will be much better for your physical and mental health.

Added benefits are the impact active travel will have on improving air quality, reducing congestion, and reducing road safety incidents. Before Covid it was estimated that journeys for education generated an estimated 730,000 car trips per school day. Just imagine how much clearer the roads and how much better our environment would be if some of these journeys were walked or cycled!

So what are the 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.

Boosts 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 means cleaner air

You experience 5 times higher pollution levels in a car than walking or on a bike.

You'll arrive feeling ready to start the day

Teachers find that students who walk or cycle arrive at school more relaxed and alert than those who travel by car.

We appreciate that it won't be possible for everyone travelling to the College to walk or cycle, but just a small change - like using the bus a couple of days a week and walking to / from the bus stop - can make a real difference to your health and our environment. We have set out measures in this travel pack to give you some ideas of the different ways you can travel and to set out the measures that we will introduce to help you to make a change, if you can.

Help us to help you

The College collects data on your travel patterns at the beginning of every year. You will be pleased to know that the surveys show that 90% of you already travel to the College by sustainable or active modes of travel. Well done! We want you to keep this up.

We will also be introducing a travel noticeboard at the College where we can let you know of any changes to local services and you can keep your eye out for any new initiatives we may introduce. We will be setting up Ideas Factories that you can join to discuss specific travel options and develop new measures for the College. If you would like to join an Ideas Factory please let the Travel Plan Co-ordinator know.



Loreto College: Student Travel Pack



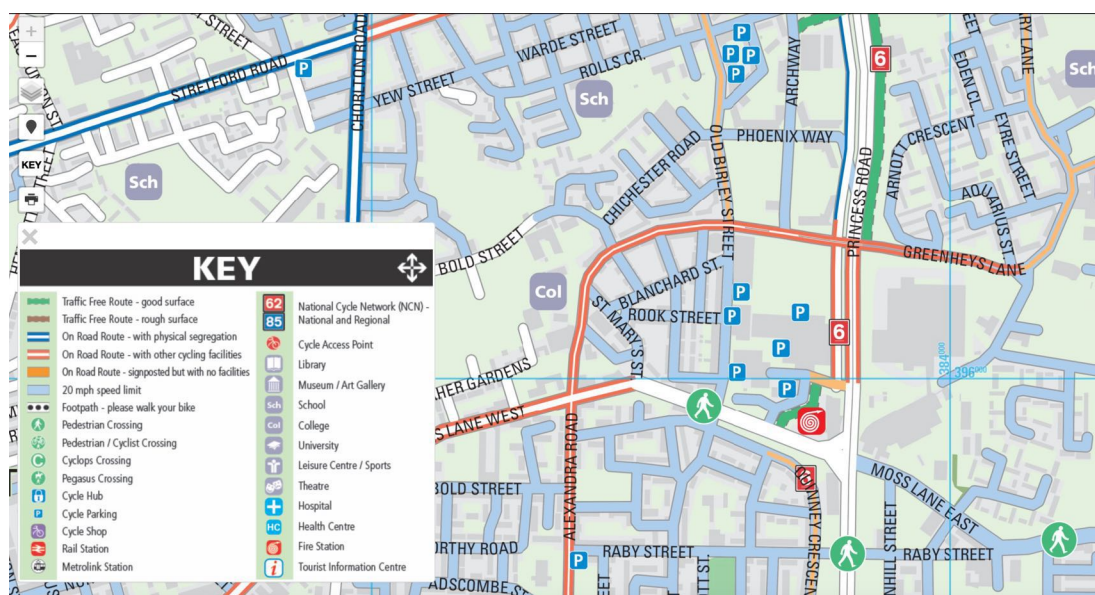
How to plan your commute

TfGM maintains a journey planner - <https://tfgm.com/plan-a-journey> - that allows you to explore the different options available for your journey to the College. It includes public transport times and active travel options.

You can also use the following to get live journey time updates - <https://tfgm.com/travel-updates> - and travel alerts - <https://tfgm.com/travel-updates/travel-alerts>.

A new phone app has been launched that is a handy resource for planning journeys in Greater Manchester and buying tickets. You can download the phone app by searching for 'Bee Network' in the Apple Store (<https://apps.apple.com/gb/app>) or Google Play (<https://play.google.com/store/games>).

Discover the Bee Network



The Bee Network is TfGM's vision for an integrated transport system which will join together buses, trams and trains as well as walking and cycling. Tips and information on walking and cycling yourself happy can be found here - <https://beeactive.tfgm.com/walking/> and here - <https://beeactive.tfgm.com/cycling/>.

You can plan your travel around the active travel options in your area here - <https://beeactive.tfgm.com/schemes-near-me/> - and find walking and cycling maps here - <https://tfgm.pindarcreative.co.uk>.

Free cycle training sessions are available from TfGM for different levels, including one-to-one coaching for building more confidence, and family group sessions. These can be organised here - <https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/>.

If you want to try cycling before you commit to buying a bike of your own you can hire a Beryl Bike from locations across Manchester - <https://beryl.cc/scheme/greater-manchester> - or you can use TfGM's Bike Library lending scheme - <https://beeactive.tfgm.com/cycling/bike-libraries/>.

If you want to buy your own bike advice on what to look for can be found here - <https://beeactive.tfgm.com/cycling/get-a-bike/>.

If you fancy a challenge you could use the NHS Active 10 tracker app to set daily walking challenges - <https://www.nhs.uk/better-health/get-active/> - join TfGM's 10 for 10 Challenge - <https://beeactive.tfgm.com/10-for-10/> - or you can log your cycle mileage and compete with other cyclists in the area here - <https://www.lovetoride.net/gm>.

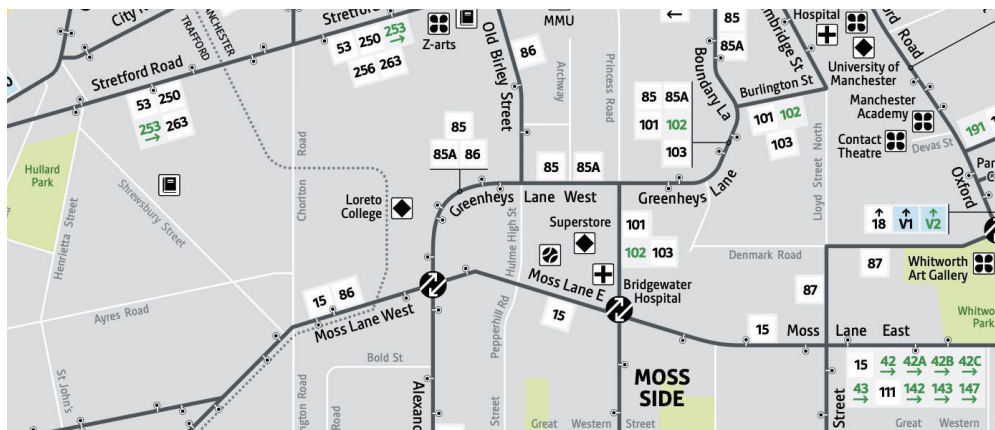
College facilities

- 56 cycle parking spaces with an additional 96 proposed with the new teaching block.
- Cycle repair kits at reception to help if you get a puncture.
- Let us know if you would like to join our Bicycle User Group or Walking Buddy Group.
- We are exploring setting up cycle training sessions at the College.





Travelling by public transport



You can plan your journey here - <https://tfgm.com/plan-a-journey> - or by using the Bee Network phone app. If you would need live route information this can be found here - <https://tfgm.com/travel-updates>.

The site is handily located for access by bus, with buses stopping outside the main entrance and further south on Chichester Road South (140m away / 2 minute walk), Alexandra Road (230m away / 3 minute walk) and Moss Lane West (280m away / 3.5 minute walk). The table below provides a summary of the buses stopping close to the College.

You can find information on accessible transport options and help when you travel by public transport here - <https://tfgm.com/accessibility>.

If you need help working out which public transport routes you can use to travel to the College please contact the Travel Plan Co-ordinator. The table shows public bus services. Details of college bus services are provided at the end of this pack.

No.	Route	Weekday (buses per hour / each way)		
		AM Peak	Daytime	PM Peak
15	Flixton – Urmston – Stretford – Manchester City Centre	4	3	3
85	Chorlton – Whalley Range – Manchester City Centre	4	4	4
85A	Arrowfield Estate – Chorlton – Hulme – Manchester City Centre	1	1	1
86	Chorlton – Brooks Bar – Manchester City Centre	8	5	5

Various cost effective ticket options are available and information on these can be found here - <https://tfgm.com/tickets-and-passes/find-a-ticket>.

The following ticketing options incentives are currently offered for students in Greater Manchester:

- <https://ourpass.co.uk>

A Free local bus travel. To qualify for Our Pass you need to have been born between 01/09/2005 and 31/08/2007 and live in Greater Manchester. There is a £10 set up fee, but once you have paid this bus travel will be free across Greater Manchester.

- <https://tfgm.com/tickets-and-passes/discounted-and-free-travel/young-people/scholars-permit>

If you need to travel by tram or train the Scholar's Permit allows you to pay child fares on buses, trams and trains in Greater Manchester. To qualify you need to be between 16 and 19 and live in Greater Manchester.

If you need help deciding which pass will work for you or with the application process, please contact the Travel Plan Co-ordinator.

College facilities

- Bus stops located a very short walk from the main entrance.
- Help with planning your public transport route to the College.
- Help with applying for your public transport pass.





Sustainable car use

Only 10% of students currently travel to the College by car. This is very, very encouraging, and we need to aim to make this our maximum level of car use (or make it lower, if we can!).

We know that there are instances when car use is unavoidable, if your parent or carer has to drive you could remind them that there are ways of making car use less of a burden on our environment and our transport network:

Car share

Ask the College about car sharing with another student family that also needs to drive and we will help you find someone travelling in the same direction. This will reduce the number of school cars on the roads, make it easier to find a drop-off and pick-up space, reduce environmental effects, and reduce the cost of your school journey.

Park considerately

Park where it is legal to do so and be considerate of other people in the area, particularly people that are walking and cycling. Try and park as far away from the College as you can, it'll be quicker and safer for everyone, and will mean that you get some activity while walking to the College.

Eco-Driving

Hard, fast driving uses more petrol and causes more tyre wear - leading to more pollution and higher fuel use and motoring costs. Safe and controlled driving reduces these effects. Turn your engine off when parked or queuing to reduce fuel consumption and air quality issues.

Kill your speed

Chichester Road South is a 20mph road. It is important that the speed limit is adhered to make it safer for other road users. Increased speed means increased fuel use and danger to others.

College facilities

- Providing a matching service for students to find out if they could car share with another student family.

Dates for your diary

There are local and national sustainable travel campaigns happening throughout the year. We have provided details of some of these below so that you can see what is going on across the UK. Keep an eye on the travel noticeboard for any events we may hold as part of these campaigns.

The Walk and Wheel - March

<https://bigwalkandwheel.org.uk>

National Walking Month / Walk to School Week - May

www.livingstreets.org.uk

Bike Week - June

www.bikeweek.org.uk

World Car Free Day - September

www.worldcarfree.net

GM Walking Festival - October

<https://gmwalking.co.uk/festival/>

Road Safety Week - November

www.roadsafetyweek.org.uk



Loreto College 0900 - 1600

Effective 1 September 2023

Changes to School Services as of 1st September 2023.

Service 745: Afternoon journey now operated by Stagecoach Manchester.

Burnage - Heaton Chapel - Levenshulme – Longsight – Loreto College Service 742

Minimum Capacity: Operator Code:	90 SM	90 SM	Minimum Capacity: Operator Code:	85 SM
Burnage, Academy		0746	Loreto College	1615
Clifton Road/Heaton Moor Road		0750	Rusholme, Lidl	1622
Heaton Chapel Station		0753	Longsight, Library	1633
Levenshulme, St Peters Church	0805	0808	Levenshulme, St Peters Church	1641
Longsight, Library	0815	0818	Heaton Chapel Station	1651
Rusholme, Lidl	0826	0829	Clifton Road/Heaton Moor Road	1653
Loreto College	0842	0845	Burnage, Green End	1659

Service 742 route: From Burnage, Academy via Burnage Lane, Mauldeth Road, Clifton Road, Heaton Moor Road, Wellington Road North, Stockport Road, Plymouth Grove, Hathersage Road, Oxford Road, Moss Lane East, Chichester Road South **to Loreto College**. **Returning from Loreto College** via Chichester Road South, Moss Lane East, Oxford Road, Hathersage Road, Plymouth Grove, Stockport Road, Wellington Road North, Manchester Road, School Lane, Heaton Moor Road, Clifton Lane, Mauldeth Road **to Burnage, Green End**.

Heald Green - Gatley - Northenden - Didsbury – Withington – Loreto College Service 743

Minimum Capacity: Operator Code:	86 SM	Minimum Capacity: Operator Code:	86 SM
Heald Green, Styal Rd/Brown La	0730	Loreto College	1610
Silverdale Road Shops	0740	Withington, Library	1626
Gatley, War Memorial	0752	Didsbury, Library	1631
Northenden, Brett Street	0756	Northenden, Brett Street	1640
Didsbury, Library	0804	Gatley, Church Road	1648
Withington, St Pauls	0813	Heald Green, Beefeater	1656
Loreto College	0840	Silverdale Road Shops	1708
		Gatley, Railway Station	1713

Service 743 route: From Heald Green, Styal Road/Brown Lane via Styal Road, Finney Lane, St Ann's Road North, Silverdale Road, Foxland Road, Springfield Road, Gatley Road, Northenden Road, Altrincham Road, Longley Lane, Royle Green Road, Church Road, Palatine Road, Barlow Moor Road, Wilmslow Road, Burton Road, Yew Tree Road, Wilbraham Road, Alexandra Road South, Alexandra Road, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Gatley Road then Church Road, Styal Road, Finney Lane, St Ann's Road North, Silverdale Road, Foxland Road, Springfield Road to Gatley Station.

Loreto College (continued)

Eccles - Monton Green - Patricroft – Stretford – Loreto College	Service 744
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Minimum Capacity: Operator Code:	52 BEV	Minimum Capacity: Operator Code:	52 BEV
Eccles, Albert Street	0739	Loreto College	1615
Monton Green	0744	Derbyshire Lane/Chester Rd	1631
Patricroft Bridge	0752	Davyhulme Circle	1641
Davyhulme, Circle	0802	Patricroft Bridge	1650
Derbyshire Lane/Chester Rd	0814	Monton Green	1657
Loreto College	0830	Eccles, Albert Street	1708

Service 744 route: From Eccles, Albert Street via Monton Road, Peel Street, Albert Road, Wellington Road, Monton Road, Monton Green, Parrin Lane, Worsley Road, Barton Road, Redclyffe Road, Trafford Boulevard, Barton Road, Lostock Road, Barton Road, Derbyshire Lane, Chester Road, Talbot Road, Great Stone Road, Kings Road, Upper Chorlton Road, Moss Lane West, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Chester Road, Davyhulme Road, Moss Road, Derbyshire Lane and outward route reversed to Albert Road **to Eccles, Albert Street**.

Walkden - Swinton - Pendlebury - Irlams o' th' Height – Pendleton – Loreto College	Service 745
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Minimum Capacity: Operator Code:	75 GNW	Minimum Capacity: Operator Code:	86 SM
East Lancs Road/Old Clough Lane	0728	Loreto College	1610
East Lancs Road (Hello Hotel)	0735	Pendleton, Tesco	1638
Swinton, Shopping Centre	0740	Irlams o' th' Height, Aldi	1647
Pendlebury, Health Centre	0745	Pendlebury, Health Centre	1703
Irlam o' th' Height, Aldi	0756	Swinton, Shopping Centre	1708
Pendleton, Tesco	0806	East Lancs Road (Hello Hotel)	1721
Loreto College	0840	East Lancs Road/Old Clough Lane	1727

Service 745 route: From Walkden, East Lancs Road/Old Clough Lane via East Lancs Road, Worsley Road, Partington Lane, Station Road, Bolton Road, Daisy Bank Avenue, Bolton Road, Langworthy Road, Seedley Road, Fitzwarren Street, Liverpool Street, Langworthy Road, South Langworthy Road, Broadway, Trafford Road, Chester Road, Stretford Road, Chorlton Road, Moss Lane West, Chichester Road South **to Loreto College**. **Returning from Loreto College** via outward route reversed to Bolton Road, Station Road, Partington Lane, Worsley Road, East Lancs Road **to Walkden, East Lancs Road/Old Clough Lane**.