Government Property Agency

AtkinsRéalis



MANCHESTER DIGITAL CAMPUS

Environmental Statement
Volume 4 - Appendix 18.2: Framework Travel Plan

NOVEMBER 2024

Notice

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Appendix A - Sustainable Transport Measures

1. Introduction and Context

1.1 Overview

AtkinsRéalis was appointed to support the Planning Application for a new development known as the Manchester Digital Campus (MDC) for the Government Property Agency (GPA). Part of that support is to produce this Framework Travel Plan to maximise the use of travel modes away from single-occupancy car-use associated with the Proposed Development. This Framework Travel Plan should be read alongside the accompanying Transport Assessment which details the trip movements, in particular by vehicle type, which forms the basis for mitigation of which this Framework Travel Plan is key element. Due to various requirement of these two reports and the need to meet the requirements of BREEAM Standards, there is considerable overlapping and repeating of information, as they serve different purposes in each report.

The Site is located to the north of Manchester city centre in the New Islington district on the western part of cleared land previously occupied by Central Retail Park. The location for the Proposed Development is shown in Figure 1.1.



Figure 1.1 Proposed Development location

It is proposed to construct two office units totalling circa 83,000sqm GIA of offices and circa 1,000m² GIA of retail floorspace, which will be home to circa 7,000 civil servants with an anticipated maximum of circa 4,375 attending on any one day. Parking will be limited to 50 accessible parking bays, plus 5 spaces associated with facilities management and operations in a basement undercroft approached off Great Ancoats Street and will include 15 Electric Vehicle (EV) charging points. There will also be 320 cycle parking bays with associated showers (30) and lockers (320).

Figure 1.2 shows the Site in the context of its immediate surroundings.

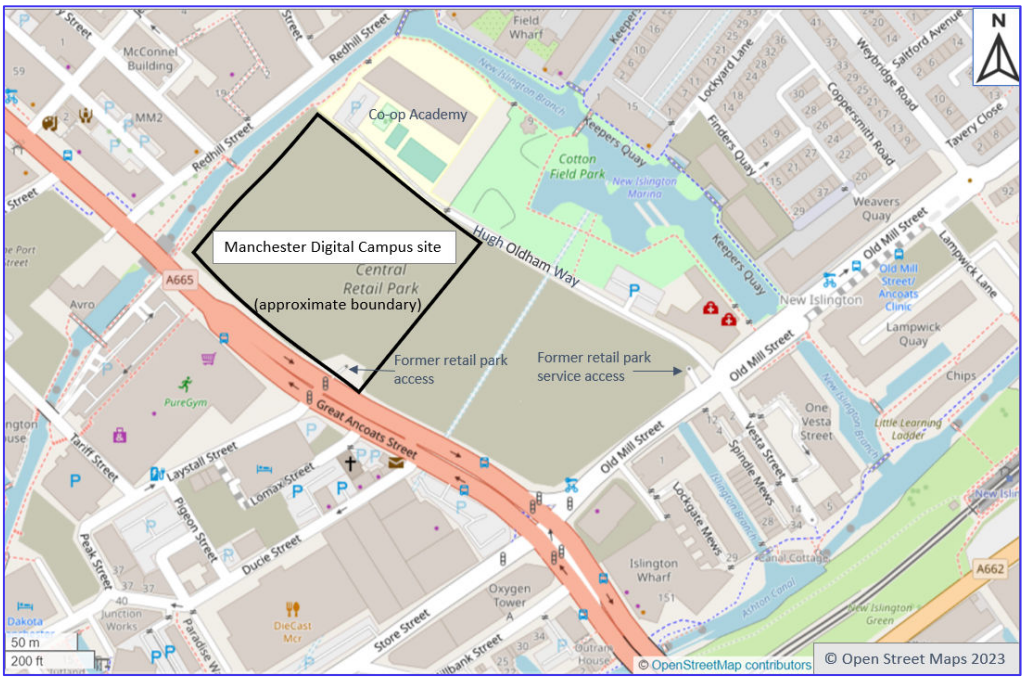


Figure 1.2 Proposed Site in its local setting

It is envisioned that the Proposed Development will become an exemplary sustainable commercial district with the ability to attract new businesses and talent to Manchester. The development should bring together activities and people to create a vibrant neighbourhood, complementing and uniting the surrounding districts. In doing so, the proposal represents a key opportunity to help unlock the potential of East Manchester.

This Framework Travel Plan has been produced to provide a framework for the development of a Full Travel Plan. Once the Proposed Development is occupied a baseline travel survey will be undertaken within 3 months of first occupation. This survey will be used as the basis of the production of the Full Travel Plan, including identifying modal share data for employee travel as a benchmark for future Travel Plan monitoring and informing refined targets to be included.

1.2 BREEAM Standards

Building Research Establishment Environmental Assessment Method (BREEAM) standards are a world-leading assessment for sustainability in master planning, infrastructure, and buildings. This Framework Travel Plan has been produced in compliance with BREEAM New Construction 2018. The BREEAM travel plan requirements and how this Framework Travel Plan responds are as follows:

Table 1-1 BREEAM travel plan requirements

Requirement	Comments
1. A travel plan has been developed as part of the feasibility and design stages	Yes, the Framework Travel Plan has been developed as part of the feasibility and design stages.
2. A site-specific travel assessment/statement has been undertaken to ensure the travel plan is structured to meet the needs of the particular site and covers the following (as a minimum):	Yes, Section 5 of this Framework Travel Plan shows a quantitative assessment of travel expected to/from the Proposed Development, and Section 4 details the local transport conditions of the surrounding area.

a. Where relevant, existing travel patterns and opinions of existing building or Site users towards cycling and walking so that constraints and opportunities can be identified	The Site is currently unoccupied. It is not possible to survey staff in their current offices at this time.
b. Travel patterns and transport impact of future building users	See Section 5 and the Transport Assessment.
c. Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children)	See Section 4.1.
d. Number and type of existing accessible amenities	See Section 4.2.
e. Disabled access (accounting for varying levels of disability and visual impairment)	See Sections 2, and 4, including Section 4.1.4.1.
f. Calculation of the existing public transport Accessibility Index (AI)	See Section 4.1.4 (existing)
g. Current facilities for cyclists	See Section 4.1.1.
3. The travel plan includes a package of measures to encourage the use of sustainable modes of transport and movement of people and goods during the building's operation and use.	See Section 9
4. If the occupier is known, they must be involved in the development of the travel plan and they must confirm that the travel plan will be implemented post refurbishment or fit-out and be supported by the building's management in operation.	See Section 1.6
5. Demonstrate that the travel plan will be implemented and supported by the building's management in operation	See Section 1.6 and Section 12

The Sustainable Transport Measures credits (Tra02 Table 7.4) are outlined in Appendix A.

1.3 Aim of the Travel Plan

A supporting outline workplace travel document such as this overarching Framework Travel Plan is considered appropriate as best practice to consider the management of longer-term transport demands arising from the Proposed Development and encourage the reduction of reliance on forms of travel that have the highest environmental and health impact.

A Travel Plan is a package of incentives that have been identified for a particular site to develop a coordinated strategy to deliver an increased level of travel choice for employees and visitors. It is part of a dynamic process that will develop over time and with changing circumstances.

For the Proposed Development the overall aims of the Framework and Full Travel Plan are:

- To effectively manage the travel behaviour of employees and visitors to/from the Site, recognising the existing sustainable attributes of the location and the Proposed Development;
- Increase staff and visitors' awareness of the environmental and health implications and different travel choices; and
- To develop a strategy for the ongoing management/ coordination and marketing of the Full Travel Plan.

This Framework Travel Plan has been developed to consider the travel behaviour of all end users of the Site including employees, visitors, and deliveries. It includes information available at this stage, in addition to the

proposed approach post-occupation. A full travel survey of employees will be undertaken within six months of occupation or 75 percent building occupation, whichever is soonest (see Section 10 for further information), to develop a baseline for identifying future Travel Plan targets in the Full Travel Plan.

1.4 Potential Effectiveness of the Travel Plan

The sustainable location of the Proposed Development may somewhat place a limit upon the modal shift which can be achieved as it is anticipated that most users will already form a high baseline level of sustainable access modes. However, it is considered that, based upon the criteria and implementation of a successful Full Travel Plan, it will be possible to increase the number of users who travel by active travel modes, such as walking and cycling, as well as realise the potential arising from public transport improvements.

1.5 Benefits of a Travel Plan

A Travel Plan can also bring several benefits to the site users and the environment, including:

- For employees and visitors: reduced demand for car parking, improved accessibility by walking/cycling, and a delivery management strategy;
- For the local community: reduced congestion and improvements to public transport, walking and cycling access; and
- For the environment: improved air quality and less noise disturbance.

1.6 Structure of this Report

This Framework Travel Plan is structured as follows:

- Section 2 summarises the development proposals;
- Section 3 sets out the policy and best practice which has been used to develop this Framework Travel Plan;
- Section 4 presents an assessment of the development site and the surrounding area;
- Section 5 details the likely trip generation of the proposals;
- Section 6 describes objective setting;
- Section 7 outlines target and objective setting;
- Section 8 summarises approach to Travel Plan Management;
- Section 9 outlines potential measures which could be implemented;
- Section 10 describes the monitoring and review of the Full Travel Plan;
- Section 11 sets out the Action Plan requirements; and
- Section 12 details how the Full Travel Plan will be secured and enforced.

1.7 Management Declaration of Support

The Government Property Agency and wider project team have been kept appraised of the strategy and measures contained within this Framework Travel Plan.

Sarah Mackintosh, Project Director for the Government Property Agency, has confirmed that they fully support the Travel Plan and that the Government Property Agency will be responsible for ensuring it is implemented and monitored post-occupation of the building.

The Government Property Agency has also stated that a budget will be established to ensure a successful delivery for travel planning as part of the Framework Travel Plan and the on-going monitoring, review and Travel Plan updates.

2. Development proposals

The Proposed Development that forms the basis of this planning application is comprised of the provision of Class E[1] office space (approximately 83,000 sqm of floorspace and circa 1,000 m² GIA of retail floorspace, which will be home to circa 7,000 civil servants with an anticipated maximum of circa 4,375 attending on any one day. Parking will be limited to 50 accessible parking bays, plus 5 spaces associated with facilities management and operations in a basement undercroft approached off Great Ancoats Street and will include 15 Electric Vehicle (EV) charging points. There will also be 320 cycle parking bays with associated showers (30) and lockers (320).

A current proposal for the vehicular Site access is shown in Figure 2.1.

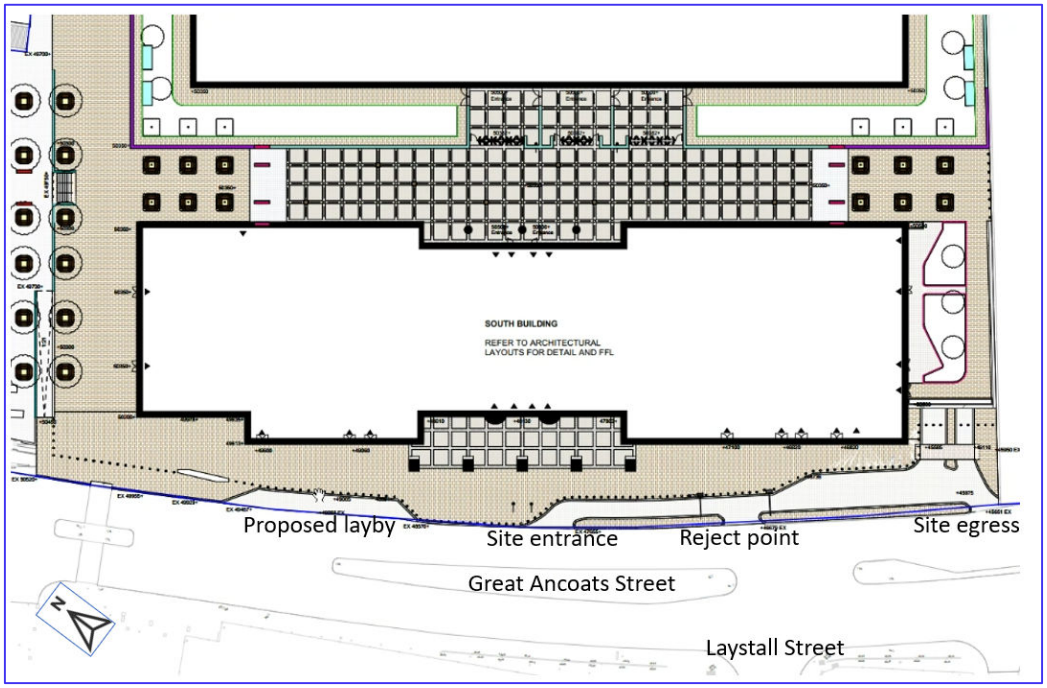


Figure 2.1 Proposed Site access arrangements

The Site will be accessed from and alongside the northern edge of A665 Great Ancoats Street between the Rochdale Canal bridge and just west of former access to the retail park. In summary, the access and egress arrangements will be a left-in/ left-out junction, either side of the existing Great Ancoats Street junction with the former retail park and Laystall Street. A deceleration lane will be formed taking arriving traffic from the eastbound direction of Great Ancoats Street, separated from it by a parallel island. Vehicles will be held in this holding area which will also have a layby for servicing. Traffic passed for entry will turn left into the Site. Traffic not passed for entry will be returned to Great Ancoats Street to continue in the eastbound direction just ahead of the former retail park access/ Laystall Street junction. Non-rejected traffic leaving the Site as part of the normal operations will join Great Ancoats Street just beyond this junction. In addition, the Site would be served by a separate layby further west in advance of the deceleration lane for servicing the retail units and for drop-offs and pick-ups.

Cycle access is proposed to be along the eastern edge of the Site from Great Ancoats Street (north side) and Hugh Oldham Way and along the western edge of the Site from Great Ancoats Street.

An emergency access is to be provided along Hugh Oldham Way, entering the Site at its north-east corner.

[1] Use Classes Order in England (September 2020)

3. Policy and Guidance Review

The requirement for a Travel Plan to promote sustainable modes of travel to the Site is supported by and has been developed in accordance with the following relevant national and local planning policy and guidance as detailed in Table 3-1.

Table 3-1 Policy Guidance and Summary

Legislation / regulation	Policy details
National	
National Planning Policy Framework (NPPF)	The NPPF was first published in March 2012, updated in February 2019 and July 2021, and most recently revised in December 2023. It sets out the government's planning policies for England and how these are expected to be applied. The NPPF aims to make the planning system more accessible, and to promote sustainable growth. The NPPF states that significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be considered in both plan-making and decision-making (Paragraph 109 of Section 9). The NPPF states that planning policies should: ▪ Be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned (Paragraph 110.b of Section 9); ▪ Identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development (Paragraph 110.c of Section 9); ▪ Provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans) (Paragraph 110.d of Section 9); and ▪ Provide for any large-scale transport facilities that need to be in the area, and the infrastructure and wider development required to support their operation, expansion, and contribution to the wider economy (Paragraph 110.e of Section 9). The NPPF states that in assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that: ▪ Appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location (Paragraph 114.a of Section 9); and ▪ Safe and suitable access to the site can be achieved for all users (Paragraph 114.b of Section 9). The NPPF also states that development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe (Paragraph 115 of Section 9). Within this context, applications for development should:

	▪ Give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second–so far as possible–to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use (Paragraph 116.a of Section 9); ▪ Address the needs of people with disabilities and reduced mobility in relation to all modes of transport (Paragraph 116.b of Section 9); ▪ Allow for the efficient delivery of goods, and access by service and emergency vehicles (Paragraph 116.d of Section 9); and ▪ Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations (Paragraph 116.e of Section 9). All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed (Paragraph 117 of Section 9).
National Planning Practice Guidance (NPPG)	NPPG sits beneath NPPF and provides an additional layer of policy guidance and interpretation. Paragraph 002 'Travel Plans, transport assessment and statements in decision-making' states that: "Travel Plans, Transport Assessments and Statements are ways of assessing and mitigating the negative transport impacts of development to promote sustainable development."
Regional and Local	
Places for Everyone (2024)	Places for Everyone (March 2024) is a Joint Development Plan Document for Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan Councils. It acknowledges that the pandemic has brought challenging times, in which the need for bold ambitious plans for good quality employment is critical. This includes the need to continue to invest in our city and town centres to drive our recovery. There is also a preference for proposed developments to be situated on brownfield sites and limit the need extent of Green Belt release. This Plan sets out proposals to support the Greater Manchester ambition to be a carbon neutral city region by 2038. A key element of this is to require all new development to be net zero carbon by 2028 at the latest. The vision for 2040 is for half of all daily trips in Greater Manchester to be made by public transport, cycling and walking. This will mean a million more trips each day using sustainable and active modes of travel which will help in achieving economic growth. The Plan includes ten Strategic Objectives to help deliver the Vision of the Plan. There are three objectives particularly pertinent to transport. ▪ Objective 6 – Promote the sustainable movement of people, goods and information. The Plan will achieve this through: ▫ Enhancing the existing transport network; ▫ Focus new development within 800m of sustainable transport hubs; ▫ Ensure new development is designed to encourage and enable active and sustainable travel; ▫ Expand the transport network to facilitate new areas of sustainable and inclusive growth; and ▫ Capitalise on national and regional investment in transport infrastructure. ▪ Objective 7 – Playing our part in ensuring that Greater Manchester is a more resilient and carbon neutral city-region. The plan will achieve this through: ▫ Promote carbon neutrality of new development by 2028;

	▫ Promote sustainable patterns of development that minimise the need to travel and contribute to cleaner air; ▫ Locate and design development to reduce car dependency; and ▫ Facilitate the provision of infrastructure for cleaner vehicles. ▪ Objective 10 – Promote the health and wellbeing of communities through: ▫ Reducing the health impacts of air pollution by increasing the accessibility of sustainable travel such as public transport, cycling and walking. The Plan will seek a creation of a much larger, integrated, rapid transit network within Greater Manchester which incorporates bus, Metrolink tram, tram / train and rail services. This will be supported by policies that focus new development in locations close to existing and proposed public transport connections. New development will have a significant role in delivering the future sustainable and integrated transport network in order to reduce car dependency and increase levels of walking, cycling and public transport. Although the focus of the Plan is on increasing walking, cycling and public transport, it must be recognised that there is a need to accommodate other forms of transport.
Greater Manchester Transport Strategy 2040	First published in February 2017 and updated in January 2021 with a view to refresh the Strategy on a regular basis, the vision of the Greater Manchester Transport Strategy 2040 is to have 'world class connections that support long-term sustainable economic growth and access to opportunity for all'. There are four key elements of the Vision which represent the goals of the Greater Manchester Transport Strategy 2040: ▪ Supporting sustainable economic growth; ▪ Protecting the environment; ▪ Improving quality of life for all; and ▪ Developing an innovative city region. Meeting the transport needs of residents, businesses and visitors is at the heart of the Strategy. It has seven mutually reinforcing principles which will be applied consistently as Greater Manchester's transport system is improved to ensure it meets the needs of all customers. Alongside each of the seven principles there is an ambition for Greater Manchester set out below. ▪ Integration – to enable people to move seamlessly between services on a single, high quality, easy-to-use network; providing choice and supporting low-car lifestyles, made possible by integrated land use and transport planning. ▪ The Strategy will stop viewing different modes of transport as separate networks and instead plan a single, highly connected transport system. Integration of information, fares and ticketing will improve customer information offering. A digital first approach will allow tools to be tailored to the needs of individual customers including journey planning tools, and information to encourage travel behaviour change and mode shift (Policy 3). ▪ Transport for Greater Manchester (TfGM) and local planning authorities will continue to work with developers to better integrate transport and new development in accordance with the principles of: ▫ Reducing the need to travel; ▫ Reducing the need to travel by car, and the distance travelled; ▫ Maximising accessibility by sustainable modes; ▫ Making the best use of existing infrastructure, particularly through increasing the density of development close to public transport nodes; ▫ Maximising opportunity to provide additional public transport; and ▫ Designing to encourage active travel.

	This will ensure that new developments are accessible by sustainable modes and reduce transport emissions and impacts on the highway network.
	▪ Inclusive – to develop a fully inclusive and affordable sustainable transport system for all.
	  ▫ TfGM will work with public transport operators and Network Rail to ensure that all transport infrastructure, vehicles and information are accessible, regardless of customers' age and mobility (Policy 5);
	  ▫ TfGM will work with partners to better integrate accessible travel services across Greater Manchester, to increase availability and convenience for customers (Policy 6).
	▪ Healthy – to develop a transport system that supports people in leading active healthy lives.
	  ▫ TfGM will work with partners to deliver transport interventions that improve the health of Greater Manchester's residents including reducing pollution from motor vehicles (Policy 8).
	▪ Environmentally Responsible – for Greater Manchester to be known for the quality of its urban areas, natural environments with transport emissions reduced to near zero, and new transport schemes delivering environmental enhancements whenever possible.
	  ▫ TfGM will work with partners and key stakeholders to bring nitrogen dioxide levels on local roads within legal limits, and to reduce levels of particulate matter (Policy 9).
	  ▫ TfGM will work with partners to reduce transport carbon emissions to support Greater Manchester's ambition to be net zero carbon by 2038, and to implement measures to ensure the transport system is resilient to climate change (Policy 10).
	▪ Reliable – to develop a transport network that offers reliable journey times and gives people the confidence to use public transport.
	  ▫ Reliable transport networks are essential to allow the economy to function and grow. Journey times by road need to be predictable, particularly when journeys are time critical. Public transport needs to be regular and dependable for passenger confidence and cycle networks need to be well maintained.
	▪ Safe and Secure – to reduce deaths on Greater Manchester roads as close as possible to zero and ensure that poor perceptions of personal security are no longer a significant barrier to people using public transport or walking and cycling.
	  ▫ TfGM will work with operators and partners to improve safety and tackle crime and anti-social behaviour on the transport network (Policy 14).
	  ▫ TfGM will work with partners, including through the Safer Roads Partnership to deliver initiatives to improve the highway network safety, with a focus on walking and cycling (Policy 15).
	▪ Well Maintained and Resilient – to bring the transport network into a good state of repair, maintain it in that state and ensure that it can withstand unexpected events, exceptional demand and severe weather.
	  ▫ The economic performance of a city-region depends on a functioning transport network. Transport networks need to continue to provide a service even when planned or unplanned events intervene.
	The Greater Manchester Transport Strategy 2040 focuses principally on creating an integrated, well-co-ordinated transport system which supports a wide range of different travel needs. This includes modal principles such as 'Streets for All', Travel Demand Management, bus priority measures, and developing a comprehensive walking and cycling network (Bee Network).

Manchester City Council	The Core Strategy describes Manchester as a city today and outlines the Council's vision for Manchester in 2027 along with the planning policies which will be used to deliver that vision.

Local Plan: Core Strategy	Objective 5 of the Core Strategy is to improve the physical connectivity of the City, through sustainable transport networks, to enhance its functioning and competitiveness and provide access to jobs, education, services, retail, leisure and recreation. It highlights that an efficient and sustainable transport system is an essential to attract a growing, stable population to support existing and new businesses within the City, and thereby, to help contribute to sustainable economic growth ensure good access to employment. Transport is a major source of pollution particularly in the form of emissions into the air. Encouraging a modal shift away from private cars will contribute to halting climate change and reduce the negative impact on health. The Local Plan states that through Policy T1 (Sustainable Transport) the Council will support proposals, such as the GPA site, that: ▪ Improve choice by developing alternatives to the car; ▪ Promote regeneration and economic vitality by relieving traffic congestion and improving access to jobs and services; ▪ Improve pedestrian routes and the pedestrian environment; ▪ Improve and develop further Manchester's cycle network; ▪ Contribute to improvements to the extent and reliability of the public transport network through safe and attractive waiting and interchange facilities, improved services and information provision; ▪ Facilitate modes of transport that reduce carbon emissions such as incorporating charging points for electric vehicles, subject to their appropriate design and location; and ▪ Take account the needs of roads users according to a broad hierarchy, in order of priority: ▫ Pedestrians and disabled people; ▫ Cyclists, public transport; ▫ Commercial access; ▫ General off-peak traffic; and ▫ General peak time traffic. Policy T2 (Accessible areas of opportunity and need) outlines how all new development should provide appropriate car parking facilities taking into consideration the accessibility of the location and the potential for nearby uses to share facilities. All development proposals should also have regard to the need for disabled and cycle parking. Whilst Appendix B of the Manchester City Council Local Plan presents parking standards for cars, disabled parking, and cycling for different land use, the car parking standards do not apply to Manchester city centre, this is due to the city centre whilst being the most accessible location in Greater Manchester, it also accommodates a complex variety of development. Therefore, parking standards within Manchester city centre are on a case-by-case basis.
Manchester City Council Local Plan: Unitary Development Plan	The Manchester City Council Local Plan, Unitary Development Plan (UDP) was adopted by the Council on 21 July 1995 and has been mostly replaced by the Manchester 's Core Strategy that was adopted on 11 July 2012, outlined above, but some policies are extant (remain). This includes 'Part 1: Transport' with the overall objective to improve all forms of public transport so that it makes a much greater contribution to meeting the City's travel needs and achieves a better balance between public and private transport.
City Centre Transport Strategy to 2040: Getting from A to Bee	This document was published in March 2021 and outlines the vision for Manchester city centre to be a well-connected zero-carbon city centre at the heart of the North, offering residents, employees and visitors a great place to work, live and visit. There is a target for 90% of morning peak trips into the city centre to be made on foot, by cycle or public transport before 2040. The ambitious target for Greater Manchester to be net-zero carbon by 2038 highlights the need for urgent action over the next five years, and any forthcoming developments should promote sustainable travel.

	Northern Powerhouse Rail (NPR) is expected to significantly contribute to an increasing number of job opportunities in Manchester city centre. This, and other, investments will also unlock further major redevelopment opportunities in the heart of the city centre, therefore it is important that transport networks are able to support the predicted growth. The document outlines seven ambitions to deliver the City Centre Transport Strategy vision: ▪ Walking as the main way of getting around the city centre; ▪ A city centre which is cleaner, greener and less congested. Traffic levels and pollution in the city will be reduced, through the removal of non-essential and polluting vehicles travelling into and across the city centre; ▪ More people choose to cycle to destinations within the city centre. An attractive, safe, protected and efficient cycling network into and through the city centre will help achieve this ambition; ▪ Enhancing public transport connections within the city centre, particularly surrounding public transport operating hours and service patterns to support travel needs at evenings and weekends, particularly for leisure and commuting trips; ▪ Parking in the city centre is smarter and integrated with other modes. The strategy proposes to reduce car parking within the city centre and where car parking remains in the city centre it is located appropriately and remains available to those with specific mobility needs that rely upon accessible parking provision; ▪ Goods are moved and delivered sustainably and efficiently into and within the city centre. It is proposed to shift towards cleaner, more efficient vehicles and operating processes; and ▪ Innovation is embraced where it benefits the city centre and its users in order to create a better travel experience within Manchester city centre using new technologies and emerging methods of travel.
Greater Manchester: Electric Vehicle Charging Infrastructure Strategy	The Greater Manchester Electric Vehicle Charging Infrastructure (EVCI) Strategy is a sub-strategy of the Greater Manchester Transport Strategy 2040. The Greater Manchester EVCI Strategy sets out the vision-led adaptive planning approach to the provision of charging infrastructure, to be adopted to support a rapid transition towards a carbon neutral transport system. The transition to electric vehicles (EVs) and provision of EVCI are co-dependent. Availability of and access to charging infrastructure is a critical barrier to the adoption of EVs. Having an available public charging network that people have confidence in, is an important factor in enabling the switch to an EV. To ensure that adequate provision of EV charging infrastructure is provided in new developments a number of factors need to be considered including: ▪ The development type; ▪ EV user profiles, vehicle dwell times and charging behaviour; ▪ Potential for EV Car Club requirements; ▪ Future management, operation and maintenance requirements; and ▪ Passive and Active charge point provision. New developments within Greater Manchester should make adequate provision of EVCI to meet demand and encourage and accelerate the transition to EVs. To achieve this, new developments should be required to provide a minimum number of active EV charge points and offer enough passive provision to enable efficient expansion as demand increases. The Greater Manchester EVCI Strategy recommends that for Office Developments active provision equates for 10% of total car parking spaces, and passive provision 20% of spaces.

4. Site Assessment

The Site is located in Manchester, just to the north of the city centre in New Islington on A665 Great Ancoats Street, part of the ring road as illustrated in Figure 4.1.

The North and South buildings are to be contained within the curtilage of the Site and are not directly dependant on an existing highway network.

The area slopes from a high point in the north corner of the Site to a low point in the south corner providing a gentle incline westward along Great Ancoats Street. There are dropped kerbs at suggested crossing points providing easy movement for pedestrians including older persons, disabled users and cyclists.

4.1 Site Access

4.1.1 Vehicular access

Access to the Site is proposed to be from Great Ancoats Street. Vehicular access is from the west with egress to the east. Pedestrian access is also along Great Ancoats Street on footways either side and at crossing points at its junction with Old Mill Street, west of the former retail entrance/Laystall Street junction and at several crossing points further west and east.

The vehicular access arrangement is shown in Figure 2.1, with the existing pedestrian accesses at Figure 4.3.

Great Ancoats Street links to the east including the continuation of the ring road to A57(M) Mancunian Way which provides good links to the south of the city, links to the north and further west. Great Ancoats Street is therefore in a good location for links to the surrounding towns of Greater Manchester as well as cities and towns beyond.

4.1.2 Cycle access

Cyclists will be able to access the Site from Great Ancoats Street (northside) and Old Mill Street/ High Oldham Way, and where permitted penetrate the Site between the two development units.

Whilst there are no cycle lanes near to the Site, separate cycle crossing provision is provided at the Great Ancoats Street junction with Old Mill Street and Store Street.

The Proposed Development is close, however, to the National Cycle Network (NCN Route 66) along both Old Mill Street and Store Street, some 170m away along Great Ancoats Street, linking Manchester with Rochdale, Leeds and Hull.

This route crosses NCN Route 60 which afford cycle access across east Manchester, linking Reddish near Stockport with Crumpsall to the north. NCNs in the local area are shown in Figure 4.1.

Elsewhere cycle lane provision is limited in the immediate area despite some roads being narrowed providing better access for pedestrians. Two stretches of southbound cycle lane separated by a shared cycle/footway are provided on Port Street, a relatively minor road affording access into the city centre south of Great Ancoats Street.

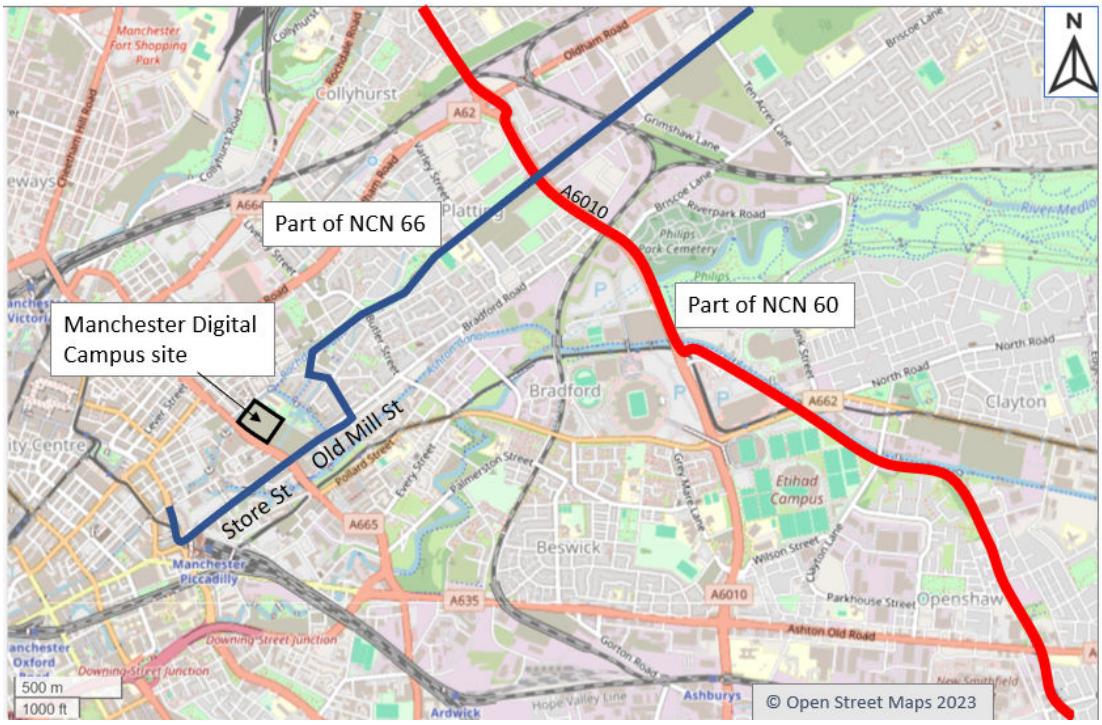


Figure 4.1 National Cycle Network in the local area

4.1.3 Pedestrian access

Pedestrians will be able to access the Site from Great Ancoats Street at the existing crossing facilities at the Great Ancoats Street/ Store Street/ Old Mill Street junction and at a pedestrian crossing on Great Ancoats Street at the west end of the Site. The pedestrian accesses are shown in Figure 4.2.



Figure 4.2 Pedestrian accesses

Across the network there are dropped kerbs allowing informal pedestrian crossings for all users. These are occasionally supported by tactile paving which increases in provision closer to the city centre.

4.1.4 Public transport access

Generally, there is a good level of public transport provision from the bus, tram and train networks. Each is detailed separately below followed by a quantitative assessment in the form of a Public Transport Accessibility Index.

The Accessibility Index (AI) of the proposed Government Offices has been calculated using the BREEAM Accessibility Index Tool. The AI is a measure that provides an indicator of accessibility and density of the public transport networks for an individual location. The index can be influenced by the proximity and diversity of the public transport network and the frequency of services.

The methodology is based on a walk speed of 4.8km/h and considers rail stations within a 12-minute walk (960m) of a Site, and bus stops within an eight-minute walk (640m).

The AI of the Proposed Development has been calculated as 29.84, which is categorised as 'excellent', reflecting the high provision of public transport services.

4.1.4.1 Rail

The main train stations as well as the tram stops are shown in Figure 4.3.

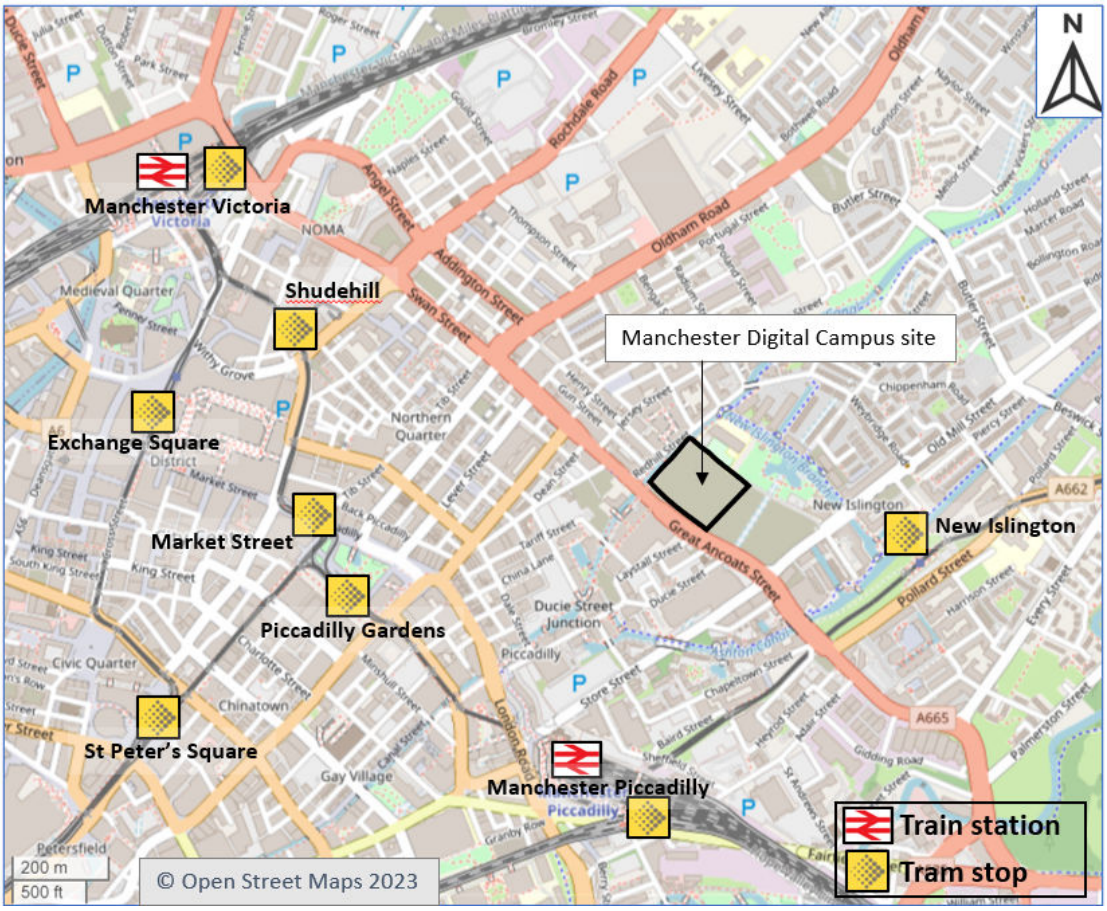


Figure 4.3 Train Stations and Tram Stops

Then nearest mainline train station is Manchester Piccadilly station which is also the largest in the city. Pedestrian and cycle routes are available between the station and the Proposed Development along Store Street at a distance of 960m. Details of train services at this station are listed in Table 4-1.

Table 4-1 Manchester Piccadilly train services

Operator	Destination	Weekday number of peak hour trains
Northern	Alderley Edge	1
Northern	Barrow-in-Furness	1
Cross-Country	Birmingham	2
Northern	Blackpool	2
Northern	Buxton	2
Transport for Wales	Cardiff	1
Northern	Chester	1
TransPennine Express	Cleethorpes	1
Northern	Crewe	2
TransPennine Express	Glasgow	1
Northern	Hadfield	2
Northern	Hazel Grove	1
TransPennine Express	Huddersfield	1
Northern, East Midlands Railway and TransPennine Express	Liverpool	3
Transport for Wales	Llandudno	1
Avanti West Coast	London	2
Northern	Manchester International Airport	7
Northern	Marple	1
TransPennine Express	Newcastle	1
Northern	New Mills	3
East Midlands Railway	Nottingham	1
TransPennine Express	Saltburn	1
Northern	Sheffield	1
Northern	Stoke-on-Trent	2

Source: https://www.realtimetrains.co.uk Timings for planned arrivals at Manchester Piccadilly in the morning peak period for Tues 5th December 2023 as listed on the website in advance

Manchester Victoria station is a 1.24 km walk away mostly along Great Ancoats Steet and the rest of the ring road, diverting off along Shudehill and Hanover Street.

Both stations are accessible for disabled users and ramp access can be provided to the trains. The is step-free coverage across the station and staff are available to assist.

4.1.4.2 Bus

Site access is well served by bus. Piccadilly Gardens, an 800m walk away hosts around 7-100 bused on nearly 30 services, Shudehill Interchange, at a walking distance of 960m from the Site host some 16 bus services providing around 50-60 buses in the peak hours, with only buses servicing both locations.

The PTAI calculation takes 640m as a reasonable walk for most people from a Site to any bus stop, being equivalent to an 8-minute walk. A list of bus services and where the bus stops are located is provided in Table 4-2 along with walking distances. As can be seen there are 31 peak hour buses over 8 routes.

Table 4-2 Bus services within a 640m walk

Service	Operator	Route	Nearest Stop (walking distance)	Weekday number of peak hour buses
74	Stagecoach	Manchester city centre – Newton Heath – Failsworth – Woodhouses	Oldham Road (544m)	1
76/ 76A	Stagecoach	Manchester city centre – Failsworth – Hollinwood/ Limeside – Oldham	Oldham Road (544m)	4
83	FirstBus	Manchester city centre – Failsworth – Oldham (Sholver)	Oldham Road (544m)	4
84	FirstBus	Manchester city centre – Hollinwood – Oldham – Lees – Uppermill	Oldham Road (544m)	6
114	Stagecoach	Manchester city centre – Middleton – Boarshaw	Oldham Street (594m)	3
181/ 182	FirstBus	Manchester city centre – Chadderton – Royton – Shaw (Wrens Nest)	Oldham Road (544m)	2
216	Stagecoach	Manchester city centre – Ashton-under-Lyne – Stalybridge	A665 Great Ancoats Street (54m)	6
230/ 231	Stagecoach	Manchester city centre – Droylsden – Ashton-under-Lyne	A665 Great Ancoats Street (54m)	5

4.1.4.3 Tram

Site access is well served by tram. Two tram stops are located within a reasonable walking distance, at New Islington and at Piccadilly under the mainline train station.

The location of all the nearby tram stops is shown in Figure 4.3. The nearest tram stop is at New Islington, east of the Site, a walk of 670m along Great Ancoats Street and Pollard Street; a slightly longer walk (680m) is through a canal side walk and various crossings.

Each destination is served on a 12 minute frequency, Monday to Saturday. At New Islington the provision of services can be more, although not as regular; there may be a 10 minute wait and then 2 trams within the next 2 minutes. At Piccadilly that provides a tram between 1 every minute to 1 every 4 minutes.

4.2 Local Area and Amenities

The Institute of Highways and Transportation *'Guidance for Journeys on Foot'* (2000) sets out 1 km as acceptable, and 2 km as preferred maximum, for access to services and amenities.

There is a good level of amenity within a 500 m shortest safe walking distance. As illustrated in Figure 4.4, within a 500 m walking distance are a cash machine, community facilities (pharmacy and barber shop), post office, food outlet, some outdoor space and plenty of centres for physical fitness. In total there are 15 amenities with a 500 m walk.

All routes are well lit by street lighting.

It is considered that the Site is well located and readily accessible by active modes (walking and cycling) for both commuters and those visiting.

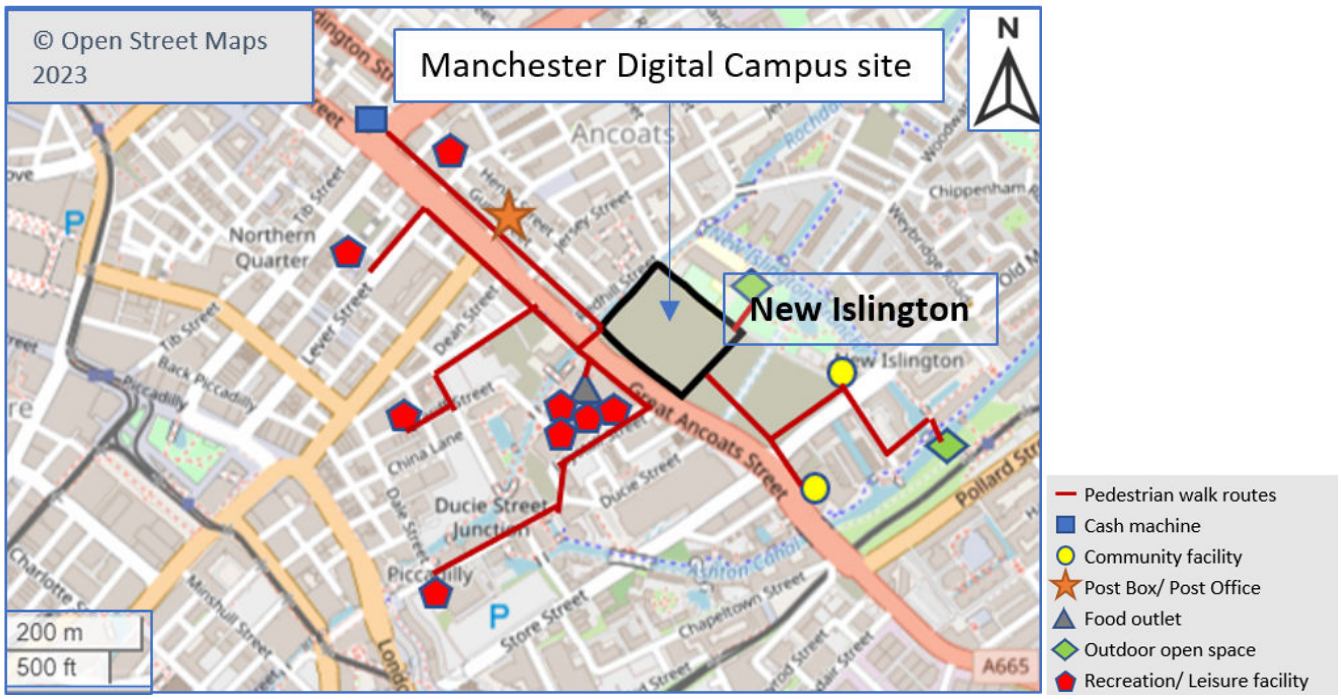
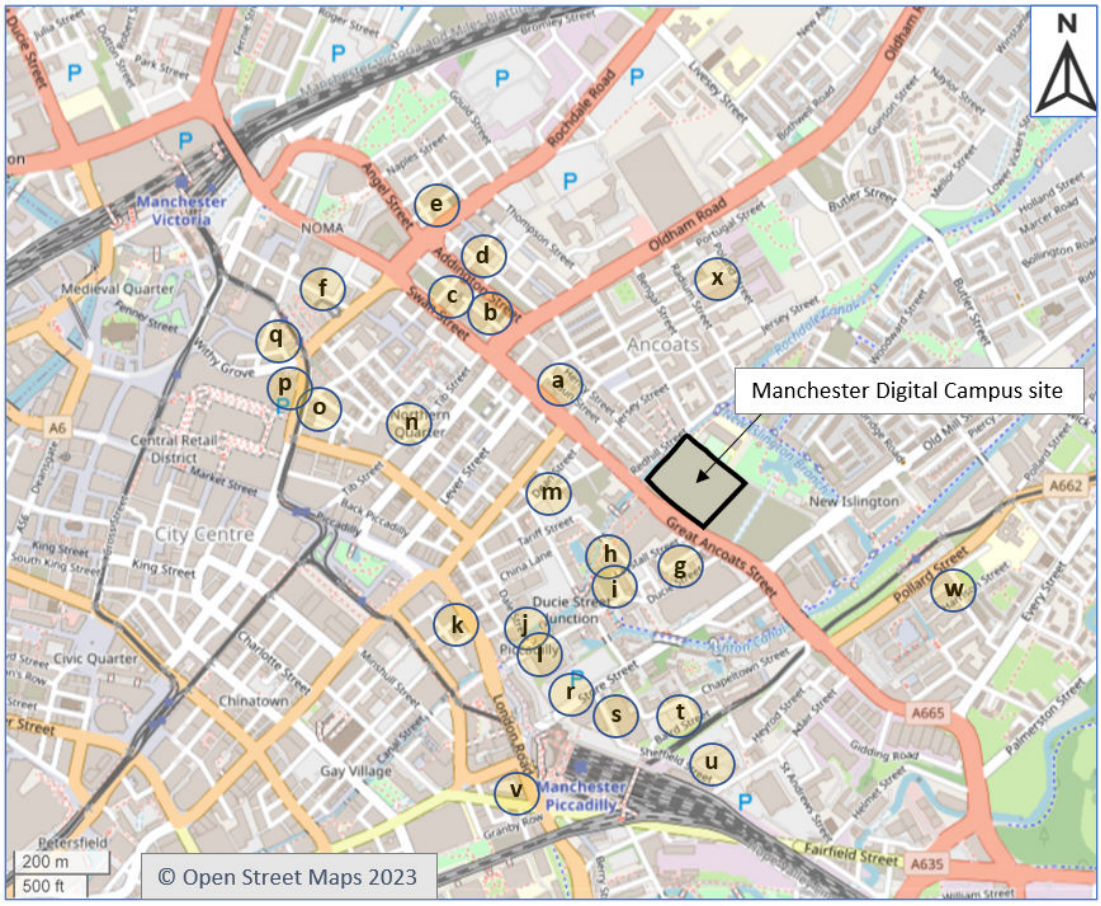


Figure 4.4 Local Amenities (500 m walk distance)

4.3 Car Parking

The Site is well served by parking within a 1km walk of the Proposed Development, as shown in Figure 4.5, which identifies 7,499 car parking spaces based on data sought through the Parkopedia website (https://en.parkopedia.co.uk). It is known that there are some additional parking locations, but full details are yet not available; it is estimated that there are circa 8,500 spaces with a 1.2 km (1 minute) walk).



Ref	Location	No. of parking spaces	Comment
a	Gun Street	140	
b	Castle Street	32	
c	Cross Keys Street	13	
	Cross Keys Street	39	
	Goulden Street	25	
	Goulden Street	33	
d	Thompson Street	67	
	Mason Street	15	
	Rochdale Road	23	
	Rochdale Road	65	
e	Rochdale Road	45	
	Shudehill	84	Reserve spaces
f	Hanover Street	145	Reserve spaces
	Manchester Printworks	771	Reserve spaces
	Lomax Street	15	
g	Ducie Street	9	
	Ducie Street	42	

Ref	Location	No. of parking spaces	Comment
h	Tariff Street	232	
i	Ducie Street	50	
j	Ducie Street	285	
k	Piccadilly Gardens	712	
l	Ducie Street	30	
	Port Street	21	
	Port Street	20	
m	Tariff Street	115	
	Port Street Central	76	
	Port Street	3	
n	Northern Quarter	685	
o	Edgehill Street	13	
p	Arndale	1487	
q	Dantzic Street	24	
r	Store Street	406	
s	Piccadilly Station	711	
t	Baird Street	100	Reserve spaces

Ref	Location	No. of parking spaces
u	Sheffield Street	165
v	Piccadilly Place	583
	Pollard Street	55
w	Boond Street	30
	Providence Street	55
	Radium Street	28
	George Leigh Street	17
x	Jersey Street	130
	Harriett Street	28
	Oldham Road	15

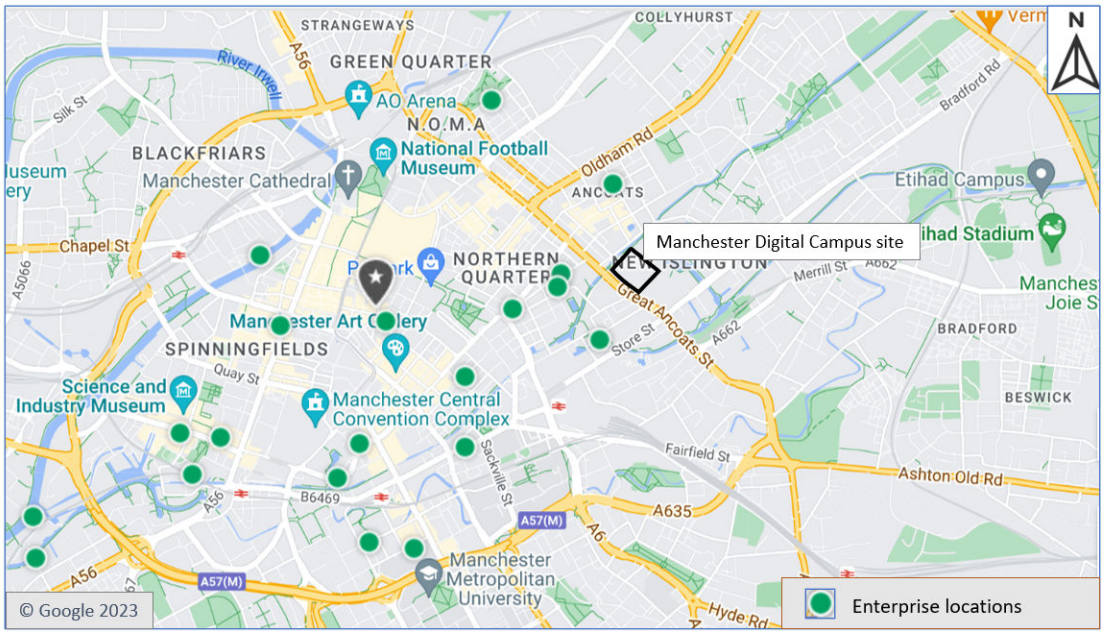
Source: Parkopedia website, https://en.parkopedia.co.uk

Figure 4.5 Location of long stay parking with 1km walk of the Site

4.4 Car Clubs

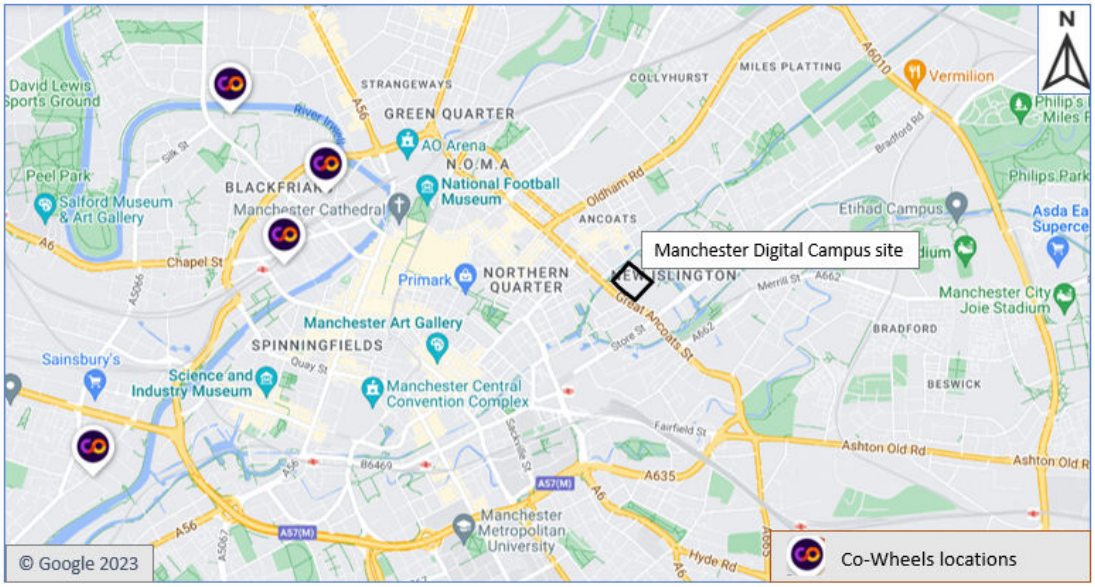
Car clubs offer the means for car use without cars coming into the area and being parked-up for use later in the day.

Enterprise and Co-Wheels operate Car Clubs across Greater Manchester which allow users to rent vehicles by the hour or the day. There are multiple pick-up and drop-off locations across the city, as shown in Figure 4.6 and Figure 4.7. These seem to be growing in number with a new Co-Wheels location having opened in the latter half of 2023.



Source: www.enterprisecarclub.co.uk

Figure 4.6 Enterprise Car Club Vehicle Locations



Source: www.co-wheels.org.uk

Figure 4.7 Co-Wheels Car Club Vehicle Locations

4.5 Delivery and Servicing

Delivery and servicing vehicles will access the Site from Great Ancoats Street in the eastbound and leave in the same direction. Servicing will either be from parking in the laybys serving the development or entering the basement parking.

4.6 Surrounding Highway Network

4.6.1 Wider network

The A665 Great Ancoats Street forms part of ring around the city centre along with other roads, including the A57(M) Mancunian Way. This ring of roads is crossed by roads affording access into the city centre and surrounding areas. In particular, the A57(M) is linked via Regent Road to the M602 to the west providing a direct connection to the M60 Manchester Orbital motorway and the east-west M62 motorway connecting Manchester with Liverpool, Bradford, Wakefield, Leeds and Hull. The M62 connects directly with the M6 and less-directly with M1. The A5103 to the south of the city provides links to the M6 for Chester and North Wales as well as providing a link to Manchester International Airport. Figure 4.8 shows the wider highway network.



Figure 4.8 Wider highway network

The motorway network is frequently congested in the peak periods, particularly in the morning on the M62 and the continuation of the M56 along the A5103 towards the city centre. Most other A-roads inbound to the city centre are also particularly congested at this time.

4.6.2 Local network

A665 Great Ancoats Street along the front of the proposed Site is a busy road with mostly 2 lanes in either direction and a 30mph speed limit. It is a dual carriageway where is passes the proposed Site location but elsewhere is mostly a single carriageway and forms part of a ring road around the city centre. It has frequent junctions with other roads, mostly signalised controlled. It has no cycle lanes.

Figure 4.9 shows the local highway network.

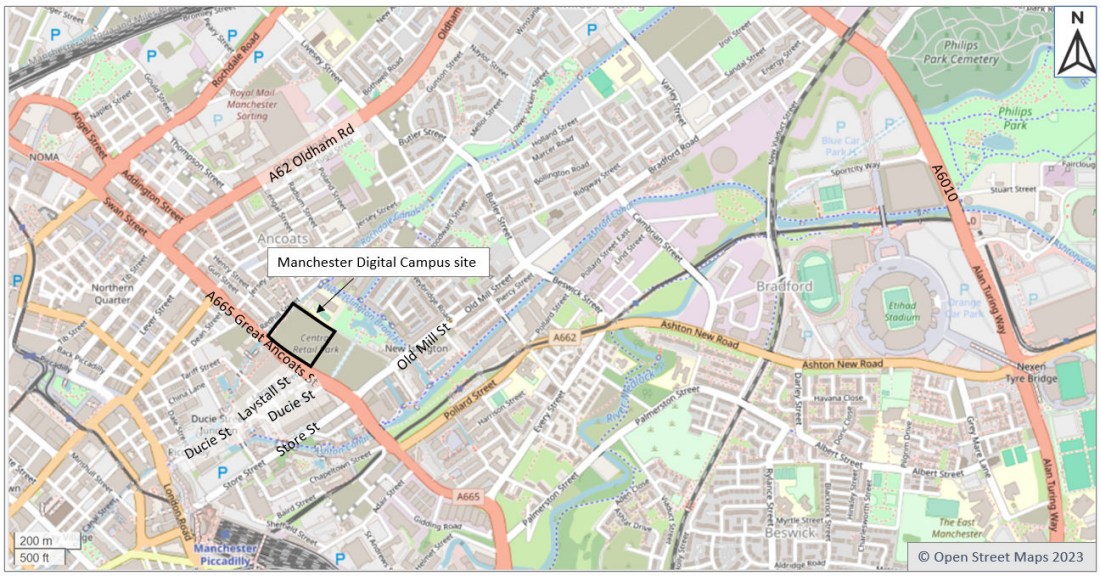


Figure 4.9 Local highway network

To the east of the Site is Old Mill Street, forming a broadly northeast-southwest link with Great Ancoats Street. It forms a quiet road with a boulevard character for a short section close to the Site hosting parking along its centre. It links to the A6010 which can be regarded as an outer distributor road, which also has connections with other roads linking with the parallel Great Ancoats Street using the A62 Oldham Road further west of the Site.

Opposite the Site is Laystall Street currently providing a one-way link towards the Site from its south. It contains parking bays and is mostly only wide enough for one vehicle but becomes sufficiently wide enough for two lanes to form at its junction with Great Ancoats Street. Ducie Street a little further east is similar and is one-way southbound. Both meet to form a 2-way road taking the Ducie Street name providing access to Piccadilly Station and off-street parking, and links to Store Street linking Great Ancoats Street with Piccadilly Station and the rest of the highway network around the Piccadilly area. It forms a 4-arm signalised junction with Great Ancoats Street and Old Mill Street.

5. Trip Generation and Travel Surveys

This section presents the number of potential trips generated by the Proposed Development and the percentage of commuters using each mode of transportation. In addition, a summary is provided of future surveys required once the building is in operation.

5.1 Trip Generation

The Proposed Development is located approximately 1km outside the city centre.

It has been assumed that the proposed office users will work standard office hours, meaning that trips to and from the Site are based on a predominantly morning peak hour arrivals and evening peak hour departures.

The TRICS[2] database has been used to estimate the trip rates associated with the development. This database contains surveyed trip data for different land use types, including office sites. The database is widely used across the industry to predict trip rates for proposed land use development based on groupings of similar sites. For development sites in England outside London, it is normal practice to avoid using Greater London sites given the magnitude of the of public transport offer in the capital, but given the level of public transport in Manchester city centre and the relatively large site of the Proposed Development office footprint, sites from Great London were included in the derivation of trip rates.

Trip rates for the Proposed Development are based on the latest forecast of full time equivalent staff (at 4,373 FTEs as the maximum anticipated attendance on any day) and a modal split based on the most relevant sites selected from the TRICS database. Table 5-1 shows the trip generation associated with the proposed Site and the model split for the peak hours.

Table 5-1 Trip generation

		Morning peak hour		**Evening peak hour**	
Mode	Percent	Arrivals	Departures	Arrivals	Departures
Single vehicle occupants	25.9	349	24	17	338
Cyclists	5.2	70	5	3	68
Pedestrians	18.5	249	17	12	241
Rail passengers	37.6	506	35	25	490
Coach passengers	1.1	15	1	1	14
Bus and Tram passengers	5.5	74	5	4	72
Multi-vehicle occupants	6.1	82	6	4	79
TOTALS		**1,346**	**92**	**66**	**1,302**

[2] *TRICS® is the system of trip generation analysis for the UK and Ireland.*

		Morning peak hour	Evening peak hour
		1,437	**1,367**

The impacts at the junctions and the links in the adjacent part of the ring road are shown in Table 5-2 and Table 5-3.

Table 5-2 Junction traffic impacts (between Adair Street and Cheetham Hill Road)

TOTAL JUNCTION FLOWS	Morning peak hour			Evening peak hour		
Junction	Base traffic flow (vehs)	MDC vehicles	Impact (% change)	Base traffic flow (vehs)	MDC vehicles	Impact (% change)
Adair St/ Great Ancoats St	2,298	216	9%	2,685	210	8%
Store St/ Great Ancoats St	2,166	149	7%	1,896	159	8%
Pollard St/ Great Ancoats St	2,143	136	6%	1,386	134	10%
Laystall St/ Great Ancoats St	2,422	121	5%	2,558	131	3%
Newton St/ Great Ancoats St	1,836	99	5%	1,878	60	1%
Lever St/ Great Ancoats St	1,805	84	5%	2,896	43	2%
Oldham St/ Great Ancoats St	2,058	66	3%	2,099	43	2%
Oldham Rd/ Addington St	2,046	63	3%	2,209	15	0%
Rochdale Rd/ Addington St	1,807	55	3%	2,086	17	0%
Corporation St/ Ring Rd	2,057	41	2%	2,748	35	1%
Cheetham Hill Rd/ Ring Rd	1,661	41	2%	1,933	35	2%
Rochdale Rd/ Ring Rd	1,789	4	0%	2,099	43	2%

Table 5-3 Link traffic impacts (between Adair Street and Cheetham Hill Road)

2-WAY LINK FLOWS	Morning peak hour			Evening peak hour		
Link	Base traffic flow (vehs)	MDC vehicles	Impact (% change)	Base traffic flow (vehs)	MDC vehicles	Impact (% change)
Trinity Way	815	31	4%	1,582	2	0%
A665 Cheetham Hill Road (north of Trinity Way)	802	7	1%	1,233	0	0%
A665 Cheetham Hill Road (between Trinity Way and Corporation Rd)	1,941	41	2%	2,657	38	1%
A664 Corporation Street (north of Ring Road junction, northbound only)	879	39	4%	1,139	29	3%
A664 Angel Street eastbound only	942	33	4%	1,018	29	3%
Corporation Street (south of Ring Road)	448	11	2%	443	30	7%
A664 Rochdale Road (north of Angel Street)	867	22	3%	938	15	2%
A664 Rochdale Road (south of Angel Street)	803	1	0%	1,020	14	1%
Rochdale Road (south of Ring Road) ('Shudehill')	651	0	0%	844	4	0%
A665 Miller Street westbound only (between Rochdale Rd and Corporation St)	977	3	0%	1,453	43	3%
A665 Adlington Street eastbound only	905	37	4%	1,173	29	2%
A62 Oldham Road (north of Adlington Street)	1,376	26	2%	1,486	40	3%
A62 Oldham Road (south of Adlington Street)	1,933	63	3%	1,906	15	1%
Oldham Street southbound only	142	0	0%	122	0	0%
A665 Swan Street westbound only (between Oldham Rd and Rochdale Road)	987	4	0%	1,122	43	4%
A665 Great Ancoats Street (between Oldham Road and Lever Street)	1,773	66	4%	2,120	42	2%
George Leigh Street northbound only	46	23	50%	43	1	2%
Lever Street northbound only	191	0	0%	335	0	0%

A665 Great Ancoats Street (between Lever Street and Newton Street)	1,697	79	5%	1,883	43	2%
Blossom Street southbound only	97	2	2%	82	25	31%
Newton Street	448	32	7%	472	10	2%
A665 Great Ancoats Street (between Newton Street and Laystall Street)	1,505	85	6%	1,489	43	3%
Laystall Street northbound only	145	5	3%	382	28	7%
A665 Great Ancoats Street (between Laystall Street and Ducie Street)	2,449	69	3%	2,615	116	4%
A665 Great Ancoats Street (between Ducie Street and Store Street)	1,912	99	5%	1,534	117	8%
Old Mill Street	309	3	1%	480	17	4%
Store Street	519	15	3%	485	51	11%
A665 Great Ancoats Street (between Store Street and Pollard Street)	1,593	89	6%	1,410	133	9%
Pollard Street	723	4	1%	182	5	3%
A665 Great Ancoats Street (between Pollard Street and Adair Street)	1,943	133	7%	1,248	130	10%
Adair Street	543	78	14%	499	81	16%
A665 Great Ancoats Street (east of Adair Street)	1,799	215	12%	2,214	209	9%

In this area nearly all the junction impacts are below 10% but most would have more than 30 2-way trips added. There are some links where the two-way flows increase by more than 5%. Given that these are at a base year of 2024 and that the modelling excludes committed development traffic, these impacts could be reduced at the 2030 opening year. Despite that, traditionally this would trigger junction assessments to be considered in a Transport Assessment, as the network has been and in places continues to be improved it was agreed in discussions with HFAS, following their own discussions with the City Council that there should no more improvements to the highway solely to contain the additional traffic this Proposed Development would generate. Instead the emphasis should be towards reducing this generated traffic to more sustainable travel choices. This should be achievable given TfGM's July 2024 announced update to further improve public transport building on local bus service franchising and development of the Bee Network to help local areas like Manchester realise their own aims to reduce single-occupancy car use with new services, better ticketing, cheaper fares, more local control of the bus network and some rail routes across Greater Manchester.

5.2 Travel surveys

5.2.1 Baseline surveys

It is proposed to undertake a baseline travel survey will be undertaken at 75 percent of full occupation of the Proposed Development or within six months of initial occupation, whichever is sooner. The survey will provide

modal share data for employee travel as a benchmark for future monitoring. This survey will also be used to inform the targets to be included in the Full Travel Plan.

It is proposed to mount travel surveys at three and five years following the initial base line travel survey ("Year One"). Once the Proposed Development has been occupied for five years, a further proposal for monitoring will be submitted by the Travel Plan Coordinator for the approval of the local authority. Further information on the nature of the monitoring is detailed in Section 10.

5.2.2 Snapshot surveys

Once the Full Travel Plan is in place, post-occupation snapshot surveys will be conducted every three months by the Travel Plan Coordinator for the first three years (to be reviewed after the Year 3 baseline survey). This will help assess the modes of transport used by employees. Information that should be gathered during the snapshot surveys include:

- Tracking bicycle use by counting the number of stands in use within the cycle storage racks;
- Number of deliveries on any given day; and
- Uptake of Travel Plan measures and initiatives.

This information should also be used to monitor the progress of the Full Travel Plan against objectives and targets, as presented in the Annual Monitoring report. The mechanism for delivery and employment of a Travel Plan Co-ordinator will need to be agreed between the GPA and Manchester City Council.

6. Objectives

The high-level aims provide direction and focus, and the objectives seek to change the travel behaviour of employees and visitors to increase the number of journeys made by either foot, cycle or public transport to the Site, once operational.

A key aspect of the travelling planning for this proposed development is to ensure existing parking restrictions on the surrounding highway network are adhered to.

The below objectives are specific to the Proposed Development and are aligned to the aims outlined in Section 1.3.

Table 6-1 Aims and Objectives

Aims	Objectives
To effectively manage the travel behaviour of employees and visitors to / from the Site, recognising the existing sustainable attributes of the Site including high levels of public transport accessibility, cycle parking provision, and accessibility to local amenities which can be accessed on foot.	To maximise opportunities for employees and visitors to travel to and from the Site by sustainable travel modes.
Increase staff and visitor awareness of the environmental and health implications and different travel choices.	To increase awareness of sustainable travel modes for employees and visitors.
To develop a strategy for the ongoing management / coordination and marketing of the Full Travel Plan with suppliers, staff and visitors.	Manage vehicle deliveries to the Proposed Development to minimise the impact on the local highway network. Encourage staff and visitor travel by sustainable modes.
To ensure there is no increased parking in restricted parking areas, even for short durations	Ensure that local residents are not impacted by additional traffic and parking

7. Targets and Indicators

This section identifies Targets and Indicators to meet the objectives presented in Section 6.

- **Targets** are measurable 'goals' set up to assess whether the objectives have been met.
- **Indicators** are also included in the plan. These are elements which can be monitored to identify whether the targets and objectives have been met.

Any Travel Plan is a dynamic process, and objectives, targets, and indicators can be used to monitor change. Where change is not achieved, and the target is not met, targets should be reviewed and replaced with a more realistic alternative, or new measures introduced, if necessary.

7.1 Travel Plan targets

Travel Plan targets are required to monitor the success of meeting the objectives. Targets are measurable goals with achievable timescales associated with them. They should be SMART (Specific, Measurable, Achievable, Realistic, and Time bound) and are often related to more than one Travel Plan objective.

Without undertaking a baseline survey once the proposed Government Offices is occupied, it is difficult to set specific targets within this Framework Travel Plan. The suggested targets to achieve the objectives in Section 6 are set out in Table 7-1 and are specific to the Proposed Development. Where appropriate the Full Travel Plan will additionally seek to comply with this Framework Travel Plan.

Table 7-1 Objectives and Targets

Objectives	Targets
To maximise opportunities for employees and visitors to travel to and from the Proposed Development by active travel modes.	Increase the proportion of employees and visitors walking or cycling to the Proposed Development, Ensure all initial employees are provided with a Travel Welcome Pack.
To increase awareness of sustainable travel modes for employees and visitors.	Reduce the proportion of employees and visitors travelling by solo car and increase the proportion using public transport.
Manage vehicle deliveries to the Proposed Development to minimise the impact on the local highway network.	Encourage efficient and organised deliveries and servicing for office and retail uses.

7.2 Travel Plan Indicators

Initial Travel Plan Indicators are shown in Table 7-2. As the results of the baseline travel survey become available these figures will be checked and targets adjusted by the Travel Plan Coordinator to provide a baseline from which the targets will be set to monitor the impact of the Full Travel Plan.

Table 7-2 Travel Plan Indicators

Targets	Indicator	Justification
Increase the number of employees and visitors walking or cycling to the Proposed Development.	Walking to be increased by two percentage points in the short	An increase in walking and cycling is achievable due to the provision of good walking routes and a good

Targets	Indicator	Justification
	term, six in the medium term and eight in the long term. Cycling to be increased three percentage points in the short term, five in the medium term and eight in the long term (NB all figures from baseline).	level of cycle facilities in the local area.
Ensure all new employees are provided with a Welcome Pack.	100 percent of initial employees to be provided with a Site Welcome Pack from the Travel Plan Coordinator within one month of first working / occupying the Site.	Providing information to employees as early as possible when employees start using the Proposed Development offers the greatest opportunity to influence travel choice.
Encourage efficient and organised deliveries and servicing.	Implementation of the Delivery and Servicing Strategy.	To ensure delivery and servicing takes place in an efficient manner.

7.3 Timescales and Achievement

Any Travel Plan is a dynamic process and will need to be reassessed within a long-term programme. It has been assumed that this will be a five-year programme. Appropriate timescales will be assigned to each indicator and Travel Plan measures, to suit the Travel Plan objectives based upon the following timescales:

- **Short Term**: 0-1 year – targets designed to address the immediate concerns and teething problems of the Proposed Development;
- **Medium Term**: 1-3 years – targets to ensure the Travel Plan continues to meet its objectives, particularly in promoting travel by active modes; and
- **Long Term**: 3-5 years – strategic targets based upon improving the overall accessibility of the Proposed Development.

Should the approved targets not be met, the Travel Plan Coordinator (See Section 8) will identify remedial measures and next steps.

It is not anticipated that there will be a handover of the Proposed Development for the foreseeable future. The developer is the end user.

8. Travel Plan Management

To implement the Full Travel Plan, coordination will be required between GPA and the nominated Travel Plan Coordinator. For this size and nature of development, a part time dedicated Travel Plan Coordinator is proposed. It is estimated that the role will take up approximately one day per month, plus an additional two days each year for monitoring (or commissioning monitoring) and analysis of results. The Travel Plan Coordinator will be appointed from the site's Managing Agent prior to occupation.

8.1 Travel Plan Coordination Role

The Travel Plan Coordinator will be responsible for monitoring the performance of the Full Travel Plan. If the Travel Plan targets are not being achieved a reassessment of targets and measures corresponding with the surveys and user group outcomes should be made and remedial measures can be agreed to influence travel behaviour. A responsive and adaptable Travel Plan is a successful and progressive Travel Plan.

To ensure good delivery and uptake of the objectives, the Travel Plan Coordinator will have the following responsibilities:

- Overseeing the development and the implementation of the Travel Plan;
- Obtaining and maintaining commitment and support from facilities management and employees;
- Designing and implementing marketing and awareness raising campaigns to promote the Travel Plan;
- Setting up, coordinating, and attending steering groups;
- Acting as a point of contact for all employees requiring information;
- Liaising with local retailers and interested third parties;
- Providing personalised Travel Planning sessions;
- Monitoring use of cycle parking;
- Coordinating the monitoring and review of the Travel Plan, including the commissioning of a TRICS-approved Independent Field Company to undertake the monitoring; and
- Undertaking snapshot monitoring as necessary.

Details of the appointed Travel Plan Coordinator should be provided within the Full Travel Plan, including contact information.

8.1.1 Funding of Role

The role of the Travel Plan Coordinator will be funded by the annual management budget for the proposed Government Offices.

9. Measures

A range of deliverables and effective measures have been identified as the proposals have developed. Measures have been considered in this section that could be developed further to deliver against objectives and targets. These include co-ordination, promotion / information dissemination and 'physical' measures.

Section 10 describes how the Full Travel Plan can be implemented, monitored, and reviewed during the coming years to ensure that the Site is progressing towards more active mode travel patterns.

The below measures are specific to the Proposed Development.

9.1 Site Welcome Pack

It is recognised that the key to achieving modal shift to active travel modes is informing employees about their travel options as soon as they move onto Site. Therefore, as part of their site induction, permanent onsite employees will be provided with a welcome pack that will contain the following information:

- Details of onsite facilities for cyclists;
- Information on off-site Car Clubs (where applicable);
- Timetable, cost information, and maps for local and regional public transport services;
- Maps of local walking and cycling routes;
- Details of local taxi services and where taxis will drop-off and pick-up at the Site;
- Information on the Travel Plan measures;
- List of local walking and cycling equipment shops;
- Details on parking restrictions; and
- Contact information for the Travel Plan Coordinator.

The Travel Plan Coordinator will be responsible for the preparation of this pack and for its delivery to employees as they arrive onsite. This information will be presented in both paper and online formats.

9.2 Car Strategy

A key initiative is to reduce reliance on single-occupancy car use. This is currently forecast to be at 26% of all peak hour movements delivering some 350 single occupancy cars into the highway network. In order to reduce this a range of initiatives are discussed below in promoting other modes of travel but as part of the car strategy there will be information provided on the intranet and in reception area regarding alternative means of travel.

There will be a transport page on MDC's intranet which will provide details on the transport services available, and up-to-date reports of disruption to enable Site users (staff and visitors) to plan their journeys. This will include links to TfGM sites. One element of this platform will be a car-sharing database to enable car trips to be shared. There will also be car club (Enterprise and Co-Wheels operate in the city as already detailed in the Travel Plan) and taxi company contact details; taxis are covered by a Taxi Strategy in the Transport Assessment in particular in terms of the dropping-off and picking-up point in a newly provided layby on Great Ancoats Street).

Information will be available to staff and users at their desk, PC device and phone, and will be available in reception areas. There will be screens here not dissimilar to those at bus and train stations listing real time 'next services'.

There will be times when onsite employees will require the use of a private vehicle as part of their job although may not commute by car. This occasional need can be met by use of pooled cars. Staff will also be encouraged to use

local Car Club schemes. Staff will be alerted to these through the Site's intranet and when following procedures when arranging visits.

Enterprise and Co-Wheels operate Car Clubs within Greater Manchester which allow users to rent vehicles by the hour or the day. There are multiple pick-up and drop-off locations throughout the city, including at the First Street Q-Park car park and Whitworth Street West. Employees will be made aware, through promotional material, of available Car Clubs within the local area. Information on benefits of Car Clubs, where they are located, and how to join them will also be presented in the Welcome Pack.

One of the benefits of such a large number of people at this location is that it lends itself well to car-sharing. With such a large number of staff the potential for car-sharing is better than at smaller scale developments. It is proposed that the end user adopts a web-based/ intranet car share database to link people. A Car Share club will be arranged for employees, either via an existing company (such as Lift Share) or a bespoke internal system e.g., using a dedicated Teams or Yammer page. It will also be supported by a 'guaranteed ride home' for when planned arrangements might not be available, providing a taxi-to-home journey instead. This will enable employees to find drivers or passengers to share their travel with, thus reducing CO_2 emissions, saving fuel costs, and reducing the stress of driving by sharing.

In addition, information will be provided to reinforce Traffic Regulation Orders restricting parking on the local highway network, particularly on roads serving residential properties. Staff or visitors who do continue to drive private cars will be directed away from parking in these areas, even for short durations for drop-offs and pick-ups, as well as being advised not to use such streets for passage.

9.3 Walking and Cycling Strategy

The following measures, as presented in Table 9-1, are recommended to encourage participation in walking and cycling by employees and visitors.

Table 9-1 Walking and Cycling Strategy

Measure	Detail
Discount on Cycle and Walking Equipment	Negotiations with local retailers to secure all employees at the Proposed Development with a discount for walking and cycling equipment.
Folding bike trial	Investigate potential of offering employees access to a folding bike for a trial period.
Participation in the government's Cycle to Work Scheme	Participation in the scheme amongst individual employees will be strongly encouraged. The Travel Plan Coordinator will help in setting up the scheme.
Promotion of walking tools	Walking route planners such as Outdoor Active will be promoted within promotional publicity and 'how to find us' information. As well as promoting use of these types of tools, the health, monetary and time saving benefits of walking will also be publicised.
Participation in walking challenge	Employers and employees will be encouraged to sign up to a walking challenge, potentially via a 'Walking Works staff challenge' (http://www.livingstreets.org.uk/). Promotional events will also take place to promote the event.
Map of local foot and cycle paths / routes and onsite storage facilities,	A map of local footpaths and cycle paths will be provided to all employees and displayed in a public area.

Measure	Detail
showing directional and route information	Details to be provided indicating routes for cyclists and pedestrians to and from key points, such as Manchester Piccadilly Station, New Islington Tram Stop and Piccadilly Gardens (bus and tram) Interchange.
Maintenance of on-site facilities for walking and cycling	The Proposed Development will provide storage for cycles, along with lockers and showers.

With the cycle parking on-site at 320 covered spaces, there will be a need to supply security of those cycle parking areas and potentially either host cycle-maintenance on-site or establish business links with nearby cycle repairers.

9.3.1 Discounted Equipment

Through negotiations with local retailers / stores, discounts could be received for employees at the Proposed Development on cycles, cycle equipment, walking boots and clothing. This would encourage employees that do not currently walk or cycle for their daily commute to do so. It may also encourage employees that cannot walk or cycle for the entire length of the commute to do so for a small part. Negotiations will be led by the Travel Plan Coordinator.

9.3.2 Map of Local Foot and Cycle Paths/ Routes

The production of a map of local foot and cycle paths / routes should encourage employees that have the capacity to walk or cycle to do so, particularly in the summer months. This measure also encourages a healthy lifestyle and will be the responsibility of the Travel Plan Coordinator. Information will also be provided on local parks and open spaces. Emphasis will be placed on links between the development and trains stations and bus stops.

9.3.3 Maintenance of Facilities

All on-site cycle parking facilities, provided as part of the Proposed Development, will be maintained to a high standard to ensure that they are well utilised. The Travel Plan Coordinator will work with the on-site Facilities Manager to ensure that this happens.

Regular monitoring of the use of cycle parking will also take place and should it be deemed necessary, additional cycle parking will be identified. This will be the responsibility of the Travel Plan Coordinator.

9.4 Public Transport Strategy

The aim of the Public Transport Strategy is to ensure employees and visitors have all the information they require about their public transport options. Recommended measures to be implemented are presented in Table 9-2.

Table 9-2 Public Transport Strategy

Measure	Detail
Dissemination of information on public transport to employees and visitors.	Information displayed in communal areas.
Provision of public transport information for all new employees.	Provide new employees with public transport information as part of induction process and in Site Welcome Packs. Provide travel information on intranet sites as appropriate for each organisation.

Measure	Detail
Promotion of available travel apps.	Online services available via mobiles and the internet will be promoted. Usage of data on screens within the development will also be investigated.

9.4.1 Public Transport information

The following public transport information will be displayed throughout the proposed Government Offices:

- Timetable and route information for local bus, tram and linking train services;
- Planned engineering work that will affect travel;
- Fare information; and
- Details of local taxi firms.

9.4.2 Public Transport contributions

There could be a contribution to increase frequency of buses on Great Ancoats Street serving bus stops adjacent to the Site. The aim of this contribution is to establish an enhanced bus service provision while the passenger demand from development builds allowing all occupiers to benefit. Currently, such a contribution is aimed at the approximately quarter hourly service 230/231 and/or, as currently this part of the network only serves areas to and from Ashton, it could be used to introduce new routes to and from other destinations.

Any public transport contribution would be best introduced early in order to embed a mindset of public transport use, and also to allow a time when any enhanced service can operate commercially without a contribution.

9.5 Reducing the Need to Travel

Whilst many of the measures listed encourage a shift towards active travel modes, measures to remove the need to travel should also be considered. It is anticipated that measures that aim to reduce the need to travel for employees will be detailed in future once it is possible to develop measures further.

9.6 Communications Strategy

The effective communication and marketing of the Full Travel Plan to all stakeholders involved is vital to ensuring its success. Marketing and communication should be targeted at the various groups involved in the Full Travel Plan including:

- GPA;
- Onsite managers and their employees;
- Visitors; and
- Other stakeholders, for example the local planning and highway authority.

9.6.1 Marketing

The implementation of the Full Travel Plan depends on individuals making changes to their current journey patterns and, as a result, it is important to view the Travel Plan as perceived by each of the target groups.

To help achieve this, effective marketing and communication strategies to ‘get the message’ to each target group should be identified.

The following marketing of the Full Travel Plan will take place and will be led by the Travel Plan Coordinator:

- Publicised launch event for the Travel Plan to create awareness amongst employees on 75 percent occupation of the development or on six months of occupation of the development;
- Continual updates on the Travel Plan and its performance in communal office areas; and
- Site Welcome Pack for initial new employees to provide information on the Travel Plan.

The Travel Plan will be marketed as helping employees/visitors and the initiative and will be promoted in a positive light to encourage employees to start and continue participating.

9.6.2 Communication

Communication will be led by the Travel Plan Coordinator to ensure that all the measures that are in place are communicated to employees and visitors for them to allow a change in travel habits to take place. The Travel Plan Coordinator will also respond to comments from employees and visitors regarding the Full Travel Plan to ensure it continuously evolves.

10. Monitoring and Review

A strategy shall be developed for the regular monitoring of the progress of the Full Travel Plan against objectives and targets and highlight any deficiencies and changes required to the Full Travel Plan or any additional measures required.

10.1 Monitoring

10.1.1 Baseline

A baseline travel survey shall be undertaken at 75 percent of full occupation of the Proposed Development defined on a floor area basis, or within six months of occupation (whichever is soonest) to provide modal share targets for employee travel as a benchmark for future Travel Plan monitoring. This baseline travel survey will be known as 'Year 1' and further surveys will be undertaken biannually thereafter, at Years 3 and 5.

The undertaking of the travel surveys will be arranged by the Travel Plan Coordinator. The travel surveys should include:

- Employer management survey;
- Multi-modal count survey;
- Parking survey;
- Freight (delivery & servicing) survey;
- Visitor interview survey; and
- Employee self-completion questionnaire and diary.

10.1.2 Snapshot

Once the Full Travel Plan is fully in place, snapshots surveys will be regularly conducted by the Travel Plan Coordinator. This will help assess the modes of transport used by visitors and employees. Information that should be gathered during the snapshot surveys includes:

- Tracking bicycle use by counting the number of stands in use in the bicycle racks;
- Number of deliveries made on any one day for office and retail use; and
- Uptake of Travel Plan measures and initiatives.

This information should also be used to help assess the successes or failures of the Travel Plan measures.

10.2 Review

The travel survey results will dictate the future direction and focus of the Full Travel Plan, identifying in which areas the Travel Plan is working successfully and areas in which there are deficiencies. Annual review will also identify progress of the Travel Plan against the agreed measures and outcomes. Should the Travel Plan not be meeting the agreed outcomes, improvements can then be made accordingly. The Travel Plan review will be the responsibility of the Travel Plan Coordinator.

11. Action Plan

Following identification of measures and targets, a proposed programme of implementation for the Travel Plan measures should be developed. This programme shall continue to be developed in line with the update of Travel Plan measures and should be flexible to meet the requirements of the Proposed Development and continue to be revised throughout the lifecycle of the Travel Plan.

Initial Action Plan tasks are shown in Table 11-1.

Table 11-1 Action Plan

Travel Plan Measures	Timescale for Implementation	Target Date	Responsibility
Appointment of a Travel Plan Coordinator	Prior to occupation of Site.	Prior to occupation	TBC
Site Welcome Pack (for initial employees)	To be issued as part of the induction process for employees.	Prepared prior to occupation, disseminated upon occupation	Travel Plan Coordinator
Walking and Cycling Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Car Club Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Car Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Public Transport Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Reducing the Need to Travel	As soon as possible.	Spring Year 1	Travel Plan Coordinator / GPA
Communication Strategy	As soon as possible.	Spring Year 1	Travel Plan Coordinator
Baseline Travel Surveys	Within 6 months of 75 percent occupation of Site.	Spring Year 1	To be arranged by Travel Plan Coordinator
Monitoring Surveys	Baseline survey ‘Year 1’ to be undertaken on 75 percent occupation or within six months of occupation (whichever is soonest). Biannual surveys to be undertaken thereafter, for Year 3 and Year 5.	Spring Year 1, Year 3, and Year 5	To be arranged by Travel Plan Coordinator
Snapshot Surveys	Every 3 months for the first 3 years.	Years 1 to 3	Travel Plan Coordinator
Annual monitoring report	Annually from after baseline survey.	Annually from Spring Year 1 until Spring Year 5	Travel Plan Coordinator

12. Securing and Enforcing

It is critical that the GPA is fully supportive of the objectives of the Travel Plan and committed to the implementation and delivery of everything detailed in this document.

In order to fully demonstrate this endorsement by senior management, a declaration has been made by the GPA – see Section 1.6.

The Government Property Agency has also stated that a budget will be established to ensure a successful delivery for travel planning as part of the Framework Travel Plan and the on-going monitoring, review and Travel Plan updates.

Appendix A. Sustainable Transport Measures

Assessment option	Measures		Comments
		Public transport	
1.	1.	The existing AI calculated in BREEAM Tra 01 achieves the following: ≥ 4 for prison or MOD sites, rural location, sensitive buildings, and other BG 3 (Higher Education and Further Education), ≥ 8 for all other building types.	Existing Accessibility Index (AI) of 29.84 equate to the 'Excellent' level - see Section 4.1.4
2.	2.	Demonstrate an increase over the existing Accessibility Index through negotiation with local bus, train, or tram companies to increase the frequency of the local service provision for the development;	N/A
		OR	
	3.	Demonstrate an increase over the existing Accessibility Index. This could be through provision of a diverted bus route, a new or enhanced bus stop, or other similar solutions.	
		OR	
	4.	Provide a dedicated service, such as a bus route or service (See BREEAM 'Tra 02 Definitions').	
3.	5.	Provide a public transport information system in a publicly accessible area, to allow building users access to up-to-date information on the available public transport and transport infrastructure. This may include signposting to public transport, cycling, walking infrastructure or local amenities.	This is to be provided in the reception area or areas of the proposed units – see Section 9.
		Private transport	
4.	6.	Provide electric recharging stations of a minimum of 3kW for at least 10% of the total car parking capacity for the development.	15 charging bays for Electric Vehicles for a total parking capacity of 50 bays, of which 49 are for accessible parking.

Assessment option	Measures		Comments
5.	7.	Set up a car sharing group or facility to facilitate and encourage building users to car share.	A car sharing scheme will be arranged for employees - see Section 9.2 Employees will be made aware, through promotional material, of available Car Clubs within the area. Information of the benefit of Car Clubs, where they are located, and how to join them will also be presented in the Welcome Pack - see Section 9.2
	8.	Raise awareness of the sharing scheme with marketing and communication materials.	
	9.	Provide priority spaces for car sharers for at least 5% of the total car parking capacity for the development.	
	10.	Locate priority parking spaces nearest the development entrance used by the sharing scheme participants.	
Active travel (walking and cycling)			
6.	11.	During preparation of the brief, the design team consults with the local authority (LA) on the state of the local cycling network and public accessible pedestrian routes, to focus on whichever the LA deems most relevant to the project, and how to improve it.	
	12.	Agree and implement one proposition chosen with the LA. The proposition supported by the development is additional to existing local plans and has a significant impact on the local cycling network or on pedestrian routes open to the public.	
7.	13.	Install compliant cycle storage spaces to meet the minimum levels set out in Tra 02 Table 7.5 Cycle Storage.	4,373 FTEs is the maximum anticipated attendance on any day. 320 cycle parking spaces will be provided.
8.	14.	Option 7 has been achieved.	To accompany the cycle parking it is also proposed that there will be 320 lockers and 30 showers plus a connecting lift to the ground floor.
	15.	Provide at least two compliant cyclists' facilities for the building users, (including pupils where appropriate to the building type) – see 'Tra 02 Definitions' for the scope of each compliant facility: – Showers – Changing facilities – Lockers	

Assessment option	Measures	Comments
	– Drying spaces.	
	Provision of Amenities	
9.	**Existing amenities:**	There are at least three local existing accessible amenities within 500m.see Section 4.2 showing 15 such amenities.
	16. At least three existing accessible amenities are present, see 'Tra 02 Table 7.6 Building Grp', where relevant for a Building Group.	
10.	**Enhanced amenities:**	
	17. Ensure a minimum of one new accessible amenity, in accordance with 'Tra 02 Table 7.6 Building Grp', for the relevant Building Group, is provided.	
	OR	
	18. Ensure more than one new accessible amenity, in accordance with 'Tra 02 Table 7.6 Building Grp' for the relevant Building Group, is provided.	
	Alternative transport	
11.	19. Implement one site-specific improvement measure, not covered by the options already listed in this issue, in line with the recommendations of the travel plan.	See Section 9 - a range of additional improvement measures have been identified including Site Welcome Packs and activities and benefits to encourage walking and cycling.

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