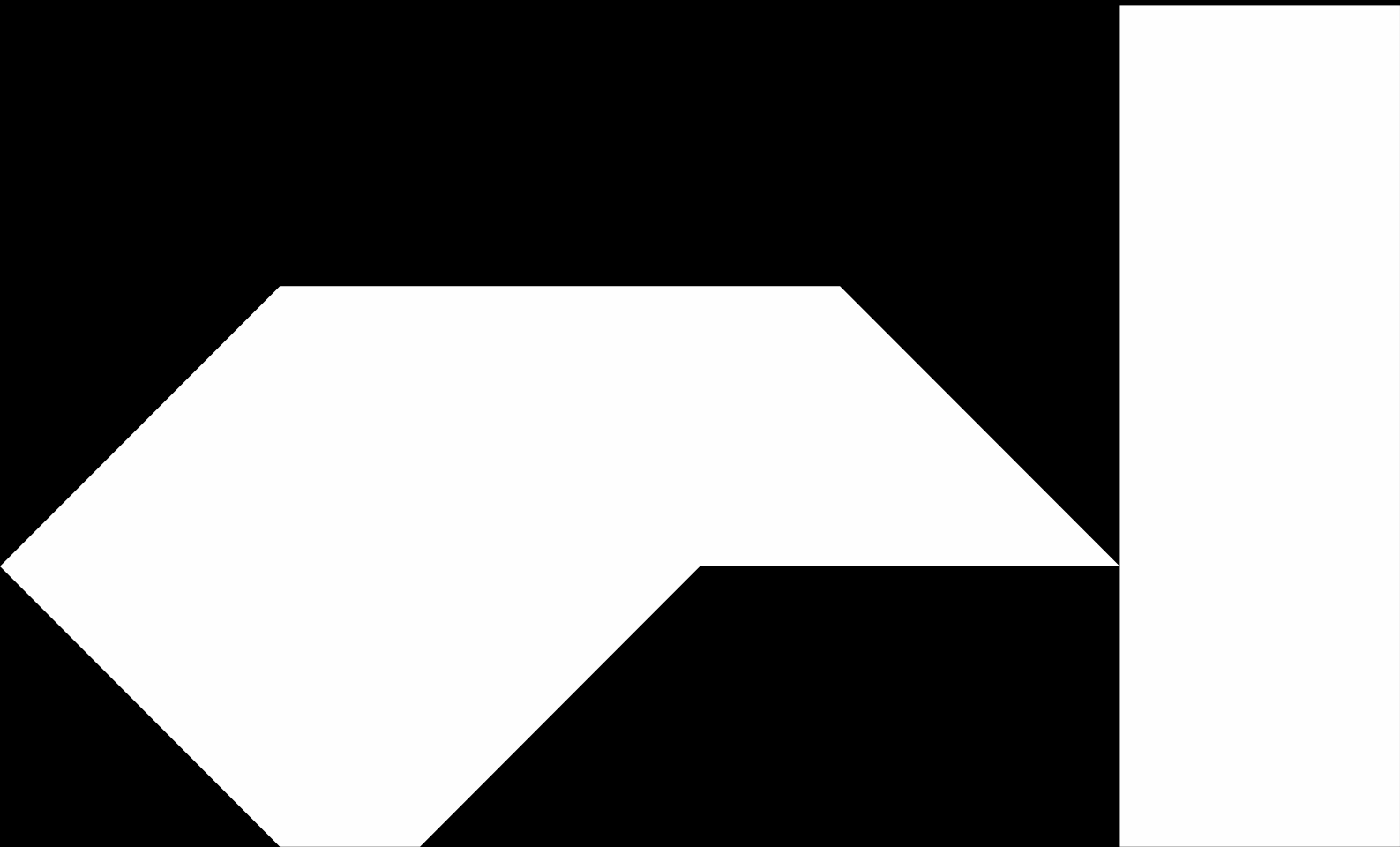


factory
international

TRAVEL PLAN

MAY 2023



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1 TRAVEL PLAN INTRODUCTION

1.1 INTRODUCTION

This travel plan has been prepared by Factory International's Environmental Sustainability Manager, operating as the Travel Plan Coordinator.

Input has been gathered from various colleagues

- Venue Operations Programme Manager
- Director of Production and Building Operations
- Facilities Manager
- Access Manager
- Head of Marketing
- Head of HR

It will be submitted to MCC to discharge Planning Condition no. 10a. Planning Permission Ref. 119890/VO/2018 (as amended by Ref. 121791/NMC/18)

This Travel Plan builds on the Framework Travel Plan commissioned by MCC and prepared by Vectos in 2016. An updated Transport Assessment (April 2018) was included as an appendix to the Environmental Statement submitted on 14 April 2021 in support of the planning application (ref: 130034/JO/2021).

1.1.1. COVER NOTE FOR PLANNING CONDITIONS DISCHARGE

Principle updates in this version of the Vectos Travel Plan previously submitted as part of the planning process include (references are to sections in this document):

- **1.3 FACTORY INTERNATIONAL BUILDING OVERVIEW** – confirmed “as built” dimensions and GIA floorspace; description of activities
- **1.5 RELEVANT GUIDANCE** – more up-to-date guidance: “Travel Plans - Travel Plans, Transport Assessments and Statements” (Mar 2014), from Department of Transport reviewed
- **1.8 PLAN ADMINISTRATION** – Factory International's Environmental Sustainability Manager will act as the Travel Plan Coordinator
- **2.1 SITE INFRASTRUCTURE** – confirmed “as built” features
- **2.2 PARKING** – further detail of parking close to the building, expressed in more accessible terms, i.e. distance rather than walking time
- **3.3 ACCESSIBILITY BY CYCLE** – information on Deansgate Active Travel Fund scheme
- **3.4.1 METROSHUTTLE** – Changes in Metroshuttle routes (April 2023)
- **3.4.3 FUTURE CHANGES TO BUS SERVICES** – information on upcoming bus regulation (implemented from September 2023)

- **4.2 SUSTAINABLE TRAVEL INFORMATION** – details of information available on intranet to employees on sustainable travel
- **4.2.4 TRAVEL SURVEYS** - Data from 6 months of travel surveys included
- **4.3 CAR USE** – details of 8 blue badge spaces on Water Street
- **5.2 WALKING** – details of Factory International’s event management strategy
- **5.3 CYCLING** – information on proposal to install cycle hire docking station at Factory International
- **5.5 COACH TRANSPORT** – updated information on coach parking in the vicinity

Factory International wish to highlight these changes either through alternative ways of managing travel to and from the venue or because key attributes in the design of the venue or surrounding area have changed over the intervening years since the previous Travel Plan was drafted and submitted.

1.2 SITE DESCRIPTION AND CONTEXT

Factory International is located within the St. Johns area in Manchester City Centre. St. Johns comprises the former ITV Quay Street estate. The broader site is being developed by Manchester Quays Limited (MQL) – an Allied London Group Company, through long term regeneration proposals that involve both the conversion of existing buildings and redevelopment of other plots to create a new neighbourhood in the city

The St. Johns development aims to create ‘a mixed use neighbourhood that brings together enterprise, innovation, culture, entertainment and leisure, and residential in a unique living environment in the heart of the city’.

The area around the St. Johns development is defined by a mix of leisure, commercial and residential uses including Spinningfields to the north, the Great Northern Warehouse and Deansgate to the east and the Museum of Science and Industry to the south. It is situated 750m from the Deansgate/Castlefield Metrolink stop and a range of bus and Metroshuttle services.

1.3 FACTORY INTERNATIONAL BUILDING OVERVIEW

The Factory International building comprises a development with a total GIA of 18,800 sq. m of which c.13,500sq. m is publicly accessible space, which contains two flexible auditorium spaces to be used for theatre, music, art and other performance-related events, conferences and associated facilities including retail and bar use, office, administrative and back of house function, training and educational facilities, servicing and access arrangements, circulation and external landscaped areas.

Opening in 2023, it will be Manchester International Festival’s permanent home, commissioning and presenting a year-round programme of extraordinary, ground-breaking and interdisciplinary work by leading artists from across the globe. The building is designed by Rem Koolhaas’s OMA and backed by Manchester City Council, HM Government and Arts Council England.

The building design is based around open, flexible spaces that can change and reconfigure to meet the needs of the work created and shown in it and it is capable of hosting everything from major concerts to intimate performances, immersive theatre, exhibitions and installations. Outside, two new public areas will come alive with pop-up music, events and markets, creating a thriving riverside destination for everyone to enjoy

The maximum capacity of the publicly accessible spaces in the building is as follows:

- Warehouse: 5,000 standing
- Hall (Theatre): 1,498 seated or up to 1,823 seated/standing
- Combined spaces: 7,000

A breakdown of floorspace (taken from cleaning area specifications) is provided in table 1:1 below:

Floorspace Category	Rooms	Area
Back of House	Control Rooms	8,688 sq. m.
	Cleaning Rooms	
	AV Rack Rooms	
	Costumes / laundry	
	Lift Core and Stairs	
Front of House	Main Foyer	1,277 sq. m.
	Auditorium Foyer	87 sq.m.
Office Spaces	Main staff office	634 sq. m.
	Meeting Rooms	272 sq. m.
Performance spaces	Orchestra Pit	223 sq. m.
	The Hall (auditorium)	1586 sq. m.
	The Warehouse	2148 sq. m
	Green Room	249 sq. m.
Performers Areas	Dressing rooms and toilets	853 sq. m.
Toilets	Public	558 sq. m.
	Back of House	662 sq. m.
Utilities	Gas Meter Room	1074 sq. m.
	Mechanical rooms	
	Electrical Rooms	

Floorspace Category	Rooms	Area
	AHU and Temp Equipment motor rooms	
	Total	18,311 sq. m.

Factory International will attract over 850,000 visitors a year – across ticket buyers, those engaging with engagement activities and the public programme and those accessing the interior and exterior public spaces. Larger events are expected to attract people who would travel nationally and internationally and stay in St. Johns hotels or elsewhere in the city

Factory International will employ around 150 permanent staff, with a large number of casual and temporary staff and apprentices. There will also be a significant onsite staff presence from our outsourced partners, across the food and beverage offer, cleaning and security – this will vary across different event profiles, for example security staff on site will vary between 2 to possibly up to 50. It is likely that there will be around 50 to 200 casual staff involved in the building at any point

1.4 ABOUT A TRAVEL PLAN

A Travel Plan is a combination of information, proposals and incentives designed to use most effectively the different means of travel available to staff. Visitors to Factory International are considered as they will be included in the promotional aspects of the Travel Plan, for example through the website or ticketing information but they are not specifically surveyed as their travel behaviour for events is bespoke to each occasion.

The preparation and adoption of a Travel Plan is an important element of managing the demand for travel to all modern developments. The National Planning Policy Framework (NPPF) document (Mar 2012) highlights the role that Travel Plans can play in facilitating sustainable travel, stating that:

“All developments which generate significant amounts of movements should be required to provide a travel plan”

1.5 RELEVANT GUIDANCE

Best practice guidance from the Department of Transport (DfT) on [“Travel Plans - Travel Plans, Transport Assessments and Statements” \(Mar 2014\)](#) has been reviewed.

The document sets out an overview of the process and delivery of Travel Plans, affirming that:

“The primary purpose of a Travel Plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes.”

In terms of the positive benefits of Travel Plans, the document states: *Travel Plans, can positively contribute to:*

- *encouraging sustainable travel;*
- *lessening traffic generation and its detrimental impacts;*
- *reducing carbon emissions and climate impacts;*
- *creating accessible, connected, inclusive communities;*
- *improving health outcomes and quality of life;*
- *improving road safety; and*
- *reducing the need for new development to increase existing road capacity or provide new roads.*

Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

*Travel Plans should set **explicit outcomes rather than just identify processes to be followed** (such as encouraging active travel or supporting the use of low emission vehicles). They should **address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should seek to fit in with wider strategies for transport in the area.***

They should evaluate and consider:

- *benchmarking travel data including trip generation databases;*
- *Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- *relevant information about existing travel habits in the surrounding area;*
- *proposals to reduce the need for travel to and from the site via all modes of transport; and*
- *provision of improved public transport services.*

1.6 TRAVEL PLAN AIMS

The Travel Plan is Factory International's long term strategy for reducing the dependence of staff and visitors on travel by private car to the building. The specific objective of the Travel Plan is to encourage the continued use of means of transport other than the private car.

The main aim of the Travel Plan is to reduce the environmental impact of travel to the building. Other aims are:

- Informing staff and visitors to Factory International of the travel options available
- To increase awareness of the advantages and potential for travel by more environmentally friendly modes

- To introduce a package of management measures that will facilitate travel by modes of transport other than the private car
- To encourage staff and visitors to use alternatives to the private car

1.7 TRAVEL PLAN BENEFITS

Benefits to organisation

By encouraging employees to use alternative modes of transportation, a strong Travel Plan can help Factory International to:

- Reduce car parking demand for off-site car parking spaces
- Ease parking problems by reducing the need for car parking provision
- Improve mental health and well-being of staff. Employees who regularly walk or cycle to work can enjoy improved health conditions such as high cholesterol, high blood pressure, stiffness and joint and muscular pain
- Increase attractiveness of the organisation as a place of work and improve staff retention by encouraging sustainable travel choices
- Reduce congestion on local roads around Factory International
- Reduce organisational carbon footprint

Benefits to employees

Employees who choose to travel by more sustainable transport such as walking, cycling and public transport, can benefit from

- Reduced travel costs associated with expenditure on fuel and car insurance
- Reduced carbon footprint
- Reduced journey times. Cycling is often considered the fastest mode of transport over distances of up to 5km (3mi)

1.8 PLAN ADMINISTRATION

Factory International's Environmental Sustainability Manager will act as the Travel Plan Coordinator, providing a liaison in implementing the plan with relevant local authorities.

The Travel Plan Coordinator will act as the first point of contact for staff and other outside organisations in all matters regarding travel. They will maintain an up-to-date file containing all correspondence to and from staff regarding travel

2 SUPPORTING TRANSPORT INFRASTRUCTURE

2.1 SITE INFRASTRUCTURE

Transport infrastructure that supports Factory International is described in Dwg MF-BHE-XX-XX-DR-C-01-381 and Dwg MF-BHE-XX-XX-DR-C-01-382 which show detail highway layout in the vicinity of the building. Dwg 210385T/TRO/001-Proposed – shows where driving will be prohibited on Water Street.

Key features include:

- Factory International oversails Water Street with a minimum height clearance of 4.5m, to allow passage by vehicles with a height of 4.2m
- Water Street under the building has level paving between the footway and roadway. It is “shared space” which vehicles will have minimal access. Water Street is closed to through traffic – Factory International controls vehicle access
- Two new squares – River Square and City Square – offering high quality public realm
- Quality lighting and displays in the undercroft to promote events at Factory International
- Grape Street is a new link from Lower Byrom Street to Water Street to provide connectivity across the site for pedestrians and cyclists. Factory International will not have vehicular access from Grape Street. Factory International will be serviced from Water Street with limited access rights from Victoria Street.
- Pedestrians and cyclists will use Grape Street except after major evening events when visitors will be directed along Water Street to Quay Street and Liverpool Road.
- Metroshuttle (free city centre bus) operates close to Factory International and scheduled services could potentially be routed close to the building
- National Cycle Route 6 passes along Water Street and across the River Irwell
- 40 under cover cycle parking spaces offered in the public realm – the exact location will be determined as part of the public realm design
- 20 cycle parking spaces for staff will be located in the service yard
- A further 242 on-street cycle parking spaces are planned as part of the future development of the wider public realm of St. Johns
- 8 Blue Badge parking spaces provided on Water Street, south of the building
- No private vehicle or coach parking is provided on site, over 7,600 car spaces are available within a 1.5km radius. For details of coach parking see section 5.5
- Two Lorry lifts are located east of Water Street to take large articulated HGVs and events deliveries to Warehouse floor level
- A service yard located between Factory International and the Bonded Warehouse to manage waste and back of house servicing
- Private hire taxis will be encouraged to drop off/pick up from Liverpool Road and Quay Street.
- Coach drop off/pick up provided on Liverpool Road and new spaces to be provided on New Elm Street, Water Street and Quay Street. Coach drivers will follow MCC guidance on timing, engine off.

2.2 PARKING

Parking provision plays a key role in determining travel behaviour. It is noted above that there is no provision for on-site parking at Factory International. However, there is significant public parking provision nearby. Within 500m there are over 3,800 spaces available and within 1,500m, over 7,600 spaces as detailed in the table below:

Car parking spaces within 500m of Factory International	
Spinningfields (NCP)	680
Water Street Car Park (RCP)	170
Elm Road Car Park	38
Stone Street (MCC)	12
New Bailey, Salford (NCP)	620
Great Northern 1&2 (NCP)	1442
Bridge Street (MCC)	73
Deansgate Euro Car Parks	40
Bridgewater Street (Just Park)	70
Collier Street	52
Duke Street	62
Stanley Street (NCP)	635
Total 3,894	
Additional Car Parking within 1,500m of Factory International	
Chapel Wharf (Domino)	208
Browncross Street (Euro)	93
Gorton Street Car Park	50

Harding Street Arches (SIP)	63
Greengate Car Park (Euro)	145
Deansgate North (Q-Park)	455
King Street West (MCC)	554
Deansgate (NCP)	86
Cross Street (NCP)	13
Oxford Street (NCP)	44
Hulme Street (MCC)	80
Great Jackson Street (RCP)	60
Cleminson Street (Salford CC)	70
Farner Norton Car Park	72
Manchester Central (NCP)	643
Bridgewater Hall	288
1 st Street (Q-Park)	700
Silvercroft Street (RCP)	83
Total 3,707; combined total 7,601	

3 SUSTAINABLE ACCESS PROVISION BY MODE

3.1 INTRODUCTION

Accessibility to good transport infrastructure has a potential to reduce the need to travel by single occupancy car and to encourage people to make sustainable transport choices. The accessibility of Factory International by sustainable transport modes is described in this chapter. The following modes of transport are considered:

- Accessibility by walking
- Accessibility by cycle
- Accessibility by bus
- Accessibility by train
- Accessibility by Metrolink light rail

3.2 ACCESSIBILITY BY WALKING

The Chartered Institution of Highways and Transportation document “Providing for Journeys on Foot” states that the acceptable walking distance for commuting trips is 2km (1.25mi), about a 25 minute walk while an 800m walking distance is the preferred maximum distance for shopping trips. A 2km walk covers all of the city centre and many nearby residential areas such as Ordsall and Castlefield.

Given the location of Factory International, pedestrian accessibility to the surrounding area is very good. Existing pedestrian links are present in the St. Johns development which lead to the primary routes towards the centre of Manchester along Liverpool Road and Quay Street via Water Street. Grape Street will be reopened and offer a route via St. Johns Gardens towards Deansgate. All footways in the surrounding area are lit and there are appropriate crossing facilities across all main highways.

Water Street is a blue route and will be controlled bollard access for deliveries and collections only. Heading north on Water Street, there is an existing pedestrian crossing over Quay Street, and an upgraded crossing at Gartside Street. A footbridge at Left Bank in Spinningfields provides an accessible link across the River Irwell to Salford Central station.

Two new squares – River Square and City Square – offer high quality pedestrian space linking Factory International to routes through the St John’s neighbourhood.

Pedestrians with visual impairment will be recommended to approach the building via Water Street, from Liverpool Road. This route has traditional carriageway and footway design with fixed street furniture which should help visually impaired people navigate to the entrance.

To the West, a footbridge links Factory International with the Salford area of Middlewood Locks. There is an aspiration as part of the wider St John’s Masterplan that the River Irwell will benefit from a riverside walkway that connects the proposed Trinity Islands’ development to the South (and Castlefield and

Ordsall beyond) and Quay Street to the North. This would be delivered through later phases of the St. John's Masterplan.

The area will benefit from high quality signage to direct pedestrians on the most appropriate routes.

3.3 ACCESSIBILITY BY CYCLE

The Department for Transport Local Transport Note (LTN 1/20) "Cycle Infrastructure Design" (2020) states that two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people. The follow image (fig. 3.1) shows a 5km (3mi) cycling catchment area which encompasses the whole of Manchester City Centre and much of the surrounding conurbation, and would equate to a journey of around 25 minutes with a leisurely cycling speed of 12km per hour.

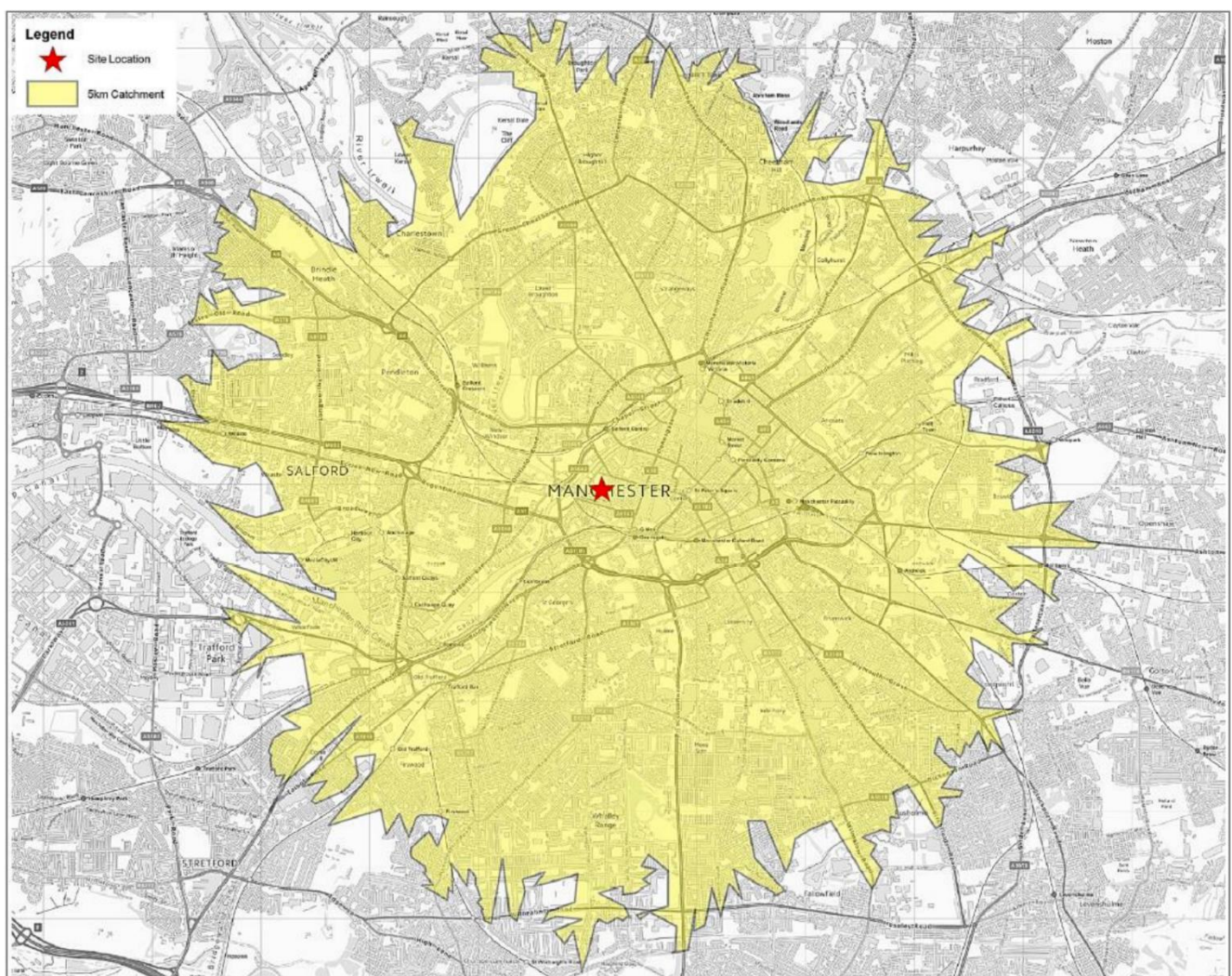


Fig. 3.1 – 5km cycling catchment

There are a number of designated cycle routes and facilities in the area as well as a network for quiet streets which are convenient for cyclists. These are shown in the following image (Fig 3.2)

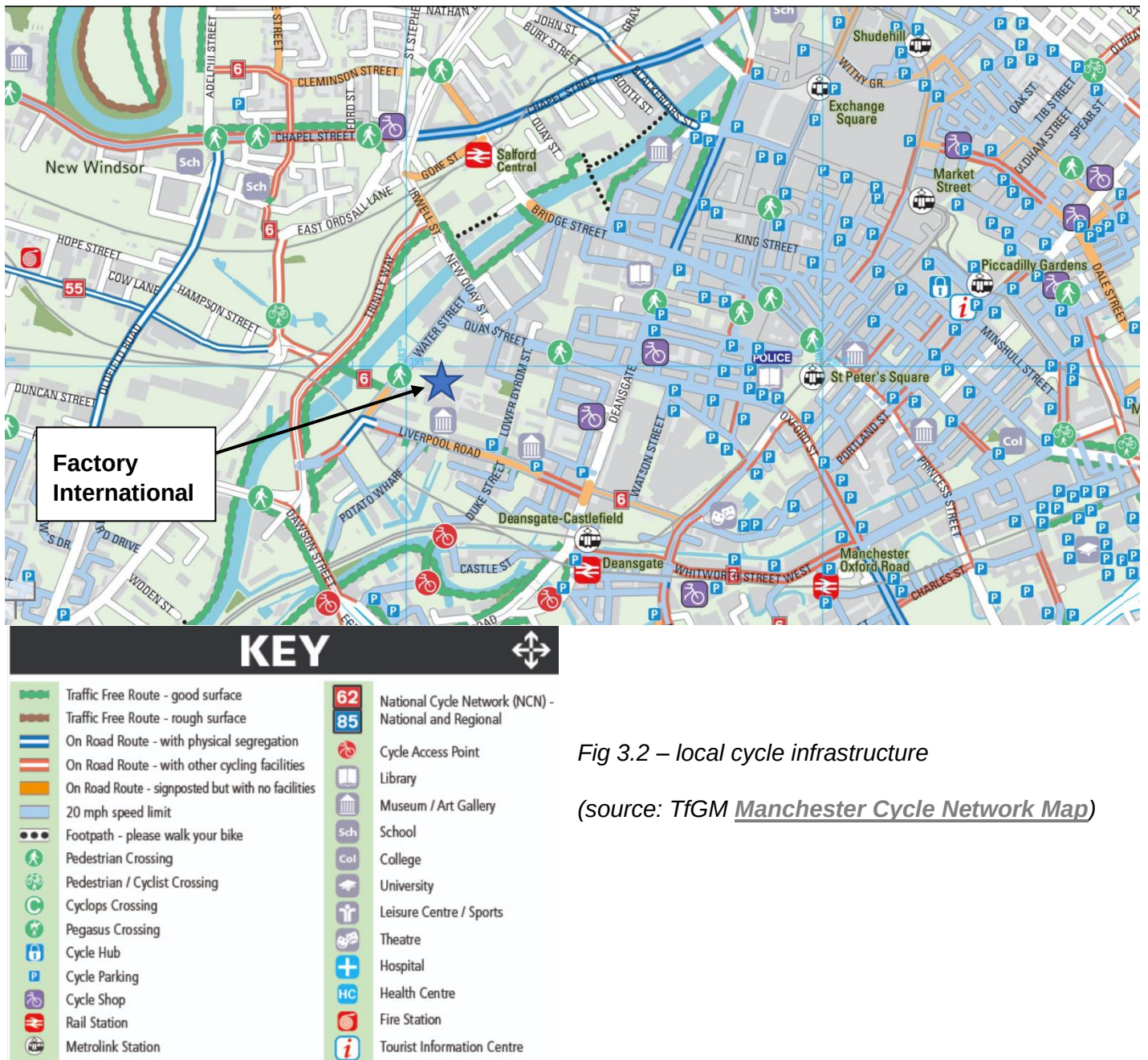


Fig 3.2 – local cycle infrastructure

(source: TfGM [Manchester Cycle Network Map](#))

Local cycle infrastructure will be improved. National Cycle Route 6 passes close to the building, crossing the River Irwell and then Water Street before heading down Liverpool Road.

TfGM have an Active Travel mission, as part of the Bee Network vision, which aims to deliver “the UK’s largest cycling and walking network”. This will involve a programme of cycle friendly streets alongside strategic segregated cycle routes throughout the city to encourage cycling.

A scheme has been consulted on twice (2015, 2016) along the Bridgewater Canal that arrives at Deansgate close to the station just south of Liverpool Road, as shown in the following image (Fig 3.3). At time of writing (Jan 2023), there is no update on this project on TfGM or MCC websites.

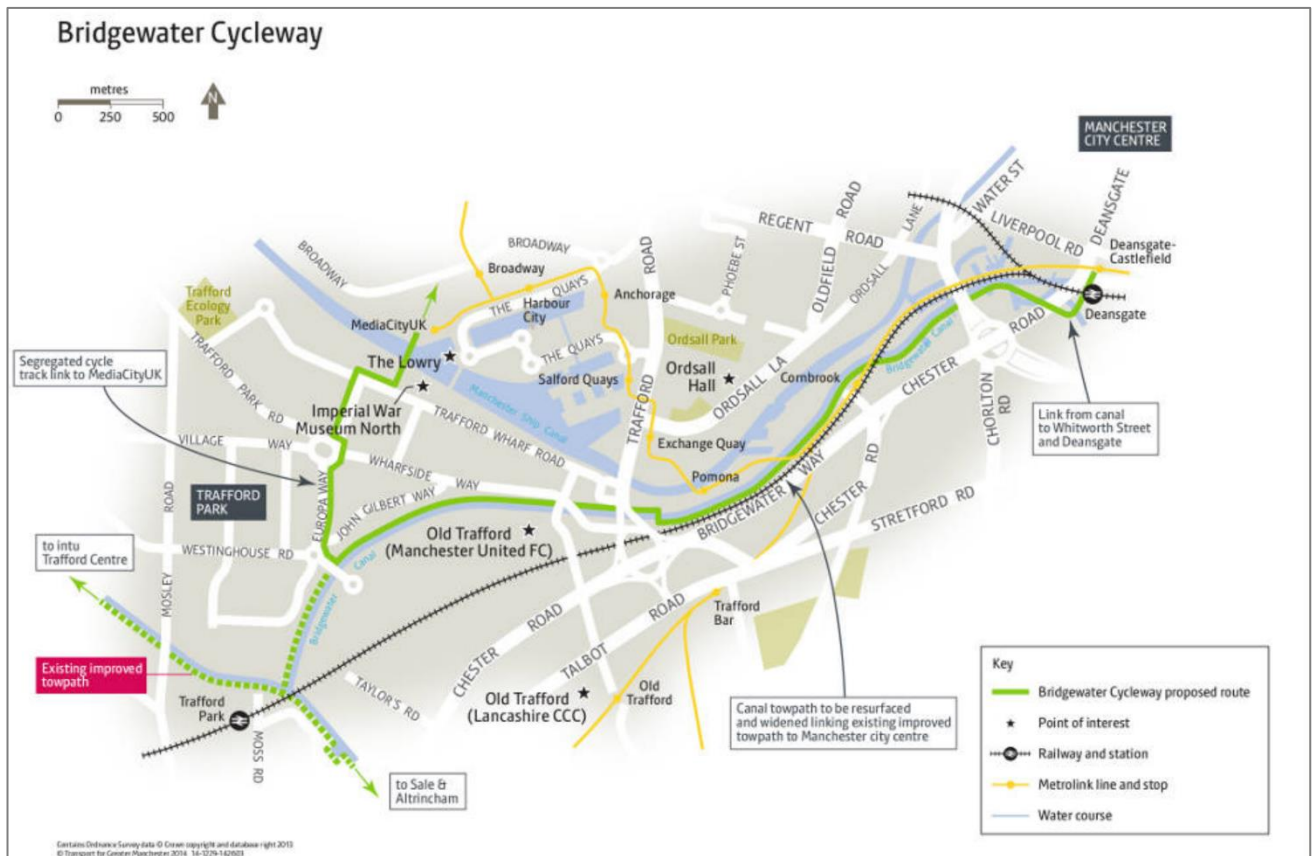


Fig. 3.3 Proposed Bridgewater Cycleway

North of the Factory International site, there has been work to Deansgate which has a positive outcome for cyclists. Since the road was first temporarily restricted during the early months of the Covid pandemic in 2020, support has remained strong amongst the public for it to be made permanent. Relevant significant works are:

- Bus gate and Deansgate one-way southbound between Blackfriars and King Street – buses and taxis only. Segregated cycle facilities included.
- Traffic one way southbound between King Street west and Quay Street.
- Bridge Street westbound bus gate, located west of Gartside Street (eastbound traffic unaffected).
- Northbound contraflow cycle provision between Bridge Street and Blackfriars.
- Two-way cycle lane between Quay Street and Bridge Street
- Substantial bollards, permanent signs, and road markings will be installed to visually separate vehicles and pedestrians

The Deansgate Active Travel Fund scheme on Deansgate is being extended to provide a two-way cycle lane between Quay Street and Liverpool Road and onwards with new separate cycle lanes between Liverpool Road and the Chester Road roundabout. This scheme will commence on site in April 2023.

Salford Central, Piccadilly and Victoria rail stations are all within a short cycle of Factory International which enables multi-modal journeys by bicycle and train.

3.4 ACCESSIBILITY BY PUBLIC TRANSPORT

3.4.1 METROSHUTTLE

Metroshuttle is a free of charge bus service linking main destinations across Manchester City Centre and public transport connections. Metroshuttle buses are highly branded, accessible for wheelchair users and routes 1 and 2 run as shown in the image below (fig 3.4)

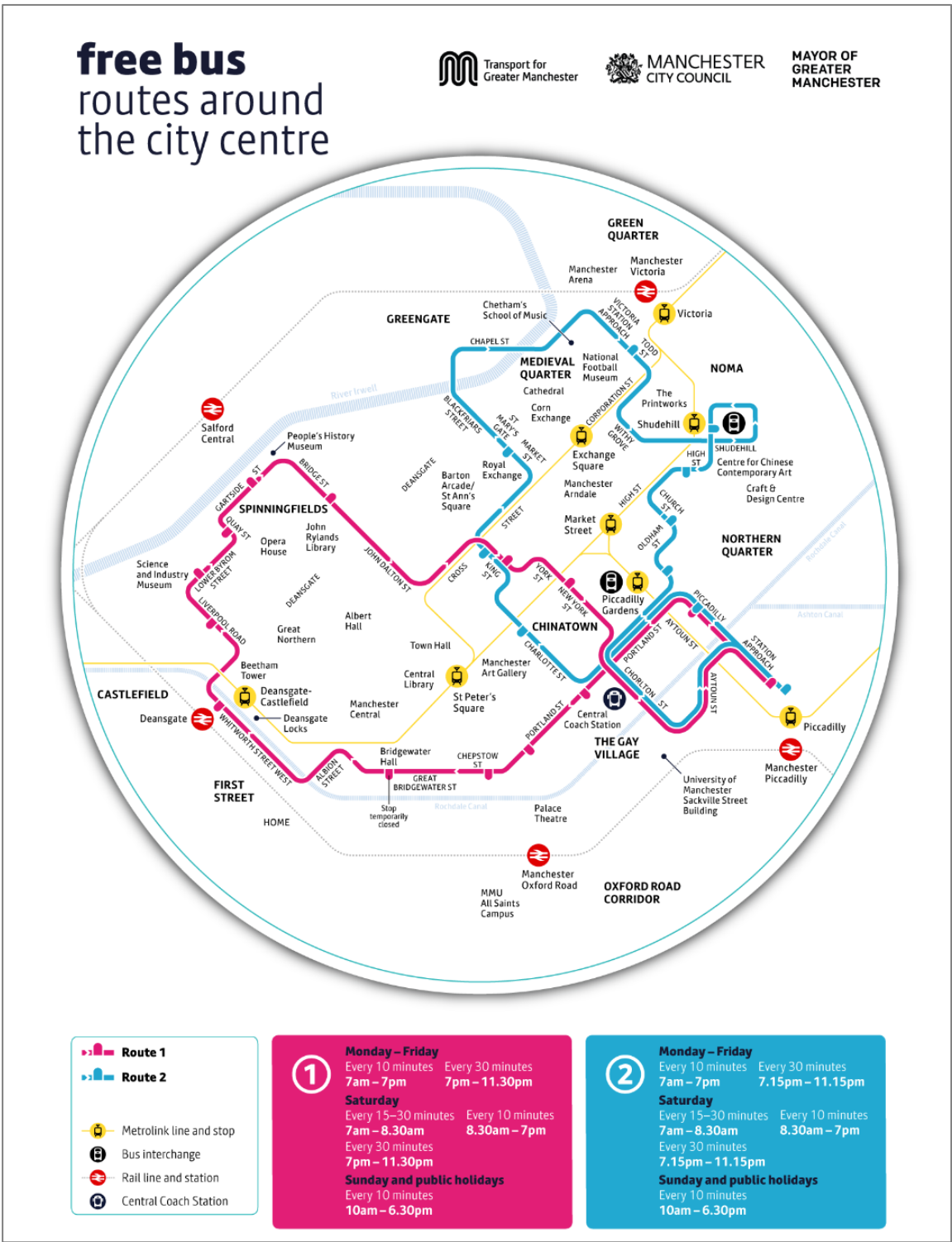


Fig 3.4 Current (Apr 2023) Metroshuttle routes.

Route 1 passes the North end of Water Street along Quay Street, approximately 200m from Factory International. It then passes along Lower Byrom Street 150m from Factory International

3.4.2 SCHEDULED BUS SERVICES

There are a number of bus routes that pass within 500m of the building, many on Bridge Street. The following table sets out bus routes on streets close to Factory International (as at February 2023).

All buses meet DDA standards for access – i.e. have space for wheelchairs, “kneeling” functionality to provide step-free access. Some buses provide audio-visual announcement, e.g. up-coming stops but this is not widespread

Street / road	Service no.	Route	Additional information
Liverpool Road	33	Shudehill –Worsley	
	33B	Shudehill – Brookhouse Estate	
Bridge Street	8	Shudehill - Bolton	These routes will be run under TfGM franchise from September 2023
	34	Piccadilly Gardens – Bryn	
	34a	Piccadilly Gardens – Worsley	
	36	Piccadilly Gardens – Bolton	
	37	Piccadilly Gardens – Bolton	
	38	Piccadilly Gardens – Logistics North (Bolton)	
	X39	Piccadilly Gardens - Farnworth	
	100	Shudehill – Warrington	
	V1	Manchester Royal Infirmary – Leigh	These routes have Park and Ride facilities available
	V2	Manchester Royal Infirmary – Leigh	
	X39	Piccadilly Gardens – Farnworth	
Chapel Street	67	Shudehill – Irlam	
	67A	Shudehill – Glaze Estate	

(source: <https://tfgm.com/public-transport/bus/routes>)

3.4.3 FUTURE CHANGES TO BUS SERVICES

There are upcoming major changes to bus transport in the region which could positively impact travel to Factory International. Buses in the region are being brought under local control and will be run by Transport for Greater Manchester (TfGM), on behalf of Greater Manchester Combined Authority (GMCA), in the biggest change to public transport in the city-region in over 30 years

This is a key part of GMCA's ambition to deliver "the Bee Network" a London-style transport network with integrated transport modes, London-level fares and modern low-emission bus fleet. The ambition is that the Bee Network will provide a viable alternative to cars, with buses playing a key part in the network - accounting for around 75% of all public transport journeys in Greater Manchester. The image below (fig 3.5) shows how franchising will be introduced in phases across a number of years in different areas of Greater Manchester.



Fig 3.5 bus franchise phasing across Greater Manchester

The Travel Plan Coordinator will maintain a watching brief on developments in bus franchising, and update the Travel Plan as appropriate

3.4.4 ACCESSIBILITY BY RAIL

Factory International is close to a number of railway stations. Salford Central is around 800m distance. Salford Central is served by trains to and from Manchester Victoria, towards Rochdale and Wigan Wallgate. The station will undergo major work in 2023, closing for five months from 2 January. The project will raise the heights of platforms one and two at the station and also replace canopies and coping stones, and install new tactile platform paving and passenger information equipment

Deansgate Station is located to the south, around 800m distance. The last service is approximately at 23:30 to Liverpool, calling at Eccles, Newton-le-Willows, St Helens and Edge Hill.

Manchester Victoria and Piccadilly are a further distance – Victoria is 1.5km and Piccadilly 1.8km, and both are on Metroshuttle routes

3.4.5 ACCESSIBILITY BY METROLINK

A wide range of areas in Greater Manchester are accessible by Metrolink tram. The image below (fig 3.6) shows the network map and zones. The closest tram stop to Factory International is Deansgate-Castlefield, each around 800m distance.

There is a tram every 12 minute service on all lines, and 15 trams in each direction stop at St Peter's Square and Deansgate-Castlefield in peak hours.

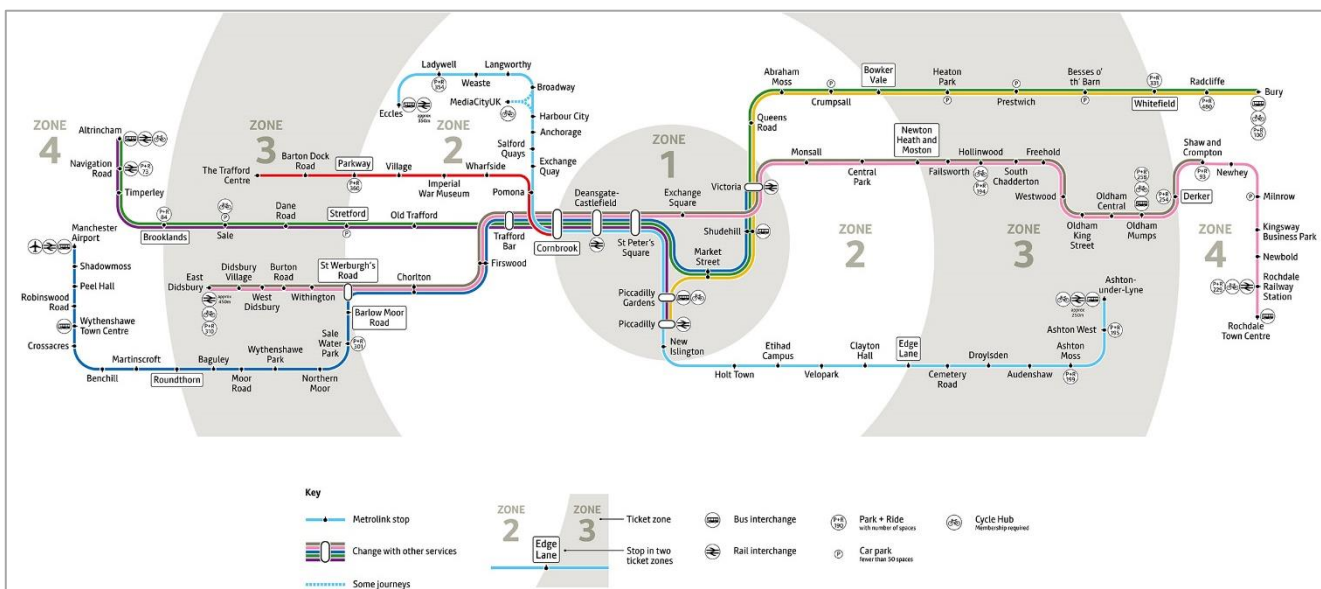


Fig 3.6 Metrolink network map

The last trams in all directions are detailed in the table below (accessed from the TfGM website – Apr 2023)

	Destination	Last tram
Deansgate-Castlefield to	Altrincham	00:03
	Eccles	23:36
	Manchester Airport	23:20
	East Didsbury	23:41
St Peters Square to	Bury	23:18
	Rochdale	23:39
	Ashton-Under-Lyne	23:35

Conversations between Factory International and TfGM/Metrolink are ongoing to provide discounted public transport to events with large audiences (2000+)."

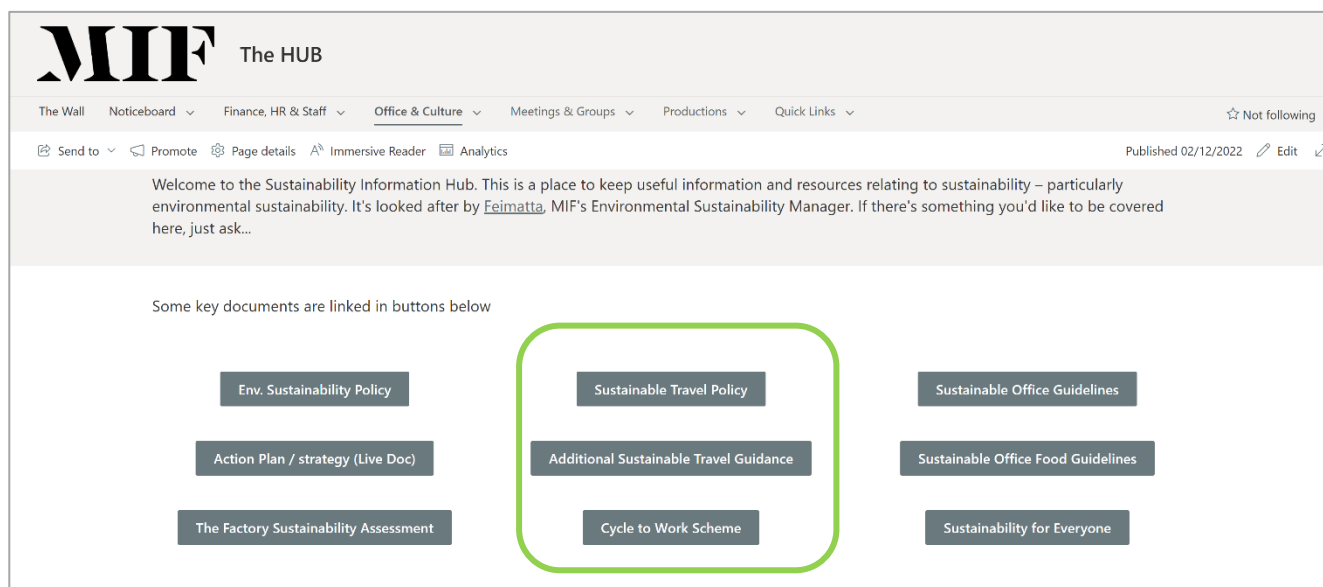
4 EMPLOYEE ACTION PLAN

4.1 INTRODUCTION

This section of the Travel Plan outlines the specific physical and management measures to be undertaken for Factory International employees. Awareness initiatives and infrastructure provision, as set out earlier in this document, is the core of the plan

4.2 SUSTAINABLE TRAVEL INFORMATION

The main location for sustainable travel information is the Sustainability page on “The Hub”, Factory International’s intranet, screenshot below. The page currently includes information on Factory International’s Sustainable Travel Policy, which covers all the organisation’s business travel, additional sustainable travel guidance and the Cycle to Work Scheme.



The Travel Plan will be linked through the Sustainability page on the hub – particularly **Sections 3.1 – 3.2** detailing access to the site by sustainable modes.

Drawing on data from quarterly staff travel surveys (carried out from Q1 2022-23), the Travel Plan Coordinator will plot safe cycling routes from different postcodes where staff live. Hopefully this will encourage those who don't already to start to commute by bicycle.

4.2.1 EMPLOYEE WELCOME PACK

An Employee Welcome Pack will be provided to all new employees from April 2023 onward, as part of their on-boarding documentation. The pack will include information on sustainable travel options as detailed in this plan (section 3.1-3.4). The Welcome Pack will also include:

- Links to the Sustainability page on the hub

- Walking and cycling routes in the area and approximate walking and cycling times to key public transport services and local facilities
- Information on cycle parking provision
- Information on the Cycle to Work scheme
- Public transport information
- Information on car sharing schemes
- City car club locations
- Travel Plan Coordinator contact details

As part of on-going monitoring, the Welcome Pack will be reviewed and updated annually by the Travel Plan Coordinator.

4.2.2 TRAVEL INFORMATION BOARDS

Digital screens and signage in public areas of the building could be used to display relevant public transport information, such as the times of the last trams in all directions and upcoming bus arrivals.

4.2.3 PROMOTION OF TRAVEL PLAN

The travel plan will be periodically promoted through the staff newsletter (Noticeboard), and a copy of the plan will be forwarded to the relevant departments at TfGM and MCC.

Throughout the year, the Travel Plan Coordinator will encourage employees to participate in a **minimum of two** sustainable travel events, such as those listed below:

- Cycle September – promoted by [Love to Ride](#)
- National Walking month (May) – promoted by [Living Streets](#)
- Bike Week (June) – delivered by [Cycling UK](#)

4.2.4 TRAVEL SURVEYS

Factory International has been carrying out staff travel surveys, covering commuting and business travel, since Q1 2022-23 and calculating the carbon footprint of both commuting and business travel. This will continue into the new development.

The organisation began carrying out quarterly travel surveys in advance of occupying the Factory International building partly to enable comparison of commuting choices to access its current office location at Blackfriars Building, Parsonage, M3 2JA and Factory International, Water Street, M3 4JQ.

Data from 6 months of travel surveys is presented below.

Q1 2022-23 Travel Survey data (66% response rate from 100 employees)

ave. days / week commuting	No. of respondents	% of respondents
1	10	15
2	18	27
3	23	35

4	7	11
5	8	12

Most common transport mode	No. of respondents.	% of respondents	Q1 CO2e (kg)
Bicycle	9	14	0.0
Bus	3	5	229.7
Car	1	2	206.5
Train	22	33	975.8
Tram	15	23	244.4
Walk	15	23	0.0
Q1 Total			1,656.38

Q2 2022-23 Travel Survey data (60% response rate from 120 employees)

ave. days / week commuting	No. of respondents	% of respondents
1	14	18
2	22	29
3	22	29
4	12	16
5	6	8

Most common transport mode	No. of respondents.	% of respondents	Q2 CO2e (kg)
Bicycle	9	12	-
Bus	8	11	480.51
Car	4	5	347.13
Train	20	26	335.48
Tram	18	24	287.29
Walk	16	21	-
Other	1	1	
Q2 total			1,450.41

Results from quarterly travel surveys will be analysed, and used to develop specific measures in future iterations of the Travel Plan. This will be the responsibility of the Travel Plan Coordinator.

4.2.5 WALKING MEASURES

Staff will be encouraged to increase the amount of walking they do each week, with promotion of the health benefits.

4.2.6 CYCLING MEASURES

Like walking, cycling to work is a great way for staff to get regular exercise with a guaranteed arrival time. In general terms, cycling to work is an option for people who live within 5-8km (3-5mi) of work.

Covered cycle parking is provided in the external public realm – 40 spaces provided for visitors and a further 20 spaces for staff only. Shower facilities will be available in the building.

An additional 242 on-street cycle parking spaces are planned across the St. Johns estate.

Initiatives to increase cycling to and from the site will be promoted. These include:

- Cycle parking
- Showers (staff showers were not included in initial building design, and the Factory International team are scoping possibly locations) and lockers
- Information on the safest, easiest and most pleasant cycle routes in the area
- Promoting schemes and events and encouraging staff to get actively involved
- Training and support

These initiatives will be promoted in the Welcome Pack.

The Travel Plan Coordinator will be establish contact with cycling officers at TfGM to ensure that any relevant developments, e.g. with The Bee Network are communicated to staff.

Existing cycle journey planning websites will be promoted. These include

- [CycleStreets](#)
- [Cycling UK](#)
- [Sustrans](#)
- [British Cycling](#)
- [Bee Active – TfGM](#)

Staff will be made aware of a range of free training courses periodically offered by TfGM, including

- Cycle Training (including on quiet roads)
- One to one sessions
- Family confidence training
- Women-only courses
- Bike Maintenance

4.2.7 PUBLIC TRANSPORT MEASURES

Benefits of using public transport include

- Better access to town centre areas which are often traffic-restricted
- Money saving
- Safer journeys compared to car use
- More environmentally friendly – it is estimated that buses only need to carry 8 people to have a smaller impact than a car.
- Reduce congestion and pollution

In order to encourage the use of public transport, employees will be provided with public transport maps and timetables in Welcome Packs. Journey planning websites will be promoted, including

- [TfGM public transport site](#)

- [Traveline Journey Planner](#)
- [Nationalrail.co.uk](#)
- [trainline.com](#)

The Travel Plan Coordinator (TPC) will try to negotiate with TfGM and other transport operators to offer free trial daily or weekly tickets for new Factory International employees. The TPC will continue liaising with TfGM, MCC and public transport operators to improve services to meet the needs of the organisation

4.3 CAR USE & BLUE BADGE PARKING

Staff may need to drive to Factory International for a number of reasons. No parking is provided on site, and there is significant public car parking space nearby as detailed in section 2.2 of this plan.

For staff with mobility impairments, there will be 8 Blue Badge parking spaces close to the building entrance. The location of these parking bays may change in response to specific requirements of events at Factory International. On these occasions alternative Blue Badge parking will be provided in adjoining public realm areas. Other on-street Pay and Display parking is available in the area for short stay parking, these can be used for unlimited periods by Blue Badge holders.

Factory International understands there are conversations taking place between stakeholders e.g. Manchester City Council in exploring the possibility to provide an additional 2no. blue badge parking spaces immediately north to the venue, on Water Street outside the Manchester Marriott Victoria & Albert Hotel. It is the aspiration of Factory International to provide the 2no. additional blue badge space, however, the implementation of this would be dependent on discussion / confirmation from Manchester City Council.

Factory International confirms that additional management procedures to blue badge parking spaces on the Site is possible, albeit by exception and when such service was requested specifically via the Access Ticketing phoneline / email. The provision of additional management procedures to the blue badge parking spaces do not form part of Factory International's routine service standard as it would be infeasible to be offered routinely due to additional cost and deployment. Factory International is dedicated to providing high level of support and services to all their patrons and ensuring sufficient staffing on-hand to support access patrons when they are at the venue.

An access ticketing phoneline and associated email are in place to handle any bookings of access tickets and personal assistant tickets, access bookings can also be made at the venue at Aviva Studios. Longer term Factory International will endeavour to work with suppliers to reconfigure the ticketing system so access bookings can be made online providing an extra means for access patrons to resolve their ticketing needs.

In terms of venue threshold access, Factory International will ensure that both sets of doors to the venue (City Square and River Square) will be operational as long as the building is open and they are both remote controlled. Access patrons to the venue will also be sent an email prior to the event they have booked onto detailing walking distances and location."

Staff will be encouraged to join the Greater Manchester Car Share Scheme (www.carsharegm.com). Utilising an existing scheme is likely the most effective method of encouraging employees to car share. There is a question in Factory International's quarterly travel

survey to gauge interest in possibly joining a car share scheme. The TPC will also promote the annual Liftshare week in October.

5 VISITORS ACTION PLAN

5.1 FORECAST VISITOR NUMBERS

As part of a Travel Plan, it is also important to consider how visitors will travel to the site, notably event goers. Factory International will have daily events and activities that will attract visitors to the different spaces within and around the building.

Factory International's business plan has a target of 850,000 visitors per year across our artistic programme, public programme, creative engagement and commercial hires, travelling from the local and regional areas, nationally and internationally. Visitors will be a mixture of ticket buyers, those attending free events, and people making use of the public spaces

Events will take place throughout the day and at weekend with large events more likely on weekday evenings and at weekends. A large event scheduled during the week is likely to have a broader arrival and departure profile.

The Transport Assessment (2018) produced by Vectos, considered the following travel forecast for a large event of 5,000 attendees.

Transport mode	Percentage of visitors	No. of visitors	No. of vehicles
Car	45%	1913	956
Coach	10%	425	11
Taxi	5%	213	106
Train	10%	425	
Bus	5%	213	
Tram	15%	638	
Walk (non-hotel)	9.4%	383	
Cycle	0.6%	26	
c. 750 staying in local hotels		113 by taxi or metroshuttle / 637 walking	

5.2 WALKING

Visitors walking to Factory International will benefit from a high quality pedestrian environment, as described in section 2.1 of this plan. Adequate directional signage is critical to guide people around the local area and successfully reach their destination. Signage will direct people to Factory International from car parks, taxi and coach drop off points, Metrolink stops and railway stations. This wayfinding is a principle of the Public Realm Strategy, and will be developed in collaboration with the St. John Estate Management team.

The following signage is intended to be installed by others – e.g. St. John Estate Management

- Map-based signs, which use progressive disclosure and provide enough information to connect with other areas, regions and transport hubs
- Directional signs, with information about how to reach different local destinations. These signs should include walking times to different destinations
- Street name signs, installed in pairs at all intersections at the correct height, orientation, font size and contrast

Factory International's event management strategy describes the marshalling requirements and after 11pm, visitors will be directed along Water Street moving either north or south towards taxi, coach drop offs, car parking or public transport

We anticipate most audience members will arrive from the North, due to the location of the three main train stations and existing car parking. Audiences traveling by tram are likely to arrive from the south, via Liverpool Road and enter through the west entrance. Accessible Parking Spaces are on Water Street to the South of the building.

Using the blend of SIA Security and Customer Service Stewards, we will direct audiences away from Grape Street that leads up to Lower Byrom Street, ensuring that they predominantly stay on Water Street, heading either towards Quay Street or Liverpool Road. Crowd Control barriers, will be used to help enforce this, with directional signage to help our audiences head out onto Water Street in the correct direction, which should mitigate their desire to cross through the wider St Johns estate as they make their way home.

5.3 CYCLING

As with staff, visitors will be able to access the 40 covered cycle spaces in Factory International's public realm and also the 242 cycle parking spaces planned across the St Johns Estate.

There is an ambition to install a [Beryl Bike](#) docking station with space for 12 short-term hire cycles close to Factory International. As this will be in the St. Johns public realm, this will require permission from the landowner (Manchester Quays Limited).

5.4 PUBLIC TRANSPORT INFORMATION FOR VISITORS

To promote access by public transport, travel information for visitors will be on a dedicated “Visit Us” page on Factory International’s website. As part of ticketing confirmation, visitors will be presented with the information again.

5.5 COACH TRANSPORT

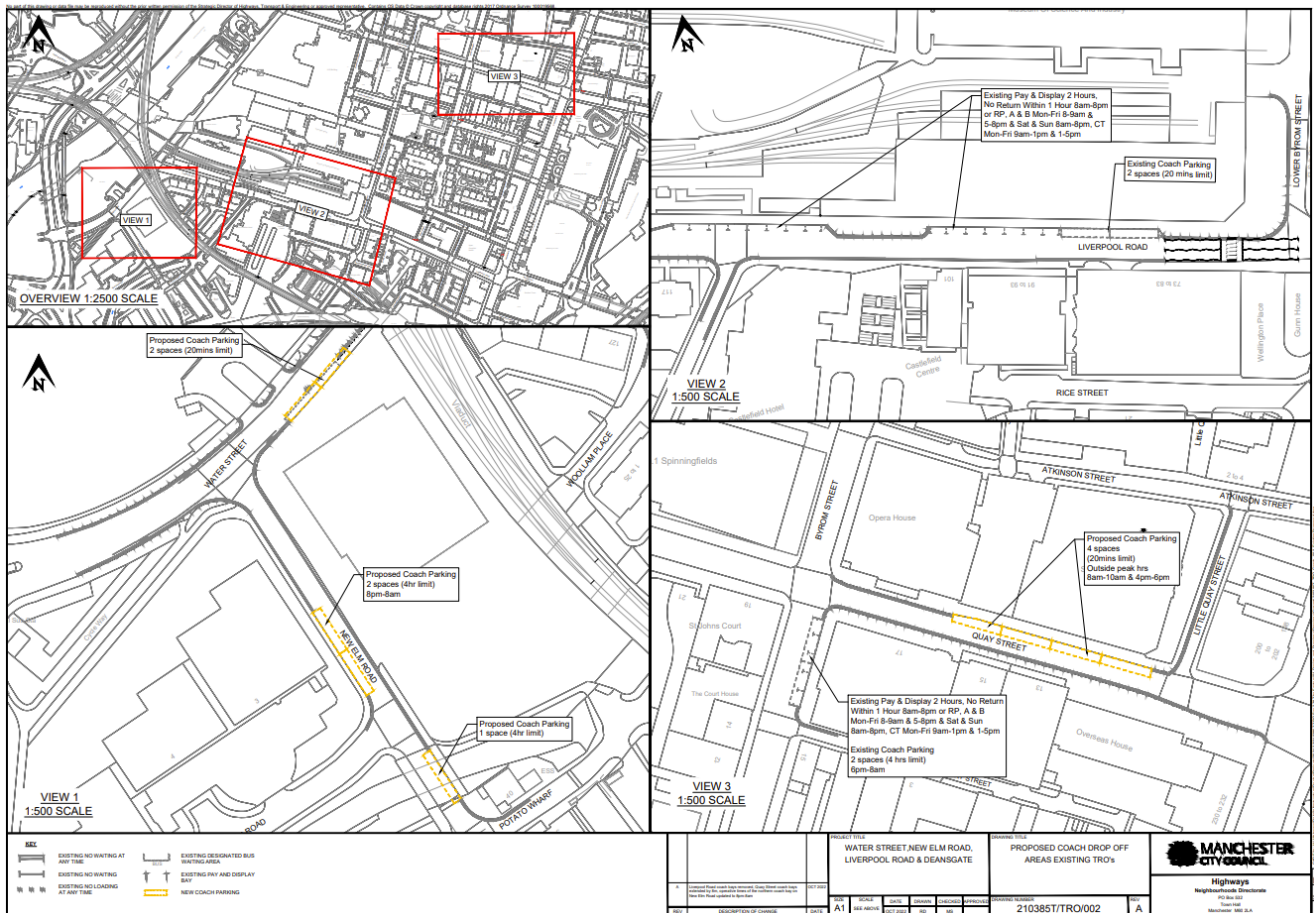
Visitors may arrive by coach and there are drop-off points around the area. Factory International’s guidance for coach drivers will follow [MCC’s guidance](#) which will allow coaches to drop off and pick-up in designated location then require them to move on to a long-stay car parking area.

Long stay and overnight parking, with pre-booking essential, is provided at IWM North (The Quays) - tel: 0345 050 7080. It is also noted that there is a code of conduct for coach drivers which includes turning the engine off when parked and following instructions for special events.

Coach parking will be provided for as follows:

- Three new bays on New Elm Road, with four hour parking.
- Two new bays on Water Street (southbound) to be time limited to 20 minutes.
- Two existing bays on Liverpool Road (west of Lower Byrom Street) time limited to 20 minutes.
- Two existing bays on Byrom Street time limited to 20 minutes between the hours of 8pm and 8am.
- Four new bays on Quay Street time limited 20 minutes, used any time outside of traffic peak periods.

See DWG 210385T/TRO/002 for details of existing and proposed coach parking within 500m of the building.



5.6 TAXIS

Taxis have been assumed to move over 320 people after a large event. Taxi use is changing with the popularity of apps such as Uber, in particular the location for where people pick up taxis. There are four existing taxi ranks in the area (confirmed through [Manchester.gov.uk website](https://manchester.gov.uk) – Jan 2023)

- Deansgate: opposite St. John's Street
- Hardman Street
- Byrom Street: adjacent to the Opera House
- Liverpool Road: adjacent to SIM

5.7 PARKING

There is no provision for on-site parking so visitors will need to access nearby public parking. As described in section 2.2 of this plan, there are over 3,800 parking spaces available 500m, increasing to over 7,600 spaces within 1,500m.

In practice, the variability of events, different timings and different types of attendees means that mode share will vary on a daily basis. For visitors, the Travel Plan will direct them to the variety of

travel modes available, how to access them and inform them of any restrictions such as when different public transport finishes each night.

6 TRAVEL SURVEYS

The Travel Plan Coordinator will manage regular surveys of staff and visitors. Results of surveys will be used to develop initiatives to discourage car use. The list of measures will be reviewed on an annual basis.

The results of the first travel survey completed within the first 6 months that the organisation fully occupies the building will be used as a baseline to identify staff, and visitor, travel targets. Surveys will be completed for a five year period (tba with MCC).

The travel plan, including targets, will be reviewed annually with a Travel Plan Progress Report submitted to TfGM / MCC. The Travel Plan will be assessed based on the performance of the plan against defined targets over the preceding year.

7 TARGET SETTING

For a travel plan to be effective, it should set targets to reduce vehicular traffic and in particular single occupancy vehicle trips. As Factory International does not have any on-site parking, the number of such trips may be lower than for standard developments of this nature. In effect, the design of Factory International is expected to support sustainable transport patterns.

An updated / revised travel plan will be submitted within six months of the first use of the building– the purpose of the revised travel plan is to take into account and be adapted to reflect experience upon opening. For realistic, but challenging, targets to be set they should be based on existing travel patterns.

Specific targets for Factory International's travel plan will be set 6 months after full occupation of the building, based on data from staff and visitor travel surveys which will be carried out during the first 6 months of occupation. Broad objectives, which will have SMART targets set, are summarised as follows:

- Minimise the number of single occupancy journeys by staff
- Increasing active travel journeys by staff
- Increasing car sharing by staff who live close by or on similar routes to work
- Increasing bus, rail and tram use by staff
- Increasing the use of sustainable transport modes by visitors

Final targets will be determined with MCC / TfGM

DRAWINGS

MF-BHE-XX-XX-DR-C-01-381

MF-BHE-XX-XX-DR-C-01-382

210385T/TRO/001-PROPOSED

210385T/TRO/002

APPENDICES

APPENDIX A: FACTORY INTERNATIONAL QUARTERLY STAFF TRAVEL SURVEY

Factory International Staff Travel Survey (Q3 2022-23)

This survey, circulated every 3 months, aims to gather data about travel carried out for FI- both commuting (travel to and from the office / main place of work) and travel carried out for business. It takes approximately 5-10 minutes to complete - dependent on how much travel you've been booking.

It follows from the development of the Sustainable Travel Policy (short link: <https://bit.ly/3zifvzC>), endorsed by the organisation in May 2022. If you have any questions about the survey please contact MIF's Sustainability Manager - feimatta.conteh@mif.co.uk

Commuting (travelling to work)

1. On average, over the last 3 months, how many days a week did you travel to the office?

- ☐ 1 day
- ☐ 2 days
- ☐ 3 days
- ☐ 4 days
- ☐ 5 days

2. What postcode did you usually start your journey from? (first part only is fine)

Enter your answer

3. Which mode of transport do you usually use to travel to the office?

- ☐ Walk
- ☐ Bicycle
- ☐ Scooter
- ☐ Bus
- ☐ Tram
- ☐ Train
- ☐ Taxi
- ☐ Car
- ☐ Other

4. If you travel to work by car, would you consider using a car pool (i.e. sharing your journey with others)?

- ☐ Yes
- ☐ No
- ☐ Maybe

4. If you cycle, where do you park your bike

- ☐ FI bike store
- ☐ on the street outside
- ☐ Elsewhere (please add details below)

5. Any comments you'd like to make about commuting to MIF?

Enter your answer

A quarterly staff travel survey has been implemented since Q1 2022-23. It includes sections on commuting and business travel and supports Factory International's Sustainable Travel Policy.

APPENDIX B: SAFE CYCLING ROUTES FROM HOME ADDRESSES

Most common postcodes in 2022-23 Q1-3 staff surveys (those in green = cycle routes plotted)

M21 Bicycle	BL8 Tram	m15 Walk	M16 Bicycle	m4 Walk
M21 Tram	BL8 Tram	M15 Walk	M16 Tram	m4 Walk
M21 Tram	bl8 Tram	M15 Bicycle	M16 Bicycle	M4 Walk
M21 Tram	BL8 Car	m15 Bicycle	M16 Bicycle	M4 Walk
M21 Bicycle	BL8 Tram	M15 Walk	m16 Tram	M4 Walk
m21 Tram	bl82ua Tram	m15 Bicycle	M16 Bicycle	M4 Walk
M21 Tram		M15 5eh Bicycle	M16 Bus	M4 Walk
M21 Bicycle	M1 Walk	M15 5FE Bicycle	M16 Bicycle	M4 Walk
M21 Tram	M1 Walk		M16 Bus	M4 Walk
M21 Bicycle	M1 Walk	M19 Tram	M16 Tram	M4 Walk
M21 Tram	M1 Walk	M19 Train	M16 Bus	M4 Walk
M21 Bicycle	M1 Walk	M19 Bus	m16 Bicycle	M4 Walk
M21 Tram	M1 Walk	M19 Bicycle	M16 Bicycle	M4 Walk
M21 Tram	M1 Walk	m19 Tram	M16 Bicycle	M4 Walk
M21 Bicycle	M1 Walk	M19 Bus		m4 Walk
m21 Tram	M1 3GD Walk	M19 Tram	M20 Train	M4 Walk
M21 Tram	M1 3GD Walk	M19 1EA Tram	M20 Tram	M4 Walk
M21 Tram	M1 6JD Walk	M192GU Bus	M20 Tram	
M21 Bicycle			M20 Tram	M3 Walk
M21 Tram	M14 Walk	SK4 Train	M20 Tram	M3 Walk
M21 8TS Tram	M14 Walk	SK4 Train	M20 Bus	M3 Walk
m21 8ts Tram	m14 Bus	SK4 Train	M20 Tram	M3 Walk
M21 9Dj Bicycle	M14 Car	SK4 Bicycle	M204YE Tram	M3 Walk
M21 9HE Tram	m14 Walk	SK4 Car		M3 Walk
M21 9JG Bicycle	M14 Walk	SK4 Train	M32 Bicycle	M3 Walk
M21 9NW Tram	m147gd Bus	SK4 Tram	M32 Bicycle	M3 Walk
M218UY Tram		SK4 Bicycle	M32 8LJ Tram	
		SK4 Car	M32 9DX Tram	
		SK4 Train	m32 9tq Bus	

(8km)

Recommended cycle routes (plotted through [Komoot](https://www.komoot.com) – online route planner)

- From M21 (Chorlton): <https://www.komoot.com/tour/1038061129?ref=wtd>
- From M14 (Fallowfield): <https://www.komoot.com/tour/1042310263?ref=wtd>
- M15 (Hulme): <https://www.komoot.com/tour/1042311659?ref=wtd>
- M16 (Old Trafford): <https://www.komoot.com/tour/1042312946?ref=wtd>
- M19 (Levenshulme): <https://www.komoot.com/tour/1042314058?ref=wtd>
- M20 (Withington / Didsbury): <https://www.komoot.com/tour/1042314957?ref=wtd>

- M32 (Stretford): <https://www.komoot.com/tour/1042315442?ref=wtd>
- SK4 (Heaton Chapel): <https://www.komoot.com/tour/1042316447?ref=wtd>

APPENDIX C: FIRST BREATH AUDIENCE TRAVEL SURVEY

During the First Breath project – staged in the external public realm at Factory International, 1-29 January 2023, an audience travel survey was carried out. The screenshot below shows the questions that event volunteers asked respondents, through an online survey tool.

1. What postcode (first part only is fine) did you start your journey to First Breath from?

Enter your answer

2. How many people did you travel with?

Enter your answer

3. Which mode of transport did you use for the majority of your journey here today?

☐ Walking

☐ Cycling

☐ Bus

☐ Car

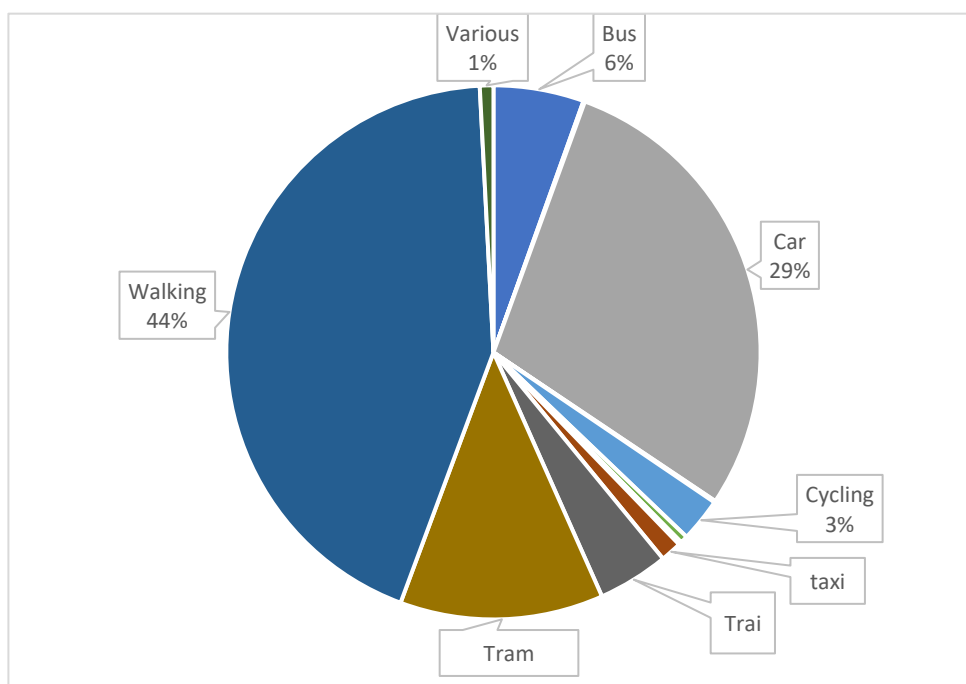
☐ Taxi

☐ Train

☐ Tram

☐ Other

Of a total audience of 7,466 people, 522 respondents reported on travel by 1,096 people (responses to Q2).



Pie-chart of different transport modes used to travel to First Breath

Factory International worked with TfGM to generate interactive maps detailing different transport options by postcode (see screenshot below). It is hoped that this collaboration will continue to support sustainable transport choices by Factory International’s audiences and participants.

