



HBD

# Island - Manchester City Centre

## Travel Plan

May 2024



HBD

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## Travel Plan

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APPENDICES

APPENDIX A Example Travel Survey

# 1. Introduction

## 1.1 Preamble

1.1.1 Mode Transport Planning ('Mode') has been appointed by HBD (the 'Applicant') to provide transport planning advice in relation to the new office development (known as 'Island') on John Dalton Street in Manchester City Centre.

1.1.2 Island is a new generation of workspace located in the heart of Manchester's core business district.

1.1.3 The whole building is being developed to raise the bar for sustainability and will be HBD's first Net Zero Carbon building, which includes the following:

- 🌱 EPC A rated, Nabers 5.5 stars, and BREEAM Excellent.

- 🌱 Aligns with UK Green Buildings Council Net Zero carbon buildings framework.

- 🌱 Uses resilient technology infrastructure to support occupiers ESG objectives.

- 🌱 Energy consumption will be 46% lower than the 2020 Real Estate Environmental Benchmark.

1.1.4 This Travel Plan (TP) has been prepared in line with the requirements set out by Manchester City Council (MCC) in Condition 21 attached to the planning permission (App Ref: 130553/FO/2021), which states:

*"Before first occupation of the development, a Travel Plan, including details of how the plan will be funded, implemented and monitored for effectiveness, shall be submitted to and approved in writing by the City Council as local planning authority. The strategy shall outline procedures and policies that the developer and occupants of the site will adopt to secure the objectives of the overall site's Travel Plan Strategy. Additionally, the strategy shall outline the monitoring procedures and review mechanisms that are to be put in place to ensure that the strategy and its implementation remain effective. The results of the monitoring and review processes shall be submitted in writing to the local planning authority and any measures that are identified that can improve the effectiveness of the Travel Plan Strategy shall be adopted and implemented. The Travel Plan shall be fully implemented, prior to first occupation of the development, and shall be kept in operation at all times thereafter.*

*Reason - In accordance with the provisions contained within planning policy guidance and in order to promote a choice of means of transport, pursuant to policies T2 and EN16 of the Core Strategy."*

- 1.1.5 This TP has been prepared with the aim to encourage future employees at the site to travel by sustainable modes. The TP will be kept up to date, as required, for the full duration the site is in operation, as per Condition 21.

## 1.2 Consented Development

- 1.2.1 Planning permission for the development was granted by MCC on 27<sup>th</sup> September 2021.
- 1.2.2 The consented development comprises the demolition of the existing buildings and the erection of a 10-storey office building (Use Class E(g)), with flexible ground floor and basement uses (Use Class E), as well as rooftop amenity space.
- 1.2.3 No on-site car parking will be provided. As outlined in Condition 22 attached to the planning approval, 70no. cycle spaces will be provided.

## 1.3 Overview of the Travel Planning Process

- 1.3.1 A Travel Plan is a long-term management strategy for integrating proposals for sustainable travel into the planning process. The TP provides a strategy for managing travel demand and involves a dynamic process of implementation, monitoring and review to ensure that it is sustainable over the long-term.
- 1.3.2 The underlying aim of any TP is to minimise the number of single occupancy private car trips generated by a development, by encouraging a shift to more sustainable modes of transport, and as a result mitigating the impact of travel.
- 1.3.3 A successful TP can be established by the Travel Plan Pyramid shown in [Figure 1.1](#).

Figure 1.1 : Travel Plan Pyramid (source : Department of Transport)



1.3.4 This TP forms the starting point in providing the following:

- Details of the provision for cyclists, pedestrians, and public transport users;
- An example toolkit of sustainable travel measures;
- Potential milestone targets that could be developed for on-going implementation; and
- A strategy for ongoing monitoring and review would be developed and this would include the appointment of a designated Travel Plan Co-ordinator (TPC) who would take on specific responsibility for progressing and reviewing the uptake of measures.

1.3.5 The key objectives of the TP will be taken forward by a TPC who will seek to:

- Reduce the need to travel by car to and from the site;
- Promote the health and cost benefits of cycling, walking and using public transport;
- Promote the cost benefits of car sharing;
- Provide clear information to employees and visitors on sustainable modes of travel to and from the site; and

- Provide information to employees and visitors on the alternative sustainable modes of travel.

## 1.4 Travel Planning in Greater Manchester

1.4.1 Transport for Greater Manchester (TfGM) have created the Travel Plan Toolkit to aid the creation, review and implementation of effective, sustainable TPs as part of the planning process, specifically for employment sites.

1.4.2 Whilst the Travel Plan Toolkit has not directly been used to create this TP, the criteria and steps within the Travel Plan Toolkit have been considered and referred to within this TP.

## 1.5 Report Structure

1.5.1 Following this introduction, the Travel Plan has been structured as follows:

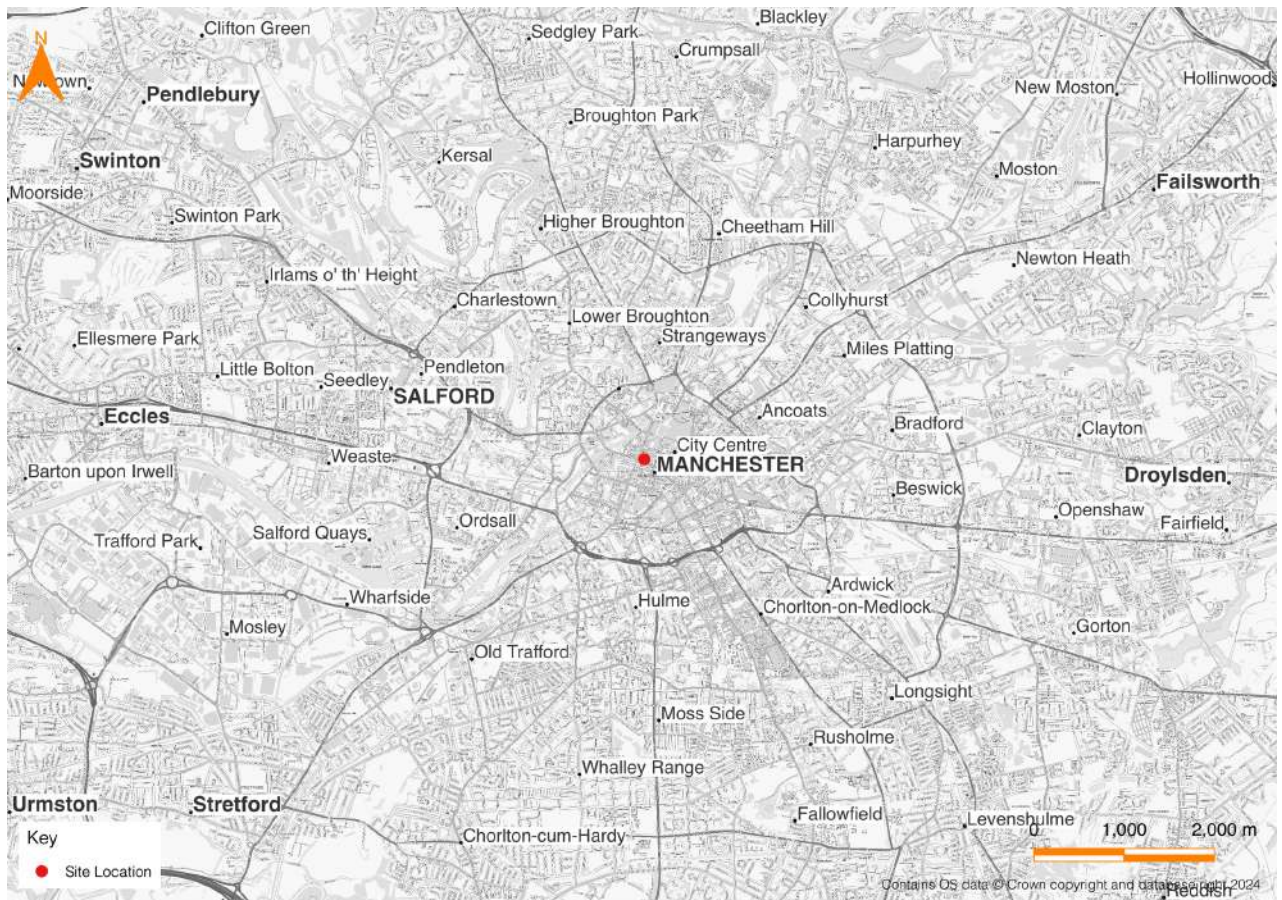
- Chapter 2 reviews the existing conditions;
- Chapter 3 sets out the sustainable travel connections for the site;
- Chapter 4 sets out aims, objectives and benefits of the Travel Plan;
- Chapter 5 outlines the modal split targets;
- Chapter 6 outlines the Travel Plan strategy;
- Chapter 7 considers the measures and promotion of the Travel Plan;
- Chapter 8 sets out the monitoring and review process; and
- Chapter 9 outlines an example action plan for the TP.

## 2. Existing Conditions

### 2.1 Site Location

2.1.1 The development is located on land bounded by John Dalton Street (A34), Ridgefield, Bow Street and South King Street in Manchester City Centre, c.200m west of the Town Hall and c.70m east of Deansgate. The strategic site location is shown in [Figure 2.1](#).

**Figure 2.1 : Strategic Site Location**



### 2.2 Local Highway Network

2.2.1 The location of the development site in the context of the local highway network is shown in [Figure 2.2](#).

Figure 2.2 : Local Highway Network



John Dalton Street (A34)

- 2.2.2 John Dalton Street is a two-way single carriageway road, connecting Albert Square to the east with Deansgate to the west. Footways are located on both sides of the carriageway providing good quality pedestrian routes to and from the development site.
- 2.2.3 The existing conditions along John Dalton Street are summarised in [Table 2.1](#).

Table 2.1 : John Dalton Street – Existing Conditions

|                     |                            |                            |                                              |
|---------------------|----------------------------|----------------------------|----------------------------------------------|
| Road Classification | A-road (A34)               | Footway Width              | c.2.0m                                       |
| Road Type           | Two-way single carriageway | Pedestrian Facilities      | Pelican crossings at junction with Deansgate |
| Speed Limit         | 20 mph                     | Cycle Facilities           | No                                           |
| Carriageway Width   | c.6.4m                     | Public Transport Provision | Yes                                          |
| Adoption Status     | Adopted                    | Streetlighting             | Yes                                          |

### Ridgefield

- 2.2.4 Ridgefield is a single carriageway one-way road allowing vehicle movements from South King Street to John Dalton Street. Footways are located on either side of the road; although these are narrower than elsewhere on the surrounding highway network.
- 2.2.5 On-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders; however, there is a loading bay located adjacent to the site boundary for goods vehicles only.

### Bow Street

- 2.2.6 Bow Street is a single carriageway one-way road allowing vehicle movements from John Dalton Street to South King Street. Narrow footways are located either side of the road, although these are in short sections in parts due to the Fire Exits and entrances to the existing buildings.
- 2.2.7 On-street parking is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders along both sides of the road.

### South King Street

- 2.2.8 South King Street is a single carriageway one-way road allowing vehicle movements from east-to-west only. Narrow footways are located on either side of the road and the carriageway is constructed with block paving.
- 2.2.9 Parking along the majority of South King Street is restricted by double yellow lines and 'At Any Time' Traffic Regulation Orders.

## 2.3 Modal Split

- 2.3.1 To provide an accurate representation of the forecast modal split anticipated at the proposed development, the journey to work data from the 2011 Census has been reviewed for the population living in the site area.
- 2.3.2 The modal split for people living in the 'Manchester 054' Middle Super Output Area (MSOA) has been examined and is summarised in [Table 2.2](#).

Table 2.2 : 2011 Census Travel to Work Data – Modal Split (MSOA: 'Manchester 054')

| Mode of Travel                         | Modal Share |
|----------------------------------------|-------------|
| Driving a car or van                   | 34%         |
| Bus, minibus or coach                  | 27%         |
| Train                                  | 14%         |
| On foot                                | 12%         |
| Underground, metro, light rail or tram | 6%          |
| Passenger in a car or van              | 4%          |
| Bicycle                                | 3%          |
| Total                                  | 100%        |

2.3.3 As shown in Table 2.2, the modal split data for the 'Manchester 054' MSOA shows that 38% of people use a car to travel to work, including 34% who drive. The Census data also shows that 62% of work trips are made using sustainable modes, including 27% who travel by bus, 14% by train, 12% on foot, 6% by tram and 3% by bike.

## 3. Sustainable Accessibility and Active Travel

### 3.1 Introduction

- 3.1.1 Current Government policy and guidance places significant emphasis on the promotion of sustainable transport modes for all new developments. This forms part of a long-term strategy to reduce the reliance on private car trips.
- 3.1.2 The National Planning Policy Framework (NPPF), published in December 2023, sets out the Government's planning policies for England and how these are expected to be applied. Chapter 9 of the NPPF, '*Promoting Sustainable Transport*', sets out the important role that transport issues and policies have in facilitating sustainable development.
- 3.1.3 Paragraph 109 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.*"
- 3.1.4 This chapter considers accessibility via sustainable modes of transport to the proposed development site, including access by public transport, cycle and on foot.

### 3.2 Pedestrian Accessibility

- 3.2.1 Guideline walking distances provided in the Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Providing for Journeys on Foot (2000)', are shown in [Table 3.1](#).

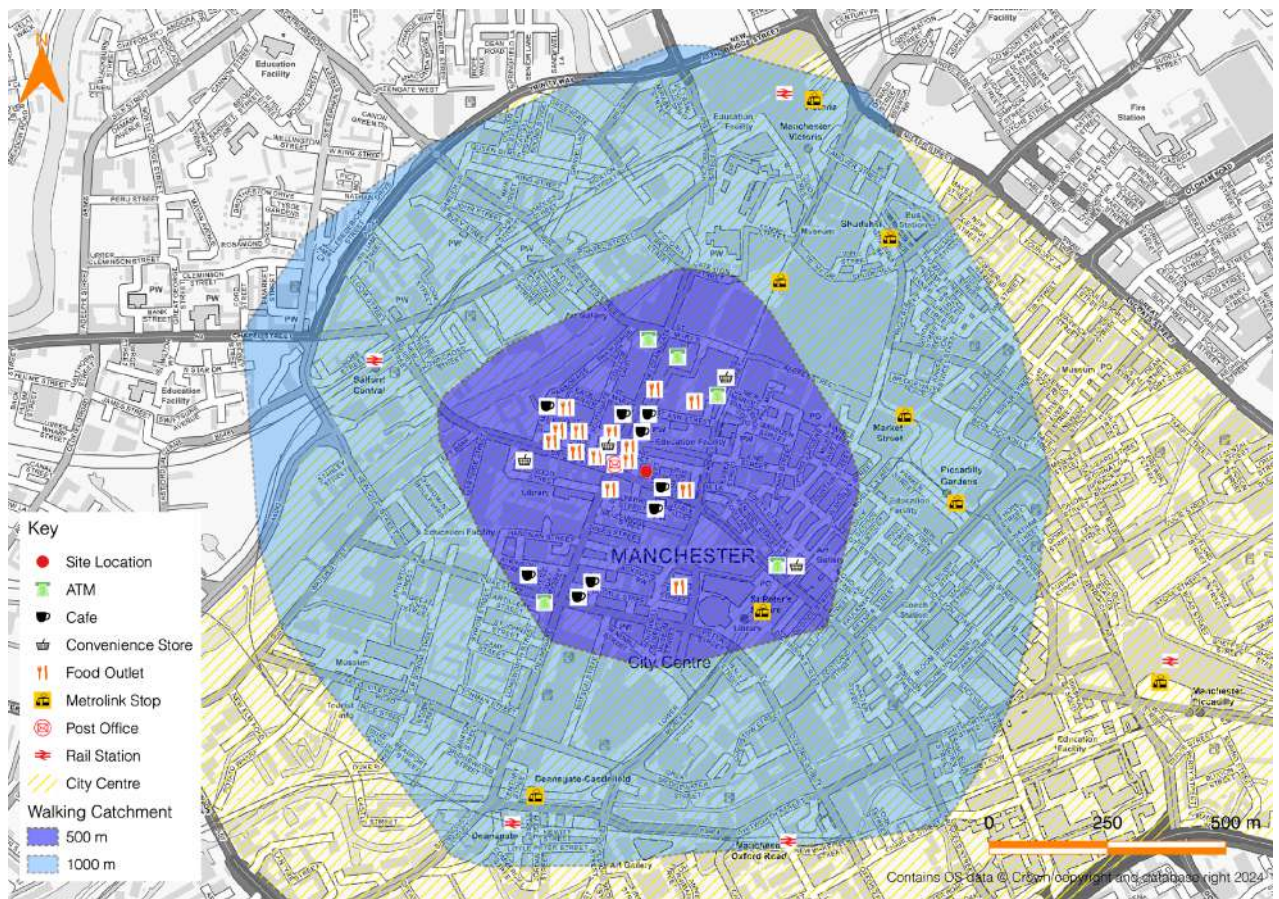
**Table 3.1 : CIHT Acceptable Walking Distances**

| Criteria          | Town Centre | Commuting | Elsewhere |
|-------------------|-------------|-----------|-----------|
| Desirable         | 200m        | 500m      | 400m      |
| Acceptable        | 400m        | 1,000m    | 800m      |
| Preferred Maximum | 800m        | 2,000m    | 1,200m    |

- 3.2.2 The CIHT guidelines shown in [Table 3.1](#) suggest that for commuting purposes up to 500m is a desirable walking distance, up to 1,000m is considered an acceptable walking distance and 2,000m is the preferred maximum walking distance.

- 3.2.3 Appropriate walking distances are dependent upon the location of the specific development; more remote locations will see people being prepared to walk further to their end destination. Similarly, appropriate walking distances are also dependent upon the standard of existing pedestrian infrastructure provision, with further walking distances achievable in locations with extensive and high-quality pedestrian footways, crossings and pedestrianised areas.
- 3.2.4 As described previously, a network of existing footways is provided on the local highway network providing dedicated pedestrian access to nearby amenities and facilities.
- 3.2.5 **Figure 3.1** presents the local amenities and 500m, 1,000m and 2,000m walking catchments from the site, as specified in CIHT guidance for commuting purposes.

**Figure 3.1 : Walking Catchment Area with Local Amenities**



- 3.2.6 As shown in **Figure 3.1**, the site is surrounded by an array of key amenities including bus stops, train stations and Metrolink stations. Local residential areas such as Hulme, Brunswick and Ancoats are within a 2,000m catchment area of the site and therefore within the preferred maximum walking distance of the site.

3.2.7 Table 3.2 provides an indication of the distances and approximate walking times to some of local amenities. The distances have been measured from the site, and the times are based on an average walking speed of 1.4 metres per second and do not allow for waiting time to cross junctions.

**Table 3.2 : Local Amenities – Distance and Walking Times**

| Amenity                         | Distance (m) | Average Walking Time (mins) |
|---------------------------------|--------------|-----------------------------|
| La Bandera Restaurant           | 30m          | 1 minute                    |
| Bus Stop on John Dalton Street  | 50m          | 1 minute                    |
| Deansgate Post Office           | 75m          | 1 minute                    |
| Sainsburys Local with ATM Point | 85m          | 1 minute                    |
| Bus Stops on Bridge Street      | 180m         | 2 minutes                   |
| St Peters Square Tram Stop      | 420m         | 5 minutes                   |
| Piccadilly Gardens Bus Station  | 750m         | 9 minutes                   |
| Deansgate Railway Station       | 860m         | 10 minutes                  |

3.2.8 As summarised in Table 3.2, the site is well positioned in Manchester City Centre, with 3no. bus stops located within a 2-minute walk of the site.

3.2.9 Within a 100m walking catchment, multiple restaurants, a post office, and Sainsbury's Local with an ATM point are accessible, primarily along Deansgate. St Peter's Square Metrolink Station is located within a 5-minute walk of the site, and Deansgate Railway Station within a 10-minute walk of the site.

3.2.10 Within a 1,000m walking catchment, various additional public transport connections are available, including Piccadilly Gardens Bus Station, Salford Central Railway Station and Victoria Railway Station.

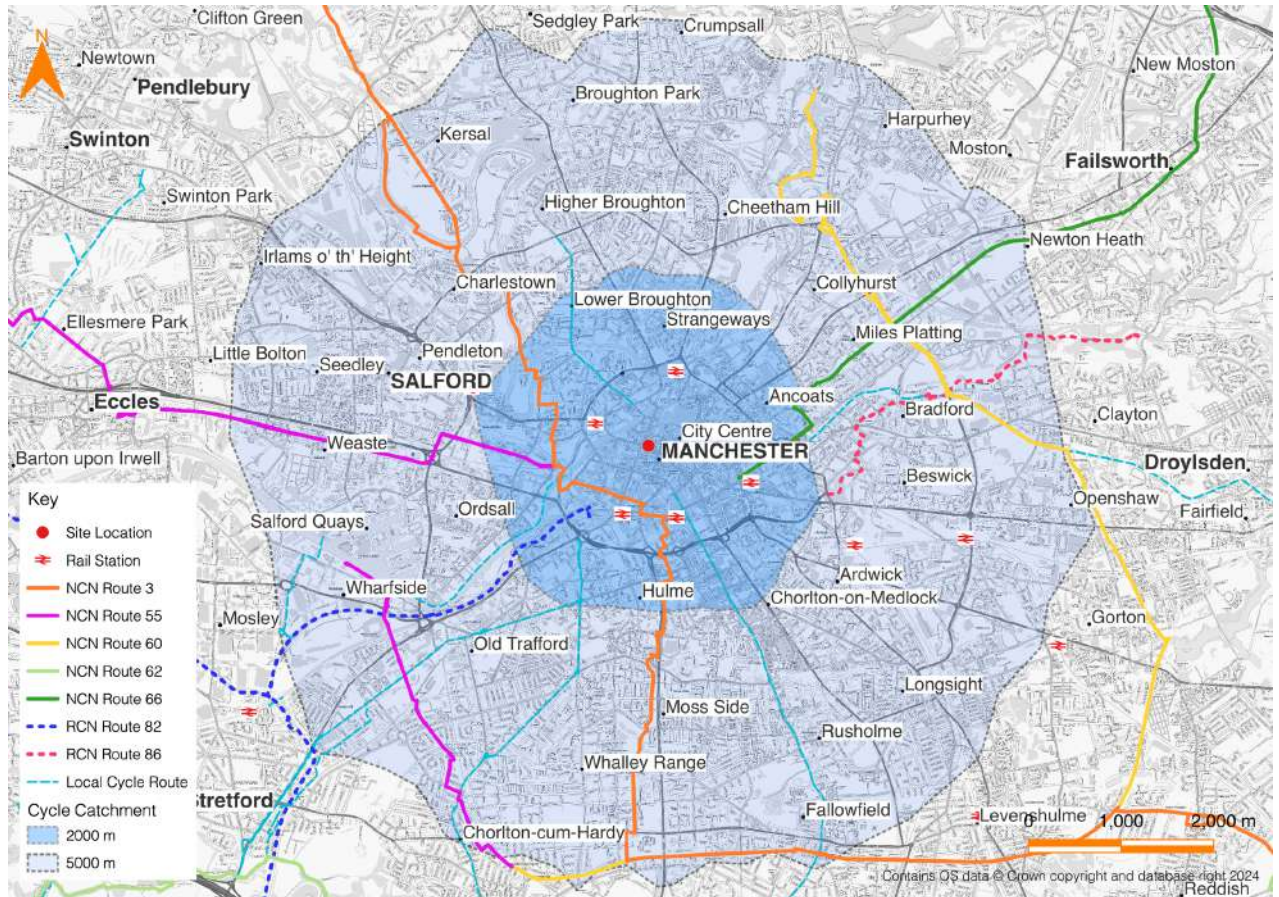
### 3.3 Cycle Accessibility

3.3.1 As with pedestrian accessibility, the level of a site's cycle accessibility depends upon a combination of the distance from local amenities and the standard of existing cycle infrastructure. It should, however, be noted that that cycle infrastructure can include facilities shared with vehicles and pedestrians as well as dedicated cycle infrastructure.

3.3.2 In respect of acceptable cycle distances, 'Local Transport Note 1/20: Cycle Infrastructure Design', published by the Department for Transport (DfT), states that *'two out of every three personal trips are less than five miles in length - which is an achievable distance to cycle for most people'*.

3.3.3 Figure 3.2 indicates the cycling catchment area around the proposed development site for 2km and 5km.

Figure 3.2 : Cycle Catchment Plan



3.3.4 As shown in Figure 3.2, there are 6no. National Cycle Routes (NCR) within a 5km radius of the site, and therefore have the potential to be utilised by the site. A number of residential areas on the outskirts of the city centre are located within a 5km catchment area of the site and therefore have the potential for commuting by cycling to the site.

3.3.5 The local cycle routes which are available in the vicinity of the site, including traffic free routes and advisory cycle routes are shown in Figure 3.3.

Figure 3.3 : Local Cycle Routes (source : TfGM)



3.3.6 As demonstrated, there is a very good network of cycle routes and infrastructure in vicinity of the site, which will facilitate and encourage cycling.

## 3.4 Public Transport Services

### Local Bus Services

- 3.4.1 The nearest bus stops are located c.50m from the site on John Dalton Street and serves multiple bus services. The bus stops benefit from the provision of a shelter, seating, litter bin and bus timetable information.
- 3.4.2 Piccadilly Bus Station is also located c.1,200m from the site and provides regular frequent bus services to a range of destination across Greater Manchester, and locations further afield such as Blackburn and Burnley.
- 3.4.3 Details of the local bus services from the bus stop on John Dalton Street and their frequencies are shown in Table 3.3. Full bus timetables are available via the following link:

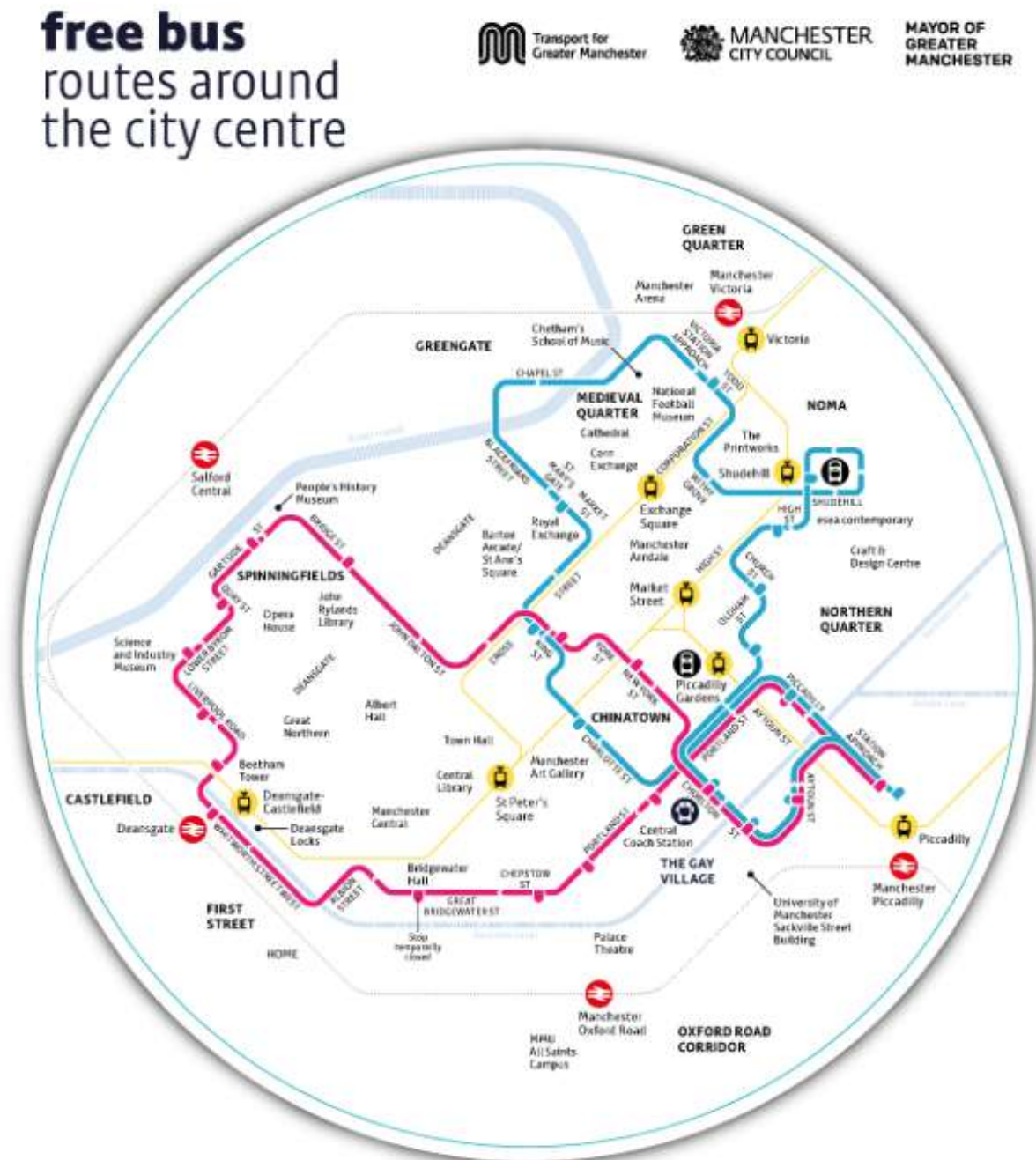
- <https://tfgm.com/ways-to-travel/bus>

Table 3.3 : Local Bus Services – John Dalton Street

| Service No.  | Route                                                       | Approx. Two-Way Frequency (buses / hour) |          |    |     |     |
|--------------|-------------------------------------------------------------|------------------------------------------|----------|----|-----|-----|
|              |                                                             | AM                                       | Off-peak | PM | Sat | Sun |
| 35           | Leigh – Manchester City Centre                              | 3                                        | 2        | 2  | 2   | 2   |
| 36           | Bolton – Manchester City Centre                             | 5                                        | 5        | 5  | 4   | 3   |
| 37           | Bolton – Manchester City Centre                             | 5                                        | 5        | 5  | 4   | 3   |
| 38           | Logistics North – Manchester City Centre                    | 6                                        | 5        | 5  | 5   | 2   |
| 50 / 51      | East Didsbury – Manchester City Centre - MediaCityUK        | 6                                        | 5        | 5  | 5   | 4   |
| V1 / V2 / V4 | Leigh - Manchester City Centre – Manchester Royal Infirmary | 8                                        | 8        | 4  | 6   | 4   |

- 3.4.4 As shown in Table 3.3, several frequent bus services are available from John Dalton Street to and from destinations across Greater Manchester, including Bolton, Leigh and East Didsbury.
- 3.4.5 There are also free bus services around Manchester. They operate between the train stations and cover Manchester City Centre, therefore assisting in facilitating multi-modal trips.
- 3.4.6 Figure 3.4 shows the bus routes that operate from Victoria Train Station which is located 980m from the site.

Figure 3.4 : Free Bus Services Route Map (source: TfGM)



#### Metrolink Services

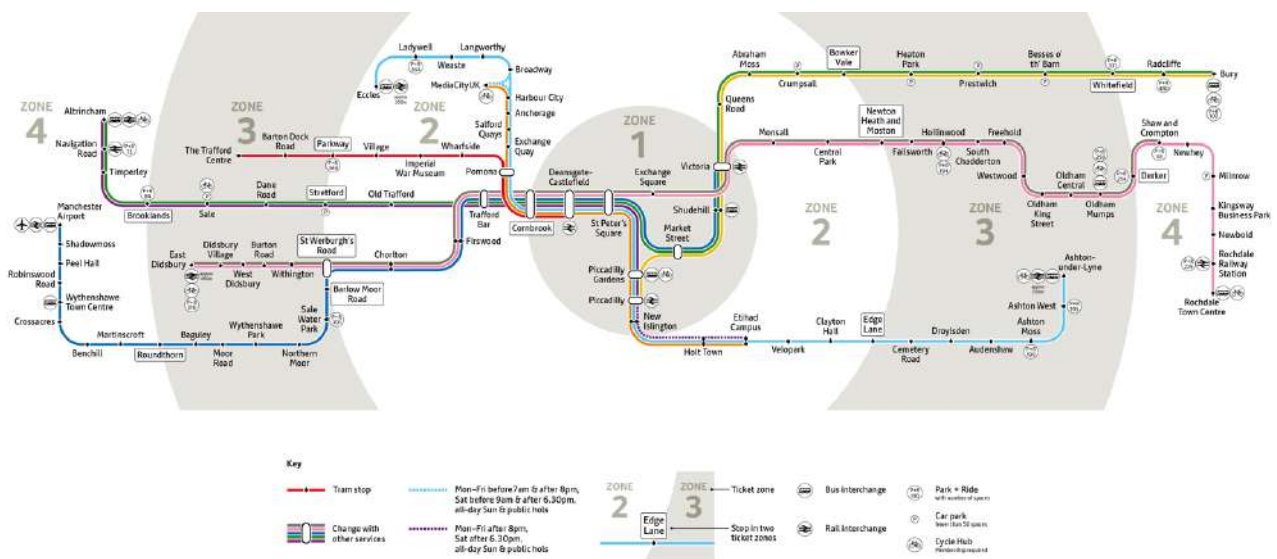
3.4.7 The nearest Metrolink Stations are located at St Peters Square, c.420m from the site. The Metrolink services which operate here are:

- Grey Line (Shaw and Crompton – East Didsbury);
- Pink Line (Rochdale – East Didsbury);

- Dark Blue Line (Manchester Airport – Victoria);
- Green Line (Bury – Altrincham);
- Purple Line (Altrincham – Piccadilly / Etihad Campus);
- Light Blue Line (Ashton-under-Lyne – Eccles); and
- Orange Line (Etihad Campus – Media City).

3.4.8 Figure 3.5 presents the Greater Manchester Metrolink Tram network.

Figure 3.5 : Metrolink Tram Network (source: TfGM)



3.4.9 The trams services available operate on a 12-minute frequency throughout the day. All tram stops have step-free access to all platforms, help points and security camera coverage.

#### Rail Services

3.4.10 Deansgate Railway Station is located c.860m from the site, with Manchester Victoria Train Station located c.980m from the site.

3.4.11 Both train stations provide regular and frequent train services to local destinations within Greater Manchester, as well as destinations throughout the UK such as Liverpool, Leeds, Birmingham and London.

## 4. Overarching Aim, Objectives and Benefits

### 4.1 Overarching Aim

- 4.1.1 The overarching aim of this TP is to put in the place the management tools deemed necessary to enable employees and visitors to make informed decisions about how they travel to the site, which at the same time minimises the adverse impacts of travel on the environment. This aim is achieved by setting out a strategy for eliminating barriers that keep individuals from making use of sustainable modes.
- 4.1.2 Improving transport choices available to people, rather than focusing on providing for the private car, will lead to a more equitable and sustainable development. It will also provide travel options for all the site users, regardless of whether they own a car or not.

### 4.2 Objectives

- 4.2.1 The transport principles for the site reflect sustainable objectives which can be summarised under the following headings:
- Promoting sustainable transport choices for employees and visitors travelling to and from the site;
  - Promoting accessibility to the site by walking, cycling, public transport and car sharing; and
  - Increasing the awareness of the environmental and social benefits of using alternative modes of transport.

### 4.3 Travel Plan Benefits

- 4.3.1 The overall travel plan strategy will include physical measures designed to enhance the sustainable transport linkages at the site, travel awareness initiatives and other measures to assist in the achievement of the objectives of the TP.
- 4.3.2 The proposed monitoring strategy that will be adopted for the site to determine how the TP is performing against these objectives is set out later in this report.
- 4.3.3 The TP will incur different benefits, to different groups / individuals:

#### Developer Benefits

- 4.3.4 By meeting the objectives, the TP will bring about the following benefits to the Developer:
- An improved compliance with the planning context;
  - A demonstration of any environmental credentials;

- An incentive to recruiting and retaining employees; and
- A healthier and more productive work force.

#### Employee Benefits

4.3.5 By meeting the objectives, the TP will bring about the following benefits to employees:

- Health benefits associated with walking and cycling, including reduced levels of stress;
- The opportunity to save money using alternative modes of travel to the car; and
- Improved quality and reliability of employee journeys to and from work.

4.3.6 Figure 4.1 shows the benefits of increases active travel across Greater Manchester.

**Figure 4.1 : Benefits of Active Travel in Greater Manchester** (source : Sustrans)



#### Wider Community Benefits

4.3.7 By meeting the objectives, the TP will bring about the following wider community benefits:

- On-going reductions in vehicular generated traffic on the local highway network;
- Increasing patronage on existing public transport modes;
- Health benefits associated with walking and cycling;
- A contribution to reduced traffic, congestion, air pollution and accidents; and
- Improving accessibility and travel choice for reaching local facilities.

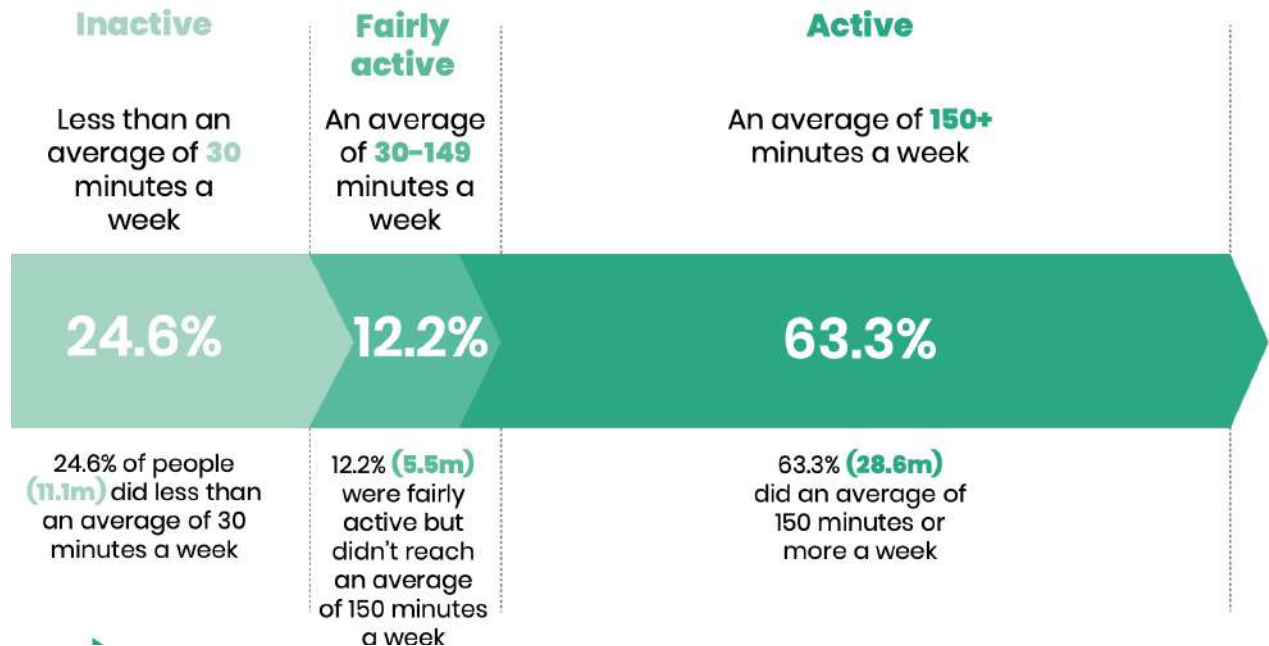
### Environmental Benefits

- 4.3.8 Data from the Department for Transport (DfT) shows that in 2021, transport was the largest-emitting sector in the UK, accounting for 26% of total greenhouse gas emissions. 52% of these emissions are associated with cars.
- 4.3.9 Replacing private car travel with active modes of travel, including walking, wheeling and cycling, as well as public transport, will be key in reducing overall transport emissions. DfT data shows that two out of every three personal trips are within 5 miles, which is considered as *“an achievable distance to cycle for most people, with many shorter journeys also suitable for walking”*. There is scope to increase active travel.
- 4.3.10 A Clean Air Plan is being developed by the 10no. Greater Manchester local authorities to tackle air pollution. Several measures have been proposed, including the provision of a Clean Air Zone (CAZ) to charge non-compliant vehicles. At the time of writing, the scheme has not been finalised.
- 4.3.11 In 2021, TfGM published the 2040 Vision for Transport, to deliver a transport system which enables residents, businesses and visitors in Greater Manchester to travel to a wide range of different destinations and opportunities, and where sustainable transport can be a viable and attractive alternative to the car.
- 4.3.12 How people travel will therefore play a large role in Manchester's, and the UK's, journey to net zero.

### Health Benefits

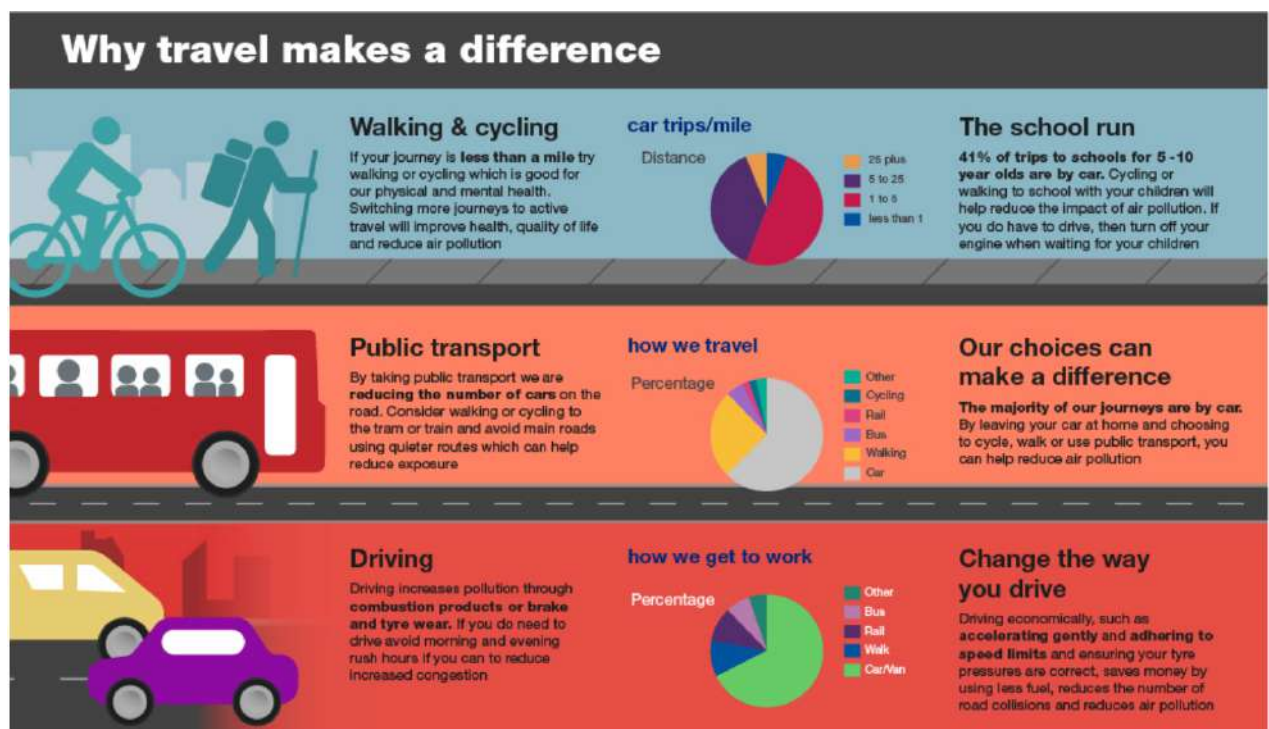
- 4.3.13 The transport sector also emits other gases substances which can have significant health consequences including nitrogen oxides (NO<sub>x</sub>) and particulate matter (PM). A reduction in car use will contribute to improved air quality, which in turn will propose health benefits.
- 4.3.14 Public Health England published an edition of 'Health Matters' in 2018 with a focus on air pollution, noting that poor air quality is the largest environmental health risk in the UK; it showed that road transport contributes 33.6% and 12.4% of all NO<sub>2</sub> and PM emissions respectively. Their effects include the exacerbation of asthma, coughing and wheezing in the short-term, and lung cancer, respiratory conditions and strokes in the long term, amongst many others.
- 4.3.15 There are also numerous direct health benefits associated with active travel (walking and cycling). The NHS advise that adults undertake at least 150 minutes of moderate-intensity activity a week, or 75 minutes of intense activity.
- 4.3.16 **Figure 4.2** shows that whilst most adults meet this recommendation, over 35% do not. Active travel therefore presents itself as an easy and convenient way to incorporate more activity in the adult daily life.

Figure 4.2 : Activity Levels Amongst Adults (source : Active Lives Adult Survey Nov 2018/19)



4.3.17 Moderate activity, including walking and cycling can prevent / reduce the risk of various health problems; including, but not limited to, cancer, obesity, diabetes, strokes, mental health issues and high blood pressure. Further impacts of different travel modes on public health are shown in Figure 4.3.

Figure 4.3 : Impact of Travel Behaviour on Public Health (source : Public Health England)



4.3.18 The implementation of effective TPs therefore has a large scope to improve the health amongst site users, as well as the general public.

#### Financial Benefits

4.3.19 Financial gains are also to be made through increased active travel; physical inactivity was thought to have cost the NHS £455 million in 2013-14. Active travel, as well as public transport, may also present themselves as a more affordable alternative to car ownership or regular private car use.

4.3.20 Individuals can save money by choosing the most appropriate sustainable mode of travel to themselves, instead of using a private car. Such transitions and choices are made easier by the provision of an effective TP.

## 5. Targets

### 5.1 Purpose of Target Setting

5.1.1 Targets are the measurable goals by which progress will be assessed. The TP sets out mode share targets that the occupier will seek to achieve via liaising with MCC. These mode share targets are **SMART**; that is **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime related.

### 5.2 Mode Share Targets

5.2.1 Individual modal share targets are outlined in [Table 5.1](#). Due to the limited control over modes of travel adopted by visitors, targets are not set specifically for these site users. However, measures outlined in this TP may also benefit visitors as well as employees.

**Table 5.1 : Provisional Mode Share Targets**

| Mode of Travel                 | Mode Share Targets by Timescales |        |        |        |        |        |
|--------------------------------|----------------------------------|--------|--------|--------|--------|--------|
|                                | Baseline                         | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Single Occupancy Vehicle (SOV) | 34%                              | 32%    | 30%    | 28%    | 26%    | 24%    |
| Sustainable Travel Modes       | 66%                              | 68%    | 70%    | 72%    | 74%    | 76%    |

5.2.2 The targets outlined in [Table 5.1](#) aim to achieve a 10% mode shift from SOV trips to sustainable travel modes (and corresponding 10% uplift in sustainable modes). The actual baseline mode share will be confirmed as part of initial baseline Employee Travel Survey. At this stage, these are interim percentages based upon the multimodal trip calculations from Census 2011 data. The mode share targets are subject to change on this basis.

5.2.3 It is recognised that it is not possible to set accurate targets far into the future, even when based on actual mode share data. Given this, it should be acknowledged that the targets for individual occupiers may change over time as the results of ongoing monitoring become available.

5.2.4 All data collected will be in accordance with local authority standards, to ensure the TP is being accurately monitored and that targets are being met as per the ambitions of this TP.

## 6. Travel Plan Strategy

### 6.1 Overview

6.1.1 A Travel Plan Co-ordinator (TPC) will be appointed upon occupation. The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of the TP on behalf of the occupier. A TPC position will be in place for the duration that the site is in operation.

### 6.2 Travel Plan Co-ordinator

6.2.1 The TPC will be a part-time role and will likely to be part of a day-to-day admin role at the development.

#### Role and Responsibilities

6.2.2 The TPC will act as a liaison point for any issues relating to the TP. This will include liaising with the local authority and public transport operators, where required.

6.2.3 The roles and responsibilities of the TPC will include:

- Administer and manage the TP.
- Liaise with MCC when implementing the plan.
- Ensure travel awareness amongst staff and employees.
- Provide a point of contact to discuss travel information and options.
- Promote and encourage the use of sustainable travel modes as an alternative to car trips, where appropriate.
- Ensure the availability of the most up to date travel information.

6.2.4 The TPC will be responsible for conducting the travel surveys. The TPC will collate these results and issue to MCC on request. The survey results will inform the relevant updated targets and measures for the Travel Plan document.

#### Contact Details

6.2.5 The contact details for the nominated TPC will be made available to MCC prior to first occupation.

6.2.6 The contact details for the nominated TPC will be updated in [Table 6.1](#).

**Table 6.1 : Travel Plan Coordinator**

| Travel Plan Coordinator Details |
|---------------------------------|
| Name:                           |
| Telephone Number                |
| Email Address                   |

## 6.3 Marketing

6.3.1 Employees will be made aware of the existence of the TP upon commencement of their employment. The following methods could be used as a means of disseminating information to employees as well as promoting events / campaigns / promotions:

- Employee notice boards;
- Employee newsletters (where possible);
- Employee Travel Pack; and/or
- E-groups and forums.

## 6.4 Funding

6.4.1 The TP will be funded by Applicant/ Management Company who will cover the cost of the TPC role, all the measures, as well as the cost of the monitoring and reporting.

## 7. Travel Plan Measures

### 7.1 Overview

7.1.1 This section of the report will outline the specific physical and management measures which should be undertaken as part of the TP.

### 7.2 Promotion and Marketing

7.2.1 Employees will be made aware of the existence of the TP upon commencement of their employment and will have access to travel planning information during their employment.

7.2.2 The following methods will be used as a means of disseminating information to employees as well as promoting events / campaigns / promotions:

- The TP will be presented and promoted to staff members as an opportunity and possibly a challenge rather than as a chore;
- TPC will utilise notice boards in communal areas to promote the TP. A notice board will be available in a public area so visitors can access the information;
- Employee newsletters (where possible);
- E-groups and forums; and
- Other means of promoting the TP will also be investigated, which might take the form of staff newsletter or mailings.

7.2.3 Travel planning information will also be made available to visitors in the reception area.

7.2.4 It will be the responsibility of the TPC to disseminate up-to-date information.

### 7.3 Travel Pack

7.3.1 All staff members employed at the site will be provided with a Travel Pack upon starting employment at the site. This pack will inform staff of the information that they need to make an informed choice with regards to their travel options.

7.3.2 The Travel Pack will inform staff of the TP and would contain some or all of the following information:

- Location of nearest bus stops and train station(s);
- Up to date local bus timetables;
- Maps showing safe walking routes to the nearest key facilities including bus stops and train stations;

- Maps showing safe cycling routes to the site;
- Promotional material highlighting the health and financial benefits of walking and cycling;
- Promotion events, where applicable;
- Details of trip planning apps;
- Details of the community website for the proposed development;
- Details of national websites such as <https://www.enterprise.co.uk/en/home.html>;
- Details of car share services such as <https://liftshare.com/uk>;
- Details of websites such as <https://www.routeyou.com/en-gb/route/planner/2/walking-route-planner> which provides a free online walking journey planner;
- Details of journey planning websites such as <https://www.traveline.info/>; and
- Details of websites and apps where you can get the next departures from any bus stop sent to your mobile phone.

7.3.3 Incentives to staff members to travel by sustainable modes of transport could also be implemented to encourage a shift from single occupancy car travel to sustainable modes of travel.

## 7.4 Travel Database

7.4.1 The TPC will produce and maintain a travel database of the travel characteristics of the staff. The TPC will periodically obtain travel data by asking staff to complete a travel questionnaire.

7.4.2 The survey would request details of the following (this is not an exhaustive list):

- Normal working hours;
- Mode of travel to work;
- Car ownership;
- Reasons for driving;
- Reasons for not using public transport and other modes;
- Measures that would encourage car sharing, use of public transport or other non-car modes of travel to work; and
- Staff profile, including age, gender etc.

7.4.3 All data collected in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information.

7.4.4 The baseline Employee Travel Survey should be undertaken within 3 months of first occupation. The Travel Survey results will provide a valuable 'baseline' against which the success of the TP in reducing car journey and increasing journey by walking, cycling and public transport will be measured.

7.4.5 An example Travel Survey for the site is attached in **Appendix A**.

## 7.5 Encouraging Walking

7.5.1 In order to encourage walking at the site, the TPC will ensure that staff and visitors have received information and advice concerning safe pedestrian routes to and from the site. Staff and visitors will also be encouraged to walk by promoting the benefits which include health, reduction in stress, cost and environmental friendliness.

7.5.2 The following websites can be accessed to plan safe walking routes around Manchester:

- <https://www.google.co.uk/maps>
- <https://www.livingstreets.org.uk/>
- <https://www.routeyou.com/>
- <https://beeactive.tfgm.com/walking/>

## 7.6 Encouraging Cycling

7.6.1 In terms of proposed operational measures, the TPC role will include the promotion of cycling to staff and visitors. This may be through the provision of details on local cycle routes/ facilities accessible from the development and other relevant information such as bicycle purchase/repair.

7.6.2 Further information regarding the benefits of regular exercise, cycling events within the local area and cycle clubs will also be promoted through similar measures.

7.6.3 Other national campaigns will be promoted by the development including 'The Bike Week' where staff and visitors can register (<https://www.cyclinguk.org/bikeweek>) to take part in The Bike Week Challenge.

7.6.4 The following websites can be used to find information on local cycle routes, groups and further information of cycling around Manchester:

- [https://www.manchester.gov.uk/info/500356/active\\_travel/6850/cycling/2](https://www.manchester.gov.uk/info/500356/active_travel/6850/cycling/2)
- <https://beeactive.tfgm.com/cycling/>
- <https://beeactive.tfgm.com/cycling/cycling-for-beginners-start-riding/>

## 7.7 Promoting Public Transport

- 7.7.1 The promotion of walking and cycling will encourage many staff and visitors to adopt these modes, but for those travelling further from the proposed development site, public transport provides a more suitable alternative to the private car.
- 7.7.2 A lack of awareness of the facilities available is often cited as a reason for not using public transport facilities. The TPC will therefore ensure that up-to-date public transport frequency information is available to staff and visitors at the development to maximise the potential use of this mode.
- 7.7.3 Public transport information would be displayed prominently on any notice boards and maintained by the TPC.
- 7.7.4 TfGM has deployed the initial phases of the Bee Network across Greater Manchester, with the aim of creating a more integrated public transport and active travel network. The following websites can be used to view information about the Bee Network, including live departures, ticketing information and travel alerts, as well as a journey planner:
- <https://tfgm.com/> - information regarding the Bee Network
  - <https://tfgm.com/tickets-and-passes/ways-to-pay/bee-network-mobile-app> - download the Bee Network app
- 7.7.5 The following websites can be used to access timetables and ticketing information regarding local services to and from Manchester City Centre:

### Local Buses

- <https://tfgm.com/public-transport/bus>
- <https://www.gonorthwest.co.uk/>
- <https://www.stagecoachbus.com/>

### Metrolink

- <https://tfgm.com/public-transport/tram>
- <https://tfgm.com/public-transport/tram/tram-schedule>
- <https://tfgm.com/live-updates>

### Rail

- <https://www.thetrainline.com/>
- <https://www.traveline.info/>

## 7.8 Promoting Car Sharing and Car Hire

7.8.1 Car sharing represents a convenient and alternative form of travel with significant potential to reduce the total private car mileage and car parking demand.

7.8.2 The principal benefits associated with the introduction of a car sharing scheme are considerable and include:

- Reduced travel costs – drivers and passengers can split the costs of travel;
- Improved access – to areas which aren't accessible through public transport;
- Meet new people – sharing a car is a great way to meet colleagues, friends and neighbours;
- Reduced congestion – by sharing cars you can do your bit to help reduce congestion in the area;
- Reduced pollution – cutting congestion will also help to reduce pollution; and
- Reduced CO<sub>2</sub> emissions – which in turn will help to reduce the development of global warming.

7.8.3 Staff and visitors will be provided with details of publicly accessible databases and websites that provide the opportunity for people to car share in the wider area. These may include:

- <https://liftshare.com/uk/search/from/manchester-united-kingdom>
- <https://www.blablacar.co.uk/ride-sharing/manchester>

## 7.9 Car Alternatives

7.9.1 It is understood that sometimes access by car is necessary. Employees and visitors will also be provided the details of local minicab/ taxi firms, popular services and facilities they require as necessary.

## 7.10 Liaising with Stakeholders

7.10.1 It will be necessary for the TPC to liaise with local planning authorities and local public transport operators on a regular basis to obtain information and share ideas, review the existing TP, to monitor the effectiveness and to agree new measures required to meet the TP aims, objective and targets.

7.10.2 The TPC will seek to negotiate with local transport operators to receive a discounted travel card for employees traveling to work via public transport.

7.10.3 As part of the TPC role, they would need to liaise with other interested parties which can include sharing ideas with other adjacent businesses or developments, working with a transport authority to obtain/ development information to pass on to users and liaising with other groups such as cycle user groups.

## 8. Monitoring and Review

### 8.1 Overview

8.1.1 Monitoring of the TP has the following key roles led by the TPC:

- To provide feedback to allow the TP to be developed; and
- To measure the level of success in meeting identified targets of the TP using key performance indicators.

8.1.2 A strategy for undertaking the monitoring and review is outlined in this section.

### 8.2 Monitoring Strategy

8.2.1 The monitoring programme will begin with the initial baseline Employee Travel Survey, to be undertaken within 3 months of first of occupation. Further surveys will be completed periodically which will be carried out to monitor progress towards the targets of the TP.

8.2.2 The surveys undertaken will also confirm the number of employees surveyed, the number of respondents, the date of survey, the type of survey used and how the modal split has been calculated.

8.2.3 Cycle storage usage will also be monitored, in order to judge whether the implementation or proportion of cycle measures would benefit from modification.

### 8.3 Reporting

8.3.1 Respective TP reviews will be undertaken annually. These will provide an opportunity for the TPC to assess the progress of their TP. This will outline the results of the monitoring in the preceding period, measures that have been implemented and any suggested changes to targets and measures as a result of the survey data.

8.3.2 If the targets and measures outlined in the annual monitoring reports are not being achieved, the potential for introducing remedial actions will be explored. The actions could include increasing the working time allocated to the TPC position or offering personalised travel planning to staff.

## 9. Action Plan

9.1.1 An example 'Action Plan' is outlined in [Table 9.1](#). This provides a schedule of the key actions detailed within this TP in terms of who is responsible and their timescale. All actions are directed at influencing travel patterns to achieve the stated targets in-line with the objectives.

**Table 9.1 : Travel Plan Action Plan**

| Measure                                                            | Responsibility | Timescale                          |
|--------------------------------------------------------------------|----------------|------------------------------------|
| Appointment of TPC                                                 | Occupier       | Prior to first occupation          |
| Provision of sustainable travel information                        | TPC            | Upon occupation / ongoing          |
| Undertake baseline Employee Travel Survey                          | TPC            | Within 3 months of first operation |
| General promotion of sustainable travel opportunities and measures | TPC            | Ongoing                            |
| Monitor usage of internal cycle parking                            | Occupier / TPC | Ongoing                            |
| Undertake Further Employee Travel Surveys                          | TPC            | Ongoing                            |

# APPENDICES

## APPENDIX A Example Travel Survey

# Island Travel Survey Questionnaire

Please return the survey once you have completed it. (Be assured that any personal data will be kept confidential) Please select an answer to the questions below with a tick:

1. Your postcode: .....

2. Are you: Male ☐ Female ☐

3. Your age: 16- 25 ☐ 26-40 ☐ 41-55 ☐ 56+ ☐

4. How often do you typically travel to the site?

- ☐ Multiple times a day
- ☐ Most days
- ☐ Up to three times a week
- ☐ Once a week
- ☐ Less than once a week

5. How do you usually travel to work?

Please tick your usual mode of travel for the longest part of your journey:

| Walk | Cycle | Bus | Train | Metrolink | Car Driver | Car Passenger | Other (please state) |
|------|-------|-----|-------|-----------|------------|---------------|----------------------|
|      |       |     |       |           |            |               |                      |

6. Do you own a car?

.....

7. If you drive, please state your reason for driving?

.....

8. What are your typical working hours in the office?

.....

9. Would you be interested in receiving more information on the following?

- ☐ Local public transport options
- ☐ Car sharing opportunities
- ☐ Walking maps for the area
- ☐ Cycle maps for the area
- ☐ Other (Please specify).....

Do you have any further comments or suggestions about how we can improve your journey to work options?

.....

.....

.....

.....

*Thank you taking the time to complete this questionnaire*



keep up with mode:



Birmingham  
☎ 0121 794 8390

London  
☎ 020 7293 0217

Manchester  
☎ 0161 464 9495

Reading  
☎ 0118 211 8180

✉ [info@modetransport.co.uk](mailto:info@modetransport.co.uk) 📍 [modetransport.co.uk](http://modetransport.co.uk) 🐦 [@mode\\_transport](https://twitter.com/mode_transport)