Minhaj Ul Quran International

Proposed Community Hall, 2 Seymour Road, Manchester

Travel Plan

230098

MAY 2024



SCP GENERAL NOTES

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Where field investigations have been carried out, these have been restricted to a level of detail required to achieve the stated objectives of the work.

This work has been undertaken in accordance with the quality management system of SCP.

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APPENDIX A: SITE PLAN

1 INTRODUCTION

1.1 This travel plan has been prepared by SCP for Minhaj Ul Quran International, to support a planning application for a proposed Community and Islamic Centre.

1.2 This report sets out Minhaj Ul Quran International's commitment to managing the number of vehicular trips generated by the development and identifies the key principles which will be developed further as part of the full, occupied travel plan.

1.3 Travel plans are dynamic, living documents that can bring a number of benefits.

1.4 Travel plans are designed to be flexible to suit individual sites and individual local characteristics. They should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access.

1.5 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Promote healthy lifestyles and sustainable, vibrant communities;
- Provide adequately for all users, with a variety of mobility needs;
- Reduce demand for car parking, thereby enabling more efficient land use;
- Reduce pressure on highway capacity, particularly at peak times;
- Improve social inclusion;
- Cut carbon emissions and their contribution to climate change;
- Reduce road danger and protect vulnerable road users;
- Reduce costs through the effective management of servicing and deliveries; and
- Improve local air quality, while reducing noise pollution.

1.6 A travel plan provides benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

Travel Plan Approach

1.7 This travel plan has been prepared to encourage sustainable travel to and from the site via the use of walking, cycling and public transport. The measures set out will minimise any increase in traffic, as well as parking demand in the local area.

1.1 Workplace travel plans focus on a single location and provide a long-term strategy to positively influence travel patterns in favour of sustainable modes. This travel plan focuses on influencing greater use of sustainable transport by staff and visitors when travelling to and from the site. The travel plan also suggests measures to reduce reliance on single occupancy private vehicle use and to reduce the overall need and distance that staff travel.

1.2 This travel plan contains objectives and targets to guide the travel plan, along with a detailed implementation plan which aims to promote sustainable travel through delivery of a number of enabling and assisting measures. Monitoring and marketing measures are also identified, together with timescales for implementation, responsibilities and an indication of the resource required in order to deliver actions.

2 TRAVEL PLAN BACKGROUND

2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access.

2.2 Travel plans are designed to be flexible to suit an individual site and the local characteristics. Similarly, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures.

Travel Plan Benefits

2.3 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Promote healthy lifestyles and sustainable, vibrant communities;
- Provide adequately for those with mobility difficulties;
- Reduce demand for car parking, thereby enabling more efficient land use;
- Reduce pressure on highway capacity, particularly at peak times;
- Improve social inclusion;
- Cut carbon emissions and their contribution to climate change;
- Reduce road danger and protecting vulnerable road users; and
- Improve local air quality, while reducing noise pollution.

2.4 A travel plan should provide benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

Policy Context

2.5 The **National Planning Policy Framework** (December 2023) (NPPF) is published by the Ministry for Communities and Local Government, along with thematic Planning Practice Guidance (PPG) to set the framework under which local transport, parking and accessibility plans and policies are set. The NPPF was revised in July 2018, with the most recent amendment made in July 2021 and December 2023.

2.6 The NPPF states that when promoting developments “it should be ensured that:

- *appropriate opportunities to promote sustainable transport modes are taken up, given the type of development and its location;*
- *safe and suitable access to the site can be achieved for all users; and*

- *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree".*

2.7 It goes on to say that "*Development should only be prevented or refused on highways grounds if there would* be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe."

2.8 With regard to promoting sustainable transport the NPPF states at para 117 that 'All developments *that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed."*

2.9 Planning Practice Guidance (PPG) is in place to support the NPPF. The PPG on "**Travel Plans, Transport Assessments and Statements**" was provided in 2014. The PPG provides advice on when these documents are required, and what they should contain.

2.10 The document states that travel plans should where possible be considered in parallel to development proposals, and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.

2.11 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.

2.12 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.

2.13 Travel plans should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should to fit in with wider strategies for transport in the area.

2.14 A further key national policy document for travel plans was published by the Department for Transport in April 2009 and is entitled **"Good Practice Guidelines: Delivering Travel Plans through the Planning Process"**. This document updates previous guidance following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.

2.15 The guidelines identify that travel plans are an important tool for delivering sustainable access as part of a new development, and encouraging sustainable travel behaviour from the outset. The document provides assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term. The document also outlines the responsibilities of the developer, occupier, local transport operators, highways and planning authorities in the implementation of the travel plan.

2040 Greater Manchester Transport Strategy

2.16 The 2040 Transport Strategy focuses on creating an integrated, sustainable and well-coordinated transport system that supports a wide range of different travel needs. The strategy is based on seven core principles:

- *Integration – to allow customers to move seamlessly between modes and services;*
- *Inclusion – to provide accessible and afford transport;*
- *Health – through promotion of walking and cycling for local trips;*
- *Environmental Responsibility – to deliver lower emissions, and a better quality environment;*
- *Reliability – to give customers confidence in journey times;*
- *Safety and security – to reduce accidents and deaths; and*
- *Well maintained and resilient – to be able to withstand unexpected events and weather conditions.*

2.17 The ambition for 2040 is to deliver a transport system which makes it easier for residents, business and visitors of Greater Manchester to travel by sustainable means to a wide range of destinations and opportunities, and where sustainable transport is a viable and attractive alternative to the car.

Conclusion

2.18 This travel plan has been developed in line with local and national transport policy and guidance.

3 DEVELOPMENT PROPOSALS

3.1 The application site currently comprises a vehicle repair garage together with associated storage, located to the south of Seymour Road, Manchester.

3.2 The site layout can be seen below in **Figure 3.1**.

Figure 3.1 – Site Layout



3.3 The development proposals involve a new Community and Islamic Centre for the local community. The proposed site layout plan and ground floor plan is contained in **Appendix A.**

3.4 The community centre will close on Fridays to accommodate the Faith Centre on its main day of prayer, automatically reducing over half the buildings occupancy.

3.5 Similarly, the Faith Centre shall close on weekdays to accommodate the occupancy of the community centre, which will be open to the public.

3.6 The proposed schedule of accommodation is as follows:

- Servery
- Café & Kitchen
- Shared Workspace
- Prayer Hall
- Female Prayer Hall

- Classroom/ Flexible Space
- Meeting Space and Meeting rooms
- Green Roof/ Garden & Allotments
- WC
- Storage

3.7 Access to the proposed development will be provided from Seymour Road, in broadly the same location as the existing access, as shown on in the proposed site plan at **Appendix A**. The proposed access will be a betterment on the existing access by widening to allow vehicles to pass and removing the parking along the site frontage, which requires vehicles to reverse onto or from the highway.

3.8 Pedestrian and cycle access will be provided from the main entrance from Seymour Road at the north-west corner of the building.

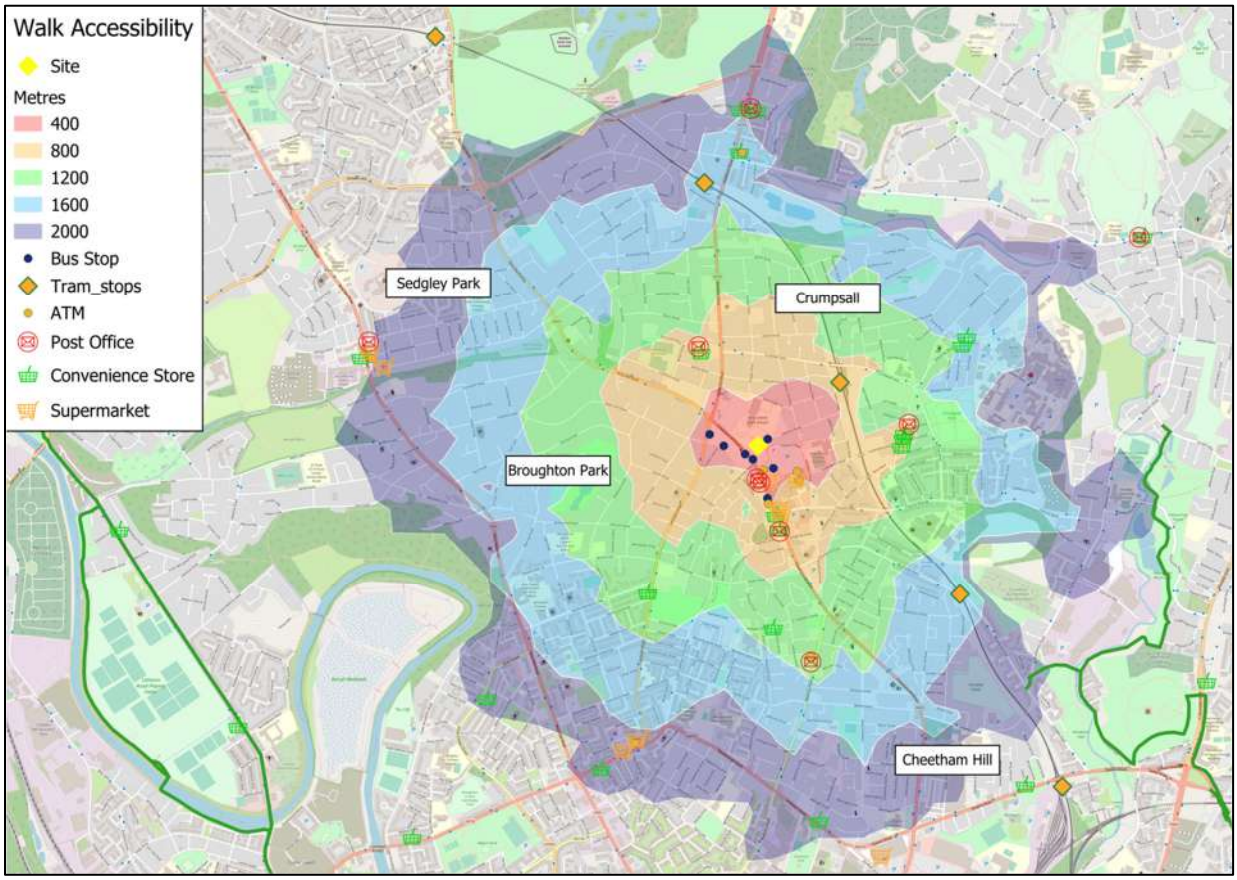
3.9 A total of 14 car parking spaces are proposed including 1 disabled space. These spaces would be reserved for use by staff and controlled by a barrier with fob access. A drop off space is proposed to the west of the building with cycle parking proposed along the Seymour Road frontage.

Existing Access by Non-Car Modes: Walking

3.10 MfS states that walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot. However, it goes on to state that this is not an upper limit and that walking offers the greatest potential to replace short car trips, particularly those under 2km.

3.11 Industry standard GIS TRACC software has been used to assess the accessibility of the development by foot for a 2km walk distance from the site, as shown on **Figure 3.2** below. The plan shows the reachable areas within 400m coloured bands from the site.

Figure 3.2 – Walking Accessibility 2km Isochrone



3.12 The site is within acceptable walking distance of Cheetham Hill, Crumpsall and Sedgley Park, and the vast array of amenities these areas have to offer. The site is also within an acceptable walking distance of numerous transport facilities.

3.13 The topography of the local area is generally flat and conducive to pedestrian trips, and the area benefits from natural surveillance from the businesses and residential properties that abut all the main walking routes.

3.14 The area surrounding the site benefits from a good level of pedestrian provision with wide footways and street lighting on both sides of the Seymour Road and Bury Old Road.

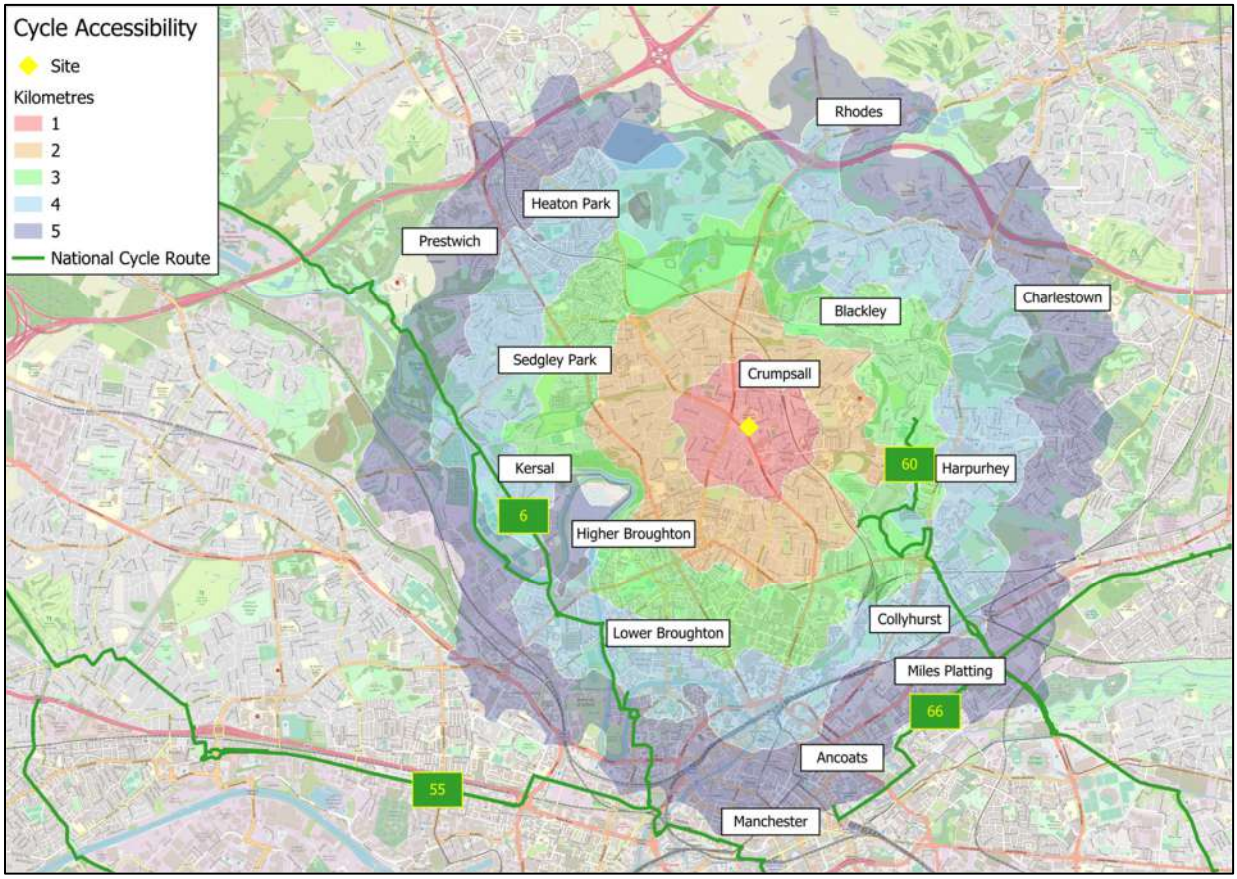
3.15 Overall, the site benefits from high levels of accessibility by foot, with Cheetham Hill only a short walk from the site, providing opportunities for linked shopping, leisure and recreation trips as well as transport connections.

Existing Access by Non-Car Modes: Cycling

3.16 Transport policy identifies that cycling represents a realistic and healthy option to use of the private car for making journeys up to 5km as a whole journey or as part of a longer journey by public transport.

3.17 GIS TRACC software has again been used to assess the accessibility of the site by bicycle, for a 5km cycle distance and is shown on **Figure 3.3** below.

Figure 3.3 - Cycle Accessibility 5km Isochrone



3.18 The plan demonstrates that Crumpsall, Prestwich, Charlestown, Manchester City Centre and Blackley, amongst others, are located within the 5km catchment area from the development site. Furthermore, **Figure 3.3** demonstrates the sites close proximity to National Cycle Route (NCR) 66, 60 and 6. NCR 66 provides a route between Manchester City Centre and NCR 60 to the south of the site. NCR 6 is located to the west of the site and provides a link from Prestwich in the north to NCR 55 to the south.

3.19 As the application site is within an acceptable cycle distance of a range of areas and associated facilities, cycling is considered to be a viable alternative to private car use for prospective residents of the site, particularly given that cycle parking is proposed.

Public Transport

Bus

3.20 The development is well placed to encourage travel by bus. Guidance published by the CIHT 'Planning for Public Transport in Developments' (1999), recommends that *"Bus stops are located to minimise passengers' walking distance to their final destination. The maximum walking distance to a bus stop should not exceed 400m and preferably be no more than 300m."*

3.21 The nearest bus stops are located on both sides of Bury Old Road, approximately 99m west of the site. Table… details the services from these bus stops.

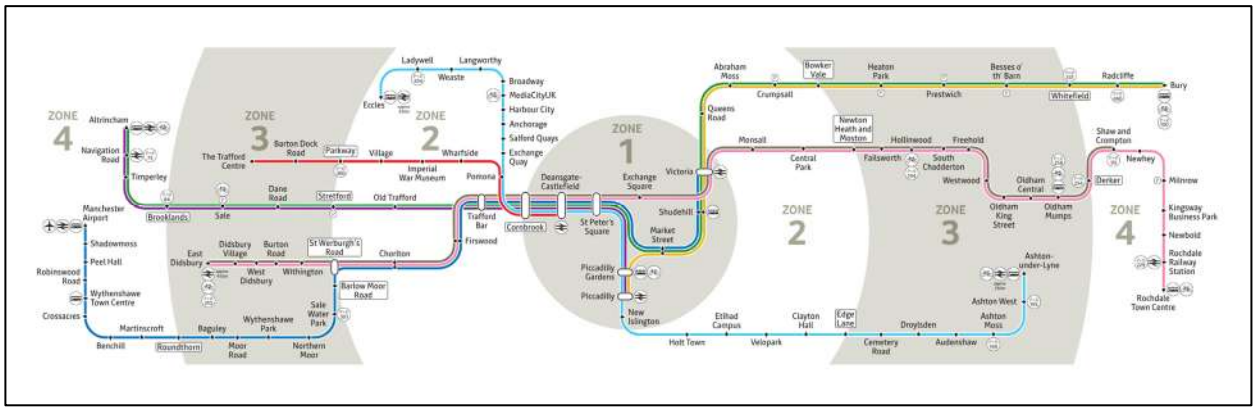
Bus Service	Route	Frequency (Approx.)		
		Mon-Fri	Sat	Sun
52	Trafford Centre - Failsworth via Eccles, Salford Shopping Ctr, Cheetham Hill	Every 10mins	Every 10-15mins	Every 30-40mins
59	Manchester - Oldham	Every 10-20mins	Every 20mins	Every 20mins
94	Bury - North Manchester General Hospital via Prestwich, Cheetham Hill	Every 60mins	Every 60mins	Every 120mins
135	Manchester - Bury via Cheetham Hill, Whitefield	Every 10mins	Every 10mins	Every 10mins

3.22 The above demonstrates that prospective site users will have access to bus services stopping close to the site which will provide a viable option for site users to travel by bus.

Trams

3.23 The nearest Metrolink stop is Crumpsall Metrolink Stop which is located approximately 500m to the north-east of the site.

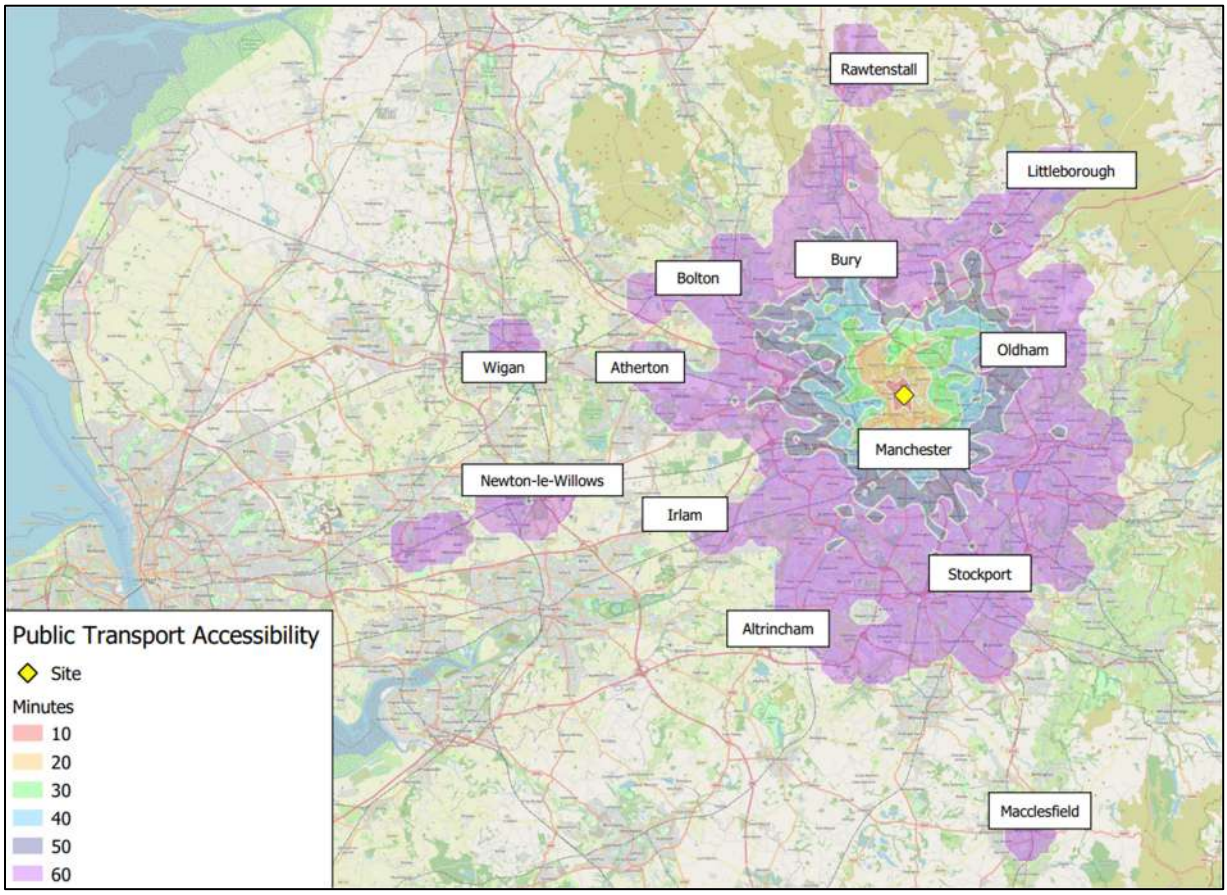
3.24 The Crumpsall Metrolink Stop serves the yellow line and green line which connect Bury to Piccadilly and Bury to Altrincham, respectively. A plan of the Metrolink network is provided below



3.25 Trams run on the Metrolink network between approximately 06:00 and 00:30 Monday to Thursday, with the last trams running later on Fridays and Saturdays. On Sundays, trams start later and finish earlier in a time range of approximately 07:00 to 22:30. Trams run up to every 10 minutes in each direction through this station.

3.26 The level of accessibility by public transport has been analysed using GIS TRACC software to assess the accessibility of the site and is shown on **Figure 3.4** below**.** The figure illustrates the distance that can be travelled within 60 minutes by public transport to and from the site, which includes the time taken to walk to the bus, tram and railway stops.

Figure 3.4 – 60 Minute Public Transport Catchment Isochrone



3.27 The above demonstrates that the site is within close proximity to a number of bus and railway links, serving both the local area and other destinations further afield. The figure shows that key areas of Wigan, Macclesfield, Manchester, Stockport, and Manchester, amongst others, are in an acceptable 60-minute commute time.

Accessibility Summary

3.28 Having regard to the above, it is considered that the site benefits from excellent levels of accessibility by sustainable modes and has a large range of local amenities within close proximity. Access to the site on foot and by cycle is of a good standard.

4 TRAVEL PLAN ADMINISTRATION

Travel Plan Coordinator

4.1 The travel plan will be managed by a travel plan coordinator (TPC) who will be the local authority's key contact.

4.2 A TPC provides a key role in delivering a successful travel plan, by helping to ensure stakeholder buy-in and ownership of the process is in place. The TPC role will be established prior to site occupation and will lead development of travel plan measures and the day to day operation of the action plan. The TPC will be responsible for setting up and launching the travel plan, undertaking surveys, implementing measures, undertaking marketing and monitoring the travel plan.

4.3 A TPC is not a full-time role but requires an individual with time to implement and monitor the travel plan, with the requisite communication skills to deliver information to all staff. Initially the work will require 1 to 2 days per week to set-up, however this will scale back to 1 day per month once all materials and actions are underway and the travel plan is operational, for the duration of the 5-year plan.

4.4 The TPC will be required to implement the actions identified in the travel plan, together with marketing and monitoring tasks. The TPC will exchange details with the MCC Travel Plan Officer, and will work closely with the Officer to ensure that the travel plan continues to be successfully implemented over time.

Contacts

4.5 The TPC for the site is to be confirmed.

Funding

4.6 Appropriate funding has been allocated by the client to cover the costs involved in administering, implementing and monitoring the travel plan over an agreed time period.

4.7 The funding will be used to cover the travel plan coordinator's time in undertaking their role, implementation of measures and initiatives, marketing of the travel plan, annual monitoring and submission of a review to MCC. The funding stream will allow the travel plan to operate for an initial period of five years.

5 BASELINE TRAVEL SURVEY

5.1 Travel surveys are undertaken in order to understand how staff currently travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time. Surveys are also useful in providing an indication of what targets would be most appropriate for a development, and which measures would be most successful in helping to achieve them.

5.2 Surveys will be produced and managed by the site travel plan coordinator (TPC) and disseminated to all staff within three months of initial occupation of the building. Surveys will be issued electronically using an online survey, with paper copies also placed on noticeboards, for return to the TPC.

5.3 The following data will be collected:

- Identification of commuting and business travel journeys;
- Existing modes of transport;
- Travel preferences;
- Measures which would encourage public transport / active travel choices; and,
- Anticipated barriers to use of sustainable modes of transport.

5.4 The TPC will strive to achieve a minimum 30% return rate for workplace surveys.

5.5 The responses received from the surveys will be entered into a spreadsheet to enable modal split and car usage to be tracked over time, as well as providing information on which measures are most likely to encourage modal shift. The survey findings will be used to undertake an annual review of the travel plan, and as a basis for confirmation of the identified measures and action plan. A travel plan update note comprised of survey findings and a revised action plan will be resubmitted to the local authority within one month of the survey closing. A short summary of the findings will also be sent to staff by email and placed on noticeboards.

5.6 All data collected from the travel survey will be subject to the provisions of the General Data Protection Act 2018. To ensure confidentiality, the TPC alone will manage the database and be responsible for the release of information, with all data being used solely for travel plan purposes.

6 OBJECTIVES AND TARGETS

Objectives

6.1 Objectives are required to give a travel plan direction and focus. Targets are measurable and help to indicate whether the high level objective aspirations have been met. Targets should be linked to objectives and be 'SMART' (Specific, Measurable, Achievable, Realistic and Time-related).

6.2 The travel plan recognises that there is not one specific mode of transport suitable for all staff and that there needs to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice.

6.3 This travel plan has been prepared to achieve the following objectives:

- Promote and endeavour to maximise the use of non-car modes of transport to the site such as walking, cycling and public transport;
- Ensure information is provided to enable staff to make an informed decision on how they wish to travel;
- Ensure suitable infrastructure is in place to facilitate sustainable travel such as cycle parking;
- To promote the health and environmental benefits associated with travel by foot and by bicycle; and,
- To establish the management of the travel plan by appointing a Travel Plan Coordinator who will be responsible for the operation of the travel plan, its day to day running and the monitoring of its progress.

Modal Share Targets

6.4 Baseline travel surveys will be carried out and analysed by the travel plan coordinator which will establish the existing travel patterns of staff. As this data is not currently available, initial targets have been drafted with reference to the existing modal split for people travelling to work in Manchester (E02001052: Manchester 008) from elsewhere in the country (Source: Office of National Statistics, 2011 data). The current travel to work data can be seen in **Table 7.1** below:

Table 7.1 - Travel to Work Modal Split

Trip Mode Comparison	2011 Census – Method of Travel to Work
Mode	**E02004470: Brentwood 007**
Car Driver	57%
Public Transport	17%
Walk and Cycling	19%
Car passenger	5%
Motorcycle	0%
Taxi	1%

Source: ONS (2011 data)

6.5 **Table** 7.2 below shows the five-year targets for the site.

Table 7.2 - Five-Year Targets

Mode of Transport	Year 1 Target	Year 5 Target
Car Driver	55%	50%
Public Transport	18%	20%
Walk and Cycling	20%	22%
Car passenger	5%	6%
Motorcycle	1%	1%
Taxi	1%	1%

6.6 The above targets will be reviewed following the initial staff travel surveys, once staff home locations have been identified, to assess the feasibility of the targets. Changes may be made to the targets at that stage if required, to ensure that the targets are considered to be SMART.

7 MEASURES AND MARKETING

7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development. Consultation with staff, for example, through travel surveys, is therefore key to achieving support from those who the measures are targeted at and avoiding measures which may be unpopular. As such, the below measures may be subject to change following baseline travel surveys. Changes will be agreed with the local authority as part of submission of the full travel plan.

Travel Awareness

Provide a Welcome Pack to all Staff.

7.2 Good accurate information on the range of services and travel initiatives available at the development will be a critical element of a successful travel plan. A welcome pack will therefore be issued to all new staff upon confirmation of their role and to existing staff upon confirmation of their relocation to the site, to provide information on the location of the site, and the policy regarding vehicle parking facilities.

7.3 The pack will be mainly map-based with a focus on marketing and promotion of measures. The pack contents will be worked up by the TPC, before being finalised and issued to staff.

7.4 As such, the welcome pack will include, though not exclusively, the following:

- An introductory leaflet providing a summary of the travel plan, listing the contact details of the TPC;
- A map showing the location of the site in relation to the local area, highlighting key local facilities;
- Public transport information, including:
  - A map showing the location of the site in relation to the local area, highlighting nearby the bus stops and train station;
  - Details of where public transport timetables can be found;
  - Details of local journey planning websites.
- Active travel information, including:

- A map showing local cycle and walking routes, which will also indicate the locations of on and off-site cycle facilities;
- Details of local bike repair shops/retailers, along with available training and maintenance sessions;

- Detail of local car sharing schemes;
- Details of transport benefits available to employees;
- A car cost calculator, providing information on the full cost of car use (i.e. financial, environmental, health, etc.); and
- Details of local taxi firms.

7.5 The TPC will review the information provided within the welcome pack on an annual basis, to ensure that staff are kept up to date with any changes, such as new bus timetables, withdrawn or new services, or new contact details.

7.6 The welcome pack could be issued in either paper or electronic format to ensure that sustainable travel patterns are created from the outset.

Induction Information

7.7 To ensure that new and relocating staff are aware of the travel plan, the information provided in the welcome pack will be presented to staff as part of their welcome induction session. This will ensure that all staff are reminded and fully aware of the policies with regard to travel, as well as the various support and benefits available to them.

Travel Information Noticeboards

7.8 Travel information noticeboards (TIBs) will be installed in key areas within the building. The information provided will aim to encourage new and continued travel via sustainable modes. Noticeboards will contain introductory travel planning information, explaining the purpose of the work, along with details of the various ways to access the site. This will include up-to-date travel information, promotion of sustainable travel events including Bike Week and European Mobility Week, and contact details for the TPC.

7.9 The TPC will ensure that any changes to the travel plan or any relevant information such as timetable seasonal changes are passed on to staff via noticeboards and the staff intranet.

Walking

7.10 The TPC will encourage walking as a mode of travel from the site by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material in the welcome pack and on site noticeboards;
- Provide a map showing walking routes as part of the welcome pack, indicating distances and times to key local facilities near to the site such as available public transport;
- Encourage staff to sign up to a journey matching scheme for those who may feel vulnerable travelling alone for journeys to work;
- Promote the www.walkit.com website for journey planning on foot; and
- Liaise with a local taxi firm to provide competitive rates for staff.

Cycling

7.11 The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Provision of cycle parking proposed along the Seymour Road frontage.
- Provide information on local cycle proficiency 'Bikeability' courses and maintenance sessions (https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/);
- Encourage staff to sign up to a journey matching scheme for those who may feel vulnerable travelling alone for journeys to work;
- Promotion of existing bike scheme for staff, whereby they can select a bike and accessories from Halfords and make payments free of income tax and National insurance, over 12 months;
- Promote available cycling information, including route maps and useful tips and guidance, on the Sustrans website and on MCC's website (https://www.manchester.gov.uk/info/500356/active_travel/6850/cycling)
- Sign up to Bike Week and other MCC initiatives, and promote using posters/material provided by MCC;
- Promote a ride to work scheme, through which further cycling discounts are offered.

Public Transport Information

7.12 The TPC will actively promote public transport with the following specific measures to be implemented:

- Staff will be provided with public transport locations, together with route and timetable information in the travel information pack materials;
- Staff will be provided with public transport information and useful journey planning websites in the welcome packs. Information updates will be provided via noticeboards.
- Provision of any available discounts for staff who travel regularly on public transport;
- Provide details of journey planning websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Traveline website (https://www.traveline.info/).

Car Share Schemes

7.13 Car sharing is a simple way to cut the costs of fuel and parking, reduce congestion and pollution, and cut the stress of driving.

7.14 Transport for Greater Manchester have worked closely with Liftshare to develop the Manchester Car Share scheme, which provides a free matching service for all those who live, work and travel in and around Greater Manchester.

7.15 The scheme can be accessed via https://liftshare.com/uk/community/tfgm and will be promoted to staff as part of welcome packs, on site noticeboards and on the intranet.

7.16 If demand is present, an on-site car share scheme will be set up and run by the travel plan coordinator. Interest in such a scheme will be assessed as part of the baseline staff travel survey.

7.17 The allocation of dedicated car parking spaces for car-sharers will be considered in the future, depending upon take-up of car-sharing.

7.18 A ride home scheme to facilitate staff travel home in the event that their regular car share arrangement is cancelled, or in the case of an emergency, will also be considered, if demand is present.

Personalised Travel Planning

7.19 Staff will be provided with journey planning websites and telephone numbers, to enable them to create journey plans for their commuting and business travel journeys. The TPC will provide assistance, should this be required.

Visitors

7.20 Visitors will be provided with travel information when meetings / site visits are arranged, to ensure that they travel sustainably, where viable.

Parking

7.21 A total of 13 car parking spaces will be provided at the site including 1 disabled space. There spaces would be reserved for use by staff and controlled by a barrier with fob access. A drop off space is proposed to the west of the building with cycle parking proposed along the Seymour Road frontage.

7.22 Car and cycle parking demand and usage will be assessed on a regular basis, and management plans put in place if demand exceeds supply. Potential schemes that could be considered include:

- Dedicated spaces for car-sharers; and
- Exclusion zones to prevent staff living within 1 mile of the site driving to work.

Marketing Summary

7.23 The TPC will be responsible for providing staff with an overview of the travel plan in order to promote the use of a range of modes of transport. As noted above, the following marketing tasks will be undertaken as part of the travel plan implementation:

- Creation and issue of welcome packs for distribution to all staff prior to occupation;
- Travel information to be provided to staff as part of the welcome induction session;
- Travel noticeboards to be set up within the site, to promote measures along with events, for example, European Mobility Week. Noticeboards will be maintained by the TPC on a regular basis;
- Travel information will also be available on the staff intranet.

8 MONITORING AND REVIEW

8.1 To establish the success of the travel plan, an effective monitoring and review process must be put in place. Monitoring will ensure that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review of targets.

Monitoring

8.2 Monitoring of the plan is important for the following reasons:

- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the travel plan by reporting successes;
- It helps to identify any deficiencies within the travel plan, including any measures that are not effective; and
- The data can be shared with the local authority and public transport operators to inform them of local travel patterns and trends, as well as to feedback on the existing provision.

8.3 As noted above in Section 6, baseline surveys will be undertaken within three months of initial occupation of the building. Repeat surveys will take place at the same time of year, for five years in total, to identify the baseline travel habits of staff.

8.4 The responses received from the surveys will be entered into a spreadsheet to enable modal split and car usage to be tracked over time, as well as providing information on which measures are most likely to encourage modal shift.

8.5 The TPC will be responsible for the surveys.

Annual Review

8.6 The TPC will undertake a review of the travel plan once per year, following the annual survey.

8.7 The survey findings will be used to identify progress against modal split targets, and review success and relevance of measures. Should any of the measures be considered to be out of date or no longer required, justification for removal and insertion of new measures will be provided to MCC as part of the update note, for discussion and agreement.

8.8 The information provided to MCC will therefore comprise:

- Anonymised survey findings;
- Progress against each measure, and an indication of any measures which are considered to be out of date / no longer required, along with any new measures;
- Progress against the existing action plan, and a new action plan for the coming year;
- Progress against targets and any new / modified targets for the coming year; and
- Details of spot checks which have taken place to review usage of cycle parking facilities.

8.9 This will be submitted to the local authority by email, within one month of the monitoring period, on the anniversary of the original survey, for a total of five years following site occupation.

9 ACTION PLAN

9.1 The five-year action plan follows, and includes measures, monitoring and marketing actions to be implemented, timescales for implementation, responsibilities and an indication of the budget required in order to deliver each action.

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Occupation			
Appointment of TPC	At least 1 month prior to occupation	Developer	Developer
Exchange contact details with relevant officers	At least 1 month prior to occupation	TPC	Staff time
Procure and produce information to populate welcome packs	At least 1 month prior to occupation	TPC	Staff time + materials
Include information on the intranet	When welcome pack information completed	TPC	Staff time + website costs
Negotiate discounts and deals with local cycle shops	2 weeks prior to occupation	TPC	Staff time
Upon Occupation			
Include travel plan within staff induction session	Upon occupation	TPC	Staff time
Ensure travel noticeboards are erected and populated and info is available in relevant areas	Upon occupation	TPC	Staff time + noticeboards
Ensure intranet provides travel information for the site	Upon occupation	TPC	Staff time
Within 6 Months of Occupation			
Disseminate staff travel surveys	Within 3 months of initial occupation	TPC	Staff time

Collect surveys back & analyse results	Within 1 month of dissemination	TPC	Staff time
Produce travel plan update note, and submit to LPA	Within 1 month of survey closing	TPC	Staff time
First BUG and TP Steering Group to take place	Within 6 months of site occupation, following staff surveys	TPC + Interested Staff	Staff time
Ongoing Tasks			
Promote local walks and walking route websites	During spring and summer months	TPC	Staff time
Promote cycle-related and walking measures	During spring and summer months	TPC	Staff time
Promote any local cycle training and maintenance sessions	During spring and summer months	TPC	Staff time
Promote local car share scheme	Quarterly	TPC	Staff time
Promote public transport services	Quarterly	TPC	Staff time
Update staff with regard to any service or provision changes with regard to local transport using noticeboards and intranet	As required	TPC	Staff time
Annual Monitoring / Review			
Undertaken annual staff travel survey	At the same time of year as baseline surveys, annually	TPC	Staff time
Analyse responses, produce survey and action plan report and submit to MCC	Within 1 month of receipt of responses	TPC	Staff time
Continue regular monitoring as set out above	As set out in Monitoring section	TPC	Staff time

10 SUMMARY

10.1 This travel plan reviews the existing transport facilities at the development site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.

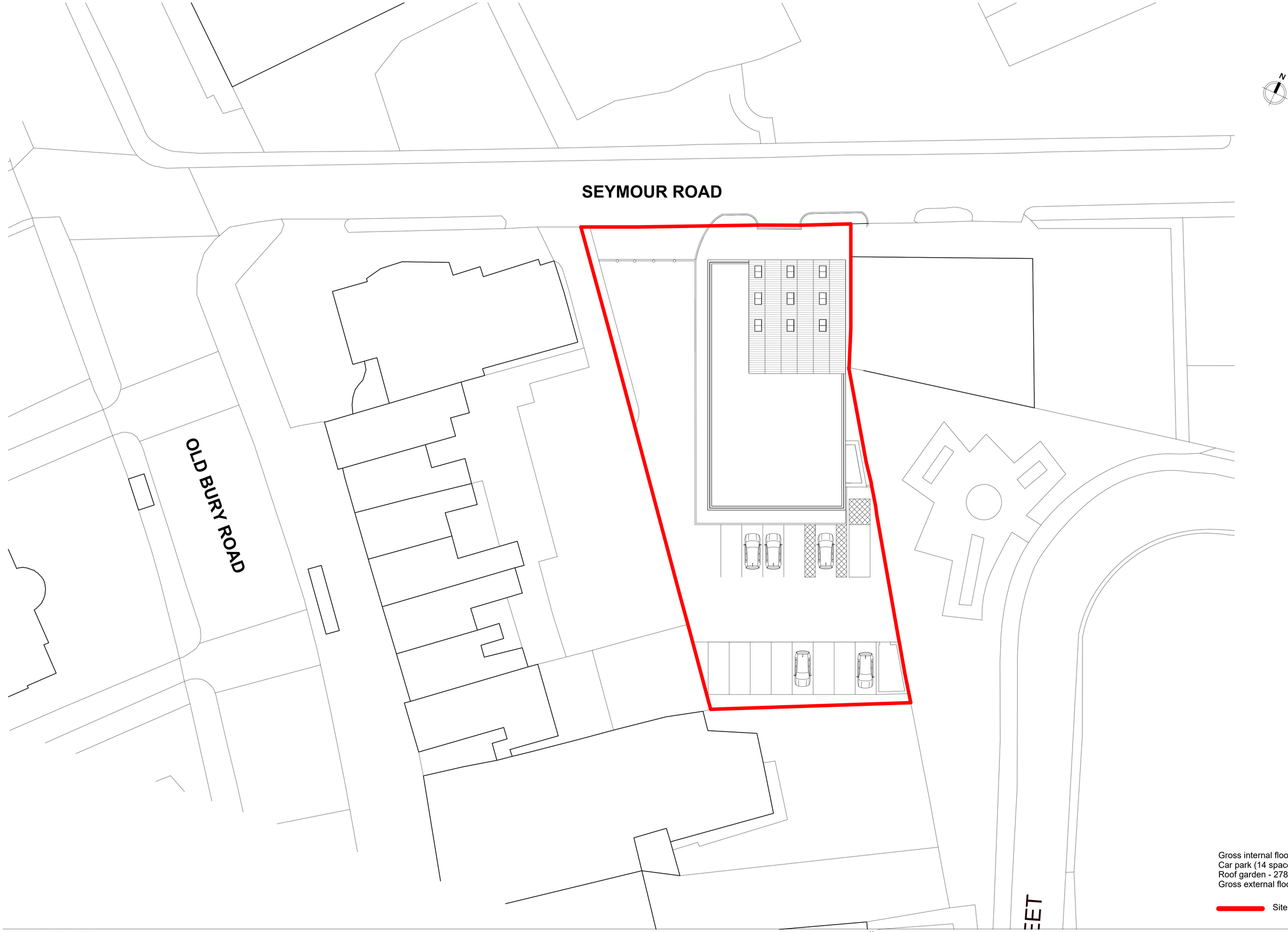
10.2 Through the delivery of the measures discussed within this travel plan, the objectives identified will be fulfilled. These include:

- Promote and endeavour to maximise the use of non-car modes of transport to the site such as walking, cycling and public transport;
- Ensure information is provided to enable staff to make an informed decision on how they wish to travel;
- Ensure suitable infrastructure is in place to facilitate sustainable travel such as cycle parking;
- To promote the health and environmental benefits associated with travel by foot and by bicycle; and
- To establish the management of the travel plan by appointing a Travel Plan Coordinator who will be responsible for the operation of the travel plan, its day to day running and the monitoring of its progress.

10.3 This document therefore ensures that sustainable access to the development is facilitated.

S|C|P

APPENDIX A



Gross internal floor area - 782.2m²
Car park (14 spaces) - 742.265m²
Roof garden - 278.585m²
Gross external floor area - 1,020.85m²

Site boundary

revision	date	drawn	description

N

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0m 10m 20m 30m 40m 50m

Site Plan

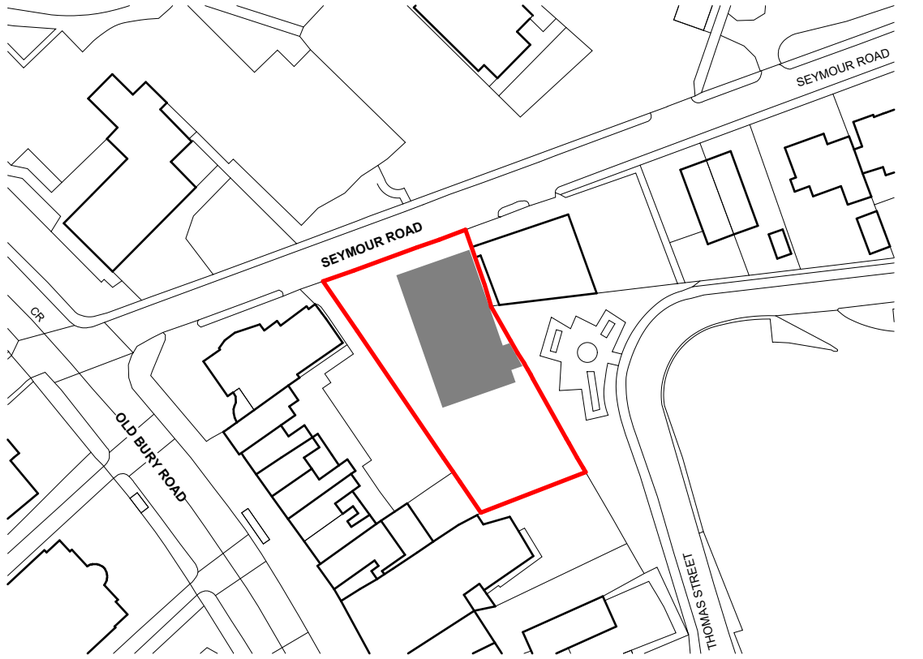
0256-(01) 011-Site Plan
number revision

SEYMOUR ROAD

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job reference

Author
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Site boundary

revision	date	drawn	description

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0m 25m 50m 75m 100m 125m

Location Plan

0256-(01) 013-Location Plan

number revision

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	scale	job reference	drawn

SEYMOUR ROAD



Gross internal floor area - 782.2m 2
Car park (14 spaces) - 742.265m 2
Roof garden - 278.585m 2
Gross external floor area - 1,020.85m 2

Site boundary

Area Schedule

Name	Area	Level	Count
00 Ground Floor Plan			
Cafe	92.26 m²	00 Ground Floor Plan	1
Disabled WC	3.37 m²	00 Ground Floor Plan	1
Foyer	9.95 m²	00 Ground Floor Plan	1
Kitchen	14.86 m²	00 Ground Floor Plan	1
Kitchen store	6.52 m²	00 Ground Floor Plan	1
Male WC/Ablution Hall	26.39 m²	00 Ground Floor Plan	1
Meeting pods	29.73 m²	00 Ground Floor Plan	1
Prayer Hall	100.63 m²	00 Ground Floor Plan	1
Servery	8.75 m²	00 Ground Floor Plan	1
Service Entrance	7.72 m²	00 Ground Floor Plan	1
Shared Workspace	48.54 m²	00 Ground Floor Plan	1
Storage	13.4 m²	00 Ground Floor Plan	2
13	362.12 m²		13

revision date drawn description

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0m 2m 4m 6m 8m 10m

Proposed Ground Floor Plan

0256-(04) 002-Proposed Ground Floor Plan
revision

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job reference

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SEYMOUR ROAD



Gross internal floor area - 782.2m²
Car park (14 spaces) - 742.265m²
Roof garden - 278.585m²
Gross external floor area - 1,020.85m²

Site boundary

Area Schedule

Name	Area	Level	Count
01 First Floor Plan			
Classroom/Flexible space	74.53 m²	01 First Floor Plan	1
Disabled WC	3.3 m²	01 First Floor Plan	1
Female prayer hall	81.18 m²	01 First Floor Plan	1
Female WC/Ablution hall	16.01 m²	01 First Floor Plan	1
Male WC	7.88 m²	01 First Floor Plan	1
Meeting pods	28.06 m²	01 First Floor Plan	1
Meeting room	14.98 m²	01 First Floor Plan	1
Plant	12.06 m²	01 First Floor Plan	1
Shared Workspace	94.33 m²	01 First Floor Plan	1
Storage	2.75 m²	01 First Floor Plan	1
10	335.08 m²		10

revision	date	drawn	description

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0m 2m 4m 6m 8m 10m

Proposed First Floor Plan

0256-(04) 003-Proposed First Floor Plan

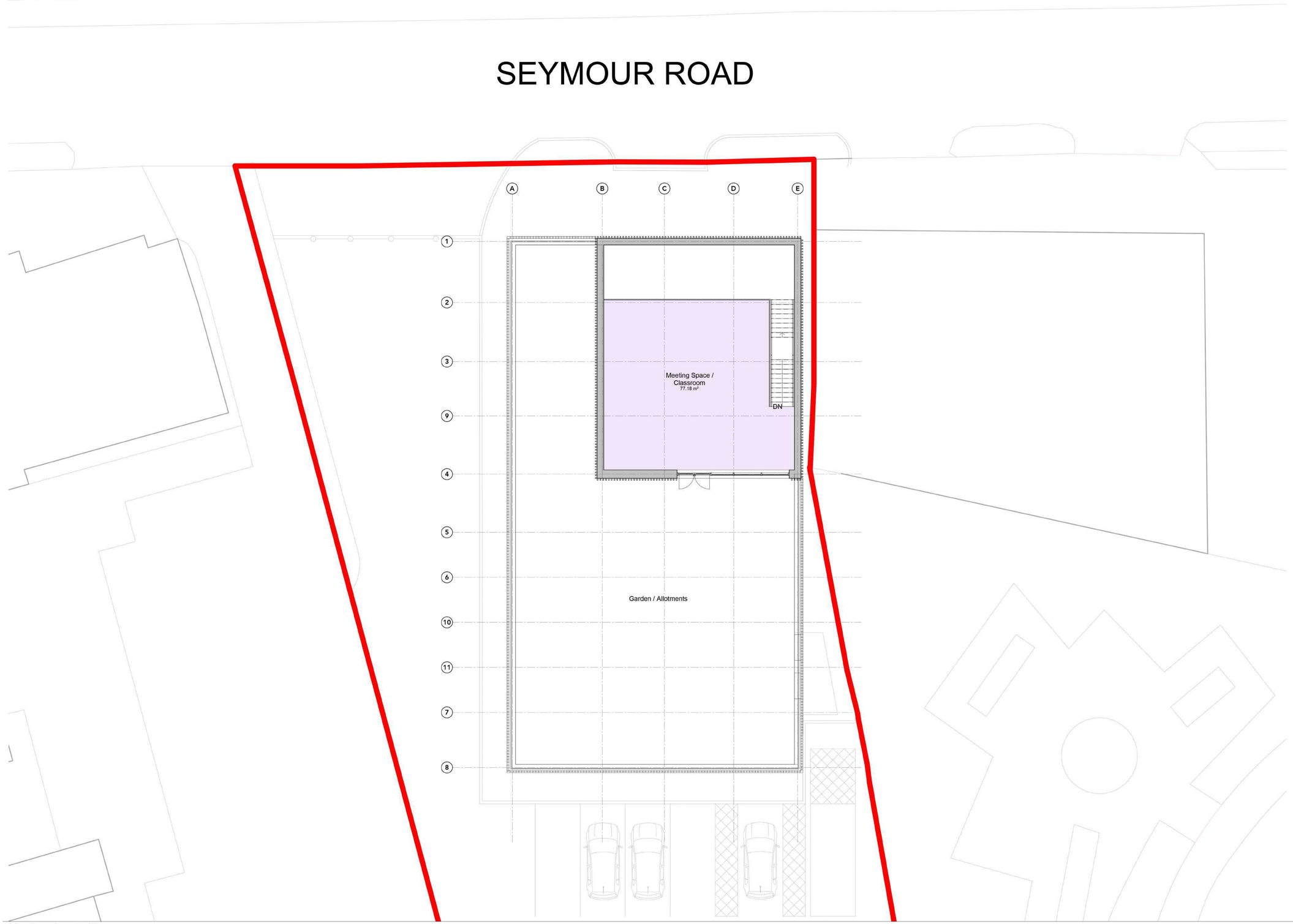
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job reference

Author
drawn



Site boundary

Area Schedule

Name	Area	Level	Count
02 Second Floor Plan			
Garden / Allotments	0 m²	02 Second Floor Plan	1
Meeting Space / Classroom	77.18 m²	02 Second Floor Plan	1
2	77.18 m²		2
25	773.68 m²		25

revision date drawn description

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Proposed Second Floor Plan

0256-(04) 004-Proposed Second Floor Plan

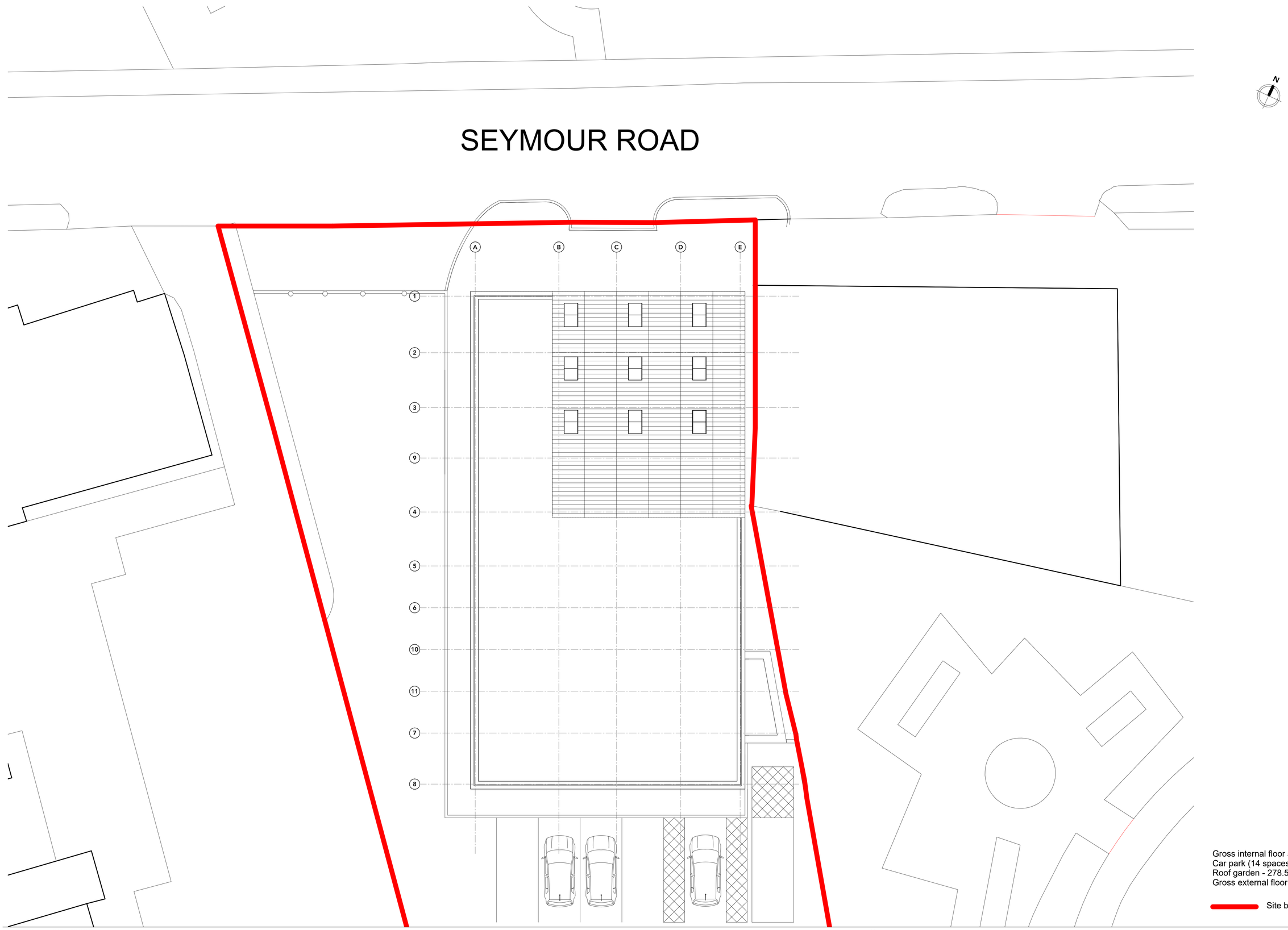
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Gross internal floor area - 782.2m²
Car park (14 spaces) - 742.265m²
Roof garden - 278.585m²
Gross external floor area - 1,020.85m²

Site boundary

revision	date	drawn	description

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Proposed Roof Plan

0256-(04) 005-Proposed Roof Plan
number revision

SEYMOUR ROAD

1:100 @ A1
scale

0256
job reference

Author
drawn

Material Key

1. Board on board timber vertical cladding
2. Timber vertical cladding extended over glazing to provide rain screen and solar shading
3. Red brick
4. Recessed stacked red brick header course
5. Powder coated aluminium window and door frames
6. Powder coated aluminium railing
7. Zinc roof



revision	date	drawn	description

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0m 1m 2m 3m 4m 5m

Proposed East Elevation

0256-(05) 006-Proposed East Elevation — revision

SEYMOUR ROAD

1:50 @ A1 — scale

0256 — job reference

Author — drawn

Material Key

1. Board on board timber vertical cladding
2. Timber vertical cladding extended over glazing to provide rain screen and solar shading
3. Red brick
4. Recessed stacked red brick header course
5. Powder coated aluminium window and door frames
6. Powder coated aluminium railing



revision date drawn description

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0m 1m 2m 3m 4m 5m

Proposed South Elevation

0256-(05) 007-Proposed South Elevation revision

SEYMOUR ROAD

1:50 @ A1 scale

0256 job reference

Author drawn

Material Key

1. Board on board timber vertical cladding
2. Timber vertical cladding extended over glazing to provide rain screen and solar shading
3. Red brick
4. Recessed stacked red brick header course
5. Powder coated aluminium window and door frames
6. Powder coated aluminium railing
7. Zinc roof



revision	date	drawn	description

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0m 1m 2m 3m 4m 5m

Proposed West Elevation

0256-(05) 008-Proposed West Elevation — revision

SEYMOUR ROAD

1:50 @ A1 — scale

0256 — job reference

Author — drawn

Material Key

1. Board on board timber vertical cladding
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3. Red brick
4. Recessed stacked red brick header course
5. Powder coated aluminium window and door frames
6. Powder coated aluminium railing



revision	date	drawn	description

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Proposed North Elevation

0256-(05) 009-Proposed North Elevation

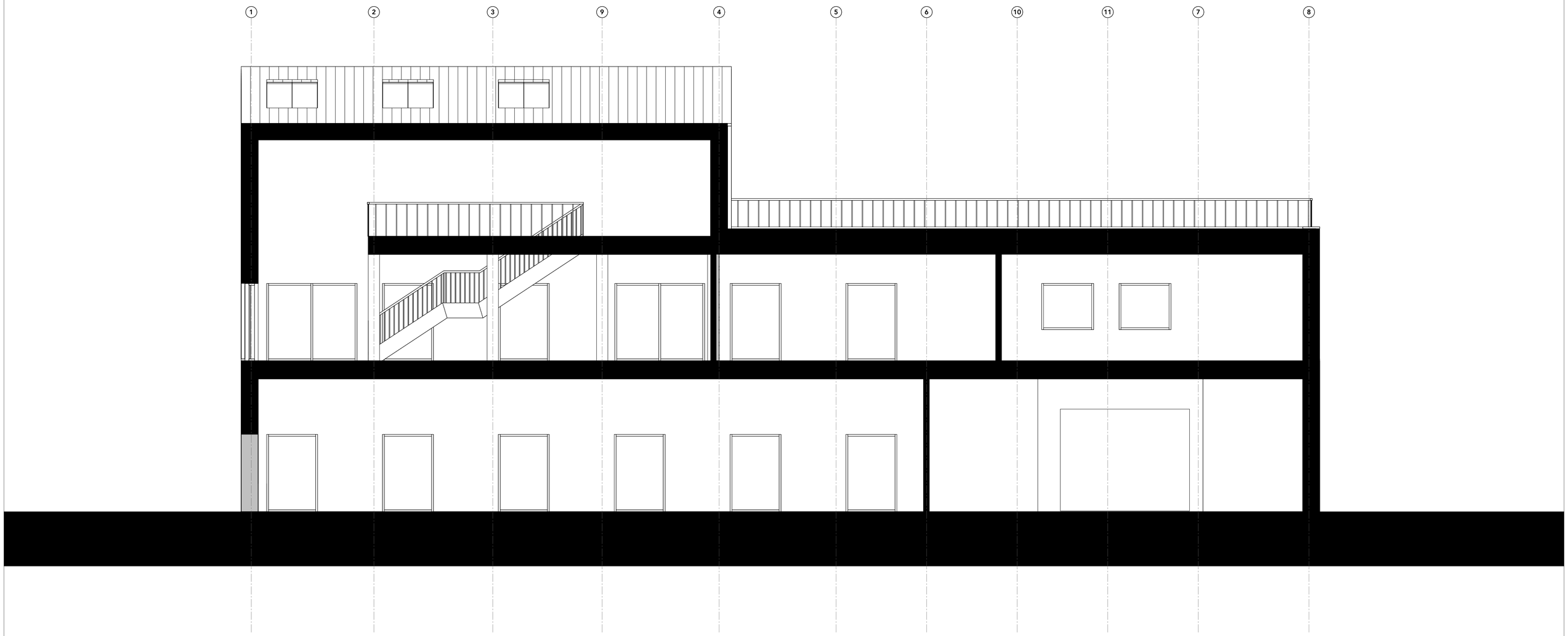
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revision	date	drawn	description

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Proposed Section

0256-(06) 019-Proposed Section

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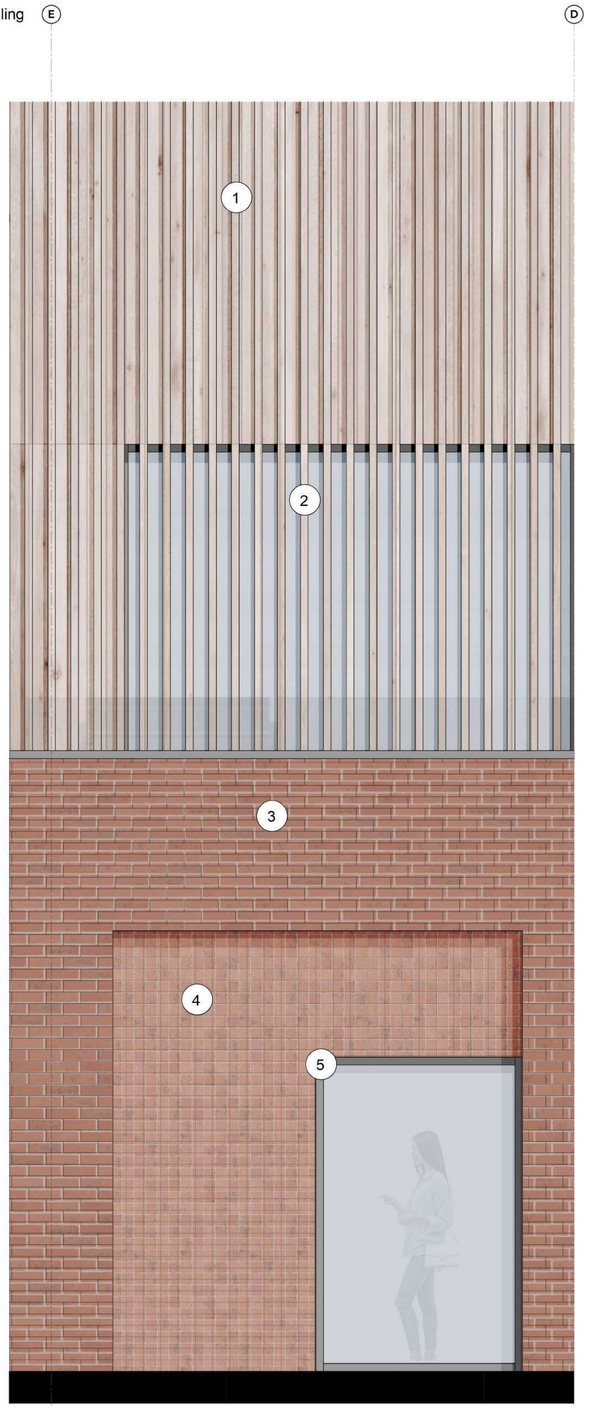
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0256 job reference

Author drawn

Material Key

1. Board on board timber vertical cladding
2. Timber vertical cladding extended over glazing to provide rain screen and solar shading
3. Red brick
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6. Powder coated aluminium railing



Scale 1:20



Scale 1:50

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BARCX

Proposed Bay Elevation Detail

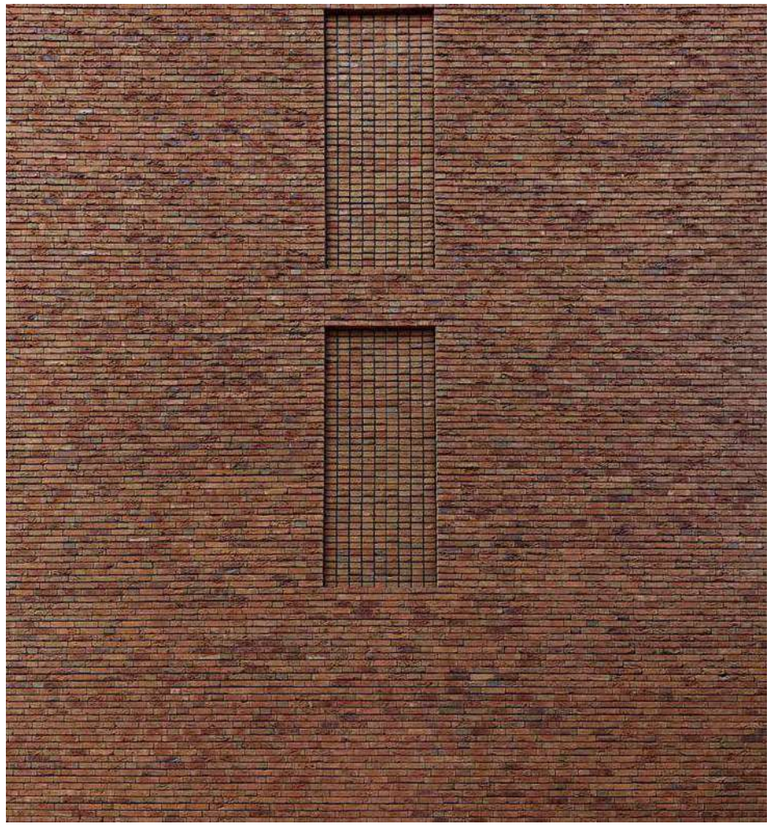
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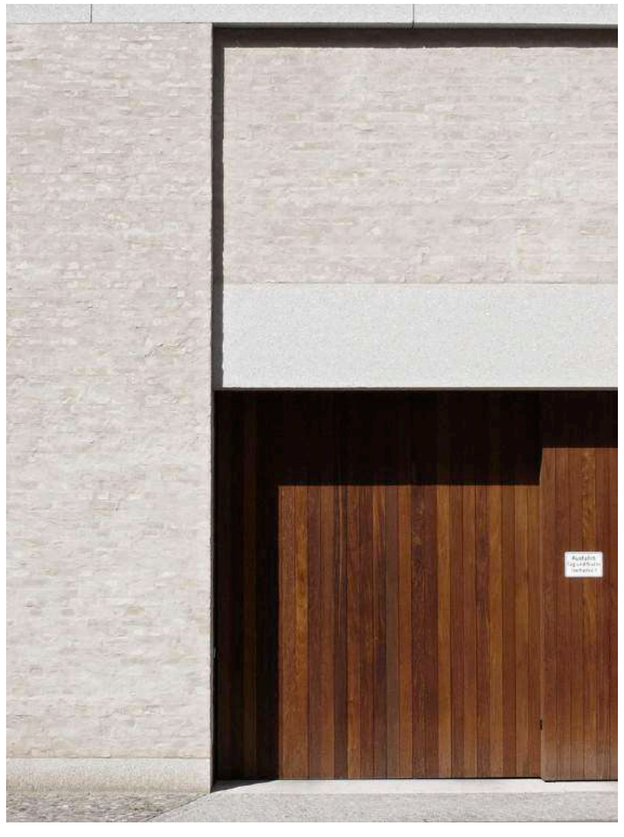
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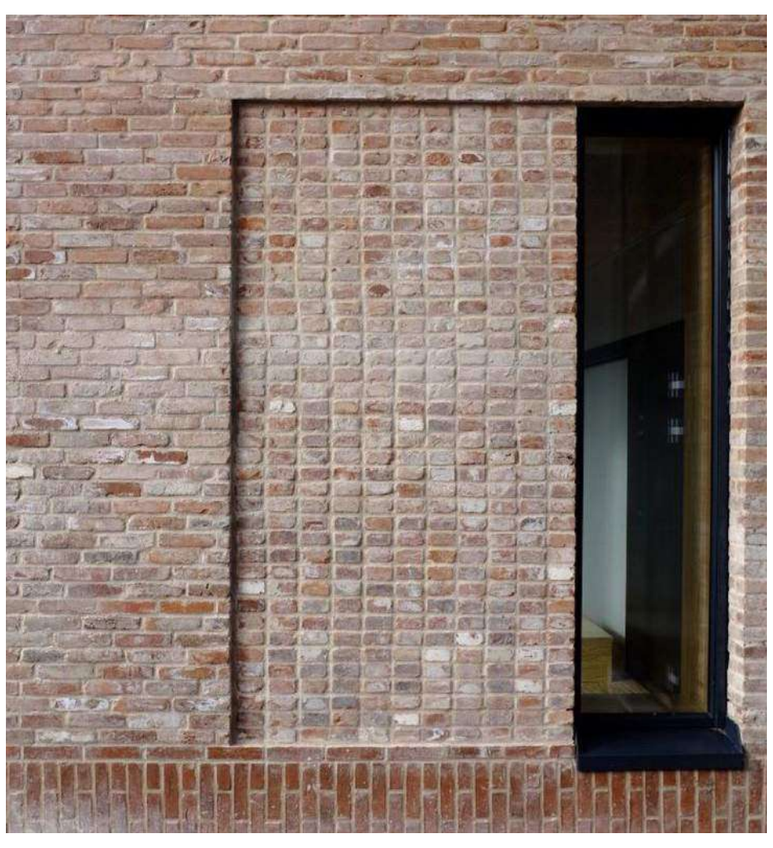
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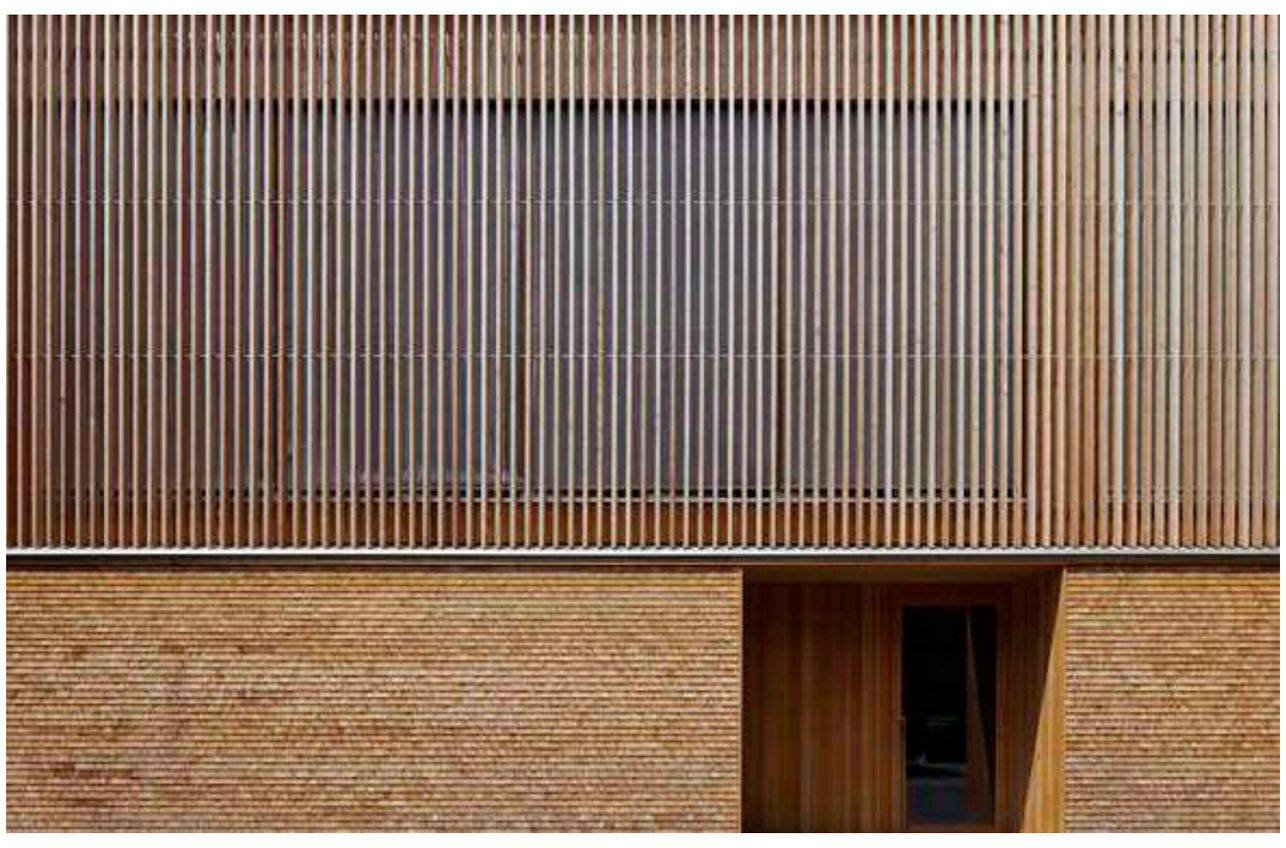
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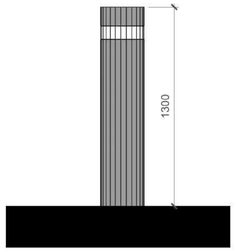
Scale 1:500

1300mm Automated bollards

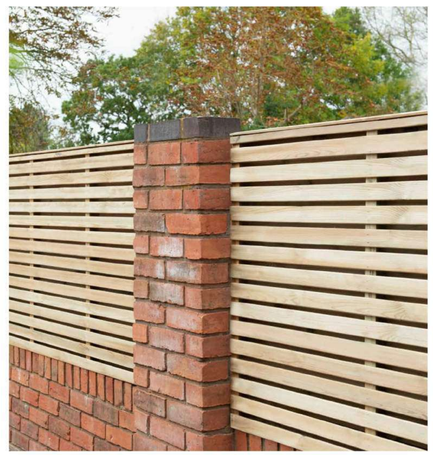
1800mm Masonry wall with timber insert



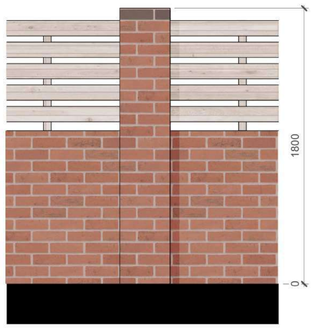
1300mm Automated bollards to limit vehicle access to site.



Scale 1:20



1800mm Masonry wall with timber inserts to provide secure site boundary



Scale 1:20

revision	date	drawn	description

N

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BARCX

0m 10m 20m 30m 40m 50m

Proposed Boundary Treatment

0256-022-Proposed Boundary Treatment
revision

SEYMOUR ROAD
job reference

0256

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