
Room2 Hometel Piccadilly, Manchester

Draft Travel Plan

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Note:

This report has been prepared for Lamington Group and their advisors, for the purposes noted in Section 1, using the information available to us at the time. It should not be relied upon by anyone else or used for any other purpose. This report is confidential to our Client; it should only be shown to others with their permission. We retain copyright of this report which should only be reproduced with our permission.

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Acronyms	
DfT	Department for Transport
IHT	The Institution of Highways and Transportation
GMAL	Greater Manchester Accessibility Levels
MCC	Manchester City Council
MCS	Manchester's Local Development Framework Core Strategy Development Plan
NPPF	National Planning Policy Framework
NPPG	National Planning Practice Guidance
P&M	Price & Myers
PPG	Planning Practice Guidance
TS	Transport Statement
TfGM	Transport for Greater Manchester
TP	Travel Plan
TPT	Travel Plan Toolkit

1 Introduction

- 1.1 This Draft Travel Plan (TP) has been prepared by Price & Myers (P&M) on behalf of Northside (Manchester) Ltd (trading name – Lamington Group) to support a full planning application for an aparthotel development (hereafter referred to as the 'Proposed Development') at 12-16 Manchester Piccadilly, Manchester M1 3AN (hereafter referred to as 'the Site').
- 1.2 The site is located within the Manchester City Centre on the west side of Piccadilly, to the south-east of Piccadilly Gardens and north of Piccadilly train station.
- 1.3 The proposal comprises the conversion of the Grade II Listed Building former Union Bank, including internal alterations, and the construction of a new 34 storey building on the 'gap site' which adjoins the Listed Building to form a 251- bedroom aparthotel, including a ground floor café (Use Class E (b), first floor exhibition hall (Use Class F1) and a rooftop bar and restaurant (Use Class E (b))."
- 1.4 A previous planning application (ref. no.121014/FO/2018) was granted approval for the site for a similar use in January 2019.
- 1.5 In order to demonstrate the commitment to sustainable travel objectives as well as encouraging alternatives to private car journeys to and from site, the client has proposed a number of travel initiatives which are detailed in this TP.
- 1.6 This Draft TP report deals with the trips generated by the staff, guests and visitors to the hotel, restaurant/bar and café. This report can have significant influence on the trips associated with the development.
- 1.7 This TP has been prepared in accordance with Transport for Greater Manchester's (TfGM) and Manchester City Council's (MCC) guidance as well as guidance set out by the National Planning Policy Framework (NPPF) and the National Planning Practice Guidance (NPPG). The Department for Transport (DfT) "Guidance on Transport Assessment" has also been consulted where necessary. This document was superseded by Transport Evidence Bases in Plan Making" in 2014, however, the superseded guidance is still considered relevant where the subject matter is not dealt with in the revised guidance. Various policy documents that have been published by MCC have been referenced in the compilation of the TP.
- 1.8 In order to inform the compilation of this TP, a number of definitions of TP was sought. This is outlined below:
- The NPPF and DfT defines a TP as *"a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed"*.
 - Within TfGM's Travel Plan Toolkit (TPT) a TP is described as *"a document that lays out the strategy for managing travel to and from a site. [TPs] are an effective tool to increase the accessibility of a site, particularly by sustainable modes, to reduce the*

impact of a site on the surrounding road network and to manage the use of local car parking capacity.”

- 1.9 The TP has been compiled with the above definitions and objectives in mind. As this development is expected to encourage staff travelling to work and visitors to the site to use sustainable transport where possible, the TP will be tailored accordingly in the context of the local environment and transport network.
- 1.10 The focus of the TP is origin-based travel, with journeys made from a multitude of different origins all departing/arriving at the development site.
- 1.11 As described in the NPPF definition, a TP is an evolving document which requires continuous monitoring, review and refinement over time as well as on-going commitment from the development’s management company, all occupiers of the site and the client. It involves the creation of agreed targets and outcomes which are linked to an appropriate set of measures aimed at encouraging sustainable travel modes.

2 Objectives, Aims, Benefits and Policies

- 2.1 The main objective of this TP is to maximise the use of public transport, walking and cycling by staff, guests and visitors travelling to and from the proposed development. It is the intention that sustainable modes of transport will be set out as the preferred way of arriving at site.
- 2.2 There are numerous published policy and guidance documents which outline various aims and benefits of compiling and implementing a worthwhile and relevant TP. For a development such as this one, these benefits will be accrued by the staff and the wider Greater Manchester area.
- 2.3 The requirement for a TP is stated within TfGM's TPT and is based on the size of different land use classes or due to the site characteristics. Whilst the C1 use, for hotels, is not listed it is considered that a TP is required for a development of this nature. It is expected that a planning condition will be enforced to ensure the draft TP is implemented from the moment the site is occupied.
- 2.4 As mentioned within the TPT *"Travel Plans have two main purposes: 1. To manage car use. 2. To improve accessibility."* *"... a TP will aim to promote modes of transport at the top of the road user hierarchy [shown in Figure 2.1 below], while encouraging people to make less use of modes towards the bottom of the hierarchy."*

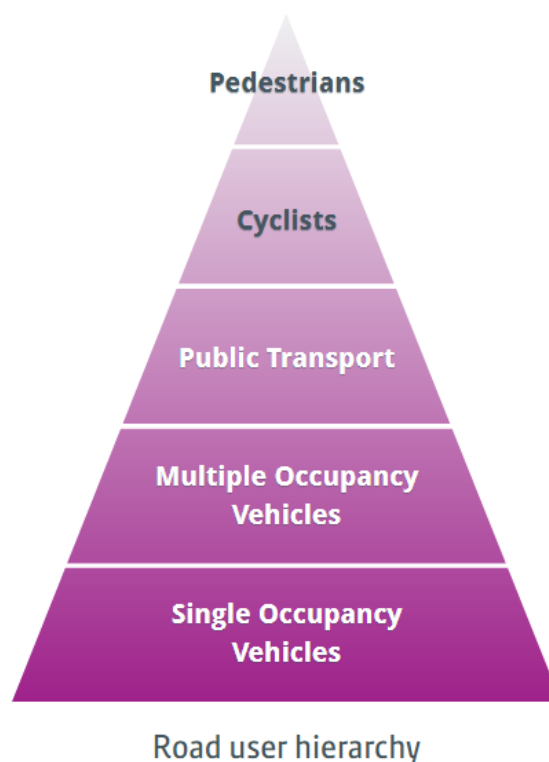


Figure 2.1: Road user hierarchy. Extracted from TfGM's TPT.

- 2.5 The objective of the TP is to:
- Improve accessibility by non-car modes
 - Reduce the need to travel

- Minimise single occupancy car travel
- Support commercial viability of public transport
- Reduce congestion
- Improve the local environment (including air quality and reduce causes of climate change)
- Reduce the cost of travel
- Improve health and wellbeing
- Improve road safety

2.6 In summary, the aim of this TP is to provide benefits to its users, to the local community and to the residents of Greater Manchester. It is expected that by promoting the use of sustainable modes of transport, this will bring health benefits to individuals and reduce the potential number of cars on the streets which will make for a safer community for all.

2.7 The targets and measures set out later in the TP will contribute to TfGM's Active Travel Mission.

3 Context and Site Assessments

3.1 Site Location and Layout

- 3.1.1 The site is located within the Manchester city centre on the west side of Piccadilly, to the south of Piccadilly Gardens and north of Piccadilly train station. The site is located at 12 – 16 Piccadilly, Manchester M1 3AN. The site has approximate OS coordinates of 384580mE 398140mN. Refer to Figure 3.1 for its location.

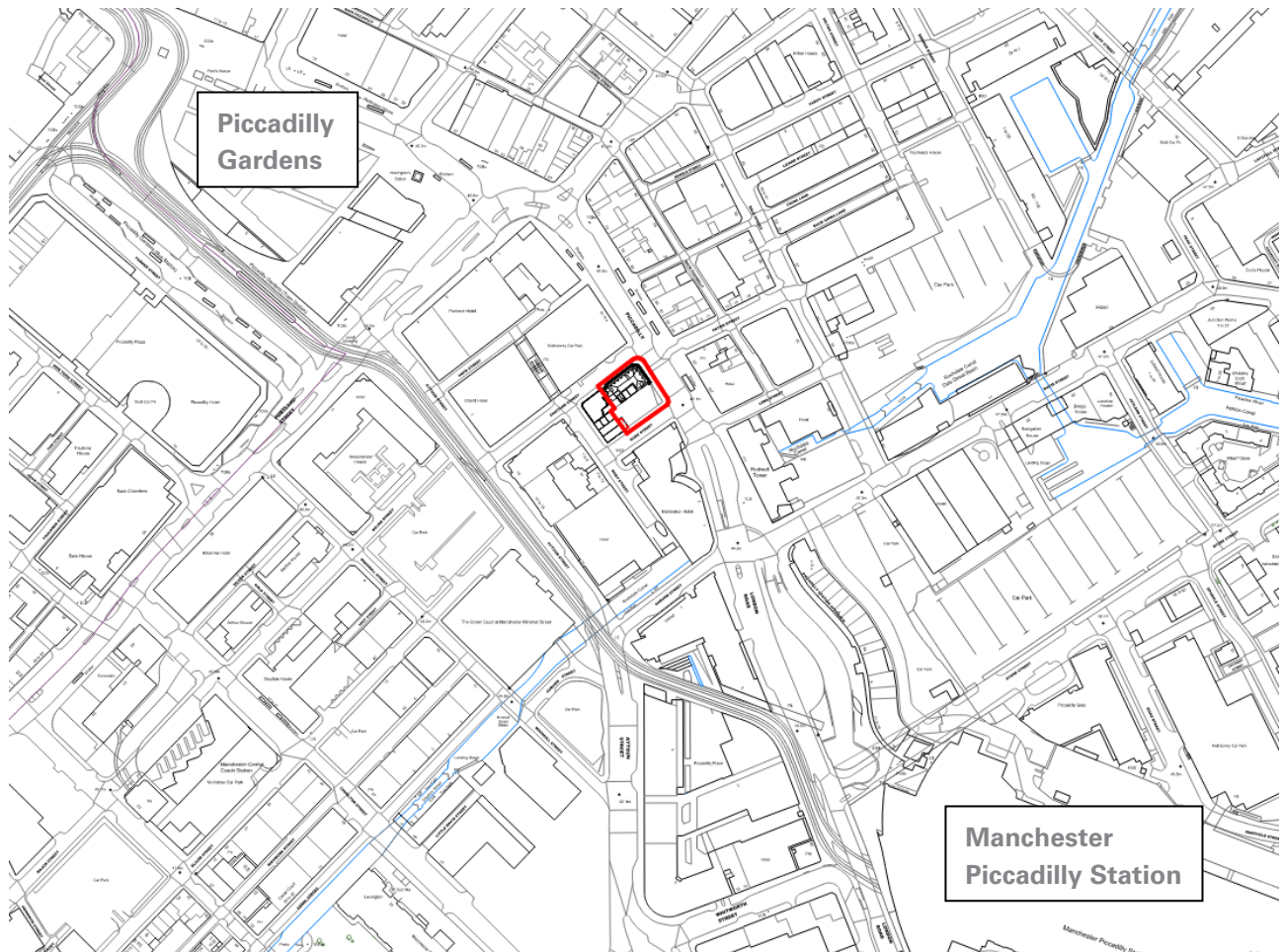


Figure 3.1: Site Location Plan (Extract from Bennetts Associates Dwg. No. HMP-BA-10-L01-DP-A-0)

- 3.1.2 The site encompasses the vacant Grade II Listed former Union Bank building and adjacent vacant land; the Waldorf Public House and Indemnity House (no, 7 Chatham St) immediately adjoin the site but do not form part of the proposal. The site itself is bound by Piccadilly, Gore Street and Chatham Street.
- 3.1.3 The land adjacent to the Listed Building is currently a vacant and derelict site, offering adverse visual impacts to the urban block and has an adverse impact on the streetscape given the lack of enclosure. The site is in a key, prominent, city centre location.
- 3.1.4 The development site occupies an area of approximately 0.096 ha.
- 3.1.5 The existing site and highway layout is shown in Figure 3.2.

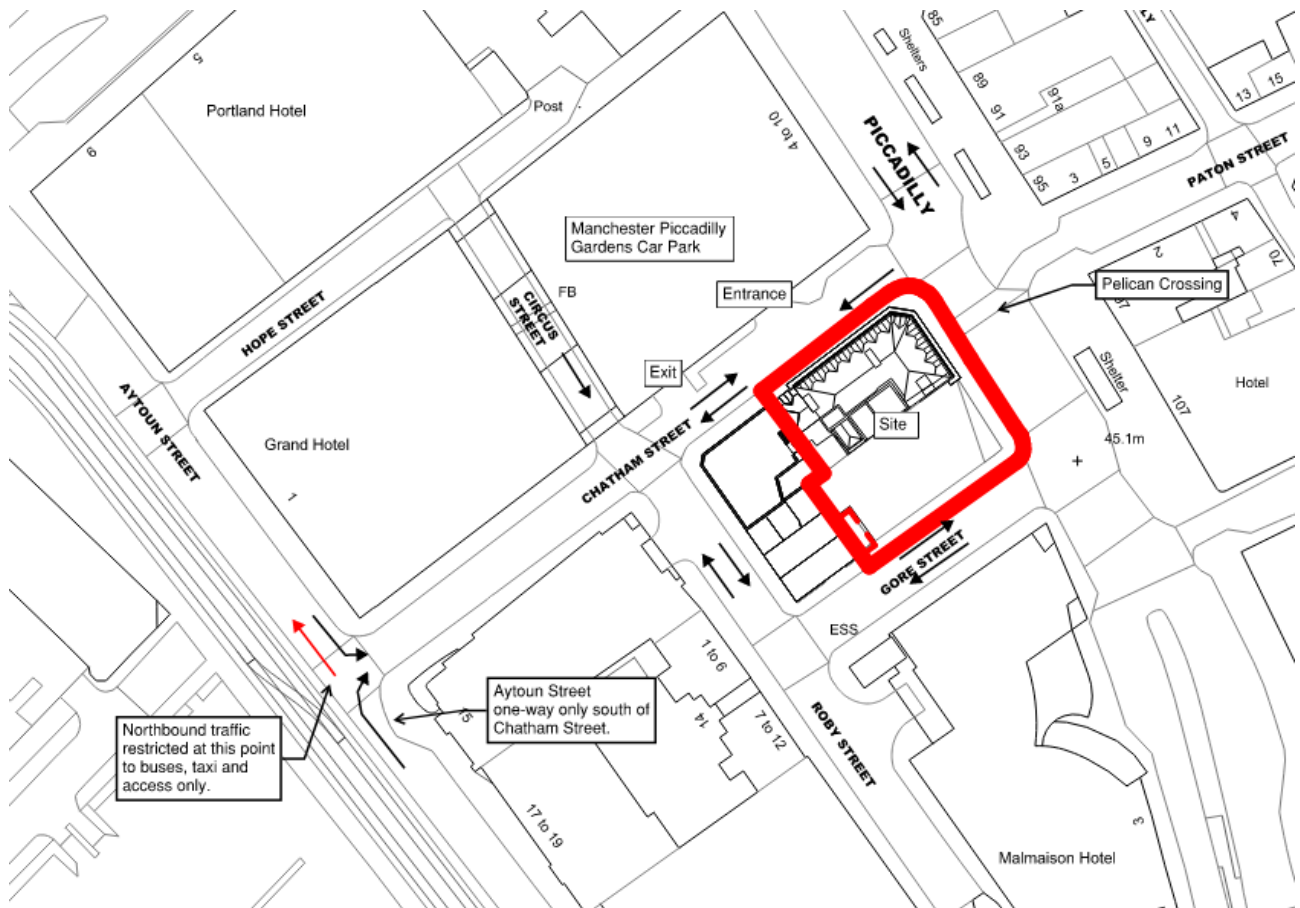


Figure 3.2: Extract from Bennetts Associates Site Location Plan (Dwg. No.HMP-BA-10-L00-DP-A-0)

- 3.1.6 The surrounding highways have footways on each side with streetlighting.
- 3.1.7 The speed limit on Piccadilly is 20mph as prescribed by road signage. The other streets surrounding the site do not have speed limit signage and due to the presence of streetlighting the speed limit is 30mph by default. The default speed in Manchester city centre is due to be updated to 20mph as noted in MCC's Active Travel Strategy. As shown on TfGM's interactive map these roads are proposed to become 20mph in the future.

3.2 Development Proposals

- 3.2.1 The proposal comprises the conversion of the Grade II Listed Building former Union Bank, including internal alterations, and the construction of a new 34 storey building on the 'gap site' which adjoins the Listed Building to form a 251- bedroom aparthotel and associated ancillary spaces including ground floor café, first floor exhibition space, restaurant and rooftop amenities.
- 3.2.2 Room2 Homotel will be a landmark building, achieving Whole Life Net Zero Carbon. The scheme will integrate a range of sustainable design features and demonstrate leadership and inspiring action to create a sustainable future.
- 3.2.3 New public amenities will be included as part of the scheme, including a Net Zero Exhibition, Events Spaces, Fair Cost Café, Rooftop Bar, Restaurant and terraces; creating a new destination and offering something back to the city and the local community.

3.2.4 The proposal will bring the former Grade II listed former Union Bank building back into active use. A heritage led design strategy has been incorporated into the scheme including a balanced approach to refurbishment, restoration and strategic removal of low significance existing fabric. The unique new development will showcase the original listed building, with sensitive connection to the new tower.

3.2.5 Refer to Figure 3.3 for the ground floor proposals.



Figure 3.3: Proposed Ground Floor Layout. (Extract from Bennetts Associates Drawing No. HMP-BA-20-L00-DP-A-0)

3.2.6 Two of the on-street parking bays on Gore Street are to be replaced with a drop-off and pick-up only bay. This provides space for up to 2 cars to allow for taxi/private hire arrivals and departures. A loading bay is proposed on Chatham Street. Refer to Figure 3.4.

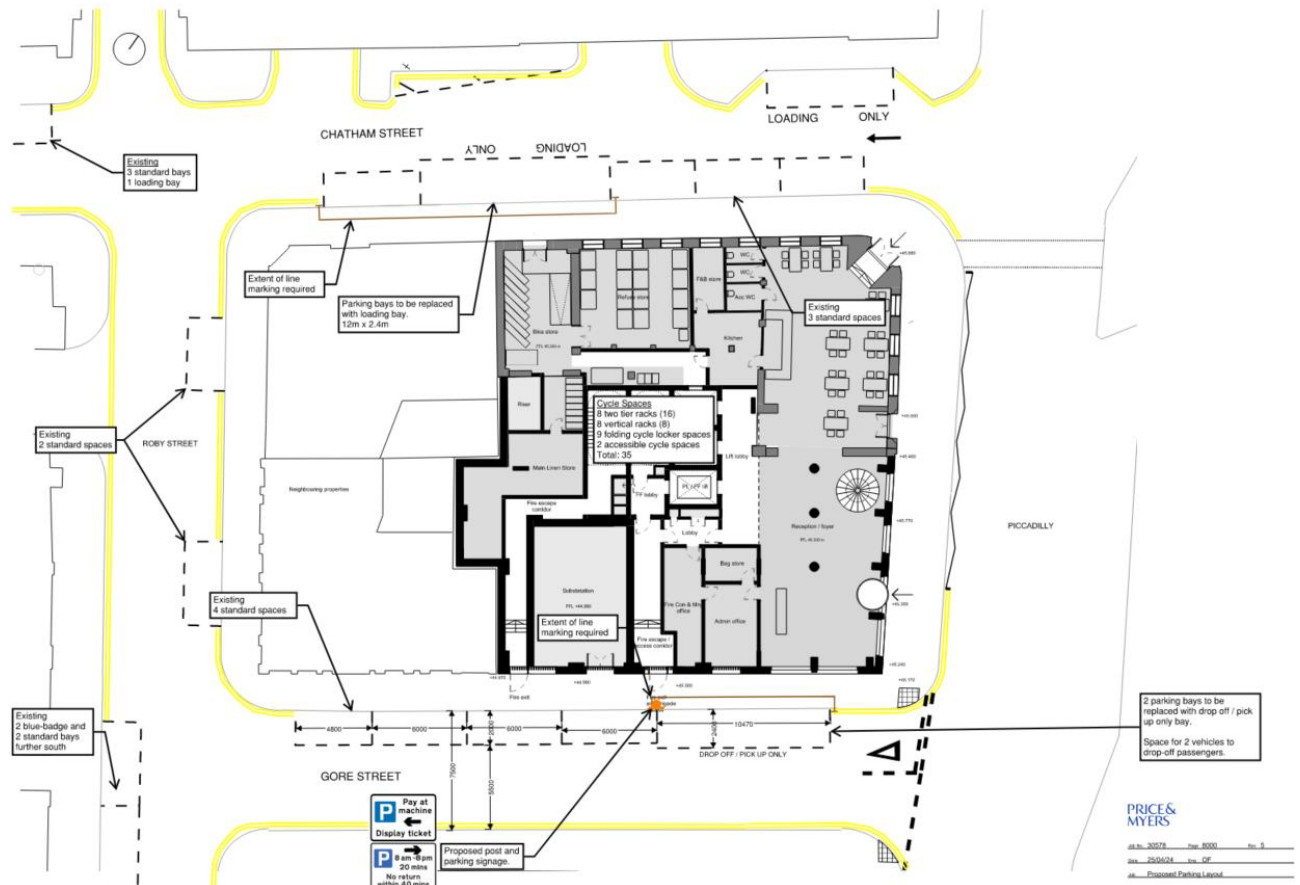


Figure 3.4: Proposed External Works. Extract from Price & Myers Drawing 30578-8000_5

3.3 Opportunities for Pedestrian Travel

- 3.3.1 The site is in a city centre location and within close proximity to Piccadilly Railway Station. It has a frontage onto Piccadilly, which is an important city centre street and key gateway pedestrian pathway for those entering or exiting the railway station and wishing to connect to Manchester primary retailing and central commercial areas in particular. Market Street, which is at the heart of Manchester's Primary Retail Area, merges with Piccadilly at its western end. Just to the south of Market Street is Manchester's established commercial core. Stevenson Square Conservation Area runs parallel to the site along the east side of Piccadilly.
- 3.3.2 The site has high levels of accessibility in terms of its location, boasting immediate access to a variety of public and private transport modes. In location terms, the site is situated within easy walking and cycling distance to a number of key services and facilities within Manchester City Centre. The site is located in the heart of the city and is well connected to surrounding areas by a comprehensive network of illuminated pedestrian routes.
- 3.3.3 Streetlighting, tactile paving and nearby signalised crossing facilities offer a pedestrian friendly environment for all types of user regardless of mobility or visual impairment.
- 3.3.4 The loading bay on Gore Street allows for taxi drop-off and pick up adjacent to the waiting area provided in reception.

3.4 Opportunities for Cycle Travel

- 3.4.1 As part of TfGM's Bee Network, the Bee Active initiative gives a range of cycling guidance including tips for maintenance and how to beat the weather, cycle friendly routes through the city and help on finding a suitable bicycle. Cycle Hubs and cycle hire are also operated as part of this scheme. The nearest is the City Tower Cycle Hub located a short walk (less than 400m) from the site.
- 3.4.2 The Bee Network Cycle Hire network, operated by Beryl Bikes currently offers 800 standard bikes and 200 e-bikes at 204 locations across Greater Manchester. The network is to be increased to 1500 bikes including 300 e-bikes.
- 3.4.3 TfGM's website leads users to a range of cycle and walking routes which includes traffic free routes, cycle routes and cycle parking as well as the location of crossings and cycle shops to allow for routes to be planned.
- 3.4.4 Four Sheffield stand are located on the opposite side of Piccadilly and are accessible via a 50m walk across the pedestrian crossing.
- 3.4.5 An advisory cycle lane extends along the southbound carriageway of Piccadilly from Lena Street to Piccadilly Station. The public highway offers a suitable environment for cycle friendly travel.

3.5 Opportunities for Public Transport Travel

- 3.5.1 The site is considered to be in an area of high accessibility with the highest Greater Manchester Accessibility Level (GMAL) rating of 8.
- 3.5.2 The site is within close proximity to Piccadilly Railway Station. This station offers links to London, Birmingham, Nottingham, Glasgow, Edinburgh, Cardiff, Liverpool, Leeds, Sheffield, Newcastle and York via 14 platforms.
- 3.5.3 Manchester Victoria offers links to local and regional destinations including Blackburn, Bradford, Halifax, Huddersfield, Leeds, Newcastle, Rochdale and Wigan.
- 3.5.4 There is a major bus and tram interchange hub located at Piccadilly Gardens, approximately 330m from the site, which is served by more than 85 bus services connecting the majority of the Greater Manchester area. The nearest bus stops are located adjacent to the proposed development along A6 Piccadilly, approximately 40 meters from the site.
- 3.5.5 Two free bus routes exist within the city centre and provide links to each of the main train stations as well as multiple stops within the city. The majority of the bus services are operated by Stagecoach with some journeys provided with the financial support of TfGM.
- 3.5.6 The extensive Greater Manchester tram network, known as Metrolink, is most easily accessible from the site via Piccadilly Gardens. From this stop 4 routes are accessible including the Altrincham, Bury and the Ashton-under-Lyne to Eccles lines. Four other Metrolink routes are accessible from St Peter's Square which is less than 700m from the

site, these services lead to Rochdale, Didsbury, Manchester Airport and Victoria train station.

4 Trip Generation

- 4.1 To establish a baseline for the TP, the development's Transport Statement (TS) will be referenced. It is expected that once the development is operational, survey information will supersede the data shown in these tables, however, at this time, the data shown will be the best available.
- 4.2 The trip generation associated with each of the 4 uses (hotel, restaurant, café and museum) of the proposed development was determined using TRICS software. Table 4.1 shows the peak AM and PM information and gives the increase in persons travelling to/from the locality as a result of the proposed development.

Mode	Time	Arrivals	Departures	Two-Way
Public Transport Users	AM Peak	20	29	49
	PM Peak	99	93	192
	Daily Rate	281	235	516
Pedestrians	AM Peak	316	325	641
	PM Peak	84	75	160
	Daily Rate	800	907	1707
Cyclists	AM Peak	0	0	0
	PM Peak	0	0	1
	Daily Rate	6	5	11
Vehicle Occupants	AM Peak	20	31	50
	PM Peak	19	10	29
	Daily Rate	232	246	478

Table 4.1: Trip generation as a result of the proposed development

- 4.3 Based on the trips presented in Table 4.1, the proposed modal split for both the hotel and restaurant/bar, café and museum uses is shown in Table 4.2.

Mode	Time	Two-Way
Public Transport Users	AM Peak	7%
	PM Peak	50%
	Daily Rate	19%
Pedestrians	AM Peak	87%
	PM Peak	42%
	Daily Rate	63%
Cyclists	AM Peak	0%
	PM Peak	0%
	Daily Rate	0%
Vehicle Occupants	AM Peak	7%
	PM Peak	8%
	Daily Rate	18%

Table 4.2: Modal Split

- 4.4 It is noted in the TS that the number of cyclists expected to travel to/from site, based on the TRICS data, is less than 1% of the mode share. Due to the extent of cycle infrastructure

improvements in Manchester and across the UK in the last few years it is expected that the cycle mode of transport is underrepresented from the TRICS surveys.

- 4.5 It is also noted that 18% of trips over a typical day are expected to be made by vehicles, however, due to the high level of public transport accessibility at this site it is expected that this rate will be less in practice.
- 4.6 As noted in Section 4.1 a survey will be carried out shortly after occupation to establish a more accurate baseline.

5 Targets and Indicators

5.1 The journey types outlined in Section 4 will be addressed in this section. The TP aims to influence all persons arriving at the development and to result in a shift from private car to sustainable transport modes.

5.2 The following targets have been set:

- Target 1 – All staff will have 100% Travel Plan Awareness.
- Target 2 – A reduction in car trips by all staff, guests and visitors resulting in a reduction in the mode share of private cars from 18% to 3%; a reduction of 3% per year.
- Target 3 – Increase the combined mode share of cycling and walking from 63% and 74% in the first five years after completion. This is an increase of 11% over 5 years, which is an increase of approximately 2% a year.
- Target 4 – Increase the mode share of public transport from 19% to 23% in the first five years after completion; an increase of approximately 1% per year.

5.3 It is worth noting that the actual percentages vary with the time of day, day of the week and the time of year, however, the figures given represent the average modal split and will be used as a baseline for the TP until survey data for the new development is available.

5.4 Increasing the use of public transport, walking and cycling will improve the health of the site users as well as the local community and reduce greenhouse gases considerably. The combined increase of all three sustainable modes of transport is targeted to be approximately 15% in total.

5.5 The expected journey types to and from the development are listed below:

- Staff travelling to and from their place of work.
- Guests travelling to and from their residences but also multiple shorter trips for sight-seeing etc. during their stay.
- Visitors travelling to and from the restaurant/bar, café and museum.

Target 1 Measures

5.6 TP awareness is necessary to ensure targets are met and there is cooperation between the Travel Plan Co-ordinators and staff/visitors. The benefits of the TP and its objectives will be fully explained to all employees and guests in the travel packs and through communication with the TP Co-ordinators to encourage cooperation.

5.7 A Travel Plan Co-ordinator will be assigned for managing travel, they will be the main point of contact for all TP related enquires. It will be his/her responsibility to inform all new members of staff and guests of the TP. Their contact details will be made available to all.

- 5.8 The TP objectives will be readily available to all employees, guests and visitors via information on the website. It will also be included in the staff's employment contracts/induction booklets.
- 5.9 Travel Packs will be provided to all employees. Signs will be displayed on communal noticeboards explaining the Travel Packs and notifying people who to speak to if they have questions or need a new pack. Information for all guests will be displayed on noticeboards in the various buildings.
- 5.10 All employees will be encouraged to work alongside the Travel Plan Co-ordinators to help meet the TP targets. This could be achieved through monthly meetings to discuss the progress of meeting targets.
- 5.11 Successfulness of this target will result in the other three targets being achieved.

Target 2 Measures

- 5.12 The Travel Pack will include information regarding the development's aspirations to reduce the amount of travel by private car.
- 5.13 The reduction in reliance of the private car is expected to be achieved by a shift in modal split with various numbers of staff and guests choosing to reach site by walking, cycling or public transport, which is covered in Targets 3 & 4.
- 5.14 Car sharing will also be promoted, with dedicated spaces provided in the neighbouring car park. This is all subject to agreement with TfGM, and further discussion is required to confirm how this can be run, and whether a further financial incentive for car sharing can be provided, other than reduced fuel costs, such as reduced car parking prices.
- 5.15 To accommodate this, a building wide car sharing message board or club will be set up to help members of staff find other car sharing partners within the development. A guaranteed ride home will be offered to any employee who missed out on a car share ride home whereby an expense for a local taxi will be reimbursed by the employer.
- 5.16 The Travel Plan Co-ordinator will monitor and promote a dedicated message board for those who sign up to car sharing. This service will ensure a straightforward means for staff to find others making similar journeys and organise to share their commutes.
- 5.17 In order to maintain a steady increase in car sharing number, it is expected that the number of dedicated car sharing spaces will be monitored and increased where necessary annually (TBC with TfGM). The usage of the existing spaces and level of interest will be monitored by the Travel Plan Co-ordinator along with TfGM.

Target 3 Measures

- 5.18 Information will be provided to employees, guests and visitors regarding the services TfGM offer for cycle training and security, as well as information on their cycling safety tips. There will be a section on the staff noticeboard showing information on cycle training available. All training information such as maintenance and riding with confidence can be found on the Bee Active website.

- 5.19 The 'Cycle to Work' schemes will be rolled out to all employees across the development. This will enable more people to purchase bicycles and in turn, increase the use of cycling as a mode of transport.
- 5.20 It is proposed that secure long-stay spaces are provided for staff and hotel guests on the ground floor. Shower, changing, and locker facilities are provided for staff. This will provide employees and guests somewhere to securely lock their bikes and promote cycling.
- 5.21 Cycle route leaflets will be made readily available at the communal entrances to educate visitors of local cycle routes.
- 5.22 Many local amenities are within walking distance from the development so walking will be encouraged.
- 5.23 The TS covered locations and distances to nearby bus stops and the train station. A walking route map could be included in the travel packs to show safe and convenient local walking routes to these points from the development.
- 5.24 Walking leaflets and noticeboards will include information regarding the health benefits of walking.
- 5.25 The Travel Plan Coordinator will assess feedback from staff and visitors regarding the local cycling infrastructure. If necessary the client will engage with TfGM to discuss improvements.

Target 4 Measures

- 5.26 Bus, train and metrolink timetable information will be displayed on real-time information boards in the lobby, restaurant/bar and café to ensure staff and visitors are kept up to date on live travel information. These screens will be precisely located at detailed design. The reception area offers a pleasant place to wait for public transport.
- 5.27 Printed bus and train timetables will be included in the Travel Packs and updated as necessary.
- 5.28 Measure 5.23 for Target 3 will also assist with promoting the use of public transport. The walking routes will set out times and distance to local train stations and bus stops.
- 5.29 The Travel Plan Coordinator will assess feedback from staff and visitors regarding the capacity of local buses, trams and trains. If necessary the client will engage with local public transport providers to increase services.

Summary

- 5.30 The specific targets are proposed to achieve the objectives set out in Section 2.

6 Travel Plan Management

6.1 Travel Plan Implementation

- 6.1.1 It is the intention that the TP will be implemented as soon as the development is occupied following approval from the Local Planning Authority.
- 6.1.2 In order to allow for the effective implementation of the TP, all site users as well as the developer and the management company must be committed to its targets and aims/objectives. Therefore, this section sets out what is expected from various groups to help with the implementation of the TP.

6.2 Client Commitments

- 6.2.1 The following measures will be implemented and funded by the development during the construction process and prior to occupation:
- Appointment of Travel Plan Co-ordinators to manage the implementation of the TP and monitor ongoing travel trends;
 - Provide funding for Travel Packs. As described in Section 5, these are to be provided to all employees and guests. The Travel Packs will contain all walking, cycling, public transport and car share information to promote sustainable modes of travel. The development will also be committed to monitoring the Travel Packs and updating them when necessary to ensure relevant and up to date timetable and route information is contained;
 - Provide well positioned, secure cycle parking facilities for employees and guests;
 - Provide showers and changing facilities in buildings;
 - Provide the 'cycle to work' scheme.
 - Provide the 'guaranteed ride home' scheme in the event that a planned car share cannot take place.
 - Provide the live travel information screens as described in Section 5.

6.3 Travel Plan Co-ordinator Commitments

- 6.3.1 The Travel Plan Co-ordinator is in effect, the Travel Plan Ambassador on site and will be responsible for the continuous monitoring and implementation of the TP. The Travel Plan Co-ordinators will be required to sign a copy of the TP to confirm their understanding and commitment.
- 6.3.2 The following commitments will be implemented by the Travel Plan Co-ordinator following occupation of the development:
- Ensure all staff of the development have access to Travel Packs. Monitor local transport options and update the Travel Packs as necessary to ensure that the information set out is always current. Ensure that the TP initiatives are embedded into the appropriate HR Policies and Procedures and employment terms and conditions;

- Be available to staff and guests to answer queries as necessary and ensure that all users have a high level of awareness of sustainable travel options to and from the development;
- Promote any local or national schemes that encourage the use of sustainable transport modes;
- Monitor the progress of the targets set out in Section 5 and ensure that their company is doing everything possible to achieve these targets;
- Manage the annual travel surveys, including active promotion with the aim of receiving at least a 70% response rate;
- Update and monitor the travel database. This will comprise of records of the results of the most recent surveys which will outline how staff travel to their workplace. This will act to inform any changes required to the sustainable travel infrastructure e.g. cycle storage;
- Manage the car sharing forum to ensure that users are effectively finding car sharing partners and improve/amend the resource when necessary. Liaise with TfGM regarding the use of the public car park, and uptake of the car share spaces, which may need to be increased when necessary.
- Liaise with and attend forums organised by TfGM and ensure all information supplied to staff is up-to-date and accurate.
- Organise events to inform and update employees about the available options and benefits.

6.3.3 As included in Target 1's measures, the employees will have an active role in meeting the TP's targets. This could be achieved through discussions with a nominated group of employees willing to represent the whole development.

6.4 Monitoring and Review

6.4.1 As outlined previously, the baseline data for the TP has been taken from the TS. However, it is expected that a travel survey of users will be conducted approximately 6 months after occupation. The data obtained using this survey will then supersede the data currently being used. The actual modal split will be determined and the targets and measures will be amended accordingly.

6.4.2 The tenant will be committed to monitoring the travel patterns of staff, guests and visitors in order to ascertain how well the targets are being achieved and whether additional mitigation measures are required. The Travel Plan Coordinator, assisted by the Staff Forum, will be responsible for managing this process and analysing the results.

6.4.3 Going forward, monitoring of the TP and its targets and measures as well as the data upon which these are based will be necessary. A full assessment will be undertaken at the end of year one, three and five in the form of surveys. Travel surveys will be distributed to all site users, and will include an overall review of transport patterns associated with the development.

6.4.4 It is advised that the following items are considered as part of the monitoring process:

- The demand for cycle parking to assess if more is required;
- An assessment on the effectiveness of the car sharing forum;

- The increase in usage of the local bus and train services through staff and visitor surveys;
 - Feedback from staff and guests through regular meetings and the travel survey.
- 6.4.5 As the Staff Forum will meet at regular intervals throughout the year, there will be more frequent informal reviews of the travel habits on site. This will include more regular assessments of the demand for car sharing spaces and the feedback on the car sharing forum.
- 6.4.6 The Travel Plan Co-ordinators will update the TP and compile a Monitoring Report following each travel survey. This report will outline the results of the travel survey, focusing on the above listed points. It will set out how well the TP is being implemented and whether the agreed targets are being met. It will also describe any changes to the TP as a result of the ongoing monitoring process.
- 6.4.7 A full assessment will be undertaken at the end of year one, three and five with interim rounds alternating each year.
- 6.4.8 Years 1, 3 and 5 comprise 'full' monitoring, which includes:
- Monitor Travel Packs and update where necessary;
 - Monitor the demand for cycle parking to assess if more is required.
- 6.4.9 Years 2 and 4 comprise 'interim' monitoring, which includes:
- Review travel surveys which will state method of travel; and
 - Feedback from staff and guests relating to the operation and implications of the TP.

6.5 Action Plan and Budget

- 6.5.1 The Travel Plan Coordinator will be responsible for implementing the TP and all measures set out previously will be put in place as soon as the proposed development is occupied.
- 6.5.2 Any costs associated with the implementation of the TP will be funded directly by the client and/or building owner.

7 Servicing and Delivery Measures

- 7.1 Delivery and servicing vehicles are to use the loading bays adjacent to the site.
- 7.2 An outline of the expected deliveries/freight movement and their timeframe across a typical week will be compiled by the TP Co-ordinator in the final TP. Delivery and servicing will be consolidated where possible to reduce the number of vehicles needing to reach the site on any given week.