

Bridgewater Manchester (Luxembourg) Holding SARL

70 Great Bridgewater Street

June 2023

Application 129081/FO/2021
Discharge of Condition 11

Interim Travel Plan

Report control

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Primary Author: John Lancaster Initialled: JL

Contributor: Initialled:

Review by: Adam Smith Initialled: AS

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Plan VN201793-G103	– Cycle Catchment Plan

Appendices

Appendix A	– Example Travel Survey Questionnaire
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1 Introduction

Background

- 1.1 Vectos has been commissioned by Bridgewater Manchester (Luxembourg) Holding SARL to provide traffic and transportation advice to support a planning application to re-develop the office accommodation of 70 Great Bridgewater Street, Manchester.
- 1.2 The proposed development site is located on the southern edge of Manchester city centre. The strategic location of the site is shown in **Plan VN201793-G100**, with **Plan VN201793-G101** showing the site in a more local context.
- 1.3 The office building on the site was previously occupied by Eversheds Sutherland, who are re-locating to alternative accommodation.
- 1.4 The description of the development proposed comprises:

Partial demolition and reconfiguration of 70 Great Bridgewater Street to create a new office building (Use Class E), including replacement of building facades, 2 storey extension and alterations to the internal layout including servicing and cycle parking, access and associated works.

Travel Plan Development

- 1.5 A planning application was submitted for the proposed development in January 2021 (Ref 129081/FO/2021). This application was supported by a Transport Statement (TS) and Framework Travel Plan (FTP).
- 1.6 The application received consent with a decision notice (dated 23/04/2021) outlining a number of planning conditions.
- 1.7 Planning Condition 11 concerns the FTP and states:

Before first occupation of any part of the development hereby approved, an updated 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 building, and shall be kept in operation at all times thereafter. There will be a general obligation for the building owner to act reasonably in relation to the supply of sufficient information in a timely manner to Manchester City Council. There will be a general obligation for Manchester City Council to act reasonably in relation to timely communication and approval.

- 1.8 This Interim TP builds on the previously submitted FTP and provides the further details required in condition 11. It thus seeks the discharge of Planning Condition 11.
- 1.9 As outlined subsequently in this document, a Full Travel Plan will be prepared following occupation of the building.

Scope of Report

- 1.10 This Transport Statement has been prepared in accordance with guidance provided by the Department for Transport's (DfT) 'Travel Plans, Transport Assessment and Statements' (2014) document, and references the pre-application advice provided by the Council. Following this introduction, the report provides the following sections:
- Section 2 – A brief description of the development proposals,
 - Section 3 – A review of baseline conditions and accessibility of the site by sustainable modes,
 - Section 4 – A summary of travel plan guidance,
 - Section 5 – A description of the Travel Plan measures and initiatives,
 - Section 6 – The approach to travel surveys,
 - Section 7 – The approach to target setting,
 - Section 8 – A description of the administration and monitoring of the travel plan.

2 Development Proposals

Development Proposal

- 2.1 The proposed re-development will comprise:

The partial demolition and reconfiguration of 70 Great Bridgewater Street to create a new office building (Use Class E), including replacement of building facades, 2 storey extension and alterations to the internal layout including servicing and cycle parking, access and associated works.

- 2.2 The proposed re-development seeks to increase the office accommodation from approximately 6,910 sqm to 10,289 sqm of floorspace.

Parking & Access

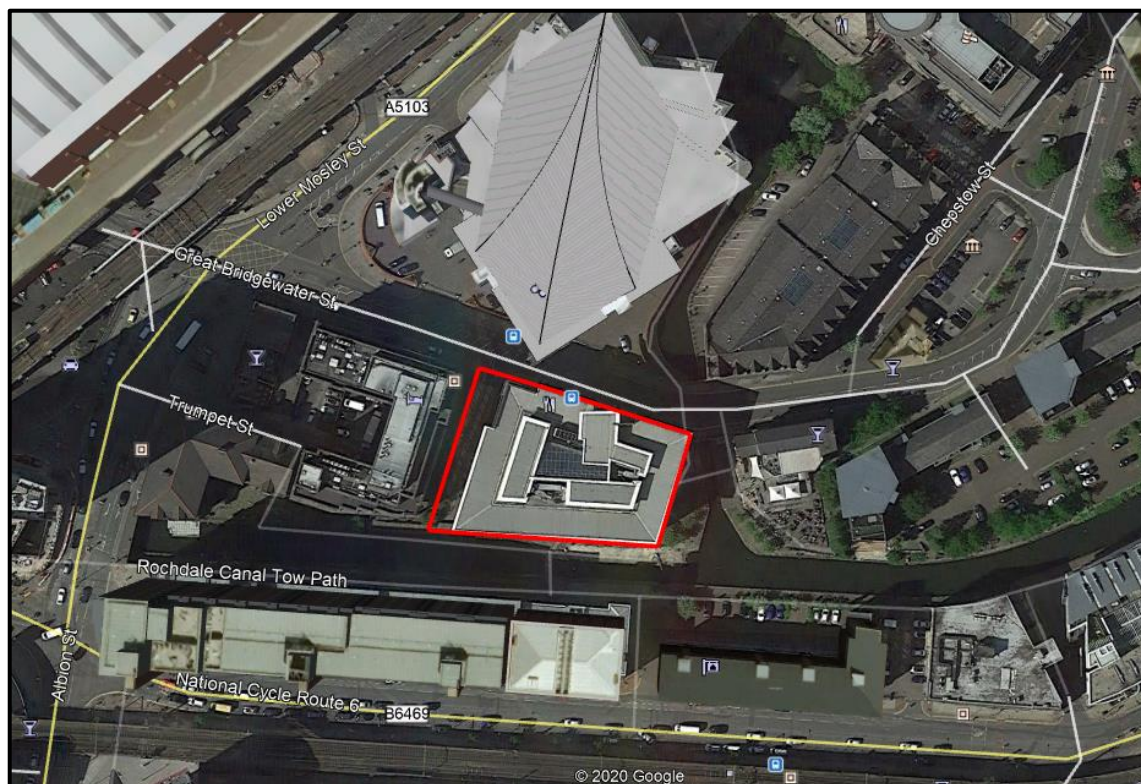
- 2.3 Of significant relevance for the Travel Plan for the site, the existing basement car park is to be re-configured to reduce the car parking from 60 to 16 spaces. The revised layout will provide comprehensive cycle parking with a total of 133 cycle parking spaces initially provided. Associated staff facilities will also be provided, including lockers, showers and changing rooms, along with a staff gym.
- 2.4 The parking spaces are a limited provision and will be leased to the occupiers of the building. The allocation of those spaces to the specific organisations or individuals will be the decision of the occupier.
- 2.5 The basement car park is accessed by an existing ramp located at the western boundary of the site. This access will continue to be used for vehicle and cycle access to the parking level.

3 Site Location, Context & Accessibility by Sustainable Modes

Site Location

- 3.1 The proposed re-development site is an established office on Great Bridgewater Street, located to the south of the Bridgewater Hall. It was previously occupied by Eversheds Sutherland who are re-locating. An aerial view of the site showing the approximate boundary, is provided as **Figure 3.1** below.

Figure 3.1: Existing Site Location & Context



- 3.2 The location is on the southern fringe of the city centre. The neighbouring buildings include a wide range of uses including office, hotel, public houses and residential. Immediately north of the site lies the Bridgewater Hall.

Surrounding Highway Network

Great Bridgewater Street

- 3.3 The site is located on Great Bridgewater Street which becomes Chepstow Street to the east of the site. This route links the junction of Oxford Road/Portland Street to the A5103 (Lower Mosley Street/Albion Street), which provides connections towards strategic routes to the south of the city centre.
- 3.4 Great Bridgewater Street and Chepstow Street have a carriageway of approximately 7 – 8m in width. The carriageway is marked to provide right turn pockets for the right turn movements from the route.

The carriageway is widened on the approach to neighbouring junctions to enable the provision of a two-lane approach to the signalled junctions.

- 3.5 The combined route of Great Bridgewater Street/Chepstow Street is formed from a link up of the original alinements of Great Bridgewater Street and Chepstow Street. Sections of the original streets still remain and provide access to adjacent properties however they are no longer available as through routes for traffic. Both original streets are available for pedestrian traffic which aids pedestrian permeability of the area.
- 3.6 Street lit pedestrian footways are provided on both sides of the carriageway of all roads in the vicinity of the site.

Rochdale Canal

- 3.7 The Rochdale Canal lies directly to the rear of the site. The canal features a towpath which provides a traffic free walking route.
- 3.8 The canal towpath has a link to Great Bridgewater Street (adjacent to the site) and also to Whitworth Street West, which lies to the south of the canal.

Accessibility by Sustainable Travel Modes

Accessibility on Foot

- 3.9 An analysis of the pedestrian catchment of the site has been completed to illustrate the site's 2 kilometre walking catchment which represents a journey of approximately 25 minutes. This is defined as a preferred maximum for trips carried out on foot by the Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Providing for Journeys on Foot'.
- 3.10 The pedestrian catchment plan is shown in **Plan VN201793-G102**. This demonstrates that the entirety of the city centre is within this catchment. The catchment also includes substantial residential areas to the south of the city centre, such as Castlefield and Hulme.
- 3.11 Pedestrian access to the site benefits from nearby traffic-free pedestrian routes. Immediately to the east of the office building, there is a pedestrian link to the towpath of the Rochdale Canal which passes to the rear of the building. This link includes a footbridge across the canal which links to Whitworth Street West, which is approximately 80m to the south of the office site. Whitworth Street West enables convenient pedestrian access to both Oxford Road and Deansgate rail stations.
- 3.12 In addition, the canal towpath provides an attractive traffic-free walking route for pedestrian access to the site, from areas such as Castlefield and Piccadilly.
- 3.13 It is considered that pedestrian access to the site is realistic for a wide range of residential areas of Manchester.

Accessibility by Cycle

- 3.14 Cycling is becoming an increasingly popular mode of transport and is an effective mode for short trips. The DfT's Local Transport Note 2/08 'Cycle Infrastructure Design' (2008) states that many utility

cycle journeys are under 3 miles (approximately 5 kilometres) although for commuters a trip distance of over 5 miles is not uncommon. Consequently, cycling has the potential to replace short car journeys, particularly those under 5 kilometres. At a leisurely cycle speed of 10 miles per hour this would equate to a journey of around 25 minutes.

- 3.15 A 5 kilometre cycle catchment from the site is shown in **Plan VN201793-G103**. This shows that the cycle catchment of the site includes the residential areas of the immediate Manchester urban area including Whalley Range, Old Trafford, Salford, Cheetham Hill and Levenshulme. Thus, a large population is within the potential cycle catchment of the site.
- 3.16 It is considered that the site is well located for cycle access from a wide range of residential areas of Manchester.

Accessibility by Public Transport – Bus Services

- 3.17 The closest bus stops to the site are located on Great Bridgewater Street, with westbound and eastbound stops being directly in front of the building. Both stops are marked with a ‘flagpole’ stop and are provided with timetable information. **Table 3.1** provides a summary of the bus services and frequencies that operate from these stops.

Table 3.1: Local Bus Services

Service	Route	Weekday Daytime	Weekday Evening	Saturday	Sunday
33	Manchester – Eccles - Worsley	2	1	2	1
255	Manchester – Old Trafford – Stretford - Urmston - Partington	2	1	2	2
256	Manchester – Hulme – Stretford – Flixton	4	2	4	2
X50	Manchester – Hulme – Old Trafford – Stretford – Trafford Centre	2	2	2	2

- 3.18 As can be seen, the routes operating directly past the site provide a good range of connection opportunities and include some services operating at high frequencies of 15 minute intervals.
- 3.19 In addition to the services described above, the site is close to a wide range of other bus services operating through the city centre.
- 3.20 Overall, it is considered that the bus services offer an excellent range of services ensuring the site is easily accessible by bus.

Accessibility by Public Transport – Free Bus

- 3.21 Free Bus is a free of charge bus service linking a wide range of key destinations across Manchester City Centre. Free Bus vehicles are highly branded, are accessible by disabled users and run on high daytime frequency.
- 3.22 Bus Route 1 operates along Great Bridgewater Street. This service operates approximately 0700 – 2330 with a 10 minute frequency during the daytime and 30 minute frequency in the evening. The service provides connections to key destinations including Spinningfields and Piccadilly rail station.

Accessibility by Public Transport – Metrolink

- 3.23 The nearest Metrolink stop is Deansgate-Castlefield which is just over 400 metres walk from the site. This station is a major interchange station with services operating to Manchester Piccadilly, Manchester Victoria, Manchester Airport, East Didsbury, Altrincham, Eccles, Bury, Oldham, Rochdale, Ashton-under-Lyne and the Trafford Centre.
- 3.24 Most services operate on a 12-minute frequency Monday to Sunday with overlapping services resulting in higher service frequency on the central sections. Metrolink services typically operate between approximately 06:00 and 00:00.
- 3.25 Deansgate-Castlefield can be accessed using the existing pedestrian network surrounding the site. All Metrolink stops provide shelters, seating and real-time journey information. All Metrolink trams and stations also feature disabled access with step-free access and tactile paving.
- 3.26 Overall, it is considered that the tram facilities offered from Deansgate-Castlefield provide a regular service which is available within an acceptable distance and at key travel times.

Accessibility by Public Transport - Rail

- 3.27 The site is located approximately 400m from both Deansgate and Oxford Road rail stations. Both stations can be accessed using the existing pedestrian network surrounding the site.
- 3.28 Services from Deansgate are operated by Northern trains with services operating to Alderley Edge, Blackpool North, Warrington Central, Barrow-in-Furness, and Preston. Services operate Monday to Sunday. Manchester Oxford Road rail station provides access to a wider range of regional and inter-urban rail services.
- 3.29 Overall, it is considered that the rail facilities offered from Deansgate and Oxford Road provide a regular service which is available within an acceptable distance and at key travel times.

Conclusion

- 3.30 The proposed re-development site in the city centre of Manchester. As a consequence, it is well located for access by a range of sustainable modes including active travel modes and a comprehensive range of public transport options.
- 3.31 It should be noted that the re-development proposals include the provision of comprehensive cycle parking facilities, including showers and changing rooms for staff.

4 Travel Plan Guidance and Objectives

Travel Plan Guidance

- 4.1 A Travel Plan is a combination of information, proposals and incentives designed to use most effectively the different means of travel available to staff and visitors.
- 4.2 The preparation and adoption of a Travel Plan is an important element of managing the demand for travel to all modern developments. The Revised National Planning Policy Framework (NPPF) document (2021) highlights the role that Travel Plans can play in facilitating sustainable travel, stating that:

‘All developments which generate significant amounts of movements should be required to provide a Travel Plan’.
- 4.3 The Department for Transport (DfT) has produced guidance on the preparation of Travel Plans. The document, entitled ‘Good Practice Guidelines: Delivering Travel Plans through the Planning Process’ was published in April 2009.
- 4.4 The guidance explains how *“we often need to meet the demands of population and economic growth whilst simultaneously reducing our impact on the environment”* and identifies that *“The benefits of increases in sustainable travel, in particular cycling and walking, can extend beyond reduction in CO2 emissions and climate impacts, and include tackling congestion, tackling obesity and health issues, reducing social exclusion and improving quality of life”*.
- 4.5 The document sets out an overview of the process and delivery of Travel Plans and states that *“A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”*
- 4.6 The Guidance states that *“Travel Plans should involve the development of agreed explicit outcomes linked to an appropriate package of measures aimed at encouraging more sustainable travel, with an emphasis on reducing single occupancy car use...”* and *“a Travel Plan should seek to establish clear outcomes to be achieved in relation to access and set out all the measures to be implemented in detail, including an action plan, timescales, targets and responsibilities for implementation, monitoring and review”*.
- 4.7 It is made clear in the document that Travel Plans should focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other travel modes and assist in the wider aims of encouraging sustainable travel, improving health, reducing congestion, energy consumption and pollution.

Travel Plan Objectives

- 4.8 A Travel Plan is a long-term strategy for reducing dependence on travel by private car. It should reflect the following objectives which are intended to achieve current Government policy in respect to transport:
- Minimise the number of single occupancy car journeys;
 - Promote alternative modes of travel other than the car;
 - Provide quality travel information on the mode choices available;
 - Present to occupiers the incentives available in choosing sustainable travel options;
 - Promote Active Travel modes to improve health;
 - Promote Car Sharing;
- 4.9 In addition, there are a number of benefits to the local community which can be achieved through encouraging the use of sustainable transport. These include:
- Improved air quality and less noise, dirt and fumes;
 - Walking and cycling can provide daily exercise and thus improve/maintain health; and
 - Increasing the modal shift from private car to sustainable modes of transport can help reduce congestion on the local and national road network.

5 Travel Plan Measures

- 5.1 This section of the Framework Travel Plan outlines the specific physical and management measures to be undertaken as part of the Plan. These are subject to review and monitoring in order to respond to the changing travel environment. The list, however, is not exhaustive and the Travel Plan Co-ordinator may investigate other potential initiatives which could be beneficial based on circumstances at the time.
- 5.2 As far as possible, the measures outlined below are designed to be suitable for review and monitoring.

Travel Plan Co-ordinator

- 5.3 The Travel Plan will be managed by the Travel Plan Coordinator. The role of the Travel Plan Coordinator will be to manage the implementation of the Travel Plan and associated action plan. The role will also include evaluating and reporting on the effectiveness of the Travel Plan.
- 5.4 A Travel Plan Co-ordinator will be appointed prior to the proposed development being occupied. The Travel Plan Co-ordinator will ultimately be appointed by the developer and building management team of the building.
- 5.5 The building is expected to be occupied by multiple occupiers and each individual occupier will be required to nominate a member of staff to act as an Occupier Travel Plan Co-ordinator. These representatives will fulfil any duties of Travel Plan Co-ordinator which are cascaded to individual occupiers.

Staff 'Welcome Pack'

- 5.6 As the development is occupied, a 'Welcome Pack' or Travel Brochure will be prepared and provided to all staff. The 'Welcome Pack' will include details on the intentions of the Travel Plan and why the Travel Plan has been produced, as well as contact details for the site wide Travel Plan Co-ordinator. The packs will include current information on walking and cycling routes in the area and information on public transport (e.g. timetables, destinations and offers).
- 5.7 The 'Welcome Pack' will include current information on sustainable modes of transport such as:
- Health and financial benefits associated with use of sustainable forms of transport;
 - Walking and cycling routes in the area;
 - Site-specific information on public transport (e.g. location of nearby bus stops / railway stations and which services are available from them);
 - Travel Plan Coordinator contact details, links to useful website with appropriate public transport information, car share schemes, etc.
- 5.8 In addition, employees will be offered personalised journey planners. Individuals can prepare their own journey plans and the Welcome Pack will include a link to the 'traveline' website, as follows:

www.traveline.info

- 5.9 As an on-going part of the monitoring process, the 'Welcome Pack' will be reviewed and updated annually, with any information regarding changes, such as a change in a public transport timetable, being passed on to all the appropriate staff via an appropriate form of communication. This will be the responsibility of the Travel Plan Co-ordinator.

Travel Awareness

- 5.10 Members of staff will be made aware of the existence of their Travel Plan and a copy of the plan will be forwarded to the relevant persons at TfGM/MCC. The Travel Plan Co-ordinators for each of the occupiers will be responsible to ensure that members of staff are aware of the Travel Plan. Information on the Travel Plan can be provided on Transport Display boards situated in staff rooms, reception areas or other prominent positions, by newsletters or company intranet.

Travel Surveys

- 5.11 In order to establish the travel patterns of the employees at the development, a travel survey will be carried out within 3 months of occupation which will form the basis of the Implementation Travel Plans. An example of the Travel Survey Questionnaire is given in **Appendix A**. These surveys and the Implementation Travel Plan will be submitted to Manchester City Council within 6 months of occupation of the development.
- 5.12 The results of this survey will be compiled into a travel database and will assist in more accurately defining travel requirements and the specific measures to be implemented to maximise the success of the Travel Plans.
- 5.13 The management and updating of the travel database for the site will be undertaken by the site wide Travel Plan Co-ordinator.

Walking Measures

- 5.14 The 'Welcome Pack' will include information on suggested walking routes from the surrounding areas, including local public transport services and local amenities.
- 5.15 The health benefits of walking will be particularly promoted to staff. Information on walking in Manchester is available through the TfGM link below and would be made available through the websites:

<https://activetravel.tfgm.com/walking/>

- 5.16 This webpage includes recommended routes and walking groups.

Cycling Measures

- 5.17 Cycling is promoted with secure cycle parking provided within the re-development. The Welcome Pack will promote the cycle parking, shower and locker facilities available within the building.

5.18 Occupiers would be informed of the financial incentives to their employees through the Bike to Work Scheme as well as promotion of the health benefits of cycling. TfGM offer cycle support for businesses including bike and equipment loans, grants, cycle training and guided cycle rides.

5.19 Information on cycling in Manchester is available through the links below and would be made available through the websites:

<https://activetravel.tfgm.com/cycling/>

<http://www.ctc.org.uk/>

<http://www.sustrans.org.uk/>

Public Transport Services

5.20 The use of public transport can be promoted as part of a multi-modal journey. Measures to encourage bus, tram and train usage might include:

5.21 Up to date information provided on bus, tram and train services, including route information and service frequencies, available to employees through links such as:

<https://tfgm.com/plan-a-journey/>

<http://www.nationalrail.co.uk/>

5.22 Promote Travel Discount offers and Travel Cards such as 'Get me There'.

Car Sharing

5.23 Assuming that post the Covid19 Pandemic concerns over sharing cars are reduced, the Travel Plan Co-ordinator will promote the use of car sharing schemes for staff. They will be encouraged to join the Greater Manchester Car Share Scheme <http://www.carsharegm.com>

5.24 It should be highlighted that by car sharing, employees will not be expected to make every trip by this method if it does not suit their work patterns or home commitments. Car sharing for just one or two trips a week is very beneficial and should be encouraged if this is more suitable.

Enterprise Car Club

5.25 Enterprise Car Club operates within Greater Manchester and offers a large number of car parking bays across the city. The closest car club location is in Chepstow Street Car Park, which is less than 200m from the site.

5.26 The Travel Co-ordinator will highlight the availability of Enterprise Car Club to the new occupiers.

6 Travel Surveys

- 6.1 To enable the success of the Travel Plan to be established, the Travel Plan Co-ordinator will be responsible for ensuring that on-going monitoring and regular staff travel surveys are undertaken.
- 6.2 It is envisaged that travel surveys will be co-ordinated and analysed by the TPC on behalf of the building management team. This will result in a co-ordinated approach across all commercial occupiers and will enable a single Update Report to be prepared for the whole development. The first travel survey will be undertaken within approximately 3 months of the first occupation of the re-developed building.
- 6.3 The results of the travel survey once undertaken will be used to assist in identifying the package of measures most likely to prove successful in reducing overall car travel. The list of measures will be reviewed on an annual basis in order to mirror the findings of the travel survey when this is repeated.
- 6.4 The results of the first staff travel survey will be compiled into a travel database which will be used as a baseline to identify travel targets.
- 6.5 Thereafter in order to assess the travel habits of staff, travel surveys will be completed on an annual basis for a 5 year period. The travel database will be updated following the compilation of the results of each survey.
- 6.6 The Travel Plan for the development, including targets, will be reviewed annually with a Travel Plan Progress Report then submitted to TfGM/MCC. The Travel Plan will be assessed based on the performance of the plan against defined targets over the preceding year.

7 Target Setting

Travel Targets

- 7.1 For the Travel Plan to be effective it should set targets specifying the aims of the plan to reduce vehicular traffic and more specifically, single occupancy vehicle trips.
- 7.2 To keep the Travel Plan process simple and straight forward the Plan is a simple list of Actions to be undertaken. These Actions need to conform to the SMART criteria so that they are Specific, Measurable, Achievable, Realistic and Time bound.
- 7.3 It is considered that for realistic, but challenging, targets to be set they should be based upon existing travel patterns. If the Travel Plan targets are to be maintained at an achievable level, it may be that they need to be reviewed in the light of the travel surveys. The site only provides 15 carparking spaces although there are public car parks nearby and parking availability can influence the level of commuting car use to the site.
- 7.4 For the purposes of this Framework Travel Plan the specific target areas and specific aims can be summarised as follows:
 - Reduce the number of single occupancy journeys to and from the site primarily by staff but also visitors and guests;
 - Increasing pedestrian and cycle trips by staff;
 - Increasing bus, rail, and tram usage of those staff that currently live/work within a short walk of existing and proposed public transport infrastructure;
- 7.5 Final targets will be established based upon the results of the first staff travel surveys conducted for the development and will then be amended if required based upon the results of subsequent surveys. Final targets for the site will be determined in consultation with TfGM/MCC and will be detailed in the individual Travel Plan documents.
- 7.6 The above objectives can be monitored by completing a survey update on an annual basis. This will highlight areas where the targets are being achieved as well as allowing revision to parts of the plan which can be improved further, for example. if a new bus service becomes available.
- 7.7 The Travel Plans should also include targets with regard to visitors/guests, although it is recognised this will be more difficult to monitor and influence positive changes to sustainable transport mode usage. Consequently, these targets will likely be lower than those set for staff.
- 7.8 The final Travel Plan documents will be submitted within 6 months of the occupation of the development. If it is agreed between the occupier and TfGM/MCC that it would not be representative to undertake the first travel survey in line with this timescale, first year travel targets should be established from census data or information from Travel Plans of other organisations in the area that are available

8 Travel Plan Implementation, Administration, and Monitoring

- 8.1 This Travel Plan is a working document and is recognised as being the first stage in the Travel Plan process. This is primarily because the site is yet to be occupied by new occupants.
- 8.2 A programme of monitoring and review has been designed to generate information by which the success of the Travel Plan can be evaluated. Monitoring and review will be the responsibility of the Travel Co-ordinator as set out below.

Plan Administration

Travel Plan Coordinator

- 8.3 The implementation and administration of the Travel Plan will be the responsibility of the building management, BNP Paribas. They will be responsible for the appointment of a Travel Plan Coordinator (TPC) and will support the TPC as necessary in liaising with the occupiers. It will be important to have the building management team involved if the TPC is appointed from a third party organisation.
- 8.4 At the present time, the building management team expect to appoint a third party to perform the role of Travel Plan Coordinator. The role will initially be fulfilled by:
- John Lancaster (Vectos)
- Email: john.lancaster@slrconsulting.com
- 8.5 This post will run for the lifetime of the Travel Plan which is envisaged as five years from occupation.
- 8.6 The Travel Plan Co-ordinator should be the key point of contact for employees and other outside organisations in all matters regarding the Travel Plan. The duties of the Travel Plan Co-ordinator will include:
- The implementation of the Travel Plan;
 - Management of the allocated budget;
 - Maintenance of a database containing existing travel information;
 - Monitoring of the Travel Plan, including co-ordinating annual surveys;
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority;
 - Liaison with the Local Authority Travel Plan Co-ordinator (where appropriate);
 - Liaison with Public Transport providers (where appropriate);
 - Promotion of the Travel Plan; and

- Promotion of travel events.

Occupier Travel Plan Co-ordinator Roles

- 8.7 Whilst occupation arrangements are not yet known, it is expected that the building will be occupied by multiple occupiers. Each individual occupier will be required to nominate a member of staff to act as an Occupier Travel Plan Co-ordinator. These representatives will fulfil any duties of Travel Plan Co-ordinator which are cascaded to individual occupiers. They will also be a point of contact within each occupier organisation for liaison with the Travel Plan Coordinator.
- 8.8 Involvement of individual occupiers will ensure all employers operating in the building have involvement in the Travel Plan.
- 8.9 Support for business owners in travel planning can be found on the following website:

<https://tfgm.com/travel-planning-for-employers>

Travel Plan Budget

- 8.10 The developer commits to providing a budget for the necessary implementation and monitoring of the Travel Plan for the site. The budget will include appropriate time and resources for the activities of the Travel Plan Coordinator.
- 8.11 This will continue for the life of the Travel Plan (expected to be five years).

Implementation of the Travel Plan

- 8.12 The proposed measures that are to be taken to implement the Travel Plan objectives are summarised in **Table 8.1**. The measures to be developed form of an Action Plan which should:
- Include a time frame for each action to provide a clear approach for the implementation of the Travel Plan;
 - Name the person or organisation who is to be responsible for making sure the actions are accomplished; and
 - Include a range of measures of varying degrees of complexity. It is important to ensure that all measures are attempted and that not just the easiest measures are achieved.

Table 8.1 Travel Plan Implementation Timescales

Measure	Ownership	Target Date
Construction Phase		
Appointment of Travel Plan Coordinator	Developer	As per planning approval
Installation of on-site infrastructure for sustainable travel including cycle store.	Developer	As per planning approval
Set up Travel Plan budget	Developer	As per planning approval
Sales Phase		
Sustainable travel information included within initial information pack	Developer	During sales period
Sales and marketing staff to be made aware of sustainable travel options	Developer/Sales Staff	During sales period
Establish contact with local cycle store	Travel Plan Coordinator	During sales period
On Occupation: 0 – 12 Months		
Provision of Welcome Packs for employees	Travel Plan Coordinator	Ongoing
Baseline travel survey	Travel Plan Coordinator	0 – 3 months
Analyse travel survey results & set initial Travel Plan targets	Travel Plan Coordinator	3 – 6 months
Submit Full Travel Plan to MCC / TfGM	Travel Plan Coordinator	Within 6 months
Promote benefits of walking and cycling – make health benefits clear via 3rd party promotional material	Occupier's Travel Plan Coordinator	Ongoing
Advertise car sharing initiatives and active travel information	Occupier's Travel Plan Coordinator	Ongoing

Ongoing Monitoring: 12 – 60 Months		
Conduct further travel surveys/travel questionnaires (if considered appropriate)	Travel Plan Coordinator	Annual
Conduct 'snapshot' surveys of car park and cycle parking.	Travel Plan Coordinator	Annual
Complete annual review for Local Authority for 5 years following first occupation	Travel Plan Coordinator	Annual
Submit annual Travel Plan update report	Travel Plan Coordinator	Annual
Manage Travel Plan budget and make occupiers aware of ongoing initiatives	Travel Plan Coordinator	Ongoing
Ensure travel information is periodically kept up to date and made available for employees	Travel Plan Coordinator	Ongoing
Advertise any relevant travel events such as 'Dr Bike' and national travel days	Occupier's Travel Plan Coordinator	Ongoing
Ensure travel information is made available for employees	Occupier's Travel Plan Coordinator	Ongoing

Monitoring

- 8.13 The Travel Plan is a strategy which can evolve over time. It is important that the Plan is a flexible document that is responsive to change, although the underlying objectives of the Plan, which are to educate and facilitate travel by sustainable modes, will not change.
- 8.14 Within 6 months of first occupation, a travel survey will be undertaken and the survey data will be collected and analysed. This will establish the baseline upon which to set targets and monitor progress. An example of the Travel Survey is provided in **Appendix A**.
- 8.15 The surveys should be repeated on an annual basis for a five-year period. The outputs of an on-going monitoring programme will be used to inform the content of the subsequent updated Travel Plan and will encompass the following elements:
- 8.16 The success of measures outlined in the commercial Travel Plans will be monitored on a regular basis by the Occupier Travel Plan Co-ordinators and overseen by the site wide Travel Plan Co-ordinator.

- 8.17 The monitoring measures outlined below incorporate both the collection of ‘hard’ analytical data and ‘soft’ data in the form of general feedback and correspondence following the opening of the respective developments. Suggested monitoring actions are:
- Monitor the levels of car parking and cycle parking;
 - Monitor demand for additional cycle parking for staff;
 - Monitor take up of public transport incentives e.g. discounted tickets;
 - Monitor the participation in car sharing schemes for staff;
 - Record comments received from staff relating to the operation and implications of the Plans so that improvements/alterations can be made should this be deemed necessary.
- 8.18 Information gathered through the monitoring process will be recorded and included in the Travel Plan Progress Report. The information will also be sent to the planning authority on an annual basis.
- 8.19 Other less direct objectives of the Plans will be to increase the awareness of staff about the environmental implications of travel mode choice. Awareness is less easy to monitor, although one indicator will be the general response to the introduction of the Plans, measured by the volume and type of feedback, both at the outset and as the strategy evolves.

Travel Plan Progress Report

- 8.20 Each year, on the anniversary of the adoption of the Travel Plan, the Travel Co-ordinator for the development will undertake a comprehensive review of the Plan. The objective of the review will be to assess the success of the Plan and to identify the potential for future refinement.
- 8.21 The major element of the review will involve the re-issue of the Travel Survey. The re-issue of this offers the opportunity to gather new information about wider attitudes to travel. Analysis of the travel data will also yield up-dated mode-split information for comparison with previously collected data, free of seasonal bias.
- 8.22 The Travel Co-ordinator will compile a Travel Plan Progress Report outlining the results of the annual review. The report will also incorporate the results of on-going monitoring throughout the preceding period. Copies of the report will be sent to MCC.

Plans



CLIENT:
**Bridgewater Manchester (Luxembourg)
 Holding SARL**

PROJECT TITLE
70 Great Bridgewater Street

DRAWING TITLE:
Site Location - Wider Context

vectos.

Oxford Place, 61 Oxford Street, Manchester M1 6EQ
 t:0161 228 1008 e:manchester@vectos.co.uk

DRAWN:
 TA

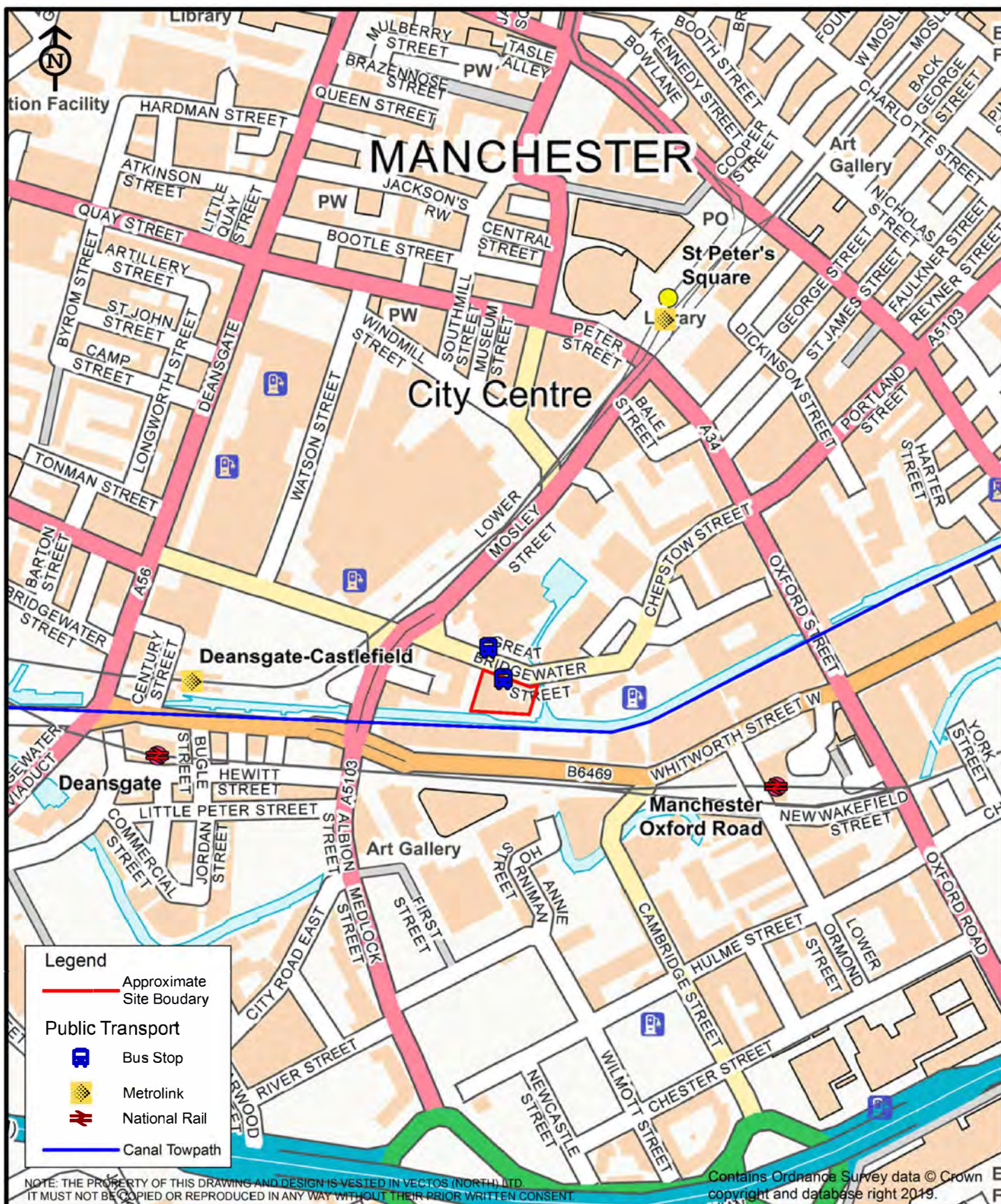
CHECKED:
 JL

DATE
 Nov 2020

SCALE:
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DRAWING NO:
 VN201793-G100

REVISION:



CLIENT:
**Bridgewater Manchester (Luxembourg)
 Holding SARL**

PROJECT TITLE:
70 Great Bridgewater Street

DRAWING TITLE:
Site Location - Local Context

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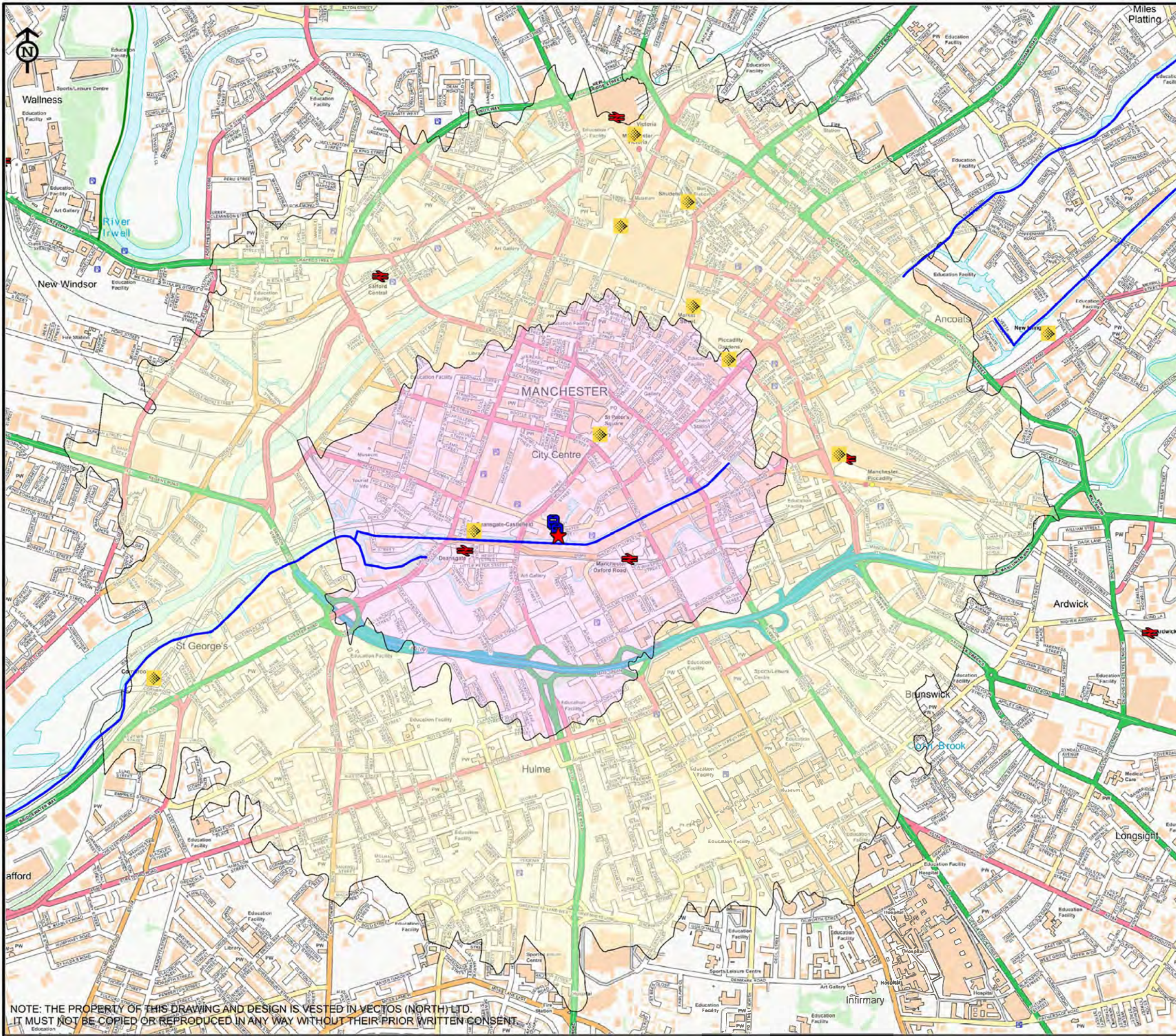
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Legend

- ★ Site Location
- Public Transport
 - Bus Stop
 - Metrolink
 - National Rail

- Public Rights of Way
 - Canal Towpath
 - Footpath

- Walking Catchment
 - 0 - 1km
 - 1km - 2km

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PROJECT TITLE:
70 Great Bridgewater Street

DRAWING TITLE:
Walking Catchment

SCALE:
N.T.S

DRAWN: TA CHECKED: JL DATE: Nov 2020

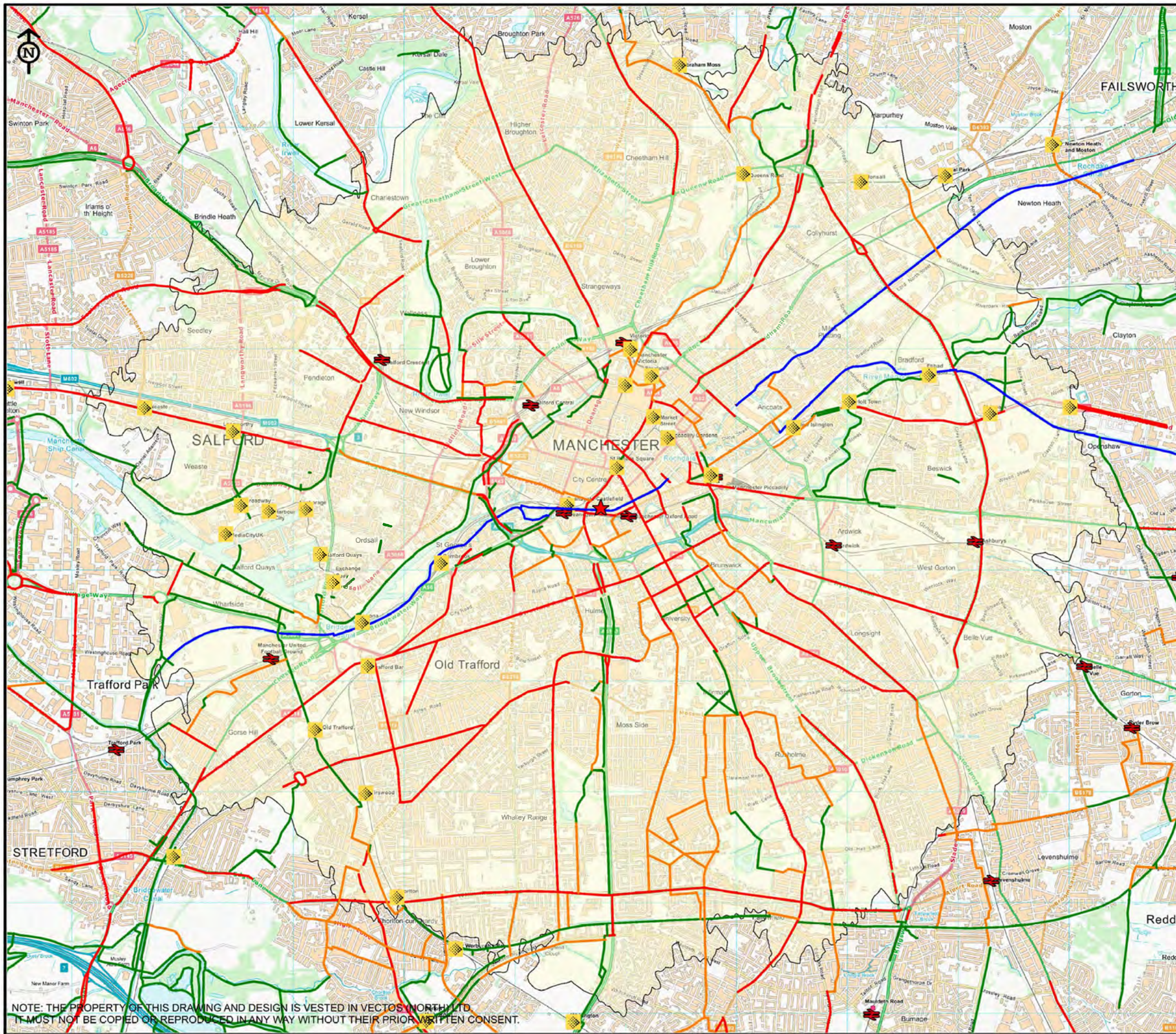
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Legend

★ Site Location

Public Transport

Metrolink

National Rail

Cycle Routes

Signed Routes

On Road with Cycle Lanes

Off Road

Canal Tow Path

Cycling Catchment

0 - 5km

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PROJECT TITLE:

70 Great Bridgewater Street

DRAWING TITLE:

Cycling Catchment

SCALE:

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Appendix A

Example Travel Plan Questionnaire

Example Staff Travel Survey

A Staff Travel Plan has been prepared for the office and agreed with Manchester City Council. To help evaluate this, please can you take a few minutes to complete this questionnaire to help establish existing travel patterns of students and staff at the college.

1 Name _____
Providing your name is not essential but it does help us target measures in the right areas.

2 Home Postcode/Street name

3 Gender
1 ☐ Male 2 ☐ Female

4 Age
1 ☐ Under 25 4 ☐ 45-54
2 ☐ 25-34 5 ☐ 55 or Over
3 ☐ 35-44

5 Are you full time or part time staff?
1 ☐ Full time 2 ☐ Part time

6 What are your normal start/finish times?
Days _____ Start Time _____
Finish Time _____

If you don't routinely travel to the site, how many days per week do you typically visit?

If you have other variable working hours please specify

7 On your normal trip to the office, which form of transport do you usually use?

- 1 ☐ Car (as a driver)
2 ☐ Car (as a passenger)
3 ☐ Bus
4 ☐ Train
5 ☐ Metro/Tram
6 ☐ Motorbike
7 ☐ Bicycle
8 ☐ Walk
9 ☐ Other (specify)

10 ☐ If you travel by different modes on different days please specify

8 How long does it normally take you to travel to the office?

- 1 ☐ 0 to 15 minutes
2 ☐ 16 to 30 minutes
3 ☐ 31 to 60 minutes
4 ☐ More than 60 minutes

9 Do you have a Disability that may affect your travel arrangements?
1 ☐ Yes 2 ☐ No

10 Do you require a Disabled Parking Space
1 ☐ Yes 2 ☐ No

11 If you have indicated 'Car driver' in Q7, what are the main reasons for doing so? (tick 3 most applicable)
1 ☐ Need for business travel during day (eg site visits)
2 ☐ Giving a lift to others
3 ☐ Health reasons
4 ☐ Faster than other modes of transport
5 ☐ More convenient than alternatives
6 ☐ Need to travel off site at lunchtime
7 ☐ No alternative available
8 ☐ Other (specify)

12 If you indicated 'Car driver' in Q7, would you consider car sharing?

- 1 ☐ Yes regularly
2 ☐ Yes occasionally
3 ☐ No

13 Which of the following changes would encourage you to use green transport. Please tick the 3 most applicable.
1 ☐ Financial help on the cost of tickets
2 ☐ Flexible working patterns
3 ☐ Personalised journey plan
4 ☐ Better Travel Information
5 ☐ More convenient bus service
6 ☐ Cycle to Work Scheme (tax breaks on cycle purchases)
7 ☐ Other (specify)

14 If you indicated 'Car Driver' in Q7, what other mode of transport would you consider if you could not bring your car to the college? (tick all that apply)

- 1 ☐ Bus
2 ☐ Train
3 ☐ Metro/Tram
4 ☐ Bicycle
5 ☐ Car passenger
6 ☐ Walk
7 ☐ Motorbike
8 ☐ None
9 ☐ Other (specify)

15 Your views and ideas are important, so please add any other comments about your journey to work

Contact

London

Network Building,
97 Tottenham Court Road,
London W1T 4TP.
Tel: 020 7580 7373

Bristol

5th Floor, 4 Colston Avenue,
Bristol BS1 4ST
Tel: 0117 203 5240

Cardiff

Helmont House, Churchill Way,
Cardiff CF10 2HE
Tel: 029 2072 0860

Exeter

6 Victory House,
Dean Clarke Gardens,
Exeter EX2 4AA
Tel: 01392 422 315

Birmingham

Great Charles Street,
Birmingham B3 3JY
Tel: 0121 2895 624

Manchester

Oxford Place, 61 Oxford Street,
Manchester M1 6EQ.
Tel: 0161 228 1008

Leeds

7 Park Row, Leeds LS1 5HD
Tel: 0113 512 0293

Bonn

Stockenstrasse 5, 53113,
Bonn, Germany
Tel: +49 176 8609 1360
www.vectos.eu

Registered Office

Vectos (North) Limited
Oxford Place
61 Oxford Street
Manchester M1 6EQ.
Company no. 07794057