



Transportation Planning : Infrastructure Design

Travel Plan

**Proposed Wholesale Retail Warehouse
7 Bradstone Road, Cheetham Hill**

Me At My Property Ltd

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A PROPOSED SITE LAYOUT

1.0 INTRODUCTION

1.1 This final Travel Plan has been prepared by SCP on behalf of Me At My Property Ltd in support of a planning application for the redevelopment of a site at the end of Bradstone Road, Cheetham Hill, to provide 3 new wholesale retail warehouses.

1.2 This report sets out the continued commitment to reducing the number of vehicular trips generated by the development and identifies the key principles for implementing the Travel Plan.

Travel Plan Approach

1.3 A travel plan is an important tool for delivering sustainable access to a development. Travel plans focus on a single destination and aim to provide a long-term strategy to positively influence travel patterns to that location in favour of sustainable modes.

1.4 Implementing a travel plan can bring a number of benefits to a site, including helping to minimise the potential increase in traffic resulting from a development, helping to manage and reduce carbon emissions, and assisting with the promotion of healthy lifestyles. As a result, a travel plan forms a key stage in the forward planning process. A travel plan is a 'living document' that should be regularly reviewed to ensure its effectiveness.

1.5 This travel plan focuses on influencing greater use of sustainable transport by staff when travelling to and from the site and will establish and promote the available sustainable transport links.

2.0 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. The plan should continue to be implemented for the life of the development.
- 2.2 Travel plans are designed to be flexible to suit individual sites and their individual local characteristics. As such, 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 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 protecting vulnerable road users; and
 - Improve local air quality, while reducing noise pollution.
- 2.4 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.

Policy Context

- 2.5 Travel plans are currently secured within the planning system within the context of the government's **National Planning Policy Framework (NPPF)**, which was produced in 2018 and most recently revised in July 2021.
- 2.1 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”.*

- 2.2 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.”
- 2.3 With regard to promoting sustainable transport the NPPF states at para 113 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.”
- 2.4 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.
- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 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.

[Good Practice Guidelines: Delivering Travel Plans through the Planning Process](#)

- 2.9 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.

- 2.10 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.

Regional Transport Policy

- 2.11 Greater Manchester Transport Strategy 2040 2.14 In February 2017, Transport for Greater Manchester (TfGM) published the Greater Manchester Transport Strategy 2040 which sets out the vision for Greater Manchester and provides a plan to “establish a fully integrated, high capacity transport system across Greater Manchester”.
- 2.12 The Transport Strategy has identified key challenges to help protect the environment such as increasing the use of sustainable transport, reduce transport emissions and make the best use of existing infrastructure.
- 2.13 As such, “TfGM will continue to work with planning authorities and developers to better integrate transport and new development in accordance with the principles of:
- Reducing the need to travel by car, and the distance travelled;
 - Maximising accessibility by sustainable modes;
 - Making the best use of existing infrastructure, particularly through increasing the density of development close to public transport nodes;
 - Maximising opportunities to provide additional public transport; and
 - Designing to encourage active travel.”

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

Conclusion

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

3.0 SITE AUDIT

- 3.1 The application site currently comprises a wholesale retail warehouse, previously occupied by 'Fantastic Fabrics' before the building was damaged by fire. The gross floor area of the building was approximately 1,324sqm.
- 3.2 **Figure 2.1** below shows the site location in relation to the wider highway network. The site is located approximately 2km to the north of Manchester City Centre.

Figure 3.1 – Site Location - Wider Highway Network



- 3.3 The location of the site in relation to the local highway network is shown on **Figure 3.2** below:-

Figure 3.2 – Site Location - Local Highway Network



- 3.4 Access to the site is currently provided from Bradstone Road at the south-west corner leading to Broughton Street. See **Figure 3.3** below showing the photos of the existing access.

Figure 3.3 – Existing Access off Bradstone Road



Local Highway Network

Bradstone Road

- 3.5 Bradstone Road is located to the south-eastern of the site and provides a connection to Broughton Street in the south. Bradstone Road is a cul-de-sac road and has an approximate 10m wide carriageway which benefits from street lighting columns as well as footways on both sides of the road. Bradstone Road is subject to a 20mph speed limit. There are no parking restrictions along either side of Bradstone Road.
- 3.6 To the south of the site, Bradstone Road forms a priority-controlled junction with Broughton Street. Broughton Street has a speed limit of 20mph and benefits from street lighting and footways along both sides of the carriageway. Broughton Street provides a connection between the A665 Cheetham Hill Road and Sherbourne street.

Development Description

- 3.7 The development proposals involve the demolition of the existing building and the construction of 3 wholesale retail warehouse units. These units would be connected at first and second floor levels, with a gross internal floor area of 8,293m².
- 3.8 The proposed site layout plan is contained in **Appendix A**.

Proposed Access Arrangements

- 3.9 Vehicle access to the site would be retained at the south-west corner on Bradstone Road.
- 3.10 Pedestrian and cycle access will be provided from the same locations as vehicular accesses as per the existing arrangement.

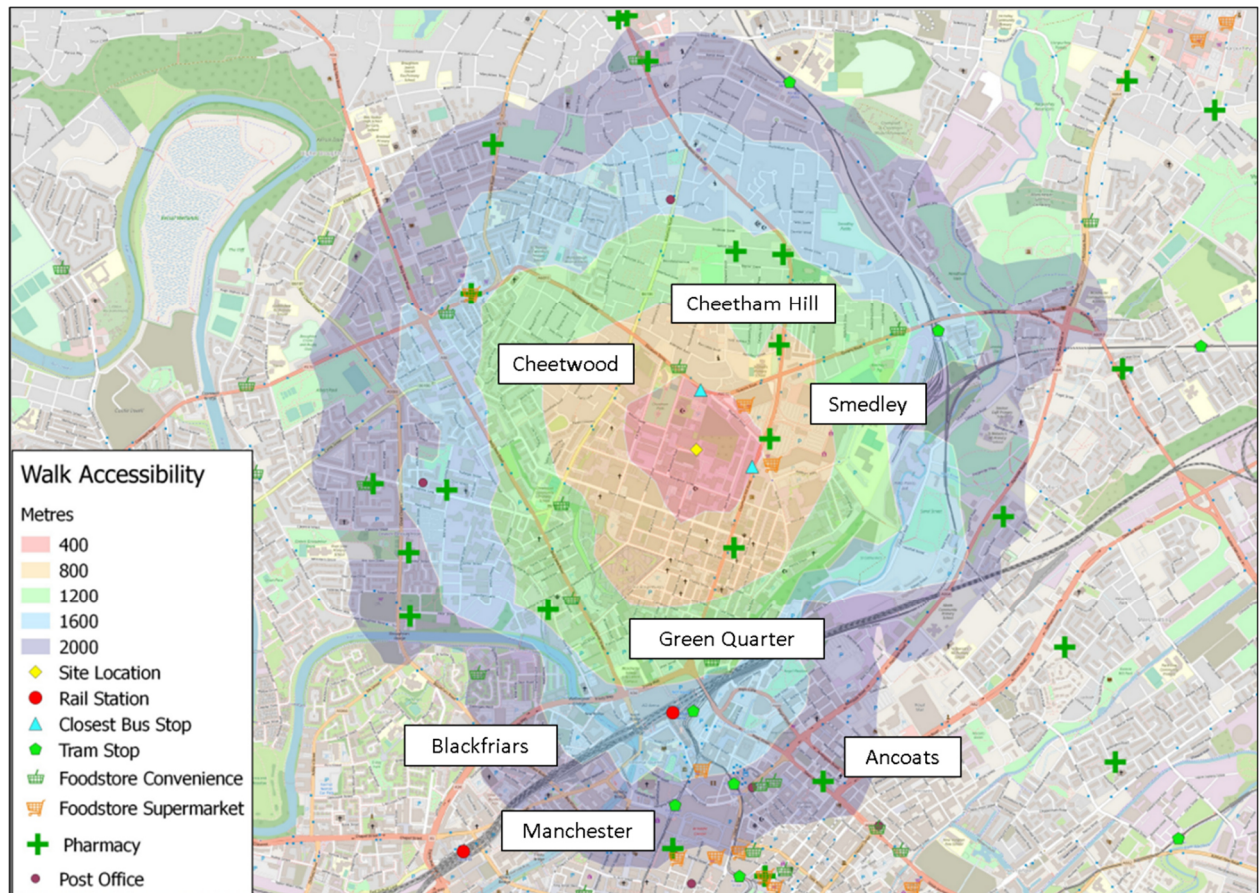
Proposed Parking

- 3.11 There are currently proposals for 38 car parking spaces around the building perimeters and cycle storage to be located to the side of Unit A.

Access by Non-Car Modes: Walking

- 3.12 Walking is recognised as the most important mode of travel at a local level and offers the greatest potential to replace short car trips, particularly those under two kilometres. An ideal maximum 2km walk distance is considered appropriate to replace short car journeys. Based on this, **Figure 3.4** indicates the area surrounding the site which is accessible on foot.

Figure 3.4: Walk Accessibility from the Development Site

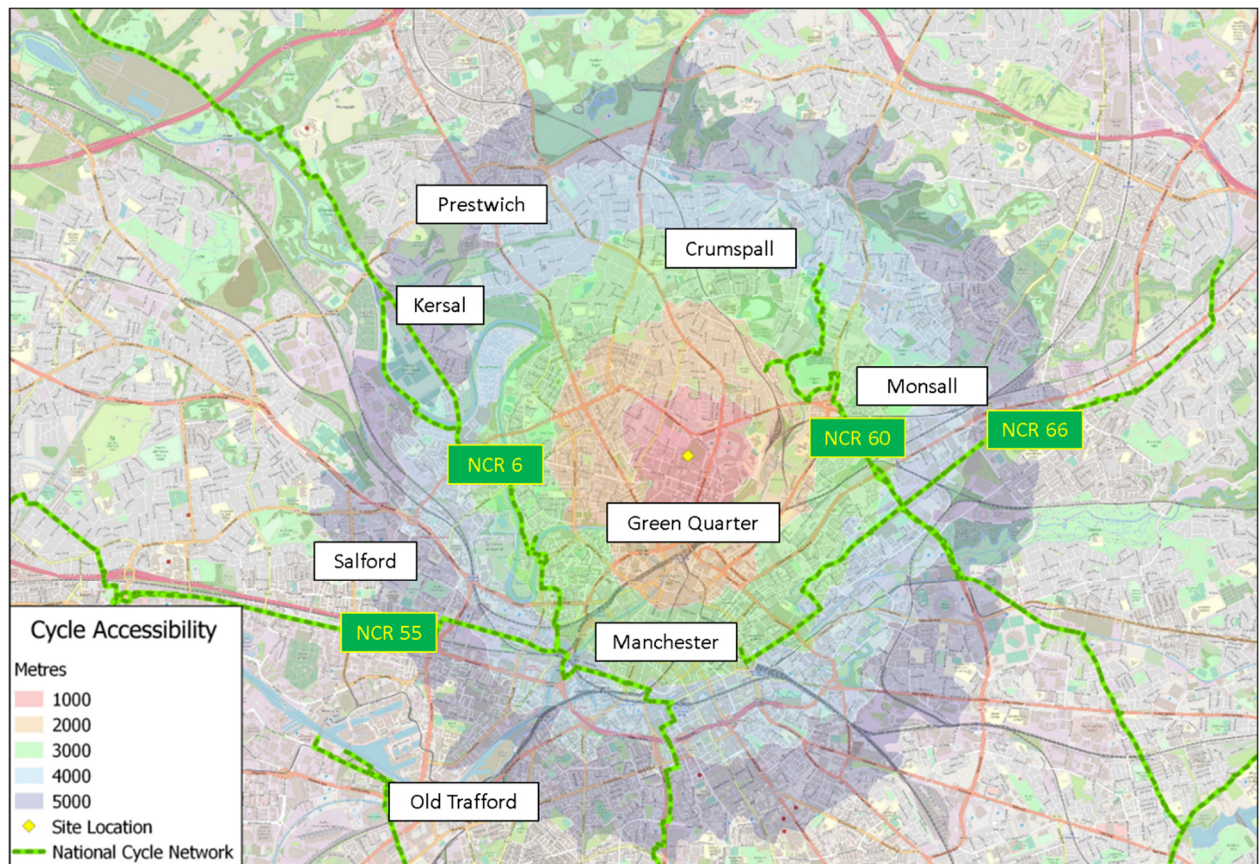


- 3.13 The site is within an acceptable walk distance of the nearby residential areas of Smedley, , Blackfriars and Cheetwood which provides a catchment for prospective staff members. Furthermore, there are numerous facilities within an acceptable walk distance which staff can access on foot during their lunchbreaks, including a supermarket and various convenience stores, takeaways, and cafes etc.
- 3.14 The site is also within a reasonable walk distance of numerous transport links including several bus services and Manchester Victoria Railway Station, as detailed later, to encourage prospective staff to travel via sustainable modes. Queens Road tram stop is also within walking distance.
- 3.15 Overall, the site benefits from good levels of accessibility by foot with several residential areas nearby, which provide a catchment for prospective staff members, as well as public transport options and local facilities which staff can access on foot during their lunchbreaks, including a supermarket and various convenience stores, takeaways and cafes etc., reducing the need for staff to travel by car.

Access by Non-Car Modes: Cycling

- 3.16 Transport policy identifies that cycling represents a realistic and healthy option to use instead 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 been used to assess the accessibility of the site by bicycle, for a 5km cycle distance and is shown on **Figure 3.5**.

Figure 3.5: Cycle Accessibility from the Development Site



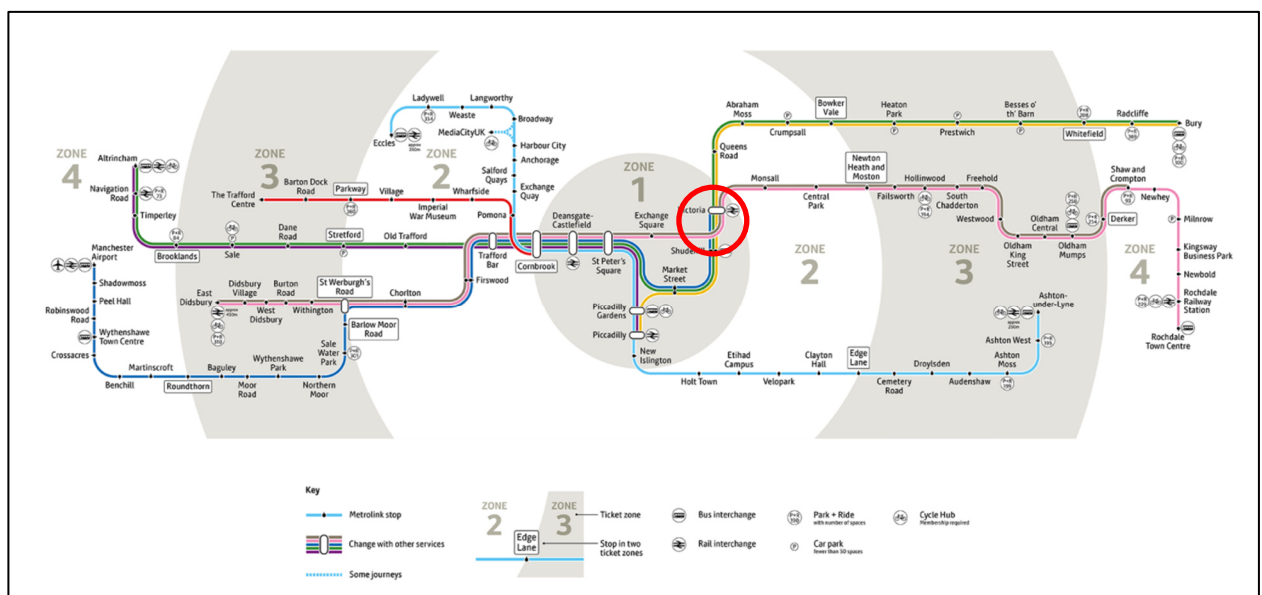
- 3.18 The plan demonstrates that the nearby areas of Manchester City Centre, Old Trafford, Salford, Prestwich, and Monsall, amongst others, are all located within the 5km catchment area from the development site. The topography of the area is generally conducive to cycling, so the site is therefore well located to encourage prospective staff to travel to/from work via bicycle.
- 3.19 As shown in **Figure 3.5**, there is a large network of National Cycle Routes (NCR) surrounding the site. NCR 6 is located to the west of the site and provides a route from Bury in the north to Manchester City centre south of the site. NCR 55 locally provides a connection from Eccles in Salford to the west with NCR 6 to the east. NCR 60 connects NCR 66 with NCR 6 to the south. Locally, NCR 66 provides a route from Manchester City Centre to Failsworth in the east.

- 3.20 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 staff.

Access by Non-Car Modes: Public Transport

- 3.21 The closest bus stops are located on both sides of the A665 Cheetham Hill Road, approximately 600m from the site and therefore well within a reasonable walk distance of the site. These bus stops are served by the number 41 and 135 bus which provides regular services, seven days a week, to numerous locations including Bury and Middleton, amongst others. Therefore, prospective staff of the site will have access to bus services stopping reasonably close to the site which provide access to key destinations at a high frequency. Approximately 650m south of the site, bus stops are located on Waterloo Road and provide additional bus services to destination such as, Piccadilly Gardens amongst others. There additional bus services also provide regular services, seven days a week.
- 3.22 Victoria tram stop is located approximately 1.6km south of the site and therefore within an acceptable walking and cycle distance. Victoria Road tram stop is part of the Greater Manchester Tram Network, located on the blue, pink, green, purple and yellow line within zone 1, as shown in **Figure 3.6** below. This tram stop provides services every 12 minutes, Monday-Saturday 06:00-00:00 and on Sundays 07:00-00:00, to destinations including Altrincham, Rochdale, Manchester Airport, Bury, and Piccadilly.

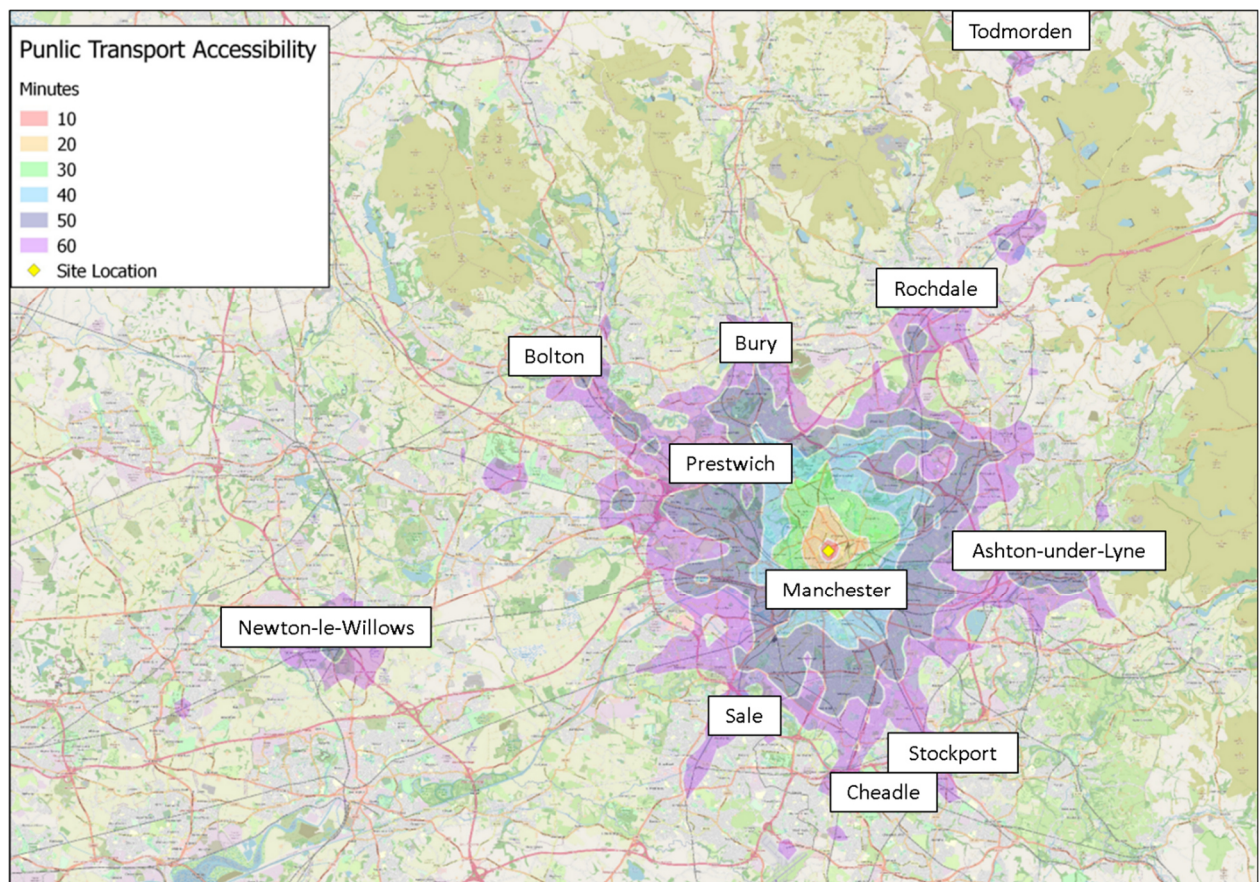
Figure 3.6: Greater Manchester Tram Network Map



Source: Transport for Greater Manchester

- 3.23 In terms of railway services, Manchester Victoria Train Station is located circa 1.5km south of the site. This station provides services to destinations across the north including Stalybridge, Huddersfield, Leeds, Wigan, Blackburn, Chester, Liverpool Lime Street, Manchester Airport, York, Newcastle, and Redcar Central, amongst others.
- 3.24 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 3.7** 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 stops.

Figure 3.7 – 60 Minute Public Transport Catchment Isochrone



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

Conclusion

- 3.26 Having regard to the above, it is considered that the site benefits from high 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 and there are multiple bus services within close proximity providing access to a range of local destinations. These findings demonstrate that prospective employees will not be wholly reliant on the private car.

4.0 TRAVEL PLAN ADMINISTRATION

- 4.1 This travel plan forms a framework for future development once the units are occupied and in use.

Travel Plan Coordinator

- 4.2 Management of the travel plan will be achieved through identification of a suitable person to act as Travel Plan Coordinator (TPC). A TPC provides a key role in delivering a successful travel plan, by helping to ensure ownership of the process is in place. 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.
- 4.3 The TPC will inform the Local Planning Authority and the appropriate local public transport operators of their contact details.
- 4.4 The TPC will act as the main contact for the TP and will be responsible for setting up and managing the action plan, implementing measures, involving new staff members, maintaining a database and monitoring the effects of implementation. After the final travel plan has been approved, the site TPC will provide a strategic overview role in the management of the Travel Plan and influencing travel patterns.
- 4.5 A final Travel Plan will be submitted within 6 months of the occupation of the unit and will be implemented within 3 months of the date of written approval from the LPA. The final TP will include all survey data and final measures and targets as agreed with the LPA.

Funding

- 4.6 Appropriate funding has been allocated by at the start of the travel plan process to cover the costs involved in assisting each unit in the preparation of a TP, over the five-year period it covers.
- 4.7 The funding will cover all costs related to the TPC, implementation of measures and initiatives, marketing of the travel Plan, annual monitoring and submission of review reports. The funding stream will allow the travel plan to operate for a minimum of five years, subject to the requirements of the Manchester City Council.

5.0 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.
- 5.2 The TPC will undertake an initial travel survey within 3 months of occupation of the site, to enable a staff travel database to be set up. The TPC will prepare and distribute a questionnaire to each member of staff, to collect the following details:
- Staff profile, including age, gender etc;
 - Normal working hours;
 - Mode of travel to work;
 - Car ownership / usage;
 - Reasons for not using public transport and other modes;
 - The anticipated take-up of a car sharing scheme for work journeys as well as use of public transport or other non-car modes of travel to work; and
 - Information relating to potential areas for sustainable travel improvement, upon which the TPC could act and draw up measures to improve the TP.
- 5.3 On receipt of the completed questionnaires the TPC will set up the travel database within 1 month. The individual unit TPCs will ensure that all new staff members are entered into the database within one month of commencing employment with all staff members who leave their employment having their details removed from the database.
- 5.4 The TPC will submit the results of the survey data to the Local Planning Authority for their information within 3 months of occupancy. Information contained within the database and the travel patterns derived from the data will inform the annual review process which will be carried out in conjunction with the Local Planning Authority.
- 5.5 All data collected from the travel survey in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC for each unit will hold the database and be responsible for the release of information, with all data held being used solely for the purposes of the TP.

6.0 TRAVEL PLAN OBJECTIVES AND TARGETS

- 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). Indicators determine whether the targets have been met and thus if objectives have been achieved, and as such will also be used to highlight the progress of the travel plan.
- 6.2 The travel plan recognises that there is not one specific mode of transport suitable for all staff at the site and that there needs to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.

Travel Plan Objectives

- 6.1 This travel plan has been prepared to achieve the following objectives:
- Achieving the minimum number of single occupancy car traffic movements to and from the development;
 - Reducing reliance upon the car and improving awareness and usage of alternative modes;
 - Promoting walking, cycling, public transport and car sharing;
 - Minimising the total travel distance of staff and customers; and
 - Promoting healthy lifestyles and sustainable, vibrant communities, accessible by all.

Modal Share Targets

- 6.2 The TPC will analyse the initial travel survey questionnaires within 1 month of setting up the travel database to determine the existing travel patterns to the site.
- 6.3 In order to achieve the long-term objective of the TPs of reducing single occupancy vehicle travel over the first 5 years of the TP, the TPC will set realistic short-term annual targets for mode share based on the initial surveyed travel patterns.
- 6.4 Following the results of the travel surveys, the TPC will set realistic short-term annual targets in agreement with the local highway authority to increase the percentage of walk/cycle travel associated with the site. These targets will be based on the surveyed travel patterns and will be examined in light of the existing mode share usage for these types of travel.

- 6.5 The TPC will agree the annual targets with the LPA within 1 month of completion of the survey review reports. The initial travel survey results for the proportion of staff travelling by single occupancy vehicles should be recorded along with the agreed short-term annual targets.
- 6.6 The agreed short-term annual targets will form the basis of the annual review and monitoring process, which alongside the assessment of the implementation of measures will gauge the effectiveness of the TP.
- 6.7 **Table 6.1** shows the initial modal share targets which have been drafted based on the existing modal split for staff travelling to the Manchester 058 Super Output Area (SOA) for work, in which the site is located, as noted in the 2011 census (Source: Office of National Statistics).

Table 6.1 – Initial Modal Share Targets

Mode	Manchester 058	Targets
Single Occupancy Car	63%	58%
Walk / Cycle	12%	15%
Public Transport	16%	18%
Car Share	6%	7%
Motorcycle	0%	0%
Taxi	1%	1%
Other	1%	1%

- 6.8 The modal split for Manchester 058 shows that the majority of people travelling to the area in which the site is located do so by private car, and currently only a small percentage travel by sustainable modes such as public transport, walking and cycling.

8.0 MEASURES AND MARKETING

8.1 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. The below measures have been agreed to be useful at this time; changes may be made over the course of the travel plan in conjunction with the local authority, to ensure that appropriate measures are in place.

Travel Information and Marketing

8.2 Good accurate information on the variety of travel options which can be used, and the initiatives being promoted is a critical element of a successful travel plan.

8.3 The TPC will make new employees aware of the existence of the TP by providing them with an information leaflet summarising the TP as part of a welcome pack, included with the staff induction, and providing information on a staff noticeboard. Any parking management policies will be explained to members of staff during the recruitment process.

8.4 The welcome pack will include, though not exclusively, the following:

- An introduction to the travel plan, listing any key measures along with the contact details of the TPC;
- A map showing the location of the development in relation to the local area, highlighting the nearby bus stops and key local facilities within easy walking distance of the site;
- Public transport information, including:
 - A map showing the location of the store in relation to the local area, highlighting nearby bus stops;
 - Bus timetables of existing local services from nearby bus stops;
 - A map showing the location of the store in relation to the local area, highlighting nearby Train Stations;
 - Rail timetables of existing local services from nearby bus stops;
- Active travel information, including:
 - A map showing local cycle and walking routes, which would also indicate the locations of cycle parking and cycle shops in the area;
 - Details of local bike repair shops/retailers and available discounts/promotions, along with available training and maintenance sessions;

- Health information;
- Information about car sharing;
- Details of local taxi firms.

8.5 The TPC will ensure that any changes to the TP or any relevant information are passed on to members of staff on a biannual / annual basis in the form of leaflets and on the staff noticeboard.

8.6 The TPC will promote and encourage staff to participate in National and Local events, organised by others, aimed at promoting awareness of sustainable transport. The range of events that will be promoted will be agreed and co-ordinated with the Local Planning Authority and the working group.

Walking

8.7 Walking is suitable for journeys under two kilometres and can be combined with other methods such as public transport to cover longer distances.

8.8 The end-users are currently unknown, however the TPC will investigate future incentives and promotion idea for shifting towards active modes during the life of the TP through possible means such as discounted cycle purchases or free cycle repair etc.

8.9 The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material in the welcome pack;
- Promote Google Maps for journey planning on foot;
- Promote the availability of walking information, including route maps and useful tips and guidance on the MCC Walking website https://www.manchester.gov.uk/info/500356/cycling_and_walking/2844/walking
- Promote walking through the following links: <https://gmwalking.co.uk/>, <https://activetravel.tfgm.com/>
- Provide a map showing walking routes as part of the welcome pack, indicating distances and times to key local facilities near to the site; and
- Walk to work week – Is an annual event run by living streets an aim is to encourage workers to walk to work and experience the benefits it brings. More information on this can be found at: <https://www.livingstreets.org.uk>

Cycling

8.10 The TPC will encourage cycling by implementing the following initiatives, which will be promoted through the welcome information as well as via noticeboards:

- Raise awareness of the health benefits of cycling through promotional material in the welcome pack;
- Promote the availability of cycling information, including route maps and provide information on cycle proficiency courses and adult cycle training from the MCC website (https://www.manchester.gov.uk/info/500356/cycling_and_walking/6850/cycling/2) and on the Transport for Greater Manchester websites (<https://tfgm.com/cycling>) & (<https://activetravel.tfgm.com/>)
- Promote the availability of cycling information from the below cycle related websites: <https://www.sustrans.org.uk/> and <https://www.lovetoride.net/uk?locale=en-GB> and
- Liaise regularly with the cycling officer at MCC to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site.

Public Transport Information

8.11 The TPC will actively promote public transport with the following specific measures to be implemented, which will be promoted through the welcome information as well as via noticeboards and newsletters:

- Staff will be provided with public transport route and timetable information in the travel information packs, which will be updated by leaflet drop as necessary;
- Staff will be offered personalised journey planning to help promote benefits of active travel to the site.
- Provide details of journey planning websites and telephone advice services to enable staff to obtain details on their individual requirements, including Traveline (Telephone: 0871 200 2233 and Website: <http://www.traveline.info/>);

- Provide details of the Ring and Ride Accessible Minibuses which provide transport for people having difficulty using public transport. Registration is mandatory before using the service and booking can be made between seven days to an hour before travelling. More information is provided here: <https://tfgm.com/public-transport/ring-and-ride-minibuses>; and
- Details of local taxi firms will be provided within the travel information pack

Car Parking Management

8.12 The TPC will promote the use of a car sharing scheme which will be highlighted in the Travel Pack given to all staff when moving on to site. The promotion of this type of scheme is fundamental to the site because it allows two or more individuals to mutually share journeys to places of work or leisure in one car as a complete journey or as part of a journey involving sustainable modes of transport. The benefits of car sharing include:

- Cost savings on fuel and car parking charges;
- Reducing the number of cars on the highway network
- Reducing congestion and lowering journey times;
- Reduced stress;
- A reduction greenhouse emissions; and
- Increased travel choices which could include walking, cycling and public transport.

8.13 Car Sharing

8.14 Car sharing can provide monetary benefits for individuals, as well as reducing demand for on-site car parking.

8.15 All TPCs will set up a car sharing scheme / register within 3 months of receiving the initial staff travel surveys. Staff will be consulted by their TPC to allow potential car sharers to register an interest and provide details of their journey to and from work. The TPCs will then identify suitable matches for staff that may be able to share their journeys to and from work.

Journey Planning

8.16 A particularly useful journey planning website is:

- National Traveline: www.traveline.info / 0871 200 22 33
- TfGM Journey Planner: <https://tfgm.com/plan-a-journey>

8.17 Traveline contains region-specific journey planning support, and can help you plan your bus, tram or rail journey. The website provides access to public transport information, as well as allowing you to develop journey plans, view timetables and find out about any public transport disruptions.

Marketing Summary

8.18 The TPC will be responsible for providing staff and users, with an overview of the travel plan in order to promote the use of a range of modes of transport.

8.19 As noted above, the following marketing tasks will be undertaken as part of the travel plan implementation and will be reviewed on a regular basis:

- Development of introductory information for the travel plan, to be disseminated to staff upon the opening of the site (prior if possible), as well as to new staff as appropriate;
- Regular updates will be provided to staff via printed and noticeboard information, to promote new and ongoing measures; and,
- Any local authority leaflets, posters, timetables will be obtained, for display on noticeboards within the units.

8.0 MONITORING AND REVIEW

- 8.1 To monitor the ongoing success of the travel plan, an effective monitoring and review process must be 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 The TPC will monitor travel patterns on an annual basis for the first five years of the occupation of the site and then at suitable intervals as agreed by the Local Planning Authority. 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; and,
 - It helps to identify any deficiencies within the travel plan, including any measures that are not effective.
- 8.3 The TPC will monitor travel patterns associated with the site on a regular annual basis, commencing within six months of site occupation.
- 8.4 As part of the annual monitoring, surveys will be distributed to all staff at each unit to monitor travel to and from the site and gain an understanding of the change to travel habits.

Reviewing

- 8.5 The TPC will undertake an annual review of the travel plan following monitoring. This review will be important in assessing the effectiveness of measures implemented, to identify areas where modification may be necessary. In particular, the following will be assessed:
- The level of car / non-car usage at the site; and
 - Comments received from staff; and
 - Measures implemented at each stage.
- 8.6 The TPC will use data collected during the survey to compare the modal split to the ongoing targets set for the development. The TPC may choose to revise the targets, in agreement with MCC, in order to maintain a realistic travel plan goal.

- 8.7 The TPC will also use spot check data regarding usage of facilities such as cycle and car parking, to investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards travel plan objectives. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with MCC.
- 8.8 The TPC will prepare annual progress reports to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review, within three months of the monitoring period.

9.0 ACTION PLAN

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

Action	Target Date	Responsibility	Budget Indication
Appointment of TPC	At least 1 month prior to occupation	Site Manager	Staff time
Exchange contact details with relevant officers at MCC	At least 1 month prior to occupation	TPC	Staff time
Procure and produce travel information packs	1 month prior to occupation	TPC	Staff time + materials
Issue travel information to staff	Upon occupation (prior if possible)	TPC	Staff time + printing
Include transport / travel plan discussion as part of staff induction	Upon occupation (prior if possible)	TPC	Staff time
Compile contact details of TPC	Within 3 Months of occupation	TPC	Staff time
Collect travel plan surveys and analyse responses	Within 3 weeks of issue	TPC	Staff time
Review travel plan objectives and confirm mode share targets on the basis of survey data	Within 3 months of survey completion	TPC	Staff time
Set up car sharing register	Within 3 months of survey completion	TPC	Staff time
Set up travel database	Within 3 months of survey completion	TPC	Staff time
Submit survey report to LHA	Within 3 months of survey completion	TPC	Staff time
Review promotional travel and health information and issue where necessary	As required	TPC	Staff time
Promote and support national campaigns e.g. Bike to Work Week, Walk to Work etc.	Annual promotion of various events	TPC	Staff time

Review adequacy of cycle provision and encourage staff to walk or cycle	Ongoing	TPC	Staff time
Review maintenance of walk and cycle routes	Ongoing	TPC	Staff time
Promote any local area cycle training and maintenance courses to staff	At quarterly intervals	TPC	Staff time
Promote the use of cycle and motorcycle parking	Ongoing	TPC	Staff time
Pass on public transport promotions to staff	As required	TPC	Staff time
Annual Monitoring / Review			
Conduct repeat travel survey one year after the baseline survey	For five years after baseline surveys	TPC	Staff time + printing
Analyse responses, produce progress report and submit to MCC	Within 3 months of receipt of responses	TPC	Staff time
Undertake TP audit and modify where appropriate		TPC	Staff time
Update TP targets and issue progress updates to all staff	Within 1 month of analysis taking place	TPC	Staff time + printing

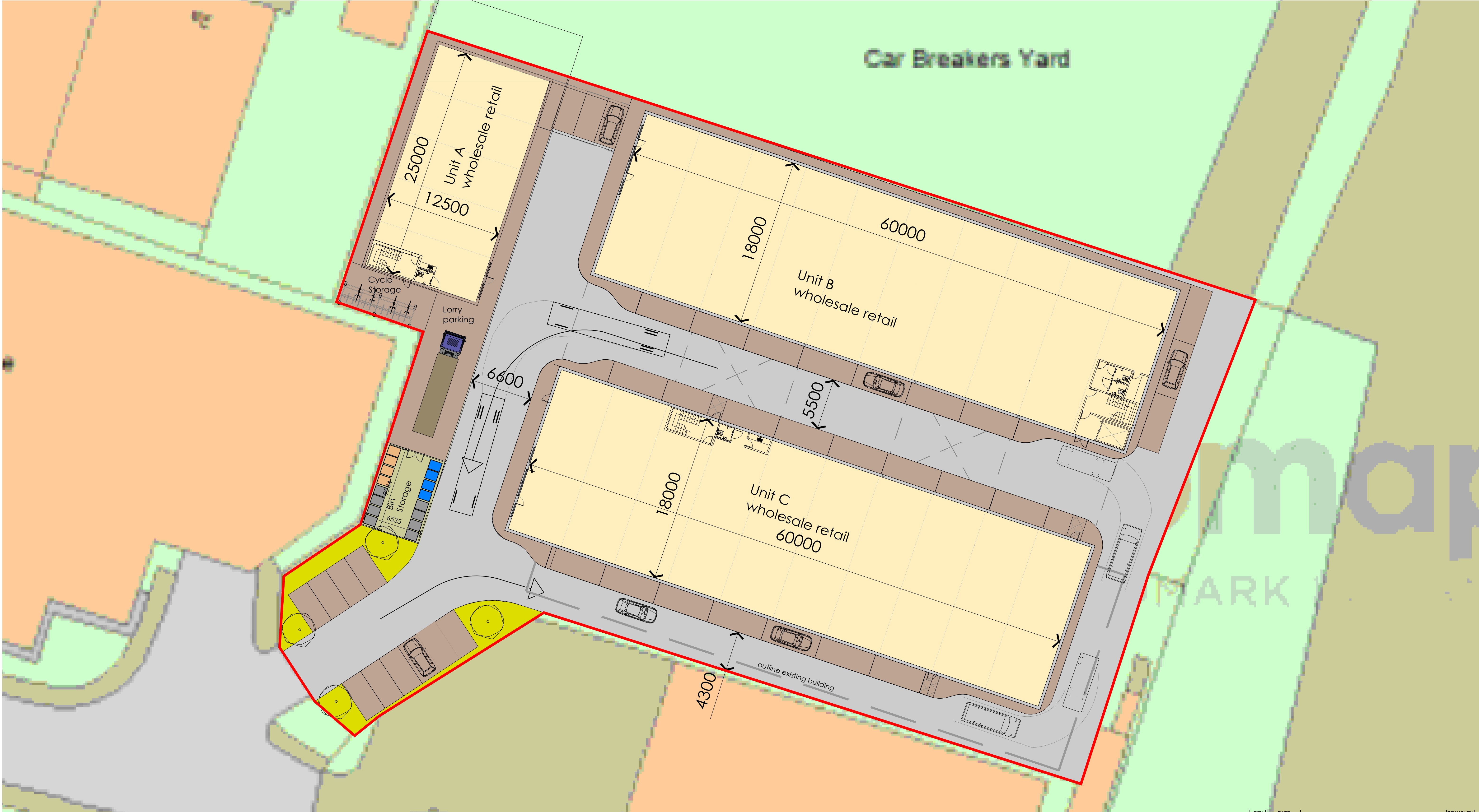
- 9.2 The responsibility for annual reviews and monitoring will lie with the TPC. Once the final TPs have been adopted the TPC will assume a strategic role to ensure that measures are consistent and are co-ordinated between the units.

10.0 CONCLUSION

- 10.1 The Travel Plan reviews the existing transport facilities at the 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 by staff.
- 10.2 Through the delivery of the measures discussed within this travel plan, the objectives identified should be fulfilled. These include:
- Reducing reliance upon the private car and improving awareness and usage of alternative modes of transport; and
 - Promoting walking, cycling, public transport and car sharing.
- 10.3 This document therefore ensures that sustainable access to the Wholesale Retail Warehouse Unit will continue to be facilitated.

S|C|P

APPENDIX A



PROPOSED GROUND PLAN
PROPOSED WHOLESALE RETAIL WAREHOUSE AT 7, BRADSTONE STREET

SCALE 1:200 @ A1



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ME AT MY PROPERTY LTD			
7 BRADSTONE STREET, MANCHESTER			
PROPOSED WHOLESALE RETAIL DEVELOPMENT			
GROUND PLAN			
Drawn	NP	Status	PL
Checked	IM	Original	A3
		Date	APR 22
		Scale	1:200@A1
PL 03			