



Wilde Apart-hotels, 3 St Peter's Square, Manchester

Travel Plan

Prepared for



Staycity UK Limited

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1.0 INTRODUCTION

1.1 Approved Development and Planning Context

- 1.1.1 This Travel Plan has been prepared by Axis on behalf of Staycity UK Limited in relation to the 256-suite apart-hotel development at 3 St Peter's Square, Manchester City Centre.
- 1.1.2 The location of the site is shown on **Image 1.1**.

Image 1.1 – Site Location – Strategic Context



- 1.1.3 On 28 July 2017, planning application 116189/FO/2017 was granted planning permission by Manchester City Council (MCC) for the following development at 3 St Peter's Square (hereafter referred to as 'the site'):

“Demolition of an existing building and construction of a 20 storey building (and basement) comprising a 328 bedroom hotel (Use Class C1) (with ancillary food and drink uses) on ground floor to 8th floor and a 262 bedroom apart-hotel (Class C1) with ancillary reception area, food and drink uses and staff facilities on floors 9-20.”

- 1.1.4 Two non-material amendment (NMA) applications were subsequently submitted, pursuant to permission 116189/FO/2017 as follows:

- i) Application 117952/NMA/2017 was granted permission on 9 November 2017 to reduce the number of apart-hotel suites from 262 to 256; and

- ii) Application 121421/NMA/2018 was granted permission on 3 January 2019 for some internal and external modifications to the approved development.
- 1.1.5 Planning application 116189/FO/2017 was accompanied by an Axis Transport Statement (report reference 2082-01-TS02c), and two Axis Travel Plans, one for the hotel element of the development (report reference 2082-TP04A) and one for the apart-hotel element (report reference 2082-03-TP05A).
- 1.1.6 Condition 21 of the decision notice relating to application 116189/FO/2017 reads as follows:

“The development hereby approved shall be carried out in accordance with the Framework Travel Plan stamped as received by the City Council, as Local Planning Authority, on the 5 May 2017.

In this condition a Travel Plan means a document which includes:

- i. the measures proposed to be taken to reduce dependency on the private car by those working at and visiting the development;*
- ii. a commitment to surveying the travel patterns of staff during the first three months of the first use of the building and thereafter from time to time*
- iii. mechanisms for the implementation of the measures to reduce dependency on the private car*
- iv. measures for the delivery of specified travel plan services*
- v. measures to monitor and review the effectiveness of the Travel Plan in achieving the objective of reducing dependency on the private car*

Within six months of the first use of the development, a Travel Plan which takes into account the information about travel patterns gathered pursuant to item (ii) above shall be submitted for approval in writing by the City Council as Local Planning Authority. Any Travel Plan which has been approved by the City Council as Local Planning Authority shall be implemented in full at all times when the development hereby approved is in use.



Reason - To assist promoting the use of sustainable forms of travel for employees and hotel guests, pursuant to policies T1, T2 and DM1 of the Manchester Core Strategy (2012)."

- 1.1.7 The development approved under the above permissions has subsequently been constructed and is operational.
- 1.1.8 This Travel Plan relates specifically to the apart-hotel element of the approved development and has been prepared to partially discharge the second part of Condition 21. It is essentially an update to the previous Travel Plan (document reference 2082-03-TP05A), which accounts for the results of the staff travel surveys that have recently been undertaken in accordance with item (ii) of Condition 21.
- 1.1.9 It is understood that the operators of the hotel element of the approved development will take responsibility for updating Travel Plan document 2082-01-TS02c, which, in turn, will allow Condition 21 to be fully discharged.

1.2 General Travel Plan Objectives

- 1.2.1 A Travel Plan is a general term for a package of measures and initiatives tailored to the requirements of individual sites and aimed at promoting more sustainable travel choices and reducing reliance on the private car. It involves the development of a set of mechanisms, initiatives and targets that together enable organisations / individuals to reduce the impact of their travel and transport on the local environment.
- 1.2.2 Travel Plans are about helping to achieve equity, they are not anti-car, but rather seek to ensure access opportunities for all - whether a person is disabled, has no access to the private car, or would prefer to travel on foot or by cycle. Travel Plans can be developed either specifically to address issues associated with individual buildings or sites, or to form part of a wider strategy, potentially involving Local Authority initiatives and / or other surrounding developments. This Travel Plan concentrates on those measures that are being developed specifically for the 256-suite Staycity Ltd apart-hotel at 3 St Peter's Square, with the principal aim being to minimise the need to travel to the apart-hotel site by private car, and to provide opportunities for travel by alternative and more sustainable travel modes.
- 1.2.3 The operators of the apart-hotel development at 3 St Peter's Square (Staycity Ltd) are committed to promoting sustainable transport solutions where appropriate and practical. The business recognises that promoting accessibility to a wide range of



transport options provides benefits to both staff and visitors and directly supports sustainable hotel operation at the site. It is within this context that this Travel Plan is produced.

- 1.2.4 Given the fact that the majority of guests / visitors at the hotel are not usually frequent visitors, and therefore do not make regular scheduled trip movements to / from the site, it is considered most appropriate for this Travel Plan to focus on promoting sustainable travel opportunities for staff. Notwithstanding the above, it is considered important to ensure that suitable travel initiatives are available to guests / customers as required. Travel information will therefore be promoted and made available to guests / customers via the hotel website / booking information, general publicity / guest information material and at information points in the hotel reception area.

1.3 Travel Plan Guidance

- 1.3.1 Development Travel Plans are secured via a UK policy framework that extends from national planning policy and good practice guidance through to the local planning policy level when dealing with individual new development schemes.

National Guidance

- 1.3.2 The National Planning Policy Framework (NPPF) sets out the Government's broad policies and objectives for managing transport issues. Paragraph 105 to NPPF identifies that:

"Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health."

- 1.3.3 Furthermore, paragraph 110 notes the following in terms of the location of new development:

"In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;

b) safe and suitable access to the site can be achieved for all users;



c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code 46; and

d) 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."

- 1.3.4 As a reflection of these objectives, paragraph 113 of NPPF notes that all new development which generates a significant level of travel demand should be supported by a Travel Plan. As identified in the Transport Statement which accompanied application 116189/FO/2017, the site does not generate substantial vehicle trip demand due to its highly accessible location. Nonetheless, a large number of person trips are capable of being generated by the site, using a range of alternative travel modes to the private car. This Travel Plan therefore reinforces the excellent opportunities for access to the site by sustainable, alternative modes of transport to the private car, such as on foot, by bike and public transport.

Local Guidance

- 1.3.5 The March 2021 document 'City Centre Transport Strategy to 2040' recognises the importance of transport choices in making sure people can move freely in and around the city centre, and envisions a well-connected, zero-carbon centre at the heart of the North.
- 1.3.6 MCC's Core Strategy (adopted July 2012) also sets out a number of relevant supporting policy objectives for delivering sustainable new development, including policies T1 & T2 which identify the need for new development to:
- i) Be located to ensure good access to the City's main economic drivers, including the Regional Centre, the Oxford Road Universities and Hospitals and the Airport and to ensure good national and international connections'
 - ii) Be easily accessible by walking, cycling and public transport; connecting residents to jobs, centres, health, leisure, open space and educational opportunities'
 - iii) Provide a level of car parking which reflects the highly accessible nature of the location, as well as the realistic requirements of the users of the development.



The Council will take the circumstances of each proposal into account to establish what level of parking is appropriate; and

- iv) Be supported by proportionate Traffic Impact Assessments and Travel Plans for all major application schemes and for any proposals where there are likely to be access or transport issues.

1.4 Travel Plan Structure

- 1.4.1 In light of the national and local Travel Plan guidance outlined above, this Travel Plan is to be developed on the basis of a 'pyramid' framework of measures and actions. The principles of this Travel Plan pyramid approach is presented in **Image 1.2**, with associated Department for Transport (DfT) good practice guidance noting that the Travel Plan process should be built 'from the ground up', with each new layer building on the last.

Image 1.2 – Travel Plan Pyramid from DfT's 'Making Travel Plans Work'



- 1.4.2 The remaining sections of this Travel Plan report therefore consider the following matters:
 - i) Review of site location and accessibility audit;
 - ii) Description of the 3 St Peter's Square development;

- iii) Key action framework for the delivery of the Travel Plan;
- iv) Details of Travel Plan administration;
- v) Formulating of Travel Plan initiatives to be implemented; and
- vi) Monitoring and enforcement measures.



2.0 SITE LOCATION AND ACCESSIBILITY AUDIT

2.1 Overview

- 2.1.1 The location of a development site underpins all aspects of accessibility, in particular its relationship with complementary land uses and the range of practical travel mode options available. This section of the Travel Plan report examines Tier 1 of the Travel Plan Pyramid, '*location and proximity to existing facilities & services*' and identifies the extent to which the site can be considered to enjoy a good level of accessibility by sustainable modes of transport.

2.2 Site Location and Existing Conditions

- 2.2.1 The site represents an existing city centre location, to the south-eastern edge of St Peter's Square and close to the city's Chinatown area. The location of the site is illustrated on **Image 1.1** to this report. The site is broadly rectangular in shape and bounded by Back George Street to the north-west, to the north-east by existing built development (Arora Hotel), to the south-east by George Street and to the south-west by St Peter's Square / Dickinson Street.
- 2.2.2 To the south-west of the site, Dickinson Street provides a two-way vehicle connection to the distributor road link of A5103 Portland Street and serves the side road routes of George Street and St James Street. Immediately to the north of the site Dickinson Street terminates at a pedestrian plaza link to St Peter's Square and a connection to the narrow rear service road of Back George Street. The pedestrian plaza section provides a direct foot connection to St Peter's Square Metrolink station and Manchester Town Hall & Central Library.
- 2.2.3 A34 Princess Street runs approximately 75m to the east of the site and forms the eastern termination point of both George Street and Back George Street. At the beginning of 2017, the operation of A34 Princess Street was altered to accommodate upstream works associated with the delivery of the Metrolink 'Second City Crossing' tramline. These works, which were completed in early January 2017, mean that Princess Street now operates as a two-way route, albeit with sections of the route being restricted to buses and cycles. This work was also supported by changes to the local one-way system including Back George Street / George Street / Dickinson Street.

- 2.2.4 Approximately 115m to the south-east of its junction with George Street, A34 Princess Street forms a four arm signalised cross-roads junction with A5103 Portland Street. A5103 Portland Street runs in an approximate southwest to northeast alignment and represents a key traffic route through the City Centre, as well as one of the main bus corridors serving Piccadilly Gardens bus interchange & Sackville Street coach station (to the north-east). To the south-west A5103 Portland Street connects to Oxford Street and beyond this to A5103 Albion Street and A6143 Liverpool Road. Oxford Street is a major bus corridor serving key bus routes linking to the south of the city and providing access to Manchester Oxford Road rail station (approximately 450m from the 3 St Peter's Square site).

2.3 Available Sustainable Transport Connections

- 2.3.1 The site is considered to enjoy a number of locational characteristics which assist in encouraging trips by a range of sustainable alternative travel options to the private car. The site is located within a short walk of a wide range of existing public transport connections and its city centre location means that it lies within an easy walking and cycling distance of a range of everyday local facilities, such as employment opportunities, shopping, education and leisure destinations – with the majority of these services and facilities being linked by high quality walk / cycle routes.
- 2.3.2 Furthermore, the majority of trips by guests / visitors to the hotel are likely to comprise longer distance journeys either by public transport from home / business origins or walk / public transport / taxi trips to local destinations around the city centre.
- 2.3.3 Due to the site's excellent accessibility and the lack of on-site parking, trips to the site by staff based at the apart-hotel are expected to be generally undertaken by walking, cycling and public transport - showing travel trends to existing city centre general employment travel patterns.
- 2.3.4 The nature of local sustainable transport connections available within the immediate catchment of the site are summarised in the paragraphs below.

Public Transport Connections

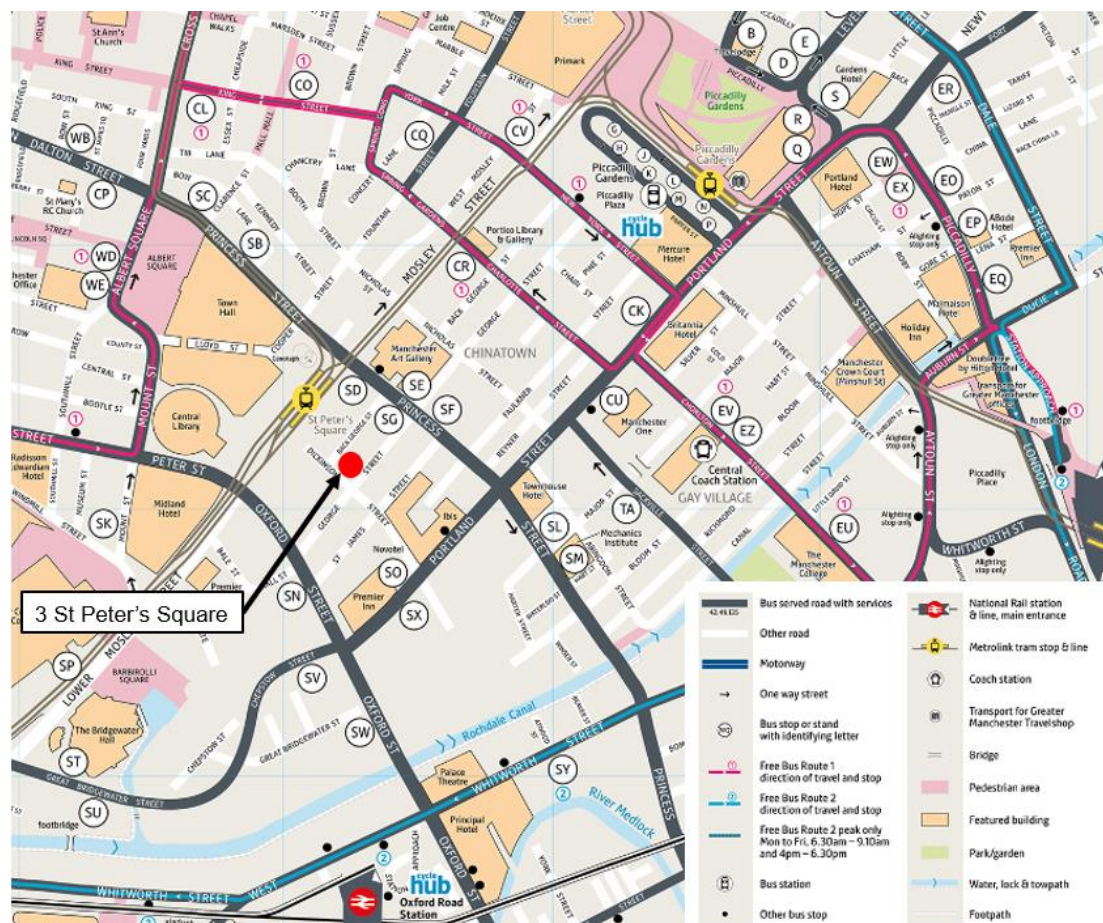
- 2.3.5 The site provides excellent accessibility to bus, coach, Metrolink (tram) and rail networks by virtue of its location.



Bus Services

- 2.3.6 Current planning guidance recognises 400m as a maximum walking distance to a bus stop from development, with 250m identified as a more desirable walk catchment to encourage regular use. Several bus stops are located within a 250m – 400m catchment, including stops on Princess Street (Stops SE, SF, SD & SG), Portland Street (Stops SO, SX and CU), Sackville Street (Stop TA) and Oxford Street (Stops SN & SW).
- 2.3.7 The location of the bus stops in relation to the site are shown on **Image 2.1** below, which is based on Manchester City Centre's Public Transport Map (also found here: <https://tfgm.com/public-transport/city-centre-map>).

Image 2.1 – Bus Stop Locations



- 2.3.8 These stops are served by a range of high frequency services during the core daytime period (07:00-19:00) and additional night buses, providing access to key local destinations to the south of the Greater Manchester conurbation such as East and West Didsbury, Sale, Altrincham, Stockport, Manchester Airport and Woodford.

- 2.3.9 Furthermore, the site is located just 450m walk from Piccadilly Gardens bus interchange, one of two main bus stations in Manchester City Centre, providing additional frequent services to a wide range of destinations across Greater Manchester and Cheshire. Further information regarding available bus services from Piccadilly Gardens and surrounding stops, including those on A5103 Portland Street and A34 Princess Street can be found on here TfGM's website: <https://tfgm.com/public-transport/bus/stations>.
- 2.3.10 Local bus connections on A5103 Portland Street and A34 Princess Street have recently been improved as part of the TfGM Bus Priority Package which is currently being implemented across Manchester city centre. In the immediate vicinity of the 3 St Peter's Square site, bus related improvements comprise the implementation of a near continuous bus lane along A5103 Portland Street towards Piccadilly Gardens bus interchange and recent bus priority measures along immediate sections of A34 Princess Street. These bus infrastructure measures are expected to improve service reliability and journey times and will support the realisation and delivery of cross city services, enabling through bus services across the city centre and therefore providing passengers with improved connections, without the need for interchange, to a wider range of destinations.
- 2.3.11 Moreover, as part of Greater Manchester's Bee Network, a plan has been produced which sets out how Greater Manchester proposed to improve bus journeys in the Bus Service Improvement Plan (BSIP). The aim of the plan is to make journeys by bus quicker, cheaper, greener, more reliable, more accessible and more attractive. The BSIP sets out how this could be achieved through the provision of pre-trip information, in-journey information, customer care, ticket integration with other public transport modes, and improved waiting environments.

Manchester Free Bus

- 2.3.12 In addition to standard public bus services, the site is also located close to stops served by Routes 1 & 2 of the Manchester City Centre free bus service (see **Image 2.1**). Stops serving Route 1 are located on A5103 Portland Street close to the southern termination of Dickinson Street (approximately 175m walk from the site). Route 1 operates on a 10-minute frequency between 7am to 7pm (weekdays) and every 30 minutes between 7pm and 11:30pm (weekdays). It provides connections to key city centre connections such as Manchester Piccadilly Railway Station,



Manchester Central (Peter Street), Deansgate, Manchester Victoria Rail station and the Northern Quarter.

- 2.3.13 Stops serving Route 2 are available on Charlotte Street / New York Street approximately 250m – 300m to the north-east of the site, within the Chinatown area of the city centre. The Route 2 service also operates on a 10-minute frequency and provides direct connections to Manchester Piccadilly rail station, Spinningfields, Deansgate and the Arndale Shopping Centre.

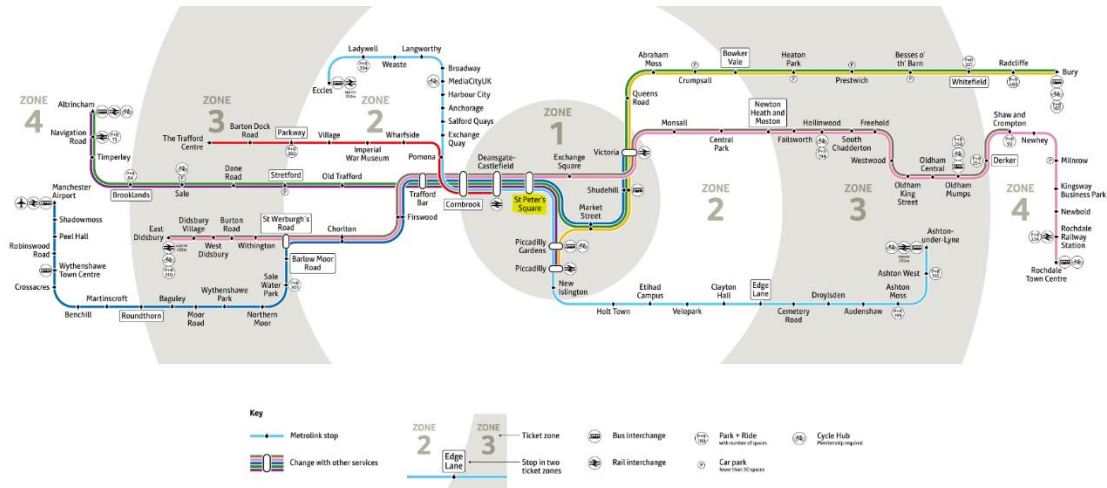
Metrolink (St Peter's Square and Piccadilly Gardens)

- 2.3.14 The site is also located within less than 100m walk of the Metrolink (tram) station at St Peter's Square. This tram station has recently been fully upgraded as part of the Manchester Second City Crossing initiative and is now designed to act as a key interchange stop on the Metrolink network. The Second City Crossing Metrolink route became fully operational in February 2017 and provides an additional direct connection between the St Peter's Square and Manchester Victoria tram stations via Cross Street and Exchange Square. Delivery of this second city centre tram line provides opportunities for increased service frequency, additional passenger connections and greater operational flexibility / reliability.
- 2.3.15 St Peter's Square Metrolink station is directly served by the following routes:
- i) Altrincham – Bury;
 - ii) Altrincham – Piccadilly;
 - iii) East Didsbury – Rochdale Town Centre;
 - iv) East Didsbury – Shaw & Crompton;
 - v) Eccles – Ashton-under-Lyme; and
 - vi) Manchester Airport – Victoria.
- 2.3.16 Further Metrolink services providing additional frequency connections to Rochdale, Bury and the Etihad Campus are also available from Piccadilly Gardens tram station, located approximately 500m walk to the north-east.
- 2.3.17 Each Metrolink route operates every 12 minutes between 06:00 and 00:00 Monday to Saturday, and between 07:00 and 00:00 on Sundays.



- 2.3.18 A network plan of the Metrolink system is shown on **Image 2.2**, which illustrates the connections available from the St Peter's Square station. The Metrolink map can also be found here: <https://tfgm.com/public-transport/tram/network-map>.

Image 2.2 – Metrolink Map



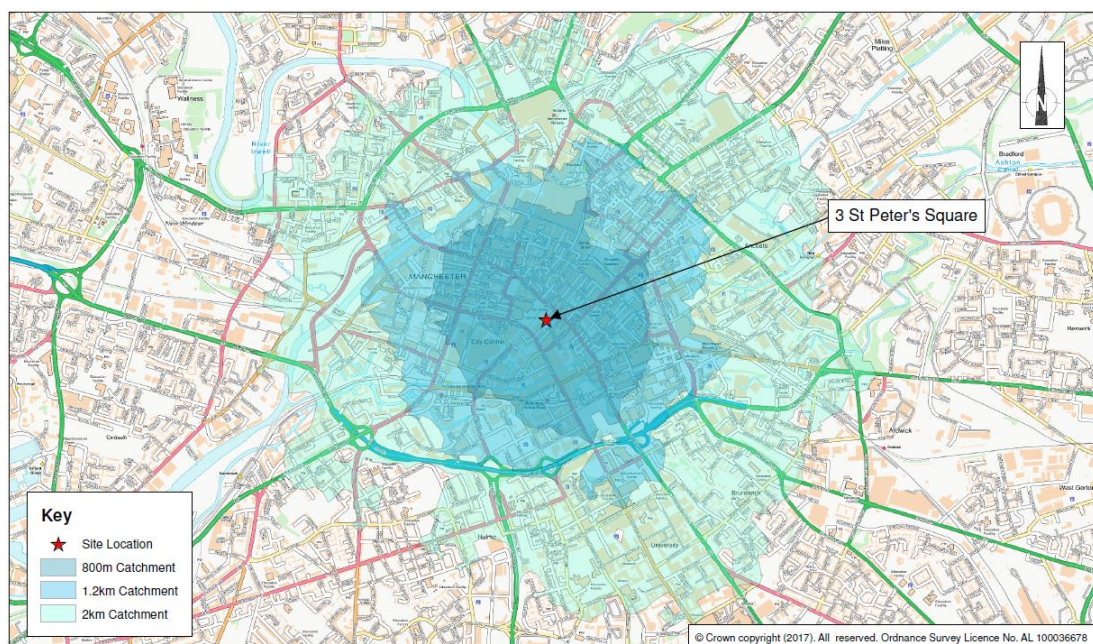
Rail Services (Manchester Oxford Road, Manchester Piccadilly & Manchester Victoria)

- 2.3.19 Manchester Oxford Road rail station lies within a 500m walk to the south-west of the site. This station provides regular local rail connections to Liverpool, Warrington, Sheffield, Manchester Airport, as well as more strategic cross-country services linking to the South-West, South-East and Scotland.
- 2.3.20 In addition to connections available at Manchester Oxford Road rail station, Manchester Piccadilly and Manchester Victoria 'main line' rail stations are also within a short travel distance from the site via either the free bus service or using the Metrolink tram service connection (Metrolink travel within the Manchester city centre zone being free as part of any local rail journey). Manchester Piccadilly and Manchester Victoria rail stations act as mainline rail hubs, providing connections towards London, Scotland and other Transpennine destinations.
- 2.3.21 A map of the Greater Manchester train network can be found here: <https://tfgm.com/public-transport/train/network-map>.

Walking and Cycling

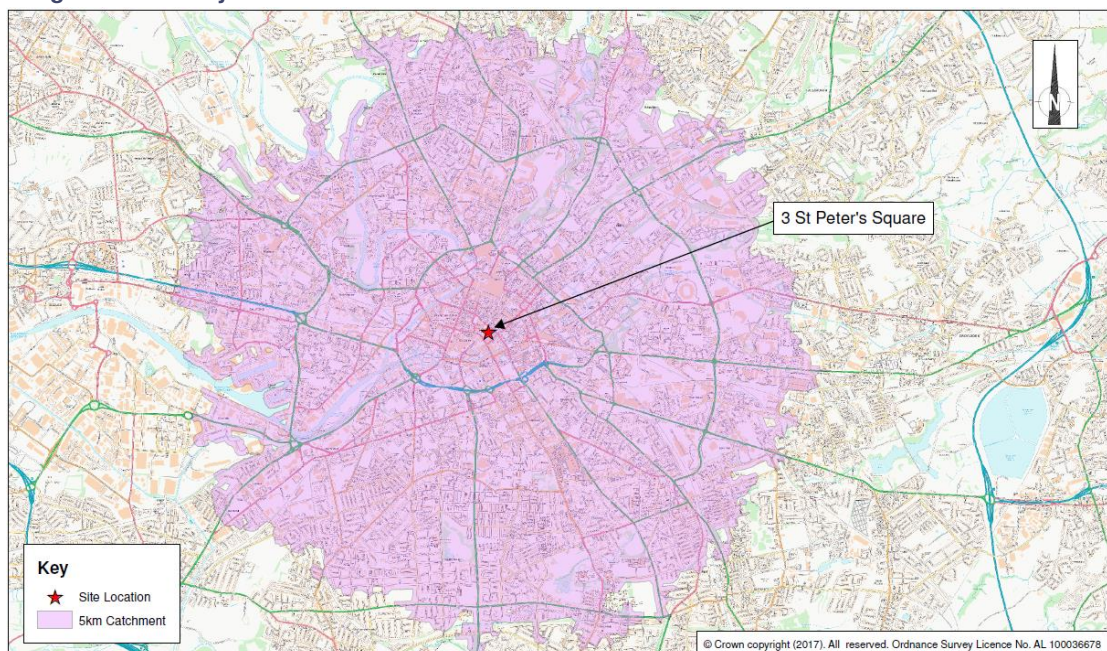
- 2.3.22 In addition to the local public transport connections set out above, the location of the site is anticipated to allow for a range of journeys to / from the apart-hotel development to be undertaken on foot or by cycle. Local main road routes of A34 Princess Street, A5103 Portland Street and Oxford Street provide local traffic signal junctions incorporating push button pedestrian crossing controls to promote safe pedestrian and cycle use. Additional dedicated segregated walking routes are available via the pedestrian plaza connection to St Peter's Square and onward connections to Albert Square.
- 2.3.23 Infrastructure for cyclists on A5103 Portland Street and A34 Princess Street has also been upgraded in the local area as part of the Bus Priority Package, with advanced cycle stop lines introduced at key local signal junctions.
- 2.3.24 The Chartered Institute of Highways & Transportation (CIHT) document '*Providing for Journeys on Foot*' suggests that a 1.2km walk catchment represents an 'acceptable' walk distance to a local facility, with a 'preferred maximum' catchment being 2.0km, particularly with reference to walk to work movements.
- 2.3.25 **Image 2.3** illustrates relevant local walk catchments as measured from the site.

Image 2.3 – Walking Catchments



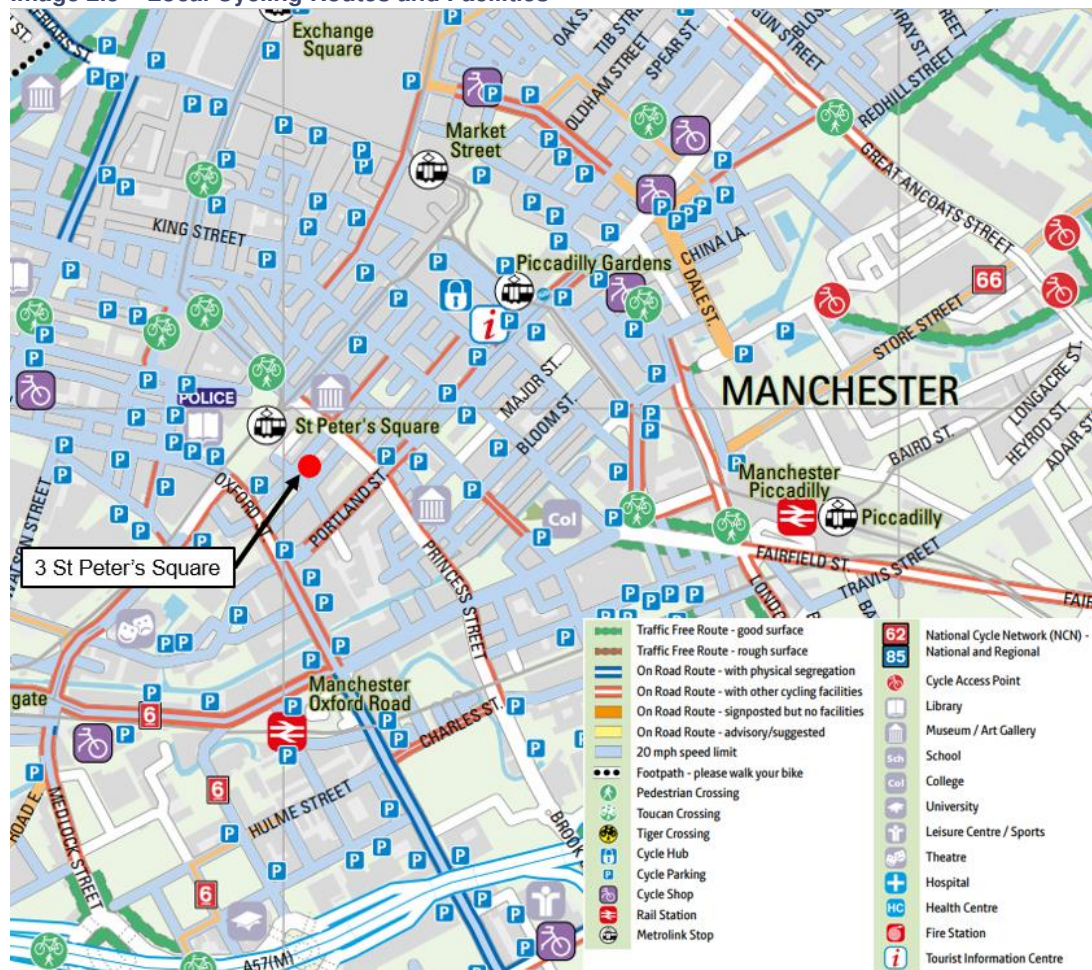
- 2.3.26 **Image 2.3** demonstrates that virtually the whole of Manchester City Centre lies within a 1.2km walking distance, including main shopping / leisure areas and key transport hubs including Manchester Piccadilly rail station, Manchester Oxford Road rail station, Piccadilly Gardens bus interchange and key Metrolink tram stations.
- 2.3.27 In addition to walking opportunities, national policy guidance also notes that cycling has potential to substitute for short car trips, particularly those commuting journeys of less than 5km, and those forming part of a longer journey by public transport.
- 2.3.28 **Image 2.4** shows the 5km cycle catchment as measured from the site.

Image 2.4 – 5km Cycle Catchment



- 2.3.29 As shown on **Image 2.4**, the location of the site allows access across the whole of Manchester City Centre and surrounding residential areas with good connections to the surrounding local suburbs of Hulme, Old Trafford, Gorton, Ancoats and Harpurhey.
- 2.3.30 Details of available local cycling routes and connections to the site are illustrated on **Image 2.5** which is based on TfGM's online district cycle maps (also found here: <https://tfgm.com/cycling-district-maps>).

Image 2.5 – Local Cycling Routes and Facilities



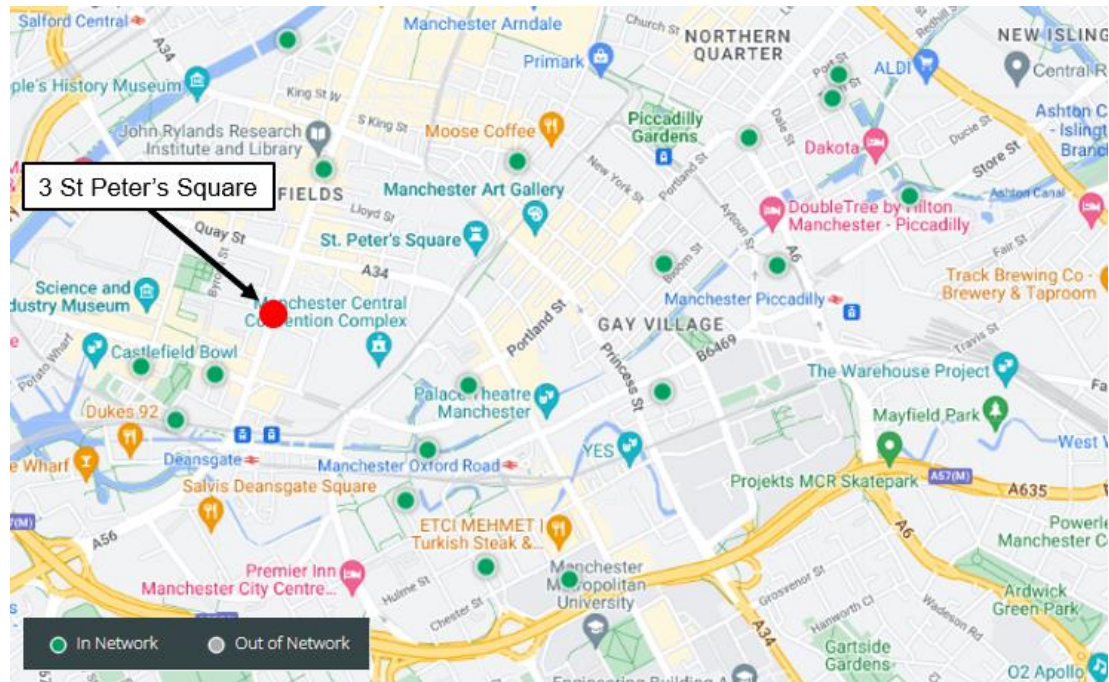
- 2.3.31 Review of **Image 2.5** demonstrates that a range of local cycle routes and safe crossing facilities are available within the immediate vicinity of the site, with good links towards the business / shopping / leisure core of Manchester City Centre.

Enterprise Car Club Opportunities

- 2.3.32 Enterprise Car Club offers an established car sharing service that has been available to residents and businesses across Manchester City Centre since 2006. The service offers a 'pay by the hour' car hire scheme, giving city centre residents, workers and visitors a cost-effective alternative to operating a privately owned vehicle. Each vehicle is available for Enterprise Car Club members to hire out for as little as 30 minutes at a time, with cars available for immediate reservation via an on-line / mobile app-based booking system. Vehicles are accessed via a keyless entry system using smartcards.

- 2.3.33 A fleet of low-emission car-club vehicles are located at numerous dedicated parking bays around the city centre. The closest of these bays to the site are located at Fountain Street (2 bays – 300m walk distance from the site), Chepstow Street Car Park (1 space – 350m walk distance from the site) and Bloom Street NCP (1 bay – 550m walk distance from the site). The locations of the local Enterprise Car Club bays are shown on **Image 2.6**.

Image 2.6 – Location of Enterprise Car Club Bays



Summary

- 2.3.34 Overall, it is concluded that the 3 St Peter's Square site represents an excellent location for an apart-hotel development, being located within Manchester City Centre, less than a 250m walk of bus stops served by regular bus connections and the free bus city centre services, within 200 - 500m of high frequency Metrolink and rail connections and within an acceptable walk / cycle catchment of a wide range of key everyday services, facilities and leisure destinations. Such locational characteristics assist in meeting the sustainable planning objectives of promoting opportunities for the use of alternative travel modes to the private car for travel to / from the site.

3.0 REVIEW OF THE DEVELOPMENT SCHEME

3.1 Introduction

- 3.1.1 This section of the report has been prepared in line with Tier 2 of the Travel Plan Pyramid, '*Built Environment – site design public transport; facilities to reduce the need to travel; parking provision; off-site measures*', and sets out those key site elements that will help promote sustainable travel.

3.2 Development Scheme

- 3.2.1 The apart-hotel comprises 256 suites on the 9th to 20th floors of the 3-storey building at 3 St Peter's Square.
- 3.2.2 Staycity serviced apart-hotel developments are situated in city centre locations, close to city attractions and places of interest and offer 24-hour reception, weekly housekeeping and complimentary Wi-Fi access. In addition, corporate lettings are possible, for both companies and individuals.
- 3.2.3 The split between leisure / business related trips is often circa 50 / 50 with guest arrivals and departures occurring throughout the day. It is noted that the availability of a kitchen area within the apartments can have the effect of reducing the need for guests to make additional journeys to / from the site.

3.3 Site Access Arrangement and Car Parking

Pedestrian Access

- 3.3.1 Main pedestrian access to the 3 St Peter's Square apart-hotel development is taken from Dickinson Street, close to the corner with George Street. Dickinson Street links directly to the new pedestrian plaza accessing St Peter's Square and tram station, approximately 50m to the north.

Vehicle Access & Car Parking

- 3.3.2 Due to the highly accessible city centre location of the 3 St Peter's Square site, which provides excellent opportunities for access by sustainable modes of travel, no on-site car parking is provided to support the development. Any car parking demand associated with staff or guest / visitor car trips to the 256-suite apart-hotel can be



catered for by existing local short-stay on-street car parking or nearby long-stay public multi-storey car parking provision.

- 3.3.3 Large vehicle servicing of the 256-suite apart-hotel development is undertaken 'on-street', to the site's George Street frontage close to the corner of George Street / Dickenson Street. A dedicated servicing bay, shared with the 328-bedroom hotel development, is provided at this location to ensure safe and efficient delivery vehicle access.

Cycle Parking

- 3.3.4 A total of 26 secure cycle parking spaces are to be provided to serve the 256-suite apart-hotel scheme, in line with MCC guideline standards for new hotel development.

4.0 IMPLEMENTATION OF THE TRAVEL PLAN – KEY ACTION FRAMEWORK

4.1.1 The development and implementation of a Travel Plan for the 256-suite apart-hotel development at 3 St Peter's Square is to be undertaken over four key stages. These stages are described in the remaining sections of this document and will cover the development of the base Travel Plan – from identification of the Travel Plan Coordinator role, the development of a package of travel initiatives and their subsequent implementation, through to the monitoring of the effects of the Travel Plan post opening of the hotel.

4.1.2 The identified stages are as follows:

- i) Plan administration through the selection and appointment of the Travel Plan Coordinator, i.e. Tier 3 of the Travel Plan Pyramid;
- ii) Assessment of travel behaviour and development of a travel database;
- iii) Formulation and agreement of the final Travel Plan measures and targets to produce a Full Travel Plan, i.e. Tier 4 of the Travel Plan Pyramid; and
- iv) Monitoring of the effectiveness of the final Travel Plan and revision where appropriate on a regular basis, i.e. Tier 5 of the Travel Plan Pyramid.

5.0 PLAN ADMINISTRATION

5.1 Overview

- 5.1.1 The administration and management of the Travel Plan for the 256-suite apart-hotel at 3 St Peter's Square is the responsibility of Daniel Robinson (Operations Manager, Staycity). Daniel Robinson will provide a key role in delivering a successful Travel Plan throughout the lifetime of the development and will act as the fulcrum for the development of appropriate measures and the day-to-day operation of the plan.

5.2 Duties and Responsibilities of the Travel Plan Coordinator

- 5.2.1 The TPC will act as the main liaison between staff and MCC with respect to Travel Plan matters. The TPC will act as the first point of contact for staff and other external organisations in all matters regarding employee / visitor travel at the hotel and the management of physical travel facilities within the development curtilage.
- 5.2.2 The key roles and responsibilities of the TPC are be as follows:
- i) Managing the initial implementation of the apart-hotel Travel Plan.
 - ii) Maintaining on-site sustainable travel infrastructure (walking / cycling routes / travel plan noticeboards, etc.) and ensuring that such facilities remain fit for purpose.
 - iii) Creating a car share database and promote to staff (via registering the Staycity Ltd apart-hotel site at 3 St Peter's Square as a 'private group' at the Car Share GM (www.carsharegm.com/) database).
 - iv) Negotiating discounts on travel passes with local public transport operators, where possible.
 - v) Negotiating preferable discounted guest parking rates with local long stay car park operators, where possible.
 - vi) Negotiating discounts on bicycles with local retailers, where possible and advertising to employees. Promoting the DfT 'Cycle to Work' Loan Scheme or similar initiatives, which allows companies to purchase new cycles and cycle equipment for staff and reclaim the VAT on this purchase. Staff can then repay the costs of the purchase through a suitable 'salary sacrifice' agreement (applicable to employers within the overall development).
 - vii) Coordinating the Travel Plan monitoring exercises.

- viii) Undertaking regular review of the apart-hotel Travel Plan and reporting progress to MCC. Travel Plan survey results and progress will also be circulated to staff.
- ix) Liaising with TPC's of other local developments where relevant. It is considered that the 'pooling' of ideas and initiatives between local developments will ensure that the Travel Plan has maximum influence.

5.2.3 A schedule of duties is provided in **Appendix A** to this document. This schedule effectively represents an 'Action Plan' for the development of the apart-hotel Travel Plan.

5.3 Key Administration Tasks

5.3.1 As part of the on-going operation of the Travel Plan the following key administrative tasks will to be undertaken by the TPC:

- i) Inform MCC of the contact details of the TPC at the inception of the Plan (this has been completed, and the details of the TPC are contained within this document) and update of this information should the TPC role be transferred to an alternative staff member within the lifetime of the Plan.
- ii) Develop a 'key contacts' file of appropriate personnel at other organisations such as the MCC, Transport for Greater Manchester (TfGM), Public Transport Operators, local car park operators, etc.
- iii) Develop and manage an employee travel database. New staff are made aware of the existence of the Travel Plan as part of employee induction procedures - within seven days of beginning work at the hotel.
- iv) Maintain a Travel Plan related information within staff / visitor areas on site to include relevant and up-to-date travel information, details of travel initiatives and campaigns such as Bike Week, the Greater Manchester 'Life on 2 Wheels' Cycle Challenge, Liftshare Week, etc.
- v) Organise suitable monitoring / data collection exercises in line with the monitoring schedule set out in **Chapter 8** to this report.

6.0 ASSESSMENT OF TRAVEL BEHAVIOUR

6.1.1 It is important that, where possible, Travel Plans are tailored to meet the specific operational requirements of site users – with the principle goal being to implement realistic Travel Plan measures which can help reduce the number of single occupancy car journeys to / from a site.

6.1.2 This objective is best achieved through reference to information on existing / anticipated travel patterns at the development site which can be analysed to identify and establish baseline conditions, the propensity for future travel change and to assist in the selection / refinement of individual Travel Plan measures.

6.2 Staff Travel Surveys

6.2.1 In accordance with item (ii) of Condition 21 (see **Chapter 1**), travel questionnaire surveys have been undertaken of staff at the apart-hotel. A survey was undertaken in June 2022 and in June 2023.

6.2.2 The travel questionnaire data from both surveys has been used to establish the travel patterns of staff which can be used to inform the implementation of appropriate Travel Plan measures aimed at encouraging the use of sustainable transport alternatives to the private car.

6.2.3 The staff travel questionnaire is contained in **Appendix B** and a commentary of the key results of the questionnaire are presented as follows.

6.2.4 There was a total of 30 respondents for the June 2022 survey, however 4 of the surveys received were incomplete and so only the results of the 26 completed surveys have been utilised.

6.2.5 As for the June 2023 survey, there was a total of 36 respondents, however 3 of the surveys received were incomplete and so only the results of the 33 completed surveys have been utilised.

6.2.6 It should be noted that some manual adjustments to the raw survey results have been made where respondents provided 2 or more modes of travel in response to question 4 of the questionnaire, which reads: *'What mode of transport do you primarily use to travel to / from 3 St Peter's Square?'*. Specifically, Axis have determined the likely primary mode of transport of such respondents based on a



review of their home postcode, and the likely quickest mode of transport based on the Google Maps Route Planner, alongside a review of their answers to the other questions in the survey.

Home Origins

6.2.7 Within the questionnaire, respondents were asked to provide their home postcode in order to establish whether mode of travel is affected by the distance staff travel to the site.

6.2.8 The results of the responses to this question are summarised in **Table 6.1**.

Table 6.1 – Staff Home Origins

Distance to / from the Site	Responses		
	June 2022	June 2023	Average
Less than 2km	4% (1)	6% (2)	5%
2km – 5km	38% (10)	48.5% (16)	43%
More than 5km	58% (15)	45.5% (15)	52%
Total	100% (26)	100% (33)	100%

6.2.9 **Table 6.1** demonstrates that the majority of staff live over 2km from the site, with only 5% of staff living within less than 2km from the sit, on average.

Existing Staff Demographic

6.2.10 Staff were also asked to identify whether they are male or female, as it is considered that this could influence choice of travel. The results are summarised in **Table 6.2** below.

Table 6.2 – Staff Demographic (Male / Female)

Male / Female	Responses		
	June 2022	June 2023	Average
Male	27% (7)	39% (13)	33%
Female	73% (19)	61% (20)	67%
Total	100% (26)	100% (33)	100%

6.2.11 Review of **Table 6.2** demonstrates that the majority of staff at the site are female.

6.2.12 Staff were also asked to identify whether or not they have a disability. Review of the results demonstrates that 100% of staff do not have a disability, and so this is not considered as a factor in choice of travel.



Existing Travel Modal Split

6.2.13 Staff were asked to specify the mode of travel that they primarily use to travel to / from 3 St Peter's Square. As set out earlier, some manual adjustments to the raw survey results have been made where respondents provided 2 or more modes of travel in response to this question based on some reasonable assumptions.

6.2.14 The results are presented in **Table 6.3**.

Table 6.3 – Existing Staff Modal Split

Travel Mode	Modal Split		
	June 2022	June 2023	Average
Walk	4% (1)	6% (2)	5%
Cycle	0% (0)	3% (1)	2%
Bus	54% (14)	58% (19)	56%
Train	4% (1)	6% (2)	5%
Tram	27% (7)	9% (3)	18%
Car (Driver)	8% (2)	12% (4)	10%
Car (Passenger)	4% (1)	6% (2)	5%
Motorbike	0% (0)	0% (0)	0%
Total	100% (26)	100% (33)	100%

6.2.15 Review of **Table 6.3** demonstrates that only 10% of staff travel to work by car (as a driver), on average.

6.2.16 The proportion of staff that walk (5% on average) generally coincides with the proportion of staff that live within walking distance (defined by the CIHT as 2km) as set out in **Table 6.1** above.

6.2.17 Of the remaining staff, it can be demonstrated that the vast majority travel to / from the site by public transport, with bus travel being the most popular (56%, on average), followed by tram (18%) and train (5%).

Alternative Mode of Transport

6.2.18 Staff were asked to identify what alternative travel mode staff could use if their current mode of transport was unavailable.

6.2.19 Many of the respondents selected more than one answer to this question. The percentages stated in the summary of results in **Table 6.4** are therefore expressed as a proportion of the total respondents to the question.



Table 6.4 – Alternative Mode of Transport

Mode of Transport	Results		
	June 2022	June 2023	Average
Walk	23% (6)	25% (9)	24%
Cycle	12% (3)	6% (2)	9%
Bus	27% (7)	22% (8)	24.5%
Train	4% (1)	3% (1)	3.5%
Tram	12% (3)	17% (6)	14.5%
Car (Driver)	15% (4)	6% (2)	10.5%
Car (Passenger)	42% (11)	22% (8)	32%
Motorbike	0% (0)	0% (0)	0%
Could not travel by any other mode	0% (0)	11% (4)	5.5%

- 6.2.20 Review of **Table 6.4** demonstrates that the majority of staff (32% on average) could travel to work as a car passenger if their primary mode of travel was not available. Walking and travel by bus were also selected by 24% and 24.5% of respondents, respectively, and travel by tram was selected by 14.5% of respondents, on average.
- 6.2.21 An average of 5.5% of respondents said that they could not travel by any other mode.

Staff Responses to Measures to Encourage the Use of Alternative Transport Modes to the Private Car

- 6.2.22 Staff also provided their views on potential measures to encourage greater use of public transport and walking and cycling for journeys to / from the site. Staff were able to select up to two options for public transport and two options for walking / cycling. The responses are summarised in **Table 6.5** and **Table 6.6**, and are expressed as a proportion of the total respondents to the question.

Table 6.5 – Staff Responses to Public Transport Initiatives

Initiative	Responses		
	June 2022	June 2023	Average
More direct service connecting to where I live	27% (7)	17% (6)	22%
More frequent services	27% (7)	22% (8)	24.5%
Discount tickets / passes available at work	69% (18)	56% (20)	62.5%
Easier access to timetable / fares information at work	8% (2)	3% (1)	5.5%
Having my journey planned for me	4% (1)	3% (1)	3.5%
Free taxi home if asked to work late / family emergency	35% (9)	28% (10)	31.5%
I would never use public transport to travel to work	8% (2)	11% (4)	9.5%

Table 6.6 – Staff Responses to Walking / Cycling Initiatives

Initiative	Responses		
	June 2022	June 2023	Average
Improved footpaths / cycle paths on journey to work	23% (6)	19% (7)	21%
Secure cycle parking at work	4% (1)	6% (2)	5%
Better lighting on routes close to work at night time	23% (6)	6% (2)	14.5%
Changing facilities / showers at work	0% (0)	6% (2)	3%
Information on the local footpath / cycle network at work	0% (0)	3% (1)	1.5%
Free taxi home if asked to work late / family emergency	31% (8)	17% (6)	24%
Interest free cycle loan provided by work	19% (5)	17% (6)	18%
I would never walk / cycle to work	35% (9)	42% (15)	38.5%

6.2.23 With reference to public transport initiatives the majority of staff (62.5% on average) states that public transport would be more attractive if discounted tickets / passes were available at work. The provision of a free taxi home if asked to work late, or in the case of a family emergency, was the next most popular initiative, with an average of 31.5% of staff choosing this initiative. An average of 24.5% of staff stated that the availability of more frequent services would encourage them to use public transport, and only 9.5% stated that they would never use public transport to travel to work.

6.2.24 A review of the responses to walking and cycling initiatives identified that 38.5% of staff would never walk or cycle to work. This is perhaps not too surprising given the existing identified wide catchment of home origins, over half of whom live well outside a typical walk / cycle catchment (see **Table 6.1**). the most popular measures identified by staff were a free taxi ride home if asked to work late or in a family emergency (24%), improved footpaths / cycle paths on the journey to work (21%), interest free cycle loan provided by work (18%), and better lighting on routes close to work at night time (14.5%).

6.3 Staff Travel Questionnaire Survey Summary

6.3.1 The 2022 and 2023 staff travel questionnaire demonstrates that the majority of staff already access the site by sustainable, non-car transport modes, and would be able to utilise other, non-car modes of travel in the event that their primary mode of travel is not available. It is also concluded that the introduction of some initiatives at the site would either encourage more staff to use public transport or walk / cycle to work, or make existing journeys made to the site by these modes easier.

7.0 TRAVEL PLAN INITIATIVES

7.1 Introduction

- 7.1.1 The aims of Tiers 4 and 5 of the DfT Travel Plan Pyramid are to establish the measures and initiatives to be implemented on site to reduce the level of dependency on the private car and to determine how their operation / effectiveness can be promoted and monitored.
- 7.1.2 The Travel Plan for the 256-suite apart-hotel at 3 St Peter's Square is proposed to be delivered as part of a three-stage process:
- i) Physical site works which would be provided at the 3 St Peter's Square site to improve accessibility / encourage sustainable travel patterns;
 - ii) Tailored operational Travel Plan measures which would be introduced to improve accessibility / encourage sustainable travel patterns amongst site users; and
 - iii) Monitoring of the implementation and success of Travel Plan initiatives.
- 7.1.3 The following section of this Travel Plan document therefore outlines those physical and operational measures to be implemented at the Staycity Ltd apart-hotel site.

7.2 Physical Travel Plan Measures

- 7.2.1 The site provides a number of key 'physical' transport measures that are available to the users of the apart-hotel. These measures relate to general transport facilities and are as follows:
- i) Provision of main pedestrian accesses to the hotel off Dickinson Street.
 - ii) Provision of suitable levels of secure cycle (26 spaces) parking within the curtilage of the development unit for use by apart-hotel staff & guests.
 - iii) Provision of changing areas and lockers to support staff access by walking and cycling.
 - iv) Provision of Travel Plan noticeboard in main staff areas to include up-to-date public transport information, details of key travel initiatives, healthy living information, etc.
- 7.2.2 It is the responsibility of the TPC to ensure that sustainable transport facilities within the curtilage of the apart-hotel site are properly maintained and fit for purpose.



7.3 Operational Travel Plan Measures

7.3.1 The following paragraphs outline those 'operational' measures are or will be promoted at the 3 St Peter's Square apart-hotel site. For ease of reference, measures have been grouped under the following key sub-headings:

- i) Improving Information and Raising Awareness;
- ii) Encouraging Increased Use of Public Transport;
- iii) Encouraging Increased Use of Walking and Cycling;
- iv) Encouraging Efficient Car Use;
- v) Organisational Measures; and
- vi) Opportunities to Reduce the Need to Travel.

7.3.2 As identified in **Chapter 1** to this report, it is considered appropriate for this Travel Plan to mainly focus on promoting sustainable travel patterns amongst staff at the apart-hotel site - as it is these site users who will be making regular day-to-day journeys to / from the site. Notwithstanding the above, some of the identified Travel Plan initiatives will also be of assistance in supporting guest / visitor travel.

Improving Information and Raising Awareness

7.3.3 The TPC will prepare a Travel Plan Information Pack and display within main apart-hotel staff communal areas. It is anticipated that this information pack will be a useful tool in the promotion of the Travel Plan and should include:

- i) Information on the objectives of the Travel Plan and contact details for the TPC;
- ii) A copy of the MCC Cycle Map;
- iii) Details of relevant TfGM initiatives and public transport timetables / ticketing including details of the free bus and Metrolink services; and
- iv) Promotion of key travel events.

7.3.4 Information within the Travel Plan Pack will be regularly checked and updated by the TPC.

7.3.5 Key relevant travel information will be made available for guests / visitors, within the main hotel reception area and via promotion on hotel website links and electronic booking confirmations where practical. Appropriate information will be reviewed and collated by the TPC and could include links to Metrolink services and local car

parking options. Reception staff also have access to local paper A3 mapping for distribution to guests / visitors to help them plan journeys to key destinations within the city centre and are trained to have a good understanding of the site's location and immediate surroundings to assist guests with any queries.

- 7.3.6 The apart-hotel also offers guests free Wi-Fi access, which enables guests to access travel related websites and real-time public transport information whilst within the hotel building.

Encouraging Increased Use of Public Transport

- 7.3.7 As indicated by the results of the staff travel questionnaire (**Chapter 6**), the provision of increased information, including the highlighting of appropriate cheap and convenient ticketing arrangements are likely to make public transport services more attractive to staff at the site.
- 7.3.8 It is the responsibility of the TPC to ensure that the Travel Plan Information Pack contains appropriate levels of information to encourage staff to investigate local public transport services and to ensure that such information is accessible to all staff. Details of key information services such as the TfGM website for access to online public transport information (www.TfGM.com) & other journey planners such as www.traveline.info, National Rail website for on-line rail journey information (www.nationalrail.co.uk) and live train departure board information for Manchester Oxford Road Station (www.northernrail.org/travel/livedepartures/MCO) will be made available.
- 7.3.9 Provision of further information to staff regarding the TfGM Travel-line phone service (0871 200 2233) for up to date 'real time' travel information and advice for bus, rail and Metrolink services.
- 7.3.10 Provision of Local Public Transport route maps (Manchester North & South Bus Maps / Manchester City Centre Bus Map / Metrolink System Map / Metroshuttle Map / North West Rail System Map) for distribution to staff as required. All maps are available free of charge from TfGM.
- 7.3.11 The TPC will liaise with local public transport operators and TfGM to ensure that all public transport information provided on-site is up to date.



Encouraging Increased Use of Walking and Cycling

- 7.3.12 Promotion of information regarding the health benefits of walking to staff, such as details of the 'Walking the Way to Health' initiatives. Personal attack alarms are offered to those staff who feel that they would benefit from this additional security when walking to work.
- 7.3.13 Promotion of the 'Walkit' (<http://walkit.com/cities/manchester/>) pedestrian journey planning website for journeys to local destinations within Manchester City Centre.
- 7.3.14 Offering of an interest free cycle loan system to staff via the 'DfT Cycle to Work Loan Scheme'. This scheme allows for businesses to purchase new cycles and cycle equipment for staff and reclaim the VAT on this purchase. Staff are then effectively able to repay the costs of the purchase through a suitable 'salary sacrifice' agreement. Operating details of the DfT scheme can be found here: <https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>.
- 7.3.15 Promotion of appropriate cycle events such as National Bike Week where commuters are encouraged to leave their cars at home and try cycling and the Greater Manchester 'Life On 2 Wheels' Cycle Challenge, which encourages individuals to use their bikes for commuting or leisure.
- 7.3.16 Promote details of local cycle training courses operated by TfGM and partners, to hotel staff (also found here: <https://cycletraining.tfgm.com/publicbooking>).
- 7.3.17 Provision of information concerning the health benefits of cycling. The TPC will continue to direct staff to other key cycling information sources such as www.cycling.tfgm.com, www.bike2work.info, www.sustrans.org.uk.
- 7.3.18 Key bicycle maintenance tools such as a bicycle pump and puncture repair kit are available at the site reception for any guests and staff that might need them.

Encouraging Efficient Car Use

- 7.3.19 Promotion of the Enterprise City Car Club scheme to staff and visitors and provide details of car club pick / up drop off locations within a local walking distance of the hotel site.



- 7.3.20 Informing staff of the Lift Share app (www.liftshare.com) which is a free website that can be used to find drivers or passengers to share lifts with.

Organisational Measures

- 7.3.21 In order to support the implementation of the Travel Plan, the TPC will set aside a small, guaranteed ride home budget. This scheme ensures that any member of staff involved with the Travel Plan (and therefore having utilised an alternative travel mode to a single occupancy private car journey in order to travel to work), have a guaranteed ride home in the case of family emergency situations or if required to work late at night at short notice (i.e. post arrival at work on the day in question). In these circumstances the costs of any reasonable taxi fare home should be reimbursed from the Travel Plan budget if appropriate receipts are provided by staff. It has been identified that the running of such emergency systems is a key element in increasing staff confidence in leaving their car at home and accessing other Travel Plan initiatives such as public transport use, car sharing / walk to work, etc. This has also been demonstrated through the responses to the staff travel surveys (see **Chapter 6**).

Other Supporting Travel Initiatives

- 7.3.22 Investigate opportunities to secure preferential discounted parking rates for guests at local off-street multi-storey car park facilities. This initiative should assist those guests that need to drive to the site, to plan their journey efficiently and limit any impacts associated with the over-loading of local on-street short-stay parking.

7.4 Plan Implementation

- 7.4.1 The development and implementation of the Travel Plan at the 256-suite apart-hotel development at 3 St Peter's Square is funded and operated by Staycity Ltd.
- 7.4.2 A suitable Travel Plan operating budget has been set aside to assist the delivery of the Travel Plan over the initial six-year period post opening of the scheme. This budget will be utilised for promoting, encouraging and providing incentives for increasing sustainable travel to / from the hotel site. The funds could also be used for covering typical travel plan administration tasks such as the design and production of publicity material, maintenance of on-site sustainable travel infrastructure (Travel Plan Noticeboard, improving cycle storage areas) and the production of site-specific travel information / website updates.



- 7.4.3 Monitoring of the use of the Travel Plan operational budget will be carried out by the TPC, with details of annual spending on travel initiatives and current budget position recorded within an annual Travel Plan Progress Report provided to Manchester City Council (see **Section 8.3** to this report).

8.0 IDENTIFYING TARGETS AND MONITORING PROGRESS

8.1.1 In order to gain an understanding of the influence / impact of the Travel Plan and to measure the Plan's progress in encouraging sustainable travel patterns, monitoring of travel trends at the site will be undertaken at regular intervals.

8.1.2 Travel questionnaires of all employees at the apart-hotel will be organised by the TPC at set intervals, with results being submitted to MCC following survey completion, as part of a Travel Plan Performance Report (see **Section 8.3**).

8.2 Travel Plan Targets

8.2.1 **Chapter 1** to this report identifies that the key objectives of the Travel Plan are to minimise site related car travel and encourage increased use of more sustainable travel modes. Aspirational targets for the Travel Plan have therefore been based on these key objectives.

8.3 Staff Travel Targets

8.3.1 The mode share targets are set out in Table 8.1, which are set in accordance with the baseline modal split established from the 2022 and 2023 staff travel questionnaire (see **Chapter 6**).

Table 8.1 – Modal Split Targets

Mode	Baseline Modal Split (2022 / 2023)	Year 5 Target	Target Modal Shift
Walk	5%	6%	+1%
Cycle	2%	3%	+1%
Bus	56%	58%	+2%
Train	5%	6%	1%
Tram	18%	20%	+2%
Car (Driver)	10%	2%	-8%
Car (Passenger)	5%	6%	+1%
Motorbike	0%	0%	0%

8.3.2 Progress towards targets will be monitored via regular update surveys (see **Section 8.1**), with short term targets acting as a guide to the progress of Travel Plan initiatives.

8.4 Review Procedure

- 8.4.1 Review of the operation of the apart-hotel Travel Plan will be undertaken by the site TPC every year in discussion with Manchester City Council and based on the results of the monitoring survey programme where relevant. This review would assess the progress of the Travel Plan with respect to targets and consider the take up / effectiveness of individual measures. This annual review may identify areas within the Travel Plan which require changes or modification.
- 8.4.2 To assist the review process, the site TPC will prepare an Annual Travel Plan Performance Report for submission to Manchester City Council. It is envisaged that the Annual Travel Plan Performance Report would comprise the following:
- i) The results of the most recent travel surveys with respect to targets;
 - ii) The current position of the Travel Plan operational budget;
 - iii) The general effectiveness of current initiatives within the Travel Plan;
 - iv) Those measures within the Travel Plan which are proposed to be continued into the next year / those measures to be dropped; and,
 - v) Details of any new travel initiatives to be pursued at the hotel.
- 8.4.3 Should it become clear that targets will not be achievable, or indeed have already been met, then they should be reviewed in conjunction with Manchester City Centre and new objectives set.

Appendix A – Action Plan





STAYCITY APART-HOTEL, 3 ST PETER'S SQUARE, MANCHESTER

SCHEDULE OF TPC DUTIES / ACTION PLAN

Setting Up

Task	Implementation Date	Completed?
Appoint TPC	ASAP	Yes
Collate Travel Pack of information for issue to staff and / or display within the main entrance	ASAP	
Provide TPC contact details to MCC	ASAP	Yes
Set up Travel Plan Working File	ASAP	

Initial Site Travel Plan Launch

Task	Implementation Date	Completed?
Prepare a the 'key contacts' file to include key personnel at organisations such as the Local Planning Authority, Local Highway Authority, Public Transport Operators, TfGM, etc.	6 weeks prior to first opening of apart-hotel	
Contact TfGM and obtain up-to-date timetables and literature and discuss opportunities for discount on travel passes	6 weeks prior to first opening of apart-hotel	
Contact TfGM cycle officer to obtain copies of relevant Cycle Maps	6 weeks prior to first opening of apart-hotel	
Register the Staycity Ltd Apart-Hotel site as a private group at the Car Share GM (www.carsharegm.com/) database.	6 weeks prior to first opening of apart-hotel	
Review walking and cycle provision on-site to ensure completion and fit for purpose	6 weeks prior to first opening of apart-hotel	
Ensure Travel Plan information areas are updated and the noticeboard / carousels are in place	6 weeks prior to first opening of apart-hotel	

Initial Travel Patterns Survey

Task	Implementation Date	Completed?
Undertake Staff Travel Plan Survey Using Agreed Survey Questionnaire. Travel Plan survey results and progress should also be circulated to site users	Within 3 months of first opening of apart-hotel	Yes
Submit survey review report to MCC	6 weeks post completion of initial survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives	Following Survey	

On-going duties (Over Life Time of Plan)

Task	Implementation Date	Completed?
Liaise with TfGM and other TPCs / groups where appropriate	As required	
Provide promotional Travel Data and health campaign information on display and keep up-to-date	Formal review every 3 months	
Ensure on-site cycle facilities and shared paths are maintained and fit for purpose	Formal review every 3 months	
Promote and support national campaigns	Review annually	
Manage on-site parking, including allocation of spaces and enforcement of parking restrictions	As required	

Further Monitoring: Development Completion

Task	Implementation Date	Completed?
Undertake 'follow up' survey of staff	Every two years post initial survey exercise.	
Submit survey review report to MCC	6 weeks post completion of survey	
Undertake 'snapshot' surveys of guests / visitors as appropriate		
Undertake Travel Plan Audit and modify where appropriate	Following Survey	
Update Travel Plan Noticeboard to reflect progress towards targets and objectives	Following Survey	

Appendix B – Staff Travel Questionnaire





Staycity Apart-hotel, 3 St Peter's Square, Manchester

STAFF TRAVEL QUESTIONNAIRE

This travel survey is being undertaken amongst all employees of the Staycity Ltd Apart-hotel, 3 St Peter's Square to gain an understanding of existing staff travel patterns. This information will be used to help inform the Travel Plan for the site which will continue to seek to promote alternative travel options to the private car.

complete the survey based on your general travel habits on the basis of a typical journey. Once completed please return your survey form in the pre-paid envelope.

The information that you provide will be treated with the utmost confidentiality.

1. **What is your home postcode?**

.....

2. **Are you:**

- ☐ Male
- ☐ Female

3. **Do you have a disability which affects your travel arrangements?**

- ☐ Yes
- ☐ No

4. **What mode of transport do you primarily use to travel to / from 3 St Peter's Square:**

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Train
- ☐ Tram
- ☐ Car (Driver)
- ☐ Car (Passenger)
- ☐ Motorbike

5. **What alternative travel mode could you use, if your current mode of transport was unavailable?**

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Train
- ☐ Tram
- ☐ Car (Driver)
- ☐ Car (Passenger)
- ☐ Motorbike

- ☐ Could not travel by any other mode

6. **Which of these factors might tempt you to use public transport to travel to work at 3 St Peters Square? If you use public transport already, what would you like to see done?**

Please choose no more than TWO options

- ☐ More direct service connecting to where I live
- ☐ More frequent services
- ☐ Discount tickets / passes available at work
- ☐ Easier access to timetable / fares information at
- ☐ Having my journey planned for me
- ☐ Free taxi home if asked to work late / family
- ☐ I would NEVER use public transport to travel to

7. **Which of these factors might tempt you to walk / cycle to work at 3 St Peters Square? If you walk / cycle already, what would you like to see done?**

Please choose no more than TWO options

- ☐ Improved footpaths / cycle paths on journey to work
- ☐ Secure cycle parking at work
- ☐ Better lighting on routes close to work at night time
- ☐ Changing facilities / showers at work
- ☐ Information on the local footpath / cycle network at
- ☐ Free taxi home if asked to work late / family emergency
- ☐ Interest free cycle loan provided by work
- ☐ I would NEVER walk / cycle to work

8. **Do you have any comments or ideas that you would like to tell us about your travel to work journey to / from 3 St Peters Square?**

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Thank you for completing this survey.