

FRAMEWORK TRAVEL PLAN

# Criterion Capital

Royal Buildings, Manchester

June 2023

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Framework Travel Plan

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## Appendices

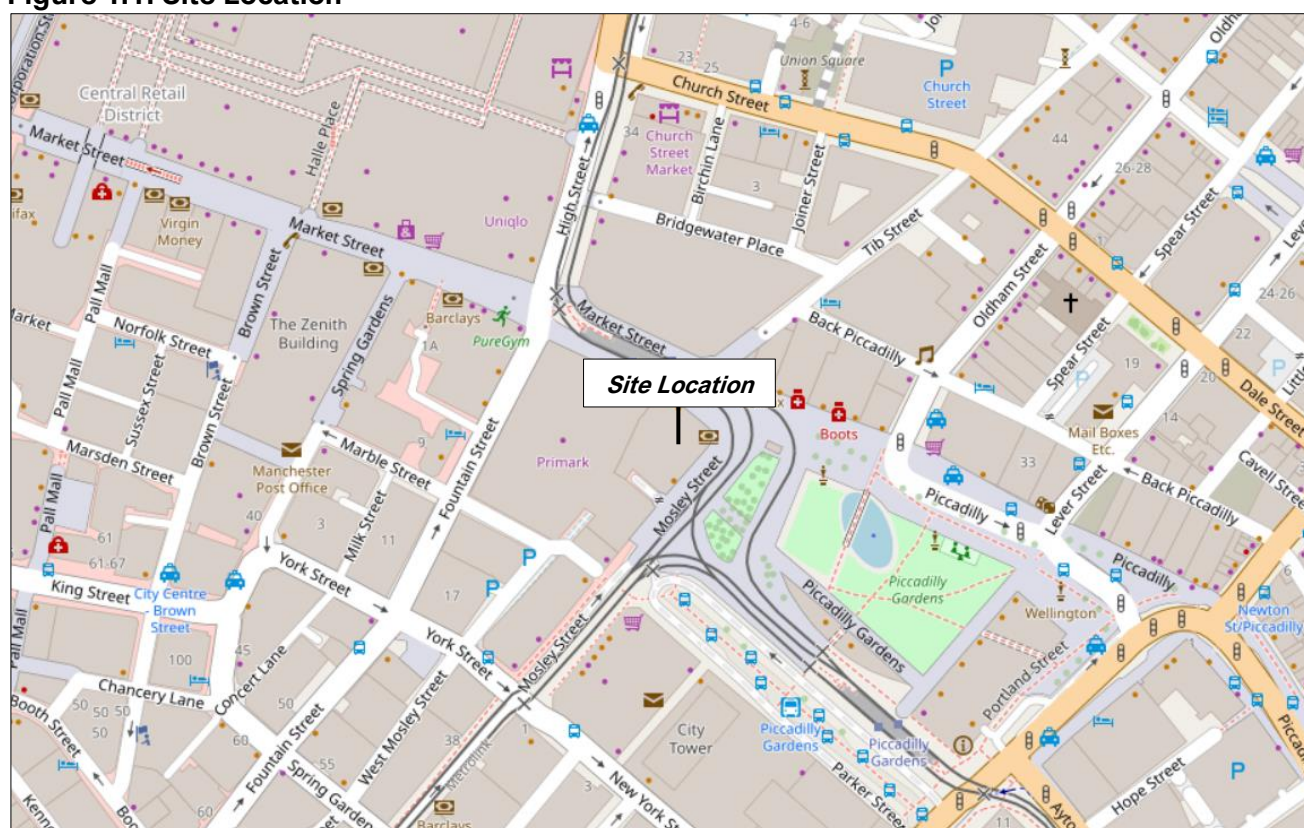
- Appendix A - Proposed Ground Floor Layout
- Appendix B - Example Travel Survey

# 1 Introduction

## Background

- 1.1 Vectos has been commissioned by Criterion Capital to provide transport and highways advice in support of a full planning application for the change of use at Royal Buildings bordering Mosley Street and Fountain Street in Manchester City Centre.
- 1.2 The site is located within the jurisdiction of Manchester City Council (MCC) who act as both the local planning and highway authority. The location of the site is shown in **Figure 1.1**.

**Figure 1.1: Site Location**



Source: OpenStreetMap

- 1.3 This document provides a Travel Plan and should be read in conjunction with the Transport Statement also prepared by Vectos. This has been prepared to build upon the site's sustainable travel credentials in order to further enhance the management of travel and provide a clear strategy towards the use of sustainable modes amongst staff.

## Proposed Development

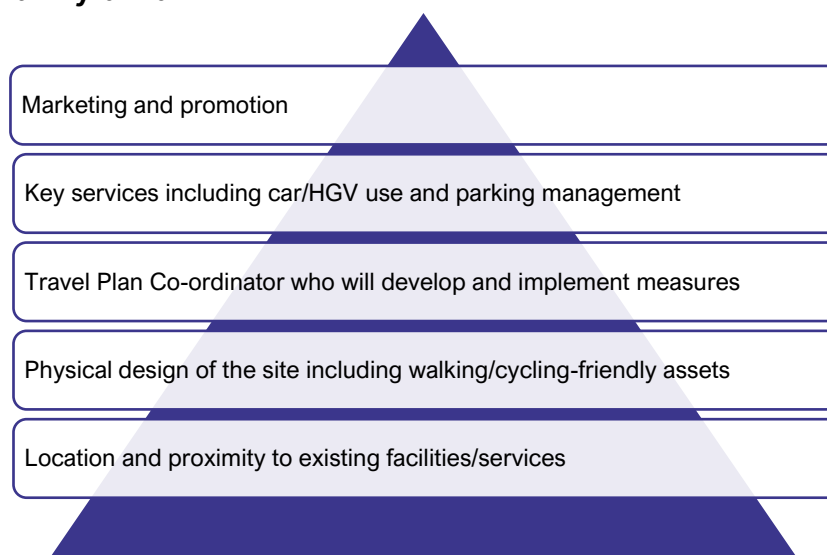
### Built Proposals

- 1.4 The proposals comprise changing the site's use from office (use class C1) to hotel (use class E). The site currently accommodates 5,585 square metres (sqm), 3,448sqm is of office space which is to be replaced by a hotel consisting of 187 rooms. The scheme will not include any on-site car parking provision. The proposed ground floor layout is provided in **Appendix A**.

## The Travel Plan

- 1.5 A Travel Plan can be thought of as a pyramid of measures. The Plan is built from the bottom up, with decisions and actions at each level creating the conditions that provide the foundation for success at the next level up.
- 1.6 A diagrammatical explanation of this approach is provided in **Figure 1.2**.

**Figure 1.2: Travel Plan Pyramid**



- 1.7 The Travel Plan will also set out the implementation, marketing, monitoring and a variety of travel measures and will thereafter be reviewed on a regular basis.

## Scope

- 1.8 Following this introduction, the content of the Travel Plan is set out as follows:
- Section 2 outlines travel planning policy considerations;
  - Section 3 provides a review of the site's accessibility by sustainable modes of travel;
  - Section 4 provides baseline travel data;
  - Section 5 provides an overview of the main objectives and sets out the targets of the Plan;

- Section 6 outlines the Travel Plan's management strategy, including sustainable travel measures;
- Section 7 provides an Action Plan which will set a timetable in implementing the Travel Plan's measures.

## 2 Travel Planning Policy and Best Practice

### A Background to Travel Planning Policy

- 2.1 The In 1998 the Government produced the White Paper ‘A New Deal for Transport’. This paper called for a sustainable transport system for the UK. It recognised that solving congestion and pollution issues would require action by individuals in changing their behaviour. A New Deal for Transport therefore promoted the use of Travel Plans as a way to reduce car journeys.
- 2.2 Travel Plans were further embedded in national policy in the 2004 White Paper entitled ‘The Future of Transport’. This paper set out the Government’s 30-year vision, which included enhancing local travel through promoting the use of Travel Plans and encouraging sustainable modes such as walking, cycling and public transport.
- 2.3 Three years later in 2007 ‘Towards a Sustainable Transport System’ was published by the Government. This document established the Government’s goals in regard to sustainable travel and what the Government was currently doing and what it planned to do for the period 2014 to 2019 and beyond.
- 2.4 At this point it was accepted that managing demand, reducing the need to travel and enabling people to make informed travel choices would play a part in improving local travel. The following year, the paper ‘Delivering a Sustainable Transport System’ built on this foundation and set out five goals for the transport system which included contributing to “better safety, security and health... and by promoting travel modes that are beneficial to health”.

### National Policy

#### National Planning Policy Framework (NPPF)

- 2.5 The National Planning Policy Framework (July 2021) surrounds the notion of achieving sustainable development. The NPPF aims for plans to protect and exploit opportunities for the use of sustainable transport modes. Paragraph 113 of the NPPF states that:  
  
*“All developments that will generate significant amounts of movement should be required to provide a travel plan”*
- 2.6 A Travel Plan is a long-term management strategy for a site that seeks to encourage more sustainable travel and to reduce single occupancy car use. As traffic problems can arise from new developments, the Travel Plan will be best addressed through working in partnership with outside organisations which could be useful in developing elements of the plan.

## **Local Policy**

### **Places for Everyone (Greater Manchester Combined Authority)**

- 2.7 The First, Places for Everyone Publication Plan is currently emerging in relation to adopted policy. This Plan represents a long-term plan of nine Greater Manchester districts for jobs, new homes, and sustainable growth. It has been prepared by the Greater Manchester Combined Authority on behalf of the nine districts.
- 2.8 Policy JP-C 7 relates to the transport requirements at new developments and states that planning applications will be accompanied by a Transport Assessment / Transport Statement and Travel Plan where appropriate. This policy also details that there will be a requirement for new development to be located and designed to enable and encourage walking, cycling and public transport use, to reduce the negative effects of car dependency, and help deliver high quality, attractive, liveable and sustainable environments.

### **Guide to Development in Manchester Supplementary Planning Document (SPD)**

- 2.9 The Guide to Development in Manchester SPD was adopted in April 2002. Within the document's 'Ease of Movement' section it is stated that at an early stage before submitting a planning application Developers should consult with the Council to determine whether a Travel Plan is required.
- 2.10 It is also stated in Section 11 of this document that in both existing and new commercial and industrial areas, Developers will be expected to contribute to the provision and improvement of environmental features such as Green Travel Plans.

## **Core Strategy**

- 2.11 The Core Strategy was adopted by Manchester City Council in July 2012. It forms the key document in Manchester's Local Development Framework and covers the period of 2012 to 2027.
- 2.12 It is stated in Policy T2 that Traffic Impact Assessments and Travel Plans are needed for all major applications and for any proposals where there are likely to be access or transport issues.

## **Good Practice Guidelines**

- 2.13 The preparation and adoption of a Travel Plan is an important element in managing the demand for travel to all developments. The Department for Transport issued a guide on the preparation of such Travel Plans in April 2009 in a document entitled "Good Practice Guidelines – Delivering Travel Plans through the Planning Process". This Framework Travel Plan has been prepared with due regard to such guidelines.

### 3 Accessibility by Sustainable Modes of Travel

#### Introduction

- 3.1 Promoting sustainable transport is a key pillar of the NPPF, and this section identifies the excellent opportunities to promote walking, cycling and public transport use for this location.

#### Walking

- 3.2 The site is very well located to encourage journeys to be undertaken on foot. A walk distance of 2km or around 25 minutes (assuming an average walk speed of 80m per minute) is described by the Institute of Highways and Transportation (IHT) as a suggested maximum walking distance for commuting trips. This would cover the entirety of the city centre and would reach the areas of Cheetham Hill to the north, New Islington and Ardwick to the east, Hulme to the south and Salford to the west. Walking can also be promoted as part of a multi-modal journey, particularly in conjunction with public transport.
- 3.3 This means that many of the city's residential areas are accessible on foot, along with access from the main transport interchanges accommodating staff travelling into the city. The site is located in close proximity to numerous footways and public transport nodes providing connections between the site and nearby residential areas within the city centre and further afield. Accessibility by public transport is detailed further within this section.
- 3.4 The local pedestrian network comprises high-quality pedestrian friendly streets within the city centre, which are also considered appropriate to use for those who are mobility impaired. To support pedestrian trips in the local area and to and from nearby transport nodes, Fountain Street, Market Street and part of Mosley Street are completely pedestrianised. Footways are provided on both sides of all nearby streets within proximity of the site, such as those on Mosley Street further south of the site that to those on York Street and New York Street.
- 3.5 Fountain Street and Mosley Street provide key pedestrian routes to and from the central retail district and to the north of the city centre where Manchester Victoria Station is situated. Dropped kerbs and tactile paving are also located on this road facilitating the safe movement of those who are visually impaired and / or may need to use a wheelchair. This street can also be used to facilitate pedestrian trips to and from St Peter's Square to the south. The connecting pedestrian network from this location includes Deansgate and Oxford Street, facilitating trips to and from the south of Manchester City Centre.
- 3.6 The west of the city centre and Salford Central Station can be accessed using Spring Gardens that provides a connection to a series of other streets such as King Street, St Annes Street and Bridge Street. Likewise, pedestrian trips are facilitated to the west of the city centre by use of Parker Street, Aytoun Street, the A6 Piccadilly or Minshull Street.
- 3.7 It is considered that all routes used by those travelling on foot within Manchester City Centre and the site are pedestrian friendly. These comprise of controlled crossings at signalised junctions, as well as dropped kerb and tactile paving crossing points. Local footways are generally considered to be in good condition, with appropriate street lighting provided.

- 3.8 The site is situated in close proximity to an extensive range of amenities, given its city centre location. This provides the opportunity for staff to undertake journeys on foot for a variety of purposes, and by association removes the need for travel by private car. A summary of key facilities located within the 2km pedestrian catchment is provided in **Table 3.1**.

**Table 3.1: Local Amenities**

| Amenity                                               | Name                               | Location           | Distance from Site | Approximate Journey Time on Foot |
|-------------------------------------------------------|------------------------------------|--------------------|--------------------|----------------------------------|
| Selection of nearby Food Outlets (core amenity)       | Moose Coffee                       | York Street        | 210 metres         | 3 minutes                        |
|                                                       | Take 5                             | Mosley Street      | 280 metres         | 3 minutes                        |
|                                                       | Café Nero                          | Fountain Street    | 220 metres         | 3 minutes                        |
|                                                       | Costa                              | Fountain Stret     | 170 metres         | 2 minutes                        |
|                                                       | Trove                              | Marble St          | 220 metres         | 3 minutes                        |
| ATM (core amenity)                                    | ATM at Tesco Express               | Parker Street      | 280 metres         | 4 minutes                        |
| Recreation / Leisure / Sports Facility (core amenity) | Sugden Sports Centre               | Oxford Road        | 1.5 kilometres     | 19 minutes                       |
|                                                       | Manchester Aquatics Centre         | Oxford Road        | 1.6 kilometres     | 20 minutes                       |
| Outdoor open space                                    | Piccadilly Gardens                 | Parker Street      | 70 metres          | 1 minutes                        |
|                                                       | Sackville Gardens                  | Sackville Street   | 700 metres         | 9 minutes                        |
|                                                       | Cathedral Gardens                  | Corporation Street | 850 metres         | 11 minutes                       |
|                                                       | Parsonage Gardens                  | Parsonage Gardens  | 850 metres         | 11 minutes                       |
|                                                       | Vimto Park                         | Granby Row         | 900 metres         | 12 minutes                       |
| Postal Facility                                       | Post Office                        | Mosley Street      | 120 metres         | 2 minute                         |
| Pharmacy                                              | Boots Pharmacy                     | Piccadilly Gardens | 100 metres         | 2 minutes                        |
| Medical Centre                                        | City Centre Walk-in Centre         | New Market         | 500 metres         | 7 minutes                        |
| Childcare Facility                                    | Tinkerbell Nursery                 | Store Street       | 800 metres         | 10 minutes                       |
| Bus Stop                                              | Piccadilly Gardens Bus Interchange |                    | 80 metres          | 1 minute                         |
| Convenience Store / Food retail                       | Tesco Express                      | Market Street      | 280 metres         | 4 minutes                        |
|                                                       | M&S Simply Food                    | Piccadilly Gardens | 80 metres          | 1 minute                         |

*Note: Distances taken from the site frontage on Mosley Street*

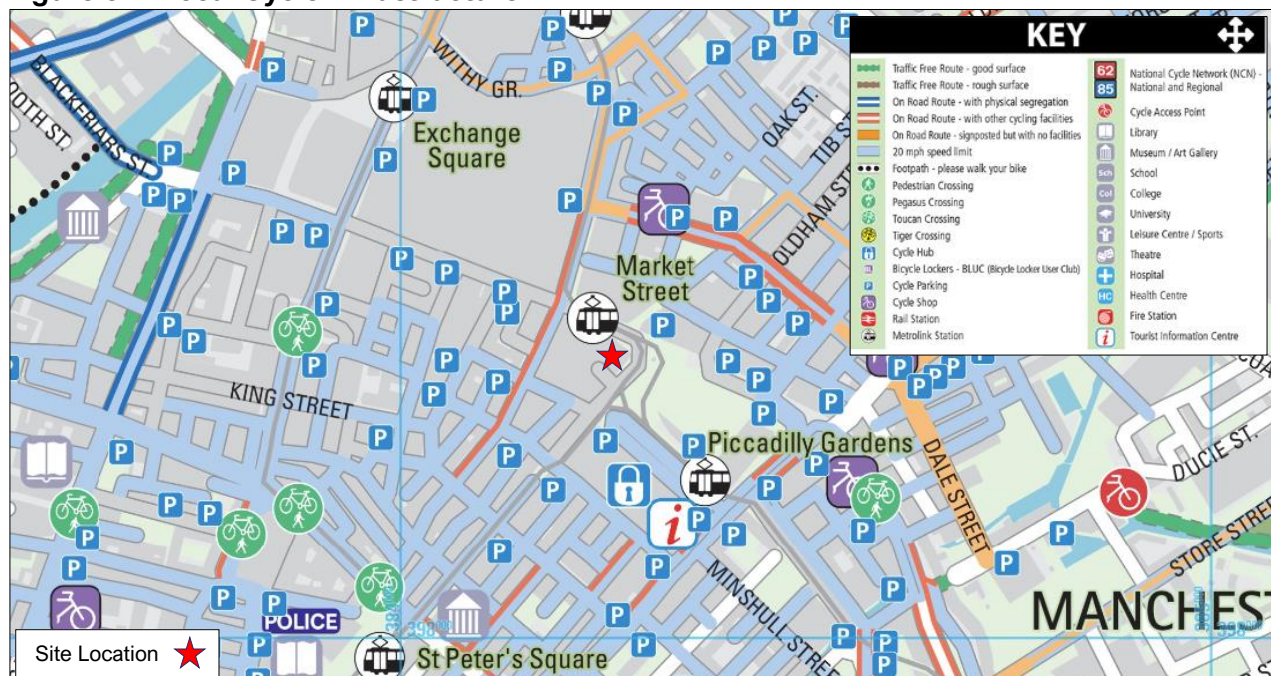
- 3.9 In summary, the pedestrian facilities in the surrounding area will ensure that the site is accessible on foot by staff.

## Cycling

- 3.10 Cycling is increasingly being recognised as a viable alternative to the car and there has been sustained growth in cycling as both a mode of travel and leisure activity. DfT 'Local Transport Note 1/20 Cycling Infrastructure Design' states that, "*two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people*".
- 3.11 TfGM's online mapping facility shows that the site is located in close proximity to various cycle routes, including on-road routes and traffic-free routes of a good surface annotated in green, and on-road routes annotated in beige, as shown in the extract in **Figure 3.1**.

- 3.12 It is also shown on the figure that all of the site's surrounding roads are subject to a reduced 20mph speed limit and as such cater for a safer cycling environment, including Mosley Street, Fountain Street, York Street, New York Street and High Street.

**Figure 3.1: Local Cycle Infrastructure**



- 3.13 As outlined, the area's cycle network is supported by the one-way traffic system in proximity to the site. This is of benefit to the safety of cyclists given there is a lack of opposing traffic movement when navigating local streets.
- 3.14 Cycling is generally considered suitable for distances of up to 3 miles (4.8km) for regular journeys in urban areas, and 5 miles (8km) for commuting journeys. Using these guidelines, a 5km cycle distance would equate to a journey of around 25 minutes using a leisurely cycle speed of 12km per hour. Based upon the above guidance this catchment represents the lower threshold of the potential cycle catchment of the site.
- 3.15 As well as the entirety of the city centre, this catchment would cover the surrounding areas of Cheetham Hill and Crumpsall to the north, along with Clayton, Openshaw and Belle View to the east. The catchment would also cover the areas of Longsight, Fallowfield, Chorlton-Cum-Hardy and Streford to the south and Salford Old and Trafford to the west where staff may reside.
- 3.16 It is also noted that Manchester Victoria, Piccadilly, Oxford Road, Deansgate and Salford Central Train Stations are located within a short cycle from the site, facilitating the possibility of multi modal journeys by bicycle and train.
- 3.17 In summary, it is considered that the transport conditions in the vicinity of the site allow cycling to be promoted as a sustainable mode of travel.

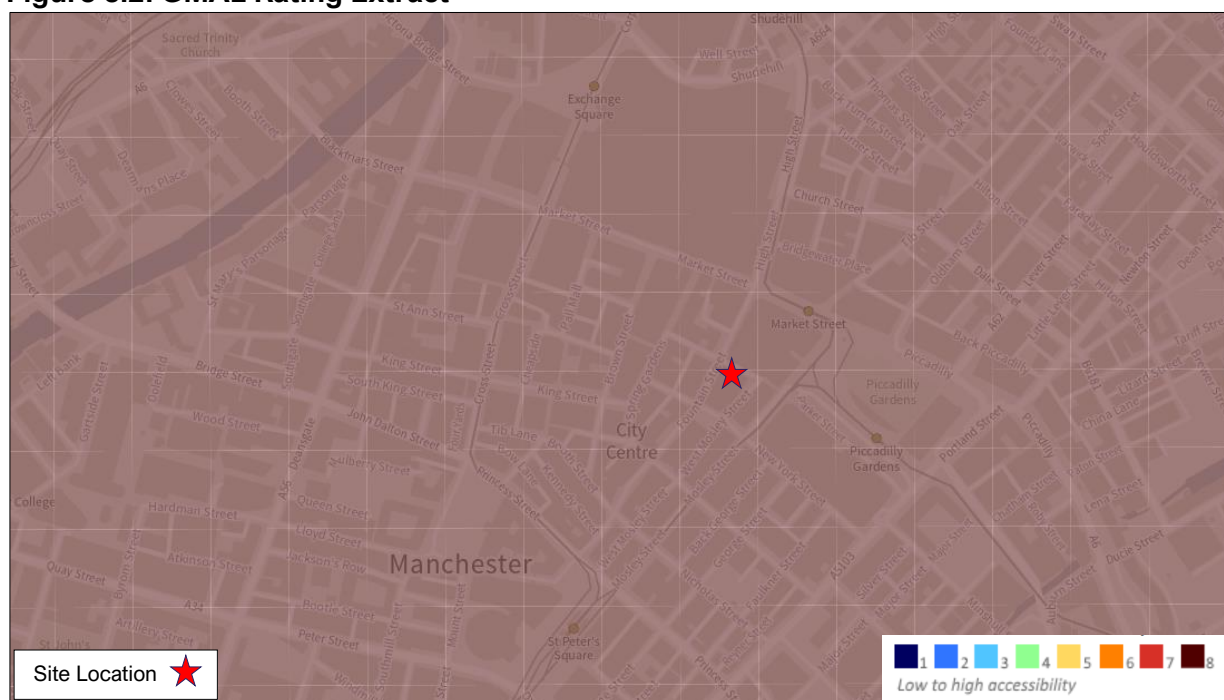
## Emerging Bee Network Proposals

- 3.18 The aspirations for improvements to pedestrian and cycle connections that form part of the Bee Network have also been reviewed, referencing TfGM's Bee Network interactive network map.
- 3.19 The Bee Network is a proposal for Greater Manchester to have the UK's largest joined up network for walking and cycling. It is a decade-long plan to connect every neighbourhood in the city region starting with 1,000 miles of walking and cycling network planned, as well as 1,400 new crossing points proposed.
- 3.20 The network will consist of signed 'Beeway' routes that will mark the most direct and pleasant way to navigate a neighbourhood on foot or by bike, and the initiative is being supported by the Greater Manchester Local Authorities and TfGM. Located around 500m away from the site to the northeast, Hilton Street will accommodate a 'Busy Beeway' route that will be accessible to staff.

## Greater Manchester Public Transport Accessibility Level

- 3.21 TfGM publish accessibility to public transport, and this is known as the Greater Manchester Accessibility Level (GMAL). GMAL is a useful guide to measure a site's accessibility using public transport.
- 3.22 The site's location in relation to the Greater Manchester Accessibility Level map extract is shown in **Figure 3.2**.

**Figure 3.2: GMAL Rating Extract**



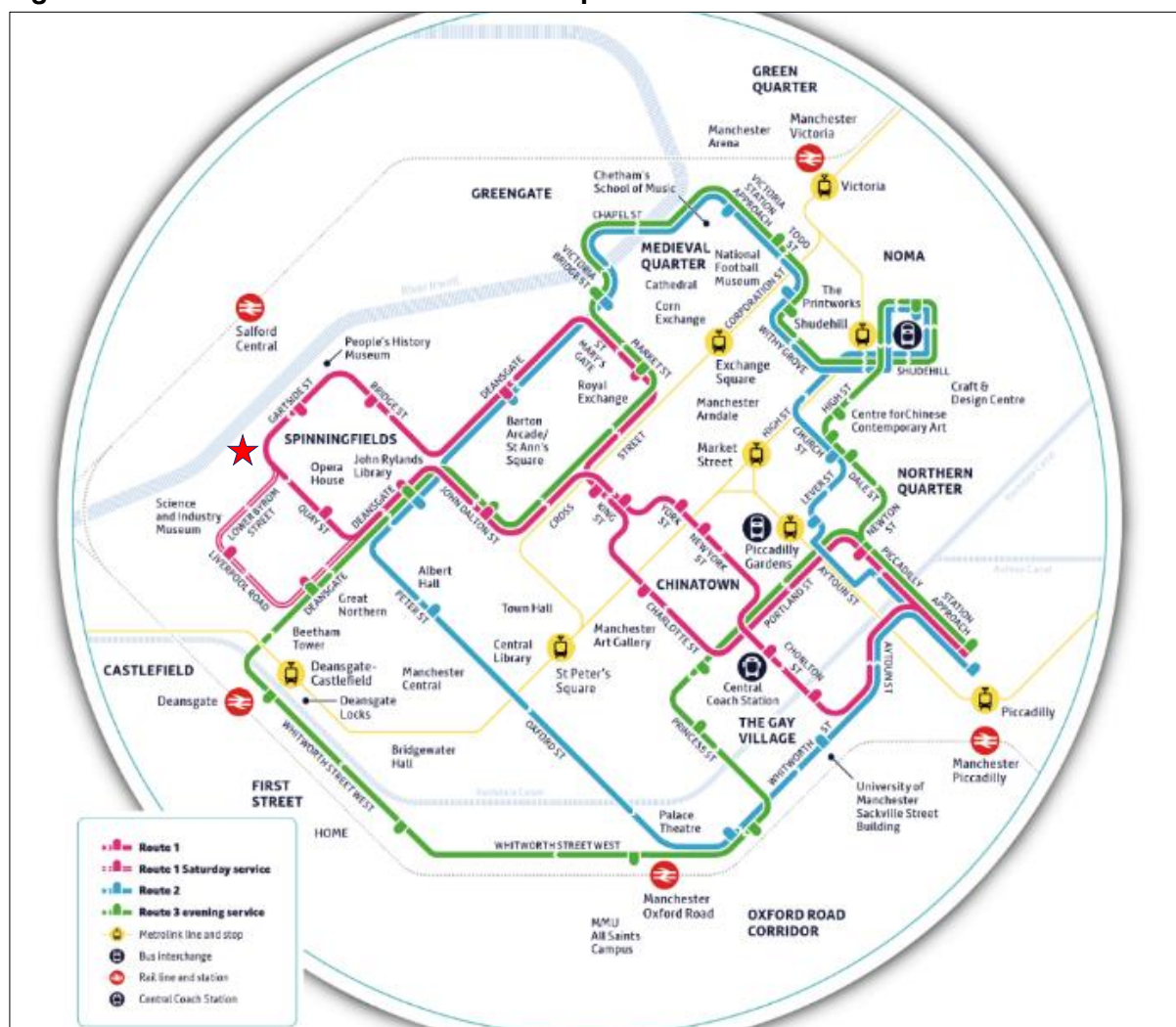
Source: <https://mappinggm.org.uk>

- 3.23 As shown in **Figure 3.2**, the site is located in Accessibility Level 8, which translates as an area of 'Very High' public transport accessibility. This is the highest possible GMAL rating and confirms the excellent opportunity the site offers for travel by public transport services.

## Bus

- 3.24 The IHT document 'Guidelines for Planning for Public Transport in Developments' (1999) suggests that the maximum walking distance to the nearest bus stop should not exceed 400m.
- 3.25 Bus stops provided at Piccadilly Gardens Bus Interchange 80m (1-minute walk) from the site provide access to approximately 32 bus services are available at these bus stops in total, providing regular bus services to and from a range of destinations across Greater Manchester. The vast majority of bus stops that provide access to these services have both shelter and seating arrangements, as well as flag posts displaying service information. It is therefore considered that there are a considerable number of scheduled bus services within an acceptable walking distance of the site.
- 3.26 The Manchester Freebus also operates across Manchester City Centre. Such buses are highly branded and are instantly recognisable, running on around a 10 or 12-minute frequency. High quality stops are provided along the service routes with clear branded images on bus stop plates. Three routes all pass through the city centre's main commercial, financial and cultural districts. These are named Route 1, 2 and 3. All these services can be boarded at Piccadilly Gardens within a 400m distance of the site, and can also be boarded on New York Street, Charlotte Street and King Street. An extract of the Manchester Free Bus Route Map is provided in **Figure 3.3**.

Figure 3.3: Manchester Free Bus Route Map



## Metrolink

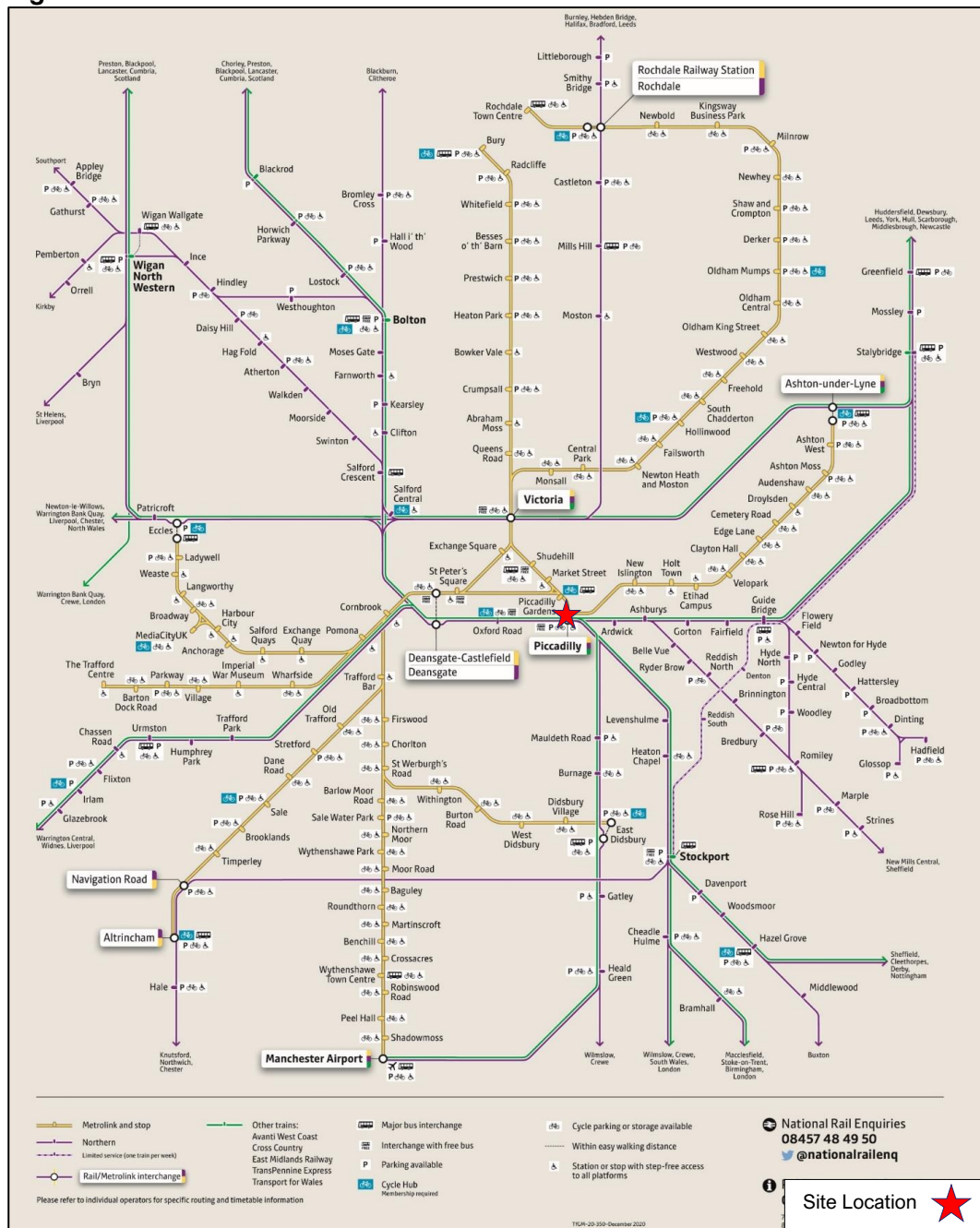
- 3.27 Metrolink services operate on around a 12-minute frequency in each direction on Monday to Sunday. All lines operate between 06:00 and 00:00, with the Airport line (Victoria to Manchester Airport) operating from 03:00 from Deansgate Castlefield. Given the high frequency of Metrolink services, number of routes and tram stops that are accessible from the site, it is considered that these would offer a feasible travel alternative as part of a linked sustainable mode trip.
- 3.28 All Metrolink stops provide shelters, seating and real-time journey information. All Metrolink trams and stations also provide disabled access in the form of step-free access, tactile paving and dropped kerbs. The existing Metrolink services currently cover a broad area of Manchester and its outlying residential districts.
- 3.29 Market Street is the closest Metrolink stop to the site located 80m from the site's frontage with Mosley Street. Piccadilly Gardens Metrolink stop also is located 250m from the site and as such well within an acceptable walking distance. Both stops are situated on the Ashton-under-Lyne, Altrincham and Bury lines, with the Market Street stop also providing access to these lines along with the Manchester Airport line.

3.30 Metrolink will offer excellent public transport connectivity for staff.

## Rail

3.31 Manchester Piccadilly Station is the closest city centre station to the site, and is accessible via around a 10-minute walk (800m). This station provides access to numerous national rail services, with regional and local services providing access to various destinations across Greater Manchester including Stockport, Wilmslow, Heaton Chapel, Hyde, Gatley, Romiley, Marple, Altrincham, Cheadle Hulme and Wigan. The comprehensive network by rail for the Greater Manchester area is given in **Figure 3.4**. This station is also readily accessible by the aforementioned Free Bus service.

**Figure 3.4: Combined Metrolink and National Rail Network**



## Summary

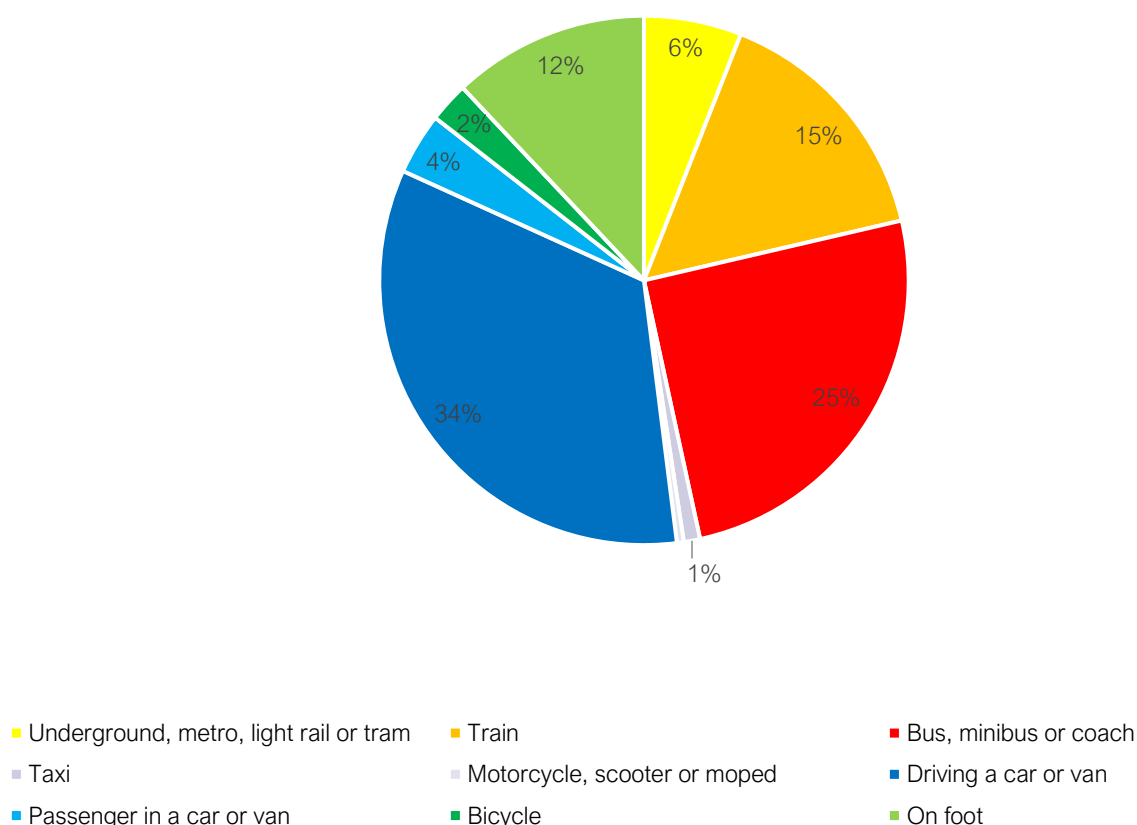
- 3.32 The site occupies a highly sustainable location in the heart of Manchester City Centre and is accessible by a range of sustainable travel modes. As such, it is considered that the site is well-placed to facilitate access by active modes and public transport for staff, supporting a development that will not provide any on-site car parking.

## 4 Baseline Travel Data

### Introduction

- 4.1 This Travel Plan includes an initial mode share baseline using the 2011 Census WU03EW dataset for place of work: E02006902 Manchester 054. This provides the modal share for trips to and from the site for work purposes, with the results summarised in **Figure 4.1**.

**Figure 4.1: Place of Work Mode Share (Manchester 054)**



- 4.2 As seen in **Figure 4.1**, the majority of trips amongst staff are expected to be made by either public transport (46%) of active travel modes (14%). A total of 34% of staff are expected to travel by car as a driver, with 4% travelling as a passenger. Travel by taxi and 'other' equate to 1% of mode share respectively.
- 4.3 The baseline travel data can be used in informing the Travel Plan of suitable targets to implement at the development in order to reduce the volume of single-occupancy car use and further increase the take-up of sustainable travel amongst staff.
- 4.4 Although it is useful to reference, the census-based localised mode share does not entirely represent the mode share expected of the proposed development given that no on-site parking will be available for staff and as such they will be required to park in nearby pay and display car parks. The proportion of car drivers amongst staff could in reality be lower than that shown in **Figure 4.1**.

- 4.5 It is expected that at a later date travel surveys will be undertaken in order to gain an understanding of site-specific travel patterns amongst staff. The survey should be based on the template provided in **Appendix B**.

## 5 Objectives and Targets

### Introduction

- 5.1 Based on the high-level indicators outlined in Section 4, the Travel Plan now identifies objectives and related mode share targets. The targets identify further modal split aspirations but are however likely to change once the results of potential future travel surveys are analysed. The objectives are discussed first and then the associated mode share targets.
- 5.2 Importantly, based on the site's location and access to sustainable modes, the Travel Plan recognises that there is not one specific mode of transport suitable for every individual member of staff and that there needs to be a number of alternatives in place. It is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it. This is reflected in the Travel Plan's objectives.

### Objectives

- 5.3 The Travel Plan has two main objectives. These should not change throughout the life of the plan and are as follows:
- Objective 1: Promote healthy lifestyles amongst staff; and
  - Objective 2: Increase the take-up of sustainable travel modes where possible.

### Targets

- 5.4 The targets of the plan should be Specific, Measurable, Achievable, Realistic and Time-bound ("SMART"). A timescale for reviewing the progress of the Travel Plan against specific milestones will be set and agreed.
- 5.5 The Travel Plan has set out specific targets to help achieve the outlined objectives, as shown in **Table 5.1**. It should be noted that these targets are to be revisited when the potential future travel survey is undertaken.

**Table 5.1: Mode Shift Targets**

| Method of Travel            | *Baseline | Year 1 | Year 3 | Year 5 |
|-----------------------------|-----------|--------|--------|--------|
| Car Driver (inc. Car Share) | 38%       | 35%    | 31%    | 28%    |
| Bus                         | 25%       | 26%    | 26%    | 27%    |
| Rail                        | 15%       | 16%    | 17%    | 18%    |
| Metrolink                   | 6%        | 7%     | 8%     | 9%     |
| On foot                     | 12%       | 13%    | 14%    | 14%    |
| Bicycle                     | 2%        | 3%     | 4%     | 4%     |

*Note: \*as per Figure 4.1 (minus taxi and 'other')*

- 5.6 As seen in **Table 5.1**, it is targeted to reduce the percentage of car drivers by 10% by Year 5, given the site's city-centre location, with notable increases in public transport and active travel modes. This is deemed realistic given the site's easy access to existing public transport opportunities and surrounding active travel infrastructure.

## 6 Management Strategy

### Introduction

- 6.1 The Travel Plan now includes a package of measures contained within a Management Strategy to encourage the use of sustainable modes of transport detailed in Section 3.
- 6.2 As far as possible, the measures set out are designed to be suitable for review and monitoring. The selection of measures provided are deemed appropriate to the nature of the proposed development and additional measures are likely to be added to the list in the future as the Travel Plan develops.

### Travel Plan Coordinator

- 6.3 In order to review and monitor the Travel Plan objectives, it is expected that a suitable member of the overall building management team at the development will be appointed to the role of a Travel Plan Coordinator (TPC).
- 6.4 The day-to-day management of the Travel Plan is expected to be carried out by the TPC who will promote, maintain, monitor and review it as it progresses. The TPC will be the focal point and point of contact for all travel-related issues amongst staff working at the development and will be on hand should travel-related queries arise.
- 6.5 The role of the TPC will include, but will not be limited to, the following:
  - The preparation and distribution of travel information and marketing material;
  - Engaging with staff on site on travel and transport related issues; and
  - Responding to any travel issues that arise during the operation of the development.
- 6.6 The TPC will inform staff of the most appropriate walking routes to and from the city centre, including the routes discussed in Section 3.
- 6.7 There will be information provided on active travel through the use of information sheets displayed on posters on a bulletin board at the reception and / or communal staff areas.

### Staff Travel Information Pack

- 6.8 A Travel Information Pack will be provided to all staff when the development becomes operational. The pack will include information on the sustainable transport facilities described in Section 3, such as:
  - The bus services noted in **Table 3.2**;
  - Routes 1, 2 and 3 of the Manchester free bus service operating across the city centre;
  - The Metrolink services available across the city centre and throughout the Greater Manchester network; and

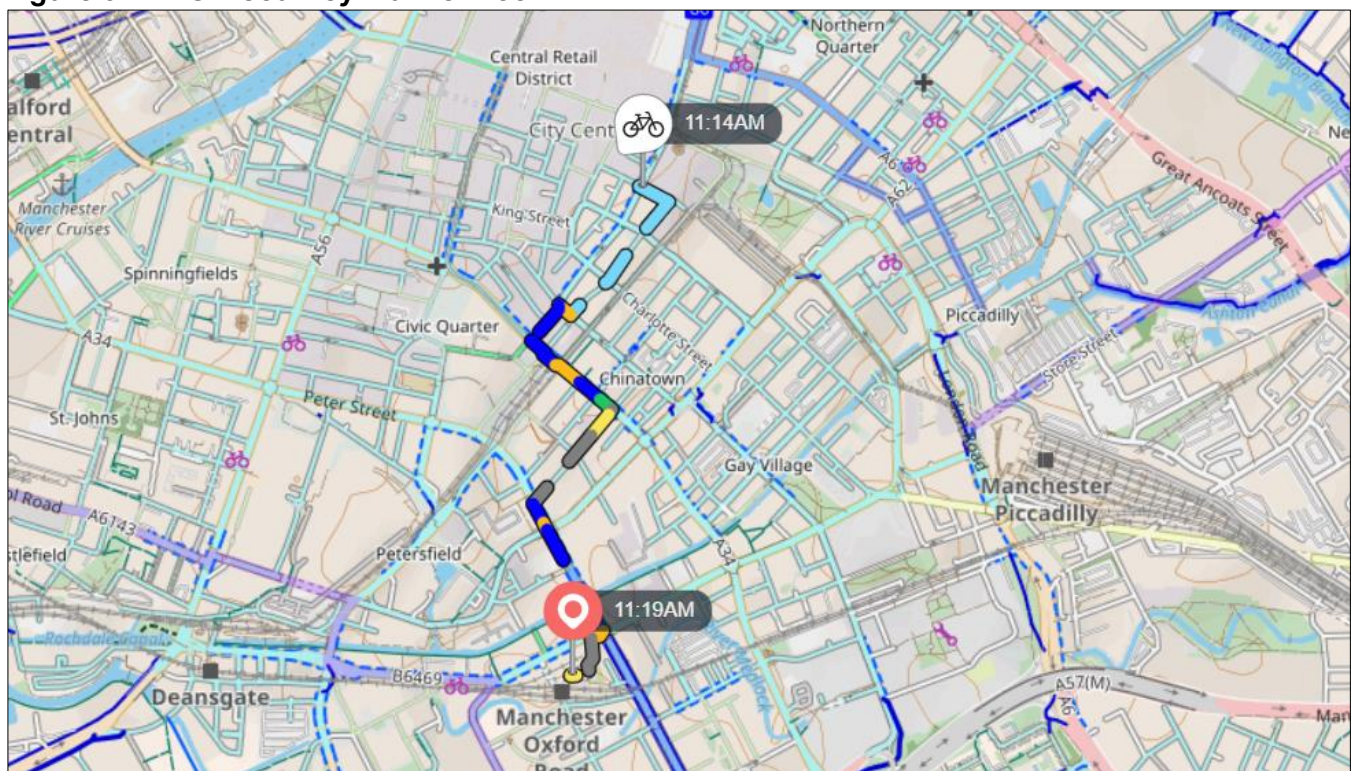
- The rail services accessible nearby, such as those at Manchester Piccadilly Station.

6.9 The Travel Information Pack will include details on the intentions of the Travel Plan and why the Travel Plan has been produced. The pack will also include current information on walking and cycling routes throughout the city centre, as also outlined in Section 3.

## Journey Planning

- 6.10 Staff will be informed of the excellent local and national journey planning applications. TfGM offer a free journey planning application that will be promoted to staff using notice boards and a link will also be available in the Travel Information Packs. This application enables a start and end location to be submitted and will provide a series of transport options. This application also provides a route finder option for mobility impaired users
- 6.11 The application can be accessed following this link: <https://tfgm.com/plan-a-journey#/planner/>, with an example of the route finder is provided in **Figure 6.1**.

**Figure 6.1: TfGM Journey Planner Tool**



## Raising Travel Awareness

- 6.12 Staff will be kept informed of updates in public transport information or promotions typically online via a social media platform, emails, website etc. Additionally, information on sustainable travel will be displayed on back of house notice boards.
- 6.13 The accessibility of the development will be actively promoted to the employees of the site, alongside encouragement of public transport, walking and cycling use.

- 6.14 It will be the responsibility of the TPC will ensure that all occupiers and staff are aware of the existence of the Travel Plan.

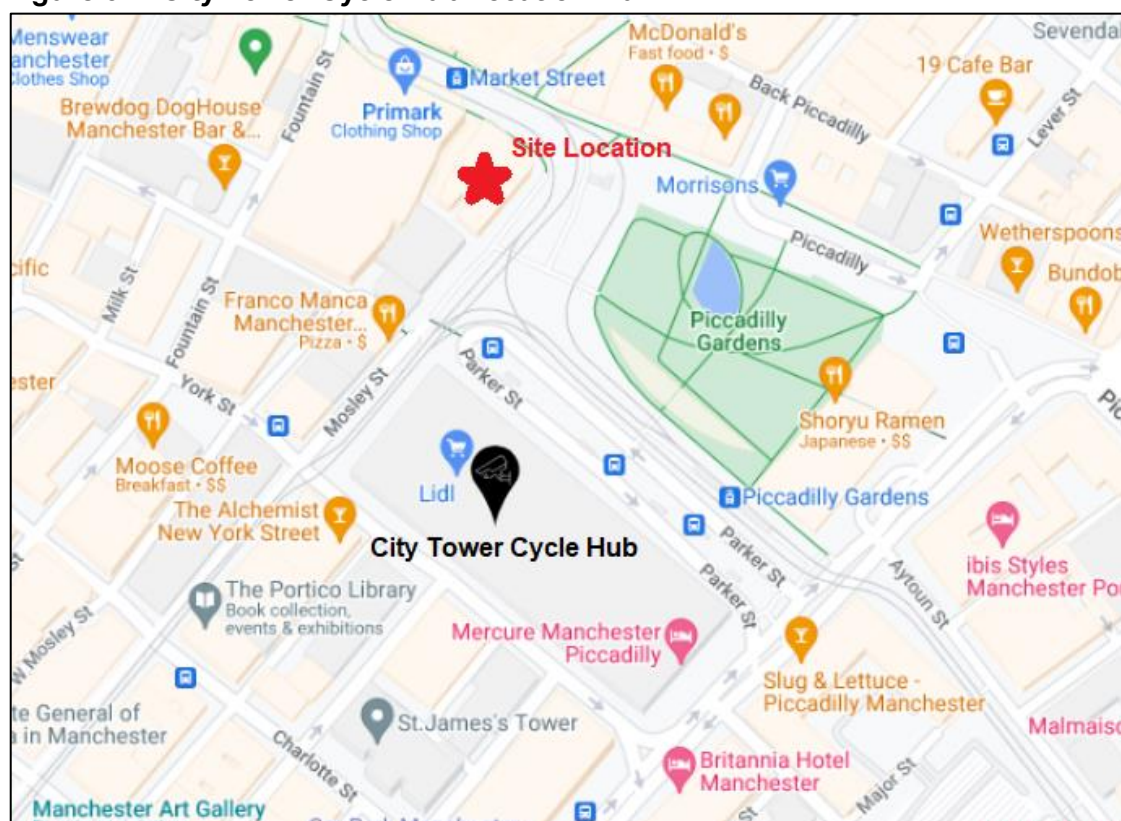
### **Future Travel Surveys**

- 6.15 Travel surveys are the best way of establishing travel patterns and behaviours among a workforce(s) and allow a tailored series of measures to be developed. In order to establish the travel patterns staff employees it is expected that a travel survey would be carried out within 3 months of the completion of the development is up and running.
- 6.16 The survey will be distributed to staff either electronically or by hand. Should this be done electronically, the survey can be designed via SurveyMonkey or Bristol Online Surveys. The survey will be live for 2 to 3 weeks in order to obtain a reliable data sample.

### **Walking and Cycling Opportunities**

- 6.17 The Travel Information Brochure will promote the cycle facilities available in the site's surrounding area. The TPC will inform staff of the financial incentives to their employees through the Cycle to Work Scheme as well as promotion of the health benefits of cycling.
- 6.18 Information on cycling in Manchester is available through the links below and would be made available through the website:
- [www.cyclingmapsonline.co.uk](http://www.cyclingmapsonline.co.uk);
  - <http://cycling.tfgm.com/>;
  - <http://www.ctc.org.uk/>; and
  - <http://www.sustrans.org.uk/>.
- 6.19 Criterion Capital and the hotel operator are committed to supporting cycling access to the site by staff and providing access to the associated facilities. The applicant will agree to pay for staff memberships at the City Tower Cycle Hub for those staff that wish to cycle to work so that they can use the hub for cycle parking. The City Tower Cycle Hub is conveniently located close to the development site adjacent to Piccadilly Gardens and New York Street, around a two minute walk from the Royal Buildings, as shown in **Figure 6.2**. The cycle hub contains 194 spaces and is located in the basement of the City Tower (M1 4BT).

**Figure 6.2: City Tower Cycle Hub Location Plan**



- 6.20 TfGM offer cycle support for businesses including bike and equipment loans, grants, cycle training and guided cycle rides. The TPC will promote this to staff.
- 6.21 The health benefits of walking will be particularly promoted to staff. Information on numerous walking groups in Manchester and suggested walking routes is available through the [gmwalking.co.uk](http://gmwalking.co.uk) link. The Travel Plan Coordinator will promote these websites and the benefits of walking to staff.
- 6.22 The TPC will ensure that National Walking to Work Week will be promoted to staff. This event takes place every spring/summer, allowing staff to sign up for a workplace walking challenge and encouraging more people to walk to work.
- 6.23 The TPC may also deem organising cycle breakfast appropriate should demand warrant this. This will be investigated in terms of whether it fits in with the occupiers of the building regarding their estimated start and finishing times.

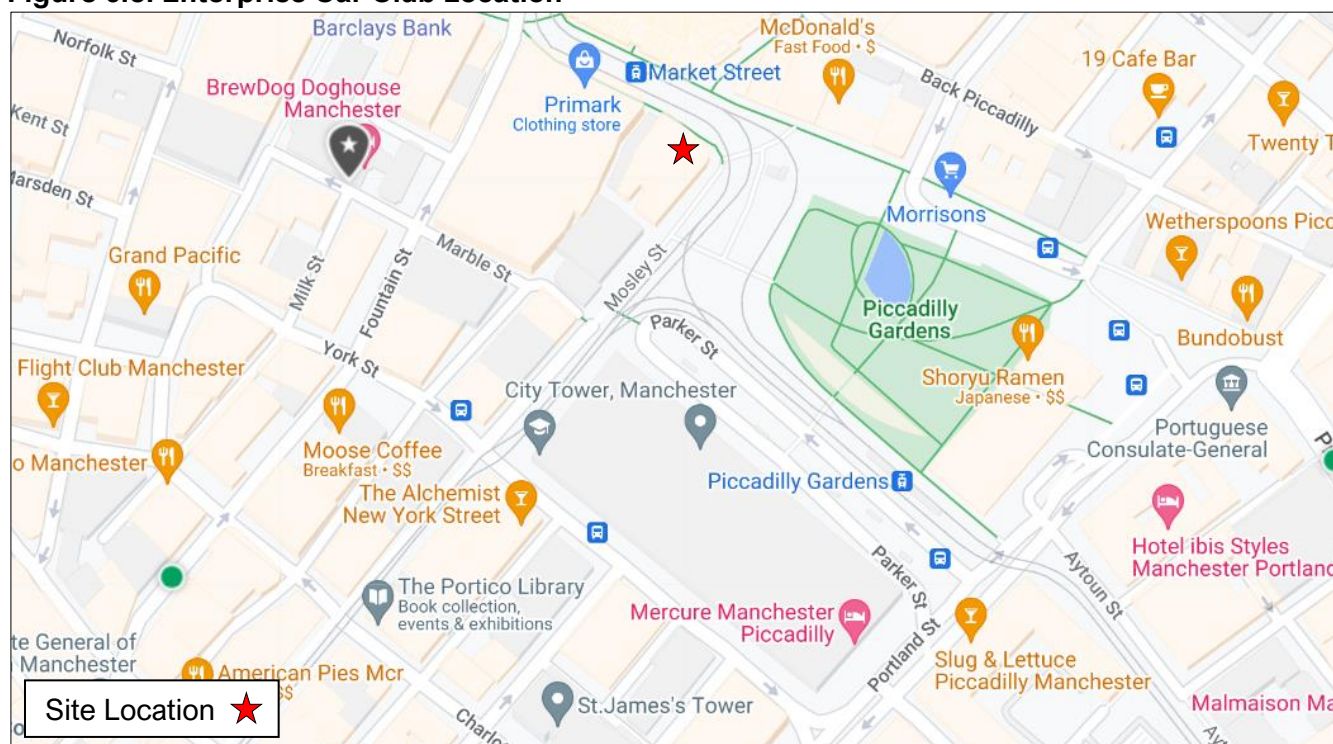
### **Access to Local Car Clubs and Public Car Parking**

- 6.24 With there being no on-site parking, it is expected that many staff would use sustainable modes of travel, as demonstrated in Section 4. Nevertheless, some employees may travel by car making use of the public car parking within a short walk of the site.
- 6.25 The Travel Plan Coordinator will therefore include promotion of car sharing schemes for both occupiers and staff wishing to travel by this mode. They will be encouraged to join the Greater

Manchester Car Share Scheme <http://www.carsharegm.com>. It is felt that utilising an existing scheme will be the most effective method of encouraging car sharing.

- 6.26 Two Enterprise Car Club parking spaces are located on Fountain Street, an estimated 3-minute walk from the site (260 metres). offers an easy, short term and flexible car hire for potential work purposes. The location of this Car Club facility is provided in **Figure 6.3**.

**Figure 6.3: Enterprise Car Club Location**



- 6.27 If deemed necessary, the TPC will provide details of the public car parks available to staff in order to ensure they are aware of where parking opportunities exist around the site. As such, the parking information contained in Transport Statement will be distributed accordingly.

## 7 Action Plan

- 7.1 Based on the information provided in this Travel Plan, a schedule of actions is outlined in **Table 7.1**. This Action Plan may be amended as the site is occupied and the Travel Plan develops once the site is full occupied following its extension and refurbishment.
- 7.2 These actions will be designed to maximise the update of sustainable transport and to build on the site's existing sustainable travel credentials.

**Table 7.1: Action Plan**

| Action                                                                                                                     |                                                                                          | Owner                                              |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|----------------------------------------------------|
| Assign a Travel Plan Coordinator                                                                                           | When the site becomes fully occupied following completion of the development             | Site operator / Member of building management team |
| Provide details of TPC to MCC / TfGM                                                                                       |                                                                                          |                                                    |
| Provide a copy of travel information brochure to all staff                                                                 |                                                                                          | Travel Plan Coordinator                            |
| Provide a copy of the Travel Plan for the site's occupier                                                                  |                                                                                          |                                                    |
| Promote the use of the pedestrian environment between the site and the city centre, as detailed in detailed in Section 3   |                                                                                          |                                                    |
| Establish travel notice boards for providing cycle / walk / public transport information                                   |                                                                                          |                                                    |
| Design and distribute a short travel survey to staff (via SurveyMonkey linked to staff email addresses)                    | Approximately 3 months after completion of the development and when it is fully occupied |                                                    |
| Arrange City Tower Cycle Hub memberships for those staff that cycle to work so that they can use the hub for cycle parking | 3 to 6 months and onwards                                                                |                                                    |
| Ensure travel awareness measures are promoted to all staff                                                                 |                                                                                          |                                                    |
| Provide posters or flyers to staff at the hotel reception                                                                  |                                                                                          |                                                    |
| Provide travel awareness application details to help plan journeys on foot, cycle and public transport                     |                                                                                          |                                                    |
| Investigate any demand for personalised journey planning amongst staff and action this if needed                           |                                                                                          |                                                    |
| Provide details to staff on the local car club opportunities should they need to drive to and from the site                |                                                                                          |                                                    |
| Promote the TfGM Journey Planner to staff                                                                                  |                                                                                          |                                                    |

# Appendices

# Appendix A

Proposed Ground Floor Layout



Note:  
Do Not Scale from this drawing.  
Dimensions are to be checked on site.  
If in doubt please ask.

Key

- BOH Lift
- Burger King
- Circulation
- Lift
- Staircore
- Tenant 02
- Tenant 03
- Tenant 04



P1 09/06/23 Issued for Information

Rev Date Intls Details

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Project Title Royal Buildings  
Client Criterion Capital  
Location Manchester

Drawing ref Proposed Ground Floor Plan

Date 09/06/2023 16:34:25 Scale 1 : 100

Checker TW Size A1

Job No: 9609 Status S0 Initial Status

| Project                      | Origin | Volume | Level | Type | Role | Number | Rev |
|------------------------------|--------|--------|-------|------|------|--------|-----|
| 9609-BUT-ZZ-00-DR-A-04001-P1 |        |        |       |      |      |        |     |

## Appendix B

### Example Travel Survey



## Staff Travel Survey

**Please complete this Travel Survey to help us improve how you travel to and from Hythe**

**1) Please specify your gender and age**

☐ Male ☐ Female ☐ Prefer not to say

☐ -25 ☐ 26-40 ☐ 41-60 ☐ 60+

**2) Do you work...**

☐ Full-time

☐ Part-time

☐ Shifts

**3) Please specify your normal working hours/shifts**

.....

**4) Where do you start your journey from?**

Postcode .....

**5) How do you usually travel for work?**

☐ Car (driver)

☐ Car (passenger)

☐ Bus

☐ Train

☐ Tram

☐ Bicycle

☐ Walk

☐ Motorbike

☐ Taxi

☐ Other (*please specify below*)

.....

**If you don't travel by car, head straight to Question 11**

**6) Where do you park?**

.....

**7) Why do you drive for work?**

- ☐ I need to use my car throughout the day
  - ☐ I collect/drop off others on my way to work
  - ☐ I drive to other activities before/after work
  - ☐ I have a mobility impairment/disability
  - ☐ Commuting by car is my cheapest option
  - ☐ Commuting by car gives me a much shorter journey time
  - ☐ Commuting by car is my only option due to lack of available public transport
  - ☐ I'm concerned about my personal safety when travelling by other modes (if so, please specify below)
- .....

**8) Would anything make you consider travelling via more sustainable travel options, including car sharing?**

- ☐ No
  - ☐ Yes (please specify)
- .....

**9) Including you, how many people are in your car on a normal journey for work?**

- ☐ 1
- ☐ 2
- ☐ 3
- ☐ 4
- ☐ 5+

**If you're a public transport user, please answer Questions 10, 11 and 12.**

**10) If you travel by bus what service do you use?**

.....

**11) If you travel by rail services, where do you board/depart?**

I board at..... and depart at .....

**12) Why do you travel by public transport?**

.....

**If you actively travel to work (walk or cycle), please answer Questions 13 and 14.**

**13) If you walk for work, why do you travel this way?**

.....

**14) If you cycle for work, why do you travel this way?**

.....

**15) How do you travel for work during a typical week? (please tick)**

|                   | Mon                      | Tue                      | Wed                      | Thu                      | Fri                      | Sat                      | Sun                      |
|-------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Did not travel    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Car (driver)      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Car (passenger)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Bus               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Train             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walk              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Motorbike/Scooter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Taxi              | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**16) How would you prefer to travel if you couldn't use your current mode?**

- ☐ Walk
- ☐ Bicycle
- ☐ Bus
- ☐ Train
- ☐ Tram
- ☐ Motorbike/Scooter
- ☐ Car
- ☐ Car share
- ☐ Drive
- ☐ Other (please specify below)

.....

**17) Why don't you currently travel this way?**

- ☐ Cost
- ☐ Distance
- ☐ Personal safety
- ☐ There's no nearby bus route available
- ☐ Inconvenience
- ☐ Personal circumstances
- ☐ Work circumstances
- ☐ Parking restrictions
- ☐ Weather/time of the year
- ☐ I'm not made aware of my alternatives
- ☐ Lack of nearby cycle routes
- ☐ Other (please specify below)

.....

**18) Are there any measures that could be promoted/implemented to help you travel more sustainably?**

- ☐ More frequent/reliable public transport services
- ☐ Less crowded public transport services
- ☐ Improved shower facilities
- ☐ Better waiting areas for public transport
- ☐ Secure cycle parking
- ☐ Help in finding a car sharing partner
- ☐ On-site bicycle repair services
- ☐ A cycle purchase scheme or discount/loads for cycle equipment
- ☐ More storage space for cycling equipment
- ☐ Improved security/lighting infrastructure when you're walking
- ☐ A guaranteed parking space if you're car sharing
- ☐ Easily available live travel information
- ☐ Better cycle infrastructure around the site
- ☐ A guaranteed lift home scheme for people let down by car share partners
- ☐ Other (*please specify below*)

.....

**19) During the last year, have you changed your mode of travel?**

- ☐ No, it's stayed the same
- ☐ Yes

I've changed from ..... to .....

**Thank you for completing our Staff Travel Survey!**  
**Your responses will be completely confidential.**

## Contact

---

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