



Transportation Planning : Infrastructure Design

Travel Plan

**Proposed Hotel Development
360 Wilmslow Road, Manchester**

**Mr M Rawlings
February 2023**

Doc Ref: ALM/230044/TP/0

Prepared by: Abbie Moore

ALM

Checked by: Peter Todd

PT

Document Revision Control

Revision	Date	Status	Prepared By	Approved By
0	03.02.23	Issue	AM	PT

Colwyn Chambers
19 York Street
Manchester
M2 3BA

T: 0161 832 4400

E: info@scptransport.co.uk
W: www.scptransport.co.uk



This document has been prepared for the titled project or named part thereof and should not be relied upon or used for any other project without an independent check being carried out as to its suitability and prior written authority of SCP being obtained. SCP accepts no responsibility or liability for the consequence of this document being used for a purpose other than the purposes for which it was commissioned. Any person using or relying on the document for such other purposes agrees and will by such use or reliance be taken to confirm his agreement to indemnify SCP for all loss or damage resulting there from. SCP accepts no responsibility or liability for this document to any party other than the person by whom it was commissioned.

CONTENTS

1.0 INTRODUCTION 1

2.0 POLICY CONTEXT3

3.0 SITE AUDIT6

4.0 TRAVEL PLAN ADMINISTRATION12

5.0 TRAVEL SURVEY13

6.0 OBJECTIVES AND TARGETS14

7.0 TRAVEL PLAN MEASURES.....17

8.0 ACTION PLAN.....20

9.0 MONITORING AND REVIEWING.....22

10.0 SUMMARY24

APPENDICES

Appendix 1 – Proposed Site Layout Plan

1.0 INTRODUCTION

Background

- 1.1 This report has been prepared on behalf of Mr Martin Rawlings in relation to a proposed extension to the existing Fallowfield Lodge Hotel located at number 260 Wilmslow Road, Manchester. The proposed development comprises the erection of a three-storey rear extension, including basement to form 6 no. additional hotel rooms together with associated car parking.
- 1.2 Planning permission for the scheme was granted in September 2020 (LPA Ref. 127197/FO/2020) with planning condition 12 relating to the need to submit a Travel Plan, as detailed below.

‘Condition 12 - Before the development hereby approved is first occupied a Travel Plan shall be submitted to and agreed in writing by the City Council as Local Planning Authority. 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 [attending or] employed in the development.*
- ii) a commitment to surveying the travel patterns of staff during the first three months of use of the development 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 revised Travel Plan which takes into account the information about travel patterns gathered pursuant to item (ii) above shall be submitted to and approved 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’

- 1.3 This report sets out Mr Martin Rawlings commitment to reducing the number of vehicular trips generated by the development.

Travel Plan Approach

- 1.4 A travel plan is an important tool for delivering sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive action.
- 1.5 Implementing a travel plan can bring a number of benefits to a site, including helping to minimise the potential increase in traffic resulting from a development, helping to manage and reduce carbon emissions, and assisting with promotion of healthy lifestyles. As a result, a travel plan forms a key stage in the forward planning process. A travel plan is a 'living document' that should be regularly reviewed to ensure its effectiveness.
- 1.6 This travel plan focuses on influencing greater use of sustainable transport by staff when travelling to and from the site and will establish and promote the sustainable transport links available. The travel plan will also suggest measures to reduce reliance on single occupancy private vehicle use and to reduce the overall need and distance that site users travel.

2.0 POLICY CONTEXT

- 2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access.
- 2.2 Travel plans are designed to be flexible to suit individual sites and their individual local characteristics. As such, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures.

Travel Plan Benefits

- 2.3 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:
- Promote healthy lifestyles and sustainable, vibrant communities;
 - Provide adequately for all users, with a variety of mobility needs;
 - Reduce demand for car parking, thereby enabling more efficient land use;
 - Reduce pressure on highway capacity, particularly at peak times;
 - Improve social inclusion;
 - Cut carbon emissions and their contribution to climate change;
 - Reduce road danger and protecting vulnerable road users; and
 - Improve local air quality, while reducing noise pollution.
- 2.4 A travel plan provides benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.
- 2.5 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.

Policy Context

- 2.6 The **National Planning Policy Framework** (NPPF) is published by the Ministry for Communities and Local Government, along with thematic Planning Practice Guidance (PPG) to set the framework under which local transport, parking and accessibility plans and policies are set. The NPPF was revised in July 2019, with the most recent amendment made in July 2021.
- 2.7 The NPPF states that when promoting developments “it should be ensured that:

- *appropriate opportunities to promote sustainable transport modes are taken up, given the type of development and its location;*
- *safe and suitable access to the site can be achieved for all users; and*
- *any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree”.*

- 2.8 It goes on to say that “*Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.*”
- 2.9 With regard to promoting sustainable transport the NPPF states at para 113 that ‘All developments *that will generate significant amounts of movement should be required to provide a Travel Plan, and the application should be supported by a Transport Statement or Transport Assessment so that the likely impacts of the proposal can be assessed.*’
- 2.10 Planning Practice Guidance (PPG) is in place to support the NPPF. The PPG on “**Travel Plans, Transport Assessments and Statements**” was provided in 2014. The PPG provides advice on when these documents are required, and what they should contain.
- 2.11 The document states that travel plans should where possible be considered in parallel to development proposals, and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.
- 2.12 The primary purpose of a travel plan is to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes.
- 2.13 Travel plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements, all of which should be proportionate. Travel plans should address all journeys resulting from a proposed development by anyone who may need to visit or stay and they should to fit in with wider strategies for transport in the area.
- 2.14 A further key national policy document for travel plans was published by the Department for Transport in April 2009 and is entitled “**Good Practice Guidelines: Delivering Travel Plans through the Planning Process**”. This document, although now archived updated previous guidance following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.

- 2.15 The guidelines identify that travel plans are an important tool for delivering sustainable access as part of a new development, and encouraging sustainable travel behaviour from the outset. The document provides assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term. The document also outlines the responsibilities of the developer, occupier, local transport operators, highways and planning authorities in the implementation of the travel plan.
- 2.16 Moving to a local perspective, the **2040 Greater Manchester Transport Strategy** focuses on creating an integrated, sustainable and well-coordinated transport system that supports a wide range of different travel needs. The strategy is based on seven core principles:
- *Integration;*
 - *Inclusion;*
 - *Health*
 - *Environmental Responsibility*
 - *Reliability*
 - *Safety and security*
 - *Well maintained and resilient*
- 2.17 The ambition for 2040 is to deliver a transport system which makes it easier for trs, business and visitors of Greater Manchester to travel by sustainable means to a wide range of destinations and opportunities, and where sustainable transport is a viable and attractive alternative to the car.

Summary

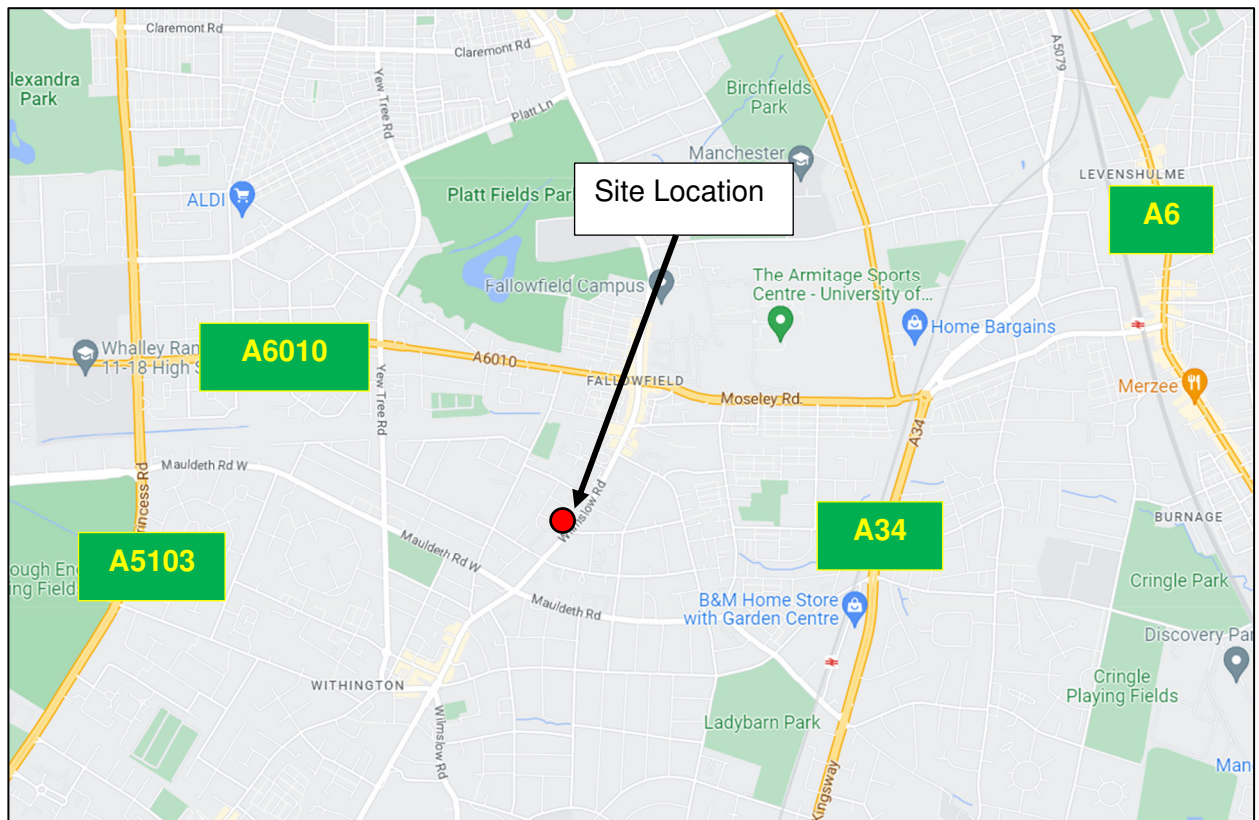
- 2.18 In general, the national and local transport policies set out above follow similar themes and promote common aims. These are to provide sustainable development with good access to jobs and facilities, to encourage non-car modes of transport, to ensure that the highways impact of new developments is acceptable or mitigated against and to promote good site design with appropriate parking levels. This travel plan has been developed in line with local and national transport policy and guidance.

3.0 SITE AUDIT

Existing Site

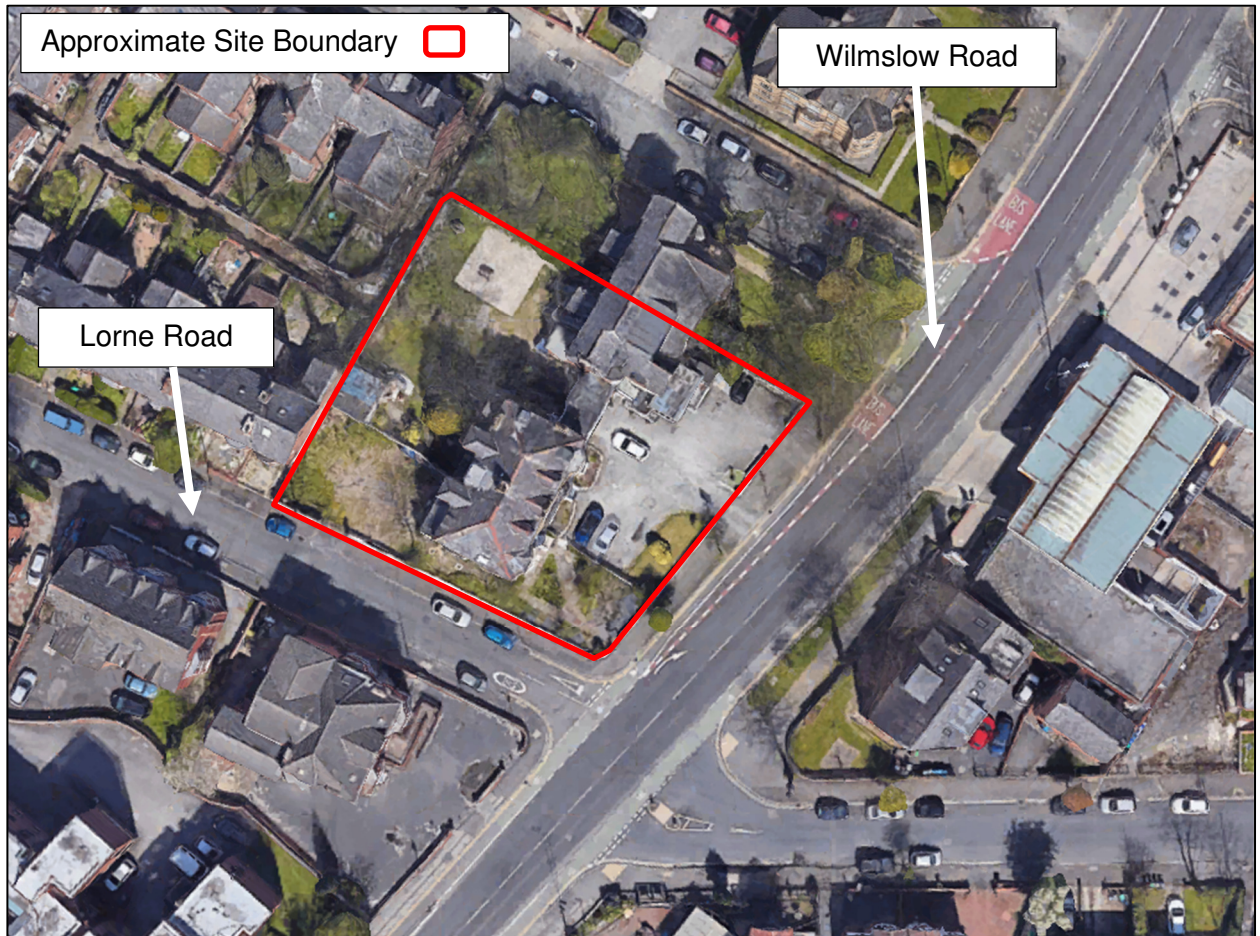
- 3.1 The site is located along B5093 Wilmslow Road to the east of the site, approximately 7.2km south of Manchester City Centre. The site is bound by residential land to the west, and Lorne Road to the south and Latchmere Road to the north. The location of the site in relation to the wider highway network is illustrated at **Figure 3.1**.

Figure 3.1 – Site in relation to the Wider Highway Network



The site in relation to the local highway network is located in **Figure 3.2**.

Figure 3.2 – Local Highway Network



Local Highway Network

B5093 Wilmslow Road

- 3.2 B5093 Wilmslow Road runs to the east of the site and connects the site to the A6010 and Moseley Road to the north, with Palatine Road to the south. The B5093 Wilmslow Road is approximately 9m wide and is subject to a 30mph road speed limit. A cycle lane is located on both sides of B5093 Wilmslow Road, as well as a bus lane on the northern side of B5093 Wilmslow Road within the vicinity of the site. TROs in the form of double yellow lines are present on both sides of Wilmslow Road.

Lorne Road

- 3.3 Lorne Road is located on the sites south-western boundary and provides access onto Lombard Grove from Wilmslow Road. In the vicinity of the site, Lorne Road is approximately 6m in width with on-street parking located along both sides of the carriageway. Lorne Road is subject to a 20mph speed limit with street lighting and footways present on either side of the road.

Development Proposals

- 3.4 The site currently comprises of The Fallowfield Lodge Hotel off Wilmslow Road, Manchester. The proposed development will result in the erection of a three-storey rear extension including basement to form 6 no. additional hotel rooms together with associated car parking.
- 3.5 The site layout is located in [Appendix 1](#). The existing vehicle access from Wilmslow Road will be retained. The existing dropped kerb to be reinstated to pavement and boundary wall to be infilled to match existing wall.
- 3.6 Manchester City Council prescribe the following maximum parking standards for hotels, in their Core Strategy (2012)
- 1 space per bedroom including staff.
- 3.7 The minimum parking for disabled parking spaces are 3 bays or 6% of total capacity whichever is greater. For cycling the minimum provision would be 1 space per 10 guest rooms minimum of 2 spaces.
- 3.8 A total of 11 additional parking spaces is proposed, resulting in a total of 21 car parking spaces, including the provision of 1 disabled parking space. Secure, sheltered cycle storage in the form of 3 Sheffield cycle stands for 6 bikes is to be proposed. This is in accordance with Manchester City Council guidelines and was deemed acceptable as part of the approved planning application.

Accessibility by Non-Car Modes: Walking

- 3.9 Walking is the most important mode of travel at local level and offers the greatest potential to replace short car trips, particularly those under 2km.
- 3.10 The B5093 Wilmslow Road benefits from a footway on both sides of the carriageway. The street lighting provided along the B5093 Wilmslow Road creates a safe environment for prospect staff and guests with local businesses and housing abutting the route providing natural surveillance.
- 3.11 Pedestrian and cycle access will be provided at the same location as the vehicular access off the B5093 Wilmslow Road. The site is within acceptable walk distance of large residential areas, providing employees with an opportunity to access the site on foot, with [Table 3.1](#) highlighting a selection of facilities which are within a 2km walk of the site.

Table 3.1 – Facilities within 2km Walk Distance of the Site

Facility	Detail	Distance from site (metres)
Bus Stop	B5093 Wilmslow Road	110m
Post Office	Royal Mail Manchester South Delivery Office, Granville Road	120m
Supermarket	Sainsbury's, Wilmslow Road	450m
ATM	Sainsbury's Bank ATM, Wilmslow Road	450m
Pharmacy	Lloyds Pharmacy, Wilmslow Road	550m
Bank	Lloyds Bank, Wilmslow Road	650m
Convenience Store	Go Local, Wilmslow Road	700m
Tram Stop	Burton Road	1.7km

- 3.12 The above demonstrates that the site is within acceptable walking distance of the nearby local facilities such as convenience stores, pharmacies, banks, and a post office as well as being within walking distance of surrounding residential areas and University campuses / Halls of residences.

Accessibility by Non-Car Modes: Cycling

- 3.13 Cycling is an inexpensive, efficient, and healthy way to travel. Cycling also provides a predictable arrival time which is often quicker than driving or using public transport and is subject to fewer traffic and congestion delays.
- 3.14 Transport Policy identifies that cycling represents a realistic and healthy alternative to the use of the private car for making journeys up to 5km as a whole journey or as part of a longer journey by public transport.
- 3.15 Cycle lanes are present on both sides of the B5093 Wilmslow Road within the vicinity of the site. The site benefits from being located approximately 400m to the south of National Cycle Route 6 which is predominantly a traffic-free cycle route that connects NCR 55 to the west with Levenshulme and NCR 62 in the east.
- 3.16 As the application site is within an acceptable cycle distance of a range of areas and associated facilities, cycling is considered to be a viable alternative to private car use for prospective staff and guests of the site.

Public Transport

- 3.17 Guidance published by the IHT 'Planning for Public Transport in Developments' (1999), recommends that the maximum walking distance to a bus stop should be 400 metres, equating approximately to a five-minute walk.

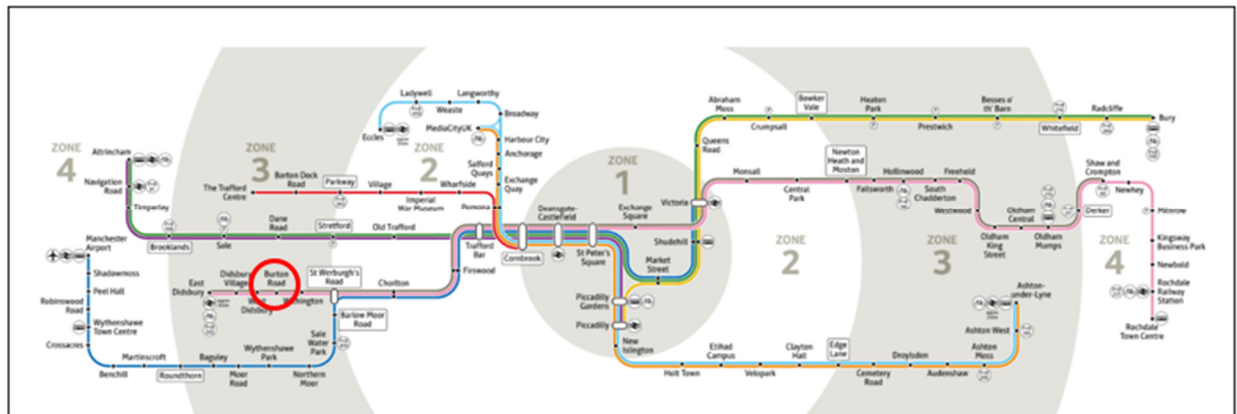
- 3.18 As stated earlier, there are bus stops located within 110m of the site access on the B5093 Wilmslow Road. **Table 3.2** outlines the bus services in the vicinity of the site.

Table 3.2 – Bus Service Summary

Service Number	Route	Average Service Frequency		
		Mon-Fri	Sat	Sun
41	Sale - Middleton via MRI, Manchester, NMGH	Approx. 15 mins	Approx. 20 mins	Approx. 30 mins
42	Piccadilly - Stockport	Approx. 30 mins	Approx. 20 mins	Approx. 60 mins
43	Manchester - Manchester Airport	Approx. 30 mins	Approx. 30 mins	Approx. 30 mins
142	Manchester - East Didsbury	Approx. 10 mins	Approx. 10 mins	Approx. 10 mins
143	Manchester - West Didsbury	Approx. 5 mins	Approx. 5 mins	Approx. 5 mins
147	Piccadilly Rail Station - West Didsbury	Approx. 20 mins	-	-
743	Loreto College - Heald Green	<i>Schl Bus</i>	-	-
750	Barlow High School - Manchester	<i>Schl Bus</i>	-	-

- 3.19 **Table 3.2** shows that the site is accessible by bus to/from a range of destinations including Stockport, and Manchester city centre.
- 3.20 Burton Road Metrolink stop is located within an acceptable cycle and walk distance, approximately 1.7km to the south of the site. Burton Road Metrolink stop serves the pink and brown line as shown in **Figure 3.3**. Burton Road Metrolink stop provides a link to destinations including East Didsbury, Manchester Victoria, and Rochdale Town Centre amongst others. Trams run on the Metrolink network between approximately 06:00 and 00:30 Monday to Thursday, with the last trams running later on Fridays and Saturdays. On Sundays, trams start later and finish earlier in a time range of approximately 07:00 to 22:30. Trams run up to every 10 minutes in each direction through this station.

Figure 3.3: Metrolink Map



- 3.21 Future staff and guests at the site will have access to a good range of shops, health care facilities and other day to day amenities within an easy walk of the site. The site can be easily reached on foot from a densely populated area, there is also flat topography which will encourage staff to cycle to work. For those travelling further afield, there are frequent buses within an easy walk distance of the site, and a railway station a short cycle distance away.
- 3.22 Overall, the site is considered to have a high level of accessibility by non-car modes of transport, which will reduce the reliance on the private car.

4.0 TRAVEL PLAN ADMINISTRATION

Travel Plan Co-ordinator

- 4.1 Management of the travel plan process will be achieved through the identification of a suitable person or organisation as the Travel Plan Coordinator (TPC). The TPC will provide a key role in delivering a successful travel plan.
- 4.2 The TPC role will be undertaken by the site manager, whose name and contact details will be provided to the local authority as soon as the post has been filled.
- 4.3 The TPC role will be established prior to the occupation of the site and will act as the fulcrum for the development of the travel plan measures and the day-to-day operation of the plan. The TPC will act as the main contact for the travel plan and will be responsible for undertaking surveys, implementing measures and monitoring the travel plan.
- 4.4 The TPC will exchange contact details with Manchester City Council (MCC) officers. The TPC will be responsible for setting up and launching the travel plan. The TPC will get involved in any area-wide travel initiatives, to be advised by MCC.

Funding

- 4.5 Appropriate funding will be allocated by Mr Martin Rawlings, as the developer of the site, at the start of the travel plan process to cover the costs involved in administering the travel plan over an agreed time period.
- 4.6 The funding will cover all costs relating to the TPC, implementation of measures and initiatives, marketing of the travel plan and annual monitoring. The funding stream will allow the travel plan to operate for a minimum of five years.

5.0 TRAVEL SURVEY

Travel Survey

- 5.1 Travel surveys are undertaken within the first three months of occupation of the development in order to understand how employees currently travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time.
- 5.2 In order to understand how employees are travelling, along with changes to those journeys over time as a result of the travel plan, regular staff travel surveys are required. The survey responses provide an indication of what targets would be most appropriate for the development, and which measures would be most successful in helping to achieve them.
- 5.3 To capture staff contact information, the TPC will set up a staff database upon first occupation, containing contact details.
- 5.4 The TPC will issue a travel survey for staff completion within three months of the site being occupied. Surveys will take place on an annual basis thereafter.
- 5.5 The responses received from the surveys will be entered into the database to enable modal shift to be tracked and allow future comparison of travel patterns for each member of staff, as well as providing information on which measures are most likely to encourage modal shift.
- 5.6 All data collected from the travel survey will be subject to the provisions of the Data Protection Act. To ensure confidentiality, the TPC alone will manage the database and be responsible for the release of information, with all data being used solely for travel plan purposes.
- 5.7 Upon completion of the baseline travel survey, a Full Travel Plan will be developed and submitted to MCC for review. The document will be submitted within three months of survey completion.

6.0 OBJECTIVES AND TARGETS

Objectives

- 6.1 Objectives are required to give a travel plan direction and focus. Targets are measurable and help to indicate whether the high-level objective aspirations have been met. Targets should be linked to objectives and be SMART (Specific, Measurable, Achievable, Realistic and Timerelated). Indicators determine whether the targets have been met and thus if objectives have been achieved, and as such will also be used to highlight the progress of the travel plan.
- 6.2 The travel plan recognises that there is not one specific mode of transport suitable for all staff and that there need to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.
- 6.3 This travel plan has been prepared to achieve the following objectives:
- Reducing reliance upon the private car and improving awareness and usage of alternative modes of transport;
 - Promoting walking, cycling, public transport and car sharing; and
 - Promoting healthy lifestyles and sustainable communities which are accessible by all.

Modal Share Targets

- 6.4 The TPC will analyse the initial travel survey questionnaires within 1 month of setting up the travel database to determine the existing travel patterns of staff.
- 6.5 In order to achieve the long-term objective of the TPs of reducing single occupancy vehicle travel over the first 5 years of the TP, the TPC will set realistic short-term annual targets for mode share based on the initial surveyed travel patterns.
- 6.6 Following the results of the travel surveys, the TPC will set realistic short-term annual targets in agreement with the local highway authority to increase the percentage of walk/cycle travel associated with the site. These targets will be based on the surveyed travel patterns and will be examined in light of the existing mode share usage for these types of travel.
- 6.7 The TPC will agree the annual targets with the LPA within 1 month of completion of the survey review reports. The initial travel survey results for the proportion of staff travelling by single occupancy vehicles should be recorded along with the agreed short-term annual targets.

- 6.8 The agreed short-term annual targets will form the basis of the annual review and monitoring process, which alongside the assessment of the implementation of measures will gauge the effectiveness of the TP.
- 6.9 Table 6.1 shows the initial modal share targets which have been drafted based on the existing modal split from the Manchester 032 (E02001076) area for work, in which the site is located, as recorded in the 2011 census (Source: Office of National Statistics).

Table 6.1 – Travel to Work Modal Split

Mode	Modal Split
Car Driver	53%
Car Passenger	3%
Public Transport	19%
Walk and Cycling	23%
Motorcycle	1%
Taxi	1%
Other	0%

Source: Nomis

- 6.10 The modal split for Manchester 032 shows that the majority of people travelling from the area in which the site is located do so by private car, with the remainder by sustainable modes such as public transport, walking and cycling.
- 6.11 **Table 6.2** below highlights the initial 5-year targets which cover the development site, these will be reviewed and updated as necessary after initial staff surveys at this site have been completed and returned to the TPC.

Table 6.2 - Proposed Targets

Mode	Target		
	1 year	3 years	5 years
Car Driver	51%	46%	41%
Car Passenger	3%	4%	5%
Public Transport	20%	22%	24%
Walk and Cycling	25%	26%	28%
Motorcycle	1%	1%	1%
Taxi	1%	1%	1%
Other	0%	0%	0%

Indicators

- 6.12 Mode share targets will be set once the baseline travel surveys have been undertaken. The targets will be updated annually for a period of 4 years following on from baseline surveys, to ensure they are representative of SMART targets based on the travel patterns of the eventual staff.
- 6.13 Milestones to assess progress against the travel plan objectives and targets include:
- Issue of a travel plan information pack to all staff on commencement of employment;
 - Undertaking cycle and car parking surveys; and
 - Uptake of the various measures, including interest in car sharing.
- 6.14 Further milestones are programmed into the implementation timescale and will be reviewed on an ongoing basis.

7.0 TRAVEL PLAN MEASURES

7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development.

7.2 The following sections outline the measures to be promoted by the TPC.

Travel Awareness

7.3 Good accurate information on the range of services and travel initiatives available will be a critical element of the travel plan.

7.4 The TPC will make all employees aware of the existence of the travel plan by providing them with an information leaflet summarising the travel plan, which would be developed following approval of this travel plan, to ensure that sustainable travel patterns are encouraged. A travel information pack will also be developed and provided to existing and new staff.

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

- An introductory leaflet providing a summary of the travel plan, listing any key measures along with the contact details for the TPC;
- Details of the travel survey process, along with confidentiality and privacy clauses with regard to the data;
- A map showing the location of the development in relation to the local area, highlighting any nearby bus stops and train station, along with key local facilities;
- Public transport information, including:
 - A map showing the location of the site in relation to the local area;
 - Bus timetables of existing local services from nearby bus stops;
 - Details of the rail services operating at the nearby stations.
- Active travel information, including:
 - A map showing local cycle and walking routes, which would also indicate the locations of local cycle shops;
 - Details of local bike repair shops/retailers and available discounts/promotions, along with available training and maintenance sessions;
 - Health information and details of local walk buddy and bike buddy groups.
- Information on car sharing schemes which run in the area;
- Details of local taxi firms.

- 7.6 The TPC will ensure that any changes to the travel plan or any relevant information such as timetable seasonal changes are passed on staff on an annual basis.

Walking

- 7.7 The TPC will encourage walking as a mode of travel from the site by implementing the following initiatives:

- Provide storage facilities for walking gear;
- Raise awareness of the health benefits of walking through promotional material in the travel welcome pack;
- Provide a map showing walking routes as part of the travel welcome pack, indicating distances and times to key local facilities near to the site;
- Promote the www.walkit.com website for journey planning on foot;
- Liaise with a local taxi firm to provide competitive rates for staff in case of emergency to replace a regular walk journey.

Cycling

- 7.8 The TPC will encourage cycling by implementing the following initiatives:

- Provision of cycle storage for staff;
- Provision of changing and storage facilities;
- Negotiate discounts on cycles and equipment with local cycle shops in return for advertising their details in the travel welcome pack;
- Provide information on any local cycle proficiency 'Bikeability' courses;
- Promote the availability of cycling information, including route maps and useful tips and guidance, referencing the Sustrans website as well as TfGM's website (<http://cycling.tfgm.com/Pages/default.aspx>);

- 7.9 The TPC will encourage cycling as an alternative mode of travel by implementing the following initiatives:

- Promote the available cycle access points from the site to local roads;
- Provision of cycle parking and/or storage for staff and guests,
- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website (www.sustrans.org.uk/) as well as on MCC's website (https://www.manchester.gov.uk/info/500356/cycling_and_walking/6850/cycling)
- Promote Bike to Work Week in June (bikeweek.org.uk/);

- Establish contact with the MCC cycling officer to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site;

Public Transport Information

7.10 The TPC will actively promote public transport with the following specific measures to be implemented:

- Provide up-to-date public transport information, including route maps and timetables, within welcome packs for staff;
- The TPC will provide details of websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Traveline North West and TfGM journey planner (http://www.tfgm.com/journey_planning/Pages/default.aspx);
- Liaise with a local taxi firm to provide competitive rates for staff in case of emergency to replace the regular/work bus/train journey.

Visitors to the Hotel

7.11 The TPC will encourage travel via sustainable modes for visitors through marketing materials and by implementing the following initiatives:

- Ensure that public transport routes are displayed on the hotel's website;
- A Travel Information Point will be installed in the hotel reception that provides guests with public transport information;
- Identify the location of the nearest Metrolink stop/railway station and onwards travel modes by walking, cycling and / or public transport; and
- Providing links to the Traveline North West website and TfGM's online journey planner (http://www.tfgm.com/journey_planning/Pages/default.aspx) on the hotel website.

7.12 Any feedback received from visitors regarding the travel plan and transport support available will be noted and reviewed as part of the annual travel plan review process.

8.0 ACTION PLAN

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

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Occupation			
Appointment of overarching TPC	1 month prior to occupation	Developer	Salary
Exchange contact details with relevant officers at MCC	Upon appointment	TPCs	Staff time
Procure and produce information to populate travel welcome packs	2 weeks prior to initial occupation	TPC	Staff time + materials
Upon Occupation			
Issue travel welcome packs to staff	Upon occupation	TPC	Staff time + printing
Prepare baseline travel surveys	Upon occupation	TPC	Staff time + printing
Within 3 Months of Occupation			
Set up staff database	Upon occupation	TPC	Staff time
Disseminate surveys to staff	Within 3 months of occupation		
Collect travel plan surveys	Within 3 weeks of issue	TPC	Staff time
Analyse responses	Within 1 month of survey collection	TPC	Staff time
Produce updated travel plan and submit to MCC for agreement	Within 3 months of survey completion	TPC	Staff time
Ongoing Tasks			
Update management with service changes on annual basis	Annually	TPC	Staff time
Promote national events e.g. Bike to Work Week, Walk to Work etc.	Annual promotion of various events	TPC	Staff time

Annual Monitoring / Review			
Undertake spot checks of cycle and car parking	Annually	TPC	Staff time
Undertake site audit and report any highway issues to MCC	Annually	TPC	Staff time
Conduct repeat staff travel survey one year after the baseline survey, annually for 5 years	For five years after baseline surveys	TPC	Staff time + printing
Conduct repeat visitor travel survey two years after the baseline survey, bi-annually for 5 years	For five years after baseline surveys	TPC	Staff time + printing
Analyse, produce progress report and submit to MCC	Within 3 months of receipt of responses	TPC	Staff time
Continue regular monitoring as set out and agreed with MCC	As agreed with MCC	TPC	Staff time

9.0 MONITORING AND REVIEWING

- 9.1 To establish the success of the travel plan, an effective monitoring and review process must be agreed. Monitoring will ensure that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review of targets.

Monitoring

- 9.2 Monitoring of the plan is important for the following reasons:
- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
 - It justifies the commitment of the TPC and of other resources;
 - It maintains support for the travel plan by reporting successes;
 - It helps to identify any deficiencies within the travel plan, including any measures that are not effective; and
- 9.3 The TPC will monitor travel patterns associated with the site on an annual regular basis over a total of five year, commencing with baseline surveys within 3 months of site occupation and another 4 years of annual surveys. Upon completion of the first baseline travel survey, a Full Travel Plan will be developed and submitted to MCC for review. The document will be submitted within three months of survey completion.
- 9.4 As part of the annual monitoring, surveys will be distributed to all occupied households to monitor travel to and from the site and gain an understanding of travel habits.
- 9.5 The TPC will agree the monitoring programme with MCC to ensure that the monitoring procedures are appropriate.

Reviewing

- 9.6 The TPC will undertake a review of the travel plan annually following monitoring, in conjunction with MCC. This review will be important in assessing the effectiveness of measures implemented, to identify areas where modification may be necessary. In particular the following will be assessed:
- The level of car / non-car usage at the site; and
 - Comments received from staff / guests.

-
- 9.7 The TPC will use data collected during the survey to compare the mode share statistics to the targets set for the development. The TPC may choose to revise the targets, with agreement with the local authority, in order to maintain a realistic travel plan goal.
- 9.8 The TPC will also use spot check data regarding usage of facilities such as cycle and car parking, to investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards travel plan objectives. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with the local authority.
- 9.9 The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review and agreement.

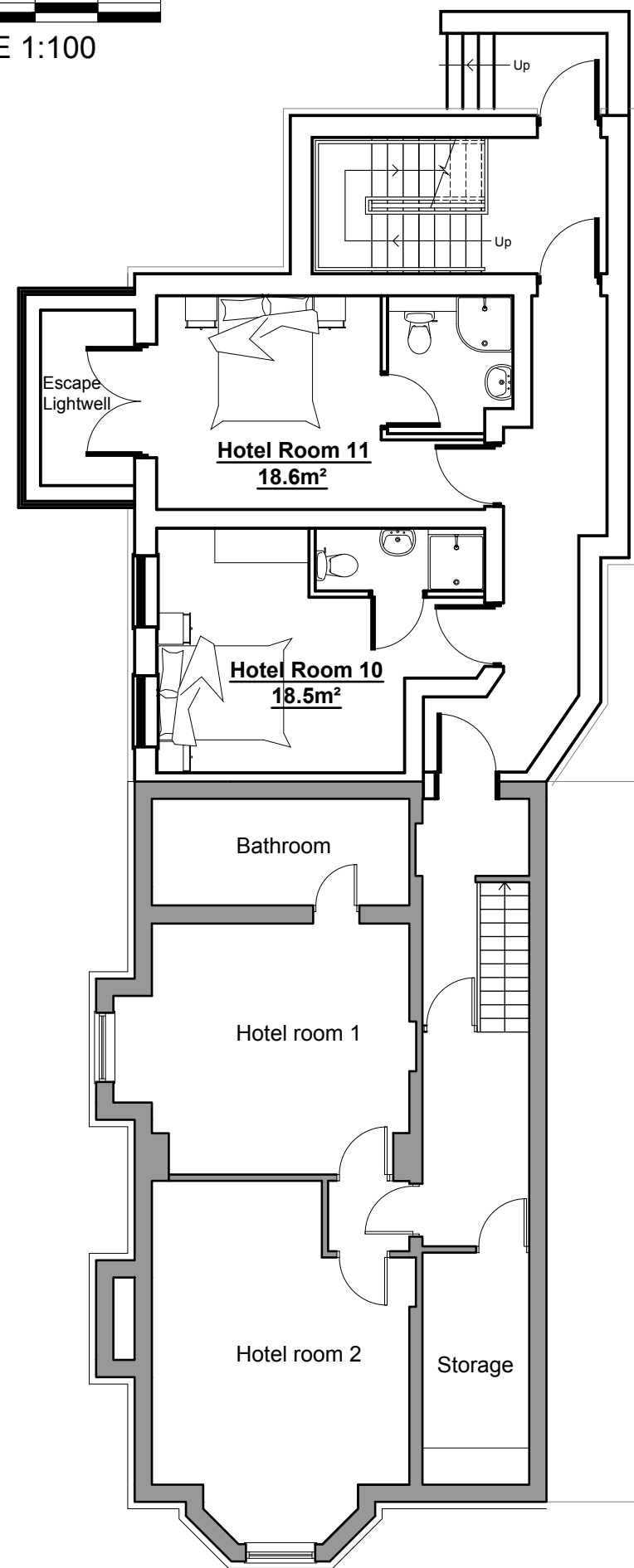
10.0 SUMMARY

- 10.1 This travel plan reviews the existing transport facilities at the development site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.
- 10.2 Through the delivery of the measures discussed within this travel plan, the objectives identified will be fulfilled. These include:
- Reduce reliance upon the car and improve awareness and usage of alternative modes by staff and guests
 - Promote walking, cycling, public transport and car sharing;
 - Reduce the transport impact of the development upon the environment;
 - Promote healthy lifestyles and sustainable, vibrant communities, accessible by all.
- 10.3 This document therefore ensures that sustainable access to the development is facilitated.

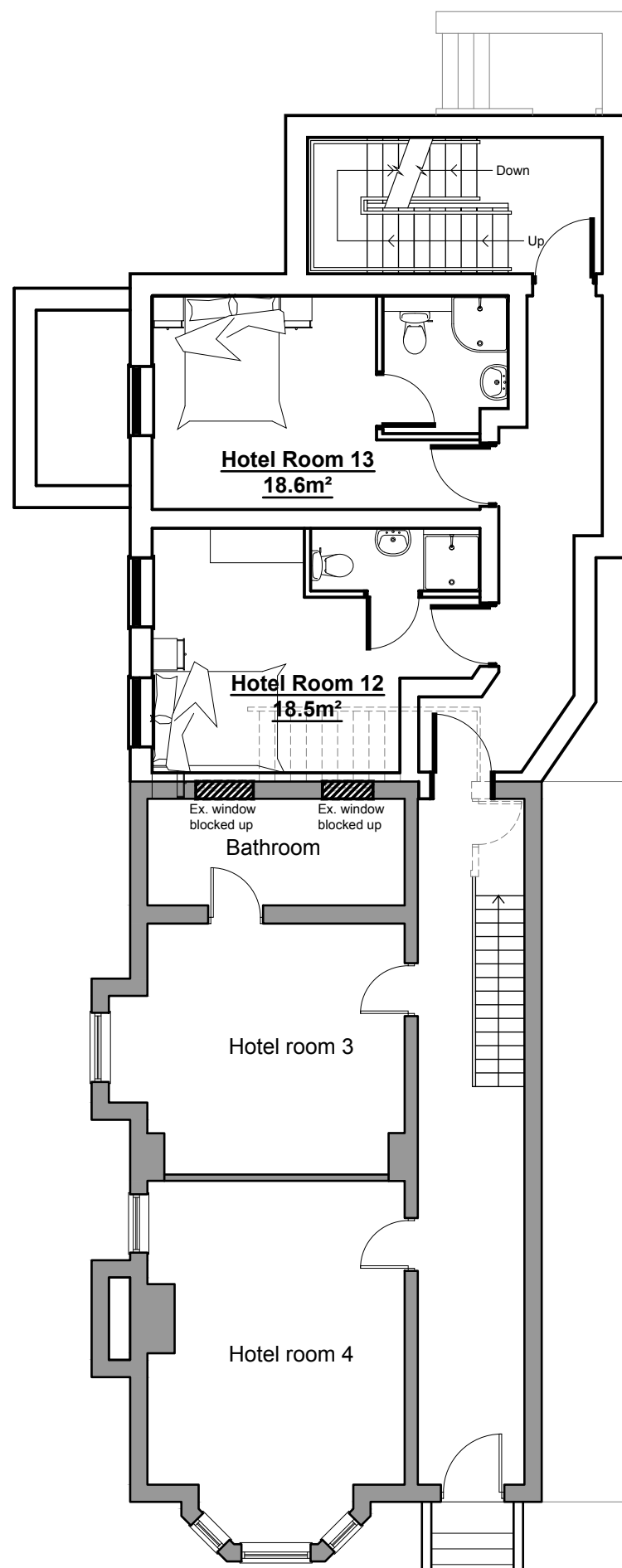
S|C|P

APPENDIX A

0 5m
SCALE 1:100

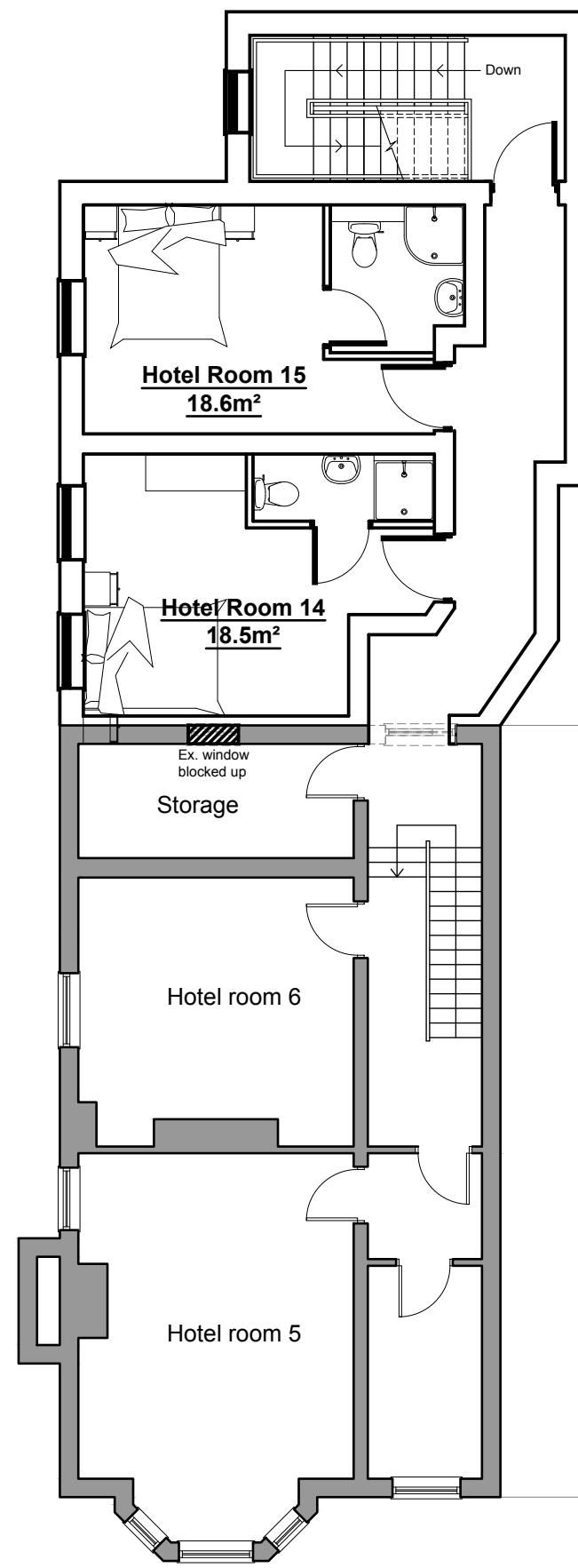


Basement

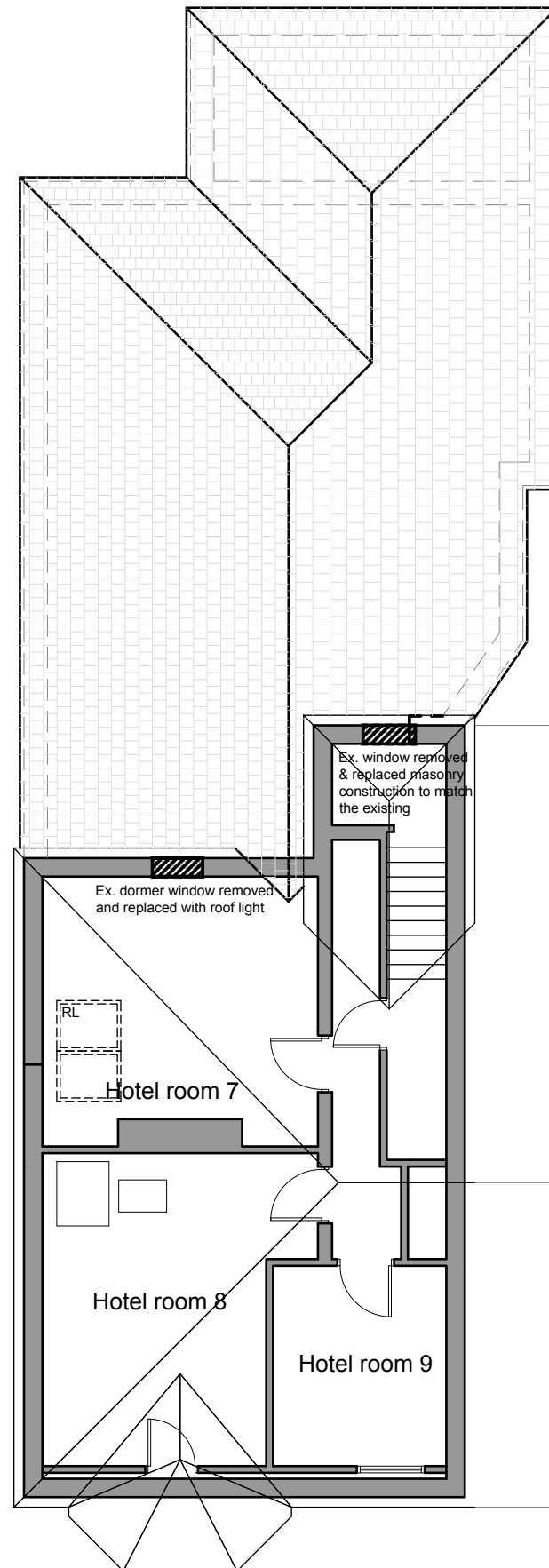


Ground Floor

Existing Hotel



First Floor



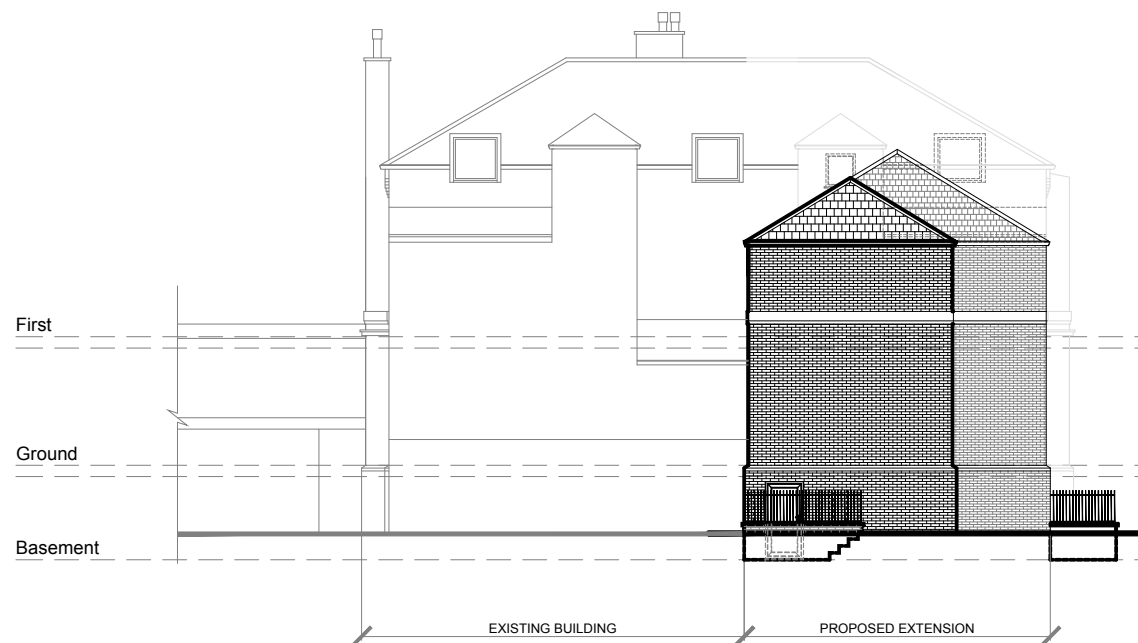
Roof Plan



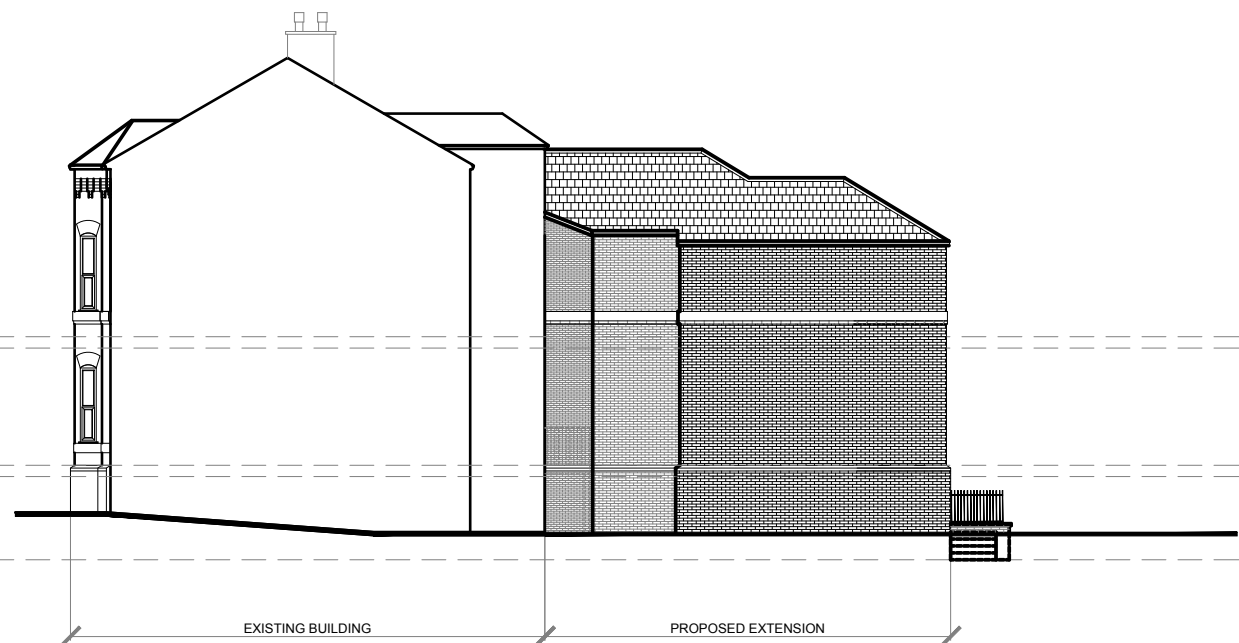
Front Elevation



Side Elevation



Rear Elevation



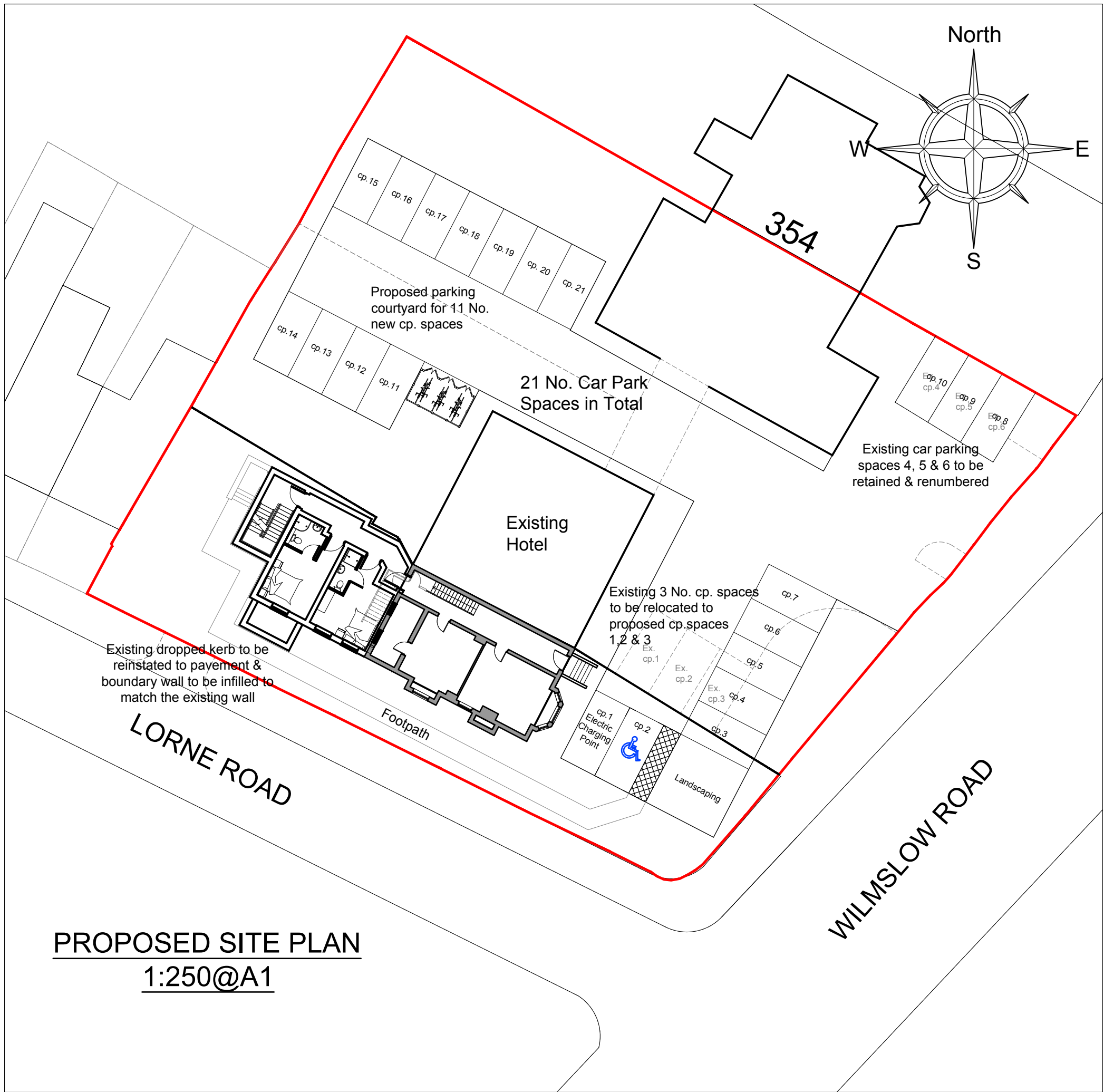
Side Elevation

Proposed 3 storey extension including basement comprising:
6 No. Hotel Rooms

Basement Level:
Hotel Room 10 - 18.5m²
Hotel Room 11 - 18.6m²

Ground Floor:
Hotel Room 12 - 18.5m²
Hotel Room 13 - 18.6m²

First Floor:
Hotel Room 14 - 18.5m²
Hotel Room 15 - 18.6m²



PROPOSED SITE PLAN
1:250@A1

NOTES

ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO ANY MANUFACTURING OR FABRICATION AND ANY ANOMALIES TO BE BROUGHT TO THE ATTENTION OF THE ARCHITECT.

ALL DRAWINGS /
PROPOSALS SUBJECT
TO SURVEY

D	Scheme reduced in scale.	JB	21.10.20
C	Scheme reduced in scale.	JB	12.10.20
B	Side elevation added.	RW	24.06.20
A	First Issue.	RW	27.05.20

REV AMENDMENTS BY DATE

PROJECT
PROPOSED HOTEL EXTENSION
360 WILMSLOW ROAD
FALLOWFIELD
MANCHESTER
M14 6AB

CLIENT
MR MARTIN RAWLINGS

DRAWING TITLE
PROPOSED PLANS AND ELEVATIONS

DRAWN	RW	DATE	26.05.2020
CHECKED		SCALE	1:100 (A1) 1:200 (A1) ELES

HOWARD & SEDDON A.R.I.B.A.
CHARTERED ARCHITECTS
64 WASHWAY ROAD
SALE, CHESHIRE, M33 7RE
TEL NO. 0161 - 973 8296
FAX NO. 0161 - 962 3485
E-MAIL : ADMIN@HOWARDANDEDDON.CO.UK

JOB No.	DRG No.	REVISION
14,399	12	D