

PROPOSED B8 SELF-STORAGE FACILITY

**LAND LOCATED ON THE CORNER OF POTTERY LANE / AMBROSE
STREET, OPENSHAW, MANCHESTER**

FRAMEWORK TRAVEL PLAN

Prepared on behalf of:



Storage World Self Storage and Workspace LLP

The logo for axis, consisting of the word "axis" in white lowercase letters inside a blue square.

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APPENDIX A - TYPICAL TRAVEL PLAN QUESTIONNAIRE

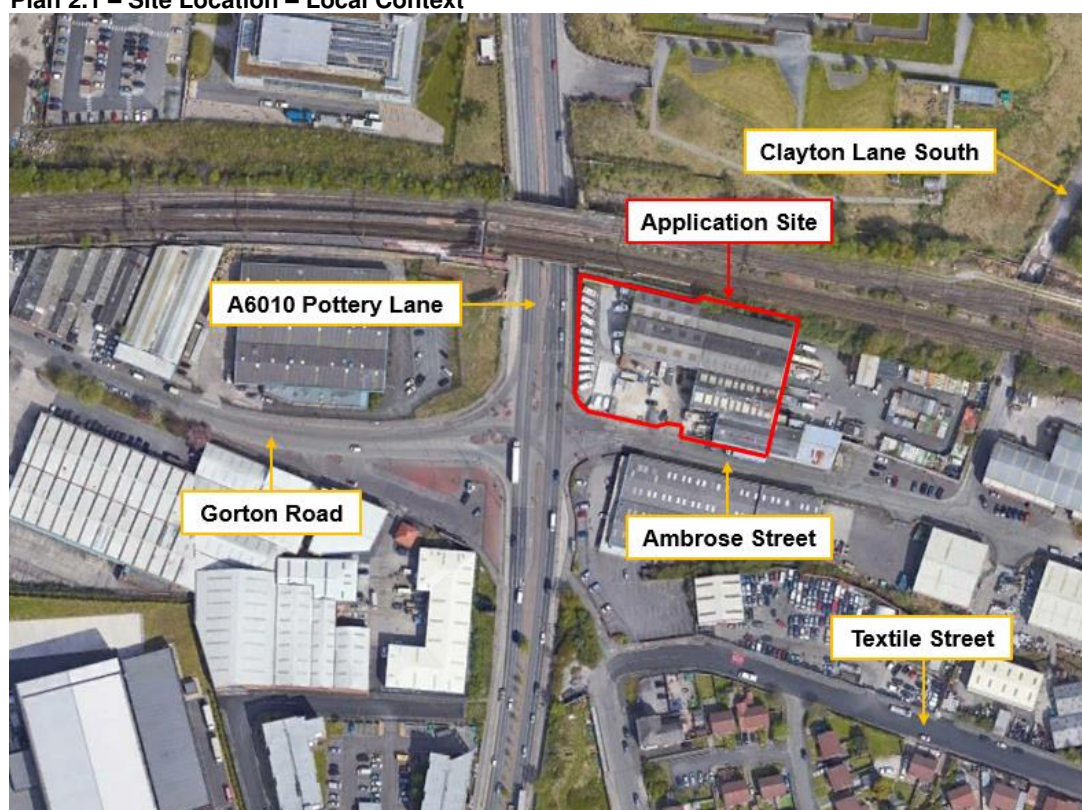
1.0 INTRODUCTION

1.1 Preamble

1.1.1 Axis have been appointed by Storage World Self Storage and Workspace LLP to provide highways and transport advice in relation to a full planning application for a new self-storage facility (class B8) on land located on the north-eastern corner of Pottery Lane / Ambrose Street, in Openshaw, Manchester.

1.1.2 The site location is illustrated in **Plan 1.1**.

Plan 2.1 – Site Location – Local Context



1.1.3 The relevant Local Planning Authority (LPA) and Local Highway Authority (LHA) is Manchester City Council (MCC).

1.1.4 This Framework Travel Plan (FTP) has been produced to set out how future users of the development will be encouraged to limit the number of single occupancy car trips and maximise the use of sustainable travel, such as walking, cycling, public transport and car sharing, where possible.

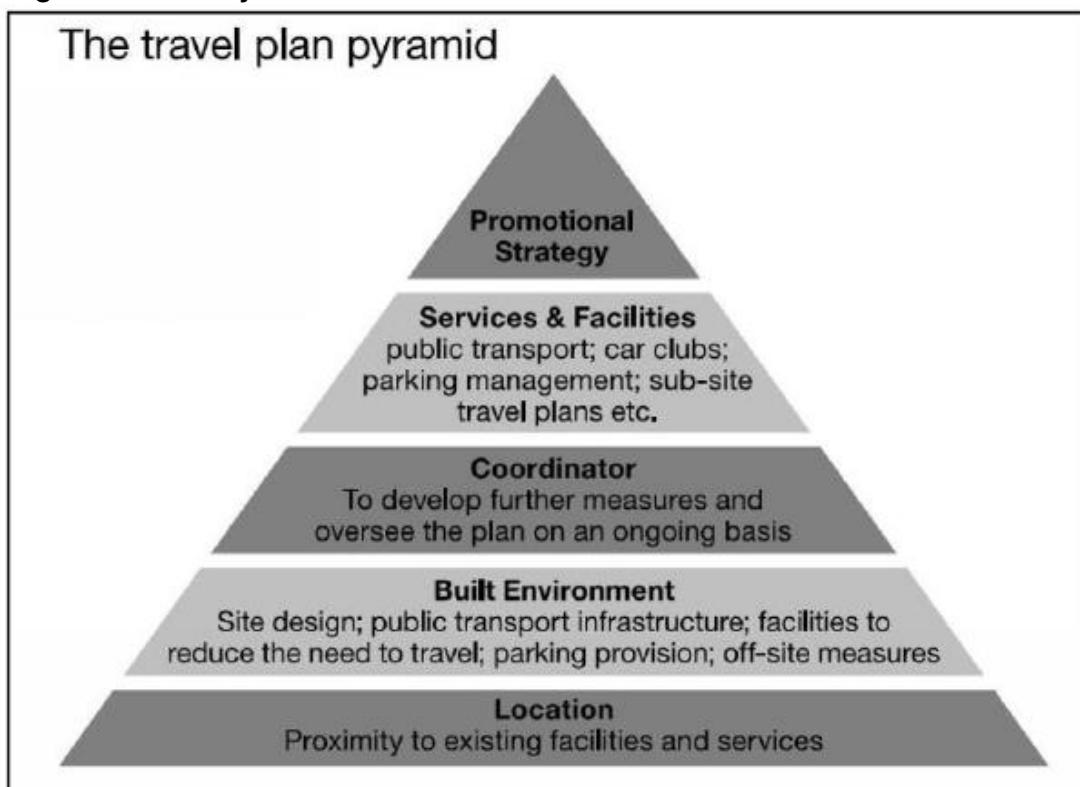
- 1.1.5 It should be noted that, due to the nature of the proposed development, there are limited opportunities to encourage customer trips to be made to / from the site by alternative modes of travel to the private car. Nonetheless, there are opportunities to encourage staff trips to be made to / from the site by sustainable transport modes.
- 1.1.6 This FTP is an accompanying document to the planning application and can be read in conjunction with the accompanying Transport Statement (TS), also prepared by Axis.

2.0 TRAVEL PLAN CONTEXT

2.1 Background to Travel Plans

- 2.1.1 A TP is a package of practical measures aimed at reducing the transportation and traffic impact of a development. The main objective of a TP is therefore to reduce single occupancy private car use and encourage travel via more sustainable modes where possible.
- 2.1.2 The Department for Transport's (DfT) 'Making Residential Travel Plans Work' (June, 2007) introduced the concept of a 'Travel Plan Pyramid'. This helps to demonstrate how successful plans are built on the firm foundations of a good location and site design. The pyramid is presented in **Plan 2.1**.

Figure 2.1 - TP Pyramid



- 2.1.3 The use of a pyramid structure to illustrate the 5 tier hierarchy of measures demonstrates the concept that each higher layer builds upon the more important foundations of criteria and initiatives below it.
- 2.1.4 The most important layer of the pyramid is considered to be the base, which shows that the key to making TPs work is the location of the development and its proximity to local facilities and services essential to everyday life.

- 2.1.5 In terms of location, the site is very well located and is within walking and cycling distance of several residential areas including those located in Ardwick, Beswick, Longsight, Hulme, Fallowfield, Levenshulme and Droylsden, amongst others.
- 2.1.6 The second layer of the pyramid refers to how the layout of the site can assist in reducing the need to travel which, in this instance, is again linked to the existing level of provision to facilitate sustainable travel.
- 2.1.7 There is currently a range of high-quality pedestrian, cyclist and public transport infrastructure in place within the vicinity of the site which provides safe and efficient connections to the surrounding areas. The proposals also comprise safe and secure cycle parking facilities to encourage staff to travel to / from the site by cycle, should they wish to.
- 2.1.8 As indicated in Level 3 of the pyramid, the Travel Plan Co-ordinator (TPC) will be able to develop further measures to maximise the sustainable travel at the development. It is likely that a senior member of staff will undertake the TPC role, and will be formally appointed three months before the proposed development becomes fully operational, so as to ensure that the Travel Plan can have maximum exposure from the onset.
- 2.1.9 Level 4 of the pyramid looks at how parking management and public transport can influence travel choice. Chapter 4 of the TS, which is an accompanying document to the planning application, demonstrates that the proposed parking provision would be sufficient to cater for the scale and nature of the proposed development.
- 2.1.10 The top layer of the pyramid relates to how the TP will be marketed and how the measures within are to be promoted.
- 2.1.11 Future employees and visitors to the site will be made aware of the aims of the TP and will be provided with relevant information which sets out the travel choices and available alternatives to car travel.

2.2 Objectives and Benefits of the Travel Plan

2.2.1 The key objectives of this TP are to:

- Minimise the total travel distances travelled through the reduction of journey lengths and frequency – particularly single occupancy car trips;
- Reduce the reliance upon the private car and improve awareness and usage of alternative modes of transport;
- Promote car sharing, walking, cycling and public transport as safe, efficient and affordable alternatives to private car;
- Highlight the health and environmental benefits of using sustainable travel modes; and
- Enable people to make more informed and therefore better choices.

2.2.2 This is reiterated in Transport for Greater Manchester's (TfGM's) document, *"Transport for Sustainable Communities: a Guide for Developers"*, which states that a TP should achieve the following:

- *"A reduction in car use (particularly for single occupancy trips) and increase travel by sustainable modes, namely active travel and public transport;*
- *A reduction in the impact of the generated traffic, both in the immediate neighbourhood and on the wider highway network;*
- *Safe access for pedestrians and cyclists; and*
- *A coordinated approach to developing and implementing realistic travel options."*

2.2.3 There could be a large number of benefits that will be derived from the successful implementation of the TP, for future employees and visitors of the site as well as the wider community.

- Improved health and fitness through increased levels of walking and cycling;
- Increased flexibility offered through wider travel choices;
- The social aspects of sharing transport with others; and
- Improved environment surrounding the site as vehicular movements are minimised and parking pressures are reduced.

3.0 AIMS, OBJECTIVES AND TARGETS

3.1 Aims and Objectives

3.1.1 The headline aim of the TP is to reduce the proportion of single occupancy vehicle trips and to widen travel choices for employees and customers. The TP would also work towards reducing the impact of the proposed development on the local highway network.

3.1.2 The specific objectives of the TP set out the motivation and factors that would help achieve the overall aim for the site, and include:

- Prevent congestion on the local highway network and mitigate against overspill onto the surrounding roads;
- Improve the travel options for future employees and customers;
- Minimise incentives for private car use and maximise incentives to use sustainable alternatives;
- Promote and raise awareness of the benefits of healthier and more environmentally friendly travel; and
- Ensure all employees are aware of the TP and its purpose.

3.2 Targets

3.2.1 Targets are the measurable goals by which the progress of the TP would be assessed. Targets are essential for monitoring the progress and success of the TP, and should be 'SMART' – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related.

3.2.2 Targets come in two forms. 'Action' type targets are non-quantifiable actions that need to be achieved by a certain time, while 'Aim' type targets are quantifiable and generally relate to the degree of modal shift the TP is seeking to achieve.

3.2.3 Action targets include actions such as employing a TPC and launching the TP.

3.2.4 The 'aim' targets contained in the TP focus on minimising the proportion of trips made to and from the site by single occupancy vehicles while encouraging the use of sustainable travel modes. The TP targets should therefore aim to achieve a realistic and feasible reduction in car driver trips over the first 5 years from when the development is in operation, with a full review scheduled after year 5.

3.3 Initial Travel Research

3.3.1 In order to set targets to reduce the reliance on private car travel and increase the use of sustainable modes, baseline travel patterns will be established through travel surveys once the site is fully operational.

3.3.2 The TPC will be responsible for the travel survey process and updating the TP in order to improve sustainable travel use. The TPC would also be responsible for liaising with the LPA and the following duties:

- Marketing and advertising new initiatives relating to the TP;
- Establishing and following a timeline for the implementation of the TP measures;
- Providing up to date information on bus timetables, car sharing initiatives, and campaigns (such as Cycle to Work Days);
- Monitoring of the TP as set out in **Chapter 6**; and
- Evaluating progress towards the TP targets.

3.3.3 The estimated future modal splits have been established from 2011 Census 'travel to work' data for the local middle super output area (MSOA) 'Manchester 020', within which the site lies. The workplace population mode share (i.e. 'in moves') are summarised in **Table 3.1**.

Table 3.1 – 2011 Census Mode Share Percentages, MSOA Manchester 020

Mode	Census Modal Share (Workplace Population)
Light Rail	0%
Train	1%
Bus, minibus or coach	15%
Taxi	1%
Motorcycle, scooter or moped	0%
Driving a car or van	63%
Passenger in a car or van	5%
Bicycle	3%
On foot	11%
Total	100%

- 3.3.4 The Census data presented in **Table 3.1** gives an initial indication of the likely modal split surrounding the site prior to travel surveys being carried out and without the influence of travel plan measures.
- 3.3.5 The Census data shows that 63% of journeys were undertaken by driving a car or van, 16% of journeys were undertaken by public transport, and walking and cycling accounted for 11% and 4% of journeys, respectively.
- 3.3.6 Using the above figures as a baseline, **Table 3.2** gives an example of the approximate modal shift that could be achieved within an effective TP for the workplace population, respectively.

Table 3.2 – Indicative TP Targets

Mode	Baseline Modal Split	Year 5 Target	Modal Shift
Light Rail	0%	1%	+1%
Train	1%	3%	+2%
Bus, minibus or coach	15%	17%	+2%
Taxi	1%	1%	0%
Motorcycle, scooter or moped	0%	0%	0%
Driving a car or van	63%	55%	-8%
Passenger in a car or van	5%	5%	0%
Bicycle	3%	5%	+2%
On foot	11%	12%	+1%

- 3.3.7 The figures in **Table 3.2** are indicative only and would be considered fully when the site is occupied, and travel surveys have been undertaken.
- 3.3.8 Once the site is fully operational, employees would be surveyed annually, targets would be agreed with the LPA, and measures would be implemented.
- 3.3.9 It may take time for the effects of the possible initiatives to occur. During the time between the initial survey and second survey, there should be sufficient time for a shift in travel patterns to occur.

4.0 ACCESSIBILITY OF THE SITE BY SUSTAINABLE MODES OF TRAVEL

4.1 Introduction

4.1.1 A key element of national and local policy is to ensure that new developments are located in areas where alternative modes of travel to the car are available. It is important to ensure that developments are not isolated but are located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.

4.1.2 Paragraph 105 of the National Planning Policy Framework (NPPF) states 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.”

4.1.3 The Greater Manchester Transport Strategy 2040 (published in February 2017 and last updated in January 2021) sets out Greater Manchester’s long-term vision for the ‘right-mix’ of transport modes across their network; specifically, for 50% of trips to be made by walking, cycling and public transport, with no net increase in motor vehicle traffic by 2040.

4.1.4 Due to the general operation of the site and the need for customers to transport their goods kept in storage, it is unlikely that a high proportion of customers will travel to and from the site by sustainable modes of transport. Notwithstanding this, for staff, the site is well situated to encourage trips to / from the development to be made by a range of sustainable alternative travel options.

4.1.5 With regards to the above, this Chapter of the report examines the accessibility of the site by the following non-car modes of transport for staff:

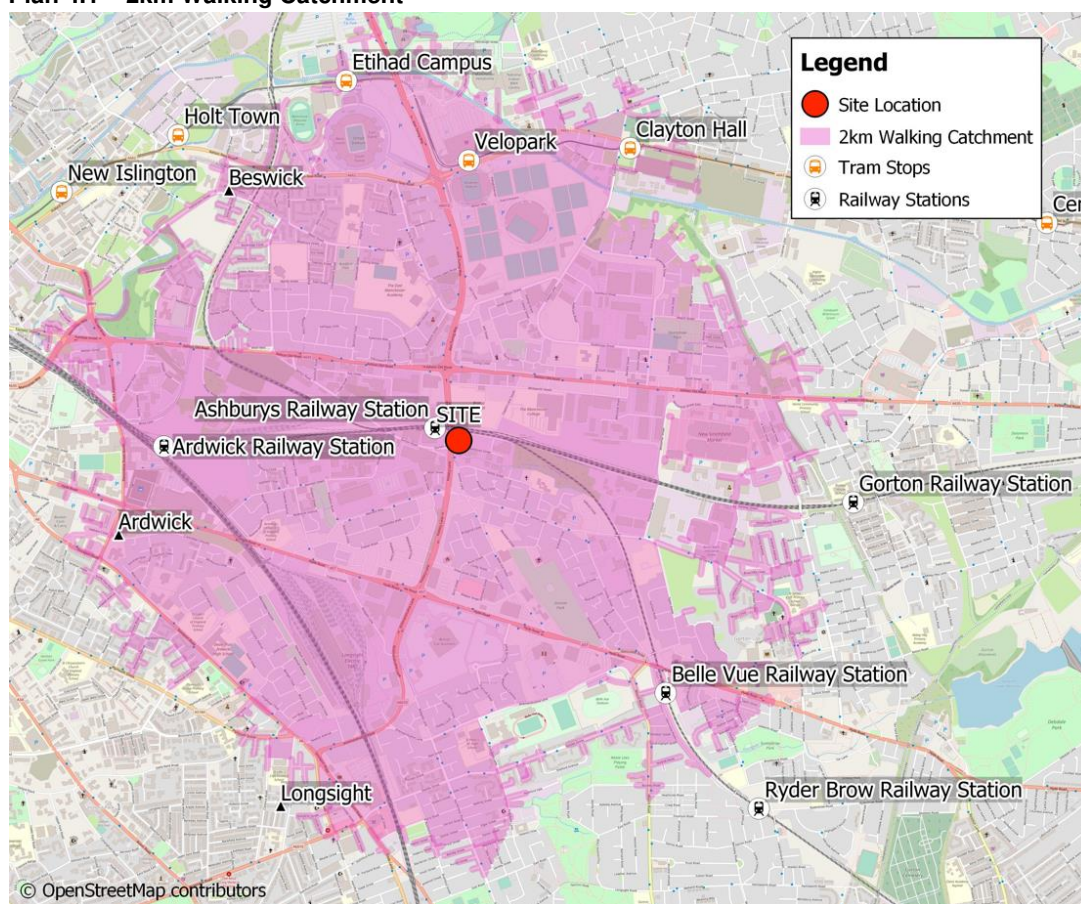
- Accessibility on foot;
- Accessibility by cycle; and,
- Accessibility by public transport.

4.2 Pedestrian Accessibility

4.2.1 The Chartered Institution of Highways and Transportation (CIHT, formerly IHT) in their document, *'Providing for Journeys on Foot'*, recognises that although acceptable walking distances will vary between individuals and circumstances, for commuting, school and sight-seeing trips, it is generally accepted that walking has the greatest potential to reduce short car trips, particularly those under 2km.

4.2.2 **Plan 4.1** shows a 2km walking catchment measured from the centre of the proposal site, providing an indication of the areas which can be reached within a 24-minute walk, assuming a walk speed of 1.4m/s.

Plan 4.1 – 2km Walking Catchment



4.2.3 The site is very well located to encourage staff trips to be made to the site on foot. **Plan 4.1** illustrates that the residential areas of Ardwick, Beswick and Longsight are located within a 2km walk distance of the application site.

4.2.4 Within the 2m catchment, there are also a number of public transport facilities, including bus stops, two railway stations (Ashburys and Belle Vue) and three Metrolink stations (Velopark, Clayton Hall and Etihad Campus).

4.2.5 It should also be noted that the local highway network provides a safe and realistic opportunity to reach the areas contained within the 2km walking catchment. This includes footways, street lighting and signalised pedestrian crossing points equipped with dropped kerbs and tactile paving at the key junctions surrounding the site.

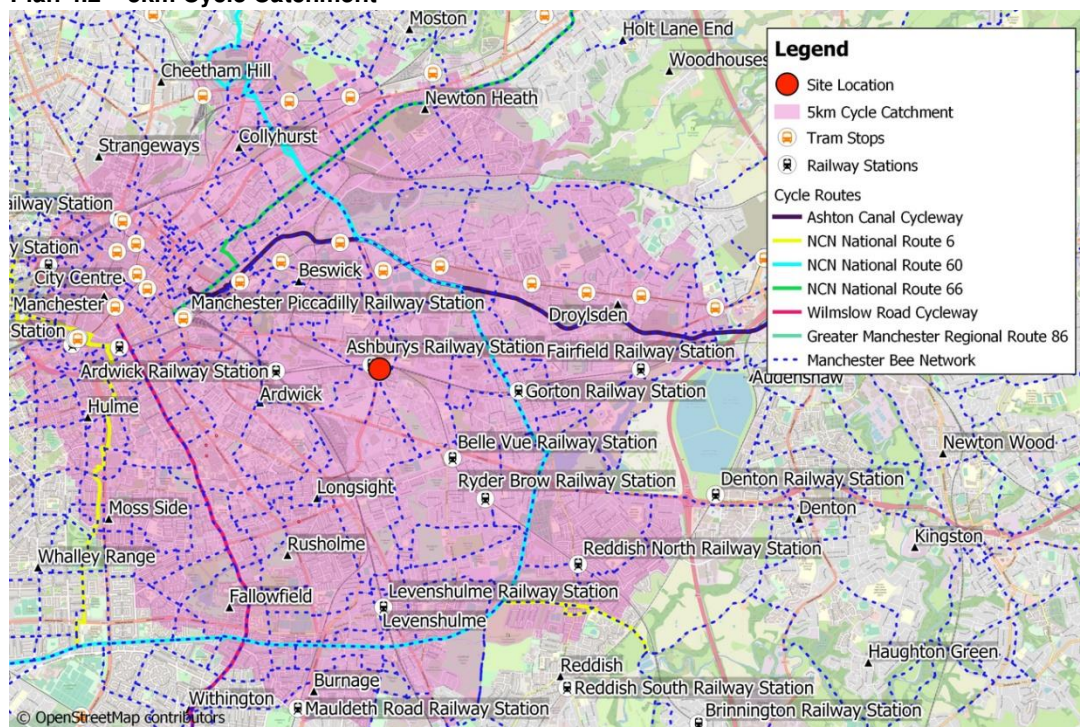
4.2.6 Accordingly, it is considered that the site is highly accessible by foot.

4.3 Accessibility by Cycle

4.3.1 It is generally accepted that that cycling provides a realistic and healthy alternative to the private car for journeys up to 5km as a whole journey, or as part of a longer journey by public transport.

4.3.2 In order to assist in assessing the accessibility of the site by cycle, **Plan 4.2** shows a 5km cycle catchment measured from the centre of the site.

Plan 4.2 – 5km Cycle Catchment



4.3.3 As shown on **Plan 4.2**, the 5km catchment incorporates the eastern part of Manchester City Centre, in addition to surrounding areas such as Hulme, Follow Field, Levenshulme, Droylsden and Collyhurst, amongst others.

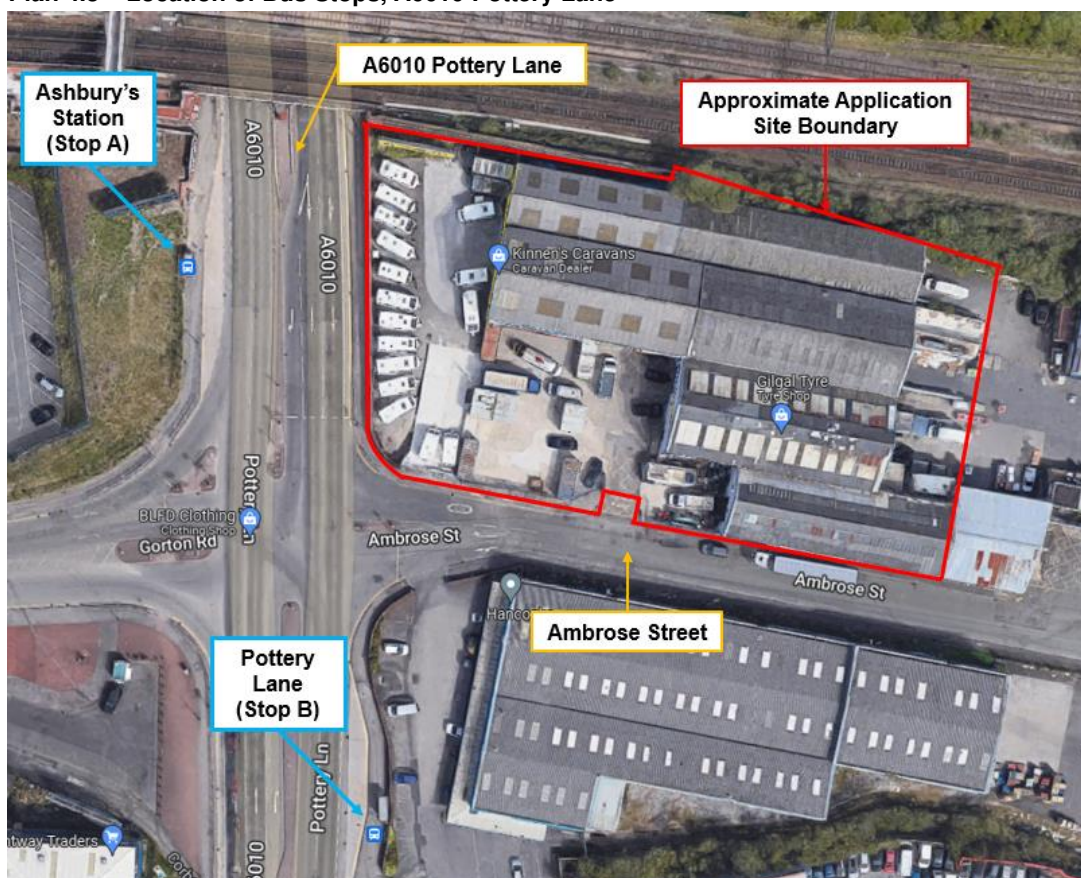
- 4.3.4 The 5km catchment also incorporates (in blue) Greater Manchester's 'Beeway' network which has been introduced by Transport for Greater Manchester (TfGM) to encourage active travel and provides extensive cycling connections between the site and the surrounding areas of Greater Manchester.
- 4.3.5 In addition to the above, there are multiple other on- and off-road cycle routes that surround the site; for example, the Ashton Canal Cycleway, National Cycle Network (NCN) routes 6, 60 and 66, and Wilmslow Road Cycleway, as shown on **Plan 4.2**.
- 4.3.6 The 5km catchment also includes 13 railway stations and 21 Metrolink stops which therefore provides staff and visitors the opportunity to access the site by a multi-modal journey by rail/tram and cycle.
- 4.3.7 It should also be noted that the TfGM website (<https://activetravel.tfgm.com/cycling/>) also provides a range of online resources to encourage people to take up cycling, alongside tools to help users plan their journeys by cycle. This includes information relating to the benefits of cycling, cycling courses, locations of Cycling Hubs, and the Bee Network bike hire scheme, amongst other things.
- 4.3.8 With regards to the above, the site is therefore considered to be highly accessible by cycle.

4.4 Accessibility by Public Transport

Accessibility by Bus

- 4.4.1 Guidance within the CIHT document "*Guidelines for Planning for Public Transport in Development*" recommends that the walk distance to a bus stop from a new development should ideally be 300m, or a maximum of 400m.
- 4.4.2 The closest bus stops to the site are located along the A6010 Pottery Lane, the locations of which are shown on **Plan 4.3**. Both of these bus stops can be safely accessed within less than a 100m walk distance from the site and are therefore well within the CIHT's lower walk distance threshold.

Plan 4.3 – Location of Bus Stops, A6010 Pottery Lane



4.4.3 **Table 4.1** details the public bus services that serve the nearest stops to the application site and their typical frequencies.

Table 4.1 – Local Bus Services and Typical Frequencies

Bus Service	Service / Route Description	Typical Service Times / Frequency		
		Weekday	Saturday	Sunday / Bank Holiday
53	Pendleton - Cheetham Hill (via Salford Quays, Old Trafford, Rusholme, Gorton, Blackley and Higher Crumpsall)	2 per hour	2 per hour	1 per hour
	Cheetham Hill – Pendleton (via Higher Crumpsall, Blackley, Gorton, Rusholme, Old Trafford and Salford Quays)	2 per hour	2 per hour	1 per hour

- 4.4.4 As shown in **Table 4.1**, the bus stops nearest to the site are served by serve no. 53 which provides frequent services between Cheetham Hill and Pendleton. This service also stops at other locations across Greater Manchester and at stops which are located adjacent to Metrolink stations such as those at Salford Quays Harbour City and Sportcity Etihad Campus. This therefore provides the opportunity for staff to undertake a multimodal trip by bus and tram.

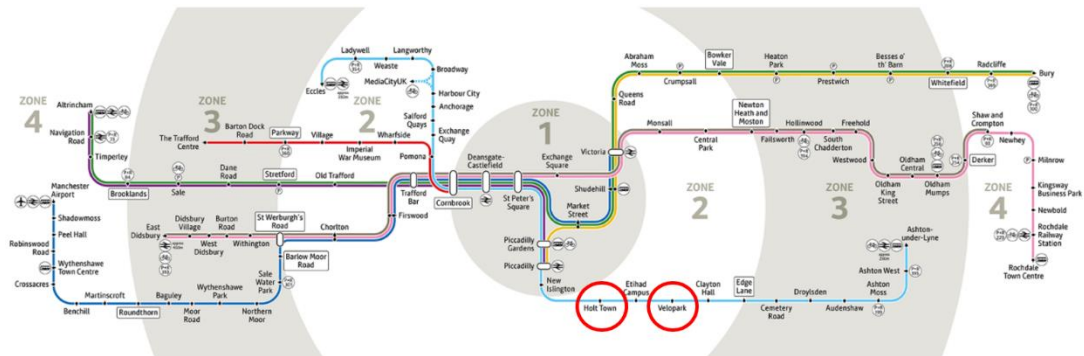
Accessibility by Rail

- 4.4.5 The nearest railway station is Ashburys which is located approximately 160m to the south-east of the application site (circa 3-minute walk). Ashburys Railway Station is operated by Northern Rail and provides regular services to Manchester Piccadilly, Hadfield, New Mills Central and Rose Hill Marple.
- 4.4.6 Manchester Piccadilly is a major transport interchange offering services to major national destinations, including London, Glasgow, Liverpool, Birmingham, Sheffield, Cardiff, Bristol and Newcastle. Ashburys Railway Station therefore offers a gateway for trips to the site to be made by rail from a variety of destinations nationally.
- 4.4.7 Having regard to the above, the site is therefore considered to be accessible by rail.

Metrolink / Tram Accessibility

- 4.4.8 Velopark is the nearest tram stop to the site which can be accessed within an approximate 1.4km (circa 18 minute) walk distance from the site.
- 4.4.9 This stop is located on the Ashton-under-Lyne to Eccles line which offers frequent services (approximately every 10 minutes) in the west and eastbound directions respectively. This line also provides access to Piccadilly, Manchester Piccadilly, St Peter's Square, Deansgate-Castlefield and Cornbrook, all of which offer further interchange opportunities to all other lines of the Metrolink network.
- 4.4.10 For ease of reference, **Plan 4.4** illustrates the existing Metrolink network map.

Plan 4.4 – Metrolink Network Map



4.4.11 With regards to the above, the site is therefore considered to be accessible by tram.

4.5 Accessibility Summary

4.5.1 With regards to the above, the site is well located to facilitate staff journeys to / from the site to be made by sustainable modes of transport. The surrounding area is well equipped with pedestrian and cycle infrastructure and the site is located within walking distance to a range of public transport infrastructure.

5.0 PROPOSED TRAVEL PLAN MEASURES

5.1 Introduction

5.1.1 This section of the FTP sets out the initiatives that could be implemented in the full Travel Plan in due course in order to reduce staff dependency on the private car and to further encourage the use of more sustainable modes of travel.

5.1.2 The TP should contain the following measures:

- Appoint a Travel Plan Co-ordinator (TPC);
- Encourage and Promote Sustainable Travel through a range of suitable measures; and
- Monitoring and Review Mechanisms, such as Employee Travel Surveys.

5.2 Travel Plan Co-ordinator

5.2.1 The TPC will be appointed one month prior to the initial occupation and will act as a liaison point for any issues relating to the TP. This will include liaising with the local authority and public transport operators.

5.2.2 The TPC will be responsible for developing the final TP, which will be brought into action within 3 months of the first staff travel survey.

5.2.3 In terms of the roles and responsibilities, the TPC will be expected to:

- Administer/manage the TP and provide a liaison in implementing the plan with MCC;
- Ensure travel awareness amongst future staff and, where possible, customers;
- Provide a point of contact and travel information;
- Coordinate the travel surveys;
- Promote and encourage the use of travel modes other than the car and car-sharing, where appropriate;
- Ensure the availability of the most up to date travel information including details of public transport services i.e. timetables and route information as well as advice on walking and cycle routes to the site; and
- Provide a point of contact with transport operators and the LHA / LPA at MCC.

5.3 Encourage and Promote Sustainable Travel

5.3.1 All staff would be made aware of the existence of the TP and its aims.

5.3.2 Lack of awareness of available travel options is a frequently used reason for not using sustainable travel modes and so the TPC will be fundamental to the implementation and success of the TP. It is vital that the TPC is involved with some aspects of the development so that they can promote and achieve sustainable transport solutions.

5.3.3 The following 'operational' plan measures to be implemented by the TPC to coincide with the first day of operation of the site will include:

- Liaison with MCC public transport officers and local public transport operators to ensure up to date public transport information is available for display on the Travel Plan Noticeboards.
- Promotion of suitable travel campaigns to encourage the use of sustainable transport options - via the promotion of literature and events. Example information includes details on walking initiatives e.g. "walk your way to health" (www.whi.org.uk), cycling and national cycle week (www.sustrans.org.uk, www.bikeweek.org.uk) and national lift share day (www.liftshare.org/nlsd.asp). A table of events to be promoted at the site will be defined.
- Offering of an interest free cycle loan system to staff via the Department for Transport (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 can then effectively repay the costs of the purchase through a suitable 'salary sacrifice' agreement.
- Provide free fluorescent clothing to be made available on request to all regular staff cyclists / pedestrians.
- Encouraging staff involvement in a car sharing scheme. Employees will be encouraged to car share with other staff members via a staff matching scheme operated by the site TPC. Alternatively staff will be encouraged to investigate other car sharing options (where practical, dependent on staff shift times) including national car share websites such as www.liftshare.com or www.nationalcarshare.co.uk.

- Liaison with the MCC officers and other travel plan operators within the local area to investigate joint ventures economies of scale and the potential to provide personalised travel plans.
- Development of a guaranteed 'ride home' scheme for one-off late night / early morning working or in personal emergency situations for those staff who choose to take part in the plan and therefore leave their cars at home. Reasonable staff costs under this 'ride home' scheme will be reimbursed by the site operator, with claims being managed and reviewed by the site TPC.

5.3.4 The proposed site layout identifies a number of key 'physical' transport measures that will be provided as part of the delivery of the development proposals. These measures will be demonstrated as being available prior to the initial day of opening of the scheme and relate to general transport facilities that will be delivered across the site. Details of the key 'physical' measures to be secured on site are summarised below.

- Provision of appropriate levels of cycle parking in accordance with MCC's minimum cycle parking standards;
- Provision of a staff mess area / food preparation area to encourage staff to stay on-site at break times, thereby reducing travel demand;
- Provision of a suitable amount of car parking; and
- Provision of a Travel Plan Noticeboard at the site.

5.4 Travel Survey

5.4.1 The first step to developing the operational TP is to establish how the site users make journeys to and from the site. A travel survey will be conducted once the site is fully operational and then every year thereafter as part of the monitoring and review process.

5.4.2 The survey will be performed in order to ascertain existing travel patterns and will play a key role in setting targets as it provides a baseline from which to measure changes in travel as a result of the TP. By conducting the survey once every year, this will give an indication of how travel behaviour is changing at the site and provide an important indication as to the success of the TP. A typical TP questionnaire is shown in **Appendix A**, to the rear of this FTP.

- 5.4.3 The travel survey will be used to show how people travel to the site, what potential there is for change (for example, the numbers of people who would like to walk, cycle or use public transport, but are unable to do so), what are the most significant deterrents to walking, cycling and using public transport, what would encourage people to reduce car use. The following information can be obtained:
- How site users usually travel to and from the site (walking, cycling, using public transport, arriving by car or car sharing with others);
 - Where site users are generally travelling to/from;
 - Which places are considered to be dangerous for walking or cycling, and why;
 - Any problems there are with bus services and where a new service might be helpful; and
 - How employees would like to travel if they had the choice and whether they own a bicycle or have a bus pass.
- 5.4.4 The questionnaire can be distributed / conducted via email, an online browser or by hand copy (or a combination of all three), to be determined by the TPC.
- 5.4.5 The results of the surveys will provide a valuable 'baseline' against which the success of the TP in reducing car journeys and increasing journeys by walking, cycling and public transport will be set. The full TP will be submitted to MCC within 3 months of the first survey.

6.0 PLAN MONITORING AND REVIEW

6.1 Preamble

- 6.1.1 The monitoring and review programme will be designed to generate information against which the TP can be evaluated, revised, developed and improved, over an initial 5-year period.
- 6.1.2 The major objective of the plan is to effect a reduction in the use of single occupancy private cars by staff and, where possible, customers. In the first instance, the plan will seek to review existing staff travel movements by way of a travel survey.
- 6.1.3 On completion of the first travel survey, it will be appropriate to set targets which seek to achieve an increased proportion of employees travelling by more sustainable forms of transport. Notwithstanding this, a number of preliminary action targets are set out in the following section.

6.2 Travel Plan Targets

- 6.2.1 The preliminary action targets for the development are set out in **Table 6.1**.

Table 6.1 – Preliminary Action Targets

Action	Target Date
Appoint TP co-ordinator and inform HBC of contact details	1 month of first use of development
Ensuring that all new staff at the application site are fully appraised of the Travel Plan	As part of formal staff induction procedures.
Undertake travel survey and report results to MCC	Within 3 months of first use of development
Submit full TP to MCC	Within 6 months of first use of development
Agree on preliminary employee modal split targets with MCC	Within 6 months of first use of development

6.3 Monitoring

6.3.1 The monitoring would include items such as:

- Travel habits / modal split; and
- General feedback from employees.

6.3.2 Information gathered as part of the continuous monitoring process would be made available to the LPA. In this way, future strategies for further delivering TP objectives can be considered in partnership between staff, MCC and transport providers.

6.4 Plan Review

6.4.1 The TPC will arrange for an annual review of the TP to assess the success of the plan to date and to identify measures which could potentially be included in the future.

6.4.2 Although the database will be kept up to date throughout the year, the re-issue of the travel questionnaire (every year) will provide the opportunity to gather new information regarding staff attitudes to travel and on the modal split compared to the previous years.

6.4.3 A periodic review report will be produced summarising the results since the previous review. The report will also incorporate the results of the ongoing monitoring throughout the preceding period.

APPENDIX A - TYPICAL TRAVEL PLAN QUESTIONNAIRE

Draft Travel Plan Questionnaire

Date _____

1	Postcode _____	11	If you indicated car driver in Q8, would you consider car sharing? 1 ☐ Yes regularly 2 ☐ Yes occasionally 3 ☐ No
2	Gender 1 ☐ Male 2 ☐ Female		
3	Age 1 ☐ Under 25 4 ☐ 45-54 2 ☐ 25-34 5 ☐ 55 or Over 3 ☐ 35-44	12	If you answered 'No' to Q11, can you explain the reasons for not car sharing? _____ _____ _____
4	Is your work? 1 ☐ Full Time 2 ☐ Part Time	13	Which of the following changes would most encourage you to use public transport for your journey to work? If you already travel to work by public transport, which would you most like to see? Please tick the 3 most applicable. ☐ Interest free loans for travel tickets/passes sold ☐ Flexible working patterns ☐ More convenient bus drop off points ☐ Pubic transport information at work site ☐ More direct bus routes ☐ Personalised journey plan ☐ None ☐ Other (specify) _____
5	What are your normal start and finish time Start Time _____ Finish Time _____		
6	Do you have a disability that may affect your travel arrangements? 1 ☐ Yes 2 ☐ No		
7	How far do you travel to work? 1 ☐ Less than 1 mile 2 ☐ Between 1 and 2 miles 3 ☐ Between 2 and 5 miles 4 ☐ Between 5 and 10 miles 5 ☐ Between 10 and 20 miles 6 ☐ Over 20 miles	14	If you indicated 'Car Driver' in Q8, what other mode of transport would you consider if you could not bring your car to work? (tick all that apply) 1 ☐ Bus 2 ☐ Train 3 ☐ Bicycle 4 ☐ Car passenger 5 ☐ Walk 6 ☐ Motorbike 7 ☐ Other (specify) _____
8	On your normal trip to work which form of transport did you use? (tick all that apply) 1 ☐ Car (as driver on my own) 2 ☐ Car (as passenger with other people as driver or passenger) 3 ☐ Bus 4 ☐ Train 5 ☐ Motorbike 6 ☐ Bicycle 7 ☐ Walk	15	Do you currently have the opportunity to walk or cycle to work (or both), but chose not to do so? 1 ☐ No 2 ☐ Yes, walk 3 ☐ Yes, cycle
9	How long did it take you to travel to work? 1 ☐ 0 to 15 minutes 2 ☐ 16 to 30 minutes 3 ☐ 31 to 60 minutes 4 ☐ 61 to 90 minutes 5 ☐ More than 90 minutes	16	If you answered 'Yes' to Q15 please indicate your reasons for not walking or cycling (or both) _____ _____ _____
10	If you have indicated 'Car driver' in Q8, what are the main reasons for doing so? 1 ☐ Car essential to job 2 ☐ Dropping/collecting others off 3 ☐ Give a lift to others in the area 4 ☐ Health reasons 5 ☐ More convenient than alternative 6 ☐ Other (please specify) _____	17	Your views and ideas are important, so please add any other comments about your journey _____ _____ _____

Thank you for your co-operation