AECOM

Building 401: Manchester Airport

Interim Travel Plan

Threadneedle Curtis Ltd

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Quality information

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1. Introduction

Background

1.1 AECOM has been appointed by Threadneedle Curtis Ltd, to produce a Travel Plan (TP) to support of the planning application for the proposed development of two logistics units in the cargo area at Manchester Airport, on behalf of CTI (Colombia Threadneedle Investment).

1.2 The proposed site, referred to throughout this TP as Building 401, is located at the World Freight Terminal, Manchester Airport, Manchester, M90 5XR and is currently occupied by an existing building on the site plus the associated car park. The site is bounded by Avro Way to the North, by Pinfold Lane to the East, A538 Wilmslow Old Road to the South and to the West by the access road to Building 401 which is shared with AlphaLSG Sky Chefs building, as shown on **Figure 1**.

Figure 1: Building 401 Development Location

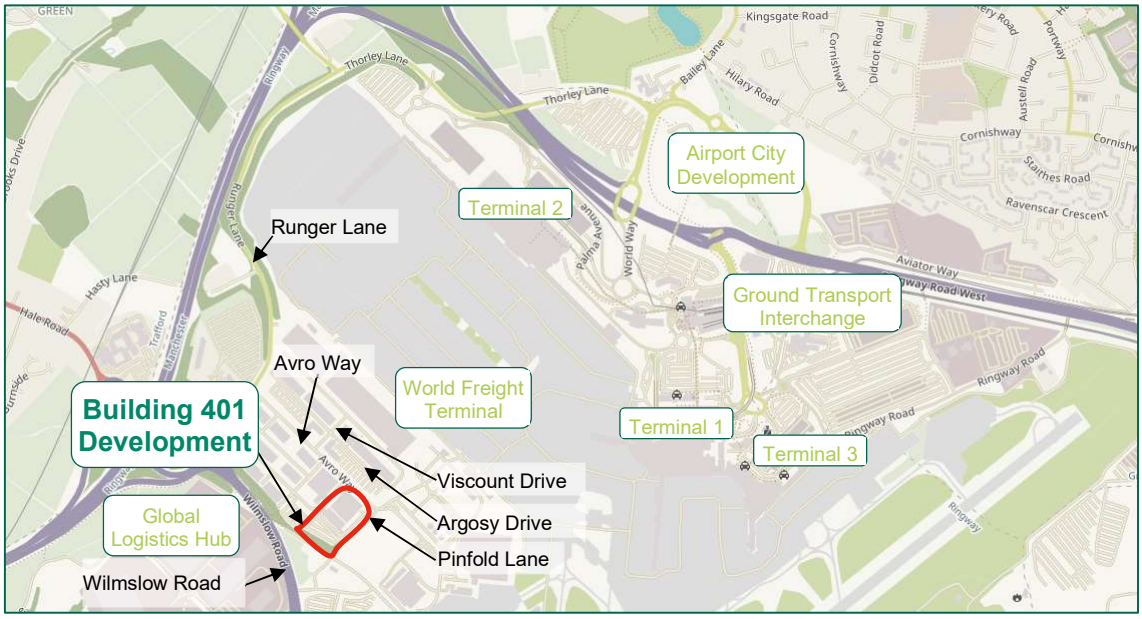


Image Source: Openstreetmaps

What is a Travel Plan?

1.3 A TP provides strategy for managing travel demand and involves a dynamic process of implementation, monitoring and review. The underlying aim of any TP is to minimise the number of single occupancy car trips generated by a development, by encouraging a shift to more sustainable modes of transport, thereby mitigating the negative impact of travel.

1.4 This TP provides a clear set of objectives and targets to be met by CTI (as the landlord), alongside the expected future occupier (at this point currently unknown) MAG. The measures are sufficiently flexible to meet the needs of the new development by allowing for the delivery of tangible benefits.

1.5 The following sections detail the TP objectives, whilst discussing the targets for the proposed site. In summary, the key role of this TP is to ensure that a toolkit of measures is developed and appropriate infrastructure and implemented prior to occupation, to facilitate staff travel and visitors to and from the site by sustainable modes of travel.

Why produce a Travel Plan?

1.6 The role of the TP is to provide a range of alternative travel options which can benefit both staff and visitors to the site. The benefits of producing a TP are as follows:

- Reducing local traffic;
- Reducing parking congestion, and congestion in and around the site;
- Increasing the reliability of commuting/business/freight delivery;
- Reducing pollution;
- Helping to reduce MAG's 'carbon footprint'; and
- Promote healthy lifestyles to staff, with benefits for absence management (with healthy staff less likely to be off work sick).

Travel Plan Structure

1.7 Following this introductory section, this TP has been prepared with the following structure:

- **Chapter 2** sets out National and Local TP guidance;
- **Chapter 3** sets out the accessibility of the site by different modes and provides an audit of the local highway network;
- **Chapter 4** sets out the development proposals;
- **Chapter 5** states the TP objectives;
- **Chapter 6** outlines the TP targets;
- **Chapter 7** provides the TP measures and their implementation; and
- **Chapter 8** sets out the requirements for monitoring and review.

2. Policy Context

Introduction

2.1 The following chapter summarises the key national and local policy documents that are relevant to the proposed development. All policy documentation has been analysed in the context of TPS and specifically those for workplaces.

National Policy

National Planning Policy Framework (2021)

2.2 The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and how these are expected to be applied. Planning law requires that applications for planning permission must be determined in accordance with the development plan, unless material consideration indicate otherwise. The NPPF must be taken into account in the preparation of local and neighbourhood plans and is a material consideration in planning decision.

2.3 Chapter 9, 'Promoting Sustainable Transport', noted that transport policies have an important role to play in facilitating sustainable development but also in contribution to wider sustainable and health objectives. All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:

- Appropriate opportunities to promote sustainable transport modes can be, or have been, 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.

2.4 Developments should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

2.5 Applications for developments should:

- Give priority first to pedestrians and cycle movements, both within the scheme and within neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- Create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- Allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

2.6 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.

Department for Communities and Local Government (6th March 2014) Travel Plans, Transport Assessments and Statements

2.7 The Department for Transport (DfT) (April 2009) document *Good Practice Guidelines: Delivering Travel Plans through the Planning Process* was superseded in March 2014 by the online Planning Practice Guidance (PPG), launched by The Department for Communities and Local Government (DCGL). The PPG suite includes a section called *Travel Plans, Transport Assessment and Statements.* The guidance states that TPs are long-term management strategies for integrating proposals for sustainable travel (such as promoting walking and cycling). TPs should, where possible, be considered in parallel to development proposals and readily integrate into the design and occupation of the new site rather than retrofitted after occupation. Where there may be more efficient or sustainable outcomes, and in order to mitigate the impacts of the proposed development, consideration may be given to travel planning over a wider area.

The requirement for a Travel Plan

2.8 The NPPF states that all developments which generate significant amounts of transport movement should be required to provide a TP.

2.9 In determining whether a TP will be needed for a proposed development, the local planning authorities should take into account the following considerations.

- The Travel Plan policies (if any) of the Local Plan;
- The scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);
- Existing intensity of transport use and the availability of public transport;
- Proximity to nearby environmental designations or sensitive areas;
- Impact on other priorities/strategies (such as promoting walking and cycling);
- The cumulative impact of multiple developments within a particular area;
- Whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and
- Relevant national policies, including the decision to abolish maximum parking standards, for both residential and non-residential development.

The need for and scope of a Travel Plan

2.10 The anticipated need for a TP should be established early on, preferably in the pre-application stage but otherwise within the application determination process itself. Consideration should be given at the pre-application stage to:

- The form and scope of the Travel Plan;
- The outcomes sought by the Travel Plan;
- The processes, timetables and costs potentially involved in delivering the required outcomes (including any relevant conditions and obligations);
- The scope of the information needed; and
- The proposals for the on-going management, implementation and review processes.

Information to be included in a Travel Plan

2.11 TPs should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangement all of which should be proportionate. They should also consider that additional measures may be required to offset unacceptable impacts if the targets should not be met.

2.12 TPs should set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). They should address all journeys resulting from a development by anyone who many need to visit or stay, and they should seek to fit in with wider strategies for transport in the area. They should evaluate and consider:

- Benchmark travel data including trip generation databases;
- Information concerning the nature of the development and the forecast level of trips by all modes of transport likely to be associated with the development;
- Relevant information about existing travel habits in the surrounding areas:
- Proposals to reduce the need to travel to and from the site via all modes of transport; and
- Provision of improved public transport services.

2.13 They may also include:

- Parking strategy options (if appropriate – and having regards to national policy on parking standards and the need to avoid unfairly penalising motorists); and
- Proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).

2.14 These active measures may assist in creating new capacity within the local network that can be utilised to accommodate the residual trip demand of the development.

Monitoring of Travel Plans

2.15 TPs need to set out clearly what data is to be collected, and when, establishing the baseline conditions in relation to any targets.

2.16 The length of time over which monitoring will occur, and the frequency will depend on the nature and scale of the development and should be agreed as part of the TP with the developer or qualifying body for neighbourhood planning. Who has responsibility for monitoring compliance should be clear.

2.17 Monitoring requirements should only cease when there is sufficient evidence for all parties to be sure that the travel patterns of the development are in line with the objectives of the TP. This includes meeting the agreed targets over a consistent period of time. At this point the TP would become a voluntary initiative.

Aviation Policy Framework (2013)

2.18 The Aviation Policy Framework sets out the government's policy to allow the aviation sector to continue to make a significant contribution to the economic growth across the country. It provides the baseline for the Airports Commission to take into account on important issues such as aircraft noise and climate change. It sets out government's objectives on the issues which will challenge and support the development of aviation across the UK.

2.19 The proposed Building 401 development would be situated at Manchester Airport within the airport boundary and will be served directly by air transport. Therefore, aspects of the Aviation Policy Framework apply to the proposed development, specifically paragraph 5.11 of the framework, which states:

> *"All proposals for airport development must be accompanied by clear surface access proposals which demonstrate how the airport will ensure easy and reliable access for passengers, increase the use of public transport by passengers to access the airport, and minimise congestion and other local impacts"*.

Future of Mobility: Urban Strategy, Department for Transport (2019)

2.20 The Future of Mobility Grand Challenges are central in the Governments Industrial Strategy, in facilitating innovation in urban mobility for freight, passengers and services. The Government's approach will be underpinned by the following principles:

- New modes of transport and new mobility services must be safe and secure by design;
- The benefits of innovation in mobility must be available to all parts of the UK and all segments of society;
- Walking, cycling and active travel must remain the best options for short urban journeys;
- Mass transit must remain fundamental to an efficient transport system;
- New mobility services must lead the transition to zero emissions;
- Mobility innovation must help to reduce congestion through more efficient use of limited road space, for example through sharing rides, increasing occupancy or consolidating freight;
- The marketplace for mobility must be open to stimulate innovation and give the best deal to consumers;
- New mobility services must be designed to operate as part of an integrated transport system combining public, private and multiple modes for transport users; and
- Data from new mobility services must be shared where appropriate to improve choice and the operation of the transport system.

2.21 The speed of transport innovation has been increased by advanced data science, artificial intelligence and sensing technology, allowing opportunity for cleaner transport, automation, new business models and new modes of travel promising to transform how people, goods and services move. Delivering these changes successfully has the potential to boost productivity and investment, increase export opportunities for UK companies and create high-quality jobs.

Decarbonising Transport: A Better, Greener Britain (2021)

2.22 The Government is developing an ambitious plan to accelerate the decarbonisation of transport. The Transport Decarbonisation Plan (TDP) will set out in detail what government, business and society will need to do to deliver the significant emissions reduction needed across all modes of transport, putting us on a pathway to achieving carbon budgets and net zero emissions across every single mode of transport by 2050.

2.23 Whilst there have been recently published strategies to reduce Greenhouse Gas (GHG) emissions in individual transport modes, the journey to net zero demands that transport as a whole sector moves further, faster. The TDP will take a coordinated, cross-modal approach to deliver the transport sector's contribution to both carbon budgets and net zero.

Local Policy

The Greater Manchester Transport Strategy (2040)

2.24 The Greater Manchester Transport Strategy 2040 was adopted in February 2017. It was developed by TfGM (Transport for Greater Manchester) on behalf of the Greater Manchester Combined Authority (GMCA) and Greater Manchester Local Enterprise Partnership (LEP). The document builds upon the '2040 Vision for Transport' and highlights the priority interventions needed to achieve the vision. The strategy addresses long term challenges for the Greater Manchester area, such as a rapidly growing and ageing population, climate change and the need to improve productivity.

2.25 The overall aim of the strategy is to create 'world class connections that support long-term, sustainable economic growth and access to opportunity for all'. The four key goals of the vision are:

- Supporting sustainable economic growth;
- Improving quality of life for all;
- Protecting our environment; and
- Developing an innovative city-region.

2.26 The strategy acknowledges Greater Manchester's role as an important city region and national growth engine. Anticipated growth over the next 20 years will see wide scale development across the region and managing the impact of this on the transport network will be challenging. For this reason, integration between transport and development will be vital.

2.27 Travel planning will play a key role in achieving all these goals but will be particularly important for encouraging sustainable economic growth, and in turn influencing improvements in air quality and protecting the environment.

2.28 The document states that a holistic approach to travel behaviour will be taken, including encouraging more people to work from home. Future demand management will encourage people to make at least some of their journeys by public transport, walking and cycling. A consistent, long-term approach to sustainable journeys, promotions and marketing will provide people and businesses with the information, training and incentives to make better informed travel decisions.

2.29 Policy 3 of the Transport Strategy states:

> "*We* [TfGM] *will maintain a programme of interventions encouraging people to make sustainable journeys. We will support this programme through journey planning tools, and information to encourage travel behaviour change and mode shift, in order to make the most efficient use of available capacity (particularly during peak periods).*"

2.30 Transport will also be further integrated with spatial planning, with the design of developments to include safe and direct walking routes/cycle routes, secure cycle parking and EV charging points.

2.31 Policy 4 states:

> "*We* [TfGM] *will work with developers to ensure that new developments are accessible by sustainable modes, and to reduce transport emissions and impact on the highway network".*

2.32 For those without access to a car, public transport may determine whether they can access jobs or training. TfGM therefore will support a network of socially necessary bus services. Policy 6 sets out better integration of travel services.

Manchester Core Strategy (2012-2027)

2.33 Manchester's Core Strategy was adopted by the City Council in July 2012. Policy MA1 (Manchester Airport Strategic Site) sets out the policy context for the development of the proposed Airport City development. The document states that the area provides significant opportunity for employment in Manchester.

Policy MA1 Manchester Airport Strategic Site

2.34 This sets out the policy context for the development of the Airport. It identifies areas for expansion of the Airport and shows amendments to the Green Belt required to deliver that expansion. In Table 8.1 of that Policy, the area subject to this application falls within Existing Area Strategic Site, which identified as being suitable for the development of "Terminal, taxiways, aircraft apron, ancillary operational facilities, offices, hotels and other uses, surface access and car parking".

2.35 Policy MA1 goes on to state "All development proposed as part of the Airport expansion should seek to ensure that any environmental effects of development are assessed at the planning application stage to ensure that any impact is acceptable. It will be necessary to mitigate or compensate any negative effects. In particular:

- Minimise any adverse impact on areas of international or national conservation, ecological and landscape value. In particular, development should avoid Cotterill Clough SSSI. Where it is not possible to avoid harm, mitigation measures to compensate for any adverse impact will be necessary. Development within the expansion areas must implement the mitigation measures agreed with the Council, informed by an up-to-date environmental assessment;
- Support the retention and preservation of heritage assets. Detailed proposals which impact upon heritage assets within or close to the site, including listed buildings, will be required to show they have met the tests within PPS5. Development which has a detrimental impact on heritage assets should be necessary to meet operational capacity requirements, taking account of the availability of preferable development options within the Airport site;
- Retain or relocate the allotments;
- Include surface car access and car parking arrangements which encourage the use of public transport, walking and cycling, and satisfactorily manage impacts upon the highway network;
- Seek the maximum possible reductions in noise through compliance with the Manchester Airport Noise Action Plan and the Manchester Airport Environment Plan;
- Demonstrate that the number of people affected by atmospheric pollution is minimised and the extent to which any impact can be mitigated; and
- Improve access to training and job opportunities, particularly for people in Wythenshawe."

Manchester Airports Master Plan to 2030 (2016)

2.36 Manchester Airport's Master Plan to 2030 document sets out the main challenges and opportunities and the approach to the Airport's future development. The Master Plan sets out the Surface Access Objectives as being:

- Provide the wides range of services and products delivering convenient, affordable, reliable, and quality access to the Airport.
- Contribute to our Climate Change Strategy by tackling the high proportion of emissions caused by surface access.

- Significantly increase the proportion of journeys that are made by public transport.
- Relieve the increasing pressure on the local and strategic road network through selective improvements and managing car use.
- Contain and manage the growth in road traffic, especially on the M56.
- Develop the Airport's approach to car parking as an integral part of our surface access strategy.
- Improve transport connections between the Airport and Wythenshawe Town Centre.

2.37 The Master Plan also states that [MAG] will "*continue to take the lead in promoting and championing staff use of public transport services in line with our Green Commuter Plan. The number of passengers on airport buses doubled between 1995 and 2001. Now, around 10% of staff use the bus to come to work. As the bus network is principally focused at staff, it is important that we have a network of services that fit in with out 24 hour operation. We will continue to provide financial support as part of our partnerships with bus operators and will seek more services, new vehicles and improvements to the bus network".*

Manchester Airport Sustainable Development Plan (2016)

2.38 Manchester Airport Group published the Manchester Airport Sustainable Development Plan (SDP) in June 2016. This document sets out the strategic context for the long-term development of the Airport. The SDP comprises a high-level summary and four detailed plans that deal with the Economy and Surface Access, Environment, Community and Land Use. These plans set out in greater detail how MAG will realise future opportunities and deal with the principle issues faced.

2.39 The Sustainable Development Plan updates the 2007 Manchester Airport Master Plan and develops the land use, environmental and community programmes and sets a context for the economic growth strategy that is strongly linked to the surface access strategy. The overall approach to surface access is to improve the airports accessibility with quick, convenient and reliable access from all parts of the airport's catchment area. The aim is to extend and improve rail services, making the airport a node in the wider network. It is intended to manage growth in road traffic and promote the improvement in public transport links for passengers and staff. The airport's public transport connections are also important in local access to airport employment.

2.40 Embedded within this plan is the detailed surface access strategy which has re-emphasised the airports long standing commitment to delivering sustainable travel and managing growth in road traffic. A key element of this commitment has been the setting of long-term modal split targets for both passengers and staff which reflects the on-going commitment to delivering a fully integrated surface access network.

2.41 The previous surface access strategy, the 'Ground Transport Plan', was part of the 2007 master Plan. It included the primary targets:

- To continue to develop a network of high quality and frequent public transport services from regional towns and cities;
- To reduce the proportion of road vehicle trips per air passenger; and
- To actively encourage public transport access to the airport and reduce car dependency.

2.42 The most recent SDP is also the fourth Ground Transport Plan. It highlights how the transport network has improved since the last iteration of the plan and indicates the steps MAG will take to support the ambitious plans for growth.

2.43 Whilst it is acknowledged that the airport continues to be dominated by the car, MAG is committed to reducing that dependence and securing a major increase in public transport use. This will reduce emissions and pollution, avoid congestion and improve choice. This updated plan contains a comprehensive programme of activity to deliver the objectives set out below:

- **Speed and Efficiency of Movement:** To support the wider economy and better serve our catchment area by providing a transport network that improves journey time reliability and allow for the fast and efficient movement of people and freight;
- **World Class Transport Hub:** deliver an integrated transport network with high quality, safe and affordable facilities for our customers and staff;
- **Sustainability:** to influence travel behaviour in order to significantly increase the number of passengers and staff using sustainable transport modes;
- **Enhanced Infrastructure Delivery:** support infrastructure projects that will improve surface access to the airport;
- **Supporting Employment:** Ensure transport encourages access to employment at the airport and Enterprise Zone; and
- **Innovation:** To be a beacon of best practice through the delivery of innovative transport solutions.

3. Site Accessibility

Introduction

3.1 This chapter summarises accessibility options to the development site in terms of available alternative modes of transportation at the proposed Building 401 Development. The MAG Sustainable Development Plan includes an objective of influencing travel behaviour to significantly increase the number of passengers and staff travelling by sustainable modes of transport. The site layout enclosed as **Appendix B**.

Existing Site Access

3.2 The site for development is located within the cargo area, which is situated on the southwest side of the Airport. The site is to the southwest of the existing simple priority junction of Avro Way and Pinfold Lane. The site is currently accessed via an access road to the west of the site which forms the minor arm of a simple priority junction with Avro Way. A second existing access is also present on Pinfold Lane to the east of the site.

3.3 A number of barriers are present on the local highway network within the vicinity of the site and these restrict movements along Pinfold Lane to the northeast of the site and along Pinfold Lane to the southeast of the site. All existing and proposed vehicle movements to/from the site will be via the Avro Way/ Runger Lane existing priority junction.

3.4 Unit 1b and Unit 1c will be accessible for all traffic from Avro Way via a new access road, immediately to the east of the existing access road between the Building 401 site and the Alpha LSG Sky Chefs building. Traffic will travel along the access road to access loading bays and two separate car parks for these two units. Unit 1a of the Building 401 development will be accessible by car from Avro Way via a new access onto Avro Way. HGVs to this unit will access loading bays via the access road to the west of the site.

3.5 All vehicles travelling to the site will route via A638 Wilmslow Road, Runger Lane and Avro Way. The junction of Runger Lane and Avro Way is an existing priority junction where, at its western end, Avro Way forms the minor arm.

3.6 The western end of Avro Way has a 30mph speed limit with controlled on-street parking (30 min limit). Approximately 65m west of the junction of Avro Way with Pinfold Lane, this is reduced to 20mph.

3.7 Pinfold Lane, which is accessed from Avro Way is barrier controlled. This prevents access to the A538 via Sunbank Lane.

3.8 Carriageway widths are considered acceptable and can accommodate HGV access.

3.9 Wider strategic access to the site is provided by the surrounding motorway and A road network, which provides excellent connectivity both within the North West and Nationally.

3.10 For those accessing the site on foot, there is a footpath along Avro Way and adjacent roads including Runger Lane.

Public Transport

Bus

3.11 The Manchester Airport Ground Transport Interchange (GTI) is located central to the airport terminals and provides the main interchange for public transport surface access at Manchester Airport. The GTI provides both local bus connections and also longer distance bus and coach connections to other UK cities.

3.12 The GTI is approximately 3km, or just over a 40-minute walk, via road from the development site and is therefore not a viable walk distance to directly access bus from this interchange. There are, however, local bus stops located closer to the development site, which both serve the GTI and wider local destinations.

3.13 The nearest bus stops to the Building 401 development site are located at:

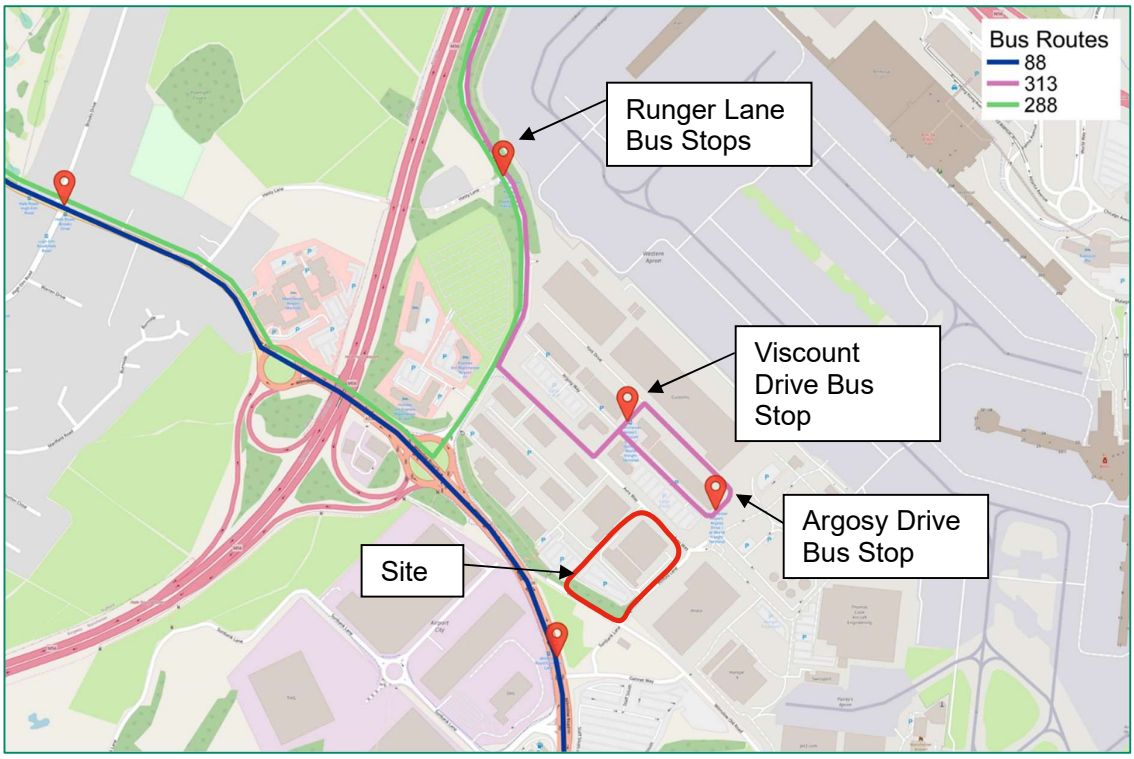
- World Freight Terminal (adjacent to Avro Away on Viscount Drive and Argosy Drive), Viscount Drive stop (approximately 260m or a 3-minute walk) and the Argosy Drive stop (approximately 190m or just over a 3-minute walk via the path north of Pinfold Lane). These bus stops are served by service 313, which provides a 30-minute headway between the World Freight Terminal and the GTI. The service continues beyond the GTI, providing a direct via the A6MARR to Stanley Green, Cheadle Hulme and terminates at Stockport Bus Station.
- Runger Lane /, Hasty Lane junction (Bus routes 288 & 313) which is approximately 800m or a 10 minute walk;
- Wilmslow Road /, Sunbank Lane junction (Bus routes 288 northbound & 88 in both directions) approximately 550m (via Pinfold Lane and Sunbank Lane (7 minute walk); and
- Aviation Viewing Park on Wilmslow Old Road (Bus route 288), approximately 900m or an 11 minute walk, via Pinfold Lane and Wilmslow Old Road.
- A summary of these bus service routings shown in **Figure 2.** These services typically operate at the following service frequencies shown in **Table 1**. Bus timetables are enclosed as **Appendix A**.

Table 1: Bus Services and Frequencies serving the World Freight Terminal

Route	Weekday (Mon – Fri) Frequency	Saturday Frequency	Sunday Frequency	Journey Time
88: Altrincham and Macclesfield, via Wilmslow – Wilmslow Road / Sunbank Lane	1 per hour between 07:03 and 18:50	1 per hour between 07:45 and 19:10	1 every 2 hours between 09:00 and 17:00	12 minutes
313: Stockport – Viscount Drive / World Freight Terminal	1 every 30 minutes between 05:15 and 22:30	1 every 30 minutes between 05:15 and 22:30	1 every 30 minutes between 07:05 and 22:30	37 minutes
288: East Didsbury – Runger Lane / Hasty Lane	1 per hour between 06:34 and 18:20	1 per hour between 08:43 and 17:43	No Service	50 minutes

Source: TfGM

Figure 2: Local Bus Service Routing



3.14 The bus stops on Viscount Drive, Argosy Drive and at the Aviation Viewing Park include a shelter, seating, timetable information and lighting, due to their proximity to the streetlights. The stop locations in either direction on Runger Lane is marked with bus stop flags and have street lighting within its vicinity. The individual stops are shown on **Figure 3**, **Figure 4**, **Figure 5**, and **Figure 6**.

Figure 3: Viscount Drive Bus Stop

Figure 4: Argosy Drive Bus Stop

Figure 5: Runger Lane Bus Stops (Northbound and Southbound)

Figure 6: Aviation Viewing Park – Old Wilmslow Road Drive Bus Stop

3.15 **Figure 7**, **Figure 8**, and **Figure 9** illustrate the bus routes, principal calling points and interchanges with other modes of transport.

Figure 7: Local Bus Route 88 – Altrincham – Wilmslow – Mobberley – Knutsford - Macclesfield

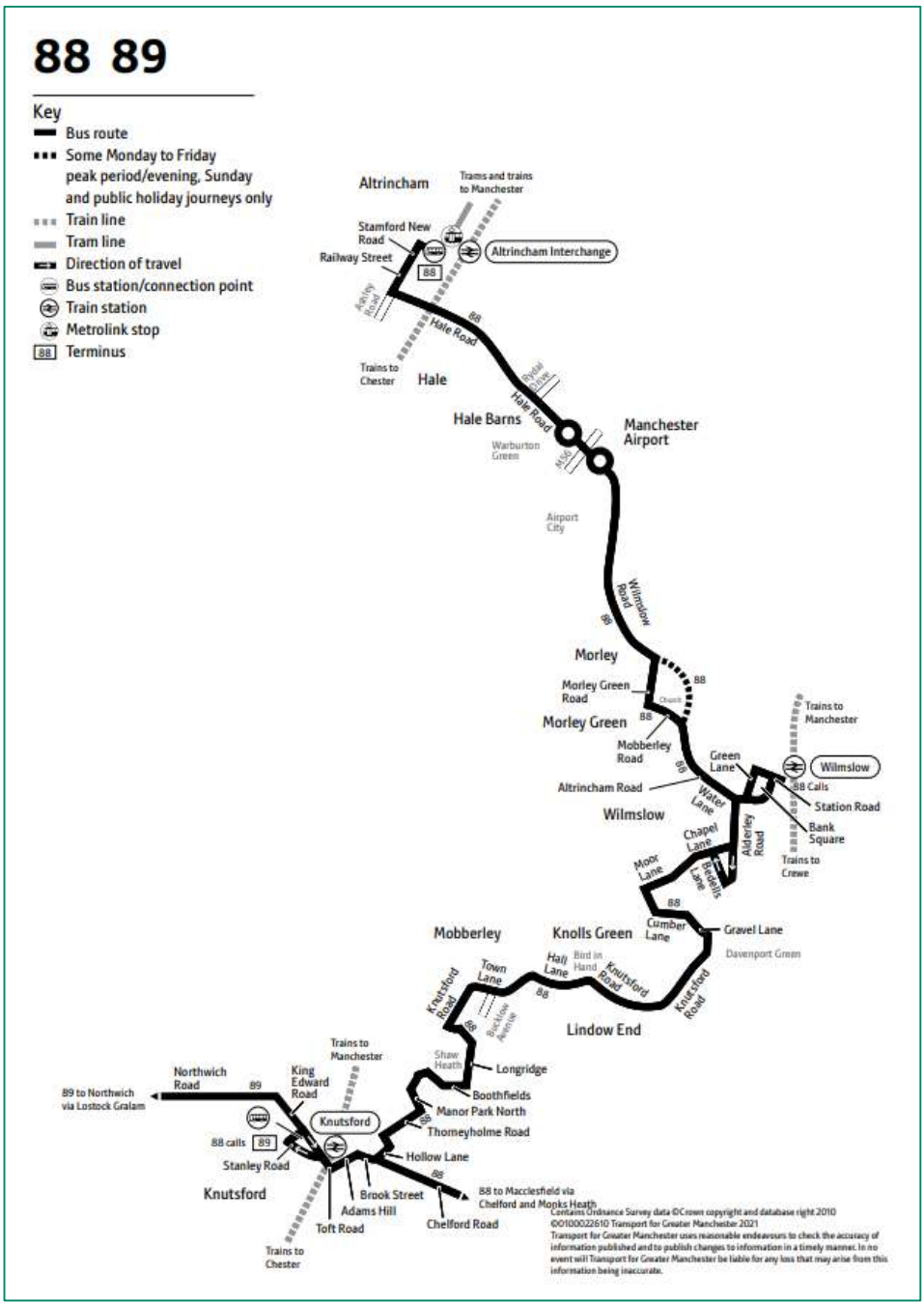


Figure 8: Local Bus Route 313 – Stockport – Adswood – Cheadle Hulme – Manchester Airport

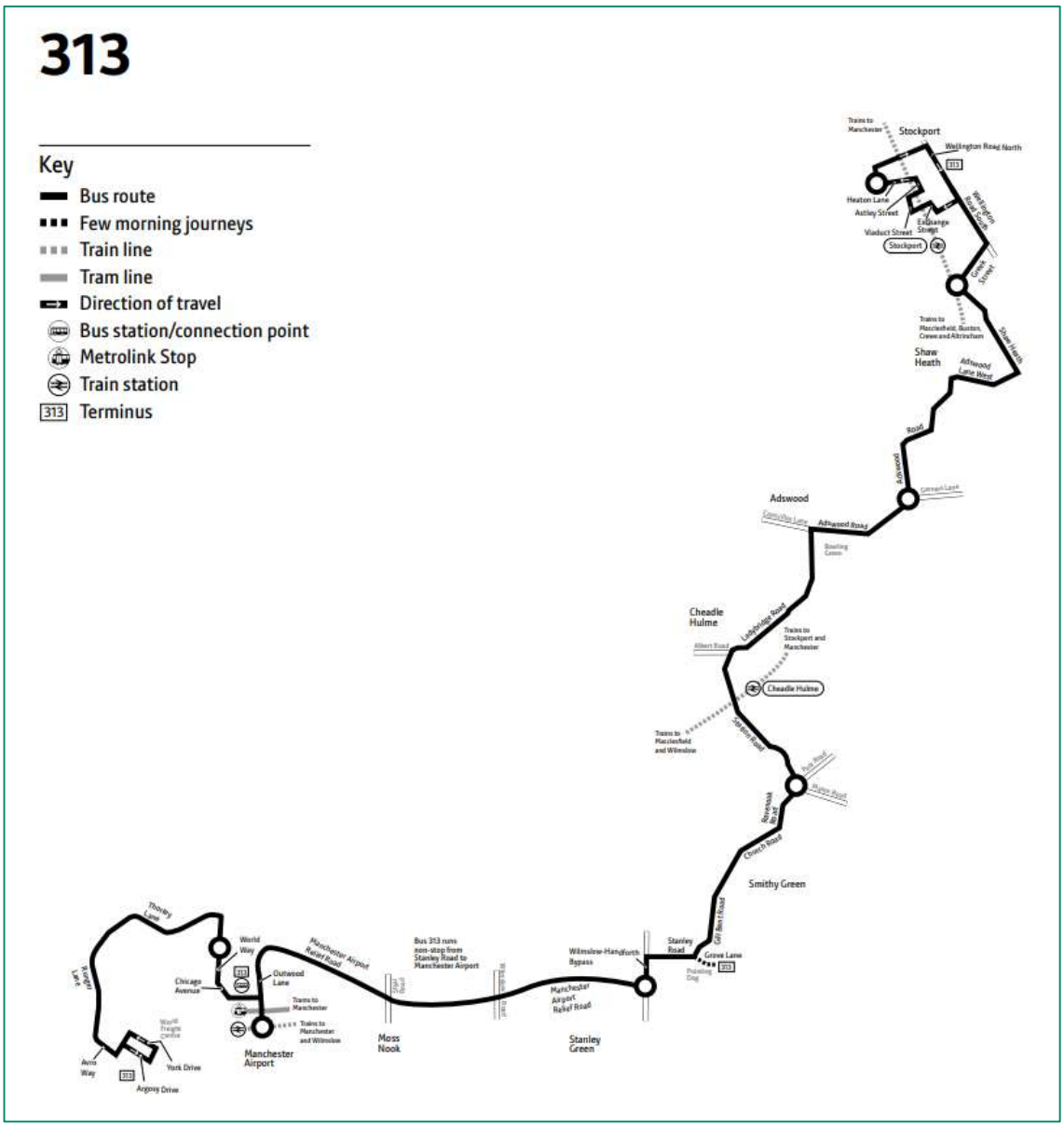
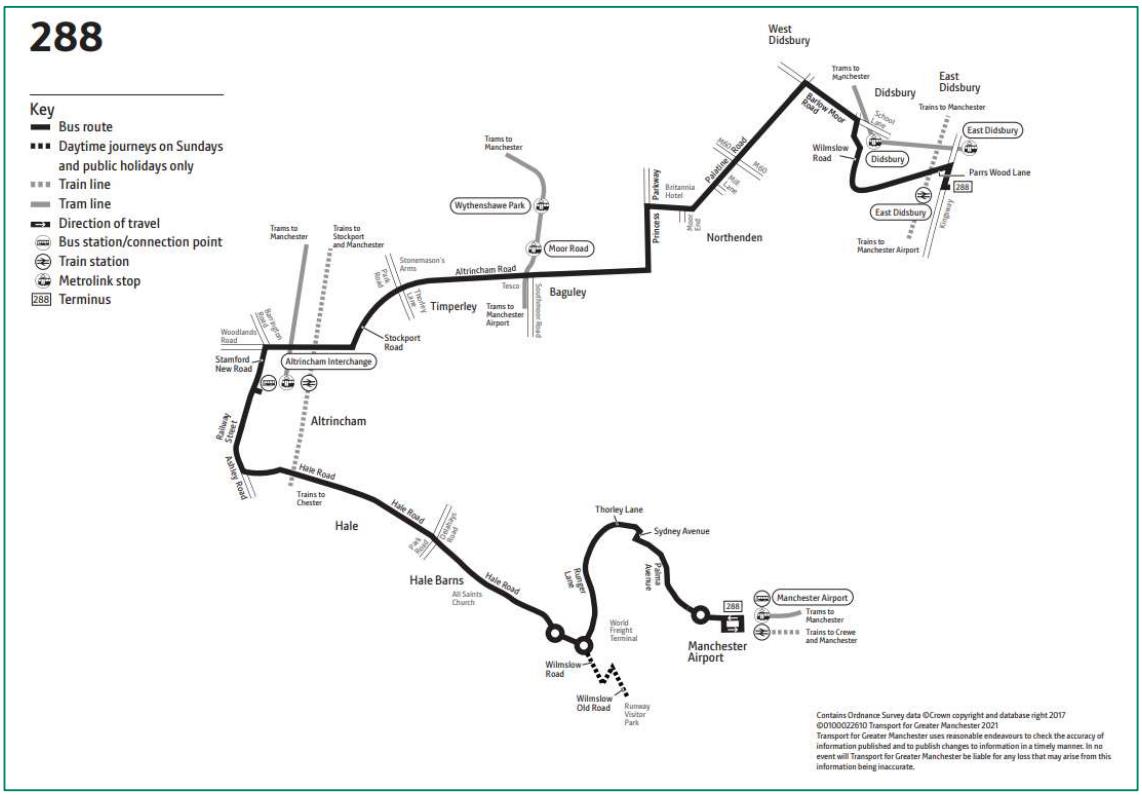


Figure 9: Local Bus Route 288 – East Didsbury – Northenden – Altrincham – Hale Barns – Manchester Airport

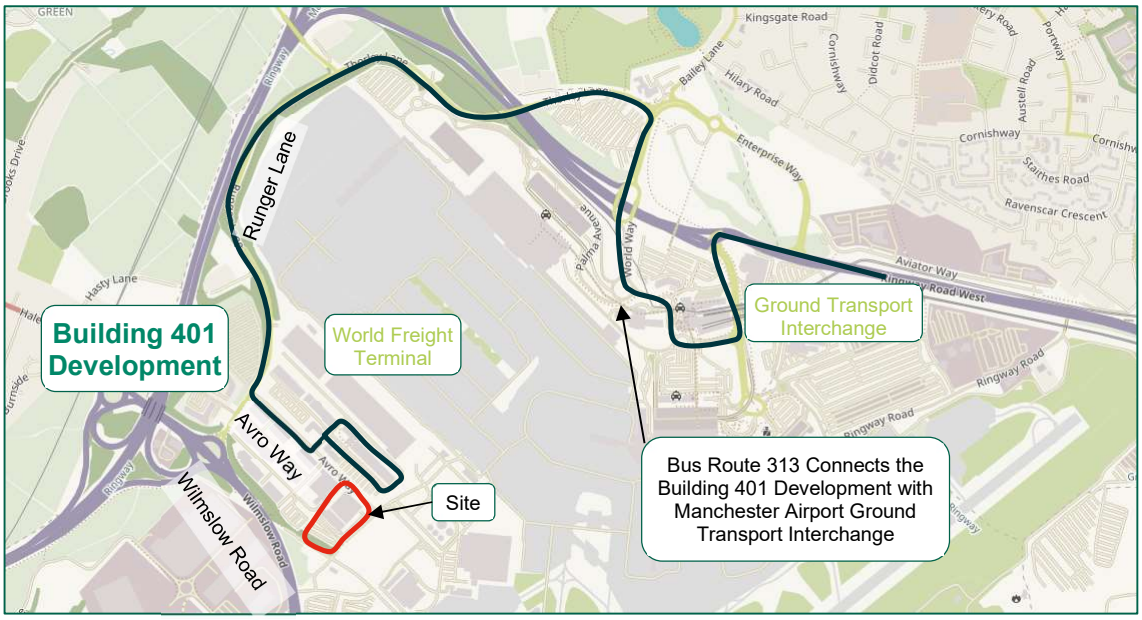


3.16 It should be noted that whilst the services 88 and 288 largely operate between the houses of 07:00 and 19:00, the service 313, which connects the Building 401 development to the Manchester Airport travel interchange, operates between approximately 4am and midnight. Consequently, shift-workers might still be able to reach the site by bus if they travel to Manchester Airport by train, tram or bus.

Rail

3.17 Manchester Airport is well served by heavy rail services. The station is operational 24 hours a day. Manchester Airport train station (located within the GTI) provides direct links to Manchester Piccadilly every 10 minutes with a journey time of approximately 20 minutes. Many of these services continue beyond Manchester Piccadilly providing direct rail connections across the north of England and into Scotland. Wider rail connections are also provided via interchange at Manchester Piccadilly or Crewe Rail Station, with a direct service to the south via Wilmslow.

Figure 10: Bus Route 313 – Route from World Freight Terminal to Manchester Airport Ground Transport Interchange



3.18 The GTI is a considerable distance from the development site (approximately 3.2km, or just over a 40-minute walk), therefore other connections such as via the 313 bus, as shown in Figure 10, would offer improved access to rail.

Table 2: Train Frequencies calling at Manchester Airport

Service Description		Monday - Friday			Saturday			Sunday
From	**To**	**Before 08:00**	**Daytime (08:00 – 18:00)**	**Evening (after 18:00)**	**Before 08:00**	**Daytime (08:00 – 18:00)**	**Evening (after 18:00)**	
Huddersfield	Manchester Airport	5 services	60 minutes	3 services	3 services	60 minutes	4 services	60 minutes
Manchester Airport	Huddersfield	4 services	60 minutes	5 services	4 services	60 minutes	4 services	60 minutes
Sheffield	Manchester Airport	5 services	60 minutes	4 services	4 services	60 minutes	4 services	60 minutes
Manchester Airport	Sheffield	2 services	60 minutes	5 services	2 services	60 minutes	5 services	60 minutes
Preston	Manchester Airport	2 services	60 minutes	5 services	2 services	60 minutes	3 services	60 minutes
Manchester Airport	Preston	2 services	60 minutes	4 services	2 services	60 minutes	3 services	60 minutes

Metrolink

3.19 The Manchester Airport Metrolink line opened in November 2014 and connects Manchester Airport to the East Didsbury Metrolink line at St. Werburgh's Road Metrolink stop. The provision of a connection to the Metrolink network considerably improves accessibility of Manchester Airport, increasing the public transport catchment of the proposed development and the airport as a whole. It has also improved the quality of the journey for passengers and employees based at Manchester Airport.

3.20 The Metrolink stop for the airport is provided within the GTI and so access between the development site and Metrolink would be considered via other modes, such as bus service 313. The Metrolink airport line currently operates with a 12-minute frequency between Manchester Airport and Manchester Victoria.

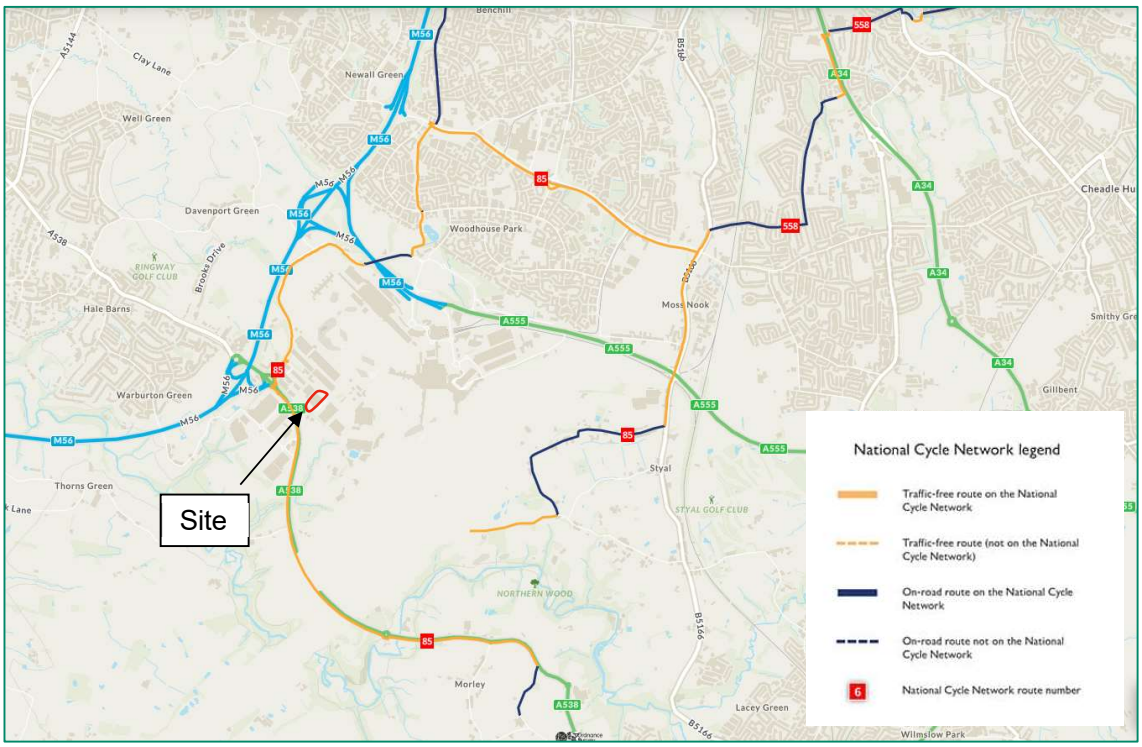
Active Travel

3.21 Given the nature of the site and the limited nearby residential development it is unlikely there will be significant travel to the site on foot as a main mode of transport.

3.22 For those accessing the site on foot, there is a footpath along Avro Way and adjacent roads, including Runger Lane. As part of the wider Airport City development proposals, pedestrian and cycle facilities will be provided and improved in the area. The core of the Airport City development will be arranged around a network of pedestrian friendly and vibrant routes.

3.23 There are existing cycle routes located near the development site, the NCN85 passes by the site[1]. This could provide easy access for a confident cyclist to the residential areas of southern Manchester, or via routes 85 and 558 to Stockport. A map showing the key cycle routes near to the proposed development site are shown in **Figure 11**.

Figure 11: Existing Cycle Routes - Sustrans



3.24 TfGM also have an online map of walking and cycle facilities, which can be utilised to identify traffic-free routes within the vicinity of the airport, as shown on **Figure 12** and can also be used to identify quitter routes, such as areas with 20mph speed restrictions.

[1] www. https://www.sustrans.org.uk/

Figure 12: Existing Cycle Routes - TfGM

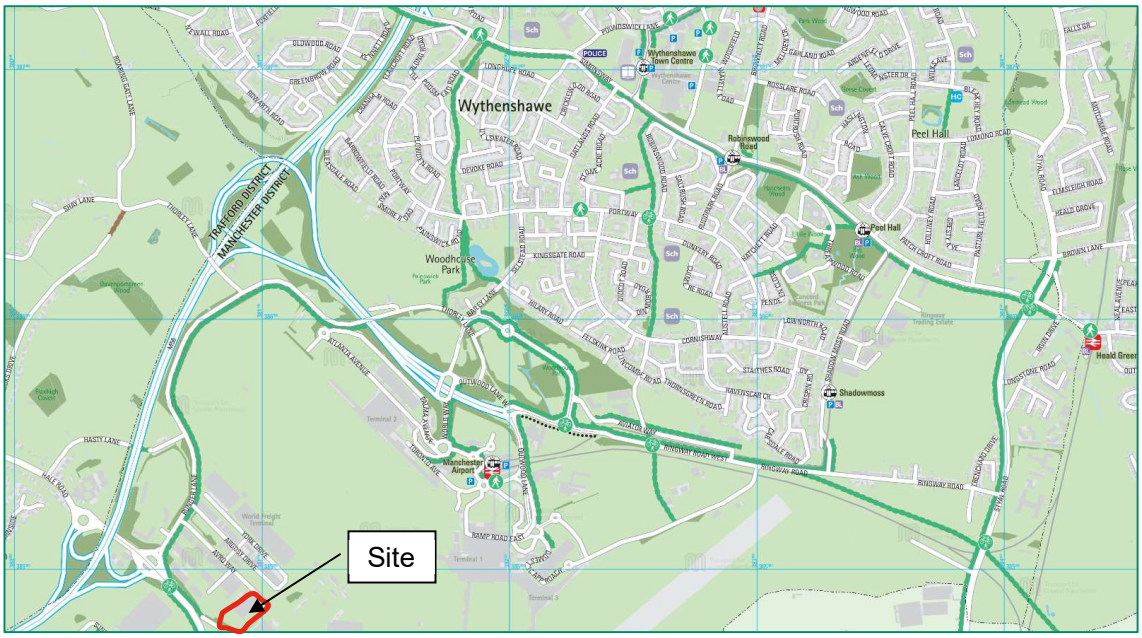


Figure 13: Cycling Route and Distance Between Altrincham and Proposed Building 401 Development

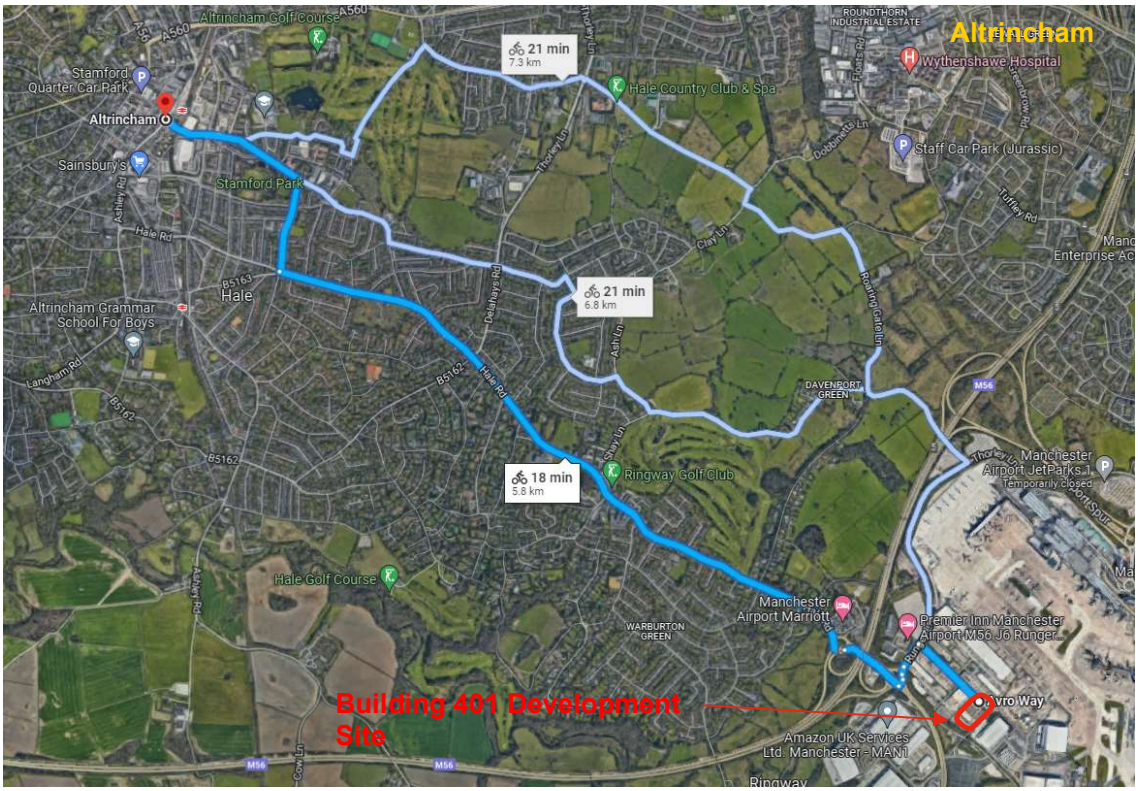


Figure 13 indicates that Altrincham town centre is located approximately 5.8km from the Building 401 Development site, which is within an acceptable distance for the majority of competent cyclists.

3.25 It can be seen in **Figure 14**, **Figure 15**, and **Figure 16** that Wythenshawe, Wilmslow and Cheadle all lie within 7km to 10km cycling distance of the proposed Building 401 development.

Figure 14: Cycling Route and Distance Between Wythenshawe and Proposed Building 401 Development

Figure 15: Cycling Route and Distance Between Wilmslow and Proposed Building 401 Development

Figure 16: Cycling Route and Distance Between Cheadle Hulme and Proposed Building 401 Development

4. Proposed Development

Introduction

4.1 This section of the TP sets out the details of the proposed development.

Location

4.2 Building 401 is located within the World Freight Terminal, Manchester Airport, M90 5XR.The Airport is located south of Manchester City Centre, between M56 Junction 5 and Junction 6.

4.3 The development site is located within the cargo area, which is situated on the southwest side of the Airport. The cargo area is made up of several industrial units, the group of units make up part of the Manchester Airport World Freight Terminal and comprises of primarily logistic companies or flight services providers.

4.4 The site is to the west of Pinfold Lane and South of Avro Way. The area south of Avro Way is made up of several industrial units, one of which is Building 401 and its associated car park. Building 401 has, until recently, been used by MAG Airport maintenance, though it is due to be demolished as part of the proposed development

4.5 Part of the proposed Unit 1 site was also recently utilised as a car park and consisted of 320 spaces, which were in use by MAG Airport servicing staff. Current uses have been displaced to an existing nearby staff car park, Staff South, which is accessed via Wilmslow Road and Sunbank Lane.

Development

4.6 The proposed development has planned use for Airport freight, with some office space, the site is to the west of Pinfold Lane and South of Avro Way. The plans include Unit 1 as 7,056m^2. Unit 1 is comprised of 3 individual sub-units; Unit 1a, Unit 1b and Unit 1c. All units included office spaces.

4.7 An overview of the proposed development site is provided in **Figure 17**.

Figure 17: Proposed Building 401 Development Site Layout

Access

4.8 The proposed development will have two vehicular access as shown in **Figure 17**.

4.9 Unit 1b and Unit 1c will be accessible for all traffic from Avro Way via a new access road, immediately to the east of the existing access road between Building 401 site and the Alpha LSG Sky Chefs building. Traffic will travel along the access road to access loading bays and the two car parks for these two units. Unit 1a will be directly accessible by car from a separate junction directly off Avro Way, and HGVs will access loading bays from the access road.

4.10 The level of parking demand for this development is considerably less than recent land uses of the Building 401 site.

4.11 For those accessing the site on foot there is a footpath along Avro Way and adjacent roads including Runger Lane. As part of the wider Airport City development proposals pedestrian and cycle network routes and facilities will be provided and improved in the area.

Staff Numbers

4.12 At the time of writing the future occupier of the Building 401 development is currently unknown, and therefore there is no existing information on staff commuting distances and mode-split. The forecast impact of the Building 401 site is set out in the Building 401 Transport Statement (January 2022), which was submitted as part of the planning submission.

4.13 The Building 401 development comprises a number of industrial units with a Gross Internal Area of 7,056m2.

4.14 The reported trip rates have been forecast using the Trip Rate Information Calculation System (TRICS) database for 02/D Industrial Estate category land use. **Table 3** summarises the forecast Building 401 trip generation by arrival and departure trip volumes.

Table 3: Forecast Trip Volumes (Vehicles)

Time	Arrival	Departures	Total
00:00-01:00	0	0	0
01:00-02:00	0	0	0
02:00-03:00	0	0	0
03:00-04:00	0	0	0
04:00-05:00	0	0	0
05:00-06:00	4	0	4
06:00-07:00	10	2	12
07:00-08:00	26	6	32
08:00-09:00	36	19	55
09:00-10:00	35	22	57
10:00-11:00	32	27	59
11:00-12:00	28	31	59
12:00-13:00	27	30	57
13:00-14:00	27	26	53
14:00-15:00	25	28	53
15:00-16:00	23	28	51
16:00-17:00	21	34	55
17:00-18:00	13	31	44
18:00-19:00	4	14	19
19:00-20:00	2	15	17
20:00-21:00	0	5	5
21:00-22:00	0	0	0
22:00-23:00	0	0	0
23:00-00:00	0	0	0

4.15 **Table 3** indicates that the highest number of vehicles generated by Building 401 may be up to 59 per hour (10:00-12:00), while during the local highway network peak hours 55 two-way trips (08:00-09:00) and 44 two-way trips (17:00-18:00) are forecast.

4.16 The forecast trip generate considers all vehicles, consequently it has not been possible to distinguish the number of commuters and delivery vehicles from this trip generation. Therefore, it is assumed that all arrivals during the morning period and departures during the evening period will be commuter trips. On that basis, 36 vehicles during the morning and up to 31 vehicles during the evening periods may be commuter vehicles.

Parking Provision

4.17 The Building 401 development includes 3 separate car parks to the east, with a total of 72 spaces, all of which also include cycle parking facilities. HGV access is provided for each of the units, with access and loading bays to the east of each unit. The car parking provision is distributed as follows:

- Unit 1a is the largest with 32-space car park, plus loading bay capable of accommodating up to 5 HGVs. Parking also includes 2 disabled parking bays and separate new car park access, directly off Avro Way.
- Unit 1b is the smallest unit with 2 loading bays and an 18-space car park, including 1 disabled parking aby. Unit 1b and Unit 1c are both accessed via a new access road, immediately adjacent to the existing access road between Building 401 and Alpha LSG Sky Chefs, off the southern side of Avro Way.
- Unit 1c is the second smallest unit with 3 loading bays and a 22-space car park with 1 disabled parking bay.

4.18 The parking will include an allocation of 10% of spaces for electric charging, plus a further 10% for ducting installation to support future additional electric charging spaces. This will mean that 8 of the 72 spaces will be equipped for electric vehicle charging.

4.19 HGV access is also provided for the unit, with access and loading bays to the east of the proposed building.

4.20 Cycle parking for up to 30 bikes will be provided across the three units at Building 401, with 3 cycle storage units provided.

5. Building 401 Development Travel Plan Objectives

Introduction

5.1 The approach to staff travel to the Building 401 development site will Aim to promote sustainable modes of transport and reduce single car occupancy, as set out below:

Travel Plan Aims

5.2 The aims of the TP are to:

- Reduce single occupancy car journeys for trips to and from the site;
- Manage travel to and from the site by ensuring accessibility for all by a choice of modes;
- Ensuring accessibility by sustainable modes is safe and attractive for users;
- Promote a healthy workforce and local community; and
- Provide a commitment to improving local air quality and reducing the carbon footprint of the development.

Travel Plan Objectives

5.3 The above aims will be promoted through the following TP objectives and targets:

- Support and encourage active travel (walking and cycling) to staff and visitors through raising awareness and facilitating;
- Travel pattern changes;
- Support and encourage the use of public transport by staff and visitors;
- Reducing unnecessary journeys by car but ensuring those that are necessary by car can be accommodated;
- Discourage and dis-incentivise journeys by car alone by staff and visitors;
- Encourage the attractiveness or sustainable alternatives for accessing the site and ensuring these alternatives are safe and feasible; and
- Encouraging a working partnership between Building 401, Manchester Airport, staff and visitors to influence travel behaviour.

6. Building 401 Development Travel Plan Targets

Introduction

6.1 In order to quantify the aims and outcomes of the Building 401 development TP initiatives, definitive targets have been formulated from the outset, these will be subject to review once the initial travel surveys are undertaken (following occupation of the proposed Building 401 development site) and included in the TP as appropriate. The targets for the Building 401 development will be Specific, Measurable, Achievable, Realistic and Time-constrained (SMART). To aid the process of setting targets in the absence of staff travel survey data, Census data has been interrogated. The level to which quantitative targets are achieved will be determined by the success of the TP Co-ordinator (TPC) in implementing the measures outlined in the TP.

Travel Surveys

6.2 The TPC will conduct staff travel behaviour surveys with colleagues once the new site is open. This information will then act to confirm the baseline situation against which any progress toward the future mode share targets can be measured. Surveys will be conducted within three months of the new site being occupied and annually thereafter for a period of five years.

Indicative Staff Mode Share Targets

6.3 In the absence of existing staff travel survey data, Census 'Method of Travel to Work' data has been interrogated to establish an indicative modal split (with those not currently working and works mainly from home removed). Census data for the Mid-layer Super Output Areas (MSOA) Manchester 053, within which the Building 401 development, and Manchester Airport sit, has been reviewed with an indicative baseline modal split being taken from MSOA's. The Census data identifies that 72% of those currently travelling to the Building 401 development site for work do so by single occupancy car travel as shown in **Table 4**.

Table 4: Indicative Baseline Staff Mode Share

Mode	Baseline Mode Share
Single Occupancy Car	72%
Car Share (Driver or Passenger)	8%
Public Transport (Train)	3%
Public Transport (Tram)	1%
Public Transport (Bus and Coach)	8%
Public Transport (Taxi)	1%
Walk	3%
Cycle	2%
Motorcycle	1%
Other (Including working from home)	1%
Total	100%

6.4 The target for single occupancy car (SOC) staff travel will be set to 64% (a reduction of 10% (13,026 trips to 11,654 trips) to be achieved in five years. The reduction in SOC travel has associated mode shift of 2% to car share, 5% to public transport, and 1% bicycle. Ideally, surveys should be undertaken on existing staff travel habits, which could be used to set mode share targets. As these data are not available at present, indicative mode share targets have been set out based on the baseline staff travel to work data for the Manchester 053 MSOA as set out in Table 5. The targets below will be reviewed once more specific travel survey data is available.

Table 5: Indicative Baseline Staff Mode Share Targets

Mode	Baseline Target Mode Share
Single Occupancy Car	64%
Car Share (Driver or Passenger)	10%
Public Transport (Train)	6%
Public Transport (Tram)	1%
Public Transport (Bus and Coach)	10%
Public Transport (Taxi)	1%
Walk	3%
Cycle	3%
Motorcycle	1%
Other	1%
Total	100%

6.5 As stated above, baseline travel surveys will be undertaken within three months of occupation of the Building 401 development site. At this point, when the actual mode shares of the occupier staff are known, the TPC will undertake a review of the targets to ensure that they are SMART (Specific, Measurable, Achievable, Realistic and Time-constrained) and agree any potential amendments.

6.6 Going forward the progress towards the targets will be reviewed on an annual basis to ensure that they remain appropriate and achievable.

7. Building 401 Development Travel Plan Measures and Implementation

Introduction

7.1 This section describes the issues to be addressed by the future occupier as part of the TP, the initiatives that will be introduced to overcome these issues and an indication of timescales for the implementation of each measure (included in the Implementation Schedule enclosed as **Appendix C**). The measures herein are reflective of site-specific issues.

7.2 Within 3 months of occupation of the Building 401 development site, a Staff Travel Survey will be undertaken to validate the measures herein.

Role of the Travel Plan Manager

7.3 The TP Manager would be appointed by the future site occupier to carry out the implementation and running of the TP, collation of travel survey data and feedback from staff, and other consultation for discussion at senior management meetings, preparation and presentation to senior management of the annual TP review along with recommendations on measures to be taken forward and the anticipated costs to be incurred.

7.4 The name and contact details of the TP Manager will be provided to MCC (Manchester City Council)/TfGM prior to the occupation of the site.

Role of the Travel Plan Co-ordinator

7.5 In order to be successful, a TP needs to be fully supported by senior management and have the support of all future occupier colleagues. It is important to impress upon all colleagues the reasons for implementing the TP and the benefits that will result.

7.6 The future occupier will identify a Travel Plan Co-ordinator (TPC) prior to the Building 401 development site being occupied, to facilitate the delivery of the initiatives detailed within this TP. The TPC will be encouraged to liaise with his/her counterparts at other Manchester Airport locations as a means of sharing best practice.

7.7 The responsibility for the Building 401 development TP will be assumed by the TPC. The name and contact details of the TPC will be provided to MCC/TfGM prior to the occupation of the site.

7.8 The TPC will work proactively with senior management and colleagues and will be an enthusiastic and approachable colleague. The TPC will be provided with sufficient budget and resources to implement the measures set out below. A summary of the role of the TPC is set out below.

7.9 The TPC would be responsible for the following:

- Promotion and encouragement towards the use of travel modes other than the car, including publicity;
- Ensuring that all relevant information is provided to all staff and visitors where possible;
- Ensuring that information is made available and updated as necessary with directions to the site for non-car modes also provided;
- Ensuring all staff complete and return the Staff Travel Survey forms when distributed;

- Provided an initial point of contact for any transport related issues that staff may have;
- Providing information for staff to encourage them to commute to and from the site, where possible, by alternative modes of transport to the private single occupancy car;
- Assessing the effectiveness of the TP against targets, to be agreed with the local authority subsequent to the initial Staff Travel Surveys;
- Liaising with the local authority and other relevant bodies within the area of the development with regard to implementing the TP, reporting progress and for consultation purposes; and
- Liaising with staff and any special user groups regarding implementation of the TP within the Manchester Airport complex.

Measure 1: The Building 401 Development will designate a Travel Plan Manager and a Travel Plan Co-ordinator

7.10 The baseline Staff Travel Survey will be undertaken within the first 3 months of occupation of the new Building 401 development site and on an annual basis thereafter over a period of five years. This will enable the success of the TP to be monitored and will help identify any measures which are not as successful, so funding may be better targeted elsewhere.

7.11 The TPC will be responsible for organising and distributing the surveys to colleagues. The TPC will then feedback the results to senior management and update the TP to reflect the findings. The Building 401 development TPC will also liaise with other TPC's within the Manchester Airport complex and within MCC (Manchester City Council) as appropriate.

Measure 2: The Travel Plan Co-ordinator will undertake a programmed collection of travel survey data within 3 months of full occupation. Thereafter, colleagues will be surveyed annually over five years.

Measure 3: The TPC will register the Building 401 Development with any Manchester Airport site-wide travel websites and internal company intranet.

Marketing and Promotion

7.12 The key to the success of any TP is effective marketing and promotion of the TP measures. A travel notice board is a particularly important method for distributing information where there is a part-time/full-time employment mix or when access to electronic resources via the internet are not available to all. The notice board will include the TPC's contact details, along with an overview of the TP. Literature displayed on the notice boards will include information leaflets (sourced from MCC, TfGM and Sustrans, etc.) including local bus and cycle routes, details of taxi facilities and any local car share schemes, together with details of how to take-up particular TP measures. The associated health and financial benefits will be highlighted as a means to encourage individuals to consider sustainable modes of travel.

7.13 The TPC will include a link to the TfGM 'Plan a Journey' Travel Planning website on the Building 401 development webpage and internal company intranet.

Measure 4: Travel information will be displayed on an internal notice board within a colleague area within the Building 401 development site.

Measure 5: All new colleagues will be provided with a new starter induction pack, detailing how they can travel to work by means other than single occupancy private car.

Measure 6: The TPC will include a link to TfGM's 'Plan a Journey' travel planning website on the Building 401 development webpage and internal company intranet.

7.14 The TPC will be responsible for the development of sustainable travel information for inclusion within colleague recruitment/induction packs. People are most likely to make a change in travel habits to coincide with life events such as starting a new job. Therefore, providing colleagues with information regarding their travel options before they commence work at the site increases the potential to influence the way they access their workplace. The induction packs, which will be sent to colleagues in advance of their start date, will include:

- The TPC's contact details;
- A brief overview of the TP;
- Information on Building 401's commitment to reducing single occupancy car travel;
- Public transport information for services that can be used to access the site;
- Details of car share schemes;
- Cycle route plans; and
- Pedestrian route plans.

Measure 7: The occupiers of the Building 401 development will provide a link to a location map with direction information on their webpage and company intranet.

7.15 On the Building 401 development webpage and company intranet, a link to online mapping will be provided (such as Google or Bing mapping), from where bespoke directions can be found from any origin to the site for journeys by public transport, on foot and by bicycle.

7.16 Pre-arranged visitors to the site will also be provided with travel information in advance, highlighting the opportunities for public transport and car sharing particularly.

7.17 A range of national/local events will be promoted by the TPC. The TPC will source material from organisers (i.e Bike Week, Walk to Work Week).

Measure 8: All pre-arranged visitors to the site will be provided with information pertaining to alternative modes of travel to the site.

Measure 9: The Travel Plan Co-ordinator will promote national and local sustainable travel events, including the Bike Week, Walk to Work Week and National Liftshare Day.

7.18 The TPC will produce a yearly staff TP newsletter. The newsletter will provide a summary of the results of the staff travel survey along with any new/changes to measures.

Measure 10: The Travel Plan Co-ordinator will produce an annual staff TP newsletter which will include the results of the staff travel survey and any changes to measures.

Encouraging Walking

7.19 Improved health can have a positive impact on the productivity of staff. Information on the cost savings associated with walking (as compared to car use), together with the health and environmental benefits, will be promoted to staff. Information on walking routes and facilities within the area will also be provided to staff – this information will form part of the Staff Travel Pack (Measure 5) and be provided to staff via an on-site notice board.

Measure 11: The health and financial benefits of walking and cycling will be promoted to staff through a variety of means (including the on-site travel notice board and staff induction packs).

7.20 To help provide a safe environment for staff who choose to walk to the Building 401 development site, the TPC will consider the introduction of a walking buddy system, should staff with the same shift patters be found to live in similar areas (such as Warburton Green, to the south-eastern side of Altrincham).

Encouraging Cycling

7.21 Cycling to work reduces car-parking demand (resulting in reduced maintenance costs and the freeing up of land for additional development), reduces staff commuting costs and produces healthier (and therefore more productive) staff.

Measure 12: Consideration will be given to introducing a walking buddy system to make walking safer and more attractive.

Measure 13: The Building 401 development will provide secure cycle parking spaces in line with local authority standards.

7.22 A key measure to encourage cycling is the provision of cycle parking. This immediately removes a significant barrier to cycling. Cycle parking will be conveniently located. Cycle parking stands will be provided in accordance with local standards.

7.23 In relation to cycle purchase, the Cycle2Work scheme allows employers to purchase tax-free cycles for use by their employees. This may encourage cycling to work amongst staff, by reducing the costs of cycle purchase. The Cycle2Work scheme will be investigated by the TPC.

Measure 14: The cycle scheme Cycle2Work salary sacrifice scheme will be investigated by the Travel Plan Co-ordinator.

7.24 Changing and locker facilities will be provided within the staff areas of the building, affording staff the opportunity to walk or cycle into work, with the knowledge there are facilities to change and store travel clothes.

Measure 15: The Building 401 development will provide locker and changing facilities that are accessible to staff.

Measure 16: The Travel Plan Co-ordinator will investigate the feasibility of adult cycle training classes which will be largely dependent on demand.

Encouraging Public Transport

7.25 Public transport is often perceived as being unreliable and infrequent, failing to offer direct route from origin to destination. The public transport marketing strategy should address this issue by identifying the comparative reliability problems of the private car, due to congestion. In undertaking a baseline survey it will be possible to confirm the predicted catchment for the site and thus encourage targeted marketing and promotion.

7.26 It is important to provide highly accessible travel information in the staff areas on site, to encourage all staff to be aware of the services and incentives available. To encourage the use of public transport, maps, written directions and easy to understand timetables are invaluable. As indicated previously, the TPC will use travel notice board to publicise public transport information to staff. This information will also be included within the staff travel information packs.

Measure 17: Public transport timetable information will be available for all staff through the travel notice board on-site and the staff travel information packs.

Measure 18: The future occupier will investigate the potential to subsidise public transport tickets or 'free weekly trial' passes.

7.27 The future occupier will investigate the potential to subsidise public transport tickets or 'free weekly trial' passes, to encourage staff to try public transport.

7.28 When setting shift patterns for the site, consideration will be given to local public transport services and potential for car share matches, and where practical shifts will maximise the potential for trips by these modes.

Encouraging Car Sharing

7.29 Car sharing is an effective way to reduce the number of single occupancy trips made by staff. The identification of staff with similar work patterns is essential for a successful car-sharing scheme.

7.30 Car sharing parking spaces will be provided and will be marked as 'for car sharing use only'.

Measure 19: The future occupier will give consideration to public transport and car share trips when setting the site shifts.

7.31 TfGM Liftshare is a website that allows individuals to find someone to share a journey with, allowing them to save money and reduce CO2 emissions (accessible online at www.liftshare.com/uk/community/tfgm).

Measure 20: The Travel Plan Co-ordinator will encourage all colleagues to register with TfGM Liftshare (or similar).

Measure 21: Car share parking spaces will be provided by Threadneedle Curtis Ltd at a convenient location adjacent to the main entrance of the Building 401 development building.

Peak Hour Traffic

7.32 The future occupier will consider placing the majority of shift start and finish times outside of the local highway peak hours.

Measure 22: The future occupier will give consideration to placing the majority of shift start and finish times outside the local highway network peak times.

Special Access Needs

7.33 In order to facilitate special access needs at the site, a total of 4 disabled bays will be provided across the 3 sub-units. These will be located close to the entrance of the Building 401 development building.

Measure 23: Disabled parking bays will be provided for those with special access needs.

Travel Plan Budget

7.34 This TP has been prepared to support the planning application for the Building 401 development site. The measures set out above are considered to be appropriate to encourage staff to travel by a range of sustainable modes of travel. Given that the future occupier of the site is currently unknown, the identification of specific measures will only be possible after an initial full staff travel survey at the new facility when travel behaviours and measures of the existing and new staff at the development are on-site in order to assist in mode shift from car-based journeys can be identified. The initial staff travel survey will identify the modes they would be most likely to change to, which cannot be known until the staff and their travel preferences have been established.

7.35 It would not be appropriate to set a specific budget at this time, for example, if staff indicate through the Staff Travel Surveys that no measures would encourage them to walk or cycle to the site, it would not be cost effective to allocate budget at this time to implementing walking incentives.

7.36 Nevertheless, the future occupier will be committed to the delivery implementation of this TP and the promotion of sustainable travel to the Building 401 development site, and therefore appropriate resources will be made available to the Building 401 site TPC for the implementation of the ultimate measures. The budget will be used to fund involvement in annual sustainable travel events such as Bike Week, holding competitions for colleagues to encourage sustainable travel, sourcing ‘taster tickets’ for staff, as well as the implementation of measures such as the preparation/sourcing of promotional material.

Implementation Schedule

7.37 It is important for the successful implementation of the TP that timescale and responsibilities for each measure are clearly identified from the outset. For the purpose of the implementation schedule (**Appendix C**) the site occupation has been used to set the relative deadlines for implementation of short, medium and long-term initiatives.

7.38 A number of measures can be implemented prior to the occupation of the new Building 401 development site in order to encourage more sustainable mode choice for staff and visitors upon occupation.

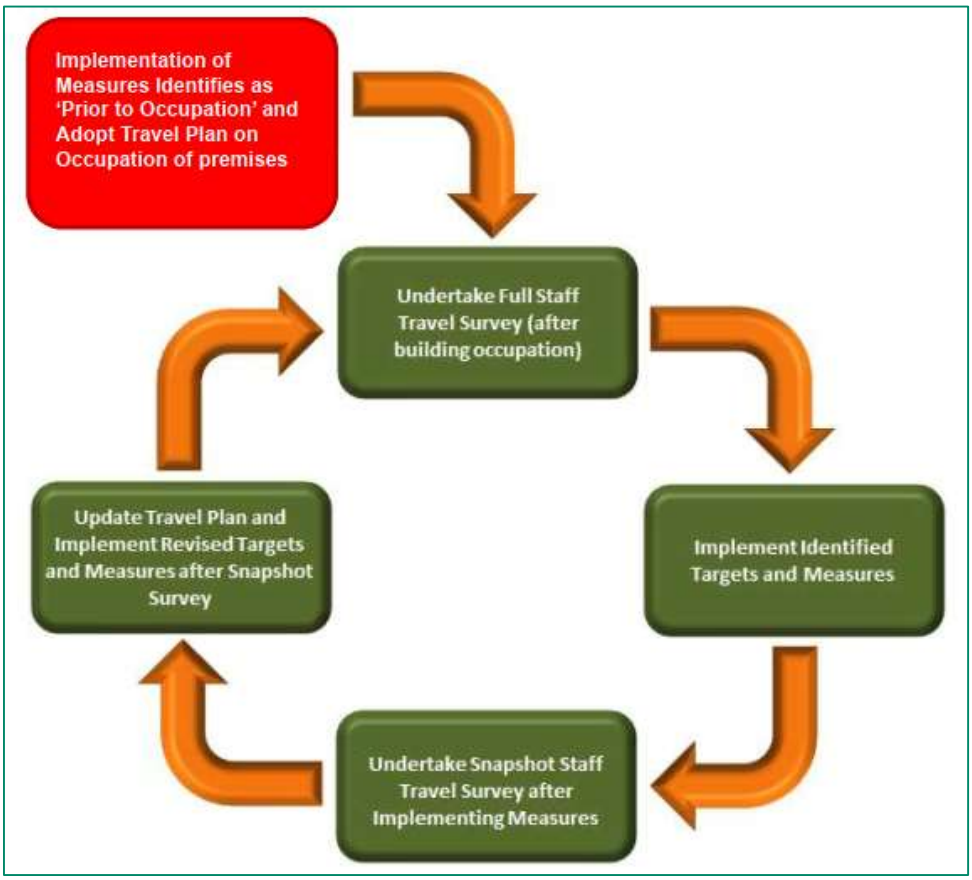
7.39 Such measures include but are not limited to:

- Inclusion of accessibility by existing sustainable measures such as bus/rail and cycle accessibility within the Building 401 development induction/recruitment marketing material; and
- Include link within marketing and recruitment material to staff and visitors to the TfGM 'Plan a Journey' Travel Planning website at:

  https://www.tfgm.com/plan-a-journey

7.40 As depicted in Figure 18 the TP will be implemented using a cyclic management process. This will allow the effectiveness of implemented measures to be reviewed and revised where necessary to improve the effectiveness of the overall TP.

Figure 18: Building 401 Development Travel Plan Implementation



Travel Survey

7.41 An initial travel survey will be carried out within 3 months of occupation of the new Building 401 development site. The content of the travel survey will be agreed with MCC/TfGM prior to issue.

7.42 The travel survey will establish the existing modal split of travel by staff and visitors. Another aim of this survey will be to identify the factors that would encourage people to use other modes and reasons for any unwillingness to change from using the car.

7.43 The following information would be obtained from the survey:

- Home location of staff;
- Shift star and finish times on each day of the week;
- Availability of a car for travel to work;
- Normal mode of transport to and from work;
- Availability of non-car modes for those currently driving to work;
- Reasons for not using non-car modes of travel;
- Anything that would encourage them to travel by public transport;
- Anything that would encourage them to travel by bicycle;
- Anything that would encourage them to travel by foot;
- Anything that would encourage them to car share; and
- Perceptions on what the building managers could do to encourage then use of non-car modes.

7.44 Following the baseline staff travel survey, the targets within the TP will be updated as appropriate. After the initial study, similar travel surveys will be undertaken on an annual basis over the course of five years.

8. Building 401 Development Travel Plan Monitoring and Review

Introduction

8.1 Continuous monitoring of the TP will be required to determine the effectiveness of measures. This section of the Building 401 development TP gives a suggested strategy for annual monitoring and review of the progress of the TP with respect to the objectives, measures and targets for a period of five years from the occupation of the site.

Consultation

8.2 Staff will be consulted by the TP Manager and the TPC in relation to the implementation of the TP. Together with the TPC, staff will be responsible for the monitoring and effectiveness of the TP in terms of reaching targets and introducing changes to influence modal shift.

8.3 The Building 401 development TPC will be responsible for the specific initiatives within the unit and in conjunction with other Manchester Airport TP Co-ordinators within the complex, consulting with MCC/TfGM on a regular basis.

Monitoring

8.4 The most useful means of monitoring will be travel surveys. Staff travel surveys will be used to obtain information regarding mode of travel (along with their propensity for modal shift). A minimum staff response rate target of 50% will be set to ensure that results are representative. Repeating these surveys over time will show whether the Building 401 development TP is succeeding in encouraging a greater number of staff to travel more sustainably. Key supporting indicators might be:

- Staff travel surveys;
- Use of cycle parking; and
- Update of TP measures (e.g. Cycle2Work scheme, registration with the car share scheme).

8.5 The results of the travel survey will be fed back into the TP and utilised to set measurable TP targets, as set out in Section 7.

8.6 Staff postcodes will be collected as part of the monitoring exercise. The postcodes will be plotted and used to generate targeted green travel measures.

8.7 Where progress towards targets is slow, the monitoring process allows this to be easily identified. It may be possible to determine particularly effective/ineffective measures, and thereby identify remedial action/measures to get the Building 401 development back on track. A review of the TP budget will be undertaken to understand how the budget may be better spent to achieve the targets set out in Section 6. The TPC will be responsible for ensuring that this TP is being delivered to greatest effect and that targets are being met.

8.8 The results of the monitoring exercise will be collated by the TPC and incorporated into an annual monitoring report and action plan for the following year. The action plan will contain a programme of measures for the coming year to continue progress towards achieving the Building 401 development TP targets. The responsibilities for the action and the dates by which they will be undertaken will be clearly assigned.

8.9 Once compiled, senior management will be required to review the progress of the Building 401 development TP and sign off the strategy (action plan) for the forthcoming year. The monitoring report will be submitted to MCC/TfGM within three months of the surveys being collated.

8.10 The outcomes of the monitoring exercise will be communicated to staff via colleague briefing sessions at the start or end of shifts and via the travel notice board.

8.11 The monitoring and review report will include the following:

- Details of the methodology used in undertaking the staff travel survey;
- Details of the response rate and findings;
- A review of the objectives and targets and their appropriateness going forward; and
- An action plan (strategy) for the forthcoming year.

8.12 The results of the annual monitoring will be uploaded by the TPC to TfGM's online Travel Plan Toolkit.

Management

8.13 This TP represents a commitment to encouraging sustainable travel to/from the Building 401 development site.

8.14 The TPC, who is responsible for the implementation of the TP on site, will receive full support, in terms of time and budget, from the management team for the promotion and implementation of the measures herein to colleagues.

Name:	(To be updated prior to occupation)	Date:	
Signed:		Title:	Travel Plan Manager

Name:	(To be updated prior to occupation)	Date:	
Signed:		Title:	Travel Plan Co-ordinator

Name:	Samantha Hadland	Date:	
Signed:		Title:	CTI Signatory (CTI Asset Manager)

Conclusion

8.15 This Building 401 development Trave Plan has been produced to support the planning application for the redevelopment of the site, which sits within the World Freight Terminal, south of Avro Way, Manchester Airport, Manchester, M90 5XR.

8.16 This Travel Plan includes:

- Information relating to highways and local transport;
- The development description, including a breakdown of the parking provision;
- Travel Plan targets;
- A comprehensive package of TP measures;
- How car sharing spaces will be managed;
- A Travel Plan implementation diagram;
- The frequency of travel surveys;
- Travel Plan management arrangements are set out;
- CTI signatories are included;
- The monitoring process is set out in detail; and
- Remedial measures are considered.

Appendix A – Bus Timetables

(See **Section 3**)

Appendix B – Proposed Site Layout

Appendix C Implementation Schedule

	Action/Measure	Completion Date	Persons Responsible
1	The future occupier will designate a Travel Plan Manager and a Travel Plan Co-ordinator and provide the contact details for these people to MCC/TfGM.	Prior to occupation	Future Occupier
2	The Travel Plan Co-ordinator will undertake a programmed collection of travel survey data within three months of full occupation. Thereafter colleagues will be surveyed annually over five years.	Within three months of occupation. Annually thereafter.	Travel Plan Co-ordinator
3	The Travel Plan Co-ordinator will register the Building 401 development with any Manchester Airport site-wide travel websites.	Upon occupation	Travel Plan Co-ordinator
4	Travel information will be displayed on an internal notice board within a colleague area within the Building 401 development site.	From occupation	Travel Plan Co-ordinator
5	All new colleagues will be provided with a new started induction pack, detailing how they can travel to work by means other than single occupancy private car.	Ongoing from occupation	Travel Plan Co-ordinator
6	The Travel Plan Co-ordinator will include a link to TfGM's 'Plan a Journey' travel planning website on the Building 401 development webpage and company intranet.	Upon occupation	Travel Plan Co-ordinator
7	The future occupier will provide a link to a location map with direction information on their webpage and company intranet.	Ongoing from occupation	Future Occupier
8	All pre-arranged visitors to the site will be provided with information pertaining to alternative modes of travel to the site.	Ongoing from occupation	Travel Plan Co-ordinator
9	The Travel Plan Co-ordinator will promote national and local sustainable travel events, including the Bike Week, Walk to Work Week and National Liftshare Day.	Ongoing from occupation	Travel Plan Co-ordinator

10	The Travel Plan Co-ordinator will produce an annual staff Travel Plan newsletter, which will summarise the results of the staff travel survey as well as set out any proposed changes to measures.	Ongoing from occupation	Travel Plan Co-ordinator
11	The health and financial benefits of walking and cycling will be promoted to staff through a variety of means (including the on-site travel notice board and staff induction packs).	Ongoing from occupation	Travel Plan Co-ordinator
12	Consideration will be given to introducing a walking buddy system to make walking safer and more attractive (particularly for those based around the Warburton Green area).	Ongoing from occupation	Travel Plan Co-ordinator
13	Threadneedle Curtis Ltd will provide secure cycle parking spaces in line with local authority standards.	Built into design	Threadneedle Curtis Ltd
14	The cycle scheme Cycle2Work salary sacrifice scheme will be investigated by the Travel Plan Co-ordinator.	Ongoing from occupation	Travel Plan Co-ordinator
15	The Building 401 development will provide locker and changing facilities that are accessible to staff.	Built into design	Threadneedle Curtis Ltd
16	The Travel Plan Co-ordinator will investigate the feasibility of adult cycle training classes which will be largely dependent on demand.	Ongoing from occupation	Travel Plan Co-ordinator
17	Public transport timetable information will be available for all staff through the travel notice boards on site, as well as within staff travel information packs.	Ongoing from occupation	Travel Plan Co-ordinator
18	The future occupier investigate the potential to subsidise public transport tickets or ‘free weekly trial’ passes.	Ongoing from occupation	Future Occupier / Travel Plan Co-ordinator
19	Consideration will be given to public transport and car share trips when setting the sites shift patterns.	Ongoing from occupation	Future Occupier
20	The Travel Plan Co-ordinator will encourage all colleagues to register with TfGM Liftshare (or similar).	Ongoing from occupation	Travel Plan Co-ordinator

21	Car sharing parking spaces will be provided by Threadneedle Curtis at a convenient location adjacent to the main entrance of the Building 401 development site.	Built into design	Threadneedle Curtis Ltd
22	The future occupier will give consideration to placing the majority of shift start and finish times outside the local highway network peak hours.	Ongoing from occupation	Future Occupier / Travel Plan Co-ordinator
23	Disabled parking bays will be provided for those with special access needs.	Built into design	Threadneedle Curtis Ltd

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