

Travel Plan

**Proposed Office Development,
New Victoria Office, Manchester**

Toriview Ltd

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1.0 INTRODUCTION

Background

- 1.1 This report has been prepared by SCP on behalf of Toriview Ltd, to support a planning application for the construction of a 10 Storey office building plus basement, comprising up to 18,101 sq. m. (GEA) of office accommodation, ground floor commercial units, roof terrace, plant, cycle parking, hard and soft landscaping, access and servicing and other associated works on land at New Victoria, Manchester.
- 1.2 The report sets out the developer's commitment to reducing the number of vehicular trips generated by the development and identifies the key principles which will be developed further as part of the travel plan implementation.

Travel Plan Approach

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

2.0 TRAVEL PLAN BACKGROUND

2.1 Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access. A development-related travel plan will normally be prepared alongside a transport assessment. The plan should then continue to be implemented, for the life of the development.

2.2 Travel plans are designed to be flexible to suit individual sites and their individual local characteristics. As such, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures.

Travel Plan Benefits

2.3 Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Promote healthy lifestyles and sustainable, vibrant communities;
- Provide adequately for all users, with a variety of mobility needs;
- Reduce demand for car parking, thereby enabling more efficient land use;
- Reduce pressure on highway capacity, particularly at peak times;
- Improve social inclusion;
- Cut carbon emissions and their contribution to climate change;
- Reduce road danger and protecting vulnerable road users; and
- Improve local air quality, while reducing noise pollution.

2.4 A travel plan provides benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

Policy Context

2.5 Travel plans are secured through a policy framework that extends from national through to local level when dealing with new development proposals.

2.6 Travel plans were first secured within the planning system within the context of *“Planning Policy Guidance Note 13: Transport”* published by the Government in March 2001. The publication of the government’s **‘National Planning Policy Framework’** (NPPF - 2021) is aimed at streamlining the planning process, making it more accessible at neighbourhood and community level and simplifying the decision making process.

2.7 The NPPF notes that:

‘The planning system should actively manage patterns of growth in support of these objectives. 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’.

2.8 The NPPF also advises the following in relation to sustainable travel and travel plans:-

- All developments that will generate significant amounts of movement should be required to provide a travel plan.
- 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.

2.9 The key national policy document for travel plans was published by the Department for Transport in April 2009 entitled *“Good Practice Guidelines: Delivering Travel Plans through the Planning Process”*. This document updates previous guidance following significant changes in travel planning and an increased awareness of how transport affects other aspects of life, such as climate change and health.

2.10 The guidelines identify that travel plans are an important tool for delivering sustainable access as part of a new development and encouraging sustainable travel behaviour from the outset. The document provides assistance in the preparation of a travel plan, including when a travel plan is required and what it should contain, as well as how travel plans should be evaluated, secured, implemented and then monitored and managed long term. The document also outlines the responsibilities of the developer, occupier, local transport operators, highways and planning authorities in the implementation of the travel plan.

3.0 SITE AUDIT

Existing Site

- 3.1 The application site is located on land to the west of Corporation Street, within Manchester city centre and is adjacent to Manchester Victoria Station.
- 3.2 The site boundary is shown in relation to the local highway network in red on **Figure 3.1** below.

Figure 3.1 – Site Location – Local Highway Network



Development Scheme

- 3.3 The development proposals consist of the construction of a 10 Storey office building plus basement, comprising up to 18,101 sq. m. (GEA) of office accommodation, ground floor commercial units, roof terrace, plant, cycle parking, hard and soft landscaping, access and servicing and other associated works on land at New Victoria, Manchester.
- 3.4 The development is proposed to be car-free which will help to reduce the reliance on the use of the private car.

Greater Manchester Accessibility Level

- 3.5 A review of the Greater Manchester Accessibility Level (GMAL) for the site has been undertaken which demonstrates the site falls within the highest category, with a GMAL of 8. Therefore, the accessibility index score for the site is >25.

Pedestrian Accessibility

- 3.6 Manual for Streets states that walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot. However, it goes on to state that this is not an upper limit, and that walking offers the greatest potential to replace short car trips, particularly those under 2km.
- 3.7 As detailed earlier, the application site is located within Manchester city centre and is therefore well within an acceptable walk distance of the vast array of amenities the city of Manchester has on offer as well as the nearby residential areas of Collyhurst, New Islington, Cheetwood, Cheetham Hill, Ancoats and Manchester city centre. The site is also within an acceptable walk distance of numerous transport facilities to encourage prospective staff to travel via sustainable modes. The closest bus stop is located on Corporation Street immediately adjacent the site and Shudehill Interchange is located less than 250m south-east of the site. In addition, Manchester Victoria Railway Station and Metrolink Stop are located less than 100m north-west of the site and are therefore well within an acceptable walk distance.
- 3.8 The number of local amenities within an acceptable walk distance of the site are too exhaustive to list due to the city centre location, however, an example of some key facilities within 500m of the site are provided in **Table 3.1** below.

Table 3.1 - Accessibility to Local Facilities from the Development Site

Service	Detail	Distance
Bus Stops	Corporation Street	<100m
Railway Station	Manchester Victoria Railway Station	<100m
Metrolink Stop	Manchester Victoria Metrolink Stop	<100m
Leisure	Nuffield Health	150m
Bus Station	Shudehill Interchange	250m
Shopping Centre	Manchester Arndale Shopping Centre	350m
Pharmacy	Boots Pharmacy, Arndale Centre	350m
Doctors	City Health Centre, Market Street	350m
Post Office	Shudehill Post Office	350m
ATM	NatWest, Corporation Street	400m
Leisure	Steven Charles Snooker Centre	400m
Open Space	St Michael's Flags & Angel Meadow Park	400m
Food Court	Manchester Arndale Food Court	500m
Childcare Facility	Childminder Manchester, Edgehill Street	500m

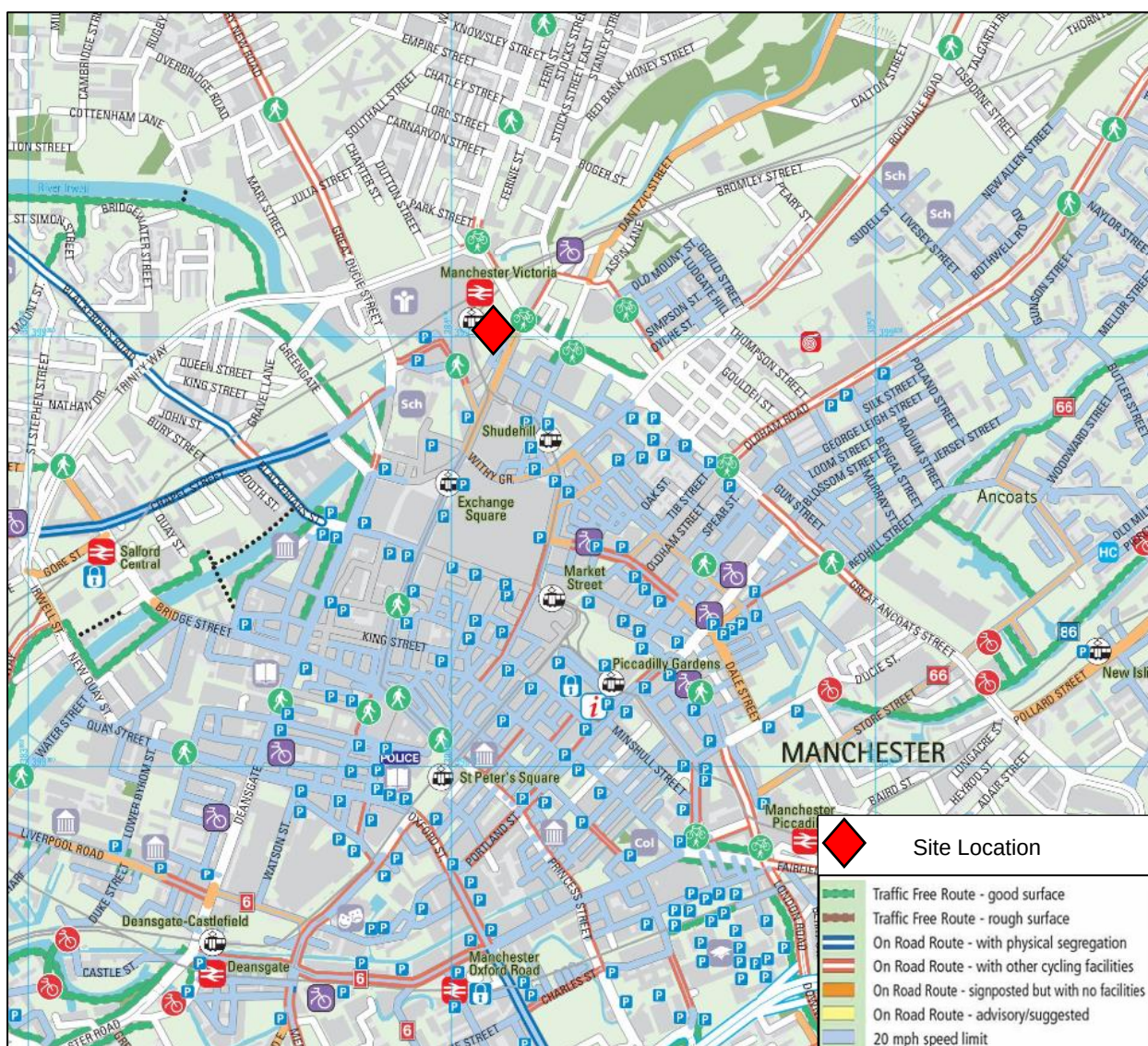
3.9 The local area benefits from natural surveillance from the businesses that abut all the main walking routes. Pedestrian facilities in the vicinity of the site are good and benefit from wide footways which are well surfaced and lit, and suitable for use by those with disabilities affecting mobility. There is also a signal-controlled pedestrian crossing which benefits from dropped kerbs and tactile paving located immediately south-east of the site to assist pedestrians across Corporation Street, which is also suitable for use by those with mobility and visual impairments. Combined, the infrastructure surrounding the site helps to create a conducive walking environment for pedestrians of all abilities, including those with a physical or visual impairment, or those with wheelchairs.

3.10 Overall, the site benefits from high levels of accessibility by foot, with Manchester city centre only a short walk from the site, providing opportunities for linked shopping and leisure trips as well as transport connections. It should also be noted that the nearby residential areas of Collyhurst, New Islington, Cheetwood, Cheetham Hill, Ancoats and Manchester city centre provide a large catchment for prospective staff members and the surrounding retail areas in the city centre, including the Arndale Shopping Centre which is located less than 300m south of the site, provide a number of nearby facilities which staff can access on foot during their lunchbreaks, including various convenience stores, takeaways and cafes etc.

Cycle Accessibility

- 3.11 Transport policy identifies that cycling represents a realistic and healthy option to use of the private car for making journeys up to 5km as a whole journey or as part of a longer journey by public transport.
- 3.12 The nearby areas of Manchester city centre, Hulme, Ardwick, Cheetham Hill, Salford, Crumpsall, Harpurhey, Old Trafford, and Clayton, amongst others, are all located within the 5km catchment area from the development site. The topography of the area is generally conducive to cycling, so the site is therefore well located to encourage prospective staff to travel to/from work via bicycle.
- 3.13 **Figure 3.2** below shows the available cycle facilities in the vicinity of the site.

Figure 3.2 – Cycle Route Map

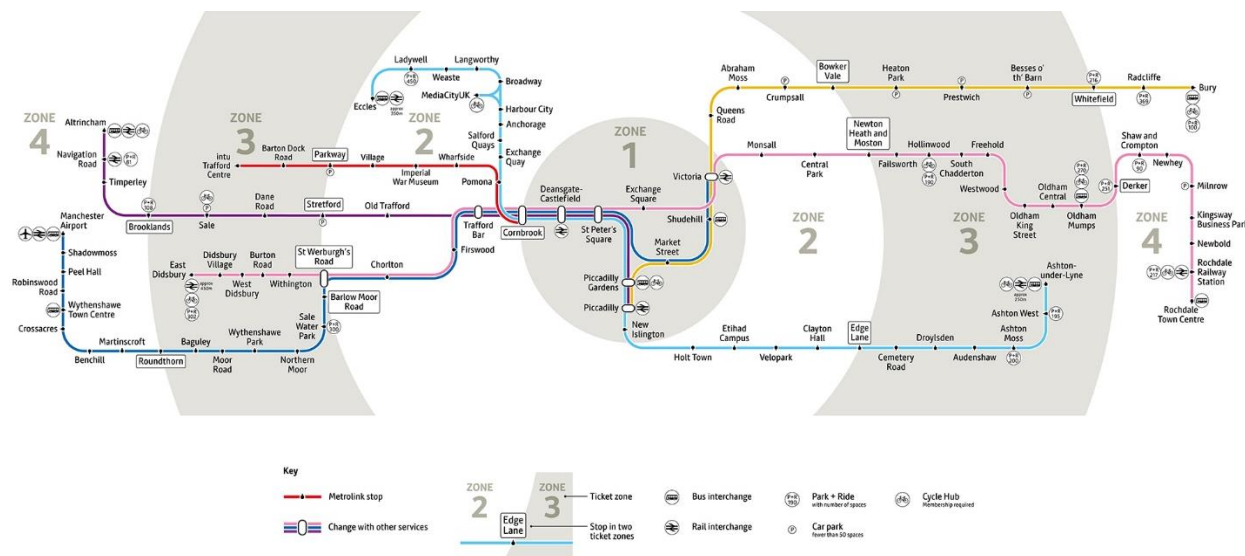


- 3.14 Corporation Street fronts the eastern site boundary and is a 20mph road identified as an on-road cycle route (signposted but with no facilities). In addition, Manchester city centre comprises of numerous roads subject to 20mph speed limits with the majority of major signal-controlled junctions benefiting from advanced cycle stop lines, which will encourage cycle use by prospective staff. Manchester Victoria Railway Station is located less than 100m north-west of the site and Manchester Piccadilly Railway Station is located less than 2km south-east of the site with an available cycle route connecting the two in under a 7-minute cycle time. Therefore, prospective staff will also be well placed to travel via bicycle in combination with public transport.
- 3.15 As the application site is within an acceptable cycle distance of a range of areas and associated facilities, cycling is considered to be a viable alternative to private car use for prospective staff, particularly when secure cycle parking is also being proposed.

Public Transport Accessibility

- 3.16 In terms of bus services, the Chartered Institute of Highways & Transportation's (CIHT's) *"Guidelines for Planning for Public Transport in Developments"* document identifies, at section 6.20, that *"Bus stops are located to minimise passengers' walking distance to their final destination. The maximum walking distance to a bus stop should not exceed 400m and preferably be no more than 300m."*
- 3.17 As detailed earlier, the closest bus stop is located on Corporation Street immediately adjacent the site and Shudehill Interchange is located less than 250m south-east of the site which provides convenient access to a wide range of bus services from across Greater Manchester. Therefore, prospective staff of the site will have access to bus services stopping close to the site which provide access to key destinations at a high frequency.
- 3.18 In addition, Manchester Victoria Metrolink Stop is located less than 100m north-west of the site and is therefore well within an acceptable walk and cycling distance. The Manchester Metrolink Map is shown on **Figure 3.3** below.

Figure 3.3 – Manchester Metrolink Map



- 3.19 Manchester Victoria Metrolink stop is served by the yellow, pink and blue lines which each provide direct services every approximately 12 minutes between Bury, Manchester city centre, Rochdale, East Didsbury, Oldham, Trafford, Manchester Airport and Chorlton, amongst several others throughout Greater Manchester. Other destinations such as Altrincham, Eccles, MediaCityUK and Ashton-under-Lyme are all available with a connecting service.
- 3.20 In terms of rail services, Manchester Victoria Railway Station is also located less than 100m north-west of the site and is therefore well within an acceptable walk and cycling distance. The railway station offers high-frequency direct services throughout the week including services to Rochdale, Southport, Clitheroe and Stalybridge, amongst others.
- 3.21 Manchester Piccadilly Railway Station is located approximately 1.5km south-east of the site and is therefore located well within an acceptable walk and cycling catchment from the site. Manchester Piccadilly Station is the primary railway station in Manchester and provides connections to locations both regionally and nationally. It is served by East Midlands Trains, Transport for Wales, Cross Country, Northern, Transpennine Express and Avanti West Coast at a high frequency. The above services run directly to Chester, Crewe, Buxton, Liverpool and London, amongst others.

Summary

- 3.22 Having regard to the above, it is considered that the site benefits from high levels of accessibility by sustainable modes and has a large range of local amenities within close proximity. Access to the site on foot and by cycle is of a good standard and there are multiple bus/tram stops and railway stations within close proximity providing access to a range of local destinations. These findings demonstrate that prospective staff will not be wholly reliant on the private car to travel for work.

4.0 TRAVEL PLAN ADMINISTRATION

Travel Plan Coordinator

- 4.1 The travel plan will be managed by a travel plan coordinator (TPC). The TPC will provide a key role in delivering a successful travel plan for the development. The TPC role for the development would most commonly be overseen by a site manager. A contact name will be provided to the LPA as soon as the post has been filled.
- 4.2 The TPC role will be established prior to the opening of the development and will act as the fulcrum for the development of the travel plan measures and the day to day operation of the plan. Once appointed, the TPC will act as the main contact for the travel plan and will be responsible for implementing plan measures, involving new staff, and monitoring the effects of implementation.
- 4.3 The TPC will inform the LPA of their contact details. If required, the TPC will nominate other people to whom travel plan duties can be delegated; however, the designated TPC will retain overall responsibility for all matters pertaining to the travel plan for each element of the development. The TPC will record details of nominated persons along with their delegated duties within each respective travel plan file, if necessary.
- 4.4 The primary target of the travel plan will be to replace private car journeys with other means of more sustainable transport.

Funding

- 4.5 Appropriate funding will be allocated by the developer at the start of the travel plan process to cover the costs involved in administering the travel plan over an agreed time period.
- 4.6 The funding will cover all costs relating to the TPC, implementation of measures and initiatives, marketing of the travel plan, annual monitoring and submission of a review to MCC.

5.0 TRAVEL SURVEY

Travel Survey

- 5.1 Travel surveys are undertaken in order to understand how staff travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time.
- 5.2 As part of the travel plan, regular staff travel surveys will be required. The survey responses provide an indication of what targets would be most appropriate, and which measures would be most successful in helping to achieve them.
- 5.3 The surveys will be produced by the site travel plan coordinator (TPC) and disseminated to all staff within three months of the first occupation of the site, to collect the following data:
- Origin postcode;
 - Typical working patterns;
 - Mode of travel to work;
 - Measures that would encourage use of active travel modes or public transport;
 - Barriers to use of active travel modes / public transport.
- 5.4 The TPC will strive to achieve a 30% return rate for the staff surveys. The responses received will be entered into a spreadsheet to enable modal shift to be tracked over time, as well as providing information on which measures are most likely to encourage modal shift. The findings will be used to update the travel plan and as a basis for confirmation or modification of the identified targets and measures. The travel plan will be resubmitted to MCC within 3 months of the survey closing.
- 5.5 The TPC will agree the annual targets with the LPA within 1 month of submission of the survey review reports. The agreed short-term annual targets will form the basis of the annual review and monitoring process to gauge the effectiveness of the travel plan.
- 5.6 All data collected from the travel survey will be subject to the provisions of the Data Protection Act. To ensure confidentiality, the TPC alone will manage the database and be responsible for the release of information, with all data being used solely for travel plan purposes.

Future Surveys

- 5.7 Changes to existing travel patterns, as derived from the data, will inform the annual review process. The annual review will summarise the data collected and propose revised initiatives and measures where targets have not been met, including a revised action plan.
- 5.8 The TPC will undertake a survey annually (at the same time of year) and submit the results of the annual review to MCC for review and discussion, within 3 months of the monitoring period. Surveys will be undertaken for the first five years of the development, following occupation. The TPC will be responsible for the surveys, together with delivery of the travel plan.

6.0 OBJECTIVES AND TARGETS

Objectives

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

Modal Share Targets

- 6.4 Baseline travel surveys will be carried out and analysed by the TPC, which will establish the existing travel patterns of staff and will inform the initial year one Modal share targets. The targets will be updated following annual travel survey analysis to ensure they are representative of SMART targets based on the actual population.

Indicators

- 6.5 The TPC will be responsible for implementing measures at the site, which are set out in an action plan later in this report. The measures will be reviewed annually following monitoring, to identify whether the programmed measures are the most appropriate, and if not, what replacement measures need to be identified. Any new measures will be set out in a revised action plan, alongside timescales for implementation.
- 6.6 Milestones to assess progress against the travel plan objectives and targets include:

- Issue of travel information to staff upon site occupation;
- Uptake of the various measures, including interest in car sharing.

6.7 Further milestones are programmed into the implementation timescale and will be reviewed on an ongoing basis.

7.0 TRAVEL PLAN MEASURES

7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost effective travel plan is one that implements measures that are relevant and realistic to the development. Consultation with staff, for example, through travel surveys, is therefore key to achieving support from those who the measures are targeted at and avoiding measures which may be unpopular.

Travel Awareness

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

7.3 The TPC will make staff aware of the existence of the travel plan by providing them with a welcome pack summarising the travel plan, which would be issued on appointment of their position/prior to occupation, to ensure that sustainable travel patterns are created from the outset.

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

- An introductory leaflet providing a summary of the travel plan, listing any key measures along with the contact details of the TPC;
- A map showing the location of the development in relation to the local area, highlighting the key local facilities within easy walking distance of the site;
- Public transport information, including:
 - A map showing the location of the site in relation to the local area, highlighting nearby bus stops, tram stops and train stations;
 - Details of existing bus services from nearby stops.
- Active travel information, including:
 - A map showing local cycle and walking routes;
 - Details of local bike repair shops/retailers, along with available training and maintenance sessions.
- Information about car sharing;
- Details of local taxi firms.

7.5 A travel information noticeboard (TIB) will be installed in communal areas to encourage travel via sustainable modes. This will include up-to-date travel information, promotion of sustainable travel events including Bike to Work Week / Walk to Work Week, and contact details for the TPC.

- 7.6 The TPC will promote and encourage staff to participate in national and local events, organised by others, aimed at promoting awareness of sustainable transport. The range of events that will be promoted will be agreed and co-ordinated with MCC.

Walking

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

- Raise awareness of the health benefits of walking through promotional material on noticeboards and in welcome pack;
- Provide a map showing walking routes, indicating distances and times at appropriate intervals to the site;
- Liaise with a local taxi firm to provide competitive rates in case of emergency to replace a regular walk journey; and
- Promote walking to work, for example, using national events such as Walk to Work Week (May, annually) (www.walktoworkweek.org.uk/).

Cycling

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

- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website (www.sustrans.org) and on the MCC website: (https://www.manchester.gov.uk/info/500356/cycling_and_walking/6850/cycling)
- Provide information to staff on any local cycle proficiency 'Bikeability' courses;
- Promote Bike Week in June (<http://bikeweek.org.uk/>);
- Investigate interest in setting up a Bicycle User Group to encourage staff to cycle to work; and,
- Establish contact with the MCC cycling officer to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site.

Public Transport Information

- 7.9 The TPC will encourage use of public transport as a mode of travel to work by implementing the following initiatives:

- Provide up-to-date public transport information including route maps within welcome packs and on noticeboards;
- Provide details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Traveline website and TfGM (<https://tfgm.com/plan-a-journey#/planner/>);
- Provide details of routes and destinations served by trains from Manchester Victoria and Manchester Piccadilly Railway Station (www.nationalrail.co.uk); and,
- Work with the local authority to ensure local bus stops remain to an acceptable standard.

Car Sharing and Car Clubs

- 7.10 The TPC will set up an informal car sharing scheme within 3 months of occupation of the site. Information about the scheme will be placed in the welcome pack and on noticeboards.
- 7.11 Should sufficient demand be present, the TPC will set up a 'formal' car share scheme for staff using online software. Interest in a formal scheme will be assessed as part of the first annual review of the travel plan.

Visitors

- 7.12 The degree to which visitors can be encouraged to use sustainable modes of transport will depend on a number of factors, including the accessibility of the site by public transport or other modes from the visitor's origin, whether the journey will be made alone, and timing of visits etc.
- 7.13 The TPC will encourage travel via sustainable modes for visitors by displaying information on a noticeboard within the site; including (but not exclusive to) the following:
- the available public transport services passing the site;
 - public transport timetables and stop locations;
 - walking and cycling routes to the site; and
 - nearest taxi ranks and contact details.

Marketing Summary

- 7.14 The TPC will be responsible for providing staff with an overview of the travel plan in order to promote a range of modes of transport and increase awareness of the alternative modes.
- 7.15 As noted above, the following marketing tasks will be undertaken as part of the travel plan implementation:

- Development of materials to promote the travel plan, including a welcome pack providing a summary of the travel plan and key measures for implementation, to be disseminated to staff on appointment of their position/prior to occupation;
- Staff travel information noticeboards will be set up, to promote new and ongoing measures along with events, for example, linked to Bike Week and European Mobility Week. Noticeboards will be maintained by the TPC on a biannual basis, or as required.
- Updated information will be communicated to staff, to identify any changes in bus timetabling, local area facilities, cycle training and maintenance courses etc.

8.0 MONITORING AND REVIEWING

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

Monitoring

8.2 Monitoring of the plan is important for the following reasons:

- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the travel plan by reporting successes;
- It helps to identify any deficiencies within the travel plan, including any measures that are not effective; and
- The data can be shared with any other nearby employment travel planning sites, as well as inform the local authority and public transport operators of local travel patterns.

8.3 The surveys will be used to monitor the number of staff walking, cycling, travelling by car and public transport to and from the site. The results will then be used to identify initial mode share targets.

8.4 The TPC will monitor travel patterns associated with the site on a regular basis. Surveys will take place on an annual basis for the first five years of site operation.

Reviewing

8.5 The TPC will undertake a review of the travel plan annually following monitoring, in conjunction with MCC. This review will be important in assessing the effectiveness of measures implemented, to identify areas where modification may be necessary. In particular the following will be assessed:

- The level of car / non-car usage at the site; and
- Comments received from staff.

8.6 The TPC will use data collected during the survey to compare the mode share statistics to the targets set for the development. The TPC may choose to revise the targets, with agreement with the local authority, in order to maintain a realistic travel plan goal.

- 8.7 The TPC will also use spot check data and may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with the local authority.
- 8.8 The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review and agreement within 3 months of surveys being undertaken. This will take place for the first five years; any further reporting will be undertaken by agreement with the local authority.

9.0 ACTION PLAN

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

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Occupation			
Appointment of TPC	At least 1 month prior to site occupation	Developer	Staff time
Exchange contact details with relevant officers	At least 1 month prior to site occupation	TPC	Staff time
Obtain public transport timetables, maps, route plans etc. to provide to staff	At least 1 month prior to site occupation	TPC	Staff time
Procure and produce information to populate welcome packs	2 weeks prior to site occupation	TPC	Staff time + materials
Upon Occupation			
Issue travel welcome packs to staff	Upon occupation	TPC	Staff time + printing
Ensure staff travel noticeboards are erected and populated, and further leaflets/info are available	Upon occupation	TPC	Staff time + noticeboards
Within 3 Months of Occupation			
Issue travel survey to staff; analyse and issue final travel plan to MCC within 3 months of survey completion	Within 3 months of occupation	TPC	Staff time
Promote any local area / site-specific cycle training and cycle maintenance sessions	Within 3 months of occupation	TPC	Staff time
Set up informal car share scheme	Within 3 months of occupation	TPC	Staff time
Ongoing Tasks			
Update staff with regard to any service or provision changes with regard to local transport	6 monthly	TPC	Staff time

Implement measures in line with staff requirements / interest, including promotion of e.g. Bike Week, Walk to Work Week etc.	Ongoing	TPC	Staff time
Annual Monitoring / Review			
Conduct repeat travel survey annually one year after the baseline survey, and thereafter for four years	For four years after baseline survey completed	TPC	Staff time + printing
Analyse responses, produce progress report and submit to LA	Within 3 months of receipt of responses	TPC	Staff time
Report updates to staff using noticeboards	Within 1 month of analysis taking place	TPC	Staff time + printing
Continue regular monitoring as set out and agreed with LA	As agreed with LA	TPC	Staff time

10.0 CONCLUSION

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