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Manchester One – 53 Portland Street

Framework Travel Plan

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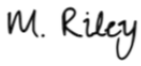
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1.0 Introduction

1.1 Background

1.1.1 Curtins has been appointed by Bruntwood Aviva 2 Ltd to provide transport and highways advice in relation to a planning application for the proposed refurbishment and extension works of the existing Manchester One building at 53 Portland Street in Manchester city centre.

1.1.2 The Proposed Development would include a 4 storey (plus rooftop terrace and plant enclosure) extension to the existing tower building. The extension would provide a new reception area and welcome space, a flexible commercial unit, co-working space, and lettable office space.

1.1.3 The existing tower building has a GIA of 14,568m^2 across twenty-two floors. The Proposed Development would increase the proposed tower building GIA to 16,778m^2, an increase of 2,210m^2.

1.1.4 There is no new car parking provision for the Proposed Development, there are however existing car parking spaces, 16 of which will be retained. These retained spaces are to be enhanced to bring them up to current standards by resizing bay markings.

1.1.5 60 new long-stay cycle parking spaces and 5 short-stay cycle parking spaces would be provided. In addition, a new secure external cycle store and commuter facilities, including lockers, showers, changing and drying rooms would be provided. The new cycle parking provision will be supplemented by the existing cycle store, providing 20 long-stay parking spaces.

1.1.6 Additionally, the Development Proposals would include the removal of the existing LED advertisement screen from the corner of Portland Street and Sackville Street to facilitate the proposed extension works.

1.1.7 The proposed site layout is provided in **Appendix A**.

1.2 What is a Travel Plan?

1.2.1 A Travel Plan (TP) is defined[1] as:

> *"A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed."*

1.2.2 In essence, a TP is intended to encourage people to choose alternative transport modes over single occupancy car use and, where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

[1] Ministry of Housing, Communities and Local Government (2024). National Planning Policy Framework [Online]. Available at https://www.gov.uk/government/publications/national-planning-policy-framework--2

1.3 Purpose of the Report

1.3.1 This Framework Travel Plan (FTP) is intended to be read alongside the accompanying Transport Statement (TS) (**Ref: 087172-CUR-XX-XX-T-TP-00001**) that has been prepared to assess the potential traffic and transportation impacts of the development proposals.

1.3.2 An FTP is the first stage of the Travel Plan process and is often prepared during the planning stage prior to the construction of the development. It includes a list of potential measures that could be implemented to affect modal choice, and a management strategy for producing a full Travel Plan in the future.

1.3.3 Transport for Greater Manchester (TfGM)[2] strongly endorses the need for TPs in order to reduce the impact of transport on the local environment, to improve accessibility and to encourage 'active travel' which improves peoples' health, stating that a TP should achieve:

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

1.3.4 This document has been written in accordance with the above statements and with reference to the following key documents:

- National Planning Policy Framework, MHCLG, 2024; and
- National Planning Practice Guidance, DCLG (now MHCLG), 2014.

1.4 Structure of the Report

1.4.1 Following this introductory section, **Section 2** of the report provides background information on the benefits which can be derived from a successful Travel Plan.

1.4.2 **Section 3** describes the existing situation and surrounding area, including the local highway layout; and **Section 4** provides a summary of the development proposals.

1.4.3 **Section 5** assesses the accessibility of the site by sustainable modes of transport, including walking, cycling and public transport.

[2] Transport for Greater Manchester (2013). Transport for Sustainable Communities: A Guide for Developers [Online]. Available at: https://assets.ctfassets.net/nv7y93idf4jq/4WYTBSVa9O42aqgYISGQ42/0294b2b3811a6907a7d323572a80058e/12-1386_Transport-for-sustainable-communities.pdf

1.4.4 **Section 6** sets out key aims and objectives for the Travel Plan process and outlines various initiatives that will be considered to encourage maximum uptake in sustainable modes of travel.

1.4.5 **Section 7** outlines the strategy for Travel Plan targets.

1.4.6 **Section 8** provides details on the monitoring and review process, responsibility and management of the document, and the appointment of a Travel Plan Coordinator (TPC) as the Travel Plan progresses.

1.4.7 **Section 9** identifies a marketing strategy on how the plan will be implemented on an ongoing basis together with a strategy for communicating the travel plan to all site users.

1.4.8 **Section 10** concludes the report by providing an Action Plan that summarises the key actions to be completed as part of the travel planning process.

2.0 Travel Plan Benefits

2.1 Summary

2.1.1 Successful implementation of the travel planning process can have various environmental, health, financial and social benefits for individuals and the wider population.

2.1.2 There are varied and wide-ranging negative effects of high levels of car usage, including being one of the biggest drivers of greenhouse gas emissions[3], causing adverse physical and mental health including premature deaths[4], and costs to the health service[5] and businesses.

2.1.3 Poor air quality, of which road transport is a major driver, is the largest environmental risk to public health in the UK[6].

2.1.4 Conversely, physical activity is a "miracle cure"[7], with cycling in particular having "staggering"[8] health benefits. Greater uptake of active travel and public transport could combat climate change and poor air quality, improve physical and mental health, relieve pressure on the NHS[9], boost local businesses, improve the mobility and independence of those who cannot drive[10], and encourage greater social cohesion[11].

2.1.5 A reduction in private car usage can also reduce local congestion (making for more pleasant journeys for active travellers and those who cannot avoid driving) and release land for more productive uses.

2.1.6 Within workplaces, walking and exercise can boost morale and job satisfaction, improve staff performance, promote physical and mental health, reduce absenteeism, enhance corporate image, and boost operating income[12].

[3] Department for Energy Security and Net Zero (2024). Provisional UK greenhouse gas emissions national statistics 2023 [Online]. Available at: https://www.gov.uk/government/statistics/provisional-uk-greenhouse-gas-emissions-national-statistics-2023
[4] Clean Air Greater Manchester (undated). Air pollution and you [Online]. Available at: https://cleanairgm.com/air-pollution/
[5] Scarborough, P., Bhatnagar, P., Wickramasinghe, K., Allender, S., Foster, C., Rayner, M. 2011 The economic burden due to diet, physical inactivity, smoking, alcohol and obesity in the UK, Journal of Public Health, 33(4): 527-535.
[6] Public Health England (2018). Health Matters: Air Pollution [Online]. Available at: https://www.gov.uk/government/publications/health-matters-air-pollution/health-matters-air-pollution
[7] Department of Health and Social Care (2019). UK Chief Medical Officers' Physical Activity Guidelines [Online]. Available at: https://www.gov.uk/government/publications/physical-activity-guidelines-uk-chief-medical-officers-report
[8] The Conversation (2017). Cycling to work: major new study suggests health benefits are staggering [Online]. Available at: https://theconversation.com/cycling-to-work-major-new-study-suggests-health-benefits-are-staggering-76292
[9] Jarrett J, Woodcock J, Griffiths UK, Chalabi Z, Edwards P, Roberts I, Haines A (2012). Effect of increasing active travel in urban England and Wales on costs to the National Health Service. Lancet, 379(9832): 2198-2205
[10] Aldred R in association with Leigh Day for British Cycling (2014). Benefits of Investing in Cycling [Online]. Available at: https://www.britishcycling.org.uk/zuvvi/media/bc_files/campaigning/BENEFITS_OF_INVESTING_IN_CYCLING_DIGI_FINAL.pdf
[11] Department for Transport (2009). Good Practice Guidelines: Delivering Travel Plans through the Planning Process
[12] Living Streets (undated). Walking Works [Online]. Available at: https://www.livingstreets.org.uk/products-and-services/projects/walking-works

3.0 Existing Situation

3.1 Site Location

3.1.1 The Proposed Development at the existing Manchester One building is located to the east of Manchester city centre, along Portland Street. The Proposed Development is located, c.475m to the west of Manchester Picadilly Station, c.322m to the east of St Peter's Square Metrolink stop, and c.307m to the south of Manchester Piccadilly Gardens.

3.1.2 The Site is bound by Chorlton Street and a leisure and entertainment venue - Yates to the northeast, Manchester Coach Station Access Road (formerly Major Street) to the southeast, Sackville Street to the southwest, and Portland Street to the northwest.

3.1.3 **Figure 3.1** below shows the site in a local context relating to the local highway network:



Figure 3.1 – Site Location
(Source: OpenStreetMap, 2026)

3.2 Existing Use and Access

3.2.1 The existing site comprises of the 21 storey Manchester One building, used as office space within the city centre.

3.2.2 The site is located within a highly accessible area within Manchester city centre, because of this it has been identified that most employees would travel to the site by sustainable modes. Pedestrians currently access the building via Portland Street.

3.2.3 Under the current layout, c.20 bays are available to the southeast of the site. These are split across two car parks, which can be accessed via Chorlton Street and Sackville Street. The car parks are displayed in **Figure 3.2** and 3.**3** below.



Figure 3.2 – Car Park (Chorlton Street Access)

3.2.4 **Figure 3.2** shows the car park accessed via Chorlton Street, currently the northern most bay, marked as no. 1, is not deemed accessible. It should be noted that this bay has not been included in the total count, however, may still be used by motorcycles.



Figure 3.3 – Car Park (Sackville Street Access)

3.2.5 **Figure 3.3** shows the car park accessed via Sackville Street. It is noted that the bay marked no. 11 is an irregular size due to the site boundary.

3.2.6 Under the existing situation, it is understood that servicing takes places via Major Street to the southeast of the site. Major Street is located within the Manchester Central Coach Station.

3.2.7 Refuse vehicles would enter Major Street via Chorlton Street to the north to the bin store. Under this arrangement the refuse vehicles would stop temporarily in the coach station whilst the bins are unloaded. It is understood that as the Development Proposals would continue to operate under this servicing arrangement. The existing access for refuse vehicles is shown in **Figure 3.4** below.



Figure 3.4 – Existing Servicing Arrangement via Major Street (Coach Station Access)

3.3 Surrounding Highway Network

3.3.1 **Table 3.1** below presents the key characteristics of the roads immediately surrounding the site:

Road Name	Speed Limit	Street Lighting	Pedestrian Infrastructure	Cyclist Infrastructure	Restrictions / Parking / Loading Provision
Portland Street	20mph	Yes	c. 4m wide footway Tactile paving Dropped kerbs	Advanced stop lines Bus, cycle and taxi lane northbound	Double Yellow Lines – No parking in the area surrounding the site
Sackville Street	20mph	Yes	c. 2.5m wide footway Tactile paving Dropped kerbs	Advanced stop lines Separated cycle lane	Double Yellow Lines – 4 marked Pay & Display parking bays. c. 15m Loading Bay.
Chorlton Street	20mph	Yes	c. 4m wide footway Tactile paving Dropped kerbs	None	Double Yellow Lines – No parking in the area surrounding the site c. 15m Loading Bay c. 16m Bus Waiting Bay

Table 3.1 – Surrounding Highway Network Summary

3.4 Access for Mobility and Visually Impaired Users

3.4.1 The site benefits from its city centre location and the existing infrastructure afforded by its strategic position. There are a number of existing features which ensure safe, convenient, and aided access for those site users who are disabled and / or visually impaired. Blue badge holders can also park free of charge without any time limits at any pay and display bay.

3.4.2 Dropped kerbs, tactile paving and colour coded crossings are present at the Portland Street/ Sackville Street/ Nicholas Street signalised pedestrian crossing point in the vicinity of the site.

4.0 Accessibility by Sustainable Modes of Travel

4.1 Introduction

4.1.1 A key element of national and local policy is to ensure that new developments are located in areas where alternative modes of travel are available. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use.

4.1.2 The accessibility of the proposed development is considered in this context for the following modes of travel:

- Pedestrian Accessibility;
- Cycle Accessibility; and
- Public Transport Accessibility.

4.2 Pedestrian Accessibility

4.2.1 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, and other local facilities.

4.2.2 The National Design Guide (NDG, published by DLUHC (now MHCLG), 2021) says that well designed places / neighbourhoods are walkable, which is defined *"Local facilities are within walking distance, generally considered to be no more than a 10-minute walk (800m radius)."*

4.2.3 Despite the NDG characterising 800m as a maximum acceptable walking distance, the Department for Transport's (DfT) National Travel Survey datasets provide empirical evidence to demonstrate people are willing to walk further. This is reflected in Manual for Streets guidance (MfS, published by the DfT, 2007) which states an 800m catchment should not be *"…an upper limit"* and that walking *"…offers the greatest potential to replace short car trips, particularly those under 2 km."* The Chartered Institution for Highways and Transportation (CIHT) produced a document in 2000 titled *'Guidelines for Providing for Journeys on Foot'* which provides catchments more in line with those reported in the NTS.

4.2.4 The average pedestrian can walk approximately 400m every five minutes, based on the CIHT document 'Planning for Walking' (2015).

4.2.5 The Proposed Development is located within Manchester City Centre and therefore benefits from the existing city infrastructure. This includes wide footways, signalised crossing points, cycle lanes, proximity Manchester Piccadilly Gardens bus and tram stop, and local amenities.

4.2.6 The pedestrian infrastructure which connects the site to the above facilities is generally excellent and there are well lit, wide footways with a number of controlled crossing points across key roads.

4.2.7 It is considered that the site is situated within a highly accessible area, with a number of complimentary uses within walking distance. Overall, the site is considered accessible by foot.

4.3 Cycle Accessibility

4.3.1 Cycling is a cheap, efficient, and healthy way to travel. Cycling also provides a predictable arrival time which depending on location, can be quicker than driving or using public transport, and is subject to fewer delays.

4.3.2 The average cycling trip length was 5,730m in 2022 and 4,545m in 2023 (based on National Travel Survey dataset NTS9910a). The average length was between 5.0km and 6.0km every year from 2012/13 to 2022, except 2014/15 and 2020.

4.3.3 National Travel Survey statistics demonstrate that 80% and 84% of cycling trips were under 5 miles / 8km in 2022 and 2023, respectively (see dataset NTS0308b). This distance is also referenced by both the National Model Design Code – Part 2 (DLUHC (now MHCLG), 2021) and LTN1/20.

4.3.4 The average cyclist travels at approximately 12mph, according to CD195 of the Design Manual for Roads and Bridges, so they could travel 5.5km/6.0km/6.9km and 8km in approximately 17/19/21 minutes and 25 minutes, respectively.

4.3.5 The local cycle network in the vicinity of the site is shown in **Figure 4.1** below:

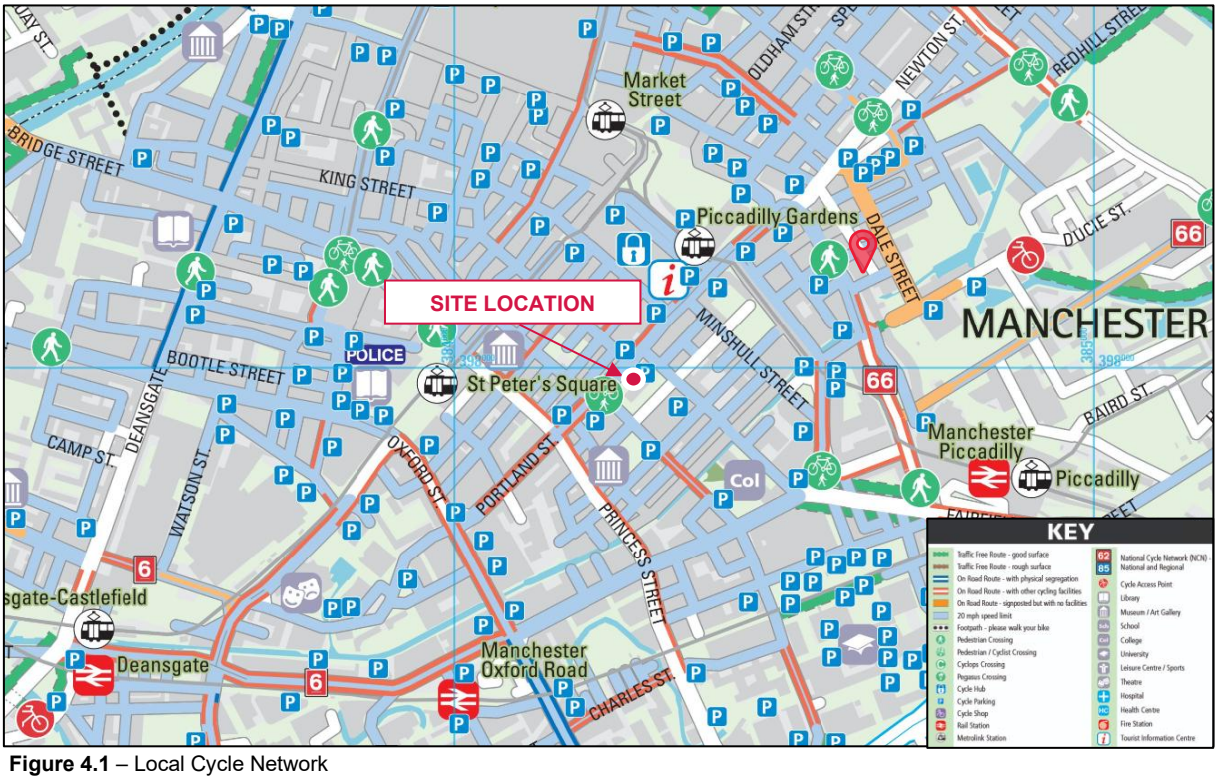


Figure 4.1 – Local Cycle Network
(Source: TfGM, 2026)

4.3.6 **Figure 4.2** shows the Beeways in the vicinity of the site which allow future staff and visitors to benefit from better safety and quality of commute:

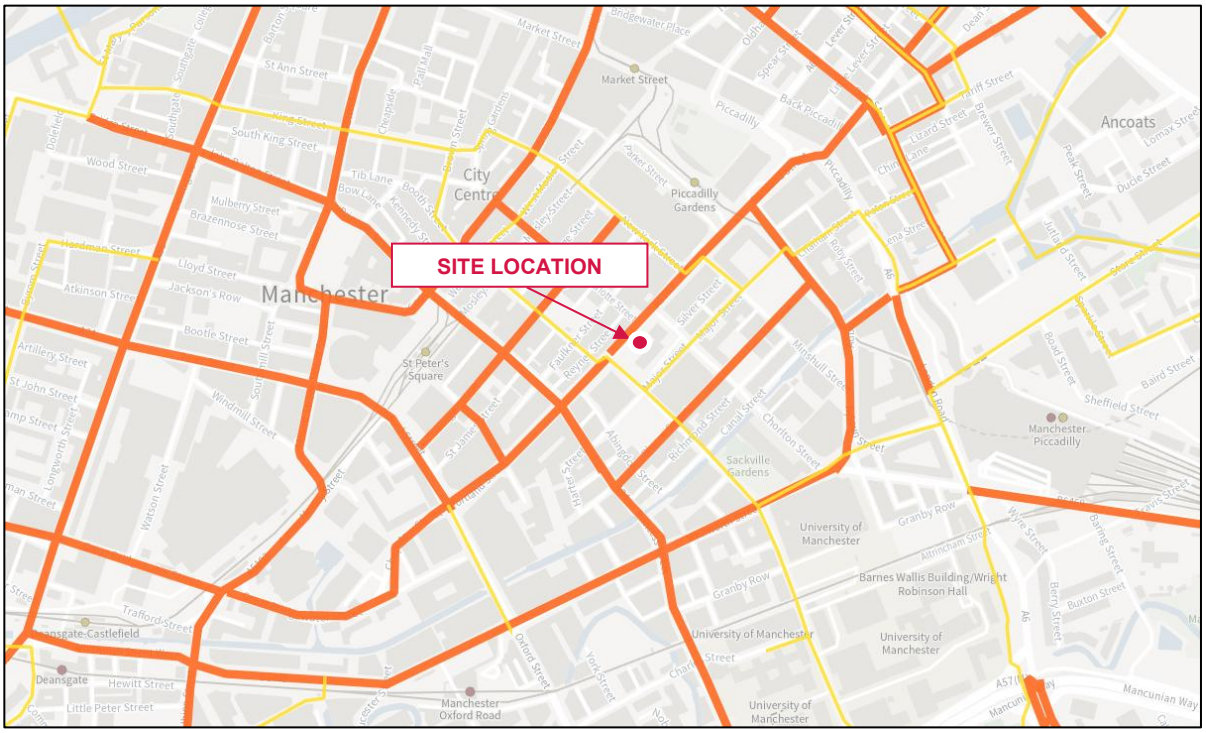


Figure 4.2 – City Centre Beeways
(Source: MappingGM, 2026)

4.3.7 Transport for Greater Manchester has launched Starling Bank Bikes, Greater Manchester's first publicly operated, self-service, 24/7 cycle hire scheme. It makes cycling a real option for commuters, cross city travellers and students with pedal bikes and e-bikes available across parts of Manchester, Salford, and Trafford.

4.3.8 The closest cycle hire stands are currently at Portland Street or Charlotte Street, both within a c.80m walk from the site. Considering both stands, a total of c.16 stands are available within a short walk.

4.3.9 Furthermore, to encourage cycling 60 new long-stay cycle parking spaces and 5 short-stay cycle parking spaces would be provided. In addition, a new secure external cycle store and commuter facilities, including lockers, showers, changing and drying rooms would be provided. The new cycle parking provision will be supplemented by the existing cycle store, providing 20 long-stay parking spaces.

4.3.10 The site is therefore ideally placed to take advantage of the cycle connections around Manchester, and it is considered that cycling is a highly realistic mode of travel to and from the site.

4.4 Public Transport Accessibility

4.4.1 Developed by Transport for Greater Manchester (TfGM), Greater Manchester Accessibility Levels (GMAL) are a measure of the accessibility of a point to both the conventional public transport network (i.e. bus, Metrolink and rail) and Greater Manchester's Local Link (flexible transport service), considering walk access time, service availability, and average waiting time. The method is essentially a way of measuring the density of the public transport provision at any location within the Greater Manchester region.

4.4.2 The accessibility index score is categorised into eight levels (1 to 8), with levels 1 and 8 are characterised by TfGM as 'very low' and 'very high' levels of accessibility, respectively. The site is located in an area with a GMAL rating of 8 and is considered appropriately situated to take advantage of existing public transport infrastructure within Manchester City Centre.

4.4.3 The National Model Design Code – Part 2 (DLUHC (now MHCLG), 2021) states: *"Generally, people are prepared to walk further to a railway station or tram stop (10 minutes) [800m walking distance] than to a bus stop (5 minutes) [400m walking distance]."* These times and distances are also cited in the CIHT document *'Planning for Walking'* (2015).

4.4.4 Accessibility by bus, rail and Metrolink are considered further below, with a local public transport network map included in **Figure 4.3** below:

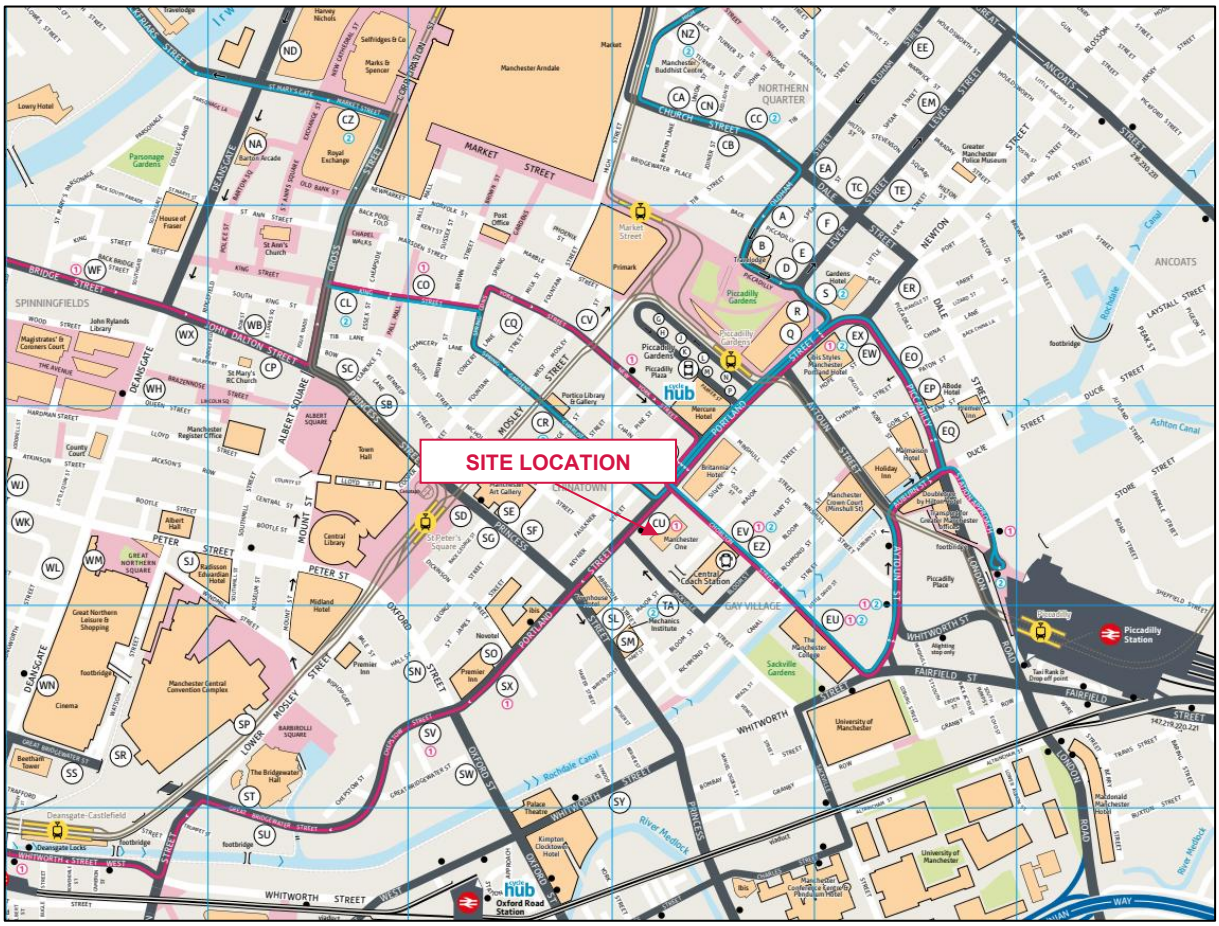


Figure 4.3 – Public Transport Network in the vicinity of the Site
(Source: TfGM, 2026)

Bus Accessibility

4.4.5 Further CIHT guidance – from *'Buses in Urban Developments'* (2018) – indicates that a bus stop should be located within the following walking distances from a new development based on its location and the number and frequency of services:

4.4.6 The nearest bus stop to the site is located along the site frontage. The Charlotte Street bus stop is a large, c.43m bus stop, located along Portland Street. Portland Street is considered a major bus corridor within Manchester City Centre, connecting Piccadilly Gardens to the north with Oxford Street to the south.

4.4.7 The bus stop is serviced frequently by routes across Greater Manchester. These routes include, but are not limited to East Didsbury, Wythenshawe, Chorlton, Flixton, The Trafford Centre, Sale, Altrincham, Stockport, and Manchester Airport.

4.4.8 Furthermore, site users can access the Free Bus 1 from the Charlotte Street bus stop. The free bus is a service providing direct access across key city centre locations. The free bus routes and frequencies are detailed in **Figure 4.4** below:



Figure 4.4 – Free Bus Route and Timetable

(Source: TfGM, 2026)

4.4.9 These stops provide frequent access to larger public transport interchanges across the town (such as Manchester Victoria, Shudehill Interchange, Manchester Piccadilly, and Piccadilly Gardens) all 7 days of the week. It is considered that the site is accessible by bus.

Rail Accessibility

4.4.10 The nearest train station is Manchester Oxford Road, located approximately c.650m walk of the Site. This station is within the 800m walking distance quoted above. Oxford Road Station facilitates regular access to a number of stations including:

- Blackpool North;
- Crewe;
- Liverpool Lime Street (via Liverpool South Parkway);
- Llandudno Junction;
- Manchester Airport;
- Newcastle;
- Norwich
- Preston (Lancs); and
- Warrington Central.

4.4.11 There are also opportunities to change at Manchester Piccadilly to access other national services to key destinations across the UK, and with the completion of Ordsall Chord, improved links to Victoria.

Metrolink (Light Rail) Accessibility

4.4.1 The nearest Metrolink station is Picadilly Gardens, a c.250m walk from the Site. The vast majority of lines pass through the station, including:

- Bury – Piccadilly;
- Altrincham – Piccadilly;
- Ashton-under-Lyne – Eccles;
- MediaCityUK – Etihad Campus.

4.4.2 The following **Table 4.1** outlines the start and finish times of all Metrolink services. Trams run every 12 minutes (with the exception of the Deansgate-Castlefield to Manchester Airport line early morning services, which run every 20 mins):

Route	Mon - Thurs	Fri	Sat	Sun/Hols
Bury - Piccadilly	05:54 – 23:30	05:54 – 00:30	05:54 – 00:30	06:54 – 23:30
Altrincham – Piccadilly	05:49 – 23:37	05:49 – 00:37	05:49 – 00:37	06:49 – 23:37

Route	Mon - Thurs	Fri	Sat	Sun/Hols
Ashton-under-Lyne – Eccles	05:55 – 23:05	05:55 – 00:05	05:55 – 00:05	06:56 – 22:56
MediaCityUK – Etihad Campus	06:06 – 23:40	06:06 – 00:40	06:06 – 00:40	07:07 – 22:31

Table 4.1 – Summary of Metrolink Services

4.4.3 The Site is therefore well served by rail and Metrolink with a wide range of services withing walking distance.

4.4.4 All lines run at a frequency of every 12 minutes between 06:00 – 00:00 on Mondays to Saturdays, every 24 minutes between 00:00 – 01:00 on Fridays and Saturdays, and every 15 minutes between 07:00 – 00:00 on Sundays. Some services operate for part of the day at busier times.

4.4.5 The start and end times for specific stations will change over time in response to current circumstances. The Metrolink frequencies are accurate at the time of writing, whereas up-to-date times can be found on the Metrolink website at: https://tfgm.com/public-transport/tram/tram-schedule.

4.4.6 Users can change at Piccadilly, St Peter's Square and Cornbrook to access the entire Metrolink network, including accessing additional services to East Didsbury, Rochdale, Manchester Airport, and the Trafford Centre, as shown in the Metrolink map in **Figure 4.5**.

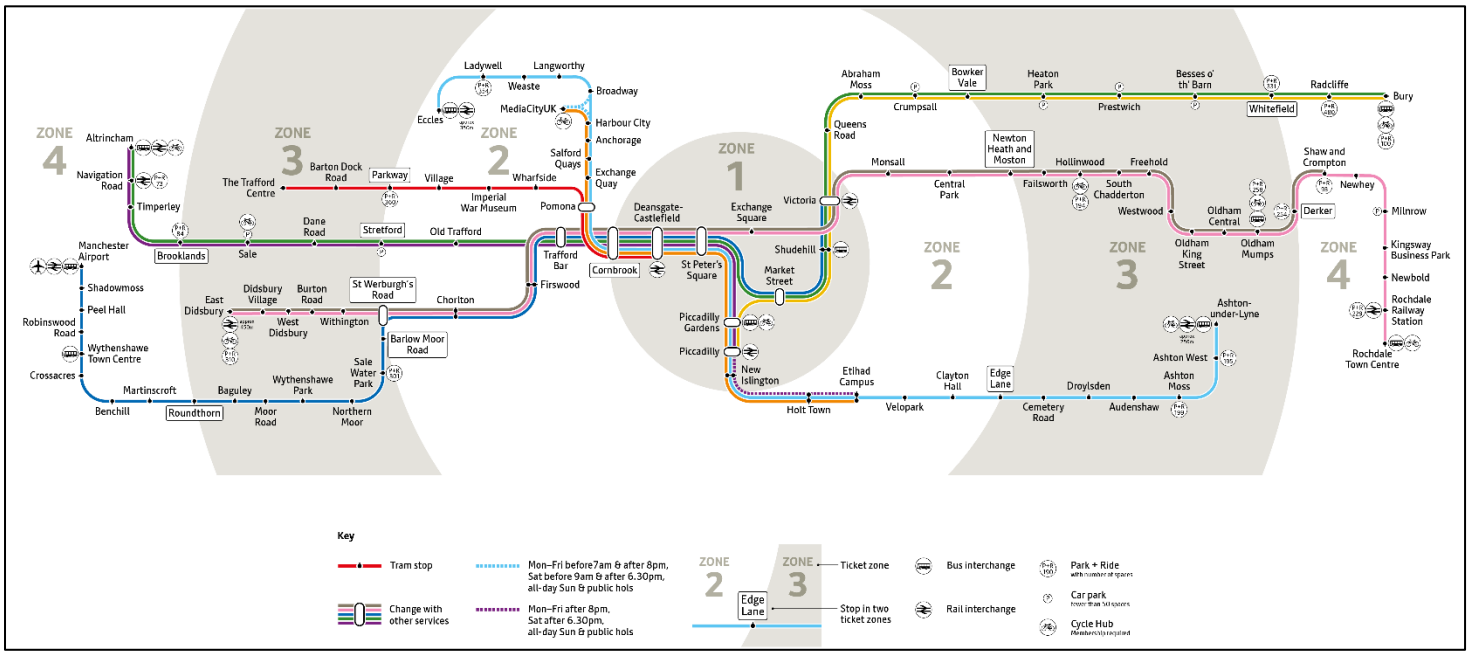


Figure 4.5 – TfGM Metrolink Network Map
(Source: TfGM, 2026)

4.4.7 In summary, it is considered the site is highly accessible by Metrolink (light rail).

4.5 Summary

4.5.1 It is considered the site is highly accessible by sustainable modes of transport, which are also usable by those with limited mobility and are wheelchair accessible. The surrounding area exhibits excellent levels of pedestrian and cycling infrastructure, and there are a number of public transport opportunities within acceptable walking distance of the site.

5.0 Development Proposals

5.1 Overview of Proposals

5.1.1 Curtins has been appointed by Bruntwood Aviva 2 Ltd to provide transport and highways advice in relation to a planning application for the proposed refurbishment and extension works of the existing Manchester One building at 53 Portland Street in Manchester city centre.

5.1.2 The Proposed Development would include a 4 storey (plus rooftop terrace and plant enclosure) extension to the existing tower building. The extension would provide a new reception area and welcome space, a flexible commercial unit, co-working space, and lettable office space.

5.1.3 The existing tower building has a GIA of 14,568m^2 across twenty-two floors. The Proposed Development would increase the proposed tower building GIA to 16,778m^2, an increase of 2,210m^2.

5.1.4 There is no new car parking provision for the Proposed Development, there are however existing car parking spaces, 16 of which will be retained. These retained spaces are to be enhanced to bring them up to current standards by resizing bay markings.

5.1.5 60 new long-stay cycle parking spaces and 5 short-stay cycle parking spaces would be provided. In addition, a new secure external cycle store and commuter facilities, including lockers, showers, changing and drying rooms would be provided. The new cycle parking provision will be supplemented by the existing cycle store, providing 20 long-stay parking spaces.

5.1.6 Additionally, the Development Proposals would include the removal of the existing LED advertisement screen from the corner of Portland Street and Sackville Street to facilitate the proposed extension works.

5.1.7 The proposed site layout is provided in **Appendix A**.

5.2 Proposed Access

Vehicular Access

5.2.1 The existing access points, via both Chorlton Street and Sackville Street, would be retained as part of the Development Proposals.

Pedestrian and Cycle Access

5.2.2 **Figure 5.1** below displays the Proposed Ground Floor access arrangement.

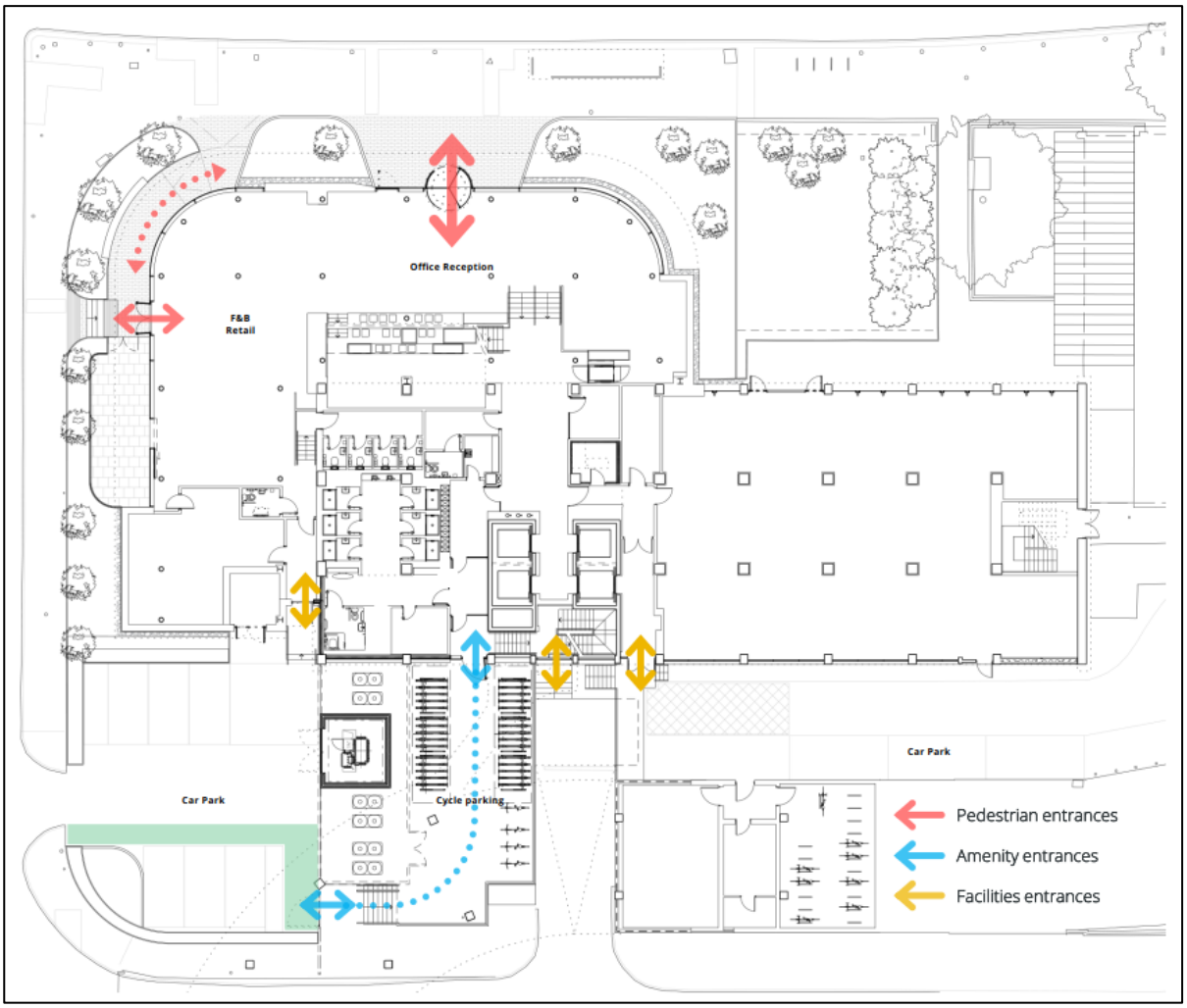


Figure 5.1 – Proposed Ground Floor Access Arrangement
(Source: Bridge Architects, 2026)

5.2.3 Access for office users will be via the new main entrance proposed off Portland Street and will be step free from street level.

5.2.4 Access to the food and beverage retail space can be accessed internally off the main reception during normal operating hours or from a dedicated external entrance accessed from Sackville Street via a small, stepped level change or along a hard landscaped ramp that wraps around the radiused corner to Portland and Sackville Street.

5.2.5 All parts of the new extension building will be accessible via step-free access and/or lifts.

5.3 Proposed Parking

Proposed Car Parking

5.3.1 There is no new car parking provision as part of the Proposed Development, there are however existing car parking spaces, 16 of which will be retained. Those situated in the surface car park to the corner of Sackville Street and the Coach Station access road are to be enhanced to bring them up to current standards by resizing bay markings.

5.3.2 Despite this, the site benefits from a city centre location and as such, it is considered the site is highly accessible by sustainable modes of transportation. Furthermore, the reduced level of parking would act as an initiative to encourage alternative modes of transport.

5.3.3 It is considered that this parking provision is in accordance with the transport policies set out in the Greater Manchester Transport Strategy 2040, with respect to the nature of the site and realistic needs of the end users, and the proximity of the site to sustainable modes of transport.

5.3.4 Considering the site's accessibility by active travel and public transport (as described in **Section 4**), proximity to key amenities, bus stops, train stations, and Metrolink stops within the city centre, alongside high proposed cycle parking provision, a reduction in car parking is considered appropriate in the context of the development.

Proposed Cycle Parking

5.3.5 To encourage and support active travel and reduce the reliance on private vehicle use, an external cycle store is proposed, with direct access into a dedicated end of trip amenity space.

5.3.6 A total of 60 new long-stay cycle parking spaces will be provided externally within a proposed secure and sheltered enclosure located on the roof of the existing basement plant room which will be accessed by means of a new stair with cycle ramps.

5.3.7 Additionally, the flexible commercial space will provide 5 short-stay cycle parking spaces as these may attract pass-by trips from customers other than those already working within the building.

5.3.8 The new cycle parking provision will be supplemented by the existing cycle store, providing 20 long-stay parking spaces. In total, the Proposed Development would provide 85 cycle spaces.

MCC Cycle Standards

5.3.9 The new cycle parking provision will be supplemented by the existing cycle store, providing 20 long-stay parking spaces. MCC cycle parking standards are provided in **Table 5.1** below.

Cycle Parking Standard	Proposed Area (NIA)	Required Spaces	Proposed Development	Difference
Office: 1 cycle per 200m²	12,900m²	65 cycle spaces	80 cycle spaces	+15
Flexible Commercial Space: 1 cycle per 50m²	240m²	5 cycle spaces	5 cycle spaces	0
Total	**-**	**70 cycle spaces**	**85 cycle spaces**	**+15**

Table 5.1 – MCC Cycle Parking Standards

5.3.10 The existing development has a total office workplace NIA area of 11,257m², whilst the Proposed Development would increase the available NIA office workspace to 12,900m². This is an increase of 1,643m². Additionally, the total flexible commercial space NIA would be 240m².

5.3.11 As per MCC cycle parking standards, the Proposed Development would be required to provide 1 cycle per 200m² for office use, equating to 65 cycle spaces. In addition, the flexible commercial space would be required to provide 1 cycle per 50m², equating to 5 cycle spaces. Based on this, the Proposed Development would provide 15 additional cycle spaces.

5.3.12 The Proposed Development will also provide 6 self-contained shower and changing rooms, a heated drying room, lockers for personal storage, and an accessible shower & WC.

BREEAM Cycle Standards

5.3.13 In addition to MCC standards as set out above, the Proposed Development has also been assessed against the BREEAM UK Refurbishment & Fit-out Technical Manual 2014 (Tra 03 Cyclist facilities).

5.3.14 The Proposed Development would be expected to have a total workplace population of 1,432 persons (office areas x occupant density of 0.111).

5.3.15 To achieve the Cycle Storage credit, the number of cycle spaces required can be calculated using the sliding scale provided below. In addition, BREEAM requirement of 4 no. cycle spaces for small retail to be included in overall calculation.

Number of Staff	Density	Required Cycle Spaces
1 – 200 people	1 space per 10 people	20 spaces
201 – 300 people	1 space per 15 people	7 spaces

301 – 400 people	1 space per 20 people	5 spaces
401 – 1,432 people	1 space per 25 people	41 spaces
Total	**-**	**74 spaces + 4 spaces (small retail)**

Table 5.2 – BREEAM Tra 03 Cycle Storage Requirements

5.3.16 **Table 5.2** above shows that the Proposed Development would achieve 1 BREEAM credit for cycle storage.

5.3.17 To achieve the Cyclist Facilities credit, the Proposed Development must include at least 2 of the following:

- Showers @ 1 per 10 cycle spaces, or sliding scale calculation
- Changing facilities – Appropriately sized for the required number of users (male/female)
- Lockers @ 1 per 1 cycle spaces
- Drying spaces – specifically designed and designated with adequate heating/ventilation for the drying of wet clothes.

5.3.18 The Proposed Development would provide 7 showers (3 male, 3 female, and 1 accessible) and 74 lockers. Based on the above criteria, the Proposed Development would achieve this BREEAM credit.

Nearby Parking Facilities

5.3.19 A review of nearby public car parks and associated provision has been undertaken in order to understand parking levels in the surrounding area. There are many publicly available car parks situated within a 400m walking catchment, equating to a walking time of approximately 5 minutes when walking at an average speed of 1.2m/s.

5.3.20 Within a 5-minute walk, site users would have access to public car parks on Chorlton Street, Bloom Street, China Town, Sackville Street, Abingdon Street, Piccadilly Plaza, Piazza, and Major Street.

5.3.21 Nine car parks were found within a 5-minute walk of the site, providing car parking provision for approximately c.1,399 vehicles (including c.14 disabled bays and c.32 EV bays).

5.3.22 The Chorlton Street multi-storey car park includes c.8 disabled parking bays. It is therefore considered there is adequate opportunity for off-site parking should future employees or visitors chose to commute by car.

5.3.23 Nearby car parking is summarised in **Table 5.3**:

Car Park	Car Park Location	Walking Distance from Site	Number of Spaces	Disabled Bays	EV Charging Bays
1	Chorlton Street	150m	572	8	-
2	Bloom Street (covered)	200m	66	Yes	-
3	China Town	200m	75	Yes	6
4	Sackville Street	210m	119	1	-
5	Abingdon Street	210m	10	-	-
6	Bloom Street (uncovered)	220m	42	-	-
7	Piccadilly Plaza	220m	160	3	-
8	Piazza	240m	225	2	26
9	Major Street	290m	130	-	-
		Total:	**1,399**	**14**	**32**

Table 5.3 – Existing Off-site Car Parking Provision

Car Club

5.3.24 It is acknowledged that many employees or visitors that do not own a car may require the use of a car on certain occasions. The Enterprise Car Club offers a cost-effective, hassle-free, and greener alternative to car ownership and traditional vehicle hire in Manchester. The car club allows users to view the availability of cars at designated parking bays throughout the city via a mobile application, where they can unlock and start driving their selected car on the spot.

5.3.25 Cars can be reserved by the hour, day or even longer. The price of the journey depends upon the vehicle type, the duration of the reservation and the miles driven, but starts at around £6 an hour.

5.3.26 At the time of writing, the nearest Car Club Bay is located at Bloom Street, to the southeast of the multi-storey car park. **Figure 5.2** below shows additional locations across Manchester that Enterprise Car Club currently operate in.

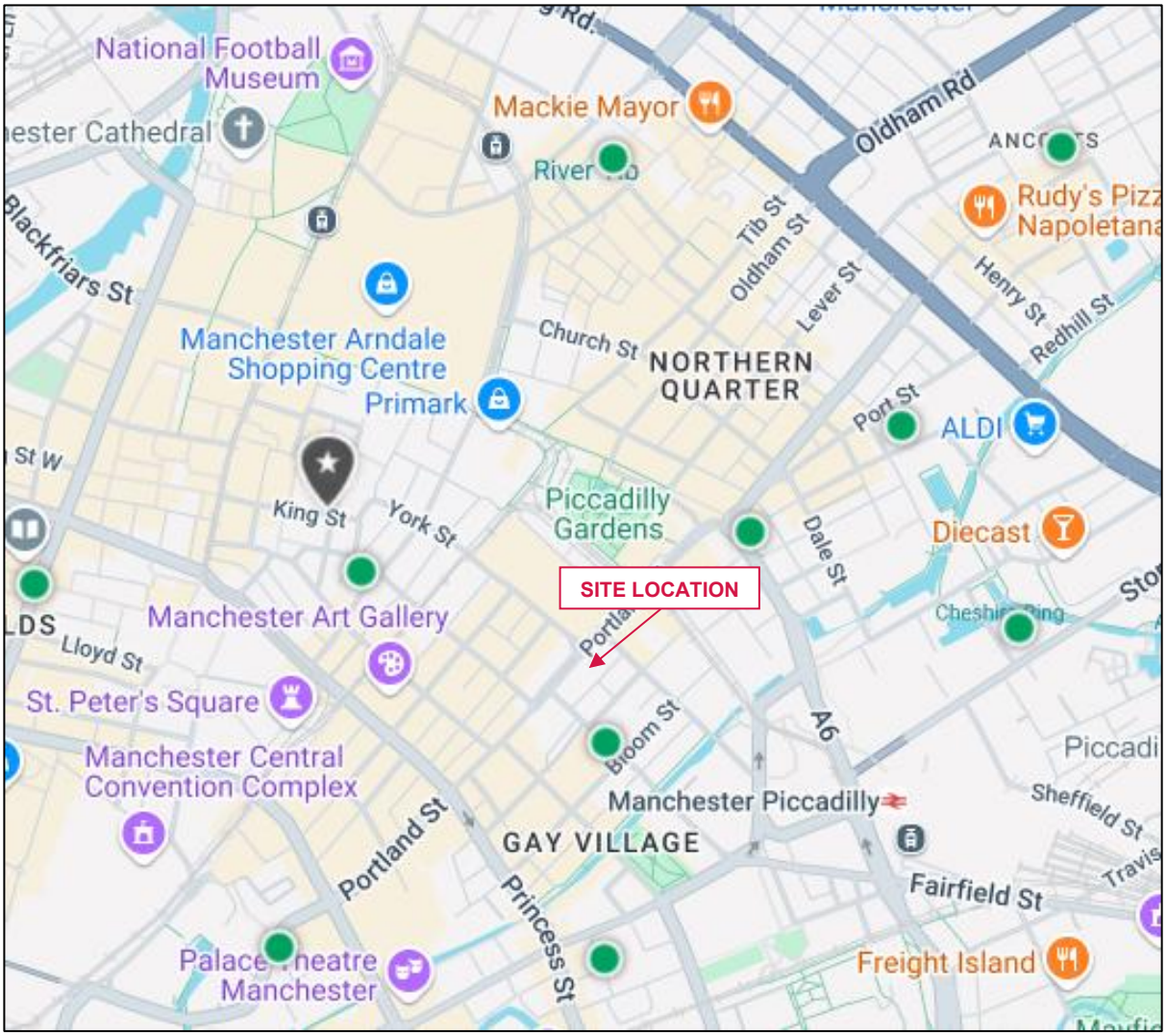


Figure 5.2 – Enterprise Car Club Locations in Manchester
(Source: Enterprise Car Club, 2026)

5.3.27 It is considered that the Car Club could therefore be a highly attractive facility for employees and visitors who require occasional private car use, therefore minimising the highway impact.

5.4 Proposed Servicing Arrangements

5.4.1 Waste management for the tower and extension building will follow the principles currently in operation within the existing building.

5.4.2 Waste is brought down to the external lower ground floor level and placed in a refuse store area at the rear of the building.

5.4.3 Refuse collection vehicles access the Coach Station access road from Chorlton Street and bins are wheeled up to be emptied, with the collection vehicle exiting the Coach Station access road at the Sackville Street junction.

5.4.4 A new refuse store is proposed to serve the flexible commercial space within the ground floor footprint of the extension, accessed externally from the surface car park. Bins will be wheeled across the car park to be collected from the Coach Station access road.

5.4.5 **Figure 5.3** below displays the proposed ground floor refuse collection arrangement.

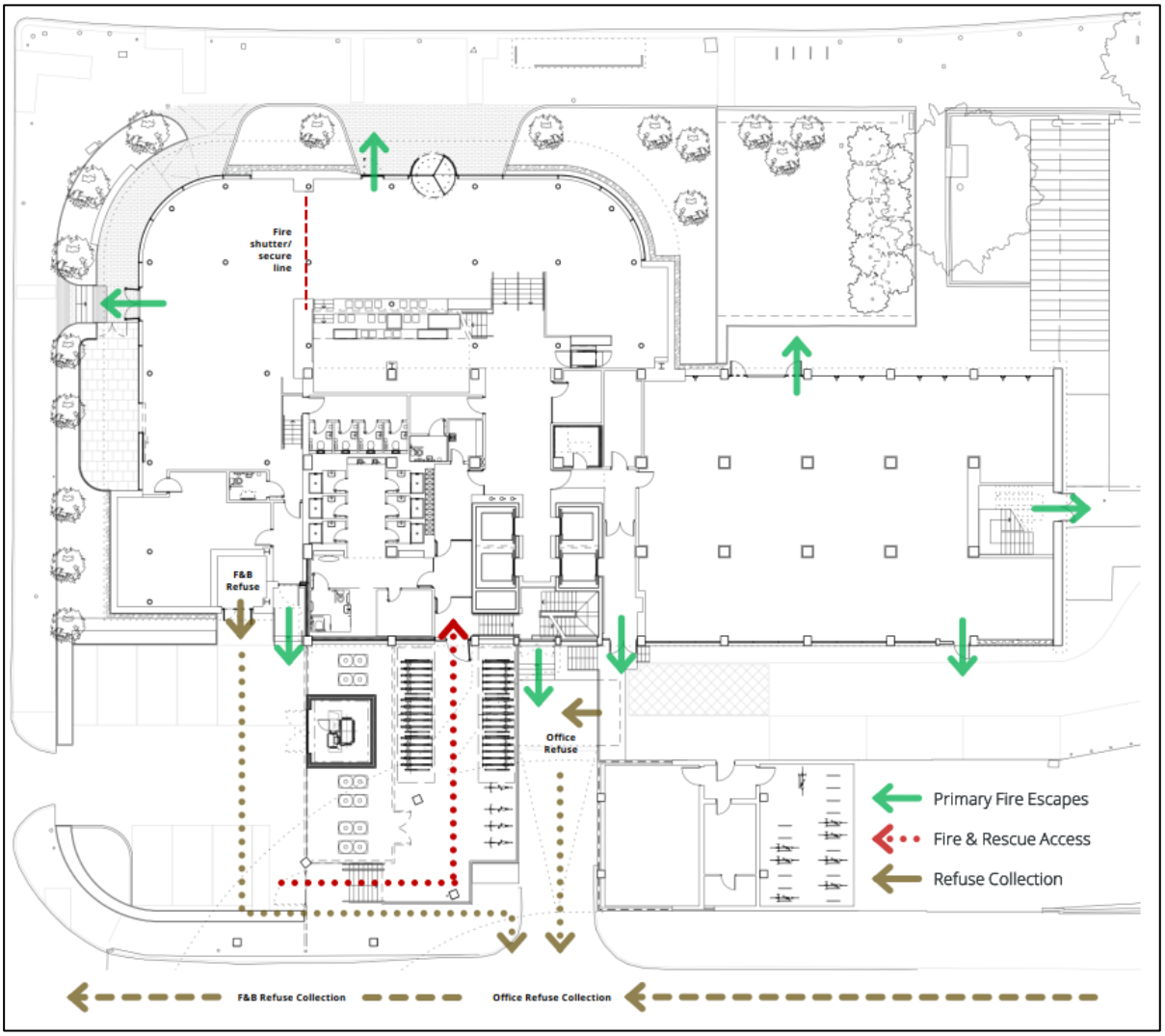


Figure 5.3 – Proposed Ground Floor Refuse Collection Arrangement
(Source: Bridge Architects, 2026)

5.4.6 The Proposed Development would continue to be served by private refuse collections. It is envisaged that these private collections will be arranged in line with time restrictions (i.e. not occurring during peak hours) as per the existing arrangement in order to minimise disruption to the surrounding highway network.

5.4.7 The on-site management team would coordinate the waste collection to reduce the number of individual vehicles accessing the site. The management company would be responsible for moving the bins to the collection point on collection day. Cleaners would be appointed by the management company to transfer waste from the office floors and ground floor areas to the bin stores, whereas staff at the flexible commercial space would transfer waste from the commercial unit to the main bin store after closing time at the end of each day.

5.4.8 The waste operators will collect the bins and load them into the refuse vehicle. Once the bins have been emptied, containers would be wheeled immediately back to the bin stores by the management team.

5.4.9 Refuse collection vehicles access the Coach Station access road from Chorlton Street as per the existing arrangement.

5.4.10 More details on the waste collection schedule and number of bins proposed are provided in a Waste Management Strategy prepared by Curtins (Document Reference: **087172-CUR-XX-XX-T-TP-00003**).

6.0 Travel Plan Initiatives

6.1 Introduction, Aim and Objectives

6.1.1 Taking into account the location of the proposed development and the accessibility of the site via walking, cycling and public transport, a series of measures and initiatives have been developed to encourage active and sustainable travel and reduce single occupancy car travel to and from the site.

6.1.2 This section of the FTP sets out the initiatives that could be implemented in a full Travel Plan at the site

6.1.3 Considering the benefits in **Section 2** and the end users, this FTP aims to minimise the number of car trips generated by the development – particularly single occupancy ones and those undertaken in internal combustion engine vehicles.

6.1.4 The FTP will be guided by with the following objectives, all within the above overarching aim:

- **Objective 1 –** To increase the level of walking to and from the site;
- **Objective 2 –** To increase the level of cycling to and from the site;
- **Objective 3 –** To increase the level of public transport use to and from the site;
- **Objective 4 –** To encourage car sharing and shared transport to and from the site; and
- **Objective 5 –** To encourage uptake of Ultra Low and Zero Emission vehicles.

6.2 Provision of Sustainable Travel Information

6.2.1 Welcome Packs can be important in influencing travel patterns and therefore it is envisaged that they will be supplied to all employees at the development in the early stages of operation and be made available in a communal area, for example on a noticeboard.

6.2.2 The Welcome Packs will introduce the Travel Plan concept detailing the aims, objectives, and aspirations, provide contact details for the TPC, and include the following information:

Objectives	Contents
1 – To increase the level of walking to and from the site	• A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in **Section 2**; • Maps showing local walking routes and places of interest; • The TfGM website at https://beeactive.tfgm.com/where-you-live/ which comprises details of walking routes and facilities accessible within a 15-minute walk; • The Greater Manchester Walking website at https://gmwalking.co.uk/ which provides resources on walking routes and tips on getting started with walking as a form of commute;

Objectives	Contents
	• The https://www.plotaroute.com/ website for journey planning on foot; and • Calendar of events such as "National Walking Month'.
2 – To increase the level of cycling to and from the site	• A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in **Section 2**; • Maps showing local cycling routes (for example https://tfgm.pindarcreative.co.uk/tfgm_interactive_mapping_county_map) • The TfGM website at https://beeactive.tfgm.com/ which comprises details on cycle training, parking, paths, maps, hire, or bringing bicycles on public transport; • Promote TfGM's cycle hire scheme (https://beeactive.tfgm.com/cycle-hire/) which users can access using the Beryl app • Cycle information, including route maps and useful tips and guidance, on the Sustrans website https://www.sustrans.org.uk/; • Details of local cycle shops; • Calendar of events such as 'National Bike Week'; and • The https://www.cyclestreets.net/ website for journey planning by bike.
3 – To increase the level of public transport use to and from the site	• A summary of the health, environmental, and social benefits of active travel and public transport, similar to that provided in **Section 2** • A map showing local bus and rail stations in the vicinity of the site • Links to up-to-date public transport services, timetables, and routes (for example https://tfgm.com/public-transport); and • Details of TfGM's online journey planning resources: https://tfgm.com/plan-a-journey. • Promote the 16-17 Saver card and 16-25 Railcard which save holders 50% and 33%, respectively, on all train fares at a cost of £30 per year • Details of Traveline's online journey planning resources: https://www.traveline.info/ • Linking information systems regarding bus and rail travel timetables to the staff intra-web service to form a "One-Stop-Shop" for all public transport queries; • Details of TfGM's community transport options for residents who may have difficulty accessing regular public transport: https://tfgm.com/public-transport/ring-and-ride-minibuses; and • Advertise any promotions / discounts offered by public transport operators.
4 – To encourage car sharing and shared transport to and from the site	• Details of internal car sharing scheme; • Links to Liftshare registration: https://liftshare.com/uk; and • Raise awareness of car ownership costs and highlight the social and economic benefits of car sharing.

Objectives	Contents
5 – To encourage uptake of Ultra Low and Zero Emission vehicles	• Details of alternative modes of travel and their benefits, such as the use of electric vehicles: https://electrictravel.tfgm.com/. • Transport & Environment's interactive online calculator (https://www.transportenvironment.org/discover/how-clean-are-electric-cars/) provides information on the carbon impact of various types of cars when considering a new vehicle purchase.

Table 6.1 – Sustainable Travel Information

6.2.3 This information will be periodically updated by the Travel Plan Coordinator (TPC).

6.3 Measures to Encourage Walking

6.3.1 The following measures will be provided and maintained in order to encourage employees to walk:

- Clear signing of pedestrian routes within and adjacent to the site;
- Adequate lighting, landscaping, and shelter to create pleasant pedestrian waiting areas; and
- Participating in Living Streets' Walking Works (which includes weekly challenges tailored to the business, Walk Champion training, Walking Works Award)

6.3.2 Additional measures such as marketing campaigns incorporating free issue pedometers and alarms, discouraging car parking spaces from being allocated to able-bodied staff who live within 2km of the site, and the implementation of a "walking buddy" scheme could also be considered.

6.4 Measures to Encourage Cycling

6.4.1 Cycle parking will be provided as part of the development proposals. The provision of sufficient cycle parking of suitable quality has a key synergy with the successful implementation of travel plans.

6.4.2 To encourage employees to cycle, the following measures will be provided:

- Periodically monitoring demand and uptake of cycle parking spaces and facilities provided onsite. Should the demand for spaces or facilities increase, additional supply could be provided where appropriate;
- Register staff and employees to the cycle to work scheme, which can save employees up to 42% on a new cycle and safety accessories;
- Offering bicycle loans or bicycle rental schemes where staff who give up their parking permits could use any of the bikes available to rent free of charge.
- Ensure that there is sufficient cycling infrastructure and facilities on-site, such as:
  - Provision of signage in and around the site;
  - Engage with MCC Council to ensure appropriate standards of cycleways adjacent to the site;

- Pedestrian and cyclist friendly infrastructure on site with signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes;
- Sufficient security at existing and proposed cycle parking facilities;
- Shower and changing room facilities to be provided in the building; and
- Provide an on-site cycle repair stand;

6.4.3 Additional measures such as encouraging a “cycle buddy” scheme via a development-wide Bicycle User Group (BUG), making a ‘bike doctor’ available at BUG meetings to check bicycles and ensure they are road worthy (any recommended repairs will be identified, but it would be the responsibility of the individual to fund the repairs), and having the TPC negotiate discounts with local cycle retailers could also be considered.

6.5 Measures to Encourage Public Transport

6.5.1 The following measures will be provided in order to encourage employees to travel by public transport:

- Implement a staff business policy of considering active travel and public transport in the first instance;
- Having the TPC liaise with bus companies on any future improvements and/or extensions to local services;
- Arrange for season ticket loans for staff where a monthly deduction is made from their pay;

6.5.2 Additional measures such as offering limited time discount tickets, adjusting shift times to suit public transport schedules, providing a guaranteed lift home for staff who travel by public transport in the event of an emergency, installing a real-time bus arrival / departure information system in a public waiting area, and linking public transport usage to parking permits (for example, if car commuters travel by train / Metrolink 2-3 days a week as opposed to the private car, then the driver could be issued with a parking permit for the remainder of the week as a ‘perk’) could also be considered.

6.6 Measures to Encourage Car Sharing / Shared Transport

Car Sharing

6.6.1 Car sharing is an effective way of reducing single occupancy car trips if a number of people travel to the same location each day. This could be simply encouraged on an informal basis.

6.6.2 To aid the coordination of car sharing, it is suggested that employees who are willing to car share should submit their name to the Travel Plan Coordinator (TPC). People could then be matched with those undertaking similar journeys on a more informal basis through informal events such as ‘car share coffee mornings’. Employees will also be encouraged to separately discuss with colleagues and peers the option to car share to and from the site, with common needs, timetables, or destinations.

6.6.3 It is envisaged that this would need to be regularly maintained / revised.

6.6.4 Alternatively, www.liftshare.com/uk is a public website where prospective car sharers can search for matches on their own by filtering via location and time of departure etc.

Car Club

6.6.5 It is acknowledged that many employees or visitors that do not own a car may require the use of a car on certain occasions. The Enterprise Car Club offers a cost-effective, hassle-free, and greener alternative to car ownership and traditional vehicle hire in Manchester. The car club allows users to view the availability of cars at designated parking bays throughout the city via a mobile application, where they can unlock and start driving their selected car on the spot.

6.6.6 Cars can be reserved by the hour, day or even longer. The price of the journey depends upon the vehicle type, the duration of the reservation and the miles driven, but starts at around £6 an hour.

6.6.7 At the time of writing, the nearest Car Club Bay is located at Bloom Street, to the southeast of the multi-storey car park. **Figure 6.1** below shows additional locations across Manchester that Enterprise Car Club currently operate in.

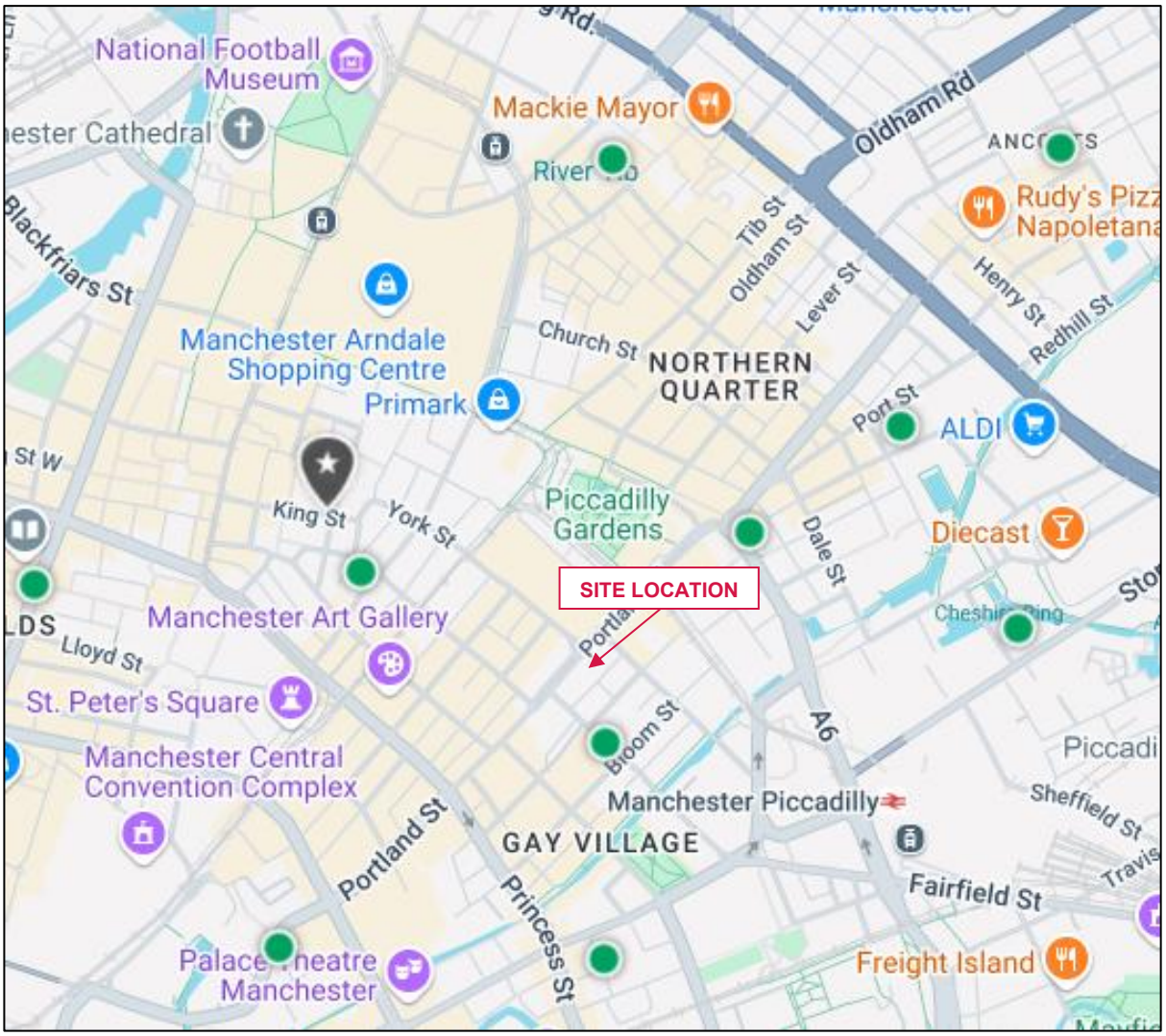


Figure 6.1 – Enterprise Car Club Locations in Manchester
(Source: Enterprise Car Club, 2026)

6.6.8 It is considered that the Car Club could therefore be a highly attractive facility for employees and visitors who require occasional private car use, therefore minimising the highway impact.

6.7 Measures to Encourage Ultra-Low and Zero Emission Vehicles

6.7.1 Ultra-Low (ULEV) and Zero Emission Vehicles (ZEV) contribute substantially to reduce the carbon footprint of private transportation[13].

6.7.2 The China Town car park is located c.200m from the proposed development and includes 6 EV bays. No EV parking is provided on site.

[13] Carbon Brief (2019). Factcheck: How electric vehicles help to tackle climate change [Online]. Available at: https://www.carbonbrief.org/factcheck-how-electric-vehicles-help-to-tackle-climate-change/

6.8 Reducing the Need to Travel

6.8.1 An effective way of lessening the travel impact of a development is to reduce the need to travel in the first instance. Therefore, the following measures will be considered:

- Hybrid working and compressed working weeks, where possible;
- Promoting virtual meetings, where possible;
- Promoting nearby services (i.e. facilities necessary for everyday functionality that would otherwise require travel away from the site (e.g. during lunchtimes));
- Equipping communal areas with high-speed broadband and free Wi-Fi hotspots to enable easy connection.

7.0 Targets

7.1 Introduction

7.1.1 Target setting is an important part of any Travel Plan, providing a focus for the overall process and a measure against which the Travel Plan initiatives can be judged. This section sets out the strategy for the Travel Plan targets and provides an overview of the data that should be collected as part of future travel surveys to inform the full Travel Plan once developed.

7.2 Data Collection and Analysis

7.2.1 As the development has not yet been constructed, it is not possible to undertake any travel surveys of future employees. Therefore, it is not appropriate to provide a definitive set of targets at this stage.

7.2.2 In order to understand travel habits, a survey will be undertaken within 3 months of first occupation or when 50% occupancy has been reached, whichever is sooner. Recipients will be encouraged to participate, and the surveys would seek the following key information:

- Place of residence;
- Usual mode of travel and reason for modal choice;
- Attractiveness of various active and sustainable modes;
- Any barriers to walking, cycling and public transport; and
- Initiatives that would encourage employees to travel more sustainably.

7.2.3 This information will enable analysis to be undertaken to establish final targets. It will also provide information on reasons for that modal split and identify any measures that may encourage a modal shift.

7.2.4 Questions will be transferred to an online survey service, such as SurveyMonkey or Microsoft Forms. Employees would be sent this link in the early stages of operation and can click on it to be directed to an internet-based survey.

7.2.5 Paper surveys will also made available across communal areas of the site. These results will be manually input for analysis alongside the electronic surveys.

7.2.6 The information obtained will be used to undertake modal split analysis. Employees will then be surveyed annually from the initial survey to review progress against current and targeted modal splits, as well as means of testing the effectiveness of the Travel Plan measures.

7.3 SMART Targets

7.3.1 All performance indicator targets and potential modal split targets are considered to be suitable interim measures before travel surveys are undertaken.

7.3.2 At this point, official targets will be set through consultation with MCC Council. The official targets will be **SMART** (**S**ite-specific – **M**easurable – **A**chievable – **R**ealistic – **T**imed).

7.3.3 Once the travel surveys have been undertaken, it is possible to monitor modal splits so that Travel Plan initiatives can be tailored to increase uptake of certain modes of travel. Modal split targets are set for a reduction in private car use offset by an increase in sustainable modes.

7.3.4 The following phrases have been used to give a general indication of timescales for the '**SMART**' targets following the adoption of the Travel Plan:

- Short-Term Target – within one year;
- Medium-Term Target – for between 1 – 3 years; and
- Long-Term Target – more than 3 years.

7.3.1 To provide an indication of potential targets, an example is provided in **Table 7.1** below:

Example of Potential Modal Shift Targets					
Travel Mode	**Existing (2011 Census)**	**Short Term**	**Medium Term**	**Long Term**	**Total Target**
Car Driver	16%	-2%	-4%	-4%	-10%
Car Share	1%	+1%	+1%	+1%	**+3%**
Public Transport	26%	+1%	+1%	+1%	**+3%**
Cycle	2%	-	+1%	+1%	**+2%**
Foot	50%	-	+1%	+1%	**+2%**
Work from Home	5%				
Other	1%	-	-	-	**-**

Table 7.1 – Example of Potential Targets

7.3.2 The example modal split targets above aim for a 10% reduction in single occupancy car trips, whilst aiming for a 10% increase in trips by more sustainable modes such as public transport, walking, cycling, and car sharing.

7.3.3 The 10% reduction in car drivers has been informed by a major synthesis report[14] which found that workplace travel planning can induce a 3-18% *(use 10.5% midpoint)* drop in car use by commuters.

7.3.4 The targets are considered to be realistic when considering the Travel Plan Initiatives as detailed throughout **Section 6** and follow the principles and goals of the Greater Manchester Transport Strategy 2040.

[14] Kuss, P. and Nicholas, K. (2022). A dozen effective interventions to reduce car use in European cities: Lessons learned from a meta-analysis and transition management. *Case Studies on Transport Policy*, 10(3), 1494-1513.

7.3.5 However, the above targets are indicative only, and final targets will be decided following the receipt of the travel surveys.

8.0 Monitoring and Review

8.1 Introduction

8.1.1 This section of the report sets out the proposed management arrangements associated with the FTP.

8.1.2 Department for Transport (DfT) Good Practice Guidelines outlines six key messages regarding implementation and management, as follows:

- *"Travel plans are living documents that need to be updated in the light of experience and sustained throughout the life of a development.*
- *At all times a named individual needs to be responsible for leading the delivery of the travel plan.*
- *The developer/occupier should take the lead in respect of delivering the site-specific elements of the travel plan.*
- *Local authorities need to establish robust databases of all travel plans in their areas.*
- *Post-implementation management arrangements must be identified and included in the travel plan.*
- *Transport Management Associations may be an appropriate mechanism for assisting with the implementation and on-going management of travel plans within a wider area."*

Source: Good Practice Guidelines: *Delivering Travel Plans though the Planning Process.* DfT, 2009.

8.1.3 It is clear from the above that a TP document should be considered as merely the starting point of the process. The implementation of a TP is an on-going requirement and will require support and leadership in achieving its objectives.

8.2 Responsibility and Management

8.2.1 Overall responsibility for the TP will lie with the occupier. Following initial occupation, the FTP will need to be updated to a full Travel Plan. This will involve the distribution of travel surveys.

8.2.2 The survey information will enable analysis to be undertaken to establish final targets. It will also provide information on the reasons for modal splits and identify measures that may encourage a modal shift.

8.2.3 At this point, the day-to-day responsibility will shift to the appropriately appointed Travel Plan Co-ordinator (TPC).

8.2.4 Notwithstanding, adequate consultation and support from the scheme developer / management is required to ensure the smooth implementation of the TP. A number of measures to be undertaken comprise:

- Active management of the car and cycle parking;

- Provision of security measures within the site, such as CCTV, where appropriate;
- Maintenance of on-site walking and cycling facilities, lighting, and any CCTV installations;
- Support for a TPC in ways including, but not limited to, funding to enable them to fulfil their duties and deliver the TP as intended; and
- A commitment to actively promoting car-sharing and sustainable transport options at the site.

8.3 Travel Plan Coordinator (TPC)

8.3.1 The primary support and leadership for implementing a Travel Plan should come from an individual appointed as the Travel Plan Coordinator (TPC). The duty of the TPC will be to take responsibility for ensuring that the various elements of the Plan are monitored and operate effectively to offer a genuine choice of travel modes.

8.3.2 At least one month before first occupation of the proposed development, a Travel Plan Coordinator (TPC) will be appointed. This role is likely to be assigned to an existing member of staff.

8.3.3 One of the primary responsibilities of the TPC is to work with TfGM to deliver free personalised travel planning for staff incorporating a survey, events and then advice to staff on sustainable travel choices.

8.3.4 The TPC will take responsibility for ensuring that the various elements of the plan are monitored and operate effectively to offer a genuine choice of travel modes. Typical duties include:

- Leading on the delivery of the TP;
- Representing the human face of the TP and explaining its purpose and opportunities on offer;
- Implementing and promoting sustainable travel initiatives to ensure a coordinated approach across the site as a whole;
- Promoting individual measures/initiatives in the TP and instigate a marketing campaign upon first occupancy of the site;
- Liaising with public transport operators;
- Monitoring the TP and identifying trends in relation to the targets and reporting the findings to relevant parties (i.e. MCC Council); and
- Taking a key role in reviewing the TP according to the achievement of the modal shift targets specified therein.

8.3.5 As well as this document, the TPC should consult TfGM's interactive dedicated travel planning website for employers – https://tfgmbusinesstravel.exhibition.app/ – which aims to act as a 'one stop shop' providing guidance for businesses looking to make affordable and sustainable travel choices and support the wider regional economy. Visitors to the TfGM business portal will find resources for both employers and employees, ranging from travel planning tools such as travel survey templates through

to information on new flexible tickets and active travel provision such as Greater Manchester's cycle hire scheme.

8.3.1 The TPC will remain in-post for the duration of the monitoring period and the Council will be notified if the holder of the TPC role changes during this time.

8.4 Monitoring and Evaluation

8.4.1 The monitoring of travel behaviour is vital to measure progress towards the targets and would be the responsibility of the appointed TPC. Apart from receiving regular updates from employees and liaising with MCC Council on transport-related matters, the main monitoring process will involve travel surveys as described in **Section 7** above.

8.4.2 A monitoring period of 5 years is proposed from the date of the baseline travel surveys to ensure the effective implementation of the TP. The five-year monitoring schedule will include six surveys: the initial monitoring survey and five follow-up surveys.

8.4.3 The results of each survey would be used to review progress against target modal splits, where the TPC will calculate the percentage share of all travel modes to and from the site. Where targets are not met, remedial actions will be proposed, agreed, and then monitored for effect.

8.4.4 The modal split figures calculated will be compared with other data sources to ensure the robustness of the information provided.

8.4.5 In order to record and communicate the progression of the Travel Plan, the TPC will produce annual monitoring reports. This report will include, but may not be limited to the following:

- Reporting of progress against the targets set once the travel survey is completed;
- Provision of information relating to new initiatives introduced (if applicable);
- Provision of information on proposed initiatives due for implementation (if applicable); and
- Details of relevant external transport-related news (e.g. new local bus services, new local cycle infrastructure) (if applicable).

8.4.6 Upon request, the monitoring reports will be provided to officers at MCC Council annually following the receipt of the surveys and a summary of the survey results made available to employees by the TPC.

9.0 Action Plan

9.1 Introduction

9.1.1 **Table 9.1** below summarises the key actions from the document by providing an Action Plan for the Travel Plan process:

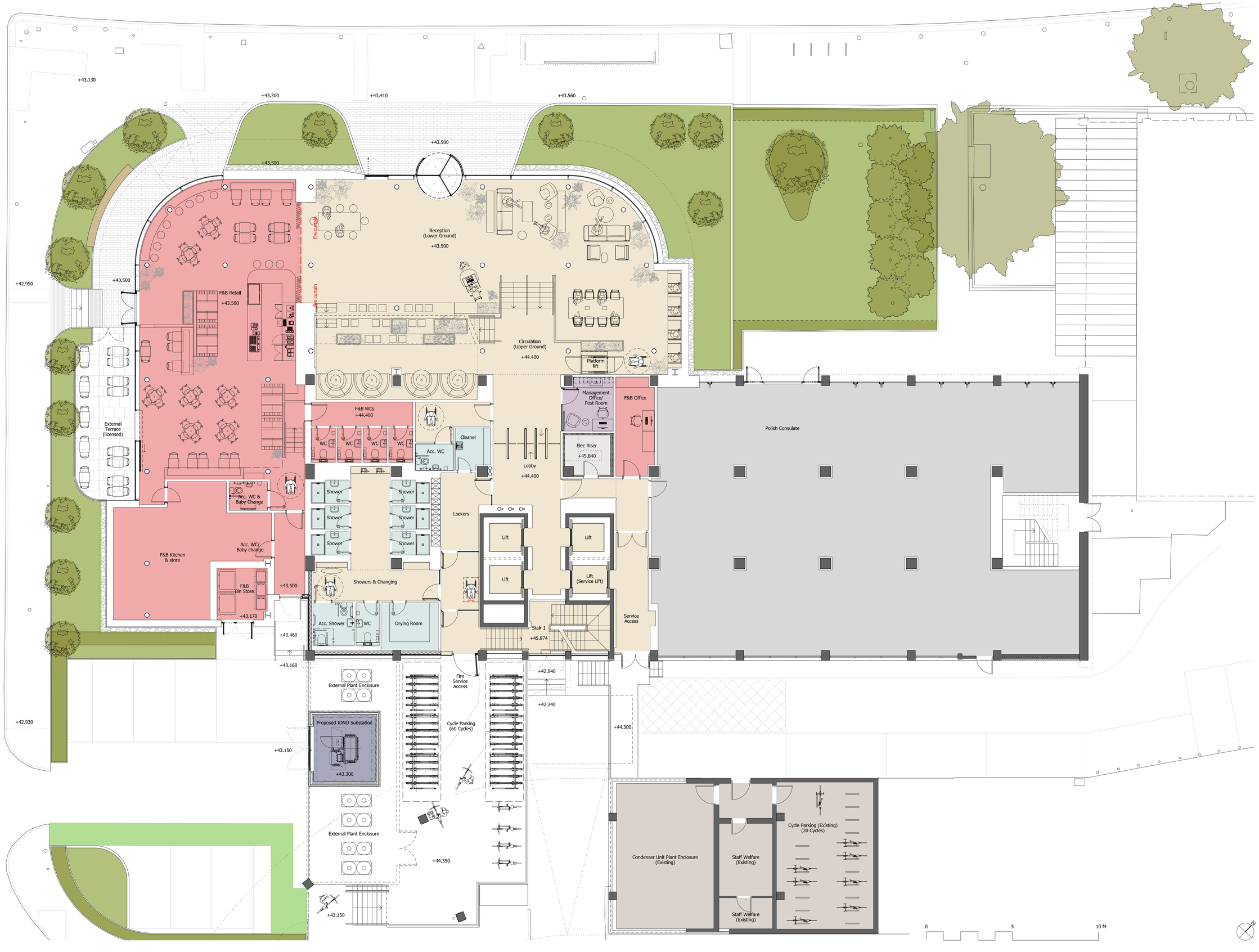
Action	Target Date	Responsibility
Appoint TPC	One month before first occupation	The occupier
Produce Welcome Pack	Upon first occupation of the development	TPC
Implement TP Initiatives	During occupation of the development	TPC
Undertake Initial Travel Surveys	Within three months of first occupation or upon reaching 50% occupancy, whichever is sooner	TPC
Decide Targets	Within one month of undertaking the initial surveys	TPC in conjunction with MCC Council
Update FTP to a full Travel Plan	Within two months of agreeing modal splits with MCC Council	TPC
Distribute Travel Survey Results to MCC Council	Within three months of each travel survey phase	TPC
Carry Out Annual Travel Surveys and Other Monitoring Exercises	Annually for at least five years from the date of the baseline travel surveys (or until a date to be agreed with MCC Council)	TPC

Table 9.1 – Action Plan

9.1.2 As a TP is a living document which should be adapted and updated as and when required, the TPC should aim to progress these actions within the allocated timeframe, with support as required from the scheme developer / management.

9.1.3 Progress against measures can be directly recorded into a working version of an Action Plan, which could be updated on an annual basis as part of the monitoring and review process.

Appendix A – Proposed Site Layout



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