

Benchill Primary School
Benchill Road
Wythenshawe, Manchester
Travel Plan

260106/SK225109/TP01(-01)

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Appendices

A Draft Staff Travel Survey

Project	Document	Rev	Description	Authorised by	Signed	Date
SK225109	TP01	00	Draft for Comment	L Speers	LGS	19/12/2025
SK225109	TP01	01	Updated TPC + Cycle Parking	L Speers	LGS	06/01/2026

1 Introduction

- 1.1 SK has been appointed by Benchill Primary School to prepare a Travel Plan to discharge a Planning Condition 6 attached to a planning permission for the proposed extension to the school.
- 1.2 The Planning Condition 6 reads as follows:
- “a. Before the development hereby approved is first occupied a Travel Plan shall be submitted and agreed in writing with the City Council as Local Planning Authority. In this condition a Travel Plan means a document which includes:
- i. the measures proposed to be taken to reduce dependency on the private car by those [attending or] employed in the development (including those cumulative impact)
 - ii. a commitment to surveying the travel patterns of staff during the first three months of use of the development and thereafter from time to time
 - iii. mechanisms for the implementation of the measures to reduce dependency on the private car
 - iv. measures for the delivery of specified travel plan services
 - v. measures to monitor and review the effectiveness of the Travel Plan in achieving the objective of reducing dependency on the private car
- b. Within six months of the first use of the development, a revised Travel Plan which takes into account the information about travel patterns gathered pursuant to item (ii) above shall be submitted to and approved in writing by the City Council as local planning authority. Any Travel Plan which has been approved by the City Council as local planning authority shall be implemented in full at all times when the development hereby approved is in use.”
- 1.3 The Travel Plan has been prepared to discharge the first part of Planning Condition 6.

2 Travel Plan Process

Relevant Planning Policy & Guidance

- 2.1 The Travel Plan draws on the following policy and guidance:
- Department for Transport (2007), Making Residential Travel Plans Work
 - Department for Transport (2009), Good Practice Guidelines: Delivering Travel Plans through the Planning Process
 - Manchester City Council (2007), The Guide to Development in Manchester SPD
 - Manchester City Council (2012), Manchester’s Local Development Framework: Core Strategy Development Plan
 - Ministry for Housing, Communities & Local Government (2024), National Planning Policy Framework
 - Ministry for Housing, Communities & Local Government (2014), Planning Practice Guidance
 - Transport for Greater Manchester (2013), Transport for Sustainable Communities: A Guide for Developers

What is a Travel Plan?

- 2.2 National Planning Policy Framework (NPPF) defines a Travel Plan as:
- “A long-term management strategy for an organisation or site that details how agreed sustainable transport objectives are delivered, and which is monitored and regularly reviewed.”¹
- 2.3 This is further expanded in Planning Practice Guidance (PPG) which states that:

¹ Ministry of Housing, Communities & Local Government (2024), National Planning Policy Framework

“Travel Plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.

Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.

Where there may be more effective or sustainable outcomes, and in order to mitigate the impact of the proposed development, consideration may be given to travel planning over a wider area.”²

2.4 Annex 2 of NPPF states that a sustainable transport mode is described as:

“Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, ultra-low and zero emission vehicles, car sharing and public transport.”

2.5 PPG states that Travel Plans are important because they can:

“...positively contribute to:

- encouraging sustainable travel;
- lessening traffic generation and its detrimental impacts;
- reducing carbon emissions and climate impacts;
- creating accessible, connected, inclusive communities;
- improving health outcomes and quality of life;
- improving road safety; and
- reducing the need for new development to increase existing road capacity or provide new roads.

They support national planning policy which sets out that planning should actively manage patterns of growth in order to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable. Government's policy on parking is set out in the National Planning Policy Framework. Travel Plans, Assessments and Statements can also be important tools to improve the quality of town centre parking (and where, necessary to improve the vitality of town centres, the quantity too). Local planning authorities and developers should both consider the wider benefits of Travel Plans, Transport Assessments and Statements such as helping to promote the attractiveness of a district or site to new visitors and releasing land for development that would otherwise be taken up by required related parking.”

2.6 The Department for Transport (DfT) defines a Travel Plan as follows:

“A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

2.7 Transport for Greater Manchester (TfGM) supports the use of Travel Plans to improve the accessibility of a site, reduce traffic on the network, and improve health. TfGM states that Travel Plans can achieve the following benefits:

- “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

² Ministry of Housing, Communities & Local Government (2014), Planning Practice Guidance

- A coordinated approach to developing and implementing realistic travel options.”³

2.8 In summary a Travel Plan is a tool that sets out the strategy and management measures that will be used at a development to encourage people to consider choosing an alternative means of travel to the private car (particularly a single occupancy car trips). Targets are expected that relate to defined objectives. A Travel Plan is also a document that is regularly reviewed through a robust monitoring and reporting system.

Travel Plan Pyramid

- 2.9 The Department of Transport (DfT) states that it is helpful to:
- “... view the Travel Plan as a pyramid of measures and actions, some of which may form the foundations of the Travel Plan and part of which will be outcomes from the Transport Assessment.”⁴
- 2.10 The DfT pyramid is shown in Figure 2.1.
- 2.11 At the bottom of the pyramid is the location of the site and characteristics of access to the site by all modes of travel. This is set out in Section 3 and 4 of the Plan.
- 2.12 At the next level the physical aspects of the proposed development are set out to allow acknowledgement of that some Travel Plan measures are built-in to the layout to influence travel, such as pedestrian access and car and cycle parking provision. This information is as set out in Section 5.
- 2.13 The remaining levels outline the management, promotion and *soft* measures that are to be adopted as part of the travel plan to reinforce the site location, infrastructure proposals and access opportunities. These are set out in Sections 6 and 7 of the Plan.
- 2.14 Section 8 sets out the monitoring plan which details how and when the Travel Plan will be reviewed. This includes how and when surveys will be undertaken, and the targets that will be set to meet the stated objectives.
- 2.15 Section 9 provides a summary of the actions identified in the Travel Plan along with timescales for implementation and funding information.

³ Transport for Greater Manchester (2013), Transport for Sustainable Communities: A Guide for Developers

⁴ Department for Transport (2007), Making Residential Travel Plans Work

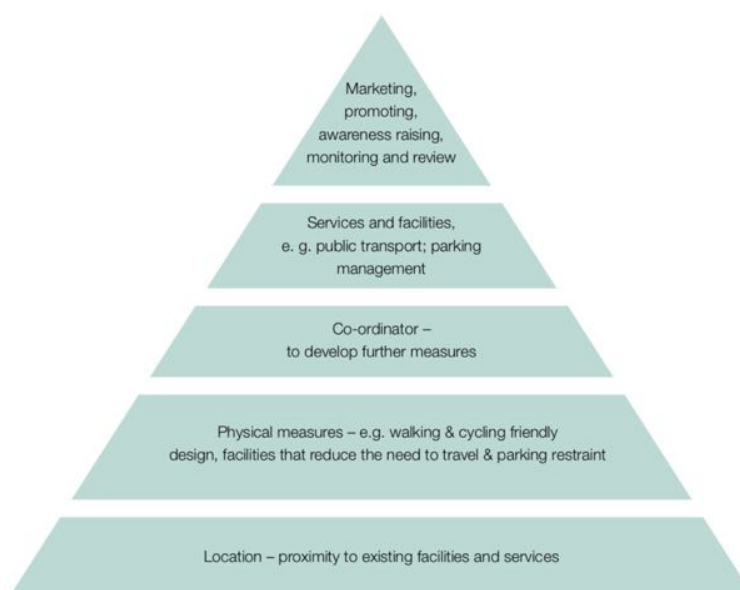


Figure 2.1: Travel Plan Pyramid
[source: Department for Transport]

Travel Plan Benefits

- 2.16 Travel Plans result in a variety of health, financial, environmental and site operation benefits, including:
- Promoting healthier lifestyles through increased physical activity and the use of active travel and public transport.
 - Providing personal cost savings from using more cost-effective modes of travel and indirect and wider cost savings relating to reduced illness and reduced accident rates.
 - Providing the opportunity to reduce the parking spaces required by a development, thereby cutting car parking costs in terms of provision and maintenance and enabling space to be reallocated for more beneficial uses.
 - Reducing greenhouse gas emissions, climate change effects and air quality impacts.

Aims

- 2.17 The aim of the Travel Plan is to:
- Reduce single occupancy vehicle journeys to/from the site.**

Objectives

- 2.18 The objectives of the Travel Plan are to:
- Objective 1:**
To raise awareness of the travel choices available to staff and students.
- Objective 2:**
To appoint a Travel Plan Co-ordinator to oversee the Plan.
- Objective 3:**
To increase active and sustainable trip making.
- Objective 4:**
To increase car sharing activity to reduce single occupancy car trips.

3 Site Location

Site Location

- 3.1 Figure 3.1 shows the location of the site.

- 3.2 The site is within the Wythenshawe area of Manchester. It sits within an established residential area and is located to the south of Benchill Road.

Existing School Characteristics

- 3.3 The school is comprised of the main school building and detached classroom building, hardstanding surfaces for access roads, footpaths, car parks and playgrounds and soft landscaping made up of grass areas with trees and shrubbery with a large playing field.
- 3.4 The main school building is set located centrally to the north with a detached classroom building located to the west. The buildings on site have a combined floor area of 3,226sqm.
- 3.5 Vehicle and pedestrian access are provided from Benchill Road. An additional pedestrian access is provided from Greenwood Road. The pedestrian accesses are traffic free.
- 3.6 38 car parking spaces are provided at the site, including two disabled spaces. The school has applied for EV charging spaces and is waiting for confirmation of this.
- 3.7 The site currently provides a total of 32 cycle/scooter parking spaces, of which 17 are sheltered.

Existing School Operation

- 3.8 The school currently has 471 students and is staffed by 85 staff (27 academic and 58 support staff).
- 3.9 The school is open between 6am and 7pm. The school day runs between 8.40am and 3.10pm for Nursery to Year 2 and between 8.40am and 3.15pm for Year 3 to 6.
- 3.10 Before and after school clubs are provided between 8am and 8.40am and 3.15pm and 6pm, respectively.

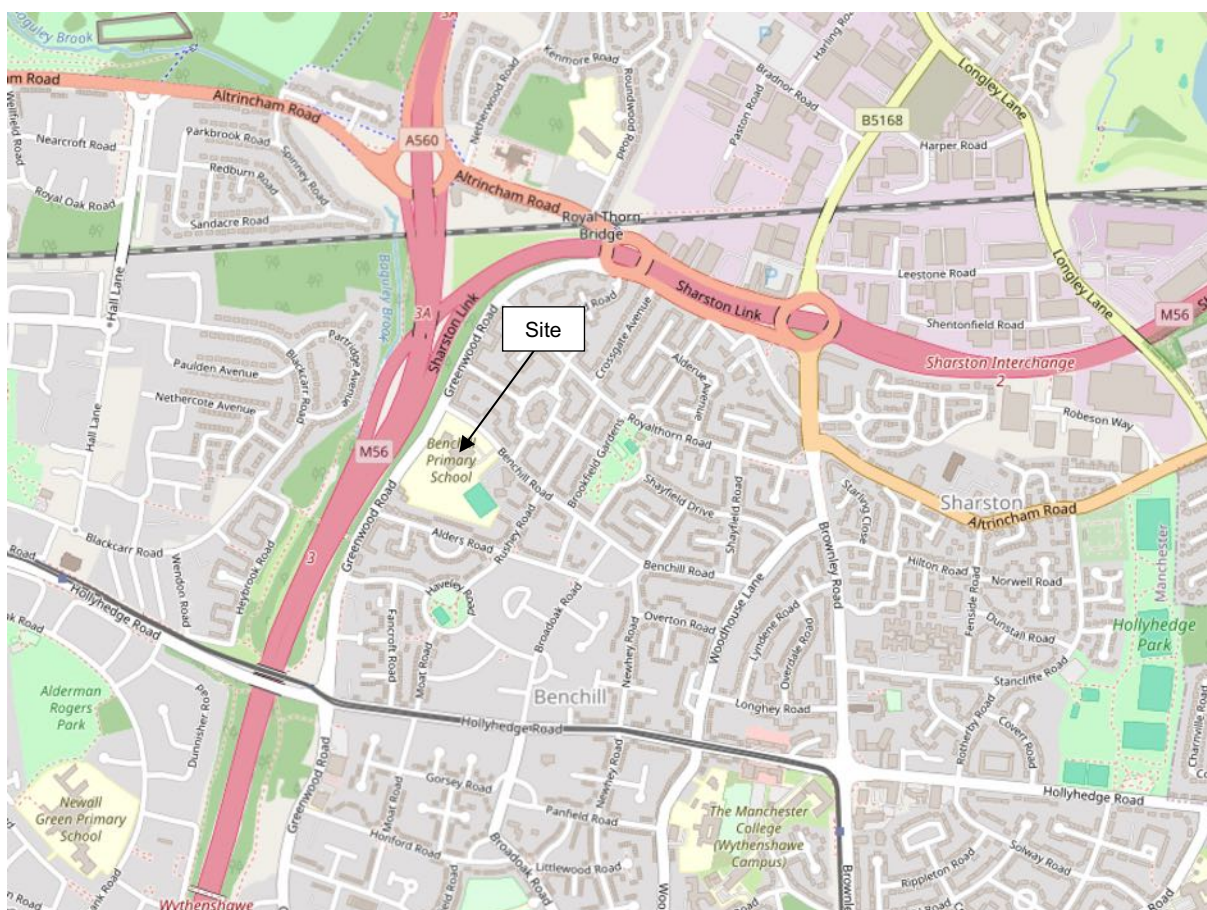


Figure 2.1: Site Location

[source: [OpenStreetMap Foundation](#) licensed under the [Open Database License](#)]

Local Transport Network

- 3.11 In the vicinity of the site, Benchill Road is a 20mph single carriageway. Traffic calming and street lighting is present. Footways are provided on both sides of the road. School Keep Clear markings are provided outside the site access.
- 3.12 To the north of the site Benchill Road meets Greenwood Road at a priority junction and to the south of the site the road provides access to the surrounding residential community.

Road Safety Patterns

- 3.13 The [TfGM Collision Database](#) shows that there have been no collisions at the site access junction or on Benchill Road and Greenwood Road in the vicinity of the site within the five-year period to June 2025.⁵

4 Sustainable Connectivity

Active Travel Routes

- 4.1 Figure 4.1 shows the [active travel network serving the site](#) from the TfGM website.⁶
- 4.2 Pedestrian accesses to the site are provided from Benchill Road and Greenwood Road. Both roads have footways on both sides of the street. In the vicinity of the site both roads are subject to 20mph speed limits and traffic calming features are present.

⁵ <https://www.gmtu.gov.uk/gmaccidents/default.aspx#>

⁶ <https://tfgm.pindarcreative.co.uk>

- 4.3 To the south of the site a toucan crossing is provided at the junction with Hollyhedge Road. Signalised crossings are also provided to the north of the site at the junction with Altrincham Road.
- 4.4 Figure 4.1 shows that access can be gained to Route 85 of the National Cycle Network to the south of the site. Access can also be gained to traffic free routes to the north of Altrincham Road.

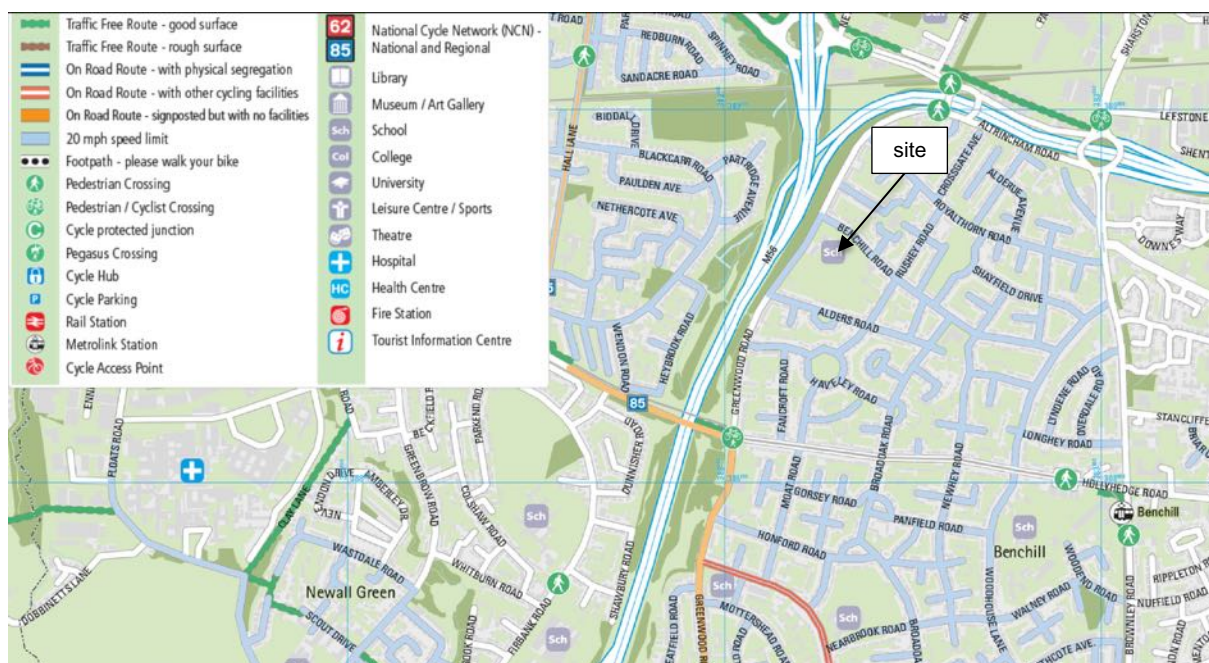


Figure 4.1: Active Travel Network
[source: Transport for Greater Manchester]

Public Transport Routes

- 4.5 Figure 4.2 shows [TfGM's public transport network map](https://tfgm.com/maps) for the local area.⁷

⁷ <https://tfgm.com/maps>

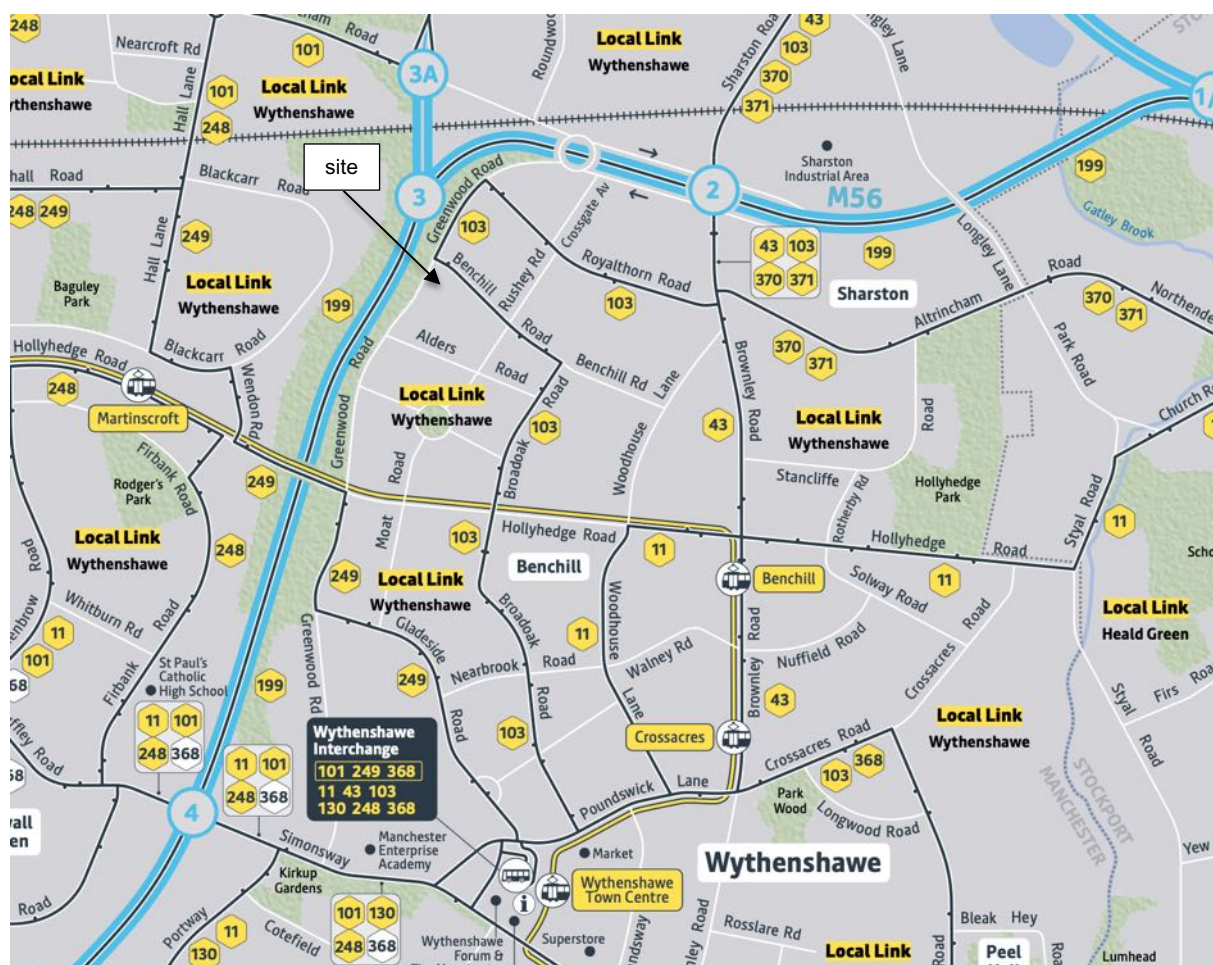


Figure 4.2: Public Transport Network
[source: Transport for Greater Manchester]

- 4.6 The nearest bus stops to the site are located outside the site on Benchill Road. Bus stops are also provided on Brownley Road, circa 800m (10-minute walk) from the site, where a more frequent route can be accessed.
- 4.7 Table 4.1 provides a summary of the buses routeing closest to the site taken from the [TfGM website](https://tfgm.com) at the time of writing the report.⁸

No	Route	Frequency (buses per hour)		
		AM Peak	Daytime	PM Peak
43	City Centre - Wythenshawe - Airport	4	6	5
103	City Centre – Wythenshawe – Airport	2	2	2

Table 4.1: Bus Routes
[source: Transport for Greater Manchester]

- 4.8 The nearest tram stops to the site are at Benchill and Martinscroft. [Metrolink tram services](https://tfgm.com/public-transport/tram) connect the site to other areas of the Oldham, Altrincham, Eccles, East Didsbury, Media City, Ashton, the Airport, Rochdale, Bury, Salford Quays and the Trafford Centre.⁹

⁸ <https://tfgm.com>

⁹ <https://tfgm.com/public-transport/tram>

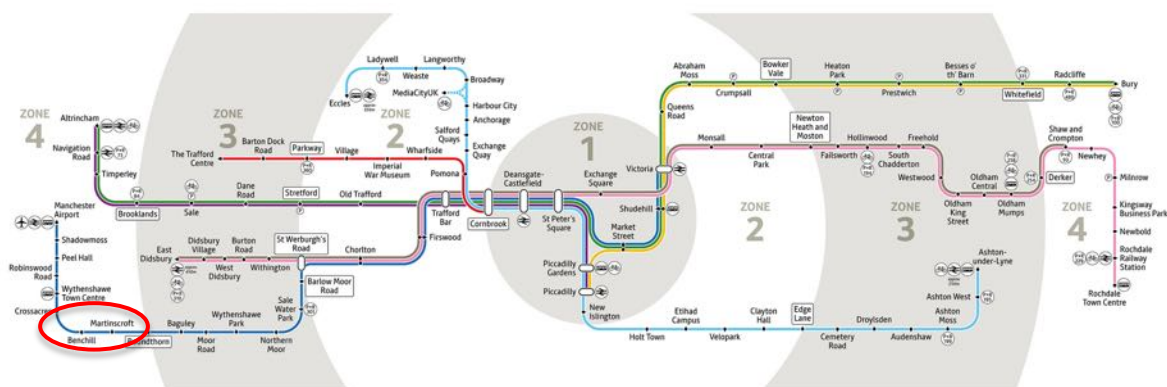


Figure 4.3: Tram Network
[source: Transport for Greater Manchester]

Accessibility Assessment

- 4.9 Manual for Streets (MfS) states that "...walking offers the greatest potential to replace short car trips, particularly those under 2km."¹⁰ Figure 4.4 shows a 2km walking catchment from the site which represents the distance that staff and students could reasonably be expected to walk.
- 4.10 Figure 4.4 shows that Benchill, Wythenshawe, Sharston, Northenden and Newall Green can be reached in a 2km walk, which represents a 25-minute walk at an average speed of 80m/min.

¹⁰ Department for Transport *et al* (2007), Manual for Streets

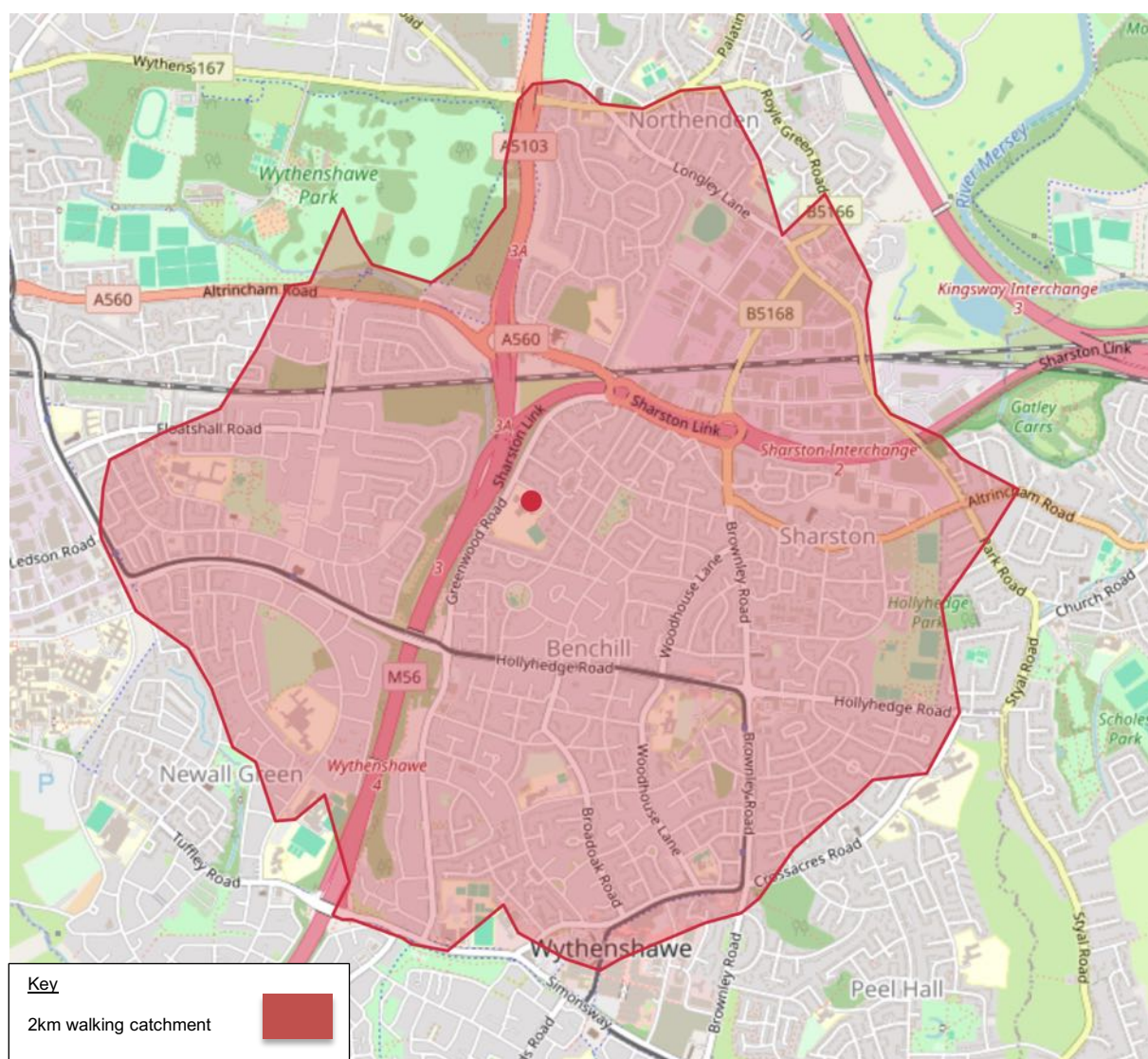


Figure 4.4: Walking Catchment

[source: [ISO4app](#) and [OpenStreetMap Foundation](#) licensed under the [Open Database License](#)]

- 4.11 LTN1/20 advises that the majority of cycling trips are 5 miles (8km) in length and that this is a distance that is achievable for most people.¹¹ Sustrans states that a general rule of thumb a distance of 8km represents a 30-minute cycle time.¹² A 15-minute cycle time has also been considered, which Sustrans states represents a circa 3.5km distance based on an average cycle speed of 14kph.¹³ Figure 4.5 shows 15-minute and 30-minute cycle isochrones.
- 4.12 Figure 4.5 shows that Wythenshawe, Northenden, Sharston, Cheadle, Timperley and Northern Moor can be reached in a 15-minute cycle time. Sale, Chorlton, Withington, Cheadle and Altrincham can be reached in a 30-minute cycle time.

¹¹ Department for Transport (2020), Cycle Infrastructure Design (LTN1/20)

¹² <https://www.sustrans.org.uk/our-blog/get-active/how-to-start-cycling-to-work/>

¹³ Sustrans (2019), Transforming Cities – The Potential of Everyday Cycling

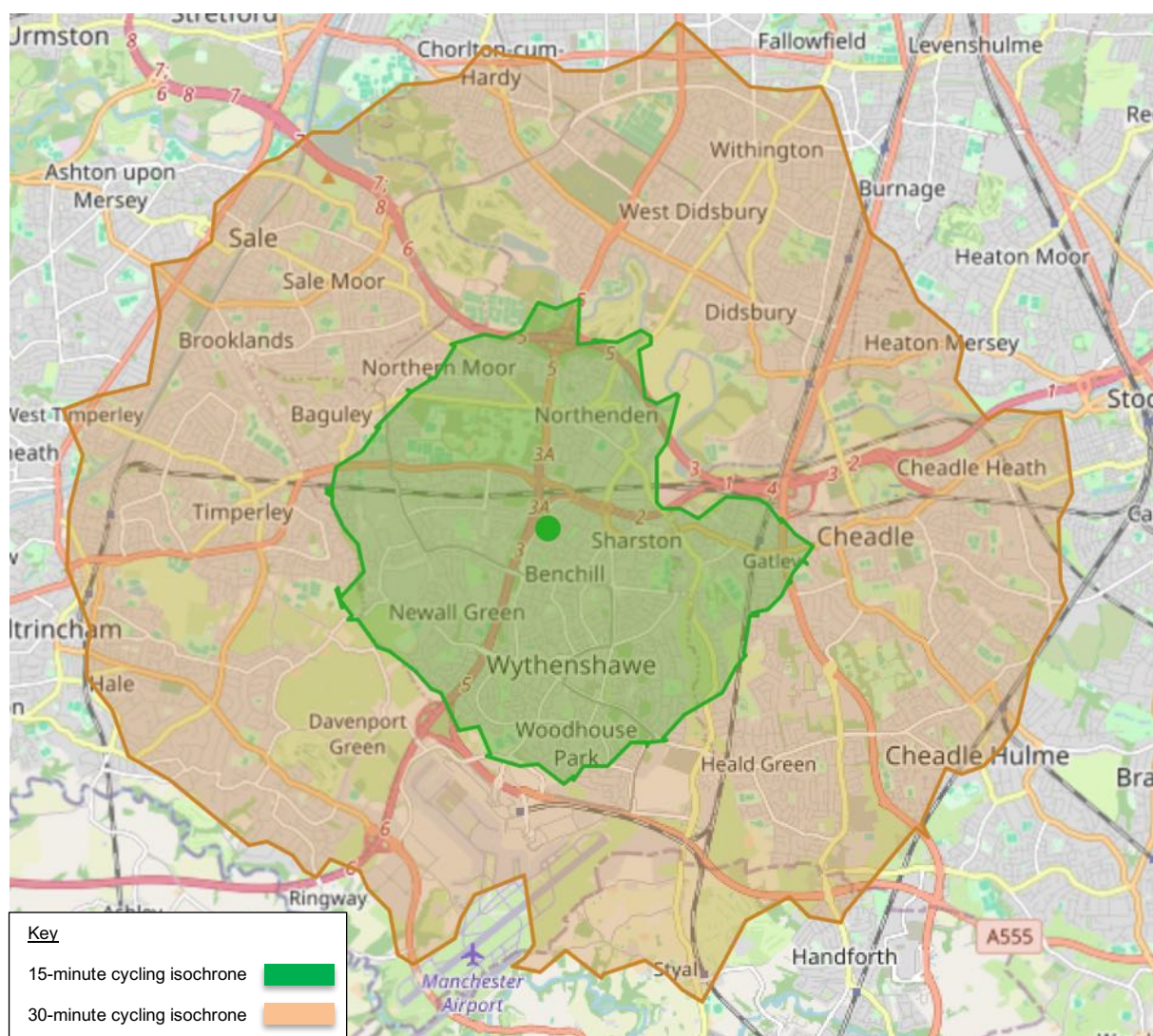


Figure 4.5: Cycle Isochrone

[source: ISO4app and OpenStreetMap Foundation licensed under the Open Database License]

- 4.13 A [Greater Manchester Accessibility Level](#) (GMAL) calculation has been undertaken for the site. A GMAL is calculated using the interactive tool managed and maintained by TfGM.¹⁴ This tool measures accessibility by public transport of a point of interest and provides a rate between 1 and 8, where 1 is a poor level of accessibility and 8 is an exceptional level of accessibility usually found in the city centre.
- 4.14 The site has a GMAL of 5, which is a good level of accessibility by public transport in a suburban area.

5 Proposed Development

- 5.1 The proposed development will extend the building floor area on site to provide additional facilities to accommodate SEND students. It includes altering and refurbishing the building to provide key staff areas, extend the building to provide SEND classroom complete with critical areas to supplement students needs (changing rooms, group rooms, therapy rooms, etc), and to provide new landscaping works to provide a secure play area.
- 5.2 The consented development layout does not include any changes to the site access points (pedestrian or vehicle) or changes to the parking areas.

¹⁴ <https://www.gmtu.gov.uk/gmbusroute/GMAL%20Calculation%20Guide.pdf>

6 Travel Plan Management

School Responsibilities

- 6.1 An effective Travel Plan needs a clear hierarchy of responsibility.
- 6.2 The school management team has been closely involved in the development of the Travel Plan and is committed to its implementation. The ultimate responsibility for the Travel Plan is with the school management team.
- 6.3 The school management team will be responsible for the following:
- Management of car and cycle parking areas.
 - Maintenance of on-site walking routes.
 - Funding for the Travel Plan measures.
 - Supporting the Travel Plan Co-ordinator.
 - Promoting sustainable travel via the curriculum.
- 6.4 The applicant has appointed the following Travel Plan Co-ordinator for the site:
Mrs A Khan
a.khan@benchill.manchester.sch.uk

Travel Plan Co-ordinator

- 6.5 Travel Plan Co-ordinators play an important role in developing, managing, and promoting Travel Plans. The Travel Plan Co-ordinator will be responsible for the day-to-day running of the Travel Plan and will also develop, implement, market, and monitor the Travel Plan's effectiveness.
- 6.6 In summary, the Travel Plan Co-ordinator's main responsibilities are:
- Implementing the Plan measures.
 - Providing a point of contact for staff, students, parents/carers and the Council.
 - Publicising and raising awareness of local and national initiatives.
 - Preparing and issuing the travel packs for new staff.
 - Updating Travel Plan materials, including website travel pages and travel noticeboards.
 - Providing regular updates on any changes to local services.
 - Promoting travel campaigns to staff, students, and parents/carers.
 - Monitoring and surveying staff travel patterns.
 - Periodically reporting to the Council.

Handover Arrangements

- 6.7 Should the Travel Plan Co-ordinator change then the new Travel Plan Co-ordinator contact details will be provided to the Council within three months to allow the Travel Plan to continue uninterrupted at the site.

7 Measures Toolkit

Communication Measures

- 7.1 The communications strategy is a vital component of the Travel Plan as it will be used to ensure that staff, students, and parents/carers are aware of the travel options and initiatives available to them and will be the means of communicating the progress of the Plan.
- 7.2 Table 7.1 shows the measures that will be used in the communications strategy.

Initiative	Description
Noticeboard/ Information Point	Travel noticeboard/information point to advertise and promote campaigns, benefits and local route information.
Website	Website travel page with links to journey planning software and sustainable travel planning advice.
Staff Travel Packs	Preparation of travel packs for new staff.
Local/National Campaigns	The Travel Plan Co-ordinator will promote local and national travel campaigns.
Curriculum	The school will include sustainable travel messages in assemblies or lessons.

Table 7.1: Communications Initiatives

- 7.3 Travel noticeboards/information points are good means of disseminating information and making sure that staff and students are aware of the travel choices available to them. The noticeboard will provide information on the benefits of sustainable travel, details of any campaigns, and information on local routes.
- 7.4 The school maintains a publicly available [website](#) that will be used to provide a travel page that will provide information on the Travel Plan, benefits of active and sustainable travel, local routes and current initiatives.¹⁵
- 7.5 Staff travel packs will be prepared and will be provided to all new staff as part of the induction process. The travel packs will include the following types of information:
1. Travel Plan Co-ordinator contact details.
 2. Information on on-line and phone app journey planning software.
 3. Information on cycle and walking routes.
 4. Information on public transport routes and frequencies.
 5. Information on public transport ticketing arrangements.
 6. Information on car sharing.
- 7.6 The following resources will be used in the travel packs:
- [TfGM journey planning software](#)¹⁶
 - [Bee Active School Run software](#)¹⁷
 - [Plot A Route walking route software](#)¹⁸
 - [Public transport maps](#)¹⁹
 - [Active Travel route software](#)²⁰
 - [Walking and cycling route maps](#)²¹
 - Links to [Google Play](#)²² and [Apple Store](#)²³ Bee Network app
- 7.7 The Travel Co-ordinator will promote local and national travel campaigns, such as those set out in Table 7.2.

¹⁵ <https://www.benchill.manchester.sch.uk>

¹⁶ <https://tfgm.com/plan-a-journey>

¹⁷ <https://beeactive.tfgm.com/the-school-run/>

¹⁸ <https://www.plotaroute.com>

¹⁹ <https://tfgm.com/maps>

²⁰ <https://beeactive.tfgm.com>

²¹ <https://tfgm.pindarcreative.co.uk>

²² <https://play.google.com/store/apps/details?id=com.tfgm.beenetwork>

²³ <https://apps.apple.com/gb/app/bee-network/id1669705230>

Initiative	Date	Details	Contact
Big Walk and Wheel	March	UK's biggest walk / cycle / scoot to school event organised by Sustrans	https://bigwalkandwheel.org.uk
National Walking Month	May	Living Streets' initiative to encourage people to take to their feet	www.livingstreets.org.uk
Walk to Work / School Week	May	Raising awareness of benefits for walking to school and work	www.livingstreets.org.uk
National Bike Week	June	Promoting how cycling can be part of everyday life	www.bikeweek.org.uk
Cycle to Work Day	Sept	Aims to encourage everyone to take two wheels to work for just one day	www.cycletoworkday.org
World Car Free Day	Sept	Encourage people to live a day without using their cars	www.worldcarfree.net
Road Safety Week	Nov	Annual community event aimed at inspiring people to promote road safety	www.roadsafetyweek.org.uk

Table 7.2: Local & National Travel Campaigns

- 7.8 The school will incorporate information on sustainable travel practices in assemblies or lessons to reinforce the benefits of such practices to students.

Active Travel Measures

- 7.9 Table 7.2 summarises the active travel measures that will be adopted.

Initiative	Description
Active Travel Benefits	The Travel Plan Co-ordinator will promote the benefits of walking and cycling using the communications strategy.
Local Route Awareness	The Travel Plan Co-ordinator will provide information via the communications strategy on active travel routes.
Safety Tips	The Travel Plan Co-ordinator will provide information via the communications strategy on walking and cycling safety tips.
Cycle Training	The Travel Plan Co-ordinator will provide information on TfGM's cycle training scheme to staff and will consider providing cycle training at school for students.
Cycle Repair Kit	The Travel Plan Co-ordinator will purchase a cycle repair kit that can be used by staff.
Park & Stride	Parents/carers will be encouraged to adopt Park & Stride principles
Cycle to Work Scheme	The school already offers Cycle to Work scheme, and this will be readvertised to staff.

Table 7.2: Active Travel Initiatives

- 7.10 Active travel provides the following benefits:

- **Builds activity into daily routines.**
Helps to meet the government guidelines which recommend that adults should get at least 150 minutes of moderate activity per week.
- **Boost mental health and wellbeing.**
According to the Mental Health Foundation physical activity increases mental alertness and helps to reduce stress and anxiety.
- **Fewer cars equal cleaner air.**
Five times higher pollution levels in a car than walking or on a bike.
- **Feeling ready to start the day.**
People who walk and cycle arrive more relaxed and alert than those who travel by car.

- 7.11 The Travel Plan Co-ordinator will provide information on the benefits of active travel and raise awareness of the routes available via communication methods set out earlier in this Plan. The Travel Plan Co-ordinator will provide website information links previously listed.
- 7.12 The Travel Plan Co-ordinator will provide walking and cycling safety tips using the communication strategies to provide staff, students and parents/carers using resources provided by [TfGM](#)²⁴, [GMWalking](#)²⁵, [Sustrans](#)²⁶ and [Cycling UK](#)²⁷.
- 7.13 TfGM provides [cycle training sessions](#) for adults.²⁸ This scheme will be promoted to staff via the communications strategy.
- 7.14 The school will consider organising cycle training sessions at the school for students.
- 7.15 The Travel Plan Co-ordinator will provide and maintain a bike repair kit that can be used by staff.
- 7.16 To reduce congestion at the school gate and ensure walking is incorporated into the school journey, Park & Stride will be promoted to students and parents/carers, whereby students are dropped off away from the school.
- 7.17 The school already offers staff a Cycle to Work Scheme and this will be re-promoted via the communications strategy.

Public Transport Measures

- 7.18 Table 7.3 shows the measures that will be used to encourage travel by public transport.

Initiative	Description
Local Route Awareness	The Travel Plan Co-ordinator will provide information via the relevant communications strategy on public transport routes and services.
Ticketing Arrangements	The Travel Plan Co-ordinator will ensure that staff are aware of TfGM ticketing arrangements.
Regular Review	The Travel Plan Co-ordinator will regularly review the TfGM database so that information resources can be updated.
Season Ticket Loans	The school will consider providing season ticket loans for staff.

Table 7.3: Public Transport Initiatives

- 7.19 The Travel Plan Co-ordinator will provide information on local public transport routes to staff, students and parents/carers via the communications strategy.
- 7.20 The Travel Plan Co-ordinator will make sure that all staff, students and parents/carers are aware of ticketing arrangements available using information from [TfGM ticketing information](#).²⁹ For example, the following ticketing incentives are currently offered in Greater Manchester:
- [Bus Travel](#)³⁰
The Bee Bus single hopper ticket costs £2 for adults and £1 for children. This ticket can only be bought on the bus. The hopper can be used for a single trip and can be used on multiple bus services within 60 minutes of purchase.
A 7-day Bee Bus ticket costs £10 for children and £20 for adults. This can be bought via the Bee Network app, on the bus, at an information/ticket office or online with a smart card.
 - [Tram Travel](#)³¹
The Clipper ticket provides 10 days' travel for the price of 9 with journeys that can be taken over 56 days.

²⁴ <https://beeactive.tfgm.com>

²⁵ <https://gmwalking.co.uk>

²⁶ www.sustrans.org.uk/

²⁷ www.cyclinguk.org/

²⁸ <https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/>

²⁹ <https://tfgm.com/tickets-and-passes/find-a-ticket>

³⁰ <https://tfgm.com/get-on-board>

³¹ <https://tfgm.com/tickets-and-passes/ways-to-pay/smart-card>

Weekly Contactless is capped at £31 even if you travel in all zones.

- 7.21 The school will consider providing Season Ticket Loans to help staff with the purchase of public transport season tickets.
- 7.22 The Travel Plan Co-ordinator will ensure that all information resources are kept up to date and will alert staff, students and parents/carers are made aware of any service changes in a timely fashion.

Shared Transport Measures

- 7.23 Table 7.4 shows the measures that will be used to encourage travel by public transport.

Initiative	Description
Car Sharing Promotion	To promote multi-occupant car use.
Car Share Database	To set up a simple car share matching service.
Car Share Parking	School will consider allocating priority parking for car sharing staff.

Table 7.4: Shared Transport Initiatives

- 7.24 Car Sharing will be promoted as an alternative to single and low occupancy car trips. Car Sharing is a very effective way of reducing traffic and parking demand associated with a site. It also has the benefits of saving people money and allowing people to get to know each other.
- 7.25 The Travel Plan Co-ordinator will set up a simple car share database that can be used to match staff travelling to the site from similar locations.
- 7.26 The Travel Plan Co-ordinator will issue a car sharing newsletter to parents/carers that encourages them to car share and will consider offering to match potential car share students via a simple database.
- 7.27 The school will consider allocating priority parking spaces for staff who car share.

8 Monitoring Plan

Baseline Travel Patterns

- 8.1 The planning condition requires staff travel surveys to be undertaken within three months of occupation of the development. The surveys will be undertaken using [Survey Monkey](https://www.surveymonkey.com/r/BenchillPS) and a draft questionnaire has been prepared and is attached as Appendix A.³² The survey will be emailed to all staff at the school for completion by the Travel Plan Co-ordinator.
- 8.2 For the time being the baseline staff travel patterns have been set based on Census commuter mode share data for the area within which the site sits.

³² <https://www.surveymonkey.com/r/BenchillPS>

Walk	10%
Cycle	4%
Public Transport	13%
Taxi	1%
Motorcycle	1%
Car Passenger	6%
Car Driver	65%
Other	0%
Total	100%

Table 8.1: Staff Mode Share – Preliminary (Census)

8.3 Once the surveys have been undertaken Table 8.1 will be updated.

Updated Travel Plan

8.4 In line with the planning condition, the Travel Plan will be updated following the baseline staff travel surveys. The updated Travel Plan will be submitted to the Council within in six months.

Monitoring Travel Surveys

8.5 Monitoring staff surveys will be undertaken biennially using the same survey form as the baseline survey.

Monitoring Reports

8.6 Following each monitoring survey period, a short monitoring report will be issued to the Council for discussion. The monitoring report will be issued within three months of completion of each survey period.

8.7 The results of each monitoring period will be used to review progress against the target mode shares.

Monitoring Strategy Summary

8.8 Table 8.2 provides a summary of the monitoring mechanisms that will be used as part of the Travel Plan.

Exercise	Key Information	Frequency	Responsibility
Baseline/Year 1 Staff Surveys	Data to be used to establish baseline trip patterns and to allow appropriate targets to be set	Within 3 months of occupation	Travel Plan Co-ordinator
Travel Plan Update	Travel Plan to be updated following staff survey	Within 6 months of occupation	Travel Plan Co-ordinator
Monitoring Staff Surveys	Data to be used to establish progress of the Plan and review success of measures	Biennially (Years 3 and 5)	Travel Plan Co-ordinator
Preparation of Monitoring Report	Set out mode share, targets, and any changes proposed to the Plan	Within 3 months of survey	Travel Plan Co-ordinator

Table 8.2: Monitoring Summary

Targets

- 8.9 Targets are measurable goals against which the progress of the Travel Plan can be assessed. Targets should be SMART – Specific, Measurable, Achievable, Realistic and Time-Related.
- 8.10 The targets are split into two different types, Output Targets and Outcome Targets. Output Targets are non-quantifiable and action-based that need to be achieved in a set time period. Outcome Targets are quantifiable and will be based on the results of the travel surveys.
- 8.11 The following Output Targets have been set for this version of the Travel Plan:
- Following Baseline/Year 1 surveys undertake monitoring surveys biennially for the remainder of the five-year life of the Plan (Years 3 and 5)
 - Submit monitoring reports within 3 months of each survey period
- 8.12 A preliminary target of 5% reduction in single occupancy car use and 5% increase in sustainable trip making has been set for the life of the Plan. This will be reviewed once the baseline surveys have been undertaken.

9 Action Plan

Funding

- 9.1 The applicant is committed to the implementation and successful delivery of the Travel Plan's measures to meet the stated objectives. The applicant has confirmed that it will fund all costs associated with the operation of the Travel Plan, including the Travel Plan Co-ordinator resources.

Action Plan

- 9.2 The Action Plan summarises the measures set out in the Plan, who will be responsible for delivering them and target timescales.

Theme	Element	Responsibility	Timescales
Management	Appoint Travel Plan Co-ordinator	School Management Team	Already achieved
	Support & Provide Funding	School Management Team	On-going
Monitoring	Baseline Staff Surveys	SK	Within 3 months of occupation
	Update Travel Plan	SK	Within 6 months of occupation
	Monitoring Staff Surveys	Travel Plan Co-ordinator	Every 2 years
	Monitoring Reports	Travel Plan Co-ordinator	Within 3 months of survey
Communications	Noticeboard/Information Point	Travel Plan Co-ordinator	On occupation with periodic updates, as required
	Website Travel Page	Travel Plan Co-ordinator	On occupation with periodic updates, as required

	Staff Travel Packs	Travel Plan Co-ordinator	On occupation for new staff with periodic updates, as required
	Local/National Campaigns	Travel Plan Co-ordinator	On occupation and in line with annual programmes
	Curriculum Promotion	School Management Team	On occupation and in line with curriculum
Active Travel	Promote Benefits, Safety Tips & Route Awareness	Travel Plan Co-ordinator	On occupation via communications strategy with periodic updates as required
	Promote TfGM Cycle Training - Staff	Travel Plan Co-ordinator	On occupation via communications strategy with periodic updates as required
	Consider Student Cycle Training	School Management Team	Within 12 months of occupation
	Cycle Repair Kit	Travel Plan Co-ordinator	On occupation
	Park & Stride	Travel Plan Co-ordinator	On occupation with periodic updates, as required
	Cycle to Work Scheme	School Management Team	Already achieved - to be re-promoted on occupation
Public Transport	Promote Safety Tips & Route Awareness	Travel Plan Co-ordinator	On occupation via communications strategy with periodic updates as required
	Ticketing Arrangements	Travel Plan Co-ordinator	On occupation via communications strategy with periodic updates as required
	Season Ticket Loan	School Management Team	Within 18 months of occupation
Car Sharing	Promote Benefits	Travel Plan Co-ordinator	On occupation via communications strategy with periodic updates as required
	Consider Staff Car Share Database	Travel Plan Co-ordinator	Within 12 months of occupation
	Consider Student Car Share Database	Travel Plan Co-ordinator	Within 18 months of occupation
	Consider Staff Priority Parking	School Management Team	Within 12 months of occupation

Table 9.1: Action Plan

Appendix A

Staff Travel Survey

We are conducting a short Staff Travel Survey to understand how you currently travel to work and to collect other information on things that impact your travel arrangements. The data we collect will be used to help develop an accurate Travel Plan for our staff. The Travel Plan will help us to make decisions that will ensure both you and future staff have access to the best possible facilities and working environment.

The survey should take a couple of minutes of your time and all of the information you provide will be treated confidentially and will only be used for the Travel Plans.

Thank you for your support.

1. Please provide your home postcode

2. Do you work in a teaching or an enabling / support role?

☐

Teaching Role

☐

Enabling / Support Role

3. Do you work full time or part time?

☐

Full time

☐

Part time

4. What days of the week do you normally work? [Please tick all the days that apply to you]

☐

Monday

☐

Thursday

☐

Tuesday

☐

Friday

☐

Wednesday

5. What time do you usually arrive at work?

☐

Before 8am

☐

9am to 10am

☐

8am to 9am

☐

After 10am

6. What time do you usually leave work?

☐

Before 4pm

☐

5pm to 6pm

☐

4pm to 5pm

☐

After 6pm

7. How do you usually travel to work? [Please tell us the mode you use for the majority of your journey]

- | | |
|--|--|
| ☐ Car (as driver on your own) | ☐ Train |
| ☐ Car (as driver with passengers) | ☐ Cycle |
| ☐ Car (as passenger, such as sharing with someone else that drives to the school or dropped off by someone who doesn't work at the school) | ☐ Foot |
| | ☐ Motorbike or other powered two-wheeler |
| ☐ Bus | ☐ Taxi |
| ☐ Tram | |
| ☐ Other (please specify) | |

8. If you currently drive your car to work where do you usually park your car? [Please only answer this question if you are a car driver]

- | | |
|---|--|
| ☐ School car park | ☐ On street surrounding the school |
| ☐ Other non-school car park | |