Framework Travel Plan

Concord Logistics, Wythenshawe

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1 Introduction

1.1 Preamble

1.1.1 Stantec have been commissioned by Karlin VMH Ltd, c/o Global Mutual to prepare this Framework Travel Plan (FTP) in support of an application for Full Planning Permission for the redevelopment of Concord House, Threapwood Road, Wythenshawe.

1.2 Site Context

1.2.1 The Site comprises land and buildings at Concord House, within Concord Business Park accessed via Threapwood Road, in Wythenshawe. It measures approximately 3ha, has a predominantly flat topography and is irregular in shape.

1.2.2 The Site is bound by the Metrolink and Simonsway, to the north, areas of woodland to the east and west, Longley Lane to the north and existing industrial buildings to the east. To the south-east lies the remaining areas of Concord Business Park, whilst to the south-west lies residential dwellings on Hatchett Road and Coxton Road, which are visually separate from the Site by virtue of existing trees and landscaping.

1.3 Background

1.3.1 As a result of social and economic changes brought about by the coronavirus pandemic, the office market in Manchester has contracted, as many tenants require less floorspace due to the rise in home working and online meeting platforms. That point is made clear by the fact that Virgin Media have served notice of their intention to vacate the site in March 2026.

1.3.2 As there is no demand for such a large amount of secondary office floorspace, there is a clear opportunity to redevelop the site and provide a modern, high quality industrial & logistics scheme which will ensure that the site remains in economically productive use and contributes positively to the social and economic development of Greater Manchester.

1.4 Development Proposals

1.4.1 The development proposals consist of:

Erection of two-storey Warehouse Units (Use Class B2/ B8/ E(g)(iii)), with ancillary offices and trade counters, along with all associated works including landscaping, car parking and alterations to access arrangements.

1.5 Purpose of this Document

1.5.1 The Framework Travel Plan sets out a vision of sustainable travel that includes Objectives, Targets, Measures and Monitoring. Transport for Greater Manchester (TfGM) state how a FTP should aim to promote walking, cycling and public transport and dissuade employees from using single occupancy vehicles. They also discuss that the purpose of FTPs should be: *"to increase the accessibility of a site, particularly by sustainable modes, to reduce the impact of a site on the surrounding road network and to manage the use of local car parking capacity"*.

1.6 Report Structure

1.6.1 The remainder of this report is structured as follows:

- **Section 2 – Policy Review:** This section reviews the relevant policy and guidance.
- **Section 3 – Site Accessibility:** This section sets out the existing accessibility of the Site by alternatives to the car

- **Section 4 – Development Proposals:** This section details the proposed development.
- **Section 5 – Objectives and Targets:** This section sets out the objectives and targets of this FTP.
- **Section 6 – Travel Plan Delivery:** This section specifies the roles and responsibilities of the Travel Plan Coordinator and Travel Plan Representative.
- **Section 7 – Action Plans and Measures:** This section outlines the measures that can be implemented as part of this FTP.
- **Section 8 – Monitoring and Review:** This section sets out the monitoring and review responsibilities for the ongoing management of the FTP.

2 Policy Review

2.1 Introduction

2.1.1 This section reviews the relevant national and local policy in the context of this FTP.

2.2 National Policy

National Planning Policy Framework (2024)

2.2.1 The National Planning Policy Framework (NPPF) sets out the Governments planning policies for England and how these are expected to be applied. The NPPF was recently updated and adopted in December 2024

2.2.2 **Paragraph 118** states that *"all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a vision-led transport statement or transport assessment so that the likely impacts of the proposal can be assessed and monitored"*.

Planning Practice Guidance (2014)

2.2.3 The supporting Planning Practice Guidance (PPG) provides a section on Travel Plans, Transport Assessments and Statements in decision-making.

2.2.4 It states that Travel Plans are used to assess and mitigate *"the negative transport impacts of development in order to promote sustainable development. They are required for all developments which generate significant amounts of movements"*.

2.2.5 Travel Plans are defined in the PPG as *"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"*.

2.3 Local Guidance and Policy

Manchester City Council's Core Strategy (2012)

2.3.1 The spatial objective 'Transport' comprises of three policies and policy T2 mentions Travel Plans.

2.3.2 **Policy T2** regards "Accessible areas of opportunity and need". It states, "the *Council will actively manage the pattern of development to ensure that new development… includes proportionate Traffic Impact Assessments and Travel Plans for all major applications and for any proposals where there are likely to be access or transport issues*".

Manchester Supplementary Planning Document (2007)

2.3.3 The Supplementary Planning Document (SPD) discusses how *"at an early stage, before submitting a planning application, developers should consult with the Council to determine whether a Travel Plan is required. A Travel Plan is a package of measures and actions aimed at reducing the need to travel by car by providing alternative choices and encouraging walking, cycling, and public transport use. At the planning stage consideration should be given to the proximity of the development to existing travel facilities and services, site layout, suitable density, cycling, pedestrian facilities and potential for parking restraint"*.

Manchester Active Travel Strategy

2.3.4 The vision for this document is that everybody in Manchester will be able to walk, wheel and cycle as part of their everyday lives – for school, work, shopping and socialising in safety, comfort and happiness.

2.3.5 The proposed development provides inclusive pedestrian and cycle access to the site and so meets the vision of this document.

2.4 Summary

2.4.1 This Framework Travel Plan has been developed in line with relevant policy and guidance set out above.

3 Site Accessibility

3.1 Introduction

3.1.1 This section covers the existing conditions within the site and its vicinity, including a description of the local transport network and site accessibility.

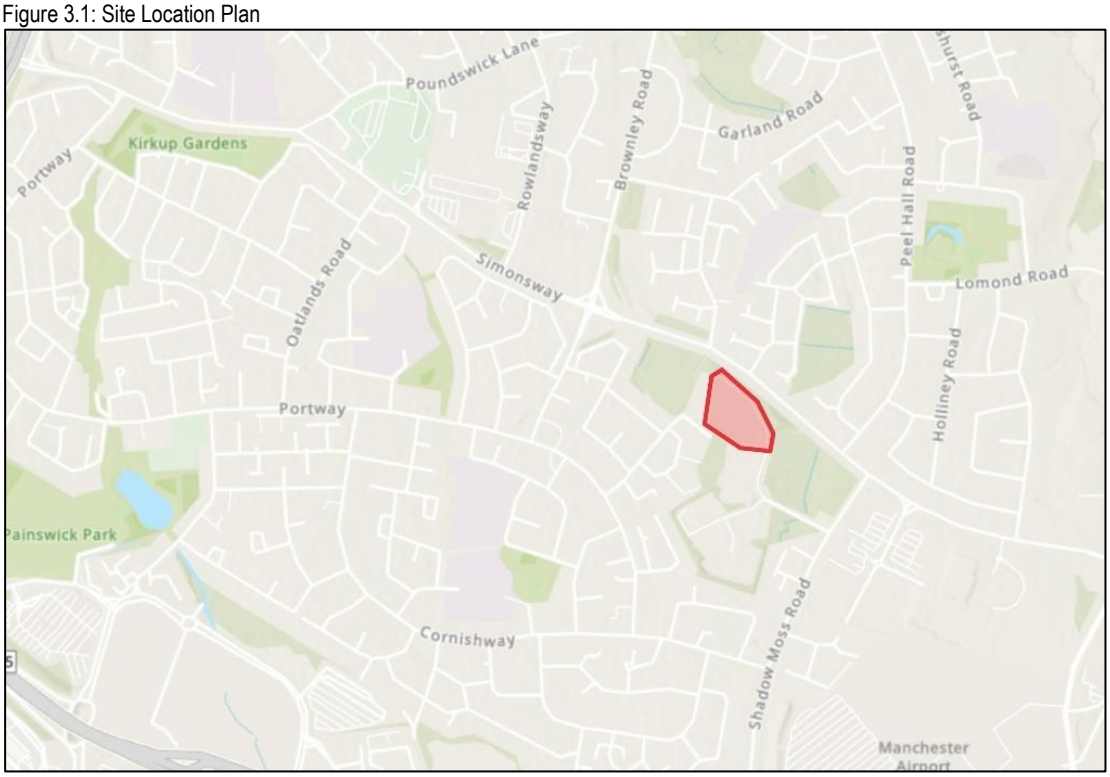
3.2 Existing Site

3.2.1 Concord House is a large floorplate office building of 11,557sqm with 573 parking spaces, surrounded by areas of car parking and significant areas of landscaping. Vehicular access to the Site is made from Threapwood Road, whilst pedestrian access can be made by the same route or directly from Simonsway.

3.2.2 The Site is bound by the Metrolink and Simonsway, to the north, areas of woodland to the east and west, Longley Lane to the north and existing industrial buildings to the east. To the south-east lies the remaining areas of Concord Business Park, whilst to the south-west lies residential dwellings on Hatchett Road and Coxton Road, which are visually separate from the Site by virtue of existing trees and landscaping.

3.2.3 The site location is shown in **Figure 3.1** below.

Figure 3.1: Site Location Plan



3.3 Pedestrian and Cycle Infrastructure

3.3.1 There are a number of pedestrian and cyclist routes that connect Concord House to the surrounding areas.

3.3.2 The main vehicular access route, Threapwood Road, has a footway circa 1.5m-2m along the southern side of the carriageway providing access for pedestrians. As this a non-through road and given the reduction in development trips, it is expected to be relatively quiet and suitable

for cyclists. There are also two other pedestrian/cycle routes that connect the Site to Simonsway, one of which connects the Site directly to Peel Hall tram stop.

3.3.3 On Simonsway, alongside the Site, is a pedestrian crossing across the tramway and carriageway, with a refuge island. The nearest signalised crossing is 250m away, adjacent to the tram stop.

3.3.4 Another footpath runs to the west of the Site connecting Simonsway to the surrounding housing estates south Wythenshawe.

3.3.5 The proposed site is located adjacent to National Cycle Network Route (NCN) 85 which runs east west along Simonsway. To the east, NCN 85 runs to the south towards Moss Nook and NCN 558 runs north towards Cheadle. To the west NCN 56 runs north towards West Didsbury and south past the airport towards Wilmslow.

3.3.6 There is a shared use footway/cycleway along Simonsway which provides cyclists with a segregated route away from vehicle traffic.

3.3.7 **Table 3.1** below outlines the cycle journey times to local destinations.

Destination	Distance	Journey Time (Pedal Cycle)
Heald Green Railway Station	1,200m	7 min
Manchester Airport	1,900m	11 min
Cheadle Hume	3,000m	17 min
Didsbury	4,700m	24 min
Stockport	6,200m	34 min

3.3.8 **Table 3.1** highlights the accessibility of the Site from several local destinations by pedal cycle. It is important to note that this does not consider electric bikes, only pedal cycles, so journey times may differ.

3.4 Local Amenities

3.4.1 There are a range of amenities located within walking and cycling distance of the Site. These include a range of retail, leisure and medical facilities. Local amenities are set out in **Table 3.2** below.

Table 3.2: Local Amenities

Amenity	Destination	Distance	Walking Time	Cycling Time
Retail	Wythenshawe Civic (Shopping Centre)	950m	13 min	4 min
	Asda	800m	11 min	3 min
	Londis	800m	11 min	3 min
	Premier	850m	12 min	3 min
Medical	Tregenna Group Practise	800m	11 min	3 min

	Peel Hall Medical Practise	950m	14 min	4 min
	ASDA Pharmacy	800m	11 min	3 min
	Boots Pharmacy	950m	13 min	4 min
Childcare & Education	St Elizabeth Catholic Primary School	800m	11 min	3 min
	The Manchester College	1,100m	16 min	6 min
	Bubbly Bear Day Care Nursey	950m	13 min	3 min
Recreation	Peel Hall Park	850m	12 min	3 min
	Woodhouse Park Lifestyle Centre	1,400m	21 min	6 min
Leisure	Cornishman (Pub)	850m	12 min	3 min
	Café C	300m	5 min	1 min

3.4.2 **Table 3.2** illustrates the wide range of facilities within 1,600m of the Site, equating to a circa 20 minutes walking distance (the distance at which 81% of journeys are typically made by foot (National Travel Survey, 2023)). These facilities include several convenience stores and supermarkets, such as ASDA and Londis nearby.

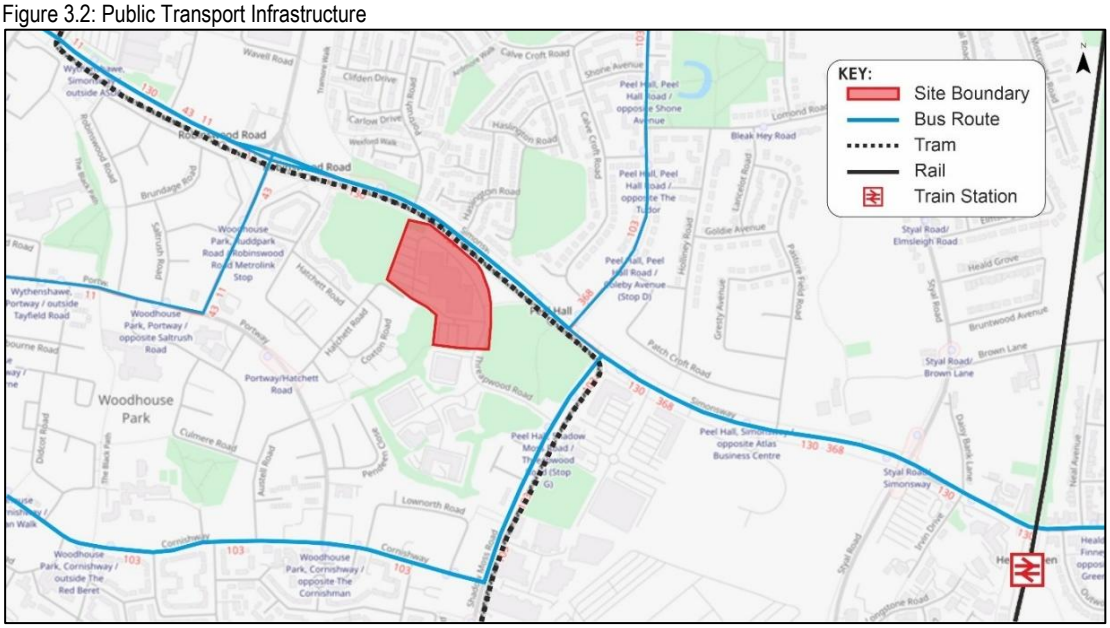
3.5 Accessibility Index

3.5.1 As a result of the tram and bus services in close proximity, proposed site has a BREEAM accessibility index (AI) score of **6.84**. The BREEAM AI Calculator is provided in **Appendix A**.

3.6 Public Transport Infrastructure

3.6.1 The Site has excellent public transport connections surrounding it. The public transport Infrastructure is illustrated in **Figure 3.2**.

Figure 3.2: Public Transport Infrastructure



(Source: Thunderforest & OpenStreetMaps, OpenCycleMap)

Bus Services

3.6.2 The nearest bus stops are located on Simonsway 120m away (approx. 2 min walk) to the north of the Site, namely Peel Hall Metrolink. Coleby Avenue stop is 300m away (approx. 5 min walk) and Prinknash Road stop 550m away (approx. 7 min walk).

3.6.3 Further detail on local bus services is provided in **Table 3.3**.

Table 3.3: Bus Services

Bus Stop	Service	Destination	Approximate Frequency		
			Weekday	Saturday	Sunday
Peel Hall Metrolink	130	Macclesfield – Manchester Airport	60 min	90 min	90 min
Coleby Avenue	103	Piccadilly Gardens – Wythenshawe – Manchester Airport	30 min	30 min	60 min
Prinknash Road	11	Stockport – Altrincham	20 min	20 min	30 min
	43	Piccadilly Gardens – Manchester Airport	10 min	10 min	15 mins
	101	Piccadilly Gardens – Wythenshawe	15 min	15 min	20 min

(Source: Beenetwork)

3.6.4 **Table 3.3** displays how the site benefits from a number of high frequency bus services, particularly from Prinknash Road stop. Bus services travel across south Manchester and up towards central Manchester.

3.6.5 The fastest bus service towards central Manchester (Piccadilly Gardens) is the 43 and takes 1 hour and the 11 takes 49 mins to get to Altrincham.

Tram Services (Metrolink)

3.6.6 Peel Hall Metrolink stop is found adjacent to the site, 130m, or a 2 min walk away, and the stop is fully accessible for wheelchair users.

3.6.7 Tram Services are summarised in **Table 3.4** below.

Table 3.4 Tram Services

Tram Stop	Line	Service	Journey Time	Frequency
Peel Hall	Navy Line	Manchester Victoria – Manchester Airport	Victoria – 51 min Airport – 6 min	12 min

(Source: TfGM)

Rail Services

3.6.8 Heald Green railway station is located 1,150m east of the Site, approximately an 18 min walk or 5-minute cycle. Both platforms are step-free and so are accessible for wheelchair users.

3.6.9 The station is operated by Northern and provides connections to Manchester Airport, Manchester Piccadilly, Liverpool Lime Street, Crewe and Blackpool North.

3.6.10 The rail services from Heald Green railway station are summarised in **Table 3.5** below.

Table 3.5: Rail Services

Station	Service	Operator	Journey Time (minimum)	Frequency (approx.)
Heald Green	Liverpool Lime Street	Northern	77 mins	60 mins
	Crewe	Northern	48 mins	60 mins
	Manchester Piccadilly	Northern	11-17 mins	10-30 mins
	Blackpool North	Northern	90 mins	60 mins
	Manchester Airport	Northern	4-8 mins	8-28 mins

(Source: TfGM)

3.6.11 This review has demonstrated that the site is served by high frequency public transport services.

4 Development Proposals

4.1 Overview

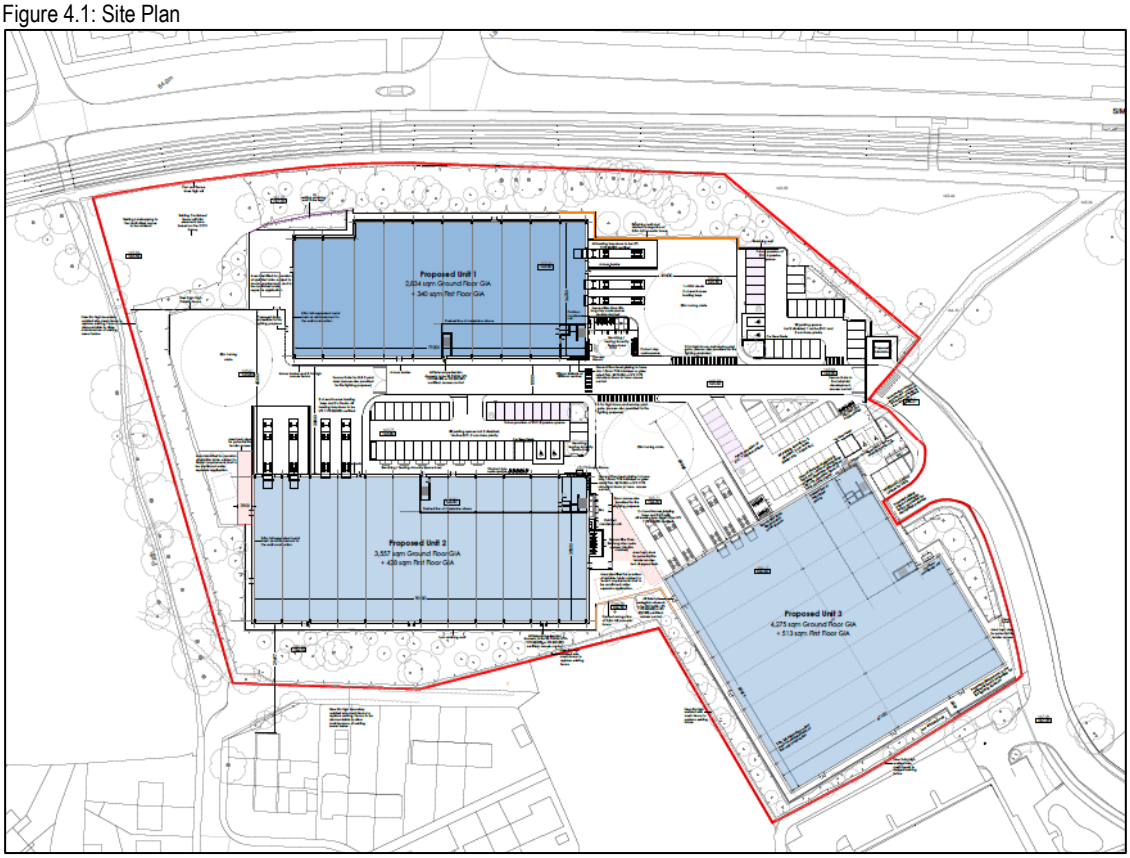
4.1.1 This section of the report details the development proposals for the Site, including access arrangements, parking provision and delivery and servicing arrangements.

4.1.2 The Proposal seeks the:

Erection of two-storey Warehouse Units (Use Class B2/ B8/ E(g)(iii)), with ancillary offices and trade counters, along with all associated works including landscaping, car parking and alterations to access arrangements.

4.1.3 The proposal seeks full planning permission for the development of 11,947 sq. m (128,595 sq. ft) of industrial and logistics floorspace, arranged across three two-storey warehouse units. The largest of the units (Unit 3) is located to the south-east of the Site, adjacent to Threapwood Road. Units 1 and 2 are located to the north and south-west of the Site respectively. All of the units are accessed via a single estate road directly from Threapwood Road, with dedicated parking and servicing areas provided for each unit. This is shown in **Figure 4.1** below.

Figure 4.1: Site Plan



4.1.4 The application also seeks permission for landscaping and all associated works, including the provision of significant landscaping and tree planting to the rear of Unit 2, ensuring a significant physical and visual barrier to the residential beyond.

4.1.5 Given the speculative nature of the proposals, provision is sought for use in Classes B2/ and or B8/and or Class E (g)(iii) in order to allow flexibility to accommodate a range of potential occupiers. In addition, each of the proposed units will include provision for ancillary office

floorspace at mezzanine level, as well as an allowance for ancillary trade counters (which will only be used in connection with a tenant's primary operations).

4.1.6 The units will be 10m in height (to underside of haunch) and designed to the highest modern standards for industrial and logistics warehousing, aiming for BREEAM 'excellent' accreditation, EPC-A rating and incorporating a highly sustainable specification of development for both staff and visitors.

4.1.7 The Proposed Development has a 11,947 sq. m Gross Internal Area (GIA) and a 12,537 sq .m Gross External Area (GEA). The breakdown of units is set out in **Table 4.1.**

Table 4.1: Development Unit Floorspace

Units	GIA Areas
Unit 1	3,174sqm
Unit 2	3,985sqm
Unit 3	4,788sqm
Total	11,947sqm

4.2 Site Access Arrangements

4.2.1 The proposed development will retain the existing access arrangements from Threapwood Road and so pedestrians will continue to use the footway on the western side of the carriageway.

4.2.2 The footpath between the tram and bus stop will also be maintained. A zebra crossing is proposed to allow for pedestrians to cross safely between the footpath and Unit 3.

4.2.3 Additional zebra crossings are proposed when pedestrians are required to cross over the access points for vehicles into the service yard for Units 1 and 3, this allows for safe pedestrian access to Units 1 and 2.

Threapwood Road / Shadowmoss Road

4.2.4 Minor modifications are required to the junction kerb radius for the northern side of the carriageway on Threapwood Road at the junction with Shadowmoss Road. This is required due to the increase in HGVs using the junction which would cross over the centre line into oncoming traffic without this amendment.

4.2.5 As part of the junction works, tactile paving is proposed at the crossing between Shadowmoss Road and Threapwood Road.

4.3 Building Access

4.3.1 The new buildings will be inclusive and have level access so that wheelchairs and disabled users can safely access the buildings. The disabled parking will be provided adjacent to the rear building access and disabled WC facilities provided in accordance with Building Regulations. External lighting will be installed around the building and parking areas for safety and security.

4.4 Parking Provision

Cycle Parking

4.4.1 The following cycle parking standards have been taken from the Manchester Core Strategy 2012 Appendix B.

Table 4.2: Cycle Parking Standards

Land Use	Minimum Cycle Parking standard
B2	1 space per 450sqm – minimum 2 spaces
B8	1 space per 850sqm – minimum 2 spaces

4.4.2 The parking standards above would equate to a minimum of 27 cycle spaces for a B2 land use and 15 spaces for a B8 land use. It is proposed that the site would provide 72 long stay spaces and 30 short stay spaces, this would significantly exceed the minimum requirement. overed and secure cycle parking will be provided for each unit in proximity to building entrances as illustrated on the site plan.

Car Parking

4.4.3 The following car parking standards have been taken from the Manchester Core Strategy 2012 Appendix B.

Table 4.3: Car Parking Standards

Land Use	Maximum Car Parking standard	Minimum Disabled Parking standard
B2	1 space per 45sqm	1 bay per disabled employee plus 2 bays or 5% of total capacity – whichever is greater
B8	1 space per 100sqm	1 bay per disabled employee plus 2 bays or 5% of total capacity – whichever is greater

4.4.4 Although the proposed development is intended to maintain flexibility between B2 and B8 uses, the parking provision has been calculated in accordance with the maximum standards for B8 land use. This approach ensures that, even in the event the site is occupied entirely by B2 uses, the proposed parking provision will remain compliant with Manchester City Council's adopted standards. This results in a reduction in parking from the existing office land use.

4.4.5 The following Electric Vehicle Parking Standards have been taken from the Manchester Electric Vehicle Charging Strategy 2024-2035 (Sept 2025) and will be applied to the development proposals:

- Non-residential development with 11 or more parking spaces: minimum 20% EV charge points and cable ducting
- Minimum 7kW charging units for industrial units

4.4.6 A total of 105 parking spaces would be provided for the site as part of the proposals including 6 accessible spaces, 6 car share priority spaces, 3 active EV spaces and 21 Passive). The parking standards above would equate to a maximum 278 parking spaces for a B2 land use and a maximum 125 spaces for a B8 land use.

5 Objectives and Targets

5.1 Introduction

5.1.1 This section provides the provisional baseline mode share and targets for the future employees of the development. These will be revisited once the baseline surveys are undertaken.

5.2 Aims and Objectives

5.2.1 The overarching aim of this Travel Plan is to encourage future employees to increase their use of sustainable travel modes and to reduce travel to the Site by single occupancy vehicles.

5.2.2 The following objectives have been identified to achieve this:

- Reduce single occupancy vehicle trips to / from the Site;
- Increase the use of public transport trips to / from the Site;
- Increase the use of pedestrian and cycle trips to / from the Site;
- Promote the Travel Plan to all site users.

5.2.3 The objectives have informed the development of an action plan that includes both hard and soft measures that will enable the occupier to achieve the aim.

5.3 Employee Baseline Mode Share

5.3.1 Considering the existing and proposed infrastructure in the local area, the predicted baseline mode share has been calculated to provide a benchmark of the mode share of the development. 2011 Journey to Work census data was used to generate the mode share percentages, and these were taken from the 'E02001096' Super Output Area.

5.3.2 2011 census data was used instead of 2021 census data, and this is because 2021 Journey to Work census data was impacted by COVID-19. There were a large number of people working from home at the time.

5.3.3 The mode share data was then adjusted to account for the transport changes since 2011. For example, the expansion of Metrolink through Wythenshawe to Manchester Airport in 2014 and the more recent introduction of the Bee Network integrated transport network have encouraged more journeys using public transport.

5.3.4 A provisional employee baseline mode share and a future mode share target has been identified in **Table 5.1** below. The Travel Plan will seek to achieve a 10% reduction in single occupancy car use over the five-year period.

Table 5.1: Provisional Employee Baseline Mode Share

Mode	Baseline Mode Share	Baseline Mode Share (Adjusted)	Year 5 Mode Share Target
Driver of car or van	78%	64%	54%
Passenger in car or van	4%	4%	5%
Tram	0%	12%	15%
Train	3%	3%	4%
Bus	6%	8%	11%
Cycling	2%	2%	3%
Walking	6%	6%	7%
Other (Taxi/ drop off/ MC)	1%	1%	1%
Total	**100%**	**100%**	**100%**

5.3.5 The Action Plan outlined in Section 7 of this TP provides detail on the measures that will contribute to the mode share targets in the table above.

6 Travel Plan Delivery

6.1 Introduction

6.1.1 The Travel Plan will be implemented and supported by the future occupier(s) of the development. This section sets out the responsibilities of the TPC to ensure that the objectives and targets set out are achieved.

6.2 Travel Plan Coordinator and Representatives

6.2.1 A TPC will be appointed following confirmation of the occupiers to take responsibility and day to day management of the Travel Plan. As the site is likely to have multiple occupiers, each occupiers will nominate a Travel Plan Representative (TPR) to represent them in the Travel Plan process, and to act as the Travel Plan champion for that occupier. The Travel Plan Representatives will work closely with the Travel Plan Coordinator.

6.2.2 The appointment or nomination of the TPC and TPRs is central to the successful implementation and management of the FTP. The TPC will act as the promoter of the components of the FTP to secure its implementation and be the key contact point for the Travel Plan Representatives.

6.2.3 The key responsibilities undertaken by the TPC are set out below, acknowledging that these will be reviewed / amended regularly.

- Coordinating the necessary data collection for maps of local walking and cycling facilities, public transport timetables, contact details for local bus and taxi companies, contact details for the local authority travel-based initiatives and promotions, and information about all local facilities in the area;
- Preparation of relevant sustainable travel information to feed into induction Employee Welcome Packs;
- Representing the ‘human face’ of the TP;
- Promoting individual events and initiatives;
- Leading on the delivery of the updated TP once approved by Manchester City Council (MCC); and
- Liaising with MCC over monitoring surveys and reviews of the FTP to help assess progress towards achieving mode-shift away from car use.

6.2.4 The key responsibilities undertaken by the TPR are set out below, acknowledging that these will also be reviewed / amended regularly.

- Distributing the baseline, Year 3 and Year 5 travel surveys;
- Acting as the first point of contact for staff and visitors to discuss travel arrangements;
- Promoting individual events and initiatives.

6.2.5 The TPC is the responsible for the coordination of the Travel Plan, and the TPRs are responsible for the representation of the occupier to the TPC. There is overlap between the roles, and therefore close collaboration will be necessary for the successful implementation of the Travel Plan.

6.3 Promotion

6.3.1 All new staff should be made aware of the Travel Plan at the beginning of their employment or upon occupation of the new building. Information and promotional material should be displayed in prominent areas around the building i.e. staff room noticeboards or communal areas and details of the TPC provided so staff are able to reach out to them directly if they have any travel plan related issues.

6.4 Funding and Handover

6.4.1 The ownership of the Travel Plan lies with the developer and will fund the Travel Plan Coordinator Role and Travel Plan monitoring for the 5-year period.

7 Measures and Action Plan

7.1 Introduction

7.1.1 To achieve the objectives and targets that have been outlined, this section will cover the measures and actions that may be implemented.

7.2 Measures and Initiatives

7.2.1 **Table 7.1** below provides a summary of the measures that will be implemented. Where responsibility has been assigned to the TPC, it is the responsibility of the TPC to ensure this is actioned, however this may be through the delegation to individual TPRs.

Table 7.1: Travel Plan Measures

Theme	Measure	Timescale	Responsibility
Travel Plan Monitoring	Appoint a Travel Plan Co-ordinator and Travel Plan Representatives	Prior to occupation	Developer/ Occupiers
	Undertake staff travel surveys to establish baseline modal share for the Travel Plan	At 50% occupation	TPC / TPR
	Undertake staff travel surveys at year 3 and year 5 following baseline surveys (anniversary of baseline surveys)	Year 3 and Year 5	TPC / TPR
	Produce a Travel Plan Monitoring Report using the results from travel surveys	Following surveys in Year 3 and 5	TPC
	Provide dedicated, secure and conveniently located cycle parking facilities	Prior to occupation	Developer
Active Travel	Provide information detailing safe pedestrian and cycle routes from the Site on noticeboards or in communal areas	From occupation	TPC /TPR
	Provide shower and changing facilities	Prior to occupation	Developer
	Provide convenient cycle access to the Site	Prior to occupation	Developer
	Promote government cycle to work scheme	From occupation	TPC / TPR
	Discuss provision of cycle vouchers with local bike companies / providers	From occupation	TPC
Public Transport	Provide information on availability and frequency of local bus, tram and rail services as well as bus & tram stops and railway station locations on noticeboards in communal areas or online	From occupation	TPC / TPR
	Explore Opportunity for Travel Vouchers	From occupation	Developer

Car Sharing	Provide information on existing car sharing schemes such as CarShare GM and Liftshare	From occupation	TPC / TPR
	Investigate setting up an employee database for car sharing	From occupation	TPC / TPR
	Provision of parking priority for car sharers	Prior to occupation	Developer
EVs	Provision of electrical charging points for staff and visitors	Prior to occupation	Developer
Promotions and Communications	Inclusion of sustainable travel information in induction Employee Welcome Packs	From occupation	TPC / TPR
	Ensure the Travel Plan is accessible to employees	From occupation	TPC

8 Monitoring and Review

8.1 Introduction

8.1.1 The Travel Plan is a 'living' document that will be reviewed and updated depending on the changing circumstances of the development and the specific needs and travel behaviours of the employees working on site.

8.2 Monitoring

8.2.1 This section details the schedule for monitoring and review to ensure that any changes to the Site or local environment are documented accordingly in the Travel Plan monitoring reports.

8.2.2 Initial surveys, monitoring and review of targets will occur at 50% occupation. Travel surveys will also be conducted in Year 3 and Year 5 on the anniversary of baseline surveys to review progress of the Travel Plan.

8.2.3 **Table 8.1** identifies the key actions and timescales relating to monitoring and review of each Travel Plan associated with the Site.

Table 8.1: Timeline of Action Plan

Action	Timescales
Baseline travel surveys	At 50% occupation
Update of TP following baseline surveys	Within 3 months of completion of the baseline surveys (as above)
Future employee travel surveys	Years 3 and 5 anniversaries of baseline surveys
Review and update of TP (TP Monitoring Report)	Within 3 months of completion of the Years 3 and 5 Surveys.

8.3 Review and Reporting

8.3.1 Following the completion of travel surveys the TPRs with the TPC will undertake a review of the performance of the Travel Plan against the targets. The TPC will then review the overall performance of the Travel Plan against these targets to understand if adjustments are required.

8.3.2 The results of the surveys along with progress on measures and review of the action plan will feed into a Monitoring Report which will be submitted to MCC. The TPC will engage with the council as necessary to ensure the success of the Travel Plan.

8.3.3 If it is identified that the targets have not been met, the TPC may consider introducing new targeted measures, such as specific promotion.

9 Summary

9.1.1 The document has been designed to act as a basis for the Travel Plan for the Concord Logistics proposed development which will be populated and detailed once companies have begun to occupy the development. The Travel Plan will be used to define measures that are designed to increase the uptake of sustainable transport for travel to work.

9.1.2 The document is a Framework Travel Plan as the details of the employees are not yet known and some potential measures and targets have been included that are likely to be important once the site becomes operational. The measures will need to be reviewed as they may need to be adapted for any unforeseen needs of the employees at the site. This document can be considered a useful basis for the progress of the development of a definitive Travel Plan for Concord Logistics and sets out at the start of the development process the importance of sustainable travel.

Appendix A BREEAM AL CALCULATOR

BREEAM-NOR v6.0 Tra 01 Accessibility Index Calculator

BREEAM® NOR

Using the drop down boxes make the relevant selections and press the 'Select' button

Building type: Offices/Industrial

No. nodes required: 5

Select

NODE 1

Public transport type	Tram									
Distance to node (m)	220									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	5									

NODE 2

Public transport type	Bus									
Distance to node (m)	140									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	1	0.083333333								

NODE 3

Public transport type	Bus									
Distance to node (m)	400									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	4									

NODE 4

Public transport type	Bus									
Distance to node (m)	400									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	2	0.083333333								

NODE 5

Public transport type	Bus									
Distance to node (m)	550									
	Service 1	Service 2	Service 3	Service 4	Service 5	Service 6	Service 7	Service 8	Service 9	Service 10
Average frequency per hour	3	5								

Accessibility Index	6.84