STAFF TRAVEL PLAN

Victoria House, 21 Manor Street, Manchester, M12 6HE

Prepared by: [redacted]

Planning Condition 9 — Discharge Document

Development	Victoria House, 21 Manor Street, Manchester, M12 6HE
Use	Supported accommodation for care leavers (9 studio apartments, sui generis)
Operator	[redacted]
Travel Plan Coordinator	[redacted]
Date of preparation	July 2026
Review date	Within 6 months of first occupation (as required by planning condition)

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1. Introduction

This Staff Travel Plan has been prepared by [redacted] in respect of Victoria House, 21 Manor Street, Manchester, M12 6HE, in accordance with Planning Condition 9 of the planning permission granted for the development.

The purpose of this Travel Plan is to set out the measures that will be put in place to encourage staff to travel to and from the site by sustainable modes of transport, reduce dependency on private cars, and monitor the effectiveness of those measures over time.

The property operates on a 24-hour, 7-day-a-week basis with a small permanent staff team. Given the nature of the operation and the site's location and connectivity, there is a genuine opportunity to support sustainable travel choices for all staff.

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2. Site Location and Transport Connectivity

Victoria House is located at 21 Manor Street, Manchester, M12 6HE, in the Ardwick area of Manchester, approximately 0.5 miles south-east of Manchester city centre.

2.1 Public Transport

The site is well served by public transport:

- Multiple bus routes serving the area with connections to Manchester city centre and surrounding districts

- Ardwick railway station is approximately 0.4 miles from the site, providing regular services on the Manchester Piccadilly–Stockport corridor
- Manchester Piccadilly station (mainline and Metrolink) is within approximately 0.5 miles away and 12 minutes to walk

2.2 Cycling and Walking

The site is accessible by cycle from Manchester city centre and surrounding residential areas. Secure cycle storage for 9 bikes is provided within the development, available to both staff and residents. The site is well positioned for cycling, with Ardwick and the surrounding areas having reasonable cycle access to the city centre via local roads.

The site is also well suited for walking for staff living locally. Approximate walking times from nearby areas: Ardwick Green — 10 minutes; Longsight — 20 minutes; Manchester city centre — 15-25 minutes. The surrounding street network is suitable for walking, including for staff on evening and night shifts, with street lighting throughout. This was identified in Bedspace's original planning application as a key feature supporting sustainable travel to the site.

2.3 Private Car

The development provides 5 parking spaces at the front of the property for use by staff and residents. This includes 1 designated disabled parking space and an EV charging point. Staff are encouraged to use sustainable travel options wherever possible, and the availability of on-site parking is intended to support service delivery requirements and accessibility needs rather than to encourage unnecessary car use.

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3. Measures to Reduce Car Dependency

3.1 Secure Cycle Parking

Secure bicycle storage for 9 bikes is provided on site, freely accessible to all staff. Staff are actively encouraged to cycle to work. The cycle store is secure to Sheffield standards, and the rear yard lockable, providing safe overnight storage where required.

3.2 Public Transport Information

Public transport information, including local bus routes, timetables, and rail services, will be made available to all staff at the point of induction and kept up to date in the staff area. Staff will be directed to Transport for Greater Manchester's journey planning resources (tfgm.com) for real-time journey planning.

3.3 Walking

Staff living within walking distance of the site will be encouraged to walk to work. Information on safe walking routes from key residential areas and public transport hubs will be made available. Walking distances from key nearby areas are approximately: Ardwick Green — 10 minutes; Manchester city centre — 15-25 minutes; Longsight — 20 minutes.

3.4 Car Sharing

Where staff travel by private car, informal car-sharing between colleagues will be actively encouraged. Staff will be made aware of colleagues travelling from similar areas at the point of induction and through regular team communications, enabling them to arrange car-sharing informally. This approach is appropriate given the small staff team and the 24/7 shift pattern, which naturally creates opportunities for colleagues on overlapping shifts to travel together.

3.5 Travel Plan Coordinator

A named Travel Plan Coordinator will be appointed from within the management team at Victoria House. The Coordinator will be responsible for:

- Communicating the Travel Plan to all staff at induction and on an ongoing basis
- Maintaining and updating travel information resources on site
- Carrying out staff travel surveys in accordance with the monitoring schedule
- Reporting on Travel Plan implementation to NW Supported Living annually
- Submitting the revised Travel Plan to Manchester City Council within 6 months of first occupation

The Travel Plan Coordinator for Victoria House is Hayley Dickinson, Team Manager.

3.6 Incentives for Sustainable Travel

Bedspace operates a cycle to work scheme, which all staff are made aware of during recruitment and at induction. This scheme supports staff wishing to purchase a bicycle for commuting purposes at a reduced cost through salary sacrifice arrangements.

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4. Monitoring and Review

4.1 Initial Staff Travel Survey

A staff travel survey will be carried out within the first three months of occupation. The survey will capture:

- Staff home postcodes (to understand the geographic spread of the workforce)
- Current mode of travel to work (and distance travelled)
- Frequency of travel by different modes
- Barriers to sustainable travel and any support that would help staff travel more sustainably

The findings of the initial survey will be used to inform the revised Travel Plan, which will be submitted to Manchester City Council within six months of first occupation.

4.2 Ongoing Monitoring

Staff travel surveys will be repeated annually thereafter. The results of each survey will be compared against the baseline established by the initial survey to assess whether the measures set out in this Travel Plan are having the desired effect.

Where monitoring identifies that car dependency is not reducing, or that sustainable travel options are underused, additional measures will be considered and implemented where practicable.

4.3 Targets

It is acknowledged that some elements of service delivery at Victoria House require access to a vehicle to provide practical support to residents in the community. However, Bedspace is committed to reducing unnecessary travel and encouraging sustainable travel choices wherever possible. The target is to achieve a 30% reduction in unnecessary staff travel within the first 3 years of operation, as measured through the annual staff travel survey.

4.4 Reporting

The Travel Plan Coordinator will produce an annual Travel Plan progress report for [redacted]The revised Travel Plan, incorporating the findings of the initial staff travel survey, will be submitted to Manchester City Council within six months of first occupation as required by the planning condition.

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5. Implementation

5.1 Timescales

The following implementation timescales apply:

Action	Timescale
Appoint Travel Plan Coordinator	Prior to first occupation
Make cycle storage available to staff	Prior to first occupation
Distribute public transport information to all staff	At induction / prior to first occupation
Carry out initial staff travel survey	Within 3 months of first occupation
Submit revised Travel Plan to Manchester City Council	Within 6 months of first occupation
Annual staff travel survey	Each year thereafter
Annual Travel Plan progress report	Each year thereafter

5.2 Commitment

[redacted]is committed to implementing this Staff Travel Plan in full and to engaging constructively with Manchester City Council and [redacted] in relation to Travel Plan monitoring and review. This Travel Plan will be implemented and maintained for as long as the development remains in operation, as required by the planning condition.