SCP
TRANSPORT PLANNING
an RSK company

Dr Noman Ehsan

Travel Plan

Ducie Arms, 424 Stockport Road, Longsight

261165

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SCP GENERAL NOTES

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Where field investigations have been carried out, these have been restricted to a level of detail required to achieve the stated objectives of the work.

This work has been undertaken in accordance with the quality management system of SCP.

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1 INTRODUCTION

1.1 This travel plan has been prepared by SCP on behalf of Dr Noman Ehsan to discharge condition 14 attached to planning approval reference 142669/FO/2025 for the erection of a four-storey mixed use development comprising a ground floor medical centre (Class E(e)) and 9 residential apartments (Class C3) above.

1.2 Condition 14 is worded as follows:

Before the development hereby approved is first occupied a Travel Plan shall be submitted to and agreed in writing by 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] residing at the development

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

The agreed Travel Plan shall be implemented in full at all times when the development hereby approved is in use.

1.3 This report sets out the commitment to reduce the number of vehicular trips generated by the development and identifies the key principles which will be developed through the travel plan.

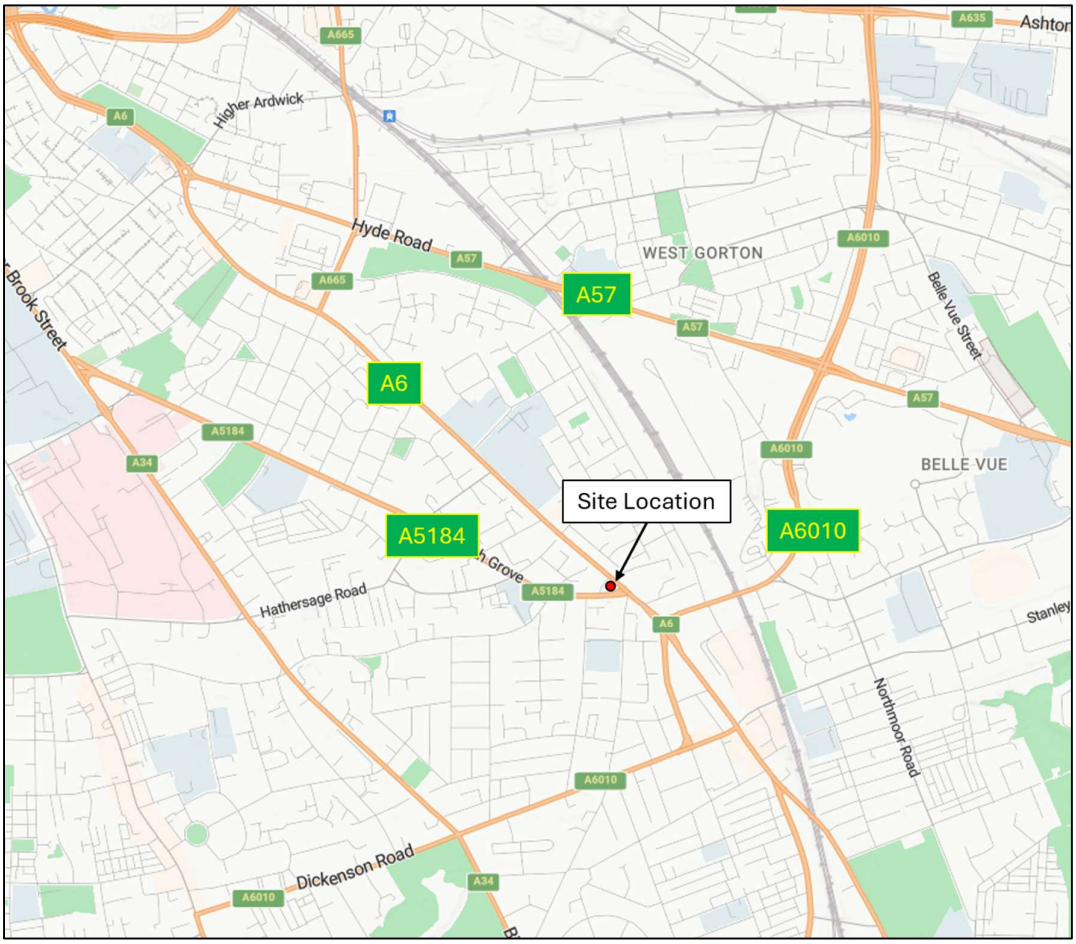
1.4 This report aligns with both national and local transport policy, in seeking to provide sustainable development with good access to jobs and facilities, to encourage non-car modes of transport, to ensure that the highways impact of new developments is acceptable or mitigated against and to promote good site design with appropriate parking levels.

1.5 As explored further in the following sections of this travel plan, it can be seen that the site has excellent levels of accessibility by all the main non-car modes of transport. Access to the site by foot and cycle is of an good standard, and both bus and train connections are also available within close proximity, thereby enabling access to the site from a range of local destinations. The development therefore contributes towards the policy aims of being sustainably located.

Site location

1.6 The site is located at 424 Stockport Road in Longsight, approximately 3km to the southeast of Manchester City Centre. The site location is shown in **Figure 1-1**.

Figure 1-1: Site Location



The need for a travel plan

1.7 A travel plan is an important tool for supporting sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive action.

1.8 There are a number of challenges that travel plans can contribute towards meeting. These include minimising the potential increase in traffic resulting from new development and helping to reduce carbon emissions, by reducing the proportion of car trips.

1.9 In addition, there is a need to promote healthier lifestyles and travel plans can help through increased walking and cycling. As a result, a travel plan forms a key stage in the forward planning process and is a 'living document' that needs to be regularly reviewed to ensure its effectiveness.

Travel plan benefits

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

- Reducing traffic congestion, aiding the local economy;
- Improving the health, stress and wellbeing of users of a development;
- Ensuring all users are able to reach the site, catering for a variety of mobility needs;
- Reducing the demand for car parking, enabling more efficient land use;
- Cutting carbon emissions and their contribution to climate change; and
- Improving local air quality, while reducing noise pollution.

1.11 The travel plan should provide benefits to all parties, including the staff, and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

2 POLICY CONTEXT

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

National policy

National Planning Policy Framework (NPPF)

2.2 Travel plans are currently secured within the planning system within the context of the government's National Planning Policy Framework (NPPF).

2.3 The NPPF aims to provide a framework within which locally-prepared plans for housing and other development can be produced. The framework aims to streamline the planning process, making it more accessible at neighbourhood and community level and simplifying the decision-making process.

2.4 The NPPF aims to promote sustainable transport, and ensure that sustainable transport issues are considered from the earliest stages of plan making and development proposals so that:

- The potential impacts of development on transport networks can be addressed.
- Opportunities from existing or proposed transport infrastructure and changing transport technology and usage are realised.
- Opportunities to promote walking, cycling and public transport use are identified and pursued.
- The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account.
- Patterns of movements, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

2.5 Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health.

2.6 The document states that all developments which generate significant amounts of movement should be required to provide a travel plan, and that the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

Local Policy

Greater Manchester Transport Strategy 2050 (Part 1) and Delivery Plan (2027 – 2037) (Part 2)

2.7 In March 2026 the consultation on the draft Greater Manchester Transport Strategy 2050 and Delivery Plan closed. The Greater Manchester Transport Strategy 2050 sets out the long terms and goals for Greater Manchester, along with the evidence which

supports these goals. The Delivery Plan (2027 – 2037) sets out a 10-year strategy that will be put into action. A final version of these documents will be available in late-2026.

2.8 The draft Greater Manchester Transport Strategy 2050 sets out Greater Manchester's collective vision for the next decade. The Greater Manchester Combined Authority (GMCA), Greater Manchester local authorities and Transport for Greater Manchester (TfGM), are doing this by growing the economy sustainably, tackling inequality and changing how services are delivered for residents.

2.9 The plan aims to shift Greater Manchester to a cleaner, better connected and less car dependent transport system, with the help of a fully integrated public transport system through;

- Bee Network – a fully integrated transport system, which will be affordable, sustainable and reliable, with easy transfers between modes, improved infrastructure, including bus stops and interchanges, as well as Metrolink expansion.
- Active Travel – improved safe routed for walking, wheeling and cycling, as well as expansion of cycle hire schemes.

2.10 The Delivery Plan (2027 - 2037) sets out the infrastructure and services that are needed to deliver the vision, ambitions, policies and targets, as set out in Part 1. It includes a wide range of interventions to sustain, grow and transform the Bee Network and the wider transport system to 2050, including:

- Keeping the network safe and reliable by renewing and maintaining key infrastructure.
- Making travel easier with better performance, more resilient services, and simpler ticketing.
- Bringing rail into the Bee Network for seamless journeys across Greater Manchester.
- Building a world-class walking, wheeling, and cycling network that better connects with public transport.
- Upgrading streets and public spaces to support local communities by making them safer, more attractive, and better for walking and spending time in.
- Expanding cycle hire and loan schemes to enable even more people to travel actively.
- Improving bus services, with faster journey times and priority measures.
- Creating new stations, stops, interchanges and travel hubs to improve access and comfort.
- Developing new Metrolink tram lines to connect more places and make faster journeys possible.
- Improving regional connections through the Greater Manchester's future vision for rail, including Northern Powerhouse Rail.
- Transport connections to new developments and housing.
- Exploring options for a future metro and underground network to boost capacity and connectivity

Greater Manchester Transport Strategy 2040

2.11 In February 2017, Transport for Greater Manchester (TfGM) published the Greater Manchester Transport Strategy 2040 which sets out the vision for Greater Manchester and provides a plan to "establish a fully integrated, high capacity transport system across Greater Manchester". This document is still in effect until the delivery of the new Greater Manchester Transport Strategy 2050 and Delivery Plan (2027 – 2037).

2.12 The Transport Strategy has identified key challenges to help protect the environment such as increasing the use of sustainable transport, reduce transport emissions and make the best use of existing infrastructure.

2.13 As such, "TfGM will continue to work with planning authorities and developers to better integrate transport and new development in accordance with the principles of:

- Reducing the need to travel by car, and the distance travelled;
- Maximising accessibility by sustainable modes;
- Making the best use of existing infrastructure, particularly through increasing the density of development close to public transport nodes;
- Maximising opportunities to provide additional public transport; and
- Designing to encourage active travel."

Summary

2.14 In general, the national and local transport policy documents set out above follow similar themes and promote common aims which are to provide sustainable development with good access to jobs and facilities, to encourage non-car modes of transport, to ensure that the highways impact of new developments is acceptable or mitigated against and to promote good site design with appropriate parking levels.

2.15 This travel plan has been developed in line with national, regional and local transport policy and guidance.

3 SITE AUDIT

Background

3.1 The site is located at 424 Stockport Road in Longsight, approximately 3km to the southeast of Manchester City Centre. The site location is shown in **Figure 1-1**.

Proposed development

3.2 The development proposals consist of a new purpose-built medical centre and 9no. residential apartments.

3.3 The private medical centre is expected to include 5no. consulting rooms.

Parking

Cycle parking

3.4 There will be provision of cycle stands with space for up to 20 bicycles.

Car parking

3.5 The scheme provides a total of 13 car parking spaces within a car park accessed from Plymouth Grove. One of the car parking spaces will be a designated disabled space, with markings to indicate this.

3.6 Four of the 13 spaces will be allocated for patients visiting the Medical Centre. The disabled parking space within the site will be for use by those visiting the Medical Centre.

3.7 Four of the 13 spaces will be allocated to staff at the Medical Centre who will be working on site and who will live within the building, occupying four of the apartments.

3.8 The five remaining spaces will be allocated to the five remaining apartments.

4 ACCESSIBILITY

Access on foot

4.1 Walking is the most important mode of transport at the local level and offers the greatest potential to replace short car trips, particularly those under 2km.

4.2 The Manual for Streets (Department for Transport, 2007) states that walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot. However, it goes on to state that this is not an upper limit and that walking offers the greatest potential to replace short car trips, particularly those under 2km.

4.3 There are a number of facilities within an acceptable walking distance of the site including local bus stops and shops. The table below provides a list of some of the key local facilities.

Table 4-1: Local Facilities

Amenity	Description	Distance
Bus Stops	A6, Stockport Road	<100m
Bus Stops	A5184 Plymouth Grove	<100m
Primary School	St John's CofE Primary School, Clearence Road	290m
Supermarket	Asda Superstore, Stanley Grove	500m
Supermarket	Lidl, Stanley Grove	650m
Secondary School	Dean Trust Ardwick, Stockport Rd	700m
Train Station	Ardwick Train Station	1.9km
Train Station	Ashbury's Train Station, Pottery Lane	1.9km

4.4 Locally the site benefits from good quality footways, regular street lighting and signalled crossing facilities, providing good quality pedestrian infrastructure for staff, visitors and residents of the site.

Access by bike

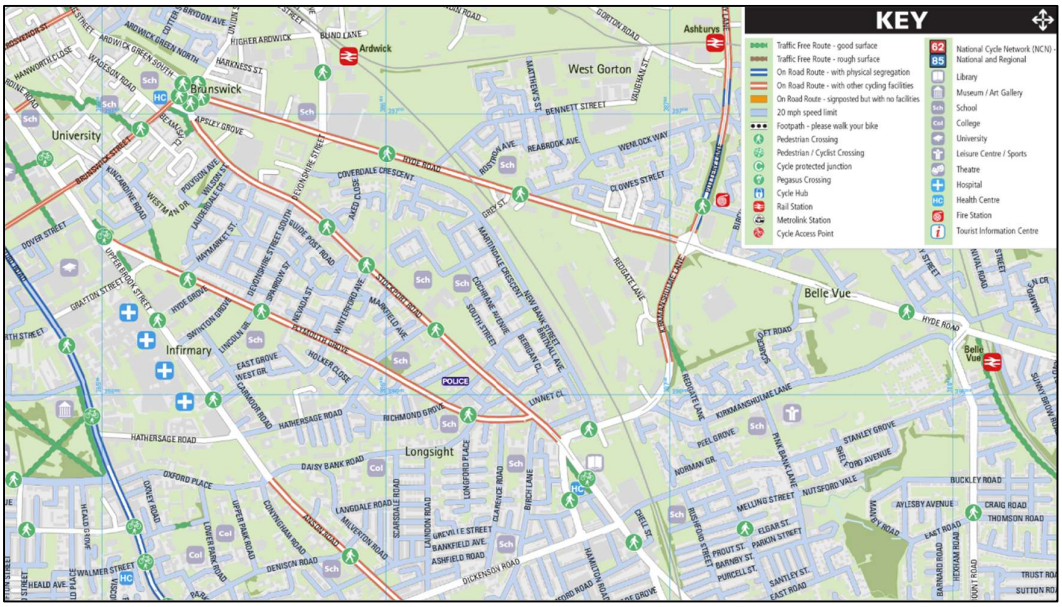
4.5 Cycling is an inexpensive, efficient and healthy way to travel. Cycling also provides a predictable arrival time which is often quicker than driving or using public transport, and is subject to fewer traffic and congestion delays.

4.6 Cycling represents a realistic and healthy alternative to the use of the private car for making journeys up to 5km as a whole journey, or as part of a longer journey by public transport.

4.7 A number of local areas including Longsight, Levenshulme, Rusholme, Old Trafford, Withington and Manchester City Centre are within a 5km cycling distance from the site.

4.8 Existing cycling infrastructure is present on the local highway network within the vicinity of the site including cycle lanes on both sides of the carriageway on Plymouth Grove.

Figure 4-1: Local Cycle Routes and Infrastructure



Source: TfGM

Public transport

Bus

4.9 In terms of bus services, the Chartered Institute of Highways & Transportation's (CIHT's) "Guidelines for Planning for Public Transport in Developments" document identifies, at section 6.20, that "Bus stops are located to minimise passengers' walking distance to their final destination. The maximum walking distance to a bus stop should not exceed 400m and preferably be no more than 300m."

4.10 The closest bus stops to the site are located on A6 Stockport Road and A5184 Plymouth Grove. A summary of the local bus services is shown in the Table below.

Table 4-2: Bus Service Summary

No.	Route	Mon-Fri		Sat		Sun	
		Start-End	Ave Freq.	Start-End	Ave Freq.	Start-End	Ave Freq.
191	Manchester – Hazel Grove	Limited Service every 30-60 minutes between 06:53 – 09:36 and 15:27 – 17:26		-	-	-	-
192	Manchester – Hazel Grove	04:42– 00:18	3-4 mins	00:34 – 03:25	3-4 mins	00:34 – 23:58	5 mins
197	Manchester – Stockport	06:00 – 22:40	20 mins	07:40 – 22:41	30 mins	08:42 – 21:43	60 mins

Source: bustimes

National rail

4.11 The closest railway station to the site is Ashburys Railway Station approximately 1.9km from the site.

4.12 This station provides direct services between Manchester Piccadilly and Hadfield and Manchester Piccadilly and New Mills Central. There are national onward train journeys available from Manchester Piccadilly.

Summary

4.13 Having regard to the above, it is considered that the site has good levels of accessibility by all the main non-car modes of transport. Access to the site by foot and cycle is of a reasonable standard, and both bus and train connections are also available within close proximity, thereby enabling access to the site from a range of local destinations. The existing provision together with the development-related local area improvements will support residents and staff in making journeys by a range of forms of transport.

4.14 The development therefore contributes towards the policy aims of being sustainably located.

5 TRAVEL PLAN COORDINATOR

5.1 The travel plan will be managed by a travel plan coordinator (TPC). The TPC will provide a key role in managing and delivering a successful travel plan.

5.2 The TPC will be appointed by the developer to take responsibility for the development and management of the travel plan, thereby ensuring its successful delivery.

5.3 In the meantime, SCP will be the point of contact for any communication regarding the travel plan and can be contacted at the following address:

info@scptransport.co.uk

5.4 A TPC is not a full-time role but requires an individual with time to implement and monitor the travel plan, with the requisite communication skills to deliver information to all staff and residents.

Funding

5.5 Appropriate funding will be allocated by the developer at the start of the travel plan process to cover the costs involved in administering the travel plan over an agreed time period.

5.6 The funding will cover all costs relating to the TPC, including implementation of measures and initiatives, marketing of the travel plan along with marketing materials, and annual monitoring. The funding stream will allow the travel plan to operate for a minimum of five years.

5.7 The funding for the travel plan is incorporated into the site's operating budget.

6 BASELINE MONITORING

6.1 Travel surveys are undertaken following occupation in order to understand how staff currently travel, how they would like to travel and what would encourage them to make those changes; repeat surveys are used to monitor ongoing travel patterns, over time.

6.2 The survey responses provide an indication of what targets would be most appropriate for the development, and which measures would be most successful in helping to achieve them.

6.3 Surveys will be disseminated to staff via email, within three months of the Medical Centre opening. The surveys will be undertaken during either spring or autumn, with future surveys taking place at the same time of year to enable comparison of findings.

6.4 The surveys will collect the following data:

- Home and work / education postcodes;
- Mode of travel to work
- Reasons for transport choices;
- Potential for change;
- Measures that would encourage use of active travel modes or public transport; and
- Barriers to use of active travel modes / public transport.

6.5 The initial baseline surveys will be confirmed with the local authority, to ensure the questions are appropriate for the development. Response rates for the surveys will be guided by the LPA.

6.6 The responses received from the surveys will be entered into a database to enable modal shift to be tracked and allow future comparison of travel patterns, as well as providing information on which measures are most likely to encourage modal shift.

6.7 All data collected from the travel survey will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will manage the database and be responsible for the release of information; all data held will be used solely for the purposes of the travel plan survey.

7 OBJECTIVES AND TARGETS

7.1 Objectives are required to give a travel plan direction and focus. Targets are measurable and help to indicate whether the high-level objective aspirations have been met. Targets should be linked to objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). Indicators determine whether the targets have been met and thus if objectives have been achieved, and as such will also be used to highlight the progress of the travel plan.

7.2 The travel plan recognises that there is not one specific mode of transport suitable for all staff and that there need to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.

Objectives

7.3 The development of this travel plan has been prepared to achieve the following objectives:

- To reduce the impact and frequency of single-occupancy car travel on the local community;
- To encourage greater use of sustainable transport in preference to the use of the private car, including walking and cycling for local journeys;
- To increase the accessibility of the site to a wide range of people including those who are less mobile; and
- To promote a lifestyle to staff and residents which includes healthy and sustainable living.

Targets

7.4 The setting of targets is key to ensuring that the objectives of the travel plan are met. Targets should therefore be linked to the objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). The two types of target are Aims, which consider modal share and Actions which represent milestones.

7.5 Targets will be measurable through the use of indicators, which represent the results of monitoring. Indicators may also be used to highlight the progress of the travel plan without necessarily having a linked target.

7.6 The travel plan recognises that there is not one specific mode of transport suitable for all residents and staff and that there need to be a number of alternatives in place. The travel plan is intended to promote flexibility and choice, focusing efforts on encouraging a reduction in car use rather than prohibiting it.

7.7 The TPC will analyse the travel survey questionnaires within 1 month of setting up the travel database to determine the existing travel patterns to the site.

7.8 To support the long-term objective of the TP of increasing sustainable travel over the first 5 years of the TP, the TPC will set realistic short-term annual targets for mode share based on the initial surveyed travel patterns.

7.9 Following the results of the travel surveys, the TPC will agree short-term annual targets with the local highway authority to increase the percentage of walk/cycle travel associated with the site. These targets will reflect the surveyed travel patterns and existing levels of mode share usage for these types of travel.

7.10 The TPC will agree the annual targets with the LPA within 1 month of completion of the survey review reports. The initial travel survey results for the proportion of staff travelling by single occupancy vehicles should be recorded along with the agreed short-term annual targets.

7.11 The agreed short-term annual targets will form the basis of the annual review and monitoring process, which alongside the assessment of the implementation of measures will gauge the effectiveness of the TP.

7.12 Upon the updated baseline travel surveys, mode share targets will be set, within three months of the development becoming occupied. The targets will be updated annually for a period of 4 years from the baseline surveys, to ensure they are representative of SMART targets based on the travel patterns of residents.

8 MEASURES

8.1 The travel plan is a tool that seeks to implement measures to promote and encourage travel by sustainable modes of transport.

8.2 A successful and cost-effective travel plan is one that implements measures that are relevant and realistic to the development. As such, the following bespoke set of measures is proposed for the development. These are made up of 'hard' (infrastructural) measures and 'soft' (informational) measures. A third category provides for the management measures which will ensure processes are in place to deliver the travel plan.

Travel Awareness

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

8.4 The TPC will make new staff aware of the existence of the TP by providing them with a welcome pack summarising the TP as part of a welcome pack. The travel information pack will include, though not exclusively, the following:

- An introduction to the new travel plan, listing any key measures along with the contact details of the TPC;
- A map showing the location of the development in relation to the local area, highlighting the nearby bus stops and key local facilities within easy walking distance of the site;
- Public transport information, including:
    - A map showing the location of the development in relation to the local area, highlighting nearby bus stops;
    - Bus timetables of existing local services from nearby bus stops;
    - A map showing the location of the development in relation to the local area, highlighting nearby Train Stations;
    - Rail timetables of existing local services from nearby bus stops;
- Active travel information, including:
    - A map showing local cycle and walking routes, which would also indicate the locations of cycle parking and cycle shops in the area;
    - Details of local bike repair shops/retailers and available discounts/promotions, along with available training and maintenance sessions;
    - Health information;

8.5 A notice board within the medical centre will provide travel information for patients and visitors relating to walking, cycling and public transport to travel to and from the medical centre. This information will also be provided on the medical centre website for review prior to visiting.

8.6 Travel information will also be made available in an appropriate communal area for residents of the flats to see.

8.7 The TPC will ensure that any changes to the TP or any relevant information are passed on to staff on an annual basis. The TPC will promote and encourage staff to participate

in National and Local events, organised by others, aimed at promoting awareness of sustainable transport. The range of events that will be promoted will be agreed and co-ordinated with the Local Planning Authority.

Walking

8.8 Walking is suitable for journeys under two kilometres and can be combined with other methods such as public transport to cover longer distances.

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

- Raise awareness of the health benefits of walking through promotional material in the welcome pack;
- Promote Google Maps for journey planning on foot;
- Promote the availability of walking information, including route maps and useful tips and guidance on the Manchester City Council (MCC) website https://www.manchester.gov.uk/roads-and-transport/active-travel/walking-in-manchester
- Provide a map showing walking routes as part of the welcome pack, indicating distances and times to key local facilities near to the site; and
- Walk to work week – Is an annual event run by living streets an aim is to encourage workers to walk to work and experience the benefits it brings. More information on this can be found at https://www.livingstreets.org.uk/

Cycling

8.10 The TPC will encourage cycling as an alternative mode of travel by implementing the following initiatives:

- Raise awareness of the health benefits of cycling through promotional material in the welcome pack.
- Provision of cycle facilities on site including cycle parking.
- Promote the availability of cycling information, including route maps and provide information on cycle proficiency courses and adult cycle training from the MCC https://www.manchester.gov.uk/roads-and-transport/active-travel/cycling/cycling
- Promote the availability of cycling information from the below cycle related websites: https://www.walkwheelcycletrust.org.uk/ and https://www.lovetoride.net/uk?locale=en-GB%20and
- Liaise regularly with the cycling officer at MCC to ensure that up-to-date information is available.

Public Transport Information

8.11 The TPC will actively promote public transport with the following specific measures to be implemented, which will be promoted through the welcome information as well as via noticeboards and newsletters:

- Staff will be provided with public transport route and timetable information in the travel information packs, which will be updated by leaflet drop as necessary;
- Provide details of journey planning websites and telephone advice services to enable staff to obtain details on their individual requirements, including Traveline

(Telephone: 0871 200 22 33 and Website: http://www.traveline.info) and the TfGM Bee Network https://tfgm.com/;

- Details of local taxi firms will be provided within the travel information pack.

Car Sharing

8.12 The TPC will promote the use of car sharing which will be highlighted in the Travel Pack given to all staff when moving on to site. The benefits of car sharing include:

- Cost savings on fuel and car parking charges;
- Reducing the number of cars on the highway network
- Reducing congestion and lowering journey times;
- Reduced stress; and
- A reduction greenhouse emissions; and
- Increased travel choices which could include walking, cycling and public transport.

Journey Planning

8.13 A particularly useful journey planning website is:

- National Traveline www.traveline.info / 0871 200 22 33

8.14 Traveline contains region-specific journey planning support, and can help you plan your bus, tram or rail journey. The website provides access to public transport information, as well as allowing you to develop journey plans, view timetables and find out about any public transport disruptions.

9 MONITORING STRATEGY

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

Monitoring

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

- It demonstrates to the local authority the effectiveness of measures implemented and the progress being made towards travel plan objectives;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the travel plan by reporting successes; and
- It helps to identify any deficiencies within the travel plan, including any measures that are not effective.

9.3 The TPC will monitor travel patterns associated with the site on an annual regular basis over a total of five years, commencing with baseline surveys within 3 months of occupation and another 4 years of annual surveys. Upon completion of the first baseline travel survey, a Full Travel Plan will be developed and submitted to MCC for review. The document will be submitted within three months of survey completion.

9.4 As part of the annual monitoring, surveys will be distributed to staff to monitor travel to and from the site and gain an understanding of travel habits.

9.5 The TPC will agree the monitoring programme with MCC to ensure that the monitoring procedures are appropriate.

Reviewing

9.6 The TPC will undertake a review of the travel plan following each monitoring stage. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary. In particular the following will be assessed:

- The level of single occupancy vehicle usage at the site; and
- Comments received from respondents.

9.7 When reviewing the effectiveness of the travel plan, the following questions will be asked:

- Which areas offer the greatest potential for change / improvement?
- Was the initiative implemented by the target date?
- How well used is each scheme / initiative?
- How much did it cost to introduce?
- Is the review process itself effective?

9.8 The TPC will compare the mode share statistics obtained from each monitoring period to the targets set for the development. The TPC may choose to revise these targets in order to maintain a realistic goal for the aims and objectives of the travel plan.

9.9 The TPC will also investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards the aims and objectives of the travel plan. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures.

9.10 The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period.

10 ACTION PLAN

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

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Occupation			
Provide all highway and transport measures as agreed with MCC	As per planning agreements with MCC	Developer / MCC	Developer
Appointment of TPC	At least 1 month prior to site completion	Developer	Staff time
Exchange contact details with relevant officers	At least 1 month prior to site completion	TPC	Staff time
Obtain public transport timetables, maps, car sharing information, route plans etc. to provide to staff	At least 1 month prior to site completion	TPC	Staff time
Procure and produce information to populate welcome packs	2 weeks prior to site completion	TPC	Staff time + materials
Upon Occupation			
Issue access travel information to staff	Upon occupation	TPC	Staff time + printing
Ensure travel noticeboards are erected and populated in highly visible areas, and further leaflets/info are available	Upon occupation	TPC	Staff time + noticeboards
Within 3 Months of Occupation			
Prepare staff baseline travel survey	Within 3 months of occupation	TPC	Staff time
Issue surveys to staff	Within 3 months of occupation / Ongoing	TPC	Staff time

Collect travel plan surveys and analyse responses	Within 3 weeks of issue	TPC	Staff time
Review travel plan objectives	Within 3 months of close of survey	TPC	Staff time
Produce full travel plan document and submit to MCC	Within 3 months of survey completion	TPC	Staff time
Liaise with MCC to agree final travel strategy, objectives and targets	Within 3 months of survey completion	TPC/MCC	Staff time
Ongoing Tasks			
Update staff with regard to any service or provision changes with regard to local transport on annual basis	Annually	TPC	Staff time
Implement measures in line with staff requirements / interest, including promotion of e.g. Bike Week, Walk to Work Week etc.	Ongoing	TPC	Staff time
Baseline Monitoring			
Conduct repeat travel survey one year after the baseline survey, and thereafter, annually, for four years	For four years after baseline survey completed	TPC	Staff time + printing
Analyse responses, produce progress report and submit to MCC	Within 3 months of receipt of responses	TPC	Staff time
Report updates to staff	Within 1 month of analysis taking place	TPC	Staff time + printing
Continue regular monitoring as set out and agreed with MCC	As agreed with MCC	TPC	Staff time

11 CONCLUSION

11.1 This travel plan reviews the existing transport facilities at the site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.

11.2 Through the delivery of the measures described within this travel plan, the objectives identified should be fulfilled. These include:

- To reduce the impact and frequency of single-occupancy car travel on the local community;
- To encourage greater use of sustainable transport in preference to the use of the private car, including walking and cycling for local journeys;
- To increase the accessibility of the site to a wide range of people including those who are less mobile; and
- To promote a lifestyle to staff which includes healthy and sustainable living.

11.3 This document therefore satisfies condition 14 in relation to planning approval reference 142669/FO/2025.