



Framework Travel Plan

Land Adjacent to St Joseph's Presbytery, Bury, BL9 6AB

Caritas Diocese of Salford

Prepared by:

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SLR Project No.: 415.064691.00001

15 December 2025

Revision: 03

Revision Record

Revision	Date	Prepared By	Checked By	Authorised By
01	24 September 2025	Emilia Gosden	EG	EG
02	5 December 2025	Emilia Gosden	EG	EG
03	15 December 2025	Emilia Gosden	EG	EG

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1.0 Introduction

Context

- 1.1 This Travel Plan (TP) has been prepared by SLR Consulting Limited on behalf of Caritas Diocese of Salford to support a full planning application for the construction of a new Red Door Day Centre at Land adjacent to St Joseph's Presbytery, Bury, BL9 6AB.
- 1.2 This day care centre will replace an existing service, currently operating from the Church presbytery building that is on site. The centre will serve as a hub of support for vulnerable people who are homeless or at risk of homelessness in Bury.
- 1.3 The proposal will comprise of a new single storey purpose-built day centre of approximately 207m² comprising of a kitchen/café, activity space, meeting rooms, office and welfare facilities together with cycle parking and other associated works.
- 1.4 It should be noted that the proposals will simply replace and provide a more modern space to serve an existing service, which is currently operating from the Church presbytery building.

Site Location

- 1.5 The site is located on the northeastern fringe of Bury Town Centre, just north of the B6222. The site itself is bounded by Peter Street to the west, Back Moorgate W to the south, Bold Street to the east and Badger Street to the north.

The Travel Plan

- 1.6 Travel Plan's help to demonstrate the importance of the environmental, health and commercial benefits of increasing the use of more sustainable modes of travel as an alternative to the private car.
- 1.7 The overarching objective of the Travel Plan is to ensure that all reasonable actions are considered and implemented to promote awareness of the sustainable transport options available to staff and visitors of the site.
- 1.8 Due to the site use, it is expected that all visitors (vulnerable people who are homeless or at risk of homelessness), will not own a car and therefore naturally travel sustainably. Therefore, this TP is aimed at staff of the site (and occasional visitors).
- 1.9 This Travel Plan sets out details of the initiatives and measures that will be implemented by the development, in order to provide for the travel needs of employees at the site, with a focus on promoting the use of sustainable modes of transport (such as car sharing, bus travel, walking and cycling) as an alternative to the use of the private car.

What is a Travel Plan?

- 1.10 A Travel Plan is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as:



“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.”

Sources: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT, 2009; and National Planning Policy Framework, DCLG, 2012.

- 1.11 In essence, a Travel Plan is intended to encourage people to choose alternative transport modes over single occupancy car use. Such a plan should include a range of measures designed to achieve this goal.
- 1.12 It should be noted that this is a working document. This document will set out the key strategies of the Travel Plan which will be reviewed on a regular basis.
- 1.13 This document will set out the principal strategies of the Travel Plan which will then inform the subsequent development of the operational Travel Plan once the development is built and occupied.

Travel Plan Aims

- 1.14 The specific aims of the Travel Plan are as follows:
- To encourage the use of alternatives to the private car by employees / staff members (and potentially visitors) of the site;
 - To increase the awareness of the advantages and potential for travel by more environmentally friendly modes;
 - To improve the health and well-being of staff of the development through the promotion of travel by walking, cycling and bus;
 - To ensure that the development is accessible to the widest possible range of services;
 - Ensure the number of employees driving to the development alone is as low as possible; and
 - Provide discussion points for transport areas that require attention.

Document Structure

- 1.15 Following this introductory chapter, this TP comprises of following chapters:



Table 1.1 – Travel Plan Document Structure

Chapter	Title	Overview
2	Travel Plan Benefits	This section explores and outlines the wide range of benefits and positive effects that a TP can have on staff members and the wider environment.
3	Site Details	This section briefly reviews the specific development and site details.
4	Site Audit and Sustainable Transport	This section provides an assessment of the accessibility of the site by sustainable means of transport.
5	Travel Plan Measures and Initiatives	This section provides a clear description of the measures which will be implemented to encourage sustainable travel to and from the site.
6	TP Management and Communication	This section sets out the strategy for implementing the TP, discusses the roles and responsibilities of the Travel Plan Coordinator and identifies a strategy for communicating the TP to all.
7	Monitoring and Review	This section details the methodology for monitoring and reviewing the TP, including how often the monitoring will take place and who will be involved in the process. This section also outlines the implementation programme of the plan.
8	Action Plan and Budget	This section sets out the action plan and budget for the Travel Plan and how it will be implemented.



2.0 Travel Plan Benefits

Introduction

- 2.1 The benefits from a TP can be loosely categorised under four main headings:
- a) Health Benefits;
 - a) Environmental Benefits;
 - b) Financial Benefits; and
 - c) Mutual Benefits.
- 2.2 This section explores just some of the improvements which can be made to an organisation during a successful Travel Planning process.

Health Benefits

- 2.3 There are well documented health benefits associated with active travel, such as walking and cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.

“26% of adults classified as obese in 2018, up from 15% in 1993.”

“Physical activity levels are low in the UK: 33% of men and 42% of women do not meet the minimum recommendations for physical activity in adults.”

Source: HSCIC, ‘Statistics on Obesity, Physical Activity and Diet, Health and Social Care Information Centre’, 2018.

- 2.4 Regular moderate physical activity (including walking and cycling), can help prevent and reduce the risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problems, high blood pressure, and musculoskeletal problems.

Environmental Benefits

- 2.5 Climate change is a global issue that affects all nations. The British Government has pledged to play its part in reducing emissions which are harmful to the earth by setting carbon reduction targets:

“It is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline.”

Source: Climate Change Act 2008, Chapter 27, Part 1, 2008.

- 2.6 Additionally, in November 2020 the British Government announced a 10-point plan for a “Green Revolution” supported on significant investments on alternative greener ways of travel including cycling, walking, and buses, as well as electric vehicles. These measures, along the promotion of alternative energy sources, carbon capture initiatives, or the construction of greener buildings, will allow the UK to eradicate its contribution to climate change by 2050.



- 2.7 A reduction in the potential number of polluting vehicles on the roads surrounding the site will contribute to better air quality throughout the area.

“Air pollution causes a considerable burden of death and disability annually and costs the UK economy £20bn every year.”

Source: Royal College of Physicians, ‘Every Breath We Take: The Lifelong Impact of Air Pollution’, 2016

- 2.8 The GMCA Five-Year Environment Plan 2019-2024 is key for this, aiming to mitigate climate change, improve air quality and prepare Greater Manchester for the impacts of climate change. This will be done through increasing the use of public transport and active travel modes, phasing out fossil-fuelled private vehicles or improving the regional public transport network.
- 2.9 Therefore, supporting the site in walking, cycling and using public transport to travel would encourage users of the site to make smarter choices in the way they travel can reduce the congestion, carbon emissions, pollution and noise that developments across Manchester and the region make on the environment, helping MCC and GMCA to achieve their environmental targets.

Financial Benefits

- 2.10 Although secondary to health and environmental benefits, there are also financial benefits to be gained from increasing active travel rates:

“The cost of physical inactivity in England – including direct costs of treatment for the major lifestyle-related diseases, and the indirect costs caused through sickness absence – has been estimated at £8.2 billion a year.”

Source: At Least Five a Week: Evidence on the Impact of Physical Activity, DoH, 2004.

- 2.11 Individuals can also benefit financially from travelling to and from a site with a TP in place, due to the improved range of transport options available, some of which may be more cost-effective than car travel.
- 2.12 An effective TP can help encourage staff (and potentially visitors) to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, and reduce financial wastage.

Mutual Benefits

- 2.13 As demonstrated, there are multiple reasons as to why TPs are important to modern society. The initiatives in this TP will have a positive effect on the staff of the new development and the surrounding community.
- 2.14 The benefits of this TP must be communicated correctly:

“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment.”



Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.



3.0 Development Site Details

Development Site Details

- 3.1 As discussed, the proposals will simply replace and provide a dedicated, more modern space to serve an existing charity service which is currently operating from the Church presbytery building that is on site.
- 3.2 The proposal will comprise of a new Single storey day centre (207sqm) with a kitchen/café, activity space, meeting rooms, office and welfare facilities together with cycle parking and other associated works
- 3.3 Pedestrian access into the site will be gained via Bold Street.
- 3.4 A total of 19 existing parking spaces will be retained within the current church car park hardstanding via the existing car park access arrangements. In addition, six new spaces will be marked within this area, making full use of the space available.
- 3.5 A further two spaces (including one accessible bay) are proposed on the Red Door site, accessed via a new double dropped kerb arrangement off Bold Street, providing level access for disabled users into the site.
- 3.6 In total, the combined provision across the Church and Red Door site will be 27 car parking spaces, representing a net reduction of 13 spaces from the existing provision.
- 3.7 The site will be provided with six cycle parking spaces. These will be available for all site users. There will also be additional space internally for staff to store bikes (ie. store rooms).
- 3.8 The proposed scheme layout plans are included as **Appendix A**.

Site Operations & Numbers

- 3.9 It is anticipated that core operating hours for the site will be Monday to Friday from 8am to 4pm.

Staff

- 3.10 It is understood that on average there will be three members of staff working at the site during a typical day. As a worst-case there could also be an additional one visitor / volunteer / inspector at the site.

Site Users

- 3.11 Due to the nature of the site operations, all site users (the unsheltered and vulnerable population) will not own a car and will naturally travel to and from the site via sustainable modes; most likely walking or cycling.

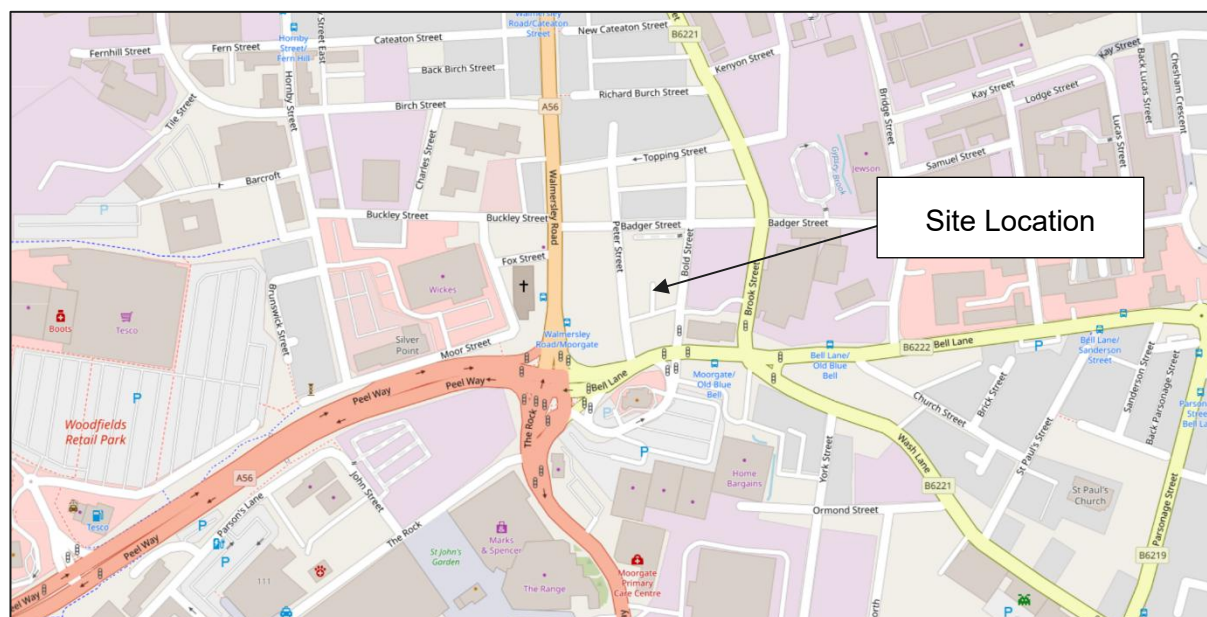


4.0 Site Location & Accessibility by Sustainable Modes

Site Location & Context

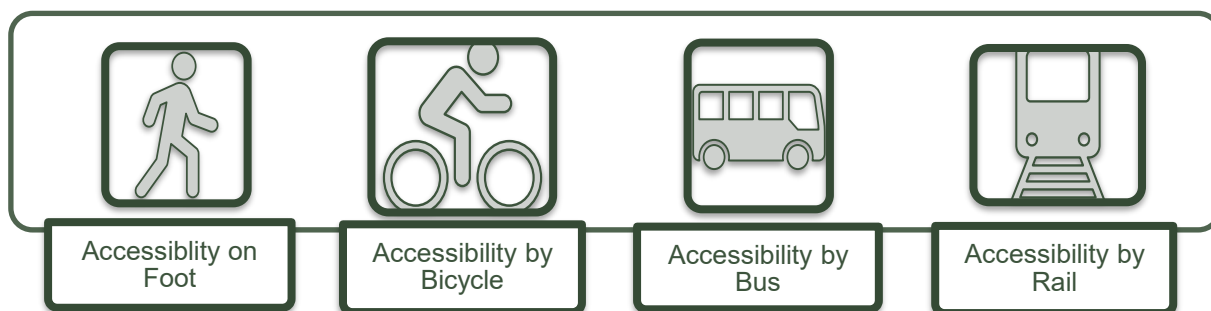
- 4.1 The site is bound by Badger Street to the north, beyond which are several 2-storey terraced properties. To the east of the site is an industrial estate comprising a few commercial and industrial units. Back Moorgate West lines the property to the south, beyond which lies a small car park and the Moorgate Retail Park across the B6222, a local commuter route between Bury & Rochdale. Back Peter Street adjoins the western boundary of the site, beyond which several small local shops & cafes exist.
- 4.2 The site is located in the vicinity of industrial areas to the east and west, retail areas to the south and residential areas to the north.

Figure 4.1: Site Location



Source: Open Street Map

- 4.3 A key element of national and local policy is to ensure that developments are located in areas where alternative modes of travel are available. It is important to ensure that developments are not isolated but located close to complementary land uses. This supports the aims of integrating planning and transport, providing more sustainable transport choices, and reducing overall travel and car use



- 4.4 It is important to note that due to the nature of the site operations, all site users (the unsheltered and vulnerable population) will not own a car, so will naturally travel to and from the site via sustainable modes; most likely walking. Therefore, this section is aimed at staff members.

Site Accessibility by Walking & Cycling

- 4.5 Research has indicated that acceptable walking distances depend on a number of factors, including the quality of the development, the type of amenity offered, the surrounding area, topography and other local facilities.
- 4.6 The Chartered Institution for Highways and Transportation (CIHT) document entitled 'Providing for Journeys on Foot' suggests walking distances which are relevant to this planning application. These are reproduced in **Table 4.1**.

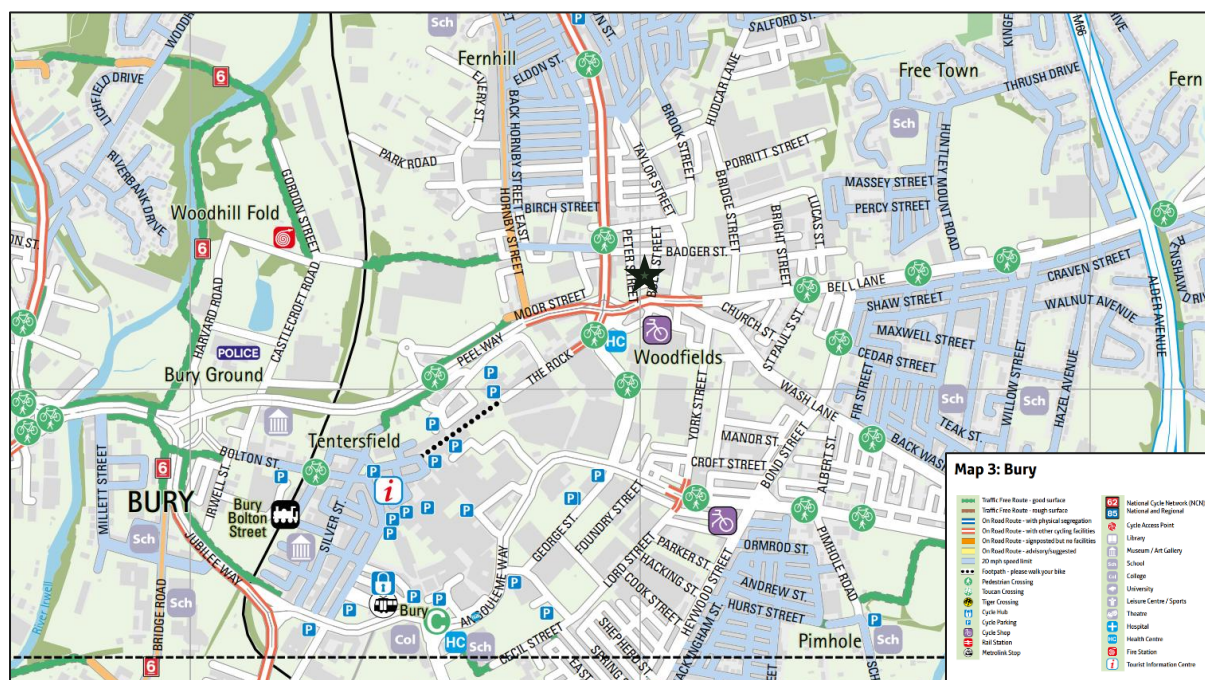
Table 4.1: CIHT Suggested Acceptable Walking Distances

CIHT Classification	Town Centres (m)	Commuting/School/ Sightseeing (m)	Elsewhere/ Local Services (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

- 4.7 Within the 2km catchment the whole of Bury Town Centre, the residential areas of Fishpool, Gigg, Free Town, Chesham, Fairfield, Limefield, Higher Woodhill and Elton are located within the catchment.
- 4.8 The surrounding highway network has a comprehensive interconnected network of footways around the site. The proposal site will benefit from a ramped access from Bold Street to assist those that are physically impaired.
- 4.9 Suitable dropped kerbs and tactiles are located at key crossing points and controlled pedestrian crossings on Bold Street, the B6222 and the A56 Walmersley Road. These crossing points link the site with the local bus stops.
- 4.10 Cycling is increasingly being recognised as a viable alternative to the car and there has been sustained growth in cycling as both a mode of travel and leisure activity. Department for Transport (DfT) 'Local Transport Note 1/20 Cycling Infrastructure Design' states that, *"two out of every three personal trips are less than five miles in length – an achievable distance to cycle for most people"*.
- 4.11 Consequently, cycling has the potential to replace short car journeys, particularly those under 5 kilometres. Within a 5km cycle catchment the areas of Tottington, Brandlesholme, Radcliffe, and Pilsworth are reachable.
- 4.12 There are numerous cycle routes across the Bury area, with a designated on-road route in close proximity to the site and National Cycle Route 6 located to the west through Bury Town Centre – refer to **Figure 4.1** below.



Figure 4.1: Bury Cycle Map



Site Accessibility by Public Transport

Bus Accessibility

- 4.13 Guidance from the CIHT document 'Guidelines for Planning for Public Transport in Development' indicates that ideally, a bus stop should be located within 400m from a new development. This equates to around a 5-minute walk assuming an average walk speed of 80m per minute.
- 4.14 The site is well served for bus travel with several bus services operating close to the site, with the nearest bus stops located to the west on the A56 (stop name: Fox Street) and the south on the B6222 (stop name: Brook Street). Each stop has a flagpole arrangement on one side and a shelter with seating arrangements on the other.
- 4.15 The key bus services accessible through the above-mentioned bus stops are summarised in **Table 4.2** below.



Table 4.2: Local Bus Routes / Timetable

Service No.	Route Name	Average Frequency per Hour	
		Mon – Sat	Sun
Bus Stop: Fox Street			
472 / 474	Bury Interchange – Bury Interchange	3	2
481	Irwell Line – Blackburn – Bury	2	1
483	Burnley – Water – Lumb – Rawtenstall – Edenfield - Bury	1	1
487	Bury - Fernhill - Chesham - Walmersley - Nangreaves	1	1
882	Walmersley - Bury - Woodhill - Higher Woodhill - Tottington	1	1
898	Walmersley - Bury - Elton - Seddons Farm Estate - Walshaw	1	1
Bus Stop: Brook Street			
467	Bury - Jericho - Bamford - Caldershaw - Spotland - Rochdale	2	2
468	Rochdale - Bamford - Fairfield General Hospital - Bury	2	2
968	Rochdale - Bamford - Fairfield General Hospital - Bury	Less than 1	0

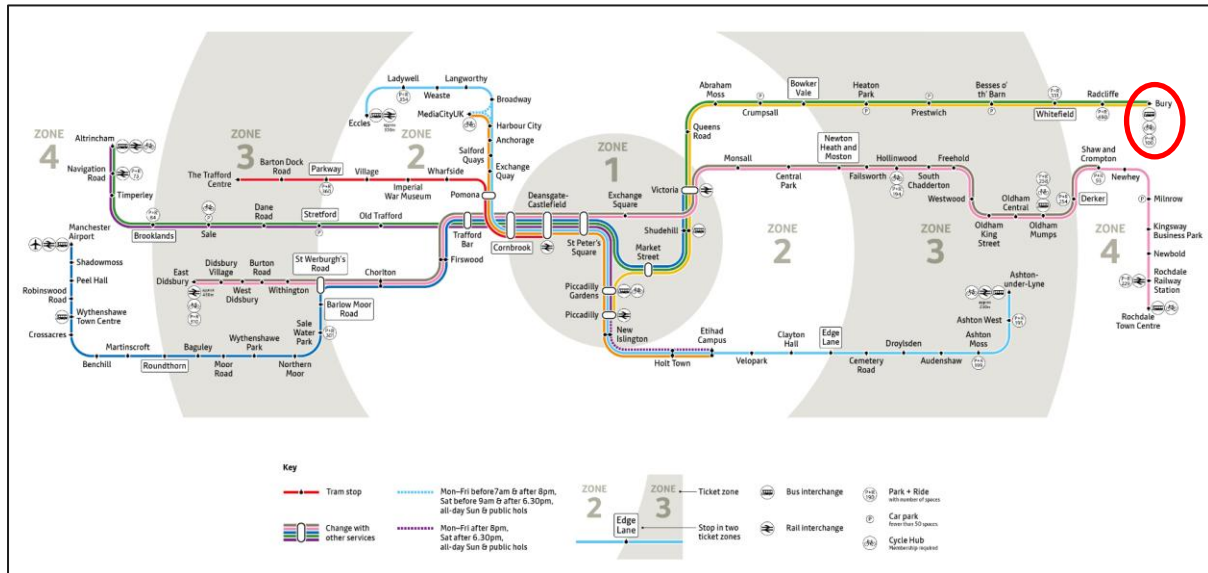
4.16 In summary, it is considered that the site is easily accessible by bus travel.

Rail Accessibility

- 4.17 Bury Rail Station is located circa. 1.2km to the southwest of the site which equates to a 15-minute walk / 5-minute cycle. This train station is on the East Lancashire Heritage Railway Line.
- 4.18 Bury Interchange is located circa. 1.2km to the southwest of the site which equates to a 15-minute walk / 5-minute cycle. Bury interchange provides frequent services to Altrincham and Piccadilly every 6 – 15 minutes. Journey times to Piccadilly are around 35 minutes and journey times to Altrincham are around 1 hour.



Figure 4.2 – Metrolink Map



- 4.19 Bury Interchange is provided with around 100 car parking spaces and eight cycle stands. Bury Interchange also operates as a Park & Ride service.
- 4.20 Overall, it is considered that the infrastructure within the vicinity of the site means public transport is a very viable mode of travel for people accessing the site and can be promoted amongst staff members.



5.0 Travel Plan Measures & Initiatives

Management Strategy

- 5.1 The measures within this Travel Plan have been designed to effectively deliver the objectives and subsequent targets set out above and can be categorised as follows:
- Raising awareness;
 - Encouraging walking and cycling;
 - Encouraging the use of public transport; and
 - Encouraging car sharing.
- 5.2 As discussed, due to the site use, it is expected that all visitors (vulnerable people who are homeless or at risk of homelessness), will not own a car and therefore naturally travel sustainability. Therefore, the measures outlined below are aimed at staff members, however they will also be promoted to other site users such as inspectors etc.

Raising Awareness

- 5.3 Raising awareness is the first and most vital step in the process of encouraging individuals to alter their travel habits with the overarching goal of reducing vehicular trips associated with the site and particularly those classified as 'single occupancy' car trips.

Staff Inductions and Travel Forums

- 5.4 There is a significant opportunity to encourage more sustainable travel behaviour from the outset by promoting sustainable travel options. It is also crucial that appropriate information on travel options is given to all members of staff.
- 5.5 There is a greater chance of influencing modal shift if members of staff are provided with tailored information as part of any recruitment and induction/training process. As well as providing information on walking, cycling and public transport opportunities, there should be an endeavour to facilitate car sharing amongst staff by identifying other staff with a car that live nearby during staff inductions and introducing them to suitable car share partners.
- 5.6 The Travel Plan measures will be communicated and promoted to all members of staff. Staff inductions will include information on the travel options available to staff members to seek to minimise single occupancy car trip and provision of travel information covering all relevant travel modes, focused on the individual's specific travel requirements.
- 5.7 Travel forums will be held regularly with staff on an at least a six-monthly basis to remind staff of the importance of the Travel Plan and to review travel needs and travel plan measures. These will be organised and chaired by the TPC and will involve both management and other staff.



Staff Travel Information Packs

- 5.8 Travel information packs will be given to all members of staff in order to inform and encourage the use of sustainable transport modes. The packs will include the following:
- Details of the Travel Plan and its purpose;
 - Contact details for the TPC, and an outline of the TPC responsibilities;
 - Details and routes for local walking, cycling and public transport options;
 - Details of car sharing options; and
 - An outline of the various environmental, health and financial benefits of sustainable travel.
- 5.9 Staff travel information packs will be kept up to date throughout the life of the Travel Plan and distributed to all staff and when any new staff member joins.

Measures to Encourage Walking and Cycling

- 5.10 The existing pedestrian infrastructure in place surrounding the site is considered of a high standard and can comfortably serve the needs of staff and people travelling to and from the site.
- 5.11 The following measures will actively encourage people to adopt walking or cycling as a primary means of travelling to and from the site:

Table 5.1 – Initiatives to Encourage Walking

Walking Initiatives	Description
Publicity and Awareness of Walking and any Specific Events	Publicity of the benefits of walking, including walking events. These will include initiatives such as National Walking Month and a link to https://beeactive.tfgm.com/walking/
Security Provision	If requested staff will be provided with a personal safety alarm and free high visibility clothing to enhance safety of those wishing to walk to/from the site.
Courtesy Umbrellas Provision	Courtesy umbrellas will be available upon request for all staff regularly walking to work.
Taxi ride home in emergency situations	Staff who have walked to work will be entitled to a taxi ride home in emergency situations.
Waking Buddy Scheme	If demand dictates, implement a buddy scheme where walkers can meet up and arrange to walk to and from site together.

Measures to Encourage Cycling

- 5.12 It is envisaged that some of the prospective vehicular trips to the site by staff members could be made by cycle instead, if the adequate measures were applied.
- 5.13 **Table 5.2** below summarises the proposed cycling initiatives designed to encourage more staff members to cycle to the site:



Table 5.2: Initiatives to Encourage Cycling

Cycling Initiatives	Description
Promote Benefits of Cycling	The benefits of cycling will be publicised, including the money it can save and the reduced environmental emissions compared to driving a car. Users of the site, in particular staff will be directed to the free cycle to work online calculator tool, http://www.cycletoworkcalculator.com , that will demonstrate whether they can save money and time by cycling to work, and any associated health benefits.
Promote Route Planning Tools and Plans detailing Local Cycle Amenities and Facilities	Route planning guidance tools and maps will be advertised to site users in communal areas, in staff inductions and within the travel information pack. The tool and other information can be launched from the following links: https://www.cyclestreets.net/journey/ https://beeactive.tfgm.com/cycling/get-a-bike/ https://tfgm.pindarcreative.co.uk/tfgm_interactive_mapping_county_map
Promote on-site Cycle Parking Facilities	Staff will be made aware of the on-site cycle parking facilities
Liaison with Local Shops	Find out if local cycle shops can offer discounts to staff members.
Reflective Clothing	On request, provide free high visibility clothing to those wishing to cycle to the site.
Bike User Group (BUG)	If demand dictates, establish a staff members group focused on issues related to cycling. The group would match those cycling to the site against others with a similar journey.
Promote local hire of e-bikes	Promote the hire of the cities e-bikes https://beeactive.tfgm.com/cycle-hire/
Cycle Training	https://beeactive.tfgm.com/cycling/courses-and-bike-maintenance/ will be promoted to staff to encourage them to use this mode of transport when travelling to the development site.

Measures to Encourage Public Transport Use

- 5.14 Public transport accessibility within the locale of the site is considered to be of a high standard, and as such the following initiatives will be integral within the Travel Plan to actively encourage staff at the site to adopt public transport use as a primary means of commuting to the site:

Table 5.3 – Initiatives to Encourage Public Transport Use

Public Transport Initiatives	Description
Promotion of Journey Plan Tools and Services	Promotion of the TfGM Journey Planner tool https://tfgm.com/plan-a-journey and other public transport journey planning tools. Promote the following: https://tfgm.com/public-transport/bus https://tfgm.com/ways-to-travel/train https://tfgm.com/public-transport/tram
Provision of Timetable Information	Public transport information will be made available to staff including timetable details, bus stops and directions to key websites that they can access.
Promote the use of Public Transport	Promote the use of public transport for work purposes where practicable. Promote the following links: http://www.nationalrail.co.uk/
Promote PlusBus and Season Tickets and Loans	Promote the availability of season tickets and public transport discounts offered by providers and promote the existence of the PlusBus tickets for multi-modal travellers. Promote the following links: https://tfgm.com/tickets-and-passes and http://www.plusbus.info



Encouraging Car Sharing and the Use of Electric Vehicles

- 5.15 The following measures are intended to actively encourage staff to car-share as an alternative to single occupancy car use and reduce the impact the development has on the environment and potentially save staff members money. The initiatives that will be employed are presented in **Table 5.4**:

Table 5.4 – Initiatives to Encourage Car Sharing and Electric Vehicle Travel

Car Share and EV Travel Initiatives	Description
Car Sharing Scheme	Regular meetings will be held for the purpose of matching staff members based on their place of residence, thereby forming potential car share groups.
Car Sharing Promotion	Information gathered at meetings and on car sharing in general will be made visible to all staff at a designated point within the staff areas. Liftshare will be promote amongst staff: https://liftshare.com/uk/community/tfgm
Promote Electric Vehicle Use	Information will be provided on the public local charging points.
Taxi Services' Promotion	Site users could use a number of online pre-booked vehicle ride services operating in Manchester, with Uber (https://www.uber.com/gb/en/r/cities/taxi/manchester-eng-gb/).



6.0 Travel Plan Management and Communication

Management Strategy

6.1 DfT Good Practice Guidelines outline six key messages regarding implementation and management:

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

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

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

Travel Plan Coordinator

6.3 The primary support and leadership for implementing the TP should come from an individual appointed as the ‘Travel Plan Coordinator’ (TPC). The TPC contact details will be provided to the Council prior to the new site being occupied.

6.4 In line with the overarching Travel Plan, duties of the TPC include:

- a) Looking after the day-to-day operation of the plan;
- b) Keeping all relevant databases, information, and administration up to date;
- c) Liaising with appropriate partners;
- d) Leading on the delivery of the TP;
- e) Representing the human face of the TP;
- f) Promoting the TP by explaining its purpose and opportunities;
- g) Promoting individual measures in the TP;



- h) Monitoring the TP; and
- i) Reviewing the TP, using regular surveys.

Communications Strategy

6.5 The initiatives proposed in **Section 5** of this TP need to be communicated by a clear strategy to ensure maximum effectiveness and encourage large levels of uptake. The Communications Strategy is therefore considered to be a vital step in ensuring the success of any TP.

6.6 The benefits of this TP must be communicated correctly:

“It is important that the outcomes sought from the travel plan can be seen as a benefit to all parties, e.g. the developer, occupiers and site users, the community and the local authority. Such benefits can help in gaining widespread commitment.”

Source: Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfH, 2009.

6.7 It is key to publicise the Travel Plan successes as people may be more likely to continue mode shift if commended as well as encouraging others.

Promotion of the Travel Plan

6.8 Promotion of the TP around the site will take the following form:

- a) Produce TP Travel Pack;
- b) Publicise the TP with posters in communal areas; and
- c) Provide information on the TP to staff and site users.

Travel Plan Distribution

6.9 A version of this TP (and subsequent updates) will be made readily accessible to users of the site.



7.0 Monitoring and Review

Introduction

- 7.1 Monitoring and review is of central importance to the progression of the TP. Good Practice Guidelines: Delivering Travel Plans through the Planning Process (DfT, 2009) state that:

“Monitoring and review are essential to ensure Travel Plan objectives are being achieved.”

- 7.2 However, too much monitoring and review of TPs is thought to be damaging to the overall effectiveness and impact of the document. It is important to find the right balance of monitoring.
- 7.3 As stated earlier in this TP, there is a clear commitment to liaise with MCC and to use these links to monitor the effectiveness of the Travel Plan and their monitoring systems.

Travel Surveys

- 7.4 The monitoring of travel behaviour is essential to measure progress towards the objectives and targets outlined on the next subsection. Staff travel surveys will be undertaken during the first month of use of the new development. The information obtained from the staff travel survey will help the TPC to refine the final modal split targets and measures that will be included in the TP at the point when the development is occupied.
- 7.5 Within three months of the first occupation of the development, a revised TP, which takes into account the information about travel patterns gathered as part of the baseline travel surveys will be produced.
- 7.6 As part of the ongoing development of any future Full Travel Plan there will be a commitment to undertake surveys on a bi-annual basis, in order to effectively monitor the evolution of the modal split figures and therefore the effectiveness of the initiatives within the TP. The surveys will also provide an appropriate evidence base for changes to those initiatives if it is felt that alternative measures may be more effective.

Survey Design and Distribution

- 7.7 The survey will be in line with current local and national TP guidance and questions will be designed to provide an indication of staff travel patterns.
- 7.8 The surveys would extract the following key information:
- Usual mode of travel to / from work and reason for modal choice;
 - Journey time and length;
 - Attractiveness of various sustainable modes;
 - Any barriers to sustainable modes; and
 - Initiatives that would encourage travel via sustainable modes.



- 7.9 All data collected for the travel surveys in connection with the TP will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the databases and be responsible for the release of information, with all data held being used solely for the purpose of the TP.

Targets and Evaluation

- 7.10 Given the small number of staff expected on site, no specific numerical mode share targets have been set. Instead, the overall aim will be to reduce single-occupancy car journeys and to encourage more sustainable travel modes, such as car sharing, public transport, cycling, and walking.
- 7.11 Progress towards this aim and staff awareness of the sustainable modes of travel will be monitored and evaluated through staff travel surveys.

TP Review

- 7.12 In order to record and communicate the progression of the Full Travel Plan, the TPC should produce a review report after future travel surveys are undertaken, which should, as a minimum, include the following:
- a) Reporting of progress against the targets set once the Travel Survey is completed;
 - b) Provision of information relating to new initiatives introduced;
 - c) Provision of information on proposed initiatives due for implementation; and
 - d) Details of relevant external transport-related news.



8.0 Action Plan and Budget

Budget & Funding

- 8.1 The anticipated relative cost of each TP measure has also been set out on in the following pages in **Table 8.1**. Those categorised as “No Cost” only involve small amounts of staff time for organisation and encouragement to staff members. “Low” costs primarily involve small costs in organising external meetings and liaison, and the cost of staff time. Low-cost initiatives are expected to cost up to £250.
- 8.2 Those costs categorised as “Medium” are small facilities improvements and larger events, which will take more time to organise and undertake and need more funding to implement. Medium-cost initiatives are anticipated to cost up to £1,000. Costs categorised as “High” are long term expensive costs. High-cost initiatives are expected to cost over £1,000.
- 8.3 Funding will be made available not only for the implementation of the measures proposed in the Full Travel Plan, but also for their management and communication. As identified in throughout this document, the communication and management of a TP is best undertaken by a TPC.
- 8.4 Funding will continue to be made available for the provision of this role, whether this is an allowance of additional time for the TPC to complete elements of their responsibility, or allowance of additional funding.

Action Plan

- 8.5 **Table 8.1** below provides an Action Plan for framework and timescales for implementation of the Travel Plan.

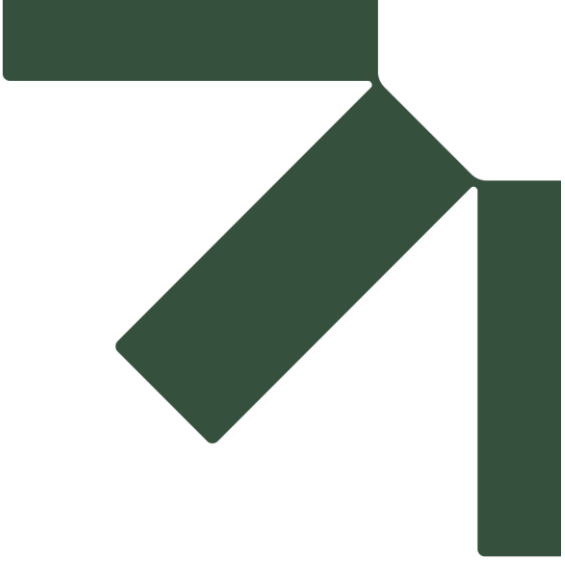
Table 8.1: Action Plan of Key Initiatives

Initiative	Measure	Cost	Timescale
Travel Plan Implementation	Appoint TPC	Low	Prior to development being occupied
Staff Travel Information Pack	Provide Travel Information Packs to all staff members as part of their induction	Low	During staff induction / any new recruitment thereafter
Walking	Publicity and promotion of walking routes, maps and walking events	Low	As part of staff training / induction programmes and on noticeboards
	Provide courtesy umbrellas and if requested staff will be provided with a personal safety alarm and free high visibility	Medium	When required



Initiative	Measure	Cost	Timescale
	Free taxi ride home in emergency situations	Low	When required
Cycling	Awareness and promotion of cycling routes, maps, on-site cycle facilities and national cycle events	Low	As part of staff training / induction programmes and on noticeboards
	Promote and monitor the cycle parking facilities	Low	As appropriate
	Find out if local cycle shops can offer discounts to staff members	Low	As appropriate
	On request, provide free high visibility clothing	Low	When required
	If / when demand dictates, establish a staff members group focused on issues related to cycling	Low	As appropriate
	Cycle training promotion	Low	As appropriate
Public Transport	Public transport information made available and promoted to staff including timetable details, bus stops and directions to key websites that they can access	Low	As part of staff training / induction programmes and on noticeboards
	Promote the use of public transport for work purposes where practicable and any discounts offered by operators	Low	As appropriate
Car Sharing / Electric Vehicles	Explore car sharing amongst staff	Low	As appropriate
	Provide information on car sharing services and electric vehicle provision	Low	As part of staff training / induction programmes and on noticeboards
Monitoring	Undertake staff surveys	Medium	Within 1 month of post application occupation during a neutral period, then bi-annually thereafter for at least five years
	Review all travel requirements	Low	At least annually
	React to changes in transport conditions	Low	As appropriate and on-going
Reporting	Collate survey results, analyse and summarise actions, results and success of the Travel Plan	Low	3 months after surveys
	Based on the report findings consider new initiatives	Low	On-going





Appendix A Site Layout Plan

Framework Travel Plan

Land Adjacent to St Joseph's Presbytery, Bury, BL9 6AB

Caritas Diocese of Salford

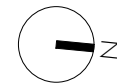
SLR Project No.: 415.064691.00001

15 December 2025



REVISION	DATE	DESCRIPTION
P01	04/11/2025	PLANNING PRE-APPLICATION ISSUE
P02	17/11/2025	PLANNING ISSUE
P03	16/12/2025	PLANNING ISSUE

PROPOSED SITE PLAN 1:250



- KEY**
- APPLICATION BOUNDARY
 - ST JOSEPH'S RC CHURCH OWNERSHIP

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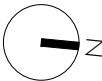
31 Blackfriars Road, Salford, Manchester, M3 7AQ
+44(0)161 832 3242 / info@omiarchitects.com / www.omiarchitects.com

PROJECT	CARITAS RED DOOR, BURY					
DRAWING	PROPOSED SITE PLAN					
DATE	NOV' 25	DRAWN BY	CAW	SCALE	1:250	@A3
JOB NO.	1454	DWG.NO.	L0003			



REVISION	DATE	DESCRIPTION
P01	04/11/2025	PLANNING PRE-APPLICATION ISSUE
P02	17/11/2025	PLANNING ISSUE

LEVEL 00 **GROUND FLOOR**

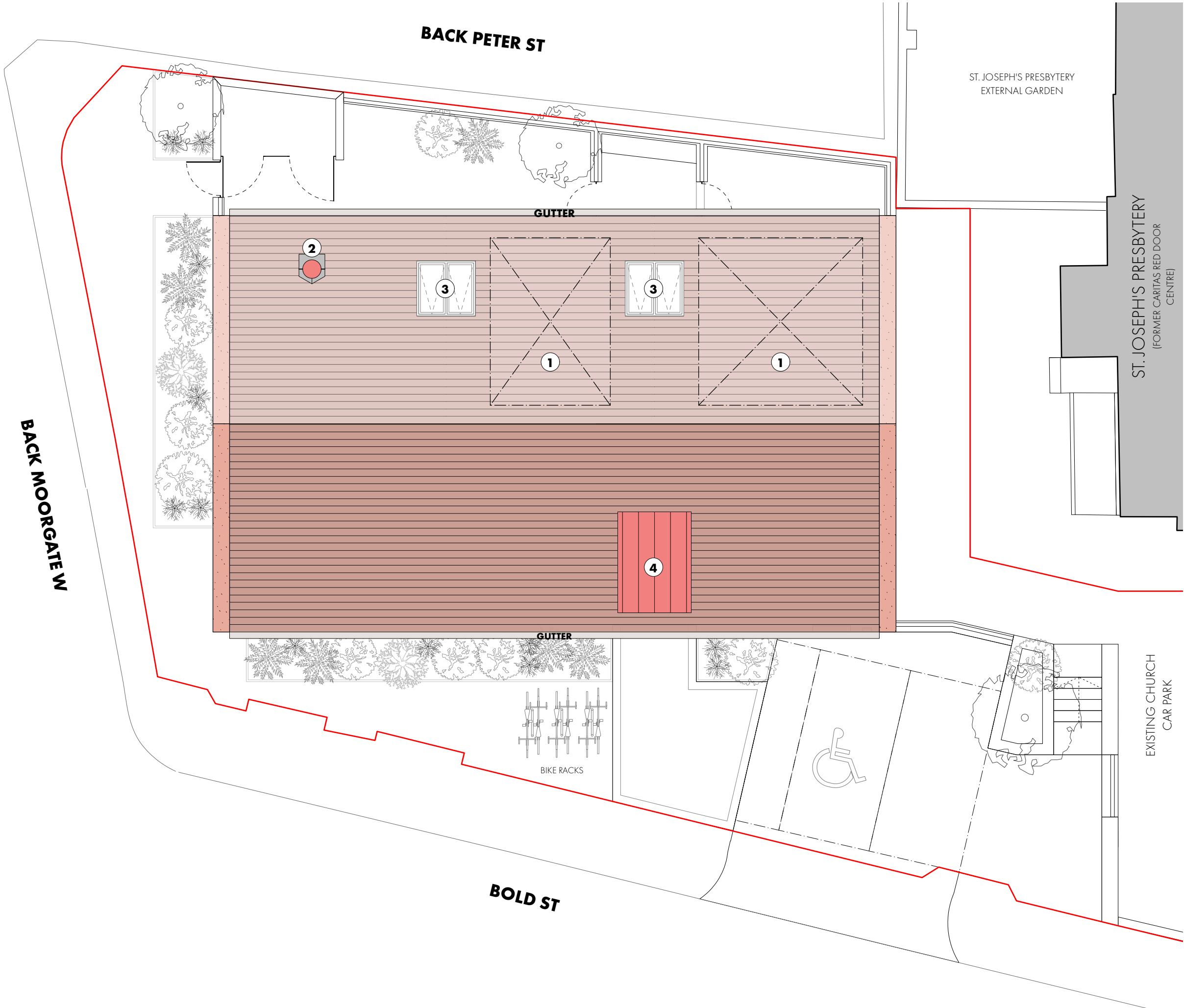


- KEY**
- 1 ENTRANCE LOBBY
 - 2 CAFE
 - 3 MEETING ROOM
 - 4 OFFICE
 - 5 ACTIVITY ROOM
 - 6 ACCESSIBLE WC
 - 7 ACCESSIBLE SHOWER & WC
 - 8 KITCHEN
 - 9 LAUNDRY / SLUICE
 - 10 STORE
 - 11 PLANT
 - 12 SMOKING AREA
 - 13 ACCESSIBLE PARKING SPACE
 - 14 PARKING SPACE

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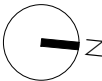
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PROJECT	CARITAS, RED DOOR BURY					
DRAWING	PROPOSED LEVEL 00 PLAN					
DATE	NOV' 2025	DRAWN BY	CAW	SCALE	1:100	@A3
JOB NO.	1454	DWG.NO.	L1000			



REVISION	DATE	DESCRIPTION
P01	04/11/2025	PLANNING PRE-APPLICATION ISSUE
P02	17/11/2025	PLANNING ISSUE

ROOF PLAN



- KEY**
- 1 PV ARRAY
 - 2 KITCHEN EXTRACT
 - 3 ROOFLIGHT
 - 4 ZINC STANDING SEAM DORMER

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PROJECT	CARITAS, RED DOOR BURY					
DRAWING	PROPOSED ROOF PLAN					
DATE	NOV' 2025	DRAWN BY	CAW	SCALE	1:100	@A3
JOB NO.	1454	DWG.NO.	L1001			



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