



City Square House, Leeds, LS1 4DL

Travel Plan Framework

April 2025

A report prepared on behalf of EML City Square House Limited

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Contents

1	Introduction	1
1.1	Background	1
1.2	Site Location	2
1.3	Development Summary	2
2	Policy Context	4
2.1	Background	4
2.2	Objectives of a Travel Plan	4
2.3	National Policy Review	5
2.4	Local Policy Review	6
3	Travel Conditions & Access	8
3.1	Existing Pedestrian Environment	8
3.2	Existing Cyclist Environment	9
3.3	Existing Public Transport Environment	10
3.4	Existing Highways Environment	14
3.5	Proximity to Local Amenities	14
4	Objectives & Targets	16
4.1	Background	16
4.2	Staff Travel Objectives	16
4.3	Visitor Travel Objectives	16
4.4	Initial Targets	17
5	Measures to Achieve Modal Shift	19
5.1	Background	19
5.2	Travel Plan Co-ordinator	19
5.3	Information Provision & Marketing	21
5.4	Walking	23
5.5	Cycling	24
5.6	Public Transport	26
5.7	Measures to Minimise Car Use	26

6	Management & Implementation	29
6.1	Background	29
6.2	Travel Plan Management	29
6.3	Travel Plan Implementation	30
6.4	Implementation Timetable (Action Plan)	30
7	Monitoring & Review	32
7.1	Background	32
7.2	Travel Surveys	33
7.3	Review	33

1 Introduction

1.1 Background

- 1.1.1 This Framework Travel Plan (FTP) has been prepared by Transport Planning & Highway Solutions (TPHS) on behalf of EML City Square House Ltd, with reference to the planning permission dated 2nd August 2011 and issued under Leeds City Council (LCC) application reference 10/05681, in support of the office block scheme at the site comprising City Square House, Leeds, LS1 4DS and with reference to Condition 26 of the permission which states that:

‘The development hereby permitted shall be carried out in accordance with the approved plans listed in the Plans Schedule.’

- 1.1.2 The subsequent ‘Plans Schedule’ includes reference to the Travel Plan, dated 2nd March 2011, with this current Framework Travel Plan coming forward as an update to the earlier Plan.

- 1.1.3 Accordingly, this Framework Travel Plan continues to relate to the commercial office development at the site, with this being the sole use of the space across the scheme, and the nature of this Framework Travel Plan is to act as a live document going forward, to maintain confidence with Leeds City Council (LCC) as reviewing authority that the development comes forward with effective travel planning being integral to scheme operation and management.

- 1.1.4 Additionally, this Framework Travel Plan is prepared as a detailed framework given that the scheme is to accommodate more than a single occupant and so to provide a template from which individual tenants can subsequently develop their separate Travel Plan respectively, to support both consistency and co-ordination in travel planning across the scheme.

- 1.1.5 This Framework Travel Plan confirms the travel planning strategy for the office development of the City Square House scheme, including confirmation of the measures and incentives either brought forward or to be brought forward by the scheme promoter (EML City Square House Limited) and of the recommendations of the scheme promoter to individual building tenants to support and maintain travel by sustainable modes and the choice of travel options.

- 1.1.6 In doing so, this Framework Travel Plan brings forward the following:

- details of the existing accessibility of the site by all travel modes;
- confirmation of measures implemented either prior to or upon floorspace occupation, whilst not conversant with knowledge of full travel patterns specific to the site users;
- confirmation of further measures and strategies to be implemented for each mode, in tandem with projected typical mode split targets and tenant-based travel planning;
- details of how measures and incentives put forward in this plan have been or are to be implemented, with a timetable for this and for related surveys, monitoring and review.

- 1.1.7 Individual operator-specific Travel Plans brought forward and developed by building tenants from this Framework Travel Plan will be the direct responsibility of the Travel Plan Champion appointed by the corresponding tenant. This individual will have the responsibility of submitting the operator-specific Travel Plan to Leeds City Council's '*Influencing Travel Behaviour Team*' for approval within six (6) months of occupation following this Framework.

1.2 Site Location

- 1.2.1 A plan illustrating the location of the City Square House development in the context of the surrounding area is included at **Appendix A**. This confirms the location of the nearby public transport nodes with practical and convenient access from the site, both bus and rail, as well as the series of key local facilities and amenities.
- 1.2.2 The site is located at the corner of Wellington Street, which runs to the immediate north, and Aire Street, which runs to both the immediate east and immediate south. A short distance to the east of the site these streets run into City Square across from the Leeds Station building. The site sits in the defined Leeds City Centre area.
- 1.2.3 The site is accessible by public transport, being located in an area served by a range of bus routes running via groups of stops typically around both the Leeds City Square and Leeds Station areas and being located in proximity of Leeds railway station, all within a walk distance of around 400m of the site equivalent to a typical walk time of no more than five (5) minutes.
- 1.2.4 A local network of footways and controlled crossings facilitate connectivity between the site and the surrounding city centre area, whilst similarly there is dedicated cycle route infrastructure also, demonstrating that both walking and cycling can be considered viable modes of travel for journeys to or from the site also, including journeys to reach local public transport services for commuting and journeys to reach local amenities during the daytime.
- 1.2.5 The site is demonstrably accessible by a wide range of travel options.

1.3 Development Summary

- 1.3.1 As a result of the permission granted by Leeds City Council (LCC) under planning reference 10/05681, dated 2nd August 2011, and subsequent non-material amendments and discharge of conditions, the scheme for which this Framework Travel Plan has been prepared comprises the twelve-storey office building (Use Class E) of 17,706m² GEA (gross external area), supported by on-site internalised cycle parking provision and car parking provisions.
- 1.3.2 The office building comes forward with 120 on-site cycle parking spaces, located internally within the curtilage of the scheme's underground car park, with each of these floors having a cycle parking area (ground floor level – 26 spaces, lower ground floor level – 72 spaces, basement level – 22 spaces), as well as providing a cycle maintenance station and lockers.

- 1.3.3 On-site car parking is provided, typically allocated for site-based staff only, with these spaces located internally across three storeys (ground floor level, lower ground floor level, basement level) and which can be accessed from along the southern frontage of the building on Aire Street by means of a shutter-controlled access. On-site parking numbers fifty-one (51) spaces, including four (4) accessible spaces and ten (10) spaces with access to electric vehicle charging.
- 1.3.4 There are also five (5) motorcycle parking spaces available within the on-site parking area.
- 1.3.5 In summary, the uses coming forward and being accommodated within City Square House comprise solely office-based operations, with occupancy as of April 2025 comprising four tenants corresponding with use of around 85% of the available floorspace. Building access is available daily 24 hours, with primary access reflective of typical office hours of weekdays 07:00-19:00. The following provides a summary of current tenant occupancy:
- Barnett Waddingham: 1st Floor
 - DLA Piper: 3rd to 7th Floors & 11th Floor
 - Markel: 8th Floor
 - Liberty Global: 9th & 10th Floors

2 Policy Context

2.1 Background

- 2.1.1 A Travel Plan is a generic term for a package of measures tailored to meet the needs of individual sites, aimed at promoting more sustainable travel choices.
- 2.1.2 For this Leeds city centre site the emphasis of the travel planning is to sustain current non-car travel patterns prevalent in the local area, to reduce reliance on any limited car-based travel and to encourage a shift from public transport to cycling and walking where practical.
- 2.1.3 A Travel Plan must be specific to a particular development and is crucially not a one-off document but an ongoing live process which grows and develops through time to reflect changes in travel behaviour, which is consistent with this Framework Travel Plan (FTP) coming forward as a full update to the Travel Plan approved at the planning application stage in 2011.
- 2.1.4 Travel planning at the site will continuously evolve from this detailed full framework, prepared again as a full update to the earlier approved version, to confirm continued extent and role of travel planning as City Square House is progressively established with a series of tenants.

2.2 Objectives of a Travel Plan

- 2.2.1 In order for the Framework Travel Plan to succeed, and other Travel Plans coming forward from this, it is important to set clear overarching objectives from the outset. The objectives are set to minimise the impact that the development has upon the surrounding travel networks in terms of congestion, to minimise environmental impacts from transport and to encourage the usage of sustainable travel modes.
- 2.2.2 As such, the general objectives of this Framework Travel Plan are to:
- encourage and promote sustainable and healthy travel choices through increasing and then sustaining trips by walking, cycling and public transport;
 - reduce the reliance on any single occupancy motor vehicle travel, as well as motor vehicle travel in general and including peak hour servicing and deliveries;
 - provide measures, incentives and disincentives for employees to achieve these objectives.
- 2.2.3 These general objectives are consistent with the primary objective set in the earlier approved Travel Plan version, which put forward to:

‘Minimise and seek ongoing reduction of car use for accessing the site, by improving site access via a variety of sustainable transport modes.’

2.3 National Policy Review

- 2.3.1 At the national level the drive for supporting sustainable travel and effective travel planning is brought forward as part of the overarching National Planning Policy Framework (NPPF). The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied, reiterating that the purpose of the planning system is to contribute to the achievement of sustainable development.
- 2.3.2 The Ministry of Housing, Communities & Local Government published a revised National Planning Policy Framework in December 2024. This revision continues to consider a number of objectives as they relate to *'Promoting sustainable transport'* and with the following being of relevance to this travel planning:
- 'b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;*
 - d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;*
 - e) identifying and pursuing opportunities to promote walking, cycling and public transport use.'*
- 2.3.3 The subsequent commentary then makes reference to *'actively manage patterns of growth in support of these objectives'* and that *'significant development should be focused on locations which are or can be made sustainable, through...offering a genuine choice of transport modes'*.
- 2.3.4 Within the revised NPPF it is referenced, within the context of appraising development, that *'sustainable transport modes are prioritised taking account of the vision of the site, the type of development and its location'* and that *'safe and suitable access to the site can be achieved for all users'*.
- 2.3.5 The subsequent commentary then sets out a number of considerations in relation to scheme design, with those of particular relevance to the purpose of travel planning being:
- give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
 - address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
 - allow for the efficient delivery of goods, and access by service and emergency vehicles;*

- *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*

2.3.6 The final statement within the revised framework relating specifically to *‘Promoting sustainable transport’* confirms that *‘all developments that will generate significant amounts of movement should be required to provide a travel plan’*.

2.4 Local Policy Review

2.4.1 The West Yorkshire Local Plan, issued by the West Yorkshire Combined Authority (WYCA) in conjunction with the local authorities across the region and including Leeds City Council, sets an overarching vision with five missions through to 2040, including *‘a well-connected West Yorkshire – a strong transport system’* (Mission 3).

2.4.2 In support of Mission 3, it is put forward that by 2040 there will be *‘a sustainable, accessible transport system’* and *‘a region with healthy people where active travel is the easiest choice for short journeys, car usage is reduced, and the first choice for travel is public transport’*.

2.4.3 The West Yorkshire Local Plan is supported by a series of policies and strategies, including the Transport Strategy adopted by the WYCA in August 2017. This strategy presents a range of policies across six (6) core themes, with Policy 13 in support of *‘Inclusive Growth, Environment, Health and Wellbeing’* including reference to *‘provide behaviour change programmes...that encourage walking, cycling and public transport use for healthier travel and lifestyles’*.

2.4.4 Subsequently, to support the theme of *‘Places to Live and Work’*, Policy 34 includes reference to working with developers *‘to ensure new developments are accessible and that they positively promote walking, cycling and public transport use’*.

2.4.5 The Core Strategy, as amended in September 2019, forms part of Leeds City Council’s Local Plan and provides the overall strategic plan by setting out a fully integrated economic, environmental, transport and social framework for the development of the Leeds City area, running through to 2028 (though with the housing requirement set to 2033).

2.4.6 Policy T1 *‘Transport Management’* puts forward the following management priorities supported by the City Council, which are of relevance to the travel planning for the scheme:

- (i) *Develop and provide tailored, interactive, readily available information and support that encourages and incentivises more sustainable travel choices on a regular basis,*
- (ii) *Sustainable travel proposals including travel planning measures for employers...*

2.4.7 The Transport SPD (April 2023) adopted by Leeds City Council further defines the role of a Travel Plan, putting forward this is *‘a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed’* and *‘can be used to address the transport needs of all types of... development’*, adding:

'A Travel Plan is a package of measures that facilitate and encourage more sustainable means of transport to a development. Travel Plans should consider all the journeys that may be made to and from a site by anyone who may have a need to visit or stay there.'

3 Travel Conditions & Access

3.1 Existing Pedestrian Environment

- 3.1.1 The streets within the vicinity of the site are supported by a comprehensive network of footways running along both sides of the roads, supporting pedestrian connectivity around the site and the surrounding local city centre area. The footways appear to be generally well-maintained and in good condition, with acknowledgement that there have been significant improvements as a result of the City Square public realm works and connections thereto.
- 3.1.2 Street lighting is also considered to be of a good standard.
- 3.1.3 The footways along each side of Wellington Street by and opposite the site have a width of around 2.5m to 3m, which can accommodate a high flows of pedestrians and support acceptable pedestrian comfort levels in terms of general movement, whilst the footways along each side of Aire Street by and opposite the site vary in width but typically with no less than 2m available, which can accommodate moderate flows of pedestrians with comfort.
- 3.1.4 Immediately at the corner of Wellington Street with Aire Street by the site there is a controlled zebra crossing facility, with corresponding dropped kerb and tactile paving arrangements, connecting directly with City Square by the station building. Works have been undertaken to City Square to support a pedestrian-friendly environment, with significant areas given over for pedestrian use only and with no access permitted into this area to general vehicular traffic.
- 3.1.5 In the opposite direction to the west of the site, there is a series of signal-controlled crossings incorporated into the signal-controlled junctions of Wellington Street with King Street (around 120m or so and 150m or so from the building access respectively), as well as a series of signal-controlled crossings incorporated into the signal-controlled junction of Aire Street with Thirsk Row (around 185m or so from the building access), supporting connectivity in all directions.
- 3.1.6 Local footways facilitate connectivity between the site and the surrounding area, demonstrating that walking can be considered a viable mode of travel for journeys to or from the site, including journeys to reach local public transport services by bus and rail and journeys to access local facilities and amenities during the typical workday. Along the walking routes there are dropped kerbs at junctions and crossings, to assist with inclusive access.
- 3.1.7 For the purpose of commuting, the 'acceptable' walking distance as guided by the IHT is defined as 1 kilometre, with a threshold of 2 kilometres considered a 'preferred maximum'.
- 3.1.8 The 1-kilometre catchment contains the Leeds city centre area, including Leeds railway station and multiple bus stops allowing commuters to have access to public transport that is within a practical walking distance of the site. The wider catchment of two kilometres extends further across the fuller central Leeds area then also northwards through to the Blenheims and Woodhouse areas, eastwards through to the East End Park and Saxton Gardens areas, southwards through to the Holbeck area, and westwards through to the New Wortley area.

3.2 Existing Cyclist Environment

- 3.2.1 Cycling has the scope to be used to undertake shorter-distance journeys less attractive to walking and thus otherwise undertaken by public transport or by car.
- 3.2.2 Within the vicinity of the site, at the western end of City Square adjacent to the Wellington Street / Aire Street corner there are currently eight (8) cycle parking spaces available through the installation of four (4) Sheffield stands; these are no more than 50m from the front of the site. There are further Sheffield stands located at a number of other locations nearby.
- 3.2.3 Adjacent to the cycle parking stands, so similarly no more than 50m from the front of the site, currently there is a stand of hire bikes operated as part of Leeds City Council's public bike hire scheme. Subject to availability, these stands offer rentable bikes for use by the public.
- 3.2.4 Along the stretch of Wellington Street by the site and running through to City Square a short distance to the east and the junction with Thirsk Row around 150m to the west from the main building access, there is a kerbed segregated two-way cycle lane running on the northern side between the carriageway and footway, other than where it crosses King Street where a formal signal-controlled crossing is installed as part of the junction operations for travel by direction.
- 3.2.5 Eastwards, this local cycle infrastructure connects with a segregated two-way cycle lane running across the southern part of City Square, brought forward within the series of work of public realm to support similarly a cyclist-friendly environment; westwards, this local cycle infrastructure connects with a segregated cycle lane running in each direction on the opposite side of the carriageway, with segregation supported by intermittent kerbing and bollards.
- 3.2.6 Local cycle route CS1 is accessible directly along Wellington Street and runs westwards through to Bradford, as the Bradford Leeds Cycle Superhighway route with segregation from general traffic. Routes CS2 and CS3 are also accessible from the city centre area, travelling eastwards to Seacroft (as a segregated route along the York Road corridor) and southwards to Beeston (as a segregated route initially from Boar Lane / Duncan Street) respectively.
- 3.2.7 Based on earlier guidance presented in the superseded Planning Policy Guidance 13 '*Transport*', an acceptable travel time considered practical to cycle on a regular basis is within fifteen minutes (or about a distance of 5 kilometres). Subsequent literature published by Sustrans suggests a sound guide for a comfortable cycling distance could be up to 5 miles (about 8 kilometres) over a half-hour period.
- 3.2.8 Within the lesser 5-kilometre threshold lies the Armley and Lower Wortley areas to the west of the site; the Chapel Allerton, Headingley and Oakwood areas to the north; the Cross Green and Killingbeck areas to the east; the Beeston, Hunslet and Stourton areas to the south. Situated in the extended threshold of 8 kilometres are the areas of Cross Gates to the east, Rothwell to the south-east, Morley to the south-west and Bramley to the north-east.

3.3 Existing Public Transport Environment

- 3.3.1 Public transport routes, by rail and bus, provide a significant and viable means of travel to and from the site for day-to-day commuting and occasional visitor purposes.

National Rail

- 3.3.2 The closest train station to the site is Leeds Station, which is a walk of approximately 50m to the east of the main building access via the direct station access onto City Square, equivalent to a typical walk time of no more than a minute. This station provides access to a range of local services and mid-distance to longer-distance services operated by Northern Rail, Trans Pennine Express, London Northeastern Railway and Cross Country.
- 3.3.3 A summary of the routes and typical weekday hourly frequency of the services operating to and from Leeds Station and the surrounding area (no less than hourly) are included in Table 3.1, as from mid-December 2024, with stations within a travel time of Leeds of no more than an hour underlined for further reference. Further timetable information can be accessed via the operators' website, with live travel information accessible via [Leeds Station Timetable](#).
- 3.3.4 With a cumulative hourly frequency of service of typically 26 services, this equates to an average of a service around every two (2) minutes or so, with this high level of typical frequency further enhanced by virtue of a number of routes running as through services. This demonstrates that this mode of travel is a practical and convenient mode of travel to access the site, with regular services to and from many centres within the surrounding Yorkshire and North of England area, as well as other origins and destinations further afield.
- 3.3.5 Leeds station offers step-free access, which means that all platforms are available through step-free access. Ramps are available on every platform to assist with boarding and alighting trains; these are controlled and operated by staff who are available from the full period running from first train service to the last train service. Accessible taxis and accessible pick-up / drop-off points are available immediately outside the station building.

Origin / Destination	Route Summary	Typical Hourly Frequency	Train Operator
Manchester Airport / Redcar	<i>MCR Airport – MCR Piccadilly – <u>MCR Victoria – Huddersfield – Dewsbury – LEEDS – York – Thirsk – Northallerton</u> – Middlesbrough - Redcar</i>	1	Trans Pennine Express
Liverpool Lime Str. / Hull	<i>Liverpool Lime Str. – MCR Victoria – <u>Stalybridge – Huddersfield – LEEDS – Selby – Brough – Hull</u></i>	1	
Manchester Victoria / Scarborough	<i>MCR Victoria – Huddersfield – Dewsbury – <u>LEEDS – York – Malton</u> – Scarborough</i>	1	
Liverpool Lime Str. / Newcastle	<i>Liverpool Lime Street – Manchester Victoria – <u>Huddersfield – LEEDS – York – Darlington</u> – Durham – Chester-le-Street - Newcastle</i>	1	
Leeds / Ilkley	<i><u>LEEDS – Guiseley – Menston – Burley-in-Wharfedale – Ben Rhydding – Ilkley</u></i>	2	Northern
Leeds / Nottingham	<i><u>LEEDS – Wakefield Kirkgate – Barnsley – Meadowhall – Sheffield</u> – <u>Dronfield – Chesterfield – Alfreton – Ilkeston – Nottingham</u></i>	1	
Leeds / Sheffield	<i><u>LEEDS – Castleford – Normanton – Wakefield – Barnsley</u> – <u>Chapeltown – Meadowhall – Sheffield</u></i>	1	
Leeds / Sheffield	<i><u>LEEDS – Wakefield W. – Goldthorpe Swinton – Rotherham Central</u> – <u>Meadowhall – Sheffield</u></i>	1	
Blackpool North / York	<i>Blackpool N. – Preston – Blackburn – Accrington – Burnley – <u>Hebden Bridge – Halifax – Bradford Interchange – New Pudsey – LEEDS – York</u></i>	1	
Leeds / Wigan Wallgate	<i><u>LEEDS – Brighouse – Sowerby Bridge – Mytholmroyd – Hebden Bridge – Todmorden – Rochdale – MCR Victoria – Wigan Wallgate</u></i>	1	
Leeds / Carlisle or Morecambe	<i><u>LEEDS – Shipley – Bingley – Keighley – Skipton – Gargrave – Hellifield – Long Preston</u> (Hourly)</i>	1	
Leeds / Doncaster	<i><u>LEEDS – Outwood – Wakefield Westgate – Fitzwilliam – S. Elmsall – Bentley – Doncaster</u></i>	1	
Leeds / Skipton	<i><u>LEEDS – Shipley – Saltaire – Bingley – Crossflatts – Keighley – Steeton & Silsden – Skipton</u></i>	2	
Hull / Halifax	<i>Hull – Brough – Selby – Micklefield - E. Garforth – <u>Garforth – Cross Gates – LEEDS – Bramley – New Pudsey – Bradford Interchange – Halifax</u></i>	1	
Leeds / York	<i><u>LEEDS – Burley Park – Headingley – Horsforth – Weeton – Pannal – Harrogate – Starbeck – Knaresborough – Cattal</u> – <u>Poppleton – York</u></i>	2	
Leeds / York	<i><u>LEEDS – Cross Gates – Garforth – East Garforth – Micklefield</u> – York</i>	1	
Leeds / Knottingley	<i>LEEDS – Wakefield Stations – Streethouse – Featherstone – Pontefract Station - Knottingley</i>	1	
Leeds / Knottingley	<i>LEEDS – Woodlesford – Castleford – Glasshoughton – Pontefract - Knottingley</i>	1	
Leeds / Manchester Victoria	<i><u>LEEDS – Bramley – New Pudsey – Bradford Int. – Halifax – Hebden Br. – Todmorden</u> – <u>Rochdale – Manchester Victoria</u></i>	1	
Leeds / Chester	<i><u>LEEDS – Bramley – New Pudsey – Bradford Int. – Halifax – Hebden Br. – Todmorden – Rochdale – MCR Victoria – Warrington BQ – Chester</u></i>	1	

London Kings Cross / Leeds	<u>London Kings Cross – Peterborough – Doncaster – Wakefield Westgate - LEEDS</u>	1	LNER
London Kings Cross / Leeds	<u>London Kings Cross – Stevenage – Grantham – Doncaster – Wakefield Westgate - LEEDS</u>	1	
Edinburgh / Leeds	<u>Edinburgh – Newcastle – Darlington – York – LEEDS – Wakefield Westgate – Sheffield – Derby – Birmingham New Str. – Bristol Temple Meads – Exeter St David’s - Plymouth</u>	1	Cross Country
<u>Stations underlined within 1hr travel time of Leeds Station</u>	CUMULATIVE HOURLY FREQUENCY	26	

Table 3.1: Summary of Railway Services (as from 15th December 2024)

Bus Services

- 3.3.6 Bus stops within the central Leeds area within the vicinity of the site are typically grouped around three (3) locations – Wellington Street, Leeds Station and City Square. The stops around each of Wellington Street, Leeds Station and City Square are within a typical walk of around 300m of the site, equivalent to a typical walk time approaching up to four (4) minutes.
- 3.3.7 There are currently sixteen (16) different bus routes that operate via these groups of stops closest to the site, with no less than an hourly frequency across the weekday daytime period. Further regular services are available via alternative stops across the Leeds city centre area, with a copy of the Leeds City Centre bus route map attached for reference at **Appendix B**.
- 3.3.8 Table 3.2 presents a summary of the bus routes operating from the groups of stops closest to the site and with a typical frequency of no less than an hourly service in each direction, identifying typical daytime frequencies and the nearest stop location as well as a route summary. Further timetable information can be accessed via the bus providers’ websites.
- 3.3.9 During a typical daytime hour there are around 40 services operating within the vicinity of the site via the three groups of bus stops together, equating to around two (2) bus services every three (3) minutes by direction, illustrating that this mode of travel is both practical and convenient for those travelling to and from the site.

Route	Route Summary	Closest Stop to Site	Typical Hourly Frequency	Provider
33	Otley Road - Greenlea Avenue - Leeds Road - West Street - Wellington Street - St. Peter's Street - Leeds City Bus Station	Wellington Str.	2	Leeds City
34	Otley Road - Greenlea Avenue - Leeds Road - West Street - Wellington Street - St. Peter's Street - Leeds City Bus Station		3	
19	New Sturton Lane - York Street - Wellington Street - Iveson Drive - Raynel Drive	Leeds Station / City Square	1	
19A	New Sturton Lane - York Street - Wellington Street - Iveson Drive - Raynel Drive		1	
5	Albion Street - Boar Lane / Duncan Street - York Street - Osmondthorpe Lane - Neville Road - Ullswater Crescent	City Square	4	
5A	Albion Street - Boar Lane / Duncan Street - York Street - Osmondthorpe Lane - Neville Road - Ullswater Crescent		4	
A1	Leeds City Bus Station - New Market Street - City Square - Abbey Road - Victoria Avenue - Leeds Bradford Airport	Wellington Str.	2	Flyer
254	Leeds City Bus Station - Oxford Road - Whitechapel Road - Wakefield Road / Leeds Road - Halifax Bus Station	Wellington Str.	2	Arriva
255	Leeds City Bus Station - Oxford Road - Whitechapel Road - Wakefield Road / Leeds Road - Halifax Bus Station		2	
229	Leeds City Bus Station - Leeds Road - Union Road - Leeds Road - Huddersfield Bus Station		4	
163	Boar Lane - Wellington Street - York Street - Church Lane - Station Rd - Castleford Bus Station	Leeds Station	4	
444	Wakefield Bus Station - New Road - South Accommodation Road - York Street - Boar Lane		2	
446	Wakefield Bus Station - New Road - South Accommodation Road - York Street - Boar Lane		2	
60	Leeds City Bus Station - Wellington Street - Main Street - Keighley Bus Station	Wellington Str.	3	Aireline
15	Butterbowl Drive - Greenthorpe Road - Wellington Road - Park Row	Wellington Str.	2	First Bus
508	Halifax Bus Station - Cutler Heights Lane - Leeds Road- Wellington Road - Leeds Bus Station		1	
CUMULATIVE HOURLY FREQUENCY			39	

Table 3.2: Summary of Bus Services via Local Stops

3.4 Existing Highways Environment

- 3.4.1 Wellington Street by the site runs one-way westwards from the Aire Street / City Square junction by the main building access through to the signal-controlled junction with King Street around 120m from the main building access, with no on-street parking permitted at any time and with on-street loading / unloading permitted only within a demarcated bay of 12m in length by the eastern end of the site building and for duration of no more than 20 minutes.
- 3.4.2 The majority of the Wellington Street kerbside by the site, for a length of 36m, is designated with a demarcated bay for the waiting of coaches, limited again for a duration of 20 minutes.
- 3.4.3 Aire Street by the site runs typically as a two-way single carriageway, between Thirsk Row and the Leeds station area, with no on-street parking permitted at any time. On-street loading / unloading is typically permitted along much of the southern side of the carriageway outside of the weekday peak periods of 07:00-10:00 and 16:00-19:00 (and any time at the weekend), with such kerbside activity typically not permitted at any time along the northern site side.
- 3.4.4 Given the city centre location, the number of on-street car parking spaces within the site's vicinity is limited. On-street disabled parking is available on Quebec Street around 200m to the north of the site, with this distance corresponding with a typical walk time of around 2-3 minutes; parking is permitted along this stretch for a duration of up to four (4) hours, with no return within an hour, and has capacity typically for five (5) vehicles to park at any one time.
- 3.4.5 Within a similar travel distance, on-street disabled parking is available also along the southern end of Lower Basinghall Street to the east of the site across City Square. Parking is permitted along this stretch again for a duration of up to four (4) hours, with no return within an hour, and has capacity typically for three (3) vehicles to park at any one time.
- 3.4.6 There is access locally of a car club run by Leeds City Council's Car Club Operator within the West Point development area, around 350m to the west of the site either via Wellington Street or Aire Street and a typical walk time of 4-5 minutes.
- 3.4.7 On-site car parking is provided, typically for site-based staff only, located internally across three storeys (ground floor level, lower ground floor level, basement level) and which is to be accessed from along the southern frontage of the building on Aire Street by means of a shutter-controlled access close to the site's western boundary. On-site parking numbers 52 spaces, including 4 accessible spaces and 10 spaces with electric vehicle charging access.

3.5 Proximity to Local Amenities

- 3.5.1 The previous sections within '*Travel Conditions & Access*' has identified means of access for the site through use of the range of non-car and car travel modes, for completeness. This final section within '*Travel Conditions & Access*' identifies the range of local facilities and amenities within a walking distance of 500 metres of the site, as guided by the '*BREEAM UK New Construction – Technical Manual (2023)*' as it relates to places of employment.

3.5.2 The following table, Table 3.3 below, confirms the number and type of existing accessible amenities, as guided by the *'BREEAM UK New Construction – Technical Manual (2023)'* within the assessment criteria for TRA 01 *'Transport assessment and travel plan'*, which are confirmed to be within the prescribed travel distance threshold of the site. A number of these facilities are also shown on the Site Location plan attached at Appendix A.

3.5.3 The availability of five local facilities and amenities within the prescribed travel distance of 500m additionally meets the requirement of there being at least three of these within this distance, as referenced within the assessment criteria for TRA 02 *'Sustainable transport measures'* within the *'BREEAM UK New Construction – Technical Manual (2023)'*.

FACILITY	Within 500m	Supporting Commentary
Food Outlet	Yes	There are M&S Simply Food and Sainsbury's Local located within the station building, which is accessible around 50m east of the site and a typical walk time of around a minute.
Cashpoint	Yes	There is a cashpoint available on the station concourse, with the building again accessible around 50m east of the site and a typical walk time of around a minute.
Pharmacy	Yes	There is a Boots pharmacy located within the station building, which again is accessible around 50m east of the site and a typical walk time of around a minute.
Leisure Centre	Yes	Snap Fitness Gym is located around 450 metres from the site, to the west along Wellington Street, with an equivalent typical walk time of around 5-6 minutes.
Open Space	Yes	Park Square is around 450m to the north of the site, which has an equivalent typical walk time of around 5-6 minutes.

Table 3.3: Summary Assessment of Proximity to Local Amenities

4 Objectives & Targets

4.1 Background

- 4.1.1 In order to ensure the success of both the Framework Travel Plan for the building as a whole and subsequent operator-specific Travel Plans coming forward from this framework, objectives continue to be identified in line with the primary objective set in the earlier approved Travel Plan version, which put forward to

‘Minimise and seek ongoing reduction of car use for accessing the site, by improving site access via a variety of sustainable transport modes.’

- 4.1.2 This section outlines the overriding aims and objectives of the Travel Plan Framework in support of the development in accordance with policy at all levels. Whilst there are two distinct travel groups, staff and visitors, a number of the objectives are appropriate for each. There are, however, some objectives which sit better with one travel group over the other.

- 4.1.3 The objectives expand upon the primary objective set in the earlier approved Travel Plan.

4.2 Staff Travel Objectives

- 4.2.1 To reduce single occupancy trips by car, van and motorcycle to and from the site, this is undertaken from the outset through the supporting infrastructure which includes dedicated facilities for pedestrians and cyclists, as well as active promotion and support for travel by public transport, and similarly there being limited allocated car parking only on-site.

- 4.2.2 Additionally, measures either in place with the completion of the building or to come forward with progressive tenant occupation and establishment to provide support to access a full range of travel options will be continuing to work towards the following:

- to maximise the level of cycling and walking, for those within a practical and reasonable catchment of the building;
- for those outside the practical and reasonable catchments for cycling and walking, to maximise the proportion of trips undertaken by public transport;
- to minimise the proportion of single occupancy trips undertaken by cars, vans and motorcycles, then subsequently the proportion of vehicle trips in general;
- to promote healthy lifestyles as part of the discussions relating to travel choices.

4.3 Visitor Travel Objectives

- 4.3.1 Visitor trips are those for which there is a lesser scope to directly influence, particularly given that amongst this group there will be different types of visitors depending upon the final end-use mix of tenants within the office building. There will be however the scope to promote and encourage sustainable travel patterns to visitors to the office floorspace, as well as actively manage delivery and servicing trips to and from the site in tandem with the tenants.

4.3.2 Notwithstanding the range of visitor types, again there are measures either in place or to come forward, such as the promotion of travel by existing public transport and dedicated facilities again for pedestrians and cyclists, thus the travel objectives for this distinct group can continue to reflect those of the staff group and seek the following:

- to maximise the proportion of trips undertaken by public transport, supported by the identification of public transport option routes in any promotional material;
- to minimise the proportion of trips undertaken by car, supported by maximisation of awareness of available options for non-car access and typical lack of site visitor parking;
- to reduce the number of peak hour delivery and service vehicle trips, supported by recommendation of deliveries and servicing good practice to tenants.

4.4 Initial Targets

4.4.1 It is best practice that Travel Plan targets are based on measures brought forward and then confirmed from the analysis of current travel patterns of the actual users to which the Travel Plan relates. As such, it is considered a sound approach that formal targets be set following the first series of surveys, to be conducted three (3) months following agreement of this Framework Travel Plan or three (3) months following initial occupation.

4.4.2 This first series of surveys will have a primary objective to validate the mode share targets set at this initial occupation, with further surveys to follow no less than annually through to and including five (5) years post full-occupation of the building in support of the monitoring.

4.4.3 Accordingly, an initial series of indicative targets are presented which has been based on the published Leeds City Council 'Annual Travel to Work Survey – City Centre v Out of Centre Modal Splits', which came forward from the survey which ran between 6th March 2024 and 5th April 2024 and based on a total of 5,073 responses from across public and private sector employees.

4.4.4 Table 4.1 confirms the interim mode share targets for peak periods of travel by the end of Year 1 based upon the typical city centre travel trends, then puts forward mode share targets by the end of Year 3 and the end of Year 5, in line with the objectives set by this Framework Travel Plan and working towards target shifts referenced in the Transport Strategy for West Yorkshire. However, these interim mode share targets will be verified by the first site surveys.

	YEAR 1	YEAR 3	YEAR 5
Car Driver (Sole Occupant)	25%	13%	5%
Car Driver (with Car Share)	5%	6%	7%
Car Passenger (with Car Share)	5%	6%	7%
Taxi	1%	0%	0%
Bus	20%	24%	24%
Train	25%	29%	31%
Cycle	7%	10%	13%
Walk	11%	12%	13%
Other	1%	0%	0%
TOTAL	100%	100%	100%

Table 4.1: Summary of Initial Interim Mode Share Targets

- 4.4.5 It is confirmed by means of this Framework Travel Plan that mode share targets will not be changed without consent being given by Leeds City Council's Influencing Travel Behaviour Team. This commitment will be carried forward equally within any operator-specific Travel Plan brought forward and developed by building tenants from this Framework Travel Plan.

5 Measures to Achieve Modal Shift

5.1 Background

- 5.1.1 In order to successfully achieve the objectives of this Framework Travel Plan for the building as a whole, and to support the delivery of these objectives also through any operator-specific Travel Plans coming forward from this framework, it is important to ensure that measures are set out for all modes and that there is a combination of benefits and disincentives.
- 5.1.2 This section of the Framework Travel Plan puts forward those measures which either are in place with the completion of the building and initial occupations or are to come forward with tenants becoming established in order to encourage sustainable travel to and from the site. In general, unless otherwise referenced, these measures are applicable to all site user groups.

5.2 Travel Plan Co-ordinator

- 5.2.1 The role of Travel Plan Co-ordinator (TPC) is fundamental to the success of the Travel Plan and TPHS Limited (as author of this Travel Plan) has assumed the role of interim TPC and the responsibilities with regard any discussions with Leeds City Council (and other interested parties) on behalf of the scheme promoter – EML City Square House Limited.
- 5.2.2 By means of this Framework Travel Plan issue, the following representative is thus confirmed to Leeds City Council as the interim Travel Plan Co-ordinator:

Barrie Sheppard
TPHS Limited
3rd Floor Regal House
70 London Road
TWICKENHAM
TW1 3QS

E-Mail: info@tphs-ltd.co.uk
Tel.: 020 8622 4430

- 5.2.3 The subsequent Travel Plan Co-ordinator appointment will come forward from either Knight Frank / Promise as part of their ongoing Building Management appointment or from a contractor entity engaged on their behalf formally to undertake the role and responsibilities of Travel Plan Co-ordinator, with this appointment confirmed in writing to the relevant Leeds City Council representative(s) within ten (10) days of such appointment.
- 5.2.4 The appointment is targeted for within three (3) months of the date of this Framework Travel Plan, then going forward any subsequent change(s) to the TPC appointment would be notified in writing to the same representative(s) of Leeds City Council similarly within ten (10) days.
- 5.2.5 Until such time that the TPC appointment is notified to Leeds City Council, the role and responsibilities as they relate to travel planning will be undertaken by the interim TPC.

- 5.2.6 The Travel Plan Co-ordinator is to be in place for a period of no less than five (5) years following full occupation and the TPC in place at that time of full occupation will confirm this status in writing to the same representative(s) of Leeds City Council to formally commence this period.
- 5.2.7 The TPC is and will continue to be responsible for further developing, implementing and monitoring the Travel Plan across the full scheme, as well as for ensuring that all aspects of the Travel Plan are fully integrated and co-ordinated amongst the constituent building tenants and their corresponding employees. This is to guarantee that the most sustainable modes of travel continue to form the basis of the site's travel policy, given the city centre location.
- 5.2.8 Within four weeks of occupation of any part of the office floorspace by an individual tenant, the TPC is to request the management of each of these bodies to nominate a representative to act as the Travel Plan Champion for their respective operation and then for that individual to be the conduit between the TPC and the respective building tenant. The TPC is to request that the tenant confirms this representative within four weeks of the request.
- 5.2.9 The role and responsibilities of the TPC, in tandem with the nominated Travel Plan Champions, include the following:
- taking forward this detailed Framework Travel Plan, and any further versions of the plan, to oversee the implementation and maintenance of the Plan across the scheme;
 - supporting individual tenants when developing their own operator-specific Travel Plan, to ensure the consistency of these further plans with this overarching scheme-wide plan;
 - promoting the Travel Plan to staff, occupants, visitors, and contractors of / to the building;
 - ensuring information is provided to all staff and visitors of tenants within the building, primarily to the Travel Plan Champions to then make available for staff and visitor groups;
 - bring forward travel planning matters at the quarterly Building meetings with tenants;
 - motivating others to maintain momentum and champion the cause of the Travel Plan;
 - preparing digital web-based '*Travel Information & Travel Plan*' portal (or similar), in tandem with any material prepared in parallel by the Travel Plan Champions;
 - undertaking personalised travel planning, in tandem with the Travel Plan Champions, for the staff groups and facilitating similar ad-hoc advice for visitors;
 - acting as the main point of contact for the Travel Plan and any site transport issues for all site user groups, with the Travel Plan Champions acting as principal contacts on a day-to-day basis for tenant staff within their corresponding operation;
 - acting as the main point of contact for the Travel Plan with the relevant planning and highway representatives, liaising with them as required to appraise these parties of progress of the Travel Plan, monitoring results and any periodic adjustments;
 - signing-up City Square House to the West Yorkshire Travel Plan Network, then actively promoting the discounts and benefits to all staff based within the building;
 - similarly, signing-up City Square House to the Leeds City Council's Travel Plan newsletter, then regularly sharing this information with all staff based within the building;
 - monitoring and reviewing, then reporting, as necessary on the Travel Plan and related matters, such as the use of on-site and off-site facilities available to site user groups;

- conducting a full Travel Survey of all site user groups - staff and visitor – three (3) months following agreement of this Framework Travel Plan or three (3) months following initial occupation, then no less than annually through to five (5) years post full-occupation;
- implementing and promoting sustainable transport initiatives, and advising the Travel Champions in relation to this, to encourage use of the full range of travel modes; and
- being aware of local travel initiatives and promotions, increasing the awareness of others.

5.2.10 The Travel Plan Co-ordinator to come forward will be an attendee of the regular quarterly Building meetings (in place and to be continued), which bring together key representatives of both the Building Management team and the individual tenant teams. The TPC will bring to the meeting as a regular agenda item matters relating to the travel planning at the site, as well as requesting that any appointed Travel Plan Champions have the scope to attend.

5.2.11 Full inclusion of the Travel Plan Co-ordinator and individual tenant-based Travel Plan Champions within the regular quarterly Building meetings will be the primary means of the continued implementation of the Travel Plan at the site and of ensuring consistency amongst separate tenant-based travel planning concurrent with full engagement with key parties.

5.2.12 By virtue of the Travel Plan Co-ordinator and Travel Plan Champions attending the regular quarterly Building meetings, this brings together representatives from both Building Management and tenants within the building to provide a means of effective communication with the various site user groups. These meetings are in place and will be continued.

5.2.13 It will be the Travel Plan Co-ordinator's responsibility, with assistance by the tenant-based Travel Plan Champions, to continue to ensure that the wider staff groups become socially responsible and aware of the consequences of their decisions on the environment.

5.3 Information Provision & Marketing

5.3.1 Information provision is recognised as being of central importance. As such, information about the Travel Plan will be distributed in a number of ways including:

- development of online digital '*Travel Information & Travel Plan*' website, to include reference to the sustainable travel opportunities, co-ordinated going forward with any information media prepared separately by individual tenants;
- provision to tenants of information on the role of the Framework Travel Plan, Travel Plan Co-ordinator and Travel Plan Champions and how to contact them;
- providing access of the digital '*Travel Information & Travel Plan*' website-based pack to each new employee working within the property, to include no less than local options for sustainable transport, access of local facilities and the Travel Plan objectives and targets;
- personalised journey planning by the TPC with Travel Planning Champions, primarily for staff but also offered to visitors upon request and with assistance from other staff ad-hoc;
- promotional material, both for staff and visitors, including availability of bus / rail timetables and journey planners links, as well as recommended cycle and walking routes;

- promotional material on the health benefits of walking, cycling and the environmental benefits of sustainable modes of transport;
 - support for and links to national sustainable travel events.
- 5.3.2 All marketing material issued either by the TPC in tandem with the Travel Plan Champions or separately by individual tenants is to continue to emphasise sustainability of travel at the site.
- 5.3.3 By means of the Travel Plan all tenants are obligated to provide all staff, upon employment at the site, information outlining the Framework Travel Plan, travel options, timetables, maps, and/or other printed literature and web links which can be used to obtain further information, by means of permitting and providing access to the '*Travel Information & Travel Plan*' portal.
- 5.3.4 The '*Travel Information & Travel Plan*' website portal, which corresponds with a '*Travel Pack*' for employees, will be regularly updated by the sub-group formed by the TPC with the Travel Plan Champions, to ensure that awareness of sustainable travel options established from the outset is then maintained. Similarly, the Travel Plan Steering Group will ensure that any other methods of communication are continually updated and maintained for all groups.
- 5.3.5 The '*Travel Information & Travel Plan*' digital pack will include access to information covering no less than the range of local travel options available to access the site by each mode of travel, measures available to staff (and other site user groups) by means of the travel planning in place at the site and any related management, and the key objectives set by the Plan.
- 5.3.6 It is and will continue to be imperative that the Travel Plan is promoted such that staff working within and visitors to the building are aware of the measures, mechanisms and targets put into place. In promoting the Travel Plan, staff groups are and will continue to be made aware of the travel options and measures which are available to them and also be aware of the part they are and will continue to be playing in meeting the targets of the Travel Plan.
- 5.3.7 Personalised travel planning will be available, primarily for staff but also visitors upon request. This is to be provided by the TPC with the Travel Plan Champions for staff members of each of the tenants in the building, either on a one-to-one basis or a small group basis as appropriate. The initial personalised travel planning is such engagement between the TPC and Travel Plan Champions, so to operate also as a training session such that these individuals can then assume the same role amongst their own staff.
- 5.3.8 Any personalised travel planning session will inform the staff member of their travel options, bespoke to their home location and known circumstances, with the session demonstrating the full range of practical travel alternatives.

5.4 Walking

- 5.4.1 Walking is and will continue to be an important sustainable mode in terms of site access, both for staff and visitor groups and the likelihood of a significant number of shorter-distance trips to and from the site for differing purposes during the course of a typical day. The scope to maximise walking relates not only to these short local journeys, but also to public transport trips which include short walking distances to and from the nearby public transport nodes.
- 5.4.2 Maps are to be made available by staff, co-ordinated by the Travel Plan Champion for each tenant in conjunction with the TPC, typically through the digital online '*Travel Information & Travel Plan*' portal and to identify walking routes between the site and key local amenities for those initially less familiar with the area around the site.
- 5.4.3 In addition, information provision focusing on the health and environmental benefits of walking will be utilised to encourage walking, again either as a sole-purpose journey such as to and from the home or (and more likely) as a business or recreational trip during the day where walking provides a realistic alternative for shorter-distance journeys in the city centre.
- 5.4.4 Showers, with changing space, and storage lockers are provided within the building, with access of these facilities both secure and controlled. The storage lockers are typically located within the cycle parking areas, totalling no less than twenty-seven (27) lockers across these areas, but with no preclusion for use by other site-based staff within the building.
- 5.4.5 These support facilities are brought forward to encourage and support people from the local areas to consider walking to / from work on a regular basis, in addition to individuals who may prefer to run regularly to / from work, given they would allow the individual to both shower / change and store other items which may preclude walking or running being considered.
- 5.4.6 As part of the monitoring and review of the site-wide Framework Travel Plan, as well as any individual operator-specific Travel Plan, the TPC in liaison with the Travel Plan Champions will regularly record use of the locker storage units and should there be a demonstrable demand the scope to increase locker storage provision is to be considered (subject to space).
- 5.4.7 Provision of any additional locker storage will be the responsibility of the Facilities Management / Building Management Team overseen by the Travel Plan Co-ordinator.
- 5.4.8 The building access arrangements brought forward also safely and efficiently accommodate those with mobility difficulties, including wheelchair users and those with visual and/or hearing impairments, with main reception accessed at street level directly from the frontage by the corner of Wellington Street with Aire Street, adjacent to the controlled crossing.
- 5.4.9 The reception area is regularly staffed to provide guidance and assistance to all site visitors, as well as staff as and when required, with the reception area then providing the routes from which to access the lift and stairs to the upper floors.

- 5.4.10 The technical specifications of the door entry arrangements and the lift arrangements have been brought forward to accord with no less than the requirements of both the national and local building regulations and of the Equality Act (2010), such that the controlling and emergency equipment can be fully utilised by all disability groups.

5.5 Cycling

- 5.5.1 Cycling is recognised as a key sustainable transport option to be encouraged and promoted, particularly for staff and given the facilities available within the scheme - secure and covered cycle parking, showers with changing space, lockers. It is seen as an important mode choice for staff journeys for the purpose of travel to work, particularly where walking becomes less attractive due to the distance or due to the time taken to travel.
- 5.5.2 There is also some scope for cycling to be encouraged and promoted for visitors, with currently the provision externally of both a series of four (4) Sheffield stands for the parking of eight (8) cycles and a stand for rentable bikes under Leeds City Council's public bike hire scheme at the western end of City Square directly across from the main building access.
- 5.5.3 To support cycling staff have access to internal cycle parking within a series of secure facilities, located within the curtilage of the scheme's underground car park and with primary access by means of the controlled vehicular access from Aire Street. Overall, the on-site cycle parking provision numbers 120 spaces, distributed across three storage areas.
- 5.5.4 Each of the three car parking levels has a separate cycle parking area – ground floor with twenty-six (26) spaces, lower ground floor with seventy-two (72) spaces and basement level with twenty-two (22) spaces, typically by means of two-tier cycle racks but with two (2) spaces by means of a Sheffield stand in each area. There are also cycle maintenance stands within these areas which provide basic maintenance and repair tools, pump and pressure gauge, to further enhance the attractiveness of this key mode of sustainable travel.
- 5.5.5 Again, showers, with changing space, and storage lockers are provided within the building, with access of these facilities both secure and controlled, with the storage lockers typically located within the cycle parking areas and with no less than 27 lockers across these areas.
- 5.5.6 These measures are brought forward and are to be maintained to encourage and support people from greater distances to cycle to / from work on a regular basis, particularly in bad weather, with again the facilities to allow the individual to both shower / change and store other items which may preclude cycling being considered as a practical mode of travel.
- 5.5.7 Again, as part of monitoring and review of the site-wide Framework Travel Plan, as well as any individual operator-specific Travel Plan, the TPC in liaison with the Travel Plan Champions will regularly record use of the locker storage units and should there be a demonstrable demand the scope to increase locker storage provision is to be considered (subject to space).

- 5.5.8 Provision of any additional locker storage will be the responsibility of the Facilities Management / Building Management Team overseen by the Travel Plan Co-ordinator. Maintenance of the cycle parking facilities, showers / changing spaces, lockers and support equipment will be completed at least twice annually both within and beyond the Plan period.
- 5.5.9 A '*Bicycle User Group (BUG)*' will be scoped within three (3) months of the date of this Travel Plan, with this to be open to all staff based within the building, with the group set-up if demonstrable demand and interest and to then meet no less than biannually for at least the Plan period. Should interest not be identified and/or lapse at any time, the TPC will seek to re-establish the BUG no less than annually and also within 3 months of any tenant change.
- 5.5.10 Any BUG established will be consulted upon by the TPC as part of the monitoring and review of the site-wide Framework Travel Plan, as well as any individual operator-specific Travel Plan.
- 5.5.11 In tandem with the TPC and Travel Plan Champions, the BUG will seek to bring forward:
- Implementation of '*bike buddy*' scheme accessible to all employees based in the building who are considering cycling, to seek to provide an individual (upon request) an existing cyclist who may be interested in initial accompaniment of the new cyclist.
 - Arranging and staging of biannual '*Doctor Bike*' sessions, with these sessions accessible to all employees based in the building and to include both repair and teaching opportunities, with any related costs to be covered by nominal charge to staff to attend the session;
 - Active promotion to staff of cycle schemes and initiatives within the Leeds City Council area, including the availability of Leeds City Council's public bike hire scheme.
- 5.5.12 Should the BUG not be brought forward, the above measures and promotions will be brought forward by the Travel Plan Co-ordinator, to ensure staff awareness and access is maximised.
- 5.5.13 Additionally, the TPC will request of management of each tenant upon occupation (and ongoing) that they actively consider the scope to provide interest-free loans and to offer a formal '*cycle to work*' scheme for staff to purchase cycles and related equipment. The TPC will use practicable and reasonable endeavours to demonstrate and promote the benefits of doing so to the tenant management and to subsequently support the tenant management in considering the practicalities of such delivery of an incentive to encourage cycling.
- 5.5.14 The TPC will request, either via the Travel Plan Champion for the tenant if in position or via the management of the tenant, that the tenant entity seeks to maintain an evidence record of when and where such travel incentives (such as the above) are offered to staff, and the level of take-up, to assist with the formal monitoring and review of the Travel Plan Framework.

5.6 Public Transport

- 5.6.1 In order to gain the most out of the available public transport services operating within the vicinity of the building, there will continue to be a strong emphasis on the promotion of public transport options via the range of promotional methods outlined for staff and visitors, primarily through the digital *'Travel Information & Travel Plan'* web-based portal.
- 5.6.2 Use of local bus and rail services will be actively promoted amongst staff, with timetable and route information on the local services being made available and kept up-to-date and distributed by the TPC in tandem with the Travel Plan Champions, primarily by means of the information available through the digital *'Travel Information & Travel Plan'* website portal and which will be regularly reviewed to ensure that any published information is up-to-date.
- 5.6.3 By means of the digital *'Travel Information & Travel Plan'* website portal, staff based within the building amongst the range of tenants will be encouraged to make use of the range of journey planner and real-time travel information websites and apps available, including no less than those for West Yorkshire Metro and National Rail.
- 5.6.4 Front-of-house staff will be provided in-house training by the TPC or one of the Travel Plan Champions, such that they have the capability of answering general queries from visitors in relation to travel to and from the site on an ad-hoc request basis.
- 5.6.5 The TPC, and the Travel Plan Champions on the TPC's behalf, will actively provide guidance to staff with regard appropriate routes and options, both on an ad-hoc basis and as part of personalised travel planning sessions, with the Travel Plan Champions then being the main conduit of the information being disseminated amongst staff.
- 5.6.6 Additionally, the TPC will request of management of each tenant upon occupation (and ongoing) that they actively consider the scope to provide interest-free loans for staff to purchase season tickets for travel by public transport, using practicable and reasonable endeavours to demonstrate and promote the benefits of doing so and supporting the tenant management in considering the practicalities of such delivery of an incentive.
- 5.6.7 The TPC will request, either via the Travel Plan Champion for the tenant if in position or via the management of the tenant, that the tenant entity seeks to maintain an evidence record of when and where such travel incentives (such as the above) are offered to staff, and the level of take-up, to assist with the formal monitoring and review of the Travel Plan Framework.

5.7 Measures to Minimise Car Use

- 5.7.1 It is acknowledged that City Square House comes forward with on-site car parking for fifty-one (51) cars, including four (4) accessible spaces and ten (10) spaces with access to electric vehicle charging access, to be distributed amongst tenants for use typically by site-based staff only and that for some individuals car-based travel may be that most convenient to them. There is also the availability of five (5) motorcycle parking spaces for use by site-based staff.

- 5.7.2 Whilst such travel is not to be actively promoted through implementation of travel planning at the site, given the availability of the on-site car parking the Travel Plan Co-ordinator will seek to promote and establish a car sharing scheme for the building, to provide a measure to contribute to at least reducing sole-occupancy vehicle trips amongst the car trips to the site.
- 5.7.3 Within no more than three (3) months of the date of this Framework Travel Plan, the TPC will request that the corresponding Travel Plan Champions in place at that time confirm those staff within their operation interested in car sharing on a regular basis, so to establish a car sharing database through which to identify potential matches.
- 5.7.4 Any information submitted to and held by the TPC to facilitate the building-wide car sharing scheme will be subsequently reviewed and updated within a month following any subsequent tenant occupation within the building, then upon full occupation no less than annually, to ensure the scope for the scheme is being maximised amongst the building staff pool.
- 5.7.5 To further maximise the potential of car sharing, the TPC will discuss with the Travel Plan Champions and their respective management teams how they may best support providing a guaranteed lift to and/or from work should one member of a pre-arranged and registered car share pair not be able to travel to or from the site within a timeframe suitable for the other upon occasion, so as to maintain interest within the car sharing scheme, though under most scenarios it is considered this will be addressed by means of identifying public transport use.
- 5.7.6 The TPC will take an active and lead role in encouraging site staff to consider car sharing, again supported by the Travel Plan Champions within the individual tenant bodies.
- 5.7.7 Within the on-site car parking, access of the spaces is typically managed by the individual tenant to which the spaces have been allocated, but by virtue of this Framework Travel Plan the Travel Plan Co-ordinator is to recommend through any discussions with the individual tenant management to consider allocation based on a hierarchical approach reflective of:
- first priority to be given to those with mobility issues, those with care commitments which require access to a car at short-notice, and those working 'unsocial' hours;
 - second priority to be given to those partaking in any car sharing scheme, those utilising electric vehicles, and those for which alternative means of travel are limited;
 - any car parking spaces remaining after consideration of the initial priority groups to be allocated to individual staff on case-by-case basis, following full consideration of options;
 - any visitor parking requirements to be pre-arranged as much as practicable, though with promotion of visitor access typically referencing access by non-car modes.
- 5.7.8 At the earliest opportunity, staff are to be made aware of the site's parking policy and any corresponding access and management arrangements, be these set either building-wide or individually by a tenant. Core guidance also forms and will continue to form part of the '*Travel Information & Travel Plan*' website material and discussions with regard the Travel Plan.

- 5.7.9 As a further measure, the Travel Plan Co-ordinator will liaise internally with each Travel Plan Champion to assist with the individual tenant signing-up to the local car club scheme run by Leeds City Council's Car Club operator, to ensure a strategy is in place by which all site-based staff will be able to access the car club scheme offer. The corresponding Travel Plan Champion, supported by the TPC, will then act as the main point of contact for the corresponding tenant staff.
- 5.7.10 The TPC will request that each Travel Plan Champion confirm sign-up to the car club scheme within four (4) weeks of the initial engagement between the TPC and the corresponding Travel Plan Champion and then to regularly monitor the take-up of the car club offer by their staff, with this information to be provided to the TPC no less than annually to tie-in with monitoring.
- 5.7.11 Target implementation of the strategy is to be within three (3) months of the date of this Travel Plan for all existing tenants, then similarly within three (3) months of the date of any subsequent occupation of floorspace by any further tenant coming into the building.
- 5.7.12 Separately, to reduce the number of peak hour delivery and service trips, with a parallel target of reducing this to zero by the end of the core lifetime of the Framework Travel Plan, the TPC in tandem with Facilities Management / Building Management will actively engage with tenants to request that where practicable they seek to arrange these to be undertaken outside of the peak periods of 07:00-10:00 and 16:00-19:00 but particularly no less than outside the peak hours of 08:00-09:00 and 17:00-18:00, to minimise any congestion at and/or by the site.

6 Management & Implementation

6.1 Background

- 6.1.1 It is crucial that all user groups at the building feel actively part of travel planning in order that it is delivered successfully. Experience has shown that the most successful Travel Plans are those where all parties are consulted, feel part of the process and have a say in measures which are first implemented and then maintained and/or adapted moving forward.
- 6.1.2 The overarching general management and implementation strategies going forward from this overarching Framework Travel Plan are detailed below, being namely:
- develop a suitable Travel Plan for each tenant operation within six (6) months of their initial occupation within the building;
 - conduct regular Travel Plan surveys, no less than annually, in support of reviewing the Travel Plan similarly annually in conjunction with representatives of Leeds City Council;
 - produce and maintain a travel database for employees, then monitor travel patterns using surveys and questionnaires;
 - promote the Travel Plan within each tenant operation within the building and promote travel to the building by sustainable modes by means of the website(s).

6.2 Travel Plan Management

- 6.2.1 It is the Travel Plan Co-ordinator's responsibility, with assistance by the tenant-based Travel Plan Champions, to ensure wider staff groups become socially responsible and aware of the consequences of their decisions on the environment. It is the TPC's responsibility to ensure sufficient information is available quickly and conveniently and that the TPC and Travel Plan Champions can deal with travel queries posed by staff or visitors to the best of their ability.
- 6.2.2 The Travel Plan Co-ordinator to come forward will be an attendee of the regular quarterly Building meetings (in place and to be continued), which bring together key representatives of both the Building Management team and the individual tenant teams. The TPC will bring to the meeting as a regular agenda item matters relating to the travel planning at the site, as well as requesting that any appointed Travel Plan Champions attend.
- 6.2.3 Full inclusion of the Travel Plan Co-ordinator and individual tenant-based Travel Plan Champions within the regular quarterly Building meetings will be the primary means of the continued implementation of the Travel Plan at the site and of ensuring consistency amongst separate tenant-based travel planning concurrent with full engagement with key parties.
- 6.2.4 By virtue of the Travel Plan Co-ordinator and Travel Plan Champions attending the regular quarterly Building meetings, this brings together representatives from both Building Management and tenants within the building to provide a means of effective communication with the various site user groups. These meetings are in place and will be continued.

6.3 Travel Plan Implementation

- 6.3.1 Delivery and implementation of this Framework Travel Plan is secured initially by means of the requirements of Condition 26 of the planning permission issued in August 2011 (under reference 10/05681) that *'the development hereby permitted shall be carried out in accordance with the approved plans listed in the Plans Schedule'*, which included within the *'Plans Schedule'* the earlier approved Travel Plan (dated 2nd March 2011).
- 6.3.2 This current Framework Travel Plan comes forward as an update to the earlier Travel Plan, thus maintaining and securing the travel planning commitments for the site by further setting out the mechanisms in place and to be retained for the monitoring and review processes.
- 6.3.3 The Framework Travel Plan is being and will continue to be implemented by the TPC against the background of the vision being that the development scheme as a whole is to foster sustainable travel patterns from the outset and that these are then sustained over the long-term. Whilst some measures require on-going management, the sustainable initiatives will become engrained into the day-to-day operations of tenants at the site.
- 6.3.4 A budget has been agreed by the scheme promoter in order to allow the TPC to oversee the delivery and maintenance of the measures set out in this Framework Travel Plan, with adequate resources to continue to be allocated to ensure that the plan is fully implemented and managed effectively. The measures put forward within this Framework Travel Plan have the full support of the scheme promoter (EML City Square House Limited).

6.4 Implementation Timetable (Action Plan)

- 6.4.1 Table 6.1 provides a summary of the core measures in terms of implementation parameters, thus effectively providing an overarching Action Plan for the Travel Plan.

Travel Plan Action Point	Responsibility	Implementation Date
Appoint Interim Travel Plan Co-ordinator	Scheme Promoter	COMPLETED, BY ISSUE OF THIS TRAVEL PLAN
Appoint Travel Plan Co-ordinator	Scheme Promoter / Interim TPC	No later than three months of date of this Travel Plan
Notify LCC of TPC appointment (and any subsequent changes)	Interim TPC	Within 10 days of appointment
Request for Travel Plan Champions	Interim TPC / TPC	Within four weeks of each initial occupation
Nominate Travel Plan Champions	Tenants	Within four weeks of each initial occupation
Prepare and launch 'Travel Information & Travel Plan' website, then maintain	TPC initially, then with Champions	Ongoing
Provide personalised travel planning	TPC initially, then with Champions	Ongoing
Install notice board, then maintain	Facilities Management, then TPC with FM	Ongoing
Install showers with changing space and storage lockers	Facilities Management / Building Management	COMPLETED
Install internal cycle parking, with support equipment	Facilities Management / Building Management	COMPLETED
Scope and establish 'Bicycle Users Group' (BUG)	Travel Plan Co-ordinator	Initially within three months of date of this Travel Plan, then annually if not set-up
Scope and establish building car share scheme	Travel Plan Co-ordinator	Initially within three months of date of this Travel Plan, then annually if not set-up
Establish car club strategy	Travel Plan Co-ordinator / Travel Plan Champions / Car Club Operator	Initially within three months of date of this Travel Plan, then annually if not set-up
Undertake first monitoring (verification) surveys	TPC with Champions	Three (3) months following agreement of this Travel Plan or three (3) months following initial occupation
Undertake further monitoring surveys and formal review	TPC with Champions	No less than annually through to and including five (5) years post full-occupation of the building
Prepare Travel Plan Monitoring Report, then submit to LCC	Travel Plan Co-ordinator	Within six weeks of each formal monitoring cycle
Update Framework Travel Plan / Notify LCC of no change to Plan	Travel Plan Co-ordinator	Within six weeks of each formal monitoring cycle, with Monitoring Report

Table 6.1: Implementation Timetable (Action Plan)

7 Monitoring & Review

7.1 Background

- 7.1.1 It is essential that the Framework Travel Plan, and subsequent operator-specific Travel Plans coming forward from this framework, is monitored on a regular basis to establish the impact of the measures which have been introduced.
- 7.1.2 Such monitoring is required to determine modal share of journeys; other trip characteristics such as journey distance and purpose; awareness of Travel Plan targets, actions, and measures; participation in and uptake of measures. It is key to the success of the Travel Plan to be able to objectively quantify the effectiveness of the package of measures implemented to identify progress with meeting overall targets and objectives.
- 7.1.3 Initial monitoring, including validation of the mode share targets set following initial occupation, is to be undertaken three months following agreement of this Framework Travel Plan or three (3) months following initial occupation. This first series of surveys will allow site-specific travel characteristics to be confirmed and for mode share targets to be reviewed.
- 7.1.4 Following the undertaking of the first survey series, should it be identified that changes are required to any of the measures and/or to the mode share targets put forward, an updated Framework Travel Plan (or equivalent) will then be issued to Leeds City Council. Should it be identified that no changes are required, this will be notified similarly to Leeds City Council.
- 7.1.5 Further surveys will then be undertaken no less than annually through to and including five (5) years post full-occupation of the building in support of the monitoring and review strategy. Monitoring is the responsibility of the TPC, with support from the Travel Plan Champions.
- 7.1.6 The results of the monitoring and any related actions will be reported back to tenants by means of a bulletin note on the website, within a month of the surveys, with a fuller version prepared for Facilities Management / Building Management and available to others upon request. Regular feedback provided by tenants to the TPC and/or Champions regarding travel-related issues that arise will be incorporated into the monitoring and reporting undertaken.
- 7.1.7 The scheme promoter is funding and will continue to fund the costs of monitoring this Travel Plan, in addition to the costs of continued implementation and maintenance.

7.2 Travel Surveys

- 7.2.1 The Framework Travel Plan runs for no less than five years following full occupancy at the building, with the subsequent operator-specific Travel Plans coming forward from this framework running for no less than five years following their individual full occupancy.

- 7.2.2 The first series of surveys, to be undertaken three (3) months following agreement of this Framework Travel Plan or three (3) months following initial occupation, is to be based upon Leeds City Council's '*Travel to Work Survey*' template and to collect firstly core data relating to the following: days of week people travel to work; mode of travel on these work days to identify travel mode share; how far people travel to work to identify journey distance.
- 7.2.3 Further questions within the survey will relate to the awareness and take-up of the Travel Plan and the measures and incentives therein, such as access and availability of the car club and access and availability of the on-site cycle storage and support facilities. The survey will also allow individuals to put forward what would encourage them to use each of the sustainable travel modes and what improvements they would like to see to each if already using these.
- 7.2.4 A response rate of no less than 40% of all occupants, staff and visitors is to be targeted.
- 7.2.5 Specifications of the questionnaire survey, to include a delivery and servicing survey, is to be submitted for approval by Leeds City Council ahead of the survey undertaking.
- 7.2.6 The further surveys to be undertaken no less than annually through to and including five (5) years post full-occupation of the building are to establish changes which have occurred across the intervening period and whether the plan is on target, following the same template and collecting no less than the same data sets as the initial series of surveys and again by a methodology agreed in advance with Leeds City Council for consistency.
- 7.2.7 The Travel Plan Co-ordinator will assess the best way to distribute the questionnaire survey, but with the primary means being online via the site's '*Travel Information & Travel Plan*' website, but with a secondary option of making and distributing hard copies upon request.
- 7.2.8 As such, the monitoring program allows for standardised surveys to be undertaken throughout the lifetime of this Framework Travel Plan.

7.3 Review

- 7.3.1 A period of internal review will follow each round of monitoring surveys, with the objective being to measure the performance of the Travel Plan and establish if changes are required to any of the measures in order to improve the performance of the Travel Plan and provide the best options to tenants. These reviews will also determine if an updated version of either the Framework Travel Plan or any individual tenant-based Travel Plan is required, beyond any update following the baseline verification.
- 7.3.2 Analysis of survey responses will be the main source of information for the review along with consultation with the interested parties. Feedback will be given to tenants by means of a website bulletin, with them also notified at that time of any operational changes and/or measures introduced or withdrawn which will be implemented and monitored continually. In order to make the results accessible to site-based staff a summary note will be uploaded.

- 7.3.3 A monitoring report will be prepared by the TPC and be issued to Leeds City Council as key local stakeholder (and others upon request), with this to be submitted to representatives of the Council within six (6) weeks of each monitoring cycle. In tandem with the surveys scheduling, the TPC will submit a monitoring report to Leeds City Council no less than annually through to and including five (5) years post full-occupation of the building.
- 7.3.4 This report will include comprehensive details of all survey data and measures implemented, with a key element of the report being a comparison of the surveyed modal share to that of the targets set; if the data show that the targets have not been met or are not on course to be met, the report will seek to outline the reasons behind this and how it can be resolved.
- 7.3.5 The Monitoring Report is to include:
- details of any changes to key characteristics of the building and operations, such as accommodation size and occupancy level, on-site facilities and services, opening hours;
 - Travel Plan performance by means of a comparison between each assessment indicator (typically mode share and servicing and deliveries numbers) and corresponding target(s);
 - level of compliance of Travel Plan operation in line with set objectives and targets;
 - an update and evidence base of how the Travel Plan measures are being promoted and the level of take-up of each defined measure and incentive underpinning the Travel Plan;
 - assessment of effectiveness of measures and actions then in place and of other measures and actions which could be implemented, in line with results of survey results;
 - proposed adjustments to Travel Plan, such as to targets, measures and Action Plan.
- 7.3.6 In the event that monitoring and review finds the Travel Plan is under performing and targets are not being achieved within an acceptable margin of error, in tandem with putting forward proposed adjustments to the approved Travel Plan Framework, the TPC will seek to meet with Leeds City Council representatives to discuss these proposed adjustments and any other remedial measures that the Council may put forward for consideration.
- 7.3.7 In the event that monitoring and review finds the Travel Plan is under performing and targets are not being achieved within an acceptable margin of error, the TPC is to propose adjustments to the approved Travel Plan Framework and submit this in parallel with the Monitoring Report for approval by Leeds City Council representatives, with a follow-up meeting to discuss the proposed adjustments and any other remedial measures.
- 7.3.8 If further remedial measures are considered necessary by the Leeds City Council representatives, should these be practicable for the scheme promoter and/or Facilities Management / Building Management to implement, the TPC will confirm this on the behalf of these parties and confirm that the costs for doing so will be at no expense to the Council.

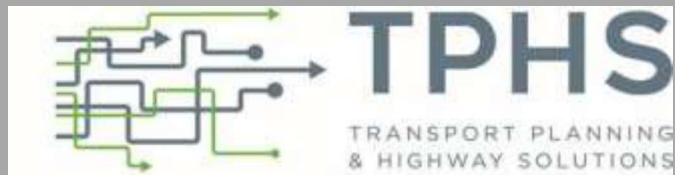
7.3.9 If it is considered that no update is required, this notification is to be issued similarly.



APPENDICES



APPENDIX A



APPENDIX B

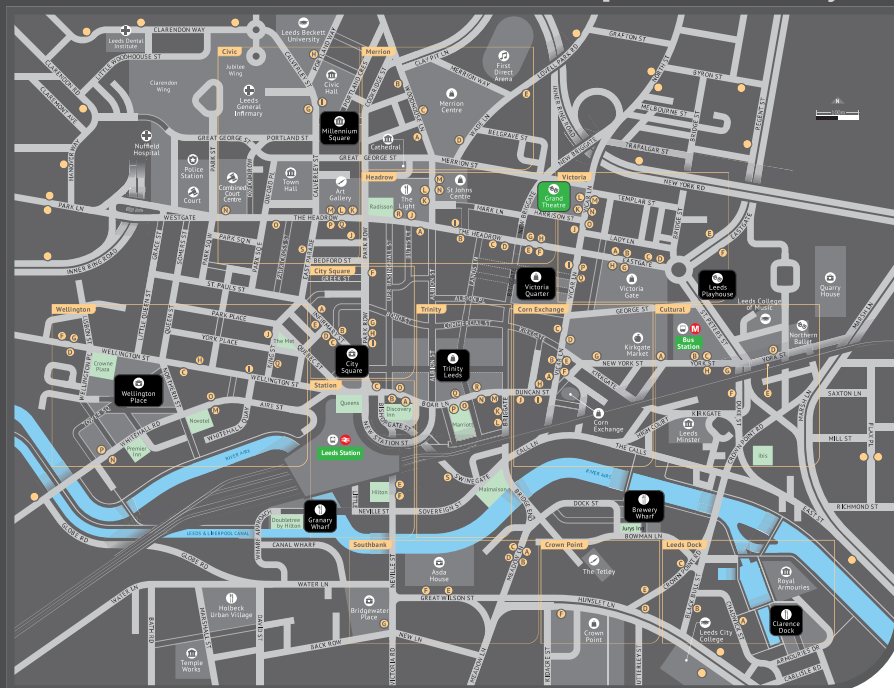
where buses go | Leeds core network map

every 15 mins or better



where core network buses stop | Leeds city centre

Correct at time of printing 27 October 2024



service	towards	stops
Heckmondwike line		
229	Heckmondwike then Huddersfield	Bus Station C City Square N Trinity Q Victoria M N Wellington
Kirkstall line		
33 34	Gulisey then Otley	Bus Station F City Square B Headrow Q D Wellington
49	Bramley	O P Civic E Cultural C Headrow G Victoria
50 50A	Horsforth	O P Civic E Cultural C Headrow G Victoria
FLYER	Leeds Bradford Airport	Bus Station N Trinity B Station Q D Wellington
Meanwood line		
7	Primley Park	C City Square R Trinity I L Victoria
7A	Alwoodley	C City Square R Trinity I L Victoria
7S	Shadwell	C City Square R Trinity I L Victoria
38 39	Moor Allerton Centre	F K Headrow D Merlion D Victoria
Middleton line		
12	Middleton then White Rose Centre	F Com Exchange D Crown Point B Southbank G Victoria
13 13A	Middleton	F Com Exchange D Crown Point B Southbank G Victoria
Moortown line		
2	Roundhay Park	C Com Exchange D E Southbank K Victoria
3	Brackenwood	C Com Exchange D E Southbank K Victoria
3A	Gledhow	C Com Exchange D E Southbank K Victoria
36	Harrogate then Ripon	Bus Station K Victoria
Morley line		
51 52	Morley	D Com Exchange A Southbank D Victoria
Old Farnley line		
42	Old Farnley	A D Headrow C D Wellington
Pudsey line		
4 4F	Pudsey	D City Square E H Cultural M Trinity C Wellington
16 16A	Bramley then Pudsey	D City Square E H Cultural M Trinity C Wellington
Rothwell line		
444 446	Rothwell then Wakefield	H City Square J Civic C Cultural B Leeds Dock Q Trinity
Roundhay line		
12	Roundhay Park	B Com Exchange F Crown Point D Southbank J Victoria
13	Brackenwood	B Com Exchange F Crown Point D Southbank J Victoria
13A	Gledhow	B Com Exchange F Crown Point D Southbank J Victoria
St James's line		
41 4F	Seacroft	A City Square G Com Exchange B D Cultural R Trinity G I Wellington
16 16A	Whinmoor	A City Square G Com Exchange B D Cultural R Trinity G I Wellington
42	Oakwood	K Civic G Headrow B Victoria F H J Wellington
49	Monkswood Gate	N Civic C D Cultural G J Headrow
50 50A	Seacroft	N Civic C D Cultural G J Headrow
Wakefield line		
110	Wakefield	Bus Station B Leeds Dock
White Rose line		
2	Middleton	E Com Exchange B Southbank N Victoria
3 3A	White Rose Centre	E Com Exchange B Southbank N Victoria
200 201	Morley then Cleckheaton or Heckmondwike	Bus Station F Southbank F Station N Trinity Q Victoria
202 203	Dewsbury then Huddersfield	Bus Station F Southbank F Station N Trinity Q Victoria
Going further		
Aireline	Shipley then Keighley	Bus Station F City Square B Headrow Q E Wellington
Coastline	York then Scarborough or Whitby	Bus Station
X98 X99	Wetherby	D Station A Victoria

service	towards	stops
Beeston line		
24	Beeston	G City Square M Headrow C Merlion F Southbank E Station
Bradford line		
72	Bradford	Bus Station Q Civic D Headrow
X6	Bradford	Bus Station Q Civic D Headrow
Castleford line		
140 141	Castleford then Pontefract	Bus Station B Leeds Dock
168	Castleford	D Com Exchange C Cultural B Leeds Dock
Cleckheaton line		
254 255	Cleckheaton then Huddersfield or Halifax	Bus Station C City Square N Trinity Q Victoria M N Wellington
East Leeds line		
51 5A	Haltom Moor	I City Square J Civic H Com Exchange B D Cultural N Headrow C Merlion
19 19A	Garforth	I City Square M N Civic H Com Exchange A D Cultural
40	Seacroft	H Com Exchange A D Cultural Q Trinity

service	towards	stops
East Leeds line cont.		
56	Whinmoor	B D Cultural N Headrow C Merlion P Victoria
163	Garforth then Castleford	J City Square M Civic H Com Exchange A D Cultural A Station
164	Sherburn then Selby	Bus Station D Com Exchange A D Cultural G Victoria
165	The Springs then Kippax	Bus Station D Com Exchange A D Cultural G Victoria
Headingley line		
19	Ireland Wood	Q Civic I Com Exchange E H Cultural B Station
19A	Tinshill	J City Square L Headrow B Merlion G Southbank
22	Leeds Beckett University	Bus Station P Victoria I Com Exchange E City Square L Headrow B Merlion G Southbank
23 24	Holt Park	Bus Station E Headrow A Merlion
24	Lawnwood	Bus Station E L Headrow B Merlion
25 26	Otley then Ilkley	Bus Station P Victoria I Com Exchange E City Square L Headrow B Merlion
27	Gulisey	E Cultural K Headrow B Merlion H Victoria
36	Moor Grange	E Cultural K Headrow B Merlion H Victoria