

REPORT

M&G Real Estate Ltd

49 Spring Gardens/50 Fountain Street

13/08/2021

Framework Travel Plan

Report control

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Drawing VN211928-G101	Site Location (Local Context)
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Appendix

Appendix A	Example Travel Survey Questionnaire
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1 Introduction

Background

- 1.1 Vectos has been commissioned by M&G Real Estate Limited to provide traffic and transportation advice to support a planning application for Full Planning Permission and Listed Building Consent for the retention and refurbishment of the Grade II Listed 49 Spring Gardens façade following demolition of the existing 50 Fountain Street building and erection of adjoining 8 storey commercial building (Use Class E) with basement areas, roof terraces and plant enclosure, landscaping, and associated works. This Framework Travel Plan supports that application.
- 1.2 The proposed re-development site is located within the Central Business District and the historic heart of Manchester, and specifically on the southern edge of the Central Retail District. It is located in the Upper King Street Conservation Area. The Site comprises a 4-storey office building, including ground level, with an additional basement level and rooftop plant.
- 1.3 The 0.2 ha Site is bounded by Spring Gardens to the south west, Fountain Street to the south east, Concert Lane to the north west and the Estate Exchange building to the north east with York Street beyond. The Site Location Plan is provided in **Dwg 142-S2 JMA-MP-RF-P-A-001200**.
- 1.4 The existing building is currently made up of two parts with the Grade II listed facade and historic entrance on Spring Gardens, which runs along the southern boundary of the site, and a later addition constructed in 1978 to create a new office building.
- 1.5 The existing building provides approximately 4,600sqm (GIA) of office accommodation, arranged over basement, ground and four upper floors. In the basement there are 12 parking spaces. The proposed development will include the demolition of the 1978 part of the building, provision of a new structure behind the listed facade delivering 7,787sqm (GIA) of office accommodation with no parking provision and 54 cycle parking spaces.

Development Proposals

- 1.6 The description of the development proposed comprises:
- A total of 9 floors which total a gross internal area (GIA) of 83,916sqft;
 - The demolition of the 1978 part of the building, and a new structure behind the listed facade creating a 6 storey void between the new office building and the back of the listed façade;
 - The relocation of the core of the building to Concert Lane; and
 - The reinstatement of the building line on Fountain Street to provide an active street level frontage.
- 1.7 The basement and ground floor layouts for the proposed development are given in **Dwg 142-JMA-B1-B1-P-A-022299 Rev A** and **Dwg 142-JMA-B1-00-P-A-022200 Rev A**. The main entrance to the building is from Spring Gardens. The service access is from Concert Lane.
- 1.8 The proposed layout includes 54 cycle parking spaces in double height racks in the basement where there are also cycle lockers, showers and changing facilities as indicated in **Figure 1.1** overleaf. The cycle parking is accessed from Concert Lane where there is both stair and lift access. This cycle parking provision is well in excess of Manchester City Councils cycle parking standards.

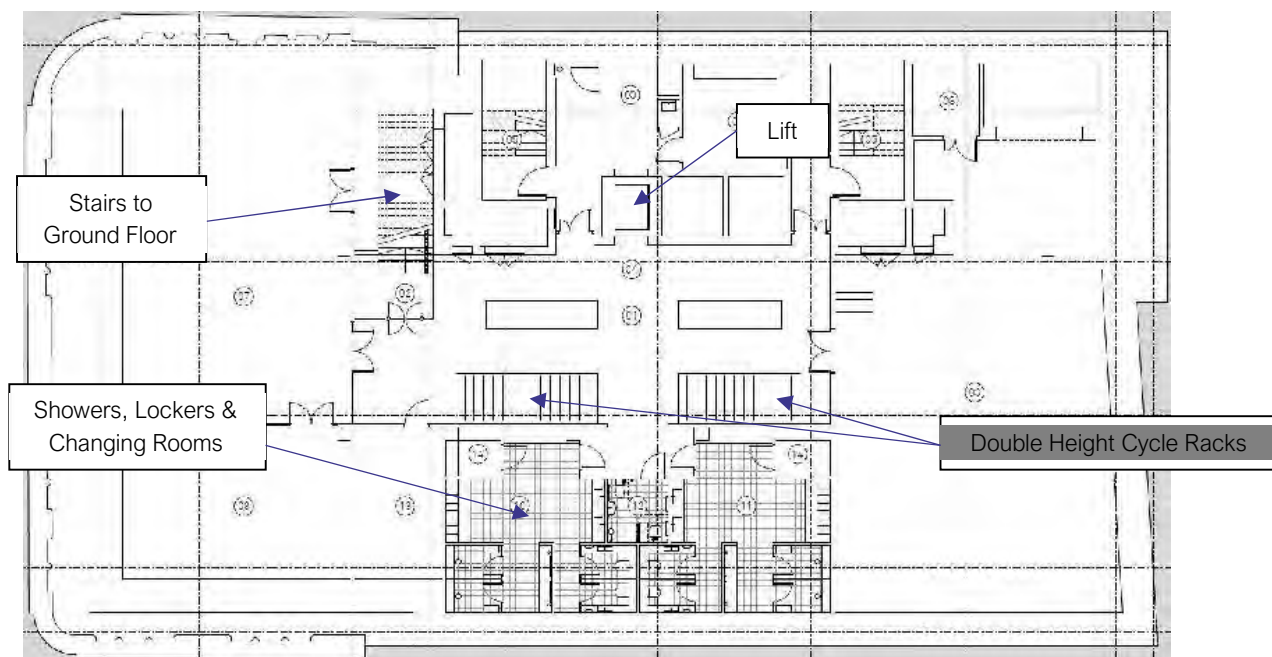


Figure 1.1 Basement Cycle Layout

Travel Plan Objectives

- 1.9 A Travel Plan is a long-term strategy for reducing dependence on travel by private car. It should reflect the following objectives which are intended to achieve current Government policy in respect to transport:
- Minimise the number of single occupancy car journeys;
 - Promote alternative modes of travel other than the car;
 - Provide quality travel information on the mode choices available;
 - Present to occupiers the incentives available in choosing sustainable travel options;
 - Promote Active Travel modes to improve health; and
 - Promote Car Sharing.
- 1.10 In addition, there are a number of benefits to the local community which can be achieved through encouraging the use of sustainable transport. These include:
- Improved air quality and less noise, dirt and fumes;
 - Walking and cycling can provide daily exercise and thus improve/maintain health; and
 - Increasing the modal shift from private car to sustainable modes of transport can help reduce congestion on the local and national road network.

Scope of Report

- 1.11 This Travel Plan has been prepared in accordance with guidance provided by the Department for Transport's (DfT) 'Travel Plans, Transport Assessment and Statements' (2014) document. Following this introduction, the report provides the following information:
- Section 2 – A review of baseline conditions and accessibility of the site by sustainable modes;
 - Section 3 – A description of travel plan initiatives;
 - Section 4 – A description of the administration, monitoring and review of the travel plan; and
 - Section 5 – A draft action plan.

2 Baseline Conditions & Site Accessibility

Site Location

- 2.1 As described, 50 Fountain Street is an established office is located within the heart of Manchester. An aerial view of the site showing the approximate boundary, is provided as **Figure 2.1**.



Figure 2.1: Existing Site Location

- 2.2 **Drawing VN211928-G101** shows the site location in a wider context.
- 2.3 Being located in the city centre, there are a wide range of uses including office, retail units, hotels, public houses as well as a considerable residential population within walking distance.
- 2.4 The existing building provides approximately 4,600sqm (GIA) of office accommodation, arranged over basement, ground and four upper floors. The existing main access is from the Fountain Street frontage.

Surrounding Highway Network

Fountain Street

- 2.5 The existing building takes access from Fountain Street, which runs along the eastern boundary of the site. In the immediate vicinity of the site, it is a one-way single carriageway permitting north-eastbound traffic only and is approximately 6 metres wide. The highway frontage includes 4 on-street parking bays and a bus stop as indicated in the Google Streetview image in **Figure 2.2**.



Figure 2.2: Fountain Street Frontage (Google Streetview)

- 2.6 Fountain Street has a cycle lane and double yellow lines where there is no parking/bus stop. The cycle lane moves away from the kerbside along the site frontage and around the Pay & Display (P&D) car parking bays. Pedestrian footways are provided on both sides of the carriageway of all roads in the vicinity of the site and are street lit.

Spring Gardens

- 2.7 Spring Gardens forms the south-western boundary of the site. Spring Gardens meets Fountain Street at a priority cross roads junction. Spring Gardens is one way northwest bound and its general layout is given in **Figure 2.3**.
- 2.8 On Street Parking is available with 8 P&D spaces, and double yellow lines protect the areas around the immediate junctions.



Figure 2.3: Spring Gardens Frontage (Google Streetview)

- 2.9 The junction between Fountain Street and Spring Gardens is located at the south-western corner of the site. Fountain Street forms both the western and eastern arms of the junction, and Spring Gardens forms both the northern and southern arms. Both Fountain Street and Spring Gardens are one-way, and therefore vehicles are only permitted to travel north-eastbound and north-westbound respectively.
- 2.10 There are both double yellow lines and additional loading restrictions on the corner of this junction which borders the site. These are in place to prevent both parking and loading at all times.

Concert Lane

- 2.11 Concert Lane forms the north western boundary of the site. It is a narrow single carriageway, which in theory has no indication that it is one way, but we understand that in practice appears to run one way northeast bound. It is approximately 3.5 metres wide so a second vehicle cannot pass. The bin store for 50 Fountain Street is located off Concert Lane and there are other bin stores and service yards located off it.
- 2.12 There are double yellow lines on both sides of Concert Lane, and there is scope for loading to serve off there. The general layout is shown in **Figure 2.4**.



Figure 2.4: Concert Lane

York Street

- 2.13 York Street runs along the northern boundary of the site. In the immediate vicinity of the site, it is a one-way single carriageway permitting south-eastbound traffic only and is approximately 5-6 metres wide.
- 2.14 There is on street parking P&D bays all along one or other side of York Street which then extends around into Spring Gardens. Where there is no parking, there are double yellow lines as shown in **Figure 3.5**.



Figure 2.5: York Street (Google Streetview)

Fountain Street / York Street junction

- 2.15 The junction between Fountain Street and York Street is a 4 armed priority junction. In the middle of the junction, there are keep clear road markings as there is often queueing from the High Street signals extending through there.

Existing Car Parking

- 2.16 There are numerous public car parks within a very short walk of the site. These include Piccadilly Gardens (712 spaces), Chorlton Street (572 spaces) and Piccadilly Plaza (160 spaces), which is the nearest car park to the site. Therefore, it is considered that the site is well located for access to public parking.

Accessibility on Foot

- 2.17 Pedestrians travelling to work will typically walk up to 25 minutes or 2km as defined as a preferred maximum for commuting trips by the Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Providing for Journeys on Foot'.
- 2.18 The 2km pedestrian catchment plan is shown in **Drawing VN211928-G102**. This demonstrates that the entirety of the city centre is within this catchment. The catchment also includes substantial residential areas to the south of the city centre, such as Castlefield and Hulme.
- 2.19 A selection of existing accessible amenities within 500m of the proposed development are detailed in **Table 2.1**.

Amenity	Distance
<u>Retail</u>	
Arndale Shopping Centre	300m
St Ann's Square	350m
Sainsbury's Local, Mosley Street	110m
M&S Simply Food, Parker Street	210m
<u>Cash Machines</u>	
Sainsbury's Local, Mosley Street	110m
RBS, Mosley Street	130m
<u>Food Outlets</u>	
Rosso, Spring Gardens	110m
Pizza Hut, Fountain Street	190m
Philpotts, New York Street	210m
<u>Outdoor Space</u>	
Piccadilly Gardens	350m
<u>Recreation / Leisure Facility</u>	
The Gym, Portland Street	320m
<u>Post Office</u>	
26 Spring Gardens	130m
<u>Coffee Shops & Pubs</u>	
Moose Coffee, York Street	40m
Black Sheep Coffee & Cocktails, Spring Gardens	50m
The Shakespeare	160m
The Alchemist, New York Street	160m
<u>Pharmacy</u>	
Boots, Piccadilly	350m
Superdrug, Piccadilly	350m

Table 2.1: Amenities within 500m of the Proposed Development

- 2.20 An audit of the quality of the footway provision is given in the accompanying Transport Statement. The quality of footways are generally good with dropped kerbs and tactile paving at crossing points, they are lit, and the surfacing is generally good if on occasion patchy.

Accessibility by Cycle

- 2.21 Cycling is becoming an increasingly popular mode of transport and is an effective mode for short trips. The DfT's Local Transport Note 2/08 'Cycle Infrastructure Design' (2008) states that many utility cycle journeys are under 3 miles (approximately 5 kilometres) although for commuters a trip distance of over 5 miles is not uncommon. Consequently, cycling has the potential to replace short car journeys, particularly those under 5 kilometres. At a leisurely cycle speed of 10 miles per hour this would equate to a journey of around 25 minutes.
- 2.22 A 5 kilometre cycle catchment from the site is shown in **Drawing VN211928-G103**. This shows that the cycle catchment of the site includes the residential areas of the immediate Manchester urban area including Whalley Range, Old Trafford, Salford, Cheetham Hill and Levenshulme. Thus, a large population is within the potential cycle catchment of the site.
- 2.23 **Figure 2.6** shows the local cycle facilities including the network of 20mph streets, cycle lanes, the level of cycle parking provision and the local cycle shops available.



Figure 2.6: Local Cycle Facilities

- 2.24 **Figure 2.6** demonstrates that there are a number of cycle parking spaces within a short walk of the site, including on York Street around 100m from the site where there are 6 Sheffield cycle stands offering space for 12 cycles.
- 2.25 It is therefore considered that the site is well located for cycle access from a wide range of residential areas of Manchester and that there is sufficient cycle infrastructure within the vicinity of the site.

Accessibility by Public Transport – Metrolink

- 2.26 The nearest Metrolink stop is located at Piccadilly Gardens approximately 300m east of the site. This stop is a major interchange station with services operating to Manchester Piccadilly, Manchester Victoria, Manchester Airport, Altrincham, Eccles, Bury, Oldham, and Ashton-under-Lyne. Services to the Trafford Centre are also available via an interchange at Cornbrook as shown in **Figure 2.7**.



Figure 2.7 Metrolink Network

- 2.27 All services operate on a 12-minute frequency Monday to Sunday with combined frequency of 6 minutes Monday to Saturday during the day. All lines operate between approximately 06:00 and 00:00.
- 2.28 Metrolink stops provide shelters, seating and real-time journey information. All Metrolink trams and stations also provide disabled access in the form of step-free access, tactile paving and dropped kerbs.
- 2.29 Overall, it is considered that the Metrolink facilities offered from Piccadilly Gardens provide a regular service which is available within an acceptable distance and at key travel times.

Accessibility by Public Transport - Bus

- 2.30 The closest major bus stops to the site are also located at Piccadilly Gardens. The bus stops at Piccadilly Gardens comprise one of the two main bus stations located within Manchester city centre. Piccadilly Gardens bus station runs parallel and to the immediate south of Piccadilly Gardens Metrolink stop.
- 2.31 Piccadilly Gardens bus station is outdoor and comprised of numerous different bus stops, which are typically marked with flag posts and bus box markings. Each bus stop is typically also provided with a bus shelter with either a bench or individual seats underneath.
- 2.32 Bus services which call at Piccadilly Gardens bus station serve a wide range of destinations across Greater Manchester, including many which are also reachable by Metrolink. Destinations which can be reached by bus from Piccadilly Gardens, and not by Metrolink, include Chorlton, East Didsbury, Wythenshawe and Bolton amongst others.
- 2.33 Additionally, there is a bus stop on Fountain Street itself to the right of the site frontage for alighting only.

Accessibility by Public Transport - Rail

- 2.34 The site is located approximately 800m to the north-west of Manchester Piccadilly rail station. The station can be accessed using the existing pedestrian network surrounding the site.
- 2.35 Manchester Piccadilly rail station is the largest rail station in Manchester and one of the busiest rail hubs in the U.K. The station provides access to a wide range of services, such as local services typically operated by Northern to destinations across Greater Manchester and also regional and inter-urban rail service to destinations further afield such as Leeds, Birmingham New Street and London Euston.
- 2.36 Overall, it is considered that the rail facilities offered from Manchester Piccadilly provide a regular service which is available within an acceptable distance and at key travel times.

Car Club

- 2.37 There are two car club spaces on Fountain Street located approximately 90m south of the site as shown in **Figure 2.8**, which are operated by Enterprise Car Club. The car club spaces are clearly designated by both road markings and a signpost on the adjacent footway.
- 2.38 Enterprise Car Club operate a car club across both Manchester and the rest of the U.K. More details on their existing operations and pricings can be found at <https://www.enterpriseclub.co.uk/gb/en/home.html>.



Figure 2.8: Fountain Street Car Club Spaces

3 Travel Plan Initiatives

- 3.1 This Travel Plan is a working document and is recognised as being the first stage in the Travel Plan process that sets out a framework for future actions and initiatives to be delivered as the building is occupied. The measures involve physical measures, the provision of information to occupiers, and behavioural initiatives.

Travel Plan Co-ordinator

- 3.2 The measures will be overseen by a Travel Plan Co-ordinator. The role will also include evaluating and reporting on the effectiveness of the Travel Plan. At this stage the interim Travel Coordinator is Gareth Davis of Vectos with the contact details below.

Gareth Davis (Director) Vectos (North) Ltd, 4th Floor, 61 Oxford Street, Manchester M1 6EQ (0161 228 1008)

- 3.3 When the development is ready to be occupied, a permanent Travel Plan Coordinator will be appointed. This is expected to be someone from the site management team and would be supported by the office managers of each occupier.
- 3.4 As far as possible, the measures outlined below are designed to be suitable for review and monitoring. The list, however, is not exhaustive and the Travel Plan Co-ordinator may investigate other potential initiatives which could be beneficial based on circumstances at the time.

New Staff 'Welcome Pack'

- 3.5 As part of the Travel Plan initiative to promote sustainable transport as a preferred option to the private car, it is important to provide adequate transport information for each employee on the site, and a 'Welcome Pack' will be provided as part of the induction to all staff. The pack will include information on sustainable transport facilities as contained in the Accessibility Section of this Travel Plan. As well as a hard copy, the Welcome Pack will also be made available online.
- 3.6 The 'Welcome Pack' will include details on the intentions of the Travel Plan and why the Travel Plan has been produced, as well as contact details for the Travel Plan Co-ordinator. The packs will include current information on sustainable modes of transport such as:
- Health and financial benefits associated with use of sustainable forms of transport;
 - Walking and cycling routes in the area;
 - Site-specific information on public transport (e.g. location of nearby bus stops / railway stations and which services are available from them;
 - Travel Plan Coordinator contact details, links to useful website with appropriate public transport information, car share schemes, etc.
- 3.7 As an on-going part of the monitoring process, the 'Welcome Pack' will be reviewed and updated annually, with any information regarding changes, such as a change in a public transport timetable, being passed on to all the appropriate staff via an appropriate form of communication. This will be the responsibility of the Travel Plan Co-ordinator.

Travel Information Boards

- 3.8 Travel Information Board(s) will be provided and regularly updated by the Travel Plan Coordinator during the Travel Plan period. The location of the Travel Information Board(s) will be determined at a later stage; however, they will be situated in prominent positions. Information displayed on the boards will relate to sustainable transport and will include material found in the 'Welcome Pack'.
- 3.9 The Travel Plan Co-ordinator will publicise any relevant events such as 'Bike Week' and will encourage staff to participate wherever possible.
- 3.10 To satisfy the objectives, a range of initiatives are provided in this document. These are discussed in the following section and are intended to encourage travel by sustainable modes. Where it is not possible for employees to make journeys to the site either on foot, cycle, or public transport, car sharing may be promoted as the next most sustainable alternative.
- 3.11 As far as possible, the measures set out in this section are designed to be suitable for review and monitoring. The list is not exhaustive and additional measures may be added to the list in the future.
- 3.12 It is important for the Travel Plan to be flexible to changing circumstances and innovations. Once it has been implemented, the Travel Plan Co-ordinator will be encouraged to investigate and adopt other potential initiatives to increase the attractiveness of making journeys to the site by non-car modes where appropriate.

Walking Measures

- 3.13 Measures to encourage walking as part of a multi-modal journey might include:
- Review of local pedestrian facilities to ensure that access widths are appropriate and gradient changes allow for comfortable wheelchair and mobility impaired access;
 - Provision of umbrellas in reception areas;
 - Simple review of local street furniture such as bollards, seating to ensure locations are appropriate and do not introduce hazard to visually impaired; and
 - Travel Plan Co-ordinator liaison with the Highway Authority and to ensure that potential pedestrian walking routes are appropriately maintained and signed;



Cycling

- 3.14 Cycling is promoted with secure cycle parking provided within the development. The site offers cycle parking spaces in the basement along with changing rooms and shower facilities. Further measures to encourage cycling might include:



- Promotion of Cycle to Works Scheme which offers tax efficient purchase (up to 42%!) of cycle equipment through a salary sacrifice scheme run through participating employers.
- Option for partnership with local cycle store which may facilitate the provision of vouchers or discounts for employees;
- Practical advice on cycle maintenance, safety information and local route information;
- Advertisement of a local bicycle user group to new employees;
- Special travel events could be promoted at the site (e.g. Cycle to Work Day); and

Public Transport Services

- 3.15 The use of public transport can be promoted as part of a multi-modal journey. Measures to encourage bus, tram and train usage might include:

- Up to date information provided on bus, tram and train services, including route information and service frequencies, available to employees through links such as:
<https://my.tfgm.com/#/planner/>
<http://www.nationalrail.co.uk/>
- The Travel Plan Co-ordinator to liaise with the Local Authority and the public transport operators to ensure that information remains valid;
- The Travel Plan Co-ordinator to bring to the bus, tram and rail operators' attention any issues raised to ensure that the potential for the use of these services to the site is maximised; and
- Promote Travel Discount offers and TravelCards such as 'Get me There'.

Car Sharing

- 3.16 Given the proximity to other office developments in the vicinity, a car sharing scheme could be proposed for employees administered using a local database via a community website or alternatively there may be opportunities to use an internet-based scheme such as www.carsharegm.com.



- 3.17 The Travel Pack would highlight the cost of owning and running a car can be calculated. This is intended to highlight the often unseen costs of owning a car.

Enterprise Car Club

- 3.18 Enterprise Car Club operates within Greater Manchester and offers a large number of car parking bays across the city. The closest car club location is on Fountain Street with two cars available less than 100m from the site.
- 3.19 The Travel Co-ordinator will highlight the availability of Enterprise Car Club to the new occupiers and facilitate demonstrations if required.



4 Administration, Monitoring and Review

Administration

- 4.1 The administration of the Travel Plan will initially be the responsibility of a Travel Plan Co-ordinator. The Travel Plan Co-ordinator can be part of the site management team or an external provider and can provide employees with details of the environmental, social and health benefits to be gained by using sustainable transport modes. They should be the first point of contact for employees and other outside organisations in all matters regarding the Travel Plan.
- 4.2 This post will run for the lifetime of the Plan which is envisaged as five years with duties of the Travel Plan Co-ordinator generally including:
- The operation of the Plan;
 - Management of the allocated budget;
 - Maintenance of a database containing existing travel information;
 - Monitoring of the Travel Plan;
 - The preparation of subsequent update Travel Plan reports for submission to the Local Authority;
 - Liaison with the Local Authority Travel Plan Co-ordinator (where appropriate);
 - Liaison with Public Transport providers (where appropriate);
 - Promotion of the Travel Plan; and
 - Promotion of travel events.
- 4.3 The Action Plan for the implementation of the Travel Plan is discussed in subsequent sections of this document.

Monitoring

- 4.4 The Travel Plan is a strategy which can evolve over time. It is important that the Plan is a flexible document that is responsive to change, although the underlying objectives of the Plan, which are to educate and facilitate travel by sustainable modes, will not change.
- 4.5 Travel surveys and counts are to be conducted to determine the baseline from which the effectiveness of the Travel Plan will be evaluated. These could be supplemented by a questionnaire survey for employees. It is envisaged that the first questionnaire surveys will be issued to employees as part of the Welcome Pack. An example of the Travel Survey is provided in **Appendix A**.
- 4.6 Within 6 months of first occupation, the survey data will be collected and analysed. This will establish the baseline upon which to set targets and monitor progress.

4.7 The surveys should be repeated on an annual basis for a five-year period. The outputs of an on-going monitoring programme will be used to inform the content of the subsequent updated Travel Plan and will encompass the following elements:

- Monitoring the use of cycle parking;
- Monitoring the demand for additional cycle parking;
- Monitoring the take up of a potential car share scheme;
- Monitoring of the Travel Plan budget and spending; and
- Recording of comments/observations received on transport and travel to the site.

4.8 A programme of monitoring and review will be designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the Travel Plan Co-ordinator.

Targets

4.9 The travel targets for the site are heavily influenced by the fact that the development provides no parking provision and is located in one of the most accessible locations for travel by non-car modes. Access by car can be made and drivers can park in public car parks. However, parking is expensive making access by public transport the most cost effective option for travel.

4.10 It is also recognised that travel patterns are changing as people and transport providers respond to the Climate Change Emergency, changing working patterns with many more working from home, the increase of a residential population within the city, the increasing popularity of cycle use, new cycle hire provision for the city and new modes of transport expected such as e-scooters. Therefore, the targets given below are based on past travel patterns but looking to the future the travel patterns are likely to be much more sustainably focussed. However the Travel Plan is flexible and can respond to changes.

4.11 The Transport Statement forecasts the travel to the site by mode based on existing travel to the city centre as surveyed in 2017. It is proposed that this is used as an initial target noting that the effects of COVID-19 are likely to have changed. The modal splits that will form the baseline target for the Travel Plan are given in **Table 4.1** below.

Car	Bus	Rail	Walk	Metrolink	Cycle	Total
23%	21%	28%	12%	14%	2%	100%

Table 4.1: Manchester Key Centre Modal Share (2017)

- 4.12 The Transport Statement then applied these percentages to the forecast person trips and this is given in **Table 4.2 below**. These forecasts are useful to identify the volumes of those travelling by the individual modes.

	Car		Bus		Rail		Walk		Metrolink		Cycle	
	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep
AM Peak	32	3	29	2	39	3	17	1	19	2	3	0
PM Peak	2	30	2	27	3	36	1	15	1	18	0	3
Daily	166	163	151	149	202	198	87	85	101	99	14	14

Table 4.2: Forecast Trips by Mode

- 4.13 It is envisaged that targets will be set for the percentage of trips by sustainable modes over a five-year period. It is worth noting that the key target is the reduction of single-occupancy car trips associated with the site.

Review

- 4.14 The first review will be 12 months after completion of the full Travel Plan and will include the production of a brief Travel Plan review report. This will be submitted to the Local Authority for information.
- 4.15 After the initial review, a further update should be carried out annually, which would include the submission of a summary report to the Local Authority. This should continue for a period of five years. The review of the Plan might include:
- Analysis of the latest travel survey responses;
 - Review of the Travel Plan budget and spending;
 - Consideration of any subsequent development or new transport provision in the local area and its implications for the Plan;
 - Review of targets for the future year;
 - Any additional measures, any changes/refinements to existing measures; and
 - Evaluation of the success of the various measures implemented to date.

5 Draft Action Plan

5.1 The following list describes the proposed measures that are to be taken to help achieve the Travel Plan objectives. The measures can be developed in the form of an Action Plan as outlined in **Table 5.1** below.

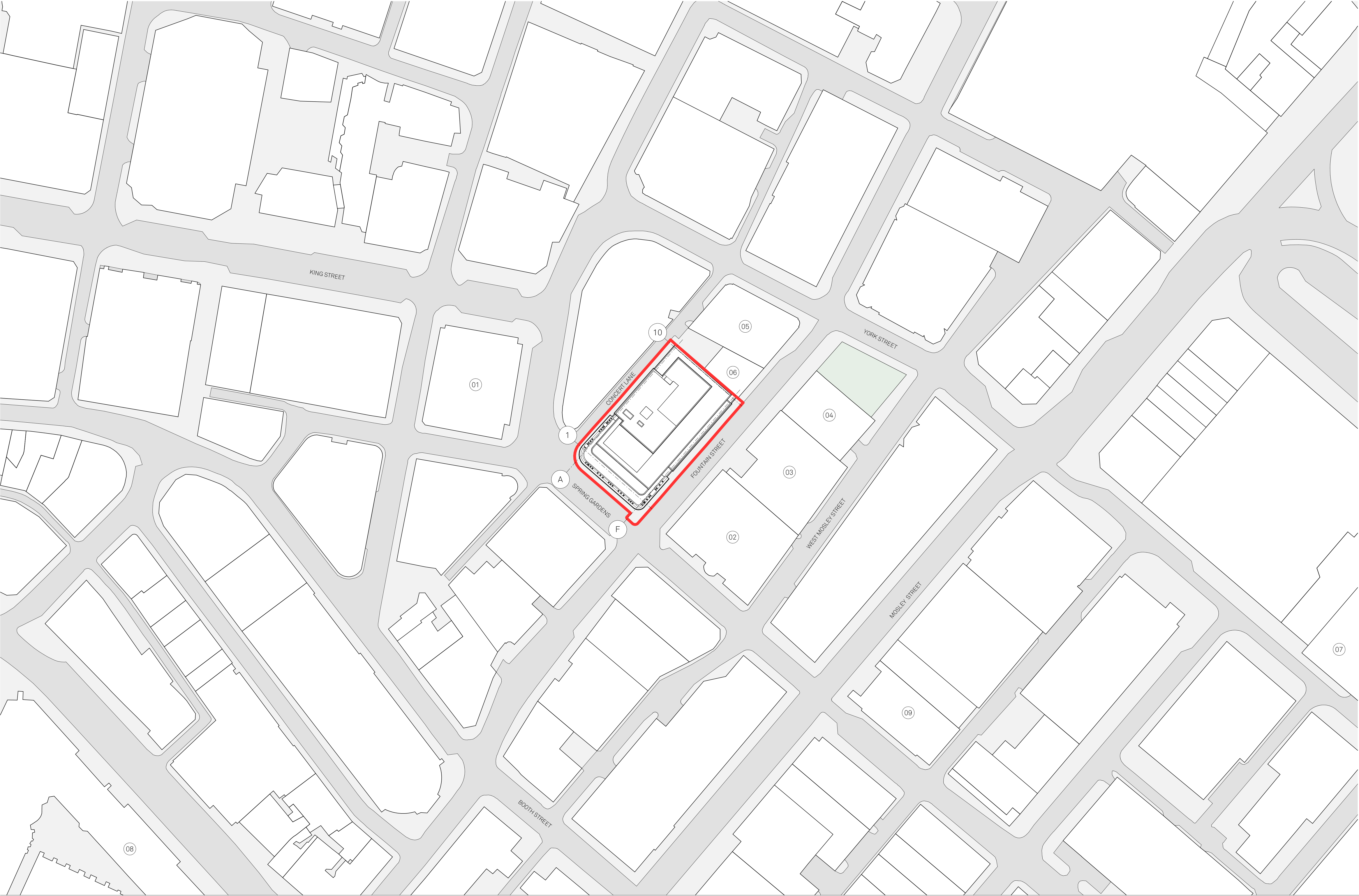
5.2 The Action Plan should:

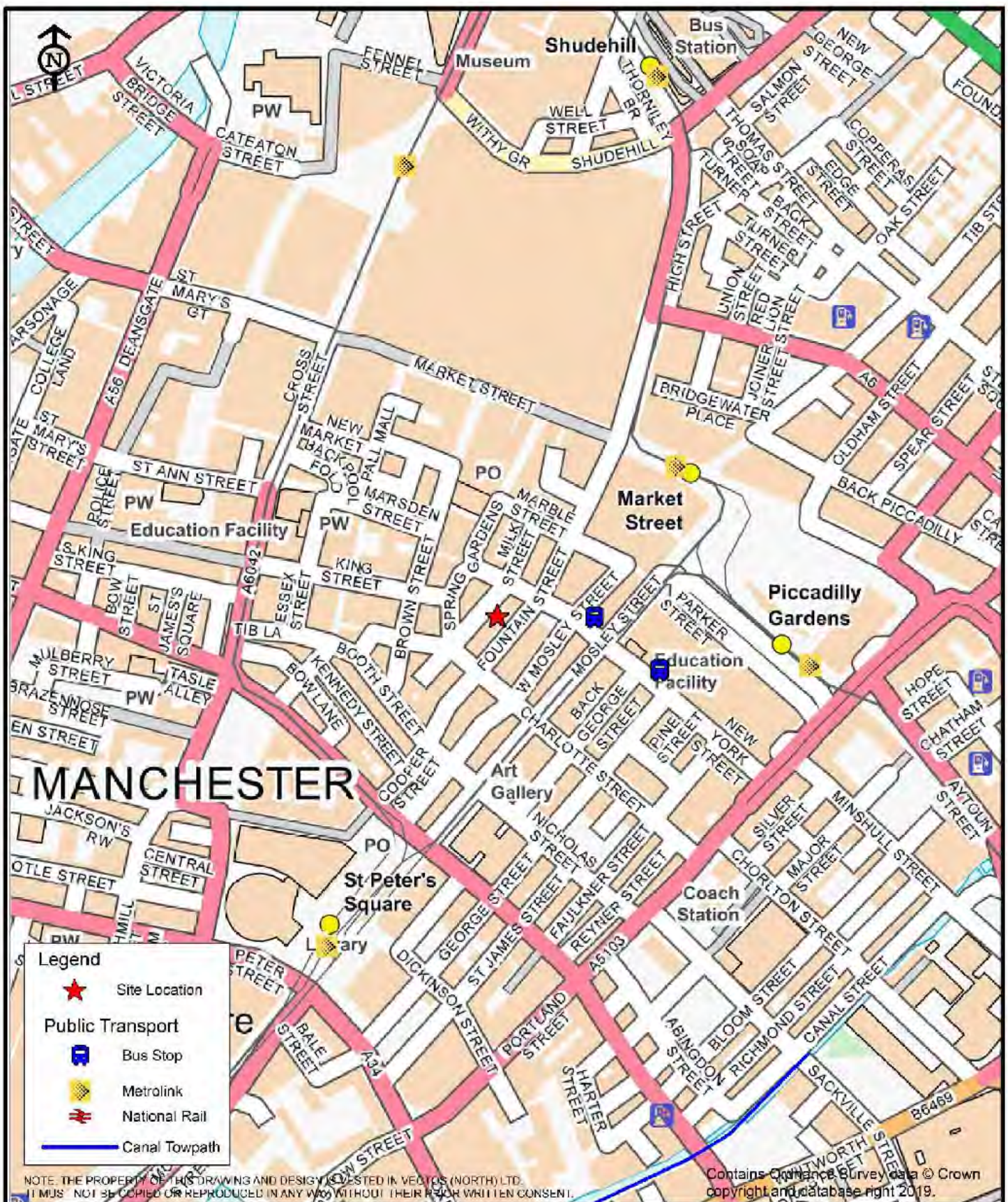
- Include a time frame for each action to provide a clear approach for the implementation of the Travel Plan;
- Name the person or organisation who is to be responsible for making sure the actions are accomplished; and
- Include a range of measures of varying degrees of complexity. It is important to ensure that all measures are attempted and that not just the easiest measures are achieved.

Measure	Ownership	Target Date
Prior to Occupation		
Appointment of Travel Plan Coordinator	Developer	As per planning approval
Installation of on-site infrastructure for sustainable travel including cycle store.	Developer	As per planning approval
Set up Travel Plan budget	Developer	As per planning approval
Sustainable travel information included within initial sales information pack	Developer	During sales period
Sales and marketing staff to be made aware of sustainable travel options	Developer/Sales Staff	During sales period
Establish contact with local cycle store	Travel Plan Coordinator	2 months prior to Occupation
Upon Occupation		
Provision of Welcome Packs for employees	Travel Plan Coordinator	Upon occupation
Undertake Staff Travel Survey	Travel Plan Coordinator	Within 6 months of first occupation
Promote benefits of walking and cycling – make health benefits clear via 3 rd party promotional material	Travel Plan Coordinator	Upon occupation
Advertise car sharing initiatives and active travel information	Travel Plan Coordinator	Upon occupation
During Occupation (Medium Term)		
Conduct further travel surveys/travel questionnaires (if considered appropriate)	Travel Plan Coordinator	On-going
Invite Enterprise Car Club to present car club benefits to staff	Travel Plan Coordinator	Within 1 year of first occupation
Advertise any relevant travel events such as 'Dr Bike' and national travel days	Travel Plan Coordinator	On-going
Ensure travel information is periodically kept up to date and made available for employees	Travel Plan Coordinator	On-going
Complete annual review for Local Authority for 5 years following first occupation	Travel Plan Coordinator	On-going

Table 5.1 Draft Action Plan

Drawings





CLIENT:
M&G Real Estate

PROJECT TITLE:
50 Fountain Street, Manchester

DRAWING TITLE:
Site Location - Local Context

vectos.

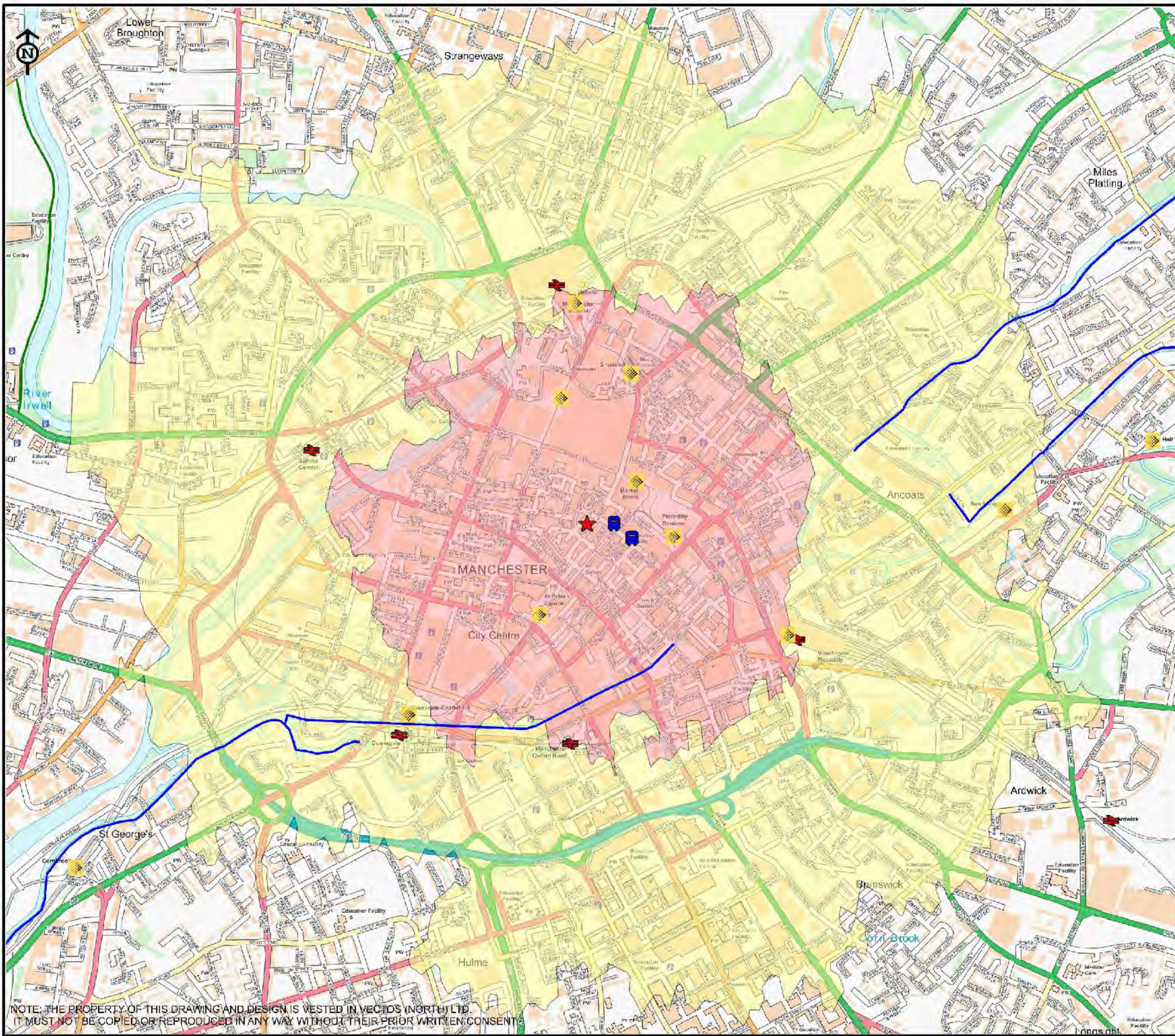
Oxford Place, 61 Oxford Street, Manchester M1 6EQ
t:0161 229 1000 e:manchester@vectos.co.uk

DRAWN: TO
CHECKED: CJ
DATE: Apr 2021

SCALE:
1:5,000 at A4

DRAWING NO:
VN211928-G101

REVISION:



Legend

- ★ Site Location
- Public Transport
 - Bus Stop
 - Metrolink
 - National Rail

- Public Rights of Way
 - Canal Towpath
 - Footpath

- Walking Catchment
 - 0 - 1km
 - 1km - 2km

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CLIENT:

M&G Real Estate

PROJECT TITLE:

**50 Fountain Street,
Manchester**

DRAWING TITLE:

Walking Catchment

SCALE:

N.T.S

DRAWN: TO

CHECKED: CJ

DATE: Apr 2021

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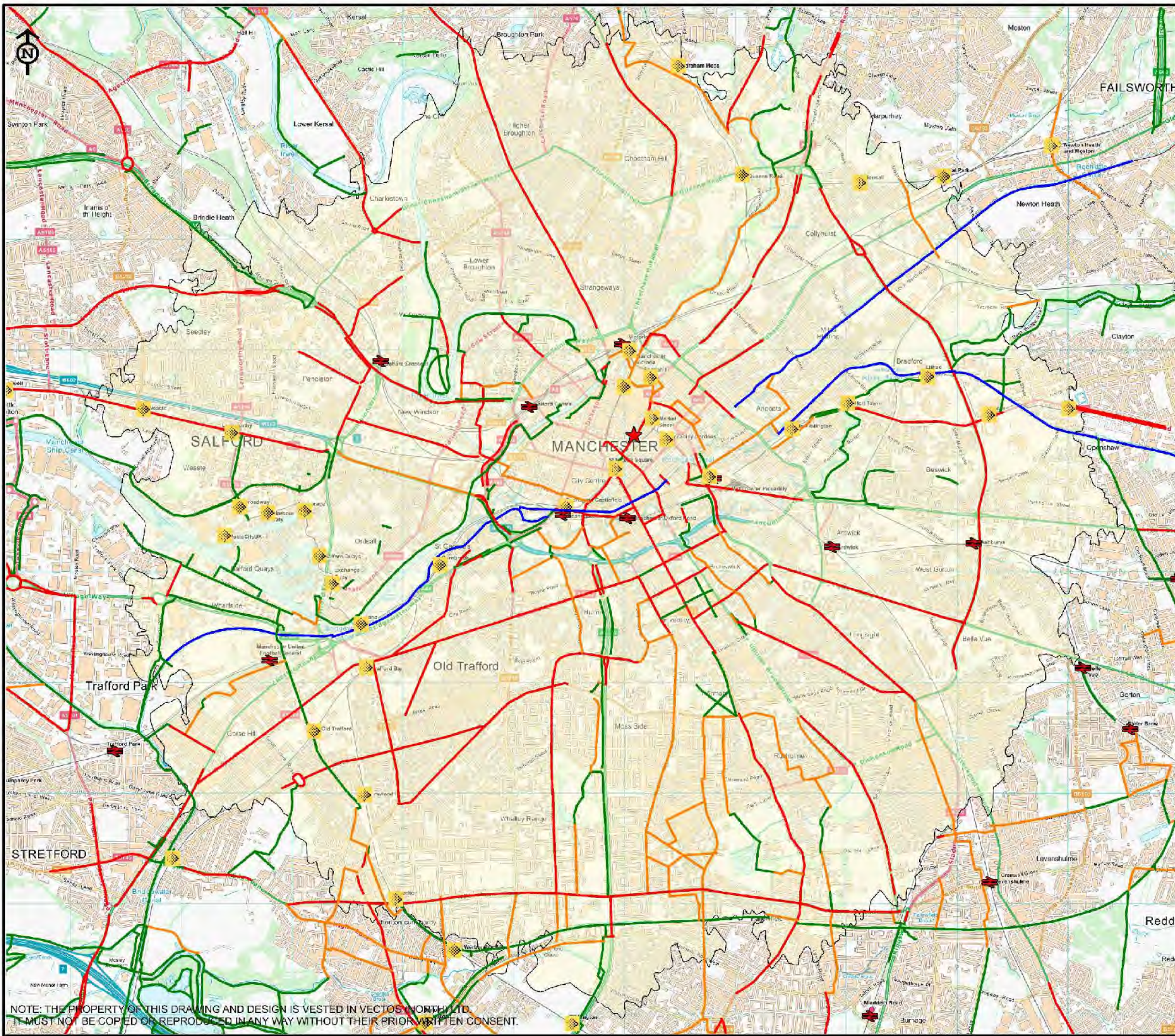
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REVISION:

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Legend

- ★ Site Location
- Public Transport
 - Metrolink
 - National Rail
- Cycle Routes
 - Signed Routes
 - On Road with Cycle Lanes
 - Off Road
 - Canal Tow Path
- Cycling Catchment
 - 0 - 5km

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CLIENT:

M&G Real Estate

PROJECT TITLE:

**50 Fountain Street,
Manchester**

DRAWING TITLE:

Cycling Catchment

SCALE:

N.T.S

DRAWN: TO

CHECKED: CJ

DATE: Apr 2021

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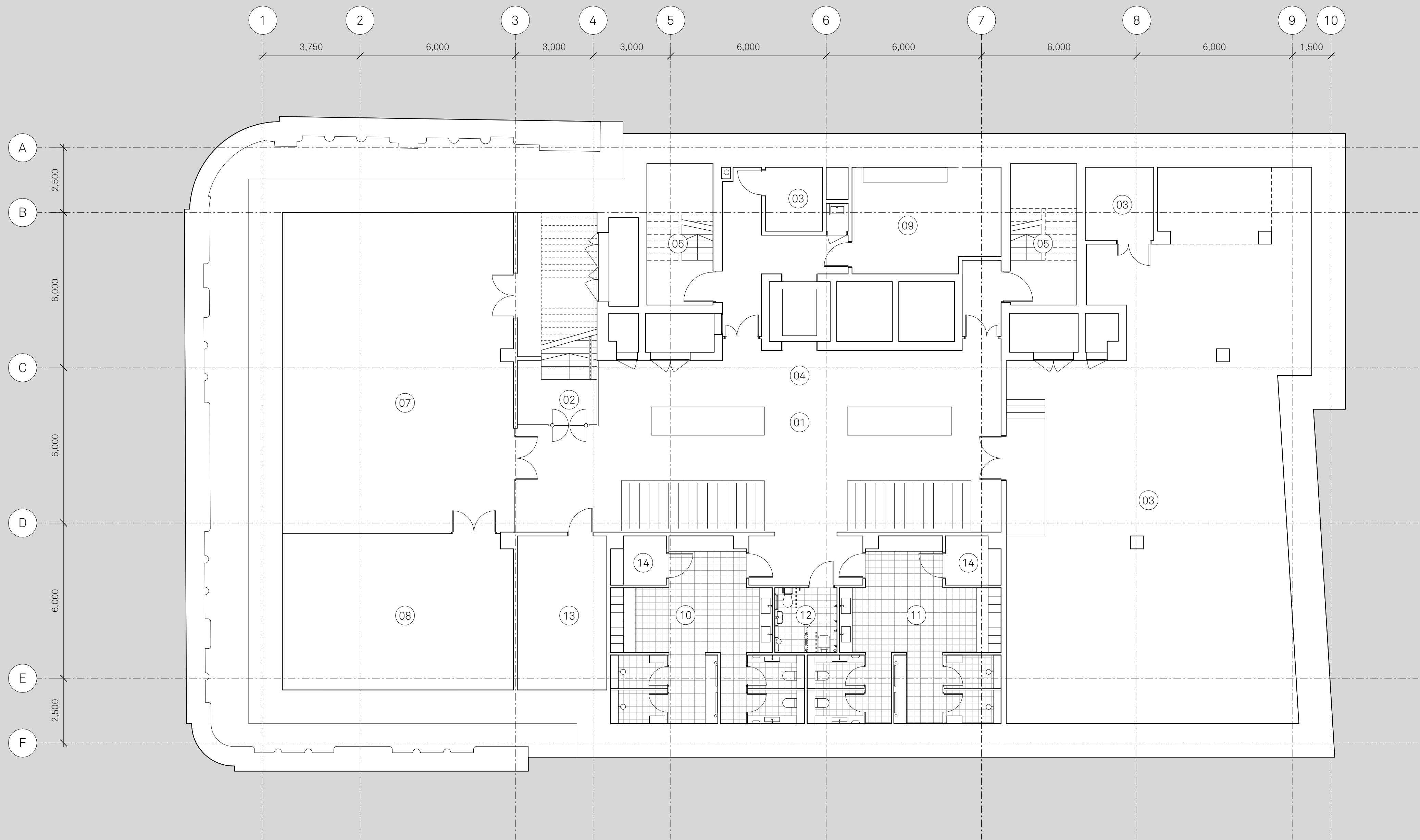
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Notes

PLAN KEY:

- | | | |
|--------------------------|-----------------------|-----------------|
| 01 Basement Hub | 04 Lift lobby | 07 Gym |
| 02 Stair to Ground Floor | 05 Escape stairs | 08 Studio |
| 03 Plant room | 06 Fire fighting lift | 09 Parcel store |

- | | |
|-----------------------------|-----------------------------------|
| 10 Male Changing Room | 13 Security & Building management |
| 11 Female Changing Room | 14 Drying Room |
| 12 Accessible Changing Room | |

Project
50 Fountain Street

Title:
Basement GA Plan

Scale:
1:100 @A1

Drawn
ER MH

Details
06/08/21 Issued for Information

Checked:

MH

Status:

S2

Drawing No:

142-JMA-B1-B1-P-A-022299

Rev:

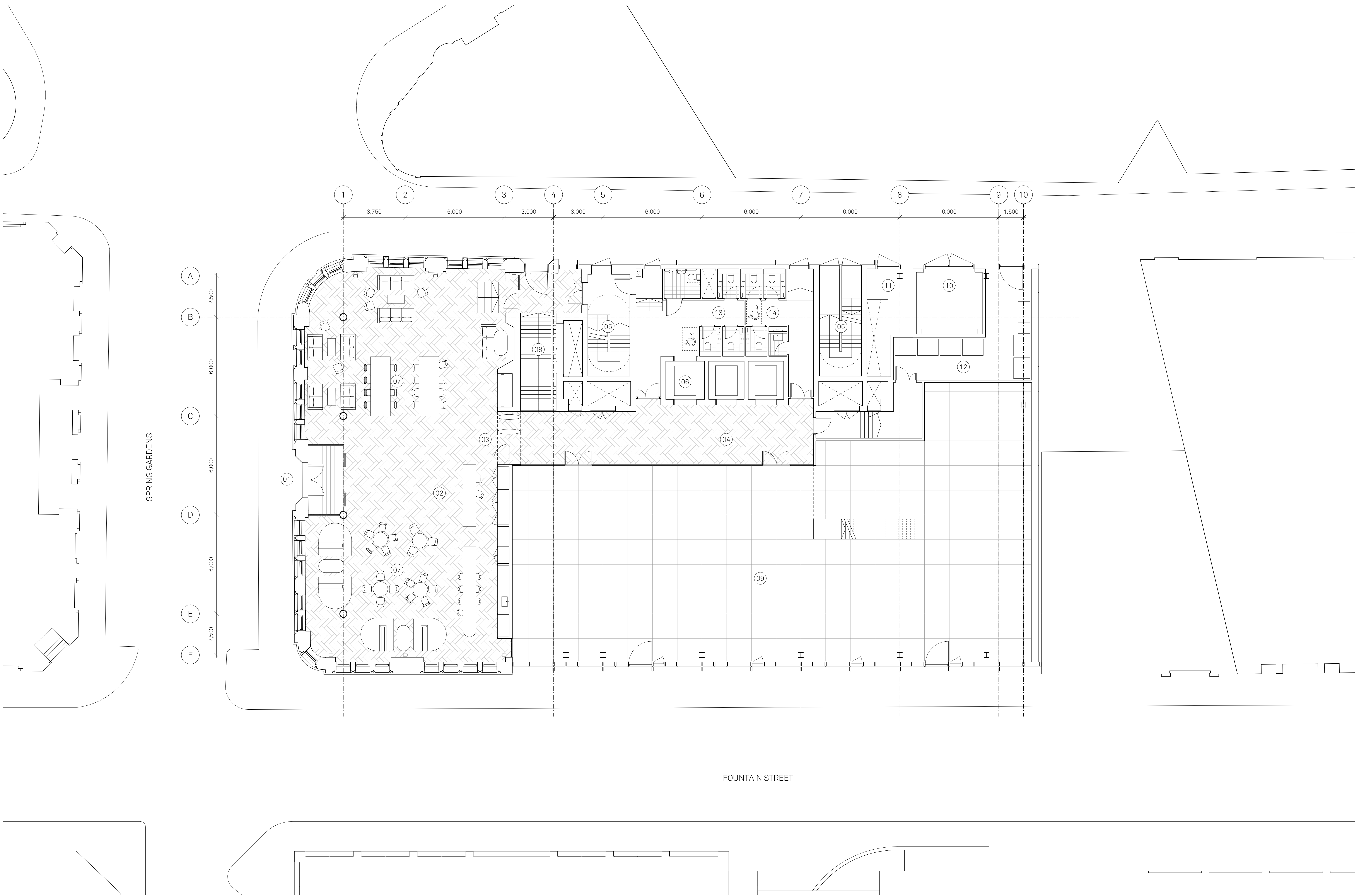
A

Jon Matthews

22 City Tower, Picadilly Plaza, New York St, Manchester, M1 4BT

0161 974 3690

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Appendix A

Example Travel Survey Questionnaire

Please complete this Survey by _____

1 Name* _____
Providing your name is not essential but it does help us target measures in the right areas.

2 Home Postcode/Street name _____

3 Gender
1 ☐ Male 2 ☐ Female

4 Age
1 ☐ Under 25 4 ☐ 45-54
2 ☐ 25-34 5 ☐ 55 or Over
3 ☐ 35-44

5 Is your work?
1 ☐ Full Time 2 ☐ Part Time

6 What are your normal start/finish times?
Days _____ Start Time _____
Finish Time _____

If you have other variable working hours please specify

7 On your normal trip to work, which form of transport do you usually use?

1 ☐ Car (as driver on my own)
2 ☐ Car (as passenger or as driver with passenger)
3 ☐ Bus
4 ☐ Train
5 ☐ Tram
6 ☐ Motorbike
7 ☐ Bicycle
8 ☐ Walk
9 ☐ Other (specify) _____
10 ☐ If you travel by different modes on different days/times of the year please specify

8 How long does it normally take you to travel to work?

1 ☐ 0 to 15 minutes
2 ☐ 16 to 30 minutes
3 ☐ 31 to 60 minutes
4 ☐ 61 to 90 minutes
5 ☐ More than 90 minutes

9 Do you have a Disability that may affect your travel arrangements?
1 ☐ Yes 2 ☐ No

10 Do you require a Disabled Parking Space
1 ☐ Yes 2 ☐ No

11 If you have indicated 'Car driver' in Q8, what are the main reasons for driving? (tick 3 most applicable)

1 ☐ Need for business travel during day
2 ☐ Giving a lift to others
3 ☐ Health reasons
4 ☐ Faster than other modes of transport
5 ☐ More convenient than alternative
6 ☐ Need to travel off site at lunchtime
7 ☐ No alternative available
8 ☐ Other (specify) _____

12 If you have indicated 'Car driver' in Q8, where do you park?

1 ☐ NCP Piccadilly Plaza
2 ☐ NCP Chorlton Street
3 ☐ Manchester Arndale
4 ☐ NCP Oxford Street
5 ☐ NCP Great Northern
6 ☐ On Street
7 ☐ Other (specify) _____

13 If you indicated car driver in Q8, would you consider car sharing?

1 ☐ Yes regularly 2 ☐ Yes occasionally
3 ☐ No

13 Which of the following changes would encourage you to use green transport. Please tick the 3 most applicable.

1 ☐ Financial help on the cost of tickets
2 ☐ Flexible working patterns
3 ☐ Personalised journey plan
4 ☐ Better Travel Information
5 ☐ More convenient bus service
6 ☐ Tax breaks on cycle purchases
7 ☐ Other (specify) _____

14 If you indicated 'Car Driver' in Q8, what other mode of transport would you consider? (tick all that apply)

1 ☐ Bus
2 ☐ Train
3 ☐ Tram
4 ☐ Bicycle
5 ☐ Car passenger
6 ☐ Walk
7 ☐ Motorbike
8 ☐ None
9 ☐ Other (specify) _____

15 Your views and ideas are important, so please add any other comments about your journey to work

Contact

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