

FRAMEWORK TRAVEL PLAN

Manchester Quays Ltd

BUILDING 2, ST JOHN'S PLACE, MANCHESTER

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(AMENDMENT)

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Contents

1	INTRODUCTION.....	1
2	DEVELOPMENT PROPOSALS	2
	Introduction.....	2
3	ACCESS BY SUSTAINABLE TRANSPORT MODES	4
	Introduction.....	4
	Accessibility on Foot	4
	Accessibility by Cycle	5
	Enterprise Car Club.....	6
	Accessibility by Public Transport	7
	Free Bus (formerly Metroshuttle)	7
	Scheduled Bus Services.....	8
	Accessibility by Rail.....	8
	Accessibility by Metrolink	8
4	THE TRAVEL PLAN GUIDANCE AND AIMS	10
	Travel Plan Aims	11
5	TRAVEL PLAN MEASURES.....	12
	Introduction.....	12
	New Occupier/Employee ‘Welcome Starter Pack’	12
	Travel Awareness	12
	Travel Surveys/Database.....	13
	Walking Measures.....	13
	Cycle Facilities	13
	Cycle User Group	14
	Car Sharing Scheme.....	14
	Initiatives by Others.....	14
	Sustainable Travel by Visitors.....	14
6	TRAVEL SURVEYS	15
7	TARGET SETTING	16
	Travel Targets	16

8 TRAVEL PLAN IMPLEMENTATION, ADMINISTRATION AND MONITORING..... 18

Introduction..... 18

Plan Administration..... 18

Travel Plan Implementation 19

Monitoring..... 20

Travel Plan Progress Report 20

Drawings

Dwg SJQ-102 AXS XX XX SH A 00901	Accommodation Schedule
Dwg SJQ-102 AXS XX L00 DR A 20200	Ground Floor Layout
Dwg SJQ-102 AXS XX B01 DR A 20199	Basement Layout
Dwg SJQ-102-EXA-XX-L00-DR-L-000100	Public Realm Landscaping
Dwg VN81132-G101	5-10 minute Walk Catchment
Dwg VN81132-G102	5 km Cycle Catchment

Appendices

Appendix A	- Example Travel Survey
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1 INTRODUCTION

- 1.1 Vectos have been commissioned by Manchester Quays Ltd to discharge planning condition 10 to the planning permission, for the Globe & Simpson development which forms part of the St John's development located in Central Manchester. The development consists of the following:

"Erection of a 9 storey building (including ground) comprising workspace (Use Class B1) and flexible commercial floorspace at ground level (Use Class A1, A3 and / or B1), referred to as Building 2, above basement level for car and cycle parking, together with new public realm, landscaping, provision of external seating areas, access and other associated works."

- 1.2 The Site comprises the former Globe and Simpson building. It is bounded by New Quay Street to the north and east, Water Street to the east, Quay Street to the south.
- 1.3 The Date of Application was 30.10.18 and the Date of Approval 17.01.2019. and 29.01.2020 for Minor Material Amendment. The wording of Condition 10 states the following:

Condition 10 – Travel Plan:

Prior to the first occupation of the development, a Framework Travel Plan, including details of how the plan will be funded, implemented and monitored for effectiveness, shall be submitted to and approved in writing by the City Council as local planning authority. The strategy shall outline procedures and policies that the developer and occupants of the site will adopt to secure the objectives of the overall site's Travel Plan Strategy. Additionally, the strategy shall outline the monitoring procedures and review mechanisms that are to be put in place to ensure that the strategy and its implementation remain effective. The results of the monitoring and review processes shall be submitted in writing to the local planning authority and any measures that are identified that can improve the effectiveness of the Travel Plan Strategy shall be adopted and implemented.

- 1.4 The previous planning application was supported by a Transport Assessment, Waste and Servicing Strategy and a Framework Travel Plan, all prepared by Vectos. This Framework Travel Plan has built on the previously submitted Framework Travel Plan.
- 1.5 This report presents the framework for the Travel Plan Strategy. In the following sections the report presents the following:
- The Manchester Goods Yard Proposals
 - Assessment of Access over the wider area
 - Travel Plan Policy Guidance and Aims
 - Travel Plan Measures
 - Travel Surveys
 - Target Setting
 - Travel Plan Implementation Administration and Monitoring

2 DEVELOPMENT PROPOSALS

Introduction

- 2.1 The Globe & Simpson Development will provide a commercial building with a total gross floor area of 12,222 sqm. The accommodation schedule for the building is given in **Dwg SJQ-102 AXS XX XX SH A 00901**. If we exclude the basement and landlord spaces, then the space to be occupied by tenants and therefore by office employees is shown as 8,011sqm.
- 2.2 Above the second floor, including the majority of the workspace, the building will be occupied by WPP. WPP is the world's largest advertising agency but also specialises in communications, public relations, branding, and research for other businesses. Based on occupancy figures given by WPP and an estimate occupancy of the two lower floors it is estimated that 945 persons will occupy the building.
- 2.3 The ground floor and basement level layout of the Globe & Simpson building is shown in the following drawings:
- **Dwg SJQ-102 AXS XX XX SH A 00901** **Accommodation Schedule**
 - **Dwg SJQ-102 AXS XX L00 DR A 20200** **Ground Floor Layout**
 - **Dwg SJQ-102 AXS XX B01 DR A 20199** **Basement Layout**
 - **Dwg SJQ-102-EXA-XX-L00-DR-L-000100** **Public Realm Landscaping**
- 2.4 The building is surrounded within an external public realm which will be designed to a high quality considering the needs of all users including those that are visually or mobility impaired.

Access & Parking

- 2.5 Globe and Simpson is located in a highly accessible location within the city centre where people can conveniently access the site by public transport, active travel modes, by taxi or car club vehicle all of which are described in the Transport Statement. There are also over 4000 car parking spaces within a 15 minute walk of the site.
- 2.6 The site offers the following parking provision as shown in **Dwg SJQ-102 AXS XX B01 DR A 20199**.
- 37 Parking Spaces, including
 - 4 EV Charging Spaces
 - 2 Disabled Parking Spaces
- 2.7 The above spaces are a limited provision and will be leased to the occupiers of G&S. Spaces will be allocated to the occupier, and they will then manage specific car park bays with their staff.
- 2.8 The allocation of the Electric Vehicle Charging Bays and Disabled Bays will also be the decision of the occupier. Drivers would pay for charging their car through an EV Charging operator.

2.9 Cycle Parking

2.10 The building will provide the following:

- 50 cycle parking spaces within the Basement Car Park in two tier racks.
- 20 cycle parking spaces from 10 sheffield stands within the public realm to the south of the building.
- 51 lockers provided along with showers and changing rooms in the basement.

2.11 The cycle carking in the Public Realm is shown in **Dwg SJQ-102-EXA-XX-L00-DR-L-000100.**

2.12 If there is demand for cycle parking beyond the 50 spaces, office workers will have access to cycle parking within the Cycle Hub located within the basement level of the adjacent Manchester Goods Yard development. The cycle hub will offer over 200 cycle parking spaces plus lockers, showers and changing facilities. This facility will be on a membership basis and offered to employees of St Johns.

3 ACCESS BY SUSTAINABLE TRANSPORT MODES

Introduction

- 3.1 The Globe & Simpson site benefits from excellent levels of accessibility and these are considered in detail within this section.

Accessibility on Foot

- 3.2 The site is very well located for access to all the amenities of the Regional Centre on foot. Industry guidance gives a maximum walking distance for commuting trips at 2 kilometres (about a 25-minute walk) while an 800-metre walking distance is given as the preferred maximum distance for shopping trips. A 2km walk covers all of the city centre and many nearby residential areas of Salford and Trafford such as Ordsall and Castlefield while within 800m lies the retail areas of The Avenue, King Street and St Anne's Square. Within a 20-minute walk, practically all of the city centre can be reached.
- 3.3 Many local facilities are situated within the immediate vicinity of St John's Place, including a Sainsbury's and Tesco Local store, banking facilities and a wide range of retail, cafes and restaurants allowing occupiers and visitors to access a wide range of services and amenities without the need to travel elsewhere. The range of amenities located within a 10-minute walk of the site is given in Dwg **VN81132-G101**.
- 3.4 All footways in the surrounding area are lit, will be finished to a high quality, will benefit from quality signage and there are signalised crossing facilities across Quay Street and all the main highways. The area. Adjacent to the building, a new square, St Johns Place will be implemented offering a quality space for the occupiers to enjoy.
- 3.5 Water Street will not be a through route and traffic is expected to travel slowly to access premises. Pedestrians travelling north can cross Quay Street at the existing crossing at Water Street and the improved crossing facilities at New Gartside Street.
- 3.6 A footbridge across the River Irwell provides a direct and accessible link from Left Bank, just north of the site to Salford Central Rail Station which is a major transport hub being served by many bus services. To the south west, a replacement footbridge for Princes Bridge has been constructed and connects St John's with Salford including the Middlewood Locks development and the Regent Road Retail Park and will reopen once the Factory development is complete. In addition, a riverside walkway will open up access to the River Irwell.
- 3.7 The St John's Masterplan will deliver a quality pedestrian environment. Priority will be given to pedestrians through the provision of shared streets and two new squares will be provided at Festival Square and Factory Square. There will be pedestrian alleyways and courtyards which will provide access without restricting movement. A permeable street pattern will aid pedestrian movement and promote meandering. There will be pedestrian linkages to connect to the wider area and also the waterfront areas.

Accessibility by Cycle

- 3.8 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 covering the whole of the City Centre and much of the surrounding conurbation. The extent of the 25-minute cycle isochrone is shown in **Dwg VN50436-G102**.
- 3.9 There are a number of designated cycle routes and facilities in the area as well as a network of quiet streets which are convenient for cyclists, and these are shown in **Figure 3.1**.

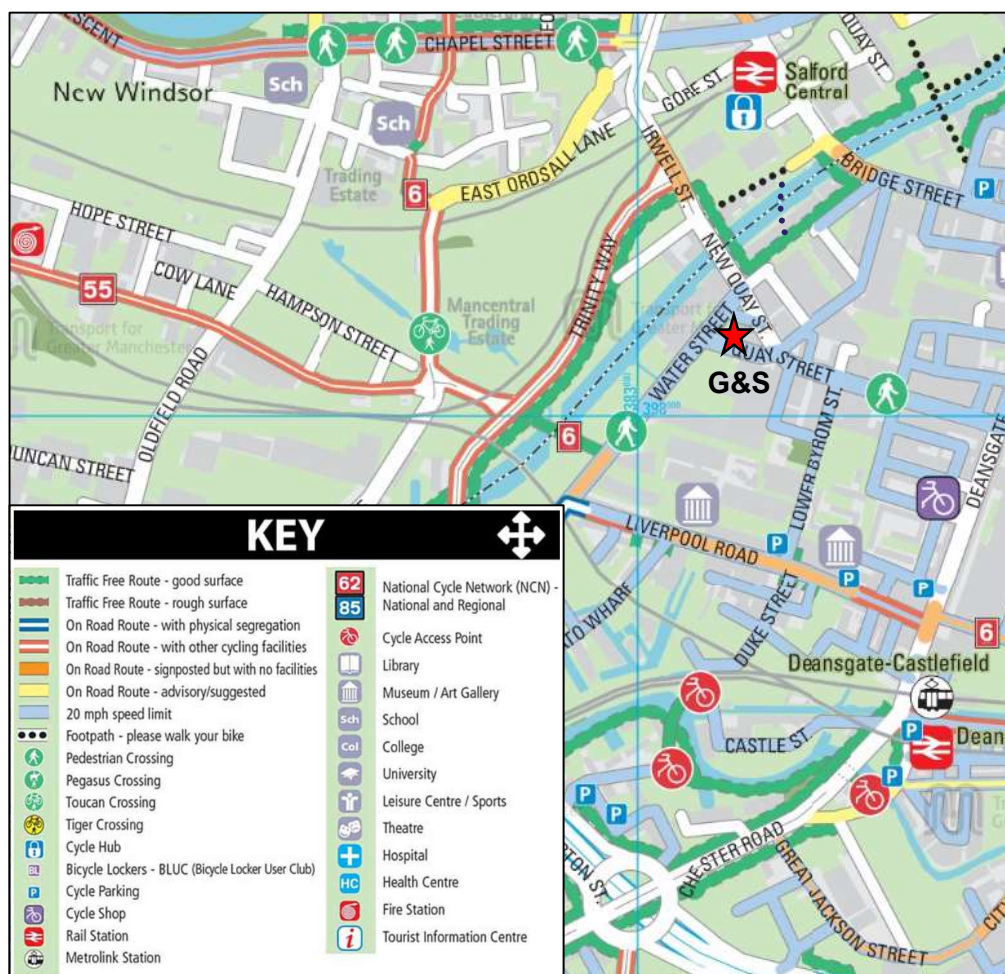


Figure 3.1: Local Cycle Infrastructure

- 3.10 Local cycle infrastructure will be improved in the area. National Cycle Route 6 passes close to the site, crossing the River Irwell and then crossing Water Street before routeing along Liverpool Road. Cycle improvements have been delivered on Liverpool Road and Water Street.
- 3.11 Following the 2017 Made to Move Report, the authorities of Greater Manchester and TfGM have initiated an ambitious programme to create the UK's largest joined up network for walking and cycling. It is a decade-long plan to connect every neighbourhood in the city region starting with 1,000 miles of walking and cycling network planned as well as 1,400 new crossing points proposed.

- 3.12 In the vicinity of Globe & Simpson, there are Bee way routes being implemented providing routes into the city centre along the Bridgewater Canal, through Middlewood Locks and the Chorlton-Stretford Road Busy Beeway as well as routes within the city centre along Deansgate and Whitworth Street.
- 3.13 Salford Central, Piccadilly and Victoria Rail Stations are located within a short cycle from the site which makes it possible for multi modal journeys by bicycle and train.
- 3.14 These excellent cycle links offer quality cycle routes from both Salford and Trafford to the St John's site whereupon cyclists will benefit from the excellent cycle parking, shower and changing facilities as described previously.
- 3.15 The current Bee Way map is shown in **Figure 3.2.**

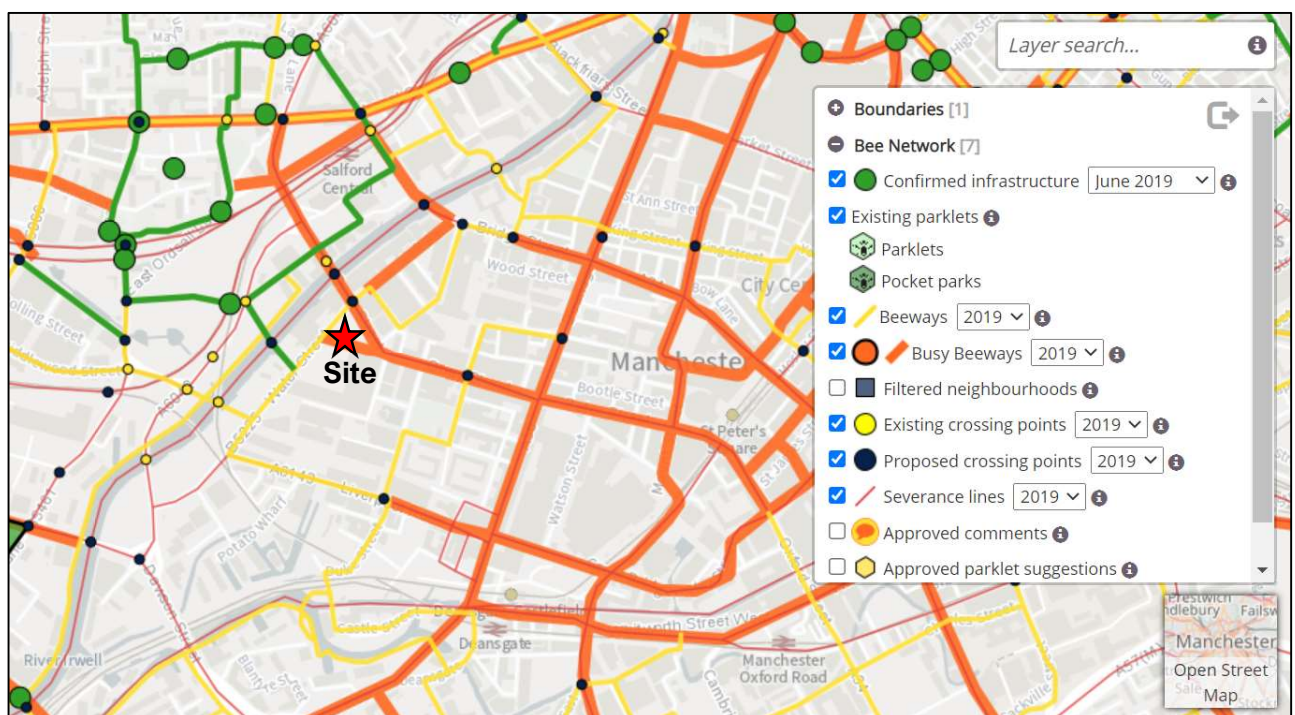


Figure 3.2. Bee Way Map

- 3.16 It can also be seen from Figure 3.2 that the site is on a Busy Beeway route along Quay Street, but that Water Street is a north south Beeway and these routes connect into the wider city network .

Enterprise Car Club

- 3.17 As part of the wider St John's Transport Strategy it is proposed that 4 Enterprise Car Club spaces will be provided within St Johns and subject to demand, additional spaces may be provided. Enterprise Car Club operates all over Manchester and offers a low-cost alternative to owning a car. Users pay a modest up-front annual membership fee then an hourly charge ranging from £4.60-£7.10 per hour depending on the up front fee and eligibility criteria/vehicle etc.

Accessibility by Public Transport

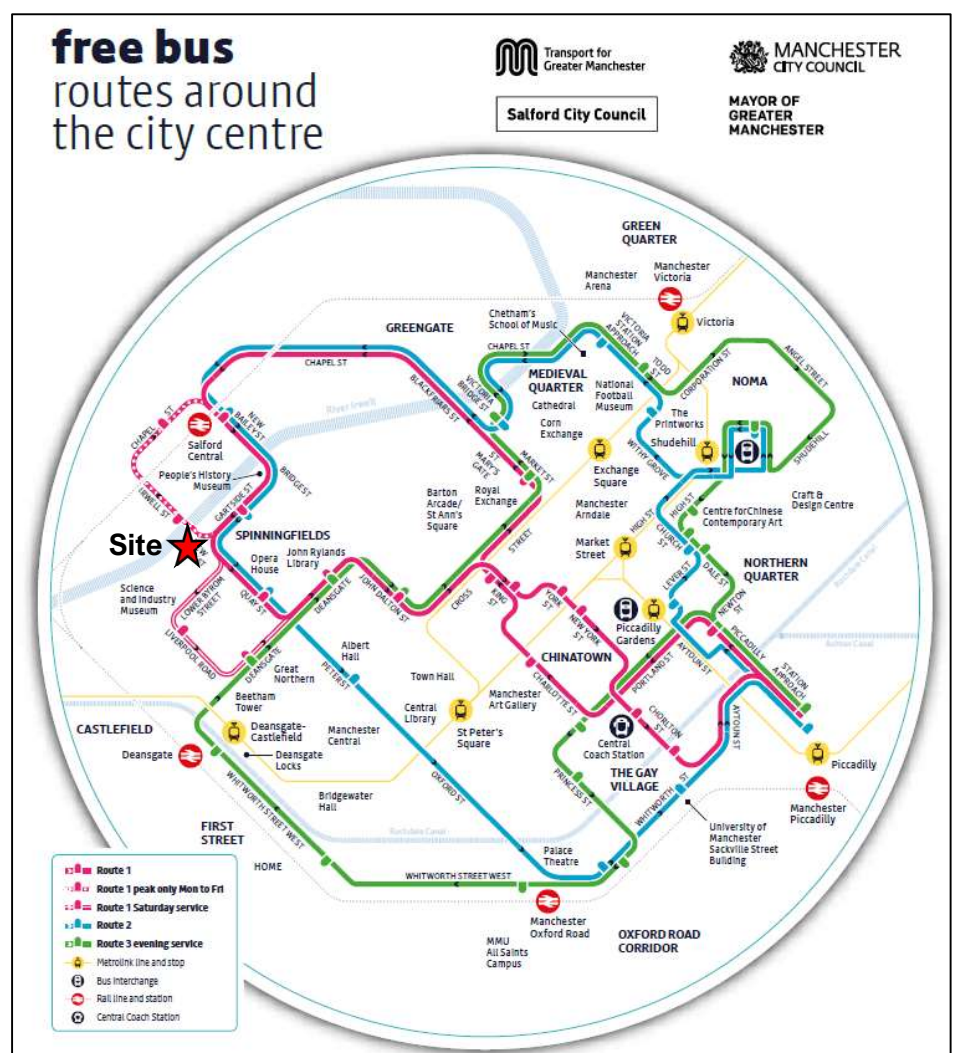
- 3.18 Access by public transport represents a key mode choice to St John's and Globe & Simpson. The Travel Plan will help make that travel choice easier and cheaper through a number of initiatives. These include Journey Planning Apps and use of the Personalised Travel Planning service via TfGM's website .

Free Bus (formerly Metroshuttle)

- 3.19 Free Bus is a free of charge bus service linking all the main destinations across Manchester City Centre. Free Bus vehicles are highly branded, are accessible by disabled users and run on high daytime frequency. Services 1 & 2 pass along Quay Street and have a stop on Gartside Street and Service 1 has a morning commuter peak route to Salford Central, passing Globe & Simpson and stopping on Irwell Street just across the Bridge. All these stops are around 150m from the site.
- 3.20 As illustrated in **Figure 3.3**, Free bus covers most of the city centre and provides convenient access to major activity centres in the City. In particular, it completes the City's integrated public transport service and gives the St John's site quick and convenient public transport connections to all mainline railway stations, principal car parks and retail centres.

Figure 3.3: Free Bus Route Map

1	Monday – Friday Every 10 minutes: 7am – 7:15pm Peak route only: 7am – 9am and 4pm – 7:15pm Saturday Every 10 minutes: 8:20am – 7:15pm Sunday and public holidays Every 12 minutes: 11am – 6pm
2	Monday – Friday Every 10 minutes: 6:30am – 7:10pm Every 20 minutes: 7:10pm – 11:30pm Saturday Every 10 minutes: 8:30am – 7:30pm Every 15 minutes: 7:30pm – 11:30pm Sunday and public holidays Every 12 minutes: 10am – 7pm
3	Monday – Friday Every 20 minutes: 7:30pm – 11:30pm Saturday Every 15 minutes: 7:30pm – 11:30pm



Scheduled Bus Services

- 3.21 Other significant bus services are available within a short walk of the site. Notably on Bridge Street 375m to the north there are 12 services reaching Salford, Bolton and the western area of the Greater Manchester Conurbation including the Leigh Guided Bus (Vantage) Services. On Liverpool Street (380m) to the south there is the half hourly 33 bus service through Salford to Worsley.

Accessibility by Rail

- 3.22 The site is conveniently located for access to a number of Rail Stations. Salford Central Station is the closest, located immediately to the northwest of the development, just a 5-minute walk away via the new footbridge across the River Irwell from Spinningfields. Services from Salford connect to local and regional destinations including Leeds, Rochdale, Wigan, Stalybridge, Blackburn and Manchester Victoria.
- 3.23 Deansgate Railway Station is located to the south, a 7-8 minute walk away and its last service is at 23:31 to Liverpool calling at all stops including Urmston, Irlam, Warrington and Widnes. Manchester Piccadilly Station is accessible by a longer walk but is readily accessible by Freebus and access to further regional and national services is provided from this Station.

Accessibility by Metrolink

- 3.24 The existing Metrolink services currently cover a broad area of the Manchester Conurbation. Deansgate Castlefield is the closest Metrolink stop for employees and visitors. The destinations and Metrolink stops are shown in **Figure 3.4**.

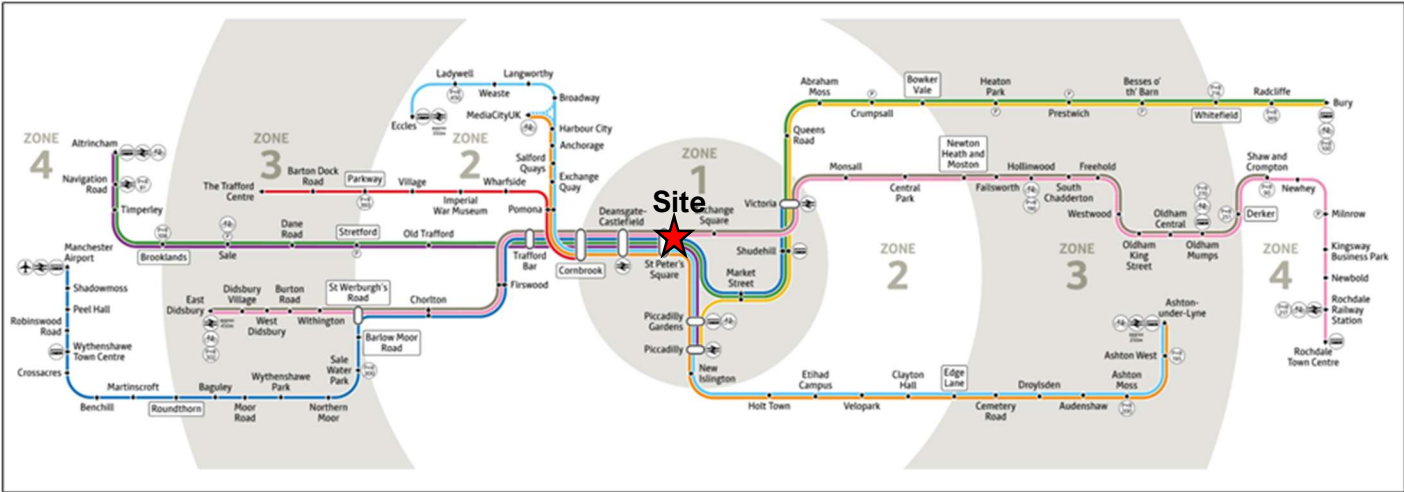


Figure 3.4: Metrolink Network Map

3.25 Circa. fifteen trams in each direction stop at St Peter's Square and Deansgate-Castlefield in the peak hour, including the following services:

- Bury (via Manchester Victoria);
- Oldham & Rochdale (via Manchester Victoria);
- Ashton-Under-Lyne (via Manchester Piccadilly);
- East Didsbury;
- Manchester Airport (with a change at Cornbrook);
- Trafford Centre;
- Altrincham;
- Eccles and Media City.

3.26 The Metrolink will offer excellent public transport connectivity for staff and visitors to St John's.

4 THE TRAVEL PLAN GUIDANCE AND AIMS

- 4.1 A Travel Plan is a combination of information, proposals and incentives designed to use most effectively the different means of travel available to staff and visitors.
- 4.2 The preparation and adoption of a Travel Plan is an important element of managing the demand for travel to all modern developments. The Revised National Planning Policy Framework (NPPF) document (2018) highlights the role that Travel Plans can play in facilitating sustainable travel, stating that:

'All developments which generate significant amounts of movements should be required to provide a Travel Plan'.

- 4.3 The Department for Transport (DfT) have produced guidance on the preparation of Travel Plans. The document, entitled 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' was published in April 2009.
- 4.4 The guidance explains how *"we often need to meet the demands of population and economic growth whilst simultaneously reducing our impact on the environment"* and identifies that *"The benefits of increases in sustainable travel, in particular cycling and walking, can extend beyond reduction in CO2 emissions and climate impacts, and include tackling congestion, tackling obesity and health issues, reducing social exclusion and improving quality of life"*.
- 4.5 The document sets out an overview of the process and delivery of Travel Plans and states that "A Travel Plan is a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed."
- 4.6 The Guidance states that "Travel Plans should involve the development of agreed explicit outcomes linked to an appropriate package of measures aimed at encouraging more sustainable travel, with an emphasis on reducing single occupancy car use..." and;

"a Travel Plan should seek to establish clear outcomes to be achieved in relation to access and set out all the measures to be implemented in detail, including an action plan, timescales, targets and responsibilities for implementation, monitoring and review".

- 4.7 It is made clear in the document that Travel Plans should focus on achieving the lowest practical level of single occupancy vehicle trips to or from a site and widening the use of other travel modes and assist in the wider aims of encouraging sustainable travel, improving health, reducing congestion, energy consumption and pollution. For a Travel Plan it advises *"needs to address all the journeys that may be made to and from a site"*.
- 4.8 The guidance also specifies that *"It is important to note that Travel Planning should be developed as one of the means of delivering an area's sustainable transport strategy. Travel Planning should feature in the policy framework and implementation programmes of Regional Spatial Strategies and Local Development Frameworks"*.

Travel Plan Aims

- 4.9 This Travel Plan will represent a long-term strategy for reducing the dependence of staff and visitors on travel by private car to the site.
- 4.10 The aims of the strategy are:
- Informing staff and visitors on the options available;
 - To increase the awareness of the advantages and potential for travel by more environmentally friendly modes;
 - To introduce a package of management measures that will facilitate travel by modes of transport other than the private car;
 - To encourage staff and visitors to use alternatives to the private car.
- 4.11 The principal measures outlined in the Travel Plan are as follows;
- New Employee Starter Welcome Packs;
 - Improving travel awareness;
 - Creation of a travel database;
 - Ensuring the availability of travel information;
 - Public Transport Display Areas;
 - Provision of Cycle Facilities;
 - Cycle User Groups;
 - Walking Measures;
 - Promoting sustainable travel by visitors.
- 4.12 As the development is not yet occupied this document is a Framework Travel Plan which provides an outline for the preparation of a Full Travel Plan which where surveys are taken to establish the travel patterns and there is engagement with staff to deliver on the objectives described above.

5 TRAVEL PLAN MEASURES

Introduction

- 5.1 This section of the Travel Plan Framework outlines the specific physical and management measures to be undertaken as part of the Plan. These are subject to review and monitoring in order to respond to the changing travel environment. The list, however, is not exhaustive and the Travel Plan Co-ordinator should investigate other potential initiatives which could be beneficial based on circumstances at the time.
- 5.2 The following sections will review the possible package of measures applicable for the development.

New Occupier/Employee 'Welcome Starter Pack'

- 5.3 As the development is occupied, a 'Welcome Pack' will be provided to all staff. 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 site wide Travel Plan Co-ordinator. The packs will include current information on walking and cycling routes in the area and information on public transport (e.g. timetables, destinations and offers).
- 5.4 This can be provided in the form of a Webpage /App or Hard Copy Leaflet. An example of a bespoke travel webpage for the Milton Park employment site in Oxfordshire is given below:
<https://www.miltonpark.co.uk/travel>.
- 5.5 In addition, employees will be offered personalised journey planners. 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 via an appropriate form of communication. This will be the responsibility of the site wide Travel Plan Co-ordinator.

Travel Awareness

- 5.6 Members of staff will be made aware of the existence of their Travel Plan and a copy of the plan will be forwarded to the relevant persons at TfGM/MCC. The Travel Plan Co-ordinators for each of the occupiers will be responsible to ensure that members of staff are aware of the Travel Plan. Information on the Travel Plan can be provided on Transport Display boards situated in staff rooms or other prominent positions, by newsletters or company intranet.

Travel Surveys/Database

- 5.7 In order to establish the travel patterns of the employees at the development, a travel survey will be carried out within 3 months of occupation which will form the basis of the Implementation Travel Plans. An example of the Travel Survey Questionnaire is given in **Appendix A**. These surveys and the Implementation Travel Plan will be submitted to Manchester City Council within 6 months of occupation of the development.
- 5.8 The results of this survey will be compiled into a travel database and will assist in more accurately defining travel requirements and the specific measures to be implemented to maximise the success of the Travel Plans.
- 5.9 The management and updating of the travel database for the site will be undertaken by the site wide Travel Plan Co-ordinator.

Walking Measures

- 5.10 The 'Welcome Pack' will include information on suggested walking routes from the surrounding areas, including local public transport services and local amenities.
- 5.11 The health benefits of walking will be particularly promoted to staff. Information on walking in Manchester is available through the TfGM link below and would be made available through the websites:
- <https://activetravel.tfgm.com/walking/>
- 5.12 This webpage includes recommended routes and walking groups.

Cycle Facilities

- 5.13 The Welcome Pack will promote the cycle parking/shower and locker facilities available within the building / car park. In addition, should the demand exceed that provision, then cyclists will be offered membership of the Cycle Hub located in Manchester Goods Yard.
- 5.14 Occupiers would be informed of the financial incentives to their employees through the Bike to Work Scheme as well as promotion of the health benefits of cycling. TfGM offer cycle support for businesses including bike and equipment loans, grants, cycle training and guided cycle rides.
- 5.15 Information on cycling in Manchester is available through the links below and would be made available through the websites:
- <https://activetravel.tfgm.com/cycling/>
 - <http://www.ctc.org.uk/>
 - <http://www.sustrans.org.uk/>

Cycle User Group

5.16 The Travel Plan Coordinator will encourage cyclists to join a Cycle User Group as below.

- <http://www.manchesterwheelers.uk/>
- <https://www.letsride.co.uk/groups/manchester-social-cycling>
- <https://www.cyclinguk.org/local-groups/manchester-district-ctc>

Car Sharing Scheme

- 5.17 Assuming that the Covid19 Pandemic reduces concerns about sharing cars the Travel Plan Co-ordinator will promote the use of car sharing schemes for staff. They will be encouraged to join the Greater Manchester Car Share Scheme <http://www.carsharegm.com>.
- 5.18 Prominent display areas will be provided in convenient locations within the buildings to allow potential car sharers to register an interest. As part of the travel database the Travel Pan Co-ordinator will be required to maintain a list of employees who register an interest in car sharing and will be required to facilitate success of the scheme.
- 5.19 Enterprise Car Club will offer several cars on the St John's estate for use by registered users including 4 located in Manchester Goods Yard. In summary with an annual registration fee this offers a car to be available at short notice paid with a mileage and hourly rate. This allows occupiers to travel to St John's without the need for a car but gives them confidence that a car can be available if needed.

Initiatives by Others

- 5.20 While the effect of lockdown has radically changed travel behaviour, there are local and national events that promote sustainable travel including Bike Week, Walk to Work week or National Liftshare Week. It would be the responsibility of the Travel Plan Coordinators to provide employees information of these events using displays on notice boards and via emails/intranet.
- 5.21 Occasionally there is support for businesses available to deliver travel plan initiatives and the Travel Plan Coordinator would tap into these as required.

Sustainable Travel by Visitors

- 5.22 As part of the Travel Plan the Travel Plan Coordinator will consider the ways in which visitors travel to the site. As stated earlier, emphasis will be made on the ease of travelling to the site by sustainable forms of transport. Visitors can be encouraged to use alternative modes of travel if they were informed of local tram/rail/bus services as they organised their journey, through measures such as;
- Details of pedestrian routes to the site.
 - Up-to-date details of bus services, including route information, bus stop locations, service frequencies and costs of certain journeys.
 - Up-to-date details of train and tram services including information on service frequencies.

6 TRAVEL SURVEYS

- 6.1 To enable the success of the Travel Plan to be established, the Travel Plan Co-ordinator will be responsible for ensuring that on-going monitoring and regular staff travel surveys are undertaken.
- 6.2 At this stage it is envisaged that travel surveys will be undertaken and analysed 'in house' by the commercial occupiers to give them ownership of the process, although they can appoint a third party to do so. The first travel survey will be undertaken within 3 months of the first occupation.
- 6.3 The results of the travel survey once undertaken will be used to assist in identifying the package of measures most likely to prove successful in reducing overall car travel. The list of measures will be reviewed on an annual basis in order to mirror the findings of the travel survey when this is repeated.
- 6.4 The results of the first staff travel survey will be compiled into a travel database which will be used as a baseline to identify travel targets.
- 6.5 Thereafter in order to assess the travel habits of staff, travel surveys will be completed on an annual basis for a 5 year period (or a period to be agreed with TfGM/MCC). The travel database will be updated following the compilation of the results of each survey.
- 6.6 The Travel Plans for the development, including targets, will be reviewed annually with a Travel Plan Progress Report then submitted to TfGM/MCC. The Travel Plan will be assessed based on the performance of the plan against defined targets over the preceding year.

7 TARGET SETTING

Travel Targets

- 7.1 For the Travel Plan to be effective it should set targets specifying the aims of the plan to reduce vehicular traffic and more specifically, single occupancy vehicle trips.
- 7.2 To keep the Travel Plan process simple and straight forward the Plan is a simple list of Actions to be undertaken. These Actions need to conform to the **SMART** criteria so that they are **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime bound.
- 7.3 It is considered that for realistic, but challenging, targets to be set they should be based upon existing travel patterns. If the Travel Plan targets are to be maintained at an achievable level, it may be that they need to be reviewed in the light of the travel surveys. It is noted that the site only provides 37 parking spaces although a large volume of parking spaces are available and this can influence the level of commuting car use to the site.
- 7.4 For the purposes of this Framework Travel Plan the specific target areas and specific aims can be summarised as follows:
- Reduce the number of single occupancy journeys to and from the site primarily by staff but also visitors and guests;
 - Increasing pedestrian and cycle trips by staff;
 - Increasing car sharing between staff who either live in similar areas or those who reside on a similar route to work;
 - Increasing bus, rail, and tram usage of those staff that currently live/work within a short walk of existing and proposed public transport infrastructure;
 - Increasing the use of sustainable transport modes for visitors to the development.
- 7.5 Final targets will be established based upon the results of the first staff travel surveys conducted for the development and will then be amended if required based upon the results of subsequent surveys. Final targets for the site will be determined in consultation with TfGM/MCC and will be detailed in the individual Travel Plan documents.
- 7.6 The above objectives can be monitored by completing a survey update on an annual basis. This will highlight areas where the targets are being achieved as well as allowing revision to parts of the plan which can be improved further, i.e. if a new bus service becomes available.
- 7.7 The Travel Plans should also include targets with regard to visitors/guests, although it is recognised this will be more difficult to monitor and influence positive changes to sustainable transport mode usage. Consequently, these targets will likely be lower than those set for staff.

- 7.8 The final Travel Plan documents will be submitted within 6 months of the occupation of the development. If it is agreed between the occupier and TfGM/MCC that it would not be representative to undertake the first travel survey in line with this timescale, first year travel targets should be established from census data or information from Travel Plans of other organisations in the area that are available.

8 TRAVEL PLAN IMPLEMENTATION, ADMINISTRATION AND MONITORING

Introduction

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

Plan Administration

- 8.2 The administration of the Travel Plan will be the responsibility of Manchester Quays Limited and they will require the occupiers to engage on the travel plan, conduct surveys and interact with their staff on the initiatives described above. When known the contact details of the occupier Travel Plan Coordinators will be provided to MCC/TfGM. In the meantime, the contact persons for this Framework Travel Plan are:

Anthony Rothwell (Head of FM)

T:0161 413 4557

E:Anthony.rothwell@allplusmanagement.com.

- 8.3 Supported by:

Gareth Davis

gareth.davis@vectos.co.uk 0161 228 1008

- 8.4 The Travel Plan Co-ordinators will liaise with the occupiers who in turn would engage with their staff. be the first point of contact with outside organisations in all matters regarding travel. He/she will maintain an up-to-date file containing all correspondence to and from staff relating to the Travel Plan. Each occupier would provide that link to their staff.

- 8.5 Support for business owners in travel planning can be found on the following website:

<https://tfgm.com/travel-planning-for-employers>

Travel Plan Implementation

8.6 **Table 8.1** below provides a framework and guidance as to timescales for the Travel Plan for St John's Place.

Table 8.1 – Travel Plan Framework Timescales

Before occupation	Provide contact details for the occupier Travel Plan Coordinators (TPCs) to TfGM/MCC at least 1 month before occupation. Prepare a Travel Webpage for G&S with links to Active Travel Links, Car Club, Car Share and Public Transport Timetables.
0 - 6 Months	TPCs to liaise with staff to make them aware of travel information, welcome pack and facilities provided with development. They would undertake travel surveys within 3 months of occupation. TPCs to Review travel survey results and set targets. Establish car share clubs, bike user clubs, walk clubs) and; Snapshot surveys of car parking, cycle parking and car share take up. Formal Travel Plan documents for the developments to be submitted to and agreed with MCC within a year of occupation.
6 - 12 Months	Continuous updating of car share database. Continuous updating of all public transport information. Travel Plan Progress Report to be submitted annually to TfGM/MCC.
12 - 60 Months	Update and monitor travel survey on an annual basis for a 5 year period.

Monitoring

- 8.7 The monitoring measures outlined below incorporate both the collection of 'hard' analytical data and 'soft' data in the form of general feedback and correspondence following the opening of the respective developments. Suggested monitoring actions are:
- Monitor demand for additional cycle and motorcycle parking for staff;
 - Monitor take up of public transport incentives e.g. discounted tickets;
 - Monitor the participation in car sharing schemes for staff;
 - Record comments received from staff relating to the operation and implications of the Plans so that improvements/alterations can be made should this be deemed necessary.
- 8.8 Information gathered through the monitoring process will be recorded and included in the Travel Plan Progress Report. The information will also be sent to the planning authority on an annual basis.
- 8.9 Other less direct objectives of the Plans will be to increase the awareness of staff about the environmental implications of travel mode choice. Awareness is less easy to monitor, although one indicator will be the general response to the introduction of the Plans, measured by the volume and type of feedback, both at the outset and as the strategy evolves.

Travel Plan Progress Report

- 8.10 Each year, on the anniversary of the adoption of the Travel Plan, the occupiers Travel Co-ordinators for the development will undertake a review of the Plan to identify the potential for future refinement.
- 8.11 The major element of the review will involve the re-issue of the Travel Survey. The re-issue of this offers the opportunity to gather new information about wider attitudes to travel. Analysis of the travel data will also yield up-dated mode-split information for comparison with previously collected data, free of seasonal bias.
- 8.12 The outcomes of the Review and the Travel Survey will be sent to TfGM/MCC for consideration.

Drawings

20/05/2021 09:04:29

Tenant Area Schedule (NIA)

Level	Area m²	Area ft²
L00 Ground Floor	528.3	5,687
L00M Mezzanine Floor	171.1	1,841
L01 First Floor	913.9	9,837
L02 Second Floor	913.9	9,837
L03 Third Floor	913.9	9,837
L04 Fourth Floor	913.9	9,837
L05 Fifth Floor	913.9	9,837
L06 Sixth Floor	914.0	9,838
L07 Seventh Floor	913.9	9,837
L08 Eighth Floor	914.0	9,839
	8,010.9	86,229

Area Schedule (GIA)

Level	Area m²	Area ft²
B01 Basement	1927.4	20,746.27
L00 Ground Floor	1073.3	11,552.62
L00M Mezzanine Floor	397.3	4,276.24
L01 First Floor	1086.1	11,690.43
L02 Second Floor	1086.1	11,690.43
L03 Third Floor	1086.1	11,690.43
L04 Fourth Floor	1086.1	11,690.43
L05 Fifth Floor	1086.1	11,690.43
L06 Sixth Floor	1086.1	11,690.43
L07 Seventh Floor	1086.1	11,690.43
L08 Eighth Floor	1086.1	11,690.43
LRF Roof Level	135.6	1,459.63
	12222.2	131,558.21

Area Schedule (GEA)

Level	Area m²	Area ft²
B01 Basement	2008.6	21,621
L00 Ground Floor	1161.5	12,502
L00M Mezzanine Floor	431.6	4,645
L01 First Floor	1161.5	12,502
L02 Second Floor	1161.5	12,502
L03 Third Floor	1161.5	12,502
L04 Fourth Floor	1161.5	12,502
L05 Fifth Floor	1161.5	12,502
L06 Sixth Floor	1161.5	12,502
L07 Seventh Floor	1161.5	12,502
L08 Eighth Floor	1161.5	12,502
LRF Roof Level	174.1	1,874
	13067.4	140,656

Landlord Area Schedule (NIA)

Level	Area m²	Area ft²
L00 Ground Floor	372.5	4,009
L00M Mezzanine Floor	87.2	938
	459.6	4,948

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AREA MEASUREMENT
The areas are approximate and can only be verified by a detailed dimensional survey of the completed building. Any decisions to be made on the basis of these predictions, whether as to project viability, pre-letting, lease agreements or otherwise, should include due allowance for the increases and decreases inherent in the design development and building processes. Existing buildings may present anomalies in relation to surveyed/drawn plans that may also effect the stated areas. All areas are subject to Town Planning and Conservation Area Consent and detailed Rights to Light analysis. Figures relate to the likely areas of the building at the current stage of the design and are calculated using one of the following (as stated in the accompanying areas schedule) IPMS1, IPMS2, IPMS3, Gross External Area (GEA), Gross Internal Area (GIA) or Net Internal Area (NIA) methods of measurement from the RICS Property Measurement 1st edition.

REV.	DATE	AMENDMENT
P01	20/11/2018	First Issue
P02	04/12/2018	Areas revised
P03	07/12/2018	Areas revised
P04	14/12/2018	General Update - Updated following DTM 12/12/2018 - Drawing number changed
P05	01/02/2019	General Update for Information
P06	08/02/2019	STAGE 3 ISSUE
P07	18/04/2019	STAGE 3 REVISED following Allied London comments
P08	30/08/2019	Stage 4 Issue
P09	19/01/21	Updated to tenant variation
P10	09/02/21	Revised to Allied London comments

KEYPLAN

CLIENT



ALLIED LONDON

AXIS

ARCHITECTS

27th Floor City Tower Piccadilly Plaza Manchester M1 4BT
T: +44 (0)161 233 8900 E: manchester@sheppardrobson.com

SCALE@A3

DATE
15/11/18

ORIGINATOR
GM

CHECKED
MA

AUTHORISED
NAB

PROJECT
Globe & Simpson, St John's

TITLE
Area Plan Schedules

STATUS
S3

PURPOSE FOR ISSUE
Review & Comment

STAGE
Stage 5

SR NO.
9169

DRAWING NO.
SJQ-102- AXS- XX- XX - SH- A - 00901

REV.
P10



TITLE General Arrangement Plan - Level L00 Ground Floor			
STATUS A5	PURPOSE FOR ISSUE For Construction	STAGE Stage 5	AXIS NO. 9169
DRAWING NO. SJQ-102-AXS-XX- L00 - DR- A- 20200			REV. C02



AREAS MEASUREMENT

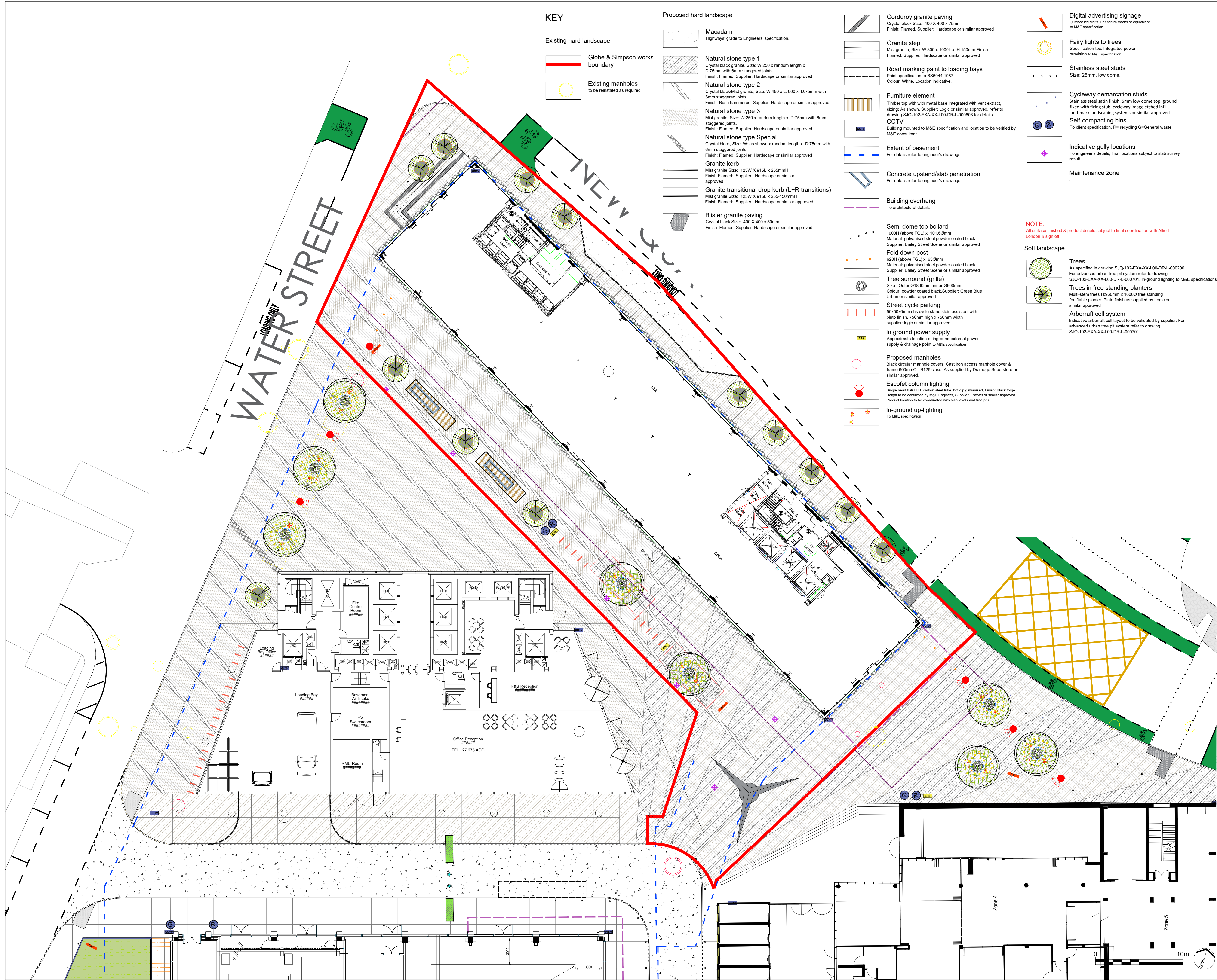
The areas are approximate and can only be verified by a detailed dimensional survey of the completed building. Any decisions to be made on the basis of these predictions, whether as to project viability, pre-letting, lease agreements or otherwise, should include due allowance for the increases and decreases inherent in the design development and building processes. Existing buildings may present anomalies in relation to surveyed/drawn plans that may also affect the stated areas. All areas are for information and Conservation Area Consent and detailed Rights to Light analysis. Figures relate to the likely areas of the building at the current stage of the design and are calculated using one of the following (as stated in the accompanying areas schedule) IPMS1, IPMS2, IPMS 3, Gross External Area (GEA), Gross Internal Area (GIA) or Net Internal Area (NIA) methods of measurement from the RICS Property Measurement 1st edition.

KEYPLAN



STATUS A5	PURPOSE FOR ISSUE For Construction	STAGE Stage 5	AXIS NO. 9169
DRAWING NO. SJQ-102-AXS-XX- B01 -DR-A- 20199			REV. C03

P:\2018\1882 ST JOHN'S\01 CAD\02 SHEET LAYOUT\1959_GLOBE & SIMPSON\STAGE 4\SIQ-102-EXA-XX-L00-DR-L-000100.DWG



KEY

Existing hard landscape

- Globe & Simpson works boundary
- Existing manholes to be reinstated as required

Proposed hard landscape

- Macadam
Highways' grade to Engineers' specification.
- Natural stone type 1
Crystal black granite, Size: W:250 x random length x D:75mm with 6mm staggered joints.
Finish: Flamed. Supplier: Hardscape or similar approved
- Natural stone type 2
Crystal black/Mist granite, Size: W:450 x L: 900 x D:75mm with 6mm staggered joints.
Finish: Bush hammered. Supplier: Hardscape or similar approved
- Natural stone type 3
Mist granite, Size: W:250 x random length x D:75mm with 6mm staggered joints.
Finish: Flamed. Supplier: Hardscape or similar approved
- Natural stone type Special
Crystal black, Size: W: as shown x random length x D:75mm with 6mm staggered joints.
Finish: Flamed. Supplier: Hardscape or similar approved
- Granite kerb
Mist granite Size: 125W X 915L x 255mmH
Finish: Flamed. Supplier: Hardscape or similar approved
- Granite transitional drop kerb (L+R transitions)
Mist granite Size: 125W X 915L x 255-150mmH
Finish: Flamed. Supplier: Hardscape or similar approved
- Blister granite paving
Crystal black Size: 400 X 400 x 50mm
Finish: Flamed. Supplier: Hardscape or similar approved

- Corduroy granite paving
Crystal black Size: 400 X 400 x 75mm
Finish: Flamed. Supplier: Hardscape or similar approved
- Granite step
Mist granite, Size: W:300 x 1000L x H:150mm Finish: Flamed. Supplier: Hardscape or similar approved
- Road marking paint to loading bays
Paint specification to BS6044:1987
Colour: White. Location indicative.
- Furniture element
Timber top with metal base integrated with vent extract, sizing: As shown. Supplier: Logic or similar approved, refer to drawing SIQ-102-EXA-XX-L00-DR-L-000603 for details
CCTV
Building mounted to M&E specification and location to be verified by M&E consultant
- Extent of basement
For details refer to engineer's drawings
- Concrete upstand/slab penetration
For details refer to engineer's drawings
- Building overhang
To architectural details
- Semi dome top bollard
1000H (above FGL) x 101.60mm
Material: galvanised steel powder coated black
Supplier: Bailey Street Scene or similar approved
- Fold down post
620H (above FGL) x 630mm
Material: galvanised steel powder coated black
Supplier: Bailey Street Scene or similar approved
- Tree surround (grille)
Size: Outer Ø1600mm inner Ø600mm
Colour: powder coated black Supplier: Green Blue Urban or similar approved.
- Street cycle parking
50x50x6mm sbs cycle stand stainless steel with pinto finish, 750mm high x 750mm width
supplier: logic or similar approved
- In ground power supply
Approximate location of inground external power supply & drainage point to M&E specification
- Proposed manholes
Black circular manhole covers. Cast iron access manhole cover & frame 600mmØ - B125 class. As supplied by Drainage Superstore or similar approved.
- Escofet column lighting
Single head ball LED carbon steel tube, hot dip galvanised. Finish: Black forge
Height to be confirmed by M&E Engineer. Supplier: Escofet or similar approved
Product location to be coordinated with slab levels and tree pits
- In-ground up-lighting
To M&E specification

- Digital advertising signage
Outdoor led digital unit forum model or equivalent to M&E specification
 - Fairy lights to trees
Specification lbc. Integrated power provision to M&E specification
 - Stainless steel studs
Size: 25mm, low dome.
 - Cycleway demarcation studs
Stainless steel satin finish, 5mm low dome top, ground fixed with fixing stub, cycleway image etched infill, land-mark landscaping systems or similar approved
 - Self-compacting bins
To client specification. R= recycling G=General waste
 - Indicative gully locations
To engineer's details, final locations subject to slab survey result
 - Maintenance zone
- NOTE:**
All surface finished & product details subject to final coordination with Allied London & sign off.
- #### Soft landscape
- Trees
As specified in drawing SIQ-102-EXA-XX-L00-DR-L-000200.
For advanced urban tree pit system refer to drawing SIQ-102-EXA-XX-L00-DR-L-000701. In-ground lighting to M&E specifications
 - Trees in free standing planters
Multi-stem trees H:900mm x 10000 free standing forfitable planter. Photo finish as supplied by Logic or similar approved
 - Arborraft cell system
Indicative arborraft cell layout to be validated by supplier. For advanced urban tree pit system refer to drawing SIQ-102-EXA-XX-L00-DR-L-000701

No dimensions are to be scaled from this drawing.
All dimensions are to be checked on site.
Area measurements for indicative purposes only.

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Client
**ALLIED
LONDON**

NOTE:
Structural penetration points and up-stands subject to project engineer sign off and design.
Lighting columns, pop ups, smart bins in abeyance and subject to project team coordination and client sign off.

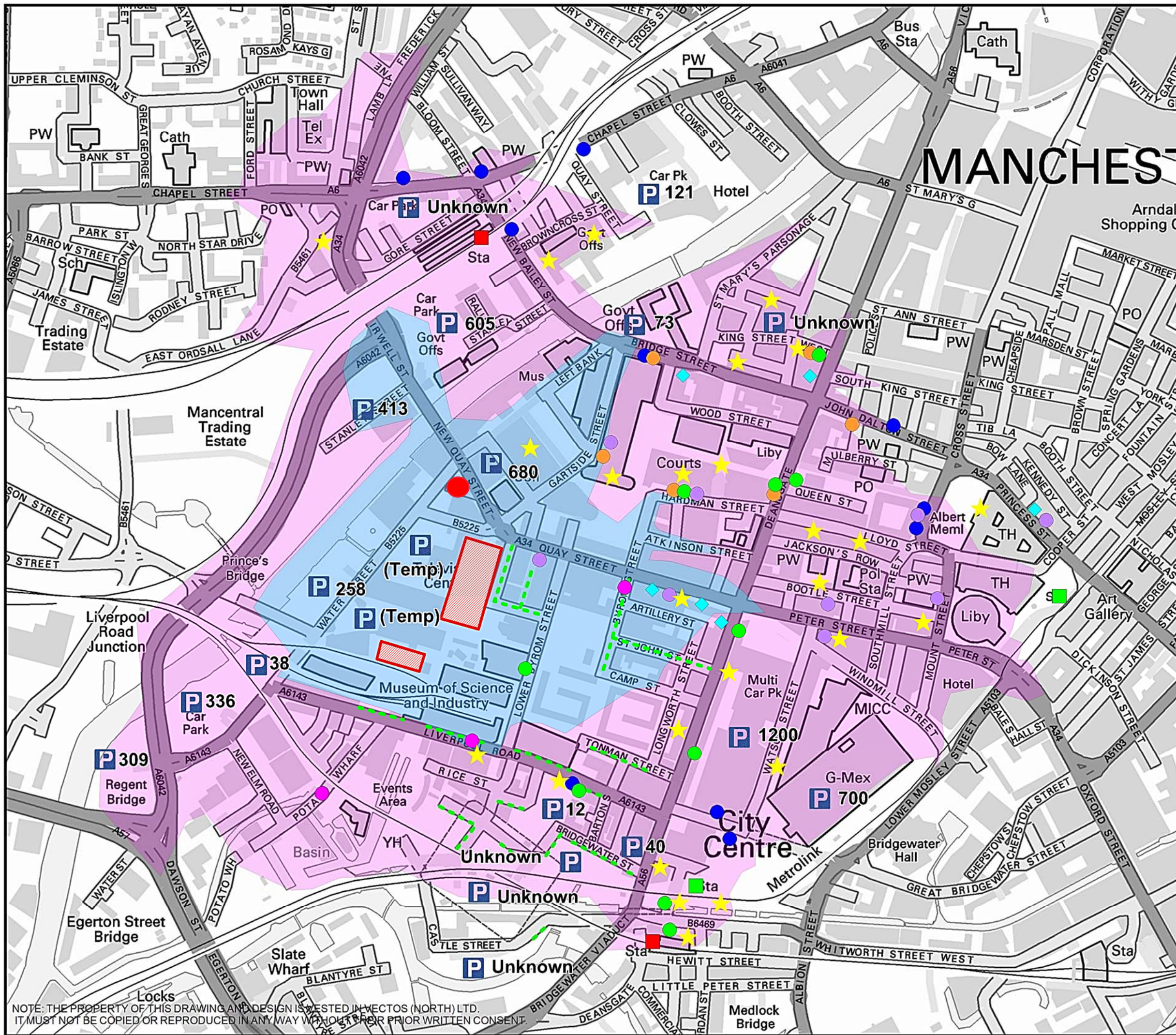
P10	TREE UPDATED TO WATER ST	15.09.2020
P09	STAGE 4 COORDINATION	11.09.2020
P08	STAGE 4 COORDINATION	10.01.2020
P07	STAGE 4 COORDINATION	17.12.2019
P06	STAGE 4 COORDINATION	09.12.2019
P05	STAGE 4 COORDINATION	25.11.2019
P04	STAGE 4 COORDINATION	07.11.2019
P03	STAGE 4 COORDINATION	01.11.2019
P02	STAGE 4 COORDINATION	31.10.2019
P01	INITIAL ISSUE	24.10.2019
Rev	Description	Date

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Project title
ST JOHN'S - GLOBE & SIMPSON

Drawing title
**ST JOHN'S - GLOBE & SIMPSON
GENERAL ARRANGEMENT**

Issued By	Manchester	T: 0161 850 8101
Scale	1:200 @ A1	Drawn ExA
Status	STAGE 4	Checked SPL
Date	24.10.2019	Approved JM
Drawing number	SIQ-102-EXA-XX-L00-DR-L-000100	Revision P10



- Legend**
- Site Boundary
 - 5 Minute Walk Isochrone
 - 10 Minute Walk Isochrone
 - Public Car Park
 - Existing Coach Parking
 - On Street Parking (Pay & Display)
 - Bus Stop
 - Metroshuttle Route 1 Bus Stop
 - Metroshuttle Route 2 Bus Stop
 - Metroshuttle Route 3 Bus Stop
 - Rail Stations
 - Tram Station
 - Foodstore
 - ATM (Including those that charge)

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CLIENT:

Manchester Quays Ltd

PROJECT TITLE:

St John's Masterplan

DRAWING TITLE:

Pedestrian Accessibility Plan

SCALE:
N.T.S

DRAWN: HF	CHECKED: JL	DATE: 29.05.15
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DRAWING NO:
VN50436-G101

REVISION:

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Appendix A

Example Staff Travel Survey

Globe & Simpson Travel Survey

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 doing so? (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 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 ☐ Cycle to Work Scheme
(tax breaks on cycle purchases)
7 ☐ Other (specify)

14 If you indicated 'Car Driver' in Q8, what other mode of transport would you consider if you could not bring your car to work? (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

London

Network Building,
97 Tottenham Court Road,
London W1T 4TP.
Tel: 020 7580 7373

Bristol

5th Floor, 4 Colston Avenue,
Bristol BS1 4ST
Tel: 0117 203 5240

Cardiff

Helmont House, Churchill Way,
Cardiff CF10 2HE
Tel: 029 2072 0860

Exeter

6 Victory House,
Dean Clarke Gardens,
Exeter EX2 4AA
Tel: 01392 422 315

Birmingham

Great Charles Street,
Birmingham B3 3JY
Tel: 0121 2895 624

Manchester

Oxford Place, 61 Oxford Street,
Manchester M1 6EQ.
Tel: 0161 228 1008

Leeds

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