Manchester City Council

ONE CENTRAL PARK, MANCHESTER

Framework Travel Plan

VN70822

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1 INTRODUCTION

1.1 Introduction

1.1.1 This document sets out a framework for a workplace Travel Plan to be submitted to supplement the forthcoming application for the refurbishment and extension of an existing office building located off Northampton Road in Monsall, Manchester.

1.2 Site Location

1.2.1 The location of the site is shown in **Plan 1**, whilst its location in relation to the surrounding highway network is shown in **Plan 2**.

1.3 Development Proposals

1.3.1 The planning application proposes the development of an extension to the existing office development. The existing office development accommodates a gross internal floor area of 11,108m². Once extended the office development will reach a total gross internal floor area of 12,813m², equating to an increase of 1,705m² from its original size.

1.3.2 The development will provide a total of 271 car parking spaces, including 11 spaces allocated for mobility impaired users.

1.3.3 Vehicle access to the site is taken from an existing priority controlled junction with Northampton Road.

1.3.4 The provision of cycle spaces will be provided at the front of the development in a secure location.

1.4 The Travel Plan

1.4.1 The preparation and adoption of a Travel Plan is an important element of managing the demand for travel to all modern developments. The Department for Transport issued a guide on the preparation of such Travel Plans in April 2009 in a document entitled "Good Practice Guidelines – Delivering Travel Plans through the Planning Process".

1.4.2 The National Planning Policy Framework (NPPF) document (March 2012) also highlights the role that Travel Plans can play in facilitating sustainable travel. NPPF stating that:

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

1.5 Travel Plan Aims

1.5.1 The aims of the strategy are:

- To encourage staff to use alternatives to the private car;
- To increase the awareness of the advantages and potential for travel by more environmentally friendly modes, and
- To introduce a package of management measures that will facilitate travel by modes of transport other than the private car;

1.5.2 The principle strands of the Plan are set out as follows;

- Appointment of a Travel Plan Co-ordinator.
- Ensuring travel awareness.
- Ensuring the availability of travel information for staff.
- The promotion of car sharing amongst staff.
- The creation of a Cycle User Group.

1.6 Plan Administration

1.6.1 One Central Park will be required to designate a Travel Plan Co-ordinator for the development. Essentially this person will provide a liaison in implementing the plan with the local authority.

1.6.2 The position of Travel Plan Co-ordinator will be in position at least 3 months prior to commencement of the operation of the development.

1.6.3 Once a Travel Plan Co-ordinator is appointed, details of the nominated person will be submitted to the Planning and Highway Authority. Similarly, the Travel Plan Co-ordinator will be advised of appropriate contact personnel at these bodies. Any change in the Travel Plan Co-ordinator will be notified to the pertinent authorities.

1.6.4 The Travel Plan Co-ordinator will be the first point of contact for staff and other outside organisations in all matters regarding travel. The Travel Plan Coordinator will maintain an up-to-date file containing all staff relating to the Travel Plan.

1.6.5 The Travel Plan Co-ordinator position will last a minimum of 5 years beyond commencement of the operation of the development to ensure that the Travel Plan is adopted as an integral part of the site.

1.6.6 The key responsibilities of the Travel Plan Co-ordinator are illustrated in **Table 6.1**.

2 ACCESSIBILITY BY SUSTAINABLE MODES OF TRAVEL

2.1 Introduction

2.1.1 **Section 2** of the report considers the accessibility of the site by the following modes of transport:

- Accessibility on foot;
- Accessibility by cycle;
- Accessibility by bus;
- Accessiblity by Metrolink;
- Accessibility by rail.

2.2 Accessibility on Foot

2.2.1 The site is well located to encourage journeys on foot.

2.2.2 The site is located within an extensive pedestrian network, with continuous street lit footpaths provided along both sides of Northampton Road, as well as on all surrounding roads including The Gateway and Monsall Road, as shown on **Figure 2.1**. All pedestrian crossing points in the vicinity of the site are supported by dropped kerbs and tactile paving.

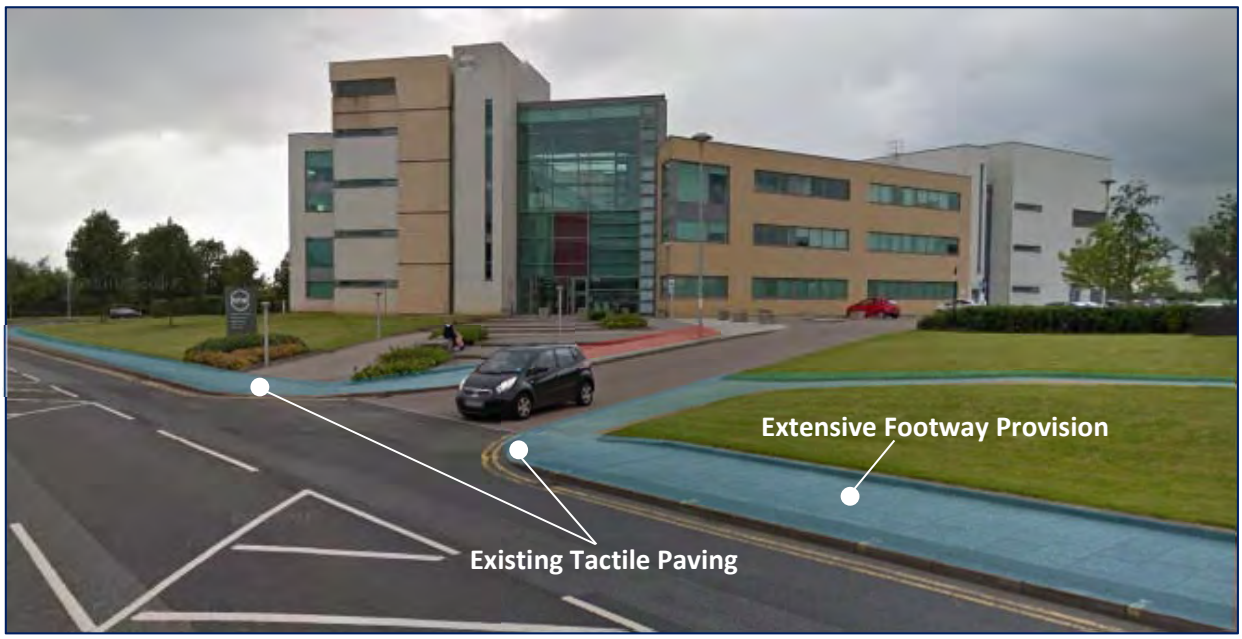


Figure 2.1 – Existing Footpaths and Tactile Paving

2.2.3 The existing pedestrian infrastructure provides safe and convenient access to the bus stops located on Northampton Road, approximately 130m from the site.

2.2.4 The Chartered Institution of Highways and Transportation document entitled 'Providing for Journeys on Foot' provides guidance on what are considered to be acceptable walking distances. Table 3.2 of the document states that the acceptable maximum walking distance for commuting trips is 2km.

2.2.5 In accordance with this guidance, **Plan 3** demonstrates the 2 km pedestrian catchment of the site. This plan demonstrates that a sizeable residential area including properties located in Harpurhey and Newton Heath.

2.2.6 **Plan 3** therefore demonstrates that the site is ideally placed to encourage employment based trips to be undertaken on foot, with these trips supported by the comprehensive pedestrian infrastructure located in the vicinity of the site.

2.3 Accessibility by Bicycle

2.3.1 An alternative mode of travel to the site would be achieved by bicycle.

2.3.2 Cycling is becoming an increasingly popular mode of transport and is an effective mode for short trips. The Department for Transport's Local Transport Note 2/08 'Cycle Infrastructure Design' (2008) states that many utility cycle journeys are under 3 miles (5 kilometres) although for commuters a trip distance of over 5 miles (8 kilometres) is not uncommon.

2.3.3 With this is mind **Plan 4** displays a 5 kilometre cycle catchment from the site. This would equate to a journey of around 25 minutes using a leisurely cycle speed of 12 kilometres per hour, and based upon the above guidance this represents the catchment of many utility cycle journeys, although employee trips could be undertaken beyond this boundary.

2.3.4 This plan illustrates that the 5 kilometre cycling catchment area encompasses the entirety of Failsworth, Newton Heath, Harpurhey, Moston and Cheetham Hill. A sizable proportion of north Manchester is commutable by this mode of travel. Also included within the cycle catchment is a proportion of Manchester city centre.

2.3.5 The site is located in close proximity to various cycle routes. National cycle routes are located on the A6010 Queens Road and parallel to the A62 Oldham Road, as shown on **Figure 2.2**.

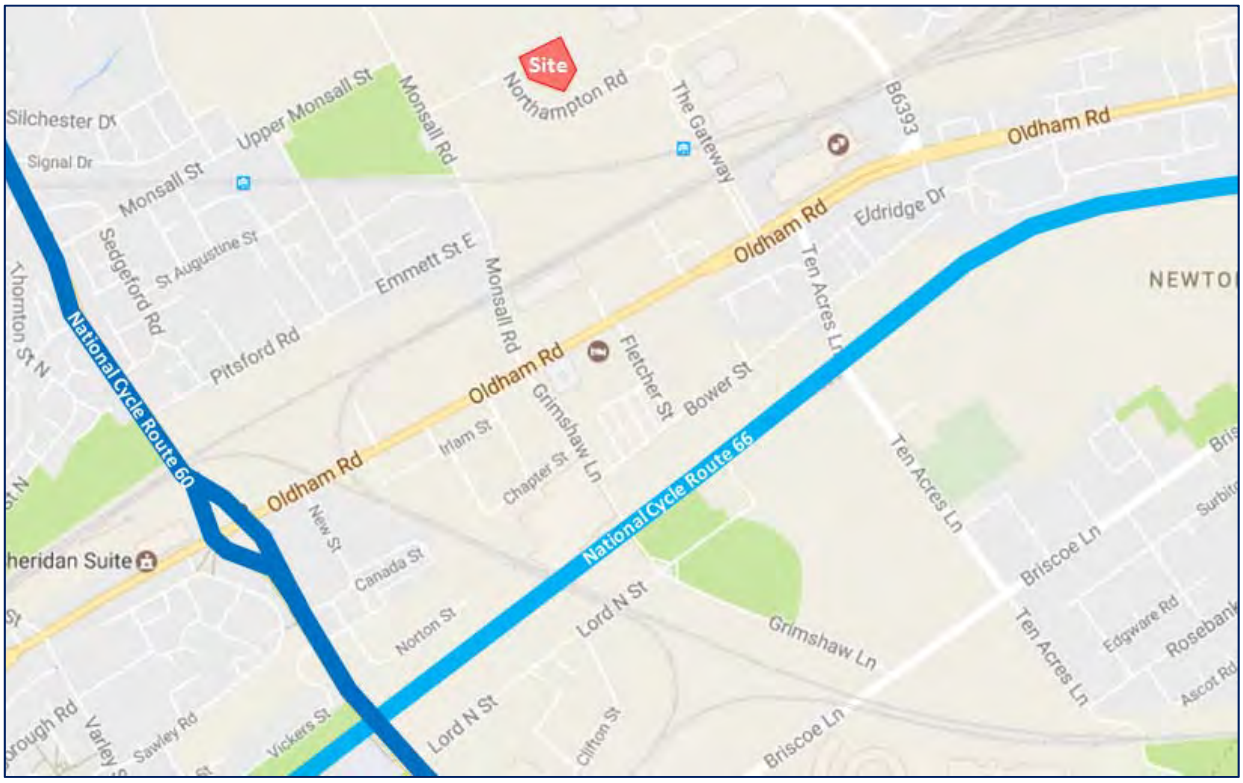


Figure 2.2 – National Cycle Routes

2.3.6 National Cycle Route 60 is located approximately 280m from the site. This cycle route runs between North and East Manchester, with its furthest segments forming part of the Fallowfield Loop.

2.3.7 The majority of this cycle route is traffic-free. This route is signed in both directions before connecting to National Cycle Route 6. Signage also continues for a shorter distance through Harpurhey where the route is located in close proximity to Manchester General Hospital.

2.3.8 National Cycle Route 66 is located 550m from the site. This cycle route runs from central Manchester to Spurn Head via Bradford, Leeds, York, Beverley and Kingston upon Hull.

2.3.9 In a more local context, this cycle route commences close to Manchester Piccadilly Station and runs traffic-free along the Rochdale Canal to Failsworth. A cycle route continues along the canal past this point.

2.3.10 The proposed development is therefore considered to be highly accessible by bicycle.

2.4 Accessibility by Bus

2.4.1 The site is very well located for travel by bus, with east and westbound stops located on Northampton Road 70m east of the development. There are also east and westbound stops located 260m west of the development on Northampton Road.

2.4.2 Both north and southbound bus stops are located on Monsall Road approximately 350m west of the development. Two northbound bus stops are located on The Gateway approximately 260m to the south east of the development.

2.4.3 All of these stops are located within 400 metres walk of the site, and are therefore considered accessible based upon guidance provided in the CIHT publication 'Planning for Public Transport in Development'. All stops are accessible via the existing pedestrian infrastructure provided in the vicinity of the site.

2.4.4 In order to demonstrate the accessiblity of the development by bus, **Plan 5** and **Plan 6** present a bus catchment with a maximum journey time of 60 minutes. These present catchments for both the AM and PM peak periods. Both plans demonstrate that the site is accessible by this mode of transport by encompassing areas including Stockport to the south and Bolton and Rochdale to the north. Swinton and Urmston are accessible by bus to the west, and Stalybridge and Duckinfield are accessible by bus from the east.

2.4.5 As shown on both **Plan 5** and **Plan 6** the site is ideally placed to encourage employment based trips to be undertaken by bus.

2.4.6 Bus stops southbound on Monsall Road and northbound on The Gateway include a shelter, seating, timetable information and yellow bus box road markings, as shown in **Figure 2.3**. All the other bus stops described provide flag posts to indicate stop locations.



Figure 2.3 – Bus Stops Located on The Gateway

2.4.7 A summary of the frequency of bus services operating in the vicinity of the site is provided in **Table 2.1**.

Service No	Route	Approximate Frequency (services per hour)					
		Mon-Fri				Sat	Sun
		AM Peak	Midday Peak	PM Peak	Evening Peak		
Northampton Road							
88	**Manchester to White Moss (via Central –**	4	4	4	3	4	1
Monsall Road							
88	**Manchester to White Moss (via Central – Moston)**	4	4	4	3	4	1
151	**Mandley Park to Hollinwood (via Cheetham Hill, Moston and Failsworth)**	1	1	1	1	1	0
The Gateway							
151	**Mandley Park to Hollinwood (via Cheetham Hill, Moston and Failsworth)**	1	1	1	1	1	0

Table 2.1: Bus Services Operating Within 400m of the Site Vicinity

2.4.8 **Table 2.1** demonstrates that the services operating on Northampton Road, The Gateway and Monsall Road provide approximately 10 services during the weekday morning peak and around 10 services

during the weekday evening peak. Frequent services are also operated at weekend. These services provide links to major destinations including Manchester city centre, Failsworth, White Moss, Moston and Cheetham Hill.

2.4.9 It can therefore be seen that there are a number of service that operate within a short walk of the site providing the opportunity for both customers and employees to utilise this mode of travel. The development site is therefore concluded to be highly accessible by bus.

2.5 Accessibility by Metrolink

2.5.1 The development is located approximately 350m from Central Park metrolink station. The station is located on 'Line G' providing services from East Didsbury to Rochdale Town Centre via Manchester city centre.

2.5.2 The distance between this station and the development means it is likely staff would use this mode of travel, and would provide an opportunity for employees to undertake linked commuting trips. In particular the opportunity exists for employees to link a metrolink journey with a cycle trip.

2.5.3 Given the location of Central Park metrolink station to the development, it is highly likely that staff employees will walk the short distance between the two when travelling to and from the site.

2.5.4 Central Park metrolink station is located on the Oldham/Rochdale line of the network. The station offers cycle provision including 18 cycle stands. Due to the proximity of the station's location with Manchester city centre, the station does not offer any parking facilities.

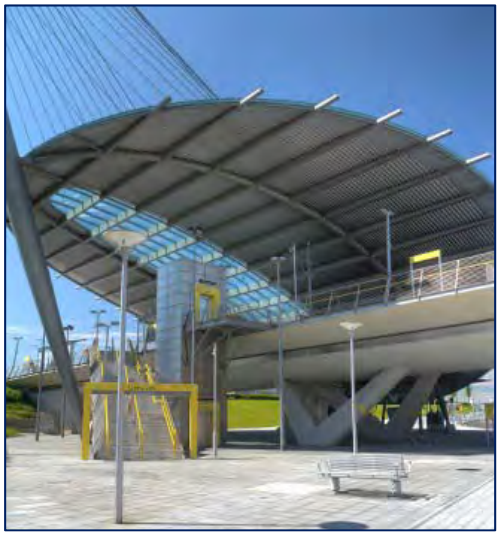


Figure 2.4 – Central Park Metrolink Station

2.5.5 Services accessible at Central Park Metrolink Station run approximately every 12 minutes.

2.5.6 It is therefore considered that metrolink services offer an excellent alternative for employment based trips and as such the development site is concluded to be accessible by this mode of transport.

2.6 Accessibility by Rail

2.6.1 The closest station to the site is Moston Rail Station located approximately 3.4km to the north east of the development.

2.6.2 While the distance of the station from the site means it is unlikely staff would use this form of travel, some may wish to undertake a linked commuting trips. A rail and cycle trip is realistically possible, and with National Cycle Route 66 located approximately 1.1km from Moston Rail Station.

2.6.3 Rail services from Moston Rail Station are operated by Northern Rail. This operator allows bicycles on their trains subject to space being available.

2.6.4 **Table 2.2** below provides a summary of the services operated from Moston Rail Station.

Destination	Max. Frequency (Peak Periods) Monday to Friday	
	Frequency	Duration
Leeds	1 hour	1 hour & 30 minutes
Manchester Victoria	1 hour	8 minutes

Table 2.2: Rail Services Operating from Moston Rail Station

2.6.5 It is therefore considered that the development can be accessible by key commuter rail services.

3 MANAGEMENT MEASURES

3.1 Introduction

3.1.1 The following measures will be delivered through the Travel Plan by the Travel Plan Co-ordinator:

- Travel Plan Co-ordinator.
- Travel Awareness.
- Staff 'Welcome Pack'.
- Car Sharing.
- Cycle Measures.
- Walking Measures.
- Public Transport Measures.

3.2 Travel Plan Co-ordinator

3.2.1 A Travel Plan Co-ordinator will be appointed prior to the development commencement. Once appointed the Travel Plan Co-ordinator will contact the relevant personnel at One Central Park.

3.3 Travel Awareness

3.3.1 Staff will be made aware of the existence of the Travel Plan and a copy of the plan will be made available to the Council.

3.3.2 'Welcome Packs' will be given to new staff when they start work at the development.

3.3.3 Information on useful websites to encourage sustainable travel will be provided online, as well as noticeboards which will be located in staff areas to provide up-to-date travel information (such as walking and cycling maps and bus timetable information). The noticeboards will also include contact details for the Travel Plan Co-ordinator and news on any sustainable travel initiatives which the office development may be running.

3.3.4 Useful travel information will also be provided in public areas for staff, providing information on suggested walking and cycling routes, the locations of local bus stops, including bus timetables, and the locations of on-site infrastructure such as cycle parking facilities.

3.4 Staff 'Welcome Pack'

3.4.1 Prior to commencement of the development a 'Welcome Pack' will be provided to staff starting work at the site. The 'Welcome Pack' will subsequently be provided to all new staff prior to them commencing work at the development.

3.4.2 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.

3.4.3 The packs will also include current information on safe walking and cycling routes in the area, and will promote the health benefits of these modes of travel. The pack will also include details on all facilities provided on site to promote these modes of travel, including the locations of cycle parking.

3.4.4 The 'Welcome Pack' will also provide information on current bus services, including suggested walking routes to local bus stops, up-to-date timetable information, and website addresses to allow them to access real-time travel information.

3.4.5 As part of the on-going monitoring process the 'Welcome Pack' will be reviewed and updated where required. Information regarding any changes to the bus services in the area will be made available to staff both online and via leaflets.

3.5 Car Sharing

3.5.1 The Travel Plan Co-ordinator will promote the benefits of car sharing to staff. This will be undertaken by providing information on the benefits of car sharing within the 'Welcome Pack' and on staff noticeboards.

3.5.1 Car sharing amongst staff should include a strong focus and show specific emphasis towards the personal benefits of doing so, which is often not evident before staff start car sharing. This could include specific emphasis towards the following:

- Cost savings
- Time savings
- Social benefits

3.5.2 Staff will also be provided with details of websites such as www.liftshare.com which provides assistance for people wishing to car share on certain journeys.

3.6 Cycle Measures

3.6.1 Staff will be provided with information on suitable cycling routes in the area which will be included within the 'Welcome Pack' and on staff noticeboards. Details of the website www.wygocycling.com which provides free cycle training and maintenance training available to businesses will be explored.

3.6.2 The Travel Plan Co-ordinator will establish contact with the cycling officers at Manchester City Council and will retain active contact with officers to ensure that any future improvements to the cycling network and cycling maps are fed through to staff.

3.6.3 Staff will also be provided with information on the BikeBUDI scheme via the 'Welcome Packs' and on notice boards. Information on the scheme is available on the website www.bikebudi.com.

3.6.4 The BikeBUDi scheme is also part of the National Lift Share Group and in much the same way as the WalkBUDi scheme aims to match individuals with others cycling the same journey so they can ride together. The matches are displayed in both table and map format, allowing the user to easily find the most suitable people.

3.7 Walking Measures

3.7.1 The health benefits of walking will be particularly promoted to staff.

3.7.2 The 'Welcome Pack' will include information on suggested walking routes from the development to the surrounding areas and local bus stops. This will include information on where footways are street lit, and suggested safe crossing points.

3.7.3 Staff will be provided with information on WalkBUDi scheme through information contained within the 'Welcome Packs' and on noticeboards. Information on the scheme is available on the website www.walkbudi.com.

3.7.4 The WalkBUDi scheme is part of the National Lift Share Network and is simple and free to use. It matches individuals with others walking the same way so they can walk together. The matches are displayed in both table and map format, allowing the user to easily find the most suitable people.

3.7.5 The WalkBUDi scheme aims to help individuals to meet others wanting to travel the same way.

3.8 Public Transport Measures

3.8.1 Public transport timetable information will also be provided on noticeboards provided both online and in staff areas, while staff will also be provided with plans showing suggested walking routes to local bus stops. This information will be provided in the staff 'Welcome Pack'.

4 STAFF TRAVEL SURVEYS

4.1.1 To enable the success of the Travel Plan to be established, the Travel Plan Co-ordinator will be responsible for on-going monitoring and regular travel surveys.

4.1.2 The travel survey delivers an important opportunity to measure staff travel behaviour. The travel survey is also an occasion where consideration can be given towards alternative modes of transport, allowing the Travel Plan to focus on particular travel planning measures.

4.1.3 Staff travel surveys will be undertaken and analysed 'in house'. Within 3 months of the development becoming operational a staff travel survey will be undertaken. The results of the first staff travel survey will be compiled into a travel database which will be used as the baseline to identify modal shift travel targets.

4.1.4 Thereafter in order to assess the travel habits of staff, full staff travel surveys will be completed on an annual basis for a five year period.

4.1.5 The results of the annual staff surveys will be summarised in a Review Report. This report will also identify any problems with the current travel surveys, which will be addressed in the Travel Plan as well as in the Review Report.

4.1.6 Targets set as part of the Travel Plan will be reviewed in the light of the travel survey results.

5 TARGET SETTING

5.1 Staff Travel Targets

5.1.1 For the Travel Plan to be effective it should set targets specifying the aims of the plan for improved non-car use. A timetable setting out the target framework has been produced to establish an indication of staff travel patterns.

5.1.2 It is recognised that objectives of the Travel Plan need to be SMART and targets achievable, with particular regard being given to reducing the number of single occupancy vehicle trips to the development.

5.1.3 For the purposes of this initial Travel Plan the four specific target areas and specific aims can be summarised as follows:

- Reduce the number of single occupancy journeys to and from the site by staff.
- Increase pedestrian trips by staff living within an agreed distance of the site.
- Increase cycle trips by staff living within an agreed distance of the site.
- Increase bus and metrolink usage of those staff that currently live within a short walk of existing public transport infrastructure.

5.1.4 Detailed staff travel targets will be established upon completion of the first travel survey. These targets will be agreed with Manchester City Council's Travel Plan Officer and included in the final Travel Plan document.

5.1.5 Thereafter staff travel targets can be monitored by completing a staff travel 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 further improved on.

5.1.6 If the Travel Plan targets are to be maintained at an achievable level they may need to be reduced at the first review date in the light of experience, and then increased again over time as measures employed by this Travel Plan start to have greater effect.

6 TRAVEL PLAN REVIEW REPORT

6.1 Travel Plan Review Report

6.1.1 Following the annual staff travel survey a review of the Travel Plan will be undertaken. This will culminate in a Travel Plan Review Report which will be provided to Manchester City Council.

6.1.2 The Review Report will detail the results of the preceding staff travel surveys with regards to targets, budgets, general effectiveness and current initiatives. The report will also summarise the results of any other on-going monitoring undertaken as part of the Travel Plan.

6.1.3 Informed by the results of the staff surveys and other monitoring measures the Review Report will also include the action plan for the next period and detail any proposed changes to the Plan.

6.1.4 The action plan for the following period will clearly set out the tasks to be undertaken during this period to work towards achieving the agreed Travel Plan targets, the approximate dates that by which measures which may be introduced will be implemented, and the nominated person(s) responsible for undertaking these tasks.

6.1.5 The Review Report is to be submitted to Manchester City Council for approval no later than one month following the completion of the staff travel surveys.

6.1.6 The findings of the Review Report will allow effective measures to be promoted and increased while ineffective measures can be revised and rectified. New initiatives for the coming period will also be contained within the report. Manchester City Council will be consulted during this review process.

6.2 Travel Plan Framework

6.2.1 **Table 6.1** below provides a summary framework and guidance as to timescales for the issues to be introduced as part of the Travel Plan. The measures outlined in this table will be the responsibility of the Travel Plan Co-ordinator.

Date	Action
0 – 3 months before commencement of operation	• Appoint a Travel Plan Co-ordinator. • Collate sustainable travel information and other information to be provided in 'Welcome Pack'. • Issue staff 'Welcome Pack' (thereafter pack issued to all new starters). • Cycle parking infrastructure introduced. • Travel Information boards installed in staff and public areas in the development. • Travel Plan Co-ordinator establishes contact with officers from Manchester City Council.
3 – 6 Months after commencement of operation	• Travel Plan measures promoted throughout development via email, posters and noticeboards. • Complete staff travel surveys. • In-house analysis of travel survey results • Define Travel Plan targets based upon travel survey results. • Formal Travel Plan document to be submitted to and agreed with Manchester City Council
3 - 12 Months	• Review, update and reissue of marketing and new starter information (including public transport service information) as required (suggested at anniversary of adoption of the Travel Plan). • Continuous monitoring of usage of sustainable travel modes and infrastructure.
12 Months	• Complete second staff travel survey (24 months following first occupation). • Staff travel targets to be reviewed as required. • Production of action plan based upon survey results. • Production of Review Report (after Travel Surveys) • Review of Travel Plan in conjunction with Manchester Council; a revised Travel Plan will be submitted to the local authority if required.

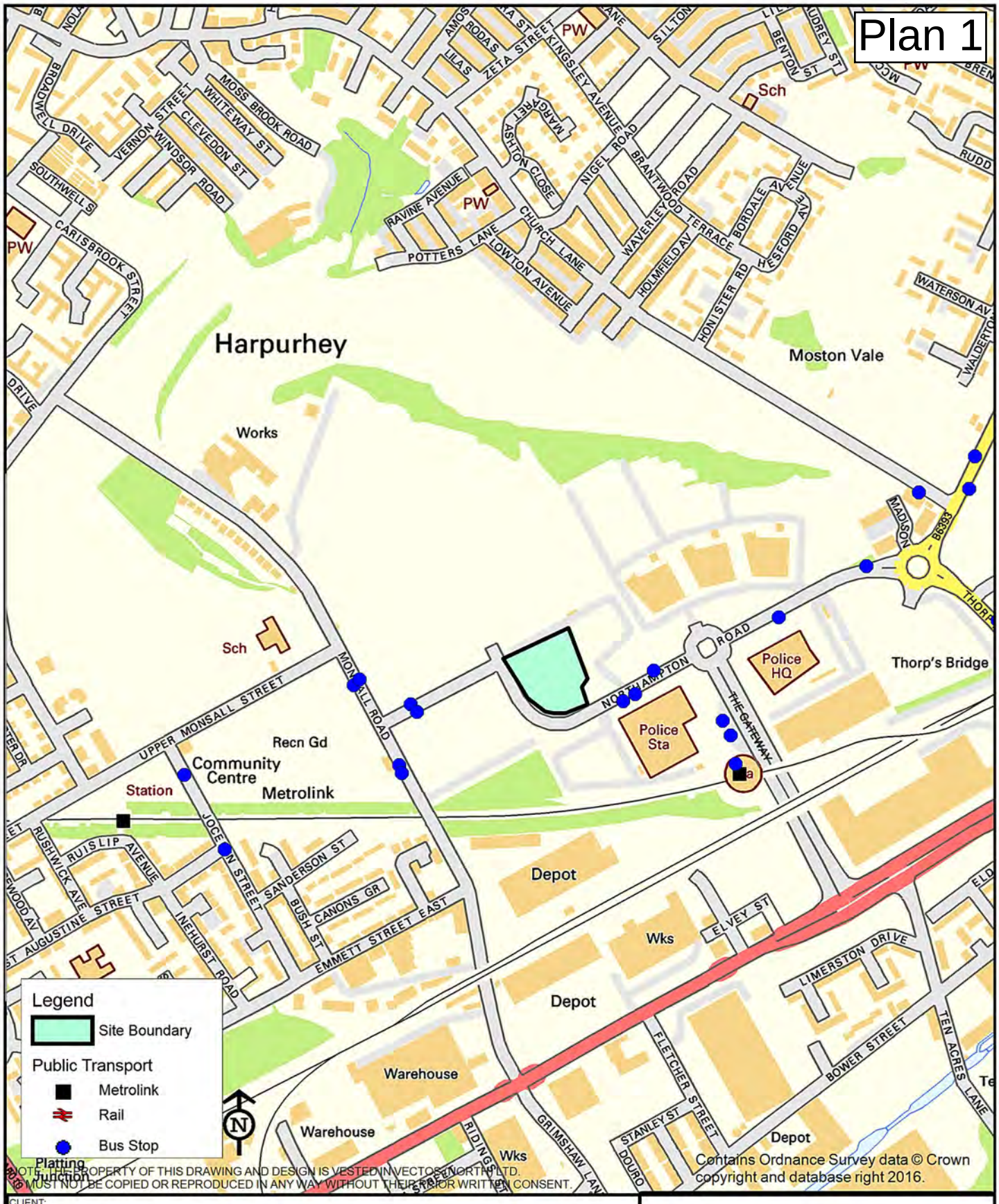
12 - 24 Months	• Review, update and reissue of marketing, induction and new starter information (including public transport service information) as required (at 12 month intervals). • Continuous monitoring of usage of sustainable travel modes and infrastructure. • Update and monitor travel questionnaire bi-annually. • Annual staff travel surveys • Action Plan and Review Report undertaken in conjunction with staff travel surveys. • The Travel Plan will be in place for the life of the development.

Table 6.1 – Travel Plan Framework Timescales

6.2.2 The Review of the Travel Plan will be undertaken for a 5 year period. Thereafter the strategy for its continuation will be discussed between One Central Park and Manchester City Council.

Plans

Plan 1



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CLIENT:
Manchester City Council

DRAWING TITLE:
Site Location (Local Context)

PROJECT TITLE:
One Central Park, Manchester

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transport planning specialists
Oxford Place, 61 Oxford Street, Manchester M1 6EQ
t:0161 228 1008 e:manchester@vectos.co.uk

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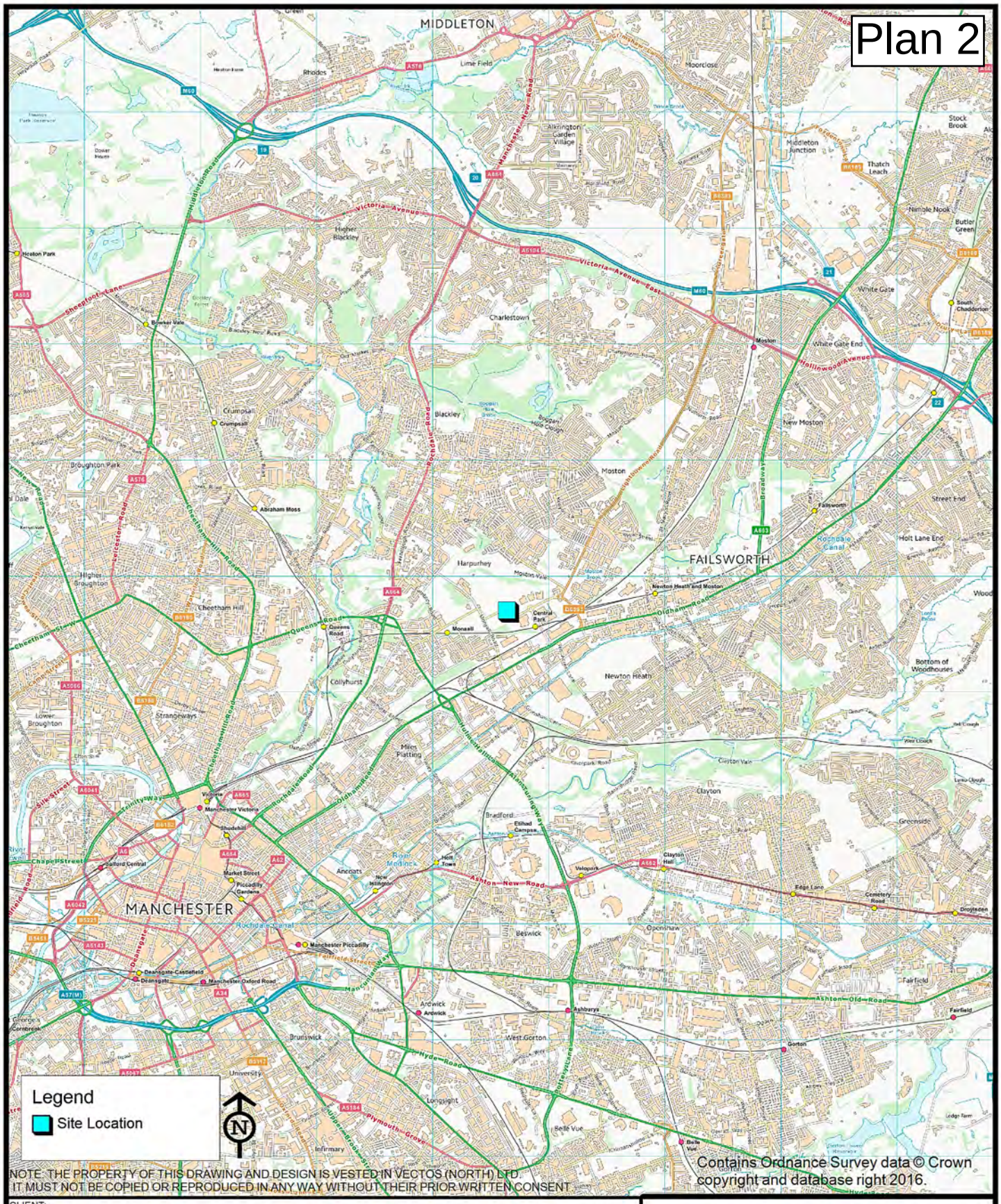
Plan 2



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CLIENT:

Manchester City Council

DRAWING TITLE:

Site Location (Wider Context)

PROJECT TITLE:

One Central Park, Manchester

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transport planning specialists

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DRAWN:	CHECKED:	DATE	SCALE:	DRAWING NO:	REVISION:
PJ	ER	15.06.17	1:35,000 at A4	VN70822-G101	.

Plan 3

Legend

- Site Location
- Pedestrian Catchment
  - 800m
  - 2km
- Public Transport
  - Metrolink
  - Rail
  - Bus Stops

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Manchester City Council

PROJECT TITLE:
One Central Park, Manchester

DRAWING TITLE:
Pedestrian Catchment

SCALE:
1:15,000 at A3

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PJ	ER	15.06.17

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Plan 4

Legend

Site Location

Cycle Catchment

5km

Cycle Routes

- Signed Routes
- On Road with Cycle Lanes
- Off Road
- Canal Tow Path

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Manchester City Council

PROJECT TITLE:

One Central Park, Manchester

DRAWING TITLE:

Cycle Catchment with Local Routes

SCALE:

N.T.S.

DRAWN:	CHECKED:	DATE:
PJ	ER	15.06.17

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DRAWING NO: VN70822-G103

REVISION:

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Plan 5

Legend

Site Location

Public Transport Catchment

- 10mins
- 20mins
- 30mins
- 40mins
- 50mins
- 60mins

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CLIENT:
Manchester City Council

PROJECT TITLE:
One Central Park, Manchester

DRAWING TITLE:
Public Transport Catchment.
Wed 7am-9am

SCALE:
N.T.S.

DRAWN:	CHECKED:	DATE:
PJ	ER	15.06.17

vectos
transport planning specialists

Oxford Place, 61 Oxford Street, Manchester M1 6EQ
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DRAWING NO:
VN70822-G104

REVISION:

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Plan 6

Legend

Site Location

Public Transport Catchment

- 10mins
- 20mins
- 30mins
- 40mins
- 50mins
- 60mins

This is not a construction drawing and is intended for illustrative purposes only.

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CLIENT:
Manchester City Council

PROJECT TITLE:
One Central Park, Manchester

DRAWING TITLE:
Public Transport Catchment. Wed 5pm-7pm

SCALE:
N.T.S.

DRAWN:	CHECKED:	DATE:
PJ	ER	15.06.17

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