

The Sharp 3 Project – Framework Travel Plan

Produced by Manchester City Council on behalf of The Sharp Project Team

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Environmental Strategy
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MANCHESTER
CITY COUNCIL

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Executive Summary

The Sharp Project is the independent hub for the creative and digital industries and entrepreneurs in the Manchester City region. The building at any one time will cater for peak number of 700 staff and has a dedicated Facilities Management Team who are based on site to manage all operations of the facility.

The site is in a busy location along Wenlock Way in Gorton and is highly accessible for public transport, walking and cycling. It is approximately a 10 -15 minute bicycle ride from Manchester City Centre. In close proximity to the residential areas of East Manchester Sharp sits in an ideal location to promote sustainable transport.

The new development will promote a range of travel plan measures that will be implemented by the Travel Plan Coordinator and championed by the Sharp Project Senior Executive. Meeting BREEAM Very Good standard there will be provision of secure cycle parking in line with current design standards and provision of a cycle friendly infrastructure throughout the site will be one of the key initiatives for staff and users. Working in partnership with Manchester City Council targets, monitoring and review procedures will be set once the site is completed in 2013.

1.Introduction

1.1 The Sharp Project management team have been instructed to prepare a Framework Travel Plan (FTP) to fulfil planning conditions for the development. The FTP will assist the Sharp Project in managing its environmental impact and addressing transport issues, within the day-to-day operations of the Project and its tenants. The Department of Transport's definition of a travel plan is:

'A travel plan is a package of measures produced by employers to encourage staff to use alternatives to single-occupancy car-use. Such a plan for example, could include: car sharing schemes; a commitment to improve cycling facilities; a dedicated bus service or restricted car parking allocations. It might also promote flexible-working practices such as remote access and video conferencing.'

1.2 The objective of the FTP is to set a number of transport proposals and initiatives that will be put in place on completion of the development and meet with BREEAM Very Good rating. Once complete the travel plan will become a working and progressive document that will demonstrate the Sharp Project commitment to sustainable travel i.e. public transport, walking and cycling. It will specifically focus on staff travel patterns and business travel. The following sections of this document outline how this will be achieved.

2. Background

2.1 The Sharp Project is the second digital hub for the creative and digital industries and entrepreneurs in the Manchester City region. It has been developed by members of the city's creative sector and is being delivered by urban regeneration company New East Manchester Ltd with the support of Manchester City Council, who own the site.

2.2 The project is part of the City's vision to drive forward the digital economy and help it achieve the critical mass it needs to make an impact on the world stage. The aims of The Sharp Project are:

- To strengthen the existing cluster of industries in this sector, many of which are already world class
- To attract a larger volume of production
- To expand the freelance talent pool in the city
- Develop a pipeline of young people with the range of skills required to meet the industry's needs.

2.3 The 12,500 square metre complex is being converted into a new centre for digital content production that will provide affordable and flexible space with an adaptable ethos. Connected to Sharp Digital in Newton Heath's Central Park, the Internet Exchange facilities within Manchester Science Park and Technology Park on the Oxford Road corridor, it is the only significant facility of its kind outside London, which provides a unique market advantage to production companies with strengths in the development, production, and post-production, of Computer Graphics Imagery and Video and Special Effects (SFX) content.

2.4 The Project will facilitate local, regional, national and international networking and collaboration between tenants, helping to nurture small businesses with an emphasis on the specialism's of animation, CGI and Visual Effects through a series of events such as master classes, workshops, exhibitions and screenings that will bring people together.

2.5 It will have strong links into Manchester's educational structures to help develop much needed skills in the digital animation and effects industry. Critically, to provide the bridge between the creative industries and knowledge institutions with large businesses by bringing them into contact with creative SMEs and specialists.

2.6 The building at any one time will cater for approximately 500 staff with a peak number of up to 700. This includes full use of the production space and assuming full occupancy in event space as well as the office units. Managing the space will be a full time dedicated Facilities Management Team who are based on site and will manage all operations of the facility including existing tenant needs and rental of new space. The building is designed to operate as a 24 hour building but the core hours of business will be 7am – 7pm.

The Sharp 3 Project will be at the cutting edge of the technological world, but will strive to meet a good level of sustainability. The construction refurbishment will meet BREEAM **very good** rating.

3. Context

3.1 This section outlines the benefits of travel planning and the national and local transport policy that a travel plan must work towards. A brief outline of the future Metrolink (tram) extension in Manchester is also included.

Benefits of a Travel Plan

3.2 The key benefits of a travel plan are listed below. The list is not definitive and usually forms part of a larger environmental or corporate strategy:

- Corporate responsibility- The Travel Plans make significant changes to the way people travel to the site. Resulting in better local environment for pedestrians and cyclists and in cleaner air and less congested local streets.
- Positive publicity and increased travel choice- Generating positive publicity will improve the company's image and raise the profile of sustainable travel whilst more choice gives more travel options, financial savings that will enhance the recruitment and retention of staff.
- Health benefits- Many alternative forms of travel include an element of exercise that will lead to a healthier workforce, possibly leading to a reduction in health related absences.
- A more accessible site: A decrease in cars arriving at the workplace will reduce congestion both at the site itself and on the approach roads to the site. Accessibility and safety will improve making work a more attractive place for staff and nearby residents to live.
- Business efficiency: A Travel Plan can reduce corporate transport overheads by minimising business mileage and the number of parking spaces needed.
- Saving money and time: The automatic use of the car for business travel is not always cost effective or efficient. Alternatives can be cheaper (such as reducing the need for expensive car park spaces) faster and provide additional time in which to prepare for meetings or carry out work that would not be possible when sat at the wheel of a car.

Policy

3.3 Planning Policy Guidance Note 13 (PPG13) on transport provides advice on how local planning authorities should integrate transport and land use planning. The key objectives of PPG13, for integrating at the national, regional, strategic and local level are:

- Promote more sustainable transport choices for both people and for moving freight;
- Promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling;
- Reduce the need to travel, especially by car.
- A key objective set out in PPG13 at paragraph 19, is to ensure that jobs are accessible by public transport, walking and cycling.

3.4 Manchester City Council and Transport for Greater Manchester (TfGM) have produced a Transport Strategy for Manchester City Centre (January 2010). The strategy's main thrust is to maintain access to the city centre by all modes of transport and to strengthen public transport capacity and quality, together with improving conditions for cyclists and pedestrians. This will allow an increasing number of people to switch to more sustainable modes of transport:

- Metrolink extensions (Ashton, East Didsbury, Oldham and Rochdale Town Centres and Manchester Airport), more park + ride at Metrolink stations and a second city crossing;
- A series of new cross-city bus connections including a scheme from Boothstown to the city centre that links into the Leigh-Salford-Manchester Busway scheme;
- Additional rail rolling stock, more park + ride and improvements to some stations;
- A range of highway and signage measures together with investment in cycling

Metrolink

3.5 Currently, some 6,000 passengers travel into Manchester during the peak two hours. By 2020, this is expected to reach 16,000. Through the Greater Manchester Transport Fund, the funding is in place to deliver the schemes that will ease existing overcrowding and cater for the projected additional demand.

3.6 Work is currently underway to build new extensions from Piccadilly to Droylsden. Funding is also now in place to extend the schemes under construction to Ashton, East Didsbury, Oldham and Rochdale town centres and Manchester Airport. To accommodate these additional tram movements, a second Metrolink crossing through the city centre is planned. Through the provision of these new lines, additional trams, park & ride spaces and new ticket machines, it is anticipated that, by 2016, the extended Metrolink network will be able to carry 16,000 passengers per peak period.

4. Site Audit

4.1 The Sharp building is located between the A57 (Hyde Road) and A610 (Pottery Lane) in West Gorton, close to Manchester's key road corridors in East Manchester. The address is:

Sharp 3,
Wenlock Way,
Gorton,
Manchester,
M12 5DH

4.2 Being approximately two miles from Manchester City Centre, an area where creative industries have traditionally had an established presence. The Sharp building can house a maximum number of users of approximately 700 at any one time.

4.3 As well as tenants and the operational team, there will be a small number of visitors to the site who will be signed in through the security management strategy. These include cleaners, a sandwich van, scheduled maintenance operatives and general tenant visitors. The specification of the building can be seen in Appendix A.

Public Transport

4.4 The main bus services in close proximity of Sharp 3 are numbers: 201, 203, 204, 205, 206 and 207 that connect Manchester city centre to local areas and as far as Hattersley, Stockport, Hyde, Dane Bank and Gee Cross. Table 1 shows the main bus services and frequency that run within a few minutes walk of the Sharp building. Buses run frequently to and from the city from Hyde Road (less than a five minute walk away) with the journey taking about 10 minutes.

Table 1- Main Bus Services

Number	Route	Frequency (minutes)
201 Stagecoach	Hattersley – Godley – Hyde – Denton – Gorton - Belle Vue – Ardwick - Manchester	10
202 Stagecoach	Stockport – Reddish – Gorton - Belle Vue – Ardwick - Manchester	10
204 / 205 / 206 / 207 Stagecoach / First	Gee Cross – Hyde - Haughton Green – Denton - Dane Bank – Gorton - West Gorton - Belle Vue – Ardwick - Manchester	Various

4.5 All users of the site will have access to public transport maps and timetable information that will be promoted. For example, having use of the TfGM journey planner that allows users to plan a particular route by bus, tram or train (www.tfgm.com/journey_planning/Pages/default.aspx).

4.6 There are three rail stations within a mile of the site. These are Ardwick, Ashbury and Belle Vue Rail Stations and within two miles Manchester Piccadilly Rail Station provides national rail services. Time tables show frequent services to a large number of destinations both locally, regionally and nationally. For all rail enquiries the National Rail website should be used (www.nationalrail.co.uk/).

4.7 Transport by light rail currently does not exist in West Gorton. Plans to open a Metrolink line from Manchester Piccadilly to Droylsden aims to be complete in 2013 and this will offer an alternative public transport option but not a direct route to the Sharp development. Once services open consideration should be given to what provisions exist for park and ride, and realistic active travel journeys from the tram stations.

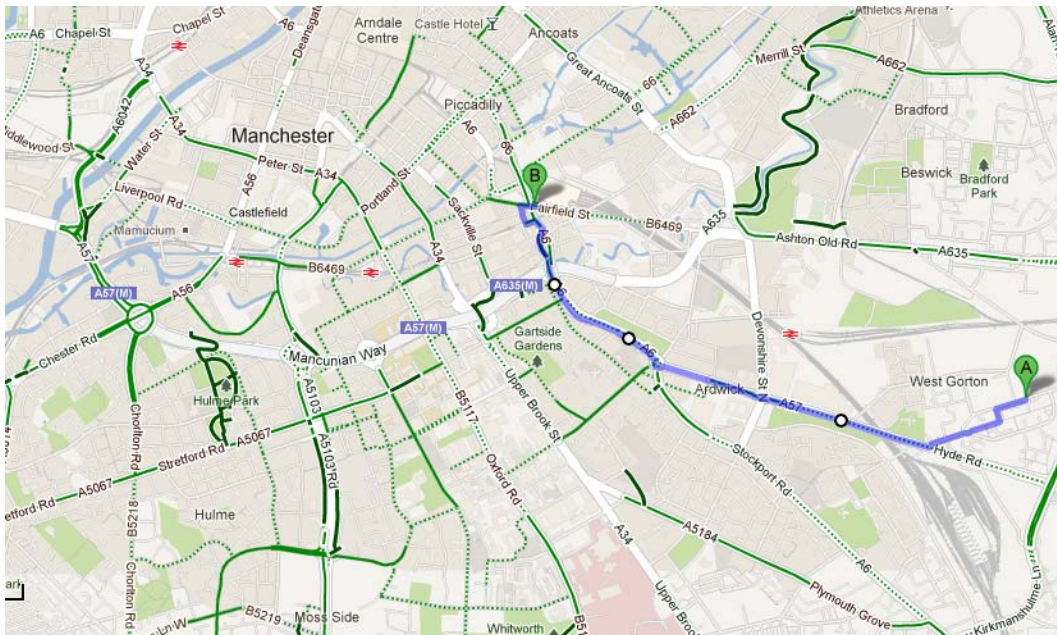
To encourage time management **real time** public transport information will also be considered once the development is completed and occupied.

Cycling

4.6 The site's location is approximately a 10-15 minute bike ride from Manchester City Centre (under 2 miles from Piccadilly Rail Station) and is in close proximity to the residential areas of East Manchester. Cycling represents a realistic mode of travel for staff working at the site and those that might make occasional journeys to and from the City Centre (Figure 1 below).

Within a mile of the A57 (Hyde Road) are links to National Cycle Route 60 and Regional Cycle Route 86 which runs along the River Medlock and provides a direct traffic free link to Manchester City Centre to Oldham. More information can be found at: www.tfgm.com/cycling

Figure 1- Wenlock Way in closeness to Manchester City Centre and local rail stations and cycle routes.



4.7 The new development will provide secure cycle parking in line with current design standards (GMP Design for Security Cycle Parking Design Guidance) and will have a cycle friendly infrastructure throughout the site. On site there will be a dry changing facility with one shower per ten secure bike parking spaces located within. There will be lockers for staff that will be made available upon request to the Travel Plan Coordinator. In total 50 bike parking spaces will be developed, all of which will be protected by 24 hour CCTV surveillance.

4.8 In addition, the Sharp Project aims to establish a Bicycle Users Group (BUG) for members of staff that use a bicycle to ride to work. The BUG aims to promote the health, environmental and

social benefits of cycling to work. BUG will also provide a forum where members can discuss issues that affect them and their journey to work. This group will be overseen by the appointed Travel Plan Coordinator

Walking

4.9 The site is highly accessible on foot with adequate footpaths in place internally around the site and clear signage and information in place to assist people in finding their desired location. Externally local amenities consist of West Gorton Medical Centre within just a few minutes walk of the site. The site also benefits from a small area of green space along Kniveton Road and Reabrook Avenue. The Sharp location is therefore in a position where walking can replace a number of short car journey trips as stated in PPG13.

4.10 In the future there may be an opportunity to create a specific and separate pedestrian entrance to encourage walking convenience. This would provide a direct entry point for users on Kniveton Road and Bennett Street rather than walking around the building and through the main reception and car route. Any demand for this will be shown in the travel survey results.

Car Parking

4.11 In total there will be 680 numbered car parking spaces available at the Sharp 3 development, with allocated spaces for disabled access, all of which will be protected by 24 hour CCTV surveillance. With a maximum of 700 staff at any one time there are sufficient numbers of spaces available to meet demand. To further encourage sustainable travel there will be 30 car share spaces situated in close location to main entry points. This will act to promote sign up to the car sharing scheme by staff and by visitors.

5. Management of the Travel Plan

5.1 The Travel Plan Coordinator will be:

John Mariner

Mobile: 07985 612 035

The Sharp Project

Email: johnmariner@theSharpProject.co.uk

5.2 The main responsibilities of the Travel Plan Coordinator are to:

- Conduct the Travel Plan Survey and work with Manchester City Council in regard to regularly monitoring and reviewing the travel plan
- Ensure that staff are aware of travel plan initiatives such as promoting and managing schemes such as car parking, car sharing, the bicycle user group and key events.
- To keep the travel plan up to date and in line with achieving its targets

The Travel Plan will be championed by the Sharp Project Senior Executive. The champions will act as a Steering Group for the Travel Plan and at quarterly meetings will discuss any issues that have arisen and continue to monitor the measures and initiatives put in place. In order for the Travel Plan to be successful, it needs to be monitored rigorously to ensure that the targets, measures and initiatives are being met. This will be the main responsibility of the Travel Plan Steering Group.

6. Travel Plan Initiatives

6.1 As already explained a number of features have been designed into the development to encourage travel to and from the site by sustainable modes of transport. This section examines some potential measures that should be implemented when the full travel plan has been developed.

Season Ticket Loans

6.2 To offer members of staff the opportunity to take an interest-free loan, this is deducted from the monthly salary, in order to purchase an annual ticket for use on public transport. By purchasing a public transport ticket in this way, the staff member saves money and it encourages them to travel to and from work on public transport and not by a private car.

Bicycle Loan

6.3 This is a similar initiative to the season ticket loan. A staff member is encouraged to take an interest-free bicycle loan, which is deducted from the salary, in order to purchase a bicycle which would be used to commute to and from work.

Offer Free Adult Cycle Training

Cycle training has been available in Manchester since 2009 and has been a successful scheme. The Sharp TPC should promote the free cycle training to all staff and through the bicycle user group that is available with either local cycle training organisation Bike Right! or Transport for Greater Manchester cycling team.

Engage with Transport for Greater Manchester's Cycling Team

The Local Sustainable Transport Fund was a successful project application in 2011. Transport for Greater Manchester manage and deliver the project that consists of a range of cycling support initiatives including cycle maintenance, cycle storage grants, led rides and assistance in setting up a bicycle user group. The TPC should make contact to promote cycling for staff.

Public Transport Information Points

6.4 The provision of a point i.e. board or table within a reception or communal area of an office or work space provides staff members with a point of reference when they need to seek public transport information. If the table or board displays timetable information for bus, rail and tram routes, staff that may not be aware that they can utilise different modes of transport may be encouraged to do so.

Provide a Car Sharing Scheme

6.5 If there is a sufficient amount of staff members that live within the same area, a confidential database can be developed to pair up people who would benefit from using this scheme. This not only reduces congestion on the roads and the subsequent impacts, but also saves staff members' money as they are halving their car use. The provision of emergency lifts home should the car sharing 'partner' need to go home late or early is essential for this type of measure to succeed.

City Car Club

City Car Club is a pay by the hour car rental scheme with 40 cars across Manchester. Sharp may find a use for signing up to the scheme and having a car bay within the local vicinity helping to reduce taxi use and enable more efficient and effective working practice.

Participate in Events

6.6 By ensuring that the business or organisation participates and encourages participation in events such as Bike Week (www.bikeweek.org.uk), may encourage staff members that may not have thought about changing their preferred mode of transport to actively try something different with the potential of them changing for good. By participating in these types of events it also raises staff members' awareness of the number of sustainable modes available to them and the importance of travelling sustainably.

Encourage Staff at Induction

6.7 If staff are encouraged at their induction to travel sustainably there is a greater chance that they will adopt a sustainable mode as they will not have had the time to develop travel habits

such as driving to and from work. The Travel Plan Coordinator will ensure an induction pack will be issued to new staff listing all of the travel options available. It also will contain details of discounts and transport loans to act as an incentive.

Personalised Journey Planning

6.8 Depending on the extensiveness of the role of the Travel Plan Coordinator, there is the possibility that all staff, and potentially visitors, could be given a personalised journey plan describing how they can travel to The Sharp Project. For this to be successful it needs to be reinforced by flexible working conditions, for example, allowing staff and users to avoid congested times and travel in less traffic.

Visitors

6.9 Visitors to the site will be less aware of the travel options available as their visits will be less frequent. It will therefore be the responsibility of the TPC to ensure that information to inform travel choices is made as widely available as Possible. It is likely that many of the visitors to the site will be by prior arrangement and therefore the TPC should examine how travel information can be supplied to visitors in advance of their journey (e.g. through information supplied with bookings and reservations, information displays on websites etc).

Car Parking

6.10 Designing and implementing a suitable car park management system would be sensible practice to embed sustainable travel from initial occupation of the site and minimise car driver growth as the site continues to develop.

6.11 Car sharing must be encouraged and designated spaces should be made available to those cars with a minimum of two people. Car sharing needs to be incorporated into all the aspects of the business policy to improve car parking capacity for the future of the site.

6.12 It is likely that visitors to The Sharp Project will be travelling from London and other locations outside of Greater Manchester. Public transport can be the preferred mode if a pick up point can be planned from the main rail stations. Either hired (use of taxis) or a purchased shuttle bus can be used that require only a dropping point rather than car park spaces.

7. Marketing and Promotion

7.1 Sharp will aim to promote sustainable transport to all its users. The Travel Plan Coordinator will oversee involvement in transport events such as Bike Week and Walk to Work week and liaise with likeminded organisations to work in partnership. Tools for sustainable travel will be communicated to staff via:

- Staff induction packs- Including maps, timetables, discounts and offers.
- Transport Information Points- Promoting journey planners, leaflets and posters.
- Intranet/email alerts- Will contain a specific travel / transport pages and information that is regularly updated with travel messages, real time public transport information and electronic journey planners as listed below.

7.2 Websites to be promoted:

- www.walkit.com - Online walking journey planner
- www.tfgm.com- Access to all public transport information including maps, timetables and public transport journey planners.
- www.nationalrail.co.uk/ - Allows all journeys to be planned by rail.
- www.tfgm.com/cycling - Greater Manchester website for cycling. Includes access to cycle training, cycle storage grants, assistance setting up bicycle user groups, led rides, maintenance sessions, security, maps and an online journey planner.
- www.citycarclub.co.uk- Pay by the hour car rental with bays across Manchester City Centre. This allows cars can be rented on a short term basis for external meetings and conferences.

In addition, tenants will be able to refer to the Tenant Handbook for details of sustainable travel modes, tenant travel forums and useful Green Travel websites.

8. Travel Plan Targets and Monitoring

8.1 Until travel survey data can be gathered interim targets have been produced and are detailed below. Once occupation of the site reaches 50% or within six months of Sharp 3 officially opening (whichever is soonest) a full transport survey will be undertaken. Following the completion and analysis of how all users travel to and from the site more formal targets will then be set.

Targets

8.2 The key interim targets are:

1. To reduce the number of staff and visitors travelling by car as a single occupant;
2. To increase the number of cycle journeys;
3. To increase the use of public transport
4. To measure the uptake of travel plan initiatives as outlined in Section 6.

Monitoring

8.3 Regular monitoring will be required once the Sharp development is occupied to assess the targets. The Travel Plan Coordinator will play an important role in overseeing the travel plan effectiveness and reviewing targets.

Review

8.4 The travel plan survey will be conducted initially and then every two years thereafter. An example travel plan can be seen in Appendix C. It is recommended that a number of methods are adopted to gather appropriate data, for example snap shot surveys, monitoring of web site hits and uptake of travel plan initiatives. The results must be submitted to Manchester City Council:

Manchester City Council
Environmental Strategy
One First Street
Manchester
M15 4FN

Email: travelchange@manchester.gov.uk
Tel: 0161 234 3369 / 4312

9. Conclusion

9.1 The Sharp 3 Framework Travel Plan highlights the commitment from management to the development and encouragement of sustainable travel for its staff and other users. Being located close to good public transport and arterial routes to the city the identified travel plan measures will help to reduce and manage car use whilst seeing an increase uptake of sustainable and active travel.

9.2 To achieve the targets and manage travel planning the Travel Plan Coordinator will monitor travel behaviour and promote to all building users the sustainable travel options, tools and initiatives made available. The next section shows more clearly the recommended actions to achieve this.

10. Travel Plan Schedule

10.1 The outline schedule below details the key travel plan elements and the approximate timescales that will be worked towards:

Action	Timescale (2013)
Start to put together the travel plan, including initiatives e.g. discounts, induction packs and car sharing.	January
Ensure hard measures are in place i.e. cycle infrastructure and facilities.	February
Design marketing and promotion of initiatives.	February
Launch of travel plan initiatives.	March
Survey and analysis and SMART targets produced	Upon 50% occupation
Full travel plan finalised and submitted to MCC- TP can be officially launched across Sharp.	May onwards

C. Example Travel Plan Survey



<LOCATION> Travel to Work Survey



Please return by <date>

WIN a <PRIZE>!

To help develop a future <LOCATION> Travel Plan please can you provide some information about your journey to work.

ALL INFORMATION SUPPLIED IN THIS QUESTIONNAIRE WILL BE KEPT CONFIDENTIAL

SECTION 1: ABOUT YOU

1. What is your full home postcode? (E.g. M1 4EH) _____

2. Are you? Male Female

3. Do you hold a valid driving licence AND have access to a car? Yes No

4. Are you aware of any incentives currently offered by your employer to encourage you to travel sustainably?

For example, cycle/shower/locker facilities, discounted public transport season tickets, car share scheme etc?

Yes No

If yes, please say what is offered _____

SECTION B – YOUR TRAVEL BEHAVIOUR

5. How do you usually travel to work? (If you travel by more than one type of transport, for example drive to a train station and then travel by train, your usual form of transport is the one you use to travel the furthest distance.)

	Usual form of Transport	Occasional form of Transport
Walk	<input type="checkbox"/>	<input type="checkbox"/>
Bus	<input type="checkbox"/> Number(s) _____	<input type="checkbox"/> Number(s) _____
Bicycle	<input type="checkbox"/>	<input type="checkbox"/>
Train	<input type="checkbox"/>	<input type="checkbox"/>
Metrolink	<input type="checkbox"/>	<input type="checkbox"/>
Taxi	<input type="checkbox"/>	<input type="checkbox"/>
Motorbike/Scooter	<input type="checkbox"/>	<input type="checkbox"/>
Motorbike/Scooter Passenger	<input type="checkbox"/>	<input type="checkbox"/>
Car Driver	<input type="checkbox"/>	<input type="checkbox"/>
Car Passenger	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/> _____	<input type="checkbox"/> _____

6. How long does your current journey to work usually take? _____ minutes

7. Usual start and finish times of your job: Start Time _____ Finish Time _____

8. Please indicate the days you normally work:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

SECTION C – CAR USERS ONLY

Only complete this section if you stated that your usual form of transport in Q.5 was by car as driver or passenger

9. What are your main reasons for using a car to work?

Need to use it during the day on business How many days a week? _____

Need to use it during lunchtimes for personal business

Need it to drop off/collect children

I give or receive a lift

Personal security

No realistic alternative

Time factors

Other (please specify) _____

10. What improvements could be made to public transport to encourage you to use it?

Go to Section E

SECTION D – PUBLIC TRANSPORT USERS ONLY

Only complete this section if you stated that your usual form of transport in Q.5 was by public transport.

11. What improvements would make your journey to work by public transport easier?

12. If you find your public transport journey difficult, please state why

SECTION E - ALL RESPONDENTS

(Car sharing is where two or more people travel by car together for all or part of the trip. This can be an occasional or frequent arrangement)

13. Would you be willing to car share with colleagues from within your own company?

Yes No Maybe

14. Would you be willing to car share with commuters from other workplaces?

Yes No Maybe

15. Which of the following factors might encourage car sharing?

Help in finding car share partners with similar work patterns

Free taxi ride home if let down by car driver or in an emergency

Reserved parking close to the building for car sharers

Financial incentives

Other *(please specify)* _____

None of these

16. Could you work from home occasionally, if you had the necessary IT equipment?

Most of the time Occasionally Never

17. Would you be interested in exploring home working?

Very interested Maybe Not interested

18. If you have any other comments in relation to travel to and from work please state below:

SE

SECTION F - COMPETITION

If you would like to be entered into the draw to win a <PRIZE>, please provide your name and a contact telephone number. **We will only use this information to contact the winner.**

Name

Telephone Number

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE

Please return your completed questionnaire to <VENUE><DATE>.

Acknowledgements

Thanks to the input from the following colleagues who contributed to this framework travel plan being completed:

- Ken Richards - Corporate Property, Manchester City Council