



Highgate Studios

## TRAVEL PLAN

On behalf of Kentish Town UK Office Propco Limited

2023/6563/TP01

April 2023

## DOCUMENT CONTROL

**Project Location:** Highgate Studios  
**Report Type:** Transport Plan  
**Client:** Kentish Town UK Office Propco Limited  
**Reference:** 2023/6563/TP01

## Document Checking

	Name	Date
<b>Author:</b>	SDH	24/04/2023
<b>Checked by:</b>	PJB	24/04/2023
<b>Approved by:</b>	NDR	24/04/2023

## Document Status

Issue	Date	Status	Issued by
1	20/03/2023	Draft	PJB
2	14/04/2023	Revision A	PJB
3	24/04/2023	Revision B	PJB
4			
5			

© Copyright RGP Consulting Engineers Limited 2023

No part of this publication may be reproduced by any means without the prior permission of RGP Consulting Engineers Limited.

## TABLE OF CONTENTS

1	INTRODUCTION .....	1
1.1	Background.....	1
1.2	Policy Context .....	1
2	TRAVEL PLAN CONTEXT .....	4
3	KEY AIMS OF THE TRAVEL PLAN .....	6
4	BASELINE CONDITIONS.....	8
4.1	Site Location and Local Highway Network.....	8
4.2	Accessibility Credentials .....	9
4.3	Summary of Accessibility Credentials.....	12
5	TRAVEL PATTERNS .....	13
6	AIMS, OBJECTIVES AND TARGETS.....	14
6.1	Aims and Objectives .....	14
6.2	Targets .....	14
7	TRAVEL PLAN MEASURES .....	16
7.2	Effectiveness of Travel Plan Measures .....	17
7.3	Travel Plan Coordinator.....	17
7.4	BREEAM .....	17
8	REVIEW AND APPROVAL .....	19
8.1	Implementation and Funding.....	19
8.2	Monitoring.....	19
8.3	Approval .....	21

## Appendices

Appendix A	Proposed Site Plan
Appendix B	Full PTAL Report
Appendix C	Travel Plan Action Plan

## List of Figures

Figure 1 – Travel Plan “Life Cycle” .....	7
Figure 2 – Site Location .....	8
Figure 3 – BREEAM Amenities within 500m .....	9
Figure 4 – BREEAM Amenities within 500m .....	10
Figure 5 - Mode Split Data from Transport Assessment.....	13
Figure 6 – Travel Plan Targets .....	14
Figure 7 – Travel Plan Timetable .....	20
Figure 8 – Monitoring and Management Process .....	20

## 1 INTRODUCTION

### 1.1 Background

- 1.1.1 RGP is instructed by Kentish Town UK Office Propco Limited to provide transport planning and highways input with regards to proposed new build and extension works to the existing buildings at Plots A, B1, B2, E, F and J at Highgate Studios, 53 – 79 Highgate Road, London, NW5 1TL ("the site").
- 1.1.2 The site presently comprises primarily offices, with vehicular access and parking served from both Carkers Lane and Sanderson Close. The proposal involves some demolition works and new building/extension works to provide an uplift in primarily office floorspace, with a degree of flexible class E floorspace. The proposed site-wise landscaping plan is attached hereto at **Appendix A**.
- 1.1.3 The proposed development would be car-free with no car parking provided except for the provision of disabled persons parking bays to incorporate electric vehicle charge points, whilst additional high-quality cycle parking facilities would be provided, both of which in line with current London Plan standards for all new floorspace. All delivery and servicing movements would be accommodated within the site.
- 1.1.4 As background to this Travel Plan, RGP have prepared a Transport Assessment (Document ref. 2023/6563/TA01), Delivery and Servicing Management Plan (Document ref. 2023/6563/DSMP01) and Construction Management Plan (Document ref. 2023/6563/CMP01) to inform the planning application and to provide planning and highways advice. It is recommended the four documents are read in conjunction.
- 1.1.5 The preparation of this Travel Plan meets the Building Research Establishment's Environmental Assessment Methodology (BREEAM) requirements for credits associated with Tra01 Transport Assessment and Travel Plan and Tra02 Sustainable Transport measures under BREEAM UK New Construction V6 Scheme (2022).

### 1.2 Policy Context

- 1.2.1 In preparing this Travel Plan, RGP has reviewed relevant national guidance and best practice documents, principally the NPPF, London Plan, Camden Local Plan. The main benefits of Travel Plans in new and expanded developments can be summarised as follows, in line with the aforementioned planning policies:
- (i) Lessen congestion and therefore improved safety on local roads by promoting alternatives to the car;
  - (ii) Reduced highway capacity problems by promoting sustainable travel choices;
  - (iii) Local environmental improvements from reduced congestion, carbon emissions, pollution and noise, making the site more attractive to potential occupiers/uses;
  - (iv) Reduced demand for parking spaces, enabling land to be put to more cost-effective or beneficial use and freeing space for active travel initiatives;



- (v) Improved travel choice, quality and affordable access to services for all users; and
  - (vi) Increased opportunities for developers to feed into corporate social responsibility or sustainability initiatives.
- 1.2.2 The need to manage transport in new developments is embedded within national, regional and local policy, with the need to reduce car dependency, increase travel choices and encourage sustainable travel supported by the National Planning Policy Framework (NPPF), most recently adopted in 2021, which states that “all developments that will generate significant amounts of movement should be required to provide a travel plan” (Paragraph 113).
- 1.2.3 The Travel Plan has been developed in the context of the government planning policy regarding Travel Plans and their delivery of sustainable transport objectives. In line with guidance on the government's gov.uk website, this includes objectives to:
- (i) To reduce car usage (particularly single occupancy journeys);
  - (ii) To promote walking, cycling and public transport use are identified and pursued; and
  - (iii) To ensure safe and suitable access to the site can be achieved for all users.

#### **London Plan**

- 1.2.4 As stated within the London Plan (2021) Policy T4 (Assessing and mitigating transport impacts) Travel Plans will be required having regard to Transport for London guidance. Transport for London guidance states “the overarching purpose of a travel plan should be to encourage behaviour change which will lead to the use of more sustainable modes of travel and reduce overall travel to and from the site.”
- 1.2.5 “Travel planning is critical for new developments in order to facilitate the use of sustainable modes among occupiers and visitors from the outset, or to mitigate the impact of trips generated by the site” and “can bring a number of benefits to a new development for the developer, the local authority and the ultimate users of the site.”

#### **Camden Local Plan**

- 1.2.6 As stated within the Camden Local Plan (2017) Policy A1 (Managing the impact of development) the council will “seek to protect the quality of life of occupiers and neighbours” through “resist(ing) development that fails to adequately assess and address transport impacts affecting communities, occupiers, neighbours and the existing transport network” through the delivery of “Transport Assessments, Travel Plans and Delivery and Servicing Management Plans.”
- 1.2.7 As set out within Camden Planning Guidance, “Transport” (2021), the overall aims of Travel Plans in Camden will focus around:
- (i) “Promoting active and sustainable travel with the aim to increase mode share;

- (ii) Reducing the traffic generated by the development to significantly reduce the number of non-essential car trips;
- (iii) Encouraging good urban design principles that open up the permeability of the development for walking and cycling; and
- (iv) Addressing any specific problems identified within the site's Transport Assessment."

1.2.8 Travel Plans are a strategy for monitoring multi-modal access to a site with a focus on sustainable modes. This Travel Plan forms an agreement between the site, Transport for London (TfL) and the London Borough of Camden to promote and provide facilities to encourage modal shift towards alternative non-car modes of transport.

## 2 TRAVEL PLAN CONTEXT

- 2.1.1 In determining whether a Travel Plan will be needed for a proposed development, local planning authorities should take into account the following considerations:
- (i) The Travel Plan policies (if any) of the Local Plan;
  - (ii) The scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);
  - (iii) Existing intensity of transport use and the availability of public transport;
  - (iv) Proximity to nearby environmental designations or sensitive areas;
  - (v) Impacts on other priorities/strategies (such as promoting walking and cycling);
  - (vi) The cumulative impacts of multiple developments within a particular area;
  - (vii) Whether there are particular types of impact around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and
  - (viii) Relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.
- 2.1.2 Travel Plans should identify the specific required outcomes; targets and measures, and set out clear future monitoring and management arrangements, all of which should be proportionate. Travel Plans should further consider additional measures which may be required to offset unacceptable impacts if the targets should not be met.
- 2.1.3 Travel Plans should also set explicit outcomes rather than just identify processes to be followed (such as encouraging active travel or supporting the use of low emission vehicles). Travel Plans should address all journeys resulting from a proposed development by anyone who may need to visit, and should seek to fit in with wider strategies for transport in the area.
- 2.1.4 A Travel Plan should evaluate and consider:
- (i) Benchmark travel data including trip generation databases;
  - (ii) Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;
  - (iii) Relevant information about existing travel habits in the surrounding area;
  - (iv) Proposals to reduce the need for travel to and from the site via all modes of transport; and
  - (v) Provision of improve public transport services.

2.1.5 For staff a Travel Plan can:

- (i) Help provide less stressful options for travel, with the ability to socialise;
- (ii) Present opportunities to build healthy exercise into daily life; and
- (iii) Reduce the cost of travel.

2.1.6 For employers a Travel Plan can:

- (i) Satisfy local planning and highway authorities;
- (ii) Improve "green credentials" and strengthening of a brand as seen by staff, customers, society and wider business community;
- (iii) Improved corporate social responsibilities, above that of competitors;
- (iv) Financial savings for employers; and
- (v) Improved staff retention and morale.

2.1.7 For the local community a Travel Plan can:

- (i) Make streets less congested, dangerous, noisy and polluted;
- (ii) Enhance public transport;
- (iii) Improve the environment and the routes available for walking and cycling; and
- (iv) Help created a place which is better to live in; work and visits, which in turn can attract investment.

2.1.8 The objective of this Travel Plan, as far as is reasonable, is to promote active (walking and cycling) and sustainable (public transport) travel for all trips to/from the site. Through the development of a Travel Plan, additional objectives relating to matter such as road safety; congestion and inappropriate parking can be addressed, bringing benefits to staff, employers and the local community.



### 3 KEY AIMS OF THE TRAVEL PLAN

- 3.1.1 This Travel Plan represents a strategy to promote more sustainable travel and to offer realistic transport choices for all journeys associated with Highgate Studios, these include:
- (i) Commuting journeys by staff;
  - (ii) Journeys made by visitors of the site; and
  - (iii) Delivery and servicing arrangements of the site.
- 3.1.2 The key aims of this Travel Plan are to:
- (i) Promote active and sustainable travel through the provision of information pertaining to modes of travel available when travelling to/from the site, surrounding neighbourhood and beyond;
  - (ii) Identify opportunities to enhance/provide infrastructure to support sustainable modes of travel; and
  - (iii) Support and foster sustainable modes of travel.
- 3.1.3 The objectives of this Travel Plan are summarised as follows:
- (i) Establish travel behaviour patterns and recognise barriers to change;
  - (ii) Identify measures to minimise traffic generation arising from the site;
  - (iii) Introduce measures to limit delivery and servicing movements;
  - (iv) Foster awareness of and 'buy in' to this Travel Plan among staff and employers at the site; and
  - (v) Implement a package of physical and management measures that will facilitate the support for and fostering of active and sustainable travel.
- 3.1.4 The Department for Transport (DfT) research study "Making Travel Plans Work" observed that the most basic Travel Plans can achieve 3-5% reductions in the number of employees travelling to work alone by car, with more comprehensive Plans achieving 15-30% reductions over a two-to-four-year period.
- 3.1.5 A Travel Plan is never complete, it is an evolving document and process which requires continuous input and monitoring, as well as on-going commitment from all users of the site. Figure 1 illustrates the "Life Cycle" of a Travel Plan from its inception through to the implementation and monitoring stages.

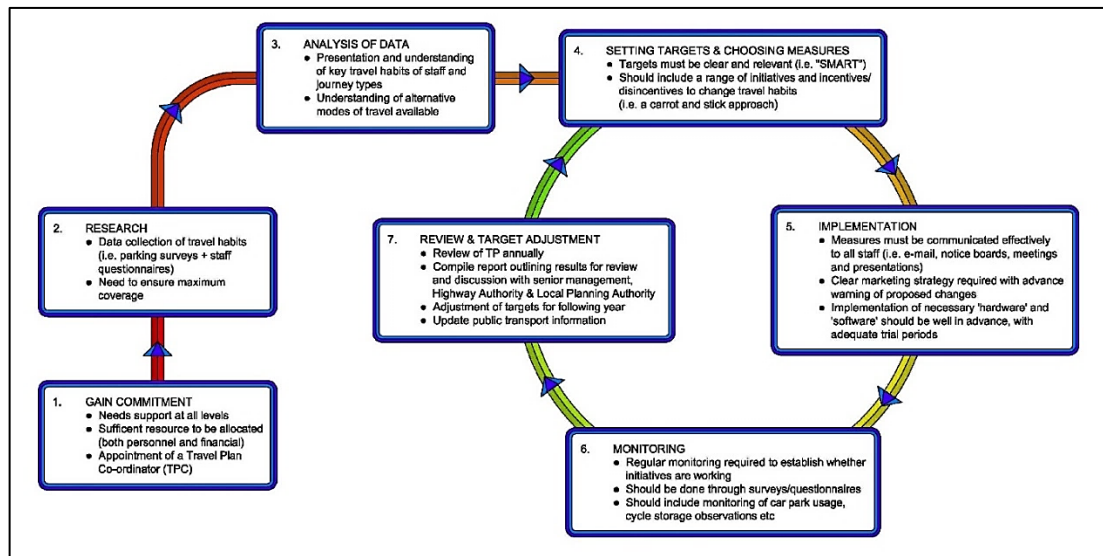
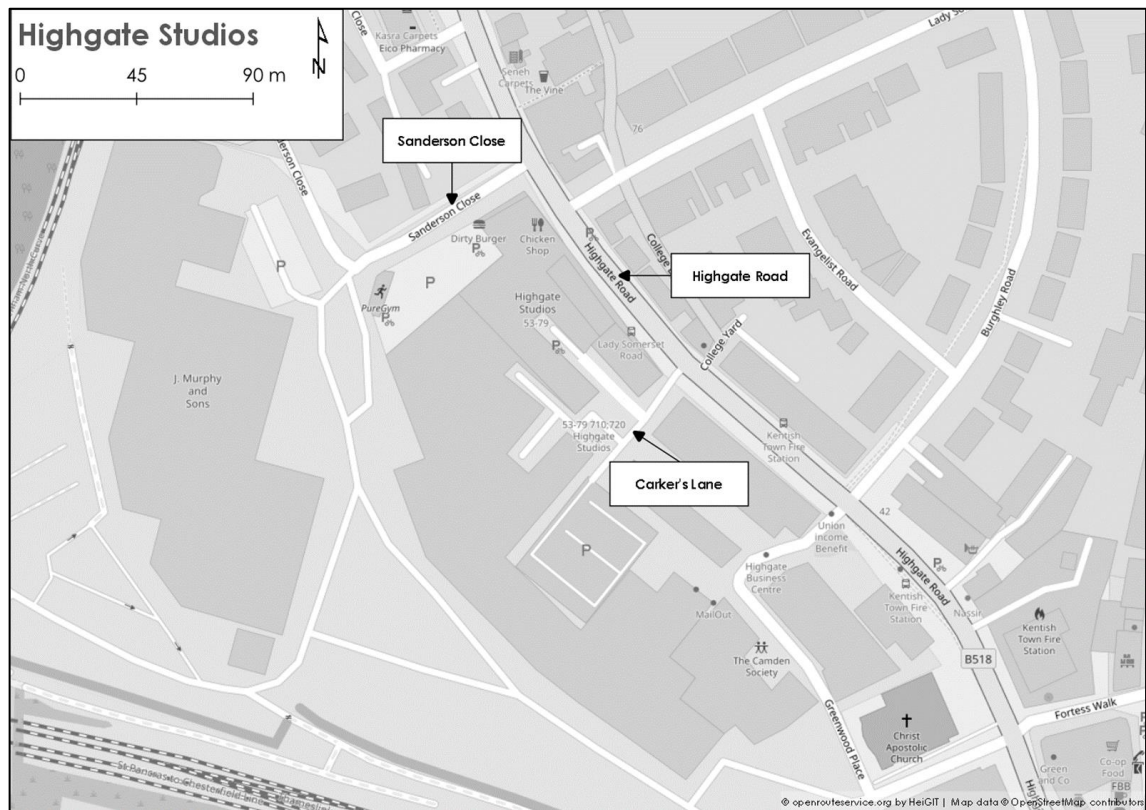


Figure 1 – Travel Plan “Life Cycle”

## 4 BASELINE CONDITIONS

### 4.1 Site Location and Local Highway Network

- 4.1.1 The site is located in the London Borough of Camden at 53 – 79 Highgate Road and is bounded by Sanderson Close to the north, Highgate Road to the east, Carker's Lane to the south-east and commercial uses to the west, as illustrated in Figure 2.



**Figure 2 – Site Surroundings**

- 4.1.2 Highgate Road is subject to a single yellow line with kerbside markers indicating loading/unloading restrictions 07:00 to 19:00 Monday to Saturday. North- and south-bound bus stops are located on the carriageway and form part of the London Bus Priority Network.
- 4.1.3 At the junction with Lady Somerset Road vehicular parking bays are provided which are chargeable between 08:30 and 18:30 Monday to Friday. E-scooter, cycle hire and cycle parking facilities are further provided.
- 4.1.4 The site is located to the north-west of Kentish Town Road which is the location of a number of chain and independent businesses providing varied goods and services. Further outlets are observed on Highgate Road and Fortress Road.
- 4.1.5 The site is subject to Camden Control Parking Zone (CPZ) CA-M, in force Monday to Friday 08:30 to 18:30. Notably, the closest street of Lady Somerset Road is subject to the restrictions and as such, office staff will not be able to park in nearby streets of the site.

## 4.2 Accessibility Credentials

- 4.2.1 To assess the potential for staff and visitor trips to be completed by active and sustainable modes, a review of existing local footway, cycleway and public transport infrastructure has been undertaken.
- 4.2.2 Figure 3 summarises the amenities available within 500m of the site as defined within the BREEAM (2022) guidance, the table includes general walk times in accordance with the Chartered Institution of Highways and Transportation (CIHT) guidelines of 80 metres per minute walking speed. Figure 4 illustrates the location of the amenities.

Amenity	Name	Location	Distance	Time
Food Outlet	Londis	Highgate Road, NW5 1TR	100m	1-minute
Access to Cash	Post Office	Highgate Road, NW5 1TR	100m	1-minute
Outdoor Open Space	Mortimer Terrace Nature Reserve	Falkland Place, NW5 2PN	500m	6-minute
Recreation/Leisure Facilities	The Basement LDN Gym + Studio	Highgate Road, NW5 1RT	100m	1-minute
Postal Service	Post Office	Highgate Road, NW5 1TR	100m	1-minute
Pharmacy	Eico Pharmacy	Highgate Road, NW5 1TR	100m	1-minute
Childcare/School	Bright Horizons	On-site	On-site	On-site

**Figure 3 – BREEAM Amenities within 500m**

- 4.2.3 Figure 3 confirms the development meets BREEAM assessment option no. 9 as there are more than three existing amenities present within a 500m walk of the site.

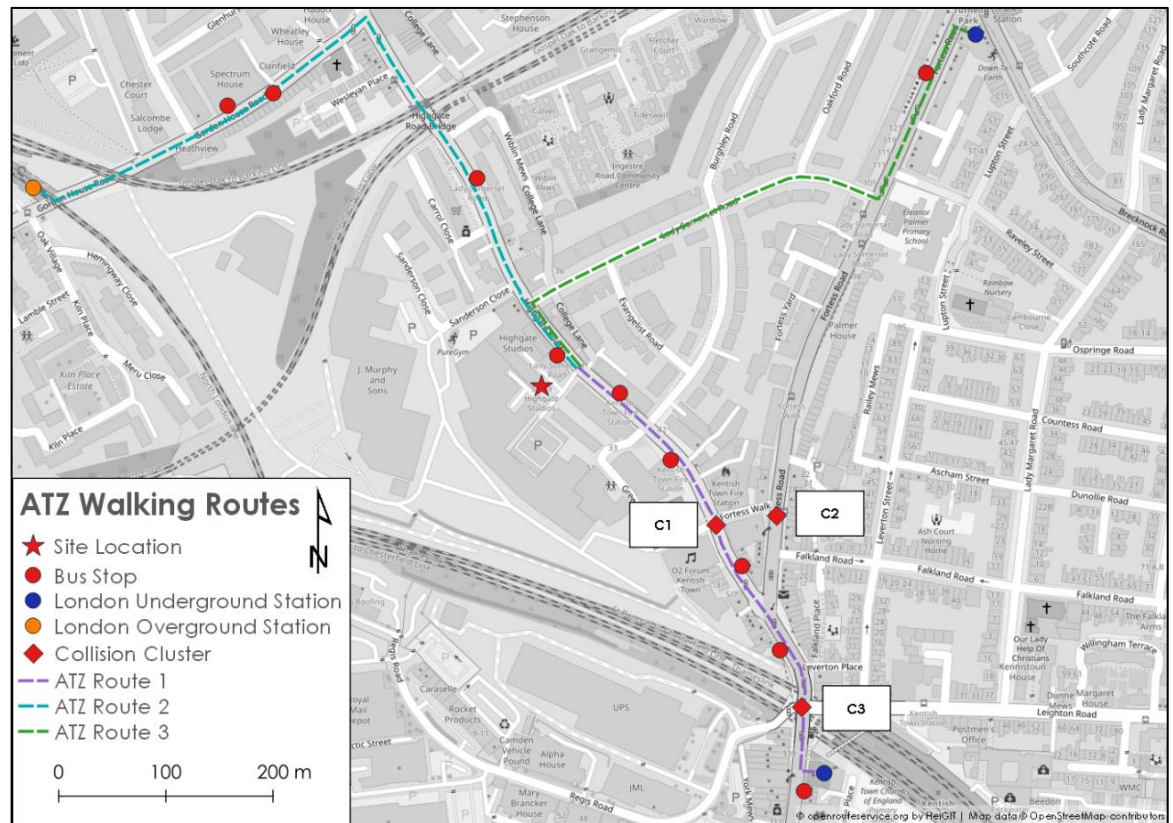


Figure 4 – BREEAM Amenities within 500m

### Walking and Cycling

- 4.2.4 The footway network within the immediate vicinity of the site exhibits features conducive to pedestrian travel, with major amenities accessible via existing pedestrian infrastructures.
- 4.2.5 Footways feel safe as a result of the 20 mile per hour (MPH) speed limit of Highgate Road and sufficient pavement widths. Strategic transition points, dropped kerbs, tactile paving and raised junction entrances are observed on Highgate Road enhancing the feeling of safety and assisting pedestrians accompanied by young children as well as those with varying degrees of disability/visual impairment.
- 4.2.6 Instances of active frontages and the high use nature of the carriageway and footway ensure pedestrians feel safe at all times of day. The diversity of amenities ensures goods and services are provided for individuals from all walks of life. The footway network is to a good quality and sufficiently maintained.
- 4.2.7 It is observed the site is to the north-west of TfL Cycleway route C6, Kentish Town to Elephant and Castle. Cycleways are high-quality routes linking communities, businesses and destinations across London. Cycleways are signed to be easy to navigate and aim to support riders of all levels to feel safe and confident.
- 4.2.8 Five short stay cycle parking stands providing capacity for 10 bicycles are provided on Highgate Road at its junction with Lady Somerset Road. Provision is further made for e-scooters and cycle hire bikes.

### **Public Transport Accessibility Level**

- 4.2.9 TfL publish a borough-wide Public Transport Accessibility Level (PTAL) mapping tool for reference by local planning authorities and developers to aid strategic planning. The site achieves a PTAL 6a defined by TfL to provide an “excellent” level of public transport accessibility. The full PTAL report is attached hereto at **Appendix B**.

### **Bus**

- 4.2.10 The closest bus stops are located on Highgate Road, stops Lady Somerset Road to Highgate Village/Parliament Hill Fields and Greenwood Centre to Camden Town. Both stops are marked by a flag and post arrangement; carriageway markings and timetable information, Lady Somerset Road benefits further from sheltered seating.
- 4.2.11 The stops are served by bus routes 88 and 214. Route 88 and 214 operate as part of the “London Night Bus Network” providing services between 00:00 and 05:00 ensuring continued connectivity to key destinations and nodes throughout the night.
- 4.2.12 Further routes accessible by a walk from the site include the 134 and 393 to the south-east, C11 to the north-west and routes 4 and 390 from Tufnell Park Underground Station. During the AM peak hour, there is a combined frequency of 54.5 bus services per hour in each direction.

### **Rapid Transit and Rail**

- 4.2.13 The closest London Underground and National Rail services are located at Kentish Town at an approximate 500m (7-minute) walk.
- 4.2.14 The station is served by the London Underground Northern line. The Northern line benefits from forming part of TfL’s “Night Tube” which provides 24hr travel at 15-minute frequencies (4 tph) through Friday and Saturday nights. The Northern line connects with other Night Tube services Central, Jubilee, Piccadilly and Victoria lines to ensure continued connectivity to key destinations and nodes throughout the night.
- 4.2.15 The station is also served by Thameslink, a 24-hour main-line route operating from Bedford, Luton, St Albans City, Peterborough and Cambridge via Central London to Sutton, Orpington, Sevenoaks, Rainham, Horsham, Brighton, East Grinstead and Littlehampton.
- 4.2.16 It is further observed the site benefits from its proximity to Gospel Oak (London Overground) and Tufnell Park (Northern line, which could be conducive to individuals travelling southbound from High Barnet or Mill Hill East).
- 4.2.17 During the AM peak hour, there is a combined frequency of 50 rapid transit/rail services per hour.
- 4.2.18 London Underground, Overground and bus services benefit from Oyster Card and contactless card payments for use across all London zones (1 to 9) providing cost-effective travel for residents.



### **Accessibility Index**

- 4.2.19 When assessing sites in Greater London BREEAM recommend using the PTAL map for the purpose of calculating the Public Transport Accessibility Index for the site. The site records an Accessibility Index (AI) of 27.45, defined by TfL to provide an “excellent” level of public transport accessibility.

### **Car Club Provision**

- 4.2.20 Car clubs provide an alternative to owning/using a private car. Cars are used on a pay-as-you-go basis and the cost of usage is based on how long the car is used for and the distance driven with car clubs often working out to be more affordable than owning and running a car privately. Typically, cars are rented online and can be collected and returned 24-hours a day.
- 4.2.21 Two Zipcar car club bays are provided to the north on Lissenden Gardens (approximately 650m) and south on Falkland Road (approximately 650m). All vehicles are “roundtrip” vehicles so will always be present.

## **4.3 Summary of Accessibility Credentials**

- 4.3.1 **Section 4** outlines the possibilities for travel to/from the site via means of travel other than by vehicle trips and that users of the site will not need to utilise a car/private vehicles to access the site.

## 5 TRAVEL PATTERNS

- 5.1.1 It is necessary to collect data to establish and understand the travel habits against which the Travel Plan's progress can be measured.

A trip generation assessment has been undertaken for the proposed uplift in office floorspace using the industry standard Trip Rate Information Computer System (TRICS) database. Full details are provided within the accompanying Transport Assessment, with a summary contained in Figure 5, below.

Method of Travel	Mode Share
Underground / Rail	54%
Bus	9%
Car or motorbike	1%
Bicycle	6%
On foot	29%

**Figure 5 - Mode Split Data from Transport Assessment**

- 5.1.2 Positively, the most popular mode of travel would be public transport, totalling 63% of total mode share, followed by active travel totalling 35% of total mode share.
- 5.1.3 The information obtained is considered a suitable starting point for formulating appropriate measures and targets for staff travel. However, iTRACE compliant surveys will be undertaken to establish staff travel behaviour and provide a baseline for future monitoring purposes.

## 6 AIMS, OBJECTIVES AND TARGETS

### 6.1 Aims and Objectives

- 6.1.1 It is now widely accepted that it is not possible to build our way out of congestion. Instead, the approach has to be to reduce the need to travel by increasing travel choice and awareness, therefore the overall aim of this Travel Plan is:

**To effect a change in attitude to travel by increasing awareness of active and sustainable travel modes and their associated benefits.**

- 6.1.2 To achieve this aim, objectives should be provided that reflect the challenges of the site and focus the role of the Travel Plan. The objectives of this Travel Plan are two-fold:

**Objective One – Encourage active and sustainable travel to and from the site;** and

**Objective Two – Provide infrastructure to facilitate active and sustainable travel.**

### 6.2 Targets

- 6.2.1 To support the aim and objectives, targets have been set to focus the delivery of the Travel Plan. The DfT recommend targets set are SMART, as summarised below:

**Specific** – Target increase/decrease in mode share shown over a set timescale;

**Measurable** – The mode share of staff, visitors and delivery and servicing movements will be measured and monitored using travel surveys;

**Achievable and Realistic** – The targets, taking into account preferred travel modes, and general Travel Plan promotion, need to be achievable and realistic; and

**Time-bound** – The targets are to be monitored on a regular basis and met within five years of the Travel Plan's implementation.

Figure 8 presents the targets for the Travel Plan which will support the overall aim and objectives. Targets should be achieved 3 and 5 years from approval of the Travel Plan and initially, targets will be assessed against the data presented in **Section 5** of this report where appropriate.

Action	Target Date
Increase active travel to the site by 3%.	End of Year 3
Increase active travel to the site by 5%.	End of Year 5

**Figure 6 – Travel Plan Targets**

- 6.2.2 Following baseline surveys, these targets will be reviewed and amended based on the site-specific data obtained.

- 6.2.3 The targets stated will be reviewed regularly and should be achieved by the target dates specified. If they have been attained before the target date, they will be modified to provide further, more challenging targets, while if the surveys show that progress is not being made towards achieving the targets, the reasons why would be investigated, including a review of the current measures which would be added to or modified to ensure that the overall targets will be met.
- 6.2.4 Travel related concerns raised by staff and any identified barriers to sustainable travel will be ascertained by way of regular travel surveys and routine monitoring. Further bespoke measures and changes could then be introduced to address these barriers, if necessary, and to ensure that the Travel Plan continues towards achieving its targets and overall aim.
- 6.2.5 Future targets will be established through a process of consultation with the London Borough of Camden to ensure that they are appropriate in the context of the objectives, yet realistic and achievable.

## 7 TRAVEL PLAN MEASURES

- 7.1.1 An Action Plan outlining the proposed Travel Plan measures and actions identified for the site, along with responsibilities, estimated costs and implementation timescales is attached hereto at **Appendix C**.
- 7.1.2 The Action Plan also pinpoints the objective that each measure will support to ensure that any initiative is targeted to achieving the overall aim for this site.
- 7.1.3 The Action Plan includes the following measures:

### **Objective 1 – Promote and encourage sustainable travel to/from the site:**

- (i) Appoint a Travel Plan Coordinator (TPC)
- (ii) Nearby Facilities;
- (iii) Walking/Cycling Routes;
- (iv) Cycle Training;
- (v) Bicycle Maintenance;
- (vi) Cycle Hire Schemes;
- (vii) Public Transport Information;
- (viii) Health, Fitness and Travel Apps;
- (ix) Car Clubs;
- (x) Reference/Steering Group;
- (xi) E-Newsletters;
- (xii) Staff Welcome Packs/Personalised Travel Plans; and
- (xiii) Walking Events.

### **Objective 2 – Provide the on-site infrastructure to facilitate sustainable travel:**

- (i) Delivery Collection Point/Amazon Locker;
- (ii) Shower/Changing Facilities and Lockers;
- (iii) Bicycle Security;
- (iv) Cycle Parking/Storage;
- (v) Puncture Repair Kit;
- (vi) Electronic Display/Real Time Passenger Information (RTPI) Point; and
- (vii) Travel Noticeboard/Information Point.

## 7.2 Effectiveness of Travel Plan Measures

- 7.2.1 The specified measures and initiatives should act to achieve the overall aim of the Travel Plan, consequently increasing the use of sustainable modes and achieving the targets set.

## 7.3 Travel Plan Coordinator

- 7.3.1 A Travel Plan Coordinator (TPC), who is responsible for taking the lead for travel planning at their site, will be appointed upon completion. It will be their responsibility to raise awareness of sustainable travel, promote initiatives and monitor the overall effectiveness.

- 7.3.2 The contact details of the TPC will be sent to the London Borough of Camden on appointment.

- 7.3.3 It should be ensured that there are adequate resources available to fully implement the Travel Plan.

- 7.3.4 The main responsibilities of the Travel Plan Coordinator are as follows:

**Manage** the day to day running of the Travel Plan;

**Analyse** survey data as to travel behaviour;

**Delegate** certain tasks of the TPC to other staff;

**Ensure** the necessary review and monitoring is undertaken on an annual basis;

**Investigate** further Travel Plan/sustainable initiatives; and

**Train** staff to deal with travel related queries.

- 7.3.5 All staff should be informed of the Travel Plan through the induction programme and an electronic copy of this Travel Plan will be made available for reference on the internal Intranet/computer system.

## 7.4 BREEAM

- 7.4.1 The proposed development meets BREEAM Tra 01 (2 credits) with the production of this Travel Plan, which also incorporates all of the necessary elements required for inclusion within the Transport Assessment.

- 7.4.2 The measures proposed within this Travel Plan seek to ensure that a further six credits within Tra 02 are applicable for this development, these are:

(i) **Assessment option 1** - The existing AI calculated in Tra 01 achieves AI  $\geq 25$  &  $< 40$  (urban centre) points;

(ii) **Assessment option 3** - Provide a public transport information system in a publicly accessible area;



- (iii) **Assessment option 4** - Provide electric recharging stations of a minimum of 3kW for at least 10% of the total car parking capacity for the development;
- (iv) **Assessment option 7** - Install compliant cycle storage spaces to meet the minimum levels;
- (v) **Assessment option 8** - Provide at least two compliant cyclists' facilities for the building users; and
- (vi) **Assessment option 9** - At least three existing accessible amenities are present.

7.4.3 In line with BREEAM Tra 01 and Tra 02 the following options have not been considered applicable for this site:

- (i) Pre-application discussions with Transport for London and Camden Council have been undertaken, however no public transport or specific pedestrian / cycle enhancements have been deemed necessary to support the development;
- (ii) The accessibility index and no parking provision at the site, except for disabled persons bays, do not align with the creation of a car sharing group/facility;
- (iii) Measures to improve pedestrian and cycling routes have been discussed with Camden Council; and
- (iv) No specific improvements were identified as being needed.

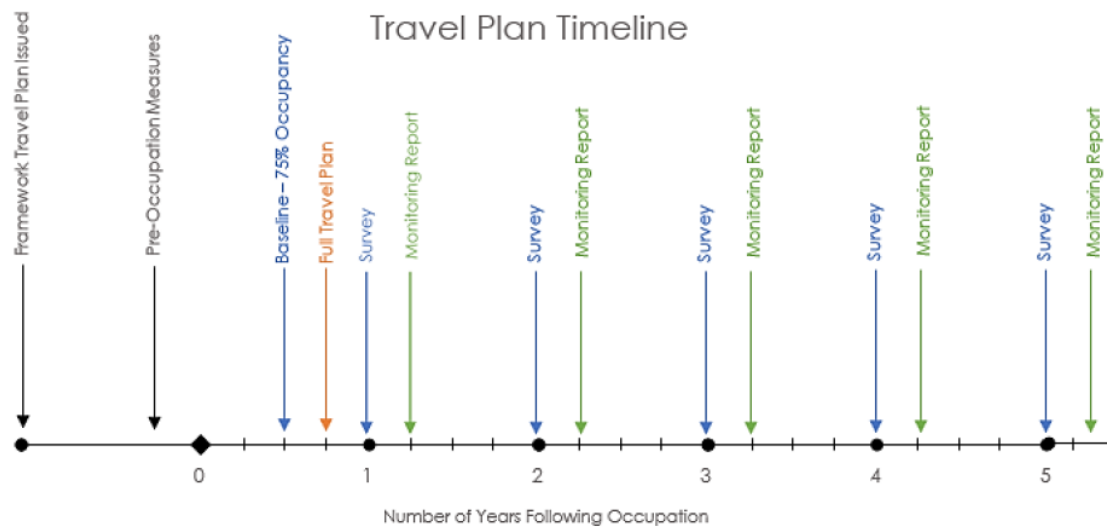
## **8 REVIEW AND APPROVAL**

### **8.1 Implementation and Funding**

- 8.1.1 A Travel Plan Coordinator (TPC) will be appointed to oversee the management of the Travel Plan and ensure it seeks to achieve the stated aims. It is anticipated that the TPC would fall within the role of the Site Manager, although specific tasks would become the responsibility of other members of staff, following instruction from the Site Manager.
- 8.1.2 The TPC will be responsible for the Travel Plan's management to include the implementation, review and promotion of the Travel Plan. It is anticipated that this role would take 3-5 hours per month.
- 8.1.3 The TPC will also be responsible for managing the agreed budget for the Travel Plan. Aside from infrastructure works which are associated with the development's construction costs, funding is required to cover initial set up, printing and marketing. This is estimated to amount to circa £500 annually and would be paid for by the site management.
- 8.1.4 This investment in resources, both in terms of appointment of a TPC and monetary, support the implementation, management and review of the Travel Plan and mitigate against any financial burden that may be imposed as a consequence of failure to meet the agreed targets.

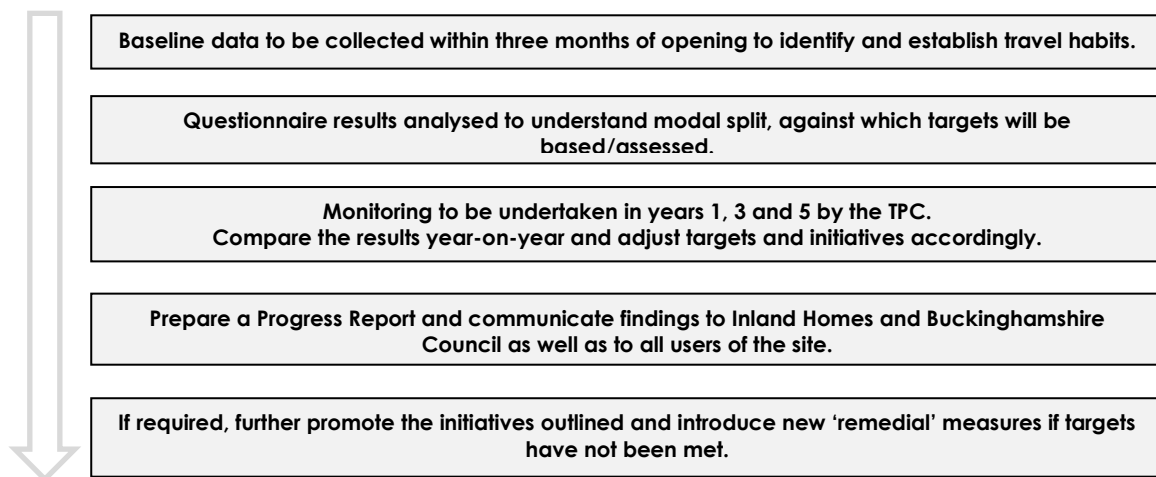
### **8.2 Monitoring**

- 8.2.1 An important part of any Travel Plan is the collection of data relating to the modes of travel of residents of the site, in order to identify and understand travel habits and how the site operates, it is anticipated that this information would be collected within three months of site occupation. From this baseline modal split would be identified for the site from which all future targets will be based.
- 8.2.2 Following the initial surveys (within 3 months of occupation), monitoring will be undertaken annually by the TPC. The TPC will be responsible for comparing the results year on year and adjusting the targets and initiatives accordingly, they will also take into account travel related feedback received from residents through the year. The TPC will prepare an annual progress report and ensure that the results are displayed for all interested individuals/parties to review.
- 8.2.3 Figure 9 illustrates the monitoring timeline for the initial 5-year life of the Travel Plan. Updated baseline data is to be collected at 75% occupancy which will form the revised baseline for inclusion in the Full Travel Plan.



**Figure 7 – Travel Plan Timetable**

8.2.4 An overview of the monitoring and management process is illustrated in Figure 10.



**Figure 8 – Monitoring and Management Process**

8.2.5 To support this process surveys will be undertaken annually to establish the travel patterns of all site users. Furthermore, the following items will be monitored by the TPC annually:

- (i) Demand for cycling parking;
- (ii) Demand for EV charging points; and
- (iii) Comments made by staff relating to transport and the Travel Plan.

8.2.6 Cycle parking demand will be regularly reviewed through monitoring by building management and if usage is regularly exceeding 85% then the applicant will investigate the installation of additional cycle parking facilities for users.

### 8.3 Approval

8.3.1 This Travel Plan is hereby approved for implementation at the following development:

**Highgate Studios, Highgate Road, NW5 1TL.**

Name	Company / Organisation	Date
SDH	RGP	24/04/2023
tbc	TPC	tbc

8.3.2 As noted within, this is a 'live' document and will be subject to continuous updates and amendments over the course of its implementation.

## APPENDIX A





LEGEND

Site Boundary

SOFTWARES

Existing tree

Proposed tree - single stem

Soil Cell structure extent (indicative)

PLANTING MIXES

P1 - Carkers Lane Planting

Astilbe 'Deutschland'  
Aguliera vulgaris  
Astrantha major  
Euphorbia amygdaloides 'Robbiae'  
Geranium 'Johnsoni'  
Panicum virgatum  
Sanguisorba officinalis  
Sarcococca confusa  
Brunnera Macrophylla - Siberian Bugloss  
Astilbe 'Red-Sentinel'  
Pulmonaria 'Trevi Fountain' - Lungwort

P2 - Secret Garden Planting

Allium hollandicum  
Buxus sempervirens  
Hakonechloa macra  
Skimmia japonica  
Geranium Cantabrigiese - Cranesbill Geranium  
Alchemilla Mollis - Lady's Mantle  
Digitalis species - Foxgloves  
Liriope muscari

P3 - Water Yard Planting

Ajuga reptans  
Filipendula ulmaria  
Geranium phaeum  
Liberia grandiflora  
Ligularia dentata  
Typha minima  
Sarcococca confusa  
Gunnera Manicata  
Hemerocallis species - Day Lilies  
Iris Pseudacorus 'Variegata'  
Osmunda Regalis - Royal Fern  
Zantedeschia Aethiopica - Arum Lily

P4 - Carkers Courtyard Planting

Anemantelle lessoniana  
Calamagrostis x acutiflora Karl Foerster  
Helleborus foetidus  
Liriope muscari  
Festuca glauca  
Miscanthus Sinensis 'Kleine Silberspinne' - Chinese Silvergrass  
Panicum virgatum  
Cortadaria Selloana 'Pumila' - Pampass Grass

P5 - Sanderson's Yard Planting

Asplenium scolopendrium  
Aruncus dioicus  
Bergenia 'Overture'  
Dryopteris affinis  
Liriope muscari  
Soleirolia soleirolii  
Hosta species  
Soleirolia soleirolii  
Matteuccia Struthiopteris  
Japanese Anemone

P6 - Highgate Passage (Ornamental Planting)

Festuca glauca  
Hyacinthoides non-scripta  
Santolina chamaecyparissus  
Stachys byzantina  
French Marigold  
Aster novi-beigi 'White Ladies'  
Liriope muscari  
Primula vulgaris  
Hebe 'Blush Elegance'  
Tagetes patula

P7 - Climber

Clematis 'Silver moon'  
Clematis 'Jackmanii'  
Lonicera japonica 'halliana'  
Parthenocissus tricuspidata  
Pileostegia viburnoides  
Schihandra grandiflora  
Vitis cognatae  
Hedera Helix English Ivy  
Hydrangea Petiolaris  
Jasminum Officinale - Common Jasmine  
Solanum Jasminoides laxum 'Album' - White Potato Vine  
Trachelospermum Jasminoides 'Variegatum'  
Clematis 'Jackmanii' (purple)  
Parthenocissus tricuspidata  
Pileostegia viburnoides

NOTES

This drawing is copyright CLB Studio Limited.  
The author takes no responsibility for any dimensions obtained by scaling this drawing.  
All dimensions and levels to be checked on site by the contractor and such dimensions to be his responsibility.  
Report all drawing errors, omissions and discrepancies to the Landscape Architect.

DISCLAIMER

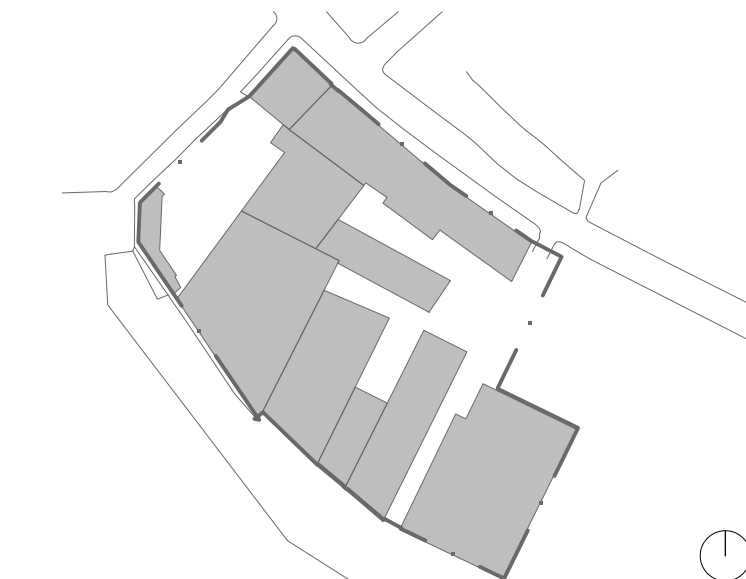
This document may be issued in an editable digital CAD format to enable others to use it as background information to make alterations and/or additions, in that instance the file will be accompanied by a PDF version as a record of the original file. It is for those parties making such alterations and/or additions to ensure that they make use of current background information.  
CLB Studio accepts no liability for either any such alterations and/or additions to the background information by others or any other changes made by others to the landscape context of the background information itself.  
Quoting the drawings in digital form is solely for convenience and no reliance may be placed on any data on digital form. All data must be checked against the hard copy.

# DESCRIPTION

1 For all architectural layouts refer to the Architect's drawings  
2 For site levels refer to the Site Survey

0 5 10 20m

1 23.04.14 General update CLB  
REV DATE DESCRIPTION SHOWN



PROJECT

HIGHGATE STUDIOS

Design

Landscape Architect

CLB Studio

Brinsford Hall

Brinsford Hall

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

01000 0000 0000

LANDSCAPE SITEPLAN - GROUND FLOOR - L00

1:200

Trees	Symbol	Botanical Name	Common Name	Form	Min. Supply Size /cm	Clear-stem/cm	Girth/cm	Support	Root condition	Quantity
Am.la		Amelanchier x lamarkii	Snowy Mespilus	Multi-stem	250-300	MS - 3 stem	-	Underground guy	Root balled	1
Be.pu		Betula pubescens	Downy Birch	Standard	200	18-20	Underground guy	Underground guy	Root balled	12
Ce.ja		Cercidiphyllum japonicum	Katsura Tree	Standard	200	18-20	Underground guy	Underground guy	Root balled	1
Di.an		Dicksonia antarctica	Man Fern	Standard	min. 200			Underground guy	Container	9
Pr.ce		Prunus cerasifera 'Nigra'	Black Cherry Plum	Standard	200	16-18	Underground guy	Underground guy	Root balled	5
Ze.se		Zelkova serrata	Japanese Zelkova	Semi-mature	200	18-20	Underground guy	Underground guy	Root balled	1
TOTAL										29

NOTE. The planting mixes are indicative. Detailed design will be developed post planning.

NOT FOR CONSTRUCTION

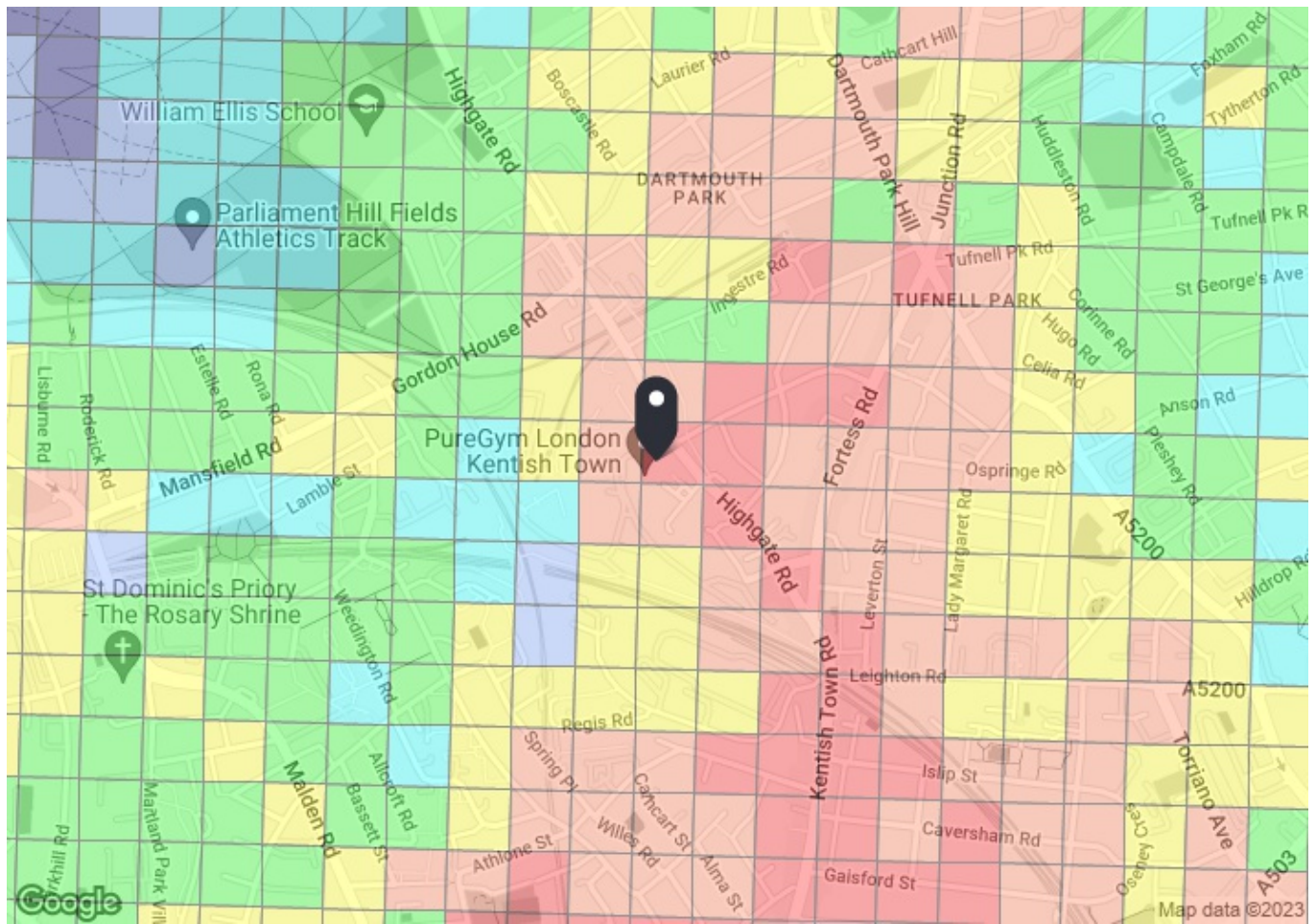
PROJECT: HIGHGATE STUDIOS  
DRAWN BY: DATE: 15.03.2023  
CHECKED BY: DATE: 14.04.2023  
SCALE: 1:200 @ A0

PROPOSED LANDSCAPE  
PLANTING PLAN

DRAWING NUMBER: PROJECT: CLB - L - S2 - 20 - 00 - 01 - 01



## **APPENDIX B**



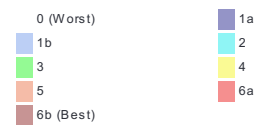
### PTAL output for Base Year 6a

NW5 1TL  
Highgate Rd, London NW5 1TL, UK  
Easting: 528721, Northing: 185524

Grid Cell: 107004

Report generated: 18/01/2023

### Map key - PTAL



### Map layers

 PTAL (cell size: 100m)

### Calculation Parameters

Day of Week	M-F
Time Period	AM Peak
Walk Speed	4.8 kph
Bus Node Max. Walk Access Time (mins)	8
Bus Reliability Factor	2.0
LU Station Max. Walk Access Time (mins)	12
LU Reliability Factor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail Reliability Factor	0.75

Calculation data

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	HIGHGATE RD DARTMTH PK R	C11	396.95	7.5	4.96	6	10.96	2.74	0.5	1.37
Bus	KENTISH TOWN STATION	393	491.16	5	6.14	8	14.14	2.12	0.5	1.06
Bus	HIGHGATE RD SANDERSON CL	C2	87.42	8	1.09	5.75	6.84	4.38	0.5	2.19
Bus	HIGHGATE RD SANDERSON CL	214	87.42	8	1.09	5.75	6.84	4.38	1	4.38
Bus	KENTISH TN FORTRESS WALK	134	384.87	12	4.81	4.5	9.31	3.22	0.5	1.61
Bus	TUFNELL PARK STATION	390	587.45	8	7.34	5.75	13.09	2.29	0.5	1.15
Bus	TUFNELL P STN D'MTH PK H	4	596.32	6	7.45	7	14.45	2.08	0.5	1.04
Rail	Gospel Oak	'BARKING-GOSPLOK 2J00'	661.9	4	8.27	8.25	16.52	1.82	1	1.82
Rail	Gospel Oak	'GOSPLOK-BARKING 2J07'	661.9	4	8.27	8.25	16.52	1.82	0.5	0.91
Rail	Gospel Oak	'CLPHMJ2-STFD 2L50'	661.9	3.67	8.27	8.92	17.2	1.74	0.5	0.87
Rail	Gospel Oak	'STFD-CLPHMJ2 2Y11'	661.9	3.67	8.27	8.92	17.2	1.74	0.5	0.87
LUL	Tufnell Park	'HighBarnet-Morden'	576.67	0.33	7.21	91.66	98.87	0.3	0.5	0.15
Rail	Kentish Town	'STALBCY-SVNOAKS 2E11'	523.6	1	6.55	30.75	37.3	0.8	0.5	0.4
Rail	Kentish Town	'STALBCY-SVNOAKS 2E95'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SUTTON-STALBCY 2006'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SUTTON-LUTON 2010'	523.6	1	6.55	30.75	37.3	0.8	0.5	0.4
Rail	Kentish Town	'STALBCY-SUTTON 2021'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'STALBCY-SUTTON 2029'	523.6	0.67	6.55	45.53	52.07	0.58	0.5	0.29
Rail	Kentish Town	'LUTON-BCKNHMJ 2S91'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'STALBCY-BROMLYS 2S93'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SUTTON-STALBCY 2V08'	523.6	0.67	6.55	45.53	52.07	0.58	0.5	0.29
Rail	Kentish Town	'SUTTON-KNTSHTN 2V20'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'STALBCY-SUTTON 2V27'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SVNOAKS-STALBCY 2E59'	523.6	0.67	6.55	45.53	52.07	0.58	0.5	0.29
Rail	Kentish Town	'SVNOAKS-LUTON 2E61'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SVNOAKS-KNTSHTN 2E65'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'SVNOAKS-KNTSHTN 2E67'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'BROMLYS-LUTON 2E93'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
Rail	Kentish Town	'ORPNGTN-KNTSHTN 2L65'	523.6	0.33	6.55	91.66	98.2	0.31	0.5	0.15
LUL	Kentish Town	'Morden-HighBarnet'	523.6	14.67	6.55	2.79	9.34	3.21	1	3.21
LUL	Kentish Town	'Morden-MillHillE'	523.6	4	6.55	8.25	14.8	2.03	0.5	1.01
LUL	Kentish Town	'HighBarnet-Kenningt'	523.6	5.33	6.55	6.38	12.92	2.32	0.5	1.16
LUL	Kentish Town	'MillHill-Morden'	523.6	1.67	6.55	18.71	25.26	1.19	0.5	0.59
LUL	Kentish Town	'MillHillE-Kenningt'	523.6	1.67	6.55	18.71	25.26	1.19	0.5	0.59
Total Grid Cell AI: 27.45										

## APPENDIX C

## Action Plan - Highgate Studios, 6563

OBJECTIVE	MEASURE	DETAILS	RESPONSIBILITY	ESTIMATED COST / BUDGET	OUTCOME / IMPLEMENTATION TIMESCALES
<b>Objective 1: Promote and actively encourage sustainable travel to and from the site</b>	<b>Travel Plan Coordinator (TPC)</b>	TPC to be appointed prior to occupation and trained to ensure they are fully aware of their responsibilities.	Site Operator / Management Company	3-5 hours per month. Staffing budget	To be appointed prior to occupation.
	<b>Nearby Facilities</b>	Make site users aware of the services local to the site that can be walked/cycled to, to avoid unnecessary trips further afield.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then ongoing for the 5 years of the plan.
	<b>Walking / Cycling Routes</b>	Promote local walking and cycling routes, journey planners such as TfL Go and provide maps.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	<b>Cycle Training</b>	Offer cycle training to staff, particularly those who may not have used a bicycle recently. The London Borough of Camden provide "Cycle skills and bike maintenance courses", which can be found at the following link: <a href="https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses?inheritRedirect=true#dkrz">https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses?inheritRedirect=true#dkrz</a> .	TPC	Part of TPC role (3 hours a year) £45 annually	Establish interest and implement when demand identified.
	<b>Bicycle Maintenance</b>	Provide training courses and/or invite Dr Bike to the site to provide bicycle maintenance classes for staff. The London Borough of Camden provide "Cycle skills and bike maintenance courses", which can be found at the following link: <a href="https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses?inheritRedirect=true#dkrz">https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses?inheritRedirect=true#dkrz</a> .	TPC	Dr Bike c. £40-60 per hour (normally 2 hours a session and includes basic new parts) Maintenance course - basic 2 day home mechanic course is c.£300 per person Part of TPC role to arrange (3 hours a year) £45 annually	Subject to interest.
	<b>Cycle Hire Schemes</b>	Promote local cycle hire schemes, including details of costs and time limits. The London Borough of Camden provide "Try a bicycle for 4 weeks", which can be found at the following link: <a href="https://www.camden.gov.uk/try-a-bicycle-for-4-weeks">https://www.camden.gov.uk/try-a-bicycle-for-4-weeks</a> .	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	<b>Public Transport Information</b>	Publicise public transport routes, timetables and fare information (travelcard / contactless payment) to all site users.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	<b>Health, Fitness and Travel Apps</b>	Promote Apps which allow for mobile handset planning of public transport trips and awareness of network issues and problems as well as other aspects of health, wellbeing and fitness.	TPC	Part of TPC role (4 hours a year) £60 annually	Ongoing for the 5 years of the plan.
	<b>Car Clubs</b>	A number of vehicles are available in the vicinity of the site and can be hired on an adhoc basis. These can be promoted to reduce the need for private car trips.	TPC	Part of TPC role (4 hours a year) £60 annually	Prior to occupation and then quarterly review for the 5 years of the plan.
	<b>Set Up a Reference / Steering Group</b>	Work with local stakeholders to develop the scope of the Travel Plan and its implementation through sharing of information and initiatives.	TPC	Part of TPC role (10 hours a year) £150 annually	Prior to occupation and regular quarterly meetings thereafter.
	<b>E-Newsletters</b>	Send e-newsletters to staff on pertinent topics (i.e. cycle events, financial savings, ways to get fit and healthy, routes to your new school).	TPC	Part of TPC role (10 hours a year) £150 annually	Send 6-monthly for the life of the Travel Plan.
	<b>Staff Welcome Packs / Personalised Travel Plans</b>	Travel information will be communicated via a welcome pack. Personalised Travel Plans will also be offered to staff.	TPC	Estimated printing costs of £1 per pack, with preparation costs of £500	Prepare and introduce to staff prior to opening. Review regularly and introduce to all new staff at induction.
	<b>Walking Events</b>	Organise lunchtime led walks and pedometer challenges to promote the health benefits of walking. The London Borough of Camden provide a dedicated webpage to the promotion of "Led and Health Walks within Camden", which can be found at the following link: <a href="https://www.camden.gov.uk/transport-strategies-and-plans?inheritRedirect=true">https://www.camden.gov.uk/transport-strategies-and-plans?inheritRedirect=true</a> .	TPC	Lunchtime walks part of TPC role to lead/facilitate (15 hours a year) £150 annually Any all day events - see Travel Plan Event above.	Organise monthly activities for the life of the Travel Plan.
	<b>Delivery Collection Point / Amazon Locker</b>	A collection point for delivered goods (parcels/grocery shopping) will be made available.	Site Operator / Site Owner to implement	Construction budget	To be established as part of the construction phase.

	<b>Shower / Changing Facilities and Lockers</b>	A shower / changing room will be made available for staff. Lockers will be provided within the staffroom.	Construction Company / Site Operator / Site Owner	Construction budget	To be installed as part of the construction phase.
	<b>Bicycle Security</b>	Promotion of cycle security and bike marking schemes to reduce theft.	TPC	Part of TPC role (3 hours a year) £45 annually	Ongoing for the life of the Travel Plan.
	<b>Cycle Parking / Storage</b>	Covered and secure cycle parking will be provided on-site.	Construction Company	Construction budget Minimum circa £30 per Sheffield style cycle rack. Plus c. £120 installation cost per rack.	To be established as part of the construction phase.
	<b>Puncture Repair Kit</b>	A puncture repair kit, pump and geared bike maintenance equipment will be made available to borrow from the site office/reception.	TPC	Initial outlay of c£20 for pump, c.£3 for the puncture kits and c.£30 for the bike maintenance equipment. Replace puncture repair kit as required at c.£3 a set.	Prior to opening, then as required.
	<b>Electronic Display / Real Time Passenger Information (RTPI) Point</b>	At a key location on-site, install a RTPI message board to inform staff/residents of bus/train times. <a href="https://tfl.gov.uk/info-for/business-and-commercial/travel-for-business/digital-signs">https://tfl.gov.uk/info-for/business-and-commercial/travel-for-business/digital-signs</a> .	Construction Company / Site Operator / Site Owner	#	To be installed as part of the construction phase.
	<b>Travel Noticeboard / Information Point</b>	A Travel Noticeboard / Information Point will be established in a prominent place on-site. This will include walking and cycling maps/routes, bus and rail timetable information.	Site Operator / TPC to install	Noticeboard costs - variable	Prior to opening and reviewed quarterly.
<b>Monitoring</b>	<b>Travel Surveys</b>	Collection of baseline data relating to the modes of travel used by site users in Year 1, repeating in Years 3 and 5. This includes residents' travel questionnaires, travel diaries, parking surveys, cycle parking use and car club use, as appropriate.	TPC	c. £2000-£4000 per annum	To be completed for baseline in Year 1 and then repeated in Years 3 and 5 after occupation.
	<b>Interim Monitoring</b>	'Snapshot surveys' and review of car and cycle parking usage.	TPC	Part of TPC role (4 hours a year) £60 annually	To be completed during Years 2 and 4 after occupation.
	<b>Target Review</b>	Set targets in Year 1 and then review all targets in Years 3 and 5 to establish whether the targets are being met. Revise measures/targets accordingly.	TPC	Responsibility of TPC to arrange	Targets to be set in Year 1, following completion of the corresponding Travel Survey and reviewed in Years 3 & 5.
	<b>Update Report</b>	Produce a Full Travel Plan for the site in Year 1, then prepare an Update/Progress Report to summarise the travel surveys/target review in Years 3 and 5, identifying if any significant amendments are required to the content of the Travel Plan, from that originally agreed in Year 1. Issue report to relevant Council Officers.	TPC	Responsibility of TPC to arrange	Full Travel Plan to be prepared and issued in Year 1 and Progress Reports produced in Years 3 & 5 within 3 months of Travel Surveys.
	<b>Additional / Remedial Measures</b>	Further promotion of above initiatives and possible introduction of new initiatives (cycle training, travel plan event, press release) if targets are not met.	TPC / Site Operator	TBC	Annually for 5 years following Biennial and Snapshot Travel Surveys being completed.





**RGP – Transport Planning and Infrastructure Design Consultants**

**Surrey Office** Shackleford Suite, Mill Pool House, Mill Lane, Godalming, Surrey GU7 1EY

**London Office** 1-2 Paris Garden, London, SE1 8ND

[enquiries@rgp.co.uk](mailto:enquiries@rgp.co.uk)

T: 01483 861 681

T: 020 7078 9662

[www.rgp.co.uk](http://www.rgp.co.uk)

