

# TPHS

TRANSPORT PLANNING  
& HIGHWAY SOLUTIONS

7<sup>th</sup> Floor, Regal House – 70 London Road – Twickenham – TW1 3QS

160-161 Drury Lane, London, WC2B 5PN

## Full Travel Plan (Draft)

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A report prepared on behalf of McAleer & Rushe Contracts UK Ltd

### Travel Plan Contact Details:

Barrie Sheppard  
Transport Planning & Highway Solutions Ltd  
7<sup>th</sup> Floor, Regal House  
70 London Road  
Twickenham TW1 3QS  
Tel. 020 8622 4430  
e-mail: [barrie@tphs-ltd.co.uk](mailto:barrie@tphs-ltd.co.uk)

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# 1 Introduction

## 1.1 Background

- 1.1.1 This report has been prepared by Transport Planning & Highway Solutions (TPHS) on behalf of McAleer & Rushe Contracts UK Ltd, in relation to a planning application for the refurbishment of an existing office-led building and construction of an additional floor of office floorspace at the Drury Works building at 160-161 Drury Lane, London, WC2 5PN.
- 1.1.2 Planning approval was originally obtained (subject to Section 106 Legal Agreement) on 16/10/2019 under LB Camden planning ref. 2019/2095/P for *'Demolition of existing 4th floor and erection of two storey plus roof extension; full re-skinning of the facades; ground floor alterations including new entrances and shop fronts; single storey rear extension to closet wing; and reconfiguration of existing plant equipment and rear escape stair. All in connection with the use of the building as offices (Class B1a) at part ground and upper floors with ground and partial basement level commercial unit in flexible retail or restaurant/cafe (Class A1/A3)'*.
- 1.1.3 This approval has now lapsed, resulting in the need for a new planning application, of which this draft Travel Plan forms a part.
- 1.1.4 This draft version of the Full Travel Plan brings forward updates to that originally issued in April 2019 with reference to the previous planning application 2019/2095/P.
- 1.1.5 The plan is additionally prepared as a detailed framework given that the scheme could comprise more than a single occupant. However, as the scheme promoter would continue as the overarching building operator upon completion and occupation, there is the greater opportunity for this body to obligate future tenants with regard to the implementation of travel plan measures.
- 1.1.6 The nature of this plan is to act as a live document, produced initially at this application stage as a detailed guiding document but then developed further in the run-up to the building becoming fully occupied. It would then be updated periodically once travel patterns become established for the different groups – staff and visitors.
- 1.1.7 As such the plan is presented as a detailed framework within which to confirm specific travel patterns once the full building is completed and occupied. The initial targets set in this plan are informed by a review of *'travel to work'* data for the local workplace population, as referenced in the 2011 census data, but updated if required based on site-specific surveys.
- 1.1.8 The measures and strategies put forward have been informed by general good practice and guidance, as well as by similar operations elsewhere, taking into account the location of the site and the range of opportunities to access the site by different modes of travel.
- 1.1.9 Thus, this plan outlines the commitments to support travel by sustainable modes and the measures to increase the choice of travel options for mainly staff but also visitors.

1.1.10 In preparing this Full Travel Plan (Draft) as a detailed framework at this stage, this also provides LB Camden, as the reviewing planning and highway authority, with the confidence that the development would be brought forward with effective travel planning being integral to the delivery of the scheme.

1.1.11 This Travel Plan considers the following:

- details of the existing accessibility of the site by all travel modes;
- commitments which can be implemented prior to further development occupation and not conversant with knowledge of travel patterns specific to the site;
- measures for implementation for each mode and potential typical mode split targets, based on the initial setting of overarching travel plan objectives;
- details of how the subsequent Full Travel Plan would be implemented, with a timetable for this and for the outlined measures, related surveys, monitoring and review.

1.1.12 This Travel Plan details the package of measures considered necessary to promote more sustainable travel choices. It develops a set of mechanisms, initiatives and targets which can together assist in reducing the impact of transport on the environment and seek to achieve switching between modes to promote the 'active' modes of travel (walking and cycling) and also reduce any reliance on use of a private vehicle (particularly as single occupant).

1.1.13 Effectively, there are distinct types of journey which the travel planning measures need to consider – travel by staff for the purpose of work and travel by visitors to the site. Whereas staff of both the office floorspace and retail floorspace would be similar in terms of travel behaviours, with different trip purpose the visitor groups may differ.

## **1.2 Site Location**

1.2.1 The existing principal building entrance to 161 Drury Lane is located on the corner of Drury Lane and Parker Street.

1.2.2 The area within which the site is located is highly accessible by public transport, being located in an area designated with a PTAL level of 6(b), which is the highest category for accessibility.

1.2.3 The site benefits from access to several London Underground stations within approximately 960m of the site entrance, the PTAL threshold equivalent to walk typically of twelve minutes. The closest London Underground Station is at Covent Garden which is no more than a 300m walk (equivalent to around four minutes) to the south-west of the site. Other London underground and national rail stations (providing different services and/or routes) within the suggested walking distance of the site include Holborn, Tottenham Court Road, Temple, and Charing Cross.

- 1.2.4 Twenty-eight (28) different bus routes are accessible within a 640m walk from the current entrance on the corner of Drury Lane and Parker Street, providing access to and from a range of destinations via stops around Aldwych, Covent Garden, and Tottenham Court Road.
- 1.2.5 A comprehensive route network of footpaths and at-grade crossings is to be found on Drury Lane and the surrounding area.
- 1.2.6 A plan illustrating the location of the property in the context of the surrounding area is included at **Appendix A**.

### **1.3 Proposed Development**

- 1.3.1 The scheme proposals comprise construction of an additional floor on top of the existing 5-storey building along with an extension at 1<sup>st</sup> floor level, with additional internal amendments. This additional floor space would be primarily for office use. Part of the ground floor would be given over to a new café / retail unit, with internal reconfiguration providing additional space at this level for this use also.
- 1.3.2 No car parking is proposed as part of the development proposals, with deliveries and servicing being taken from the Parker Street frontage.
- 1.3.3 Cycle parking would be provided in line with the requirements and recommendations received through pre-application engagement with LB Camden, which accord also with the London Plan policy and guidance. An easy-lift gas-assisted two-tier stand would be provided, with a capacity for 22 cycles, plus one 'Sheffield' stand positioned and installed for single-sided use by a non-standard cycle (be this of a wider or longer variant).
- 1.3.4 The cycle store, washrooms and shower facilities would be located at the rear of the building at the ground floor, and accessed via an entrance on Parker Street
- 1.3.5 Pedestrian access to the main reception and office areas of the site would be provided via an entrance on Parker Street. The ground floor office space would have a dedicated entrance on Parker Street, with a separate entrance into the retail floorspace on the corner of Drury Lane and Parker Street
- 1.3.6 Refuse storage would be provided at the rear of the building at ground floor level, with a service corridor linking to a collection point on Parker Street.
- 1.3.7 The proposed ground floor level arrangements are presented on the scheme drawing attached for information at **Appendix B**.

## 2 Policy Context

### 2.1 Background

- 2.1.1 A Travel Plan is a generic term for a package of measures tailored to meet the needs of individual sites, aimed at promoting more sustainable travel choices.
- 2.1.2 For this central London site the emphasis of the travel planning would be to sustain the current non-car travel patterns prevalent in the local area, to reduce reliance on any limited car-based travel and to encourage a shift from public transport to cycling and walking where practical
- 2.1.3 A Travel Plan must be specific to a particular development and is crucially not a one-off document but an ongoing live process which grows and develops through time to reflect changes in travel behaviour. The plan would continuously evolve from this detailed full framework accompanying the planning application, with the next stages being to take this forward and reconfirm as a full Travel Plan in the run-up to further building occupation.

### 2.2 Objectives of a Travel Plan

- 2.2.1 In order for the Travel Plan to succeed it is important to set clear overarching objectives. The objectives are set to minimise the impact that the development has upon the surrounding travel networks in terms of congestion, to minimise environmental impacts from transport and to encourage the usage of sustainable travel modes.
- 2.2.2 As such, the general objectives of this Travel Plan Framework are to:
- encourage and promote sustainable and healthy travel choices through increasing and then sustaining trips by walking, cycling and public transport
  - reduce the reliance on any single occupancy car travel, as well as on car travel in general;
  - provide incentives and disincentives for employees to achieve these objectives.

### 2.3 National Policy Review

- 2.3.1 At the national level the drive for supporting sustainable travel and effective travel planning is brought forward as part of the overarching National Planning Policy Framework (NPPF). The National Planning Policy Framework sets out the Government's planning policies for England and how these are expected to be applied, reiterating that the purpose of the planning system is to contribute to the achievement of sustainable development.
- 2.3.2 The Ministry of Housing, Communities & Local Government published a revised National Planning Policy Framework in July 2021. This revision considers a number of objectives as they relate to '*Promoting sustainable transport*' and with the following being of relevance to this travel planning:

- 'b) *opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised...;*
- c) *opportunities to promote walking, cycling and public transport use are identified and pursued;*
- e) *patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.'*

2.3.3 The subsequent commentary then makes reference to *'actively manage patterns of growth in support of these objectives'* and that *'significant development should be focused on locations which are or can be made sustainable, through...offering a genuine choice of transport modes'*.

2.3.4 Within the revised NPPF it is referenced, within the context of appraising development, that *'appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location'* and that *'safe and suitable access to the site can be achieved for all users'*.

2.3.5 The subsequent commentary then sets out a number of considerations in relation to scheme design, with those of particular relevance to the purpose of travel planning being:

- *give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- *address the needs of people with disabilities and reduced mobility in relation to all modes of transport.*

2.3.6 The final statement within the revised framework relating specifically to *'Promoting sustainable transport'* confirms that *'all developments that would generate significant amounts of movements should be required to provide a travel plan'*.

## **2.4 London Plan Policy Review**

2.4.1 The London Plan (2021) provides the overall strategic plan for London, as it sets out a fully integrated economic, environmental, transport and social framework for the development of the Greater London area.

2.4.2 Chapter 10 of this London Plan deals with *'Transport'* and comes forward with nine broad policies, with firstly Policy T1 *'Strategic Approach to Transport'* referencing that *'All development should make the most effective use of land, reflecting its connectivity and accessibility by existing and future public transport, walking and cycling routes, and ensure that any impacts on London's transport networks and supporting infrastructure are mitigated'*.



2.4.3 Policy T4 *'Assessing and mitigating transport impacts'* similarly references that *'development proposals should reflect and be integrated with current and planned transport access, capacity and connectivity'* and that *'Travel Plans...would be required in accordance with relevant Transport for London guidance'*. Other policies consider the travel modes separately.

2.4.4 Also, the Mayor of London published the adopted Mayor's Transport Strategy in March 2018, setting a series of policies and proposals for consideration, with Proposal 99 including reference to travel planning and stating as part (e) a proposal to:

*'Update TfL's Travel Plan guidance to ensure developments encourage active, efficient and sustainable travel, apply the Healthy Streets Approach and help deliver carbon-free transport.'*

2.4.5 The retention within the adopted strategy of reference to forthcoming guidance relating to Travel Plans continues to demonstrate the commitment at the London-wide level of using such plans as a tool and mechanism to fully support and encourage sustainable travel, with a range of further policies and proposals underpinning the core objectives of travel planning.

## 2.5 Local Policy Review

2.5.1 *Camden Planning Guidance: Transport (January 2021), Section 3 – Travel Plans* sets out details of the council expects travel plans to provide:

*Travel Plans enable a development to proceed without adverse impact on the transport network through promoting a greater use of sustainable travel and thereby helping to tackle congestion and air pollution.*

*Travel Plans are a way in which developments can contribute to meeting targets on traffic reduction, improving air quality and increasing sustainable travel. A travel plan is a package of measures, which is designed to reduce single occupancy car use and thereby increase sustainable travel. Any other aims which may have been identified within the transport assessment should also be addressed via the package of measures in the travel plan.*

2.5.2 The overall aims of travel plans in Camden focus on similar themes, such as:

- *Promoting active and sustainable travel with the aim to increase mode share*
- *Reducing the traffic generated by the development to significantly reduce the number of non-essential car trips;*
- *Encouraging good urban design principles that open up the permeability of the development for walking and cycling linked to the Design and Access Statement; and*
- *Addressing any specific problems identified within the site's transport assessment.*

2.5.3 With specific reference to Workplace Travel Plans the document states:

- *A workplace travel plan would be specific to each individual site and the nature of the business activity there. The focus should be on giving priority to active travel, then reducing non-essential car travel. Workplace travel plans are suitable for any organisation that generates a significant number of employee trips including offices, hospitals, hotels, distribution centres, large shops and supermarkets, cinemas and theatres, primary care centres, GP surgeries etc*
- *A workplace travel plan should address staff travel to and from work and on business. It is also required to address visitor, client and customer travel. Other aspects such as suppliers making deliveries, contractors undertaking work on site as well as fleet procurement / management should be taken into account within travel plans where they are an important aspect of the development.*

## 3 Travel Conditions & Access

### 3.1 Existing Pedestrian Environment

- 3.1.1 The streets within the vicinity of the site are supported by a network of footways running along both sides of the roads, supporting pedestrian connectivity around the site and the surrounding local area. The footways appear to be generally well-maintained and in good condition, as would be expected of a well-established area in a central location. Street lighting is also considered to be of a good standard.
- 3.1.2 In particular, footpaths on Drury Lane are of a generally good standard, wide and able to accommodate significant flows of pedestrians per hour. The footway width along Drury Lane is typically no less than 3m, thus in line with current design guidance such as the standards put forward within *'Manual for Streets'* which suggests a typical minimum width of 2m, and also supporting acceptable pedestrian comfort levels in terms of general movement.
- 3.1.3 Tactile paving and dropped kerbs are provided at the junction of Parker Street and Drury Lane. The nearest formal pedestrian crossing to the site is a zebra crossing located approximately 40m south of the site adjacent to the junction between Drury Lane and Great Queen Street.
- 3.1.4 For the purpose of commuting which is the key travel purpose particularly during peak periods, the 'acceptable' walking distance as guided by the IHT is defined as 1 kilometre, but with a threshold of 2 kilometres considered to be a 'preferred maximum'.
- 3.1.5 The 1-kilometre catchment includes the central London area to the south through Covent Garden to Trafalgar Square, Strand and Waterloo Bridge; Soho to the west and Holborn to the east; to the north, this initial catchment extends towards Bloomsbury. This catchment also includes Charing Cross railway station, numerous local bus stops and several underground stations.
- 3.1.6 The wider catchment of two kilometres extends further across the central London area through to Marylebone and Mayfair to the west and southwards to Waterloo. To the east, parts of The City, Farringdon and Barbican are accessible, while Clerkenwell and King's Cross lie to the north.
- 3.1.7 Local footways effectively facilitate connectivity between the site and the surrounding area, demonstrating that walking can be considered an extremely viable mode of travel for journeys to or from the site, including journeys to reach local public transport services.

### 3.2 Existing Cyclist Environment

- 3.2.1 Cycling has been seen as an increasingly important mode of travel especially for commuting journeys over the last 10 years. This mode has the scope to be used to undertake shorter-distance journeys otherwise undertaken by public transport or by car.

- 3.2.2 There are currently three Sheffield stands (for six cycles) installed on the Drury Lane footway immediately in front of the site. Additionally, within 50m of the site on Drury Lane there is a London Cycle Hire docking station and, subject to availability, up to 27 cycles.
- 3.2.3 On Newton Street, within 200m of the site a further London Cycle Hire docking station has the capacity to accommodate 24 cycles.
- 3.2.4 8 additional Sheffield stands are located at the Drury Lane/Great Queen Street/Long Acre junction, with parking for E-Scooter and E-Cycle hire vehicles at the Drury Lane/Great Queen Street junction, all within about 80m from the site.
- 3.2.5 There are several TfL advisory cycle routes in the vicinity of the site, including Drury Lane, Shelton Street, Long Acre, Great Queen Street, Bow Street and Endell Street which are all marked as 'routes signed or marked for use by cyclists on a mixture of quiet or busier roads'.
- 3.2.6 National Cycle Network (NCN) Route 4 runs from Greenwich through central London to Lambeth Palace on the south side of the Thames. Crossing Lambeth Bridge the route continues on the north side of the river passing through Pimlico, Chelsea and Fulham before crossing over Putney Bridge to Putney, Barnes and Richmond. It can be accessed via Waterloo Bridge and Upper Ground, approximately 1.3 km to the southeast of the site.
- 3.2.7 Based on earlier guidance presented in the superseded Planning Policy Guidance 13 '*Transport*', an acceptable travel time considered practical to cycle on a regular basis is within fifteen minutes (or about a distance of 5 kilometres). Subsequent literature published by Sustrans suggests a sound guide for a comfortable cycling distance could be up to 5 miles (about 8 kilometres) over a half-hour period.
- 3.2.8 Situated within the five-kilometre threshold are Vauxhall, Battersea Park and Nine Elms to the south, parts of Bayswater and South Kensington to the west; King's Cross, Camden Town, Clerkenwell and Islington to the north, with the entire City of London area and Whitechapel to the east
- 3.2.9 Within the extended threshold of eight kilometres the cycle catchment would extend northwards to Archway and Finsbury Park; eastwards to Dalston, Hackney and Canary Wharf; southwards to Clapham, Camberwell and Brixton; and westwards to Kensington, Holland Park and Shepherd's Bush. This cycle catchment area would encompass a large number of residential areas, retail outlets and leisure/entertainment facilities.

### **3.3 Existing Public Transport Environment**

- 3.3.1 Public transport routes, by bus, underground and rail, provide a significant, realistic and viable means of travel to and from the site for commuting purposes. The measured public transport accessibility level (PTAL) for the site is 6b, which is considered to represent excellent accessibility by public transport.

3.3.2 The accessibility index which has supported the 6b designation is of such a significant magnitude that if there are minor variations to the range and/or frequencies of services, this would not impact upon the site’s designation being in one of the most accessible locations in this area of London by public transport.

*London Underground*

3.3.3 The closest underground station to the site is Covent Garden, which is a walk of approximately 300m south-west of the site (a typical walk time of just under 4 minutes) which is served by the Piccadilly Line.

3.3.4 Holborn station, which is approximately 450m to the north-east of the site (a typical walk time of between five and six minutes), is served by the Central and Piccadilly Lines. Tottenham Court Road station, which is approximately 650m to the west of the site (a typical walk time of just over 8 minutes), is served by the Central, Northern, and Elizabeth lines. Temple station, which is approximately 900m to the south-east of the site (a typical walk time of just over 11 minutes), is served by the Circle and District lines. Finally, Charing Cross station, which is approximately 1km to the south of the site is served by the Bakerloo and Northern lines.

3.3.5 The provision of London Underground services that provide access to the site is considered to be excellent, with seven (7) different lines from and to a number of origins and destinations throughout north, east, south and west London.

3.3.6 A summary of the routes and typical hourly frequency of the London Underground services that serve the area surrounding the site are included in Table 3.1.

<b>Station</b>	<b>Route Summary</b>	<b>Line</b>	<b>Typical Hourly Freq.</b>
Covent Garden	Heathrow Terminals 1,2,3, & 5 – Hammersmith – Hyde Park Corner – Covent Garden – Holborn – King’s Cross St Pancras International – Finsbury Park – Cockfosters	Piccadilly	21
	Uxbridge – Ealing Common – Hammersmith – Hyde Park Corner – Covent Garden – Holborn – King’s Cross St Pancras International – Finsbury Park – Cockfosters		
Holborn	Ealing Broadway – Shepherd’s Bush – Bond Street – Tottenham Court Road – Holborn – Liverpool Street – Stratford – Epping	Central	24
	West Ruislip – Shepherd’s Bush – Bond Street – Tottenham Court		

	Road – Holborn – Liverpool Street – Stratford – Epping		
Tottenham Court Road	Battersea Power Station – Waterloo – Charing Cross – Tottenham Court Road – Euston – Hampstead – Edgware	Northern	20
	Battersea Power Station – Waterloo – Charing Cross – Tottenham Court Road – Euston – Highgate – High Barnet		
	Morden – Balham – Waterloo – Charing Cross – Tottenham Court Road – Euston – Highgate – Mill Hill East		
	Abbey Wood – Liverpool Street – Tottenham Court Road – Paddington – Ealing Broadway – Heathrow Terminal 5	Elizabeth	16
	Abbey Wood – Liverpool Street – Tottenham Court Road – Paddington – Ealing Broadway – Slough – Maidenhead – Reading		
	Shenfield – Romford – Stratford – Liverpool Street – Tottenham Court Road – Paddington		
Temple	Hammersmith – Paddington – Baker Street – King’s Cross St Pancras – Liverpool Street – Temple – Victoria – Paddington	Circle	6
	Richmond – Hammersmith – Victoria – Westminster – Temple – Mile End – Barking – Upminster	District	18
	Wimbledon – South Kensington – Victoria – Westminster – Temple – Mile End – Barking – Upminster		
Charing Cross	Elephant & Castle – Waterloo – Charing Cross – Marylebone – Paddington – Willesden Junction – Wembley Central – Harrow & Wealdstone	Bakerloo	16
		<b>CUM. HOURLY FREQ.</b>	<b>121</b>

*Table 3.1: Summary of Local Underground Services*

3.3.7 The summary table provides details of the range of underground services accessible via the five stations local to the site. With a cumulative hourly frequency of service of typically 121 services, this equates to an average of at least a service every thirty (30) seconds, this clearly demonstrates that this mode of travel is a highly practical and convenient mode of travel to the site, with regular high-frequency services to and from many parts of the Greater London conurbation.

***National Rail***

3.3.8 Charing Cross station is closest to the site, being located approximately 1km to the south-east, a typical walk of around 12.5 minutes. Although this is slightly outside the 960m TfL threshold it is not considered to be an issue, as can be seen from the census data mode share which indicates that 34% of the local workforce use the train as their main method of travel to work.

3.3.9 Services running from this station are operated by Southeastern rail. There are cumulatively sixteen different routes which operate via this station.

3.3.10 Table 3.2 presents a summary of the National Rail routes operating via Charing Cross, identifying typical daytime frequencies as well a summary of the corresponding route.

<b>Station</b>	<b>Route Summary</b>	<b>Typical Hourly Freq.</b>
Charing Cross	London Charing Cross – London Waterloo East – London Bridge – Sevenoaks – Tonbridge – Ashford International – Canterbury West – Ramsgate	1
	London Charing Cross – London Waterloo East – London Bridge – Sevenoaks – Tonbridge – Ashford International – Dover Priory	1
	London Charing Cross – London Waterloo East – London Bridge – Otford – Maidstone East	1
	London Charing Cross – London Waterloo East – London Bridge – Sevenoaks – Tonbridge – Tunbridge Wells – Hastings	2
	London Charing Cross – London Waterloo East – London Bridge – Sevenoaks - Tonbridge	1
	London Charing Cross – London Waterloo East – London Bridge – Hither Green – Sidcup – Dartford – Gravesend	2
	London Charing Cross – London Waterloo East – London Bridge – Hither Green – Sidcup -Dartford	2
	London Charing Cross – London Waterloo East – London Bridge – Lower Sydenham – Hayes	4
	London Charing Cross – London Waterloo East – London Bridge – Lewisham – Orpington – Sevenoaks	2
<b>CUM. HOURLY FREQ.</b>		<b>16</b>

*Table 3.2: Summary of Local National Rail Services*

3.3.11 The summary table provides details of the range of national rail services from Charing Cross. It clearly demonstrates that this mode of travel can complement the underground services by being a highly practical means of travel for both short-distance and longer-distance journeys for a number of purposes.

3.3.12 For the purpose of staff commuting the range of rail services practically connect the site area with the population centres and residential neighbourhoods of south-east London, as well as key population centres within East Sussex and Kent. With a cumulative hourly frequency of service of 32 services, this equates to an average of one service around every two minutes into and out of Charing Cross.

*Bus Services*

3.3.13 A review of bus services listed in the PTAL report indicates that, of the 37 routes used for calculation, 9 have either been removed from service or had their routes changed so they no longer serve the site area.

3.3.14 There are currently twenty-eight (28) different bus routes that operate services within a walk of 640m of the site entrance, equivalent to a walk typically of eight minutes, via stops around Aldwych, Covent Garden, Tottenham Court Road and Lancaster Place/Waterloo Bridge.

3.3.15 Table 3.3 presents a summary of the bus routes operating within a 640m walk of the site entrance, identifying typical daytime frequencies and the nearest stops as well as a summary of the route. A spider map of bus services in the Holborn area is attached at **Appendix C**.

Route Number	Route Summary	Closest Bus Stop(s)	Typical Hourly Freq.
521	Holborn Station – Chancery Lane Station – City Thameslink Station – Cannon Street Station – London Bridge Station	Holborn Station/Kingsway	8
55	Walthamstow Bus Station – Clapton – Hackney Central Station – Hoxton – Shoreditch – Old Street Station – Clerkenwell – Tottenham Court Road – Oxford Circus	Museum Street	8
98	Willesden Bus Station - Kilburn High Road – Edgware Road – Marble Arch – Oxford Circus – New Oxford Street – Holborn/Red Lion Square		7
1	Canada Water Bus Station – Surrey Quays Station – Elephant & Castle / New Kent Road – Waterloo Bridge / South Bank – Aldwych Kingsway – Tottenham Court Road	Kingsway	6
59	Telford Avenue – Brixton Station – Lambeth North Station – Waterloo Station/ Tenison		7



	Way – Aldwych Kingsway – Holborn Station – Russell Square Station – Euston Bus Station		
68	St Julian’s Farm Road – Tulse Hill Station – Herne Hill Station – Elephant & Castle Station – Waterloo Station / Tenison Way – Aldwych Kingsway – Holborn Station – Russell Square Station – Euston Bus Station		7
91	Tottenham Lane YMCA – Caledonian Road Station – King’s Cross Station – St Pancras International Station – Russell Square – Aldwych Kingsway – Trafalgar Square / Charing Cross Station – Whitehall / Trafalgar Square		6
168	Dunton Road – Elephant & Castle / New Kent Road – Waterloo Station / Tenison Way – Aldwych Kingsway – Holborn Station – Russell Square Station – Euston Station / Eversholt Green – Camden Town Station – South End Green		6
188	North Greenwich Station – Deptford High Street – Surrey Quays Station – Canada Water Bus Station – Bermondsey Station – Elephant & Castle / New Kent Road – Waterloo Station / Tenison Way – Aldwych Kingsway – Holborn Station – Russell Square		6
X68	West Croydon Bus Station – West Norwood Station – Waterloo Station / Tenison Way – Aldwych Kingsway – Holborn Station – Russell Square		3*
11	Primrose Street – Liverpool Street Station – Bank Station / Queen Victoria Street – Aldwych Drury Lane – Trafalgar Square / Charing Cross Station – Westminster Station / Parliament Square – Victoria Station – Sloane Square Station – Fulham Town Hall	Aldwych/Drury Lane	6
15	Blackwall Station – Limehouse Station – Aldgate Station – Cannon Street Station – Aldwych Drury Lane – Charing Cross Station		6
8	Bow Church – Medway Road – Bethnal Green Station – Shoreditch High Street Station – City Thameslink Station – Holborn Station – Drury Lane – St Giles High Street		7
6	Bertie Road – Kensal Rise Station – Queen’s Park Station – Warwick Avenue Station –	Aldwych/Bush House	7

	Edgware Station – Green Park Station – Piccadilly Circus – Charing Cross Station / Trafalgar Square – Aldwych Bush House		
9	Hammersmith Bus Station – High Street Kensington Station – Hyde Park Corner Station – Green Park Station – Piccadilly Station – Charing Cross Station / Trafalgar Square – Aldwych Bush House		6
87	Wandsworth Plain – Clapham Junction Station – Wandsworth Road Station – Vauxhall Bus Station – Westminster Station / Parliament Square – Charing Cross Station / Trafalgar Square – Aldwych Bush House		7
98	Pound Lane / Willesden Bus Garage – Kilburn High Road Station – Edgware Road Station – Marble Arch Station – Tottenham Court Road Station – Red Lion Square	Tottenham Court Road Station	8
19	Battersea Bridge – Duke of York Square – Knightsbridge Station – Hyde Park Corner Station – Green Park Station – Piccadilly Circus Station – Denmark Street – Angel Station – Finsbury Park Interchange		6
24	Grosvenor Road – Victoria Station – St James’s Park Station – Westminster Station / Parliament Square – Leicester Square Station – Denmark Street – Tottenham Court Road Station – Warren Street Station – Camden Town Station – Royal Free Hospital		6
29	Trafalgar Square / Charing Cross Station – Leicester Square Station – Denmark Street – Tottenham Court Road Station – Warren Street Station – Camden Road Station – Finsbury Park Station – Haringay Green Lanes Station – Turnpike Lane Station – Wood Green Station	Denmark Street	9
38	Victoria Bus Station – Hyde Park Corner – Green Park Station – Piccadilly Circus – Denmark Street – Angel Station – Essex Road Station – Hackney Central Station – Lea Bridge Roundabout		10
26	Waterloo Station / South Bank – Lancaster Place – Mansion House Station – Bank Station / Queen Victoria Street – Liverpool Street Station – Shoreditch High Street	Lancaster Place/Waterloo Bridge	8

	Station – Hoxton Station – Cambridge Heath Station – St Mary of Eton Church		
76	Baylis Road / Lower Marsh – Waterloo Station / Waterloo Road – Lancaster Place – St Paul’s Station – Moorgate Station – Dalston Junction Station – Stoke Newington Station – Seven Sisters Station – Tottenham Hale Bus Station		6
139	Waterloo Station / Tenison Way – Lancaster Place – Charing Cross Station – Piccadilly Circus – Baker Street Station – West Hampstead Station – Golders Green Station		8
172	Brockley Rise / Chandos – Crofton Park Station – Brockley Station – New Cross Gate Station – Elephant & Castle / New Kent Road – Waterloo Station / Waterloo Road – Lancaster Place – Aldwych Drury Lane		6
176	Penge / Pawleyne Arms – Sydenham Station / Kirkdale – Dulwich Library – East Dulwich Station – Denmark Hill Station – Elephant & Castle Station – Waterloo Station / Tenison Way – Lancaster Place – Charing Cross Station – Leicester Square Station – Tottenham Court Road Station / Great Russell Street		6
243	Waterloo Station / Tenison Way – Lancaster Place – Holborn Station – Old Street Station – Dalston Junction Station – Stoke Newington Station – South Tottenham Station – Seven Sisters Station – Bruce Grove Station – Wood Green Station		7
341	Waterloo Station / Waterloo Road – Lancaster Place – Farringdon Station – Angel Station – Essex Road Station – Manor House Station – Harringay Green Lanes Station – Bruce Grove Station – Northumberland Park – Meridian Water Station		5
		<b>CUM. HOURLY FREQ.</b>	<b>188</b>

*Table 3.3: Summary of Local Bus Services*

3.3.16 During a typical daytime hour there are around 188 services operating within the vicinity of the site, equating to around three (3) bus services every minute, illustrating that this mode of travel is both practical and convenient for those travelling to and from the site.

### 3.4 Existing Highways Environment

- 3.4.1 Drury Lane is a one-way single carriageway road which runs in a north-westerly direction from Aldwych (A4) to High Holborn (A40). To the north of the Gillian Lynn Theatre Drury Lane becomes part of Camden controlled parking zone Ca-C operational Monday to Saturday from 08:30 to 18:30 and subject to a 20mph speed limit. Parking is severely restricted.
- 3.4.2 In the southern section of Drury Lane, which lies within the City of Westminster, there is a mix of residents only parking and pay by phone parking with a 4-hour maximum stay and no return within 1 hour.
- 3.4.3 To the north-east, the site is bounded by Parker Street, which is a two-way single carriageway within controlled parking zone Ca-C and subject to a 20mph speed limit. There are double yellow lines on both sides of the carriageway with intermittent resident permit only parking. Parker Street provides access to a number of office and residential blocks as well as the Gillian Lynne Theatre and an underground carpark (NCP Covent Garden).
- 3.4.4 There are currently two Zipcar car club vehicles available via spaces along Parker Street, around 40m from the site, adjacent to a designated loading bay which has a 40-minute time restriction from Monday to Saturday between 08:30 and 18:30. At other times the loading bay is available for use by blue badge holders.
- 3.4.5 Solo motorcycle parking is available on Parker Street and Great Queen Street.
- 3.4.6 Along Parker Street directly opposite the site there is a kerbside facility dedicated for loading Monday to Saturday between the hours of 08:30 and 18:30, with duration of stay limited to 40 minutes. Outside of these hours loading continues to be permitted by means of this kerbside facility, again with duration of stay limited to forty (40) minutes, but with registered disabled badge holders also permitted to make use of this area without duration restriction.
- 3.4.7 The kerbside stretch along Parker Street immediately adjacent to the site is subject to double yellow line restrictions, precluding street parking at any time but with no preclusion to short-term loading / unloading activity. The carriageway width along this stretch is sufficient to accommodate typically a light goods vehicle (LGV) kerbside by the site and kerbside within the demarcated facility opposite whilst maintaining a running lane in one direction.
- 3.4.8 Elsewhere along Parker Street, the kerbside stretch along the site-side is subject to a mix of double yellow line and single yellow line restrictions, but with no restrictions to short-term loading / unloading activity other than where there are dropped kerbs in place. Similar double yellow line restrictions are in place along the Drury Lane frontage of the site.

## 4 Objectives & Targets

### 4.1 Background

4.1.1 In order to ensure the success of the Travel Plan, objectives must be identified from the first stage and thus from the preparation of this detailed framework. This section outlines the overriding aims and objectives of the Travel Plan Framework in support of the development in accordance with policy at all levels. Whilst there would be two distinct travel groups, staff and visitors, a number of the objectives would be appropriate for each. There would be, however, some objectives which sit better with one travel group over the other.

### 4.2 Staff Travel Objectives

4.2.1 Staff trips, both to and from the office floorspace and to and from the café / retail floorspace, are those for which there is significant scope for the Travel Plan to directly influence. This would be undertaken from the outset through the supporting infrastructure to be brought forward, which includes dedicated facilities for pedestrians and cyclists, as well as encouraging travel by public transport. Additionally, and subsequently, measures would be put in place to provide a full range of travel options, working towards the following:

- to maximise the level of cycling and walking, for those within a reasonable catchment of the building;
- for those outside the practical catchments for cycling and walking, to maximise the proportion of trips undertaken by public transport;
- to minimise the proportion of trips undertaken by car in general;
- To maximise social inclusion by making the site accessible to all members of the community;
- to promote healthy lifestyles as part of the discussions relating to travel choice.

### 4.3 Visitor Travel Objectives

4.3.1 Visitor trips are those for which there is a lesser scope to directly influence, particularly given that amongst this group there would be different types of visitors depending upon the end-use mix. Within this broad group there may be a greater scope to encourage sustainable travel patterns to visitors to the office floorspace but lesser so to visitors to the café / retail floorspace.

4.3.2 Notwithstanding the range of visitor types, there would be measures in place from the outset, such as the promotion of travel by existing public transport and dedicated facilities for pedestrians and cyclists, thus the travel objectives for this distinct group can continue to reflect those of the staff group and seek the following:

- to maximise the proportion of trips undertaken by public transport, supported by the identification of public transport option routes in any promotional material;
- to minimise the proportion of trips undertaken by car, supported by maximisation of awareness of available options for non-car modes of access.

## 4.4 Initial Targets

- 4.4.1 It is best practice that Travel Plan targets are based on measures brought forward from the analysis of current travel patterns of the actual users to which the Travel Plan relates. As such, it is considered a sound approach that formal targets be set following the first series of surveys once an agreed threshold of occupancy has been achieved but no later than within six months of further occupation of both part of the office floorspace and part of the retail floorspace.
- 4.4.2 However, an initial series of indicative targets are presented below which has been based upon a review of the 'travel to work' census data for the daytime workplace population and thus local employment-based travel characteristics. For a workplace travel plan for a heavily urbanised area of central London this is considered to provide a more realistic guide to mode shares than using census data showing how residents of the area travel to work
- 4.4.3 Table 4.1 confirms the interim mode share targets for peak periods of travel by the end of Year 1 based upon the initial projections based on the local 'travel to work' census data (2011 super output area – middle layer Camden O28), then puts forward mode share targets for this travel by the end of Year 3 and the end of Year 5, with the mode shift reflecting the objectives set but which would be verified by site surveys.
- 4.4.4 It is considered that, realistically, there is limited scope for increasing the number of people walking to work. Given the relative lack of residential properties in central London and the costs of the majority of those properties that do exist, it seems clear that the majority of the workforce would continue to travel into the Covent Garden area primarily by public transport from residential areas outside of central London and of a reasonable walking distance.

	YEAR 1	YEAR 3	YEAR 5
Car Driver	5%	3%	<b>1%</b>
Car Passenger	0%	0%	<b>0%</b>
Motorcycle, scooter or moped	1%	1%	<b>0%</b>
Bus	12%	13%	<b>14%</b>
Underground	37%	37%	<b>34%</b>
Rail	34%	33%	<b>31%</b>
Cycle	6%	12%	<b>15%</b>
Walk	5%	5%	<b>5%</b>
TOTAL	100%	100%	<b>100%</b>

Table 4.1: Summary of Initial Interim Mode Share Targets

## 5 Measures to Achieve Modal Shift

### 5.1 Background

5.1.1 In order to successfully achieve the objectives of this plan, it is important to ensure that measures are set out for all modes and that there is a combination of benefits and disincentives. This section of the Travel Plan puts forward those measures which would be implemented in order to encourage sustainable travel to and from the site. In general, unless otherwise referenced, these measures would be applicable to all groups.

### 5.2 Travel Plan Co-ordinator

5.2.1 The role of Travel Plan Co-ordinator (TPC) is fundamental to the success of the Travel Plan. The TPC would be appointed by McAleer & Rushe Contracts UK Ltd as scheme promoter and subsequent building operator no later than one month prior to any further occupancy of the development. This appointment and any subsequent changes would be notified to the relevant representatives at Camden Council within four weeks of appointment.

5.2.2 Until that appointment, TPHS Limited (as author of this Travel Plan) would assume the responsibilities of the TPC with regard to any discussions with the reviewing authorities on behalf of the promoter, unless otherwise advised.

5.2.3 The most appropriate person to fill the role would be an employee of Facilities Management, on behalf of the Building Management based on the site on a regular basis, though this would not preclude the role being assumed by another representative should they be able to make themselves available on a regular basis. The role of TPC would be undertaken on a part-time basis, but with the Building Management providing sufficient time to undertake the role.

5.2.4 The TPC would be responsible for further developing, implementing and monitoring the Travel Plan across the full site, thus both the office floorspace and the small amount of café/retail floorspace, as well as for ensuring that all aspects of the Travel Plan are fully integrated and co-ordinated amongst the constituent site uses and their corresponding users. This would guarantee that the most sustainable modes of travel continue to form the basis of the site's travel policy.

5.2.5 Within four weeks of further occupation of each of the office floorspace and café/retail floorspace (or any parts thereof) by tenants, the TPC would request the management of each of these bodies to nominate a representative to act as the Travel Plan Champion for their respective operation and then for that individual to be the conduit between the TPC and the respective site tenant.

5.2.6 The role and responsibilities of the TPC, in tandem with the nominated Travel Plan Champions, would include the following:

- taking forward this detailed framework document to produce the updated Travel Plan, and any further versions of the plan, and overseeing implementation across the site;

- should any of the individual tenants wish to develop their own Travel Plan, ensuring the consistency of these with this overarching site-wide plan;
- ensuring information is provided to all staff and visitors of tenants within the building, primarily to the Travel Plan Champions to then make available for staff and visitor groups;
- organising and chairing regular meetings of a Travel Plan Steering groups;
- motivating others to maintain momentum and champion the cause of the Travel Plan;
- preparing digital web-based '*Travel Information & Travel Plan*' portal (or similar), in tandem with any material prepared in parallel by the Travel Plan Champions;
- undertaking personalised travel planning, in tandem with the Travel Plan Champions, for the staff groups and facilitating similar ad-hoc advice for visitors;
- acting as the main point of contact for the Travel Plan and any site transport issues, with the Travel Plan Champions acting as principal contacts on a day-to-day basis;
- monitoring and reviewing, then reporting, as necessary on the Travel Plan and related matters, such as the use of on-site and off-site facilities available to site user groups;
- liaising with the local planning and highway authorities;
- conducting an annual Travel Survey of all site user groups - staff and visitor travel;
- implementing and promoting sustainable transport initiatives, and advising the Travel Champions in relation to this, to encourage use of the full range of travel modes; and
- being aware of local travel initiatives and promotions, increasing the awareness of others.

### 5.3 Travel Plan Steering Group

- 5.3.1 A Travel Plan Steering Group would be set up to provide support to the Travel Plan Co-ordinator, to allow further representatives of the site user groups to become involved in the further development and implementation of the Travel Plan. The Travel Plan Champions would be founder members also of this group and a representative from LB Camden would be invited to join to ensure collaborative working in terms of maintaining sustainable travel.
- 5.3.2 The initial meeting of the steering group would be scheduled to be no later than one month following further occupation of any part of the office floorspace and café/retail floorspace, with the invite for other representatives from site-based staff within four weeks of this initial meeting.
- 5.3.3 The follow-up steering group with these other representatives would be scheduled to be at the end of the third month of further occupation. As further floorspace within the scheme becomes occupied, should it not be fully occupied by the initial tenants, their corresponding Travel Plan Champion would be invited to the steering group meeting and the invite for other staff representatives extended. Thereafter, the steering group would occur every three months.
- 5.3.4 Should there not be interest from other site staff representatives to join the steering group, the group would continue with the core group of the TPC and Travel Plan Champions, with invitations to other staff reviewed annually upon full occupation of the building as a whole.



5.3.5 The Travel Plan Steering Group would be used to discuss the feedback on the implemented measures and to raise awareness of the Travel Plan. The Steering Group would allow for momentum to be maintained, since the development of a Travel Plan is a dynamic process and not simply the one-off production of a document.

5.3.6 Details of all the meetings would be advertised and undertaken at a convenient time to ensure that all those who wish to are able to attend. The Travel Plan Co-ordinator would also extend the invitation for attendance to local organisations associated with the Travel Plan, as appropriate, such as cycle groups, cycle shop traders and public transport operators.

## 5.4 Information Provision & Marketing

5.4.1 Information provision is recognised as being of central importance. As such, information about the Travel Plan would be distributed in a number of ways including:

- initial site marketing to include reference to the sustainable travel opportunities, developed by the TPC with the Travel Plan Champions and co-ordinated with any information media prepared separately by individual tenants;
- information on the role of the travel plan co-ordinator and travel plan champions and how to contact them;
- *'Travel Information & Travel Plan'* website prepared firstly prior to further occupation as a digital online *'Welcome Pack'*, with details of this notified to each new tenant and promoted on-site, then maintained to provide continual and up-to-date information;
- personalised journey planning by the TPC with the Travel Planning Champions, primarily for staff but also offered to visitors upon request and with assistance from other staff on an ad-hoc basis;
- promotional material, both for staff and visitors, including availability of bus, rail and underground timetables as well as recommended cycle and walking routes;
- Promotional material on the health benefits of walking, cycling and the environmental benefits of sustainable modes of transport;
- verbal induction to staff at commencement of employment to include the Travel Plan Champion for the respective tenant, on behalf of the TPC, so as to outline to staff the role and importance of the Travel Plan;
- travel notice board and/or equivalent multi-media display to be provided within a communal area, with general travel awareness and options summarised in any tenant's handbook; and
- support for and links to national sustainable travel events.

5.4.2 All marketing material issued either by the TPC in tandem with the Travel Plan Champions or separately by individual tenants would emphasise sustainability of travel at the site.

5.4.3 By means of the Travel Plan all tenants would be obliged to provide all new staff, upon employment, information outlining the Travel Plan, their travel options, timetables, maps, and/or other printed literature and web links which can be used to obtain further information.

- 5.4.4 This would be prepared by the TPC as part of the Tenant's Handbook and in conjunction with the Travel Plan Champions, but with no preclusion to the tenant adding to this information.
- 5.4.5 The '*Travel Information & Travel Plan*' website portal would be regularly updated by the Travel Plan Steering Group, overseen by the TPC, to ensure that awareness of sustainable travel options is established from the outset and then maintained. Similarly, the Travel Plan Steering Group would ensure that the other methods of communication, such as site notice boards (or equivalent), are continually updated and maintained in prominent positions for all groups.
- 5.4.6 It would be imperative that the Travel Plan is marketed such that staff working within and visitors to the building would be aware of the initiatives, mechanisms and targets put into place.
- 5.4.7 In marketing the Travel Plan, staff groups would be made aware of the travel options and incentives which are available to them and also be aware of the part they would be playing in meeting the targets of the plan. Marketing would be the overall responsibility of the TPC and the Travel Plan Champions, primarily by means of the Travel Plan Steering Group.
- 5.4.8 In parallel to the standard marketing and information material, the benefits of sustainable travel choices of visitors would also be promoted. This would contain similarly information relating to travel options to access the site, including reference to the travel plan for the site and options to allow visitors to be informed about travel options also. This would be provided within multi-media information prepared by the Building Management, but also within any multi-media information prepared by tenants within the building based on this standard material.
- 5.4.9 Personalised travel planning would be provided as a matter of course. This would be provided by the TPC with the Travel Plan Champions for staff members of each of the tenants coming into the building on a one-to-one basis, with this targeted to be undertaken immediately upon commencement of employment or shortly after. The initial personalised travel planning would be engagement between the TPC and Travel Plan Champions, so to operate also as a training session such that these individuals can then assume the same role amongst their own staff.
- 5.4.10 Any personalised travel planning session would inform the staff member of their travel options, bespoke to their home location and known circumstances, with the session demonstrating the full range of practical travel alternatives.

## 5.5 Walking

- 5.5.1 It is envisaged that walking would be an important sustainable mode in terms of site access, both for staff and visitor groups and the likelihood of a significant number of shorter-distance trips to and from the site for differing purposes during the course of a typical day. The scope to maximise walking relates not only to these short local journeys, but also to public transport trips which would also include short walking distances to and from public transport nodes.

- 5.5.2 Maps would be made available by staff on behalf of the steering group, co-ordinated by the Travel Plan Champion for each tenant. These maps would identify safe walking routes for those initially less familiar with the immediate area around the site. In addition, information provision focusing on the health and environmental benefits of walking would be utilised to encourage walking, again either as a sole-purpose journey such as to and from the home or (and more likely) as a business or recreational trip during the day where walking provides a realistic alternative.
- 5.5.3 Showers and storage lockers would be provided at ground floor level adjacent to the cycle storage area which can be accessed via a dedicated entrance on the Parker Street frontage or via the main reception. Accessible toilet facilities would also be provided in this area.
- 5.5.4 These support facilities would be brought forward to encourage and support people from the local areas to consider walking to / from work on a regular basis, in addition to individuals who may prefer to run regularly to / from work, given that they would allow the individual to both shower / change and store other items which may preclude walking being considered.
- 5.5.5 As part of the monitoring and review of the site-wide Travel Plan, as well as any individual operator-specific Travel Plan, the TPC in liaison with the Travel Plan Steering Group would regularly record use of the locker storage units and should there be a demonstrable demand the scope to increase locker storage provision would be considered (subject to space).
- 5.5.6 Provision of any additional locker storage would be the responsibility of the Building Management overseen by the Travel Plan Co-ordinator.
- 5.5.7 The building access arrangements would also safely and efficiently accommodate those with mobility difficulties, including wheelchair users and those with visual and/or hearing impairments, with the main reception accessed at street level directly from the Parker Street frontage. The reception area would be staffed to provide guidance and assistance to all site visitors as well as staff as and when required, with the reception area also providing access to the lift and stairs to the upper floors.
- 5.5.8 The technical specifications of the door entry arrangements and the lift arrangements would be brought forward to accord with no less than the requirements of both the national and local building regulations and of the Equality Act (2010), such that the controlling and emergency equipment can be fully utilised by all disability groups.

## 5.6 Cycling

- 5.6.1 Cycling is recognised as a key sustainable transport option to be encouraged, particularly for staff and given the significant facilities (secure and covered cycle parking, showers and lockers) to be brought forward but with some scope also for visitors. It is seen as an important mode choice for staff journeys for the purpose of travel to work, particularly where walking becomes less attractive due to the distance or due to the time taken to travel.

- 5.6.2 To support cycling by staff secure storage facilities would be provided within the building, at ground floor level, with primary access via an entrance on the Parker Street frontage. Access to upper floors would be via lift or stairs located adjacent to the main reception area. These arrangements would provide space for up to 23 cycles. An easy-lift gas-assisted two-tier stand would be provided, with a capacity for 22 cycles, plus one 'Sheffield' stand positioned and installed for single-sided use by a non-standard cycle (be this of a wider or longer variant).
- 5.6.3 The cycle parking would meet the requirements and recommendations as informed through pre-application engagement with LB Camden and as in line with the London Plan.
- 5.6.4 As referenced with regard the travel planning for walking, showers and storage lockers would be provided at ground floor level adjacent to the cycle storage area which can be accessed via a dedicated entrance on the Parker Street frontage or via the main reception. Accessible toilet facilities would also be provided in this area.
- 5.6.5 These additional measures would be brought forward to encourage and support people from greater distances to cycle to / from work on a regular basis, particularly in bad weather, with again the facilities to allow the individual to both shower / change and store other items which may preclude cycling being considered.
- 5.6.6 As part of the monitoring and review of the site-wide Travel Plan, as well as any individual operator-specific Travel Plan, again the TPC in liaison with the Travel Plan Steering Group would regularly record use of the locker storage and should there be a demonstrable demand the scope to increase locker storage provision would be considered (subject to space).
- 5.6.7 Implementation of any additional locker storage would be the responsibility of the Building Management overseen by the Travel Plan Co-ordinator
- 5.6.8 Within the first month of operation the TPC would confirm those staff committed to and/or interested in cycling on a regular basis, to establish a cycle buddy database such that inexperienced cyclists can be paired with more experienced cyclists from within the staff pool. This database would be reviewed and updated no less than annually.
- 5.6.9 Also, the marketing and information material would actively promote the London Cycling Campaign, which offers a mechanism for individuals to seek other cyclists who may share the same route (in part or in full) and to then enquire as to whether they wish to join them in undertaking the journey. Such access maximises the scope for cycle buddying.
- 5.6.10 Cycle maps and route planners, including online material from TfL and CycleStreets, would be made available to inform staff of the safest routes in the vicinity of the site and to and from key residential areas, as well as other facilities in relation to daytime travel. The Travel Plan Champions, on behalf of the TPC, would also assist individuals in accessing information about safe cycling.

- 5.6.11 Additionally, the TPC would request of tenant management that they actively consider scope to provide interest-free loans (or similar via a salary sacrifice scheme) for staff to purchase a cycle to increase the potential for encouraging cycling, providing a record of this to the respective Travel Plan Champion for their operation to form part of the monitoring and review.
- 5.6.12 The TPC would request similarly of tenant management that they actively consider the scope to provide all staff with access to free cycle hire membership of the London cycle hire scheme, as a further measure to bring forward to promote cycle access both of and around the site.

## **5.7 Public Transport**

- 5.7.1 In order to gain the most out of the available public transport services there would be a strong emphasis on the promotion of public transport options within the site via the range of promotional methods outlined for staff and visitors.
- 5.7.2 Additionally, the use of local bus, underground and rail services would be actively promoted amongst staff, with timetable and route information on the local services being made available and kept up-to-date and distributed by the Travel Plan Champions on behalf of the TPC. The Travel Plan Champions would also ensure that any published timetable and route information provided by the various means to staff is continually updated. Staff would be encouraged to make use of the range of TfL apps available, particularly TfL Go which provides real-time travel information and journey planning capability.
- 5.7.3 Should a front-of-house manager be appointed, this individual would be provided in-house training by the TPC or one of the Travel Plan Champions, such that they would be capable of answering visitor queries in relation to travel on an ad-hoc request basis.
- 5.7.4 The TPC, and the Travel Plan Champions of the TPC's behalf, would actively provide guidance to staff with regard to appropriate routes and options, both on an ad-hoc basis and as part of personalised travel planning sessions, with the Travel Plan Champions then being the main conduit of the information being disseminated amongst staff. As part of the promotion of use of public transport information would be displayed within the Tenant's Handbook and subsequent tenant information to encourage staff to find out more about travel options.
- 5.7.5 Additionally, the TPC would request of tenant management that they actively consider the scope to provide interest-free loans (or similar via a salary sacrifice scheme) for staff to purchase season tickets for travel by public transport.

## **5.8 Measures to Minimise Car Use**

- 5.8.1 There would be no on-site car parking or dedicated off-site car parking provided to support either the office floorspace or the café / retail floorspace within the development scheme, either for staff or visitors.

- 5.8.2 The lack of on-site car parking is brought forward in line with current policy and as a disincentive measure. The lack of local on-street parking and the high cost of private parking (£28-£30 per day in the local NCP) would act as a strong disincentive for individuals to drive to and from the site, which is a key part of the sustainable travel strategy.
- 5.8.3 At the earliest stage, during induction, staff would be made aware of the 'no parking' policy. This guidance would also form part of the promotional material, notice board (or equivalent) information and verbal discussions with regard to the Travel Plan. Similarly, with respect to visitors, again through promotional material but also through any direct correspondence with staff individuals, they would be made aware of this policy.

## **6 Management & Implementation**

### **6.1 Background**

- 6.1.1 It is crucial that all user groups at the development feel actively part of the Travel Plan in order that it is delivered successfully. Experience has shown that the most successful Travel Plans are those where all parties are consulted, feel part of the process and have a say in the measures which are implemented. The proposed general management and implementation strategies are detailed below.

### **6.2 Travel Plan Management**

- 6.2.1 It would be the Travel Plan Co-ordinator's responsibility, with assistance by the Travel Plan Steering Group of tenant staff, to ensure that the wider staff groups become socially responsible and aware of the consequences of their decisions on the environment. It would be the responsibility of the TPC to ensure that sufficient information is available quickly and conveniently and that the TPC and Travel Plan Steering Group would be able to deal with travel queries posed by staff or visitors to the best of their ability.

### **6.3 Travel Plan Implementation**

- 6.3.1 The delivery and implementation of this Travel Plan would be secured initially by means of a planning condition or Section 106 obligation, following on from which further updates and reviews would be secured by means of the commitments put forward and agreed at each stage in terms of the monitoring and review details. This first version of the plan sets out the mechanisms which would be put in place for the monitoring and review processes.
- 6.3.2 The Travel Plan would be implemented by the TPC against the background of the vision being that the whole development would foster sustainable travel patterns from the outset and that these would be sustained over the long-term. Whilst some measures would require on-going management, the sustainable initiatives would become engrained into the daily operation.
- 6.3.3 An internal budget would be agreed for the TPC in order that additional measures can be introduced where required and marketing material produced. Adequate resources would be allocated to ensure that the plan is implemented and managed effectively. The measures put forward within this version of the Travel Plan have the full support of the scheme promoter, with support for appropriate funding for the TPC role being made available and support to put forward the obligations onto the building's tenants.
- 6.3.4 By virtue of the Travel Plan Steering Group the TPC would bring together representatives from the tenants within the development to provide a means of effective communication with the various site user groups. The establishment and maintenance of this group would also extend the potential for the other staff within the tenant groups to assist in marketing and promotion.

## 6.4 Implementation Timetable (Action Plan)

6.4.1 Table 6.1 provides a summary of when each of the core proposed measures should be implemented, thus effectively providing an indicative Action Plan for the Travel Plan.

<b>Travel Plan Action Point</b>	<b>Responsibility</b>	<b>Implementation Date</b>
Appoint Travel Plan Co-ordinator	Building Management	No later than one month prior to further occupation
Notification of TPC to LBCamden (and other parties as required)	Building Management	Within four weeks of appointment
Nominate Travel Plan Champions	Tenants	Within four weeks of each occupation
Set up Travel Plan Steering Group	TPC	No later than one month following further occupation
Prepare and launch 'Travel Information & Travel Plan' website, then maintain	TPC with Champions	Prior to commencement of employment, at induction and then ongoing
Travel Plan induction (staff)	Travel Plan Champions	Upon commencement of employment
Undertake initial monitoring surveys	TPC with Champions	Within six months of further occupation of both part of office floorspace and part of retail floorspace or once agreed occupancy threshold has been achieved
Undertake annual monitoring surveys and monitoring / review	Travel Plan Co-ordinator	Annually following initial surveys, unless agreed otherwise
Provide personalised travel planning	TPC with Champions	Upon commencement of employment, then ongoing
Install notice boards and/or equivalent multi-media portals	Building Management	Prior to further occupation
Implement cycle parking strategy and provision of related facilities	Building Management	Prior to further occupation
Review cycle parking take up	TPC with Champions	Ongoing, as part of monitoring strategy
Establish cycle buddy group	TPC with Champions	Within four weeks of further occupation, then reviewed annually if no initial take-up
Review scope to provide interest-free loans for staff to purchase cycle and/or related equipment, as well as access to free cycle hire membership	TPC with Tenants	Ongoing
Review scope to provide interest-free loans for staff for travel tickets	TPC with Tenants	Ongoing

Table 6.1: Implementation Timetable (Action Plan)



## 7 Monitoring & Review

### 7.1 Background

- 7.1.1 It is essential that the Travel Plan is monitored on a regular basis in order to establish the impact of the measures which have been introduced. Such monitoring would be required to determine modal share of journeys and the effectiveness of the package of measures implemented in order to identify progress with meeting overall targets and objectives.
- 7.1.2 Monitoring is proposed firstly by means of an initial travel survey, which would be undertaken no later than within six months of further occupation of both part of the office floorspace and part of the café/retail floorspace or once an agreed threshold occupancy has been achieved, as agreed with representatives of Camden Council, whichever is the sooner.
- 7.1.3 This would take the form of the feedback survey available to tenant staff via the site's '*Travel Information & Travel Plan*' website. Further promotion of this monitoring session would be undertaken at the Travel Plan Launch, with subsequent feedback incorporated. This would allow site-specific travel characteristics to be confirmed and targets reviewed.
- 7.1.4 Following the undertaking of this initial Travel Plan survey, an updated plan (or equivalent) would then be issued to Camden Council. Further surveys would be undertaken annually thereafter, and further monitoring undertaken in line with these surveys but also on an ongoing basis, with key monitoring dates being within Year 1 to verify the initial projections and then Years 3 and 5. Monitoring would be the responsibility of the TPC.
- 7.1.5 The results of the monitoring and any related actions would be reported back to tenants by means of a bulletin note on the website, within a month of the surveys, with a fuller version prepared for Building Management and available by others upon request. Additionally, regular feedback provided by tenants to the TPC or Steering Group with regard to any travel-related issues that arise would be incorporated into the monitoring and reporting undertaken.
- 7.1.6 The scheme promoter would fund the costs of monitoring this Travel Plan, in addition to the costs of implementation and maintenance. The means and mechanism of which to fund this monitoring would be agreed with representatives of Camden Council prior to further occupation, as part of any further obligations following on from this initial Travel Plan version.

### 7.2 Travel Surveys

- 7.2.1 The Travel Plan would run for no less than five years from the occupancy reaching an agreed level with Camden Council or from six months following further occupation of both the office floorspace and the café/retail floorspace, whichever is sooner.

- 7.2.2 Travel surveys would be undertaken on an annual basis for at least five years to establish changes which have occurred each year and whether the plan is on target. The Travel Plan Co-ordinator would assess the best way to distribute the survey, but with the primary means of doing so being online via the site's *'Travel Information & Travel Plan'* website, but with a secondary option of making and distributing hard copies upon request.
- 7.2.3 The initial verification surveys and the subsequent annual surveys would collect data relating to both staff travel (and visitor travel where information available) and servicing activity. This initial data collection would inform any updating of the interim mode share targets, if required, as well as to whether further and/or alternative measures be brought forward.
- 7.2.4 The subsequent formal monitoring surveys in Years 1, 3 and 5 would adopt no less than a similar format to the initial survey. The initial verification survey and the subsequent update surveys in Years 1, 3 and 5 would be no less than i-TRACE-compliant or TRICS-compliant (as agreed with Camden Council / TfL). Based on guidance the monitoring would include:
- multi-modal counts of all trips undertaken to and from the site;
  - full site audit;
  - parking counts (all vehicles including bicycles);
  - servicing records
  - uptake of travel planning measures.
- 7.2.5 The site audit would be undertaken by the Travel Plan Coordinator using the internet-based iTRACEExtra Site Audit form or equivalent as agreed with representatives of Camden Council / TfL. The site audit would require the input of details such as measures implemented, number of people on site and parking facilities.
- 7.2.6 The questionnaire would be based on a standard questionnaire established by iTRACE or again equivalent as agreed with Camden Council / TfL, but in any event tailored to be site-specific. The Travel Plan Co-ordinator would notify tenants and their staff of the opening of the questionnaire, by e-mail and also promotional material around the site. The questionnaire would be designed to be completed online and this promoted as the preferred means of completion. However, an option to complete as a paper copy would be made available and a central collection point established for people to deposit completed forms.
- 7.2.7 The multi-modal surveys would be undertaken in line with standard methodology and be undertaken by an approved Independent Fieldwork Company (IFC). The final methodology and company would be agreed with representatives of Camden Council before the survey work is undertaken, but use of a standardised methodology (then made bespoke) allows sites across London to be compared.
- 7.2.8 As such, the monitoring programme would include standard and compliant surveys, to build on the indicative interim mode share considerations to date.

## 7.3 Review

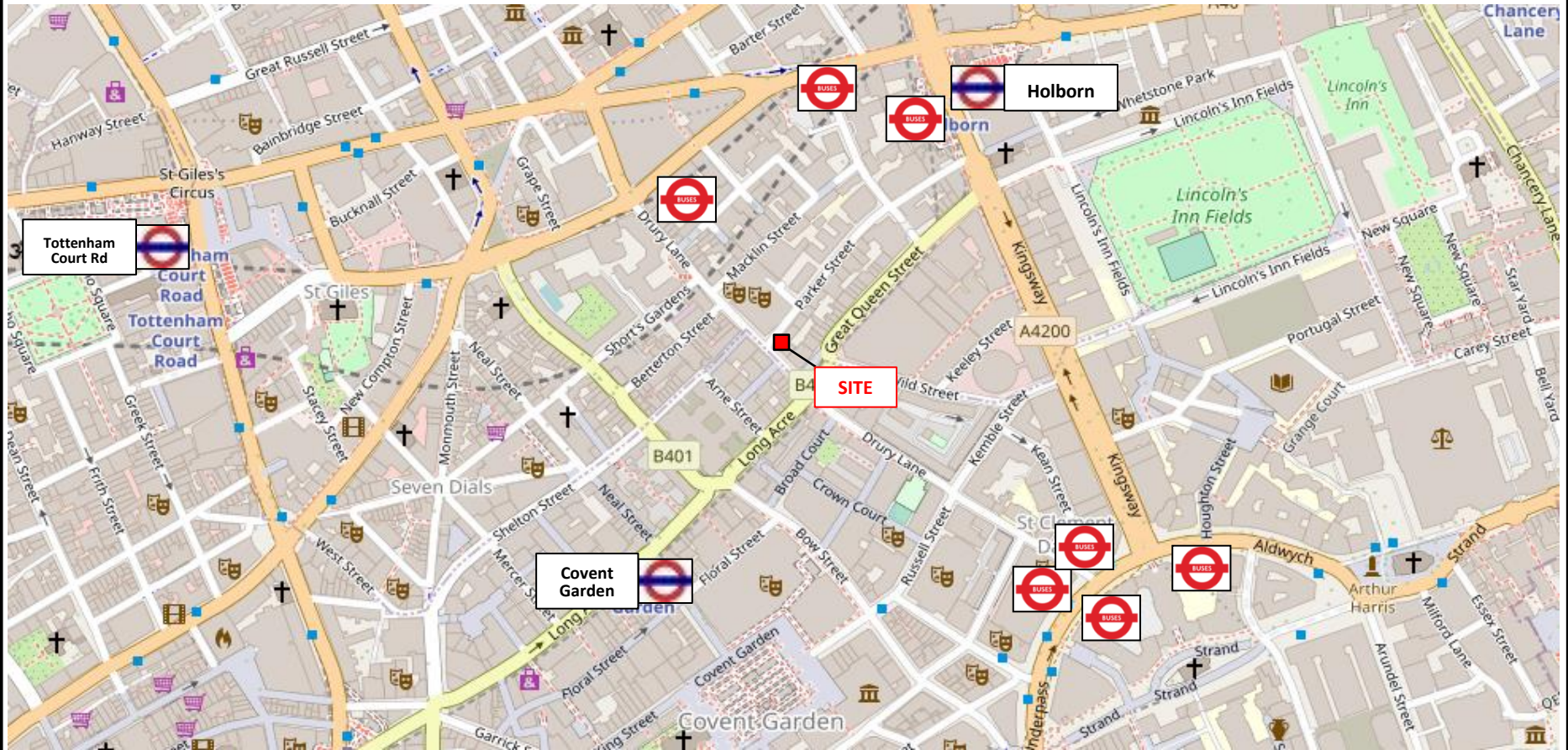
- 7.3.1 A period of internal review would follow each round of monitoring surveys, with the objective being to measure the performance of the Travel Plan and establish if changes are required to any of the measures in order to improve the performance of the Travel Plan and provide the best options to tenants. These reviews would also determine if an updated version of the Travel Plan is required, beyond that update following the baseline verification.
- 7.3.2 Analysis of survey responses would be the main source of information for the review along with consultation with the interested parties. Feedback would be given to tenants by means of a website bulletin, with them also notified at that time of any operational changes and/or measures introduced or withdrawn which would be implemented and monitored continually. In order to make the results accessible to site-based staff a summary note would be uploaded.
- 7.3.3 A full monitoring report would be prepared by the TPC and would be issued to Camden Council and TfL as key stakeholders (and others upon request). This report would include comprehensive details of all survey data and measures which have been implemented. A key element of the report would be comparing the surveyed modal share to that of the targets set; if the data show that the targets have not been met or are not on course to be met, the report would try to outline the reasons behind this and how it would be resolved.
- 7.3.4 In the event that monitoring and review finds the Travel Plan is under performing and targets are not being achieved within an acceptable margin of error, the TPC would seek to arrange a meeting with Camden Council representatives to discuss the issues, including possible reasons for the failure, and agree whether further changes to the Travel Plan would be required and how these would be implemented. Such changes would incorporate reasonable recommendations made by representatives of the reviewing authorities.
- 7.3.5 Any updated version of the Travel Plan, which would be submitted to Camden Council within three months of the review start, would supersede the previous version no later than two months from date of issue, unless directed by borough representatives. If no update is to be issued, this notification would be issued within the same timeframe.



# APPENDICES



## **APPENDIX A**

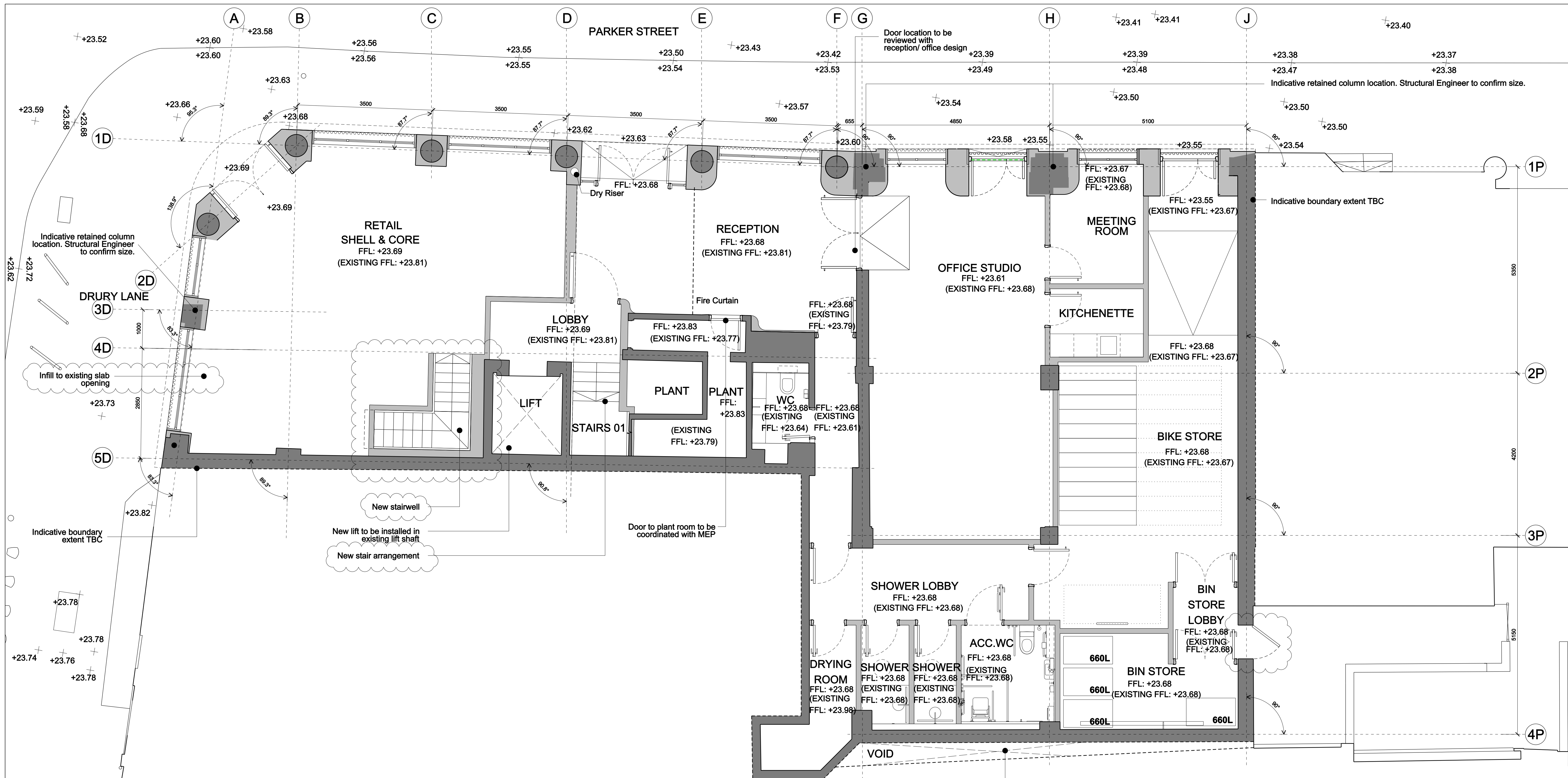


**SITE LOCATION**



## **APPENDIX B**





**NOTES:**

- Structural engineer to confirm any retained and/ or proposed structure location and size
- FFL TBC pending opening up works

**KEY:**

- EXISTING RETAINED WALLS
- PROPOSED WALLS
- CHANGES IN LEVELS (GRADIENT SHALLOWER THAN 1:20)
- THRESHOLD CHANGE OF LEVEL LESS THAN 15MM

REV.	DATE	DESCRIPTION
-	14.10.2022	FIRST ISSUE
A	26.10.2022	BACK OF HOUSE UPDATED, SMOKE SHAFT ADDED
B	30.01.2023	GF FACADE UPDATED, SMOKE SHAFT AMENDED, PLANT SHOWN
C	09.02.2023	UPDATED TO ALIGN TO SURVEY RECEIVED FROM POINT 2 DATED DECEMBER 2022
D	03.03.2023	UPDATED TO ALIGN TO AMENDED SURVEY, GRID UPDATED, KEY UPDATED, STAIR/LIFT LOBBY UPDATED, DOOR TO PLANT UPDATED, DOOR TO OFFICE ADDED
E	14.04.2023	LEVELS UPDATED, INTERNAL LAYOUT UPDATED ETC, BACK OF HOUSE ARRANGEMENT UPDATED ETC, WINDOW/DOOR OPENINGS ADJUSTED, NOTES UPDATED.
F	28.04.2023	ISSUED FOR INFORMATION

REV.	DATE	DESCRIPTION

**NOTES:**

- ALL DIMENSIONS IN MM UNLESS OTHERWISE STATED
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACT DOCUMENTS
- THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL ENGINEER'S DRAWINGS
- DO NOT SCALE FROM THIS DRAWING
- REPORT ANY ERRORS, CONTRADICTIONS, & OMISSIONS TO THE ARCHITECT AS SOON AS POSSIBLE
- WHEN THIS DRAWING IS ISSUED IN DWG FORMAT IT IS AN UNCONTROLLED VERSION ISSUED TO ENABLE THE RECIPIENT TO PREPARE THEIR OWN DRAWINGS FOR WHICH THEY ARE SOLELY RESPONSIBLE. IT IS BASED ON BACKGROUND INFORMATION CURRENT AT TIME OF ISSUE. BEN ADAMS ARCHITECTS ACCEPTS NO LIABILITY FOR ANY SUCH ALTERATIONS OR ADDITIONS TO OR DISCREPANCIES ARISING OUT OF CHANGES TO SUCH BACKGROUND INFORMATION WHICH OCCUR AFTER IT IS ISSUED BY BEN ADAMS ARCHITECTS.

**KEY:**

0 0.5m 2.5m 5m  
Scale Bar

Ben Adams Architects

Third Floor, 29 Southbank Street, London SE1 0UP

T: 020 7633 0000  
ben@benadamsarchitects.co.uk  
info@benadamsarchitects.co.uk

**DRAWING NAME:** Proposed Ground Floor Plan

**PROJECT NAME:** Drury Lane - MRP

**DRAWING NO:** A200/F

**JOB NO:** 22-034

**SCALE:** 1:100 @ A3 1:50 @ A1

**STAGE:** STAGE 2





## APPENDIX C

# Buses from Holborn



© Transport for London  
Information correct from June 2022

## How to use this map

- Find your destination on the map
- See the coloured lines on the map for the bus routes that go to your destination
- Check the map (at the end of each coloured line) for the bus stops to catch your bus from
- Use the central map to find the nearest bus stop for your route
- Look for the bus stop letters at the top of the stop (see example for stop **A** to the right)



## Key

- Connections with London Underground
- Connections with London Overground
- Connections with Elizabeth line
- Connections with National Rail
- Connections with DLR
- Connections with London Trams
- Connections with river boats
- Connections with London Cable Car
- Cycle hire docking station
- Taxi rank
- Tube/London Overground station with 24-hour service Friday and Saturday nights
- Limited stop, Mondays to Fridays afternoon peak hours only
- Mondays to Fridays morning peak hours only
- Mondays to Fridays only

## Ways to pay

- Use contactless (card or device). It's the same fare as Oyster pay as you go and you don't need to top up
- Download the free TfL app to top up or buy a ticket anytime, anywhere, or visit [tfl.gov.uk/oyster](https://tfl.gov.uk/oyster). Alternatively, find your nearest Oyster Ticket Stop at [tfl.gov.uk/ticketstopfinder](https://tfl.gov.uk/ticketstopfinder) or visit your nearest TfL station
- The Hopper fare offers you unlimited pay as you go Bus and Tram journeys within one hour. Always use the same card or device to touch in
- If you fail to show on demand a ticket, validated smartcard or other travel authority valid for the whole of your journey you may be liable for a penalty fare or prosecuted.