



Fox Court, Camden

Framework Travel Plan

November 2023

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This document has been prepared and checked in accordance with
Waterman Group's IMS (BS EN ISO 9001: 2015, BS EN ISO 14001: 2015 and BS EN ISO 45001:2018)

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Comments

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1. Introduction

General

- 1.1. Waterman Infrastructure & Environment Ltd ('Waterman') has been appointed by Clare Real Estate (14 Gray's Inn Road) Limited (the 'Applicant') to prepare a Travel Plan (TP) in support of an application for the proposed refurbishment and extension at Fox Court, London, WC1X 8HN (the 'Site'). The proposals seek to increase the existing floor area by 9,652sqm (GEA).
- 1.2. The local planning and highway authority are the London Borough of Camden (LBC).

Background

- 1.3. The existing site is occupied by a nine-story building providing circa 15,319sqm GEA floor area of office use. The office is partially occupied with Citibase on ground and first floors and HM Courts & Tribunals Services occupying the fourth and fifth floors. The remaining floors (second, third, sixth and seventh) are currently vacant. There is currently a basement car park with 26 parking spaces.
- 1.4. The Site is bound by Gray's Inn Road to the west, Brooke Street to the east, a commercial building to the south and a mix of commercial / residential buildings to the north.
- 1.5. A description of the proposed development is provided below:

'Demolition of existing facades, retaining existing reinforced concrete frame and basement structures; refurbishment and reconfiguration of the existing office (Use Class E) building for continued office use including extensions with new facades to the west elevation fronting Gray's Inn Road (9 storeys), to the northern courtyard elevation facing Brookes Court (9 storeys), to the existing 5 storey north-east wing fronting Brook Street (3 storeys) and to the south elevation (8 storeys); external alterations, provision of rooftop amenity terraces, landscaping and associated works'

- 1.6. The development proposals are for the refurbishment and extension of the existing office building to provide a total of 24,971sqm office floor area (GEA). The proposals will increase the existing floor area by 9,652sqm GEA. The existing car park will be removed and repurposed for cycle parking and other ancillary features. Cycle parking will be provided in accordance with the London Plan 2021 and LBC standards. The proposed development is located within a 'Central Activities Zone' and is identified as being Inner London.
- 1.7. This TP has been prepared with reference to the good practice and guidance documents published by Transport for London ('TfL'), the London Plan (2021) and with reference to Camden Local Plan (2017).

What is a Travel Plan?

- 1.8. A Travel Plan is a dynamic management tool which brings together transport and other land use issues in a co-ordinated strategy. The emphasis in a Travel Plan is on increasing the choice of methods of travel and encouraging their use whilst reducing single occupancy car usage. A Travel Plan involves the development of a set of measures which could bring several benefits to the future employees of the proposed development.
- 1.9. A Framework TP is produced when the end occupier of a development is unknown and specific measures and targets cannot be set at the time of producing the report.
- 1.10. Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the proposed development.

- 1.11. TPs are an important element of the Government's integrated transport strategy and are a means of managing the transport impacts of developments and implementing initiatives to reduce identified adverse effects of such transportation.

Why do we have a Travel Plan?

- 1.12. While there are a wide range of benefits that can result from the operation of a TP, their implementation is increasingly being required within the planning system as a condition, or requirement, associated with the proposed development.

Benefits of Travel Plans

- 1.13. The most easily identifiable benefits of TPs are those that are directly related to reductions in vehicle use; namely proportionally less congestion, noise, air pollution and accidents.
- 1.14. There are a broader range of more intangible benefits that can accrue from the implementation of TP initiatives. Depending on the characteristics of each development, such benefits can include:
- Energy savings - through removal of fossil fuel use;
 - Increased use of public transport – through TP initiatives;
 - An improved environment for pedestrians and cycles;
 - Cost savings;
 - Improved quality of life - through time savings achieved because of less congestion and reduced stress; and

Aim and Approach

- 1.15. The principal aim of the TP for the proposed development is to increase the use of walking and cycling, as the majority of trips to the Site are likely already via sustainable modes.
- 1.16. The TP is to take into consideration the existing transport conditions relevant to the proposed development and the surrounding environment, and secondly, to propose several measures designed to increase travel awareness and to effectively manage and increase sustainable transport use.
- 1.17. In advance of occupation of the Site, the journey origin and mode of transport of employees cannot be determined and therefore, this initial version of the TP is focussed on setting out principles and objectives to future occupiers and introducing key elements such as the Travel Plan Co-ordinator (TPC), thereby providing a framework on which to base future iterations of the TP.
- 1.18. Travel information relating to bus and train services as well as cycle/pedestrian routes will be provided to occupiers of the Site, prior to occupation.

Travel Plan Structure

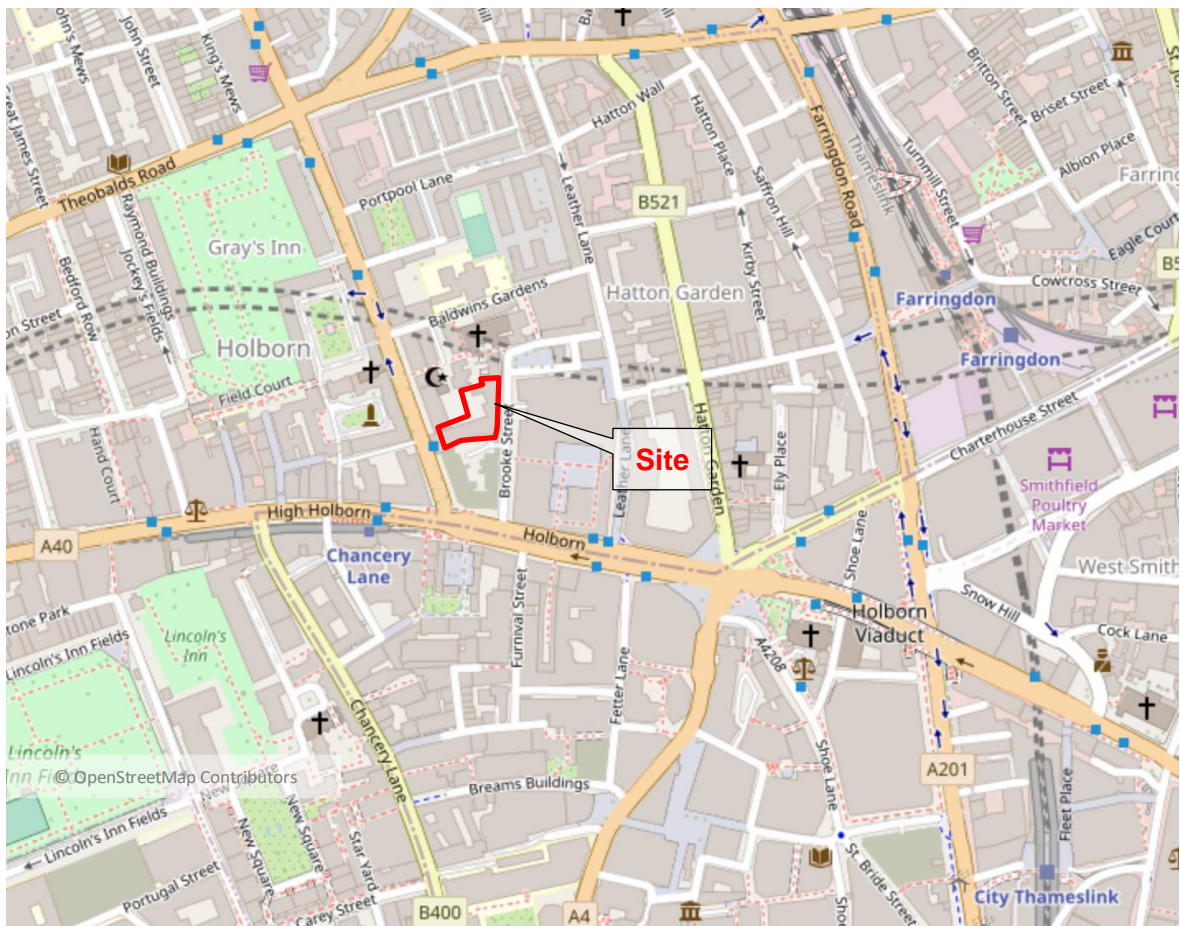
- 1.19. The structure of this Framework Travel Plan is as follows:
- Section 2 – Site and Surroundings
 - Section 3 – Proposed Development
 - Section 4 – Predicted Travel Patterns
 - Section 5 – Objectives
 - Section 6 - Travel Plan Measures
 - Section 7 – Targets and Monitoring

2. Site and Surroundings

Site Context

- 2.1. The Site is bound by A5200 Gray's Inn Road to the west, Brooke Street to the east, a commercial building to the south and a mix of commercial / residential buildings to the north.
- 2.2. The Site is located circa 120 metres to the north of Chancery Lane Underground Station and circa 600 metres to the west of Farringdon Station.
- 2.3. The local site context plan is shown below in Figure 1

Figure 1: Site Location Plan



Source – Open Street Map

Walking

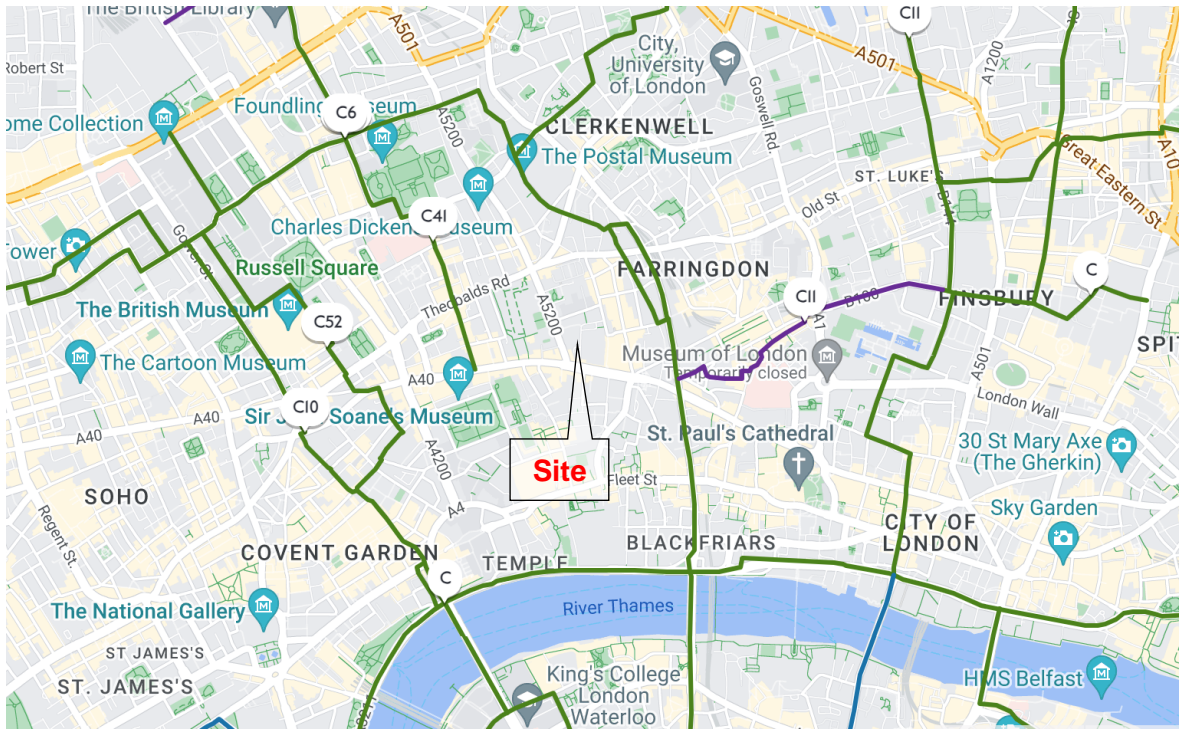
- 2.4. Pedestrian access to the Site is currently taken from A5200 Gray's Inn Road and Brooke Street.
- 2.5. The Site benefits from excellent existing provision of pedestrian infrastructure within the local area surrounding the Site. Existing footways are between 3-6 metres wide, providing a consistent level gradient along both sides of Gray's Inn Road. A Pedestrian Comfort Assessment of the existing footway along the Sites frontage on Gray's Inn Road outlined in Section 5, indicates there is a pedestrian comfort rating of A (a rating of A is classified as comfortable for all areas).

- 2.6. Several crossing points are available along Gray's Inn Road including a zebra crossing to the north of the junction with Baldwin's Garden and a controlled crossing at the junction with A40 Holborn. There is a Copenhagen Crossing across the Baldwin's Garden priority junction with Gray's Inn Road to aid pedestrian movement. There is also a good provision dropped kerbs and tactile paving at crossing points and street lighting along the road.
- 2.7. The Chartered Institution of Highways and Transportation ('CIHT') published the guidance document 'Planning for Walking' (2015), which sets out the considered desirable thresholds for a pedestrian walking environment.
- 2.8. The document defines a 'walkable neighbourhood' as an area with the majority of amenities within 800m walking distance. The document also sets out a desired threshold of 1,600m for walking journeys, although acknowledges people may travel in excess of this as part of commuting trips.
- 2.9. There are amenities and facilities within 800m walking distance of the Site to meet the future site users day-to-day needs. These amenities are outlined below:
 - High Holborn Bus Stop (Stop C) – 50m;
 - Gray's Inn Gardens – 100m;
 - Chancery Lane Underground Station – 120m;
 - Chancery Lane station Bus Stop – 140m;
 - Tesco supermarket – 140m;
 - Leather Lane Market – 150m;
 - M&S Simply Food – 150m;
 - Farringdon Station – 600m.
- 2.10. Overall, the Site is well located to provide access to key local facilities which will meet Site users day-to-day needs.

Cycling

- 2.11. The Site benefits from excellent cycle connections within the surrounding areas. There is a cycle lane along the site frontage on Gray's Inn Road which is mostly segregated from traffic using a mixture of bollards, floating bus islands and 'stepped' cycleways. There are intermittent advisory cycle lanes along A40 Holborn which merge with bus lanes to provides cycles with a route free from traffic except buses.
- 2.12. Furthermore, Cycleway 6 (C6) and Cycleway 41 (C41) run to the east and west of the Site respectively. C6 runs along Farringdon Street and provides a cycle route from Camden to Elephant and Castle with large sections of segregation. C6 also connects with C3 which runs along the River Thames between Blackfriars Bridge and Houses of Parliament and connects to Cycle Superhighway 7.
- 2.13. Route C41 provides a link between Holborn and C6 and C27 to the northwest of the Site. An extract from TfL's on-line interactive cycle map is shown in [Figure 2](#).

Figure 2: TfL Cycle Network Map



Source – Transport for London Cycle Map

2.14. Three London Cycle Hire docking stations are provided in the vicinity of the Site accommodating up to 82 cycles, located at the following locations:

- Hatton Garden, circa 280 metres east of the Site – 25 docking stations;
- Holborn Circus, circa 300 metres southeast of the Site – 47 docking stations; and
- New Fetter Lane, circa 400 metres southeast of the Site – 20 docking stations (of which two are E-bike).

Public Transport

PTAL Assessment

2.15. TfL's WebCAT tool has been used to derive a Public Transport Accessibility Level (PTAL) for the day. PTAL scores range from 0 to 6b, where 6b is the highest score achievable. The site is located in an area with a PTAL rating of 6b, the highest achievable.

Bus Services

2.16. Bus stops C (southbound) and B (northbound) are located circa 50 metres and 130 metres northwest of the Site on Gray's Inn Road. Bus Stop C has recently been re-provided, from directly along the sites frontage to circa 50m to the north of the site. The re-provided bus stop C is a floating bus island which allows cycles to bypass a bus stop easier and safer. The stops are serviced by bus routes 17 and 46.

2.17. Furthermore, bus stops E (eastbound) and F (westbound) are located circa 120 metres and 140 metres respectively southwest of the Site on A40 Holborn. The bus stops are serviced by routes 8, 59 and 133 as well as night bus routes N8, N25 and N242.

2.18. These services provide frequent and direct connections to several destinations including London Bridge, Paddington and Waterloo. A summary of daytime services is provided in Table 1.

Table 1: Local Bus Services Operating in the Vicinity of the Site

Service	Towards	Frequency (Buses per Hour)		
		AM Peak	Off Peak	PM Peak
17	Cannon Street Station – London Bridge Station	5-8	5-8	5-8
	Kings Cross Station – Archway Station	5-8	5-8	5-8
46	St Pancras Station – Hampstead Station - Paddington Station	5-8	5-8	5-8
	St Bartholomew’s Hospital	5-6	5-8	5-8
8	St Giles High Street	6-10	6-10	6-10
	Liverpool Street Station – Bow Bus Garage	6-10	6-10	6-10
59	St Bartholomew’s Hospital	8-12	8-12	8-12
	Waterloo Station – Brixton Station – Telford Avenue	6-9	6-9	6-9
133	Holborn Station	6-10	6-10	6-10
	London Bridge Station – Elephant & Castle Station – Brixton Station – Streatham Station	6-9	6-9	6-9
Total		58-90	58-92	58-92

Source: Transport for London (accessed June 2023)

2.19. Table 4 demonstrates there is a good number of high frequency bus services within easy walking distance of the Site, which connect the Site with several key destinations.

2.20. The local bus stops include a shelter, seating, timetable information, bins nearby and are illuminated by local street lighting.

Underground & Rail

2.21. The Site is located within easy walking distance of two underground and rail stations, including:

- Chancery Lane Underground Station (120m walk); and
- Farringdon Train Station (600m walk).

2.22. Central Line Underground services can be accessed from Chancery Lane. The Central Line provides services towards Loughton/Epping/Hainault to the east and Ealing Broadway/West Ruislip/Northolt/North Acton to the west.

2.23. Farringdon Station provides access to Circle, Hammersmith & City and Metropolitan Underground services, Elizabeth Line services and Thameslink Rail services.

2.24. The Site can therefore be considered highly accessible to underground and rail services, with the majority of trips likely being distributed across each of the stations noted above.

Highway Network

- 2.25. To the west of the Site, Gray's Inn Road is a two-way single carriageway road running on a south-north alignment between a signalised junction with A40 Holborn to the south and a signalised junction with A501 to the north.
- 2.26. Gray's Inn Road is street-lit and subject to a 20mph speed limit in the vicinity of the site. Double yellow lines and double yellow kerb markings are present on both sides of the road in the vicinity of the Site. Gray's Inn Road is predominantly c.10m wide with footways provided on both sides of the road. The road benefits from the provision of on street and segregated cycle lanes adjacent to the carriageway.
- 2.27. To the south, A40 Holborn is a two-way single carriageway, running on a broadly east-west alignment. The road is street-lit and subject to a 20mph speed limit in the vicinity of the Site with footways provided on both sides of the road. There are intermittent advisory cycle lanes along A40 Holborn which merge with bus lanes to provide cycles with a route free from traffic except buses.
- 2.28. Brooke Street to the east of the site provides access to a one-way loop around the Brooke's Market square area via Dorrington Street and Brooke's Market. There is on-street residents parking along Brooke Street, Dorrington Street and Brooke's Market.

3. Proposed Development

Overview

- 3.1. The development proposals are for the refurbishment and extension of the existing office building to provide a total of 24,971sqm office floor area (GEA). The proposals will increase the existing floor area by 9,652sqm.

Access

- 3.2. The primary pedestrian access to the Site will be retained from Gray's Inn Road. The access will lead into the main reception area. There will be step free access for employees and visitors with mobility issues.
- 3.3. A secondary pedestrian access will also be provided to the rear of the building via Brooke Street. Lifts are available from the reception to all floors.
- 3.4. Car, cycle and delivery and service access to the site will be taken from the rear of the site from Brooke Street. There will be a separate access for cycles and good and servicing.
- 3.5. As part of the proposed development, the proposals will extend the Site's façade along Gray's Inn Road for floors one and above. Columns will be introduced within the Site's boundary to support the extended façade. The existing ramp and steps providing access to the site will be removed.

Cycle Parking

- 3.6. It is proposed that the existing basement car park will be provided as a cycle store. A total of 400 long stay cycle parking spaces will be provided, which is in accordance with the London Plan cycle parking standards and the Camden cycle parking requirement of providing 20% additional cycle parking above the London Plan standards. The split of cycle parking type is outlined below:
- Accessible spaces: 5% or 20 cycle parking spaces will be accessible spaces on Sheffield stands suitable for larger/adapted cycles in-line with the London Plan 2021 requirements for larger/adapted cycles.
 - Sheffield stands: 20% or 80 cycle parking spaces will be provided on standard Sheffield stands.
 - Vertical racks: 75% or 300 cycle parking spaces will be provided as double stacker spaces.
- 3.7. All long stay cycle parking will be provided on the basement level. Access to the basement cycle store will be via the existing vehicle ramp, which employees can wheel their bikes up/down. The ramp is wide enough to accommodate cycle traffic as it is proposed to be repurposed from a vehicle ramp. An existing lift will provide access from the ground floor to the basement cycle store for larger/adapted cycles and cyclists who do not wish to wheel their bike up/down the existing vehicle ramp. Access to the lift will be via an entrance to the building located in the courtyard to the south of the Site.
- 3.8. A cycle repair station will be provided in the cycle store. The proposed development will also provide shower/changing facilities and lockers for cyclists.
- 3.9. A total of 33 showers and communal changing rooms will be provided. A total of 400 lockers will be provided.
- 3.10. A total of 17 short stay cycle parking spaces will be provided at ground level. Due to footway constraints along Gray's Inn Road and Brooke Street, it is proposed that short stay cycle parking will be provided within the courtyard space between the Site and development to the south and Brooke's Market Square area which is proposed to be improved with landscaping.

Car Parking

- 3.11. The proposed development will remove the existing basement car park which currently accommodates 26 parking spaces. A disabled parking bay will be provided at ground level in the courtyard area to the south of the Site between 150 Holborn and the Site.
- 3.12. It should be noted, Farringdon Station provides step-free access between platform and train (between 0-50mm) with access from platform to train by boarding ramp for some services. There is also step free access from nearby bus stops along Gray's Inn Road and High Holborn. Therefore, the Site is accessible by public transport for those with mobility issues.

Delivery and Servicing

- 3.13. The proposed development will provide a dedicated on-site loading bay which can be accessed from Brooke Street. It is understood that existing deliveries and servicing takes place from Brooke Street or the courtyard between Fox Court and the site to the south accessed via Brooke Street.
- 3.14. The proposed on-site loading bay can accommodate delivery and servicing vehicles up to a 7.5T Panel Van which is anticipated to account for the majority of delivery and servicing vehicles accessing the site. Any deliveries or visits by servicing vehicles by larger vehicles will stop on-street along Brooke Street where double yellow lines prevent on-street parking, however it is anticipated deliveries or visitors from servicing vehicles larger than a 7.5T Panel Van will be infrequent. Goods will be carried directly from the loading bay into the development.

4. Predicted Travel Patterns

Overview

- 4.1. Upon full occupation of the Site, an initial travel survey will be undertaken to determine how people travel to/from the Site.
- 4.2. In the absence of this initial travel survey, the 'method of travel to work' mode share for the output area E02000193: Camden 028 will be used to inform the baseline position and develop the initial targets.
- 4.3. The proposed development will remove the existing 26 space basement car park and therefore the modal splits have been adjusted to reflect the car-free nature of the development. The car mode share has been redistributed in direct proportion to the other modes.
- 4.4. The adjusted mode share is presented in Table 2.

Table 2: Workplace Adjusted Mode Share (E02000193: Camden 028)

Mode of Transport	Baseline Mode Split	Adjusted Mode Split
Underground, Metro, Light Rail, Tram	37%	39%
Train	34%	36%
Bus, Minibus or Coach	12%	12%
Taxi	0%	1%
Motorcycle, Scooter or Moped	1%	1%
Driving a Car or Van	5%	0%
Passenger in a Car or Van	0%	0%
Bicycle	6%	6%
On Foot	5%	5%
Other Method of Travel to Work	0%	0%
Total	100%	100%

- 4.5. The mode shares above are indicative. The mode share the Site will be derived from a baseline travel survey undertaken within 6 months of occupation and further monitoring surveys 1, 3 and 5 years after occupation.

5. Objectives and Targets

The Focus of the Travel Plan

- 5.1. This TP is focussed on employees and workplace travel, therefore most of measures proposed within the plan are intended to encourage individuals to vary, or change, to more sustainable methods of transport where appropriate.
- 5.2. Due to the site's excellent accessibility to public transport (PTAL 6b), the majority of Site users are already expected to use sustainable modes of transport. The existing site has a 26 space basement car park which will be removed as part of the proposed development. Therefore, the focus of this TP is to ensure that employees have access to the most sustainable option for travel.

Objectives

- 5.3. The objectives of this TP have been informed through TfL's travel planning guidance. The objectives of this TP are set out below:
 - To influence travel behaviour in favour of sustainable forms of travel;
 - To encourage site users to move up within the sustainable transport hierarchy (e.g from public transport to walking and cycling);
 - To help improve the health of employees; and
 - To monitor travel patterns and ensure travel by sustainable modes is maintained.

6. Travel Plan Initiatives

Overview

- 6.1. A TP is essentially a series of initiatives that are introduced to provide people with an enhanced range of transport opportunities.
- 6.2. Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the proposed development.

Travel Plan Co-ordinator

- 6.3. Allocated time will be needed to set up and run the TP. This is best achieved by the Applicant appointing an individual or consultant with the duties of the TPC (Travel Plan Coordinator), who will be responsible for the management and maintenance of the TP.
- 6.4. The Applicant will ensure the TPC will have sufficient authority, resources and capability to implement, manage and ensure compliance with the TP.
- 6.5. The TPC will be responsible for:
 - Overseeing the proposed development and implementation of the TP and for promoting the objectives and benefits of the TP;
 - Designing and implementing effective marketing and awareness raising campaigns to promote the TP;
 - Co-ordinating the necessary data collection required to develop the TP, which includes arranging for any Travel Survey to be carried out to establish travel patterns at the Site and devising possible incentives for employees to complete and return their questionnaires;
 - Collation of all the Travel Survey information and entering it onto a database to help identify travel requirements and set targets for reducing single occupancy car trips and increasing sustainable travel modes;
 - Acting as a point of contact to all employees and visitors requiring information in relation to sustainable travel as well as for exchanging ideas and best practice with other organisations;
 - Liaising with LBC and local public transport operators;
 - Obtaining the most up-to-date information at the Site in relation to site-wide measures and initiatives (including TP information and passing this on to all employees);
 - Co-ordinating the monitoring programme of the TP and producing Monitoring Reports;
 - Providing information for the mobility impaired to access the Site; and
 - Promoting sustainable transport to and from the Site.

Provision of Travel Information

Travel Information Pack

- 6.6. A Travel Information Pack (TIP) will be provided to all staff upon employment. A TIP will set out information on travel options to and from the site and will be made available as an electronic version. The TIP will contain the following information:
 - Description of what a Travel Plan is and details of the TPC.
 - Details of useful travel apps (such as Citimapper and TfLGo).

- Maps of the neighbouring walking and cycling network.
- Information on nearby Santander cycle hire stations.
- Details of the on-site cycle parking facilities.
- Bus timetable and route maps.
- Underground and National Rail timetables.
- Information on local car clubs and permit requirements for disabled parking.

Noticeboards

- 6.7. A noticeboard will be provided within the reception which will contain maps of the neighbouring walking and cycling network and timetable information for buses, underground and rail services. Information on any change in service will be provided on the noticeboard. The noticeboards will be kept up to date by the TPC.

Mobile apps

- 6.8. Staff will be informed on how to travel to and from the site by mobile apps with live departure information such as Citimapper and TfLGo.

Encouraging Walking

Walking Works Staff Challenges

- 6.9. The TPC will organise Walking Works Staff Challenges. The challenges will be a selection of weekly walking challenges tailored to the occupiers. The aims of the challenges will be to promote physical activity, support mental health, boost morale and promote staff cohesion.

Walking User Groups

- 6.10. Walking User Groups (WUGs) can be set up which will allow staff who commute on-foot to meet and discuss any issues of walking to work. Minutes arising from these meetings can be shared with the TPC who can action measures to further encourage walking to work.

Encouraging Cycling

Cycle Parking Facilities

- 6.11. Cycle Parking will be provided in-line London Plan 2021 and LBC requirements. Cycle parking will be provided as a mixture of vertical racks, Sheffield stands and stands suitable for larger/adapted cycles. Short stay cycle parking will also be provided.
- 6.12. To support the on-site cycle parking, there will be changing facilities, showers and lockers on-site. There will also be a cycle repair station provided on-site.

Cycle to Work Scheme

- 6.13. Employers will be encouraged to sign up to the Bike2Work Scheme. The Bike2Work Scheme allows employees to save up to 48.25% on a new bike by purchasing the bike through a loan from their employer which is then paid back on a monthly basis.

Bicycle User Groups

- 6.14. Bicycle User Groups (BUGs) can be set up which will allow staff who commute by bicycle to meet and discuss any issues of cycling to work. Minutes arising from these meetings can be shared with the TPC who can action measures to further encourage cycling to work.

Encouraging Public Transport

- 6.15. The Site is located in an area with a PTAL rating of 6b which is the highest achievable score and indicates excellent accessibility to public transport. However to further support travel by public transport, the following measures can be explored.

Season Ticket Loans

- 6.16. Season Ticket Loans can be provided to staff which would allow staff to purchase tax free season tickets for bus, underground and national rail services. The season ticket loan would be paid back directly from the employees month or weekly pay.

Travel Apps

- 6.17. Staff will be encouraged to download Travel Apps that provide live departure information through the TIP. Existing live departure Travel Apps include TfLGo and Citimapper.

Discouraging car use

- 6.18. The proposed development will remove the existing 26 space basement car park and be car-free which will be the primary deterrent to driving to and from the site.
- 6.19. To further reduce travel to the site, flexible working from home will be encouraged which will mean staff will work from home on certain days, reducing the number of individuals travelling to the site on any given day.

Reducing the impact of delivery and servicing

- 6.20. A Delivery and Servicing Management Plan has been submitted alongside this TP, which sets out measures to reduce the impact of delivery and servicing on the proposed development. However the TP could encourage the following:
- Green vehicles – The TPC will encourage occupiers to use freight companies who operate a fleet of green vehicles (electric or low emission vehicles).
 - Consolidation – The TPC will encourage consolidation for common or repeat deliveries, such as stationary or toiletries associated with the Site management. This can reduce the number of daily deliveries to the Site. Consolidation centres currently operate in Camden.

7. Targets and Monitoring

Targets

- 7.1. Targets are included in a TP to help achieve the objectives. In accordance with TfL's guidance, targets be SMART, in that they are Specific; Measurable; Achievable; Realistic and Time-bound.
- 7.2. The targets of this TP will support the objectives of the Mayors Transport Strategy set out below:
'80 per cent of all trips in London to be made on foot, by cycle or using public transport by 2041
Vision Zero is setting the goal of reducing the number of people killed in, or by, London buses to zero by 2030'
- 7.3. It is noted in the absence of the results of the initial travel questionnaire surveys (to be undertaken within 6 months of first occupation of the Site), indicative targets will be set, which will be refined once the baseline travel patterns have been established.
- 7.4. Following the baseline travel survey, mode shift targets will be set by the TPC and agreed with LBC.
- 7.5. TPs are evolving documents that need to remain adaptable to changing working practices and local conditions and therefore, the plan targets will be given over varying timescales.

Proposed Targets

- 7.6. In the absence of the initial travel survey, the mode share noted previously will be used to inform the baseline targets.
- 7.7. The proposed interim targets are as follows:
 - **Target 1** – To make 75% of staff aware of the Travel Plan, its aims and objectives;
 - **Target 2** – To increase the number of staff and visitors cycling to the site by 5% in 5 years; and
 - **Target 3** – To increase the number of staff and visitors walking to the site by 5% in 5 years.
- 7.8. The targets set out above will be updated following the results of the initial travel survey.

Monitoring

- 7.9. On-going monitoring of the TP is necessary to ensure its continuous effectiveness. This will be the responsibility of the TPC.
- 7.10. A Travel Survey will provide a baseline situation for setting appropriate modal shift targets to be met over the proposed 5-year timeframe of the TP and repeated in years 1, 3 and 5 from agreement and commencement of the TP.
- 7.11. This information will be included in a Monitoring Report (also known as a Progress Report), which will be prepared and submitted for consideration after the travel surveys.
- 7.12. This Monitoring Report will include the following:
 - Organisation's name and address;
 - Detailed information and evidence on the measures used and implemented to promote the TP and its objectives;
 - Travel Survey results with comparative data and analysis;
 - Details on cycle parking usage/parking usage;
 - Action Plan; and
 - Details of any changes to the Site.

- 7.13. The TPC will collate the results of the Travel Survey and this information, together with the proposed baseline targets, will be detailed in the Monitoring Report.
- 7.14. Where targets are not met, the TPC will discuss and agree a plan of action, which will indicate how any deficiencies in the operation of the TP will be met.
- 7.15. The TPC will review and monitor the TP at Years 1, 3 and 5, setting out whether the travel habits of employees are meeting the objectives and targets. This information will be included in the annual Monitoring Report.
- 7.16. An Action Plan for the TP is set out within [Table 3](#).

Securing the Travel Plan and Funding

- 7.17. The Applicant will ensure that the TPC will be provided with sufficient resources to implement the TP.
- 7.18. The commitment to deliver the TP is to be secured through an appropriately worded Section 106 legal obligation.

Table 3: Measures and monitoring for the TP

Objectives	Target	Measures	Timescales	Responsibility	Monitoring progress towards target
To influence travel behaviours in favour of sustainable forms of travel	Increase walking and cycling by 5% over a 5-year period.	Provide bus, underground and rail maps and timetables within the TIP	At employment	TPC	Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		Promote smartphone apps such as TfLGo and Citimapper			Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		Promotion of walking routes connecting with local bus stops and underground/train stations			Information to be reviewed every 12 months and updated if necessary.
To encourage site users to move up within the sustainable transport hierarchy	Increase walking and cycling by 5% over a 5-year period.	Secure, covered and illuminated cycle parking will be provided	Prior to occupation	TPC	Usage of cycle parking to be monitored yearly.
		Cycle and pedestrian route information provided via TIP			Information to be reviewed every 12 months and updated if necessary.
		Cycle to work scheme			Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		Showers, lockers and changing room			Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
To improve health of employees	To make 75% of staff aware of the TP.	Promote health benefits	At occupation	TPC/Applicant	Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		WUGs/BUGs			Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		Provision of travel information via the TIP and mobile apps			Baseline travel survey plus monitoring surveys 1, 3 and 5 years after the baseline survey.
		Green vehicles/delivery consolidation			Yearly monitoring of deliveries, including the type of vehicles.
To monitor travel patterns	Increase walking and cycling by 5% over a 5-year period.	Baseline monitoring	Six months after occupation	TPC	Baseline monitoring six months after first occupation.
		Follow up monitoring	Years 1, 3 & 5	TPC	Follow up travel surveys years 1, 3 and 5 after occupation and preparation of monitoring reports.

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