

Saffron Hill Investment Holdings
Limited, c/o Guardian Trust

**45-54 Saffron Hill and 3
Saffron Street, London**

Framework Travel Plan

March 2023

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1 INTRODUCTION

- 1.1 This Framework Travel Plan ('TP') has been prepared in support of an application at 45-54 Saffron Hill and 3 Saffron Street, London for full planning permission for:

"Demolition of existing car park and offices, and erection of a new building providing Class E Commercial floorspace and Class E café/restaurant space, along with associated landscaping and works."

- 1.2 The Site is located within the administrative boundary of the London Borough of Camden (LBC) (the Local Planning Authority ('LPA')) and comprises an existing multi-storey car park with offices on the two upper floors. It is bounded by Saffron Street to the north, St Cross Street to the south and Saffron Hill to the west. The Site is located circa 270m north-west of Farringdon Station, which offers access to London Underground, Elizabeth Line and Thameslink services.

- 1.3 Travel Plans provide long-term strategies aimed at changing travel habits predominately away from the unsustainable use of the private car to more sustainable modes such as walking, cycling and public transport. Travel Plans also encourage a shift from sustainable modes such as public transport, to more active modes such as walking and cycling, particularly in areas of high accessibility where car use is already low. This Travel Plan specifically focuses on encouraging future employees to cycle to and from the Site over and above all other travel modes and includes specific measures to achieve this target.

- 1.4 This Travel Plan has been prepared in accordance with travel plan best practice and guidance issued by Transport for London (TfL), LBC (Camden Planning Guidance: Transport) and BREEAM (Building Research Establishment Environmental Assessment Method).

BREEAM Travel Assessment Checklist

- 1.5 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the Travel Plan and considered both employees and visitors travel. Many of the measures are already in place, given the Site's accessible location to public transport, walking and cycling modes, which will be further outlined in Section 3.

Table 1.1: BREEAM Checklist

Measures	Checklist	Comment
Negotiate with local bus, train or tram companies an increase in the local service provision	N/A	The impact of the Site (Section 2 – Baseline Conditions) does not warrant an increase of local provision.
Provision of a public transport information system in a publicly accessible area	✓	Public transport information will be provided on notice boards within communal areas. Further details can be found in Section 6 – Information Provision and Travel Awareness
Provision of electric recharging stations	N/A	Car-free development.
Provision of parking priority spaces for car sharers	N/A	Car-free development.
Consultation with the local authority on the state of the local cycling network and on improvements.	N/A	The area offers a wide range of existing cycle networks with Cycleway 6 located adjacent to the Site on Saffron Hill.
Provision of dedicated and convenient cycle storage.	✓	The employee cycle store is provided at lower ground floor level, accessible via cycle lift and stair with cycle channel.
Provision of cyclists' facilities	✓	Cycle facilities will be accommodated on-site with there being showers, changing rooms and lockers (Section 5 – Cycling). All Cycle parking for the proposed Site will comply with the London Plan and LBC standards.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas.	N/A	The surrounding area has excellent pedestrian facilities in place on the surrounding highway. The proposals will deliver improvements to the public realm immediately south of the Site on St Cross Street including seating, cycle parking and greening.
Restrictions or charging for car parking	N/A	Car-free development.
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes	✓	Already in place – see Section 2– Accessibility.
Provision of suitable taxi drop-off or waiting areas	✓	Taxis will be able to make use of the existing highway facilities to drop off / collect passengers. This will not occur often as employees will be encouraged to travel by active modes.
Ensure rural buildings have appropriate access to transport to serve the local community adequately (where procured to do so, e.g. community centre).	N/A	Not applicable for an urban site.

Travel Plan Aim

- 1.6 The main aim of this Travel Plan is to put in place the management tools deemed necessary to enable employees and visitors at the Site to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment.
- 1.7 This is achieved by setting out a strategy for eliminating the barriers that prevent the use of sustainable modes of transport. It also sets out a range of sustainable transport measures that will be implemented by the Travel Plan Coordinator (TPC).

Travel Plan Scope

- 1.8 This Travel Plan covers travel by sustainable modes for the Site and is therefore applicable to all staff as well as visitors.
- 1.9 This document sets out the procedures necessary to progress this Travel Plan into a fully working document ready for implementation. It also sets out a range of sustainable transport measures that can be implemented or considered for implementation by the Travel Plan Coordinator (TPC) at the Site.
- 1.10 The Travel Plan aims to increase awareness of the advantages and potential for travel by more environmentally friendly modes (specifically cycling) and to set out the physical and management measures that will assist travel by alternative modes.
- 1.11 The remainder of this document is set out as follows:
- Section 2 - details the accessibility of the Site;
 - Section 3 - lists the objectives and targets of the Travel Plan;
 - Section 4 - sets out the Travel Plan strategy;
 - Section 5 - lists the Travel Plan measures and initiatives;
 - Section 6 - specifies the monitoring and review process;
 - Section 7 - provides details of the Action Plan; and,
 - Section 8 - includes contacts and useful information.

2 SITE ACCESSIBILITY

2.1 This section is a summary of the accessibility of the Site by sustainable transport modes. Further details of current operating frequencies for all public transport services noted below are also provided on TfL's Journey Planner website at: <http://journeyplanner.tfl.gov.uk>.

Site Location

2.2 The Site is located within the administrative boundary of LBC (the Local Planning Authority ('LPA')) and comprises a Site located within the south-east corner of the borough. It is bounded by Saffron Street to the north, St Cross Street to the south, Saffron Hill to the west and neighbouring commercial properties to the east.

2.3 The Site is located circa 270m north-west of Farringdon Station, which offers access to London Underground (Circle, Hammersmith & City and Metropolitan Lines), Elizabeth Line and Thameslink services. Additionally, Chancery Lane London Underground station is located circa 570m south-west of the Site, providing access to the Central Line.

2.4 The location of the Site with respect to the local transport network is shown at **Figure 2.1** below.

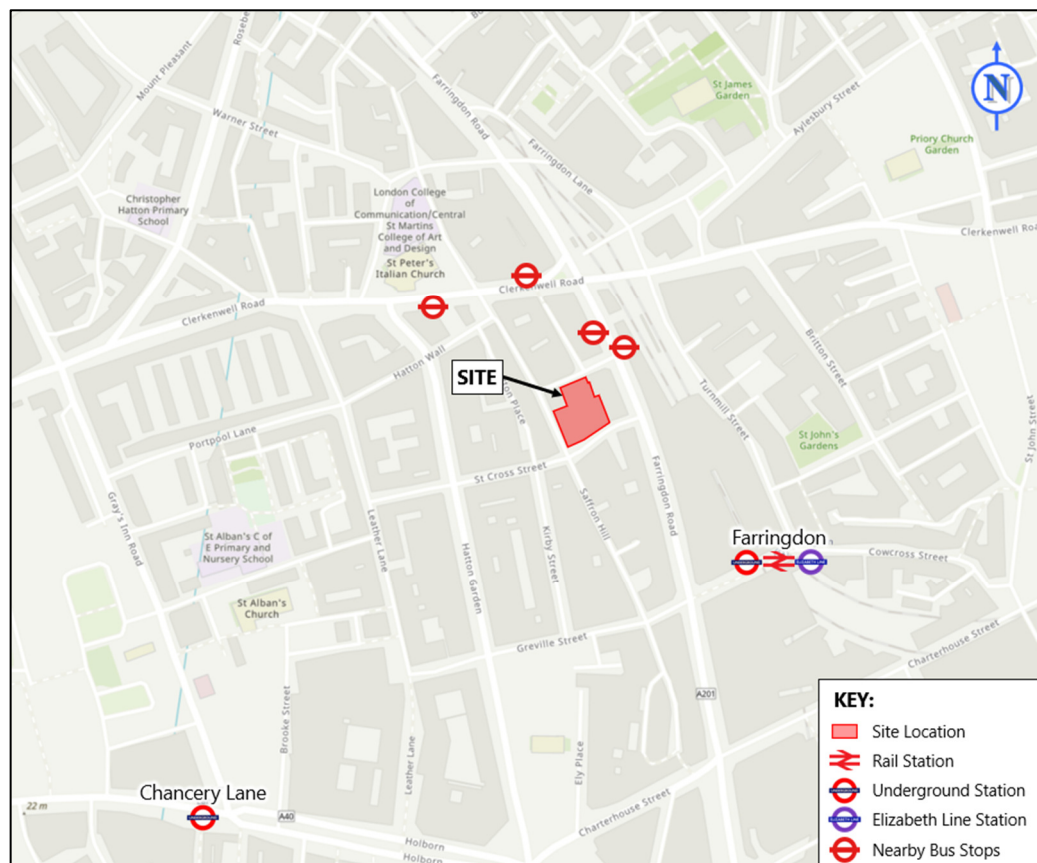


Figure 2.1: Site Location Plan

Source: ArcGIS Pro 2023

Active Modes

- 2.5 The Healthy Streets Approach is set out as part of the Mayor's Transport Strategy (2018) and puts human health and experience at the centre of planning. The aims of the strategy are to encourage all Londoners to do at least 20 minutes of active travel each day by 2041. To this end TfL has defined 20-minute walking and cycling distances as an Active Travel Zone (ATZ).

Access by Walking

- 2.6 According to relevant industry research, circa 80 per cent of journeys shorter than 1.6km are made entirely by foot (The Chartered Institution of Highways and Transportation (April, 2015) "Planning for Walking") with this figure changing little over time. This is reinforced by TfL who define a 20-minute walking distance (1.6km) as an Active Travel Zone.
- 2.7 The Site benefits from a good pedestrian environment on the main routes between the Site and local amenities. The footways near the Site measure between 2-2.5m in general which is sufficient for the low pedestrian footfall found in the vicinity of the Site, however there are some pinch points of narrowed footways, such as the western section of Saffron Street to the north of the Site, where the footway narrows to circa 1.1m wide. Beyond this narrow section of highway, the local pedestrian environment is considered appropriate for use by parents with children and prams and by wheelchair users, with crossings providing dropped kerbs with tactile paving/raised table crossings.
- 2.8 **Table 2.1** illustrates that the Site has excellent levels of pedestrian accessibility to services such as food and convenience stores and local public transport access points. The area is well suited to pedestrians, with a good level of pedestrian infrastructure present on the network surrounding the Site and footways present on all surrounding roads.

Table 2.1: Approximate Walk Distances to Surrounding Local Amenities			
Amenity	Location	Distance	Approximate Walking Time
Public Transport Opportunities			
Bus Stops	Clerkenwell Road Stops 'C' & 'H'	70-160 m	1-2 minutes
	Hatton Garden Stop 'D' and Farringdon Road Stop 'E'	180-210m	2-3 minutes
	Holborn Circus / Fetter Lane Stops 'D', 'G', 'H' & 'J'	530-570m	7 minutes
Rail Stations	Farringdon Rail Station	270m	3 minutes
	Chancery Lane Underground Station	570m	7 minutes
	Barbican Underground Station	850m	12 minutes
Local Amenities			
Tesco Express	A201 Farringdon Road	150m	2 minutes
Farringdon Road Post Office	A201 Farringdon Road	160m	2 minutes
Post Office ATM	A201 Farringdon Road	160m	2 minutes
PureGym London Farringdon	A5201 Clerkenwell Road	180m	2 minutes
Leather Lane Market	Leather Lane	220m	3 minutes
St James Garden	Clerkenwell Close	330m	4 minutes
St Alban's C of E Primary & Nursery School	Baldwin's Gardens	350m	4 minutes
Pine Street Medical Practice	Pine Street	530m	7 minutes
Natwest Bank	A40 High Holborn	640m	8 minutes
Starr Pharmacy	A5200 Grays Inn Road	650m	8 minutes
Shoe Lane Library	Shoe Lane	690m	9 minutes

Access by Cycle

- 2.9 Guidance on cycling can be found in 'Planning for Cycling' guidelines published by the Institution of Highways and Transportation. This guidance highlights previous research by the DfT that 67% of all journeys are less than 8km.
- 2.10 An 8km cycle distance would permit riders to reach all central London along with wider areas including Highbury & Islington, Dalston, Tower Hamlets, London Bridge, Vauxhall, Victoria, Soho, Baker Street, Camden Town and the entirety of the City of London. This is displayed below in **Figure 2.2.**

Source: ArcGIS Pro 2023

- Framework Travel Plan: 45-54 Saffron Hill and 3 Saffron Street, London
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2.13 There are a number of London Cycle Hire docking stations within a short walk of the Site, providing access to bicycles for those who wish to travel by active modes but do not own a bicycle. The following docking stations are the closest to the Site:

- Hatton Wall, Holborn (26 cycle docks) – located approximately 200m west of the Site;
- Farringdon Lane, Clerkenwell (14 cycle docks) – located approximately 310m north of the Site;
- Clerkenwell Green, Clerkenwell (21 cycle docks) – located approximately 330m northeast of the Site;
- Hatton Garden, Holborn (25 cycle docks) – located approximately 340m south of the Site; and
- Holborn Circus, Holborn (38 cycle docks) – located approximately 450m south of the Site.

Public Transport

Public Transport Accessibility Level (PTAL)

2.14 Public Transport Accessibility Levels (PTALs) are a theoretical measure of the accessibility of a given point to the public transport network, taking into account walk access time and service availability.

2.15 The PTAL is categorised in six levels, 1 to 6 where 6 represents an excellent level of accessibility and 1 a poor level of accessibility. It is then further sub-sectioned into 'a' and 'b', with 'a' being at the lower end of the spectrum and 'b' at the higher.

2.16 The PTAL rating of the Site is 6b, the highest possible level, meaning the Site has an 'excellent' level of accessibility to public transport.

Bus Services

2.17 A number of bus stops are located within a short walk of the Site, with the closest stops located on the A201 Farringdon Road circa 70-160m / 1-2 minutes' walk east of the site (Clerkenwell Road Stop 'C' & 'H'. Further bus stops are located circa 180-210m north of the Site on the A4201 Clerkenwell Road (Hatton Garden Stop 'D' plus Farringdon Road Stop 'E' and also at Holborn Circus circa 530-570m south of the Site.

2.18 The routes and frequencies of bus services available in the vicinity of the Site are available in **Table 2.2** below. In total circa 13 bus routes operate within walking distance (640m) of the Site, with there being 105 services every hour in each direction during the morning peak, or approximately 2 buses per minute.

Table 2.2: Summary of Bus Service Frequency				
No.	Route	Frequency (minutes)		
		Mon – Fri	Saturday	Sunday
8	Tottenham Court Road – Holborn Circus – Liverpool Street – Bethnal Green – Bow	6 – 10	6 – 10	9 – 11
17	London Bridge – Cannon Street – Holborn Circus – King’s Cross – Holloway	7 – 10	8 – 11	15
19	Battersea – Green Park – Soho – Clerkenwell – Highbury & Islington – Finsbury Park	6 – 10	8 – 12	8 – 12
25	Holborn Circus – Bank – Whitechapel – Mile End – Stratford – Manor Park – Ilford	5 – 8	6 – 10	8 – 12
38	Victoria – Green Park – Tottenham Court Road – Holborn – Canonbury – Hackney – Clapton	5 – 9	4 – 8	4 – 8
46	Paddington – St John’s Wood – Hampstead – Camden Town – King’s Cross – Farringdon	6 – 10	10 – 11	15
55	Oxford Circus – Holborn – Old Street – Bethnal Green – Hackney – Leyton – Walthamstow	5 – 7	7 – 11	9 – 12
59	Farringdon – Holborn – Strand – Waterloo – Kennington – Oval – Brixton – Streatham Hill	4 – 8	6 – 10	10 – 12
63	King’s Cross – Farringdon – Blackfriars – Elephant & Castle – Peckham – Honor Oak	5 – 8	7 – 10	9 – 12
133	Holborn – St Paul’s – London Bridge – Elephant & Castle – Brixton – Streatham Hill – Streatham	7 – 10	7 – 10	11 – 13
153	Liverpool Street – Clerkenwell – Angel – Barnsbury – Holloway – Finsbury Park	9 – 12	10 – 13	11 – 13
243	Waterloo – Strand – Farringdon – Old Street – Dalston – Seven Sisters – Wood Green	5 – 8	7 – 11	8 – 12
341	Waterloo – Strand – Clerkenwell – Angel – Canonbury – Haringay – Tottenham	8 – 12	10 – 13	11 – 13

London Underground

2.19 The Site is well provided for in terms of London Underground access, with many stations including Farringdon, Chancery Lane and Barbican located within close proximity to the Site. **Table 2.3** provides a summary of the Underground services provided from these stations.

Table 2.3: Summary of London Underground Services				
Station	Lines	Route	Walk Distance	Step Free Access
Farringdon	Circle	Edgware Road / Hammersmith / Aldgate – Liverpool Street	270m (3 minutes)	Yes
	Hammersmith & City	Hammersmith – Barking		
	Metropolitan	Aldgate – Uxbridge / Chesham / Watford / Amersham		
Chancery Lane	Central	Ealing Broadway / West Ruislip – Grange Hill / Hainault / Epping	570m (7 minutes)	No
Barbican	Circle	Edgware Road / Hammersmith / Aldgate – Liverpool Street	850m (7 minutes)	Westbound Only
	Hammersmith & City	Hammersmith – Barking		
	Metropolitan	Aldgate – Uxbridge / Chesham / Watford / Amersham		

Rail Services

- 2.20 Farringdon Station is located circa 270m (3 minutes' walk) southeast of the Site and provides step-free access to Thameslink and Elizabeth Line services. Farringdon provides access to approximately 62 Thameslink services per hour during the morning peak hour to destinations such as Brighton, Sutton, Cambridge and St Albans City.
- 2.21 Additionally, Farringdon offers access to the Elizabeth Line which offers services between Abbey Wood, Shenfield, Reading and Heathrow with 24 services per hour operating in each direction during the morning peak.
- 2.22 City Thameslink Station is located circa 800m (10 minutes' walk) south of the site and provides step-free access to Thameslink services. City Thameslink provides secondary access to the same Thameslink services as Farringdon Station.

Car Clubs

- 2.23 Car clubs render car ownership unnecessary for many people and are a good way of reducing the number of cars accessing the Site as well as the surrounding area. **Table 2.4** provides details of the local car club vehicles.

Table 2.4: Summary of Car Club Locations		
Operator	Location	Distance from Site
Zipcar x1	Kirby Street	80m (1 minute walk)
Zipcar x2	Hatton Garden	180m (2 minutes' walk)
Zipcar x1	Farringdon Lane	240m (3 minutes' walk)
Zipcar x1	Sekforde Street	380m (5 minutes' walk)

Baseline Travel Patterns

- 2.24 **Table 2.5** below shows the assumed modal split for journeys made to and from the Site. The 2011 Census data has been obtained for the local area, Camden 027, to inform what mode of travel employees in the locality may currently utilise for their journey to work. The modal split data has been amended to reflect the Transport Assessment and car-free nature of the proposal.

Table 2.5: Predicted Employee Modal Split		
Mode	Census 2011 Modal Split	Amended Modal Split
Underground	31.9%	34.4%
Train	36.9%	39.8%
Bus	11.1%	11.9%
Taxi	0.2%	0.2%
Motorcycle	1.7%	0.9%
Driving a Car or Van	5.8%	0.0%
Car or Van Passenger	0.6%	0.0%
Bicycle	6.1%	6.6%
On Foot	5.7%	6.2%
Total	100%	100%

- 2.25 For the purpose of this Travel Plan and its emphasis on employment travel, the amended mode split as shown in **Table 2.5** will be used for monitoring and target setting purposes until a travel survey can be undertaken.

- 2.26 This survey will accurately identify how employees at the Site travel and the results will be known as Year 0. The survey will cover employees and will be undertaken once the Site is occupied. Occupation is defined as: No later than three months after 75% of the office floorspace is occupied.

3 OBJECTIVES AND TARGETS

Introduction

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Chapter 6**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the Site will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage staff and visitors to use more sustainable ways of travelling to / from the Site through more effective promotion of active modes such as cycling and walking. This will minimise the impact of the Site on the surrounding public transport network.

3.3 The sub-objectives are:

- **Sub-objective 1:** To increase employee awareness of the advantages and availability of sustainable modes of transport with a specific focus on cycling.
- **Sub-objective 2:** To promote the health and fitness benefits of active travel to all users.
- **Sub-objective 3:** To introduce a package of physical and management measures that will facilitate employee travel by active modes.

Targets

3.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and the success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

- 3.5 Targets come in two forms – Action and Aim targets. Action targets are non-quantifiable actions that need to be achieved by a certain time, while Aim targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 3.6 The key action targets are set out below:

- Baseline travel survey within three months of office occupation.
- Issue Travel Information Packs to all new employees.
- Update noticeboards monthly ensuring details on local facilities and bus stops are up to date.
- Each monitoring survey will occur within one month of the anniversary of the baseline survey in each survey year (as detailed in the Monitoring section).

Aim Targets

- 3.7 TfL's Travel Planning Guidance outlines "London Wide" targets, as set out in the Mayor's Transport Strategy, in order to help set targets for mode shift. Those relevant to this Travel Plan have been incorporated into the targets set out below:

- To achieve a 5% increase in mode share on foot over the 5-year life of the Travel Plan when compared to the results of the baseline survey.
- To achieve a 5% increase in mode share by bicycle over the 5-year life of the Travel Plan when compared to the results of the baseline survey.
- To achieve a 10% decrease in the mode share of public transport over the 5-year life of the Travel Plan when compared to the results of the baseline survey.

- 3.8 **Table 3.1** below sets out the interim Year 1, 3 and 5 targets based on the estimated baseline mode share as set out in the Transport Assessment.

Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Baseline (Year 0)	Interim (Year 1)	Interim (Year 3)	Final (Year 5)
Employees					
Achieve a 5% increase in the mode share for cycling by Year 5	Modal split monitoring surveys for cycling	6.6%	7.6%	9.6%	11.6%
Achieve a 5% increase in the mode share for walking by Year 5	Modal split monitoring surveys for walking	6.2%	7.2%	9.2%	11.2%
Achieve a 10% decrease in the mode share for public transport by Year 5	Modal split monitoring surveys for Public Transport	86.1%	84.1%	80.1%	76.1%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-		-	-

- 3.9 It can be difficult to influence visitor travel behaviour and it is therefore considered more constructive to set Action targets aimed at promoting sustainable transport to visitors of the Site, rather than specific Aim targets.
- 3.10 The targets listed are based on preliminary data and therefore may need to be adjusted once an accurate baseline modal share has been established from the baseline (Year 0) survey. Any adjustments to the targets will be discussed and agreed with LBC.
- 3.11 Indicators are the elements which will be measured in order to assess progress towards meeting the targets.

4 TRAVEL PLAN STRATEGY

Travel Plan Co-ordinator

- 4.1 The appointment of a Travel Plan Co-ordinator (TPC) is the most important aspect of a Travel Plan and their willingness and enthusiasm will be a key factor in the successful implementation of a Travel Plan that will achieve good modal shift results. They will also be the point of contact for all concerned stakeholders.
- 4.2 The TPC contact details will be included once appointed following the submission of the Final Travel Plan to discharge the relevant planning condition.
- 4.3 The TPC will be responsible for all aspects of the Travel Plan and his/her primary functions will include:
- Overseeing the management, development, implementation, monitoring and review of the Travel Plan;
 - Liaison with the Developer/Site Owner and LBC;
 - Liaison with staff;
 - Managing the Site and implementation of the Travel Plan measures;
 - Promoting the objectives and benefits of the Travel Plans;
 - Monitoring the success of the Travel Plan against the agreed targets;
 - Reporting the results of the Travel Plan to the stakeholders; and
 - Liaising with public transport operators and other service providers.
- 4.4 The TPC will give a 'human face' to the Travel Plan, explaining its purpose and the opportunities it offers. This will include personalised journey planning advice if asked for.
- 4.5 The role of the TPC is part-time and will have a fluctuating workload throughout the duration of the Travel Plan. The occupier will make sure that the TPC has enough time to undertake their duties. The staff member appointed will need to effectively liaise and communicate with management within their organisation regarding the Travel Plan.

- 4.6 The funding of the TPC is the responsibility of the occupier and will be developed using the latest version of TfL guidance.

Marketing Strategy

- 4.7 Employees at the Site will be made aware of the existence of the Travel Plan upon occupation. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be set out upon the start of their employment and noted in job interviews or similar.
- 4.8 The following could be used as a means of disseminating information to promote events/campaigns/promotions/services/initiatives:
- Notice boards
 - Newsletters
 - Travel Information / Induction pack
 - Internet / intranet sites
 - E-groups and forums.

5 MEASURES AND INITIATIVES

Introduction

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.
- 5.2 The list of measures described below is by no means exhaustive and it will be the responsibility of the appointed TPC to investigate other potential measures. It is important to add that in the longer-term other measures may be more suitable for the users depending on their needs and demands. This will be evident from the proposed regular monitoring results and measures will be implemented and/or altered accordingly.

Information Provision and Travel Awareness

- 5.3 In order for a travel plan to be successful the benefits of sustainable travel must be made known constantly and coherently. Therefore, travel awareness and information provision are key features of any travel plan.
- 5.4 Dedicated travel noticeboards/digital displays will be installed at key locations within the Site such as within employee common spaces. An information point will be at the Site from the outset and will display material designed to promote not only sustainable travel modes such as public transport, walking and cycling but also details of the Travel Plan itself and the contact details of the TPC.
- 5.5 The information point can also be used as a marketing tool to promote associated transport events and the implementation of new initiatives.
- 5.6 A personalised journey planning service will be offered to employees by the TPC and advice will be given on how to plan journeys by sustainable modes of transport.

- 5.7 All staff will be provided with a travel information pack at the start of their employment. The pack will include details, maps and timetables for local public transport services; information regarding local facilities (retail facilities, banks, schools, local cycle shops etc.) and other useful information (including Transport for London Journey Planner phone numbers and website details and contact details for registered local taxi operators). Additionally, the travel pack will also be provided with details of London's Cycle Network.
- 5.8 The travel information pack will also contain information about the Travel Plan including its purpose and objectives, as well as contact details for the TPC.

Walking

- 5.9 The TPC will monitor and encourage maintenance of all pedestrian routes to a high standard and discuss with LBC any further improvements to pedestrian facilities. For example, they will seek to identify any particular safety hazards, poorly lit areas, 'missing links' etc. The TPC will be informed of the TfL's 'Healthy Streets' approach in order to understand the aims of increasing walking / cycling in a sustainable and safe manner.

Cycling

- 5.10 The Site includes the provision of 205 secure long-stay cycle parking spaces which have been provided within the Site for the office use. The employee cycle store will be provided at lower ground floor level, providing a mix of two-tier stands, standard Sheffield stands and accessible Sheffield stands.
- 5.11 Showers and locker facilities are also provided within the building at lower ground floor level. A total of 20 showers (10 male, 10 female, both with a DDA compliant shower facility) and 208 lockers will be provided for staff of the office space.
- 5.12 The café/restaurant space will be provided with 6 on-site cycle parking spaces provided in the back-of-house area of the café/restaurant.
- 5.13 A total of 18 short-stay spaces associated with the office and café/restaurant space will be provided on-street close to the entrance in the form of Sheffield stands (9 Sheffield stands), for the benefit of visitors to the Site and also the local community.
- 5.14 The TPC will administer and promote travel by bicycle primarily through information provision, however, the following measures will also be considered:

- Provision of discounts or loans for purchase of equipment for cycling such as cycle loan, “Cycle 2 Work” schemes and vouchers. Ultimately, this will be the responsibility of each of the occupiers of the Site as well as the TPC;
- The TPC, in conjunction with each occupier, will explore the provision of pool bikes and cycle clubs for the Site to encourage the use of cycling to meetings;
- Holding cycle maintenance sessions in association with local cycle retailers or similar organisations/companies that offer ‘Dr Bike’ services;
- Promote participation in cycle-related events such as the London to Brighton bike ride;
- Creation of a ‘Cycle Buddy’ system whereby those who are nervous or concerned about cycling in London can be accompanied by more experienced cyclists to and from their destinations in the first weeks of cycling;
- Provision of information about cycle training available in Camden. LBC provides free cycle skills and maintenance training for people who live, study or work in Camden, which can be applied for on the council’s website (<https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses>);
- Information on LBC’s try a bicycle scheme will be provided, which allows adults who live, work or study in the borough to try a bicycle for four weeks with payment of a small deposit (<https://www.camden.gov.uk/try-a-bicycle-for-4-weeks>); and
- All travel information packs will be provided with a cycle route map which displays the wider TfL cycle network. A digital version can also be provided on the TfL’s website: (<https://tfl.gov.uk/maps/cycle>).

5.15 The TPC will provide information on the safest cycle routes in the area and promote the use of cycling to access the Site. They will identify, through travel surveys, any problems experienced with cycle routes and discuss possible improvements with the highway authority.

Public Transport

5.16 The TPC will ensure that the following tasks are undertaken:

- All Underground, train and bus services are well publicised and promoted to all employees;

- Route and timetable information for public transport and London Cycle Network will be included within the travel information packs and on travel notice boards/displays; and
- Contact details will be provided for public transport operators such as TfL (Journey Planner) and National Rail.

Taxis

- 5.17 Taxis have an important role in providing for employee trips in particular when other modes of transport may not be available. The TPC will ensure that the contact details for local taxi operators are available on-site, including ride hailing firms such as Uber and Bolt. Where possible, employees will be encouraged to use electric taxis to reduce the environmental impact of the Site.

Visitor Travel

- 5.18 Staff will be provided with advice to ensure that visitors are advised to travel by modes other than the private car wherever possible, ideally utilising active modes of travel over public transport. Visitors will also be encouraged to make use of the available cycle networks and the TfL cycle docking stations surrounding the Site, to travel to and from the Site.

Provision for People with Disabilities and Visual Impairment

- 5.19 Provision for people with disabilities has been built into the design of the building. The following initiatives / design features / measures are present:
- Stairs have refuge points;
 - Wheelchair accessible lifts with accessible floors;
 - Accessible cycle parking spaces; and
 - Disabled toilets.
- 5.20 The TPC, through dialogue with LBC (if necessary / appropriate), will also seek to ensure that routes to/from public transport access points have appropriate provision for people with disabilities and people with visual impairment. Specifically, provision should include:
- All dropped kerbs to contain tactile paving of the appropriate colour; and
 - Rotating cones on signalised pedestrian crossings.

6 MONITORING AND REVIEW

Monitoring

- 6.1 LBC requires that the progress of the Travel Plan is effectively monitored and the results are reported back.
- 6.2 The monitoring programme will begin with the initial baseline Year 0 travel survey, followed by additional surveys in Years 1, 3 and 5. The Year 0 survey will be undertaken within 3 months of the Site being occupied. Occupation is defined as no later than three months after 75% of the office floorspace is occupied.
- 6.3 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the Site. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0.
- 6.4 Monitoring will involve:
- Questionnaire surveys of employees to identify the mode share for travel method to / from work / home, focusing on barriers to more sustainable travel in the longer term, especially active modes of travel. An example employee travel questionnaire is included at **Appendix A**.
 - Changes to any information provided on travel noticeboards, e.g. timetables;
 - Cycle parking utilisation survey;
 - Demand for additional cycle parking facilities;
 - Condition of on and off-site pedestrian and cycle facilities;
 - Comments received from employees relating to the operation and implications of the Travel Plan.
- 6.5 All monitoring will follow the most up to date TfL best practice guidance and will be the joint responsibility of the Applicant / the management company and the individual occupiers.

- 6.6 All monitoring should achieve the required response rates. If these are not met then the results will be discussed with LBC and, if deemed necessary, the survey process will be repeated for those that did not respond. According to TfL guidance, organisations should aim to achieve a response rate of at least 30%.

Review

- 6.7 The Travel Plan Coordinator will discuss the results of the surveys with LBC officers within one month of each survey and review progress towards any agreed targets.

Securement and Funding

- 6.8 The Developer/Site Owner is fully committed to the implementation of the Travel Plan and will provide all reasonably necessary funding to ensure that the agreed targets are achieved.
- 6.9 This will include funding the TPC, travel surveys and implementation of all reasonably necessary measures.

7 ACTION PLAN

7.1 **Table 7.1** sets out the Action Plan for the implementation of the various measures associated with the Travel Plan along with who is responsible and how funding will be secured. The Action Plan will be constantly reviewed by the TPC adding and amending actions as appropriate and necessary.

Table 7.1 – Action Plan				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
Information Provision				
Travel information packs for all staff	All staff will receive a travel information pack outlining the sustainable options for travelling to the Site, the existence and purpose of the Travel Plan and location of cycle parking etc.	Upon commencement of employment	N/A	TPC
Information boards/displays	Travel information points will be placed in prominent locations in logical communal areas	Installed with building Site	N/A	TPC to update information when necessary
Personalised Travel Planning Sessions	The TPC will offer planning services to staff at induction sessions.	When necessary upon start of employment	The TPC will keep a record of who has utilised the service as well as the nature of the service (group, one on one)	TPC
Cycling				
Promotion of cycle facilities available	Cycle parking to be provided for staff while visitors will make use of the existing cycle parking within the area	Once facilities are installed	Spot checks as part of maintenance rounds	TPC
Discount on cycles and safety equipment	"Cycle 2 Work" Scheme if appropriate	Upon commencement of employment	Uptake of offer monitored by developer and info requested from them by TPC	TPC
Provide cycle route maps and other	Greater cost if bespoke information needs to be	Upon first occupation	TPC to monitor uptake	TPC

Table 7.1 – Action Plan

information relating to cycle facilities	printed. Less if existing maps etc. are used			
Encourage cycling by providing information about free cycle training run by LBC. Also, through awareness events such as National Bike Week and social bike rides		Annual event – summer and spring	TPC to monitor participation levels and interest	TPC
Walking				
Walk to Work days and social walking events	Health and financial benefits advertised	Spring and Summer (annually)	TPC to monitor uptake	TPC
Staff to be provided with information related to safe walking routes.	As part of Travel Information Packs or induction sessions	Prior to building being occupied and on-going through Travel Information Packs	N/A	TPC
Public Transport				
Staff to be provided with public transport information.	As part of travel information packs or induction sessions	Prior to building being occupied and on-going through travel information packs	N/A	TPC
Information point with timetable information	Located in reception and/or communal areas for staff and visitors	Upon building completion	Administrative - TPC	TPC
Public Transport only days	Incentivised challenge to use active modes	Annually – summer	TPC to monitor uptake	TPC

8 CONTACTS AND USEFUL INFORMATION

Contacts

Travel Plan Coordinator (TPC)

Name: TBA

Address: TBA

Email: TBA

Tel: TBA

Fax: TBA

London Borough of Camden Tel: 020 7974 4444

Useful Websites

Department for Transport (DfT) – <https://www.gov.uk/government/organisations/department-for-transport>

Liftshare.com – www.liftshare.com

London Borough of Camden – <https://www.camden.gov.uk/>

London Cycling Campaign (LCC) – www.lcc.org.uk

National Rail – www.nationalrail.co.uk

Thameslink – <https://www.thameslinkrailway.com/>

Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner

Citymapper Journey Planner – www.citymapper.com/london

TfL Car Club Information Page – www.tfl.gov.uk/modes/driving/car-clubs

Appendix A

Employee Travel Survey Questionnaire

As part of the Travel Plan for 45-54 Saffron Hill and 3 Saffron Street, a travel survey is being undertaken so we can understand your travel patterns and we would appreciate your assistance by completing this questionnaire.

The information you provide will be treated in the strictest confidence with no reference to individuals. For further information please contact the Travel Plan Co-ordinator _____ on _____ or at _____. Please send your completed questionnaire to the Travel Plan Coordinator. Thank you in advance for your help.

1. What time do you normally arrive at work?

07:00 – 10:00 (01) ☐ 10:00 – 16:00 (02) ☐ 16:00 – 19:00 (03) ☐ After 19:00 (04) ☐

2. What time do you normally leave work?

07:00 – 10:00 (01) ☐ 10:00 – 16:00 (02) ☐ 16:00 – 19:00 (03) ☐ After 19:00 (04) ☐

3. On average, how long does your journey take?

0 – 15min (01) ☐ 16 – 30min (02) ☐ 31 – 45min (03) ☐ 46 – 60min (04) ☐

61 – 75min (05) ☐ 76 – 90min (06) ☐ Over 90min (07) ☐

4. Approximately how far is your journey?

0 – 1 mile (01) ☐ 1 – 2 miles (02) ☐ 2 – 5 miles (03) ☐ >5 miles (04) ☐

5. What is your MAIN mode of transport (i.e. the longest part of your journey)?

Drive alone (01) ☐ Car share - driver (02) ☐ Car passenger (03) ☐ Bus (04) ☐

Train (05) ☐ Underground (06) ☐ Walk (07) ☐ Cycle (08) ☐

Motorbike (09) ☐ Taxi (10) ☐ Other (11) ☐

6. What alternative mode of transport would you consider if your usual mode wasn't available?

Drive alone (01) ☐ Car share -driver (02) ☐ Car passenger (03) ☐ Bus (04) ☐

Train (05) ☐ Underground (06) ☐ Walk (07) ☐ Cycle (08) ☐

Motorbike (09) ☐ Taxi (10) ☐ Other (11) ☐

7. What would encourage you to use an alternative mode of travel?

More frequent bus services (01) ☐ Better pedestrian / cycle routes (02) ☐

A cleaner walking / cycling environment (03) ☐ A friend to walk / cycle with (04) ☐

A safer walking / cycling environment (05) ☐ Cycle training (06) ☐

Better information on alternatives (07) ☐ Nothing (08) ☐

8. In what age category do you fall?

Under 25 (01) ☐ 26 – 40 (02) ☐ 41 – 60 (03) ☐ Over 60 (04) ☐