

**Railway Pension Nominees
Limited**

26 Red Lion Square, Camden

BREEAM Travel Plan

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Caneparo Associates Limited
21 Little Portland Street
London W1W 8BT
Tel: 020 3617 8200

www.caneparoassociates.com

Registered in England: 9930032

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1 INTRODUCTION

- 1.1 This Travel Plan has been prepared by Caneparo Associates on behalf of Railway Pension Nominees Limited ('the Applicant') in relation to the planning application at 26 Red Lion Square, WC1R 4HQ ('the Site'), located in the London Borough of Camden ('LBC').
- 1.2 The site is situated north of Red Lion Square, east of Old North Street and south of the A401 Theobalds Road. The site is situated approximately 330m (4-minute walk) to the north of Holborn Underground Station and 660m (8-minute walk) west of Chancery Lane Underground Station and is surrounded by a range of mixed-use developments including retail, residential and office uses.
- 1.3 The planning application seeks the extension, reconfiguration, and refurbishment of the building to provide a qualitative and quantitative uplift of 87 sqm GIA office floorspace, with the aim to modernise the site through the introduction of new ancillary facilities for employees. The proposals remove the basement level car park to provide high-quality cycle parking facilities and changing room facilities. The location of the Site is shown within **Figure 1.1**.

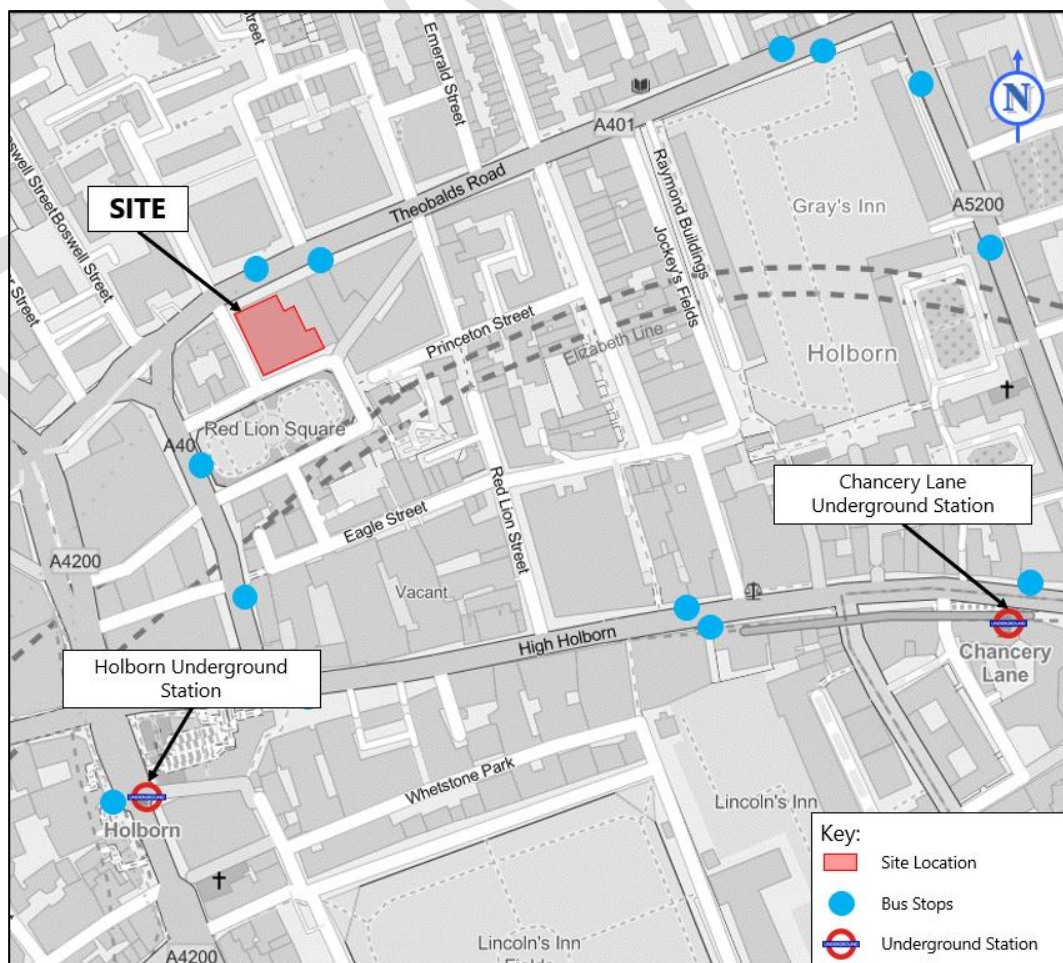


Figure 1.1: Site Location Plan

Source: ArcGIS Pro 2024

- 1.4 The Site benefits from convenient access to a range of amenities located along Theobalds Road and surrounding streets. Additionally, the Site has excellent accessibility to public transport infrastructure including rail, underground and bus services.
- 1.5 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 above all other travel modes and includes specific measures to achieve this target.
- 1.6 This Travel Plan has been prepared in accordance with travel plan best practice and guidance issued by Transport for London (TfL), TPC (Transport Planning Guidance) and BREEAM (Building Research Establishment Environmental Assessment Method).

Healthy Streets Approach & Vision Zero

- 1.7 TfL has adopted the Healthy Streets Approach to improve air quality, reduce congestion and help people lead a more active and healthier lifestyle. The Healthy Streets Approach puts people and their health at the centre of planning and therefore, this Travel Plan has sought to align the key transport planning proposals towards people first. This has been done in conjunction with Vision Zero, as set out in the Mayor's Transport Strategy, which aims to remove all deaths and serious injuries from London's transport network by 2041.

BREEAM Travel Assessment Checklist

- 1.8 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the TP. 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 2.

Table 1.1: BREEAM Checklist		
Measures	Checklist	Comment
The existing AI calculated in Tra 01 achieves the following: ≥ 4 for prison or MOD sites, rural location sensitive buildings, and other building group 3 ≥ 8 for all other building types	✓	According to the PTAL calculation for the site, an AI score of 57.67 is achieved.
Negotiation with local bus, train or tram companies an increase in the local service provision for the development	N/A	The existing site benefits from an excellent level of accessibility to public transport as a consequence of its location in proximity to Holborn, Chancery Lane, Russell Square and Tottenham Court Road Stations, in addition to many bus services. As such – the impact of the development does not warrant an increase of local provision.
Provision of a public transport information system in a publicly accessible area	✓	Public transport information boards will be provided in communal areas.
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 on-street cycle parking and several cycle hire docking stations in the vicinity. Consultation on potential improvements will be made during the determination of the planning application.
Provision of dedicated and convenient cycle storage	✓	The employee cycle store is provided at basement level with access provided via cyclist lift and stair from Old North Street.
Provision of cyclists' facilities	✓	Detailed within Section 4 – Cycling.
Existing amenities – at least three existing amenities are present	✓	Detailed within Section 2 – Local Amenities. All Building Group 1 (BG1) amenities can be found locally.
Ensure a minimum of one new accessible amenity, for the relevant Building Group, is provided OR Ensure more than one new accessible amenity for the relevant Building Group, is provided.	N/A	The proposed ancillary areas within the site will provide employees at the site with a dedicated area for socialising and will help improve the health and wellbeing of employees at the site.
Implement one site-specific improvement measure, not covered by the options already listed in this issue, in line with the recommendations of the travel plan. Submit this for review by BRE.	✓	The proposed office will benefit from excellent end of trip facilities which are above the London Plan / BREEAM requirements, with the cycle store being equipped with 2 cycle maintenance stations, which can also be used for bicycle washdown – therefore encouraging cycling in the winter months. In addition, employees will be offered a towel 'drop and go' service, which will encourage longer journeys for people who may need to shower, in addition to providing towels for people who may not cycle normally (for example TfL cycle hire users).

Travel Plan Scope

- 1.9 This Travel Plan covers travel by sustainable modes for the Development and is therefore applicable to all staff as well as visitors.
- 1.10 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 Development.
- 1.11 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.
- 1.12 The remainder of this document is set out as follows:
- Section 2 - details the accessibility of the Development
 - 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
 - Section 8 - includes contacts and useful information

2 ACCESSIBILITY

2.1 This section is a summary of the accessibility of the Development by sustainable transport modes.

2.2 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>, or other travel planning applications such as Citymapper: www.citymapper.com.

Active Modes

2.3 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 Foot

2.4 Pedestrians are well provided for in the vicinity of the Site with footways along both sides of all roads within the immediate vicinity along Red Lion Square and Old North Street. Lamb's Conduit Passage is a pedestrian only through route between Red Lion Square and Red Lion Street to the east of the Site.

2.5 The crossings around Red Lion Square are provided with dropped kerbs and tactile paving. In general, the pedestrian environment is excellent with many streets in the vicinity orientated towards pedestrians.

2.6 Areas such as Bloomsbury, Soho and Covent Garden are within a 2km walking distance of the Site. In addition, the roads surrounding the Site provide a wide array of retail and commercial properties including food retailers, cafés and restaurants, all within a reasonable walking distance. **Table 2.1** details a list of local amenities within an acceptable walking distance from the Site.

Table 2.1: Approximate Distances to Public Transport Nodes & Key Local Amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
Public Transport Opportunities			
Bus Stops	Red Lion Square Stop 'A'	50m	1 minute
	Red Lion Street Stop 'G'	60m	1 minutes
	Red Lion Square Stop 'J'	120m	1-2 minutes

Table 2.1: Approximate Distances to Public Transport Nodes & Key Local Amenities

Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
	Procter Street Stop 'H'	200m	2-3 minutes
Stations	Holborn Underground Station	330m	4 minutes
	Chancery Lane Underground Station	660m	8 minutes
	Russell Square Underground Station	750m	9 minutes
	Tottenham Court Road Station	900m	11 minutes
	Farringdon Station	1.22km	15 minutes
Facilities and Amenities			
Red Lion Square Gardens	Red Lion Square	40m	1 minute
PureGym London Holborn	Lamb's Conduit Street	160m	2 minutes
Sainsbury's Local	Southampton Row	230m	3 minutes
Southampton Row Post Office	Southampton Row	280m	3-4 minutes
Holborn Pharmacy	Southampton Row	290m	4 minutes
Holborn House Community Centre	Emerald Street	300m	4 minutes
Sainsbury's Bank ATM	A4200 High Holborn	340m	4 minutes
Holborn Medical Centre	Lamb's Conduit Street	350m	4 minutes
Kiddycare Millman Street	Millman Street	460m	6 minutes
Condor Cycles	A5200 Grays Inn Road	510m	6 minutes

Local Amenities

2.7 In accordance with BREEAM 2018 guidance, the number and type of existing facilities within 500m of the site have been considered, as set out in **Table 2.2** below.

Table 2.2: Location of Existing Facilities (BG1)

Amenity	Within 500m?	Name of Facility	Distance from Site
Appropriate food outlet	✓	Sainsbury's Local	230m
Access to cash	✓	Sainsbury's Local ATM	340m
Outdoor Open Space	✓	Red Lion Square Gardens	40m
Recreation or leisure facility	✓	PureGym London Holborn	160m
Postal facility	✓	Southampton Row Post Office	280m
Community Facility	✓	Holborn House Community Centre	300m
Over the Counter Pharmacy	✓	Holborn Pharmacy	290m
Childcare Facility or School	✓	Kiddycare Millman Street	460m

Access by Cycle

- 2.8 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the CIHT. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km), of which 60% are undertaken by private cars. The guidelines highlight that there is a 'substantial potential' for substituting cycling for driving for distances up to 5 miles (20 – minute cycle).
- 2.9 **Figure 2.1** indicates the Active Travel Zone for the site based on a 20-minute cycle distance. In addition, cycling has the potential to replace driving for distances up to 5 miles (8 kilometres) which includes areas such as Soho, Islington, Marylebone, Westminster, City of London, Chalk Farm, Lambeth and Vauxhall.

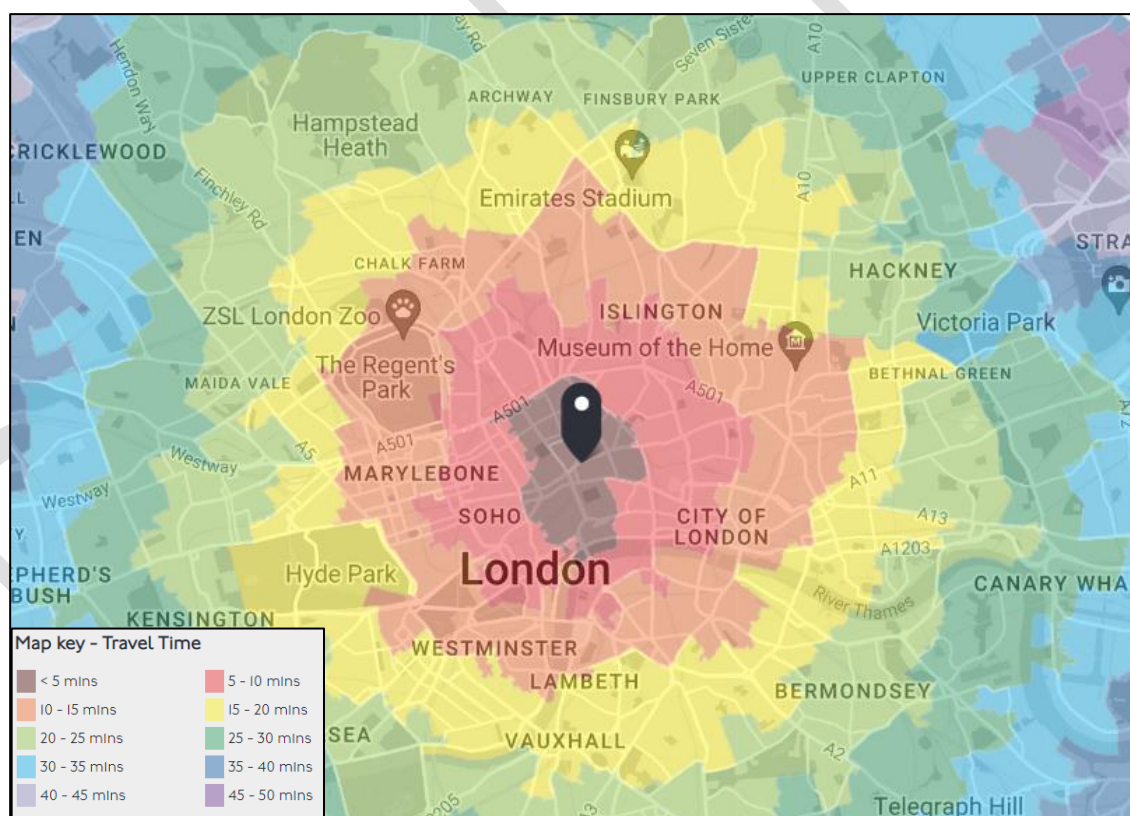


Figure 2.1: Cycle Isochrone (20 minutes)

Source: TfL 2024

- 2.10 There are a number of cycle routes in the locality which provide connections to local facilities and public transport nodes. Cycleway 41 is located approximately 110m / 1-minute cycle to the east of the site, providing a cycle route which connects to the remainder of the TfL Cycleway network, including Cycleway 6 which operates from Chalk Farm to Elephant and Castle. In addition,

Cycleway 10 is located circa 550m / 2-minute cycle west of the site and provides route from Euston to Greenwich.

2.11 At present there are many short-stay cycle parking opportunities close to the site, with there being 10 x Sheffield stands (20 spaces) provided on the eastern side of Red Lion Square and a further 3 x Sheffield stands (6 spaces) provided to the north of the side on New North Street (circa 30m from the site).

2.12 In addition, Condor Cycles bike store is located circa 510m / 2-minute cycle northeast of the site, with this store offering access to new bicycle sales (including Brompton foldable bicycles), accessories and a workshop for same day servicing and repairs.

2.13 There are also a number of TfL cycle hire docking stations within a short walking distance of the site, including:

- Red Lion Square, Holborn (15 cycles) – circa 20m west of the site (1 minute walk);
- Theobald's Road, Holborn (26 cycles) – circa 200m east of the site (2-3 minutes' walk);
- Red Lion Street, Holborn (35 cycles) – circa 280m southeast of the site (3-4 minutes' walk);
- Southampton Place, Holborn (18 cycles) – circa 450m southwest of the site (6 minutes' walk).

2.14 In addition to the above, there is an increasing number of dockless cycle hire companies operating in Central London such as 'Lime' and 'HumanForest' and therefore providing further opportunity to travel by bike without the need of owning one.

2.15 Overall, cyclists in the area are well-provided for with a mixture of high-quality formal cycle routes and various modes of cycle parking provision available.

Access by Public Transport

Public Transport Accessibility Level (PTAL)

2.16 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. The method is essentially a way of measuring the density of the public transport network at a particular point.

2.17 The PTAL is categorised in six levels, 1 to 6 where 6 represents a high level of accessibility and 1 represents a low level of accessibility. The PTAL levels 1 and 6 are further subdivided into A and B levels, with level A indicating the location is rated towards the lower end of the PTAL category and B towards the higher end.

2.18 Using the TfL web-based connectivity assessment toolkit, it has been determined that the centre of the site has a PTAL rating of 6b which demonstrates an excellent level of accessibility to public transport, the highest possible rating. In addition, the site has an accessibility index (AI) score of 57.67.

Bus Services

2.19 The site is provided with excellent access to bus services, with the nearest bus stop located directly adjacent to the site on Red Lion Square Stop 'A' which is located approximately 50m from the site. The services operating from nearby bus stops provide regular connections to destinations throughout London and enabling to connect people to nearby rail and underground stations.

2.20 The local bus stops (within a 640m / 8-minute walk of the site) provide access to 12 bus routes (1, 8, 19, 38, 55, 59, 68, 91, 98, 188, 243 and Superloop bus SL6), providing access to locations such as Battersea Bow, Finsbury Park, Victoria, Walthamstow, Waterloo and Willesden.

2.21 In total there are circa 106 services per hour in each direction during the daytime on weekdays, or approximately one bus passing the site every 17 seconds according to TfL's timetables.

2.22 It is also pertinent to note that the entirety of the London Bus network can be used by disabled users, owing to all buses containing a ramp and being low-floor accessible vehicles. In addition, all London buses are equipped with the 'iBus' system which provides audio / visual updates to passengers regarding route and stop information.

London Underground Services

2.23 The site is well provided for in terms of London Underground access with several stations located in the vicinity. **Table 2.3** provides a summary of the Underground services provided from these stations, according to PTAL.

Table 2.3: Summary of London Underground Services				
Station	Lines	Route	Peak Time Services	Walk Distance
Holborn Underground Station	Central*	West Ruislip / Ealing Broadway – Hainault / Epping	<ul style="list-style-type: none"> • 11 services per hour to Hainault • 9 services per hour to Epping • 9 services per hour to West Ruislip • 6 services per hour to Ealing Broadway • 6 services per hour to White City 	330m / 4-minutes
	Piccadilly	Cockfosters / Arnos Grove – Rayners Lane / Uxbridge / Northfields / Heathrow Terminal 4 / Heathrow Terminal 5	<ul style="list-style-type: none"> • 18 services per hour to Cockfosters • 6 services per hour to Arnos Grove • 6 services per hour to Heathrow Terminal 4 • 6 services per hour to Heathrow Terminal 5 • 5 services per hour to Rayners Lane • 5 service per hour to Northfields • 4 services per hour to Uxbridge 	
Chancery Lane Underground Station	Central*	West Ruislip / Ealing Broadway – Hainault / Epping	<ul style="list-style-type: none"> • 11 services per hour to Hainault • 9 services per hour to Epping • 9 services per hour to West Ruislip • 6 services per hour to Ealing Broadway • 6 services per hour to White City 	660m / 8-minutes
Russell Square Underground Station	Piccadilly	Cockfosters / Arnos Grove – Rayners Lane / Uxbridge / Northfields / Heathrow Terminal 4 / Heathrow Terminal 5	<ul style="list-style-type: none"> • 18 services per hour to Cockfosters • 6 services per hour to Arnos Grove • 6 services per hour to Heathrow Terminal 4 • 6 services per hour to Heathrow Terminal 5 • 5 services per hour to Rayners Lane • 5 service per hour to Northfields • 4 services per hour to Uxbridge 	750m / 9-minutes
Tottenham Court Road Station	Central*	West Ruislip / Ealing Broadway – Hainault / Epping	<ul style="list-style-type: none"> • 11 services per hour to Hainault • 9 services per hour to Epping • 9 services per hour to West Ruislip • 6 services per hour to Ealing Broadway • 6 services per hour to White City 	900m / 11-minutes
	Northern	Edgware / High Barnet / Mill Hill East – Kennington / Battersea Power Station / Morden	<ul style="list-style-type: none"> • 15 services per hour to High Barnet • 13 services per hour to Battersea Power Station via Charing Cross • 10 services per hour to Morden via Charing Cross • 6 services per hour to Kennington via Charing Cross • 5 services per hour to Mill Hill East • 1 service per hour to Finchley Central 	
Farringdon Station	Circle	Hammersmith – Edgware Road	<ul style="list-style-type: none"> • 6 services per hour to Edgware Road (clockwise) • 6 services per hour to Hammersmith (anti-clockwise) 	1.22km / 15-minutes
	Hammersmith & City	Hammersmith – Barking	<ul style="list-style-type: none"> • 6 services per hour to Hammersmith • 6 services per hour to Barking 	

Table 2.3: Summary of London Underground Services

Station	Lines	Route	Peak Time Services	Walk Distance
	Metropolitan	Amersham / Chesham / Watford / Uxbridge / Baker Street – Aldgate	<ul style="list-style-type: none"> • 14 services per hour to Aldgate (all stations) • 6 services per hour to Watford • 5 services per hour to Uxbridge • 2 services per hour to Amersham • 2 services per hour to Chesham 	
* The Central Line is currently operating with a reduced service as of September 2024				

2.24 It is noted that Tottenham Court Road and Farringdon provide step-free access to all London Underground services.

Rail Services

2.25 Tottenham Court Road and Farringdon Stations also provides step-free access to frequent Elizabeth Line services, with the following services operating during the AM peak hour:

- 14 services per hour terminating at Paddington (westbound)
- 12 services per hour to Abbey Wood;
- 12 services per hour to Shenfield;
- 4 services per hour to Heathrow Terminal 4;
- 3 services per hour to Reading;
- 2 services per hour to Heathrow Terminal 5; and,
- 1 service per hour to Maidenhead.

2.26 Farringdon Railway Station also provides access to Thameslink services to locations including Brighton, Cambridge, Luton, Gatwick Airport, St Albans City, Rainham, Sutton, Horsham and Bedford. Thameslink trains to Brighton and St Albans City run approximately every 10-20 minutes, whilst Cambridge and Bedford services are every 15-30 minutes.

2.27 Both Tottenham Court Road and Farringdon provide step-free access to all rail services, with it being noted that the entire Elizabeth Line has step-free access.

Car Clubs

2.28 Car clubs offer a flexible alternative to car ownership for those trips which require a vehicle. The closest car club bays to the site are operated by Zipcar as follows:

- 1x Zipcar vehicle located circa 130m south of the site on Red Lion Square (2-minute walk);
- 1x Zipcar vehicle located circa 550m east of the site on Portpool Lane (7-minute walk);
- 1x Zipcar vehicle located circa 650m southwest of the site on Parker Street (8-minute walk);
- 2x Zipcar vehicles located circa 740m northeast of the site on Coley Street (9-minute walk); and,
- 2x Zipcar vehicles located circa 750m south of the site on Portugal Street (9-minute walk).

2.29 It is pertinent to note that several car clubs including Zipcar also provide flexible service in which vehicles do not have to be returned to their designated space and therefore in theory there could be additional cars near to the site that are not listed above.

Baseline Travel Patterns

2.30 **Table 2.4** below shows the assumed modal split for journeys made to and from the Development. The 2011 Census data has been obtained for the local area, Camden O28, 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 Statement, the car-free nature of the proposals, increased levels of cycling in London since 2011, and the excellent end-of-trip facilities proposed.

Table 2.4: Predicted Employee Modal Split		
Mode	Census 2011 Modal Split (%)	Amended Modal Split (%)
Underground	37.3%	37.6%
Train	34.2%	34.4%
Bus	11.5%	11.6%
Taxi	0.2%	0.2%
Motorcycle	1.2%	1.2%
Driving a Car or Van	4.8%	0.0%
Car or Van Passenger	0.4%	0.0%
Bicycle	5.5%	10.0%
On Foot	4.9%	4.9%
Total	100.0%	100.0%

- 2.31 For the purpose of this Travel Plan and its emphasis on employment travel, the mode split as shown in **Table 2.4** will be used for monitoring and target setting purposes until a travel survey can be undertaken.
- 2.32 This survey will accurately identify how employees at the Development travel and the results will be known as Year 0. The survey will cover employees and will be undertaken once the Development is occupied. Occupation is defined as: No later than three months after 75% of the office floorspace is occupied.

DRAFT

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 **Section 7**.

- **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 Development 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 Development through more effective promotion of active modes such as cycling, scootering and walking. This will minimise the impact of the Development 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 one month of occupation or when 75% of the office floorspace is occupied.
- Issue Travel Information Packs to all new employees.
- Update Travel Information Point 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 5.0% 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 5.0% 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 10.0% 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	10.0%	11.0%	13.0%	15.0%
Achieve a 5% increase in the mode share for walking by Year 5	Modal split monitoring surveys for walking	4.9%	5.9%	7.9%	9.9%
Achieve a 10% decrease in the mode share for public transport by Year 5	Modal split monitoring surveys for Public Transport	83.6%	81.6%	77.6%	73.6%
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.

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 the LBC;
 - Liaison with staff;
 - Managing the development 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 Development 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:
- Travel Information Point
 - 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 A dedicated Travel Information Point in the form of a digital display or iPad will be installed at a key communal location within the Development that is accessible to both employees and visitors. This Travel Information Point will be at the Development 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 Travel 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 the 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 Development includes the provision of 191 long stay cycle parking spaces. The employee cycle store will be provided at basement level, providing the following mix of cycle stands:

- 110 two-tier cycle stand spaces (58% of provision);
- 24 vertical stand spaces (13% of provision);
- 30 Sheffield stand spaces (16% of provision);
- 18 foldable bicycle lockers (9% of provision); and
- 9 adapted / cargo bicycle spaces (5% of provision).

- 5.11 The Development includes high-quality end of trip facilities to further encourage employees to cycle to the site, with the following amenities provided:

- 187 lockers
- 19 showers (including 1 accessible shower)
- Male and female changing rooms
- Drying room
- Cycle maintenance / 'washdown' stand

- Towel 'grab and drop' service

5.12 Short-stay cycle parking is provided on-street in the vicinity of the site.

5.13 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 Development 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 the Borough. The LBC provides subsidised cycle training which can be applied for on the Borough's website: (<https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses>).
- All Travel Information Packs will be provided with a cycle route map which displays the wider cycle network. A digital version can also be provided on the TfL's website: (<https://tfl.gov.uk/maps/cycle?intcmp=40402&intcmp=58492&intcmp=60683>).

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

5.15 LBC provides information about cycling in the Borough and have a published guide available on their website (as above).

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 accessible from the Travel Information Point and
- Contact details will be provided for public transport operators such as TfL (Journey Planner) and National Rail.

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. This will include ride hailing firms such as Green Tomato Cars, Uber, Bolt, Gett and Addison Lee – with employees encouraged to use electric taxis where possible.

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 surrounding the Site and array of visitor cycle parking to travel to and from the Development.

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 the 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 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 once the Development is occupied. Occupation is defined as no later than three months after 75% of the office floorspace is occupied.

6.2 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the Development. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0.

6.3 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.
- Changes to any information provided on the Travel Information Point, 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.

6.4 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.

6.5 All monitoring should achieve the required response rates. If these are not met, 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

6.6 The Travel Plan Coordinator will collate the results of the surveys within one month of each survey and review progress towards the Travel Plan targets.

Securement and Funding

- 6.7 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.
- 6.8 This will include funding the TPC, travel surveys and implementation of all reasonably necessary measures.

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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, the existence and purpose of the Travel Plan and location of cycle parking etc.	Upon commencement of employment	N/A	TPC
Travel Information Point	A Travel Information Point will be placed in a prominent communal area.	Installed with building Development	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 information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used	Upon first occupation	TPC to monitor uptake	TPC

Table 7.1: Action Plan				
Encourage cycling by providing information about free cycle training run by LBC and 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
Travel Information Point with timetable information	Located in a communal areas that is accessible to 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:

Address:

Email:

Tel:

Fax:

London Borough of Camden: 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

Camden Cyclists – <https://camdencyclists.org.uk/>

National Rail – www.nationalrail.co.uk

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

Citymapper Journey Planner – www.citymapper.com/london

CoMoUK Car Club Map – <https://www.como.org.uk/shared-cars/existing-schemes-and-operators>