



FRAMEWORK TRAVEL PLAN
PROPOSED CHANGE OF USE FROM CLASS E TO CLASS F1(A)
4 BLOOMSBURY PLACE, LONDON, WC1A 2QA

On behalf of **Passby Technologies Limited**
Report Reference: **25/609/B**
April 2025

REPORT CONTROL SHEET

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APPLICANT - COMMITMENT STATEMENT

We're building a Brighter Future

We are proud to be creating success the right way. We act with integrity in our business activities.

We are committed to reducing our environmental impact.

We are committed to:

- Improving the choice of transport options and facilities available to staff and students travelling to and from the school, and between its sites;
- Reducing the environmental impact of the school's travel demands by raising awareness amongst staff and students of how they can help;
- Promoting more sustainable means of transport;
- Promoting smarter ways of working to reduce the need of travel;
- Implementing this Travel Plan and reviewing our performance against Travel Plan targets.

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1 INTRODUCTION

1.1 Purpose of Travel Plan

- 1.1.1 This Travel Plan (TP) has been prepared by Magna Transport Planning Ltd on behalf of Passby Technologies Limited (“the Applicant”) in relation to the proposed development at 4 Bloomsbury Place, London WC1A 2QA. The description of the development is as follows:

“Change of Use from Class E (Commercial, Business and Service) to Class F1(a) Provision of Education”

- 1.1.2 This TP has also been prepared in accordance with the Camden Planning Guidance (Transport) Adopted in January 2021, and Transport for London (TfL) Travel Plan guidance.
- 1.1.3 TPs are prepared and implemented to encourage safe, healthy and sustainable travel options. The implementation of the TP is seen as a positive initiative by the Applicant to provide travel choice and enhance, where appropriate, the accessibility to the site. It should make a positive contribution towards reducing the need to travel by car.
- 1.1.4 As the end user of the site is not yet known, this document has been prepared as a Framework Travel Plan. This allows the travel planning strategy to be established in principle, based on a reasonable assessment of the likely use, while retaining flexibility for the final plan to be tailored to the specific needs and operational characteristics of the confirmed occupier. A full Travel Plan, aligned with the framework presented in this document, will be developed and submitted prior to occupation, once further details are available.

1.2 Travel Plan Audience

- 1.2.1 The measures identified in this TP relate to students and staff of the proposed development.
- 1.2.2 Visitor travel behaviour is mainly influenced by the facilities provided for their use, including footways, cycle parking provision and access to public transport. Some measures set out in this plan would benefit guests and help achieve the aims and objectives of the TP.

1.3 Planning Context

National Planning Policy Framework (2024)

- 1.3.1 Regarding the TPs, Chapter 9 (Promoting Sustainable Transport), paragraph 118 states:

“All developments that will generate significant amounts of movement should be required to provide a travel plan.”

- 1.3.2 A TP is defined as:

“A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.”

Camden Local Plan

- 1.3.3 Camden Local Plan was adopted in July 2017. Policy A1 – Managing the impact of development, states that the Council will consider the transport impacts, including the use of Transport Assessments, Travel Plans and Delivery & Servicing Management Plans.

- 1.3.4 As such, this TP has been produced to support the planning application.

London Plan

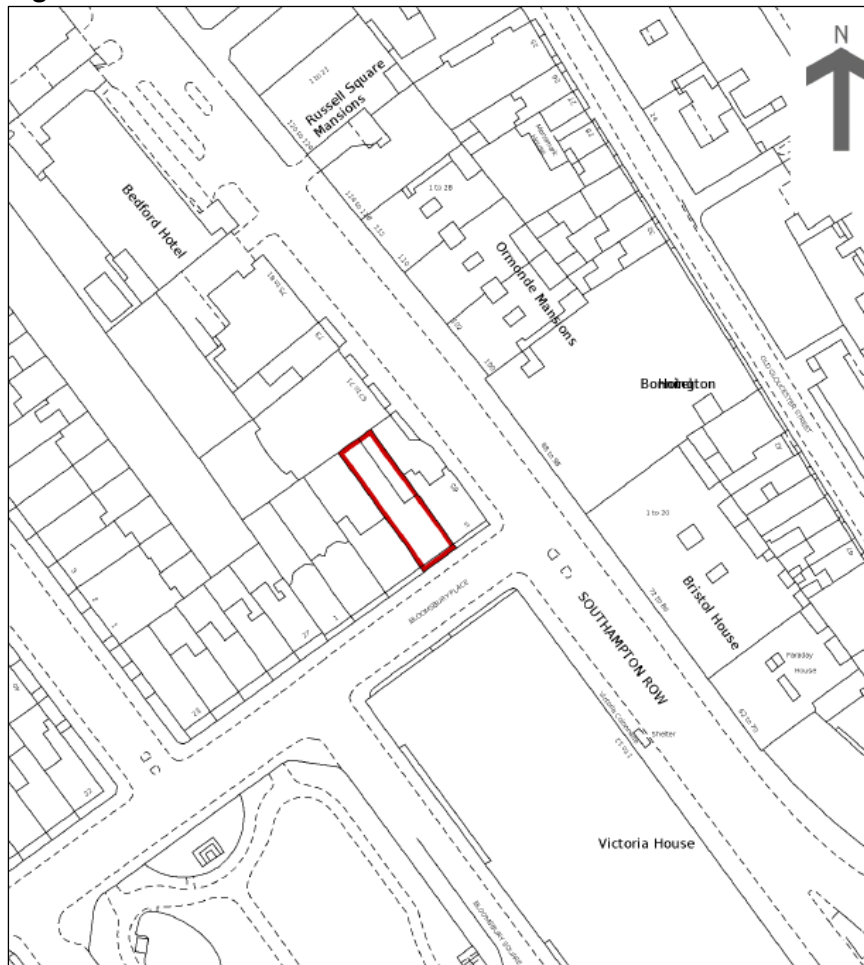
- 1.3.5 The London Plan (2021) Policy T4 (Assessing and Mitigating Transport Impacts) also refers to TPs as being one of the many transport planning documents that will be required having regard to TfL guidance.
- 1.3.6 Policy T6 (Car Parking) states that car-free developments should be the starting point for all development proposals in place that are well-connected by public transport. As such, the development is proposed to be car-free.

2 SITE ASSESSMENT

2.1 Site Location

- 2.1.1 The site is located on Bloomsbury Place and comprises approximately 3,600 sqft (net internal area) over basement, ground and three upper floors. The building is part of the Bedford Estates and is currently vacant. The site location is shown in Figure 2A.

Figure 2A Site Location



- 2.1.2 The surrounding area comprises a wide range of Uses including commercial, education, residential, retail and restaurants. Bloomsbury Square Garden and the British Museum are situated close by and to the south and west of the building respectively.
- 2.1.3 There are double yellow line restrictions on the northern side of Bloomsbury Place.
- 2.1.4 Furthermore, there is a LOADING ONLY bay on the southern side of Bloomsbury Place, approximately 40 metres west of the junction with Southampton Row. These kerbside restrictions legally allow taxis to drop off and pick up passengers.

2.1.5 Given the type of the development, it is unlikely that that it will attract significant taxi trips that necessitates the need for the provision and management of taxi access.

2.1.6 There is no vehicular access into the site, and as such the loading/unloading takes place legally on the double yellow line restrictions on Bloomsbury Place. There is no impact on on-street parking.

2.2 Walking and Cycling Assessment

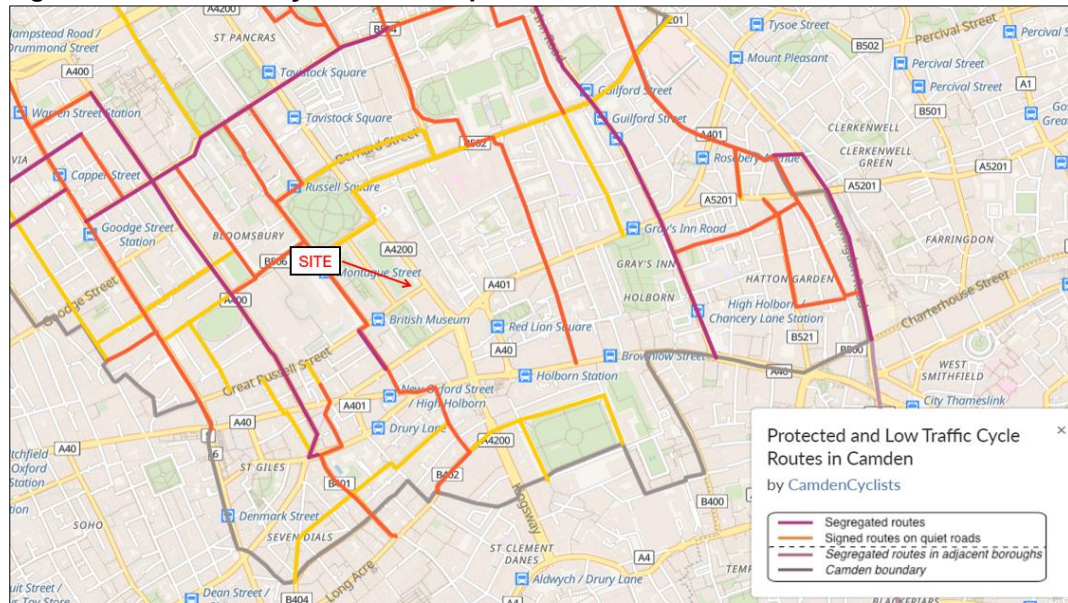
2.2.1 All streets in the vicinity of the site are subject to 20 mph speed limit and are therefore considered to be relatively safe for pedestrians and cyclists. There are at least two metres wide footways on Bloomsbury Place and Southampton Row adjacent to the site. The junction of Southampton Row with Bloomsbury Place is signalised, with pedestrian phases across the Southampton Row (south) and Bloomsbury Place arms of the junction. This facilitates safe crossing for pedestrians.

2.2.2 The footways on Bloomsbury Place provide access to the bus stops on the street located up to 235 metres southwest of the site. The footways on Southampton Row provide direct pedestrian access to the number of local shops, restaurants and cafés. There are bus stops on Southampton Row within 165 metres walking distance from the site.

2.2.3 The footways on Southampton Row lead onto the A40 which is a signalised junction. This junction has extensive pedestrian crossing infrastructure, which offers safe facility for pedestrians to cross the A40, either to access the bus stops on the A40 or continue south towards Holborn Underground Station, which is located at a walking distance of approximately 395 metres south of the site.

2.2.4 As shown in Figure 2B below, there are a number of 'Signed Routes on Quiet Roads' in the close proximity to the site, which by virtue of its location would encourage students and staff to travel on foot or by bike.

Figure 4A Local Cycle Route Map



Santander Bike Hire

2.2.5 Santander Bike Hire is a public bicycle hire scheme in London. The users of the scheme can register on the TfL website and the registered users can undock the bike using an app. The scheme allows the users to enjoy riding a bike without the responsibility of owning or maintaining one. The nearest docking station is located on Southampton Place, at approximately 310 metres south of the site.

2.3 Public Transport Assessment

Buses

2.3.1 There are bus stops located on Great Russell Street, Southampton Row, Bloomsbury Street and the A40, all within 260 metres (four-minute walk) from the site. The bus services that stop at these bus stops are summarised in Table 2A.

Table 2A Bus Services (within 4-minute walk)

Service No.	Route	Monday to Friday	Saturday	Sunday
1	Royal Free Hospital – Canada Water Bus Station	5 to 8 per hr	5 to 9 per hr	4 per hr
14	Putney Heath / Green Man – Russell Square	5 to 9 per hr	5 to 8 per hr	4 per hr
68	St Julian's Farm Road – Euston Bus Station	5 to 9 per hr	4 to 6 per hr	5 per hr
55	Walthamstow Bus Station – Great Titchfield Street/Oxford Circus Station	7 to 10 per hr	6 to 9 per hr	5 to 7 per hr
91	Tottenham Lane – Whitehall / Trafalgar Square	5 to 7 per hr	5 to 7 per hr	5 to 7 per hr
98	Pound Lane/Willesden Bus Garage – Red Lion Square	7 to 12 per hr	6 to 9 per hr	4 to 5 per hr

2.3.2 In addition to the above bus services that serve the bus stops within four-minute walk from the site, there are further bus stops between 260 metres and 470 metres (i.e., between four and seven-minute walk) that provide frequent services to North Greenwich, Bow, Holborn, Victoria.

Underground

2.3.3 The closest underground station from the site is Holborn, at approximately 395 metres south of the site i.e., approximately six-minute walk. The station is served by the Central and Piccadilly lines.

2.3.4 On the Central line the station is between Tottenham Court Road and Chancery Lane, and on the Piccadilly line, it is between Covent Garden and Russell Square. Holborn is the only direct interchange between these lines. The train frequencies vary throughout the day, but generally Central line trains operate every two to six minutes from approximately 05:53 to 00:30 westbound and 05:51 to 00:33 eastbound. Piccadilly line trains operate every 2–6 minutes from approximately 05:42 to 00:28 westbound and 05:54 to 00:38 northbound.

2.3.5 Tottenham Court Road Station is located at a walking distance of approximately 700 metres (just under 10-minute walk). Along with Central and Northern Lines, this station is also served by Elizabeth Line with the following train frequencies:

- 6 trains per hour to Paddington
- 4 trains per hour to Heathrow T4
- 2 trains per hour to Heathrow T5
- 2 trains per hour to Maidenhead
- 2 trains per hour to Reading

PTAL Rating

2.3.6 PTAL (Public Transport Accessibility Level) is a measure of connectivity to the public transport. Each location is scored from 0 to 6b, with 0 representing the least accessible locations and 6b as an 'excellent' standard for accessibility.

2.3.7 The PTAL rating of the site is 6B (excellent).

2.4 Car Clubs

2.4.1 Car clubs offer an alternative to private car ownership and allow for flexible car use. There are six car club bays in the close proximity to the site. These include:

- Coram Street (Zipcar)
- Bedford Square (Zipcar)
- Keeley Street (Zipcar)
- Woburn Place (Enterprise)
- Green Street (Enterprise)
- Marchmont Street (Enterprise)

3 PROPOSED DEVELOPMENT

3.1 The Proposal

- 3.1.1 The Applicant seeks planning permission for a change of use from Class E to Class F1(a), in order to allow the Applicant to occupy and utilise the building as a teaching centre.
- 3.1.2 At this stage, the potential tenant who will occupy the proposed teaching facility is not yet known. However, for the purposes of assessment, it has been assumed that the occupier will be a college or language school. The Applicant is willing to accept a suitably worded planning condition requiring the submission of a detailed Pre-Occupation Travel Plan. This would be informed by this Framework Travel Plan but tailored specifically to the confirmed end user once known.
- 3.1.3 No external or internal alterations are being proposed to the building as part of this application.
- 3.1.4 The total floor area of the building is approximately 375 sqm.
- 3.1.5 Based on TRICS, colleges in Greater London, the ratio of student to floor area and staff to floor area is approximately one student per 2.2 sqm and one staff per 42.6 sqm.
- 3.1.6 Therefore, the proposal with a floor area of 375 sqm could have a total of 164 students and up to 10 staff. However, the maximum capacity of the building i.e., number of people that will be in attendance at any given time would be 120 (students + staff).
- 3.1.7 However, including some students who remain in the building for a short while after their class (while the other 110 have started their class), there could be up to 150 students in total.
- 3.1.8 It is anticipated that the property will be used for education purposes between the hours of 08:00 and 18.00 Monday to Friday.
- 3.1.9 The proposed development will be car-free, thus generating a traffic restraint.
- 3.1.10 The development (except for the disabled persons) will not be granted a Business Parking Permit to park a vehicle in a Business Parking bay, or to buy a contract to park within any car park owned, controlled or licensed by the Council.

3.1.11 If deemed necessary, an appropriate S106 transport contribution will be paid by the Applicant to the Council towards the provision of a disabled parking bay on the public highway in the vicinity of the development.

3.1.12 LBC's cycle parking standards are as follows:

- One space per 4 FTE staff + 1 space per 20 FTE students: **long stay**
- One space per 7 FTE students: **short stay**

3.1.13 There will be approximately 10 staff. As discussed previously, there are approximately 150 students on site at any given time. Based on this, there will be a requirement for 10 cycle parking spaces.

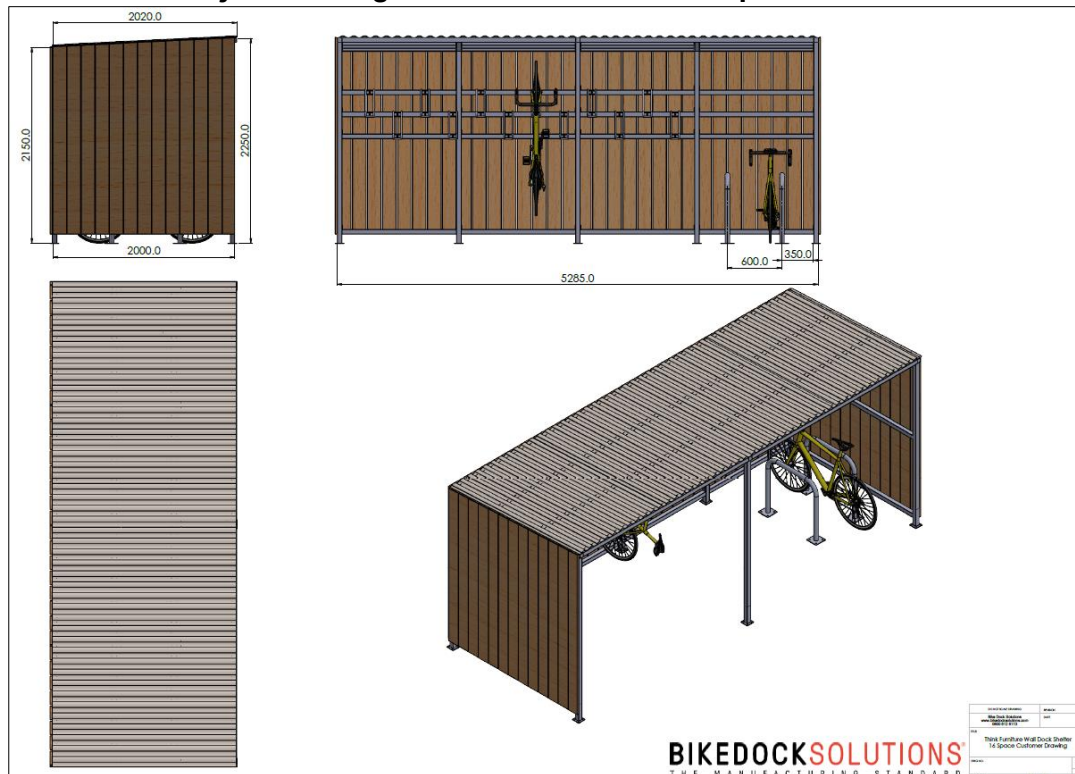
3.1.14 Based on the potential operational structure of the school, there is no necessity for short-term bicycle parking facilities for students. This assertion is identical to the similar proposal at No. 5 Bloomsbury Place (planning ref: 2024/0787/P).

3.1.15 A facility providing covered cycle storage for 16 cycles is proposed to the rear of the site. These would be either fully two-tiered racks, or 12 spaces (75%) in the form of two-tiered racks and four spaces (25%) in the form of two Sheffield stands. Both cycle storage options are shown in Figures 3A and 3B below.

Table 3A Cycle Storage Provision – 100% Tiered Racks



Table 3B Cycle Parking Provision – 75% Tiered Spaces + 25% Sheffield



3.1.16 The on-site cycle parking will be secure and well-lit.

3.1.17 The final design and siting of the cycle storage area can be secured via an appropriately worded planning condition.

3.1.18 In addition to the above, a S106 highway contribution of £1,500 is proposed by the Applicant to the Council for the installation of five Sheffield cycle stands in the vicinity of the development – this would sufficiently cover the short stay cycle parking demand.

3.2 Predicated Travel Patterns

3.2.1 The site could allow for 150 students and 10 staff members at any one time. It is anticipated that students and staff will arrive via walking, cycling or public transport given the highly accessible location of the building.

3.2.2 For the purposes of this TP, the mode split of trips of students and staff to/from the site has been derived using the TRICS database, as a starting point only.

3.2.3 Given that there will be no car parking spaces allocated to the proposed development, the mode split has been adjusted to take into account the site's sustainable location and zero on-site car parking provision for the development. The indicative mode split is summarised in Table 3A.

Table 3A Indicative Mode Split

Mode	Mode Split from TRICS (%)	Adjusted Mode Split (%)
Pedestrians	18.9%	29%
Cyclists	1.4%	2%
Single Vehicle Occupancy	19.1%	0%
Multi Vehicle Occupancy	13.7%	0%
Bus/Tram Passengers	31.1%	47%
Coach Passengers	1.3%	0%
Total Rail Passengers	14.4%	22%
Total	100%	100%

3.2.4 Table 3A demonstrates that 29% of students and staff are likely to travel to the site on foot, 2% by cycle and 69% by public transport. This mode split is indicative at this stage.

3.2.5 Definitive mode split will be determined by undertaking baseline travel surveys once the site is occupied and operational. Travel surveys are discussed in more detail in Section 7.0.

3.3 Impact on Bus and Rail Capacity

3.3.1 As demonstrated within Chapter 2 of this TP, the site's PTAL rating is 6b (excellent), with 34 to 55 buses per hour in each direction serving the bus stops within four-minute walk from the site. These buses provided access to wider locations such as Hampstead Heath, Rotherhithe, Putney, Willesden, Norwood, Euston, Oxford Circus and Covent Garden.

3.3.2 In addition to these, there are further bus stops between 250 metres and 450 metres (i.e., between four and six-minute walk) that provide frequent services to North Greenwich, Bow, Holborn, Victoria.

3.3.3 Holborn and Tottenham Court Road stations are located within 10 minute walk from the site. The site users could walk to Holborn station to avail Central and, Piccadilly Lines, and to Tottenham Court Road station to avail Elizabeth Line.

3.3.4 Overall, the existing bus and underground rail network is sufficient to accommodate the demand associated with the development.

3.4 Car Allowance, Parking Permit and Homeworking Option

3.4.1 There will be no car allowance provided to the site users. There are no parking permits available to the site users. The development (except for the disabled persons) will not be granted a Business Parking Permit to park a vehicle in a Business Parking bay, or

to buy a contract to park within any car park owned, controlled or licensed by the Council.

- 3.4.2 As all staff are likely to be student-facing, partial homeworking may not a viable option; however, the potential tenant will assess this option in accordance with the requirements.

3.5 Delivery & Servicing

- 3.5.1 The development would attract approximately two to three deliveries per day; including postal deliveries. Majority of these deliveries will be made by transit vans.
- 3.5.2 Refuse collection will take every day.
- 3.5.3 The delivery and servicing vehicles could legally stop on Bloomsbury Place (on the double yellow line restrictions) to undertake their deliveries and servicing, in the same manner as the previous occupier of the site.
- 3.5.4 All deliveries to the development will be controlled by a delivery booking system to ensure that, as far as possible, deliveries are equally distributed across the week and across delivery hours. Implementation of such a booking system is aimed to help discourage and minimise servicing trips with long durations of stay.
- 3.5.5 As much as possible, the deliveries will be timed to occur outside of the typical network peak hours of 08:00 – 10:00 and 15:00 – 18:00.
- 3.5.6 The end user of the teaching centre will encourage suppliers and delivery contractors to use alternatively-fuelled vehicles (such as electric and LPG vehicles and cycles).

4 AIMS, OBJECTIVES AND TARGETS

4.1 Aims

- 4.1.1 The aim of this TP is to limit non-essential car trips to the site and increase the proportion of trips undertaken by bicycle, on foot or public transport.
- 4.1.2 This in turn will help reduce the development's impact on local air quality and traffic noise. Through a range of initiatives, the TP will help to manage the travel needs of students and staff and help to increase knowledge of the range of travel options available by which the site can be accessed.

4.2 Objectives

- 4.2.1 The objectives of this TP are to:
- Specify measures and targets to encourage students and staff to use travel modes other than the car, particularly single occupant car travel;
 - Promote the use of public transport, walking and cycling;
 - Promote walking and cycling as part of a healthy lifestyle; and,
 - Contain the transport impacts of the site (including parking, loading, and unloading) to within the curtilage of the site and reduce the impact of the site on surrounding on-street parking.
- 4.2.2 This TP will be implemented, monitored, and reviewed through a Travel Plan Coordinator (TPC). The TPC's responsibilities include undertaking travel surveys of staff, monitoring the TP, and ensuring mode split targets are met.
- 4.2.3 The measures identified relate to students and staff. Visitor travel behaviour is influenced by the measures and facilities provided for their use, but these cannot be set targets.

4.3 Targets

- 4.3.1 Following initial travel survey results of students and staff (see Section 7.0) travel targets would be set in liaison with the London Borough of Camden's (LBC) Travel Plan Officer.

- 4.3.2 Given that there will be no on-site car parking provided for staff and students, the TP target would be to ensure that all staff and students travel using sustainable modes of transport within three years of first occupation of the development i.e., the TP would aim to ensure that 100% travel by sustainable modes of transport.
- 4.3.3 However, consideration should be given to those who need car to travel due to mobility issues.
- 4.3.4 Once the targets are achieved, the travel modes split will be maintained their after.

5 TRAVEL PLAN MANAGEMENT

5.1 Travel Plan Co-ordinator

5.1.1 The Travel Plan Co-ordinator (TPC) will be a member of staff at the teaching centre. The interim TPC's details are as follows:

- Name: Amol Pisal
- Company: Magna Transport Planning Ltd
- Email: amol@magna-transport.co.uk

5.1.2 The TPC will contact LBC's Travel Plan Officers when the development is occupied, to advise that work has commenced on delivering the Travel Plan at travelplans@camden.gov.uk.

5.2 Responsibilities of TPC

5.2.1 Appropriate time and resources will be allocated to the TPC to undertake the following responsibilities:

- Taking ownership of the action plan to ensure it is implemented;
- Carrying out travel surveys to keep up to date with current travel patterns;
- Updating the Travel Plan where necessary to reflect on site conditions and new initiatives;
- Publicising key measures of the action plan and co-ordinating wider events such as clean air day, bike week, cycle to work days;
- Being the point of contact within the organisation for anyone requiring transport advice or information;
- Liaising with the end user of the teaching centre to secure support and funding for the plan; and
- Supplying Travel Plan-related information to the local authority, such as monitoring reports and action plans, when required.

5.2.2 The TPC will be responsible for providing students and staff with information on the following:

- LBC's and TfL's website details
- Cycle route plans
- Cycle training offered by LBC
- Directions to local bus stops
- Directions to nearby underground stations

6 TRAVEL PLAN MEASURES

6.1 Reducing the Need to Travel

- 6.1.1 Where possible, the development would reduce the need to travel. This would be in the form of offering alternative working practices (e.g., flexitime, teleworking, homeworking, videoconferencing etc.).

6.2 Measures to Reduce Motorised Vehicle Usage and Impact

- 6.2.1 The site layout and location encourage and provides for sustainable options, through providing no on-site car parking and the lack of unrestricted available parking within the vicinity of the site.
- 6.2.2 The location of the development mitigates against needing a car for many journeys by virtue of its proximity to many facilities and cycle and public transport links.
- 6.2.3 Details of local taxi firms will be provided on the information board. Students / staff who wish to car share can use a number of web-based, fully automated journey matching services, which, once registered, provide details of other members making similar journeys to your own. It then provides one with the ability to contact them to arrange an opportunity to share a journey, and any costs.
- 6.2.4 These schemes are available to everyone and are free to all voluntary organisations and individuals. The organisation which provides matching in the local area is:

- <https://liftshare.com/uk>

6.3 Measures to Promote Public Transport

- 6.3.1 As discussed previously, site is located within easy walking distance of bus stops and underground station. The pedestrian infrastructure to/from these facilities is very good and the stops are equipped with shelters, and timetable information boards.
- 6.3.2 The range and frequency of bus routes and train services make using buses and underground the attractive modes of travel for students and staff.
- 6.3.3 The travel information board will provide details of TfL website which includes details of bus and underground links. The link to the website is provided below:

- <https://tfl.gov.uk/travel-information/timetables/>

6.3.4 The travel information board will also include weblinks to the National Rail, coach information and Park & Ride.

- National Rail: www.nationalrail.co.uk for national train travel and real time information
- Coach information: www.nationalexpress.com and www.megabus.com

6.3.5 The provision of up-to-date public transport timetables and information on locally recognised safe and maintained walking routes to local bus stops will be displayed on the communal travel information board. The TPC will ensure that it is updated every six months.

6.3.6 The TPC should ensure that all students are able to access such websites or that printed copies of the route details are available.

6.3.7 The TPC would promote 18+ Student Oyster Photocard and Railcard offered by TfL to students, to save money and for ease of travel:

- <https://tfl.gov.uk/campaign/student-travel>

6.3.8 The TPC will investigate offering pre-loaded Oyster Card (up to £50 per card per staff) to the staff for public transport tickets.

6.4 Measures to Promote Walking

6.4.1 As mentioned in Section 4.1, the existing pedestrian environment is considered to be very good, with the provision of footways, crossing points, street lighting, and 20mph speed limits.

6.4.2 The provision of generic information, such as directions to the underground stations, bus stops etc. will be provided on a Travel Information Board.

6.4.3 Advertise the health benefits of walking to work or place of study. These will be advertised on a Travel Information Board.

6.5 Measures to Promote Cycling

6.5.1 Covered storage for 16 cycles is proposed in the rear space. The cycle storage will be secure and well-lit.

- 6.5.2 The cycle parking demand will be monitored as part of the TP, with a view to increasing the capacity for further cycle parking in the cycle store, should there be demand for it.
- 6.5.3 A Bicycle User Group (BUG) would be formed to enable cyclists to discuss issues and identify areas for enhancement of facilities on site and to identify any off-site facilities that require improvement that could be brought to the attention of LBC.
- 6.5.4 An information board will be provided for the provision of up-to-date information on locally recognised cycle routes. This would highlight the safe and maintained routes and would be available to students and staff.
- 6.5.5 Details from the TfL's webpage for cyclists, which includes information such as cycle journey planner, maps, cycle parking, and safety advice. The address for the website is provided below, which includes journey planning tool.
- <https://tfl.gov.uk/modes/cycling/>
- 6.5.6 The TPC will also promote cycle journey planner called Cyclestreets and Cyclemap:
- www.cyclestreets.net/
 - <http://cyclemap.cyclecityconnect.co.uk/journey/>
- 6.5.7 The TPC would arrange adult cycle training (Camden Cycle Skills) offered by LBC by registering to a course online, within six months of occupation:
- <https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses>
- 6.5.8 LBC runs this cycle training course at no cost to the users.
- 6.5.9 Staff will be encouraged to take advantage of salary sacrifice schemes, to which employers and employees can sign up, for the purchasing of bicycles and equipment. Schemes include:
- <http://www.cyclescheme.co.uk/>
- 6.5.10 The end user of the teaching centre would investigate feasibility to introduce cycle and equipment loans and insurance, as well cycle allowance for work-related journeys, subject to financial viability.
- 6.5.11 Consideration will be given to introducing cycle pool for work-related journeys.

6.6 Measures to Promote / Market Travel Plan

- 6.6.1 Marketing of the TP would be positive and prominent part of site's promotion. The marketing is aimed at persuading a switch to sustainable modes and ensuring targets are met.
- 6.6.2 Travel plan measures would be included in organisation's own marketing material, such as student and staff welcome packs.
- 6.6.3 The teaching centre will provide Welcome Packs to all students and staff at the time of enrolment (in the case of students) and signing work contract (in the case of staff). The welcome packs will include up-to-date information on sustainable modes of transport available in the vicinity of the site, benefits of green travel and local and national events to promote sustainable travel.

7 MONITORING AND REVIEW

7.1 Review the Property's Transport Accessibility

- 7.1.1 As per Chapter 3, the TP provides a detailed review of the development's accessibility by all modes.

7.2 Consultation with Occupiers

- 7.2.1 The teaching operator will form a BUG (as discussed in Chapter 6, Section 6.5) and hold regular meetings with the student and staff representatives as part of the BUG to promote the concept of a TP. The meetings will not only promote cycling and identify any off-site cycle facilities that require improvements, but also discuss the general objectives for encouraging walking and public transport usage also, combined with reducing reliance on the private car use.

7.3 Monitoring

- 7.3.1 A baseline survey within three months of occupation would be undertaken of students and staff to enable modal split to be established; and thereafter in Year 1, Year 3 and Year 5.
- 7.3.2 The Applicant anticipates that the site could be potentially occupied in September 2025, the draft survey timetable is as follows:
- Baseline travel survey = within three months of first occupation i.e., no later than end of November 2026
 - Year 1 travel survey = between September 2026 – November 2027
 - Year 3 travel survey = between September 2028 – November 2029
 - Year 5 travel survey = between September 2030 – November 2031
- 7.3.3 The TPC will ensure that all targets are met within five years of initial occupation of the development. Once the targets have been achieved, the mode split proportions will be maintained at that level.
- 7.3.4 The TPC would provide survey forms, one for each student or member of staff or via an online survey format, such as Survey Monkey. A sample copy of the travel questionnaire is included as Appendix 1.0.
- 7.3.5 The TPC would be responsible for distributing the surveys to students and staff and collecting the completed surveys. They would then either analyse the results

themselves or supply them to a suitably qualified consultancy for analysis and review on their behalf. A response rate of 50% would be considered as adequate.

- 7.3.6 Incentives such as prize draw will be put in place, should the travel surveys yield low response rate.
- 7.3.7 The TPC would submit a report to LBC with survey information, action plans, progress reports and any proposed changes to the travel plan, within three months of undertaking the travel surveys.
- 7.3.8 As part of the review, not only should progress be assessed against the agreed targets, but also against success or otherwise of measures and possible need to change, and whether the targets themselves are appropriate in light of survey results.
- 7.3.9 The review will be undertaken in conjunction with LBC's Travel Plan Officers.
- 7.3.10 The TPC will register to TfL STARS (Sustainable Travel: Active, Responsible, Safe) platform using the link <https://stars.tfl.gov.uk/>, within one month of occupation.

7.4 Targets

- 7.4.1 Targets will form an essential ingredient in the Travel Plan. All targets must be SMART (Specific, Measurable, Achievable, Realistic and Timebound).
- 7.4.2 The primary target would be to have zero non-essential car trips by students and staff associated with the development.

7.5 Review

- 7.5.1 As part of the monitoring process, the TPC would need to demonstrate that the objectives from the TP are being met.
- 7.5.2 The core component of monitoring a TP is reporting where measures have been successful, and targets have been met. This can be demonstrated through surveys or feedback from the students/staff. It is important to maintain success and keep implementing the successful measures over the monitoring period.
- 7.5.3 Upon undertaking travel surveys and setting the targets based on the travel surveys, the TPC will update this TP accordingly; and submit the updated TP to LBC and TfL for approval. It will be signed and approved by the TPC before submission. The updated TPs will be submitted via the TfL STARS website <https://stars.tfl.gov.uk/>.

7.5.4 The TPs are then assessed and approved by TfL and LBC's Travel Plan Officer.

7.5.5 Not all measures are guaranteed to be successful; there may be limited uptake or lack of communication on some measures while others just may not have worked as well as hoped. Identifying these measures helps to see how they can be made effective in the first instance, or to establish what could be learned from unsuccessful initiatives.

7.5.6 The process of periodic monitoring, target evaluation and review would be undertaken for the period of five years. Beyond this, the Plan would become voluntary.

7.6 Submission and Accreditation

7.6.1 This TP will be submitted to the LBC for approval.

7.7 Action Plan/Funding Plan

7.7.1 The proposed Travel Plan measures are laid out in an action plan with timescales and responsibilities. Where appropriate, budgets and funding parties have been identified. This is shown in Table 7A below.

Table 7A Action Plan

No.	Description	Responsibility	Timescale
1	Submit Framework Travel Plan to LBC for approval	Applicant	Planning Application Stage
2	Submit detailed Travel Plan to LBC for approval [post permission stage]	Applicant	Prior to occupation
3	TPC appointed, takes on responsibility of updating TP	Teaching Occupant / Magna Transport Planning	Prior to occupation
4	TPC registers to TfL's STARS platform	TPC	Within 1 month of occupation
5	Install cycle stands as per Figures 3A/3B of this TP	Teaching Occupant	Prior to occupation
6	Magna Transport Planning to be the initial point of contact for the newly appointed TPC. Magna will also provide TPC with contact details of LBC's TP Officer	Magna Transport Planning	During TP handover
7	Provide Welcomes Packs to students and staff	TPC	At the time of enrolment and signing the work contract
8	Make an initial point of contact with LBC	TPC	Within 1 month of appointment
9	Ensure on-site facilities to promote walking and cycling including secure cycle parking, cycle repair kit and lockers/showers are maintained	TPC	Monthly
10	Provide cycle training to staff and students by registering to an LBC-run free cycle training course	TPC	Within 6 months of occupation and thereafter annually
11	Undertake 1 st travel survey	TPC	Within 3 months of first occupation

12	Analyse the results and set targets	TPC	Within 2 months of survey
13	Update the TP taking into account the travel survey results and new targets, and submit the updated TP to LBC and TfL via STARS website for approval	TPC	Within 3 months of survey
14	Revise the TP should TfL/LBC require any amendments	TPC	Within 1 month of obtaining comments from TfL/LBC
15	Repeat steps 10 to 13	TPC	Year 1, Year 3 and Year 5
16	Be a point of contact for all students and staff with regards to travel matters	TPC	On-going
17	If the targets are not met, liaise with TfL and LBC to put forward remedial measures	TPC	On-going
18	Further review to be undertaken within 6 months of implementing the remedial measures	TPC	6 months after the remedial measures are implemented

7.7.2 The end user of the teaching facility will be required to set aside a budget of £1,000 per year for offering incentives for staff to travel by sustainable modes of transport. This could include provision of:

- Season tickets for public transport use;
- Funding for involvement in bike week;
- Survey prize draw;
- Holiday competitions or rewards for staff that travel to work by sustainable modes of transport.

Appendix 1. TRAVEL SURVEY QUESTIONNAIRE TEMPLATE

Travel Survey Questionnaire Template

We would appreciate it if you would take the time to fill this travel survey in. It is to fulfil the needs of the Kaplan Travel Plan which will look to improve the health and wellbeing of the student and staff population. The results of this travel survey will be confidential and will only be used for the purpose of the travel plan – they will not be passed onto a third party. The survey should take no more than 5 minutes to complete. Thank you in advance for completing the survey.

1) What is your home postcode?

2) How far do you travel to get to the College? (Mark with an X)

Distance (Miles)	Answer
0-2	
2-5	
5-10	
10-15	
15-20	
20+	

3) Do you have a disability that would affect your travel to and from College? (Mark with an X)

Yes

☐

No

☐

4) Which mode of transport do you use to travel to College, for the majority of your journey? (Mark with an X)

Travel Mode	Answer
Walk	
Cycle	
Bus	
Underground	
Overground	
Taxi	
Car	
Car Share	
Other (Please State)	

5) If you travel by bus, which bus number and bus stop you use?

6) If you travel by train, which station you use?

7) If you drive, where you park? (if you park on street/public car park, please specify its name)

8) If you drive, would you consider travelling to College using a different mode of transport? (Mark with an X)

Yes

☐

No

☐

9) If yes, what mode of transport would you like to use? (Mark with an X)

Travel Mode	Answer
Walk	
Cycle	
Bus	
Underground	
Overground	
Taxi	
Car Share	
Other (Please State)	

10) Why do you use the mode of transport you use at the moment? (Mark one answer with an X)

Reason	Answer
Convenience	
Cost	
Time Savings	
Poor Accessibility	
Safety	
Health Reasons	
Other (Please State)	

11) What would make **walking** a more attractive travel option for you? (Mark with an X)

Option	Answer
Improved Pavements	
Improved Street Lighting	
Safer Road Crossings	
Others to Walk With	
Better Changing Facilities	
Other (Please State)	
Nothing (Please State Why)	

12) What would make **cycling** a more attractive travel option for you? (Mark with an X)

Option	Answer
More Cycle Lanes	
Improved Street Lighting	
Safer Cycle Routes	
Improve Cycle Storage	
Better Changing Facilities	
Other (Please State)	

Nothing (Please State Why)	
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13) What would make **bus/train** travel a more attractive travel option for you? (Mark with an X)

Option	Answer
Improved Reliability	
Improved Access to Stations/Stops	
Subsidised Tickets	
Others to Travel With	
Personal Travel Route Planning	
Other (Please State)	
Nothing (Please State Why)	

14) What would make **car sharing** a more attractive travel option for you? Mark with an X)

Option	Answer
A Reward Scheme	
Sharing with someone who lives near you	
Sharing with a friend	
Guaranteed lift home scheme	
Other (Please State)	
Nothing (Please State Why)	

Thank you for taking the time to fill in this travel survey.

Please return this questionnaire to the main reception.