Coram Campus

Full Interim Travel Plan Report

Report

July 2010

Prepared for:
Coram Foundation
Coram Community Campus
49 Mecklenburgh Square
London
WC1N 2QA

Prepared by:
Steer Davies Gleave
28-32 Upper Ground
London SE1 9PD

+44 (0)20 7910 5000
www.steerdaviesgleave.com

CONTENTS

1 **INTRODUCTION** **1**

Background 1

Coram Campus Development Proposals 1

Background to Coram Foundation 1

What is a Travel Plan? 1

Benefits of a Travel Plan 2

Travel Plan Context and Scope 2

Report Structure 3

2 **SITE ASSESSMENT** **5**

Site Description and Location 5

Site Access 5

Pedestrian Access 5

Cycle Facilities and Routes 5

Public Transport Serving Coram Campus 6

Car Parking Provision 11

Highway Network 11

Servicing and Waste 11

3 **POLICY CONTEXT** **20**

Introduction 20

National Policy 20

Regional Policy 20

Local Policy 21

Planning Policy Guidance Note 13 (PPG13) 21

The London Plan (2008) 21

The Draft Mayor's Transport Strategy (2009) 22

Guidance for Workplace Travel Planning for Development (2008) 22

Best Practice for Workplace Travel Planning for New Development (2006) 23

Camden's Local Policy Guidance 23

4 **OBJECTIVES AND TARGETS** **26**

Introduction 26

Objectives 26

Mode Split 26

Targets 27

5 TRAVEL PLAN STRATEGY 29
Management of the Overall Travel Plan 29
Awareness Raising and Marketing 29
Monitoring and Review 30
6 TRAVEL PLAN MEASURES AND ACTION PLAN 32
Measures Package 32
Existing Coram Foundation Travel Plan Initiatives 32
Action Plan 32

FIGURES

Figure 2.1 Regional Location of Coram Campus 13
Figure 2.2 Local Location of Coram Campus 14
Figure 2.3 Walk Catchment Map 15
Figure 2.4 Local Cycle Routes 16
Figure 2.5 Cycle Catchment Map 17
Figure 2.6 Local Bus Services 18
Figure 2.7 Locations of London Underground and Mainline Rail Stations 19

TABLES

Table 2.1 Local Bus Services 8
Table 2.2 Local Rail Services 10
Table 4.1 Ward Mode Split (Census, 2001) 27
Table 4.2 Targets 28
Table 5.1 Monitoring and Review Programme 31
Table 6.1 Action Plan 34

APPENDICES

A ATTRIBUTE ASSESSMENT
B ITRACE PROFORMA
C PTAL CALCULATIONS
D EXISTING SITE LAYOUT DRAWING
E PROPOSED SITE LAYOUT DRAWING

1 Introduction

Background

1.1 Steer Davies Gleave has been commissioned by Coram Foundation to prepare a Travel Plan to support a planning application for the New East Building (NEB) at Coram Community Campus. This new application supersedes the previous application permission granted in 2007 for the development of the Collett and Farmer office building. The new application for the NEB will include flexible B1 (Office) and D1 (Non-Residential Institutions) land use classes.

1.2 Coram Campus is situated in Bloomsbury, within the London Borough of Camden.

1.3 Details of the Travel Plan author are provided at the back page of this report.

Coram Campus Development Proposals

1.4 The development is for the NEB, which will be constructed in the site of the existing Gregory House and Old Swimming Pool and Mortuary.

1.5 The NEB comprises three floors with a Gross Floor Area (GFA) of 3,670m^2. The proposed number of occupiers at the new building is currently unknown, however it is likely that the NEB will have more than one occupier and will include an area for the Coram Foundation. The proposed opening year is 2012.

1.6 One of the integral aims of the proposals is to provide an accessible environment for all users. The development will promote walking and cycling through information, through the provision of cycle parking and through the nature of on-site activities (i.e. nursery and children's play areas). It will aim to provide convenience and safety to pedestrian users of the site paying particular attention to the needs of the disabled.

Background to Coram Foundation

1.7 Coram works with vulnerable children, young people and their families, transforming their lives through practical help and support. The Foundation aims to build self-esteem and well-being, preparing children and young people for a fulfilling adult life[1].

What is a Travel Plan?

1.8 A Travel Plan is a term used to describe a package of strategies and measures aimed at addressing transport issues associated with an organisation's activities, achieving travel behaviour change and promoting good employment practice. A Travel Plan is a continuous, dynamic process that develops over time. In addition to encouraging staff to travel by alternatives to driving alone, a Travel Plan can address other aspects of an organisation's transport and travel such as fleet vehicles, deliveries and visitor travel.

[1] http://www.coram.org.uk/

Benefits of a Travel Plan

1.9 Coram Foundation is committed to producing and implementing this Interim Travel Plan in support of Camden's sustainable transport requirements and objectives.

1.10 Coram is also committed to producing a full Travel Plan following occupation of the new building and recognises that the implementation of an effective Travel Plan can potentially bring a number of real benefits such as:

- The Travel Plan will help to bring all transport and travel-related initiatives and policies together into one coordinated package. This in itself will help staff and visitors identify the full set of transport options available to them for all sections of their journey to the NEB;
- Staff and visitors will benefit from improved health and general improvement in quality of life; and
- The Travel Plan aims to improve travel and access to the NEB thus making a positive contribution to the morale and well-being of staff.

Travel Plan Context and Scope

1.11 A successfully implemented Travel Plan can offer significant gains towards the sustainable transport objectives of Central and Local Governments. In particular, a Travel Plan can:

- reduce the amount of travel time and travel generated by organisations;
- reduce motor vehicle usage, particularly influencing levels of single-occupancy car travel, with increased journeys made by public transport, walking and cycling; and
- improve efficiency and staff recruitment.

1.12 Travel Plans are tailored to the specific circumstances of the site and consider all aspects of travel behaviour to, from and within the site, including:

- Staff travel to/from work;
- Business travel;
- Visitor travel;
- Fleet vehicles; and
- Deliveries.

1.13 Importantly the Travel Plan should be considered a 'living document.' As such, not only should it be actively promoted with occupiers but must be reviewed and revised over time.

1.14 There are no thresholds for the requirement of Travel Plans within Camden's policy guidance. However, Camden's Replacement Unitary Development Plan states:

"*The Council will require applicants to provide a Travel Plan to manage travel arising from any development that significantly increases travel demand or would otherwise have a significant impact on travel or the transport system*".

1.15 A Full Interim Travel Plan report has not been produced as the schedule of uses for the proposed 3,660m^2 gross floor area is currently unknown. The future occupiers are also unknown; therefore, it is not possible to undertake travel surveys until the NEB is occupied. Subsequently, this Travel Plan will be submitted before occupation in order to support the planning application.

1.16 The scope of works for this Interim Travel Plan is as follows:

- Site Assessment – including a review of public transport, pedestrian, cycle, vehicular access and parking provision at the site;
- Policy Review – a review of relevant national, regional and local travel planning policy;
- Objectives and Targets - identification of travel plan Objectives and Targets. The Objectives and Targets will enable the Travel Plan progress to be monitored in the future. Objectives are the high level aims of the Plan and give it direction and focus. Targets are the measurable goals which are set in order to assess whether the Objectives of the Travel Plan are being achieved.
- Travel Plan Strategy – the Travel Plan will need to be managed to ensure that the Objectives, Targets and Measures are taken forward during the life of the Travel Plan. This Interim Travel Plan outlines how the document will be managed and the roles and responsibilities of the Travel Plan have been identified.
- A Communications Strategy has been included, as it will be important to market and promote the Travel Plan to all site users to encourage sustainable modes of travel to the NEB.
- A Review and Monitoring Programme has also be included to ensure the support and resources are made available for the future development of the Travel Plan.
- Travel Plan Measures and Action Plan - identification of typical travel plan measures taking into account the national and local policy.

  An Action Plan setting out how the Measures will be implemented (when and by whom) is also included.

1.17 It is proposed that the Interim Travel Plan will then be upgraded to a full Travel Plan within six months of site occupation, which will include staff and visitor travel surveys.

Report Structure

1.18 This report is divided into the following chapters:

- Chapter 2 contains the **Site Assessment** of Coram Campus.
- A **Policy Review** is provided in Chapter 3.

- Chapter 4 sets out the **Objectives and Targets**;
- Chapter 5 details the **Travel Plan Strategy** including the management of the Travel Plan, communications and marketing strategy and developing the Interim Travel Plan into a full Travel Plan; and.
- The **Travel Plan Measures and Action Plan** (including the programme of work for the development of the Travel Plan) are provided in Chapter 6.

1.19 An ATTrBuTE assessment is provided in Appendix A. A copy of the iTRACE proforma is provided in Appendix B.

2 Site Assessment

Site Description and Location

2.1 The proposed development is for the New East Building (NEB) comprising of three floors with a GFA of 3,670m^2.

2.2 The NEB will be located within Coram Campus. The Coram Campus site currently houses Thomas Coram Nursery.

2.3 The Campus is located at Mecklenburgh Square, Bloomsbury, Camden, within close proximity of Russell Square underground station, within the King's Cross ward, of the London Borough of Camden. The site is part of the wider area known as 'Coram's Fields'.

2.4 Figure 2.1 presents the regional location of the Coram Campus site. Figure 2.2 presents a more detailed location of the Coram Campus site. The existing site layout is shown in Appendix D and proposed site layout is presented in Appendix E.

Site Access

2.5 The main entrance to Coram Campus is through Mecklenburgh Square, in the east. However, the site can also be accessed from the west via Brunswick Square.

Pedestrian Access

2.6 Pedestrians can access the site through the main entrance at Mecklenburgh Square, in the east and also from the west via Brunswick Square. Pedestrian access is also provided to the north and south of the site (as shown in Appendix D) providing links through the site and a connection between the east and west.

2.7 Figure 2.3 illustrates a 5, 10, 15 and 20 minute walk catchment map of the site. The map shows that Russell Square underground station is within five minutes walk of the site. King's Cross and St. Pancras stations are approximately ten minutes walk from Coram Campus and Euston station is approximately fifteen minutes walk.

Cycle Facilities and Routes

2.8 Coram Campus can be accessed from Mecklenburgh Square (to the east) and Brunswick Square (to the west).

2.9 There are currently twelve sheltered cycle parking spaces provided in the main square of the campus, outside the old swimming pool and mortuary building. These will be relocated as part of the NEB development proposals.

2.10 Cycle parking will be provided at the NEB. Details of the cycle parking requirements for the NEB are provided within the Transport Assessment report. According to the UDP parking standards, if we assume a worst case that all floor area will be allocated to D1 use, a total of twenty cycle parking spaces will be required.

2.11 Once the full schedule of uses is known the cycle parking requirements can be determined. It is anticipated that the location of the proposed cycle parking spaces will be secured as part of the S106.

2.12 There are several cycle routes within the vicinity of Coram Campus providing connections with the local rail and underground stations including Russell Square, Euston, Kings Cross, St. Pancras and Farringdon.

2.13 Advisory cycle routes to the north and west of Coram Campus are along Regent Square and Woburn Place, which provide links to Russell Square, King's Cross, St. Pancras and Euston stations in the north. There are also cycle routes to the east of the site on Cubitt Street, Pakenham Street, Pheonix Place and Warner Street and advisory cycle routes to the south of the site on the B502 Guilford Street. The locations of the local cycle routes are shown in Figure 2.4.

2.14 Figure 2.5 illustrates a 5, 10, 15 and 20 minute cycle catchment map of the site. The map shows that much of central London is accessible within a twenty minute cycle catchment of the site.

2.15 There are currently no dedicated motorcycle parking spaces at Coram Campus. However, there is sufficient space for motorcycles to park in the car parking areas at the eastern and western accesses to Coram Campus. There is also space for approximately seven motorcycles to park in Brunswick Square near the western entrance of the site.

Public Transport Serving Coram Campus

2.16 The Coram Campus site is well served by the National Rail and Underground networks and a large number of bus routes.

PTAL Assessment

2.17 A 'Public Transport Accessibility Level' (PTAL) assessment has been carried out for the site. PTAL is a measure of the accessibility of a location to the public transport network, taking into account walk access time and service availability.

2.18 The PTAL index combines the number of public transport services with walk times to stops or stations. Rail and bus frequencies are taken from current timetables. Walk times were calculated from the site to all bus stops and light rail stations. PTAL is categorized in 6 levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility.

2.19 The NEB site is calculated to have a current PTAL level of 6a in the AM and PM peak hours, which is categorised as 'Excellent'. The PTAL level calculated for the off-peak daytime hours is 5 which is categorised as 'Very Good'. The PTAL analysis is included at Appendix C.

Local Bus Services

2.20 Coram Campus can be accessed by 19 bus services (routes 7, 10, 17, 19, 30, 38, 45, 46, 55, 59, 63, 68, 73, 91, 168, 205, 243, 341 and 476) all of which are within 15 minutes walk of the Coram Campus and connect to most of the local rail and underground stations. Some services have a night-time equivalent or run 24 hours (such as N7, N10 and N19 etc).

2.21 The local bus routes and bus stops are illustrated in Figure 2.6. The nearest bus stops are on A4200 Russell Square, Southampton Row, a few minutes walk from the Coram Campus. Bus routes 7, 59, 68, 91, 168 and 188 (38-44 buses per hour) operate along A4200 Southampton Row/Woburn Place linking Coram Campus with Euston Station to the north and Holborn Station to the south.

2.22 There are also bus stops situated on A401 Theobald's Road, which are within 5 minutes walk of Coram Campus. Bus routes 19, 38, 55 and 243 (39-46 buses per hour) can also be accessed from A401 Theobald's Road, south of Coram Campus.

2.23 Bus routes 17, 45 and 46 (20-22 buses per hour) operate along A5200 Gray's Inn Road connecting Kings Cross and St. Pancras Stations in the north and Chancery Lane in the south.

2.24 Table 2.1 provides a summary of the existing bus routes serving Coram Campus and the associated frequencies of services.

TABLE 2.1 LOCAL BUS SERVICES

Bus Route Number	Route Description	Peak Frequency (buses per hour)
7	East Acton - North Kensington - Paddington - Oxford Street - Russell Square	8
10	Hammersmith – Kensington High Street – Kings Cross	15
17	Archway - Holloway - King's Cross - Holborn Circus - St. Paul's - London Bridge	7-8
19	Finsbury Park - Highbury - Islington - Holborn - Green Park - Chelsea - Battersea Bridge	10
30	Marylebone – Euston – Highbury & Islington – Hackney Wick-	8
38	Clapton - Hackney - Islington - Holborn - Green Park - Victoria	30
45	Streatham Hill - Brixton - Camberwell - Walworth - Elephant - Blackfriars - Holborn Circus - King's Cross	7-8
46	Warwick Avenue Station - St. John's Wood - Hampstead - Kentish Town - St. Pancras - King's Cross - Farringdon Street	6
55	North Leyton - Clapton - Hackney - Shoreditch - Clerkenwell - Holborn - Oxford Circus	9
59	Streatham Hill - Brixton - Kennington - Waterloo - Aldwych - Holborn - Euston	11
63	Honor Oak - Farringdon Road - Kings Cross - Caledonian Road – Manor House	11
68	West Norwood - Herne Hill - Camberwell - Walworth - Elephant - Waterloo - Aldwych - Holborn - Euston	9
73	Seven Sisters - Essex Road – Euston – Marble Arch - Victoria	16
91	Crouch End - Holloway - King's Cross - Euston - Holborn - Aldwych - Trafalgar Square	8-9
168	Hampstead Heath - Haverstock Hill - Camden Town - Euston - Holborn - Aldwych - Waterloo - Elephant - Old Kent Road *Tesco*	9
205	Paddington – Marylebone – Pentonville Road – Bow Church	8
243	Wood Green Station - Tottenham - Stoke Newington - Shoreditch - Clerkenwell - Holborn - Aldwych - Waterloo	10
341	Waterloo County Hall – Theobald's Road, Grays Inn Road – Tottenham – Angel Road	7

Bus Route Number	Route Description	Peak Frequency (buses per hour)
476	Northumberland Park – Essex Road - Euston	11

2.25 The nearest Underground stations to Coram Campus are:

- Russell Square;
- Holborn; and
- Kings Cross St. Pancras.

2.26 London Underground's Piccadilly Line at Russell Square Station is within five minutes walk of Coram Campus. Holborn Station, which is within fifteen minutes walk south of Coram Campus, provides access to both the Central and Piccadilly Lines. The Piccadilly Line can also be accessed from London King's Cross Station, which is approximately ten minutes walk from the Coram Campus.

2.27 The Piccadilly Line runs from Cockfosters to either Heathrow Terminals or Uxbridge and provides interchanges with most other underground lines. The Piccadilly Line operates a peak service of 12 trains per hour in each direction.

2.28 The Piccadilly and Central lines serve Holborn Station. The Central Line operates between Epping and West Ruislip via Central London.

2.29 The Hammersmith and City (H&C), Bakerloo, Northern, Circle, Piccadilly, and Victoria lines all serve Kings Cross Station. The H&C line operates between Hammersmith and Barking with approximately 18 services per hour in both directions. The Northern Line operates between Edgware/ High Barnet/ Mill Hill East and connects Morden in the south and has approximately 40 services per hour in the north and south directions. The Circle line operates via Central London and has a frequency of four trains per hour in each direction.

Rail Services

2.30 Coram Campus is highly accessible for railway services from the following stations:

- Euston;
- London St Pancras; and
- London Kings Cross.

2.31 All rail stations are within fifteen minutes walking distance of Coram Campus.

2.32 Table 2.2 shows local rail services from Euston, London Kings Cross and London St. Pancras Stations.

TABLE 2.2 LOCAL RAIL SERVICES

Station	Rail Operators	Destinations	Peak Hour Frequencies
Euston	Virgin Trains	Manchester Piccadilly	20 mins
		Birmingham New Street	20 mins
		Liverpool Lime Street	20 mins
		Wolverhampton	20 mins
		Glasgow Central	60 mins
		Llandudno	30 mins
		Lancaster	60 mins
	Silverlink Trains	Milton Keynes Central	10 – 20 mins
		Watford Junction	5 – 20 mins
		Tring	10 – 30 mins
		Northampton	10 – 30 mins
		Crewe	30 mins
London King's Cross	GNER	Leeds	20 mins
		Newcastle	5 – 25 mins
		Inverness	1 – 2 hrs (irregular)
		Glasgow Central	1 - 3hrs (irregular)
	First Capital Connect	Cambridge	10 – 30 mins
		Peterborough	10 – 20 mins
		Kings Lynn	1 hr
	Hull Trains	Hull	40 – 50 mins
St Pancras	First Capital Connect	Luton	5 – 15 mins
		Brighton	5 – 20 mins
		London Blackfriars	5 – 10 mins
		Bedford	5 – 25 mins
		Wimbledon	15 mins
		St. Albans	8 – 15 mins
		Sutton	15 mins
	Midland Mainline	Sheffield	20 mins

Station	Rail Operators	Destinations	Peak Hour Frequencies
		Nottingham	5 – 15 mins (irregular)
		Derby	20 – 30 mins

2.33 The locations of the London underground and mainline rail stations within the vicinity of Coram Campus can be seen in Figure 2.7.

Car Parking Provision

2.34 There are currently twenty car parking spaces provided to the west of the site outside of the application boundary, and ten car parking spaces provided to the east of the site within the application boundary. Two disabled parking spaces are provided outside the Gregory House building.

2.35 As part of the development proposals the number of car parking spaces within the red line boundary will be reduced to six spaces (four standard and two disabled).

2.36 The existing twenty spaces provided to the west of the site will remain. As part of the landscaping proposals for the NEB the two disabled spaces currently provided outside the Gregory House building will need to be relocated. These will be provided to the east of the site, and along with the construction of a new electricity sub-station would mean the removal of two existing car parking spaces.

2.37 The parking requirements for the NEB will be accommodated within the existing provision. Once the full schedule of uses is known the cycle parking requirements can be determined.

Highway Network

2.38 In the local vicinity, Coram Campus is bordered by Doughty Street to the east, Guilford Street to the south, the B504 Hunter Street to the west and Sidmouth Street to the north.

2.39 In the wider area, the site is located within the boundaries of the A5200 Gray's Inn Road, A401 Theobald's Road to the south, A4200 Woburn Place/Southampton Row to the west and A501 Euston Road.

2.40 The regional and local highway network is shown in Figures 2.1 and 2.2, respectively.

Servicing and Waste

2.41 A dedicated area outside Gregory House is currently used for the existing servicing arrangements. The servicing arrangements at the site varies from day-today but typically involves approximately 10-12 deliveries per day. The deliveries range from small cars and vans to larger 7.5 tonne vehicles.

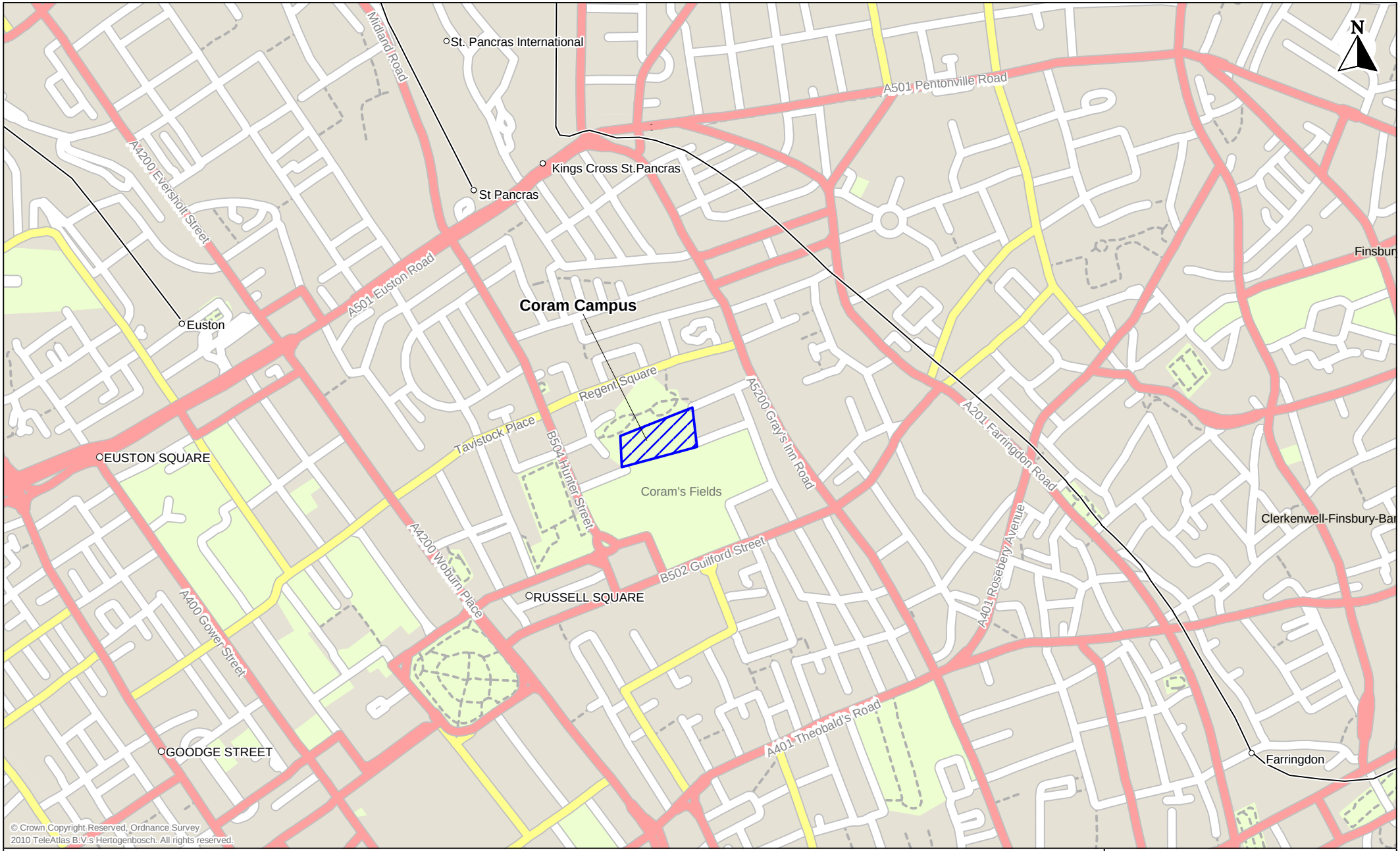
2.42 A bin store containing six non-recyclable eurobins is currently provided within the car park to the east of the site, near the Mecklenburgh Square entrance. The waste is collected three times per week by Camden Council from the entrance (refuse vehicles do not enter the site).

2.43 In particular, the Nursery receives approximately three deliveries per day and uses 2-3 of the six non-recyclable eurobins currently provided at the site.

2.44 Six recyclable 240 litre bins are also provided at the site. Two bins are provided outside Gregory House and four bins are provided outside the Nursery. Collections are undertaken on a weekly basis, whereby the bins are wheeled to the Mecklenburgh Square entrance.

2.45 We estimate that the proposed development will generate a maximum of fourteen servicing trips across the day. All service and delivery vehicles accessing the site will be less than 7.5 tonnes, with Council refuse vehicles collecting the bins from Mecklenburgh Square entrance i.e. not entering the site.

2.46 We estimate that a total of twelve 1100 litre bins (including seven non-recyclable and five recyclable bins) will be required for the NEB. The bins will be collected as per the existing arrangements i.e. three times per week for the non-recyclable bins and weekly collections for the recyclable bins.



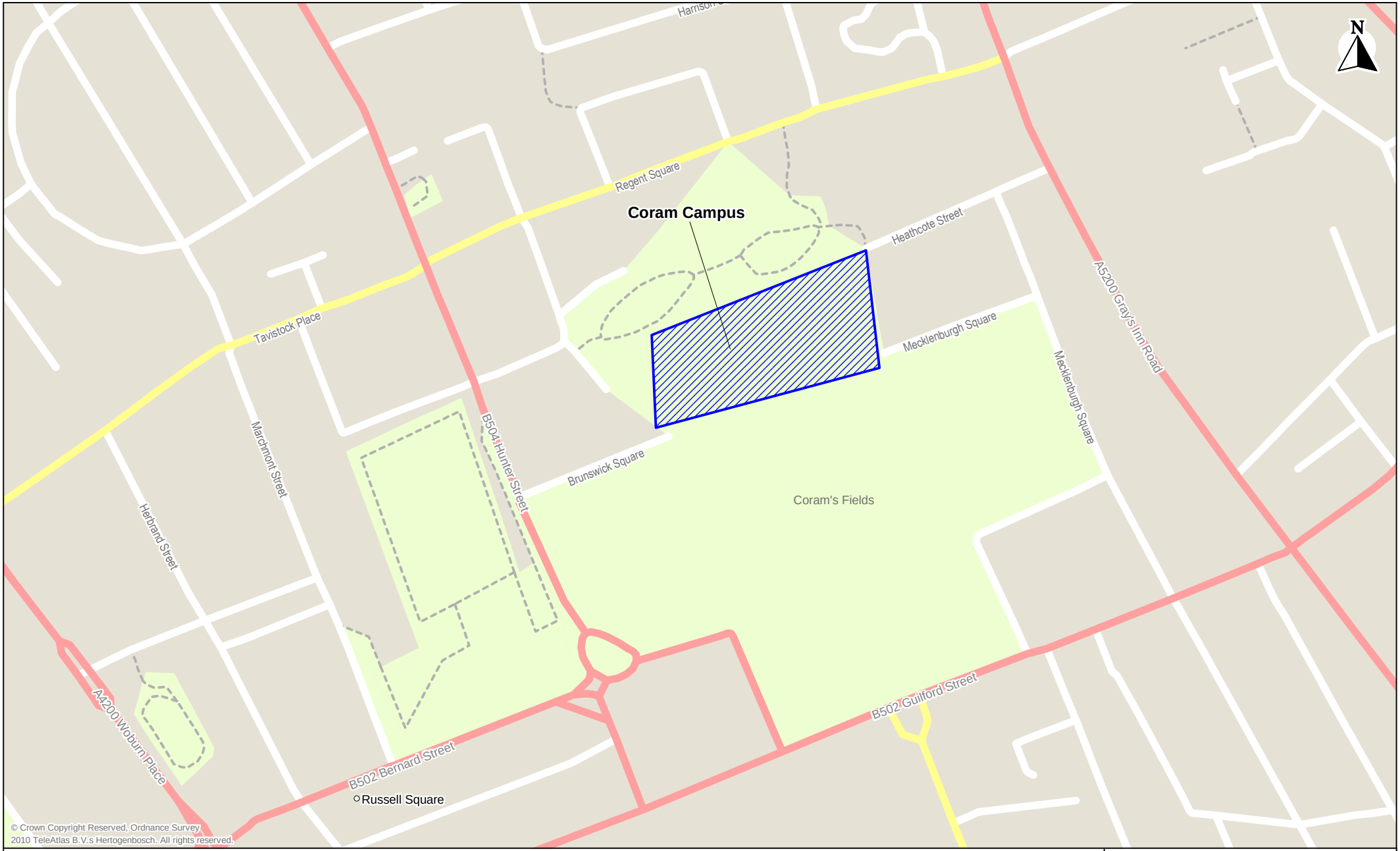
Coram Campus

Figure 2.1: Regional Location Plan

steer davies gleave

Drawn by:	Last updated:	Layout title:
KWM	01/06/2010	Layout1

P:\Projects\222\5\20\01\GIS\MAPPING\Mapinfo\Workspaces\SiteLocationMaps



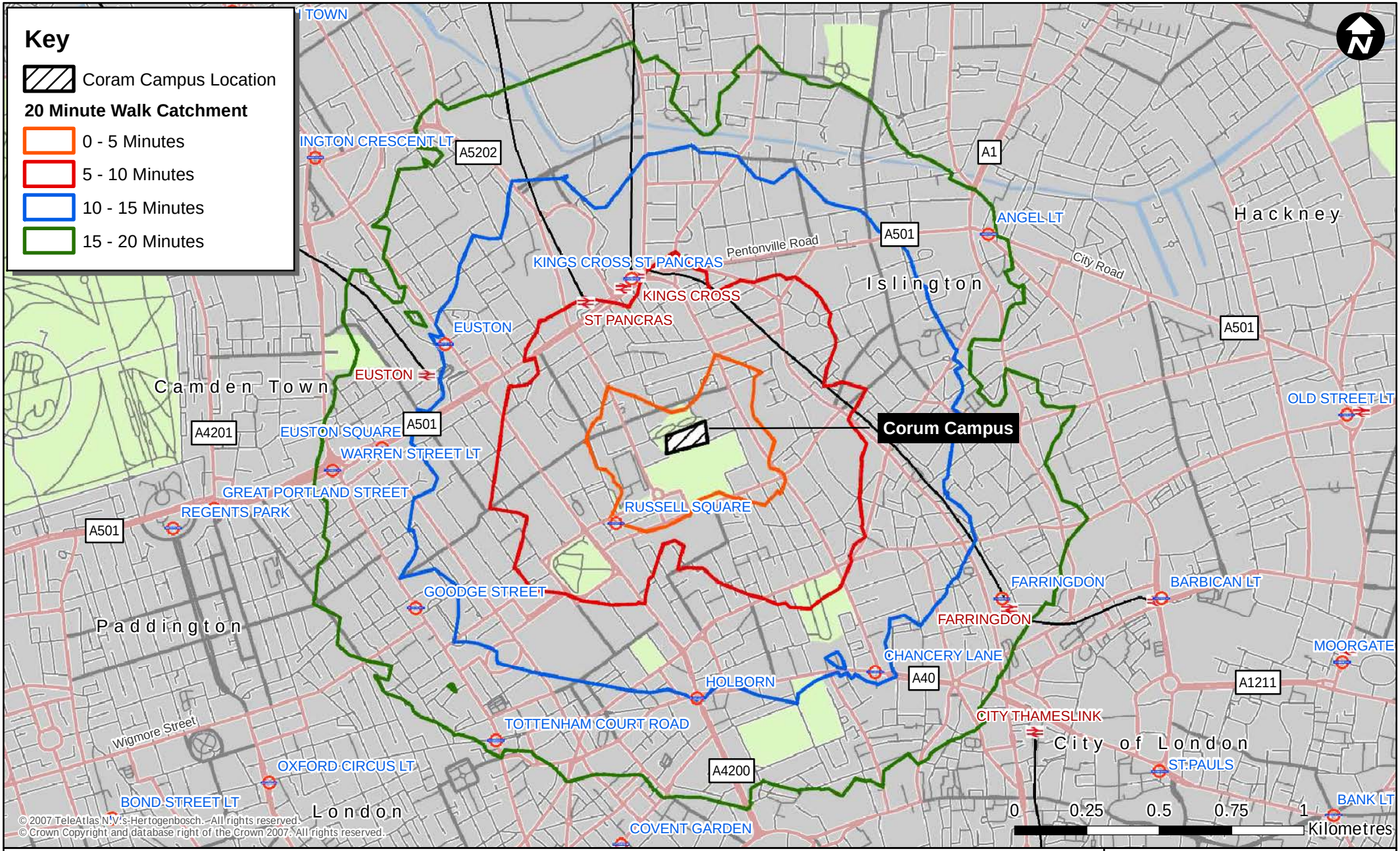
Coram Campus

Figure 2.2: Local Location Plan

steer davies gleave

Drawn by:	Last updated:	Layout title:
KWM	08/03/2010	Layout2

P:\Projects\222\5\20\01\GIS\MAPPING\Mapinfo\Workspaces\SiteLocationMaps



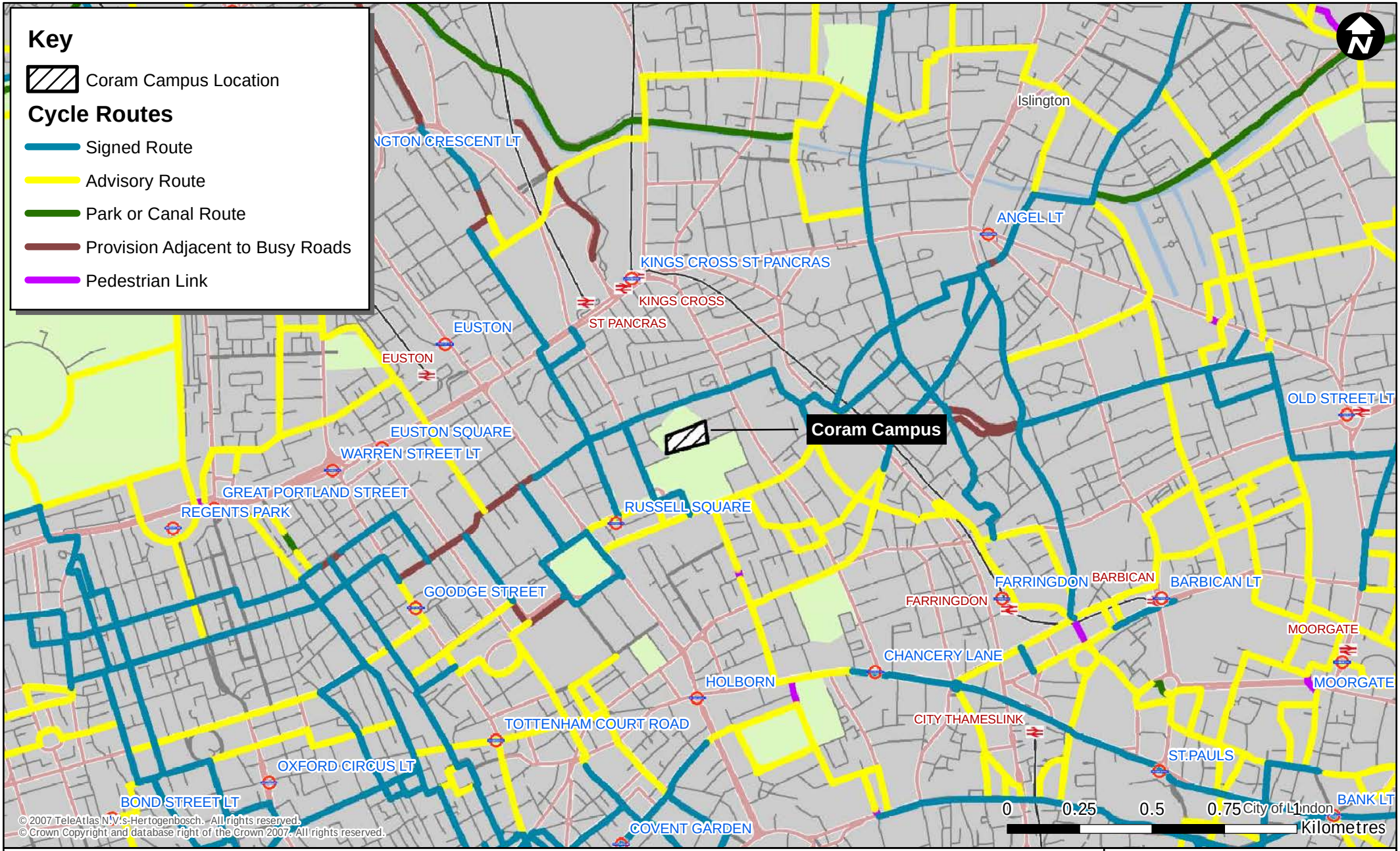
Coram Campus

Fig 2.3: Walk Catchment Map

steer davies gleave

Drawn by:	Last Updated:	Revision:
EJB	01/06/2010	

L:\Projects\222\4\91\01\GIS\MAPPING\ARCGIS\Map_Documents



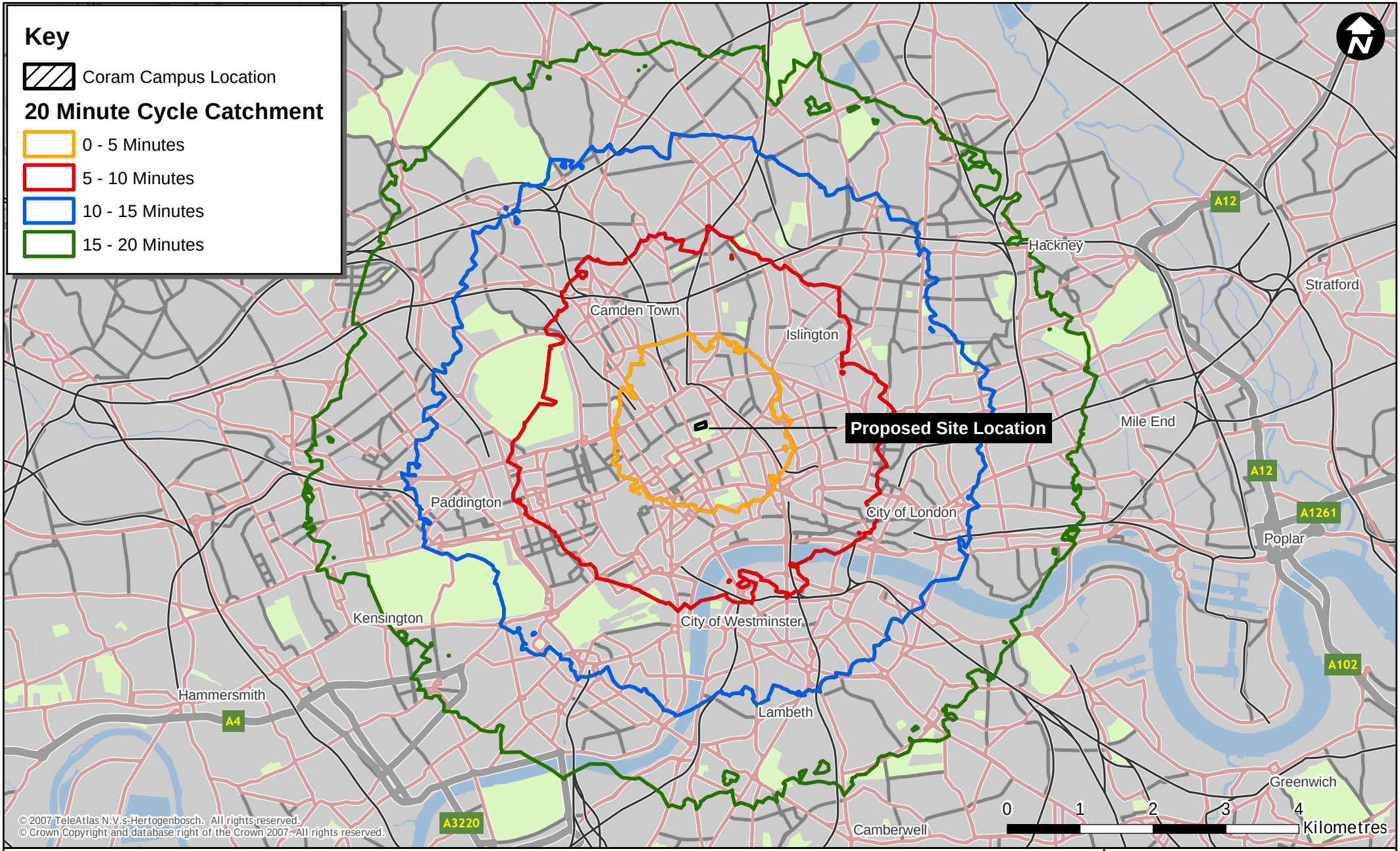
Coram Campus

Figure 2.4: Local Cycle Routes

steer davies gleave

Drawn by:	Last Updated:	Revision:
EJB	01/06/2010	

L:\Projects\222\5\20\01\GIS\MAPPING\ARCGIS\Map_Documents



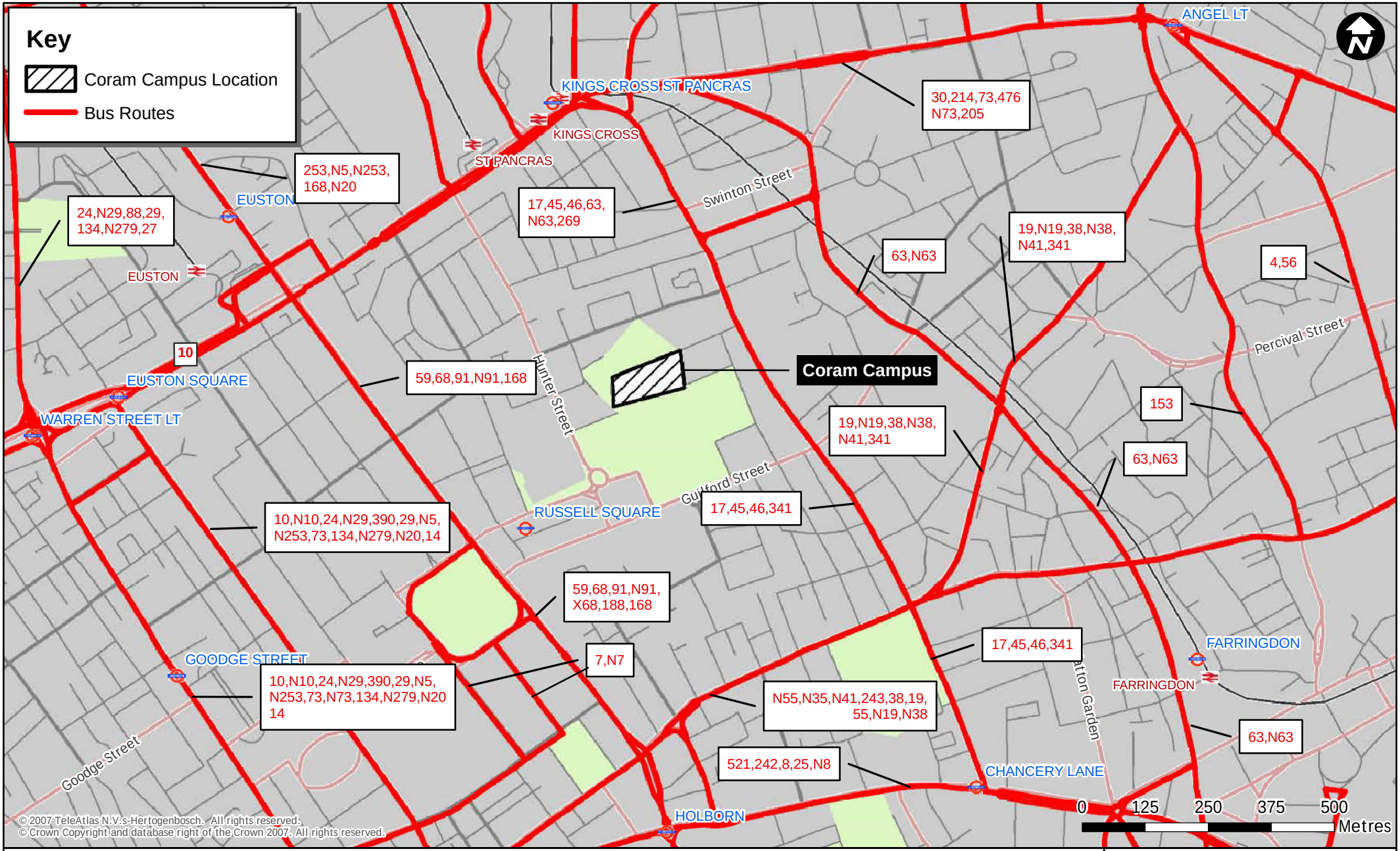
Corum Campus

Figure 2.5 Cycle Catchment Map

steer davies gleave

Drawn by	Last Updated:	Revision:
EJB	22/01/2010	

\\Douglas\Work\Projects\222\3\47\01\GIS\MAPPING\ARCGIS\Map_Documents



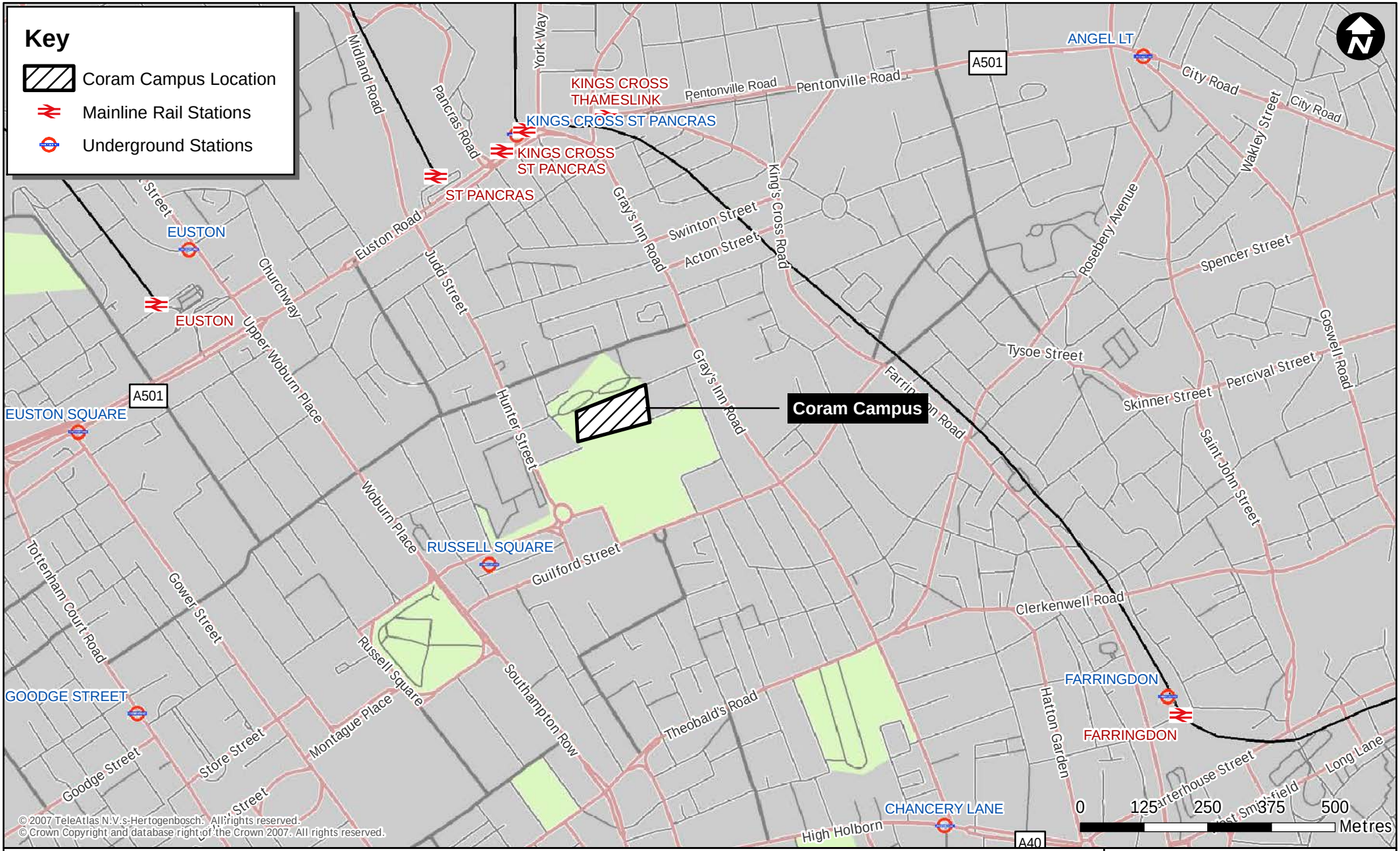
Coram Campus

Figure 2.6: Local Bus Services

steer davies gleave

Drawn by:	Last Updated:	Revision:
EJB	01/06/2010	01

\\Douglas\Work\Projects\222\3\47\01\GIS\MAPPING\ARCGIS\Map_Documents



Coram Campus

Figure 2.7: Locations of London Underground and Mainline Rail Stations

steer davies gleave

Drawn by:	Last Updated:	Revision:
EJB	10/03/2010	01

L:\Projects\222\5\20\01\GIS\MAPPING\ARCGIS\Map_Documents

3 Policy Context

Introduction

3.1 Travel Plans are an established means of managing transport demand and are recognised as such by both central and local government. The Department for Transport has signalled its ongoing preference for Travel Plans in recent policy documents such as the 'Smarter Choices[2]' report as well as 'The Future of Transport[3]'. Travel Plans are also advocated by the Department for Communities and Local Government through Planning Policy Guidance Note 13[4] (PPG13).

3.2 The Mayor of London (through the London Plan[5]) and Transport for London (TfL)[6] support preparation of a Travel Plan for a wide range of developments with impacts on the local transport networks.

3.3 The National, Regional and Local policy Travel Plan guidance is listed below:

National Policy

- Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT (2009);
- The Essential Guide to Travel Planning, DfT (2008);
- Planning Policy Statement 1 (PPS1): Delivering Sustainable Development, ODPM (2005);
- A Guide on Travel Plans for Developers, DfT (2005);
- Smarter Choices – Changing the Way We Travel, DfT (2004);
- Making Travel Plans Work, DfT (2002); and
- Planning Policy Guidance Note 13 (PPG13), ODPM (2001).

Regional Policy

- The Draft Mayor's Transport Strategy (2009);
- The London Plan (2008);

---

[2] http://www.dft.gov.uk/pgr/sustainable/smarterchoices/

[3] http://www.dft.gov.uk/about/strategy/whitepapers/fot/thefutureoftransportwhitepap5710

[4] http://www.communities.gov.uk/index.asp?id=1144015

[5] http://www.london.gov.uk/mayor/strategies/sds/london_plan/lon_plan_all.pdf

[6] http://www.tfl.gov.uk/tfl/travelwise/travelwise-travel-plans.shtml

- Guidance for Workplace Travel Planning for Development (2008); and
- Best Practice for Workplace Travel Planning for New Development (2006).

Local Policy

- Camden Cycling Plan, Fourth Review (2008);
- Interim Planning Guidance: London Borough of Tower Hamlets Core Strategy and Development Control Plan (2007);
- Camden Replacement Unitary Development Plan (2006);
- Camden Planning Guidance (2006);
- Camden's Emerging Core Strategy (2000); and
- Camden's Development Policies (2009).

3.4 A review of the relevant documents is provided below.

Planning Policy Guidance Note 13 (PPG13)

3.5 Planning Policy Guidance Note 13 (PPG13) identifies the benefits of implementing travel plans for local businesses along with the sustainable transport objectives that can be achieved (paragraphs 87 - 91 - Travel Plans). Such objectives include reducing overall car usage (particularly single occupancy journeys) and the increase use of walking, cycling and public transport.

3.6 A principle objective of PPG13 is defined as:

"to increase personal choice by improving the alternatives and to secure mobility that is sustainable in the long term".

3.7 The Government considers that travel plans should be submitted alongside planning applications which are likely to have significant transport implications, and should be worked up in consultation with local authority and local transport providers. They should have measurable outputs and should set out the arrangements for monitoring the progress of the plan.

The London Plan (2008)

3.8 The adopted London Plan sets the strategic framework for spatial planning in London. Objective 5 within the plan outlines policy objectives for improving accessibility. Of these, the most significant for new development is to:

"Integrate development with public transport to ensure that there is a proper fit between development and the capacity of public transport network to service it over the period of the plan, taking appropriate opportunities to intensify the use of land where current or future transport capacity allows to connect Londoners to employment opportunities."

3.9 Together with the transport policies that support Objective 5, policy 3C.2 Matching development to transport capacity states:

"Developments with significant transport implications should include a Transport Assessment and Travel Plan as part of the planning applications."

The Draft Mayor's Transport Strategy (2009)

3.10 The Draft Mayor's Transport Strategy (2009) highlights the importance of travel planning and smarter travel initiates to promote the range of health and environmental benefits of walking, particularly in schools, workplaces and in deprived areas where the cost of public transport may be a barrier to travel.

3.11 Proposal 61 states:

"The Mayor, through TfL, working with London boroughs, developers and other stakeholders will promote walking and its benefits through information campaigns, events to raise the profile of walking, and smarter travel initiatives such as school and workplace travel plans."

3.12 The document also states that the introduction of workplace travel plans has achieved CO_2 travel efficiency. Furthermore, more than 400 organisations collectively employing in excess of 450,000 staff now have TfL supported travel plans in place. An average 13 per cent reduction in the number of car journeys for trips to work has been recorded from those that have undertaken post implementation monitoring.

Guidance for Workplace Travel Planning for Development (2008)

3.13 The guidance published by Transport for London states that three forms of a travel plan can be submitted for developments including: full travel plan, interim travel or framework travel plan.

3.14 In all cases, full travel plans are the preferred form for planning submission. For mixed-use developments or for multiple organisation sites where end users are known, framework or interim travel plans are not appropriate and full travel plans should be submitted.

3.15 For developments where there will be one or a few (less than five) building/site occupier(s) but their identities and characteristics are not yet known and/or other information needed to prepare a full travel plan(s) is not available at the time of submission, interim travel plan(s) would be appropriate.

3.16 A framework travel plan is applicable to mixed-use developments or sites where there are multiple organisations. For proposals seeking outline planning permission and for which detailed scheme elements are not clearly established, a framework travel plan is also acceptable.

3.17 The framework travel plan should outline a commitment to travel plan development on the site and a strategy for this. The travel plan framework (site-wide) approach can offer economies of scale and a coordinated approach for a mixed-use/multiple occupier site.

3.18 The framework should also set out measures which are to be delivered site-wide (e.g. infrastructure, site-wide marketing/promotion, etc) and who will be responsible for funding/delivering these. It should also clearly set out future actions for travel plan development and refinement, along with final or preliminary targets, each with appropriate timescales.

3.19 As each occupier is confirmed they will need to submit a Full travel plan for their business that is in accordance with the framework travel plan.

Best Practice for Workplace Travel Planning for New Development (2006)

3.20 This Best Practice Guidance produced by the Greater London Authority has been developed to aid the preparation of travel plans associated with the development control process in London.

3.21 The objective of this Best Practice Guidance is to establish a process to achieve consistency in the way high quality travel plans associated with development proposals are prepared, secured and implemented across Greater London.

3.22 This Best Practice Guidance aims to assist the planning process by providing clarity and a standardised approach. More specifically, the guidance:

- Identifies when and where a travel plan is required;
- Distinguishes the difference between Transport Assessments, travel plans and their inter-relationships with the development site;
- Explains the travel plan process from preparing planning application to implementation;
- Provides a London-wide standardised, independent monitoring methodology; and
- Provides draft standard legal approaches to assist legal negotiations.

Camden's Local Policy Guidance

Camden's Replacement Unitary Development Plan (RUDP), 2006

3.23 Appendix 2 of the RUDP states that under policy T1C, a Travel Plan is generally required alongside a Transport Assessment. The Appendix sets out the thresholds for the requirement of Transport Assessments. However, there are no thresholds for the requirement of Travel Plans.

3.24 Policy T1C states that "*The Council will require applicants to provide a Travel Plan to manage travel arising from any development that significantly increases travel demand or would otherwise have a significant impact on travel or the transport system*".

Camden's Green Transport Strategy

3.25 At the local level, Camden's Green Transport Strategy: Climate Change and Travel in Camden, 2008-2012 aims at encouraging greener transport alternatives and reducing the environmental impacts of new developments. Section 1.3 of the Strategy states that in order to promote travel choice and reducing the impact of new developments, the council will promote, amongst others the following:

- Business Travel Plans;
- Construction Management Plans;
- Servicing Management Plans;
- Transport Assessments; and

- Cycle Parking.

3.26 The Travel Plan section in the Camden Planning Guidance 2006 details the necessary components of Workplace Travel Plans. Section 48.12 of the guidance details the measures for an effective Workplace Travel Plan.

Camden Cycling Plan

3.27 Targets 21 to 24 of the Camden Cycling Plan related to Travel Plans.

3.28 Target 21 of the Plan states:

"The Council will:

- *Work with employers through North and Central Travel Plan Network, in conjunction with Transport for London and other partners, to encourage Travel Plans and the provision for cycling*
- *Secure cycle parking through the planning process. Developers and private and public owners of new development have to comply with Unitary Development Plan standards for providing adequate cycle facilities*
- *Encourage private residential developments to provide adequate facilities for cycle movement which cannot be secured through the planning process."*

3.29 Target 22 of the Plan states:

"The Council will work with employers through the North Central Travel Plan Network, in conjunction with Transport for London and other partners, to encourage the setting up of Travel Plans and the provision of cycle facilities at work places."

Camden's Planning Guidance, 2006

3.30 Camden's UDP states that under policy T1C, a Travel Plan is generally required alongside a Transport Assessment.

3.31 Chapter 48 of Camden's Planning Guidance sets out Camden's requirements for Travel Plans.

3.32 The SPG states that Travel Plans will require monitoring on at least an annual basis, and the Council will usually require submission of a monitoring report. Key to this is the support of senior management in the development of a Travel Plan.

3.33 As a minimum, a workplace travel plan should address travel by staff to and from work and on business. However, a travel plan may also address visitor, client and customer travel, suppliers making deliveries, contractors undertaking work on site and fleet procurement/management.

3.34 The key components necessary for all workplace travel plans are:

- corporate/management support and commitment;
- designated travel co-ordinator;
- consultation on the plan;
- staff travel surveys - baseline & monitoring;

- targets – challenging but achievable;
- promotion of the package to the workforce;
- monitoring – on-going, to check and maintain progress and development.

3.35 The guidance suggests a series of travel plan measures that could be included.

Camden Emerging Core Strategy, 2009

3.36 Camden's emerging Core Strategy has been submitted to the Secretary of State and is currently undergoing examination by an independent planning inspector.

3.37 There are a number of policies that relevant to this application including CS3 - Other highly accessible areas and CS11 – Promoting sustainable and efficient travel.

3.38 Policy CS3 states that the Council will promote appropriate development in the highly accessible areas of Central London (outside the growth areas of King's Cross, Euston, Tottenham Court Road and Holborn) into which this development proposal falls.

3.39 Policy CS11 that the council will promote the delivery of transport infrastructure and the availability of sustainable transport choices. The proposals support this by encouraging walking and cycling through the Travel Plan measures, and restricted car parking provision without affecting disabled provision.

Camden's Development Policies, 2009

3.40 Camden's Development Policies document was submitted to the Secretary of State at the same time as the core strategy and is currently undergoing examination by an independent planning inspector. This also includes a number of policies relevant to the proposals, including DP16 – the transport implications of development, DP17 – walking, cycling and public transport, and DP18 – parking standards and limiting the availability of car parking.

3.41 Policies DP16 and DP17 encourage movements to, from and within development sites that support walking, cycling and public transport links, as well as safe pick up and drop off and waiting areas, as supported by these proposals. Policy DP18 supports the need for minimising car parking provision and maximising cycle parking provision; again supported by these proposals.

4 Objectives and Targets

Introduction

4.1 In this section we normally translate the principal outcomes of the baseline surveys into a set of clear and complementary objectives for Coram Campus. These objectives are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Timed) targets so that progress towards achieving them can be measured. However, as it is not possible to undertake baseline surveys, we have set out below the overall and overarching Travel Plan objectives.

Objectives

4.2 The over-riding objective of the Travel Plan is

"To facilitate sustainable travel to Coram Campus by staff and visitors".

4.3 In addition, the following sub-objectives have been identified as potential objectives for the site, to:

- managing the ongoing development and delivery of the Travel Plan;
- increase awareness of the Travel Plan and its constituent measures;
- ensure the site is accessible to all and respect the needs of vulnerable groups e.g. those with mobility problems;
- encourage greater use of sustainable modes of transport (e.g. walking and cycling) rather than the car, for travel to and from Coram Campus to enable staff and visitors to make informed decisions about how they travel to the site; and
- promote smarter working and living practices to reduce the need to travel by car and to reduce the need to travel in the peak periods.

Mode Split

4.4 Comprehensive travel surveys will be conducted following occupation of the development, with a view to producing a full Travel Plan within 6 months of occupation.

4.5 The surveys will be iTRACE compliant and will be designed specifically for the NEB at Coram Campus and will allow us to understand how and why people travel to the new development.

4.6 For this Interim Travel Plan, the Travel to Work (TTW) data has been extracted from the Census 2001 dataset for the King's Cross ward and this has been adjusted to take into account the on-site car parking provision. The proposed development site is located within the King's Cross ward within the London Borough of Camden. Further details of the mode split adjustment are provided in the Transport Assessment report.

4.7 The mode splits are summarised in Table 4.1 below.

4.8 The data shows that the highest proportion of people travel to work on foot (40.8%), followed by the underground (29.1%), bus (13.0%) and bicycle journeys account for 5.4% of trips.

TABLE 4.1 WARD MODE SPLIT (CENSUS, 2001)

Mode	JTW Percentage	Adjusted Percentage
Car Driver	9.5%	0.5%
Car Passenger	1.8%	2.0%
Bus	11.8%	13.0%
Underground	26.5%	29.1%
Train	5.1%	5.6%
Motorcycle	0.8%	0.9%
Pedestrians	37.1%	40.8%
Cycle	4.9%	5.4%
Taxi	1.0%	1.1%
Other	1.5%	1.6%
Total	**100.0%**	**100.0%**

Targets

4.9 Targets are measurable goals which help to achieve and meet objectives. To ensure that targets can be SMART it is necessary to work with the occupiers to set appropriate and challenging targets within the full Travel Plan.

4.10 As no baseline surveys can be collated at this stage on existing travel habits it is not possible to identify specific targets. However, we have identified Targets for the third year and fifth year based on the adjusted mode split in Table 4.1. The baseline would be the first year (or 6 month) surveys.

TABLE 4.2 TARGETS

Mode	Baseline*	Year 3	Year 5
Single Occupancy Vehicle	0.5%	0.5%	0.5%
Car Sharing	2.0%	1.6%	0.75%
Walk	40.8%	41.0%	41.5%
Cycle	5.4%	5.6%	6.0%

*Based on JTW data, but will be superceded once the baseline surveys are undertaken.

4.11 Site-specific targets will be developed for the full Travel Plan following site audits and comprehensive travel surveys. Targets will be quantified and would potentially relate to the following:

- Specific % increase in walking and cycling.
- Reductions in travel by car particularly single-occupancy car journeys.
- Encourage all able-bodied staff that live within a certain distance of the site (e.g.1 kilometre) to walk to the site on a regular basis.
- Ensure that all staff are aware of the Travel Plan and its objectives by a specific period of time (e.g. within 6 months of Travel Plan approval).

4.12 Once the baseline data is collected there will be a better understanding about what is achievable and what measures best suit the site.

5 Travel Plan Strategy

Management of the Overall Travel Plan

5.1 Effective management of the Travel Plan, combined with clearly defined roles and responsibilities, is recognised as being fundamental to achieving the Plan's objectives. One of the key individuals in the management process is the Travel Plan Co-ordinator (TPC).

5.2 As the future occupiers of the proposed building are unknown it is difficult to appoint TPCs at this stage. However, Coram Foundation will work with the future occupiers to ensure that TPC's are appointed within each organisation before occupation. This will ensure that the Plan's further development is overseen and a full Travel Plan is implemented within six months of site occupation. It is likely that senior employees at each organisation will take on board the TPC role, dedicating a few hours each week to the Travel Plan.

5.3 A Steering Group will also be established. The Steering Group will be formed of suitable representatives (including occupiers of the NEB, Coram Foundation and other site users) and will meet on a regular basis to ensure that the Travel Plan is taken forward effectively and will feed back to Senior Management of the site to ensure continued support and resources for the Travel Plan.

5.4 Close joint working will also be undertaken with the London Borough of Camden and other stakeholders. The organisation will also endeavour to work with other appropriate groups such as:

- Other employers in the area with travel plans;
- Other site users; and
- Local suppliers e.g. cycle equipment.

Awareness Raising and Marketing

5.5 The success of this Plan is dependent on the development and implementation of an effective marketing strategy which will be developed by the future occupiers.

5.6 To increase awareness of the Travel Plan, staff and visitors will be given information on the sustainable ways to travel to and from the site within the local area.

5.7 It is essential that employees working at the site are involved in the implementation and evolution of the Travel Plan. The travel surveys and pre-survey marketing will contribute to raising awareness at the outset. It will also allow staff and visitors to have an input into the ongoing development of the Travel Plan.

5.8 The Travel Plan Co-ordinators will develop a marketing strategy. This will include:

- The provision of local transport information on the organisations' website/Intranet such as locations of local stations (and routes to stations), routes, timetables etc with links to external websites including TfL and

journey/tube planner. This will also include information/maps on local cycle routes.

- The provision of Travel Plan information on the occupiers' website/Intranet.
- A Summary leaflet of the Travel Plan will be produced - this will include a summary of the Travel Plan, information about measures and local travel information/incentives e.g. area location maps, public transport information and timetables. This information will be provided on the occupiers' websites and links will also be provided to relevant external websites e.g. TfL Journey Planner.
- A regular review of all marketing information will be undertaken and material updated as appropriate. The frequency of such reviews will be decided in due course; however they will occur on an annual basis.

Monitoring and Review

5.9 The TPCs will be responsible for ensuring the programme of monitoring and review of the Travel Plan.

5.10 The first stage of the monitoring and review programme will be to undertake comprehensive staff and visitor travel surveys. The surveys are expected to be undertaken within six months of site occupation. There will be a requirement for a minimum of 30% of staff to respond to the surveys when they are undertaken.

5.11 The full Travel Plan will have a five-year timescale. The document will be regularly monitored and reviewed to ensure that the Plan reflects the changing requirements of the development, is up-to-date with travel planning options available and remains challenging.

5.12 The Travel Plan development will be the responsibility of the Travel Plan Coordinator. In the meantime, this Interim TP will be the responsibility of Coram Foundation. The Foundation will work with the future occupiers to appoint TPCs before occupation.

5.13 Table 5.1 below sets out programme for the Monitoring and Review of the Travel Plan.

TABLE 5.1 MONITORING AND REVIEW PROGRAMME

Action	Five-Year Timescale
Review Full Interim Travel Plan	Once schedule of uses is known
Travel Surveys and Analysis of Results	Within 6 months of occupancy
	Annually
Review Interim Travel Plan and produce a full Travel Plan	Within 6 months of occupancy
Review and Update of Travel Plan following Travel Surveys (including Site's Accessibility)	Annually
Full Travel Plan Review	1st, 3rd and 5th Year
Consultation with employees	Following completion of the full Travel Plan
Review of communications and marketing material to ensure the Travel Plan is being communicated to staff and site users effectively and the regular promotion of measures	Annually
Reporting of Travel Plan progress to LBC	Annually

6 Travel Plan Measures and Action Plan

Measures Package

6.1 This Chapter summarises the Travel Plan initiatives that Coram Foundation currently provide and identifies a number of measures that are likely to be taken forward during the development of the full Travel Plan.

6.2 The exact Travel Plan package for Coram Campus needs to be developed once the needs of staff and visitors have been identified through the travel surveys. It is expected that during its development the Travel Plan will consider a combination (not exclusive) of the measures included within the Action Plan in Table 6.1.m More specific measures will be identified when the full Travel Plan is developed, once the site is occupied and travel surveys have been undertaken.

Existing Coram Foundation Travel Plan Initiatives

6.3 Coram actively promotes public transport, cycling and walking through the provision of season ticket loans and through its pilot Health Activator programme which encourages healthy activities and lifestyle.

6.4 The champion of these programmes is the Head of Human Resources who can be designated as the Travel Plan Coordinator for Coram Foundation. The Head of HR currently reports to the CEO and participates in the Senior Management Team (which will comprise the Steering Group); therefore the progress of the Travel Plan can be fed through to Senior Management.

6.5 Travel information is currently provided to new and existing staff via the Staff Handbook and inductions for new staff. Also, travel information is provided to visitors and learners by means of the web-site and specific marketing literature. Noticeboards will be used in the new building.

6.6 In terms of reducing the need to travel by car, homeworking is considered an unsuitable option for the site due to the nature of Coram Campus, in that staff are required to be on-site daily. However, Coram currently provide several alternative initiatives including:

- local recruitment processes and workforce entry programmes on site for local residents;
- Meetings held by conference call and (if affordable) by video conferencing or web cam; and
- Flexitime and staggered working hours for longer operation and promotion of participation.

Action Plan

6.7 This section details the types of Measures that will be implemented in order to promote and encourage use of sustainable transport modes.

6.8 Table 6.1 below sets out the benefits of the various measures and the timescale for their implementation. The Measures are grouped according to the sub-objectives.

6.9 This list is not exhaustive and there are many other initiatives that will be considered as the Travel Plan evolves, for instance the loan of cycles and equipment in conjunction with local businesses and the provision of cycle repair equipment on site for staff and visitors. Conversely, other initiatives may cease to be appropriate and will be removed from the action plan.

6.10 As outlined previously, a travel survey and review of the targets will be undertaken within six months of occupation. The full Travel Plan can then be established in conjunction with the occupiers of the site.

TABLE 6.1 ACTION PLAN

Managing the ongoing development and delivery of the Travel Plan

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Travel Plan Coordinator	A Travel Plan Coordinator will be responsible for managing the ongoing development, delivery and promotion of the Travel Plan.	Appoint Travel Plan Coordinators at each organisation within Coram Campus' NEB.	This will ensure that the Travel Plan is taken forward and results are delivered.	Before occupation.	Coram Foundation
Steering Group	The Steering Group will be formed of suitable representatives and will meet on a regular basis	Establish a Steering Group at Coram Campus and to ensure regular meetings.	This will ensure that the Travel Plan is taken forward effectively and will feed back to Senior Management of the site to ensure continued support and resources for the Travel Plan.	Within six months of occupation.	Coram Foundation
Travel Surveys	This will be part of the ongoing monitoring and will be iTRACE compliant.	Carry out travel surveys to set baseline data and site-specific targets to enable monitoring of the Travel Plan.	This will inform the future progress and development of the Travel Plan.	Within six months of occupation.	Travel Plan Co-ordinators

Increasing awareness of the Travel Plan and its constituent measures

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Site specific information	Provide site specific information to staff and visitors	Provide existing site information to staff and visitors such as site location map, cycle parking/facilities, restricted car parking. Information for staff will be provided via staff handbooks, inductions. Information for visitors will be provided on organisation's website and in marketing support materials.	Staff and visitors will be provided with a high level of information to make them aware of the on-site provision.	Upon opening of building and to staff and as and when new staff join.	Travel Plan Co-ordinators
Site specific travel information	Provide site specific travel information to staff and visitors	Provide public transport information (including route maps, bus stop/underground/rail station locations and timetables), pedestrian/cycle routes/facilities, and also, links to relevant websites including Transport for London, National Rail etc. Information for staff will be provided via staff handbooks, inductions. Information for visitors will be provided on organisation's website and in marketing support materials.	Staff and visitors will be provided with a high level of information to inform their travel choices to the NEB.	Upon opening of building and to staff and as and when new staff join.	Travel Plan Co-ordinators

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Travel Plan information	Provide Travel Plan information to staff and visitors	Provide a summary of the Travel Plan (perhaps through a leaflet). Information for staff will be provided via staff handbooks, inductions. Information for visitors will be provided on organisation's website page and in marketing support materials.	Staff and visitors will be provided with a high level of the Travel Plan.	Within six months of occupation.	Travel Plan Co-ordinators

Ensure the site is accessible to all and respect the needs of vulnerable groups e.g. those with mobility problems and illnesses

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Access routes for all site users including staff, visitors, servicing, deliveries and emergency services	Provide clear and uncongested routes for all site users, servicing and waste collection.	Provide suitable facilities for: all site users; and servicing and deliveries. Develop excellent access points for emergency services. The site will have two accesses available to ensure it is fully accessible.	Minimise localised congestion.	This will be implemented when Coram Campus' NEB is built.	Coram Foundation. Following occupation: Travel Plan Co-ordinators
Delivery and servicing schedule	A delivery and servicing schedule will set out how and when vehicles can best access the estate for each purpose.	Implement a delivery and servicing schedule for the offices at Coram Campus.	Implementing a delivery and servicing schedule will ensure that access routes, delivery and waiting areas are used most efficiently and congestion is minimised.	This will be implemented when the NEB is built.	Travel Plan Co-ordinators

Encouraging greater use of sustainable transport modes, rather than the car

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Cycle parking	To provide secure, well-lit cycle parking.	To provide a sufficient number of secure cycle parking spaces at the NEB. To be responsive to cycle parking demand and provide more spaces if and when required.	Provision of cycle parking spaces will encourage staff to use bicycles as a mode of travel.	This will be implemented when the NEB is built. Additional cycle parking in response to demand will be determined by future annual travel surveys and monitoring.	Coram Foundation
Cycle routes and information	To provide information on cycle routes and information on cycle facilities (such as cycle training. maintenance. To ensure that this is regularly updated.	To provide details of cycle routes and information to staff and visitors.	Provision of details of cycle routes and information will encourage staff to use bicycles as a mode of travel.	Upon occupation and ongoing.	Travel Plan Co-ordinators
Cycle use for journey to work and business travel	To increase the use of bicycles for journey to work and for any business travel	To provide changing and showering facilities for staff wishing to cycle to and from work. To offer cycle allowance for work-related business journeys.	Provision of changing facilities will encourage increase in use of sustainable modes and decrease in the use of the private car for journeys to work and cycle allowance could increase cycle use for business travel.	Upon occupation and ongoing.	Coram Foundation

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Use of 'greener' vehicles	The use of greener vehicles will help reduce $C0_2$ emissions.	To encourage occupiers of the NEB to use service and taxi companies for unavoidable journeys who use greener vehicles (e.g. Ecoigo or Radio Taxis). The establishment of electric vehicle charging points.	Reduce $C0_2$ emissions.	Following occupation.	Travel Plan Co-ordinators
Interest-free season ticket and Cycle to Work Scheme	To provide interest-free season tickets loans for staff and offer of Cycle to Work scheme.	Provision of interest-free season tickets loans for staff and promoting the availability of the Cycle to Work scheme for all staff.	Encourages travel by public transport and bicycle and reduces the need to travel by car.	Upon occupation.	Travel Plan Co-ordinators

Promoting smarter working and living practices to reduce the need to travel by car and travel in the peak periods

Initiative	Description	Measures	Benefits	Timescale for Implementation	Responsibility
Flexible working	This will help reduce the need to travel by car.	Provision of, teleworking, video conferencing flexitime and staggered working hours where/when possible.	Reduces the need to travel by car and in turn reduce $C0_2$ emissions.	Upon occupation.	Travel Plan Co-ordinators

APPENDIX

A

ATTRIBUTE ASSESSMENT

Travel plan name	Coram Campus
Planning application reference number	unknown
Name of travel plan author	Kara Dale
Email address of travel plan author	kara.dale@sdgworld.net
Telephone number of travel plan author	020 7910 5748
Name of travel plan assessor	Kara Dale
Job title/role of travel plan assessor	Senior Consultant

Section 1 - Travel Plan : Background	11/13
Section 2 - Policy And Best Practice	3/3
Section 3 - Site Assessment	7/7
Section 4 - Travel Survey	8/8
Section 5 - Objectives	2/2
Section 6 - Targets	10/13
Section 7 - Travel Plan Management	8/14
Section 8 - Measures	9/10
Section 9 - Monitoring And Review	6/6
Section 12 - Action Plan	2/2
Section 10 - Securing And Enforcement	2/6
Section 11 - Travel Plan Funding	10/12
Section 13 - Final Comments	0/0

SECTION 1 - Travel Plan : Background		11/13
1. Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		2/2
2. Does the travel plan include: 1) a breakdown of the different land uses expected on site; 2) details of the size of each type of land use?	The split between the B1 and D1 use is to be agreed with Camden.	2/2
3. Does the travel plan include introductory text that adequately sets the scene, including details of any proposed or known occupiers?		3/3
4. Does the plan include details of the number of staff expected on site?		0/1
5. Does the plan include details of the number of other users (e.g.		

visitors, deliveries) expected on site, if these are likely to be significant?		1/1
6. Does the travel plan include details of how build-out of the development will be phased?	This is currently unknown.	0/1
7. Has a completed iTRACE pro-forma document been submitted with the travel plan?		2/2
8. Does the Framework Travel Plan include a commitment for occupiers of the site to develop individual travel plans within the context of the over-arching plan?	The breakdown in floor area for the B1 and D1 uses.	1/1
SECTION 2 - Policy And Best Practice		3/3
9. Does the travel plan include reference to 1) national and regional policy and 2) local/borough policies linked to travel planning?		2/2
10. Does the travel plan demonstrate awareness of travel planning best practice?		1/1
SECTION 3 - Site Assessment		7/7
11. Are details of the local road network provided?		1/1
12. Is walking infrastructure in and around the site considered?		1/1
13. Is cycling infrastructure in and around the site considered?		1/1
14. Is use of the car considered?		1/1
15. Have details of all relevant public transport services been provided?		3/3
SECTION 4 - Travel Survey		8/8
16. Have iTRACE (TRAVL where applicable) compliant site user travel surveys been proposed?		3/3
17. Has an appropriate survey methodology been proposed?		2/2
18. Is a baseline modal split (or maximum number of trips per day) identified for the site?		3/3
SECTION 5 - Objectives		2/2

19. Does the travel plan include relevant objectives that are linked to the specific context of the site?		1/1
20. Do objectives cover a range of outcomes e.g. environment and health?		1/1
SECTION 6 - Targets		10/13
21. Has a target for mode share of single occupancy vehicles been proposed?		3/3
22. Are the targets SMART (in particular is it clear how progress towards them will be measured)?		3/3
23. Have targets appropriate to the phasing of the development been set?	Phasing is currently unknown.	0/3
24. Are targets linked to objectives?		1/1
25. Is it clear when targets will be finalised?		3/3
SECTION 7 - Travel Plan Management		8/14
26. Has a site wide Travel Plan Co-ordinator been proposed?		2/2
27. Have Travel Plan Coordinators been proposed for individual occupiers?	Actual schedule of each proposed land use is unknown at this time.	0/2
28. 1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?		4/8
29. Is it clear what marketing activities will be 1) carried out and 2) by whom?		2/2
SECTION 8 - Measures		9/10
30. Are site wide walking measures proposed?		1/1
31. Are site wide cycling measures proposed?		1/1
32. Are site wide public transport measures proposed?		1/1
33. Is the action plan clear about how and when travel plans will be	The Travel Plan sets out when a	

developed among occupying organisations?	full Travel Plan will be produced.	1/1
34. Are site wide car-share/car club measures proposed?	Deemed not applicable for this site.	0/1
35. Is a site wide car parking management plan proposed?	The management of car parking is addressed within the Travel Plan.	1/1
36. Are there measures linked to reducing the need to travel?		1/1
37. To what extent do measures support the objectives of the travel plan and context of the site?		3/3
SECTION 9 - Monitoring And Review		6/6
38. Is a clear monitoring programme that adheres to the standardised approach included?		5/5
39. Is it clear who will have responsibility for monitoring?		1/1
SECTION 12 - Action Plan		2/2
40. Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?		2/2
SECTION 10 - Securing And Enforcement		2/6
41. Is it clear how the travel plan will be secured?	S106	2/2
42. Is a section 106 agreement drafted/in place that ensures the delivery of the travel plan and/or its measures?		0/2
43. Is the travel plan consistent with the S106 agreement?		0/2
SECTION 11 - Travel Plan Funding		10/12
44. Have funding streams been identified?		2/2
45. Has a budget been set for travel plan measures?		0/2
46. Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		8/8

SECTION 13 - Final Comments		
47. Have you got any final comments?		
PASS		78/96

APPENDIX

B

ITRACE PROFORMA

iTRACE Workplace Travel Plan Pro-forma

	1st	2nd	3rd
Submission Date	30/06/2010		

Organisation Information

Business/Org Name: Steer Daviers Gleave

Business Activity (*select only one*)

- ☐ Bingo
- ☐ Bowling
- ☐ Cinema
- ☐ Day nursery
- ☐ Property Developer
- ☐ Financial & Professional Services
- ☐ Garden centre
- ☐ General industry
- ☐ Golf courses
- ☐ Health centre
- ☐ Health Clubs and Sports
- ☐ Hospital
- ☐ Hostel
- ☐ Hotel
- ☐ Leisure Complex
- ☐ Light industry
- ☐ Nightclub
- ☒ Office
- ☐ Other
- ☐ Public House
- ☐ Residential
- ☐ Residential care
- ☐ Restaurant (min 25 cap.)
- ☐ Retail park
- ☐ Retail warehouse
- ☐ School
- ☐ Storage & distribution
- ☐ Supermarket
- ☐ Take-Away/Fast Food

Site Information

Address: Coram Campus, Mecklenburgh Square, London

Post Code: WC1N 2QA

Land Use *(select only one)*

- ☐ Assembly and Leisure
- ☒ Business
- ☐ Dwellinghouses
- ☐ Financial or Professional Services
- ☐ Food and Drink
- ☐ General Industrial
- ☐ Hotels
- ☒ Non Residential Institutions
- ☐ Residential Institutions
- ☐ Shops
- ☐ Storage or Distribution

Gross Site Are 3660m²

Net Site Area m²

Contact Information

TP Coordinator Name	Coram Campus		
Job Title			
Email			
Tel		Fax	

Planning Information

Application No.	unknown		
Date of Occupancy	unknown	Actual ☐ *or* Proposed ☐	

Please specify if the date of Occupation for the site in question is *actual* or *proposed.*

Targets

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided as 'Percentage Point Change' Targets.

e.g. – increase the current level of cycling by 5% (Percentage Points) by 01/09/2008 = if 10% of staff currently cycle to work and a 5% (percentage point) increase is achieved by/or before 01/09/2008 then overall 15% of staff will be cycling to work. In actual figures that can be shown as – from a total of 100 staff, if 10 currently cycle, a 5%age point increase would equate to 15 people cycling

NOTE: *These targets should be determined by the information gathered from the 'BASELINE' survey and should 'demonstrate ambition'.*

Target Type	Target % Change	Target Date	Target Required	Date Required
Car (as driver alone)	0+/-		☐	
Car (as driver with others)	0+/-		☐	
Bicycle	6+/-		☐	
Foot	41.+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	
SELECT FROM DROP-DOWN LIST	+/-		☐	

If more targets are required, please duplicate this page

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Employees travelling by car (as driver)' by a defined date, will suffice.

  e.g. - no more than 40% of all staff will travel to work by car (as driver) by 2010.

	Target % by Car	Date Required (MM/YYYY)
Threshold 1:	%	
Threshold 2:	%	
Comments:		

Generic Site/Organisation Survey

Total No. of Employees		No. Car Club Members	
No. Car Spaces*	t	Fuel Efficient Vehicles	☐ Yes ☐ No
No. Motorcycle Spaces	0	No. Fuel Eff. Vehicles	
No. Bicycle Spaces	t	Fuel Eff. **Freight** Vehicles	☐ Yes ☐ No
No. Disables Spaces	tbc	No. Fuel Eff. Freight Vehicles	
No. HGV Spaces		Flexible Working	☐ Yes ☐ No
Car Share Program	☐ Yes ☐ No	Home Working	☐ Yes ☐ No
No. of Car Share Members		Shower Facilities	☐ Yes ☐ No
Taxi Service (*GRH***)	☐ Yes ☐ No	Locker Facilities	☐ Yes ☐ No
Car Club	☐ Yes ☐ No	Travel Card Subsidy	☐ Yes ☐ No

** not including disabled spaces*

*GRH** - Guaranteed Ride Home*

Baseline Modal Survey – Main Mode

Car (driver alone)	0	Tube	29
Car (driver with others)		Rail	5
Car (as passenger)	2	Bike/Rail	
Motorcycle	0	Bicycle	5
Bus	13	Foot	40
Tram		Other	

Model Survey response requires actual figures to allow input into iTRACE:
e.g. 78 people travel to the site by Bus *(Not percentages!)*

END OF DOCUMENT

APPENDIX

C

PTAL CALCULATIONS

Project name	Coram Campus
Sheet name	**Development PTAL Summary**
Scenario	[link to Scenario sheet as appropriate]
Version number	[link to Version sheet as appropriate]

PTAL

Service	Peak PTAI	Off-Peak PTAI
Bus	14.0	11.9
Underground	8.0	7.8
Rail	3.4	2.4
Boat	0.0	0.0
Development PTAI	25.4	22.0
Development PTAL	6a	5

Development Summary

Coram Campus

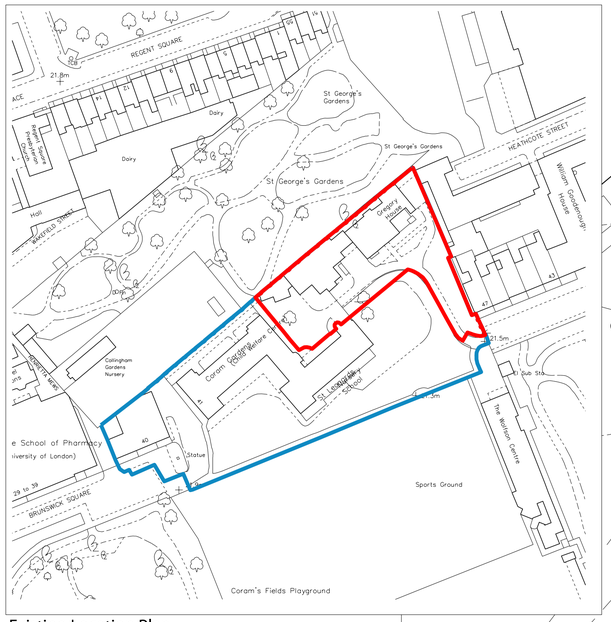
The PTAL level of the development during the period **8-9am and 5-6pm** is level **6a**
This level of Public Transport Accessibility is **Excellent**

The PTAL level of the development during the period **Daytime** is level **5**
This level of Public Transport Accessibility is **Very Good**

APPENDIX

D

EXISTING SITE LAYOUT DRAWING



Existing Location Plan
Scale 1:1250

N

0 1 5 10 20 metres

KEY

Site Ownership

Proposed Development

St George's Gardens

Goodenough Houses

Gregory House

grade II listed boundary wall

Old Swimming Pool

Old Mortuary

Portakabin

Collingham Gardens

courtyard

Mecklenburgh Square Entrance

Collingham Gardens Nursery

49 Mecklenburgh Square Main Coram Building North Wing

49 Mecklenburgh Square Main Coram Building South Wing

Foundling Museum

Coram's Fields

Public Footpath

Brunswick Square Entrance

-	27.07.10	Issued for Planning

DO NOT SCALE OFF THIS DRAWING
Check all dimensions and levels on site. Report any discrepancies.
The drawings and the works are copyright of this practice.

Scale 1:250@ A1 1:500@ A3

Rev Date 27.07.10

Rev -

Status Planning

Drwg No 0903E_010

Job Coram Campus New East Building

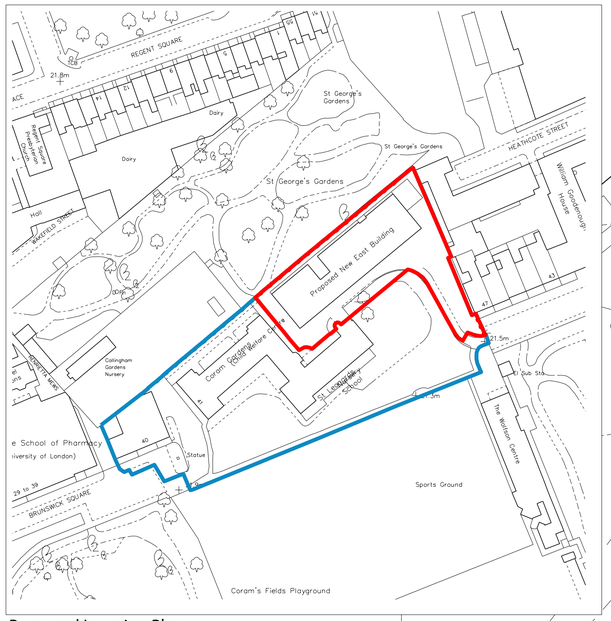
Drwg description Existing Site Plan

MEADOWCROFT GRIFFIN ARCHITECTS
STUDIO 1A HIGHGATE BUSINESS CENTRE 33 GREENWOOD PLACE LONDON NW5 1LB
T +44(0)20 7485 0494 F +44(0)20 7485 0254 E office@meadowcroftgriffin.co.uk www.meadowcroftgriffin.co.uk

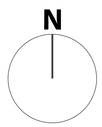
APPENDIX

E

PROPOSED SITE LAYOUT DRAWING



Proposed Location Plan
Scale 1:1250



0 1 5 10 20 metres

KEY

Site Ownership

Proposed Development

Proposed External Area

St George's Gardens

Ancillary Caretaker's Flat

Goodenough Houses

New Loading Bay

tree granted permission for removal under extant planning permission

New Meter Cupboard

grade II listed boundary wall

Proposed New East Building

New Parking Layout 6 No. Including 2 No. New Disabled Parking Spaces

New Electricity Sub Station and Bin Store Enclosed Behind Timber Screen

Portakabin

Collingham Gardens

Mecklenburgh Square Entrance

Collingham Gardens Nursery

49 Mecklenburgh Square Main Coram Building North Wing

49 Mecklenburgh Square Main Coram Building South Wing

Foundling Museum

Existing Parking Layout 20 Parking Spaces

Coram's Fields

Public Footpath

Brunswick Square Entrance

Rev	Date	Issued for Planning
-	27.07.10	

DO NOT SCALE OFF THIS DRAWING
Check all dimensions and levels on site. Report any discrepancies.
The drawings and the works are copyright of this practice.

Rev -
Rev Date 27.07.10
Scale 1:250@ A1 1:500@ A3
Status Planning
Drwg No 0903E_510

Job Coram Campus New East Building
Drwg description Proposed Site Plan

MEADOWCROFT GRIFFIN ARCHITECTS
STUDIO 1A HIGHGATE BUSINESS CENTRE 33 GREENWOOD PLACE LONDON NW5 1LB
T +44(0)20 7485 0494 F +44(0)20 7485 0254 E office@meadowcroftgriffin.co.uk www.meadowcroftgriffin.co.uk

CONTROL SHEET

Project/Proposal Name	Coram Campus
Document Title	Full Interim Travel Plan Report
Client Contract/Project No.	
SDG Project/Proposal No.	22252001

ISSUE HISTORY

Issue No.	Date	Details
1	07/05/10	Draft
2	21/07/10	Final Draft
3	27/07/10	Final

REVIEW

Originator	Kara Dale	
Other Contributors	R. Goodall	
Review by:	Print	Neil Marshall
	Sign	.....

DISTRIBUTION

Client:	Coram Foundation, Meadowcroft Griffin Architects, Gerald Eve
Steer Davies Gleave:	Neil Marshall, Kara Dale