

**South Yorkshire Pensions Authority**

## **262 High Holborn | Appendix G**

**Transport Statement (incl. Waste Management)**

**30th April 2013**

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**South Yorkshire Pension Authority**  
262-267 High Holborn  
Transport Statement

**April 2013**



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## 1. INTRODUCTION

- 1.1 Transport Planning Practice is appointed by South Yorkshire Pension Authority (SYPA) to prepare a Transport Statement in support of the planning application for the extension of 262-267 High Holborn. The proposals consist of works to provide additional office floorspace and the reconfiguration of the retail unit and public house at ground and basement levels.
- 1.2 The site is located adjacent to the Chancery Court Hotel and it fronts onto High Holborn which forms part of the A40. The local area in the vicinity of the site consists of predominantly commercial uses.
- 1.3 The existing development comprises of a building with seven storeys and two basement levels. It accommodates a total of 3,635m<sup>2</sup> GIA of B1 office, 397m<sup>2</sup> of retail accommodation and a public house with a floorspace of 301m<sup>2</sup>.
- 1.4 The proposals comprise an uplift of 1,215m<sup>2</sup> GIA of office floorspace by constructing an additional floor and an extension to the rear of the existing development. The first floor of the existing public house will form part of the office floorspace and the ground and basement levels will be refurbished to provide A1/A3/A4 use floorspace. The proposals will also reconfigure the retail unit to provide A1/A3 use floorspace. There will be 26 cycle parking on-site and the car parking provision will be reduced to provide one disabled space.
- 1.5 The site is well located in relation to the public transport network, with Holborn Underground Station being located 220m walk from it. There are also 13 frequent bus routes within walking distance from the site.
- 1.6 The remainder of the report is set out as follows:
- **Chapter 2: Existing transport conditions** – describes the site location, existing facilities in the local area and the current transport conditions in the vicinity of the site. It provides details of the local highway network, parking conditions on local roads, local walking and cycling networks and the accessibility to public transport services.
  - **Chapter 3: Proposed development** – provides details of the development proposals including the mix of land uses and access and servicing arrangements.

- **Chapter 4: Trip generation and mode share** – provides a multi-modal trip generation assessment for the existing and proposed uses on the site.  
**Chapter 5: Transport policy context** – provides a summary of the local, regional and national transport policies against which the proposals are assessed.
- **Chapter 6: Summary and conclusions** – summarises the report and its conclusions.

## **2. EXISTING TRANSPORT CONDITIONS**

### **Site location and use**

- 2.1 The site is situated at 262-267 High Holborn in the London Borough of Camden. It is within a short walk of both Holborn and Chancery Lane underground stations and close to the Lincoln Inn Fields. The site lies within the Bloomsbury Conservation Area. Figure 1 shows the site location.
- 2.2 The existing site accommodates the following land uses:
- A total of 3,635m<sup>2</sup> GEA of B1 office accommodation.
  - A total of 464m<sup>2</sup> of retail floorspace.
  - A 301m<sup>2</sup> public house.
- 2.3 There is a servicing yard/car park at the rear of the property accessed from Holborn Place. This area also provides access to fire escapes.

### **Walking**

- 2.4 The site is easily accessible by pedestrians with wide footways provided alongside High Holborn in both directions. There is a signalised pedestrian crossing on High Holborn, less than 10m west of the site boundary.
- 2.5 There are a wide range of shops and amenities within a short walking distance of the site. These include convenient stores, fashion stores, cafés, restaurant, public houses, dentists and doctor's surgeries and various other shops on High Holborn and Kingsway.
- 2.6 Holborn Underground Station is located 220m from the site. The closest bus stop is located 90m from the site and provides access to four frequent westbound bus routes. In addition, the bus stops on Kingsway are also within a short walking distance of the site (300m southbound, 290 northbound) offering access to a further eight routes. A simplified plan of the local bus routes is provided as Figure 2.

### **Cycling**

- 2.7 The site is very well located in relation to the local cycle network as shown in Figure 3. Signed cycle routes exist along the site's boundary providing a signed route towards St. Paul's and the City to the East, King's Cross and Clerkenwell to the North, Covent Garden and Soho to the West, and Fleet Street and

Embankment to the South and South West. These advisory cycle routes provide direct cycle access to majority of areas in Central London and wider London area.

- 2.8 In addition, there are a number of Barclays Cycle Hire docking stations within walking distance. The closest docking station is located on Red Lion Street, 70m walk from the site and it accommodates 36 docking stations.

### **Public transport**

- 2.9 The site has a Public Transport Accessibility Level (PTAL) of 6b, which is the highest level achievable and classed as "Excellent". Details of some of the local public transport services available are provided below.

### ***London Underground***

- 2.10 The site is located approximately 220m east of Holborn Underground Station which offers Central and Piccadilly line services. These lines provide access to much of Central London and a number of major transport hubs including Bank, Liverpool Street, Green Park and King's Cross St. Pancras. There also numerous stations along these two lines allowing interchange with Circle, District, Northern, Jubilee, Victoria and Bakerloo, Waterloo & City lines and the Docklands Light Railway. The frequency of services during morning and evening peak hours is shown in Table 2.1.

**Table 2.1 – Underground services (trains per hour)**

<b>Line</b>	<b>Towards</b>	<b>AM Peak (8-9 AM)</b>	<b>PM peak (5-6 PM)</b>
Central	Leytonstone, Loughton and Epping	11	11
	Newbury Park, Hainault & Debden	16	18
	West Ruislip	29	27
Piccadilly Line	Cockfosters	24	23
	Heathrow Terminal 4	12	12
	Uxbridge	12	12

- 2.11 Chancery Lane Station (400m) is also within walking distance, and it provides access to the Central Line.



## Bus

- 2.12 There are a total of 18 bus routes within walking distance (maximum distance of 600m) of the site. The frequency of these services during weekday, Saturday and Sunday peak hours is shown in Table 2.2 and bus spider map showing the routes and location of bus stops is included as Figure 3.

**Table 2.2 – Local bus network**

Route	Towards	Frequency (no. of buses/hr)		
		Mon-Fri	Sat	Sun
<b>1</b>	Canada Water	8	8	7
	Tottenham Court	8	8	7
<b>7</b>	East Acton	8	8	5
<b>8</b>	Bow Church	9	9	6
	Oxford Circus	11	8	6
<b>19</b>	Battersea Bridge	8	7	7
	Finsbury Park	8	7	7
<b>25</b>	Ilford	9	9	10
	Oxford Circus	9	9	10
<b>38</b>	Clapton Road	20	12	10
	Victoria	15	13	10
<b>55</b>	Leyton	9	8	6
	Oxford Circus	9	7	6
<b>59</b>	King's Cross	9	9	5
	Streatham Hill	9	10	5
<b>68</b>	Euston	9	8	5
	West Norwood	8	8	5
<b>91</b>	Crouch End	8	7	6
	Trafalgar Square	9	7	6
<b>98</b>	Willesden	9	8	8
<b>168</b>	Hampstead Heath	9	8	6
	Old Kent Road	9	8	6
<b>171</b>	Catford Bus Garage	15	13	13
<b>188</b>	Euston	8	7	5
	North Greenwich	8	6	5
<b>242</b>	Homerton Hospital	10	9	6
	Tottenham Court	10	9	6
<b>243</b>	Waterloo	10	7	6
	Wood Green	11	7	5
<b>521</b>	London Bridge	17	0	0
	Waterloo	17	0	0
<b>Total (two-way)</b>		<b>316</b>	<b>244</b>	<b>195</b>

## Car Club

- 2.13 There are 12 car club bays operated by Zipcar and Citycar Club in the close vicinity of the site. The location, distance and approximate walking times of bays up to 800m (approximately 10 minute walk) from the site are shown in Table 2.3.

**Table 2.3 – Car Club bays**

<b>Location</b>	<b>Operator</b>	<b>Distance</b>	<b>walking time (approximate)</b>
Red Lion Square	Zip Car	280m	2-3 minutes
Bedford Row	Citycar Club	350m	3-4 minutes
Lamb's Conduit Street	Citycar Club	400m	4-5 minutes
Great Queen Street	Citycar Club	450m	4-6 minutes
Keeley Street	Zip Car	500m	5-6 minutes
Parker Street	Zip Car	550m	5-6 minutes
Bury Place	Citycar Club	600m	6-8 minutes
John Street	Zip Car	600m	6-8 minutes
Portugal Street	Zip Car	700m	7-9 minutes
Carey Street	Citycar Club	700m	7-9 minutes
Portpool Lane	Zip Car	750m	7-9 minutes
Grays Inn Road	Zip Car	800m	8-10 minutes
Greville Street	Citycar Club	800m	8-10 minutes

### **Local highway network**

- 2.14 The site is well located in relation to the strategic highway network. High Holborn (A40) a strategic route managed by LBC and which runs along the site's northern boundary. To the west of the site, it connects to the A4200 which provides vehicular access to and from the A501 and the A4. To the east, the A40 connects to the A5200 and A201.
- 2.15 There is a bus lane along the site's frontage on High Holborn, restricting parking or loading between 7am to 7pm Mondays to Saturdays. There is no parking permitted along the southern side of High Holborn between 7am and 7pm on Mondays to Saturdays. On the northern side, no parking is permitted between 7am to 8:30pm on Mondays to Fridays and 8:30am to 8:30pm on Saturdays.
- 2.16 Holborn Place is a private road and in the ownership of SYPA. It is a narrow two-way road and forms the western boundary of the site. It provides access to the private yard at the rear of the development and to the south, leads to Whetstone Park. The Chancery Court Hotel has right of access over Holborn Place. Taxis enter the hotel via a separate access off High Holborn to pick-up/set-down passengers. They then exit the hotel onto Holborn Place and either re-join High Holborn or travel south to join Whetstone Park.

### **Car and cycle parking**

- 2.17 The yard at the rear of the existing office development is accessible via Holborn Place. Currently, informal car and motorcycle parking takes place there, with up to six cars able to park in this space.
- 2.18 In the basement of the offices, a store room is provided for the storage of bicycles which is accessed via steps. It can accommodate 8-10 bicycles and there are no racks to lock bicycles to.

### **Servicing and deliveries**

- 2.19 Servicing and refuse collection by smaller delivery vehicles (i.e. Ford Transit type vans) takes place via Holborn Place. Larger deliveries and refuse vehicles are not able to access Holborn Place and they are expected to undertake servicing and refuse collection from High Holborn outside restricted hours. Loading is permitted before 7am and after 7pm on Monday to Saturday and on all day on Sundays on the southern side of High Holborn. On the northern side, loading is permitted between 10am and 4pm on Mondays to Saturdays and before 7am and after 7pm. Loading is permitted all day in Sunday.

### **3. PROPOSED DEVELOPMENT**

#### **Proposed scheme**

3.1 The proposals comprises the following:

- The erection of an additional storey located at eighth floor and also erection of a rear extension up to seventh floor level for the provision of additional office space. The total uplift in floor space will be 1,215m<sup>2</sup> GIA.
- Reconfiguration of the ground and basement levels of the retail unit to provide A1/A3 use floorspace.
- Conversion of the first floor of the existing public house into office space and the reconfiguration of the ground and basement levels to provide A1/A3/A4 use floorspace.

#### **Car and cycle parking**

3.2 There will be one disabled space provided for blue badge holders in the rear yard. LBC's cycle parking standards for B1 office use states that, one cycle parking space is required per 250m<sup>2</sup> of office use. This equates to a minimum of 20 cycle parking spaces for the office accommodation which will be provided in a secure store at ground floor level. Six cycle parking spaces in the form of Sheffield stands will also be provided for each of the retail, public house land uses and visitors at the rear of the site. This is a significant improvement over the existing provision which is located at basement level accessed by steps, can only hold 8-10 bicycles and there are no racks for the bikes to be secured to.

#### **Access**

3.3 The development proposals will result in reconfiguration of the ground floor layout. The office pedestrian access point will be located east of the current entrance and there will be new accesses for the retail units off High Holborn. The units can also be accessed on foot from the rear of the development by staff and servicing contractors.

3.4 Vehicular access will remain unaltered and will take place off Holborn Place and Whetstone Park, however, the yard at the rear of the site will be reduced in size and the existing informal car parking arrangements will be removed.

### **Servicing and refuse collection**

- 3.5 Existing servicing and refuse collection strategies will remain in place following the proposed development and will continue to take place from High Holborn in the case of most vehicles, and from Holborn Place for a few regular deliveries which take place in vans. Loading is permitted before 7am and after 7pm on Mondays to Saturday and on all day on Sundays on the southern side of High Holborn. On the northern side, loading is permitted between 10am and 4pm on Mondays to Saturdays and before 7am and after 7pm. Loading is permitted all day in Sunday.
- 3.6 The "Business, goods and service vehicle trip generation at office developments" report published by JMP in 1992, states that an office development in Central London generates 0.3-0.4 daily servicing trips per 100m<sup>2</sup>. Therefore, as a consequence of the extension in office floorspace, it is predicted that circa four additional servicing trips will be generated.
- 3.7 The waste storage provisions for the development were discussed with LBC's Environmental Services Manager (Richard Bradbury) and based on the discussions, the following provisions are proposed:
- Offices: Provision of three 1,100 litre Eurobins with at least one for general waste and one for recyclable waste. The third bin will be assigned to either general or recyclable waste depending on the recycling regime implemented by the office occupier. These bins are assumed to be collected daily (Mon-Fri) by the council or a private waste collector.
  - A1/A3 unit: A 1,100 litre Eurobin will be provided for general waste and another one to accommodate the recyclable waste. These Eurobins will be located at the rear of the development within the building at ground floor.
  - A1/A3/A4 unit: A 1,100 litre Eurobin will be provided for general waste and another one to accommodate the recyclable waste. These Eurobins will be located at the rear of the development within the building at ground floor.
- 3.8 Arrangements will be made for the waste generated by the office floor space to be collected on a daily basis (Mon-Fri).
- 3.9 The office waste will be collected from the office bin store, and the waste from the retail unit and public house which is stored within the demise of the respective units will be transferred to the refuse bin holding area at the rear yard prior to

collection. Arrangements will be put in place to collect the bins at different times to make sure there is space at the refuse holding area prior to collection for the two land use.

### **Disabled access and provisions**

- 3.10 The development is entirely in compliance with Equality Access Act. There is level access into the development from High Holborn and the route to and from the disabled parking bay is step-free. Within the office development, the lift is wheelchair accessible.
- 3.11 There is a good level of provisions for disabled commuters on the public highway from all approaches to the site. The nearest signalised pedestrian crossings along High Holborn and Kingsway benefit from dropped kerbs and tactile surfacing. This will allow wheelchair users and the visually impaired to cross safely. In addition, all the junctions along High Holborn have dropped kerbs or raised tables to aide wheelchair users. The combination of these facilities along with the wide footways on High Holborn provides a satisfactory condition for disabled users to reach the site.

#### 4. TRIP GENERATION AND MODE SHARE

- 4.1 This chapter outlines the person trip generation associated with the development proposals to provide an additional 1,215m<sup>2</sup> of office floorspace and reconfigure the existing public house and retail units. It will also assess the impact the proposals might have on the local transport network.

##### **Proposed development – additional B1 floorspace**

- 4.2 The TRAVL survey database has been reviewed and comparable office developments in central London have been identified. Table 4.1 shows the sites chosen in the assessment which have similar floorspace and public transport accessibility and are therefore considered to be appropriate. The TRAVL output is provided in Appendix A.

**Table 4.1 - TRAVL sites used to derive office trip rates**

TRAVL sites	Borough	PTAL	GFA	Parking
Baltic Exchange	City of London	6	3,809m <sup>2</sup>	0
Faith Lawson	Westminster	6	4,568m <sup>2</sup>	0
172 Buckingham Palace Road	Westminster	6	5,337m <sup>2</sup>	0

- 4.3 Based on the trip generation characteristics of these sites, the development is predicted to generate up to 19 and 22 total person trips in the morning and evening peak hours respectively as shown in Table 4.2.

**Table 4.2 – Trip generation assessment – total person trips**

	AM peak (0800-0900)			PM peak (1700-1800)		
	In	Out	Total	In	Out	Total
Person trip rate (per 100m <sup>2</sup> GFA)	1.55	0.16	1.71	0.26	1.68	1.94
Additional 1,215m <sup>2</sup> B1	19	2	21	3	20	24

Note: Arithmetic errors are due to rounding

##### **Impact of other commercial uses**

- 4.4 The proposed A1/A3 use floorspace, which will be of a similar size to the existing A1 retail unit, is unlikely to generate a large number of new trips. A significant proportion of trips generated by these units is likely to be by local customers walking or cycling to the shops or customers visiting the shops as part of another journey e.g. whilst travelling to or from work. These trips are referred to as pass-

by/diverted trips. Therefore, it is justifiable to assume that these trips will not have a material impact on the local highways network or public transport facilities.

- 4.5 As previously mentioned, the first floor of the existing public house will be converted to office floorspace and the ground and basement levels of the public house will be reconfigured to provide A1/A3/A4 use floorspace. The reduction in overall floorspace of the public house unit is unlikely to result in the generation of any additional trips.

### **Net impact**

- 4.6 The net impact will be based on the trips generated by the additional 1,215m<sup>2</sup> of B1 office floorspace as shown in Table 4.2. The person trips have been distributed across the different modes of travel based on 2001 Census data for the "Method of Travel to Work" of the day-time population for the local Lower Layer Super Output Area of Camden 028B. The development will be car-free therefore the modal split has been adjusted to reflect this.
- 4.7 A summary of the modal split used and the additional trips by mode is shown in Table 4.3.

**Table 4.3 – New office trips by mode of travel**

Mode	Mode split	AM peak			PM Peak		
		In	Out	Total	In	Out	Total
Underground	39%	7	1	8	1	8	9
Train	41%	8	1	8	1	8	10
Bus, minibus or coach	10%	2	0	2	0	2	2
Taxi or minicab	0%	0	0	0	0	0	0
Driving a car or van	0%	0	0	0	0	0	0
Passenger in a car or van	1%	0	0	0	0	0	0
Motorcycle, scooter or moped	2%	0	0	0	0	0	0
Bicycle	2%	0	0	1	0	1	1
On foot	5%	1	0	1	0	1	1
Other	0%	0	0	0	0	0	0
<b>Total</b>		19	2	21	3	20	24

**Note: Calculations are subject to rounding**

### **Public transport**

- 4.8 The proposals would result in an increase of eight and nine trips during the AM and PM peak hours on the London Underground network. If these trips are spread across the 103 trains per hour travelling in both directions from Holborn



Underground Station (i.e. 47 on the Piccadilly Line and 56 on the Central Line), then the average increase is less than one passenger per train.

- 4.9 In regards to train services, there is an increase of eight and 10 two-way trips during the morning and evening peak hour periods respectively. The assessment also shows an increase of only two bus trips during the morning and evening peak hours.
- 4.10 Therefore, the development will also not have an adverse impact on public transport services.

### ***Walking and cycling***

- 4.11 There is significant potential for many short local trips to be undertaken by walking and cycling. Therefore, this should be encouraged whenever possible to reduce the impact upon the local highway network. There is also potential for cycling for commuter trips to nearby centres as well as Central London.
- 4.12 It is expected that the development will generate an extra walking trips during the AM and PM peak periods. The assessment also shows an additional cycle trip generated during the evening peak hours.
- 4.13 Notwithstanding the cycle mode trip generation assessment, cycling will be promoted through the Travel Plan to encourage more staff to cycle to and from the development. Therefore, it is anticipated that the number of cycle trips will be higher than predicted by this assessment. To facilitate this, the development includes cycle parking spaces for the staff.

### ***Highway network***

- 4.14 The proposed development will generate less car trips than the existing site owing to the reduction of the parking area at the rear and provision of one disabled parking bay.

### **Conclusion**

- 4.15 In conclusion, the small number of trips associated with the increase in office floorspace is very unlikely to have any adverse impact on the highway network or public transport services.

## **5. TRANSPORT POLICY**

### **Introduction**

5.1 This chapter summarises the national and local transport policies relevant to the development proposals. The main policy documents in this regard are:

- National Planning Policy Framework (2012)
- The London Plan (2011)
- Mayor's Transport Strategy (May 2010)
- London Borough of Camden Local Development Framework (2010)

### **National policy**

#### ***National Planning Policy Framework***

- 5.2 The National Planning Policy Framework (NPPF) was published on the 27th March 2012 and supersedes previous national planning policy documents PPS3 (Housing) and PPG13 (Transport). It focuses on a presumption in favour of sustainable development. One of the core planning principles relates to actively managing patterns of growth to make the fullest possible use of public transport, walking and cycling and focusing significant development in locations which are or can be made sustainable.
- 5.3 The NPPF recognises that the transport system should be balanced in favour of sustainable transport modes so that people are given a real choice about how they travel. It encourages solutions which support reductions in both greenhouse gas emissions and congestion.
- 5.4 Developments which generate significant movement should be located where the need to travel will be minimised and the use of sustainable transport modes can be maximised. All developments which generate significant amounts of movement should be supported by a Transport Statement or a Transport Assessment and required to provide a Travel Plan. Planning decisions should then consider whether opportunities for sustainable travel modes have been taken up, whether safe and suitable access to the site can be achieved for all people and whether improvements can be undertaken within the transport network which cost effectively limit the significant impacts of the development.

5.5 Developments should be located and designed where practical to:

- Accommodate the efficient delivery of goods and supplies;
- Give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians;
- Incorporate facilities for charging plug-in and other ultra-low emission vehicles;
- Consider the needs of people with disabilities by all modes of transport.

5.6 In respect of parking standards, the NPPF states that local planning authorities should take into account the following:

- the accessibility of the development;
- the type, mix and use of development;
- the availability of and opportunities for public transport;
- local car ownership levels; and
- an overall need to reduce the use of high-emission vehicles.

### **Regional Policy**

#### ***The London Plan (July 2011)***

5.7 The London Plan sets out the spatial development strategy for London, and provides the London wide context within which individual Boroughs set their local planning policies. A key objective of the London Plan is to improve London's accessibility, which, amongst other issues, includes tackling traffic congestion. An issue that assists closer integration between transport and spatial development is encouraging patterns and forms of development that reduce the need to travel – especially by car. The Mayor of London is required to keep the London Plan under review and the replacement London Plan was published in July 2011.

5.8 With regard to parking strategy, The Mayor, in conjunction with the Boroughs, seeks to ensure that on-site parking at new developments is kept to a minimum. Maximum parking standards are set, which can be reduced in areas of good public transport accessibility, and, in the most accessible locations, can lead to car-free developments.

- 5.9 The London Plan also recognises the importance of site accessibility and location as inherent within the objective of making the most sustainable and efficient use of space by encouraging development intensification in areas that have good public transport accessibility.
- 5.10 The London Plan recognises that improving conditions for cycling makes this sustainable mode an increasingly viable alternative to the private car, and requires cycle parking facilities within all new developments.
- 5.11 Policies 6.9 and 6.10 aim to increase cycling and walking in London, in particular, to achieve a 5% modal share by 2026 for cycling. Proposed developments should therefore provide secure and accessible cycle parking facilities and ensure there is a high quality pedestrian environment and street space. Recent TfL publications including 'Cycling Revolution' and 'Cycle Safety Action Plan' outline the plans to provide better cycling facilities and to encourage more cycling in London.
- 5.12 Policy 6.13 states that proposed developments should comply with the maximum car parking standards and the minimum cycle parking standards. For B1 Office use, a standard of one space per 250m<sup>2</sup> of office use, one space per 300m<sup>2</sup> for A1 non-food use and one space per 20 staff and one per 20 customers for A3 use.

***Mayor's Transport Strategy (May 2010)***

- 5.13 The Mayor's Transport Strategy (MTS) is a statutory document which sets out the Mayor's transport vision and its expected delivery. The MTS has the following vision:

*"London's transport system should excel among those of world cities, providing access to opportunities for all its people and enterprises, achieving the highest environmental standards and leading the world in its approach to tackling urban transport challenges of the 21st century."*

- 5.14 The following goals set out how this overarching vision should be implemented. The transport strategy should:

- support economic development and population growth;
- enhance the quality of life for all Londoners;
- improve the safety and security of all Londoners;

- improve transport opportunities for all Londoners;
- reduce transport's contribution to climate change and improve its resilience; and
- supporting delivery of the London 2012 Olympic and Paralympic Games and its legacy.

5.15 Chapter 4 sets out the strategic policies, of which the following are relevant to the proposals:

- Policy 4 relates to improving people's access to jobs and maximising public transport connectivity and Policy 5 relates to ensuring efficient and effective access for people and goods.
- Policy 9 relates specifically to development proposals and seeks to ensure the following:
  - all high trip generating developments are located in areas of high public transport accessibility, connectivity and capacity;
  - the design and layout of development sites maximise access on foot, cycle and to public transport facilities;
  - access for deliveries and servicing;
  - land for transport use is safeguarded; and
  - planning contributions are sought for transport improvements where appropriate.
- Policy 11 states that The Mayor will seek to reduce the need to travel, encourage the use of more sustainable and less congesting modes of transport, set appropriate parking standards and promote smarter travel initiatives.

5.16 Chapter 5.6 considers transport proposals to manage the demand for travel, and refers to the need to smooth traffic flow for all user groups. It refers to the need to maximise the efficient use of the road network, both for transportation purposes and also when considered as part of London's public realm.

- 5.17 The term 'smoothing traffic flow' refers to managing road congestion and improving traffic journey time reliability and predictability. As a result, it seeks to improve conditions for cyclists and pedestrians as well as vehicular traffic.
- 5.18 Section 5.6.8 refers to how transport policy has moved away from the 'predict and provide' approach, to one which instead considers how 'to get more' from the existing road network for all road users as well as pedestrians, cyclists and local residents.

## **Local Policy**

### ***London Borough of Camden Local Development Framework (2010)***

- 5.19 The Local Development Framework (LDF) is a series of documents issued in November 2010 that set out the strategy for managing growth and development in the borough for the 15-year period to 2025. The Core Strategy is the main document, setting out the planning vision and strategy. The Core Strategy, along with other Local Development Framework documents, replaced the Unitary Development Plan (2006) and in conjunction with Mayor's London Plan, form the statutory 'development plan' for the borough.
- 5.20 Policy CS1 identifies most of the borough's town centres to be particularly suitable locations for uses that are likely to lead to a significant increase in travel demand. This is due to their high level of accessibility. To help promote mixed and vibrant centres, the council also encourages higher density mixed use developments to be located within these areas.
- 5.21 Policy CS11 sets out the strategy for promoting sustainable and efficient travel. This includes improving strategic infrastructure to support growth; promoting sustainable travel by improving public spaces and pedestrian links, improve facilities for cyclists including cycling parking and working with TfL to improve the bus, rail and London Underground networks; and making private transport more sustainable by expanding car pools and car clubs, minimise parking at new developments through car-free developments in the most accessible locations and car capped schemes as well as promoting low emission vehicles.
- 5.22 Policy CS13 relates to tackling climate change. In relation to transport, it states that this includes ensuring patterns of land use that minimise the need to travel by car. Uses that generate a large number of journeys will be located in the part of the borough that are most accessible.

### ***Camden Development Policies 2010-2025 (2010)***

- 5.23 More detailed development management policies are set out in “Camden Development Policies” document. The relevant policies in regards to transport are as follows:
- 5.24 Policy DP16 sets out that Camden will seek to ensure that development is properly integrated with the transport network. Where transport implications are likely to be significant, the council will require a Transport Assessment to examine the impact of transport movements arising from the development. The Council will resist development that fails to assess and address any need for movements to, from and within the site including connections to the highway and street spaces; additional transport capacity off-site where the existing or committed capacity cannot meet the additional demand generated by the development; and safe pick-up, drop-off and waiting areas for taxis, private cars and coaches, where this activity is likely to be associated with the development.
- 5.25 Policy DP17 sets out the council’s policy related to walking, cycling and public transport. The council will promote walking, cycling and public transport use. Developments should make suitable provision for pedestrians, cyclists and public transport. This may include convenient, safe and well signed routes; other features that may be required such as seating, cycle parking; safe road crossings where needed; and bus stops, shelters and waiting areas. The council will resist development that would be dependent on travel by private motor vehicles.
- 5.26 Policy DP18 sets out the policy on car parking. The council will seek to ensure that developments provide the minimum necessary car parking provision and will expect car-free development in the central areas, around town centres and other areas within controlled parking zones that are easily accessible by public transport.

### **Summary**

- 5.27 Overall, the proposed development is considered to be compliant with transport policy at local, regional and national level. The development is located in an area with excellent accessibility to public transport and local amenities. The proposals seek to encourage sustainable patterns of travel by providing no standard on-site car parking (one disabled space) and secure cycle parking provisions.

5.28 The additional office accommodation is not expected to result in a significant increase in trips generated by the development. The proposals are located in an area with excellent public transport accessibility and the existing walking and cycling routes are also adequate to accommodate the expected demand from the development. The proposals are not likely to have an adverse effect on the wider highway or public transport network.



## 6. TRAVEL PLAN SUMMARY

6.1 This chapter sets out the key principles of the Travel Plan for the proposed development.

### **Aims and objectives**

6.2 The key aim of the travel plan is to encourage future staff and visitors to travel to and from the site using sustainable modes. This will be achieved through the provision of information and other measures targeted at encouraging the use of sustainable modes of travel.

6.3 The objectives of the Travel Plan include the following:

- Influence travel patterns and encourage the use of sustainable modes of transport via the Travel Plan measures.
- Encourage staff to adopt sustainable travel habits and reduce the need for single occupancy car use.

6.4 These aims will be achieved through a range of targeted measures which will focus on the expected trip purposes generated by the proposed development.

### **Measures**

6.5 Some of the Travel Plan measures being considered to encourage staff and visitors to travel by sustainable means are discussed below:

- **Travel Plan Coordinator:** A Travel Plan Coordinator (TPC) will be appointed by the site management company to promote and manage the various initiatives. The TPC will be responsible for distributing travel information packs to the occupiers and monitoring on site travel activity such as the usage of on-site cycle parking.
- **Travel Information Pack:** a Travel Information Pack would be prepared by the TPC who will in turn instruct the occupiers regarding sustainable transport. This will provide information on local walk and cycle routes and facilities within walking and cycling distance, and also include information on the health benefits associated within walking and cycling. Bus and rail route maps and timetables could also be provided to ensure that the staff are aware of the services available.

- **Cycle parking:** To encourage cycling, covered and secure cycle parking will be provided on site in line with LBC's standards.

6.6 Further details on these and other Travel Plan measures are provided within the Travel Plan document in Appendix B.

## **7. SUMMARY AND CONCLUSIONS**

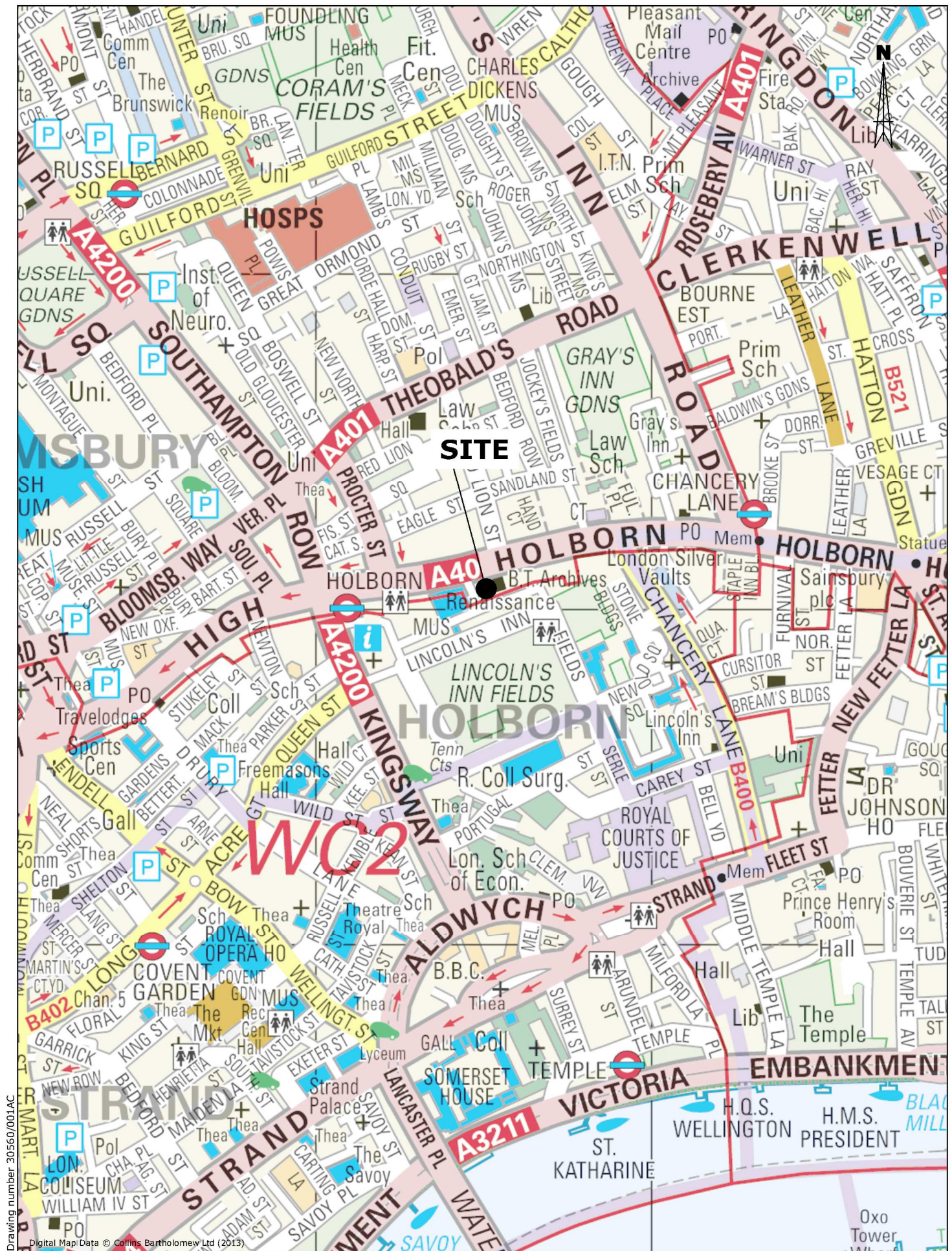
- 7.1 The site is located at 262-267 High Holborn adjacent to the Chancery Court Hotel and it fronts onto High Holborn which forms part of the A40. The local area in the vicinity of the site consists of predominantly commercial uses. The site is well located in relation to the public transport network, with Holborn Underground Station being located 230m walk from the site and there are 13 regular bus services operating nearby. The site has a PTAL of 6b, which is the highest level achievable and classed as "Excellent".
- 7.2 The existing development comprises of a building with seven storeys and two basement levels. It accommodates a total of 3,635m<sup>2</sup> GIA of office floor space, 397m<sup>2</sup> of retail accommodation and a public house with a floorspace of 301m<sup>2</sup>. There is a servicing and means of escape area at the rear of the property, accessed from Holborn Place. The yard at the rear of the site is also used for informal parking with up to six vehicles are able to park there.
- 7.3 The proposals comprise of an uplift of 1,215m<sup>2</sup> GIA of office floorspace by constructing an additional floor and an extension to the rear of the existing development. The first floor of the existing public house will also form part of the office floor space and the ground and basement levels will be refurbished to provide A1/A3/A4 use floor space. The proposals will also reconfigure the retail unit to provide A1/A3 use floor space.
- 7.4 There will be 20 secure cycle parking within the building for the office accommodation. Six cycle parking spaces in the form of Sheffield stands will also be provided for the occupiers of the A1/A3/A4 use units and visitors to the office floor space within the rear yard. The car parking provision will be reduced from six informal spaces to one designated disabled space.
- 7.5 The number of person trips generated by the proposed development during the peak hours will be very small and as such would not have any perceptible impact on the highway network or any of the public transport modes. It is also predicted that the number of delivery and occasional visitors will be limited. Overall it is envisaged that the number of vehicle movements throughout the day would be only marginally higher than that generated by the existing development.
- 7.6 As part of the development proposals a BREEAM compliant Travel Plan has been prepared for the future office and commercial occupiers to encourage them to travel sustainable. The measures include information packs which provide details

of the wide range of public transport services, cycle and walking routes available. The measures also include the provision of secure cycle parking, strategies to reduce servicing trips and incentive measures for the staff to travel sustainably.

- 7.7 Overall, the proposed development is considered to be compliant with transport policy at local, regional and national level.
- 7.8 In conclusion, there are no particular issues from a transport perspective that should prevent this scheme receiving planning consent.

## Figures





Site location plan

Figure 1

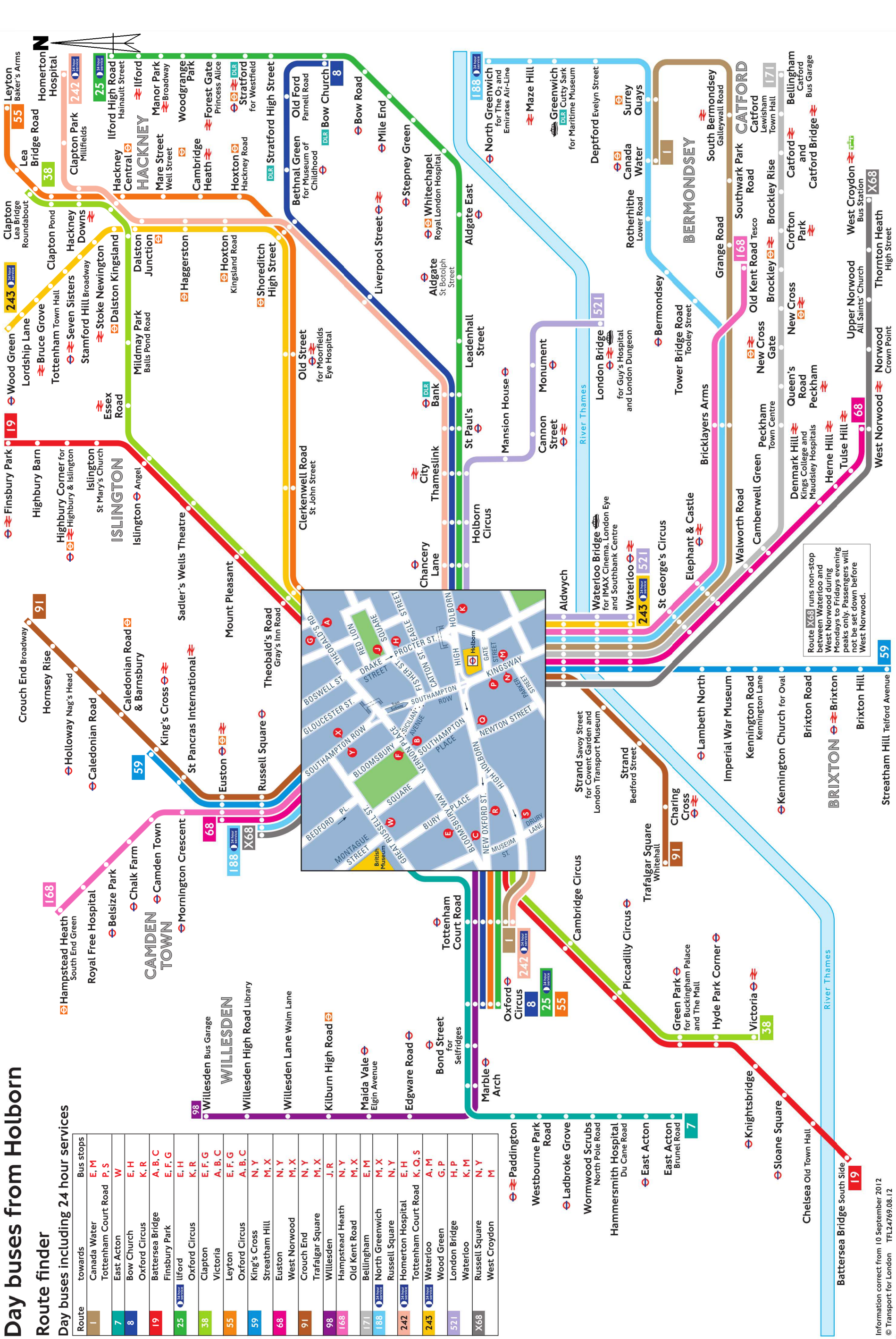


# Day buses from Holborn

## Route finder

Day buses including 24 hour services

Route	towards	Bus stops
1	Canada Water	E, M
7	Tottenham Court Road	P, S
8	East Acton	W
19	Bow Church	E, H
25	Oxford Circus	K, R
38	Battersea Bridge	A, B, C
55	Finsbury Park	E, F, G
59	Ilford	E, H
68	Oxford Circus	K, R
91	Clapton	E, F, G
98	Victoria	A, B, C
168	Leyton	E, F, G
171	Oxford Circus	A, B, C
188	King's Cross	N, Y
242	Streatham Hill	M, X
243	Euston	N, Y
521	West Norwood	M, X
X68	Crouch End	N, Y
	Trafalgar Square	M, X
	Willesden	J, R
	Hampstead Heath	N, Y
	Old Kent Road	M, X
	Bellingham	E, M
	North Greenwich	M, X
	Russell Square	N, Y
	Homerton Hospital	E, H
	Tottenham Court Road	K, Q, S
	Waterloo	A, M
	Wood Green	G, P
	London Bridge	H, P
	Waterloo	K, M
	Russell Square	N, Y
	West Croydon	M

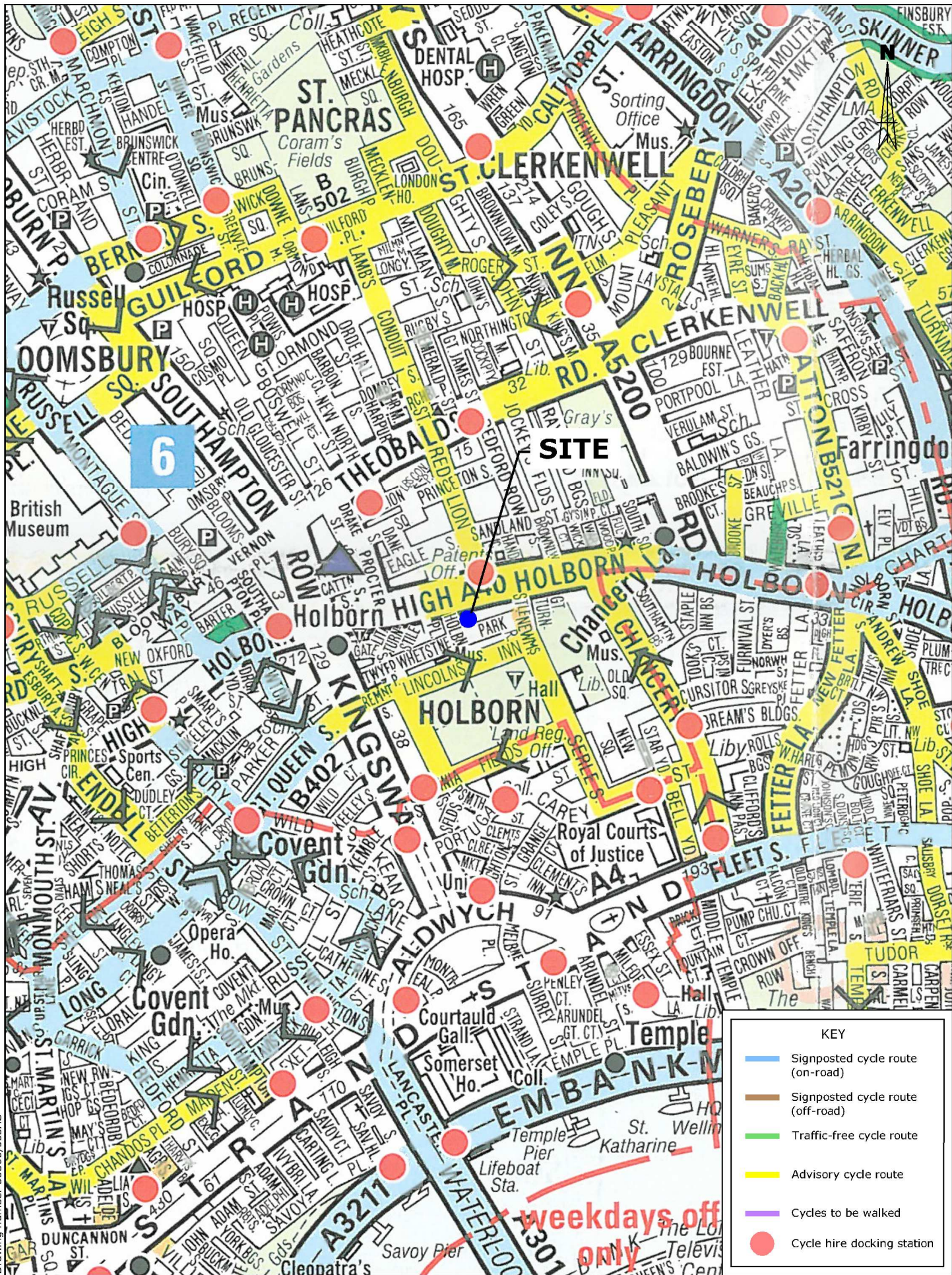


Information correct from 10 September 2012  
© Transport for London TFL24769.08.12  
Source: TFL website

Local bus network

Figure 2





Based on TfL London Cycle Guide Area 7 (2012/2013)



## **Appendix A**

TRAVL output  
Office

# TRAVL - Average Trip Rate by Mode and Time

Report ID 9

## List of Surveys:

Name	Address	Postcode	Survey Date
Baltic Exchange	38 St Mary Axe	EC3A 8BH	08/02/2005
Buckingham Palace Road	172 Buckingham Palace Road London	SW1W 9TN	26/03/2007
Faith Lawson	Transport for London, Faith Lawson House, 15 Dacre Street, London	SW1H 0NR	26/03/2007

Number of sites considered 3

## Counts By Mode:

Mode: All Modes

Time Band	No of Sites	Trip Rate In	Trip Rate Out	Total Trip Rate	Predicted Trips In	Predicted Trips Out	Predicted Trips Total
07:00-07:30	3	0.13125	0.10938	0.24063	0.0	0.0	0.0
07:30-08:00	3	0.29896	0.04375	0.34272	0.0	0.0	0.0
08:00-08:30	3	0.63439	0.05104	0.68543	0.0	0.0	0.0
08:30-09:00	3	0.91148	0.10938	1.02085	0.0	0.0	0.0
09:00-09:30	3	0.96252	0.13854	1.10106	0.0	0.0	0.0
09:30-10:00	3	0.53959	0.24063	0.78022	0.0	0.0	0.0
10:00-10:30	3	0.46668	0.27709	0.74377	0.0	0.0	0.0
10:30-11:00	3	0.29896	0.29896	0.59793	0.0	0.0	0.0
11:00-11:30	3	0.35730	0.26980	0.62710	0.0	0.0	0.0
11:30-12:00	3	0.46668	0.47397	0.94064	0.0	0.0	0.0
12:00-12:30	3	0.75835	0.81668	1.57503	0.0	0.0	0.0
12:30-13:00	3	0.75106	0.82398	1.57503	0.0	0.0	0.0
13:00-13:30	3	0.99898	0.80210	1.80108	0.0	0.0	0.0
13:30-14:00	3	0.78752	0.56876	1.35628	0.0	0.0	0.0
14:00-14:30	3	0.67085	0.36459	1.03544	0.0	0.0	0.0
14:30-15:00	3	0.43751	0.46668	0.90419	0.0	0.0	0.0
15:00-15:30	3	0.41563	0.45209	0.86773	0.0	0.0	0.0
15:30-16:00	3	0.38647	0.30626	0.69272	0.0	0.0	0.0
16:00-16:30	3	0.24063	0.41563	0.65626	0.0	0.0	0.0
16:30-17:00	3	0.21875	0.85314	1.07190	0.0	0.0	0.0
17:00-17:30	3	0.16042	0.91877	1.07919	0.0	0.0	0.0
17:30-18:00	3	0.10209	0.75835	0.86043	0.0	0.0	0.0
18:00-18:30	3	0.02917	0.29896	0.32813	0.0	0.0	0.0
18:30-19:00	1	0.02625	0.47256	0.49882	0.0	0.0	0.0

Peak Period For All Modes

In	13:00-13:30	1.00
Out	17:00-17:30	0.92
Total	13:00-13:30	1.80

## **Appendix B**

### Travel Plan



**South Yorkshire Pension Authority**  
262-267 High Holborn  
Travel Plan

**April 2013**



## Contents

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2	Travel Plan objectives	3
3	Site location and accessibility	5
4	Initial Travel Plan measures	11
5	Monitoring and targets	17
6	Summary	21
7	Action Plan	21
8	Securing and Enforcement	22
9	Funding	23

## Figures

1	Site location plan
2	Local bus network
3	Local cycle network

## **1. INTRODUCTION**

- 1.1 Transport Planning Practice (TPP) is appointed by South Yorkshire Pension Authority (SYPA) to provide a Travel Plan for the proposed development at 262-267 High Holborn in the London Borough of Camden. The site is well located in relation to the public transport network, with Holborn Underground Station being located 220m walk from it. There are also 13 frequent bus routes within walking distance from the site. Figure 1 shows the site location.
- 1.2 The site is located adjacent to the Chancery Court Hotel and it fronts onto High Holborn which forms part of the A40. The local area in the vicinity of the site consists of predominantly commercial uses. The site is well located in relation to the public transport network, with Holborn Underground Station being located 230m walk from it. There are also 13 frequent bus routes within walking distance from the site.
- 1.3 The existing development comprises of a building with seven storeys and two basement levels. It accommodates a total of 3,635m<sup>2</sup> GIA of B1 office, 397m<sup>2</sup> of retail accommodation and a public house with a floorspace of 301m<sup>2</sup>.
- 1.4 The proposals comprise an uplift of 1,215m<sup>2</sup> GIA of office floorspace by constructing an additional floor and an extension to the rear of the existing development. The proposals will also reconfigure the public house and retail units. There will be 26 cycle parking spaces on-site and the car parking provision will be reduced to one disabled space.
- 1.5 South Yorkshire Pension Authority recognises the importance of sustainable travel and this Travel Plan is produced to meet BREEAM requirements. A Travel Plan consists of a series of practical measures aimed at encouraging staff to choose sustainable modes of transport. Examples of such measures include the provision of cycle parking facilities, the provision of information regarding public transport accessibility and low interest or interest-free public transport season ticket loans.
- 1.6 Travel Plans are better viewed in terms of an ongoing process rather than being a one-off document. A successful Travel Plan will benefit from continual monitoring, review and adjustment over time. It may require integration into other management procedures and demonstration of high level management commitment.

1.7 The remainder of this Travel Plan is set out as follows:

- Section 2 describes the Travel Plan objectives.
- Section 3 sets out the existing situation in terms of the site location, details regarding the existing transport facilities available and the accessibility of the site by public transport.
- Section 4 details the initial Travel Plan measures.
- Section 5 advises as to how the success of the Travel Plan is to be monitored and defines the method for setting targets.
- Section 6 summaries the key measures and proposes an action plan.

## 2. TRAVEL PLAN OBJECTIVES

- 2.1 The aim of a Travel Plan is to bring together measures with a co-ordinated approach to encourage the use of sustainable modes of transport. This Travel Plan sets out the key principles and proposes an initial package of measures.
- 2.2 This Travel Plan is produced to meet BREEAM requirements. BREEAM is a widely used environmental assessment method for buildings which also sets out the standards for best practice in sustainable design and has become the de facto measure used to describe the environmental performance of a building. BREEAM states that consideration should be given to accommodate a range of travel options for building users, thereby encouraging the reduction of user reliance on forms of travel that have the highest environmental impact.
- 2.3 The main objectives of the Travel Plan will be as follows:
- To encourage all building users to the site to travel by sustainable modes of transport.
  - To raise staff awareness regarding travel to work and its impact upon the environment.
  - To improve staff and visitor perceptions of alternative travel modes to and from the site.
  - To promote sustainable practices for the delivery of goods.
  - To promote the health benefits of sustainable travel.
- 2.4 The implementation of the Travel Plan supports planning legislation which emphasises the importance of sustainable travel. Travel Plans and travel planning in general form an important part of government policy with regard to development and transport. In particular:
- **National Planning Policy Framework (March 2012)** - The emphasis of national planning and transport policy is on sustainable development and travel patterns. The framework states that proposals should exploit opportunities to maximize the use of sustainable modes of transport for movement of goods and people and encourage proposals that support reduction in greenhouse gases and congestion. The developments should



also be designed to give priority to pedestrian and cycle movements, have access to high quality public transport and consider the needs of people with disabilities at all times. NPPF states that a key tool to facilitate this will be a Travel Plan.

- ***The London Plan (July 2011)*** - The London Plan encourages and supports the use of Travel Plans for development proposals. Policy 6.3 'Assessing Transport Capacity' states that Travel Plans should be provided for applications above the thresholds set out in TfL guidance. Travel Plans can help to deliver many of the transport objectives set out within the London Plan's Policy 6.1 'Strategic Approach' which include reducing the need to travel, reducing car use and supporting measures that encourage shift to more sustainable modes and technology. Particular emphasis is being placed on encouraging and increasing the mode share of cycling. This has been set out in the 'Cycling Revolution' document and recent introduction of major schemes including the first two Cycle Superhighways and the London Cycle Hire Scheme.
- ***The white paper 'The Future of Transport: a network for 2030'*** - published in July 2004 emphasises that Travel Plans and personalised travel planning will form an important part of enhancing local transport.

### **3. SITE LOCATION AND ACCESSIBILITY**

#### **Site location and use**

- 3.1 The site is situated at 262-267 High Holborn in the London Borough of Camden. It is within a short walk of both Holborn and Chancery Lane underground stations and close to the Lincoln Inn Fields. The site lies within the Bloomsbury Conservation Area. Figure 1 shows the site location.
- 3.2 The existing site accommodates the following land uses:
- A total of 3,635m<sup>2</sup> GEA of B1 office accommodation.
  - A total of 464m<sup>2</sup> of retail floorspace.
  - A 301m<sup>2</sup> public house.
- 3.3 There is a servicing yard/car park at the rear of the property accessed from Holborn Place. This area also provides access to fire escapes.

#### **Walking**

- 3.4 The site is easily accessible by pedestrians with wide footways provided alongside High Holborn in both directions. There is a signalised pedestrian crossing on High Holborn, less than 10m west of the site boundary.
- 3.5 There are a wide range of shops and amenities within a short walking distance of the site. These include convenient stores, fashion stores, cafés, restaurant, public houses, dentists and doctor's surgeries and various other shops on High Holborn and Kingsway.
- 3.6 Holborn Underground Station is located 220m from the site. The closest bus stop is located 90m from the site and provides access to four frequent westbound bus routes. In addition, the bus stops on Kingsway are also within a short walking distance of the site (300m southbound, 290 northbound) offering access to a further eight routes. A simplified plan of the local bus routes is provided as Figure 2.

#### **Cycling**

- 3.7 The site is very well located in relation to the local cycle network as shown in Figure 3. Signed cycle routes exist along the site's boundary providing a signed route towards St. Paul's and the City to the East, King's Cross and Clerkenwell to

the North, Covent Garden and Soho to the West, and Fleet Street and Embankment to the South and South West. These advisory cycle routes provide direct cycle access to majority of areas in Central London and wider London area.

- 3.8 In addition, there are a number of Barclays Cycle Hire docking stations within walking distance. The closest docking station is located on Red Lion Street, 70m walk from the site and it accommodates 36 docking stations.

### **Public transport**

- 3.9 The site has a Public Transport Accessibility Level (PTAL) of 6b, which is the highest level achievable and classed as "Excellent". Details of some of the local public transport services available are provided below.

### ***London Underground***

- 3.10 The site is located approximately 220m east of Holborn Underground Station which offers Central and Piccadilly line services. These lines provide access to much of Central London and a number of major transport hubs including Bank, Liverpool Street, Green Park and King's Cross St. Pancras. There also numerous stations along these two lines allowing interchange with Circle, District, Northern, Jubilee, Victoria and Bakerloo, Waterloo & City lines and the Docklands Light Railway. The frequency of services during morning and evening peak hours is shown in Table 2.1.

**Table 2.1 – Underground services (trains per hour)**

<b>Line</b>	<b>Towards</b>	<b>AM Peak (8-9 AM)</b>	<b>PM peak (5-6 PM)</b>
Central	Leytonstone, Loughton and Epping	11	11
	Newbury Park, Hainault & Debden	16	18
	West Ruislip	29	27
Piccadilly Line	Cockfosters	24	23
	Heathrow Terminal 4	12	12
	Uxbridge	12	12

- 3.11 Chancery Lane Station (400m) is also within walking distance, and it provides access to the Central Line.

## Bus

- 3.12 There are a total of 18 bus routes within walking distance (maximum distance of 600m) of the site. The frequency of these services during weekday, Saturday and Sunday peak hours is shown in Table 2.2 and bus spider map showing the routes and location of bus stops is included as Figure 3.

**Table 2.2 – Local bus network**

Route	Towards	Frequency (no. of buses/hr)		
		Mon-Fri	Sat	Sun
<b>1</b>	Canada Water	8	8	7
	Tottenham Court	8	8	7
<b>7</b>	East Acton	8	8	5
<b>8</b>	Bow Church	9	9	6
	Oxford Circus	11	8	6
<b>19</b>	Battersea Bridge	8	7	7
	Finsbury Park	8	7	7
<b>25</b>	Ilford	9	9	10
	Oxford Circus	9	9	10
<b>38</b>	Clapton Road	20	12	10
	Victoria	15	13	10
<b>55</b>	Leyton	9	8	6
	Oxford Circus	9	7	6
<b>59</b>	King's Cross	9	9	5
	Streatham Hill	9	10	5
<b>68</b>	Euston	9	8	5
	West Norwood	8	8	5
<b>91</b>	Crouch End	8	7	6
	Trafalgar Square	9	7	6
<b>98</b>	Willesden	9	8	8
<b>168</b>	Hampstead Heath	9	8	6
	Old Kent Road	9	8	6
<b>171</b>	Catford Bus Garage	15	13	13
<b>188</b>	Euston	8	7	5
	North Greenwich	8	6	5
<b>242</b>	Homerton Hospital	10	9	6
	Tottenham Court	10	9	6
<b>243</b>	Waterloo	10	7	6
	Wood Green	11	7	5
<b>521</b>	London Bridge	17	0	0
	Waterloo	17	0	0
<b>Total (two-way)</b>		<b>316</b>	<b>244</b>	<b>195</b>

## Car Club

- 3.13 There are 12 car club bays operated by Zipcar and Citycar Club in the close vicinity of the site. The location, distance and approximate walking times of bays up to 800m (approximately 10 minute walk) from the site are shown in Table 2.3.

**Table 2.3 – Car Club bays**

<b>Location</b>	<b>Operator</b>	<b>Distance</b>	<b>walking time (approximate)</b>
Red Lion Square	Zip Car	280m	2-3 minutes
Bedford Row	Citycar Club	350m	3-4 minutes
Lamb's Conduit Street	Citycar Club	400m	4-5 minutes
Great Queen Street	Citycar Club	450m	4-6 minutes
Keeley Street	Zip Car	500m	5-6 minutes
Parker Street	Zip Car	550m	5-6 minutes
Bury Place	Citycar Club	600m	6-8 minutes
John Street	Zip Car	600m	6-8 minutes
Portugal Street	Zip Car	700m	7-9 minutes
Carey Street	Citycar Club	700m	7-9 minutes
Portpool Lane	Zip Car	750m	7-9 minutes
Grays Inn Road	Zip Car	800m	8-10 minutes
Greville Street	Citycar Club	800m	8-10 minutes

### **Local highway network**

- 3.14 The site is well located in relation to the strategic highway network. High Holborn (A40) a strategic route managed by LBC and which runs along the site's northern boundary. To the west of the site, it connects to the A4200 which provides vehicular access to and from the A501 and the A4. To the east, the A40 connects to the A5200 and A201.
- 3.15 There is a bus lane along the site's frontage on High Holborn, restricting parking or loading between 7am to 7pm Mondays to Saturdays. There is no parking permitted along the southern side of High Holborn between 7am and 7pm on Mondays to Saturdays. On the northern side, no parking is permitted between 7am to 8:30pm on Mondays to Fridays and 8:30am to 8:30pm on Saturdays.
- 3.16 Holborn Place is a private road and in the ownership of SYPA. It is a narrow two-way road and forms the western boundary of the site. It provides access to the private yard at the rear of the development and to the south, leads to Whetstone Park. The Chancery Court Hotel has right of access over Holborn Place. Taxis enter the hotel via a separate access off High Holborn to pick-up/set-down

passengers. They then exit the hotel onto Holborn Place and either rejoin High Holborn or travel south to join Whetstone Park.

### **Car and cycle parking**

- 3.17 The yard at the rear of the existing office development is accessible via Holborn Place. Currently, informal car and motorcycle parking takes place there, with up to six cars able to park in this space. The proposals will be car-free but there will be one disabled space provided to accommodate for blue badge holders at the rear yard.
- 3.18 LBC's cycle parking standards for B1 office use states that, one cycle parking space is required per 250m<sup>2</sup> of office use. This equates to a minimum of 20 cycle parking spaces for the office accommodation which will be provided in a secure store at ground floor level. Six cycle parking spaces in the form of Sheffield stands will also be provided for each of the retail, public house land uses and visitors at the rear of the site. This is a significant improvement over the existing provision which is located at basement level accessed by steps, can only hold 8-10 bicycles and there are no racks for the bikes to be secured to.

### **Servicing and deliveries**

- 3.19 Servicing and refuse collection by smaller delivery vehicles (i.e. Ford Transit type vans) takes place via the small yard at the rear the development off Holborn Place. Larger deliveries and refuse vehicles are not able to access Holborn Place and it is assumed servicing and refuse collection takes place off High Holborn outside restricted hours by these vehicles. Loading is permitted before 7am and after 7pm on Mondays to Saturday and on all day on Sundays on the southern side of High Holborn. On the northern side, loading is permitted between 10am and 4pm on Mondays to Saturdays and before 7am and after 7pm. Loading is permitted all day in Sunday.
- 3.20 The waste storage provisions for the development were discussed with LBC's Environmental Services Manager (Richard Bradbury) and based on the discussions, the following provisions are proposed:
- Offices: Provision of three 1,100 litre Eurobins with at least one for general waste and one for recyclable waste. The third bin will be assigned to either general or recyclable waste depending on the recycling regime

implemented by the office occupier. These bins are assumed to be collected daily (Mon-Fri) by the council or a private waste collector.

- A1/A3 unit: A 1,100 litre Eurobin will be provided for general waste and another one to accommodate the recyclable waste. These Eurobins will be located at the rear of the development within the building at ground floor.
- A1/A3/A4 unit: A 1,100 litre Eurobin will be provided for general waste and another one to accommodate the recyclable waste. These Eurobins will be located at the rear of the development within the building at ground floor.

3.21 Arrangements will be made for the waste generated by the office floor space to be collected on a daily basis (Mon-Fri).

3.22 The office waste will be collected from the office bin store, and the waste from the retail unit and public house which is stored within the demise of the respective units will be transferred to the refuse bin holding area at the rear yard prior to collection. Arrangements will be put in place to collect the bins at different times to make sure there is space at the refuse holding area prior to collection for the two land use.

### **Disabled access and provisions**

3.23 The development is entirely in compliance with Equality Access Act. There is level access into the development from High Holborn and the route to and from the disabled parking bay is step-free. Within the office development, the lift is wheelchair accessible.

3.24 There is a good level of provisions for disabled commuters on the public highway from all approaches to the site. The nearest signalised pedestrian crossings along High Holborn and Kingsway benefit from dropped kerbs and tactile surfacing. This will allow wheelchair users and the visually impaired to cross safely. In addition, all the junctions along High Holborn have dropped kerbs or raised tables to aid wheelchair users. The combination of these facilities along with the wide footways on High Holborn provides a satisfactory condition for disabled users to reach the site.

## **4. INITIAL TRAVEL PLAN MEASURES**

### **Introduction**

- 4.1 Initial measures could be implemented prior to full occupation to encourage employees and visitors to take up environmentally sustainable travel choices from the outset.
- 4.2 BREEAM requires consideration of all types of travel relevant to the building users, which refers to staff (commuter journeys and business travel), visitors and personnel who make deliveries and/or collections to and from the development. These groups may have different travel patterns and it is important to provide Travel Plan measures which are targeted to their needs.
- 4.3 The following measures could be considered at the outset. Following the baseline survey, the measures would be reviewed and finalised in the full Travel Plan.

### **Travel Plan Coordinator**

- 4.4 To ensure the delivery and management of the Travel Plan for the site, the occupier will appoint a Travel Plan Coordinator (TPC) to promote and manage the initiatives. The TPC will be a member of the site management company and will liaise with the occupiers of the offices. It is likely that the TPC would spend approximately half a working day per week administering the Travel Plan. The TPC would be responsible for the following:
- Ensuring that all building users are aware of the Travel Plan objectives;
  - Raising awareness and promoting the availability of public transport, cycling and walking travel information. This will be produced electronically and made available to all staff via the occupier's intranet as well as to visitors via their website. This is particularly important for new staff as part of induction in order to establish sustainable travel patterns from the outset;
  - Implement the various marketing and promotional measures and campaigns;
  - Update information on walking, cycling and public transport as they arise;



- Undertake the monitoring of travel patterns and travel demand, reviewing the Travel Plan measures accordingly.

### **Travel Information Pack**

- 4.5 A Travel Information Pack could be prepared by the TPC who will in turn instruct the occupiers regarding sustainable transport. The provision of such information is essential in fostering sustainable travel habits early, before employees settle into unsustainable habits when a sustainable alternative may be more suitable.
- 4.6 The information packs could include the following:
- The aims and objectives of the Travel Plan, for example the benefits to the environment of reduced car use and the health benefits of walking and cycling;
  - Information on travel planning website services such as TfL and DfT journey planners, to raise awareness of transport options, and alternatives in case of delays or cancellations;
  - Maps showing the pedestrian and cycle routes to the site, as well as destinations of local facilities with routes and journey times by walking, cycling and public transport;
  - Cycle route maps including the locations of cycle parking and TfL cycle docking stations;
  - Location map of the nearby Car Club bays and information on how to become a member;
  - Train and bus service maps and timetables to highlight the services available;
  - Advice on measures to reduce the need to travel such as the use of TfL's cycle hire scheme;
  - Information related to cycle training in the local area.

## Marketing and promotion

4.7 The TPC will instruct the occupiers on implementing a range of marketing measures to ensure that all building users are aware of their role in achieving the aims of the Travel Plan and help to encourage new employees to use sustainable travel alternatives. The following are examples of such measures:

- **Website:** Providing information on the location of the nearest transport links, including local buses and London Underground stations, cycling routes and Car Club bays, on the company website. Information on the purpose of the Travel Plan would also be provided along with the strategies and measures implemented. This would encourage visitors, new members of staff (and potentially interviewees seeking employment) to use sustainable modes of transport.
- **Intranet:** In addition to the company website, travel information could also be provided on the intranet which would be accessible by staff. This would provide more targeted information, such as cycle facilities and promotional events.
- **Notice boards:** Provision of notice boards in the entrance foyers, clearly displaying the information to staff and visitors. This would provide travel information and updates on improvements and any proposed measures. The notice boards would keep employees and visitors up-to-date with changes in the travel options available which would keep them travelling by sustainable modes and to encourage others to use such modes either for the first time or on a more regular basis.
- **Forum meetings:** Holding bi-yearly Travel Plan forum meetings or staff meetings within the development to discuss transport matters and any suggested improvements that could be put forward to the TPC. These meetings could be more regular during the early stages of occupation to help identify the perceived barriers to travelling by certain modes and ways to overcome such barriers at the outset. First forum meeting will be organised by the TPC.

## Promotion of public transport

4.8 The central location and accessibility of the site means that public transport will be the travel mode of choice for the vast majority of employees and visitors. Nonetheless, the TPC will inform the occupiers regarding the following initiatives that could be considered to assist building users to use the public transport network:

- **Route maps**: Making public transport information, including bus route maps and timetables, available to all staff to highlight the services available. In particular, this would assist in informing staff of the most efficient way to travel to meetings and other business-related journeys.
- **Travel Planning Service**: organising personalised staff Travel Planning sessions to provide information, such as those provided by TfL and DfT online journey planners to raise awareness of transport options, and alternatives in case of delays or cancellations.
- **Interest-free season ticket loans**: Provision of Interest-free season ticket loans to staff. This would reduce the financial burden of travelling by public transport.

## Promotion of cycling

4.9 Cycling is the quickest form of transport for many journeys in London, especially on congested routes. One of the key advantages of cycling is a greater certainty of journey time which cannot be achieved by other vehicular modes on a congested network. A number of measures will be introduced to promote and encourage cycling:

- **Cycle parking**: There will be 26 cycle parking spaces on-site. Visitors who plan to cycle to the office could use the Sheffield stands in the rear of the development.
- **Cycle facilities**: A combined shower and changing room will be provided on-site which will encourage employees to cycle to work. A bicycle repair kit could also be provided in the basement for emergencies.

4.10 The TPC will also instruct the occupiers on the following measures that could encourage cycling by the staff:

- **Route maps**: Provision of cycle route maps to staff so that they are aware of the opportunities available to them.
- **Cycle training**: Provision of information on cycle safety training or refresher courses offered by the Council and privately, for less confident cyclists to encourage them to take up cycling within 12 months of first occupancy. The aim of the courses will be for new cyclists to gain confidence to use London's busy roads as well as advising on good cycling techniques, so encouraging staff to take up cycling.
- **Bikes4Work scheme**: Provision of interest free loans to purchase a bicycle free of tax to their staff.
- **Bicycle Users Group**: Setting up a bicycle users group for employees to provide a useful forum to bring together cyclists within the development so that they can share best practice and information, and organise promotional events. This forum could also encourage experienced cyclists to become a 'buddy' for new or less confident cyclists.
- **Promotional events**: Promotion and organising events to encourage staff to cycle to work. These could include service and repair sessions, free breakfasts for cyclists and promoting National Bike Week.

#### **Promotion of sustainable practices for deliveries**

4.11 The baseline survey will collect information on the delivery patterns and the TPC will instruct the occupiers about the following measures that could be implemented to make the servicing operations more sustainable:

- **Consolidating deliveries**: Discussing the feasibility of consolidating deliveries which would involve combining and reducing the number of vehicle trips with the delivery operators.
- **Green vehicles**: Use of hybrid, electric and other low carbon emission vehicles that are less harmful to the environment. Encouraging the use of delivery and collection companies which use green vehicles.

- **Time restrictions**: Restricting deliveries taking place during the peak traffic hours to help reduce congestion on local roads.

## 5. MONITORING AND TARGETS

- 5.1 The setting of targets and monitoring of the Travel Plan objectives is an important aspect in terms of assessing its effectiveness. Firstly, the baseline conditions will need to be established when the development has been occupied, against which targets can then be measured.
- 5.2 Monitoring the effectiveness of the Travel Plan is essential to ensure that the aims of the plan are achieved and that the development accords with the terms of the planning permission.
- 5.3 The plan will be monitored by the designated TPC. A Travel Plan usually commences with a review of the baseline travel patterns at the time of its initiation, focusing both on travel arrangements of building users and on the existing infrastructure and systems. This information helps define a starting point against which the Travel Plan's success is measured as part of the ongoing review process.

### Trip generation

- 5.4 The TRAVL survey database has been reviewed and comparable office developments in central London have been identified. Table 4.1 shows the sites chosen in the assessment which have similar floorspace and public transport accessibility and are therefore considered to be appropriate.

**Table 4.1 - TRAVL sites used to derive office trip rates**

TRAVL sites	Borough	PTAL	GFA	Parking
Baltic Exchange	City of London	6	3,809m <sup>2</sup>	0
Faith Lawson	Westminster	6	4,568m <sup>2</sup>	0
172 Buckingham Palace Road	Westminster	6	5,337m <sup>2</sup>	0

- 5.5 Based on the trip generation characteristics of these sites, the development is predicted to generate up to 19 and 22 total person trips in the morning and evening peak hours respectively as shown in Table 4.2.

**Table 4.2 – Trip generation assessment – total person trips**

	AM peak (0800-0900)			PM peak (1700-1800)		
	In	Out	Total	In	Out	Total
Person trip rate (per 100m <sup>2</sup> GFA)	1.55	0.16	1.71	0.26	1.68	1.94
Additional 1,116m <sup>2</sup> B1	17	2	19	3	19	22

## Mode share

- 5.6 The net impact will be based on the trips generated by the additional 1,116m<sup>2</sup> of B1 office floorspace as shown in Table 4.2. The person trips have been distributed across the different modes of travel based on 2001 Census data for the "Method of Travel to work" of the day-time population for the local Lower Layer Super Output Area of Camden 028B. The development will be car-free therefore the modal split has been adjusted to reflect this.
- 5.7 A summary of the modal split used and the additional trips by mode is shown in Table 4.3.

**Table 4.3 – New office trips by mode of travel**

Mode	Mode split	AM peak			PM Peak		
		In	Out	Total	In	Out	Total
Underground	39%	7	1	7	1	7	8
Train	41%	7	1	8	1	8	9
Bus, minibus or coach	10%	2	0	2	0	2	2
Taxi or minicab	0%	0	0	0	0	0	0
Driving a car or van	0%	0	0	0	0	0	0
Passenger in a car or van	1%	0	0	0	0	0	0
Motorcycle, scooter or moped	2%	0	0	0	0	0	0
Bicycle	2%	0	0	0	0	0	1
On foot	5%	1	0	1	0	1	1
Other	0%	0	0	0	0	0	0
<b>Total</b>		<b>17</b>	<b>2</b>	<b>19</b>	<b>3</b>	<b>19</b>	<b>22</b>

**Note: Calculations are subject to rounding**

## Targets

- 5.8 The analysis of the proposed modal split indicates a high utilisation of sustainable transport modes. This Travel Plan therefore seeks to ensure that this is achieved and maintained. The close proximity of the underground station and bus services mean that public transport will make up the highest proportion of trips.
- 5.9 The main target of the Travel Plan will be to encourage cycling and increase the cycle mode share by 5% for the development.
- 5.10 The reasons for having the cycle mode share as a target are:
- to ensure that cycle parking facilities provided at the development are well used;
  - to make staff aware that it is a fast, reliable and cost effective mode of travel; and

- to promote the health benefits of this option.

5.11 Following the implementation of the redevelopment proposals and occupation of the development, a travel survey will be undertaken to ascertain the baseline travel patterns of the employees. The targets will be reviewed in light of the results of the initial survey. The survey questionnaire has been developed with the following objectives in mind:

- to understand the current travel patterns;
- to understand which, if any, potential incentives would encourage greater use of public transport; and
- to understand which, if any, potential incentives would encourage the use of cycling/walking.

5.12 The TPC is required to arrange for this survey within six months of full occupation of the development. The process for undertaking the survey is set out below:

Step 1: Survey process initiated – the TPC will issue a letter advising staff that a questionnaire survey will be issued to them within a week. The letter will set out the purpose of the survey and advise that it is required for the Travel Plan agreed as part of the Section 106 legal agreement.

Step 2: Survey carried out – travel questionnaire survey with covering letter issued to households for completion.

Step 3: Analysis – results of the household travel survey summarised.

Step 4: Reporting – monitoring report setting out the findings of the survey prepared by the TPC, or appointed consultant.

Step 5: Review and approval – monitoring report submitted to borough officer for review and approval. Travel plan targets and/or scope revised if necessary in agreement with developer.

### **Monitoring**

5.13 Monitoring of the Travel Plan objectives is an important aspect in terms of assessing its effectiveness. Ongoing monitoring is essential to ensure that the aims of the Plan are achieved.

5.14 Following the initial baseline survey, staff travel surveys would be undertaken at years one, three and five. The survey can be completed online by staff. The TPC would be responsible for comparing these results with the baseline survey data to



establish progress being made, to assess the success of each measure/initiative and to help develop the implementation of new measures if required.

5.15 The following monitoring will be undertaken at years one, three and five following the baseline survey:

- a) Undertake an employee questionnaire to understand travel patterns and behaviour;
- b) Monitor the level of usage of cycle parking to establish demand, and if exceeded, explore provision of additional parking;
- c) Monitoring demand for motorcycle parking;
- d) Recording comments received from employees related to the operation and implications of the Travel Plan;
- e) Reviewing the results of the questionnaires (to be sent to all employees periodically from the implementation of this Travel Plan).

## 6. SUMMARY

- 6.1 The proposed development will refurbish the existing office to provide a total of 1,215m<sup>2</sup> of B1 office space and reconfigure the public house and retail units. It will also include provision of a disabled parking bay at the rear of the site, 26 cycle parking spaces and shower/changing facilities. The site is within easy walking distance of both Holborn and Chancery Lane Underground Stations and close to Lincoln Inn Fields.
- 6.2 South Yorkshire Pension Authority recognises the importance of sustainable travel and this Travel Plan is produced to meet BREEAM requirements. A Travel Plan consists of a series of practical measures aimed at encouraging staff to choose sustainable modes of transport. The key initial Travel Plan measures are shown in Table 6.1.

**Table 6.1 – Proposed action plan**

Action	Responsibility	Target date
Appoint a Transport Plan Coordinator (TPC)	Site management company	Prior to occupation
Undertake baseline surveys	TPC	Within 3 months of full occupation
Finalise measures and targets (if necessary) and produce the full Travel Plan	TPC	Within 6 months of full occupation
Issue information packs	Occupier	At the start of employment
Provide information on the company website and on the intranet	Occupier	Within a year of full occupation
Set up notice boards in the entrance foyers	Occupier	Prior to occupation
First forum meeting	TPC	Within a year of full occupation
Provide cycle parking	Occupier	Prior to occupation
Provide showers and lockers	Occupier	Prior to occupation
Set up a Bicycle Users Group (BUG)	Occupier	Within a year of full occupation
Offer interest-free loans for season tickets and bicycles	Occupier	Within a year of full occupation
Promote sustainable practices for deliveries, if required	TPC	Within a year of full occupation
Survey	TPC	At years 1, 3 and 5
Review the Travel Plan measures	TPC	6 months following the surveys

## **7. SECURING AND ENFORCEMENT**

- 7.1 The Travel Plan will be secured through a condition of planning permission or the Section 106 agreement. This document sets out the form of the Travel Plan and indicates the programme of monitoring that should be undertaken.

### **Enforcement**

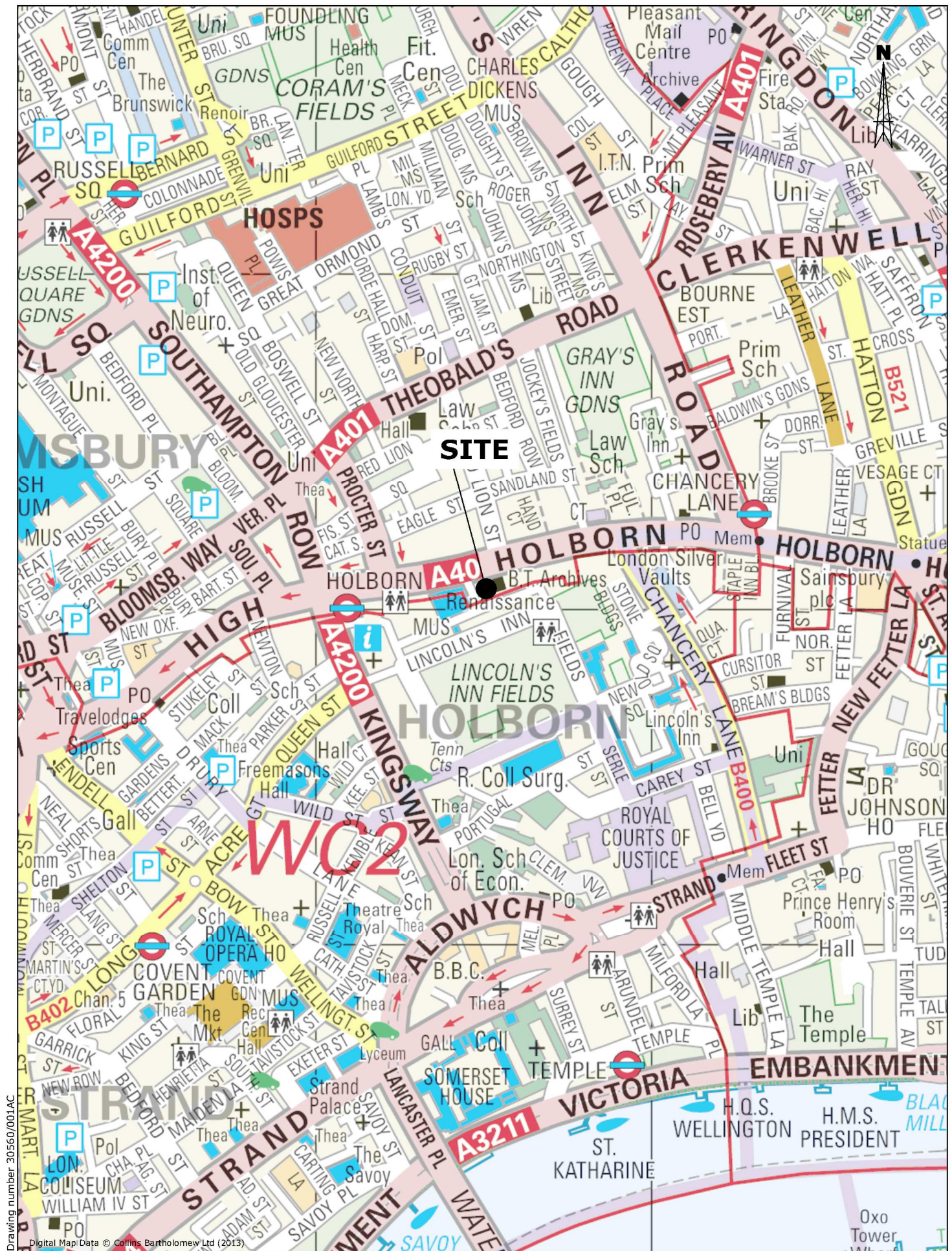
- 7.2 The Travel Plan will be reviewed after five years at which point if targets have not been achieved, amendments will be agreed between LB Camden and the TPC.

## **8. TRAVEL PLAN FUNDING**

- 8.1 South Yorkshire Pension Authority will fund the Travel Plan for the initial five year period, including the costs related to monitoring surveys and reports. Thereafter, any further costs will be covered by service charges by the site management company.

## Figures





Site location plan

Figure 1

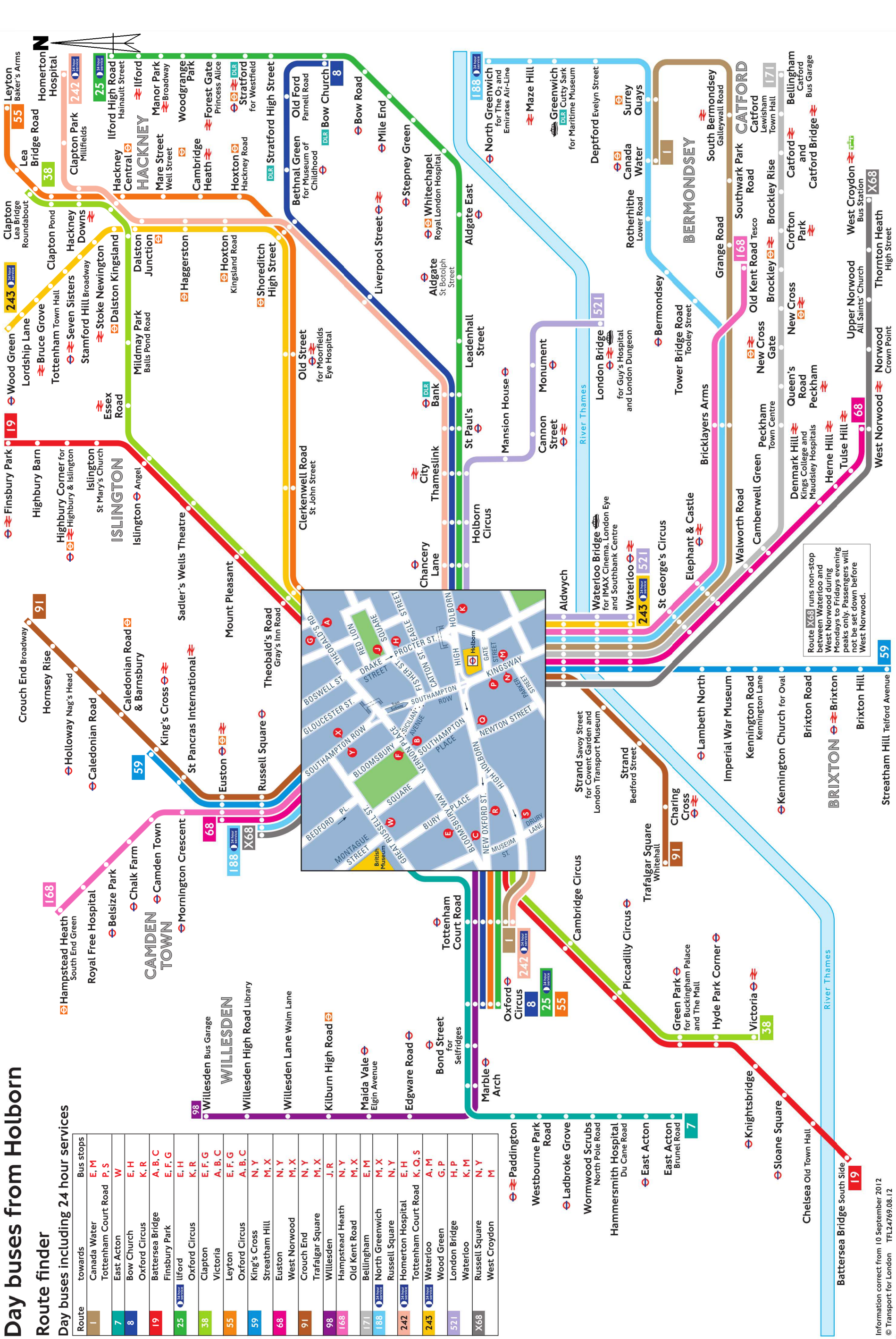


# Day buses from Holborn

## Route finder

Day buses including 24 hour services

Route	towards	Bus stops
1	Canada Water	E, M
	Tottenham Court Road	P, S
7	East Acton	W
8	Bow Church	E, H
	Oxford Circus	K, R
19	Battersea Bridge	A, B, C
	Finsbury Park	E, F, G
25	Ilford	E, H
	Oxford Circus	K, R
38	Clapton	E, F, G
	Victoria	A, B, C
55	Leyton	E, F, G
	Oxford Circus	A, B, C
59	King's Cross	N, Y
	Streatham Hill	M, X
68	Euston	N, Y
	West Norwood	M, X
91	Crouch End	N, Y
	Trafalgar Square	M, X
98	Willesden	J, R
168	Hampstead Heath	N, Y
	Old Kent Road	M, X
171	Bellingham	E, M
188	North Greenwich	M, X
	Russell Square	N, Y
242	Homerton Hospital	E, H
	Tottenham Court Road	K, Q, S
243	Waterloo	A, M
	Wood Green	G, P
521	London Bridge	H, P
	Waterloo	K, M
X68	Russell Square	N, Y
	West Croydon	M

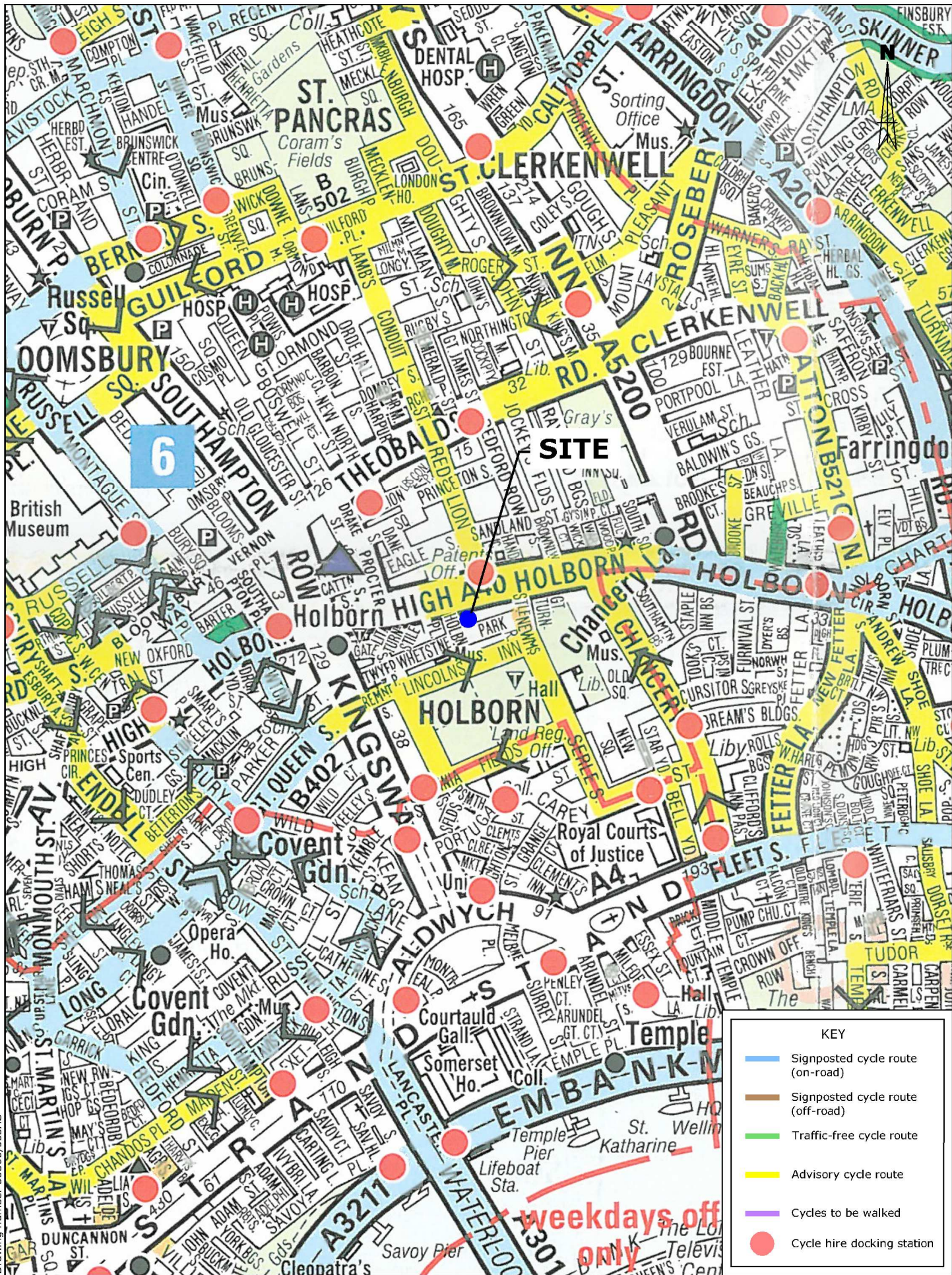


Information correct from 10 September 2012  
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Source: TFL website

Local bus network

Figure 2





Based on TfL London Cycle Guide Area 7 (2012/2013)