

Centre Point

Framework Travel Plan

Report

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- A ATTRBUTE ASSESSMENT**
- B DRAFT EMPLOYEE TRAVEL SURVEY**

1 Introduction

Background

- 1.1 The Framework Travel Plan (FTP) has been prepared by Steer Davies Gleave on behalf of Almacantar for the refurbishment, extension and alteration works at Centre Point Tower, Centre Point House and Centre Point Link buildings, located 101-103, New Oxford Street, London, WC1A 1DD. Details of the author of this FTP are provided on the control sheet at the back of the document.
- 1.2 The FTP covers the commercial elements (retail) of the proposed development which is above the strategic-level threshold. The tenants of the retail are not known at this stage. Until such time as the tenants are known, Almacantar (or successor in title) will manage this FTP for Centre Point.
- 1.3 Almacantar will manage this Travel Plan for Centre Point and will be responsible for the implementation and further development of this Travel Plan until the tenants are known. Once the tenants are known, Almacantar will liaise with the site occupiers of the retail units to appoint a Travel Plan Coordinator (TPC). The appointed TPC will work with Almacantar to develop the full Travel Plan for the retail uses within 6 months of occupation.

Requirement of a Travel Plan

- 1.4 Table 3.1 of the 'Travel Planning for New Development in London' launched on 21st March 2011 sets out the thresholds for the requirements of Travel Plans including type of Travel Plan. In accordance with this guidance, Travel Plans are required for the retail uses at Centre Point. Further information on the guidance is provided in Chapter 2

Travel Plan Context and Scope

- 1.5 This FTP considers all aspects of travel behaviour to, from and within the site, including:
 - i) Travel to/from work;
 - ii) Business travel;
 - iii) Visitor travel;
 - iv) Fleet vehicles; and
 - v) Deliveries.
- 1.6 A Delivery and Servicing Plan (DSP) is included as an Appendix in the Transport Assessment, submitted as part of the Planning Application. A summary of the key DSP measures are provided within this FTP.

Travel Plan Structure

- 1.7 This Travel Plan is divided into ten parts:
 - i) Chapter 1: Introduction;

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- ii) Chapter 2: Site Context, including an overview of the development proposals;
 - iii) Chapter 3: Policy and Best Practice;
 - iv) Chapter 4: Site Assessment;
 - v) Chapter 5: Delivery and Servicing Plan;
 - vi) Chapter 6: Travel Survey;
 - vii) Chapter 7: Objectives and Targets;
 - viii) Chapter 8: Travel Plan Management;
 - ix) Chapter 9: Measure and Action Plan; and
 - x) Chapter 10: Monitoring and Review.
- 1.1 The ATTrBuTE software will be used to assess the content of the FTP and the ATTrBuTE summary output is included in Appendix A. This software is TfL's online tool to aid the production of travel plans.
- 1.2 It is expected that comments received from London Borough of Camden and TfL on this draft will be incorporated before the ATTrBuTE testing is undertaken.

2 Site Context

Development Overview

- 2.1 The following sections outline the proposed development.

Centre Point Tower

- 2.2 The Grade II Listed Centre Point Tower is to be restored and refurbished with a change of use from office to provide 82 residential units. The refurbishment works include but are not necessarily limited to restoration of the exterior façade, including cleaning and repair of the façade materials and replacement glazing to improve the environmental performance of the building. In addition, there will be some alterations to the ground floor layout to facilitate integration of the building and the new public realm around Tottenham Court Road Station.

Centre Point House

- 2.3 The 36 residential units within Centre Point House would be retained and retail units provided on the ground floor. The existing office use within Centre Point House will be removed.

Centre Point Link

- 2.4 The Link currently provides conference facilities and it is to be converted to restaurant use.

Public House Site

- 2.5 The existing pub is to be demolished and is to be replaced by a new building containing 16 residential units (designated as affordable housing).
- 2.6 Table 2.1 below outlines the schedule of the proposed uses on site.

TABLE 2.1 PROPOSED USES ON SITE

Use	Area (m ²)
Residential	33,968 (134 units)
Retail	8,156
Total	42,124

- 2.7 The development is not being phased and is scheduled for a 2016 opening year.

Car, Motorcycle and Cycle Parking

- 2.8 There is to be no car parking provided for the commercial uses on site. There are a number of on-street disabled parking spaces available in the vicinity of the development. The closest Green Badge parking bay is provided on Denmark Street.
- 2.9 Cycle parking has been provided in accordance with London Borough of Camden and TfL standards as set out below.

TABLE 2.2 CENTRE POINT CYCLE PARKING PROVISION

Use	Standards	Proposed Area (m ²)	Cycle Parking
Retail	Staff (1 per 250 sqm)	8,156	33
	Visitor (1 per 250 sqm)		33
Total		8,156	66

- 2.10 33 of the cycle parking spaces are proposed to be provided within the basement for the commercial element of the development; 33 visitor cycle parking spaces would be provided on street.

Deliveries and Servicing

- 2.11 The arrangements for deliveries and servicing vehicles have been dealt within in the Delivery and Servicing Plan (DSP). This document can be found appended to the Transport Assessment.

Travel Plan Benefits

- 2.12 Although this site already has an excellent Public Transport Accessibility Level (PTAL) rating which will improve further with the introduction on Crossrail, this FTP will assist with the long-term management strategy for the sustainable movement of both people and goods. The particular focus will be to encourage walking and cycling as an alternative to public transport use.
- 2.13 The travel plan will equally benefit the developer, site occupiers and site users (employees, visitors, delivery/service providers).
- 2.14 Almacantar recognises the value of sustainable travel, including deliveries and servicing and the importance of producing travel plans. Almacantar will work closely with the TPC to develop the FTP and update targets and measures as required.

3 Policy and Best Practice

Introduction

- 3.1 This section sets out an overview of the transport policies that are relevant to the proposed transport aspects of the development in the LB Camden.
- 3.2 The national, regional and local policy together with relevant travel plan guidance is listed below.

National Policy

- i) National Planning Policy Framework (2012)

National Travel Plan Guidance

- ii) Good Practice Guidelines: Delivering Travel Plans through the Planning Process, DfT (2009);
- iii) The Essential Guide to Travel Planning, DfT (2008); and
- iv) Smarter Choices - Changing the Way We Travel, DfT (2004).

Regional Policy

- v) Mayor's Transport Strategy (2010); and
- vi) The London Plan, Spatial Development Strategy for Greater London (2011).

Regional Travel Plan Guidance

- vii) Travel Planning for New Development in London, TfL (2011); and
- viii) London Freight Plan, sustainable freight distribution: a plan for London, TfL (2007)

Local Policy

- ix) Camden Development Policies - London Borough of Camden (2010); and
 - x) Camden Core Strategy - London Borough of Camden (2010).
- 3.3 A review of selected documents is provided below.

National Policy and Guidance

National Planning Policy Framework, March 2012

- 3.4 The National Planning Policy Framework (NPPF) (March 2012) sets out the Government's planning policies for England. The document was formally published on 27 March 2012 and its policies applied with immediate effect. Importantly, almost all existing national guidance in the form of Planning Policy Guidance Notes (PPGs) and Planning Policy Statements (PPSs) were revoked.
- 3.5 Transport policy is dealt with in the 'Promoting Sustainable Transport' section. This section emphasises the need for '*the transport system to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel.*'

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- 3.6 The NPPF states in Paragraph 34 and 35 that ‘*developments that generate significant movement should be located where the need to travel will be minimised and the use of sustainable transport modes can be maximised*’. There is an emphasis through Local Plans to “*protect and exploit opportunities for the use of sustainable transport modes for the movement of goods and people*”. Developments should be located and designed where practical to:
- i) ‘*accommodate the efficient delivery of goods and supplies;*
 - ii) *give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;*
 - iii) *create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;*
 - iv) *incorporate facilities for charging plug-in and other ultra-low emission vehicles; and*
 - v) *consider the needs of people with disabilities by all modes of transport.’*
- 3.7 The NPPF suggests that a key tool for achieving these aims is a Travel Plan and that all developments that generate a significant amount of movement should be required to produce one.

Smarter Choices - Changing the Way We Travel, DfT (2004)

- 3.8 This document focuses on case studies and examples of implemented travel plans and initiatives aimed at changing travel habits and promoting sustainable alternatives. Each ‘soft factor’ such as car clubs, has been reviewed and analysed separately together with an additional assessment of their combined potential impact. This FTP has drawn on these case studies and those initiatives that have worked beneficially elsewhere.

Regional Policy and Guidance

Mayor’s Transport Strategy (2010)

- 3.9 The Mayor’s Transport Strategy (2010) highlights the importance of travel planning and smarter travel initiatives 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.
- 3.10 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.”*
- 3.11 The document also states that the introduction of workplace travel plans has achieved CO₂ reductions through 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

The London Plan - Spatial Development Strategy for Greater London (July 2011)

- 3.12 The Mayor published The London Plan in July 2011. The plan addresses the key trends and challenges that London will have to address up to 2031. Of particular importance is the need to encourage more sustainable modes of travel, through the cycling revolution, improving conditions for walking and enhancement of public transport.
- 3.13 Policy 6.3 regarding transport capacity stresses that new developments that will give rise to significant numbers of new trips should be located where there is already good public transport accessibility with capacity adequate to support the additional demand. Phasing development, the use of travel plans and addressing freight issues may all help reduce the impact of the development

Travel Planning for New Development in London, TfL (2011)

- 3.14 This guidance sets out best practice in development, implementing, securing and monitoring travel plans and advocates the use of ATTrBuTE.
- 3.15 This FTP has been prepared in accordance with this guidance.

London Freight Plan, Sustainable freight distribution: a plan for London (2007)

- 3.16 This document presents the plan for the next five to ten years of delivery freight sustainably in London. It recognises that without intervention the predicted growth in freight and servicing will impact more significantly on congestion and climate change. Freight operators have a key role to play in delivery freight sustainably and the Plan contains proposals to deliver improvements on the ground and understanding of issues around freight.
- 3.17 The key projects put forward in the Plan for freight movements and deliveries to be made more sustainably include: Freight Operator Recognition Scheme (FORS); Delivery and Servicing Plans (DSP); and Construction Logistics Plans (CLP).

Local Policy

Camden Development Policies - London Borough of Camden (2010)

- 3.18 Camden's development policies forms part of the LDF and contributes towards delivering the core strategy by setting out detailed planning policies that the Council will use when determining applications for planning permission in the borough to achieve the vision and objective of the core strategy.
- 3.19 **Policy DP16** considers the transport implications of development and seeks to ensure that development is integrated with the transport network and is supported by adequate walking, cycling and public transport links. The policy states the requirement for a Travel Plan Assessment where the transport implications of proposals are significant. This Travel Plan aims to meet all the assessment requirements set out within Policy DP16.

4 Site Assessment

Development Location

- 4.1 The site is located in Central London to the south of the London Borough of Camden (LBC) and adjacent to the City of Westminster. It is bounded by New Oxford Street to the north and Earnshaw Street to the east.
- 4.2 The site is adjacent to Tottenham Court Road Underground Station and St Giles Circus (the Tottenham Court Road / Oxford Street / Charing Cross / New Oxford Street junction). The station provides access to Oxford Street, which is one of the most famous shopping areas in London. The site is located in an extremely busy area of Central London and a large amount of activity is maintained throughout the day and night.

Cycle Accessibility

- 4.3 The site is served by designated cycle routes and these routes connect into a wider cycle network north to Euston Road and south to Soho.
- 4.4 A total of 66 cycle parking spaces are proposed as part of the commercial element of the development, which accords with LBC and TfL standards. Chapter 2 provides more details on the cycle parking provision.

Public Transport Accessibility

- 4.5 The close proximity of the site to public transport services is reflected in a high level of accessibility. The current PTAL index for the site is 6b or 'Excellent', this being the highest level achievable.

London Underground

- 4.6 The closest station to Centre Point is Tottenham Court Road, located immediately adjacent to the site, providing access to the Central and Northern lines. Goodge Street is located approximately 550m to the north of the site and also serves the Northern line. Oxford Street station, located approximately 850m to the west of the site, enables users to access the Victoria, Central and Bakerloo lines. Leicester Square station provides access to the Piccadilly and Northern lines and is located approximately 650m to the south.
- 4.7 The Northern line, which can be caught from Tottenham Court Road, Goodge Street and Leicester Square, operates between High Barnet, Mill Hill East and Edgware in the north and Morden in the south and is 36 miles in length and serves 50 stations. It operates between 05:12 and 01:13 during weekdays and on Saturdays. The first train from Morden departs at 05:12, from High Barnet at 05:20 and Edgware at 05:22. The last train from Tottenham Court Road departs at 00:41 to Edgware and 00:31 to Morden.
- 4.8 The Central Line, which can be caught from Tottenham Court Road and Oxford Circus, operates between West Ruislip and Ealing Broadway in the west and Woodford (via Hainault) and Epping in the east. It is 46 miles in length and serves a total of 49 stations. It operates between 05:10 and 01:30 during weekdays and on Saturdays. The first train from Epping departs at 05:10, from Hainault at 05:14 and

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from West Ruislip at 05:23 and Ealing Broadway at 05:29. The last eastbound and westbound trains from Tottenham Court Road both depart at 00:31 to Epping and West Ruislip.

- 4.9 The Victoria Line, which can be caught from Oxford Street, operates between Walthamstow Central and Brixton and covers 13.3 miles and serves 16 stations. It operates between 05:20 and 01:02 during weekdays and on Saturdays. The first train from Walthamstow Central departs at 05:22 and from Brixton at 05:26. The last trains from Oxford Circus are at 00:29 to Brixton and 00:38 to Walthamstow Central.
- 4.10 The Piccadilly line, which can be caught from Leicester Square, operates between Cockfosters to Heathrow Terminal 5 and Uxbridge. The line is 44.3 miles in length and serves 53 stations. It operates from 04:49 and 01:19 during weekdays and on Saturdays. The first train from Cockfosters is at 05:10 and from South Harrow at 05:16. The last trains from Leicester Square are at 00:35 to Cockfosters and 23:37 to Heathrow Terminal 5 or Rayners Lane.

Crossrail Services

- 4.11 The Crossrail scheme was approved in 2008 and works have commenced to construct the line that will run under central London from Liverpool Street to Paddington and beyond. The scheme is expected to open in 2018 and will operate 24 trains per hour through the central section. Crossrail will directly connect Tottenham Court Road to Shenfield via Stratford and Abbey Wood via Canary Wharf in the east and Paddington, Heathrow and beyond to Maidenhead in the west.
- 4.12 Crossrail will deliver a significant increase in capacity through central London, relieving congestion on several Underground lines, particularly the Central line and the Tottenham Court Road entrance to Crossrail will be located immediately adjacent to the site.

Bus Services

- 4.13 The existing day time bus routes in the area are:
- Routes with bus stands in St Giles High Street or Eamshaw Street (Routes 1, 134, 176 and 242);
 - Routes with bus stops in St Giles High Street (south) outside the church and then using Denmark Street and turning left into Charing Cross Road (Routes 24, 29); and
 - Routes using Gower Street and Bloomsbury Street southbound, the stop in New Oxford Street and then Oxford Street (Routes 10, 73, 390).

Summary

- 4.14 In summary, the Centre Point development is very well located in terms of public transport and local amenities/ facilities that can be easily reached by walking and cycling, reducing the need to travel by car.

5 Delivery and Servicing Plan

- 5.1 A Delivery and Servicing Plan (DSP) provides a framework to better manage all types of freight vehicle movement to and from individual buildings. A DSP is essentially the equivalent of a travel plan for freight.
- 5.2 A DSP has been prepared for the Centre Point development and is included as an appendix to the Transport Assessment which is submitted as part of the planning application.
- 5.3 A summary of the DSP measures put forward is detailed below. Further measures may be developed once the full needs of the residents and tenants have been identified through servicing and delivery surveys as part of the site wide TRAVL compatible surveys (TRAVL is a database of travel surveys used to assess transport projects in London).

Management

- i) Work to obtain buy-in from the residents and occupiers to ensure that the DSP is effectively implemented.
- ii) Assign responsibility of the DSP to a Travel Plan Co-ordinator who is responsible for managing the ongoing development, delivery and promotion of the DSP.
- iii) Undertaken travel surveys compatible with TRAVL within six months of occupation, or at 75% occupation - this will inform further development of the DSP and inform progress reports for occupiers.
- iv) Raise awareness and promote DSP initiatives - to encourage sustainable freight movement to/from and within the site.

Service Vehicle Access

- v) Provide sufficient space and clear routes for servicing and waste vehicles.

Servicing and Delivery Operations

- vi) Encourage deliveries out of busy (peak) times and use 'best practice' companies/ companies signed up to FORS (Freight Operator Recognition Scheme).
 - vii) Provide central area for waste collections and deliveries to minimise service and delivery vehicle movements.
 - viii) Provide vehicle booking and management system to set out how and when vehicles can best access the development for each purpose. This would encourage off-peak (night-time) movements and the consolidation of servicing and deliveries.
- 5.4 These measures are proposed to be taken forward as the DSP evolves over time in order to encourage sustainable freight movements to Centre Point and to reduce unnecessary servicing and delivery trips, particularly during peak times.

6 Travel Survey

Baseline Travel Data

- 6.1 As the occupiers of the retail elements of the development are not known at this stage, no baseline surveys have been undertaken.
- 6.2 To calculate the forecast trip generation for the proposed development, a retail visitor trip rate has been used. The TRICS and TRAVL databases have been used to obtain peak hour and daily person trip rates for each land use. The assumptions regarding mode split have been derived from an average of Camden, Holborn and Covent Garden Ward and Middle Super Output area (for the area around the site) Census 2001 data. The full details of the trip generation methodology are included within the Transport Assessment and have been agreed with officers at LBC and TfL prior to the formal planning application submission.
- 6.3 A full TRAVL compliant survey will be undertaken within six months of occupation or at 75% occupancy, whichever comes first. These baseline surveys will include multi-modal counts including delivery and servicing data together with visitor and employee questionnaires.

Proposed Retail Trips

- 6.4 As part of the Transport Assessment a multi-modal assessment of movements has been undertaken for the proposed retail development - this includes vehicles (car, taxi and goods vehicles), public transport passengers, pedestrians and cyclists. The total combined trips estimated to be generated by the proposed retail element of the development is provided below.
- 6.5 Due to the mixed use nature of the site, a large number of trips to the retail units have been assumed to be linked trips from the other land uses in the area, such as the residential units or office. Therefore a 50% reduction has been applied to the trips to account for this.

TABLE 6.1 TOTAL PROPOSED RETAIL DEVELOPMENT TRIPS BY MODE

Mode	AM Peak			PM Peak			Daily		
	In	Out	Total	In	Out	Total	In	Out	Total
Underground	226	230	455	362	306	667	3,500	3,440	6,940
Train	207	211	418	332	281	613	3,211	3,157	6,368
Bus	99	100	199	158	133	291	1,525	1,500	3,025
Taxi	13	13	26	21	18	39	202	199	400
Car Driver	8	8	15	12	11	23	118	116	233
Car Passenger	2	2	3	3	2	5	24	24	48
Motorcycle	11	11	22	17	15	32	165	162	327
Cycle	15	16	31	24	21	45	235	231	465
Walk	238	242	480	381	323	704	3,690	3,627	7,317
Total	817	831	1,647	1,309	1,107	2,415	12,667	12,454	25,121

6.6 The daily mode share for the combined retail trips is presented below.

TABLE 6.2 PROPOSED RETAIL - MODAL SPLIT

Mode	Mode Share
Underground	28%
Rail	25%
Bus	12%
Taxi	2%
Car Driver	1%
Car Passenger	0%
Motorcycle	1%
Cycle	2%
Walk	29%
Total	100%

6.7 The commercial element of the proposed development will have no parking provision. On this basis it is envisaged that private car use for the retail will be low and public transport will be the main mode of travel to/from the site.

Future Surveys

- 6.8 As the current end occupier is unknown, iTRACE and TRAVL compliant surveys to inform the Travel Plan will be undertaken post occupation. It is expected that LB Camden will confirm when future surveys are required in the development's S106 Agreement.
- 6.9 An approved iTRACE and TRAVL compliant survey company would be used to undertake the surveys. A draft employee travel survey is contained within Appendix B.

7 Objectives and Targets

- 7.1 In this section we set out the over-arching Objectives and Targets of the FTP for the Centre Point development.
- 7.2 The 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.

Objectives

- 7.3 The Objective of this FTP is:
- “To facilitate the sustainable movement of staff, visitors and goods to and from Centre Point.”*
- 7.4 To support the realisation of this overarching objective, several sub-objectives have been set out:
- i) ensure the site is accessible to all and respects the needs of vulnerable groups e.g. those with mobility problems;
 - ii) promote walking and cycling as an alternative to public transport use;
 - iii) increase awareness of the FTP and its constituent measures;
 - iv) encourage the most efficient use of cars and servicing vehicles;
 - v) promote smarter working and living practices that reduce the need to travel overall or in the peak periods;
 - vi) encourage visitors to use sustainable transport modes to access the site, particularly walking and cycling; and
 - vii) improve the health of staff and minimise the development impacts on the environment.
- 7.5 These objectives support the principles of the London Plan and MTS to reduce vehicle emissions and increase walking and cycling.

Targets

- 7.6 Comprehensive TRAVL compliant travel surveys will be conducted as the tenants occupy the development site. Full Travel Plans will be developed within 6 months of occupation and travel surveys will be undertaken. This will allow them to understand how and why people travel to the new development.
- 7.7 Initial targets are based on the Transport Assessment and site-specific Targets will be developed following occupation and the completion of site audits and TRAVL compliant travel surveys. Targets will be quantified and will relate to the following:
- i) Specific percentage increase in walking and cycling (see examples in Table 7.1 below);
 - ii) Encourage all staff who live within a certain distance of the site (e.g. 1-2 kilometres) to walk to the site on a regular basis;
 - iii) 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).

TABLE 7.1 CENTRE POINT RETAIL MODE SHARE TARGETS

Mode	Forecast Mode Share	3 rd Year Target	5 th Year Target
Walk	29%	30%	32%
Cycle	2%	3%	5%
Public Transport (LUL, Rail, Bus)	65%	63%	59%
Taxi	2%	2%	2%
Car	1%	1%	1%
Motorcycle	1%	1%	1%
Total	100%	100%	100%

8 Travel Plan Management

Travel Plan Delivery

- 8.1 Effective management of the Travel Plan, combined with clearly defined roles and responsibilities, is recognised as being fundamental to achieving the Plan's Objectives.
- 8.2 Almacantar will manage the FTP for Centre Point and will be responsible for the implementation and further development of this Travel Plan.
- 8.3 Once the retail tenants are known, Almacantar will work with them to appoint a Travel Plan Coordinator (TPC). Almacantar will work with the TPCs appointed for each occupier to further develop the Travel Plan. The TPCs will be responsible for implementing specific measures within their own retail units.
- 8.4 It is likely the TPC roles will be undertaken by an existing member of staff from each organisation on a part time basis with assistance from colleagues and an external consultancy. The TPC's responsibilities will include:
- i) Obtaining and maintaining commitment and support from staff;
 - ii) Setting up the Centre Point Transport Forum and facilitating and attending the internal meetings;
 - iii) Implementing an effective marketing campaign to raise awareness of the Plan and its specific measures;
 - iv) Liaising with parties within the organisation (e.g. different departments), other occupiers on-site and outside (e.g. stakeholders, boroughs, TfL, public transport operators) at the quarterly Centre Point Transport Forum;
 - v) Giving advice and information on transport-related subjects to staff and visitors;
 - vi) Coordinating the necessary data collection exercises and monitoring the programme of the Plan; and
 - vii) Presenting a business case to secure a budget for developing the Travel Plan and ensuring its efficient use.
- 8.5 The Centre Point Transport Forum meetings will take place regularly and include representatives from other site occupiers at Centre Point.

Securing and Funding the Travel Plan

- 8.6 It is envisaged that this Travel Plan will be secured through a s106 agreement.
- 8.7 A series of sustainable transport measures will be implemented as part of the development proposals, demonstrating the commitment to this FTP by Almacantar. These measures include:
- i) Cycle parking provision meets London Plan standards;
 - ii) Pedestrian improvements through enhanced permeability and quality of the pedestrian environment; and

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- iii) No commercial parking provision to minimise car trips to and from the site and to encourage non-car modes.
- 8.8 These design measures will improve connectivity and encourage walking and cycling, whilst minimising car trips to and from the site.
- 8.9 Almacantar will ensure that suitable funding for the Travel Plans is provided. This will ensure future commitment for the Travel Plans and their on-going monitoring and review.

Travel Plan Awareness

- 8.10 The success of the Travel Plans is dependent on the development and implementation of an effective marketing strategy which will be developed by Almacantar. The TPCs, once identified, will continue to manage this for their organisation.
- 8.11 To increase awareness of the Travel Plans staff and visitors will be given information on the sustainable ways to travel to and from the site within the local area.
- 8.12 It is essential that employees working at the site are involved in the implementation and evolution of their Travel Plans. The travel surveys and pre-survey marketing will contribute to raising awareness at the outset. The Centre Point Transport Forum meetings will also provide a communication channel for tenants to discuss site-wide issues. It will also allow staff to have an input into the ongoing development of the Travel Plans.
- 8.13 Almacantar and the TPCs will work together to develop a marketing strategy. This will include:
 - 8.13.1 The provision of local transport information on organisations' websites or intranet;
 - 8.13.2 The provision of Travel Plan information on organisations' website/intranet with links to relevant external websites e.g. Real Time Travel Information;
 - 8.13.3 Provision of cycling information and available cycle training and maintenance courses. LBC provide free cycle training for adults and children and also offer cycle maintenance courses; and
 - 8.13.4 An annual review of all marketing information will be undertaken and material updated as appropriate.

Accessibility and Encouraging Sustainable Travel

- 8.14 The Action Plan in Chapter 9 details the specific measures that are to be pursued in relation to encouraging more sustainable travel patterns such as greater use of cycling, walking, public transport, and the use of other non-single occupant car modes of travel. The Centre Point development has excellent accessibility to public transport and those using the site already have a wide range of travel options available to them.

Efficient Use of Private Vehicles

- 8.15 This FTP recognises that the use of private cars varies according to land use and whilst this can be reduced (through encouraging other modes) this cannot be

totally eradicated, for various (sometimes personal) reasons such as shift patterns, mobility issues, children etc.

- 8.16 The FTP will encourage staff and visitors to Centre Point to make informed decisions about how they travel and will encourage the rational use of private cars.
- 8.17 In addition, this FTP advocates good access for servicing, deliveries and emergency services, to avoid congestion in and around the development.

Smarter Working Practices

- 8.18 This FTP advocates the use of 'smarter working practices' for Centre Point as a means of reducing the total number of (car) trips made. Although more specific to office use some form of smarter working practices can be applied to retail as well. These include the:
- i) use of information technology in place of face to face meetings (i.e. tele- and video conferencing) that might occur during the working day;
 - ii) use of information technology to enable more staff to work from home/remotely and have access to the same information as if employees were in the office (i.e. remote access to the organisations computer networks); and
 - iii) implementation of more flexible working hours, with shift patterns co-ordinated to public transport operating times.

Visitor Travel

- 8.19 The Travel Plans aim to reduce the number of visitors and to encourage the essential journeys to be made by sustainable modes of transport. Visitors to the site will be able to access guidance on how to reach the site by all modes so that they can make an informed decision. This guidance will highlight the commitment to sustainable transport modes.

Retail Management Challenges

- 8.20 The retail use on site will have different types of employees, visitors and servicing requirements. Times of operation will vary as will shift patterns of employees. It is important that the TPCs recognise these challenges and adapt measures to suit individual organisations. For example, where possible shifts should be formalised and those working outside normal working hours are to be well informed on travel options and safe walking and cycling routes.

9 Measures and Action Plan

- 9.1 This section details the measures that Almacantar have set for the FTP. These measures relate to initiatives that will be introduced to achieve the targets set. At this stage, some measures are proposed as interim as the TPCs for the individual tenants will need to develop and prioritise their own measures which relate directly to the needs of their organisation through the production of Travel Plans.
- 9.2 The separate DSP submitted as an appendix to the Transport Assessment provides a series of measures for managing deliveries and the operational aspects of the development. A summary of the DSP measures are provided in Chapter 5 of this FTP.
- 9.3 An action plan is provided in Table 9.1 below which lists all the measures to be implemented, including a timescale and responsibility.

Framework Travel Plan

TABLE 9.1 FTP ACTION PLAN

Measure	Initiative	Timescale for Implementation	Responsibility
Managing the ongoing development and delivery of the Travel Plans with future tenants			
Appoint Travel Plan Coordinators prior to occupation	Almacantar to liaise with tenants that are required to produce a Travel Plans prior to occupation to identify TPCs	Prior to occupation/ once tenants are known	Almacantar and tenants
Produce individual Travel Plans for tenants that meet the threshold requirements	Ensure tenants produce individual Travel Plans	Establish prior to occupation with full adoption one month after baseline surveys are completed.	Almacantar and Tenant TPCs
Attend Centre Point Transport Forum Meetings	Work with the tenants of Centre Point to encourage TPCs and tenants to sign up and attend quarterly meetings	Upon occupancy or when the occupier details are more fully known	Almacantar and Tenant TPCs
Increasing Awareness of the FTP			
Feedback to tenants at Centre Point	Regular feedback to tenants through the Transport Forum and Quarterly Newsletter on progress of travel plan measures and site wide transport issues	Quarterly after the development is occupied.	Tenant TPCs
Site information	Almacantar to provide information to employees such as access arrangements, walking, cycling, PT including maps, website links real-time journey information	Upon occupation and on-going	Almacantar
Travel Plan information	Tenant TPCs to provide information on	Prior occupation and on-going	Tenant TPCs

Measure	Initiative	Timescale for Implementation	Responsibility
	the details of the Travel Plans and a summary of the benefits, targets and measures		
Health and financial benefits	Inform employees and visitors of the health and financial benefits of walking and cycling, through company website and intranets or with promotional material. Information will include the location of safe walking and cycling routes, TfL Cycle Hire scheme, walk and cycle distances and times and tax efficient cycle purchase schemes.	Upon occupation and ongoing	Tenant TPCs

Encouraging Walking and Cycling

Cycle parking and facilities	To provide 33 secure cycle parking spaces for staff, lockers and showers. 33 visitor spaces also provided.	This will be implemented when the refurbishment of Centre Point is completed.	Almacantar
Pedestrian facilities, including new public square and improved connectivity	To develop a high quality pedestrian environment within the site and create links with the wider area.	This will be implemented when the refurbishment of Centre Point is completed.	Almacantar
Cycle training	Provide cycle training for employees wishing to use cycling as means of travel	Upon occupation and ongoing	Tenant TPCs
Bicycle User Group	Establish a regular meeting to discuss cycle issues facilitated by a 'cycle champion'	Upon occupation and ongoing	Tenant TPCs

Framework Travel Plan

Measure	Initiative	Timescale for Implementation	Responsibility
Encouraging the best use of cars and servicing vehicles			
Car Parking	No parking provided for commercial tenants	This will be implemented when the refurbishment of Centre Point is completed.	Almacantar
Disabled Parking	Provision of the appropriate number of accessible spaces	This will be implemented when the refurbishment of Centre Point is completed.	Almacantar
Car Club	Provide information on the existing car clubs operating in the area and the location of spaces in relation to the development TPCs to sign up to the car club for company use	Upon occupation and ongoing	Tenant TPCs
Delivery and Servicing Plan	Ensure the DSP and Travel Plans work together to achieve common targets for reducing and managing deliveries/ servicing efficiently	Prior occupation and on-going	Almacantar and Tenant TPCs
Promoting smarter working and living practices			
Tele-conferencing	For office element of retail units - promote the use of tele-conferencing in place of face-to-face meetings	Upon occupation and ongoing	Tenant TPCs
Working from home/ remote working	For office element of retail units - enable more staff to work from	Upon occupation and ongoing	Tenant TPCs

Measure	Initiative	Timescale for Implementation	Responsibility
	home/remotely and have access to the same information as if employees were in the office.		
Flexible working hours/co-ordinated shift patterns	For retail tenants - implementation flexible working hours, with shift patterns co-ordinated to public transport operating times	Upon occupation and ongoing	Tenant TPCs
On-line Shopping/ home deliveries	Allow retail customers to shop online and receive deliveries to their home, particularly for bulky good items	Upon occupation and ongoing	Tenant TPCs
Work Wise UK	Tenants to use this organisation or similar organisations and to adopt smarter working practices	Upon occupation and ongoing	Tenant TPCs
FORS Accredited freight companies	Including FORS accredited freight companies in the procurement process	Upon occupation and ongoing	Tenant TPCs
Involvement in the Climate Change Alliance	Become member of Camden Climate Change Alliance (business network)	Within first year of occupation	Tenant TPCs

10 Monitoring and Review

- 10.1 Almacantar will work with the tenants to identify TPCs prior to occupation to ensure the future development of the individual Travel Plans.
- 10.2 Almacantar will oversee the monitoring and review of the individual Travel Plans to ensure that these plans reflect the wider initiatives set out in the FTP and the targets remain challenging.
- 10.3 Almacantar will ensure suitable funding for the Travel Plans are provided for future commitment and the ongoing monitoring and review.
- 10.4 Table 10.1 below gives the plans and timescales for the monitoring and review of the Travel Plan.

TABLE 10.1 PLANS AND TIMESCALES FOR TRAVEL PLAN MONITORING AND REVIEW

Action	Timescale
TRAVL compliant baseline employee and visitor and delivery travel surveys	Within 6 months of occupation or at 75% occupancy
Future employee and visitor travel surveys	3 rd and 5 th Year
Centre Point Transport Forum Meetings	Quarterly
Feedback to employees at Centre Point	Quarterly (following Centre Point Transport Forum meetings)
Undertake comprehensive strategic review of all aspects of the Travel Plans (including the objectives, targets, the action plan and the monitoring programme)	6 months, 3 rd and 5 th Year
Become member of Camden Climate Change Alliance (business network)	Within one year of occupation
Attain the Camden Climate Change Alliance's "'Going Green' Mark of Achievement".	Within two years of occupation

APPENDIX

A

ATTRIBUTE ASSESSMENT

ATTrBuTe

Travel plan name	Centre Point Employee Travel Plan
Planning application reference number	
Name of travel plan author	Robert Goodall
Email address of travel plan author	rob.goodall@sdgworld.net
Telephone number of travel plan author	020 7910 5549
Name of travel plan assessor	Robert Goodall
Job title/role of travel plan assessor	
Plan Type	Strategic level Framework Travel Plan (occupiers not known)

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The development		7/7
Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	NONE	1
Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Trip generation from TA.	1
Does the travel plan include... a) a breakdown of the different land uses expected on site? b) details of the size of each type of land use? c) details of how build-out of the development will be phased?	Detailed breakdown	3
Does the travel plan include... a) full address of the development? b) contact details for the person responsible for preparing the travel plan?	NONE	2
Policy		2/2
Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy? b) travel planning guidance?	Detailed policy section.	2
Site assessment		3/3
To what extent does the travel plan clearly describe the accessibility and quality of... a) existing transport networks? b) existing travel initiatives available to all users?	NONE	3
Surveys		3/3
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	NONE	1
Are TRAVL-compliant site user travel and freight surveys proposed?	NONE	2
Objectives		3/3
Does the travel plan include objectives which reflect... a) Mayoral policy & strategic guidance?	NONE	3

b) local / borough policy and guidance? c) the challenges and opportunities specific to the site?		
Targets		2/2
Are there interim targets linking directly to each objective?	NONE	1
Have interim targets appropriate to the phasing of the development been set?	NONE	1
TP Co-ordinator		3/3
Has a site-wide travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	NONE	1
Has the framework travel plan co-ordinator.... a) roles and responsibilities been made clear? b) been allocated a sufficient amount of time to spend on the travel plan?	NONE	2
Measures		6/6
To what extent do the interim site-wide measures... a) support the objectives of the travel plan? b) reflect the context of the site?	NONE	3
Is the action plan clear on how and when travel plans will be developed among occupying organisations?	NONE	1
Is an action plan provided which includes... a) short / medium / long term actions? b) timescales and responsibilities?	NONE	2
Monitoring		2/2
Is it clear who is responsible for site-wide monitoring?	NONE	1
Is a clear site-wide monitoring programme that adheres to the standardised approach included?	NONE	1
Securing and enforcement		1/1
Is it clear how the travel plan will be secured?	NONE	1
Funding		3/6
Have funding streams been identified for the site-wide... a) travel plan co-ordinator post? b) measures? c) monitoring programme?	NONE	3
Has a sufficient budget been set for the site-wide... a) travel plan co-ordinator post? b) measures? c) monitoring programme?	NONE	0
Total - PASS		35

APPENDIX

B

DRAFT EMPLOYEE TRAVEL SURVEY

Introduction

As part of the planning application approval for Centre Point, the Centre Management are required to prepare a Travel Plan.

A Travel Plan aims to encourage travel by sustainable modes including walking, cycling and public transport and to identify possible transport problems and improvements.

The Centre Management is committed to ensuring that Centre Point is accessible to all and to encouraging sustainable methods of travel by its staff and visitors. Its location within the heart of London provides a great opportunity to promote greener, healthier methods of travel, as Centre Point is highly accessible being located close to several major transport hubs and routes.

Steer Davies Gleave is conducting a travel survey on behalf of Centre Point to understand the travel behaviour of Centre Point staff. This information will be used to identify local transport problems and possible improvements that could be made to improve your journey.

We would appreciate if you could spare a few minutes to complete this survey about your journey experience to Centre Point. Every response is important and valuable. All responses will be confidential and will only be used for analysis, not for marketing purposes. Data will be held in accordance with the Data Protection Act 1998.

By completing this questionnaire your name will be entered into a prize draw whereby you could win a fantastic prize!

Please complete your survey by **(Date)** and return your completed questionnaire to your Line/Store Manager.

If you have any questions or comments about this survey please contact Rob Goodall, Steer Davies Gleave.

Staff Travel Survey

Day and Date:

Where relevant, please tick/circle as appropriate.

1. What is the name of your organisation?

Restaurant 1						Other (please specify)	
Shop 1							
Shop 2							
Etc.							

2. Please provide your full home postcode:

3. Please state gender and age group.

Age Group	Female	Male
Under 16		
16-24		
25-34		
35-44		
45-54		
55+		
I do not wish to answer this question		

4. Do you have a disability which affects your travel arrangements?

- a. Yes
b. No

5. What is your normal working pattern:

	Full-Time	Part-Time
Weekdays		
Weekends		
Weekdays and Weekends		

6. What are your normal start and finish times?

Start Time (hours)	Finish Time (hours)
Before 0600	Before 1600
0600-0700	1600-1700
0700-0800	1700-1800
0800-0900	1800-1830
0900-0930	1830-1900
0930-1000	1900-1930
1000-1030	1930-2000
1030-1130	2000-2100
After 11130	After 2100

7. What is normally your main method of transport to work (i.e. the type used for the longest time)?

Method of Travel	Main Method
Car driver (alone)	
Car driver (with others)	
Car (as passenger)	
Motorcycle	
Bus	
Tram	
Underground	
Rail	
DLR	
Bike/Rail	
Bicycle	
Walk	
Taxi/minicab	
Other (please specify).....	
Not applicable	

8. Approximately how long is your journey to work by your main method of travel?

Journey Time (minutes)	
Under 10 minutes	
10-20 minutes	
20-30 minutes	
30-40 minutes	
40-60 minutes	
Above 60 minutes	

9. Please state the main reason for choice of main method of travel:

- a. Quicker
- b. Environmentally friendly
- c. Lack of alternative
- d. Convenience
- e. Less stressful
- f. Cheaper
- g. Personal safety
- h. Reliable
- i. Other (please specify)

10. What is the last form of transport you normally use just before you arrive at work?

Final Method	
Bicycle	
Walk	
Taxi/Minicab	
Other (please specify).....	
Not applicable	

11. Approximately how long is your journey to work by your final method of travel?

Journey Time (minutes)	
Under 10 minutes	
10-20 minutes	
20-30 minutes	
30-40 minutes	
40-60 minutes	
Above 60 minutes	

12. Please state the main reason for choice of final method of travel:

- a. Quicker
- b. Environmentally friendly
- c. Lack of alternative
- d. Convenience
- e. Less stressful
- f. Cheaper
- g. Personal safety
- h. Reliable
- i. Other (please specify).....
- j. Not applicable

13. What is your preferred main method of travel to work (if different from above)?

- a. Car driver (alone)
- b. Car driver (with others)
- c. Car (as passenger)
- d. Motorcycle
- e. Bus
- f. Tram
- g. Underground
- h. Rail
- i. DLR
- j. Bike/Rail
- k. Bicycle
- l. Walk
- m. Taxi/minicab
- n. Other (please specify).....
- o. Not applicable

14. And why?

- a. Quicker
- b. Environmentally friendly
- c. Lack of alternative
- d. Convenience
- e. Less stressful
- f. Cheaper
- g. Personal safety
- h. Reliable
- i. Other (please specify).....
- j. Not applicable

15. What would encourage you to travel by public transport to Centre Point? Choose a maximum of 3 options, indicating by 1st, 2nd and 3rd choices.

Description	Choice
Travel information within Centre Point including maps/routes to key bus stops and stations	
Better pedestrian links between Centre Point and bus stops/stations	
Better signage between Centre Point and local bus stops/stations	
Increased frequency of public transport	
Improved quality of public transport	
Less congested public transport network	
Cheaper fares	
Faster services	
Improved internet based travel information for Centre Point	
Nothing would encourage me	
Other (please specify).....	
Not applicable	

Centre Point - Staff Travel Surveys

16. What would encourage you to travel by bicycle to Centre Point? Choose a maximum of 3 options, indicating by 1st, 2nd and 3rd choices.

Description	Choice
Travel information within Centre Point including details of local cycle parking facilities and cycle routes	
More cycle parking near Centre Point	
Improved/increased cycle facilities at Centre Point e.g. showers, lockers, changing rooms	
More direct/increased number of cycle routes	
Improved quality of cycle routes	
Increased road safety	
Better route signage	
Improved internet based travel information for Centre Point	
Provision of pool bikes	
Cycle training	
On-site bicycle maintenance	
Bike loan scheme	
Discount in local bike shop	
Nothing would encourage me	
Other (please specify).....	
Not applicable	

17. What would encourage you to walk to Centre Point? Choose a maximum of 3 options, indicating by 1st, 2nd and 3rd choices.

Description	Choice
Provision of maps to show key pedestrian routes to Centre Point and within the local area	
Safer crossing facilities to Centre Point	
Improved lighting/security	
Better signage for Centre Point on key pedestrians routes within the local area	
Improved internet based travel information for Centre Point	
Nothing would encourage me	
Other (please specify).....	
Not applicable	

18. Are you aware and do you use the following initiatives/facilities offered by your company/Centre Point?

Initiative	No Knowledge	Know About	Use
Basement Cycle Parking			
Showers			
Changing Rooms			
Lockers			
Flexible Working			
Home Working			
Tele-conferencing			
Season Ticket Loan			
Cycle to Work Scheme			
Oyster Card Provision for Business Travel			
Local Public Transport Information			
Gym membership/discount			
Taxi Service/Guaranteed Ride Home			
Other (please specify)			
Not Applicable			

19. Do you leave the building at any time during the day? (i.e. meetings, short walk trips for lunch etc).

- a. Yes
- b. No

20. If yes, a) please state why and how you travel there; and

Method of Travel	Lunch	Meeting	Gym	Other - please specify
Car driver (alone)				
Car driver (with others)				
Car (as passenger)				
Motorcycle				
Bus				
Tram				
Underground				
Rail				
DLR				
Bike/Rail				
Bicycle				
Walk				
Taxi/minicab				
Other (please specify)				
Not applicable				

Centre Point - Staff Travel Surveys

b) your journey time.

Journey Time (minutes)	
Under 10 minutes	
10-20 minutes	
20-30 minutes	
30-40 minutes	
40-60 minutes	
Above 60 minutes	

Please provide your details to be entered for the prize draw:

Name:.....

Address:.....

.....

Contact Telephone Number:.....

Many thanks for your time. Your help is greatly appreciated.

