

Royal Mail Site at Mount Pleasant

FRAMEWORK TRAVEL PLAN – PHOENIX PLACE

- Final
- April 2013



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MOUNT PLEASANT – ERRATA NOTE

This note has been prepared by DP9 on behalf of the Royal Mail Group Ltd. The note should be read in conjunction with all documents and plans submitted in support of the following planning applications:

- The Calthorpe Street planning and associated conservation area consent applications to the London Borough of Islington; and
- The Phoenix Place planning application to the London Borough of Camden.

The above applications were submitted simultaneously to the relevant Local Planning Authority on 1 May 2013. Following the submission of the applications the London Borough of Camden requested that the redline application boundary for the Phoenix Place application was re-drawn to mirror the administrative boundary down the centre of Phoenix Place.

As a consequence, the redline boundary for both applications has been withdrawn and amended plans submitted to the relevant Local Planning Authority, alongside this Errata Note. The redline boundary change affects the site areas as follows:

- Calthorpe Street Site – From 2.22 ha to 2.36 ha
- Phoenix Place Site – From 1.31 ha to 1.17 ha

For the avoidance of doubt, the application proposals for the Mount Pleasant Site as a whole are unaffected and the documents submitted in support of each application remain valid and robust.

The table below lists the application documents submitted for each planning application and whether, other than plans showing the respective redline boundary and resultant site areas, this change affects the documents or conclusions.

APPLICATION DOCUMENT	EFFECT OF THE REDLINE BOUNDARY CHANGE
<i>Documents submitted in support of the Calthorpe Street Site application only</i>	
Planning Application Form, Land Ownership Certificate A and Agricultural Holdings Certificates;	Unaffected
The Covering Letter	Unaffected

Design and Access Statement: Volume 2: Calthorpe Street Development	Density calculations on page 45 amended to 1,036 habitable rooms within a site area of 2.36ha to provide a density calculation of 438 habitable rooms/hectare.
Calthorpe Street Waste Management Plan	Unaffected
Calthorpe Street Framework Travel Plan	Unaffected
Calthorpe Street Operational Waste Plan	Unaffected
Calthorpe Street Sustainability Statement including Code for Sustainable Homes Pre-Assessment and BREEAM Pre-Assessment	Unaffected
Calthorpe Street Energy Strategy including Overheating Report	Unaffected
<i>Documents submitted in support of the Phoenix Place Site application only</i>	
Planning Application Form, Land Ownership Certificate B and Agricultural Holdings Certificates	Unaffected
The Covering Letter	Unaffected
Design and Access Statement: Volume 3: Phoenix Place Development	Density calculations on page 31 amended to 1,077 habitable rooms within a site area of 1.17 to provide a density calculation of 921 habitable rooms/hectare.
Phoenix Place Waste Management Plan	Unaffected
Phoenix Place Framework Travel Plan	Unaffected
Phoenix Place Operational Waste Plan	Unaffected
Phoenix Place Sustainability Statement including Code for Sustainable Homes Pre-Assessment and BREEAM Pre-Assessment	Unaffected

Phoenix Place Energy Strategy including Overheating Report	Unaffected
<i>The application documents which assess the Development across the Site are set out below</i>	
Planning Statement which includes the Economic and Regeneration Statement and draft Section 106 Heads of Terms	Density calculations for Calthorpe Street (page 37) amended to 1,036 habitable rooms within a site area of 2.36ha to provide a density calculation of 438 habitable rooms/hectare. Density calculations for Phoenix Place (page 38) amended to 1,077 habitable rooms within a site area of 1.17 to provide a density calculation of 921 habitable rooms/hectare.
Design and Access Statement: Volume 1: Mount Pleasant	Unaffected
Environmental Statement: Volume 1: Main Text	Unaffected
Environmental Statement: Volume 2: Figures	Unaffected
Environmental Statement: Volume 3: Townscape, Visual and Built Heritage Assessment	Unaffected
Environmental Statement Volumes 4A to 4F (Appendices)	Unaffected
Environmental Statement Non-Technical Summary	Unaffected
Public Realm and Playspace Strategy	Unaffected
Housing Statement	Unaffected
Internal Daylight and Sunlight Assessment	Unaffected
Residential Travel Plan	Unaffected
Delivery and Servicing Plan	Unaffected

Framework Construction Logistics Plan	Unaffected
Parking Management Plan	Unaffected
Health Impact Assessment	Unaffected
Community Involvement Report	Unaffected

DP9

4 June 2013



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1. Introduction

1.1. Background

- 1.1.1. SKM Colin Buchanan (SKM CB) has been commissioned by Royal Mail Group Ltd (RMG) to develop a Framework Travel Plan (FTP) in support of a planning application for a residentially led mixed-use development at their Mount Pleasant sorting office site, in Clerkenwell, London.
- 1.1.2. The proposed development comprises of two sites; the Phoenix Place site, located in the Borough of Camden (LBC), which currently provides staff and some operational car parking for Royal Mail, and the Calthorpe Street site, which currently accommodates Royal Mail operational parking and is located in the London Borough of Islington (LBI). To the south of the Calthorpe Street site is the existing sorting office building which houses the mail processing operation. The location of both sites is shown in Figure 1.

1.2. This Framework Travel Plan

- 1.2.1. The FTP will provide the context in which the transport needs of the commercial uses of the Phoenix Place development can be accommodated, aiming to encourage sustainable transport choices by staff and visitors. This document is supported by a Residential Travel Plan for the two development sites and is linked with the Framework Travel Plan for the Calthorpe Street Site. This FTP has been produced by Lucy McKeown, SKM Colin Buchanan, New City Court, 20 St. Thomas Street, London, SE1 9RS.
- 1.2.2. The FTP has been developed in accordance with the National Planning Policy Framework, the DfT's 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' and TfL's 'Travel planning for new development in London: Incorporating deliveries and servicing.' The FTP supports the principles of sustainable travel and its objective is to reduce the number of single occupancy vehicle trips, and to encourage walking, cycling and the use of public transport. As an inner London development, the main focus will be on increasing walking and cycling, this will also help to reduce pressure on public transport.
- 1.2.3. The proposed development on the Phoenix Place site consists of 345 residential units and a mix of commercial uses. As determined by Transport for London's (TfL) guidance 'Travel planning for new development in London: Incorporating deliveries and servicing', (2011), a FTP is required to cover the office, retail and



cafe use as the end users(s) are not known. However, a full Travel Plan is required for the residential element and this FTP accompanies that document.

- 1.2.4. This FTP has undergone TfL's ATTrBute travel plan evaluation tool to ensure that the travel plan is in accordance with TfL's published guidance on travel planning for new development in London.

1.3. Travel plan overview

- 1.3.1. Following this section the FTP is structured as follows:

- Section 2 provides details on national and local policy;
- Section 3 provides background to the site location;
- Section 4 describes the proposed development;
- Section 5 details the objectives and targets of the FTP;
- Section 6 describes the strategy of the FTP;
- Section 7 details the measures to be implemented;
- Section 8 details the monitoring plan; and
- Section 9 contains the Action Plan.



2. Policy

2.1. Background

2.1.1. Travel Plans have become an increasingly important tool in the planning process to ensure that development is sustainable and does not have a negative impact on the local and global environment. This FTP has been produced in accordance with the following policy guidelines:

- National Planning Policy Framework (2012)
- Department for Transport 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process' (2009)
- TfL's 'Travel planning for new development in London: Incorporating deliveries and servicing.'(2011)
- Mayors Transport Strategy (2010)
- Mount Pleasant Supplementary Planning Document (2012)
- LB Camden Development Policies

2.1.2. Appendix A contains a summary of how this FTP supports the above policies.

3. Transport Context

3.1. Introduction

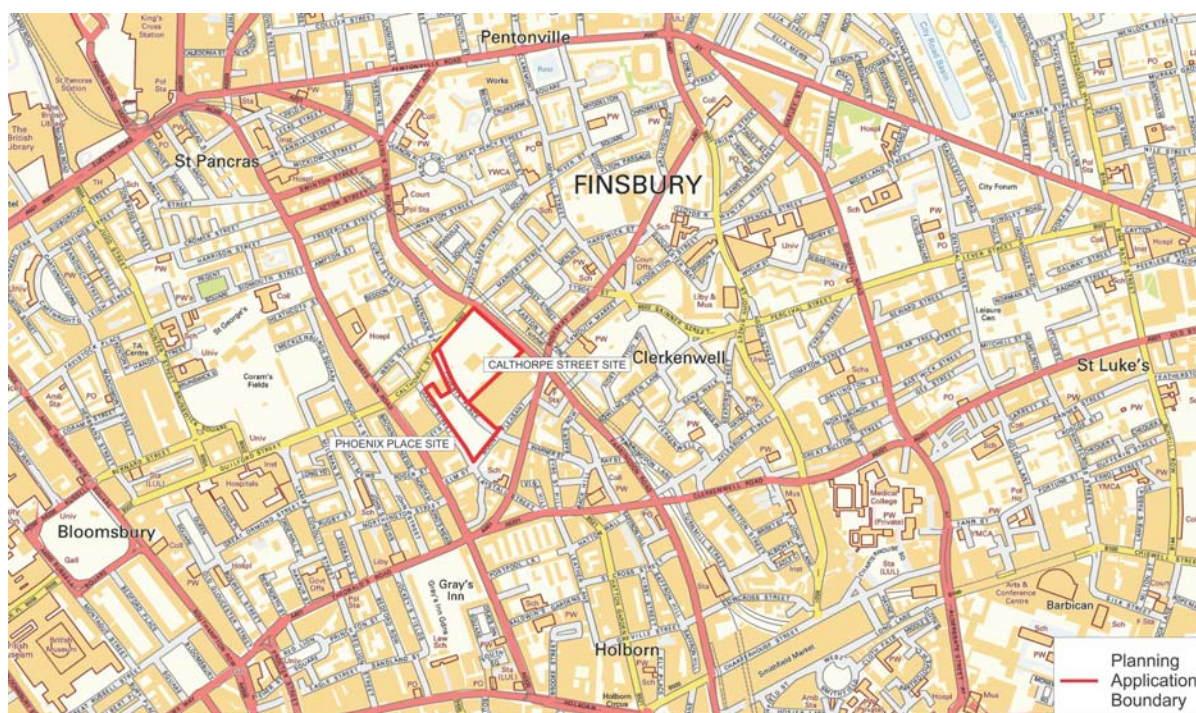
3.1.1. The following chapter provides information on the site location and a summary of the local transport services available.

3.2. Description of the location

3.2.1. The overall site comprises two development plots, the Calthorpe Street site located in LBI, lying immediately north of the sorting office, and Phoenix Place, located in the LBC. The location of the sites are shown in **Figure 1**.

3.2.2. The Phoenix Place site, which this FTP supports, is bound by Phoenix Place to the east, Mount Pleasant to the south, Gough Street to the west and residential units to the north.

Figure 1: Location of the sites





3.3. Site accessibility

Public Transport Accessibility Level

3.3.1. The Public Transport Accessibility Level (PTAL) is a method of measuring accessibility to the public transport network, taking into account walk access time and service availability. The rating is from 1 (very poor) to 6 (excellent).

Appendix B of TfL's Transport Assessment Best Practice Guidance details the calculation for determining PTAL. The calculation is based on a two way frequency of public transport facilities.

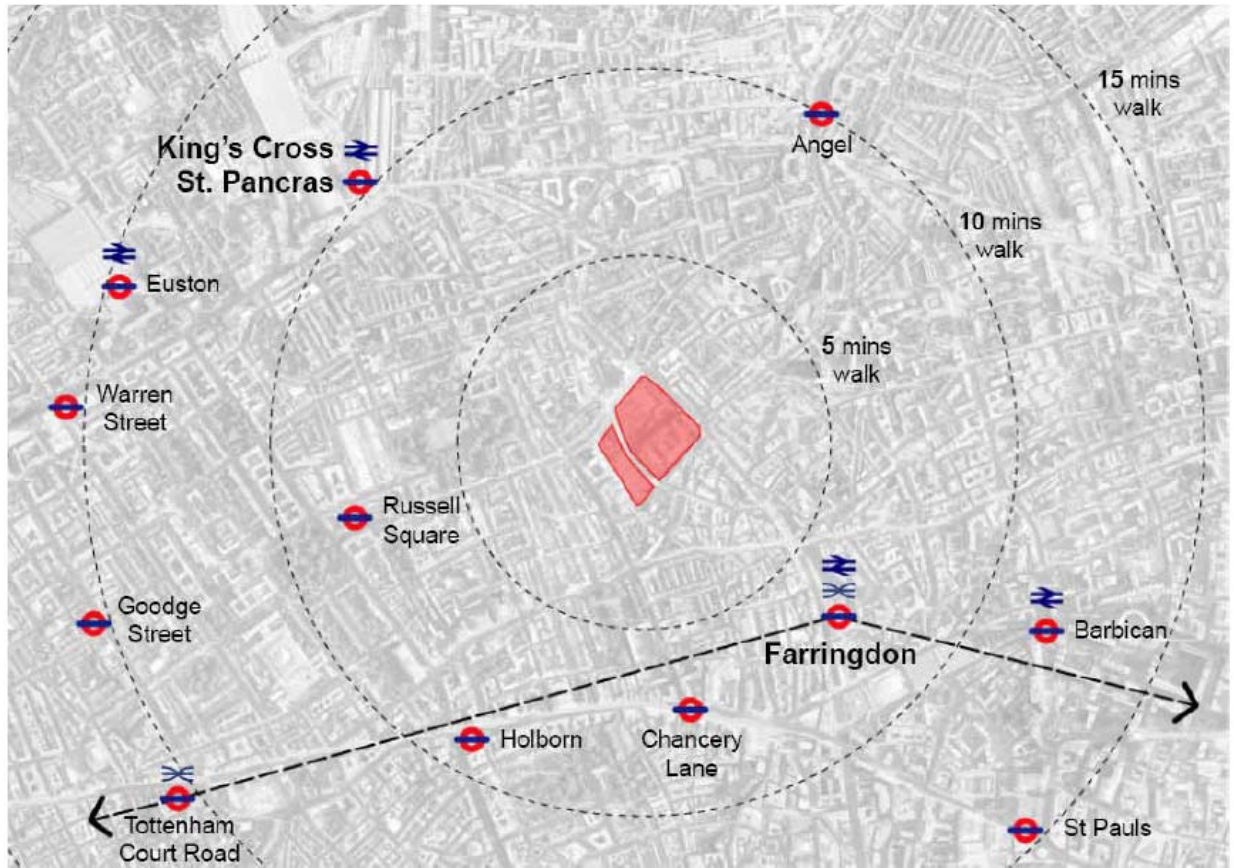
3.3.2. The site is located within an area of PTAL level 6a. This has been calculated from the TfL Planning Information Database, the report is included as Appendix B. This indicates that the site has the highest level of transport accessibility.

Public transport

3.3.3. The development site is located approximately 900m (11 minutes walk) from Farringdon National Rail Station and therefore within the PTAL walking distance, and 1,300m (16 minutes walk) from Kings Cross and St Pancras National Rail Stations.

3.3.4. Figure 2 displays the locations and typical walking distances to the local rail facilities surrounding the site.

Figure 2: Local trains and walking distances (Camden / Islington Mount Pleasant SPD 2012)



3.3.5. A summary of the peak hour services and frequency at Farringdon Station is shown below in **Table 1**.

Table 1: Peak hour services

Station	Monday to Friday AM Peak Hour Frequency 08.00 to 09.00	Monday to Friday PM Peak Hour Frequency 17.00 to 18.00	Saturday Peak Hour Frequency 12.00 to 13.00
Farringdon (s/bound) via London Bridge	3	3	4
Farringdon (s/bound) via Elephant and Castle	4	4	4



Farringdon (n/bound) via St Pancras International	15	13	9
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3.3.6. As shown in Table 1, Farringdon National Rail Station has a frequency of 22 trains per hour (2 way), Monday to Friday, during the AM peak hour. During the PM peak hour, a total of 22 trains (2 way) per hour operate.

3.3.7. The nearest Underground Station is Farringdon Station located 900m from the development site and within the PTAL walking distance of the site (11 minutes). Three Underground lines serve the Station, Circle, Metropolitan and Hammersmith & City.

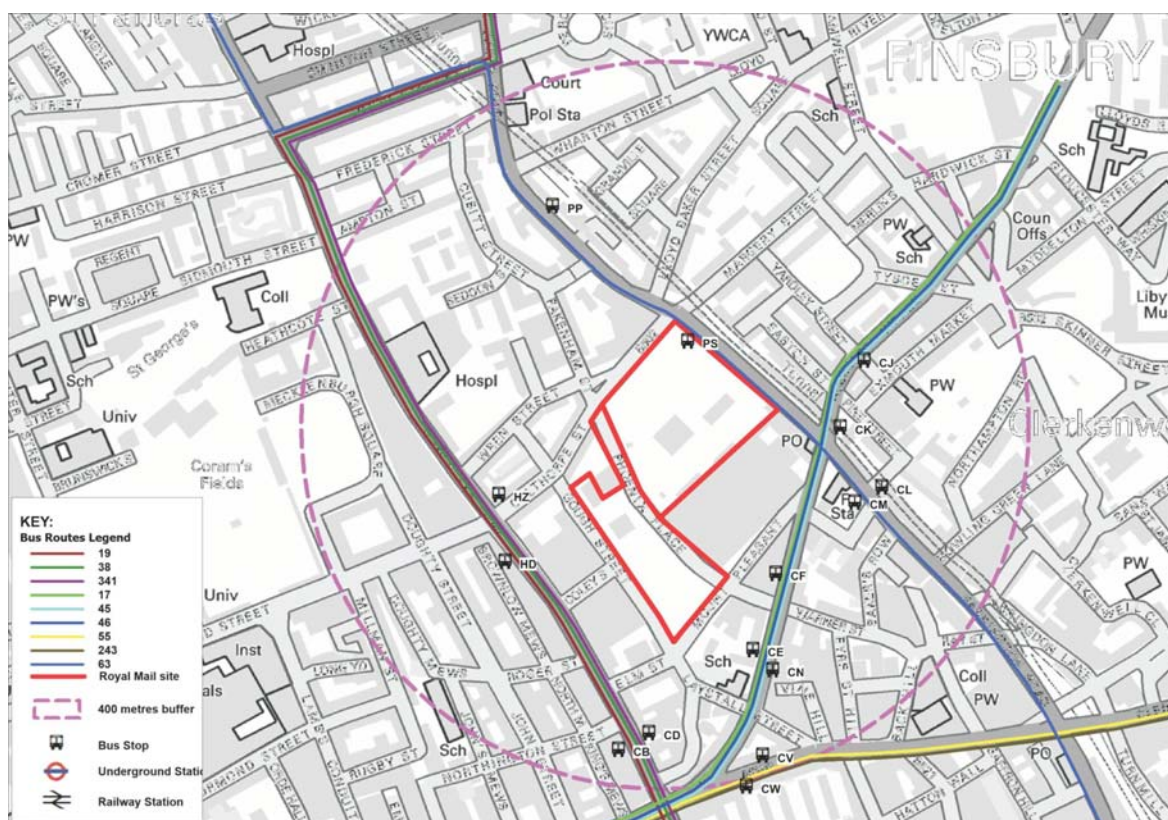
Table 2: Underground services from Farringdon

Station	Monday to Friday AM Peak Hour Frequency 08.00 to 09.00	Monday to Friday PM Peak Hour Frequency 17.00 to 18.00	Saturday Peak Hour Frequency 12.00 to 13.00
Metropolitan Line: W/bound	13	15	8
Metropolitan Line: E/bound	13	15	8
Hammersmith & City Line: Farringdon to Hammersmith	6	6	6
Hammersmith & City Line: Farringdon to Barking	6	6	6
Circle Line: Farringdon to Edgware Road	5	6	6
Circle Line: Farringdon to Hammersmith	6	6	6



- 3.3.8. As shown in Table 2, Farringdon Underground Station has a frequency of 49 trains per hour (2 way), Monday to Friday, during the AM peak hour and during the PM peak hour, a total of 54 trains (2 way) per hour operate.
- 3.3.9. Although Kings Cross and St Pancras Stations are located outside the permissible PTAL walking distance it should be noted that six Underground lines (Victoria, Northern, Metropolitan, Circle, Hammersmith & City and Piccadilly) are accessible from these stations.
- 3.3.10. The site is very well served by existing bus routes and a total of 9 routes have stops which are accessible within PTAL walking distance of the proposed development. The nearest bus stops are located on Grays Inn Road, 150m walking distance from the site.

Figure 3: Local bus services and routes





3.3.11. Figure 3 shows the location of existing bus stops close to the proposed site, whilst Table 4 provides information on the most frequent services.

Table 4: Bus routes

Stop Location	Service	Route	Monday - Friday AM Peak Hour Frequency 08.00 to 09.00	Monday - Friday PM Peak Hour Frequency 17.00 to 18.00	Saturday Peak Hour Frequency 12.00 to 13.00
Rosebery Avenue	46	Lancaster Gate Station – Stonecutter Street, via Hampstead	6	7	6
Farringdon Road	63	Forset Hill Tavern to King's Cross, via Elephant and Castle	10	10	9
Grays Inn Road	38	Clapton Pond to Victoria, via Angel	20	20	15
	19	Finsbury Park to Battersea Bridge, via Sloane Square	8	8	8
	341	Tottenham Ikea to Waterloo, via Islington	6	6	6
	TOTAL		83	84	72

3.3.12. As shown in Table 3.7, approximately 83 and 84 one-way bus trips operate within a 400m walk of the site during the weekday morning and afternoon peak hours, respectively. Furthermore, a total of 72 one-way bus trips operate within a 400m walk of the site during the Saturday peak hour.

Future Public Transport Enhancements

3.3.13. When Crossrail is complete, it is planned that over 140 trains per hour will flow through the Farringdon interchange when it becomes a link between Thameslink, Crossrail and London Underground services. Farringdon will be the only station from which passengers will be able to access all 3 networks. Farringdon will



become one of Britain's busiest train stations, and will be a key link in bringing passengers from outer London to the business hubs in the City and Canary Wharf.

- 3.3.14. With Crossrail, Farringdon will be placed at the intersection of a new east-west and north-south axis, where it will be possible to directly connect with 3 of London's 5 airports (with single interchange to the other two), providing a railway connection between Heathrow and Gatwick.
- 3.3.15. To the west, Crossrail will serve Tottenham Court Road, Bond Street and Paddington in Central London. Further west, Crossrail will serve Ealing and Acton with an interchange at Hayes and Harlington for Heathrow. The line terminates in the west at Maidenhead.
- 3.3.16. To the east, Crossrail will serve Liverpool Street and Whitechapel before branching out with one route operating towards Canary Wharf, terminating at Abbey Wood and the other serving Stratford and stops towards Shenfield.
- 3.3.17. It is expected that Crossrail trains will operate at a frequency of 24 trains per hour one way through Farringdon.
- 3.3.18. Once complete, the Site will be 900m walk from the Crossrail interchange at Farringdon Station.

3.4. Cycle Links

- 3.4.1. The site is very well served by existing cycle links. The TfL Cycle Guide describes the following routes surrounding the site as 'routes signed, or marked for use by cyclists on a mixture of quiet or busier roads':
 - Farringdon Road (A201) from Elephant and Castle to the Farringdon Road / Calthorpe Street junction. The cycle route passing along the eastern boundary of the site on Farringdon Road is a shared 3m wide bus lane / cycle lane. This operates in a two-way direction.
 - Calthorpe Street, from the Calthorpe Street / Phoenix Place junction to the Calthorpe Street / Farringdon Road junction. This section is marked by a 1m wide, on-road cycle lane on the southern side of the road. The restriction states that the cycle lane is only operational between 0830-1030 and 1630-1830 Monday-Friday. The northern side of the road has a 1m wide cycle lane extending 15 metres from the junction with Farringdon Road.



- Pakenham Street (in its entirety). This section is unmarked.
 - Margery Street, from the Margery Street / Farringdon Road junction to the Margery Street / Amwell Street junction. The eastbound section is marked with a 1m wide on-road contraflow cycle lane. The westbound side is unmarked, but signed as a cycle lane.
 - Rosebery Avenue, between its junction with Farringdon Road and the Rosebery Avenue / Rosoman Street junction. These cycle lanes have widths of 1m and are intermittently marked on street.
- 3.4.2. In addition, the TfL Cycle Guide describes the following routes surrounding the site as 'quieter roads that have been recommended by cyclists':
- Mount Pleasant (in its entirety)
 - Rosebery Avenue, between the Rosebery Avenue / Clarkenwell Road junction and the Farringdon Road / Rosebery Avenue junction.
 - Phoenix Place (in its entirety).
- 3.4.3. Figure 5 displays the location of existing cycle routes in relation to the site.

Key Cycle Route Destinations and Journey Times

- 3.4.4. The cycle route along Farringdon Road extends past Farringdon Station to Elephant and Castle in the south, where it connects with Cycle Superhighway 7 (Morden – The City). Farringdon station can be accessed by cycle in approximately 4 minutes from the site.
- 3.4.5. Kings Cross, St Pancras and Euston stations can be accessed via the TfL recommended cycle route along the residential area of St Pancras, via Pakenham Street. Kings Cross and St Pancras can be accessed by cycle in approximately 5 minutes from the site.
- 3.4.6. Angel Station is accessible by bicycle via Margery Street. Angel Station can be accessed by cycle in approximately 5 minutes from the site.
- 3.4.7. Liverpool Street station is accessible via the TfL recommended marked cycle routes leading east from Farringdon Road. Liverpool Street station can be accessed by cycle in approximately 12 minutes from the site.



3.4.8. Central London (Westminster) is accessible by bicycle via the TfL recommended cycle routes along Calthorpe Street. Central London can be accessed in approximately 12 minutes by cycle.

Barclays Cycle Hire

3.4.9. In addition to the local accessible cycle routes, 5 Barclays Cycle Hire stations are located within 5 minutes walk of the site, as shown in Figure 5.

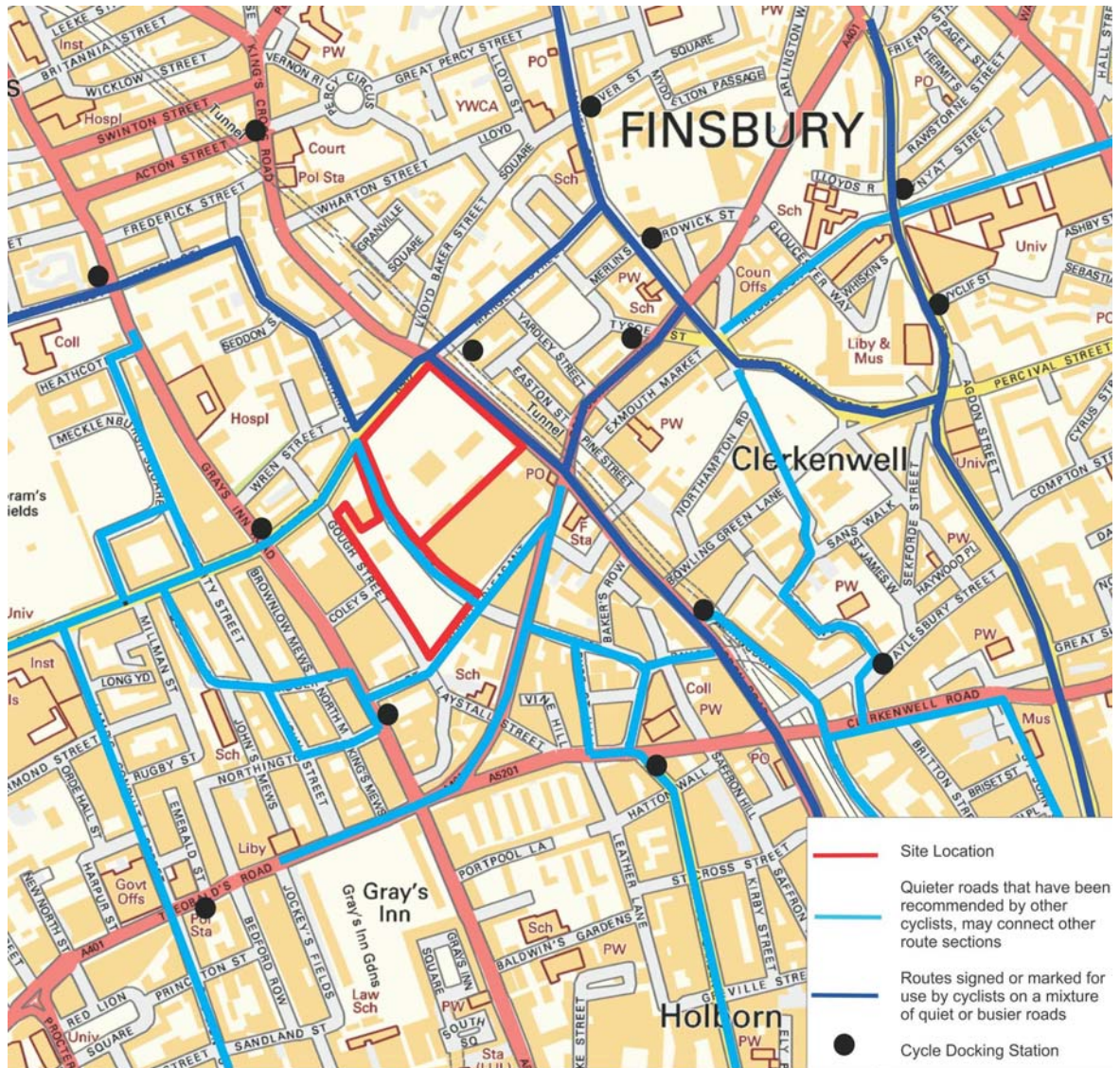
3.4.10. Table 5 specifies the Cycle Hire information for the 5 Cycle Hire locations surrounding the site.

Table 5: Barclays Cycle Hire Information for All Locations within 5 Minute Walk of Site.

Barclays Hire Site	Number of Barclays Hire Stands
Margery Street	18
Tysoe Street	19
Farringdon Lane	15
Northington Street	17
Wren Street	32
Total	101

3.4.11. As Table 5 shows, there is a capacity of 101 Barclays Hire stands within a 5 minute walk of the site.

Figure 5: Existing Cycle Links



3.5. Pedestrian Routes

- 3.5.1. All of the principal routes surrounding the site have footways, which are well lit.
- 3.5.2. The Farringdon Road / Kings Cross Road / Margery Street / Calthorpe Street junction is signalised, with pedestrian crossings available on all arms. The Farringdon Road/ Rosebery Avenue is also signalised, and again provides controlled pedestrian crossings on all arms. Recently pedestrian countdowns have been incorporated at the Farringdon Road/ Rosebery Avenue junction,



which provides pedestrians an indication of how long they have to cross the road after the green man light has gone out.

- 3.5.3. Phoenix Place has footways which vary in width; on the eastern side the footway varies between 2.1-4.4m, and on the western side this varies between 1.7-3.4m. The footway on the southern section of Calthorpe Street measures approximately 2.8m in width, with the footway on the northern side of the road varying between 2.3-5.2m. The footway on Rosebery Avenue measures approximately 3.5m on both the northern and southern sides of the road, with the footway on Mount Pleasant measuring approximately 3.5m on the southern side, and varying in width between 1.5-2.4m on the northern side of the road. Footway widths on Gough Street measure approximately 2.4m on the eastern side, and vary between 2.0-3.7m on the western side. Similarly footway widths on Farringdon Road also vary between 1.5-2.8m and 3.3-3.8m on the western and eastern sides respectively.
- 3.5.4. A raised pedestrian central refuge exists on Calthorpe Street, 10m east of the Phoenix Place / Calthorpe Street junction.

3.6. Car Clubs

- 3.6.1. Zipcar currently operate in the local area and the vehicle locations within 500m are detailed below in Table 6.

Table 6: Zipcar locations

	Location	Distance	Number of vehicles
Zipcar	Grays Inn Road	Less than 500m from the centre of the development	2
	Yardley Street	Approximately 500m from the centre point of the development	1

4. Proposed Development

4.1. Introduction

- 4.1.1. The development proposed on the Phoenix Place site includes 345 residential units and 887sqm of retail and commercial use. **Table 7** shows what uses the development will accommodate.

Table 7: Proposed development

Plot	Residential (uses)							Commercial (sqm)	
	Studio	1 bed	2 bed	3 bed	4 bed	Total	Parking	Flexible Commercial Use	B1
P1	5	47	105	54	3	214	40	604	-
P2	0	44	70	16	1	131	14	283	-

- 4.1.2. As explained in Chapter 1, this FTP covers the commercial element of the development but will link in with the full TP for the residential use.

4.2. Vehicular access

- 4.2.1. No car parking will be provided for the office, retail or community uses. The car park at the site will be for the residents of the development and Royal Mail staff only.
- 4.2.2. Cycle parking will be provided for the office, retail and community uses at ground floor level in accordance with London Plan standards. The cycle parking location will ensure the bicycles are secure and covered.

4.3. Deliveries and servicing

- 4.3.1. Refuse/ servicing and any deliveries are proposed to take place from Gough Street, Phoenix Place and Mount Pleasant. Where possible, deliveries and servicing times will be arranged to fall outside of peak times in order to reduce the impact on the local highways.

4.4. Modal Split

- 4.4.1. Trip rates have been calculated in the Transport Assessment by using the TRAVL database and the mode share estimated for the A1 Food Retail as it is assumed that this will be the highest trip generator. Since there will be no associated car parking the modal splits have been adjusted to remove reference



to travel by private car. These trips have been reassigned to the public transport mode.

4.4.2. The original and adjusted mode splits are summarised in Table 8.

Table 8: Modal share (main mode) from selected TRAVL sites – A1 Retail

Travel mode	Percentage (%)
All Car Drivers	0
Motor Cycle	0
Pedal Cycle	1
Walk	74
Public Transport	23

4.4.3. It is anticipated that the retail and commercial facilities will predominantly serve the residents, visitors and employees of the development and the surrounding existing developments and will therefore generate localised trips. It is anticipated that these trips will be linked, made either on foot or by cycle or public transport.

4.4.4. As detailed in the Transport Assessment, the trip generation for the A1 element has been generated from the TRAVL database. Table 9 shows the resulting trips for each mode over a 24 hour period.

Table 9: Modal share (main mode) from selected TRAVL sites – A1 Retail and trip generation

Travel mode	Percentage (%)	Total trips over 24 hours
All Car Drivers	0	0
Motor Cycle	0	23
Pedal Cycle	1	100
Walk	74	10,145
Public Transport	23	3,207



5. Objectives and Targets

5.1. Objectives

5.1.1. The objectives of this Framework Travel Plan are to:

- Decrease the proportion of trips made by car to / from the site;
- Increase the level of walking and cycling;
- Maximise awareness of available travel options to and from the site to staff and visitors, particularly, public transport options; and
- Promote the health and fitness benefits of active travel.

5.2. Targets

5.2.1. Targets are essential for monitoring the progress and success of this Plan, and should be ‘SMART’ – specific, measurable, achievable, realistic and time-related.

5.2.2. The Travel Plan targets aim to achieve a realistic and practical reduction in car trips over the first 5 years of the site being occupied. Targets will be measured through changes in mode share, as reported through surveys which will be done in line with TfL and LBTH current guidance. Phasing of development is currently unknown.

5.2.3. Mode shift targets have been set for the A1 Food Retail using mode share calculated in chapter 4, and are set out in Table 10.

Table 10: Mode shift targets

Mode	Baseline modal split (trip nos)	Year 3 target	Year 5 target	Net change
Car driver	0%	0%	0%	0%
Bicycle	1% (100)	2%	3% (300)	+2%
Walk	74% (10,145)	75%	75% (10,341)	+1%
PT	23% (3,207)	22%	20% (2,757)	-3%



5.2.4. Delivery and servicing trips for A1 Retail have been estimated from the TRAVL database, details of which can be found within the TA. Table 11 shows the servicing vehicle trips generated by the selected TRAVL sites.

Table 11: Servicing and delivery trips

Monday to Friday 24 hour servicing trips		
	In	Out
Calthorpe Street	15	15
Phoenix Place	12	10
Total	27	25

5.2.5. Up to 27 vehicles are expected at the A1 site. It is proposed that this level will be maintained however, targets will be set once the first survey of service and delivery vehicles has been undertaken which will take place with the Travel Plan surveys as detailed in the Service and Delivery Plan.



6. Travel Plan Strategy

6.1. Introduction

6.1.1. This plan determines the strategy by which the Framework Travel Plan will be implemented. Elements of the Travel Plan strategy include:

- How the Framework Travel Plan will be managed; and
- Who will be responsible for funding the different elements of the Framework Travel Plan

6.2. Travel Plan Co-ordinator and Champions

6.2.1. A Travel Plan Coordinator (TPC) will be appointed by the management company for the commercial elements of the development and funded by the developer. The TPC will be in post 3 months prior to initial occupation of the site and in place for a minimum of 5 years. The TPC role will be part of an existing full time role, the TPC will be primarily based on site in order to deal with any travel plan issues.

6.2.2. The responsibilities of the TPC will be to:

- Implement individual measures outlined within the FTP;
- Gathering monitoring data;
- Ensuring individual Travel Plans and site Action Plans are implemented;
- Producing travel information;
- Running promotional campaigns; and
- Preparing individual monitoring reports detailing progress towards achieving their Travel Plan targets.

6.2.3. In each occupying organisation, depending on the size, a Travel Plan Coordinator or Champion (TPCh) will be nominated. The TPCh will have responsibility for the implementation of the TP in their organisation; working with the site TPC to ensure measures and monitoring are carried out.

6.2.4. Every organisation that occupies the site and exceeds the travel plan threshold defined in the TfL travel planning for new development in London will be



responsible for appointing a TPC or TPCh upon occupation of the site. This person will be appointed prior to opening of each commercial unit, or as soon as soon as realistically possible after should this timeline be unrealistic. This appointment will be the responsibility of the occupying organisation.

- 6.2.5. Each organisation will also be required to produce either a strategic level or local level travel plan 3 months of occupation. The type of TP needed will be agreed and secured at the time of signing tenancy agreements. These TPs will include occupier specific targets.
- 6.2.6. The type of TP will be dependent on the size of each organisation - the thresholds (as defined in TfL’s travel planning for new development in London) are set out in Table 12 and will be used for determining what type of TP each land use requires.

Table 12: Travel plan thresholds

Land use	Local Level Travel Plan	Strategic Level Travel Plan
B1 Office	>20 staff but <2,500sqm	>2,500sqm
A1 Retail	>20 staff but <1,000sqm	>1,000sqm
A3 Food & Drink	>20 staff but <750sqm	>750sqm
D1 Medical Centre	Between 20 and 50 staff	>50 staff
D2 Community	>20 staff but <1,000sqm	>1,000sqm

- 6.2.7. All occupiers will participate in travel planning activities, no matter where they fall regarding the thresholds for producing a document.
- 6.2.8. The TPC/TPCh will have direct responsibility for the implementation of their strategic level/ local level travel plan within their respective organisation and report to the site TPC. The roles and responsibilities of these differing positions are summarised in Table 13.

Table 13: Responsibilities of Travel Plan Champions and Coordinators

Responsibility	Travel Plan Champion	Travel Plan Coordinator
Develop local level Travel Plan for organisation	✓	
Develop strategic level Travel Plan for organisation		✓
Establish a timeline for implementation	✓	✓
Implement Framework Travel Plan measures within organisation	✓	✓
Implement individual measures within organisation		✓
Assist TPC (for the site) in gathering monitoring data from within their organisation	✓	✓

6.3. Travel Plan Funding

- 6.3.1. The requirement of a Travel Plan will be secured through a Section 106 agreement as required by LBC.
- 6.3.2. The developer will be responsible for funding the hard measures to be implemented at the time of construction, for example, cycle parking. The TPC and TPCs will be responsible for implementation of soft measures for the 5 year duration of the Travel Plan funded by the developer.
- 6.3.3. Once the planning requirements are achieved, after the 5 years presuming targets have been achieved, the management company and occupiers will continue the Travel Plan on a voluntary basis.



7. Measures

7.1. Introduction

7.1.1. Sustainability is embedded within the development from the outset through its design which supports walking and cycling, and through the travel plan measures which will be implemented from occupation. The short, medium and long term measures outlined have been designed to influence modal shift to the most sustainable forms of transport, walking and cycling.

7.2. Marketing and awareness

7.2.1. Providing travel information and raising awareness of the benefits of sustainable travel are key objectives of this Travel Plan. The TPC will be responsible for leading on the marketing and awareness component of the Travel Plan across the site. The marketing and awareness will be built upon 3 major components:

- A Travel Welcome Pack
- Personalised travel planning
- Ongoing awareness / events

7.3. Travel Welcome Pack

7.3.1. The Welcome Pack will be the primary means of informing staff about their travel options. The guide will include the following:

- Information on walking, including local walking maps to local destinations with the walking times listed in minutes as well as by distance;
- Information on cycling, including information about local cycle shops, information on cycle training and cycle safety and cycling maps;
- Information on local public transport, including route information, timetables and ticket information;
- Details of the local car clubs, including how they work, instructions on how to join and the potential benefits;
- An offer to take part in a personalised travel planning session with the TPC/TPch;



- Promotion of LBC cycle training scheme;
- Details of safe routes to local schools and school transport services;
- Details of key destinations in the vicinity such as shops, leisure facilities and doctors surgeries;
- Promotion of less polluting vehicles; and
- Contact details for the TPC / TPch and details of the TP website.

7.4. Personalised Travel Planning

7.4.1. The Travel Welcome Pack for staff will include an offer of personalised travel planning. The personalised travel planning service will be aimed at helping staff make informed decisions about their travel. The TPC will provide advice for regular commuting journeys and details of sustainable access to key destinations, for the staff in question. This will be promoted and offered throughout the life of the travel plan.

7.5. Notice boards

7.5.1. Travel plan notice boards will be installed at prominent locations within the development. The material displayed will be designed to promote travel plan measures such as walking, cycling and public transport to staff. It should also be used as a way of promoting any forthcoming transport events and competitions. It will be updated regularly by the TPC.

7.6. Supporting walking & cycling

- 7.6.1. The Welcome Pack will include information on safe walking routes to the main destinations and attractions in the area, for example, walking routes to public transport hubs.
- 7.6.2. The Welcome Pack will also contain cycle maps, locations of cycle parking, local cycle repair shops and information on free cycle training and details of local cycle groups.
- 7.6.3. The Welcome Pack will provide advice on bike security, including security marking detailing how to lock a bike most effectively and advice on best locks to



buy. It will also provide details of local cycling groups and invite staff to join a Bike User Group (BUG).

7.6.4. A total of seven cycle parking spaces are to be provided within the basement in accordance with TfL's guidelines.

7.6.5. The TPC will arrange for 'Dr Bike' visits to the building to provide advice and make basic repairs to bicycles. The frequency of the visits will depend on the uptake.

7.7. Supporting public transport

7.7.1. The Welcome Packs will provide information on the location of bus stops, local bus routes and times, details of the bus operators and of tickets available. It will also contain information on train timetables and operators. This information will also be provided on notice boards. They will also include details of realtime information (online, on mobile apps and at bus stops) as these tools make using the bus much more convenient and therefore attractive.

7.8. Car parking management

7.8.1. The car park will only be accessible via a secure fob entry system.

7.9. Encouraging more sustainable car use

7.9.1. Zipcar car clubs also currently operate in the area and details on the location of the bays, the benefits of joining a car club and how to register for use will be promoted to staff within the Welcome Packs.

7.9.2. A car club has been contacted regarding the potential of providing on-street parking as part of the development.

7.10. Travel Plan Website

7.10.1. A dedicated website for use by staff will be established by the TPC which will provide details on local sustainable travel access, including;

- Travel Plan news;
- Information on travel initiatives;
- Details of walking and cycling routes and links to useful websites e.g. walkit.com;
- Public transport timetables;
- Access to car club booking facilities; and



- Links to local cycle groups.

7.11. Summary

7.11.1. A summary of the proposed measures and the user group to which each measure applies is shown in Table 14.

■ **Table 14: Summary of measures**

Target	Measure	Responsibility	Target Date for Completion
Reduce car journeys to the site	Travel Welcome Packs	TPC / TPch	By occupation
	Travel Plan website	TPC / TPch	By occupation
	Notice Boards	TPC / TPch	By occupation
	PTP	TPC / TPch	Ongoing
Increase walking trips	Infrastructure improvements	Developer	Prior to occupation
	Participation in walking promotions	TPC / TPch	Ongoing
Increase cycling	Cycle parking	Developer	Prior to occupation
	On site bike Dr sessions	TPC / TPch	Ongoing
	Cycling information events	TPC / TPch	Ongoing
	Bicycle User Group	TPC / TPch	Ongoing
Increase PT trips	Public Transport Information	TPC / TPch	Ongoing



8. Monitoring

8.1. Introduction

8.1.1. The TP is part of a continuous process of improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the site. This chapter sets out the proposals for the monitoring and review of the Plan.

8.2. Monitoring Plan

8.2.1. The monitoring of the TP will take place throughout its 5 year life. All monitoring will follow the most up-to-date TfL best practice guidance (which currently requires TRAVL or iTRACE compliant surveys), and will be the joint responsibility of the management company and the individual occupiers.

8.2.2. The monitoring programme will begin with the initial travel survey, to be undertaken within 3 months of the development being occupied. This will be undertaken in line with the current guidance, which currently recommends the use of TRAVL and/or iTRACE.

8.2.3. The targets set out in this TP may be revised based on the results of the initial travel survey if the modal split is found to be considerably different from the expected modal split. The targets will be discussed with LBC before being finalised.

8.2.4. Further travel surveys will take place in years 3 and 5 of the development to monitor progress towards the interim and final targets.

8.2.5. In addition, the use of the cycle parking spaces will be monitored regularly during the spring/summer months to determine whether additional facilities are needed. Feedback from staff will also be included in monitoring reports.

8.3. Monitoring Reports

8.3.1. The TPC will submit monitoring reports to LBC in years 1, 3 and 5. The reports will include the results of any development wide surveys conducted and the details of any new measures introduced. These will be funded by the developer.

8.3.2. After 5 years, a final full review of the Travel Plan will be sent to LBC. If the targets are met, the Travel Plan condition will be discharged and implementation will continue on a voluntary basis.



- 8.3.3. If after 5 years the targets have not been met, then the management company will retain responsibility for the Travel Plan and continue to implement measures and monitor until targets are achieved. If necessary, new measures may need to be introduced and this will be discussed and agreed with LBC.

9. Action Plan

9.1. Introduction

9.1.1. This chapter draws together all the proposals for implementation, monitoring and review of the Plan. The actions which will be undertaken are summarised in the action plan, which indicates how the various elements of the plan will be managed and how the actions will be prioritised.

9.1.2. The Action Plan is shown below in Table 10.

Table 10: Action Plan

Action	Objective / reasoning	Timescale	Responsibility
Appoint TPC	Provide a central figure for coordinating the travel plan	3 months prior to initial occupation	Developer
Installation and promotion of cycle parking spaces	To meet requirements and support objectives to maximise accessibility by active modes	During construction	Development Project Manager
Design and produce Travel Welcome Pack and Website	To support the TP objectives	Prior to opening	TPC
Setting up of Travel Plan notice boards in prominent locations	Support TP objectives to maximise awareness of travel options	Prior to opening	TPC and TPch
Undertake PTP with staff	To support the TP objectives	Ongoing – offered on occupation and publicised throughout the TP	TPC
Run Bike Week events	To support the TP objectives	Annually	TPC, TPch, BUG, local cycling groups
Source discounts for staff with local cycling retailers	To encourage the uptake of cycling	Prior to opening	TPC
Initial Travel Survey	Confirm baseline mode split to ensure targets are representative and realistic	Within 3 months of occupation	TPC / TPch



Travel Plan monitoring	Measure progress towards targets and update actions if necessary	Years 1, 3 and 5 (at same time of year as initial survey)	TPC / TPch
Submission of monitoring reports	To fulfil the role of TPC	Following monitoring surveys	TPC
Final Travel Plan assessment	Ensure targets have been achieved	Year 5	TPC



Appendix

9.2. Appendix A – Policy and Guidance

National Planning Policy Framework (2012): Chapter 4 - Promoting Sustainable Transport

This document states that transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. New developments should take the following into account:

- the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
- safe and suitable access to the site can be achieved for all people; and
- improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

The guidance states that new development 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, avoiding street clutter and where appropriate establishing home zones;
- incorporate facilities for charging plug-in and other ultra-low emission vehicles; and
- consider the needs of people with disabilities by all modes of transport.

The guidance states that key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.



DfT Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)

This travel planning best practice guidance “is intended to set out best practice actions that can be taken to produce high-quality, robust travel plans”. This guidance has been taken in to consideration when producing this travel plan to ensure that it is suitable for the site and will provide numerous benefits to the target audience (staff).

TfL Travel Plan Guidance (2011)

The ‘Guidance for Workplace Travel Planning for Development’ (2008) and “Guidance for Residential Travel Planning in London” (2008) have been replaced with a single guidance document ‘Travel planning for new development in London: Incorporating deliveries and servicing’ (2011). As indicated in the title, this guidance now also requires deliveries and servicing associated with new developments to be taken into consideration.

This guidance has been updated to reflect the considerable development in the production of travel plans since the original guidance was produced in 2008.

The guidance outlines the necessity for strategic-level travel plans and local-level travel plans based on the differing sizes of development.

This guidance has been adhered to in the preparation of this travel plan and has been used to determine the type of travel plan necessary.

Mayors Transport Strategy, (2010)

One of the key proposals of the Mayor’s Transport Strategy (MTS) is to encourage more walking and cycling.

Cycling

The Mayor has set a target to achieve a 5% modal share for cycling (currently two per cent) by 2026, which equates to an approximate 400 per cent increase compared to 2000.

The MTS highlights the role that employers and developers must play in helping to achieve this target including through the provision of cycle parking (Proposal 57).

This FTP sets out both hard and soft measures that will be implemented and will assist to increase the numbers cycling in London.



Walking

The MTS highlights that walking can help reduce congestion on local road, bus, Underground and rail routes. In addition, one of the Mayor's proposals (Proposal 62) is to promote the health and environmental benefits of walking.

The measures outlined in this FTP aim to help reduce congestion on public transport networks through walking.

LB Camden Core Strategy

The Core Strategy sets out the key visions for the borough up to 2025 and forms the main part of the LDF. The Council's overall strategy to growth is to promote the provision of homes and jobs in areas with significant redevelopment opportunities at, or near transport hubs (Core Strategy 1.6).

In transport terms, the main focus of the core strategy is to make the best use of land by seeking development that makes full use of its site and surroundings in terms of transport accessibility (Policy CS1). Furthermore, the council expect high density development in Central London and locations well served by public transport (CS1).

LB Camden Development Policies

LB Camden's Development Policies set out the detailed planning criteria that is use to determine applications for planning permission in the borough.

On walking, cycling and public transport, Policy DP17 states that developers should make provision for pedestrians, cyclists and public transport users. In particular, features such as high quality cycle parking, workplace showers and lockers should be provided.

Furthermore, the Council strongly encourage the use of car clubs and pool car share schemes.

Policy DP18 also states that the provision of electric charging points should be supplied as part of any car parking provision.

The Development Policies document also highlights throughout that Travel Plans play an important part in minimising the traffic impact of a development and that *'the Council will expect proposals to provide information on the impacts of the development and steps that*



will be taken to mitigate against those impacts through a Travel Plan.' (Policy DP16 & 16.18).