

**TRAVEL PLAN**  
**LAND TO THE REAR OF**  
**202-204 FINCHLEY ROAD,**  
**CAMDEN**  
**'PROJECT OASIS'**

**Client: Tindall Overseas**

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## **CONTENTS**

<b>SECTION 1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
<b>SECTION 2</b>	<b>EXISTING SITE AND DEVELOPMENT PROPOSAL .....</b>	<b>4</b>
<b>SECTION 3</b>	<b>OBJECTIVES .....</b>	<b>5</b>
<b>SECTION 4</b>	<b>TRAVEL SURVEY RESULTS.....</b>	<b>7</b>
<b>SECTION 5</b>	<b>ACCESSIBILITY .....</b>	<b>11</b>
<b>SECTION 6</b>	<b>INFRASTRUCTURE PROVISION .....</b>	<b>16</b>
<b>SECTION 7</b>	<b>MEASURES.....</b>	<b>18</b>
<b>SECTION 8</b>	<b>TARGETS AND MONITORING.....</b>	<b>23</b>
<b>SECTION 9</b>	<b>REFERENCES.....</b>	<b>25</b>

## **FIGURES**

<b>FIGURE 1.1</b>	<b>SITE LOCATION PLAN</b>
<b>FIGURE 4.1</b>	<b>STAFF HOME POSTCODES</b>
<b>FIGURE 4.2</b>	<b>STAFF HOME POSTCODES (WITHIN 5KM)</b>
<b>FIGURE 5.1</b>	<b>WALKING AND CYCLING DISTANCES PLAN</b>
<b>FIGURE 5.2</b>	<b>CYCLE ROUTE PLAN</b>
<b>FIGURE 5.3</b>	<b>PUBLIC TRANSPORT PLAN</b>
<b>FIGURE 5.4</b>	<b>BUS ROUTE PLAN</b>

## **APPENDICES**

<b>APPENDIX A</b>	<b>PROPOSED SITE LAYOUT PLAN</b>
<b>APPENDIX B</b>	<b>STAFF TRAVEL SURVEY RESULTS</b>
<b>APPENDIX C</b>	<b>BUS TIMETABLE INFORMATION</b>
<b>APPENDIX D</b>	<b>DELIVERY VEHICLE TRACK PLOTS</b>
<b>APPENDIX E</b>	<b>EXAMPLE TRAVEL SURVEY FORM</b>

## **SECTION I INTRODUCTION**

### **I.1 Background**

- I.1.1 This Travel Plan has been prepared in support of a planning application for a new BI office development with access and car parking on land to the rear of 202-204 Finchley Road, Camden. A site location plan is provided as Figure I.1.
- I.1.2 The existing site comprises a main building, located to the front of the 202-204 Finchley Road site which received planning consent for BI office use in December 2005 with 38 car parking spaces and access from Finchley Road. This application is for a new office building located at the rear of the site, which currently accommodates a bungalow and a separate storage building.
- I.1.3 The site is located on Finchley Road, which is identified by the Camden Unitary Development Plan (UDP) and Local Implementation Plan as a highly accessible corridor. The Travel Plan outlines a proposed policy towards sustainable travel for the new building and identifies a package of measures that will enable and encourage staff to walk, cycle or use public transport to travel to work.

### **I.2 Travel Plan Scope**

- I.2.1 Travel Plans are typically a package of practical measures implemented at a site or by the occupier to encourage employees and visitors to choose alternatives to driving to the site alone by car. Such documents should be tailored to a particular site and include a range of measures which will make a positive contribution to sustainable transport objectives, thereby making alternatives to single occupancy car use more feasible and attractive to employees and visitors.
- I.2.2 The existing building already has a Travel Plan. Therefore, this Travel Plan covers the proposed development only. The development is for a BI office use and it is expected that it will be occupied by two companies. These will be Prime Interaction, who will be relocating from the existing office building at the front of the site, and another larger subsidiary of Tindall Overseas.
- I.2.3 This Travel Plan will focus on staff travel to work. Initially the two occupiers are expected to employ a total of some 40 staff on site, both full time and part time. This is likely to grow to an eventual total of 87 employees. It is assumed that the development will receive only a small number of visitors.

### **1.3 Relevant Transport Policy**

#### National Guidance

- 1.3.1 Planning Policy Guidance Note 13 (PPG13), Transport, sets the policy background for the development of Travel Plans. Paragraphs 87 to 91 in particular, identify the benefits of implementing Travel Plans in order to achieve sustainable transport objectives. These objectives include the need to reduce the overall use of the private car (particularly for single occupancy journeys) and measures to promote walking, cycling and public transport use as alternatives to the private car. PPG13 requires that Travel Plans be produced for new development proposals that may generate a significant demand for travel.
- 1.3.2 PPG13 aims to promote walking and cycling for shorter journeys and considers that walking forms the most important mode of travel at the local level with the potential to replace car trips for journeys of up to 2km. PPG13 also considers that cycling has the potential to substitute for car trips of up to 5km and also to form part of a longer journey by public transport.

#### Local Guidance

- 1.3.3 The London Borough of Camden (LBC) has developed a Green Transport Strategy. The main theme of this document is to reduce dependence on private vehicles, and maximise the potential of walking, cycling and public transport as alternative methods of travel. The document requires development in Camden to be located so as to promote this change. The strategy promotes the development of workplace Travel Plans to promote walking, cycling and public transport use as well as green servicing strategies where appropriate. Under the umbrella of this document, Camden has developed a Walking Plan and a Cycling Plan which establish a strategy for encouraging walking and cycling in the Borough. A Camden Green Travel Network has been set up to support and encourage the development of green travel plans by local employers.

### **1.4 Structure**

- 1.4.1 This document is structured as follows:

- Section 2 describes the existing site layout and the development proposals;

- Section 3 describes the objectives and benefits of the plan;
- Section 4 presents the results of the staff travel survey;
- Section 5 describes the existing walking, cycling and public transport accessibility of the site;
- Section 6 sets out the infrastructure that will be provided by the developer as part of the development proposals, including the Servicing Management Plan;
- Section 7 sets out the measures that the occupiers will be encouraged to promote to manage demand and non-car mode travel to the site;
- Section 8 puts forward the Travel Plan targets;
- Section 9 provides the implementation and monitoring strategy of the Travel Plan; and
- Section 10 provides references.

## **SECTION 2            EXISTING SITE AND DEVELOPMENT PROPOSAL**

### **2.1     Existing Site – Uses, Access and Layout**

- 2.1.1    The existing main building is located at the front of the site, comprising some 1,839sqm of BI office space on the ground and first floors and seven residential apartments on the second, third and fourth floors. The existing office space is predominantly occupied by Allied Irish Bank (GB) which occupies some 1,526sqm. Tindall Overseas retains an office of some 313sqm on the ground floor building.
- 2.1.2    There are 39 existing car parking spaces, located to the side and rear of the site. These spaces are allocated to the existing businesses and residential apartments.
- 2.1.3    Access to the site is from Finchley Road, via an archway under the existing building. The archway has a height restriction of 3.2m. Within the archway an entry barrier controls vehicular access into the site.

### **2.2     Development Proposal**

- 2.2.1    The proposal is for the redevelopment of an area of land at the rear of the 202-204 Finchley Road site to provide a new three-storey building totalling 1,493sqm Gross Floor Area (GFA) for BI office use. A proposed site layout plan is provided in Appendix A.
- 2.2.2    The new building will replace the existing bungalow and storage building. Eight of the existing car parking spaces for 202-204 Finchley Road will also be removed as part of the proposal. These will be replaced by five new car parking spaces under the first floor cantilever of the new building. With development, there will be a total of 36 spaces provided on the site.

## **SECTION 3            OBJECTIVES**

### **3.1       Objectives**

3.1.1    The site is in a highly accessible location. The Travel Plan sets out a sustainable transport strategy for the proposed new building. The headline objective for the plan is:

- **To reduce the number of car journeys to the site, particularly those by single occupancy vehicle, in line with the objectives of PPG13.**

3.1.2    The plan has the following secondary objectives:

- To reduce the need for travel to the site;
- To support a range of sustainable transport alternatives to provide future employees and visitors with options for travel to the site;
- To develop an awareness of the options for sustainable travel to work amongst future employees of the site; and
- To minimise the impacts of car based travel to the site on the local road network and environment.

### **3.2       Benefits**

#### **Benefits to Future Employees**

3.2.1    The Travel Plan will offer the following benefits to future employees:

- Increased opportunities for accessing the work place by non car modes;
- Individual cost savings, for example through reduced weekly travel costs through the ability to purchase a monthly or annual public transport season ticket;
- Improved health levels through increased walking and cycling and reduced stress levels in terms of travel to work;



- Greater convenience in terms of travel choice and information availability; and
- Opportunities for better home / work balance.

#### Benefits to the Future Occupier

- Improved staff satisfaction and retention by improving ease of travel to work and by providing associated travel related staff benefits;
- Benefits to staff recruitment due to the creation of a larger potential labour pool and the ability to recruit workers without access to travel by private car; and
- A healthier and more productive workforce. The Department for Transport (DfT) considers that:

**'Improved health as a result of extra exercise by those walking and cycling can reduce absenteeism and increase productivity. In addition, the stress and fatigue of driving can be reduced through increased travel by public transport'.**

#### Community and Environmental Benefits

- The plan will help to reduce the impact of traffic generated by the site on the local highway network;
- The Travel Plan will help to reduce the impact of the site on the environment by reducing CO<sub>2</sub> emissions through fewer journeys. This will help to contribute to both local air quality management and national climate change reduction targets;
- The Servicing Management Plan provided in Section 4 of this report will help to reduce and manage the impact of service vehicles on neighbours and the local highway network; and
- The measures contained within this plan will also help to reduce the impact of transport related noise from the development.

## **SECTION 4 TRAVEL SURVEY RESULTS**

### **4.1 Staff Travel Survey Methodology**

- 4.1.1 A staff travel survey was undertaken amongst the future occupants of the proposed office building. The survey was designed to understand how staff travel to their existing place of work and the likely future staff travel patterns to the new site. The survey was undertaken during the week beginning 12 November 2007.
- 4.1.2 A survey form was sent to representatives of the two companies expected to occupy the new development, 'Prime Interaction' and another subsidiary of Tindall Overseas. Eight members of Prime Interaction's staff are currently employed in the existing building at 202-204 Finchley Road and will move within the site to the new building. The 42 employees of the subsidiary will relocate from a site in central London. Of these 32 are expected to be employed within the new building and the remaining ten will occupy the premises vacated by Prime Interaction. The new building will therefore accommodate some 40 personnel to start with. It is expected that the total number of personnel on site will eventually grow to 87 over a five year period.
- 4.1.3 A member of staff at each company was asked to interview all the staff present. A total of 50 staff were interviewed, 8 at Prime Interaction and 42 at the other subsidiary. All the members of staff who will relocate to Finchley Road and/or occupy the new building were interviewed.
- 4.1.4 A copy of the spreadsheets containing the full survey results is included at Appendix B. The following paragraphs summarise the findings of the survey.

### **4.2 Staff Travel Survey – Results**

#### Home Postcodes

- 4.2.1 The survey asked staff to provide their home postcodes. These have been plotted on a map to produce Figures 4.1 and 4.2. Figure 4.1 shows the home postcode locations of the employees of both occupying companies. It can be seen that whilst there is a cluster of staff living in the northwest London area, others are scattered across the Greater London area. Four staff members live outside the M25.

- 4.2.2 Figure 4.2 shows the home locations of staff who live within 5km of the site in Finchley Road. Potentially those living in this area are within a realistic cycling distance of the site. Those within 2km of the site are considered to be within walking distance. (Government policy guidance on transport given by PPG13 considers that walking forms the most important mode of travel at the local level with the potential to replace car trips of up to 2km and that cycling has the potential to replace trips of up to 5km in length).
- 4.2.3 Of the eight staff members who have stated that they will use a car to travel to work at the new site, six have home postcodes in the NW1 to NW11 prefix. It is therefore considered that there is potential for some car drivers to change their mode of transport to work to walking, cycling or car sharing, at least occasionally.

#### Modal Split

- 4.2.4 In terms of modal split, the survey found that in the existing locations, only eight staff members (16%) used a car to travel to work (two of these drove electric cars) and all drove alone. Five of these were employees of Prime Interaction and three drove to the subsidiary company's premises in central London. Two people rode motorised two-wheelers, one person walked and one cycled. The large majority, 38 (76%), used some form of public transport (bus, rail and/or underground). 16 respondents (32%) used more than one public transport mode in the course of their journey to work.
- 4.2.5 Staff were also asked to indicate how they thought that they would travel to work when the new building was occupied. The same number of staff said they would drive to work (16%) or ride motorcycles or mopeds (4%). However four more members of staff than at present declared that they would walk and one more said they would cycle, increasing the mode share for walking and cycling combined from 4% to 14%. As a result the proportion saying they would use public transport to reach their place of work fell to 66%. The survey therefore did not predict any change in the overall share for non-car modes of transport.
- 4.2.6 Table 4.1 shows the existing and predicted future modal split for travel to work based on the survey results.

**Table 4.1 – Modal Split for Travel to Work**

Mode of Travel	Existing Modal Split	Future Modal Split
	%	%
Car - Drive Alone	16	16
Car Share (Driver/Passenger)	0	0
Walk	2	10
Cycle	2	4
Bus	12	12
Underground	42	32
Train	22	22
Motorcycle / Moped	4	4
<b>Total</b>	<b>100</b>	<b>100</b>

Source: Staff Survey Results

- 4.2.7 Table 4.1 indicates that the mode share for single occupancy car use is not likely to increase for travel to the new site.

#### 4.3 Travel Survey Conclusions

- 4.3.1 It should be noted that the future modal split is indicative only, as in practice, staff may choose to use a different mode than stated in the survey, or may experience difficulties with their stated mode causing them to change. Future modal split may also be affected by staff turnover and increases in staff numbers which may alter home postcode distributions.
- 4.3.2 The survey has demonstrated that the mode share for travel to work by car is only 16% and that this is likely to remain constant when staff relocate to the new site.
- 4.3.3 The survey results indicate that the following travel plan areas have the greatest potential to impact on modal choice:
- Measures to promote car sharing – including the possible allocation of dedicated parking bays for car sharers and setting up an in-house / joining a car share database, etc;
  - Measures to promote walking – a number of the future staff live within walking distance of the new site; promotion of the health benefits and information on walking routes could encourage more pedestrian trips;

- Measures to promote cycling – including provision of secure cycle parking, changing and locker facilities, promotion of the health benefits and information on cycling routes, etc.

## **SECTION 5            ACCESSIBILITY**

### **5.1     Walking**

- 5.1.1 PPG13 considers that walking is an appropriate mode of travel for journeys of up to 2km in length. Figure 4.1 shows a 2km walking distance from the site. This distance includes the areas of Hampstead, West Hampstead, Gospel Oak, South Hampstead, Primrose Hill and Kilburn.
- 5.1.2 Footways are provided on both sides of Finchley Road. Outside the site, on the eastern side of the road, the footway is some 3.3m in width, increasing to between 4 and 5m south of the site. On the western side of the road, the footway varies between 2m and 3m in width. A controlled pedestrian crossing is provided approximately 100m to the south of the site. There is a central refuge island located just to the north of the site entrance that assists crossing. Finchley Road is well lit, with street lights at approximately 50m intervals.
- 5.1.3 The walking route to Finchley Road London Underground (LU) Station and the O2 Centre (providing shopping and entertainment facilities) located to the south of the site is therefore of a good standard. To access these facilities, pedestrians from the site will walk in a southbound direction, cross Finchley Road at the controlled crossing described above and walk along the footway on the western side of the road. There are two side roads to cross, both with narrowed entrances, dropped kerbs and tactile paving. Just north of Finchley Road LU station there is a further signalised junction with controlled pedestrian crossing facilities.

### **5.2     Cycling**

- 5.2.1 PPG13 also suggests that journeys of up to 5km may be undertaken by bicycle. Figure 5.1 also indicates the 5km cycle distance from the site. This plan shows that the cycling catchment area for the site extends to Hampstead, Willesden, Camden Town and Paddington.
- 5.2.2 The bus lane on both sides of Finchley Road provides a route for cyclists. Camden also has numerous local cycle route facilities and these are shown on Figure 5.2.

- 5.2.3 Two Sheffield cycle stands are currently provided on in the car park, providing parking for 4 bicycles. The AIB Office has two additional cycle parking spaces located outside their side entrance. This proposal will include additional cycle parking for the new building, described in the following Section 6 of this report.

### 5.3 Public Transport

- 5.3.1 The Camden Local Implementation Plan considers Finchley Road to be a route with 'high public transport accessibility'. As such, the site is highly accessible by public transport, with three stations (LU and rail) and regular and frequent bus routes located within a close proximity.
- 5.3.2 Figure 5.3 provides a public transport plan showing the location of the bus stops, underground and rail stations and compares the locations of these facilities to walking distance guidelines given by both LBC and Transport for London (TfL).

#### Bus

- 5.3.3 LBC suggests that the maximum walking distance to a bus stop is 400m or 5 minutes<sup>1</sup>. TfL suggests that the maximum walking distance to a bus stop is 640m or 8 minutes<sup>2</sup>. The closest northbound bus stop is located directly opposite the site entrance, less than a one minute walk from the site. Pedestrians can cross Finchley Road using either the nearby central refuge island or the Arkwright Road signalised junction to the north. The southbound bus stop is located less than 100m to the south of the site entrance. Both bus stops are well lit and passenger waiting facilities include bus shelters and timetables.
- 5.3.4 Table 5.1 indicates bus routes and frequencies for these stops. Bus routes are also marked on Figure 5.4. Buses connect to a range of destinations including Central London destinations such as Oxford Street, Piccadilly Circus and Aldwych as well as Greater London destinations including Golders Green, North Finchley and Edgware. During the weekday peak hours (07.00-09.00 and 16.30-18.30), at least 20 buses per hour pass the site (one bus every three minutes), with a maximum of 32 buses per hour passing the site between 0700 and 0800 (just over one bus every two minutes). During the weekday daytimes some 20 buses per hour pass the site. Bus timetables are provided in Appendix C.

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<sup>1</sup> Source: Camden UDP

<sup>2</sup> Source: TfL Transport Assessment Best Practice Guidance, May 2006



**Table 5.1: Bus Routes and Frequencies**

No	Route	Frequency		
		Mon-Fri AM Peak	Mon-Fri Daytimes	Sat/Sun Daytimes
13/N13	Golders Green – Swiss Cottage – Oxford Street – Picadilly Circus – Aldwych	5-8 mins	7-8 mins	9/12 mins
82	North Finchley – Golders Green – Swiss Cottage – Marble Arch – Victoria	5-8 mins	8 mins	8/12 mins
113	Edgware – Mill Hill – Hendon – Brent Cross – Swiss Cottage – Oxford Circus	7-10 mins	10 mins	10/20 mins

Source: Bus Timetable Information

London Underground (LU) and Rail

5.3.5 LBC suggests that the maximum walking distance to an underground station is 800m or 10 minutes<sup>3</sup>. Transport for London suggests that the maximum walking distance to access rail, underground and light rail services is 12 minutes or 960m<sup>4</sup>. On this basis, the following stations are located within walking distance of the proposed development:

- Finchley Road and Frognal Station – 30m (1 min);
- Finchley Road LU - 450m (6 mins); and
- West Hampstead Station - 950m (12 mins).

5.3.6 Finchley and Frognal Station is located on the North London line. Trains are operated by Silverlink and run in the direction of either Stratford or Richmond. Stratford is one of the busiest transport interchanges outside Central London, providing onward connections to a wide range of local and regional destinations. West Hampstead Station offers rail services to Luton, Sutton and Moorgate, (and is also the next stop on the Silverlink line in the direction of Richmond).

<sup>3</sup> Source: Camden UDP<sup>4</sup> Source: TfL Transport Assessment Best Practice Guidance document (May 2006)



5.3.7 Table 5.2 provides a summary of rail routes and frequencies from these stations.

**Table 4.2: Rail Services and Frequencies**

Station	Direction	Frequency		
		Mon-Fri AM Peak	Mon-Fri Daytime	Sat/Sun Daytimes
Finchley Rd + Frognaal	Stratford	5 per hr	4 per hr	4 per hr (Sat) 2 per hr (Sun)
	Richmond	4 per hr	4 per hr	4 per hr (Sat) 2 per hr (Sun)
West Hampstead	Luton	2-3 per hr	2-3 per hr	4 per hr (Sat & Sun)
	Moorgate	7 per hr	6 per hr	4 per hr (Sat & Sun)
	Sutton	3 per hr	2 per hr	4 per hr

Source: National Rail Enquiries

5.3.8 Finchley Road Underground Station is on the Jubilee and Metropolitan lines. The Jubilee Line runs between Stanmore and Stratford and provides a connection to central London destinations including London Waterloo and London Bridge. Metropolitan line services run from Uxbridge/Amersham/Watford to Aldgate and provide connections to Euston, Kings Cross and Liverpool Street Stations.

#### Public Transport Accessibility Level (PTAL)

5.3.9 The accessibility of the site to the public transport network has been measured quantitatively using the PTAL rating system. This measure assigns a value between 1 and 6 to a 'point of interest', which in this case is the site entrance. A PTAL score of 1 indicates a low level of accessibility to public transport and a score of 6 indicates a high level. The methodology for calculating the PTAL has been taken from Appendix B of TfL's guidance document 'Transport Assessment Best Practice (May 2006)'.

5.3.10 In order to carry out the PTAL assessment the following have been identified:

- The public transport service access points within TfL's maximum walking times/distances of the point of interest;
- The public transport services available at the access points within the catchment area during the morning peak hour (0800-0900);

- The routes and frequencies of the available services; and
- Walking distances from the point of interest to the public transport access points.

5.3.11 Table 5.3 provides a summary of the input to the calculation and the results obtained from it. The calculations are provided in full in the Transport Statement that accompanies this Travel Plan.

**Table 5.3: Summary of PTAL Calculation for Proposed Development.**

Stop	Route	Distance (m)	Frequency (per hour)	Accessibility Index
<u>Rail</u>				
Finchley Rd & Frognal	To Stratford	40	5	4.14
West Hampstead	To Moorgate	850	7	0.96
West Hampstead	To Sutton	850	3	0.70
<u>London Underground</u>				
Finchley Road	Jubilee Line	350	15	4.21
Finchley Road	Metropolitan Line	350	12	1.97
<u>Bus</u>				
Finchley Rd	13/N13	20	8	5.00
Finchley Rd	82	20	8	2.50
Finchley Rd	113	20	6	2.07
<b>Overall Accessibility Index</b>				<b>21.54</b>

Source: Bus Timetables, National Rail Enquiries, TfL website.

5.3.12 According to Table 5.3, the sites overall accessibility index is 21.54. According to the guidance this value falls into PTAL Band 5. Locations rated in PTAL Band 5 are described as having 'very good' accessibility to public transport.

## 5.4 Summary

5.4.1 The site is located opposite a railway station and well within acceptable walking distance of an underground station. Bus stops are located within 100m of the site in both directions and are served by at least 20 buses per hour. Finchley Road has a high standard of footway provision and good links to the local cycle network. The office development achieves a PTAL rating of 5 which means that it has very good accessibility to public transport. Overall, the site has a very high existing level of accessibility by non-car modes of transport, and the infrastructure and measures proposed as part of the Travel Plan will aim to promote and encourage the use of these modes by staff working in the proposed new building.

## **SECTION 6      INFRASTRUCTURE PROVISION**

### **6.1      Introduction**

- 6.1.1 This section of the report describes the Travel Plan infrastructure that will be provided as part of the development proposal.

### **6.2      Vehicular Access**

- 6.2.1 Vehicular access to the site will continue to be provided via the existing archway access from Finchley Road. The existing entry barrier will remain in place.

### **6.3      Pedestrian and Cycle Access**

- 6.3.1 The majority of staff will access the site on foot. Pedestrian and cycle access will be provided via the existing archway access from Finchley Road. There is sufficient space for pedestrians to pass to the side of the entry barrier and this feature acts to ensure that vehicle speeds on entry to/exit from the site are very low. This, in conjunction with good visibility through the archway, creates an environment suitable for shared use by vehicles and pedestrians.

### **6.4      Cycling**

- 6.4.1 Four new Sheffield cycle stands, providing eight new cycle parking spaces will be provided in line with LBC UDP guidelines.

### **6.5      Shower, Changing and Locker Facilities**

- 6.5.1 The lower ground floor of the proposed building will incorporate a shower, changing and locker facilities. These facilities can be accessed by the mobility impaired.

### **6.6      Electric Car Charging Points**

- 6.6.1 There are two existing electric car charging points on the site. The travel survey has identified that two members of staff already use electric cars. To encourage the use of this type of vehicle, Tindall Overseas will provide three additional charging points for electric cars in the car park.

### **6.7      Motorcycle Parking**

- 6.7.1 Three dedicated parking spaces for motorcycles/moped will be provided.

## **6.8 Servicing Management Plan Outline**

- 6.8.1 The following paragraphs provide an outline for a servicing management plan. This document will be produced, in line with LBC's guidance, for submission to LBC *before works commence on the site.*

### Deliveries and Servicing

- 6.8.2 All servicing will be undertaken within the site. The height of the archway into the site (3.2m) restricts the size of vehicle that can be used to service the proposed new building. As a result, the largest vehicle that will be used for servicing is a large transit van. Tindall Overseas considers that this size of vehicle is sufficient for the servicing needs of the proposed development. A TRACK plot showing that a large transit van can access, egress and turn within the site is provided in drawing no ITB2085-GA-002 in Appendix D. This Track plots shows that a large transit van is able to enter and leave the site in a forward facing direction.
- 6.8.3 A 3.5m x 8m service bay will be provided for parking of service vehicles and will be located to the south of the existing building. This is marked on drawing ITB2085-GA-002 in Appendix D.
- 6.8.4 The nature of the use suggests that the office building will require a relatively small number of deliveries, such as postal deliveries and stationary. This low volume of movements and the small size of vehicles to be used mean that deliveries to the site will have little impact on the site's neighbours and the surrounding local highway network. The impact is considered to be sufficiently low that it is not considered necessary to restrict the times of day that deliveries to the site can be received.

### Refuse Collection

- 6.8.5 Refuse bins are stored just inside the site entrance. This area will be expanded to allow space for the additional bins required for the new development. It is understood that refuse vehicles currently stop on Finchley Road and that bins are collected manually from this area. This situation will continue with development.

## **6.9 Timescale**

- 6.9.1 Tindall Overseas will ensure that all of the above infrastructure measures are in place prior to first occupation of the development.

## **SECTION 7            MEASURES**

### **7.1      Introduction**

- 7.1.1 It is expected that the new building will be occupied by two companies. These are Prime Interaction, who will be relocating from the existing office building on the site, and a larger subsidiary of Tindall Overseas. This section of the report sets out the potential measures that will be adopted by these future occupiers.

### **7.2      Travel Plan Co-ordinator Role**

- 7.2.1 Tindall Overseas will appoint a Travel Plan Co-ordinator (TPC) to oversee the implementation and monitoring of the measures described in this section of the Travel Plan. This will be a part-time role that will be undertaken by a permanent member of the staff of the larger subsidiary company in addition to other duties. The name of the TPC will be supplied to LBC prior to occupation of the building. The TPC will carry out the following functions:

- Raise awareness of the Travel Plan amongst the staff of the two companies occupying the development;
- Co-ordinate delivery of the measures outlined Section 7.3 of the Travel Plan;
- Organise annual staff travel surveys for three years from the date of occupation to monitor progress against targets;
- Monitor the progress of the Travel Plan including reviewing measures and targets as necessary;
- Provide feedback to the management and staff; and
- Liaise with the local authority as necessary.

### **7.3      Measures**

- 7.3.1 The following paragraphs set out the measures that will be adopted by the future occupiers of the building.