



The Honourable Society of Lincoln's Inn

Interim Travel Plan Report

October 2015

The Honourable Society of Lincoln's Inn



The Honourable Society of Lincoln's Inn

Interim Travel Plan Report

October 2015

The Honourable Society of Lincoln's Inn

Lincoln's Inn
London WC2A 3TL

Issue and revision record

Revision	Date	Originator	Checker	Approver	Description
A	14 July 2015	A Radford	M Croot	A Redhead	1 st Issue for comment
B	20 July 2015	A Radford	M Croot	A Redhead	For Planning
C	29 July 2015	A Radford	M Croot	A Redhead	Revisions to car and motorcycle parking provision
D	02 October 2015	A Radford	M Croot	A Long	Revisions to car, cycle and motorcycle parking provision

Information class: Standard

This document is issued for the party which commissioned it and for specific purposes connected with the above-captioned project only. It should not be relied upon by any other party or used for any other purpose.

We accept no responsibility for the consequences of this document being relied upon by any other party, or being used for any other purpose, or containing any error or omission which is due to an error or omission in data supplied to us by other parties.

This document contains confidential information and proprietary intellectual property. It should not be shown to other parties without consent from us and from the party which commissioned it.

Contents

Chapter	Title	Page
Executive Summary		i
1	Introduction	1
1.1	Overview	1
1.2	Development Site	1
1.2.1	Site Location	1
1.2.2	Training Courses	2
1.2.3	Events	3
1.3	Development Proposals	3
1.3.1	Access Strategy	3
1.4	Travel Plan Overview	6
1.5	Benefits of the Travel Plan	6
1.6	Structure of this Interim Travel Plan	7
2	Site Assessment	8
2.1	Introduction	8
2.2	Existing Site Access	8
2.2.1	Site Access from Serle Street	8
2.2.2	Site Access from Chancery Lane	9
2.2.3	Site Access from Carey Street	9
2.2.4	Car Parking	10
2.2.5	Existing Site Cycle Parking	12
2.2.6	Motorcycle Parking	13
2.3	Pedestrian Accessibility	13
2.3.1	Footways	13
2.3.2	Crossings	14
2.3.3	Wayfinding	15
2.4	Cycle Accessibility	16
2.4.1	Local Cycle Routes	16
2.4.2	Santander Cycles	17
2.5	Public Transport Accessibility	18
2.5.1	Public Transport Accessibility Level (PTAL)	18
2.5.2	Bus Services	18
2.5.3	Underground Services	23
2.5.4	Overland Rail Services	23
2.6	Local Highway Network	24
2.6.1	Newmans Row/Serle Street	24
2.6.2	Carey Street	25
2.6.3	Chancery Lane	25
2.6.4	Other Local Roads	25
2.6.5	On-Street Parking	25

3	Travel Surveys	28
3.1	Introduction	28
3.2	Existing Travel Patterns	28
3.2.1	Honourable Society of Lincoln's Inn Students	28
3.2.2	Honourable Society of Lincoln's Inn Staff	29
3.3	Baseline Staff and Student Surveys	30
3.4	New Starter Surveys	31
4	Objectives and Targets	32
4.1	Objectives	32
4.2	Targets	32
4.3	Mode Share	32
4.4	Targets and Indicators	33
5	Travel Plan Management	35
5.1	Introduction	35
5.2	Travel Plan Coordinator (TPC)	35
5.3	Travel Plan Steering Group	35
5.4	Marketing Strategy	36
5.5	Staff	36
5.6	Students	36
5.7	Visitors	37
5.8	Marketing Material	37
6	Measures	38
6.1	Introduction	38
6.2	Active Travel – Walking and Cycling	38
6.3	Public Transport	38
6.4	Managing Car Use	39
6.5	Servicing	39
7	Monitoring	40
7.1	Introduction	40
7.2	Monitoring	40
7.3	Review	40
8	Action Plan	41
8.1	Travel Plan Finance	43
9	Securing and Enforcing	44

Appendices	45
Appendix A. Site Layout Plan _____	46
Appendix B. Staff and Student Travel Survey Responses _____	47

Executive Summary

This Interim Travel Plan provides a framework for the Honourable Society of Lincoln's Inn to develop their own development specific Full Travel Plan. This Interim Travel Plan includes information on a package of measures that will be implemented as well as preliminary targets to monitor the success of the Travel Plans. A Full Travel Plan will be prepared by the appointed Travel Plan Coordinator following the completion of baseline travel surveys.

Objectives: This Travel Plan has been developed to primarily encourage site users to travel by active modes (walking and cycling).

Targets: The interim targets have been set for a 5 year monitoring period for staff and students.

Management: A Travel Plan Coordinator will be appointed to manage the implementation, monitoring, review and updating of the Full Travel Plan.

Measures: A package of measures will be implemented focusing on increasing walking and cycling to the site. The measures will include providing information on walking and cycle routes, promoting the health benefits of active travel and providing and monitoring the use of cycle parking.

Marketing: Effective Travel Plan marketing strategies will be implemented by the Travel Plan Coordinator. This will include the production and distribution of induction packs, a detailed travel section on their respective websites, on-going leaflet and poster campaigns to maintain awareness and the involvement of site users.

Monitoring and Evaluation: The Travel Plans will be monitored on an annual basis for 5 years (if mode share targets are met). Monitoring surveys will be undertaken annually and used to identify whether the Travel Plan targets have been met and update the Full Travel Plan.

1 Introduction

1.1 Overview

The Honourable Society of Lincoln's Inn (HSLI) seek to refurbish and improve existing kitchen and catering facilities which are currently inadequate for the needs of the Inn. There is also a need to provide expansion space for the existing library alongside new advocacy training and educational facilities to enhance the function of the Inn. In providing these new facilities, the existing Under Treasurer's residence will need to be relocated to another part of the Inn.

To achieve the above proposals, planning and listed building consent are sought for five separate applications proposed at Lincoln's Inn:

- Application 1 – Old Hall Kitchen Refurbishment (submitted to LB Camden Ref: 2015/2413/P & 2015/2517/L);
- Application 2 – Great Hall Refurbishment Works (including Old Hall Temporary Kitchen Works);
- Application 3 – East Terrace Development (excavation to create a two storey basement containing a lecture theatre, advocacy rooms and study areas);
- Application 4 – Library Extension (including demolition of Under Treasurer's House); and
- Application 5 – 15 New Square (change of use from Office B1 to Residential C3).

This Interim Travel Plan Report (ITP) has been prepared by Mott MacDonald in support of the following two applications:

- Application 3 – East Terrace Development (excavation to create a two storey basement containing a lecture theatre, advocacy rooms and study areas: and
- Application 4 – Library Extension (including demolition of Under Treasurer's House).

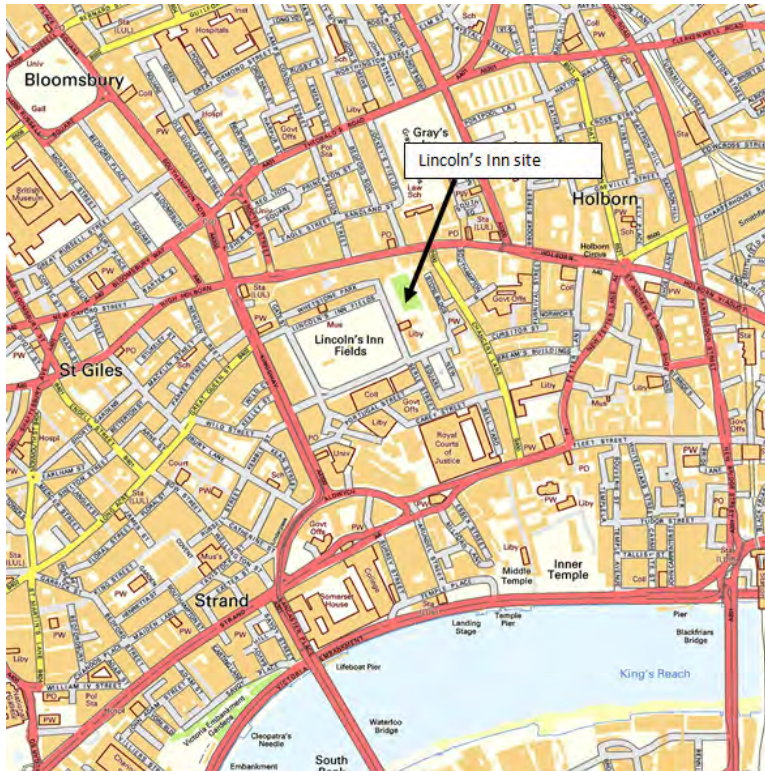
In consultation with the London Borough of Camden (LBC) it was agreed to submit an Interim Travel Plan (ITP) to support the above two planning applications. This Interim Travel Plan has been produced with reference to the TfL Travel Plan Guidance.

1.2 Development Site

1.2.1 Site Location

The Lincoln's Inn site is located approximately 2.1km to the west of the City of London, on the eastern side of Lincoln's Inn Fields. The Lincoln's Inn site is bounded by Newman's Row to the west, Chancery lane to the east, Carey Street to the south and retail/office units facing High Holborn to the north. A site location plan is included in Figure 1.1.

Figure 1.1: Lincoln's Inn Site Location



Contains Ordnance Survey data © Crown Copyright and database right 2015.

The existing site comprises a range of buildings, dating from the 15th to 19th centuries, built around three main squares. The HSLI estate is divided between the Inn's collegiate buildings and four main groups of chambers buildings, which provide the primary income-generating area of the Inn. The collegiate buildings comprise the Great Hall complex, including the Library, Old Hall and Chapel. The four groups of chambers buildings are the Old Buildings, New Square, Stone Buildings and Old Square. Together these buildings contain commercial accommodation, occupied principally by barristers and solicitors, together with 65 residential flats.

1.2.2 Training Courses

HSLI provides training courses for student members undertaking the Bar Professional Training Course (BPTC). These sessions are supplemental to the formal study undertaken on the BPTC, but students are required to undertake twelve such sessions before they can be Called to the Bar. HSLI typically has 650-700 student members undertaking the BPTC in each year. HSLI also provides courses in advocacy and practice management for members who have been Called to the Bar but are still in pupillage (a form of apprenticeship involving on-the-job training with senior barristers). Successful completion of these courses

is necessary for a pupil to become a fully qualified barrister. HSLI usually has around 130-150 pupils each year.

1.2.3 Events

HSLI also runs extracurricular activities for its student members such as debating workshops. Most courses and events take place in the evening or at weekends as most students, pupils and trainers are in full time study or employment. Around eight events take place each year in the HSLI Great Hall, starting between 1700 and 1900 hours and finishing late in the evening. The format is talks and lectures followed by dinner or a drinks reception. Attendance can vary between 80 and 400 people.

1.3 Development Proposals

It is proposed to replace the existing Under Treasurer's House with a new Library and Administration Building. This will provide additional library storage within a basement storey and a new library reading room at first floor level. Between these two levels will be two further levels of office accommodation. A connection between the existing library and the new building will be made through the existing north-west turret. This part of the proposal will total approximately 580m² new build.

In addition, a new two-storey building is proposed below the existing east terrace of the Great Hall. This will provide new education facilities for the Inn's expanding advocacy training/seminar rooms, a lecture theatre and event and social space. Connections to the existing building will be made at basement level and a new entrance will be provided at the southern end of the Great Hall. This element of the proposal will total approximately 1,250 m² new build.

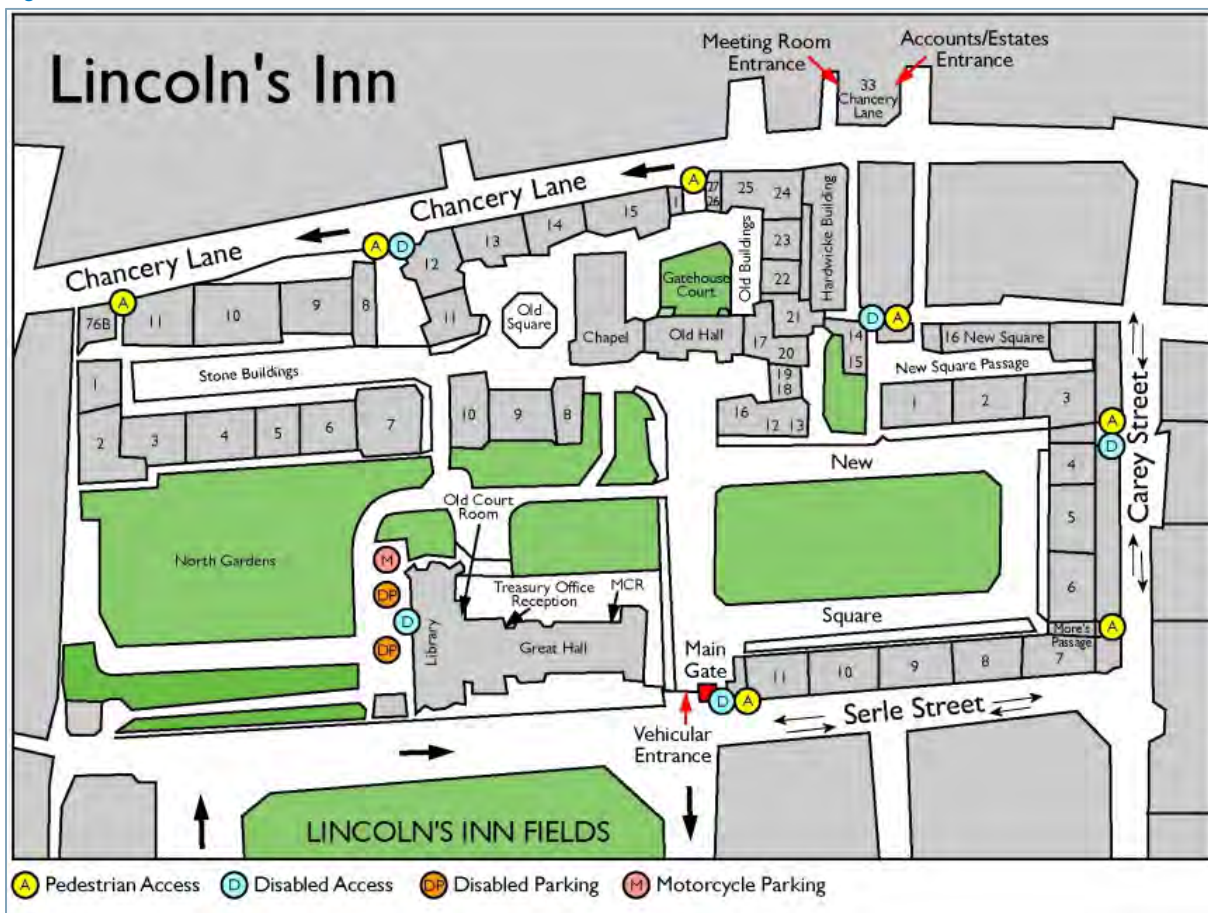
1.3.1 Access Strategy

The Lincoln's Inn site is located in a highly accessible location by public transport (PTAL 6a, i.e. "excellent") and particularly easy to access by Underground and bus. A site layout plan is provided in **Appendix A**. No additional car parking will be provided for the development, which will minimise the generation of additional car trips to the site.

1.3.1.1 Pedestrian and Cycle Access

In addition to the main pedestrian and vehicular entrance from Serle Street/Newman's Row, the HSLI precincts have a total of three pedestrian entrances from Chancery Lane and a further three from Carey Street, as shown in Figure 1.2 below. The entrances from Chancery Lane and Carey Street are usually only open from 7am until 7pm, Monday to Friday and are closed on Saturdays and Sundays. These pedestrian access points and the internal footways within the HSLI precincts are private paths; however access is granted by HSLI to members of the public during the hours specified above.

Figure 1.2: Pedestrian Access to HSLI



Source: The Honourable Society of Lincoln's Inn (www.lincolnsinn.org.uk)

The pedestrian entrances connect to a network of pedestrian footways within the HSLI precincts which are surfaced with paving slabs and vary from approximately 2.0m to 4.0m in width. Figure 1.3 and Figure 1.4 below provide examples of existing footways within the HSLI precincts.

Figure 1.3: Existing Footway to South of Great Hall



Source: Mott MacDonald

Figure 1.4: Existing Pedestrian Footway to North of New Square



Source: Mott MacDonald

1.3.1.2 Public Transport

The closest bus stops are located on High Holborn and Kingsway, approximately 320m and 480m respectively from the HSLI Great Hall and Library. The former is within the recommended 400m maximum walk distance. The nearest London Underground stations are Chancery Lane, approximately 500m on foot to the northeast of the Great Hall and Library, and Holborn which is approximately 625m to the northwest. Both stations are served by the Central Line and Holborn is also served by the Piccadilly Line. The nearest overland rail stations are Farringdon and City Thameslink which are located approximately 1,200m and 1,300m east of the site respectively. Both overland stations are served by Thameslink services, offering links to Bedford, Luton, Brighton, Gatwick Airport, Wimbledon and Sutton.

1.3.1.3 Car Parking for Disabled Staff/Students

The proposed revisions to existing on-site car parking will result in a net reduction of 10no. standard car parking bays and net gain of 2no. accessible parking bays, compared to the existing provision. The proposed disabled parking provision is summarised below:

- 2no. accessible parking bays to be located adjacent to main entrance to East Terrace Education Suite, in accordance with LB Camden advice; and
- 1no. accessible parking bay to be retained adjacent to main entrance to Library Extension.

Additional disabled parking is provided on-street on Newman's Row within the existing pay and display bays and designated disabled bays.

1.3.1.4 Servicing and Deliveries

Small service and delivery vehicles (e.g. couriers and post collections) will access the HSLI precincts via the main entrance at the Newman's Row/Serle Street junction and will load/unload in the designated area adjacent to the Main Gate. Larger service and delivery vehicles, as well as refuse vehicles, will service the site from the current dedicated access from Newman's Row, with loading and unloading to take place within the existing Western Service Yard.

1.4 Travel Plan Overview

A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed. A Travel Plan involves identifying an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on encouraging sustainable travel for both people and goods.

This Interim Travel Plan adopts a holistic approach by incorporating both 'hard' engineering measures and 'soft' marketing and management measures necessary to address the transport impacts arising from the proposed development.

This Travel Plan provides an overarching framework for HSLI to develop their own Full Travel Plan tailored to their site specific requirements. The measures are aimed at the students, staff and visitors.

This document therefore sets out the Travel Plan framework for HSLI, including preliminary targets, measures, management and marketing strategy. The information in this Interim Travel Plan will be used by the Travel Plan Co-ordinator (TPC) to produce a Full Travel Plan once the new facilities are constructed and occupied and initial baseline travel surveys have been conducted.

1.5 Benefits of the Travel Plan

A Travel Plan can bring a number of benefits to the students, staff and visitors to the HSLI site. Following the implementation of a successful Travel Plan at the site it is envisaged that the following benefits will be realised:

- **Staff:** minimised car travel, improved awareness of opportunities for walking, cycling and public transport use, reduced travel costs and encouragement of healthier lifestyles;
- **Students:** improved awareness of the health benefits and opportunities for active travel and public transport use;
- **Visitors:** improved awareness of opportunities for walking, cycling and public transport and restrictions on site access by car;
- **Local community:** reduced congestion, parking stress and capacity impacts on local public transport routes; and
- **The Environment:** reduced congestion, air pollution and noise.

1.6 Structure of this Interim Travel Plan

The structure of the Travel Plan has been prepared in line with TfL guidance and has been considered in reference to the ATTrBuTE criteria.

The remainder of the Interim Travel Plan is structured as follows:

- Section 2 Site Assessment
- Section 3 Travel Surveys;
- Section 4 Objectives and Targets;
- Section 5 Travel Plan Management;
- Section 6 Measures;
- Section 7 Monitoring;
- Section 8 Action Plan; and
- Section 9 Enforcement.

2 Site Assessment

2.1 Introduction

This section sets out the accessibility of the existing site by all modes of travel. This section also identifies the main transport related issues associated with the site and the surrounding area.

2.2 Existing Site Access

This section reviews the existing site accesses from Serle Street, Carey Street and Chancery Lane.

2.2.1 Site Access from Serle Street

The main pedestrian entrance to the HSLI precincts is located at the junction of Serle Street with Newman's Row (Figure 2.1). This entrance is also suitable for disabled access. An adjacent vehicular access is provided at the same location via a simple T-junction arrangement. These accesses are open 24 hours a day, seven days a week and are controlled by security staff.

Figure 2.1: Main Pedestrian and Vehicular Entrance at junction with Serle Street/Newmans Row



Source: Mott MacDonald

2.2.2 Site Access from Chancery Lane

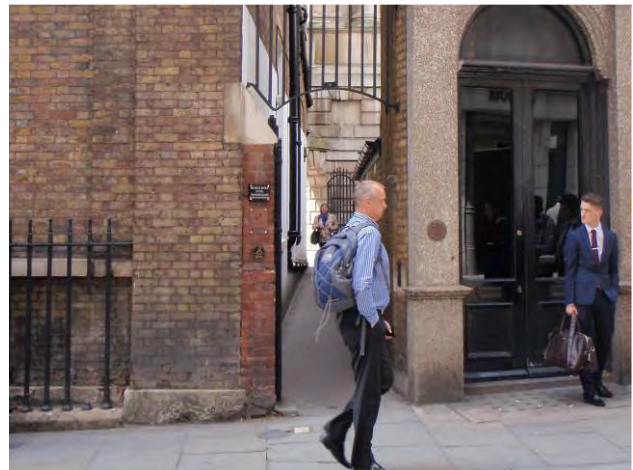
Three pedestrian accesses to the HSLI precincts are located on Chancery Lane and are open from 7am until 7pm, Monday to Friday. The main access is just north of Old Square and offers disabled access (Figure 2.2). The other two accesses are narrower (Figure 2.3), but offer more direct access into the northern end of the HSLI precincts and into Gatehouse Court.

Figure 2.2: Main Pedestrian Access from Chancery Lane



Source: Mott MacDonald

Figure 2.3: Pedestrian Access by 76B Chancery Lane



Source: Mott MacDonald

2.2.3 Site Access from Carey Street

Three pedestrian accesses to the HSLI precincts are located on Carey Street and are open from 7am until 7pm, Monday to Friday. The main access is at the southeast corner of New Square (Figure 2.4) and offers disabled access. The other two accesses are located at the end of Star Yard (disabled access) and at More's Passage.

Figure 2.4: Main Pedestrian Access from Carey Street



Source: Mott MacDonald

2.2.4 Car Parking

A total of 109 marked car parking spaces are provided at a number of locations across the HSLI precincts, but principally around the north, west and east sides of New Square and within the area adjacent to Stone Buildings. All car parking provided within the HSLI precincts is allocated to the commercial accommodation and residential flats rented out to private firms, and is not available to staff and students of the Great Hall complex. Additional disabled parking spaces are provided to the north of the Library (1no. space) and next to Old Hall (1no. space). Figure 2.5 and Figure 2.6 show existing car parking located in New Square and Figure 2.7 and Figure 2.8 show disabled parking arrangements.

Figure 2.5: New Square Car Parking (East Side)



Source: Mott MacDonald

Figure 2.6: New Square Car Parking (West Side)



Source: Mott MacDonald

Figure 2.7: Disabled Parking by the Library



Source: Mott MacDonald

Figure 2.8: Disabled Parking by Chapel



Source: Mott MacDonald

Members, tenants and residents of the Inn may purchase annual permits, or they may pay by the hour, as do visitors parking in the HSLI precincts. Private cars and taxis may drop-off passengers within the precincts free of charge if they leave within 15 minutes of entering.

Visitors to HSLI during the day on weekdays (e.g. clients and contractors) are required to pay the hourly parking fee (currently £5 per hour up to £40 per day), which is payable at the Main Gate on departure. Visitors to HSLI during evenings and weekends for specific functions (e.g. dinners, receptions, and weddings and other functions held at the Chapel) are permitted to park free of charge. Requests for a

parking space must be submitted in writing to the Head Porter by 3pm on the previous Friday. On arrival at the Main Gate, facilities staff will indicate to visitors where available parking spaces are located.

The annual car park permit options for members, residents and tenants of HSLI are as follows:

- Barristers £2,540
- Inn Freeholders £2,540
- Commercial Tenants £2,950
- Residents £915
- Motorcycles £425

Day tickets for registered persons are available at a cost of £20 per day.

The current total number of marked car parking spaces provided within HSLI is 109; this will be reduced by 10 spaces as a result of the development proposals. The Interim Travel Plan will play a key role in promoting sustainable modes of travel that will facilitate this reduction in car parking.

2.2.5 Existing Site Cycle Parking

Formal cycle parking is provided within the existing HSLI precincts (see RMA Drawing SK-105-P4 in Appendix A). In total 4no. uncovered Sheffield stands (8 spaces) are provided to the west side of Old Square (Figure 2.9), 7no. stands (14no. spaces) are provided in the southeast corner of New Square (Figure 2.10) and 7no. stands (14no. spaces) are provided elsewhere within the HSLI precincts. During the site visit it was noted that additional cycle parking takes place in informal locations (e.g. the pedestrian railings within the Stone Buildings area of the HSLI site).

Figure 2.9: Cycle Parking in Old Square



Source: Mott MacDonald

Figure 2.10: Cycle Parking in New Square



Source: Mott MacDonald

2.2.5.1 Proposed Cycle Parking Improvements

The site assessment shows that some formal cycle parking in the form of Sheffield stands is currently provided within the HSLI precincts. From on-site observations, this existing cycle parking provision is well used; however the existing stands are not well-located for convenient access to the Great Hall and Library.

Following discussions with the Transport Officer, additional cycle parking spaces have been provided in the immediate vicinity of the Great Hall following the original submission. This will provide further cycle spaces in excess of the number required by LB Camden's Local Development Plan:

- **Library Extension** – 10no. cycle spaces (5no. Sheffield stands) to be located adjacent to main entrance to Library Extension; and
- **East Terrace Education Suite** – 18no. cycle spaces (9no. Sheffield stands) to be located on the northeast corner of New Square opposite the main entrance to the East Terrace Education Suite.

All additional cycle parking to serve the Library Extension will be located within 25m of the building main entrances, and the additional spaces to serve the East Terrace will be located within 40m of the building in accordance with LB Camden guidance.

2.2.6 Motorcycle Parking

Motorcycle parking is currently provided on-site to the north of the Great Hall and Library building and will be reinstated to the east of the proposed Library Extension building. It is proposed to reprovide the existing 12no. motorcycle spaces in this location, however the surface treatment will match the existing driveway to ensure the motorcycle area is discreet.

Members, tenants and residents of HSLI may purchase annual motorcycle parking permits, or pay by the hour, as do visitors parking in the HSLI precincts.

Additional motorcycle parking is available on-street in the vicinity of the site on Newman's Row within the dedicated motorcycle pay and display spaces.

2.3 Pedestrian Accessibility

2.3.1 Footways

The pedestrian footways provided on Chancery Lane, Serle Street and Newmans Row are surfaced with paving slabs and vary from approximately 2.0m to 3.0m in width (see Figure 2.11 and Figure 2.12 below).

Figure 2.11: Existing Footways on Newmans Row



Source: Mott MacDonald

Figure 2.12: Existing Footways on Chancery Lane



Source: Mott MacDonald

The footways on the north side of Carey Street are surfaced with asphalt and are approximately 1.8m wide, whilst those on the south side are surfaced with paving slabs and are approximately 3.0m wide

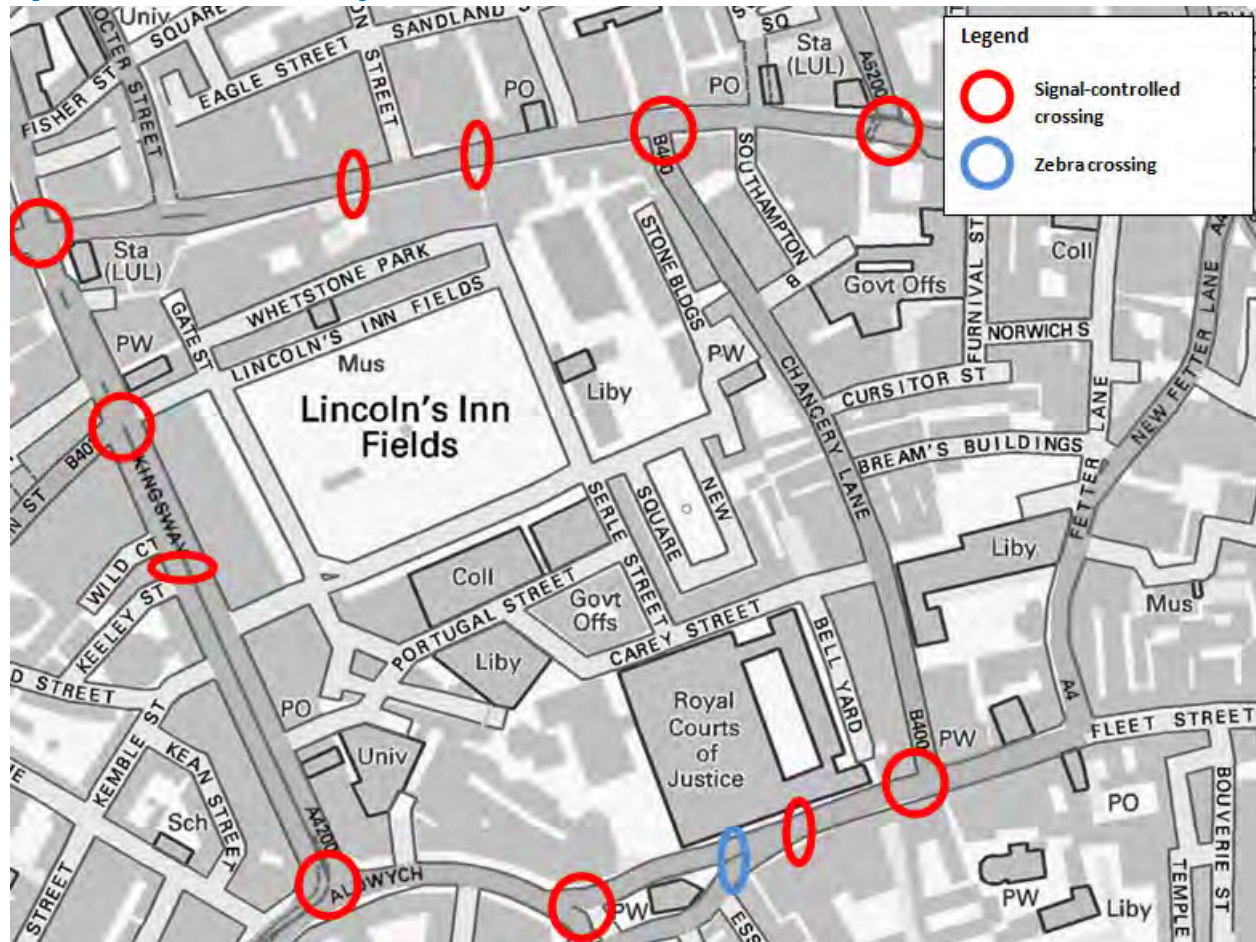
Good quality, lit and wide footways are provided along all the streets from which the HSLI precincts are accessed. Along the site frontages, site observations show no concerns regarding existing pedestrian comfort levels or footway capacity. Free flow pedestrian conditions have been observed on the footways around the site during the morning periods.

2.3.2 Crossings

The roads surrounding the HSLI site are relatively lightly trafficked streets whose principal function is to provide access to institutions and facilities that are located in the local area. These streets are mostly one-way and have narrow widths and short straight alignments that serve to reduce traffic speeds. Chancery Lane does offer a through route for traffic between The Strand and High Holborn; a 20mph speed restriction is in force between Carey Street and High Holborn. Consequently, although there are no formal crossing facilities on these streets, this is not considered to have an adverse effect on pedestrian accessibility. High Holborn is well served by a range of formal and informal pedestrian crossing facilities.

A plan showing the main local crossing facilities is included in Figure 2.13.

Figure 2.13: Pedestrian Crossings



Contains Ordnance Survey data © Crown Copyright and database right 2013

The signal-controlled crossings on High Holborn provide safe pedestrian routes to the nearest bus stops on High Holborn and Kingsway, as well as to the nearest Underground stations at Chancery Lane and Holborn.

2.3.3 Wayfinding

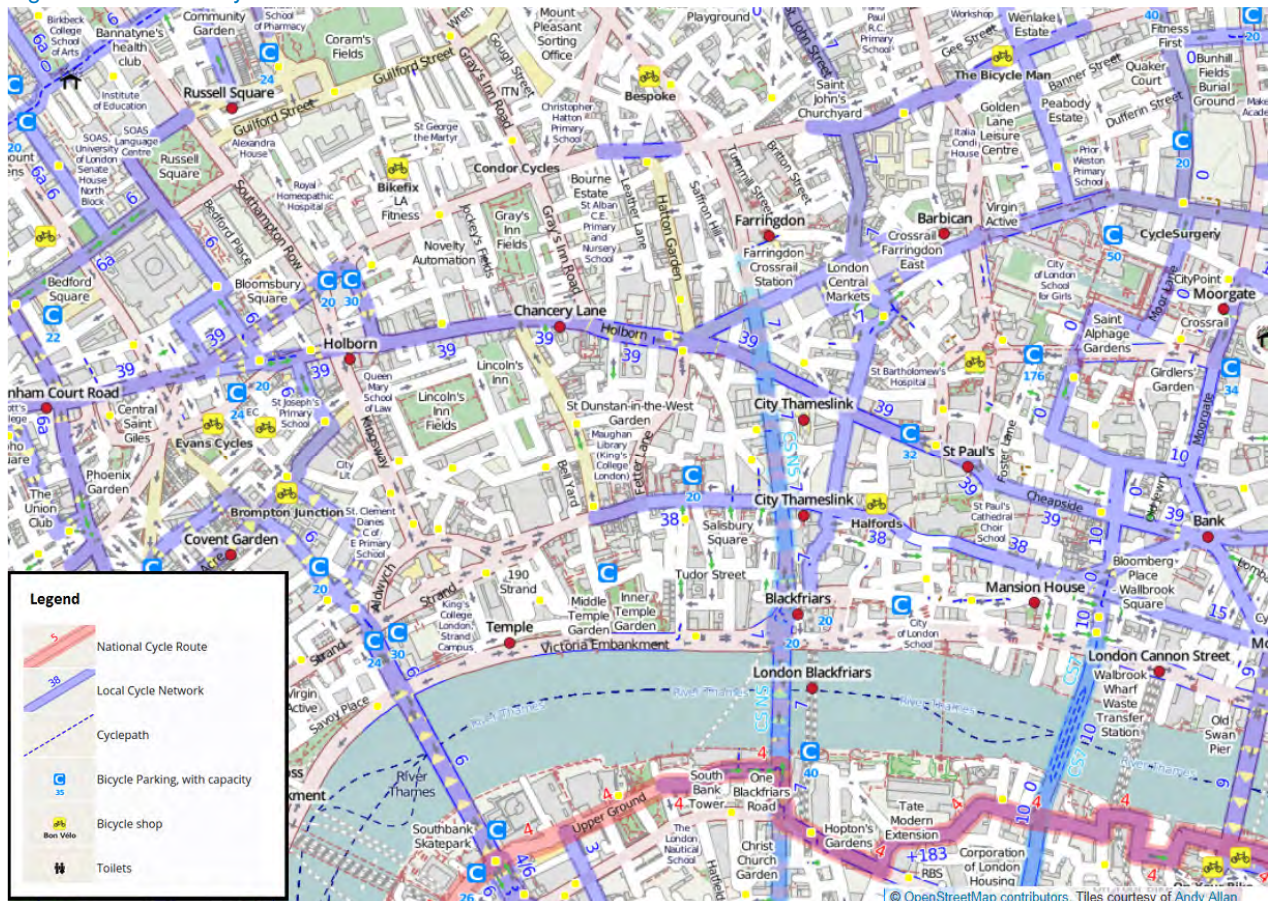
Good wayfinding signage is provided at the Holborn and Chancery Lane London Underground stations to direct pedestrians to Lincoln's Inn. This takes the form of 'Legible London' wayfinding maps located on Kingsway, close to Remnant Street and on High Holborn, outside Chancery Lane LUL station.

2.4 Cycle Accessibility

2.4.1 Local Cycle Routes

There are a number of recommended cycle routes within the vicinity of the site. High Holborn is a recommended local cycle route with bus lanes on significant lengths of the route offering safe routes for cycling to Lincoln's Inn from either the west or east. There are also local cycle routes across Waterloo and Blackfriars bridges that provide cycle access to the HSLI precinct leading from National Cycle Route 4 to the south. Quieter roads through Bloomsbury offer connections to the north and major rail termini at Euston, St Pancras and Kings Cross. A map of the local cycle routes is presented in Figure 2.14.

Figure 2.14: Local Cycle Routes



Source: OpenStreetMap

As discussed in 2.3.2, the roads surrounding the HSLI site are relatively lightly trafficked streets whose principal function is to provide access to institutions and facilities that are located in the local area. These streets are mostly one-way and have narrow widths and short straight alignments that serve to reduce

traffic speeds. The surrounding streets therefore offer safe routes for cyclists to reach the HSLI site from the local cycle network.

Although it is a busier street, Chancery Lane has a contraflow southbound cycle lane that provides a cycling link from High Holborn local cycle route to the HSLI precincts (Figure 2.15), with a reduced local speed limit of 20mph offering increased safety for cyclists.

Figure 2.15: Contraflow Cycle Lane on Chancery Lane



Source: Mott MacDonald

2.4.2 Santander Cycles

There are a number of Santander Cycle docking stations within the local area (Figure 2.16) that offer the opportunity for staff, students and visitors to the HSLI site to hire a bicycle for travel to and from the site. This particularly increases the attractiveness of cycling from overland rail stations. Docking stations on Carey Street (Figure 2.17) and Chancery Lane are located in close proximity to pedestrian entrances into the HSLI precincts.

Figure 2.16: Local Santander Cycle Docks

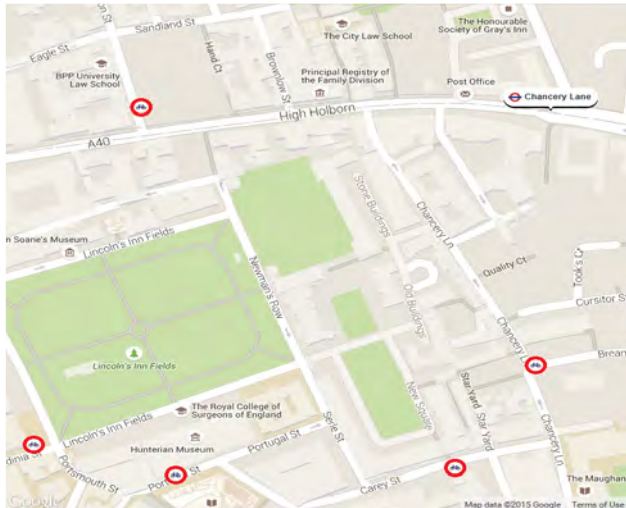


Figure 2.17: Santander Cycle Docks on Carey Street



Source: Transport for London

Source: Mott MacDonald

2.5 Public Transport Accessibility

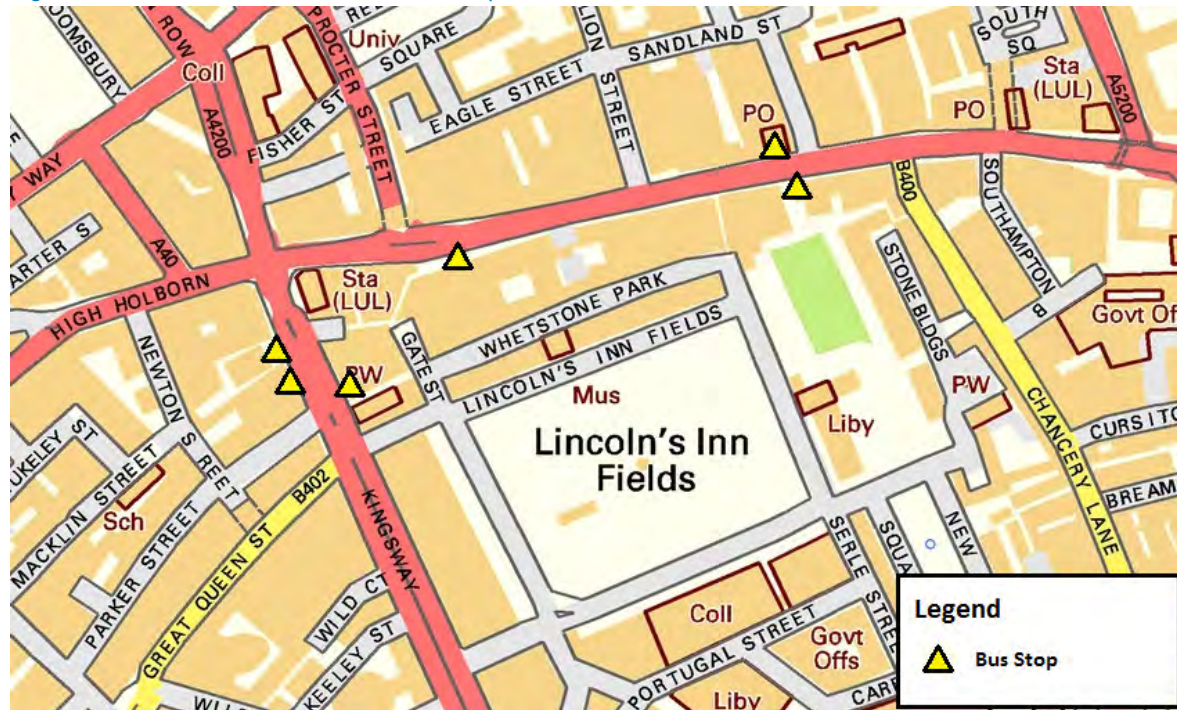
2.5.1 Public Transport Accessibility Level (PTAL)

The HSLI site is very well located in terms of public transport access with a PTAL score of 6a (excellent public transport accessibility).

2.5.2 Bus Services

The closest bus stops are located on High Holborn and Kingsway, approximately 320m and 480m respectively from the HSLI Great Hall and Library. The former is within the recommended 400m maximum walk distance. Both bus stops are provided with shelters, seating and timetable information. The locations of the nearest bus stops are shown in Figure 2.18.

Figure 2.18: Lincoln's Inn – Nearest Bus Stop Locations



Contains Ordnance Survey data © Crown Copyright and database right 2015.

A summary of the current bus routes along Kingsway is provided in Table 2.1.

Table 2.1: Existing Bus Services – Kingsway Bus Stops

Route No.	Route	Day	First Bus	Last Bus	Headway	
					Peak	Off-peak
1	New Oxford Street – Canada Water Bus Station	M-F	0525	0006	6-10 mins	12 mins
		Sat	0549	0006	7-10 mins	12 mins
		Sun	0554	0006	11-13 mins	15-20 mins
	Canada Water Bus Station – Tottenham Court Road Station	M-F	0527	0054	6-10 mins	9-12 mins
		Sat	0527	0054	7-11 mins	9-12 mins
		Sun	0632	0054	11-13 mins	12-15 mins
59	Telford Avenue – King's Cross Station/York Way	M-F	0431	0035	4-8 mins	8-13 mins
		Sat	0431	0035	5-8 mins	11-13 mins
		Sun	0501	0035	10-13 mins	12 mins
	Wharfedale Road/London Canal Museum – Streatam Hill/Telford Avenue	M-F	0443	0113	5-7 mins	8-13 mins
		Sat	0506	0113	5-7 mins	9-12 mins
		Sun	0536	0113	9-13 mins	9-13 mins

68	West Norwood Station – Euston Bus Station	M-F	0554	0106	5-9 mins	7-12 mins
		Sat	0551	0110	6-10 mins	9-15 mins
		Sun	0552	0106	10-13 mins	15-17 mins
	Euston Bus Station – West Norwood Station	M-F	0525	0012	6-10 mins	10-13 mins
		Sat	0525	0012	7-11 mins	10-15 mins
		Sun	0529	0012	10-13 mins	14-15 mins
91	Tottenham Lane YMCA – Whitehall/Trafalgar Square	M-F	0532	0042	4-8 mins	6-10 mins
		Sat	0532	0042	7-10 mins	12-14 mins
		Sun	0632	0042	7-11 mins	12-14 mins
	Northumberland Avenue/Trafalgar Square – Rosebery Gardens	M-F	0538	0018	6-10 mins	6-10 mins
		Sat	0538	0018	7-10 mins	12 mins
		Sun	0658	0018	8-12 mins	8-12 mins
168	Royal Free Hospital – Dunton Road	M-F	0516	0027	7-11 mins	9-12 mins
		Sat	0516	0027	7-11 mins	8-12 mins
		Sun	0517	0027	11-14 mins	12-15 mins
	Dunton Road – South End Green	M-F	0604	0050	6-9 mins	10-12 mins
		Sat	0604	0050	7-11 mins	11-12 mins
		Sun	0604	0050	11-12 mins	11-15 mins
171	Newquay Road – Holborn Station	M-F	0446	0039	5-9 mins	8-12 mins
		Sat	0442	0045	7-10 mins	10-30 mins
		Sun	0443	0038	10-14 mins	10-30 mins
	Museum Street – Catford Garage	M-F	0502	2357	6-10 mins	9-20 mins
		Sat	0501	2357	7-10 mins	10-30 mins
		Sun	0501	2357	9-13 mins	12-30 mins
188	North Greenwich Station – Russell Square Station	M-F	0010	0010	6-10 mins	10-30 mins
		Sat	0103	0051	7-9 mins	8-12 mins
		Sun	0009	0009	10-14 mins	12-30 mins
	Russell Square Station – North Greenwich Station	M-F	0119	2354	6-10 mins	12-30 mins
		Sat	0120	2355	7-10 mins	9-30 mins
		Sun	0120	2353	10-12 mins	12-30 mins
243	Redvers Road – Waterloo Station/Mepham Street	M-F	0001	0001	4-8 mins	7-12 mins
		Sat	0108	0056	5-9 mins	10-15 mins
		Sun	0108	0056	9-12 mins	12-15 mins
	Waterloo Station/Tenison Way – Wood Green Station	M-F	0002	0002	5-7 mins	6-30 mins
		Sat	0002	0002	7-10 mins	10-20 mins
		Sun	0004	0004	8-12 mins	12-15 mins

521	Waterloo - Holborn - St Paul's - Cannon Street - London Bridge	M-F	0634	0008	2-5 mins	4-12 mins
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A
	London Bridge - Cannon Street - St Paul's - Holborn - Waterloo	M-F	0646	0026	2-6 mins	2-12 mins
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A
X68	West Croydon - West Norwood - Waterloo - Russell Square	M-F	0638	0944	15-22 mins	N/A
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A
	Russell Square - Waterloo - West Norwood - West Croydon	M-F	1555	1900	14-21 mins	N/A
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A
N1	Thamesmead - Plumstead - Woolwich - Greenwich - Tottenham Court Road	M-F	0116	0615	N/A	30 mins
		Sat	0118	0628	N/A	20 mins
		Sun	0116	0615	N/A	30 mins
	Tottenham Court Road - Greenwich - Woolwich - Plumstead - Thamesmead	M-F	0033	0538	N/A	30-31 mins
		Sat	0034	0533	N/A	20 mins
		Sun	0033	0538	N/A	30-31 mins
N68	Old Coulsdon - Purley - Croydon - Norwood - Camberwell - Waterloo - Tottenham Court Road	M-F	0138	0539	N/A	30 mins
		Sat	0139	0538	N/A	25-30 mins
		Sun	0138	0539	N/A	30 mins
	Tottenham Court Road - Waterloo - Camberwell - Norwood - Croydon - Purley - Old Coulsdon	M-F	0024	0454	N/A	30 mins
		Sat	0023	0452	N/A	29-31 mins
		Sun	0024	0454	N/A	30 mins
N91	Cockfosters - Southgate - Wood Green - Crouch End - Holloway - King's Cross - Trafalgar Square	M-F	0103	0542	N/A	28-30 mins
		Sat	0045	0542	N/A	15-16 mins
		Sun	0013	0542	N/A	20-30 mins
	Trafalgar Square - King's Cross - Holloway - Crouch End - Wood Green - Southgate - Cockfosters	M-F	0028	0528	N/A	15-30 mins
		Sat	0030	0528	N/A	13-20 mins
		Sun	0028	0528	N/A	15-30 mins
N171	Hither Green - Tottenham Court Road	M-F	0058	0430	N/A	28-33 mins
		Sat	0103	0428	N/A	28-30 mins
		Sun	0101	0428	N/A	28-32 mins
	Tottenham Court Road - Hither Green	M-F	0014	0447	N/A	30-33 mins
		Sat	0015	0445	N/A	28-33 mins
		Sun	0015	0445	N/A	28-33 mins

Source: Transport for London

Table 2.1 demonstrates that Kingsway is a high-frequency bus route with a total of nine bus services, one peak service and four night buses serving the Kingsway stops. During weekdays there are typically at least 70 buses per hour routing along Kingsway in each direction, an average of just over one bus per minute.

Table 2.2: Existing Bus Services – High Holborn Bus Stops

Route No.	Route	Day	First Bus	Last Bus	Headway	
					Peak	Off-peak
8/N8	Bow – Bethnal Green – Shoreditch – Bank – Holborn – Tottenham Court Road	M-F	24 hour	24 hour	2-9 mins	6-20 mins
		Sat	24 hour	24 hour	8-11 mins	6-8 mins
		Sun	24 hour	24 hour	10-12 mins	10-13 mins
	Tottenham Court Road – Holborn – Bank – Shoreditch – Bethnal Green – Bow	M-F	24 hour	24 hour	4-8 mins	6-20 mins
		Satnn	24 hour	24 hour	7-10 mins	6-8 mins
		Sun	24 hour	24 hour	10 mins	7-11 mins
25	Ilford - Manor Park - Stratford - Bow - Aldgate - Bank - Holborn - Oxford Circus	M-F	24 hour	24 hour	5-8 mins	5-8 mins
		Sat	24 hour	24 hour	6-8 mins	5-9 mins
		Sun	24 hour	24 hour	5-8 mins	5-6 mins
	Oxford Circus – Holborn – Bank - Aldgate – Bow – Stratford – Manor Park - Ilford	M-F	24 hour	24 hour	6-8 mins	5-8 mins
		Sat	24 hour	24 hour	6-8 mins	5-8 mins
		Sun	24 hour	24 hour	5-8 mins	5-7 mins
242	Homerton – Clapton Park – Hackney – Dalston – Shoreditch – Bank – Holborn – Tottenham Court Road	M-F	24 hour	24 hour	4-9 mins	10-20 mins
		Sat	24 hour	24 hour	5-10 mins	6-15 mins
		Sun	24 hour	24 hour	10-12 mins	10-15 mins
	Tottenham Court Road – Holborn – Bank – Shoreditch – Dalston – Hackney – Clapton Park - Homerton	M-F	24 hour	24 hour	6-8 mins	8-20 mins
		Sat	24 hour	24 hour	6-12 mins	7-15 mins
		Sun	24 hour	24 hour	10-13 mins	10-15 mins
521	Waterloo - Holborn - St Paul's - Cannon Street - London Bridge	M-F	0634	0008	2-5 mins	4-12 mins
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A
	London Bridge - Cannon Street – St Paul's – Holborn - Waterloo	M-F	0646	0026	2-6 mins	2-12 mins
		Sat	N/A	N/A	N/A	N/A
		Sun	N/A	N/A	N/A	N/A

Source: Transport for London

As can be seen in Table 2.2, High Holborn is served by frequent bus routes with a total of four bus services and one night bus operating from the High Holborn stops. During weekdays there are typically at least 36 buses per hour routing along High Holborn in each direction, an average of just over one bus every two minutes.

2.5.3 Underground Services

The closest underground station to the HSLI site is Chancery Lane station, located approximately 500m or 5-6 minutes' walk to the northeast via High Holborn. Chancery Lane station is located on the Central Line and consists of a westbound and an eastbound platform.

On Mondays to Saturdays, the first westbound train arrives at Chancery Lane at 0552 and the last departure is at 0028. The first eastbound train arrives at Chancery Lane at 0552 and the last departure is at 0034. The Central Line operates at a frequency of 24 trains per hour during the peak travel periods, an average of one train every two to three minutes. The Central Line provides access through Central London to Hillingdon, Ealing, Newham, Waltham Forest, Redbridge and Epping. There are numerous interchange opportunities with other Underground and national rail lines.

The other Underground Station that is reasonably close to the HSLI precincts is Holborn station, which is located 625m or 7-8 minutes' walk to the northwest via High Holborn. Holborn station is located on the Central and Piccadilly lines and consists of a westbound and an eastbound platform for the former and a northbound and a southbound platform for the latter. The Central Line services are largely identical to those at Chancery Lane.

On Mondays to Saturdays, the first northbound train arrives at Holborn at 0554 and the last departure is at 0038. The first southbound train arrives at Holborn at 0554 and the last departure is at 0028. The Piccadilly Line operates at a frequency of 21 trains per hour during the peak travel periods, an average of one train every three minutes. The Piccadilly Line provides access to north and west London, connecting with a number of other Underground and national rail lines.

2.5.4 Overland Rail Services

The nearest overland rail stations are Farringdon and City Thameslink which are located approximately 1,200m and 1,300m (15 to 17 minutes' walk) east of the site respectively. Bus routes 8/N8, 25, 242 and 521 offer connection to City Thameslink from stops on High Holborn.

Both overland stations are served by Thameslink services, serving destinations including Bedford, Luton, Brighton, Gatwick Airport, Wimbledon and Sutton. Typical journey times from these stations are shown in Table 2.3.

Table 2.3: Overland Rail Journey Times

Destination	From Farringdon	From City Thameslink
Bedford	65 mins	69 mins
Luton	40 mins	44 mins
St Albans	25 mins	29 mins
Brighton	86 mins	82 mins
Gatwick Airport	56 mins	52 mins
Wimbledon	38 mins	34 mins
Sutton	56 mins	52 mins

Source: National Rail Enquiries (www.nationalrail.co.uk)

Overland rail services from Farringdon and City Thameslink typically operate at a frequency of ten trains per hour (i.e. one train every six minutes on average).

2.6 Local Highway Network

The local highway network in the vicinity of the HSLI Great Hall and Library is formed of Newmans Row/Serle Street along the western boundary of the site, Carey Street along the southern boundary and Chancery Lane along the eastern boundary of the site. A description of the local highway network and existing parking restrictions is provided below.

2.6.1 Newmans Row/Serle Street

Newmans Row forms the eastern side of Lincoln's Inn Fields, the largest public square in London. The road forms part of a network of local access streets that provide access to premises around the square and the surrounding area, including the HSLI precincts. Newman's Row is one-way southbound and a 30mph limit is in force. Site observations showed that Newman's Row experiences low levels of traffic throughout the day.

Parking provision on Newman's Row includes car club bays, disabled bays, motorcycle parking, pay and display bays and taxi ranks.

Serle Street extends southwards from Newman's Row to join Carey Street and forms a part of the local access network, providing a vehicular link between Chancery Lane and the HSLI precincts. Serle Street is two-way and a 30mph speed restriction is in force. Simple priority junctions at each end require traffic from Serle Street to give way to traffic on Newman's Row and Carey Street. Portugal Street joins Serle Street about 50m south of the Serle Street/Newman's Row junction and provides one of several accesses into the area from the A4200 Kingsway.

Parking bays are provided on Serle Street for those with resident's parking permits and for pay and display parking.

2.6.2 Carey Street

Carey Street runs along the southern boundary of the HSLI precincts and forms part of a network of local access streets that provide access to premises in the vicinity of Lincoln's Inn Fields. In particular, it provides access to Serle Street from Chancery Lane and thence into the HSLI precincts. At its eastern end, Carey Street forms a simple priority-controlled T-junction with Chancery Lane. A 30mph speed limit is in force.

Carey Street provides a single car club parking space, in addition to pay and display bays, residential permit holder bays, shared-use bays and a taxi rank at the eastern end.

2.6.3 Chancery Lane

Chancery Lane runs along the eastern boundary of the HSLI precincts and provides an alternative link in the wider network between the A4 Strand/Fleet Street and the A40 High Holborn. Chancery Lane also provides access from the A4 into the network of local streets around Lincoln's Inn Fields via Carey Street. The street joins the A4 and A40 at three-arm signal-controlled junctions. South of Carey Street a 30mph limit is in force and north of the junction a 20mph limit applies. The whole length of Chancery Lane is one-way northbound, except for cycles for which a southbound contraflow lane is provided.

Chancery Lane provides pay and display parking bays at intervals along its length.

2.6.4 Other Local Roads

In the vicinity of the HSLI precincts and Lincoln's Inn Fields to the west are predominantly local access roads including Sardinia Road, Portugal Street, Remnant Street and Gate Street. These residential access roads are lightly trafficked and are narrow in width.

2.6.5 On-Street Parking

2.6.5.1 Controlled Parking Zone (CPZ) Restrictions

The streets in the vicinity of the Great Hall and Library site are subject to parking restrictions. The streets surrounding the HSLI precincts are subject to Controlled Parking Zone (CPZ) restrictions which require permits to park on-street during the restriction times. An extract from the Camden Borough Council CPZ map is provided in Figure 2.19 and an extract from the City of Westminster CPZ is provided in Figure 2.20. The City of London is entirely covered by a CPZ.

Figure 2.19: Camden Borough Council Controlled Parking Zone (CPZ) Map



Source: Camden Borough Council

Figure 2.19 shows that the areas in the immediate vicinity of the Great Hall and Library site to the northwest are subject to CPZ restriction, as follows:

- CA-C: Monday to Saturday 0830-1830 (pay and display); at all times (residents' permit bays)
- CA-D: Monday to Friday 0830-1830; Saturday 0830-1330

Figure 2.20: City of Westminster Controlled Parking Zone (CPZ) Map



Source: City of Westminster

Figure 2.20 shows that the areas in the immediate vicinity of the Great Hall and Library site to the southwest are subject to CPZ restriction between 0830 and 1830, Monday to Saturday.

The City of London CPZ covers the areas to the east of the Great Hall and Library site, with restrictions applying from 0700-1900, Monday to Friday and from 0700-1100 on Saturday.

The review shows that all the local streets within the vicinity of the HSLI precincts have parking restrictions managed by controlled permits.

3 Travel Surveys

3.1 Introduction

This section summarises the existing observed travel patterns for the site, along with the proposed baseline and monitoring surveys to be undertaken by HSLI.

3.2 Existing Travel Patterns

The site is currently occupied by HSLI. Baseline travel mode surveys were conducted in June 2015 and distributed to staff and students at the HSLI precincts. The survey recorded primarily the main mode of travel to HSLI (by farthest distance travelled) for staff and students.

3.2.1 Honourable Society of Lincoln's Inn Students

A summary of the existing HSLI student travel patterns are provided in Table 3.1.

Table 3.1: HSLI Student Mode split (June 2015)

Mode	HSLI Student Survey
Car Driver	0%
Bus	0%
Underground	53%
Train	13%
Motorcycle (>125cc)	7%
Motorcycle (<125cc)	0%
Bicycle	7%
Walk (live off-site)	13%
Walk (live on-site)	7%
Car passenger (dropped-off)	0%
Total	100%

Source: Mott MacDonald

In total responses from 15 students were received, out of a current total of 17 students (a response rate of 88%). The results of the survey show that 53% of the students travelled by Underground, 13% walked, 7% travelled by motorcycle, 7% by bicycle and 7% live on-site. The results show that HSLI students achieve high levels of travel by sustainable modes, with 86% travelling by sustainable modes. No HSLI students were recorded as either car drivers or passengers.

3.2.2 Honourable Society of Lincoln's Inn Staff

A summary of the existing HSLI staff travel patterns are provided in Table 3.2.

Table 3.2: HSLI Staff Mode Split (June 2015)

Mode	HSLI Staff Survey
Car Driver	2%
Bus	5%
Underground	38%
Train	36%
Motorcycle (>125cc)	2%
Motorcycle (<125cc)	2%
Bicycle	2%
Walk	11%
Car passenger (dropped-off)	0%
River Boat	2%
Total	100%

Source: Mott MacDonald

In total responses from 91 staff were received, out of a current total of 115 staff (a response rate of 79%). The results of the survey show that 38% of the staff travelled by Underground, 36% by train, 11% walked, 5% by bus, 4% by motorcycle, 2% car driver, 2% by bicycle and 2% by river boat. The results show that HSLI staff currently achieve high levels of travel by sustainable modes (94% of staff), with a very low modal share for car use.

The full results of the HSLI staff and student travel mode survey are included in **Appendix B**.

3.3 Baseline Staff and Student Surveys

HSLI will undertake a baseline staff and student travel survey within 6 months of first occupation of the redeveloped Great Hall and Library complex.

The staff and student survey will concentrate on recording detailed information of their travel habits to determine the baseline mode share. This information will be used to develop the Full Travel Plan, which will include the final mode share targets and measures to be implemented to encourage sustainable travel for staff and students.

The initial staff and student baseline travel surveys will be development by the TPC. It is recommended that the iTRACE standard travel survey (available as an online version or as hard copy at: <https://london.itrace.org.uk>) is used in developing the full travel plan.

HSLI can develop their own tailored questionnaire to meet their own specific requirements. This is acceptable but it is essential that 'main mode' data is collected in the following way to ensure 'iTRACE compliancy':

- The main mode of travel must be based on the mode which the respondent uses for the longest distance on any journey leg. Modes should align with the standard iTRACE definitions, namely:
 - Walk;
 - Cycle;
 - Tube/Underground;
 - Train;
 - Bus;
 - DLR;
 - Tram;
 - Riverboat;
 - Park and Ride (bus);
 - Car Share as a driver;
 - Car share as a passenger;
 - Drive alone;
 - Taxi;
 - Scooter/Motorcycle (below 125 cc);
 - Motorcycle (above 125cc);
 - Work from home;
 - Other (please specify).

It is recommended that HSLI develop its own bespoke baseline travel survey that meets its own specific site requirements. The mode of travel question is an essential requirement of the baseline travel survey. It is also recommended that additional information is collected including:

- Personal information such as home postcode and working hours;
- Reasons for choice of travel mode;

- Actual and preferred travel mode; and
- Attitudinal information about measures which are likely to encourage a switch to sustainable alternatives.

The baseline surveys will accurately identify how staff and students travel to the site. The initial baseline results will be known as 'Year 1'. The TPC will be responsible for developing, publicising and administering the baseline survey. The aim will be to achieve a high response rate (at least 30%). Further details on the monitoring surveys are provided in Section 7.

3.4 New Starter Surveys

New staff and students will be required to complete a short travel questionnaire to provide the relevant TPC with information on their likely travel modes and home location. This will enable the TPC to provide relevant travel advice on sustainable and active travel mode options to the site.

4 Objectives and Targets

4.1 Objectives

The emphasis of this Travel Plan is to provide a package of transport measures that can be adopted and developed to encourage staff, students and visitors to travel to the site by sustainable modes, with a particular emphasis on encouraging **active modes** (walking and cycling).

There are significant health benefits for people travelling regularly by active modes. People who are physically active in their daily lives are more productive and have good attendance records. Promoting active travel will also reduce transport-related social exclusion and improve site accessibility for all site users.

The high level objectives of this Interim Travel Plan are:

- **Objective 1:** To increase the use of active travel modes (walking and cycling) by staff, students, and visitors to the site;
- **Objective 2:** To actively promote sustainable transport options to and from the site to enable site users to make informed travel decisions; and
- **Objective 3:** To raise awareness amongst site users of the impacts their travel choices on their health and the local environment.

The chosen objectives have been set to encourage active and sustainable travel. HSLI should adopt these core objectives.

4.2 Targets

This section sets out the interim targets to be achieved in the short and medium term. The targets will be updated in the Full Travel Plan to be produced and submitted once the baseline travel survey has been conducted. The targets are the measurable goals by which progress of the Full Travel Plan will be assessed.

In accordance with TfL's best practice guidance all targets identified in the Full Travel Plans will be SMART, in that they will be Specific; Measurable; Achievable; Realistic and Time-bound.

Achievement of the Travel Plan targets and objectives will be assessed by collecting Travel Plan Indicator data. Travel Plan indicators are the elements which will be measured in order to identify whether the targets have been met (and consequently whether the objectives have been achieved). HSLI should target increasing the levels of active travel (walking and cycling).

4.3 Mode Share

Baseline travel mode surveys have been undertaken for existing HSLI staff and students. Table 4.1 summarises the interim baseline mode splits for HSLI.

Table 4.1: HSLI Interim Baseline Mode Splits (June 2015)

Mode	HSLI	
	Staff	Students
Car Driver	2%	0%
Bus	5%	0%
Underground	38%	53%
Train	36%	13%
Motorcycle	4%	7%
Bicycle	2%	7%
Walk	11%	20%*
Riverboat	2%	0%
Totals	100%	100%

*Note: includes both students who live off-site and those that live on-site in accommodation provided by HSLI.

4.4 Targets and Indicators

The interim targets and indicators are provided in Table 4.2. These interim targets should be adopted by HSLI in their Full Travel Plan. The indicators can be updated once the baseline travel surveys have been completed and analysed

Table 4.2: Targets and Indicators

Objective	Target	Site User	Indicators	Base Year 0	Targets				
					Year 1	Year 2	Year 3	Year 4	Year 5
1-1	Increase the proportion of site users who walk and cycle to the site	Staff	% site users walking to the campus	11%	12%	12%	13%	13%	14%
			% site users cycling to the campus	2%	4%	6%	8%	10%	11%
		Students	% site users cycling to the campus	7%	9%	10%	11%	12%	13%

The achievement of the Travel Plan objectives will be monitored by collecting travel mode data on site users. The aim of this travel plans will be to encourage travel by active modes and therefore the targets are focused on increasing walking and cycling to the site.

The TPC will set targets for a minimum five year period to encourage active travel to and from HSLI. The interim targets presented in Table 4.2 can be adopted or updated by the TPC once a baseline survey has been completed within 6 months occupation of their permanent building. The TPC should ensure they set SMART targets (specific, measurable, attainable, realistic and timebound).

5 Travel Plan Management

5.1 Introduction

HSLI will appoint their own TPC who will have the responsibility of overseeing the monitoring, facilitating, implementing and updating of their Full Travel Plan. HSLI will be responsible for appointing a TPC and it is expected that this TPC will be a member of staff based on site.

5.2 Travel Plan Coordinator (TPC)

The contact details of the nominated TPC will be supplied once the member of staff has been appointed. The role of the TPC is expected to encompass the following duties:

- **Pre-Occupation:**
 - Design/obtain effective marketing and awareness raising materials to promote the Travel Plan and sustainable travel modes;
 - Liaise with the Local Authority; and
 - Set-up the data collection processes to monitor and review the Travel Plan.
- **Post-Occupation:**
 - Implement effective marketing and awareness raising campaigns and materials to promote the Travel Plan;
 - Establish the Travel Plan management arrangements;
 - Produce the Full Travel Plan once the initial baseline travel surveys have been conducted;
 - Undertake annual monitoring Travel Surveys;
 - Undertake annual Travel Plan reviews;
 - Maintain and update on-site transport information;
 - Update, implement, monitor and enforce the Full Travel Plan; and
 - Attend Travel Plan Steering Group meetings.

5.3 Travel Plan Steering Group

A Travel Plan steering group will be formed for the site. The steering group should as a minimum meet twice a year to discuss access, transport and travel plan issues associated with the site. The steering group will provide a forum for each of the TPCs to discuss and share ideas, raise any site wide issues, concerns and discuss survey results and joint site wide measures. The Travel Plan steering group should comprise the following:

- The TPC;
- Camden Council (by copy of minutes of meeting);
- Senior HSLI staff; and
- Any other interested parties, i.e. staff, student representatives.

5.4 Marketing Strategy

The promotion of the Full Travel Plan to HSLI site users will be implemented through a marketing strategy which will be facilitated by the TPC.

This Marketing Strategy section sets out how communication of the Travel Plan will be achieved. Three groups of site users have been identified for the site, including staff, students and visitors. The marketing measures to be adopted for each of these groups is summarised below.

5.5 Staff

Existing and future staff will be made aware of the Travel Plan. Information about the Travel Plan will be communicated to the Staff via the following media:

- During the staff recruitment process, including during interviews and inductions;
- Staff meetings;
- Information boards within staff areas and classrooms;
- Direct discussions with the TPC;
- Staff information packs; and
- E-mail updates; and
- Social media.

5.6 Students

Students will be made aware of their travel options. The Travel Plan and what it is trying to achieve will be communicated to the students prior to enrolling and regularly during their time on site. Information on the Travel Plan will be provided to students via the following media:

- At open days, enrolment events and correspondence via email, telephone and letters;
- HSLI website;
- Student induction packs;
- Information boards in common areas;
- Classroom meetings/registration/tutor groups;
- By e-mail;
- Social Media; and
- Through meetings with the TPC.

5.7 Visitors

Site visitors will be made aware of their travel choices when visiting the site which will be communicated through:

- E-mail confirmations;
- HSLI website;
- Information by correspondence or by telephone; and
- By way of discussions if they are repeat/regular visitors.

5.8 Marketing Material

Table 5.1 summarises the ways in which information can be promoted and communicated at the site:

Table 5.1: Marketing Materials

Technique	Tools
Printed Materials	Travel Plan staff and student noticeboards Poster campaigns Travel newsletter Staff/Student information packs Visitor information sheets
Electronic Media	E-mail bulletins to site users Travel information on the education facility websites
Activities	Events supporting national travel events such as Cycle to Work Week and Walking Week. Travel Plan news disseminated in staff/student meetings Open days and events at the site.

6 Measures

6.1 Introduction

This Interim Travel Plan provides a package of measures that will be required to be implemented by HSLI to encourage active travel to and from the site. The final package of measures to be delivered for the site will be agreed with Camden Council and provided in the Full Travel Plan produced by the appointed HSLI TPC.

6.2 Active Travel – Walking and Cycling

Walking and cycling will be encouraged and supported by a range of measures. The site is highly accessible on foot and bicycle from Serle Street, Newman's Row, Chancery Lane and Carey Street.

Walking and cycling will be actively promoted by the TPC through the implementation of a marketing strategy. Promotion of walking and cycling will include:

- Provision of cycle parking to meet predicted site-wide cycle parking demand;
- Monitor use and demand for cycle parking so that if demand exceeds provision appropriate measures can be taken;
- Provision of information/maps showing local cycle routes, cycle parking locations, local cycle shops and cycle clubs;
- Provision of information/maps showing local pedestrian routes including the locations of crossings;
- Provision of information on the health benefits of walking and cycling;
- Provision of information on local and national walking and cycling events;
- Set-up annual walking and cycling distance competitions;
- Offer the cycle to work scheme for staff; and
- Provide spare locks, puncture repair kits and a pump at reception for bike emergencies.

6.3 Public Transport

This Travel Plan aims to encourage active travel to and from the site due to the health benefits of travel by these modes. However public transport will remain an important travel mode, particularly for site user journeys over 5km. Therefore information on the public transport options to access the site will be provided. Promotion of public transport access will include:

- Operate a season ticket loan scheme where staff can repay the cost of a season ticket over 12 monthly instalments;
- Provision of information on public transport including locations of local stops/stations and information on routes and timetables;
- Update public transport information on a regular basis when changes to services occur.

6.4 Managing Car Use

It is important that car use and on-street parking are discouraged as part of implementing the Full Travel Plan. The proposed HSLI Great Hall and Library development will reduce the number of car parking spaces available on site and therefore students, staff and visitors will need to consider other modes of travel. Two disabled parking spaces will be relocated adjacent to the main entrance to the East Terrace Education Suite, which will greatly improve existing disabled access to the HSLI Great Hall and Library facilities. The following measures will be implemented to manage parking demand and reduce car use to the site:

- Inform potential staff, students and visitors that limited on site car parking is provided, and is available only on a parking permit or hourly fee basis; and
- Provision of information on parking restrictions on the local surrounding residential streets.

6.5 Servicing

Access to the site for servicing purposes will be directed as follows:

- Small service and delivery vehicles will access the HSLI precincts via the main entrance at the Newman's Row/Serle Street junction and will load/unload in the demarcated area adjacent to the South Terrace of the Great Hall.
- Larger service and delivery vehicles, as well as refuse vehicles, will enter the site via the current dedicated access on Newman's Row, north of the main entrance. Loading and unloading will take place in the Western Service Yard.

7 Monitoring

7.1 Introduction

A programme of monitoring and review will be implemented to generate data by which the success of the Travel Plan will be evaluated. This will help to establish whether the agreed objectives and targets are being met. Monitoring and review will be the responsibility of the TPC.

7.2 Monitoring

The TPC will be responsible for monitoring and review of their Full Travel Plan. The TPC will monitor the Travel Plan throughout the year by undertaking the following activities:

- Conduct iTRACE travel surveys annually for all staff, students and visitors to the site for a minimum 5 year period from occupation of the permanent building;
- Conduct co-ordinated site-wide cycle parking counts to affirm travel survey results;
- Analyse the travel survey data and compare to the baseline and target data; and
- Provide a monitoring report to the Steering Group on results of all surveys.

7.3 Review

Following the completion of each travel survey the results will be reviewed by the TPC to determine if the Travel Plan targets are being achieved and whether there are further improvements that can be implemented to encourage active travel. The surveys will identify the barriers to further encouraging active travel and where appropriate additional measures will be provided and discussed with key stakeholders.

A monitoring report will be produced by the TPC based on the results of the annual travel surveys. The monitoring reports will provide a summary of the survey results and details on whether the Travel Plan targets have been met.

If the proposed targets have not been met then the Travel Plan will be revised to include more realistic measures and will aim to target the areas where there are issues. The TPC will be given more time and resources to focus on any areas that need more attention.

Following the completion and issue of the monitoring reports to the Steering Group, the TPC will prepare an updated Travel Plan taking into account the results of the travel surveys.

8 Action Plan

This chapter draws together the proposals for implementing, monitoring and reviewing the site Travel Plan. The actions to be taken are summarised in the action plan provided in Table 8.1.

Table 8.1: Action Plan

Ref	Initial Actions	Type of Measure	Responsibility	Implementation	Review	Funding
1a	Provision of additional cycle parking spaces	Long term permanent	Contractor	During construction	Prior to occupation	Honourable Society of Lincoln's Inn
1b	Appoint a TPC	Long term min 5 years	Honourable Society of Lincoln's Inn, Treasurer	3 months prior to occupation of permanent buildings	Prior to occupation	Honourable Society of Lincoln's Inn
1c	Set-up Travel Plan Steering Group	Short	TPCs	Within 1 month of TPCs being appointed	Meet 1-2 times per year	Steering Group Time
Ref	Marketing Actions	Type of Measure	Responsibility	Implementation	Review	Funding
2a	Obtain/produce printed sustainable transport materials for noticeboards	Long term – marketing to be an ongoing activity kept up to date for the duration of the plan	TPC	Prior to occupation of permanent buildings	Update as and when required	Honourable Society of Lincoln's Inn
2b	Produce or include travel information in HSLI newsletters		TPC	Ongoing during occupation	Update as and when required	
2c	Produce staff/student information packs		TPC	Prior to occupation of permanent buildings	Update as and when required	
2d	Email updates		TPC	Ongoing during occupation	As and when required	
2e	Website travel information		TPC	Ongoing during occupation	Update as and when required	
Ref	Sustainable Transport Actions	Type of Measure	Responsibility	Implementation	Review	Funding
3a	Promote national travel events (walk to work, cycle week)	Long - ongoing	TPC	Annually	Annually	TPC time
3b	Promote free cycle training to staff and students		TPC	Annually	Annually	TPC time
3c	Promote the try before you buy bicycle scheme		TPC	Annually	Annually	TPC time

Ref	Initial Actions	Type of Measure	Responsibility	Implementation	Review	Funding
3d	Provide cycle spares at reception		TPC	Annually	Annually	Honourable Society of Lincoln's Inn
3e	Provide cycle to work scheme		TPC/HR	Annually	Annually	TPC time
3f	Promote students oyster cards		TPC	Annually	Annually	TPC time
3g	Operate a season ticket loan scheme		TPC/HR	Annually	Annually	TPC time
3h	Provide information on the HSLIParking Permit Scheme		TPC	Annually	Annually	TPC time

Ref	Monitoring Actions	Type of Measure	Responsibility	Implementation	Review	Funding
4a	Undertake baseline travel surveys	Short	TPC	Within 6 months first occupation of permanent buildings	Within 1 month of surveys being completed	Honourable Society of Lincoln's Inn
4b	Undertake annual monitoring surveys	Long term min 5 years	TPC	2018-2022	Annually for 5 years	
4c	Produce Full Travel Plan	Short	TPC	Within 7 months of first occupation	Annually for 5 years	TPC time
4d	Produce annual monitoring reports	Long term min 5 years	TPC	2018-2022	Annually for 5 years	TPC time
4e	Review and update the Full Travel Plan	Long term min 5 years	TPC	2018-2022	Annually for 5 years	TPC time

8.1 Travel Plan Finance

The implementation of the Travel Plans will incur costs which will be related to resources such as time, materials, events, etc. There will be funds and time made available to the TPCs to facilitate the implementation and delivery of the Travel Plans which will be determined following the first Full Travel Plans have been produced. This funding source will be used in accordance with the targets and measures for the following activities:

- To produce/purchase information packs;
- For promotional material;
- For potential events/competitions/incentives;
- For cycle related provisions;
- For improvements to facilities if needed; and
- For use if the targets are not met – to introduce more measures.

9 Securing and Enforcing

The provision of a Full Travel Plan in accordance with this Interim Travel Plan and current TfL guidance together with the implementation of site-wide measures will be secured through its incorporation into a signed S106 agreement for the development.

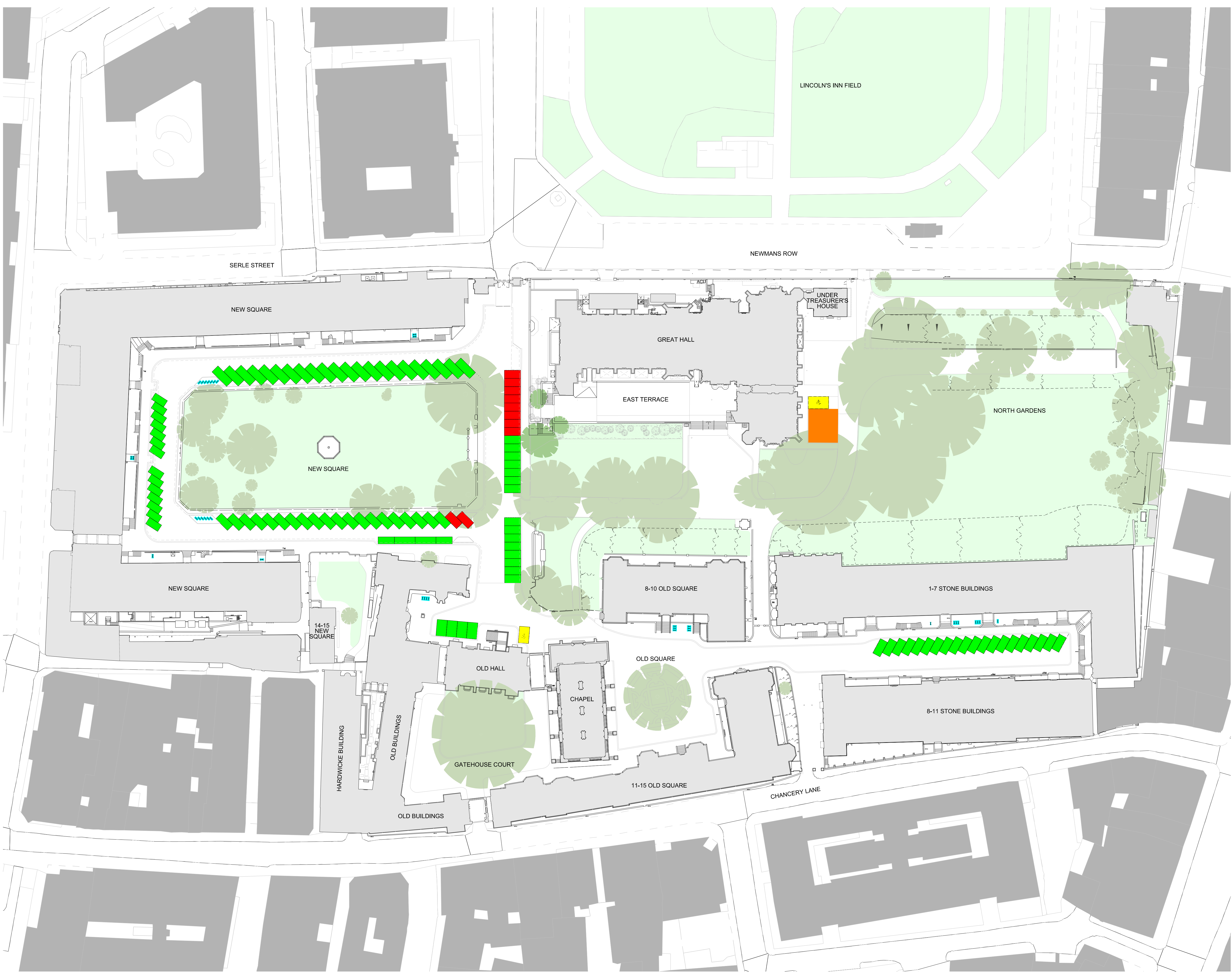
The TP targets will be reserved for agreement with the local planning authority within 1 month of the initial baseline travel surveys being undertaken, i.e. within 6 months occupation of the permanent buildings.

All measures to be implemented will be directly funded by HSLI. The main cost associated with the measures will be the TPC staff time to implement sustainable transport measures, actively promote sustainable travel and monitor, review and update the Travel Plan.

Appendices

Appendix A. Site Layout Plan	46
Appendix B. Staff and Student Travel Survey Responses	47

Appendix A. Site Layout Plan



- NOTES
- DO NOT SCALE FROM THIS DRAWING.
CONTRACTOR TO CHECK ALL DIMENSIONS ON SITE.
ANY DISCREPANCIES TO BE REPORTED TO THE ARCHITECT IMMEDIATELY.
- COPYRIGHT RICK MATHER ARCHITECTS LLP ©
- 'Marked' Car parking to be retained
 - 'Marked' Car parking to be permanently removed
 - 'Marked' Accessible Parking to be retained
 - 'Marked' Accessible Parking to be relocated
 - Motorcycle parking to be temporarily removed during works
 - Bicycle Parking to be retained - 37no. Sheffield Stands

Note: 'Marked' car parking bays - either small metal studs on the ground, painted white lines or, in the case of the accessible parking bays, with small brass plaques on an adjacent wall.

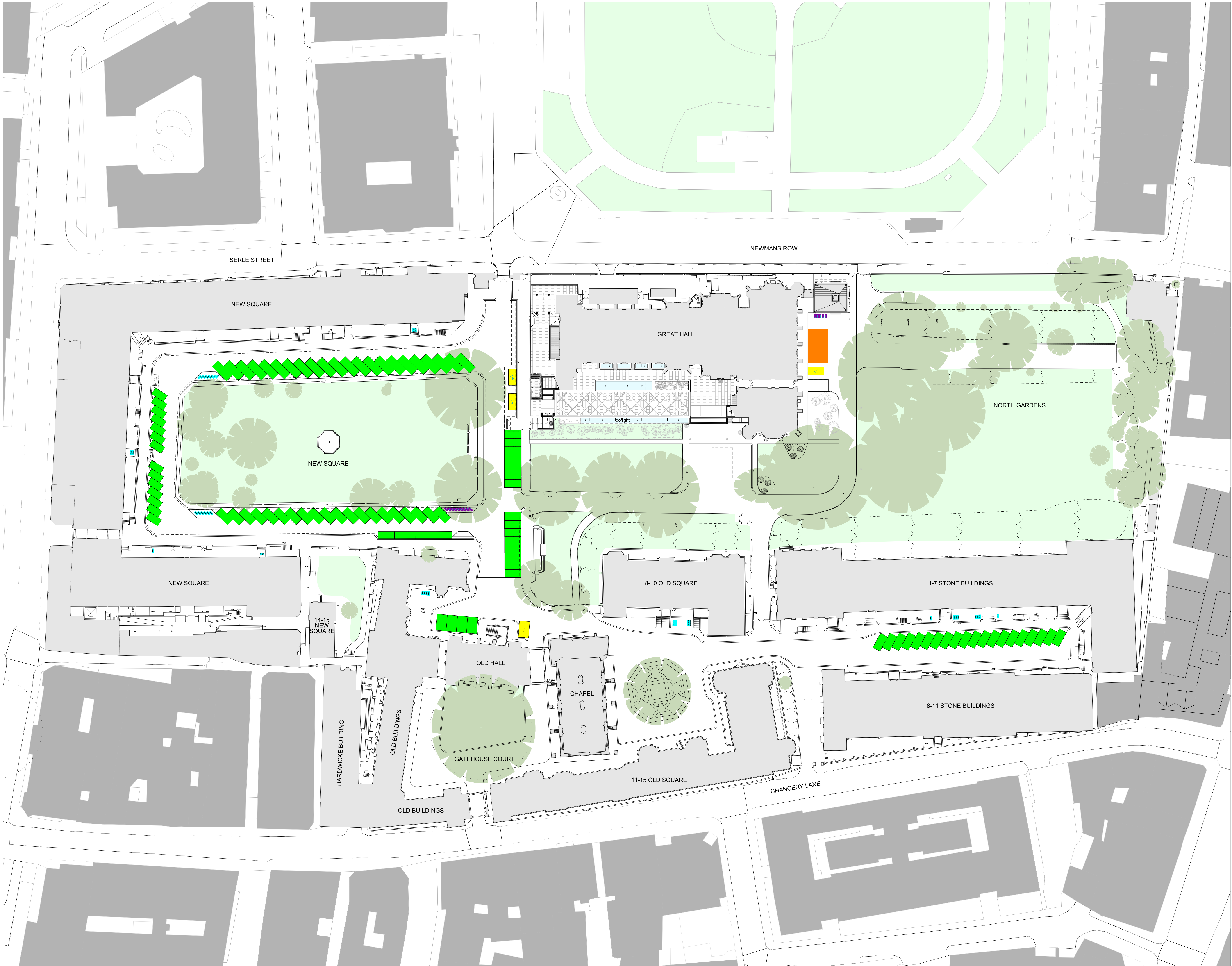
Summary	
'Marked' Car Parking Spaces	109
'Marked' Accessible Car Parking Spaces	2
Bicycle Parking - Sheffield Hoops	37

SKETCH

JOB	597- Lincoln's Inn Great Hall and Library
SCALE	1:500 @ A1
DATE	28/09/15
TITLE	Existing Parking Site Plan
DRG #	SK-0105-P4

RICK MATHER ARCHITECTS ©

123 Camden High Street London NW1 7JR
T: 020 7284 1727 F: 020 7267 7826
Info@rickmather.com www.rickmather.com



- NOTES
DO NOT SCALE FROM THIS DRAWING.
CONTRACTOR TO CHECK ALL DIMENSIONS ON SITE.
ANY DISCREPANCIES TO BE REPORTED TO THE ARCHITECT IMMEDIATELY.
COPYRIGHT RICK MATHER ARCHITECTS LLP ©
- Car parking to be retained
 - Car parking to be permanently removed
 - Accessible Parking to be retained
 - Motorcycle parking to be temporarily removed during works
 - Bicycle Parking to be retained - 37no. Sheffield Stands
 - Proposed Bicycle Parking - 14no. Sheffield Stands

Note: 'Marked' car parking bays - either small metal studs on the ground, painted white lines or, in the case of the accessible parking bays, with small brass plaques on an adjacent wall.

Summary	
'Marked' Car Parking Spaces	99
'Marked' Accessible Car Parking Spaces	4
Bicycle Parking - Sheffield Hoops	51

SKETCH

JOB	597 Lincoln's Inn Great Hall and Library
SCALE	1:500 @ A1
DATE	28/09/15
TITLE	Proposed Parking Site Plan
DRG #	SK-0106-P5

RICK MATHER ARCHITECTS ©

123 Camden High Street London NW1 7JR
T: 020 7284 1727 F: 020 7267 7826
Info@rickmather.com www.rickmather.com

Appendix B. Staff and Student Travel Survey Responses

Timestamp	1. Are you a current member of staff or a student of The Honourable Society of Lincoln's Inn?	2. What is the purpose of your visit?	3. What is your current main mode of transport for travel to Lincoln's Inn (by farthest distance travelled)?	4. What mode of transport do you use when arriving at Lincoln's Inn (for the final leg of your journey)?
6/18/2015 12:31:30	Staff	Work	Train	Walk (entire journey)
6/18/2015 13:56:08	Staff	Work	Cycle (own bike)	Cycle (own bike)
6/18/2015 14:00:24	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:02:48	Staff	Work	Train	Walk (entire journey)
6/18/2015 14:02:52	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:03:05	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:03:29	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:03:40	Staff	Place of Residence	Walk	Walk (entire journey)
6/18/2015 14:04:50	Staff	Work	Train	Walk from local bus stop
6/18/2015 14:05:09	Staff	Work	Train	Walk from local bus stop
6/18/2015 14:07:00	Staff	Work	Train	Walk from Train Station
6/18/2015 14:07:06	Staff	Work	Train	Walk (entire journey)
6/18/2015 14:07:18	Staff	Work	Train	Walk (entire journey)
6/18/2015 14:08:00	Staff	Work	Train	Cycle (Santander)
6/18/2015 14:08:21	Staff	Work	Walk	Walk (entire journey)
6/18/2015 14:08:31	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:08:54	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:09:24	Staff	Work	Train	Walk from train station
6/18/2015 14:09:36	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:13:18	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:14:19	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:14:23	Staff	Work	River Boat	Walk from pier
6/18/2015 14:15:27	Staff	Work	Walk	Walk (entire journey)
6/18/2015 14:18:38	Staff	Work	Walk	Walk (entire journey)
6/18/2015 14:19:06	Staff	Work	Walk	Walk (entire journey)
6/18/2015 14:20:05	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:20:35	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:21:40	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:23:36	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:27:02	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:28:28	Student	Attendance at meeting or event	Train	Walk from Tube/Underground Station
6/18/2015 14:29:23	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:31:53	Student	Use of library	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:33:35	Staff	Work	Cycle (own bike)	Cycle (own bike)
6/18/2015 14:35:00	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:35:29	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:37:47	Staff	Work	Scooter/Motorcycle (below 125cc)	N/A
6/18/2015 14:47:08	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:51:25	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:52:05	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 14:53:48	Student	BPTC	Train	Walk from Tube/Underground Station
6/18/2015 14:55:12	Staff	Work	Train	Walk from Tube/Underground Station
6/18/2015 14:56:44	Student	Attendance at meeting or event	Cycle (own bike)	Cycle (own bike)
6/18/2015 14:58:01	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 15:01:29	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 15:06:07	Student	I live here	Motorcycle (above 125cc)	Walk from motorcycle parking space
6/18/2015 15:06:59	Student	Use of library	Tube/Underground	Walk (dropped off on-site by car)
6/18/2015 15:16:35	Student	Attendance at meeting or event	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 15:21:52	Student	Attendance at meeting or event	Tube/Underground	Walk (entire journey)
6/18/2015 15:45:56	Staff	Work	Walk	Walk (entire journey)
6/18/2015 15:59:45	Staff	Work	Public bus	Walk (entire journey)
6/18/2015 16:01:09	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 16:11:38	Student	Use of library	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 16:14:10	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 16:31:02	Student	Attendance at meeting or event	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 16:57:11	Staff	Work	Train	Walk from local bus stop
6/18/2015 17:07:18	Student	Qualifying Sessions	Walk	Walk from Tube/Underground Station
6/18/2015 17:34:39	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/18/2015 21:09:32	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/19/2015 10:19:23	Staff	Work	Train	Walk (entire journey)
6/19/2015 10:43:10	Student	Attendance at meeting or event	Walk	Walk (entire journey)
6/19/2015 10:51:18	Staff	Work	Train	Walk from local bus stop
6/19/2015 11:26:00	Staff	Work	Drive Alone	Car Driver (parking on-site)
6/19/2015 11:27:33	Staff	Work	Public bus	Walk from local bus stop
6/19/2015 11:28:39	Staff	Work	Public bus	Walk from local bus stop
6/19/2015 12:09:16	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/19/2015 12:48:36	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/19/2015 13:27:06	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/19/2015 15:36:24	Student	I live here	I live here	Walk (entire journey)
6/19/2015 15:45:58	Staff	Work	River Boat	Walk from boat pier (Blackfriars pier)
6/20/2015 17:11:08	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/20/2015 18:51:34	Student	Attendance at meeting or event	Tube/Underground	Walk (entire journey)
6/21/2015 20:33:27	Staff	Work	Scooter/Motorcycle (below 125cc)	Walk (entire journey)
6/22/2015 10:45:15	Staff	Work	Drive Alone	Car Driver (parking on-site)
6/22/2015 11:23:41	Staff	Work	Train	Walk from local bus stop
6/22/2015 11:25:04	Staff	Work	Train	Walk (entire journey)
6/22/2015 12:45:39	Student	Use of library	Tube/Underground	Walk from Tube/Underground Station
6/22/2015 15:05:19	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 9:55:39	Staff	Work	Train	Walk (dropped off on-site by car)
6/23/2015 11:02:45	Staff	Work	Walk	Walk (entire journey)
6/23/2015 11:15:28	Staff	Work	Walk	Walk (entire journey)
6/23/2015 11:16:33	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:29:04	Staff	Work	Walk	Walk (entire journey)
6/23/2015 11:30:34	Staff	Work	Walk	Walk (entire journey)
6/23/2015 11:31:49	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:32:48	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:33:37	Staff	Work	Train	Walk from Tube/Underground Station
6/23/2015 11:34:01	Staff	Work	Train	Walk (entire journey)
6/23/2015 11:34:35	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:35:04	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:35:18	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:37:03	Staff	Work	Train	Walk from local bus stop
6/23/2015 11:37:42	Staff	Work	Train	Walk from Tube/Underground Station
6/23/2015 11:39:31	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:40:31	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:41:23	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 11:42:28	Staff	Work	Motorcycle (above 125cc)	Cycle (own bike)
6/23/2015 11:43:29	Staff	Work	Tube/Underground	Walk (entire journey)
6/23/2015 11:50:31	Staff	Work	Train	Walk (entire journey)
6/23/2015 12:09:51	Staff	Work	Train	Walk from Tube/Underground Station
6/23/2015 12:41:23	Staff	Work	Train	Walk (entire journey)
6/23/2015 13:05:39	Staff	Work	Tube/Underground	Walk from Tube/Underground Station
6/23/2015 13:42:46	Staff	Work	Motorcycle (above 125cc)	motorcycle (parking on site)
6/23/2015 14:23:04	Staff	Work	Train	Walk (entire journey)
6/23/2015 15:56:34	Staff	Work	Public bus	Walk from local bus stop
6/23/2015 18:23:42	Staff	Work	Train	Walk (entire journey)