

GMS Estates Ltd.

**KINGSWAY HOUSE, KINGSWAY,
LONDON BOROUGH OF CAMDEN**

Workplace Travel Plan

May 2016

Caneparo Associates Limited
131-151 Great Titchfield Street
London W1W 5BB
Tel: 020 3542 4840

www.caneparoassociates.com

Registered in England: 9930032

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1 INTRODUCTION

- 1.1 Caneparo Associates Limited is retained by GMS Estates Ltd ('the Applicant') to provide traffic and transportation advice with regard to the proposed extension and refurbishment of Kingsway House, Kingsway, in the London Borough of Camden.

Travel Plan Aim

- 1.2 The aim of this Travel Plan is to put in place the management tools that are necessary to enable staff and occupants of the site to make informed decisions about their travel to / from the facilities. This will in effect minimise the adverse impacts of their travel on the environment. This aim is achieved by setting out a strategy for eliminating barriers which keep future users of the site from making use of sustainable, as well as more active, transport modes.

Benefits

- 1.3 The Travel Plan will bring about the following benefits:
- Staff and occupants – improved health, reduced stress and potential travel cost savings; and,
 - Community – setting an example to others by the development demonstrating its commitment to the Government's environmental priorities.

This Document

- 1.4 This is a stand-alone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan. It will act as an overarching document for all users of the site.

2 PLANNING POLICY

National Transport Policy

National Planning Policy Framework (NPPF)

- 2.1 The National Planning Policy Framework (NPPF) was published on 27th March 2012 and sets out the Government's planning policies for England and how these are expected to be applied.
- 2.2 The NPPF sets out that a Travel Plan is a key tool for exploiting opportunities for the movement of goods and people and that all developments which generate significant amounts of movement should be required to provide a Travel Plan.
- 2.3 Chapter 4, 'Promoting Sustainable Transport' states at Paragraph 29 that:

'Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. Smarter use of technologies can reduce the need to travel. The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. However, the Government recognises that different policies and measures will be required in different communities and opportunities to maximise sustainable transport solutions will vary from urban to rural areas.'

Encouragement should be given to solutions which support reductions in greenhouse gas emissions and reduce congestion. In preparing Local Plans, local planning authorities should therefore support a pattern of development which, where reasonable to do so, facilitates the use of sustainable modes of transport.'

Regional Transport Policy

The London Plan

- 2.4 The integration of transport and development to reduce the need to travel is a strategic focus of the London Plan (Policy 6.1). The plan also addresses the need to:
- Reduce emissions from transport;
 - Provide for pedestrians and cyclists;
 - Consider development proposals in light of existing transport capacity and proximity to major freight routes (as relevant); and
 - Promote actions to achieve wider environmental sustainability in London.
- 2.5 Critically, policy 6.3 of the Plan asserts that *'Workplace and / or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL guidance...'*

TfL Guidance

- 2.6 TfL guidance for travel planning sets out comprehensive advice in preparing and implementing development related Travel Plans across London. This guidance has been adhered to in the preparation of this Travel Plan.

Local Policy Context

London Borough of Camden – Camden Planning Guidance on Transport

- 2.7 The Camden Planning Guidance on Transport provides supplementary guidance in support of the Local Development Framework. The document covers various topics such as; housing, sustainability and travel plan documents.
- 2.8 The document states that Travel Plans will be sought where considered appropriate. Statements go on to encourage the use of TfL's Travel Plan guidance.
- 2.9 Under the heading 'General Guidance', the Council highlight that the purpose of a Travel Plan is to enable developments to *'contribute to meeting targets on traffic reduction and improving air quality.'*

2.10 The key messages of Travel Plan documents should embody the following:

- *'Travel Plans enable a development to proceed without adverse impact on the transport system*
- *The requirements of a Travel Plan will be tailored to the specific characteristics of the site and the development'*

2.11 Specific to Workplace Travel Plans, the document goes on to state that a *'Travel Plan will usually contain measures geared particularly to promoting alternatives to single-occupancy car use.'* While key components of a Travel Plan include:

- *'Corporate/management support and commitment;*
- *Designated travel co-ordinator;*
- *Staff travel surveys – baseline & monitoring;*
- *Targets – challenging but achievable; and*
- *Monitoring – on-going, to check and maintain progress and development'.*

3 THE SITE, ACCESSIBILITY AND TRAVEL PATTERNS

- 3.1 This section provides details of the site proposal and surrounding area, describes the various modes of sustainable transport which can be used to access the site and provides the site's predicted travel patterns used to establish the Travel Plan targets.

The site and Surrounding Area

- 3.2 The proposal seeks to extend and refurbish the existing commercial building located at Kingsway House. The site includes Kingsway House consisting of 7 storeys above ground, a three storey building at No. 62 Parker Street and a 4 storey building at No. 4 Great Queen Street.
- 3.3 The site currently provides ground floor retail facilities including Starbucks Coffee and Eat, while office floor space is provided on upper floors. The proposal will increase the site's office floor space through construction of an 8th storey.
- 3.4 The site building has frontage onto Parker Street to the north, A4200 Kingsway to the east and Great Queen Street to the south. The surrounding area is typically commercial in nature and is in close proximity to Holborn Underground Station, the A40 High Holborn and Covent Garden.

Site Accessibility

Walking

- 3.5 There is good network of public footways and paths surrounding the site in all directions. There are a number of controlled and uncontrolled crossing points surrounding the site, each of which are provided with dropped kerbs with tactile and colour differentiated paving.
- 3.6 The closest push button pedestrian crossing facility to the site is located by the south-eastern corner of the site, providing crossing facilities for pedestrians wishing to cross Kingsway and Great Queen Street.
- 3.7 A person's willingness to walk is dependent on many factors including: access to a car, safety, road congestion, weather, gradients, parking, health, direction of route, and purpose of journey.

3.8 It is generally accepted that for journeys of up to 2km walking is an appropriate mode to replace car trips and this is set out in The Chartered Institution of Highways and Transportation (CIHT) Guidelines (*'Guidelines for Providing for Journeys on Foot'*) which suggests a maximum 'acceptable' walking distance for pedestrians without mobility impairment of 2km. This 'acceptable' distance is also referred to in Transport for London's guidance document *'Walking Good Practice'* published in April 2012.

3.9 **Table 3.1** sets out details of approximate distances between the site and local amenities. Assuming an average walk speed of 80m per minute, Table 3.1 identifies a number of local amenities located within a reasonable walk distance of the site.

Table 3.1: Approximate Distances to local amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
Public Transport Opportunities			
Bus stops	Kingsway (Bus Stop M)	40	<1
	Kingsway (Bus Stop N)	50	<1
Holborn Underground Station	Kingsway, High Holborn	120	2
Facilities and Amenities			
Co-op Bank	Remnant Street, Kingsway	40	<1
Sainsbury's Supermarket	High Holborn, Kingsway	130	2
NatWest Bank	High Holborn, Newton Street	180	2
Pharmacy	Drury Lane, Betterton Street	350	4
Post Office	High Holborn, Drury Lane	400	5

3.10 As shown above, there are a number of local amenities and public transport services located within convenient walking distance of the site, including bus stops, banking services, a pharmacy and a supermarket.

Cycling

3.11 There is a good network of cycle ways in the local area with a number of roads designated by TfL's Cycle Guide No.7 as appropriate for cycling.

- 3.12 There are a number of local roads which have been designated as '*Routes signed or marked for use by cyclists*' including Great Queen Street, Long Acre and Drury Lane. While further roads have been labelled '*Other roads that have been recommended by cyclists*' including Lincoln's Inn Fields, Newman's Row and Chancery Lane.

Public Transport Accessibility

- 3.13 As aforementioned, the site has access to a number of public transport services. Additional information regarding service routes and frequency of service is provided below.

Bus Services

- 3.14 In total 35 bus routes are available within a 640 metre walking distance of the site. A list of the bus routes shown in TfL's Bus Spider Map for Holborn, alongside a summary of the frequency of services, is provided in **Table 3.2**.

Table 3.2 Local Bus Services				
Route Number	Route	Frequency (in minutes)		
		Weekday Frequency	Saturday Frequency	Saturday Frequency
1	Canada Water – Tottenham Court Road	6-10	8-12	11-13
8	Bow Church – Tottenham Court Road	4-8	6-10	9-11
9	Battersea Bridge – Finsbury Park	5-8	6-10	9-12
25	Ilford – Oxford Circus	4-10	5-8	5-8
38	Clapton – Victoria	3-6	3-7	4-8
55	Layton – Oxford Circus	5-9	7-11	8-11
59	King's Cross – Streatham Hill	5-9	6-8	9-12
68	Euston – West Norwood	7-10	6-10	10-13
91	Crouch End – Trafalgar Square	6-10	7-10	7-11
98	Willesden – Holborn	5-8	6-10	6-12
168	Hampstead Heath – Old Kent Road	5-8	8-12	10-14

171	Bellingham – Holborn	5-9	7-10	10-14
188	North Greenwich – Russel Square	7-9	7-9	10-14
242	Homerton Hospital – Tottenham Court Road	6-9	5-8	7-12
243	Waterloo – Wood Green	4-8	7-10	8-12
521	London Bridge – Waterloo	2-10	NA	NA
X68	Russell Square – West Croydon	Am Peak Only	NA	NA

Underground Services

- 3.15 Holborn Underground Station is the closest underground station to the site, located 120 metres walking distance north on Kingsway. Underground services available from Holborn run on the Central and Piccadilly Lines.
- 3.16 The Central Line runs between West Ruislip in the west and Epping in the north-east. While the Piccadilly Line runs between Heathrow and Uxbridge to the west and Cockfosters to the north. The Central Line runs 9 services per hour in each direction during the peak travel periods, while the Piccadilly Line runs 24 services in each direction during peak periods.
- 3.17 The site is also within suitable walking distance of Temple, Chancery Lane, Covent Garden and Leicester Square Underground Stations. These stations also provide convenient access to services on the Circle, District and Northern Lines.

Public Transport Accessibility Level (PTAL) Rating

- 3.18 Public Transport Accessibility Levels (PTALs) are a theoretical measure of the accessibility of a given point to the public transport network, taking into account walk access time and service availability. The method is essentially a way of measuring the density of the public transport network at a particular point.
- 3.19 The PTAL is categorised into six levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility. The PTAL levels 1 and 6 are further subdivided into A and B levels, with level A indicating the location is rated towards the lower end of the PTAL category and B towards the higher end.

- 3.20 The site has a PTAL rating of 6B, demonstrating that it has an 'excellent' rating of accessibility to public transport. **Appendix I** includes a copy of TfL's PTAL Calculation for the site.

Predicted Travel Patterns

- 3.21 A site-specific mode split will be taken from the first travel survey, as scheduled in the Action Plan located in **Section 8**. This survey will accurately identify how staff and occupants travel to / from the site. The results of the aforementioned survey will be known as Year 0. This survey will be undertaken no later than six months after the site is first occupied, or when 75% of the floor space is occupied.
- 3.22 Prior to site occupation, predicted modal share values have been obtained using Census data collected in 2011 for Method of Travel to Work by the Workplace Population. The predicted modal split was calculated using the 2011 Workplace Zones data. Due to the site location, there are 4 workplace zones within close proximity to the site, as such, an average value for the zones has been used, which is set out in **Table 3.3**.

Table 3.3: Summary of Method of Travel to Work – Workplace Population	
Mode	Percentage (%)
Underground	39
Rail	36
Bus	12
Taxi	0
Motorcycle	1
Car Driver	4
Car Passenger	0
Cycle	4
Walk	4

- 3.23 For the purpose of this Travel Plan, the modal split shown in **Table 3.3** will be used for target setting purposes until a Year 0 travel survey can be undertaken. The full Method of Travel to Work Data is available at **Appendix II**.

4 OBJECTIVES AND TARGETS

Introduction

4.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Chapter 7**.

- **Objectives:** They help to give the Travel Plan direction and provide a clear focus.
- **Targets:** Are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the development will seek to reach within the period covered by this Travel Plan.

Objectives

4.2 The Travel Plan's overriding objective is:

'To engage with and encourage site users to use more sustainable ways of travelling to / from the development, through more effective promotion of public transport and active modes. This will minimise the impact of the development on the surrounding road network and air quality.'

4.3 The sub-objectives are as follows:

- Sub-objective 1: To increase the awareness of the advantages and availability of sustainable / active modes of transport;
- Sub-objective 2: To reduce unnecessary use of private vehicles for journeys to and from the site;
- Sub-objective 3: To promote the health and fitness benefits of active travel; and,
- Sub-objective 4: To introduce a package of physical and management measures that will facilitate travel by sustainable modes.

Targets

- 4.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and success of the Travel Plan. Targets should be 'SMART' – Specific, Measurable, Achievable, Realistic and Time-related.
- 4.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 4.6 The key Action targets are set out below:
- To promote sustainable transport options for users of the site;
 - A Travel Plan Coordinator will be appointed at least three months prior to the first occupation of the development;
 - To launch this Travel Plan when the development opens;
 - Each monitoring survey will occur within one month of the anniversary of the Year 0 survey in each survey year (i.e. Years 1, 3 and 5);
 - A sustainable transport noticeboard will be situated in an appropriate communal area in a prominent location. The noticeboard will be periodically updated so that it provides up-to-date information; and,
 - Workplace Travel Packs will be provided to all long-term occupiers / staff. The packs will detail the measures set out in this document.

Aim Targets

- 4.7 The Aim targets of this Travel Plan are focused predominantly on long-term occupiers / staff of the development, as opposed to visitors.
- 4.8 **Table 4.1** outlines the Aim Targets set out for the site. The targets are set to measure progress towards the main objectives over five years. These targets are to be achieved within five years of the launch of the Travel Plan.

4.9 The predicted figures have been taken from Census mode split data, as detailed in **Section 3** and will be replaced by Year 0 data once it has been collected.

4.10 This Travel Plan recognises that it is not possible to set out accurate targets far into the future, even when based on actual modal share data (i.e. site-specific Year 0 data). As such, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 4.1: Travel Plan Aim Targets					
Target	Indicator	Mode Split			
		Predicted	Year 1	Year 3	Year 5
Occupiers / Staff					
Reduce private car use for travel to / from the site by 1%	Modal Split monitoring surveys for driving	4%	3%	3%	3%
Reduce public transport trips to / from the site by 2%	Modal Split monitoring surveys for public transport	87%	86%	85%	85%
Achieve a 2% increase in cycling mode share	Modal Split monitoring surveys for cycling	4%	5%	6%	6%
Achieve a 1% increase in walking mode share	Modal Split monitoring surveys for walking	4%	5%	5%	5%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the site	No Surveys Necessary	-	-	-	-

4.11 The indicators shown in **Table 4.1** are the elements which will be measured in order to assess progress towards meeting the targets. For the most part, conclusions will be generated from the modal selections recorded by residents in the monitoring surveys conducted in years 1, 3 and 5.

5 TRAVEL PLAN MANAGEMENT

Travel Plan Coordinator

- 5.1 The developer will need to appoint a Travel Plan Co-ordinator (TPC) to implement and administer the Travel Plan. The TPC will be appointed / confirmed three months prior to first occupation. If / when considered appropriate, the developer will pass responsibility of the travel plan onto the future proprietors of the site.
- 5.2 The TPC will be a senior member of staff / occupier / end operator of the development, and as such will have access to the appropriate technology to communicate effectively with all site users and stakeholders using a variety of mediums.
- 5.3 The duties of the Travel Plan Co-ordinator will include:
- Issue, collection and assessment of the Workplace Travel Surveys at years 0, 1, 3 and 5;
 - Taking responsibility for data collection and review of the Travel Plan;
 - Oversee the development and implementation of the Travel Plan on a day-to-day basis;
 - Obtain and maintain commitment to, and support of, the Travel Plan by staff and occupiers;
 - Design and implement effective marketing and awareness-raising campaigns to promote the Travel Plan;
 - Act as a point of contact for all site users requiring travel related assistance; and
 - Ensure the travel information available is always up to date.

Time Allocation

- 5.4 The TPC is expected to undertake the management of the Travel Plan in addition to other duties. The individual undertaking the role will be allocated the time necessary to enable this Travel Plan to achieve its objectives.
- 5.5 Issuing of non-Travel Plan duties to the TPC should be avoided during survey collection, assessment and evaluation periods.



Marketing Strategy

- 5.6 All occupiers / staff, particularly those that are new to the site, will be made aware of the existence of the Travel Plan. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained.
- 5.7 Contact details of the TPC will be advertised in the event that site users wish to discuss specific matters directly.
- 5.8 An up to date Workplace Travel Pack will be provided to all new occupiers / staff, which will contain a summary of the Travel Plan, sustainable transport information for accessing the site and any other relevant transport information.

6 MEASURES AND INITIATIVES

Introduction

- 6.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.
- 6.2 The proposed development will include provisions to encourage active modes of travel to and from the site. A total of 48 cycle parking spaces will be provided at basement level, located in close proximity to cycle welfare facilities. The proposed welfare facilities will include lockers, as well as showers and changing facilities.
- 6.3 The proximity of the site to local bus and underground services will help to encourage sustainable travel by all site users travelling to and from the site.

Walking

- 6.4 Walking is a truly sustainable method of travel which offers site users predictable journey times and a range of physical and psychological benefits.
- 6.5 The TPC will develop marketing materials to highlight the health benefits of walking and will implement the following measures to encourage walking:
- staff / Occupiers will be provided with information and advice concerning safe pedestrian routes to / from the development;
 - Promotion of local and national walking promotion events such as:
 - National Walking Month - <https://www.livingstreets.org.uk/>
 - Walk to Work Week - <https://walkit.com/>

Cycling

- 6.6 Cycling is a healthy, low cost, environmentally friendly way to travel and keep fit. As with walking, cycling offers site users predictable journey times, alongside short and long term health benefits.
- 6.7 With a docking station located 130 metres walking distance west of the site on Newton Street, the London Cycle Hire scheme is a convenient way that future site users may increase the use of active modes of transport. Promotion of the Santander Cycle Hire Scheme should ensure site staff and occupiers are aware of the facilities available for cycling in the borough; with numerous cycle friendly roads and regular London Cycle Hire docking stations.
- 6.8 Other specific cycle promotions will include the following:
- Promotion of the health benefits of cycling;
 - Promotion of the cycle to work week event - <http://bikeweek.org.uk/us/>
 - Cycle routes and other cycling information provided on notice boards, in communal areas, and in Workplace Travel Packs etc;
 - Promotion of websites providing advice and information for cyclists in the borough such as Bike Minded - <http://www.bikeminded.org/>
 - Promotion of the free cycle training provided by the Council. Cycle training is offered to children and adults more information is provided on the Council's website - <http://www.camden.gov.uk>

Public Transport

- 6.9 Up-to-date details of bus services, including route information and service frequencies, will be permanently on display in prominent locations. Bus stop codes should be provided / displayed for all site users, in order to access live bus departure times, which can be accessed via computer or smart phone.
- 6.10 National Rail, TfL Journey Planner websites and enquiry phone numbers will also be promoted through all relevant means.

- 6.11 The TPC will offer a personalised Travel Planning service for all occupiers and staff who request it, drawing on advice from journey planning websites such as www.transportdirect.org.uk (Transport Direct), www.tfl.gov.uk (Transport for London) and <https://citymapper.com/london> (City Mapper London).

Promoting efficient car use

- 6.12 Although a low proportion of future employees are predicted to utilise private vehicles to travel to / from the site, the TPC will be responsible for informing those individuals who do chose to drive of the following methods to promote effective car use.

Car Sharing

- 6.13 Car sharing is a realistic and feasible way to make employee car use more efficient. Details of an approved car sharing scheme (e.g. <https://liftshare.com/uk>) will be made available to all staff / occupiers.

Eco-driving Training

- 6.14 Research suggests that improving the way cars are driven could lead to significant fuel savings, and as such will reduce fuel costs for the user, reduced emissions and better air quality. Information on how to drive more efficiently is provided by the Energy Saving Trust <http://www.energysavingtrust.org.uk/domestic/drive-smarter>.

Electric Vehicle Charging

- 6.15 On-site advertisements and details provided in the Workplace Travel Packs should inform staff / occupiers about local electric vehicle charging facilities, as well as Source London membership information - <https://www.sourcelondon.net/#prices>.
- 6.16 The closest public electric changing point to the site is located on Sardinia Street, close to Kingsway carriageway approximately 200 metres walking distance south-east of the site.

Promotional events

- 6.17 Holding promotional events encourages awareness of the Travel Plan and its objectives. The TPC will be encouraged to promote events such as 'Bike Week' in June and 'Walk to Work Week' in May.

Personalised Travel Planning

- 6.18 The TPC will offer personalised travel planning advice to all new and existing staff / occupiers that request it. The service will be advertised where appropriate.
- 6.19 The TPC is encouraged to draw upon websites such as TfL's journey planner (www.tfl.gov.uk) for advice.

Workplace Travel Packs

- 6.20 All staff / occupiers will be given information about the Travel Plan and travel options in the form of a Workplace Travel Pack. The Pack will contain at least the following information:
- A summarised version of the Travel Plan document, that sets out it's purpose and associated benefits.;
 - Timetables and route maps for public transport;
 - Contact numbers and web details for the TfL Journey Planner and National Rail Enquiries;
 - Bus stop codes and weblinks for the nearest bus stops;
 - Local taxi company details;
 - Local Car Club information; and,
 - Cycling and walking maps for the local area.

7 MONITORING AND REVIEW

Monitoring

- 7.1 This Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the development site. This section sets out particulars for monitoring and review of the Travel Plan.
- 7.2 The site user monitoring programme will begin with the Year 0 travel survey, to be undertaken after reaching the trigger point of six months of first occupation or 75% occupation, whichever comes first. The surveys will be marketed by the TPC to encourage a high response rate (at least 30%).
- 7.3 Further iTRACE compliant surveys will be carried out in years 1, 3 and 5, to monitor progress towards the final targets. An example of a compliant draft Workplace Travel Survey Form is provided at **Appendix III**.

Review & Reporting

- 7.4 A Travel Plan Review will be undertaken every year, by the TPC, to assess the progress of the Plan. A full Travel Plan report will be produced in Years 3 and 5 which will incorporate the results of monitoring throughout the preceding periods and examine the travel survey results.
- 7.5 Any required amendments to the Travel Plan or strategies for its implementation will be discussed with and reviewed by the local planning authority.

ATTrBuTE

- 7.6 ATTrBuTE is a tool for assessing the quality of Travel Plans prepared as part of the development control planning process in London. ATTrBuTE version 3 was launched online in 2011 by TfL and is widely used.
- 7.7 ATTrBuTE is intended to:
- Improve the overall quality of development related Travel Plans by listing the criteria that should be included in the plan and so providing a framework for Travel Plan preparation.
 - Give consistency to the way Travel Plans are assessed as part of the development control planning process.
- 7.8 This Travel Plan has been assessed using ATTrBuTE and has passed. The ATTrBuTE Assessment output is contained in **Appendix IV**.

8 ACTION PLAN

8.1 The Travel Plan Action Plan is outlined in **Table 8.1** below. The Action Plan will be revised every year following each Annual Travel Plan Review.

Table 8.1: Travel Plan Action Plan		
Action	Responsibility	Target
Appointment of Travel Plan Co-ordinator	Developer	3 months prior to initial occupation
Provision of Cycle Parking	Developer	Prior to initial occupation
Erection of Noticeboards	TPC	Prior to initial occupation
Production of a Workplace Travel Pack	TPC	Prior to initial occupation
Year 0 Travel Survey	TPC	Within 6 months of the development site opening or 75% occupation, whichever comes first
Set / Finalise Targets	TPC	Within 1 month of Year 0 Travel Survey
Promote Active Modes	TPC	On-going with emphasis on summer months
iTRACE compliant Surveys	TPC	Within one month of the 1st, 3rd and 5 th anniversary of the Year 0 Travel Survey
Review of Travel Plan	TPC	Annually
Full Review at Year 3 and 5	TPC	3 and 5 years after Year 0 Travel Survey

9 SECUREMENT AND FUNDING

- 9.1 It is anticipated that this Travel Plan will be secured and implemented through a S106 agreement or planning Condition.
- 9.2 The Developer is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets can be achieved.
- 9.3 This will include funding the TPC, travel surveys and implementation of all reasonable necessary measures.

10 CONTACTS AND USEFUL INFORMATION

Contacts

Travel Plan Coordinator (TPC):

Name: _____

Address: _____

Telephone: _____

Email: _____

Useful Websites

Department for Transport (DfT) – www.dft.gov.uk

Liftshare.com – www.liftshare.com

National Rail – www.nationalrail.co.uk

Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner

Cycle Training – <http://www.camden.gov.uk>

Bus Maps – [https://tfl.gov.uk/maps /bus-spider-maps](https://tfl.gov.uk/maps/bus-spider-maps)

Cycle Maps - <http://www.sustrans.org.uk/ncn/map> / <https://tfl.gov.uk/forms/12419.aspx>

Useful References

TfL Travel Plan Guidance: <http://www.tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>

Figures



TITLE:
Site Location Plan

PROJECT:
Kingsway House

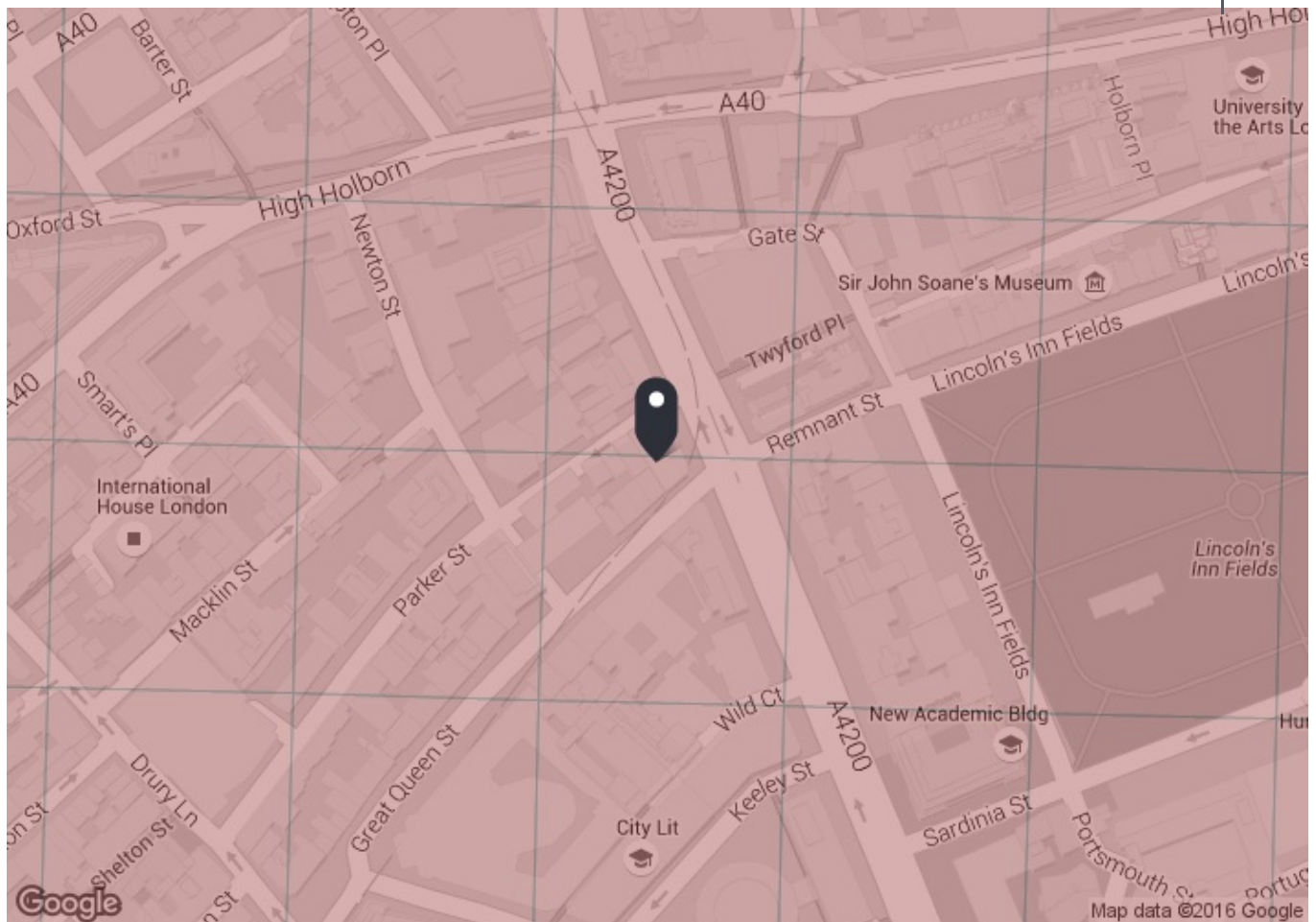
CLIENT:
GMS Estates Ltd.



CANEPARO ASSOCIATES
 Transport Planning & Highway Design
 131 - 151 Great Titchfield Street
 London W1W 5BB
 Tel: 020 3542 4840
www.caneparoassociates.com
 Registered in England: 9930032

Appendix I

TfL's PTAL Calculation



PTAL output for 2011 (Base year)

6b

Kingsway House, London WC2B, UK

Easting: 530542, Northing: 181391

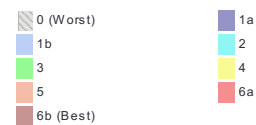
Grid Cell: 84834

Report generated: 16/05/2016

Calculation Parameters

Day of Week	M-F
Time Period	AM Peak
Walk Speed	4.8 kph
Bus Node Max. Walk Access Time (mins)	8
Bus Reliability Factor	2.0
LU Station Max. Walk Access Time (mins)	12
LU Reliability Factor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail Reliability Factor	0.75

Map key - PTAL



Map layers

PTAL (cell size: 100m)

Calculation data

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	ALDWYCH WEST ARM	11	507.2	7.5	6.34	6	12.34	2.43	0.5	1.22
Bus	ALDWYCH WEST ARM	23	507.2	8	6.34	5.75	12.09	2.48	0.5	1.24
Bus	ALDWYCH WEST ARM	9	507.2	12	6.34	4.5	10.84	2.77	0.5	1.38
Bus	ALDWYCH WEST ARM	26	507.2	7.5	6.34	6	12.34	2.43	0.5	1.22
Bus	ALDWYCH WEST ARM	13	507.2	8	6.34	5.75	12.09	2.48	0.5	1.24
Bus	ALDWYCH WEST ARM	4	507.2	6	6.34	7	13.34	2.25	0.5	1.12
Bus	ALDWYCH WEST ARM	15	507.2	7.5	6.34	6	12.34	2.43	0.5	1.22
Bus	ALDWYCH WEST ARM	341	507.2	6	6.34	7	13.34	2.25	0.5	1.12
Bus	ALDWYCH WEST ARM	76	507.2	7.5	6.34	6	12.34	2.43	0.5	1.22
Bus	ALDWYCH WEST ARM	87	507.2	10	6.34	5	11.34	2.65	0.5	1.32
Bus	ALDWYCH WEST ARM	172	507.2	6	6.34	7	13.34	2.25	0.5	1.12
Bus	ALDWYCH WEST ARM	RV1	507.2	6	6.34	7	13.34	2.25	0.5	1.12
Bus	ALDWYCH WEST ARM	6	507.2	10	6.34	5	11.34	2.65	0.5	1.32
Bus	HOLBORN STATION KINGSWAY	59	124.88	10	1.56	5	6.56	4.57	0.5	2.29
Bus	HOLBORN STATION KINGSWAY	243	124.88	11	1.56	4.73	6.29	4.77	0.5	2.39
Bus	HOLBORN STATION KINGSWAY	521	124.88	27	1.56	3.11	4.67	6.42	1	6.42
Bus	HOLBORN STATION KINGSWAY	91	124.88	9	1.56	5.33	6.89	4.35	0.5	2.18
Bus	HOLBORN STATION KINGSWAY	1	124.88	8	1.56	5.75	7.31	4.1	0.5	2.05
Bus	HOLBORN STATION KINGSWAY	68	124.88	9	1.56	5.33	6.89	4.35	0.5	2.18
Bus	HOLBORN STATION KINGSWAY	X68	124.88	4	1.56	9.5	11.06	2.71	0.5	1.36
Bus	HOLBORN STATION KINGSWAY	188	124.88	8	1.56	5.75	7.31	4.1	0.5	2.05
Bus	HOLBORN STATION KINGSWAY	171	124.88	7.75	1.56	5.87	7.43	4.04	0.5	2.02
Bus	HOLBORN STATION KINGSWAY	168	124.88	9	1.56	5.33	6.89	4.35	0.5	2.18
Bus	BLOOMSBURY SQUARE	38	424.67	10	5.31	5	10.31	2.91	0.5	1.46
Bus	BLOOMSBURY SQUARE	19	424.67	8	5.31	5.75	11.06	2.71	0.5	1.36
Bus	BLOOMSBURY SQUARE	55	424.67	10	5.31	5	10.31	2.91	0.5	1.46
Bus	HIGH HOLBORN NEWTON ST	8	292.83	10	3.66	5	8.66	3.46	0.5	1.73
Bus	HIGH HOLBORN NEWTON ST	242	292.83	6.5	3.66	6.62	10.28	2.92	0.5	1.46
Bus	HIGH HOLBORN NEWTON ST	25	292.83	8	3.66	5.75	9.41	3.19	0.5	1.59
Bus	BLOOMSBURY ST SHAFTESBURY AVE	24	627.56	10	7.84	5	12.84	2.34	0.5	1.17
Bus	BLOOMSBURY ST SHAFTESBURY AVE	134	627.56	12	7.84	4.5	12.34	2.43	0.5	1.22
Bus	BLOOMSBURY ST SHAFTESBURY AVE	29	627.56	15	7.84	4	11.84	2.53	0.5	1.27
Bus	BLOOMSBURY ST SHAFTESBURY AVE	176	627.56	8.5	7.84	5.53	13.37	2.24	0.5	1.12
Bus	BLOOMSBURY ST SHAFTESBURY AVE	14	627.56	13	7.84	4.31	12.15	2.47	0.5	1.23
Bus	BRITISH MUSEUM	98	573.09	9	7.16	5.33	12.5	2.4	0.5	1.2
LUL	Leicester Square	'Morden-Edgware '	820.15	4.67	10.25	7.17	17.43	1.72	0.5	0.86
LUL	Leicester Square	'HighBarnet-Morden '	820.15	0.33	10.25	91.66	101.91	0.29	0.5	0.15
LUL	Leicester Square	'Kennington-Edgware '	820.15	14.67	10.25	2.79	13.05	2.3	0.5	1.15
LUL	Leicester Square	'HighBarnet-Kenningt '	820.15	5.33	10.25	6.38	16.63	1.8	0.5	0.9
LUL	Leicester Square	'MillHill-Morden '	820.15	1.67	10.25	18.71	28.97	1.04	0.5	0.52
LUL	Leicester Square	'MillHillE-Kenningt '	820.15	1.67	10.25	18.71	28.97	1.04	0.5	0.52
LUL	Covent Garden	'ArnosGrove-Uxbridge '	468.01	1	5.85	30.75	36.6	0.82	0.5	0.41
LUL	Temple	'Edgware-Hammersmith '	890.78	6	11.13	5.75	16.88	1.78	0.5	0.89
LUL	Temple	'Upminster-EalingBwy '	890.78	5	11.13	6.75	17.88	1.68	0.5	0.84
LUL	Temple	'TowerHill-EalingBwy '	890.78	0.33	11.13	91.66	102.79	0.29	0.5	0.15
LUL	Temple	'EalingBwy-Barking '	890.78	1.33	11.13	23.31	34.44	0.87	0.5	0.44
LUL	Temple	'Upminster-Richmond '	890.78	6	11.13	5.75	16.88	1.78	0.5	0.89
LUL	Temple	'Richmond-DagEast '	890.78	0.67	11.13	45.53	56.66	0.53	0.5	0.26
LUL	Temple	'Wimbledon-Upminster '	890.78	4	11.13	8.25	19.38	1.55	0.5	0.77
LUL	Temple	'Wimbledon-DagEast '	890.78	1	11.13	30.75	41.88	0.72	0.5	0.36
LUL	Temple	'Barking-Wimbledon '	890.78	0.67	11.13	45.53	56.66	0.53	0.5	0.26
LUL	Temple	'TowerHill-Wimbledon '	890.78	2.67	11.13	11.99	23.12	1.3	0.5	0.65
LUL	Temple	'DagEast-EalingBwy '	890.78	0.67	11.13	45.53	56.66	0.53	0.5	0.26
LUL	Chancery Lane	'WhiteCity-Loughton '	766.48	0.33	9.58	91.66	101.24	0.3	0.5	0.15
LUL	Holborn	'Epping-Ealing '	168.35	3	2.1	10.75	12.85	2.33	0.5	1.17
LUL	Holborn	'Epping-Whuislip '	168.35	3	2.1	10.75	12.85	2.33	0.5	1.17
LUL	Holborn	'RuislipGar-Epping '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'WhiteCity-Epping '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
LUL	Holborn	'Epping-NActon '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'Northolt-Epping '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'Debden-WRuislip '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'WhiteCity-Debden '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Debden-Northolt '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'RuislipGdns-Debden '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Loughton-WRuislip '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'NActon-Loughton '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'RuislipGdns-Loughton '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'Loughton-Northolt '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Ealing-Loughton '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'Ealing-NewburyPark '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'WRuislip-NewburyPark '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'NActon-NewburyPark '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Ealing-Hainault '	168.35	5	2.1	6.75	8.85	3.39	0.5	1.69
LUL	Holborn	'Hainault-Nacton '	168.35	1.33	2.1	23.31	25.41	1.18	0.5	0.59
LUL	Holborn	'Hainault-WRuislip '	168.35	3.33	2.1	9.76	11.86	2.53	0.5	1.26
LUL	Holborn	'RuislipGdns-NP-Hain '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'Hainault-WhiteCity '	168.35	1.67	2.1	18.71	20.82	1.44	0.5	0.72
LUL	Holborn	'Hainault-NP-Northolt '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'GrangeHill-WD-Eal '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'GrangeHill-Wdld-Whit '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'GrangeHill-Wdld-WRsp '	168.35	0.67	2.1	45.53	47.63	0.63	0.5	0.31
LUL	Holborn	'Cockfosters-LHRT4LT '	168.35	4.67	2.1	7.17	9.28	3.23	0.5	1.62
LUL	Holborn	'RayLane-Cockfosters '	168.35	3.67	2.1	8.92	11.03	2.72	0.5	1.36
LUL	Holborn	'LHRT4LT-ArnosGrove '	168.35	4.67	2.1	7.17	9.28	3.23	0.5	1.62
LUL	Holborn	'ArnosGrove-RayLane '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'ArnosGrove-Nthfields '	168.35	3	2.1	10.75	12.85	2.33	0.5	1.17
LUL	Holborn	'Oakwood-RayLane '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Nthfields-Cockfoster '	168.35	1	2.1	30.75	32.85	0.91	0.5	0.46
LUL	Holborn	'LHRT5-Cockfosters '	168.35	6	2.1	5.75	7.85	3.82	1	3.82
LUL	Holborn	'Uxbridge-Cockfosters '	168.35	3.67	2.1	8.92	11.03	2.72	0.5	1.36
LUL	Holborn	'Ruislip-Cockfosters '	168.35	2.33	2.1	13.63	15.73	1.91	0.5	0.95
LUL	Holborn	'Oakwood-Uxbridge '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
LUL	Holborn	'Oakwood-Ruislip '	168.35	0.33	2.1	91.66	93.76	0.32	0.5	0.16
Total Grid Cell AI:										93.77

Appendix II

Method of Travel to Work Data

WP703EW - Method of travel to work (2001 specification) (Workplace population)

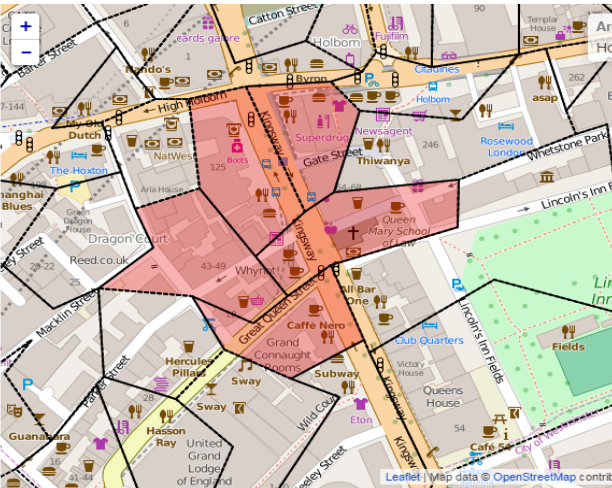
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population All usual residents aged 16 to 74 in employment in the area the week before the census
units Persons
date 2011

Method of travel to work	E33029350	E33029373	E33029374	E33029376	E33029381	Sum	Data Used:	
							3,034	
All categories: Method of travel	922	277	747	765	343	3,054	Proportion	
Work mainly at or from home	0	1	10	0	0	11		
Underground, metro, light rail o	378	114	289	269	127	1,177		39
Train	296	97	283	302	108	1,086		36
Bus, minibus or coach	118	29	67	98	59	371		12
Taxi	1	4	3	3	0	11		0
Motorcycle, scooter or moped	10	0	10	1	6	27		1
Driving a car or van	27	14	23	44	17	125		4
Passenger in a car or van	3	1	3	3	2	12		0
Bicycle	39	10	39	19	9	116		4
On foot	47	6	16	26	14	109		4
Other method of travel to work	3	1	4	0	1	9	Sum	

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Selection of areas



In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly small counts at the lowest geographies.

Appendix III

Workplace Travel Survey Form

Kingsway House – Employee Travel Survey

As part of the Travel Plan at Kingsway House, a travel survey is being undertaken so we can understand your travel patterns and would appreciate your assistance by completing this questionnaire.

The information you provide will be treated in the strictest confidence with no reference to individuals. For further information please contact _____ on _____. Thank you in advance for your help.

1. What is your home postcode? (Please include the last three digits) _____

2. What time do you normally arrive at work?

Before 07:00 (01) ☐ 07:00 – 10:00 (02) ☐ 16:00 – 19:00 (03) ☐ After 19:00 (04) ☐

3. What time do you normally leave work?

07:00 – 10:00 (01) ☐ 10:00 – 16:00 (02) ☐ 16:00 – 19:00 (03) ☐ After 19:00 (04) ☐

4. On average, how long does your journey take?

0 – 15min (01) ☐ 16 – 30min (02) ☐ 31 – 45min (03) ☐ 46 – 60min (04) ☐
61 – 75min (05) ☐ 76 – 90min (06) ☐ Over 90min (07) ☐

5. Approximately how far is your journey?

0 – 1 mile (01) ☐ 1 – 2 miles (02) ☐ 2 – 5 miles (03) ☐ >5 miles (04) ☐

6. What is your MAIN mode of transport (i.e. the longest part of your journey)?

Drive alone (01) ☐ Car share - driver (02) ☐ Car share - passenger (03) ☐ Bus (04) ☐
Train (05) ☐ Tube/Underground (06) ☐ Motorbike>125 (07) ☐ Cycle (08) ☐
Taxi (09) ☐ Walk (10) ☐ Motorbike <125 (11) ☐
Other (13) ☐ Please specify: _____

7. What alternative mode of transport would you consider if your usual mode wasn't available?

Drive alone (01) ☐ Car share -driver (02) ☐ Car share - passenger (03) ☐ Bus (04) ☐
Train (05) ☐ Tube/Underground (06) ☐ Motorbike>125 (07) ☐ Cycle (08) ☐
Taxi (09) ☐ Walk (10) ☐ Motorbike<125 (11) ☐
Other (13) ☐ Please specify: _____

8. What would encourage you to use an alternative mode of travel?

More frequent bus services (01) ☐ Better pedestrian / cycle routes (02) ☐
A cleaner walking / cycling environment (03) ☐ A friend to walk / cycle with (04) ☐
A safer walking / cycling environment (05) ☐ Cycle training (06) ☐
Better information on alternatives (07) ☐ Nothing (08) ☐

9. In what age category do you fall?

Under 25 (01) ☐ 25 – 40 (02) ☐ 41 – 60 (03) ☐ Over 60 (04) ☐

Appendix IV

ATTrBuTE Assessment

ATTrBuTe

Travel plan name	Kingsway House
Planning application reference number	
Name of travel plan author	Caneparo Associates
Email address of travel plan author	ld@caneparoassociates.com
Telephone number of travel plan author	02035424840
Name of travel plan assessor	LDell
Job title/role of travel plan assessor	
Plan Type	Local level Framework Travel Plan (occupiers known)

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The development		6/7
Does the travel plan include... a) full address of the development? b) contact details for the person responsible for preparing the travel plan? c) monitoring programme?	NONE	2
Does the travel plan include... a) a breakdown of the different land uses expected on site? b) details of the size of each type of land use? c) details of how build-out of the development will be phased?	NONE	3
Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	Information not available at this stage	0
Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	NONE	1
Policy		2/2
Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy? b) travel planning guidance?	NONE	2
Site assessment		3/3
To what extent does the travel plan clearly describe the accessibility and quality of... a) existing transport networks? b) existing travel initiatives available to all users?	NONE	3
Surveys		2/3
Are iTRACE (or TRAVL where specified by the borough)-compliant site user travel surveys proposed?	NONE	1
Are appropriate freight surveys proposed?	Not applicable	0
Is a baseline modal split (actual trip numbers and percentage of all trips)	Census data for	1

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

b) measures? c) monitoring programme?		
Total - PASS		36