



19 and 21 High Holborn

Framework Travel Plan

November 2016

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Content

1. Introduction	1
General Strategy	1
2. Planning Policy	3
National Policy	3
3. Site Accessibility	5
Public Transport Accessibility Level	5
Walking and Cycling	7
Disabled Access	7
4. Benefits and Objectives of the Travel Plan	8
5. Travel Plan Management	10
6. Travel Survey and Targets	11
Estimated Modal Split of Trips	11
Targets	11
Travel Survey	12
7. Travel Plan Measures	14
8. Monitoring and Review	17

Figures

- Figure 1 Site location Plan
- Figure 2 Local Cycle Routes

Appendices

- A. ATTrBuTE Assessment
- B. Bus Spider Maps

1. Introduction

- 1.1. Waterman Infrastructure and Environment Limited have prepared this Workplace Travel Plan (“Travel Plan”) for The Honourable Society of Gray’s Inn (the “Developer”) for the proposed redevelopment at 19 and 21 High Holborn, London WC1V 6BS (the “Site”).
- 1.2. The proposals will provide 2,691sqm Gross External floor Area (GEA) of replacement office accommodation (Use Class B1) at the Site together with 646sqm GEA of replacement retail accommodation.
- 1.3. The Site location is shown on Figure 1.
- 1.4. This Framework Travel Plan (“Travel Plan”) has been prepared for the employment uses proposed at the Site.
- 1.5. The Developer (or upon its disposal of its whole interest in the Site, its successor in title) will be responsible for taking this Travel Plan forward and for ensuring that the Occupiers at the Site (“Occupier”) sign up and comply with its contents. This will be a requirement as part of their lease agreement.
- 1.6. As Occupiers are confirmed, they will need to submit a Full Travel Plan or Travel Plan Statement as appropriate for their organisation that is in accordance with this Framework Travel Plan prior to their occupation.

General Strategy

- 1.7. This Travel Plan has been prepared to outline the general strategy for managing multi-modal access to the Site as a whole whilst focusing on promoting access by sustainable modes.
- 1.8. Whilst the majority of employees and visitors will travel to/from the Site by public transport and other sustainable modes, it may be appropriate to place a greater emphasis on the encouragement of walking and cycling as these modes bring environmental and health benefits and can reduce the reliance on taxis and private car for local travel.
- 1.9. The aim of this Travel Plan is to provide employees and visitors with all the information they need to make sustainable travel choices easier from the outset before travel habits become entrenched.
- 1.10. This Travel Plan is a ‘living document’, which will be actively promoted with employees and visitors and will be reviewed and revised over time in consultation with the London Borough of Camden (“Camden”). It will be a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the Site.
- 1.11. This Travel Plan has been prepared in accordance with Transport for London’s (TfL’s) Travel Planning Guidance. Given that the Occupiers of the development are unknown at this stage, this Travel Plan contains interim information including baseline targets, which may be changed by agreement with Camden at a later stage.
- 1.12. Occupiers at the Site will each be required to sign up and comply with the general contents of this Travel Plan including the adoption of the modal split targets.

1.13. Whilst preparing this Travel Plan, reference has been made to the following useful information sources :-

- National Planning Policy Framework (NPPF) (March 2012);
- Transport for London's (TfL) Travel Planning Guidance (November 2013);
- The London Plan (March 2015);
- Department for Transport (DfT) Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009);
- Dft Cycle to Work Scheme Implementation Guidance (2011);
- ACT TravelWise - an organisation promoting and facilitating sustainable travel choices in the UK;
- Campaign for Better Transport – an independent charity campaigning for green transport that is good for people and the environment.

2. Planning Policy

National Policy

National Planning Policy Framework (NPPF)

- 2.1. The NPPF supports the provision of a Travel Plan for all developments that generate significant amounts of movement.
- 2.2. A Travel Plan is a long-term management strategy that seeks to deliver sustainable transport objectives through action. It is used to help local authorities achieve their wider local government objectives and managing demand across travel modes.

Regional Policy

The London Plan

- 2.3. The London Plan recognises that the use of travel plans can help reduce emissions by promoting alternatives to the car.
- 2.4. It states that travel plans should be produced in accordance with the relevant Transport for London guidance, which is discussed below.

TfL Travel Planning Guidance

- 2.5. TfL's Travel Planning Guidance sets development scale thresholds above which a Full Travel Plan should be prepared.
- 2.6. This threshold specifies that a Travel Plan is required for residential developments with 80 units or more.
- 2.7. TfL require an ATTrBuTE-compliant Travel Plan to be submitted. ATTrBuTE (Assessment Tool for Travel plan Building Testing and Evaluation) is an online travel plan assessment tool used in London by TfL and local authorities to evaluate Travel Plans and ensure consistency.
- 2.8. This Travel Plan is compliant with ATTrBuTE and the assessment summary is included in Appendix A.

Local Policy

Camden's Planning Guidance (CPG) 7 Transport

- 2.9. CPG7 states that a Travel Plan is required to ensure the development does not have an adverse impact on the transport system and to aid traffic reduction and improve air quality.
- 2.10. The key components necessary for all workplace travel plans are:
 - corporate/management support and commitment;
 - designated travel co-ordinator;
 - consultation on the plan;

- staff travel surveys - baseline & monitoring;
- targets – challenging but achievable;
- promotion of the package to the workforce;
- monitoring – on-going, to check and maintain progress and development.

2.11. Detailed measures will include some or all of the following:

- restricted availability of workplace car parking, and introduction of charges;
- a communication strategy detailing how sustainable transport and travel plan issues will be promoted to staff and visitors;
- easily available in-house public transport information for all staff at the workplace and for visitors, including leaflets and maps, intranet and internet;
- public transport promotion and initiatives including interest-free season ticket/ travelcard loans, and mutual beneficial links with public transport operators to increase ridership and improve the services convenient for the workplace;
- promotion of car-sharing where waking, cycling and public transport is not an option;
- cycle prioritisation and provision of secure and convenient facilities such as: well-lit, workplace parking; lockers; showers and changing rooms;
- procurement of a cycle repair and servicing facility (possibly through external tender process);
- financial benefits for cyclists such as mileage allowances for work related journeys, 0% loans and salary sacrifice initiatives for purchase of bikes and equipment, assistance with cycle insurance;
- replacement of company cars with more sustainable benefits, adjusted car allowances and loans to discourage car use and release resources for greener options;
- on-site charging for electric bikes and vehicles;
- reduction of vehicle emissions through policies such as regular emissions testing;
- scheduled replacement of any existing fleet or pool vehicles with pool bikes and other pool vehicles that use cleaner fuels;
- travel reduction initiatives – for example, increased working from home, teleworking and teleconferencing can reduce the number of employee trips to the workplace;
- walking encouragement and provision of information on the best routes to and from the workplace for commuting, working and leisure, for staff and for visitors.

Policy Summary

2.12. This Travel Plan has been prepared in accordance with TfLs Guidance and has been developed with reference to national, regional and local policy.

3. Site Accessibility

- 3.1. The Public Transport Accessibility Level (PTAL) is an assessment of a Site's accessibility to the surrounding public transport networks, taking into account walk time and wait time including reliability and frequency of services.
- 3.2. This is the standard method of measuring accessibility to the public transport network in London.
- 3.3. The PTAL methodology provides a measure of a site's accessibility by public transport and ranges between levels 1a to 6b, with 1a being the lowest and 6b highest.
- 3.4. Reference to TfL's online PTAL mapping database (WebCAT) shows that the Site has the highest level of accessibility to public transport with a PTAL of 6b.
- 3.5. The bus and rail provision in the vicinity of the Site is discussed in more detail below.

Public Transport Accessibility Level

- 3.6. The bus spider maps are included in Appendix B showing the bus routes serving this area.
- 3.7. TfL guidance states that the extent of the walk catchment area between a site and local bus services is defined by assuming a maximum walking time of 8 minutes (640 metres).
- 3.8. High Holborn and Gray's Inn Road provide the main bus corridors for the Site with a number of bus stops within comfortable walking distance (8-minute walk catchment).
- 3.9. There are a total of 12 bus routes that operate along these routes within easy walking distance of the Site (Bus Routes 8, 17, 19, 25, 38, 45, 46, 55, 242, 243, 342 and 521) together with a number of night bus services.
- 3.10. A summary of the bus services available during the Weekday morning and evening peak hours is set out over the page in Table 3.1 together with approximate frequencies.
- 3.11. Low floor buses, which assist wheelchair accessibility, are provided on all these bus routes.

Table 3.1: Summary of Bus Routes and Frequencies

Bus Service	Bus Route	Weekday AM/PM Peak Hours	
		Frequency (approx)	Number of buses per hour (approx)
8	Bow Church – Bethnal Green – Oxford Circus	Every 6 mins	10
17	Archway - Kings X-Holborn Circus- London Bge	Every 8 mins	8
19	Finsbury Park – Piccadilly Circus -Battersea	Every 8 mins	8
25	Redbridge – Stratford – Aldgate – Oxford Circus	Every 7 mins	9
38	Hackney – Angel – Piccadilly Circus - Victoria	Every 4 mins	15
45	St Pancras-Holborn Circus-Blackfriars-Streatham	Every 8 mins	8
46	Lancaster Gate Stn – Kings Cross - Holborn	Every 10 mins	6
55	Oxford Circus – Old Street – Lee Valley	Every 6 mins	10
242	Homerton – Liverpool St – Tottenham Court Rd	Every 7 mins	10
243	Wood Green – Old Street – Holborn - Waterloo	Every 6 mins	10
341	Edmonton Green – Tottenham - Waterloo	Every 10 mins	8
521	Waterloo – Holborn – London Bridge	Every 3 mins	20
TOTAL =		122 buses/hour	

- 3.12. For mainline rail, London Underground and light rail services, TfL guidance states that the extent of the walk catchment area from a site is defined by assuming a maximum walking time of 12 minutes (960 metres).
- 3.13. The nearest London Underground stations within this 12-minute walk catchment are Chancery Lane, Holborn and Farringdon stations.
- 3.14. The nearest mainline rail station within this 12-minute walk catchment is City Thameslink station.
- 3.15. Chancery Lane (1 minute walk) and Holborn (7 to 8 minute walk) London Underground stations are both on the Central Line, which provides links westwards to West Ruislip via Oxford Circus and eastwards via Liverpool Street towards Epping.
- 3.16. Holborn station is also served by the Piccadilly Line, which connects south-westwards to Heathrow via Piccadilly Circus and northwards to Cockfosters via Kings Cross.
- 3.17. Farringdon station, which is around 10 minutes' walk from the Site, is on the Circle Line, Metropolitan Line and Hammersmith & City Line.
- 3.18. City Thameslink station is served by trains on the Thameslink route operated by First Capital Connect. There are two main services with fast trains on the Brighton to Bedford service via Gatwick Airport and stopping trains between St Albans or Luton and Wimbledon or Sutton. Farringdon station is also on this Thameslink route, however the station is currently undergoing improvement works.

- 3.19. From 2018, Farringdon will become a brand new rail hub interchange between Thameslink, Crossrail and Underground services.
- 3.20. In conclusion, the Site has the highest level of accessibility to public transport with excellent links to rail and bus services in the area.
- 3.21. Public transport accessibility in this area will be further improved with the introduction of Crossrail, which is the new high frequency east-west railway under Central London connecting 37 stations, including Heathrow airport and Maidenhead in the west with Canary Wharf, Abbey Wood and Shenfield in the east. This is scheduled for completion in 2018.

Walking and Cycling

- 3.22. There are wide pedestrian footways provided along both sides of High Holborn and Gray's Inn Road, which are sufficient in width to cater for wheelchairs and pedestrians with pushchairs/prams. These footways provide good links to/from the Site entrances via Gray's Inn Gate and The Paddock and are generally well lit and in a good state of repair.
- 3.23. There are pedestrian crossing facilities provided at the High Holborn junction with Gray's Inn Road and with Chancery Lane, which enable pedestrians to cross this busy road in the vicinity of the Site and walk to/from any bus stops located on the southern side of High Holborn. These crossings incorporate drop kerbs with tactile paving as well as rotating tactile cones beneath the pushbuttons to assist the partially sighted.
- 3.24. Cycle routes in the vicinity of the Site, which form part of the London Cycle Network (LCN) are shown on Figure 2. There are several routes on offer to cyclists in the immediate vicinity of the Site.
- 3.25. The local infrastructure provides good pedestrian and cycle links between the Site and the local bus and rail networks.
- 3.26. These existing facilities provide good accessibility to the Site for pedestrians and cyclists.

Disabled Access

- 3.27. In the vicinity of the Site, bus services operating in the area are wheelchair accessible and pedestrian crossings have drop kerbs provided, which allows suitable access for the mobility impaired.
- 3.28. In terms of rail travel, there are currently no stair-free entrances/exits provided for the mobility impaired at the two nearest stations serving the Site (Chancery Lane and Holborn) therefore alternative stations would need to be used, such as Farringdon, City Thameslink or Bank, possibly combined with suitable bus service links to the Site.

4. Benefits and Objectives of the Travel Plan

4.1. The benefits of the Travel Plan are as follows:-

- The business/organisation can benefit from increased productivity generated by healthier, more motivated workforce, potential cost savings, reduced congestion, reduced demand for car parking and improved access by employees, visitors and deliveries;
- The organisation can benefit from improved punctuality by reducing congestion delays and supporting more reliable means of transport;
- By encouraging walking and cycling it will provide opportunities to build healthy exercise into daily life;
- The local community can enjoy lower pollution levels, reduced congestion, reduced journey times, improved public transport services, energy savings and reduced overspill parking in residential areas;
- The environment generally can benefit from improved air quality, less noise, and reduced impact of other national and global environmental problems such as global warming.

4.2. The Travel Plan is not designed to deny the freedom of car use, rather it seeks to reduce the potential for congestion, maintain air quality and resolve any parking issues that may affect the Site and in its immediate environs.

4.3. Through a range of initiatives, the Travel Plan will help the Occupier to manage the travel needs of their employees and visitors and increase the range of travel options by which the Site can be accessed.

4.4. Placing an emphasis on the encouragement of walking and cycling will bring environmental and health benefits and can reduce reliance on taxis for local travel.

4.5. The objectives of the Travel Plan are to :-

- The local community can enjoy lower pollution levels, reduced congestion, reduced journey times, improved public transport services, energy savings and reduced overspill parking in residential areas;
- The environment generally can benefit from improved air quality, less noise, and
- Ensure the Site is accessible to all and respects the needs of vulnerable groups such as those with mobility problems;
- Minimise the impact of congestion, noise and pollution;
- Where appropriate, reduce the need for unnecessary travel and ensure that those that do have to travel do so in a way that is sustainable;
- Specify measures to encourage employees and visitors to use travel modes other than the car, especially travel in the car alone;
- Promote the use of public transport, motorcycles, car sharing, walking and cycling when getting to and from the Site;

- Reduce the environmental impact of travel demand by raising awareness amongst employees and visitors and by encouraging environmentally friendly behaviour;
- Minimise delivery vehicle trips by appropriate scheduling and/or wherever practical with emission reduction initiatives.

5. Travel Plan Management

Travel Plan Co-ordinator

- 5.1. Allocated time will be needed to set up and run the Travel Plan. This is best achieved by appointing a Travel Plan Co-ordinator who will be responsible for the management and maintenance of the Travel Plan.
- 5.2. The Travel Plan Co-ordinator will have sufficient authority, resources and capability to implement, manage and ensure compliance with the Plan.
- 5.3. The Developer will appoint a Travel Plan Co-ordinator one month prior to first occupation of the Site (taken to be when any part of the development is occupied) and will give details of the named representative to Camden when they are appointed.
- 5.4. The role will be fulfilled by a nominated representative or an appropriate consultant appointed by the Developer.
- 5.5. The Travel Plan Co-ordinator will be responsible for:
 - Overseeing the development and implementation of the Travel Plan and for promoting the objectives and benefits of the Travel Plan;
 - Designing and implementing effective marketing and awareness raising campaigns to promote the Travel Plan;
 - Co-ordinating the necessary data collection required to develop the Travel Plan, which includes arranging for the Travel Survey to be carried out to establish travel patterns at the Site (discussed in Section 6) and devising possible incentives for employees to complete and return their questionnaires;
 - Collation of all the Travel Survey information and entering it onto a database to help identify travel requirements and set targets for reducing single occupancy car trips and increasing sustainable travel modes;
 - Acting as a point of contact to all employees and visitors requiring information in relation to sustainable travel as well as for exchanging ideas and best practice with other organisations;
 - Liaising with Camden and local public transport operators; and
 - Co-ordinating the monitoring programme of the Travel Plan and producing Monitoring Reports (as discussed in Section 8).

Securing the Travel Plan and Funding

- 5.6. The estimated modal split set out in Section 6 will be reserved for agreement with Camden after the initial baseline travel survey has been undertaken (the travel survey timescales are discussed in Section 6).
- 5.7. Funding for the monitoring and management of the Travel Plan will be secured by the Developer from appropriate service charge payable by the Occupiers.

6. Travel Survey and Targets

Estimated Modal Split of Trips

- 6.1. In order to assess the modal split of trips at the Site, reference has been made to the travel to work patterns obtained from the Office for National Statistics (2001 Census).
- 6.2. Reference has been made to the 'method of travel to work' by people who work in the Holborn and Covent Garden Ward. Figures relating to those who work mainly from home, are not currently working or use other non-specified modes have been excluded from the calculations.
- 6.3. The modal split obtained from this Census data is shown in Table 6.1 below, which shows that 10% of people who work in this Ward drive to work. Whilst the more recent 2011 Census data is not yet available online, it is likely that the percentage of car drivers is likely to have decreased since 2001.
- 6.4. Given that there are no car parking spaces proposed at the Site and the difficulty of securing a space on-street locally, this is likely to mean that employees would use sustainable travel modes and would not drive.
- 6.5. The percentage of people driving to work has therefore been reduced to zero and the modal split for public transport/cycle/walking increased accordingly.
- 6.6. The revised modal split is shown in Table 6.1 below and will form the target modal split at Year One. This would be compared and reviewed with the actual modal split obtained as part of the baseline Travel Survey discussed later in this section.

Table 6.1: Estimated Modal Split for Employees at the Site

Principal Mode of Travel	Modal Split	
	Census Data	Adopted for the purpose of this assessment
Train/Mainline Rail	36%	40%
London Underground/Tram/DLR	35%	39%
Bus	9%	10%
Walk	4%	5%
Car Driver	10%	0%
Cycle	3%	3%
Motorcycle	2%	2%
Car Passenger	1%	1%
Taxi	0%	0%

Targets

- 6.7. In accordance with TfL's guidance, all targets identified will be SMART, in that they are Specific; Measurable; Achievable; Realistic and Time-bound.

- 6.8. Table 6.2 over the page sets out targets to increase walking and cycling by 5% and 3% respectively over the 5-year timeframe. These targets would be subject to review with Camden once the baseline travel surveys have been completed.

Table 6.2 **Modal Split Targets**

Principal Travel Mode	Target Modal Modal Split at Year 1	Target Modal Split at Year 3	Target Modal Split at Year 5
Train/Mainline Rail	40%	40%	39%
London Underground/Tram/DLR	39%	37%	35%
Bus	10%	8%	7%
Walk	5%	8%	10%
Car Driver	0%	0%	0%
Cycle	3%	4%	6%
Motorcycle	2%	2%	2%
Car Passenger	1%	1%	1%
Taxi	0%	0%	0%

Travel Survey

- 6.9. A Travel Survey is an essential part of a Travel Plan. It is carried out to establish travel patterns at the Site and to ascertain what would encourage employees to travel in a sustainable way.
- 6.10. The Travel Survey, which is generally undertaken by means of a self-completion questionnaire, helps to identify the proportion of employees travelling by each mode of transport i.e. the modal split.
- 6.11. Within 6 months of occupation, or at 75% occupancy, whichever comes sooner, the Travel Plan Co-ordinator will arrange for the baseline Travel Survey to be undertaken.
- 6.12. Following the baseline Travel Survey, further Travel Surveys would be undertaken at Years Three and Five.
- 6.13. Prior to undertaking the Travel Survey, the Travel Plan Co-ordinator will seek agreement with Camden on a standardised questionnaire for the Site, which will be iTRACE compatible.
- 6.14. iTRACE is a Travel Plan Monitoring Database used by TfL and London Boroughs to monitor, manage and enforce Travel Plans. Making the travel survey iTRACE compliant, ensures a standardised approach across the whole of London.
- 6.15. The Travel Plan Co-ordinator will consider using the online iTRACE survey, which means that responses are input directly into the iTRACE website and there is no need for any separate data entry. Alternatively, the Travel Plan Co-ordinator could consider distributing/collecting the bespoke iTRACE compliant questionnaires manually and entering the data onto a database.
- 6.16. In order to be iTRACE compliant, a 30% response rate is needed for the Travel Survey. An incentive will be considered to encourage employees to complete and return their questionnaires to help

maximise the response rate. Surveys should ideally be undertaken in a 'neutral' month, avoiding school holidays and at a similar time each year for consistency.

- 6.17. The survey results are used to formulate and monitor the implementation of the Travel Plan and to set and review baseline targets for promoting sustainable and healthy travel. This information, together with the proposed baseline targets, will be detailed in a Monitoring Report (discussed in Section 8), which will be sent to Camden for its consideration within 2 months of the Travel Survey being undertaken.

7. Travel Plan Measures

Walking and Cycling

- 7.1. The Site is well located in relation to existing pedestrian and cycling routes and its proximity to key public transport interchanges/services.
- 7.2. The pedestrian environment within the Site would be of a high quality with the provision of open spaces, well maintained routes and the use of quality materials.
- 7.3. Encouraging employees to walk and cycle gives opportunities to build healthy exercise into daily life. It also reduces reliance on taxis and private hire vehicles for local travel. The Travel Plan Co-ordinator will investigate the creation of a Bicycle User Group (BUG) for employees at the Site, to provide the opportunity for cyclists to meet informally and discuss cycling related issues.
- 7.4. The Developer will provide a total of 22 cycle parking spaces at the Site for employees associated with the proposed office and retail uses. This cycle parking will be located at ground floor level in The Paddock, which is in a secure and well-lit location.
- 7.5. Essential maintenance facilities such as bicycle pumps will be available for use by employees at the Site. It is proposed that these basic bicycle maintenance facilities would be stored in a box, which would be kept with the concierge. The Building Management Company at the Site will regularly check that these facilities remain available for employees.
- 7.6. The Travel Plan Co-ordinator will encourage walking and cycling to work, through promoting and providing information on the following:
 - 'Bike Week' (www.bikeweek.org);
 - National Walking Month, which includes 'walk to work' and 'walk to school' week (www.livingstreets.org.uk);
 - the location of nearby cycle shops, cycle hire stations, and contact information of the nearest bike retail stores; and
 - Cycle to work scheme. Cycling to work is encouraged by the Government's green transport plan, which introduced a tax exemption allowing employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit. Details of this are set out in the DfT's 'Cycle to Work Scheme implementation Guidance', which can be found on the DfT's website <https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>.
- 7.7. The Occupier will consider implementing a cycle to work scheme and endeavour to negotiate discounts/special deals with local cycle retailers.
- 7.8. The Developer will encourage the Occupier to provide shower and locker facilities within the building for the use of employees cycling and/or walking to/from the Site.

Public Transport

- 7.9. The Developer will prepare a Travel Information Pack highlighting the objectives and philosophy of the Travel Plan and will contain details of local cycling, walking and public transport routes and

access to key local facilities, plus current timetables for local bus and rail services. Facilities such as local car share schemes will also be promoted.

- 7.10. The production of the Travel Information Pack will be funded by the Developer. A copy of this Pack (prepared by the Developer) will be given to all Occupiers at the Site for them to distribute to employees prior to occupation at the Site.
- 7.11. A key role of the Travel Information Pack will also be to raise awareness of the sustainable travel initiatives being implemented through the Travel Plan including:
- **Access initiatives:** A high quality map of the neighbourhood, showing cycling, walking and public transport routes to/ from the Site, together with the locations of any key local facilities (such as shops, cashpoint etc) within walking distance. . Additional sources of further information such as TfL's Journey Planner website will also be provided.
 - **Promotion of key services and facilities:** Details of the key services and facilities such as details of the location of cycle parking/maintenance facilities will be included within the Pack.
 - **Promotion of car share clubs:** Details of London car sharing websites such as www.zipcar.co.uk and www.citycarclub.co.uk will be included within the Pack.
 - **Community notice boards** providing travel and community information to employees and visitors will be placed in prominent locations within the building. Maps of the immediate local area will be displayed identifying the location of local cycle hire docking stations, car club spaces and public transport services and this information will be updated annually where appropriate. . The notice boards will also be used to inform employees of any new travel initiatives or events organised as part of the Travel Plan.

Car Sharing and Car Clubs

- 7.12. Initiatives like car sharing and car clubs can provide a great alternative to car ownership. It saves on the associated running costs of a car and can also save on charges such as parking and the Congestion Charge.
- 7.13. Car clubs work by giving member's access to a car on a short-term rental basis and charging by the hour or by the day. Members pay a membership fee, which entitles them to have access to a car when they need it.
- 7.14. Car sharing schemes aim to encourage individuals to share private vehicles for particular journeys. It includes informal arrangements for sharing trips between individuals at neighbourhood, workplace and even household level, as well as formal schemes with elaborate arrangements for trip matching, often focused on commuting journeys.
- 7.15. Schemes are open to all via internet-based sites such as www.zipcar.co.uk and www.citycarclub.co.uk. Both Zipcar and City Car Club operate car club bays in Camden.
- 7.16. The Developer will promote the use of car clubs at the Site and will include details of local car club spaces available within the Travel Information Pack.
- 7.17. Where appropriate, the Travel Plan Co-ordinator will encourage employees to join a car-sharing/car club scheme.

Car

- 7.18. The proposed development has no car parking at the Site. It has been designed to encourage employees and visitors to walk, cycle and use public transport facilities to get to and from work.

Deliveries

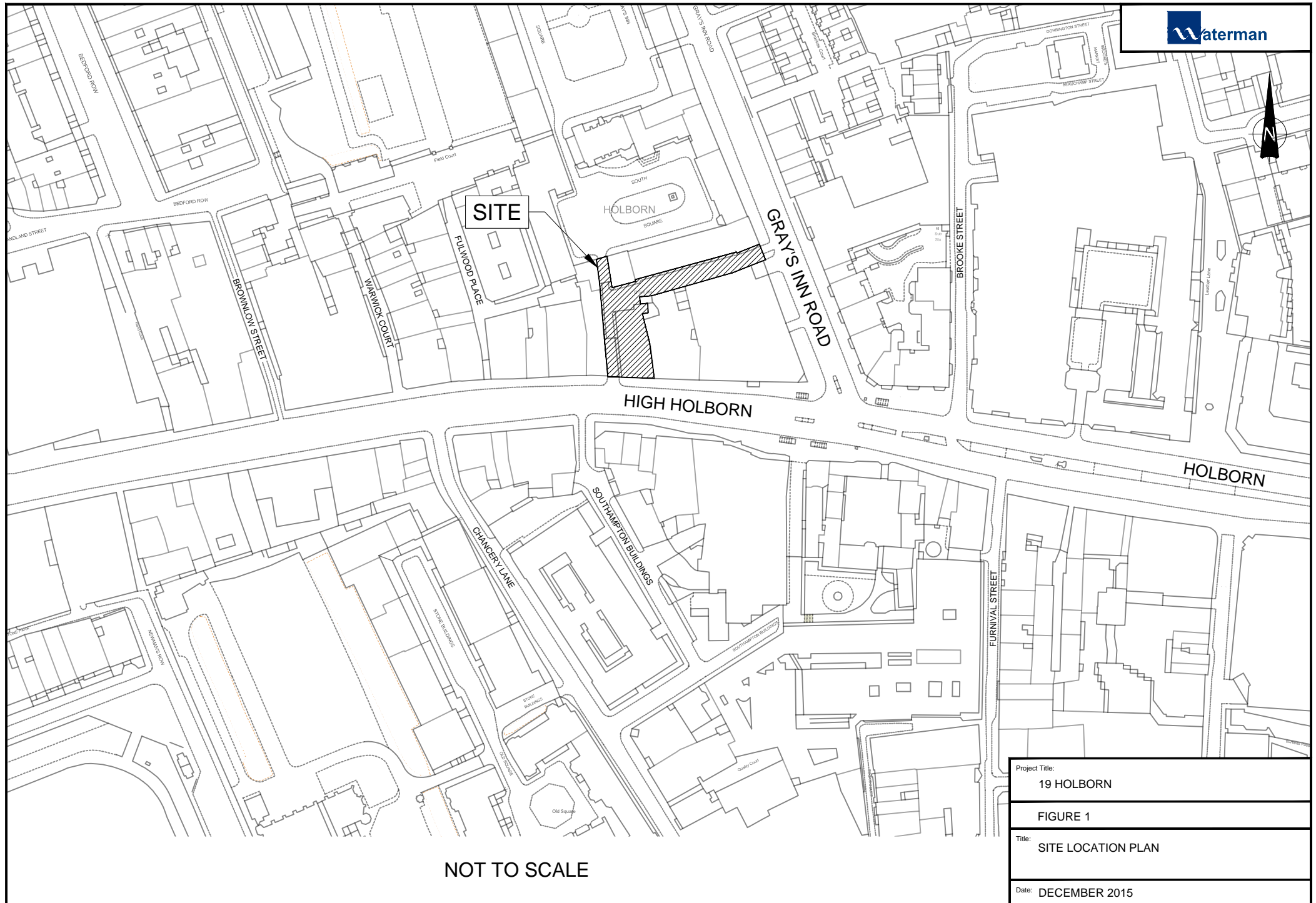
- 7.19. The Occupiers at the Site will endeavour to plan and distribute service vehicle arrivals/departures throughout the day to avoid peak periods. Occupiers will seek to minimise the number of deliveries through sourcing goods locally, wherever possible.
- 7.20. The Travel Plan Co-ordinator will make Occupiers aware of the Freight Operator Recognition Scheme (FORS), which is a free, voluntary scheme operated by TfL aiming to improve the efficiency of freight distribution and servicing in London. The Travel Plan Co-ordinator will encourage Occupiers to use freight operators that are registered with FORS.
- 7.21. Further details on FORS can be found at www.tfl.gov.uk/microsites/fors/default.aspx.

8. Monitoring and Review

- 8.1. On-going monitoring of the Travel Plan is necessary to ensure its continuous effectiveness. This will be the responsibility of the Travel Plan Co-ordinator.
- 8.2. The Travel Survey discussed in Section 6 will provide a baseline situation for setting appropriate modal shift targets to be met over the 5-year timeframe of the Travel Plan. The Travel Plan Co-ordinator will arrange for the baseline Travel Survey to be undertaken within 6 months of occupation (or at 75% occupation, whichever comes sooner). Following this, the Travel Survey will then be undertaken at Years One, Three and Five.
- 8.3. This information will be included in a Monitoring Report (also known as a Progress Report), which will be prepared annually and submitted to the Camden for consideration.
- 8.4. This Monitoring Report should include the following :-
 - Organisation's name and address;
 - Detailed information and evidence on the measures used and implemented to promote the Travel Plan and its objectives;
 - Travel Survey results with comparative data and analysis;
 - Proposed Specific, Measurable, Achievable and Time bound (SMART) targets;
 - Whether the travel habits of employees are meeting the objectives and targets;
 - Details on cycle parking usage;
 - Updated Action Plan; and
 - Details of any changes to the Site.
- 8.5. The Travel Plan Co-ordinator will collate the results of the Travel Survey and this information, together with the proposed baseline targets, will be detailed in the Monitoring Report, which will be sent to Camden for its consideration within 2 months of the Travel Survey being undertaken.
- 8.6. Where targets are not met, the Travel Plan Co-ordinator, in consultation with Camden, will discuss and agree a plan of action, which will indicate how any deficiencies in the operation of the Travel Plan will be met.
- 8.7. The Travel Plan Co-ordinator shall review and monitor the Travel Plan at Years One, Three and Five setting out whether the travel habits of employees are meeting the objectives and targets. This information will be included in the annual Monitoring Report.
- 8.8. After the initial five-year cycle, monitoring will continue on a voluntary basis every two years thereafter. At the completion of each five-year cycle, a review of the targets should take place, before new objectives, targets and appropriate measures are set and a new five-year cycle begins.
- 8.9. In the event that targets have not been achieved in Year Five, the Travel Plan Co-ordinator will undertake further monitoring of the Travel Plan for Years Six, Eight and Ten. The Developer will cover the cost of this additional monitoring in the event that it is required, together with any agreed additional measures that may be needed to get targets back on track.

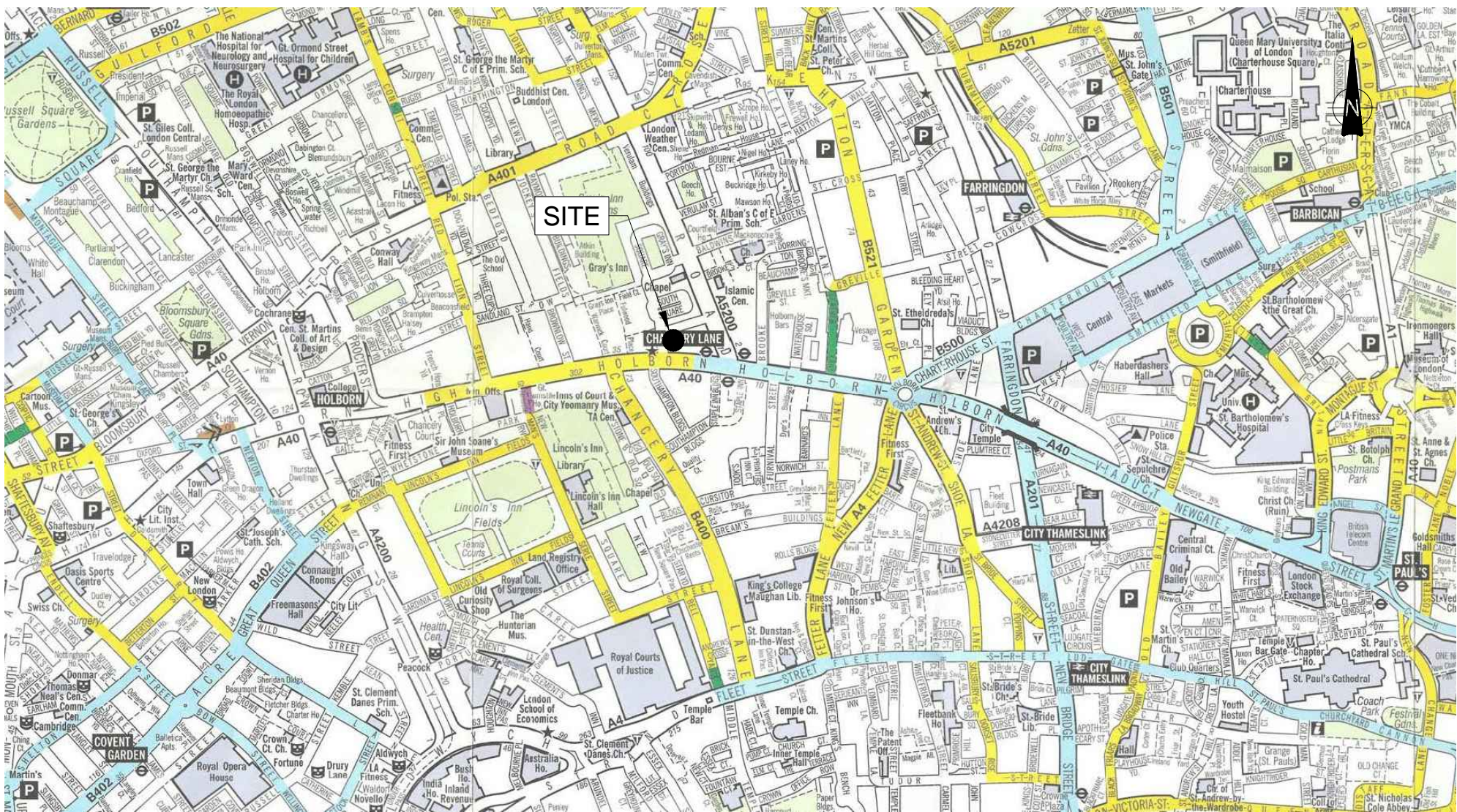


FIGURES



NOT TO SCALE

Project Title:	19 HOLBORN
	FIGURE 1
Title:	SITE LOCATION PLAN
Date:	DECEMBER 2015



Key

- | Barclays
- | Cycle Superhighways
- | Routes signed for use by cyclists on a mixture of quiet and busier roads: some have cycle lanes marked on the road surface
- | Quieter roads that have been recommended by other cyclists, may connect blue route sections
- | Where cyclists can ride next to but separated from the road: usually for difficult junctions, where the road is very busy, or against the flow on one-way streets. These routes may be shared with pedestrians
- | Greenways: Shared use routes
 - | through parks and
 - | along canal towpaths
 where responsible cycling is permitted but pedestrians always have priority. Routes through parks may not be available for use at all times
- | Pedestrian only route which connects cycling sections – you must dismount as cycling is not permitted at any time

NOT TO SCALE

Project Title:	19 HOLBORN
Title:	FIGURE 2 LOCAL CYCLE ACCESS
Date:	DECEMBER 2015



APPENDICES

A. ATTrBuTE Assessment

ATTrBuTe

Travel plan name	19 and 21 High Holborn
Planning application reference number	
Name of travel plan author	Natalie Maynard
Email address of travel plan author	natalie.maynard@watermangroup.com
Telephone number of travel plan author	
Name of travel plan assessor	Natalie Maynard
Job title/role of travel plan assessor	
Plan Type	Strategic level Framework Travel Plan (occupiers not known)

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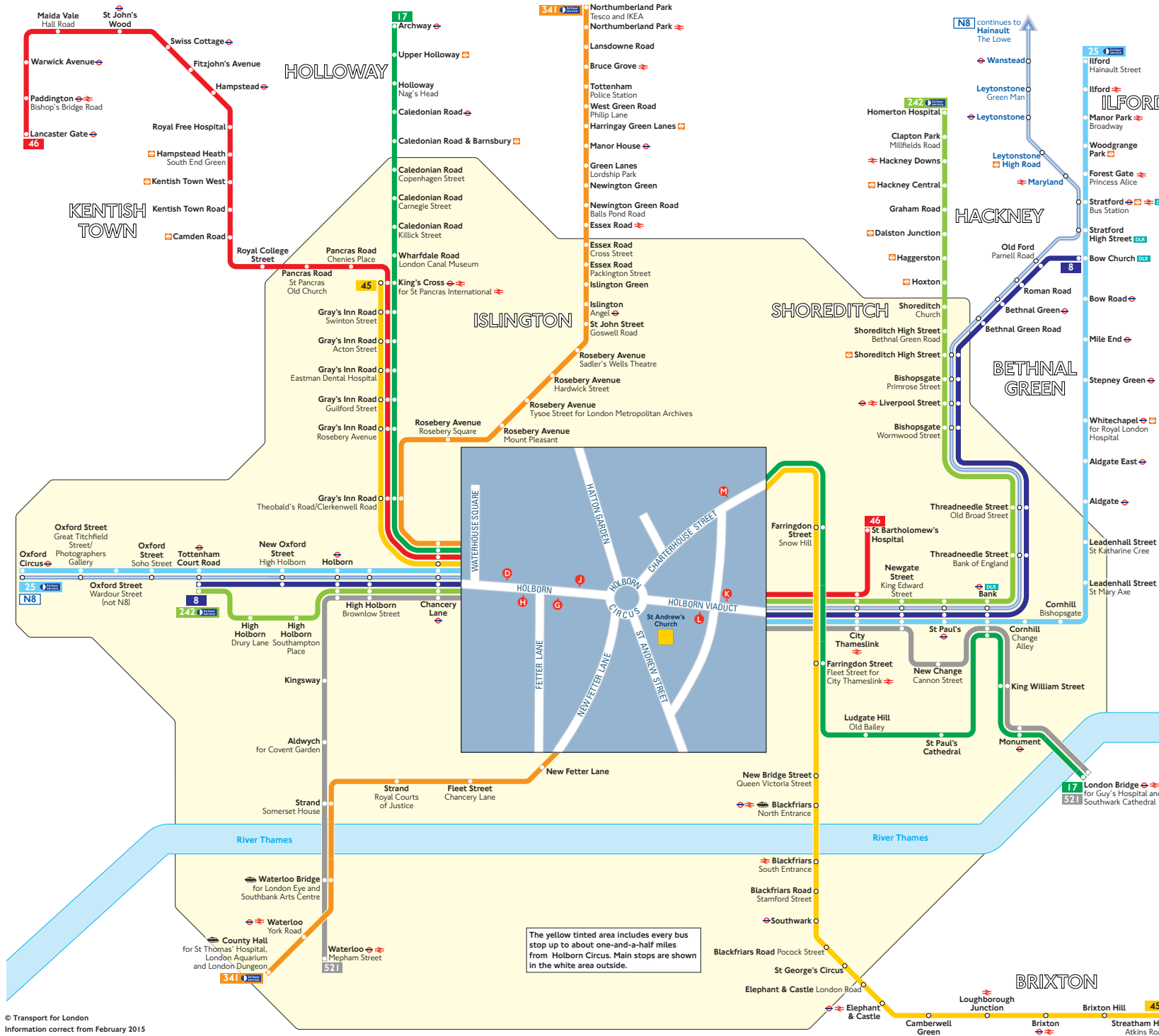
The development		5/7
Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	NONE	1
Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	NONE	0
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	2
Does the travel plan include... a) full address of the development? b) contact details for the person responsible for preparing the travel plan?	NONE	2
Policy		2/2
Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy? b) travel planning guidance?	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		3/3
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	NONE	1
Are TRAVL-compliant site user travel and freight surveys proposed?	NONE	2
Objectives		2/3

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	2
Targets		2/2
Are there interim targets linking directly to each objective?	NONE	1
Have interim targets appropriate to the phasing of the development been set?	NONE	1
TP Co-ordinator		3/3
Has 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?	NONE	1
Measures		5/6
Is an action plan provided which includes... a) short / medium / long term actions? b) timescales and responsibilities?	NONE	1
To what extent do the interim site-wide measures... a) support the objectives of the travel plan? b) reflect the context of the site?	NONE	3
Is the action plan clear on how and when travel plans will be developed among occupying organisations?	NONE	1
Monitoring		2/2
Is it clear who is responsible for site-wide monitoring?	NONE	1
Is a clear site-wide monitoring programme that adheres to the standardised approach included?	NONE	1
Securing and enforcement		1/1
Is it clear how the travel plan will be secured?	NONE	1
Funding		6/6
Has a sufficient budget been set for the site-wide... a) travel plan co-ordinator post? b) measures? c) monitoring programme?	NONE	3
Have funding streams been identified for the site-wide... a) travel plan co-ordinator post? b) measures? c) monitoring programme?	NONE	3
Total - PASS		34



B. Bus Spider Maps

Buses from Holborn Circus and Chancery Lane



Key

- 8 Day buses in black
- N8 Night buses in blue
- Connections with London Underground
- Connections with London Overground
- Connections with National Rail
- Connections with Docklands Light Railway
- Connections with river boats
- Mondays to Fridays only

Red discs show the bus stop you need for your chosen bus service. The disc appears on the top of the bus stop in the street (see map of town centre in centre of diagram).

Route finder

Day buses including 24-hour services

Bus route	Towards	Bus stops
8	Bow Church	D K
	Tottenham Court Road	G L
17	Archway	H
	London Bridge	J M
25	Ilford	D K
	Oxford Circus	G L
45	Kings Cross	G L
	Streatham Hill	J M
46	Lancaster Gate	H L
	St Bartholomew's Hospital	J K
242	Homerton Hospital	D K
	Tottenham Court Road	G L
341	County Hall	J
	Northumberland Park	H
521	London Bridge	D K
	Waterloo	G L

Night buses

Bus route	Towards	Bus stops
N8	Hainault	D K
	Oxford Circus	G L

The yellow tinted area includes every bus stop up to about one-and-a-half miles from Holborn Circus. Main stops are shown in the white area outside.

Day buses from Holborn

Route finder

Bus route	Towards	Bus stops
1	Canada Water	B M
8	Tottenham Court Road	P S
9	Bow Church	E H
25	Tottenham Court Road	K R
38	Battersea Bridge	A B C
55	Finsbury Park	E F G
59	Ilford	B H
68	Oxford Circus	K R
91	Clapton	B F G
98	Victoria	A B C
168	Leyton	E F G
171	Oxford Circus	A B C
188	King's Cross	N Y
242	Streatham Hill	M X
243	Euston	N Y
521	West Norwood	M X
X68	Crouch End	N Y
	Trafalgar Square	M X
	Willesden	W
	Hampstead Heath	N Y
	Old Kent Road	M X
	Bellingham	B M
	North Greenwich	M X
	Russell Square	N Y
	Homerton Hospital	B H
	Tottenham Court Road	K R S
	Waterloo	A M
	Wood Green	H P
	London Bridge	H P
	Waterloo	K M
	Russell Square	N Y
	West Croydon	M X

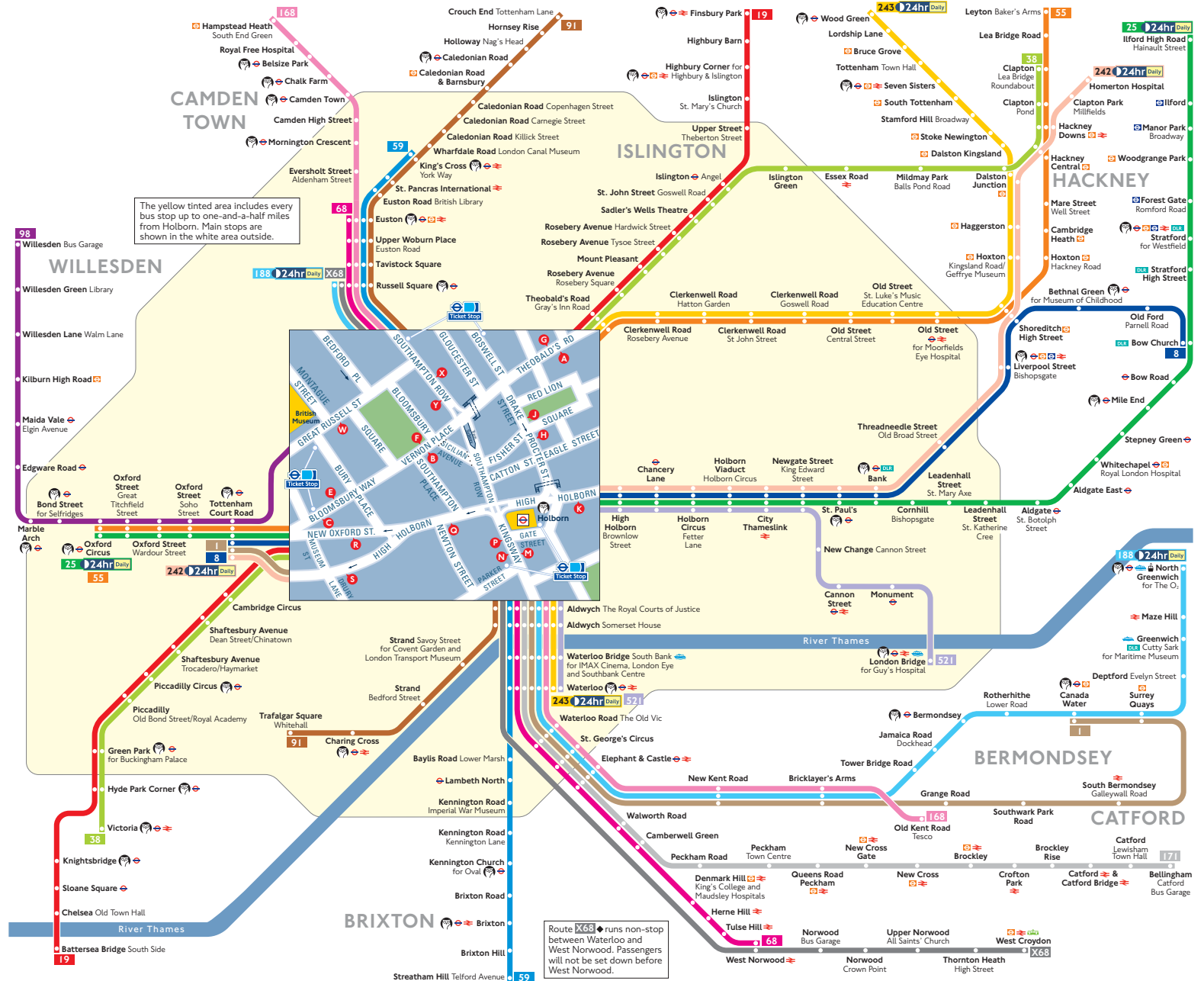
For night bus information, please see separate poster

Key

	Connections with London Underground
	Connections with London Overground
	Connections with TFL Rail
	Connections with National Rail
	Connections with Tramlink
	Connections with river boats
	Connections with Docklands Light Railway
	Connections with Emirates Air Line
	Limited stops, Mondays to Fridays afternoon peak hours only
	Mondays to Fridays morning peak hours only
	Mondays to Fridays
	Tube station with 24-hour service Friday and Saturday nights when Night Tube services operate

Ways to pay

	Use your contactless debit or credit card. It's the same fare as Oyster and there is no need to top up.
	Top up your Oyster pay as you go credit or buy Travelcards and bus & tram passes at around 4,000 shops across London.
	Sign up for an online account to top up online and see your travel history and spending



UK and Ireland Office Locations

