

# REPORT

## **Travel Plan**

Oasis Hub, The Tavistock Centre, London

Client: Tavistock and Portman NHS Foundation Trust

Reference: T&PPB6510R001F0.2

Revision: 0.2/Final

Date: 15 March 2017

HASKONINGDHV NEDERLAND B.V.

2 Abbey Gardens  
Great College Street  
London  
SW1P 3NL  
Transport UK  
Trade register number: 56515154

+44 207 2222115 **T**  
info.london@uk.rhdhv.com **E**  
royalhaskoningdhv.com **W**

Document title: Travel Plan

Document short title: Oasis Hub Travel Plan

Reference: T&PPB6510R001F0.2

Revision: 0.2/Final

Date: 15 March 2017

Project name: Oasis Hub, The Tavistock Centre, London

Project number: PB6510

Author(s): James Warbey

Drafted by: James Warbey

Checked by: Andy Ward

Date / initials: 10-03-2017 / aw

Approved by: Andy Ward

Date / initials: 10-03-2017 / aw

Classification

Project related



## Disclaimer

*No part of these specifications/printed matter may be reproduced and/or published by print, photocopy, microfilm or by any other means, without the prior written permission of HaskoningDHV Nederland B.V.; nor may they be used, without such permission, for any purposes other than that for which they were produced. HaskoningDHV Nederland B.V. accepts no responsibility or liability for these specifications/printed matter to any party other than the persons by whom it was commissioned and as concluded under that Appointment. The quality management system of HaskoningDHV Nederland B.V. has been certified in accordance with ISO 9001, ISO 14001 and OHSAS 18001.*

## Table of Contents

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Preface	1
1.2	Existing Site	1
1.3	Proposed Development	2
1.4	Commitment	2
1.5	Objectives	2
1.6	Structure	3
<b>2</b>	<b>POLICY BACKGROUND AND GUIDANCE</b>	<b>4</b>
2.1	Preface	4
2.2	National Planning Policy Framework (NPPF)	4
2.3	Regional Planning Guidance - The London Plan (2015)	5
2.4	Local Planning Guidance	6
<b>3</b>	<b>ACCESSIBILITY BY NON-CAR MODES</b>	<b>9</b>
3.1	Preface	9
3.2	Walking	9
3.3	Cycling	10
3.4	Bus	10
3.5	London Underground	11
3.6	Public Transport Accessibility Level (PTAL)	11
3.7	Summary	11
<b>4</b>	<b>TRAVEL PLAN MANAGEMENT</b>	<b>12</b>
4.1	Travel Plan Coordinator (TPC)	12
<b>5</b>	<b>TRAVEL PLAN MEASURES</b>	<b>13</b>
5.1	Existing Travel Plan Measures	13
5.2	Proposed Travel Plan Initiatives	13
	<i>Physical Infrastructure</i>	14
<b>6</b>	<b>MONITORING AND REVIEW</b>	<b>15</b>
6.1	Preface	15
6.2	Travel Plan Targets	15
6.3	Travel Plan Monitoring	17
6.4	Reporting	17

6.5	Review	18
7	<b>ACTION PLAN</b>	<b>19</b>
8	<b>SUMMARY</b>	<b>20</b>

## **Appendices**

**Appendix A – Site Location Plan**

**Appendix B – Pedestrian Catchment Area**

**Appendix C – Cycle Catchment Area**

**Appendix D – Local Bus Routes**

## 1 INTRODUCTION

### 1.1 Preface

- 1.1.1 This Travel Plan has been prepared on behalf of The Tavistock and Portman NHS Foundation Trust in order to support a planning application for the construction of a Young Adolescent Hub at The Tavistock Centre, London.
- 1.1.2 This document has been prepared with reference to Transport for London's (TfLs) best practice guidance on the preparation of travel plans to support new development.
- 1.1.3 There is already an existing Travel plan in place for The Tavistock Centre. This 'full Travel plan' updates the existing Travel Plan in line with current Travel Plan policy guidance, as set out by TfL.
- 1.1.4 While this document has been prepared in response to the proposed Young Adolescent Hub, this document is relevant to all activities being undertaken at the Tavistock Centre.

### 1.2 Existing Site

- 1.2.1 The Tavistock Centre is a six storey building from which the Trust operates mental health and staff training services. There are currently no inpatients. The site incorporates an office building for family nurse practitioners and associated teaching spaces.
- 1.2.2 The Trust employs 659 staff, however not all are based at the Tavistock Centre site with some staff located in other premises locally. These associated facilities include a Children's Day Unit and Oasis Hub which are located in Gloucester House, 33 Daleham Gardens, a walk distance of approximately 450 metres walk from The Tavistock Centre.
- 1.2.3 The majority of staff working at Gloucester House park at The Tavistock Centre and walk to / from Gloucester House at the beginning and end of their working day.
- 1.2.4 This Travel Plan update has been prepared in association with the relocation of the Oasis Hub to The Tavistock Centre. There are currently 12 pupils and a maximum of 15 - 20 staff at the existing Oasis Hub at any one time. Visitors come and go by taxi and currently taxis drop off on street along either Daleham Gardens or Akenside Road.
- 1.2.5 On-site car parking is provided at The Tavistock Centre at ground floor level and within a basement car park, with 73 parking spaces provided overall. These are made up of 8 bays which are used by patients (visitors), 2 bays for use by disabled drivers and 63 staff permit bays.
- 1.2.6 There are 50 bicycle spaces provided within the car park at ground floor level and a further 6 provided within the underground car park. In addition 6 motorcycle parking bays are provided within the car park. Eighteen (18) of the bicycle parking bays and all 6 of the motorcycle parking bays are provided under a canopy.
- 1.2.7 A site location plan can be found in **Appendix A** to the rear of this document.

### **1.3 Proposed Development**

- 1.3.1 The Trust's proposals are to relocate their existing Oasis facility to a dedicated new building (40sqm GFA) at The Tavistock Centre site.
- 1.3.2 The proposals are ultimately for the relocation of the existing Oasis Hub, which is already based locally, and therefore we do not envisage that the development will generate a net increase in travel demand on the local transport network. The number of pupils and staff within the Trust would remain the same as a result of this proposal.
- 1.3.3 A benefit of the development is that taxi movements associated with the new Oasis Hub will be accommodated within the Tavistock site and a taxi drop off area (comprising 3 dedicated parking bays) will be provided for this purpose.
- 1.3.4 The car parking spaces to the rear of the main Tavistock building will be removed in order to make way for the new building and so parking numbers reduce as a result of the proposal. In addition 3 taxi drop off bays will be provided adjacent to the proposed building.
- 1.3.5 In addition to the existing bicycle parking provision, 2 Sheffield stands (4 staff cycle parking spaces) will be provided at basement level and 2 Sheffield stands (4 visitor cycle parking spaces) will be provided adjacent to the proposed building to support the Oasis facility. This is in line with the minimum cycle parking standard set out within Camden's Local Development Framework of 1 space per 250sqm GFA.

### **1.4 Commitment**

- 1.4.1 The Tavistock and Portman NHS Foundation Trust recognises the importance of vehicular transport for staff, visitors and patients to access the Trust but is committed to developing and promoting sustainable alternatives wherever possible.
- 1.4.2 As a large employer within the local area the Trust has a responsibility to the environment, the community and the economy to develop alternative transport options for staff, patients and visitors on all of its sites. Wherever practical, the Trust will encourage measures to help reduce congestion, noise and air pollution, improve pedestrian and cycle facilities and other initiatives to benefit the Trust and the community as a whole.
- 1.4.3 The Trust welcomes the support of all users of the Trust in making the Travel Plan work. In terms of staff travel, car sharing, walking, cycling or taking public transport to work relieves congestion, frees up parking spaces and brings a range of benefits not only for the Trust but also for the local Community.

### **1.5 Objectives**

- 1.5.1 A specific objective of the Travel Plan will be to reduce the modal split of staff that currently travel to / from the Tavistock Centre site as a 'car driver'. However, this Travel Plan does recognise the specific needs of some site visitors and the requirement to accommodate movements by taxi.

- 1.5.2 The majority of pupils attending the new Oasis Hub will continue to be dropped off / picked up by taxi (due to special travel requirements of pupils). There is no specific objective to reduce taxi movements as this is a fundamental requirement for the operation of the Oasis Hub.

## 1.6 Structure

- 1.6.1 The structure of this Travel Plan is broadly as follows:

- **Section 2** details the relevant national, regional and local policy and guidance related to Travel Plans.
- **Section 3** provides a description of the existing opportunities to access The Tavistock Centre using sustainable modes of transport.
- **Section 4** details the Travel Plan's proposed management regime and lists the responsibilities of the Travel Plan Coordinator, to support the objectives of the Travel Plan.
- **Section 5** provides details of the initiatives designed to encourage sustainable travel patterns.
- **Section 6** provides an overview of the strategy for the monitoring and review of the Travel Plan, including the setting of targets which will be linked to the specific objective of the Travel Plan.
- **Section 7** provides an Action Plan, which summarises the Travel Plan measures, who is responsible for their implementation and the associated timetable for their initiation.
- Finally, **Section 8** presents a summary to this document.

## 2 POLICY BACKGROUND AND GUIDANCE

### 2.1 Preface

- 2.1.1 The reported benefits of Travel plans include a reduction in congestion, relieved parking pressure, making sites more accessible and improving travel choice. Travel plans have become an important component of national and local strategies to reduce traffic, cut CO2 emissions and positively contributing to climate change.
- 2.1.2 This section sets out the national, regional and local transport planning policies that are relevant to the development proposals.

### 2.2 National Planning Policy Framework (NPPF)

- 2.2.1 The National Planning Policy Framework (NPPF) was published in March 2012 by the Department for Communities and Local Government and is now the primary source of national planning guidance in England.
- 2.2.2 The NPPF contains the former Coalition Government's strategies for economic, environmental and social planning policies in England and it is designed to be a single, tightly focused document setting out national planning priorities.
- 2.2.3 At the heart of the NPPF is a "presumption in favour of sustainable development", which for decision making means:
- approving development proposals that accord with the development plan without delay; and
  - where the development plan is absent, silent or relevant policies are out of date, granting permission unless:
    - any adverse impacts of doing so would significantly and demonstrably outweigh the benefits,
    - when assessed against the policies in the NPPF taken as a whole; or
    - specific policies in the NPPF indicate development should be restricted.
- 2.2.4 With particular regard to the promotion of sustainable transport, paragraph 36 states:
- "A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan."*



## 2.3 Regional Planning Guidance - The London Plan (March 2016)

2.3.1 This section refers to the London Plan 2016, The spatial development strategy for London, consolidated with alterations since 2011. The London Plan forms part of the development plan.

2.3.2 The London Plan, which was updated in March 2016, continues to advocate the use of Travel Plans for the promotion of sustainable modes of transport. In paragraph 6.8 the London Plan states that *'travel plans can help reduce emissions by promoting alternatives to the car.'* In paragraph 6.14 it identifies that *'phasing development, the use of travel plans and addressing freight issues may all help reduce the impact of development on the transport network and reduce emissions of gases that contribute to climate change.'* In paragraph 6.42 it requires that *'travel plans for major developments should give details of proposed measures to improve non-car based access, reduce parking and mitigate adverse transport impacts'.*

2.3.3 In the London Plan Policy 6.3 'Assessing Effects of Development on Transport Capacity', Part C requires 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.'

2.3.4 In November 2013 Transport for London (TfL) released its revised guidance on the requirements for travel plans for new developments in London. It identifies development thresholds above which a Travel Plan is required and sets out the expected content that will be consistent with TfL's ATTrBuTE (Assessment Tool for Travel Plan Building, Testing and Evaluation) assessment criteria. ATTrBuTE is an online travel plan assessment tool used in London which aims to:

- Improve the quality of the travel plans being submitted to local authorities by setting out criteria that should be considered during development of the plan.
- Provide consistency to the way travel plans are assessed by local authorities as part of the planning process.

2.3.5 TfL's guidance concerning the thresholds for the provision of a Travel Plan are as follows:

Land Use	Criteria for a Travel Statement	Criteria for a Travel Plan
<b>D1 (Hospitals/Health Centres)*</b>	Between 20 and 50 staff	Equal or more than 50 staff
* It is mandatory for NHS trusts to have travel plans. For more information please visit the NHS's- additional guidance can be found at the Sustainable Development Unit, who act to support NHS England and Public Health England.		

**Table 2.1: Thresholds for Travel Plans and New Development, TfL**

2.3.6 TfL's guidance continues to say:

*"Travel plans may also be required in specific circumstances for developments below the thresholds shown. For example:*

- *Where the proposed development has the potential for significant traffic impact which requires mitigation, or has accessibility issues to be addressed. This may apply particularly to mixed-use developments where each individual land use may not reach these thresholds but in combination will have a significant impact, or to developments that may generate a lot of visitor trips.*
- *For phased developments where the initial phasing may not reach the specified threshold but future phases will reach/exceed the threshold.*
- *For applications for extensions or other proposals, where the proposal itself does not reach the threshold but where the combined existing and proposed development meets or exceeds the threshold."*

2.3.7 This full Travel Plan has been prepared with reference to Transport for London's best practice guidance document 'Travel Planning Guidance (November 2013)'. The document outlines the essential elements of a Travel Plan which are as follows:

- **Objectives** – the key goals that the travel plan seeks to achieve
- **Targets** – a means of measuring the achievement of objectives
- **Measures** – the initiatives that will be introduced to achieve the targets set. This should also include remedial measures and actions that will be taken if the travel plan targets are not met
- **Management** – it is essential that there is an individual identified to oversee implementation, monitoring and review of the travel plan. Adequate resourcing should be made with an appropriate amount of the individual's time allocated
- **Action Plan** – a programme for delivering the measures and a means of communicating the above to site users, including identification of who will oversee delivery of the travel plan
- **Securing** – it is important that the travel plan is effectively secured through legal mechanisms
- **Monitoring and Review** – must be undertaken to ensure the travel plan achieves the targets it set out to achieve

## 2.4 Local Planning Guidance

CPG 7 Camden Planning Guidance Transport (2011)

2.4.1 The CPG 7 Camden Planning Guidance Transport document provides guidance for the production of travel plans. The key messages of this guidance are:

- "Travel Plans enable a development to proceed without the 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.”

2.4.2 The guidance provided in the document relates to policy CS11 – *Promoting sustainable and efficient travel* and policies DP16 to DP21 of the Camden Development Policies.

2.4.3 The document states that Travel Plans apply when:

*“planning applications involve a significant impact on travel or the transport system.”; or*

*“the impacts are less, but where the transport provision does not have capacity for increased demand and where management measures are desirable to address sustainability concerns.”*

2.4.4 This Travel Plan covers both staff and visitors to the proposed Oasis Hub, and the wider Tavistock Centre, and as such guidance on workplace travel plans and visitor management plans provided within the guidance document are relevant.

2.4.5 The document suggests that the main emphasis of a workplace travel plan should be to promote alternatives to single-occupancy car use. The document states:

*“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.*

2.4.6 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 walking, 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.”*

### 3 ACCESSIBILITY BY NON-CAR MODES

#### 3.1 Preface

- 3.1.1 This section will consider the accessibility of the Tavistock Centre site by sustainable modes of transport in order to ascertain the potential for travel to and from the site by modes other than the private car.

#### 3.2 Walking

- 3.2.1 There are few barriers to walking in the immediate vicinity of the site with footways and adequate street lighting provided along Belsize Lane and Fitzjohn's Avenue along the site's southern / western boundaries. Trips on foot between the site and surrounding area are safe, direct and convenient.
- 3.2.2 Pedestrian linkage between the development site and the shops, services and Finchley Underground Station on the A41 Finchley Road is provided via the footways along Maresfield Gardens and a dedicated pedestrian walkway known as Trinity Walk.
- 3.2.3 There is a zebra crossing just beyond the south west corner of the site on Fitzjohn's Avenue, adjacent to site's pedestrian entrance and signalised pedestrian crossings on the A41 Finchley Road.
- 3.2.4 In summary trips on foot between the site and surrounding area can be undertaken with ease using existing pedestrian infrastructure.
- 3.2.5 Research indicates that it is possible to quantify the distances people can be expected to travel on foot.
- 3.2.6 Table 3.2 of the Institution of Highways and Transportation publication 'Guidelines for Providing for Journeys on Foot' provides suggested acceptable walking distances, for pedestrians without mobility impairment, to some common facilities. The document refers to an acceptable distance of 800 metres and a preferred maximum distance of 1,200 metres for a journey to work. Furthermore the National Travel Survey (NTS), 2015 data, identifies that the average journey length on foot, as a main mode of travel, is 0.8 miles (1,287 metres).
- 3.2.7 Plan **RH2** found in **Appendix B** shows that a significant proportion of the surrounding area is within 2km of the application site. There are footway links from within this catchment and beyond, consequently walking is considered as a viable option to access the site, particularly for staff.

### 3.3 Cycling

- 3.3.1 The website [camdencyclists.org.uk](http://camdencyclists.org.uk) provides mapping which shows Fitzjohn's Avenue as part of cycle route no.50: Mill Hill East – Swiss Cottage – St James Park. The route runs from St James Park to the south, via Bond Street, Regents Park Outer Circle to Avenue Road. At Swiss Cottage just south of the site the route then runs parallel to the Finchley Road via Fitzjohn's Avenue and Maresfield Gardens adjacent to the site. The route continues north as far as the Barnet border near Platts Lane. Directions to the cycle route are clearly sign posted along Belsize Lane in the vicinity of the site. A cycle route plan is provided in **Appendix C**.

### 3.4 Bus

- 3.4.1 There are two London bus services (routes 46 and 603) which route in the immediate vicinity of the site and stop at the bus shelters provided on Fitzjohn's Avenue.
- 3.4.2 Bus route 46 provides regular services approximately every 10 minutes (Monday – Saturday) in either direction to locations that include London Paddington to the south (via St John's Wood), Camden Town to the east (via Hampstead Heath) and London Kings Cross and Holborn to the south east. The service frequency reduces to approximately every 15 minutes during off peak times, including early morning, late evenings and Sundays.
- 3.4.3 Bus route 603 provides a limited service on a weekday only, between 8am – 9am and 3pm – 4pm. Services travel north towards Highgate and East Finchley.
- 3.4.4 Six additional bus services (268, 187, C11, 13, 82 and 113) are accessible at the bus shelters provided adjacent to Finchley Road Tube Station, located a walk distance of approximately 400 metres from the site. The frequency of these 6 bus services is summarised below in

No.	Route	Mon - Fri			Sat	Sun
		AM Peak	Inter Peak	PM Peak		
268	Golders Green - Hampstead - Finchley Road O2 Centre	5ph	5ph	5ph	5ph	5ph
187	Park Royal Central Middlesex Hospital - Harlesden - Warwick Avenue Station - St. John's Wood - Finchley Road	6ph	6ph	6ph	6ph	4ph
C11	Brent Cross - North Cricklewood - West Hampstead - Gospel Oak - Parliament Hill - Archway	7ph	7ph	7ph	7ph	5ph
13	Golders Green - Finchley Road - Baker Street - Aldwych	7ph	7ph	7ph	6ph	5ph
82	North Finchley - Golders Green - Finchley Road - Baker Street - Marble Arch - Victoria	8ph	8ph	8ph	8ph	5ph
113	Edgware - Mill Hill - Watford Way - Hendon Way - Finchley Road - Baker Street - Marble Arch	6ph	6ph	6ph	6ph	3ph

**Table 3.1: Summary of Bus Services (per hour)**

- 3.4.5 For those willing to walk a bit further, bus route 31 is accessible within a walk distance of approximately 500 metres to the south of the site, at the bus shelters adjacent to Swiss Cottage Tube Station. Bus route 31 provides up to 10 services an hour (Monday – Saturday) in either direction, including east to Camden Town or south west to Shepherds Bush (via Notting Hill).
- 3.4.6 Plan **RH4** in **Appendix D** to the rear of this report outlines the bus routes that operate in the surrounding area from the site in more detail. It can be concluded that the site is very accessible by bus.

### **3.5 London Underground**

- 3.5.1 Finchley Underground Station is located approximately 500 metres walk distance from the site and operates London Underground services on the Jubilee and Metropolitan lines.
- 3.5.2 The Jubilee line provides services with a peak hour frequency of approximately 30 services per hour in either direction towards Stratford or Stanmore.
- 3.5.3 The Metropolitan line provides services with a peak hour frequency of 23 services per hour in either direction towards Aldgate or Amersham / Uxbridge.

### **3.6 Public Transport Accessibility Level (PTAL)**

- 3.6.1 A PTAL rating for the site has been established using the Transport for London (TfL) Planning Information database. The database calculates that the site retains a PTAL rating of 6a - 'excellent'. We have checked the TfL calculation and agree the site achieves a PTAL Level of 6a.
- 3.6.2 It is noted that the TfL database includes National Rail services available from the Finchley Road and Frognal Station within its PTAL assessment. The Station is located approximately 950 metres walk distance from the site and just within the recognised PTAL walk distance to rail services of 960 metres.

### **3.7 Summary**

- 3.7.1 The site is located within the recognised PTAL walk distance(s) of an excellent range of local public transport services. The adjacent public transport services are also easily accessible on foot using existing pedestrian infrastructure. In addition, a recognised cycle route passes the site on its western boundary along Fitzjohn's Avenue and is adequately sign posted in the vicinity of the site.

## **4 TRAVEL PLAN MANAGEMENT**

### **4.1 Travel Plan Coordinator (TPC)**

- 4.1.1 A Travel Plan Coordinator (TPC) will be responsible for the management of the Travel Plan on a day to day basis.
- 4.1.2 The London Borough will be provided with the contact details of the specific individual appointed to act as TPC prior to the occupation of the new Day Unit. The Council will also be informed if / when this responsibility is to be assigned to another individual or organisation.
- 4.1.3 It is envisaged that the London Borough will be able to offer advice support and practical assistance to the TPC in order to develop, implement and monitor the Travel Plan.
- 4.1.4 The TPC will have executive responsibility for ensuring the Travel Plan's successful implementation and that the review process is fully complied with (refer to Section 5.4) and all relevant submissions are made to the Borough Council at the appropriate time.
- 4.1.5 In summary the TPC's duties will include:-
- Responsibility to manage the travel plan on a day to day basis;
  - To develop targets against which the success of the travel plan can be judged;
  - To organise and implement the travel plan's travel initiatives (see following section) and to encourage participation by all those involved;
  - Act as a point of liaison with all those involved including the Borough Council, pupils, parents, patients, visitors and staff.
  - Keep a record of travel plan monitoring and identify when travel surveys are due for completion (see Section 5).
  - Write up a progress review report following each travel survey (see Section 5).



## 5 TRAVEL PLAN MEASURES

### 5.1 Existing Travel Plan Measures

5.1.1 Measures that have already been put in place as part of the site's existing Travel Plan are as follows:

- An undercover, secure cycle maintenance bay
- Showers, changing and locker facilities within the main Tavistock building available for staff
- 16 (8 Sheffield Stands) Short-stay cycle parking spaces for visitors
- Notice boards promoting sustainable modes of transport installed in the Trust communal areas
- A scheme for staff to find a walking, cycling or car share buddy
- A flexible working policy
- The number of staff allowed to park their vehicles at the Trust reduced wherever possible, and parking permits will continue to be regulated.

5.1.2 These measures are retained within this updated document and will continue to be undertaken by the Trust.

### 5.2 Proposed Travel Plan Initiatives

5.2.1 A travel notice board will be erected within a communal area of the new Oasis building to advise staff of opportunities to access the site by sustainable modes of travel. This notice board will include public transport timetables and information concerning public transport access points.

5.2.2 A leaflet detailing all public transport information e.g. timetables, fares and bus stop locations and local preferred taxi firms will be made available on the Trust's intranet and in hard copy on request.

5.2.3 The Travel Plan Coordinator will offer all staff a personal travel service – whereby advice on the ability to access the site from home, by non-car modes, is provided. To undertake this exercise the Travel Coordinator will be able to make reference to Transport for London's journey planner service (<http://journeyplanner.tfl.gov.uk>).

5.2.4 A scheme for staff to find a walking, cycling or car share buddy will be set up and run by the Travel Coordinator.

5.2.5 The number of staff allowed to park their vehicles at the Trust will be reduced wherever possible, and parking permits will continue to be regulated.

5.2.6 The Travel Plan Coordinator will research the best deals on cycle equipment and advise staff of any existing cycle equipment offers / promotions.

5.2.7 The Trust will provide alternative means of travel for staff travelling on foot, by bicycle or as a car share partner, in the event of an emergency.

5.2.8 The Trust will continue its flexible working policy which may help staff travel to and from work.

***Physical Infrastructure***

5.2.9 Proposed new infrastructure associated with the new Oasis Hub will be as follows:

- Staff shower and changing room facilities at first floor level.
- 2 Sheffield stands (4 staff cycle parking spaces) will be provided at basement level and 2 Sheffield stands (4 visitor cycle parking spaces) will be provided adjacent to the proposed building. This is in line with the minimum cycle parking standard set out within Camden's Local Development Framework of 1 space per 250sqm GFA.
- New 'drop off' / taxi waiting area (comprising 3 dedicated parking bays)

5.2.10 The requirement for highway engineering measures in the form of new signing, lighting, crossing facilities or speed / traffic management schemes will be monitored by the Travel Coordinator on an on-going basis, in consultation with the Council.

## 6 MONITORING AND REVIEW

### 6.1 Preface

- 6.1.1 A full Travel Plan should have measurable outputs and targets against which the progress of the Travel Plan can be monitor to determine if the Travel Plan is having a positive influence in terms of encouraging sustainable travel patterns.
- 6.1.2 The following section provides an approach to understanding the travel patterns being undertaken by residents; setting Travel Plan targets, and reporting the results of Travel Plan monitoring to Borough Officers.

### 6.2 Travel Plan Targets

- 6.2.1 TfL guidance requires targets to be set over a minimum five-year time frame, with interim targets set at year one and year three. The purpose of the Travel Plan target is to provide a benchmark against which the performance of the Travel Plan can be judged.
- 6.2.2 Targets should be agreed with Borough Council Officers and should be SMART:
- (i) Specific
  - (ii) Measurable
  - (iii) Achievable
  - (iv) Realistic
  - (v) Timed
- 6.2.3 Targets should relate directly to the objectives of the Travel Plan, which in this case are to encourage sustainable travel, maximise non-car use and promote the health benefits of travelling to the development on foot or by bicycle. A suitable indicator of the success of a Travel Plan is therefore the mode-split of travel.
- 6.2.4 There is no staff travel data currently available for the Tavistock Centre site. Therefore the Travel Plan target for 'Year 1' will be to achieve a staff 'car driver' modal split of no greater than that recorded by the 2011 'Travel to Work' census data for the census ward of 'Frognaal and Fitzjohns' in which the site is located. This can be seen in **Table 6.1** below.

Mode of Travel	Count	% Modal Split
Underground	2786	53.03%
Train	257	4.89%
Bus	378	7.19%
Taxi	54	1.03%
Car Driver	881	16.77%
Car Passenger	65	1.24%
Motorcycle	71	1.35%
Bicycle	217	4.13%
On Foot	472	8.98%
Other	73	1.39%
Total	5254	100.00%

**Table 6.1: 2011 Census – Method of Travel to Work**

- 6.2.5 Once the inaugural travel survey has been undertaken this will replace the above as the base staff travel data for the site.
- 6.2.6 The 'Year 3' target will be to reduce the staff 'car driver' modal share by at least 2.5% below that recorded by the inaugural staff travel survey. The 'Year 5' target will be to reduce the staff 'car driver' modal share by a least 5% below that recorded by the inaugural staff travel survey.

## 6.3 Travel Plan Monitoring

- 6.3.1 In order to understand how effective the 'measures' within the Travel Plan are being in terms of their influence of travel patterns, regular travel plan monitoring should be undertaken.
- 6.3.2 This should be undertaken in Year 1 of the site's occupation in order to determine the base position, against which the implementation of Travel Plan measures can be judged. The monitoring should be repeated in Year 3 and Year 5 of the site's occupation, so that an assessment can be made in terms of the Travel Plan's success. The outcome of the monitoring procedure allows the TPC to understand if the Travel Plan is being effective in meeting adopted targets.
- 6.3.3 The form of the monitoring procedure can be agreed with the Borough Council. It is however suggested that the monitoring takes the form of a resident questionnaire. It is anticipated that as a minimum, a survey compliant with the iTRACE methodology will be required (<https://london.itrace.org.uk/>).
- 6.3.4 It is recommended that as a minimum surveys should seek to establish:
- The main mode of travel undertaken to/from work by residents.
  - Any alternative 'sustainable' modes of travel that residents use or would consider using.
  - What could influence car drivers, and in particular single occupancy car drivers, to car share to change to an alternative travel mode.
- 6.3.5 In addition to the staff travel surveys, additional Travel Plan monitoring will be undertaken and this will take the following form.
- **Cycle Parking Demand** - The TPC will periodically identify bicycle parking demand. This will identify any shortages in cycle parking provision which may deter staff from using a bicycle.
  - **Car Sharing Database** – The TPC will monitor and keep an internal database of the staff who car share and / or are looking to car share.
  - **Comments Database** – The TPC will record all comments received from the staff, parents or pupils relating to the operation and implications of the Travel Plan.
- 6.3.6 Based on the outcome of the monitoring procedure, changes to the Travel Plan can be made to ensure that the 'measures' implemented are those which are most effective in securing the objectives of the Travel Plan.

## 6.4 Reporting

- 6.4.1 The outcome of the monitoring process should be reported to the Borough Council. If the survey has been undertaken in line with iTRACE, then the reporting can be undertaken on-line through the iTRACE web-page. The Borough Council will provide log-in details to enable on-line reporting to be undertaken.
- 6.4.2 The information required in the reporting process will include:

- The number of respondents to the questionnaire, and the overall number of residents that were invited to take part in the survey.
- The number of respondents to the questionnaire travelling by each mode of travel (to allow the calculation of the modal split of trips).
- The number of bicycle and car parking spaces available to site occupiers.

6.4.3 The results of the monitoring process should enable a review of the Travel Plan to be undertaken, the purpose being to ensure that the adopted measures are being effective.

## 6.5 Review

6.5.1 To ensure that it continues to achieve its aim of reducing the numbers of those travelling by car, the Travel Plan will be reviewed on a regular basis throughout the life of the Travel Plan.

6.5.2 A Travel Plan review will be undertaken following each travel survey (within 3-months of the survey).

6.5.3 The objective of the reviews will be for the TPC to assess the success of the Travel Plan and to identify the potential for refinement of the measures in the Travel Plan. The review may also present an opportunity to set targets.

6.5.4 Each review will be undertaken by the TPC in consultation with the Borough Council.

6.5.5 The format of the review will be agreed with the Borough Council in advance of its undertaking, however it is envisaged that a short 'Review Report' will be produced by the TPC dealing primarily with the following matters.

- The effect of the Travel Plan on travel patterns;
- Operational issues surrounding the maintenance of the Travel Plan;
- Proposals for targets; and
- Proposals for refining measures and initiatives;

6.5.6 The review report will draw upon the results of the travel surveys and will be supplemented by 'other monitoring' recorded as part of the day-to-day administration of the Travel Plan.

6.5.7 The Review Report will be prepared by the TPC for submission to the Borough Council, who will then have an opportunity to consult with the TPC regarding the refinement of Travel Plan measures / initiatives and / or targets. Copies of the Review Report will be retained by the TPC.

## 7 ACTION PLAN

7.1.1 **Table 7.1** below presents a summary of the proposed measures defined in this Travel Plan, the timescale for their implication and where responsibility lies for their implementation.

Action	Timeframe	Responsibility
Provision of staff shower and changing room	In advance of 1 <sup>st</sup> occupation	Integral part of development scheme
New drop off / taxi waiting area		
Provision of new cycle parking		
Appoint Travel Plan Coordinator	Prior to 1 <sup>st</sup> occupation	Senior Management
Provision of Travel Notice Board(s)	To be provided within 3-months of 1 <sup>st</sup> occupation and updated on a regular basis	Travel Plan Coordinator
Provision of Travel Leaflet	To be provided on the Trust's intranet and hard copies made available on request	Travel Plan Coordinator
Set up scheme for staff to find a walking, cycling or car share buddy	On-going	Travel Plan Coordinator
The number of staff allowed to park their vehicles at the Trust will be reduced wherever possible, and parking permits will continue to be regulated	On-going	Travel Plan Coordinator
Research the best deals on cycle equipment and advise staff of any existing cycle equipment offers / promotions	On-going	Travel Plan Coordinator
Flexible working policy for staff	On-going	Senior Management
Travel Planning Advice for staff	On-going	Travel Plan Coordinator
The Trust will organise alternative means of travel for staff travelling on foot, by bicycle or as a car share partner, in the event of an emergency	On-going	Travel Plan Coordinator
Staff Travel Questionnaire Survey using BCMS (or equivalent monitoring system adopted by TfL)	<b>Year 1</b> – to be undertaken within 6-months of first full occupation <b>Year 3</b> – within 3-months of the anniversary of the inaugural survey <b>Year 5</b> – within 3-months of the anniversary of the inaugural survey	Travel Plan Coordinator
Write up Review Report	Within 3-months of each staff travel questionnaire survey	Travel Plan Coordinator
Consultation with the Council	On-going	Travel Plan Coordinator / London Borough of Camden

**Table 7.1: Action Plan**

## 8 SUMMARY

- 8.1.1 This Travel Plan is prepared in association with the proposed Oasis young adolescent hub at The Tavistock Centre, London.
- 8.1.2 This document has been prepared with reference to Transport for London's (TfLs) best practice guidance on the preparation of travel plans to support new development, and with reference to the London Borough of Camden's policy and guidance.
- 8.1.3 There is already an existing Travel plan in place for The Tavistock Centre. This 'full Travel plan' updates the existing Travel Plan in line with current Travel Plan policy guidance, as set out by TfL.
- 8.1.4 While this document has been prepared in response to the proposed Young Adolescent Hub, this document is relevant to all activities being undertaken at the Tavistock Centre.
- 8.1.5 This document has identified that the site is accessible by a choice of modes of transport and that access by sustainable modes will be encouraged through physical infrastructural improvements, which includes the provision of staff cycle storage facilities, staff shower and changing facilities and new waiting / drop off area for taxis.
- 8.1.6 Alongside the physical infrastructure proposed to support the new Oasis Hub a series of 'soft' Travel Plan measures will be introduced to encourage travel by sustainable modes. These include:
- Travel Plan Notice Boards within the main Tavistock Centre building and the new Oasis Hub.
  - Travel Leaflets provided on the Trust's intranet and hard copies made available on request
  - Personalised Travel planning for staff run by the Travel Plan Coordinator
  - A scheme for staff to find a walking, cycling or car share buddy
  - Flexible working policy for staff
  - Senior Management will provide alternative means of travel for staff travelling on foot, by bicycle or as a car share partner, in the event of an emergency.
  - The number of staff allowed to park their vehicles at the Trust will be reduced wherever possible, and parking permits will be subject to strict criteria.
  - The Travel Plan Coordinator will research the best deals on cycle equipment and advise staff of any existing cycle equipment offers / promotions.
- 8.1.7 A Travel Plan Coordinator (TPC) will be appointed to manage the Travel Plan on a day to day basis.
- 8.1.8 A programme of monitoring and review will be implemented to generate information by which the success of the Travel Plan can be evaluated. Monitoring and review will be in line with TfL's best practice requirements and will be the responsibility of the TPC, in liaison with the London Borough Council.

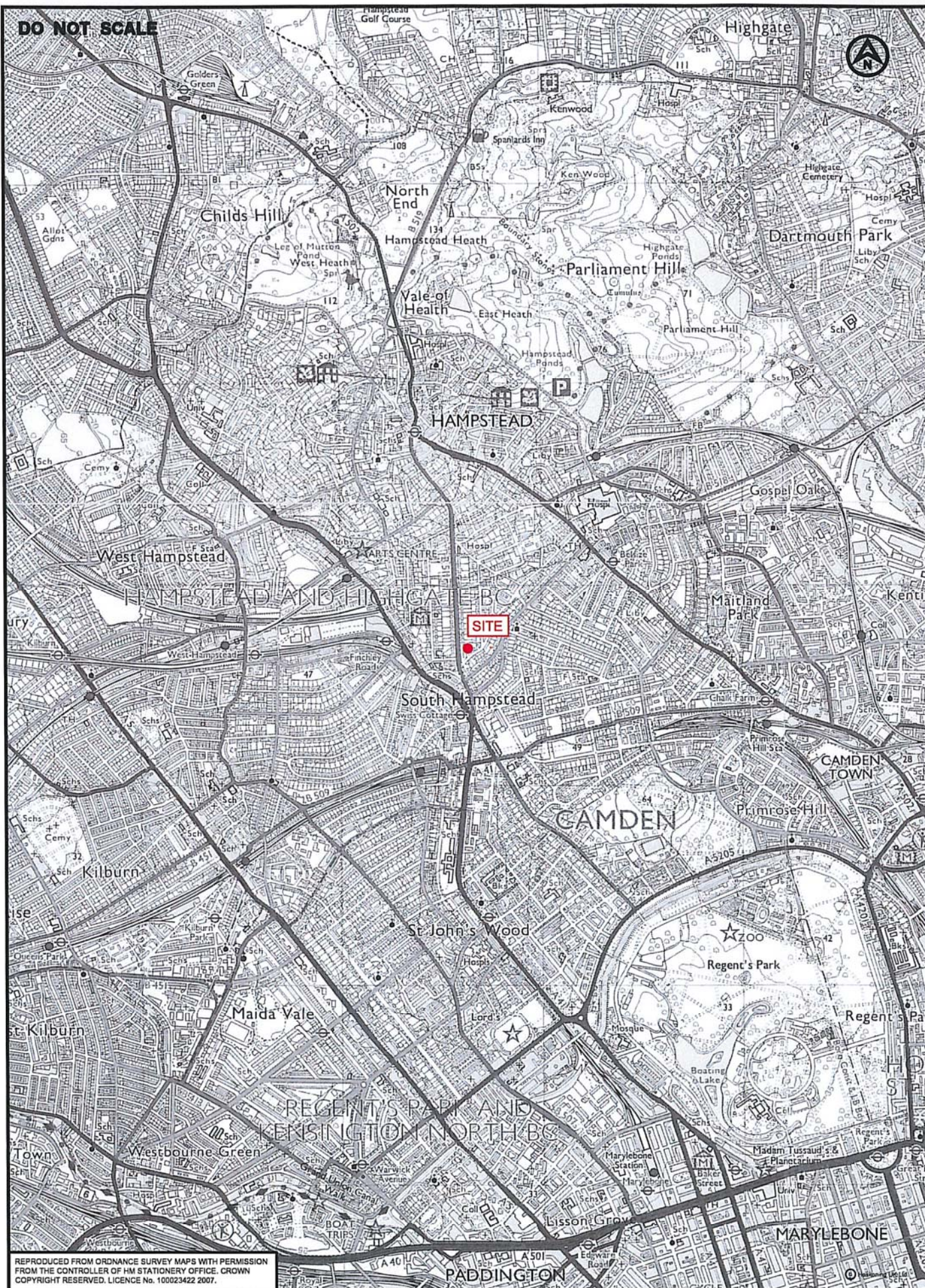


- 8.1.9 A Review Report will be prepared following each annual survey which will be submitted to the Borough Council free of charge. The report will present the findings of the Travel Plan's staff travel surveys and will review the success of the Travel Plan.
- 8.1.10 Travel Plan targets have been set to reduce the percentage modal split of staff that travel to / from The Tavistock Centre as a car driver. This will be the subject of review following the undertaking of the inaugural travel survey and subsequent consultation with the Borough Council.
- 8.1.11 In overall summary, this Travel Plan provides a strategy for the reduction in the number of car driver journeys to the Oasis Hub and provides a management framework in order to manage the travel plan on a day to day basis, with the aim of achieving the specific objective set out at the commencement of this document.

## Appendix A



DO NOT SCALE



REPRODUCED FROM ORDNANCE SURVEY MAPS WITH PERMISSION FROM THE CONTROLLER OF HM STATIONERY OFFICE. CROWN COPYRIGHT RESERVED. LICENCE No. 100023422 2007.


TITLE  SITE LOCATION PLAN	PROJECT  THE TAVISTOCK CENTRE	 <b>Royal HaskoningDHV</b> <i>Enhancing Society Together</i> <small>15100401/100000, 10/10/2007 (Sheet 1 of 1) 1:25,000 © Crown Copyright 2007. All Rights Reserved. This map is reproduced by permission of the Controller of Her Majesty's Stationery Office. Drawn by: [illegible] Checked by: [illegible] Works for: [illegible]</small>	DRAWN DH	SCALE 1:25,000
			DATE JULY 12	CHKD SE
			DRG No. 9X5688/RH1	



## Appendix B



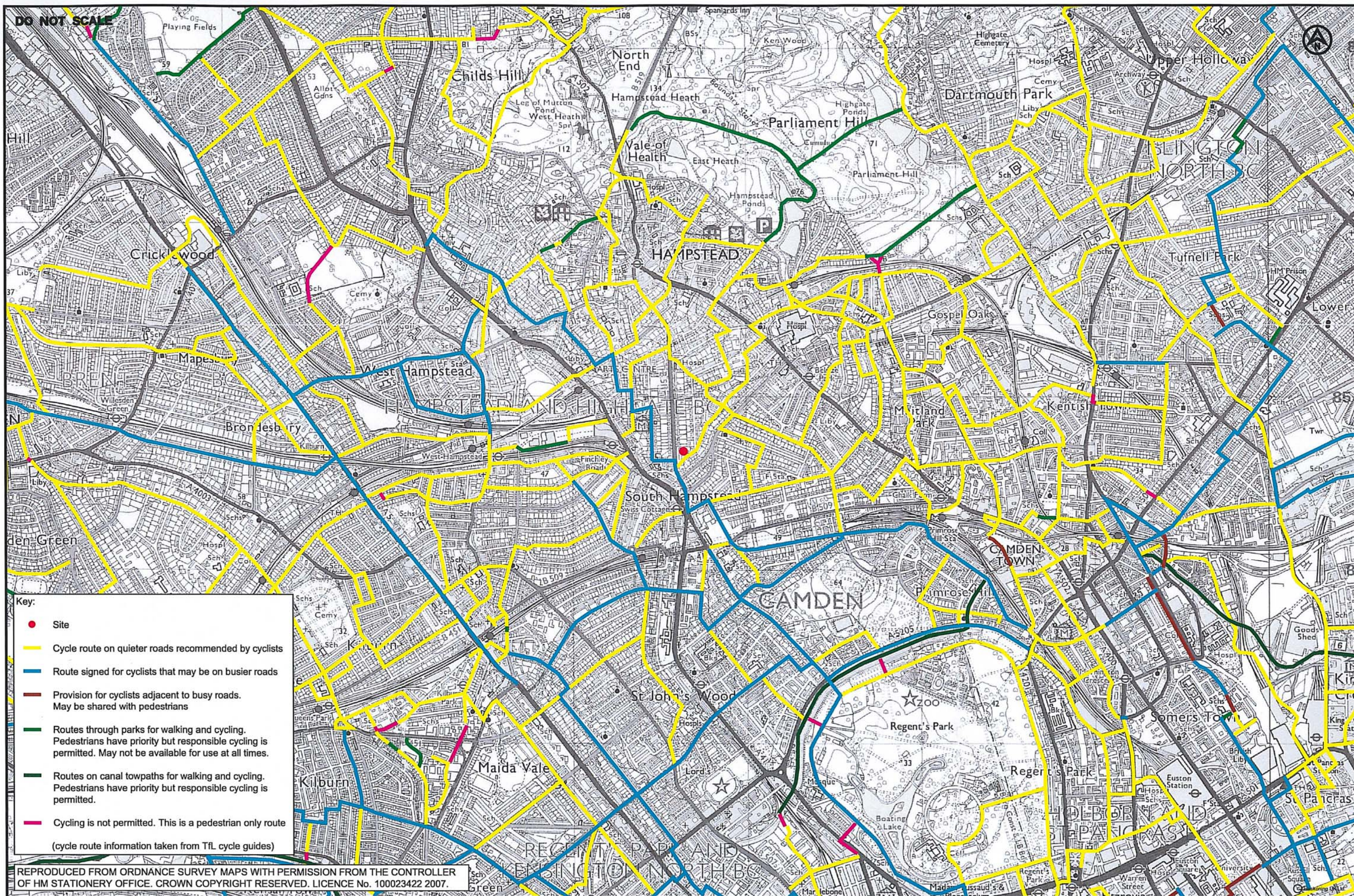


<p>TITLE</p> <p><b>2km WALK CATCHMENT</b></p>	<p>PROJECT</p> <p><b>THE TAVISTOCK CENTRE</b></p>	<p>  <b>Royal HaskoningDHV</b>            Enhancing Society Together         </p>	<p>Job No. <b>9X5688</b></p> <p>ACAD Ref.</p> <p>DRAWN <b>DH</b></p>	<p>DATE <b>JULY 12</b></p> <p>CHECKED <b>SE</b></p> <p>DRG No. <b>RH2</b></p>	<p>SCALE <b>1:20,000</b></p> <p>PASSED <b>SE</b></p> <p>REV <b>D1</b></p>
---	---	--	--	---	---



## Appendix C





TITLE

CYCLE ROUTE PLAN

PROJECT

THE TAVISTOCK CENTRE



**Royal HaskoningDHV**  
Enhancing Society Together

Windsor House, 31 Windsor Street  
Cherbury, Wiltshire, UK BA5 2JF  
Tel: +44(0)1243 252500  
Email: info@royalhaskoningdhv.com  
Website: www.royalhaskoningdhv.com

Job No.

9X5688

DATE

JULY 12

SCALE

1:20,000

ACAD Ref.

CHECKED

SE

PASSED

SE

DRAWN

DH

DRG No.

RH3

REV

D1



## Appendix D



# Buses from Swiss Cottage

## Key

- Connections with London Underground
- Connections with London Overground
- Connections with National Rail
- Mondays to Fridays (limited service)

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

## Route finder

### Day buses

Bus route	Towards	Bus stops
13	Aldwych	B D
	Golders Green	A L
31	Camden Town	B K
	White City	H L P
46	Lancaster Gate	D G S T
	St Bartholomew's Hospital	F M R
82	North Finchley	A L
	Victoria	B D
113	Edgware	A L
	Marble Arch	B D
187	Central Middlesex Hospital	B D
	O <sub>2</sub> Centre	A L
268	Golders Green	B F U V W
	O <sub>2</sub> Centre	A D G L X
603	Muswell Hill	P N R
C11	Archway	B E
	Brent Cross Shopping Centre	A H L

## Night buses

The following Night buses serve Swiss Cottage:  
N13 and N113 – same stops as route 13  
N28 and N31 – same stops as route 31

