



STEPHENSON HOUSE,  
HAMPSTEAD ROAD, LONDON

Proposed Mixed-Use  
Redevelopment

Travel Plan

Prepared on behalf of Lazari  
Investments Ltd

WTT/JLLS/3473/TP01

June 2017

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## CONTENTS

1	INTRODUCTION.....	1
1.1	Background .....	1
1.2	What is a Travel Plan? .....	2
2	POLICY REVIEW.....	4
2.2	The National Policy Planning Framework .....	4
2.3	National Planning Practice Guidance (March 2014) .....	5
2.4	London Plan (Revised March 2016) .....	5
2.5	LBC's Planning Policies .....	6
	<i>Camden Emerging Local Plan (2017)</i> .....	8
2.6	Summary .....	8
4	SITE LOCATION AND ACCESSIBILITY CREDENTIALS .....	13
4.1	Site Location.....	13
4.2	Access.....	14
4.3	Accessibility Credentials .....	16
	<i>Walking and Cycling</i> .....	16
	<i>Bus</i> .....	19
	<i>Rail</i> .....	21
4.4	PTAL Assessment .....	22
4.5	Summary .....	22
5	TRAVEL PLAN TARGETS.....	23
5.2	Interim Targets .....	24
5.3	Baseline Data.....	25
6	MEASURES AND INITIATIVES .....	26
6.1	Background .....	26
6.2	Measures and Initiatives .....	26
	<i>Travel Information</i> .....	26
	<i>Marketing and Promotion</i> .....	27
	<i>Nearby Facilities</i> .....	27
	<i>Staff Recruitment</i> .....	28
	<i>Cycle Related</i> .....	28
	<i>Public Transport Related</i> .....	30
	<i>Car Sharing</i> .....	30
	<i>Car Club Schemes</i> .....	31
	<i>Electric Vehicle Charging Points</i> .....	31
	<i>Delivery and Servicing Related</i> .....	31
6.3	Effectiveness of Travel Plan Measures .....	32
7	IMPLEMENTATION, MANAGEMENT, MONITORING AND REVIEW .....	33
7.1	Implementation and Management .....	33
7.2	Monitoring.....	33
7.3	Review .....	34
8	COMPLIANCE AND APPROVAL .....	36
8.1	ATTrBuTE Compliance.....	36
8.2	Approval.....	36

## PLANS

Plan 01	Site Location and Accessibility Plan
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## APPENDICES

Appendix A	Proposed Site Layout
Appendix B	PTAL Assessment
Appendix C	Ride2Work Information
Appendix D	Santander Cycle Hire Information
Appendix E	iTrace Workplace Proforma
Appendix F	ATTrBuTE Compliance

## 1 INTRODUCTION

### 1.1 Background

- 1.1.1 RGP is instructed by Lazari Investments to provide transport planning and highways advice with respect to development proposals at Stephenson House, Hampstead Road, NW1 2PL.
- 1.1.2 The site is located at the northwest corner of the Hampstead Road (A400) / Drummond Street junction within the London Borough of Camden (LBC). The site is bounded by office/commercial buildings to the north and west, Hampstead Road (A400) to the east and Drummond Street to the south. The local area is highly accessible via public transport, including Warren Street London Underground Station located approximately 200 metres south of the site.
- 1.1.3 The existing site currently comprises a 7-storey building containing a mix of land uses, including NHS offices (B1 use class), an NHS health centre (flexible B1 / D1 use) and ground floor retail space (A1 use). The site has a total floor area of 18,128sqm GEA. Car parking is provided for the use of staff at basement level with capacity to accommodate up to 73 vehicles and the site also benefits from a dedicated loading bay adjacent to the car park access.
- 1.1.4 Vehicular access to the site is afforded from Drummond Street at the site's southern frontage where separate points of access are provided to the basement car park and loading bay. Access to the on-site car park is gained via separate entry and egress ramps from Drummond Street to the basement level of the site. The pedestrian entrance to the building is located at the southeast corner of the site in the vicinity of the Drummond Street / Hampstead Road junction.
- 1.1.5 The proposals seek to refurbish and extend the existing building to provide an 8-storey mixed-use development comprising office, commercial and residential space. The site proposes a total floor area of 23,015sqmGEA, comprising 18,573sqm office space (B1), 992sqm retail space (A1 / A3) and 2,532sqm residential space (C3). Furthermore, the health centre use (flexible B1 / D1) would be retained on-site at ground floor level, comprising 918sqm. A total of 17 residential units would be provided, comprising the following:
- (i) 1 x 1 bed flats;
  - (ii) 9 x 2 bed flats; and
  - (iii) 7 x 3 bed flats;

- 1.1.6 A total of 4 car parking spaces (to be reserved for disabled parking only) would be retained at basement level of the site, as well as sufficient cycle parking in accordance with current policy requirements. The proposals would represent a reduction of 69 car parking spaces and it is therefore considered appropriate as part of the proposals to reduce the car park access from separate access / egress lanes to a single lane. Suitable access management would be installed to control access / egress to and from the car park to prevent conflicting movements on the access ramp. Vehicular access to the site would continue to be provided from Drummond Street and deliveries and servicing activity would also continue to be accommodated as existing.
- 1.1.7 This Travel Plan aims to mitigate the effect of any intensification associated with the proposals and demonstrate the opportunities for sustainable travel to / from the site, prioritising walking and cycling, as well as highlighting the benefits that a Travel Plan can bring to all users of the site. This Travel Plan will target staff, residents and visitors of Stephenson House, seeking to encourage and promote alternative travel options to the use of the private car and detailing appropriate measures and initiatives to be implemented should planning permission be granted, with the aim of reducing potential parking pressure on-site. Following re-occupation of the site, travel surveys will be undertaken and this document will be updated to Full Travel Plan status.
- 1.1.8 As background to this Travel Plan, RGP have prepared a Transport Statement (Reference: JLLS/16/3473/TS01), to consider the acceptability of the proposals from a highways and transportation perspective, including reference to transport policy, parking standards and the site's locational characteristics (i.e. accessibility to public transport infrastructure). It is therefore recommended that this Travel Plan is read in conjunction with the Transport Statement.
- 1.1.9 In preparing this Travel Plan, RGP has reviewed relevant national guidance and best practice as well as Transport for London (TfL)'s A New Way to Plan document '*Travel Planning Guidance 2013*' and Camden's Workplace Travel Plan Guidance as detailed in '*Camden Planning Guidance – Transport (CPG7)*'.

## 1.2 What is a Travel Plan?

- 1.2.1 A Travel Plan is a strategy through which journeys to and from a location are managed. A Travel Plan comprises a package of measures tailored to the needs of an individual site and is aimed at promoting greener, cleaner travel choices by reducing reliance on the private car. The development of such measures can reduce the impact of travel and transport whilst also bringing a range of benefits to individuals and the local community.
- 1.2.2 In some instances it is not practical to achieve modal shift from single occupancy car to a more sustainable mode, however by promoting existing transport options and providing a range of alternatives, there are opportunities for individuals to contribute to improving the local environment and their own personal health and well-being.

- 1.2.3 It is recognised that it is easier to achieve modal shift from single occupancy car to walk, cycle or public transport when regular journeys are made, as often the main barrier is unawareness of the existence of realistic and practical alternatives.
- 1.2.4 For **staff, residents** and **visitors** a Travel Plan can:
- (i) improve access to essential services and jobs;
  - (ii) help provide less stressful options for travel with the ability to socialise;
  - (iii) present opportunities to build healthy exercise into daily life; and
  - (iv) reduce the cost of travel.
- 1.2.5 For the **local community** a Travel Plan can:
- (i) make local streets less congested, less dangerous, less noisy and less polluted;
  - (ii) enhance public transport;
  - (iii) improve the environment and the routes available for walking and cycling; and
  - (iv) help create a place, which is better to live in, work in and visit, which in turn can attract investment.
- 1.2.6 For **developers / employers** a Travel Plan can:
- (i) satisfy the requirements of local planning and highway authorities, permitting development;
  - (ii) enhance an establishment's image (in terms of 'green credentials' and 'social corporate responsibility'); and
  - (iii) offer financial savings, to include reduced expenditure on car park maintenance.

## 2 POLICY REVIEW

- 2.1.1 This section of the report summarises the key transport policy information at a national, regional and local level. These policies are assessed in relation to the scale and type of development proposed, as well as the sites location.

### 2.2 The National Policy Planning Framework

- 2.2.1 The National Planning Policy Framework (NPPF) sets out the Government's planning policies for England and how these are expected to be enforced. It urges the local planning authorities to support development which facilitates the use of sustainable modes of transport.
- 2.2.2 Paragraph 32 outlines the basic transport requirements that developments should provide, and states that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment.
- (i) Plans and decisions should take account of whether the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;
  - (ii) safe and suitable access to the site can be achieved for all people; and
  - (iii) improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds **where the residual cumulative impacts of development are severe.**
- 2.2.3 In context of the above paragraph, 'Severe' is defined as critical or dangerous, and again should be considered in the context of the local area.
- 2.2.4 The development complies with the above in that a Transport Statement has been provided which fully assesses the impact of the proposed development.
- 2.2.5 Furthermore the NPPF recommends that planning policies aim for a balance of land uses within their area so that people can be encouraged to minimise journey lengths for employment, shopping, leisure, education and other activities.
- 2.2.6 The development site is situated within a vibrant area, close to many attractors and transport hubs enabling staff and visitors to reach their ultimate destination by walking, cycling or public transport.



## 2.3 National Planning Practice Guidance (March 2014)

- 2.3.1 The National Planning Practice Guidance (NPPG) provides additional information to support the NPPF. In relation to Travel Plans, Transport Assessments and Transport Statements it notes that:

*"They support national planning policy which sets out that planning should actively manage patterns of growth in order to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable."*

- 2.3.2 The production of this Transport Statement provides an assessment of the proposed development in the context of its location and proposed use.

## 2.4 London Plan (Revised March 2016)

- 2.4.1 **Policy 6.1** of The London Plan states that the Mayor will encourage patterns and forms of development that reduce the need to travel, especially by car, whilst **Policy 6.14** underlines the Mayor's intention to encourage servicing and deliveries in ways that minimise congestion.
- 2.4.2 **Policy 2.15** relates to town centres and details that town centre developments should enhance the vitality and viability of the centre, promote access by public transport, walking and cycling; and reduce delivery, servicing and road user conflict.
- 2.4.3 The site is conveniently located in terms of access by London Underground, National Rail and local bus services. Additionally, there is high quality pedestrian and cycle infrastructure provided throughout the local area, thus satisfying the aims of the above policy.
- 2.4.4 **Policy 6.13C** 'Parking' of the London Plan states that maximum parking standards should be applied to planning applications. The site is located within the Central Activities Zone (CAZ) as defined in the London Plan. Therefore, the maximum car parking standards for employment uses (B1) equate to 1 space per 1,000 – 1,500 sqm GIA and up to 1 car parking space per 60sqm GIA for retail uses (A3).
- 2.4.5 It should be noted that Paragraph 6A.4 of the Parking Addendum to Chapter 6, relating to retail parking standards, states that *"The starting point for meeting parking demand for new retail development should be use of existing public off-street provision. Parking needs should be assessed taking account of the reduction in demand associated with linked trips."*

- 2.4.6 Accordingly, a total of 4 disabled car parking spaces would be retained for the commercial uses at the basement of the site which equates to a reduction of 69 car parking spaces in comparison to the existing provision. This accords with aspirations of the London Plan in context of the sites location, whilst also providing sufficient provision to accommodate disabled users of the site.
- 2.4.7 For the residential (C3) element of the development, a total of 17 units are proposed comprising a mix of 1 – 3 bed flats. Residential parking standards outlined in the London Plan take into account a site's PTAL rating and supporting information within the London Plan states that *"all developments in areas of good public transport accessibility (in all parts of London) should aim for significantly less than one space per unit"*. The site is located in an area represented by a PTAL rating of 6b, which is the highest achievable.
- 2.4.8 Therefore, owing to the site's PTAL rating of 6b, significantly less than 1 space per unit should be provided based on the above guidance. As such, all proposed residential units on-site would comprise car-free dwellings owing to the site's highly accessible location in context of the local public transport network, thus adhering to policy outline within the London Plan.
- 2.4.9 Cycle parking standards pertaining to all proposed uses at the site are also contained within the 'Parking addendum to Chapter 6' of the London Plan. The document provides minimum standards which developments must adhere to. **Figure 2.1** below summarises both long stay and short stay cycle parking standards.

Cycle Parking Standards		
Use	Long Stay	Short Stay
Retail (A3)	1 space per 175sqm	1 space per 40sqm
Office (B1)	1 space per 90sqm	1 space per 500sqm
Residential (C3)	1 space per 1 bed unit	1 space per 40 units
	2 spaces per 2+ bed units	

**Figure 2.1: Cycle Parking Standards (The London Plan)**

- 2.4.10 As part of the development proposals sufficient cycle storage space would be provided at basement and ground floor levels of the site, in accordance with these standards, as well as a ground floor cycle store for use of the proposed residential units.

## 2.5 LBC's Planning Policies

- 2.5.1 The London Borough of Camden's Local Development Framework is made of up of a number of planning policies and strategic documents for the Borough, including the Core Strategy (2010-2025) and Camden Development Policies (2010-2025).

2.5.2 The Core Strategy sets out the planning vision and strategy for LBC. The overall vision for the Strategy is that:

*"Camden will be a borough of opportunity"*

2.5.3 Based upon its vision, the Strategy also identifies four key objectives to achieve for the LBC. These include:

- (i) "A sustainable Camden that adapts to a growing population;
- (ii) A strong Camden community that includes everyone;
- (iii) A connected Camden community where people lead active, healthy lifestyles;
- (iv) A safe Camden that is a vibrant part of our world city."

2.5.4 Section 2 of the Development Policies provides a number of notable policies in relation to transport, notably policies **DP16** and **DP17**. **Policy DP16** for example indicates that developments must be *"properly integrated with the transport network and supported by adequate walking, cycling and public transport links"*. The site is well located to allow for convenient walking, cycling and public transport trips which are discussed further in Section 3 of this report.

2.5.5 Parking is considered within **Policy DP18**, stating the Council's intentions to ensure that developments provide the minimum parking provision necessary, in accordance with the London Plan. The policy goes on to underline where the need for some parking is accepted, the Council will seek to limit on-site provision for designated disabled bays, servicing needs as well as limiting designated bays for occupiers of the site. Details regarding the LBC's cycle parking standards are provided within Section 6 of this report.

2.5.6 **Policy DP20** considers servicing and deliveries. To minimise the impact of servicing and delivery vehicles on the local highway network, the Council expects developments that generate significant movement of goods by road to:

- (i) Accommodate deliveries on-site; and,
- (ii) Be located in proximity to the TfL road network and major routes.

## ***Camden Emerging Local Plan (2017)***

- 2.5.7 The Camden Draft Local Plan is currently under review and is scheduled to be adopted on the 26<sup>th</sup> June 2017. This document will supersede the current *Camden Development Policies* document.
- 2.5.8 **Policy T1** of the Draft Local Plan outlines the Council's objectives to prioritise walking, cycling and public transport. New developments should meet the needs of pedestrians and cyclists to assist in creating a safe and accessible environment to promote active modes of transport.
- 2.5.9 Comments provided by LBC during pre-application discussions referred to **Policy T2** of the emerging Local plan which relates to the requirement for car-free developments within the borough. **Policy T2** of the Camden Draft Local Plan states that "the Council will limit the availability of parking and require all new developments in the borough to be car-free with the exception of wheelchair accessible parking". This policy objective is also supported by current guidance provided within the current *Camden Planning Guidance 7: Transport (CPG7)* document.
- 2.5.10 The Draft Local Plan refers to the existing *CPG7* document for guidance on disabled and cycle parking standards, which in turn states that Appendix 2 of the *Camden Development Policies* document should be referred to. The parking standards for disabled and cycle parking therefore do not appear subject to change following the adoption of the Local Plan.
- 2.5.11 Further consideration of the parking requirements set out in the emerging Local Plan is given within section 6.2 of this report.
- 2.5.12 **Policy T3** provides development guidelines relating to public transport infrastructure and states that development proposals would not be permitted which are contrary to the safeguarding of strategic infrastructure improvement projects. Additionally, new developments should protect existing and proposed transport infrastructure. The proposed extension to Stephenson House would not impact existing or proposed transport infrastructure and would have a negligible impact on the local pedestrian, road and public transport networks.

## **2.6 Summary**

- 2.6.1 The proposals meet these policy objectives. The office's location promotes the use of a variety of sustainable modes. It will be easily accessible on foot and by bicycle (secure cycle parking facilities are also available) and well connected by public transport.

- 2.6.2 These national, regional and local policies have been considered alongside TfL guidance documents, which contain information relating to the developing, implementing and monitoring of Travel Plans. In addition, the TfL assessment tool ATTrBuTE (that sets out processes against which Travel Plans within Greater London should be assessed), has been applied to this travel plan.
- 2.6.3 It can be seen that there are a number of integrated land use and transport planning policies and policy guidance documents that this Travel Plan adheres to. The relevant policies have been taken into consideration when preparing this document, particularly the emphasis on encouraging and increasing active travel (walking and cycling) and discouraging single occupancy car travel.

### 3 TRAVEL PLAN AIMS AND OBJECTIVES

#### 3.1 Purpose of the Travel Plan

- 3.1.1 The main objective of this Travel Plan is to encourage alternative modes of travel for resident, staff and visitor related trips to and from the Stephenson House site. Due to the highly accessible location, the use of active modes will be encouraged.

<b>Key Benefits of a Travel Plan to Stephenson House include:</b>
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- |  |
|--|
| <ul style="list-style-type: none"> <li>• Satisfying local planning and highway authorities;</li> <li>• Improved 'green credentials';</li> <li>• Improved corporate social responsibilities, above that of similar mixed-use developments;</li> <li>• Financial savings for residents, staff and visitors; and</li> <li>• Improved staff retention and morale.</li> </ul> |
|--|

- 3.1.2 Through the development of a Travel Plan, issues relating to congestion, road safety and inappropriate parking can be addressed bringing benefits to residents, staff, visitors and the local community.

#### 3.2 Key Aims

- 3.2.1 The key aim is to encourage staff and visitors to think about travel choice, which should result in greater non-car travel and an increased awareness of environmental issues generally.

- 3.2.2 It is now widely accepted that it is not possible to build our way out of congestion. Instead, the approach has to be to reduce the need to travel by increasing travel choice.

- 3.2.3 This Travel Plan represents a long-term strategy to promote more sustainable travel and to offer realistic transport choices for all journeys associated with Stephenson House.

<b>The Key Aims of this Travel Plan are to:</b>
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- |   |
|---|
| <ul style="list-style-type: none"> <li>• Provide residents, staff and visitors with greater information as to the alternative modes of travel available when travelling to and from the site;</li> <li>• Identify opportunities to provide new infrastructure to support sustainable modes of travel for staff and visitors;</li> <li>• Promote the use of alternative modes of travel; and</li> <li>• Support staff to achieve a shift in travel behaviour away from single occupancy car travel towards more sustainable modes of transport.</li> </ul> |
|---|

- 3.2.4 The overall aim of the Travel Plan therefore is to reduce reliance upon the private car by effecting a change in attitude to travel and increasing awareness of alternative modes and the associated benefits of sustainable transport.

3.2.5 The objectives of this Travel Plan can be summarised as follows:

- (i) Establish travel behaviour patterns and recognise any barriers to change;
- (ii) Identify measures to reduce reliance on the car and enable the site to minimise traffic generation arising from the site;
- (iii) Introduce measures to limit delivery trips;
- (iv) Foster awareness of and 'buy in' to the Travel Plan amongst residents, staff and visitors; and
- (v) Implement a package of physical and management measures that will facilitate and actively encourage the use of sustainable modes.

3.2.6 Data has indicated that Travel Plans can deliver single occupancy vehicle trip reductions between 11% (rural areas) and 20% (urban areas), depending upon the measures implemented. Research has also shown that modal shift is most effective when targeting regular journeys, which are short in length, such as the daily commute.

### 3.3 The Life-Cycle of a Travel Plan

3.3.1 A Travel Plan is never complete; it is an evolving document and process, which requires continuous input and monitoring, as well as on-going commitment from all users of the site. **Figure 3.1** illustrates the "life cycle" of a Travel Plan from its inception, through to the implementation and monitoring stages. The overall process is overseen by a Travel Plan Coordinator.

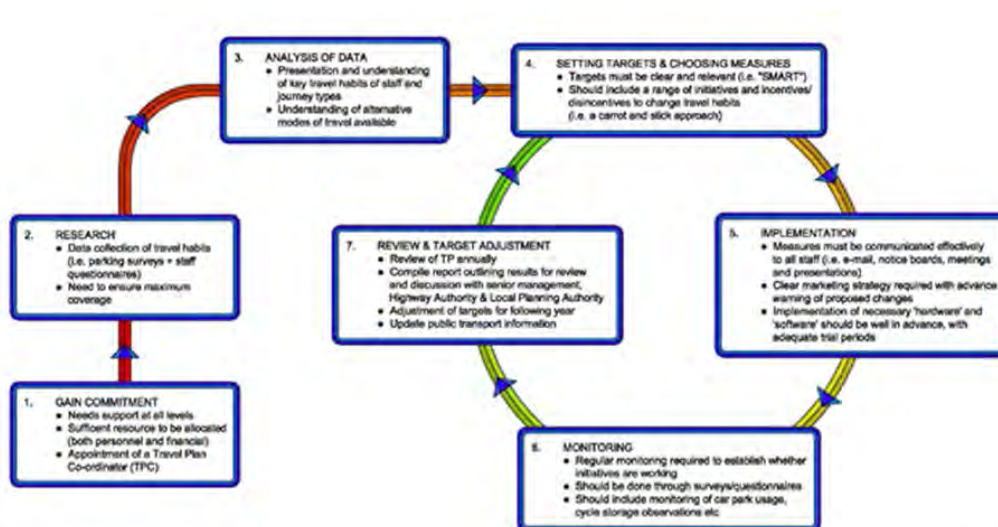


Figure 3.1. Travel Plan "Life Cycle"



- 3.3.2 As illustrated by the above diagram, there are 7 principal stages required to effectively implement a Travel Plan. These are discussed in greater detail within the relevant sections of this document.

### 3.4 Travel Plan Coordinator

- 3.4.1 The Travel Plan Coordinator's role is imperative to the success of the Travel Plan. TPCs are responsible for the management and monitoring of the Travel Plan over time. This, for example, will involve regular reviews every 12 months to understand travel patterns and determine whether over time a modal shift occurs as a result of the measures implemented as part of the Travel Plan.

- 3.4.2 The relevant contact details for the management of the Travel Plan are as follows:

**Name:** TBC (Stephenson House, Site Manager)

**Tel:** TBC **Email:** TBC

- 3.4.3 The TPC role will be defined within the Managers' job description. The table below provides a summary of the key roles and responsibilities of the TPC.

Summary of the Travel Plan Coordinator Role:	
<ul style="list-style-type: none"> <li>• Manage the day to day running of the Travel Plan;</li> <li>• Analyse survey data as to travel behaviour;</li> <li>• Delegate certain tasks of the TPC to other staff;</li> <li>• Ensure the necessary review and monitoring is undertaken on an annual basis;</li> <li>• Investigate further Travel Plan / sustainable initiatives; and</li> <li>• Train staff to deal with travel related queries from their visitors;</li> <li>• Assist with resident travel enquiries</li> <li>• Update travel noticeboards</li> </ul>	



## 4 SITE LOCATION AND ACCESSIBILITY CREDENTIALS

### 4.1 Site Location

- 4.1.1 The site is located at the north-western corner of the Hampstead Road (A400) / Drummond Street junction, within the London Borough of Camden. As shown on **Plan 01**, the site is bound by office / commercial buildings to its north and west, Hampstead Road on its eastern side and Drummond Street to its south.
- 4.1.2 The site is located within the Central Activities Zone (CAZ), one of London's most competitive and attractive business locations, as such, the local area is largely characterised by office, retail and commercial uses, as well as some residential use.
- 4.1.3 As shown in **Photograph 1** below, the site currently accommodates a 7-storey office building (B1) with some retail (A3) floor space located on the ground floor. Vehicular access to the site is provided from Drummond Street at the sites southern frontage whilst pedestrian access is afforded from both Hampstead Road and Drummond Street.



Photograph 1: The Site from Drummond Street / Hampstead Road Junction

- 4.1.4 Hampstead Road (A400), which forms a route adjacent to the eastern boundary of the site, operates in a north-south alignment connecting users between Mornington Crescent to its north (circa 900 metres) and meets a signalised junction with Euston Road (A501) approximately 150 metres to the south of the site which affords access across Central London. In the immediate vicinity of the site Hampstead Road forms a two-way carriageway and a designated TfL red route (TLRN). Immediately to the east of the site there is a loading bay / blue badge holders bay with parking restrictions enforced between the hours of 08:00 and 19:00 (maximum stay 20 minutes for loading and maximum stay 3 hours for disabled parking).
- 4.1.5 Drummond Street forms a signalised junction with Hampstead Road at the south-eastern corner of the site. Approximately 160 metres west of the site, Drummond Street filters onto Langford Street which facilitates access to the A4021 and A501. Drummond Street is a two-way carriageway which is subject to a 20-mph speed limit and is a designated TfL red route marked in the vicinity of its junction with Hampstead Road. Opposite the site, the southern side of the carriageway edge is aligned with restricted parking bays (Monday to Friday 08:30-18:30) with a maximum stay 2 hours.

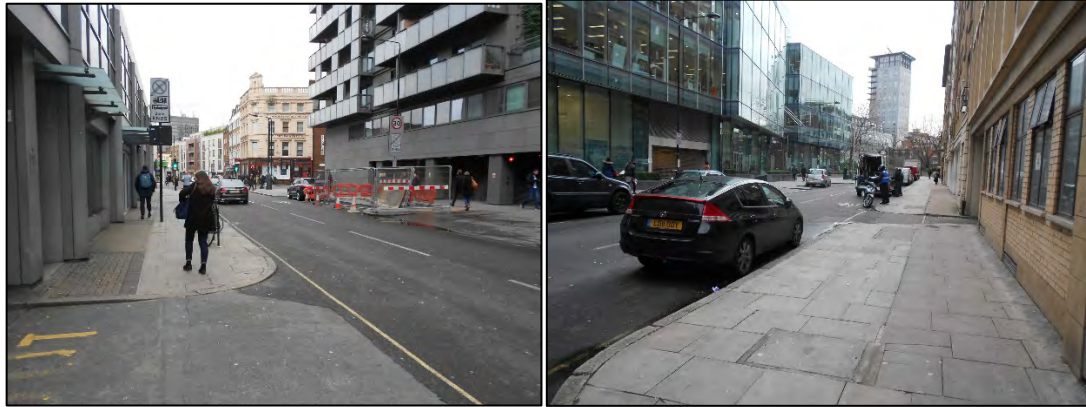
## 4.2 Access

- 4.2.1 Vehicular access to the site is provided from the northern side of Drummond Street by way of separate 'in' and 'out' entrances, as shown in **Photograph 2** below.



Photograph 2: Site Access

- 4.2.2 The ramped arrangement facilitates access to a basement car parking area, capable of accommodating up to 73 vehicles. As shown in **Photographs 3 and 4** below the access affords a good level of visibility to the signalised junction with Hampstead Road (east) and to the west.



Photographs 3 and 4: Visibility plays east (L) and west (R)

- 4.2.3 Immediately adjacent to the entrance to the car park (to the west), a separate loading bay is provided on-site which currently caters for the majority of deliveries and servicing generated by the site. **Photograph 5** below shows the loading bay on the site which has capacity to accommodate up to 4 light goods vehicles (LGVs).



Photograph 5: Loading bay

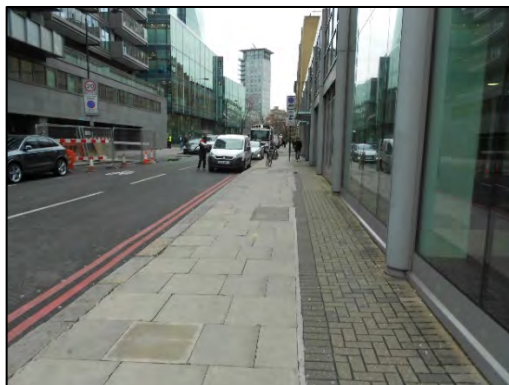


### 4.3 Accessibility Credentials

- 4.3.1 In order to establish the potential for future end users (i.e. staff, residents and visitors) of the proposed development to travel by sustainable travel modes, in accordance with relevant national (The National Planning Policy Framework), regional (The London Plan) and local (Camden Local Development Framework) transport planning policy objectives, a review of the existing transport infrastructure and services within the vicinity of the site is provided within this section of the report.
- 4.3.2 Considering the site's Central London location, it is likely that public transport and 'active' modes of travel such as walking and cycling would form the principal mode of travel by all users to reach the site and to complete local trips during the day.
- 4.3.3 In order to gain an understanding of how journeys would be made to and from the proposed development by sustainable means of travel, a review of the existing provision of transport infrastructure and services has been undertaken.

#### *Walking and Cycling*

- 4.3.4 It is commonly accepted that walking and cycling can replace motorised transport for journeys of up to 2km and 5km respectively which are considered the preferred maximum distances as outlined in *Guidelines for Providing Journeys on Foot* (2000).
- 4.3.5 Walking and cycling play a vital role in healthy and active lifestyles and if convenient and safe links are available there is significant opportunity to reduce the need for local car trips, thus reducing the traffic volumes on the surrounding highway network. Over short distances, especially in urban areas such as Camden, cycling is often quicker and cheaper than using a car and more flexible than public transport.
- 4.3.6 The site benefits from excellent public footway provision in its immediate vicinity. Footways are located on both sides of Hampstead Road and Drummond Street along their entireties. These footways are well-lit, in excess of 5 metres in width and afford a good level of access to the site, as shown in **Photographs 6 and 7**.



**Photographs 6 and 7: Footway Provision**

- 4.3.7 a number of designated crossing points with dropped kerbs and tactile paving can be found in the local area and benefitted from by the site. For example, pedestrian crossing facilities are located at the signalised junction with Hampstead Road / Drummond Street to the south-eastern corner of the site, as shown in **Photograph 8**.



**Photograph 8: Pedestrian Crossing at Hampstead Road / Drummond Street Junction**

- 4.3.8 The footways on Hampstead Road and Drummond Street continue both north and south from the site providing access to a number of likely services and facilities including, local bus stops (within 80 metres of the site), Warren Street Underground Station (circa 200 metres), London Euston Underground and Rail Station (circa 285 metres), University College Hospital (circa 315 metres), University College London (circa 400 metres), Regents Park (circa 750 metres) and Maria Fidelis Convent Lower School (circa 160 metres from the site).
- 4.3.9 In terms of cycle infrastructure, a number of dedicated cycle routes can be found in the local area, as shown on **Plan 01**. A dedicated cycle route is provided to the south of the site from Torrington Place at its junction with the A400 and continues east towards the A5200 Grays Inn Road.
- 4.3.10 It is considered that the local highway network in the vicinity of the site offers a safe and convenient environment for cyclists. As shown on **Photograph 9**, for example, Drummond Street offers a preferred on-road route connecting users between the signalised junction with Hampstead Road to its east and Albany Street (A4021) to its west.



Photograph 9: Drummond Street

- 4.3.11 The site will continue to provide dedicated cycle storage facilities within the building in line with local policy, although there is also a good provision of on-street cycle stands locally. There are several 'Sheffield style' stands located opposite the site on Drummond Street, as shown on **Photograph 10** below.

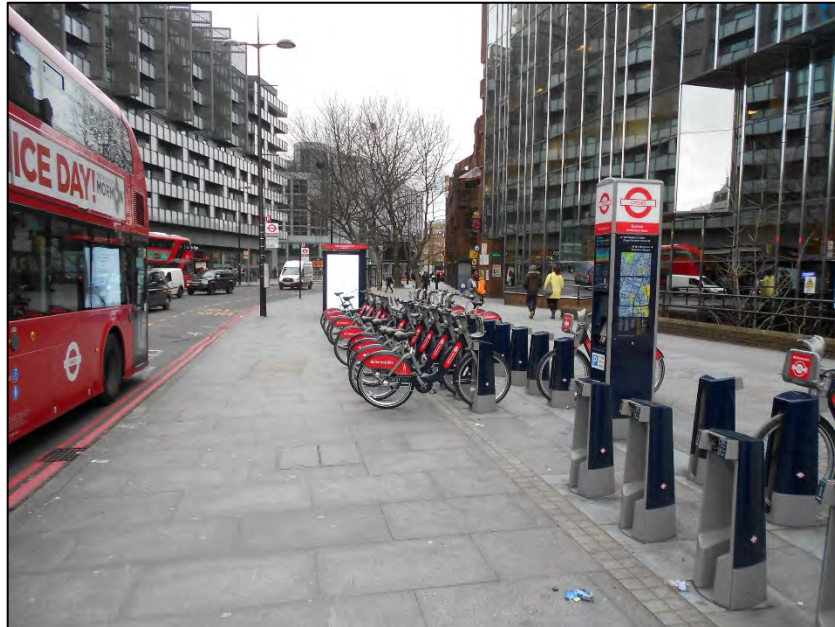


Photograph 10: Cycle stands on Drummond Street

- 4.3.12 Santander cycle hire offers short-term bicycle rental throughout Central London, with approximately 10,000 bicycles at more than 700 conveniently located docking stations. Operated by TfL, these facilities are particularly popular with commuters and those visiting from outside London and hence would likely be utilised by some staff travelling to the site, residents and visitors.



- 4.3.13 A number of Santander cycle hire stations are situated in close proximity to the site, including a station located adjacent to the local bus stops on Drummond Street, as shown on **Photograph 11. Plan 01**, attached hereto, illustrates the locations of the closest cycle hire facilities to the site.



**Photograph 11: Santander cycle hire station**

- 4.3.14 For recreational cycling, Regents Park also offers a number of off-road cycle trails that would be particularly attractive to prospective residents of the site.

#### **Bus**

- 4.3.15 The nearest bus stops to the site are located on Hampstead Road (A400) approximately 80 metres south of the site (less than a minute by foot).
- 4.3.16 The bus stops, known as Drummond Street Stops R/U/S/T, serve bus routes 24, 27, 29, N29, 88, 134 and N279 which provide frequent (every 5 minutes) services to a range of destinations such as North Finchley, Hampstead Heath, Camden Town Station, Tottenham Court Road Station, Leicester Square and Clapham.
- 4.3.17 Both northbound and southbound stops provide up-to-date timetabled information for passengers and benefit from bus shelters, as shown in **Photographs 12 and 13** below.



Photographs 12 and 13: Drummond Street bus stops southbound (L) and northbound (R)

4.3.18 **Figure 4.1** below provides a summary of the bus services from Drummond Street Stops R/U/S/T, full details of which can be found online at: <https://tfl.gov.uk/modes/buses/>

Bus Timetable Summary			
Service	Route Summary	Typical Frequency	Hours of Operation
24	Pimlico – Hampstead Heath	Mon-Sun: every 5-13 minutes	Mon-Sun: 24 hours
27	Chiswick Business Park – Chalk Farm	Mon-Fri: every 6-10 minutes Sat: every 7-11 minutes Sun: every 10-14 minutes	Mon-Sun: 24 hours
29	Trafalgar Square – Wood Green	Mon-Sun: every 8-10 minutes	Mon-Sun: 05:48-00:48
N29	Trafalgar Square – Enfield	Sun Ni-Fri Morn: every 7-8 minutes Fri Ni-Sun Morn: every 3-4 minutes	Sun Ni-Fri Morn: 00:56-05:41 Fri Ni-Sun Morn: 01:01-05:48
88	Clapham Common – Camden Town	Mon-Fri: 6-10 minutes Sat: 7-11 minutes Sun: 10-13 minutes	Mon-Sun: 24 hours
134	Tottenham Court Road – North Finchley	Mon-Fri: 4-7 minutes Sat: 6-10 minutes Sun: 4-8 minutes	Mon-Sun: 24 hours
N279	Trafalgar Square – Waltham Cross	Sun Ni-Fri Morn: 20 minutes Fri Ni-Sun Morn: 11-12 minutes	Sun Ni-Fri Morn: 00:38-05:36 Fri Ni-Sun Morn: 00:45-05:36

Figure 4.1: Local Bus Information (Drummond Street Bus Stops)



- 4.3.19 As summarised above, a high frequency of services to an extensive range of destinations is available from within close proximity to the site (approximately 55 services in each direction calling during the peak hour), including frequent night bus services. These bus stops would provide convenient services for residents, staff and visitors travelling to and from the site to a range of destinations throughout central and north London and also provide connections to major rail stations such as London Euston and Kings Cross St Pancras.

### **Rail**

- 4.3.20 The site benefits from being within 1 kilometre of several London Underground Stations and London Euston Rail Station, as shown on **Plan 01**.
- 4.3.21 Warren Street Underground Station is the nearest underground station to the site (circa 200 metres, or a 2 minute walk) situated centrally on both the Northern and Victoria lines which provide direct services to major public transport interchanges, such as, Euston, Edgware, Waterloo and Clapham.
- 4.3.22 Alternatively, Euston Square located circa 350 metres (a 4 minute walk) south-east of the site provides access to the Circle, Hammersmith and City and Metropolitan lines where a wide range of destinations within Central London can be reached.
- 4.3.23 London Euston Rail Station is situated approximately 285 metres to the east of the site providing a gateway to a number of destinations across England. **Figure 4.2** below provides a summary of the rail services from London Euston, full details of which can be found online at: <http://www.nationalrail.co.uk/>.

London Euston Rail Timetable Summary		
Destination	Typical Duration	Typical Frequency
Glasgow Central	4 hrs 31 mins	2 per hour
Birmingham New Street	1 hr 24 mins	5 per hour
Manchester Piccadilly	2 hrs 8 mins	3 per hour
Liverpool Lime Street	1 hr 14 mins	1 per hour
Tring	43 mins	4 per hour
Milton Keynes Central	35 mins	8 per hour
Watford Junction	22 mins	8 per hour
Wembley Central	21 mins	4 per hour

**Figure 4.2: London Euston Rail Summary**

- 4.3.24 As shown, frequent and desirable rail services can be reached from London Euston. On this basis, it is anticipated that rail would offer a primary method of travel to/from the site for staff, visitors and residents. The routes listed above include numerous suburban services which would likely be particularly beneficial for commuting journeys.

#### 4.4 PTAL Assessment

- 4.4.1 To assess the current Public Transport Accessibility Level (PTAL) available at the development site, RGP has carried out a site specific PTAL assessment, undertaken through Web-CAT which is a web-based Connectivity Assessment Toolkit. This assessment takes account of the distance of public transport facilities from the site and the relative frequencies of these services.
- 4.4.2 This assessment has been undertaken in accordance with the guidance methodology contained within 'Assessing Transport Connectivity in London', a TfL report published in April 2015. The results of the PTAL assessment for the site, based on TfL's online tool, are attached hereto at **Appendix B**.
- 4.4.3 The site has an Accessibility Index of 54.08, which corresponds to a PTAL rating of 6b, representing the highest level of accessibility to public transport networks. The site has excellent provision for and access to a range of local facilities and amenities whilst the public transport available locally caters for the daily travel needs of all future occupiers and visitors to the site.

#### 4.5 Summary

- 4.5.1 In summary, RGP consider that the accessibility credentials of the proposed development are particularly good, as highlighted by the site's 'excellent' PTAL score, providing employees and visitors with numerous opportunities to travel by sustainable modes. It is anticipated that the extensive range of public transport services will act as the primary mode of transport to / from the site.

## 5 TRAVEL PLAN TARGETS

- 5.1.1 Targets are important since they give the Travel Plan direction from its inception, providing a measurable goal to aim for. When setting site-specific targets it is important that they are “SMART” in order that the outcomes can be quantified and an assessment of what the Travel Plan has or will achieve can be made.

Specific  
Measurable  
Achievable  
Realistic  
Time-bound

- 5.1.2 It is also important that the targets reflect the objectives as well as current local policy guidance.

- 5.1.3 The key target of the Travel Plan is to achieve a reduction in single occupancy car travel in its initial five year life. **Figure 5.1** sets out the proposed initial targets. It is useful to set targets for years 1-5 to assess progress towards the overall target (to reduce the number of single occupancy vehicle trips made with a corresponding increase in the mode split of active travel modes). Targets can also be set in relation to visitor travel patterns.

Action	Responsibility	How Measured	Target Date
Decrease the number of staff who travel to work by single occupancy car by 20% by the end of year 5.	TPC	Annual Survey	End of Year 5
Increase staff and resident walking and cycling by 15% in the first three years of Travel Plan implementation.	TPC	Annual Survey	End of Year 3
Increase visitor arrivals by public transport by 5% in the first three years of Travel Plan implementation.	TPC	Annual Survey	End of Year 3
Increase the number of residents travelling by non-car modes by 20% by the end of year 5	TPC	Annual Survey	End of Year 5

Figure 5.1. Proposed Targets

- 5.1.4 The targets stated above will be reviewed on an annual basis and should be achieved by the target dates specified. If they have been attained they will be modified to provide further more challenging targets, while if the targets have not been achieved the reasons why should be investigated and the measures in place reviewed, added to or modified to ensure that that they will be met by year five.
- 5.1.5 Currently the targets are based on modal split data as presented in the accompanying Transport Statement and discussed in the section on Baseline Data below, however once the initial travel surveys have been undertaken they should be revised accordingly.
- 5.1.6 It is considered that these targets meet the SMART criteria and are suitably linked to the objectives of the Travel Plan.

## 5.2 Interim Targets

- 5.2.1 **Figure 5.2** sets out shorter-term goals / action targets, which will contribute towards achieving the overall target.

Action	Target Date
Hold a launch event	By Month 3
Appoint TPC	1 month prior to occupation of the site
Update travel noticeboard	Quarterly
Information point established	1 month prior to occupation of the site
Investigate public transport ticket discounts	By Month 6
Conduct travel surveys	By Month 6 and Annually thereafter
Ensure 80% of all site users who travel by car are registered on the car share database	By end of Year 1

**Figure 5.2. Action Plan / Interim Targets**

- 5.2.2 These interim targets will be revised in line with the results of the travel surveys, to be completed within 6 months of occupation of the site and subsequently reviewed on an annual basis.
- 5.2.3 Future targets will be established through a process of consultation with the LBC and other parties concerned with the operation of the site to ensure that they are appropriate in the context of the objectives, yet realistic and achievable.

### 5.3 Baseline Data

5.3.1 It is necessary to collect data to establish and understand the baseline travel habits, against which the Travel Plan's progress can be measured. The anticipated trip generation has been derived from the TRICS data used to establish the residential and office use trip rates. The results have been derived from the Transport Statement and are summarised in **Figure 5.3**, below.

5.3.2 With reference to the TRICS data (full details of the site's trip generation potential are contained within the associated Transport Statement), the following daily 2-way person trips and mode split have been derived for the proposed uses on the site (18,573sqm B1 use and 17 residential units). As part of the proposals a large section of the basement would be converted to provide office floor space. To facilitate this, the on-site car park capacity would be reduced to 4 disabled parking spaces whilst retaining the existing delivery bay. Furthermore, the proposed retail use on the site has not been included with the assessment as it is anticipated that the retail element of the scheme would generate delivery / servicing and 'pass by' trips only.

Mode	Office	Residential	Combined
Vehicles	293	8	301
Walk/Public Transport	3,966	36	4,002
<b>Total (All Modes)</b>	<b>4,276</b>	<b>45</b>	<b>4,321</b>

**Figure 5.3. Proposed Trip Generation & Modal Split**

5.3.3 To inform the development of the Full Travel Plan and assist in establishing suitable targets, travel surveys will be distributed to all staff within 6 months of their first occupation.

5.3.4 The travel surveys will obtain information on mode and distance travelled to work as well as attitudinal data pertaining to the reasons why different transport options are utilised and measures, which would encourage / maintain the use of sustainable transport.

5.3.5 Further baseline data can be collected by conducting a site audit to include an assessment of car park demand and cycle stand usage and by interviewing visitors and/or delivery drivers.

5.3.6 Upon receipt of the completed travel surveys and site audit, this Travel Plan will be reviewed and updated, to ensure that appropriate objectives and targeted measures are implemented.

## 6 MEASURES AND INITIATIVES

### 6.1 Background

- 6.1.1 This section considers the bespoke Travel Plan initiatives that would be introduced, refined and expanded upon during the life of the Travel Plan, initially a five year period.
- 6.1.2 As with any Travel Plan, it is important to identify a number of measures, which will act to encourage use of alternatives to the private car. However, it is also necessary to ensure that the measures promoted are appropriate to the site's particular location given the existing infrastructure. The implementation of the listed measures, which include awareness initiatives, are at the core of this Travel Plan. It will be the responsibility of the Travel Plan Coordinator to ensure they are promoted to residents, staff and visitors.

### 6.2 Measures and Initiatives

- 6.2.1 It is recognised that certain measures will be applicable to all users of the site, whilst others will be specific to one user group. In any case, all users of the site will be made aware of the existence of the Travel Plan, its objectives and the role of individuals in achieving its aspirations.
- 6.2.2 A combination of 'hard' infrastructural and 'soft' information-led measures are necessary to encourage users of the site to reduce their dependency on the private car. As far as possible, measures will be implemented in advance of the completion of site works so that facilities and information are in place as early as possible. The concept of the Travel Plan will then be reinforced on a day-to-day basis via training, staff communications and the promotion of the Travel Plan initiatives, as detailed.

#### *Travel Information*

- 6.2.3 The most important single element of the Travel Plan is the dissemination of travel information. A principal reason for not travelling sustainably is uncertainty over the available routes for walking and cycling and unawareness of the timetable and ticket / pricing information related to public transport use. It is understood that staff and visitors are not currently provided with any tailored travel information.
- 6.2.4 Information pertaining to all modes of transport available for journeys to and from the site will be displayed on noticeboards within several communal areas of the site
- 6.2.5 The following information would be communicated on the noticeboards, with the content reviewed regularly for relevancy and accuracy.

- (i) local walking and cycling routes;

- (ii) public transport fares, timetables and route maps;
- (iii) TfL's journey planner (<https://tfl.gov.uk/plan-a-journey/>);
- (iv) posters illustrating the health, financial and environmental benefits of sustainable travel;
- (v) details of the liftshare.com car share scheme and potential cost savings; and
- (vi) Zipcar car club locations and joining requirements.

6.2.6 This information would also be contained in a welcome pack given to new staff and residents to enable them to make informed travel choices, where appropriate, prior to establishing travel habits. It may also prove beneficial to offer personalised journey planning advice i.e. an individualised travel plan containing bus route and timetable information specific to a staff member and their regular journeys.

#### ***Marketing and Promotion***

- 6.2.7 A vital element is to ensure that site users are aware of the Travel Plan and the information contained within, to encourage them to use sustainable modes of transport.
- 6.2.8 To increase awareness and raise the profile of the Travel Plan events such as a bikers breakfast, pedometer challenge or cycle competition will be held in conjunction with national travel planning events e.g. Walk and Cycle to Work events (May / June), European Mobility Week (September) and National Liftshare Week (October) etc for residents and staff.

#### ***Nearby Facilities***

- 6.2.9 As mentioned previously, an on-site canteen and coffee shop would be situated on the ground floor of the site. These amenities and the presence of a cash point act to reduce the need for travel off-site by staff, visitors and some resident trips during the day.
- 6.2.10 Nevertheless, a number of local amenities are also located off-site within easy walking / cycling distance of the site. These include Sainsbury's Local (circa 50 metres from the site) and a number of convenience stores located on Drummond Street (within 100 metres of the site).

### Staff Recruitment

- 6.2.11 As far as possible, it is anticipated that future employers at the site will adopt a local employment policy when recruiting staff. This will act to facilitate non-car use with staff residing in close proximity of the site. Reliance on the private car will therefore be reduced as realistic alternative modes of travel, such as public transport, cycling and walking will be available.
- 6.2.12 The Travel Plan Coordinator will inform all new recruits of the Travel Plan's existence and advise them with regards to their personal travel options to and from work. During the interview / induction process, new recruits will be made aware of the initiatives available to them and the associated financial incentives of each.

### Cycle Related

- 6.2.13 Cycle parking standards are also contained within the policy documents outlined above which quote a minimum provision for developments to design for. These minimum standards are outlined below in **Figure 6.1**.

Use Class	London Plan	Camden Development Policies
B1 (Office)	1 long-stay space per 90sqm 1 short-stay space per 500sqm	From a threshold of 500sqm: 1 staff space per 250sqm & spaces reserved for 10% of expected visitors
A1 / A3 (Retail)	1 long-stay space per 175sqm 1 short stay space per 40sqm	From a threshold of 500sqm: 1 staff space per 250sqm 1 customer space per 250sqm
C3 (Residential)	1 space per studio / 1 bed apartment 2 spaces for all other apartments 1 short stay space per 40 units	1 space per unit From a threshold of 20 units: 1 space per 10 units
D1 (Healthcare)	1 long stay space per 5 staff 1 short stay space per 3 staff	From a threshold of 500sqm: 1 staff space per 250sqm 1 visitor space per 250sqm

**Figure 6.1. Minimum Cycle Parking Standards**

- 6.2.14 As outlined by LBC during pre-application discussions, the site will provide cycle parking in line with the minimum requirements defined by the London Plan cycle parking standards. It is therefore proposed that the site would provide a total of 282 cycle parking spaces.
- 6.2.15 There would be a cycle store located at basement level adjacent to the service yard, containing 219 spaces which would be available for use of the commercial element of the site (office, retail and health centre). These on-site cycle parking spaces would continue to be accessed via the existing ramp from Drummond Street to the basement level of the site.



- 6.2.16 Furthermore, there would be 15 Sheffield style cycle stands, with capacity to securely hold 30 bicycles, provided on-street at ground floor level which would serve as short-stay cycle parking for the commercial uses and would be utilised by visitors to the site. 11 of these stands (with capacity to hold 22 bicycles) would be provided on Hampstead Road adjacent to the main retail unit at ground floor, whilst a further 4 stands (with capacity for 8 bicycles) would be provided on Drummond Street, adjacent to the health centre and smaller retail unit.
- 6.2.17 A separate cycle store would be allocated to prospective residents of the site, providing capacity for 33 bicycles. The proposals would therefore provide a level of cycle parking in line with the standards outlined in the London Plan. The locations of the proposed cycle parking for all uses on-site are illustrated on the site plan attached at **Appendix A**.
- 6.2.18 The proposed cycle parking would be provided in the form of 'Camden' style cycle stands, in line with LBC design standards as outlined within the CPG7 document. The guidance states that:
- "The Council recommends the use of either "Camden" or Sheffield for the provision of off-street cycle parking... The "Camden" stand is a new form of Sheffield Stand, which is now used for all new cycle parking installed on Camden's public highway. Developers are encouraged to use it in place of the Sheffield stand although the Sheffield stand is still acceptable."*
- 6.2.19 The on-site cycle stores would be secure and benefit from a good level of CCTV surveillance. Lockers and shower rooms would be provided on-site for use of the office within the basement level.
- 6.2.20 There is also a significant provision of cycle parking provided on-street in the vicinity of the site which would accommodate any additional cycle parking required, although it is considered that the proposed on-site provision would be in excess of the demand anticipated.
- 6.2.21 In addition to the on-site cycle parking provision, there are several other cycle initiatives that can contribute to increasing the use of this mode.
- 6.2.22 The 1999 Finance Act introduced a scheme whereby employers can loan bicycles and cycle equipment to staff as a tax-free benefit. Residents and staff are encouraged to find out if their employer currently runs a scheme or offers a 0% interest loan for the purpose of purchasing a bicycle. Details of the Evans Cycles "Ride 2 Work" initiative are included at **Appendix C** of this document. There are numerous benefits of cycle to work schemes for both the employee and employer.
- 6.2.23 Santander cycle hire information including maps and pricing structure details will also be provided to residents, staff and visitors to further encourage cycle use, as shown at **Appendix D**.

6.2.24 Additional cycle related measures that could be implemented include:

- (i) cycle training classes;
- (ii) bicycle user group / cycle buddies; and
- (iii) on-site puncture repair kit and bicycle pump

6.2.25 An on-site puncture repair kit and bicycle pump will be made available and personal attack alarms will also be offered to staff who feel they would benefit from this additional security when walking or cycling to work. Reflective clothing and umbrellas could also be provided.

#### ***Public Transport Related***

6.2.26 It is also beneficial for the TPC to liaise with bus operators to negotiate discounts for regular travel tickets for both residents and staff. Although it is considered that discounts could be arranged for numbers of users of the site as low as 10, in some cases forming partnerships with other local businesses, or considering the measures across the organisation as a whole, will provide greater bargaining potential and will be key to delivering real value in terms of discounts. Upon site opening the TPC will determine the availability of promotions and discounts, such that the use of public transport by residents and staff would be encouraged. It may also be possible to offer season tickets to staff by way of salary sacrifice.

#### ***Car Sharing***

6.2.27 Car sharing is when two or more people travel together. It represents a relatively convenient alternative form of travel if a suitable match can be found. A major reason why individuals do not share is that they are unaware of potential sharers and do not have the inclination to approach others.

6.2.28 As part of the Travel Plan, [www.londonliftshare.com](http://www.londonliftshare.com), part of liftshare, the largest car share network in the UK with over half a million members will be promoted. This service is free to sign up to and aims to facilitate car sharing on a regular or ad-hoc basis. Car sharing provides the convenience of car travel whilst offering financial savings. A savings calculator is available here: [http://liftshare.com/content/savings\\_calculator.asp](http://liftshare.com/content/savings_calculator.asp).

6.2.29 Consideration will also be given, over time, to designating car share spaces within the car parking area of the basement.

- 6.2.30 A car sharing workshop/introduction would be provided by the Travel Plan Coordinator for residents within the first 6 months of occupation, while information regarding liftshare will be provided on noticeboards as well as within the staff and resident welcome pack.

#### ***Car Club Schemes***

- 6.2.31 Car clubs also provide an alternative to using a private car. Car clubs allow users to become members with a company who offer a scheme that provides access to cars and vans in local communities. Car club vehicles can be found in designated parking bays in many towns and cities across the UK.
- 6.2.32 Since the development proposes limited parking on-site (15 spaces), car clubs offer a potential travel option that residents and visitors in particular may choose for some trips when the use of the car is essential, reducing the need to own a private car.
- 6.2.33 The location of existing car club vehicles in the vicinity of the site are displayed on **Plan 01**. As shown, 10 Zipcar Car Club vehicles are located within 1 kilometre of the site. A vehicle is located on Warren Street (circa 225 metres from the site) – the closest car club vehicle to the site, 1 vehicle is located on Melton Street (circa 285 metres from the site), 2 vehicles along Albany Street and a further vehicle can be found on Endsleigh Street. Additionally, a number of City Car Club (Enterprise) vehicles can also be found in the local area.
- 6.2.34 Further information regarding car clubs in the London Borough of Camden can be found at: <http://www.zipcar.co.uk/londoncamden> or <https://www.enterpriseclub.co.uk/> which will similarly be promoted on the noticeboards and the welcome pack.

#### ***Electric Vehicle Charging Points***

- 6.2.35 As electric vehicle use grows in popularity, the site will look into the potential for providing charging points within the car park.

#### ***Delivery and Servicing Related***

- 6.2.36 It is anticipated that the site would generate minimal deliveries and service related trips to the site. However due to the sensitivity of the local highway network, the management of delivery and servicing trips has been considered in detail within the Delivery and Servicing Management Plan (DSMP) prepared by RGP (Ref: JDF/JLLS/16/3473/TN01). Therefore, it is recommended that the DSMP is read in-conjunction with this document.

### 6.3 Effectiveness of Travel Plan Measures

- 6.3.1 The measures and initiatives detailed above would act to reduce the level of car use associated with the site, consequently increasing the use of sustainable modes and achieving the target set. However, the list is not exhaustive and the appointed Travel Plan Coordinator is encouraged to investigate other potential initiatives, especially those that would encourage the use of active modes.

## 7 IMPLEMENTATION, MANAGEMENT, MONITORING AND REVIEW

### 7.1 Implementation and Management

- 7.1.1 The Travel Plan Coordinator is the central point of contact in relation to Travel Plan matters and manages the Travel Plan on a daily basis. The Travel Plan Coordinator will be appointed prior to occupation of the proposed redevelopment at Stephenson House and will be required to sign the Full Travel Plan to demonstrate their commitment. Their contact details will also be detailed within.
- 7.1.2 The Travel Plan Coordinator will be responsible for implementing and promoting the Travel Plan. This would include carrying out / commissioning travel surveys on an annual basis, ensuring up to date travel information is conveyed and communicating with LBC and TfL, as appropriate. It is anticipated that the Office Manager, would undertake the role with the above tasks incorporated into their job description or delegated to suitable individuals, as appropriate.
- 7.1.3 The Travel Plan Coordinator would also be responsible for managing the agreed budget for the Travel Plan. Aside from any infrastructure works (for example cycle parking), which would be included in the development construction costs, funding is required to cover marketing and promotion of travel options. This budget is estimated to amount to £1000 annually. In addition to this, the Travel Plan Coordinator will require approximately 1-2 hours per week to undertake their duties.
- 7.1.4 This investment in resources, both in terms of the appointment of a Travel Plan Coordinator and monetary support for the implementation, review and monitoring of the Travel Plan would mitigate any financial burden which may be imposed as a consequence of failure to meet the agreed targets.
- 7.1.5 It is recommended that a launch event is held to introduce the Travel Plan to staff and residents at the site and inform them of their travel choices. The Travel Plan Coordinator's details would also be given out at this time.

### 7.2 Monitoring

- 7.2.1 An important part of any Travel Plan is the collection of data relating to the modes of travel used by residents, staff and visitors of the site. In order to identify and understand travel habits and how the site operates, questionnaires will be circulated to both residents and staff. It is recommended that an online survey tool such as [www.surveymonkey.com](http://www.surveymonkey.com) is used for this purpose.
- 7.2.2 Questionnaires will be completed within 6 months of the site becoming operational. From this a baseline, modal split will be identified for the site, from which all future targets will be based.

7.2.3 The Travel Plan Coordinator will undertake monitoring of the Travel Plan annually, following the initial surveys. The Travel Plan Coordinator will be responsible for comparing the results year on year and adjusting the targets and initiatives accordingly, they will also take into account travel related feedback received from residents, staff and visitors throughout the year. In addition, the Travel Plan Coordinator will ensure that the results are displayed on notice boards for all to see.

7.2.4 In addition to the monitoring detailed above, the Travel Plan for the Stephenson House site will be independently monitored by a TRICS approved Independent Field Company in years 1, 3 and 5. All results will be communicated to LBC as Local Planning Authority and also fed into iTRACE, a Travel Plan development management tool developed by TfL to standardise Travel Planning. iTRACE provides an accepted approach to validate the worthiness of Travel Plans and allow comparison of results year-on-year, between organisations and by Borough / Local Authority Area. Being part of the iTRACE process will ensure a robust approach to monitoring is maintained and that the effectiveness of the Travel Plan is sustained over time. Attached at **Appendix E** is a copy of the iTRACE Workplace Travel Plan Proforma.

7.2.5 All questionnaires will be iTRACE compliant and adhere to the '*iTRACE and TRAVL Compliancy*' technical note produced by TfL.

### 7.3 Review

7.3.1 The Full Travel Plan for the site will be reviewed on an annual basis for at least five years to assess progress towards the targets and identify the requirement for future improvement and refinement.

7.3.2 In addition, monitoring will be undertaken to trace the travel patterns associated with the mixed-use development.

7.3.3 It is advised that the following items are considered as part of the monitoring process:

- (i) the level of car park usage within the site and on surrounding streets;
- (ii) the demand for cycle parking;
- (iii) the numbers registered for the cycle2work and car sharing scheme; and
- (iv) comments made by staff and visitors relating to transport and the Travel Plan.

7.3.4 The Travel Plan Coordinator will compile an Annual Monitoring and Travel Plan Update Report on a yearly basis. A copy of the report will be sent to LBC for comment and discussion as well as being filed for records.

- 7.3.5 An important part of the review period is to adjust the targets / devise an action plan for the following year with the primary aim of reducing single occupancy car travel to and from the site and increasing the number of residents, staff and visitors that travel by active modes.
- 7.3.6 To maintain the emphasis of the Travel Plan it is suggested that the results of the monitoring and review process are communicated. This could be done by displaying data on the Travel Plan noticeboards, including an article in a community/internal newsletter or in conjunction with a Travel Plan event.

## 8 COMPLIANCE AND APPROVAL

### 8.1 ATTrBuTE Compliance

8.1.1 This Travel Plan has been prepared with regard to relevant guidance and has also been assessed using the TfL ATTrBuTE assessment tool.

8.1.2 The results of this assessment, which show that this Travel Plan has passed in line with the ATTrBuTE guidelines, have been appended at **Appendix F**.

### 8.2 Approval

8.2.1 This Travel Plan is prepared by Russell Giles Partnership (RGP).

Name: Will Taylor

Signed:  .....

Date: 13/06/2017

I hereby approve this Travel Plan for implementation at the following site:

*Stephenson House, Hampstead Road, London*

Name: ..... (Travel Plan Coordinator)

Signed: .....

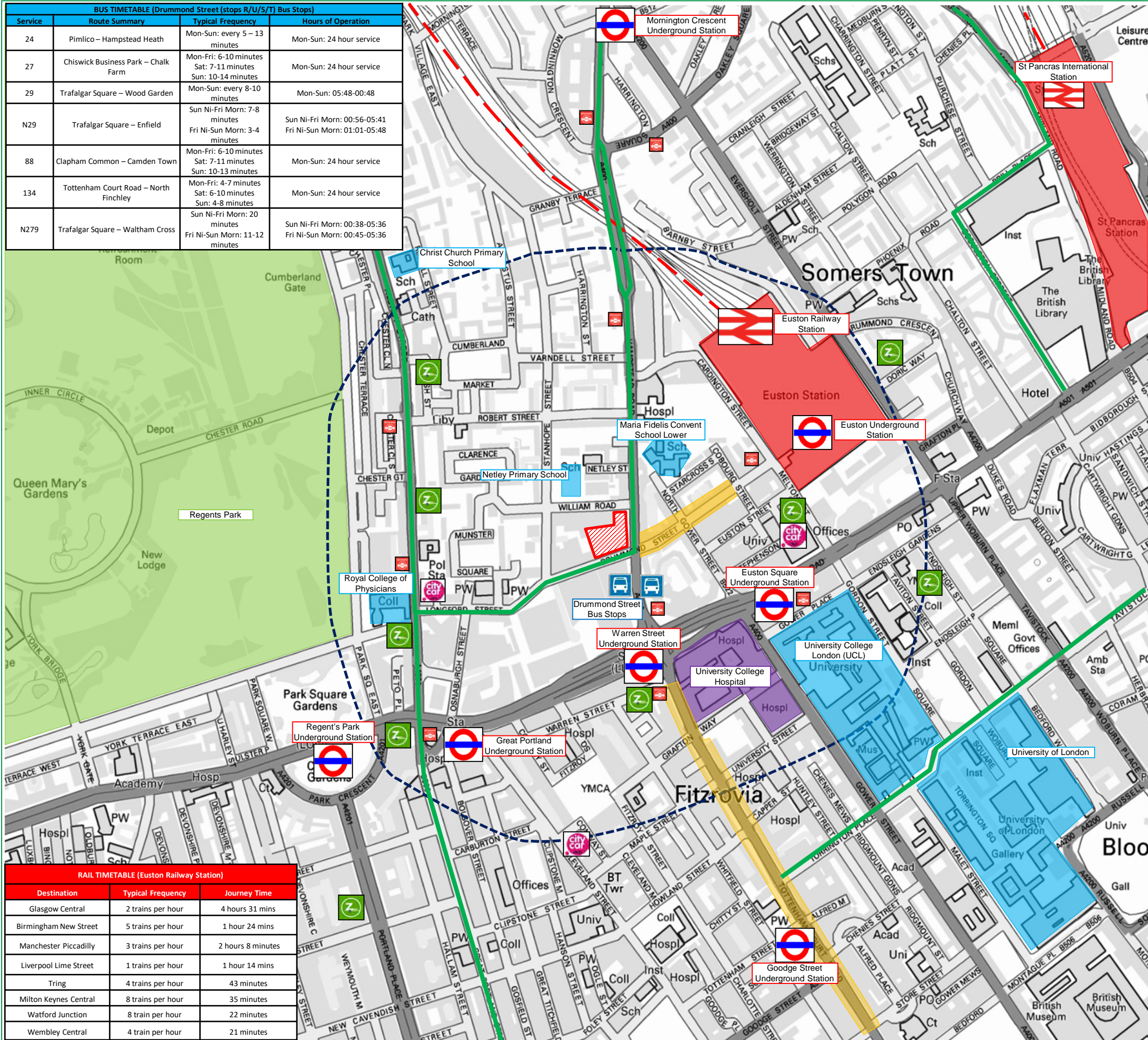
Date: .....
















## PLANS


BUS TIMETABLE (Drummond Street (stops R/U/S/T) Bus Stops)			
Service	Route Summary	Typical Frequency	Hours of Operation
24	Pimlico – Hampstead Heath	Mon-Sun: every 5 – 13 minutes	Mon-Sun: 24 hour service
27	Chiswick Business Park – Chalk Farm	Mon-Fri: 6-10 minutes Sat: 7-11 minutes Sun: 10-14 minutes	Mon-Sun: 24 hour service
29	Trafalgar Square – Wood Garden	Mon-Sun: every 8-10 minutes	Mon-Sun: 05:48-00:48
N29	Trafalgar Square – Enfield	Sun Ni-Fri Morn: 7-8 minutes Fri Ni-Sun Morn: 3-4 minutes	Sun Ni-Fri Morn: 00:56-05:41 Fri Ni-Sun Morn: 01:01-05:48
88	Clapham Common – Camden Town	Mon-Fri: 6-10 minutes Sat: 7-11 minutes Sun: 10-13 minutes	Mon-Sun: 24 hour service
134	Tottenham Court Road – North Finchley	Mon-Fri: 4-7 minutes Sat: 6-10 minutes Sun: 4-8 minutes	Mon-Sun: 24 hour service
N279	Trafalgar Square – Waltham Cross	Sun Ni-Fri Morn: 20 minutes Fri Ni-Sun Morn: 11-12 minutes	Sun Ni-Fri Morn: 00:38-05:36 Fri Ni-Sun Morn: 00:45-05:36

RAIL TIMETABLE (Euston Railway Station)		
Destination	Typical Frequency	Journey Time
Glasgow Central	2 trains per hour	4 hours 31 mins
Birmingham New Street	5 trains per hour	1 hour 24 mins
Manchester Piccadilly	3 trains per hour	2 hours 8 minutes
Liverpool Lime Street	1 trains per hour	1 hour 14 mins
Tring	4 trains per hour	43 minutes
Milton Keynes Central	8 trains per hour	35 minutes
Watford Junction	8 train per hour	22 minutes
Wembley Central	4 train per hour	21 minutes



LEGEND

	SITE LOCATION
	RAIL STATION
	RAILWAY
	BUS STOPS
	ZIPCAR
	CITY CAR CLUB (ENTERPRISE)
	SANTANDER CYCLE HIRE STATIONS
	CYCLE ROUTES
	500M WALK ISOCHRON
	RETAIL
	EDUCATION
	LEISURE
	HEALTH CARE



Transport Planning and Infrastructure Design Consultants

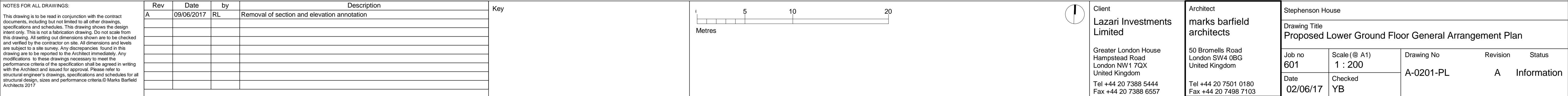
Shackleford Suite, Mill Pool House, Mill Lane,  
Godalming, Surrey, GU7 1EY  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

<b>Client:</b>	Lazari Investments Ltd
<b>Project:</b>	Stephenson House, Hampstead Road, London
<b>Title:</b>	Site Location and Accessibility Plan

<b>Plan No:</b> 01	<b>Job No:</b> 16/3473	<b>Date:</b> Jan 2017	<b>Scale:</b> NTS
<b>Drawn By:</b> WTT	<b>Checked By:</b> PJB	<b>Approved By:</b> NDR	<b>Rev:</b> -

## APPENDIX A







NOTES FOR ALL DRAWINGS:  
  
This drawing is to be read in conjunction with the contract documents, including but not limited to all other drawings, specifications and schedules. This drawing shows the design intent only. This is not a fabrication drawing. Do not scale from this drawing. All setting out dimensions shown are to be checked and verified by the contractor on site. All dimensions and levels are subject to a site survey. Any discrepancies found in this drawing are to be reported to the Architect immediately. Any modifications to these drawings necessary to meet the performance criteria of the specification shall be agreed in writing with the Architect and issued for approval. Please refer to structural engineer's drawings, specifications and schedules for all structural design, sizes and performance criteria. © Marks Barfield Architects 2017.

Rev	Date	by	Description
A	09/06/2017	RL	Removal of section and elevation annotation

Key

---

Boundary of the Development Site

051020

Metres

Client

Lazari Investments Limited

Greater London House  
Hampstead Road  
London NW1 7QX  
United Kingdom  
Tel +44 20 7388 5444  
Fax +44 20 7388 6557

Architect

marks barfield architects

50 Bromells Road  
London SW4 0BG  
United Kingdom  
Tel +44 20 7501 0180  
Fax +44 20 7498 7103

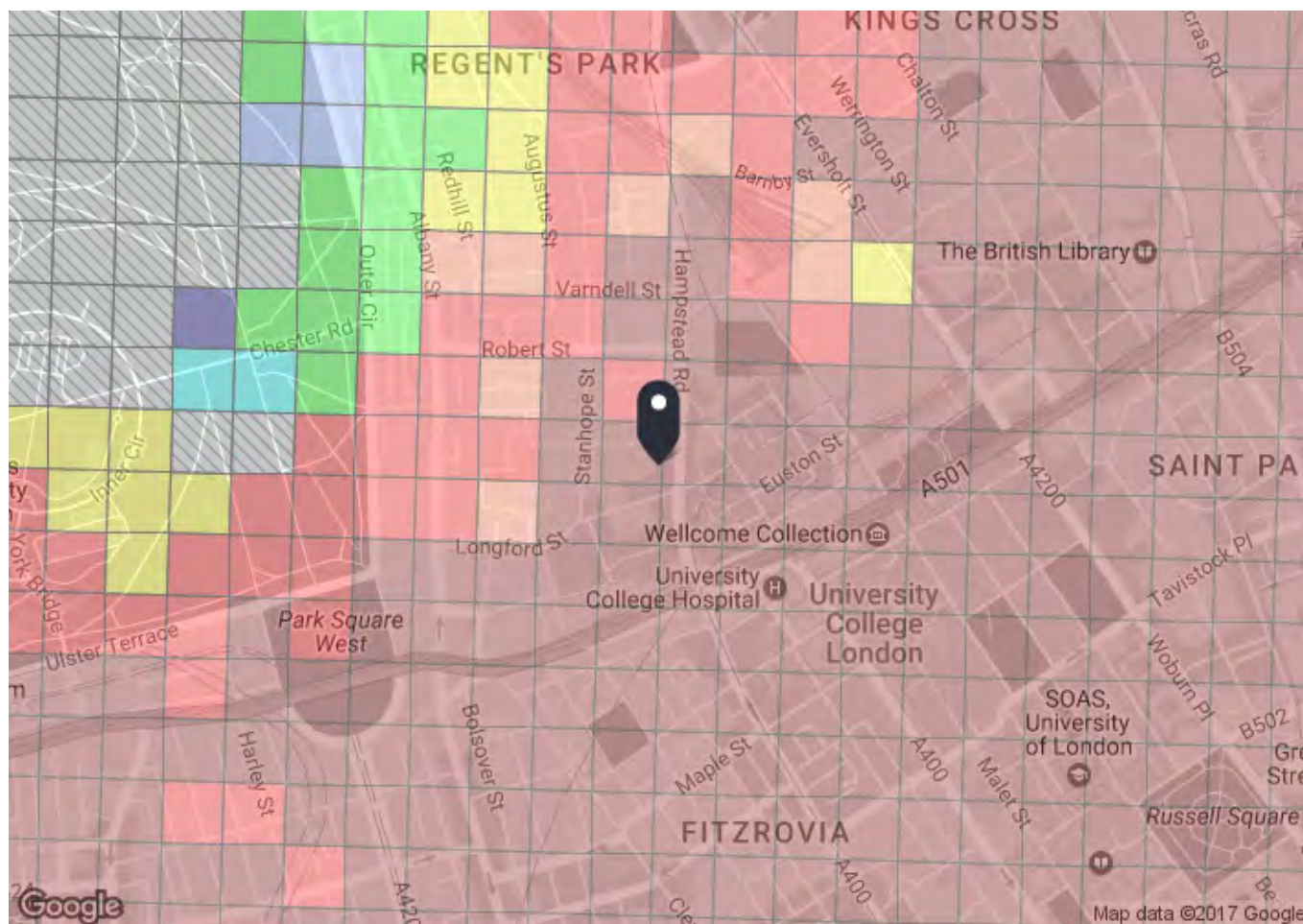
Stephenson House

Drawing Title

Proposed Ground Floor General Arrangement Plan

Job no	Scale (@ A1)	Drawing No	Revision	Status
601	1 : 200	A-0202-PL	A	Information
Date	Checked			
02/06/17	YB			

## **APPENDIX B**



### PTAL output for Base Year

6b

NW1 2PL

Hampstead Rd, Kings Cross, London NW1 2PL, UK

Easting: 529192, Northing: 182518

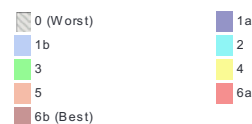
Grid Cell: 90919

Report generated: 04/01/2017

### 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	WARREN STREET STATION	10	341.65	4.5	4.27	8.67	12.94	2.32	0.5	1.16
Bus	WARREN STREET STATION	390	341.65	8	4.27	5.75	10.02	2.99	0.5	1.5
Bus	WARREN STREET STATION	30	341.65	7.5	4.27	6	10.27	2.92	0.5	1.46
Bus	WARREN STREET STATION	73	341.65	18	4.27	3.67	7.94	3.78	0.5	1.89
Bus	WARREN STREET STATION	18	341.65	17	4.27	3.76	8.04	3.73	0.5	1.87
Bus	WARREN STREET STATION	14	341.65	13	4.27	4.31	8.58	3.5	0.5	1.75
Bus	WARREN STREET STATION	205	341.65	8	4.27	5.75	10.02	2.99	0.5	1.5
Bus	NATIONAL TEMPERANCE HOSP	24	180.35	10	2.25	5	7.25	4.14	0.5	2.07
Bus	NATIONAL TEMPERANCE HOSP	134	180.35	12	2.25	4.5	6.75	4.44	0.5	2.22
Bus	NATIONAL TEMPERANCE HOSP	29	180.35	15	2.25	4	6.25	4.8	1	4.8
Bus	NATIONAL TEMPERANCE HOSP	88	180.35	9	2.25	5.33	7.59	3.95	0.5	1.98
Bus	NATIONAL TEMPERANCE HOSP	27	180.35	8	2.25	5.75	8	3.75	0.5	1.87
Bus	ALBANY ST CHESTER GATE	C2	489.09	8	6.11	5.75	11.86	2.53	0.5	1.26
LUL	Regent's Park	'QueensPk-El&Castle'	827.11	11.01	10.34	3.47	13.81	2.17	0.5	1.09
LUL	Regent's Park	'El&Castle-Harrow&W'	827.11	5.67	10.34	6.04	16.38	1.83	0.5	0.92
LUL	Regent's Park	'StbridgePk-El&Castle'	827.11	5	10.34	6.75	17.09	1.76	0.5	0.88
LUL	Regent's Park	'Waterloo-QueensPk'	827.11	1	10.34	30.75	41.09	0.73	0.5	0.37
LUL	Regent's Park	'Waterloo-Harrow&W'	827.11	0.33	10.34	91.66	102	0.29	0.5	0.15
LUL	Warren Street	'HighBarnet-Morden'	331.01	0.33	4.14	91.66	95.8	0.31	0.5	0.16
LUL	Warren Street	'MillHill-Morden'	331.01	1.67	4.14	18.71	22.85	1.31	0.5	0.66
LUL	Warren Street	'MillHillE-Kenningt'	331.01	1.67	4.14	18.71	22.85	1.31	0.5	0.66
LUL	Warren Street	'WalthamstowC-Brixton'	331.01	15	4.14	2.75	6.89	4.36	1	4.36
LUL	Euston Square	'Hammersmith-Edgware'	480.55	6	6.01	5.75	11.76	2.55	0.5	1.28
LUL	Euston Square	'Barking-Hammersmith'	480.55	6.34	6.01	5.48	11.49	2.61	0.5	1.31
LUL	Euston Square	'Hammersmith-Plaistow'	480.55	1	6.01	30.75	36.76	0.82	0.5	0.41
LUL	Euston Square	'Amer-AldgateFast'	480.55	1	6.01	30.75	36.76	0.82	0.5	0.41
LUL	Euston Square	'Ches-AldgateFast'	480.55	2	6.01	15.75	21.76	1.38	0.5	0.69
LUL	Euston Square	'Uxbridge-AldSlow'	480.55	5.33	6.01	6.38	12.39	2.42	0.5	1.21
LUL	Euston Square	'Watford-AldSfast'	480.55	3.67	6.01	8.92	14.93	2.01	0.5	1
LUL	Euston Square	'Aldg-WatfordSlow'	480.55	3.67	6.01	8.92	14.93	2.01	0.5	1
LUL	Euston Square	'Ald-HarrowHill'	480.55	1.33	6.01	23.31	29.31	1.02	0.5	0.51
Rail	Euston	'BLTCHLY-EUSTON 2B04'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'WATFDJ-EUSTON 2J06'	833.42	0.67	10.42	45.53	55.94	0.54	0.5	0.27
Rail	Euston	'EUSTON-MKNSCEN 2K21'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'EUSTON-TRING 2T11'	833.42	0.67	10.42	45.53	55.94	0.54	0.5	0.27
Rail	Euston	'EUSTON-TRING 2T19'	833.42	1.33	10.42	23.31	33.72	0.89	0.5	0.44
Rail	Euston	'MKNSCEN-EUSTON 2W01'	833.42	0.67	10.42	45.53	55.94	0.54	0.5	0.27
Rail	Euston	'TRING-EUSTON 2W02'	833.42	1	10.42	30.75	41.17	0.73	0.5	0.36
Rail	Euston	'TRING-EUSTON 2W26'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'BLTCHLY-EUSTON 2W57'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'RUGBY-EUSTON 2W59'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'TRING-EUSTON 2W63'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'MKNSCEN-EUSTON 2W93'	833.42	0.33	10.42	91.66	102.08	0.29	0.5	0.15
Rail	Euston	'WATFJDC-EUSTON 2C06'	833.42	2.67	10.42	11.99	22.4	1.34	0.5	0.67
Rail	Euston	'EUSTON-WATFJDC 2D86'	833.42	3	10.42	10.75	21.17	1.42	1	1.42
LUL	Euston	'Edgware-Morden'	833.42	9	10.42	4.08	14.5	2.07	0.5	1.03
LUL	Euston	'Morden-HighBarnet'	833.42	14.67	10.42	2.79	13.21	2.27	0.5	1.14
LUL	Euston	'Morden-MillHillE'	833.42	4	10.42	8.25	18.67	1.61	0.5	0.8
LUL	Euston	'Morden-Edgware'	833.42	4.67	10.42	7.17	17.59	1.71	0.5	0.85
LUL	Euston	'Kennington-Edgware'	833.42	14.67	10.42	2.79	13.21	2.27	0.5	1.14
LUL	Euston	'HighBarnet-Kenningt'	833.42	5.33	10.42	6.38	16.8	1.79	0.5	0.89
LUL	Euston	'SevenSisters-Brixton'	833.42	11.67	10.42	3.32	13.74	2.18	0.5	1.09

**Total Grid Cell AI: 54.08**



## APPENDIX C



**Take advantage of the Green Transport Plan.**

Massive savings over retail prices. Great for staff, great for business.



## Take advantage of the Green Transport Plan.

The Ride2Work Scheme takes advantage of the Government's Green Transport Plan by supplying your employees with a new bike at around half of the retail price!

The aim of the Green Transport Plan is to make cycling a more attractive way of commuting to work by enabling employees to benefit from some unique tax incentives. However, as well as being an employee benefit, employers can also make considerable savings on their Employer's National Insurance Contributions.

Ride2Work takes all of this and offers it as a complete package – from supplying the contracts and administrative support through to expert advice on the bikes and cycling. Ride2Work offers many post sale services, such as repairs and servicing, through the Evans Cycles store network.

By partnering with Ride2Work your company can be confident of receiving a complete service that enables your employees to benefit from the full advantages of the scheme and get the most out of their cycling!



### How does the Employee Benefit:

- Spread the cost of a new bike over the course of a year, and save the tax
- Save money – cycling is an economical and efficient method of transport
- Save time – cycling is a quick way to get from A to B
- Increase your overall level of fitness – cycling is a low impact exercise providing excellent health benefits and cardiovascular fitness
- No more crowded trains or buses – avoid those cancellations and delays
- Enjoy your commute!

### How does the Employer Benefit:

- Provide a significant tax free benefit to your staff
- No Employer NI contributions payable on the portion of salary sacrificed by employees
- Claim capital allowances against the cost of the bike
- Cycling greatly reduces your carbon footprint and promotes you as a socially responsible and environmentally friendly employer
- Enjoy healthier, more productive staff

### How does it work?

The Ride2Work programme makes it as simple as possible for you to enjoy the benefits we offer in six straightforward steps:

1. Employer becomes a member of the Ride2Work Scheme
2. Employee requests a voucher for the value of goods they wish to redeem
3. Employer authorises us to issue a voucher
4. Employee's salary sacrifice commences!
5. The voucher is dispatched to the employee
6. The employee redeems the voucher against goods in any of our stores or via our Mail Order service





## Advantages of Ride2Work

- Evans Cycles is the UK's largest Independent bicycle retailer with stores nationwide.
- Price Promise – we guarantee not to be beaten on price
- You may further benefit from our extensive range of sale items and promotional offers
- Evans Cycles has the largest range of bicycles and accessories in the UK
- Free delivery Nationwide
- No Administration Fees
- Full Service Provider – We deal with every aspect of the scheme meaning you have consistent customer service and a single point of contact throughout
- Dedicated support Hotline to deal with any queries that you or your employees may have

## Ride2Work savings illustration:

Here is a typical example to illustrate the savings under the Ride2Work scheme. Actual savings will depend on personal circumstances and rate of tax.

### Bicycle and accessory purchase:

Commuting Bike	£500.00
Other accessories	£200.00
<b>Total price before savings:</b>	<b>£700.00</b>
Net cost (Without VAT)	£595.74

### Savings via Ride2Work:

Income tax saving	£238.30
National insurance saving	£5.96
<b>Total effective cost:</b>	<b>£351.48</b>

<b>Total saving</b>	<b>£348.52</b>	<b>... or 49.79%</b>
---------------------	----------------	----------------------

<b>Effective monthly cost</b>	<b>£29.29</b>
-------------------------------	---------------

Savings based upon a higher rate tax payer

## START CYCLING FOR LESS!

To see how much you could save  
use our personal savings calculator at:  
[www.ride2work.co.uk](http://www.ride2work.co.uk)



## How Do I Join?

Taking part in the Ride2Work scheme is simple. All UK companies are eligible.

In order to register, a company should complete and sign our application form and return it to us.<sup>2</sup> Once we receive this we will set up your account and issue a membership pack containing all the resources you will need to implement the scheme in your organisation. This application form is available online at [www.ride2work.co.uk](http://www.ride2work.co.uk).



## Frequently Asked Questions

### Employee's Questions

#### How do I save?

There is no Income Tax or National Insurance payable on the portion of your salary that you sacrifice. If your company reclaims the VAT they may pass this saving onto you as well.

#### Who does the bike belong to?

You will be hiring the bike from your employer for 12 months. At the end of that period, your company can transfer ownership of the goods at fair market value.

#### What does 'salary sacrifice' mean?

Salary sacrifice means choosing to give up part of your salary; usually in exchange for a non-cash benefit. In the case of the Ride2Work scheme this would be a cycle and related safety accessories. The effect of the salary sacrifice cannot take you below statutory National Minimum Wage.

#### What bikes can I get?

A bike obtained through Ride2Work must be used for commuting, and therefore suitable for this purpose. Road, hybrid, mountain, folding and commuting bikes are all allowed. Children's bikes are excluded. You may choose from any brand and qualifying model that we stock.

#### Can the bike be used for leisure?

Yes! As long as the primary use of the bike is for commuting.

#### What accessories can I include?

You can include most safety and comfort related accessories. Helmets, locks, lights, waterproof clothing, rucksack or pannier rack and bags, gloves, etc are allowed. Items such as DVDs, energy products, car racks and downhill helmets are not.

#### What if I want a cheaper bike?

The entire value of the voucher must be redeemed in one go. If you decide to redeem goods to a lower value you will lose the balance. We cannot provide partial refunds or gift vouchers against any balance. If you switch your choice of cycle to a lower priced model we recommend using any remaining balance on additional accessories which you may need.

#### Can I buy items for someone else?

No. The items redeemed must be for you. Buying items for any third party is strictly prohibited by the legislation governing the scheme.

#### When do I start paying?

Your salary sacrifice will usually commence in the first pay period after you have applied for your voucher.

#### Can I pay the balance off early?

No. In order to qualify for the tax savings the regulations state that the minimum period of hire is 12 months.

#### What happens if I am off work?

If you take leave (such as maternity leave, statutory sick leave, etc.) you may continue incurring the salary sacrifice

deductions. The exception to this is if the deductions take you below National Minimum Wage. In this case your employer must suspend deductions until such time as your earnings return above this level.

#### What happens if I leave my company?

If you leave the company, retire or are made redundant any balance remaining on the hire amount will become a taxable benefit. You will be required to pay the remaining balance without the NI and Income Tax savings and this will usually be deducted as a lump sum from your final pay cheque.

#### Is there a minimum or a maximum value restriction?

The minimum voucher value that we will issue is £250. The maximum value redeemable under the scheme is £1000<sup>3</sup>

#### Do I get a voucher for the retail cost?

Yes. The voucher should be for the retail value of the goods you wish to redeem. All the tax savings come via your salary sacrifice.

### Employer's Questions

#### Who does the bike belong to?

The bike is owned by the employer. At the end of the hire period they may choose to transfer ownership by selling it at fair market value.

#### How much will this cost?

There is zero net cost to the employer. You will further save on employer's NI contributions since these are not payable on the sacrificed portion of an employee's salary. It is also possible to claim capital allowances against the goods.

#### Does the company need HMRC approval to run the scheme?

No. HMRC has put in place a unilateral group credit licence for all UK companies allowing them to partake in this scheme and make tax savings up to the £1000 cap without any notification or form filling requirements. Also, since this benefit is non taxable, there are no P11d reporting requirements.

#### What if we are not VAT registered?

You can still provide your staff with the extensive income tax and NI savings available and you can also benefit from savings on employers NI contributions however, you will not be able to reclaim the VAT on the goods you purchase.

#### How do we implement the salary sacrifice?

Due to how the regulations are structured this is very simple and there are no special reporting requirements. In the Hire Agreements that we provide for your use there is a simple calculation that will tell you the precise monthly salary deductions. You need simply inform payroll to deduct these amounts in 12 equal monthly payments and to deduct this from the employee's gross salary. The exact net cost will depend on an employee's tax bracket and other benefits they may be enjoying. We have a salary sacrifice calculator on our website.

<sup>3</sup>If it is possible to obtain a voucher or more than £1000 however your employer would need to specifically obtain a credit license from the Office of Fair Trading.

For more information or for answers to any questions you may have please contact our dedicated Ride2Work team on 01293 572 325, or email us at [ride2work@evanscycles.com](mailto:ride2work@evanscycles.com)

## APPENDIX D



## How it Works

- Locate a bicycle
- Ride it
- Return it to a docking station

(Map of Docking Stations: <http://www.tfl.gov.uk/modes/cycling/santander-cycles/find-a-docking-station?intcmp=2321>)

Bicycles are available 24 hours a day. It's self-serve and there's no requirement for booking

Minimum age for buying access is 18 years old / Minimum age for use is 14 years old

## Costs

Costs are the same for casual users and members

You pay an access fee (for the right to hire the bicycle) and a usage fee (dependant on the amount of time you've got it)

For journeys under 30 minutes, all you pay is the access fee

Access can be bought at any docking station using a credit or debit card or online

Usage charges are debited from your account at the end of your access period or if you have annual access on a monthly basis or every time your usage charge reaches £50

### *Access Fees*

24 hours = £2

7 days = £10 (£1.43 a day)

Annual = £90 (25p a day) – members only (registration online)

### *Usage Fees*

Up to thirty minutes = FREE

Up to an hour = £1

Up to an hour and a half = £4

Up to two hours = £6

Up to two and half hours = £10

Up to three hours = £15

Up to six hours = £35

Up to twenty four hours (maximum) = £50



## Potential Problems

*If there are no cycles at the docking station*

- use the terminal map to identify alternative docking stations nearby, there also websites and mobile phone apps which can be used to obtain this information

*If the docking station is full*

- swipe your key, credit or debit card to prove you are at the docking station then use the terminal map to see where there are free docking points , you will get 15 minutes extra time to cycle to another docking station

*Parking a cycle*

- you can only leave your cycle at a docking station, do not leave it unattended anywhere else (late return fee = £150 / non return fee = £300)
- always return it to a docking point that has got no lights on and push it firmly into place, wait until the light turns green to ensure the cycle's put back properly or you will continue to be charged

More information is available at: <http://www.tfl.gov.uk/roadusers/cycling/14808.aspx>





## APPENDIX E

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## iTRACE Workplace Travel Plan Pro-forma

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Submission Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Organisation Information

Business/Org Name

### Business Activity (*select only one*)

- |  |   |
|--|---|
| <input type="checkbox"/> Bingo                             | <input type="checkbox"/> Light industry           |
| <input type="checkbox"/> Bowling                           | <input type="checkbox"/> Nightclub                |
| <input type="checkbox"/> Cinema                            | <input type="checkbox"/> Office                   |
| <input type="checkbox"/> Day nursery                       | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Property Developer                | <input type="checkbox"/> Public House             |
| <input type="checkbox"/> Financial & Professional Services | <input type="checkbox"/> Residential              |
| <input type="checkbox"/> Garden centre                     | <input type="checkbox"/> Residential care         |
| <input type="checkbox"/> General industry                  | <input type="checkbox"/> Restaurant (min 25 cap.) |
| <input type="checkbox"/> Golf courses                      | <input type="checkbox"/> Retail park              |
| <input type="checkbox"/> Health centre                     | <input type="checkbox"/> Retail warehouse         |
| <input type="checkbox"/> Health Clubs and Sports           | <input type="checkbox"/> School                   |
| <input type="checkbox"/> Hospital                          | <input type="checkbox"/> Storage & distribution   |
| <input type="checkbox"/> Hostel                            | <input type="checkbox"/> Supermarket              |
| <input type="checkbox"/> Hotel                             | <input type="checkbox"/> Take-Away/Fast Food      |
| <input type="checkbox"/> Leisure Complex                   |   |

### Site Information

Address

Post Code

Land Use (*select only one*)

- |   |   |
|---|---|
| <input type="checkbox"/> Assembly and Leisure               | <input type="checkbox"/> Hotels                       |
| <input type="checkbox"/> Business                           | <input type="checkbox"/> Non Residential Institutions |
| <input type="checkbox"/> Dwellinghouses                     | <input type="checkbox"/> Residential Institutions     |
| <input type="checkbox"/> Financial or Professional Services | <input type="checkbox"/> Shops                        |
| <input type="checkbox"/> Food and Drink                     | <input type="checkbox"/> Storage or Distribution      |
| <input type="checkbox"/> General Industrial                 |   |

Gross Site Area

m<sup>2</sup>

Net Site Area

m<sup>2</sup>

## Contact Information

TP Coordinator Name

Job Title

Email

Tel

Fax

## Planning Information

Application No.

Date of Occupancy

Actual ☐ or Proposed ☐Please specify if the date of Occupation for the site in question is *actual* or *proposed*.

## Targets

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided as 'Percentage Point Change' Targets.  
**e.g. – increase the current level of cycling by 5% (Percentage Points) by 01/09/2008**  
**= if 10% of staff currently cycle to work and a 5% (percentage point) increase is achieved by/or before 01/09/2008 then overall 15% of staff will be cycling to work.**  
**In actual figures that can be shown as – from a total of 100 staff, if 10 currently cycle, a 5%age point increase would equate to 15 people cycling**

**NOTE:** These targets should be determined by the information gathered from the 'BASELINE' survey and should 'demonstrate ambition'.

Target Type	Target % Change	Target Date	Target Required	Date Required
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	

*If more targets are required, please duplicate this page*

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Employees travelling by car (as driver)' by a defined date, will suffice.  
**e.g. - no more than 40% of all staff will travel to work by car (as driver) by 2010.**

	Target % by Car	Date Required (MM/YYYY)
Threshold 1:	<input style="width: 100px;" type="text" value="%"/>	<input style="width: 100px;" type="text"/>
Threshold 2:	<input style="width: 100px;" type="text" value="%"/>	<input style="width: 100px;" type="text"/>
Comments:	<div style="border: 1px solid black; height: 60px; width: 300px;"></div>	

### Generic Site/Organisation Survey

Total No. of Employees	<input type="text"/>	No. Car Club Members	<input type="text"/>
No. Car Spaces*	<input type="text"/>	Fuel Efficient Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. Motorcycle Spaces	<input type="text"/>	No. Fuel Eff. Vehicles	<input type="text"/>
No. Bicycle Spaces	<input type="text"/>	Fuel Eff. <b>Freight</b> Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. Disables Spaces	<input type="text"/>	No. Fuel Eff. Freight Vehicles	<input type="text"/>
No. HGV Spaces	<input type="text"/>	Flexible Working	<input type="checkbox"/> Yes <input type="checkbox"/> No
Car Share Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	Home Working	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Car Share Members	<input type="text"/>	Shower Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Taxi Service (GRH**) <input type="checkbox"/> Yes <input type="checkbox"/> No		Locker Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Car Club <input type="checkbox"/> Yes <input type="checkbox"/> No		Travel Card Subsidy	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* *not including disabled spaces*

GRH\*\* - *Guaranteed Ride Home*

### Baseline Modal Survey – Main Mode

Car (driver alone)		Tube	
Car (driver with others)		Rail	
Car (as passenger)		Bike/Rail	
Motorcycle		Bicycle	
Bus		Foot	
Tram		Other	

Model Survey response requires actual figures to allow input into iTRACE:  
**e.g. 78 people travel to the site by Bus** (Not percentages!)

END OF DOCUMENT

## APPENDIX F

# ATTrBuTe

Travel plan name	Stephenson House, Hampstead Road, London
Planning application reference number	
Name of travel plan author	Will Taylor
Email address of travel plan author	
Telephone number of travel plan author	
Name of travel plan assessor	Will Taylor
Job title/role of travel plan assessor	
Plan Type	Local level   Framework   Travel Plan (occupiers 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	0
Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	NONE	1
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? c) monitoring programme?	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
Are iTRACE (or TRAVL where specified by the borough)-compliant site user travel surveys proposed?	NONE	1
Are appropriate freight surveys proposed?	NONE	1
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	NONE	1

<b>Objectives</b>		<b>3/3</b>
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
<b>Targets</b>		<b>2/2</b>
Have targets appropriate to the phasing of the development been set?	NONE	1
Are there targets linking directly to each objective?	NONE	1
<b>TP Co-ordinator</b>		<b>3/3</b>
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
<b>Measures</b>		<b>6/6</b>
Is the action plan clear on how and when travel plans will be developed among occupying organisations?	NONE	1
Is an action plan provided which includes... a) short / medium / long term actions? b) timescales and responsibilities?	NONE	2
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
<b>Monitoring</b>		<b>2/2</b>
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
<b>Securing and enforcement</b>		<b>1/1</b>
Is it clear how the travel plan will be secured?	NONE	1
<b>Funding</b>		<b>6/6</b>
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? b) measures? c) monitoring programme?	NONE	3
<b>Total - PASS</b>		<b>36</b>