



Z Hotel: 4 Wild Court, WC2B

Travel Plan

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1 Introduction

- 1.1 This Draft Travel Plan (DTP) has been prepared on behalf of Z Hotels in support of their occupation of 4 Wild Court, WC2B.
- 1.2 This document is a standalone Travel Plan which supports the hotel only. It should be noted that the hotel element is entirely car-free and the site has a Public Transport Accessibility Level of 6B. From the outset hotel staff and for that matter customers are unable to drive to and park at the site.
- 1.3 In preparing this TP, specific regard has been given to National, Regional and Local Transport Policy to ensure this document is in line with current guidance including the National Planning Policy Framework, Department for Transport (DfT) travel planning guidance and Transport for London's (TfL) 'Travel Planning for New Development in London – Incorporating Deliveries and Servicing'.
- 1.4 The main aim of a Travel Plan is to promote an increase in the use of sustainable modes of transport, i.e. walking, cycling and public transport, for journeys to and from the proposed development relative to a decrease in the use of motorised modes.
- 1.5 The Travel Plan is intended to be a 'live' document with an initial lifetime of five years and will be reviewed and monitored on a regular basis during that timeframe. It will be updated as necessary as the proposed development matures.
- 1.6 The development and monitoring of the Travel Plan will be conducted between the future site's Travel Plan Co-ordinator (who will be appointed shortly by Mr Bev King, Managing Director of Z Hotels) and an LBC Travel Plan Officer. In conjunction, these parties will monitor and develop the Travel Plan against identified targets contained herein.
- 1.7 At the earliest opportunity this Travel Plan will be developed into a final Travel Plan. While it is difficult to estimate implementation costs, this is likely to be in the region of £7500.00, excluding survey and material costs. Once the site has been operational for twelve months, the first monitoring (Baseline) surveys will be undertaken to determine actual Baseline travel patterns and modal share. Results will be submitted to LB Camden (LBC) for approval.
- 1.8 This will provide the opportunity to review modal shift targets. Following the first monitoring survey which will be carried out at the end of year 1, further monitoring surveys will be carried out in years 3 and 5. Monitoring will be undertaken using the TRAVL methodology using an approved independent survey company.

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Background

- 1.9 It is noted that Travel Plans are increasingly acknowledged as an essential tool to deliver national, regional and local transport policy and that they can be critical to whether a development in traffic and transport terms is acceptable. Travel Plans can assist in increasing accessibility while reducing congestion and helping to improve the environment.
- 1.10 TPs can provide benefits to individuals, as well as organisations by providing better access to work, improved travel choices, reduced costs and reduced congestion which can all improve health.

Site Context

- 1.11 The proposed Z Hotel at Wild Court will provide 196 bedrooms. The overall development comprises 4,403sqm GIA.
- 1.12 Following this introduction, this draft Travel Plan is structured as follows:
- i. **Section 2** details the Site Assessment and Accessibility;
 - ii. **Section 3** details the Baseline travel data;
 - iii. **Section 4** outlines the objectives and targets of the Travel Plan;
 - iv. **Section 5** details Travel Plan management;
 - v. **Section 6** describes Travel Plan promotion and Marketing and Communications Strategy;
 - vi. **Section 7** outlines the procedures for monitoring and reviewing the Travel Plan; and
 - vii. **Section 8** describes how the Travel Plan will be implemented and provides an implementation plan.

2 Site Assessment and Accessibility

Existing Site

- 2.1 The site comprises of an eight storey building located on Wild Court. Wild court is a small side street off Kingsway, which is a not through route for vehicles.
- 2.2 The building is currently in D1 (Non-residential institution) use and is occupied by the Kensington School of Business/Kensington College of Business (KCB) with an internal café area and ancillary office at 1st floor level.
- 2.3 The main entrance to the site is from Wild Court. There is a secondary entrance in Wild Court leading to a Courtyard area and refuse storage area, not used for general access. This secondary entrance also serves as access for people in wheel chairs.
- 2.4 Kingsway is a mixed use area of predominantly office uses above shops, bars and restaurants, though there is an increased proportion of residential and hotel use off the many side streets and between roads running parallel and perpendicular to Kingsway.
- 2.5 The site is bounded on three sides by surrounding buildings. The rear of NO.67 Kingsway, to the east, backs onto the Courtyard of the site, the Kingsway Hall Hotel to the North and the Connaught Rooms to the west. The Middle Yard creates a gap to the rear of the site between Kingsway Hall Hotel and Connaught Rooms.
- 2.6 The site is well located in central London within walking and cycling distance of a large number of employment, leisure, education and shopping facilities as well as being served by excellent public transport connections via three London Underground Stations and many bus routes.

Highway Network

- 2.7 The A4200 Kingsway carriageway runs broadly in a south-east to north-west direction. To the north-west of the site the A4200 provides a direct link to Mornington Crescent and forms a staggered junction with Camden High Street (A4200), Crowndale Road (B512), and Hampstead Road (A400). To the south-east Kingsway joins the A4 Aldwych one-way system, at which point the Strand Underpass joins the A4200 northwards.
- 2.8 In the vicinity of the site, Kingsway carriageway provides one south-east bound lane for general traffic and one lane designated for bus services, while providing two lanes plus a designated bus land for north-west bound traffic.

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- 2.9 No on-street parking facilities are located on Kingsway, however a number of loading facilities are provided close to the site, either with restrictions on Monday – Friday between 7am – 7pm and Saturday between 8.30am – 1.30pm or Monday – Saturday between 7-11am and 4-7pm.
- 2.10 Great Queen Street is a two-way single lane carriageway providing a link between Kingsway to the north-east and Drury Lane to the south-west.
- 2.11 Various on-street parking and loading facilities are provided on Great Queen Street, including Taxi Only, Loading Only and Disabled Parking bays. In the vicinity of the site there are a number of Pay by Phone bays with restrictions Monday – Saturday between 8.30am – 6.30pm, with a maximum stay of 2 hours. Additionally, Permit Holder Only bays are provided with 24/7 provision and others with restrictions Monday – Saturday between 8.30am and 6.30pm.
- 2.12 Wild Court, is a small side street off Kingsway, which is a not through route for vehicles, but provides three on-street permit holder parking spaces.

Walking

- 2.13 It is widely accepted that walking offers the greatest potential to replace car journeys for distances less than 2km. The site is well located for journeys on foot, with a number of local amenities and public transport services in the vicinity of the site.

Cycling

- 2.14 There is a good network of cycle ways in the local area with a number of roads designated by TfL's Cycle Guide No.7 as appropriate for cycling.
- 2.15 There are a number of local roads which have been designed as 'Routes signed or marked for use by cyclists' including Great Queen Street, Long Acre and Drury Lane. While further roads have been labelled as 'Other roads that have been recommended by cyclists' including Lincoln's Inn Fields, Newman's Row and Chancery Lane.
- 2.16 There are also a number of London Cycle Hire facilities within walking distance of the site, with the nearest docking station located 150m to the north of the site on Newton Street.

Bus Services

- 2.17 In total 35 bus routes are available within a 640 metre walking distance of the site. A list of the bus routes and service frequency, is detailed at **Table 2.1** below.

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Table 2.1: Local Bus Services				
Route Number	Route	Frequency (Minutes)		
		Weekday Frequency	Saturday Frequency	Sunday Frequency
1	Canada Water – Tottenham Court Road	6-10	8-12	11-13
8	Bow Church – Tottenham Court Road	4-8	6-10	9-11
9	Battersea Bridge – Finsbury Park	5-8	6-10	9-12
25	Ilford – Oxford Circus	4-10	5-8	5-8
38	Calpton – Victoria	3-6	3-7	4-8
55	Layton – Oxford Circus	5-9	7-11	8-11
59	King's Cross – Streatham Hill	5-9	6-8	9-12
68	Euston – West Norwood	7-10	6-10	10-13
91	Cround End – Trafalgar Square	6-10	7-10	7-11
98	Willesden – Holborn	5-8	6-10	6-12
168	Hampstead Heath – Old Kent Road	5-8	8-12	10-14
171	Bellingham – Holborn	5-9	7-10	10-14
188	North Greenwich – Russel Square	7-9	7-9	10-14
242	Homerton Hospital – Tottenham Court Road	6-9	5-8	7-12
243	Waterloo – Wood Green	4-8	7-10	8-12
521	London Bridge – Waterloo	2-10	N/A	N/A
X68	Russel Square – West Croydon	AM Peak Only	N/A	N/A

London Underground Services

- 2.18 Holborn Underground Station is the closest underground station to the site, located 145 metres walking distance north on Kingsway. Underground services available from Holborn run on the Central and Piccadilly Lines.
- 2.19 The Central Line runs between West Ruislip in the west and Epping in the north-east, while the Piccadilly Line runs between Heathrow and Uxbridge to the west and Cockfosters to the north. The Central line runs nine services per hour in each direction during peak travel periods, while the Piccadilly Line runs 24 services in each direction during peak periods.
- 2.20 The site is also within suitable waking distance of Temple, Chancery Lane, Covent Garden and Leicester Square Underground Stations. These stations also provide convenient access to services on the Circle, District and Northern Lines.

Public Transport Accessibility Level (PTAL) Rating

- 2.21 The Public Transport Accessibility Level (PTAL) is a theoretical measure of the accessibility of a given point to the surrounding public transport network, taking into account walk access time and service availability. The method used is essentially a way of measuring the density of the public transport

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network at a particular point.

- 2.22 PTAL is categorised into eight levels, 1a to 6b where 6b represents an excellent level of accessibility and 1a low level of accessibility. The site has a PTAL Level of 6b, demonstrating an excellent level of accessibility to public transport.

Summary

- 2.23 As demonstrated the site benefits from excellent accessibility to public transport, as well as good links to pedestrian and cycle facilities.

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3 Travel Survey

Baseline Travel Data

3.1 Based on recent Z Hotel schemes, the below mode share data is considered robust and has been taken and will be used in the interim period until such a time that actual surveys can be undertaken to establish the Baseline conditions.

3.2 **Table 3.1** below shows the extracted data;

Main Mode	Mode Share (%)
Car	1%
Bus	27%
Motorcycle	2%
Pedal Cycle	8%
Rail	4%
Underground	23%
Walk	33%
Taxi	2%
Total	100%

Table 3.1: Mode Share Data

- 3.3 As detailed above the majority of the trips anticipated will be taken by public transport as car parking will not be provided at the site specifically for Z Hotel guest use.
- 3.4 With the excellent accessibility of the site, the vast majority of trips would also be expected to be undertaken by walking or public transport and many customers would be residents and workers from the local area or visiting tourists.

4 Travel Plan Objectives & Targets

4.1 This section firstly sets out the objectives of the TP and has been influenced by the main aim of the TP which is to encourage and promote an increase in the use of sustainable transport modes. Secondly this section also details Travel Plan targets.

Objectives

- 4.2 The objectives of the TP will include the main sustainable travel objectives which are as follows:
- i. To ensure that the Z Hotel is accessible by a wide range of travel modes and to ensure that employees and visitors have a choice of travel modes;
 - ii. To encourage greater use of sustainable modes of travel as part of journeys to and from the site; and
 - iii. To influence the travel behaviour of staff and promote the health benefits of travelling by sustainable modes and improve the overall health of employees and guests/ visitors.

Targets

- 4.3 TP targets will be based on the SMART principles:
- i. Specific (identify what is to be achieved);
 - ii. Measurable (over the target period);
 - iii. Achievable (linked to overall objectives and aims);
 - iv. Realistic (must be achievable over time allocated); and
 - v. Timed (a defined action plan including dates for achievement).
- 4.4 **Table 4.1** shows the proposed TP targets:

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Target	Timeframe	Objectives
Increase cycling by 0.5%	Year 5	1,2,3
Increase use of public transport (rail) by 0.5%	Year 5	1,2,3
Decrease car trips by 0.5%	Year 5	1,2,3
Decrease taxi trips by 0.5%	Year 5	1,2,3

Table 4.1: Proposed Travel Plan Targets

- 4.5 Table 4.2 indicates the Expected Modal Shift that could occur based on the targets shown in Table 4.1 above.

Main Mode	Mode Share (%)	Mode Shift (%)
Car	1%	-0.5
Bus	27%	
Motorcycle	2%	
Pedal Cycle	8%	+0.5
Rail	4%	+0.5
Underground	23%	
Walk	33%	
Taxi	2%	-0.5
Total	100%	

Table 4.2: Main Mode share

- 4.6 Targets are usually based on existing behaviour, however for a new development, predictions are made and then the site is surveyed post occupation.
- 4.7 Baseline surveys will be undertaken within 12 months of first occupation of the site in order to determine the actual baseline modal share of the development. Monitoring of the progress of the TP will be undertaken at years 3 and 5 within 1 month of the anniversary of the first or baseline surveys.
- 4.8 It is considered that the data captured in the baseline travel survey will provide a more detailed and

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accurate travel profile for staff of the development. This in turn will provide greater knowledge on the travel behaviour and allow the future TP Co-ordinator and the LBC TP Co-ordinator to review and if necessary adjust the above targets.

5 Travel Plan Management

Travel Plan Co-ordinator

- 5.1 A TP Co-ordinator will be appointed by the occupier. The name of the TP Co-ordinator will be supplied to LBC. The appointment may be made through giving an existing member of staff the Co-ordinator role.
- 5.2 The Co-ordinator will have overall responsibility for the day to day management and implementation of the TP. He or she will be the first point of contact in relation to travel issues for employees and management.
- 5.3 The main duties of the Travel Plan co-ordinator are summarised below:
- i. Promotion and marketing of sustainable modes of travel and in particular, the specific measures and initiatives designed to incentivise staff to utilise sustainable modes;
 - ii. Collate and provide travel information on sustainable travel to staff and guests/visitors as set out in the Marketing and Communications Strategy;
 - iii. Promotion of the aims and objectives of the TP as set out in the Marketing and Communications Strategy;
 - iv. Organise workshops and induction to brief existing staff and new staff on arrival;
 - v. Provide up-to-date information to staff on changes to pedestrian or cycle routes and infrastructure, bus and train timetables and infrastructure as necessary;
 - vi. Monitor the TP in accordance with agreed procedures;
 - vii. Regularly up-date staff on the progress towards implementation of the TP and towards meeting the targets of the TP;
 - viii. Undertake travel surveys of staff and guests/visitors in accordance with agreed monitoring procedures;
 - ix. Analyse the results of any surveys undertaken and report them to LBC in accordance with agreed monitoring procedures;
 - x. Liaise with the relevant officers at LBC to ensure that the TP is implemented

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effectively; and

- xi. **Ensure that ATTrBuTE, the TP building tool is used in conjunction with LBC and that any data collected is passed onto LBC in order to assist the development of the 'live' document and assist LBC with their evaluation.**

Marketing and Communications Strategy

- 5.4 The TP will be launched and marketed to staff, guests and visitors. It will explain the objectives of the TP and introduce the TP Co-ordinator and steering group.
- 5.5 Following the launch, the TP and the individual measures and incentives will be marketed through the following communications streams:
 - i. **Travel information packs;**
 - ii. **Internet website;**
 - iii. **Notice boards in staff and public areas;**
 - iv. **Topic based information leaflets (could be circulated to staff or alternatively posted on the notice boards and placed in guest rooms);**
 - v. **Poster advertising campaigns (could be circulated to staff or alternatively posted on or adjacent to the notice boards);**
 - vi. **Events e.g. Bike2Work Week;**
 - vii. **Staff or team meetings; and**
 - viii. **TP inductions for new starters.**
- 5.6 The TP Co-ordinator will prepare Travel Information Packs (TIP) for all staff to be distributed with induction information either prior to or at commencement of employment. The information packs will include information on walking routes, pedestrian facilities, cycle routes, on and off site cycle facilities, public transport timetables and stop/station locations, routes to public transport stops/stations, fare and journey time information and information on the use of the motorcycle parking and cycle hire facilities. The Travel Information Pack should introduce the role of the TP Co-ordinator, provide relevant contact details and provide links to relevant websites. Information on measures that have been implemented and are available to the staff should be provided.
- 5.7 The information provided in the TIPs should be replicated on notice boards. New information, for

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example, amended public transport timetabling, should be posted on notice boards and the website as soon as it becomes available. Significant changes should be highlighted at staff or team meetings and incorporated into all communication streams for guests/visitors.

- 5.8 The TP Co-ordinator may produce guidance or information leaflets for specific aspects of the TP. These could be distributed to staff through the payslip system, electronically by e-mail, by post, through the TIP. Poster advertising campaigns may be used to advertise an upcoming event, survey collection, issue or topic, e.g. health and/or environmental benefits of walking or cycling.
- 5.9 Events such as Bike2Work week can be used to advertise the aims and objectives of the TP as well as raising travel awareness generally.
- 5.10 The TP Co-ordinator will accept and collate any comments or feedback from staff and guests/visitors on any travel or transport related issues. Additional questions to prompt discussion or comment may also be put to staff in annual questionnaire or interview surveys and in addition mid-year snapshot surveys if required.

Opportunities for Collaboration

- 5.11 The TP Co-ordinator will be responsible for opening and maintaining channels of communication with relevant TP officers at LBC in relation to the implementation of the TP and also in relation to the maintenance of and improvement of off-site facilities and infrastructure e.g. footways, cycle routes, crossings and signage.
- 5.12 Finally, the Co-ordinator will ensure that the data collected on travel choices, volumes and modal splits by staff and guests/visitors will be fed back to LBC in order to assess the development and success of the TP. This in turn will allow the data to be collected, collated and integrated in the wider area sub-regional TP monitoring systems.

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6 Measures

- 6.1 This section outlines the measures and initiatives that will be implemented by the operator of the development, to achieve the stated TP objectives. The measures and initiatives have been designed to assist in both the management of the TP and promoting use of sustainable modes of travel amongst staff and guests/visitors as appropriate.
- 6.2 These are draft measures which have yet to be formally discussed or agreed. The role of the overall Steering Group will be to influence any decision making in relation to the TP and to review the results of monitoring exercises undertaken by the Co-ordinator.

Measures for Staff

- 6.3 The following sets out specific measures that would be provided for staff.

Company Information Travel Pack

- 6.4 The TP Co-ordinator will produce a travel information pack which will be distributed to staff prior to commencement of their employment on site. The pack will include information on accessing the development on-foot, by cycle and public transport, including routes, timetables and fare information.

Personalised Journey Planning Service

- 6.5 The TP Co-ordinator will provide a personalised journey planning service for all staff during a one to one appointment. The journey planning appointment with the Co-ordinator will compare costs and journey times using sustainable modes in comparison to using a private vehicle.
- 6.6 Advice on where to seek further information will be provided e.g. travel planning will be available at www.transportdirect.info.
- 6.7 After the initial one to one appointment the TP Co-ordinator will operate a drop in service at a number of different times per week email queries and suggestions via internal mail/suggestion box would also be accepted.

Measures for Guests/ Visitors

- 6.8 The following sets out specific information for visitors and guests to the site.
- 6.9 Dissemination of sustainable travel information via:

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- i. **Website (maintaining and updating travel and access information);**
- ii. **Leaflets (could be placed in guests room ahead of arrival);**
- iii. **Personalised journey planning (on request); and**
- iv. **Leaflets distributed with booking and confirmation or enquiry responses.**

Measures to Encourage Walking

6.10 The TP Co-ordinator will undertake the following actions in order to encourage an increase in the numbers of staff and visitors walking to the site:

- i. **Promote the health benefits (less stress, improved fitness) of walking;**
- ii. **Promotion of European Mobility Week and Walk to Work week;**
- iii. **Publicise any changes to the pedestrian network in the area to encourage modal shift; and**
- iv. **Collate comments and suggestions from staff on potential improvements to pedestrian facilities, both off-site and on-site, and ensure that these are passed on to the appropriate organisation for action.**

6.11 The TP Co-ordinator will encourage the establishment of walkers group amongst interested staff. Subject to the residential localities of the staff, the group could facilitate employees who would like to find a 'walk buddy' to walk to work with. This would be particularly helpful for those employees who are discouraged from walking for personal safety / security reasons.

Measures to Encourage Cycling

6.12 The TP Co-ordinator will undertake the following actions in order to incentivise an increase in the numbers of staff and visitors cycling:

- i. **Identify and publicise London Cycle Routes Network (LCN) / Cycle Superhighway Route information, specifically cycle routes from popular local facilities, services (in particular shops and public transport facilities);**
- ii. **Continually review and monitor the condition and use of cycle facilities provided throughout the site (e.g. entrances, routes to cycle parking, lighting, surfaces, signage, on and off site cycle parking and showers, lockers and changing facilities) to ensure that the facilities are maintained to a high standard and need for**

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improvement is identified and made where required;

- iii. Monitor use of on-site cycle parking facilities to ensure that there is sufficient capacity to meet demand from staff and customers;
- iv. Promotion of the health and environmental benefits of cycling using national themed cycle events such as 'bike2work' week;
- v. Publicise any changes, updates or improvements to the cycle network in the area to encourage modal shift; and
- vi. Collate comments and suggestions from staff and guests/visitors on potential improvements to cycle facilities, both off-site and on-site, and ensure that these are passed on to the appropriate organisation for action.

6.13 The TP Co-ordinator will implement the following specific measures to incentivise staff, particularly those living within 5km, to cycle to work:

- i. Promote Government cycle to work scheme whereby staff can purchase a reduced cost cycle, or alternatively this can be achieved through staff pay, i.e. tax free cycle purchase scheme;
- ii. Encourage the formation of a Bike User Group (BUG), which could then be used to discuss, arrange, and channel other cycle benefits, such as, subsidised cycle maintenance and cycle training (either in-house or via an external course).
- iii. The BUG will also be used to facilitate a 'cycle buddy' scheme which would enable those not as confident or who are training in cycling to partner up with more experienced cyclists;
- iv. Make arrangements for discounts and loans on bicycles and equipment using local retailers and suppliers.

Measures to Encourage Use of Public Transport

6.14 The TP Co-ordinator will undertake the following in order to promote use of public transport amongst staff and guests:

- i. Provide, keep up-to-date, and promote, public transport information (schedules, fares, and any other advice, for buses and trains) through mechanisms outlined in the Marketing and Communications Strategy;

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- ii. Promote the use of appropriate websites for travel information;
- iii. Collate comments and suggestions from staff and visitors on potential improvements to public transport facilities and services, and ensure that these are passed on to the appropriate organisation for action.

7 Monitoring and Review

- 7.1 A baseline survey will be conducted within 6 months of occupation. Thereafter, surveys will be conducted in years 3 and 5, the TP Co-ordinator will organise questionnaire and/or interview surveys aimed at obtaining updated information on the travel patterns of staff and guests/visitors.
- 7.2 The results of monitoring surveys will be reported in a pre-agreed format to both the Steering Group and relevant TP Officer at LBC. Surveys will be TRAVL compliant. This information will also be disseminated to the LBC Travel Plan Officer.
- 7.3 It is recommended that a follow up meeting be held between LBC and the Steering Group to review the results of the monitoring survey and discuss remedial measures where required. The meeting should be arranged and chaired by the TP Co-ordinator.
- 7.4 The Steering Group may wish to discuss particular travel related issues that have arisen in the previous monitoring period and additional measures which could be utilised to address such issues.
- 7.5 The Action Plan of measures for implementation in the forthcoming monitoring period should be agreed in the context of the results of the annual monitoring surveys. Funding and responsibilities should also be agreed.
- 7.6 The TP Co-ordinator will be responsible for monitoring on-site and off-site facilities for sustainable modes. It will be the duty of the TP Co-ordinator to report any significant issues observed or any useful comments received from staff, guests/visitors on either on or off site facilities to the Steering Group at monitoring meetings.

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8 Travel Plan Implementation

8.1 This section details the Action Plan for the implementation of the identified measures including time frames and responsibilities.

Action Plan

8.2 **Table 8.1** below sets out the proposed implementation plan for this TP. It is intended to explain how the management structure for the TP will be established and the timeframe and responsibility for this and the implementation of stated measures and initiatives, monitoring procedures and the **Marketing and Communications Strategy**.

Task	Responsibility	Timescale	Objective/ Purpose
Appoint TP Coordinator	Management	Year 1	Secure management structure for TP
Advise LBC of TP Coordinator appointment	Management	Year 1	Set up contact for future discussions / negotiations
Z Hotels to attend first of steering group meeting	Management / Co-ordinator	Year 1	Introduce TP Coordinator and discuss implementation programme, identify priorities for implementation and calendar of events and meetings for forthcoming year
Commencement of Marketing and Communications Strategy	TP Co-ordinator / Management	Year 1	Ensure communication channels are opened and marketing material is prepared prior to occupation
Preparation of promotional material and research into methodology for implementing individual measures	TP Co-ordinator / Management	Year 1	Preparation for occupation
Launch TP	TP Co-ordinator / Management	Year 1	Promote objectives of TP and measures and initiatives to staff
Conduct Baseline	TP Co-ordinator	Within 6 months of first	Establish Baseline travel

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surveys		occupation of development	patterns of staff and servicing movements
Submit results to Steering Group and LBC	TP Co-ordinator	After First Surveys	Open discussion on appropriateness of predicted modal share and targets and servicing strategy/ schedule as set in Approved TP
Discussion with LBC at 2nd attended steering Group	TP Co-ordinator / Steering Group	Year 1	Agree any adjustments to TP targets and servicing strategy/ schedule and Year 1 action plan
Implement year one measures and on-going work with TP/ Marketing and Communications Strategy	TP Co-ordinator / Management	Within 1 month of adjusting year 1 action plan	Achieve short term targets
Steering group meetings	TP Co-ordinator / Steering Group	As necessary and agreed within final TP	Review progress on continual basis and any specific issues as they arise
1st monitoring exercise (surveys)	TP Co-ordinator	1st anniversary of baseline surveys	Monitor progress towards targets in Year 1
Results reporting to Steering Group and LBC	TP Co-ordinator	Within 1 month of survey results release	Inform discussion on Year 2/3 action plan
Steering Group meeting	Steering Group	Within 1 month of results circulation	Discussion on progress of TP and servicing strategy/ schedule and agreement on Year 2/3 action plan
Pattern continues for remaining years of TP to time when full review of TP is required at the end of the TP period (post Year 5)			

Table 8.1: Proposed Travel Plan Targets

