



19 and 21 High Holborn

Travel Plan

February 2018

Waterman Infrastructure & Environment Limited

Pickfords Wharf, Clink Street, London SE1 9DG
www.watermangroup.com



Client Name: The Honourable Society of Gray's Inn
Document Reference: WIE10821-TR-001-A05
Project Number: WIE10821

Quality Assurance – Approval Status

This document has been prepared and checked in accordance with
Waterman Group's IMS (BS EN ISO 9001: 2008, BS EN ISO 14001: 2004 and BS OHSAS 18001:2007)

Issue	Date	Prepared by	Checked by	Approved by
A01	28/01/16	Natalie Maynard	Peter Hawke	Peter Hawke
A02	14/11/16	Natalie Maynard	Peter Hawke	Peter Hawke
A03	22/12/17	David Johnston	Peter Hawke	Peter Hawke
A04	04/01/18	David Johnston	Peter Hawke	Peter Hawke
A05	09/02/18	David Johnston	Peter Hawke	Peter Hawke

P. Hawke

Comments Update with Savills comments



Disclaimer

This report is for the private and confidential use of the client who is defined within the report, and for whom it was prepared for the purposes requested by the client. It should not be reproduced in whole or in part or relied upon by any third party for any use whatsoever without the express written authority of Waterman Infrastructure & Environment Ltd

Content

1. Introduction	1
General Strategy	1
2. Planning Policy	3
National Policy	3
3. Site Accessibility	6
Public Transport Accessibility Level	6
Walking and Cycling	8
Disabled Access	8
Car Parking	8
4. Benefits and Objectives of the Travel Plan	9
5. Travel Plan Management	11
6. Travel Plan Measures	13
7. Travel Survey, Targets & Actions	16
Estimated Modal Split of Trips	16
Targets	16
Travel Survey	17
Walking Measures	18
Cycling Measures	18
Other Measures	18
8. Monitoring and Review	19

Table A Summary of the measures proposed in the FTP

Figures

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

Appendix

- A. ATTrBuTE Assessment

1. Introduction

- 1.1. Waterman Infrastructure and Environment Limited have produced this Travel Plan for The Honourable Society of Gray's Inn (the "Developer") for the proposed redevelopment at 19 and 21 High Holborn, London WC1V 6BS (the "Site") to comply the requirements of the Section 106 Agreement applicable to the development and BREEAM conditions.
- 1.2. The proposals will provide approximately 2,700sqm Gross External Floor Area (GEA) of replacement office accommodation (Use Class B1) at the Site together with around 650 sqm GEA of replacement retail accommodation.
- 1.3. The Site location is shown on Figure 1.
- 1.4. This Travel Plan ("Travel Plan") has been prepared for the employment uses proposed at the Site.
- 1.5. The Developer the Honourable Society of Gray's Inn (or upon any disposal of its whole interest in the Site, its successor in title) will be responsible for taking this Travel Plan forward and for ensuring that the Occupiers at the Site ("Occupier") sign up and comply with its contents. This will be a requirement as part of any lease agreements.

General Strategy

- 1.6. This Travel Plan has been prepared to outline the strategy for managing multi-modal access to the Site whilst focusing on promoting access by sustainable modes.
- 1.7. The majority of employees and visitors will travel to/from the Site by public transport and other sustainable modes, however it is appropriate to place a greater emphasis on the encouragement of walking and cycling as these modes bring environmental and health benefits and can reduce the reliance on taxis and private car for local travel.
- 1.8. The aim of this Travel Plan is to provide employees and visitors with all the information they need to make sustainable travel choices easier from the outset before travel habits become entrenched and promote sustainable transport.
- 1.9. This Travel Plan is a 'living document', which will be actively promoted with employees and visitors and will be reviewed and revised over time in consultation with the London Borough of Camden ("Camden"). It will be a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the Site.
- 1.10. This Travel Plan has been prepared in general accordance with Transport for London's (TfL's) Travel Planning Guidance.
- 1.11. Occupiers at the Site will each be required to sign up and comply with the general contents of this Travel Plan including the adoption of the modal split targets.
- 1.12. Whilst preparing this Travel Plan, reference has been made to the following useful information sources:
 - National Planning Policy Framework (NPPF) (March 2012);
 - Transport for London's (TfL) Travel Planning Guidance (November 2013);
 - The London Plan (2016);

- Department for Transport (DfT) Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009);
- DfT Cycle to Work Scheme Implementation Guidance (2011);
- ACT TravelWise - an organisation promoting and facilitating sustainable travel choices in the UK;
- Campaign for Better Transport – an independent charity campaigning for green transport that is good for people and the environment.

DRAFT

2. Planning Policy

National Policy

National Planning Policy Framework (NPPF)

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

Regional Policy

The London Plan

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

TfL Travel Planning Guidance

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

Local Policy

Camden's Local Plan

- 2.8. Camden's Local Plan was adopted on 3 July 2017. The transport section of the document, Chapter 10, outlines that Camden's population is forecasted to increase by 2000 people per year, and that the challenge is to ensure this growth is supported by healthy and sustainable travel choices.
- 2.9. Points of consideration in the Local Plan's transport section are the effects of transport on the local population's health and wellbeing, air quality and sustainable community provision.
- 2.10. Section 10.7 specifically refers to Travel Plans being part of the Council's considerations of the impacts of transport movements to, from and within a development site.

- 2.11. Policy T1 of the 2017 Camden Local Plan pertains to “Prioritising walking, cycling and public transport”.
- 2.12. Policy T2 on Parking and Car-free Development states that “the council will limit the availability of parking and requires all new developments to be car free”.
- 2.13. Policy T3 on Transport Infrastructure is not directly applicable to this development while policy T4 promotes the sustainable movement of goods and materials.
- 2.14. This Travel Plan assists in promoting the sustainable movement of people and goods, therefore, assisting the aims of the local plan for this car-free development.

Camden’s Planning Guidance (CPG) 7 Transport

- 2.15. Camden’s current Transport Planning guidance is given in their Supplementary Planning Guidance note CPG 7, which states that a Travel Plan is required to ensure the development does not have an adverse impact on the transport system and to aid traffic reduction and improve air quality.
- 2.16. The key components necessary for all workplace travel plans are:
 - corporate/management support and commitment;
 - designated travel co-ordinator;
 - consultation on the plan;
 - staff travel surveys - baseline & monitoring;
 - targets – appropriate but achievable;
 - promotion of the package to the workforce;
 - monitoring – on-going, to check and maintain progress and development.
- 2.17. Detailed measures will include some or all the following:
 - a communication strategy detailing how sustainable transport and travel plan issues will be promoted to staff and visitors;
 - easily available in-house public transport information for all staff at the workplace and for visitors, including leaflets and maps, intranet and internet;
 - public transport promotion and initiatives where appropriate including interest-free season ticket/ travelcard loans, and mutual beneficial links with public transport operators to increase ridership and improve the services convenient for the workplace;
 - promotion of car-sharing where walking, cycling and public transport is not an option;
 - cycle prioritisation and provision of secure and convenient facilities such as: well-lit, workplace parking; lockers; showers and changing rooms;
 - procurement of cycle repair and servicing facilities on site;
 - potential financial benefits for cyclists such as mileage allowances for work related journeys, 0% loans and salary sacrifice initiatives for purchase of bikes and equipment, assistance with cycle insurance;
 - consideration of company cars with more sustainable benefits, adjusted car allowances and loans to discourage car use and release resources for greener options;

- travel reduction initiatives – for example, increased working from home, teleworking and teleconferencing can reduce the number of employee trips to the workplace;
- walking encouragement and provision of information on the best routes to and from the workplace for commuting, working and leisure, for staff and for visitors.

Policy Summary

- 2.18. This Travel Plan has been prepared in accordance with TfL's Guidance and has been developed with reference to national, regional and local policy including Camden Local Plan and Camden's supplementary planning guidance on transport.

DRAFT

3. Site Accessibility

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

Public Transport Accessibility Level

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

Table 3.1: Summary of Bus Routes and Frequencies

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

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

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

Walking and Cycling

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

Disabled Access

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

Car Parking

- 3.29. The development site is a car free development.

4. Benefits and Objectives of the Travel Plan

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

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

4.2. The Travel Plan seeks to reduce the potential for congestion, maintain air quality and promoted environmentally friendly travel modes.

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

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

4.5. The objectives of the Travel Plan are to:

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

- Minimise delivery vehicle trips by appropriate scheduling and/or wherever practical with emission reduction initiatives.

DRAFT

5. Travel Plan Management

Travel Plan Co-ordinator

- 5.1. Allocated time will be needed to set up and run the Travel Plan. This will be undertaken by an experienced person tasked to take up the duties of Travel Plan Co-ordinator who will be responsible for the management and maintenance of the Travel Plan. This person will be appointed by the Honourable Society of Gray's Inn and it is anticipated the post holder will be Mr Jim Fox working for the Honourable Society of Gray's Inn.
- 5.2. The Travel Plan Co-ordinator will be provided with sufficient authority, resources and capability to implement, manage and ensure compliance with the Plan.
- 5.3. The Honourable Society of Gray's Inn will appoint a person to take up the duties of the Travel Plan Co-ordinator a minimum of three month prior to first occupation of the Site (taken to be when any part of the development is occupied) and will give details of the named representative to Camden when they are appointed.
- 5.4. The role will be fulfilled by a nominated representative or an appropriate consultant appointed by the Society.
- 5.5. The Travel Plan Co-ordinator will be responsible for:
 - Overseeing the development and implementation of the Travel Plan and for promoting the objectives and benefits of the Travel Plan;
 - Designing and implementing effective marketing and awareness raising campaigns to promote the Travel Plan;
 - Co-ordinating the necessary data collection required to develop the Travel Plan, which includes arranging for the Travel Survey to be carried out to establish travel patterns at the Site (discussed in Section 7) and devising possible incentives for employees to complete and return their questionnaires;
 - Collation of all the Travel Survey information and entering it onto a database to help identify travel requirements and set targets for reducing single occupancy car trips and increasing sustainable travel modes;
 - Acting as a point of contact to all employees and visitors requiring information in relation to sustainable travel as well as for exchanging ideas and best practice with other organisations;
 - Liaising with Camden and local public transport operators; and
 - Co-ordinating the monitoring programme of the Travel Plan and producing Monitoring Reports (as discussed in Section 8).

Securing the Travel Plan and Funding

- 5.6. The estimated modal split set out in Section 7 will be reserved for agreement with Camden after the initial baseline travel survey has been undertaken (the travel survey timescales are discussed in Section 7).

- 5.7. Funding for the monitoring and management of the Travel Plan will be secured by from part of the service charge payable by the Occupiers.

DRAFT

6. Travel Plan Measures

- 6.1. The measures detailed below will be undertaken by the Travel Plan Co-ordinator following his/her appointment.
- 6.2. As previously stated the site is extremely well situated in public transport terms (PTAL 6B) allowing visitors and employees alike to easily access the premises by bus or London Underground services. No bus improvements are need because of the development.
- 6.3. The Travel Plan Co-ordinator will encourage walking and cycling to work, through promoting and providing information on the following:
 - 'Bike Week' (www.bikeweek.org);
 - National Walking Month, which includes 'walk to work' and 'walk to school' week (www.livingstreets.org.uk/);
 - the location of nearby cycle shops, cycle hire stations, and contact information of the nearest bike retail stores; and
 - Cycle to work scheme. Cycling to work is encouraged by the Government's green transport plan, which introduced a tax exemption allowing employers to loan cycles and cyclists' safety equipment to employees as a tax-free benefit. Details of this are set out in the DfT's 'Cycle to Work Scheme implementation Guidance', which can be found on the DfT's website <https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance>
- 6.4. Information on public transport services will be made available to employees by means of direction to London Transport Web sites for employees within the scheme. This and the following measures will be implemented by the Travel Plan Co-ordinator.
- 6.5. The Travel Co-ordinator will prepare a Travel Information Pack highlighting the objectives and philosophy of the Travel Plan and will contain details of local cycling, walking and public transport routes and access to key local facilities, plus current timetables for local bus and rail services. Facilities such as local car share schemes will also be promoted and a walking public transport map included. This will be distributed electronically to occupiers and staff. The production of the Travel Information Pack will be funded by the Society. Access to a copy of this Pack will be given to all Occupiers at the Site for them to distribute to employees electronically.
- 6.6. A key role of the Travel Information Pack will also be to raise awareness of the sustainable travel initiatives being implemented through the Travel Plan including:
 - **Access initiatives:** A high quality map of the neighbourhood, showing cycling, walking and public transport routes to/ from the Site, together with the locations of any key local facilities (such as shops, cashpoint etc) within walking distance. Additional sources of further information such as TfL's Journey Planner website will also be provided.
 - **Promotion of key services and facilities:** Details of the key services and facilities such as details of the location of cycle parking/maintenance facilities will be included within the Pack.
 - **Access to car share clubs:** Details of London car sharing websites such as www.zipcar.co.uk and www.citycarclub.co.uk will be included within the Pack.

- **Electronic Community notice board** providing travel and community information to employees and visitors showing the location of local cycle hire docking stations, car club spaces and public transport services and this information will be updated where appropriate on an ongoing basis making it a “live” notice board with links to appropriate weather and transport web sites. The notice boards will also be used to inform employees of any new travel initiatives or events organised as part of the Travel Plan.
- 6.7. This Travel Plan advises that companies should consider interest free or other loans as appropriate for the purchase of annual season ticket travel cards and utilising the cycle schemes previously detailed.
 - 6.8. From commencement of employment, employees will be provided with access to a walking map of the local area as detailed above.
 - 6.9. Taxi, minicab and other private hire trips can be accommodated in the location but will not be specifically encouraged apart from where there are safety and disability constraints.
 - 6.10. If appropriate staff will be encouraged to use car clubs rather than their own private vehicles although public transport should always be the preferred mode.
 - 6.11. It should be noted that on-site parking is not available because of the proposals. The scheme will not amend the existing on-site parking controls and as stated above taxi and minicab trips will not be encouraged nor should the provision of any pool car or van system
 - 6.12. The Travel Co-ordinator will promote home working, video conferencing and minimising any car travel allowances.
 - 6.13. Given that this is a car free scheme and the difficulty of securing a space on-street locally due to parking regulations, this is likely to mean that employees would use sustainable travel modes and would not drive.
 - 6.14. The scheme does not require amendments to the public highway
 - 6.15. Maintaining and ensuring access to the cycle parking will be the responsibility of the Travel Plan co-ordinator to ensure that these facilities are maintained, secure and illuminated.
 - 6.16. The Developer will provide a total of 22 cycle parking spaces at the Site for employees associated with the proposed office and retail uses. This cycle parking will be located at ground floor level in The Paddock, which is in a secure and well-lit location.
 - 6.17. The travel plan co-ordinator will seek to encourage the use of cycle allowances for trips made by cycle on work business and the ensure the provision of communal cycle repair equipment on the site. The Travel Co-ordinator should also consider the establishment of a cycle user group on the site.

Deliveries

- 6.18. The Occupiers at the Site will endeavour to plan and distribute service vehicle arrivals/departures throughout the day to avoid peak periods. Occupiers will seek to minimise the number of deliveries through sourcing goods locally, wherever possible. This will be encouraged by the Travel Plan co-ordinator.

- 6.19. The Travel Plan Co-ordinator will make Occupiers aware of the Freight Operator Recognition Scheme (FORS), which is a free, voluntary scheme operated by TfL aiming to improve the efficiency of freight distribution and servicing in London. The Travel Plan Co-ordinator will encourage Occupiers to use freight operators that are registered with FORS.
- 6.20. Further details on FORS can be found at www.tfl.gov.uk/microsites/fors/default.aspx.

DRAFT

7. Travel Survey, Targets & Actions

Estimated Modal Split of Trips

- 7.1. To assess the modal split of trips at the Site, reference has been made to the travel to work patterns obtained from the Office for National Statistics (2011 Census).
- 7.2. Reference has been made to the 'method of travel to work' by people who work in the Camden 028 Middle Super Output area which includes High Holborn. Figures relating to those who work mainly from home, are not currently working or use other non-specified modes have been excluded from the calculations.
- 7.3. The modal split obtained from this Census data is displayed in Table 7.1 below, which shows that 5% of people who work in this Ward drive to work.
- 7.4. Given that there are no car parking spaces proposed at the Site and the difficulty of securing a space on-street locally, this is likely to mean that employees would in the main use sustainable travel modes and would not drive.
- 7.5. The percentage of people driving to work has therefore been reduced to zero and the modal split for public transport/cycle/walking increased as such.
- 7.6. The revised modal split is shown in Table 7.1 below and will form the target modal split at Year One. This would be compared and reviewed with the actual modal split obtained as part of the baseline Travel Survey discussed later in this section.

Table 7.1: Estimated Modal Split for Employees at the Site

Principal Mode of Travel	Modal Split	
	Census Data	Adopted for this assessment
Train/Mainline Rail	8%	10%
London Underground/Tram/DLR	21%	22%
Bus	15%	17%
Walk	45%	45%
Car Driver	5%	0%
Cycle	4%	5%
Motorcycle	1%	0%
Car Passenger	0%	0%
Taxi	1%	1%

Targets

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

- 7.8. Table 7.2 sets out targets to increase walking and cycling by 5% and 3% respectively over the 5-year Travel Plan timeframe. These targets would be subject to review with Camden upon completion of the baseline Travel Surveys.

Table 7.2 Modal Split Targets

Principal Travel Mode	Target Modal Modal Split at Year 1	Target Modal Split at Year 3	Target Modal Split at Year 5
Train/Mainline Rail	10%	9%	8%
London Underground/Tram/DLR	22%	21%	19%
Bus	17%	15%	14%
Walk	45%	48%	50%
Car Driver	0%	0%	0%
Cycle	5%	6%	8%
Motorcycle	0%	0%	0%
Car Passenger	0%	0%	0%
Taxi	1%	1%	1%

Travel Survey

- 7.9. A Travel Survey is an essential part of a Travel Plan. It is carried out to establish travel patterns at the Site and to ascertain what would encourage employees to travel in a sustainable way.
- 7.10. The Travel Survey, which is to be undertaken by means of a self-completion questionnaire, helps to identify the proportion of employees travelling by each mode of transport i.e. the modal split.
- 7.11. Within 6 months of occupation, or at 75% occupancy, whichever comes sooner, the Travel Plan Co-ordinator will arrange for the baseline Travel Survey to be undertaken.
- 7.12. Following the baseline Travel Survey, further Travel Surveys would be undertaken at Years Three and Five.
- 7.13. Prior to undertaking the Travel Survey, the Travel Plan Co-ordinator will seek agreement with Camden on a standardised questionnaire for the Site, based on iTRACE principles. The survey as well as determining journey to work information will also seek to ascertain attitudes of employees to alternative nodes and ways by which these can be promoted.
- 7.14. A 30% minimum response rate is needed for the Travel Survey. An incentive should be provided to encourage employees to complete and return their questionnaires to help maximise the response rate. Surveys should ideally be undertaken in a 'neutral' month, avoiding school holidays and at a similar time each year for consistency.
- 7.15. The survey results are used to formulate and monitor the implementation of the Travel Plan and to set and review baseline targets for promoting sustainable and healthy travel. This information, together with the proposed baseline targets, will be detailed in a Monitoring Report (discussed in

Section 8), which will be sent to Camden for its consideration within 3 months of the Travel Survey being undertaken.

Walking Measures

- 7.16. Where applicable, measures are included in a Travel Plan to help achieve the objectives. The most easily demonstrated are the commitment to deliver the package of measures set out in the plan. These measures include initiatives to promote increases in the use of cycling, walking and public transport use.
- 7.17. Walking measures will therefore include promotion of Walkit.com (www.walkit.com/london) and TfL Journey planner (<https://tfl.gov.uk/modes/walking>), in addition to the promotion of leisure routes and strategic routes on Walk London by the Travel Plan Co-ordinator distributing information on this primarily electronically to employees. These are given in the action plan given in Table A at the rear of this document with timescales.

Cycling Measures

- 7.18. Like the walking measures above, cycling measures include the promotion of cycle parking and the proposed on-site cycle parking/changing facilities, in addition to the promotion of cycling events such as Bike Week, Cycle to Work Day, and 'Lets Ride' British Cycling initiatives.
- 7.19. The Travel Plan co-ordinator will also promote London Cycle Guides, Cycle Streets Journey Planner, TfL Cycle Journey Planner and promotion of cycle security and bike marking schemes to reduce bike theft by giving out electronic information and encouraging take up. In addition, the promotion of E-bike advantages for those with a longer commute/carrying loads will also be encouraged by the Travel Plan co-ordinator.
- 7.20. There will also be efforts to peruse discount from local cycle stores for staff and to promote the tax efficient purchase of bicycle through the 'cycle to work' scheme

Other Measures

- 7.21. Information on bus, train and cycle route plans and timetables, along with contact numbers of references will be circulated electronically by the TPC.
- 7.22. Changing and washing facilities will be provided for employees along with secure locker facilities.
- 7.23. Considerations of out of hours transport will be provided for staff in the event of emergency in accordance with the occupier's corporate policy.
- 7.24. The measures are outlined in Table A.

8. Monitoring and Review

- 8.1. On-going monitoring of the Travel Plan is necessary to ensure its continuous effectiveness. This will be the responsibility of the Travel Plan Co-ordinator.
- 8.2. The Travel Survey discussed in Section 7 will provide a baseline situation for setting appropriate modal shift targets to be met over the 5-year timeframe of the Travel Plan based on the targets set in Section 7 but refined and agreed with the Camden in the light of the Travel Survey results. The Travel Plan Co-ordinator will arrange for the baseline Travel Survey to be undertaken within 6 months of occupation (or at 75% occupation, whichever comes sooner). Following this, the Travel Survey will then be undertaken at Years One, Three and Five.
- 8.3. This information will be included in a Monitoring Report (also known as a Progress Report), which will be prepared annually and submitted to the Camden for consideration.
- 8.4. This Monitoring Report will include the following:
 - Organisation's name and address;
 - Name of Appointed Travel Co-ordinator (Mr Jim Fox);
 - Detailed information and evidence on the measures used and implemented to promote the Travel Plan and its objectives;
 - Review of the sites accessibility;
 - Details of consultation with occupiers;
 - User Consultation information including attitudes to Travel;
 - Travel Survey results with comparative data and analysis;
 - Proposed Specific, Measurable, Achievable and Time bound (SMART) targets;
 - Whether the travel habits of employees are meeting the objectives and targets;
 - Implementation details;
 - Monitoring and liaison process in accordance with Camden requirements;
 - Details on cycle parking usage;
 - Updated Action Plan; and
 - Details of any changes to the Site.
- 8.5. The Travel Plan Co-ordinator will collate the results of the Travel Survey and this information, together with the proposed baseline targets, will be detailed in the Monitoring Report, which will be sent to Camden for its consideration within 2 months of the Travel Survey being undertaken.
- 8.6. If the agreed targets are not met, the Travel Plan Co-ordinator, in consultation with Camden, will discuss and agree a plan of action, which will indicate how any deficiencies in the operation of the Travel Plan will be met.
- 8.7. The Travel Plan Co-ordinator shall review and monitor the Travel Plan at Years One, Three and Five setting out whether the travel habits of employees are meeting the objectives and targets. This information will be included in the annual Monitoring Report.

- 8.8. After the initial five-year cycle, monitoring will continue every two years on a voluntary basis. At the completion of each five-year cycle, a review of the targets should take place, before new objectives, targets and appropriate measures are set and a new five-year cycle begins.
- 8.9. If targets have not been achieved in Year Five, the Travel Plan Co-ordinator will undertake further monitoring of the Travel Plan for Years Six, Eight and Ten. The Society will cover the cost of this additional monitoring if it is required, together with any agreed additional measures that may be needed to get targets back on track.

DRAFT

Table A Summary of the measures proposed in the FTP

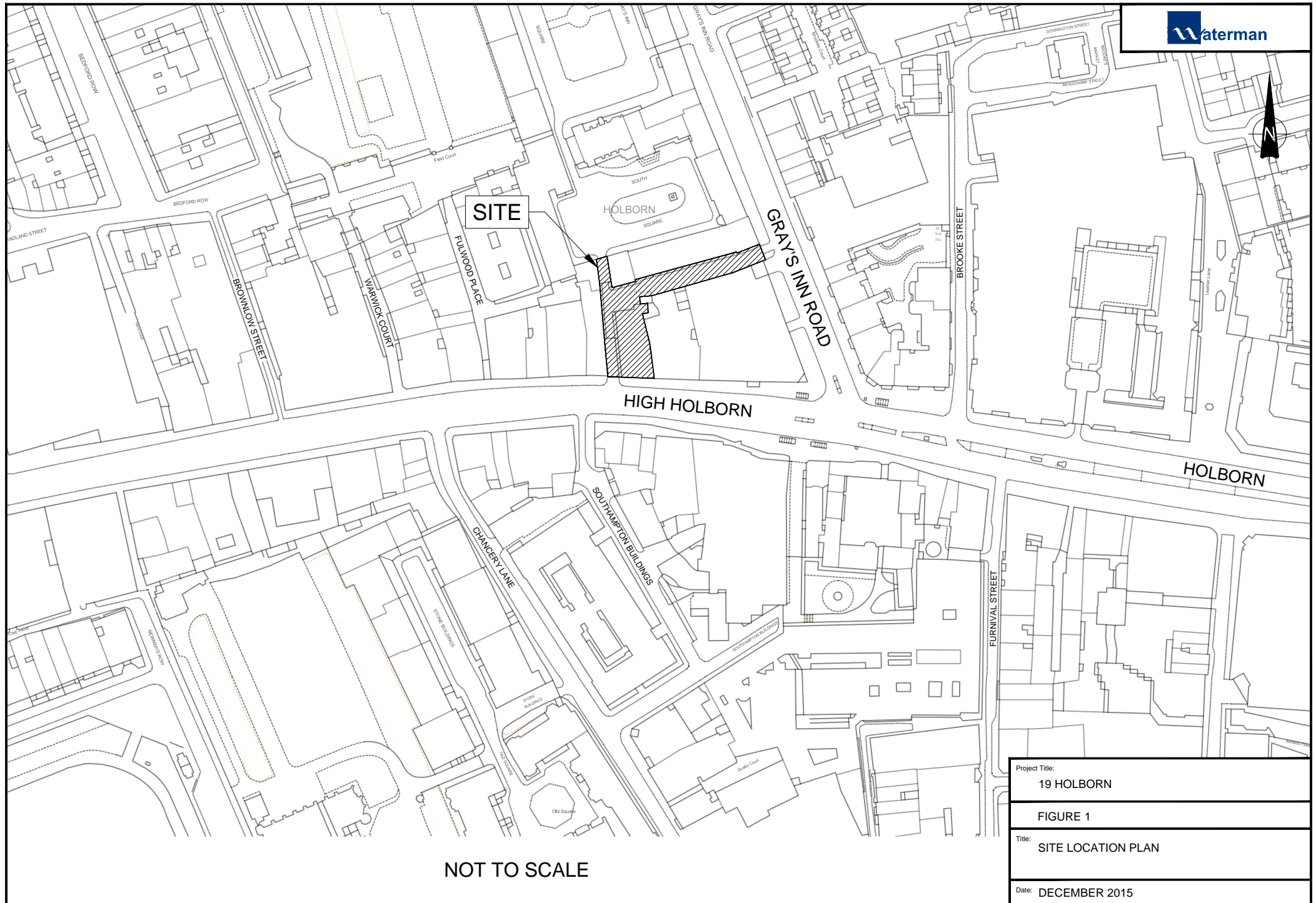
Issue		Measures proposed	Timescale
Measures to reduce car use		Appointment of the Travel Plan Co-Ordinator	Pre-Opening
		Provide information to employees on notice boards/electronically about car sharing schemes such as https://london.liftshare.com/ and car club locations in the area	On Opening
		Recruitment of Staff to be advertised locally as well as through general recruitment channels	Pre-Opening
			On Opening
		A copy of the initial Travel Plan will be made available to staff electronically	On Opening
Measures to promote alternatives	General	Information on bus, train and cycle route plans and timetables, along with contact numbers of relevance (e.g. taxi firms) will be provided electronically by the TPC	On Opening
		Changing and washing facilities will be provided for employees	On Opening
		Secure lockers for employees will be provided	On Opening
		Investigate the opportunity to provide out of hours transport home for staff in the event of emergency, if in accordance with the occupier's corporate policy	On Opening
		Peruse discount from local cycle stores for staff	Pre-Opening
		Promote the tax efficient purchase of bicycle through the 'cycle to work' scheme	Pre-Opening
	Public Transport	Consider interest free loans to staff to obtain travel permits, if in accordance with the occupier's corporate policy	Pre-Opening
	Walking	Information on the 'on and off highway' pedestrian network routes to employees and customers, will be made available on the notice boards including local leisure routes	On Opening
		Include promotion of Walkit.com (www.walkit.com/london) and TfL Journey planner (https://tfl.gov.uk/modes/walking) and promotion of leisure and strategic routes electronically to staff	Pre-Opening
		Promotion of National Walking Month to encourage walking electronically by TPC .	Pre-Opening

	Cycling	Secure, covered and illuminated cycle parking will be provided for staff and customer use	On Opening
		Promotion of cycle parking and showers/changing facilities on-site by publicity through the Travel Plan Co-ordinator	On Opening
		Promotion of London Cycle Guides, Cycle Streets Journey Planner, TfL Cycle Journey Planner.	On Opening
		Promotion of E-bike advantages for those with longer commuters by the TPC.	On Opening
		Set up a Bicycle Users Group (BUG) for employees. Promote schemes for cycle training and promotion of regular social media work undertaken by Camden Council (www.facebook.com/cyclingcamden).	On Opening
	Monitoring and Management	Annual Questionnaire Surveys of Staff shall be undertaken	To commence 3 months after occupation
		Bi-annual multi-modal counts shall be undertaken (at regular intervals of 6, 30 and 54 months after occupation)	To commence 6 months after occupation
		Bi-annual review of the travel plan and its initiatives shall be undertaken based on the data obtained from the above Questionnaire Surveys and multi-modal counts.	To commence 6 months after occupation

1. 'Pre-opening' – the relevant measure will be implemented prior to the completion of the relevant part of the new site

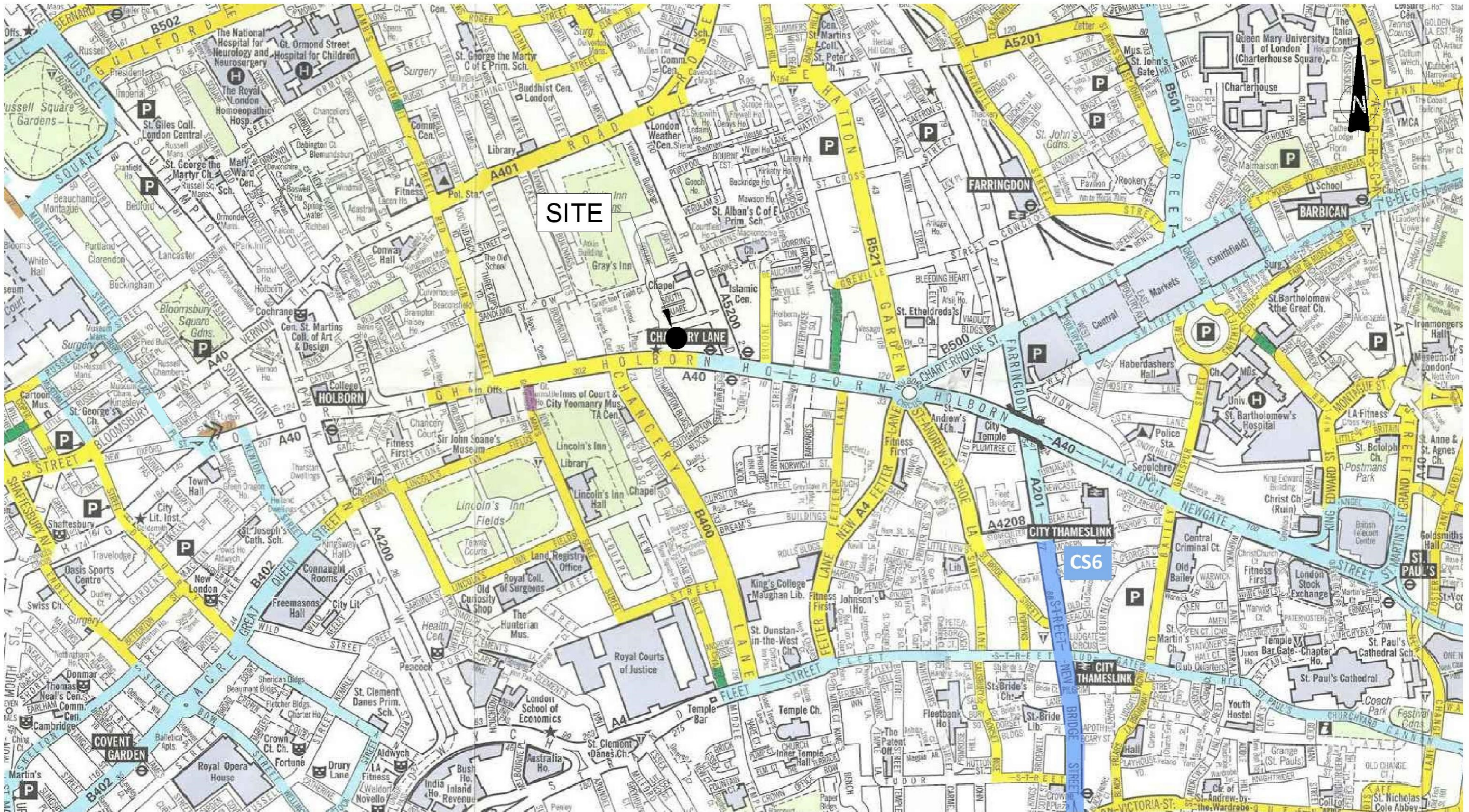


FIGURES



NOT TO SCALE

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



Key

- Cycle Superhighways
CS6
- Routes signed for use by cyclists on a mixture of quiet and busier roads: some have cycle lanes marked on the road surface
- Quieter roads that have been recommended by other cyclists, may connect blue route sections
- Where cyclists can ride next to but separated from the road: usually for difficult junctions, where the road is very busy, or against the flow on one-way streets. These routes may be shared with pedestrians
- Off-road routes: either alongside roads, through parks, or along towpaths. Some routes may not be available or suitable for use at night. Routes may be shared with pedestrians
- Pedestrian only route which connects cycling sections – you must dismount as cycling is not permitted at any time

NOT TO SCALE

Project Title:	19 HOLBORN
Figure:	FIGURE 2
Title:	LOCAL CYCLE ACCESS
Date:	DECEMBER 2017



APPENDICES

A. ATTriBuTE Assessment

ATTrBuTe

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

--

The development		5/7
Does the framework travel plan include a commitment for occupiers of the site to develop individual travel plans within the context of the overarching plan?	NONE	1
Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?	NONE	0
Does the travel plan include... a) a breakdown of the different land uses expected on site? b) details of the size of each type of land use? c) details of how build-out of the development will be phased?	NONE	2
Does the travel plan include... a) full address of the development? b) contact details for the person responsible for preparing the travel plan?	NONE	2
Policy		2/2
Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy? b) travel planning guidance?	NONE	2
Site assessment		3/3
To what extent does the travel plan clearly describe the accessibility and quality of... a) existing transport networks? b) existing travel initiatives available to all users?	NONE	3
Surveys		3/3
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	NONE	1
Are TRAVL-compliant site user travel and freight surveys proposed?	NONE	2
Objectives		2/3

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



UK and Ireland Office Locations

