

New Oxford Street Limited
The Post Building
Pre-Occupation Travel Plan

Issue | 14 March 2018

This report takes into account the particular instructions and requirements of our client.

It is not intended for and should not be relied upon by any third party and no responsibility is undertaken to any third party.

Job number 230602

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Contents

	Page
1 Introduction	1
1.1 Background	1
1.2 Planning History and Section 106 Obligations	1
1.3 Site Location and Development	1
1.4 New Development	1
1.5 Purpose of this Pre-Occupation Travel Plan	3
1.6 Contact Details	4
2 Travel Planning Policy and Guidance	5
2.1 Introduction	5
2.2 National Policy and Guidance	5
2.3 Regional Policy and Guidance	7
2.4 Local Policy	10
3 Baseline Conditions	11
3.1 Introduction	11
3.2 Walking Routes and Facilities	11
3.3 Cycle Routes and Facilities	11
3.4 Public Transport	13
3.5 Local Highway Network	15
3.6 Parking	16
3.7 Future Transport Proposals	17
4 Travel Plan Aims and Objectives	21
4.1 Overarching Aims	21
4.2 Travel Plan Objectives	21
4.3 Site-Specific Travel Plan Objectives	21
5 Baseline Modal Split and Targets	23
5.1 Introduction	23
5.2 Baseline Modal Split	23
5.3 Targets	25
6 Travel Plan Measures	29
6.1 Introduction	29
6.2 Measures	29
7 Travel Plan Management	36
7.1 Introduction	36
7.2 Travel Plan Co-ordinator	36

7.3	Travel Plan Steering Group	37
8	Travel Plan Monitoring	38
8.1	Introduction	38
8.2	Travel Plan Monitoring	38
8.3	Travel Plan Annual Review	39
	Action Plan	40
9	40	
10	Securing and Enforcing the Travel Plan	47
10.1	Securing the Travel Plan	47
10.2	Enforcing the Travel Plan	47

Tables

Table 1: Development Area Schedule

Table 2: Cycle Parking Provision

Table 3: London Underground Services

Table 4: London Bus Services

Table 5: Baseline Office Modal Split

Table 6: Baseline Residential Modal Split

Table 7: Employee Modal Split Targets

Table 8: Residential Modal Split Targets

Table 9: Action Plan for the Implementation of the Travel Plan

Figures

Figure 1: Site Location

Figure 2: Cycle Routes and Facilities and Public Transport Access

Drawings

Drawing ZZ_306

Drawing ZZ_307

Appendices

Appendix A

Section 4.16 and Schedule 11 of the Section 106 Agreement

Appendix B

Example Travel Survey

1 Introduction

1.1 Background

Arup has been appointed by New Oxford Street Limited to produce a pre-occupation Travel Plan in support of the Post Building development (referred to as ‘the development’ hereafter) located in the London Borough of Camden.

This pre-occupation Travel Plan has been prepared on behalf of New Oxford Street Limited to satisfy Clause 4.16 of the Section 106 agreement, relating to the planning permission for the redevelopment of the site, as set out in **Section 1.2** and **Appendix A**.

1.2 Planning History and Section 106 Obligations

Planning permission for the development was granted in March 2015 (application number 2014/5946/P).

Section 4.16 and Schedule 11 of the Section 106 Agreement concern the Travel Plan and contain the requirements for the provision of a pre-occupation travel plan, as set out in **Appendix A**.

1.3 Site Location and Development

The Post Building development is located in the London Borough of Camden, on the site of the former Royal Mail Sorting Office, 21-31 New Oxford Street. The site forms part of a triangular block, bounded by High Holborn to the south, Museum Street to the west and New Oxford Street to the north. The site location is shown on **Figure 1**, attached to the rear of this document.

Due to the previous use of the site, there is access to the Mail Rail system, which runs underneath the building. When the Royal Mail ceased its operations in the building, access to the system was ‘capped off’ and the system is no longer used. There is no access to the system from the building, other than a small pedestrian maintenance access for Royal Mail use only.

1.4 New Development

1.4.1 Land Use Mix and Area Schedule

The Post Building has been erected and is a mixed-use office, residential and retail development.

The majority of the building is for flexible office use taking advantage of the double height internal spaces and inserting mezzanines around a new core. The development includes the provision of active public uses at ground and lower ground floor levels to reactivate street frontages. There are also 21 new affordable

homes in the south-east corner of the site, fronting High Holborn, including two provided as fully wheelchair-accessible units.

Public realm enhancement works have been carried out as part of the development, including the reopening of Dunn's Passage.

The ground floor and basement levels are shown on **Drawings ZZ_306** and **ZZ_307**, appended to the rear of this document. The latest approved areas for the development are as shown in the area schedule in **Table 1**.

Table 1: Development Area Schedule

Land Use	GEA (m ²)	NIA (m ²)
B1 Office	36,327	24,507 ¹
C3 Residential	3,379 (21 units)	-
Retail	3,872	3,098
Terrace	464	-
Total	44,042	-

1.4.2 Predicted Number of On-Site Employees

The predicted number of B1 office employees working at the development has been estimated based on an employee density of one person per 8m² NIA. With an NIA of 24,507m², 3,063 employees are predicted to work in the B1 office element.

The *Homes & Communities Agency Employment Density Guide, 3rd Edition* (November 2015) has been used to predict the number of retail employees working at the development. The exact type of retail to occupy the retail space is not yet confirmed, therefore the category with the highest retail employee density has been used. The A1 Retail and A3 Restaurants & Cafés categories assume an average density of one employee per 15-20m² NIA. Using the upper end of this density range, it is predicted that, with an NIA of 3,098m², 207 employees will work in the retail element.

A total of 3,270 employees are therefore predicted to work at the development.

1.4.3 Development Access

Pedestrian access to the retail units is from New Oxford Street, Museum Street and High Holborn. Pedestrians will access the offices from the main entrance on Museum Street. Employee cycle access is from a separate entrance located on Museum Street while resident cycle access is situated at the corner of High Holborn and Dunn's Passage.

The main vehicular access to the site is on High Holborn and provides access to the servicing areas and the disabled car parking spaces. The access takes the form

¹ Estimated based on the ratio of the office NIA to the office GEA for Stage E.

of a crossover. All deliveries and servicing take place off street at ground level, with vehicles able to enter and exit the development in forward gear.

1.4.4 Highway Alterations

The development includes improvements to the public highway on Museum Street in order to provide a high-quality environment for all users.

1.4.5 Parking Proposals

Car Parking

No car parking has been provided, with the exception of two designated bays for Blue Badge holders at ground floor level (one for the office use and one for the residential units).

Cycle Parking

With regard to cycle parking, a total of 441 basement spaces (excluding residential) and 48 at-grade spaces will be provided. **Table 2** shows the breakdown of the allocation of cycle parking per land use and type.

Table 2: Cycle Parking Provision

Land Use	Cycle Parking Provision	
	Long-Stay	Short-Stay
Retail	46	30
B1 Office	395	16
C3 Residential	41	2
All	482	48

1.5 Purpose of this Pre-Occupation Travel Plan

The purpose of this pre-occupation Travel Plan is to discharge the Section 106 planning obligation relating to the requirement of a pre-occupation Travel Plan prior to first occupation of the development, as set out in **Section 1.2**.

This pre-occupation Travel Plan provides an initial set of measures to encourage the occupiers of the office, retail and residential uses to travel in a sustainable manner.

Once completed, the development is expected to be occupied by a range of organisations and retailers, as well as residents. Therefore, upon occupation, a full Travel Plan will be prepared by New Oxford Street Limited as an ‘umbrella’ Travel Plan for the whole development on behalf of the building owners. New Oxford Street Limited will encourage the future occupiers of the development to adopt the proposed travel measures outlined as part of the full Travel Plan (simply referred to as ‘the Travel Plan’ thereafter).

This pre-occupation Travel Plan presents general measures that will be considered as part of the preparation of the Travel Plan; these measures can vary depending on the site-specific transport issues. Other, more specific information about the nature of the businesses occupying the office and retail space and the details of their journeys will only be available after the development has become occupied. This pre-occupation Travel Plan has been prepared in compliance with the policy and guidance set out in **Section 2**.

1.6 Contact Details

Below is a summary of the current information regarding the overall responsibility for the Travel Plan:

Organisation name:	This Travel Plan has been produced on behalf of New Oxford Street Limited by Arup. The Travel Plan is the property of New Oxford Street Limited.
Organisation Address:	New Oxford Street Limited, Level 1, 89 Wardour Street, London W1F 0UB
Local Planning Authority:	London Borough of Camden
Address of Development:	The Post Building, Museum Street, London WC1A
Travel Plan prepared by:	Martin Reed, Arup, 13 Fitzroy Street, London W1T 4BQ
Responsibility:	Until appointment of the Travel Plan Co-ordinator, (to be advised) will fulfil the role of Interim Travel Plan Co-ordinator.

2 Travel Planning Policy and Guidance

2.1 Introduction

This section identifies the regulatory support for travel plans at a national, regional and local level.

Travel plans are a key element in the Government's drive for a responsible, environmentally conscious transport policy. Travel plans reflect the desire to respond to the increasing concerns over the current levels of travel and the effect that they have on the environment. Travel plans assist in rationalising the travel choices of individuals within their communities – they encourage the most beneficial use of all travel modes so that local and national concerns are fully addressed.

The policy context that underpins the development is wide-reaching and multi-layered.

However, a number of transport policy themes, goals and objectives are consistently highlighted at national, regional, sub-regional and local level, the most pertinent of which are:

- The integration of transport and land use planning;
- Managing transportation effectively and efficiently;
- Providing sustainable transport accessibility for all users including pedestrians, people with disabilities, cyclists and public transport users;
- Helping to meet the aims and objectives of the *London Plan*; and
- Facilitating growth and regeneration opportunities in a sustainable and integrated way to deliver a lasting legacy.

2.2 National Policy and Guidance

2.2.1 National Planning Policy Framework (2012)

The Department for Communities and Local Government (DCLG) published the National Planning Policy Framework (NPPF) in March 2012. The NPPF replaces the previous planning policy guidance (PPG) and planning policy statement (PPS) documents.

With specific reference to transport, the NPPF states that “*development should actively manage patterns of growth 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*” and “*the transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel*”. The NPPF also indicates that “*developments should be located and designed where practical to:*

- *Accommodate the efficient delivery of goods and supplies;*

- *Give priority to pedestrian and cycle movements, and have access to high-quality public transport facilities;*
- *Create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones; and*
- *Consider the needs of people with disabilities by all modes of transport”.*

The NPPF indicates that *“a key tool to facilitate this will be a travel plan. All developments which generate significant amounts of movement should be required to provide a travel plan”.*

2.2.2 Planning Policy Guidance (2017)

The Planning Practice Guidance (PPG) is a collection of planning documents published by the DCLG (first in March 2014, last updated and augmented in July 2017). It addresses *“travel plans, transport assessments and statements in decision-taking”*. The PPG provides advice on when transport assessments and transport statements are required, and what they should contain. It covers:

- Overarching principles on travel plans, transport assessments and statements;
- Travel plans; and
- Transport assessments and statements.

The PPG includes the following description of the purpose of travel plans:

“Travel plans are long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.

Travel plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation.

Where there may be more effective or sustainable outcomes, and in order to mitigate the impact of the proposed development, consideration may be given to travel planning over a wider area.”

2.2.3 Other Relevant Guidance

The Department for Transport (DfT) produced *Good Practice Guidelines: Delivering Travel Plans through the Planning Process* in April 2009 as best practice guidance. This document sets out the actions that can be taken in producing high-quality travel plans. The guidelines aim to help those creating and implementing travel plans understand the process involved and outlines good practice steps for achieving successful and sustainable travel plans.

The *Cycling and Walking Investment Strategy*, published by the DfT in April 2017, wishes to “*make cycling and walking the natural choices for shorter journeys, or as part of a longer journey*”.

By 2040, the DfT’s ambition is to deliver:

- Better safety (‘a safe and reliable way to travel for short journeys’);
- Better mobility (‘more people cycling and walking – easy, normal and enjoyable’); and
- Better streets (‘places that have cycling and walking at their heart’).

2.3 Regional Policy and Guidance

2.3.1 London Plan (2016)

The latest adopted version of the *London Plan*, the Mayor’s spatial development strategy produced by the Greater London Authority (GLA), was published in March 2016.

A draft new London Plan, dated December 2017, was published in late November 2017 for public consultation until March 2018. Among the main changes brought forward by the new draft, increased cycle parking requirements for retail, residential and office land uses are being proposed for 18 London boroughs including the London Borough of Camden. There is also a further shift away from private vehicle use with the ‘Healthy Streets’ approach (see also **Section 2.3.4**), notably through much reduced maximum car parking standards for developments.

In line with Government transport policy, the *London Plan (2016)* emphasises the need to integrate transport and planning to promote more sustainable modes of transport than the private car, as highlighted by the following selected policies:

- ***Policy 6.1 Strategic Approach*** states that “*the Mayor will work with all relevant partners to encourage the closer integration of transport and development (...) by:*
 - *encouraging patterns and nodes of development that reduce the need to travel, especially by car,*
 - *seeking to improve the capacity and accessibility of public transport, walking and cycling,*
 - *supporting development that generates high levels of trips at locations with high levels of public transport accessibility and/or capacity,*
 - *(...) supporting measures that encourage shifts to more sustainable modes and appropriate demand management,*
 - *(...) promoting walking by ensuring an improved urban realm”;*
- ***Policy 6.9 Cycling*** highlights that “*developments should:*

- *provide secure, integrated, convenient and accessible cycle parking facilities in line with the minimum standards (...) and the guidance set out in the London Cycle Design Standards (or subsequent revisions),*
- *provide on-site changing facilities and showers for cyclists,*
- *contribute positively to an integrated cycling network for London by providing infrastructure that is safe, comfortable, attractive, coherent, direct and adaptable and in line with the guidance set out in the London Cycle Design Standards (or subsequent revisions),*
- *provide links to existing and planned cycle infrastructure projects including Cycle Superhighways, Quietways, the Central London Grid and the ‘mini-Hollands’, and*
- *facilitate the Mayor’s cycle hire scheme through provision of land and/or planning obligations where relevant, to ensure the provision of sufficient capacity”;*
- **Paragraph 6.35a** supporting **Policy 6.9 Cycling** specifies that “developments will need to address the needs of both long stay (staff) and short stay (visitor) cyclists. (...) In all circumstances, long stay cycle parking should normally be provided on site”;
- **Policy 6.10 Walking** notes that “development proposals should ensure high quality pedestrian environments and emphasise the quality of the pedestrian and street space by referring to Transport for London’s Pedestrian Design Guidance”;
- **Paragraph 6.44** supporting **Policy 6.13 Parking** notes that “this policy recognises that developments should always include parking provision for disabled people. Despite improvements to public transport, some disabled people require the use of private cars. Suitably designed and located designated car parking and drop-off points are therefore required”;
- **Paragraph 6A.2** supporting the **Parking Addendum to Chapter 6** highlights that “non-residential elements of a development should provide at least one accessible on or off street car parking bay designated for Blue Badge holders, even if no general parking is provided. Any development providing off-street parking should provide at least two bays designated for Blue Badge holders.”

2.3.2 The Mayor’s Transport Strategy (Draft for Public Consultation, 2017)

An updated version of the Mayor’s Transport Strategy was published in draft form in 2017, with greater focus placed on walking, cycling and healthy streets. The strategy states the future of London’s transport system depends on a modal shift to increased cycling and walking. This can be achieved by improving street environments to make walking and cycling the most attractive modes for short journeys. Walking and cycling are also more space efficient modes than the car, providing a long term solution to London’s congestion problems.

The key target in the MTS is for 80% of Londoners’ trips to be on foot, by cycle or public transport by 2040. The quality of London’s streets defines the quality of

their journey and 80% of trips in London solely occur on its streets. The process for improving London's streets is the Healthy Streets approach which contains ten indicators all of which can be attributed to benefiting the walking and cycling environment.

2.3.3 Travel Planning Guidance (2013)

In November 2013, TfL released new guidance on the requirements for travel plans for new developments in London which is available as a series of web pages at <https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>.

The guidance sets out the benefits of having a travel plan, which are:

- *“Less congestion and therefore improved safety on local roads by promoting alternatives to the car;*
- *Reduced highway capacity problems by promoting sustainable travel choices;*
- *Local environmental improvements from reduced congestion, carbon emissions, pollution and noise;*
- *Making the site more attractive to potential occupiers/users;*
- *Increased opportunities for active healthy travel, such as walking and cycling;*
- *Reduced demand for parking spaces enabling land to be put to more cost-effective or commercially beneficial use and freeing space for active travel initiatives;*
- *Improved travel choice, quality and affordable access to services for all users; and*
- *Increased opportunities for employers to feed into corporate social responsibility or sustainability initiatives”.*

It is understood that TfL is currently reviewing the guidance.

2.3.4 Healthy Streets for London (2017)

The newly appointed Walking and Cycling Commissioner prepared a document introducing the Mayor of London's new approach to get more Londoners physically active. It sets out how everyone will be encouraged and helped to use cars less, walk, cycle and use public transport more.

The document explains how adopting the 'Healthy Streets for London' approach will assist in improving air quality, reducing congestion and making London's diverse communities become greener, healthier and more attractive places in which to live, play and do business.

It sets out 10 evidence-based 'Healthy Streets Indicators' of what makes streets attractive places which should be used when working towards creating a healthier city.

2.4 Local Policy

2.4.1 Camden Local Plan (2017)

The *Camden Local Plan* is a key part of Camden Council's development plan which is the group of documents which define their planning policies. The *Local Plan* outlines planning policies that are robust, effective and designed to adapt to changing circumstances. The key objectives of the *Local Plan* are to:

- *“Provide democratic and strategic leadership fit for changing times;*
- *Develop new solutions with partners to reduce inequalities and improve the physical and mental health and wellbeing of local residents;*
- *Create conditions for and harnessing the benefits of economic growth;*
- *Invest in our communities to ensure sustainable neighbourhoods; and*
- *Deliver value for money services by getting it right first time.”*

Section 10 of the document relates directly to transport stating that population growth in Camden needs to be supported by healthy and sustainable transport choices.

2.4.2 Camden Planning Guidance 7: Transport (2011)

Camden Planning Guidance 7: Transport (CPG7) provides advice and information on how Camden Council will apply its planning policies. *CPG7* has been drafted to support the policies in the Local Development Framework.

Relevant travel plan guidance comprises:

Chapter 3 – Travel Plans:

- *“The requirements of a travel plan will be tailored to the specific characteristics of the site and the development”;* and
- *“Guidance applies to all planning applications that involve a significant impact on travel or the transport system. It will also guide consideration of travel plans submitted where the impacts are less, but where the transport provision does not have capacity for increased demand, and where demand management measures are desirable to address sustainability concerns.”*

3 Baseline Conditions

3.1 Introduction

A review of the existing local transport facilities is provided in this section. This includes the local walking and cycling facilities, the local public transport network, the local highway network and associated parking arrangements.

3.2 Walking Routes and Facilities

The development is highly accessible on foot. All roads in the immediate vicinity (New Oxford Street, High Holborn and Museum Street) have good quality pavements and provide routes to key local stations and destinations such as Tottenham Court Road station, Holborn station and the British Museum. The local pedestrian network is heavily used in the morning and evening peak periods, primarily by commuters travelling between the nearby Underground stations and various commercial or retail premises.

High traffic flows are experienced on New Oxford Street (from the junction with Tottenham Court Road to the development) and High Holborn, whereas Museum Street and New Oxford Street on the north side of the development experience lighter traffic flows.

Three signalised pedestrian crossings are located adjacent to the development:

- **New Oxford Street/Bloomsbury Way:** north-west of the site. This provides a key connection to both roads;
- **New Oxford Street/High Holborn:** east of the site. This provides a key connection to destinations east of the site; and
- **High Holborn/Museum Street/Drury Lane:** south-west of the site. This is a crossroads with crossings on all four sides of the cross roads. The crossings on the southern and eastern arms are signalised; the crossings on the western and northern arms operate as ‘walk with traffic’.

3.3 Cycle Routes and Facilities

3.3.1 Cycle Routes

There is a number of cycle routes available in the vicinity of the development. According to TfL’s *Cycling in central London 2017* cycle map, Museum Street and New Oxford Street (west of its junction with Museum Street) are ‘quieter roads that have been recommended by other cyclists’ and ‘may connect to other routes’. Other local roads in the local area are designated ‘routes signed or marked for use by cyclists on a mixture of quiet and busier roads’, including Drury Lane and Museum Street (north of New Oxford Street). The cycle routes in the vicinity of the site are shown on **Figure 2**.

3.3.2 Cycle Superhighways and Quietways

East-West Cycle Superhighway

The closest Cycle Superhighway to the site is the 'East-West Cycle Superhighway', a continuous, largely segregated cycle route between Tower Hill and Lancaster Gate.

The route partially opened in October 2016 and it is intended to complete the route in early 2018. The segregated cycle track is now open to cyclists travelling in both directions between Tower Hill and Great George Street, and between the Queen Victoria Memorial and Lancaster Gate. An extension to Acton has also been proposed.

From the site, the most direct route to access the 'East-West Cycle Superhighway' will be a 1km cycle ride along Museum Street, Drury Lane, Tavistock Street, Wellington Street, the A4 Strand and Savoy Street, before joining the Cycle Superhighway running along the A3211 Victoria Embankment.

Quietway 2 Bloomsbury to Walthamstow

The nearest Quietway to the site is Quietway 2, which runs between Bloomsbury and Walthamstow. The route starts on the B502 Guildford Street near Russell Square, which is approximately a 1km cycle ride from the site via Museum Street, Great Russell Street, Montague Street and Russell Square.

Details of Cycle Superhighways and Quietways in the vicinity of the site that are under development are given in **Section 3.7.2**.

3.3.3 TfL Santander Cycle Hire

The closest TfL Santander Cycle Hire docking stations to the site are as follows (with approximate walking distances and number of bicycles shown in brackets):

- High Holborn, Covent Garden (60m, 19 cycles);
- Bury Place, Holborn (160m, 21 cycles);
- Southampton Place, Holborn (320m, 20 cycles);
- Earnshaw Street, Covent Garden (320m, 17 cycles);
- Drury Lane, Covent Garden (320m, 26 cycles);
- Great Russell Street, Bloomsbury (320m, 26 cycles); and
- Newton Street, Covent Garden (485m, 24 cycles).

3.3.4 Public Cycle Parking

Public cycle parking facilities are available at a number of locations in the immediate vicinity of the development. Stands are located on the following streets:

- On the northern footway of New Oxford Street to the north-east of the site (18 spaces); and
- On the corner of Bury Place and New Oxford Street (10 spaces).

3.4 Public Transport

3.4.1 Public Transport Accessibility Level (PTAL)

The Public Transport Accessibility Level (PTAL) of the development has been calculated using TfL's online WebCAT tool. This assumes a walk speed of 4.8 kilometres per hour and considered rail stations within a 12 minute walk (960m) of the site and bus stops within an eight minute walk (640m) as accessible.

Using this methodology, the site for the development has a PTAL rating of 6b². This is rated as 'Excellent' (with 1a being the lowest accessibility and 6b being the highest accessibility).

Public transport services in the vicinity of the site are shown on **Figure 2**.

3.4.2 London Underground

There are two London Underground stations within 960m walking distance of the development. These are:

- Tottenham Court Road: within 400m west of the site and serving the Northern and Central lines; and
- Holborn: within 500m east of the site and serving the Piccadilly and Central lines.

A summary of these services and their frequencies are provided in **Table 3**.

Table 3: London Underground Services

Line	Route	Peak-Hour Frequency per Direction
Central	Hainault/Epping – Leytonstone – Stratford – Mile End – Liverpool Street – Bank – Oxford Circus – Marble Arch – White City – Ealing Broadway/West Ruislip	Every 2-3 minutes
Northern	Edgware/High Barnet – Camden Town – Euston – King's Cross St Pancras – Bank – Moorgate/Tottenham Court Road – Waterloo – Kennington/Morden	Every 2-4 minutes
Piccadilly	Uxbridge – Acton Town – Hammersmith – Green Park – Leicester Square – King's Cross St Pancras – Finsbury Park – Cockfosters	Every 2-3 minutes

² For more information on PTALs, see <https://tfl.gov.uk/info-for/urban-planning-and-construction/planning-with-webcat/webcat>

3.4.3 London Buses

There is a number of bus routes available within 640m walking distance of the development. The routes, which serve a wide variety of locations, are summarised in **Table 4**.

Table 4: London Bus Services

Route No.	Route	Peak-Hour Frequency per Direction	Stop
1	Canada Water Bus Station – New Oxford Street	8	Bloomsbury/New Oxford Street
8	Bow Church – Tottenham Court Road Station	10	Bloomsbury/New Oxford Street
10	Hammersmith Station – King’s Cross Station	4.5	Bloomsbury Street
14	Putney Heath – Warren Street Station	13	Bloomsbury Street/Shafesbury Avenue
19	Battersea Bridge/Hester Road – Finsbury Park Interchange	8	Bloomsbury/New Oxford Street
24	Pimlico – Hampstead Heath	10	Bloomsbury Street/Shafesbury Avenue
25	Oxford Circus – Ilford	8	Bloomsbury/New Oxford Street
29	Trafalgar Square/Charing Cross Station – Wood Green Station	15	Bloomsbury Street/Shafesbury Avenue
38	Victoria Bus Station – Clapton Pond	10	Bloomsbury/New Oxford Street
55	Lea Bridge Road/Bakers Arms (Walthamstow) – Oxford Circus	10	Bloomsbury/New Oxford Street
59	Kings Cross – Streatham Hill	10	Holborn Station/Kingsway
68	Euston Station – West Norwood Station	9	Holborn Station/Kingsway
73	Oxford Circus – Stoke Newington Common	18	Bloomsbury Street
91	Trafalgar Square – Crouch End	9	Holborn Station/Kingsway
98	Willesden Bus Garage – Holborn	9	Great Russell Street/Museum Street
134	Tottenham Court Road Station – North Finchley	12	Bloomsbury Street/Shafesbury Avenue

Route No.	Route	Peak-Hour Frequency per Direction	Stop
168	Hampstead Heath – Old Kent Road Tesco	9	Holborn Station/Kingsway
171	Holborn – Catford Garage (Bellingham)	7.5	Bloomsbury/New Oxford Street
176	Tottenham Court Road Station – Penge	8.5	Bloomsbury Street/Shafesbury Avenue
188	Russell Square Station – North Greenwich Station	8	Holborn Station/Kingsway
242	St Paul’s – Homerton Hospital	6.5	Bloomsbury/New Oxford Street
243	Waterloo Station – Wood Green Station	11	Holborn Station/Kingsway
390	Victoria – Archway Station	8	Bloomsbury Street
521	London Bridge Station – Waterloo Station	27	Holborn Station/Kingsway
X68	Russell Square – West Croydon Bus Station	4	Holborn Station/Kingsway

The local bus stops and routes in the vicinity of the development are shown on **Figure 2**.

3.5 Local Highway Network

The development is bounded by the following roads:

- **New Oxford Street**, which is on the northern perimeter. From the junction with Tottenham Court Road, traffic is one-way from west to east with a bus contraflow. Traffic flows are generally heavy. The stretch of New Oxford Street adjacent to the site experiences lower levels of traffic and is a one-way street with traffic travelling east to west, including buses along a dedicated lane;
- **The A40 High Holborn**, which runs along the southern edge of the development. Traffic travels in a one-way direction from east to west and the street generally experiences heavy traffic flows. There are some waiting restrictions for lorries (over 5t) and coaches;
- **Museum Street**, which bounds the site to the west. The street is narrower in comparison to New Oxford Street and High Holborn and therefore experiences lighter traffic flows. Traffic travels in a south to north direction. Museum Street is a minor road and is managed and maintained by Camden Council.

In the wider area, the highway network south of the site (Drury Lane, Stukeley Street, Smart’s Place) has narrower, quieter roads which experience generally lower flows of traffic. The A40 Bloomsbury Way is a key local route which

branches off New Oxford Street to the north-west corner of the site. Traffic flows are generally heavy and the route is west to east with a bus contraflow.

The development is located within the central London Congestion Charge Zone (CCZ). The Emissions Surcharge (also known as the 'T-Charge' or 'Toxicity Charge') came into operation in October 2017 and operates in the same area as the CCZ. Any cars, vans, minibuses and heavy vehicles driving in central London that do not meet the emissions standards are required to pay a £10 daily charge in addition to the Congestion Charge.

The T-Charge is the first step towards the Ultra Low Emission Zone (ULEZ), which will operate 24 hours a day, seven days a week in the same area as the CCZ once it comes into force in April 2019. The ULEZ standards and charges will be in addition to the Congestion Charge and Low Emission Zone (applicable to the whole of Greater London) requirements.

3.6 Parking

3.6.1 On-Site Car Parking

There are two disabled car parking spaces provided in the service yard of the development (one for the office use and one for the residential units). No other on-site general car parking is provided.

3.6.2 On-Street Parking

Parking is not permitted in any of the streets in the direct vicinity of the site. However there are some Pay & Display parking bays in the wider area. The maximum stay is for two hours, Monday-Saturday, 08:30-18:30. This also includes one space for permit holders. New Oxford Street, immediately north of the site, has a diplomatic vehicle parking bay.

3.6.3 On-Street Motorcycle Parking

Motorcycle parking is provided on Museum Street, to the north-west of the site. Further motorcycle parking is provided on the northern side of New Oxford Street north-east of the site.

3.6.4 Electric Vehicle Charging Points

There is a number of electric vehicle charging points, all managed by Source London, in the vicinity of the site:

- Red Lion Square (one space, 600m walking distance from the site);
- Sardinia Street (one space, 600m walking distance from the site);
- Store Street (one space, 750m walking distance from the site); and
- Newman's Row (one space, 800m walking distance from the site).

The maximum length of stay in these bays whilst charging is three hours.

3.6.5 Car Clubs

Car clubs provide access to short term car hire, reducing the need for people to own a private car. Two car club parking bays are provided within walking distance of the site:

- Bury Place: one space, operated by City Car Club (160m); and
- Parker Street: two spaces, operated by Zipcar (320m).

3.6.6 Taxis and Private-Hire Vehicles

Around the site, taxis and private-hire vehicles are able to pick up and drop off customers on New Oxford Street, High Holborn and Museum Street without any particular restrictions.

3.6.7 Off-Street Car Parking

There is one NCP car park in the vicinity of the site. Shaftesbury Car Park is accessible from Museum Street, immediately to the west of the site, and has capacity for 228 vehicles, including two bays for disabled users.

3.7 Future Transport Proposals

3.7.1 Public Transport Upgrades

Elizabeth Line (Crossrail)

Crossrail is a new 118km rail link which will provide frequent high-capacity rail services running east to west across central London, Greater London and the home counties of Berkshire, Buckinghamshire and Essex.

The first new trains entered passenger service between Liverpool Street station and Shenfield station in Essex in May 2017. Services on the central London section are due to start in December 2018, when the line officially becomes the Elizabeth line.

The nearest Crossrail station to the development will be Tottenham Court Road, approximately 400m walking distance from the site.

New stations built as part of the Elizabeth line will have step-free access.

Holborn Station Capacity Upgrade

TfL is proposing changes at Holborn station that would make it substantially easier for passengers to enter, exit and move around the station. Subject to funding and permissions, work on the station is expected to start in the early 2020s.

Passengers would benefit from:

- A new second entrance and exit to the station;
- More escalators;
- Step-free access; and
- More space to change between trains.

These improvements would help to stimulate the local economy and generate growth in Camden Council's Holborn Growth Area. Plans for the area include 2,000 new jobs and 200 new homes.

‘Deep Tube’ Line Improvements

TfL will replace trains and signalling systems across the four 'Deep Tube' lines, namely the Piccadilly, Bakerloo, Central and Waterloo & City lines.

- 250 new Tube trains for the Piccadilly, Bakerloo, Central and Waterloo & City lines, with the first new trains serving the Piccadilly line from 2023;
- More capacity with a faster, more frequent service;
- More reliability as modern signalling systems will ensure fewer delays;
- Walk-through carriages helping to ease extra demand at peak times;
- Air-cooled carriages for a more comfortable journey; and
- Improved accessibility with step-free access at platform level.

The new trains on the Piccadilly line will introduce an additional 60% capacity (the equivalent of up to 21,000 passengers per hour). On the Central line, that will equate to an extra 25% capacity (the equivalent of up to 12,000 passengers per hour).

3.7.2 Cycle Superhighways and Quietways

As part of the development of the Central London Grid, a set of connected routes for cyclists across central London comprising a network of Quietways and Cycle Superhighway routes is being developed.

North-South Cycle Superhighway

The North-South Cycle Superhighway (CS6) is currently being built and, upon completion, will run between Elephant & Castle to the south and King's Cross/St. Pancras to the north. The section between Elephant & Castle and Stonecutter Street, near Farringdon, was delivered in spring 2016. Works to extend the route to King's Cross (Judd Street) will take place until summer 2018.

From the site, the most direct route to gain access to CS6 will be a 1.6km cycle ride along Museum Street, Great Russell Street, Montague Street, Russell Square, the B502 Bernard Street/Guildford Street, Brunswick Square and Hunter Street, continuing as Judd Street, where CS6 will terminate.

3.7.3 Local Highway Improvements

West End Project

The West End Project is one of Camden Council's Area Based Schemes, which was approved in 2015 and will be delivered in 2018. It aims at transforming the Tottenham Court Road area, making it safer and more attractive for residents, boosting business and creating new public spaces for the community and visitors to enjoy. The one-way system operating on Tottenham Court Road, Gower Street, Bloomsbury Street and Charing Cross Road will be removed and replaced with two-way streets and some protected cycle lanes. The scheme will reduce pollution, widen pavements and make journeys quicker.

The main transport public realm proposals are as follows:

- Making Tottenham Court Road two-way for buses and cycles between 08:00 and 19:00 from Monday to Saturday;
- Between 19:00 and 08:00 from Monday to Saturday and on Sundays all vehicles, including taxis, will have access to the whole length of Tottenham Court Road;
- Making Gower Street two-way for all traffic, with stepped cycle lanes; and
- Providing six new or improved open spaces.

In the immediate vicinity of the site, New Oxford Street is congested, with a large number of buses. The street is not attractive for walking and cycling. The plan consists in:

- Providing safe and direct pedestrian crossings;
- Adding new diagonal crossings at the junction of Tottenham Court Road and Oxford Street; and
- Removing unnecessary signs and railings.

Near to Tottenham Court Road station (400m west of the site), St Giles Circus is the junction of Tottenham Court Road with Oxford Street and New Oxford Street. It is one of the busiest pedestrian areas in London with approximately 12,000 pedestrians an hour. There will be a big increase in pedestrian flows with the opening of the Elizabeth line in December 2018. The plans to improve the area include:

- A new plaza next to Centre Point and the London Underground station;
- New trees, seats and street lights;
- New diagonal pedestrian crossings to make it quicker, easier and more convenient to cross the road;
- The pedestrianisation of St Giles High Street from Denmark Street to New Oxford Street;
- Wider pavements and slow traffic on Denmark Street; and

- Some bus stops and bus stands relocated to Earnshaw Street and Great Russell Street.

Holborn Public Realm Project

The Holborn area lies between the West End and the City and has a wide range of uses and a varied character. Although there are some high quality buildings and attractive streets, much of the area has a low quality public realm and is dominated by vehicular traffic. In particular, the Holborn gyratory creates a poor and unsafe environment for walking and cycling.

The Holborn area project is being carried out in response to the challenges the area faces and has the following objectives:

- improved streets for walking and cycling;
- high quality public spaces;
- better streets that reduce traffic congestion, delays and collisions;
- improved air quality;
- safe and attractive streets with wider pavements and more trees;
- make bus journeys simpler; and
- a better place to do business.

Pedestrianisation of Oxford Street

TfL proposes to transform the district surrounding the section of Oxford Street from Orchard Street to Oxford Circus (referred to as 'Oxford Street West'). TfL's vision is also to transform the district including the eastern section of Oxford Street, from Oxford Circus to Tottenham Court Road (or 'Oxford Street East'). These proposals could be in place by late 2019 or early 2020.

The first stage of the work to transform Oxford Street is intended to:

- Prepare Oxford Street and the surrounding area for the significant increase in the number of pedestrians that will be brought into central London with the arrival of the Elizabeth line by the end of 2018;
- Protect residents living in the wider area from the existing pressures of traffic and pollution;
- Begin to establish Oxford Street as a place for people rather than traffic, and more immediately address the existing issues which harm the area, including poor air quality, traffic congestion, traffic domination of streets and inadequate space for walking; and
- Prepare the way for a second stage of transformation, both by making those changes to traffic access that would be necessary and by helping TfL to understand how a transformed Oxford Street and the areas surrounding it would function in future.

4 Travel Plan Aims and Objectives

4.1 Overarching Aims

The Travel Plan will be focused on the employees, residents and visitors of the development. The measures suggested within this pre-occupation Travel Plan are intended to encourage travel by sustainable modes of transport.

The overarching aims of the Travel Plan for the development seek to:

- Influence the travel behaviour of employees, residents and visitors;
- Encourage travel by bicycle, on foot and by public transport by highlighting their accessibility and availability; and
- Promote healthy lifestyles, sustainable travel and vibrant communities.

4.2 Travel Plan Objectives

The objectives of the Travel Plan for the development respond to the aforementioned aims through:

- Promoting walking and cycling journeys, both for journeys to and from work and during the day in order to improve health and to minimise the impact of the development on the local transport network;
- Positively promoting ,whilst not aspiring to dictate the lifestyles of the employees and residents of the development;
- Linking the development to the surrounding community by the strong promotion of walking, cycling and public transport, thus minimising the impact of the development on the highway infrastructure in its vicinity; and
- Promoting the existing public transport connections in the area including London Underground and bus services.

4.3 Site-Specific Travel Plan Objectives

In line with guiding policy, the following preliminary objectives have been prepared for the development. As the Travel Plan is an evolving document, these will be continually reviewed and at this stage are as follows:

- To encourage a greater number of people to undertake their journeys by bicycle and on foot; and
- To facilitate the opportunities to achieve a healthy lifestyle for all those travelling to the site (employees, residents and visitors).

The Travel Plan will be about assisting people in finding ways to travel differently. It is a cogent strategy for providing and promoting realistic, high-quality travel options and improving the travel environment for the community as a whole.

The Travel Plan will focus on the long-term strategy for the development. The Travel Plan will focus on getting site users to move on foot and by bicycle. The measures embedded within the design intend to highlight the availability of these modes as well as ensuring that they are highly accessible for all users.

5 Baseline Modal Split and Targets

5.1 Introduction

In order for the Travel Plan to succeed, and to enable a measurement of its success, targets have been indicatively set which allow for the assessment of its measures and data. Such targets need to be **Specific, Measurable, Achievable, Realistic and Time-Bound (SMART)**, ensuring that wherever possible targets for modal split can be achieved.

Monitoring of the Travel Plan will be undertaken throughout its duration and, if necessary, changes to the implementation of the Travel Plan or the type of measures that it includes can be made to ensure that the overall targets are achieved within the timeframe set.

The targets outlined herein are preliminary targets at this stage as details about the employees' and residents' modal splits cannot be determined yet. Instead, a set of targets has been developed using the modal splits presented in the Transport Assessment submitted for the planning application. These will be reviewed once the results of the initial baseline travel surveys are known, as part of the Travel Plan to be submitted to Camden Council no later than six months after first occupation of the development. The initial baseline travel surveys of the employees and visitors of the development will be carried out following six months of first occupation or at 75% occupation, whichever date comes first. The Travel Plan targets will be revised accordingly against the results of the surveys.

As the Travel Plan is an evolving document, these initial targets will be continually reviewed should it be evident that the set targets are not wholly relevant to the site.

5.2 Baseline Modal Split

5.2.1 Office Employees

The baseline modal split of employees of the office element of the development was established in the Transport Assessment from method-of-travel-to-work census data. It is shown in **Table 5**.

Table 5: Baseline Office Modal Split

Mode of Transport	Modal Split
Walk	4%
Bicycle	10%
Bus/minibus/coach	9%
National Rail	36%
London Underground	35%
Motorcycle/scooter/moped	2%
Taxi/minicab	1%
Car/van driver	1%
Car/van passenger	1%
Other	1%
Total	100%

5.2.2 Residents

Likewise, the baseline modal split of residents of the development was established in the Transport Assessment from census data. It is shown in **Table 6**.

Table 6: Baseline Residential Modal Split

Mode of Transport	Modal Split
Walk	43%
Bicycle	6%
Bus/minibus/coach	17%
National Rail	6%
London Underground	18%
Motorcycle/scooter/moped	1%
Taxi/minicab	1%
Car/van driver	5%
Car/van passenger	0%
Other	3%
Total	100%

5.2.3 Retail Employees

The retail trip generation was not assessed as part of the Transport Assessment as it mostly consists of ‘pass-by’ trips. However, it is expected that employees of the retail elements of the development will have similar travel patterns to those of the office employees, and as such the baseline office modal split will also apply to retail employees for the purpose of target setting.

5.3 Targets

The overall strategy of the Travel Plan is to increase the number of walking-only and cycling trips, promote public transport and minimise trips by car. Although a shift towards public transport is desirable when car trips are taken off the road, the most desirable longer-term shift is towards walking and cycling. In central London, public transport is already the dominant means of travel.

5.3.1 Employee Targets

In setting targets, the baseline employee modal split (**Table 5**) has been further adjusted and consideration has been given consideration to the following:

- Although there is an aspiration to increase the number of walking-only trips, it is considered that the scope for increase is limited due to the location of the site. Few employees are likely to live within walking distance of the site, but the orientation of Mayoral policy towards more trips made on foot means that an increase in walking-only trips to 8% is an achievable and appropriate mode share target at the Year Five horizon. This takes account of running which is included in the walking mode share;
- The mode share target for cycling has been devised to enable full utilisation of the 441 long-stay employee cycle parking spaces to be achieved as soon as the development is first fully occupied. Based on a predicted final number of 3,270 employees (that is when the building is fully occupied, see **Section 1.4.2**), the cycling mode share target will therefore ultimately be 13.5% ($= 441 / 3,270$). This target has therefore been replicated throughout the review years in order to maintain the mode share at the same (minimum) level at all times, as the occupancy of the development increases over time. It is acknowledged that demand may vary prior to full occupation and that the cycling mode shares during interim years may, on occasion, exceed 13.5%; this is expected to level off as full occupation of the site nears. A small proportion of employees may take their fold-up bicycles (like Brompton bikes) to the office during working hours. The developer will review opportunities to increase cycle parking further if sufficient demand arises;
- As there will only be one accessible parking space for disabled office users on the site, the associated driver mode share has been reduced to 0.1% from Year One onwards;
- The car or van passenger mode share has been reduced to zero from Year One onwards;
- The mode share target for taxis remains the same throughout the five-year period to reflect the expected number of site visitors using this mode of transport;
- The mode share target for motorcycles and scooters halves over the five-year monitoring period, to account for the aspiration to reduce all motorised trips but also to acknowledge the ongoing demand for motorcycle parking, with provision in on-street locations made by Camden Council in the vicinity of the site (as shown in **Section 3.6.3**); and

- The above means that the public transport mode share will decrease accordingly to accommodate increases in cycling and walking trips, which is in line with Camden Council and Mayoral policy.

The initial target figures for the Travel Plan are to be based on the estimated mode of future trips in **Table 5**. The initial targets are directly related to the Travel Plan objectives outlined in **Section 4** and are provided in **Table 7** which follows.

Table 7: Employee Modal Split Targets

Mode	Baseline (Base Year)	Year One	Year Three	Year Five
Walk	4%	5.3%	6.6%	8.0%
Bicycle	10%	13.5%	13.5%	13.5%
Bus/minibus/coach	9%	8.7%	8.6%	8.5%
National Rail	36%	34.8%	34.4%	33.9%
London Underground	35%	33.9%	33.5%	33.0%
Motorcycle/scooter/moped	2%	1.7%	1.3%	1.0%
Taxi/minicab	1%	1.0%	1.0%	1.0%
Car/van driver	1%	0.1%	0.1%	0.1%
Car/van passenger	1%	0.0%	0.0%	0.0%
Other	1%	1.0%	1.0%	1.0%
Total	100%	100%	100%	100%

The actual modal split of trips generated by the office and retail elements of the development will be determined from the initial baseline travel surveys, which will take place following six months of first occupation, or at 75% occupation, of the office and retail elements of the development, whichever date comes first.

The findings of the travel surveys will then be compared with the modal split estimated in this pre-occupation Travel Plan and used as a basis for refining the appropriate targets as part of the review process.

5.3.2 Residential Targets

In setting targets, the baseline residential modal split (**Table 6**) has been further adjusted and consideration has been given consideration to the following:

- In line with the orientation of Mayoral policy towards more trips made on foot, an increase in walking-only trips to 50% is an achievable and appropriate mode share target at the Year Five horizon. This takes account of running which is included in the walking mode share;
- The mode share target for cycling has been progressively uplifted over the five-year monitoring period, from 6% to 9%, to allow for an achievable increase in residential cycle parking uptake;

- As there will only be one accessible parking space for disabled residents on the site, the associated driver mode share has been reduced to 2% from Year One onwards. This also reflects the car-free nature of the residential units and that residents will not be entitled a resident's parking permit to park on street;
- The car or van passenger mode share has been maintained at 0% throughout the whole five-year monitoring period;
- The mode share target for taxis remains the same throughout the five-year period to reflect the expected number of site visitors using this mode of transport;
- The mode share target for motorcycles and scooters is maintained at 1% throughout the five-year monitoring period but also to acknowledge the ongoing demand for motorcycle parking, with provision in on-street locations made by Camden Council in the vicinity of the site (as shown in **Section 3.6.3**); and
- The above means that the public transport mode share will decrease accordingly to accommodate increases in cycling and walking trips, which is in line with Camden Council and Mayoral policy.

The initial target figures for the Travel Plan are to be based on the estimated mode of future trips in **Table 6**. The initial targets are directly related to the Travel Plan objectives outlined in **Section 4** and are provided in **Table 8** which follows.

Table 8: Residential Modal Split Targets

Mode	Baseline (Base Year)	Year One	Year Three	Year Five
Walk	43%	45.3%	47.6%	50.0%
Bicycle	6%	7.0%	8.0%	9.0%
Bus/minibus/coach	17%	16.9%	15.5%	14.1%
National Rail	6%	5.9%	5.5%	5.0%
London Underground	18%	17.9%	16.4%	14.9%
Motorcycle/scooter/moped	1%	1.0%	1.0%	1.0%
Taxi/minicab	1%	1.0%	1.0%	1.0%
Car/van driver	5%	2.0%	2.0%	2.0%
Car/van passenger	0%	0.0%	0.0%	0.0%
Other	3%	3.0%	3.0%	3.0%
Total	100%	100%	100%	100%

The actual modal split of trips generated by the residential units will be determined from the initial baseline travel surveys, which will take place following six months of first occupation, or at 75% occupation, of the residential units, whichever date comes first.

The findings of the travel surveys will then be compared with the modal split estimated in this pre-occupation Travel Plan and used as a basis for refining the appropriate targets as part of the review process.

6 Travel Plan Measures

6.1 Introduction

The future occupiers of the office and retail uses and the future residents will be encouraged to consider the following types of measures. These measures will be reviewed with reference to findings from the initial baseline travel surveys.

The measures will assist in giving employees, residents and visitors a full range of sustainable travel choices. The range is not intended to be exhaustive, allowing for flexibility and recognition that a travel plan is a dynamic and evolutionary process, rather than a set strategy.

6.2 Measures

There are various possible measures that can be implemented by organisations and building management companies to promote sustainable measures, divided into seven categories:

- Parking;
- Highways;
- Walking and cycling;
- ‘Smarter Choices’;
- Public transport; and
- Intelligent transport systems.

All but the ‘Smarter Choices’ are considered design measures, which are physical measures that can be incorporated into the scheme from the outset. The ‘Smarter Choices’ are softer measures which encourage site users to take more sustainable travel options.

The measures listed below are not exhaustive and may change with time and, as a living document, the Travel Plan will require the periodic updating of the list of measures.

Whilst individual measures are listed below, it should be emphasised that implementation of single measures or even a number of measures will not be as effective as a package of measures. Best practice is to consider complementary packages, preferably with options between and within them.

A package of measures is significantly more likely to have a greater impact than unconnected individual measures. The impact of the package also needs to be considered as a whole, as the sum of the impacts of the package will not be the impact of the individual measures added together. It may be necessary to substitute certain measures with others to get the best and maximum impact.

It is noted that some measures will be applicable to all users of the development whereas others may be targeted at specific user groups.

6.2.1 Smarter Choices

Promotion of Walking

A number of websites, tools and events will be promoted in favour of walking:

- Walkit, the ‘urban walking route planner’, available at www.walkit.com/london;
- TfL’s walking journey planner, available at <https://tfl.gov.uk/modes/walking>;
- Walk London, which organises 40 free led walks all over London three times a year during Walking Weekends, available at www.walklondon.org.uk;
- National Walking Month, occurring every year in May and supported by Living Streets, the national charity that works to create safe, attractive and enjoyable streets, encouraging people to get more walking into their day (see more information at <https://www.livingstreets.org.uk/what-you-can-do/campaigns/national-walking-month-2018>);
- The Ramblers, a charity working to promote walking, whose Inner London groups organise walks ranging in length from eight to 10 miles on average and mostly taking place at weekends (more information available at <http://www.innerlondonramblers.org.uk/>);
- Legible London signage, a network of more than 1,700 signs across the capital developed by TfL, to encourage people to walk within central London and beyond (more information available at <https://tfl.gov.uk/info-for/boroughs/legible-london>); and
- Walk4life, a sub-brand of Change4Life, a public health programme encouraging and supporting residents to walk more, which enables users to find nearby walks and/or walking buddies and track their progress for a subscription of £5 a year (see <https://walk4life.info/>).

Promotion of Cycling

The following promotions will be undertaken in favour of cycling:

- The cycle parking and changing facilities provided on site (see **Section 6.2.2**), amongst employees and residents of the development;
- Cycle training and membership organisations such as London Cycling Campaign (<https://lcc.org.uk/>), Cycling UK (www.cyclinguk.org), British Cycling (www.britishcycling.org.uk) (and related programmes to engage people in cycling);
- Cycle skills courses and related social media work carried out by Camden Council (www.facebook.com/cyclingcamden) and TfL with free, tailored courses for basic, urban, advanced, family and younger cyclists’ cycle skills (<https://tfl.gov.uk/modes/cycling/cycling-in-london/cycle-skills>);
- Bike Week events in Camden and nearby London boroughs (taking place between 9 and 17 June in 2018), which are an annual opportunity to promote

cycle, show how cycling can easily be part of everyday life by encouraging ‘everyday cycling for everyone’ and demonstrate the social, health and environmental benefits of cycling;

- Cycle to Work Day (scheduled on Wednesday 15 August in 2018), founded by Cyclescheme and supported by numerous cycling organisations and charities across the UK (including British Cycling, Love to Ride UK and Cycling UK), which encourages thousands of new, returning and existing cyclists to experience the benefits of cycle commuting and kick-start a habit of a lifetime;
- ‘Let’s Ride’ initiatives supported by British Cycling and HSBC UK, including group bicycle rides, city rides, guided rides, ride socials and Breeze events (organised for women of all abilities, to achieve British Cycling’s ambition to get one million more women on their bicycles by 2020);
- Prudential RideLondon (scheduled from Friday 28 to Sunday 30 July in 2018), the ‘world’s greatest festival of cycling’ that sees professionals and amateurs riding across London on closed roads;
- Love to Ride, an online platform helping more people cycling, and that runs programmes for businesses and councils;
- TfL’s local cycling guides showing routes that have been ridden and recommended by cyclists, including members of the London Cycling Campaign, and available to order for free at <https://tfl.gov.uk/cycleguides>;
- CycleStreets’ journey planner (<https://www.cyclestreets.net/journey/>) and TfL’s cycling journey planner (<https://tfl.gov.uk/modes/cycling/>);
- Cycle security and bicycle marking and registration schemes to reduce theft, notably held for free by London’s police agencies (see http://www.met.police.uk/transport/cycle_marking.html, <https://www.bikeregister.com/> and <http://www.bikeshpherd.org/>);
- ‘Exchanging Places’ safety course run by TfL and Fleet Operator Recognition Scheme (FORS) for HGV drivers and cyclists so both these categories of road users can be aware of one another on London’s roads; and
- Electric bicycles for those with a longer commute or carrying loads.

Promotion of Public Transport

The following will be promoted to encourage public transport use amongst employees and residents of the development:

- TfL’s and National Rail’s journey planners, available at <https://tfl.gov.uk/plan-a-journey/> and <http://ojp.nationalrail.co.uk/service/planjourney/search>;
- TfL’s Safer Travel at Night campaign, which aims to eradicate illegal touting, promote vigilance at night and the use of black taxis and booked minicabs (over the phone, using a mobile phone app or in person at a licensed minicab office) over unbooked minicabs;

- Timetables and ticketing, bus spider maps including night services (<https://tfl.gov.uk> and <http://www.nationalrail.co.uk/>); and
- Mobile phone journey planner apps, including <https://citymapper.com/>.

Employee and Resident Welcome Pack

Welcome pack information will be prepared by New Oxford Street Limited and supplied to the occupiers of the office and retail units and the residents. This will include relevant public transport information (maps, routes, timetables, fares etc.), provide details of local taxi ranks, public transport connections, include walking and cycling maps and information about access to various services and facilities in the local area. It will also set out the different measures in favour of walking, cycling and public transport as set out above.

For employees, this information will be disseminated through a Travel Plan induction when they first start.

Website/Intranet Information

The existing website for the development, www.postbuilding.com, or another dedicated website, will be augmented to provide Travel Plan information to its office and retail occupiers and residents. The future office and retail occupiers will be encouraged to post additional transport information on their intranets or company websites so it can be accessible to their staff. Details on how to access the information online will be highlighted in the employee welcome packs and during the Travel Plan induction process. The website will also include details of the several measures in favour of walking, cycling and public transport as set out above, with external website links.

Public consultations for nearby transport schemes, particularly walking and cycling schemes, will be disseminated on the development's website so that employees and residents can have a say on transport proposals in Camden and adjacent London boroughs.

Awareness-Raising Events and Promotional Material

In addition to the many events set out above in the measures promoting walking and cycling, awareness of the health benefits of walking and cycling will be raised amongst employees and residents through events and promotional material throughout the year.

Employee Travel Loans

The future office and retail occupiers of the development will be encouraged to offer interest-free travel loans to their employees to assist with the purchase of annual/season tickets and Travelcards, where practicable.

Cycle Equipment Discounts and Purchase Loans

The future office and retail occupiers will be encouraged to make reasonable endeavours to provide reduced price bicycles through any or a combination of the following means:

- Interest-free loans to enable staff to purchase bicycles and spread the payments over a period of time;
- Discounts on cycling equipment and cycles themselves, with information contained in the Employee Welcome Packs;
- A bicycle purchase scheme such as Cyclescheme that enables employers to provide bicycles to staff without incurring a tax or National Insurance liability. Lease payments come out of the gross salary before tax and National Insurance apply, producing a saving. Employers can reclaim VAT on bicycles and gain by paying less National Insurance. Information on cycling schemes can be found on the Cyclescheme website (www.cyclescheme.co.uk); and
- Consideration could also be given to providing interested employees with free membership for Santander Cycles for one year (which individually costs £90).

Bicycle User Group, Maintenance and Individual Cycling Advice

A Bicycle User Group (BUG) is a means of establishing a network of employees and residents who commute to work by bicycle allowing them to share experiences, rewards and tips and encourage others to use their bicycle to travel to work.

In order to help and promote the use of bicycles, the creation of a BUG by cycling employees and residents will be encouraged to:

- Discuss issues relating to bicycle use;
- Provide individual cycling advice (such as route choices to and from the site, cycle equipment and an explanation of the available on-site facilities);
- Provide bicycle safety training;
- Organise site-wide cycle promotion events and other activities;
- Arrange for a bicycle ‘doctor’ to come at regular intervals; and
- Set up cycle buddy schemes.

Flexible Working Practices

Depending on the nature of the business of the future office and retail occupiers, it may be possible to adopt working practices that minimise the number of trips both to and from work and within the working day. The future office and retail occupiers of the building will be encouraged to consider:

- Operating a flexi-time policy to enable employees to adjust their working day to avoid peak public transport travel times and benefit from off-peak fares;

- Working from home, allowing employees to work at home when appropriate and thereby reduce commuter travel; and
- The use of videoconferencing to allow employees to conduct meetings by video conferencing equipment and to reduce the number of business trips. This will benefit organisations economically.

6.2.2 Physical Design

Walking and Cycle Access

The proposals include pedestrian and cycle points of access located in accordance with key pedestrian and cycle desire lines and connections to the public transport nodes and the wider local area.

Cycle Parking, Showers and Changing Rooms

The development is located in close proximity to a number of identified cycle routes and the proposals include the following measures to improve cycle access and attractiveness of the site:

- Provision of 441 long-stay spaces for commercial use (395 for office and 46 for retail) with the ability to expand to approximately 479;
- Provision of 30 showers (including two accessible showers for people with disabilities);
- Provision of one locker per commercial cycle parking space; and
- 41 residential cycle parking spaces.

Public Transport Accessibility

The development is close to an extensive range of public transport services. These include London Underground and London Bus services, as set out in **Section 3.4**.

Car Parking Provision

The development will be car-free, with the exception of two spaces for the exclusive use of disabled people (one for office users and one for residents). This will therefore discourage staff and residents from travelling to the site by car. Furthermore, residents will not be entitled to be granted a resident's parking permit and will not be able to buy a contract to park within any car park owned, controlled or licensed by Camden Council.

6.2.3 Additional Measures

The initiatives and measures identified in **Sections 6.2.1** and **6.2.2** are intended for the initial period of occupation while a more detailed Travel Plan is developed.

The Travel Plan will require the data from travel surveys in order to develop bespoke initiatives and measures.

7 Travel Plan Management

7.1 Introduction

The success of any travel plan can be determined by a variety of factors. In order to maximise the chances of success, it is important to have an implementation strategy with clearly identified roles and responsibilities to maintain momentum.

The most successful travel plans have management support and dedicated staff resource to manage and oversee them. It follows that the decision to develop and implement a travel plan should be a formal commitment at the highest level of the organisation or building management company, often with the assistance of another organisation such as the local council.

7.2 Travel Plan Co-ordinator

7.2.1 Appointment

Prior to occupation, a Travel Plan Co-ordinator will be appointed by New Oxford Street Limited, to prepare the Travel Plan that will be submitted to Camden Council following first occupation of the development. On appointment, Camden Council will be informed of the contact details of the Travel Plan Co-ordinator at travelplans@camden.gov.uk.

In order to ensure an effective site-wide approach, it is envisaged that a single Travel Plan Co-ordinator will be responsible for both the Travel Plan and the individual office, retail and residential Travel Plans.

7.2.2 Role

The Travel Plan Coordinator's role will include:

- Overseeing implementation of the Travel Plan measures in a timely manner;
- Identifying key milestones, deliverables and a programme to oversee the development and implementation of specific initiatives and measures;
- Developing and disseminating appropriate marketing/information materials, considering the use of social media and smartphone/tablet applications;
- Establishing, chairing and co-ordinating a Travel Plan Steering Group (see **Section 7.3**) with meetings as required;
- Undertaking appropriate monitoring of the Travel Plan including any appropriate annual reviews and revisions to the Travel Plan;
- Reviewing the targets in co-ordination with the Travel Plan Steering Group on a yearly basis, including once the travel survey data has been collected and the site-specific travel patterns are fully appreciated, before being passed on to Camden Council;

- Assessing which measures have been effective and which ineffective, following collection and analysis of the travel survey data (for example, if, by the end of a particular year, the data collected indicates that modal shifts are not following the desired patterns);
- If need be, and in consultation with Camden Council, making further decisions with regards to which measures to maintain and which to revise or replace with alternatives;
- Regularly liaising with any appropriate groups/organisations (e.g. Camden Council Travel Plan officers) to ensure co-ordinated working and notably to agree new, bespoke targets to be set as appropriate, following collection and review of the travel survey results;
- Monitoring and reviewing progress and identify targets for taking the Travel Plan forward on a yearly basis; and
- Ensuring that work on the Travel Plan is co-ordinated with other activities of the development and between each of its land uses.

7.3 Travel Plan Steering Group

A Travel Plan Steering Group will be set up to provide support to the Travel Plan Co-ordinator and to allow occupiers, employees and residents to become involved in the development of the individual office, retail and residential travel plans. As part of the membership to the Travel Plan Steering Group, it will be required that senior management staff from each organisation and the building management company attend, to ensure high-level buy-in for the Travel Plan.

The Travel Plan Steering Group will be used to discuss the feedback of the implemented measures and to raise awareness of the Travel Plan. The Travel Plan Steering Group allows for momentum to be maintained, since the development of a Travel Plan is a dynamic process and not simply the one-off production of a document.

Membership to the Travel Plan Steering Group will be open to all occupiers, employees and residents. Details of all meetings will be advertised and undertaken at a convenient time to ensure that all employees and residents who wish to attend are able to do so.

8 Travel Plan Monitoring

8.1 Introduction

An important part of any travel plan is the ongoing monitoring and reviewing of its effectiveness. It is important that a travel plan is not just a one-off event but a continually evolving process. Regular monitoring and reviewing will help to gauge progress towards achieving targets and objectives, and if necessary, allow the travel plan to be refined and adapted in order to improve.

8.2 Travel Plan Monitoring

8.2.1 Monitoring Surveys

The first Travel Plan monitoring surveys, or initial baseline travel surveys, will be carried out following six months of first occupation, or at 75% occupation, of the development, whichever date comes first. Subsequently, travel surveys will be undertaken one year later (Year One) and then twice every two years (Years Three and Five).

The travel surveys will be analysed against a number of indicators in order to establish how well the measures are achieving the aims of the Travel Plan and if any modifications are required to meet these objectives better.

Monitoring of the Travel Plan will also be based upon feedback forms which will have been distributed to employees and residents in their welcome packs. This will allow for site-specific travel characteristics to be reconfirmed to which the targets set can be reviewed and adjusted accordingly.

8.2.2 Travel Survey Methodology

Employees and Residents

The Travel Plan will be monitored on an ongoing, annual basis, with snapshots surveys as required.

The monitoring will be the responsibility of the Travel Plan Co-ordinator. Based on published TfL guidance, the monitoring will include the following elements as a minimum:

- Multi-modal counts of all trips undertaken to and from the site;
- Full site audit;
- Parking counts (all vehicles including bicycles); and
- Uptake of the travel planning measures.

The travel surveys will be carried out by an independent field company and will be fully funded by the developer.

The monitoring surveys of the travel behaviour of the employees and residents of the development will also follow TfL's guidance on travel plans which is intended to:

- Improve the overall quality of development-related travel plans by listing the criteria that should be included in the travel plan and so providing a framework for travel plan preparation; and
- Give consistency to the way travel plans are assessed as part of the development control planning process.

An example travel survey is provided in **Appendix A**. This survey could be conducted on paper or online.

8.3 Travel Plan Annual Review

The results of the travel surveys and any additional feedback from employees, residents, the Bicycle User Group and visitors on transport-related matters will be reviewed by the Travel Plan Co-ordinator who will prepare a full annual monitoring report, annually issued to the Travel Plan Steering Group and to Camden Council Travel Plan officers.

Improvements which could encourage the use of environmentally-friendly travel options will be identified. Amendments or modifications to the measures introduced through the Travel Plan will then be considered. The Travel Plan Steering Group will review the objectives of the Travel Plan and seek to set targets for any agreed actions that the Group consider should be carried out to further encourage trips to the site to be made by more sustainable modes of transport.

A key element of the report will be comparing the surveyed modal shares to the targets previously set; if the data shows that the targets have not been met or are not on course to be met, the report will outline the reasons behind this and how the matter will be resolved.

Results and ideas on areas of improvements will also be made available to Camden Council Travel Plan officers where appropriate, and a summarised version of the report will be distributed to site employees if requested.

9 Action Plan

Table 9 summarises the actions that will be undertaken during occupation to deliver the Travel Plan objectives, implement the more detailed Travel Plans, and update them to reflect the actual travel behaviour of occupiers, employees, residents and visitors.

This timetable will be reviewed with stakeholders and updated in subsequent Travel Plan document revisions. The Travel Plan is an ongoing, adaptable document and, as such, will be reviewed over time and adapted where necessary to accommodate changing demands and guidance on encouraging sustainable travel.

Table 9: Action Plan for the Implementation of the Travel Plan

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
Travel Plan Management	To encourage travel by sustainable transport modes	Write up the pre-occupation Travel Plan	Done – this Travel Plan ✓	Arup	No later than 12 months prior to first occupation	Successful implementation of Travel Plan	Low
		Travel Plan Co-ordinator	To be appointed	New Oxford Street Limited	Prior to occupation	Successful implementation of Travel Plan	Moderate
		Detailed funding mechanisms	Identify costs of individual measures and secure approval	Travel Plan Co-ordinator	Upon appointment	Successful implementation of Travel Plan	Moderate
		Travel Plan Steering Group	Set up a Travel Plan Steering Group	Travel Plan Co-ordinator	Within one month of first occupation	Successful implementation of Travel Plan	Low
		Initial baseline travel surveys	Undertake the surveys and analyse their results	Travel Plan Co-ordinator	Following six months of first occupation or at 75% occupation, whichever comes first	Successful implementation of Travel Plan	Moderate
		Set revised modal split targets	Revise modal split targets based on the results of the initial baseline travel surveys	Travel Plan Co-ordinator	Upon completion of the initial travel surveys	Successful implementation of Travel Plan	Low
		Umbrella Travel Plan	Write up umbrella Travel Plan, building upon the present pre-occupation Travel Plan and knowledge of the known occupiers (including the initial baseline travel surveys), and adopt upon approval of Camden Council	Travel Plan Co-ordinator	Upon completion of the initial baseline travel surveys	Successful implementation of Travel Plan	Moderate

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
		Separate Travel Plan Co-ordinators	Identify whether separate Travel Plan Co-ordinators for each element are required	Travel Plan Co-ordinator	Once the individual elements of the development are 75% occupied, or earlier if the need is identified	Successful implementation of Travel Plan	Moderate
		Individual Travel Plans	Write up the individual plans for the office, retail and residential elements, in line with the Travel Plan	Travel Plan Co-ordinator(s)/Travel Plan Steering Group working with individual occupiers	After submission of the umbrella Travel Plan	Successful implementation of Travel Plan	Moderate
		Subsequent travel surveys	Undertake the subsequent travel surveys and analyse their results	Travel Plan Co-ordinator(s)	Years Three and Five, and as and when required	Successful implementation of Travel Plan	Moderate
		Annual monitoring reports	Produce annual monitoring reports	Travel Plan Co-ordinator(s)	Upon completion of the travel surveys	Successful implementation of Travel Plan	Moderate
		Update of umbrella Travel Plan and individual Travel Plans	Update the Travel Plan and individual travel plans to reflect the results of the travel surveys, revised measures, updated action plans and remedial measures	Travel Plan Co-ordinator(s)/Travel Plan Steering Group/Camden Council Travel Plan officers	Within one month of completion of the travel surveys	Successful implementation of Travel Plan	Moderate
		Stakeholder/user groups	Organise stakeholder group meetings	Travel Plan Co-ordinator(s)	Ongoing	Successful implementation of Travel Plan	Low
Promotion/ Marketing	To raise awareness of sustainable transport modes	Employee and Resident Welcome Packs	Design and distribute the Employee and Resident Welcome Packs	Travel Plan Co-ordinator working with individual occupiers	Prior to occupation and ongoing	Successful implementation of Travel Plan	Low
		Website/intranet information	Design and maintain a web page for the Travel Plan and	Travel Plan Co-ordinator working	Within one month of first occupation and ongoing	Successful implementation of Travel Plan	Low

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
			individual travel plans if the operational development has a website (this could be postbuilding.com), and/or on the occupiers' intranet or company websites	with individual occupiers			
		Travel Plan Inductions	Provide individual occupiers with training and support to give their employees Travel Plan inductions	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Successful implementation of Travel Plan	Low
Walking	To encourage travel by walking and increase mode share	Promotion of walking resources (websites, tools and events)	Promote walking resources within Employee and Resident Welcome Packs, online (postbuilding.com and employer intranet networks) and during Travel Plan inductions	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	Low
Cycling	To encourage travel by cycling and increase mode share	On-site cycle parking, shower and changing facilities amongst employees and residents	Installed ✓	New Oxford Street Limited	-	Progress towards mode share target	High
		Cycle training and skills courses run by Camden Council and TfL	Promote attendance	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A
		Cycling events (Bike Week, Cycle to Work Day, Let's Ride, etc)	Promote/organise participation	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
		Local cycling guides and journey planners	Promote/distribute	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A
		Cycle security, marking and registration schemes with the Metropolitan Police	Promote use	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A
		Safety courses run by TfL and FORS for cyclists and HGV drivers	Promote/facilitate attendance	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A
		Staff Bicycle Purchase Loan	Set up bicycle loan scheme	Individual occupiers	Ongoing	Progress towards mode share target	Moderate
		Santander Cycles	Promote use by offering annual subscription to employees interested in cycling	Individual occupiers	Ongoing	Progress towards mode share target	Low
		Bicycle User Group (BUG)	Set one up	Travel Plan Co-ordinator(s)/Travel Plan Steering Group	Ongoing	Progress towards mode share target	Low
		Individual Cycling Advice	Organise through the BUG	Travel Plan Coordinator(s)/BUG	Ongoing	Progress towards mode share target	Low
		Cycle Safety Training	Set up through the BUG	Travel Plan Coordinator(s)/BUG	Ongoing	Progress towards mode share target	Low

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
		Regular ‘Bike Doctor’ maintenance and repair sessions	Organise through the BUG	Travel Plan Coordinator(s)/BUG	Ongoing	Progress towards mode share target	Moderate
		Cycle buddy scheme	Set up through the BUG	Travel Plan Coordinator(s)/BUG	Ongoing	Progress towards mode share target	Low
Public Transport	To encourage travel by public transport and increase mode share resources	Journey planners including mobile phone apps	Promote use	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	Low
		Illegal touting and dangers of using unbooked minicabs, especially at night	Raise awareness, e.g. through TfL’s Safer Travel at Night campaign	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A
		Timetables, bus spider maps and information on night services	Promote use	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	Low
		Provide interest-free travel loans for annual/season tickets and travelcards to employees	Encourage employers to provide such loans	Individual occupiers	Ongoing	Progress towards mode share target	Moderate
		Flexible Working Arrangements	Allow staff to travel outside of peak hours to take advantage of off-peak fares and encourage public transport use	Individual occupiers	Ongoing	Progress towards mode share target	N/A

Theme	Objectives	Measure	Action/Status	Responsibility	Timing	Monitoring progress towards target	Cost
Car Trips	To minimise car, taxi and motorcycle trips and reduce mode share	Car-free development	The development will be car-free, with the exception of two spaces for the exclusive use of disabled people (one for office users and one for residents) ✓	New Oxford Street Limited	Ongoing	Progress towards mode share target	N/A
		No residents' parking permit delivered	Residents will not be entitled to be granted a resident's parking permit and will not be able to buy a contract to park within any car park owned, controlled or licensed by Camden Council	Camden Council	Ongoing	Progress towards mode share target	N/A
		Car clubs	Encourage residents and employees to use car clubs as an alternative if car trips are the only viable option for a trip	Travel Plan Co-ordinator working with individual occupiers	Ongoing	Progress towards mode share target	N/A

10 Securing and Enforcing the Travel Plan

10.1 Securing the Travel Plan

The implementation of the Travel Plan will be secured through the Section 106 agreement concluded with Camden Council. The travel survey results and travel plan reviews will be submitted to Camden Council. The ownership of the Travel Plan, the commitment to provide a Travel Plan Co-ordinator and the Co-ordinator's role are set out in **Section 7**.

The Travel Plan, including physical measures associated with the development, will ensure that sustainable travel patterns are secured as part of the development.

The action plan will be monitored by Camden Council to ensure that targets are being reached and advise on any corrective actions as necessary.

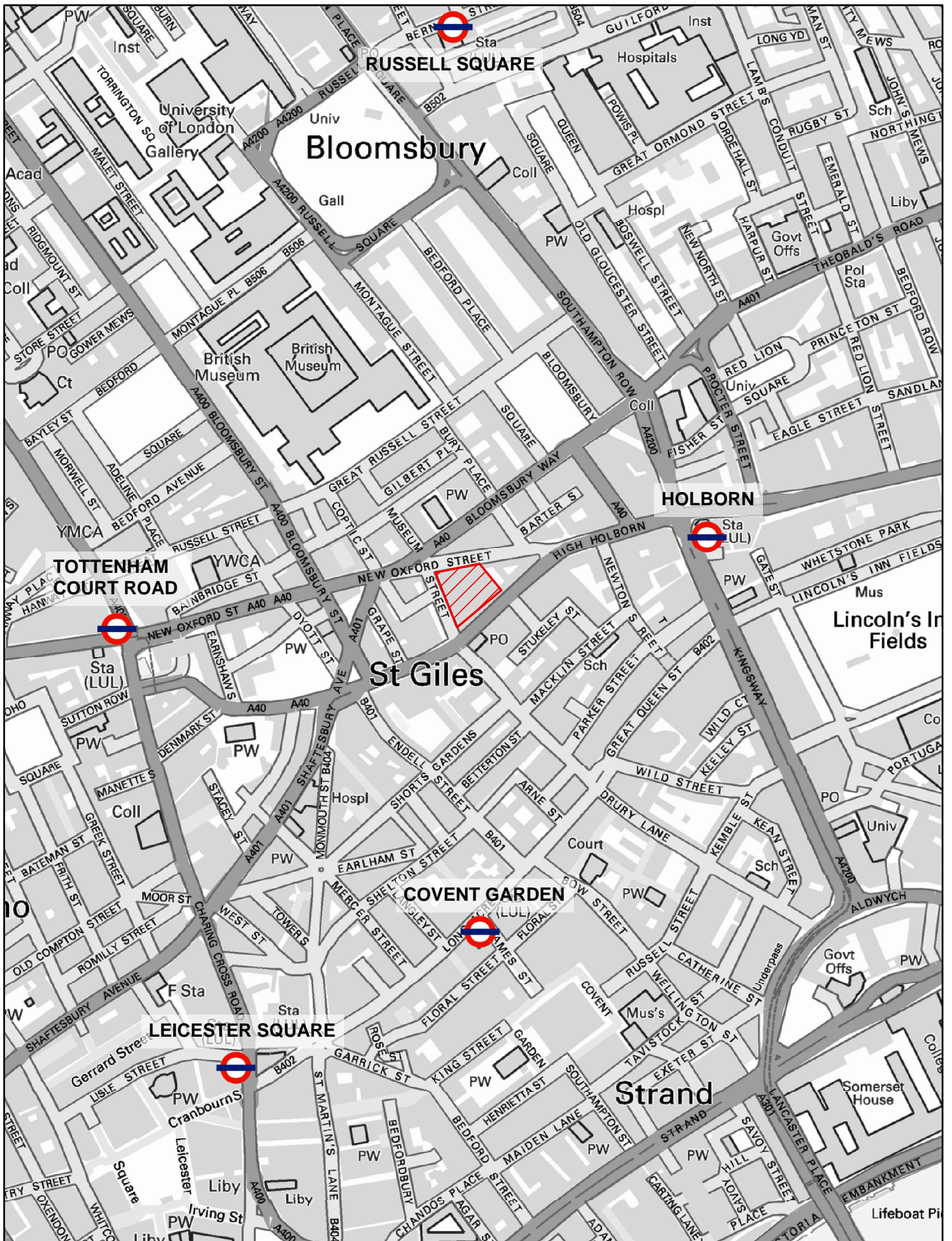
10.2 Enforcing the Travel Plan

The Travel Plan Co-ordinator will seek support and guidance as necessary from Camden Council Travel Plan officers, in addition to reporting on Travel Plan reviews, to ensure that the Travel Plan is effective in meeting its objectives. The Travel Plan Co-ordinator will also be responsible for identifying the sanctions required to enforce the Travel Plan with Camden Council.

Figures

Figure 1: Site Location

Figure 2: Cycle Routes and Facilities and Public Transport Access



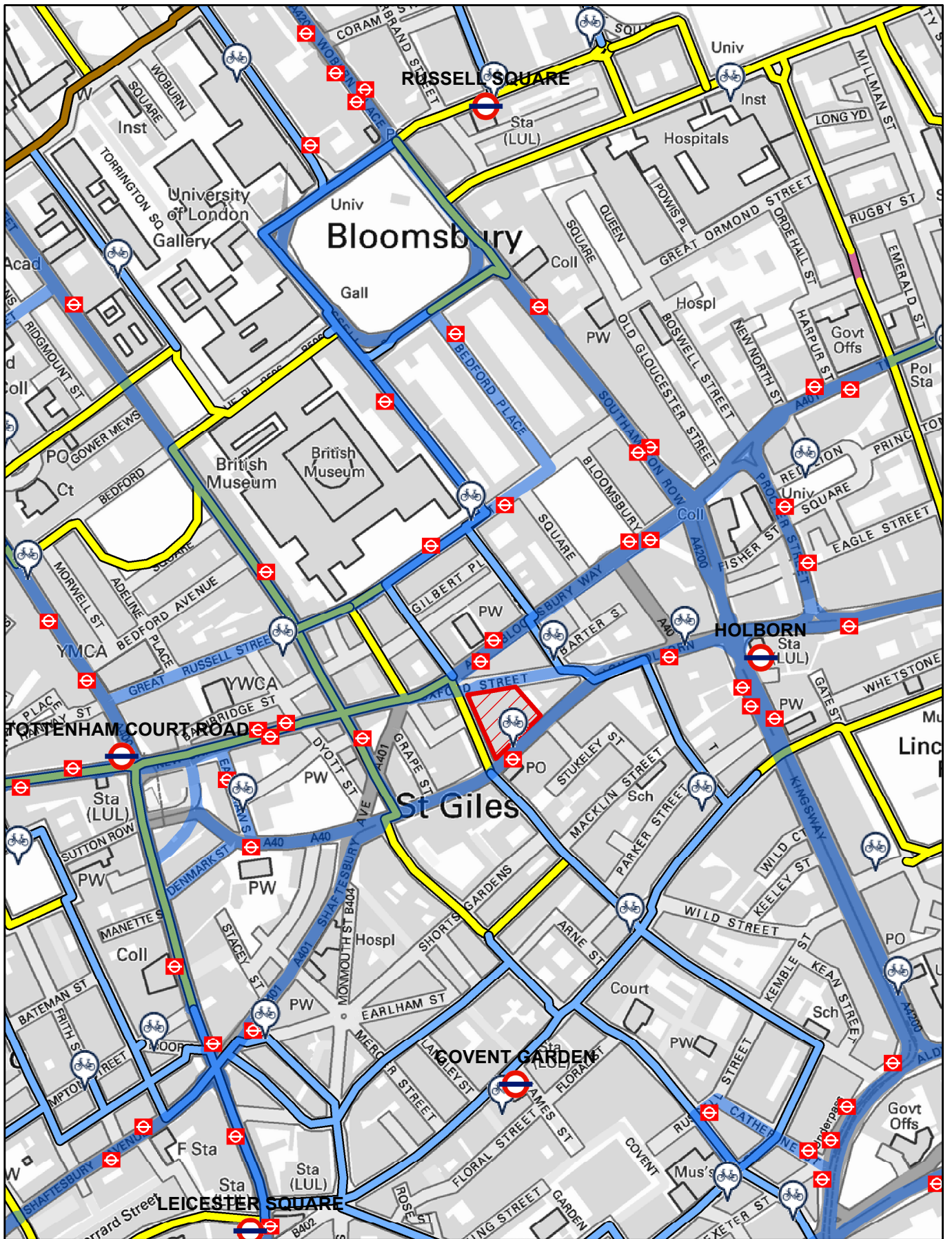
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The Post Building Site Location



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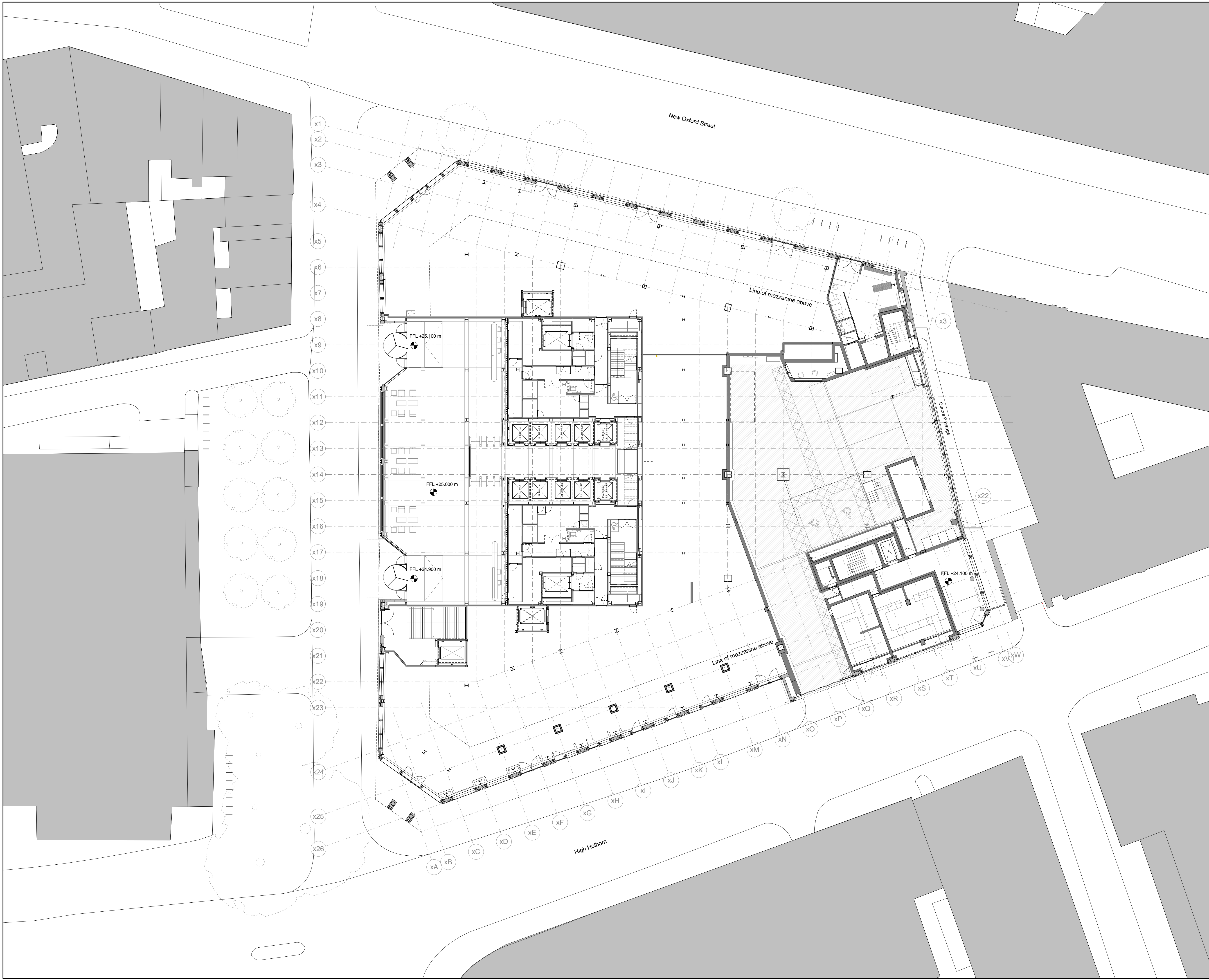
-  Site location
-  London Underground Stations
-  London Bus Stops
-  Bus Routes
-  Santander Cycle Hire Station
-  Provision for cyclists alongside busy roads
-  Routes signed for cyclists that may be on busier roads
-  Routes on quieter roads recommended by cyclists
-  Routes through parks for walking & cycling
-  Pedestrian only route

The Post Building Existing Transport Facilities

Drawings

Drawing ZZ_306

Drawing ZZ_307



KEY

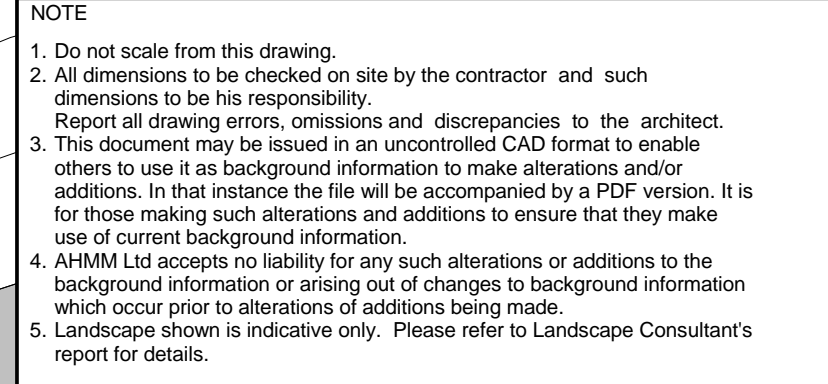
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C02	210717	For Construction

CONSULTANTS

CLIENT:	21-31 New Oxford Street Development Ltd.
CONTRACTOR:	Laing O'Rourke
PROJECT MANAGER:	Gardiner & Theobald
STRUCTURAL ENGINEER:	Anup Structures
MECHANICAL ENGINEER:	Anup M&E
ACOUSTIC CONSULTANT:	Anup Acoustics
CLADDING CONSULTANT:	Anup Facades
COST CONSULTANT:	Arcadis
LANDSCAPE ARCHITECT:	Gillespies

NOTE

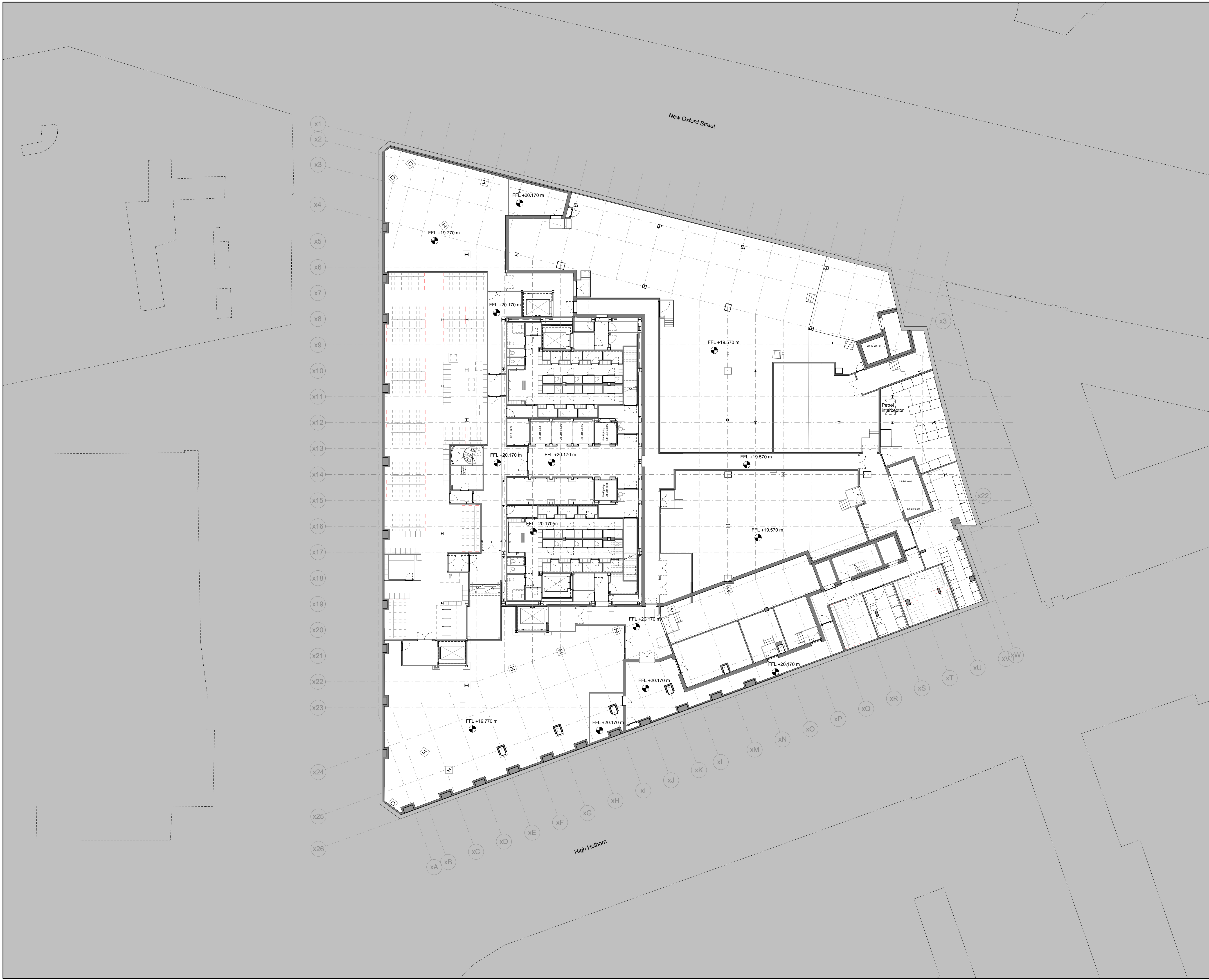
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 drawing title / location
 L00 for transport plan

DRAFT

drawn by	checked	scale	status
Author	Checker1	: 200 @ A1	
project	drawing no.	revision	
12141	ZZ_306		



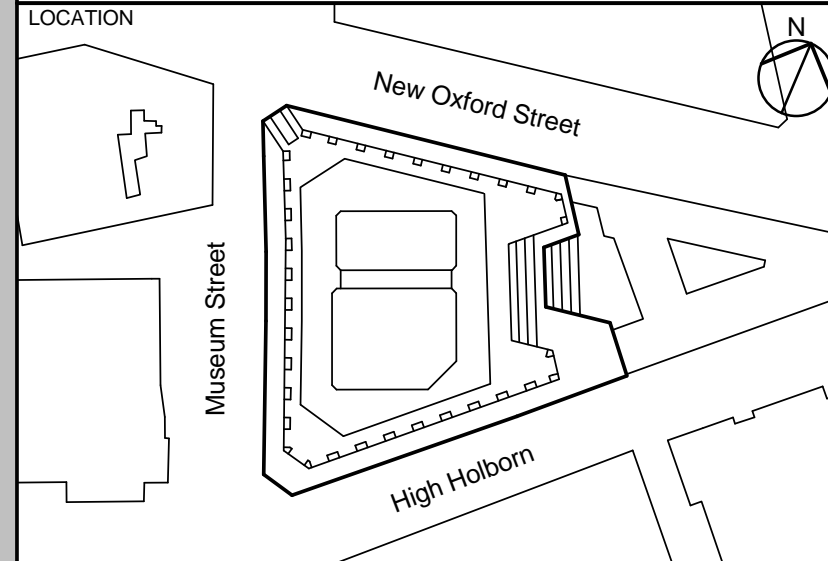
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REV	DATE	DESCRIPTION
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C02	210717	For Construction
C03	021017	For Construction

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 drawing title / location
B01 for transport plan

drawn by checked scale status
 Author Checker1 : 200 @ A1

project drawing no. revision
 12141 ZZ_307

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Appendix A

Section 4.16 and Schedule 11 of
the Section 106 Agreement

A1 Section 4.16 and Schedule 11 of the Section 106 Agreement

4.16 TRAVEL PLAN

4.16.1 Not later than twelve (12) months prior to the Occupation Date to:-

- (i) submit to the Council the Travel Plan for approval; and
- (ii) pay to the Council the Travel Plan Monitoring Contribution.

4.16.2 Not to Occupy or permit Occupation of any part of the Development until such time as the Council has:

- (i) approved the Travel Plan as demonstrated by written notice to that effect; and
- (ii) received the Travel Plan Monitoring Contribution in full.

4.16.3 The Owner covenants with the Council that after the Occupation Date the Owner shall not Occupy or permit Occupation of any part of the Development at any time when the Development is not being managed in strict accordance with the Travel Plan as approved by the Council from time to time and shall not Occupy or permit Occupation of the Development otherwise than in strict accordance with the requirements of the Travel Plan.

THE ELEVENTH SCHEDULE

THE TRAVEL PLAN

PART I: Components of the Travel Plan

The Travel Plan will be a basis for promoting sustainable travel to and from the Property.

The National Planning Policy Framework states that... *“All developments which generate significant amounts of movement should be required to provide a Travel Plan.”*

For further advice on developing a Travel Plan see the Transport for London’s travel plan guidance website:

<http://www.tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans>

The Owner will implement the Travel Plan where appropriate in partnership with the Council and/or with public transport operators.

In drawing up the Travel Plan (“the Plan”) the Owner shall ensure that provisions relating to the following matters are contained within the Plan:

1. Public Transport and Walking

- a. Review the public transport needs of occupiers and visitors and consider potential part and ride type services or shuttle-type services for occupiers, or suggest further enhancements to the scheduled London Bus Network.
- b. Provide in-house public transport information and ensure that this is regularly updated (both Transport for London and National Rail travel information is available from their respective websites: www.tfl.gov.uk and www.nationalrail.co.uk).

- c. Consider provision of interest-free annual season ticket/travelcard loans for travel on buses, the Underground, trains and trams for any commercial occupiers of the Development.
- d. Encourage walking through the provision of information on the best pedestrian routes to and from the Property for occupiers and visitors.

2. Taxis and Minicabs

Consideration must be given to the provision and management of Taxi access to the Property.

3. Traffic Restraint

The Plan must seek to reduce the volume and impact of vehicles generated by the Development.

4. On-Street Parking Controls

The Plan should aim to contain the transport impact of the site (including parking, loading and unloading) to within the curtilage of the site and reduce the impact of the site on surrounding on-street parking.

5. Parking and Travel

A review of occupiers' travel should have the principal aim of reducing non-essential single occupant driver trips to the site and increasing the proportion of trips undertaken by bicycle and on foot. With regards to car travel and car parking, this should include:

- a. A review and/or development of criteria to reduce car allowances and include measures to limit the use of car parking and permits in and around the Property.
- b. A review of any on-site parking charges.
- c. Consideration and/or review of pool vehicles for work-related trips including more environmentally friendly vehicles and alternative forms of transport for some trips.
- d. Consider the use of partial homeworking/teleworking/teleconferencing where feasible and appropriate.

6. Traffic Management

An assessment must be made of the impacts of the proposed car park access changes on existing internal congested traffic flows and seek further enhancements to internal traffic flow to better manage congestion.

7. Cycling

The following cycle measures must be provided in sufficient quantity in line with annual travel surveys to be subsequently carried out:

- a. Secure and well-lit workplace cycle parking.

Consideration shall also be given to providing the following, especially in commercial developments:

- b. Changing and showering facilities.
- c. Cycle allowance for work-related journeys.
- d. Cycle and equipment loans and insurance.
- e. Cycle repair facilities.

- f. Cycle pool for work-related journeys.
- g. A Bicycle Users' Group (BUG) to progress cyclists' issues on site.
- h. Work with the Council to improve cycle routes to/from the Property.

8. Facilities for Goods Movement and Servicing

A Servicing Management Plan for the site must seek to:

- a. Identify the number and type of servicing vehicles required for the Property;
- b. Limit the size of vehicle where a larger vehicle will create servicing conflicts;
- c. Manage the timing of deliveries to avoid the conflict with other servicing vehicles, conflict with loading or parking restrictions in the area of conflict with heavy pedestrians or traffic flows;
- d. Encourage suppliers and delivery contractors to use alternatively-fuelled vehicles (such as electric and LPG vehicles and cycles) – organisations can apply to the Energy Saving Trust (www.est.org.uk) for alternatively-fuelled vehicle grants.

PART II: Review and Monitoring of the Travel Plan

The Owner shall ensure that the Plan contains arrangements for the review and monitoring of the Travel Plan and that this is carried out on an ongoing basis and at least in Years One, Three and Five following occupation and including an initial survey undertaken three months following the Occupation Date. These arrangements will deal with the matters set out below establishing firm timescales for the taking of each step, specific targets to be adopted for the measuring of the effectiveness of each measure and a reporting mechanism to the Council. It is acknowledged that it will be appropriate to amend the Travel Plan by agreement in the light of developing circumstances.

1. Review the Property's Transport Accessibility

The first stage will be to review the Property's accessibility by all modes. An accessibility report will be produced and this will form the basis for the next stages.

2. Consultation with Occupiers

This will involve meeting occupiers of the Property to promote the concept of a Travel Plan. The meetings will seek to identify a common set of objectives for encouraging walking, cycling and public transport usage combined with reducing reliance on the private car.

3. User Consultation and Travel Surveys

This stage will be based around consultation. It will be extremely important to secure the support of occupiers and users of the Development if the Plan is to succeed. This stage will include occupier and user travel surveys to examine the use of existing modes of travel, attitudes towards sustainable modes of transport and the most effective measures to promote sustainable transport for commuting journeys and business journeys. The Owner will consult with the Council at this stage.

4. Implementation

Stages 1 to 3 will provide the base information for the review of the Travel Plan.

5. Monitor and Review

The Travel Plan will secure an ongoing process of continuous improvement. Each version of the Travel Plan shall set out a mechanism of next steps to be tackled in line with results collated from the surveys and shall also set out a mechanism for reporting back to the

Council on an annual basis on how effectively the Travel Plan is being in maximising the use of sustainable transport.

Appendix B

Example Travel Survey

B1 Example Office Travel Plan Survey Questions

Q1 Where do you start your journey to work from?

Full Postcode _____

Town/County _____

Q2 At what time do you usually arrive at/leave work on an average day?

Arrive _____

Leave _____

Q3 What is your main mode of transport to work (in terms of distance)?

- | | |
|-------------------------------------|--|
| <input type="radio"/> Bus | <input type="radio"/> Motorcycle/Moped |
| <input type="radio"/> National Rail | <input type="radio"/> Taxi |
| <input type="radio"/> Underground | <input type="radio"/> Cycle |
| <input type="radio"/> Car Driver | <input type="radio"/> Walk |
| <input type="radio"/> Car Passenger | <input type="radio"/> Other _____ |

Q4 Do you usually use other modes of transport to work as well as the main mode ticked in Q3?

- | | |
|-------------------------------------|--|
| <input type="radio"/> No (go to Q5) | <input type="radio"/> Yes (please tick all that apply) |
| <input type="radio"/> Bus | <input type="radio"/> Motorcycle/Moped |
| <input type="radio"/> National Rail | <input type="radio"/> Taxi |
| <input type="radio"/> Underground | <input type="radio"/> Cycle |
| <input type="radio"/> Car Driver | <input type="radio"/> Walk |
| <input type="radio"/> Car Passenger | <input type="radio"/> Other _____ |

Q5 How long does it currently take you to travel to work?

- | | |
|------------------------------------|-------------------------------------|
| <input type="radio"/> 0-15 minutes | <input type="radio"/> 45-60 minutes |
|------------------------------------|-------------------------------------|

- 15-30 minutes
- 30-45 minutes
- 60-90 minutes
- longer than 90 minutes

Q6 Which of the following measures would encourage you to cycle to work in the future? (If you already cycle to work which would you most like to see improved/introduced?)

Please select up to 3 responses and rank them from 1 to 3, where 1 is most important

- More dedicated cycle lanes between home and work
- More showers and changing facilities at work
- Improved cycle parking and security at work
- Introduction of interest-free cycle loans towards the purchase of a cycle
- Regular Dr. Bike visits
- Formation of a Bicycle User Group
- Free annual Santander Cycles membership
- Cyclescheme salary sacrifice scheme to help buy a bicycle
- Other _____

Q7 Which of the following measures would encourage you to walk to work in the future? (If you already walk to work which would you most like to see improved/introduced?)

Please select up to 3 responses and rank them from 1 to 3, where 1 is most important

- Better maintained footpaths between home and work
- Better lighting on footpaths between home and work
- More showers and changing facilities at work
- Improved pedestrian crossing points
- Plans showing location of local amenities
- Awareness events on the benefits of walking
- Discount on walking shoes/trainers at local retailers
- Other _____

Q8 On average how many work related trips do you make from the office per week?

Q9 When travelling for business purposes from the office, what is the FIRST mode of transport (not including walk) that you usually use on leaving the office?

- | | |
|-------------------------------------|--|
| <input type="radio"/> Bus | <input type="radio"/> Motorcycle/Moped |
| <input type="radio"/> National Rail | <input type="radio"/> Taxi |
| <input type="radio"/> Underground | <input type="radio"/> Cycle |
| <input type="radio"/> Car Driver | <input type="radio"/> Walk |
| <input type="radio"/> Car Passenger | <input type="radio"/> Other _____ |

Q10 Are you...?

- | | |
|---|------------------------------|
| <input type="radio"/> Male | <input type="radio"/> Female |
| <input type="radio"/> Prefer not to say | |

Q11 Which age group do you fall into?

- | | |
|--------------------------------|----------------------------------|
| <input type="radio"/> Under 25 | <input type="radio"/> 45-54 |
| <input type="radio"/> 25-34 | <input type="radio"/> 55 or over |
| <input type="radio"/> 35-44 | |

Q12 Do you have a mobility impairment that affects your journey to work?

- | | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
|---------------------------|--------------------------|

Please use the space below for any travel/transport related comments or suggestions that you would like to add.