

Seaforth Land

20-23 GREVILLE STREET

Framework Employee Travel Plan

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1 INTRODUCTION

- 1.1 This Framework Employee Travel Plan has been prepared by Caneparo Associates on behalf of Seaforth Land ('the Applicant'), for an extension and refurbishment of 20-23 Greville Street, EC1N 8SS ('the Site'), in the London Borough of Camden (LBC).
- 1.2 The development proposes the extension and refurbishment of the building in order to provide 2,662sqm (GEA) of B1(a) and 981sqm (GEA) flexible retail floorspace (Use Class A1/A3). All off-street parking will be removed.
- 1.3 This document has been prepared to act as the Framework Employee Travel Plan for the commercial floorspace. Once the development proceeds through the construction and occupation process, this document will be used as a framework document to produce an employee Travel Plan for each occupier of the office and retail units, as appropriate.
- 1.4 The main aim of this Framework Travel Plan (henceforth referred to as "Travel Plan") is to put in place the management tools deemed necessary to enable the employees and visitors of the commercial units on Site to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping employees and visitors from using sustainable and active modes.
- 1.5 This Travel Plan has been prepared in accordance with Travel Plan guidance issued by Transport for London (TfL) in 2013. It is noted that TfL's tool for reviewing travel plans, ATTrBuTE, is no longer in use with new guidance and tools to be announced in 2018.

Scope

- 1.6 The remainder of this document is structured as follows:
- Section 2 – outlines the accessibility and expected travel patterns;
 - Section 3 – sets out the objectives and targets;
 - Section 4 – outlines the Travel Plan strategy;
 - Section 5 – sets out the measures that will be implemented;
 - Section 6 – outlines the monitoring and review programme; and
 - Section 7 – sets out an Action Plan.

2 ACCESSIBILITY

Site Location

- 2.1 The Site is located within the Holborn and Covent Garden ward, on the southern side of Greville Street, bound by Bleeding Heart Yard to the west and south, and a similar sized office building to the east. The Site is located 180m east (2 minutes' walk) of Farringdon Station.
- 2.2 The Site location with respect to the local highway network and rail connections is shown at **Figure 1**, below.

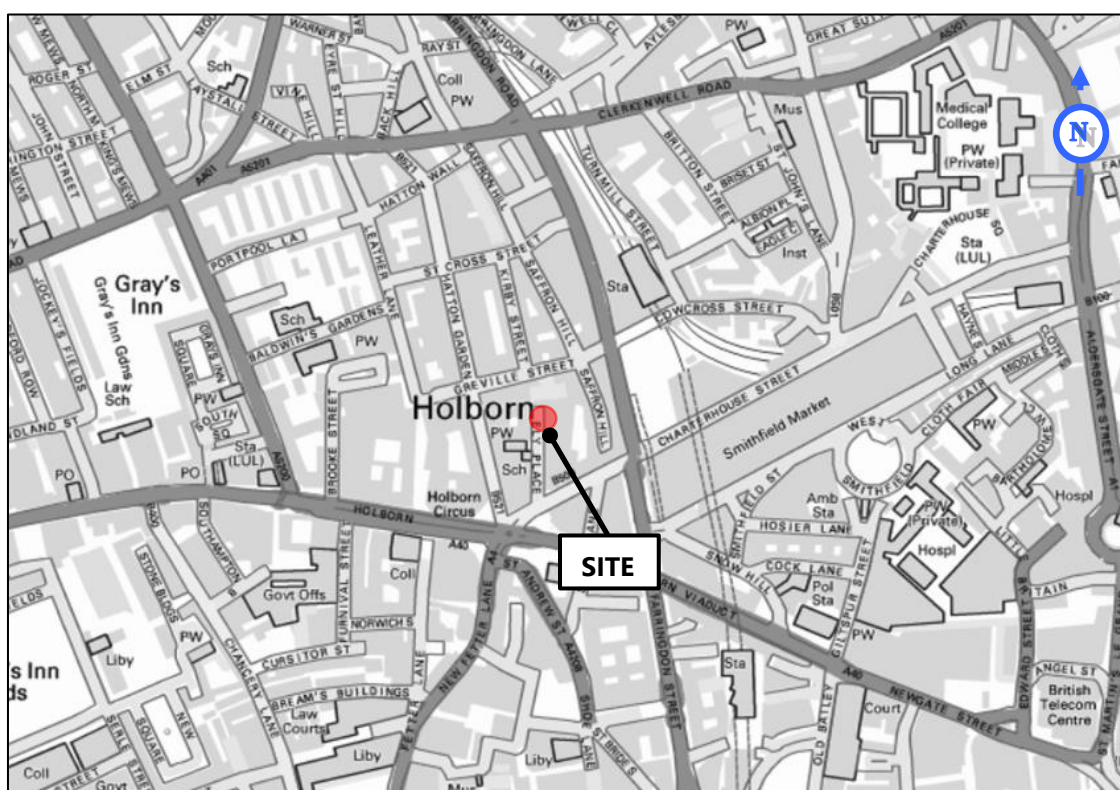


Figure 1: Site Location Plan

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- 2.3 The surrounding area comprises a mix of commercial and retail land uses. The local area offers a wide range of facilities and amenities within a short walking distance owing to the Site's proximity to both Farringdon and Chancery Lane Stations. As such, the proposed development is considered to be located within an established area that benefits from many services that can cater to the increased number of employees on-site.



Local Highway Network

Greville Street

- 2.4 Greville Street is located along the Site's northern frontage and operates eastbound to the A201 Farringdon Road from Leather Lane. The section of Greville Street which fronts the Site operates single yellow line on the northern side of the road with on-street car club bay / resident permit holder bay / short-term parking bay along the southern side. Short lengths of double yellow line are also located on the southern side of the road. The short-term parking is in operation between 08:30 and 18:30 Monday to Friday, 08:30 and 13:30 Saturday, with a maximum stay of 2 hours.

Bleeding Heart Yard

- 2.5 Bleeding Heart Yard bounds the Site to the west and south and forms a courtyard offering access to a small number of commercial and retail properties. The yard connects to Greville Street via a narrow lane which opens up to the yard itself. The narrow entrance/exit is controlled by double yellow line whilst the remainder of the yard is controlled by single yellow line. Delivery vehicles access the yard to service commercial properties along Greville Street.

Controlled Parking Zone

- 2.6 The Site falls within Zone CA-D "Kings Cross Area" of Camden's Controlled Parking Zone (CPZ) which operates between 08:30 and 18:30 Monday to Friday, and 08:30 and 13:30 on Saturdays. Loading or unloading is permitted on yellow lines for up to 40 minutes during the hours of control.

Accessing the Site by non-motorised means

Walking

- 2.7 It is generally accepted that for journeys of up to 2km walking is an appropriate mode to replace car trips and this is set out in The Chartered Institution of Highways and Transportation (CIHT) Guidelines ("Guidelines for Providing for Journeys on Foot" 2000) which suggests a maximum 'acceptable' walking distance for pedestrians without mobility impairment of 2km.



2.8 The majority of Farringdon, Temple, Clerkenwell and Holborn are within a 2km walking distance from the Site including Farringdon rail station and several underground stations. The roads surrounding the Site provide a wide array of retail and commercial properties including food retailers, cafes and restaurants which are likely used by current/proposed tenants of the building.

Cycling

2.9 It is commonly accepted that cycling has the potential to substitute for driving for distances up to 5 miles (8 kilometres). Most of Central and North London, including Camden Town, Holloway, the City of London, Soho, Westminster, Waterloo and Paddington are within a 5 mile cycle ride from the Site.

2.10 In the vicinity of the Site, the western section of Greville Street as well as Hatton Garden, New Fetter Lane, Turnmill Street and Chancery Lane are designated as '*roads that have been recommended by other cyclists*'. Farringdon Road, Holborn, Charterhouse Street and Fleet Street have been classified as a '*route signed for use by cyclists on a mixture of quiet and busier roads*'.

2.11 A number of "Camden" style cycle stands are located along Greville Street and the surrounding roads including 4 stands (8 spaces) west of the Site on the northern side of Greville Street.

Public Transport

Rail and Underground Services

2.12 Farringdon Station, on Crowcross Street, is located circa 180m to the east of the Site (3 minutes' walk). Farringdon Station offers, on average, 18 services an hour on the Thameslink to locations such as Bedford, Three Bridges, Sevenoaks, Luton, Sutton, West Hampstead, Brighton and St. Albans. The Station also provides access to the London Underground network via the Circle, Metropolitan and Hammersmith & City Lines. Crossrail will be operational by December 2018 through central London, and when the route is fully open in December 2019, there will be a service every 2-3 minutes reaching Bond Street in 4 minutes as well as Paddington and Canary Wharf in 8 minutes.

2.13 Finally, Chancery Lane Underground Station is located 450m southwest of the Site on the A40 Holborn. The station provides an access point to the Central line service of the London Underground.



Bus Services

2.14 The nearest northbound and southbound bus stops (Farringdon Stop A and B) are located approximately 100-150m from the Site.

2.15 A summary of bus services available in the locality is provided in **Table 2.1**.

Table 2.1 Summary of Bus Service Frequency (every 'x' minutes)			
No.	Route	Monday – Friday Frequency	Saturday frequency
8	Bow Church – New Oxford Street	4 - 8	5 - 9
17	London Bridge - Archway	6 - 9	10 - 11
25	Ilford – Oxford Circus	5 - 9	5 - 9
45	King's Cross - Clapham	8 - 12	10 - 14
46	Lancaster Gate – City Thameslink Station	10 - 12	9 - 11
55	Leyton – Oxford Circus	5 - 8	6 - 10
56	Whipps Cross – St Bartholomew's Hospital	6 - 9	6 - 10
63	Honor Oak – St Pancras International Station	6 - 10	6 - 10
242	St Paul's Station – Homerton Hospital	6 - 10	7 - 10
243	Wood Green – Waterloo Station	5 - 8	7 - 10
341	Waterloo – Northumberland Park	9 - 12	9 - 12
521	Waterloo – London Bridge	2 - 11	N/A

Source: TfL



Public Transport Accessibility Level (PTAL) Rating

- 2.16 Public Transport Accessibility Levels (PTALs) are a theoretical measure of the accessibility of a given point to the public transport network, taking into account walk access time and service availability.
- 2.17 The PTAL is categorised in six levels, 1 to 6 where 6 represents an excellent level of accessibility and 1 a poor level of accessibility. It is then further sub-sectioned into 'a' and 'b', with 'a' being at the lower end of the spectrum and 'b' at the higher.
- 2.18 The assessment methodology reflects:
- Walking time from the point of interest to the public transport access points;
 - The reliability of the service modes available;
 - The number of services available within the catchment; and
 - The level of service at the public transport access points – i.e. average waiting time.
- 2.19 The PTAL rating of the centre of the Site is 6b, meaning the Site has an excellent level of accessibility to public transport, achieving the highest possible rating.

Car Clubs

- 2.20 There are several existing car club vehicles in the vicinity of the site; the closest vehicle is operated by Zipcar and is located in the centre of Greville Street. **Table 2.2** below sets out the local car club vehicles.

Table 2.2 Local Car Club Operators		
Operator	Location	Distance from Site
Enterprise Car Club	20 Greville Street, EC1N 8TB (in front of the Site)	0m
Zipcar	38 Hatton Garden, EC1N 8DX	190m
Zipcar	4 St. Cross Street, EC1N 8QP	190m
Zipcar	1 Portpool Lane, EC1N 7UD	620m

Baseline Travel Patterns

2.21 **Table 2.3** below shows the assumed modal split for journeys made to and from the Site for the proposed office and retail units. The expected modal split is based upon data from the Transport Assessment; further information on how the mode split was calculated is presented in Chapter 6 of the Transport Assessment.

Table 2.3: Predicted Employee Modal Split	
Mode	Percentage (%)
Car Driver	5.8
Car passenger	0.6
Taxi	0.2
Motorcycle	1.7
Bus	11.1
Underground	31.9
Rail	36.7
Walk	5.8
Cycle	6.1

2.22 For the purpose of this Travel Plan and its emphasis on employment travel, the mode split as shown in **Table 2.3** will be used for monitoring and target setting purposes until a travel survey can be undertaken.

2.23 This survey will accurately identify how employees at the Site travel and the results will be known as Year 0. The survey will cover employees and will be undertaken once the Site is occupied.

2.24 Occupation is defined as:

- No later than three months after 50% of the commercial floorspace is occupied.

2.25 The monitoring surveys for the office and retail units will be carried out independently of each other and will be the responsibility of the occupier(s).



3 OBJECTIVES AND TARGETS

Introduction

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Chapter 6**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the Site will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage employees to use more sustainable ways of travelling to / from the development Site through more effective promotion of active modes. This will minimise the impact of the development on the surrounding public transport network.

3.3 The sub-objectives are:

- Sub-objective 1: To increase employee awareness of the advantages and availability of sustainable modes of transport with a specific focus on walking and cycling;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all users;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate employee travel by sustainable modes; and therefore,
- Sub-objective 4: To reduce unnecessary use of the car for the journey to and from the site by employees.

Targets

3.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and the success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

3.6 The key action targets are set out below:

- Where appropriate, each Occupier Travel Plan Coordinator (TPC) will be appointed prior to the occupation of each employment unit by the tenant (in the event a site-wide TPC is not appointed prior to occupation of any employment unit);
- Baseline travel surveys will be undertaken 3 months from occupation of the commercial elements of the development, as required; and
- Each monitoring survey will occur within one month of the anniversary of the baseline survey in each survey year (as detailed in the Monitoring section).

Aim Targets

3.7 The aim targets of this Travel Plan are focused on the employees who will be based at the Site.

3.8 TfL's Travel Planning Guidance outlines "London wide" targets, as set out in the Mayor's Transport Strategy, in order to help set targets for mode shift. Those relevant to this Travel Plan are to:

- achieve a 5% modal share increase for active modes (walking and cycling); and
- reduce public transport trips by 5% from a base of 79.7%.

3.9 **Table 3.1** outlines the Aim Targets set out for the Site. The targets are set to measure progress towards the main objectives over five years once the development Site has been fully built out.

3.10 The baseline figures are taken from the expected mode split, as detailed in Section 2. This Travel Plan recognises that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). Given this, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 3.1: Travel Plan AIM Targets				
Target	Indicator	Mode Split		
		Baseline (Year 0)	Interim (Year 3)	Final (Year 5)
Employees				
Achieve a 5% decrease in public transport trips by Year 5	Modal split monitoring surveys for PT use	79.7%	77.2%	74.7%
Achieve a 2.5% increase in the mode share for cycling by Year 5	Modal Split monitoring surveys for cycling	6.1%	7.4%	8.6%
Achieve a 2.5% increase in the mode share for walking by Year 5	Modal split monitoring surveys for walking	5.8%	7.1%	8.3%
Visitors				
Increase the awareness of cycling and walking as viable options available to access the Site	No surveys necessary	-	-	-

3.11 It can be difficult to influence visitor travel behaviour and it is therefore considered more constructive to set Action targets aimed at promoting sustainable transport to visitors of the site, rather than specific Aim Targets.

3.12 The targets listed are based on preliminary data and therefore may need to be adjusted once an accurate baseline modal share has been established from the baseline (Year 0) survey. Any adjustments to the targets will be discussed and agreed with LBC.

3.13 Indicators are the elements which will be measured in order to assess progress towards meeting the targets.

4 TRAVEL PLAN STRATEGY

Employee Travel Plan Strategy

- 4.1 This document has been designed to provide the framework from which individual employee Travel Plans will be prepared. It provides an outline of the general elements that the tenants/occupiers will need to include within their individualised Travel Plans. Occupiers will be expected to adapt these to suit their own circumstances and organisational policies.
- 4.2 In particular the type of Travel Plan will be dependent on the size of each organisation. The thresholds for different commercial occupations, set out in **Table 4.1**, will be used for determining these. The Travel Plan thresholds are based on those set out in TfL's Travel Planning Guidance (2013).

Table 4.1 – Travel Plan Type Thresholds		
Land Use	Travel Plan Statement	Full Travel Plan
A1 (Retail)	More than 20 staff but less than 1,000sqm	Equal or more than 1,000sqm
A3/A4/A5 (Food/Drink)	More than 20 staff but less than 750sqm	Equal or more than 750sqm
B1 Business	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm

Full Travel Plan

- 4.3 Applicants for developments at or above the strategic-level thresholds must by default submit a Full Travel Plan and contain all relevant information as per the TfL guidance and Camden Planning Guidance 7: Transport (CPG7, 2011).

Travel Plan Statement

- 4.4 Smaller developments that fall below the strategic-level Full Travel Plan threshold but which typically employ 20 or more staff should submit a Travel Plan Statement. It may not be appropriate to set specific targets within these plans. However, a set of positive measures promoting sustainable transport should be included, together with an action plan for their implementation.



4.5 The scheme consists of approximately 2,662sqm (GEA) of B1(a) office floor space which could be split across a number of tenants; and an indicative four flexible retail units (Use Class A1/A3). It is therefore proposed that a number of smaller Travel Plan Statements would be prepared by the individual occupants as required, which will be able to benefit from the use of this Travel Plan.

4.6 The level of information required should be agreed with the local authority planning officer at the earliest opportunity.

Travel Plan Coordinator (TPC)

4.7 Each occupier/tenant of the commercial spaces will appoint a Travel Plan Coordinator (TPC) to develop and manage the Travel Plan (if required and/or the occupier is of an appropriate size to warrant a TPC). Often the TPC appointed will be an existing member of the occupier's administration staff, as the role is fully funded by the occupier.

4.8 The TPC is the most important aspect of a Travel Plan and their willingness and enthusiasm will be a key factor in the successful implementation of a Travel Plan that will achieve good modal shift results.

4.9 The main responsibilities of the TPC will consequently be:

- To develop the Travel Plan for their employer based on this Framework Travel Plan;
- To implement, market and manage the development of the Travel Plan;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Act as a point of contact for all employees regarding travel and the Travel Plan; and
- Liaise with the third-party stakeholders regarding the Travel Plan.

4.10 Each occupier will appoint their Travel Plan Coordinator upon initial occupation of the Site, and ensure that there is someone actively filling the role throughout the duration of the Travel Plan. Their contact details will be passed to the LBC Travel Plan Team upon their appointment. Each occupier will be responsible for submitting a Travel Plan within 3 months of occupying the development (dependent on the size of the organisation as set out in Table 4.1).



4.11 The role of the TPC is part-time and will have a fluctuating workload throughout the duration of the Travel Plan. The occupier will make sure that the TPC has enough time to undertake their duties. The staff member appointed will need to effectively liaise and communicate with management within their organisation regarding the Travel Plan.

4.12 The funding of each Travel Plan Coordinator is the responsibility of the occupier and will be developed using the latest version of TfL guidance.

Marketing Strategy

4.13 Employees based at the Site will be made aware of the existence of the Travel Plan upon the commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.

4.14 The following could be used as a means of disseminating information to employees to promote events/campaigns/promotions/services/initiatives:

- Induction pack;
- Staff notice boards;
- Staff Newsletters; and
- Company internet/intranet sites.

5 MEASURES AND INITIATIVES

Introduction

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.
- 5.2 The list of measures described below is by no means exhaustive and it will be the responsibility of the appointed TPC to investigate other potential measures. It is important to add that in the longer term other measures may be more suitable for the users depending on their needs and demands. This will be evident from the proposed regular monitoring results and measures will be implemented and/or altered accordingly.

General Measures

Physical Measures

- 5.3 It is recognised that physical aspects of the design can influence travel patterns and will have an impact upon the mode and extent of use of sustainable transport from the outset. The measures that will be incorporated into the design are set out below:
- Removal of the existing vehicular access (dropped kerb) and off-street parking on Bleeding Heart Yard and the footway reinstated making the use of Bleeding Heart Yard more suitable to pedestrians and cyclists with reduced number of vehicles.
 - Access to office floorspace, long-stay cycle parking and the restaurant from Bleeding Heart Yard will offer an improved pedestrian and cyclist environment, away from the relatively busy Greville Street.

Car Parking

- 5.4 The development proposals include no dedicated on-site parking and the removal of the existing informal parking arrangement available on Bleeding Heart Yard. The development can therefore be considered 'car-free' as there will not be any other spaces available for employees or visitors of the development. Car use will therefore be discouraged and more viable and sustainable options will be promoted where there is a suitable alternative.



Cycle Parking

- 5.5 Cycle parking will be provided in accordance with Camden’s Planning Guidance 7 – Transport and the London Plan, as detailed within **Table 5.1**.

Table 5.1: Cycle Parking Provision		
Use Class	Long-stay Cycle Parking	Short-stay Cycle Parking
A1 non-food retail (480sqm)	2	4
A3 Use (501sqm)	3	13
B1 Office (2,662sqm)	30	6

- 5.6 A dedicated cycle store will be provided at lower ground floor level offering secure, sheltered and accessible cycle parking for employees and office visitors. The store will provide a total of 36 cycle parking spaces (catering for office long-stay and short-stay spaces) accessible via the reception passenger lift. The building will be provided with shower, lockers and changing facilities. An accessible cycle parking space is included within the store capable of accommodating a “recumbent / cargo” style bicycle. Long-stay cycle parking for the retail units will be provided internally to each of the units, where appropriate.
- 5.7 The 5 short-stay spaces relating to the office use are located within the lower ground floor level. The remaining 17 spaces (9 Camden stands) are proposed on-street directly on Bleeding Heart Yard.

Active Modes

- 5.8 Both walking and cycling are cheap, convenient and reliable methods of transport. Cycling is particularly important in addressing congestion and pollution as it can replace many journeys which otherwise would be made by vehicular and public transport.
- 5.9 The TPC will encourage walking by providing information about the most suitable/appropriate pedestrian routes to/from the Site, and also to local amenities.
- 5.10 There are free bike maintenance and a range of cycle training courses for adults and children who live, work or study in Camden. Courses are run by National Standards approved, trained and experienced instructors. The TPC(s) will be responsible for researching courses and establishing whether there is demand for cycle training.



Public Transport

- 5.11 The TPC(s) will ensure that the following tasks are undertaken:
- all underground, train and bus services are well publicised and promoted to all employees;
 - route and timetable information for public transport and London Cycle Network will be included within the Welcome Packs/Induction Packs and on travel notice boards; and
 - contact details will be provided for public transport operators such as TfL (Journey Planner) and National Rail.
- 5.12 Taxis have an important role in providing for employee trips in particular when other modes of transport may not be available. The TPC(s) will ensure that the contact details for local taxi operators are available on site.

Measures for Employees

- 5.13 In addition to the general measures described above, other possible measures specifically aimed at employees are detailed below.

Induction Packs

- 5.14 All employees of the development, will be given information about the Travel Plan and travel options in the form of an induction pack. The pack will contain at least the following information:
- A summarised version of the Travel Plan document, that sets out the purpose and benefits etc;
 - Detail and promote the on-site cycle parking facilities for employees including the location of the spaces, lockers and shower facilities as well as information on how to obtain a locker and how to access the secure cycle parking area(s).
 - Timetables and route maps for public transport, particularly buses, and London Cycle Network;
 - Contact numbers and web details for the TfL Journey Planner and National Rail Enquiries;
 - Local taxi company details;
 - Car Club information;



- Cycling and walking maps for the local area; and
- Any relevant employer specific company policies related to transport.

5.15 Personalised journey planning sessions will be offered by the TPC if required.

Walking and Cycling

5.16 The health benefits of walking and cycling are to be promoted through things such as Walk to Work Week, which usually falls in the month of May.

5.17 The TPC will administer and promote travel by bicycle primarily through information provision, however, the following measures will also be considered:

- Holding cycle maintenance sessions in association with local cycle retailers or similar organisations/companies that offer 'Dr Bike' services;
- Investigating whether tax incentives schemes such as the Government's Cycle Scheme are appropriate for the employers of the Site; and
- Organisation of social cycling events, e.g. lunch time or after work/shift rides, or participation in cycle-related events such as the London to Brighton bike ride.

5.18 The TPC will provide information on the safest cycle routes in the area and promote the use of cycling to access the Site. In addition, the TPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to employees.

Travel Information Provision

5.19 Dedicated Travel Notice Boards will be installed at key locations within the Site such as near the employee entrance to the office block. The Information Point will be at the Site from the outset and will display material designed to promote not only sustainable travel modes such as public transport, walking and cycling but also details of the Travel Plan itself and the contact details of the TPC(s).

5.20 The Travel Notice Board can also be used as a marketing tool to promote associated transport events and the implementation of new initiatives.

5.21 A personalised journey planning service will be offered to employees by the TPC(s) and advice will be given on how to plan journeys by sustainable modes of transport.



Visitor Travel

- 5.22 Employees will be provided with advice to ensure that visitors are advised to travel by modes other than the private car wherever possible, ideally utilising active modes of travel over public transport. Where travel by private car is required, advice will be provided so that visitors can be directed to the nearest appropriate on-street spaces, and the use of car clubs will also be encouraged.

Provision for People with Disabilities and Visual Impairment

- 5.23 Provision for people with disabilities has been built into the design of the building. The following initiatives / design features / measures are present:

- Stairs have refuge points;
- Wheelchair accessible lifts with accessible floors; and
- Disabled Toilets.

- 5.24 The TPC, through dialogue with the London Borough of Camden (if necessary / appropriate), will also seek to ensure that routes to/from public transport access points have appropriate provision for people with disabilities and people with visual impairment. Specifically provision should include:

- All dropped kerbs to contain tactile paving of the appropriate colour; and
- Rotating cones on signalised pedestrian crossings.

6 MONITORING AND REVIEW

Monitoring

- 6.1 LBC require that the progress of the Travel Plan is effectively monitored and the results are reported back.
- 6.2 The monitoring programme will begin with the initial baseline Year 0 travel survey, followed by additional surveys in Years 3 and 5. The Year 0 survey will be undertaken once the site is occupied. Occupation is defined as no later than three months after 50% of the commercial floorspace is occupied.
- 6.3 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the Site. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0.
- 6.4 Monitoring will involve:
- Questionnaire surveys of employees to identify the mode share for travel method to / from work / home, focusing on barriers to more sustainable travel in the longer term, especially active modes of travel. (A copy of the proposed Travel Survey Questionnaires is included at **Appendix A**);
 - Changes to any information provided on travel noticeboards, e.g. timetables;
 - Cycle parking utilisation survey;
 - Demand for additional cycle parking facilities;
 - Condition of on and off site pedestrian and cycle facilities;
 - Comments received from employees relating to the operation and implications of the Travel Plan.
- 6.5 All monitoring will follow the most up to date TfL best practice guidance, and will be the joint responsibility of the Applicant / the management company and the individual occupier(s).
- 6.6 The initial baseline travel survey will be marketed by the TPC(s) to encourage a high response rate. According to TfL guidance, organisations should aim to achieve a response rate of at least 30%. The results will be discussed with the Council and action taken if considered necessary or appropriate.



- 6.7 The monitoring surveys for the commercial units will be carried out independently of each other and will be the responsibility of the occupier.

Review

- 6.8 The TPC(s) will compile a report each year (Annual Monitoring) for a period of 5 years that will include the results of any monitoring. The report will be issued to LBC by email.

Securing and Enforcement

- 6.9 The Site Owner/Occupiers will be fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved. This will include funding the Travel Plan Coordinator(s), travel surveys and implementation of all reasonable necessary measures.
- 6.10 This Travel Plan will be secured via Condition or Legal Agreement.



7 ACTION PLAN

7.1 The Travel Plan Action Plan is outlined in **Table 7.1** below. The Action Plan will be revised every year following each Annual Travel Plan Review.

Table 7.1: Travel Plan Action Plan				
Action	Target	Funding	Measure	Responsibility
Appointment of Commercial Travel Plan Co-ordinator (s)	To be appointed prior to occupation	Commercial Occupier(s)	Appointment of Travel Plan Co-ordinator(s)	Commercial Occupier(s)
Provision of Cycle Parking	Before occupation	Developer	On completion of the site	Developer
Erection of Noticeboards	Before occupation	Occupiers	On completion of fit out	Occupiers
Production of Staff Induction Travel Pack	Before occupation	All Occupiers	Completed Travel Pack	TPCs
Baseline Surveys	Within 3 months of occupation	All Occupiers	Receipt of survey results	TPCs
Set Targets	Within 1 month of Baseline Surveys	All Occupiers	Receipt of survey results	TPCs
Promote Active Modes	On-going	All Occupiers	On-going	TPCs
Interim Surveys	At years 3 and 5 following the Baseline Survey	All Occupiers	Receipt of survey results	TPCs
Review of Travel Plan	Within 1 month of the Interim Surveys	All Occupiers	Receipt of survey results	TPCs
Achieve Targets	5 years after Baseline Survey	All Occupiers	Receipt of survey results	TPCs

APPENDIX A

Employee Travel Survey Questionnaire

A travel survey is being undertaken so we can understand your travel patterns. We would therefore appreciate your assistance by completing this questionnaire.

The information you provide will be treated in the strictest confidence with no reference to individuals. Thank you in advance for your help.

1. What is your home postcode? _____

2. What time do you normally arrive at work?

00:00 – 06:00 (01) 06:00 – 12:00 (02) 12:00 – 18:00 (03) 18:00 – 24:00 (04)

3. What time do you normally leave work?

00:00 – 06:00 (01) 06:00 – 12:00 (02) 12:00 – 18:00 (03) 18:00 – 24:00 (04)

4. On average, how long does your journey take?

0 – 15min (01) 16 – 30min (02) 31 – 45min (03) 46 – 60min (04)

61 – 75min (05) 76 – 90min (06) Over 90min (07)

5. Approximately how far is your journey?

0 – 1 mile (01) 1 – 2 miles (02) 2 – 5 miles (03) 5 – 10 miles (04)

>10 miles (05)

6. What is your MAIN mode of transport (i.e. the longest part of your journey)?

Drive alone (01) Car share - driver (02) Car passenger (03) Bus (04)

Train (05) Underground (06) Walk (07) Cycle (08)

Motorbike (09) Taxi (10) Other (11)

7. What alternative mode of transport would you consider if your usual mode wasn't available?

Drive alone (01) Car share -driver (02) Car passenger (03) Bus (04)

Train (05) Underground (06) Walk (07) Cycle (08)

Motorbike (09) Taxi (10) Other (11)

8. In what age category do you fall?

Under 25 (01) 26 – 40 (02) 41 – 60 (03) Over 60 (04)

9. Were you aware of the Travel Plan?

Yes No

10. Comments for Improvements