

Royal London UK Real Estate Fund
**Medius House, New Oxford Street,
WC1**

Interim Travel Plan

270330/00/10B

Final Rev B | 5 June 2020

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 270330-00

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1 Introduction

1.1 Background

Arup has been appointed by Royal London UK Real Estate Fund to prepare two separate Interim (pre-commencement) Travel Plans in support of the development of Castlewood House and Medius House located in the London Borough of Camden (LBC).

This Interim Travel Plan (ITP) has been prepared to assist with the discharge of a Section 106 planning obligation, as set out in **Section 1.2**. The planning approval for the development relates to two separate sites:

- Castlewood House (77-91 New Oxford Street); and
- Medius House (63-69 New Oxford Street).

This ITP relates specifically to **Medius House**, herein referred to as ‘the site’. A separate ITP has also been prepared for Castlewood House.

As shown in Figure 1, the development is located to the west of Dyott Street and south of New Oxford Street. The development will see the refurbishment of Medius House to provide 18 affordable residential dwellings. The existing (A1) retail land use at ground floor level will also be retained.

1.2 Planning History and Section 106 Obligations

Planning permission for the site was granted in December 2017 (reference 2017/0618/P), subject to a Section 106 Legal Agreement.

The Third Schedule of the Section 106 agreement (dated 21st December 2017) contains the following requirements for the provision of a Travel Plan:

THE THIRD SCHEDULE

THE TRAVEL PLAN CRITERIA

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 park and ride type services or shuttle-type services for occupiers, or suggest further enhancements to the schedule London Bus network
- b. provide in-house public interest information (both Transport for London and National Rail travel information is available from their respective websites: www.tfl.gov.uk; www.nationalrail.co.uk)
- c. Consider provision of interest-free annual season ticker/travel card loans for travel on bus, 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 impacts 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 occupier's 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 cycling 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 Servicing¹

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 conflict with other servicing vehicles, conflict with loading or parking restrictions in the area or conflict with heavy pedestrian 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

The Owner shall ensure that the Travel Plan contains arrangements for the review and monitoring of the Travel Plan and are carried out on an ongoing basis and at least every 2 years. 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 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 of the Development'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 Employees

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

3. User/Employee Consultation and Travel Surveys

This stage will be based around consultation. It will be extremely important to secure the support of employees and users if the Travel 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 above will provide the base information for the review of the Travel Plan.

5. Monitor and Review

¹ These S106 matters are addressed through a separate Servicing Management Plan.

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.

In accordance with the Section 106 agreement, the Travel Plan is due to be submitted to Council on or prior to the Implementation Date. The Implementation Date is defined in Section 2.33 of the Section 106 and is viewed as the “*carrying out of a material operation*”.

The Section 106 requires the preparation of two separate Travel Plans, one for the component of the development known as “Medius House” and the second relating to “Castlewood House”. As stated earlier, this ITP relates only to the residential and retail land uses proposed on **Medius House** (63-69 New Oxford Street).

1.3 Approach

This document covers the proposed residential and retail land uses within Medius House and will form the basis of individual Full Travel Plan(s) which will be prepared by the management of the individual land uses prior to taking up occupation of the site.

The following document covers the pre-occupation phase of the site. During occupation, responsibility for the Travel Plan will lie with the developer and its appointed Travel Plan Co-ordinator.

1.4 Policy compliance

The Travel Plan is considered to meet the objectives of current planning policy. For example:

- The *National Planning Policy Framework (NPPF)* states that “*all developments which generate significant amounts of movements should be required to provide a Travel Plan*”.
- The *London Plan* explains in Policy 6.3 that residential travel plans should be provided for planning applications exceeding the thresholds in the relevant TfL guidance.
- The *Camden Planning Guidance (CPG) Transport* (March 2019) states that “*the Council will expect a travel plan to be prepared for any planning application that will significantly increase travel demand or would have a significant impact on travel or the transport system*”.

1.5 Timescales

The Travel Plan will become effective upon occupation of the site. In line with the TfL guidance, it is proposed that future occupiers will develop their own Travel Plans based on this Travel Plan produced for the building.

Within 6 months of occupation or when 75% occupied (whichever is sooner) a baseline travel survey should be undertaken to confirm and revise, (if necessary)

the baseline mode shares applied in the Travel Plan. Subsequent travel surveys will take place after one year and subsequently every two years to monitor the progress of the Travel Plan.

1.6 Contacts

Table 1 provides a summary of the current information regarding the overall responsibility for the Travel Plan.

Table 1: Responsibility for the Travel Plan

Organisation name:	This Travel Plan has been produced on behalf of Royal London UK Real Estate Fund by Arup. The Travel Plan is the property of Royal London UK Real Estate Fund.
Organisation address:	55 Gracechurch St, London EC3V 0UF.
Local Planning Authority:	London Borough of Camden (LBC).
Address of site:	Medius House: 63-69 New Oxford Street, London, WC1A 1DG.
Travel Plan prepared by:	Arup, 13 Fitzroy Street, London W1T 4BQ.
Responsibility:	Until appointment of the Travel Plan Co-ordinator, this Travel Plan will be the responsibility of a named individual Royal London UK Real Estate Fund (to be advised). Ultimately, responsibility of the Travel Plan would pass to a named director/senior manager at the site. Once confirmed, contact details of the Travel Plan Co-ordinator will be provided to LBC.

1.7 Travel Plan structure

This ITP is structured as follows:

- **Section 2** provides a description of the consented development of the site;
- The existing and future transport infrastructure in the vicinity of the site is set out in **Section 3**;
- **Section 4** sets out the aims and objectives;
- Preliminary targets are set out in **Section 5**;
- Proposed travel plan measures are set out in **Section 6**;
- **Section 7** sets out how the travel plan will be managed;
- Travel plan monitoring and review is summarised in **Section 8**;
- **Section 9** contains the action plan; and
- **Section 10** details how the Travel Plan will be secured and enforced.

2 The Development

2.1 Description of the development

The consented development of the site comprises the partial demolition and development of Medius House to provide 18 residential units. The existing retail unit at ground and basement floor level (473 sqm GEA) will be retained.

Pedestrian access to the residential land uses in Medius House would be provided from New Oxford Street. Access to the ground floor retail land uses would also be provided from New Oxford Street.

Access to a residential cycle store at Level B01 of Medius House would be provided from New Oxford Street via the main lift core. Thirty-two cycle parking spaces would be provided at Level B01 for residents, with four cycle parking spaces located within level B01 of the adjacent Castlewood House development (located off Bucknall Street). Cycle parking within Medius House would comprise 28 semi-vertical stands and a total of four cycle spaces provided as Sheffield stands, to enable storage for non-standard or adapted bicycles. All cycle spaces can be accessed step-free from the street via a lift. Ancillary facilities for retail employees would be provided within the back-of-house areas of the individual retail unit(s).

No car parking is proposed. However, an on-street car parking space would be made available for any disabled residents who required one in future. Servicing for Medius House would be undertaken on-street.

2.2 Timescales

The development is expected to be complete and ready for occupation by 2022/2023.

The Travel Plan(s) will become effective upon occupation of the site. Within 6 months of occupation or when 75% occupied (whichever is sooner) a travel survey will be undertaken to establish baseline travel patterns and if necessary, the baseline mode shares will be revised. Subsequent travel surveys will take place after one year (12 months), three years (36 months) and five years (60 months) to monitor the progress of the Travel Plan. The Travel Plan will be monitored for a period of five years.

3 Existing and Future Transport Facilities

3.1 Pedestrian network and facilities

The development is highly accessible on foot. The majority of streets in the vicinity (New Oxford Street and High Holborn) 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 and various commercial or retail premises.

The 20-minute walk catchment can be seen in Figure 2.

While New Oxford Street has a good quality footway, the other footways immediately surround the site are poorer in quality. On Earnshaw Street between New Oxford Street and Bucknall Street, the existing footway is around 2.3m wide and while this is an acceptable width, widening at the southern end of this section, it contains items of street furniture which reduce the effective width. In addition, the narrow footway on the corner of New Oxford Street and Earnshaw Street coincides with the pedestrian crossing on Earnshaw Street meaning that when pedestrians are waiting to cross, the footway width is further restricted.

On Bucknall Street the existing footway is typically 1.8m wide, the minimum acceptable width, with items of street furniture reducing this width at points.

3.2 Cycle routes and facilities

Local cycle routes are shown on Figure 3 of the appendix and the 20-minute cycle catchment is shown on Figure 4.

There are a number of cycle routes available in the vicinity of the site. According to TfL's Central London cycle map Bloomsbury Street and Museum Street are 'quieter roads that have been recommended by other cyclists'. In addition, Quietway 1 (north) from Covent Garden to Kentish Town crosses New Oxford Street at Newtown Street, some 450m to the east of the site. Quietway 1 also provides a connection to Cycle Superhighway 3 to the north east of the site, within the 5-minute cycle catchment.

Public cycle parking facilities are available at a number of locations in the immediate vicinity of the site. These stands are located at:

- Bloomsbury Street north of New Oxford Street (four spaces);
- Bloomsbury Street south of New Oxford Street (four spaces);
- Shaftsbury Avenue east of Bloomsbury Street (six spaces);
- Shaftsbury Avenue south of High Holborn (ten spaces); and
- High Holborn east of Endell Street (four spaces).

The closest Cycle Hire docking stations to the site are:

- Eamshaw Street, Covent Garden (this station is immediately adjacent to the site, 18 spaces)²;
- Great Russell Street, Bloomsbury (230m from the site, 26 spaces);
- Soho Square, Soho (350m from the site, 56 spaces);
- Bayley street, Bloomsbury (390m from the site, 25 spaces);
- Bury Place, Holborn (400m from the site, 19 spaces);
- Moor Street, Soho (420m from the site, 15 spaces);
- Frith Street, Soho (510m from the site, 17 spaces);
- British Museum (520m from the site, 35 spaces)
- Drury Lane (560m from the site, 26 spaces)
- Rathbone Street (590m from the site, 15 spaces)
- Alfred Place (590m from the site, 41 spaces)
- Newton Street (620m from the site)

The public cycle parking and cycle hire stations in the vicinity of the site are shown in Figure 5.

3.3 Public transport

3.3.1 PTAL

The Public Transport Accessibility Level (PTAL) of the site has been calculated using TfL's approved methodology. This assessment 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 has a PTAL rating of 6b³. This is rated as 'Excellent' (with 1a being the lowest accessibility and 6b being the highest accessibility). The PTAL map, centred on the site, is shown on Figure 6.

3.3.2 London buses

A total of 14 bus routes operate within a 640m walking distance of the site. These bus services form a comprehensive network, extending outwards in all direction from the site. Table 2 provides a summary of the bus services and their frequencies during the weekday peaks. The existing bus stops in the vicinity of the site are shown in Figure 7.

² This cycle hire facility is to be relocated to Bucknall Street. The exact location and arrangement is to be confirmed and will be detailed in any Full Travel Plan for the site.

³ For more information on PTAL's see <https://tfl.gov.uk/urban-planning-and-construction/planning-with-webcat/webcat>

Table 2: Existing weekday local bus services and frequencies

Route no.	Origin/ destination	Frequency*	Nearest bus stop	Distance to Site (m)
1	Canada Water Bus Station – Tottenham Court Road station	Every 8-10 minutes	New Oxford Street Centre Point	150
8	Bow Church – Tottenham Court Road station	Every 3-6 minutes	New Oxford Street Centre Point	150
14	Putney Heath – Warren Street station	Every 5-9 minutes	Bloomsbury Street	230
19	Finsbury Park Interchange – Parkgate Road	Every 4-8 minutes	New Oxford Street Centre Point	150
24	Grosvenor Road – Royal Free Hospital	Every 8-12 minutes	Bloomsbury Street	230
29	Lordship Lane – Trafalgar Square/Charing Cross station	Every 4-8 minutes	Bloomsbury Street	230
38	Clapton Pond – Victoria Bus station	Every 2-6 minutes	New Oxford Street Centre Point	150
55	Lea Bridge Road/Bakers Arms (Walthamstow) – Oxford Circus	Every 5-8 minutes	New Oxford Street Centre Point	150
73	Victoria Bus Station – Stoke Newington Common	Every 4-8 minutes	New Oxford Street Centre Point	150
98	Pound Lane/Willesden bus garage – Russell Square station	Every 6-10 minutes	New Oxford Street Centre Point	150
134	North Finchley Bus station – New Oxford Street	Every 6-10 minutes	Tottenham Court Road	200
176	Tottenham Court Road station - Penge/Pawleyne Arms	Every 7-11 minutes	New Oxford Street Centre Point	150
390	Palace Gardens Terrace (Kensington) – Archway station	Every 4-8 minutes	New Oxford Street Centre Point	150

*Peak hour frequency per direction

The nearest bus stops (approximate walking distances shown in brackets) have been listed below:

- Tottenham Court Road Station (X) (10m)
- Tottenham Court Road Station New Oxford Street (30m)
- New Oxford Street (30m)
- Tottenham Court Road Station (S) (205m)
- Tottenham Court Road Station (V) (210m)
- Great Russell Street (285m)
- Museum Street (C) (270m)
- Museum Street (E) (290m)
- Denmark Street (345m)
- Oxford Street Soho Street (405m)

- Cambridge Circus (475m)

3.3.3 London Underground

There are three London Underground lines that can be accessed within a 960m walking distance of the site. These are:

- Tottenham Court Road – approximately 150m west of the site and serving the Northern and Central lines;
- Holborn – approximately 550m east of the site and serving the Piccadilly and Central lines;
- Covent Garden – approximately 580m south of the site and serving the Piccadilly line; and
- Goodge Street – approximately 660m north of the site and serving the Northern Line.

The location of the London Underground stations are shown on Figure 8 and a summary of these services and their frequencies is provided in Table 3.

Table 3: Existing London Underground weekday services and frequencies

Line	Origin/ destination	Frequency*
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

* Peak hour frequency per direction

3.3.4 National rail

The closest National Rail station to the site is Charing Cross, located approximately 1.1km walking distance to the southwest of the site. Charing Cross provides access to Southeastern train services to and from Hastings, Dartford, Ramsgate, Dover Priory and Ashford (Kent).

In the AM peak hour there are approximately 52 services (30 arrivals and 22 departures). In the PM peak hour there are approximately 44 services (19 arrivals and 34 departures).

3.4 Local highway network

The site is bounded by New Oxford Street (to the north) and Dyott Street (to the east). LBC is the highway authority for New Oxford Street, but as it is part of the Strategic Road Network (SRN), TfL must be consulted on any proposed changes.

On New Oxford Street between Earnshaw Street and Shaftsbury Avenue, traffic is one-way from west to east with a contraflow bus lane in the east to west direction.

Traffic flows are generally heavy. The stretch of New Oxford Street between the junctions with High Holborn and Museum Street experiences lower levels of traffic and is a one-way street with traffic travelling east to west.

Dyott Street is a narrow street, connecting New Oxford Street to Bucknall Street along part of the eastern boundary of the site. Traffic travels in a north to south direction.

Earnshaw Street, Bucknall Street, Dyott Street and Bloomsbury Street are minor roads and they are managed and maintained by LBC.

3.5 Taxi

There is a small taxi rank 205m north west of the site on Tottenham Court Road with space to accommodate up to four taxis.

3.6 Parking

3.6.1 On-street parking

The site is situated within the Camden's controlled parking zone (CPZ) CA-C, Holborn and Covent Garden. The resident bays are controlled 24-hours a day, seven days a week. Parking controls on single yellow lines and pay and display parking bays are from Monday to Saturday 08:30 to 18:30.

On Bucknall Street, a number of parking bays are provided as follows:

- Two pay and display bays;
- Seven resident permit only holder bays; and
- One pay-by-phone bay.

3.6.2 Off-street car parking

There is one NCP car park in the vicinity of the site. Shaftesbury Car Park is accessible from Museum Street (365m walking distance), to the west of the site, and has a total capacity for 228 vehicles.

3.6.3 Car Club Spaces

Car clubs provide access to short term car hire, reducing the need for people to own a private car. There are two car club parking bays within walking distance of the site, each with capacity for one vehicle, with vehicles in the following locations:

- Bedford Square, some 300m to the north of the site (Zipcar); and
- Shaftesbury Avenue, some 330m to the south of the site (City Car Club).

3.6.4 Motorcycle parking

There is a free motorcycle parking facility in the vicinity of the site on Shaftesbury Avenue, some 260m to the east of the site.

3.7 Future transport proposals

3.7.1 The West End Project

In conjunction with TfL and Westminster City Council (WCC), LBC is implementing changes to the main roads and junctions between Euston and St. Giles. This work is known as the *West End Project* (WEP). The WEP aims to create more civilised streets with less traffic, lower traffic speeds, two-way streets, and improved public realm. Information about this project can be found on the website: <https://www3.camden.gov.uk/westendproject/the-project/>.

In the immediate vicinity of the site, works recently completed as part of the WEP included:

- Replacing the paving on New Oxford Street between Tottenham Court Road and Dyott Street with new granite slabs;
- Upgrading the Earnshaw Street junction traffic signals;
- Installing a brand new pedestrian crossing across New Oxford Street near to the junction with Earnshaw Street; and
- Repaving the footway in front of Castlewood House.

3.7.2 Holborn Public Realm Project

LBC are currently investigating the reduction or removal of traffic on the Holborn gyratory in order to improve conditions for walking, cycling and for bus travel. This area roughly extends west to east from Museum Street to Gray's Inn Road. The gyratory includes Bloomsbury Way/Vernon Place/Theobald's Road, New Oxford Street, High Holborn, Drake Street /Procter Street, and Kingsway/Southampton Row.

The draft Vision and Urban Strategy was released in May 2019, and covers the Medius House site, which is represented in the Tottenham Court Road Growth Area⁴.

3.7.3 Crossrail / Elizabeth Line

The Elizabeth line will deliver a high frequency, high capacity service to 40 stations linking Reading and Heathrow Airport in the west to Shenfield and Abbey Wood in the east via 21km of new twin-bore tunnels under central London. Crossrail will add 10% to London's rail-based public transport capacity.

New Crossrail stations are being built across London, one of which is Tottenham Court Road. Buildings have been demolished from the area bounded by Dean Street, Diadem Court, Great Chapel Street and Oxford Street to make way for the new ticket hall and associated station facilities.

⁴ More information on this scheme can be found here: https://www.camden.gov.uk/documents/20142/3797089/hv_document_consultation+web+version+lowres_190515.pdf/b8c2ab76-c4b6-91fb-1798-a70150326a6

3.7.4 London Underground

Between now and 2025, TfL will be making some significant investments across the network. This includes a plan for every line and a number of major station upgrades. The improvements for the relevant Underground lines to this site are as follows:

- Northern line (date TBC): Two new stations will be built and known as Nine Elms and Battersea Power Station as part of the Northern Line Extension. The Northern Line is accessible from Tottenham Court Road station.
- Piccadilly line (date TBC): improved signalling system will be installed which will improve journey times and reliability on the line. New trains will also be introduced, and the total upgrade will see a 60% increase in the existing passenger capacity during peak times.
- Central line (date TBC): procuring a single train fleet and signalling system with an increase in the existing passenger capacity of 25%.
- Elizabeth line (date TBC) When opened, all stations will have step-free access. This includes the new stations in central London (currently being built by Crossrail Ltd) and existing stations in east and west London, currently served by TfL Rail, that will become part of the line.

4 Aims and Objectives

4.1 Overarching aims

The Travel Plan will be focussed on the residents, employees and visitors of the site. The measures suggested within this ITP are intended to encourage travel by sustainable and active modes of transport.

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

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

4.2 Objectives

The objectives of the Travel Plan for the site 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 site on the local transport network;
- Positively promoting whilst not aspiring to dictate the lifestyles of the employees and residents of the site;
- Linking the site to the surrounding community by the strong promotion of walking, cycling and public transport, thus minimising the impact of the site on the highway infrastructure in its vicinity; and
- Promoting the existing public transport connections in the area including National Rail, London Underground and bus services.

4.3 Site-specific objectives

In line with guiding policy, the following preliminary objectives have been prepared for the site. 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, guests 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 site and focus on getting site users to travel 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 Preliminary Targets

5.1 Introduction

In order for the Travel Plan to succeed, and to enable a measurement of 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 Timed (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 mode share for the residential use has been calculated using 2011 census residential method of travel to work data. As the Travel Plan is an evolving document these initial targets will be continually reviewed and revised in agreement with the reviewing authorities should it be evident that the set targets are not wholly relevant to the site.

5.2 Targets

The overall strategy of the Travel Plan is to increase the number of walking and cycling trips where practical. This is represented in the targets as shown in Table 4 for the residential land use and Table 5 for the commercial land use. The mode split for the residential land use is based on the 2011 resident population method of travel to work data for the Holborn and Covent Garden ward (the ward in which the site sits). The baseline commercial mode split is the same as the mode split presented in the Transport Assessment. Both seek to exceed the Mayor's Transport Strategy / London Plan target of 80% of all trips undertaken by public transport, walking and cycling (with the initial 5-year target aimed at achieving 97% for residential and 99% for commercial).

The initial target mode shares presented will be subject to change as these figures are based upon the current best estimate of mode split for the site. An initial travel survey (to be undertaken within 6 months of occupation or when 75% occupied, whichever is sooner) will update the estimate mode split to a confirmed baseline. Once this data has been obtained, the future year targets can be amended (if required) in line with the proportions presented.

However, given that the initial set of mode shares have sought to take account of existing travel patterns in the immediate area, it is considered that the initial targets and proposed mode shifts will provide a sound basis for the continued development of the Travel Plan.

If by the end of a particular year the data collected indicates that mode shifts are not following the aspired patterns, the Travel Plan Co-ordinator (see Section 7) will assess which measures have been effective and which ineffective. They will then make further decisions with regards to which measures to maintain and which to replace with alternatives. Likewise, if it appears that targets are not sufficiently challenging, or indeed too challenging, the Travel Plan Co-ordinator will revise these in consultation with LBC and TfL.

Table 4: Mode split future year targets (Residential)

Mode	% Mode Share			
	Occupation	Year 1	Year 3	Year 5
Underground	21%	20%	19%	17%
Train	7%	7%	6%	6%
Bus	19%	18%	17%	15%
Taxi	1%	1%	1%	1%
Car driver/passenger	1%	1%	1%	1%
Motorcycle	1%	1%	1%	1%
Bicycle	8%	9%	10%	12%
Walk	43%	43%	45%	47%
Total	100%	100%	100%	100%

Table 5: Mode split future year targets (Commercial)

Mode	% Mode Share			
	Occupation	Year 1	Year 3	Year 5
Underground	38%	38%	37%	35%
Train	35%	34%	34%	33%
Bus	12%	12%	10%	9%
Taxi	0%	0%	0%	0%
Car driver/passenger	1%	0%	0%	0%
Motorcycle	1%	1%	1%	1%
Bicycle	5%	6%	8%	10%
Walk	8%	9%	10%	12%
Total	100%	100%	100%	100%

6 Travel Plan Measures

6.1 Introduction

The future managers / occupiers of the site 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 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 site whereas others may be targeted at specific user groups.

6.2 Travel Plan initiatives

6.2.1 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/get-involved/campaign-with-us/national-walking-month-2019>);
- 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/>); 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/>).

6.2.2 Promotion of cycling

The following promotions will be undertaken in favour of cycling:

- The availability of cycle parking facilities provided on site (see **Section 3**);
- Cycle training and membership organisations such as London Cycling Campaign (www.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 carried out by LBC (<https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses>) and TfL with free, tailored courses for basic, urban, advanced, family and younger cyclists' cycle skills (www.tfl.gov.uk/modes/cycling/cycling-in-london/cycle-skills);
- Bike Week events, delivered by Cycling UK, 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, 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);
- LBC's Try-A-Bike scheme (www.camden.gov.uk/tryabike)
- Commercial bike hire schemes such as Buzzbike (www.buzzbike.cc), the Bike Club (www.thebikeclub.co)
- Prudential RideLondon, 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 www.tfl.gov.uk/modes/cycling/routes-and-maps?intcmp=2344;
- CycleStreets' journey planner (www.cyclestreets.net/journey/) and TfL's cycling journey planner (www.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

www.met.police.uk/cp/crime-prevention/theft-of-a-bicycle/how-safe-is-your-bike/ and www.bikeregister.com/

- ‘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.

6.2.3 Welcome Packs

Welcome Packs will be distributed to both residents and employees upon occupation of the either land uses. These Welcome Packs would include transport information including:

- Promotion / information on walking and cycling as set out in Sections 6.3.1 and 6.3.2 above;
- Public transport maps, routes, timetables and fares;
- Details of private hire vehicle (minicab) operators;
- Walking and cycling maps;
- Provision of information about the London Cycle Hire scheme; and
- The pack should also explain the health and environmental benefits of utilising sustainable modes of transport, particularly walking and cycling.

A sufficient number of Welcome Packs must be available to serve initial occupants as well as a reasonably expected number of future occupants.

6.2.4 Notice boards

Notice boards displaying up-to-date transport information will be located within the site. These would be accessible to all residents and would provide local walking and cycling routes, public transport timetables, frequencies, maps and fares. Information on mini-cabs and private hire vehicles could also be provided here. Where possible, real-time information could be provided such as public transport services, bike hire availability, weather conditions, etc.

6.2.5 Safety training

The Travel Plan Co-ordinator will liaise with LBC to provide free cycle training to residents. Further information is available on the LBC website: www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses.

6.2.6 Cycle subsidy

The Travel Plan Co-ordinator will liaise with local bike shops to seek to obtain a discount on bikes in exchange for the details of the bike shop being promoted to residents.

6.2.7 Bicycle maintenance

The Travel Plan Co-ordinator will liaise directly with local bicycle shops to seek to arrange for a ‘bike doctor’ service to take place at regular intervals for residents.

6.2.8 Website

Where applicable, the Travel Plan Co-ordinator will make travel information available on-line, which should include information contained within Welcome Packs and other relevant and up-to-date information at a minimum.

Retail management will post additional transport information on their websites where applicable. Route options for reaching the site by sustainable modes of transport will be made available.

6.2.9 Measures to facilitate walking

The Travel Plan Co-ordinator will ensure the following initiatives are available to further encourage walking amongst residents, employees and customers:

- Provide a map showing walking routes and indicating distances and times to the most common destinations nearby;
- Make a pool of umbrellas available (for retail employees only);
- Make personal alarms available to retail employees who may have concerns with issues of personal safety;
- If feasible, co-ordination of a walking school bus (residents only); and
- Raise and promote awareness of the health benefits of walking through promotional material.

6.2.10 Measures to facilitate cycling

The Travel Plan Co-ordinator will investigate the following initiatives to encourage employees to cycle to work:

- Interest free bicycle loans to enable staff to purchase bicycles and spread the payments out over a period of time. This could be in the form of participation in the government’s Cycle to Work scheme, administered through a private sector provider;
- Negotiation of discounts with local cycle shops for staff purchases and maintenance;
- Payment of a cycle mileage allowance for employees using their own cycles for business trips/meetings;
- Organise cycle training for employees, either through the council or an appropriate private sector provider.

6.2.11 Measures to facilitate public transport use

The site is well served by public transport. To make employees aware of the services available to them, retail management will make public transport information available on their website if applicable.

Retail management could also consider the following initiatives:

- Providing up-to-date public transport information, timetables and maps as part of the employee induction process; and
- Provision of interest free season ticket loans to enable staff to spread season ticket payments over a period of time.

6.3 Design measures

There are numerous measures embedded within the design of the site to influence travel patterns of future employees.

6.3.1 Pedestrian access

The site is located in an area with a comprehensive network of footways which will support measures to promote walking.

6.3.2 Cycle access

The site is located in close proximity to a number of identified cycle routes and the development includes 32 cycle parking spaces for use by residents including 4 spaces provided via Sheffield stands, with cycle parking for retail employees available in the adjacent Castlewood House development. Access to all cycle parking spaces is accessible via lift from New Oxford Street and is step-free.

6.3.3 Public transport access

The site is close to the range of public transport services, which are accessible by foot. These include National Rail, London Underground, Crossrail and bus services.

6.3.4 Car access

No car parking will be provided for the site. Furthermore, the surrounding area is subject to a controlled parking zone (CPZ) 7 days a week, there is significant disincentive for employees and visitors to drive to the site. This also minimises the site's impact on the surrounding road network.

6.4 Additional measures

The initiatives and measures identified in **Sections 6.2** and **6.3** are intended for the initial period of occupation while a Full Travel Plan/s is developed. The Full Travel Plan/s will require the data from travel surveys in order to develop bespoke initiatives and measures.

Additional measures could include the following:

- use of alternatively-fuelled vehicles for servicing and deliveries (such as electric and LPG vehicles and cycles);
- set-up of a cycle pool for work-related journeys; and
- promotion of a cycle allowance for work-related journeys.

7 Management of the Travel Plan

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 the occupation of the site, a Travel Plan Co-ordinator(s) will be appointed to oversee the implementation and monitoring of the Travel Plan). The developer's named representative and Travel Plan Co-ordinator(s) will have responsibility for undertaking Travel Plan measures. Further details of the assignment of responsibilities, including line of accountability, will be set out prior to occupation and reviewed and updated as part of the Travel Plan monitoring process.

If the building were to be occupied by a single commercial tenant it is expected that they would manage the building and therefore administer the commercial Travel Plan. In the case of multi-tenanted arrangement it is expected that the management company appointed to oversee the running of the building would manage the commercial Travel Plan.

On appointment, LBC will be informed of the contact details of the Travel Plan Co-ordinator at travelplans@camden.gov.uk.

7.2.2 Role of the Travel Plan co-ordinator

The Travel Plan Co-ordinator(s) will have overall responsibility for:

- Establishing and co-ordinating a Travel Plan Steering Group(s) with meetings as required;
- Identifying key milestones, deliverables and a programme to oversee the development and implementation of specific initiatives;
- Developing and disseminating appropriate marketing / information materials;
- Overseeing implement of Travel Plan measures in a timely manner;
- Liaising with any appropriate groups / organisation (e.g. LBC's Travel Plan Officer) to ensure co-ordinated working;
- Undertaking appropriate monitoring of the Travel Plan, including any appropriate review and revisions;

- Monitoring and reviewing progress and identifying targets for taking the Travel Plan forward;
- Ensuring that the work of the Travel Plan is co-ordinated with other activities of the site; and
- Ensuring that there is sufficient amount of time to spend on the Travel Plan and perform all their duties.

Both the Travel Plan Coordinator(s) and Travel Plan Steering Group(s) will play an important role in liaising and collaborating with the other local Travel Plan Coordinator(s) and Steering Group(s).

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 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 and employees. 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.

7.4 Marketing and promotion

It is recognised that for the Travel Plan to be successful, it is essential that the target audience is involved and made aware of its implementation and evolution. A detailed strategy for on-going promotion and awareness-raising of the Travel Plan will be developed by the Travel Plan Co-ordinator(s). The strategy will include:

- Provision of information to explain the purpose of the Travel Plan;
- ‘Branding’ the Travel Plan to raise its profile and to make it instantly recognisable. All leaflets and publications produced as a part of the Travel Plan will take on this branding;
- An official ‘launch event’ to raise the profile of the Travel Plan;
- Information packs, which will include details about transport options and the Travel Plan; and
- Transport and travel information will be provided in areas where people congregate throughout the site (e.g. main point of entry, lift cores, etc).

8 Monitoring and Review

8.1 Introduction

An important part of any Travel Plan is the on-going 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 Monitoring

8.2.1 Monitoring surveys

The baseline Travel Plan monitoring survey will be carried out within 6 months of first occupation of the site, or when 75% occupied, whichever is sooner. The surveys will be analysed against a number of indicators in order to establish how well the Travel Plan measures are achieving their aims and if any modifications are required to better meet these objectives.

Monitoring of the Travel Plan will be based upon feedback forms which will have been distributed to residents and employees 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.

The Travel Plan will be monitored after one year (12 months), three years (36 months) and a final survey conducted after five years (60 months). 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 (for bicycles onsite) – this information should be collected quarterly, and if possible include count of abandoned bikes / misused spaces⁵; and
- Uptake of travel planning measures.

Based on the relevant thresholds set out by TfL, the Travel Plan will be monitored using TRICS or iTrace. The monitoring exercise will be carried out by an independent field company at years one, three and five following occupation.

8.2.2 Travel Survey methodology

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

⁵ Alternative data collection methods such as data logging from secure bike store access could also be considered.

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;
- Off-site accessible parking, on-site cycle parking and delivery and servicing vehicle counts; 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, residents, guests and visitors of the site will also follow TfL's guidance on travel plans which is intended to:

- Improve the overall quality of site-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.
- As part of the gathering of data for the Travel Plan, supplementary questions on business travel will be encouraged in the travel surveys so as to ascertain the number of trips, mode of travel and any opportunities to reduce vehicular traffic to and from the site.

Example travel surveys for both employees and for residents are provided in **Appendix A** (A1 and A2 respectively). These surveys could be conducted on paper or online.

The Travel Plan Co-ordinator(s) will be responsible for maximising the number of responses in each survey. The most effective method of collection may vary depending on the occupants / tenants, and may be mixture of either on-line or in-person surveys, or both. Based on TfL guidance, a response rate of 30% should be aimed for. If a particularly low response rate occurs, the Travel Plan Co-ordinator may consider introducing incentives for participation, such as a prize draw.

8.3 Reporting

The results of the monitoring surveys, travel surveys and any additional feedback from employees, guests, residents and visitors on transport-related matters will be reviewed by the Travel Plan Co-ordinator who will prepare a full annual monitoring report (following the baseline survey), annually issued to the Travel Plan Steering Group and to LBC 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 LBC Travel Plan officers where appropriate, and a summarised version of the report will be distributed to site employees if requested.

9 Action Plan

The programme for the development and implementation of the Travel Plan will be dependent on clear communication with residents, and a thorough understanding of the resident and visitor travel issues. It is highly dependent on the ability of the Travel Plan Co-ordinator to liaise efficiently with all parties concerned.

An indicative Action Plan with suggested measures is given in Table 6.

Table 6: Action Plan

Mode	Objectives	Measure	Action	Responsibility	Timing	Monitoring progress towards target	Cost
Travel Plan Management	To encourage travel by sustainable transport modes	Submission of the Travel Plan	To be submitted to LBC	Developer, Occupier or Management Company	Prior to occupation	Successful implementation of Travel Plan	Low
		Travel Plan Coordinator	To be appointed	Developer or Management Company	Prior to occupation	Successful implementation of Travel Plan	Moderate
		Travel Plan Steering Group	Travel Plan Steering Group to be established	Travel Plan Coordinator	Within 3 months of appointment	Successful implementation of Travel Plan	Low
		Baseline travel survey	Travel survey to be conducted	Travel Plan Coordinator	Within 6 months of first occupation	Successful implementation of Travel Plan	Moderate
		Mode split targets	To be reviewed following first survey	Travel Plan Coordinator	Within 6 months of first occupation	Successful implementation of Travel Plan	N/A
		Follow-up surveys	Travel surveys to be conducted	Travel Plan Coordinator	In years 1, 3 and 5 following occupation	Successful implementation of Travel Plan	Moderate
		Production of monitoring reports	Monitoring reports to be produced	Travel Plan Coordinator	After each travel survey	Successful implementation of Travel Plan	Low
Promotion/marketing	To encourage travel by sustainable transport modes	Resident Welcome Packs	Create and issue Welcome Packs for new residents	Travel Plan Coordinator	On arrival of new occupant	Successful implementation of Travel Plan	Low
		Resident notice board	Organise a notice board displaying travel information	Travel Plan Coordinator	Within 1 month of appointment	Successful implementation of Travel Plan	Low

Mode	Objectives	Measure	Action	Responsibility	Timing	Monitoring progress towards target	Cost
Walking	To encourage travel by walking and increase mode share	Walking school bus	Organise a walking school bus if feasible	Travel Plan Coordinator	Within 3 months of appointment	Progress towards mode share target	Low
Cycling	To encourage travel by cycling and increase mode share	Bicycle User Group	Set up Bicycle User Group	Travel Plan Coordinator	Within 3 months of appointment	Progress towards mode share target	Low
		Cycle shop discounts	Negotiate discounts with local cycle shops	Travel Plan Coordinator	Annually	Progress towards mode share target	Low
		Cycle safety training	Arrange for cycle training to take place (e.g LBC Cycle Skills or Try-A-Bike scheme)	Travel Plan Coordinator	Within one year of first occupation and annually	Progress towards mode share target	Moderate
		Cycle parking	Provide cycle parking	Developer	Prior to first occupation	Progress towards mode share target	Moderate
Reducing the overall need to travel	To encourage reduced travel	Internet connection	Provide internet connection (residents pay usage costs)	Developer	Prior to first occupation	Progress towards reducing the overall need to travel	Low

10 Securing and Enforcing the Travel Plan

10.1 Securing the Travel Plan

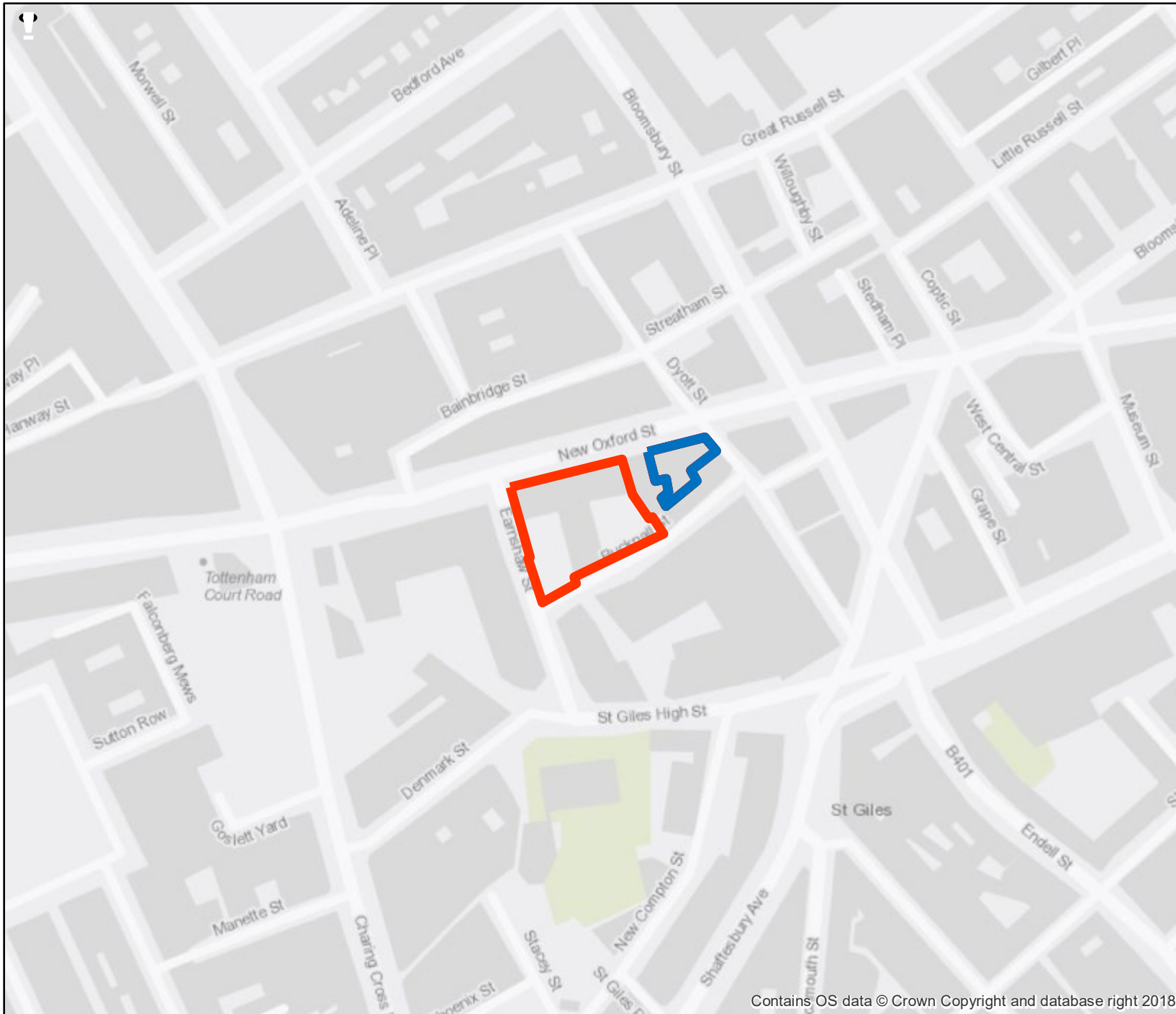
The implementation of the Travel Plan will be secured through the Section 106 agreement concluded with LBC. The monitoring and travel survey results and travel plan reviews will be submitted to LBC.

The Travel Plan, including physical measures associated with the site, will ensure that sustainable travel patterns are secured as part of the site's development. The action plan will be monitored by LBC 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 LBC 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 LBC.

Figures



Legend

- Medius House
- Castlewood House

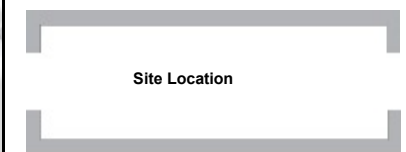
P1	07/06/19	HK	MB	MR
Issue	Date	By	Chkd	Appd

ARUP

13 Fitzroy Street
 London W1T 4BQ
 Tel +44 20 7636 1531 Fax +44 20 7580 3924
 www.arup.com

Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House

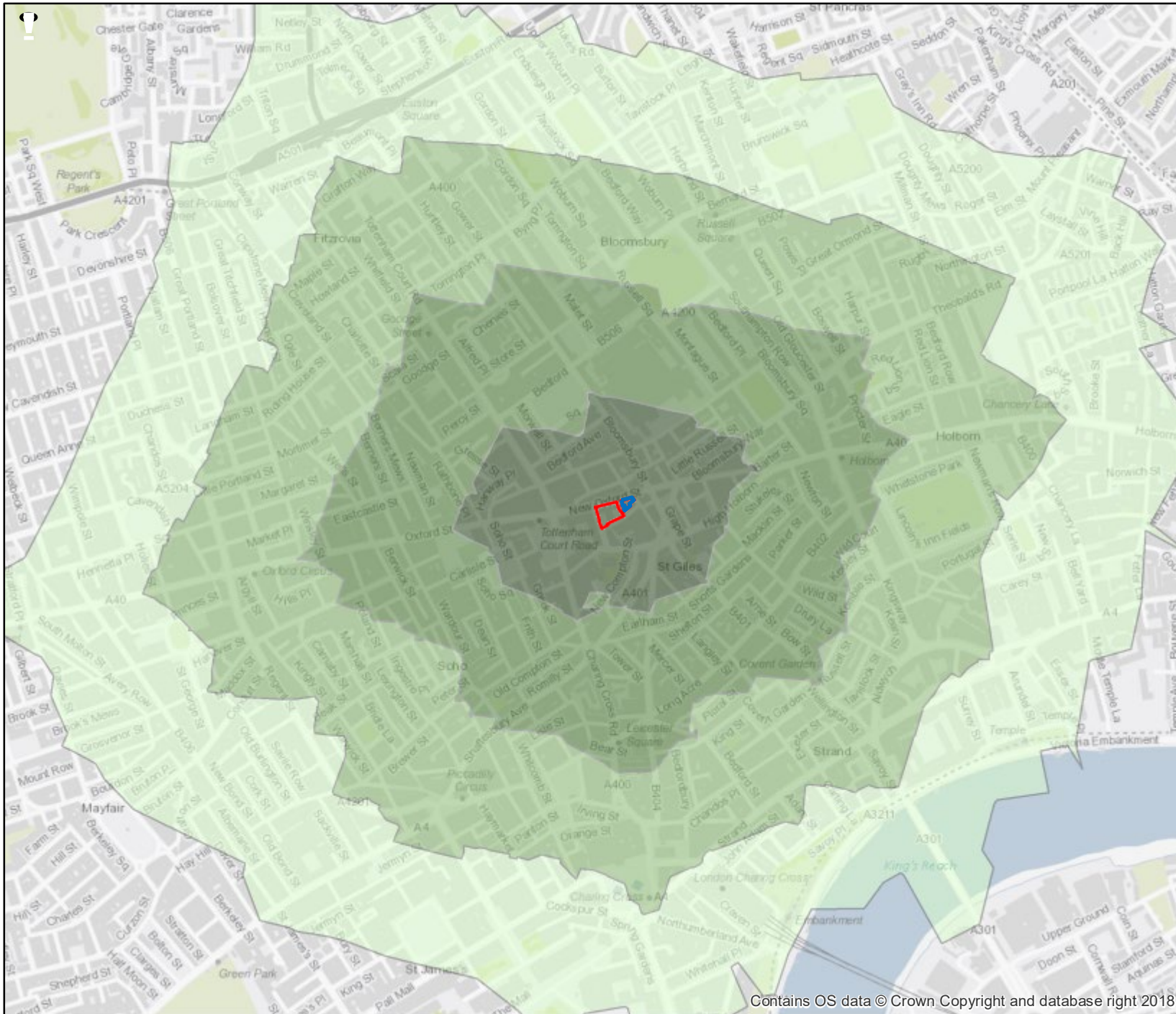


Scale at A4
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Job No 602365-64	Drawing Status Illustrative Only
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Figure 1

Issue P1



Legend

- Medius House
- Castlewood House
- 5 Minutes
- 10 Minutes
- 15 Minutes
- 20 Minutes

P1	07/06/19	HK	MB	MR
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Issue	Date	By	Chkd	Appd
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ARUP

13 Fitzroy Street
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Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House



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1:13,500

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Figure 2

Issue P1

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Legend

- Medius House
- Castlewood House
- Quietway 1 (North)
- Signed Route
- Advisory Route

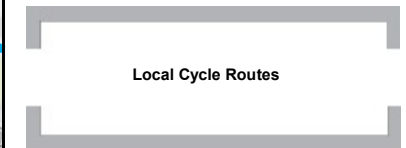
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Job Title
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Local Cycle Routes

Scale at A4

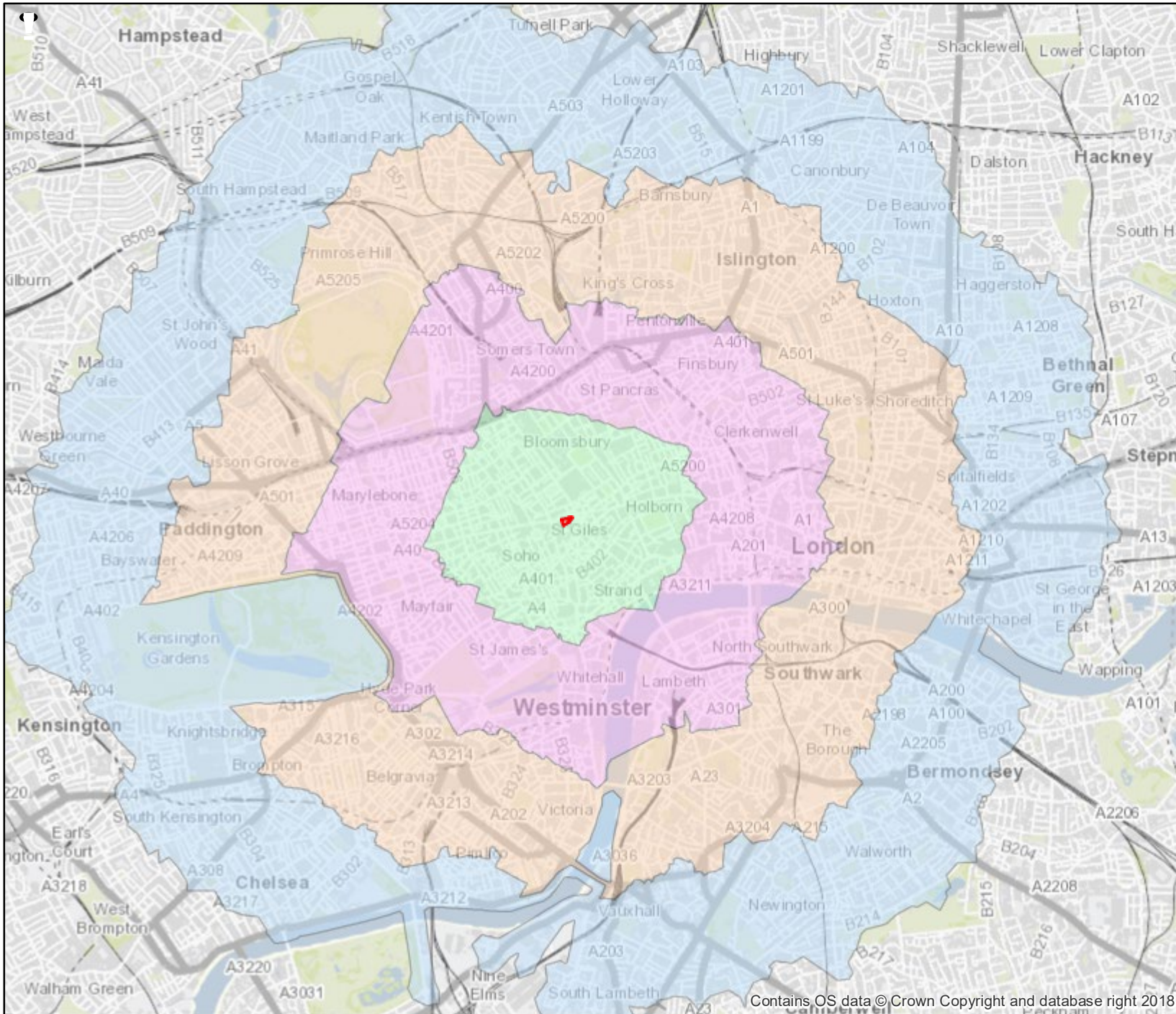
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Figure 3

Issue P1

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Legend

- Subject Site
- 5 minutes
- 10 minutes
- 15 minutes
- 20 minutes

P1	07/06/19	HK	MB	MR
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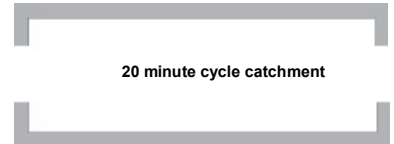
Issue	Date	By	Chkd	Appd
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Client
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Job Title
Castlewood House & Medius House



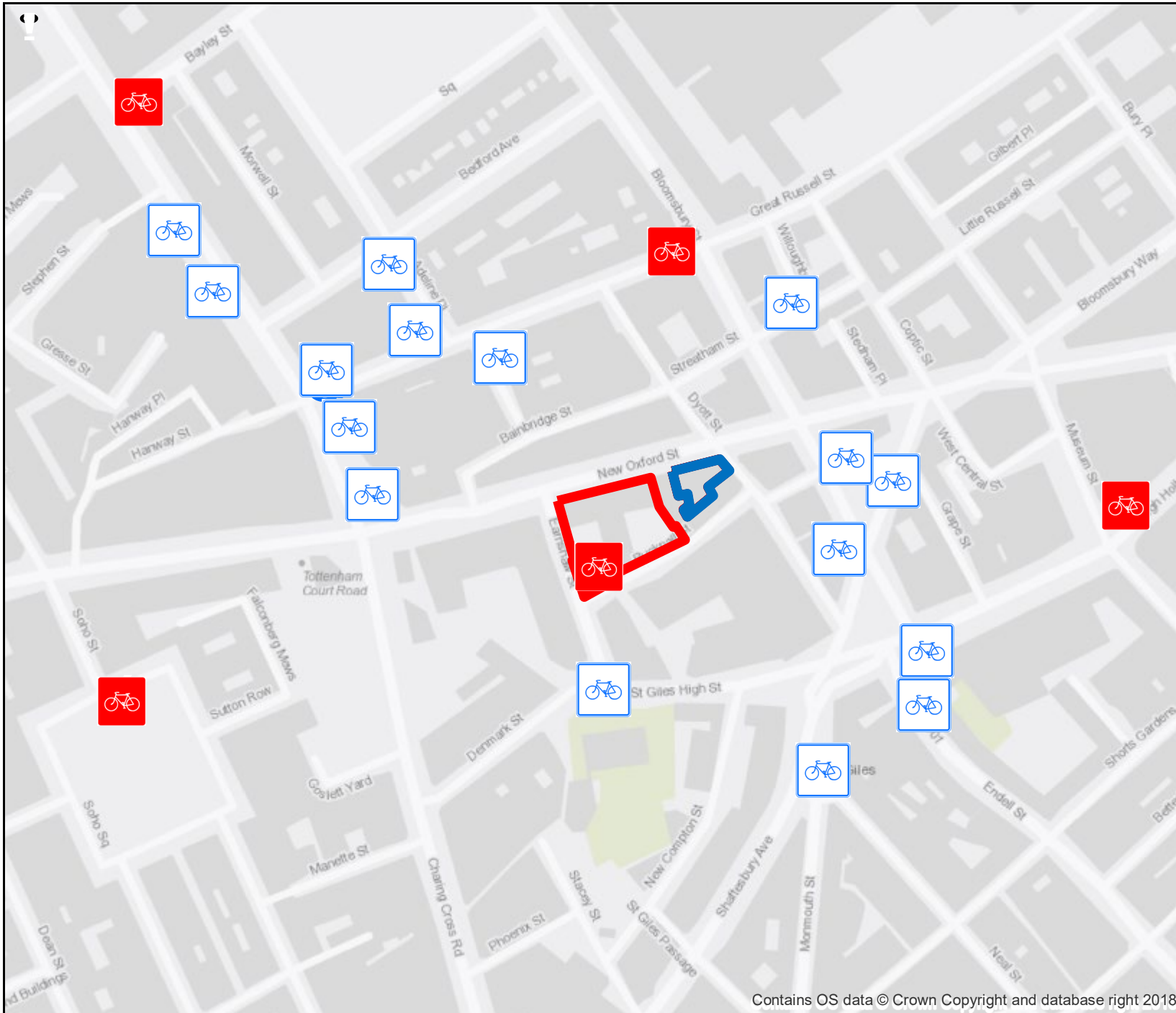
Scale at A4
1:50,000

Job No 602365-64	Drawing Status Illustrative Only
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Figure 4

Issue P1

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Legend

- Medius House
- Castlewood House
- 🚲 Cycle Parking
- 🚲 London Cycle Hire

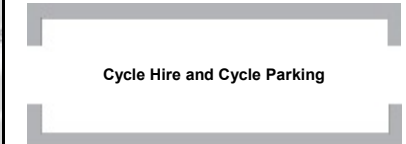
P1	07/06/19	HK	MB	MR
Issue	Date	By	Chkd	Appd

ARUP

13 Fitzroy Street
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Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House

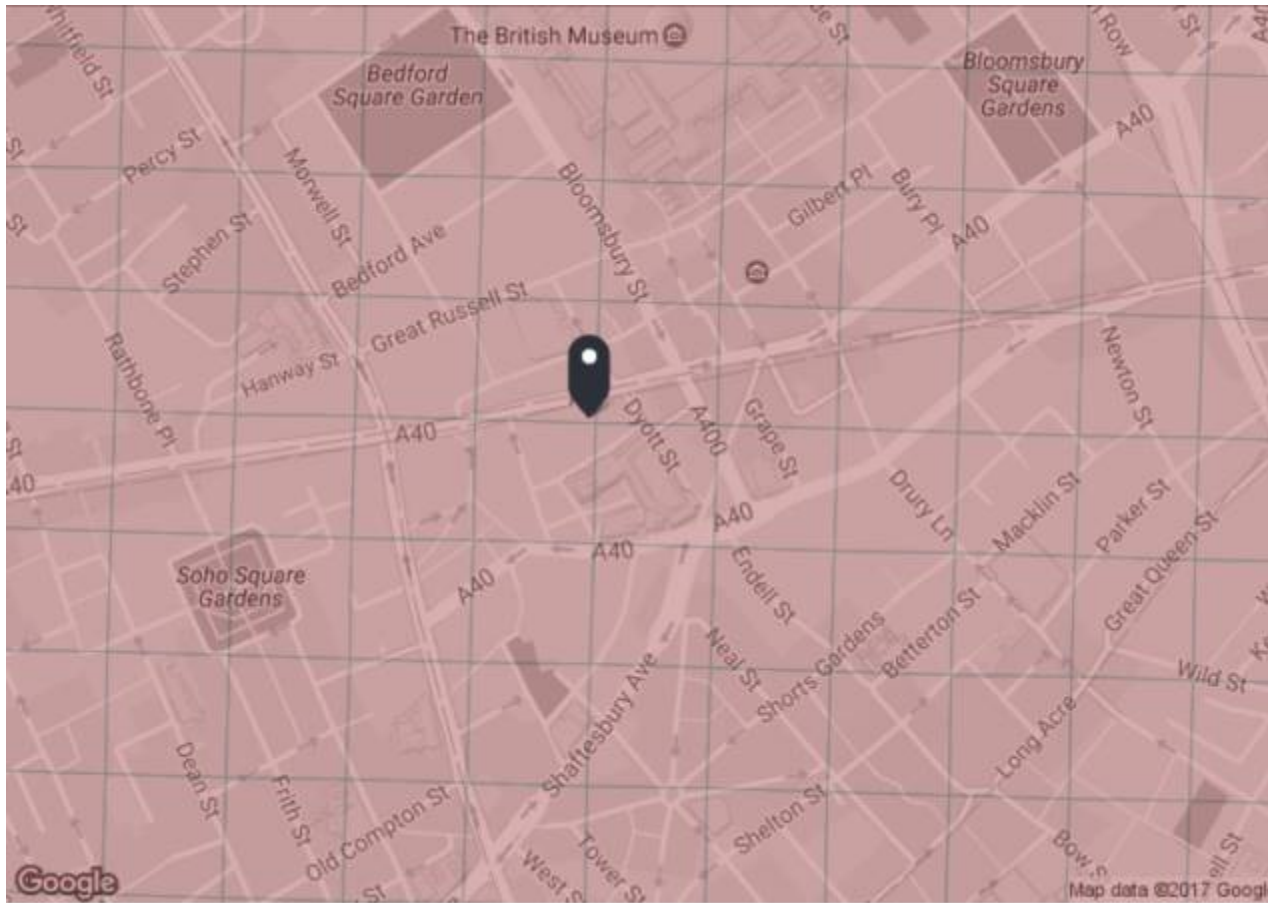


Scale at A4
1:3,000

Job No 602365-64	Drawing Status Illustrative Only
----------------------------	--

Figure 5

Issue
P1



PTAL output for Base Year

6b

Easting: 529992, Northing: 181396



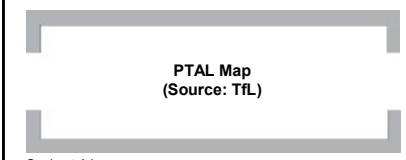
P1	07/06/19	HK	MB	MR
Issue	Date	By	Chkd	Appd

ARUP

13 Fitzroy Street
 London W1T 4BQ
 Tel +44 20 7636 1531 Fax +44 20 7580 3924
 www.arup.com

Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House

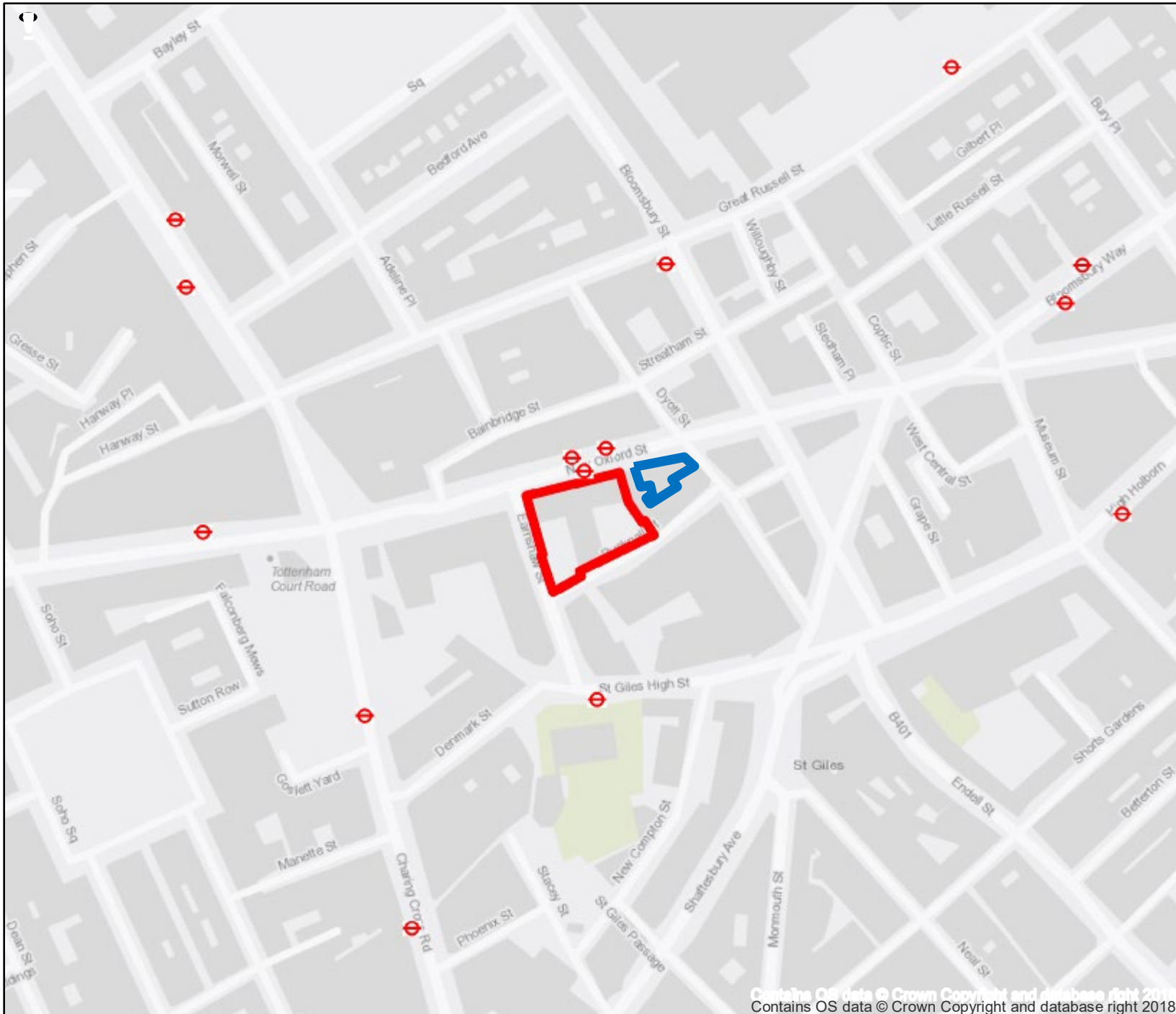


Scale at A4




Job No 602365-64	Drawing Status Illustrative Only
----------------------------	--

Figure 6

Issue
P1



Legend

-  London Bus Stop
-  Castlewood House
-  Medius House

P1	07/06/19	HK	MB	MR
Issue	Date	By	Chkd	Appd

ARUP

13 Fitzroy Street
 London W1T 4BQ
 Tel +44 20 7636 1531 Fax +44 20 7580 3924
 www.arup.com

Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House

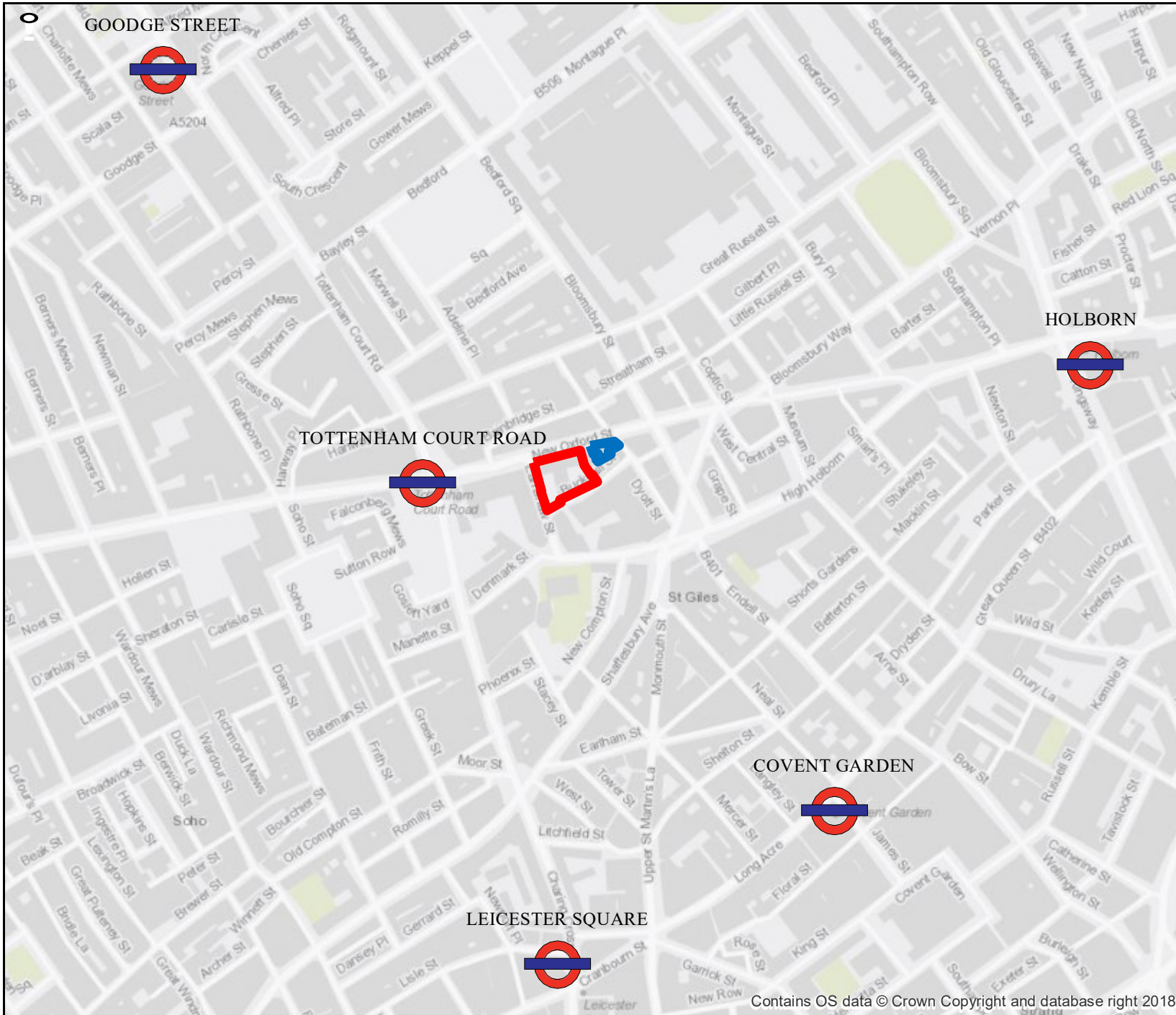





Scale at A4
1:3,000

Job No 602365-64	Drawing Status Illustrative Only
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Figure 7

Issue
P1



- Legend**
-  Medius House
 -  Castlewood House
 -  London Underground

P1	07/06/19	HK	MB	MR
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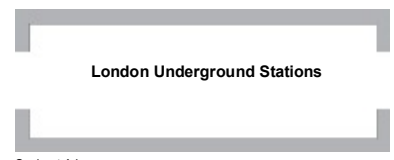
Issue	Date	By	Chkd	Appd
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ARUP

13 Fitzroy Street
 London W1T 4BQ
 Tel +44 20 7636 1531 Fax +44 20 7580 3924
 www.arup.com

Client
Royal London Mutual Insurance Society

Job Title
Castlewood House & Medius House



Scale at A4

1:6,000

Job No 602365-64	Drawing Status Illustrative Only
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Figure 8

Issue P1

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Appendix A

Example Travel Surveys

A1 Example Employee 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 |
| <input type="radio"/> 15-30 minutes | <input type="radio"/> 60-90 minutes |
| <input type="radio"/> 30-45 minutes | <input type="radio"/> 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 per week?

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

- | | |
|-------------------------------------|--|
| <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 (if main / only mode) |
| <input type="radio"/> Car Passenger | <input type="radio"/> Other _____ |

Q10 Are you aware of any information available specifically about how to travel to and from Medius House?

- Yes No

Q11 If you answered yes to Q10, what sources of information are you aware of?

Please choose all options that apply.

- Travel information provided in my Welcome Pack
- Other travel information provided by my employer
- Travel maps and information provided on notice boards
- Website
- Other _____

Q12 Which travel plan measures have you used since starting work at Medius House?

Please choose all options that apply and provide details if possible.

- Used an online walking route planner such as TfL's journey planner or 'Walkit'
- Signed onto a bicycle hire scheme such as London CycleHire or BuzzBike, or Camden Council's Try-A-Bike scheme (www.camden.gov.uk/tryabike)

- Participated in cycling events such as Cycle to Work Day, 'Let's Ride', Prudential Ride London
- Attended a cycle training or skills courses run by Camden Council or another organisation
- Signed onto an interest-free public transport season ticket scheme
- Other _____

Q13 If you have not specified any measures in Q12, what are the reasons?

Please choose all options that apply and provide details if possible.

- I already walk, cycle or use public transport for all of my journeys
- I was not aware / need more information on what is available
- I am already a confident cyclist
- Training courses are not suitable for my needs
- My employer doesn't provide travel information or financial assistance with public transport or cycle loans
- I find travel information in other ways
- Other _____

Q14 What other methods do you currently use to find sustainable transport information e.g. bus timetables, cycle routes?

Please choose all options that apply.

- I currently don't search for sustainable transport information
- Printed maps
- Printed timetables
- From friends or family
- From a work or school colleague
- Websites (Please specify _____)

- Company Intranet
- Online route planner (Please specify _____)
- Mobile app (Please specify _____)
- Other _____

Q15 Are you...?

- Male
- Female
- Prefer not to say

Q16 Which age group do you fall into?

- Under 25
- 25-34
- 35-44
- 45-54
- 55 or over

Q17 Do you have a mobility impairment that affects your journey to work?

- Yes
- No

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

A2 Example Resident Travel Plan Survey Questions

Section 1 - About you

Q1 Are you...?

- Male Female
 Prefer not to say

Q2 Which age group do you fall into?

- Under 25 45-54
 25-34 55 or over
 35-44

Q3 Do you have a mobility impairment that affects your journey to work?

- Yes No

Q4 Are you...?

- Studying (Part Time) Working (Full Time)
 Studying (Full Time) Unemployed
 Working (Part Time) Prefer not to say

Section 2 - About your travel patterns

Q5 Where is your normal place of work / study located?

Full Postcode _____

Town/County _____

Q6 At what time do you usually leave / arrive at home on an average day?

Leave _____

Arrive _____

Q7 What is your main mode of transport to your place of work / study (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 _____ |

Q8 Why do you use this mode of transport?

Please choose all options that apply.

- Availability
- Convenience
- Cost
- Dropping/collection/caring commitments
- Environmental reasons
- Health / fitness reasons
- Lack of alternatives
- Personal safety
- Satisfy work commitment
- Time savings
- Travel during the day
- Other _____

Q9 Do you usually use other modes of transport to your place of work / study as well as the main mode ticked in Q3?

- | | |
|--------------------------------------|--|
| <input type="radio"/> No (go to Q10) | <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 _____ |

Q10 How long does it currently take you to travel to your place of work / study?

- | | |
|-------------------------------------|--|
| <input type="radio"/> 0-15 minutes | <input type="radio"/> 45-60 minutes |
| <input type="radio"/> 15-30 minutes | <input type="radio"/> 60-90 minutes |
| <input type="radio"/> 30-45 minutes | <input type="radio"/> longer than 90 minutes |

Section 3 - Encouraging sustainable transport use

Q11 Which of the following measures would encourage you to **cycle** to your place of work / study in the future? (If you already cycle, 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

- Improved cycle paths on the journey to the destination
- Better facilities at the destination; such as parking, showers, lockers etc
- Arrangements to buy a bicycle at a discount
- Cycle maps and information
- Cycle training
- Advice/guidance on cycle maintenance
- Nothing - it is too far to cycle
- Other _____

Q12 Which of the following measures would encourage you to **walk** to your place of work / study in the future? (If you already walk, 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

- Increased presence of security staff around site
- Road safety improvements in the local area
- Better maintained/cleaner footpaths on route to destination
- Better street lighting in the local area
- Plans showing location of local amenities
- Awareness events on the benefits of walking

- Discount on walking shoes/trainers at local retailers
- Nothing - it is too far to walk
- Other _____

Q13 Which of the following measures would encourage you to use **public transport** to your place of work / study in the future? (If you already use public transport, 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 direct bus routes
- More frequent bus services
- More frequent train services
- More frequent underground services
- Better lighting at bus shelters
- Discount tickets and passes available at work
- More convenient bus drop off points
- Public transport information
- Improved security on public transport and at stations
- Nothing
- Other _____

Section 5 - Travel Awareness

Q14 Are you aware of any information available specifically about how to travel to and from Medius House?

- Yes No

Q15 If you answered yes to Q14, what sources of information are you aware of?

Please choose all options that apply.

- Travel information provided in my Welcome Pack
- Travel maps and information provided on notice boards

- Website
- Other _____

Q16 Which travel plan measures have you used since moving into Medius House?

Please choose all options that apply and provide details if possible.

- Used an online walking route planner such as TfL’s journey planner or ‘Walkit’
- Signed onto a bicycle hire scheme such as London CycleHire or BuzzBike, or Camden Council’s Try-A-Bike scheme (www.camden.gov.uk/tryabike)
- Participated in cycling events such as Cycle to Work Day, ‘Let’s Ride’, Prudential Ride London
- Attended a cycle training or skills courses run by Camden Council or another organisation
- Signed onto an interest-free public transport season ticket scheme at your place of employment
- Other _____

Q17 If you have not specified any measures in Q16, what are the reasons?

Please choose all options that apply and provide details if possible.

- I already walk, cycle or use public transport for all of my journeys
- I was not aware / need more information on what is available
- I am already a confident cyclist
- Training courses are not suitable for my needs
- My employer doesn’t provide travel information or financial assistance with public transport or cycle loans
- I find travel information in other ways
- Other _____

Q18 What other methods do you currently use to find sustainable transport information e.g. bus timetables, cycle routes?

Please choose all options that apply.

- I currently don't search for sustainable transport information
- Printed maps
- Printed timetables
- From friends or family
- From a work or school colleague
- Websites (Please specify _____)
- Company Intranet
- Online route planner (Please specify _____)
- Mobile app (Please specify _____)
- Other _____

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