

**PPF Nominee 1 Ltd and PPF
Nominee 2 Ltd**

**Fortess Works, Kentish Town,
London Borough of Camden**

Workplace Travel Plan

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1 INTRODUCTION

- 1.1 This Travel Plan has been prepared by Caneparo Associates on behalf of PPF Nominee 1 Ltd and PPF Nominee 2 Ltd ('the Applicant'), in relation to the development known as 'Fortess Works', located at Workshop Rear of 38-52 Fortess Road, within the London Borough of Camden (LBC).
- 1.2 Planning permission was granted in January 2019 (LPA Ref: 2017/6788/P) for the '*Works to depot building (Studio B) comprising increasing height of existing parapet, erection of a single storey roof extension, rear infill extension, external alterations and landscaping of courtyard; provision of UKPN substation and external alterations to Railey Mews.*'
- 1.3 It is proposed to complete the following additional consents at the site at a similar time to 2017/6788/P:
1. Certificate of Lawfulness of B1 office use and installation of mezzanines (2017/4184/P)
 2. Plant and External Alterations to Railey Mews (2017/6027/P).
 3. Roof and External Alterations to 'Workshop A'(2017/4731/P)
- 1.4 The four permissions referred to above are for a comprehensive office scheme which will alter and extend the two existing buildings on site. Together the four consents comprise the 'Fortess Works development'. This draft Travel Plan has been written for the whole of the 'Fortess Works development' to include all of the office floorspace covered by the four consents.
- 1.5 This Travel Plan is a requirement of the Section 106 agreement, specifically 'The Second Schedule' which sets out the relevant Travel Plan criteria, of the consented planning application for the development. The Travel Plan is compliant with the most recent Travel Plan policy and guidance available from Transport for London (TfL).

Travel Plan Aim

- 1.6 The aim of this Travel Plan is to put in place the management tools that are necessary to enable employees and visitors to make informed decisions about their travel to the development. This will in effect minimise the adverse impacts of their travel to / from the development on the environment. This aim is achieved by setting out a strategy for eliminating barriers which keep employees and visitors from making use of sustainable and in particular active modes.

Policy and Best Practice

- 1.7 An overview of key national, regional and local policies relevant to travel plans is provided below.

National Policy Context

- 1.8 The revised National Planning Policy Framework (February 2019) sets out that a Travel Plan is a key tool for exploiting opportunities for the movement of goods and people and that all developments which generate significant amounts of movement should be required to provide a Travel Plan.
- 1.9 The Department for Transport's (DfT's) Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009) outlines the role and benefits of travel plans in the planning process, the way to secure them and their inter-relationship with transport assessments.

Regional Policy Context

The London Plan (2016)

- 1.10 The integration of transport and development to reduce the need to travel is a strategic focus of Policy 6.1. The plan also addresses the need to:
- Reduce emissions from transport;
 - Provide for pedestrians and cyclists;
 - Consider development proposals in light of existing transport capacity and proximity to major freight routes (as relevant); and
 - Promote actions to achieve wider environmental sustainability in London.
- 1.11 Critically, policy 6.3 of the Plan asserts that *"Workplace and / or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL guidance."*

Local Policy Context

London Borough of Camden Planning Guidance: Transport (March 2019)

- 1.12 LBC has published the Camden Planning Guidance: Transport, which provides guidance on the requirements for Travel Plans, as well as guidance on other matters including Transport Assessments, Delivery and Servicing Plans, Parking and Sustainable Travel.
- 1.13 Paragraph 3 summarises the key messages which are the purpose of Travel Plan provision, stating that:
- *“Travel Plans enable a development to proceed without adverse impact on the transport network through promoting a greater use of sustainable travel and thereby helping to tackle congestion and air pollution.*
 - *The requirements of a travel plan will be tailored to the specific characteristics of the site and nature of the development.”*
- 1.14 Paragraph 3.12 details that with Workplace Travel Plans *“The focus should be on giving priority to active travel, then reducing non-essential car travel”*. This Travel Plan will focus on the promotion of active travel modes and seek to prevent private car use by employees.

Benefits

- 1.15 The achievement of the objectives of the Travel Plan will bring about benefits at the following levels:
- Employees – through improved health, reduced stress and potential cost savings;
 - Office / Commercial Space – through a healthier and more motivated workforce; and
 - The community – by the development demonstrating its commitment to the Government’s environmental priorities and setting an example to others.

Scope

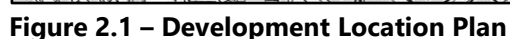
- 1.16 This Travel Plan acts as an overarching document which will encompass all employees within the development, directed at encouraging sustainable travel by both employees and visitors. This includes employees at all levels, including management. The initial targets set out in the Travel Plan for staff travel are based on adjusted local 2011 Census data. Following occupation, this data will be reviewed and updated using annual travel surveys of employees at the development.

This Document

- 1.17 This Travel Plan has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan.
- 1.18 The remainder of this document is structured as follows:
- Section 2 - Outlines accessibility and travel patterns;
 - Section 3 - Sets out the objectives and targets of the Travel Plan;
 - Section 4 - Provides the Travel Plan strategy;
 - Section 5 - Identifies the measures that will be implemented;
 - Section 6 - Summarises the monitoring and review programme; and
 - Section 7 - Sets out the Action Plan.

2.1 The development is primarily accessed from Fortess Grove to the southwest, via a courtyard area, with a secondary access provided to the east from Railey Mews. The development is bound on all sides by residential properties, with Railey Mews also abounding the site to the east and Fortess Grove bounding the site to the southwest.

2.2 The development is located circa 310m north of Kentish Town Station and is circa 480m south of Tufnell Park Underground Station. The location of the development is shown in **Figure 2.1** below.



Workplace Travel Plan: Fortess Works, LB Camden

Site Background

- 2.3 The development for which this Travel Plan has been prepared comprises an extension and alterations to a studio building granted under planning permission ref: 2017/6788/P. The development is part of a wider scheme which comprises the development of the adjacent workshop building and provision of plant within the Railey Mews building granted under separate consents. The studio and workshop buildings are both within the red line of 2017/6788/P and the total GIA of B1 office space across both buildings at ground, first and second floor levels will be a circa 3,242sqm.
- 2.4 The development does not provide on-site car parking and provides 36 long-stay cycle parking spaces for employee use and 6 short-stay cycle parking spaces for use by visitors. The long-stay spaces are provided within a secure and lit internal store through the provision of two-tier stands and the short stay spaces are provided within the courtyard area at the entrance to the development from Fortress Grove. It is envisaged that should a development user require parking for a non-standard cycle, they will be able to utilise the short-stay cycle parking provision, with space at either end of the bank of Sheffield stands facilitating accessible cycle parking.
- 2.5 The courtyard area will be utilised for on-site servicing activity and will also be afforded as communal space for use by occupants of the development.

Local Highway Network

Fortess Grove

- 2.6 Fortess Grove is a cul-de-sac accessed from the A400 Fortess Road to the west. Fortess Grove provides access to the development, as well as to residential properties to the south. In the vicinity of the development, Fortess Grove has double yellow line kerbside restrictions, with residents' permit holder only parking bays present on-street to the south, within the controlled parking zone (CPZ) 'CA-M', restricting parking to permit holders only between Monday to Friday, 08:30 – 18:30.

Railey Mews

- 2.7 Railey Mews is a mews road which operates in a broadly north to south orientation, with access at both ends of the mews taken from Leverton Street. Railey Mews is cobbled throughout and features double yellow line kerbside restrictions, with permit holder parking bays also present (CPZ 'CA-M'). Access to the rear of the development can be taken via Railey Mews by both pedestrians and cyclists, albeit this access is considered to be secondary to the primary access from Fortress Grove.

A400 Fortress Road

- 2.8 The A400 Fortress Road forms part of the A400 trunk road, operating in a broadly north to south orientation between the junction with the A400 Junction Road, Tufnell Park Road, A5200 Brecknock Road and Dartmouth Park Hill to the north, and the junction with the A400 Kentish Town Road and Highgate Road to the south.
- 2.9 Fortress Road provides access to Fortress Grove, facilitating access to the development. The road provides a southbound bus lane in the vicinity of the development, with bus stops present within 70m of the development to the south.

Accessing the Development by Non-Car Modes

Walking and Cycling

- 2.10 The local area benefits from a good pedestrian environment, providing suitable and accessible links to numerous local facilities and public transport services. Well-maintained footways, streetlighting and several crossings with dropped kerbs, tactile paving and raised tables are located in various locations on natural desire lines in the area.
- 2.11 Fortress Grove and Railey Mews have limited footway provision due to the width of the roads, however, the main routing to local amenities and public transport is via Fortress Road, which provides wide high-quality footways. The development is accessible via Railey Mews by pedestrians and cyclists however, though this access is considered to be secondary to the Fortress Grove entrance, via the courtyard space.
- 2.12 Numerous shopping and community amenities are available within a short walking distance of the development on Fortress Road, with a Co-op Food store, convenience store, cafés and restaurants all located within 100m of the development.

- 2.13 Fortress Road is suitable for use by cyclists, providing connections to the wider cycle network across London, including Highgate Road to the south, which is marked as a route for use by cyclists by TfL. Cycleway 6 can be accessed to the south of the development on Kentish Town Road; this provides a route from Kentish Town to Elephant & Castle, via St Pancras, Farringdon and Blackfriars Bridge.
- 2.14 Cycle parking is provided on-street on Fortress Road, with 5 Sheffield stands (10 spaces) provided within a 100m walk of the development.

Bus Services

- 2.15 The nearest bus stops to the development are located on Fortress Road approximately 70m southwest of the development. Bus stops are also located on Highgate Road, Brecknock Road and Tufnell Park Road, all within a 570m walk of the development.
- 2.16 The services operating from nearby bus stops provide regular connections to destinations throughout London, with intermediate stops including rail and underground stations, enabling people to readily access a wide variety of destinations. A summary of the bus services available in the locality is provided in **Table 2.1** below.

Table 2.1: Summary of Bus Services				
No	Service Route	Frequency (minutes')		
		Weekday	Saturday	Sunday
4	Archway Station – Blackfriars Station	9 – 13	10 – 12	9 – 12
88	Parliament Hill Fields – Omnibus Clapham	6 – 10	6 – 10	9 – 13
134	North Finchley Bus Station – University College Hospital / Euston Road	6 – 10	6 – 10	8 – 11
214	Highgate School / Hampstead Lane – Finsbury Square	6 – 10	6 – 10	10 – 14
390	Archway Station – Victoria Bus Station	4 – 7	3 – 6	8 – 11
393	Chalk Farm / Morrisons – Lea Bridge Roundabout	10 – 13	11 – 14	14 – 15

National Rail Services

- 2.17 The development is located approximately 310m north of Kentish Town Station, which provides access to both National Rail services and London Underground services. The station is served by National Rail services operated by Thameslink, with regular services operating through central London between St Albans City and Sutton / Orpington, providing access to popular central London stations including St Pancras, Farringdon and Elephant & Castle.

London Underground Services

- 2.18 Kentish Town and Tufnell Park stations provide access to London Underground services. Kentish Town Station is the closest station to the development at 310m south of the development, while Tufnell Park Station is 460m north of the development. Both stations offers access to services on the Northern Line between Edgware and Morden / Kennington via Charing Cross or Bank stations, every 3-5 minutes.

London Overground Services

- 2.19 While not recognised within the TfL Public Transport Accessibility Level of the development, the development is located approximately 1km southeast of Gospel Oak Station, which provides access to TfL Overground services to destinations including Stratford, Clapham Junction, Barking and Richmond.

Public Transport Accessibility Level (PTAL)

- 2.20 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.
- 2.21 The PTAL is categorised in six levels, where 6 represents an excellent level of accessibility and 1 a poor level of accessibility. Each category is then further sub-divided into two categories, where 'a' represents a lower level of accessibility and 'b' a higher level of accessibility.
- 2.22 The PTAL rating of the development is 5, indicating that the development has a 'very good' level of accessibility to public transport. It is pertinent to note however, that the PTAL rating does not recognise Gospel Oak Station as being within walking distance of the development when, in practice, the station is likely to be utilised by future employees at only a 12-13 minute walk from the site.

Car Clubs

- 2.23 Car clubs offer a viable alternative to owning a car, particularly for those that require the use of a car infrequently without the associated running costs. Several car club bays and vehicles operated by Zipcar and Enterprise Car Club are located in the vicinity of the development, as summarised below:

Zipcar Car Club Vehicles

- Falkland Road, Kentish Town – Approximately 110m south of the development;
- Tufnell Park Road, Tufnell Park – Approximately 540m north of the development;
- Hugo Road, Tufnell Park – Approximately 560m northeast of the development; and,
- Warrender Road, Tufnell Park – Approximately 610m northeast of the development.

Enterprise Car Club Vehicles

- Ospringe Road, Kentish Town – Approximately 200m northeast of the development; and,
- Islip Street, Kentish Town – Approximately 430m south of the development.

Baseline Travel Patterns

- 2.24 A baseline mode split will be taken from the initial travel survey after first occupation. This survey will accurately identify how employees at the development travel to / from work. The results of the survey will be known as Year 0. The survey will be undertaken no later than six months after the site is occupied.
- 2.25 The current predicted modal split is based upon data from the 2011 Census; specifically the Method of Travel to Work – Daytime Population data for the Middle Layout Output Area: Camden 003. The predicted modal split has been altered to reflect local conditions, including the availability of public transport access points, the uplift in cycling in central London and the car free approach of the development.
- 2.26 The predicted modal split is set out in **Table 2.2**.

Table 2.2: Baseline Modal Split	
Method of Travel	Percentage
Underground	38%
Train	21%
Bus	16%
Taxi	0%
Motorcycle	0%
Driving a Car	0%
Passenger in a Car	0%
Bicycle	9%
On Foot	16%
Total	100%

2.27 For the purpose of this Travel Plan, the modal split as shown in **Table 2.2** will be used for target setting purposes until a travel survey can be undertaken.

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 development 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 and visitors of the development to use more sustainable ways of travelling to / from the development through more effective promotion of active modes (walking and cycling). This will minimise the impact of the development on the surrounding public highway and transport network.

3.3 The sub-objectives are as follows:

- Sub-objective 1: To increase employee and visitor awareness of the advantages and availability of sustainable / active modes of transport;
- Sub-objective 2: To promote the health and fitness benefits of active travel to all employees;
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate employee and visitor travel by sustainable / active modes; and therefore,
- Sub-objective 4: To reduce the unnecessary use of public transport for journeys to and from the development by employees and visitors.

Targets

- 3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring the progress and 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:
- To launch this Travel Plan when the development opens / becomes occupied;
 - Baseline Travel Surveys will be undertaken no later than 6 months after occupation;
 - Each monitoring survey will occur within one month of the anniversary of the baseline survey in each survey year (i.e. Years 0, 1, 3 and 5);
 - A sustainable transport noticeboard will be provided in a prominent location. The noticeboard will be periodically updated so that it details up-to-date information; and
 - Employee Travel Induction Packs will be provided to all employees based on-site on commencement of their employment, detailing the measures set out in this document.

Aim Targets

- 3.7 **Table 3.1** outlines the Aim Targets set out for the development. The targets are set to measure progress towards the main objectives over five years. These targets are to be achieved within five years of the launch of the Travel Plan.
- 3.8 The baseline figures are taken from the predicted 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). As such, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 3.1: Mode Share Targets			
Targets	Interim Targets		
	Year 0	Year 3	Year 5
To reduce the use of public transport modes by 10%	75%	70%	65%
To increase the percentage of employees who cycle to work by 5%	9%	12%	14%
To increase the percentage of employees who walk to work by 5%	16%	19%	21%
To maintain 0% car use by employees at the development	-	-	-

- 3.9 It is more constructive to set an Action type target for measures aimed at promoting sustainable transport to visitors of the development, rather than a mode split Aim Target.
- 3.10 Indicators are the elements which will be measured in order to assess progress towards meeting the targets. For the most part this will be the main mode listed by employees in the monitoring surveys conducted in years 0, 1, 3 and 5.

4 TRAVEL PLAN STRATEGY

Travel Plan Coordinator

- 4.1 A Travel Plan Co-ordinator (TPC) will be appointed prior to the occupation of the development, to implement and administer the Travel Plan. The details of the TPC for the development will be included below once appointed.

Name: _____

Company & Position: _____

Telephone: _____

Email: _____

- 4.2 The duties of the TPC will include:

- Undertake Employee Travel Surveys at years 0, 1, 3 and 5;
- Take responsibility for data collection and review of the Travel Plan;
- Oversee the development and implementation of the Travel Plan on a day-to-day basis;
- Obtain and maintain commitment and support from senior managers, employees, etc.;
- Design and implement effective marketing and awareness-raising campaigns to promote the Travel Plan;
- Act as a point of contact for all employees requiring information; and
- Ensure the travel information available is always up to date.

Time Allocation

- 4.3 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.

Marketing Strategy

- 4.4 All building occupiers and their employees, including new employees, will be made aware of the existence of the Travel Plan at the commencement of their occupation/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.
- 4.5 Contact details of the TPC will be advertised in the event that employees wish to discuss specific matters directly. Further to this, the TPC will make themselves known to all occupiers of the building in order to provide regular updates on the local transport network, but also to promote sustainable travel events.
- 4.6 Employee Travel Induction Packs will be provided to all new employees, which will contain a summarised Travel Plan and sustainable transport information, along with any other relevant transport information.

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 development is a sustainable zero car parking scheme, with the exception of off-street loading space within the courtyard on Fortress Grove.
- 5.3 A total of 36 long-stay cycle parking spaces are provided for use at the development, with 6 short-stay spaces provided for visitor use. Showers with changing facilities and lockers are provided for use by employees. It is envisaged that should a development user require parking for a non-standard cycle, they will be able to utilise the short-stay cycle parking provision, with space at either end of the bank of Sheffield stands facilitating accessible cycle parking. As such, sustainability has been taken into account throughout the design process.

Walking

- 5.4 Walking is a truly sustainable method of travel which offers employees predictable journey times and a range of physical and psychological benefits.
- 5.5 The TPC will develop marketing materials to highlight the health benefits of walking and will implement the following measures to encourage walking:
- Employees will be provided with information and advice concerning safe pedestrian routes to / from the commercial floorspace;
 - Employees will be provided with changing facilities and lockers, including facilities for storage of wet clothes, umbrellas etc.;
 - National Walk to Work Week will be promoted amongst employees;
 - Consideration of the use of homeworking / teleworking / teleconferencing;
 - Organisation of social cycling and walking events, e.g. lunch time or after work walking groups; and
 - Health benefits of walking to be promoted e.g. '10,000 steps a day campaign'.

Cycling

- 5.6 Cycling is a healthy, low cost, environmentally friendly way to travel and keep fit.
- 5.7 The development provides secure and well-lit cycle storage, along with showers, changing facilities and lockers. In addition, the development is located near on-street cycle parking provision on Fortress Road.
- 5.8 Specific cycle promotions will include the following:
- Promotion of the health benefits of cycling;
 - Cycle routes and other cycling information provided on notice boards, and in Travel Induction Packs etc;
 - A commitment to investigate the provision of cycle equipment and loans, insurance and cycle repair facilities;
 - Setting up a Bicycle User Group or similar, if demand warrants; and
 - The promotion of National Cycle to Work Week.
- 5.9 LBC provides free cycle training for those who live, work or study in the borough. The free cycling training classes will be advertised to those working at the development; these can be viewed at the following website: <https://www.camden.gov.uk/cycle-skills-and-bike-maintenance-courses>.
- 5.10 The TPC will investigate the potential for the provision of a framework cycle loan scheme for employees. This will promote the use of cycles by employees.

Public Transport

- 5.11 Up-to-date details of bus, underground and taxi services, including route information and service frequencies, will be permanently on display in prominent locations. National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted to employees and visitors through all relevant means.
- 5.12 The TPC will investigate the potential for occupiers to promote staff interest-free annual season ticket / travel card loans for use on public transport.

Car Clubs

- 5.13 Car Clubs make car ownership unnecessary for many people and are a good way of reducing the number of cars accessing the development as well as the surrounding area. There are a number of companies operating Car Clubs in Greater London, including Enterprise Car Club, and Zipcar.
- 5.14 Details of Car Clubs including the nearest vehicles will be made available to employees and visitors.

Personalised Travel Planning

- 5.15 The TPC will offer personalised travel planning advice to all new employees that request the service, which will be advertised as a staff benefit.
- 5.16 The TPC will be able to draw upon websites such as TfL's journey planner (www.tfl.gov.uk) for advice.

Provision for People with Disabilities and Visual Impairment

- 5.17 The TPC, through dialogue with LBC (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.
- 5.18 Should a disabled development user require access to the development by car, there are numerous local on-street parking opportunities available for use by blue badge holders, including:
- Permit holder parking bays on Railey Mews (<10m from the development);
 - Permit holder parking bays on Fortress Grove (30m from the development); and,
 - Leverton Street permit holder parking bays (40m from the development).
- 5.19 The development provides at grade accesses, while stairs have refuge points, lifts are provided, and disabled toilet and showering facilities are provided for employee use.

Travel Induction Packs

- 5.20 All of the occupants of the development will be given information about the Travel Plan and travel options in the form of a Travel 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;
 - Timetables and route maps for public transport, particularly buses;
 - Contact numbers and web details for the TfL Journey Planner and National Rail Enquiries;
 - Local green taxi company details;
 - Car Club information;
 - Cycling and walking maps for the local area; and
 - Any relevant employer specific company policies related to transport.
- 5.21 The Travel Induction Pack will be revised as necessary by the TPC to ensure that it stays relevant and reflects the latest travel information available.
- 5.22 The various ways of reaching the development by sustainable modes will also be included within any digital/physical materials promoting the development, to ensure that as many people as possible travel using sustainable modes.

Vehicle Reduction Initiatives

- 5.23 The TPC will provide occupiers of the building with information promoting the use of zero or low emission vehicles for servicing and deliveries, including promoting the use of cycle deliveries where suitable.
- 5.24 A Servicing Management Plan will be implemented at the development to ensure that servicing activity is streamlined where possible, so as to reduce unnecessary vehicle trips where possible.

6 MONITORING AND REVIEW

- 6.1 This Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to the development. This section sets out the proposals for monitoring and review of the Travel Plan.

Monitoring

- 6.2 In order to establish the travel patterns of the employees of the development, an initial baseline travel survey will need to be undertaken no later than six months after first occupation. This will take the form of a questionnaire, which will be made available online and also in paper format. The surveys will examine the use of existing modes of travel, attitudes towards sustainable modes of transport and the most effective measure to promote sustainable travel. An example of an employee travel questionnaire is included at **Appendix A**.
- 6.3 Further surveys will be carried out in years 1, 3 and 5, to monitor progress towards the final 5-year targets. These surveys will be marketed by the TPC to encourage a high response rate.
- 6.4 The travel survey should remain the same throughout the life of the travel plan to ensure consistency in the results and information and the ability to measure the effectiveness of the travel plan measures.
- 6.5 The Travel Plan will be amended in light of any developing circumstances and reviewed for accuracy of content. This will need to incorporate the results of the surveys to include feedback from employees.

Review and Reporting

- 6.6 A Travel Plan Review will be undertaken every year by the TPC to assess the progress of the Plan for the initial 5 year period. A Travel Plan report will be produced in Years 3 and 5 which will incorporate the results of monitoring throughout the preceding periods.
- 6.7 The TPC will report back to LBC on an annual basis on the effectiveness of the Travel Plan, including any proposed revisions to the document to ensure it is kept up to date and continues to be effective in influencing employees travel habits, with a focus on active modes.

Consultation

- 6.8 Consultation with employees will occur as part of the monitoring process. This will include travel surveys for completion by the employees as well as providing an opportunity (e.g. a meeting or forum) for employees and the TPC to identify a common set of objectives for the effective encouragement of users of the development to make better use of active and sustainable modes of travel. As part of this, the TPC will encourage the formation of a bicycle user group amongst development users, enabling cyclists at the development to take responsibility for their collective cycling needs and enable the presentation of any cycling-centric concerns to be formally raised during consultations.
- 6.9 The TPC will, on behalf of the development owner, consult with LBC and public transport providers as and when appropriate. This will ensure the Travel Plan remains up to date and takes account of any changes in accessibility in the local area, such as new pedestrian or cycle routes and/or revised public transport services and timetables.

Securement and Funding

- 6.10 The development owner is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets can be achieved. The development is not yet occupied and as such, an annual budget has not yet been determined. Additional budgeting information can be provided within the annual monitoring reports.
- 6.11 Funding from the budget will be provided for the TPC, travel surveys and implementation of all reasonable necessary measures. The TPC's funds will provide for the production and circulation of Travel Induction Packs to staff, with an opportunity given to apply for additional funding to ensure the continued and improved implementation of sustainable initiatives where relevant and of a clear benefit to staff.

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 – Action Plan				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
Information Provision				
Travel Induction Packs for all employees	All employees will receive a Travel Induction Pack outlining the sustainable options for travelling to the development, the existence and purpose of the Travel Plan and location of cycle parking etc.	Upon commencement of employment	N/A	TPC
Personalised Travel Planning Sessions	The TPC will offer planning services to employees at induction sessions.	When necessary upon start of employment	The TPC will keep a record of who has utilised the service as well as the nature of the service (group, one on one)	TPC
Cycling				
Promotion of cycle facilities available	Cycle parking to be provided for employees of the development	Once facilities are installed	Spot checks as part of maintenance rounds	TPC
Discount on cycles and safety equipment	Initiatives to be investigated, including Cycle to Work Scheme if appropriate	From occupation	Uptake of offer monitored by developer and info requested from them by TPC	TPC
Provide cycle route maps and other information	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used	Upon first occupation	TPC to monitor uptake	TPC

relating to cycle facilities				
Encourage cycling by providing information about free cycle training and events.	Promote awareness events such as National Bike Week and social bike rides	Annual event – summer and spring	TPC to monitor participation levels and interest	TPC
Encourage employees to form a bicycle user group	To ensure the collective cyclist needs are recognised and enable formal representation of issues in committee meetings.	From occupation	TPC to continue to encourage and support the creation of a bicycle user group	TPC / Employees
Walking				
Walk to Work days and social walking events	Health and financial benefits advertised	Spring and Summer (annually)	TPC to monitor uptake	TPC
Employees to be provided with information related to safe walking routes.	As part of Travel Induction Packs or personal sessions	Prior to building being occupied and on-going through Travel Induction Packs	N/A	TPC
Public Transport				
Employees to be provided with public transport information.	As part of Travel Information Packs or induction sessions	Prior to building being occupied and on-going through Travel Induction Packs	N/A	TPC

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
