



**Derwent Valley Property
Developments Ltd**

**Network Building,
Tottenham Court Road**

Workplace Travel Plan

November 2020

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1 INTRODUCTION

1.1 This Workplace Travel Plan has been prepared by Caneparo Associates on behalf of Derwent Valley Property Developments Ltd ('The Applicant'), in support of an application that seeks the redevelopment of The Network Building ('the Site') which is located within the London Borough of Camden ('LBC').

1.2 This Workplace Travel Plan (hereafter referred to as 'Travel Plan') has been prepared to support all employment types at the proposed development.

1.3 This Travel Plan has been prepared in line with LBC policy as well as Transport for London's (TfL's) new guidance regarding the effects of developments on both people as well as the local transport network. This document aims to encourage employees to travel sustainably to and from the site, while also further encouraging those to travel via active modes.

Travel Plan Scope

1.4 This document has been written as a stand-alone document and contains all the relevant information needed to effectively implement and monitor the Travel Plan.

1.5 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
- Section 7 - Sets out the Action Plan

2 ACCESSIBILITY AND TRAVEL PATTERNS

The Site and Surrounding Area

- 2.1 The site is located in Fitzrovia and borders an existing office building to the north (90 Whitfield Street), Howland Street to the south, Tottenham Court Road to the east and Whitfield Road to the west. Goodge Street and Warren Street Underground stations are both located approximately 350m from the Site (4 minutes' walk) and Euston Railway Station is located within 850m (11 minutes' walk).
- 2.2 The surrounding road network is located within Controlled Parking Zone (CPZ) 'CA-E' Bloomsbury which is operational between 08:30-18:30 Monday to Saturday with no controlled hours in place on Sundays. The location of the Site is shown within **Figure 2.1** below.



Figure 2.1: Site Location Plan



Local Highway Network

Cypress Place

- 2.3 Cypress Place is a narrow two-way road that runs through the site between Maple Street to the north and Howland Street to the south. The road acts primarily as a servicing and access route for vehicles servicing the site and the adjacent 90 Whitfield Street building. Cypress Place also provides access to the existing basement car park within the site.
- 2.4 Cypress Place contains single yellow line parking / waiting restrictions along its length, and is subject to a height restriction of 3.7 metres at the northern and southern end of the road.

Whitfield Street

- 2.5 Whitfield Street is a single carriageway road providing one-way southbound movement between Maple Street to the north and Howland Street to the south. The road lies parallel to Cypress Place and contains single yellow line parking / waiting restrictions, motorcycle parking, on-street cycle parking and residents parking bays on the eastern side of the carriageway.
- 2.6 An advisory northbound contra-flow cycle lane is also provided on the western side of Whitfield Street.

Howland Street

- 2.7 Howland Street has an east to west orientation and borders the site to the south. It provides one-way westbound movement between Tottenham Court Road to the east and Cleveland Street to the west. The route operates with a 20mph speed limit and contains single and double yellow line parking / waiting restrictions on both sides of the road. The western section of the Howland Road frontage is subject to double yellow 'blips' that prevent waiting and loading at any time.
- 2.8 A physically segregated cycle route is also provided on the southern side of the carriageway.

Maple Street

- 2.9 Maple Street borders the site to the north and is one-way eastbound connecting Cleveland Street and Tottenham Court Road. The carriageway contains a mixture of single and double yellow line parking / waiting restrictions. In addition, a disabled parking bay and loading bay are provided on the northern side of the carriageway.



- 2.10 A segregated eastbound cycle route is located on the southern side of the road, which benefits from an advanced cycle stop lane at the junction with Tottenham Court Road.

Tottenham Court Road (A400)

- 2.11 Tottenham Court Road, which forms part of the A400, connects the A40 Oxford Street to the south with the Euston Road (A501) to the north. In the vicinity of the site, the route provides one lane of traffic in either direction, with double yellow lines and double yellow blips provided at the site frontage to restrict stopping / loading at all times.
- 2.12 As part of LBC's West End Project, significant public realm works have taken place on Tottenham Court Road to provide safer and greener streets, reduce congestion and air pollution and speed up bus routes. As part of the project new and safer provision for cyclists has been provided in the form of a northbound two-lane cycle routes to the south of Howland Street. Wider footpaths and crossings have also been provided for pedestrians.

Accessibility by Sustainable and Active Modes

Walking

- 2.13 Pedestrian facilities in the vicinity of the site are excellent, with footways of adequate width provided on both sides of all surrounding roads on key desire lines. Footway widths vary along the site frontage, from between 1.8m on Whitfield Street to 3.2m – 4.7m on Howland Street. Due to the arterial nature of Tottenham Court Road, the route provides particularly wide footways - approximately 5m adjacent to the Site.
- 2.14 Signalised crossings are provided at the Howland Street and Maple Street junction with Tottenham Court Road which provide appropriately coloured tactile paving and dropped kerbs. Informal crossings in the area are also provided with dropped kerbs / raised tables and tactile paving.
- 2.15 **Table 2.1** summarises some of the local amenities available for future users of the proposed development. The Table highlights several local amenities and services which are likely to be used by employees. In addition, several public transport nodes are available within convenient walking distance of the site, including, bus, Underground and rail services.

Table 2.1: Approximate Distances to local amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
Public Transport Opportunities			
	'Capper Street' Bus Stop N	160	2
	'Goodge Street Station' Bus Stop A	220	3
	Warren Street Station	290	4
	Goodge Street Station	300	4
	Euston Square Station	450	6
	Great Portland Street Station	650	9
	Euston Station	800	10
	Tottenham Court Road Station	850	11
	Regent's Park Station	850	12
	Russell Square Station	1100	14
	Oxford Circus Station	1100	15
	Kings Cross / St Pancras Station	1500	19
Facilities and Amenities			
Bank	Tottenham Court Road	130	2
Gym	Tottenham Court Road	260	3
Supermarket	Tottenham Court Road	300	3
Hospital	Euston Road	300	4
Fitzroy Square Garden	Fitzroy Square	350	5
Post Office	Great Portland Street	650	8

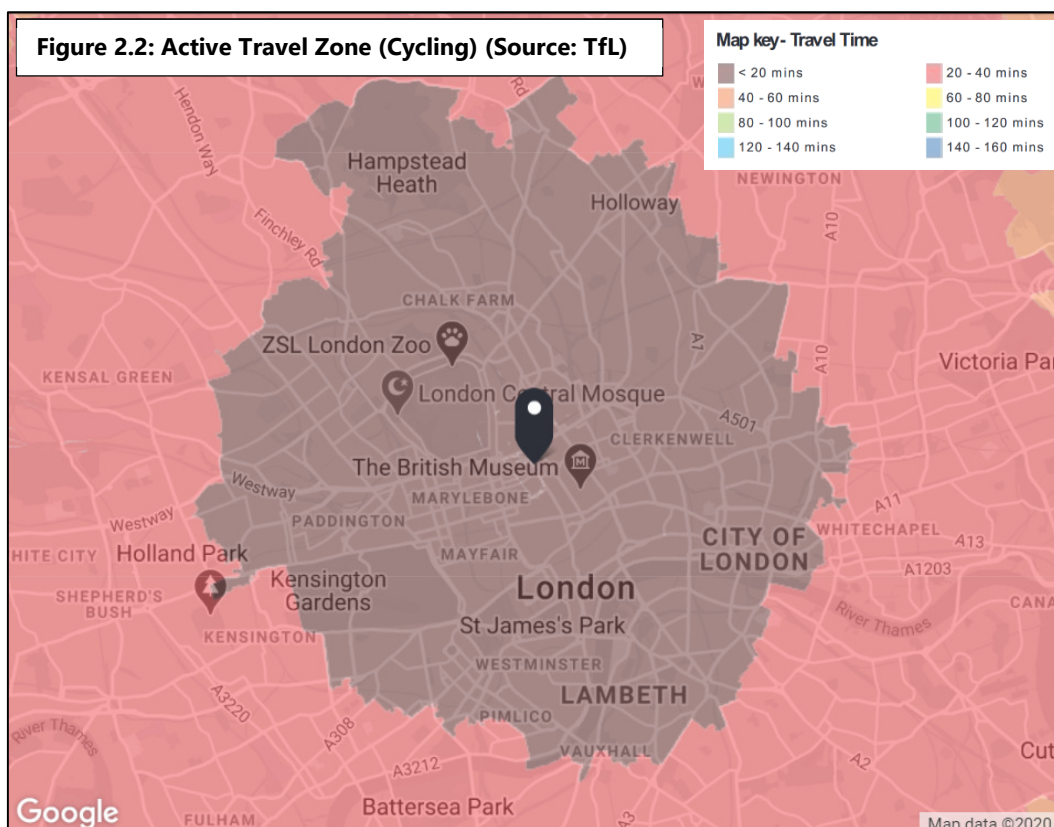
Access by Cycling

- 2.16 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the CIHT. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km), of which 60% are undertaken by private cars. The guidelines highlight 'substantial potential' for substituting cycling for driving for distances up to 5 miles.
- 2.17 As defined by TfL within the Healthy Streets guidance, a 20-minute cycle from the Site represents a suitable distance for residents / visitors to travel to / from the site by bicycle. Therefore, there is scope for the uptake of this sustainable mode by employees and visitors / guests to the site.
- 2.18 On-street cycle parking opportunities in the form of Sheffield stands are available in the vicinity, on Howland Street opposite the Site (5 Sheffield stands), on Tottenham Court Road (10 Sheffield stands), Whitfield Street (7 Camden stands), and on Maple Street (5 Sheffield stands).

2.19 TfL Cycle Hire Docking Station are also located at the following locations:

- Howland Street, 270m southwest of the Site – 30 docking spaces;
- Warren Street Station, 290m north of the Site – 26 spaces;
- Scala Street, 400m south of the Site – 21 spaces;
- Charlotte Street, 500m south of the Site – 14 spaces;
- Hampstead Road, 450m north of the Site – 54 docking spaces; and
- Malet Street, 600m east of the Site – 48 docking spaces.

2.20 **Figure 2.2** indicates the Active Travel Zone for the Site based on a 20-minute cycle distance. In addition, cycling has the potential to replace driving for distances up to 5 miles (8 kilometres) which includes areas such as Holloway, Islington, Farringdon, South Bank, Belgravia, Paddington and Swiss Cottage.



Accessibility by Public Transport

2.21 The Site is well served by public transport, with convenient access to London Underground, London rail networks, and bus services.

Bus Services

- 2.22 The nearest south bus stop named 'Capper Street (Stop N)' is provided on the eastern side of Tottenham Court Road, 160m walk from the Site. The nearest northbound bus stop named 'Goodge Street (Stop A)' is also provided 220m to the southeast of the Site on the western side of Tottenham Court Road. Several bus services are available in the vicinity of the Site, including buses 30, 88, 18, 27, 205, 10, 24, 134, 390, 73, 29, 14 and 8.

Rail Services

- 2.23 The site lies within 800m (10 minutes' walk) of Euston Station, which provides access to West Midlands Trains and Avanti West Coast Trains. Destinations available from Euston include: Manchester Piccadilly, Birmingham New Street, Tring, Liverpool Lime Street, Holyhead, Northampton, Glasgow Central, Wolverhampton and Milton Keynes Central. Euston is also served by London Overground services operating on the Watford Junction branch. Kings Cross / St Pancras Station is also located approximately 1.5km (19 minutes' walk) from the Site. Both stations are accessible via an entrance located on Euston Road. Approximately 24 services depart the station each hour.

- 2.24 Kings Cross provides access to Grand Central Railway, Thameslink, London North Eastern Railway and Great Northern services. Destinations from Kings Cross Station include Bradford, Cambridge, Edinburgh, Ely, Peterborough, Newcastle, Leeds, and Kings Lynn. Approximately 13 services depart the station each hour.

- 2.25 St Pancras Station provides access to rail services operated by Thameslink, Southeastern Rail and East Midlands Trains to destinations including Brighton, Cambridge, Sheffield, St Albans, Gatwick Airport, Luton, Horsham and Peterborough. Approximately 48 services depart the station each hour.

Underground Services

- 2.26 A number of Underground stations are located within a reasonable walk of the site which provide services throughout London and enable passengers to interchange onto other public transport modes.
- 2.27 A summary of underground stations and services available within the locality is set out in **Table 2.2** below.

Table 2.2: Underground Services				
Station	Lines	Route	Walk Distance (metres)	Walk Time (mins)
Warren Street	Northern	Edgware / Barnet / Mill Hill East – Morden	290	4
	Victoria	Walthamstow Central - Brixton		
Goode Street	Northern	Edgware / Barnet / Mill Hill East – Morden	300	4
Euston Square	Hammersmith & City	Barking - Hammersmith	450	9
	Circle	Hammersmith – Edgware Road (circular)		
	Metropolitan	Aldgate – Watford / Chesham / Amersham / Uxbridge		
Tottenham Court Road	Central	West Ruislip / Ealing Broadway - Epping	850	11
	Northern	Edgware / Barnet / Mill Hill East – Morden		
Regents Park	Bakerloo	Harrow & Wealdstone – Elephant & Castle	850	12
Russell Square	Piccadilly	Cockfosters – Heathrow Terminals / Uxbridge	1100	14

Crossrail Services

2.28 Crossrail services are expected to begin operating through London from 2022. These services will be accessible from Tottenham Court Road and once operating at full capacity, there will be a train every two and half minutes in each direction between Paddington and Abbey Wood, during peak times.

Public Transport Accessibility Level

2.29 Public Transport Accessibility Levels (PTAL) are a theoretical measure of the accessibility of a given point to the public transport network, considering walking time and service availability. The method is essentially a way of measuring the density of the public transport network at a particular point.

2.30 The PTAL is categorised in six levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility. The PTAL levels 1 and 6 are further subdivided into 'a' and 'b' levels, with level 'a' indicating the location is rated towards the lower end of the PTAL category and 'b' towards the higher end.

2.31 The Site has a PTAL rating of 6b, the highest possible rating, suggesting that it has 'excellent' accessibility to public transport facilities.

Car Clubs

2.32 There are several existing car club vehicles in the vicinity of the Site, operated by Zip Car and Enterprise. The closest car club bay locations within the vicinity of the Site are set out below:

- Warren Street – 300m north of the Site (4 mins' walk);
- Charlotte Street – 300m south of the Site (4 mins' walk);
- Cleveland Street – 400m west of the Site (5 mins walk); and
- Windmill Street – 550m south of the Site (7 mins walk).

Baseline Travel Patterns

2.33 **Table 2.3** below shows the assumed modal split for travel to the development by future employees. The expected modal split has been taken from the Transport Assessment.

Table 2.3: Baseline Modal Split	
Method of Travel	Percentage %
Underground	43
Train	32
Bus	11
Taxi	0
Motorcycle	0
Car Driver	0
Car Passenger	0
Cycle	7
Walking	6
Total	100%

2.34 It is expected that most trips to the Site will be undertaken by sustainable modes, such as public transport (87%). Additionally, the data above highlights that a considerable proportion of employees will also travel via active modes (13%), reducing the demand on public transport services.

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 Applicant will seek to reach within the period covered by this Travel Plan.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage employees to use more sustainable ways of travelling to / from the site through more effective promotion of walking and cycling. This will minimise the impact of the development on the local highway and transport services within the surrounding the area.

3.3 The sub-objectives are as follows:

- Sub-objective 1: To increase staff 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 staff; and
- Sub-objective 3: To introduce a package of physical and management measures that will facilitate staff travel by active modes.

Targets

3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring progress and 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 at least 75% occupied.
- 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 or equivalent will be provided in a prominent/communal location. The noticeboard will be periodically updated so that it details up-to-date information.
- Employee Induction Packs will be provided to all employees based on the Site, detailing the measures set out in this document.

Aim Targets

3.7 **Table 3.1** outlines the Aim Targets set out for the Site. The targets are set to measure progress towards the main objectives over five years. 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 amended 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. As such, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Year 0	Year 1	Year 3	Year 5
Employees					
Achieve a 3% increase in the mode share for walking	Modal Split monitoring surveys for walking	6.2%	7.2%	8.2%	9.2%
Achieve a 3% increase in the mode share for cycling	Modal Split monitoring surveys for cycling	7.1%	8.1%	9.1%	10.1%
Achieve a 6% decrease in the mode share of public transport	Modal Split monitoring surveys for public transport	86.5%	84.3%	82.5%	80.5%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-	-	-	-

- 3.9 It is more constructive to set an Action type target for measures aimed at promoting sustainable transport to staff 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 staff in the monitoring surveys conducted in years 0, 1, 3 and 5.

4 TRAVEL PLAN STRATEGY

Travel Plan Coordinator

4.1 The role of Travel Plan Coordinator (TPC) for the Site will be taken up by a member of Site Management. The TPC will have access to the appropriate technology and resources necessary to communicate effectively with staff and stakeholders using a variety of mediums.

4.2 The duties of the TPC include:

- Undertake staff 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 staff requiring information; and
- Ensure the travel information available is always up to date.

Time Allocation

4.3 The TPC will undertake the management of the Travel Plan in addition to their normal duties. The person undertaking the role will be allowed the time necessary to enable this Travel Plan to achieve its objectives.

Marketing Strategy

4.4 All employees will be made aware of the existence of the Travel Plan. 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. Visitors will be made aware of the Travel Plan primarily by notice boards to be erected in key communal areas where all visitors can see them.

4.5 Contact details of the TPC will be advertised in the event that staff wish to discuss specific matters directly. Further to this, the TPC will directly make themselves known to all staff members at the building in order to provide regular updates on the local transport network, but also to promote sustainability.



4.6 An Induction Pack will be provided to all employees, which will contain Travel Plan and sustainable transport information and 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 Measures and initiatives have been provided which apply to employees as well as being overarching measures and initiatives such as walking, cycling and notice board information.

Parking

- 5.3 There will be no parking provided on site for employees, with the exception of one disabled accessible parking bay.

Walking

- 5.4 Walking is a sustainable method of travel which offers staff 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 site
 - Employees will be provided with changing facilities and facilities for storage of wet clothes, umbrellas etc
 - Organisation of social cycling and walking events, e.g. lunch time or after work walks
 - 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. The site will provide a safe and secure cycle store at basement level. Access would be via a dedicated cycle access on Whitfield Street or Cypress Place with access to the basement via an appropriately sized lift and stairs with cycle channel.



5.7 Additionally, showers will be provided at basement level at a ratio of 1:10 cycle spaces, lockers will be provided a ratio of 1:1 cycle spaces, and changing facilities will be provided for employees to use.

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 employee induction packs etc
- Setting up a Bicycle User Group or similar if demand warrants.

5.9 The TPC will investigate providing Dr Bike health check sessions for employees to ensure their bicycles are in full working order, should demand require.

5.10 All the details mentioned will be available on the notice board, by electronic means (e.g. a website or social media) and via Induction Packs/Induction Sessions.

Public Transport

5.11 Up-to-date details about bus underground, overground and rail service frequencies will be permanently on display in prominent locations. TfL, National Rail, Journey Planner websites and Apps such as Citymapper will also be promoted to employees through all relevant means.

5.12 The TPC will seek to obtain discounted fares or assistance with the purchase of season tickets for employees, should demand for such discounted fares be noted.

5.13 The TPC will promote travel planning websites such as Google Maps, to enable employees to make informed decisions about their travel routing. Citymapper, as an example, will allow any user to log-on to www.citymapper.com, which after entering: the postcode, a street name and town or a bus stop code, will confirm when the next buses will be at a specific bus stop and the fastest route to the destination by all modes of transport.

Noticeboards

5.14 Dedicated travel noticeboards will be set up in logical common areas. These will include not only public transport, walking, and cycling information but also details of the Travel Plan itself and the contact details of the TPC.

- 5.15 The noticeboards will include leaflets which will promote the health benefits of walking and cycling, as well as promoting the use of local buses. The noticeboards will also include a map which will show key amenities, cycling and walking routes promote the use of active modes.

Employee Measures and Initiatives

Induction Sessions

- 5.16 All staff will be provided with an induction to the aims and objectives of the 'overarching' Travel Plan at the time of completion of the Travel Plan going live by the TPC. An Induction Session and an Induction Pack will be made available to all employees electronically and through the TPC covering the topics. All sustainable modes of travel will be promoted and in particular active travel modes. The site is committed to promoting a healthy lifestyle for all its attendees, and for this reason active travel will be the focus for travel promotion where possible for staff.
- 5.17 The induction session will go through; the aims and objectives of the Travel Plan, easy to use guides to using sustainable journey planners and talk through the items within the induction pack.

Induction Pack

- 5.18 An Induction Pack will be part of an overarching induction to all members of employees, which will also consist of undertaking procedures for identification of emergency exits, emergency fire evacuation procedures, health and safety, contact details at the Site etc.
- 5.19 The sustainable travel part of the Induction Pack will include details of the following:
- A list of free to use route planners (walking, cycling, public transport, car share etc)
 - Ready references to use the route planners
 - A list of other free to use website portals which assist use of sustainable travel options to the site
 - Information on cycle parking, where the travel noticeboards are, where the bicycle repair station is etc.
 - A breakdown of the aims and objectives of the Travel Plan for the site
 - A list of cycle shops in the area
 - A bus map, cycle map and pedestrian map to cover the Site; and

- Guidelines to use SMS texting to find out when the next bus is due to arrive/leave the Site.

Provision for People with Disabilities and Visual Impairment

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

- Stairs have refuge points
- Wheelchair accessible lifts with accessible floors
- Disabled parking at the entrance lobby/reception
- Disabled toilets.

5.21 The TPC, through dialogue with the 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.

6 MONITORING AND REVIEW

Monitoring

- 6.1 This Travel Plan is part of a continuous process that requires monitoring, review and revision to ensure it remains relevant and effective. This section sets out the proposals for the monitoring and review of the Travel Plan.
- 6.2 The monitoring programme will begin with the initial baseline Year 0 travel survey, followed by additional surveys in Year 1, Years 3 and 5. The Year 0 survey will be undertaken once the development is occupied. Occupation is defined as no later than three months after occupation of the commercial floorspace.
- 6.3 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the development. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0.
- 6.4 Monitoring will involve:
- Questionnaire surveys of employees to identify the mode share for travel method to / from work / home, focusing on barriers to more sustainable travel in the longer term, especially active modes of travel.
 - Changes to any information provided on travel noticeboards, e.g. timetables
 - Monitoring of operational bay and disabled bay utilisation
 - Cycle parking utilisation survey
 - Demand for additional cycle parking facilities
 - Condition of on and off-site pedestrian and cycle facilities
 - Comments received from employees relating to the operation and implications of the Travel Plan.
- 6.5 All monitoring will follow the most up to date TfL best practice guidance and will be the joint responsibility of the tenant.

7 ACTION PLAN

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

Table 7.1: Travel Plan Action Plan			
Action	Target	Measure	Responsibility
Provision of Cycle Parking	Installed prior to occupation	Cycle parking installed	Developer
Erection of Noticeboards	Before occupation	Provide Noticeboard	Developer / TPC
Creation of Induction Packs	Before occupation	Prepare Induction Packs	TPC
Set / Finalise Targets	Within 1 month of Baseline Surveys	Receipt of survey results	TPC
Promote Active Modes	On-going with emphasis on summer months	On-going	TPC
Promotion of cycle training and potential Dr. Bike repairs	Inclusion of information in Induction Packs and promotional material	On-going	TPC
Interim Surveys	At Years 1,3 and 5 on the anniversary of the Baseline Survey	On-going	TPC
Review of Travel Plan	Annually	Following receipt of survey results	TPC