

**Central London Commercial  
Estates Limited**

**14 – 19 Tottenham Mews,  
London Borough of Camden**

**Travel Plan**

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# 1 INTRODUCTION

## Overview

- 1.1 Caneparo Associates has been appointed by Central London Commercial Estates Limited ('the Applicant') to provide transport planning advice in regard to the redevelopment of 14-19 Tottenham Mews which is located in the Borough of Camden (LBC).
- 1.2 This Travel Plan has been prepared to support the proposed planning application which seeks the erection of a ground plus five storey building (plus one basement level) to provide office (e class) at part ground and basement level and residential dwellings (C3) at ground and floors one to five and associated landscaping, cycling parking and all necessary enabling works.
- 1.3 Travel Plans in this location are prepared to encourage a shift from modes such as public transport, to more active modes, such as walking and cycling. Changing travel habits can be achieved through measures such as the distribution of travel information, provision of facilities, and the promotion of incentives to travel sustainably, all of which reflects current central and local government policy.
- 1.4 This Travel Plan has been prepared in accordance with travel plan best practice and guidance issued by Transport for London (TfL) and BREEAM.

## Travel Plan Scope

- 1.5 This Travel Plan covers travel to and from the development by sustainable modes for employees of the office use and office visitors.
- 1.6 The remainder of this document is set out as follows:
- Section 2 - details the accessibility of the development
  - Section 3 - lists the objectives and targets of the Travel Plan
  - Section 4 - sets out the Travel Plan management
  - Section 5 - lists the Travel Plan measures
  - Section 6 - specifies the monitoring and review process
  - Section 7 - provides a copy of the Action Plan

## 2 SITE LOCATION AND ACCESSIBILITY

- 2.1 This section is a summary of the site location and accessibility of the development by sustainable transport modes.
- 2.2 Further details of current operating frequencies for all public transport services noted below are also provided on TfL's Journey Planner website at: <http://journeyplanner.tfl.gov.uk>.

### Site Location

- 2.1 The site is situated to the western side of Tottenham Mews surrounded by a number of commercial developments, which are accessed via Tottenham Mews. The site is bound to the east by Tottenham Mews, to the south by a new commercial and residential development currently being constructed (Arthur Stanley House) and to the west and north by commercial properties. The site is situated approximately 280m northwest of Goodge Street station.
- 2.2 To the north of the site, the Bedford Passage development will provide new mixed-use residential and commercial scheme. The development will also re-provide the historic pedestrian link connecting Cleveland Street and Charlotte Street (named Bedford Passage).
- 2.3 The location of the site in context to the surrounding area is detailed within **Figure 2.1** below.



**Figure 2.1: Site Location Plan**

## **Local Highway Network**

### **Tottenham Mews**

- 2.4 Tottenham Mews offers direct vehicle access to the site, with two-way traffic flows operating on a single carriageway. Tottenham Mews primarily accommodates servicing vehicles which serve the surrounding developments along Tottenham Mews. The frontage of the site is controlled through the display of zigzag lines and a keep clear sign for the use of ambulances only when servicing the area.
- 2.5 The remainder of Tottenham Mews is controlled by the display of a single yellow lines surrounding the perimeter of the carriageway. Entry onto Tottenham Mews is retained from Tottenham Street with vehicles only able to make a right turn onto Tottenham Street when exiting.

### **Tottenham Street**

- 2.6 Tottenham Street operates in a broadly east to west orientation between Tottenham Court Road to the east and Cleveland Street to the west. At the junction between Cleveland Street and Tottenham Street, vehicles are prevented from travelling eastbound due to the one-way system operating between Charlotte Street and Tottenham Street.
- 2.7 The single carriageway width along Tottenham Street is shared with on-street designated parking bays for permit holders and disabled motorists. On the stretch of highway which directly serves the site, the remainder of Tottenham Street comprises both double and single yellow lines restricting stopping on-street with the controlled hours.

### **Goodge Place**

- 2.8 Goodge Place joins with Tottenham Street 20 metres west of the junction with Tottenham Mews and is one-way southbound, joining with Goodge Street to the south. Goodge Place comprises a cobbled, single width carriageway shared with on-street residential parking bays on both sides of the road. The southern section of Goodge Place accommodates market stalls which reduce the width of the carriageway, preventing large vehicles from utilising this part of the highway network.

### **Controlled Parking Zone**

- 2.9 The site is located within Controlled Parking Zone CA-E which applies time controls on permit holder bays of Monday – Saturday between the hours of 08:30-18:30.

## Journeys on Foot

- 2.10 The pedestrian facilities surrounding the site present an overall positive environment, with adequate footways on surrounding roads and a sufficient footway located on the western side of Tottenham Mews, offering direct access to the site. Located approximately 110m from the site, a zebra crossing is provided across Charlotte Street, featuring tactile paving with tonal contrasts and pedestrian delineation. At Tottenham Mews, dropped kerbs with tactile paving are present to cross the junction with Tottenham Street, though current temporary construction works restrict the use of this footway and crossing.
- 2.11 The site is located within walking distance to a number of public transport services as well as being located in an area with numerous community and shopping amenities. **Table 2.1** summarises some of the local amenities within an acceptable walking distance from the site.

Table 2.1: Approximate Distances to Local Amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
<b>Public Transport Opportunities</b>			
Bus Stops	'Goodge Street Station' Bus Stop D	290	4
	'Goodge Street Station' Bus Stop A	300	4
Goodge Street Station		280	3
Warren Street Station		750	9
Tottenham Court Road Station		750	10
Great Portland Street Station		800	10
Euston Square Station		900	12
Oxford Circus Station		900	12
Regent's Park Station		1000	13
Euston Station		1200	16
Russell Square Station		1300	16
<b>Facilities and Amenities</b>			
Tesco	Goodge Street	300	4
Post Office	Tottenham Court Road	450	5
Gym	Tottenham Court Road	450	6
Bank	Tottenham Court Road	500	6
Pharmacy	Tottenham Court Road	700	9

## **Journeys by Bicycle**

- 2.12 Accepted guidance suggests that for journeys up to 5 kilometres, cycling represents an important mode of transport. Much of central London is within a 5km cycle of the site, along with wider areas including Mildmay Ward, Whitechapel, Elephant & Castle, Belgravia and Belsize Park.
- 2.13 The site is surrounded by a number of cycle routes which operate across central London. The nearest cycle route is a Quietway route operating along Malet Street. Additionally, cycle superhighway 3 operates along Euston Road offering access between Euston station and King's Cross station.
- 2.14 To the east of Tottenham Street there are a number of cycle parking opportunities in the form of Sheffield stands. Additionally, the site benefits from a number of cycle hire docking stations, which are located within an acceptable walking distance of the site. The nearest cycle docking stations are detailed below:
- Scala Street (19 docking points) – located approximately 150m from the site;
  - Charlotte Street (14 docking points) – located approximately 170m from site; and
  - Howland Street (29 docking points) – located approximately 300m from the site.

## **Public Transport**

### **Public Transport Accessibility Level (PTAL)**

- 2.15 The site has a PTAL rating of 6b, the highest attainable, which demonstrates that it has an excellent level of accessibility to public transport.

### **Bus Services**

- 2.16 Bus stops are located within a short walk of the site, with the closest stops being located approximately 290 – 300m from the site along Tottenham Court Road (Goodge Street Station Stops A & D). 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. These services offer access to a variety of destinations across London.

## Underground Services

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

<b>Table 2.2: Underground Services</b>				
<b>Station</b>	<b>Lines</b>	<b>Route</b>	<b>Walk Distance (metres)</b>	<b>Walk Time (mins)</b>
<b>Goodge Street</b>	<b>Northern</b>	Edgware / Barnet / Mill Hill East – Morden	280	3
<b>Warren Street</b>	<b>Northern</b>	Edgware / Barnet / Mill Hill East – Morden	750	9
	<b>Victoria</b>	Walthamstow Central - Brixton		
<b>Tottenham Court Road</b>	<b>Central</b>	West Ruislip / Ealing Broadway - Epping	750	10
	<b>Northern</b>	Edgware / Barnet / Mill Hill East – Morden		
<b>Great Portland Street</b>	<b>Hammersmith &amp; City</b>	Barking - Hammersmith	800	10
	<b>Circle</b>	Hammersmith – Edgware Road (circular)		
	<b>Metropolitan</b>	Aldgate – Watford / Chesham / Amersham / Uxbridge		
<b>Regents Park</b>	<b>Bakerloo</b>	Harrow & Wealdstone – Elephant & Castle	1000	13
<b>Russell Square</b>	<b>Piccadilly</b>	Cockfosters – Heathrow Terminals / Uxbridge	1300	16

## Rail Services

- 2.18 The site lies within 1.2km (16 minute 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.
- 2.19 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.

## Crossrail Services

2.20 Crossrail services are expected to begin operating through London from 2021. Approximately 750m to the south of the site will be a new Tottenham Court Road station entrance, providing access to existing Tottenham Court Road Underground services as well as the new Crossrail services. Once in operation, there will be a train every two and half minutes in each direction between Paddington and Abbey Wood, during peak times.

## Car Clubs

2.21 There are a number of car club bays within walking distance of the site, operated by Enterprise and ZipCar. The nearest bays are located at:

- Charlotte Street (1 Vehicle) – located approximately 130m to the east of the site; and,
- Windmill Street (1 Vehicle) – located approximately 350m to the south of the site.

## Baseline Travel Patterns

2.22 **Table 2.3** below shows the assumed modal split for travel to the development by future employees. The expected modal split is based upon the 2011 Census Data for the 'Workplace Population', taken from the Super Output Areas- Middle Layer (Camden 026). The census data has been amended to reflect the car-free nature of the development.

<b>Table 2.3: Baseline Modal Split</b>		
<b>Method of Travel</b>	<b>Census</b>	<b>Amended</b>
Underground	41%	43%
Train	30%	32%
Bus	11%	11%
Taxi	0%	0%
Motorcycle	2%	0%
Car Driver	4%	0%
Car Passenger	0%	0%
Cycle	7%	7%
Walking	6%	6%
<b>Total</b>	<b>100%</b>	<b>100%</b>

2.23 It is expected that most trips to the site will be undertaken by sustainable modes, such as public transport. Additionally, the data above highlights that a significant proportion of employees will also travel via active modes, 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 the 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 staff and visitors to use more sustainable ways of travelling to / from the site through more effective promotion of active modes such as cycling and walking. This will minimise the impact of the development on the surrounding public transport network.*

3.3 The sub-objectives are:

- **Sub-objective 1:** To continue to increase employee awareness of the advantages and availability of sustainable modes of transport with a specific focus on cycling.
- **Sub-objective 2:** To continue to promote the health and fitness benefits of active travel to all users.

### Targets

3.4 The success of a Travel Plan is measured by whether it achieves its objectives through set targets. Targets should be 'SMART' – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related. The targets, which are related to the objectives, can be 'action' targets or 'aim' targets. Action targets set out specific commitments to implement measures within certain timescales to ensure delivery, whilst Aim targets provide numerical goals for modal shift.

## Action Targets

3.5 The key action targets are set out as follows:

- The Travel Plan Coordinator (TPC) will be appointed when the site is occupied;
- Undertake the baseline travel survey within three months of occupation of the employee floorspace;
- Noticeboards providing details on local facilities, public transport services and walking / cycling routes will be erected and updated monthly.

## Aim Targets

3.6 **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. The baseline figures are taken from the mode split, as detailed in Section 2.

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%	7%	8%	9%
Achieve a 3% increase in the mode share for cycling	Modal Split monitoring surveys for cycling	7%	8%	9%	10%
Achieve a 6% decrease in the mode share of public transport	Modal Split monitoring surveys for public transport	86%	84%	82%	80%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-	-	-	-

3.7 It is more constructive to set an Action type target for measures aimed at promoting sustainable transport to visitors to the development, rather than a mode split Aim Target.

- 3.8 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 MANAGEMENT

### Travel Plan Co-ordinator

4.1 The appointment of a Travel Plan Co-ordinator (TPC) is one of the most important aspects of the Travel Plan as they will drive the development and implementation of the Travel Plan and the measures set out within the document. They will also be the point of contact for all concerned stakeholders and employees. The TPC will be appointed / confirmed once the refurbishments have been completed for the development.

4.2 The TPC contact details will be provided below, when known.

**Name:** TBC

**Contact:** TBC

4.3 The TPC will be responsible for all aspects of the Travel Plan and his/her primary functions will include:

- Overseeing the management, development, implementation, monitoring and review of the Travel Plan;
- Liaison with employees;
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;

4.4 The Travel Plan Co-ordinator will give a 'human face' to the Travel Plan, explaining its purpose and the opportunities it offers. This will include personalised journey planning advice if asked for.

### Marketing Strategy

4.5 Employees at the development will be made aware of the existence of the Travel Plan upon the start of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be made known throughout and at the start of their employment.

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

- Notice boards;
- Newsletters;
- Travel Information Pack;
- Internet / intranet developments; and,
- E-groups and forums.

## **5 MEASURES AND INITIATIVES**

- 5.1 This section sets out the measures that will be implemented to assist travel to and from the development by non-car modes.

### **Information Provision and Travel Awareness**

- 5.2 In order for a travel plan to be successful the benefits of sustainable travel must be made known constantly and coherently. Therefore, travel awareness and information provision are key features of any travel plan.
- 5.3 All employees will be provided with a Travel Information Pack. The pack will include details, maps and timetables for local public transport services; information regarding local facilities (retail facilities, banks, schools, local cycle shops etc.) and other useful information (including Transport for London Journey Planner phone numbers and website details, and contact details for registered local taxi operators).
- 5.4 The Travel Information Pack will also contain information about the Travel Plan including its purpose and objectives, as well as contact details for the TPC.
- 5.5 A dedicated travel notice board will be set up in logical common areas such as employee communal areas. This 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.

### **Walking and Cycling**

- 5.6 The TPC will monitor and encourage maintenance of all pedestrian routes to a high standard and discuss with the LBC any further improvements to pedestrian facilities. For example, they will seek to identify any particular safety hazards, poorly lit areas, 'missing links' etc.
- 5.7 The proposal seeks to offer improvements to the public realm by offering a new pedestrian route between Tottenham Mews and Bedford Passageway, creating a connection with the pedestrian and cycle routes along Foley Street and Chitty Street. This will open up the site to be accessible from the north and south of Tottenham Mews.
- 5.8 The development will offer cycle parking in accordance with London Plan policy standards.

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

- Holding cycle maintenance sessions in association with local cycle retailers or similar organisations/companies that offer 'Dr Bike' services;
- Promote participation in cycle-related events such as the London to Brighton bike ride; and
- Creation of a 'Cycle Buddy' system whereby those who are nervous or concerned about cycling in London can be accompanied by more experienced cyclists to and from their destinations in the first weeks of cycling.

5.10 The TPC will provide information on the safest cycle routes in the area and promote the use of cycling to access the development. They will identify, through travel surveys, problems with cycle routes and discuss possible improvements with the highway authority.

### **Public Transport**

5.11 The TPC will ensure that all public transport services are well publicised and promoted to all employees and visitors. Bus and train routes and timetable information will be included within the Travel Information Packs and displayed on notice boards;

5.12 Promotion of TfL Journey Planner and National Rail website and phone numbers for Transport for London and National Rail services.

### **Personalised Travel Planning**

5.13 The TPC will offer personalised travel planning advice to all employees that request it. The TPC will be able to draw upon websites such as TfL's journey planner ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and City Mapper ([www.citymapper.com](http://www.citymapper.com)) for advice.

### **Car Clubs**

5.14 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. The TPC will promote the use of car clubs to employees who need to use a car, as a means to travel without needing to own a vehicle.

## Provision for People with Disabilities and Visual Impairment

- 5.15 Provision for people with disabilities has been built into the design of the building.
- 5.16 The following initiatives / design features / measures are present:
- Level access from the street;
  - Stairs have refuge points;
  - Wheelchair accessible lifts with accessible floors; and
  - Disabled toilets.
- 5.17 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.

## Visitor Travel

- 5.18 Employees will be provided with advice to ensure that visitors are advised to travel by modes other than the private car wherever possible. Where travel by private car is required, information will be provided so that visitors can be directed to the nearest appropriate on-street spaces.

## BREEAM Travel Assessment Checklist

- 5.19 The measures outlined in **Table 5.1** have been reviewed when developing the Travel Plan and considers both employee and visitor travel. Many of the measures are already in place, given the development's highly accessible location to public transport, walking and cycling modes, which will be further outlined in Section 2.

Table 5.1 BREEAM Checklist		
Measures	Checklist	Comment
Negotiate with local bus, train or tram companies an increase in the local service provision for the development	N/A	The impact of the development does not warrant an increase of local provision. Additionally, the development will benefit from the provision of Crossrail services at Tottenham Court Road Station in the future as well as the existing public transport services surrounding the site.
Provision of a public transport information system in a publicly accessible area	✓	Public transport information will be provided on notice boards within communal areas.
Provision of electric recharging stations	N/A	Car-free development.
Provision of parking priority spaces for car sharers	N/A	Car-free development.
Consultation with the local authority on the state of the local cycling network and on improvements.	N/A	The area offers a wide range of existing cycle networks within proximity of the site, offering access across Central London
Provision of dedicated and convenient cycle storage.	✓	Employee cycle parking will be provided on site at basement floor level.
Provision of cyclists' facilities	✓	All cycle parking will be provided in accordance with the draft London Plan standards, accessible via a lift to the basement level cycle store.
Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas	N/A	This is not a major development where significant off-site highway works would be warranted.
Restrictions or charging for car parking	N/A	Car-free development.
Pedestrian and cyclist friendly (for all types of user regardless of the level of mobility or visual impairment) with the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, good lighting and signposting to other amenities, public transport nodes and adjoining off-site pedestrian and cycle routes	✓	Already in place – see Section 2– Accessibility.
Provision of suitable taxi drop-off or waiting areas	✓	Taxis will be able to make use of the existing highway facilities to drop off / collect passengers. This will not occur often as employees will be encouraged to travel by active modes.
Ensure rural buildings have appropriate access to transport to serve the local community adequately (where procured to do so, e.g. community centre).	N/A	Not applicable for an urban site.

## **6 MONITORING AND REVIEW**

- 6.1 It is not considered necessary to carry out comprehensive employee surveys on an annual basis after an initial baseline travel survey, rather it would be more appropriate to carry out an annual review using snapshot surveys.
- 6.2 The 'snapshot surveys' will be completed in-house and as a minimum should include the core TRAVL (now incorporated into TRICS) questions. The standard questionnaire will request the following information:
- Typical arrival and departure time in/out of the development;
  - Origin and destination postcodes (full if known);
  - Main mode to/from place of work – form of travel used for the greatest amount of time;
  - Final mode to/from place of work – the last form of travel used before arriving at the development;
  - Journey time and distance to/from place of work;
  - Time to walk to the development (if applicable); and,
  - If the respondent has a disability affecting their travel to/from work.
- 6.3 Monitoring will occur throughout the lifespan of the Travel Plan, after the initial full travel survey, 'snap shot surveys' will be carried out annually. All monitoring should achieve satisfactory response rates and if deemed necessary, the survey process will be repeated for those that did not respond.
- 6.4 The Travel Plan recognises that it is not possible to force people to complete surveys, but incentives could be put forward to increase response rates.
- 6.5 The Travel Plan will be monitored for a period of five years. When reviewing the Travel Plan, measures will be assessed for their effectiveness and any necessary improvements identified. Prior to the implementation of any new measures and after each annual review, the LBC will be provided with a yearly monitoring report and invited to comment.

## 7 ACTION PLAN

7.1 **Table 7.1** sets out the Action Plan for the implementation of the various measures associated with the Travel Plan along with who is responsible and how funding will be secured. The Action Plan will be constantly reviewed by the Travel Plan Co-ordinator adding and amending actions as appropriate and necessary.

Table 7.1 – Action Plan				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
<b>General</b>				
Appointment of Travel Plan Coordinator (TPC)	Occupier to appoint a TPC as necessary	Prior to occupation	N/A	Developer/ Occupier Management
Baseline Surveys	TPC to organise	Within 3 months of occupation	Receipt of survey results	TPC
Set / Finalise Targets and Travel Plan	Targets set for 5 year period from baseline	Within 1 month of Baseline Surveys	Receipt of survey results	TPC
<b>Information Provision</b>				
Travel Information Packs for all employees	All employees will receive a Travel Information 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
Information Boards	Travel information boards will be placed in prominent locations in logical communal areas	Installed with building Development	N/A	TPC to update information when necessary
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 and nature of service provided (group, one on one)	TPC

**Table 7.1 – Action Plan**

<b>Measures</b>	<b>Notes</b>	<b>Status/ Target Date</b>	<b>Method of Monitoring</b>	<b>Responsibility</b>
<b>Cycling</b>				
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
Provide cycle route maps and other information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used	Upon first occupation	TPC to monitor uptake	TPC
<b>Walking</b>				
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 Information Packs or induction sessions	Prior to building being occupied and on-going through Travel Information Packs	N/A	TPC
<b>Public Transport</b>				
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 Information Packs	N/A	TPC
Notice board with timetable information	Located in communal areas	Upon building completion	Administrative - TPC	TPC
Public Transport reduced days	Incentivised challenge to use active modes	Annually – summer	TPC to monitor uptake	TPC