

**Camden & Islington NHS
Foundation Trust**

**Mental Health Crisis Assessment
Services (MHCAS) Centre**

Draft BREEAM Travel Plan

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1 INTRODUCTION

Overview

- 1.1 This Draft Travel Plan has been prepared by Caneparo Associates on behalf of the Camden & Islington (C&I) NHS Foundation Trust ('the Applicant'), in relation to the proposed development of a Mental Health Crisis Assessment Services (MHCAS) building located within the Highgate Mental Health Centre (located at Dartmouth Park Hill, N19 5NX) on behalf of the Camden and Islington NHS Foundation Trust ('C&I' or 'the Trust'), located within the London Borough of Camden (LBC).
- 1.2 During the COVID-19 Pandemic, the Trust commenced operations of a Mental Health Crisis Assessment Centre from their St Pancras Hospital site in the Jules Thorn Building to meet an emergency need that became acutely apparent during the pandemic; however, a marked mental health demand increase in emergency departments prior to the pandemic was observed. The MHCAS is an innovative service linked to an Emergency Department for patients experiencing a mental health crisis. This service alleviates pressure on Acute NHS Trust Emergency Departments.
- 1.3 The St Pancras Hospital site will be vacated shortly by the Trust to allow the new Moorfields Eye Hospital development to proceed. As a consequence of the impending redevelopment, it has been identified that there is an acute need to relocate the MHCAS so as to ensure the vital work undertaken can continue to be provided.
- 1.4 The Trust provides comprehensive mental health services within its Highgate Mental Health Centre site located across the western side of Highgate Hill, opposite the Whittington Hospital. Following a detailed appraisal of sites available to accommodate the requirements of the MHCAS, the Highgate Hill site has been elected.
- 1.5 The MHCAS is expected to be served by 15 members of staff per shift, with up to 25 staff within the building over a 24-hour period which will serve approximately 25 service users across a typical 24 hour period based upon the current usage of the MHCAS at the St Pancras Hospital.

- 1.6 Travel Plans provide long-term strategies aimed at changing travel habits away from unsustainable use of the private car to more sustainable modes such as walking, cycling, public transport and car sharing. Travel Plans also encourage a shift from sustainable modes such as public transport, to more active modes such as walking and cycling, particularly in areas of high accessibility where car use is already low.
- 1.7 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.
- 1.8 The primary objective is to reduce unnecessary vehicular and public transport trips associated with the development and to increase the use of alternative, more sustainable and active modes of transport.
- 1.9 This Travel Plan has been prepared in accordance with Travel Plan best practice and guidance issued by Transport for London (TfL) and the Department for Transport (DfT). It has been prepared for the proposed mental health facility only.

Travel Plan Aim

- 1.10 The aim of this Travel Plan is to put in place the management tools that are necessary to enable employees at the development to make informed decisions about their travel. This will, in effect, minimise the adverse impacts of their travel to / from the development on the environment.

BREEAM Travel Assessment Checklist

- 1.11 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the Travel Plan. Many of the measures are already in place, given the site's accessible location to public transport, walking and cycling routes, which will be further outlined in Section 3.

| Table 1.1: BREEAM Checklist | | |
|---|-----------|---|
| Measures | Checklist | Comment |
| Negotiation with local bus, train or tram companies an increase in the local service provision for the development. | N/A | The proposed development is supported by a detailed Transport Statement which demonstrated that the additional public transport users would not generate a material impact upon the local network. The site benefits from a good PTAL rating with numerous bus, tube and rail facilities locally. It would not be viable nor necessary for a scheme of this nature to improve public transport provision locally. |
| Provision of a public transport information system in a publicly accessible area. | ✓ | The Trust is committed to providing a suitable system within its reception to meet this requirement. |
| Provision of electric recharging stations. | N/A | The proposed development does not allow for any on-site car parking, with the exception of re-providing existing accessible spaces which aligns with planning policy and the accessibility of the site. As such, it is not possible to provide electric car parking facilities. |
| 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 proposed development is supported by a detailed Transport Statement which is inclusive of an impact assessment upon cycling. The assessment concluded that the local area has good walking and cycling links at present and the development will generate a negligible increase in trips that would not support any improvements to be made. |
| Provision of dedicated and convenient cycle storage. | ✓ | Detailed within Section 5 – Cycling. The Trust is committed to providing sufficient cycle parking. |
| Provision of cyclists' facilities. | ✓ | Detailed within Section 5 – Cycling. The Trust is committed to providing sufficient end-of-trip facilities. |
| Lighting, landscaping and shelter to create pleasant pedestrian and public transport waiting areas. | N/A | Pleasant pedestrian and public transport waiting areas are already in place locally. |
| 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 3 – Accessibility. The local area benefits from suitable facilities locally for all types of user. |
| Provision of suitable taxi drop-off or waiting areas. | ✓ | The proposals retain a drop-off area within the wider hospital site which is suitable in accommodating drop-off movements for people that need to travel by taxi. |
| 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. |

Scope

- 1.12 This Draft Travel Plan is aimed at all staff and visitors to the proposed building. This document sets out the procedures necessary to progress the Travel Plan into a fully working document ready for implementation. It also sets out a range of sustainable transport measures that can be implemented or considered for implementation by the Travel Plan Co-ordinator (TPC) at the development.
- 1.13 Once adopted, the Travel Plan will aim to increase awareness of the advantages and potential for travel by more environmentally friendly modes, and also set out the physical and management measures that will assist travel by alternative modes.

1.14 The remainder of this document is structured as follows:

- Section 2 - describes the accessibility of the development.
- Section 3 - sets out the objectives and targets of the Travel Plan.
- Section 4 - outlines the management of the Travel Plan.
- Section 5 - sets out the measures and initiatives that will be implemented.
- Section 6 - outlines the monitoring and review programme.
- Section 7 - details the securement and funding of the Travel Plan.
- Section 8 - sets out an Action Plan.

2 ACCESSIBILITY

Development Location

- 2.1 The Site is located within the Highgate Mental Health Centre located at Dartmouth Park Hill (N19 5NX) within the London Borough of Camden. The Highgate Hill site lies opposite the Whittington Hospital and is bound to its west by the Highgate Cemetery. The proposed MHCAS building will be located within the northern element of the Highgate Site in an area which is partly occupied by an existing area of car parking between Block M (the reception building).
- 2.2 The location of the proposed development site in relation to the wider C&I Mental Health Centre and the Whittington Hospital is illustrated in **Figure 2.1** below.



Figure 2.1: Site Location Plan

Pedestrians

- 2.3 All local roads provide footways on either side of the carriageway, and provide dropped kerbing to enable pedestrians to cross across side roads. An informal pedestrian crossing with dropped kerbs and a central pedestrian island on Dartmouth Park Hill is located in proximity to the entrance to the wider hospital site.
- 2.4 Generally, a person's willingness to walk is dependent on many factors including; access to a car, safety, road congestion, weather, gradients, parking, health, direction of route, and purpose of journey. It is generally accepted that for journeys of up to 2km walking is an appropriate mode to replace car trips as set out in The Chartered Institution of Highways and Transportation (CIHT) Guidelines (*Guidelines for Providing for Journeys on Foot, 2000*) which suggests a maximum 'acceptable' walking distance for pedestrians without mobility impairment of 2km. The Transport for London guidance document "Walking Best Practice", April 2012, also refers to car journeys up to 2km in length, which could easily be walked in less than 30 minutes.
- 2.5 **Table 2.1**, below, contains suggested acceptable walking distances for pedestrians without mobility impairment for some common trip purposes.

| Table 2.1 Suggested Acceptable Walking Distances | | | |
|--|----------------------------|---------------------|-----------|
| Definition | Walking Distances (metres) | | |
| | Town Centres | Commuting / Schools | Elsewhere |
| Desirable | 200 | 500 | 400 |
| Acceptable | 400 | 1000 | 800 |
| Preferred Maximum | 800 | 2000 | 1200 |
| *Source: Providing for Journeys on Foot, IHT, 2000 | | | |

- 2.6 Within a 2km walk distance from the site, it is possible to reach a range of destinations including Highgate Wood, Upper Holloway, Kentish Town and Hampstead Heath. It is therefore evident that the site is well located to the wider area, and its central location enables a noteworthy area of north London to be reached on foot, reaching people across both Camden and Islington.
- 2.7 In addition to the above, local amenities located within a 500m distance of the site are set out in **Table 2.2** below (compliant with BREEAM requirements).

| Table 2.2: Location of Existing Facilities | | | |
|--|--------------|-------------------------------------|--------------------|
| Amenity | Within 500m? | Name of Facility | Distance from Site |
| Appropriate food outlet | ✓ | Nisa Local Chester Road | 500m |
| Access to cash | × | Navigator Square | 650m |
| Outdoor Open Space | ✓ | Waterlow Park | > 100m |
| Recreation or leisure facility | × | Archway Leisure Centre | 650m |
| Postal facility | × | Upper Holloway Post Office | 700m |
| Community Facility | ✓ | Girdlestone Estate Community Centre | 400m |
| Over the Counter Pharmacy | ✓ | Whittington Pharmacy | 400m |
| Public Sector GP | ✓ | Brookfield Park Surgery | 500m |
| Childcare Facility or School | ✓ | St Joseph's Catholic Primary School | > 100m |

- 2.8 The walking environment in the vicinity of the site has been assessed accounting for the age-related requirements of occupants and visitors and is of a good standard with wide footways located along local roads. It is however recognised that the topography of Dartmouth Park Hill can create a challenge for less abled bodied persons.

Cyclists

- 2.9 Accepted guidance suggests that for journeys up to 8 kilometres, cycling represents an important mode of transport. This therefore offers potential cycle access across West Hendon, Kensal Green, Arnos Grove and West Green.

The site is situated close to several cycle routes which have been recommended by cyclists where some of these routes connect to wider network of routes. Locally to the site, Dartmouth Park Hill (from which access to the site is gained) is recommended for use by cyclists and connects to the wider cycle network

Public Transport

Public Transport Accessibility Level (PTAL)

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

- 2.11 The PTAL rating 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 of 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.
- 2.12 Using the TfL web-based connectivity assessment toolkit, it has been determined that the site has a PTAL rating of 3/4, demonstrating a good level of accessibility to public transport; however, the site lies adjacent to PTAL scores of 6a which are considered to better and more accurately reflect the accessibility of the site. A manual PTAL assessment was also undertaken to calculate the score of the site as the webcat output excluded the pedestrian route through the Whittington Hospital. As a consequence of the revised PTAL calculation, it is considered the site benefits from a PTAL of 5, representing very good accessibility.

Bus Services

- 2.13 The nearest bus stops to the site are located on Highgate Hill, with two-way services approximately a 2-minute walk from the site (170-180m). There are additional bus stops located on Magdala Avenue, which provide access to additional bus services.
- 2.14 The array of bus services available locally can be observed by reviewing TfL's 'spider map' for the local area which is replicated in **Figure 2.2** below and are summarised in **Table 2.3** thereafter.

Buses from Archway

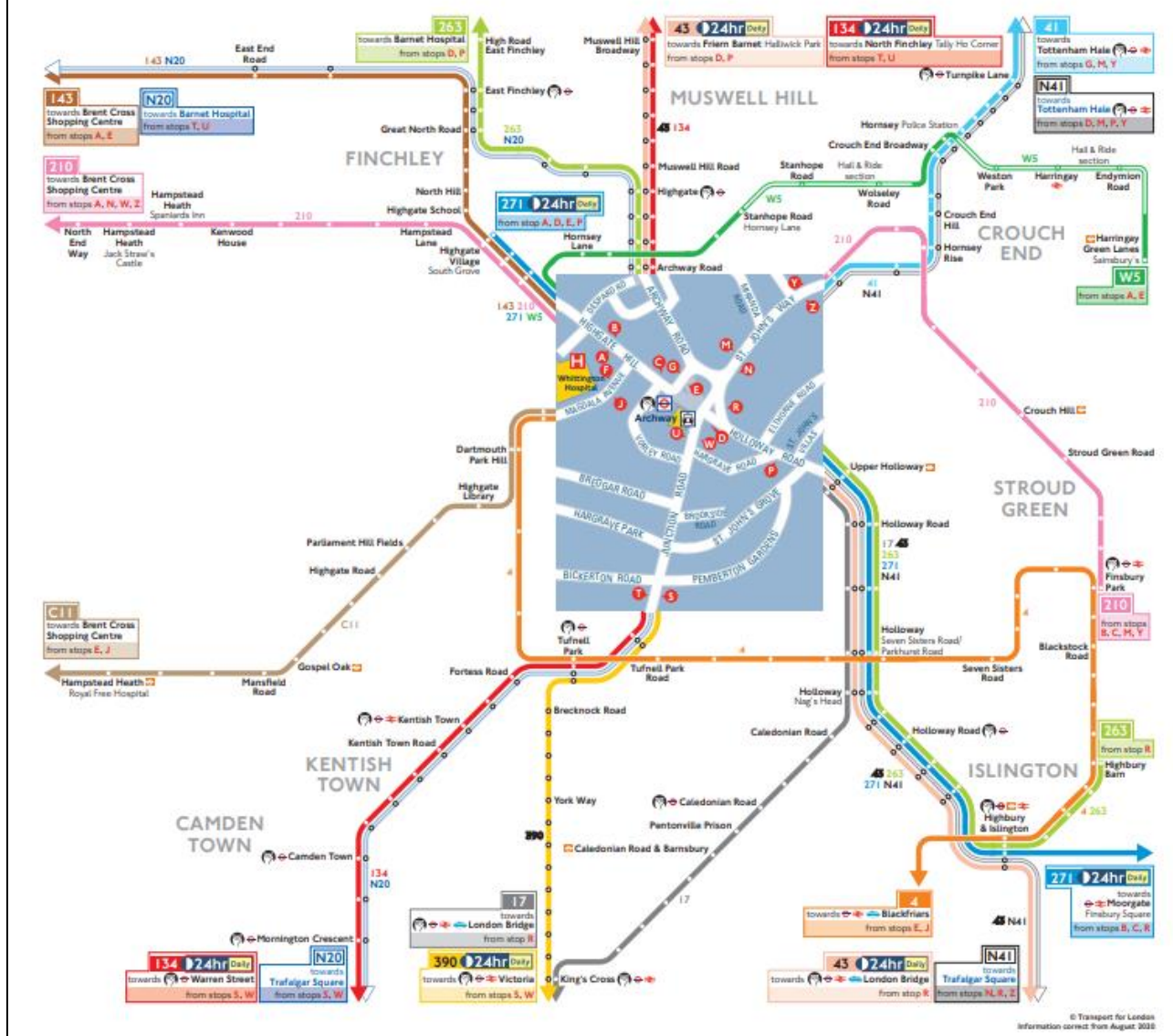


Figure 2.2: TfL Bus Spider Map for Local Area

| Table 2.3: Summary of Bus Services and Frequencies | | | | |
|--|--|---------------------------|----------|--------|
| No. | Route | Frequency per 'x' Minutes | | |
| | | Mon-Fri | Saturday | Sunday |
| 4 | Waterloo Station – Archway Station | 7-11 | 11-13 | 10-13 |
| 17 | London Bridge Station – Archway Station | 6-10 | 8-11 | 15 |
| 41 | Tottenham Hale Bus Station – Archway Station | 4-8 | 5-8 | 9-11 |
| 43 | London Bridge Station – Halliwick Park | 4-8 | 6-10 | 8-14 |
| 134 | Tottenham Court Road St -Tally Ho Corner | 6-9 | 6-12 | 8-14 |
| 143 | Archway Station – Brent Cross Shopping Centre | 10-12 | 10-14 | 15 |
| 210 | Brent Cross Shopping Centre – Finsbury Park St | 8-12 | 9-13 | 11-13 |
| 263 | Barnet Hospital – Highbury Barn | 6-10 | 8-12 | 10-13 |
| 271 | Finsbury Square – South Grove | 8-11 | 9-14 | 12-14 |
| 390 | Archway Station – Victoria Bus Station | 4-7 | 3-10 | 8-11 |
| C11 | Archway Station – Brent Cross Shopping Centre | 8-12 | 10-12 | 12-12 |
| W5 | Harringay Sainsbury's – Archway Station | 10-12 | 11-13 | 16-20 |

- 2.15 As can be seen in the image above, a significant number of bus services are available locally which offer links across Camden, Islington and beyond.

Underground Services

- 2.16 The site is located 650m (7-minute walk) from Archway London Underground Station. Archway tube station provides access to Northern Line services. The Northern Line operates southbound towards Morden and Kennington, and northbound towards High Barnet with regular services within the hour.
- 2.17 The site is located approximately 1.1km / 12-minute walking distance from Upper Holloway Railway Station. Upper Holloway Railway Station provides an Overground service between Gospel Oak and Barking operating every 15-minutes in both directions.

Baseline Travel Patterns

2.18 **Table 2.4** below shows the assumed modal split for journeys made to and from the site based on local Census data for Method of Travel to Work for middle super output area Camden 001 in which the Hospital is located, as expressed in the Transport Statement.

| Table 2.4: Method of Travel to Work | |
|--|-------------------|
| Method of Travel | Mode Share |
| Underground | 17.9% |
| Train | 12.2% |
| Bus | 17.2% |
| Taxi | 0.1% |
| Motorcycle | 1.4% |
| Car Driver | 29.6% |
| Car Share | 1.3% |
| Bicycle | 5.3% |
| On Foot | 15.1% |
| Other | 17.9% |
| Total | 100% |

2.19 It is noted that the modal split set out above refers to the main mode of transport taken by people to and from the site. Where person trips are expected to be undertaken by bus or Underground, for example, it will be necessary that a short element of the journey also involved walking, i.e. people will walk from the site to the bus stop. As such, when calculating the total number of people walking to and from the site, consideration should be given to all people arriving on foot in addition to by all modes of public transport.

3 OBJECTIVES AND TARGETS

Introduction

3.1 This Section sets out the overarching objectives for the development, 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 at Section 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.

Objectives

3.2 The Travel Plan's overriding objective is:

"To engage with and encourage staff to use more sustainable ways of travelling to / from the development, through more effective promotion of sustainable modes. This will minimise the impact of the development on the surrounding highway network. "

3.3 The sub-objectives are:

- To support provision of high-quality health care services through effective transport management;
- To actively promote the use of sustainable transport options for travel to and from the site and to create an environment for staff, patients and visitors to enable them to make informed decisions about how they travel;
- To reduce the adverse environmental impact of work-related trips carried out by staff during the working day;
- For the Trust to play its part in reducing pollution and creating an environment which will support healthy lifestyles;
- To ensure that the transport impacts are considered in all policies developed by the Trust and to ensure that policies are developed in such a way as to minimise any adverse impacts; and,

- To respect the needs of special/vulnerable groups e.g. those with mobility problems, those working unsociable hours and those whose job descriptions require frequent journeys to other sites.

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:
- The TPC will be appointed 3 months prior to first occupation of the development.
 - Undertake a baseline travel survey no later than six months after the development is occupied.
 - Make all staff aware of the Travel Plan and increase awareness.

Aim Targets

- 3.7 The Aim targets of this Travel Plan are focused predominantly on employees.
- 3.8 **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.
- 3.9 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 when on-going monitoring become available.

| Table 3.1: Mode Share Targets | | | |
|--|-----------------|--------|--------|
| Targets | Interim Targets | | |
| | Year 0 | Year 3 | Year 5 |
| To reduce the percentage of trips taken by car drivers by 5% | 17.9% | 14.9% | 12.9% |
| To increase the percentage of trips taken by cycle to work by 3% | 5.3% | 7.3% | 8.3% |
| To increase the percentage of trips taken by on foot to work by 2% | 15.1% | 16.1% | 17.1% |

- 3.10 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.
- 3.11 Indicators are the elements which will be measured in order to assess progress towards meeting the targets. For the years following the initial baseline survey, snapshot surveys will be undertaken at years 1, 3 and 5 in order to review the progress of meeting the targets.

4 TRAVEL PLAN MANAGEMENT

Travel Plan Co-ordinator (TPC)

- 4.1 The TP will be overseen by an appointed member of staff. The member of staff elected to be the TPC will be a member of the Trust's Facilities Management Team and will be named in the final version of the Travel Plan.
- 4.2 The TPC should be someone who will have access to the appropriate technology and resources to communicate effectively with employees.
- 4.3 The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of this Travel Plan.

Responsibilities

- 4.4 The TPC will be responsible for overseeing the Travel Plan for the development. The primary responsibilities of this role include:
- The implementation of measures as set out in the Travel Plan;
 - 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; and
 - Acting as a point of contact regarding travel and the Travel Plan.
- 4.5 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

Working with Others

- 4.6 In implementing this Plan, the C&I Trust will continue to work closely with a number of parties, including:
- The Whittington NHS Trust;
 - Camden Council;

- Transport for London; and,
- Local suppliers (e.g. of cycle equipment).

Marketing Strategy

- 4.7 All staff, including new employees, will be made aware of the existence of the Travel Plan at the commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained.
- 4.8 A key part of developing any Travel Plan is employee participation. A strategy for ensuring that employees are actively involved in the development of the Plan and feel a sense ownership of the plan is essential if it is to be successful in achieving its objectives. The Travel Plan should not be seen as something imposed from the top down which consequently may be resisted, but something that has come from the staff themselves. Staff will then be more likely to support the measures identified within it. In order for the Travel Plan to be successful, therefore, it is essential that they are kept involved in its development and evolution.
- 4.9 The Travel Plan will be marketed and promoted as part of the Trust Common Production Strategy and staff will be allowed to have an input into its development.

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.

Walking

- 5.2 Walking initiatives can include:

- Lunch time walking club;
- Undertake a detailed audit of pedestrian links around the site and to main destinations e.g. bus stops, Underground and rail stations to identify issues such as poor lighting, footways in need of repair etc;
- Improve signage in the site;
- Identify improvements and explore future development with Camden and Islington Councils;
- Promote the health benefits of walking – especially in a hilly area such as Archway/Highgate;
- Health benefits of walking can be promoted e.g. ‘10,000 steps a day campaign’.
- Promoting the ‘Healthy Streets’ methodology encouraging people to use sustainable modes of transport such as cycling, walking and public transport.

Cycling

- 5.3 Cycle parking will be provided in accordance with the London Plan 2021 standards which requires, a minimum provision of 1 space per 5 FTE staff as a long stay requirement and 1 space per 30 FTE staff as a short stay requirement. Based on the information received from the Trust, the proposed building will be served by 15 staff at any one time, generating a demand for 3 long stay cycle parking spaces and 1 short stay space. BREEAM requirements also generate the need for 4 staff spaces, and, as such, this level of provision meets both London Plan and BREEAM standards.

- 5.4 As a consequence of the proposed development, it will be necessary to relocate 11 Sheffield stands (accommodating up to 22 bicycles) that are currently located within a shelter adjacent to the main building reception where the proposed building will be situated. The shelter is understood to be used by staff and visitors alike. It is therefore necessary to accommodate 26 cycle parking spaces as part of the development.
- 5.5 To accommodate the need associated with the proposed development as a consequence of the above, it is proposed that a long stay cycle store is located within the MHCAS building, formed of 12 cycle parking spaces (6 Sheffield stands) so as to accommodate the minimum required by planning and BREEAM (4 staff spaces) but also provide a notable uplift to provide an improved cycle parking offer to other staff across the estate that also use the existing shelter.
- 5.6 To accommodate the demand for the remaining 14 spaces that are required as part of the re-provision, additional Sheffield stands have been indicated to be possible to be provided across the frontage of Block M and the main reception. In total, space for up to 22 bikes have been illustratively shown in the Architect plans, with the final location of the 14 spaces to be determined through consultation internally with the Trust. The short stay spaces also act to accommodate the 4no. spaces required by BREEAM for patients and visitors.
- 5.7 Within the proposed building, shower, locker and changing facilities will be provided to accord with BREEAM Standards, for use of all staff who may wish to cycle, walk or run to work, for example. The facilities are located adjacent to the cycle store within private staff areas at ground floor.
- 5.8 Specific cycle promotions can include the following:
- Improve and increase the current provision of shower/changing facilities, particularly if they can be made available on-site;
 - Discounts for purchase of cycles and accessories will be explored with local cycle shops e.g. Evans Cycles are keen to support organisations developing Travel Plans;
 - Promote interest free loans for bicycle purchase and preferential insurance rates;
 - Provision of additional cycle parking facilities and improved signage to these facilities;
 - Review cycle mileage allowances for staff work trips;
 - Offering cycle training to staff in conjunction with an external Cycle Training agency;
 - Setting up a staff pool bicycle scheme.

- Promotion of the health benefits of cycling.
- Setting up a staff Bicycle User Group (BUG), or similar, if demand warrants.

Public Transport

5.9 Up-to-date details of bus, rail and taxi services, including route information and service frequencies, will be readily available to all staff and visitors by reception staff. National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted to employees through all relevant means.

5.10 Measures to promote and increase public transport use can include the following:

- Promoting the availability of interest free season ticket loans;
- Explore provision of discounted tickets for staff;
- Explore sale of Travel cards on site;
- Providing public transport information via the Trust's Intranet. Also providing access to the Internet – connecting to the wide range of information available on the Transport for London website to which links will be created. These include the provision of journey planning information and email or SMS alerts about service disruptions;
- Working with London Underground and the local authorities to improve signage, lighting and other pedestrian facilities between Archway tube station, Upper Holloway rail station and the hospital.

New recruits

5.11 The Trust will inform new recruits about the Travel Plan, and will include information about all transport options in the recruitment pack for new starters.

Patient and Visitor Travel

5.12 Improving patient and visitor travel options are also an important part of the Travel Plan. Many of the measures outlined above for staff will also improve conditions for those visiting the hospital, such as improvements to signage and pedestrian facilities.

6 MONITORING AND REVIEW

- 6.1 The progress of the Travel Plan will be effectively monitored and the results are reported back. It is not considered necessary to carry out comprehensive surveys on an annual basis after the initial baseline 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 the standard questionnaire would 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 place of work (if applicable); and
 - If the respondent has a disability affecting their travel.
- 6.3 Monitoring will occur throughout the lifespan of the Travel Plan, after the initial full travel survey on occupation, 'snap shot surveys' will be carried out annually. All monitoring should achieve the required response rates. If these are not met then, 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 possible 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, a yearly monitoring report will be prepared.

7 SECURMENT AND FUNDING

- 7.1 The Trust is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved.
- 7.2 This will include funding the TPC, travel surveys and implementation of all reasonable necessary measures.

8 ACTION PLAN

- 8.1 The Action Plan outlined below in **Table 8.1** sets out the measures included within the Travel Plan that are directed at influencing staff travel.
- 8.2 The Action Plan will be revised every year following each annual review.

| Table 8.1 – Action Plan | | | | |
|---|--|----------------------------------|---|-----------------------|
| Measures | Notes | Status/ Target Date | Method of Monitoring | Responsibility |
| General | | | | |
| Appointment of Travel Plan Coordinator (TPC) | Trust to appoint a TPC as necessary | 3 months prior to occupation | N/A | The Trust |
| Undertake Baseline Travel Surveys | TPC will undertake the surveys | Within 6 months of occupation | 'Snapshot Surveys' undertaken in years 1, 3 and 5 | TPC |
| Information Provision | | | | |
| Provision of travel advice to staff and visitors | Improved and increased provision of travel advice by site staff and on the website | Upon occupation | N/A | Reception staff / TPC |
| Ensure the travel information available on the website is up to date | Up to date information available to all online | Ongoing | Review of website | TPC |
| Cycling | | | | |
| Promotion of cycle facilities available | Cycle parking to be provided for employees | 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 |
| Encourage cycling by providing information about free cycle training run by the Council. Also through awareness events such as National Bike Week and social bike rides | | Annual event – summer and spring | TPC to monitor participation levels and interest | TPC |
| 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 Information Packs or induction sessions | Prior to building being occupied and on-going through Travel Information 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 Information Packs | N/A | TPC |
| Public Transport only days | Incentivised challenge to use active modes | Annually – summer | TPC to monitor uptake | TPC |