Transport Assessment
July 2022

Kilburn Mews, Camden

Transport for London
Our ref: 24295601

steer

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1 Introduction

Background

1.1 This Transport Assessment (TA) has been prepared by Steer on behalf of Transport for London (hereafter referred to as '*the Applicant*') to support the following:

"The renovation and utilisation of 12 railway arches in flexible Class E uses, the demolition and reconstruction of two units beneath and adjacent to Metropolitan Railway bridge for utilisation in flexible class E uses, the removal of non-compliant temporary prefab unit at 364 Kilburn High Road and improvements to the public realm including semi-mature trees, permeable re-surfacing, 20sqm rainwater gardens, and 50sqm planters at Kilburn Mews, Kilburn High Street, NW6 2DS."

1.2 This TA sets out the means of access to the proposed development for vehicles, public transport passengers, pedestrians and cyclists including access by those with mobility impairments and the requirements of delivery/servicing vehicles.

1.3 The document assesses the change in travel behaviour associated with the development and assesses the impact of this change on the local highway network and public transport services in the vicinity of the Site.

1.4 This document has been produced in accordance with National Planning Policy Guidance and in line with relevant London Borough of Camden (LBC) and Transport for London (TfL) guidance.

Development Context

1.5 TfL is working to invest in the arches surrounding Kilburn Station to provide improved public spaces and facilities for local people and businesses. The railway viaducts, arches and surrounding yards are an important part of the character and local history of Kilburn. They are a place of community importance, both to the businesses based there and for the wider communities who live near to and use Kilburn High Road.

1.6 The project seeks to create a place shaped by local communities that is welcoming, open and accessible for all. Many of the arches are currently unusable/vacant and will be refurbished to improve their condition and meet modern standards. The surrounding spaces will be improved to create new public spaces and a welcoming gateway to Kilburn and the High Road.

1.7 This application seeks to bring forward, the first phase of arches consisting of the mews area between Kilburn High Road, Marygrove Road and Loveridge Road.

Policy Context

1.8 The following policy documents have been considered as part of the developing the proposals and in forming this TA:

- National Planning Policy Framework (NPPF) – Ministry of Housing, Communities & Local Government (2021);
- The London Plan – GLA (2021);
- Mayor's Transport Strategy (MTS) (2018);
- London Cycle Design Standards (LCDS) – TfL (2016);
- LB Camden Local Plan (2017); and
- LB Camden Planning Guidance – Transport (2021).

1.9 Where relevant, other guidance documents are referenced throughout this TA to support key principles and design elements.

Report Structure

1.10 This report is divided into eight chapters, of which this forms the introduction. The structure of the remaining report is as follows:

- **Chapter 2**: Existing Site and Surroundings;
- **Chapter 3:** Active Travel Zone Assessment;
- **Chapter 4:** Proposed Development;
- **Chapter 5:** Trip Generation;
- **Chapter 6:** Impact Assessment;
- **Chapter 7:** Mitigation Measures;
- **Chapter 8:** Summary and Conclusions.

2 Existing Site and Surroundings

Background

2.1 This chapter examines existing uses and baseline transport conditions in the vicinity of the Application Site. This includes a review of the following;

- Site Location and Existing Use;
- Existing Pedestrian Network;
- Existing Cycling Network and Facilities;
- Existing Public Transport Network; and
- Existing Vehicular Access & Parking Availability.

Site Location and Existing Use

2.2 The Site is bound to the north by Maygrove Road, to the east by other railway arches, to the south by Loveridge Road and to the west by Kilburn High Road/ Shoot-Up Hill (A5).

2.3 The local area to the south of the Site predominantly comprises retail land uses; with residential to the north, east and west. The Site location is shown in **Figure 2.1**.

Figure 2.1: Site Location

Existing Pedestrian Network

2.4 Walking is the most important mode of travel at local level and offers the greatest potential to replace short car trips, particularly under two kilometres. Walking also forms an often-overlooked part of all longer journeys that use public transport.

2.5 Within the Site vicinity, pedestrian footways and street lighting is provided. There are wide footways on both sides of Shoot-Up Hill, Kilburn High Road, Christchurch Avenue and Maygrove Road, providing access to the Kilburn Station (Stop B) bus stop to north of the Site and Brondesbury station to the south of the Site. Kilburn Station (Stop B) bus stop can be safely accessed via a signalised pedestrian crossing.

2.6 A detailed review of the walking network and key routes is provided as part of the Active Travel Zone assessment in **Chapter 3**.

Existing Cycling Network and Facilities

2.7 Cycling is an important part of both national and local transport policy. An improved perception of cycling as a good alternative mode of transport to the car, as well as growth in cycling as a leisure activity, has together significantly increased the demand for cycling in recent years. Cycling has the potential to be a substitute for short car trips, particularly those less than 5km.

2.8 Quietway 3 runs within the vicinity of the Site, between Maygrove Road and Gladstone Park. There is no cycling infrastructure on Shoot-Up Hill or Kilburn High Road. At present, there are nine Sheffield Stands on Christchurch Avenue and 12 Sheffield Stands on Exeter Road.

2.9 A detailed review of the cycle network and key routes is provided as part of the Active Travel Zone assessment in **Chapter 3.**

Existing Public Transport Network

Public Transport Accessibility

2.10 A Public Transport Accessibility Level (PTAL) assessment has been undertaken for the Site. PTAL is a measure of the accessibility of a location to the public transport network, considering walk access time and service availability. The Site has a PTAL of between 5 and 6a, reflecting a 'very good' to 'excellent' level of access to public transport services. The full PTAL report is provided at **Appendix A** to the rear of this document.

Rail Based Services

2.11 In accordance with the PTAL report, there are two stations located within walking distance of the Site, Kilburn London Underground (LU) Station and Brondesbury Overground Station. It is however also noted that Thameslink services operate from West Hampstead Thameslink station located circa 900m east of the Application Site.

2.12 Kilburn Underground Station is located approximately 20m west of the development. The station has step free access to both platforms. The station is served by the Jubilee Line connecting Stanmore in the west to Stratford in the east. Key destinations served include Canary Wharf, London Bridge, Waterloo and Westminster. Brondesbury Overground station is located approximately 160m from the development and provides a regular service east to Stratford, and Clapham Junction in the south. Brondesbury station does not have step free access. Service provision as per WebCAT is summarised below within **Table 2.1**.

Table 2.1: Rail Based Service Frequency (WebCAT)

Station	Route	Services per Hour
Kilburn (LU)	Stratford – Wembley	3.67
Kilburn (LU)	Willesden Green – Stratford	4.33
Kilburn (LU)	Stanmore – Stratford	17.65
	Total	**25.65**
Brondesbury	Clapham Junction – Stratford	3.67
Brondesbury	Stratford – Clapham Junction	3.67
	Total	**7.34**

Bus Services

2.13 The Site is in close proximity to six bus routes. The closest bus stops are located on Shoot-Up Hill (A5) approximately 10m from the Site and Willesden Lane approximately 650m from the Site. For southbound services the bus stop is Kilburn Station (Stop B) and for northbound services the bus stop is St Cuthbert's Road (Stop BX). These stops can be accessible via the signalised crossing at Christchurch Avenue and Shoot-Up Hill (A5). A summary of these services and service frequencies, in buses per hour (bph), is provided in **Table 2.2**.

Table 2.2: Local Bus Services

Bus Route	Route	Buses per Hour
16/N16	Cricklewood – Victoria	9
32	Kilburn – Edgware	7.5
98	Willesden – Holborn	9
189	Brent Cross – Marble Arch	7.5
316	Cricklewood – White City	7.5
332	Brent Park – Paddington	6

Existing Vehicular Access & Car Parking Availability

Access & Highway Context

2.14 Vehicular access to the Site is currently afforded via Maygrove Road and Loveridge Road. At the crossroad junction Kilburn High Road, Maygrove Road and Christchurch Avenue all roads have one general traffic lane in both directions and Shoot-Up Hill has two southbound lanes. The left-hand lane is a bus lane, changing within 70m of the junction to be used for traffic turning left onto Maygrove Road.

2.15 The Site is not located within the Congestion Charge Zone but is included within the expanded Ultra-Low Emission Zone (ULEZ) and Low Emission Zone (LEZ). The nearest part of the TfL Road Network (TLRN) to the Site is the A41 Finchley Road to the east of the Site.

On-Street Car Parking

2.16 There are dedicated parking bays on both sides of Maygrove Road for permit holders only (CA-Q), Monday to Friday 9:30am to 6:30pm. Additional dedicated parking bays can be found on both sides of Christchurch Avenue for permit holders only, Monday to Friday 10am to 3pm. Kilburn High Road and Shoot-Up Hill are both marked by double yellow lines.

Car Club Facilities

2.17 Car clubs offer easy access to a vehicle without the costs of ownership (depreciation, insurance, tax, servicing and repairs) and also serve to reduce congestion, cut pollution and relieve parking issues. There are several car club companies operating within Camden including Enterprise Car Club and Zipcar.

2.18 The closest Car Hires to the Site for each operator are shown **Table 2.3**. The cost of hiring a car ranges from around £4-10 per hour.

Table 2.3: Car Club Vehicles Local to Site

Operator	Number of Vehicles	Location	Distance from Site
Enterprise	1	Loveridge Road	130m
Zipcar	1	Garlinge Road	160m
Zipcar	2	Christchurch Avenue	160m
Zipcar	2	Netherworth Street	320m
Zipcar	1	Chatsworth Road	320m

3 Active Travel Zone Assessment

Introduction

3.1 This chapter presents an assessment of the routes for people travelling to/from the proposals the subject of this planning application to key destinations in the Active Travel Zone (ATZ).

3.2 This assessment is based on an analysis of catchment data, local collision data and a visit to the planning application site during which photos were taken at 150m intervals along key routes, which were then assessed against Healthy Streets indicators 3-10 as follows:

3. Easy to cross
4. People feel safe
5. Things to see and do
6. Places to stop and rest
7. People feel relaxed
8. Not too noisy
9. Clean air
10. Shade and shelter

Key Destinations and Routes

3.3 Although a number of recommendations are made within this chapter to improve the Healthy Streets indicators on the assessed routes, it is important to note that, as set out at paragraph 56 of the NPPF, planning obligations must only be sought where they meet all of the following tests:

- *"necessary to make the development acceptable in planning terms.*
- *directly related to the development.*
- *fairly and reasonably related in scale and kind."*

It is considered that further discussions with LBC and TfL are required to agree whether any of the recommendations set out in this chapter meet all three tests.

Route Analysis

3.4 As per TfL's ATZ assessment guidance, the routes were walked, and point of view photos taken every 150m. Only photos of routes which did not perform well have been provided and assessed against the Healthy Streets criteria (indicators 3-10) as per TfL's guidance.

3.5 The assessment of the key routes was undertaken between 13:00 and 15:00 on Friday 15 July 2022. The weather during the Site visit was sunny with clear skies. The routes, as per **Figure 3.1** are described in detail overleaf.

3.6 Air quality data from the King's College London Environmental Research Group's 'London Air' website (**www.londonair.org.uk**) has been used to assess typical current air quality in identified locations.

Route 1: Kilburn Station Bus Stop B

3.7 The first route is approximately a 75m walk north of the Site.

3.8 The lowest scoring part of this route is the noise levels on Shoot-Up Hill. Commentary for this is provided in **Table 3.1**.

Route 2: Brondesbury Underground Station

3.9 The first route is approximately a 160m walk south of the Site.

3.10 The lowest scoring part of this route is the compromised footway where street furniture is clustered, reducing accessibility for wheelchair users. Commentary for this is provided in **Table 3.2**.

Route 3: West Hampstead Thameslink (1)

3.11 The first route is approximately a 1000m walk north of the Site.

3.12 The lowest scoring part of this route is the lack of public seating. Commentary for this is provided in **Table 3.3**.

Route 4: West Hampstead Thameslink (2)

3.13 The first route is approximately a 800m walk north of the Site.

3.14 The lowest scoring part of this route is the lack of tactile paving. Commentary for this is provided in **Table 3.4**.

Figure 3.1: ATZ Routes

Vision Zero Analysis

3.15 **Figure 3.2** shows the collisions classified by severity within the study area. A cluster is considered to be one fatal collision, or two or more serious collisions close together. One KSI clusters has been identified along the key routes based on the most recent three-year period of collision (01/01/2018 - 31/12/2020) obtained from TfL, as follows.

Kilburn High Road junction with Loveridge Road

- A collision occurred at 19:50 on 09 April 2018 at the junction between Kilburn High Road and Loveridge Road, involving no vehicles. An 18-year-old male cyclist was seriously injured.
- A collision occurred at 00:03 on the 17 August 2018 at the junction between Kilburn High Road and Loveridge Road, involving a motorised 2-wheeled vehicle. A 34-year-old man was seriously injured.

3.16 The data illustrates that there is not an abnormal history or significant pattern of traffic collisions, which would show that there are concerns with regard to the local road network layout.

Figure 3.2: KSI Data Analysis

Table 3.1: Route 1 – Route to Kilburn Station (Stop B)

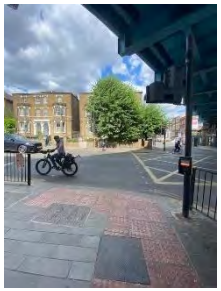
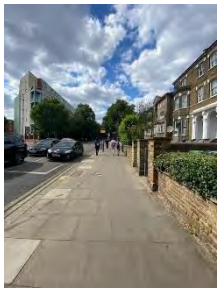
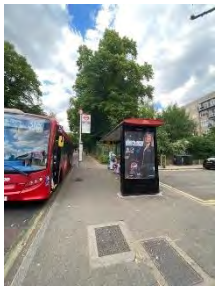
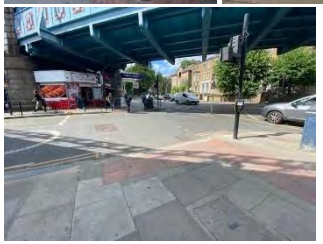
Photos	Indicator	Commentary
   	Easy to cross	The route has good crossings. Both pedestrian crossings from the Site along the route are signalised with tactile paving and dropped kerbs, as shown in the pictures. These crossings are from the Site across Christchurch Avenue, and from Kilburn Underground station across Shoot-Up Hill to the bus stop. **No measures are suggested at this time.**
	People feel safe	There are streetlights along the whole route, increasing feelings of safety at night. There are also overlooking residential properties providing natural surveillance, and Kilburn LU station, which is a frequently used station, meaning there are often people around, increasing feelings of safety. **No measures are suggested at this time.**
	Things to see and do	There is nothing to see and do on this route, however as the route is approximately 100m, **no measures are suggested at this time.**
	Places to stop and rest	There was limited public seating available along the route, provided only at the bus stop (Kilburn Station Stop B), where there is an opportunity to rest and there is generous pavement width. **There is an opportunity to improve this route with provision of public seating.**
	People feel relaxed	Pedestrians may feel stressed along Shoot-Up Hill due to heavy flows of traffic, however footways are level, wide and are well maintained along the route. The route is not appropriate for cyclists – there are no cycleways along Shoot-Up Hill and the footway is not shared for pedestrians and cyclists. **No measures are suggested at this time.**
	Not too noisy	The route is on a busy road at a crossroads and next to Kilburn LU station, therefore it is noisy. However, there are some traffic calming measures in place such as signalised crossings at each branch of the crossroad, and 30mph speed limits on Shoot-Up Hill and Kilburn High Road and 20mph speed limits on Christchurch Avenue and Maygrove Road. **No measures are suggested at this time.**
	Clean air	This route is along Shoot-Up Hill which is busy and well-used road, however NO_2, PM10 and PM2.5 levels are not an issue relative to UK Government annual mean objectives. Encouraging sustainable transport will help to mitigate worsening levels of NO_2. **No measures are suggested at this time.**
	Shade and shelter	Shade or shelter can be sought at covered bus stop (Kilburn Station Stop B), Kilburn LU station or from overhanging trees. **No measures are suggested at this time.**

Table 3.2: Route 2 – Route to Brondesbury

Photos	Indicator	Commentary
    	Easy to cross	The route has good pedestrian crossings. From the Site to Brondesbury Overground station there are two crossing points (by the Shell Garage and at Cavendish Road), both of which have tactile paving and dropped curbs. **No measures are suggested at this time.**
	People feel safe	The route is well lit and is overlooked by residential properties, contributing to a high level of natural surveillance. **No measures are suggested at this time.**
	Things to see and do	There is an active frontage of shops and restaurants along Kilburn High Road throughout the whole route. **No measures are suggested at this time.**
	Places to stop and rest	There was limited public seating available along the route, provided only at bus stops (Kilburn Station Stop A and Brondesbury Station Stop C), where there is an opportunity to rest and there is generous pavement width. **No measures are suggested at this time.**
	People feel relaxed	Footways are level, wide and are well maintained along the route. On some parts of the route, the width of the pavement is reduced due to street furniture being in close vicinity to one another, however it does not compromise accessibility for wheelchair users. This route is not appropriate for cyclists – there are no cycleways along Kilburn High Road and the footway is not shared for pedestrians and cyclists. **No measures are suggested at this time.**
	Not too noisy	The route following Kilburn High Road is fairly noisy as it is the main street through Kilburn. However, the road surface is considered to be good which helps to mitigate unnecessary additional vehicles associated vibration. **No measures are suggested at this time.**
	Clean air	This route is along Kilburn High Road which is busy, however NO_2, PM10 and PM2.5 levels are not an issue relative to UK Government annual mean objectives. Encouraging sustainable transport will help to mitigate worsening levels of NO_2. **No measures are suggested at this time.**
	Shade and shelter	Shade or shelter can be sought at covered bus stops (Kilburn Station Stop A and Brondesbury Station Stop C), Kilburn LU station or from overhanging trees. **No measures are suggested at this time.**

Table 3.3: Route 3 – Route to West Hampstead Thameslink

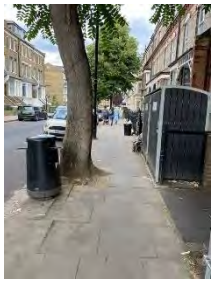
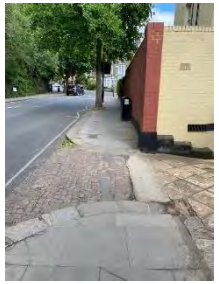
Photos	Indicator	Commentary
     	Easy to cross	The crossings along this route are mixed, but they are mostly good. There are dropped kerbs but no tactile paving at three small entrances to housing along Maygrove Road, and at the crossing over Mangrove Road. Crossings which lack tactile paving are inadequate for those with visual impairments as they may not necessarily be aware of the crossing. There are dropped kerbs and tactile paving crossing Ariel Road, and a signalised crossing at Shoot-Up Hill with tactile paving and dropped kerbs. **Review opportunities to incorporate dropped kerbs and tactical paving.**
	People feel safe	The route is well lit and is overlooked by residential properties, contributing to a high level of natural surveillance. **No measures are suggested at this time.**
	Things to see and do	This route is largely residential, however there are a few small news agent stores, and Kingsgate Primary School is also located along Maygrove Road. **No measures are suggested at this time.**
	Places to stop and rest	There were no public places along this route to stop and rest. **No measures are suggested at this time.**
	People feel relaxed	People will likely feel relaxed on this route, there is wide, even and well-maintained footways along the whole route. In some areas this is compromised where street furniture is in close proximity with one another, but it is still accessible for wheelchair users. **No measures are suggested at this time.**
	Not too noisy	The residential roads have a very low volume of traffic therefore the route is quiet. The road surface is considered to be of good quality which helps to mitigate unnecessary additional vehicle associated vibration. **No measures are suggested at this time.**
	Clean air	NO_2, PM10 and PM2.5 levels are not an issue relative to UK Government annual mean objectives. Encouraging sustainable transport will help to mitigate worsening levels of NO_2. **No measures are suggested at this time.**
	Shade and shelter	Only place to seek shade or shelter is at covered bus stops or from overhanging trees. The route would benefit from increased shade and shelter which could be achieved via landscaping; however, this is not considered a necessity, and therefore **no measures are suggested at this time.**

Table 3.4: Route 4 – Route to West Hampstead Thameslink

Photos	Indicator	Commentary
	Easy to cross	This route has a mix of high and low scoring pedestrian crossings. There are dropped kerbs but no tactile paving at Ariel Road, entrance to the Site from Maygrove Road, Loveridge Mews and the entrance to Network Rail site. Lack of tactile paving is a risk for those with visual impairments as they may not be aware there is a crossing. Loveridge Mews and Network Rail site also have cobbles at the crossings, making for an uneasy surface which would be difficult to navigate in a wheelchair, or those with mobility impairments. The crossing at Maygrove Road up towards West Hampstead Thameslink has tactile paving, dropped kerbs, and a zebra crossing with a Belisha beacon. **Review opportunities to incorporate footway improvements, dropped kerbs and tactical paving.**
	People feel safe	The route is well lit and is overlooked by residential properties, contributing to a high level of natural surveillance. **No measures are suggested at this time.**
	Things to see and do	There is a play area for children 'Iverson Road open space play area', otherwise the route is largely residential. **No measures are suggested at this time.**
	Places to stop and rest	The only places to stop and rest are in the Iverson Road open space play area where benches are provided, otherwise there is limited places within the public realm to stop. **No measures are suggested at this time.**
	People feel relaxed	People will likely feel relaxed on this route, there is wide, even and well-maintained footways along the whole route. There is a slight incline on Iverson Road towards West Hampstead Thameslink station, but this should not be a barrier to wheelchair users or those with mobility impairments. **No measures are suggested at this time.**
	Not too noisy	The residential roads have a very low volume of traffic therefore the route is quiet. The road surface is considered to be of good quality which helps to mitigate unnecessary additional vehicle associated vibration. **No measures are suggested at this time.**
	Clean air	NO_2, PM10 and PM2.5 levels are not an issue relative to UK Government annual mean objectives. Encouraging sustainable transport will help to mitigate worsening levels of NO_2. **No measures are suggested at this time.**
	Shade and shelter	Only place to seek shade or shelter is at covered bus stops or from overhanging trees. The route would benefit from increased shade and shelter which could be achieved via landscaping; however, this is not considered a necessity, and therefore **no measures are suggested at this time.**

4 Proposed Development

Introduction

4.1 This chapter summarises the transport aspects of the development proposals, which includes information on the following.

4.2 This chapter should be read in conjunction with the accompanying Design and Access Statement.

- Development proposals;
- Pedestrian access;
- Cycle access and parking facilities;
- Vehicle access and parking;
- Delivery and servicing access; and
- Emergency Access.

4.3 The Masterplan ground floor is presented at **Appendix B** at the rear of this report.

Development Proposals

4.4 The description of the proposed development is as follows:

"The renovation and utilisation of 12 railway arches in flexible Class E uses, the demolition and reconstruction of two units beneath and adjacent to Metropolitan Railway bridge for utilisation in flexible class E uses, the removal of non-compliant temporary prefab unit at 364 Kilburn High Road and improvements to the public realm including semi-mature trees, permeable re-surfacing, 20sqm rainwater gardens, and 50sqm planters at Kilburn Mews, Kilburn High Street, NW6 2DS."

Accommodation Schedule

4.5 The proposed accommodation schedule is provided below within **Table 4.1**.

Table 4.1: Accommodation Schedule

Location	Land Use	GIA
Arch 10	Entrance to Site	0
Arch 11	Class E	75.1
Arch 12	Class E	74.6
Arch 13	Class E	75
Arch 14	Class E	74.9
Arch 15	Class E	74.5
Arch 16	Entrance to Rear Yard	0
Arch 17	Plant	33.2
Arch 9a	Class E	30

Arch 10a	Class E	124.1
Arch 11a	Class E	158.7
Arch 12a	Class E	67
Arch 13a	Class E	133.9
Arch 14a	Class E	74.3
Arch 15a	Short-stay cycle stands	9.9
Service/ Refuse Unit	Plant/ Refuse	50
Unit 1	Class E	32
Internal Plant Room	Plant	14
Total excl. Refuse and Plant		**994.1**

Proposed Pedestrian Network

4.6 Policy T2 'Healthy Streets' of the London Plan states that development proposals / plans should *"deliver patterns of land use that facilitate making shorter, regular trips by walking or cycling"* and demonstrate the application of the Healthy Streets Approach to:

- improve health and reduce health inequalities;
- reduce car dominance, ownership and use, danger, severance, vehicle emissions and noise;
- increase walking, cycling and public transport use;
- improve street safety, comfort, convenience and amenity; and
- support these outcomes through sensitively designed freight facilities.

4.7 The primary pedestrian access to the Site will be from the A5, with additional access afforded from Maygrove Road to the north of the Site and Loveridge Road to the south of the Site.

Cycle Access & Parking

4.8 As with the pedestrian network described above, the cycle network and consideration for cycle access considers the Healthy Streets Approach from the outset. London Cycling Design Standards (LCDS) have also been reviewed through the design process.

4.9 The plan looks to create a healthy environment in which people choose to cycle by providing appropriate levels of cycle parking which will be fit for purpose, secure and well-located.

4.10 For long stay cycle parking, assuming the worst case within Class E (office), will necessitate a minimum of 14 long-stay cycle parking spaces inclusive of a larger space for an accessible cycle/cargo bike.

4.11 For short stay, applying the worst case (café and restaurant) will result in 50 short stay spaces. In practice it is highly unlikely to require this quantum, half of the above provision is likely a more realistic number, given the anticipated mix of uses that will occupy the space.

4.12 The worst case long and short stay cycle parking provision is illustrated in **Appendix B**, it is however envisaged that the final quantum and location of cycle parking will be delivered in accordance with TfL standards once the occupiers are known.

Vehicular Access & Car Parking Strategy

4.13 Vehicular access for servicing and emergency vehicles will be afforded from Loveridge Road with additional emergency vehicle access from Kilburn High Road.

4.14 No car parking will be provided on Site, should staff or visitors that are blue badge holders require access they will be able to park within local on-street bays within the CPZ, including resident permit bays as defined by LBC blue badge parking regulations.

Delivery and Servicing Strategy

Access

4.15 Servicing will take place on-Site via the south accessed from Loveridge Road only. Swept path analysis of the servicing arrangement is provided at **Appendix C.**

Delivery and Servicing Plan

4.16 An Outline Delivery and Servicing Plan (DSP) is provided at **Appendix D**, which provided further information regarding the proposed delivery and servicing arrangement across the development.

Emergency Access

4.17 Emergency vehicles will access the Site from Kilburn High Road to the east, as well as Loveridge Road to the south of the Site. Swept path analysis for a fire tender is provided at **Appendix C.**

5 Trip Generation

Preamble

5.1 This chapter sets out the approach to determine the forecast peak hour trips associated with the Proposed Development. It identifies what the impact on the local transport networks is anticipated to be.

Trip Generation Methodology

Context

5.2 Trip generation exercises have been undertaken to determine the multi modal trip generation of the development proposals. No regard to the existing site has been considered in determining an extant trip generation, as such the methodology considers a worst case assessment and is considered a robust approach in determining the impact of the Proposed Development.

5.3 The assessment will consider the number of trips generated to and from the Site during the following periods.

- AM Peak – 08:00 – 09:00;
- PM Peak – 17:00 – 18:00; and
- Daily.

Proposed Development

5.4 To forecast the volume of trips generated to/from the proposed development, trip rates have been sources from the Transport Statement associated with the Camden Highline Planning Application (2022/2019/P), which alongside substantial public realm improvements is scheduled to refurbishment six arches within Class E land uses.

5.5 As set out within the Transport Statement, the following criteria was utilised:

- Land Use - Retail
- Category - 01 - RETAIL/I - SHOPPING CENTRE - LOCAL SHOPS

5.6 The toral person trip rates are presented within **Table 5.1** below.

Table 5.1: Class E – Forecast Peak Hour & Daily Trip Rates (per 100m²)

Time Period	In	Out	Total
AM Peak (08:00-09:00)	7.5	7.4	14.9
PM Peak (17:00-18:00)	8.3	9.2	17.5
Daily	131	131	262

5.7 The above trip rates have been applied to the 994.1m of proposed floorspace as outlined within the previous chapter. The resultant total person trip are presented within **Table 5.2**.

Table 5.2: Forecast Peak Hour & Daily Trips

Time Period	In	Out	Total
AM Peak (08:00-09:00)	75	74	148
PM Peak (17:00-18:00)	83	91	174
Daily	1,302	1,302	2,605

Modal Split

5.8 After establishing the Total Person trips, a modal spit is required in order to understand the anticipated method of travel to/from the Proposed Development.

5.9 In accordance with the Camden Highline Transport Statement methodology, the following modal split has been established based upon a review of the TRICS database for the proposed land use and redistributing vehicular trips to other modes due to the car free nature of the development. The resultant modal split is as follows:

- Pedestrians: 95%
- Cycling: 3%
- Public Transport: 2%

Total Proposed Development

5.10 Based on the data presented in within this chapter the total number of trips forecast to be generated site-wide are presented in **Table 5.3** according to mode and time period.

Table 5.3: Proposed Total Development Trip Generation

Mode	Weekday AM Peak (08:00-09:00)			Weekday PM Peak (17:00-18:00)			Weekday Daily		
	In	Out	Total	In	Out	Total	In	Out	Total
Pedestrian	71	70	141	78	87	165	1,237	1,237	2,474
Cycle	2	2	4	2	3	5	39	39	78
PT	1	1	3	2	2	3	26	26	52
Total	**75**	**74**	**148**	**83**	**91**	**174**	**1302**	**1302**	**2,605**

5.11 As illustrated within **Table 5.3** the vast majority of trips are forecast to be undertaken on foot. This is not surprising given the assessment of "retail" use within Class E. Should retail land uses come forward it is highly likely the site would attract people already living in or visiting the area, workers from surrounding offices and passing trade as opposed to generating "new" trips on the local transport network.

Sensitivity Test

5.12 Given the flexibility within "Class E", a sensitivity test has been conducted to assess the impact if the units primarily came forward with office land-use.

5.13 A first principles assessment has been conducted, utilising the employee density guide which stipulates a density of 1 person per 10m² within the general office sub-category. Applying this to the 994.1m of proposed floorspace as outlined within the previous chapter would result in a maximum occupancy of 100 members of staff on-site.

5.14 To understand how staff would travel to/from the Site, the latest available Census journey to work information (WU03UK) has been interrogated. For commuting trips to LBC, the following modal split was recorded.

Table 5.4: WU03UK Adjusted Modal Split

Mode	Percentage	Adjusted for Car Free Scheme	Peak Arrivals & Departures (100 Staff)
Underground, metro, light rail or tram	36%	40%	40
Train	29%	33%	33
Bus, minibus or coach	12%	13%	13
Taxi	0%	0%	0
Motorcycle, scooter or moped	1%	0%	0
Driving a car or van	9%	0%	0
Passenger in a car or van	1%	0%	0
Bicycle	5%	6%	6
On foot	7%	8%	8
Total	100%	100%	100

5.15 Applying a worst case that all staff would arrive and depart during the peak hours, results in a significantly lower total trip generation than the retail exercise. However the impact in terms of the public transport network is higher, given more people will be travelling to/from the site as part of a "new trip" and less likely to also be in the area.

5.16 As such the assessment of impact, within the following chapter will be undertaken based upon the retail assessment for active travel trips and office land use for assessment on the public transport network.

5.17 The following sub-section outlined the forecast trip generation associated with delivery and servicing movements to/from the Proposed Development.

Delivery and Servicing Trip Generation

5.18 Steer holds a substantial database of servicing and delivery information from a range of developments across London. Trip rates provided by this database, as well as preliminary forecasts based on the schedule of accommodation are outlined in **Table 5.5**. Cafés and restaurants have been extracted as the highest trip generators within Class E.

Table 5.5: Expected Daily Delivery / Servicing Trip Generation

Use Class	Daily Trip Rate per 100 sqm	Floor Area	Total Daily Trips
Cafés and Restaurants	2.00	994.1	**20**

5.19 Based on the design proposals, the Proposed Development will result in 20 two-way trips per day, or circa 2 two way trips during the peak hours.

5.20 Assuming dwell times of 15 mins for cars vans 10% of the daily trips arrive during the peak period, the servicing area can comfortably accommodate the forecast demand.

5.21 This impact of servicing activity on the local highway network in terms of trip generation is assessed within the following Chapter.

6 Impact Assessment

Introduction

6.1 This chapter considers the impact of the Proposed Development on the local transport network.

Highway Impact

6.2 **Table 6.1** illustrates the highway impact of the development proposals (inclusive of servicing impact) during the peak network hours. As illustrated, the Proposed Development is forecast to generate 4 movements on the local highway network during the peak hours. This equates to one movement every 15 minutes and in highways terms can be considered negligible with regard to the capacity and operation of the local network.

Table 6.1: Highways Impact

Mode	Weekday AM Peak (08:00-09:00)			Weekday PM Peak (17:00-18:00)		
	In	Out	Total	In	Out	Total
Vehicular Movements (Incl. servicing)	2	2	4	2	2	4

Public Transport Impact

6.3 **Table 6.2** presents the forecast impact of rail-based (LU, Overground and National Rail) and bus services during the AM and PM peak hours.

Table 6.2: Public Transport Impact Assessment

Mode	AM Peak (08:00 – 09:00)	PM Peak Hour (18:00 – 19:00)
Rail	77	77
Bus	13	13

6.4 As per **Table 2.1**, there are a total of 33 rail based services operating within the vicinity. Assuming a proportional split by service would equate to an increase of 2.3 passengers per service during the peak hours. In regard to buses, assuming an even split of usage would result in a net increase of <1 passenger per service during the peak hours.

6.5 As such, the impact on public transport services can be considered negligible, the application site would not be forecast to have any impact with related to capacity or operation.

Walk and Cycle Impact

6.6 The development proposals will provide sufficient pedestrian facilities to accommodate the anticipated increase in footfall associated with the Proposed Development where new through-routes will be provided, linking the Proposed Development to the existing pedestrian network. The results of the ATZA illustrate that the overall quality of the pedestrian environment within the assessment area is good.

6.7 Forecast additional peak hour pedestrian and cycle movements associated with the Proposed Development are presented in **Table 6.3**. The increase in footfall during the peak hours equates to between 2-3 pedestrians per minute across the local network.

Table 6.3: Walk & Cycle Impact Assessment

Mode	AM Peak Hour			PM Peak Hour		
	In	Out	Total	In	Out	Total
Walk	71	70	141	78	87	165
Cycle	2	2	4	2	3	5

6.8 The surrounding pedestrian network, and accessibility to local amenities and public transport nodes is considered sufficient to accommodate increases in pedestrian movements.

7 Mitigation Measures

General

7.1 The highway and public transport assessments have demonstrated that the predicted change in trips associated with the Proposed Development would not cause a material impact on the local or strategic transport network. The Applicant is however proposing to further support sustainable travel at the Site through investment in a range of measures as outlined below.

Deliveries, Servicing and Refuse Collection

7.2 As part of the Planning Application a Delivery and Servicing Plan (DSP) has been produced. The DSP provides a framework to best manage all types of freight vehicle movement to and from individual developments.

7.3 The document is provided at the rear of this report within **Appendix D**.

Travel Planning

7.4 Travel Plans are an established tool to manage travel behaviour at existing and Proposed Developments, supporting the use of sustainable transport and active travel initiatives.

7.5 A Framework Travel Plan (FTP) has been produced including:

- information about the Proposed Development and the policy context;
- an assessment of the accessibility to and from the Site and the existing travel options;
- a description of the objectives and focussed targets of the plan;
- a catalogue of the TP measures and an action plan;
- a plan for the delivery of the TP objectives; and
- plans and timescales for development of a full FTP and for its monitoring and review.

7.6 The FTP at is located at **Appendix E**, located at the rear of this report.

Physical Improvements

7.7 A key aim of the Proposed Development is to open routes to and through the Site for sustainable modes, primarily walking. The Proposed Development includes considerable changes to infrastructure including significant changes at the ground floor level to provide accessible routes through the site.

7.8 Further details of the design and accessibility of the public realm are provided within the associated Design and Access Statement, provided as a standalone document as part of the Planning Application.

7.9 In addition, the proposed public and commercial cycle parking facilities provide new infrastructure to encourage cycling. Cycle parking will be provided in accordance with the London Plan (2021) cycle parking standards as demonstrated within **Chapter 4**.

Construction Considerations

7.10 A Construction Environmental Management Plan will be developed in accordance with LBC requirements. The plan would provide details of all methods of site preparation and construction of the development.

7.11 The plan would also aim to minimise the impacts of construction-related vehicle movements and facilitate sustainable construction travel to and from the site covering amongst others the following issues:

- Promoting smarter operations that reduce the need for construction travel overall or that reduce or eliminate trips particularly those in peak periods;
- Encouraging greater use of sustainable freight modes;
- Encouraging use of greener vehicles;
- Communication of site servicing/delivery facilities (through dissemination of information) to workers and suppliers; and
- Encouraging the most efficient use of construction freight vehicles.

8 Summary and Conclusions

Summary

8.1 This TA has assessed the impact of the Proposed Development on all transport modes. **Table 8.1** summarises the key aspects of the scheme and the proposed design solutions and mitigation measures. The Proposed Development puts people first and achieves strategic and local transport objectives through:

- Providing safe, direct and coherent walking and cycling routes within the Site and connecting to the local area and amenities for all users.
- Delivering high-quality short- and long-stay cycle parking in accordance with London Plan (2021) and London Cycling Design Standards.
- Restricting car parking and providing appropriate provision for servicing operations.

Table 8.1: Transport Assessment Summary

Criteria	Key Transport Impacts and Issues	Design Solutions and Mitigation
Site & Surroundings	• Borough air quality and health initiatives amongst the local population	• Good access to public transport infrastructure with car free and policy-compliant cycle parking to encourage active travel. • Good connectivity to local area through provision of direct, safe routes in accordance with the Healthy Streets Approach and Vision Zero.
Active Travel Zone	• Several recommendations made to improve the pedestrian and cycle environment on routes between the Site and key public transport nodes.	• Recommendations to be acknowledged by LBC & TfL when determining changes to the local pedestrian and cycle networks in the future.
London-Wide Network	• Greater movement of pedestrians and cyclists around Site	• Improved public realm • Innovative cycle storage solutions • Suitable delivery and servicing facilities provided.
Construction	• Vehicle routing to be agreed with LBC and TfL such that impacts on local residents, schools and sensitive receptors are minimised.	• To be discussed and set out within a CEMP/CLP submitted for approval prior to commencement of construction.

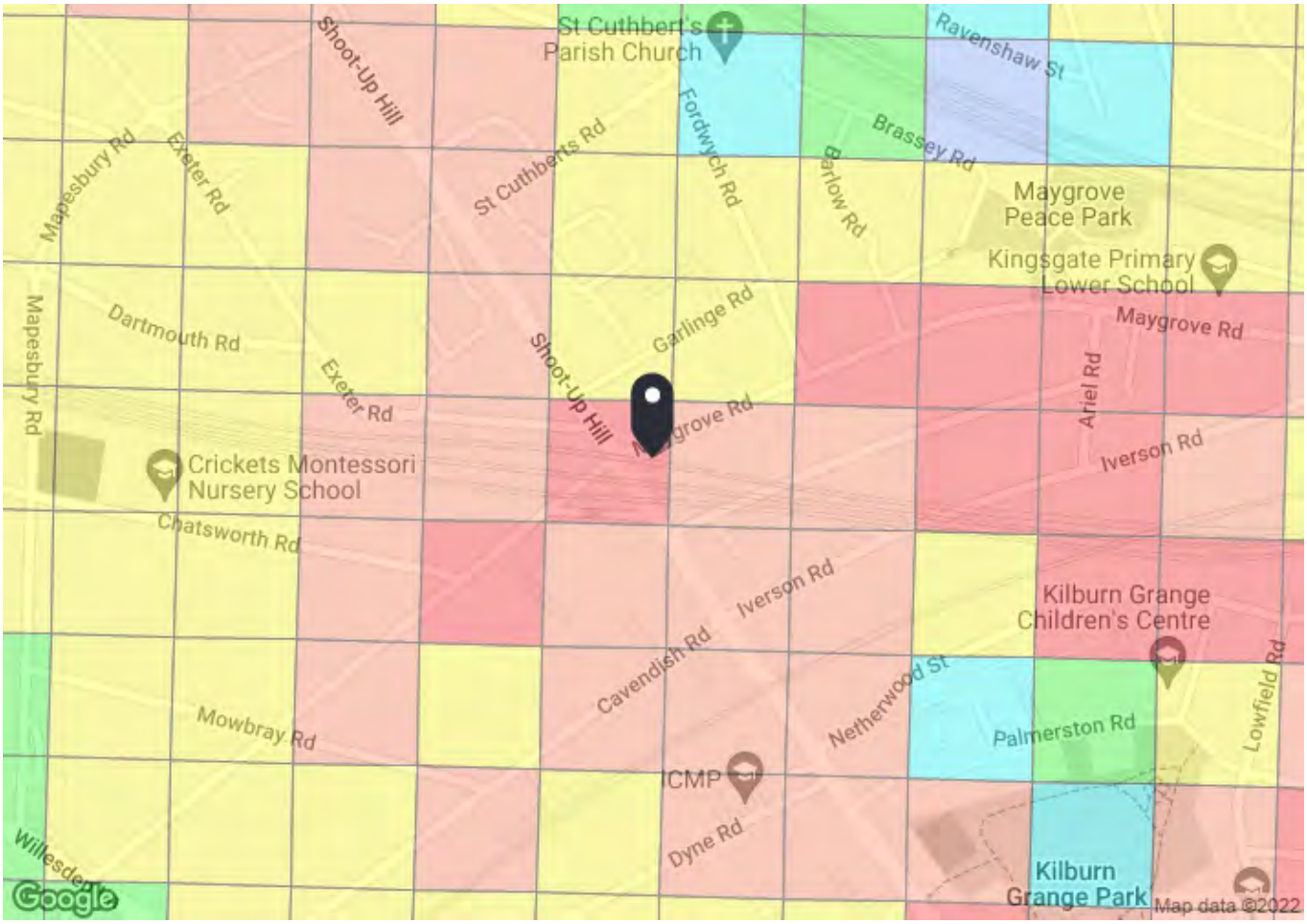
Conclusions

8.2 Overall, it can be concluded that the Proposed Development is a sustainable scheme which supports both the Mayor's Healthy Streets initiative and Vision Zero approach to road safety. Furthermore, it will not have significant adverse impacts on the capacities or safe operation of the surrounding transport networks.

Appendices

A PTAL Report

TRANSPORT FOR LONDON



PTAL output for Base Year
6a

366 Kilburn High Rd, London NW6 2QH, UK
Easting: 524683, Northing: 184646

Grid Cell: 101958

Report generated: 29/07/2022

Map key - PTAL

0 (Worst)	1a
1b	2
3	4
5	6a
6b (Best)	

Map layers

PTAL (cell size: 100m)

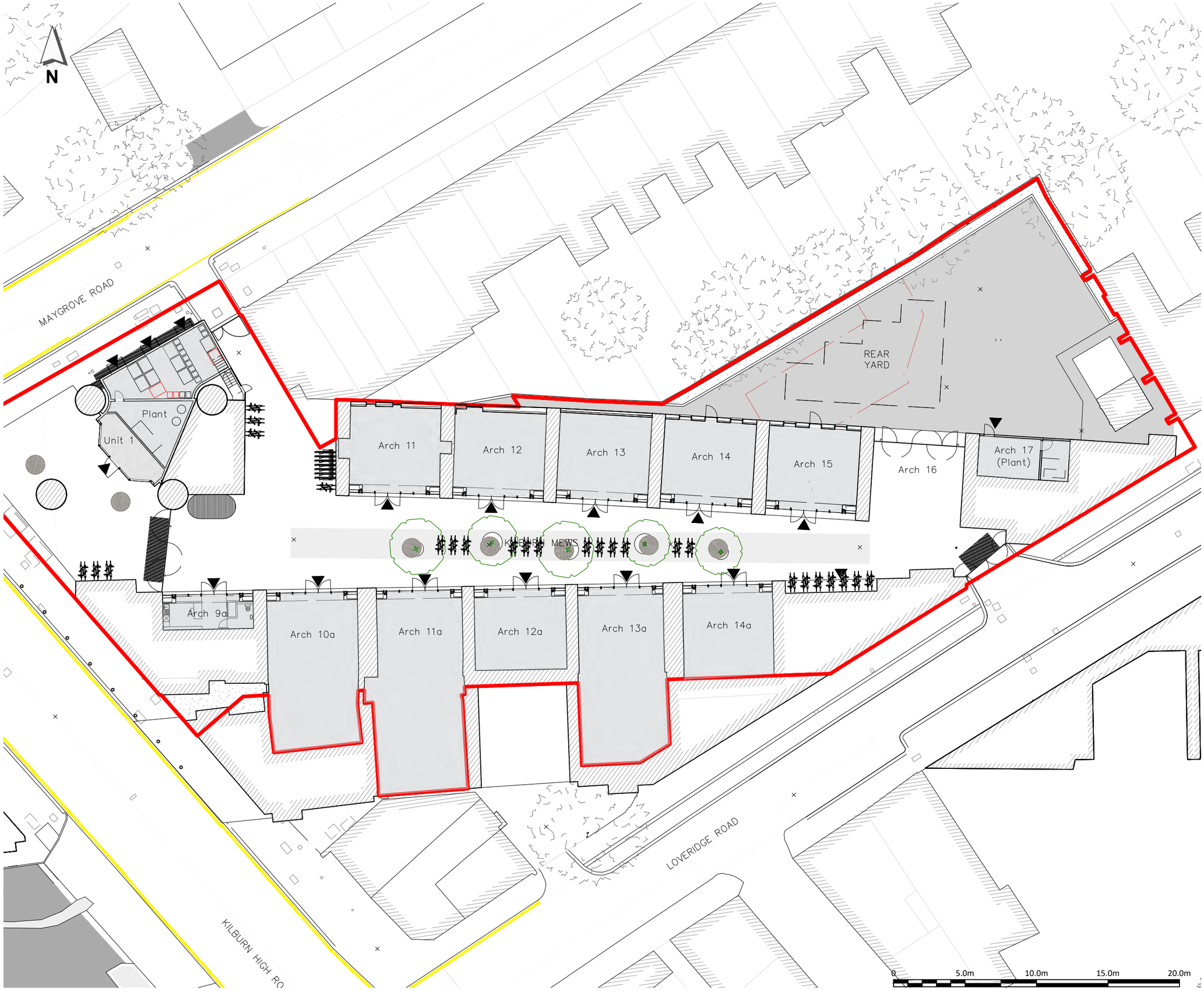
Calculation Parameters

Day of Week	M-F
Time Period	AM Peak
Walk Speed	4.8 kph
Bus Node Max. Walk Access Time (mins)	8
Bus Reliability Factor	2.0
LU Station Max. Walk Access Time (mins)	12
LU Reliability Factor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail Reliability Factor	0.75

Calculation data

Mode	Stop	Route	Distance (metres)	Frequency (vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	KILBURN LUL STATION	16	87.88	9	1.1	5.33	6.43	4.66	1	4.66
Bus	KILBURN LUL STATION	32	87.88	7.5	1.1	6	7.1	4.23	0.5	2.11
Bus	KILBURN LUL STATION	316	87.88	7.5	1.1	6	7.1	4.23	0.5	2.11
Bus	KILBURN LUL STATION	332	87.88	6	1.1	7	8.1	3.7	0.5	1.85
Bus	KILBURN LUL STATION	189	87.88	7.5	1.1	6	7.1	4.23	0.5	2.11
Bus	WDEN LN CHRISTCHURCH AV	98	599.26	9	7.49	5.33	12.82	2.34	0.5	1.17
LUL	Kilburn	'Stratford-WembleyPa'	42.33	3.67	0.53	8.92	9.45	3.17	0.5	1.59
LUL	Kilburn	'WillesdenGreen-Stra'	42.33	4.33	0.53	7.68	8.21	3.66	0.5	1.83
LUL	Kilburn	'Stanmore-Stratford'	42.33	17.65	0.53	2.45	2.98	10.07	1	10.07
Rail	Brondesbury	'CLPHMJ2-STFD 2L50'	222.74	3.67	2.78	8.92	11.71	2.56	1	2.56
Rail	Brondesbury	'STFD-CLPHMJ2 2Y11'	222.74	3.67	2.78	8.92	11.71	2.56	0.5	1.28
									Total Grid Cell AI:	**31.36**

B Ground Floor Layout



NOTES:

1. ALL DIMENSIONS SHOWN IN METRES UNLESS OTHERWISE SPECIFIED.
2. DO NOT SCALE FROM THIS DRAWINGS.
3. THIS DRAWING IS BASED ON **2108-S3-100-Proposed Ground Floor Plan** PROVIDED BY DK-CM.

REV	DATE	DESCRIPTION	DES	CHK	APP
P0	29 JUL 22	ORIGINAL ISSUE	CGF	JZC	SJE

steer

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Client: DK-CM

Project Title: KILBURN ARCHES - CAMDEN

Drawing Title: PROPOSED CYCLE PARKING

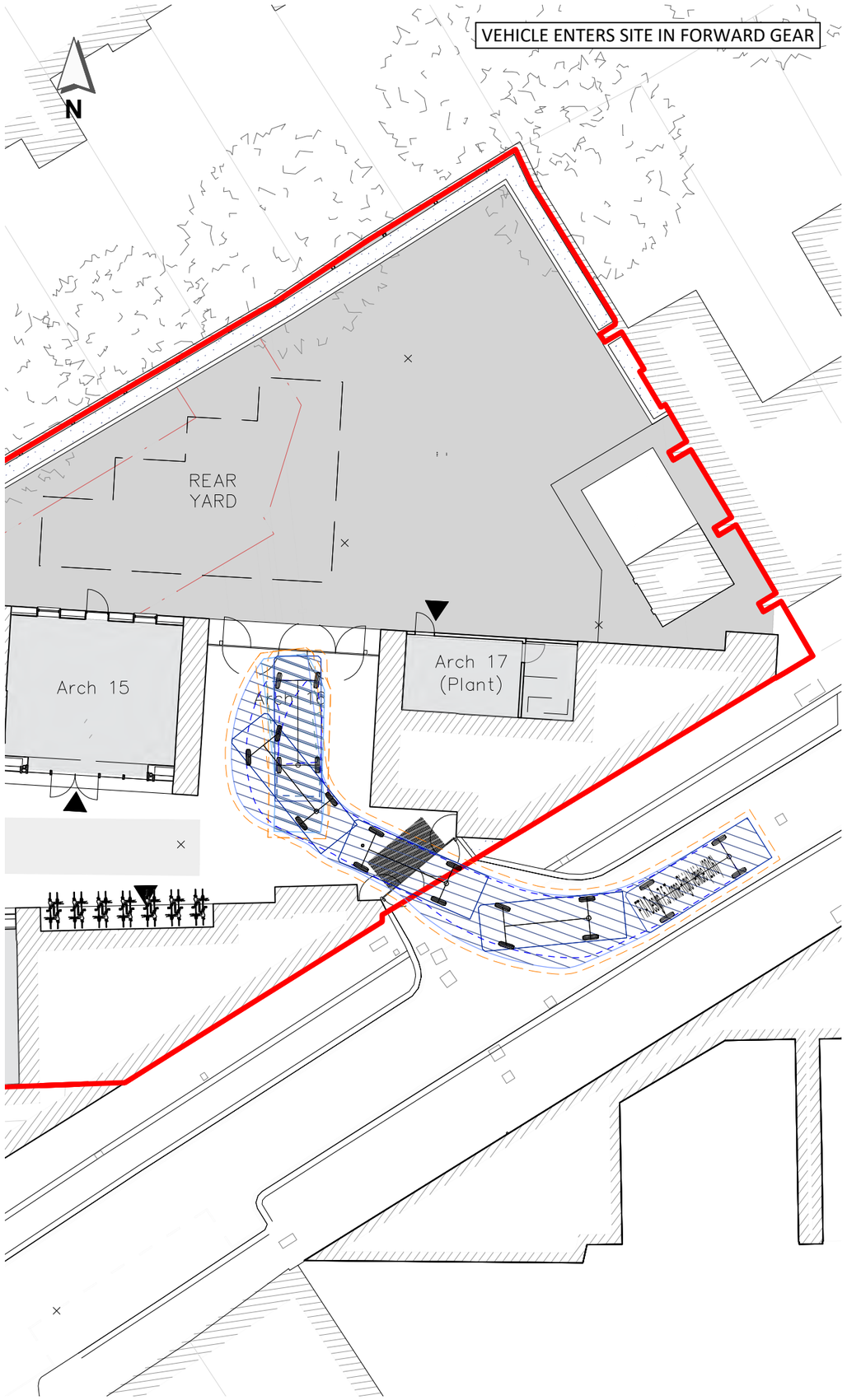
Status: WORK IN PROGRESS

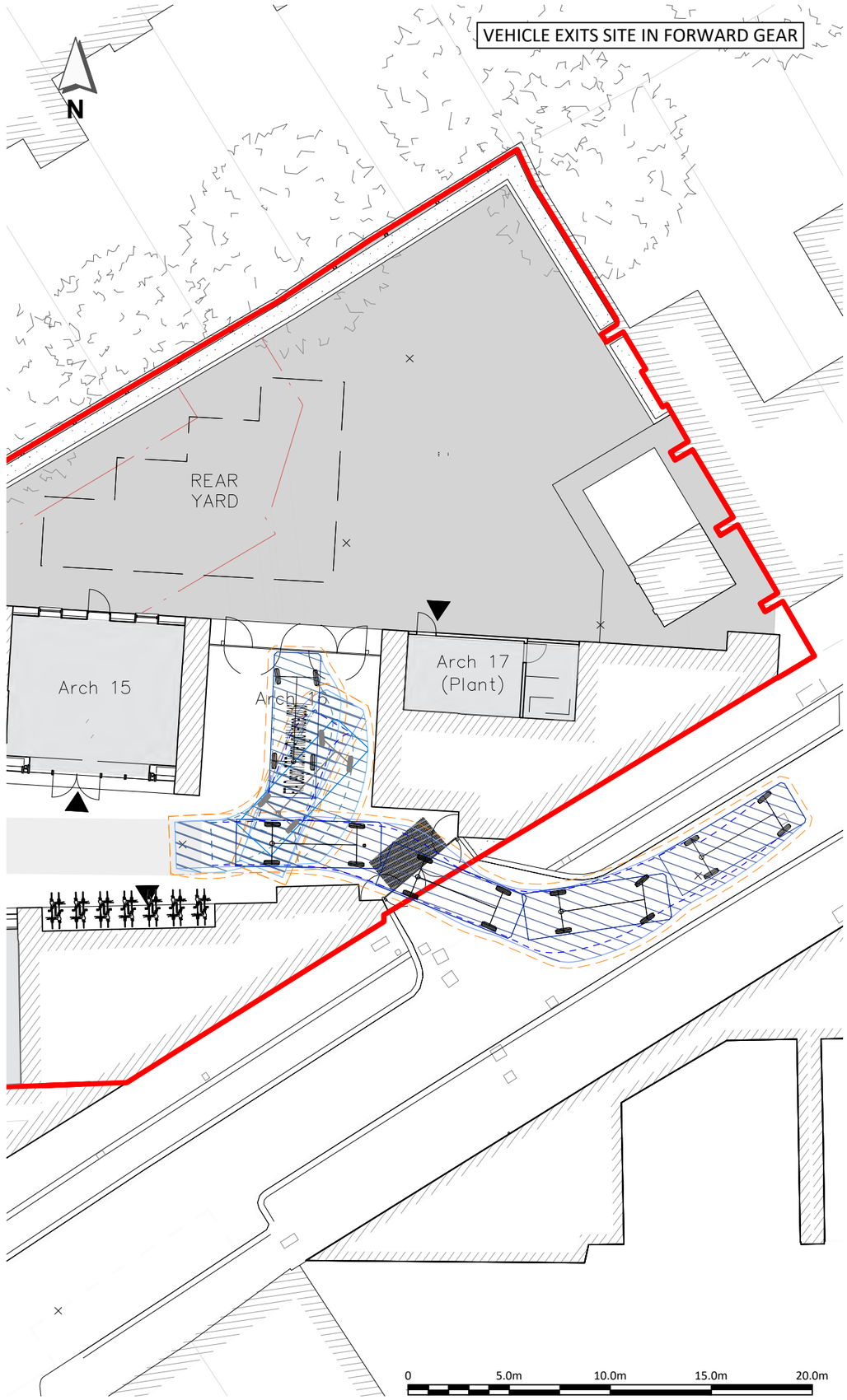
Size:	Scale:	Suitability	Rev.
A3	1:250	S0	P0

Drawing No. 24295601-STR-HGN-100-DR-D-00103

DATE: 29/07/2022 CAD REFERENCE: P:\Projects\24\29\60\01\CAD\Drawings\24295601-STR-HGN-100-DR-D-00103.dwg

C Swept Path Analysis





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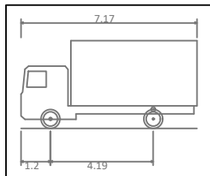

FTA Design 7.5 T Rigid Vehicle (2016)

Overall Length	7.170m
Overall Width	2.300m
Overall Body Height	3.580m
Min Body Ground Clearance	0.375m
Track Width	2.120m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	7.000m

Hatched Body Envelope

Wheel Tracks

REV	DATE	DESCRIPTION	DES	CHK	APP
P0	29 JUL 22	ORIGINAL ISSUE	CGF	JZC	SJE

steer

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Client: DK-CM

Project Title: KILBURN ARCHES - CAMDEN

Drawing Title: SWEPT PATH ANALYSIS

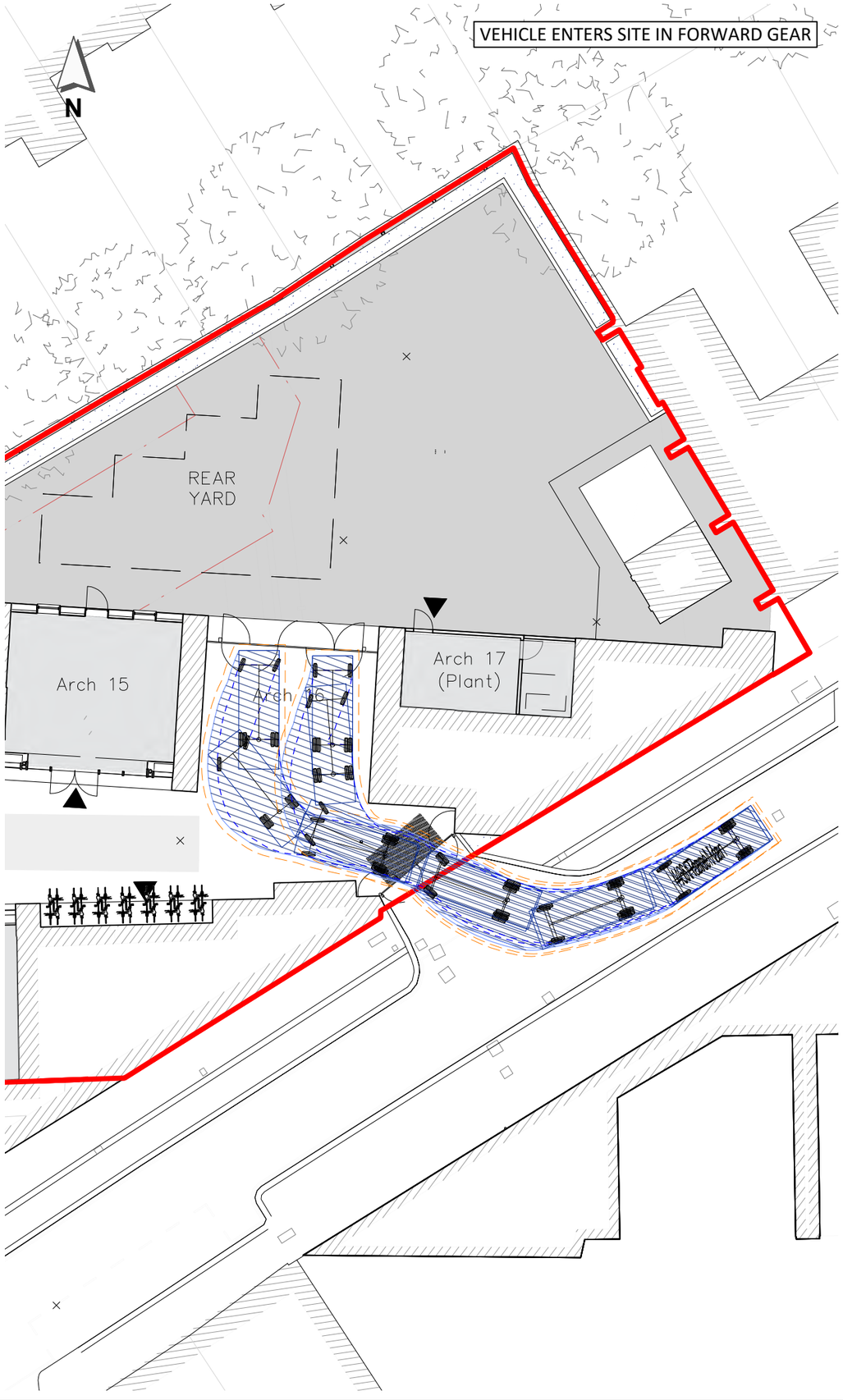
Status: WORK IN PROGRESS

Size:	Scale:	Suitability	Rev.
A3	1:250	S0	P0

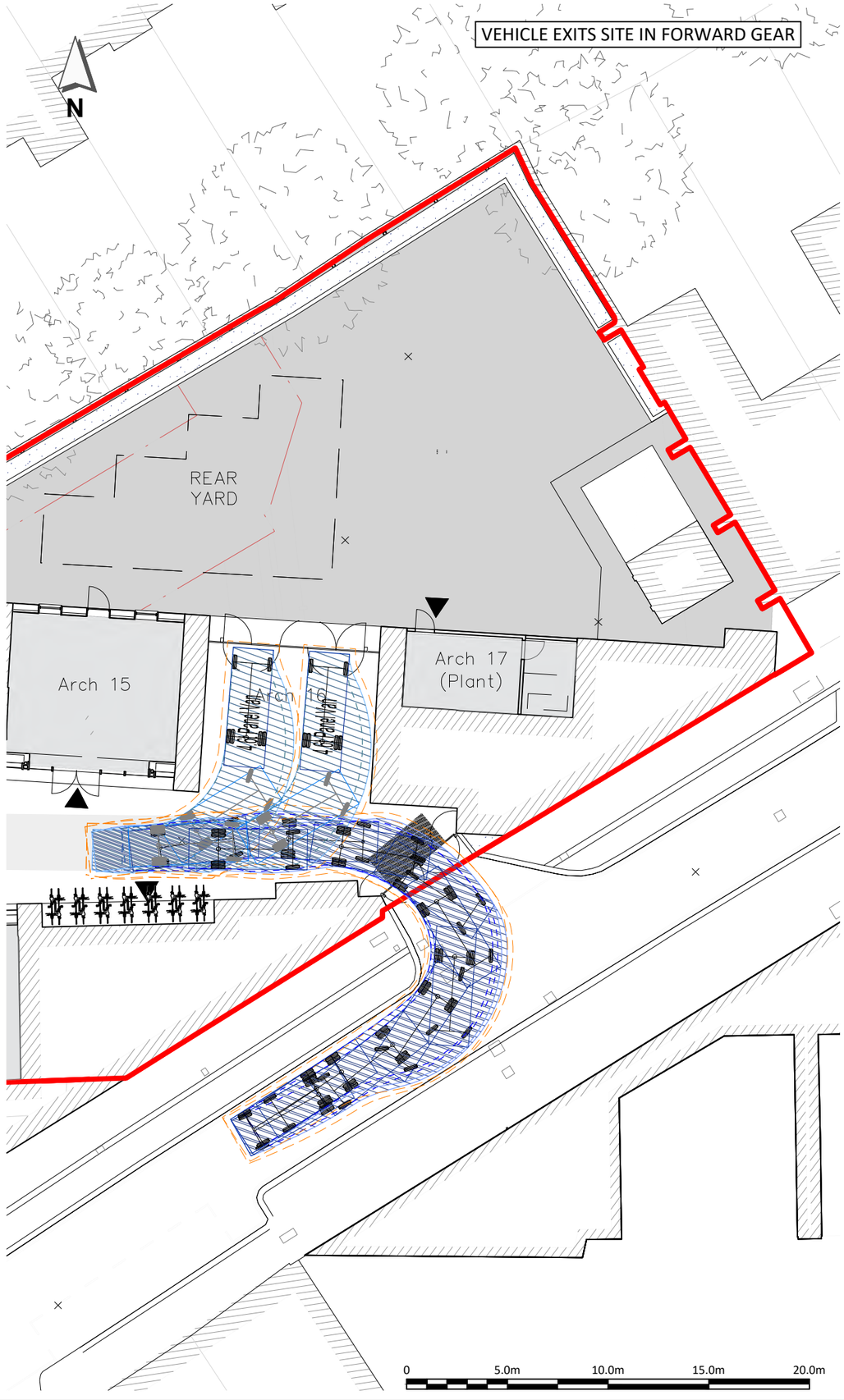
Drawing No. 24295601-STR-HGN-100-DR-D-00104

DATE: 29/07/2022 CAD FILE PATH: I:\24295601\STR\HGN\100\DR\D-00104.dwg 24295601-STR-HGN-100-DR-D-00104 - S0.dwg A4

VEHICLE ENTERS SITE IN FORWARD GEAR



VEHICLE EXITS SITE IN FORWARD GEAR



0 5.0m 10.0m 15.0m 20.0m

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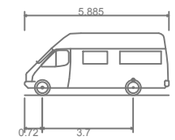

4.6T Panel Van

Overall Length	5.885m
Overall Width	2.000m
Overall Body Height	2.526m
Min Body Ground Clearance	0.299m
Track Width	1.970m
Lock to Lock Time	4.00s
Kerb to Kerb Turning Radius	6.00m

Hatched Body Envelope
500mm Offset Envelope
Wheel Tracks

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P0	29 JUL 22	ORIGINAL ISSUE	CGF	JZC	SJE

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Client: DK-CM

Project Title: KILBURN ARCHES - CAMDEN

Drawing Title: SWEPT PATH ANALYSIS

Status: WORK IN PROGRESS

Size:	Scale:	Suitability	Rev.
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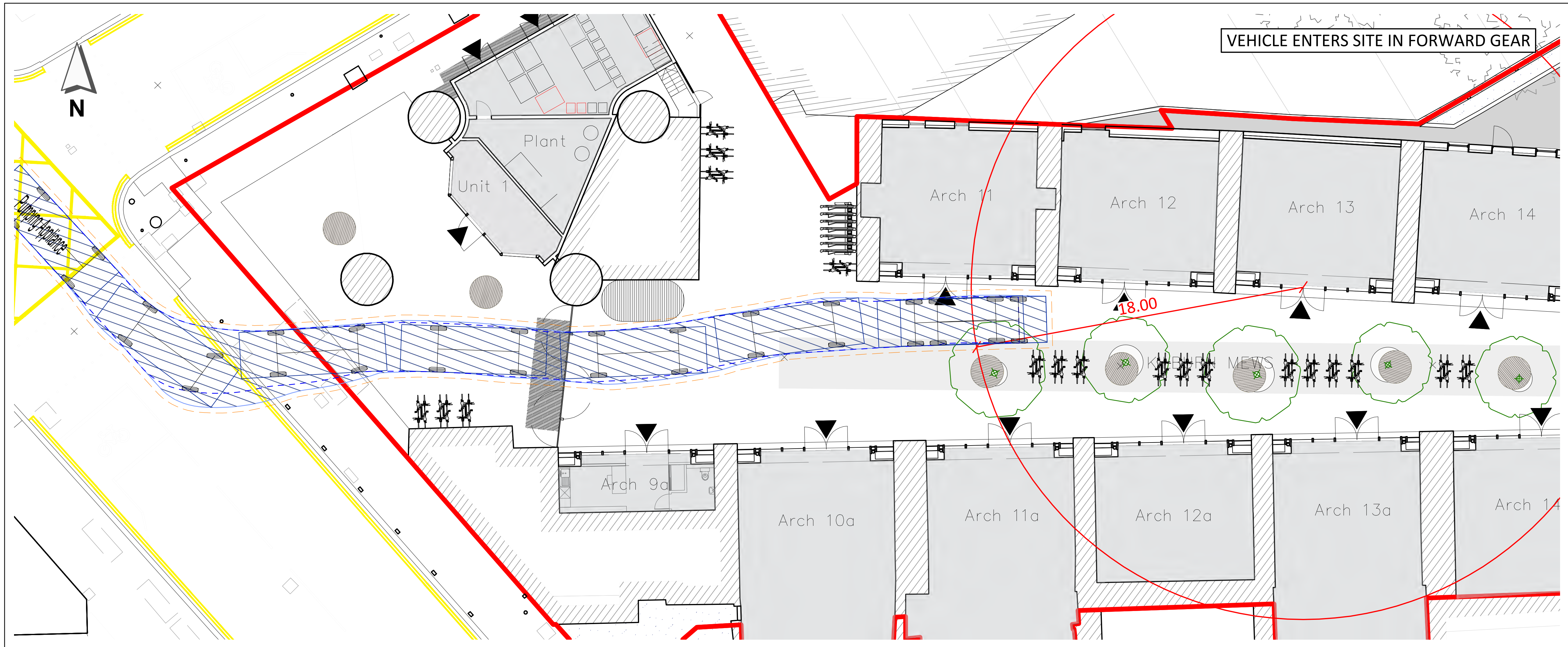

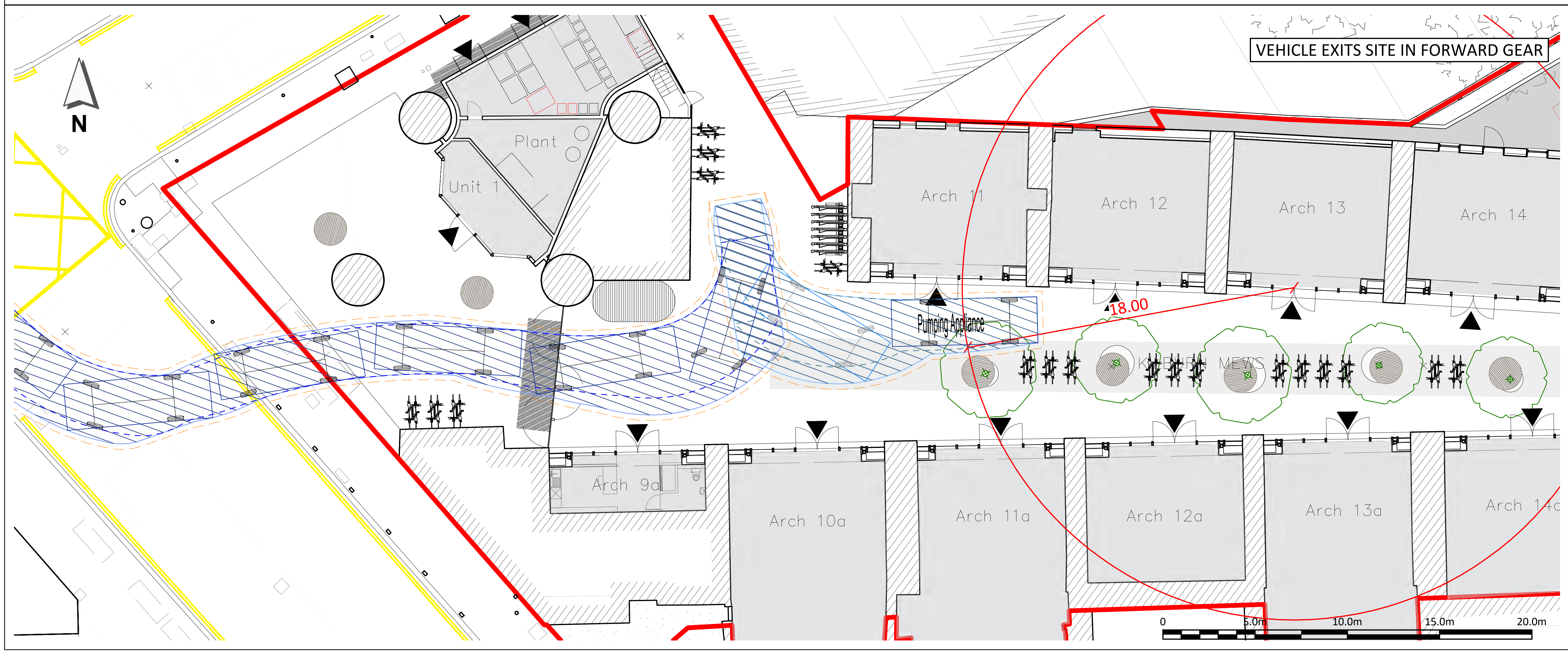

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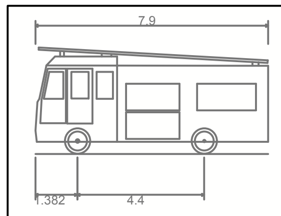

LFB Pumping Appliance

Overall Length	7.900m
Overall Width	2.500m
Overall Body Height	3.300m
Min Body Ground Clearance	0.140m
Track Width	2.500m
Lock to Lock Time	4.00s
Kerb to Kerb Turning Radius	7.750m

Hatched Body Envelope
500mm Offset Envelope
Wheel Tracks

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P0	29 JUL 22	ORIGINAL ISSUE	CGF	JZC	SJE

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Drawing Title: SWEPT PATH ANALYSIS

Status: WORK IN PROGRESS

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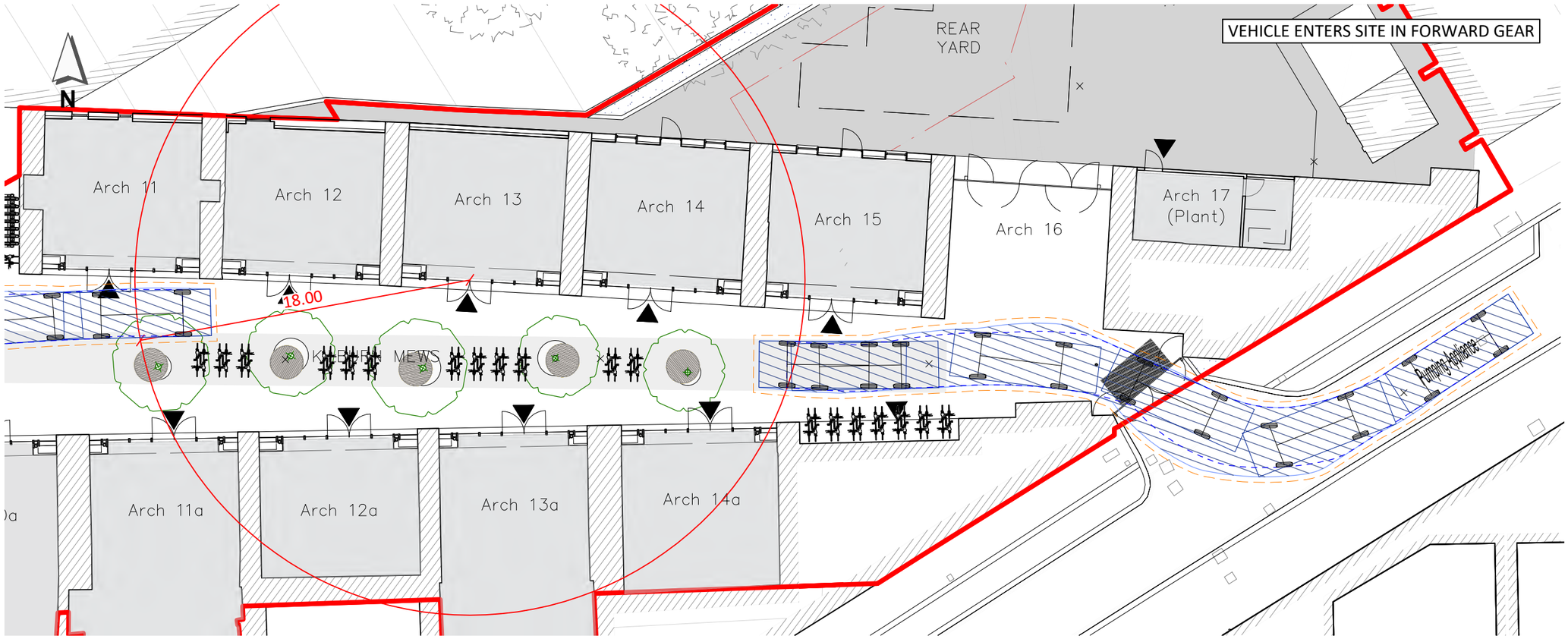

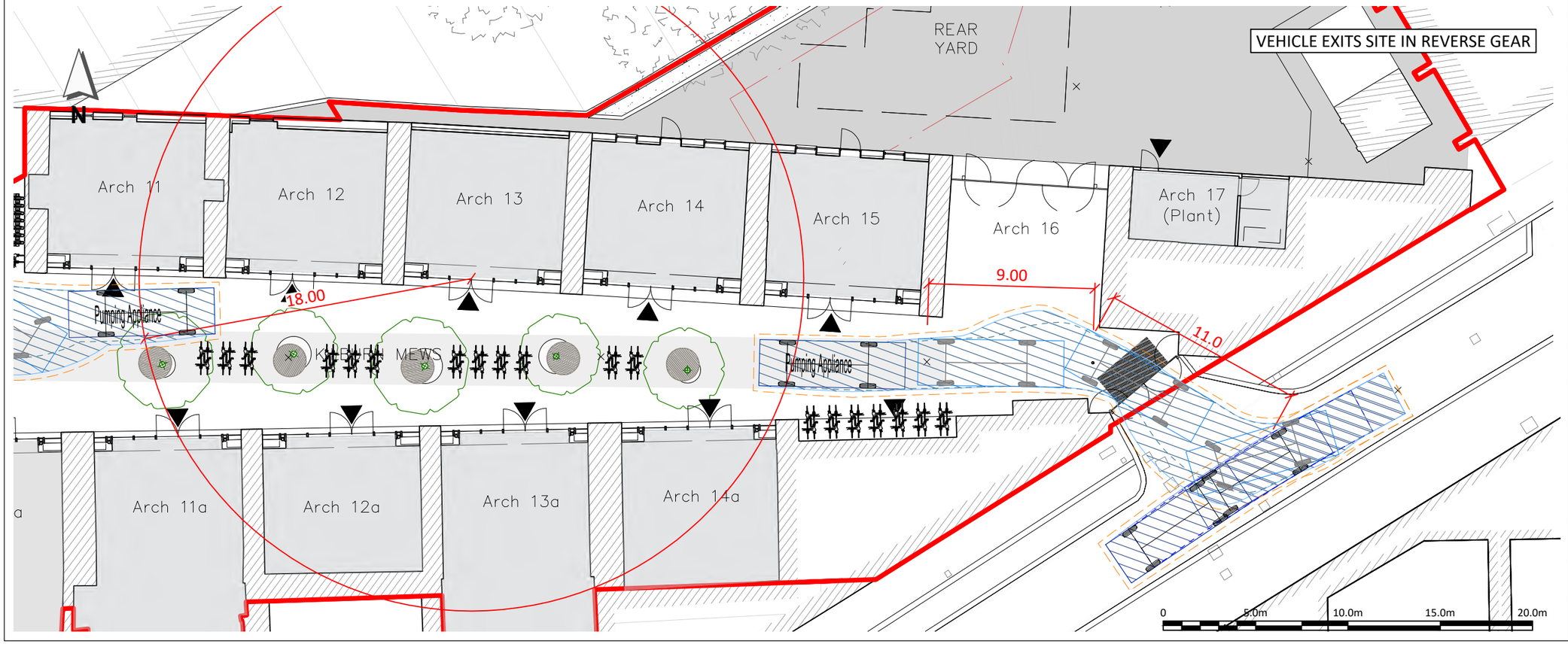

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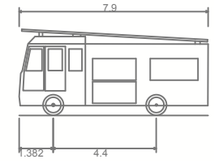

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Hatched Body Envelope
500mm Offset Envelope
Wheel Tracks

REV	DATE	DESCRIPTION	DES	CHK	APP
P0	29 JUL 22	ORIGINAL ISSUE	CGF	JZC	SJE

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Project Title: KILBURN ARCHES - CAMDEN

Drawing Title: SWEPT PATH ANALYSIS

Status: WORK IN PROGRESS

Size:	Scale:	Suitability	Rev.
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Drawing No. 24295601-STR-HGN-100-DR-D-00102

DATE: 29/07/2022 CAD REFERENCE: P:\Projects\247\05A\001\CAD\Drawings\247950 1-STR-HGN-100-DR-D-0001 - D0102

D Outline Delivery & Servicing Plan

Delivery and Servicing Plan
July 2022

Kilburn Mews, Camden

Transport for London
24295601

steer

Delivery and Servicing Plan
July 2022

Kilburn Mews, Camden

Prepared by:

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Prepared for:

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Palestra House
197 Blackfriars Road
London
SE1 8NJ

24295601

Contents

Tables

1 Introduction

Background

1.1 This Delivery and Servicing Plan (DSP) has been prepared by Steer on behalf of Transport for London (TfL), the Applicant to support a planning application for:

"The renovation and utilisation of 12 railway arches in flexible Class E uses, the demolition and reconstruction of two units beneath and adjacent to Metropolitan Railway bridge for utilisation in flexible class E uses, the removal of non-compliant temporary prefab unit at 364 Kilburn High Road and improvements to the public realm including semi-mature trees, permeable re-surfacing, 20sqm rainwater gardens, and 50sqm planters at Kilburn Mews, Kilburn High Street, NW6 2DS."

What is a DSP?

1.2 DSPs provide a framework to better manage all types of freight vehicle movements to and from individual sites. A DSP is essentially the equivalent of a workplace travel plan for freight.

1.3 The London Freight Plan highlights DSPs as one of the four measures to improve freight and servicing in London. The other three measures include the Freight Operator Recognition Scheme (FORS), Construction Logistics Plan (CLP) and Freight Information portal (FIP).

Benefits of DSPs

1.4 The 'Managing Freight Effectively: Delivery and Servicing Plans' document identifies the benefits of DSPs to local authorities and residents, developers and businesses and freight operators. In summary, DSPs will:

- Help developers and local authority planning officials comply with:
  - National Planning Policy Framework (NPPF), which requires the promotion of more sustainable transport choices for moving freight; and
  - The Traffic Management Act, the London Plan and any borough-specific policies, such as road safety and air quality action plans.
- Demonstrate that goods and services can be delivered, and waste removed, in a safe, efficient and environmentally-friendly way.
- Identify deliveries that could be reduced, re-timed or even consolidated, particularly during busy periods.
- Help cut congestion on London's roads and ease pressure on the environment.
- Improve the reliability of deliveries to the site concerned.
- Reduce the operating costs of building occupants and freight companies.
- Reduce the impact of freight activity on local residents.

1.5 The London Freight and Servicing Action Plan (2007) recognises that:

- The improvement of the efficiency of the freight sector will help reduce the environmental and social impacts of freight transport on London, particularly the contribution to climate change.
- Achieving sustainable freight distribution in London will make a real and positive contribution to improving the lives of those who live, work and visit London.
- Road network efficiency will be increased by each traffic authority's response to its Network Management Duty, which will include the reduction of freight vehicle Penalty Charge Notice (PCN) hotspots to improve congestion and help to reduce CO2 emissions.

DSP Objectives

1.6 The overall objective of this DSP is:

'To minimise the impacts of delivery and servicing movements to and from the Proposed Development'

1.7 Supporting the realisation of the above, several sub-objectives have been developed:

- Promoting smarted operations that reduce the need for freight travel overall or that reduce or eliminate trips particularly those in peak periods.
- Encouraging greater use of sustainable freight modes.
- Encouraging use of greener vehicles.
- Managing the ongoing development and delivery of the DSP with future commercial tenants.
- Communication of site servicing/delivery facilities (through dissemination of information to staff and suppliers.)
- Communication of the DSP and its constituent measures to the site occupiers.
- Encouraging the most efficient use of freight vehicles and servicing/deliveries.

DSP Structure

1.8 This DSP structure is divided into the following chapters:

- **Chapter 1**: Introduction;
- **Chapter 2**: Policy context;
- **Chapter 3**: Servicing and delivery trips;
- **Chapter 4**: Access arrangements and management protocol;
- **Chapter 5**: Encouraging sustainable deliveries;
- **Chapter 6**: DSP strategy; and
- **Chapter 7**: Conclusions.

1.9 This DSP has been prepared in accordance with best practice guidance.

2 Policy Context

Introduction

2.1 This DSP has been prepared in the context of the national, regional and local DSP related policy and guidance listed below.

National Policy and Guidance

- BS:5906 Waste Management in Buildings - Code of Practice (2005)
- Designing for Deliveries, Freight Transport Association (2006)

Regional Policy and Guidance

- The London Plan (2021)
- The Mayor's Transport Strategy (2018)
- The London Freight and Servicing Action Plan (2019)
- Freight Operator Recognition Scheme (FORS)
- Managing Freight Effectively: Delivery and Servicing Plans (DSPs)
- Freight Information Portal (FIP)

Local Policy and Guidance

- LB Camden Local Plan (2017)
- LB Camden Planning Guidance – Transport (2021)

3 Servicing Forecasts

Servicing/Delivery Trip Generation

3.1 Steer holds a substantial database of servicing and delivery information from a range of developments across London. Trip rates provided by this database, as well as preliminary forecasts based on the schedule of accommodation are outlined in **Table 3.1**. Cafés and restaurants have been extracted as the highest trip generators within Class E to provide a worst-case scenario, in practice the Proposed Development will likely have a lower trip generation.

Table 3.1: Expected Daily Delivery / Servicing Trip Generation

Use Class	Daily Trip Rate per 100 sqm	Floor Area	Total Daily Trips
Cafés and Restaurants	2.00	994.1	**20**

3.2 Based on the design proposals, the Proposed Development will result in 20 two-way trips per day, or circa 2 two way trips during the peak hours.

3.3 Assuming dwell times of 15 mins for cars vans 10% of the daily trips arrive during the peak period, the servicing area can comfortably accommodate the forecast demand.

3.4 This impact of servicing activity on the local highway network in terms of trip generation is assessed within the following Chapter.

4 Access Arrangements & Management Protocol

General

4.1 This chapter provides details on the access arrangements for the proposed development with specific regard to servicing and delivery vehicles. Further detail is provided within the accompanying Transport Assessment (TA).

Proposed Servicing Vehicular Access

4.2 Vehicular tracking of the servicing access route to/from the Development is provided within the accompanying TA. There are dedicated loading/delivery bays in Arch 16, accessed from Loveridge Road, enabling vehicles to enter and exit the public highway in forward gear.

4.3 The loading area will not be used as a holding, storage or parking area for any prolonged periods of time. The on-site management team will log each delivery that occurs within the loading facility. The information to be recorded will be:

- Time of delivery;
- Originator;
- Carrier;
- Consignee;
- Mode and type of transport (vehicle classification); and
- Description of the goods received (type and size).

4.4 This information will be reviewed regularly for opportunities to improve efficiencies by consolidation of deliveries of re-timing deliveries to spread demand.

5 Encouraging Sustainable Deliveries

DSP Measures

5.1 **Table 5.1** overleaf details the DSP measures, the benefits they offer, the timescale for their implementation and responsibility to take them forward. The measures aim to achieve the DSP sub-objectives and minimise the impact of the servicing and deliveries forecast for the proposed development.

5.2 The DSP measures for the proposed development need to be developed once the needs of the development have been identified through the servicing / delivery surveys. However, at this stage it is expected that during its development the DSP will consider a combination of the measures (but not exclusively) within **Table 5.1**.

DSP Targets

5.3 Once the commercial tenants are finalised and servicing and delivery surveys have been undertaken, targets can be developed for the full DSP, within six months of occupation. Examples of targets that could be developed include:

- Minimising servicing and delivery trips to be undertaken during the AM and PM peak hours (08:00 – 09:00 and 17:00 – 18:00).
- Minimising servicing and deliveries to be undertaken during the night-time period (23:00 – 06:00) to prevent disturbance to nearby residential properties.
- Specifying a maximum number of servicing and deliveries to encourage the consolidation of trips to the site.
- All, or a specific proportion, of servicing and delivery companies used, to be a member of FORS.
- Specific percentage of the proposed development servicing and delivery vehicles to be ‘green’ vehicles.

Table 5.1: DSP Measures for Kilburn Arches

Measure	Description	Benefit	Timescale for Implementation	Responsibility
Management of the DSP				
Adoption of the DSP	'Buy in' from the tenants will be vital to ensure that the DSP is an active, living document.	The involvement of the tenants will mean that more policies could be implemented and better results could be delivered.	Prior to occupation or when the occupiers are confirmed.	The Applicant.
Assign responsibility of DSP to the Travel Plan Co-ordinator	To be responsible for managing the ongoing development, delivery and promotion of the DSP.	This will ensure that the DSP is taken forward and results are delivered.	Prior to occupation or when the occupiers are confirmed.	The Applicant.
Travel Surveys	Servicing and Delivery surveys.	This will inform the future development of the DSP and inform progress reports for tenants.	Within six months of occupation and 3rd and 5th years.	TPC
Raise awareness and promote DSP initiatives	Site information, website, steering group and/or meetings.	To encourage sustainable freight to and from the site.	Upon to occupation and on-going.	TPC
Service Vehicle Access				
Access routes for servicing and deliveries	Provide sufficient space and clear and uncongested routes for waste collection and goods delivery / collection.	Minimise localised congestion and ensure that there are no access issues.	This will be implemented when the proposed development is built.	The Applicant.

Measure	Description	Benefit	Timescale for Implementation	Responsibility
Reducing Servicing and Delivery Trips				
Couriers	A smart courier policy could reduce the number of motorised vehicle trips to, from and around the site.	Using cycle couriers where appropriate could reduce the number of motorised vehicle trips to, from and around the site, cut congestion and reduce pollution and carbon emissions.	Within first year of occupation.	TPC
Use of local sources/suppliers	Encourage tenants to source items locally, or from the same supplier.	To reduce the number of deliveries required.	Within first year of occupation.	TPC
Servicing and Delivery Operations				
Site information	Publish details of preferred servicing/delivery arrangements and procedures to tenants indicating: • suitable locations to use related to types of goods being delivered / waste collection; • best times for deliveries; • delivery locations; • 'best practice' suppliers /couriers; • delivery schedule for each tenant.	Encourage deliveries out of busy (peak) times and use 'best practice' companies. To ensure waste collections/deliveries are efficient and spend a minimal amount of time at the site to ensure minimal impact on traffic operations.	Upon occupation.	TPC

Measure	Description	Benefit	Timescale for Implementation	Responsibility
FORS	Priority given to use of companies who are FORS members and encourage companies to sign-up to FORS scheme.	FORS offers incentives to members to increase the sustainability of freight movements including training/vehicle maintenance and fleet management to improve safety/fuel efficiency and reducing CO2 emissions.	Within six months of occupation and on-going.	TPC
Vehicle Booking and Management System	Produce a delivery and servicing schedule to set out how and when vehicles access the site. It will encourage off-peak servicing and the consolidation of servicing and deliveries.	Implementing a delivery and servicing schedule will ensure that access routes, delivery and waiting areas are used efficiently and congestion is minimised.	Within first year of occupation.	TPC

6 DSP Strategy

Management of the DSP

6.1 The DSP will be implemented upon first occupation of the site and will be developed into a full DSP within seven months of occupation, after the baseline surveys (within six months of occupation).

6.2 The Applicant will work with the tenants to ensure the DSP is implemented and developed over time. The management of the DSP will be the responsibility of the Travel Plan Co-ordinator. It will also be their responsibility to draw up a delivery schedule as this will be tenant specific and could easily change over time.

6.3 The DSP will be managed through the support of each individual tenants within the development. This will help ensure that the DSP is taken forward effectively and will feedback to senior management to ensure continued support and resources for the DSP.

Raising Awareness

6.4 It will be important to inform the occupiers about this DSP including:

- What is a DSP?;
- The importance of DSPs and freight movements and their impacts; and
- What the tenants can do to help encourage the use of sustainable freight to and from the site.

6.5 This will help to bring the tenants on board and be supportive of the DSP.

6.6 To increase awareness of the DSP, relevant staff and most importantly suppliers will be given information on the DSP and encouraged to use sustainable freight to and from the site.

6.7 It is essential that relevant employees working at the site and suppliers are involved in the implementation and development of the DSP. The servicing / delivery surveys will contribute to raising awareness at the outset. It will also allow staff and suppliers to have an input into the on-going development of the DSP.

Review and Monitoring

6.8 It is proposed that the DSP is reviewed and monitored according to the below schedule.

6.9 The first stage of the monitoring and review programme will be to undertake comprehensive servicing / delivery surveys. The surveys are expected to be undertaken within six months of site occupation.

6.10 The DSP will have a timescale of at least five years. The document will be regularly monitored and reviewed to ensure that the document reflects the changing requirements of the development and is up to date with servicing / delivery options available.

6.11 The DSP development will be the responsibility of the Travel Plan Co-ordinator who will be identified prior to occupation.

6.12 **Table 6.1** below sets out programme for monitoring and review of the DSP.

Table 6.1: Programme of Monitoring and Review

Action	Timescale
Baseline delivery travel surveys	Within six months of occupation or at 75% occupancy
Produce a full DSP	Within seven months of occupation
Future servicing and delivery surveys	3rd and 5th Year
Feedback to the tenants	Following monitoring meetings
Undertake comprehensive strategic review of all aspects of the DSP (including the objectives, targets, the action plan and the monitoring programme)	Six months, 3rd and 5th Year

Development of the DSP

6.13 It is envisaged that an interim DSP will be secured and developed through an appropriate planning condition following planning approval. This will be developed further into a Full DSP once the occupiers of the Proposed Development are known and baseline surveys have been carried out.

7 Conclusions

Summary

7.1 This DSP has been prepared by Steer in support of a planning application for:

"The renovation and utilisation of 12 railway arches in flexible Class E uses, the demolition and reconstruction of two units beneath and adjacent to Metropolitan Railway bridge for utilisation in flexible class E uses, the removal of non-compliant temporary prefab unit at 364 Kilburn High Road and improvements to the public realm including semi-mature trees, permeable re-surfacing, 20sqm rainwater gardens, and 50sqm planters at Kilburn Mews, Kilburn High Street, NW6 2DS."

7.2 The future delivery and servicing demands have been estimated and the report demonstrates these can be sufficiently met without detriment to the local highway network.

7.3 A toolkit of measures is proposed to be taken forward as the DSP evolves over time in order to encourage sustainable freight movements to / from the site and to reduce unnecessary servicing and delivery trips, particularly during peak times. The Travel Plan Co-ordinator will be responsible for creating a delivery schedule once the commercial tenants have occupied the various land uses, and targets will be developed following occupation.

7.4 The report demonstrates the commitment by the Applicant to encourage sustainable modes of freight travel to and from the proposed redevelopment in the future.

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E Framework Travel Plan

Framework Travel Plan
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Contents

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1 Introduction

Background

1.1 This Framework Travel Plan (FTP) has been prepared by Steer on behalf of Transport for London (TfL), the Applicant to support a planning application for:

"The renovation and utilisation of 12 railway arches in flexible Class E uses, the demolition and reconstruction of two units beneath and adjacent to Metropolitan Railway bridge for utilisation in flexible class E uses, the removal of non-compliant temporary prefab unit at 364 Kilburn High Road and improvements to the public realm including semi-mature trees, permeable re-surfacing, 20sqm rainwater gardens, and 50sqm planters at Kilburn Mews, Kilburn High Street, NW6 2DS."

Travel Plan Context and Scope

1.2 This FTP considers all aspects of travel behaviour to, from and within the Site, for:

- Staff Travel;
- Visitor Travel; and
- Servicing and Deliveries

1.3 This FTP is a 'living' document and, as such, will be actively promoted, reviewed and updated over time. This FTP provides the basis for sustainable travel prior to and following occupation of the Site. The FTP will assist with the long-term management strategy for the sustainable movement of both people and goods to the Site. A key focus of this will be to encourage walking, cycling and public transport use as an alternative to car.

1.4 This FTP includes proposed interim measures which, in accordance with TfL's Travel Planning Guidance, will be developed further and updated by the Travel Plan Coordinator (TPC) once the development has been occupied and baseline surveys have been undertaken.

1.5 The Applicant will appoint a TPC who will work with the tenants on travel matters. The TPC will work with the Applicant to update the interim travel plan targets following the completion of baseline surveys (within six months of full occupation).

1.6 The TPC will aim to promote the FTP which focuses on:

- Improving the accessibility of the Site for all potential users.
- Increasing travel options to and from the Site and encouraging the use of more sustainable modes of travel such as walking, cycling and public transport (as an alternative to car use).
- Improving the health and well-being of the Site's users through encouraging active travel (walking and cycling) and reducing air and noise pollution.
- Reducing the demand for car parking.
- Helping to achieve local and regional policy sustainable transport targets and objectives.

1.7 The Developer recognises the value of sustainable travel, including deliveries and servicing, and the importance of producing TPs.

Travel Plan Structure

1.8 This FTP is divided into seven chapters as follows:

- **Chapter 1**: Introduction
- **Chapter 2**: Policy and Guidance Context
- **Chapter 3**: Baseline Travel Surveys
- **Chapter 4**: Objectives and Targets
- **Chapter 5**: Travel Plan Management
- **Chapter 6**: Measures and Action Plan
- **Chapter 7**: Monitoring and Review

2 Policy and Guidance

2.1 This FTP has been prepared in accordance with the following national, regional and local policies and best practice guidance that are relevant to the Proposed Development:

National Policy and Guidance

- National Planning Policy Framework (2021)
- National Planning Practice Guidance (2014)
- Good Practice Guidelines: Delivering Travel Plans through the Planning Process (2009)
- Smarter Choices - Changing the Way We Travel (2004)

Regional Policy and Guidance

- The London Plan (2021)
- Mayor's Transport Strategy (2018)
- Travel Planning for New Development in London (2013)

Local Policy

- LB Camden Local Plan (2017)
- LB Camden Planning Guidance – Transport (2021)

3 Baseline Travel Data

Travel Surveys

3.1 Baseline travel survey will be undertaken by the TPC within six months of first occupation of the Site. A comprehensive baseline survey is proposed to inform the Development of this FTP and assist in determining any beneficial site-specific measures to reduce vehicle use to/from the Site and encourage sustainable travel modes.

3.2 The survey will be undertaken during the main operational hours of the Site on a single typical day. The survey will include a questionnaire, capturing the main mode of travel to and from the development, to inform the FTP and set appropriate targets.

3.3 The results of the on-site survey will help to determine why people travel a certain way and will identify potential additional measures that will encourage use of sustainable modes, such as walking and cycling. To gain an insight into travel characteristics and attitudes, the users survey will identify the following key topics:

- Mode of travel, reasons why and emissions data analysis;
- Where staff and visitors travel from;
- Staff and visitors' travel requirements;
- Flexible working arrangements;
- What improvements can be made to the current main mode of travel;
- What would encourage people to walk/cycle to work;
- What prevents people walking/cycling to work;
- What facilities/initiatives are people aware of;
- What facilities/initiatives would people use; and
- Personal travel data during the day.

3.4 Results of the travel survey will be collated and analysed to identify relevant FTP measures for the Site. Modal share figures derived from the surveys will be used to review and set targets for the future, contributing to the overall success of the FTP.

3.5 The surveys proposed in this chapter will allow a better understanding of the specific travel characteristics for the Site. Upon completion of these surveys, a baseline of existing travel behaviour can be established. The data will inform the development and refinement of further site-specific measures to ensure the sustainability of movements is maximised.

4 Objectives and Targets

4.1 This chapter outlines the overarching 'Objectives' and 'Targets' of the FTP. The objectives are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic, and Time-bound) targets so that progress towards achieving them can be measured.

Objectives

4.2 The objective of this FTP is:

> "To facilitate the sustainable movement of staff, visitors and goods to and from the Proposed Development."

4.3 To support the realisation of this overarching objective, several sub-objectives have been set:

- Ensure the Site is accessible to all and that the needs of vulnerable groups, e.g. those with mobility impairments.
- Promote walking and cycling as an alternative to public transport use.
- Increase awareness of FTP and its constituent measures.
- Encourage the most efficient use of servicing vehicles.
- Promote smarter working practices that reduce the need to travel overall or in the peak periods.
- Encourage staff to use sustainable transport modes to access the Site, particularly walking and cycling.
- Encourage visitors to travel to the Site by more sustainable modes of transport.
- Encourage the use of cycle parking and associated facilities on Site.
- Improve the safety of persons travelling to and from the Development on foot or by cycle.
- Improve the health of staff and minimise the impacts on the environment.

4.4 These objectives support the principles of the London Plan (2021) and the Mayor's Transport Strategy (2018) to reduce vehicle emissions and increase walking and cycling trips.

Targets

4.5 As previously noted, comprehensive staff and visitor travel surveys will be conducted for the Site. The survey will allow a better understanding of the specific travel characteristics for all site users alongside servicing movements.

4.6 The results of the baseline surveys will be used to set specific targets as a means of measuring the achievement of the objectives. It is envisaged that the Site will update their Travel Plan as the Development comes forward.

4.7 Interim mode share targets based on the forecast mode share for the Site have been identified for the 3rd and 5th years. The initial targets have been developed to encourage sustainable modes of transport particularly active travel. Following the baseline surveys, the targets will be re-assessed in discussion with LBC in due course.

Table 4.1: Interim Mode Share Targets

Mode	Forecast	3rd Year Target	5th Year Target
Underground, metro, light rail or tram	40%	38%	36%
Train	33%	31%	29%
Bus, minibus or coach	13%	12%	11%
Bicycle	6%	8%	10%
On foot	8%	11%	14%
Total	100%	100%	100%

Other Targets

4.8 Beyond the proposed mode share targets above, a number of additional preliminary targets that could be implemented by the individual tenants are outlined in **Table 4.2**.

Table 4.2: Other Potential Travel Plan Targets

Target	3rd Year Target	5th Year Target
Percentage of staff given the opportunity to take part in cycle training	100%	All new staff
Staff to have access to the Government's Cycle to Work Scheme	100%	100%
Reduction in business mileage	Reduction of 5%	Reduction of 10%
Units to be equipped with facilities for telephone and business conferencing	100%	100%
Employers providing the opportunity for public transport season ticket loans	90%	100%

5 Travel Plan Management

Travel Plan Delivery

5.1 Effective management of the FTP combined with clearly defined roles and responsibilities, is recognised as being fundamental to achieving the overarching and tenant-specific objectives.

Framework Travel Plan

5.2 The Developer will appoint a Site-Wide TPC to oversee the development. The TPC's responsibilities will include:

- Obtaining and maintaining commitment and support from staff.
- Implementing an effective marketing campaign of the TP and its measures for staff and Site visitors.
- Liaison with LBC's Travel Plan officer.
- Giving advice and information on transport-related subjects to staff.
- Setting up and facilitating internal meetings.
- Coordinating the necessary data collection exercises, events and monitoring the programme of the TP.

Securing and Funding the Travel Plan

5.3 A series of sustainable transport measures will be implemented as part of the Development, demonstrating the commitment to this FTP by the Developer. Subject to viability, the Developer will ensure that suitable funding and a sufficient budget for the FTP is provided. This will ensure future commitment and on-going monitoring and review.

Partnership and Collaborative Working

5.4 The TPC will take the lead in the delivery of the FTP and will also be responsible for ensuring coordination with other key stakeholders.

Travel Plan Awareness and Monitoring

5.5 The success of the FTP is dependent on implementation of an effective marketing strategy which will be progressed by the TPC with help from the Developer. To increase awareness of the TP, staff and visitors pre-arrival will be given information on the sustainable ways to travel to and from the Site within the local area.

5.6 The travel surveys and pre-survey marketing will contribute towards raising awareness at the outset. The TPC will also work to progress a marketing strategy. Whilst this will be subject to further discussions and agreement with LBC, this is likely to include:

- the provision of local transport information on a website.
- the information on the car club locations in the vicinity of the Site.
- an annual review of all marketing information with materials updated as appropriate.

Initiatives to Encourage Sustainable Travel

5.7 The Action Plan in **Chapter 6** details the specific measures that are to be pursued in relation to encouraging more sustainable travel patterns such as greater use of cycling, walking, public transport for both staff and Site visitors.

Efficient Use of Private Vehicles

5.1 The FTP will encourage staff and visitors to make informed decisions about how they travel, encouraging the use of sustainable and active travel options.

5.2 In addition, this FTP advocates good access for servicing, deliveries and emergency services, to avoid congestion and minimise safety risk in and around the Development.

Car Club Use

5.3 Car clubs provide the convenience of using a vehicle without having to pay for upkeep, licensing, insurance, or residents' parking charges. Not only do car clubs help to ease parking problems they also help reduce CO2 emissions. Local car clubs will be promoted to staff as a viable alternative to using a private vehicle.

Visitor Travel

5.4 Visitors will be able to access guidance online on how to reach the Site by sustainable modes of transport so that they can make an informed decision.

Smarter Working Practices

5.5 This FTP advocates the use of 'smarter working practices' for staff, where possible, as a means of reducing the total number of trips made, including:

- Use of technology in place of face-to-face meetings (i.e. tele- and video conferencing) that might occur during the working day.
- Use of technology to enable staff to remotely and have access to the same information as other employees (i.e. remote access to the necessary computer networks).

Management Challenges

5.6 Each unit will likely have different types of staff, visitor and servicing requirements. It is important that the TPC recognises these challenges and adapt measures to suit the businesses. For example, where possible, shifts should be formalised and those working outside normal working hours are still well informed on travel options and safe walking and cycling routes.

6 Measures and Action Plan

6.1 This chapter details the measures that have been set for the FTP. These measures relate to initiatives that will be introduced to achieve the targets set. At this stage, measures are proposed as 'interim' as the TPC alongside tenants will need to develop and prioritise their own measures which relate directly to the needs of the business.

Action Plan

6.2 An action plan is provided in **Table 6.1** overleaf, which lists potential measures that could be implemented depending on the outcome of the baseline travel survey, including a timescale and responsibility.

Table 6.1: Action Plan

Measure	Initiative	Timescale for Implementation	Targeted at	Responsibility
Managing the on-going development and delivery of the FTP				
Appoint Travel Plan Coordinator (TPC)	A TPC will be responsible for managing the on-going development, delivery and promotion of the Travel Plan.	Prior to occupation	Tenants	The Developer
Staff and Visitor Travel Surveys	Monitor effect of FTP on method of travel to work.	Upon occupation and on-going	Staff/Visitors	TPC
Increasing awareness of the FTP and Full FTPs				
Site information	TPC to provide information to staff and visiting visitors on access arrangements, walking, cycling and public transport services. This should include maps and website links to real-time journey information.	Upon occupation	Staff/Visitors	TPC
Health and financial benefits	Inform staff of the health and financial benefits of walking and cycling through company websites and intranets or with promotional material. Information will include the location of safe walking and cycling routes, walk and cycle distances, and times and tax-efficient cycle purchase schemes.	From the date of first occupation and on-going for following five-year period.	Staff	TPC
Induction / Welcome Packs	Provision of induction/ welcome packs to staff.	Following occupation and on staff induction days	Staff	TPC
Personalised Journey Planning	The TPC to promote sustainable travel to staff.	Following occupation and on staff induction days	Staff	TPC
Travel information boards	To provide travel information boards within the Site to include up-to-date transport information on walking, cycling, public transport including maps, website links, real-time journey information, etc.	Upon occupation	Staff/Visitors	TPC

Measure	Initiative	Timescale for Implementation	Targeted at	Responsibility
Encouraging walking and cycling				
Cycle parking and facilities	To provide secure long-stay cycle parking spaces and short-stay visitor spaces in accordance with London Plan (2021) standards.	Before occupation	Staff/Visitors	The Developer
Monitoring of cycle parking	Monitor the use of the cycle parking to ensure there is sufficient provision to meet demand.	Annually	Staff/Visitors	TPC
Cycle training	TPC to inform and encourage the occupiers to attend cycle training courses and distribute information on cycle maintenance training courses.	Within first two years of occupation	Staff	TPC
Cycle Schemes	To provide a cycle-to-work scheme and/or a cycle club/loan initiative to make cycles affordable and accessible to all.	Upon occupation and ongoing	Staff	The Developer
Encouraging the best use of cars and sustainable freight travel				
Car Club	Provide information on the car clubs operating in the area and their locations.	Upon occupation and ongoing	Staff/Visitors	TPC
Annual/regular promotional events	TPC to hold promotional events that coincide with other events such as Car Free Day.	From the date of first occupation and on-going for following five-year period	Staff	TPC
Delivery and Servicing Plan	Ensure the FTP/DSP achieves common targets for reducing and managing deliveries/ servicing efficiently.	Prior to occupation and ongoing	Tenant	TPC
Out-of-Hours Servicing and Deliveries	Encourage servicing and deliveries to take place outside of network peak periods.	Following occupation of the tenant	Tenant	TPC
Couriers	Encourage use of servicing and delivery companies who are FORS members or provide cycle couriers where/when possible.	Following occupation of the tenant	Tenant	TPC

Measure	Initiative	Timescale for Implementation	Targeted at	Responsibility
Tenant Handbooks	Ensure the tenant is provided with a 'Tenant Handbook', which will set out the policies and procedures for the Site and will include details of servicing and delivery processes and procedures that must be adhered to.	Prior to occupation of each tenant /once tenants are known	Developer	TPC
Use of local sources/suppliers	Encourage the tenant to source items locally, or from the same supplier, to reduce the number of delivery vehicle trips.	Within one year of occupation of each tenant	Tenant	TPC
Vehicle Booking and Management System	Produce a delivery and servicing schedule to outline the most appropriate times for servicing vehicle movements. This is to ensure efficiency of the servicing hub operations and ensure multiple vehicles do not arrive at the same time.	To be operational from occupation.	Tenant	TPC
Promoting smarter working and living practices				
Tele- and Video Conferencing	Promote the use of tele- and video conferencing in place of face-to-face meetings.	Upon occupation and ongoing	Staff	Tenant TPC
Working from home/ remote working	Enable staff to work from home/remotely and have access to the same information as in the office.	Upon occupation and ongoing	Staff	Tenant TP

7 Monitoring and Review

Monitoring Programme

7.1 This FTP is part of a continuous process requiring monitoring, reviewing and revising to ensure it remains relevant. This chapter sets out the proposals for monitoring and reviewing the FTP.

7.2 The purpose of the monitoring and review process is to assess the overall progress in achieving objectives and targets but also, if possible, to see the impact of measures and thus decide whether to continue them. Monitoring can also prove a useful way to raise awareness.

7.3 **Table 7.1** provides the plans and timescales for the development, monitoring and review of the Site Travel Plan moving forward.

Table 7.1: Plans and Timescales for Monitoring

Action	Timescale
Baseline staff travel survey	Within six months of occupation.
Tenants to produce updated TP using the most recent travel survey data available	Following baseline surveys.
Future travel surveys	On 3rd and 5th year anniversaries from the date of occupation.
Feedback to staff	Every six months
Undertake comprehensive strategic review of all aspects of the FTP (objectives, targets, action plan and monitoring programme) and make relevant updates.	Following six-month, 3rd and 5th year travel surveys.

Travel Surveys

7.4 The monitoring programme will begin with a baseline survey of staff and Site visitors. The surveys will be promoted by the TPC to encourage a high response rate within both the staff and visitor surveys.

7.5 Following the baseline surveys, the targets will be reviewed and updated to reflect the actual mode splits. In the 3rd and 5th year, targets will then be reviewed against new surveys.

7.6 If the results of these surveys were to identify that any targets were not being met, a review of the outcomes will be discussed with LBC. Following this process mitigation measures may be identified that will be implemented by the TPC.

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