

3-5 Bedford Row, London

Workplace Travel Plan prepared  
on behalf of FREP 4 (Bedford  
Row) Limited

October 2022

**MILESTONE**  
TRANSPORT PLANNING

## 3-5 Bedford Row, London

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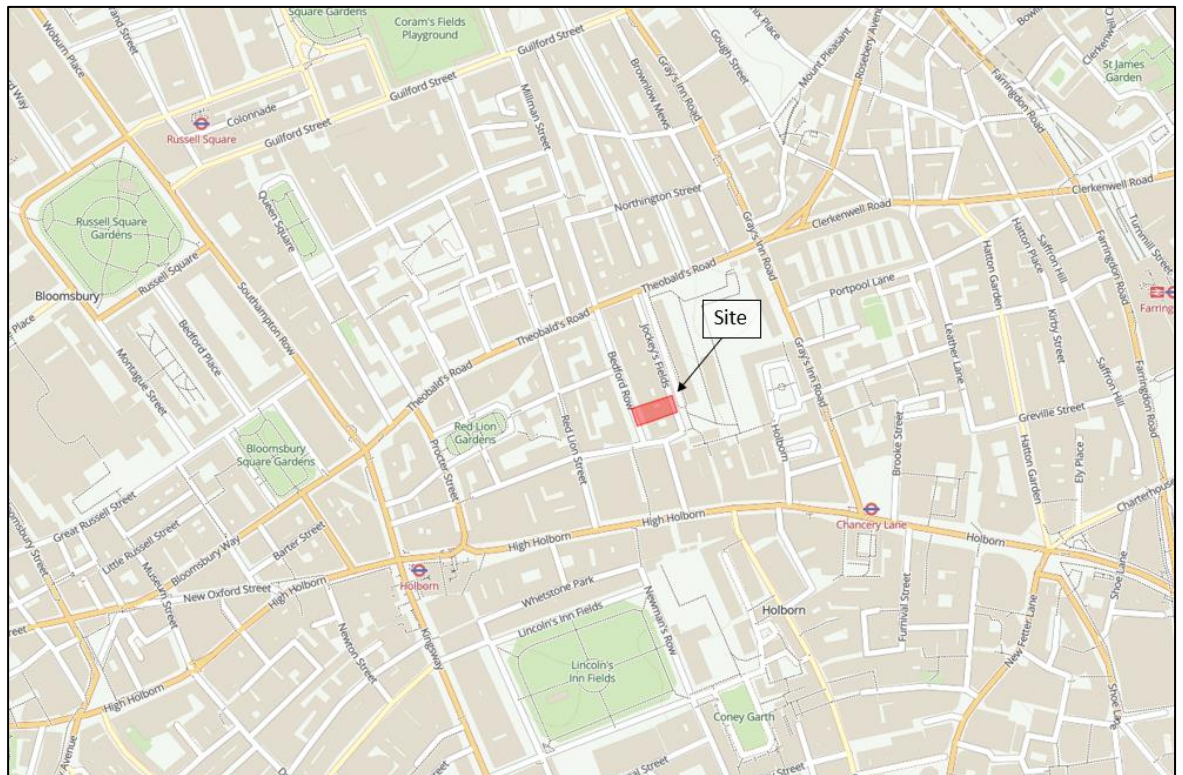


# 1. Introduction & Scope of Travel Plan

1.1 This Workplace Travel Plan (WTP) has been prepared by Milestone Transport Planning (MTP) on behalf of FREP 4 (Bedford Row) Limited for the *“Internal refurbishment of 3-5 Bedford Row and 3-5 Jockey’s Fields for continuing commercial use of the building (Class E), together with external alterations to all elevations, and the erection of roof extensions at fourth, third and second floor levels, roof terraces at levels four and three and basement courtyard garden, green roofs, cycle parking, waste/recycling storage, plant and other associated works.”*

1.2 The location of the site in the context of the surrounding highway and transport network is indicated in Figure 1.

**Figure 1 Site Location**



1.3 The Travel Plan sets out both short and long term strategies for reducing dependence on travel by private car, in particular for those that work within the development. Its objective is to reduce private car mileage in favour of more sustainable modes of travel through the introduction of a package of physical and management measures that will assist travel by more sustainable modes of transport.

## Policy & Travel Planning Guidance Context

1.4 In the preparation of this Travel Plan, reference has been made to National and Local Planning guidance. This includes the National Planning Policy Framework, The London Plan and the London Borough of Camden (LBC) Local Plan.

## National Planning Policy Framework

- 1.5 The original National Planning Policy Framework was published in March 2012 and the latest version was issued in July 2021.
- 1.6 The importance of Travel Plans is recognised in both national, regional and local planning policy. Most notably, the revised NPPF states that *“significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes”*.
- 1.7 Para. 108 goes on to emphasise that sites being considered for development or allocations in development plans should provide appropriate opportunities to promote sustainable transport, deliver safe and suitable site access arrangements and ensure mitigation is provided to offset any significant highways and transport impacts, in terms of capacity, congestion or highway safety.
- 1.8 It is noted within Para. 111 that developments generating ‘significant’ amounts of movement should provide a Travel Plan as part of a planning submission, as well as a Transport Statement or Transport Assessment to fully assess the highways and transport impacts of the proposal.

## London Plan (2021)

- 1.9 The New London Plan was published by the London Greater Authority in March 2021. The document represents a significant shift in approach whereby greater emphasis is placed on ‘Healthy Streets’ and the promotion of new and improved walking, cycling and public transport networks coupled with reducing the demand of vehicles on London’s streets.
- 1.10 Policy T1 ‘Strategic Approach to Transport’ states: -
- *“A – Development Plans and development proposals should support:*
    - 1) the delivery of the Mayor’s strategic target of 80 per cent of all trips in London to be made by foot, cycle or public transport by 2041.
    - 2) the proposed transport schemes set out in Table 10.1.
- 1.11 Of importance, Policy T2 focuses on the Healthy Streets approach and highlights that development proposals should:
- 1) demonstrate how they will deliver improvements that support the ten Healthy Streets Indicators in line with TfL guidance;
  - 2) reduce the dominance of vehicles on London’s streets whether stationary or moving; and
  - 3) be permeable by foot and cycle and connect to local walking and cycling networks as well as public transport.

## Healthy Streets for London (2017)

- 1.12 Healthy Streets for London was published by TfL in 2017, the integrated transport authority responsible for delivering the Mayor’s Strategy and commitments on transport. The Commissioner’s foreword states:

*"The Healthy Streets Approach provides the framework of policies and strategies we will put in place to achieve this. At a street level, direct investment in our walking, cycling and public transport infrastructure is vital to providing a safer, easier, cleaner and more appealing environment for everyone to enjoy."*

- 1.13 The approach uses 10 evidence-based indicators of what makes streets attractive places and is believed to create a much healthier city if all of these targets are worked towards. The indicator relating to walk, cycle and use of public transport states;

*"Walking and cycling are the healthiest and most sustainable ways to travel, either for whole trips or as part of longer journeys on public transport. A successful transport system encourages and enables more people to walk and cycle more often. This will only happen if we reduce the volume and dominance of motor traffic and improve the experience of being on our streets".*

- 1.14 The approach is embedded across the full range of Mayoral policy and strategy documents to ensure it is delivered effectively across the city.

### London Borough of Camden Local Plan (2017)

- 1.15 On 3<sup>rd</sup> July 2017 the Council adopted its Local Plan, replacing the Core Strategy and Camden Development Policies as the basis for planning decisions and future development in Camden.

- 1.16 In respect of Travel Planning, under Policy T1 Prioritising walking, cycling and public transport, paragraph 10.11 states:

*"The Council will therefore seek to ensure that developments contribute to and, where appropriate, provide appropriate links to strategic cycle routes. We will also expect cycle parking to be convenient and secure, so that users of a development are more likely to use bicycles to travel to and from a site"*

- 1.17 Further, paragraph 10.15 outlines the aim for developments to reduce car ownership and therefore lead to reductions in air pollution, "improving the attractiveness of an area for local walking and cycling".

## 2. Travel Plan Aims & Objectives

### Aims

2.1 The aim of this Travel Plan is to affect a reduction in the reliance upon car borne travel for essential and non-essential journeys made by employees to and from the development site. This will reduce the impact of such travel on the local environment as a whole by:

- Minimising travel by private car where practically possible, to achieve fewer trips from the development than would otherwise have been the case;
- Reducing congestion on surrounding roads and effects of development-based traffic on emissions, noise, visual intrusion and road traffic accidents;
- Encouraging the use of alternative methods of travel that minimise the environmental impact on the local residential community through the promotion of safe, viable and efficient modes;
- Raising awareness of environmental issues, especially those which impact on personal health and involve transport matters.

### iTRACE compliancy

2.2 An iTRACE compliant baseline survey will be carried out within 6 months of occupation (following TfL guidance). The baseline survey will be undertaken by an approved Independent Fieldwork Company at the Developer's expense. The modal split captured through the baseline survey will be used for monitoring purposes, whereby the results of future iTRACE surveys will be compared with the results of the initial survey. The Local Authority will be notified when the results of the initial survey will be made available to them.

### Objectives

2.3 The aims of the Travel Plan are supported by four key objectives. The key objectives are:

- The promotion and encouragement of walking as a means of transport in its own right or as part of a journey in conjunction with other modes of transport as well as its health benefits;
- The promotion and encouragement of cycling as a healthy form of private transport;
- The promotion and encouragement of the use of public transport;
- The promotion of the Travel Plan itself and its specific measures as well as providing improved public transport information.



## 3. Development Proposals

### Overview

- 3.1 The development proposal entails the *"Internal refurbishment of 3-5 Bedford Row and 3-5 Jockey's Fields for continuing commercial use of the building (Class E), together with external alterations to all elevations, and the erection of roof extensions at fourth, third and second floor levels, roof terraces at levels four and three and basement courtyard garden, green roofs, cycle parking, waste/recycling storage, plant and other associated works."*

### Proposed Access and Parking Arrangements

- 3.2 Vehicular access directly onto the site will not be provided as part of this development. There will be no car parking provision on-site and therefore no priority spaces for car sharers. On-street parking spaces are available on both sides of the carriageway on Bedford Row, however spaces are resident permit controlled. Parking is also available on Jockey's Fields to the east of the site, with spaces available on one side of the carriageway, also resident permit controlled.
- 3.3 Cycle parking facilities will be provided on site for users of the development. These can be accessed on the eastern side of the site, from Jockey's Fields. A new proposed gate and bike lift will provide access to secure, covered bike storage. Provisions will also be made for electric cycles to charge securely on site. Additionally, showering facilities and lockers will be provided for employees or visitors of the site who travel by cycle.
- 3.4 Pedestrians will access the site via existing footways on Bedford Row and Jockey's Fields, to the western and eastern side of the site respectively.
- 3.5 The access point to the east on Jockey's Fields can be used by site users with physical disabilities as the proposed new bike and bin lift provide access to other floors of the development.
- 3.6 As identified in Section 4 of this Travel Plan, provision of safe crossings points and direct pedestrian / cycle routes with appropriate tactile surfaces, lighting and signposting is abundant in the vicinity of the site. This allows ease of transition for site users, including those with mobility or visual impairment, to local amenities and public transport nodes.
- 3.7 Given that the proposed development can be accessed directly from the local highway network, a dedicated waiting area for public transport services will not be provided. As there will be no highways running through the site, no pedestrian or cycle infrastructure of this nature will be provided. Similarly, there will be no on-site provision for taxi drop-off or waiting areas. It is however noted, as stated in Section 4 of this report, that a taxi rank exists on Bedford Row within 150m of the site.

## 4. Site Accessibility

4.1 Travel behaviour can, to a certain extent, be affected by the extent of infrastructure in place to encourage the use of alternative modes of travel to the car. The following sections consider the extent of public transport, walk and cycle infrastructure in the vicinity of the site.

### Access by Foot & Cycle

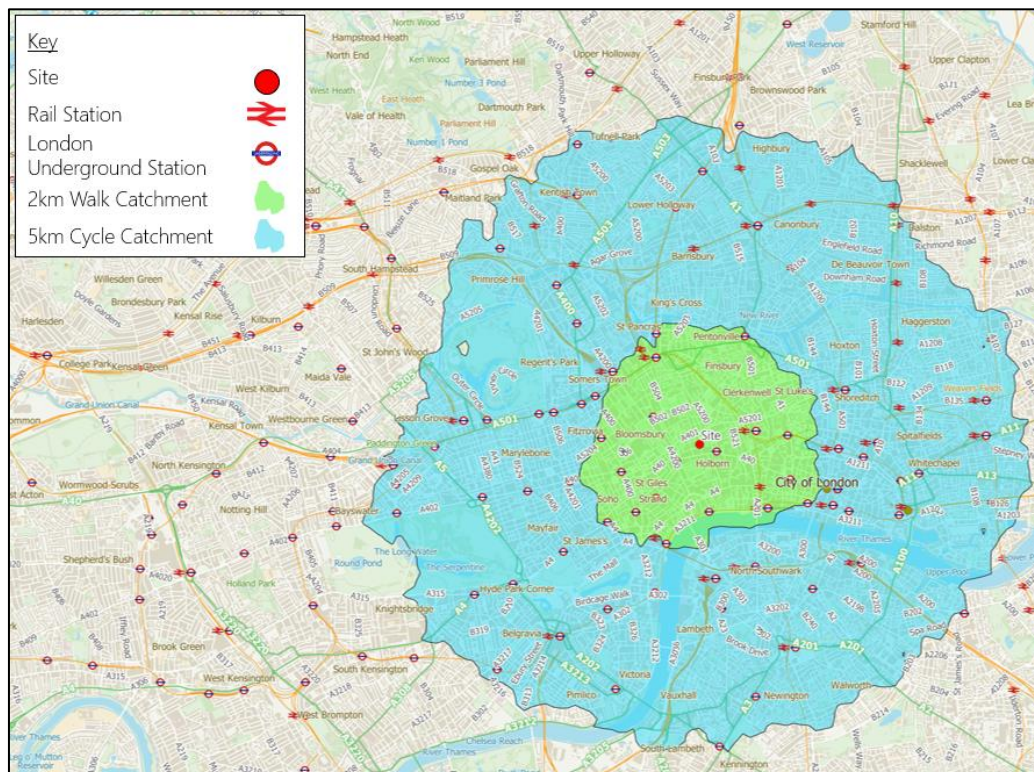
4.2 Due to the site's location within an established urban area, it benefits from a high level of pedestrian infrastructure and well-developed local street network, offering an excellent level of connectivity.

4.3 In the area surrounding the site, pedestrian footways are generally well lit and present on both sides of carriageways. In particular, footways on Bedford Row and Grays Inn Road (A5200) are up to 5 metres in width in some places, providing excellent connectivity for individuals travelling on foot. Dedicated crossing for pedestrians with dropped kerbs are spaced evenly along busier roads in the immediate vicinity of the site.

4.4 Elsewhere, Theobalds Road (A401) to the north of the site is provided with dropped kerbs and signal controlled pedestrian crossings at its junction with Bedford Row. To the south-west, signal dedicated crossings are provided across High Holborn (A40). Tactile paving at dropped kerbs and crossings is common throughout the area surrounding the site, highlighting inclusivity for disabled people.

4.5 As shown in Figure 2, as a consequence of its location within an established area of London, the site benefits from being accessible on foot and by cycle to public transport services operating to / from a number of local, regional and national destinations.

Figure 2 Walk and Cycle Catchment Plan



- 4.6 There is an access point to the site with a level threshold, providing support for individuals with a disability, visual impairment or who use a wheelchair. This increases the level of accessibility and support the site provides for users or visitors with extra needs.
- 4.7 In terms of cycling, a mode of travel which is likely to be adopted by individuals regularly using the site, carriageway widths are typically wide enough to accommodate both cyclists and vehicles and visibility is generally of a good level aiding inter-visibility between cyclists and vehicles. There are also numerous on-road cycle routes in proximity to the site, which are part of the London Cycle Network (LCN).
- 4.8 Less than 200-metres to the west of the site, cycleway 41 runs perpendicular to the site, connecting cycle users to other parts of Central London. Additionally, cycleways 6, 10 and 47 can be found within proximity to the site, offering safe routes of travel to the site by cycle.
- 4.9 Roads immediately surrounding the site are generally suitable for cycles on the main carriageway, such as on Theobalds Road (A401) and High Holborn (A40) where carriageway width and visibility is good.
- 4.10 Santander Cycle Hire Docking Stations are provided along Red Lion Street and Southampton Place, located approximately 230-metres west and 600-metre south-west of the site respectively. In total these stations accommodate a total of 56 cycles.
- 4.11 Given that the existing cycle network in the vicinity of the site is comprehensive and expands further afield, further consultation with local authorities regarding the state of the local cycling network and improvements is not deemed necessary.

## Access by Public Transport

### Bus Services

- 4.12 The nearest bus stops are located on High Holborn (A40) to the south and Theobalds Road (A401) to the north-west, 190 metres and 300 metres from the site respectively. These stops benefit from the provision of sheltered seating, up-to date timetable information on a static display, bus maps, a flagpole and a digital display with live bus updates. As shown in Table 4.1, these stops are served by multiple services, which provide good connectivity to London-wide destinations over daytimes / evenings. Times for buses 8, 19, 243 and 521 and listed below.

**Table 4.1 Summary of Local Bus Services from High Holborn (A40) and Theobalds Road (A401)**

Route No.	Frequency (no. buses per hour)					Route
	Monday - Friday		Saturday		Sunday	
	Day	Eve	Day	Eve	Day	
8	7	7	7	7	6	Bow – Bethnal Green – Shoreditch – Bank – Holborn – Tottenham Court Road Station
521	12	12	-	-	-	Waterloo – Holborn – St Paul's – Cannon Street – London Bridge
243	9	9	8	8	7	Wood Green Station – Tottenham – Stamford Hill – Stoke Newington – Dalston – Shoreditch – Holborn – Waterloo
19	6	6	6	6	6	Battersea Bridge – Chelsea – Piccadilly Circus – Holborn – Islington – Highbury – Finsbury Park

4.13 Additional bus services are provided from stops located further afield on High Holborn, Theobalds Road and Procter Street. Bus services available include: N8, N25, N242, 38, 55, N19, N41. Night services run during the early hours, ensuring high levels of connectivity are offered to the area outside of peak travel hours.

**London Underground Services**

4.14 Chancery Lane LU Station is located on the central line and is approximately 400m south-east of the site. The station can be accessed via stairwells on both sides of the carriageway on High Holborn (A40). The station provides direct services to a range of destinations in London including Shepherd’s Bush, Oxford Circus and Bond Street, with an average daytime frequency of departures every 2 - 3 minutes.

4.15 Additionally, Holborn LU Station is situated 500m to the west of the site, offering Central and Piccadilly line services. These services typically depart every 2 – 3 minutes during the day. The station can be accessed at street-level on the corner of High Holborn (A40) and Kingsway (A4200).

4.16 The Central Line also runs a night-time service on Fridays and Saturdays, approximately every 10 minutes between White City and Leytonstone and approximately every 20 minutes between Ealing Broadway to White City and Leytonstone to Loughton / Hainault.

**Rail Services**

4.17 The nearest rail station is Farringdon, which is located approximately 1 kilometre to the east of the site. The station can be accessed via Cowcross Street and Farringdon Road.

4.18 Farringdon rail station is served by London Overground and Thameslink rail services and lies within Travelcard Zone 1. Rail services include services to Luton, Gatwick Airport, Sutton, St Albans and Peterborough. As many as 250 trains pass through Farringdon during a typical daily period. The station is also serviced by the Elizabeth Underground Line, offering services to destinations such as Canary Wharf, Liverpool Street, Bond Street and Heathrow Airport. These services typically depart every 2 – 3 minutes during the daytime.

## PTAL

4.19 PTAL or Public Transport Accessibility Level is a widely adopted tool amongst London Authorities for measuring a site's accessibility to public transport. The PTAL methodology identifies the key factors that influence personal choice of a public transport mode as being number of accessible services, walk distances, frequency, reliability and time of day / day of week. On the basis of these factors, a formula has been developed to calculate an Accessibility Index (AI) for any given location.

4.20 Using the PTAL methodology / formula, a PTAL has been calculated for the site. The results of this assessment show that the site has an AI value of 52.98 or a PTAL banding of 6b. In overall terms, the PTAL level for the site shows an 'excellent' level of accessibility, with a number of frequent bus and LU services within walking range of the site, maximising the opportunity for end-users to travel by these modes. The PTAL output is provided at Appendix 1.

4.21 Further, reflecting on the site's AI value and excellent accessibility credentials by public transport via frequent and reliable services, it has not been required to enter into negotiations with local bus or train companies to secure enhanced services for the development.

4.22 It should additionally be noted that a taxi rank is provided at the northern terminus of Bedford Row on its western side with the ability to accommodate 2-3 taxis.

## Local Amenities

4.23 Table 4.2 below provides details on the closest existing amenities in the area surrounding the site.

**Table 4.2 Local Amenities**

Amenity	Distance	Walk Time (Minutes)	Cycle Time (Minutes)
Tesco Express	300-metres	4-minute	1-minute
ATM	300-metres	4-minutes	1-minute
Red Lion Square Gardens	230-metres	3-minutes	1-minutes
Premier Inn Holborn	200-metres	2-minutes	1-minutes
McDonald's	450-metres	6-minutes	3-minutes
Holborn Pharmacy	650-metres	8-minutes	5-minutes



## 5. Travel Plan Management

### Travel Plan Coordinator

- 5.1 Prior to first occupation of the site a Travel Plan Coordinator (TPC) will be appointed and funded by the developer. The TPC is likely to be an employee with a constant presence on site. The appointed TPC will then receive continued support in developing the role by the developer.
- 5.2 To ensure the effectiveness of implementing the Travel Plan and to secure its on-going success a TPC will be appointed prior to initial occupation of the office use.
- 5.3 The role of the TPC is not static and will develop throughout the lifetime of the Travel Plan. The TPC is likely to be an employee of the building and will be appointed by the developer. In the interim period, the developer will act in the role of TPC.
- 5.4 The TPC is responsible for the implementation, communication, monitoring and management of the defined aims and objectives. The responsibilities of the TPC are to:
- Oversee the development and implementation of the Travel Plan;
  - To set up, administer and service the Travel Plan steering group / committee and provide effective communication at all levels;
  - Raise awareness of the Travel Plan through the implementation and promotion of effective marketing campaigns through a range of media including a website and regular newsletters/ leaflet drops etc.;
  - To act as the point of contact for all employees on a day-to-day basis;
  - Organise the necessary surveys or other data collection exercises required to develop / review the Travel Plan;
  - Act as the point of liaison with external organisations such as LBC and public transport operators;
  - Coordinate the monitoring programme for the Travel Plan;
  - Ensure survey results and monitoring are submitted to LBC Highways in Years 3 and 5 for approval; and
  - Control the budget for the development of the Travel Plan to ensure its efficient and effective use.
- 5.5 The Travel Plan steering group / committee will meet regularly to discuss any issues related to the Travel Plan. After 5 years of monitoring the progress of the Travel Plan, and when targets have been met, the role of the TPC will be taken on by members of the Travel Plan steering group / committee. They will then become responsible for promoting travel by sustainable modes to employees.

### Funding

- 5.6 The TPC will be allocated a suitable budget to cover costs associated with the implementation, monitoring and review of the Travel Plan for a minimum period of 5 years. The TPC will be required to offer a full justification if funds are not spent within the 5 year period.

## Communication

- 5.7 The success of the Travel Plan will rely on the support of building staff / employees. The TPC will need to ensure that the principles and initiatives within the Travel Plan are fully understood and will act as the first point of contact for any Travel Plan related issues or queries. Continual monitoring of the Travel Plan document will need to be a progressive and staged process.
- 5.8 Promotional material will also be used periodically to highlight the Travel Plan initiatives. The promotional material will include advice on the appropriate channels for raising specific transport-related matters, encouraging employees to contact the nominated TPC who in turn will liaise with the appropriate authorities.
- 5.9 Promotional material, both in paper and digital formats, will be used to highlight the Travel Plan initiatives. Promotional material will include advice on the appropriate channels for raising specific transport-related matters, encouraging the community to contact the TPC for liaison with the appropriate authorities. Employees will also be made aware of any changes to Travel Plan initiatives through various media outlets including flyers, posters and / or emails.

## Monitoring

- 5.10 A programme of monitoring and review will be implemented to generate information by which the success of the Travel Plan can be evaluated. Monitoring and review will be iTRACE compliant and is the responsibility of the TPC. The type of monitoring measures outlined below incorporates both the collection of 'hard' analytical data and 'soft' data in the form of general feedback from the briefing meetings and correspondence.
- 5.11 The monitoring of the Travel Plan to be undertaken in years 1, 3 and 5 will be carried out by a 3rd party at the cost of the developer. 6 months post-occupation, i.e. prior to the first review of the Travel Plan, a comprehensive iTRACE survey will be undertaken using the standardised methodology to establish existing staff travel patterns based on the pro-forma included at Appendix 2.
- 5.12 The format of the iTRACE survey will comply with the LBC and TfL survey standards and will seek to establish the following:
- The number of trips made per day (by day of week) and mode of travel by journey purpose;
  - Opportunities for linked trips by journey purpose;
  - Particular needs for the use of a private car for work or other purposes
  - Special needs requirements; and
  - Attitudes towards other travel arrangements that could be considered and ways in which they could be encouraged to do so.
- 5.13 Information gathered through the monitoring process will be recorded for input to the review process.
- 5.14 Monitoring schedules which adhere to Transport for London guidance would be followed, as set out below:

- Trigger points for the initial review, e.g. at the stage the development reaches 75% occupancy to provide the information base for future monitoring of the plan;
- Full multi-modal travel surveys conducted at the 1st, 3rd and 5th year after the initial travel plan trigger point has been reached;
- Annual monitoring reports thereafter for the initial 5 years after full occupation; and
- A requirement after 5 years to outline how future monitoring will be undertaken if all the key Travel Plan targets have not been met.

## Scheme Administration

5.15 Administration of the Travel Plan involves the maintenance of necessary systems, data and paperwork, consultation and promotion. These duties also include the regular updating of the Travel Plan document. In the interests of confidentiality, any correspondence or data collected for the purposes of the Travel Plan will be retained within a secure, restricted access filing system, maintained by the TPC alone. Specifically in relation to the operation of the Travel Plan, the TPC will need to maintain:

- Details of staff travel patterns: This information will be derived from the iTRACE survey and will be retained for input to the review process;
- Monitoring Records: Feedback from the monitoring procedures including records of briefing meetings will be maintained for input to the review process;
- Review Reports: Copies of historic review reports will be retained for reference purposes and for analysis of the longer term effectiveness of the Plan;
- Correspondence File: A file will be maintained to include all correspondence relating to the on-going management of the Travel Plan; and
- 'Incidents File': An incidents file will be maintained to record travel related incidents, meetings, general feedback end users and observations made by the TPC. This information will be retained for input to any review process.

## Travel Plan Review

- 5.16 The Travel Plan is a strategy that will evolve over time. Although the objectives of the Plan to 'educate' employees and to facilitate travel by sustainable modes will not change, it may be possible over time to define or re-define specific targets.
- 5.17 The Travel Plan will therefore be the subject of a regular review process in order to measure its success or otherwise and to identify the potential for improvements to the physical and behavioural travel initiatives being offered.
- 5.18 A vital element of the review process is the repeat of the iTRACE survey. Although the travel database will be regularly updated, carrying out the iTRACE survey again will offer the opportunity to gather new information about wider attitudes to travel. Analysis of the survey will also yield up to date information for comparison with data derived at the introduction of the Travel Plan. The iTRACE survey may be supported by posters and flyers to increase the awareness of the Travel Plan and both the significance and importance of participating in the Travel Plan development process.

- 5.19 The iTRACE survey will further raise awareness of any travel related issues that employees may experience leading to the development of initiatives and development procedures to ensure the Travel Plan is applicable and relevant to their current and future needs.
- 5.20 In addition to carrying out the repeat travel surveys every other year, the TPC will continually monitor and review the Travel Plan. This will involve assessing the effectiveness of the initiatives (detailed in Section 6) and amending them or adding new measures as appropriate. A summary report will be made available to LBC and key stakeholders. LBC officers may wish to meet with the TPC to discuss the survey results and the contents of the associated report.

## 6. Travel Plan Measures and Initiatives

### Overview

6.1 The objectives of the Travel Plan, as highlighted in Section 2, are supported by a series of physical and management measures that:

- promote and encourage walking and cycling as means of transport for all or part of a journey in conjunction with other modes of transport as well as for health benefits;
- minimise the amount of trips to and from the proposed development by single occupancy car; and
- are suitable for review and monitoring and are therefore adaptive to future changes in travel habits/patterns.
- However, this list is not exhaustive and the TPC is free to investigate other potential initiatives.

### Travel Information Packs

6.2 An introductory Travel Information Pack (TIP) will be provided to all employees upon beginning to work at the office use. The Pack will be designed specifically for employees to include comprehensive details of safe pedestrian and cycle routes to key destinations.

6.3 The Travel Information Pack will contain up-to-date details of public transport services and the location of bus stops and underground / rail stations. The Pack will also provide promotional material highlighting the health benefits of walking and cycling. In addition, it will include details of essential contact addresses, telephone numbers and websites administered by LBC and transport providers.

### Travel Plan Notice Board

6.4 The Travel Plan will be promoted to employees of the office use on an ongoing basis via a dedicated Travel Plan Notice Board which will be positioned at strategic locations (entrance / communal areas) within the building. Posters will be displayed on the board which will contain general information relating to the Travel Plan, information relating to sustainable travel and any current promotions.

6.5 Contact details of the TPC will be permanently advertised on the Travel Plan Notice Board which will provide employees with the ability to contact the coordinator to discuss specific matters directly.

### Promotional Material

6.6 Travel information will be updated and provided to employees over the lifetime of the Travel Plan to ensure employees are aware of the latest local transport routes, timetables etc.



## 7. Travel Plan Targets

### Action Plan

- 7.1 A key aim of the Travel Plan is to increase awareness of more sustainable travel options and to encourage their use, with the objective of reducing demand for private car-based travel. The monitoring and review programmes put in place will enable the progress of the Travel Plan to be checked but the progress must be assessed in the context of specific targets.
- 7.2 In order to achieve the aims and objectives of the Travel Plan a clear framework of targets and milestones in the form of both short and long term objectives has been set out in an Action Plan. The Action Plan will be reviewed by the TPC prior to any review to check performance and identify the need for any corrective actions that may need to be put in place for the following period. Details of the Action Plan for the proposed development are outlined within Table 7.1 below.

**Table 7.1 Action Plan**

Action	Responsibility
Submit Travel Plan to LBC	Developer
Appoint Travel Plan Coordinator	Developer
Provide information and guidance on local transport and travel, walking and cycling etc. to each new employee through Travel Packs	TPC
Set up travel information notice boards, with information on public transport, walking, cycling, car sharing, etc. and appropriate links	TPC
Undertake baseline travel survey	TPC
Set up, or join, a car sharing scheme	TPC
Reduce percentage of employees travelling in single occupancy cars	TPC
Promote travel-based initiatives such as Bike to Work Week' and arrange promotional events on site	TPC
Carry out future surveys, produce Review Report and submit to the LBC (years 1, 3 and 5)	TPC
Discuss progress of the Travel Plan and the possible implementation of new measures	TPC

## Travel Plan Targets

- 7.3 A key aim of the Travel Plan is to increase awareness of more sustainable travel options and encourage their use with the aim of reducing demand for private-based transport options, namely the number of single occupancy vehicles.
- 7.4 In the context of the aims and objectives outlined within Section 2, the indicative SMART targets of the Travel Plan have been derived from the baseline modal split. For the purposes of deriving a baseline modal split at this stage, 2011 Census data has been sourced and ‘methods of travel for work’ in Camden have been evaluated.
- 7.5 Table 7.2 sets out the targets for this Workplace Travel Plan. Given that the site is not currently occupied, existing travel patterns and trends by site users cannot be established or analysed.

**Table 7.2 Travel Plan Modal Split Targets**

Mode	Baseline	End of Year 1	End of Year 3	End of Year 5
Car	11%	10%	8%	5%
Car Passenger	1%	1%	1%	1%
Public Transport	61%	61%	61%	62%
Pedestrians	17%	18%	19%	20%
Cycle	7%	7%	8%	9%
Other	3%	3%	3%	3%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- 7.6 Once employees have taken occupation at the site, specific baseline surveys will be undertaken and targets adjusted as required. The emphasis however will remain i.e. reduction of car driver trips and shift towards alternatives such as car sharing, cycling and public transport.
- 7.7 Table 7.2 establishes the predicted travel patterns to the site in terms of a modal split. The GIA of the proposal is 3,332sqm, resulting in a NIA of 2,832sqm after accounting for a 15% reduction in floor area due the presence of shared areas or common areas. In line with Employment Density Guide (2015) guidelines, a full time employee (FTE) requires 12sqm of floorspace, and it is therefore estimated that the proposals could accommodate a total of 236 FTEs.
- 7.8 Applying this to the modal split targets visible in Table 7.2, the site would see 12 staff travel to work by car and 146 by public transport at the end of year 5.

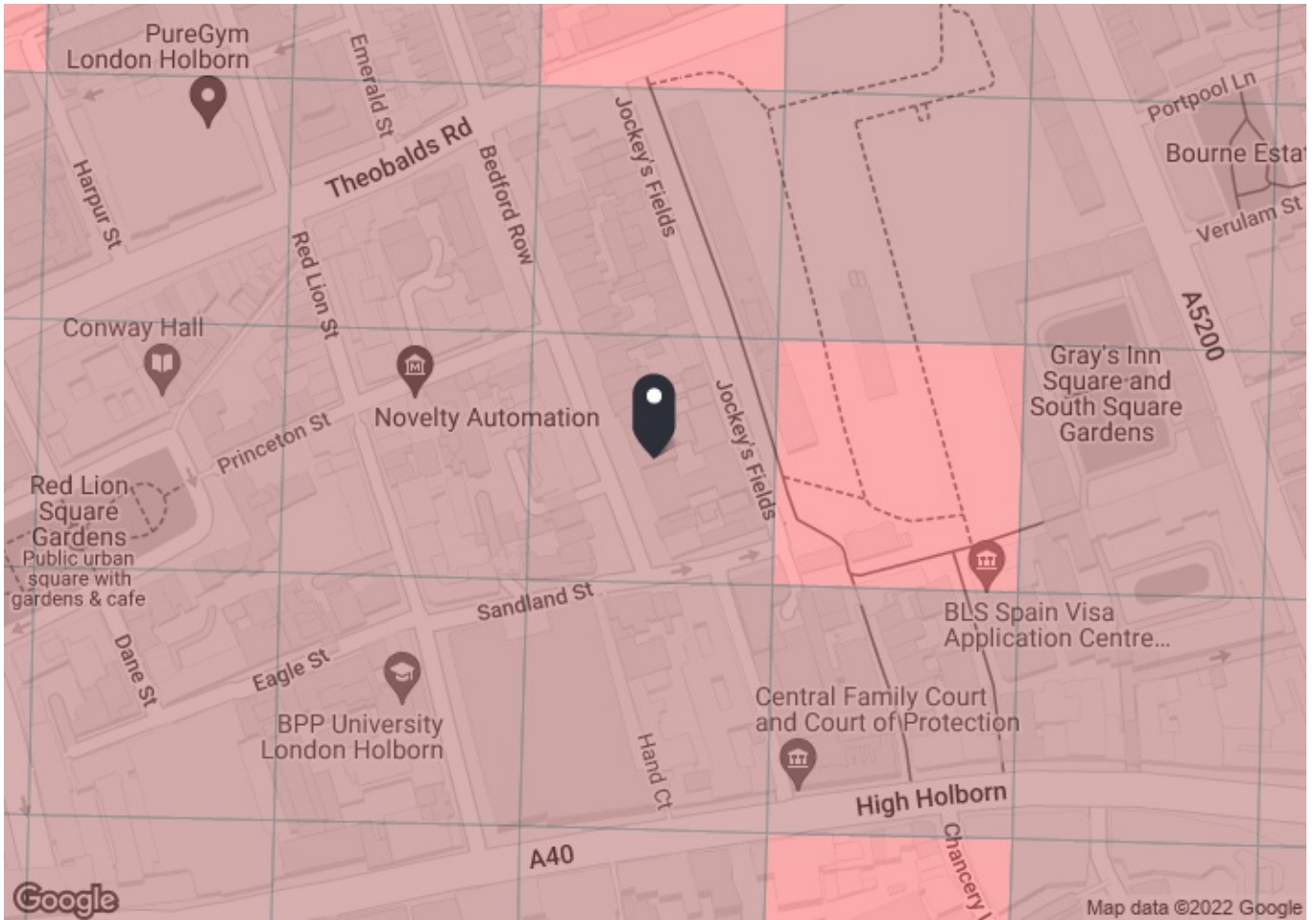
## Remedial Measures

- 7.9 In the event that targets are not met, the TPC will ensure that corrective measures are put in place in consultation with LBC. A review meeting with LBC will take place to determine what measures can be taken to further reduce travel-related impacts and achieve a greater take up / reinforcement of the measures and incentives included within the Travel Plan.

7.10 If targets are not met within the agreed timeframe, the monitoring process will continue beyond 5 years until the targets are met. To achieve the required modal shift, remedial measures may include:

- Increasing the amount of cycle parking;
- Increasing the amount of time that the TPC is available to work on promoting the Travel Plan initiatives; and
- TPC providing a personalised travel planning service - working with employees to ensure they are using the most expedient and sustainable transport mode for their day-to-day journeys.

## Appendix 1



**PTAL output for Base Year 6b**

Chambers of David Farrar, 7 Bedford Row, London WC1R 4BS, UK  
 Easting: 530848, Northing: 181744

Grid Cell: 86870

Report generated: 15/09/2022

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**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

**Map key - PTAL**

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

**Map layers**

- PTAL (cell size: 100m)



Calculation data

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	HOLBORN HALL	341	477.35	6	5.97	7	12.97	2.31	0.5	1.16
Bus	GRAY'S INN RD CL'WELL RD	46	476.76	6	5.96	7	12.96	2.31	0.5	1.16
Bus	GRAY'S INN RD CL'WELL RD	17	476.76	7.5	5.96	6	11.96	2.51	0.5	1.25
Bus	GRAY'S INN RD CL'WELL RD	45	476.76	7	5.96	6.29	12.25	2.45	0.5	1.23
Bus	HOLBORN POLICE STATION	243	204.08	11	2.55	4.73	7.28	4.12	0.5	2.06
Bus	HOLBORN POLICE STATION	38	204.08	10	2.55	5	7.55	3.97	0.5	1.99
Bus	HOLBORN POLICE STATION	19	204.08	8	2.55	5.75	8.3	3.61	0.5	1.81
Bus	HOLBORN POLICE STATION	55	204.08	10	2.55	5	7.55	3.97	0.5	1.99
Bus	HIGH HOLBORN BROWNLOW STREET	8	226.35	10	2.83	5	7.83	3.83	0.5	1.92
Bus	HIGH HOLBORN BROWNLOW STREET	521	226.35	27	2.83	3.11	5.94	5.05	1	5.05
Bus	HIGH HOLBORN BROWNLOW STREET	242	226.35	6.5	2.83	6.62	9.44	3.18	0.5	1.59
Bus	HIGH HOLBORN BROWNLOW STREET	25	226.35	8	2.83	5.75	8.58	3.5	0.5	1.75
Bus	S'HAMPTON ROWT'BALDS RD	59	551.5	10	6.89	5	11.89	2.52	0.5	1.26
Bus	S'HAMPTON ROWT'BALDS RD	91	551.5	9	6.89	5.33	12.23	2.45	0.5	1.23
Bus	S'HAMPTON ROWT'BALDS RD	68	551.5	9	6.89	5.33	12.23	2.45	0.5	1.23
Bus	S'HAMPTON ROWT'BALDS RD	X68	551.5	4	6.89	9.5	16.39	1.83	0.5	0.92
Bus	S'HAMPTON ROWT'BALDS RD	188	551.5	8	6.89	5.75	12.64	2.37	0.5	1.19
Bus	S'HAMPTON ROWT'BALDS RD	168	551.5	9	6.89	5.33	12.23	2.45	0.5	1.23
Bus	BLOOMSBURY SQUARE	1	566.9	8	7.09	5.75	12.84	2.34	0.5	1.17
Bus	BLOOMSBURY SQUARE	171	566.9	7.5	7.09	6	13.09	2.29	0.5	1.15
LUL	Chancery Lane	'Epping-Ealing '	429.75	3	5.37	10.75	16.12	1.86	0.5	0.93
LUL	Chancery Lane	'WRuislip-Epping '	429.75	3	5.37	10.75	16.12	1.86	0.5	0.93
LUL	Chancery Lane	'RuislipGar-Epping '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'WhiteCity-Epping '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'Epping-NActon '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'Northolt-Epping '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'Debden-WRuislip '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'WhiteCity-Debden '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'Debden-Northolt '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'RuislipGdns-Debden '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'Loughton-WRuislip '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'NActon-Loughton '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'RuislipGdns-Loughton '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'Loughton-WhiteCity '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'Loughton-Northolt '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'Ealing-Loughton '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'Ealing-NewburyPark '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'WRuislip-NewburyPark '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'NActon-NewburyPark '	429.75	0.33	5.37	91.66	97.03	0.31	0.5	0.15
LUL	Chancery Lane	'Ealing-Hainault '	429.75	5	5.37	6.75	12.12	2.47	1	2.47
LUL	Chancery Lane	'Hainault-Nacton '	429.75	1.33	5.37	23.31	28.68	1.05	0.5	0.52
LUL	Chancery Lane	'Hainault-WRuislip '	429.75	3.33	5.37	9.76	15.13	1.98	0.5	0.99
LUL	Chancery Lane	'RuislipGdns-NP-Hain '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Chancery Lane	'WhiteCity-Hainault '	429.75	1.67	5.37	18.71	24.09	1.25	0.5	0.62
LUL	Chancery Lane	'GrangeHill-WD-Eal '	429.75	1	5.37	30.75	36.12	0.83	0.5	0.42
LUL	Chancery Lane	'GrangeHill-Wdld-Whit '	429.75	0.67	5.37	45.53	50.9	0.59	0.5	0.29
LUL	Holborn	'Hainault-NP-Northolt '	593.07	1	7.41	30.75	38.16	0.79	0.5	0.39
LUL	Holborn	'GrangeHill-Wdld-WRsp '	593.07	0.67	7.41	45.53	52.94	0.57	0.5	0.28
LUL	Holborn	'Cockfosters-LHRT4LT '	593.07	4.67	7.41	7.17	14.59	2.06	0.5	1.03
LUL	Holborn	'RayLane-Cockfosters '	593.07	3.67	7.41	8.92	16.34	1.84	0.5	0.92
LUL	Holborn	'LHRT4LT-ArnosGrove '	593.07	4.67	7.41	7.17	14.59	2.06	0.5	1.03
LUL	Holborn	'ArnosGrove-RayLane '	593.07	0.33	7.41	91.66	99.07	0.3	0.5	0.15
LUL	Holborn	'ArnosGrove-Nthfields '	593.07	3	7.41	10.75	18.16	1.65	0.5	0.83
LUL	Holborn	'Oakwood-RayLane '	593.07	0.33	7.41	91.66	99.07	0.3	0.5	0.15
LUL	Holborn	'Nthfields-Cockfoster '	593.07	1	7.41	30.75	38.16	0.79	0.5	0.39
LUL	Holborn	'LHRT5-Cockfosters '	593.07	6	7.41	5.75	13.16	2.28	0.5	1.14
LUL	Holborn	'Uxbridge-Cockfosters '	593.07	3.67	7.41	8.92	16.34	1.84	0.5	0.92
LUL	Holborn	'Ruislip-Cockfosters '	593.07	2.33	7.41	13.63	21.04	1.43	0.5	0.71

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
LUL	Holborn	'ArnosGrove-Uxbridge'	593.07	1	7.41	30.75	38.16	0.79	0.5	0.39
LUL	Holborn	'Oakwood-Uxbridge'	593.07	0.33	7.41	91.66	99.07	0.3	0.5	0.15
LUL	Holborn	'Oakwood-Ruislip'	593.07	0.33	7.41	91.66	99.07	0.3	0.5	0.15
<b>Total Grid Cell AI:</b>										<b>52.98</b>

## Appendix 2



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## iTRACE Workplace Travel Plan Pro-forma

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
Submission Date	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Organisation Information

Business/Org Name

#### Business Activity (*select only one*)

- |  |   |
|--|---|
| <input type="checkbox"/> Bingo                             | <input type="checkbox"/> Light industry           |
| <input type="checkbox"/> Bowling                           | <input type="checkbox"/> Nightclub                |
| <input type="checkbox"/> Cinema                            | <input type="checkbox"/> Office                   |
| <input type="checkbox"/> Day nursery                       | <input type="checkbox"/> Other                    |
| <input type="checkbox"/> Property Developer                | <input type="checkbox"/> Public House             |
| <input type="checkbox"/> Financial & Professional Services | <input type="checkbox"/> Residential              |
| <input type="checkbox"/> Garden centre                     | <input type="checkbox"/> Residential care         |
| <input type="checkbox"/> General industry                  | <input type="checkbox"/> Restaurant (min 25 cap.) |
| <input type="checkbox"/> Golf courses                      | <input type="checkbox"/> Retail park              |
| <input type="checkbox"/> Health centre                     | <input type="checkbox"/> Retail warehouse         |
| <input type="checkbox"/> Health Clubs and Sports           | <input type="checkbox"/> School                   |
| <input type="checkbox"/> Hospital                          | <input type="checkbox"/> Storage & distribution   |
| <input type="checkbox"/> Hostel                            | <input type="checkbox"/> Supermarket              |
| <input type="checkbox"/> Hotel                             | <input type="checkbox"/> Take-Away/Fast Food      |
| <input type="checkbox"/> Leisure Complex                   |   |

### Site Information

Address

Post Code



Land Use (*select only one*)

- |   |   |
|---|---|
| <input type="checkbox"/> Assembly and Leisure               | <input type="checkbox"/> Hotels                       |
| <input type="checkbox"/> Business                           | <input type="checkbox"/> Non Residential Institutions |
| <input type="checkbox"/> Dwellinghouses                     | <input type="checkbox"/> Residential Institutions     |
| <input type="checkbox"/> Financial or Professional Services | <input type="checkbox"/> Shops                        |
| <input type="checkbox"/> Food and Drink                     | <input type="checkbox"/> Storage or Distribution      |
| <input type="checkbox"/> General Industrial                 |   |

Gross Site Area  Net Site Area

**Contact Information**

TP Coordinator Name

Job Title

Email

Tel  Fax

**Planning Information**

Application No.

Date of Occupancy  Actual  or Proposed

Please specify if the date of Occupation for the site in question is *actual* or *proposed*.





**Targets**

- Any Targets based on 'Modal Shift', to be included in a Travel Plan, should be provided as 'Percentage Point Change' Targets.

**e.g. – increase the current level of cycling by 5% (Percentage Points) by 01/09/2008 = if 10% of staff currently cycle to work and a 5% (percentage point) increase is achieved by/or before 01/09/2008 then overall 15% of staff will be cycling to work. In actual figures that can be shown as – from a total of 100 staff, if 10 currently cycle, a 5%age point increase would equate to 15 people cycling**

**NOTE:** These targets should be determined by the information gathered from the 'BASELINE' survey and should 'demonstrate ambition'.

Target Type	Target % Change	Target Date	Target Required	Date Required
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	
SELECT FROM DROP-DOWN LIST	+/-		<input type="checkbox"/>	

*If more targets are required, please duplicate this page*

- When individual 'Modal Shift Targets' are not provided, an overall target of 'Total Percentage of Employees travelling by car (as driver)' by a defined date, will suffice.  
**e.g. - no more than 40% of all staff will travel to work by car (as driver) by 2010.**

	Target % by Car	Date Required (MM/YYYY)
Threshold 1:	<input style="width: 100px; height: 20px;" type="text" value="%"/>	<input style="width: 100px; height: 20px;" type="text"/>
Threshold 2:	<input style="width: 100px; height: 20px;" type="text" value="%"/>	<input style="width: 100px; height: 20px;" type="text"/>
Comments:	<input style="width: 300px; height: 60px;" type="text"/>	



**Generic Site/Organisation Survey**

Total No. of Employees	<input type="text"/>	No. Car Club Members	<input type="text"/>
No. Car Spaces*	<input type="text"/>	Fuel Efficient Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. Motorcycle Spaces	<input type="text"/>	No. Fuel Eff. Vehicles	<input type="text"/>
No. Bicycle Spaces	<input type="text"/>	Fuel Eff. <b>Freight</b> Vehicles	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. Disables Spaces	<input type="text"/>	No. Fuel Eff. Freight Vehicles	<input type="text"/>
No. HGV Spaces	<input type="text"/>	Flexible Working	<input type="checkbox"/> Yes <input type="checkbox"/> No
Car Share Program	<input type="checkbox"/> Yes <input type="checkbox"/> No	Home Working	<input type="checkbox"/> Yes <input type="checkbox"/> No
No. of Car Share Members	<input type="text"/>	Shower Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Taxi Service ( <i>GRH**</i> )	<input type="checkbox"/> Yes <input type="checkbox"/> No	Locker Facilities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Car Club	<input type="checkbox"/> Yes <input type="checkbox"/> No	Travel Card Subsidy	<input type="checkbox"/> Yes <input type="checkbox"/> No

\* *not including disabled spaces*

*GRH\*\* - Guaranteed Ride Home*

**Baseline Modal Survey – Main Mode**

Car (driver alone)		Tube	
Car (driver with others)		Rail	
Car (as passenger)		Bike/Rail	
Motorcycle		Bicycle	
Bus		Foot	
Tram		Other	

Model Survey response requires actual figures to allow input into iTRACE:  
**e.g. 78 people travel to the site by Bus** (Not percentages!)

END OF DOCUMENT