

20-24 Kirby Street, Camden

Travel Plan

Curtins Ref: 79439

Revision: 01

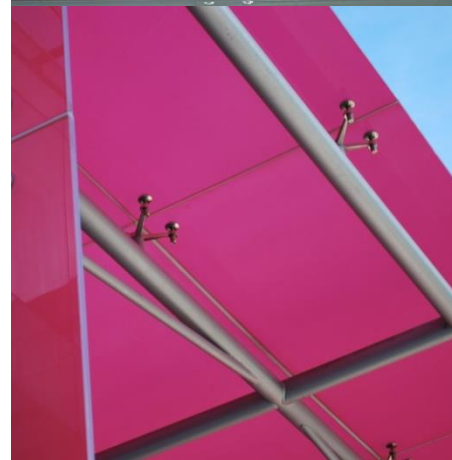
Issue Date: 03 November 2022

Client Name: Colgold Limited

BIM Reference: 78340-CUR-00-XX-RP-TP-0000-V00_Travel Plan

Curtins
40 Compton Street
London, EC1V 0BD
Tel: 020 7324 2240
www.curtins.com


CIVILS & STRUCTURES • TRANSPORT PLANNING • ENVIRONMENTAL • INFRASTRUCTURE • GEOTECHNICAL • CONSERVATION & HERITAGE • PRINCIPAL DESIGNER
Birmingham • Bristol • Cambridge • Cardiff • Douglas • Dublin • Edinburgh • Glasgow • Kendal • Leeds • Liverpool • London • Manchester • Nottingham



Rev	Description	Issued by	Checked	Date
00	Travel Plan	LM	BD	24/10/22
01	Final Report	LM	BD	03/11/22

This report has been prepared for the sole benefit, use, and information for the client. The liability of Curtins Consulting Limited with respect to the information contained in the report will not extend to any third party.

Author	Signature	Date
Alice Temple MSc BSc (Hons) Graduate Transport Planner		03 November 2022

Reviewed	Signature	Date
Lizzie Marchant MSc BSc (Hons) Transport Planner		03 November 2022

Authorised	Signature	Date
Ben Dawson BSc (Hons) MCIHT Associate – Transport Planning		03 November 2022

Table of contents

1.0	Introduction.....	1
1.1	Introduction.....	1
1.1	Site Location.....	1
1.2	Development Summary.....	2
1.3	Summary of Relevant Information.....	3
2.0	Travel Plan Principles.....	5
2.1	Introduction.....	5
2.2	What is a Travel Plan?.....	5
2.3	The Aims of the Travel Plan.....	5
2.4	Benefits of a Travel Plan.....	5
3.0	Site Accessibility.....	7
3.1	Introduction.....	7
3.2	Pedestrian Accessibility.....	7
3.3	Cyclist Accessibility.....	8
3.4	Accessibility to Local Services & Facilities.....	9
3.5	Walking and Cycling Opportunities.....	10
3.6	Public Transport Accessibility.....	11
3.7	Local Car Club Provision.....	13
3.8	Summary.....	13
4.0	Travel Plan Measures and Initiatives.....	14
4.1	Introduction.....	14
4.2	Minimising Vehicle Use.....	14
4.3	Hard Measures.....	14
4.4	Maintaining & Encouraging Sustainable Travel.....	15
4.5	Travel Information and Marketing.....	16
4.6	Measures to Encourage Operational Related Transport Efficiencies.....	16
5.0	Travel Plan Targets.....	18
5.1	Introduction.....	18
5.2	Travel Plan Targets.....	18

Travel Plan

5.3	Output Targets	18
5.4	Outcome Targets	19
5.5	Conclusion	20
6.0	Monitoring & Review	21
6.1	Introduction	21
6.2	Travel Plan Coordinator	21
6.3	Travel Surveys	21
6.4	Timescales	22
6.5	Remedial Actions	22
7.0	Action Plan	24
7.1	Introduction	24

Figures

Figure 1.1 - Site Location Plan	2
Figure 3.1 - Local Cycle Network.....	8
Figure 3.2 - Local Bus Network	12

Tables

Table 3.1 - CIHT Recommended Walking Distances	9
Table 3.2 - Distances to Local Amenities.....	9
Table 3.3 – Local Bus Service Frequency	12
Table 5.1 - Output Targets	19
Table 5.2 – Indicative Future Mode Split Targets.....	20
Table 6.1 -Travel Plan Implementation Timetable.....	22
Table 6.2- Remedial Action Plan	23
Table 7.1 - Action Plan.....	24

1.0 Introduction

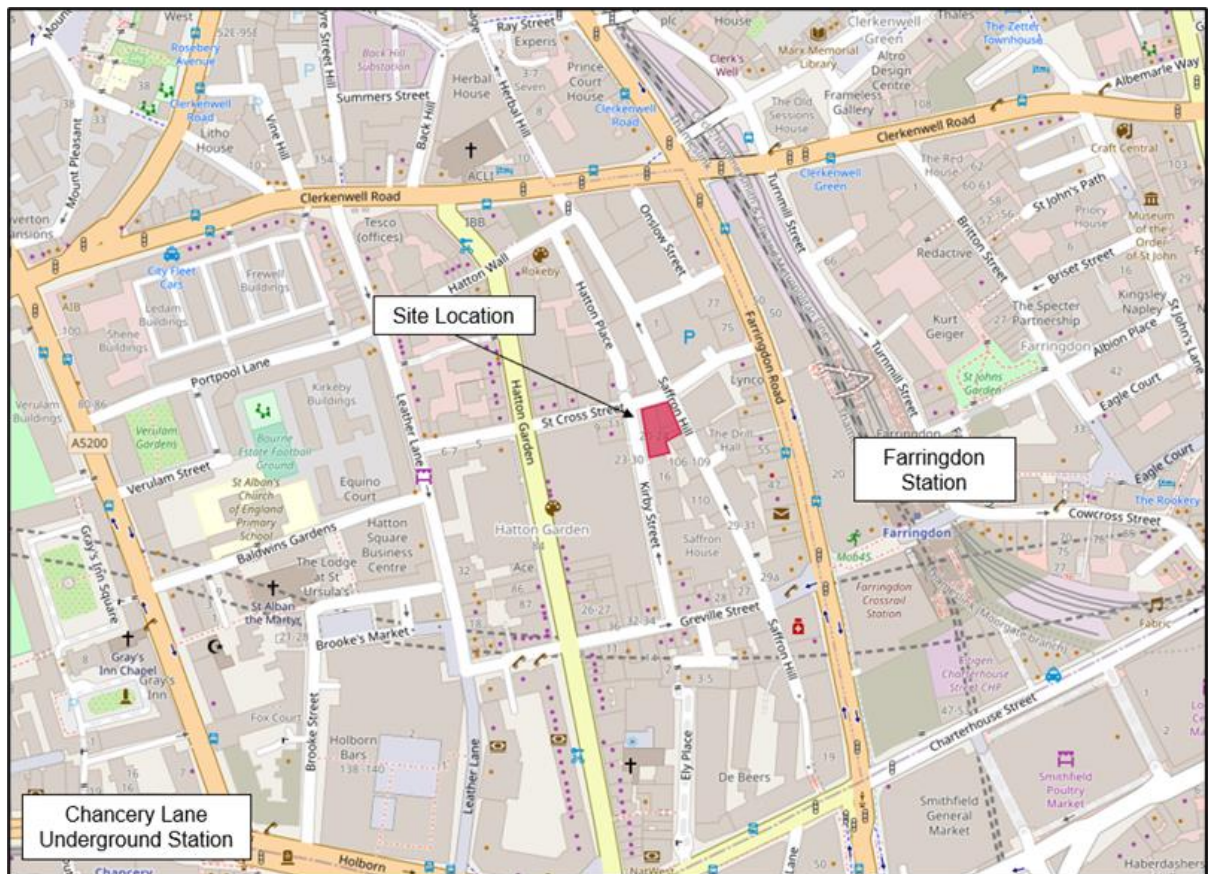
1.1 Introduction

- 1.1.1 Curtins has been appointed on behalf of Colgold Limited to provide transport planning advice in support of a planning application for the proposed refurbishment of 20-24 Kirby Street in the London Borough of Camden.
- 1.1.2 The development proposals comprise the refurbishment of the existing office building (Planning Use Class E) located at 20-24 Kirby Street to provide a roof extension to infill the existing light-well, thereby increasing the overall office area by 439sqm (GIA) whilst also updating the building facades, cycle parking and providing a consolidated core.
- 1.1.3 The Local Planning and Highway Authority is the London Borough of Camden Council (LBC). The scheme is not referable to the Greater London Authority and therefore Transport for London (TfL) is not a statutory consultee.
- 1.1.4 This Travel Plan (TP) has been prepared to encourage and monitor the uptake of active travel amongst staff of the development. Alongside this TP, a Transport Statement (TS) has been prepared to accompany the planning submission. This TP should be read in conjunction with all relevant planning documentation, including the design and access statement.

1.1 Site Location

The site is located at 20-24 Kirby Street, approximately 200m walking distance west of Farringdon Station, and 550m walking distance northeast of Chancery Lane Underground Station. The site is bound Kirby Street to the west, St Cross Street to the north and Saffron Hill to the west, as shown outlined red in **Figure 1.1**.

Figure 1.1 - Site Location Plan



1.2 Development Summary

- 1.2.1 The development proposals comprise the refurbishment of the existing office building (Planning Use Class E) located at 20-24 Kirby Street to provide a roof extension to infill the existing light-well, thereby increasing the overall development area by 439sqm (GIA) whilst also updating the building facades, cycle parking and providing a consolidated core.
- 1.2.2 A proportion of the lower ground floor will comprise affordable commercial accommodation in the region of 168sqm GIA. The affordable commercial accommodation also falls under Use Class E and as such the buildings classification will remain unchanged in planning terms.
- 1.2.3 The access arrangements for all modes will largely remain unchanged from the existing situation, with the building continuing to operate as car-free.
- 1.2.4 Pedestrian access will continue to be achieved from Kirby Street via the main building entrance and reception, which is to be relocated circa 8.0m to the south of its current position. A lift will be provided from the reception to assist movement between all floors of the office development. Secondary pedestrian accesses are proposed to the ground floor office to the north of the main reception and from Saffron Hill.

- 1.2.5 Proposals result in a vast improvement in cycle parking facilities when compared with the existing site. The proposals seek to bring long-stay cycle parking levels for the entire building (3,629sqm GEA) in line with Policy T5 of the London Plan 2021 and *The Camden Planning Guidance – Transport (2021)*.
- 1.2.6 A secure 62-space cycle store is to be located within the building at lower ground floor level. 50 long-stay cycle parking will be provided in the form of two-tier stands with easy-lift fittings to assist accessing the upper deck. 12 cycle parking spaces will be provided for foldable cycles. The layout of the cycle store has been designed in line with guidance provided within *The Camden Transport Planning Guidance (2021)*. The London Cycle Design Standards (LCDS) have also been considered and applied where appropriate.
- 1.2.7 Cyclists wishing to access the cycle store will do so from the rear pedestrian entrance on Saffron Hill. The route to the cycle store contains a short 1.8m wide flight of stairs comprising four steps provided with a cycle wheeling ramp. This enables safe and convenient access to the cycle store for those cycling to the development.
- 1.2.8 Supporting facilities including changing rooms, 66 lockers, cycle repair station and five shower cabins are also to be provided at lower ground floor level. An accessible toilet and shower are also proposed.
- 1.2.9 There are four existing Sheffield stands providing space for up eight cycles located on Kirby Street along the site frontage. An additional Sheffield stand is located on the opposite side of Kirby Street, with a further three provided on the corner of St Cross Street junction. It is proposed that on-street short stay cycle parking spaces will be utilised by visitors to the development.
- 1.2.10 Blue Badge holders can continue to park within any of the on-street residential permit holder bays located on Kirby Street. Camden's guidance states there are no time limits or charges for Blue Badge holders parking within these bays.
- 1.2.11 Given the car free in nature of the site, the building only requires vehicle access for service vehicles. Vehicles will continue to service the building from the kerbside of Kirby Street and Saffron Hill.
- 1.2.12 Pedestrians of varying disabilities and visual impairments have been considered throughout the development proposals. The development will be accessible to those who are disabled or struggle to walk through the provision level access into the building and a lift. The lift is provided adjacent to the reception entrance to ensure all users can access floors throughout the building. Corridors and walkways throughout the building will be well lit, aiding those who are visually impaired.

1.3 Summary of Relevant Information

- 1.3.1 By way of summary, this Travel Plan has been prepared subject to the parameters set out in **Table 1.2** overleaf.

Table 1.2 – Summary of Relevant Information

Development Name:	22-24 Kirby Street
Status of Travel Plan:	Travel Plan
Development Address:	22 – 24 Kirby Street, Camden, London, EC1N 8FA
Author of Travel Plan:	Curtins 40 Compton Street, London, EC1V 0BD
Future Travel Plan Coordinator:	TBC
Delivery Mechanism:	Planning Condition
Funding Mechanism:	TBC
Formal Commitment Period:	5 years

2.0 Travel Plan Principles

2.1 Introduction

2.1.1 This section provides a brief background on the need for Travel Plans and their overall aims and benefits.

2.2 What is a Travel Plan?

2.2.1 A TP is defined by the Department for Transport (DfT) and by the Ministry for Housing, Communities and Local Government (MHCLG) as:

“A long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.”

2.2.2 In essence, a TP is intended to encourage people to choose more sustainable travel modes and where possible, reduce the need to travel at all. Such a plan should include a range of measures designed to achieve this goal.

2.2.3 An effective TP should be subject to regular monitoring and review exercises which help to ensure the travel plan remains fit for purpose through a process of continued evolution. This provides the added benefit of enabling an organisation to address any issues which may be identified as a result of the travel planning process and implement appropriate mitigation measures.

2.3 The Aims of the Travel Plan

2.3.1 In line with Central Government Policies and Guidance, the aims of the TP are to:

- Encourage the uptake of active travel;
- Maximise social inclusion by making the site accessible to all members of the community; and
- Raise awareness of alternative modes of transport and thus, encourage a modal shift towards more sustainable and healthy travel choices.

2.3.2 This TP has been prepared to:

- Demonstrate a commitment to addressing the access needs of site users;
- Support the Government's environmental and sustainable development initiatives;
- Remain in harmony with, and responsive to, changes to planning and fiscal policies regarding transport; and
- Ensure that a formal monitoring process is in place.

2.4 Benefits of a Travel Plan

2.4.1 The most easily identifiable benefits from the implementation of TP initiatives are those that are directly related to the uptake of active travel, these mainly comprise:

- Improved health (i.e. increased fitness and reduced stress and obesity);
- A reduction in travel costs;
- A cleaner local environment;
- Meeting an organisation's environmental standards;
- Increase business efficiency and equality;
- Improved accessibility to local services;
- Increased road safety;
- Reduced travel times;
- Improved travel choice; and
- Reduced congestion and demand for parking spaces.

3.0 Site Accessibility

3.1 Introduction

3.1.1 This section establishes the baseline transport conditions currently prevailing at the site and the surrounding area. It is important to understand the existing accessibility to the site to ensure the development is not isolated.

3.1.2 A site-specific assessment has been carried out assessing the accessibility of the proposed development site by sustainable modes of travel including:

- Pedestrian Accessibility;
- Cycle Accessibility; and
- Public Transport Accessibility.

3.2 Pedestrian Accessibility

3.2.1 Pedestrian access to the site can be gained directly from Kirby Street. Kirby Street adjoins Hatton Place to the north of the street. Kirby Street joins Grenville Street to the south.

3.2.2 The existing building is accessed directly on foot from Kirby Street (the main office access) at ground floor level. This access provides entry into both northern and southern office units. A secondary pedestrian access is present onto Saffron Hill located on lower ground floor and is typically used as a fire escape.

3.2.3 There are existing high-quality wide footways on both sides of Kirby Street, St Cross Street and Saffron Hill. These are provided between two to four metres wide.

3.2.4 Dropped kerbs and tactile paving are provided at a number of crossing locations close to the site to assist pedestrian movements for all users. A zebra crossing is provided to the west of the development on Hatton Garden, approximately 90m from the site entrance. To reach Farringdon station, signalised pedestrian crossings are provided over Farringdon Road, with dropped kerbs and tactile paving to assist movement for all users. Farringdon Station can be reached in approximately four minutes via walking.

3.2.5 Pedestrian infrastructure close to the site enables high connectivity between the site and local amenities within close proximity to the site. This includes a number of retail units and restaurants, in particular on near Farringdon Station and food outlets such as Co-op, Starbucks and Tesco Express. St John's Gardens is located to east of the site, approximately 6 minutes walking distance.

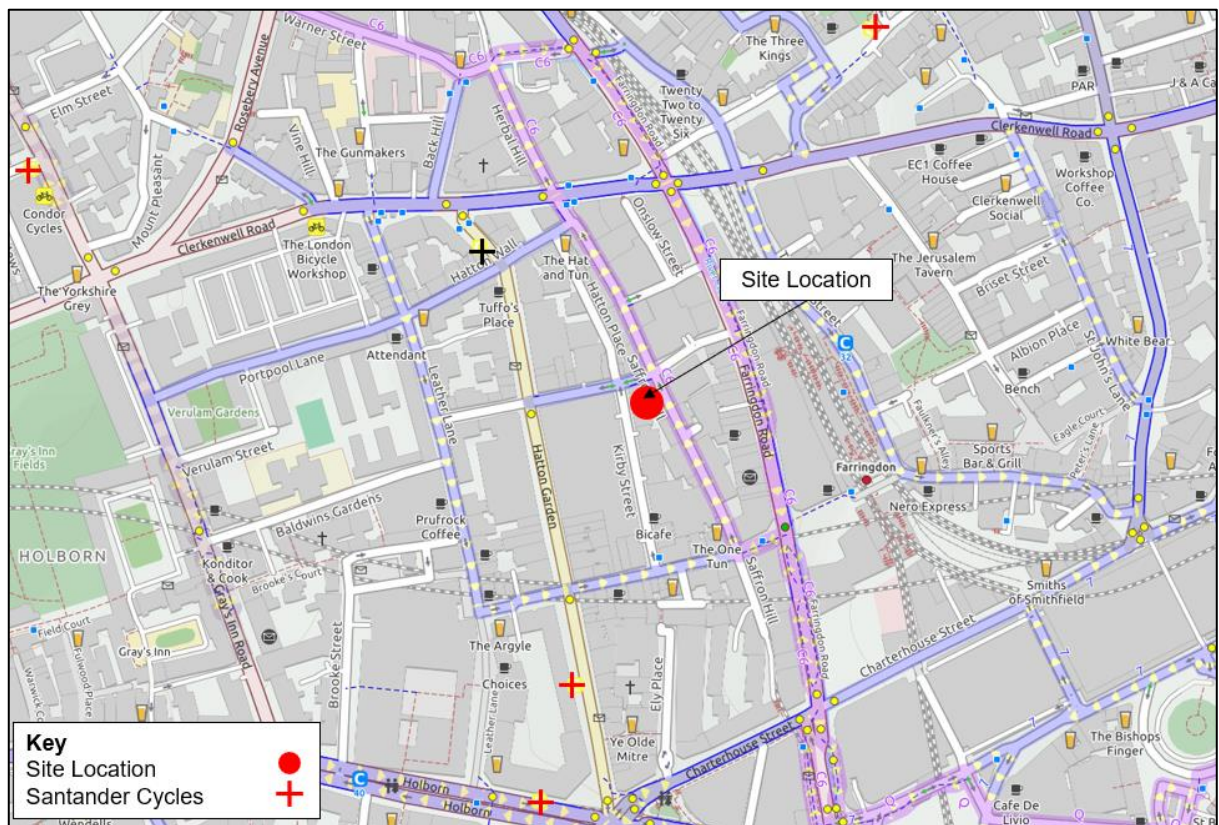
3.3 Cyclist Accessibility

3.3.1 There are four existing Sheffield stands providing space for up eight cycles located on Kirby Street along the site frontage. An additional Sheffield stand is located on the opposite side of Kirby Street, with a further three provided on the corner of St Cross Street junction.

3.3.2 A number of Santander cycle docking stations are also located within close proximity to the site:

- Hatton Garden – 26 cycle stands - 250m away
- Hatton Wall – 26 cycle stands – 210m away
- Holborn Circus– 40 cycle stands - 310m away

Figure 3.1 - Local Cycle Network



3.3.3 As shown in **Figure 3.1**, a number of local routes on the London Cycle Network (LCN) are accessible from the site. The closest LCN route runs to the north of the development along New Cross Street (circa 2 minutes cycling distance). A cycle lane is provided on both sides of the carriageway, with markings provided on the carriageway to make vehicles aware cyclists will be present. This route is well kept and in good condition, allowing for a pleasant cycling experience.

3.3.4 Cycleway 6 can be accessed from the eastern perimeter of the site on Saffron Hill. The cycleway is an 8km route and runs from Kentish Town to Elephant and Castle, via Central London, providing high cyclist connectivity across these are of London.

3.4 Accessibility to Local Services & Facilities

3.4.1 The Chartered Institution of Highways and Transportation (CIHT) document entitled 'Providing for Journeys on Foot' suggests walking distances which are relevant to this planning application. These are reproduced below.

Table 3.1 - CIHT Recommended Walking Distances

CIHT Classification	Town Centres (m)	Commuting/School/Sightseeing (m)	Elsewhere/Local Services (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred Maximum	800	2,000	1,200

3.4.2 To assist in summarising the accessibility of the sites by foot, **Table 3.2** presents a selection of key destinations located within 500 metres from the site in the context of these recommended walking distances.

Table 3.2 - Distances to Local Amenities

Destination	Knights Road	
	Distance	Classification
Sainsburys Local	240m	Desirable
Tesco Express	250m	Desirable
Post Office	240m	Desirable
Cash point	240m	Acceptable
Boots Pharmacy	200m	Desirable
St Albans C of E Primary School and Nursery	200m	Desirable
London School of Management Studies	230m	Desirable
Waitrose Clerkenwell	400m	Acceptable
Grays Inn Medical Practice	700m	Acceptable
Bourne Estate (Green Space)	450m	Acceptable
Gymbox	300m	Desirable

Accessibility to Shopping Facilities

3.4.3 The site is located in close proximity to Sainsburys Local, Tesco Express and Waitrose in Clerkenwell.

These are all accessible on foot in under five minutes.

Accessibility to Recreation Facilities

- 3.4.4 The site is located in central London with many close bars and restaurants within 10 minutes' walk, in particular surrounding Farringdon Station. Gymbox is located 300m south-west of the site (approximately four minutes walking distance).

Accessibility to Health Services

- 3.4.5 Boots Pharmacy is located under a five minute walk from the site. In addition to this, Grays Inn Medical Centre is 700m from the site and is accessible in approximately 11 minutes walking distance.

Accessibility to Schools

- 3.4.6 St Albans C of E Primary School and Nursery and London School of Management Studies are both located within three minutes walking distance to the site. In addition to this, Charter House Square School and Nursery is located 800m from the site about a 10-minute walk. This highlights school / nursery services for varying ages are located within close proximity to the site.

Accessibility to Green Space

- 3.4.7 A number of green spaces are located within 500m of the site. These include Bourne Estate and Grays Inn Square Gardens to the northwest.

3.5 Walking and Cycling Opportunities

- 3.5.1 Pedestrian infrastructure close to the site enables high connectivity between the site and local amenities within close proximity to the site. As discussed, there are a number of walking and cycling opportunities, including numerous retail units and restaurants, in particular near Farringdon Station and food outlets such as Sainsburys, Starbucks and Tesco Express.
- 3.5.2 The walking environment surrounding the site promotes walking to reach local amenities, including the station and local restaurants/shops. High accessibility to local cycling amenities increases the likelihood of future employees and visitors to the site adopting walking or cycling as their mode of choice to travel to and explore the local area.

3.6 Public Transport Accessibility

3.6.1 The PTAL rating of the Site is “6b”, indicating an excellent level of public transport accessibility and the highest achievable accessibility score. This PTAL value has been taken from the online TfL PTAL calculator, WebCAT. The high score reflects the sites proximity to Farringdon Station, as well as numerous bus stops that surround the site.

3.6.2 In addition to this, the site has an Accessibility Index Score of 55.96.

Bus Services

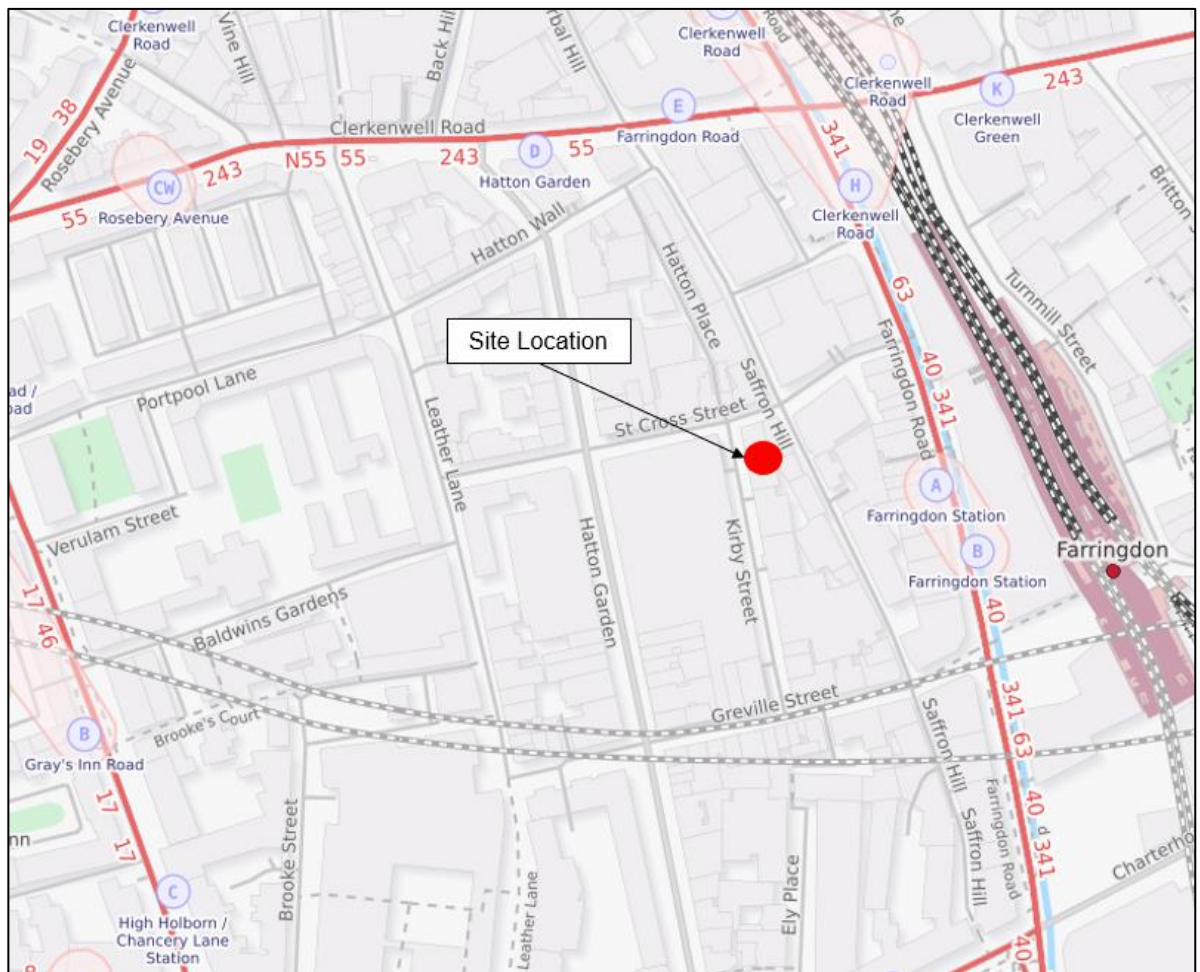
3.6.3 The nearest bus stops to the site are located on either side of Farringdon Road approximately 250m (approximately 3 minutes walking distance) from the site access on Kirby Street and are known as the ‘Farringdon Road Bus Stop A’ and ‘Farringdon Road Bus Stop B’. The bus stops comprise of a flag and timetable arrangements with sheltered seating. There is a controlled crossing 50m from the bus stops. Bus services, 40, 63, 341, 748, and their aligning frequencies summarised in **Table 3.3**.

Table 3.3 – Local Bus Service Frequency

Service	Route	Frequency (minutes)			
		Daytime Frequency	Evening Frequency	Saturday	Sunday
40	Dulwich – Clerkenwell Road	7-11	9-15	9-11	15
	Clerkenwell Road – Dulwich	7-11	9-15	9-11	15
63	Therpia Road – King’s Cross Station	4-10	6-10	6-10	8-11
	Kings Cross Station – Therpia Road	4-10	6-10	6-10	8-11
341	Glover Drive – Waterloo Station	10-13	10-13	10-14	10-14
	Waterloo Station – Glover Drive	10-13	10-13	11-14	11-14

3.6.4 **Table 3.3** illustrates the frequency of buses from the bus stop located to closely to the site. This highlights that there is good public transport connectivity to the site as key destinations in London can be reached such as Waterloo Station and Kings Cross. The local bus network and aforementioned bus stops are shown within the context of the site in **Figure 3.2**.

Figure 3.2 - Local Bus Network



Underground Services

- 3.6.5 The site is located approximately 200m walking distance west of Farringdon Station, with access provided to the Circle, Elizabeth Line, Hammersmith & City and Metropolitan lines. Regular services are provided from Farringdon Underground Station, increase connectivity to London and further afield.
- 3.6.6 Chancery Lane is located 550m walking distance from the site and provides access to Central Line services.

Rail Services

- 3.6.7 The nearest mainline rail station to the site is Farringdon Station, approximately 200m east of the site. The national rail station is on the Thameslink route between St Pancras and City Thameslink and is due to become an interchange between Thameslink and the future Crossrail line. These services connect the site to destination in Central London, to the North and to destinations in the South East.
- 3.6.8 Key destinations from Farringdon Station include Brighton, Gatwick Airport, Redhill, Sutton, Bedford, Luton, St Albans, Cambridge and Peterborough. To reach Brighton from Farringdon takes approximately 1 hour and 13 minutes, with Redhill a key destination along this route which can be reached within 45 minutes. Connections between Farringdon and Peterborough have a journey time of approximately 1 hour and 20 minutes.

3.7 Local Car Club Provision

- 3.7.1 The site is well located to a number of car club bays, with the closest provided on Kirby Street, allocated opposite the building entrance. Additionally, car club bays are located to the west of the site on Portpool Lane.

3.8 Summary

- 3.8.1 This section has demonstrated that the site is highly accessible by a range of sustainable modes of travel. It is considered that there is a good level of high-quality pedestrian and cycling infrastructure surrounding the site providing access to a range of key services and amenities. In addition, the site is well served by local bus and rail services.
- 3.8.2 Overall, it is therefore considered that the site has a good level of accessibility by public transport and active modes.

4.0 Travel Plan Measures and Initiatives

4.1 Introduction

4.1.1 This section of the TP sets out the intended measures and initiatives that could be introduced to encourage the uptake of active travel amongst future staff of the development.

4.1.2 Given the TP objective is to reduce the number of vehicle trips generated by the site and encourage a commitment to more sustainable travel, particularly by active modes, a series of measures and proposals have been developed to achieve this goal. The measures have the following aims:

- Reducing the need to travel – influencing the volume and timing of travel activity to lessen its impact;
- Maintaining and encouraging further use of sustainable modes of travel – reducing the need for car usage and servicing trips and encouraging sustainable travel with a particular focus on active travel;
- Reducing emissions – reducing the environmental impact of the sites travel demands; and
- Raising awareness – promotion of travel choices.

4.2 Minimising Vehicle Use

4.2.1 There is no car parking associated with the development. The majority of staff are expected to travel by public transport and active mode. The Travel Plan will include measures which can be used to encourage active travel wherever possible.

4.2.2 Measures will also be set to minimise the number of service vehicles frequenting the site on a daily basis. This could include consolidating deliveries, the use of local supplier and encouraging the use of cargo bikes.

4.3 Hard Measures

4.3.1 A secure 62-space cycle store is to be located within the building at lower ground floor level. 50 long-stay cycle parking will be provided in the form of two-tier stands with easy-lift fittings to assist accessing the upper deck. 12 cycle parking spaces will be provided for foldable cycles. The layout of the cycle store has been designed in line with guidance provided within *The Camden Transport Planning Guidance* (2021).

4.3.2 Should it be apparent that additional cycle parking demand is required, the building management will consider the implementation of operating a cycle hire scheme from the proposed development.

4.4 Maintaining & Encouraging Sustainable Travel

Staff Induction Packs

4.4.1 High quality and attractive site-specific Staff Induction Packs (SIP) will be provided to all staffs in either physical or digital format. The SIPs will include literature relating to the money saving and health benefits of regular walking and cycling, as well as the benefits associated with the environment and reducing congestion. The content of the SIP will be agreed with Camden prior to publication and distribution to the staff.

Measures to Encourage Walking

4.4.2 Walking is the most sustainable and accessible mode of travel. Any individual in relatively fair health can incorporate walking into part of their journey. Furthermore, 30 minutes of moderate activity 5 or more times per week is likely to enhance the health and fitness of the individual.

4.4.3 In order to encourage walking a number of measures will be taken forward and provided:

- Make information on local pedestrian routes and facilities readily available.
- Provision of suitable walking routes to and from the site entrances. This must be suitable for those who are disabled or visually impaired.
- Raise awareness of the health benefits of walking.
- Details of 'Go Jauntly' App which provides a walking tube map and other leisure walking routes is included in the Induction Pack.

Measures to Encourage Cycling

4.4.4 To encourage staff to cycle, the following measures could be taken forward and implemented:

- Promotion of cycle parking facilities on site, changing rooms, lockers and four shower cabins to be provided at lower ground floor level.
- Cycle parking will be safe and secure.
- Promotion of cycle training and membership organisations such as LCC, CTC (Cycling UK), British Cycling (and related programmes to engage people in cycling).
- Information on the local cycle network routes will be included within the staff Induction Pack.
- Cycle to Work Day, 'Lets Ride' British Cycling Initiatives including led rides, Breeze and Ride Social Rides.
- Promotion of cycle security and bike marking schemes to reduce bike theft.
- Promotion of HGV/cycle safety.
- Promote Cycle scheme salary sacrifice scheme to promote bike ownership.
- Setting up of a Bicycle User Group (BUG).
- The provision of staff lockers.

- Promotion of apps to facilitate mobile handset planning of public transport trips and awareness of network issues and problems; and
- Provide alternative transport home in the event of an emergency.

Measures to Promote Public Transport Use

4.4.5 As demonstrated earlier within the TP, the site is located in a highly accessible area, ensuring that public transport is an attractive option for people accessing the site. Measures provided at the site could include:

- Provision of up-to-date public transport information including timetables and contact information on staff notice boards.
- Staff provided with links to relevant public transport travel information.
- Promotion of timetables and ticketing, spider maps for bus services including night buses.
- Offer staff the ability to purchase discounted season ticket travel.
- Promotion of mobile handset planning of public transport trips and awareness of network issues and problems.

4.5 Travel Information and Marketing

4.5.1 The following measures could be used to provide Travel Plan information and raise awareness:

- A dedicated social media e.g. Facebook page, twitter could include information on the Travel Plan and relevant information on walking, cycling, public transport etc;
- Produce a calendar of travel awareness events (such as National Bike Week, Green Travel Week, In Town without My Car, and other local events etc.).

Travel Boards

4.5.2 It is anticipated that the office will have information packs throughout the development as well as 'local attraction' boards for staffs and visitors, situated in the communal areas. These locations present an opportunity to inform staff and visitors of the opportunities to travel by sustainable modes, including up to date travel information. Sustainable travel information should therefore be made available and accessible at these locations and should detail local walking and cycling routes to key amenities and transport hubs.

4.6 Measures to Encourage Operational Related Transport Efficiencies

4.6.1 The primary operational transport related to office land use is online deliveries, refuse / recycling collection and maintenance.

4.6.2 Once occupied, a full audit of deliveries could be undertaken with a view to reducing the number of trips by either having consolidated deliveries or reducing the number of waste collections.

-
- 4.6.3 This will involve managing the timings and number of the deliveries, and limiting the size of vehicles delivering to the site could benefit the site.

5.0 Travel Plan Targets

5.1 Introduction

5.1.1 This section of the TP identifies targets that will help to guide the TP in meeting its objectives.

5.1.2 As a direct result of the 'measures' to be introduced, a number of mode share targets have been set to encourage the further uptake of active travel.

5.2 Travel Plan Targets

5.2.1 The TP targets will be based on the SMART principles:

- Specific (identify what is to be achieved);
- Measurable (over the target period);
- Achievable (linked to overall objectives and aims);
- Realistic (must be achievable over time allocated); and
- Timed (a defined action plan including dates for achievement).

5.2.2 Setting SMART targets is essential to provide a purpose and focus for the TP. A number of targets have been adopted. These targets are divided amongst those relating to delivering outputs and those related to achieving outcomes as explained below:

- **Output targets** – These targets relate to the implementation of the measures to be introduced as part of the TP. They will help to ensure that the TPC remains on course with the delivery of the different measures contained within this TP; and
- **Outcome targets (modal shift)** – These targets relate to the effect of implementing the TP measures and will include for example reducing the overall proportion of journeys being undertaken from the site by car.

5.3 Output Targets

5.3.1 **Table 6.1** details the output targets, responsibilities for delivery, and associated timescales.

Table 5.1 - Output Targets

Output Target	Responsibility	Timescale
Appoint and fund a site Travel Plan Coordinator	Operator	Upon appointment of TPC
Ensure cycle parking is adequate to accommodate the demand	Operator	
Prepare Induction Packs	TPC	
Promote travel planning measures	TPC	Upon opening
Undertake travel surveys	TPC	Within 6 months of opening and at the end of Years 1, 3 and 5.
Analyse results of travel survey and provide reports to London Borough of Camden	TPC	Following monitoring phase
Inform staff of sustainable travel modes to the site and display travel information in strategic area visible to all	TPC	Upon appointment of TPC and ongoing
Continue to promote the travel plan and it's aims and objectives through various channels, to reach to 100% of the staff.	TPC	Upon appointment of TPC and ongoing
Yearly sustainable travel campaigns	TPC	Upon appointment of TPC and ongoing
Agree revised measures and targets where necessary.	TPC	Following monitoring phase

5.4 Outcome Targets

- 5.4.1 The initial travel survey, following the appointment of the TPC, will gather information that will provide a base year modal split for journeys to and from the site. This base year information will then be used to derive modal split targets for the site.

Travel Plan

- 5.4.2** Until such time as travel surveys can be undertaken, interim modal split targets based on previous census data will be used as the baseline to set future targets for staff.
- 5.4.3** The targets set out below are applicable to able bodied and disability impaired persons. As the development is proposed to be car-free, the targets have been developed to move from public transport to active modes (walking and cycling).
- 5.4.4** The resultant target mode shares are set out in **Table 6.2** for future staff.

Table 5.2 – Indicative Future Mode Split Targets

Mode	Existing Mode Share	Year 3	Year 5	Target
Underground	35%	-4%	-2%	29%
Train	40%	-2%	-2%	36%
Bus	12%	+0%	+0%	12%
Cycling	7%	+4%	+2%	13%
Walking	6%	+2%	+2%	10%
Total	100%			100%

- 5.4.5** The targets above aim to decrease underground users by 6% and train users by 4% over the five-year time period. The aim of the TP is to increase the uptake in sustainable travel modes by increasing travel by cycling (+6%) and walking (+4%). Where possible, people will be encouraged to travel by active modes instead of by public transport.
- 5.4.6** A separate target that is linked to the mode split is to ensure 100% of people are aware of the travel plan and its aims and objectives by the end of Year 1.

5.5 Conclusion

- 5.5.1** In summary, the above targets have been set to encourage sustainable forms of travel for all staff of the site.

6.0 Monitoring & Review

6.1 Introduction

6.1.1 The success of a Travel Plan requires consistent monitoring of measures to ensure they continue to be effective throughout the operational life of the site.

6.1.2 Overall responsibility for the TP would lie with the TPC. This section of the ITP describes the management and co-ordination processes that are to be introduced to support the TP measures.

6.2 Travel Plan Coordinator

6.2.1 The contact details of the eventual Travel Plan Coordinator (TPC) will be provided in Section 1.4 once known. Should the TPC change, the new contact details will be shared with London Borough of Camden and the TP updated accordingly.

6.2.2 The TPC has the overall responsibility for the day-to-day management and implementation of the TP. They are the first point of contact in relation to the TP and will take ownership of the TP.

6.2.3 The main duties of the TPC are summarised as follows:

- Overall management of the TP;
- Promotion of the TP's aims and objectives;
- Implementation of the specific measures identified in the plan;
- Identification and appraisal of further measures supporting the objectives;
- Collation and dissemination of transport information to the staff;
- Co-ordination and liaison with local authority, public transport operators and adjacent organisations;
- Review of policies and procedures to understand and align the incentives that influence mode choice; and
- Monitoring transport issues and reporting to senior management as appropriate.

6.3 Travel Surveys

6.3.1 The initial staff travel survey will be undertaken within 6 months of the date of the building opening and thereafter on the Year 1, Year 3 and Year 5 anniversaries.

6.3.2 The staff travel surveys will be completed during the same month each year (avoiding the holiday period) and using the same methodology, thus removing any potential problems associated with seasonal variations and/or inconsistent survey results.

6.3.3 The results of the surveys can then be reviewed with the local authority, illustrating the effectiveness (or otherwise) of the measures implemented at the site and agreeing the targets over the next period.

6.3.4 The staff travel surveys will look to extract the following information:

- Usual mode of travel and reason for choice;
- Attractiveness of active travel;
- Any barriers to active travel; and
- Initiatives that would encourage the uptake of active travel.

6.4 Timescales

6.4.1 **Table 5.1** details a timetable for the implementation of the Travel Plan.

Table 6.1 -Travel Plan Implementation Timetable

Travel Plan Process	Proposed Implementation Date
Appoint TPC	Prior to opening
Agree scope and methodology of staff travel surveys	Within 3 months of opening
Undertake staff travel survey	Within 6 months of first opening and at the end of years 1, 3 and 5.
Prepare Annual Report and agree targets with local authority	Within 1 month of surveys being completed.

6.5 Remedial Actions

6.5.1 The primary target of the TP is to increase the uptake of active travel modes related to the development site. This target will be fully reviewed following the first phase of monitoring, to ensure that the targets set are SMART.

6.5.2 It is difficult to predict remedial measures when the specific target which isn't met or the reasoning behind this is unknown. During the five-year monitoring process, at the end of year 1 and year 3, if the travel surveys demonstrate that targets are not being met, a review will be undertaken to establish whether targets are realistic.

6.5.3 Following this review, if relevant, the targets may be revised to be more realistic and instead focus on other modes of sustainable transport. The TPC will inform London Borough of Camden of the survey results and any revised targets.

6.5.4 A proposed Remedial Action Plan is set out in **Table 5.2**, with meetings undertaken by the TPC.

Table 6.2- Remedial Action Plan

Order to be Taken	Action
1	Review of survey results at the end of year 1 and 3 against targets.
2	Revision of travel plan targets, if relevant, to focus on other sustainable modes of transport.
3	Notification of potential failure to meet agreed target to TPC and updated targets.
4	Set into action remedial measures (such as): Review surveys to establish measures most likely to encourage staff to alter their travel habits in favour of active travel.
5	Continue to monitor progress of measures against the targets.
6	If revised targets are not met, continue to monitor through Travel Plan for another three years.

7.0 Action Plan

7.1 Introduction

7.1.1 This section details the mechanisms by which the TP will be secured and provides an Action Plan for the implementation of the identified measures including time frames and responsibilities.

7.1.2 Failure to meet targets and deliver incentives will result in non-conformity and the Local Authority will repeat the assessment process at the cost of the development until they are satisfied that all measures and targets have been reached.

7.1.3 **Table 8.1** below contains an Action Plan for the implementation of the measures suggested within this TP which should be used by the Travel Plan Coordinator as a guide for implementation prior to occupation of the development and during the lifetime of the Travel Plan. The Action Plan is not exhaustive and should be developed as the Travel Plan evolves.

Table 7.1 - Action Plan

Action	Indicator	Target Date	Responsibility
Appoint TPCs	Development build nearing completion	One month before occupation	The Applicant
Produce Welcome Packs	TPCs appointed	First occupation of the development	TPC
Provision of cycle parking, lockers, showers and changing facilities Provision of suitable walking routes to and from the site entrances within the site boundary, that connect to external footways. This must be suitable for those who are disabled or visually impaired	Development build nearing completion	Prior to occupation	Developer
Research information to provide employees with advice and support regarding safe walking and cycling. Provide route maps and guides for safe walking and cycling in a common area of the development State the no-car development strategy and promote sustainable travel modes within employees and visitors;	Information provided to staff	Within 3 months of occupation and ongoing	TPC

Undertake Initial Travel Surveys	50% occupancy of development	Within three months of 50% occupation	TPC
Decide Modal Split Targets	Receipt of initial Travel Surveys	Within one month of receiving the initial surveys	TPC in conjunction with LBC
Update TP to a full Travel Plan	Once Modal Split Targets are agreed with LBC	Within two months of agreeing modal splits with LBC	TPCs
Present Annual Monitoring Report	Once full Travel Plan is approved by LBC	Annually for at least five years following the agreement of targets with LBC	TPCs

Our Locations

Birmingham

2 The Wharf
Bridge Street
Birmingham
B1 2JS
T. 0121 643 4694
birmingham@curtins.com

Bristol

Quayside
40-58 Hotwell Road
Bristol
BS8 4UQ
T. 0117 302 7560
bristol@curtins.com

Cambridge

50 Cambridge Place
Cambridge
CB2 1NS
T. 01223 631 799
cambridge@curtins.com

Cardiff

3 Cwrt-y-Parc
Earlswood Road
Cardiff
CF14 5GH
T. 029 2068 0900
cardiff@curtins.com

Douglas

Varley House
29-31 Duke Street
Douglas
Isle of Man
IM1 2AZ
T. 01624 624 585
douglas@curtins.com

Dublin

11 Pembroke Lane
Dublin 2
Ireland
T. 00353 1 507 9447
dublin@curtins.com

Edinburgh

1a Belford Road
Edinburgh
EH4 3BL
T. 0131 225 2175
edinburgh@curtins.com

Glasgow

Queens House
29 St Vincent Place
Glasgow
G1 2DT
T. 0141 319 8777
glasgow@curtins.com

Kendal

28 Lowther Street
Kendal
Cumbria
LA9 4DH
T. 01539 724 823
kendal@curtins.com

Leeds

Rose Wharf
Ground Floor
Leeds
L29 8EE
T. 0113 274 8509
leeds@curtins.com

Liverpool

51-55 Tithebarn Street
Liverpool
L2 2SB
T. 0151 726 2000
liverpool@curtins.com

London

40 Compton Street
London
EC1V 0BD
T. 020 7324 2240
london@curtins.com

Manchester

Merchant Exchange
17-19 Whitworth Street West
Manchester
M1 5WG
T. 0161 236 2394
manchester@curtins.com

Nottingham

56 The Ropewalk
Nottingham
NG1 5DW
T. 0115 941 5551
nottingham@curtins.com