



Discharge of Conditions
23-55 North Street, Romford, RM1 1BJ

Travel Plan

For

Regency Homes Ltd

Document Control Sheet

Discharge of Conditions

23-55 North Street, Romford, RM1 1BJ

Regency Homes Ltd

This document has been issued and amended as follows:

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A Inspector’s Report

1.0 Introduction

- 1.1 This Travel Plan has been prepared on behalf of Regency Homes Ltd to discharge a planning condition relating to the redevelopment, including the retention of the part built structure to provide a mixed use development comprising a 6-16 storey building, 98 residential units (Use Class C3), 766sqm of flexible uses at ground floor including retail (A1-A4), offices (B1a) and community uses (D1), also associated basement car parking, cycle parking, storage and servicing (herein referred to as the 'permitted development') at 23-55 North Street, Romford, RM1 1BJ (herein referred to as 'the site'). The site is located within the administrative boundary of the London Borough of Havering (LBH).
- 1.2 The site is located within the centre of Romford, approximately 600 metres north of Romford railway station. The surrounding area can be characterised as a mix of commercial, residential, and retail properties within an urban context. The site currently accommodates the partially constructed structure from the halted construction project from the previously consented scheme (Ref: P0403.05) which sought a similar development of the site. The permitted development will redevelop the scheme to provide a mix of residential development and 766sqm of space able to be utilised for a range of potential uses as illustrated above.

Context

- 1.3 The permitted development (Ref: P1292.15) was granted consent after appeal with planning conditions implemented on the site as a result of the appeal process. The full Inspector's Report and the conditions implemented within are attached within **Appendix A**.
- 1.4 This Travel Plan will discharge Condition 25 which states;
- "Prior to occupation of the development hereby approved an updated Travel Plan for the commercial uses shall be submitted to and approved in writing by the local planning authority, and implemented in accordance with the approved details".*
- 1.5 This Travel Plan will act to discharge this condition. The potential uses of the commercial aspect of the permitted development are now all classified as Class E therefore this commercial component of the permitted development will be recognised as a potential Class E use which could have a range of multiple future occupiers.

Scope

- 1.6 A Travel Plan is a strategy containing a package of measures, which has to be tailored to the needs of an individual site. The strategy is aimed at promoting sustainable travel and reducing the reliance on the private motor vehicle. Travel Plans have the ability to provide wider health and environmental benefits.
- 1.7 The overall objective of a Travel Plan is to encourage uptake of active travel modes to the site. This Travel Plan aims to provide an overall document for the site upon which sustainable transport initiatives can be developed in detail for the proposed occupier(s).
- 1.8 Reference has been made to the 'TfL Travel Planning Guidance November 2013' (Transport for London) guidance in the production of this document.

Objectives

- 1.9 The long-term objective of the Travel Plan is to encourage sustainable travel to the site. The Travel Plan strategy will aim to raise awareness of modes of travel available for use and to raise awareness of the personal and environmental benefits of travelling by these modes.
- 1.10 This Travel Plan sets out several key objectives, which include:
- ▶ Minimising the need to travel to and from the site;

- ▶ Minimising single occupancy vehicle (SOV) car trips to and from the development;
- ▶ Promoting walking and cycling as a healthy and sustainable way of travelling to and from the development; and
- ▶ Encouraging the use of public transport.

Means of Achieving Objectives

- 1.11 This Travel Plan forms an overall strategy for influencing the travel habits of people travelling to and from the site. This document provides an overall strategy and set of measures which have been and will continue to be implemented at the site. These measures will be managed by a Travel Plan Co-ordinator (TPC) and supported through a monitoring, reviewing, and reporting programme, designed to achieve the Plan targets within the Plan lifetime.
- 1.12 The remainder of this Framework Travel Plan is structured as follows:
- ▶ Section 2 outlines the relevant policy guidance;
 - ▶ Section 3 sets out the development proposals for the site;
 - ▶ Section 4 identifies the accessibility of the site to all travel modes;
 - ▶ Section 5 sets out the objectives of the Travel Plan;
 - ▶ Section 6 outlines the initial targets of the Travel Plan;
 - ▶ Section 7 outlines the Travel Plan Strategy including how it will be managed;
 - ▶ Section 8 sets out the measures and initiatives that will be implemented to meet the objectives and targets of this Travel Plan;
 - ▶ Section 9 details the monitoring and review programme that will ensure the continues progression of the Travel Plan; and,
 - ▶ Section 10 provides the Travel Plan Action Plan.

2.0 Policy Context

Overview

- 2.1 The key policy documents that set out policy guidance for travel planning within the context of the development are as follows;
- ▶ National Planning Policy Framework – December 2023;
 - ▶ London Plan – March 2021; and
 - ▶ London Borough of Havering Local Plan – November 2021.

National Planning Policy Framework

- 2.2 The National Planning Policy Framework (NPPF) was published in December 2023 and sets out national planning policies. A draft update of the NPPF was set out for consultation in July 2024. This draft consultation sets out the changes the government wish to make to nationwide planning policies.
- 2.3 The NPPF has a strong focus on sustainable development, and this theme is carried through into their policies relevant to travel and transport. It recognises that Travel Plans are one method of encouraging and enabling sustainable travel. This is shown within Paragraph 117 of the adopted NPPF and Paragraph 115 of the consultation NPPF which states;

"All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed".

London Plan

- 2.4 The London Plan promotes economic and social development and the environmental improvement of Greater London.
- 2.5 With regard to a strategic approach to transport, Policy T1 states;
- "Development Plans and development proposals should support the delivery of the Mayor's strategic target of 80 per cent of all trips in London to be made on foot, cycle or public transport by 2041. All development should make the most effective use of land, reflecting its connectivity and accessibility by existing and future public transport, walking and cycling routes, and ensure that any impacts on London's transport networks and supporting infrastructure are mitigated".*
- 2.6 With regard to healthy streets, Policy T2 states that development proposals should;
- ▶ *"Reduce the dominance of vehicles on London's streets whether stationary or moving.*
 - ▶ *Be permeable by foot and cycle and connect to local walking and cycling networks as well as public transport".*
- 2.7 With regard to assessing and mitigating transport impacts, Policy T4 states;
- ▶ *"Development Plans and development proposals should reflect and be integrated with current and planned transport access, capacity and connectivity.*
 - ▶ *Transport assessments should be submitted with development proposals to ensure that any impacts on the capacity of the transport network (including impacts on pedestrians and the cycle network), at local, network-wide and strategic level, are fully assessed. Transport assessments should focus on embedding the Healthy Streets Approach within, and in the vicinity of, new development. Travel*

Plans, parking design and management plans, construction logistics plans and delivery and servicing plans will be required in accordance with relevant Transport for London guidance.

- ▶ *Where appropriate, mitigation, either through direct provision of public transport, walking and cycling facilities and highway improvements or through financial contributions, will be required to address any adverse transport impacts that are identified.*
- ▶ *The cumulative impacts of development on public transport and the road network capacity including walking and cycling, as well as associated effects on public health, should be taken into account and mitigated.*
- ▶ *Development proposals should not increase road danger”.*

2.8 With regard to cycling, Policy T5 states;

"A. Development Plans and development proposals should help remove barriers to cycling and create a healthy environment in which people choose to cycle. This will be achieved through:

1) supporting the delivery of a London-wide network of cycle routes, with new routes and improved infrastructure,

2) securing the provision of appropriate levels of cycle parking which should be fit for purpose, secure and well-located. Developments should provide cycle parking in accordance with the minimum standards ... ensuring that a minimum of two short-stay and two long-stay cycle parking spaces are provided where the application of the minimum standards would result in a lower provision ...

B. Cycling parking should be designed and laid out in accordance with the guidance contained in the London Cycling Design Standards. Development proposals should demonstrate how cycle parking facilities will cater for larger cycles, including adapted cycles for disabled people”.

2.9 Policy T6 ‘Car Parking’ set out the ambition that;

“... car-free development would be the starting point for all development proposals in places that are (or are planned to be) well-connected by public transport, with developments elsewhere designed to provide the minimum necessary parking (‘car-lite’). Car-free development has no general parking but should still provide disabled persons parking in line with Part E of this policy”.

2.10 Further detail for non-residential car parking is addressed at Policy T6.5, in which requirements are set out for disabled persons parking in terms of ‘designated’ and ‘enlarged’ bays. ‘Designated’ bays are those marked clearly on-site as being available for use only by Blue Badge holders, whilst ‘enlarged’ bays are provided at the dimensions required for use by disabled car users but not designated solely for use by Blue Badge holders.

2.11 Policy T6.5 states;

- ▶ *“Disabled persons parking should be provided in accordance with the levels set out ..., ensuring that all non-residential elements should provide access to at least one on or off-street disabled persons parking bay;*
- ▶ *Designated bays should be marked up as disabled persons parking bays from the outset”.*

2.12 The form and layout of new development is considered in Policy D3 ‘Optimising site capacity through the design-led approach’;

“Development proposals should:

Form and layout ...

2) encourage and facilitate active travel with convenient and inclusive pedestrian and cycling routes, crossing points, cycle parking, and legible entrance to buildings, that are aligned with peoples' movement patterns and desire lines in the area;

... 4) facilitate efficient servicing and maintenance of buildings and the public realm, as well as deliveries, that minimise negative impacts on the environment, public realm and vulnerable road users ...".

- 2.13 Policy D5 addresses inclusive design by calling for development proposals to provide independent access for all users that does not require additional undue effort, separation or special treatment, such provision being detailed as an inclusive design statement in the Design and Access Statement accompanying the development proposal.

London Borough of Havering Local Plan

- 2.14 The LBH Local Plan sets out the local policy context for development within the borough.

- 2.15 Policy 23: Transport Connections states;

"The Council will support and encourage developments in Havering in the locations that are most accessible by a range of transport options.

The Council supports development which ensures safe and efficient use of the highway and demonstrates that adverse impacts on the transport network are avoided or, where necessary, mitigated. Major planning applications will require a transport assessment in line with TfL's Transport Assessment Best Practice Guidance.

When bringing forward a planning application full Travel Plans or Travel Plan Statements will be required for development reaching certain thresholds as set out in Transport for London's (TfL) latest Guidance on Travel Plan requirements.

The Council will work with its partners, including developers, the Mayor of London and central government to improve transport infrastructure and the connectivity of the borough by:

- i. Maximising the development opportunities supported by Crossrail as well as the benefits for local businesses and residents;*
- ii. Lobbying for an increased train frequency and greater capacity on the Essex Thameside (C2C) line serving Rainham, Upminster and the proposed Beam Park stations;*
- iii. Lobbying for peak time 'fast' services serving Romford Station;*
- iv. Progressing improved north to south public transport connections in the borough, improving access to the Romford and Rainham and Beam Park Strategic Development Areas and Queens Hospital*
- v. Improving bus connections to/from key trip generators such as Queens Hospital;*
- vi. Enhancing strategic transport links across the borough;*
- vii. Improving road safety in the borough, especially in the vicinity of schools and KSI "hotspots";*
- viii. Providing residents with options to travel sustainably and enabling walking and cycling*
- ix. Working with partners to provide sustainable access to key employment areas across the borough including Rainham Employment Area and Queens Hospital;*
- x. Requiring new development to optimise sustainable access and other future transport connections, wherever applicable;*
- xi. Tackling key congestion "hotspots" through remodelling of Gallows Corner and Romford Ring Road to improve motor vehicle traffic flow and improve air quality;*

- xii. Promoting the benefits of active travel to schools, local businesses and developers and supporting the development, delivery and monitoring of school, residential and workplace travel plans;*
- xiii. Ensuring good sustainable access between new developments and public transport interchanges in the borough to promote active travel;*
- xiv. Supporting new developments that include shared use routes for people walking and cycling which lead to public open spaces and parks to promote active recreational activities;*
- xv. Taking an active role in the A127 Corridor for Growth project through cross borough engagement with Essex County Council and seeking improvements to the A127 that will facilitate growth along this corridor; and*
- xvi. Working with neighbouring authorities to better co-ordinate highway works.*
- xvii. Working with partners including the port of London Authority to explore opportunities for utilising the River Thames for freight and passenger transport to reduce traffic congestion and support local businesses. The Council will work positively with those who share its ambition to deliver these key transport infrastructure improvements and will support development proposals that are able to contribute to their delivery.*

3.0 Accessibility

Site Location

- 3.1 This section presents the application site in relation to the context of its location and surrounding local facilities and amenities.
- 3.2 The site is located within the centre of Romford, approximately 600 metres north of Romford railway station. The surrounding area can be characterised as a mix of commercial, residential, and retail properties within an urban context. Figure 3.1 below illustrates the location of the site.

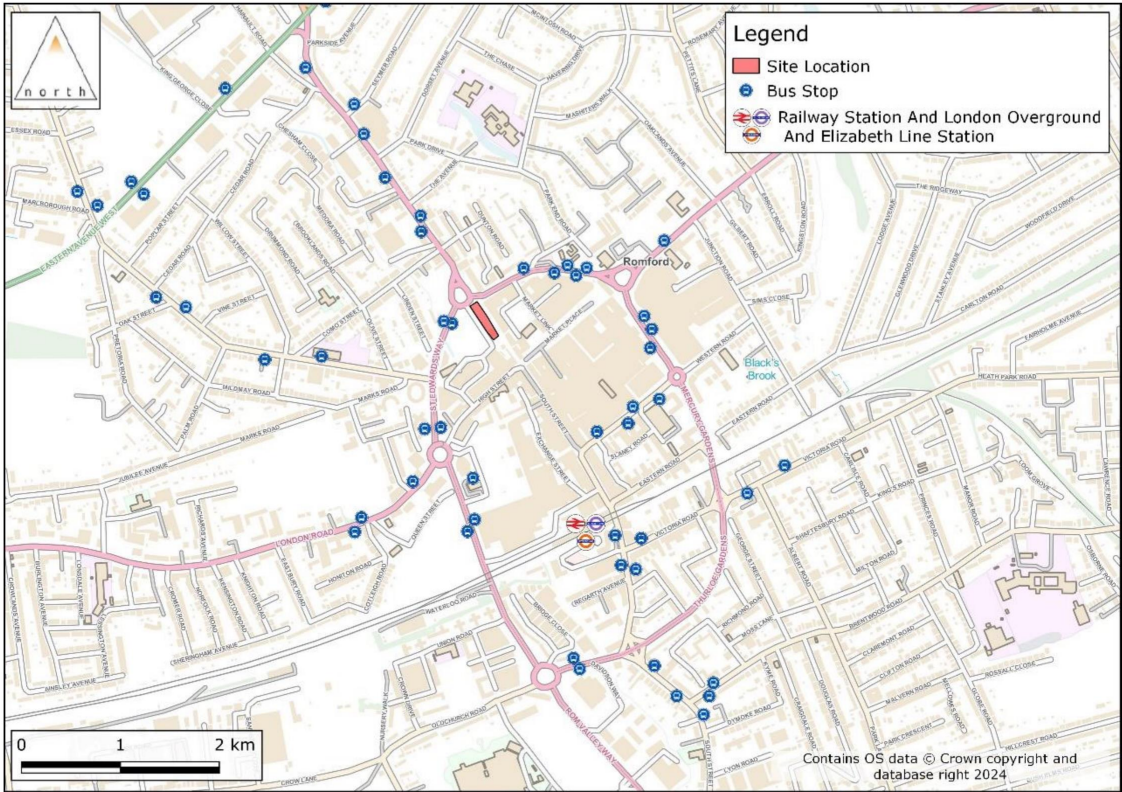


Figure 3.1: Site Location

Site Accessibility

Local Highway Network

- 3.3 The site is served by vehicular, pedestrian, and cycle access via Angel Way with pedestrian and cycle access also possible via North Street. Angel Way is two-way, single carriageway road subject to a 20mph speed limit to the north, close to the roundabout junction with the A118, and a one-way, single carriageway road subject to a 20mph speed limit to the south of the site. To the north, Angel Way provides connections to the A118 and subsequent connections towards the A12, Chadwell Heath, and Romford town railway station. To the south, Angel Way is accessed from Romford town centre and High Street.

Accessibility by Non-Car Modes

Accessibility on Foot

- 3.4 North Street is a pedestrian and cycle only space with a wide continuously lit area with shops along either side. This provision also has dropped kerbs present to assist with crossing. To the northern extent of

North Street, an underpass is provided with step free access possible to enable a safe way to cross the A118.

- 3.5 The footway provision along Angel Way is wide and continuously lit with dropped kerbs and tactile paving present to assist with crossing. The local footway provisions are all lit and supplemented by dropped kerbs and tactile paving ensuring that the wider local provision is suitable for all site users.

Accessibility by Cycle

- 3.6 A painted cycle lane is provided along the A118 to the north of the site as well as a pedestrian and cycle only area along North Street. When combined with the flat topography and low speed limit, the local highway network can be deemed suitable for cycling.
- 3.7 The London Cycle Network (LCN) route 58 runs to the west of the site, along Angel Way. This designated and signposted cycle route provides access between Collier Row and Rainham and provides a cycle route access to Romford railway station. This designated and signposted cycle route connects to other cycle routes which enables access to the wider cycle network for access to wider commuter areas.

Accessibility for Less Mobile Users

- 3.8 Footways surrounding the site are wide and flat, offering good access for less mobile users. Surrounding crossing points benefit from dropped kerbs which assist in the provision of crossing for less mobile users of the site.

Public Transport Accessibility Level Index

- 3.9 Transport for London (TfL) has published guidelines on Public Transport Accessibility Levels (PTAL), providing criteria for the identification of public transport access points (for example, stops and stations) that are within walking distance of an application site. PTAL scores range from 1-6 with 6 being high and 1 being low. It is noted that PTAL provides a score reflecting access to public transport services as opposed to accessibility by public transport, assuming a threshold of 640 metres to a bus stop and 940 metres to a rail or tube station. A site's PTAL does not consider: the speed or utility of accessible services; crowding, including the ability to board services; or ease of interchange.
- 3.10 The PTAL score for the site is '6a – Best'. This demonstrates that the site benefits from excellent access to public transport modes allowing both staff and users of the site to access the site via these sustainable transport modes.

Accessibility by Bus

- 3.11 As demonstrated within Figure 3.1, the closest bus stops to the site are located approximately 100 metres west of the site, along the A118 equivalent to a 2-minute walk. These bus stops are identified as 'North Street' and a shelter, bench, and digital departure board are provided. Additional bus stops are located within the area surrounding the site in a northward and eastward direction. A summary of the local bus services easily accessible to the site is presented below in Table 3.1.

Service	Route	Approximate Frequency		
		Mon-Fri	Sat	Sun
66	Romford – Newbury Park – Wanstead	1 every 10 minutes	1 every 12 minutes	1 every 20 minutes
86	Romford – Chadwell Heath – Ilford – Stratford	1 every 6 minutes	1 every 6 minutes	1 every 10 minutes
103	Chase Cross – Romford – Dagenham East – Rainham	1 every 8 minutes	1 every 8 minutes	1 every 20 minutes
128	Romford – Rush Green – Ilford – Gants Hill – Clayhall	1 every 10 minutes	1 every 10 minutes	1 every 20 minutes
165	Romford – Gidea Park – Hornchurch – Rainham	1 every 10 minutes	1 every 10 minutes	1 every 20 minutes
175	Chase Cross – Romford – Rush Green – Dagenham	1 every 8 minutes	1 every 12 minutes	1 every 20 minutes
193	Romford – Hornchurch – Upminster Bridge – Emerson Park	1 every 8 minutes	1 every 12 minutes	1 every 20 minutes
247	Romford – Marks Gate – Hainault – Fullwell Cross – Barkingside	1 every 8 minutes	1 every 8 minutes	1 every 20 minutes
252	Collier Row – Romford – Elm Park – Hornchurch	1 every 10 minutes	1 every 12 minutes	1 every 15 minutes
294	Noak Hill – Gallows Corner – Romford – Colier Road – Havering-atte-Bower	1 every 10 minutes	1 every 10 minutes	1 every 20 minutes
296	Romford – Marks Gate – Newbury Park – Gants Hill – Ilford	1 every 15 minutes	1 every 20 minutes	1 every 30 minutes
365	Havering-atte-Bower – Romford – Hornchurch – Elm Park – Rainham	1 every 10 minutes	1 every 12 minutes	1 every 20 minutes
375	Romford – Collier Row – Havering-atte-Bower – Bournebridge – Stapleford Abbots – Passingford Bridge	1 every hour	1 every hour	No service
496	Romford – Gidea Park – Gallows Corner – Harold Park – Harold Wood	1 every 15 minutes	1 every 15 minutes	1 every 20 minutes

Table 3.1: Local Bus Services

- 3.12 Table 3.1 demonstrates the wide accessibility to local bus services which provide access to the wider commuter area and access to the wider TfL and sustainable transport network for onward travel.

Accessibility by Rail

- 3.13 The closest railway station to the site is Romford railway station located approximately 600 metres south of the site, equivalent to an 8-minute walk or 2-minute cycle. Romford railway station benefits from step free access as well as sheltered cycle parking monitored by CCTV.

3.14 Romford railway station is served by TfL Elizabeth Line, TfL Overground, and Greater Anglia services on the National Rail network. This network provides access towards Essex to the east, central London to the west, and to the wider TfL network.

3.15 A summary of the direct rail services accessible from Romford is presented below in Table 3.2.

Service	Destinations Served	Approximate Frequency		
		Weekday AM	Weekday PM	Saturday Daytime
Greater Anglia (National Rail)				
London Liverpool Street	Romford – Stratford (London) – London Liverpool Street	1 every 30 minutes	1 every 30 minutes	1 every 30 minutes
Southend Victoria	Romford – Shenfield – Billericay – Wickford – Rayleigh – Hockley – Rochford – Southend Airport – Prittlewell – Southend Victoria	1 every hour	1 every hour	1 every hour
Colchester Town	Romford – Shenfield – Chelmsford – Witham – Kelvedon – Marks Tey – Colchester – Colchester Town	1 every hour	1 every hour	1 every hour
London Overground (TfL)				
Upminster	Romford – Emerson Park – Upminster	1 every 30 minutes	1 every 30 minutes	1 every 30 minutes
Elizabeth Line (TfL)				
London Paddington	Romford – Chadwell Heath – Goodmayes – Seven Kings – Ilford – Manor Park – Forest Gate – Maryland – Stratford (London) – Whitechapel – London Liverpool Street – Farringdon – Tottenham Court Road – Bond Street – London Paddington	1 every 8 minutes	1 every 8 minutes	1 every 8 minutes
London Heathrow Terminal 5	Romford – Chadwell Heath – Goodmayes – Seven Kings – Ilford – Manor Park – Forest Gate – Maryland – Stratford (London) – Whitechapel – London Liverpool Street – Farringdon – Tottenham Court Road – Bond Street – London Paddington – Ealing Broadway – West Ealing – Hayes & Harlington – Heathrow Terminal 1, 2, & 3 – Heathrow Terminal 5	1 every 30 minutes	1 every 30 minutes	1 every 30 minutes
Shenfield	Romford – Gidea Park – Harold Wood – Brentwood – Shenfield	1 every 8 minutes	1 every 8 minutes	1 every 8 minutes

Table 3.2: Direct Rail Services

3.16 Table 3.2 demonstrates the accessibility to local rail services. These services provide access towards Colchester and Southend as well as towards central London and the wider TfL network. This ensures that the site is accessible to future staff and users commuting to the site.

Travel Mapping Analysis

3.17 In order to illustrate the accessibility of the site using sustainable methods, plans illustrating the areas accessible based on travel time can be produced using the TfL Time Mapping (TIM) analysis software.

3.18 These plans are shown below with Figure 3.2 demonstrating the accessible areas during the AM peak period, Figure 3.3 showing between the peak periods, and Figure 3.4 demonstrating the PM peak period.

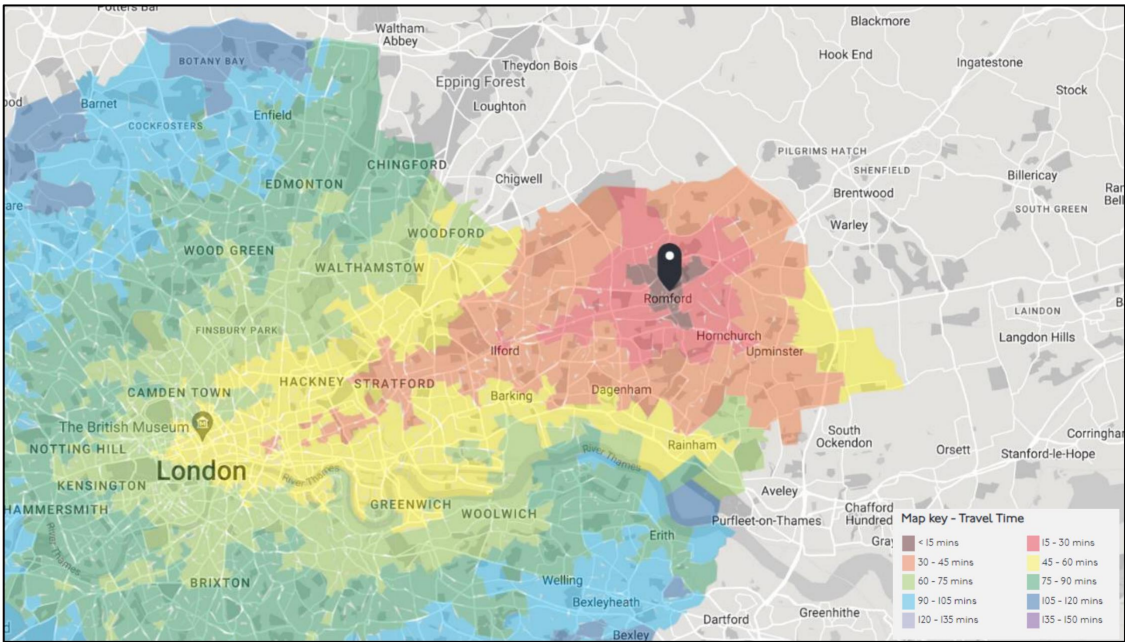


Figure 3.2: Travel Mapping Analysis – AM Peak

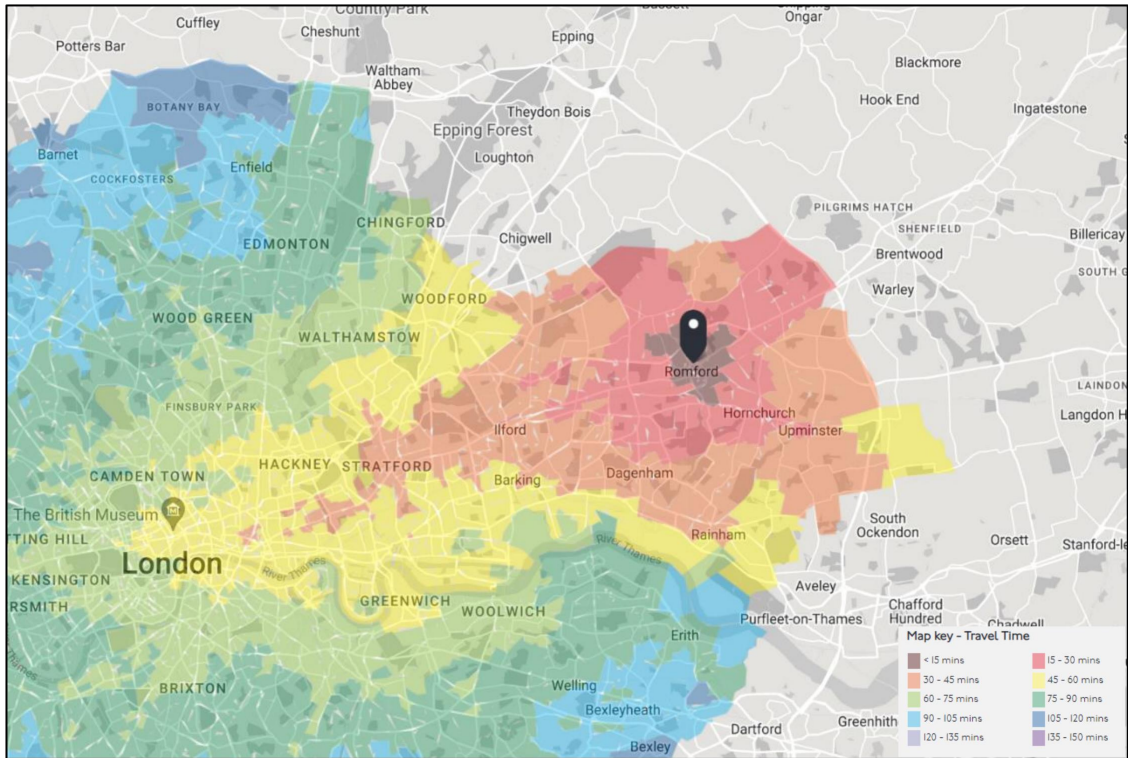


Figure 3.3: Travel Mapping Analysis - Between Peak Periods

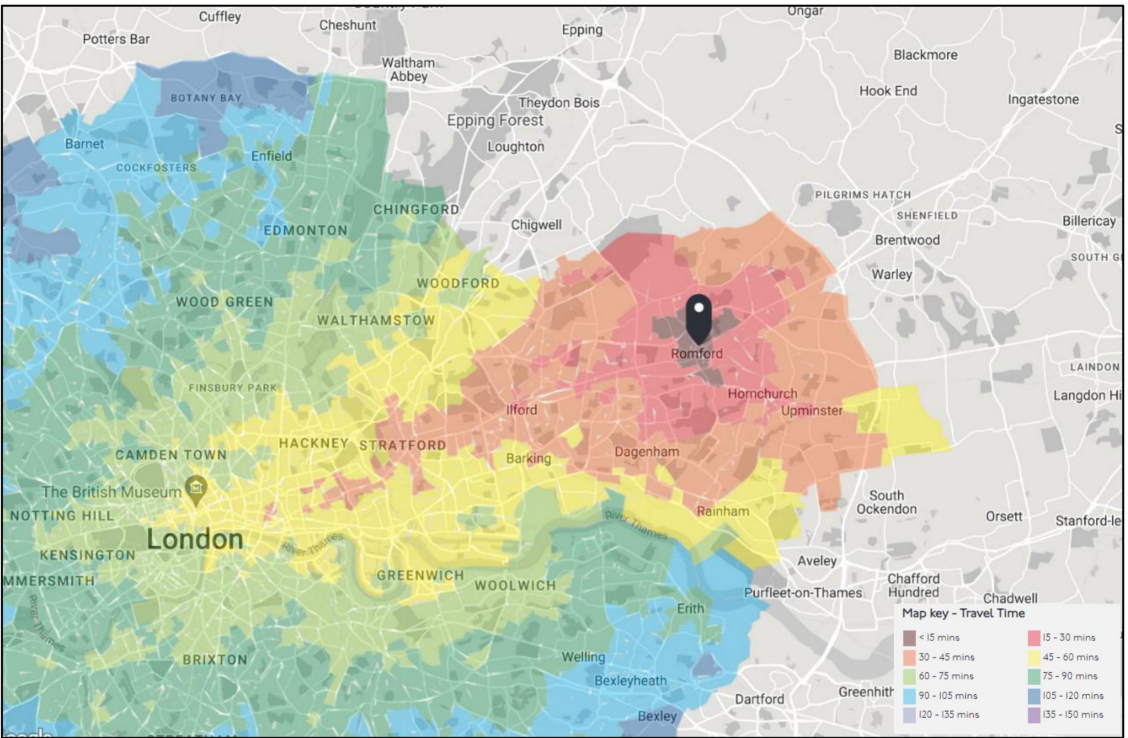


Figure 3.4: Travel Mapping Analysis - PM Peak

3.19 Figures 3.2-3.4 demonstrate that the site is easily accessible within a minimal timeframe to a large population within the surrounding area of the site. This acts to ensure that future staff and visitors to the site will be able to access the site from a wide area. It should also be noted that the calculation doesn't

include locations outside of the TfL mapping area including Shenfield which are located within an accessible distance of the site via sustainable transport methods.

Summary

- 3.20 The above review has demonstrated the accessibility of the site and the nature of the provisions within the immediate vicinity of the site. It has been demonstrated that the site is accessible via active travel methods which will be able to be utilised by staff, visitors, and less mobile visitors to the site. The accessibility to public transport services will ensure that staff commuting to the site from a further distance will be provided with a sustainable transport method. These public transport links provide accessibility to a wide selection of destinations due to the interconnected nature of the London transport network.

4.0 Development Proposals

Overview

- 4.1 This section will briefly outline the access arrangements and parking provision to be provided for the commercial aspect of the development within the permitted development. The permitted development includes 98 residential units which are not imperative to this Travel Plan.
- 4.2 The commercial aspect of the permitted development constitutes 766sqm and will be comprised by future occupiers within the Class E land-use classification. This includes the potential for use as office space, retail space, or as a community hub. As the future occupier(s) is currently unknown, there is no scope for detail and instead the Class E classification will be utilised to describe the potential future users of the site.

Access Arrangements

- 4.3 The site will continue to be accessed by vehicle via Angel Way or via North Street for pedestrians and cyclists.

Parking Provision

Car Parking

- 4.4 The underground car park included as part of the permitted development will only be accessible to future residents of the residential development included within the permitted development. As such, the proposed commercial units will be car free. Any future staff or site users accessing the site by car will be expected to utilise local parking provisions and park in appropriate locations.

Cycle Parking

- 4.5 Future staff accessing the commercial aspect of the site by cycle will be able to store their bicycle within a secure and sheltered location within the curtilage of the unit the staff member works in. This will be the responsibility of the future occupier to ensure that appropriate provision is provided for this to occur.
- 4.6 Any site users accessing the site who are not future staff will be able to utilise local short stay cycle parking provided within the local area. As the site is located within Romford town centre, appropriate short stay cycle provision is provided within the vicinity of the site to allow for this to occur.

Summary

- 4.7 The commercial aspect of the permitted development will be car free to actively encourage future staff and users of the site to access the site via sustainable and active travel methods. The cycle parking proposed within the commercial aspect of the permitted development is suitable for the scope of the development.

5.0 Aims, Objectives, and Benefits

Aim

- 5.1 The overarching aim of this Travel Plan is to put in place the management tools deemed necessary to enable staff and visitors to make informed choices about their travel to and from the site, which at the same time minimises the adverse impacts of travel on the environment. This is achieved by setting out a strategy for eliminating barriers preventing the use of sustainable modes.
- 5.2 Improving the transport choices available to people, rather than focusing on providing for the private car, will lead to a more equitable and sustainable development. This provides travel options for all users of the site regardless of whether or not they own a car. Although the Travel Plan will seek to encourage the utilisation of active modes as far as possible, other sustainable modes, such as public transport, will also be promoted.

Objectives

- 5.3 The transport principles for the site reflect sustainable objectives which can be summarised under the following headings:
- ▶ To actively promote active transport options for travel to and from the site;
 - ▶ To enable informed decisions about how to travel and the impacts on health, the local environment etc.;
 - ▶ To maximise the accessibility of the site by active modes at all times;
 - ▶ To minimise the impacts for the local community and visitors to the area using the surrounding highway network; and,
 - ▶ Establish long-term sustainable and active travel patterns associated with the site.
- 5.4 These objectives accord with the aims of local policy making and will provide focus and direction to the Travel Plan, leading to appropriate measures and targets being set.

Benefits

- 5.5 By meeting the objectives, the Travel Plan will bring about the following benefits:

Site User Benefits

- ▶ Health benefits associated to walking and cycling including a reduction in levels of stress;
- ▶ Economic benefits by using alternative methods to the private car; and,
- ▶ Improved quality and reliability of journeys as part of wider car reduction measures in the local area.

Wider Community Benefits

- ▶ On-going reduction in vehicular generated traffic on the local highway network;
 - ▶ Health benefits associated with walking and cycling; and,
 - ▶ A contribution towards overall reduction in travel emissions.
- 5.6 It is intended that these objectives will be met by identifying and implementing measures that provide employees and visitors with a variety of travel choices and reduce the need to travel by private car. By meeting the objectives set out above, site users will see overarching benefits and be able to make

informed decisions in relation to travel thus ensuring the proposed development is in accordance with national, regional, and local policy.

Updating

- 5.7 This Travel Plan is a strategy for the future of the site and will evolve through the development of the Travel Plan.
- 5.8 The on-going monitoring programme and periodic review for the first 5 years from occupation will provide updated information that will allow each Plan to be revised, refined, and improved as a live evolving document.

6.0 Targets

- 6.1 Targets are the measurable goals by which progress will be assessed. This Travel Plan sets out targets to be reached within the Travel Plan monitoring period.
- 6.2 All proposed targets are SMART; that is;
- ▶ **Specific**;
 - ▶ **Measurable**;
 - ▶ **Achievable**;
 - ▶ **Realistic**; and,
 - ▶ **Time related**.
- 6.3 There are two types of targets: 'Action' and 'Aim' targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time. Aim Targets are quantifiable and in the case of this Travel Plan, relate to the degree of modal shift the Plan is seeking to achieve.
- 6.4 Whilst the measures and methods of encouragement will be slightly different for staff and visitors, the Action Targets and Aim Targets will be set as an overall site goal.

Action Targets

- 6.5 Action Targets are task specific and are typically consolidated into the Action Plan which is outlined in Section 10. The detailed Action Plan sets out the tasks required to be undertaken and by whom.

Aim Targets

- 6.6 Table 6.1 below outlines the proposed Aim Targets for the development. The baseline mode split figures are taken from the start date of this Travel Plan with a review after 1 year. A baseline travel survey will be undertaken by future staff at the site upon occupancy to ensure that accurate data can be utilised for the setting and subsequent monitoring of targets. It is recognised that it is not possible to set accurate targets far into the future, even when based on actual mode share data. Given this, it should be acknowledged that the targets will change over time as the results of on-going monitoring become available and as the remainder of the development becomes occupied. These Aim Targets have been devised based on TfL guidance for Travel Plans.

Target	Modal Split		
	Year 1	Interim (Year 3)	Final (Year 5)
Achieve a 20% decrease in trips to the site via private car	5% reduction	12.5% reduction	20% reduction
Achieve a 20% increase in use of active and healthy modes of travel, focused on walking and cycling	5% increase	12.5% increase	20% increase

Table 6.1: Travel Plan Aim Targets

- 6.7 As a result of the monitoring surveys being undertaken annually, the Travel Plan will be reviewed and updated accordingly following the results of each set of surveys.
- 6.8 All data to be collected will be in accordance with Local Authority standards, to ensure the Travel Plan is being accurately monitored and that targets are being met. The survey data will be collated, analysed, and securely stored on an annual basis to monitor the impact of the Travel Plan for the site.

7.0 Travel Plan Strategy

Overview

- 7.1 This section of the Travel Plan outlines the underlying strategy for managing the implementation of measures aimed at encouraging sustainable travel patterns amongst staff and visitors.

Travel Plan Co-Ordinator

- 7.2 A Travel Plan Co-ordinator (TPC) will be appointed prior to the occupation of the development. The TPC will be responsible for the implementation, communication, monitoring, and management of the overall aims and objectives identified within this Travel Plan, including:

- ▶ Overseeing the development and implementation of the Travel Plan;
- ▶ Organising and coordinating the distribution of any necessary surveys and other data collection exercise required to develop the Travel Plan;
- ▶ Coordinating the monitoring programme for the Travel Plan including setting targets, review dates, and reporting the results of the monitoring to LBH;
- ▶ To act as a point of contact for all site users requiring information on travel related matters as well as acting as a point of liaison with external organisations;
- ▶ Ongoing promotion of the Travel Plan through effective communication at all levels; and,
- ▶ Ensuring the travel information provided to site users is always up to date.

- 7.3 Contact details of the TPC will be provided to LBH once the position has been appointed.

- 7.4 Regular updating of the Travel Plan document is part of the responsibility of the nominated person. The TPC is the most important aspect of a Travel Plan and their willingness and enthusiasm will be a key factor in the successful implementation of a Travel Plan that will achieve a good modal shift result.

Marketing and Consultation

- 7.5 All employees and visitors will be made aware of the existence of the Travel Plan strategy on the commencement of the Travel Plan coming into effect. New staff will be notified of it on the commencement of their employment. The details of the Travel Plan strategy, its objectives in enhancing the environment and the role of individuals in achieving these objectives will be explained.

- 7.6 Travel packs will be issued to employees upon the commencement of the Travel Plan. Further details on the contents and issuing of these packs is provided in Section 8 of this Travel Plan.

- 7.7 The following methods will be used as a means of disseminating information to site users and to promote events/campaigns/promotions:

- ▶ On-site noticeboards;
- ▶ Any newsletters prepared by the future occupants of the site;
- ▶ E-groups and forums; and,
- ▶ Employee Welcome Packs.

8.0 Measures and Initiatives

Overview

- 8.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented so as to promote sustainable modes of travel as part of the Travel Plan. As far as possible, the initiatives detailed within this section are designed to be suitable for monitoring and review. However, the list is not exhaustive and the TPC can investigate other potential initiatives if required.
- 8.2 Whilst some of the initiatives would be implemented from the commencement of occupation of the development, others would need to be determined once a review of the initial travel survey questionnaires have been completed.

Travel Information Pack

- 8.3 Prior to occupation of the site, a Travel Information Pack will be prepared providing sustainable travel information for all users of the site. The pack will include access details for all modes of travel, including walk and cycle maps, bus timetables, details of local taxi companies etc. It will be the TPC's responsibility to ensure that this information is relevant and up to date.
- 8.4 The Travel Information Packs will include:
- ▶ Name and contact details of the TPC and the availability of the TPC to speak with employees;
 - ▶ An introduction to the Travel Plan, its purpose, and a summary document;
 - ▶ Information on the health benefits of using active modes of transport;
 - ▶ Maps showing walking and cycling routes close to the site;
 - ▶ Rail and bus route maps and timetables and any other public transport information; and
 - ▶ Details of any local cycle offers will be provided.

Promoting Walking

- 8.5 Measures to promote walking will include:
- ▶ Provision of maps showing local footpaths and walking routes to facilities in the area;
 - ▶ Promotional literature to encourage walking, emphasising the health, environmental, and economic benefits; and
 - ▶ Promote and support 'Walking Buddies' involving staff or visitors who walk a similar route to each other.

Promoting Cycling

- 8.6 Measures to promote cycling to the site will include the following:
- ▶ Provision of maps showing local cycle routes;
 - ▶ Details of local independent bike business hire and repair schemes will be circulated;
 - ▶ Information surrounding the cycle parking provision provided at the site including access to changing facilities and electric bike charging infrastructure;
 - ▶ Where possible, the TPC will provide details of cycle training schemes in the area, to promote safer on-road cycling; and

- ▶ The TPC will encourage the use of cycle route planning applications (“apps”) such as Strava.

Promoting Public Transport

- 8.7 The publicity, marketing, and promotion of the public transport services will inform users of the site of the benefits of travelling by bus and train. This will include information surrounding railcards and the ways to access discounted travel, particularly on TfL services.
- 8.8 Details of local bus and rail routes will be provided where possible upon noticeboards. National Rail and TfL journey planner websites, smartphone apps, and enquiry phone numbers will also be promoted by all relevant means.

Car Sharing

- 8.9 All staff at the site will be encouraged to car share with colleagues or even with other people in the local area through signing up to a car share database such as Lift Share (www.london.liftshare.com).
- 8.10 The car share scheme will maximise the opportunities to identify a potential car share partner by offering a ‘ride matching’ service to all employees with the aim of reducing single occupancy car use.
- 8.11 To help promote car sharing, the following measures can be implemented:
- ▶ Encourage staff to sign up to the Lift Share or equivalent website or organise car sharing with fellow colleagues;
 - ▶ Communicate to staff the economic, social, and environmental benefits of car sharing; and,
 - ▶ Ensuring a system is in place to ensure that in cases of emergency, when a car sharing driver is unavailable, their car sharer will have a guaranteed means of getting home.
- 8.12 The TPC will monitor the interest in car sharing for both staff and visitors to the site and will investigate the possibility of setting up an internal database for potential car sharing amongst staff and all site users.

Website

- 8.13 A ‘Sustainable Modes of Travel’ section will be included on the website of the future occupier so that both staff and visitors can look up relevant information easily in advance.

On-Site Noticeboards

- 8.14 Noticeboards will be provided within the building to display public transport, cycling, and walking information including maps and the details of the TPC. Copies of up-to-date public transport timetables will be provided and replenished, if necessary, by the TPC.

Other Measures and Initiatives

- 8.15 Measures to raise travel awareness will be promoted by the TPC. National events including those listed below will be promoted on an annual basis:
- ▶ National Lift Share Week;
 - ▶ Walk to Work Day; and,
 - ▶ National Bike Week.

9.0 Monitoring and Review

Overview

- 9.1 The Travel Plan document is part of a continuous process for improvement, requiring monitoring, review, and revision to ensure it remains relevant. This chapter sets out the proposals for monitoring and review of the Travel Plan. The results of the monitoring process will be made available to LBH as appropriate within an agreed timeframe. A framework for undertaking the monitoring and review of the Travel Plan is outlined in this section.

Monitoring Strategy

- 9.2 All monitoring will follow the most up-to-date TfL best practice guidance.
- 9.3 The monitoring programme will begin upon the commencement of this Travel Plan. Monitoring surveys will be undertaken at Years 1, 3, and 5 on the first, third, and fifth anniversary of the initial baseline travel survey, to keep the Travel Plan up-to-date and monitor progress towards targets. These surveys will be funded independently by the Wimbledon Guild.
- 9.4 The interim (Year 3) targets set out in this Travel Plan may be revised on the results of the initial baseline travel survey if the modal split is found to be considerably different from the expected modal split.
- 9.5 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on a constant basis:
- ▶ The level of usage of the cycle parking provision; and,
 - ▶ The demand for additional cycle parking facilities.
- 9.6 Information gathered through the monitoring process will be recorded for input into the annual review.

Reporting

- 9.7 The TPC will compile a report each year and at Years 1, 3, and 5 will include the results of the monitoring. Each year the report will incorporate the results of any on-going monitoring throughout the preceding period. This report can be made available to stakeholders where appropriate.

Remedial Measures

- 9.8 If the mode share targets are not met, the TPC will ensure that corrective measures are put in place, in consultation with LBH, to establish which measures have been successfully implemented and to determine what measures can be taken to future reduce travel related impacts and achieve a greater take-up of the measures and initiatives included within the Framework Travel Plan.

10.0 Action Plan

Overview

- 10.1 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 will be set out in an Action Plan, as detailed in this section.

Indicative Action Plan

- 10.2 The Action Plan will be reviewed by the TPC prior to any review process to check the performance of the Travel Plan and identify the need for any corrective actions that may need to be put in place for the following period.
- 10.3 Details of the initial Action Plan is summarised in Table 10.1 below which sets out the measures included in this Travel Plan

Measure	Timescale	Responsibility
Appointment of the Travel Plan Co-ordinator (TPC)	Prior to occupation	Developer
Creation of Travel Information Packs	Prior to occupation	TPC
Distribution of Travel Information Packs	Upon occupation and on any new staff first days	TPC
Set up travel information noticeboards with relevant information	Prior to occupation and updated accordingly	TPC
Providing secure and sheltered cycle parking and associated changing/storage facilities	During construction	Developer
Monitor use of cycle parking and investigate implementing a 'Cycle to Work Scheme'	Ongoing as required	TPC
Provision of information related to promoting active travel including routes, facilities, and activity days such as 'Walk to Work Week' and associated promotion of this information	Ongoing as required	TPC
Provision of sustainable travel information with timetables and bus stop information and the associated promotion of this information	Ongoing as required	TPC
Investigate offering staff with season ticket loans or financial support towards supporting travel via sustainable methods	Ongoing as required	TPC
Promoting the car share database and car sharing to site users and promote appropriately	Ongoing as required	TPC
Investigate creating an internal database for car sharing to include staff and site users	Ongoing as required based on uptake of car sharing scheme	TPC

Table 10.1: Travel Plan Action Plan

Appendix A

Inspector's Report