

117 St Mary's Lane, Upminster

Framework Travel Plan

October 2026

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Comments

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Revision		Status	
P*nn*	Preliminary (shared; non-contractual)	S1	Coordination
C*nn*	Contractual	S2	Information
		S3	Review & Comment
		S4	Review & Authorise
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		A0, A1, A*n*	Authorised & Accepted (*n*=work stage if applicable)

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1. Introduction

General

1.1 Waterman Infrastructure & Environment Ltd ('Waterman') has been appointed by Brentwood Roman Catholic Diocesan Trust (the 'Applicant') to prepare a Framework Travel Plan (TP) in support of a detailed planning application for the redevelopment of land at 117 St Mary's Lane, Upminster (the 'Site').

1.2 The redevelopment proposals comprise the demolition of the existing single-storey building and construction of a new two-storey building in its place which will host the current (pre-school and bar) uses plus a new events hall.

1.3 Located within Upminster, the Site is within the jurisdiction of London Borough of Havering (LBH) as both Local Planning Authority (LPA) and Local Highway Authority (LHA).

1.4 The Site is located on the northern side of the A124 St Mary's Lane, approximately 100m west of the centre of Upminster. Comprising a number of shopping streets and large residential areas, Upminster is a suburb in East London located close to the Essex border, approximately 8km south west of Brentwood and 14.5km west of Basildon.

1.5 The Site currently comprises a single-storey building, which is used as a social centre for St Joseph's Catholic Church, containing a pre-school facility and bar used for social and fundraising events. The existing GIA for community uses is 191.9 sqm. The Site is located within a mixed-use setting, bounded to the north and west by St Joseph's Catholic Primary School, and to the east by a ground-floor Aldi store with residential accommodation above.

What is a Travel Plan?

1.6 A Travel Plan is a dynamic management tool which brings together transport and other land use issues in a coordinated strategy. The emphasis in a TP is on the choice of methods of travel and encouraging their use whilst reducing single occupancy car usage. A TP develops a set of measures which could bring several benefits to the end-users of the proposed development.

1.7 Every development has potential implications for local transport systems to a lesser or greater degree. The way that these implications are managed is fundamental to the scale of transport effects associated with the proposed development.

1.8 TPs are an important element of the Government's integrated transport strategy and are a means of managing the transport impacts of a development and implementing initiatives to reduce identified adverse effects of such transportation.

Benefits of a Travel Plan?

1.9 The most easily identifiable benefits of a Travel Plan are those that are directly related to reductions in vehicle use, namely proportionally less congestion, noise, air pollution and accidents.

1.10 There are a broader range of less tangible benefits that can accrue from the implementation of TP initiatives. The benefits to the proposed development can include:

- Increased use of public transport through TP initiatives;
- An improved environment for pedestrians and cyclists;
- Cost savings; and
- Improved quality of life through the physical and mental health benefits of active travel, and time savings achieved because of less congestion and reduced stress.

Aim and Approach

1.11 The principal aim of this TP is to reduce the reliance on single-occupancy vehicle use, with a corresponding increase in the use of sustainable modes, namely public transport, walking and cycling.

1.12 The TP is to take into consideration the existing transport conditions relevant to the development proposals and the surrounding environment, and secondly, to propose several measures designed to increase travel awareness and to effectively manage and increase sustainable transport use.

1.13 This TP is focussed predominantly on staff travel patterns, with a further aim to reduce the number of vehicular trips undertaken by visitors as well. Travel information relating to bus and rail services, as well as a copy of the TP and cycle and pedestrian routes, will be provided to all employees during their induction period and updated, as required, throughout the lifespan of the TP.

Travel Plan Structure

1.14 The remainder of this TP will be structured as follows:

- Section 2 – Baseline Conditions;
- Section 3 – Proposed Development;
- Section 4 – Objectives & Targets;
- Section 5 – Travel Plan Measures & Initiatives; and
- Section 6 – Monitoring & Review.

2. Baseline Conditions

Site Location

2.1 The Site location and development boundary are shown in Figure 1 and Figure 2, respectively.

Figure 1: Site Location

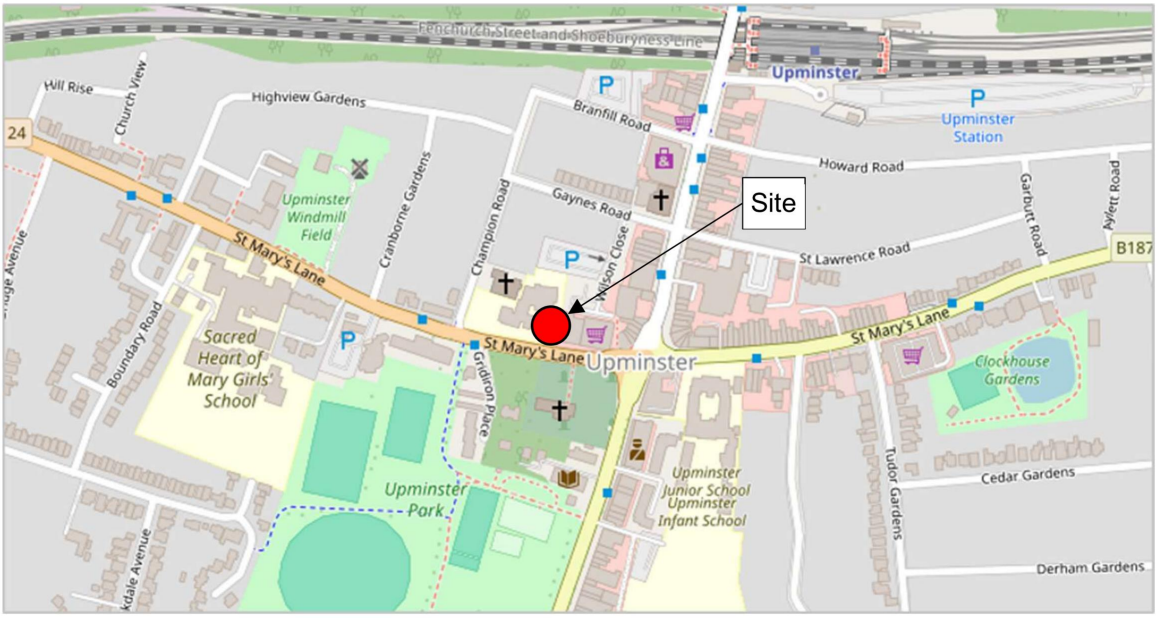
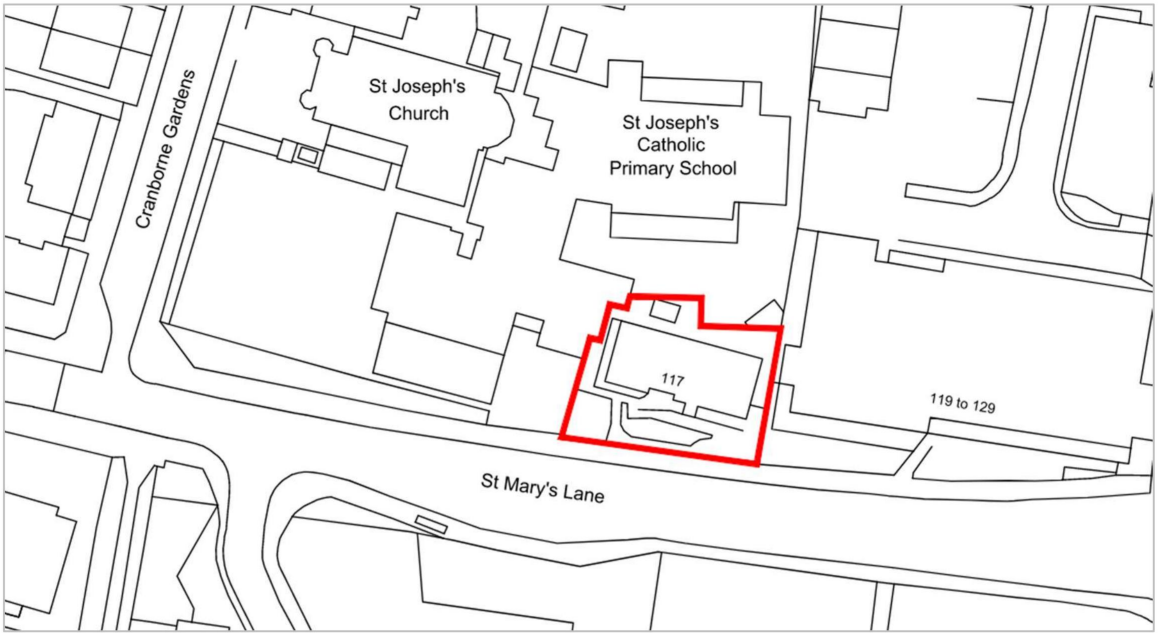


Figure 2: Site Extents



Pedestrian and Cycle Accessibility

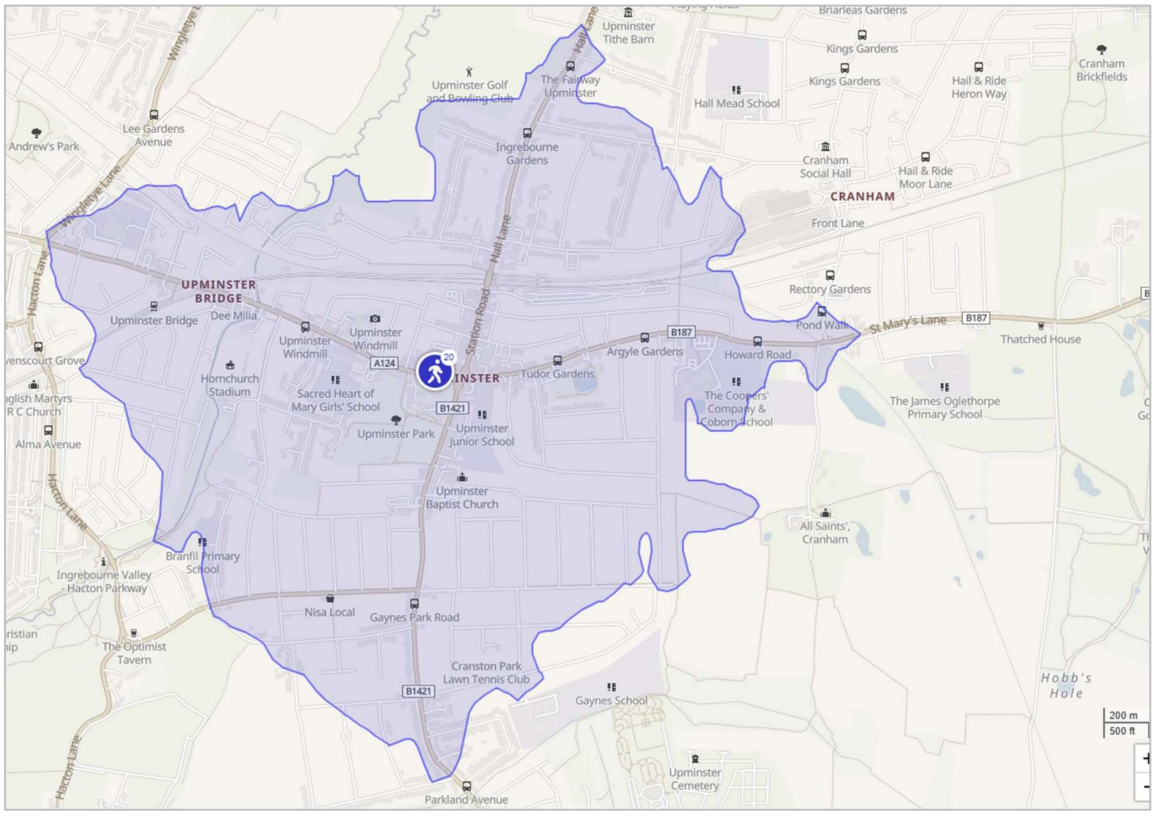
2.2 The Site fronts onto the northern side of St Mary's Lane, west of the centre of Upminster. St Mary's Lane benefits from footways on both sides of the carriageway, providing links with the wider footway network within Upminster.

2.3 St Mary's Lane meets Corbets Tey Road and Station Road at a signal-controlled junction located approximately 80m east of the Site. Dropped kerbs, tactile paving and pedestrian crossing facilities are provided on all arms of the junction, enabling safe and convenient pedestrian movement in all directions. A wide range of town centre amenities can be accessed from this junction, including those located along Station Road to the north, St Mary's Lane to the east and Corbets Tey Road to the south.

2.4 Champion Road, which provides access to the existing car park serving St Joseph's Catholic Church, extends north from the northern side of St Mary's Lane approximately 75m west of the Site. The road is predominantly residential in nature, and provides access to a school, Champion Road creates a safe pedestrian environment with dropped kerbs and tactile paving at junctions with minor roads, and a 20mph speed limit.

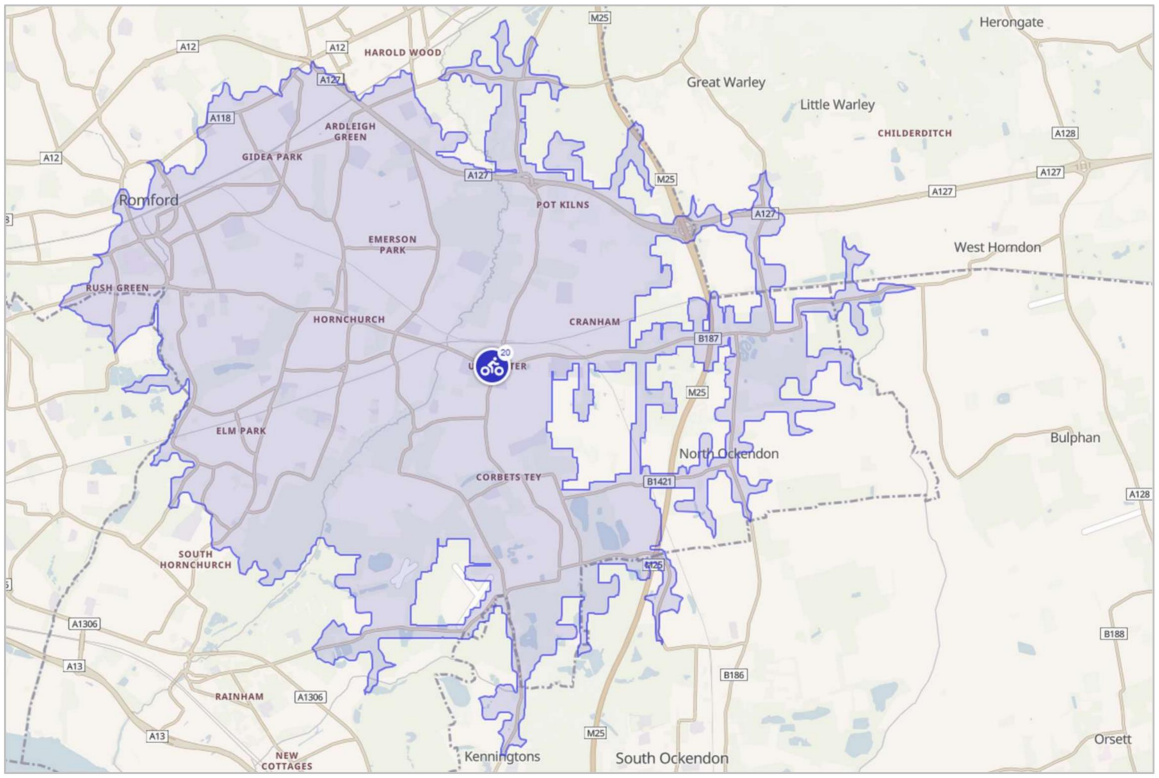
2.5 Figure 3 below illustrates the 20-minute walking catchment from the Site. It is demonstrated that the entirety of the centre of Upminster, including the station, can be accessed on-foot. Additionally, Upminster Bridge underground station is also within acceptable walking distance to the west of the Site.

Figure 3: 20-Minute Walk Catchment



2.6 In terms of cycling, as demonstrated in Figure 4 below, surrounding areas of Hornchurch, Elm Park and Emerson Park, as well as some eastern areas of Romford, are accessible by cycle within a 20-minute journey.

Figure 4: 20-Minute Cycle Catchment



2.7 National Cycle Route (NCR) 136 passes through Upminster in a north-south alignment along Champion Road and through Upminster Park, approximately 70m west of the Site. As such, corduroy tactile paving is provided to warn visually impaired pedestrians of the transition to a shared surface for the short period where cyclists are permitted on the footway. NCR 136 runs for approximately 21.9km between Noak Hill in the north and Rainham in the south.

Public Transport

Bus Travel

2.8 The nearest bus stops to the Site, 'St Laurence Church', are located on St Mary's Lane directly opposite (Stop M, westbound) and approximately 125m west of (Stop R, eastbound) the Site. Both stops comprise sheltered seating and are served by TfL buses between Romford to the north west and Cranham / Thurrock to the south east. A summary of routes and frequencies of services available from these stops is provided below:

- Bus Route 248 (Romford – Hornchurch – Upminster – Cranham):
  - Monday – Friday: Every 6-9 minutes.
  - Saturday: Every 10-14 minutes.
  - Sunday: Every 15 minutes.
- Bus Route 370 (Romford – Hornchurch – Upminster – South Ockendon - Thurrock):
  - Monday – Saturday: Every 10-13 minutes.
  - Sunday: Every 14 minutes.
- Bus Route 646 (Noak Hill – Harold Hill – Emerson Park – Hornchurch – Upminster - Cranham):
  - School Bus running on weekdays only.
- Bus Route 652 (Upminster – Hornchurch – Airfield Hornchurch - Rainham):
  - School bus running on weekdays only.

Rail Travel

2.9 In terms of rail travel, the Site is conveniently located within a 6-minute (400m north) and 12-minute (900m west) walk from Upminster and Upminster Bridge stations, respectively.

2.10 Managed by C2C, Upminster station is located in London fare zone 6 on the London, Tilbury and Southend lines, as well as being the eastern terminus of both the District Line and Liberty Line. Typical off-peak service from the station is as follows:

- C2C:
  - 6 trains per hour to Fenchurch Street.
  - 4 trains per hour to Shoeburyness via Basildon.
  - 2 trains per hour to Southend Central via Ockendon.
- District Line:
  - 12 trains per hour to Earl's Court, six of which continue to Ealing Broadway and six continue to Richmond.
- Liberty Line:
  - Two trains per hour to Romford.

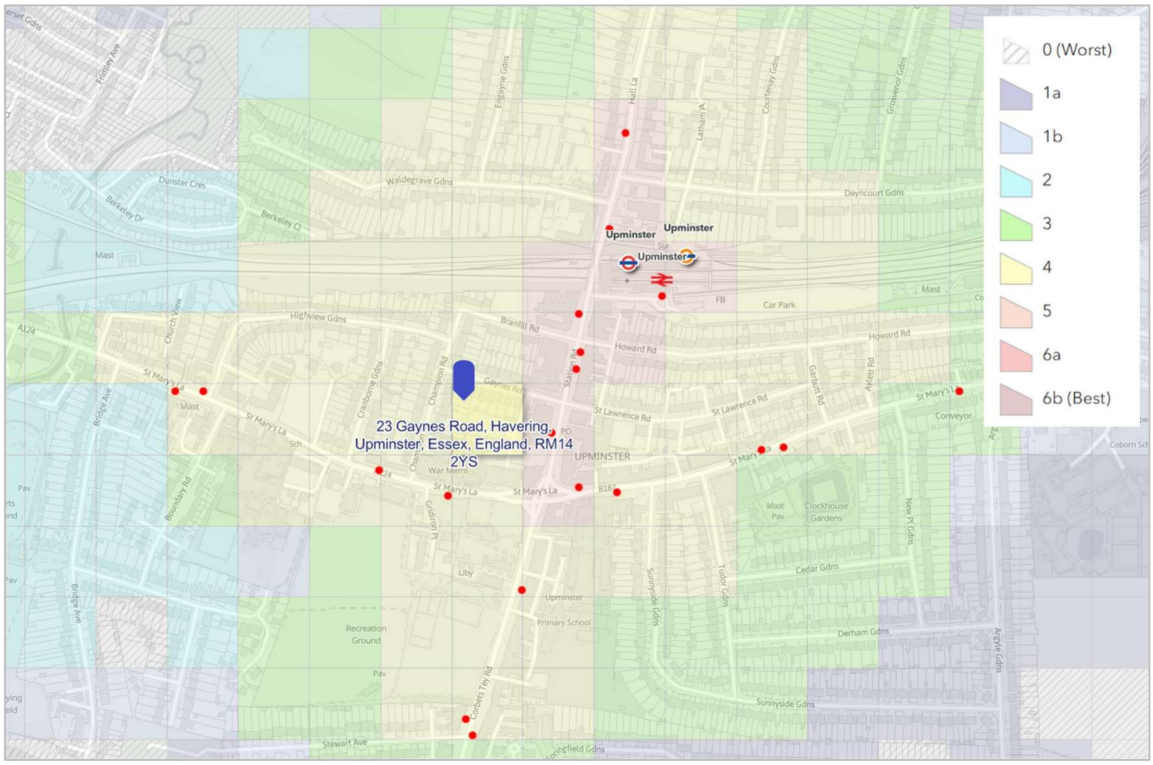
2.11 Meanwhile, Upminster Bridge station is also located in London fare zone 6 and on the eastern part of the District Line. Typical off-peak service from the station is 12 trains per hour to Upminster and 12 trains per hour to Earl's Court, six of which continue to Ealing Broadway and six continue to Richmond.

2.12 Upminster Station provides 84 cycle parking spaces, comprising a combination of secure compounds and cycle racks located adjacent to the station car park entrance. All spaces are sheltered and benefit from 24-hour CCTV surveillance. This provision encourages commuters to use cycle and rail as part of a multi-modal journey to / from various local and regional destinations..

Public Transport Accessibility Level

2.13 TfL's WebCAT tool has been used to establish a Public Transport Accessibility Level (PTAL) for the Site. PTAL scores range from 0 to 6b, where 6b is the highest score achievable. The Site is located in an area with a PTAL rating of 4 which represents a good level of accessibility to public transport. Figure 5 below illustrates the PTAL of the Site and surrounding area.

Figure 5: Public Transport Accessibility Level (PTAL)



Local Highway Network

2.14 The A124 St Mary's Lane is a two-way single carriageway which runs in an approximate east-west alignment. Subject to a 30-mph posted speed limit, St Mary's Lane meets Station Road and Corbets Tey Road at a signalised junction approximately 80m east of the Site. To the west of the Site, the A124 becomes Upminster Road and provides access to Upminster Bridge station, as well as the town of Hornchurch.

2.15 Champion Road, on which the St Joseph's Catholic Church car park is located, circa 75m west of the Site operates a one-way southbound system providing access onto St Mary's Lane (left-turn only).

2.16 The aforementioned signalised junction provides access to Upminster Station and the residential areas in the north of Upminster via Station Road to the north. Meanwhile, St Mary's Lane and Corbets Tey Road provide access to the east and south, respectively.

2.17 In terms of the wider highway network, the A127 Southend Arterial Road is accessible within a 6-minute drive via Station Road, and Junction 29 of the M25 within 8-minutes.

Parking

2.18 The A124 St Mary's Lane is subject to double yellow line restrictions in the vicinity of the Site, therefore on-street parking is not permitted.

2.19 The southern end of Champion Road is subject to waiting restrictions during school operational hours, with areas of the road further north subject to the same restrictions during school drop-off times only.

2.20 There is however opportunity to park on-street further east along St Mary's Lane on the northern side of the carriageway within the town centre, and also on Corbets Tey Road to the south of the Site. In these locations, drivers must pay by phone, and vehicles are subject to regulations of max stay 3 hours and no return within 2 hours.

2.21 There are also a number of public car parks in Upminster within walking distance from the Site. Table 1 below provides a summary of the off-street parking opportunities in the vicinity of the Site.

Table 1: Local Car Parking Opportunities

Car Park	Distance from Site	Number of Spaces	Regulations
Wilson Close	150m	91	Mon-Sat (07:00-20:00): Max Stay: 3 Hours 1 Hour: £2.60, 2 Hours: £4.40, 3 Hours: £6.20
Bell Corner	150m	18	Mon-Sun (All Day): 1 Hour: £1.00, 2 Hours: £2.00, 3 Hours: £3.00, 6 Hours: £4.00
Windmill Hall	200m	44	FREE Mon-Fri (08:00-18:00): Max Stay: 3 Hours Sat (08:00-18:00): Max Stay: 5 Hours
St Lawrence Road	300m	49	Mon-Sun (08:00 - 20:00): 2 Hours: £2.75, 3 Hours: £4.50, 4 Hours: £5.00, 6 Hours: £9.00, Max: £12.00 NO PARKING Mon-Sun (20:00-08:00)
Roomes	350m	50	Mon-Sat (09:00 - 18:00): Max stay: 3 hours 1 Hour: £1.00, 2 Hours: £2.50, 3 Hours: £3.50 Sun (09:00 - 18:00): Max stay: 3 hours 2 Hours: £1.50, 3 Hours: £3.50 Mon-Sun (18:00 - 09:00) Flat Rate: £1.00
Upminster Station	500m	360	Evening (17:00-00:00): £4.00 Day (10:00-10:00): £8.50 Flat Rate: £14.00 Weekend Daily: £8.00 Weekly: £56.00
TOTAL NO. SPACES			**612**

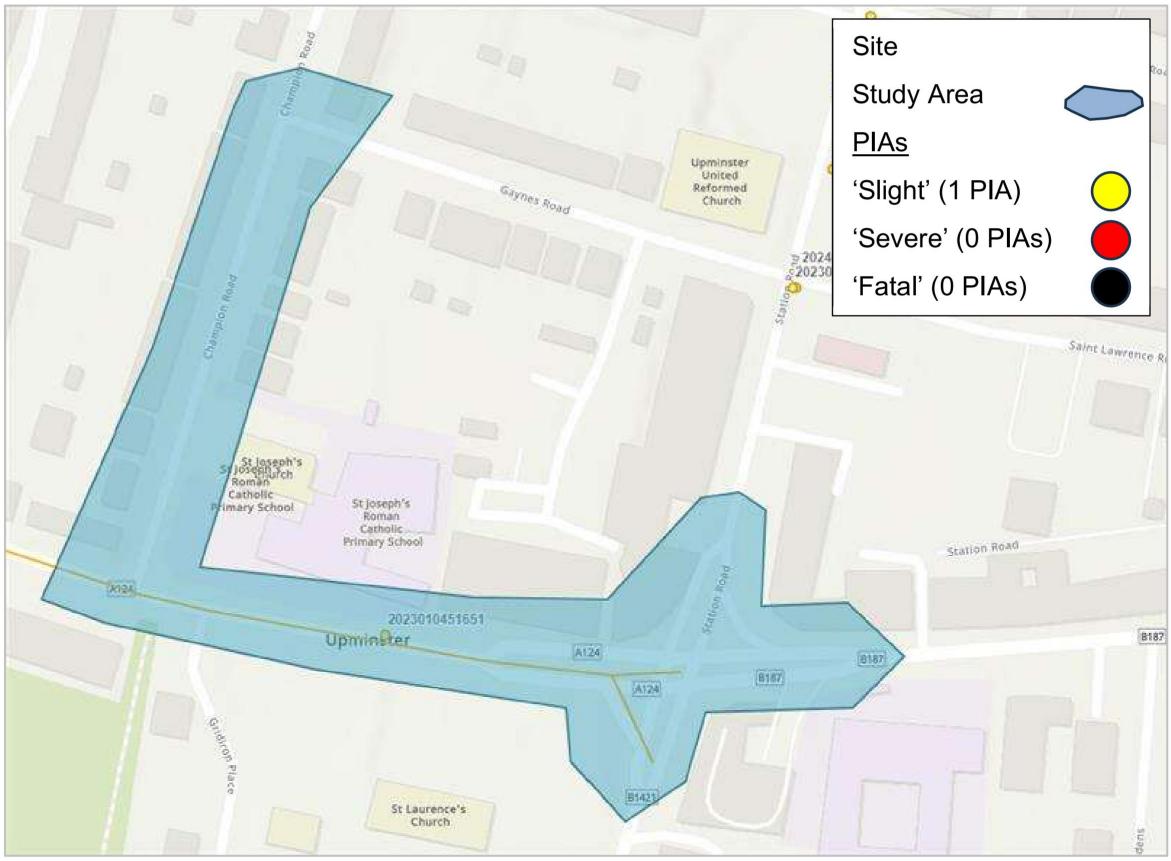
2.22 As shown above, there are a total of 612 parking spaces available in public car parks within walking distance from the Site.

Personal Injury Accident Data

2.23 Personal Injury Accident (PIA) data has been obtained from the Crashmap Pro database for the most recently available three-year period, January 2022 to December 2024 inclusive.

2.24 The study area, illustrated in Figure 6 below, comprises an approximate 200m stretch of the A124 St Mary's Lane between its junctions with Champion Road to the west and Station Road / Corbets Tey Road to the east, as well as a circa 150m stretch of Champion Road between its junctions with St Mary's Lane to the south and Gaynes Road to the north.

Figure 6: Personal Injury Accident Data



2.25 As demonstrated above, 1 collision was recorded in the 3-year period within the study area which was classified as 'slight' in severity – no 'serious' or 'fatal' collisions were reported.

2.26 The one 'slight' PIA took place in 2023 on St Mary's Lane adjacent to the Site and involved a car being rear-end shunted by a taxi / private hire vehicle. The incident resulted in injuries classified as slight in severity to the driver and a passenger in the car.

2.27 The recorded PIA comprised vehicles only, with no pedestrian or cycle involvement. It is also important to note that no incidents were recorded on Champion Way or at the St Mary's Lane / Station Road / Corbets Tey Road signalised junction.

2.28 No specific collision patterns or clusters have been identified from the Crashmap Pro data. The historic collisions record therefore raises no specific concerns with respect to the location or development potential of the Site.

3. Proposed Development

Development Summary

3.1 The development proposals the demolition of the existing single-storey building and construction of a new two-storey building in its place which will host the current (pre-school and bar) uses plus a new events hall. The proposal seeks to provide a modern, accessible and sustainable building that will continue to serve the parish whilst significantly enhancing the range and quality of facilities available to the wider community.

3.2 The Proposed Site Layout is attached at Appendix B of the supporting TS, whilst the proposed accommodation schedule is presented in Table 2 below.

Table 2: Proposed Accommodation Schedule

Use	Room	Floor Area (sqm)		
		Ground Floor	1st Floor	Total
Community	Bar	76	7	83
	Kitchen	8	19	27
	Quiet Room	9	0	9
	Servery and Cellar	19	0	19
	Meeting Room	0	11	11
	Hall	0	140	140
	Storage	0	13	13
	Total	**112 sqm**	**190 sqm**	**302 sqm**
Pre-School	Pre-School Room	44	0	44
	Storage	8	0	8
	Total	**52 sqm**	**0 sqm**	**52 sqm**
Ancillary	WCs	29	20	49
	Atrium	28	0	28
	Plant	3	0	3
	Lift	3	3	6
	Lobby	13	10	23
	Stairwell	5	26	31
	Total	**81 sqm**	**59 sqm**	**140 sqm**
Grand TOTAL		**245 sqm**	**249 sqm**	**494 sqm**

Site Operation

3.3 The Site will continue to accommodate St Joseph's Pre-School, improving the learning environment whilst meeting contemporary standards expected by parents and carers. It is expected that 6 members of staff will be employed by the pre-school, though not all full-time, with at least 3 present at all times during the school day.

3.4 The proposed redevelopment also seeks to strengthen the longstanding relationship between the parish and neighbouring St Joseph's Catholic Primary School by providing additional space for meetings, training interviews and community events.

3.5 St Joseph's Catholic Club has operated successfully from the Site for many years. The club is a volunteer-run, not-for-profit private members club which was formed to provide a safe, welcoming and family-friendly environment for the wider community. The proposals seek to provide improved accommodation for the Club whilst maintaining its existing role within the parish.

3.6 The additional flexible floorspace will also allow greater provision for youth activities, sacramental preparation (First Holy Communion and Confirmation), Guides, and other parish-based programmes that currently have limited accommodation.

3.7 Volunteer-led initiatives, including the well-established Wednesday Lunch, provide valuable opportunities for social interaction, particularly for older residents and those living alone. Improved kitchen and hall facilities associated with the redevelopment will significantly enhance these activities.

3.8 The hall will also be available for a broad range of community activities, when not required for parish activities, including talks, concerts, charitable fundraising events, family celebrations and local group bookings.

3.9 A number of the activities outlined above are expected to take place on a regular basis, typically once or twice per week. Other activities, including private events and services such as funeral receptions and birthday parties, are likely to occur on an ad hoc basis. As such, Table 3 below sets out an indicative weekly programme of operation at the proposed redeveloped Site.

Table 3: Indicative Weekly Programme of Operation

Day	AM	PM	Evening
Monday	St Joseph's Primary School Use	St Joseph's Primary School Use	Confirmation Group First Communion Parents
Tuesday	Toddler Group	Mother's Prayers	Prayer Group Guides
Wednesday		Community Lunch	SVP Knitting & Craft
Thursday	St Joseph's Primary School Use	Funeral Reception	Social Club Adult Formation
Friday	St Joseph's Primary School Use	St Joseph's Primary School Use	Social Club Youth Group
Saturday	Baptism Class	Private Hire (e.g. Baptism)	Social Club
Sunday	Coffee Morning	Private Hire (e.g. Birthday)	Social Club

3.10 It should be noted that Table 3 excludes the operation of St Joseph's Pre-School, which operates on weekdays (Monday to Friday) in accordance with the schedule set out below:

- 08:00-09:00: Breakfast Club;
- 09:00-15:00: Pre-School; and
- 15:00-17:00: After School Club.

Site Access

3.11 Given the Site's accessible location and excellent proximity to local amenities and public transport services, the proposed redevelopment is designed to be predominantly car-free. As such, no vehicular access is proposed, with visitors instead encouraged to travel to and from the Site by sustainable modes, including walking, cycling and public transport.

3.12 As shown on the Site Layout Plan, the proposed pedestrian access will be situated on the northern side of St Mary's Lane, within the south-western part of the Site. Following entry, visitors will be able to access the proposed two-storey building either via a set of steps leading northwards or by using an accessible ramp located to the east, which provides step-free access to the main entrance.

3.13 Wheeled users will also be accommodated within the building, with a platform lift provided in the north western side adjacent to the stairs, providing all users with access to the facilities on the first floor.

Parking

3.14 As mentioned above, the redevelopment proposals are predominantly car-free, so no vehicle parking is proposed within the development. However, parking associated with St Joseph's Catholic Church, accessed from Champion Road, currently serves the Site and will continue to permit visitors to the Site to utilise these facilities, if required.

3.15 Additionally, the adjacent St Joseph's Catholic Primary School has confirmed that its staff car park can accommodate a dedicated disabled parking space for the proposed development, together with access to a general parking area outside of school operating hours. This arrangement will ensure that accessible parking provision is available for those who require it, while also providing limited parking capacity for visitors when the school car park is not in use by staff.

3.16 In terms of cycle parking, The London Plan (2021) sets out the standards for Use Class D1 'Other (e.g. library, church, etc.)' as follows:

- 1 space per 8 staff (long-stay); and
- 1 space per 100 sqm (short-stay).

3.17 This equates to a minimum of 1 long-stay space and 6 short-stay spaces to be provided within the curtilage of the Site. As such, the development proposals seek to provide 4 Sheffield stands (capacity for 8 cycles) in the south western corner of the Site, as shown in the Proposed Site Layout.

Delivery and Servicing Arrangements

3.18 Waste collection will continue in accordance with the existing operational arrangements, with collections undertaken by a private contractor at a frequency of approximately two visits per week. Refuse collection will take place from the adjacent St Joseph's Catholic Primary School staff car park, consistent with the arrangements proposed for servicing and delivery vehicles

3.19 Refuse bins will be stored within the Site adjacent to the western boundary and will be transferred by staff to the designated collection area within the adjoining school staff car park via a direct gated connection, with the Site Management Team ensuring that bins are transferred to the dedicated refuse collection points and returned following collection.

3.20 All other servicing and delivery activity associated with the development will be facilitated via the existing staff car park serving St Joseph's Catholic Primary School, located immediately west of the site. This arrangement is necessary due to the loading restrictions in place along St Mary's Lane at the site frontage.

3.21 All servicing and delivery movements will be scheduled outside of the school's operational hours to ensure that staff parking demand is not affected and that the car park remains available for its primary purpose during the school day, thereby avoiding any conflict with staff parking requirements.

3.22 Access to the designated servicing and delivery area will be obtained via the existing vehicular crossover and gated entrance serving the St Joseph's Catholic Primary School staff car park. Larger delivery and servicing vehicles will reverse into the car park from St Mary's Lane under the direction of on-site staff, allowing all loading and unloading activities to be undertaken off the public highway. Vehicles will subsequently exit the site in a forward gear, reducing potential conflicts with other road users and maintaining the safe operation of the local highway network.

Event Management Strategy

3.23 The majority of activities and events outlined in Table 3 are anticipated to attract small numbers of attendees. However, when larger groups are expected to be accommodated for private events, for example, a number of management strategies will be implemented to minimise the number of vehicle drivers accessing the Site.

3.24 Due to the Site's convenient location with good access to bus and rail services, it is expected that most visitors will utilise public transport to travel to / from private events.

3.25 Prior to these events, all attendees will be made aware of their travel options, with all public transport hubs highlighted, local taxi companies listed, and information provided to encourage use of the local public car parks set out in Table 1.

Trip Generation

3.26 A full breakdown of the trip generation for the development proposals is provided within the accompanying Transport Statement (TS), however Table 4 provides a summary of the net change in multi-modal trip generation when comparing the existing to the proposed operation of the Site.

Table 4: Net Change in Multi-Modal Trip Generation

Method of Travel	Two-Way Trips				
	AM Peak (11:00 – 12:00)	Typical AM Peak (08:00 – 09:00)	PM Peak (19:00 – 20:00)	Typical PM Peak (1700 – 18:00)	Daily (07:00 – 23:00)
Vehicle Drivers	+2	+3	+6	+3	+40
Cyclists	0	0	+1	0	+1
Vehicle Passengers	+2	+1	+2	+1	+14
Pedestrians	+5	+1	+3	+2	+30
Public Transport Users	+1	0	0	0	+5
TOTAL	**+9**	**+5**	**+10**	**+8**	**+88**

**some totals may reflect rounding adjustments in Excel*

3.27 It is forecast is forecast that the development proposals would result in an increase of 88 daily two-way trips, 9 and 10 of which would be during the AM and PM peak hours, respectively.

3.28 Breaking this down by mode, the redevelopment is expected to generate an increase of approximately 40 vehicle drivers, 14 vehicle passengers, 30 pedestrians, 5 public transport users and 1 cyclist per day. However, as previously mentioned, due to the car-free nature of the development, vehicle trips will be minimal and likely replaced by public transport and active travel trips.

4. Travel Plan Aims, Objectives and Management

4.1 The primary aim of this TP is to set out a suite of measures which will encourage staff members and visitors to travel to and from the Site using active and sustainable modes of transport, and to reduce the number of single-occupancy car trips. The TP sets out a monitor and manage approach that will be applied on-site which will help drive change in favour of sustainable transport use.

4.2 The trip generation assessment, informed by the TRICS 8.26.6 trip rate database, summarised in Section 3 demonstrated that the modal split for users of the development proposals is anticipated to be as follows:

- Vehicle drivers – 44%;
- Cyclists – 1%;
- Vehicle passengers – 16%;
- Pedestrians – 33%; and
- Public transport users – 6%.

4.3 The objectives and targets of the TP have been informed through local, regional and national policy and guidance, and are set out below:

- Reduce single-occupancy car trips to and from the Site, achieving a 5% reduction in car driver mode share over the five-year duration of the TP;
- Increase the proportion of users travelling to and from the Site by sustainable modes (walking, cycling and public transport) by 5% over the five-year duration of the TP; and
- Encourage users of the Site to move further up the sustainable transport hierarchy, for example by shifting from public transport use to active travel modes such as walking and cycling where practical.

Travel Plan Co-ordinator

4.4 A Travel Plan Co-ordinator (TPC) will be appointed to oversee the implementation and monitoring of the TP. The TPC will work in conjunction with LBH, the local community and other interested parties for the continuing progression of the TP. The TPC will be appointed prior to completion of the redevelopment, and their contact details will be circulated to all relevant parties. When a change in TPC is proposed, this will be advised in writing prior to any changes taking effect.

4.5 A TP needs a proactive TPC to take responsibility for the development and management of the plan and ensure its delivery. In the case of this TP, the TPC has a particularly important role in presenting the plan to staff and visitors of the Site.

4.6 Allocated time will be needed to set up to run the TP. This is best achieved by the Applicant appointing an individual or consultant with the duties of the TPC who will be responsible for the management and maintenance of the TP.

4.7 The TPC will have sufficient authority, resources and capability to implement, manage and ensure compliance with the TP.

5. Travel Plan Measures & Initiatives

5.1 This section of the TP sets out the measures and initiatives that will be used to promote the TP and sustainable transport modes within the proposed redevelopment.

Travel Information Pack

5.2 The TPC will prepare a suite of travel information which will be provided in the form of a Travel Information Pack (TIP), and access to an electronic version of the TIP will be provided to all employees at the Site, as well as accessible through the Site's website.

5.3 The TIP will highlight the objectives and philosophy of the TP and contain details of local cycling, walking and public transport routes, and access to key local facilities, with links to web-based transport information. A key role of the TIP will also be to raise awareness of the sustainable travel initiatives being implemented through the TP including:

- **Access Initiatives:** A high-quality map of the local area, showing cycling, walking and public transport routes to / from the Site, together with the locations of any key local facilities (such as shops, cashpoints etc) within walking distance, reducing the need to travel;
- **Promotion of cycle parking:** Details of the type and location of on-site cycle parking facilities will be provided, encouraging staff and visitors of the Site to utilise cycle as part of their journey; and
- **Contact details:** The appointed TPC will be identified, and contact details provided.

Measures to Decrease Single Occupancy Car Use

5.4 Other measures to promote sustainable travel to and from the Site include:

- Promotion of car sharing e.g. through promotion of Liftshare (https://liftshare.com/uk);
- No on-site vehicle parking provision, however parking associated with St Joseph's Catholic Church will be available on a needs-based approach;
- The TPC will be in regular contact and discussions with bus operators on how to improve bus services and connectivity to the Site;
- Sufficient cycle parking provision to accommodate all who choose to cycle, in line with London Plan standards;
- Retention of ramp to provide wheeled users with a convenient route to the building entrance from the site access; and
- The TPC can set up a Walking User Group (WUG) or Bicycle User Group (BUG) where users of the Site who utilise these modes can meet to discuss issues and suggest improvements.
- A noticeboard, located in a communal part of the Site, will display maps of the local walking and cycling network and will display information on any changes to public transport services.

6. Monitoring and Review

6.1 The TPC will form contact points for communication with LBH. Findings from authority discussions and reviews will be communicated to employees via the TPC.

6.2 Monitoring will involve:

- Travel surveys of employees and visitors of regular groups to identify the mode share for method of travel to / from the Site, focussing on barriers to the active modes of walking and cycling in the longer term;
- Changes to any information provided on travel noticeboards and website (e.g. timetables);
- Overseeing the utilisation of cycle parking facilities; and
- Addressing comments received from employees / visitors relating to the operation and implications of the TP.

6.3 All monitoring will follow the most up-to-date TfL best practice guidance and will be the joint responsibility of the Applicant and the TPC.

Travel Surveys

6.4 It is important to a TP that there will be an on-going improvement process including periodic monitoring to be conducted at the end of years 1, 3 and 5.

6.5 The anticipated mode share generated by TRICS, and outlined in Section 4, will form the baseline for which targets are set, and future surveys are based upon.

6.6 Travel surveys will be aimed predominantly at staff of the pre-school and community centre, whilst responses will also be collected from attendees of the regular sessions / events. According to TfL guidance, organisations should aim to achieve a response rate of at least 30% - as such, all travel surveys will be marketed by the TPC on the notice boards and website to encourage a high response rate.

6.7 The results will be discussed with LBH and action taken if considered appropriate or necessary. The TP will be reviewed in consultation with LBH, and all monitoring will be TRICS compliant, or similar.

Marketing and Communication

6.8 In addition to the initiatives already outlined within this TP, there will be ongoing marketing and communication of information following the proposed redevelopment.

6.9 The TPC will form a contact point for communication with LBH. Findings from authority discussions and reviews will be communicated to employees via the TPC.

New Employees & Visitors

6.10 To be able to determine the potential impact of people's travel habits, new employees and new regular visitors will be asked to complete the travel questionnaire. In this way, the travel patterns of all new people can be considered in the same light as those already at the Site. Information will also be provided for all new users of the Site within their welcome pack on the benefits and opportunities of sustainable travel.

Securing the Travel Plan

6.11 The Applicant is fully committed to the implementation of the TP and will provide all necessary funding to ensure that the agreed targets are achieved. This will include funding the TPC, travel surveys and implementation of any additional measures, if required.

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