

Paul Simon Magic Homes

**30-36 Clarendon Road, London
N8 0DJ**

Framework Travel Plan

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Caneparo Associates Limited
21 Little Portland Street
London W1W 8BT
Tel: 020 3617 8200

www.caneparoassociates.com

Registered in England: 9930032

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1 INTRODUCTION

Overview

1.1 This Framework Travel Plan has been prepared by Caneparo Associates on behalf of Paul Simon Magic Homes ('the Applicant') for the 'Development' located on the site at 30-36 Clarendon Road ('the Site'), within the London Borough of Haringey ('LBH').

1.2 Planning permission is sought for the following:

Demolition of the existing building and construction of a part two, six, eight and eleven storey building, with basement, to provide 51 residential units and 560 sqm of commercial floorspace, with access, landscaping and car and cycle parking. The description of development is as follows:

1.3 This document has been prepared to act as a Framework Travel Plan (TP) for the residential and commercial elements of the Development. Once the development proceeds through the construction and occupation process, this document will be used as a framework to produce a full Travel Plan for each use.

1.4 The main aim of this Travel Plan is to put in place the management tools deemed necessary to enable employees, visitors and residents to make more informed decisions about their travel, which at the same time minimises the adverse impacts of their travel on the environment. This is achieved by setting out a strategy for eliminating the barriers keeping all from using sustainable and active modes of travel.

1.5 This Travel Plan has been prepared in accordance with travel plan best practice and guidance issued by Transport for London (TfL), the Department for Transport (DfT) and LBH.

Healthy Streets Approach & Vision Zero

1.6 TfL has adopted the Healthy Streets Approach to improve air quality, reduce congestion and help people lead a more active and healthier lifestyle. The Healthy Streets Approach puts people and their health at the centre of planning and therefore, this Travel Plan has sought to align the key transport planning proposals towards people first. This has been done in conjunction with Vision Zero, as set out in the Mayor's Transport Strategy, which aims to remove all deaths and serious injuries from London's transport network by 2041.

Travel Plan Scope

1.7 The remainder of this document is set out as follows:

- Section 2 - details the accessibility of the Development;
- Section 3 - lists the objectives and targets of the Travel Plan;
- Section 4 - sets out the Travel Plan management;
- Section 5 - lists the Travel Plan measures;
- Section 6 - specifies the monitoring and review process;
- Section 7 - provides a copy of the Action Plan; and
- Section 8 - summarises useful contacts and information.

2 DEVELOPMENT LOCATION AND ACCESSIBILITY

2.1 This section is a summary of the Development's location and accessibility by sustainable transport modes. Further details of current operating frequencies for all public transport services noted below are also provided on TfL's Journey Planner website at: <http://journeyplanner.tfl.gov.uk>.

Development Location

2.2 The Site is located approximately a 500m walk distance north of Hornsey Railway Station and 650m west of Turnpike Lane Underground Station. The Site is located within a cul-de-sac of Clarendon Road and neighbours a number of business and industrial developments. The location of the site is shown within **Figure 2.1** below.

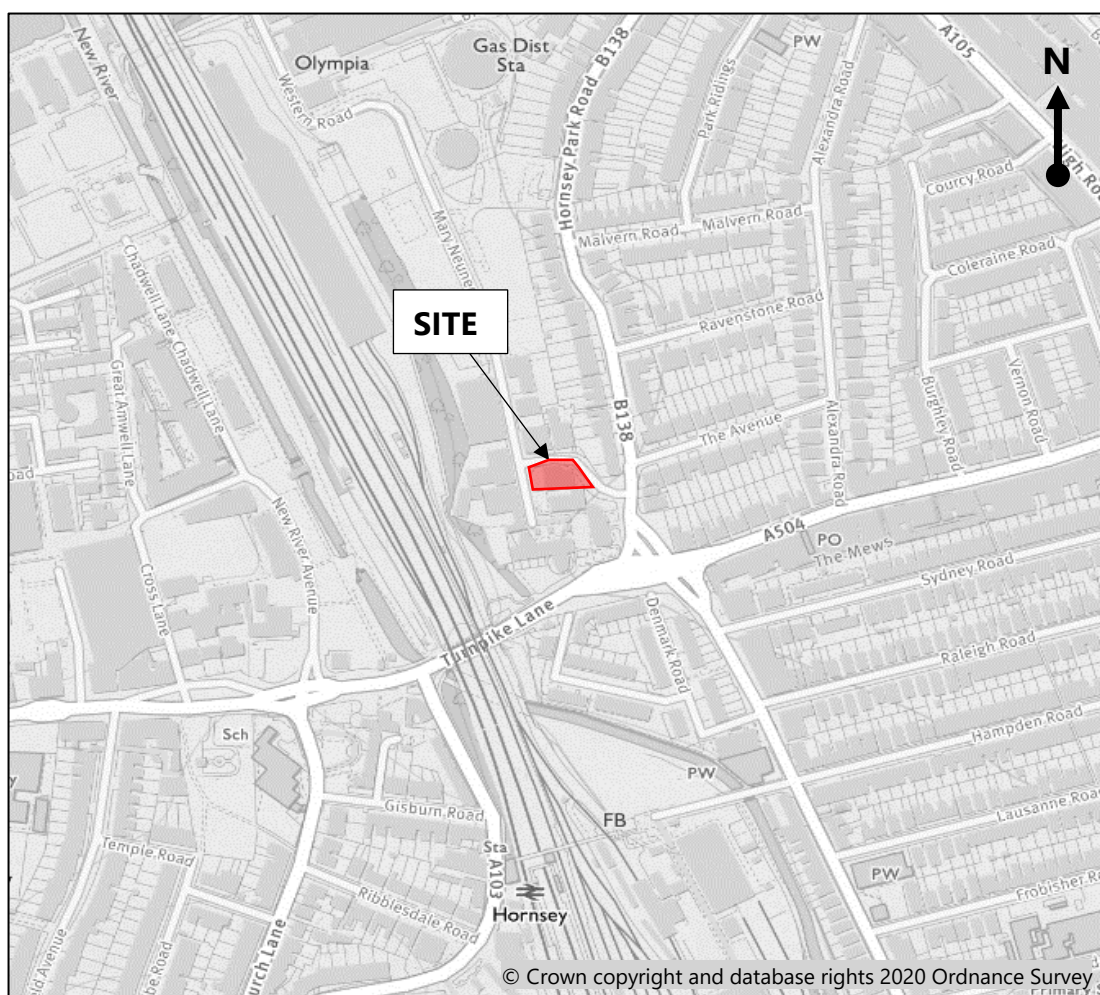


Figure 2.1: Site Location Plan

Local Highway Network

Clarendon Road

- 2.3 The Site is situated adjacent to the cul-de-sac section of Clarendon Road which provides two-way traffic operating in a north to south orientation between Mary Neuner Road to the north, and the B138 Hornsey Road Park, and the cul-de-sac, to the south. The highway is subject to a 20mph speed limit.
- 2.4 The Site's western and northern frontages to Clarendon Road are controlled by double yellow lines with double yellow blips, which we understand have been introduced relatively recently in order to assist with parking issues arising from events at the adjacent Alevi Centre. The eastern frontage of the site is controlled by a length of double yellow line as well as resident permit holder bays.
- 2.5 The remainder of Clarendon Road is controlled by double yellow lines, resident permit holder bays, business permit bays, or shared-use bays with short-stay parking, on either side of the carriageway.

Existing Parking & Loading Restrictions

- 2.6 The surrounding road network is located within Controlled Parking Zone (CPZ) 'Wood Green Inner Zone' which is in operation between 08:00-22:00 Monday to Sunday.

Accessibility by Active Modes

- 2.7 The Healthy Streets Approach is set out as part of the Mayor's Transport Strategy (2018) and puts human health and experience at the centre of planning. The aims of the strategy are to encourage all Londoners to do at least 20 minutes of active travel each day by 2041. To this end, TfL has defined 20 minute walking and cycling distances as an Active Travel Zone (ATZ).

Access by Foot

- 2.8 The Site is accessible for pedestrian users with footways located on either side of the carriageway with sufficient dropped kerbs for crossing purposes. The footways located along Clarendon Road provide sufficient access to Hornsey Park Road which provides pedestrian access to the surrounding residential dwellings and the retail services located along Turnpike Lane.

- 2.9 At the junction where Clarendon Road meets Hornsey Park Road there are two formal signalised pedestrian crossings, which are provided with colour contrasted tactile paving, dropped kerbs and rotating cones. Additionally, there is a pedestrian only access from the end of the cul-de-sac of Clarendon Road which provides access to the bus stop services located along Turnpike Lane
- 2.10 **Table 2.1** below summarises some of the local amenities available for future users of the Proposed Development. This table provides the location of each amenity and provides approximate walking distances (measured from the approximate centre of the Site), as well as approximate walking times, assuming an average walk speed of 80 metres per minute.
- 2.11 The table highlights several local amenities and services within the ATZ area which are likely to be used by employees, residents and visitors. In addition, several public transport nodes are available within convenient walking distance of the Site; including bus, underground and rail services.

Table 2.1: Approximate Distances to local amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
Public Transport Opportunities			
'Wightman Road' Bus Stop E		40	1
'Wightman Road' Bus Stop H		130	2
Hornsey Rail Station		500	6
Turnpike Lane Underground Station		600	8
Turnpike Lane Bus Station		700	9
Wood Green Underground Station		1200	15
Facilities and Amenities			
Supermarket	High Street	450	6
Post Office	High Street	700	9
Ducketts Common	Turnpike Lane	850	10
Shopping Centre	High Road	850	10
Gym	Coburg Road	900	11
Wood Green Library	High Road	1000	12

Access by Cycling

- 2.12 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the CIHT. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km), of which 60% are undertaken by private cars. The guidelines highlight 'substantial potential' for substituting cycling for driving for distances up to 5 miles.
- 2.13 The surrounding road networks provide a variety of cycle routes which enable access to the wider area. Coburg Road and Western Road are recognised as routes that are 'recommended by cyclists', where this route provides access towards Clarendon Road. Additionally, there is an 'off road route' which runs along New River Path, this cycle route enables access between the site and the wider community.
- 2.14 **Figure 2.2** indicates the Active Travel Zone for the Site based on a 20 minute cycle distance. In addition, cycling has the potential to replace driving for distances up to 5 miles (8 kilometres). Most of North London, including Clerkenwell, Fortune Green, Finchley, East Barnet, Cockfosters and Enfield are within a 5 mile cycle ride from the Site. Within this 20 minute cycle buffer there are a wide range of facilities such as public transport, shops and services.

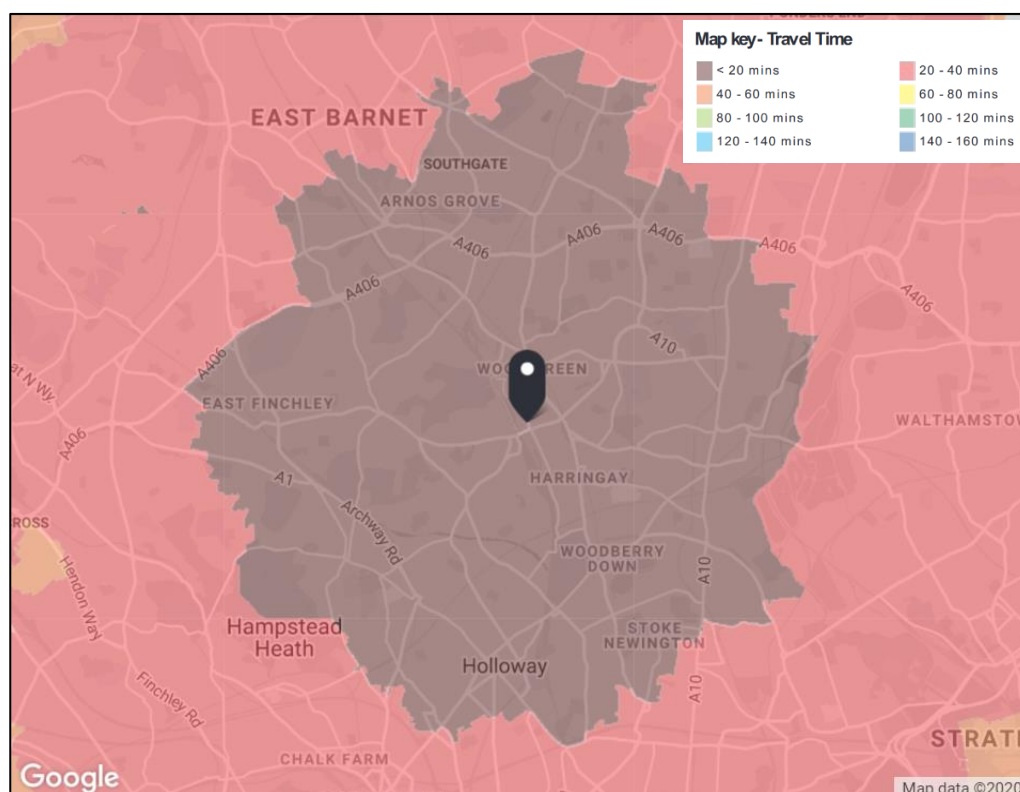


Figure 2.2: Active Travel Zone (Cycling) (Source: TfL)

Accessibility by Public Transport

- 2.15 Public Transport Accessibility Levels (PTALs) are a measure of the accessibility of a given point to the public transport network, taking into account walk access time and service availability. The PTAL is categorised in six levels, 1 to 6 where 6 represents an excellent level of accessibility and 1 a poor level of accessibility.
- 2.16 The Site receives a TfL Public Transport Accessibility Level (PTAL) rating of 5, suggesting that it has very good access to public transport facilities.

Bus Services

- 2.17 A summary of the bus services available from the Site are listed below in **Table 2.2**. The nearest bus stops to the Site are located approximately 40m and 130m south on Turnpike Lane (Bus stop E and H Wightman Road, respectively).

Table 2.2 Summary of Bus Service Frequency (every 'x' minutes)				
No.	Route	Monday – Friday Frequency	Saturday Frequency	Sunday Frequency
41	Tottenham Hale / Archway Station	5 - 9	5 - 9	–9 - 12
144	Edmonton Green / Muswell Hill	7 - 11	–8 - 12	9 - 12

- 2.18 Several bus routes are also available from Turnpike Lane Bus Station, located just the recognised PTAL distance for accessing bus services, approximately 800m (10-minutes-walk) from the Site. The services provided from this station are included in **Table 2.3** below.

Table 2.3 Summary of Bus Service Frequency (every 'x' minutes)				
No.	Route	Monday – Friday Frequency	Saturday Frequency	Sunday Frequency
121	Enfield Island Village – Turnpike Lane Station	8 – 11	9 – 12	14 – 15
123	Lordship Lane – Hainault Street	7 – 11	9 – 12	13 – 14
144	Edmonton Green / Muswell Hill	7 – 11	8 – 12	9 – 12
184	Turnpike Lane Bus Station – Chesterfield Road	7 – 11	8 – 12	10 – 14
217	Waltham Cross Bus Stn – Turnpike Lane Bus Stn	10 – 12	14 – 15	29 – 30
221	Edgware Bus Station – Turnpike Lane Station	6 – 10	7 – 9	11 – 14



231	Enfield Chase Station – Turnpike Lane Bus Stn	14 – 15	14 – 15	19 – 20
232	Mitchel Way – Turnpike Lane Station	9 – 13	10 – 14	19 – 20
329	Little Park Gardens – Turnpike Lane Station	6 – 10	6 – 10	7 – 10
444	Turnpike Lane Bus Station – Chingford Station	10 – 12	10 – 12	14 – 15

Rail Services

2.19 The nearest railway station to the Site is Hornsey, located approximately 500m south of the Site on Tottenham Lane. Hornsey Railway Station provides access to the Great Northern Line to the following destinations:

- Weekday Services:
 - 4tph to Moorgate
 - 2tph to Welwyn Garden City
 - 2tph to Stevenage
- Weekend Services:
 - 4tph to Moorgate
 - 2tph to Welwyn Garden City
 - 2tph to Stevenage

Underground Services

2.20 The nearest Underground station to the Site is Turnpike Lane Station, which is located approximately 800m east of the Site along Turnpike Lane, providing access to Piccadilly Line services between Uxbridge / Heathrow / Cockfosters.

Car Clubs

2.21 There are several existing car club vehicles in the vicinity of the Site, operated by Zip Car and Enterprise. The closest car club bay locations within the vicinity of the Site are set out in **Table 2.4** below



Table 2.4: Car Club Operators		
Operator	Location	Distance
Zipcar	Hampden Road N8 0DR	300m (4 minutes walk)
Enterprise	Chadwell Lane N8 7RF	650m (8 minutes walk)
Zipcar	Brook Road N22 6TR	700m (9 minutes walk)

3 OBJECTIVES AND TARGETS

Introduction

3.1 This section sets out the overarching objectives for the Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found in **Chapter 6**.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the Development will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The Travel Plan's overriding objective is:

To engage with and encourage staff, residents and visitors to use more sustainable ways of travelling to / from the Development through more effective promotion of active modes such as cycling and walking. This will minimise the impact of the Development on the surrounding public transport network.

3.3 The sub-objectives are:

- **Sub-objective 1:** To increase employee / resident awareness of the advantages and availability of sustainable modes of transport with a specific focus on cycling.
- **Sub-objective 2:** To promote the health and fitness benefits of active travel to all users.
- **Sub-objective 3:** To introduce a package of physical and management measures that will facilitate employee / resident travel by active modes
- **Sub-objective 4:** To reduce unnecessary or unsustainable use of the car for the journey to and from the Development by employees, residents and visitors.

Targets

- 3.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and the success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.
- 3.5 Targets come in two forms – Action and Aim targets. Action targets are non-quantifiable actions that need to be achieved by a certain time, while Aim targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 3.6 The key action targets are set out as follows:
- The Travel Plan Coordinator (TPC) will be appointed 3 months prior to first occupation of the Development;
 - Undertake the baseline travel survey within six months of occupation;
 - Monitoring surveys will be undertaken within one month of the anniversary of the baseline survey in each survey year (i.e. Years 0, 1, 3 and 5);
 - Travel Information Packs will be issued to all employees and residents at the start of their employment / tenancy; and,
 - Noticeboards providing details on local facilities, public transport services and walking / cycling routes will be erected and updated as appropriate.

Aim Targets

- 3.7 A baseline mode split will be taken from the travel surveys undertaken for the employees and residents. These surveys will accurately identify how employees and residents at the Development travel to / from work. The results of the surveys will be known as Year 0. The surveys will be undertaken once the commercial and residential elements of the scheme are occupied. For the office space occupation is defined as: no later than six months after 75% of the commercial floorspace is occupied. Occupation for the residential element is defined as no later than six months after 75% of the residential units are occupied.

3.8 The predicted modal split for employees has been based on 2011 Census data for Method of Travel to Work (Workplace Population) for the Super Output Middle Layer: Haringey 016, in which the site is located. This modal share data has been adjusted to better reflect the Development, i.e. zero parking provision for employees and highly accessible by public transport modes. The predicted modal split is set out in **Table 3.1**.

Table 3.1: Predicted Modal Split – Daytime Population		
Mode	Modal Split (%)	Amended Modal Split (%)
Underground	17.0%	24.7%
Train	8.6%	12.4%
Bus	28.5%	41.4%
Taxi	0.1%	0.1%
Motorcycle	0.7%	0.0%
Driving a car	28.8%	0.0%
Passenger in car	1.6%	0.0%
Bicycle	2.5%	3.6%
On foot	12.2%	17.7%
Total	100.0%	100.0%

3.9 The predicted modal split for residents has been obtained from the 2011 Census data for Method of Travel to Work for the Super Output Middle Layer: Haringey 016, in which the site is located. To accurately portray the car-free nature of the scheme (other than disabled parking) and the access to public transport, the modal split data has been modified to reduce vehicle use alongside a subsequent increase in sustainable travel.

Table 3.2: Predicted Modal Split – Residents		
Mode	Modal Split (%)	Amended Modal Split (%)
Underground	45.6%	54.1%
Train	5.4%	6.5%
Bus	20.1%	23.9%
Taxi	0.2%	0.2%
Motorcycle	1.2%	0.0%
Driving a car	14.3%	1.0%
Passenger in car	1.0%	0.0%
Bicycle	3.4%	4.1%

On foot	8.7%	10.3%
Total	100.0%	100.0%

3.10 In consideration of the information provided in **Tables 3.1** and **3.2**, the AIM targets of this Travel Plan are as follows:

- To reduce journeys by public transport by 6% over the 5 year life of the Travel Plan when compared to the results of the baseline survey;
- To achieve a 3% increase in journeys on foot over the 5 year life of the Travel Plan when compared to the results of the baseline survey; and,
- To achieve a 3% increase in journeys by bicycle over the 5 year life of the Travel Plan when compared to the results of the baseline survey.

3.11 **Table 3.3** below sets out the interim Year 1, 3 and 5 targets based on the predicted modal split.

Table 3.3: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Year 0	Year 1	Year 3	Year 5
Employees					
Achieve a 6% reduction in the mode share for public transport by Year 5	Modal Split monitoring surveys for bus, underground and rail	54.1%	52.1%	50.1%	48.1%
Achieve a 3% increase in the mode share for cycling by Year 5	Modal Split monitoring surveys for cycling	2.5%	3.5%	4.5%	5.5%
Achieve a 3% increase in the mode share for walking by Year 5	Modal Split monitoring surveys for walking	12.2%	13.2%	14.2%	15.2%
Residents					
Achieve a 6% reduction in the mode share for public transport by Year 5	Modal Split monitoring surveys for bus, underground and rail	71.1%	69.1%	67.1%	65.1%
Achieve a 3% increase in the mode share for cycling by Year 5	Modal Split monitoring surveys for cycling	3.4%	4.4%	5.4%	6.4%

Achieve a 3% increase in the mode share for walking by Year 5	Modal Split monitoring surveys for walking	8.7%	9.7%	10.7%	11.7%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-	-	-	-

- 3.12 It is expected that the baseline survey results will result in an adjustment to the predicted modal split due to changes in local conditions, the availability of public transport access points, the uplift in cycling in London and the car-free nature of the Development.
- 3.13 The targets will be discussed with the travel plan officers at the LBH and monitored over the course of the life of the Travel Plan and will be reviewed if necessary.

4 TRAVEL PLAN MANAGEMENT

Travel Plan Co-ordinator

4.1 The appointment of a Travel Plan Co-ordinator (TPC) is one of the most important aspects of the Travel Plan as they will drive the development and implementation of the Travel Plan and the measures set out within the document. They will also be the point of contact for all concerned stakeholders. The TPC will be appointed / confirmed three months prior to the Development being occupied.

4.2 The TPC contact details will be provided below as part of the final document.

Name: _____

Telephone: _____

Email: _____

4.3 The TPC will be responsible for all aspects of the Travel Plan and their primary functions will include:

- Overseeing the management, development, implementation, monitoring and review of the Travel Plan;
- Liaison with the Developer and the LBH;
- Liaison with employees and residents;
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Liaising with public transport operators and other service providers.

4.4 The Travel Plan Co-ordinator will give a 'human face' to the Travel Plan, explaining its purpose and the opportunities it offers. This will include personalised journey planning advice if asked for.



Marketing Strategy

- 4.5 Employees / residents at the Development will be made aware of the existence of the Travel Plan upon the start of their employment / tenancy. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will also be made known at the start of their employment / tenancy.
- 4.6 The following could be used as a means of disseminating information to promote events/campaigns/promotions/services/initiatives:
- Notice boards;
 - Newsletters;
 - Travel Information / Induction pack;
 - Internet / intranet Developments;
 - Social media; and,
 - E-groups and forums.

5 MEASURES AND INITIATIVES

- 5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the Travel Plan.
- 5.2 The list of measures described below is by no means exhaustive and it will be the responsibility of the appointed TPC to investigate other potential measures. It is important to add that in the longer term other measures may be more suitable for the users depending on their needs and demands. This will be evident from the proposed regular monitoring results and measures will be implemented and/or altered accordingly.

Information Provision and Travel Awareness

- 5.3 In order for a travel plan to be successful the benefits of sustainable travel must be made known constantly and coherently. Therefore, travel awareness and information provision are key features of any travel plan.
- 5.4 Dedicated Travel Notice Boards will be installed at key locations within the Development such as near to the entrances to the building. The Information Points will be at the Development from the outset and will display material designed to promote not only sustainable travel modes such as public transport, walking and cycling but also details of the Travel Plan itself and the contact details of the TPC.
- 5.5 The Travel Notice Board(s) can also be used as a marketing tool to promote associated transport events and the implementation of new initiatives.
- 5.6 A personalised journey planning service will be offered to employees and residents by the TPC and advice will be given on how to plan journeys by sustainable modes of transport.
- 5.7 All staff and residents will be provided with a Travel Information Pack at the start of their employment / tenancy. The pack will include details, maps and timetables for local public transport services; information regarding local facilities (retail facilities, banks, schools, local cycle shops etc.) and other useful information (including Transport for London Journey Planner phone numbers and website details, and contact details for registered local taxi operators). Additionally, the Travel Pack will also be provided with details of London's Cycle Network.



- 5.8 The Travel Information Pack will also contain information about the Travel Plan including its purpose and objectives, as well as contact details for the TPC.

Walking and Cycling

- 5.9 The TPC will monitor and encourage maintenance of all pedestrian routes to a high standard and discuss with LBH any further improvements to pedestrian facilities. For example, they will seek to identify any particular safety hazards, poorly lit areas, 'missing links' etc.
- 5.10 All elements of the scheme will be provided with secure and sheltered cycle parking spaces, located internally on-site which will be available for employees / residents. Short-stay cycle parking will also be provided externally to the building for visitors of the Development.
- 5.11 The TPC will administer and promote travel by bicycle primarily through information provision, however, the following measures will also be considered:
- Holding cycle maintenance sessions in association with local cycle retailers or similar organisations/companies that offer 'Dr Bike' services;
 - Promote participation in cycle-related events such as the London to Brighton bike ride;
 - Creation of a 'Cycle Buddy' system whereby those who are nervous or concerned about cycling in London can be accompanied by more experienced cyclists to and from their destinations in the first weeks of cycling; and,
 - Provision of information about cycle training available in the borough. The LBH provides free cycle training which can be applied for through the LBH's website: (<https://www.cycleconfident.com/sponsors/haringey>).
- 5.12 The TPC will provide information on the safest cycle routes in the area and promote the use of cycling to access the Development. They will identify, through travel surveys, problems with cycle routes and discuss possible improvements with the highway authority.

Public Transport

- 5.13 The TPC will ensure that the following tasks are undertaken:
- all underground, train and bus services are well publicised and promoted to all employees/residents;

- route and timetable information for public transport and London Cycle Network will be included within the Travel Information Packs and on travel notice boards; and
- contact details will be provided for public transport operators such as TfL (Journey Planner) and National Rail.

5.14 Taxis have an important role in providing for trips, particularly when other modes of transport may not be available. The TPC will ensure that the contact details for local taxi operators are available on-site. This will include ride hailing firms such as Uber, MyTaxi, Addison Lee and Kabbee.

Personalised Travel Planning

5.15 The TPC will offer personalised travel planning advice to all employees / residents that request it. The TPC will be able to draw upon websites such as TfL's journey planner (www.tfl.gov.uk) and City Mapper (www.citymapper.com) for advice.

Provision for People with Disabilities and Visual Impairment

5.16 Provision for people with disabilities has been built into the design of the building. Entrance to the Development and the building is at grade from all accesses and ramped access is provided where gradient changes are present at ground floor level.

5.17 The following initiatives / design features / measures are to be provided:

- Level access from the street;
- Wheelchair accessible lift with accessible floors;
- Disabled toilets; and,
- Accessible cycle storage.

5.18 The TPC, through dialogue with the LBH (if necessary / appropriate), will also seek to ensure that routes to/from public transport access points have appropriate provision for people with disabilities and people with visual impairment. Specifically provision should include:

- All dropped kerbs to contain tactile paving of the appropriate colour; and,
- Rotating cones on signalised crossings.



Visitor Travel

- 5.19 Staff and residents will be provided with advice to ensure that visitors are advised to travel by modes other than the private car wherever possible and that parking is controlled on the surrounding roads, ideally utilising active modes of travel over public transport. Visitors will also be encouraged to make use of the available cycle networks surrounding the Site and array of visitor cycle parking to travel to and from the Development.

Servicing and Operational Management

- 5.20 The Development will actively manage the on-going commercial servicing and delivery activities as well as the general operations of the Development to ensure all servicing activity is managed efficiently and safely.
- 5.21 A Draft Delivery and Servicing Plan has been prepared for the Development and will be implemented prior to occupation. The document will be reviewed and updated on a continual basis, ensuring effective and safe management strategies are in place for servicing activity and employee/resident/visitor arrival/departure activity.

6 MONITORING AND REVIEW

Monitoring

- 6.1 LBH require that the progress of the TP is effectively monitored, and the results are reported back. This TP is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant and effective. This section sets out the proposals for the monitoring and review of the TP.
- 6.2 The monitoring programme will begin with the initial baseline Year 0 travel survey, followed by additional surveys in Year 1, Years 3 and 5. The Year 0 survey will be undertaken once the Development is occupied. Occupation is defined as no later than six months after 75% of the commercial floorspace is occupied and no later than six months after 75% of the residential units are occupied.
- 6.3 The Travel Plan will be monitored on an annual basis for 5 years after full occupation of the Development. The baseline survey represents the start of the Travel Plan for monitoring purposes and is known as Year 0.
- 6.4 Monitoring will involve:
- Questionnaire surveys of employees and residents to identify the mode share for travel method to / from work / home, focusing on barriers to more sustainable travel in the longer term, especially active modes of travel.
 - Changes to any information provided on travel noticeboards, e.g. timetables;
 - Cycle parking utilisation survey;
 - Demand for additional cycle parking facilities;
 - Condition of on and off-site pedestrian and cycle facilities;
 - Comments received from employees / residents relating to the operation and implications of the Travel Plan.
- 6.5 All monitoring will follow the most up to date TfL best practice guidance, and will be the joint responsibility of the Applicant / the management company and the individual occupiers.



- 6.6 All monitoring should achieve the required response rates. If these are not met then the results will be discussed with the LBH and, if deemed necessary, the survey process will be repeated for those that did not respond. According to TfL guidance, organisations should aim to achieve a response rate of at least 30%.
- 6.7 The TPC will discuss the results of the surveys with LBH officers within one month of each survey and review progress towards any agreed targets.

Securement and Funding

- 6.8 The Developer / Site Owner is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved.
- 6.9 This will include funding the Travel Plan Co-ordinator, travel surveys and implementation of all reasonable necessary measures.

7 ACTION PLAN

7.1 **Table 7.1** sets out the Action Plan for the implementation of the various measures associates with the Travel Plan along with who is responsible and how funding will be secured. The Action Plan will be constantly reviewed by the Travel Plan Co-ordinator adding and amending actions as appropriate and necessary.

Table 7.1: Action Plan				
Measures	Notes	Status / Target Date	Method of Monitoring	Responsibility
General				
Appointment of Travel Plan Coordinator (TPC)	Developer/Occupier to appoint a TPC as necessary.	Three months prior to occupation.	N/A	Developer/Occupier Management
Information Provision				
Travel Information Packs for all employees and residents	All employees and residents will receive a Travel Information Pack outlining the sustainable options for travelling to the Development, the existence and purpose of the Travel Plan and location of cycle parking etc.	Upon commencement of employment.	N/A	TPC
Information Boards	Travel information boards will be placed in prominent locations in common areas.	Installed with building Development.	N/A	TPC to update information when necessary.
Personalised Travel Planning Sessions	The TPC will offer planning services to employees at induction sessions and to residents upon the commencement of their tenancy.	When necessary upon start of employment / tenancy.	The TPC will keep a record of who has utilised the service as well as the nature of the service (group, one on one).	TPC
Cycling				
Promotion of cycle facilities available	Cycle parking to be provided for employees, residents visitors of the Development.	Once facilities are installed.	Spot checks as part of maintenance rounds.	TPC
Provide cycle route maps and other information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used.	Upon first occupation.	TPC to monitor uptake.	TPC
Encourage cycling by providing information about free cycle training through the LBH. Also through awareness events such as National Bike Week and social bike rides	Offered to all employees and residents.	Annual event – Summer and Spring.	TPC to monitor participation levels and interest.	TPC
Walking				



Walk to Work days and social walking events	Health and financial benefits advertised.	Spring and Summer (annually).	TPC to monitor uptake	TPC
Employees and residents to be provided with information related to safe walking routes	As part of Travel Information Packs or induction sessions.	Prior to building being occupied and on-going through Travel Information Packs.	N/A	TPC
Public Transport				
Employees and residents to be provided with public transport information	As part of Travel Information Packs or induction sessions.	Prior to the building being occupied and on-going through Travel information Packs.	N/A	TPC
Notice board with timetable information	Located in reception and/or communal areas for employees, residents and visitors.	Upon building completion.	Administrative – TPC	TPC
Public transport only days	Incentivised challenge to use active modes.	Annually – summer	TPC to monitor uptake	TPC

8 CONTACTS AND USEFUL INFORMATION

Contacts

Travel Plan Coordinator (TPC) – TBC

Useful Websites

Department for Transport (DfT) – www.dft.gov.uk

Liftshare.com – www.liftshare.com

Haringey – <https://www.haringey.gov.uk/>

London Cycling Campaign (LCC) – www.lcc.org.uk

National Rail – www.nationalrail.co.uk

Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner