

BROAD LANE PROPERTIES LIMITED

BROAD LANE, HARINGEY

TRAVEL PLAN

REPORT REF.
2206940-02A

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Document Control Sheet

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Distribution

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1. Introduction

- 1.1. Ardent Consulting Engineers (ACE) has been appointed by Broad Lane Properties Limited to prepare a Travel Plan (TP) in respect of an upcoming planning application for land at Broad Lane, Haringey (hereafter known as 'the site').
- 1.2. The site is located within the London Borough of Haringey (LBH) which is a borough authority within the wider London area and are the local highway authority.
- 1.3. This TP supports a planning application for proposal to construct office space at Broad Lane, Haringey. This is to be replaced with a building comprising of 5,700sqm (GIA) of Use Class E space with associated internal refuse and cycle storage. The latest Masterplan is shown at **Appendix A** for reference.

Background Information

- 1.4. The site has permission for the demolition of the existing car wash facility with the replacement of a 1,584sqm (GIA) three storey office block (former Use Class B1). This original proposal provided 5 car parking spaces including 2 disabled spaces. In addition to this associated secure refuse and cycle storage was also proposed as part of the plans.
- 1.5. This planning application was granted approval on the 24th March 2017 (Planning application ref: HGY/2016/2232).
- 1.6. A Healthy Streets Transport Assessment (TA) has also been prepared by ACE (Report Reference **2206940-01A**) to accompany the planning application and assesses and identifies the change in traffic conditions associated with the proposals, including the predicted change in person trips by all modes of transport and where relevant this TP refers to the findings of the TA.

Scope of Report

- 1.7. This TP has been prepared in accordance with the latest government advice and current local best practices, with the aim of promoting the use of sustainable and active modes of travel for journeys to and from the site. Since the development involves offices and light industrial use, this TP takes the form of a workplace TP aimed at employees, but it may also have a positive effect on the travel choices of visitors.

- 1.8. This TP has been produced to set out a range of measures and incentives to facilitate and encourage all users of the site to utilise sustainable modes of travel wherever possible. It also identifies associated procedures for implementation and monitoring, along with suitable targets, to ensure the overriding objectives of reducing single occupancy car travel and increasing uptake of sustainable modes are achieved.
- 1.9. A TP provides a long-term strategy for encouraging employees and visitors to minimise their need to travel, as well as to promote the use of modes of transport other than the private motor vehicle.
- 1.10. As this document has been prepared prior to the occupation the details relating to travel patterns and mode share targets are considered to be indicative until such a time that actual travel patterns can be determined using questionnaire surveys. It is therefore the intention that the TP will be a 'living' document as further details on travel patterns, targets, measures, and management will be provided as the development progresses.

Purpose of a Travel Plan

- 1.11. A TP is defined by the Department for Transport (DfT) and by the Department for Communities and Local Government (DCLG) as: a long-term management strategy for an occupier or site that seeks to deliver sustainable transport objectives through positive action and is articulated in a document that is regularly reviewed.
- 1.12. The benefits from a TP can be loosely categorised under three main headings:
- Health benefits;
 - Environmental benefits; and
 - Financial benefits.

Health Benefits

- 1.13. A reduction in the potential number of polluting vehicles on the roads surrounding the site will contribute to better air quality throughout the area. There are also well documented health benefits associated with active travel, such as walking and

cycling, which are increasingly being recognised as ways to reduce sedentary lifestyles.

- 1.14. Regular moderate physical activity (including walking and cycling), can help prevent and reduce risk of cardiovascular disease, cancer, obesity, diabetes, stroke, mental health problem, high blood pressure and musculoskeletal problems.

Environmental Benefits

- 1.15. Climate change is a global issue, and the government has pledged to play its part in reducing harmful carbon and related emissions by setting carbon reduction targets: "it is the duty of the Secretary of State to ensure that the net UK carbon account for the year 2050 is at least 80% lower than the 1990 baseline".

- 1.16. Encouraging employees, and visitors to make smarter, low carbon travel choices in the way they travel can reduce the impact that new and existing development across London have on the local environment and air quality.

- 1.17. An increase in car trips can also contribute to negative local environmental issues such as severance. By encouraging sites to reduce car dependency, the local highway networks will benefit from a reduction in vehicular movements and local communities will benefit from less traffic.

Financial Benefits

- 1.18. There are financial benefits to be gained from increasing active travel rates and reducing harmful emissions produced by vehicles, both for individuals and for wider society.

- 1.19. Individuals (specifically employees) can benefit financially from travelling to and from a site with a TP in place due to the improved range of transport options available, some of which may be more cost effective than car travel.

- 1.20. In some circumstances, TP measures can remove an individual's need to own a car, minimising the capital and on-going cost of car ownership.

1.21. An effective TP can help encourage employees and visitors of the site to lessen their environmental impact by reducing emissions from transport, lead a healthier and more active lifestyle, can reduce financial wastage.

Policy and Guidance

1.22. TPs have become an important tool for the delivery of national, regional, and local transport policy and commonly play an integral aspect within the planning process, fulfilling a role in encouraging more sustainable development.

1.23. This TP has been developed in conformance with the following documents where possible:

- The National Planning Policy Framework [NPPF] (MHCLG, July 2021);
- National Planning Practice Guidance [NPPG] - Travel Plans, Transport Assessments and Statements (MHCLG, March 2014);
- Travel Planning for New Developments (TfL, November 2013);
- The London Plan (Greater London Authority, March 2021); and
- Mayor's Transport Strategy (Greater London Authority, March 2018).

Structure

1.24. Following this introduction, this remainder of this report is structured as follows:

- **Section 2.0** describes existing conditions in terms of the site's accessibility on foot, by cycle and public transport (including an analysis of PTAL);
- **Section 3.0** provides a description of the proposed redevelopment scheme, including the proposed trip generation / attraction;
- **Section 4.0** provides details of objectives and targets;
- **Section 5.0** outlines the proposed package of measures and initiatives to encourage use of alternative modes of travel to the private car; and
- **Section 6.0** outlines the proposed FTP monitoring and review process.

2. Existing Situation

2.1. This section reviews the existing transport facilities in the vicinity of the site for all modes of travel, including walking, cycling, bus, rail and private car.

Site Location

2.2. The site is located to the east of Broad Lane, in Haringey. The site is bounded by a private road to the north, industrial estate to the east, residential units to the south and Broad Lane to the west. The location of the site is shown in **Plate 2.1** below.

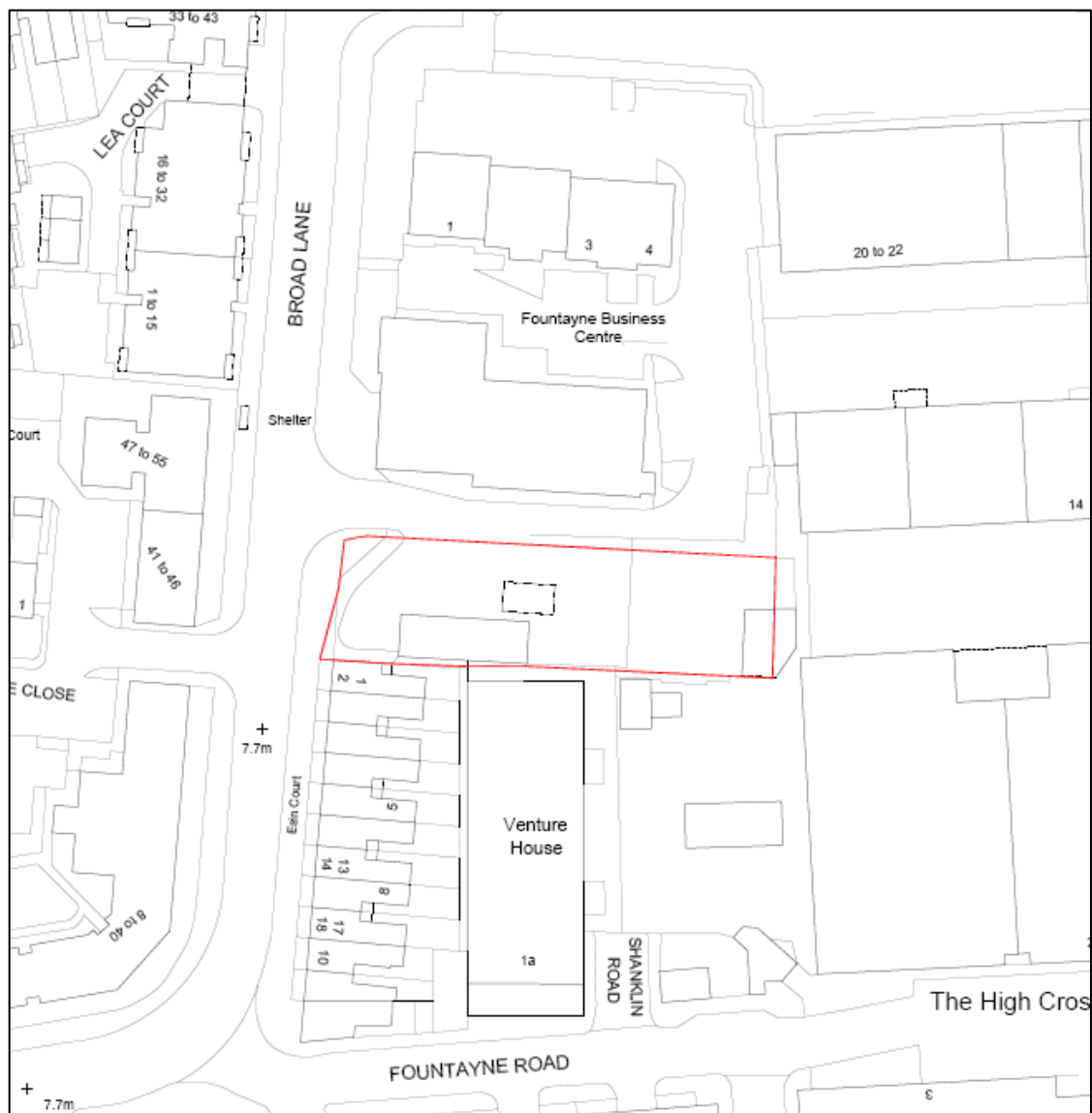


Plate 2.1: Site Location

Existing Use

- 2.3. The site was once occupied with a circa 1,060sqm Gross Internal Area (GIA) car wash facility. The car wash utilised an internal courtyard parking area accessed from a private road via Broad Lane which formed the area for servicing. The site is now vacant and boarded up to prevent access, as shown in **Plate 2.2**.



Plate 2.2: Existing site frontage

Surrounding Highway Network

- 2.4. Broad Lane is located to the west of the site and runs in a west to north alignment between two traffic signal-controlled junctions; one with High Road to the west and with The Hale to the north east. This road provides access to a number of commercial properties as well as several minor roads which form a residential network.
- 2.5. This road is formed of a single carriageway measuring circa 6.5m and is subject to a 20mph speed limit. This road is encompassed with double red lines along its length, meaning it is part of the TLRN red route. As part of the TLRN red route, Broad Lane is subject to a number of restrictions including parking and loading. In addition to this, a traffic calming facility in the form of a speed camera is located to the west of the site along Broad Lane.

- 2.6. Footways in excess of 2m wide are present along both sides of Broad Lane as well as street lighting placed at regular intervals along the road network. The footway on the eastern side of Broad Lane is shared with a designated cycleway, running past the western site frontage, shown within **Plate 2.3**.



Plate 2.3: Shared footway/cycleway arrangement along Broad Lane

- 2.7. The site is bordered to the north with a private road arrangement that forms the minor arm of a priority junction with Broad Lane. This road is formed of a single carriageway measuring circa 8m and provides access to a car park serving a number of commercial properties to the north of the site. The private road arrangement shares a single entry and exit point onto Broad Lane.

Parking and Loading

- 2.8. The site is located within a Controlled Parking Zone (CPZ), with on-street parking controls on all surrounding roads. These controls mainly consist of double red lines as part of the red route restrictions. Along minor arms of Broad Lane. There area number of restrictions including the double red line and residential permit holder spaces. Fountayne Road to the west of the site forms a minor arm off Broad Lane, with double red lines for part of the road and single yellow line thereafter.

2.9. The site falls within the Seven Sisters CPZ with restrictions in force Monday-Friday 08:00-18:30, whilst there are a number of resident permit holder parking bays on the roads surrounding the site. These include bays along both sides of Tynemouth Road (entire length), Springfield Road and 3 bays on Fountayne Road.

2.10. The existing access arrangements at the site allow on-site deliveries using small vehicles only, whilst refuse vehicles currently service on-street via a private road arrangement, and adjacent properties are serviced from Broad Lane itself.

Travel by Non-Car Modes

Walking

2.11. The Chartered Institution of Highways and Transportation (CIHT) document 'Guidelines for Providing for Journeys on Foot' recommends suggested acceptable walking distances of between 500m (6 minutes, "Desirable") and 2km (25 minutes, "Preferred Maximum") for commuting and journeys to school. Within 500m walking distance of the site, in addition to the residential settlement, there is Tottenham Hale Retail Park, Trinity Church, Body Works Gym, Post Office, commercial units on Broad Lane, schools, Tottenham Hale Station, food / takeaway units, bus stops, and green spaces.

2.12. Manual for Streets (MfS) identifies walkable neighbourhoods as being those typically characterised by having a range of facilities within an 800m (10 minute) walk distance, however not an upper limit, with walking offering the greatest potential to replace short car trips, particularly those under 2km. The site is surrounded by significant residential settlement within 2km.

2.13. All surrounding roads in the vicinity of the site have footways, street lighting and appropriate crossing facilities. These facilities connect the site very well to the surrounding employment, leisure, and public transport facilities, including the bus stops along Broad Lane and to Tottenham Hale Underground station.

2.14. The surrounding roads are largely subject to a 20mph speed limit and traffic calming features help to control vehicular speeds and facilitate pedestrian movements .

2.15. From Broad Lane there are several quieter roads that extend west to the A10 as well as providing access to local residential development, commercial development and local shops, including a Tesco Superstore accessible via Talbot Road and Broad Lane.

2.16. Additional pedestrian crossing facilities are available on key desire lines, including pedestrian crossing facilities incorporated into the Hale/ Broad Lane and the Broad Lane / A10 signal-controlled junctions. These junctions are located around 320m to the north and 630m to the south west of the site respectively and ensure there is a comprehensive network of pedestrian links and crossing opportunities available in the vicinity.

2.17. It is considered that the existing pedestrian routes/facilities in the area encourage walking as a main mode of travel and will be of benefit to prospective occupiers of the proposed development on the site. These facilities will also encourage walking as a main mode of travel for staff and visitors to the proposed scheme.

Cycle

2.18. A shared footway/cycleway runs along the length of Broad Lane and the western frontage of the site. This cycle way makes part of the 12km TfL cycle route connecting Tottenham Hale, Seven Sisters and Nags Head. The section of this route which runs in the vicinity of the site is shown in **Plate 2.4** below.

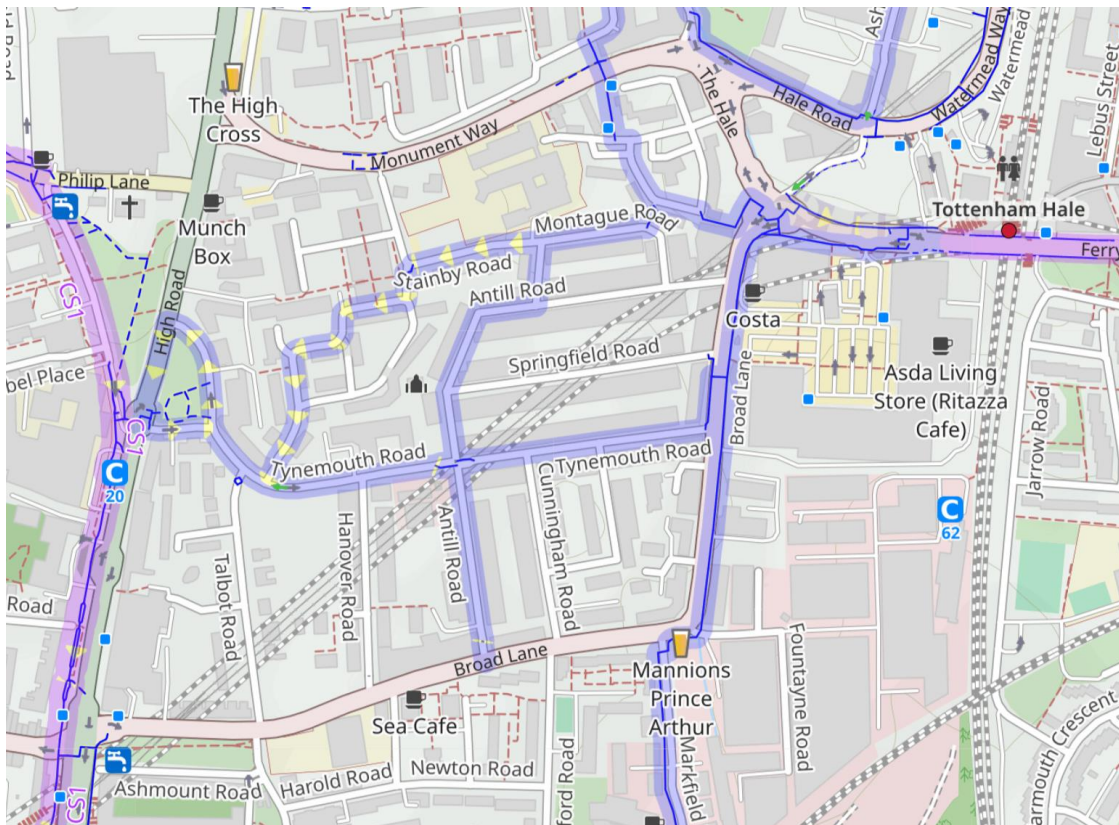


Plate 2.4: Cycle map

2.19. The site well with the wider London Cycle Network, which includes a number of recommended routes to the north of the site and off-road routes. These routes ensure that for cyclists the site is very well connected in all directions to residential areas as well as employment, retail and educational facilities within the surrounding area.

2.20. In terms of location, Local Transport Note 1/20 'Cycle Infrastructure Design' (DfT, July 2020) states that "...Two out of every three personal trips are less than five miles in length." [Paragraph 2.2.2, page 16]. The site is well placed to reach key local destinations within 5 miles (8km), a realistic cycling distance time, including a good portion of Greater London. The site is therefore well placed to encourage journeys by bike based on its location alone.

2.21. The above highlights the excellent opportunities for safe cycling to the surrounding areas, with many opportunities for both off-road and on-road cycling within the local cycle network. There is ample opportunity for cyclists to gain access to the wider cycle network by utilising the routes in the immediate vicinity of the site.

Furthermore, if required to travel within the carriageway, the surrounding roads are generally flat and wide enough to comfortably accommodate cyclists.

- 2.22. It is considered that the existing cycle facilities in the area encourage cycling as a main mode of travel for those who live and work in the area.

Public Transport

- 2.23. TfL's utilises a walking distance of 640m to local bus stops (when calculating the Public Transport Accessibility Level (PTAL) methodology), or an approximate 8 minutes' walk based on 80 metres per minute.

- 2.24. The nearest bus stops to the site are located on Broad Lane to the west of the site. These can be accessed via the footways on Broad Lane. The northbound and southbound stops are both situated circa within 65m walking distance of the site and contain bus shelters, seating, maps and timetable information. The stops serve route 41 and W4 which run with a combined frequency of 16 services each way per hour. In addition to this a night bus (N41) is also served by these stops.

- 2.25. Further bus stops are situated to the north on Ferry Lane and at the bus station at Tottenham Hale Underground station. In addition to this a number of services serve bus stops that are located to the west via the A10; these include 76, 149, 243, 259, 279, 318, 349, 476, N73, N279 and W4.

- 2.26. The bus stops at Ferry Lane and Tottenham Hale Bus station can be accessed via the footways on Broad Lane with pedestrian crossing facilities incorporated into the Broad Lane/Ferry Lane signal junction to the northwest of the site.

- 2.27. These stops provide access to three additional bus routes as well as the routes served by stops along Broad Lane (123, 230 and N73) and all provide shelters, seating, maps and timetable information. These services operated at a frequency of 7-27 per hour in each direction.

- 2.28. Furthermore, these bus stops all provide access to night bus services. A total of two night buses (routes N41 and N73) pass in the vicinity thereby ensuring a comprehensive 24-hour service is available from the site.

- 2.29. The route and frequencies of the above bus services are summarised in **Table 2.1**.

Service No.	Route Description	Weekday Hourly Frequency (minutes)
<u>Broad Lane</u>		
41	Archway Station – Tottenham Hale Bus Station	5-20
N41	Trafalgar Square – Tottenham Hale Bus Station	30
W4	Ulster Garden – Ferry Lane Primary School	9-20
<u>Tottenham Hale Bus Station</u>		
123	Lordship Lane – Hainault Street	7-15
230	Fyfield Road – Woodgreen station	13-15
N73	Holles Street – Walthamstow Bus Station	30

Table 2.1: Bus Service Frequencies

2.30. **Table 2.1** shows that bus routes served by stops within a short walk distance of the site provide frequent local connections to settlements in the immediate area and further afield, offering real opportunities employees to travel by bus as a mode of travel.

Rail

2.31. There are good opportunities to access the site by rail, with Tottenham Hale Underground Station located circa 530m to the north and Seven Sisters Underground Station located 930m of the site. These stations are both served by TfL services and are located on the Victoria Line providing links it central London.

2.32. In addition to this; both stations are located on the Greater Anglia Rail Network which provides services from London Liverpool Street to destinations such as Bishops Stortford, Hertford East, Cheshunt and Stanstead Airport.

PTAL

2.33. The PTAL calculation provides a methodology to consider the accessibility of a site to public transport.

2.34. The PTAL is based on the weekday morning peak period service frequency of all bus services accessible from stops within a 640m walk distance as well as rail services accessible from stations within a 960m walk distance.

2.35. Site specific PTAL maps are available from TfL's Web-based Connectivity Assessment Toolkit (WebCAT) for use by local planning authorities and Developers to aid strategic

planning decisions. The PTAL rating ranges between 1a to 6b, with 1a denoting 'Very Poor' access to public transport and 6b being an 'Excellent' level of access.

2.36. Based on the details on WebCAT, the site is subject to a PTAL rating of 6a, which denotes an "Excellent" level of access.

Summary

2.37. The above information demonstrates that the site is suitably located for sustainable methods of travel including walking, cycling and public transport.

3. The Proposed Development

- 3.1. The proposal involves construction of 5,700sqm of office space (Use Class E, formerly Use Class B1) with associated internal refuse and cycle storage. The proposed Masterplan is shown at **Appendix A**.

Access

- 3.2. The main pedestrian access will be located at the northwestern corner of the site via Broad Lane. A secondary access point is proposed on the northern frontage at the easternmost point, which will be the primary access point for those traveling using cycles.
- 3.3. As part of the proposals, the building is set to be brought out further north, providing a footway along the northern frontage of the site measuring of 1.5m in width. It is important to note that this will not be utilised by most site users as the main access point is located at the northwestern corner of the site which means that site users will use Broad Lane. The private road that is subject to a reduced footpath will not be utilised by pedestrians entering the site as there is no through route nature.
- 3.4. In addition to the above, according to guidance outlined within Figure 6.8 of Manual for Streets a footway width of 1.5m is sufficient to allow for two pedestrians to pass one another comfortably as well as wheelchair users. This is also reflected within Section 4.2 of Inclusive Mobility which discusses that a 1.5m allows for a wheelchair user and a pedestrian to pass each other.

Parking

- 3.5. The proposals comprise a 'car-free' development with zero allocation for parking, which aligns with London Plan policy.
- 3.6. The development will look to provide long and short stay cycle parking in accordance with the minimum standards outlined within the London Plan, as outlined in **Table 3.1**.

Use Class	Land use	Long-Stay	Short-Stay
E	Office	1 space per 150 sqm	First 5,000 sqm: 1 space per 500 sqm thereafter: 1 space per 5,000 sqm (GEA)

Table 3.1: London Plan Standards

3.7. Applying the London Plan standards outlined above to the proposals set out at **Table 3.1**, a total of 42 long-stay and 13 short-stay space are required at the proposed development. The plans contained at **Appendix A** are in excess of this provision with a total of 44 long stay spaces and 14 short stay spaces and therefore actively promotes cycling.

3.8. In terms of design, the cycle stores have been designed in accordance with Chapter 8 of the TfL document 'London Cycling Design Standards'. In terms of mix, as per recent advice from TfL, the development will seek to provide the following:

- min. 5% of total spaces as wider spacing Sheffield stands;
- min. 15% of total spaces as standard spacing Sheffield stands; and
- max. 80% of the total number of spaces as two-tiered stands.

3.9. Cycle parking for the site is located within the ground floor of the site accessible via the secondary access point on the northern frontage of the site. The storage area provides a safe secure space for cyclists to park their cycles. In addition to this, a through door will be located near to the storage area, allowing for direct access into the office working area.

Predicted Travel Patterns

3.10. As part of the TA that has been prepared on support of the application, the peak hour trip generation of the proposal was estimated using data available within the TRICS Database and 2011 Census data.

3.11. Utilising this information, the forecast person trips, modal share, and the resultant vehicular generation on the local highway network was considered.

3.12. The total multi-modal trip generation of the proposed development is reproduced from the TA in **Table 3.2** below.

Mode	Share	Weekday AM Peak (08:00-09:00)			Weekday PM Peak (17:00-18:00)		
		Arr	Dep	Total	Arr	Dep	Total
Underground, Train Metro, Light Rail or Tram	28.6%	39	5	44	5	39	44
Train	18.3%	25	3	28	3	25	28
Bus, Minibus or Coach	32.7%	44	6	51	5	45	50
Taxi	0.2%	0	0	0	0	0	0
Motorcycle, Scooter or moped	0.9%	1	0	1	0	1	1
Car Driver	0.0%	0	0	0	0	0	0
Passenger	1.8%	2	0	2	0	3	3
Bicycle	4.7%	6	1	7	1	6	7
On foot	12.7%	17	2	19	2	17	19
Total	100%	136	19	155	16	137	153

Table 3.2: Total Proposed Development Trip Generation by All Modes

3.13. As shown in **Table 3.2**, approximately 97% of all anticipated trips to the proposed development would be made by sustainable modes. Hence, this information suggests that reliance on car travel by employees and visitors of the site would be low from the outset and the focus of this TP should primarily be to encourage walking and cycling in line with TfL aims.

Baseline Data

3.14. Establishing baseline travel patterns is necessary to enable the progress of the TP to be measured. However, this can only be confirmed once the development is built-out and fully occupied. Therefore, for a TP prepared in advance of occupation, such as in this case, it should initially be assessed against the anticipated trip generation / attraction by travel mode set out within the corresponding TA (as reproduced above). These estimates therefore help to inform the initial TP targets set out in **Section 4.0** of this document.

3.15. There are several different methods of gathering the data required to monitor TPs. In accordance with TfL TP guidance, this will be undertaken in line with the standard iTRACE methodology and will obtain information on modes of travel, distance travelled, purpose of travel, and reasons why a certain mode was used.

3.16. Travel surveys will be undertaken at 75% occupancy of the site or within 6 months of initial occupation, whichever comes first, in accordance with TfL guidance.

- 3.17. Once travel surveys are completed, this TP will be reviewed and updated to ensure that targets and measures are Specific, Measurable, Achievable, Realistic and Time-Bound (SMART).
- 3.18. Further monitoring surveys will subsequently be undertaken on the first, third and fifth years following initial occupation. **Section 6.0** provides further details in respect of ongoing TP monitoring.

4. Objectives and Targets

4.1. This section sets out the objectives for the TP, as well as targets for the short and medium term. It also includes information regarding indicators through which progress towards meeting the targets of this plan will be measured. Further information on monitoring and review of the TP can be found in **Section 5.0**.

4.2. Objectives are the high-level aims of the TP, giving it direction and providing a focus. Targets are the measurable goals by which progress can be assessed. At this stage indicative targets, informed by the predicted travel trends, have been set to cover the first five years of the TP period. Indicators are the elements which will be measured to assess progress toward meeting the final and interim targets.

Objectives

4.3. The primary objectives of the TP are set out below and shall:

- Provide a commitment to develop the site with suitable facilities which will encourage its users to travel to and from the site in a sustainable manner;
- Market the sites accessibility to key amenities via public transport and active travel modes; and
- Implement effective travel targets which are SMART (Specific, Measurable, Achievable, Realistic and Time-Bound).

Targets

4.4. In order to achieve measurable outputs from the TP process, it is important to establish targets from the outset, against which progress can be measured.

4.5. As the development is yet to be occupied, the targets set out in this TP are provisional and will be confirmed as part of a detailed TP post submission. However, it is important that the TP actively seeks to ensure that travel behaviour towards more sustainable modes is established early on, with initiatives in place from the day of opening.

Primary Multi-Modal Targets (Outcome Targets)

- 4.6. Based on the size of the site and level of identified movements (see **Table 3.2**), the preliminary target of the TP is to increase the number of employees using walking / cycling as main modes of travel to the site as well as monitoring cycle parking occupancy at the site over a minimum period of five years, however this may all be subject to a detailed TP.
- 4.7. Baseline person trips have been derived from the TRICS database as detailed within the TA. Considering the above, the aims of this TP are to increase the number of trips using sustainable modes. This target is provisional and will be revisited following receipt of surveys undertaken as part of the detailed TP.
- 4.8. The above target meets the "SMART" criteria as follows:
- **Specific:** A target to increase the level of active travel trips identified to be met within five years of occupation.
 - **Measurable:** The number of employees using each mode of transport will be measured and monitored using the travel surveys outlined later in this section. This will include details on weekday travel times / patterns to allow the number of peak hour journeys to be determined.
 - **Achievable:** It is considered that given the site's location, in that there is a good potential for employees to walk and cycle to / from the site, then these targets are achievable.
 - **Realistic:** It is considered that a target to increase the level of active travel trips is realistic given the measures and initiatives contained within this TP.
 - **Time-Bound:** The targets are to be met within five years of initial occupation of development.

Secondary "Action" Targets

- 4.9. The following secondary targets could also be adopted as part of the ongoing monitoring of the TP. Any such targets will be established following the initial surveys undertaken as part of the detailed TP, in order to establish baseline figures.

Summary

- 4.10. As mentioned above, the baseline level of trips will be updated following the completion of the initial survey, which will be undertaken at 75% occupancy or within 6 months of initial occupation, whichever comes first.
- 4.11. The exact timescale for undertaking surveys is expected to be specified within the Section 106 Agreement.
- 4.12. Additional targets may be determined by the Travel Plan Co-ordinator (TPC) when comparing the existing level of trips against the predicted level of baseline trips. Any changes to targets would be discussed with LBH.
- 4.13. Targets will be reviewed in year one, three and five after full occupation.

5. Measures and Initiatives

- 5.1. TfL guidance states that a TP should set out the long-term management strategy for existing or proposed developments and seek to integrate proposals for increasing sustainable travel by the future occupier(s) of the site.
- 5.2. As mentioned previously, the development will be well located to accommodate trips by sustainable modes via the existing walking, cycling and public transport facilities.
- 5.3. The measures proposed in this TP are intended to encourage employees and visitors to use non-car modes of transport for trips to and from the development. This TP has therefore identified measures to encourage such active modes of travel and achieve the targets set out in this report.
- 5.4. The measures combine “hard measures” such as site design and infrastructure, with “soft measures” including marketing, promotion and awareness. However, some of these may be subject to change, and additional measures may also be provided that will be of benefit of the scheme at a later date.
- 5.5. **Table 5.1** outlines the recommended measures, with each measure explained in further detailed overleaf. Some of the measures identified will apply to all the uses at the site. The list is not finalised, and additional measures may be identified in due course once local travel patterns have been confirmed.

Measure	Brief Description
Travel Plan Coordinator	The TPC will be appointed as a as a permanent member of staff to implement and manage the TP over the first five years of its lifespan.
Promoting Public Transport Services	The TPC will liaise with local providers seeking to provide employees with a voucher that promotes sustainable travel.
Cycle Parking Management	The cycle parking at the proposed development will be regularly monitored.
Promoting Walking and Cycling	The TPC will ensure suitable pedestrian / cycle route links are provided. Free bike lessons that the council provides will be promoted as well as the rent a bike service that is also provided.
Provision of Travel Information	A travel information board will be provided within the communal areas that promotes sustainable transport. The TPC will arrange sustainable travel events at the site, as well as the provision of

	promotional material that supports sustainable transport that will be provided to site users.
Car Share / Car Club	Promote car sharing and the locations of car club bays in the local area. Employees will be encouraged to sign up to lift sharing websites such as www.londonliftshare.com . Car club memberships could potentially be offered.

Table 5.1: Summary of Travel Plan Measures

Travel Plan Co-ordinator

- 5.6. To ensure the delivery and management of the TP, a TPC is nominated to promote and implement the various initiatives.
- 5.7. The TPC shall mean a permanent member of staff appointed by the Developer with the appropriate skills, budgetary provision and resources to fulfil the role. The TPC is required for the lifespan of the TP to allow for surveys to be undertaken when the site is at 75% capacity and must be employed at least 6 months prior to occupation.
- 5.8. The contact details for the TPC will be submitted to LBH upon appointment to the role and included within the TP.
- 5.9. The TPC duties will include:
- Support, oversee and implement the requirements of the TP upon first occupation of the development and through the life of the plan;
 - Implement and promote the TP at a site level;
 - Provide travel advice and guidance to occupants throughout the development process;
 - Design and implement effective marketing and awareness-raising campaigns to promote the initiatives and sustainable transport infrastructure within in TP;
 - Organise Travel Surveys, analyse and submit the results to the LBH, together with an assessment of the success of the TP in increasing the number of trips by walking/cycling and details of any additional measures necessary to achieve the targets set within the TP;

- Be the liaison between the development and the highway authorities;
- Investigate new ideas, modes of transport and future plans, and promote or implement as appropriate;
- Update the TP based on results of travel surveys and liaise with LBH if necessary; and
- Provide a point of contact with transport operators, stakeholders and officers of the Council and work with other local businesses to pursue joint plans and initiatives where relevant.

5.10. The amount of time the appointed TPC will spend on the management and implementation of the TP is difficult to determine at this stage. Sufficient resource will be made available to the TPC to ensure that the obligations and requirements of the TP are met.

Public Transport Services

5.11. Increased use of public transport is a fundamental aspect of the Government's sustainable transport strategy. The benefits of travelling by public transport can include:

- No need to park;
- Traffic free routes; and
- The ability to relax, read or work.

5.12. The following measures will be implemented to promote the use of Public Transport:

- Taster travel ticket promotion/special offers for staff season tickets;
- Promotion of area wide bus events/challenges; and
- Active dissemination of public transport information by TPC.

5.13. It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits. Nevertheless, public transport remains important, particularly

for journeys of more than 5 miles (8 kilometres) and so as set out in Section 4.0, a target of this TP will be to encourage walking and cycling in lieu of public transport use where appropriate in order to ease pressure on London's public transport network.

Cycle Parking Management

5.14. Site management will carry out regular checks in line with the TP objectives. If there is an overspill on cycle parking then a revised approach will be undertaken, however this is an unlikely outcome.

Walking and Cycling

5.15. The proximity of the proposed development in relation to the local facilities and public transport will negate the need to make shopping journeys and achieve a reduction in the need to travel.

5.16. The following measures will be put in place to promote walking and cycling: -

- Design of a site specific 'active travel map' encompassing walking and cycling to show local walking routes;
- Encouraging people to cycle to and from the site by ensuring cycle parking facilities are freely available;
- Advertising the health benefits of walking and cycling through promotional material;
- Ensuring suitable pedestrian / cycle route links with existing infrastructure;
- Dissemination of local cycle maps;
- Promotion of area wide cycling events/challenges;
- Promotion of national campaigns, for example Walk to Work Month, National Bike Week, and Cycle to Work Day; and
- Personal alarms, umbrellas or other supporting measures.

5.17. LBH provide a series of schemes and services to promote cycling, including cycle lessons for all ages from basic cycle skills to advanced and urban cycle skills. These sessions are with trained cycle instructors, as an individual one to one session.

5.18. The site management will carry out regular checks on the secure cages. If there is an overspill on cycle parking then a revised approach will be undertaken, however this is an unlikely outcome.

Marketing, Promotion and Information

5.19. The primary issue with achieving successful TP initiatives is raising the awareness of sustainable travel modes, including highlighting the potential personal benefits that can accrue from those initiatives.

5.20. Publicity is a key element of a TP as it will help meet the objectives. Regular marketing and advertising are the most effective way of ensuring employees and visitors are given information on the sustainable ways to travel to and from the site within the local area.

5.21. The TP and Travel Information Leaflet includes the following information:-

- Details of walking websites –

www.walkit.com/london - an urban walking route planner for walkers around London;

www.walk4life.info/find-a-walk – a website that encourages walking and allows users to find walks suited to them; and

<https://www.haringey.gov.uk/news/haringey-streets-people-walking-and-cycling-action-plan-launched> - walking and cycling plan for people in the borough.

- Details of cycling websites –

www.britishcycling.org.uk – for information on type of bikes and how to get started;

www.letsride.co.uk – cycling initiative website that allows users to find bike rides in line with their needs;

<https://www.haringey.gov.uk/parking-roads-and-travel/travel/cycling#trybeforeyoubike> – cycling services within the borough such as maintenance and try before you bike schemes; and

<http://www.opencyclemap.org/> for leisure and commuting cycle routes available in the local area.

- Provision of journey planning websites –
<https://tfl.gov.uk/plan-a-journey/> - useful tool that allows users to plan their journey around London.
- Localised area maps and leaflets showing walking and cycling routes within the immediate area of the site; and
- Focus on promoting the benefits of a car share scheme which will benefit the local environment and reduce traffic going in and out of the site.

5.22. The above marketing, promotion and information would be provided to employers via the provision of a leaflet (as detailed above) and a travel information board. The travel information board will be provided in an accessible, communal area of the building. This board will provide details of upcoming national sustainable travel events and campaigns. The following list identifies a number of national / local campaigns that could be published at the site to help promote sustainable travel, along with indicative dates when they occur:

- National Walking Month – May;
- National Working from Home Day – May;
- Bike Week – June;
- Cycle to Work Day – September; and
- National Commute Smart Week – November.

5.23. To further promote the surrounding opportunities for travel by non-car modes, the TPC will arrange for sustainable travel annual newsletters to be made available for all employees. These annual newsletters will include up to date sustainable travel information, and provide website addresses that may be useful for users, potentially with digital barcodes that could be scanned using smartphones for a direct link to the website.

5.24. Employees will be made aware of useful sustainable travel related smartphone apps that they can download (with digital QR barcodes provided if possible). Examples of such apps include:

- 'MyBus' for the iPhone and 'CatchthatBus' for Android phones, both of which provide up to date bus information for any particular stop;
- 'CycleStreets' (iPhone and Android), which is a cycle route journey planner and is free to download; and
- 'GoJauntly' (iPhone and Android), which shows self-guided walks in the area.

6. Monitoring and Review

- 6.1. This TP is to be subject to monitoring, review and revision to ensure it remains relevant. This document sets out the proposals for monitoring and review of the full TP over the first five years of the occupation of the development.

Monitoring

- 6.2. The appointed TPC will be responsible for the on-going monitoring of the TP. The monitoring programme will accord with that set out in the TfL document 'How we monitor the progress of travel plans' and will take the form of a five-year cycle.
- 6.3. Travel surveys will be coordinated in order to gain an overview of the effectiveness of the various measures implemented. The initial survey will provide details of the baseline mode share of employees.
- 6.4. Following on from this initial survey, which will be undertaken within 6 months of occupation or 75% occupancy (whichever comes first), full multi-modal iTRACE compliant surveys will be undertaken in the first, third and fifth years after full occupation. Monitoring reports will be provided following each of the survey events.
- 6.5. The TPC, or an accredited independent survey company will be appointed to undertake the surveys. Information gathered through the monitoring process will be made available to the users of the development and to LBH / TfL on request.
- 6.6. The monitoring programme will end if two consecutive surveys determine that the targets have been met, otherwise it will continue until such time as the targets have been achieved.

Review

- 6.7. The TPC will take responsibility for the development and management of the plan and ensure its delivery. Updates must be submitted to LBH for review. The data provided will be used to identify the progress of the TP against its targets and objectives.
- 6.8. If the targets are not being met, additional measures will need to be developed to address this. In this regard, it is anticipated that the TP will be a flexible and adaptable document that is continually evolving.

6.9. Examples of additional measures which could be considered are:

- Re-issue cycling / walking maps to illustrate the area that can be assessed using these modes;
- Offer personalised travel planning to all new employees;
- Ensure the travel information notice boards, which would display all information relating to public transport, cycling, walking and details is regularly updated; and
- Undertake a site survey to specifically target mode change.

6.10. The TPC, in consultation with the council, will choose the appropriate course of action for achieving the TP targets and arrange funding if required.

Funding

6.11. The management of the TP requires funding for administrative purposes and to support the role of the TPC. The TP will be funded through proceeds from the rent of the office space and through the management service charge that the occupier will have to pay.

6.12. The final occupier of the site (or their appointed management company) will take direct responsibility to provide the role of TPC, undertake the monitoring programme and manage the TP. Specific funding / budgets will be set following the appointment of the TPC.

Action Plan

6.13. The TPC will prepare an Action Plan (AP) to set out the proposed delivery and implementation of the TP. The AP will summarise all measures / initiatives to be introduced including marketing activities and monitoring as well as those responsible for running these tasks (such as the TPC) and approximate timescales. The AP will be prepared within three months of full occupation.

6.14. It is intended that the AP will be enhanced and expanded by the TPC following consultation with LBH/TfL and will allow the targets set out in the TP to be monitored.

Appendix A

Site Layout

Broad Lane

Area Schedule

Level		G.I.A (m.sq.)	G.I.A (sq.ft.)		N.I.A (m.sq.)	N.I.A (sq.ft.)		G.E.A (m.sq.)	G.E.A (sq.ft.)
0		1130	12163		887	9548		1215	13078
1		877	9440		791	8514		970	10441
2		877	9440		791	8514		970	10441
3		873	9397		785	8450		964	10376
4		763	8213		679	7309		850	9149
5		478	5145		422	4542		535	5759
6		232	2497		189	2034		271	2917
7		232	2497		189	2034		271	2917
8		232	2497		189	2034		271	2917

G.I.A. = 5694 sq.m / 61290 sq.ft.

N.I.A. = 4922 sq.m / 52980 sq.ft.

G.E.A. = 6317 sq.m / 67996 sq.ft.

