

Planning Application Submission – February 2014

# Framework Residential Travel Plan

Consultant: Mayer Brown

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Latchmere House – Scheme 2



**LATCHMERE HOUSE – SCHEME 2  
CHURCH ROAD, HAM**

**Framework Residential Travel Plan**

**February 2014**

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**Framework Residential Travel Plan  
Latchmere House, Ham**

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## **1.0 INTRODUCTION**

- 1.1** This Travel Plan has been prepared on behalf of Berkley for a residential development at Latchmere House, Church Road, Ham.
- 1.2** The aim of this plan is to encourage non-car travel and reduce the impact of vehicle based travel, particularly the private car.
- 1.3** Before the occupation of the site, the residential management company will appoint a Travel Co-ordinator who will be responsible for the implementation and monitoring of the Residential Travel Plan.
- 1.4** The residential development has yet to be constructed, therefore this framework Travel Plan contains blank spaces to be completed as and when the information becomes available.
- 1.5** Once all the relevant data has been provided, the final Travel Plan has been designed to be updated on a regular basis to ensure it remains relevant to the site.
- 1.6** The remainder of this report is divided into nine sections. Section 2 identifies the Travel Plan Co-ordinator and outlines their responsibilities. Section 3 describes the site location and accessibility, while Section 4 identifies applicable transport policy. Section 5 identifies the existing travel patterns to and from the site based on national census data. Section 6 details the Travel Plan objectives and targets to promote sustainable modes of transport. Section 7 outlines the measures to be undertaken to encourage a modal shift and Section 8 outlines the monitoring of the Travel Plan. Section 9 provides a summary.

**2.0 TRAVEL PLAN IMPLEMENTATION**

**2.1** The Travel Plan Co-ordinator appointed to implement and monitor the residential Travel Plan is outlined below:

Name: .....

Position:

Co-ordinator on behalf of .....

Company: .....

Address: .....  
.....  
.....  
.....  
.....

Tel: .....

E-mail: .....

**2.2** The role of the Travel Plan Co-ordinator is to lead the delivery of the Travel Plan; responsible for promoting and implementing the measures set out below and for the on-going monitoring of the plan.

**2.3** The Travel Plan Co-ordinator is responsible for the following:

- making all residents aware of the Travel Plan
- collecting, displaying and maintaining car share information
- providing information on bus and rail timetables
- providing information on cycle and walking routes
- encouraging initiatives that may reinforce the Travel Plan measures

**2.4** The Travel Plan Co-ordinator will monitor and record the operation of the Travel Plan initiatives through annual surveys of site users. The aims of the survey are to:

- monitor the use of public transport working closely with local public transport operators
- monitor the use of car sharing
- record comments from residents and consider the need for potential amendments to the Travel Plan
- look to discover new opportunities and measures to promote sustainable transport choices

**2.5** These regular reviews identify the potential for changes or refinements to the Travel Plan. The Plan should thus not be viewed as being final but as an evolving set of measures.

**2.6** Annually for the first five years following first occupation of the development, the Travel Plan coordinator will submit a monitoring report to the London Borough of Richmond upon Thames (LBRuT) and the Royal Borough of Kingston upon Thames (RBKuT) analysing the effectiveness of the measures implemented as part of the Travel Plan. This will be based on the results of the annual surveys detailed above.

### 3.0 SITE DESCRIPTION AND ACCESSIBILITY

#### Site Description

- 3.1 The site is located on Church Road in Ham, approximately 4.3km to the south of Richmond town centre and 2.9km to the north of Kingston town centre, in a residential area adjacent to Richmond Park and Ham Common. The site was previously in use as a remand centre with a C2A use class.
- 3.2 The site covers an area of approximately 3.6ha and includes Latchmere House, a 19th century residential property, which is located on the northern part of the site and has been designated as a Building of Townscape Merit.
- 3.3 Residential dwellings border the site to the south, east and west, consisting mainly of 1930's/post-war semi-detached or terraced houses.
- 3.4 Access to the site is gained from the existing access on Church Road, adjacent to the junction with Latchmere Road to the east, which also serves Latchmere Close and Bainbridge Close. A new access is also to be provided from Latchmere Lane.
- 3.5 The site is roughly "L" shaped and is bordered by Church Road, Latchmere Lane and Latchmere Close. The highway layout surrounding the site is as follows:
- Church Road borders the north of the site and runs in an east-west alignment. Church Road is semi-rural in nature with limited pedestrian facilities and a 30mph speed limit.



Photo 3.1: Church Road Looking East and West from Site Access

- Latchmere Lane is residential nature, with regular street lighting and footways. Latchmere Lane has a 20mph speed limit and a priority give-way feature for southbound vehicles at the junction with Church Road.

- The site access serves the site, Latchmere Close and Bainbridge Close. This is privately owned and not public highway with no through-route for traffic.
- 3.6** There is an existing pedestrian access route into the site from the south via Anne Boleyn Walk and Latchmere Close.
- 3.7** There are numerous shops and services located approximately 300m to the south of the site along Tudor Drive including a newsagent, post office, small supermarket, pharmacy, restaurant, dry cleaners and a small GP surgery. These shops and services form the Tudor Drive Local Centre, in close proximity of which is a pub, library and community hall.
- 3.8** There are numerous schools located in the site's local area including Tiffin Girls School (600m to the southwest), Fern Hill Primary School (650m to the south) and Latchmere Junior School, Latchmere Infant School and St Agatha's Catholic Primary School (all located 680m to the southeast).
- 3.9** As mentioned previously, the site is located near to Ham Common and Richmond Park, both of which offer excellent recreational opportunities for local walkers and cyclists.
- 3.10** The local shops, services and recreational facilities outlined above greatly benefit the sustainability of the site and will encourage residents to keep car journeys from the site to a minimum, as well as reduce the volume of long distance trips from the site.

#### **Bus Accessibility**

- 3.11** The closest bus stop to the site, The Cardinal, is located approximately 300m to the south of the site on Tudor Drive.
- 3.12** There are 3 other bus stops located within an easy walking distance of the site of 640m (an 8 minute walk assuming an average leisurely walking speed of 80m/min):
- Barnfield Avenue, Tudor Drive – Approx. 600m walk
  - Latchmere Lane, Tudor Drive – Approx. 620m walk
  - Cardinal Av, Cardinal Avenue – Approx. 640m walk

**3.13** The bus services available from the above stops have been summarised in the following table:

Bus #	Route	Weekday Peak Frequency		Weekend Peak Frequency	
		AM	PM	Sat	Sun
371	Kingston Hall Road – Eden Street – Cromwell Road Bus Station – Tiffin School / London Road – Norbiton Church – Gordon Road – Audric Close – Alexandra Road – Wyndham Road / Kingston – Latchmere Road / Park Road – Wingfield Road – Latchmere Lane – The Cardinal – Barnfield Avenue – Richmond Road / Dukes Avenue – Dysart Avenue – Lock Road Mariner Gardens – Ashburnham Road – Ham Street – Clifford Road – Petersham / Fox & Duck – The Dysart – American University – Chisholm Road – Park Road – Marchmont Road – Kings Road – St. Matthias Church – The Vineyard – Meadows Hall – Eton Street – Richmond Bus Station – George Street – The Quadrant – Richmond Circus – Sheendale Road – Manor Circus – Manor Road / Sainsburys	7 per hour	7 per hour	6 per hour	5 per hour
K5	Dysart Avenue – Cardinal Avenue – Elm Road, Shortlands Road – Kingston Station – Cromwell Road Bus Station – Fairfield Bus Station – Eden Street – Cromwell Road Bus Station – Tiffin School / London Road – Norbiton Church – Gordon Road – Station Road – Norbiton – Gloucester Road – Archdale Place – California Road – Wellington Crescent – Nelson Road, South Lane – New Malden / The Fountain – St James Ch /Kingston By-Pass – Blakes Lane – Motspur Park Station – West Barnes Level Crossing – Cavendish Avenue – Shannon Corner – Carters Bridge – Bushey Road / Grand Drive – Raynes Park Station – Raynes Park / Junction Tavern – Sydney Road – Lower Downs Road – Wimbledon Chase Station – Nelson Hospital – Wilton Crescent – Morden Station	1 per hour	1 per hour	1 per hour	-

*Table 3.1: Accessible Bus Services*

**3.14** Table 3.1 show that the site is accessible by two frequent bus services that provide routes to various destinations in the local area including Richmond, Kingston, New Malden and Wimbledon.

#### **Rail Accessibility**

**3.15** The nearest railway station to the site is Kingston Station, located approximately 1.8km to the south of the site. Whilst this is outside of easy walking and cycling distance the station can be accessed by both the 371 and K5 buses accessible from the site.

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### **Pedestrian and Cycle Accessibility**

- 3.16** Pedestrian access from the south of the site is achievable from good condition well lit footways along residential roads. No footways are provided along Church Road to the north of the site, although there is not expected to be a demand for pedestrians to travel along this road considering that the local shops, services and bus stops are all located to the south of the site.
- 3.17** Numerous pedestrians crossing islands benefitting from dropped kerbs and tactile paving are located along Tudor Drive and at all arms of the Latchmere Lane/Tudor Drive mini-roundabout to the south of the site.
- 3.18** National Cycle Route 4 (NCR4) is located approximately 450m to the north of the site along Ham Gate Avenue. NCR4 is a long distance cycle route that runs from London to Fishguard via Reading, and in the vicinity of the site NCR4 runs along the Thames, through Ham and on through Richmond Park.
- 3.19** In addition, Richmond Park is popular with cyclists and contains numerous cycle routes and the roads outside the park are generally in good condition, well lit and offer no significant obstacle to cycle use.
- 3.20** Pedestrian and cycle permeability will be provided through the site with new pedestrian/cycle access points on to Latchmere Lane, Garth Road and Anne Boleyn's Walk.

## 4.0 TRANSPORT POLICY BACKGROUND

4.1 There are a number of transport policies which emphasise the need to provide a Travel Plan for the site.

### **Royal Borough of Kingston upon Thames Local Policy**

4.2 The key planning document for RBKuT is The Royal Borough of Kingston upon Thames Core Strategy (adopted 2012). The relevant transportation policies from this document have been outlined below.

4.3 Policy CS 7 Managing Vehicle Use:

*“To manage car use to ensure sustainability, road safety and reduce congestion the Council will:*

- *Support and promote the use of car share and car club schemes including expanding the network of on-street car club bays”*

4.4 Policy DM 8 Sustainable Transport for New Development:

*“To support and promote the use of sustainable modes of travel to development sites the Council will:*

- *require residential developments to develop and implement a robust and effective Travel Plan*
- *prioritise the access needs of pedestrians and cyclists in the design of new developments*
- *require new development to provide facilities on-site for cyclists as appropriate, including showers, lockers and secure, convenient cycle parking, in accordance with minimum standards”*

### **London Borough of Richmond upon Thames Local Policy**

4.5 There are two key policy documents for LBRuT, the Local Development Framework Core Strategy (adopted 2009) and the Development Management Development Plan Document (adopted 2011). The relevant transportation policies from these documents have been outlined below.

4.6 CP5 Sustainable Travel:

*“Prioritise the needs of pedestrians and cyclists in the design of new developments. Require car share facilities and car clubs in appropriate new developments...”*

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- 4.7** This Travel Plan provides various incentives to promote the use of sustainable travel modes, promote cycling and walking and car sharing schemes. In addition, the development is accessible by pedestrians and cyclists and has secure cycle parking.

## 5.0 EXISTING TRAVEL PATTERNS

5.1 This Travel Plan is a package of measures aimed at promoting greener, cleaner travel choices connected to the site and reducing reliance on the private car. It promotes car-sharing and greater use of public transport, encourages walking and cycling, restricts on-site car parking spaces and supports alternative work practices which reduce the need to travel. The objective of this Travel Plan is to effect both a change in attitude to travel and, more practically, to encourage a modal shift in travel to work away from the private car.

5.2 The 2011 National Census survey data has been used to determine the expected travel behaviour of employed residents at the site. Survey data for Method of Travel to Work is based upon a National Census Output for the local area within the vicinity of the site and a table summarising this information can be found below:

Mode of Transport	Persons	%
Work mainly at or from home	11	5.6%
Underground, light rail or tram	14	7.1%
Train	23	11.7%
Bus, minibus or coach	20	10.2%
Motorcycle, scooter or moped	8	4.1%
Driving a car or van	79	40.3%
Passenger in a car or van	6	3.1%
Taxi or Minicab	0	0.0%
Bicycle	15	7.7%
On foot	14	7.1%
Other	6	3.1%
<b>Total</b>	<b>196</b>	<b>100%</b>

Table 5.1: Resident Population Mode of Transport to Work

5.3 It can be seen from the above table that despite the relatively low level nearby public transport, car use is limited and a high level of local residents use public transport for Travel to Work. The Underground use is likely to be associated with District Line services from Richmond Station, with train use divided between Kingston Station and Richmond Station.

## 6.0 TRAVEL PLAN OBJECTIVES AND TARGETS

6.1 Given the low car use in the area shown in Table 5.1, the Travel Plan’s aim is to maintain the existing low use of single occupancy car trips at the site.

6.2 The main sustainable travel objectives for this Travel Plan are to:

- encourage non-car travel for residents
- promote local public transport
- minimise people travelling by car on their own and promote car sharing
- protect our environment from the damaging effects of congestion such as air pollution
- reduce on-street parking
- reduce the need for travel

### Modal Shift Targets

6.3 As the site is unoccupied at this time, the travel survey information obtained from the National Census in Table 5.1 has been used to provide a base situation of the likely travel use scenario to be expected at the site. This TPC will conduct an initial travel survey of residents as soon as the site is 75% occupied, the results of which will supersede the data contained in Table 5.1.

6.4 Due to the low car use in the area, the various improvements and initiatives included as part of the development, and the incentives provided in this Travel Plan the initial travel target set is to maintain the low car use modal split at the site over 5 years. The targets set in Year 1 for the modal shift in single car use is thus shown in the table below and these targets will be updated following the initial travel survey results:

Mode of Transport	Existing (%)	Year 1 (%)	Change (+/-)
Work mainly at or from home	9.5%	TBC following survey results	TBC following survey results
Underground, light rail or tram	10.5%		
Train	15.8%		
Bus, minibus or coach	10.6%		
Taxi or minicab	0.4%		
Motorcycle, scooter or moped	2.6%		
Driving a car or van	32.3%	32.3%	0%
Passenger in a car or van	1.4%	TBC following survey results	TBC following survey results
Bicycle	7.9%		
On foot	7.6%		
Other	1.6%		
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>0%</b>

Table 6.1: Year 1 Anticipated Modal Split for Residents’ Travel to Work after First Year

**6.5** The total target modal shift from single car use over 5 years is to be shown in the table below:

<b>Mode of Transport</b>	<b>Existing (%)</b>	<b>Year 5 (%)</b>	<b>Change (+/-)</b>
Work mainly at or from home	9.5%	TBC following survey results	TBC following survey results
Underground, light rail or tram	10.5%		
Train	15.8%		
Bus, minibus or coach	10.6%		
Taxi or minicab	0.4%		
Motorcycle, scooter or moped	2.6%		
Driving a car or van	32.3%	32.3%	0%
Passenger in a car or van	1.4%	TBC following survey results	TBC following survey results
Bicycle	7.9%		
On foot	7.6%		
Other	1.6%		
<b>Total</b>	<b>100.0</b>	<b>100.0</b>	<b>0%</b>

*Table 6.2: Year 5 Anticipated Modal Split for Residents' Travel to Work after First Year*

**6.6** The initiatives and improvements implemented as part of the development proposals and Travel Plan should promote non-car use.

**6.7** The travel questionnaire survey should be undertaken upon 75% occupation of the site, after one year following first occupation of the site and on an annual basis thereafter. The results from the questionnaire will supersede the National Census information used as the base line data.

**6.8** The development site will accommodate 89 dwellings. Residents will be made aware of transport issues and choices from their first day of occupancy by the information provided in the Welcome Packs to be provided to each household.

**6.9** The modal shift targets outlined above are believed to be realistic and achievable. The wide range of initiatives and improvements will encourage some residents to use alternatives to the car. These targets will be reassessed upon completion of the initial travel survey and will be monitored by the Travel Plan Co-ordinator on a regular basis, to review the existing levels of non-single car use and set new modal shift targets annually.

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## 7.0 TRAVEL PLAN MEASURES

7.1 The Travel Plan Coordinator will organise Welcome Packs for the residents that will provide information on the local area and local travel information.

7.2 Details of the measures proposed to encourage a modal shift away from car use have been set out below:

### **Welcome Pack**

7.3 Residents will be provided with a “Welcome Pack” to provide information on local amenities and transport services. This will detail information such as bus services, train services and cycle routes, and local facilities such as shops, doctors, etc. This will provide residents with knowledge of the transport options available, encourage local shopping and therefore also encourage the use of non-car transport. Home working and its benefits could be promoted in the Welcome Pack, as this not only promotes the work/home balance but can also help to cut congestion.

7.4 The Welcome Pack will be an ongoing document to be updated annually for the initial 3 years of the site’s occupation. They could be made available to all residents upon occupancy of the units and information on the Welcome Pack could be made available to sales staff to help promote the Travel Plan.

### **Car Sharing**

7.5 Car sharing is when two or more people share a car and travel together. It allows people to benefit from the convenience of the car, whilst alleviating the associated problems of congestion and pollution.

7.6 The website [www.londonliftshare.com](http://www.londonliftshare.com) provides a database of car sharing opportunities for the London area. Details of the website will be provided within the Welcome Packs for residents.

### **Car Parking**

7.7 Car parking on the site will be provided in accordance with the London Borough of Richmond upon Thames and Royal Borough of Kingston upon Thames parking standards which encourage sustainable transport use.

### **Public Transport**

7.8 Residents of the site will be made aware of local public transport services in the Welcome Pack, with timetable information and a plan illustrating the site in relation to the local bus services. The relative proximity of bus services will help to promote public transport use, which could be a popular mode of travel for both commuter and non-commuter trips.

### Walking and Cycling

- 7.9** The site layout has been designed to be conducive to walking and cycling and involves various design details such as traffic calming measures and pedestrian priority facilities.
- 7.10** The scheme is designed to ensure the maximum permeability through the site for pedestrians. This will encourage residents to use non-car modes of transport.
- 7.11** Residents and visitors to the site will be advised on safe and convenient pedestrian routes to the site local cycle routes around the site to encourage further cycle use. This information will be included in the Welcome Pack. Safe, secure and covered cycle parking will be provided.
- 7.12** It is also important that residents and visitors of the development are made aware of the health benefits associated with regular exercise, such as cycling. This will be emphasised in the Welcome Pack.

### Timetable

- 7.13** There are a number of essential measures that need to be set prior to occupation to ensure the residential travel plan operates successfully. These measures are set out in the following table:

Measure	Target Date
Submit Final Travel Plan	To be carried out before site occupation
Provision of secure cycle parking	To be carried out before site occupation
Appointment of Travel Plan Co-ordinator	To be carried out before site occupation
Training of on-site team	To be carried out before site occupation
Provide a 'Welcome Pack'	To be carried out on occupation of each dwelling

*Table 7.1: Initial Measures Timetable*

Measure	Target Date
Undertake Residents Travel Survey	To be carried out upon 75% occupation of site
Set Travel Targets	To be carried out within 3 months of Residents' Survey
Monitor Plan and Undertake Annual Travel Survey	Within 12 months of complete site occupation or previous travel survey

*Table 7.2: Ongoing Measures Timetable*

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## **8.0 TRAVEL PLAN MONITORING**

- 8.1** In addition to the implementation and administration of the Travel Plan, the Co-ordinator will also be responsible for its ongoing monitoring.
- 8.2** The Travel Plan Co-ordinator will monitor the operation of the Travel Plan initiatives and carry out a yearly review of the Plan during school term periods. This will allow information to be collected on travel modes to school and travel modes to work when the level of commuter trips is more typical. The review will need to identify the potential for changes or refinements to the plan.
- 8.3** The Travel Plan will be monitored annually using travel questionnaire surveys. The travel questionnaire surveys will ascertain the modes of travel used for journeys to work, local schools and shopping. Information on what would encourage a change in transport use will also be gathered and assessed. The travel surveys will provide information on the traffic generation of the development and provide an accurate assessment of car use.
- 8.4** A report analysing the effectiveness of the measures implemented as part of the Travel Plan and setting out details of any initiatives (if required) to improve the effectiveness of the Travel Plan will be submitted to the Council for each of the 5 years following first occupation of the development.

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## **9.0 SUMMARY**

- 9.1** The aim of this residential Travel Plan is to encourage residents to travel to and from the development using sustainable modes of transport, such as walking, cycling and using public transport.
- 9.2** Car parking to the site will be provided in accordance with adopted planning policies, which seek to encourage sustainable transport use.
- 9.3** Safe and secure cycle parking will be provided.
- 9.4** It is considered that the site has reasonably good links to public transport and cycle / pedestrian accessibility. These links will be improved as part of the proposals. The scheme has been designed to be conducive to walking and cycling.
- 9.5** This Travel Plan accords with sustainable transport government policies.
- 9.6** The Travel Plan Co-ordinator will monitor the operation of the Travel Plan initiatives and carry out a yearly review of the Plan during school term periods to provide an accurate assessment.
- 9.7** The Travel Plan will be monitored annually using travel questionnaire surveys and on-site traffic surveys. The travel questionnaire surveys will ascertain the modes of travel used for journeys to work, local schools and shopping. The Travel Plan will be monitored over a period of 5 years
- 9.8** It is considered that the site's accessibility and the various transport improvements and initiatives outlined in this Travel Plan will help to promote non-car modes of transport and maintain relatively low level of car use reported in this area, using national census survey information.



the journey is the reward