

**Former Bingo Hall,
25 Church Road, Crystal Palace**
Travel Plan and Event Management Strategy

KICC The Open Door

14 November 2014

Final v1.0

PB2313



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1 INTRODUCTION

1.1 Overview

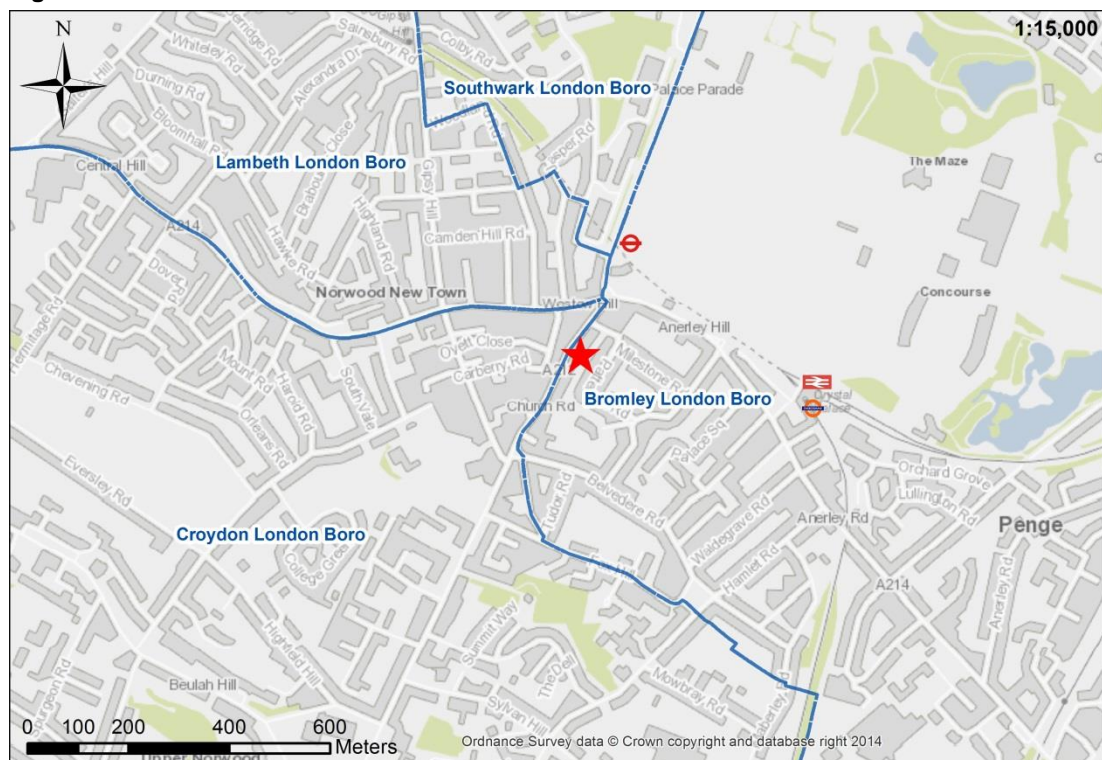
1.1.1 This Travel Plan has been prepared for 25 Church Road, Crystal Palace, SE19 2TE.

1.1.2 The document has been produced by *Royal HaskoningDHV*, on behalf of *KICC The Open Door*.

1.1.3 The site is a former bingo hall and is the subject of a planning application to change the permitted use of the site from D2 (Assembly and Leisure) Use to a mixed use development, comprising both D1 (Non-residential Institution) and D2 (Assembly and Leisure) Use Classes.

1.1.4 The purpose of the application is to enable the building to be used as a place of worship, whilst maintaining a community function for other non-religious assembly and leisure uses (for example concerts, films, workshops, hire of premises) for local community groups. The building has been recently refurbished and modernised and will be retained as existing. The location of the site is shown in **Figure 1**.

Figure 1: Site in Local Context



1.2 Contacts

1.2.1 Primary Contact (Travel Plan Coordinator)

Name: Deolu Aluko
 Role: Travel Plan Coordinator
 Position: Business Development & Facilities Manager
 Address: The Open Door, 25 Church Road, Crystal Palace, SE19 2TE
 Tel: 0208 653 6045

1.3 Purpose of the Travel Plan

- 1.3.1 The purpose of this Travel Plan is to set out a long-term strategy for reducing dependence on travel by private car. Its ambition is to reduce private car mileage in favour of more sustainable modes of travel, which reflects current Government policy objectives in respect of transport. The Travel Plan will be responsible for delivering sustainable travel initiatives for the site, with specific emphasis on influencing the travel behaviour of visitors.
- 1.3.2 This Travel Plan has been prepared to provide the first version of a working Travel Plan, that will be adopted for the life of the development. A Travel Plan is considered to be a live document and this report will set out the strategy to be adopted to ensure it is a continually improving evolutionary framework that meets the needs of the occupier, London Borough (LB) of Bromley, Transport for London and visitors.
- 1.3.3 The objectives of the Travel Plan are to:
- reduce the traffic generated by the site to a lower level than would be expected for the development without the implementation of the Travel Plan;
 - maximise travel to the site by foot, cycle, bus, rail and car sharing;
 - reduce / minimise parking demand in the local area;
 - minimise the impact on the free flow of traffic within the local highway network;
 - promote a healthy lifestyle for visitors and to make them aware of the environmental effects of their actions;
 - to establish a management regime to implement the Travel Plan on an on-going basis. This is to include the appointment of a Travel Plan Coordinator who will be responsible for the day to day operation of the Travel Plan and the monitoring of its progress.
- 1.3.4 The primary role of the site TPC will be to act as a central point of contact and to liaise with LB Bromley's Sustainable Travel Officer. Further responsibilities will develop throughout the early stages of the development and both employees and visitors will be encouraged to participate in the operation of the Travel Plan.
- 1.3.5 This document has been prepared with reference to the Transport for London (TfL) publication 'Travel Planning Guidance' (November 2013). This document should be read in conjunction with the associated Transport Assessment (TA), also prepared by Royal HaskoningDHV.

2 THE DEVELOPMENT

2.1 Background

Kingsway International Christian Centre

- 2.1.1 KICC is an independent interdenominational church and community organisation founded in 1992, whose main branch church services for South London are currently held at LB Wandsworth's Open Door Community Centre at Keevil Drive, Wimbledon, SW19 6TF.
- 2.1.2 KICC currently attract average congregation sizes of approximately 120 people to weekday evening services and 400 people on Sundays; however the community centre has an approximate capacity of 250 persons therefore, two services are currently held on a Sunday morning to accommodate demand.

2.2 Application Site

- 2.2.1 The proposed application site comprises a 1927 art-deco former cinema building at 25 Church Road, Crystal Palace, SE19 2TE.
- 2.2.2 The site was converted to a bingo hall in 1968 and operated by Gala Bingo until June 2009 when the building was sold. Since this time, the site has been owned by *The Kingsway International Christian Centre*, who have refurbished the building and facilitated a number of community events. The site has a gross floor area (GFA) of approximately 1,600m² and an approximate capacity of 1,150 persons¹.
- 2.2.3 The site has an extant planning consent for D2 Leisure and Assembly Use and was previously used as a cinema until its conversion to a bingo hall in 1968. The site continued to be operated as such until June 2009 when it was sold to KICC.
- 2.2.4 Following KICC's purchase of the site in June 2009 the building has been refurbished and modernised and now comprises a state-of-the-art main auditorium, a number of meeting rooms and community rooms and several internet access hubs in the foyer for public use.
- 2.2.5 Following this refurbishment the building has been host to a variety of non-religious events under the extant planning permission. Details of the events and the approximate number of attendees are provided below:

Table 2.1 Previous Events

Event	Date	Approximate No. of Attendees
Building Dedication/Business Convention	August 2012	800
Watchnight Crossover Celebration	December 2012	1000
Breaking Education Barrier Convention	February 2013	1000
Night of Joy Musical Concert	July 2013	550
Watchnight Crossover Celebration	Dec 2013	1100
Night of Joy Musical Concert	July 2014	600

¹ The capacity of the building is variable due to the flexible nature of the ground floor. A total of 450 fixed seats are located on the first and second floors (the circle levels), whilst the ground floor has space for approximately 700 removable seats.

2.3 Overview of Development Proposals

2.3.1 An application has been submitted to the Local Planning Authority, the London Borough of Bromley to obtain planning consent for the following:-

"Change of use from Use Class D2 (Bingo Hall) to a mixed use comprising both Use Class D1 and Use Class D2."

2.3.2 The purpose of the planning application is to enable the building to be used as a place of worship, as well as maintaining a community function for other non-religious assembly and leisure uses (for example concerts, films, workshops, hire of premises) for local community groups.

2.3.3 It is proposed that two church services will take place from the building per week (a Sunday and a midweek evening service), allowing continued leisure and assembly (Class D2) use of the building at those times when the building is not in use for church activities, thereby ensuring maximum community access to the building. Further details regarding the proposed use of the building are provided below.

2.3.4 The planning application solely seeks to permit a change of use of the site and no physical modifications are proposed, either to the site or to off-site locations.

Place of Worship

2.3.5 The application seeks to permit the site to be used as a place of worship (D1 Use Class), enabling church services to be held on a weekly basis. It is proposed that the principal use of the building will be as a church, although the building will be available for community use when services are not being held.

2.3.6 It is proposed that two weekly services will be held at the site; a Sunday morning service and a weekday evening service (currently proposed to be a Tuesday). Further details are provided in **Table 2.2** below.

Table 2.2 Proposed Church Services

Day	Start Time	End Time	Estimated Congregation Size
Sunday	9.00	11.30	400
Tuesday	18.00	21.00	250

Community Use

2.3.7 The planning application also seeks to retain the D2 Assembly and Leisure Use of the building, specifically to facilitate the continued use of the site for community activities.

2.3.8 The building currently benefits from unrestricted D2 use and it is intended that this is maintained in order to maximise the potential of the building for all members of the community.

2.3.9 By retaining the currently permitted unrestricted D2 Use it will ensure that both regular community activities and more infrequent community events could be held at the site. Such activities / events will be possible outside of church service times and will operate on an ad hoc basis (i.e. demand-led by the community).

2.3.10 KICC have already been approached by a number of community organisations with a view to using the building or specific community rooms to undertake a range of activities, including dance classes, social gatherings, networking activities etc. It is anticipated that some of the activities will commence in September 2014.

2.3.11 A full time Business Development and Facilities Manager is also currently employed by KICC to expand the community use of the building, demonstrating the applicant's intention to maintain and expand the D2 Use of the site.

2.3.12 An indicative schedule of type and nature of the regular community sessions to be held at the site are outlined in Table 2.3 below.

Table 2.3 Regular Community Sessions

Community Use	Days	Times	No. Staff	Estimated number of attendees
Dance Class	Wednesday and Thursday	16:30-18:30	2	10-20
Dance Class	Friday	16:30-18:30	2	10-20
Over 50's Social Class	Saturday		10	20
Young Professionals / Study Days	Last Wednesday of Month		2	15-20

2.3.13 In addition to regular community activities, the building will also continue to host events on an infrequent basis, such as those listed in **Table 2.3** above. It is important to reiterate that the events held to date fall under the extant permitted D2 Assembly and Leisure Use and can continue to be held at the site without the need for a planning application.

Concurrent Use

2.3.14 It should be noted that whilst the planning application seeks to enable the site to be used for mixed purposes, the proposed timetable of activities is not intended to result in the site being used for D1 and D2 purposes concurrently.

2.3.15 Consequently it is considered that the proposals do not represent an intensification of use, but instead seek to enable a more diverse range of uses, spread across a range of time periods throughout the week.

3 POLICY AND NATIONAL GUIDANCE

3.1 National Policy

National Planning Policy Framework (NPPF, 2012)

3.1.1 The National Planning Policy Framework (NPPF) was published by the Department for Communities and Local Government in March 2012 and sets out national policy for delivering sustainable growth and development in England. The NPPF details how it expects policy to be applied and it aims to make the planning system less complex and more accessible. It replaces a wealth of Planning Policy Statements and Guidance including PPG13 and PPS1.

3.1.2 The NPPF states that sustainable transport is about '*giving people a real choice about how they travel*' whilst recognising that solutions will '*vary from urban to rural areas*'. It advises that decisions should take account of amongst others whether '*safe and secure access to the site can be achieved for all people*', and that '*development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe*'.

3.1.3 In terms of transport the objectives outlined in the NPPF are to:

- '*facilitate economic growth by taking a positive approach to planning for development;*
- '*make the fullest possible use of sustainable modes of travel; and*
- '*support reductions in greenhouse gas emissions and congestion, and promote accessibility through planning for the location and mix of development.*'

3.1.4 Section 4 of the NPPF deals with 'promoting sustainable transport', and states:

'The transport system needs to be balanced in favour of sustainable transport modes, giving people a real choice about how they travel. All developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Plans and decisions should take account of whether:

- '*the opportunities for sustainable transport modes have been taken up depending on the nature and location of the site, to reduce the need for major transport infrastructure;*
- '*safe and suitable access to the site can be achieved for all people; and*
- '*improvements can be undertaken within the transport network that cost effectively limit the significant impacts of the development. Development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.*'

3.1.5 The NPPF states in Section 3 that:

'Plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods or people. Therefore, developments should be located and designed where practical to:

- '*accommodate the efficient delivery of goods and supplies;*

- *give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;*
- *create safe and secure layouts which minimise conflicts between traffic and cyclists or pedestrians, avoiding street clutter and where appropriate establishing home zones;*
- *incorporate facilities for charging plug-in and other ultra-low emission vehicles; and*
- *consider the needs of people with disabilities by all modes of transport.*

A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.'

3.2 Regional Planning Guidance

The London Plan (July 2011)

- 3.2.1 The London Plan (2011) provides the policy basis for the use of Travel Plans to support sustainable travel for new development. Policy 6.3 of the London Plan 'Assessing effects of development on transport capacity' identifies that "Workplace and/or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL guidance".

- 3.3 Paragraph 6.14 goes on to say:

"Allowing development, either individually or cumulatively, that would place an unacceptable burden on either the public transport network and/or the road network would be contrary to the objective of sustainable development. Phasing development (where this is appropriate), the use of travel plans and addressing freight issues may all help reduce the impact of development on the transport network and reduce emissions of gases that contribute to climate change."

- 3.3.1 Paragraph 6.42 makes reference to the influence that a Travel Plan can have on car parking provision to support new development. The paragraph states (in part):

"Transport assessments and travel plans for major developments should give details of proposed measures to improve non-car based access, reduce parking and mitigate adverse transport impacts. They will be a key factor in helping boroughs assess development proposals and resultant levels of car parking."

3.4 London Borough of Bromley

Unitary Development Plan (2006)

- 3.4.1 Policy T1 of LB Bromley's adopted Unitary Development Plan (UDP) states that:

'Development proposals likely to be significant generators of travel should be located in positions accessible or capable of being made accessible by a range of transport modes, including public transport, walking and cycling.'

- 3.4.2 The policy continues by stating that the Council will assess the acceptability of proposals and their location by reference to a PTAL matrix. The matrix identifies that both D1 and D2 Uses should be located in positions with a “High” PTAL rating (i.e. PTAL levels 5 and 6). The site has a PTAL rating of 6a and therefore considered to be very accessible by a range of transport modes, including public transport, walking and cycling.
- 3.4.3 The UDP explains that:
- ‘The underlying aim [of Policy T1] is to improve opportunities to shop, visit places of entertainment and travel to work by means other than by car. Conversely it may be necessary to resist proposals in areas of low accessibility where there are fewer opportunities to travel by public transport.’*
- 3.4.4 The policy also states that for both D1 and D2 Use Classes the “*type and scale of development in locations* [with a High PTAL rating would be] *acceptable in principle*”.
- 3.4.5 Policy T2 (Assessment of Transport Effects) states:
- ‘When considering applications for developments likely to be significant generators of travel or with unusual travel characteristics, the Council will require the submission of a Transport Assessment. Developers will be expected to enter into agreements to draw up and implement Travel Plans.’*
- 3.4.6 Policy T3 (Parking) states that:
- ‘Off-street parking spaces in new development will be expected to be provided at levels no higher than the parking standards set out in Appendix II.’*
- 3.4.7 The Council only specify maximum parking standards, with no reference to minimum provision. Only two parking spaces are proposed to the rear of the property for use by site employees on a day-to-day basis or for parking minibuses during church services.
- 3.4.8 Policy T5 (Access for People with Restricted Mobility) states:
- ‘The Council will require that all development is designed to ensure ease of access for people with restricted mobility. (Design guidance and access criteria are set out in supplementary planning guidance).’*
- 3.4.9 The site has been modernised to accommodate people with restricted mobility. No further alterations to the internal or external layout of the building are proposed.
- 3.4.10 Policy T6 (Pedestrians) states:
- ‘In determining planning applications, the Council will consider as appropriate the potential impact on pedestrians, and will seek provision of crossing facilities, designated routes and other improvements to the pedestrian environment.’*
- 3.4.11 The TA demonstrates that pedestrian facilities are of a good standard within the vicinity of the local area, including routes between the site and the main parking areas; both on-street and off-street e.g. Crystal Palace Park car park.
- 3.4.12 Policy T7 (Cyclists) states:
- ‘In determining planning applications, the Council will consider as appropriate the potential impact on cyclists and their safety and will seek provision of suitable facilities, including cycle parking/storage to the standards set within Appendix II, and contributions to the provision of the Strategic and Local Cycle Networks as identified on the Proposal Map.’*

- 3.4.13 Cycling parking will be provided in accordance with the standards set out in Appendix II of the UDP.
- 3.4.14 Policy T9 and T10 (Public Transport) states:
'In determining planning applications, the Council will consider as appropriate the potential impact on bus and rail services and their users, and will seek provision of suitable infrastructure improvements and other facilities, including highway works and bus shelters where such works are necessary and related in scale and kind to the proposed development.'
- 3.4.15 Furthermore, Policy T10 states:
'In considering proposals for developments likely to be significant generators of travel, the Council will seek contributions to the provision of public transport. The level of contribution will be related to the improvements to or provision of additional public transport services necessary to support the development and to make it accessible by public transport.'
- 3.4.16 Policy T17 (Servicing of Premises) states:
'When considering proposals for the redevelopment of frontages within town centres or development in other areas where servicing problems arise, the Council will normally require that rear-servicing facilities be provided.'
- 3.4.17 Policy T18 (Road Safety) states:
'In determining planning applications, the Council will consider as appropriate the potential impact on road safety and will seek to ensure road safety is not adversely affected.'
- 3.4.18 The Transport Assessment that accompanies this planning application has demonstrated that the proposed change of use will not result in a detrimental impact on the road safety when compared to the extant use of the site. An assessment of Personal Injury Collisions has been undertaken and no significant highway concerns or defects have been identified.
- 3.4.19 Best Practice Guidance
- 3.4.20 This document has been prepared with reference to the TfL Travel Planning Guidance (November 2013), which supersedes 'Travel Planning for New development - January 2012'.
- 3.4.21 The guidance defines a Travel Plan as being:
"a long term management strategy for an existing or proposed development that seeks to integrate proposals for increasing sustainable travel by the future occupier(s)"
- 3.4.22 The document recognises the need for the Travel Plan to be reviewed over time and identifies that "it is based on evidence in the transport assessment of the anticipated transport impacts of the proposal and involved the development of agreed and specific outcomes, linked to an appropriate package of measures aimed at encouraging sustainable travel."

4 SITE ASSESSMENT

4.1 Site Location

4.1.1 The site is located on the eastern side of Church Road, within the London Borough of Bromley and forms part of a mixed use frontage. The building immediately to the north of site is currently used for commercial use on the ground floor and residential above, whilst the building immediately to the south is currently vacant, but was formerly used as a car showroom.

4.1.2 Immediately to the east of the site is a single track access road, serving the rear of properties on Church Road (including the site) and residential properties on Patterson Road. To the west of the site, on the opposite side of Church Road, are a range of commercial properties; these properties lie within the London Borough of Croydon. The main pedestrian entrance to the building is via Church Road, whilst an emergency and servicing entrance is provided to the rear. Space for approximately two large vehicles is provided, without blocking the rear service access road.

4.2 Site Access

4.2.1 Servicing access to the site is provided to the rear of the building from Patterson Road and will be retained for refuse collections and minibuss access. No alterations to the servicing arrangements are proposed and it is considered that the proposed change of use will not significantly change how the site access is utilised.

4.3 On-site Parking

4.3.1 An informal parking area is located at the rear of the property providing space for up to two cars and two minibuses without interfering with movements along the access road.

4.3.2 Cycle parking will be provided in accordance with the cycle parking standards stated in Appendix II of LB Bromley's UDP. The standards require that a minimum of 1 cycle stand is provided for every 200m² of floorspace for 'Assembly and Leisure Facilities and Institutional Uses'. In accordance with the stated standards, a minimum of eight cycle spaces will be provided (based on a floor area of 1,600m²), comprising "Sheffield" type stands or similar and located close to the building entrance.

4.4 Site Surroundings

4.4.1 Church Road forms part of the Crystal Palace District Centre and is generally mixed in character, comprising commercial, retail and residential uses.

4.4.2 The site is in close proximity to the neighbouring boroughs of LB Croydon, LB Lambeth and LB Southwark; of particular significance is the boundary between LB Bromley and LB Croydon, which extends along the centre of Church Road.

4.5 Local Highway Network

Overview

- 4.5.1 The A212 and A214 serve as the principal distributor roads within local area and form the Crystal Palace Triangle. The A212 extends on a generally north-south alignment between Croydon and Catford, while the A214 extends on a generally east-west alignment between Streatham and West Wickham. They form a triangular one-way system at Crystal Palace, comprising Church Road on the eastern side serving traffic in a southbound direction, Westow Street on the western side serving traffic in a northbound direction and Westow Hill on the northern side serving traffic in an eastbound direction. The junctions at the three corners of the triangle are signal controlled and all comprise controlled pedestrian crossing facilities.
- 4.5.2 Church Road, Westow Street and Westow Hill are primarily fronted by a mix of retail and commercial properties, interspersed by sections of residential frontage. The core of the district centre is focused to the south of triangle, comprising a Sainsbury's supermarket and local shopping parade.
- 4.5.3 The area within the triangle is predominantly residential in nature, including St Aubyn's Road, Carberry Road, Telford Close and Brunel Close.
- 4.5.4 All of the roads within the vicinity of the site are subject to 30mph Speed Limit Orders, have footways on both sides and are lit. Parking restrictions are present throughout the area and are described in further detail below.

A212 Church Road

- 4.5.5 Church Road extends between the junction of Anerley Hill/ Westow Hill and Crystal Palace Parade in the north and the A215 Beulah Hill in the south. In the vicinity of the site the carriageway is approximately 6.5m and footways of widths varying between 2m and 4m on both sides of the carriageway. A Zebra crossing is provided mid-way along the length of Church Road in the vicinity of St Aubyn's Road and a bus stop is located immediately adjacent to the application site.
- 4.5.6 No Waiting and No Loading At Any Time restrictions are in place on the eastern side of Church Road along the length of Church Road, whilst on the western side similar restrictions are interspersed by Loading Bays¹, disabled bays² and on-street parking bays³. A total of five parking bays are provide to the north of the Zebra Crossing and a further 13 bays to the south.
- 4.5.7 Traffic enforcement cameras are also utilised and signed as being in operation along this section of Church Road, to ensure the various restrictions are adhered to.

A212 Westow Street and A214 Westow Hill

- 4.5.8 Both Westow Hill and Westow Street are of a similar nature to Church Road with carriageway widths of approximately 6.5m and footways of between 2.5m and 4.5m. Both roads lie within a Parking Controlled Zone, restricting loading to signed bays and designated time periods. A limited number of on-street parking bays are also provided, and subject to short period stays (typically up to 1 hour maximum stay).

¹ Goods Vehicle Loading Only, 7am – 7pm, 30 minutes, No return within 1 hour

² Disabled Badge Holders Only, 3 hour max stay, No return within 1 hour

³ 7am-7pm, 1 hour, No return within 2 hours

A214 Anerley Hill

- 4.5.9 Anerley Hill extends east from the triangle in the direction of Penge, providing access to Crystal Palace rail station and Crystal Palace Park car park. Anerley Hill falls away from the junction with Westow Hill, Church Road and Crystal Palace Parade. It has a carriageway width of approximately 10m and footways with a minimum width of 2.5m on both sides. No Waiting and No Loading At Any Time restrictions are in place on both sides of the carriageway over a 100m section on the approach to the junction, beyond which waiting is prohibited between 7am and 7pm. On the northern side of the carriageway a section of Pay and Display / Permit Holder parking bays are provided and parking is permitted between 08:30-18:30 Monday to Saturday.

A212 Crystal Palace Parade

- 4.5.10 The A212 Crystal Palace Parade extends to the north of the Crystal Palace Triangle, serving the Crystal Palace Bus Station on its eastern side and commercial properties on the west.
- 4.5.11 Wide footways of approximately 3m are provided on both sides of the carriageway, providing pedestrian access to the bus station.

Milestone Road and Patterson Road

- 4.5.12 To the north of the site, Church Road is met by Milestone Road which serves extends east from for approximately 50m before turning through 90 degrees and continuing southbound. Patterson Road is met by Milestone Road in the form of a simple T-junction and also falls away from the site.
- 4.5.13 Both Patterson Road and Milestone Road are residential streets with 7m wide carriageways and 2m wide footways. Both are predominantly fronted by terraced houses and few have off-street parking. Restricted Waiting Traffic Regulation Order are in place at the junctions and bends on both roads between Friday 08:00-12:00, to enable refuse collections to take place; outside of these times no parking restrictions are present.

5 EXISTING SUSTAINABLE TRAVEL OPTIONS

5.1 Walking

Pedestrian Network

- 5.1.1 Facilities for pedestrians are provided throughout the surrounding area. Immediately adjacent to the site, footways are provided on both sides of Church Road and vary between 2m and 4m in width. Informal crossing facilities, comprising dropped kerbs and tactile paving is provided across minor road junctions, whilst a number of controlled crossing facilities are provided both at the main junctions and 'mid-block' on pedestrian desire lines.
- 5.1.2 A controlled pedestrian crossing, in the form of a Zebra crossing is provided on Church Road approximately 90m to the south of the site, providing safe passage for pedestrians to the retail and commercial core of Crystal Palace District Centre, generally located on Westow Street.
- 5.1.3 Controlled crossing facilities are also provided on all four arms of the signal controlled junction of Westow Hill, Anerley Hill, Church Road and Crystal Palace Parade. The junction provides safe crossing opportunities for pedestrians between the site and Crystal Palace Bus and Rail Station and the Crystal Palace Park car park, which are all located on the northern side of Anerley Hill.
- 5.1.4 Whilst a full Pedestrian Environment Review (PERS) audit was not requested during the scoping study, a summary review of the likely main pedestrian routes has been undertaken. The review considers three routes, between the site and Crystal Palace Rail Station (including car parks within Crystal Palace Park); Crystal Palace Bus Station and; the core District Centre.
- *Route 1 – Site to Crystal Palace Rail Station*
 - *Route 2 – Site to Crystal Palace Bus Station*
 - *Route 3 – Site to Crystal Palace District Centre core*
- 5.1.5 Route 1 comprised a footway of between 2m and 4m along Church Road, which is considered adequate but typical of the age at which it was constructed. The route is generally free from obstructions such as street furniture and benefits from controlled crossing facilities at the junction with the Anerley Road, providing a safe and suitable crossing location to access the northern side, from which the rail station and park can be accessed. Dropped kerbs, tactile paving and well placed crossings close to pedestrian desire lines were present.
- 5.1.6 Route 2 is similar to Route 1, with the exception of continuing north of Anerley Road towards the bus station, over this short section the footway widens to approximately 3.5m.
- 5.1.7 Route 3 extends south along Church Road in the direction of Norwood Heights Shopping Centre, comprising a footway approximately 2m wide along the majority of its length; however the frontages along this section are predominantly residential in nature and therefore attract fewer pedestrian trips.

5.2 Cycling

5.2.1 Given that many journeys are made for relatively short distances, there is considerable scope to replace car use for journeys, with 5 kilometres being the generally accepted distance for shorter journeys.

5.2.2 In London “*there is scope for cycling to replace short car and public transport journeys as 56% of car trips and 79% of bus trips are less than 5 miles.*” (The London Cycling Action Plan: Executive Summary).

Cycle Network

5.2.3 Whilst the site is located within the district centre, the existing cycle network within the area is fragmented; principally comprising a single London Cycle Network Plus (LCN+) route, together with ‘advisory’ cycle routes, made up of low trafficked roads.

5.2.4 The LCN+ route extends north towards Dulwich via Farquar Road and west towards Beckenham via Anerley Road, before entering Crystal Palace Park and continuing towards Penge West rail station and Beckenham.

5.2.5 A number of local roads are identified within the TfL Local Cycling Guide as being a ‘*route on a quieter road, recommended for cyclists*’; these include Belvedere Road and Auckland Road. The existing cycle network is shown in **Plan 2**.

5.3 Bus Network

5.3.1 The site is very well served by the existing bus network, which provides comprehensive accessibility across South London. The site is located approximately 230m south of Crystal Palace Bus Station and directly served by a bus stop immediately adjacent to the main entrance of the building on Church Road.

5.3.2 Crystal Palace Bus Station is located on Crystal Palace Parade and provides connections to all major destinations/origins across South London.

5.3.3 From the bus stop adjacent to the site (Crystal Palace Stop G) services towards Brixton, Clapham Common and West Croydon can be accessed. Services in the opposite direction, towards Anerley and Lower Sydenham are accessible from stops at Crystal Palace Bus Station and Westow Hill, approximately 210m walk from the site.

5.3.4 The bus stop adjacent to the site comprises a cantilever shelter, timetable information and route map. The waiting area is also lit and overlooked by neighbouring properties, providing a good level of natural surveillance.

5.3.5 **Table 5.1** below provides a summary of all services stopping at Crystal Palace Bus Station and **Table 5.2** provides a summary of routes and services frequencies from the bus stop immediately adjacent to the site (Stop G).

Table 5.1 Bus Services from Crystal Palace Bus Station

Bus Route	Towards	Bus Route	Towards
3	Oxford Circus	410	Wallington
122	Plumstead	417	Clapham Common
157	Morden	432	Anerley Brixton
202	Blackheath	450	Lower Sydenham West Croydon
227	Bromley North	N2	Trafalgar Square
249	Anerley Clapham Common	N3	Bromley Oxford Circus
322	Clapham Common	N63	King's Cross
358	Orpington	N137	Oxford Circus
363	Elephant & Castle	931	Lewisham (Fridays only)

Table 5.2 Bus Services From Crystal Palace Stop G

Service	Route	Approximate one way frequencies (minutes)					
		Mon – Fri		Sat		Sun	
		Day	Eve	Day	Eve	Day	Eve
249	Towards Clapham Common Old Town	10 -13	15	11 - 13	15	15	15
322	Towards The Pavement	15	20	15	20	20	20
417	Towards The Pavement	8 - 10	15	8 - 12	15	15	15
432	Towards Brixton Station	9 - 13	15	11 - 14	15	15	15
450	Towards West Croydon Bus Station	9 - 12	20	11 - 14	20	20	20
N2	Towards Horse Guards Parade	11 services between 23:49 – 04:25 (Sunday – Thursday) 15 services between 23:42 – 04:25 (Friday - Saturday)					
N137	Towards John Prince's Street / Oxford Circus	10 services between 00:00 – 04:30 (Sunday night – Thursday night) 19 services between 00:00 – 04:30 (Friday night - Saturday Night)					

5.4 National Rail and Overground Rail Network

- 5.4.1 The nearest railway station to the site is Crystal Palace, situated approximately 600m southeast of the site and serves both National Rail and London Overground services. **Table 5.3** below summarises the rail services that can be accessed from Crystal Palace, whilst **Table 5.4** summarises the frequency of services throughout the week.

Table 5.3 Rail Services from Crystal Palace Rail Station

Service	Stations Served
London Victoria to London Bridge via Crystal Palace	London Victoria, Battersea Park, Clapham Junction, Wandsworth Common, Balham, Streatham Hill, West Norwood, Gipsy Hill, Crystal Palace, Sydenham, Forest Hill, Honor Oak Park, Brockley, New Cross Gate, London Bridge.
London Victoria to Norwood Junction and Crystal Palace	London Victoria, Battersea Park, Clapham Junction, Wandsworth Common, Balham, Streatham Hill, West Norwood, Gipsy Hill, Crystal Palace, Norwood Junction, West Croydon, East Croydon
London Bridge to Crystal Palace and Beckenham Junction	London Bridge, South Bermondsey, Queens Road Peckham, Peckham Rye, East Dulwich, North Dulwich, Tulse Hill, West Norwood, Gipsy Hill, Crystal Palace, Norwood Junction, West Croydon, Birkbeck, Beckenham Junction, East Croydon
London Victoria to Sutton (Surrey)	London Victoria, Battersea Park, Clapham Junction, Wandsworth Common, Balham, Streatham Hill, West Norwood, Gipsy Hill, Crystal Palace, Norwood Junction, West Croydon, Waddon, Wallington, Carshalton Beeches, Sutton (Surrey)
London Overground East London Line Crystal Palace to Highbury & Islington	Crystal Palace, Sydenham (London), Forest Hill, Honor Oak Park, Brockley, New Cross Gate, Surrey Quays, Canada Water, Rotherhithe, Wapping, Shadwell, Whitechapel Und, Shoreditch High Street, Hoxton, Haggerston, Dalston Junction, Canonbury, Highbury & Islington

Table 5.4 Frequency of Rail Services from Crystal Palace Rail Station

Operator	Route	Approximate Frequency				
		Monday - Friday			Weekend	
		AM Peak	Daytime	PM Peak	Saturday	Sunday
Southern	London Victoria to London Bridge via Crystal Palace	Every 30 mins between 06:42 – 00:13			Every 60 mins	-
Southern	Norwood Junction and Crystal Palace to London Victoria	Every 5 – 16 mins			Every 5 - 30 mins	Every 6 – 26 mins
Southern	Beckenham Junction and Crystal Palace to London Bridge	Every 5 – 17 mins			Every 6 – 16 mins	Every 6 – 23 mins
London Overground	East London Line: Crystal Palace – Highbury & Islington	Every 15 min			Every 15 mins	Every 30 mins

5.5 Public Transport Accessibility Level (PTAL)

Methodology

- 5.5.1 Public Transport Accessibility Levels (PTALs) are the Greater London Authority's adopted methodology for the measurement of accessibility to a specific location, by public transport. It therefore provides a general comparison of a site's accessibility relative to another.
- 5.5.2 The methodology takes account of the walk time from a specific location to the point of access to public transport services. The methodology also accounts for the frequency of public transport services, to identify an average wait time for each accessible service.
- 5.5.3 The calculation allows bus services within a 640m walk distance of the 'point of interest' and national rail and underground services located within 960m of the 'point of interest' to be included within the calculation.
- 5.5.4 The methodology calculates an Accessibility Index (AI) and the value of the accessibility index equates to a PTAL rating, as summarised in **Table 5.5**.

Table 5.5 PTAL Levels and Scores

PTAL Band	Level	Accessibility Index Value	Rating	
1	a	Low	below 2.5	Very Poor
	b		2.51 – 5.0	Very Poor
2			5.01 – 10.0	Poor
3			10.01 – 15.0	Moderate
4			15.01 – 20.0	Good
5			20.01 – 25.0	Very Good
6	a		25.01 – 40.0	Excellent
	b	High	above 40.0	Excellent

- 5.5.5 In summary, the method is a way of measuring the density of the public transport network at a specific point of interest and development plan policies adopted by both the Borough Council and the Greater London Authority (GLA) consider PTAL to be a measure for a development site's accessibility by sustainable modes.

PTAL Assessment

- 5.5.6 The PTAL rating for 25 Church Road has been calculated using the Transport for London (TfL) Planning Information Database, as recommended in their Transport assessment best practice, Guidance document (April 2010); this is based on the service level during the weekday morning peak (defined as 0815-0915) and is commonly referenced when comparing locations. The Planning Information Database indicates the site has an excellent PTAL rating of 6a.
- 5.5.7 An additional assessment has been undertaken to consider the accessibility of the site between 08:00-09:00 on a Sunday morning, when visitors to the site are also likely to arrive. A PTAL level of 5 has been calculated manually, which remains 'Very Good', relatively to other areas.

5.6 Summary

- 5.6.1 The development site is accessible by a range of sustainable modes of travel, with access to frequent bus, national rail services and London Overground services. The site has an excellent PTAL rating of 6a throughout the majority of the week and a 'Very Good' level of accessibility on Sunday mornings. It is within locations with these levels of accessibility where the proposed use should be directed.

6 SITE TRAVEL

6.1 25 Church Road, Crystal Palace

6.1.1 At present the site not currently used for regular public activities, but has in the recent past been used for a number of infrequent events. The site currently only generates a minimal number of trips associated with the skeleton staff (approximately 2-3 FTE) based at the site, who are involved in the management of the church and the building itself.

6.1.2 It is therefore not considered appropriate to consider the existing travel behaviour of staff, but instead consider the likely travel behaviour of visitors to the site if the site were used as a place of worship.

6.1.3 The section below presents data collected from the church's existing congregation, who attend services at Keevil Drive, Wimbledon as well as from sites of a more similar nature to 25 Church Road, with respect to accessibility.

Existing Congregation

6.1.4 Travel surveys of the existing KICC congregation attending services at Keevil Drive, Wimbledon have been undertaken. The travel surveys provide an understanding of current travel behaviour of the existing congregation to that specific site; however it should be noted that the characteristics of the Keevil Drive site differ significantly from the application site, in terms of; the availability of parking; the nature of the surrounding area (i.e. predominantly residential); and accessibility. Most notably the site has a PTAL level of only 2, which is significantly lower than the application site which has a PTAL rating of 6a.

6.1.5 The travel surveys were undertaken over a three week period between 6th July and 20th July 2014, capturing both weekday and Sunday services; a total of 270 responses were received.

6.1.6 The results of the survey are provided in **Tables 6.1-6.3** below for comparison only.

Table 6.1 Mode of Travel – Keevil Drive Congregation

Mode	n	%
Bus / Tube / Overground	55	20%
Car (alone)	36	13%
Car share (as a passenger)	102	38%
Car share (as the driver)	55	20%
Minibus	5	2%
Other	1	0%
Taxi	1	0%
Walk	14	5%
Total	269	100%

Table 6.2 Journey Time to Church (Keevil Drive)

Row Labels	n	%
0-15 minutes	52	19%
15-30 minutes	82	31%
30-45 minutes	55	21%
45-60 minutes	50	19%
More than 1 hour	28	10%
Total	267	100%

Table 6.3 Attendance at Services (Keevil Drive)

Row Labels	n	%
Sunday and Weekday	120	45%
Sunday Only	144	54%
Weekday Only	2	1%
Total	266	100%

6.2 Similar Sites

6.2.1 A review of similar planning applications across London reveals two previous applications for change of use from D2 (Bingo Halls) to D1 (Place of Worship) where the likely modal split of the congregation has been assessed; this is summarised in **Table 6.4** below.

Table 6.4 Similar Planning Applications

Location of Survey Site	Planning Application Site	PTAL of Surveyed Site	Application Site LPA:	Source Application Ref:
Freedom Centre International, Peckham	Former Mecca Bingo, 38 Upper Wickham Lane, Peckham	5	LB Bexley	09/00072/FUL
56-62 New Cross Road, LB Lewisham, SE14 5BD	Former Gala Bingo Hall, 186 Powis Street, Woolwich	6a	LB Greenwich	12/2696/F

6.2.2 The first site relates to a planning application for the change of use of a former Mecca bingo hall in Welling, which makes reference to a survey of an existing congregation in Peckham; the second relates to a planning application for a site in Woolwich, which makes reference to an existing site in New Cross, both of which have relatively high PTAL levels and are comparable to the application site.

6.2.3 A further site was identified following a review of sites within the TRAVL database; the RCCG House of Praise, Camberwell, Southwark. The site is similar in nature to the application site, comprising a 2,000 seater auditorium with ancillary community and private function rooms and has a PTAL of 6. The site also has a car park comprising 60 spaces.

6.2.4 **Table 6.5** below provides a summary of the modal split of these comparable sites.

Table 6.5 Surveyed D1 Place of Worship Modal Split

	Peckham FCI	Woolwich	RCCG House of Praise, Camberwell	Average	KICC Wimbledon 2014 (Reference only)
PTAL	5	6a	6	-	2
Car driver	7%	16%	21%	15%	34%
Car Passenger	13%	40%	21%	25%	38%
Public Transport	40%	40%	38%	39%	20%
Minibus	29%	-	0%	10%	2%
Walk	11%	4%	19%	11%	5%
Other	0%	-	-	0%	1%
Total	100%	100%	100%	100%	100%

7 TRAVEL PLAN AIMS AND OBJECTIVES

7.1 Aim

7.1.1 The aim of this Travel Plan is to seek an overall reduction in the number of employees and visitors travelling to the site as a car driver, and to raise awareness of sustainable travel modes and encourage their uptake.

7.2 Objectives

7.2.1 In order to meet the aim set out above their following objectives have been derived.

- reduce the traffic generated by the site to a lower level than would be expected for the development without the implementation of the Travel Plan;
- maximise travel to the site by foot, cycle, bus, rail and car sharing;
- reduce / minimise parking demand in the local area;
- minimise the impact on the free flow of traffic within the local highway network;
- promote a healthy lifestyle for visitors and to make them aware of the environmental effects of their actions;
- to establish a management regime to implement the Travel Plan on an on-going basis. This is to include the appointment of a Travel Plan Coordinator who will be responsible for the day to day operation of the Travel Plan and the monitoring of its progress.

8 TARGETS

8.1 Transport for London Guidance

8.1.1 With regard to the identification of Travel Plan targets for an employment land use, TfL's Travel Planning Guidance Note 2013 states that targets:

- *“should be set over a minimum five-year time frame, with interim targets at year one and year three. For larger developments or phased developments, an extended monitoring period may be required and targets may need to be set beyond five years.*
- *should be ambitious and SMART (specific, measurable, attainable, realistic and timebound) (e.g. reduce single occupancy vehicle trips by X% by X date). Clarify which journeys are being assessed (all trips/peak trips only).*
- *should be linked to the objectives of the travel plan (e.g. if the aim is to promote healthy travel, targets to increase walking and cycling should be set).*
- *should improve on baseline mode share of sustainable modes in the TA and enable the measurement of success in achieving the objectives of the travel plan.*
- *can enable enforcement by the planning authority in the event that targets are not met.”*

8.1.2 In line with TfL's requirements, this Travel Plan will create targets to reduce the number of private car journeys associated with site, measured over a period of 5-years.

8.2 Interim Targets

8.2.1 Interim targets that are consistent with the aims and objectives of the Travel Plan have been developed. The targets relate to the travel behaviour of regular attendees, specifically those to the church services to be held on Sundays and Tuesdays. Visitors to events will be considered separately as part of the Event Management Strategy.

8.2.2 In the absence of travel survey data from application site, the Interim Targets are based on the modal split of the Woolwich church, which is considered to be representative of the application site, in regard to its PTAL rating. It is also considered to be representative of a site without a Travel Plan (e.g. no minibus provision at the time of the surveys).

8.2.3 Similarly, the Peckham church which does operate a minibus service demonstrates how such travel plan measures can significantly reduce the dependency on car travel. Therefore it is proposed that these modal splits are used as the 5 year targets for the application site.

Table 8.1 Interim Targets

	Interim Baseline (based on Woolwich Church)	Interim 5 Year Target (based on Peckham FCI)
Car driver	16%	7%
Car Passenger	40%	13%
Public Transport	40%	40%
Minibus	-	29%
Walk	4%	11%
Other	0%	0%
Total	100%	100%

8.3 Revised Targets

- 8.3.1 It is appropriate that once the site has been occupied, site-specific travel surveys can be undertaken and these targets should be revisited, within the context of the survey results.

9 TRAVEL PLAN MANAGEMENT

9.1 Travel Plan Coordinator

9.1.1 A Travel Plan Coordinator (TPC) will be responsible for the Travel Plan's management for the duration of the Travel Plan's implementation period. This will be on-going, with formal TRAVL surveys taking place in the first 5-years of operation.

9.1.2 *KICC The Open Door* have nominated Deolu Aluko as the Travel Plan Coordinator, who will act as a central point of contact and will liaise with LB Bromley's Sustainable Travel Officer.

Name: Deolu Aluko
Role: Travel Plan Coordinator
Position: Business Development & Facilities Manager
Address: The Open Door, 25 Church Road, Crystal Palace, SE19 2TE
Tel: 0208 653 6045

9.1.3 Further responsibilities will develop throughout the early stages of the development and both employees and visitors will be encouraged to participate in the operation of the Travel Plan.

9.1.4 *KICC The Open Door* reserve the right to appoint a specialist organisation or individual to discharge this obligation on their behalf, either in full or in part.

9.1.5 In summary, the TPC's duties will include:

- Responsibility to manage the travel plan on a day to day basis;
- To develop targets against which the success of the Travel Plan can be judged;
- To make staff and visitors aware of the Plan's aims and objectives, and to encourage staff members to participate;
- Act as a point of liaison with the LBB Travel Plan Officers;
- Act as a point of liaison with the organisations management on issues associated with travel; and
- Advertise the 'measures' promoted through the Travel Plan (refer to Section 9) and keep staff and visitors up to date on issues associated with the Travel Plan.

10 SUSTAINABLE TRAVEL INITIATIVES

10.1 Introduction

10.1.1 This Travel Plan comprises a range of suggested initiatives and measures to seek to reduce travel by private car. These measures are set out in the section below.

10.1.2 Whilst some measures may be common to all Travel Plans, it is the role of the TPC to identify specific measures to target problems and opportunities identified at the site following occupation. Specific problems will be identified by undertaking and analysing regular travel surveys.

10.2 Travel Information and Awareness

10.2.1 In order to meet the aims and objectives of the Travel Plan and to ensure its success it is important to make staff and visitors aware of the Plan, what it seeks to achieve and what travel options are available to them. The promotion and advertising of the Travel Plan will form part of the Travel Plan Coordinators role.

10.2.2 A Sustainable Travel Notice board will be established and located in a prominent location, visible to both employees and visitors. The information will contain up-to-date information on:

- Public Transport: timetables, maps, bus stop locations
- Walking and Cycling: route maps, events, cycle repair shops
- Car Sharing: volunteer contact details
- Details of Travel Plan Initiatives and Events
- Travel Plan Coordinator contact details
- Travel Planning Websites

10.2.3 It is important that new members of the congregation are made aware of the travel options available to them. This will include providing travel information and links to journey planning websites on KICC's website.

10.2.4 The TPC should promote the Travel Plan in conjunction with national and local campaigns, for example Bike Week and/or Walk to Work Weeks.

10.3 Walking

10.3.1 Travel to the site on foot will be actively promoted for visitors living locally. Specific measures to encourage walking to the site are shown below:

- Information and advice concerning safe pedestrian routes to the site shall be available to colleagues and visitors;
- The TPC will liaise with the highway authority to ensure that pedestrian routes are appropriately maintained.
- Walking websites, which offer informed advice and route planning service will also be promoted such as www.walkit.com.

10.4 Cycling

10.4.1 Travel to the site by cycle will be actively promoted for colleagues. Specific measures to encourage cycling to the site are shown below:

- Safe, secure and undercover cycle parking will be provided up to eight cycles in accordance with cycle parking standards contained in Appendix II of LB Bromley's UDP. The cycle parking spaces will be located near to the site entrance;
- Information and advice concerning safe cycle routes to the site shall be available to colleagues and visitors;
- National initiatives such as 'Bike to Work' week will be promoted;

10.5 Car Sharing Initiatives

10.5.1 An initiative of the Travel Plan will be to promote car sharing between members of the congregation. Car sharing already forms a relatively high proportion of the forecast mode split, due to the nature of the use (attracting family groups), the TPC will also seek to identify persons who currently travel alone, or have spare seats in their car that could act as an informal taxi service.

10.5.2 The benefits of Car Sharing include reducing the requirement for on-street car parking demand, reduced congestion, reduced travel costs, companionship, and the promotion of positive social responsibility.

10.6 Minibuses

10.6.1 Minibuses collection services will be operated by *KICC The Open Door* for congregation members. The organisation owns two minibuses, which will operate along pre-assigned corridor routes. Members of the congregation will then be able to request collection and drop-off from/to their homes.

11 MONITORING & REVIEW

11.1 Plan Monitoring

- 11.1.1 This section will set out how the Travel Plan will be monitored and how the success of the Travel Plan will be measured.
- 11.1.2 Travel Plan monitoring will be carried out in line with TfLs 'Travel Planning Guidance' 2013.
- 11.1.3 The aim of the Travel Plan is to affect a reduction in the use of private cars by staff, in favour of travel by sustainable modes. A suitable indicator of the success of the Travel Plan is therefore the modal-split of the congregation.

11.2 Travel Survey

- 11.2.1 In order to establish the travel patterns for the development, and how visitor travel compares to the targets identified in this document, travel surveys will be undertaken, the first within 6-months of site occupation.
- 11.2.2 In line with TfL guidance, further surveys will be undertaken in Year 1, Year 3 and Year 5 of site occupation, all within a 1-month anniversary of the date inaugural survey.

11.3 TRAVL

- 11.3.1 TfL's Travel Plan Guidance states "all developments for which a full Travel Plan is required should have TRAVL compliant monitoring surveys". It is envisaged that travel surveys will be undertaken under guidance from the TPC.
- 11.3.2 TRAVL is a database which stores information on travel patterns associated with development. TfL's policy is for travel patterns for new development to be included within the database, so that more accurate predictions can be made for the travel patterns of new development.
- 11.3.3 The data collection required by TRAVL includes:
- i. Development Management Form (Initial development information form);
 - ii. Multimodal Count; (no on-site parking, therefore not applicable)
 - iii. Parking Survey; (no on-site parking, therefore not applicable)
 - iv. Visitor Survey.
- 11.3.4 A copy of the relevant forms can be found at:
- <http://www.travl.org.uk/>
- 11.3.5 Additional monitoring of the Travel Plan can be undertaken by:
- Understanding the number of staff willing to or actively car sharing;
 - The number of bicycle parking bays that are utilised.

11.4 Travel Plan Review Report

- 11.4.1 Upon completion of the inaugural, Year 1, Year 3 and Year 5 staff travel (TRAVL) surveys the TPC will be required to ascertain the results from the survey. They will then be required to formulate a review report within 3-months of this data being made available.
- 11.4.2 The objective of the review will be for the TPC to assess the success of the Travel Plan against stated targets, to identify the potential for future refinement of the measures in the Travel Plan and, if required, suggest realistic new targets for the subsequent Travel Plan period.
- 11.4.3 Upon completion of the review report, this will be submitted to LBB for their review.

11.5 Action Plan

- 11.5.1 The TPC will provide an Action Plan, which will monitor the progress of Travel Plan and timescales. The full Travel Plan will be based upon the principles laid down in this report and the Action Plan.
- 11.5.2 The TPC will also liaise with the TPO and report any results that are achieved from the Action Plan and Travel Survey.

Action	Timeframe	Responsibility
Appoint Travel Plan Coordinator (TPC)	In advance of 1 st church service	KICC Management
Provide on-site bicycle parking	In advance of 1 st church service	Travel Plan Coordinator
Provision of Sustainable Travel Notice Board	In advance of 1 st church service, to be updated regularly.	Travel Plan Coordinator
Promotion of car sharing	In advance of 1 st church service	Travel Plan Coordinator
Use best endeavors to negotiate a staff discount with a local bicycle retailer	Within 3-months of 1 st church service, to be updated regularly.	Travel Plan Coordinator
TRAVL Survey	<p>Inaugural Survey – to be undertaken within 6-months of occupation.</p> <p>Year 1 – within 3-months of the 1st anniversary of the inaugural survey.</p> <p>Year 3 – within 3-months of the 3rd anniversary of the inaugural survey.</p> <p>Year 5 – within 3-months of the 5th anniversary of the inaugural survey.</p>	Travel Plan Coordinator
Travel Plan Review	<p>Inaugural Review – to be undertaken within 6-months of the inaugural TRAVL surveys completion.</p> <p>Years 1, 3 and 5 – to be completed and issued to LBB within 6-months of the preceding questionnaire survey.</p>	Travel Plan Coordinator

12 EVENT MANAGEMENT STRATEGY

12.1.1 This section outlines a number of measures that which seek to manage travel to and from the site before and after large events.

12.1.2 For the purposes of this document, events are defined as being non-regular activities that are likely to generate a greater number of people than would normally attend weekly church services.

12.1.3 The aims and objectives of the Event Management Strategy are broadly in line with those of the Travel Plan, with a specific focus on:

- maximise travel to the site by foot, cycle, bus, rail and car sharing;
- reduce / minimise parking demand in the local area;
- minimising the impact on the free flow of traffic within the local highway network;

12.1.4 The measures promoted within this plan have been adopted for previous events held at the site; however this document seeks to formalise this strategy and processes.

12.2 Event Management Measures

12.2.1 The following event management measures are proposed; although the extent to which they are adopted will be proportionate to the expected number of attendees.

Pre-Event Information and Instructions

12.2.2 Prior to any event, event attendees will be provided with information relating to travel to the site. Such information will provide details in relation to:

- travel to the site by foot (e.g. links to www.walkit.com);
- travel to the site by cycle (e.g. links to local cycle maps);
- travel to the site by public transport (e.g. links to TfL journey planner, timetables, bus and rail bus stop maps);
- car sharing;
- car park locations, including explicit requests to avoid on-street parking in neighbouring residential areas;
- details of local Traffic Regulation Orders, restricting loading and waiting in the vicinity of the site

Additional Transport

12.2.3 Where appropriate, additional transport will be provided to cater for additional visitor numbers to the site; this will be in the form of minibuses or taxis. Travel by these means will be prearranged before the event, ensuring a reduction in car and public transport trips.

Traffic Marshalls

12.2.4 The event organisers will employ 'Traffic Marshalls' to deter drivers from dropping off and picking up visitors on Church Road in the immediate vicinity of the site. The Traffic Marshalls will also be on hand to advise drivers of suitable parking locations should they require it.

12.2.5 The Traffic Marshals will be an informal role, and whilst not having any specific powers of authority or enforcement, the previous use of the marshals in hi-vis clothing has been shown to be successful.

12.3 Strategy Responsibility

12.3.1 A designated person will be responsible for organising, coordinating and managing events at the site. It is expected that these responsibilities will also form part of the TPC's role.

12.3.2 It will also be the Event Managers role to liaise with representatives from Crystal Palace Park, the National Sports Centre and LBB during the planning stage of the event to ensure coordination between all of the relevant agents and avoid multiple events being hosted simultaneously.