

From: [Cycling Workplaces](#)
To: [REDACTED]@premierleague.com"
Cc: [Cycling Workplaces](#)
Subject: Its not often you get to be the bearer of great news on a Monday
Date: 03 April 2017 14:57:23

Catherine

I am pleased to say that this weekend we made a number of changes to the [Cycling Workplaces](#) portal that mean you will only need to achieve a 10% response rate to your staff travel survey to commence shopping online.

If you haven't booked your free 1 hour [London By Bike safety seminar](#) yet then please contact us now as experience shows those that do take advantage of this have engaged employees who cycle more often, with more confidence and more safety. With more cycling your staff will be healthier and happier and you save money on staff absence. To book your session simply:

- Email cycletraining@tfl.gov.uk with the subject heading LBB Portal offer and the following details:
 - o Organisation name:
 - o Address (including site name):
 - o Contact name (this must be someone at the site):
 - o Contact phone number:
 - o Contact email:
 - o Preferred time and date of presentation (to enable us to ensure the availability of your preferred booking date and allow you time to promote the event to employees to secure a good attendance we recommend booking be a minimum of 3 weeks in advance):

Please note: you will require a room with PowerPoint presentation facilities.

If you need any assistance with promoting your survey or indeed advice on how best to spend your credits to get the most out of your activities then please do not hesitate to contact me

Steve

**Steve Macey | Business Engagement Project Manager
Behaviour Change | Strategy & Planning | Surface Transport**

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED]@tfl.gov.uk

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



Did you know tailored one-to-one cycle skills sessions are free to all employees in London? Whether you're an experienced commuter or just starting out, you can learn new skills & pick up tips to cycle safely and with confidence from a qualified instructor at a time and location to suit you. This offer can be shared with all employees at your workplace.

To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name,

contact details and preferred location for training.

From: [Cycling Workplaces](#)
To: [REDACTED]@premierleague.com"
Cc: [Cycling Workplaces](#)
Subject: Prudential RideLondon-Surrey 100 Guaranteed Team Places
Date: 24 March 2017 13:45:47

Good afternoon Catherine

As a valued customer we would like to offer you a guaranteed place in the 2017 Prudential RideLondon-Surrey 100 for a team of four riders from your organisation. We have five team places available and these will be allocated on a first come, first served basis and the cost for a team to participate in the ride is £300 (including VAT).

The ride organisers stipulate that teams can be all female, all male or mixed with two women and two men (but not uneven numbers of men and women).

If you have a team that would like to enter, please send us the following information:

- Team name
- Nominated team captain's full name
- Team captain's email address
- All female / all male / mixed (two women, two men)?

Please respond with these details by close of play by Friday 31 March if you'd like to enter a team.

A few things each team captain needs to be aware of:

- Once we have received all the details above, the nominated team captain will receive a link via email to pay for the team's place and register the other three team members.
- The team captain will need to pay the full amount for the team's entry (£300 incl. VAT) before other riders can be registered. It is up to the team captain to ensure they receive individual team members' contributions towards this cost.
- The team captain is responsible for ensuring the team is fit enough to take part and complete the ride within 8.5 hours.
- Once the team captain has been notified that their team have been allocated a place in the ride, they will have until 5pm on Friday 26 May to pay for their team's place and register all four riders.

Riders can see full terms for team entries at <https://www.prudentialridelondon.co.uk/general-conditions-entry/prudential-ridelondon-surrey-100-team-entry/>

For information on the Prudential RideLondon-Surrey 100, such as route profiles, visit <https://www.prudentialridelondon.co.uk/events/100/>

Kind regards

Steve

**Steve Macey | Business Engagement Project Manager
Behaviour Change | Strategy & Planning | Surface Transport**

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

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From: [Holness Nigel \(Director of Network Operations\)](#)
To: ["Amy Field"](#)
Subject: RE: Call with Bill Bush, Premier League
Date: 24 November 2017 15:05:44
Attachments: [image001.png](#)

Hi Amy,
Just to let you know that I have spoken to Bill.
Kind regards
Nigel Holness
Director of Network Operations
London Underground

From: Amy Field [mailto:████████@premierleague.com]
Sent: 24 November 2017 13:08
To: Holness Nigel (Director of Network Operations)
Subject: Call with Bill Bush, Premier League

Dear Nigel,

My apologies for the direct email – please do advise if there is someone in your office who would be able to help me with your schedule.

Mark Wild spoke earlier today to our Executive Chairman and advised that (as Mr Wild is currently travelling outside of the UK) it would be most convenient for us to make contact with you today regarding a phone conversation this afternoon with our Executive Director, Bill Bush, regarding the upcoming Tottenham Hotspur v West Ham match. Bill would be pleased to call you at your convenience today, if suitable.

With best wishes,

Amy

Amy Field
Executive Assistant

Premier League T: +44 (0) ██████████
30 Gloucester Place D: +44 (0) ██████████
London E: ██████████ [premierleague.com](#)
W1U 8PL



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From: [Goulbourne Felicia \(PA to Director of Network Operations\)](#)
To: "Amy Field"
Subject: RE: Call with Bill Bush, Premier League
Date: 29 November 2017 11:24:13
Attachments: [image001.png](#)
[image002.png](#)

Brilliant

Many thanks

Felicia Goulbourne PA to Nigel Holness, Director of Network Operations

London Underground, Floor 11 B2, Palestra,
197 Blackfriars Road, London, SE1 8NJ

Auto [REDACTED]

Mobile: [REDACTED]

✉: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)



From: Amy Field [mailto:[REDACTED]@premierleague.com]
Sent: 29 November 2017 11:21
To: Goulbourne Felicia (PA to Director of Network Operations)
Subject: RE: Call with Bill Bush, Premier League

Hi Felicia,

Oh no, I hope you're feeling better? Thanks for following up on this. Nigel and Bill did speak so all well.

Best wishes,

Amy

Amy Field

Executive Assistant

Premier League T: +44 (0) [REDACTED]
30 Gloucester Place D: +44 (0) [REDACTED]
London E: [REDACTED] [premierleague.com](mailto:[REDACTED]@premierleague.com)
W1U 8PL



From: Goulbourne Felicia (PA to Director of Network Operations) [mailto:[REDACTED]@Tfl.gov.uk]

Sent: 29 November 2017 10:40

To: Amy Field <[REDACTED]@premierleague.com>

Subject: RE: Call with Bill Bush, Premier League

Hi Amy

Hope you are well

Apologies – as I have been off unwell..

Can you confirm if my colleague Alex replied to you on this? If not – happy to discuss.

Kindest regards

Felicia Goulbourne PA to Nigel Holness, Director of Network Operations

London Underground, Floor 11 B2, Palestra,
197 Blackfriars Road, London, SE1 8NJ

Auto [REDACTED]

Mobile: [REDACTED]

✉: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)



From: Amy Field [mailto:[REDACTED]@premierleague.com]

Sent: 24 November 2017 14:37

To: Goulbourne Felicia (PA to Director of Network Operations)

Subject: FW: Call with Bill Bush, Premier League

Dear Felicia,

I hope you are well. I think you may be able to assist with the below request for a conversation with Mr Holness this afternoon, as advised by Mark Wild.

Best wishes,

Amy

From: Amy Field

Sent: 24 November 2017 13:08

To: [REDACTED]@tfl.gov.uk' <[REDACTED]@tfl.gov.uk>

Subject: Call with Bill Bush, Premier League

Dear Nigel,

My apologies for the direct email – please do advise if there is someone in your office who would be able to help me with your schedule.

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Amy Field

Executive Assistant

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30 Gloucester Place D: +44 (0) [REDACTED]
London E: [REDACTED]@premierleague.com
W1U 8PL



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From: [Cat Paterson](#)
To: [Cycling Workplaces](#)
Subject: RE: Cycling Workplaces – Important Update
Date: 15 November 2017 09:43:40

Hi Ben,
Many thanks for letting me know. All the best with wrapping things up!
Best wishes
Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]
Sent: 15 November 2017 09:42
To: Cat Paterson ; Cycling Workplaces
Subject: RE: Cycling Workplaces – Important Update
Hi Cat,

Thanks very much for the positive feedback, it's come as a bit of a shock to us too so we're glad to receive it. Yes your safety check session in January will still take place as planned.

Many thanks,
Ben

Ben Wheeler
Business Engagement Project Officer

T: [REDACTED] | Int: [REDACTED] |

From: Cat Paterson [[mailto:\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)]

Sent: 14 November 2017 16:57
To: Cycling Workplaces
Subject: RE: Cycling Workplaces – Important Update

Thanks for letting us know Ben, much appreciated. It is a great shame, we thought it was a fantastic scheme! Will any current bookings that we have via the scheme (e.g. we have a bike mechanic visit already booked in) still be honoured?
Many thanks
Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 14 November 2017 16:24
To: Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>
Subject: Cycling Workplaces – Important Update
Importance: High

Hi all,

As a result of TfL's internal Transformation programme, unfortunately the decision has been taken to close the scheme with immediate effect.

What does this mean for you?

- **You will not need to complete a resurvey for us and your obligations to TfL under the scheme are now complete**

Steve and I will be moving on to other roles and projects within TfL – Steve has moved with immediate effect, and I will manage the closure of the scheme with the assistance of Sarah Cummings. Please send all communications to the team cyclingworkplaces@tfl.gov.uk address rather than to Steve or me directly. It has been a pleasure working with you all to make the scheme a success, and we hope the scheme has helped to kick-start cycling in your workplaces.

Many thanks,
Ben and Steve

The Cycling Workplaces Team

tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cat Paterson](#)
To: [Cycling Workplaces](#)
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
Date: 20 April 2017 11:24:17

Hi Steve,
Thanks so much for the update. This is no problem, we will await all the details in due course.
Kind regards
Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]
Sent: 19 April 2017 10:05
To: Cat Paterson
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
Hi Cat

Just a quick update on the Guaranteed places for Prudential RideLondon-Surrey 100.
The communication for next steps has been slightly delayed and should be with you early next week
I would like to apologise for this inconvenience but rest assured your places have been confirmed.
Kind regards
Steve

From: Cat Paterson [[mailto: \[REDACTED\]@premierleague.com](mailto: [REDACTED]@premierleague.com)]
Sent: 13 April 2017 11:28
To: Cycling Workplaces
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,
Thanks so much for your phone call earlier.
I can confirm that we would love to take up the offer of the 2nd team spot. Lets call the teams Premier League 1 and Premier League 2 at this stage – not creative but descriptive at least!
The second team captain will be Neil Saunders – [\[REDACTED\]@premierleague.com](#)
I will confirm the gender spread of the 2nd team pronto. I just need to check internally first, but I suspect it may be mixed.
Many thanks
Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]
Sent: 07 April 2017 09:49
To: Cat Paterson <[\[REDACTED\]@premierleague.com](mailto: [REDACTED]@premierleague.com)>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
Hi Cat

At the moment I am afraid to say that I have disappointing news in that I cant get another guaranteed place for you, I have however asked that you be put on a waiting list in case we have anyone dropout or changes and will let you know straight away – I shall keep pushing for it in the meantime.
In other news, I am pleased to say you hit 18% on the survey response rate last night so we shall shortly be unlocking your credits for you so you can start spending these on the [shop](#)
Best wishes

Steve
Steve Macey | Business Engagement Project Manager
Behaviour Change | Strategy & Planning | Surface Transport
Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ
Phone: [\[REDACTED\]](#) ([\[REDACTED\]](#) internally) Mobile [\[REDACTED\]](#)
Email: [\[REDACTED\]@tfl.gov.uk](#)

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Did you know tailored one-to-one cycle skills sessions are free to all employees in London? Whether you're an experienced commuter or just starting out, you can learn new skills & pick up tips to cycle safely and with confidence from a qualified instructor at a time and location to suit you. This offer can be shared with all employees at your workplace.

To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

From: Cat Paterson [<mailto:████████@premierleague.com>]

Sent: 06 April 2017 16:31

To: Cycling Workplaces

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

That would be fantastic, thank you so much for investigating this for us.

Now that the survey response rate is 10%, we realistically will be able to get a good response rate and we have asked staff today to complete it. Hopefully you will start to see a great number of returns!

The feedback on the opportunities around Cycling Workplaces has been very positive. We can look to booking in a Cycling Skills session over the coming months.

Many thanks for your help, I will keep my fingers crossed.

Best wishes

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 06 April 2017 09:56

To: Cat Paterson <████████@premierleague.com>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat

Sorry I was away from the office yesterday, I have closed my lists but bear with me and let me check with the event co-ordinator and I shall see what I can do – especially if it helps you generate some positive press about your participation in Cycling Workplaces.

Best wishes

Steve

From: Cat Paterson [<mailto:████████@premierleague.com>]

Sent: 05 April 2017 12:00

To: Cycling Workplaces

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

Further to our emails last week, support for the Premier League team in the event has been brilliant. I wondered if there would be any chance of securing a second team spot so that we could have 4 more employees take part?

Many thanks

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 31 March 2017 13:28

To: Cat Paterson <████████@premierleague.com>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>

Cc: Rachael Little <████████@premierleague.com>

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat and congratulations you have secured your team a guaranteed place.

We will be in touch in due course with details on how to process your registration fee and to register your team details.

As for the team members we would recommend them booking in Cycle Skills sessions – we have had others undertaking charity events and they used the skills session to really get the most out of a comfortable, enjoyable and efficient ride – they can book in more than one session before the event if they wish to measure their progress and check they are maintaining their skills.

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED]@tfl.gov.uk

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To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

From: Cat Paterson [[mailto:\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)]

Sent: 31 March 2017 09:54

To: Cycling Workplaces

Cc: Rachael Little

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

Thanks so much for following this up – we would love to enter a team please!

Team name – Premier League

Team captain – Rachael Little – [\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)

The team will be mixed with male and female riders

Please liaise with Rachael on the additional details that you require to confirm the team entry.

Thank you very much for this opportunity.

Best wishes

Cat

Cat Paterson

Head of HR

Premier League T: +44 (0) [REDACTED]

30 Gloucester Place D: +44 (0) [REDACTED]

London E: [REDACTED]@premierleague.com

W1U 8PL

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 30 March 2017 11:52

To: Cat Paterson <[\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)>

Subject: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

H Catherine

Just a quick note as its your last chance to apply as I will allocate the guaranteed places for the Prudential RideLondon-Surrey 100 tomorrow

Let me know if this of interest to you

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

From: Cycling Workplaces

Sent: 24 March 2017 13:46

To: [REDACTED]@premierleague.com'

Cc: Cycling Workplaces

Subject: Prudential RideLondon-Surrey 100 Guaranteed Team Places

Good afternoon Catherine

As a valued customer we would like to offer you a guaranteed place in the 2017 Prudential RideLondon-Surrey 100 for a team of four riders from your organisation. We have five team places available and these will be allocated on a first come, first served basis and the cost for a team to participate in the ride is £300 (including VAT).

The ride organisers stipulate that teams can be all female, all male or mixed with two women and two men (but not uneven numbers of men and women).

If you have a team that would like to enter, please send us the following information:

- Team name
- Nominated team captain's full name
- Team captain's email address
- All female / all male / mixed (two women, two men)?

Please respond with these details by close of play by Friday 31 March if you'd like to enter a team.

A few things each team captain needs to be aware of:

- Once we have received all the details above, the nominated team captain will receive a link via email to pay for the team's place and register the other three team members.
- The team captain will need to pay the full amount for the team's entry (£300 incl. VAT) before other riders can be registered. It is up to the team captain to ensure they receive individual team members' contributions towards this cost.
- The team captain is responsible for ensuring the team is fit enough to take part and complete the ride within 8.5 hours.
- Once the team captain has been notified that their team have been allocated a place in the ride, they will have until 5pm on Friday 26 May to pay for their team's place and register all four riders.

Riders can see full terms for team entries at <https://www.prudentialridelondon.co.uk/general-conditions-entry/prudential-ridelondon-surrey-100-team-entry/>

For information on the Prudential RideLondon-Surrey 100, such as route profiles, visit

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Kind regards

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

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From: [Cat Paterson](#)
To: [Cycling Workplaces](#)
Cc: [Rachael Little](#)
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
Date: 31 March 2017 17:00:05

Hi Steve,
Fantastic, thanks so much for the confirmation. We are delighted to have secured a place.
Thanks for the details on the sessions too, we will look into this further.
Kind regards
Cat

From: Cycling Workplaces [mailto:cyclingworkplaces@tfl.gov.uk]
Sent: 31 March 2017 13:28
To: Cat Paterson ; Cycling Workplaces
Cc: Rachael Little
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
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Team captain – Rachael Little – [REDACTED] [premierleague.com](mailto:[REDACTED]@premierleague.com)
The team will be mixed with male and female riders

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Thank you very much for this opportunity.

Best wishes

Cat

Cat Paterson

Head of HR

Premier League T: +44 (0) [REDACTED]
30 Gloucester Place D: +44 (0) [REDACTED]
London E: [REDACTED] [premierleague.com](mailto:[REDACTED]@premierleague.com)
W1U 8PL

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 30 March 2017 11:52

To: Cat Paterson <[\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)>

Subject: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

H Catherine

Just a quick note as its your last chance to apply as I will allocate the guaranteed places for the Prudential RideLondon-Surrey 100 tomorrow

Let me know if this of interest to you

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

From: Cycling Workplaces

Sent: 24 March 2017 13:46

To: [REDACTED]@premierleague.com'

Cc: Cycling Workplaces

Subject: Prudential RideLondon-Surrey 100 Guaranteed Team Places

Good afternoon Catherine

As a valued customer we would like to offer you a guaranteed place in the 2017 Prudential RideLondon-Surrey 100 for a team of four riders from your organisation. We have five team places available and these will be allocated on a first come, first served basis and the cost for a team to participate in the ride is £300 (including VAT).

The ride organisers stipulate that teams can be all female, all male or mixed with two women and two men (but not uneven numbers of men and women).

If you have a team that would like to enter, please send us the following information:

- Team name
- Nominated team captain's full name
- Team captain's email address
- All female / all male / mixed (two women, two men)?

Please respond with these details by close of play by Friday 31 March if you'd like to enter a team.

A few things each team captain needs to be aware of:

- Once we have received all the details above, the nominated team captain will receive a link via email to pay for the team's place and register the other three team members.
- The team captain will need to pay the full amount for the team's entry (£300 incl. VAT) before other riders can be registered. It is up to the team captain to ensure they receive individual team members' contributions towards this cost.
- The team captain is responsible for ensuring the team is fit enough to take part and complete the ride within 8.5 hours.
- Once the team captain has been notified that their team have been allocated a place in the ride, they will have until 5pm on Friday 26 May to pay for their team's place and register all four riders.

Riders can see full terms for team entries at <https://www.prudentialridelondon.co.uk/general-conditions-entry/prudential-ridelondon-surrey-100-team-entry/>

For information on the Prudential RideLondon-Surrey 100, such as route profiles, visit <https://www.prudentialridelondon.co.uk/events/100/>

Kind regards

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED]@tfl.gov.uk

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



Did you know tailored one-to-one cycle skills sessions are free to all employees in London? Whether you're an experienced commuter or just starting out, you can learn new skills & pick up tips to cycle safely and with confidence from a qualified instructor at a time and location to suit you. This offer can be shared with all employees at your workplace.

To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

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From: [Cat Paterson](#)
To: [Cycling Workplaces](#)
Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places
Date: 04 August 2017 11:07:31

Hi Steve,

Just a note to say thank you so much for arranging for the 2 x Premier League teams in Prudential Ride London. Our teams had a fantastic day and really appreciate the effort that you went to arranging the opportunity for them. They were all so inspired by the event and are planning their next cycle adventure already! I also took part in the event, on an individual entry, and it really was an amazing day, showcasing London at its very best.

I do hope that we can arrange something similar for next year. We have discussed internally about perhaps lining up some former footballers to take part in a team if we were to get some more team spots and aiming to raise lots of money for a charitable cause. Hopefully we can pull it off!

Many thanks and best wishes

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 19 April 2017 10:05

To: Cat Paterson

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat

Just a quick update on the Guaranteed places for Prudential RideLondon-Surrey 100.

The communication for next steps has been slightly delayed and should be with you early next week

I would like to apologise for this inconvenience but rest assured your places have been confirmed.

Kind regards

Steve

From: Cat Paterson [[mailto: \[REDACTED\]@premierleague.com](mailto: [REDACTED]@premierleague.com)]

Sent: 13 April 2017 11:28

To: Cycling Workplaces

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

Thanks so much for your phone call earlier.

I can confirm that we would love to take up the offer of the 2nd team spot. Lets call the teams Premier League 1 and Premier League 2 at this stage – not creative but descriptive at least!

The second team captain will be Neil Saunders – [\[REDACTED\]@premierleague.com](#)

I will confirm the gender spread of the 2nd team pronto. I just need to check internally first, but I suspect it may be mixed.

Many thanks

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 07 April 2017 09:49

To: Cat Paterson <[\[REDACTED\]@premierleague.com](mailto: [REDACTED]@premierleague.com)>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat

At the moment I am afraid to say that I have disappointing news in that I cant get another guaranteed place for you, I have however asked that you be put on a waiting list in case we have anyone dropout or changes and will let you know straight away – I shall keep pushing for it in the meantime.

In other news, I am pleased to say you hit 18% on the survey response rate last night so we shall shortly be unlocking your credits for you so you can start spending these on the [shop](#)

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [\[REDACTED\]](#) ([\[REDACTED\]](#) internally) Mobile [\[REDACTED\]](#)

Email: [\[REDACTED\]@tfl.gov.uk](#)

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



Did you know tailored one-to-one cycle skills sessions are free to all employees in London? Whether you're an experienced commuter or just starting out, you can learn new skills & pick up tips to cycle safely and with confidence from a qualified instructor at a time and location to suit you. This offer can be shared with all employees at your workplace.

To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

From: Cat Paterson [<mailto:████████@premierleague.com>]

Sent: 06 April 2017 16:31

To: Cycling Workplaces

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

That would be fantastic, thank you so much for investigating this for us.

Now that the survey response rate is 10%, we realistically will be able to get a good response rate and we have asked staff today to complete it. Hopefully you will start to see a great number of returns!

The feedback on the opportunities around Cycling Workplaces has been very positive. We can look to booking in a Cycling Skills session over the coming months.

Many thanks for your help, I will keep my fingers crossed.

Best wishes

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 06 April 2017 09:56

To: Cat Paterson <████████@premierleague.com>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat

Sorry I was away from the office yesterday, I have closed my lists but bear with me and let me check with the event co-ordinator and I shall see what I can do – especially if it helps you generate some positive press about your participation in Cycling Workplaces.

Best wishes

Steve

From: Cat Paterson [<mailto:████████@premierleague.com>]

Sent: 05 April 2017 12:00

To: Cycling Workplaces

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

Further to our emails last week, support for the Premier League team in the event has been brilliant. I wondered if there would be any chance of securing a second team spot so that we could have 4 more employees take part?

Many thanks

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 31 March 2017 13:28

To: Cat Paterson <████████@premierleague.com>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>

Cc: Rachael Little <████████@premierleague.com>

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Cat and congratulations you have secured your team a guaranteed place.

We will be in touch in due course with details on how to process your registration fee and to register your team details.

As for the team members we would recommend them booking in Cycle Skills sessions – we have had others undertaking charity events and they used the skills session to really get the most out of a comfortable, enjoyable and efficient ride – they can book in more than one session before the event if they wish to measure their progress and check they are maintaining their skills.

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED]@tfl.gov.uk

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



Did you know tailored one-to-one cycle skills sessions are free to all employees in London? Whether you're an experienced commuter or just starting out, you can learn new skills & pick up tips to cycle safely and with confidence from a qualified instructor at a time and location to suit you. This offer can be shared with all employees at your workplace.

To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

From: Cat Paterson [[mailto:\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)]

Sent: 31 March 2017 09:54

To: Cycling Workplaces

Cc: Rachael Little

Subject: RE: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

Hi Steve,

Thanks so much for following this up – we would love to enter a team please!

Team name – Premier League

Team captain – Rachael Little – [\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)

The team will be mixed with male and female riders

Please liaise with Rachael on the additional details that you require to confirm the team entry.

Thank you very much for this opportunity.

Best wishes

Cat

Cat Paterson

Head of HR

Premier League T: +44 (0) [REDACTED]

30 Gloucester Place D: +44 (0) [REDACTED]

London E: [REDACTED]@premierleague.com

W1U 8PL

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 30 March 2017 11:52

To: Cat Paterson <[\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)>

Subject: Its not too late to apply - Prudential RideLondon-Surrey 100 Guaranteed Team Places

H Catherine

Just a quick note as its your last chance to apply as I will allocate the guaranteed places for the Prudential RideLondon-Surrey 100 tomorrow

Let me know if this of interest to you

Best wishes

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

From: Cycling Workplaces

Sent: 24 March 2017 13:46

To: [REDACTED]@premierleague.com'

Cc: Cycling Workplaces

Subject: Prudential RideLondon-Surrey 100 Guaranteed Team Places

Good afternoon Catherine

As a valued customer we would like to offer you a guaranteed place in the 2017 Prudential RideLondon-Surrey 100 for a team of four riders from your organisation. We have five team places available and these will be allocated on a first come, first served basis and the cost for a team to participate in the ride is £300 (including VAT).

The ride organisers stipulate that teams can be all female, all male or mixed with two women and two men (but not uneven numbers of men and women).

If you have a team that would like to enter, please send us the following information:

- Team name
- Nominated team captain's full name
- Team captain's email address
- All female / all male / mixed (two women, two men)?

Please respond with these details by close of play by Friday 31 March if you'd like to enter a team.

A few things each team captain needs to be aware of:

- Once we have received all the details above, the nominated team captain will receive a link via email to pay for the team's place and register the other three team members.
- The team captain will need to pay the full amount for the team's entry (£300 incl. VAT) before other riders can be registered. It is up to the team captain to ensure they receive individual team members' contributions towards this cost.
- The team captain is responsible for ensuring the team is fit enough to take part and complete the ride within 8.5 hours.
- Once the team captain has been notified that their team have been allocated a place in the ride, they will have until 5pm on Friday 26 May to pay for their team's place and register all four riders.

Riders can see full terms for team entries at <https://www.prudentialridelondon.co.uk/general-conditions-entry/prudential-ridelondon-surrey-100-team-entry/>

For information on the Prudential RideLondon-Surrey 100, such as route profiles, visit

<https://www.prudentialridelondon.co.uk/events/100/>

Kind regards

Steve

Steve Macey | Business Engagement Project Manager

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

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To book a session; email CycleTraining@tfl.gov.uk quoting BET1, your organisation name, contact details and preferred location for training.

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From: [Cycling Workplaces](#)
To: [redacted]@premierleague.com
Cc: [Cycling Workplaces](#)
Subject: RE: TfL Cycling Workplaces – Order confirmation
Date: 14 August 2017 11:32:43
Attachments: [Santander Cycles Voucher Code Instruction.pdf](#)
[Santander Cycles Vouchers.xlsx](#)

Hi Cat,

Thank you for placing your order for **Santander Cycles Vouchers codes**, we would confirm this order has now been processed and please find attached a spreadsheet containing your authorised voucher codes which are due to expire on **13/11/2017**.

The spreadsheet is currently protected using password: [redacted] – please change this at your earliest convenience. We would recommend recording when codes are issued but this information does not need to be shared with us.

We attach an Information Sheet on how to redeem the codes, please feel free to extract information from this document for your own internal communications with employees.

Please note that that each code can only be used once and therefore must only be issued to an individual on request.

If you have any further questions about using the voucher codes please do not hesitate to contact us and a member of the team will be pleased to assist.

Many thanks,

Ben

Ben Wheeler

Business Engagement Project Officer

T: [redacted] | Int: [redacted] |

From: cyclingworkplaces@tfl.gov.uk [mailto:cyclingworkplaces@tfl.gov.uk]

Sent: 14 August 2017 09:58

To: [redacted]@premierleague.com

Subject: TfL Cycling Workplaces – Order confirmation

TfL Cycling Workplaces Shop



Step 3 - Shop



Dear Catherine,

Your TfL Cycling Workplaces Shop order has been received, thank you.

Invoice details

Miss Catherine Paterson
The F A Premier League
30 Gloucester Place
London
City of Westminster
W1U 8PL

Delivery details

Miss Catherine Paterson
The F A Premier League
30 Gloucester Place
London
City of Westminster
W1U 8PL

United Kingdom

United Kingdom

Order reference: TBO-003-37888

Your order

Santander Cycles 24hr Access Vouchers	50	SC24V - 50	5	CR100.00	CR500.00
Cycle Safety Check & Bike Marking Sessions Enter your preferred session date(s) : : 20/09/2017	4hrs - 10.00	CSCBMS - 4HRS - 4,10.00	2	CR200.00	CR400.00
Cycle Safety Check & Bike Marking Sessions Enter your preferred session date(s) : : 11/01/2018	4hrs - 10.00	CSCBMS - 4HRS - 4,10.00	1	CR200.00	CR200.00
Vertical Bike Holder Enter the earliest date you could take delivery of these items: : 30/08/2017	Wall- mounted	VERT - WALL	4	CR20.00	CR80.00

Goods total: CR1180.00

Shipping cost: CR0.00

Order cost: CR1180.00

What happens now? We will process your order with our chosen suppliers. This can take up to one week. The suppliers will then get in touch with you directly to arrange suitable delivery dates and times or confirm your session dates and times. If you have not heard from your suppliers within two weeks, please contact us.

If you have ordered cycle parking, please be reminded that installation costs are not included in the price and credits cannot be used to pay for installation. You will need to cover these costs yourself but you are not obliged to use the supplier that delivers your cycle parking - we would always recommend getting three quotes from installation companies to get best value for money.

Please call **0845 6046597** if you have any queries and a member of the team will be pleased to assist you.

Kind regards,

The Cycling Workplaces Team



tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cat Paterson](#)
To: [Cycling Workplaces](#)
Subject: RE: TfL Cycling Workplaces – Order confirmation
Date: 07 April 2017 17:03:41

Hi Ben,
That is no problem at all, thanks for the heads up.
Thanks for all your help. Have a great weekend too.
Best wishes
Cat

From: Cycling Workplaces [mailto:cyclingworkplaces@tfl.gov.uk]
Sent: 07 April 2017 16:44
To: Cat Paterson
Cc: Cycling Workplaces
Subject: RE: TfL Cycling Workplaces – Order confirmation

Hi Cat,
Just to let you know, there might be a small delay on the cycle parking element of your order, as we are in the process of changing suppliers.
I'll get the safety check session processed for you now though so hopefully they can confirm that for you.
Have a good weekend.

Many thanks,
Ben
Ben Wheeler
Business Engagement Project Officer

T: [REDACTED] | Int: [REDACTED] |

From: cyclingworkplaces@tfl.gov.uk [mailto:cyclingworkplaces@tfl.gov.uk]
Sent: 07 April 2017 16:36
To: [REDACTED] premierleague.com
Cc: Cycling Workplaces
Subject: TfL Cycling Workplaces – Order confirmation

TfL Cycling Workplaces Shop



Step 3 - Shop



Dear Catherine,

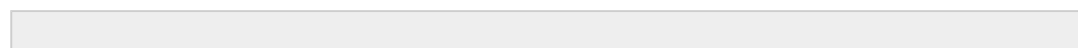
Your TfL Cycling Workplaces Shop order has been received, thank you.

Invoice details

Miss Catherine Paterson
The F A Premier League
30 Gloucester Place
London
City of Westminster
W1U 8PL
United Kingdom

Delivery details

Miss Catherine Paterson
The F A Premier League
30 Gloucester Place
London
City of Westminster
W1U 8PL
United Kingdom



Order reference: TBO-001-37888

Your order

Vertical Bike Holder Enter the earliest date you could take delivery of these items: : 10/04/2017	Wall-mounted	VERT - WALL	12	CR25.00	CR300.00
Cycle Safety Check & Bike Marking Sessions Enter your preferred session date(s): : 10/05/2017	2hrs - 12.00	CSCBMS - 2HRS - 2,12.00	1	CR70.00	CR70.00

Goods total: CR370.00

Shipping cost: CR0.00

Order cost: CR370.00

What happens now? We will process your order with our chosen suppliers. This can take up to one week. The suppliers will then get in touch with you directly to arrange suitable delivery dates and times or confirm your session dates and times. If you have not heard from your suppliers within two weeks, please contact us.

If you have ordered cycle parking, please be reminded that installation costs are not included in the price and credits cannot be used to pay for installation. You will need to cover these costs yourself but you are not obliged to use the supplier that delivers your cycle parking - we would always recommend getting three quotes from installation companies to get best value for money.

Please call 0845 6046597 if you have any queries and a member of the team will be pleased to assist you.

Kind regards,



tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cat Paterson](#)
To: [Lourdes Villegas](#)
Cc: [Cycling Workplaces](#)
Subject: RE: TfL Cycling Workplaces - Order for The F A Premier League
Date: 14 August 2017 14:24:14

Many thanks for these details Lourdes, we look forward to welcoming your mechanic on site.

Thanks

Cat

From: Lourdes Villegas [mailto: [REDACTED]@bikeworks.org.uk]

Sent: 14 August 2017 11:39

To: Cat Paterson

Cc: Cycling Workplaces

Subject: Re: TfL Cycling Workplaces - Order for The F A Premier League

Dear Cat,

Thank you for booking safety check and bike marking sessions with us through TfL Cycling Workplaces. Please find confirmed order and promotional poster attached (one in word version for editing if necessary).

Our bike mechanic will be on site as requested to safety check and mark bicycles ensuring both your employees and their bikes are safe.

Bikeworks is a not for profit social enterprise based in Bethnal Green, London. Our mission is to change lives using the power of the bicycle. Our three core objectives are: to build a more diverse cycling community; improve mechanical skills; and support businesses to be greener through the promotion of cycling.

At Bikeworks we provide mobile bicycle repairs across London. Each year we fix and mark over 800 bikes in business and community locations across London.

We only used experienced mechanics who have worked with us for a couple of years. Almost every mechanic that we work with has come through our employment programme, meaning your organisation is also supporting us to change the lives of a hundred people.

We look forward to delivering the service and I want to take this opportunity to invite you to book more sessions through TfL Cycling Workplaces and encourage more and more people at your workplace to take cycling as their preferred means of transport and leisure.

Kind regards,

Lourdes Villegas

Cycle Programmes Project Manager



Did you know Bikeworks runs Teambuilding days? [Click here to find out more.](#)

bikeworks.org.uk

[REDACTED]
138 – 140 Cambridge Heath Road

London

E1 5QJ

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On 14 August 2017 at 11:32, Cat Paterson <[REDACTED]@premierleague.com> wrote:

Many thanks Ben and apologies about that!

From: Cycling Workplaces [mailto:cyclingworkplaces@tfl.gov.uk]

Sent: 14 August 2017 11:27

To: Cat Paterson <[REDACTED]@premierleague.com>; Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>; [REDACTED]@bikeworks.org.uk

Subject: RE: TfL Cycling Workplaces - Order for The F A Premier League

No problem.

It had come through as two sessions for 20 Sept and one for January. Lourdes, please process as just one session for each date.

I'll refund the credits to your account now, in case you planned to spend any more over the next week.

Many thanks,

Ben

Ben Wheeler

Business Engagement Project Officer

T: [REDACTED] | Int: [REDACTED] |

From: Cat Paterson [mailto:[\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)]

Sent: 14 August 2017 11:21

To: Cycling Workplaces; [REDACTED]@bikeworks.org.uk

Subject: RE: TfL Cycling Workplaces - Order for The F A Premier League

Hi Ben,

Thanks for your message. No, I was trying to book 1 x session (for 4 hrs) on 20 September and 1 x session (for 4 hrs) on 11 January. Is that ok? Sorry!

Thanks

Cat

From: Cycling Workplaces [mailto:cyclingworkplaces@tfl.gov.uk]

Sent: 14 August 2017 11:01

To: Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>; [REDACTED]@bikeworks.org.uk

Cc: Cat Paterson <[REDACTED]@premierleague.com>

Subject: RE: TfL Cycling Workplaces - Order for The F A Premier League

Hi Cat,

I've just processed your order and then noticed – did you mean to book two sessions at the exact same date and time, ie have two mechanics attend rather than one, or was that an error?

Please let us know.

Many thanks,

Ben

Ben Wheeler

Business Engagement Project Officer

T: [REDACTED] | Int: [REDACTED] |

From: cyclingworkplaces@tfl.gov.uk [mailto:cyclingworkplaces@tfl.gov.uk]

Sent: 14 August 2017 10:56

To: [REDACTED]@bikeworks.org.uk

Cc: [REDACTED]@premierleague.com

Subject: TfL Cycling Workplaces - Order for The F A Premier League





Dear Lourdes,

Please find attached an approved TfL Purchase Order for The F A Premier League.

Please contact the customer within five working days to confirm the session date(s) and start time(s) or cycle parking delivery date, then sign and send a copy of the Purchase Order to the customer, copying in cyclingworkplaces@tfl.gov.uk

When invoicing TfL please quote the PO number listed on the attached document and copy in cyclingworkplaces@tfl.gov.uk.

Catherine to note:

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will also make payment on your behalf.

For parking orders, a copy of the template order form and the framework agreements can be found [here](#). You can download posters to help promote your safety session(s) from the toolkit by logging in to your account at www.tfl.gov.uk/cyclingworkplaces.

Kind regards,

The Cycling Workplaces Team

tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cat Paterson](#)
To: [Hamish Jenkinson](#)
Cc: [Anthony Lau](#); [Cycling Workplaces](#)
Subject: RE: TfL Cycling Workplaces - Order for The F A Premier League
Date: 15 August 2017 17:56:06

Hi Hamish,
Many thanks, that's great. We are happy to receive these on any weekday.
Many thanks
Cat
Cat Paterson
Head of HR
HR

Premier League
Email: [REDACTED]@premierleague.com
Direct tel: [REDACTED]
Company tel:
www: www.premierleague.com

From: Hamish Jenkinson [mailto:[REDACTED]@cyclehoop.com]
Sent: 15 August 2017 17:38
To: Cat Paterson
Cc: Anthony Lau ; Cycling Workplaces
Subject: Re: TfL Cycling Workplaces - Order for The F A Premier League

Hi Cat,
Many thanks for confirming your order.
The vertical racks will be dispatched within the next 2-3 working days, please let me know if you have any preferred dates/times for delivery.
Kind regards,

Hamish Jenkinson

Export Sales Executive



[REDACTED] ext.2

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Registered Address: Unit 1, Burnham Way, Kangley Bridge Road, London, SE26 5AG

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On 14 August 2017 at 10:56, <cyclingworkplaces@tfl.gov.uk> wrote:

TfL Cycling Workplaces Shop



Step 3 - Shop



Dear Hamish / Anthony,

Please find attached an approved TfL Purchase Order for The F A Premier League.

Please contact the customer within five working days to confirm the session date(s) and start time(s) or cycle parking delivery date, then sign and send a copy of the Purchase Order to the customer, copying in cyclingworkplaces@tfl.gov.uk

When invoicing TfL please quote the PO number listed on the attached document and copy in cyclingworkplaces@tfl.gov.uk.

Catherine to note:

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will also make payment on your behalf.

For parking orders, a copy of the template order form and the framework agreements can be found [here](#). You can download posters to help promote your safety session(s) from the toolkit by logging in to your account at www.tfl.gov.uk/cyclingworkplaces.

Kind regards,



tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Macey Steve](#)
To: [Cycling Workplaces](#); [REDACTED] [premierleague.com](#)
Subject: RE: TfL Cycling Workplaces – Your credits are due to expire on 14/08/2017
Date: 14 August 2017 12:13:30

No problem at all Cat I guessed that might be the case.

We are glad to have you on board – any opportunity to introduce us to workplaces and indeed football clubs we would more than welcome it

Best wishes

Steve

**Steve Macey | Business Engagement Project Manager
Behaviour Change | Strategy & Planning | Surface Transport**

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



From: Cat Paterson [[mailto:\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)]

Sent: 14 August 2017 10:02

To: Cycling Workplaces

Subject: RE: TfL Cycling Workplaces – Your credits are due to expire on 14/08/2017

Hi Steve,

Thanks so much for the follow-up. With the start of the football season, I have been a bit sidetracked the last few weeks! I have managed to go on this morning and placed some orders for some fantastic opportunities for our staff. This is a great scheme delivered by TFL and we are delighted to be able to take advantage of it.

Thanks

Cat

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 11 August 2017 14:49

To: Cycling Workplaces <cyclingworkplaces@tfl.gov.uk>; Cat Paterson <[\[REDACTED\]@premierleague.com](mailto:[REDACTED]@premierleague.com)>

Subject: RE: TfL Cycling Workplaces – Your credits are due to expire on 14/08/2017

Hi Catherine

I just thought I would drop you a quick note as your credits are due to expire on 14 August and I would like to give you one last chance to spend these before they expire.

Therefore I have extended these to 21 August but would not be able to extend these again I am afraid.

If you need advice on what to book for when then please do not hesitate to call me

Steve

**Steve Macey | Business Engagement Project Manager
Behaviour Change | Strategy & Planning | Surface Transport**

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally) Mobile [REDACTED]

Email: [REDACTED] [tfl.gov.uk](mailto:[REDACTED]@tfl.gov.uk)

Please note: On Tuesday and Friday I finish at 4pm and on Wednesday I work from home and will only be available on my mobile



From: cyclingworkplaces@tfl.gov.uk [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 14 July 2017 10:30

To: [REDACTED] [premierleague.com](mailto:[REDACTED]@premierleague.com)

Subject: TfL Cycling Workplaces – Your credits are due to expire on 14/08/2017

TfL Cycling Workplaces Shop



Step 3 - Shop



Dear Catherine,

We've noticed that you haven't yet used up your allocated credits, which can be spent on a wide range of cycling related goods and services in our [online shop](#).

Many of our customers find that by booking regular [commuter cycle skills taster sessions](#) and [cycle safety check and bike marking sessions](#) they are able to show continued support for their cyclists.

Your credits are due to expire on **14/08/2017**, so please order before this date.

Please call **0845 6046597** if using your allocated credits by this date will be a problem, and a member of the team will be pleased to assist you.

Kind regards,

The Cycling Workplaces Team



tfl.gov.uk/cyclingworkplaces

Phone: 0845 6046597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cat Paterson](#)
To: [Ed Holt](#)
Cc: [Cycling Workplaces](#); [Jane Stables](#); [Tim Le Rougetel](#)
Subject: RE: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)
Date: 07 April 2017 16:20:04

Hi Ed,

Thanks so much for your email and for getting this set up for us so quickly.

I can confirm that we have a laptop and projector for the presentation. It is fine to bring the presentation on a USB.

We will go ahead and start promoting the session to staff – thanks so much!

Kind regards

Cat

From: Ed Holt [redacted]@cycletraining.co.uk]

Sent: 07 April 2017 16:07

To: Cat Paterson

Cc: Cycling Workplaces ; Jane Stables ; Tim Le Rougetel

Subject: RE: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)

Cat,

Thank you for ordering a London by Bike Seminar. I am happy to confirm that we can send an instructor to you on 11/5 from 12.00 for a 12.30 start.

The seminar will last an hour. Attached is a flyer you can use to publicise the event, along with a few other .pdfs you can use to promote TfL's cycling services.

Please confirm that you are able to provide a laptop and projector.

Our instructor will bring the presentation on USB. If you prefer that we don't use a USB I can email the presentation in advance. Please note that this presentation is the property of Transport for London (TfL) and must not be used in whole or part, reproduced or copied, without the express written prior approval of TfL's Business Engagement Team.

All the best,

Ed Holt

Project Manager

Normal working days: Monday, Thursday

Direct Line: [redacted]

Switchboard: 020 7231 6005

CTUK is a not-for-profit workers' co-operative promoting cycling for all. Registered in England and Wales (number 4369994).

From: Cycling Workplaces [<mailto:cyclingworkplaces@tfl.gov.uk>]

Sent: 07 April 2017 10:36

To: Ed Holt; Jane Stables

Cc: Cycling Workplaces; 'Cat Paterson'

Subject: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)

Dear Ed / Jane,

Please find attached an approved TfL Purchase Order for at The F A Premier League.

Please contact the customer within 5 working days to confirm the sessions date(s) and start time(s) and then sign and send a copy of the Purchase Order to the customer, copying in cyclingworkplaces@tfl.gov.uk.

When invoicing TfL please quote the PO number listed on the attached document and copy in cyclingworkplaces@tfl.gov.uk

Cat to note:

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will also make payment on your behalf.

Many thanks,

Ben

Ben Wheeler | Business Engagement Project Officer

Behaviour Change | Strategy & Planning | Surface Transport
Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ
Phone: [REDACTED] ([REDACTED] internally)
Email: benwheeler@tfl.gov.uk
Web: www.tfl.gov.uk/cyclingworkplaces



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From: [Cat Paterson](#)
To: [Hamish Jenkinson](#); [Cycling Workplaces](#)
Cc: [Anthony Lau](#)
Subject: RE: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)
Date: 11 April 2017 12:07:28

Dear Hamish,

Thank you very much for this confirmation. Dispatch on 18 April is fine. Please instruct the delivery driver to take them to our deliveries entrance at the rear of the building.

Kind regards

Cat

From: Hamish Jenkinson [redacted]@cyclehoop.com]

Sent: 10 April 2017 17:25

To: Cycling Workplaces

Cc: Anthony Lau ; Cat Paterson

Subject: Re: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)

Dear Cat,

Thank you for ordering 12 x Vertical Bike Racks for The FA Premier League.

Please find attached a copy of the signed Purchase Order. The racks will be available for dispatch on the 18th of April, please let me know whether that is convenient.

We will deliver to The FA Premier League, 30 Gloucester Place, London, W1U 8PL. Please let us know if there are specific access requirements.

If you have any questions please do not hesitate to get in touch.

Kind regards,

Hamish Jenkinson

Export Sales Executive



T [redacted]
M [redacted]

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Registered Address: Unit 1, Burnham Way, Kangley Bridge Road, London, SE26 5AG

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On 10 April 2017 at 14:50, Cycling Workplaces <cyclingworkplaces@tfl.gov.uk> wrote:

Dear Hamish / Anthony,

Please find attached your approved TfL Purchase Order for The F A Premier League.

Please contact the customer within 5 working days to confirm the order and delivery date and then sign and send a copy of the Purchase Order to the customer, copying in

cyclingworkplaces@tfl.gov.uk.

When invoicing Transport for London please quote the PO number listed on the attached document and copy in cyclingworkplaces@tfl.gov.uk

Cat to note:

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will also make payment on your behalf. A copy of the template order form and the framework agreements can be found [here](#).

Many thanks,

Ben

Ben Wheeler | Business Engagement Project Officer

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [redacted] ([redacted] internally)

Email: benwheeler@tfl.gov.uk

Web: www.tfl.gov.uk/cyclingworkplaces



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From: [Cycling Workplaces](#)
To: [REDACTED] [premierleague.com](#)
Cc: [Cycling Workplaces](#)
Subject: TfL Cycling Workplaces – Free seminar for your employees
Date: 14 February 2017 09:47:55

Dear Catherine,

Thanks for registering with Cycling Workplaces – it's great to have you on board!

Welcome gift - free seminar for your employees

While your employees are completing the Travel Survey (see below), book your complimentary seminar on cycling and how London is changing for cyclists. The one hour presentation is perfect for anyone who cycles or is considering getting on two wheels. Attendees are welcome to bring their lunch if you hold it over lunchtime.

To book, simply email cycletraining@tfl.gov.uk with the subject heading **LBB Portal offer** and the following details:

- Organisation name:
- Address (including site name):
- Contact name (this must be someone at the site):
- Contact phone number:
- Contact email:
- Preferred time and date of presentation (to enable us to ensure the availability of your preferred booking date and allow you time to promote the event to employees to secure a good attendance we recommend booking be a minimum of 3 weeks in advance):

Please note: you will require a room with PowerPoint presentation facilities.

Any questions, let me know. Otherwise I look forward to hearing from you.

Kind regards,

Ben

Ben Wheeler

Business Engagement Project Officer

T: [REDACTED] | Int: [REDACTED] |

From: cyclingworkplaces@tfl.gov.uk [mailto:cyclingworkplaces@tfl.gov.uk]


Sent: 14 February 2017 09:46

To: [REDACTED] [premierleague.com](#)

Cc: Cycling Workplaces

Subject: TfL Cycling Workplaces – You're eligible!

TfL Cycling Workplaces Shop



Dear Miss Paterson,

Thank you for registering!

We are pleased to inform you that you are eligible for 2500 credits to spend on a wide range of cycling related goods and services using the [online shop](#).

To access your credit allocation and to begin ordering, you will first need to undertake a short online travel survey with your colleagues and achieve a 30% response rate based on the total number of employees at your site, or 450 responses (whichever is lower). The aim of the travel survey is to identify how your employees currently travel to your workplace.

The survey link to email round to your employees is:

<https://www.surveymonkey.co.uk/r/B7YGJ9V>

You can see how you're getting on and view your survey results using the following link:

<https://www.surveymonkey.net/results/SM-792XDYN3/>

Please find a copy of the Terms and Conditions attached for your records.

Exceptions

- If you've recently completed a travel survey at your workplace, you may not be required to complete our travel survey

To find out more or for any other queries you may have, please use the details below to get in touch with the Team, we're always happy to help.

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will complete and send the order to the supplier on your behalf and will send a copy to you for your records. TfL will also make payment on your behalf. A copy of the template order form and the framework agreements can be found [here](#).

Kind regards

The Cycling Workplaces Team


tfl.gov.uk/cyclingworkplaces

Phone: 0845 604 6597

Email: cyclingworkplaces@tfl.gov.uk

Address: Transport for London, 11th Floor (11G9), Palestra, 197 Blackfriars Road, Southwark, London, SE1 8NJ

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From: [Cycling Workplaces](#)
To: "Lourdes Villegas"
Cc: [Cycling Workplaces](#); "Cat Paterson"
Subject: TfL Cycling Workplaces Order for The F A Premier League (post 08/03/16 order form)
Date: 07 April 2017 16:50:42
Attachments: [Bikeworks Post-080316 FA Premier League P1.docx](#)

Dear Lourdes,

Please find attached an approved TfL Purchase Order for a cycle safety check and bike marking session at The F A Premier League.

Please contact the customer within 5 working days to confirm the sessions date(s) and start time(s) and then sign and send a copy of the Purchase Order to the customer, copying in cyclingworkplaces@tfl.gov.uk.

When invoicing TfL please quote the PO number listed on the attached document and copy in cyclingworkplaces@tfl.gov.uk

Cat to note:

We would like to remind you that the cycling goods and services purchased through the online shop will be an agreement between you and our appointed supplier. TfL will also make payment on your behalf.

Many thanks,

Ben

Ben Wheeler | Business Engagement Project Officer

Behaviour Change | Strategy & Planning | Surface Transport

Mail: Zone 11G9, Palestra, 197 Blackfriars Road, London, SE1 8NJ

Phone: [REDACTED] ([REDACTED] internally)

Email: [REDACTED]@tfl.gov.uk

Web: www.tfl.gov.uk/cyclingworkplaces

