



Proposed Mixed-Use Development
Long Drive, South Ruislip

Framework Travel Plan

For

Crown Cash & Carry

Document Control Sheet

Proposed Mixed-Use Development

Long Drive, South Ruislip

Crown Cash & Carry

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1.0 Introduction

- 1.1 This Travel Plan has been prepared on behalf of Crown Cash & Carry to accompany a planning application in relation to development proposals on land to the north of Long Drive, South Ruislip (herein after referred to as 'the site').
- 1.2 The site is located on land to the northwest of Long Drive within Ruislip local centre and falls within the administrative boundary of London Borough of Hillingdon. The site is bound by residential and commercial buildings to the east and west and Long Drive to the south, as well as a private access road to the west of the site, and currently comprises of the Savera Hotel (Use Class C1), the Crown Conference Centre (Use Class Sui Generis), the Crown Cash & Carry (Use Class Sui Generis) and a vacant office (Use Class B1) to the rear of the site.
- 1.3 The site benefits from close proximity to both the strategic highway network, including the A40 to the south and the M40 to the southwest, and public transport infrastructure within an appropriate walking and cycling distance from the site including numerous bus stops on Victoria Road to the east and South Ruislip railway station to the west.
- 1.4 The site currently comprises of the following:
 - ▶ The Savera Hotel (Use Class C1);
 - ▶ The Crown Conference Centre (Use Class Sui Generis);
 - ▶ The Crown Cash & Carry (Use Class Sui Generis);
 - ▶ Vacant Office (Use Class B1).
- 1.5 The development proposals seek the demolition of the Conference Centre, Cash & Carry and vacant office in order to provide 114 residential flats and a 22-bedroom extension to the Savera Hotel. Access to the site will be achieved via the existing access taken from Long Drive with improvements to aid access on foot. The residential development is proposed to be 'car-free', with the exception of disabled blue badge parking. Some car parking will be retained for the hotel, albeit limited. Appropriate levels of cycle parking will be provided within the site in accordance with local policy standards.
- 1.6 The Travel Plan sets out a series of objectives, targets and measures, and is intended to establish the overarching mechanisms to manage the Travel Plan and monitor its effectiveness for influencing travel choices in accordance with the agreed targets. Planning guidance highlights the emphasis being placed on the integration of land-use, transport, and planning decisions. In order to achieve good integration, high density development should be encouraged in areas with excellent levels of accessibility to public transport. The implementation of pre-occupation measures included within the Travel Plan will be the responsibility of the developer's and/or the specific end user / occupier in the case of the hotel.

- 1.7 At the appropriate time, a Travel Plan Co-ordinator will be implemented. The Travel Plan Co-Ordinator will be responsible for the adoption and management of this Travel Plan.
- 1.8 The remainder of this Travel Plan is as follows:
- ▶ Section 2 – Planning Policy and Best Practice;
 - ▶ Section 3 – Baseline Conditions;
 - ▶ Section 4 – Development Proposals;
 - ▶ Section 5 – Management;
 - ▶ Section 6 – Targets;
 - ▶ Section 7 – Measures;
 - ▶ Section 8 – Monitoring and Review; and
 - ▶ Section 9 – Action Plan.

2.0 Policy Context

2.1 There are a number of planning policies that are considered pertinent to the development proposals. The policies are as follows:

- ▶ National Planning Policy Framework – December 2024; National Design Guide, Ministry of Housing, Communities & Local Government, October 2019;
- ▶ Planning Practice Guidance, Ministry of Housing, Communities and & Local Government, March 2014;
- ▶ Working Together to Promote Active Travel - A Briefing for Local Authorities, Public Health England, May 2016;
- ▶ Planning for Walking and Planning for Cycling, Chartered Institution of Highways and Transportation, April 2015 and October 2014 respectively;
- ▶ Gear Change: A bold vision for cycling and walking, Department for Transport, July 2020;
- ▶ Local Transport Note (LTN) 1/20 Cycle Infrastructure Design, Department for Transport, July 2020;
- ▶ Manual for Streets (MfS), Department for Transport, March 2007;
- ▶ National Travel Survey (NTS), Department for Transport, 2015;
- ▶ The London Plan – March 2021; and
- ▶ London Borough of Hillingdon Local Plan Part 2 – Development Management Policies – 2020.

2.2 Deriving from these policy documents, the objectives for this Framework Travel Plan are stated.

National Policy

National Planning Policy Framework

2.3 The National Planning Policy Framework (NPPF) sets out the Government’s planning policies for England and how they are expected to be applied.

2.4 Section 9 of the NPPF deals with ‘Promoting Sustainable Transport’, with Paragraph 109 stating:

“Transport issues should be considered from the earliest stages of plan-making and development proposals, using a vision-led approach to identify transport solutions that deliver well-designed, sustainable and popular places. This should involve:

a) making transport considerations an important part of early engagement with local communities;

b) ensuring patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places;

c) understanding and addressing the potential impacts of development on transport networks;

d) realising opportunities from existing or proposed transport infrastructure, and changing transport technology and usage – for example in relation to the scale, location or density of development that can be accommodated;

e) identifying and pursuing opportunities to promote walking, cycling and public transport use; and

f) identifying, assessing and taking into account the environmental impacts of traffic and transport infrastructure – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains.”

- 2.5 At paragraph 110, the NPPF states that the planning system should *"... actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making."*
- 2.6 The assessment of sites for either allocation in development plans, or for development planning applications, should ensure that:
- "... a) sustainable transport modes are prioritised taking account of the vision for the site, the type of development and its location;*
- b) safe and suitable access to the site can be achieved for all users;*
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code48; and*
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree through a vision-led approach." (par. 115)*
- 2.7 The elements to be considered, and the order of priority that should be placed on them, as part of a planning application are listed at paragraph 117:
- "... a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations."*
- 2.8 A Travel Plan is required for developments *"... that will generate significant amounts of movement ...",* alongside *"... a vision-led transport statement or transport assessment ... so that the likely impacts of the proposal can be assessed and monitored." (par. 118)*
- Planning Practise Guidance (PPG)**
- 2.9 Planning practice guidance (PPG) supports delivery of the principles set out in the National Planning Policy Framework (NPPF).
- 2.10 The guidance describes Travel Plans as *"... long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets."* (PPG paragraph: 003; reference ID: 42-003-20140306)

2.11 Furthermore, the guidance indicates that "... Travel Plans should where possible, be considered in parallel to development proposals and readily integrated into the design and occupation of the new site rather than retrofitted after occupation." (PPG paragraph: 003; reference ID: 42-003-20140306)

2.12 It is stated that the primary purpose of a Travel Plan is:

"... to identify opportunities for the effective promotion and delivery of sustainable transport initiatives e.g. walking, cycling, public transport and tele-commuting, in connection with both proposed and existing developments and through this to thereby reduce the demand for travel by less sustainable modes. ..., they should not be used as a way of unfairly penalising drivers." (PPG paragraph 005; reference ID: 42-005-20140306)

Active Travel – Walking and Cycling

Working Together to Promote Active Travel – A Briefing for Local Authorities

2.13 Public Health England has issued a briefing for Local Authorities containing their latest research findings relating to active travel:

- ▶ "Physical inactivity directly contributes to 1 in 6 deaths in the UK and costs £7.4 billion a year to businesses and wider society
- ▶ The growth in road transport has been a major factor in reducing levels of physical activity
- ▶ Building walking and cycling into daily routines are the most effective ways to increase physical activity
- ▶ Short car trips (under 5 miles) are a prime area for switching to active travel and to public transport Health-promoting transport systems are pro-business and support economic prosperity. They enable optimal travel to work with less congestion, collisions and pollution, and they support a healthier workforce."

Planning for Walking and Cycling

2.14 Walking and cycling are active and sustainable forms of transport in their own right and as linking modes for accessing public transport, for example, when making longer journeys.

2.15 The Chartered Institution of Highways and Transportation (CIHT) documents 'Planning for Walking' and 'Planning for Cycling' provide an insight into these modes of transport:

- ▶ "Across Britain about 80% of journeys shorter than 1 mile are made wholly on foot...but beyond that distance cars are the dominant modes" (Planning for Walking, 2015, pg.6).
- ▶ "Majority of cycling trips are used for short distances, with 80% being less than five miles and with 40% being less than two miles" (Planning for Cycling, 2014, pg.4).

2.16 The CIHT also published 'Guidelines for Providing for Journeys on Foot' (2000) to support implementation of the central Government publication 'Encouraging walking: advice to local authorities'. The CIHT Guidelines suggest acceptable, desirable and preferred maximum walking distances ('acceptable' walking distances would vary between individuals) for pedestrians without mobility impairment for some common trip purposes, which are set out at Table 2.1.

Description of Walking Distance	Distance to Destination (metres)		
	Town Centres	Commuting/Schools	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1,000m	800m
Preferred Maximum	800m	2,000m	1,200m

Table 2.1 – Suggested Walking Distances (CIHT, 2000, 'Guidelines for Providing Journeys on Foot')

- 2.17 The Department for Transport (DfT) updated their advice to Local Authorities in Local Transport Note (LTN) 1/20 'Cycle Infrastructure Design', which was published in July 2020 alongside the DfT's 'Gear Change: A bold vision for cycling and walking'. LTN 1/20 promotes the inclusion of good quality cycling infrastructure in Local Authority planning, design and highway adoption policies and processes, with new developments, new highways and new highway improvement schemes contributing accordingly.

Manual for Streets and National Travel Survey

- 2.18 Manual for Streets (MfS) identifies 'walkable neighbourhoods' as "having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot". Within MfS it is also noted that 800 metres is not considered the maximum walking distance for pedestrians, highlighting that walking can replace short car trips, particularly those under 2 kilometres.
- 2.19 The 2015 National Travel Survey (NTS) noted that "76% of all trips under one mile are walks", making it the most frequent mode of travel for very short distances. (1 mile = 1.6 kilometres)

Regional Policy

The London Plan (2021)

- 2.20 The Mayor of London published the new London Plan in March 2021 which identified the spatial development strategy for London and sets out an integrated economic, environment, transport and social framework for the development of London over the next 20 – 25 years.
- 2.21 Travel Plans are cited in Policy T4, "Assessing and mitigating transport impacts", in terms of them being required as set out in Transport for London guidance, and the role they can play in bringing about positive outcomes from development proposals.

Mayor's Transport Statement

- 2.22 Transport for London (TfL) reiterates the description of Travel Plans set out in the London Mayor's Transport Strategy: "... long-term management strategies which should support sustainable and active travel at both new and existing developments."
- 2.23 The guidance covers: the benefits of a travel plan, recommended contents, TfL's monitoring process, and how TfL secures and enforces the achievement of Travel Plan targets.
- 2.24 The thresholds for requiring a Travel Plan according to the nature and scale of the proposed/approved development are provided in the 'Transport Assessment' section of the TfL website.

Local Policy

London Borough of Hillingdon Local Plan Part 2 – Development Management Policies

- 2.25 The London Borough of Hillingdon Local Plan Part 2 – Development Management Policies was adopted in 2020 and provide detailed policies that will form the basis of the Council's decisions on individual planning applications.

2.26 Policy DMT1 'Managing Transport Impacts' states the following:

"Development proposals will be required to meet the transport needs of the development and address its transport impacts in a sustainable manner. In order for developments to be acceptable they are required to:

- a) be accessible by public transport, walking and cycling either from the catchment area that it is likely to draw its employees, customers or visitors from and/or the services and facilities necessary to support the development;*
- b) maximise safe, convenient and inclusive accessibility to, and from within developments for pedestrians, cyclists and public transport users;*
- c) provide equal access for all people, including inclusive access for disabled people;*
- d) adequately address delivery, servicing and drop-off requirements; and*
- e) have no significant adverse transport or associated air quality and noise impacts on the local and wider environment, particularly on the strategic road network.*

Development proposals will be required to undertake a satisfactory Transport Assessment and Travel Plan if they meet or exceed the appropriate thresholds. All major developments¹¹ that fall below these thresholds will be required to produce a satisfactory Transport Statement and Local Level Travel Plan. All these plans should demonstrate how any potential impacts will be mitigated and how such measures will be implemented."

2.27 Policy DMT2 'Highways Impact' states the following:

"Development proposals must ensure that:

- a) safe and efficient vehicular access to the highway network is provided to the Council's standards;*
- b) they do not contribute to the deterioration of air quality, noise or local amenity or safety of all road users and residents;*
- c) safe, secure and convenient access and facilities for cyclists and pedestrian are satisfactorily accommodated in the design of highway and traffic management schemes;*
- d) impacts on local amenity and congestion are minimised by routing through traffic by the most direct means to the strategic road network, avoiding local distributor and access roads; and*
- e) there are suitable mitigation measures to address any traffic impacts in terms of capacity and functions of existing and committed roads, including along roads or through junctions which are at capacity."*

2.28 Policy DMT4 'Public Transport' state the following:

"The Council will support and promote the enhancement of public transport facilities, including at key interchanges that address the needs of the Borough. The Council may require developers to mitigate transport impacts from development proposals by improving local public transport facilities and services, which may include:

- a) improvements to address inclusive access;*
- b) ensuring that bus stops are conveniently located for passengers;*
- c) implementation of bus priority and bus stop accessibility measures;*
- d) providing for bus route requirements and associated road layouts;*
- e) improvements to the network of services; and*

- f) *improvements to infrastructure to support cycling.*

Public transport measures may be required to be included in the highways layout design where they are identified in a transport assessment, travel plan or integral to the acceptability of the proposal."

2.29 Policy DMT5 'Pedestrians and Cyclists' states the following:

"Development proposals will be required to ensure that safe, direct and inclusive access for pedestrians and cyclists is provided on the site connecting it to the wider network, including:

- a) *the retention and, where appropriate, enhancement of any existing pedestrian and cycle routes;*
- b) *the provision of a high quality and safe public realm or interface with the public realm, which facilitates convenient and direct access to the site for pedestrian and cyclists;*
- c) *the provision of well signposted, attractive pedestrian and cycle routes separated from vehicular traffic where possible; and*
- d) *the provision of cycle parking and changing facilities in accordance with Appendix C, Table 1 or, in agreement with Council.*

Development proposals located next to or along the Blue Ribbon Network will be required to enhance and facilitate inclusive, safe and secure pedestrian and cycle access to the network. Development proposals, by virtue of their design, will be required to complement and enhance local amenity and include passive surveillance to the network."

2.30 Policy DMT6 'Vehicle Parking' states the following:

"Development proposals must comply with the parking standards outlined in Appendix C Table 1 in order to facilitate sustainable development and address issues relating to congestion and amenity. The Council may agree to vary these requirements when:

- a) *the variance would not lead to a deleterious impact on street parking provision, congestion or local amenity; and/or*
- b) *a transport appraisal and travel plan has been approved and parking provision is in accordance with its recommendations.*

All car parks provided for new development will be required to contain conveniently located reserved spaces for wheelchair users and those with restricted mobility in accordance with the Council's Accessible Hillingdon SPD."

Objectives

- 2.31 The Travel Plan objectives listed below have been derived from the policies and guidance set out above:
- ▶ Promote healthy travel
i.e. walking, running and cycling, in order to increase the use of these active and sustainable modes
 - ▶ Promote more efficient forms of car travel
i.e. sharing resources through, for instance, lift-sharing and use of car club vehicles
 - ▶ Raise site occupants' awareness of opportunities to adopt active and/or sustainable travel
i.e. through provision of information
 - ▶ Reduce the need to travel
i.e. linking trips, when possible
 - ▶ Support social cohesion and people's sense of community through promoting personal interaction for the purpose of functional and/or leisure travel
i.e. 'buddy groups' for walkers, runners and cyclists

3.0 Baseline Conditions

3.1 To establish the context of the application, a detailed review of the local area has been undertaken. The following text provides a summary of the results of this review and makes reference to the location of the application site and its position with regard to the local highway network. It also sets out an overview of the accessibility of the application site by a variety of modes of transport and includes a comprehensive review of Personal Injury Collision (PIC) information.

Site Location

3.2 The site is located on land to the northwest of Long Drive within Ruislip local centre. The site is bound by residential and commercial buildings to the east and west and Long Drive to the south, as well as a private access road to the west of the site, and currently comprises of the Savera Hotel (Use Class C1), the Crown Conference Centre (Use Class Sui Generis), the Crown Cash & Carry (Use Class Sui Generis) and a vacant office (Use Class B1) to the rear of the site. The site benefits from close proximity to both the strategic highway network, including the A40 to the south and the M40 to the southwest, and public transport infrastructure within an appropriate walking and cycling distance from the site including numerous bus stops on Victoria Road to the east and South Ruislip railway station to the west. The site location is illustrated in Figure 3.1 below.



Figure 3.1 – Site Location

Local Highway Network

- 3.3 The site is located on land to the northwest of Long Drive, a two-way single carriageway road orientated on an east-west axis subject to a speed limit of 30 miles per hour. Long Drive leads east to form a crossroads with Victoria Road, which provides northbound access towards Ruislip Gardens and southbound access towards the Victoria Retail Park. Victoria Road also leads further east past the Victoria Retail Park towards the Field End Roundabout, which leads east towards South Harrow and south towards Northolt.
- 3.4 To the west, Long Drive forms a priority junction with West End Road (A4180) which routes north towards Ruislip and the B466 and south towards the Polish Air Force Memorial Roundabout. In addition to providing direct access onto the A40 via the West End Slip Road to the east, the Polish Air Force Memorial Roundabout leads south towards the Whitehall Roundabout, which provides eastbound access towards Greenford and southbound access towards the M4 via The Parkway (A312).

Local Parking Availability and Controlled Parking Zones

- 3.5 There are five on-street parking spaces, one of which is accessible, located on the northern side of Long Drive approximately 65 metres east of the site access. The parking spaces are permit-holder only Monday-Friday between 09:00-17:00 with a maximum stay of 2 hours, although it is noted that the on-street accessible parking space is subject to Monday-Saturday 08:00-18:30 restrictions. Additional on-street parking is located on Station Approach approximately 100 metres west of the site and on Victoria Road approximately 450 metres west of the site, however both areas on-street parking require parking permits to utilise the existing on-street parking spaces.

Sustainable Transport Accessibility

- 3.6 Walking and cycling are important alternatives to private car use that should be encouraged when navigating both shorter journeys, and longer journeys in conjunction with public transport, i.e. bus and train services. The Chartered Institution of Highways and Transportation released two documents in accompaniment with these alternatives to solidify the justification of sustainable transport; Planning for Walking (2015) and Planning for Cycling (2014). Both documents are valuable resources when considering the feasibility and efficacy of sustainable transport.
- 3.7 Planning for Walking (2015) highlights the importance of walking for short-distance travel, as:
- "Across Britain about 80 per cent of journeys shorter than 1 mile are made wholly on foot... but beyond that distance cars are the dominant mode."*
- 3.8 As pointed out by Planning for Walking (2015), despite accounting for 22% of all journeys, it is only in rural districts that 'people walk significantly less' than the national average of ~200 foot journeys per year as a result of insufficient proximity to amenities and a higher reliance on transport.
- 3.9 In addition to this. Planning for Cycling (2014) acknowledges how cycling's potential is yet to be fully realised in terms of energy and space efficiency and achieve *"high benefit-to-cost ratios in economic appraisal"*
- 3.10 In terms of distance covered by cycling Planning for Cycling (2014) found that:
- "The majority of cycling trips are for short distances, with 80% being less than five miles and with 40% being less than two miles."*
- 3.11 Furthermore, Planning for Cycling (2014) covers the extensive benefits of cycling within urban areas citing a vast array of reasons, including speed efficiency, less traffic and parking congestion, minimal greenhouse gas production, and numerous health benefits associated with cycling such as reducing the risk of heart disease and obesity.

- 3.12 The CIHT also published 'Guidelines for Providing for Journeys on Foot' (2000) to support implementation of the central Governmental publication 'Encouraging Walking: Advice to Local Authorities'. This guidance suggests acceptable, desirable and preferred maximum walking distances for pedestrians without mobility impairment for some common trip purposes as set out in Table 3.1 below.

Description of Walking Distance	Distance to Destination (metres)		
	Town Centres	Commuting/Schools	Elsewhere
Desirable	200m	500m	400m
Acceptable	400m	1,000m	800m
Preferred Maximum	800m	2,000m	1,200m

Table 3.1 - Desirable, Acceptable and Preferred Maximum Walking Distances (Guidelines for Providing for Journeys on Foot, CIHT, 2000)

Accessibility on Foot

- 3.13 Footways with street lighting are provided on both sides of Long Drive, which provide direct pedestrian access towards existing public transport facilities and amenities within the vicinity of the site. The footways on Long Drive typically measure between 2 to 3 metres, although it is noted that a short section of footway adjacent to on-street parking on the north side of Long Drive measures in excess of 5 metres. Dropped kerbs with tactile paving are provided at the existing priority junction access, as well as further afield east across a number of existing vehicle crossover, providing safe and suitable pedestrian crossing points for pedestrians.
- 3.14 A signalised intersection formed between Long Drive and Victoria Road is situated approximately 150 metres east of the site access. Dropped kerbs with tactile paving and associated refuge islands are provided on each intersection arm, providing an appropriate crossing point for pedestrians in all directions. The signalised crossing point located on the western side of Long Drive provides an appropriate crossing point for pedestrians travelling towards the Victoria Road Business Park to the southwest.
- 3.15 Pedestrian Isochrone mapping has been prepared to illustrate the areas that can be reached on-foot within a 2 kilometre / 25-minute radius of the site. An extract of the pedestrian isochrone is illustrated in Figure 3.2 below. Figure 3.2 below illustrates that a full range of amenities, facilities and services are within an appropriate walking distance from the site. This includes numerous bus stops and South Ruislip railway station.

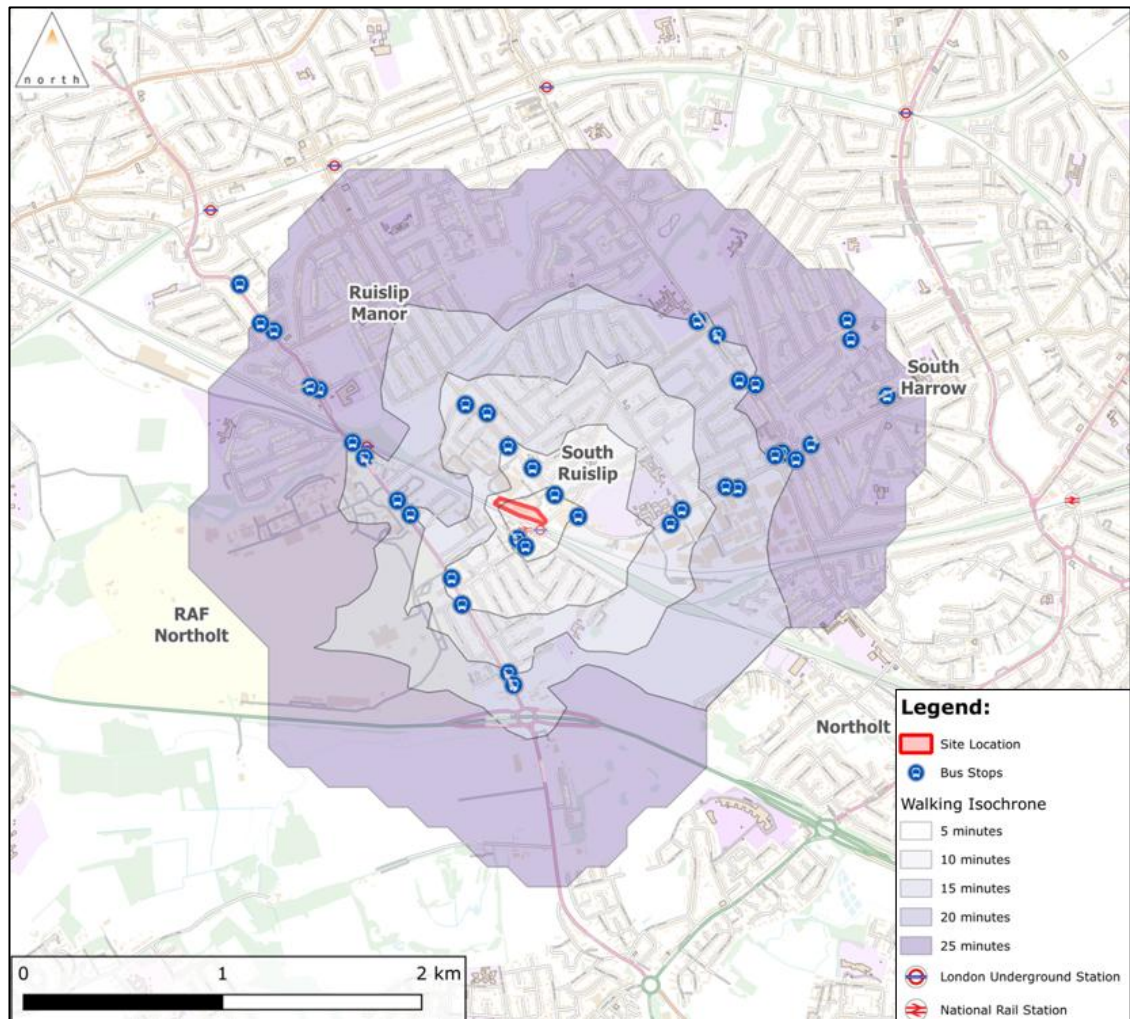


Figure 3.2 – Extract of Walking Isochrone

Accessibility by Cycle

- 3.16 Whilst there are no dedicated on-road cycle lanes within the immediate vicinity of the site, it is considered that the local highway network is suitable for cyclists given the low speed limits and relatively flat topography.
- 3.17 Notwithstanding this, there are a number of London Cycle Network (LCN) Routes within an appropriate cycling distance from the site. These include LCN Route 40 which can be accessed via West End Road (A4180) approximately 1.2 kilometres southwest of the site, which is orientated on an east-west axis and provides a direct cycle connection between Ickenham and Park Royal via North Hillingdon, Northolt and Greenford, and LCN Route 88 which can be accessed via Eastcote Lane approximately 2.5 kilometres east of the site, which is orientated on a north-south axis and provides a direct cycle connection between Hatton and Harrow via Cranford, Yeading and Northolt.
- 3.18 Cycling Isochrone mapping has been prepared to illustrate the areas that can be reached by cycle within a 5 kilometre / 25-minute cycle of the site. An extract of the cyclist isochrone is illustrated in Figure 3.3 below. Figure 3.3 below illustrates a full range of amenities, facilities and services are within an appropriate cycling distance from the site.

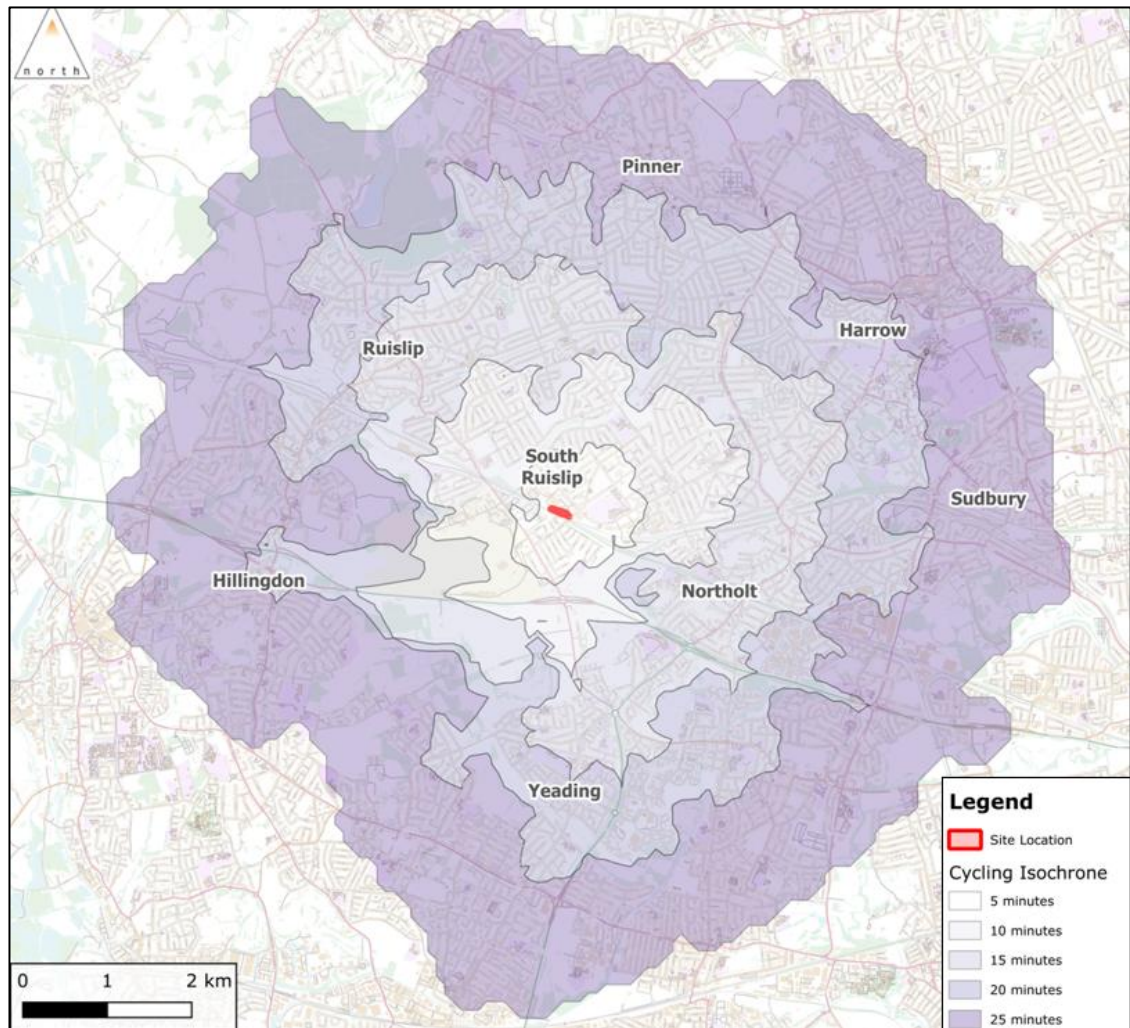


Figure 3.3 – Cycling Isochrone

Public Transport Accessibility Level

3.19 Transport for London has published guidelines on Public Transport Accessibility Levels (PTAL), providing criteria for the identification of public transport access points (for example, stops and stations) that are within walking distance of an application site. PTAL scores range from 1-6 with 6 being high and 1 being low. It is noted that PTAL provides a score reflecting access to public transport services as opposed to accessibility by public transport, assuming a threshold of 640 metres to a bus stop and 940 metres to a rail or tube station. A site’s PTAL does not consider the following:

- ▶ The speed or utility of accessible services;
- ▶ Crowding, including the ability to board services; or
- ▶ Ease of interchange.

3.20 The PTAL of the site has been identified at 2, which indicates 'poor accessibility' to public transport. The low PTAL rating is based solely upon the proximity of local bus and train services. The nearest railway station is within close proximity to the site and provides access onto the Central underground line, as well as a number of other nearby destinations. A number of bus stops are also located to the west of the site which fall just outside of the walking threshold PTAL utilises to calculate accessibility. The available bus and rail facilities within the vicinity of the site are further explained below. The PTAL of the site is illustrated in Figure 3.4 below.

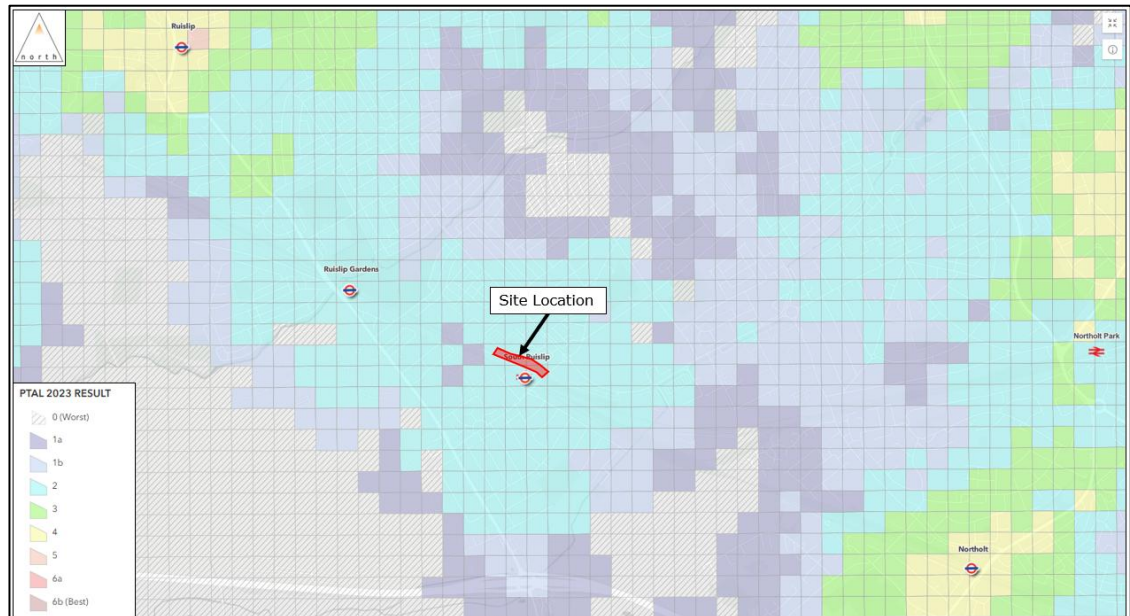


Figure 3.4 – Public Transport Accessibility Level (PTAL) of the Site

Accessibility by Bus

- 3.21 The closest bus stop to the site is located approximately 240 metres northwest of the site access on Victoria Road. The bus stop (known as 'South Ruislip Station Stop A') comprises of a simple 'flag and pole' bus stop and provides access onto the 114 bus service operated by Transport for London. Additional bus stops located across the extent of Victoria Road also provide access onto the 114 bus route.
- 3.22 An additional bus stop is located 600 metres west of the site access located on West End Road (A4180). The bus stop (known as 'Station Approach Stop D') comprises of a simple 'flag and pole' bus stop equipped with a covered bus shelter and provides access onto the 696 and E7 bus services. A summary of the local bus services within an appropriate walking distance from the site is illustrated in Table 3.2 below.

Bus Service	Route	Approximate Frequency of Services		
		Monday-Friday	Saturday	Sunday
114	Mill Hill Broadway Station – Upton Gardens – Harrow Bus Station – Ruislip Station	1 service every 8-12 minutes	1 service every 9-13 minutes	1 service every 10-13 minutes
696	Conway Drive – Fairey Corner – Kingshill Avenue – Paddington Close – R.A.F Northolt – Ruislip Manor Station – Hume Way	2 morning and 2 afternoon bus services daily	No services	No services
E7	Ruislip Station – R.A.F Northolt – Old Ruislip Road – Clifton Road – Ealing Broadway Station	1 service every 12-14 minutes	1 service every 12-14 minutes	1 service every 20 minutes

Table 3.2 – Summary of Local Bus Services

Accessibility by Rail

- 3.23 The closest railway station is South Ruislip railway station located approximately 80 metres southwest of the site access, equivalent to a one-minute walk. South Ruislip railway station is managed by Chiltern Railways and benefits from 14 cycle parking spaces, provided in the form of Sheffield stands, located at the station entrance. It is also noted that South Ruislip railway station provides access onto the Central Underground Line. A summary of the overground and underground rail services available at South Ruislip railway station is provided in Table 3.3 below.

Destination	Route	Approximate Frequency of Services		
		Monday-Friday	Saturday	Sunday
High Wycombe	South Ruislip – Gerrards Cross – Seer Green & Jordans – Beaconsfield – High Wycombe	One service every hour	One service every hour	One service every hour
London Marylebone	South Ruislip – Northolt Park – Wembley Stadium – London Marylebone	One service every 20 minutes	One service every hour	One service every hour
West Ruislip	South Ruislip – West Ruislip	One service every 2 hours	One service every hour	One service every hour
Central Line – London Underground	Ealing Broadway – Shepherd’s Bush – Tottenham Court Road – Holborn – Bank – Liverpool Street – Stratford – Epping	9 services per hour	5 services per hour	5 services per hour

Table 3.3 – Summary of Local Rail Services

Access to Local Amenities

3.24 The site is located to the northwest Ruislip local centre and therefore benefits close proximity to a number of educational, employment and health amenities. A summary of the key amenities, as well as walking and cycling journey times from the site, is provided in Table 3.4 below.

Amenity	Distance from Site	Journey Time	
		Walk	Cycle
West Mead Post Office	300 metres	4 minutes	1 minute
Sainsbury's	170 metres	2 minutes	1 minute
Veterinary Clinic	300 metres	4 minutes	1 minute
West Mead Post Office	300 metres	4 minutes	1 minute
South Ruislip Library	350 metres	5 minutes	2 minutes
St. Mary Church	500 metres	8 minutes	2 minutes
The Gym Group	650 metres	6 minutes	3 minutes
Asda	650 metres	8 minutes	3 minutes
Aldi	750 metres	9 minutes	3 minutes
Queensmead Sport Centre	750 metres	10 minutes	2 minutes
Bourne Primary School	800 metres	11 minutes	3 minutes
Walnut Way GP Practice	850 metres	11 minutes	3 minutes
The Medical Centre	900 metres	13 minutes	3 minutes
South Ruislip Community Centre	900 metres	13 minutes	3 minutes
Deanesfield Primary School	900 metres	12 minutes	3 minutes
Queensmead School	1.1 kilometres	16 minutes	4 minutes

Table 3.4 – Summary of Local Amenities

Modal Split

- 3.25 In order to assess the relative attractiveness of the sustainable modes of transport that the site has access to, the 2011 Census associated with Output Area E01002497 within which the site is located have been interrogated. The data is summarised in Table 3.5 below.

Mode of Travel	Output Area (%)
Underground, metro, light rail, tram	27.5%
Train	6.6%
Bus, minibus or coach	7.9%
Taxi	0.8%
Motorcycle, scooter or moped	1.2%
Car/van driver	46.7%
Car/van passenger	2.4%
Bicycle	1.4%
On foot	5.2%
Other	0.3%
Total	100%

Table 3.5 – Modal Split (Census, 2011)

- 3.26 Table 3.5 above demonstrates that the private car comprises of approximately 46.7% of the modal split of the area. It is noted, however, that there is clear use of underground, rail and bus services for commuting purposes and, as such, there is genuine scope to increase the modal split of the area following the introduction of a car-free residential scheme.

4.0 Development Proposals

Overview

- 4.1 This section provides information on the pre-application discussions with both London Borough of Hillingdon and Transport for London, along with further detail on the proposed access, parking and servicing arrangements having regard to both the advice received at pre-application stage and current best practice guidance.

Proposed Use & Quantum

- 4.2 The development proposals seek the demolition of the Conference Centre, Cash & Carry and vacant office in order to provide 114 residential flats and a 22-bedroom extension to the Savera Hotel. Access to the site will be achieved via the existing access taken from Long Drive. The development is proposed to be 'car-free', with the exception of disabled blue badge parking. Appropriate levels of cycle parking will be provided within the site in accordance with local policy standards. The illustrative site masterplan is included in **Appendix C** and the indicative schedule of accommodation is provided in Table 4.1 below.

Size of Apartment	Number of Apartments
1-Bedroom apartment	29
2-Bedroom apartment	62
3-Bedroom apartment	15
3-Bedroom maisonette	8
Total	114

Table 4.1 - Indicative Schedule of Accommodation

Access Arrangements

Vehicle Access

- 4.3 Access to the site will be achieved via the existing access taken from Long Drive. The existing access has been rationalised and reduced in width to measure approximately 10 metres at the bellmouth in order to ensure that the proposed development is served by a suitable access. A raised table has been incorporated into the site layout in order to facilitate appropriate access for all users. Footways measuring a minimum of 1.8 metres have been provided either side of the access to tie into the existing footways on Long Drive to the south.
- 4.4 The internal access road varies in width between 4.5 to 6.4 metres, ensuring that a minimum of two large cars can pass at any time. Given that the development is 'car-free', it is reasonable to assume that the development proposals are envisaged to generate a minimal number of vehicle movements with the exception of future occupiers who will utilise the proposed disabled parking spaces.

Pedestrian Access

- 4.5 Pedestrian access to the site will be achieved via the continuation of the existing footways on Long Drive. The existing footway to the east of the access will be extend to route into the site and provide a continuous footway, measuring a minimum of 1.8 metres in width, throughout the extent of the site. The existing footway to the west of the access will route north into the site for approximately 10 metres before terminating. A pedestrian crossing measuring approximately 2 metres in width is proposed where the footway terminates and provides a connection between the footways either side of the internal access road.
- 4.6 The existing dropped kerbs equipped with tactile paving at the site access provide an appropriate crossing point across the site access for pedestrians travelling in both directions.

Parking Arrangements

4.7 Car and cycle parking provision for new development within London are informed by Tables 10.2 'Minimum Cycle Parking Standards' and 10.3 'Maximum Residential Parking Standards' of the London Plan (2021). The parking standards are outlined in Tables 2.1 and 2.2 in Section 2 of this Transport Assessment.

Residential Parking – Car Parking

4.8 The proposed residential apartments will adopt a 'car-free' approach and no car parking will be provided within the curtilage of the site, with the exception of accessible parking spaces. A total of 11 accessible parking spaces will be provided to serve the proposed residential flats, which remains in accordance with the standards contained within the London Plan (2021).

4.9 The accessible parking bays on the southern side of the internal access road benefit from a 1.2 metre pedestrian strip on the south side, in addition to a pedestrian crossing point which leads towards the proposed footway on the northern side of the internal access road.

Residential Parking – Cycle Parking

4.10 Cycle parking will be provided in accordance with the standards outlined in Table 2.2 within Section 2 of this Travel Plan. A summary of the cycle parking requirement is provided in Table 4.2 below.

Size of Apartment	Cycle Parking Standard	Number of Units	Required Number of Cycle Parking Spaces
1-Bedroom apartment	1.5 spaces per 2-person 1-bedroom dwelling	29	44
2-Bedroom apartment	2 spaces per for all other dwellings	62	124
3-Bedroom apartment		15	30
3-Bedroom maisonette		8	16
Visitor parking	2 spaces for 5 to 40 dwellings and 1 space per 40 dwellings thereafter	-	4
Total		114	218

Table 4.2 – Cycle Parking Requirements (Derived From Standards Contained Within Table 10.2 of The London Plan, 2021)

4.11 Table 4.2 above demonstrates that the development is required to provide a minimum of 218 cycle parking spaces within the curtilage of the site. Table 4.3 below provides a summary of the minimum required cycle parking per individual block.

Block	Size of Apartment	Cycle Parking Standards	Number of Units	Requirement
Block 2	1-Bedroom apartment	1.5 spaces per 2-person 1-bedroom dwelling	14	21
	2-Bedroom apartment	2 spaces per for all other dwellings	20	40
	3-Bedroom maisonette		8	16
Total			42	77
Blocks 3.1 – 3.3 (Requirements for each block)	1-Bedroom apartment	1.5 spaces per 2-person 1-bedroom dwelling	5	8
	2-Bedroom apartment	2 spaces per for all other dwellings	14	28
	3-Bedroom apartment		5	10
Total			24 (x3)	46 (x3)

Table 4.3 – Summary of Proposed Cycle Parking

- 4.12 Table 4.3 above indicates that a total of 77 cycle parking spaces should be provided to serve Block 2. Blocks 3.1, 3.2 and 3.3 should each be provided with 46 cycle parking spaces, totalling to 138 cycle parking spaces. A total of 215 cycle parking spaces are therefore proposed to serve future residents.
- 4.13 In addition to the standards outlined in Table 4.3, appropriate cycle parking should be provided for visitors. Visitor cycle parking standards are contained within Table 10.2 'Minimum Cycle Parking Standards' which are replicated in Table 2.2 contained within Section 2 of this Transport Assessment. Two visitor cycle parking spaces should be provided for 5 to 40 dwellings, with an additional cycle parking space per 40 dwellings thereafter. Three Sheffield stands are provided for Block 2 and two Sheffield stands are provided for Blocks 3.1-3.3, providing a total of 18 visitor cycle parking spaces.
- 4.14 As such, a total of 233 cycle parking spaces are to be provided within the curtilage of the site. Appropriate cycle parking provision has been accommodated within each individual block on the ground levels within a dedicated cycle store.
- 4.15 The provision of cycle parking has been determined having regard to the design requirements contained within the London Cycle Design Standards, and comprise a mix of two-tier cycle racks, Sheffield standards and accessible cycle parking spaces.

Hotel Parking – Car Parking

- 4.16 It is understood that, under the existing arrangements, there are a total of approximately 55 car parking spaces within the curtilage of the site. The existing car park is not formally rationalised and parking is shared between the existing cash and carry and the hotel.
- 4.17 Whilst the development proposals seek to increase the bedroom occupancy of the hotel from 78-bedrooms to 100-bedrooms, the total number of car parking spaces will be reduced to 32, four of which are accessible car parking spaces. The four accessible parking spaces are located directly adjacent to the existing hotel, whilst the remaining 28 car parking spaces are located either within the proposed car park to the northwest of the hotel, which is wholly contained within the area surrounded by Block 2, or on the southern side of the internal access road to the south of the proposed hotel extension. It should be reiterated that the proposed car park will only be available to hotel guests and no residents of Block 2 will be permitted to utilise any of the car parking spaces.

- 4.18 The proposed car park will be gated and future guests of the hotel will be required to pre-book a car parking space in advance of their arrival, although guests will be reminded that there is no guarantee that any car parking spaces will be available. Future guests of the hotel will not be permitted to arrive and utilise the car parking space without prior booking. It will be ensured that the hotel will be responsible for the ongoing management of the car park and appropriate measures will be implemented during operation to ensure the integrity of the car park arrangements are retained, e.g. through appropriate signage and permits. It is envisaged that the car park gate will remain locked and hotel guests will only be able to access the car park via a code received from pre-booking.

Hotel Parking – Cycle Parking

- 4.19 With regard to cycle parking provision for the hotel, it is noted that Table 10.2 'Minimum Cycle Parking Standards' of the London Plan (2021) requires one long-term cycle parking space per 20 bedrooms and one short-term cycle parking space per 50 bedrooms. It is proposed that four Sheffield stands will be provided and positioned directly adjacent to the proposed hotel loading bay. The location of the short-stay cycle parking spaces is illustrated in Figure 5.4 below. It is envisaged that long-stay cycle parking for staff will be kept internally within the hotel and will remain secure and sheltered.
- 4.20 The illustrative location of the proposed car and cycle parking are illustrated in Figures 7.1 to 7.4 within Section 7 of this Travel Plan.

Car Club Arrangements

- 4.21 A car club vehicle and parking space is proposed immediately adjacent to the accessible parking spaces located to the south of the existing hotel. Car clubs can assist in replacing private cars with a much smaller number of efficiently-used vehicles and will provide future residents with an opportunity to utilise the private car if necessary. It is envisaged that a car club management company, such as Enterprise or CoMo, will be approached regarding the installation, management and operation of a car club. It is also envisaged that only future residents will be able to utilise the car club vehicle and future residents will be provided with a free membership, the length of which is to be determined by the car club management company.

5.0 Management

- 5.1 A Travel Plan Co-ordinator will be appointed and funded by the land owner/site operator/management company/housing association to oversee the management, development, implementation, monitoring, reviewing and reporting of the Travel Plan.
- 5.2 Contact details for the Travel Plan Co-ordinator will be provided to the London Borough of Hillingdon when the Travel Plan Co-ordinator is appointed and updated upon any subsequent transfer of the role or change in contact details. The appointed Travel Plan Co-ordinator will carry out the following activities during the lifetime of the Travel Plan:
- ▶ Administer documentation relating to the Travel Plan;
 - ▶ Be a point of contact for site residents regarding site-related travel enquiries;
 - ▶ Produce and supply the Travel Information Pack;
 - ▶ Manage the Plan monitoring, reviewing, and reporting programme by organising travel surveys, analysing the results, using the results to review the Travel Plan, and supplying this information to London Borough of Hillingdon in Monitoring Reports; and
 - ▶ Liaise with London Borough of Hillingdon regarding approval of each Monitoring Report, and sign-off of the final Report thereby concluding the Travel Plan process.
- 5.3 The Travel Plan Co-ordinator will work closely with the hotel management to ensure that staff and guests of the hotel are included in any measures/surveys alongside residents of the housing site.

6.0 Targets

Overview

- 6.1 To illustrate the modes that residents of the proposed development are likely to use for commuting trips data have been extracted from the 2011 Census.
- 6.2 The 2011 Census data is used as opposed to the 2021 Census data given that the 2021 data are affected by travel restrictions, changes in working practices, and alterations to travel habits due to the Covid-19 pandemic, and the means of collecting Census data that year affects records of working at/from home. The 2021 Census data are therefore inappropriate for assessing travel to work patterns, which is the predominant trip purpose during peak periods of travel.
- 6.3 These data are used to present an indicative target illustrating a likely future modal split for residents at the proposed development, which can be refined using data collected directly from site residents through this Travel Plan’s monitoring programme.

Modal Splits

- 6.4 In order to assess the relative attractiveness of the sustainable modes of transport that the site has access to, the 2011 Census associated with Output Area E01002497 within which the site is located have been interrogated. The data is summarised in Table 6.1 below.

Mode of Travel	Output Area (%)
Underground, metro, light rail, tram	27.5%
Train	6.6%
Bus, minibus or coach	7.9%
Taxi	0.8%
Motorcycle, scooter or moped	1.2%
Car/van driver	46.7%
Car/van passenger	2.4%
Bicycle	1.4%
On foot	5.2%
Other	0.3%
Total	100%

Table 6.1 - Modal Split (Census, 2011)

- 6.5 Information in Table 6.1 indicates over half of trips are currently taken using sustainable modes, with a noticeable 27.5% of trips being taken by underground, metro, light rail and tram. The residential aspect of the development will be car-free and, as such, will further increase the proportion of travel by sustainable modes.

Aspirational Target

- 6.6 Given that the residential aspect of the development proposals are car-free, albeit with the exception of accessible parking spaces, an aspirational target for car/van driver can be set at <1%. As such, the modified modal split which takes into account the car-free nature of the residential proposals is summarised in Table 6.2 below.

Mode of Travel	Output Area (%)
Underground, metro, light rail, tram	40%
Train	14%
Bus, minibus or coach	14%
Taxi	1%
Motorcycle, scooter or moped	1%
Car/van driver	1%
Car/van passenger	0%
Bicycle	14%
On foot	15%
Other	1%
Total	100%

Table 6.2 – Aspirational Modal Split

- 6.7 With regard to the modal split of the hotel, it is envisaged that a baseline survey will be undertaken for staff upon the construction of the hotel extension. This will be undertaken by the Travel Plan Co-Ordinator, which will assist in informing targets for monitoring and/or increasing, as necessary, the use of active and/or sustainable travel to and from the site, and the data will be provided to London Borough of Hillingdon in report format. The surveys will be repeated on the first, third and fifth anniversaries of the initial travel survey and reported to London Borough of Hillingdon within six weeks of the completion of each survey.
- 6.8 The Travel Plan monitoring period will conclude upon approval of the fifth anniversary report, assuming the Travel Plan targets have been met.

7.0 Measures

Overview

- 7.1 This section set outs a package of Travel Plan measures that will be implemented by the land owner, site operator, management company, housing association, their successor(s) in title, or their appointed representative(s).

Measures to Promote Walking

- 7.2 To support and encourage travel to and from the site on foot:
- ▶ Promotional information will be produced in hard and/or electronic copy advising residents, hotel guests and staff about pedestrian routes to and from the site with indicative walking distances and times to local amenities shown;
 - ▶ Residents and staff will be made aware of the health benefits of walking;
 - ▶ Site design will accommodate trips on foot, and will link the site in with the existing walking network near the site;
 - ▶ Parents/carers of school-age children will be encouraged to discuss active travel opportunities with personnel at their child's/children's school (e.g. Walking Bus and 'park and stride'); and
 - ▶ Residents will be provided with a financial incentive supporting walking through provision of a travel voucher.
- 7.3 The development proposals seek to provide a continuous footway, measuring a minimum of 1.8 metres in width, on the north side of the internal access road. The proposed footway will tie into the existing footway on the eastern side of the site access junction. The existing site access benefits from dropped kerbs equipped with tactile paving and provides an appropriate crossing point for pedestrians crossing in both directions. An additional pedestrian crossing is provided approximately 10 metres northeast of the site access and provides a connection between the footways either side of the internal access road.

Measures to Promote Cycling

- 7.4 To support and encourage travel to and from the site by cycling:
- ▶ Residents, hotel guests and staff will be provided with information covering cycle routes to the site, with indicative cycling distances and times shown, particularly to local amenities;
 - ▶ Residents and staff will be made aware of the health benefits of cycling;
 - ▶ Cycle parking facilities will be provided on site for residents;
 - ▶ Parents/carers of school-age children will be encouraged to discuss active travel opportunities with personnel at their child's/children's school (e.g. Walking Bus and 'park and stride'); and
 - ▶ Residents will be encouraged to investigate any support available from their employer for cycling their commute, e.g. central Government's 'Cycle to Work' scheme through which cycles and/or cycling equipment can be purchased VAT-free.

Residential Cycle Parking

- 7.5 Cycle parking is to be provided in accordance with the standards contained within Table 10.2 'Minimum Cycle Parking Standards' of the London Plan (2021). A comprehensive review of the proposed cycle parking strategy is contained within paragraphs 5.15 to 5.19 of the submitted Transport Assessment.

7.6 In summary, a total of a 233 cycle parking spaces are to be provided within the curtilage of the site to serve the proposed 114 residential apartments, equating to a ratio of 2.04 cycle parking spaces per apartment. The proposed cycle parking comprises of 215 long-stay cycle parking spaces (e.g. for residents) and 18 short-stay cycle parking spaces (e.g. for visitors). The location of each cycle store and accompanying visitor parking is illustrated in Figure 7.1 below.

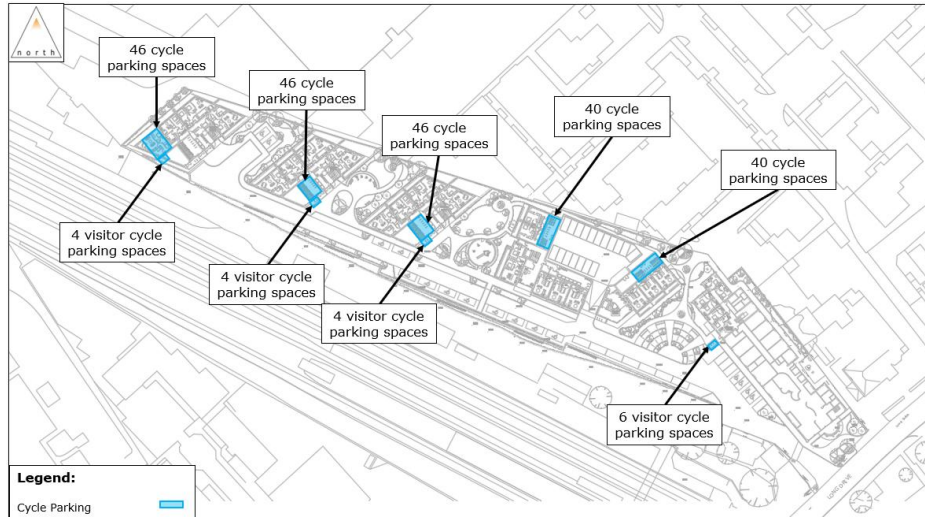


Figure 7.1 - Illustrative Location of Residential Cycle Parking

Hotel Cycle Parking

7.7 Table 10.2 'Minimum Cycle Parking Standards' of the London Plan (2021) requires one long-term cycle parking space per 20 bedrooms and one short-term cycle parking space per 50 bedrooms. It is proposed that four Sheffield stands will be provided and positioned directly adjacent to the proposed hotel loading bay. The location of the hotel cycle parking spaces is illustrated in Figure 7.2 below.

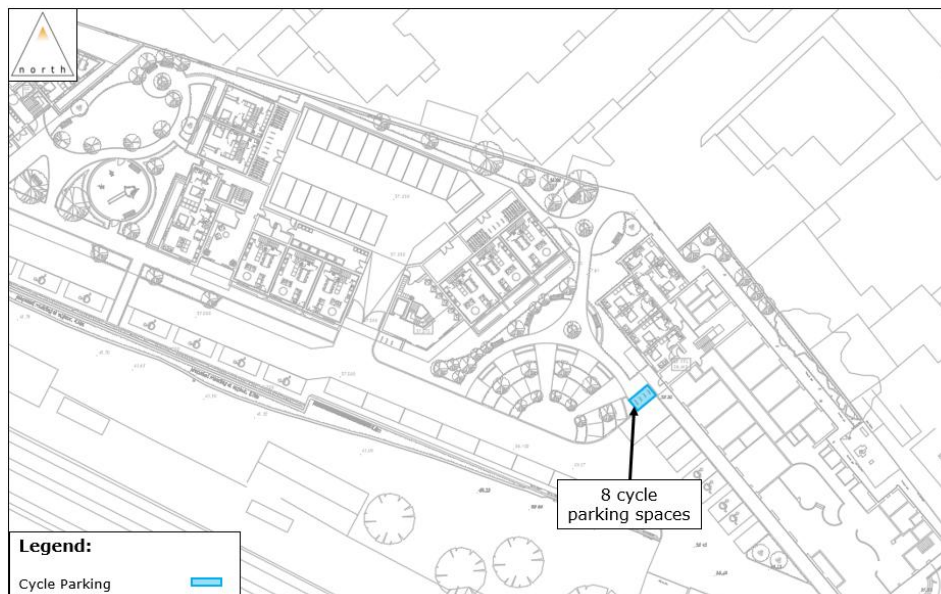


Figure 7.2 - Illustrative Location of Hotel Cycle Parking

Measures to Promote Public Transport

- 7.8 To support and encourage residents, hotel guests and staff to travel to and from the site by public transport:
- ▶ residents will be provided with information about the bus and rail services operating from bus stops near the site;
 - ▶ facilities at bus stops near the site and at local railway stations will be described to residents;
 - ▶ details of any advertised discounts for trips made by public transport will be provided to residents;
 - ▶ residents will be encouraged to investigate any support available from their employer for use of public transport, e.g. public transport season ticket loans; membership of a discount scheme; etc.; and,
 - ▶ the ease of reaching nearby public transport interchanges using active and/or sustainable modes will be detailed to residents by describing routes, times and distances for such journeys.

Measures to Reduce the Need to Travel

- 7.9 Residents will be advised of techniques that can reduce the need to travel, in the form of working at/from home (where roles and employment policies permit), linking trips (combining functional and leisure trips; carrying out multiple activities on one journey), and shopping/communicating/socialising online. Hotel staff will be encouraged to travel to and from the site via sustainable and active travel methods.

Use of Cleaner-Fuelled Vehicles and Cycles

- 7.10 Residents will be provided with information about considerations involved in the purchase and use of cleaner-fuelled cars (electric/hybrid), motorcycles (electric) and electric cycles/scooters, including the legal requirements in place at the time for the use of electric cycles/scooters.
- 7.11 Residents will be encouraged to investigate any support available from their employer for use of cleaner-fuelled vehicles, e.g. subsidised purchase of electric/hybrid vehicles; central Government's 'Cycle to Work' scheme through which electric cycles and/or cycling equipment can be purchased VAT-free; etc..
- 7.12 The availability of any nearby hire cycle schemes and any nearby car club vehicles through which use of electric vehicles can be accessed will be advised to residents.

Proposed Car Parking Arrangements

Residential Car Parking

- 7.13 The proposed residential apartments will adopt a 'car-free' approach and no car parking will be provided within the curtilage of the site, with the exception of accessible parking spaces. A total of 11 accessible parking spaces will be provided to serve the proposed residential flats, which remains in accordance with the standards contained within the London Plan (2021). The location of the accessible parking spaces are illustrated in Figure 7.3 below.



Figure 7.3 – Illustrative Location of Accessible Parking Spaces and Car Club Space

Hotel Car Parking

- 7.14 It is understood that, under the existing arrangements, there are a total of approximately 55 car parking spaces within the curtilage of the site. The existing car park is not formally rationalised and parking is shared between the existing cash and carry and the hotel.
- 7.15 Whilst the development proposals seek to increase the bedroom occupancy of the hotel from 78-bedrooms to 100-bedrooms, the total number of car parking spaces will be reduced to 32, four of which are accessible car parking spaces. The four accessible parking spaces are located directly adjacent to the existing hotel, whilst the remaining 28 car parking spaces are located either within the proposed car park to the northwest of the hotel, which is wholly contained within the area surrounded by Block 2, or on the southern side of the internal access road to the south of the proposed hotel extension. It should be reiterated that the proposed car park will only be available to hotel guests and no residents of Block 2 will be permitted to utilise any of the car parking spaces.
- 7.16 The proposed car park will be gated and future guests of the hotel will be required to pre-book a car parking space in advance of their arrival, although guests will be reminded that there is no guarantee that any car parking spaces will be available. Future guests of the hotel will not be permitted to arrive and utilise the car parking space without prior booking. It will be ensured that the hotel will be responsible for the ongoing management of the car park and appropriate measures will be implemented during operation to ensure the integrity of the car park arrangements are retained, e.g. through appropriate signage and permits. It is envisaged that the car park gate will remain locked and hotel guests will only be able to access the car park via a code received from pre-booking.
- 7.17 The proposed hotel car parking arrangements are illustrated in Figure 7.4 below.

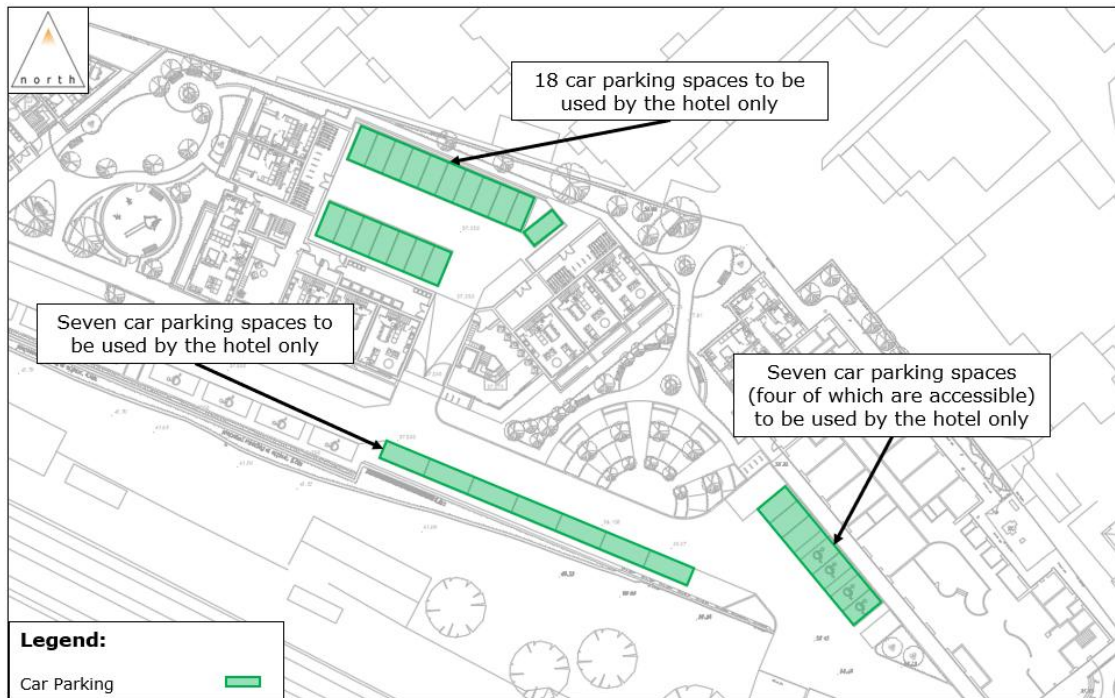


Figure 7.4 – Illustrative Location of Hotel Car Parking

Proposed Car Club Arrangements

7.18 A car club vehicle and parking space is proposed immediately adjacent to the accessible parking spaces located to the south of the existing hotel. Car clubs can assist in replacing private cars with a much smaller number of efficiently-used vehicles and will provide future residents with an opportunity to utilise the private car if necessary. It is envisaged that a car club management company, such as Enterprise or CoMo, will be approached regarding the installation, management and operation of a car club. It is also envisaged that only future residents will be able to utilise the car club vehicle and future residents will be provided with a free membership, the length of which is to be determined by the car club management company. The location of the car club parking space is illustrated in Figure 7.3 above.

Participation in the Travel Plan Programme

- 7.19 Residents will be advised about the appointed Travel Plan Co-ordinator and their role in managing and delivering the Travel Plan programme, alongside contact details for the Travel Plan Co-ordinator, and the opportunities for residents to participate in travel surveys, provide travel-related input, etc..
- 7.20 Opportunities to get involved in supporting and promoting use of active and/or sustainable travel will be advertised to residents and staff, such as through the formation of and/or participation in a public transport users’ group, and/or an active travel users’ group, and/or an electric car users’ group (or one overall group of interested people).
- 7.21 Residents will be advised about opportunities to get involved in active and/or sustainable travel events, such as Cycle to Work Week, TravelWise Week as part of European Mobility Week, Clean Air Week, etc..
- 7.22 Details of organisations working in the active and/or sustainable travel arena (e.g. Sustrans; Living Streets; CoMo; Healthy Air; etc.) will be supplied to residents, promoting and encouraging residents’ active participation in such organisations.

Local Community Transport

- 7.23 Any available local community transport services will be described to residents covering details of the services operated, and how to access those services.

Assistance Available for Mobility-Impaired Travellers

- 7.24 Any assistance available for travellers with additional mobility needs will be supplied to residents, such as any support available from the Council, and/or at local railway stations.

Mitigation Measures

- 7.25 Should it be identified that progress is not on track to meet the Plan targets, mitigation measures will be discussed between the land owner/site operator/management company/housing association or their successor(s) in title/appointed representative(s) and London Borough of Hillingdon, with a view to agreeing suitable mitigation measures, such as extending the Plan monitoring period to 9 years.

Management

- 7.26 As set out in this Travel Plan, a Travel Plan Co-ordinator will be appointed and funded to oversee the management, development, implementation, monitoring, reviewing, and reporting of the Travel Plan.

8.0 Monitoring

Overview

- 8.1 To track implementation of the Plan measures, to collect travel survey data, and to undertake a review of progress towards achievement of the Plan targets, a monitoring, reviewing, and reporting programme will be implemented.
- 8.2 This programme of collecting site-specific travel data will begin whilst the site is being occupied and conclude five years later. The monitoring programme will be undertaken to ensure that:
- ▶ Progress can be tracked towards achieving the targeted reduction in single-occupancy vehicle usage, with the commensurate increase in use of active and/or sustainable modes;
 - ▶ The Travel Plan implementation measures can be reviewed and tailored accordingly; and
 - ▶ Use of the site-related facilities can be recorded and assessed.
- 8.3 The Travel Plan Co-ordinator will manage and administer the monitoring programme as funded by the land owner/site operator/management company/housing association, their appointed representative(s), or their successor(s) in title.

Monitoring of Residential Apartments

Monitor

- 8.4 The first set of site-specific travel data will be collected at 50% occupation of the development through use of a household travel questionnaire.
- 8.5 Subsequent surveys will be undertaken on the first, third, and fifth anniversaries of the baseline survey, using the Standard Assessment Methodology (SAM) devised by TRICS (Trip Rate Information Computer System).

Review

- 8.6 The first set of site-specific travel data will be used to produce site-specific targets.
- 8.7 After each round of monitoring, the data will be used to:
- ▶ Inform consideration of progress towards achieving the Plan targets;
 - ▶ Review the Travel Plan measures to retain and/or enhance those that are positively supporting active and/or sustainable travel, and to amend or abandon those that are not, with suitable measures being substituted as appropriate; and
 - ▶ Review the Travel Plan Action Plan considering the above information.

Report

- 8.8 The survey data, content of the Plan review, revised targets and an updated Action Plan will be set out in a Monitoring Report.
- 8.9 Monitoring Reports will be submitted to London Borough of Hillingdon within 3 months of receipt of the survey data, for approval by the Council.

Monitoring of Hotel

- 8.10 With regard to the modal split of the hotel, it is envisaged that a baseline survey will be undertaken for staff upon the construction of the hotel extension. This will be undertaken by the Travel Plan Co-Ordinator, which will assist in informing targets for monitoring and/or increasing, as necessary, the use of active and/or sustainable travel to and from the site, and the data will be provided to London Borough of Hillingdon in report format. The surveys will be repeated on the first, third and fifth anniversaries of the initial travel survey and reported to London Borough of Hillingdon within six weeks of the completion of each survey.
- 8.11 The Travel Plan monitoring period will conclude upon approval of the fifth anniversary report, assuming the Travel Plan targets have been met.

9.0 Action Plan

9.1 A summary of the Travel Plan measures is provided in the Action Plans within Tables 9.1 and 9.2 covering the residential apartments and hotel, respectively, alongside the party/ies responsible in each instance, and an indicative timeline.

Action	Party/ies Responsible	Indicative Timeline
Provide on-site travel facilities: Car parking Cycle Parking	Developer	During Construction
Appoint Travel Plan Co-Ordinator		Prior to occupation
Produce Travel Information Pack	Travel Plan Co-Ordinator	
Issue Travel Information Pack	Site Operator / Management Company	Upon Occupation
Arrange Initial Travel Survey	Travel Plan Co-Ordinator and Site Operator / Management Company	Once 50% of all dwellings are occupied
Use survey data to review Travel Plan		Within 3 months of receiving survey data
Produce and Submit Monitoring Report		
Approve Monitoring Report	London Borough of Hillingdon	Within 3 months of receiving survey data
Arrange Anniversary Travel Surveys	Travel Plan Co-Ordinator and Site Operator / Management Company	1 st , 3 rd and 5 th anniversaries
Use survey data to review Travel Plan		Within 3 months of receiving survey data
Produce and submit monitoring report		
Approve monitoring report		
Secure approval and final sign-off of Travel Plan	Travel Plan Co-Ordinator and Site Operator / Management Company	Within 3 months of receiving survey data

Table 9.1 – Action Plan – Residential Apartments

Action	Party/ies Responsible	Indicative Timeline
Provide on-site travel facilities: Car parking Cycle Parking	Developer	During Construction
Appoint Travel Plan Co-Ordinator		Prior to occupation
Produce Travel Information Pack for Staff	Hotel Management / Travel Plan Co-Ordinator	
Issue Travel Information Pack for Staff	Hotel Management / Management Company	Upon Occupation
Arrange Initial Staff Travel Survey	Travel Plan Co-Ordinator and Site Operator / Hotel Management	Once 50% of all dwellings are occupied
Use survey data to review Travel Plan		Within 3 months of receiving survey data
Produce and Submit Monitoring Report		
Approve Monitoring Report	London Borough of Hillingdon	Within 3 months of receiving survey data
Arrange Anniversary Staff Travel Surveys	Travel Plan Co-Ordinator and Site Operator / Management Company	1 st , 3 rd and 5 th anniversaries
Use survey data to review Travel Plan		Within 3 months of receiving survey data
Produce and submit monitoring report		
Approve monitoring report		
Secure approval and final sign-off of Travel Plan	Travel Plan Co-Ordinator and Site Operator / Hotel Management	Within 3 months of receiving survey data

Table 9.2 – Action Plan – Hotel Staff