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# PROLOGIS PARK, HEATHROW

## Strategic Travel Plan

06/09/2013

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# Quality Management

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# PROLOGIS PARK, HEATHROW

## Strategic Travel Plan

Prologis Distribution Park, Stockley Rd, West Drayton UB7 9FN

06/09/2013

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# 1 Introduction

## 1.1 Background

- 1.1.1 WSP UK Ltd has been commissioned by Prologis UK Ltd to prepare a Strategic Level Travel Plan for a Phase 3 development at Prologis Park, Stockley Road in Hayes, Greater London. The site location is shown in **Figure 1**. The development is part of a larger commercial development at Prologis Park, which has already been built. For the purpose of this report, and to distinguish the Phase 3 site from the overall site, the Phase 3 site will be referred to as the “Development” whilst the whole site will be referred to as “Prologis Park”.
- 1.1.2 A Framework Travel Plan was prepared for the Development as part of the Prologis UK Ltd planning detailed planning application for the development of the site comprising 14,383 sqm of B8, ancillary offices in three units and associated car and cycle parking (LPA ref: 18399/APP/2013/1019).
- 1.1.3 Prologis UK Ltd was subsequently granted planning permission, with conditions, by London Borough of Hillingdon (LBH) in July 2013. Condition 10 of planning permission LPA ref: 18399/APP/2013/1019 states that prior to commencement of the Development a travel plan shall be submitted to and approved in writing by the Local Planning Authority.
- 1.1.4 The preparation of this travel plan has therefore been undertaken in compliance with Condition 10 and in consideration of national and local travel plan policy guidance, as detailed in Chapter 2. This travel plan presents measures in the interests of promoting sustainable travel and reducing the reliance on private car-based forms of transport for employee and visitor journeys to and from the Development.

## 1.2 The Travel Plan

- 1.2.1 This travel plan demonstrates Prologis UK Ltd commitment to ensuring future employees and visitors are encouraged to adopt sustainable travel patterns. The initiatives outlined for the Development as part of this document will be delivered by Prologis UK Ltd and the Development’s eventual occupiers.
- 1.2.2 Objectives, targets and indicators are included within this travel plan to monitor change and, where necessary, amend those elements which have not been effective. Therefore, this travel plan will evolve to match the on-going and changing travel patterns of visitors and staff to the Development site.
- 1.2.3 The remainder of the travel plan is set out as follows:
- Chapter 2: Outlines the travel plan policy overview, aim, objectives and benefits.
  - Chapter 3: Includes details of the site assessment
  - Chapter 4: Sets out the travel plan modal split targets
  - Chapter 5: Provides details of the travel plan measures to be introduced
  - Chapter 6: Sets out a management structure for delivery of the travel plan
  - Chapter 7: Provides an approach for monitoring progress and review
  - Chapter 8: Identifies the action plan and commitment to funding
  - Chapter 9: Concludes with a summary of the document.

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## 2 Travel Plan Aim and Objectives

### 2.1 Overview

- 2.1.1 A workplace travel plan is a long-term strategy to encourage users of a workplace to travel by sustainable transport options, and reduce their reliance on the private car. This involves looking at the current travel patterns associated with the workplace and then introducing a package of measures aimed at promoting sustainable travel. A travel plan should be reviewed on a regular basis and modified if the targets within the Plan are not being met.

### 2.2 Policy and Guidance

- 2.2.1 National transport policy recognise the travel plans are important management tools and when implemented as part of a comprehensive transport strategy, make it possible to achieve modal shift away from private car-based transport, toward more environmentally sustainable forms of travel.
- 2.2.2 Within national guidance, **Creating Growth, Cutting Carbon: Making Sustainable Local Transport Happen** (DFT, January 2011) acknowledges that for some journeys, the car is the only viable mode and therefore low emission vehicles are also an important part of the mix. However sustainable transport options should be promoted and encouraged where possible as viable alternatives to car travel.
- 2.2.3 Local guidance in travel planning is given within the document **Travel Planning for New Development in London** (TfL, 2011). This document contains guidance based on lessons learnt and experiences gained over recent years in terms of travel planning. It provides an overview of the steps involved in developing a travel plan and fundamental requirements relating to the scale of the development, amount of information, implementation, management, monitoring and enforcement.
- 2.2.4 The document states that objectives and targets set out in the travel plan should be based on trip rates and modal shift projections agreed in the transport assessment and include targets to reduce single occupancy vehicle trips, promote healthy travel (walking and cycling), reduce peak-time deliveries and reduce CO2 emissions. Other considerations within this guidance are summarised below:
- A travel plan in accordance with the guidance, leading by example and providing funding stream.
  - A Travel Plan Coordinator must be appointed to take on the responsibility for the travel plan including the implementation, monitoring and progress reporting.
  - The travel plan should also describe the plan will be managed providing full details of the approach to travel plan coordination
  - Monitoring of all strategic level travel plans (more or equal than 2,500m<sup>2</sup> for B8) must be TRAVL compliant; and
  - ATTrBuTe assessments are also provided as an assessment tool to evaluate the overall quality of the travel plan

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## 2.3 Travel Plan Aim

2.3.1 To support these planning and transport policy objectives, this travel plan will have the following headline aim:

***To reduce the overall number of private car journeys to and from the Development site and to encourage the uptake of lower carbon, sustainable transport options***

## 2.4 Travel Plan Objectives

2.4.1 To achieve this aim, the specific supporting objectives for our travel plan are to:

1. Ensure that all staff at the Development site and visitors to Prologis Park are made aware of the travel plan;
2. Promote sustainable transport options, such as public transport, as the primary modes of travel for staff and visitors to the site;
3. Promote car sharing amongst staff and visitors;
4. Promote 'smarter choices working practices';
5. Reduce vehicle carbon emissions through the take up of alternative transport modes;
6. Work in partnership, where possible, with neighbouring business occupiers to enhance the site-wide benefits of travel plan measures;
7. Maintain direction and progress in travel planning through continued management and review.

2.4.2 The above objectives will be achieved by introducing a package of measures that focus on promoting access to the site by sustainable modes of transport as an alternative to the private car.

2.4.3 This will encourage staff and visitors to consider sustainable travel as opposed to single occupancy car travel to and from the site.

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## 3 Site Assessment

### 3.1 Introduction

3.1.1 A summary of the existing conditions surrounding the site is presented throughout this chapter.

### 3.2 The Site

3.2.1 The Development site is located approximately 0.5 km north of Junction 4 of the M4 motorway, to the east of the A408 Stockley Road. Heathrow Airport is located approximately 2 km to the south of the site. Hayes town centre lies 2 km to the east and West Drayton town centre 2 km to the west. The location and boundaries of the site is shown in **Figure 1**.

3.2.2 Prologis Park is bounded to the north by the Paddington to Bristol railway line whilst the Heathrow Express rail link runs to the west. To the east it is bounded by residential development and an access road from the A408 runs along the south of Prologis Park. The park is situated in a mixed use area, with existing industrial uses to the north and north-west, whilst the areas to the east and west are predominantly residential with open Green Belt Land to the south-west.

3.2.3 At the present time, an end occupier has not been identified at the Development site. After the occupier is known it will be possible to inform to TfL in due course.

### 3.3 Pedestrian, Cycle and Public Transport Provision

#### **Pedestrian and cycling infrastructure**

3.3.1 The area surrounding Prologis Park enjoys good pedestrian links with an established network of footways and cycleways. Residential roads to the east all benefit from lit footways whilst low traffic volumes in the residential area ensure pleasant on-street cycle routes.

3.3.2 Hayes town centre and Hayes and Harlington railway station are located within 2 km of Prologis Park which equates to approximately a 7 minute cycle ride or 25 minute walk. The surrounding network offers a good opportunity to encourage walking and cycling as an optional travel mode for short distances as local facilities within the Town Centre.

#### **Bus services**

3.3.3 A number of buses run along the roads surrounding Prologis Park. The nearest bus stops are located on the Prologis Park access road serving route U4, and on Stockley Road north of the junction with the site access road, serving bus route A10, A30 and A40. Details of the bus routes and frequencies are shown in **Table 3** and **Figure 2** shows the bus routes closest to Prologis Park.



**Table 3.1 - Bus Frequencies in the Vicinity of Prologis Park**

Route	Route	Days of Operation	Peak Frequency (per/hour/direction)	Off Peak Frequency (per/hour/direction)
U4	Prologis Park – Uxbridge Station	Monday-Sunday	5-6	5-6
U5	Prologis Park – Uxbridge Station	Monday-Sunday	4-6	4-6
A10	Heathrow Airport - Stockley Park - Uxbridge	Monday-Sunday	4	4
A40/740	High Wycombe - Beaconsfield - Uxbridge - Heathrow Airport	Monday-Sunday	1	1
A30	Chesham - Amersham - Chalfonts - Uxbridge - Heathrow	Monday-Saturday	1	1
222	Uxbridge - West Drayton - Hounslow	Monday-Sunday	6-10	5

Source: <http://traveline.info/> (September 2013)

3.3.4 **Table 3.1** shows that Prologis Park advantages from a good accessibility in terms of bus transport. The Development is well served by bus services in a frequent network with good coverage on the vicinity. From hourly services up to services every 6 minutes are offered in the area providing an excellent opportunity for staff and visitors to reach the Development by bus.

#### **Railway services**

3.3.5 The nearest railway station is Hayes and Harlington located approximately at 2km from the Development (25 minute walk) which is suggested by the Chartered Institution of Highways and Transportation (CIHT) in their publication 'Guidelines for Providing for Journeys on Foot' (2000) as 'considered distance' for commuting (school and recreation) purposes. Rail services at the station are provided by First Great Western.

3.3.6 The railway station provides frequent access from London Paddington and Reading as well as other locations. Details of rail services are shown in **Table 3.2**.

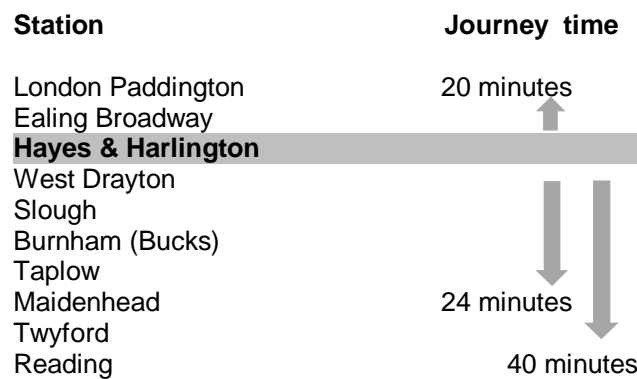
**Table 3.2 - Rail frequencies at Hayes and Harlington railway station**

Destination	Frequency	
	AM Peak (per/h)	PM Peak (per/h)
London Paddington	6	7
Reading	6	7

Source: www.nationalrail.co.uk (September 2013)

3.3.7 **Table 3.2** shows that Hayes and Harlington Railway Station is well served by train with frequent services. **Graph 3.1** shows the stations served by the train services in Hayes and Harlington railway station, while interchanges at both Reading and Paddington provide connections to all regional and national locations.

**Graph 3.1 - Journey times from Hayes and Harlington railway station to Reading and London Paddington railway stations**



3.3.8 **Table 3.2** and **Graph 3.1** show that the Development is possess also good accessibility in terms of rail access.

### 3.4 Highway Network

3.4.1 Vehicular access to Prologis Park is currently taken from the New Access road via a three arm signalised roundabout. New Access road is a single carriageway with wide footway provision on the side adjacent to Prologis Park. The A408 Stockley Road runs to the west of Prologis Park, in a north - south direction. To the south, the A408 Stockley Road provides access to London’s Heathrow Airport, whilst to the north, it connects to Uxbridge.

3.4.2 The roads to the east of Prologis Park are generally residential in nature with relatively low levels of traffic flows. The nature and low traffic of the area results in a good environment for the travel plan to promote staff and visitors sustainable ways for reaching public transport or walking and/or cycling to/from the development.

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## 3.5 Summary

- 3.5.1 The site assessment demonstrates that the Development benefits from having a good level of public transport provision through both local bus services and rail services available at the Hayes and Harlington railway station, both within a suitable walking distance.
- 3.5.2 In addition the Development is located within walking distance of Hayes town centre which provides a range of retail, leisure, health and community uses.
- 3.5.3 This chapter demonstrates that public transport options and the local walking and cycling network options are varied and of good quality, therefore providing a good opportunity for the promotion and uptake of sustainable transport options amongst staff and visitors at the Development.

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## 4 Travel Plan Measures

- 4.1.1 This chapter presents a range of measures to achieve the travel plan's aim. The remainder of this section outline the measures that will be implemented to ensure that a variety of suitable, easily accessible alternatives to single-occupancy car use are available and attractive to staff and visitors. With the proposed measures in place, the Development will contribute towards national and local sustainability objectives.
- 4.1.2 Whilst every effort has been made to include measures suitable for the type and location of the Development, the initiatives provided are by no means exhaustive. Travel plans are expected to evolve in response to new travel and transport issues that may arise, and as such, future changes may require a review of current measures if the Development site is to remain a sustainable development in all aspects

### 4.2 Encouraging sustainable travel

- 4.2.1 To encourage sustainable travel amongst staff and visitors of the Development, the measures used must be considered attractive and convenient. The key elements of encouraging sustainable travel are detailed below:

#### **Promotion and Marketing/Provision of Information**

- 4.2.2 The travel plan coordinator will ensure that the sustainable travel opportunities for access to and from the site are communicated to future staff of the Development. To promote and market the sustainable travel opportunities and to encourage their use, it is essential that our staff are provided with information on these prior to commencing work at the Prologis Park site.
- 4.2.3 Staff will be made aware of sustainable travel opportunities through the following:
- **Sustainable Travel Welcome Packs**
- 4.2.4 When the staff receives their letter confirming employment, they will also receive a sustainable travel welcome pack. This will introduce them to the Development travel plan and include information on local bus and rail timetables, cycle routes and car sharing opportunities.
- **Personal Travel Planning Service**
- 4.2.5 A personal travel planning service will be made available to all staff due to move to Prologis Park. Details of this service will be included within the sustainable travel welcome packs, to be distributed to staff members. After receiving training from a travel consultancy firm, the Travel Plan Coordinator will provide this service to employees who request it.
- 4.2.6 This service will provide staff members with individually-tailored travel information for their journey from home to and from work. This is likely to include specific bus and train service and route details, and the provision of an individualised timetable. It is then envisaged that where bus and train services compare favourably to other modes, the provision of a pre-paid Oyster Card (see **para. 4.2.19**) will be offered to staff and provided on application. This measure directly supports the uptake of non-car based journeys to and from the Development at Prologis Park by providing free initial travel for staff to appreciate the service and consider making it a long-term mode of commuting to Prologis Park.

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- **Emails Systems**

4.2.7 Email will be used to remind staff of the sustainable travel opportunities available to them, especially car sharing and public transport opportunities. This will advise of any changes to regularly used local public transport services, in addition to raising awareness of upcoming travel surveys.

4.2.8 Email will also be used to provide visitors with sustainable travel information to help them plan their journeys to the site.

- **Sustainable Travel Notice Boards**

4.2.9 Notice boards will be supplied in areas of high footfall, such as the reception lobby to the building and within communal areas. Larger copies of the information detailed within the employee sustainable travel leaflet will be provided and updated when necessary.

4.2.10 Any current local or national sustainable travel events will also be promoted via these notice boards. Information displayed via notice boards will also assist with promoting sustainable travel to visitors.

## **Measures To promote efficient car use**

4.2.11 Formal and informal car sharing measures are important for the nature of this Development and will be promoted as part of the travel plan. The car sharing measures within this travel plan are the following:

- **Car Share Databases**

4.2.12 To ensure the most efficient use of cars that do travel to and from the site, staff will be encouraged to car share wherever possible. This will help to reduce the overall number of car journeys being made in the first instance, whilst encouraging a pattern of more efficient car use amongst staff.

4.2.13 BAA's Airport Commuter Team currently operate an existing car share database website that will be open to staff members working at the Development and will provide an opportunity for staff to register and find car sharing matches. The website link is:

**<http://heathrowairport.liftshare.com/>**

4.2.14 The Travel Plan Coordinator will ensure that staff at the Development is made aware of these opportunities prior to the move to Prologis Park so that staff can consider the viability and potential of formal car share schemes for combining future journeys to and from work.

- **Car Share Promotional Event**

4.2.15 To boost interest further, the Travel Plan Coordinator will arrange a lunchtime canteen event at the Development prior to the move to Prologis Park to promote membership to car share databases, and also to promote car sharing in general and encourage the uptake of any informal private car sharing opportunities amongst staff based at Prologis Park. These events will also include competitions and giveaways to attract staff to attend them, further boosting the potential to establish car share matches.

4.2.16 A staff postcode plot will be prepared to aid this process initially, which can subsequently be used to identify existing clusters of employees living in close proximity and therefore potential matches for informal car sharing arrangements. At the promotional events employees from the same, or nearby, post code clusters will then be gathered together to discuss potential car share arrangements.

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## Measures to promote public transport use

### ■ Public Transport Information

- 4.2.17 Staff will be provided with timetable, route and fares information for local bus and rail services to ensure they are able to consider this mode of travel for journeys to and from work. This information will be distributed within the staff welcome packs and on the Sustainable Travel notice boards.

### ■ Discussions with Public Transport Operators/TfL

- 4.2.18 The Travel Plan Coordinator will be pleased to take part in discussions concerning public transport access to Prologis Park. As one occupier of the site, the Travel Plan Coordinator will raise issues as they arise, in partnership with other existing occupiers and Transport for London to consider localised improvements.

## Measures to promote walking and cycling

- 4.2.19 It is important to recognise that very few journeys are anticipated by staff or visitors walking or cycling to the Development due to the distance of journeys amongst the existing staff base. However, this travel plan recognises the importance of promoting walking and cycling should staff and visitors wish to use these modes to access the site. Therefore, measures to further promote walking and cycling journeys amongst staff and visitors will include:

### ■ Provision of pedestrian and cycle route maps - via welcome packs and notice boards;

- ### ■ Staff showers and lockers-
- these will be explored after occupation when the occupier has been identified to make available to every member of staff, thereby allowing items to be left securely and to allow staff to consider walking, cycling or using public transport without needing to transport items on a daily basis, or to change clothing.

- ### ■ Cycle proficiency classes –
- the occupier will look into options for funding cycle proficiency training for any staff interested in cycling, but who may wish to increase their confidence in safe cycling through attending training.

- ### ■ A tax efficient cycle purchase scheme, e.g. Cycle2Work.
- A cycle purchase scheme will be evaluated and agreed with the occupier. Upon agreement, all staff at the Development will be eligible to take part in the cycle purchase scheme, and this will be promoted internally by the Travel Plan Coordinator.

- ### ■ Provision of cycle stands –
- In total a capacity for 54 bicycles is currently proposed at the site and close to the main entrance of each unit. Demand for these cycle stands will be reviewed through the monitoring process detailed in Chapter 7, and therefore a potential increase in the quantity provided will be informed by the demand.

- 4.2.20 In addition to the measures detailed above, staff will be canvassed as part of the first travel survey at Prologis Park to determine potential demand for a pool bike system, where a company bike can be booked by an employee for local business use. If there is sufficient demand, the Travel Plan Coordinator will seek to implement such a scheme.

## Smarter working practices

- 4.2.21 Depending on the operation patterns and the nature of the Development operation staff will be able to work either from home or through a condensed working week. Some management staff may be able to homework on occasion where travel into Prologis Park isn't necessary.

- 
- 4.2.22 A proportion of staff might be travelling to the site outside of traditional morning and afternoon peak travel times, thereby reducing the traffic impact on the local highway network but these patterns will be identified once the occupier is known.
- 4.2.23 All meetings which require attendance by staff/visitors from different sites will be encouraged to be undertaken via tele-conference where possible to reduce business travel. Training on the use of tele-conferencing facilities will be widely available for all staff that wish to use them.

## **Provision of information to visitors**

- 4.2.24 This travel plan not only has a focus on staff travel, but also recognises the need to encourage any visitors to the Development at Prologis Park to consider the use of sustainable travel modes when making their journeys. Visitors might include clients and contractors attending meetings.
- 4.2.25 The following measures have been identified as a means to disseminate sustainable travel information to visitors;
- Using email to provide links to existing public transport information portals (e.g. [journeyplanner.tfl.gov.uk](http://journeyplanner.tfl.gov.uk) and National Traveline) when contacting visitors in advance of meetings;
  - Including links as part of our corporate email signatures, ensuring all external contacts emailed are provided with a direct link if attending meetings.

## **Parking provision and management**

- 4.2.26 The three units within phase 3 on the Prologis Park Development will have an allocation of 139 car parking spaces, of which 13 will be allocated to disabled users. Additionally, 14 dedicated motorcycle spaces will be provided within the designated car park for the Development.
- 4.2.27 The Travel Plan Coordinator will work to ensure that car parking spaces are managed through monitoring the demand for car-based journeys to the Development.
- 4.2.28 A permit-based system for staff will be explored with the future occupier to regulate the overall number of staff eligible to drive to and park at Prologis Park. The permit system could offer priority to those members of staff who car share or essential car users. This will serve to further reduce the overall volume and proportion of car-based journeys to and from Prologis Park and support patronage growth on local public transport services in the area.
- 4.2.29 Car park demand will be monitored and further details on agreements for a permit-base system will be provided in due course.
- 4.2.30 The Travel Plan Coordinator will also seek to work alongside the other occupiers at Prologis Park on the issue of car parking, should concerns arise about excess demand for on-site parking.

## **Working alongside other businesses**

- 4.2.31 It is recognised that an existing framework travel plan is in place for Prologis Park and, that as a condition of planning permission, individual site occupiers are required to prepare and implement their own occupier-specific plans.

- 
- 4.2.32 Consequently, the Travel Plan Coordinator will seek to establish close working links with other site occupiers to resolve any common travel issues affecting the site, and to explore potential efficiencies and economies of scale in the joint delivery of travel plan measures.

## **Managing Deliveries**

- 4.2.33 Managing deliveries with a Delivery and Servicing Plans (DSP) has advantages for the company, local suppliers and the local community. It will help to:
- Save time and money
  - Reduce the environmental impact
  - Improve the safety of delivery and servicing activity at the Development site
  - Cut congestion in the local area
  - Ensure the Development is reliably supplied
- 4.2.34 Developing a DPS will be discussed and coordinated with the future occupier after understanding of their site operations and deliveries requirements and informed in due course.
- 4.2.35 The measures outlined in this travel plan are adequate to decrease the use of single-car occupancy and incentive the take up of more sustainable travel modes. When the occupier of the Development is identified, these measures will be reviewed and adapted to deliveries, staff and visitor specific travel patterns.

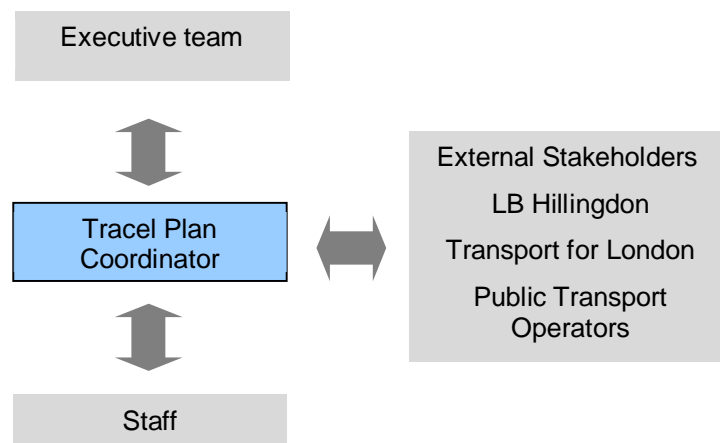


# 5 Travel Plan Management

## 5.1 Travel Plan Coordinator

- 5.1.1 The day to day responsibility for the implementation of the travel plan will lie with a member of staff at the development site. The Travel Plan Coordinator role will be appointed by the future occupiers when known.
- 5.1.2 The travel plan will essentially seek to balance a range of incentives to encourage travel by non-car modes with disincentives to car use. The Travel Plan Coordinator's role will include:
  - Being the main contact for the travel plan, for both the Development staff and external stakeholders
  - Offering advice and information on travel and transport-related subjects to staff and visitors and management of deliveries and servicing.
  - The day to day management of the travel plan; including delivery of measures and initiatives
  - Undertaking travel plan monitoring and reporting
  - Coordinate or secure the appropriate resources to help the delivery of the plan successfully
- 5.1.3 In addition, the Travel Plan Coordinator will be responsible for obtaining data on existing travel patterns to:
  - Provide a baseline against which travel monitoring can be undertaken;
  - Enable the Travel Plan Coordinator to effectively forecast the likely future transport and travel requirements of the development;
  - Enable the Travel Plan Coordinator to ensure that there is adequate physical provision; and
  - Provide travel activity information to the relevant authorities such as bus operators and the local authorities.
- 5.1.4 It is anticipated that the Travel Plan Coordinator will report to the occupier's Executive team on the progress of introducing measures through the travel plan and on progress against targets. The management structure is expected to be arrange as shown in **Figure 5.1**

**Figure 5.1: Travel Plan Management Structure**



## 6 Action Plan and Funding

### 6.1 Action Plan

- 6.1.1 Chapter 4 has outlined a series of measures to be delivered through the Development travel plan for Prologis Park.
- 6.1.2 These measures should be phased in their delivery, primarily to coincide with the transition of staff to Prologis Park to ensure the maximum early uptake of sustainable transport options. Other measures will be on-going in nature and delivered as part of Development corporate policy.
- 6.1.3 In all cases the delivery of measures will be led primarily by the appointed Travel Plan Coordinator, with funding responsibility lying with the Executive Team at the Development occupier. **Table 6.1** summarises the implementation time line, and responsibility for delivery of the measures outlined in Chapter 4.

**Table 6.1 –Action Plan of measures**

Action	Trigger Point/Timescale
Prepare sustainable travel welcome packs for both staff including local information on facilities	Prepare within first 2 months post-occupation Delivery: within first 3 months post-occupation & on-going to new staff
Personal Travel Planning service for staff on application	Training: within first month post-occupation Delivery: within first 3 months post-occupation & on-going to new staff
Email system for travel information	within first 4 months post-occupation
Sustainable travel notice boards in key locations	within first month post-occupation
Car Share database promoted to staff	within first 6 months post-occupation
Car Share promotional event to be held at the Development	within first 6 months post-occupation
Public transport information to staff through welcome packs	within first 3 months post-occupation and on-going to new staff
Pre-paid Oyster Card for staff on application	Start: within first 3 months post-occupation and on-going to new staff on application
Discussions with operators/TfL	From occupation and on-going
Walking and cycling route maps issued to staff	within first 3 months post-occupation and on-going to new staff
Showering / changing facilities and lockers for staff	To be agreed with occupier
Cycle proficiency classes	Dependant on demand
Cycle2Work scheme for staff	To be agreed with occupier
Cycle parking stands (dependant on demand)	Dependant on demand

Action	Trigger Point/Timescale
Tele-conferencing for meetings (where possible)	Dependant on opportunities from occupation
Home working (where possible)	Dependant on opportunities from occupation
Provision of information to visitors	From first month post-occupation and on-going
Monitor demand for car parking and Identify appropriate permit-based management schemes as necessary	From first month post-occupation
TPC to seek to close working relationship with other site occupiers on travel and transport-related issues and the joint delivery of measures	From first month post-occupation and on-going
Delivery Servicing Plan	To be agreed with occupier

## 6.2 Travel Plan Funding

- 6.2.1 The travel plan implementation and Travel Plan Coordinator role including all the measures outlined in this document will become a condition of the tenancy agreement. The occupier will be responsible for funding all of the measures throughout the duration of the plan.
- 6.2.2 The occupier will also welcome opportunities to liaise with London Borough of Hillingdon and Transport for London, as necessary, to address any transport issues and opportunities that may arise and be beyond the scope of this travel plan.

## 6.3 Recovery Measures

- 6.3.1 The measures outlined in this travel plan are wide ranging and designed to promote the use of a wide range of potential alternatives to driving to the Development at Prologis Park.
- 6.3.2 However, monitoring staff travel patterns over time may result in the need for additional, higher cost measures to be introduced to ensure the modal share target is reached. One such example is the use of shuttle minibus services to provide access for clusters of staff living in certain areas where existing public transport is inaccessible, or car sharing opportunities have not been possible.
- 6.3.3 The Travel Plan Coordinator and Executive Team could therefore consider funding and introducing these higher cost recovery measures where demand is clear, and where they can represent a cost efficient means of re-establishing progress against the travel plan objectives.
- 6.3.4 Options will be discussed between the Travel Plan Coordinator and TfL should they need to be reconsidered

# 7 Targets and Monitoring

## 7.1 Travel Plan Monitoring Targets

- 7.1.1 The monitoring of the travel plan will be important in understanding the changing nature of employees travel habits and in assessing the performance of the travel plan. Existing measures will be reviewed and alternative methods introduced where necessary to achieve the outline targets.
- 7.1.2 To help guide the progress of the Development travel plan a number of targets have been anticipated that will be reviewed by the Travel Plan Coordinator on year 1, 3 and 5 after occupation. These targets are divided amongst those relating to delivering outputs and those related to achieving outcomes.
- **Output targets** – These targets relate to the implementation of travel plan. They will help to ensure everything remains on course with the delivery of the different measures contained within this travel plan.
  - **Outcome targets** – These targets relate to the effect of implementing the travel planning measures, and will include for example the proportion of staff commuting to work, or undertaking business journeys, by different modes of travel.

## 7.2 Output Targets

7.2.1 The following initial output targets have been anticipated for the Development travel plan:

**Table 7.1 –Travel Plan Output Targets**

Action	Expected by	Responsibility	Supporting objective
Evaluation of measures that depend on occupier	Before occupation	Development Executive Team	6, 7
Appoint a Travel Plan Coordinator	Before occupation	Development Executive Team	1, 6, 7
Deliver personal travel planning training	Within first month of occupation	Development Executive Team	2, 3, 4, 5
Prepare sustainable travel welcome packs for staff	Within first 2 months of occupation	Travel Plan Coordinator	2, 3, 4, 5
Distribute all travel information and promotional materials to 100% of staff	Within first 3 months of occupation and ongoing for new staff	Travel Plan Coordinator	2, 3, 4, 5
Identify a suitable location for Travel Notice Boards	Within first month of occupation	Travel Plan Coordinator	1, 2, 3, 4,5
Undertake a baseline travel survey at Prologis Park	Within first 6 months of occupation or at 75% of staff occupation	Travel Plan Coordinator	7
Revaluation of targets	After Baseline survey completed	Travel Plan Coordinator	7

Action	Expected by	Responsibility	Supporting objective
Set up a car sharing database	Within first 6 months of occupation or at 75% of staff occupation	Travel Plan Coordinator	3
Organise a car share promotional event	within first 6 months after occupation	Travel Plan Coordinator	3, 4, 5
Prepare a Parking Management Plan	Within first 6 months of occupation or at 75% of staff occupation	Travel Plan Coordinator	2, 3, 4, 5
Attend to stakeholder meetings	From occupation and ongoing when needed	Travel Plan Coordinator	6, 7
Undertake a travel survey at Prologis Park	Year 3 after occupation	Travel Plan Coordinator	7
Undertake a travel survey at Prologis Park	Year 5 after occupation	Travel Plan Coordinator	7
Reassessment of measures that depend on demand	After 6 month occupation or at 75% staff occupation and ongoing when needed	Travel Plan Coordinator	7

## 7.3 Outcome Targets

7.3.1 The measures proposed by this travel plan are intended to bring about a change in the way staff commute to work. Therefore, a SMART target has been derived to help measure quantifiable progress against the objectives of the travel plan.

7.3.2 The following outcome targets are proposed to be adopted for the travel plan:

**Table 7.2 –Travel Plan Outcome Targets**

Staff Commuting Patterns					
% of reduction on the Development staff that drive alone to work					
Baseline car mode share	Year 1	Year 2	Year 3	Year 4	Year 5
62%*	61%	60%	59%	58%	57%

- Baseline mode share drawn from Transport Assessment. Option exists to revise following first travel survey post-occupation of the development.

7.3.3 Based on the Interim target stated within the Transport Assessment Report, April 2004, a 62% of trips will be made by car in the baseline year. Based on this, a 5% of reduction in car mode share from the baseline will be achieved after 5 years of implementing the travel plan. These targets will be reviewed after the baseline survey to be made post-occupation.

7.3.4 Five years has been assigned as the horizon period for the travel plan as several measures outlined in this travel plan will take a period of time to introduce, and importantly, to bring about a positive and sustained change in staff travel patterns. However progress against this target will be monitored on an annual basis to ensure an on-going evaluation of progress is possible.

- 
- 7.3.5 Where progress against the target is falling below trajectory, additional resources and measures will be implemented to ensure the target is reached. If the above target is reached before year 5 then a more ambitious target will be considered.

## 7.4 Travel Plan Monitoring

- 7.4.1 Monitoring of the targets within the travel plan will be undertaken on year 1, year 3 and year 5 after occupation to ensure progress is being achieved.
- 7.4.2 The first survey, the baseline survey, will be undertaken within six months of occupation or at 75% occupancy, whichever happens first. Staff travel surveys will be then undertaken in Year 3 and 5 to provide a regular snapshot of staff commuting patterns. This information will be central to establishing how effective the measures have been in meeting the objectives and SMART targets of the travel plan and will be TRAVL compliant.
- 7.4.3 Where targets are being reached considerably ahead of the horizon year, more ambitious targets may be established to ensure the travel plan retains momentum in furthering sustainable travel patterns. Where targets are not being reached, additional measures and investment will be introduced.
- 7.4.4 Monitoring reports will be provided by the Travel Plan Coordinator on request to London Borough of Hillingdon.

## 7.5 Travel Plan Review

- 7.5.1 The travel plan will be reviewed annually by the Travel Plan Coordinator following analysis of staff travel patterns, with a wholesale review of the aim and objectives of the travel plan taking place in Year 1, after the baseline survey has been completed.
- 7.5.2 The 5 years will allow sufficient time for the measures to be implemented and take effect, while also providing an opportunity for measures to be evaluated in the process and to the Development travel plan to be adjusted if required.

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## 8 Conclusions

- 8.1.1 This travel plan has assessed the appropriateness of the Development as a location with potential to promote sustainable ways of travel. The analysis has shown that the Development advantages of a very well connected public transport network providing good accessibility and the potential for sustainable mode uptake from new staff.
- 8.1.2 The travel plan is supported by a series of measures aimed primarily at raising awareness of sustainable travel options amongst staff, with a focus on public transport information and car sharing opportunities. These two modes of transport present viable options for Development staff and visitors wishing to consider an alternative to single-occupancy car travel for their journey to work.
- 8.1.3 A review of measures and targets will be made post occupation when travel patterns are clearer. This will allow the adaptation of the anticipated targets and measures to make the most of the opportunities provided by the new staff travel patterns. Progress against the travel plan to be made in year 1, 3 and 5 after occupation will also provide a base to adjust or apply recovery measures in case is needed.
- 8.1.4 Based on the information provided within this report the travel plan provides a robust approach consistent within guidance and policy requirements, as evidenced on the ATTrBuTE assessment in **Appendix B**. Additionally, a clear management structure and the relevant evidence based adjustments will guarantee that the implementation of the travel plan occurs from the outset increasing its success from the early stages.

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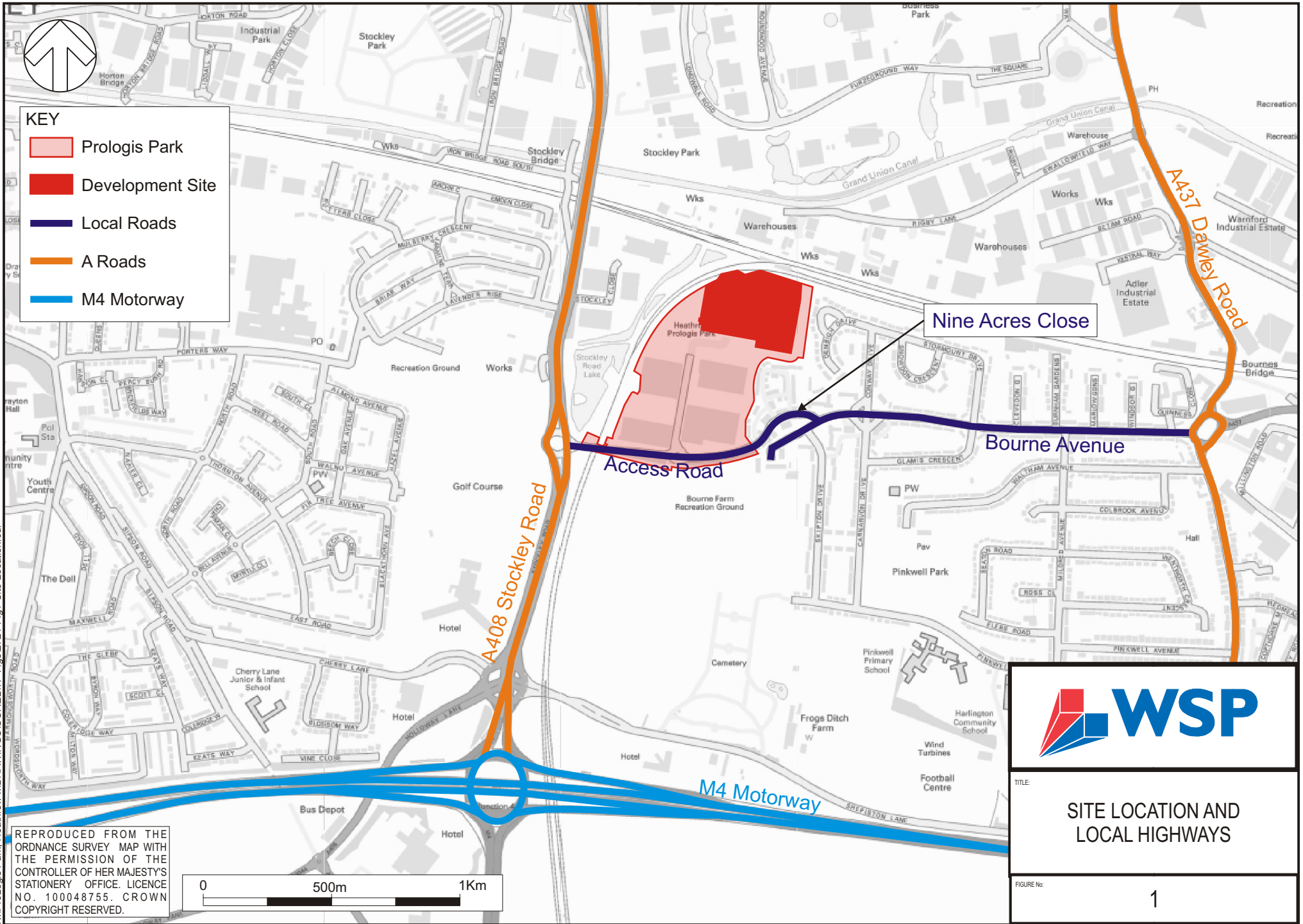
# Figures





**KEY**

- Prologis Park
- Development Site
- Local Roads
- A Roads
- M4 Motorway



Nine Acres Close

Access Road

Bourne Avenue

A408 Stockley Road

A437 Dawley Road

M4 Motorway



TITLE:

**SITE LOCATION AND LOCAL HIGHWAYS**

FIGURE No:

**1**

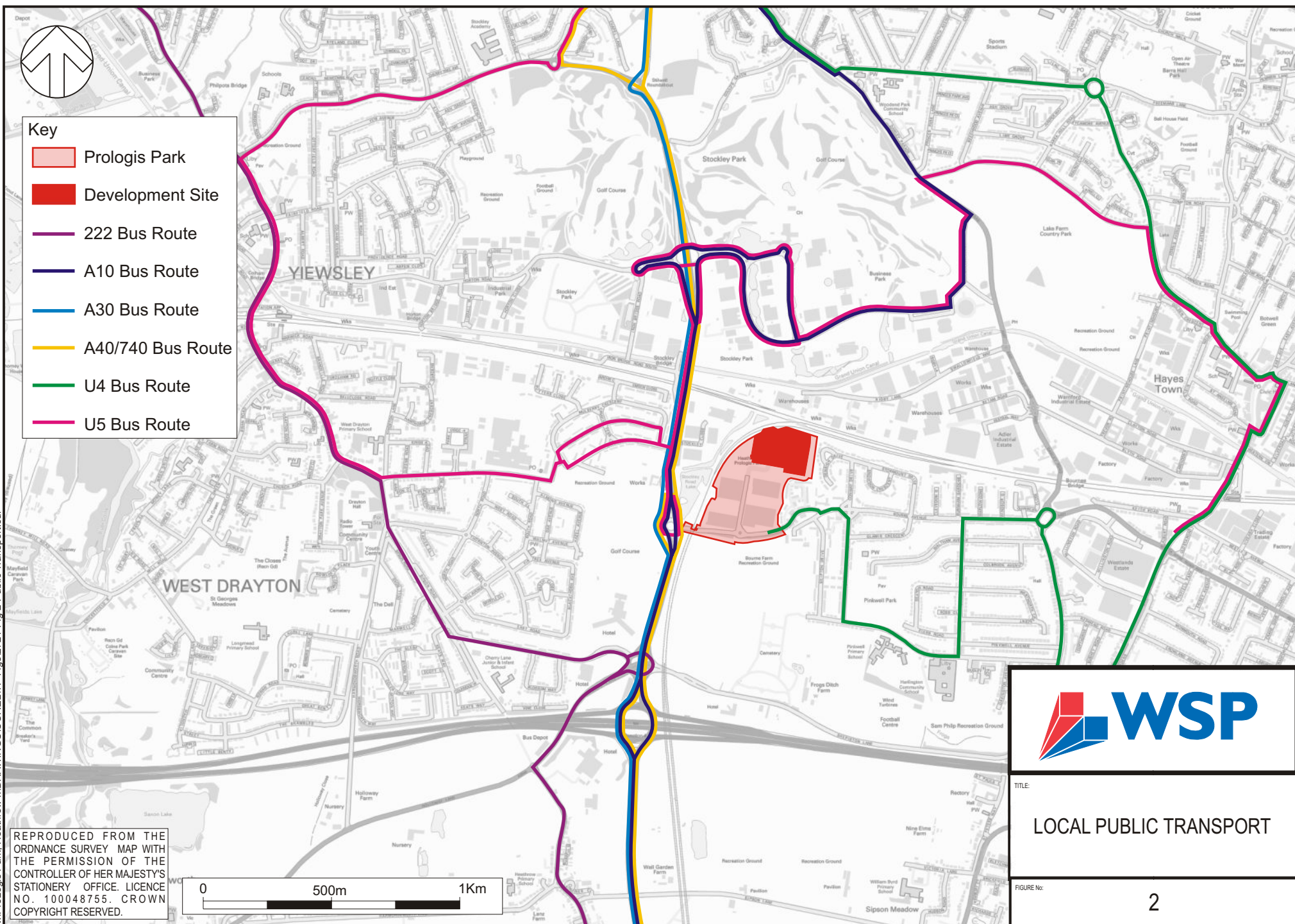
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**Key**

- Prologis Park
- Development Site
- 222 Bus Route
- A10 Bus Route
- A30 Bus Route
- A40/740 Bus Route
- U4 Bus Route
- U5 Bus Route



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TITLE:  
**LOCAL PUBLIC TRANSPORT**

FIGURE No:  
**2**

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# Appendices

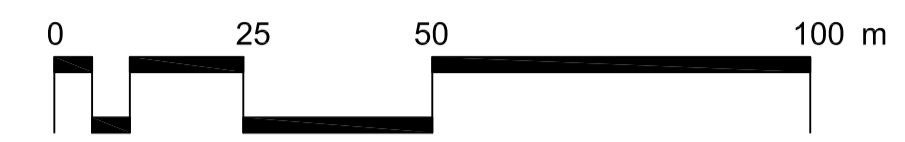
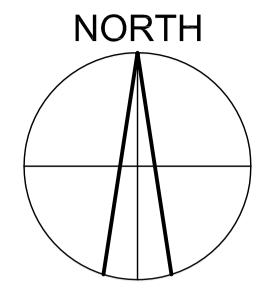
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# Appendix A – Site Layout Plan



**NOTES:**

SUBJECT TO STATUTORY CONSENTS  
 BASED ON GREENHATCH SURVEY NO. 7159ENT\_1 & 14285\_OGL  
 BASED ON OS MAP REPRODUCED BY PERMISSION OF CONTROLLER OF HM STATIONARY OFFICE (c) CROWN COPYRIGHT  
 COPYRIGHT RESERVED  
 BOUNDARIES BASED ON LAND REGISTRY TITLE NUMBER MX131015  
 ADOPTED HIGHWAY BOUNDARY BASED ON INFORMATION RECEIVED FROM LONDON BOROUGH OF HILLINGDON



19.03.2013	FIRST ISSUE	VCN	PW
REV	DATE	COMMENT	DRAW CHCK



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TITLE  
**PHASE 3 - PROLOGIS PARK, HEATHROW**  
 DRAWING  
**SITE LAYOUT PLAN**

CLIENT  
**PROLOGIS UK LTD.**

DATE	SCALE	DRAWN
MARCH 2013	1:1000 @ A1	PW
	STATUS	CHECKED
	FOR PLANNING	PW

DRAWING NUMBER  
**30587-PL101**

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## Appendix B – ATTrbuTe Assessment

# ATTrBuTe

Travel plan name	Prologis Travel Plan
Planning application reference number	18399/APP/2013/1019
Name of travel plan author	A Gonzalez
Email address of travel plan author	ana.gonzalez@wspgroup.com
Telephone number of travel plan author	0125631 8640
Name of travel plan assessor	Ana Gonzalez
Job title/role of travel plan assessor	
Plan Type	

--

<b>The development</b>		<b>2/3</b>
Does the plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)	NONE	0
Does the travel plan include... a) full address of the development? b) contact details for the person responsible for preparing the travel plan?	NONE	2
<b>Policy</b>		<b>2/2</b>
Does the travel plan include reference to relevant national, regional and local / borough... a) transport and spatial policy? b) travel planning guidance?	NONE	2
<b>Site assessment</b>		<b>5/5</b>
To what extent does the travel plan clearly describe the accessibility and quality of... a) existing transport networks? b) existing travel initiatives available to all users?	NONE	5
<b>Surveys</b>		<b>3/3</b>
Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?	NONE	1
Are TRAVL-compliant site user travel and freight surveys proposed?	NONE	2
<b>Objectives</b>		<b>2/3</b>
Does the travel plan include objectives which reflect... a) Mayoral policy & strategic guidance? b) local / borough policy and guidance? c) the challenges and opportunities specific to the site?	NONE	2
<b>Targets</b>		<b>3/3</b>
Are there interim targets linking directly to each objective?	NONE	1
Have interim targets been set; and is it clear when targets will be finalised?	NONE	2
<b>TP Co-ordinator</b>		<b>3/3</b>
Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?	Travel Plan Coordinator to be	1

	place after occupier known	
Have the travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient?	NONE	2
<b>Measures</b>		<b>7/7</b>
To what extent do the interim measures... a) support the objectives of the travel plan? b) reflect the context of the site?	NONE	5
Is an action plan provided which includes... a) short / medium / long term actions? b) timescales and responsibilities?	NONE	2
<b>Monitoring</b>		<b>2/2</b>
Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring surveys proposed to be iTRAVL compliant	1
Is it clear who is responsible for monitoring?	NONE	1
<b>Securing and enforcement</b>		<b>1/1</b>
Is it clear how the travel plan will be secured?	NONE	1
<b>Funding</b>		<b>3/6</b>
Has a sufficient budget been set for the... a) travel plan co-ordinator post? b) measures? c) monitoring programme?	Budget has not been allocated yet	0
Have funding streams been identified for the... a) travel plan co-ordinator post? b) measures?	Occupier	3
<b>Total - PASS</b>		<b>33</b>



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