
**233 HIGH STREET,
UXBRIDGE,
LONDON BOROUGH OF
HILLINGDON**

**PROPOSED CHANGE OF USE
& HOTEL**

**HOTEL & BANQUETING SUITE
TRAVEL PLAN**

JUNE 2026



RKS
Associates

Project: 233 High Street, Uxbridge, London Borough of Hillingdon
Proposed Change of Use & Hotel

Client: Frough Limited

Document: Hotel & Banqueting Suite Travel Plan

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1 INTRODUCTION

1.1 RKS Associates has been commissioned on behalf of Frough Limited to prepare a Travel Plan in respect of a planning application for former Regal Cinema at 233 High Street, Uxbridge in London Borough of Hillingdon. The redevelopment proposals seek to change of use of an existing nightclub to a banqueting suite and a new four storey hotel providing 31 bedrooms.

1.2 This Travel Plan has been produced to advise London Borough of Hillingdon as the Local Planning and Highway Authority on measures to provide long-term strategies aimed at changing travel habits away from unsustainable use of the private car to more sustainable modes such as walking, cycling, public transport and car sharing.

1.3 Travel Plans also encourage a shift from sustainable modes such as public transport, to more active modes such as walking and cycling, particularly in areas of high accessibility where car use is already low.

1.4 The primary objective is to reduce unnecessary vehicular and public transport trips associated with the proposed development and to increase the use of alternative, more sustainable and active modes of transport. Changing travel habits can be achieved through measures such as the distribution of travel information, provision of facilities, and the promotion of incentives to travel sustainably, all of which reflects current central and local government policy.

1.5 This Travel Plan has been prepared in accordance with Travel Plan best practice and guidance issued by Transport for London (TfL) and the Department for Transport (DfT) and to accord with Policy DMT1 (Managing Transport Impacts) of the Hillingdon Local Plan.

Travel Plan Aim

1.6 The aim of this Travel Plan is to put in place the management tools that are necessary to enable employees and hotel guests to make informed decisions about their travel. This will, in effect, minimise the adverse impacts of their travel to/from the proposed development (hotel and banqueting suite) on the environment.

Scope

1.7 This Travel Plan is aimed at all employees, guests and visitors to the development associated with the hotel element of the proposed development, albeit the measures identified for hotel staff is also applicable to the proposed banqueting suite.

1.8 This document sets out the procedures necessary to progress the Travel Plan into a fully working final document ready for implementation. It also sets out a range of sustainable transport measures that can be implemented or considered for implementation by the Travel Plan Coordinator (TPC) at the Development.

1.9 Once adopted, the Travel Plan will aim to increase awareness of the advantages and potential for travel by more environmentally friendly modes, and also set out the physical and management measures that will assist travel by alternative modes.

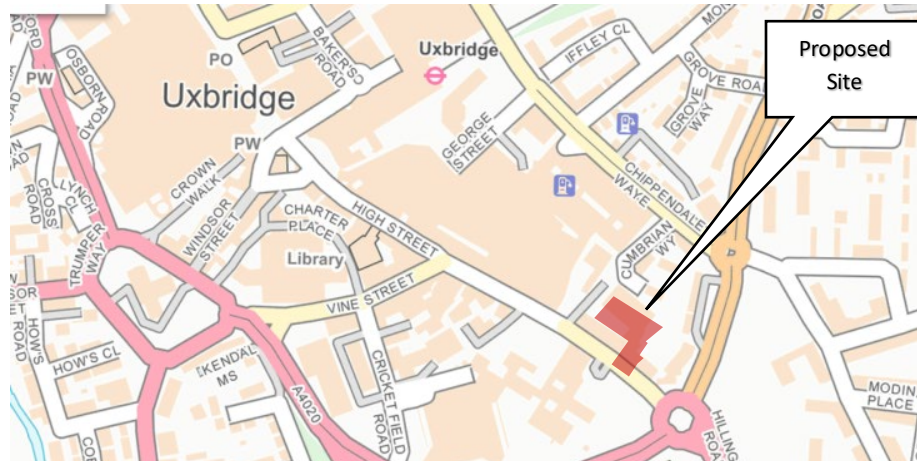


- 1.10** The remainder of this document is structured as follows:
- Section 2 - Accessibility of the Development.
 - Section 3 - Sets out the objectives and targets of the Travel Plan.
 - Section 4 - Outlines the management of the Travel Plan.
 - Section 5 - Sets out the measures and initiatives that will be implemented.
 - Section 6 - Outlines the monitoring and review programme.
 - Section 7 - Details the securement and funding of the Travel Plan.
 - Section 8 - Sets out an Action Plan.

2 ACCESSIBILITY OF DEVELOPMENT

- 2.1** The site is located on the northern side of the High Street in Uxbridge approximately 400m to the east of Uxbridge town centre in the London Borough of Hillingdon. The proposed redevelopment site is bounded by High Street to the south a service road to the west and Cumberland Way to the north. The site comprises of two interconnected buildings with the original entrance to the former Regal Cinema fronting onto the High Street. The existing cinema building is located behind the row of terraced building along the High Street and to the south of Cumbrian Way cul-de-sac.
- 2.2** The site lies within the Town Centre boundary for Uxbridge, as defined within the Hillingdon Local Plan. The site falls within the London Plan's Metropolitan Town Centre designation. The location of the site with respect to the local context is provided in **Figure 2.1** below:

Figure 2.1 Site Location in its local context



- 2.3** Uxbridge London Underground station is located approximately 400m northwest of the centre of the site and is accessible via Bakers Road and High Street. The underground station provides access to the Metropolitan and Piccadilly lines. In addition a number of bus services are readily accessible from the bus stops located on the surrounding roads such as Vine Street, High Street and Park Road.

Local Highway Network

- 2.4** High Street is a single two-way carriageway aligned in a northwest to southeast direction with retail shops located along its frontage. The carriageway is lit with continuous footways provided along both sides of the carriageway. Parking restrictions in the form of double yellow lines are located along its southern side and there are designated pay and display parking bays located along the northern side. The High Street continues in a south-easterly direction where it connects with the A4020 Hillingdon Road and the B483 Park Road at a four-arm roundabout.

- 2.5** The High Street continues in a north-westerly direction towards Uxbridge High Street via a three arm mini-roundabout, the north westerly arm (ahead lane) continues into a restricted pedestrianised one-way road, which restrict access for vehicles and motorcycles except for loading. The north-easterly arm of the mini-roundabout is a two-way service road that provides access to the rear of 224a to 233 High Street.

Public Transport Accessibility

- 2.6** The site benefits from bus stops that are located within a short walk from the site, the nearest bus stops are located on Uxbridge High Street less than 100m to the northwest and on Park Road approximately 150m to the east of the site. Both bus stops are readily accessible to the site with a walk time of less than 2 minutes. The bus routes and timetables serving the site are summarised in **Table 2.1**.

Table 2.1 Accessible Bus Services

Bus Route N°	Route	Daytime Frequency (mins)		
		Mon – Fri	Saturday	Sunday
Uxbridge High Street				
427	York Road - Bridge Road	9-12	8-12	11-12
U1	Ruislip Station - West Drayton Station	13-14	15	30
U3	Uxbridge Station - Heathrow Central Bus Station	15	15	30
U4	Prologis Park - Belmont Road	9-11	9-12	11-12
U7	Uxbridge Station - Lombardy Retail Park	30	30	30
N207	Uxbridge Station - Bloomsbury Square	Night Bus every 30		
Park Road				
A10	Uxbridge Station to Heathrow Central Bus Station	20	20	30
SL8	Uxbridge Station to White City Bus Station	8-12	8-13	10-12

- 2.7** Uxbridge Underground station is approximately 400m walking distance from the site, the station forms part of the Transport for London (TfL) underground network and is located within zone 6. Uxbridge underground station is served by the Metropolitan and Piccadilly underground lines.
- 2.8** The proposed site is well provided for in terms of London Underground access, with Uxbridge station located approximately 400m (5 minutes' walk) to the northwest of the site. Access to the station is via Bakers Road in addition to the main entrance on High Street. Uxbridge station provides step-free access to Piccadilly and Metropolitan Line services, with the following services operating:
- 6 Piccadilly Line services per hour to Cockfosters;
 - 4 Metropolitan Line services per hour to Baker Street;
 - 4 Metropolitan Line services per hour to Aldgate (all stations); and
 - 2 Metropolitan Line services per hour to Aldgate (semi-fast).
- 2.9** Local and national government guidance in respect of proposed developments is to ensure that sites are accessible by public transport. In terms of accessibility the site is well placed in terms of access to local facilities and has excellent links to the public transport network.

Pedestrian Access

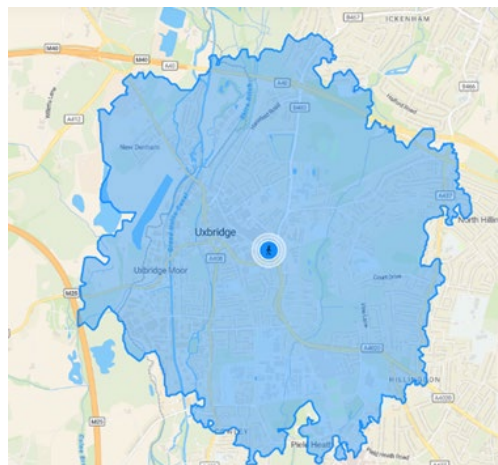
- 2.10** According to relevant industry research, circa 80 per cent of journeys shorter than 1 mile (1.6km) are made entirely by foot (The Chartered Institution of Highways and Transportation (April, 2015) “Planning for Walking”) with this figure changing little over time. This is reinforced by Transport for London (TfL) who define a 20-minute walking distance (1.6km) as an Active Travel Zone.
- 2.11** Relevant guidance provided in Manual for Streets (MfS) states that walking is the most important mode of travel at the local level it offers the greatest potential to replace short car trips, particularly those under 2km. The distance that people are prepared to walk depends on the journey purpose The Institute of Highways and Transportation (IHT) produced ‘Guidelines for Journeys on Foot’ in 2000 which provides ‘suggested acceptable walking distances’. The walking thresholds are summarised in **Table 2.2**.

Table 2.2 Suggested Acceptable Walking Distances

Preference	Commuting, School & Sightseeing (m)	Elsewhere (m)
Desirable	500	400
Acceptable	1,000	800
Preferred Maximum	2,000	1,200

- 2.12** The proposed site is accessed via the High Street which is largely pedestrianised with excellent walking infrastructure and links across the local area including controlled and uncontrolled pedestrian crossings across local roads, the footways are of a good quality providing a wide enabling sufficient room for two-way passing and wheelchair/ pushchair users on all footways. **Figure 2.1** highlights the accessible walking area within a 2km catchment

Figure 2.1: Pedestrian Accessibility Site



- 2.13** Notwithstanding the promotion of walking the layout of the venue has been designed to comfortably accommodate guests both internally within the foyer areas and externally within the forecourt fronting the High Street, ensuring that adequate waiting space is available without a detrimental impact to the surrounding footways.

Cycling

- 2.14** With regards to cycling, it is generally accepted that it has the potential to substitute for short car trips, particularly those less than 5km, and to form part of a longer journey on public transport. At an average cycle speed of 16 km/hr, this relates to a journey time of circa 25 minutes.
- 2.15** The local area is also well suited to cycling, with there being demarcated cycle routes on key local roads such as Hillingdon Road and Park Road. In addition, Nextbike in partnership with Brunel University London and Santander operate a cycle hire scheme between Uxbridge town centre and the university campus. The nearest cycle hire docking stations to the proposed development are:
- ❖ Uxbridge High Street (10 cycles) – circa 70m west of the site (1-minute walk); and
 - ❖ Uxbridge Rail Station (10 cycles) – circa 170m south of the site (2-minute walk)
- 2.16** **Figure 2.2** highlights the cycling area within 25 minutes of the site.

Figure 2.2: Cycle Accessibility Site

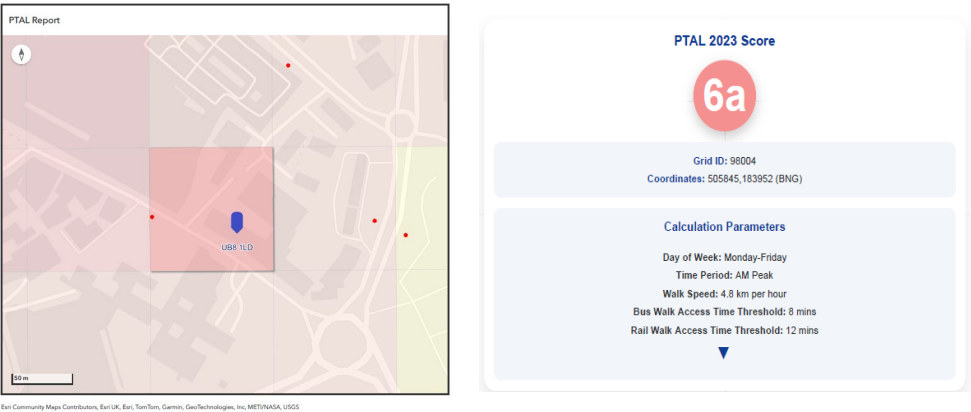




Public Transport Accessibility (PTAL)

2.17 The Public Transport Accessibility Level (PTAL) of a site is used as an indicator of transport accessibility. It is represented as a rating between 1 and 6 (a rating of 6 would demonstrate that the location has excellent accessibility). The PTAL assesses the density of public transport provision for a given site. Transport for London’s WebCat database indicates that the site benefits form a PTAL Rating of 6a. The mapping output from the TfL website is shown **Figure 2.3**.

Figure 2.3: PTAL rating for the Site





3 OBJECTIVES & TARGETS

3.1 This Section sets out the overarching objectives for the Development, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found at Section 7.

- ❖ **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- ❖ **Targets** are the measurable goals by which progress will be assessed.

Objectives

3.2 The overall objective of Travel Plan's is to engage with and encourage employees, hotel guests and visitors to use sustainable modes of travel to and from the site through effective promotion of active and sustainable modes. This will require clear information dissemination and ensuring that all hotel guests understand prior to their arrival of the limited car parking available and the sustainable travel measures available, thereby minimising the impact of the site on the surrounding highway network.

3.3 In addition, the sub objectives are:

- ❖ Introduce a package of physical and management measures that will facilitate employees and guest travel by active and sustainable modes; and therefore,
- ❖ Make all employees and hotel guests aware of the car-free nature of the site prior to booking and the alternative transport measures available.
- ❖ Ensure all hirers of the banqueting suite are provided with information on sustainable travel options and the availability of car parking at The Chimes prior to confirmation of the booking.
- ❖ Ensure that all information on sustainable modes of travel made available through the venue's website and social media channels to encourage the use of sustainable modes of transport;
- ❖ Increase employee and hotel guest awareness of the advantages and availability of sustainable and active modes of transport;
- ❖ Reduce unnecessary use of private cars where possible, for the journey to and from the site by employees and hotel guests.

Targets

3.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and success of the Travel Plan. Targets should be 'SMART' – **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**ime-related.

3.5 Targets come in two forms:

- ❖ Action - non-quantifiable actions that need to be achieved by a certain time; and
- ❖ Aim Targets - quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.



Action Targets

- 3.6** The key action targets are set out below:
- The Travel Plan Coordinator (TPC) will be appointed 3 months prior to first occupation of the Development.
 - To ensure the Travel Plan is in place prior to occupation, including updated travel information and detailed information on sustainable travel choices.
 - To ensure all hotel employees, banqueting staff, hotel and banqueting guests and visitors are aware of the car parking provision on site at the point of booking to ensure it is clearly advertised that the proposed development offers limited car parking for accessible parking only.
 - Baseline Travel Surveys will be undertaken no later than 3 months after the Site is occupied.
 - Each follow-up Monitoring Survey will occur within 1 month of the anniversary of the Baseline Travel Survey on an ongoing basis, and at least on Years 3 and 5 (as detailed in the Monitoring section).
 - Employee Travel Induction Packs will be provided to all employees at the Site on the commencement of their occupation or employment, detailing the measures set out in this document.

Aim Targets

- 3.7** The Aim targets of this Travel Plan are focused on employees and hotel guests. **Table 3.1** outlines the Aim Targets set out for the Development that will measure the progress towards the main objectives over five years. The targets set are to be achieved within five years of the launch of the Travel Plan.
- 3.8** The baseline figures taken from the predicted mode split for the hotel will be used, whilst it is recognised that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). As such, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.



Table 3.1: Travel Plan Aim Targets

Target	Indicator	Mode Split			
		Baseline (Year 0)	Interim (Year 1)	Interim (Year 3)	Final (Year 5)
Employees					
Target 100% of staff travel by sustainable modes (except for disabled staff)	Modal split monitoring surveys for walking	100%	100%	100%	100%
Hotel Guests					
Target 100% of hotel guests being aware of the absence of car parking prior to booking	Information available clearly on website & booking information	100%	100%	100%	100%
Target no more than 10.0% of person trips to be made by taxi trips on a daily basis	Hotel guest travel surveys and surveys of total arrivals & departures	100%	10%	10%	10%
Maintain 83% of hotel guest trips being made by sustainable modes (train/bus/walk/cycle)	Hotel guest travel surveys and surveys of total arrivals & departures	83%	83%	83%	83%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-	-	-	-



4 TRAVEL PLAN MANAGEMENT

Travel Plan Co-ordinator

- 4.1** The developer will appoint a Travel Plan Co-ordinator at least 3 months prior to occupation, the contact details will be included below as part of the final and implemented Travel Plan:

Name: _____

Telephone: _____

Email: _____

- 4.2** The Travel Plan Co-ordinator should be someone who will have access to the appropriate technology and resources to communicate effectively with hotel guests. Their key responsibility is to oversee the management, development, implementation, monitoring and review of this Travel Plan

Responsibilities

- 4.3** The Travel Plan Co-ordinator will be responsible for overseeing the Travel Plan for the Development. The primary responsibilities of this role include:
- The implementation of measures as set out in the Travel Plan.
 - Managing the development and implementation of the Travel Plan measures;
 - Promoting the objectives and benefits of the Travel Plan;
 - Monitoring the success of the Travel Plan against the agreed targets; and
 - Acting as a point of contact regarding travel and the Travel Plan.
- 4.4** Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

Time Allocation

- 4.5** The Travel Plan Co-ordinator will undertake the management of the Travel Plan in addition to their normal duties. The person undertaking the role should be allowed the time necessary to enable this Travel Plan to achieve its objectives.

Marketing Strategy

- 4.6** All employees and hotel staff will be made aware of the existence of the Travel Plan at the commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers. All hotel guests will be made aware of the Travel Plan at the point of booking their stay.



-
- 4.7** Contact details of the Travel Plan Co-ordinator will be advertised in the event that employees wish to discuss specific matters directly. Further to this, the Travel Plan Co-ordinator will directly make themselves known to all employees to provide regular updates on the local transport network, but also to promote sustainability events.
- 4.8** Employee Travel Induction Packs will be provided to all new employees which will contain the Travel Plan, sustainable transport information and any other relevant transport information.



5 MEASURES & INITIATIVES

5.1 All employees will be made aware of the existence of the Travel Plan at the commencement of employment with details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers. Hotel guests will be made aware of the Travel Plan at the point of booking their stay.

5.2 Contact details of the Travel Plan Co-ordinator will be advertised in the event that employees wish to discuss specific matters directly. Further to this, the Travel Plan Co-ordinator will directly make themselves known to all employees to provide regular updates on the local transport network, but also to promote sustainability events.

5.3 Employee Travel Induction Packs will be provided to all new employees which will contain the Travel Plan, sustainable transport information and any other relevant transport information.

Personalised Travel Planning

5.4 The hotel reception will be staffed 24/7 and staff will be on-hand to advise and assist hotel guests how easy it is to travel by sustainable modes instead of by taxi. Advice will be given to guests including the use of contactless payment cards on London Underground and Buses and using applications on their mobiles including City Mapper which show how simple and quick it is to travel around London.

5.5 Travel advice will be presented on the website for the hotel to advise future guests on the many ways which guests can travel to and from the Site easily such as the very close distance to numerous bus services and local underground stations. Consideration will be given to integrate links to travel planning websites such as TfL's journey planning tool which will be able to show guests how much easier, and cheaper, it is to travel sustainably.

5.6 The Travel Plan Co-ordinator will offer personalised travel planning advice to all new employees that request it. The service will be advertised as a staff benefit and will draw upon websites such as TfL's journey planner (www.tfl.gov.uk) and City Mapper (<https://citymapper.com/london>) for advice.

Walking

5.7 Walking initiatives will include:

- Employees and hotel guests will be provided with information and advice concerning safe pedestrian routes to / from work;
- Organisation of social walking events, e.g. after work walks;
- Health benefits of walking to be promoted e.g. '10,000 steps a day campaign'; and
- Promoting 'Healthy Streets' encouraging people to use sustainable modes of transport such as cycling, walking and public transport.



Cycling

- 5.8** Specific cycle promotions for all bicycle users at the site will include the following:
- Promotion of the health benefits of cycling;
 - Promoting local cycling groups in the area, such as the West London Cycling Club and the Westerley Cycling Club, which is LBH based;
 - Investigate the provision of bike vouchers, cycle loan or salary sacrifice schemes to remove the cost barrier to owning a bicycle to employees;
 - Holding cycle maintenance sessions in association with local cycle retailers or similar
 - organisations / companies that offer 'Dr Bike' services;
 - Cycle routes and other cycling information provided on notice boards, and in employee travel information packs etc;
 - Promoting participation in events such as the London to Brighton Cycle Ride and National Cycling Week;
 - Setting up an employee Bicycle User Group (BUG), or similar, if demand warrants where existing employees can provide new employees who are uneasy with advice and show them how to cycle around London;
 - Provision of information about cycle training available in Hillingdon, which can be applied for on the council's website (<https://www.hillingdon.gov.uk/cycle-skills-training>); and,
 - All Travel Information Packs will be provided with a cycle route map which displays the wider TfL cycle network. A digital version can also be provided on the TfL's website (<https://tfl.gov.uk/maps/cycle>).

Public Transport

- 5.9** Up-to-date details of London Underground and bus services, including route information and service frequencies, will be readily available to all employees, hotel guests and visitors by reception and site management staff. National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted to employees through all relevant means.
- 5.10** Travel information will be provided to all prospective hotel guests and employees for the hotel aspect of the development on its website and printed promotional material.

Taxis

- 5.11** Taxis have an important role in providing for hotel guest and employee trips in particular when other modes of transport may not be available. The TPC will ensure that the contact details for local taxi operators are available on-site. This will include ride hailing firms such as Uber, Bolt and Addison Lee. Where possible, employees and hotel guests will be encouraged to use electric taxis to reduce the environmental impact of the site.



Private Car

- 5.12** The proposed development will be car-free; however, off-site parking is available at the nearby Chimes car park. Visitors will be informed in advance of their arrival that the development operates on a car-free basis and will be encouraged to use sustainable modes of transport. On-site parking will be limited to two accessible spaces, located along the service road adjacent to the banqueting suite within the curtilage of the development. The use of the accessible parking spaces will be restricted to blue badge holders only and managed by the Applicant.

Drop off & Pick Up

- 5.13** Whilst the proposed development is car-free, there will inevitably be occasions when guests attending the hotel or banqueting suite are dropped off and picked up by private vehicle. These movements can be safely accommodated within the surrounding highway network. A dedicated drop-off/pick-up area is provided via the service road to the rear of Nos. 224A–233 High Street, where a suitable turning head has been provided, allowing vehicles to enter and exit in a forward gear.

Visitor Travel

- 5.14** Employees will be provided with guidance to ensure that visitors are advised to travel by modes other than the private car wherever possible, with a preference for active travel modes over public transport. Visitors will also be encouraged to make use of the surrounding cycle network and nearby Nextbike docking stations when travelling to and from the site.



6 MONITORING & REVIEW

- 6.1** The progress of the Travel Plan will be effectively monitored, and the results reported back. It is not considered necessary to carry out comprehensive surveys on an annual basis after the initial baseline survey, rather to carry out an annual review using snapshot surveys 1, 3 and 5 years after the baseline survey.
- 6.2** The 'snapshot surveys' will be completed in-house and as a minimum should include the core travel questions. The standard questionnaire will request the following information:
- Typical arrival and departure time in/out of the Development;
 - Origin and destination postcodes (full if known);
 - Main mode to / from place of work or destination (for staff and guests respectively) – form of travel used for the greatest amount of time;
 - Final mode to / from place of work or destination (for staff and guests respectively) – the last form of travel used before arriving at the development;
 - Journey time and distance to / from place of work or destination for the day;
 - Time to walk to place of work or destination (if applicable); and
 - If the respondent has a disability affecting their travel.
- 6.3** Additional monitoring will also be used to judge whether the implementation or proportion of certain measures employed by the Travel Plan have been successful or if modifications are required. The following factors will be monitored on a constant basis:
- The number of people who park off-site (such as on the public highway);
 - The level of usage of on-site cycle parking spaces;
 - Demand for additional cycle parking facilities; and
 - Comments received from employees and hotel guests relating to the operation and implications of the Travel Plan.
- 6.4** Monitoring will occur throughout the lifespan of the Travel Plan, after the initial full travel survey on occupation, 'snap shot surveys' will be carried out annually. All monitoring should achieve the required response rates. If these are not met then, if deemed necessary, the survey process will be repeated for those that did not respond.
- 6.5** The Travel Plan recognises that it is not possible to force people to complete surveys, but possible incentives could be put forward to increase response rates.
- 6.6** The Travel Plan will be monitored for a period of five years. When reviewing the Travel Plan, measures will be assessed for their effectiveness and any necessary improvements identified. Prior to the implementation of any new measures and after each annual review, a yearly monitoring report will be prepared.



Reporting

- 6.7** The TPC will discuss the results of the surveys with the Council within one month of each survey. The TPC will review the results and, if appropriate review progress towards any agreed targets.



7 SECUREMENT & FUNDING

- 7.1** The Developer is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved.
- 7.2** This will include funding the TPC, travel surveys and implementation of all reasonable necessary measures.



8 ACTION PLAN

8.1 The Action Plan outlined below in **Table 8.1** sets out the measures included within the Travel Plan that are directed at influencing employee and hotel guest travel. The duration of the Action Plan is 5 years and it will be revised every year following each annual review.

Table 8.1: Action Plan

Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
General				
Appointment of Travel Plan Coordinator (TPC)	Developer/Occupier to appoint a TPC as necessary	3 months prior to occupation	N/A	Developer/ Occupier Management
Undertake Baseline Travel Surveys	TPC will undertake the surveys	Within 6 months of occupation	'Snapshot Surveys' undertaken in years 1, 3 and 5	TPC
Information Provision				
Provision of travel advice to employees and hotel guests. Travel information will also be provided online and the car-free nature of hotel informed of prior to booking.	Reception staff will be given training on providing travel advice to employees and hotel guests including how to use public transport and local walk and cycle routes	Upon occupation	N/A	Reception staff / TPC
Personalised Travel Planning Sessions	The TPC will offer planning services to employees at welcome sessions and on request.	When necessary upon start of employment	The TPC will keep a record of who has utilised the service as well as the nature of the service (group, one on one)	TPC
Cycling				
Promotion of cycle facilities available	Cycle parking to be provided for employees, hotel guests and visitors.	Once facilities are installed	Spot checks as part of maintenance rounds	TPC
Provide cycle route maps and other information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used	Upon first occupation	TPC to monitor uptake	TPC
Encourage cycling by providing information about free cycle training run by the Council. Also, increase awareness of events such as National Bike Week and local cycling clubs.		Annual event – summer and spring	TPC to monitor participation levels and interest	TPC
Walking				
Walk to Work days and social walking events	Health and financial benefits advertised	Spring & Summer (annually)	TPC to monitor uptake	TPC
Employees to be provided with information related to safe walking routes.	As part of Travel Information Packs or induction sessions	Prior to building being occupied and ongoing through Travel Information Packs	N/A	TPC
Public Transport				
Employees to be provided with public transport information	As part of Travel Information Packs or induction sessions	Prior to building being occupied and ongoing through Travel Information Packs	N/A	TPC



9 CONTACTS & USEFUL INFORMATION

Contacts

Travel Plan Coordinator (TPC)

Name: TBC

Address: TBC

Email: TBC

Tel: TBC

Useful Websites

- Department for Transport (DfT) – <https://www.gov.uk/government/organisations/departmentfor-transport>
- London Borough of Hillingdon – <https://www.hillingdon.gov.uk/>
- Discover Hillingdon – <https://discover.hillingdon.gov.uk/>
- London Cycling Campaign (LCC) – www.lcc.org.uk
- West London Cycling – <https://westlondoncycling.com/>
- Westerley Cycling Club – <https://www.westerley.cc/>
- National Rail – www.nationalrail.co.uk
- Nextbike Uxbridge – <https://www.nextbike.co.uk/brunel-university/en/>
- Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner
- Citymapper Journey Planner – www.citymapper.com/london
- TfL Car Club Map – www.tfl.gov.uk/modes/driving/car-clubs