



**Pure Gym,
Victoria Retail Park, South Ruislip**
Travel Plan

On behalf of **Pure Gym**



Project Ref: 332610454 | Rev: A | Date: December 2023

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1 Introduction

1.1 Background

- 1.1.1 Stantec UK Limited (Stantec) has been appointed by PureGym to prepare a Travel Plan (TP) to discharge Condition 7 of the approved planning permission (planning ref: 5007/APP/2023/1543) for a gym at Unit 3 Victoria Retail Park, South Ruislip, London Borough of Hillingdon.
- 1.1.2 The location of the site in a general context is illustrated in **Figure 1.1**.
- 1.1.3 This TP has been written with the aim of minimising employee single occupancy vehicle trips to the site. By providing a gym which is easily accessible by a range of alternative modes of travel to the car, and by providing information on these alternatives, there is an opportunity to positively influence the travel behaviour of those employed at the gym.
- 1.1.4 A Travel Plan is a co-ordinated management strategy that seeks to encourage sustainable travel choices. A successfully implemented Travel Plan can offer substantial gains towards the sustainable transport objectives of central and local government, helping to provide:
- Reductions in car usage, particularly influencing levels of single occupancy car travel, with an increased number of journeys made by public transport, walking and cycling; and
 - Improved road safety and personal security, particularly for pedestrians and cyclists.

1.2 Requirement of a Travel Plan

- 1.2.1 Transport for London (TfL) requests within the TfL Travel Plan Guidance that all new developments require a full travel plan.
- 1.2.2 This TP therefore has been based on the current TfL guidance and has been prepared in accordance with the relevant local best practice travel planning guidance.

1.3 Planning History

- 1.3.1 Planning permission was granted on 2nd November 2023 for the change of use from a currently vacant non-food retail unit (formerly Argos) to a PureGym (planning application reference 50075/APP/2023/1543).
- 1.3.2 Condition 7 of the planning permission, as set out in the Planning Decision Notice, states the following:

'Prior to the occupation of the development hereby permitted a Travel Plan shall be submitted to and approved in writing by the Local Planning Authority. The Travel Plan, as submitted shall follow the current Travel Plan Development Control Guidance issued by Transport for London and will include:

- 1) targets for sustainable travel arrangements;*
- 2) effective measures for the ongoing monitoring of the Travel Plan;*
- 3) a commitment to delivering the Travel Plan objectives; and*
- 4) effective mechanisms to achieve the objectives of the Travel Plan by both present and future occupiers of the development.'*

The development shall be implemented only in accordance with the approved Travel Plan.

Reason

To promote sustainable transport and reduce the impact of the development on the surrounding road network in accordance with Policy DMT1 of the Hillingdon Local Plan Part 2 (2020).'

- 1.3.3 This TP has therefore been produced to address Condition 7 of the planning permission and has been prepared in accordance with the Department for Communities and Local Government "Planning Practice Guidance".

1.4 Report Structure

- 1.4.1 The remainder of this report is structured as follows:

- **Section 2** provides a description of the site and provides a summary of the development;
- **Section 3** provides an assessment of the accessibility of the site by sustainable modes of transport;
- **Section 4** sets out the objectives and targets of the TP;
- **Section 5** describes how the TP will be managed;
- **Section 6** describes the general measures to be promoted through the TP;
- **Section 7** describes how travel patterns will be monitored and reviewed in conjunction with the Local Planning Authority; and
- **Section 8** outlines an indicative implementation programme for the TP.

2 Site Description and Approved Development

2.1 Introduction

- 2.1.1 This section describes the site, the local highway network and the approved development, including development details and parking provision.

2.2 Site Description

- 2.2.1 The site is located within the Victoria Retail Park fronting Victoria Road. Victoria Retail Park is located in South Ruislip, London Borough of Hillingdon, approximately 650m east of the South Ruislip London Underground and railway station.
- 2.2.2 The approved gym unit is in Unit 3 which is located on the western boundary of the retail park. The retail park is bound by Victoria Road to the north, Crown Road to the east and south and Civic Way to the west. The unit is currently vacant having previously been occupied by Argos.
- 2.2.3 Vehicular access to Victoria Retail Park is taken from the mini roundabout junction of Victoria Road and Crown Road which is located approximately 180m northeast of the unit. In addition, pedestrian access to the unit can be gained directly via Victoria Road with a pedestrian access provided. Alternatively, pedestrians can access the unit through the retail park via Crown Road.

2.3 Local Highway Network

- 2.3.1 **Figure 2.1** shows the site location in context with the local highway network.
- 2.3.1 Crown Road is located to the east of the unit and is a single two-way carriageway providing access to Victoria Retail Park from Victoria Road. Crown Road is a cul-de-sac road routing around the rear of the retail units providing servicing access. Footways are provided on both sides of Crown Road into the retail park towards the retail units and streetlighting is provided.
- 2.3.2 Victoria Road is located to the north of the site and is a single two-way carriageway subject to a 30mph speed limit. Within the vicinity of the site, Victoria Road links to the Eastcote Lane/Field End Road roundabout junction approximately 700m to the northeast of the site and the Pembroke Road/ Park Way signalised junction approximately 2.9km to the northwest. Footways are provided on both sides of the road for the entirety of Victoria Road with street lighting also provided at regular intervals.
- 2.3.3 A signalised pedestrian crossing is present on Victoria Road located approximately 75m west of the site access junction with Crown Road. Parking restrictions in the form of double yellow lines are present on either side of Victoria Road for approximately 1km in a northwest direction from the Crown Road site access junction, extending to approximately 150m northeast of the Crown Road site access junction.
- 2.3.4 Approximately 600m northwest of the site Victoria Road links to Long Drive, via a signalised junction. Long Drive has a northeast / southwest alignment and is subject to a 30mph speed limit. The road features footways on both sides of the road for its extent alongside the benefit of street lighting at regular intervals. Approximately 200m southwest of the Long Drive / Victoria Road junction, Long Drive then transitions into Station Approach, at which point provides access to both the South Ruislip London Underground and railway station.

2.4 Approved Development

- 2.4.1 The approved development is for a change of use from a non-food retail unit (formerly Argos) to a PureGym. The approved gym unit will have a GFA of 1,327sqm, with a floor space of

954sqm on the ground floor and 373sqm on a mezzanine level. The gym includes a reception, multi-functional training area, free weights area, spin area, studios and associated changing facilities including showers, and separate staff areas.

- 2.4.2 The gym will be open 24 hours Monday to Sunday. Users will gain access to the gym via a pin operated entry system.
- 2.4.3 The approved Site Plan is included as **Appendix A.**

3 Accessibility by Sustainable Modes of Travel

3.1 Introduction

- 3.1.1 Current national and local policy on transportation states that new developments should promote more sustainable transport choices for people, particularly accessibility to leisure facilities, jobs and shopping by walking, cycling and public transport to reduce the dependence on private cars.
- 3.1.2 In view of the current transport policy requirements, this section considers the accessibility of the approved development by non-car modes.

3.2 Accessibility on Foot

- 3.2.1 In terms of accessibility on foot, it is widely recognised that walking is the most important mode of travel at the local level and offers the greatest potential to replace short car trips, particularly under 2km.
- 3.2.2 A dedicated pedestrian access is provided directly from Victoria Road approximately 70m to the north of the unit. Victoria Road is subject to a 30mph speed limit and footways are provided on both sides of the road with street lighting provided at regular intervals.
- 3.2.3 The site can also be accessed on foot from Crown Road for pedestrians travelling from the east of the site. Footways are provided on both sides of the road on Crown Road providing access to the retail park.
- 3.2.4 In terms of pedestrian facilities, there are a number of pedestrian crossings located in the vicinity of the site. A signalised crossing is provided on Victoria Road approximately 30m west of the pedestrian access into the retail park. In addition, informal crossings are provided on the western and southern arms of the Victoria Road/Crown Road roundabout.
- 3.2.5 **Figure 3.1** illustrates the 1km and 2km walking catchments from the site. These walking distances are in accordance with the Chartered Institution of Highways and Transportation (CIHT) document entitled "Guidelines for Providing for Journeys on Foot" (2000), which states a preferred maximum walking distance of 2km for commuters, school trips and sightseeing, with 1km being the acceptable distance. These distances have therefore been used to illustrate the catchment areas that are accessible on foot from the site.
- 3.2.6 **Figure 3.1** shows that a number of local amenities can be reached within the 1km catchment area. A Sainsburys superstore is located approximately 550m to the west of the site and a Lidl supermarket approximately 550m to the east of the site that staff can access easily during breaks. In addition, a number of food and beverage outlets, such as Costa Coffee and Greggs are all located within a 1km walking distance to the west of the site at the junction of Victoria Road and Long Drive.
- 3.2.7 In addition, the residential areas of South Ruislip located north and east of the site, fronting Victoria Road are also accessible within a 1km walking distance of the site where staff local to the site could live.
- 3.2.8 Further afield, the 2km walking catchment extends to further residential areas of South Ruislip, areas of Harrow to the east and areas of Northolt to the south of the site. The 2km walking catching area significantly increases the extent of residential area that staff could live.
- 3.2.9 It has therefore been demonstrated that the site is highly accessible on foot for staff living within the area.

3.3 Accessibility by Cycle

- 3.3.1 It is widely accepted that cycling also has the potential to substitute for short car trips, particularly those less than 5km, and can form part of a longer journey by public transport.
- 3.3.2 Whilst there are no dedicated cycle lanes provided along Victoria Road, based on the London Borough of Hillingdon Council's website, Local Cycle Route 1 and 2 are located approximately 750m northwest of the site and link South Ruislip Rail and Underground station to Uxbridge to the southwest.
- 3.3.3 Within the vicinity of the site Local Cycle Routes 1 and 2 provide access to North Hillingdon, Hillingdon Heath, and Uxbridge Moor, which are all nearby residential areas in which staff could live.
- 3.3.4 **Figure 3.2** illustrates the 3km and 5km cycling catchment areas from the site. As can be seen from **Figure 3.2**, the 3km cycling catchment area extends to include South Harrow to the northeast, Northolt to the south, South Ruislip to the west and Eastcote to the north of the site.
- 3.3.5 **Figure 3.2** shows that the 5km cycling catchment extends to further residential areas including Greenford to the east, Harrow to the northeast, Pinner to the north, and Ruislip to the northwest of the site.
- 3.3.6 It has therefore been demonstrated that the site is highly accessible by cycle for staff living within the area.

3.4 Accessibility by Public Transport

Accessibility by Bus

- 3.4.1 The CIHT document "Guidelines for Planning for Public Transport in Development" (March 1999) states that new developments should be located so that public transport trips involve a walking distance of less than 400m from the nearest bus stop.
- 3.4.2 There are several bus stops provided in the vicinity of the site. The nearest bus stops to the site are on Victoria Road. The westbound bus stop (Civic Way, Stop P) is located approximately 70m to the north of the unit. The eastbound bus stop (Queens Walk, Stop J) is located approximately 120m to the north of the unit. Both bus stops are equipped with shelters, seating and timetable information.
- 3.4.3 Metroline Travel operate the bus route that serves the site, the route and its frequency is summarised in **Table 3.1**.

Table 3.1: Local Bus Services

Route	Calling Points	Bus Frequency		
		Mon - Fri	Saturday	Sunday
114	Mill Hill Broadway – Ruislip (Civic Way)	Approximately every 10-15 minutes from 0033-0018	Approximately every 10-15 minutes from 0033-0018	Approximately every 10-15 minutes from 0033-0018
114	Ruislip – Mill Hill Broadway (Queens Walk)	0016 – 0046 Every 15 minutes 0451 – 0606 Approximately every 15-20 minutes 0621 – 0001 Approximately every 10 minutes	0016 – 0046 Every 15 minutes 0451 – 0742 Approximately every 20 minutes 0757 – 0001 Approximately every 12 minutes	0016 – 0046 Every 15 minutes 0546 – 0858 Approximately every 20-30 minutes 0919 – 0001 Approximately every 10-15 minutes

3.4.4 **Table 3.1** demonstrates that the approved development benefits from one regular bus route throughout the week Monday to Sunday during the day and evening. The bus service in either direction passes through residential areas such as Ruislip, Harrow and Mill Hill, as well as areas of Edgware.

3.4.5 It has therefore been demonstrated that the site is highly accessible by bus for staff residing in a number of locations.

London Underground

3.4.6 South Ruislip Underground station is located approximately 800m to the west of the site and is operated by Transport for London. South Ruislip is on the Central Line that runs between West Ruislip and Epping. A summary of the underground services and frequencies are shown in **Table 3.2**.

Table 3.2: Local Underground Services

Line	Destination	Frequency	
		Mon - Sat	Sun
Central	Epping	Approximately every 5 minutes 0530 - 2300	Approximately every 10 minutes 0700 - 2246
	West Ruislip	Approximately every 5 minutes 0600 - 2300	Approximately every 5-10 minutes 0723 – 0023

3.4.7 **Table 3.2** demonstrates that the approved development benefits from two underground rail services that run throughout the week Monday to Sunday during the day and evening.

3.4.8 It has therefore been demonstrated that the site is highly accessible via the London underground for staff.

Accessibility by Rail

3.4.1 The CIHT document “Guidelines for Planning for Public Transport in Development” (March 1999) states that new developments should be located so that public transport trips involve a walking distance of less than 800m from the nearest rail station.

- 3.4.2 South Ruislip Railway Station is located approximately 800m to the west of the site and is operated by Chiltern Railways. A summary of the rail service and frequencies are shown in **Table 3.3**.

Table 3.3: Local Rail Services

Destination	Train Frequency		
	Mon-Fri	Saturday	Sunday
London Marylebone – High Wycombe	0623 - 2359 Approximately 1 service an hour	0712 – 0027 Approximately 1 service an hour	0814 – 0003 Approximately 1 service an hour
High Wycombe – London Marylebone	0611 - 2359 Approximately 1 service an hour	0609 – 2335 Approximately 1 service an hour	0841 – 2332 Approximately 1 service an hour

- 3.4.3 **Table 3.3** demonstrates that the approved development benefits from a rail service throughout the extent of the week, from Monday to Sunday during the day and evening.
- 3.4.4 It has therefore been demonstrated that the site is highly accessible by rail for staff.

3.5 Accessibility Summary

- 3.5.1 In conclusion it has been demonstrated that the site is highly accessible on foot, by cycling and by public transport, bus, underground and rail, in accordance with national and local transport policies.

4 Objectives and Targets

4.1 Introduction

4.1.1 This section sets out the objectives and initial mode shift targets of the TP.

4.2 Objectives

4.2.1 In line with Central and Local Government policies and guidance, the objectives of the TP are to:

- make it easier for employees to walk, cycle, use public transport or car share, and provide better information about transport options;
- encourage sustainable travel;
- lessen traffic generation and its detrimental impacts; and
- reduce carbon emissions and climate impacts.

4.3 Targets

4.3.1 In order to meet the objectives of the travel plan, TP targets should be selected for the site. The targets should be set to reflect the reductions in car use that are expected as a result of the TP measures. Targets should be linked to the objectives set out in **Section 4.2**.

4.3.2 The TP objectives will be realised through the achievement of SMART targets. SMART targets are:

- **S** – Specific: stating exactly what needs to be achieved;
- **M** – Measurable: to allow effective monitoring and to identify when the objectives have been achieved;
- **A** – Achievable: targets that can be achieved within the TP's duration;
- **R** – Realistic: targets that can be achieved by the proposed TP measures; and
- **T** – Time-related: to be achieved by a set deadline.

4.3.3 SMART mode shift targets are set out in **Section 4.4**.

4.4 Mode Shift Targets

4.4.1 To reduce the mode share of trips to the site by car, mode shift targets have been set for years 1, 2, and 3 of the life of the development. The targets provide a specific indication of how a 10% reduction in car trips could be achieved.

4.4.2 **Table 4.1** sets initial mode shift targets for the development. The baseline mode share is based on journey to work mode share data from the 2011 Census for the Hillingdon 009 mid-layer super output area (MSOA) which the site is located within.

Table 4.1: Initial Mode Shift Targets

Mode	Mode Share			
	Baseline	Year 1	Year 2	Year 3
Underground, metro, light rail or tram	11%	11%	11%	11%
Train	6%	7%	7%	7%
Bus, minibus or coach	8%	9%	10%	10%
Taxi	1%	1%	1%	1%
Motorcycle, scooter or moped	1%	1%	1%	1%
Driving a car or van	59%	55%	53%	53%
Passenger in a car or van	4%	4%	4%	4%
Bicycle	2%	3%	3%	3%
On foot	8%	9%	10%	10%
Total	100%	100%	100%	100%

- 4.4.3 As shown in **Table 4.1**, a 10% reduction in car/ van mode share could be achieved by increasing the use of active travel modes of train, bus, walking, and cycling.
- 4.4.4 A travel survey will be conducted six months into occupation of the gym as described in **Section 7**, and through analysis of the results, the Travel Plan Coordinator (TPC) will revise the initial targets for reducing the existing level of car trips and single occupancy car journeys and then monitor the effectiveness of meeting the set targets. The targets will be reviewed after each subsequent travel survey and revised accordingly, in consultation with the Local Planning Authority.

5 Travel Plan Management

5.1 Introduction

5.1.1 This section describes how the TP for the approved development will be managed.

5.2 Travel Plan Co-ordinator

5.2.1 The Travel Plan Co-ordinator (TPC) will be appointed by PureGym prior to the first occupation of the development. The TPC is needed to implement the Travel Plan measures and to sustain participation in the Travel Plan initiatives. The TPC will be available to staff from the time of working at the site. Their contact details will be provided to staff.

5.3 TPC Duties and Responsibilities

5.3.1 The TPC will set up and maintain a filing system for all correspondence relating to the TP. Initially, all staff will have their travel details added to the relevant database. The TPC will periodically issue promotional material to staff. This promotional material will identify the TPC (along with contact information) to ensure that any queries or suggestions relating to the Travel Plan can be addressed efficiently. The TPC will also ensure that the latest information pertaining to the Travel Plan and its initiatives are made directly available to staff. A full set of duties and responsibilities of the TPC is set out in the sections below, with a checklist of tasks provided in **Appendix B**.

5.4 The Role of the TPC

5.4.1 The role of the TPC will involve the following:

- To engage with staff to promote and encourage the use of travel modes other than the car,
- To provide a point of contact and travel information,
- To provide up-to-date travel information,
- To monitor the success of the Travel Plan measures and targets,
- To engage with the Local Authority (London Borough of Hillingdon) and staff to investigate how the site can play a role in and benefit from neighbouring Travel Plans or local initiatives, where applicable.

5.4.2 Details of the nominated TPC will be submitted to the Local Planning Authority and Local Highway Authority. Similarly, the TPC will obtain the contact details of the appropriate personnel at the various local transport related organisations and complete a 'Contact Personnel Form' to provide easy reference when dealing with Travel Plan matters.

5.4.3 An example of a Contact Personnel Form is included as **Appendix C**.

6 Travel Plan Actions

6.1 Introduction

- 6.1.1 The development of a successful TP will require consultation with staff to establish which measures will create a sense of 'ownership' of the TP.
- 6.1.2 Staff involvement will be essential to deliver the changes in personal travel choices and to overcome natural resistance to measures that 'discourage' car use. Involvement can be achieved through the undertaking of a travel survey, early implementation of the TP, plus an associated 'launch' exercise to describe to staff the purpose of the TP and the benefits of becoming involved.
- 6.1.3 This process should be used to explain why the TP is necessary, gain staff support and take on board comments and ideas. The role of the TPC will be crucial in ensuring the dissemination of information and encouraging staff and member 'take up' of the TP process.
- 6.1.4 The following sections of this TP outline the general measures to be promoted by the TPC.

6.2 Measures to Promote Walking

- 6.2.1 The TPC will encourage walking as a mode of travel to the site by implementing the following initiatives:
- Raise awareness of the health benefits of walking through promotional material;
 - Provide a map showing safe walking routes, indicating distances and times to the most common destinations near to the site, e.g. bus stops;
 - Ensure that footpaths in proximity to the site are well maintained and lit;
 - Promotion of websites that encourage walking such as Walking Britain (www.walkingbritain.co.uk/find-walks-by-me.php) and ramblers (www.ramblers.org.uk);
 - Promotion of local leisure routes; and
 - Promotion of events such as National Walking Month.
- 6.2.2 To complement the above initiatives, staff changing facilities with storage lockers and showers, will be provided for employees of the development.

6.3 Measures to Promote Cycling

- 6.3.1 Prior to occupation of the development, changing facilities, including lockers and showers will be provided on site. As part of the approved development a total of 8 cycle parking spaces will be provided for gym users and staff. These could be used by staff.
- 6.3.2 The TPC will encourage cycling as a mode of travel to the site by implementing the following initiatives:
- Investigate the potential to set up a Bicycle User Group (BUG) to encourage employees to cycle to work;

- Seek partnership with local sports / cycle stores in order to provide discounts to staff and as part of any promotional activity or campaign;
- Promotion of cycle safety, cycle training and cycle skills courses for staff and cycle routes such as those provided by London Borough of Hillingdon Council;
- Promotion of cycle events such as Bike Week and Cycle to Work Day;
- Promotion of cycle training and membership organisations such as CTC (Cycling UK) and British Cycling;
- Promotion of cycle security and bike marking schemes to reduce bike theft.

6.3.3 In order to assist in improving conditions for cycling locally, the TPC will establish contact with the cycling officer of the Local Planning Authority to ensure that up-to-date information is available regarding cycle routes and other facilities for cyclists in the vicinity of the site.

6.4 Measures to Promote Public Transport

6.4.1 The TPC will encourage public transport use as a mode of travel by implementing the following initiatives:

- Ensure that all staff are provided with information to allow ease of use of public transport by displaying up-to-date public transport routes, ticket pricing and timetable information;
- Promotion of public transport journey planners from Transport for London and National Rail; and
- Promotion of apps to facilitate planning of public transport trips and awareness of network issues and problems.

6.4.2 Contact details for local taxi firms will also be displayed by the TPC on the members and staff noticeboards.

6.4.3 The TPC will liaise regularly with the local public transport operators to ensure that information remains valid. The TPC will display details of the websites and telephone advice services to enable staff to obtain details on their individual journey requirements.

6.5 Travel Finance

6.5.1 The TPC will endeavour to negotiate staff discounts from public transport operators on the cost of season tickets and travel cards for public transport services to the site through bulk purchase in order to promote the use of public transport by staff.

6.6 Other Staff Travel Measures

6.6.1 The staff travel plan measures will seek to enhance the accessibility of the site in order to make alternative travel modes as attractive as possible for regular staff journeys. In addition, the plan will provide attractive and realistic opportunities to change mode or increase the efficiency of their journey. The key measures to be implemented as part of the TP are outlined below.

6.6.2 Relevant, accurate information on the range of services and travel initiatives available will be provided on-site through the following media:

- Staff Travel Plan notice board within main staff common rooms;

- Public transport information will be made available within the building; and
 - Staff to be made aware of the Travel Plan, as part of employee induction procedures.
- 6.6.3 Information will be updated on a regular basis by the TPC and will include details of public transport timetables, maps, general travel information contacts and details of health/ fitness initiatives such as National Cycle Week, Healthy Living Information, Travelwise week, etc. Key events/ campaigns should be identified and promoted by the TPC.
- 6.6.4 Cycle parking facilities will be provided in a convenient, secure and a well-lit location. Lockers for cyclists to store equipment and clothing and access to shower and changing facilities will be provided on site.
- 6.6.5 The TPC will also organise a scheme to ensure that any staff involved with the Travel Plan have a guaranteed ride home in the case of family emergencies during the daytime or when required to work late at night at short notice. In these circumstances the employer will meet the cost of any reasonable taxi fare home, if appropriate receipts are provided by staff. It has been identified that the running of such an emergency system is critical in increasing staff confidence in taking part in Travel Plan initiatives.
- 6.6.6 The TPC will continue to liaise with Local Planning Authority and if necessary, with other relevant local business Travel Plan groups to exchange ideas and to investigate any potential economies of scale when developing Travel Plan measures.

7 Monitoring and Review

7.1 Introduction

- 7.1.1 To enable the Travel Plan to be established successfully, the TPC will carry out monitoring of travel patterns and will review them in conjunction with the Local Planning Authority.

7.2 Travel Database

- 7.2.1 The TPC will undertake an initial employee travel survey, to enable an employee travel database to be set up.
- 7.2.2 The aim of the survey is to investigate employees travel pattern, their modes of transport used and improvements that could be made to encourage employees to travel by modes other than single occupancy private car.
- 7.2.3 The TPC will prepare and distribute a questionnaire to each member of staff, to collect the following details:
- Postcode area of staff;
 - Normal working hours;
 - Mode of travel to the site;
 - Car ownership;
 - Work related travel throughout the day;
 - Reasons for not using public transport and other modes, if staff member stated car use as current mode used to travel to site;
 - Measures that would encourage use of public transport or other non-car modes of travel to workplace;
 - Estimates of public transport journey times and cost; and
 - Staff profile, including age, gender etc.
- 7.2.4 All data collected from the travel survey in connection with the Travel Plan will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information, with all data held being used solely for the purposes of the Travel Plan.
- 7.2.5 On receipt of the completed questionnaires the TPC will set up the travel database within one month of completion of the travel survey.
- 7.2.6 The results of the surveys will be analysed and will be used to identify and set targets to be achieved by the Travel Plan.
- 7.2.7 Further employee surveys will be undertaken 12 months after the date of the initial survey (year 1) and then every 24 months (year 3 and year 5) for a 5-year period. The results of all surveys will be reported to the Local Authority, upon request.

- 7.2.8 The TPC will ensure that all new staff are entered into the database within one month of commencement of employment, with staff leaving the development having their details removed from the database.
- 7.2.9 The TPC will release survey data to the Local Planning Authority on request. However, in the interests of security, names and addresses of staff will not be provided, rather, postcode details would be supplied.
- 7.2.10 Information contained within the database and the travel patterns derived from the data will inform the review process which will be carried out in conjunction with the Local Planning Authority.

7.3 Monitoring

- 7.3.1 The TPC will monitor travel patterns for the first five years of the site occupation and then at suitable intervals as agreed by the Local Planning Authority, if deemed necessary. This monitoring will be undertaken to ensure that the Local Planning Authority can see that the aims and objectives of the Travel Plan are being achieved.
- 7.3.2 After an initial baseline mode share has been established, travel patterns will be monitored at year 1, year 3 and year 5 of the life of the development.
- 7.3.3 The monitoring will include site audits and will assess the following items:
- Level of usage of cycle stands to determine demand; and
 - Updated travel questionnaire surveys organised by the TPC to establish effective comparisons from earlier surveys, for example on mode of travel to the development.
- 7.3.4 The TPC will develop the monitoring programme in conjunction with the Local Planning Authority to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key TP targets based on the results of the monitoring travel surveys. This table should be published on the Travel Plan notice boards, site website and highlighted to staff.
- 7.3.5 The TPC will make information on mode share available to the Local Planning Authority in a monitoring report as part of the continuous monitoring process, subject to the provisions of the Data Protection Act.

7.4 Review

- 7.4.1 The TPC will undertake a review of the Travel Plan in conjunction with the Local Planning Authority. This review will be important in assessing the effectiveness of the measures implemented and will identify areas where modification may be necessary. In particular, the following will be assessed:
- Mode share for staff against the targets;
 - Cycle parking occupancy; and
 - Comments received from staff.
- 7.4.2 The TPC will compare the mode share statistics from monitoring to the targets set for the development. The TPC will set revised realistic targets for modal shifts to non-car travel modes and investigate the effectiveness of the Travel Plan initiatives being promoted in conjunction with the Local Planning Authority.

8 Action Plan

8.1 Introduction

- 8.1.1 This section outlines an indicative implementation programme for the Travel Plan. It also details the responsibilities for the specific measures.

8.2 Indicative Implementation Programme

- 8.2.1 The Travel Plan measures, responsibilities and implementation timings are summarised in **Table 8.1**.

Table 8.1: Summary of Framework Travel Plan Programme and Responsibilities for the Measures

Measures	Objective	Responsibility	Timescale
Coordinator	Encourage a high level of involvement and manage the Travel Plan	PureGym	Prior to occupation
Travel Plan Strategy	Monitoring arrangements: undertaking travel surveys and preparing Monitoring Report	Travel Plan Coordinator/ Local Authority	Within three months of occupation and then 1, 2 and 3 years after the initial survey
	Review targets and objectives		
	Undertake Travel Plan audit and modify where appropriate		
Infrastructure	Provide changing facilities, including lockers and showers	PureGym	Prior to occupation
	Ensure that footpaths within the site are well maintained and lit	Travel Plan Coordinator	Ongoing
Travel Surveys	Distribute travel surveys		Within three months of occupation
	Collect travel surveys		Two weeks after distribution
Monitoring	Setting up a travel database and Travel Plan working file		Within three months of occupation
	Analyse surveys and submit survey review report to Local Authority		Within three months of collecting survey results
	Set Targets		

Measures		Objective	Responsibility	Timescale
Marketing, Promotion and Awareness Raising	Circulate a copy of the Travel Plan to all staff	Reduce single occupancy vehicle trips by increasing travel by other modes and encourage a high level of involvement	Travel Plan Coordinator	Prior to occupation
	Prepare staff Travel Plan noticeboard			
	Contact Hillingdon and obtain up-to-date timetables and literature			
	Update Travel Plan notice board to reflect progress towards targets			Ongoing
Marketing, Promotion and Awareness Raising	Walking	Promote websites that encourage walking	Travel Plan Coordinator	Ongoing
		Provide a walking map of the local area		
		Promote walking events such as National Walking Month		
	Cycling	Investigate setting up a BUG		Within three months of occupation
		Seek partnership with local stores to provide cycle discounts		
		Promote cycle events, training courses and organisations		Ongoing
		Promote cycle journey planners		
		Promote cycle security		
	Public Transport	Promote public transport journey planners from Hillingdon and, Transport for London, and National Rail		Ongoing
		Promote apps to facilitate planning of public transport trips and awareness of network issues and problems		

Figures

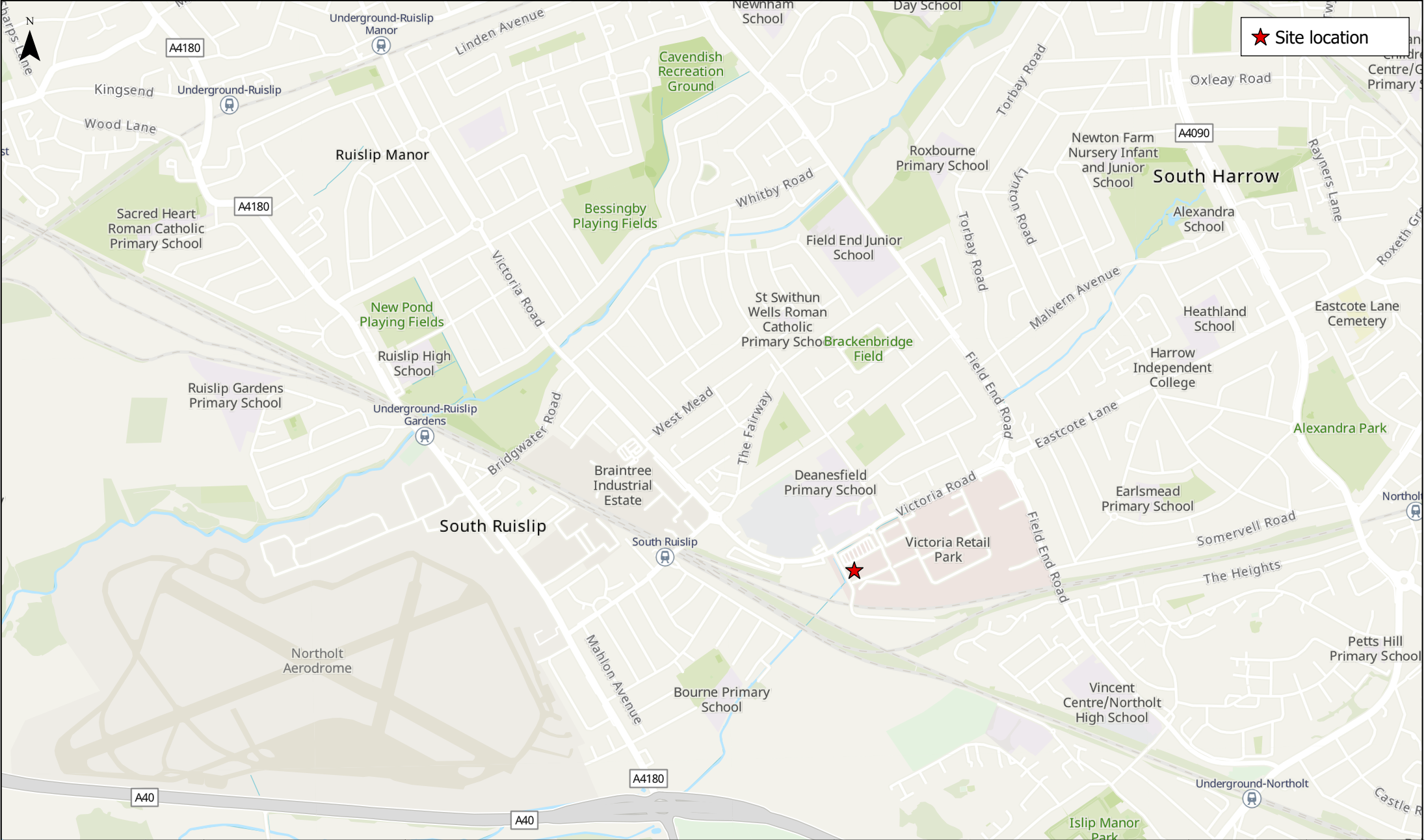


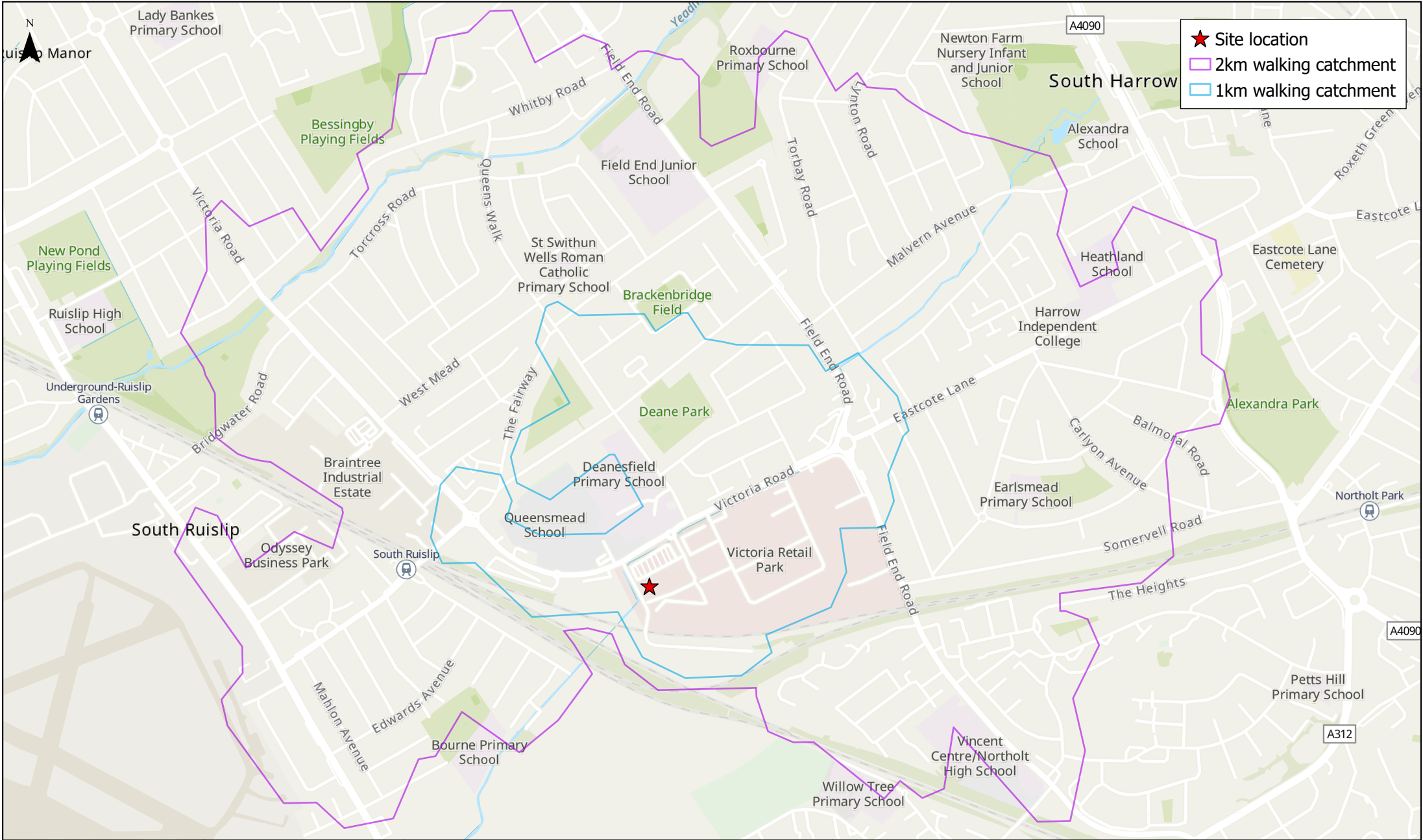
Figure 1.1: Site location

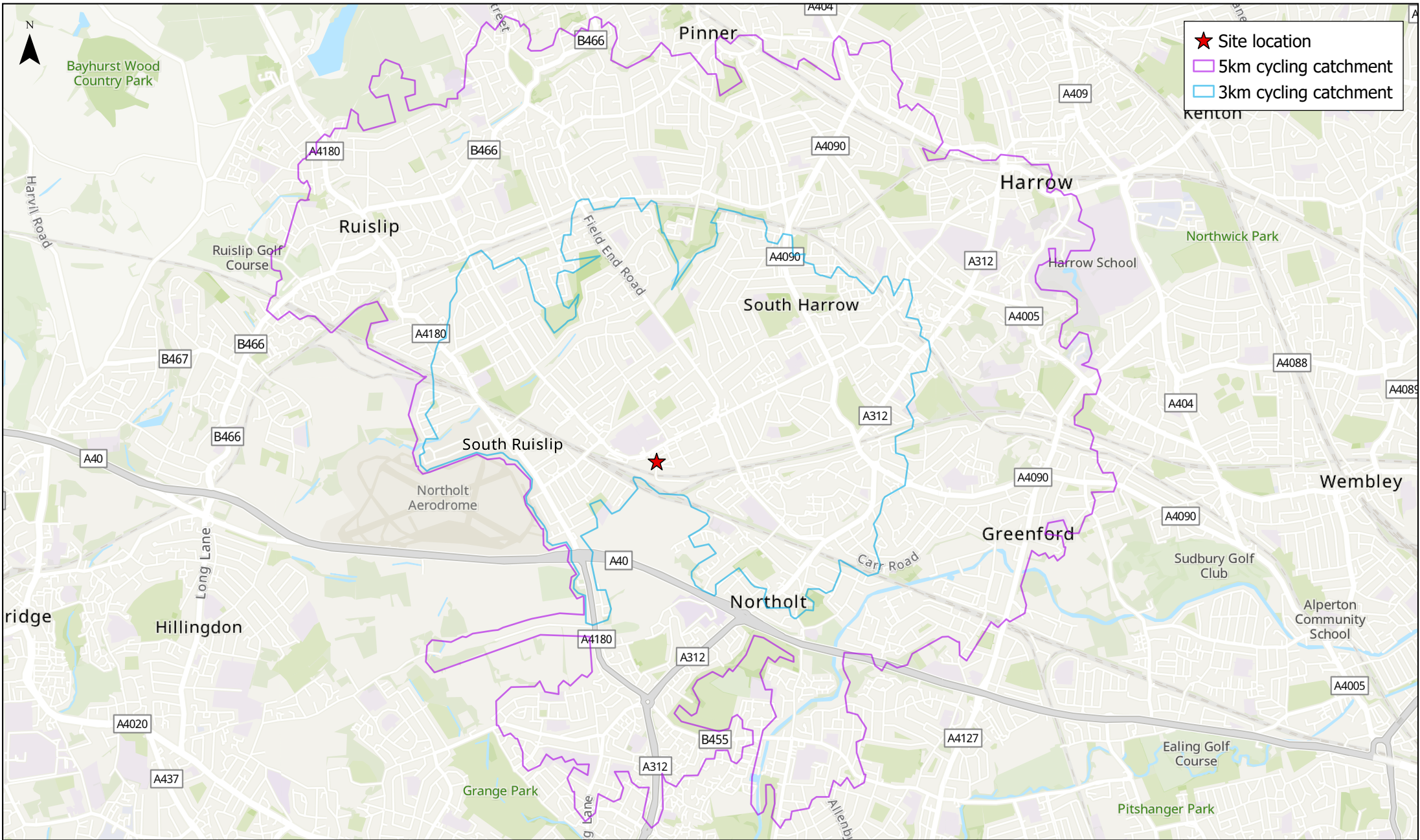
A horizontal scale bar with alternating black and white segments. The segments are labeled 0, 2.5, and 5 Km.

Figure 1.1

Checked: ML

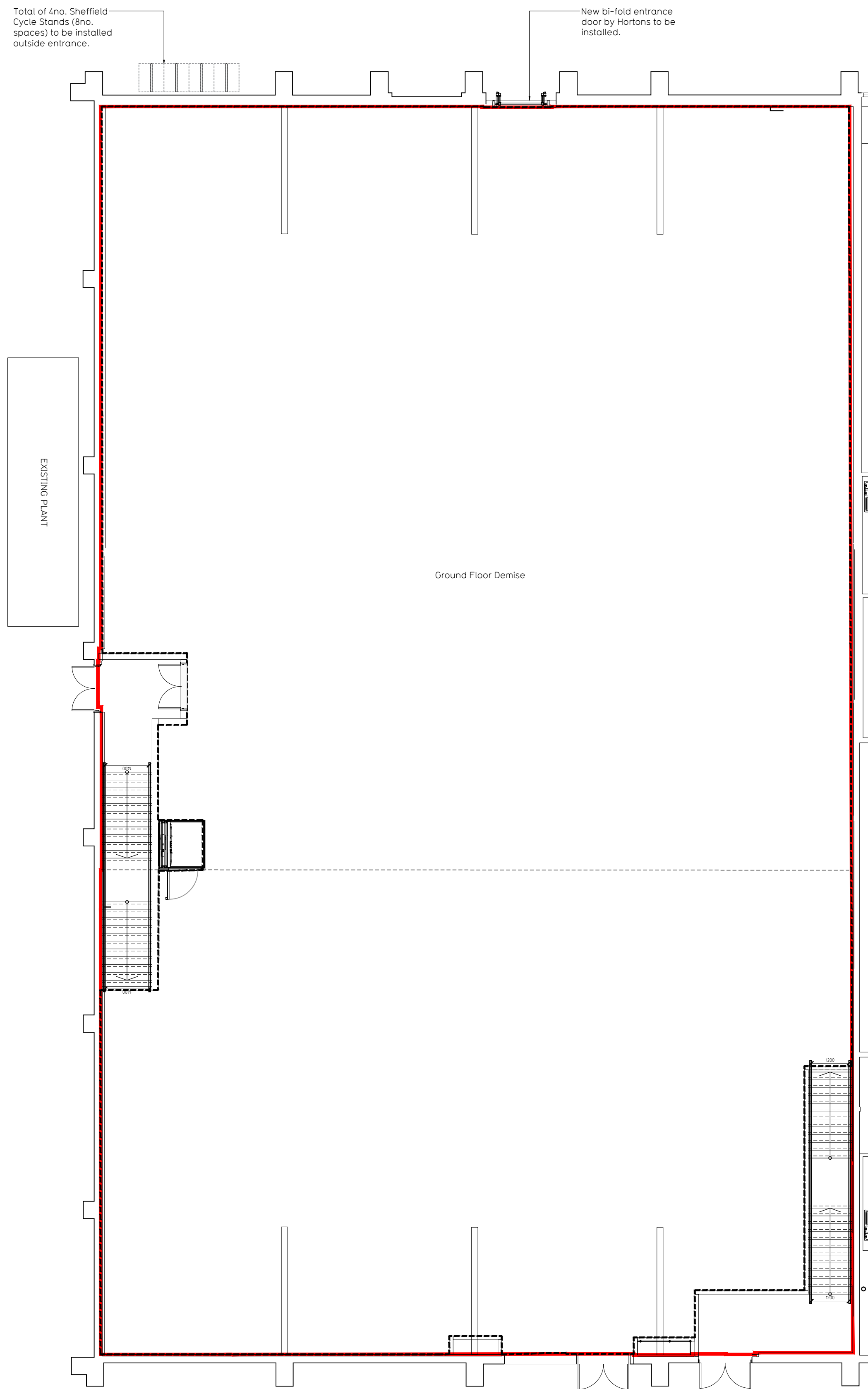




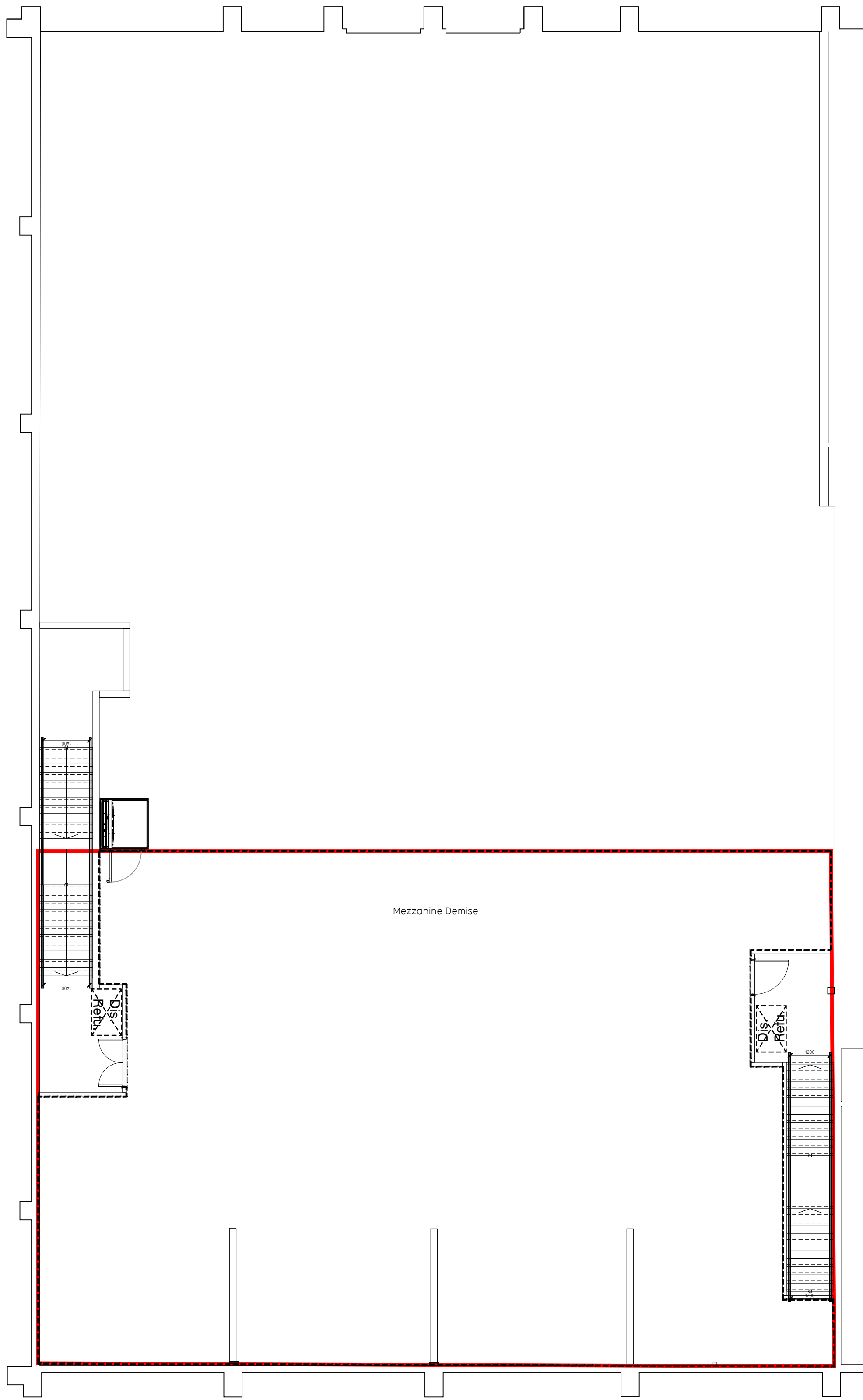


Appendices

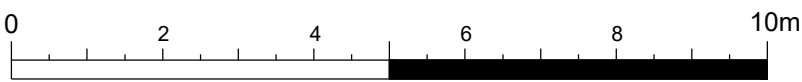
Appendix A Approved Site Plan



Proposed Ground Floor Plan




Proposed Mezzanine Floor Plan



Gross Internal Area (Red Line)			Net Internal Area		
Ground	954.3 m² / 10272.4 ft²		Ground	908.2 m² / 9775.4 ft²	
Mezzanine	372.6 m² / 4010.2 ft²		Mezzanine	337.1 m² / 3629.0 ft²	
Total	1326.9 m² / 14282.6 ft²		Total	1245.3 m² / 13404.4 ft²	

Rev	Date	Description	Drawn/	Checked
PROJECT TITLE			DRAWING TITLE	
South Ruislip Unit 3, Victoria Retail Park, Ruislip, HA4 0AJ			Proposed Demise Floor Plan Ground & Mezzanine Floor Plans	
DRAWN/CHECKED	DATE	SCALE	ADD NO.	DRAWING NO.
HB/PG	18.05.23	1:100 @ A1	2201	102-PFP
DRAWING PURPOSE				Rev
TOWN PLANNING APPLICATION				P00



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Appendix B Travel Plan Coordinator Checklist

Schedule of TPC Duties and Implementation Timescale

Initial Tasks

Task	Implementation Date	Completed
Appoint TPC	Prior to the occupation of the development	
Provide TPC details to Hillingdon Council	1 month after the appointment	
Obtain Hillingdon Council TPC details	1 month after the appointment	
Contact Hillingdon Council cycling officer	1 month after the appointment	
Research Health / Travel Information	Within 3 months of development opening	
Contact local bus companies to obtain up-to-date timetables and literature	Within 3 months of development opening	
Review cycle provision purpose	Within 3 months of development opening	
Review walking routes within site to ensure fit for purpose	Within 3 months of development opening	
Development of full Travel Plan	Within 3 months of receipt of baseline travel survey results	

Baseline Travel Surveys

Task	Implementation Date	Completed
Complete baseline travel survey	Within 3 months of development opening	
Submit initial Monitoring Report to Hillingdon Council	Within 3 months of carrying out baseline travel survey	

Baseline Travel Surveys

Task	Implementation Date	Completed
Carry out Annual Travel surveys	Every 12 months after the first survey	
Monitoring and Reviewing targets	Annually, after the subsequent survey, for a maximum of 5 years	
TPC provide reports to Hillingdon Council on request	Annually, after the subsequent survey, for 5 years	

Appendix C Contact Personnel

Contact Personnel Information

[illegible]