



NENE VALLEY

Transport Planning

SEPTEMBER , 2023

TRAVEL PLAN

6 West Road, West Drayton UB7 9LG

NENE VALLEY TRANSPORT PLANNING CONSULTANTS LTD

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APPENDICES

Appendix 1	Proposed development plans
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1. INTRODUCTION

- 1.1. Nene Valley Transport Planning Consultants Ltd (NVTP) has been commissioned by Alpine Planning to prepare a Travel Plan (TP) to accompany a Retrospective Planning Application: Change of use from C3 dwelling house to C2 supported living accommodation for 2 children at 6 West Road, West Drayton, UB7 9LG
- 1.2. The TP sets out initiatives and measures to be implemented to achieve objectives relating to reducing single occupancy car use through the promotion of sustainable modes of travel.
- 1.3. The TP is a site specific package of measures and initiatives aimed to encourage all users of the site **to become aware** of all the modes of travel to the site, including sustainable modes of travel, in particular walking and cycling. The aim in the long term is to reduce the number of single occupancy car journeys to and from the site. The TP consists of specific aims, objectives and outcome based targets, as well as confirming methods for implementing, monitoring and a methodology for reviewing the success of the TP. In essence the 4 main aims of this Travel Plan are:

- A) To **decrease the amount of single occupancy vehicle usage to the site** by all users of the site, where it is practical to do so, particularly those travelling short distances (i.e. under 2km);
 - B) To **increase the awareness of sustainable travel modes**, in particularly walking and cycling, available for all users of the site;
 - C) To **discourage any irresponsible or illegal off-site and on-street parking** by any users of the site; and
 - D) To complete the initial outcome based targets and undertake subsequent yearly **monitoring**.

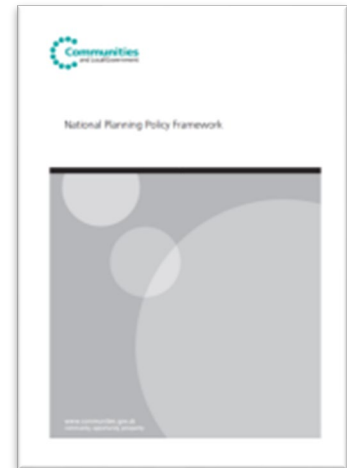
- 1.4. Hillingdon Borough Council (HBC) is both the local planning authority and the local highway authority, it should be noted that there are a number of roads within the borough which are not the responsibility of HBC but rather the responsibility of Transport for London (TfL)
- 1.5. This Travel Plan has been prepared in accordance with the Department of Transport's (DfT) 'The Essential Guide to Travel Planning' (March 2008) and 'Travel Plans, Transport Assessments and Statements' (Ministry of Housing, Communities & Local Government 2014) and takes into account current Government policy within the revised National Planning Policy Framework (CLG 2021) and best practice guidance within 'Manual for Streets' (DfT 2007) and 'Manual for Streets 2 – Wider Application of the Principles' (CIHT 2010), the Design Manual for Roads and Bridges (Highways Agency 2002).

PLANNING REQUIREMENT BACKGROUND

- 2.1 The objectives for the development have been defined taking into account national and local policies that seek to safeguard the environment and resources so as to put into practice the principles of sustainable development. Consideration has been given to the following documents:

National

- Transport White Paper: Creating Growth, Cycling Carbon: Making Sustainable Local Transport happen
- National Planning Policy Framework
- Manual for Streets and Manual for Streets 2



Local and Regional

- The London Local Plan 2021

The London Plan sets out the strategic targets for the spatial development of London for the next 20-25 years. From a transport perspective, the Mayor intends that London will be a city where it is easy, safe and convenient for everyone to access jobs, opportunities and facilities with an efficient and effective transport system which actively encourages more walking and cycling. Furthermore, the Mayor wishes to strike an appropriate balance between promoting new development and preventing excessive parking provision that can undermine the use of sustainable travel modes

- London Borough of Hillingdon Local Plan: Part 1 – Strategic Policies (November 2012)

The Hillingdon Local Plan - Part 1 - Strategic Policies is the key strategic planning document for Hillingdon and will support delivery of the spatial elements of the Sustainable Community Strategy. It sets out a long-term vision and objectives for the Borough. The primary matter relating to Transport notes an overall aim of improving quality of life and reducing private car dependency

- London Borough of Hillingdon Unitary Development Plan (1998) Saved – September 2007

The LBH Unitary Development Plan (UDP) contains 'saved' policies from 1998 and sits alongside the Local Plan Part 1. Once adopted, the Local Plan Part 2 will replace these policies, although until then the following transport policies are still relevant to this proposal.

- London Borough of Hillingdon Local Plan: Part 2 – Development Management Policies (January 2020)

The Local Plan Part 2 provides revised development management policies replaces the UDP in its entirety

- 2.2 Central Government and Local Authorities are placing increasing emphasis on the need to reduce the number, and length, of motorised journeys and encourage greater alternative means of travel. This means that the use of other modes such as: walking, cycling, and public transport should be

promoted over single occupancy car use, where it is indeed practical to do so. Travel Plans for any type of new development are therefore becoming an increasingly important requirement.

2.2 [Paragraph 113 of the National Planning Policy Framework](#) sets out that all developments which generate significant amounts of transport movement should be required to provide a Travel Plan. Local planning authorities must make a judgement as to whether a proposed development would generate significant amounts of movement on a case by case basis (i.e. significance may be a lower threshold where road capacity is already stretched or a higher threshold for a development which proposes no car parking in an area of high public transport accessibility). In determining whether a Travel Plan will be needed for a proposed development the local planning authorities should take into account the following considerations:

- the Travel Plan policies (if any) of the Local Plan;
- the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);
- existing intensity of transport use and the availability of public transport;
- proximity to nearby environmental designations or sensitive areas;
- impact on other priorities/ strategies (such as promoting walking and cycling);
- the cumulative impacts of multiple developments within a particular area;
- whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times); and
- relevant national policies, including the decision to abolish maximum parking standards for both residential and non-residential development.

Benefits

2.4 This Travel Plan will aim to meet the objectives, and to deliver the following benefits:

- A focused approach to influence the travel behaviour of visitors to the site.
- Encourage and facilitate the introduction of safe and viable alternatives to single occupancy car travel by visitors
- Increase employee and visitor awareness of the potential for, and advantages of travelling by sustainable modes of travel, including walking, cycling, public transport and car sharing.
- Inform visitors of the social, environmental, and economic costs of their travel choices.
- Provide practical information on how employees and visitors can travel by more sustainable transport modes, including car sharing, with integration between transport modes.
- Provide practical initiatives based on regular appraisal of travel patterns.
- Improve accessibility for all.
- Improve safety for vulnerable road users.
- Provide re-assurance to residents in the local vicinity of the measures to reduce any impact on residential amenity.

Outcomes

2.5 Furthermore in line with Department for Transport's (DfT) '[The Essential Guide to Travel Planning](#)', published in March 2008, the Travel Plan will also seek the following outcomes:

- Improved accessibility and travel choice for visitors.
- Improved access by the wider community to the development of sustainable modes of transport.
- Reduction in the need for car use, with associated benefits in terms of reduced traffic, congestion, air pollution and accidents.
- Achieve more attractive environments that contribute to regeneration and travel initiatives.
- Represent good practice and provide an educational tool to help change perceptions about the convenience and benefits of not using the car where alternatives exist



Summary

2.6 This Travel Plan will seek the benefits and outcomes listed. The overarching objective will be to minimize overall single occupancy vehicle mileage by reducing the single occupancy car dependency of visitors travelling to and from the facility, where it is practical to do so, through promoting sustainable modes of transport and raising awareness of route planners available for all users and promoting incentives to help nudge all users of the site. The Travel Plan will raise options available to all users other than travelling as single occupancy vehicle users especially for short trips under 2km. This is in accordance with the Government's '[Future of Transport; a Network for 2030](#)' document, produced in 2004, as well as the [updated Planning Policy Guidance](#) updated by the DfT on 6 March 2014.

2.7 In line with the new 'Planning Policy Guidance update, the Travel Plan will also act as a transport mitigation plan, focusing on maximizing sustainable access to the development, and facilitating smarter journey choices. In doing so, the Travel Plan sets out the aims to reduce the number of car trips, in particular single occupancy car trips, generated by all users of the site and therefore reduce the potential impact of any additional car trips, as well as relating to cars parked on the local highway network.

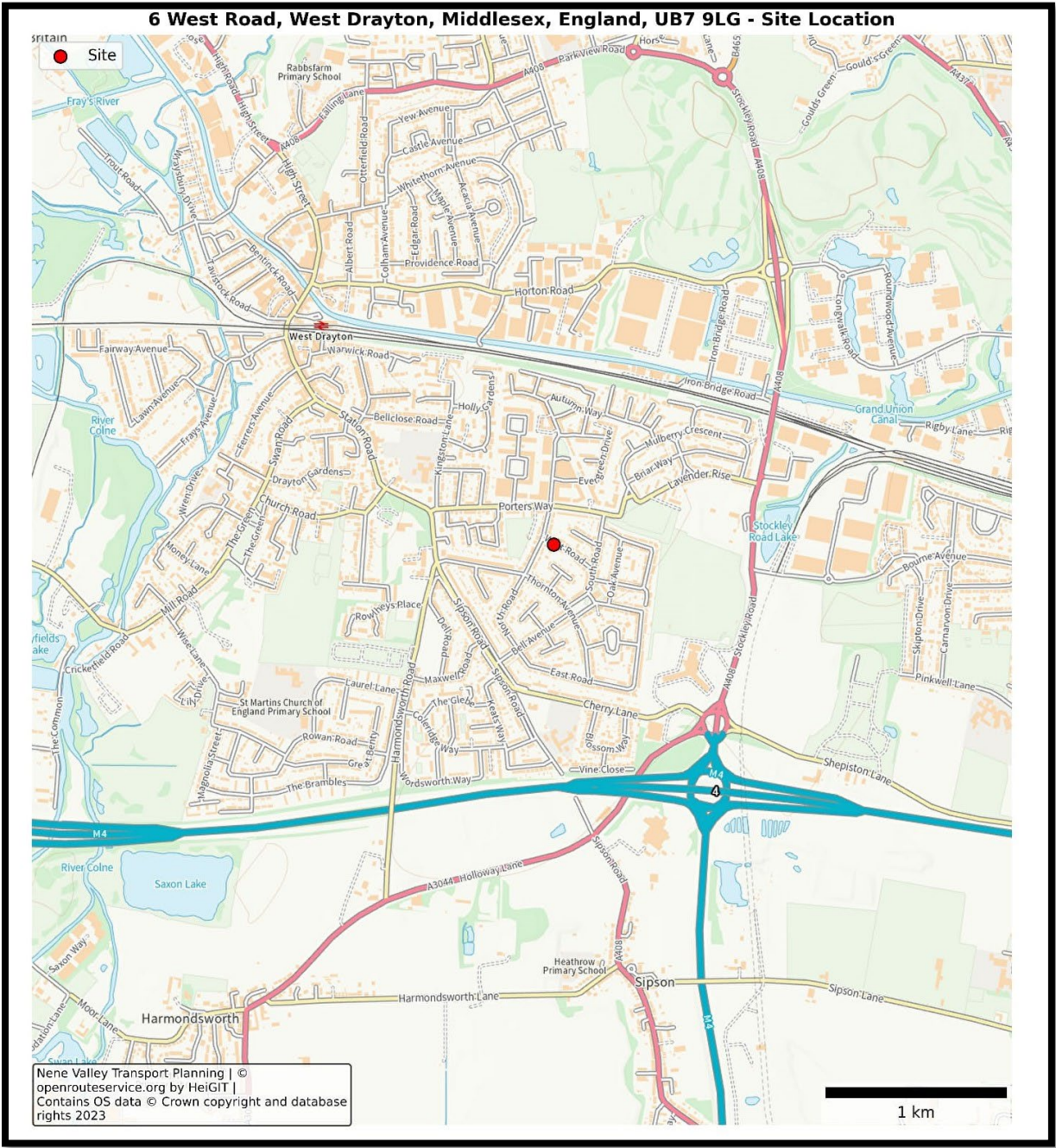
2.8 The proposed development will be designed in accordance with policy objectives set out in national and local documentation. The site is close to existing sustainable transport infrastructure with excellent local and national sustainable transport links. On balance, the site location and proposed use is considered to accord with the national and local transport policy objectives summarized in this chapter.

DEVELOPMENT PROPOSALS

Site Location

- 3.1 The site is located at 6 West Road, West Drayton UB7 9LG. West Road is primarily a residential street with a mix of houses and flats the site is located in West Drayton which is a suburban borough that is part of the Greater London area and is located in close proximity to Heathrow airport.
- 3.2 The site has good accessibility for a wide range of sustainable travel modes, the details of which will be provided within this report.
- 3.3 The site can be easily accessed via car with no pinch or stress points even during peak times.

Figure 1 Site location



Development proposals: Change of Use

- 3.4 The application is for a Retrospective Planning Application: Change of use from C3 dwelling house to C2 supported living accommodation for 2 children. The property has already been converted in C2 use, though this has only involved internal alterations
- 3.5 The application site comprises a two storey semi detached former dwellinghouse. The scale, design and detail of the unit was not altered in any meaningful sense. The character of the site will also not change – appearing to all extents and purposes to be a residential dwelling
- 3.6 The site will offers accommodation for 2 children who are being cared for by 3 members of staff during the day and 2 at night. the numbers of vehicles accessing the site are unlikely to be noticeably different from an average 4 bed dwellinghouse
- 3.7 Please refer to the design and access statement which has been prepared by Alipne planning for a comprehensive summary of the development proposals and use of the site
- 3.8 The local highway network, transport conditions and planning policy context for the development have been examined and audited to determine the framework within which the proposal will be located.
- 3.9 The development has provision for two standard size car parking spaces (2.5m (W) x 5m (L))
- 3.10 Appendix 1 shows details of the development plans

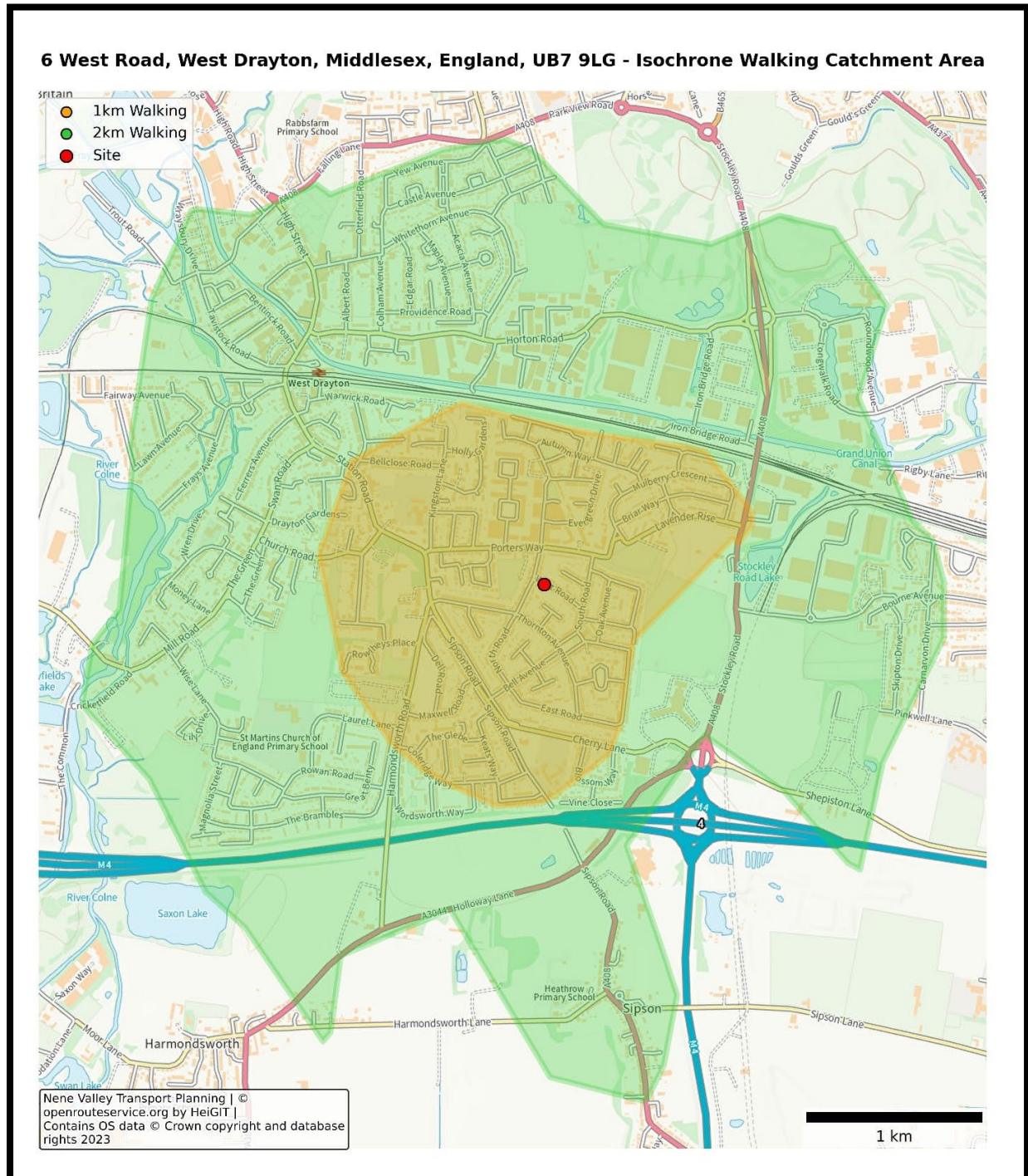
SUSTAINABLE TRANSPORT ACCESSIBILITY

Pedestrians

- 4.1 Walking access to the site for pedestrians will be via North Road or South road both of which lead on to West Road
- 4.2 Footpaths and pavements are located on both sides of the site and in the surrounding streets, which offers the opportunity to walk safely throughout the immediate area.
- 4.3 Distances up to 2km can be considered reasonable to be undertaken on foot. Walking will be a realistic mode to consider for trips within the distance. Whilst this does not preclude pedestrians from undertaking longer journeys, it is considered that a distance of 2km is reasonable
- 4.4 There are a number of uncontrolled crossing points with drop down kerbs and tactile paving which are located within the walking catchment of the site around the local highway network along pedestrian routes. Given the existing infrastructure, and the areas contained within the pedestrian catchment area, there are good opportunities, with no real barriers, for pedestrians to travel to and from the site
- 4.5 With good street lighting and surfacing to the site, there are no obstacles walking to the site covering the immediate area.
- 4.6 We will be holding a number of dedicated days where we will encourage staff and visitors to walk to the site, we will incentivize this by providing staff and visitors with a healthy snacks for doing so

- 4.7 Walking catchment is shown below in Figure 2 and is illustrated by the green area. This demonstrates that walking can be considered a viable option to all users of the site.

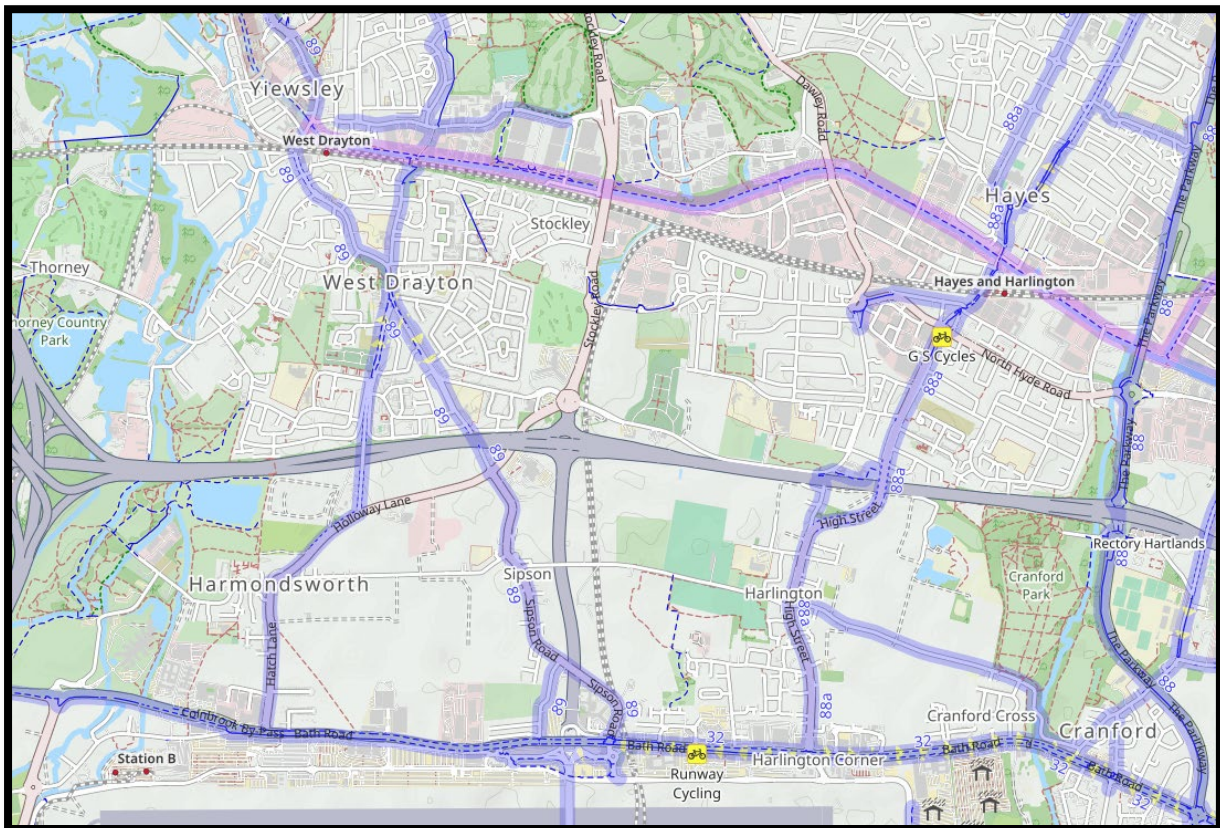
Figure 2 Walking catchment



Cyclists

- 4.8 Paragraph 78 of PPG13 stated that cycling had the potential to be an effective substitute for short car trips, particularly those under 5km to form part of a long journey by public transport.
- 4.9 The local area benefits from an extensive network of cycle routes which provide convenient routes to local facilities, train and London Underground stations as well as Heathrow Airport to the southwest. These are detailed in the TfL Local Cycling Guide 6. In the vicinity of the site there are a number of routes signed or marked for the use of cyclists. West Road is in close proximity to local cycle route (89) for use by cyclists on a mixture of quieter or busier routes. This route provides a direct connection to the north with Uxbridge and links to West Drayton Station to the south of the site

Figure 3 OpenCycleMap Local Cycle Routes



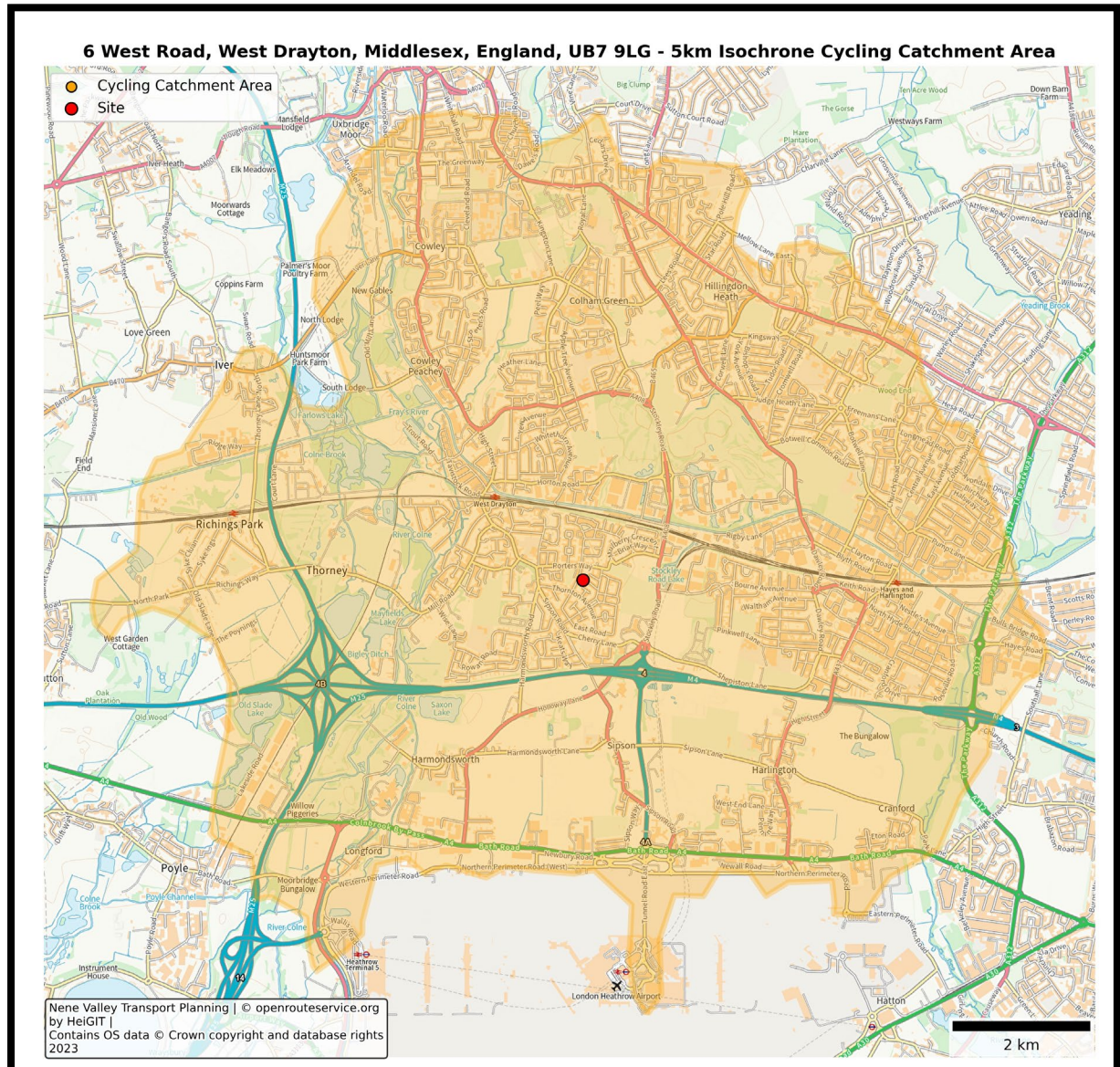
- 4.10 Surrounding the site there are a number of roads identified on TfL Local Cycling Guide 6 that have been recommended by cyclists. Some of these routes connect to other off-road routes or routes signed and marked for the use of cyclists.
- 4.11 The vehicle flow around the surrounding area is relatively light. Consequently, it would be suitable for cycling on the carriageway furthermore there are links to the site via an advisory off road cycle route.

There are no hurdles or obstacles travelling to the site via cycling. Both surface and lighting is very conducive to cycling safely to and from the site either on or off road.

- 4.12 There are plans to install a number of Sheffield stands to provide cycle parking which will be covered and lit furthermore locker and shower facilities are available on site to encourage cycling.
- 4.13 The site will run a number 'Cycling days' where all visitors are encouraged to cycle to the site.
- 4.14 Adult cycle training will be offered to all staff members.

4.16 Cycling catchment is shown below in Figure 4 and is illustrated by the orange area. This demonstrates that cycling can be considered a viable option to all users of the site.

Figure 4 Cycling catchment



Bus Services

- 4.17 The IHT Guidelines for ‘Planning for Public transport in new developments’ state that the maximum walking distance to a bus stop **should not exceed 400m**. The closest bus stop to the site is located on Potters Way approximately 300m from the site.
- 4.18 There are bus stops located on Station road, approximately 550m from the site.
- 4.19 The stops are an accessible walking distance and can be reached by a footway directly from the site to the bus stops
- 4.20 In summary, the bus stops located in close proximity to the site provide regular and frequent bus services to destinations such as Uxbridge, West Drayton, Hayes and Harlington and Hounslow. This provision will clearly provide staff and visitors of the site with excellent travel opportunities by bus
- 4.21 Accessibility of public transport: All London Bus routes are served by low-floor vehicles with at least one dedicated wheelchair space and an access ramp per bus, although bus stops themselves must be accessible for a ramp to be deployed. As per the review of bus services above, a number of routes are accessible within 500m of the site. Site visits have confirmed that the nearest stops, in each direction, are provided with suitable kerb heights to allow bus boarding ramps to deploy. In addition, all London buses make use of the ‘iBus’ system providing audio and visual updates as to the bus route and stop information for deaf/blind users.

Table 1 Bus service summary. Source: TfL September 2023

Bus No.	Route	Typical Frequency (per hour, per direction)		
		Mon - Fri	Sat	Sun
222	Uxbridge – West Drayton - Hounslow	Service every 10 minutes	Service 10 minutes	Service every 12 minutes
350	Hayes and Harlington – West Drayton – Heathrow Airport	Service every 20 minutes	Service every 20 minutes	Service every 20 minutes
U5	Uxbridge – Cowley – Hillingdon Hospital – West Drayton – Stockley Park – Hayes & Harlington Station	Service every 12 minutes then every 20 minutes in the evening	Service every 12 minutes then every 20 minutes in the evening	Every 20 minutes

Rail

- 4.22 West Drayton Rail Station is located approximately 1 miles to the north west of the site and is within the walking and cycle catchment and just over 20min walk. This offers another sustainable travel option to the site, as part of a multi-modal journey
- 4.23 West Drayton station provides access to the Elizabeth Line to key destinations such as Reading Abbey Wood, Maidenhead and London Paddington and Heathrow as summary of the services accessible to staff and visitors to the site can be found below
- 4.24 As part of the Elizabeth Line, West Drayton station has benefited from significant improvements including a new glass and steel extension of the station building; a covered walkway between the existing building and a new footbridge; and three new lifts to provide step-free access to every platform. New lighting, customer information screens, station signage, help points and CCTV has been enhanced. The introduction of cross-London Elizabeth Line trains provides for direct connections to areas such as Liverpool Street (in 33 minutes) and Canary Wharf (in 39 minutes).

Table 2 Train service summary. Source: Trainline September 2023

Route	Typical Journey Time	Typical Frequency	
		Peak	Off- Peak
London Paddington	22 minutes	4 per hour	4 per hour
Reading	29 minutes	4 per hour	2 per hour
Abbey Wood	51 minutes	4 per hour	4 per hour
Canary Wharf	39 minutes	4 per hour	4 per hour
Liverpool Street	33 minutes	4 per hour	4 per hour
M Maidenhead	17 minutes	6 per hour	4 per hour
Heathrow Airport	25 minutes	4 per hour	4 per hour

- 4.25 Given the location of the site with access to the station by sustainable means, medium and longer journeys by rail are therefore considered to be viable alternatives to the private car.

Electric Vehicles

- 4.26 Hillingdon Borough Council declared a climate emergency in January 2020 and has ambitions to become net zero by the year 2030. Electric vehicles play a critical role in meeting national and local aspirations to achieve net zero
- 4.27 The site will look to include provisions for electric vehicle charging infrastructure, it's usage will be monitored as part of the annual travel plan monitoring and number of chargers will be adjusted accordingly
- 4.28 Users of the site will be provided information about the benefits of ultra low emissions vehicles.

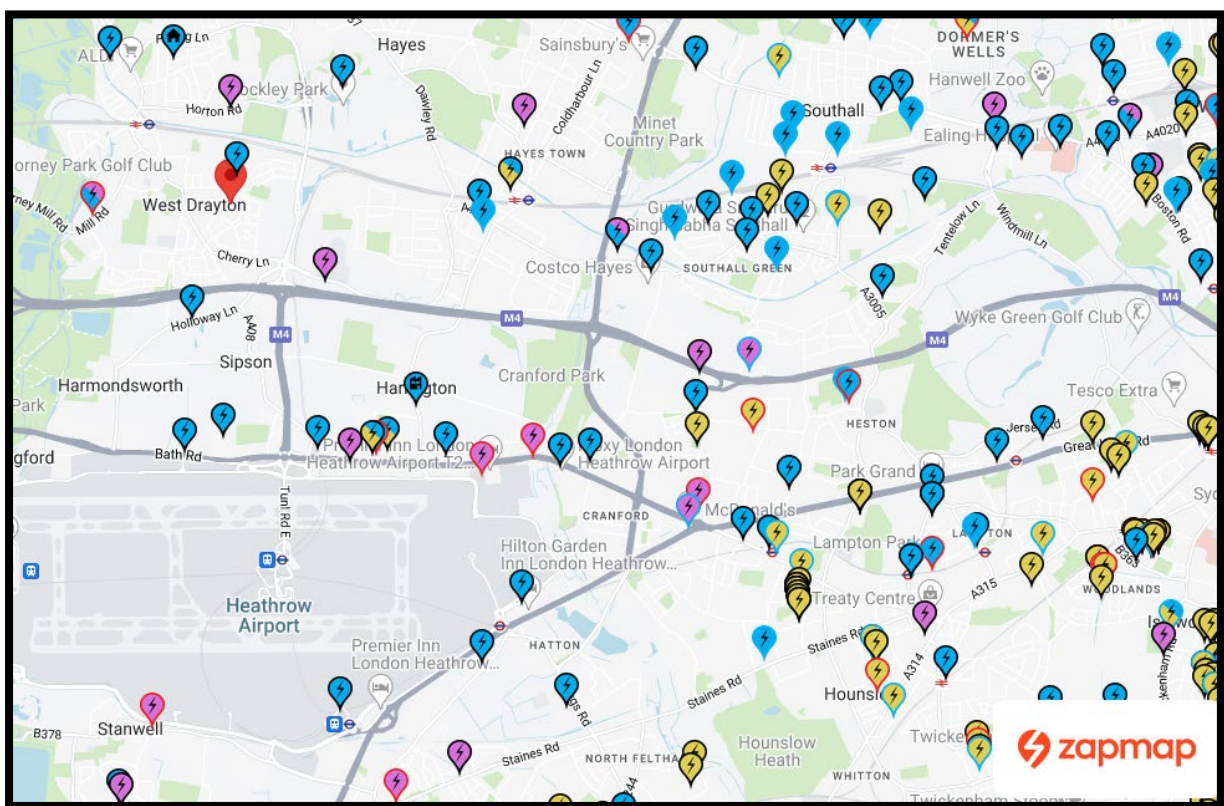


Figure 5 Zap Map highlighting charging infrastructure within the vicinity

Car Clubs

- 4.29 Car clubs provide the opportunity for residents to have access to a car without owning a private vehicle. As this transport option has become established in London, surveys have consistently demonstrated the positive benefits of car clubs – including the fact that car club members drive significantly fewer miles than other London drivers and have lower car ownership than Londoners in general.
- 4.30 Car Club services operated by HiyaCar are located throughout Hillingdon. The nearest car club is located in West Drayton within walking distance to the site.

Summary

- 4.31 On the basis of the various sustainable forms of travel available, enabling people to access the site it is considered that the site benefits from an excellent level of sustainable accessibility. A large resident population is located within a reasonable walking distance of the site and the pedestrian routes located within the area enable very safe pedestrian movement. Designated cycle routes pass close to the site and the proposed provision of covered and secure cycle parking facilities within the site will help to further encourage cycling.
- 4.32 The proposed development also benefits from the provision of bus facilities in close proximity to the site , served by high frequency bus services on a daily basis.
- 4.33 We are confident that we can reduce the number of single occupancy car journeys through the promotion of sustainable travel. We are taking a holistic approach to this with indicatives ranging from but not limited to:
- Travel planning engagement events: During these events we will have present promotional material provided by the council's sustainable travel team to help promote sustainable transport such as cycle maps, bus timetable and adult cycle training information. The events will allow us to signpost visitors to the council's sustainable travel team for further information. We will also have present healthcare professionals who will be able to highlight the physical and mental health benefits of active travel. Finally the events will be attended by a transport planning professional who can provide general travel planning advance.
 - Walking days:
 - Additional cycle parking, which is lit, secure and covered.
 - Undertake a Travel Plan induction session for all staff to raise 100% awareness
 - We will stay in touch with the local sustainable travel team and ensure best practice is shared and we are happy to implement any indications which they suggest to us.

The combination of these facilities provides the site with an excellent level of sustainable transport accessibility and will help encourage the use of non-car modes for travel to and from the site.

4.34 To ensure each of our TP objectives and targets are met, the institution is committed to undertaking the following actions:

Objective 1	Travel Plan induction session for all staff to raise 100% awareness				
Target	<i>All users to have a good understanding of the TP and have contact details of the TPC</i>				
Actions	Person responsible	Timescale	Resources	Success indicator	Progress
	TBC + TPC	Within 3 months from development	Staff time Budget: £0	Survey to be circulated post event to determine success	

<p>Travel planning introduction event. Lunch time, in person engagement event users can speak to the TPC and obtain sustainable travel information.</p> <p>Opportunity to introduce TPC and the TP</p> <p>These events will help meet several objectives and have therefore been repeated throughout the action plan to emphasise their importance</p>	TBC + TPC	<p>Travel planning engagement events will be held once every term during lunch time.</p>	<p>Liaise with HBC sustainable travel team to obtain information about walking and cycling in the form of leaflets.</p> <p>Smoothie bike to encourage engagement</p> <p>Staff time</p>	<p>Annual travel survey will indicated any impact when compared to baseline data</p>	N/A
Objective 2	Increase number of people car sharing to and from the site				
Target	<i>Increase car sharing by 15% compared to baseline data</i>				
<p>Travel planning introduction event. Lunch time, in person engagement event where staff can speak to the TPC and obtain sustainable travel information.</p>	TBC + TPC	<p>December 2023, exact date TBC</p>	<p>Liaise with local sustainable travel team to obtain information about walking and cycling in the form of leaflets.</p> <p>Smoothie bike to</p>	<p>Annual travel survey will indicated any impact when compared to baseline data</p>	N/A

Opportunity to introduce TPC and the TP			encourage engagement Staff time		
Sign up to a car sharing platform (such as Faxe) where a closed car sharing group can be created to encourage car sharing to and from the site. Car sharing will be actively promoted through any engagement events	TBC	December 2023	Staff time Posters/ leaflets Budget: TBC	Numbers of people who sign up to a car sharing group	N/A
Users to be given information about any car sharing groups.	TBC	December 2023	Staff time Leaflets to be given to users Budget: TBC	Numbers of people who sign up to a car sharing group	N/A
Objective 3	Encourage more users to cycle				
Target	<i>Educate users about the benefits of cycling to elicit behaviour change</i>				

<p>Travel planning introduction event. Lunch time, in person engagement event where staff can speak to the TPC and obtain sustainable travel information.</p> <p>Opportunity to introduce TPC and the TP</p>	TBC + TPC	December 2023, exact date TBC	<p>Liaise with local sustainable travel team to obtain information about walking and cycling in the form of leaflets.</p> <p>Smoothie bike to encourage engagement</p> <p>Staff time</p>	Annual travel survey will indicate any impact when compared to baseline data	N/A
<p>Cycling days:</p> <p>Users to be rewarded if they cycle to and from the site</p> <p>Led cycle rides to be held to increase confidence</p>	TBC	Various days	Staff time	Annual travel survey	N/A
Objective 4	Educate staff and students about the benefits of Active travel				
Target	<i>Reduce single occupancy car journeys to 35% in the first year of occupation</i>				

<p>Travel planning introduction event. Lunch time, in person engagement event where users can speak to the TPC and obtain sustainable travel information.</p> <p>Opportunity to introduce TPC and the TP</p>	TBC + TPC	<p>October December, exact date TBC</p>	<p>Liaise with local sustainable travel team to obtain information about walking and cycling in the form of leaflets.</p> <p>Smoothie bike to encourage engagement</p> <p>Staff time</p> <p>Budget: £500</p>	<p>Annual travel survey will indicated any impact when compared to baseline data</p>	N/A
<p>Walking days</p> <p>Users will be educated on the benefits of walking and an incentive will be provided should they walk to and from the site</p>	TBC	<p>Week commencing 17th May 2024</p>	<p>Staff time</p> <p>Healthy Treats as incentives</p>	<p>Annual travel survey</p>	N/A

Be safe, be seen winter campaign. Campaign to highlight the importance of being visible when travelling either by walking or cycling. Information to be given to users and free high-vis jackets to promote road safety	TPC	November 2023	High vis jackets Leaflets Staff time Budget: TBC	N/A	
Objective 5	Educate users about the benefits of public transport				
Target	<i>Increase levels of public transport use</i>				
Travel planning introduction event. Lunch time, in person engagement event where users can speak to the TPC and obtain sustainable travel information. Opportunity to introduce TPC and the TP	TBC + TPC	December 2023, exact date TBC	Liaise with local sustainable travel team to obtain information about walking and cycling in the form of leaflets. Smoothie bike to encourage engagement Staff time	Annual staff travel survey will indicate any impact when compared to baseline data	N/A

TRAVEL INFORMATION PACKS

5.1 All staff will receive a 'Sustainable Travel Information Welcome Pack'. Through the information provided in the Welcome Pack, staff and visitors of the development will be in a better position to make informed choices about how they choose to travel to and from the site. The pack will be updated on a regular basis by the Travel plan co-ordinator (TPC), and will include:

- An overview of the objectives and structure of the TP, why the TP is in place and what advice is available with regard to sustainable transport options
- Details of incentives being offered to users to encourage sustainable travel
- Contact details of the TPC, should users have any transport or travel problems they wish to discuss.
- Up to date public bus and rail timetable information
- Details on how to access and register with lifshare.com
- Pedestrian and cycle route maps from the development to and from the surrounding area, identifying the nearest local facilities
- Details of local taxi companies

Personalised Travel Planning

5.2 The Travel Packs will promote Personal Travel Planning. All users will be able to contact the TPC to seek assistance on personalised travel information that will enable future residents to think about the way they currently travel and how they can travel more sustainably.

TRAVEL PLAN COORDINATOR

6.1 A Travel Plan Coordinator has been recruited to develop and implement the travel plan, contact details can be found below.

6.2 The Travel Plan contact (ITPC) details are:



6.3 NVTP will be the contact for any issues leading to the discharge of the Travel Plan conditions.

6.4 The key responsibilities of the Travel Plan Coordinator will include:

- Providing travel packs to users
- Implementing the 'Action plan' and arranging activities and events to promote sustainable transport
- Dealing with any queries from users of the site with regards to general travel/travelling options related to travelling to the site.
- Being the main contact if indeed there are any concerns raised by residents in the surrounding streets regarding any parking issues relating to users of the site.
- Being the main contact for HBC with regards to future site visits and yearly monitoring.
- Undertaking a summary of monitoring surveys and analysis. This will be collated as part of the yearly monitoring report.

MONITORING AND TARGETING

- 7.1 Monitoring the TP is important in understanding the changing nature of the users travel behaviour and the effectiveness of the TP measures. The existing measures should be reviewed and alternative methods introduced where necessary to achieve the TP targets.
- 7.2 In order to determine the effectiveness of the TP and any future revisions of it are effective, monitoring will take place at regular intervals over the lifetime of the RTP
- 7.3 We will conduct annual monitoring. The annual monitoring will be undertaken 12 months after occupation for yearly periods covering 5 years.
- 7.4 The Monitoring Report will comprise of a yearly **attendee travel survey** (i.e. see copy in appendix 4) which will be used by the proposed members of staff. **The first yearly travel survey will be expected to be forwarded to all users before the end of 2023.** The subsequent yearly monitoring reports will follow this first one.
- 7.5 A combination of all the collected data mentioned will be added to the analysis of all travel modes by all users in future Monitoring Reports. The first Monitoring Report will be completed 12 months after occupation. The Monitoring Reports will also include a summary of any parking issues affecting the site and any potential travel issues affecting the site.
- 7.6 Future Monitoring Reports will be produced and can be briefly summarized as including:
- A summary of the monitoring results;
 - Details of progress made since the submission of the previous reports;
 - An assessment of whether the Travel Plan targets are on track to be met;
 - An identification of actions and priorities for the forthcoming Travel Plan period.

Specific targets

- 7.7 For the **first year** of occupancy of the site, the Travel Plan targets will be **OUTCOME based targets**, as at this early stage there is no information on the potential take up and modal percentage of all users.
- 7.8 The initial 'outcome based and over-arching' targets of the Travel Plan are as follows:
- Implementing measures set out in the TP
 - Providing travel packs to visitors
 - Setting up of an Induction Pack for staff
 - Setting up a log sheet for visitors
 - Undertaking the first monitoring report 1 year after occupation.

Table 3 Modal shift targets

Objective	Aim Targets	Timescale			
Reduce single occupancy car journeys		01/12/2022 Baseline	01/12/ 2023 target	01/12/202 4 target	01/12/202 5 target
	Increase journeys to site by walking [AIM]	TBC	45%	50%	55%
	Increase journeys to site by cycling [AIM]	TBC	10%	20%	25%
	Reduce journeys to site by car [AIM]	TBC	Reduce d to 20%	Reduced to 15%	Reduced to 10%

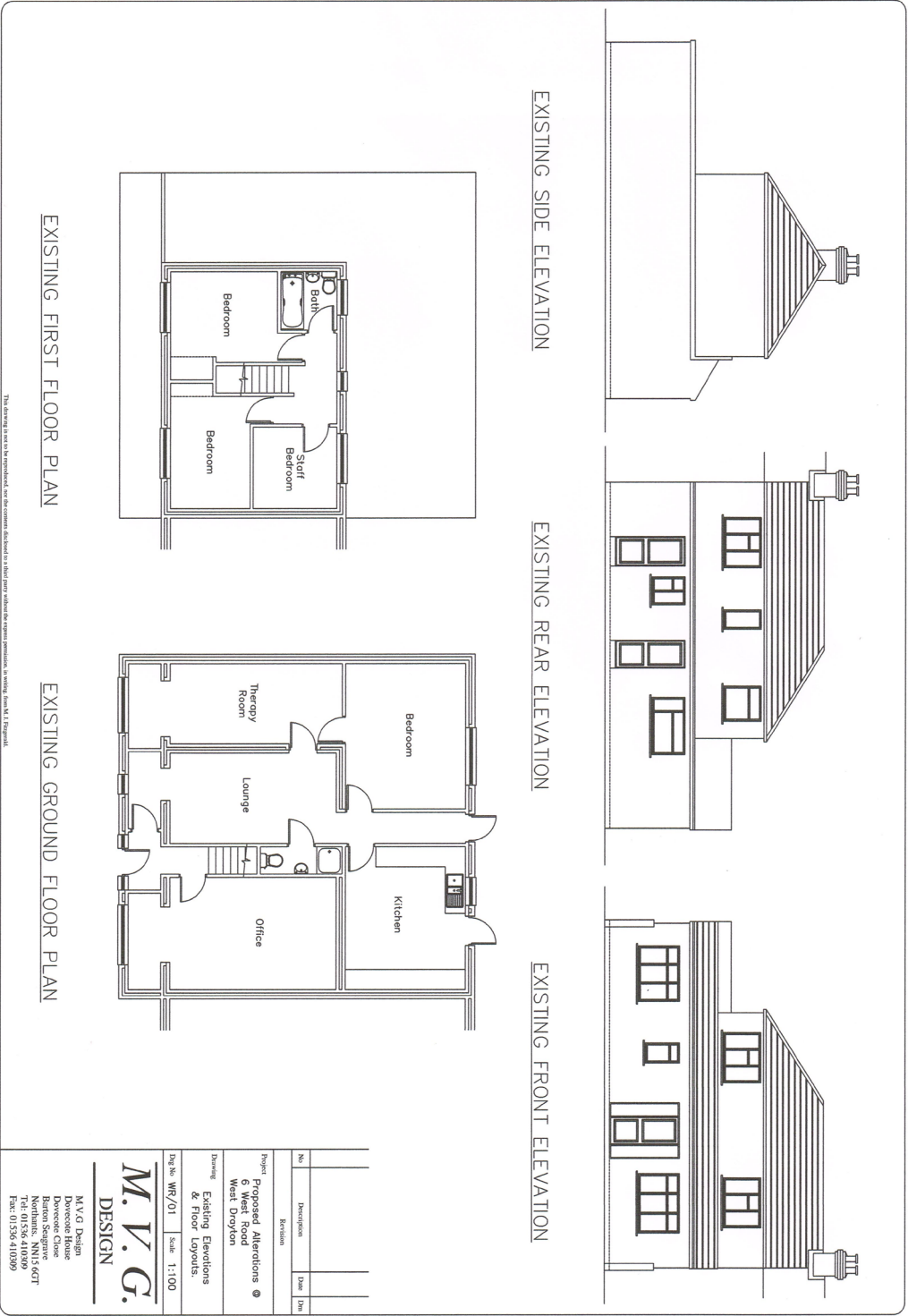
Annual Monitoring Reports

7.9 The results of the questionnaire surveys, data collection, a parking summary and the group discussions will be summarised by the Travel Plan Coordinator (TPC) and compiled into a complete Monitoring Report.

CONCLUSION

- 8.1 The Travel Plan demonstrates the commitment The site has to ensure that the site operates taking on board all concerns about traffic, noise and parking into consideration when operating. The Travel Plan demonstrates that there will be little or no onerous impact on residential amenity, traffic flows and parking congestion, as well as the site management also ensuring any potential issues affecting residents, due to any users of the site, in the immediate area of the site are resolved expediently.
- 8.2 Staff will be provided with a travel pack containing information about the various travel choices they have to get to and from the site, furthermore we will be actively engaging with visitors to ensure that there is no illegal or irresponsible parking when visiting the site

APPENDIX 1: PROPOSED DEVELOPMENT PLANS



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APPENDIX 2: DRAFT TRAVEL SURVEY

Example Travel Survey for all users

Confidential

1. Home postcode _____
2. Age
- | | | |
|------------|--------------------------|----|
| 16-17 | <input type="checkbox"/> | 01 |
| 17-18 | <input type="checkbox"/> | 02 |
| 18-24 | <input type="checkbox"/> | 03 |
| 25-34 | <input type="checkbox"/> | 04 |
| 35-44 | <input type="checkbox"/> | 05 |
| 45-54 | <input type="checkbox"/> | 06 |
| 55 or over | | 07 |
3. Do you have regular access to a car?
- | | | |
|-----|--------------------------|----|
| Yes | <input type="checkbox"/> | 01 |
| No | <input type="checkbox"/> | 02 |
4. Do you own a bicycle?
- | | | |
|-----|--------------------------|----|
| Yes | <input type="checkbox"/> | 01 |
| No | <input type="checkbox"/> | 02 |
5. Is your attendance to the site:
- | | | |
|-----------|--------------------------|----|
| Part time | <input type="checkbox"/> | 01 |
| Full time | <input type="checkbox"/> | 02 |
6. What days and hours do you normally attend the site? _____

7. How do you mostly travel to the current site? PLEASE TICK ONE ONLY

Public bus	<input type="checkbox"/>	01
Bicycle	<input type="checkbox"/>	02
Car, drive alone	<input type="checkbox"/>	03
Car, drive with passenger(s)	<input type="checkbox"/>	04
Car, passenger with colleague	<input type="checkbox"/>	05
Car, passenger with someone else	<input type="checkbox"/>	06
Foot		07
Motorbike	<input type="checkbox"/>	08
Train		09
Other (please specify) _____		10

8. If you were unable to use your usual method of travel, how would you travel to and from the current site? PLEASE TICK ONE ONLY

Public bus	<input type="checkbox"/>	01
Bicycle	<input type="checkbox"/>	02
Car, drive alone	<input type="checkbox"/>	03
Car, drive with passenger(s)	<input type="checkbox"/>	04
Car, passenger with colleague	<input type="checkbox"/>	05
Car, passenger with someone else	<input type="checkbox"/>	06
Foot	<input type="checkbox"/>	07
Motorbike	<input type="checkbox"/>	08
Train		09
Other (please specify) _____		10
No alternative used	<input type="checkbox"/>	

9. How far do you currently travel to site (one way)?

Up to 1 mile	<input type="checkbox"/>	01
Over 1 mile and up to 2 miles	<input type="checkbox"/>	02
Over 2 miles and up to 4 miles	<input type="checkbox"/>	03

Over 4 miles and up to 10 miles	<input type="checkbox"/>	04
Over 10 miles and up to 20 miles	<input type="checkbox"/>	05
Over 20 miles		06

10. How long does it currently take you to get to the site?

0-15 minute	<input type="checkbox"/>	01
16-30 minutes	<input type="checkbox"/>	02
31-60 minutes	<input type="checkbox"/>	03
61-90 minutes		04

11. Which of the following changes would most encourage you to use public transport for your journey to the site? (If you already travel by public transport, which would you most like to see?) PLEASE TICK MORE THAN 2

More direct bus routes	<input type="checkbox"/>	01
More frequent bus service	<input type="checkbox"/>	02
Faster journey times	<input type="checkbox"/>	03
Discount tickets/ passes	<input type="checkbox"/>	04
More convenient bus drop off points	<input type="checkbox"/>	05
Better connection from home to the station	<input type="checkbox"/>	06
Public transport information		07
Other (please specify) _____		08
None	<input type="checkbox"/>	09

12. Which of the following changes would encourage you to cycle to the site? PLEASE TICK MORE THAN 2

Safer, better lit cycle paths	<input type="checkbox"/>	01
Cycle parking facilities at the office	<input type="checkbox"/>	02
Changing facilities & lockers at the offices	<input type="checkbox"/>	03
Arrangements to buy a bicycle		04
Other (please specify) _____	<input type="checkbox"/>	05
None		06

Please complete questions 13 – 17 if you regularly use a car to get to work.

13. What is your main reason for using a car to travel to the site? PLEASE TICK ONE ONLY

- | | | |
|--|--------------------------|----|
| Car essential to perform job e.g. travel to meetings/ between sites | <input type="checkbox"/> | 01 |
| Cheapest means of travel | <input type="checkbox"/> | 02 |
| Need car for activities before and after work e.g. dropping/ collecting children | <input type="checkbox"/> | 03 |
| Get a lift | <input type="checkbox"/> | 04 |
| Health reasons | <input type="checkbox"/> | 05 |
| Lack of an alternative | | 06 |
| Other (please specify) _____ | | 07 |

14. What would make you shift to another method of travel to get to site?

- | | | |
|---------------------------------------|--------------------------|----|
| Worsening traffic conditions | <input type="checkbox"/> | 01 |
| Discount travel card | <input type="checkbox"/> | 02 |
| Improvements to existing alternatives | <input type="checkbox"/> | 03 |
| Lack of parking spaces | <input type="checkbox"/> | 04 |
| Parking charges | | 05 |
| Other (please specify) _____ | | 06 |