



St. Andrew's Park  
Uxbridge

## TRAVEL PLAN

On behalf of  
**Anchor**

MT/6104/TP.2

*Experience and expertise working together*



## Document Control Sheet

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# 1 INTRODUCTION

- 1.1** Bellamy Roberts has been instructed by Anchor to prepare a Travel Plan (TP) in support of the scheme at St. Andrew's Road, Uxbridge.
- 1.2** The application site is located within the wider re-development area of the former RAF Base at St. Andrew's Park.
- 1.3** Planning permission was granted in February 2020 (Ref: 585/APP/2019/829) for 72 assisted living facilities (use class C2). Construction is complete but the site has not been occupied. Anchor now wishes to secure planning approval to occupy the site as use class C3 accommodation for older people (55+).
- 1.4** This TP has been prepared in accordance with the requirements set out in the National Planning Policy Framework (NPPF).
- 1.5** The objectives of the TP will ultimately be to reduce the number of single occupancy car trips and promote the use of more sustainable forms of travel.
- 1.6** Given the nature of the proposed development, a number of residents are likely to be less mobile, as such the primary aim of the Travel Plan will be to influence staff and visitor trips.
- 1.7** The measures that are to be introduced in order to achieve the objectives of the TP are detailed in this document. A Travel Plan Co-ordinator (TPC) shall be appointed to provide ongoing management for the TP.
- 1.8** To ensure the Travel Plan is promoted over a sustained period of time, the Travel Plan will be secured by the London Borough of Hillingdon through a Section 106 Agreement. This will ensure the Travel Plan is monitored by the Local Authority for a five-year period.
- 1.9** This TP should be read in conjunction with all documents submitted as part of the planning application.

## 2 SITE LOCATION

**2.1** The application site lies approximately 980m walking distance south-east of the centre of Uxbridge, and forms part of the former RAF Uxbridge. The application site covers an area of 1.6 acres.

**2.2** The site is currently a vacant plot of land and access is achieved from St. Andrews Road which borders the southern and western boundaries of the site. To the north and east, the site is bordered by redundant military accommodation, which forms part of the wider masterplan area.

**2.3** A site location plan is provided at Figure 1.

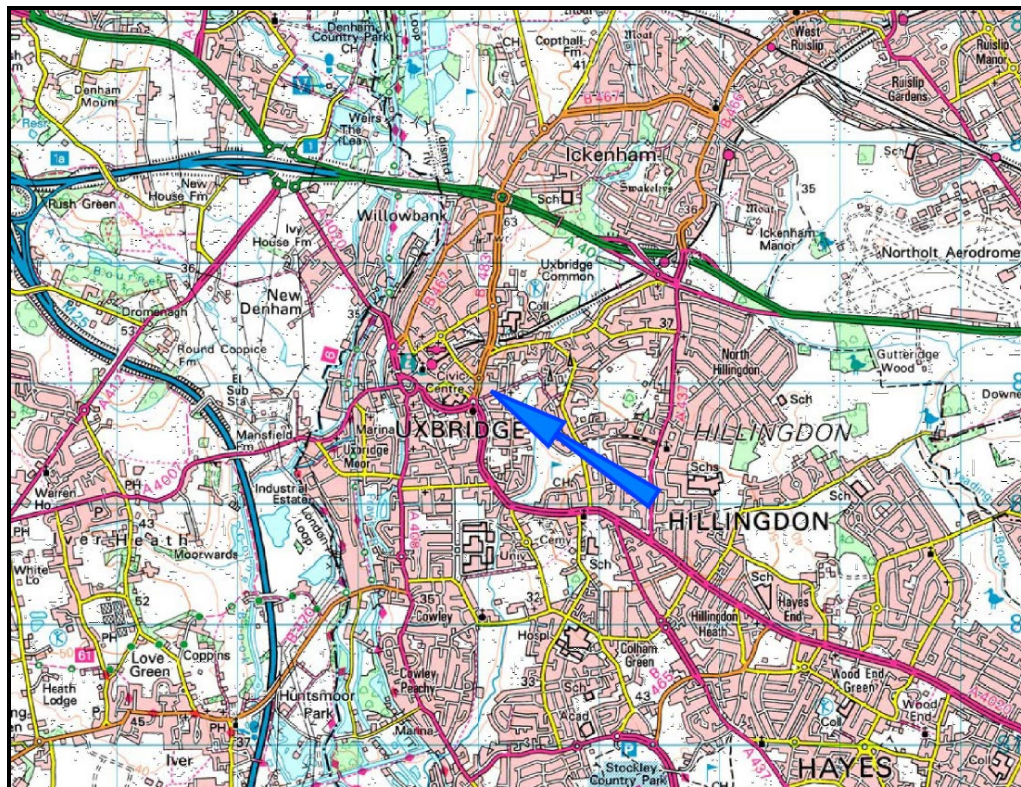


Figure 1: Site Location Plan

### 3 ACCESSIBILITY

**3.1** This section of the Travel Plan examines the sustainable transport connections at the site, and assesses the potential of such links to reduce the level of car borne traffic.

**3.2** Owing to the previous use of the site as an RAF base, the PTAL calculator does not provide a PTAL rating for the site. Notwithstanding this, the site is bordered to the south by an area with a PTAL of 2, and to the west by an area of PTAL 3-5.

**3.3** The application site can therefore be said to have a moderate to good PTAL rating.

#### **Walking and Cycling**

**3.4** The main conurbation of Uxbridge is located to the west of the site and this can be accessed via the existing footway network.

**3.5** The pedestrian facilities associated with the local highway network have been discussed previously, and it is evident that they are of a good standard.

**3.6** Furthermore, the centre of Uxbridge is approximately 980m walking distance east of the application site and provides many of the day-to-day amenities likely to be required by residents at the proposed developments. Facilities such as dentists, doctors, opticians, pharmacies as well as retail areas and underground station are all within easy walking distance of the site.

**3.7** With regard to cycling, there are a number of recognised cycling routes through Uxbridge.

#### **Public Transport**

##### *Bus Services*

**3.8** The nearest bus stops are located on Park Road, approximately 65m south of the Chippendale Way Roundabout. Bus laybys are provided on both sides of Park Road, albeit a bus shelter is provided on the western (northbound) carriageway only.

**3.9** The Transport Assessment prepared in support of the wider masterplan proposal stated the following:

*'The development proposals have considered the potential for buses to enter the site's north-western corner. Although there are no proposed alterations to the bus network, the Masterplan allows for buses to enter the site from Chippendale Waye, travel through the development's town centre extension area, before returning to the central bus garage via Park Road. Therefore the Masterplan makes suitable provision for potential bus network alterations in the future'.*

#### *Rail Services*

**3.10** Uxbridge Underground Station is located approximately 980m walking distance west of the site. The station is in Travelcard Zone 6 and is the terminus of the Uxbridge branch of both the Metropolitan and Piccadilly Lines.

**3.11** As such, regular services are available from Uxbridge towards the centre of London.

## 4 OBJECTIVES

- 4.1** Government guidelines, outlined in the National Planning Policy Framework (NPPF), states that a key tool to facilitate sustainable travel is a Travel Plan.
- 4.2** With consideration to current National, regional and local policies, the main objectives of this Travel Plan are to:
- change the travel behaviour of staff and visitors;
  - achieve environmental improvements in proximity to the development site;
  - promote environmentally sustainable travel patterns through effective communication and marketing;
  - ensure that all members of staff and visitors are aware of the range of travel choices available to them;
  - minimise journeys to and from the site by single occupancy vehicles: and
  - maintain travel patterns and identify opportunities to encourage travel by sustainable modes.
- 4.3** The scheme is designed to accommodate the needs of older people. As such, the number of single occupancy car trips that could be apportioned to residents is likely to be low.
- 4.4** The Travel Plan will also focus on staff travel, and seek to influence resident and visitor trips also where it can.
- 4.5** The proposed level of staffing is set out as follows:
- 1 x full time location manager
  - 1 x full time administrator
  - 1 x full time main operative



## 5 TARGETS

**5.1** The targets considered within this Travel Plan are SMART and as such are **S**pecific, **M**easurable, **A**chievable, **R**ealistic and **T**imebound. They will seek to reduce the level of single occupancy car trips across time, post occupation of the development.

**5.2** At this stage, the likely travel patterns of future staff members and residents is unknown, and so there is no localised data from which realistic targets can be set.

**5.3** Notwithstanding this, the following general targets have been set and it is considered that these should be achievable over a 5 year period.

<u>Method of Travel</u>	<u>Net Impact</u>
Single Occupancy Car/Van Driver	-5%
Car Sharing	+2%
Walking	+1%
Cycling	+1%
Public Transport	+1%

**5.4** A travel survey of staff and residents will be undertaken within six months of first occupation and this data will be collated to determine the modes of transport used to access the site. This will enable the indicative figures above to be reviewed and more appropriate targets set, if necessary.

**5.5** The travel survey will include questions regarding the employee's and resident's main mode of travel to the site, the main reason for undertaking the journey and the reason for using this mode (i.e. because of shift patterns and length of travel time etc.).

**5.6** An example travel survey is provided at **Appendix 1**. The survey shall aim to receive a minimum response rate of 35% and those undertaking the survey will be entered into a prize draw in order to increase participation.

## 6 MEASURES

**6.1** The measures, by which the objectives, set out previously, are to be achieved, are outlined in the following paragraphs.

### **Travel Plan Co-ordinator (TPC)**

**6.2** A fundamental and key component of the Plan will be the appointment of a TPC who will liaise with a Travel Plan Committee and the Local Authority to agree measures to encourage staff and visitors to utilise sustainable forms of travel. The TPC will be appointed 6 months before first occupation of the development.

**6.3** The responsibility of the TPC will include:

- overseeing the development and implementation of the Plan;
- provision and maintenance of public transport information;
- management of cycle parking at the development;
- designing and implementing effective marketing and awareness-raising campaigns to promote the Plan and utilise existing travel awareness campaigns;
- setting-up, co-ordinating and attending transport user groups;
- promoting the benefits of sustainable travel;
- surveying travel patterns and working on objectives and targets to reduce the reliance on the private car;
- negotiating with local taxi companies with the aim of securing travel discounts and a preferential service;
- surveying travel patterns and working on objectives and targets to reduce reliance on the private car;
- co-ordinate the necessary data collection exercise required to monitor and develop the plan, and;
- liaise with staff and visitors as well as the Local Authority, local groups, partnerships, public transport operators and travel plan networks.

**6.4** The TPC will be a member of the staff management team and will assist in the financial and other major decisions made by a Travel Plan Committee that include

further staff as well as residents, if they so wish. The Committee will meet up on an annual basis to discuss the progress of the plan.

**6.5** After the initial 5 year period, either the existing TPC will continue in the role, or a new TPC will be appointed to continue the management of the TP.

**6.6** At present, the contact details of the TPC are not known. However, as soon as this information becomes available, it shall be forwarded to the LPA within one month of site occupation.

#### **Travel Plan Funding**

**6.7** Funding for the Travel Plan will be provided initially by the developer, to ensure the Travel Plan is up and running in time for full occupation of the site. On full occupation, a site management company will be set up and it will be this management company which will take on control of the Travel Plan, with funding provided direct from the annual budget.

**6.8** At this stage the on-going cost of the TP is unknown, however, it is envisaged that after the first year a clear indication of cost could be provided. The developer is aware of the potential time and cost implications of this work, and undertake to provide the necessary time and funding to ensure the nominated Travel Plan Co-ordinator can undertake the role to the best of their ability.

**6.9** An indicative figure of circa £2,000 per annum covering an administration proportion of salary will be allocated to run the Travel Plan. This would total £10,000 over the 5 year period of the Plan.

**6.10** This figure would cover the time required to run the Travel Plan, including regular updating of information, personal travel planning and maintenance of a staff car-share scheme (including marketing). The cost of cycle parking and car parking would be covered within the initial build costs. It is envisaged that one day a month will be provided for the TPC to undertake their duties.

**6.11** Another on-going cost, over and above the day-to-day running of the scheme, is the annual monitoring report which would need to be submitted to the Authority.

To collect travel data on an annual basis, analyse and report on the results, the developer will be budgeting a further £1,000 per annum, totalling a further £5,000 over 5 years.

- 6.12** Whilst the actual costs will be properly realised once the Travel Plan has been up and running for a year, the developer will be budgeting an initial £15,000 to the Travel Plan for a five year period.

### **Walking/Cycling**

- 6.13** The site is served by a good footway and street lighting network, allowing safe and convenient access to and from the site.

- 6.14** One of the key advantages of cycling is a greater certainty of journey time which cannot be achieved by other vehicular modes on a congested network. The potential to secure discounts from local cycle stores will be explored, whilst information relating to local cycle routes will be provided within the information packs.

- 6.15** Eight secure cycle parking spaces will be provided within the basement car park. This level will be monitored by the TPC and increased if necessary.

### **Travel Plan Notice board**

- 6.16** The TPC will create and maintain a noticeboard located in the main reception area that will be used specifically for promoting the TP. It will contain a map of the local area illustrating the location of the site in relation to local amenities and public transport modes.

- 6.17** Furthermore, the notice board will also contain the timetables, costs and route maps of all accessible public transport services as well as the contact details for local taxi services.

### **Lift Sharing**

- 6.18** Lift sharing is an ideal way of reducing single occupancy car use. The future site management company will endeavour to promote a lift-share scheme throughout the site.

**6.19** In view of this, it is felt that the most effective means of implementing a lift-share scheme is through the introduction of notice boards which could be used in the first instance, together with appropriate marketing, and references to relevant internet sites. The potential to provide preferential parking for lift-sharers will also be considered, and if demand requires a dedicated space, this will be provided.

**6.20** Lift-sharing leaflets will be made available on the staff notice board, detailing the proposals, and how the employees may participate in the scheme. A lift-sharing registration form can be provided on the aforementioned board.

#### **Emergency 'Get you Home' Taxi Ride**

**6.21** In the event that a car-sharing user is required to work past their designated hours, a taxi home will be provided free of charge.

#### **Provision of Public Transport Information**

**6.22** The noticeboard that is to be set up at the site is to contain all the relevant public transport information for services in proximity to the site, including Uxbridge Underground Station and connecting bus services.

#### **Travel Plan Section on the site's Website**

**6.23** To assist staff and residents to access the site by sustainable modes of travel, a page will be added to the website that contains all the information that is available on the Travel Plan notice board.

**6.24** The website would also allow secure access to a page designated to a lift-sharing club.

#### **Flexible Working Hours**

**6.25** The management staff at the site are committed to promoting sustainable modes of travel and therefore in order to allow staff to utilise the local bus services, a flexible working arrangement will be introduced.

#### **Travel Welcome Pack**

**6.26** All of the information, outlined above, will be compiled by the TPC and included in a Travel Welcome Pack that will be given to all members of staff and residents.

## 7 MONITORING STRATEGY

- 7.1** In order to ensure the measures outlined in this TP are achieving the set targets, monitoring will need to take place at regular intervals. Monitoring surveys should be undertaken annually to determine whether the targets are being achieved.
- 7.2** To determine the initial travel characteristics of the site, a travel questionnaire will be submitted alongside the Travel Information Pack.
- 7.3** The results of the surveys shall be forwarded to the Local Planning Authority at the earliest opportunity of them being received, with the TPC being available to meet with the Authority to discuss the findings, if required.
- 7.4** The information submitted to the Local Planning Authority shall include details such as the current modal split and a comparison with the target modal split.
- 7.5** If it is found the targets are not being achieved, the developer, along with the TPC, will seek to increase promotional measures and look at the possibility of introducing further incentives.
- 7.6** The Travel Plan includes a requirement to investigate measures which could facilitate further car sharing or travel by other modes. Conducting a travel survey is an important step to continuously developing a Travel Plan. Staff views can be sought from the outset by means of a survey. Focus groups can be formed, if necessary, to provide valuable input. Follow-up surveys will be conducted annually to monitor the success of the Travel Plan.
- 7.7** The Travel Plan Forum will be held on a yearly basis. This shall take place 'ad infinitum' unless otherwise agreed with the Authority. The Travel Plan Officer shall be advised of these dates should a representative from the Authority wish to attend. It is envisaged that such a meeting will be held once the travel survey has been undertaken, in order that the results and appropriate measures can be discussed.

## 7.8

The issue of promoting sustainable modes of transport will be lessened if it is promoted as socially normal and responsible. Its attraction will be further enhanced within the Travel Plan by providing preferential car parking for car-sharers.

## APPENDICES



# **APPENDIX 1**

## Employee Travel Survey

# EMPLOYEE TRAVEL SURVEY

## 1. ABOUT YOU

This travel survey is designed to help us understand how you travel to work and your reasons for travelling in this way. This information can then be used to hopefully improve your journey to work.

The data that you submit in the following sections will only be used for this travel survey. Data will only be published in aggregated form.

1. Home Postcode (Optional – only the first half of your postcode is required)

.....

2. Do you consider yourself to have a disability which affects the way in which you can travel to work?

☐ YES

☐ NO

If YES, please give details

.....

## 2. YOUR TRAVEL CHOICES

3. Which of the following options best describes your working hours.

Please tick as many boxes as apply.

☐ Full Time

☐ Part time (less than 37 hours per week)

☐ Part time (less than 3 days per week)

☐ Shift work

☐ School term time only

☐ Weekend working

**4. What is the method of travel to work that you use most days of the week? If you use more than one of the options below indicate only which method you use for the main part of your journey.**

- ☐ Walk
- ☐ Car Alone
- ☐ Car Share (as a passenger)
- ☐ Cycle
- ☐ Bus
- ☐ Train
- ☐ Underground
- ☐ Motorcycle
- ☐ Taxi
- ☐ Other

**5. What influences your travel choice? Please enter an answer for each statement.**

	Very Important	Important	Not Important
Lack of alternatives	0	0	0
Cost	0	0	0
Convenience and Comfort	0	0	0
Personal Safety	0	0	0
Environmental Concerns	0	0	0
Health and Fitness	0	0	0
Parking Issues	0	0	0
Avoiding Congestion	0	0	0
Need Car for my Work	0	0	0
Additional journeys before/after Work, such as dropping off children/ Family members at school/work	0	0	0

**6. How long does your journey from home to your place of work usually take?**

- ☐ Less than 15 minutes
- ☐ 15-30 minutes
- ☐ 30-45 minutes
- ☐ 45-60 minutes
- ☐ Over an hour

**7. What time do you usually arrive at your place of work?**

- ☐ Before 7am
- ☐ 7am-8am
- ☐ 8am-9am
- ☐ After 9am

**8. What time do you usually leave your place of work?**

- ☐ Before 5pm
- ☐ 5pm-6pm
- ☐ After 6pm

### **3. CAR DRIVERS**

**9. If you travel by car to your place of work, where do you usually park?**

- ☐ On site at your place of work
- ☐ Public Car Park
- ☐ On-street (another location)
- ☐ Other (please specify)

.....

**10. If you normally drive to work, what would be most likely to persuade you to cycle or use public transport?**

.....



Clover House  
Western Lane  
Odiham  
Hampshire  
RG29 1TU  
Tel: 01256 703355

