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Travel Plan

Albert Hall, Albert Road, Hayes UB3 4HR

Prepared for Insight School and Skills Academy

By YES Engineering Group Limited

April 2024

DRAFT



Revision History

Revision N°	Prepared By	Description	Date

Document Acceptance

Action	Name	Signed	Date
Prepared by	J Willis		April 2024
Reviewed by	P Willis		April 2024
Approved by	K Backhouse		April 2024
on behalf of	YES Engineering Group Ltd		

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Table of Contents

1	Introduction.....	1
1.1	Location	1
1.2	Travel Plan Coordinator	2
1.3	Development Proposals	2
1.4	Number of Students and Staff	2
1.5	Travel Plan Structure	2
2	Policy.....	4
2.1	Travel Plans	4
2.2	Relevant Policy and Best Practice	4
2.3	National Policy.....	5
2.4	Regional Policy.....	7
3	Site Assessment.....	15
3.1	Local Highway Network.....	15
3.2	Public Transport.....	15
3.3	Rail	15
3.4	Buses.....	16
3.5	Time Mapping (TIM)	17
3.6	Walking and Cycling	18
4	Travel Surveys	20
4.1	Baseline Travel Data	20
5	Objectives and Targets	21
5.1	Objectives	21
5.2	Targets	21
6	Measures	22
7	Travel Plan Management.....	25
7.1	Delivery and Management of the Travel Plan.....	25
7.2	Monitoring and Reviews.....	25
7.3	Securing and enforcement.....	26
7.4	Funding	26
8	Final Comments.....	27
	Appendices	29
	Appendix A – Site Plan.....	30
	Appendix B – Agreement with Hayes and Harlington Community Association	31
	Appendix C – PTAL	32

1 Introduction

YES Engineering Group Ltd has been instructed by Insight School and Skills Academy to produce a Travel Plan (TP) to accompany a planning application for the extension and alterations to Albert Hall, located on Albert Road, Hayes, UB3 4HR ('the Site') to facilitate a new school catering specifically for special education needs (SEN).

This Travel Plan has been produced in accordance with Transport for London (TfL) best practice guidance (November 2013).

This Travel Plan has been prepared by:

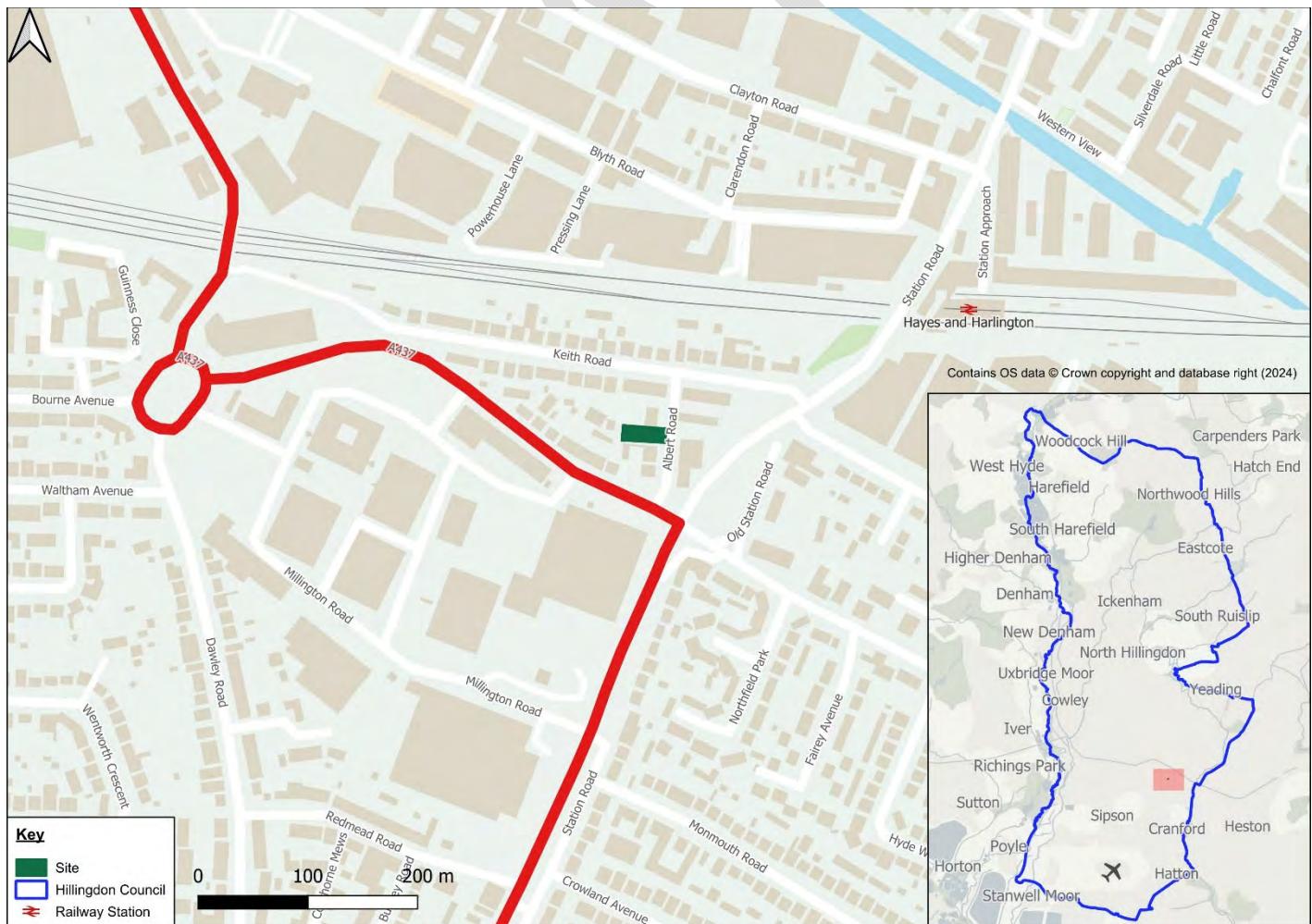
Jocelyn Willis, YES Engineering, Suite E, Maples Business Centre, 144 Liverpool Road, London, N1 1LT

The applicant will manage the Travel Plan and will be responsible for its implementation.

1.1 Location

As shown in **Figure 1.1** below, the Site is located on the western side of Albert Road, north of the A437.

Figure 1.1 – Location Plan



The Site lies within the administrative area of the London Borough of Hillingdon (LBH) and the Greater London Authority (GLA). The development Site comprises Albert Hall (a derelict former place of worship).

1.2 Travel Plan Coordinator

The role of the Travel Plan Coordinator will be undertaken by the management team at Insight School and Skills Academy.

1.3 Development Proposals

The development proposals are for the change of land use together with extension and alterations to Albert Hall to create a new SEN School. This school will cater specifically to individuals with Autistic Spectrum Disorder (ASD), Speech Language and Communication Needs (SLCN), and Social, Emotional and Mental Health (SEMH) needs. The school will operate between 8am to 7pm during term time, with student attendance between the hours of 8.30am to 3pm. Summer activities are planned for two weeks in July/August operating between 9am to 2pm.

The proposed layout for the ground floor level is shown on the architect's plan attached at **Appendix A**.

Parking

1 parking space will be provided at the front of the building accessed via the existing dropped kerb. Further parking will be provided within the car park located to the east of the Site associated with Hayes and Harlington Community Association where an agreement has been made between the applicant and Community Association. A letter confirming this agreement is presented in **Appendix B**.

It is anticipated that due to the nature of this school, the majority of students will travel via Local Authority mini-buses or taxi. Students will be dropped off in the Hayes and Harlington Community Association to the east of the Site where staff will be waiting to safely escort them to the school.

The school will provide a secure and covered cycle store for up to 6 bikes to park.

The proposed development layout plans indicating the location of the on-site car parking space and cycle parking is attached in **Appendix A**.

1.4 Number of Students and Staff

The school will have a maximum capacity of 25 students aged between 7 and 18 years of age, 10 full-time staff and 5 part-time staff.

1.5 Travel Plan Structure

The remaining sections of this report are set out as below:

- **Section 2** provides the relevant national, regional and local planning policy
- **Section 3** summarises the existing transport networks
- **Section 4** sets out how the baseline travel data for the site will be established
- **Section 5** provides the objectives and targets of the Travel Plan

- **Section 6** provides the measures of the Travel Plan
- **Section 7** summarises the Travel Plan management

Section 8 concludes the Travel Plan

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2 Policy

2.1 Travel Plans

A Travel Plan is a long-term management strategy that seeks to deliver sustainable transport objectives through action and is set out in a document that is regularly reviewed. A Travel Plan involves identifying an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on reducing reliance on single occupancy car journeys. Travel plan benefits include:

- Improving site access and travel choice
- Reducing parking pressures and local traffic congestion
- Providing opportunities for active, healthy travel
- Enhancing environmental credentials and reputation for corporate responsibility
- Making financial savings (e.g. by cutting back on car mileage)
- Ensuring adequate provision for people with disabilities

A Travel Plan provides an overview of existing transport arrangements at a site. It also includes a list of objectives and targets and sets out measures that will be introduced in order to achieve these.

This Travel Plan covers all users of the school. Travel plans represent a continuous process for improvement. These are monitored and reviewed on a regular basis to ensure they remain relevant to those using the site.

2.2 Relevant Policy and Best Practice

The development of this travel plan has taken account of relevant policy and best practice, including:

- National Planning Policy Framework (2023)
- The London Plan (2021)
- London Borough of Hillingdon Local Plans Part 1 & 2 (2012 & 2022)
- Transport for London (TfL) Travel Planning Guidance (2013)
- Best practice from sites such as NTBN, EPOMM and ELTIS

2.3 National Policy

National Planning Policy Framework (2023)

The National Planning Policy Framework (NPPF) sets out the Government's economic, environmental and social planning policies for England. Taken together, these policies articulate the Government's vision of sustainable development, which should be interpreted and applied locally to meet local aspirations.

Section 9 – Promoting Sustainable Transport is relevant and is reproduced below.

108. Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) the potential impacts of development on transport networks can be addressed;
- b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- c) opportunities to promote walking, cycling and public transport use are identified and pursued;
- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- e) patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

109. The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

110. Planning policies should:

- a) support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education and other activities;
- b) be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned;
- c) identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;
- d) provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans);

- e) provide for any large scale transport facilities that need to be located in the area⁴⁶, and the infrastructure and wider development required to support their operation, expansion and contribution to the wider economy. In doing so they should take into account whether such development is likely to be a nationally significant infrastructure project and any relevant national policy statements; and
- f) recognise the importance of maintaining a national network of general aviation airfields, and their need to adapt and change over time – taking into account their economic value in serving business, leisure, training and emergency service needs, and the Government's General Aviation Strategy⁴⁷.

111. If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;
- b) the type, mix and use of development;
- c) the availability of and opportunities for public transport;
- d) local car ownership levels; and
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

112. Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.

113. Planning policies and decisions should recognise the importance of providing adequate overnight lorry parking facilities, taking into account any local shortages, to reduce the risk of parking in locations that lack proper facilities or could cause a nuisance. Proposals for new or expanded distribution centres should make provision for sufficient lorry parking to cater for their anticipated use.

114. In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:

- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
- b) safe and suitable access to the site can be achieved for all users;
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code⁴⁸; and
- d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.

115. Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

116. Within this context, applications for development should:

- a) give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- c) create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.

117. All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

2.4 Regional Policy

The latest version of the London Plan was adopted in March 2021 and Chapter 10 deals with transport. The relevant policies relating to transport are set out below.

Policy T1 - Strategic approach to transport

- A. Development Plans should support, and development proposals should facilitate:
 - 1) the delivery of the Mayor's strategic target of 80 per cent of all trips in London to be made by foot, cycle or public transport by 2041
 - 2) the proposed transport schemes set out in Table 10.1.
- B. All development should make the most effective use of land, reflecting its connectivity and accessibility by existing and future public transport, walking and cycling routes, and ensure that any impacts on London's transport networks and supporting infrastructure are mitigated.

Policy T2 - Healthy Streets

- A. Development proposals and Development Plans should deliver patterns of land use that facilitate residents making shorter, regular trips by walking or cycling.
- B. Development Plans should:
 - 1) promote and demonstrate the application of the Mayor's Healthy Streets Approach to: improve health and reduce health inequalities; reduce car dominance, ownership and use, road danger, severance, vehicle emissions and noise; increase walking,

cycling and public transport use; improve street safety, comfort, convenience and amenity; and support these outcomes through sensitively designed freight facilities.

2) identify opportunities to improve the balance of space given to people to dwell, walk, cycle, and travel on public transport and in essential vehicles, so space is used more efficiently and streets are greener and more pleasant.

C In Opportunity Areas and other growth areas, new and improved walking, cycling and public transport networks should be planned at an early stage, with delivery phased appropriately to support mode shift towards active travel and public transport. Designs for new or enhanced streets must demonstrate how they deliver against the ten Healthy Streets Indicators.

D Development proposals should:

- 1) demonstrate how they will deliver improvements that support the ten Healthy Streets Indicators in line with Transport for London guidance
- 2) reduce the dominance of vehicles on London's streets whether stationary or moving
- 3) be permeable by foot and cycle and connect to local walking and cycling networks as well as public transport.

Policy T3 - Transport capacity, connectivity and safeguarding

A Development Plans should develop effective transport policies and projects to support the sustainable development of London and the Wider South East as well as to support better national and international public transport connections.

B Development Plans and development decisions should ensure the provision of sufficient and suitably-located land for the development of the current and expanded public and active transport system to serve London's needs, including by:

- 1) safeguarding existing land and buildings used for public transport, active travel or related support functions (unless alternative facilities are provided to the satisfaction of relevant strategic transport authorities and service providers that enable existing transport operations to be maintained and expanded if necessary)
- 2) identifying and safeguarding new sites/space and route alignments, as well as supporting infrastructure, to provide necessary strategic and local connectivity and capacity by public transport, walking and cycling, as well as to allow for sustainable deliveries and servicing
- 3) safeguarding London's walking and cycling networks

C Development Plans should appropriately safeguard the schemes outlined in Table 10.1. Development proposals should provide adequate protection for and/or suitable mitigation to allow the relevant schemes outlined in Table 10.1 to come forward. Those that do not, or which otherwise seek to remove vital transport functions or prevent necessary expansion of these, without suitable alternative provision being made to the satisfaction of transport authorities and service providers, should be refused.

D In Development Plans and development decisions, particular priority should be given to securing and supporting the delivery of upgrades to Underground lines, Crossrail 2, the Bakerloo line extension, river crossings and an eastwards extension of the Elizabeth line.

- E Development proposals should support capacity, connectivity and other improvements to the bus network and ensure it can operate efficiently to, from and within developments, giving priority to buses and supporting infrastructure as needed.

Policy T4 - Assessing and mitigating transport impacts

- A Development Plans and development proposals should reflect and be integrated with current and planned transport access, capacity and connectivity.
- B When required in accordance with national or local guidance,¹⁷⁹ transport assessments/statements should be submitted with development proposals to ensure that impacts on the capacity of the transport network (including impacts on pedestrians and the cycle network), at the local, network-wide and strategic level, are fully assessed. Transport assessments should focus on embedding the Healthy Streets Approach within, and in the vicinity of, new development. Travel Plans, Parking Design and Management Plans, Construction Logistics Plans and Delivery and Servicing Plans will be required having regard to Transport for London guidance.¹⁸⁰
- C Where appropriate, mitigation, either through direct provision of public transport, walking and cycling facilities and highways improvements or through financial contributions, will be required to address adverse transport impacts that are identified.
- D Where the ability to absorb increased travel demand through active travel modes has been exhausted, existing public transport capacity is insufficient to allow for the travel generated by proposed developments, and no firm plans and funding exist for an increase in capacity to cater for the increased demand, planning permission will be contingent on the provision of necessary public transport and active travel infrastructure.
- E The cumulative impacts of development on public transport and the road network capacity including walking and cycling, as well as associated effects on public health, should be taken into account and mitigated.
- F Development proposals should not increase road danger.

Policy T5 - Cycling

- A Development Plans and development proposals should help remove barriers to cycling and create a healthy environment in which people choose to cycle. This will be achieved through:
 - 1) supporting the delivery of a London-wide network of cycle routes, with new routes and improved infrastructure
 - 2) securing the provision of appropriate levels of cycle parking which should be fit for purpose, secure and well-located. Developments should provide cycle parking at least in accordance with the minimum standards set out in Table 10.2 and Figure 10.3, ensuring that a minimum of two short-stay and two long-stay cycle parking spaces are provided where the application of the minimum standards would result in a lower provision.
- B Cycle parking should be designed and laid out in accordance with the guidance contained in the London Cycling Design Standards.¹⁸² Development proposals should demonstrate how cycle parking facilities will cater for larger cycles, including adapted cycles for disabled people.

- C Development Plans requiring more generous provision of cycle parking based on local evidence will be supported.
- D Where it is not possible to provide suitable short-stay cycle parking off the public highway, the borough should work with stakeholders to identify an appropriate on-street location for the required provision. This may mean the reallocation of space from other uses such as on-street car parking. Alternatively, in town centres, adding the required provision to general town centre cycle parking is also acceptable. In such cases, a commuted sum should be paid to the local authority to secure provision.
- E Where it is not possible to provide adequate cycle parking within residential developments, boroughs must work with developers to propose alternative solutions which meet the objectives of the standards. These may include options such as providing spaces in secure, conveniently-located, on-street parking facilities such as bicycle hangers.
- F Where the use class of a development is not fixed at the point of application, the highest potential applicable cycle parking standard should be applied.

Policy T6 - Car parking

- A Car parking should be restricted in line with levels of existing and future public transport accessibility and connectivity.
- B Car-free development should be the starting point for all development proposals in places that are (or are planned to be) well-connected by public transport, with developments elsewhere designed to provide the minimum necessary parking ('car-lite'). Car-free development has no general parking but should still provide disabled persons parking in line with Part E of this policy.
- C An absence of local on-street parking controls should not be a barrier to new development, and boroughs should look to implement these controls wherever necessary to allow existing residents to maintain safe and efficient use of their streets.
- D The maximum car parking standards set out in Policy T6 .1 Residential parking to Policy T6 .5 Non-residential disabled persons parking should be applied to development proposals and used to set local standards within Development Plans.
- E Appropriate disabled persons parking for Blue Badge holders should be provided as set out in Policy T6 .1 Residential parking to Policy T6 .5 Non-residential disabled persons parking.
- F Where provided, each motorcycle parking space should count towards the maximum for car parking spaces at all use classes.
- G Where car parking is provided in new developments, provision should be made for infrastructure for electric or other Ultra-Low Emission vehicles in line with Policy T6 .1 Residential parking, Policy T6 .2 Office Parking, Policy T6 .3 Retail parking, and Policy T6 .4 Hotel and leisure uses parking. All operational parking should make this provision, including offering rapid charging. New or re-provided petrol filling stations should provide rapid charging hubs and/or hydrogen refuelling facilities.

- H Where electric vehicle charging points are provided on-street, physical infrastructure should not negatively affect pedestrian amenity and should ideally be located off the footway. Where charging points are located on the footway, it must remain accessible to all those using it including disabled people.
- I Adequate provision should be made for efficient deliveries and servicing and emergency access.
- J A Parking Design and Management Plan should be submitted alongside all applications which include car parking provision, indicating how the car parking will be designed and managed, with reference to Transport for London guidance on parking management and parking design.
- K Boroughs that have adopted or wish to adopt more restrictive general or operational parking policies are supported, including borough-wide or other area-based car-free policies. Outer London boroughs wishing to adopt minimum residential parking standards through a Development Plan Document (within the maximum standards set out in Policy T6.1 Residential parking) must only do so for parts of London that are PTAL 0-1. Inner London boroughs should not adopt minimum standards. Minimum standards are not appropriate for non-residential use classes in any part of London.
- L Where sites are redeveloped, parking provision should reflect the current approach and not be re-provided at previous levels where this exceeds the standards set out in this policy. Some flexibility may be applied where retail sites are redeveloped outside of town centres in areas which are not well served by public transport, particularly in outer London.

Policy T6.5 Non-residential disabled persons parking

- A Disabled persons parking should be provided in accordance with the levels set out in Table 10.6, ensuring that all non-residential elements should provide access to at least one on or off-street disabled persons parking bay.
- B Disabled persons parking bays should be located on firm and level ground, as close as possible to the building entrance or facility they are associated with.
- C Designated bays should be marked up as disabled persons parking bays from the outset.
- D Enlarged bays should be large enough to become disabled persons parking bays quickly and easily via the marking up of appropriate hatchings and symbols and the provision of signage, if required i.e. if it can be demonstrated that the existing level of disabled persons parking is not adequate. The process for converting enlarged bays should be set out in a Parking Design and Management Plan and secured at the planning stage.
- E Designated disabled persons parking bays and enlarged bays should be designed in accordance with the design guidance provided in BS8300: Vol 1.

Transport for London – Travel Planning Guidance (2013)

This guidance replaces the previous TfL guidance 'Travel Planning for New Developments in London: Incorporating Deliveries and Servicing' (January 2012) and sets out best practice in developing, implementing, securing and monitoring Travel Plans.

TfL no longer use the ATTBuTE (Assessment Tool for Travel Plan Building Testing and Evaluation) of Travel Plans. As such this Travel Plan does not contain an ATTBuTE assessment. TfL's state that new guidance will be published in the near future.

TfL guidance emphasises the importance of an integrated approach to travel planning by ensuring that all movements to the development site, including deliveries and servicing, are taken into account in the planning process.

TfL guidance sets out development thresholds for new developments which require either a local level or strategic level Travel Plan. The relevant thresholds are:

- All schools should have a travel plan

Based on the TfL thresholds set out above, a Travel Plan would be required in support of the planning application for the regeneration of the school.

London Borough of Hillingdon Local Plan: Part 1 (November 2012)

The Local Plan Part 1 was formally adopted in November 2012 and Chapter 9 covers the cover policies for Transport and Infrastructure. The following policies are relevant to Transport.

Policy T1: Accessible Local Destinations

The Council will steer development to the most appropriate locations in order to reduce their impact on the transport network. All development should encourage access by sustainable modes and include good cycling and walking provision.

The Council will ensure access to local destinations which provide services and amenities.

The Council will promote active travel through improvements to Hillingdon's public rights of way.

Policy T2: Public Transport Interchanges

The Council will facilitate improved public transport interchanges at Uxbridge, Hayes, West Drayton, Heathrow Airport, West Ruislip and other locations as appropriate in the future. These interchanges will accommodate measures to encourage subsequent shorter journeys to be completed on foot or by cycle.

Policy T3: North-South Sustainable Transport Links

The Council will improve north-south public transport links in the borough and link residential areas directly with employment areas and transport interchanges.

London Borough of Hillingdon Local Plan: Part 2 Development Management Policies – adopted January 2020

The Local Plan Part 2 Development Management Policies and Site Allocations and Designations were adopted as part of the borough's development plan at Full Council on 16 January 2020. This replaces the Local Plan Part 2 Saved UDP Policies (2012).

Chapter 8 covers Transport and Aviation and the following policies are relevant to Transport.

The key policies include.

Policy DMT 1: Managing Transport Impacts

A) Development proposals will be required to meet the transport needs of the development and address its transport impacts in a sustainable manner. In order for developments to be acceptable they are required to:

- i) be accessible by public transport, walking and cycling either from the catchment area that it is likely to draw its employees, customers or visitors from and/or the services and facilities necessary to support the development;
- ii) maximise safe, convenient and inclusive accessibility to, and from within developments for pedestrians, cyclists and public transport users;
- iii) provide equal access for all people, including inclusive access for disabled people;
- iv) adequately address delivery, servicing and drop-off requirements; and
- v) have no significant adverse transport or associated air quality and noise impacts on the local and wider environment, particularly on the strategic road network.

B) Development proposals will be required to undertake a satisfactory Transport Assessment and Travel Plan if they meet or exceed the thresholds set out in Table 8.1 and any subsequent update to these thresholds. All major developments that fall below these thresholds will be required to produce a satisfactory Transport Statement and Local Level Travel Plan. All these plans should demonstrate how any potential impacts will be mitigated and how such measures will be implemented.

Policy DMT 2: Highways Impacts

Development proposals must ensure that:

- i) safe and efficient vehicular access to the highway network is provided to the Council's standards;
- ii) they do not contribute to the deterioration of air quality, noise or local amenity or safety of all road users and residents;
- iii) safe, secure and convenient access and facilities for cyclists and pedestrian are satisfactorily accommodated in the design of highway and traffic management schemes;
- iv) impacts on local amenity and congestion are minimised by routing through traffic by the most direct means to the strategic road network, avoiding local distributor and access roads; and
- v) there are suitable mitigation measures to address any traffic impacts in terms of capacity and functions of existing and committed roads, including along roads or through junctions which are at capacity.

Policy DMT 4: Public Transport

A) The Council will support and promote the enhancement of public transport facilities, including at key interchanges that address the needs of the Borough. The Council may require developers to mitigate transport impacts from development proposals by improving local public transport facilities and services, which may include:

- i) improvements to address inclusive access;
- ii) ensuring that bus stops are conveniently located for passengers;
- iii) implementation of bus priority and bus stop accessibility measures;
- iv) providing for bus route requirements and associated road layouts;
- v) improvements to the network of services; and

vi) improvements to infrastructure to support cycling.

B) Public transport measures may be required to be included in the highways layout design where they are identified in a transport assessment, travel plan or integral to the acceptability of the proposal.

Policy DMT 5: Pedestrians and cyclists

A) Development proposals will be required to ensure that safe, direct and inclusive access for pedestrians and cyclists is provided on the site connecting it to the wider network, including:

- i) the retention and, where appropriate, enhancement of any existing pedestrian and cycle routes;
- ii) the provision of a high quality and safe public realm or interface with the public realm, which facilitates convenient and direct access to the site for pedestrian and cyclists;
- iii) the provision of well signposted, attractive pedestrian and cycle routes separated from vehicular traffic where possible; and
- iv) the provision of cycle parking and changing facilities in accordance with Appendix C, Table 1 or, in agreement with Council.

B) Development proposals located next to or along the Blue Ribbon network will be required to enhance and facilitate inclusive, safe and secure pedestrian and cycle access to the network. Development proposals, by virtue of their design, will be required to complement and enhance local amenity and include passive surveillance to the network.

Policy DMT 6: Vehicle Parking

A) Development proposals must comply with the parking standards outlined in Appendix C Table 1 in order to facilitate sustainable development and address issues relating to congestion and amenity. The Council may agree to vary these requirements when:

- i) the variance would not lead to a deleterious impact on street parking provision, congestion or local amenity; and/or
- ii) a transport appraisal and travel plan has been approved and parking provision is in accordance with its recommendations.

B) All car parks provided for new development will be required to contain conveniently located reserved spaces for wheelchair users and those with restricted mobility in accordance with the Council's Accessible Hillingdon SPD.

Accessible Hillingdon Supplementary Planning Document – September 2017

'Accessible Hillingdon' echoes various Codes of Practice pertinent to the design of inclusive environments, and in some instances goes beyond minimum requirements. It offers practical and technical best practice guidance to enable planning applicants, developers, architects, urban designers, and other professionals to adopt a realistic approach to Inclusive Design.

3 Site Assessment

The Site is currently occupied by a derelict place of worship which was formerly used as the Hayes Spiritualists Society.

3.1 Local Highway Network

As shown in **Figure 1.1** the Site is located on the western side of Albert Road, north of the A437.

Albert Road is a two-way single carriageway which runs in a north-south direction. The road connects with Keith Road in the north and joins the North Hyde Road, A437 in the south. The road is subject to 30mph speed restrictions with street lighting and footways present on either side of the carriageway.

Albert Road lies within a Controlled Parking Zone (CPZ) where parking is restricted to permit holder only between the hours of 9am to 5pm Monday to Friday.

Servicing for surrounding residential properties occurs from the carriageway of Albert Road.

3.2 Public Transport

For sites in London, PTALs (Public Transport Accessibility Levels) are the most widely recognised form of measuring accessibility to the public transport network. The assessment combines data regarding the frequency of public transport services and walking distance between the site and the service to establish a measure of the relative density of the public transport network. PTALs range from 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility. Levels 1 and 6 have been further subdivided into two sub-levels to provide greater clarity.

The address of the Site was entered into TfL's Planning Information Database <https://tfl.gov.uk/info-for/urban-planning-and-construction/planning-with-webcat/webcat> in order to establish the PTAL. The results give an accessibility index of 25.29 with a corresponding PTAL of 6a representing a high level of access to public transport. The PTAL report is attached at **Appendix C**.

3.3 Rail

The nearest station to the Site is Hayes and Harrington Railway Station located 360m east of the Site via a 5-minute walk or 1-minute cycle. This station provides access to the Elizabeth Line and Great Western Railway Services to destinations including London Heathrow, Shenfield, Reading and Abbey Wood.

Figure 3.1 overleaf shows the Rail and London Underground connections that can be accessed from the Site.

Figure 3.1 – Rail Services

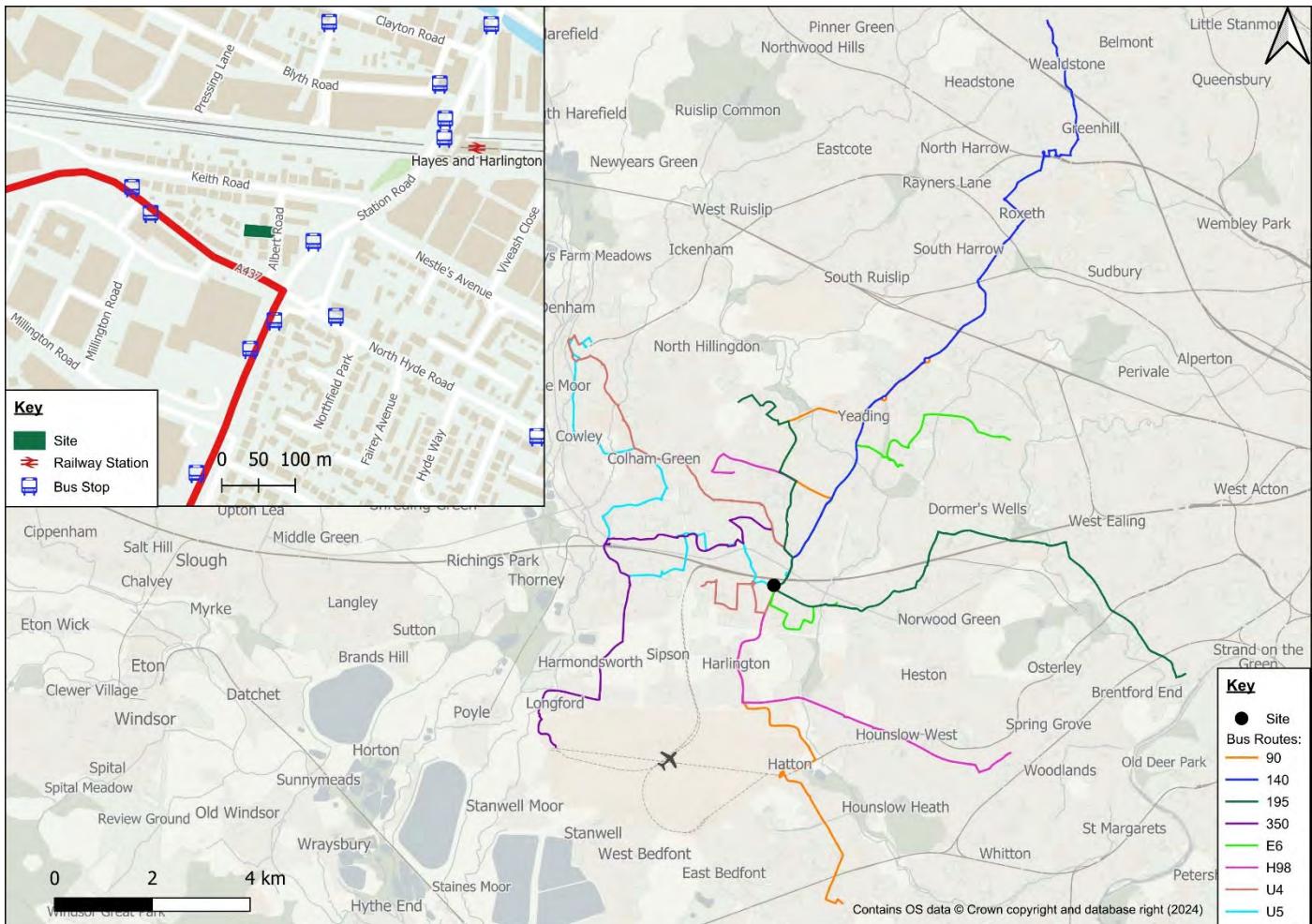


3.4 Buses

The Site has access to 8 bus services within the maximum PTAL walking distance of 640m. The closest bus stops are located along the A437 to the southwest of the Site and along Station Road to the east of the Site.

Figure 3.2 shows the location of these routes.

Figure 3.2 - Bus Map

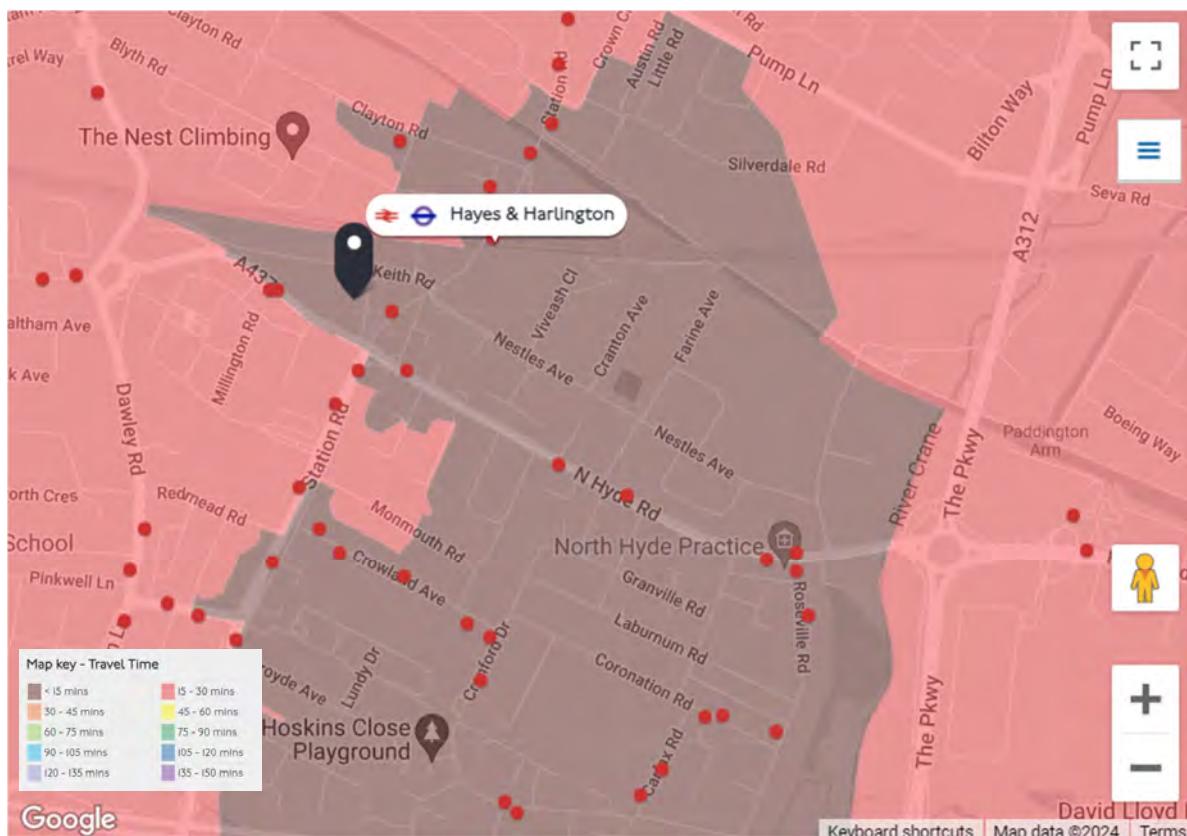


As this will be a SEN school, it is also envisaged that the majority of students will be transported via Local Authority minibuses to and from the Site.

3.5 Time Mapping (TIM)

TfL's Time Mapping analysis (TIM) assesses connectivity through the transport network or, in other words, how far a traveller can go within a given time from a specific destination. As shown in **Figure 3.3** below, from the Site a large area is accessible within 15 minutes allowing convenient access to retail, leisure, employment and commercial land uses for staff working at the Site.

Figure 3.3 – TfL TIM Output

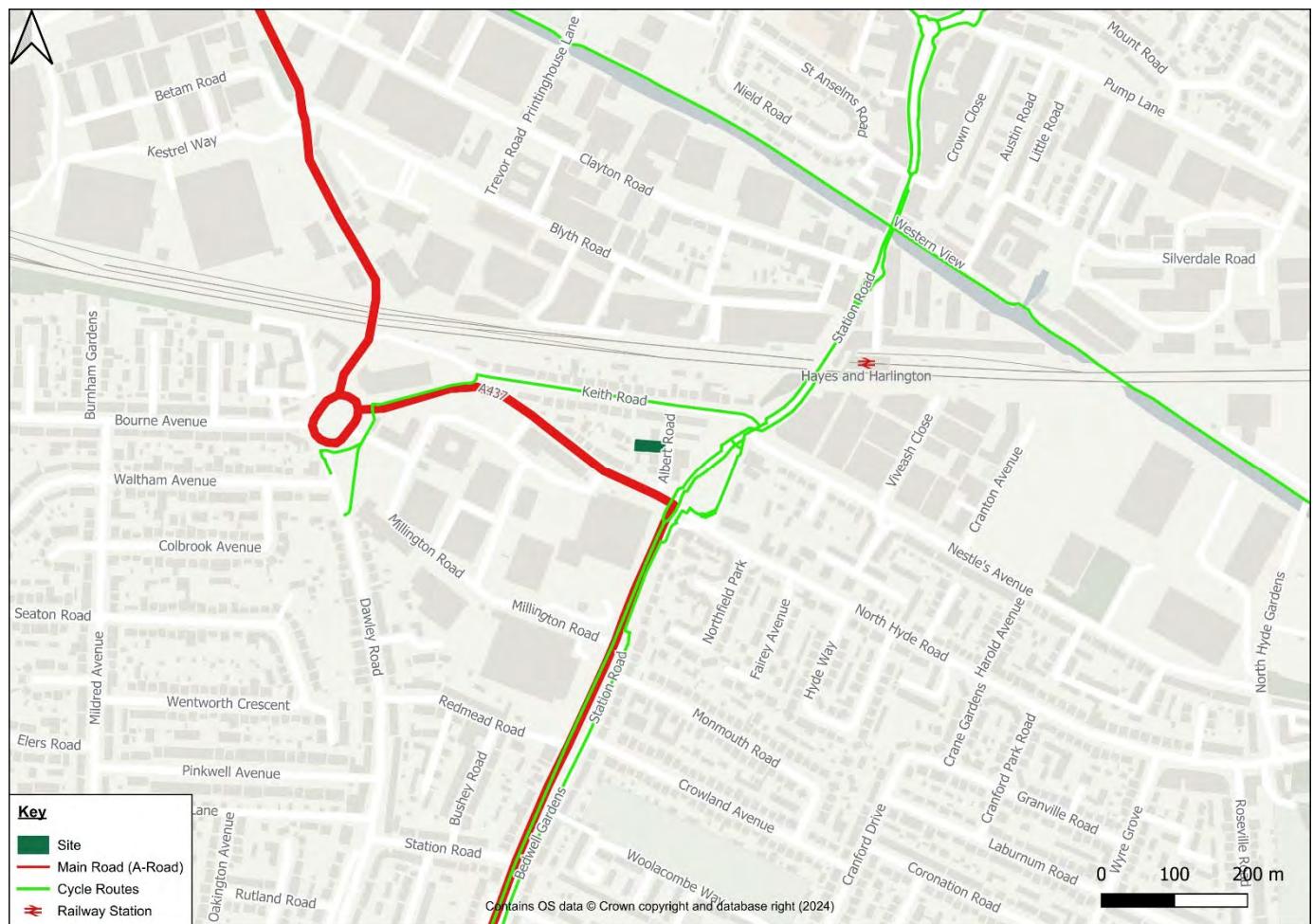


3.6 Walking and Cycling

The Site is located in an area of mixed residential and commercial development and therefore benefits from infrastructure suited to pedestrian and cycle movement including continuous footways, low speed limits and signalised pedestrian crossing points.

Figure 3.4 shows the cycle routes located near to the Site where it can be seen that a cycle route runs directly along Keith Road to the north of the Site providing an ideal opportunity for staff (and potentially some older students) wishing to use this sustainable method of travel. The development will provide secure and covered cycle parking to encourage cycling to and from the Site.

Figure 3.4 – Local Cycle Routes



4 Travel Surveys

4.1 Baseline Travel Data

Upon occupation the school will conduct a 'hands up' survey to obtain the method of travel to school for both pupils and staff. This survey data will form the baseline travel data for this Travel Plan and any subsequent updates and monitoring reports.

It is anticipated that the majority of staff will travel via public transport or cycle and the use of the private car will be heavily discouraged. Due to the school being an SEN school catering to specific learning or behavioural needs of children, it is likely that most of the pupils will travel via a Local Authority minibus service, taxi or be dropped off by their parent/guardian. This will need to be taken into consideration when establishing realistic targets for the method of travel for pupils.

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5 Objectives and Targets

This chapter sets out the objectives and targets of the TP. The objectives are supported by a set of SMART (Specific, Measurable, Achievable, Realistic and Timed) targets so that progress towards achieving them can be measured.

5.1 Objectives

The principal objective of the TP is to 'facilitate sustainable travel' to and from the proposed development.

The objectives in developing this travel plan are:

- Ensure the Site is accessible to all and respects the needs of vulnerable groups e.g. those with mobility problems
- Use of sustainable transport modes (walking and cycling)
- Creating awareness of the Travel Plan of the staff, pupils and visitors
- Influence the travel behaviour of the staff, pupils and visitors
- Improve the health of the staff, pupils and visitors and minimise the development impacts on the environment

These objectives support the principles of the wider Travel Plan policy.

5.2 Targets

On an annual basis a 'hands up' survey will be carried out by staff and pupils in order to record progress. These surveys will allow a better understanding of the specific travel characteristics of staff and pupils.

Targets are measurable goals by which the progress of the Travel Plan will be assessed. They are essential for monitoring the progress and success of the Travel Plan over its lifetime. The targets will support the objectives detailed above through the promotion of sustainable transport modes and reduced use of the private car.

The targets will seek to encourage a larger proportion of pupils and staff to walk, cycle or use public transport rather than drive. This will be supported through measures set out within this TP.

6 Measures

A series of proposed measures will be incorporated into the Travel Plan by the Travel Plan Coordinator. The measures are provided in order to promote sustainable transport modes and reduce vehicle use.

Travel Pack

A Travel Pack containing details of local public transport services, cycle routes together with the benefits of walking and cycling will be provided to all staff and all parents/guardians of attending pupils. Travel Pack information will also be displayed at key locations in the development and within the staff common room to encourage pupils and staff to use sustainable travel and provide information – for example, including information points with displays about local transport routes, walking maps, etc.

The Travel Pack will also contain details of the web link to Transport for London's travel information and other website links provided to sites giving live travel information, journey planning etc. The Travel Plan Coordinator will investigate the possibility of communicating with staff pupils and their parents/guardians by email, which can be used to pass on relevant transport updates and improvements to services for maximum effect.

Pedestrians

Walking as the main mode of travel should be encouraged for journeys of less than one mile. The school has a large catchment area, so it is appreciated that walking may not be an option (or suitable) to all pupils and staff however walking can be combined with, for example, passenger transport to cover longer distance journeys. The Travel Coordinator will encourage pupils and staff to walk by:

- promoting discussion of the health benefits of walking (i.e. reduced stress and improved fitness)
- provision of walking maps which show the distance and time taken to walk to surrounding areas and transport links
- providing information and advice concerning safe pedestrian routes to public transport and other facilities
- liaising with the Planning and Highway Authorities to ensure that pedestrian routes are properly maintained

Cycling

The benefits of cycling are similar to those for walking, with improved health and cost savings being the main considerations for users.

Cycle parking is shown on the architects' plans at **Appendix A**.

In addition, a plan will be displayed at prominent locations within the school to highlight local facilities and cycle routes. Copies of the plan will be provided to staff and pupils.

Details of various websites (IMMOBILISE, BICYCLE, CRIME) will be supplied.

The Travel Plan Coordinator will encourage staff and pupils to cycle by:

- promoting discussion of the health benefits of cycling (i.e. reduced stress and improved fitness)
- providing information and advice to students and staff on cycle routes to the development

The Travel Plan Coordinator will monitor cycle use through the life-time of the Travel Plan, obtain feedback and comment from staff and pupils.

Public Transport and School Bus Services

Public Transport should be regarded as a practical and positive alternative mode to the private car.

Current public transport (bus, train, underground) timetables and details of the school run bus services will be displayed within the development and the Travel Coordinator will maintain a supply of timetables to be made available to students and staff when appropriate.

Awareness Campaigns

The Travel Coordinator will be responsible for raising awareness of the Travel Plan amongst staff and pupils promoting alternatives to the car. Marketing and awareness raising strategies are an important part of all Travel Plans. They cover the involvement and engagement of staff and pupils and raising awareness of travel options and the benefits of more sustainable travel. The primary means by which the plan will be marketed are:

- Travel Packs
- Notice boards
- Emails
- Newsletters

Travel Plan actions are listed in the following action plan, including the measures, monitoring and review actions that will be implemented in order to achieve the targets and a timescale for how these actions will be prioritised.

Table 6.1 sets out the action plan, benefits of the various measures offered and the timescale for their implementation.

Table 6.1 - Action Plan

Measure		Actions	Timescale	Responsibility
1	Appoint TP Coordinator (TPC)	The applicant will appoint an appropriate member of staff. All pupils and staff will be made aware of the TPC.	First occupation	The applicant
2	Travel Pack	Providing information on Public Transport to and from the Site, School run bus services and shuttle services to and from the Site, local walking and cycling routes to all pupils and staff members and keeping it up to date.	Annually	TPC
3	Providing information on safe pedestrian routes to Public Transport	A plan of pedestrian routes around the development will be displayed within the school reception area.	On occupation	TPC
4	Identifying safe cycle routes around the development and keeping it up to date	A plan of cycle routes around the development will be displayed within the school reception area.	On occupation	TPC

7 Travel Plan Management

The effective management of the Travel Plan with clearly defined roles, responsibilities and targets is central to achieve the objectives.

7.1 Delivery and Management of the Travel Plan

The implementation and day to day management of the Travel Plan will be the responsibility of the Travel Plan Coordinator (Insight School and Skills Academy), the ultimate responsibility of the success of the Travel Plan lies with the applicant.

The budget for the Travel Plan Coordinator post will be provided by the applicant and will include the following responsibilities:

- Overseeing the development and implementation of the Travel Plan
- Designing and implementing effective marketing and awareness-raising campaigns to promote the Travel Plan
- Setting up, co-ordinating and attending steering groups, working groups etc
- Co-ordinating the necessary data collection exercise required to develop the Travel Plan
- Liaising with local authorities, transport operators etc
- Co-ordinating the monitoring programme

7.2 Monitoring and Reviews

The Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to our organisation and those using the Site.

'Hands Up' surveys will be conducted on an annual basis to record the method of travel for both staff and students.

The Travel Plan Coordinator will be responsible for monitoring the Travel Plan and to ensure the occupiers are made aware of the Travel Plan obligations. **Table 7.1** details the monitoring and review actions and timescales of the Travel Plan.

Table 7.1 – Monitoring and Review Timescales

Action	Detail	Timescale
Cycle parking	Provision will be monitored	Annually
Organising Travel Surveys	‘Hands Up’ survey	Annually
Reporting the results of the annual Travel Survey to the Council – Agreeing any new measures as a result if required	The TPC will prepare a short report summarising the results of the survey – this may be via TfL’s STARS accreditation scheme	Annually

7.3 Securing and enforcement

If the Travel Plan is shown to be regularly underachieving targets through the monitoring process, remedial actions may need to be implemented. Remedial actions would typically consist of measures which could help to get the Travel Plan on target. Costs associated with the extension of the life of the Travel Plan would be covered by the occupier.

7.4 Funding

Funding will be provided by the applicant for the Travel Plan and will be sufficient to cover the actions outlined in this report.

8 Final Comments

- a) YES Engineering Group Ltd has been instructed by Insight School and Skills Academy to produce a Travel Plan (TP) to accompany a planning application for the extension and alterations to Albert Hall, located on Albert Road, Hayes, UB3 4HR ('the Site') to facilitate a new school catering specifically for special education needs (SEN).
- b) The development proposals are for the change of land use together with extension and alterations to Albert Hall to create a new SEN School. This school will cater specifically to individuals with Autistic Spectrum Disorder (ASD), Speech Language and Communication Needs (SLCN), and Social, Emotional and Mental Health (SEMH) needs. The school will operate between 8am to 7pm during term time, with student attendance between the hours of 8.30am to 3pm. Summer activities are planned for two weeks in July/August, operating between 9am to 2pm. The proposed layout for the ground floor level is shown on the architect's plan attached at **Appendix A**.
- c) 1 parking space will be provided at the front of the building accessed via the existing dropped kerb. Further parking will be provided within the car park located to the east of the Site associated with Hayes and Harlington Community Association where an agreement has been made between the applicant and Community Association. A letter confirming this agreement is presented in **Appendix B**. It is anticipated that due to the nature of this school, the majority of students will travel via Local Authority mini-buses or taxi. Students will be dropped off in the Hayes and Harlington Community Association to the east of the Site where staff will be waiting to safely escort them to the school.
- d) The school will provide a secure and covered cycle store for up to 6 bikes to park. The proposed development layout plans indicating the location of the on-site car parking space and cycle parking is attached in **Appendix A**.
- e) The nearest station to the Site is Hayes and Harrington Railway Station located 360m east of the Site via a 5-minute walk or 1-minute cycle. This station provides access to the Elizabeth Line and Great Western Railway Services to destinations including London Heathrow, Shenfield, Reading and Abbey Wood.
- f) The Site has access to 8 bus services within the maximum PTAL walking distance of 640m. The closest bus stops are located along the A437 to the southwest of the Site and along station road to the east of the Site.
- g) The Site is located in an area of mixed residential and commercial development and therefore benefits from infrastructure suited to pedestrian and cycle movement including continuous footways, low speed limits and signalised pedestrian crossing points. A cycle route also runs directly along Albert Road providing an ideal opportunity for staff (and potentially some older students) wishing to use this sustainable method of travel. The development will provide secure and covered cycle parking to encourage cycling to and from the Site.
- h) Upon occupation, the school will conduct a 'hands up' survey to obtain the method of travel to school for both pupils and staff. This survey data will form the baseline travel data for this Travel Plan and any subsequent updates and monitoring reports.
- i) It is anticipated that the majority of staff will travel via public transport or cycle and the use of the private car will be heavily discouraged. Due to the school being an SEN school catering to specific learning or behavioural needs of children, it is likely that most of the pupils will travel via a Local Authority minibus service, taxi or be dropped off by their parent/guardian.

This will need to be taken into consideration when establishing realistic targets for the method of travel for pupils.

- j) On an annual basis a 'hands up' survey will be carried out by staff and pupils in order to record progress. These surveys will allow a better understanding of the specific travel characteristics of staff and pupils.
- k) The targets be set to support the objectives detailed above through the promotion of sustainable transport modes and reduced use of the private car. The targets will seek to encourage a larger proportion of pupils and staff to walk, cycle or use public transport rather than drive. This will be supported through measures set out within this TP.
- l) All the proposed measures are outlined in the Action Plan and monitoring and review timescales have been detailed.

Recommendations

It is recommended that a Travel Plan Coordinator is appointed to liaise and agree measures with the LBH to encourage pupils and staff to use sustainable forms of transport.

The Travel Plan Coordinator can be the key to success of a Travel Plan and whilst the precise nature of the position will vary, the coordinator should become the main driving force behind the plan. The responsibilities of a Travel Plan Coordinator will include:

- Overseeing the development and implementation of the Travel Plan
- Designing and implementing effective marketing and awareness-raising campaigns to promote the Travel Plan
- Setting up, co-ordinating and attending steering groups, working groups etc
- Co-ordinating the necessary data collection exercise required to develop the travel plan
- Liaising with local authorities, transport operators etc
- Co-ordinating the monitoring programme

Targets will be agreed with the LBH then reviewed and checked annually after the plan has been implemented.

This Travel Plan document has been prepared to comply TfL's latest guidance (November 2013). Notably, TfL no longer use or promote ATTTrBuTE a standard scoring the assessment of Travel Plans, with new Travel Plan guidance that was due to be published in early 2019. However, the new guidance is still be forthcoming. It is recommended that when published, and as appropriate, the Travel Plan Coordinator uses the new TfL guidance assist in development of the Travel Plan in consultation with LBH.

Appendices

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Appendix A – Site Plan

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Appendix B – Agreement with Hayes and Harlington Community Association

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Appendix C – PTAL

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