



A close-up photograph of a bicycle wheel, showing the spokes and the hub. The wheel is positioned in the top right corner of the slide, partially overlapping the green diagonal band.

Land at the Former Sipson Garden Centre, Sipson

DRAFT TRAVEL PLAN

December 2023

Bidwells

B2 LAND USE
LAND AT THE FORMER SIPSON GARDEN CENTRE, SIPSON
SIPSON

DRAFT TRAVEL PLAN

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1. INTRODUCTION

- 1.1 This Draft Travel Plan (DTP) has been prepared by Paul Basham Associates on behalf of Bidwells to support a planning application for a B2 use class development comprising a specialist vehicle servicing site totalling 1450sqm the Former Sipson Garden Centre, Sipson Road, Sipson.
- 1.2 The site location is outlined below in **Figure 1** and the site layout is attached within **Appendix A**.



Figure 1: Site Location Plan

- 1.3 In addition to this Draft Travel Plan, a Healthy Streets Transport Assessment (HSTA), Delivery and Servicing Plan (DSP) and Operational Management Plan (OMP) have been prepared as part of the application.

Purpose of the Travel Plan

- 1.4 A TP is a strategy for managing travel demand to a development site by addressing the travel needs of its future users, reducing the impact of car travel by promoting and facilitating the use of sustainable modes of transport, encouraging a reduced need to travel, and increasing sustainable travel practices where appropriate. This TP supports access to a full range of local facilities and activities for future site users, whilst encouraging good design principles and working with the local community.

1.5 A TP is an evolving process initiated by a front-loading exercise through site visits, the completion of a TP, and frequent meetings and conversations between its authors (Paul Basham Associates), the operator and the Local Authorities (London Borough of Hillingdon and Transport for London). As such the TP will develop over time following feedback received from monitoring exercises, local developments in sustainable transport and other external factors.

Travel Plan Principles

1.6 A successful TP must follow a set of principles to be determined acceptable and create a sustainable development. A TP must be Transparent, Realistic, Achievable, Committed, Enforceable and Sustainable (TRACES), as outlined in TfL's guidance. This TP therefore aims to demonstrate that there are sustainable local travel options available, and measures proposed, along with an implementation and monitoring strategy.

Travel Plan Structure and Approach

1.7 This TP will follow the following structure:

- Chapter 2 – Travel Plan Policy
- Chapter 3 – Existing Conditions and Local Accessibility
- Chapter 4 – Proposed Development
- Chapter 5 – Indicative Baseline and Targets
- Chapter 6 – Travel Plan Strategy
- Chapter 7 – Implementation and Monitoring

2. TRAVEL PLAN POLICY

2.1 This TP has been produced in accordance with relevant national, regional and local policy. For reference this includes:

- National Planning Policy Framework (NPPF);
- London Plan (Adopted March 2021); and
- Hillingdon Borough Local Plan (Adopted November 2012).

National Planning Policy Framework (NPPF)

2.2 The NPPF (December 2023) acts as the central guidance for development planning. As defined in NPPF Annex 2: Glossary, a Travel Plan is '*a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed*' and is a requirement for developments which generate a significant amount of movement. The following NPPF paragraphs are relevant to the Travel Plan:

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

- The potential impacts of development on transport networks can be addressed;*
- 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;*
- Opportunities to promote walking, cycling and public transport use are identified and pursued;*
- 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*
- Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.*

(NPPF Para.108)

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.

(NPPF Para.109)

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.

(NPPF Para. 117)

London Plan (2021)

2.3 The London Plan was adopted in March 2021. It sets out the overarching policies and principles for developments in London, as well as setting out the updated standards for car and cycle parking for all land uses.

The Mayor's Transport Strategy seeks to ensure that public transport and walking and cycling provision are at the heart of planning for Opportunity Areas. It sets out that the Mayor will support growth in Opportunity Areas through transport investments and planning, and commits to setting ambitious mode share targets.

(London Plan Section 2.1.12)

Hillingdon Borough Local Plan (Adopted November 2012)

2.4 Hillingdon's Local Plan was adopted in November 2012, and sets out the policies and strategies in place to make Hillingdon a prosperous place to live and work. In addition to the Sustainable Community Strategy, the document also sets out the following themes:

- Putting residents first at the heart of everything we do and promoting civic pride;
- Protecting and enhancing the borough's natural environment;
- Improving buildings, roads and footways and ensuring that new buildings fit in with the natural environment; and
- Maintaining the solid approach to financial management that has delivered our success to date and which is vital for going forward.

2.5 Furthermore, the Local Plan also sets out the Vision for Hillingdon 2026, which is formed of seven points:

- **Hillingdon is taking full advantage of its distinctive strengths with regard to its places, communities and heritage:** The special character of the borough's natural and built assets have been protected and enhanced, fewer heritage assets and wildlife habitats are at risk, there are more locally-distinct buildings, and new higher standards of development, integrating renewable energy technology. More residents are accessing the borough's waterways and quality public open spaces, particularly in Harefield and south of the A40.
- **The social and economic inequality gaps in Hillingdon are being closed:** The social and economic contrast between different parts of the borough have been improved. Hillingdon residents are benefiting from safer and more inclusive communities with issues such as health inequalities being addressed and regular community engagement being provided on local planning matters. Successful strategies have identified and addressed the particular reasons for inequalities in areas of identified need.
- **Improved environment and infrastructure is supporting healthier living and helping the borough to mitigate and adapt to climate change:** Areas lacking the social, physical and green infrastructure required to support healthy lifestyles have been identified and measures are well under way to address these. Improved building design and less reliance on cars has helped the borough to reduce its carbon footprint and action has been taken to improve air quality. Generation of energy from renewable sources is common practice and older housing stock is also benefiting from climate change initiatives. Town and neighbourhood centres are

the focus for community activities and have a diverse range of uses including health clinics, cultural activities, local and business services, as well as retail and office uses.

- **Economic growth has been concentrated in Uxbridge, Heathrow and the Hayes/West Drayton Corridor, without ignoring local centres:** Sustainable growth around Heathrow and the Hayes/West Drayton Corridor (Heathrow Opportunity Area) is being managed through the Heathrow Opportunity Area Framework. Hillingdon has maximised the potential of its heritage assets and places which could act as a focus for individual regeneration initiatives and continues to London Borough of Hillingdon Hillingdon Local Plan: Part 1 - Strategic Policies (Adopted November 2012) 21 4 The Vision - where we want to be retain viable mineral resources within the Opportunity Area. Regeneration in Hayes and West Drayton town centres is under way through new high quality mixed-use development and Crossrail stations. The best use will have been made of the Grand Union Canal. Uxbridge has expanded its role as the main urban centre in the borough through the development of RAF Uxbridge, an improved public transport interchange, and fast Underground links into central London. Development in Uxbridge and the Heathrow Opportunity Area have led by example in setting standards for new quality development that meets the challenges of climate change. Local centres in the north of the borough continue to flourish as a result of improved community infrastructure.
- **Improved accessibility to local jobs, housing and facilities is improving the quality of life of residents:** More residents are enjoying the benefits of an improved quality of life. There is a wider choice of housing, and workplaces are located where they are accessible by a range of transport options and neighbourhoods that lack adequate facilities and services have been addressed. Low emissions strategies are helping to improve air quality with associated health benefits.
- **Hillingdon has a reliable network of north/south public transport routes and improved public transport interchanges:** Previously poor north south public transport access in the borough has been addressed. New services link Heathrow and the Hayes/West Drayton Corridor through Uxbridge to Northwood, Ruislip, Eastcote and Harefield. Improved public transport interchanges have been created at Heathrow, Hayes, West Drayton, Uxbridge and West Ruislip and more people are using public transport, reducing the dependence on cars which has eased congestion throughout the borough. As a whole the borough is benefiting from Crossrail.
- **Hillingdon has continued to prosper from the presence of Heathrow:** The economic benefits of Heathrow Airport are being harnessed by local people through access to jobs and links to training to create greater prosperity, whilst securing improved local air quality, reductions in noise and other benefits to the environment for the local communities.

2.6 This TP has been written in accordance with the above policies to meet the sustainable requirements for new developments within Hillingdon and increase the modal share of alternative transport options for the benefit of the proposed development and wider community.

3. EXISTING SITE CONDITIONS AND LOCAL ACCESSIBILITY

Site Location

3.1 The site is located on the northern border of Sipson Village, approximately 1.5km north of Heathrow Airport. The site falls within the London Borough of Hillingdon and can be easily accessed via the M4, a spur of which runs parallel to the eastern site border. To the north, the site is bordered by a public house and hotel complex, and to the south, residential dwellings. To the west the site is bordered by Sipson Road and agricultural land beyond that. The site is accessed via a bellmouth junction on Sipson Road (A408).

Local Road Network

3.2 Sipson Road (A408) is a single carriageway road and measures approximately 7m in width. Within the vicinity of the site the road is subject to a 30mph speed limit, however, approximately 15m south of the site access the speed limit reduces to 20mph at the Sipson Village sign. The existing conditions along Sipson Road are outlined below in **Photographs 1 and 2**.



Photograph 1: Sipson Road Existing Conditions Facing North



Photograph 2: Sipson Road Existing Conditions Facing South

3.3 Sipson Road provides access to key transport routes including the M4 to the north, and the A4 (Bath Road) to the south, both of which form part of the strategic road network. As such, the site's convenient location and proximity to key transport routes will help to minimise the traffic impact of the development on the local road network. The accompanying DSP & OMP detail the proposed routing for larger vehicles, away from Sipson Village.

- 3.4 Approximately 200m to the north, Sipson Road meets a four-arm roundabout with Holloway Lane and an access to employment space.
- 3.5 Some of the local routes in the vicinity of the site generally benefit from measures that provide an appealing and convenient cycling environment. This includes restrictions to prevent on street vehicle parking, traffic calming measures in the form of road humps and speed restrictions of 20mph.

Pedestrian Network

- 3.6 To the south of the site, footways measuring approximately 1.8m in width flank the eastern side of the carriageway providing a direct route into Sipson Village. To the north of the site, pedestrian footways flank either side of the carriageway, and regular street lighting within the vicinity of the site ensures that the footways are well-lit. The pedestrian infrastructure within the vicinity of the site is demonstrated in **Photographs 3 and 4**.



Photograph 3: Sipson Road Footway South of the Site



Photograph 4: Sipson Road Footway North of the Site

- 3.7 In order to demonstrate the site's accessible nature, a walking isochrone has been completed, with all areas reachable via a 10-minute walk outlined in red and a 20-minute walk highlighted in blue in **Figure 2** below.

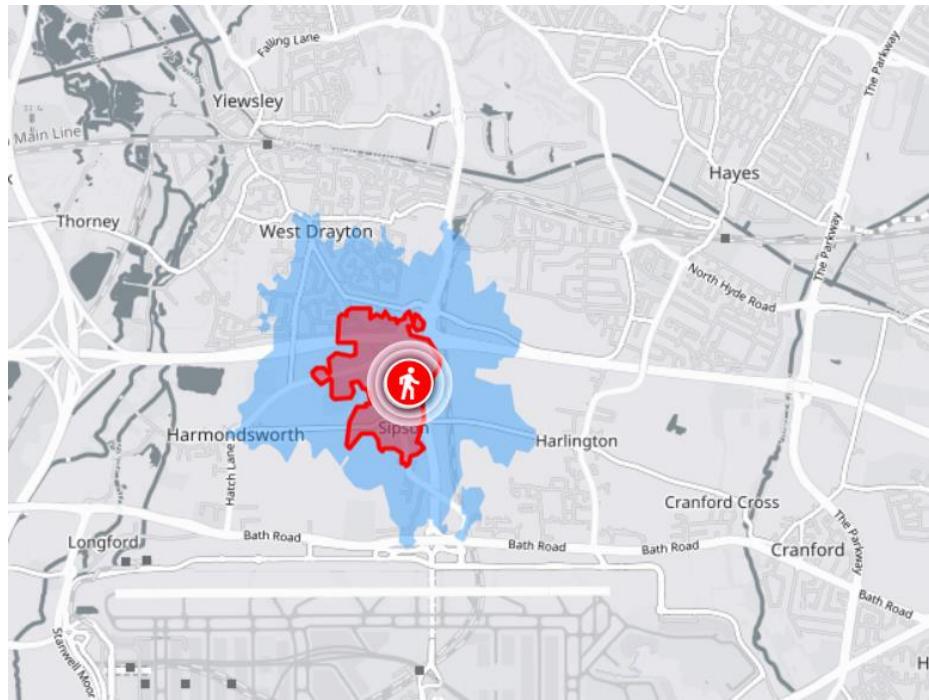


Figure 2: Walking Isochrone Map

3.8 While there are no dedicated cycle routes located within the vicinity of the site, the roads would be conducive for cycling if future staff chose this as a mode of travel.

Facilities

3.9 While the site is located in a more suburban location there are a number of facilities located within walking distance of the site as demonstrated within **Table 1** below.

Amenity	Location	Distance (approximate)	Walking Time	Cycle Time
Public House (The Plough)	Sipson Road	100m	2 minutes	1 minute
Bus Stops (The Plough)	Sipson Road	140m	2 minutes	1 minute
Public House (King William IV)	Harmondsworth Lane	370m	3-4 minutes	1-2 minute
Bus Stops (Harmondsworth Lane)	Harmondsworth Road	430m	5 minutes	2 minutes

Table 1: Distance to Local Amenities

Public Transport

3.10 **Figure 3** shows an isochrone map of the site's connectivity via public transport within 20 minutes of the site.

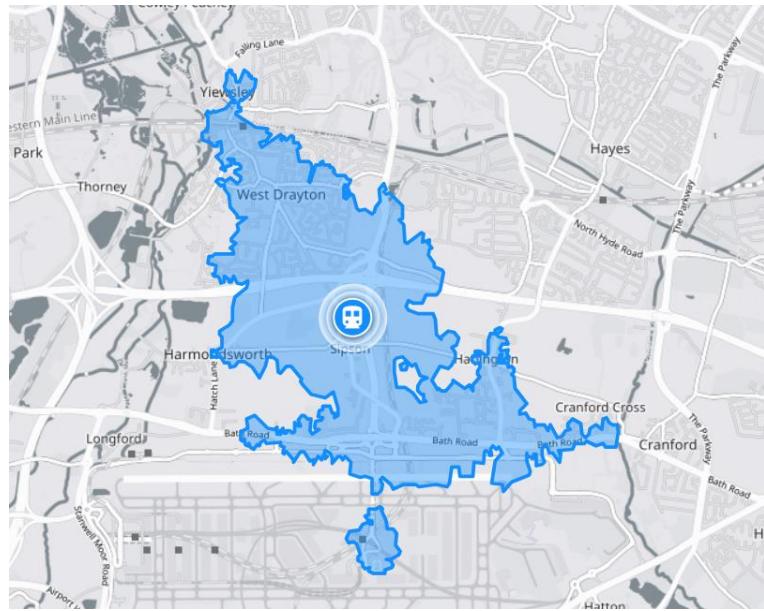


Figure 3: Public Transport Isochrone Map

Bus Services

3.11 The nearest bus stops to the site are The Plough bus stops, located approximately 80m to the north of the site (a one-minute walking distance). Both stops comprise a bus shelter with seating and printed timetables. The stops are served by the 222-bus service which is operated by Metroline Travel and runs between Hounslow and Uxbridge. The service departs from the bus stops every 10 minutes during the week (Monday-Saturday), and every 12 minutes on a Sunday.

Rail Services

3.12 The nearest train Station is West Drayton station which is located approximately 2.25km north of the site, which equates to a 30-minute walk. It is worth noting however, that West Drayton Station is also accessible via the aforementioned 222 bus service via a 13-minute journey.

Personal Injury Accident (PIA) Data

3.13 Utilising CrashMap, accidents within proximity of the site have been obtained and analysed for the latest five-year period available (2018-2022), to establish an understanding of the highway safety conditions surrounding the site.

3.14 The data presents incidents where individuals have sustained an injury, on a scale of 'slight', 'serious' and 'fatal'. **Figure 4** illustrates the collisions and their severity.

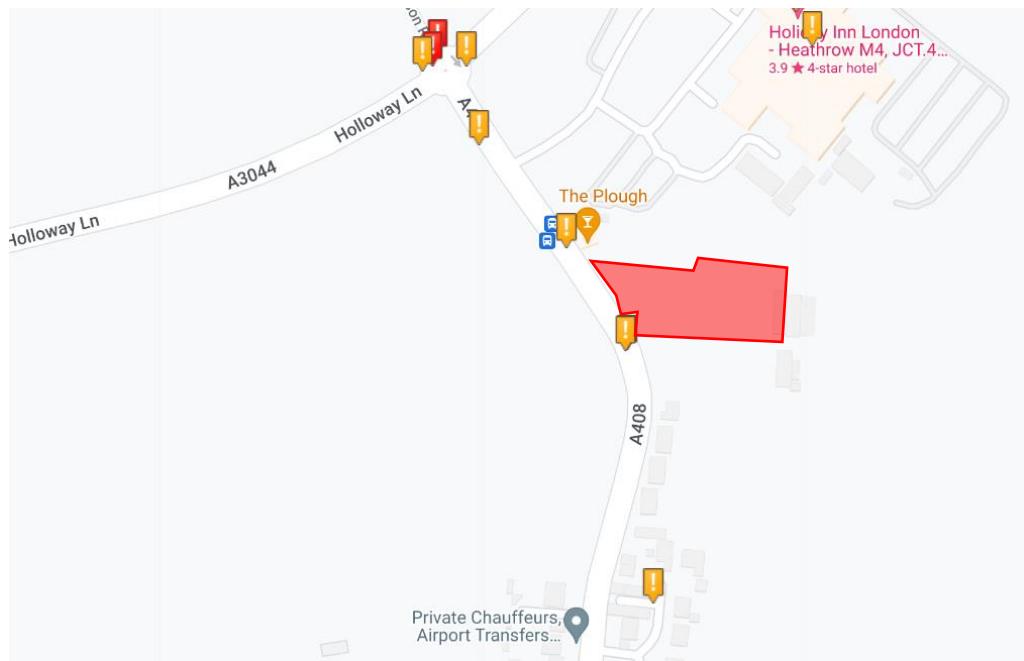
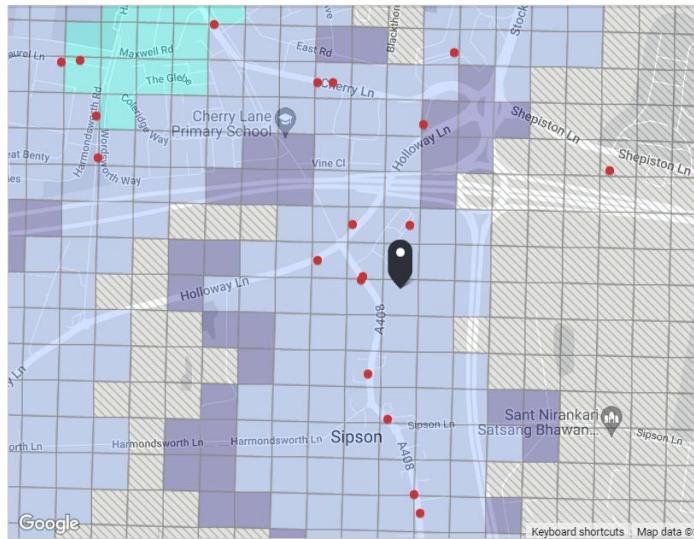


Figure 4: Collision Map (2018-2022)

- 3.15 **Figure 4** demonstrates that within proximity of the site access within the last 5-year available period 10 incidents have occurred within the vicinity of the site. Of the 10 incidents 7 were classified as 'slight' in nature with 3 identified as 'serious'.
- 3.16 As two of the 10 incidents occurred adjacent to the site access, these incidents have been explored in more detail. The serious incident occurred in January 2022 between a vehicle and a motorcycle, with the slight incident occurring in September 2021 between two vehicles.
- 3.17 The proposed development would result in a reduction in vehicle movements in comparison to the consented scheme and therefore an overall betterment to highway safety.

PTAL Assessment

- 3.18 Public Transport Accessibility Levels (PTALs) provide a guide to the relative accessibility of an area by public transport and range between 1a (worst) and 6b (best).
- 3.19 **Figure 5** illustrates that the proposed development site receives a Public Transport Access Level (PTAL) of 1b on a scale of 0-6, suggesting that the site is located in a less accessible location.



You can click anywhere on the map to change the selected location.

PTAL output for Base Year

Ib

Figure 5: TfL PTAL Rating

4. PROPOSED DEVELOPMENT

4.1 The proposed development consists of 1,450sqm of B2 use for a specialist vehicle servicing centre with associated car, cycle and operational vehicle parking. The 1,450sqm consists predominantly of workshop space (7 servicing bays with an additional bay for storage), and ancillary office space. The specialist vehicles to be serviced at the site are electric and associated with the operation of the nearby Heathrow airport. Access would continue to be taken from Sipson Road via the existing location, as per the proposed site layout attached in **Appendix A**.

Access Arrangements

4.2 The proposed development will be accessed via the existing access from Sipson Road. This will be improved through the addition of a 2m wide pedestrian footway along the northern side, and existing gates will be set back further into the site to allow a 16.5m artic to wait clear of the public highway. Tactile paving can also be provided to assist pedestrians walking along Sipson Road. The carriageway will measure 6.5m wide.

Car Parking Provision

4.3 Details of the car parking provision for the development are set out in the accompanying HSTA.

4.4 Policy T6.2 of the London Plan requires “appropriate provision for electric or other Ultra-Low Emission Vehicles.” Approved Document S: ‘Infrastructure for the charging of electric vehicles’ states that for non-residential developments 1 active electric vehicle charge point must be provided, with 20% of the remainder provided with cable routes. This will be exceeded, with 7 EV charging ports provided in the general car park (7kw).

Cycle Parking

4.5 4 Sheffield Stands are identified on the proposed site layout, providing 8 spaces. Storage within the building could also be provided if necessary. Shower and changing facilities will be provided to allow staff to change after cycling to work and will therefore encourage staff to cycle.

5. INDICATIVE BASELINE AND TARGETS

Travel Plan Aim

5.1 The overall aim of the TP is:

To support a sustainable development by reducing the need for single occupancy vehicle trips through highlighting and promoting the use of more sustainable travel methods.

Travel Plan Objectives

5.2 Specific to this TP, the objectives are:

- Reduce single occupancy vehicle trips and their subsequent impact on the local road network;
- Maximise the opportunities for travel by alternative means;
- Promote pedestrian and cycle use;
- Promote local public transport; and
- Ensure safe and easy access for all site users

5.3 Meeting these objectives will help achieve a development that has a high standard of sustainable travel practices and a decreased reliance on the private car, thus reducing the impact of car travel on the local road network. Given the nature of the use, the Travel Plan focuses on staff movements rather than operational.

Baseline Travel Patterns

5.4 Before setting specific targets, understanding how staff currently travel to work is essential. As included within the accompanying Healthy Streets Transport Assessment, Census 2021 Data for 'Method used to travel to work by occupation' (RM079) has been examined for the local output area. The method of travel to work data is shown in Table 2, with the full outputs attached as **Appendix B**. This information provides an indication of the likely travel patterns for new employees to/from the site.

Mode of Travel	Indicative Baseline
Car Alone	60.5%
Car Share	4%
Walking	4%
Cycling	2.3%
Public Transport	28.2%
Total	100%

Table 2: Indicative Baseline Splits based on 2021 Census Data

5.5 The data demonstrates that 60.5% of people travel to work by car alone and 4% via car share. Public transport is the second highest modal choice with 28.2%, followed by walking and car share (4%) and cycling accounting for just 2.3%.

5.6 It is proposed that to determine the ‘actual’ travel patterns surveys would be completed within 6 months of occupation. Once the ‘actual’ baseline modal splits have been established, the Travel Plan Coordinator (TPC) and London Borough of Hillingdon Travel Plan Officer (TPO) should discuss the acceptability of the indicative modal share targets presented in **Table 3** and **4**.

Travel Plan Targets

5.7 To enable the progression and assessment of the success of the travel plan, it is key that SMART targets (Specific, Measurable, Achievable, Realistic and Time-bound) are implemented.

5.8 This Travel Plan proposes targets which should be met over the lifetime of the TP. These aims are set out in **Table 3** and represent the overarching goals of this TP.

Target	Timescale
Decrease the proportion of journeys made by single occupancy car by 10%	End of Year 5
Increase the proportion of trips made by active modes (walking/cycling) by 3%	End of Year 5
Increase the proportion of trips made car sharing by 3%	End of Year 5
Increase the proportion of trips made by public transport by 4%	End of Year 5

Table 3: Travel Plan Targets

5.9 A break down of the indicative modal share SMART targets is presented within Table 4 below. The suitability of these targets will be confirmed and revised if required based on the actual baseline modal splits.

Targets	Objective	Baseline Modal Share	End of Year 1	End of Year 3	End of Year 5
TP1	% Of single occupancy vehicle trips	60.5%	57.5% (-3%)	54.5% (-6%)	50.5% (-10%)
TP2	% Of multi-occupancy vehicle trips	4%	5% (+1%)	6% (+2%)	7% (+3%)
TP3	% Of walking trips	4%	4% (+/-0%)	5% (+1%)	6% (+2%)
TP4	% Of cycling trips	2.3%	2.3% (+/-0%)	3.3% (+1%)	3.3% (+1%)
TP5	% Public Transport trips	28.2%	29.2% (+1%)	30.2% (+2%)	32.2% (+4%)

Table 4: Indicative Baseline Splits and Targets Based on TRICS Data

5.10 The suitability of the TP targets and the lifetime of the TP have been assessed further in the subsequent sections of this report.

5.11 It is proposed that to determine the 'actual' travel patterns surveys would be completed within 6 months of occupation. Specifically, staff surveys would be undertaken at the end of the preliminary stage and will allow confirmation of the site's baseline modal splits and agreement of targets with London Borough of Hillingdon's TPO before the official start of the TP. Following the baseline survey, staff surveys would be repeated annually to track progress.

6. TRAVEL PLAN STRATEGY

6.1 A Travel Plan is a useful tool produced to encourage staff to use alternative modes of transport to single occupancy vehicle journeys. The following provides a summary of the measures available to target users of the development site.

Measures Package

6.2 The following section proposes a package of soft measures to be implemented and refined by the TPC over the lifetime of the TP. The measures proposed are strongly influenced by the site location, the TP aim, objectives and targets and the local and national policy.

6.3 The measures set out in this section will be determined based on the final levels of occupancy and the potential for achieving a 10% modal shift.

Key Stages: Preliminary

6.4 In order to meet the key objectives, a number of measures are essential to be completed an early stage. Completing these tasks would help to embed the TP within the development and the local community. Prior to first occupation, the TPC should complete all preliminary tasks identified in the Action Plan, shown in **Table 5**.

6.5 The developer would be required to appoint a TPC at least 3 months (but ideally 6 months) prior to first occupation, whose details would be given to LBH's Travel Plan Officer (TPO). The TPC would then prepare a database for holding important contact details alongside liaison with other local TPCs. Through this stage there should be ongoing dialogue between the TPC, the developer and LBH's TPO.

Key Stages: Five Years Following 100% Occupation of the Development

6.6 It is proposed that the TP period would become fully active upon opening the development and would remain active for 5 years following that date. After the 5 years of official monitoring has ended and LBH have signed off the TP, operator management would be responsible for continuing promotion of sustainable transport.

6.7 During these five years, the Action Plan set at the preliminary stage would evolve to reflect the needs of the staff. Such measures would be determined by the TPC in dialogue with employees, local authorities and other key players as necessary. These measures are discussed in further detail in the remainder of this section and are included in the Action Plan which is included in **Table 5**.

	Action
Preliminary measures	<ul style="list-style-type: none"> -TPC to be appointed -LBH to receive TPCs contact details -Implement 'hard' measures -Discharge of Travel Plan condition
Within 6 months of opening	<ul style="list-style-type: none"> -Prepare site noticeboard with relevant transport information -Prepare and distribute Travel Information Packs -Undertake baseline surveys
Walking/Cycling	<ul style="list-style-type: none"> -Promote local and national events/campaigns -Inform staff of pedestrian and cycle routes -Advertise local schemes -Maintain onsite pedestrian areas and cycle storage -Investigate use of "Cycle to Work" scheme
Public Transport	<ul style="list-style-type: none"> -Provide up-to-date timetables -Consistent reviews of local travel infrastructure -Issue Travel Information Packs to staff -Promote the use of bus passes to staff, investigating provision of subsidies
Car sharing	<ul style="list-style-type: none"> -Promote the benefits of car sharing to staff/visitors -Provide information on how to make use of car sharing
Sustainable vehicle use	<ul style="list-style-type: none"> -Provide information on sustainable travel practices -Provision of information on the road network and most appropriate routes -Inform staff of EVC points

Table 5: Action Plan

Modal Measures: Walking and Cycling

6.8 **Section 3** summarised the local walking and cycle networks and the facilities which this TP would promote to staff. These will be detailed to staff in their welcome pack and through the newsletters (as discussed later in the report).

6.9 Whilst the baseline modal splits indicate a low percentage of existing staff travel to work via walking, the local area is well-lit with wide footways and a number of facilities and amenities within reasonable proximity to the proposed development.

6.10 Whilst the baseline modal splits do not indicate that cycling is a key travel mode for staff, it is hoped that the proposed cycle storage available and changing facilities on site will help this become a more favourable travel mode.

6.11 The TPC would work with walking and cycling campaigns and support local and national campaigns and events (i.e. Cycle to Work Day and local bike doctor events). To incentivise walking and cycling the TPC will investigate the provision of cycles through the "Cycle to Work" scheme to habituate walking and cycling as part of healthy lifestyle practices, whether for daily commuting or occasional leisure.

Modal Measures: Public Transport

- 6.12 The baseline modal splits indicate that 28.2% of existing staff in the local area currently travel to work by public transport. It is therefore considered that the development provides an opportunity to promote bus travel as an alternative mode to car alone considering the bus stops in close proximity to the site.
- 6.13 The attractiveness of the bus services, particularly those from The Plough would be supported and promoted through tailored promotions.
- 6.14 Maximising staff use of public transport would also be supported through highlighting costs and benefits in comparison to single occupancy vehicle use through the use of the Welcome Pack and regular newsletters. The operator would investigate provision of subsidies to encourage PT use.
- 6.15 The TPC will promote rail services from West Drayton station as well as the potential link-trip afforded by the 222-bus service which operates between the station and The Plough.

Modal Measures: Car Sharing

- 6.16 Car sharing is a simple yet effective way of quickly reducing the number of single occupancy car trips, whilst bringing reductions in transport costs, congestion and pollution as well as social benefits including increasing staff interaction and creating a sense of community.
- 6.17 Liftshare is a well-established scheme and would be promoted to staff through regular newsletters and welcome packs when staff are first employed, to help them find potential lift sharing partners in the local area. The TPC will also look to promote the savings brought about through car sharing.

Modal Measures: Sustainable Private Vehicle Use

- 6.18 On occasions when single occupancy vehicle use is unavoidable or where alternative travel options are significantly limited in comparison, opportunities to promote sustainable driving practices would be promoted. EV charging points will be provided on site for staff and visitor use.

Personalised Travel Planning

- 6.19 Upon moving to their new job, staff will be offered free personalised Travel Planning advice as part of their Welcome Pack. This will be provided by the TPC and will inform staff on how they can travel to and from work more sustainably in support of achieving the longer-term targets for the site. The literature provided will contain up to date information regarding public transport facilities, walking and cycling routes within the local area.

Marketing and Communication

6.20 The TPC would produce newsletters for the five years of the Travel Plan, providing employees with updated sustainable travel information, details of any national events and offer personalised travel planning information. These would be displayed on noticeboards.

Visitors and Deliveries

6.21 As well as co-ordinating the promotion and practice of sustainable travel with the wider local community, the TP should be encouraging and extending sustainable travel opportunities to any visitors travelling to and from the site. Staff positive sustainable travel experiences should have a knock-on effect to visitors. Details are contained in the DSP & OMP.

7. IMPLEMENTATION AND MONITORING

Implementation

7.1 The Travel Plan would be secured through either planning condition or Section 106 agreement, which would confirm the proposed measures as well as any monitoring costs required by London Borough of Hillingdon.

Travel Plan Coordinator

7.2 This section covers the implementation and monitoring of the development. The TPC position would be part-time over the life of the TP which at this stage is anticipated to be the Preliminary period followed by five years of full implementation, beginning on occupation.

7.3 The TPC role and contact details will be finalised with Hillingdon prior to occupation and following their appointment by the developer. The TPC would be responsible for the day-to-day implementation and monitoring of the TP to ensure targets are met. The early stages of the TP are relatively time intensive, and the budget should be 'front-loaded' to consider the work that is required to establish the TP.

7.4 More specifically, the role of the TPC requires:

- Overseeing the development and implementation of the TP and maintaining support
- Liaising with public transport operators, local interest groups, Hillingdon
- Designing and implementing an effective marketing strategy and raising awareness
- Organising travel-based events
- Acting as the point of call for all TP enquiries and
- Co-ordinating the monitoring and evaluation programme for the TP including organisation of surveys.

Surveys and Feedback

7.5 It is important that a consistent approach to data collection and feedback is implemented in order to ensure that the following outcomes are delivered:

- Collect a representative and informative data account in accordance with the development timescales
- Develop an accurate understanding of local travel modal shares, perceptions and influencing factors and
- Adoption of the TP by employers beyond the TP's active period

Monitoring

7.6 This TP's approach to monitoring acknowledges the above requirements and the strategy set out within the FTP. The resultant monitoring structure for the TP is therefore set out within **Table 6** and summarised in the subsequent paragraphs.

Preliminary Period	End of Year 1	End of Year 2	End of Year 3	End of Year 4	End of Year 5
Staff Travel to Work Survey (6 months post occupation)	Staff Travel to Work Survey				

Table 6: Monitoring Strategy

7.7 A staff questionnaire is proposed to be undertaken within 6 months of the occupation and at the end of Years 1, 2, 3, 4 and 5. It is proposed that the survey will be completed electronically, although postal surveys may also be used. An example staff survey is included in **Appendix C**. The results of the survey will be available for staff to view in newsletters and on the noticeboard.

7.8 An annual monitoring/progress report will be produced and submitted to LBH within 3 months of surveys taking place. This report will outline how the TP has been implemented for the year, along with a presentation of any survey results, analysis of the responses and information of measures implemented. The report will then conclude with an outline of the future monitoring strategy and a confirmation of targets and revisions where necessary/applicable.

Overcoming Barriers to Success

7.9 Mismanagement can become a potential barrier to the successful implementation of TP's. Whilst the TPC is responsible for the overarching management of the TP, ongoing co-ordination with LBH's TPO will ensure that mismanagement does not occur.

7.10 Whilst specific remedial measures have not been identified within the Travel Plan, such remedial measures would be identified through discussions with LBH's Travel Plan Officers. The 5-year budget for implementing the Travel Plan would be sufficient to ensure that remedial measures could be implemented. Such as if one measure is not working in year 1, there would be budget in year 2 to rectify this and change to new measures if needed.

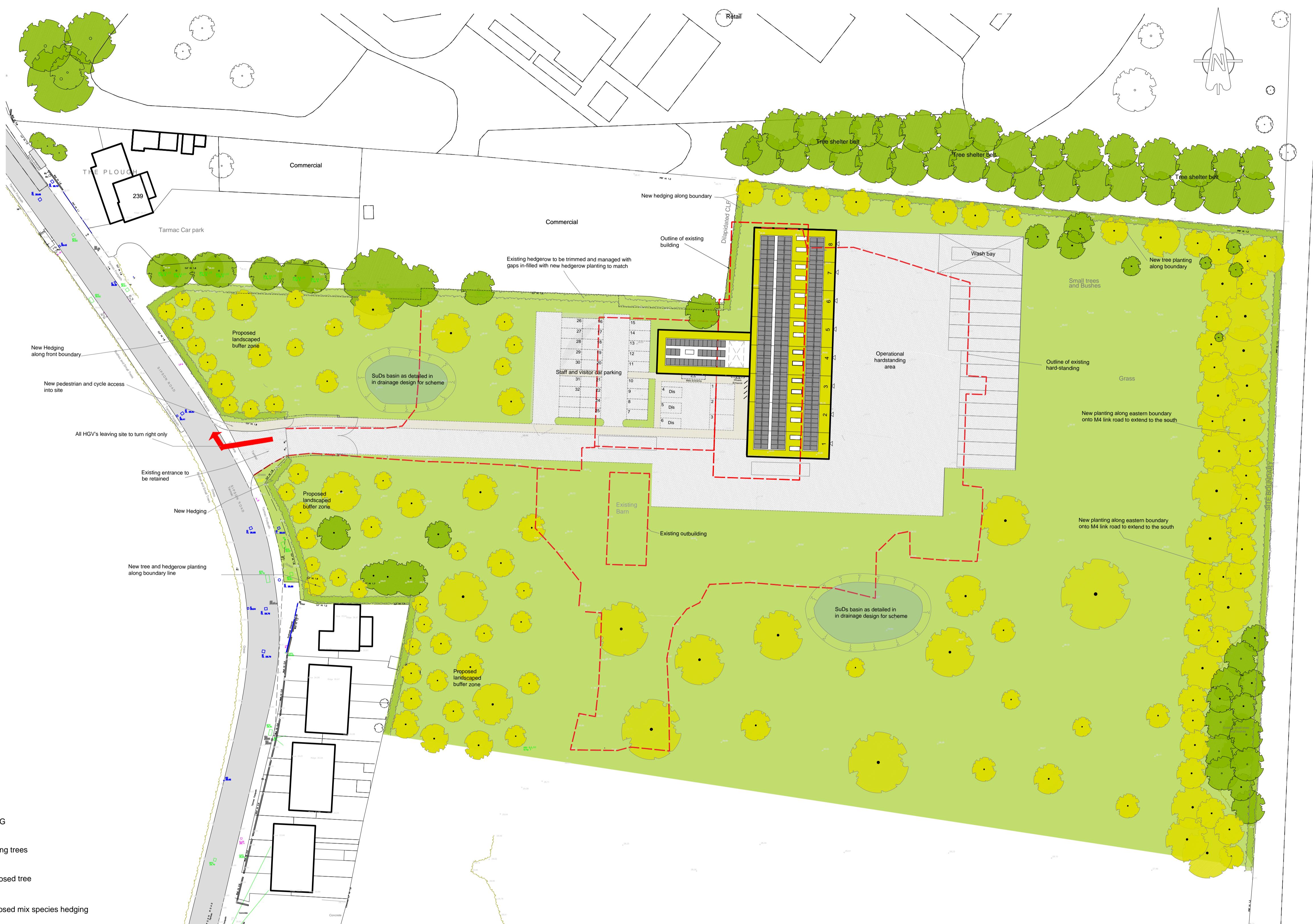
7.11 If the five-year target is not achieved, the requirement for remedial measures would be explored with Hillingdon and would reflect the level of work already undertaken on the site.

Appendix A

Land on the Former Sipson Garden Centre, Sipson Road, Sipson
Travel Plan

Paul Basham Associates Ltd
Report No 507.0010/TP/1





Proposed Plan
Scale 1:200

Revisions		
Rev	Date	Description
I	13.11.23	Various changes
J	13.11.23	Various adjustments
K	08.12.23	Various adjustments
L	15.12.23	Various adjustments
G	16.10.23	Changes for full application
H	31.10.23	Realignment of buildings

NOTES:

1. This drawing remains the copyright of BCM
2. All dimensions and levels are to be checked on site prior to works commencing.
3. Do not scale from this drawing. Use figured dimensions only.
4. All discrepancies found are to be reported to the Project Manager immediately.
5. This drawing is to be read in conjunction with sub-consultants and specialists drawings.
6. CAD File name: EV Scheme I.dwg
7. If BCM logo is not in colour this is not an original drawing

1:200
Meters

PLANNING

Client	Lewdown Holdings Ltd	
Project Name	Heathrow Garden Centre Sipson Road	
Drawing Title	Sketch Site Plan	
Drawn By	JF	
Scale	1:200	Sheet Size A1
Drawing No.	10760 .01	Revision L

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BCM

Appendix B

Land on the Former Sipson Garden Centre, Sipson Road, Sipson
Travel Plan

Paul Basham Associates Ltd
Report No 507.0010/TP/1



RM079 - Method used to travel to work by occupation

ONS Crown Copyright Reserved [from Nomis on 20 December 2023]

population All usual residents aged 16 years and over in employment the week before the census
units Persons
date 2021
area type 2021 super output areas - middle layer
area name E02000524 : Hillingdon 031

Method of travel to workplace	Total	5. Skilled trades occupations	
		occupations	%
Total	2,908	348	100%
Underground, i	144	23	6.61
Train	86	12	3.45
Bus, minibus o	852	63	18.10
Taxi	11	0	0.00
Motorcycle, scooter	35	5	1.44
Driving a car or van	1,463	209	60.06
Passenger in a car	88	14	4.02
Bicycle	49	8	2.30
On foot	180	14	4.02

In order to protect against disclosure of personal information, records have been swapped between different geographic areas and counts perturbed by small amounts. Small counts at the lowest geographies will be most affected.

Appendix C

Land on the Former Sipson Garden Centre, Sipson Road, Sipson
Travel Plan

Paul Basham Associates Ltd
Report No 507.0010/TP/1



XXX Travel Survey

Thank you for taking the time to complete this travel survey. This will help us help you and your local travel. Please complete all sections!

Don't forget to fill out your details at the end!

You can send your completed survey to:



- Email: travelplan@paulbashamassociates.com
- Or you can fill this out via **Survey Monkey** on...

Welcome to XXX! This survey will help us (your travel plan coordinators) understand a little more about your travel choices and your local travel. Please return the survey to us via email or fill it out online using the survey monkey link above. Please answer ALL questions, and fill out your details on the back page.

SECTION A: YOUR JOURNEYS

1. Please tell us if you work full time or part time:

- Full time
- Part time

2. For the past 5 days please indicate (with a tick) how you travelled to work:

	Day 1	Day 2	Day 3	Day 4	Day 5
Bus					
Cycle					
Car Alone					
Car Share (passenger/ driver)					
Motorcycle/scooter					
Train					
Walk					

3. Please tell us why you chose to travel by your primary method of travel (most common method over 5 day period) (please tick all that are relevant)

- Journey time
- Reliability/ quicker than alternatives
- Health reason
- Cost
- Comfort/personal safety
- Environmentally friendly
- Other _____

4. Please paint a picture of your journey to work.

Start Postcode: _____

Time I leave start postcode: _____

Time I arrive at work: _____

Time I leave work: _____

5. Please indicate how frequently you use an alternative form of travel to commute to work.

	Always	Sometimes	Rarely	Never
Bus				
Cycle				
Car Alone				
Car Share (passenger/ driver)				
Motorcycle/scooter				
Train				
Walk				

SECTION B: TRAVEL CHOICES

6. If you travel by car, why do you travel by car? (Please tick all that are relevant)

- Car essential to perform job
- Reliability/Quicker than alternatives
- Health reason
- Lack of alternative/Costs
- Comfort/Personal safety
- Things to do on way home
- Other please specify _____

7. Which of the following would most encourage you to cycle (or cycle more if you already do so)? (Please specify up to 3)

- Better cycle storage
- Cycle training/safety courses
- More information on cycle routes
- Better cycle equipment/maintenance
- Nothing would encourage me to cycle more
- Other (please specify) _____

8. Which of the following would encourage you to travel by bus or train (or more if you do this already)? (Please specify up to 3)

- More direct routes
- More frequent/reliable services
- Better facilities at stops/station
- Increased safety measures
- Better connection from home to the station/bus stop
- Nothing would encourage me to use the bus/train more

9. Which of the following would most encourage you to car share (or more if you already do so)? (Please specify up to 3)

- Car share scheme at work
- If I knew people to car share with
- More similar journeys
- If it did not affect my daily routine (e.g. when to leave)
- Nothing
- Other (please specify)

SECTION C: TRAVEL INCENTIVES

10. Does your employer offer a salary sacrifice scheme? (i.e Cycle to Work Scheme)

- Yes
- No
- Unsure

11. What would be your preferred salary sacrifice scheme?

- Cycle to Work
- Train discount scheme
- Bus discount scheme
- Other _____

If you wish to discuss any part of this survey further please do not hesitate to contact us at: Paul Basham Associates, Lancaster Court, 8 Barnes Wallis Rd, Fareham, PO15 5TU

Tel: 01489 668134

Email: travelplan@paulbashamassociates.com

Thank you for your time, and we look forward to hearing from

Thank you