

9 SHARPS LANE, RUISLIP, HA4 7JG

TRAVEL PLAN

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1 INTRODUCTION

1.1 OVERVIEW

1.1.1 This Travel Plan (TP) has been prepared by Velocity Transport Planning (VTP) in relation to the proposed redevelopment at 9 Sharps Lane, Ruislip, HA4 7JG. The site falls within the administrative boundary of The London Borough of Hillingdon (LBH), which is the Local Planning Authority and Highway Authority for the purposes of this application.

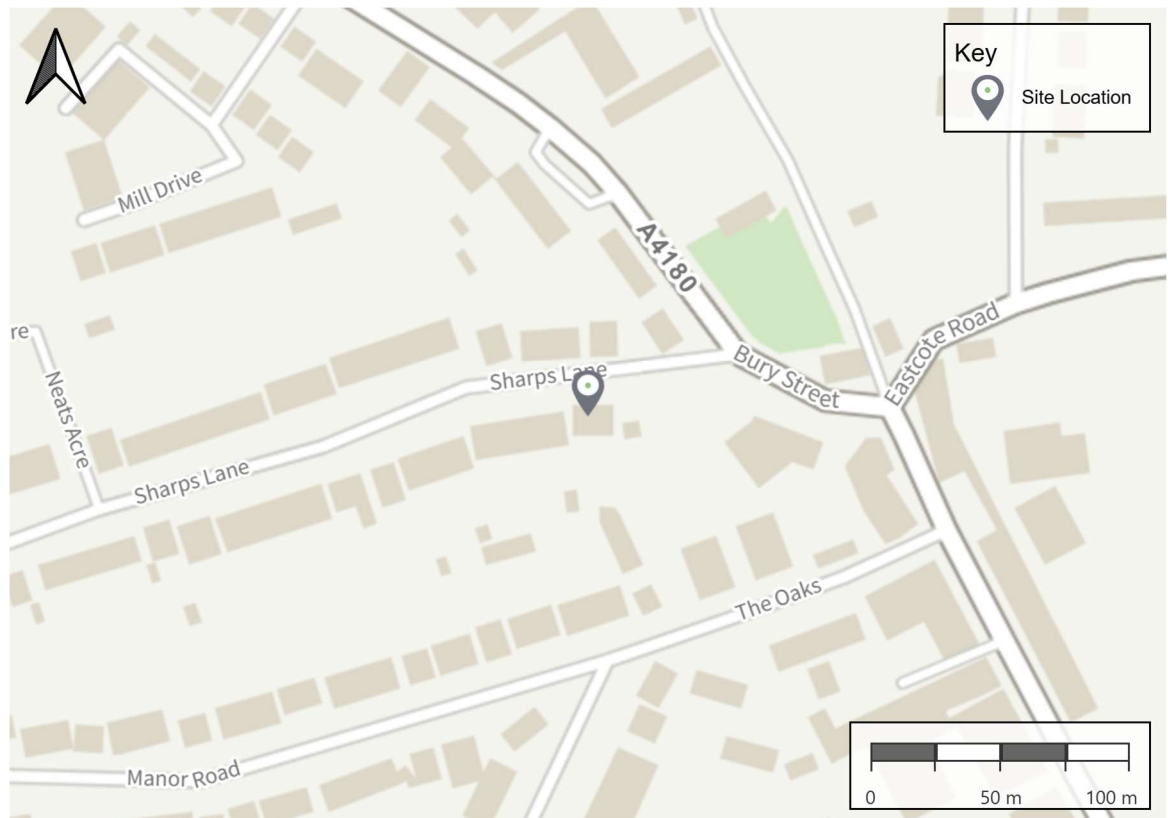
1.1.2 The planning description is as follows:

“Proposed re-development of the site from small HMO (Class C4) to Care Home (Class C2) with 18 bedrooms, associated internal and external communal areas and other spaces required to serve a care home (kitchen, store, nurse stations, office etc).”

1.2 SITE LOCATION

1.2.1 The site is located along Sharps Lane accessed via the A4180 Bury Street, approximately 125m west as the crow flies from Ruislip High Street. Ruislip London Underground station is located a five minute cycle or a 13 minute walk south east of the site, whilst several bus routes are in operation in the local vicinity. As such, the site is located within convenient access to public transport. The location of the site is presented in **Figure 1-1**.

Figure 1-1: Site Location Plan



1.3 EXISTING SITE

- 1.3.1 The application site comprises of a two storey detached dwelling house on the southern side of Sharps Lane. The existing land use falls under a House of Multiple Occupation (HMO), Class C4. An existing dropped kerb is located on Sharps Lane that serves a driveway and garage associated with the dwelling. All associated servicing activity is currently undertaken on-street on the surrounding road network.

1.4 PROPOSED DEVELOPMENT

- 1.4.1 The proposed redevelopment seeks to provide alterations and additions to the existing building in order to provide an 18 bedroom care home for adults.
- 1.4.2 The facility would be for dementia patients and there would be 10 members of staff.
- 1.4.3 There would be no parking provided on-site and all associated servicing would be undertaken on-street on the surrounding road network, similar to the existing situation.

1.5 TRAVEL PLAN AIM

- 1.5.1 Travel Plans assist with managing the travel demands and impacts of new developments. Transport for London (TfL) defines a Travel Plan as *"a long term management strategy which encourages sustainable travel for new and existing developments. It sets out transport impacts, establishes targets and identifies a package of measures to encourage sustainable travel."*
- 1.5.2 A Travel Plan should establish a structured strategy with clear objectives and targets, supported by suitable policies and quality measures for implementation. Whilst the location of a development, its physical design, and proximity to facilities create the conditions to make sustainable travel a preferred choice, communicating these opportunities to occupiers is critical to the success of the Travel Plan.
- 1.5.3 The purpose of the TP is to set out a long-term strategy aimed at encouraging future end-users (i.e. staff and visitors) to reduce their dependency on travelling by vehicle in favour of the more sustainable modes such as public transport, walking and cycling. To accomplish this aim, the document sets out measures and initiatives, appropriate to future end-users, thereby ensuring a targeted approach is applied. The TP should be read in conjunction with the Transport Statement (TS) that has been prepared by VTP to accompany the planning application.
- 1.5.4 This Travel Plan has been produced in accordance with current Department for Transport (DfT) and TfL Travel Plan guidance.

1.6 REPORT STRUCTURE

- 1.6.1 The remainder of this document is structured as follows:
- ⊙ **Section 2** provides a description of the site's location in context with the local area and considers the site's accessibility by a variety of travel modes.
 - ⊙ **Section 3** provides an overview of the development.
 - ⊙ **Section 4** outlines the aims and objectives of the TP.
 - ⊙ **Section 5** presents provisional mode share targets.
 - ⊙ **Section 6** sets out a range of initiatives aimed at encouraging future end-users of the proposed care home to adopt sustainable travel patterns and behaviour for journeys to/from the site.



- ④ **Section 7** outlines the roles and responsibilities for the appointed Travel Plan Co-ordinator as well as proposes a strategy for the on-going monitoring and review of the TP.
- ④ **Section 8** outlines the Action Plan detailing the timescales for when various initiatives would be implemented.
- ④ **Section 9** presents a summary of the TP.



2 BASELINE CONDITIONS

2.1 EXISTING SITE

- 2.1.1 The site is bound to the north by Sharps Lane, to the east by Browns Ruislip Restaurant and its corresponding car parking, and to the south and west by residential properties. The surrounding area consists largely of residential use.
- 2.1.2 The existing site comprises a two storey detached house with a garden to the rear and some hardstanding to the front. The site has a vehicular, cycle and pedestrian access from Sharps Lane, whilst the wall that fronts the site is listed. This is shown in the google extract presented at **Figure 2-1**.

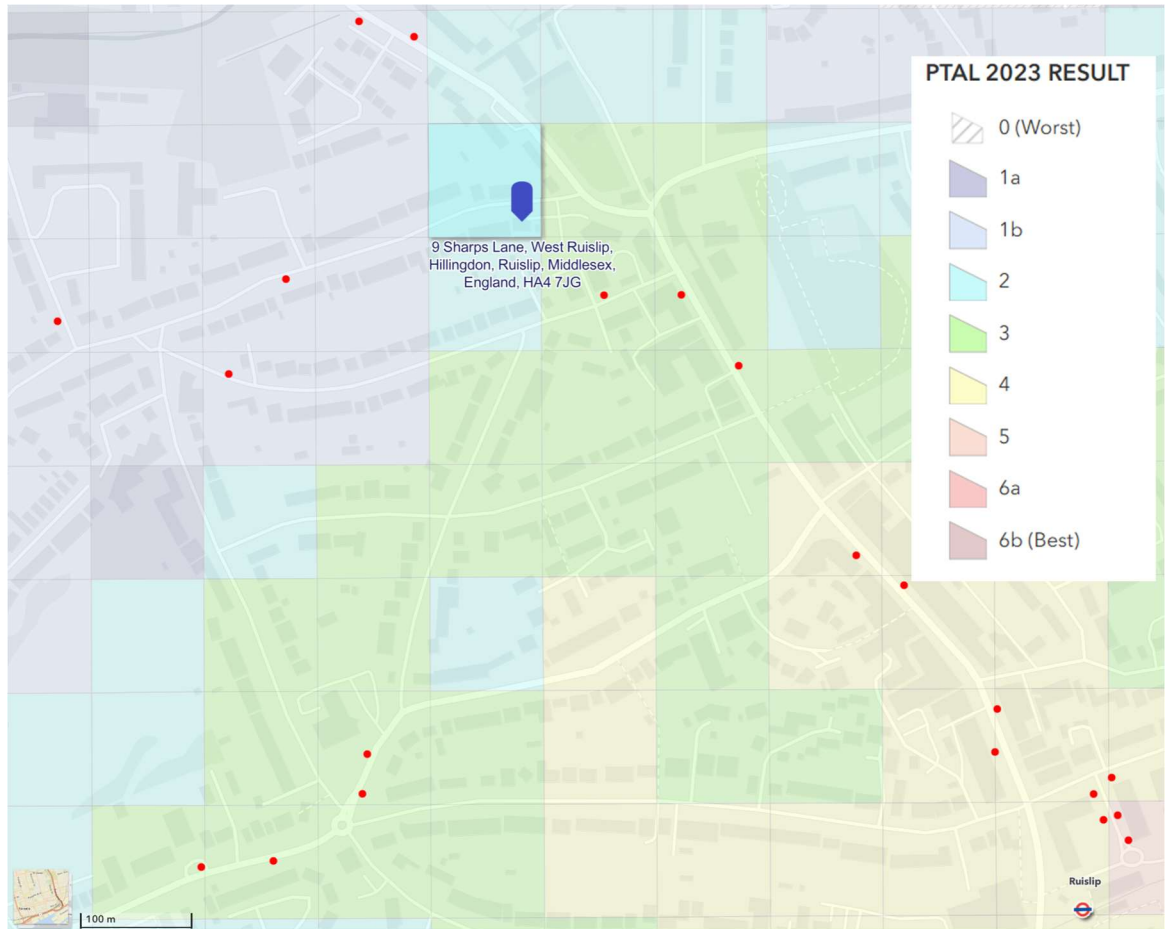
Figure 2-1: Existing Access to the Site



2.2 PUBLIC TRANSPORT ACCESS LEVEL

- 2.2.1 Public Transport Access Level (PTAL) is used to assess a site's connectivity to the public transport network to consider the access time and frequency of services. It considers rail stations within a 12-minute walk (960m) of the site and bus stops within an eight-minute walk (640m) and is undertaken using the AM peak hour operating patterns of public transport services.
- 2.2.2 The site achieves a PTAL score of 2 as presented in **Figure 2-2**.

Figure 2-2: Map of PTAL Grid in Vicinity of Proposed Development

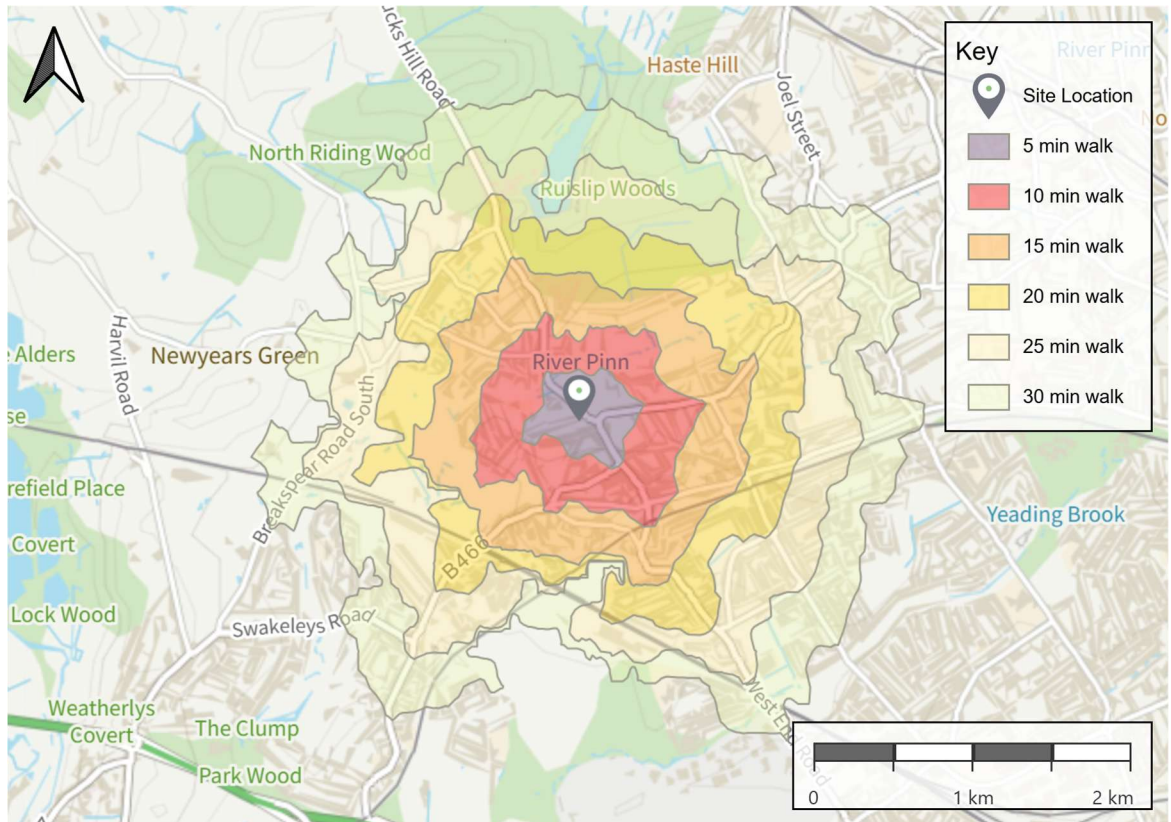


2.3 WALKING

- 2.3.1 It is generally accepted that for journeys of up to 2km, walking is an appropriate mode of travel to replace car trips which is set out in the Chartered Institution of Highways and Transportation (CIHT) guidance, 'Guidelines for Providing for Journeys on Foot' (2000), which suggests a maximum 'acceptable' walking distance for pedestrians without mobility impairment of 2km.
- 2.3.2 Following this guidance, further recommendations by CIHT were made within the document, 'Planning for Walking' (2015), which set out the considered desirable thresholds for a pedestrian walking environment. The document defines a 'walkable neighbourhood' as an area with the majority of amenities within 800m walking distance. The document also sets out a desired maximum threshold of 1.6km for walking journeys.
- 2.3.3 Sharps Lane has a footway along both sides, these are lit and have dropped kerbs where vehicle crossovers exist. At the junction with the A4180 there are dropped kerbs and tactile paving, and a lit refuge island provided between the Sharps Lane arm. Towards the High Street, approximately 75m to the east of the site, there is a further crossing facility including a zebra crossing with dropped kerbs and tactile paving. A further zebra crossing facility is located along the High Street, to the south of the Bury Street/ High Street/ Eastcote Road Roundabout.
- 2.3.4 **Figure 2-3** shows the 30-minute walking catchment from the site, illustrating the walking accessibility and catchment surrounding the site, which includes several residential areas.



Figure 2-3: Walking Catchment Plan

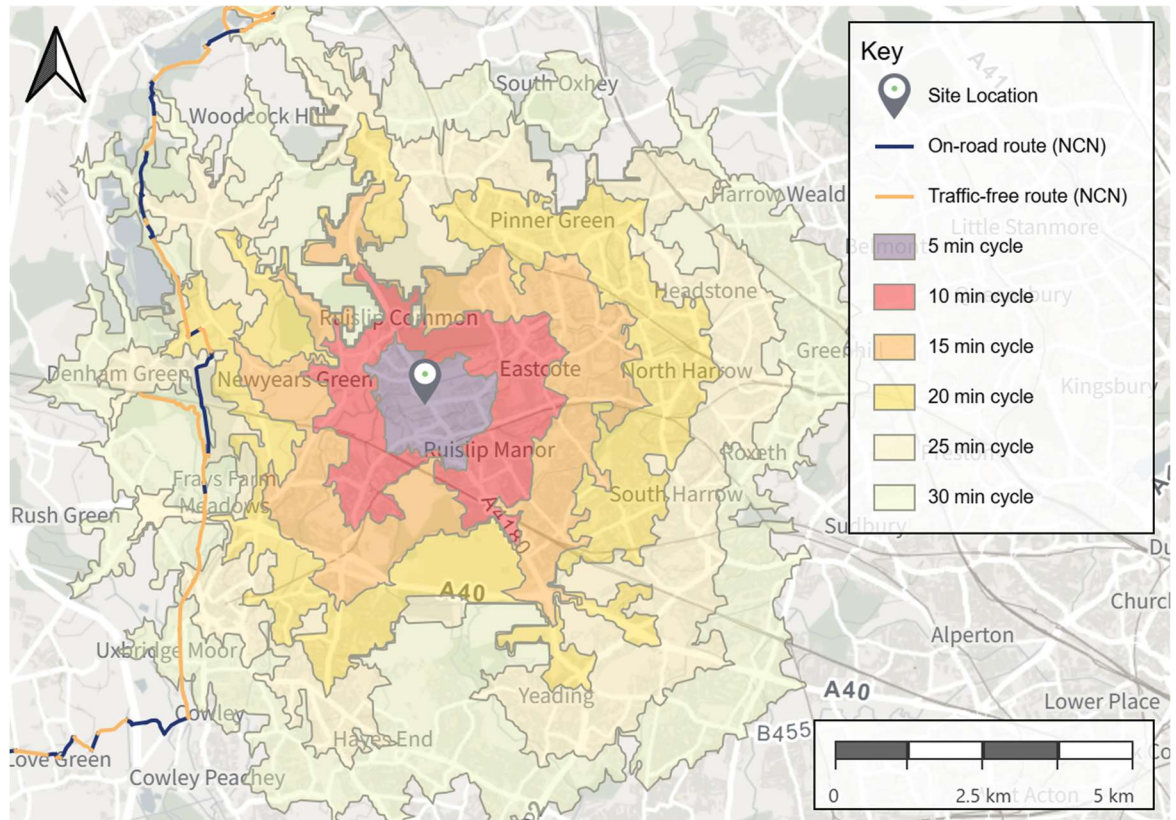


2.4 CYCLING

- 2.4.1 Cycling has the potential to substitute for short car trips, particularly those less than 5.0-kilometres in length, although it is noted that individuals cycle greater distances for various journey purposes.
- 2.4.2 With regard to this guidance, **Figure 2-4** shows the 30-minute cycle isochrone from the proposed development and surrounding areas. The cycle isochrones demonstrate that within 30 minutes cycle distance areas such as Harrow, Pinner, Northwood, Denham Green and Uxbridge can be accessed.



Figure 2-4: Cycling Catchment Plan



2.5 PUBLIC TRANSPORT ACCESS - BUS SERVICES

- 2.5.1 The closest bus stops to the development site are shown in **Figure 2-5**. The closest bus stop 'Neats Acre' is located within circa 150m as per the PTAL report which is served by the U10 bus providing access between Ruislip and Uxbridge. Further bus services are found at 'The Oaks', where more regular buses are available.



Figure 2-5: Closest Bus Stops to the Proposed Development



2.5.2 Bus services are shown in **Table 2-1**.

Table 2-1 Bus Services

BUS STOP	DISTANCE	SERVICE	ROUTE	WEEKDAY PEAK FREQUENCY	WEEKDAY HOURS OF OPERATION	WEEKEND FREQUENCY	WEEKEND HOURS OF OPERATION
Neats Acre	150m	U10	Uxbridge - Ruislip	1 per hour	07:21 - 19:23	Sat: 9 per day, Sun: No service	Sat: 07:24 - 19:24, Sun: No service
The Oaks	225m	331	Ruislip - Uxbridge	3 per hour	06:02 - 23:31	Sat: 2 per hour, Sun: 1 per hour	Sat: 06:01 - 23:31, Sun: 07:31 - 23:31
The Oaks	225m	H13	Northwood Hills - Ruislip Common	3 per hour	00:19 - 23:49	Sat: 2 per hour, Sun: 2 per hour	Sat: 00:19 - 23:49, Sun: 00:19 - 23:49



2.6 PUBLIC TRANSPORT – NATIONAL RAIL SERVICES

2.6.1 The closest railway station to the site is West Ruislip, which is circa 1.4km from the site. A list of the most frequently visited destinations from the station is shown in **Table 2-2**.

Table 2-2: Rail Services

DESTINATION	DAYS OF OPERATION	FREQUENCY	JOURNEY TIME	HOURS OF OPERATION
London Marylebone	Mon–Sun	1 / hour	18 mins	05:59 – 23:37
High Wycombe	Mon–Sun	19 / day	20 mins	06:30 – 23:39
Gerrards Cross	Mon–Sun	19 / day	10 mins	06:30 – 23:39
Beaconsfield	Mon–Sun	16 / day	16 mins	06:30 – 23:39
Wembley Stadium	Mon–Sun	19 / day	11 mins	05:59 – 23:00
Bicester Village	Mon–Fri	1 / day	52 mins	22:54
Banbury	Mon–Fri	1 / day	1 hour 2 mins	20:04
Princes Risborough	Mon–Sun	11 / day	30 mins	08:59 – 23:39
Denham	Mon–Sun	19 / day	4 mins	06:30 – 23:39
Aylesbury	Mon–Sun	1 / hour	48 mins	21:04 – 23:39

Source: National Public Transport Access Nodes (NaPTAN) dataset, Department for Transport

2.7 PUBLIC TRANSPORT – LONDON UNDERGROUND SERVICES

2.7.1 The closest London Underground station to the site is Ruislip, located approximately 900m away which is equivalent to a 13 minute walk, a five minute cycle or a seven minute bus journey. The station is located in Zone 6 and provides Metropolitan and Piccadilly services between Uxbridge and Central London.

2.8 HIGHWAY CONTEXT

2.8.1 The local highway network around the site can be seen below in **Figure 2-6**. Sharps Lane is subject to a 30mph zone, it operates as an two way single carriageway road with lit footways on both sides. There are a number of on-street parking bays, with the southern edge marked with double yellow lines. The surrounding streets form part of a Controlled Parking Zone, 'R2' which operates restrictions between 08:00 and 22:00 daily, whilst the double yellow lines permit loading activity.

2.8.2 A4180 Bury Street which transitions to High Street at the roundabout with B466 Eastcote Road is a two-way single carriageway road with lit footways on either side. It is subject to a 30-mph posted speed limit.



- 2.8.3 The A40 Westway is the closest road in TfL's Strategic Road Network (SRN) located 3 kms to the south of the site as the crow flies.

Figure 2-6: Map of the Local Highway Network



2.9 SUMMARY

- 2.9.1 In summary, it is clear that the site benefits from being accessible on-foot, by cycle, and by public transport to a host of local, regional destinations including Ruislip centre, Uxbridge and Harrow. Consequently, there is potential for future end-users (i.e. staff and visitors) to adopt sustainable travel patterns and behaviours for journeys to/from the site. There are also strict parking controls in place to protect resident parking, and no historical accident record along Sharps Lane.



3 PROPOSED DEVELOPMENT

3.1 OVERVIEW

- 3.1.1 The development proposal comprises of the redevelopment of an existing residential HMO dwelling (Use Class C4) into an 18-bed care home (Use Class C2), together with mobility scooter parking, cycle parking, amenity areas and landscaping.
- 3.1.2 Whilst an operator has not yet been identified at this stage, it is intended that the proposed care home would provide for all levels of care for residents with dementia.
- 3.1.3 It is anticipated that the proposed care home would accommodate 10 members of staff. This accounts for both part/full-time staff undertaking a variety of roles. All staff working hours are generally staggered in shift patterns. A proportion of staff would also regularly cover a full day shift (08:00 – 20:00) instead of working split shifts.
- 3.1.4 Visiting hours are unknown at this stage however given the proximity to public transport services, and local parking restrictions visitors have the potential to, and would be expected to, travel by non-car modes.

3.2 ACCESS

- 3.2.1 Pedestrian and cycle access to the site would be maintained from Sharps Lane, as per the existing situation.
- 3.2.2 No vehicular activity would be accommodated on-site. Given the status of the listed wall at the front of the site, there is considered to be no scope to amend the existing access to allow appropriate vehicle access. As such, the existing vehicular access would be made redundant.

3.3 PARKING

- 3.3.1 The proposed development will be car free. Future residents would not own or use a car. The future operator of the care home would also be committed towards encouraging staff to travel to / from the site through using sustainable means in favour of the private car. Furthermore, visitors would be expected to travel by non-car modes.
- 3.3.2 Notwithstanding the above, it is pertinent to note that there are Pay and Display parking opportunities within the Browns restaurant site to the east which provide general parking availability in the event that any visitors to the site chose to drive.
- 3.3.3 Furthermore, the existing on-street parking controls in the vicinity of the site would protect existing parking availability for local residents. As such, there would be no harmful impact arising from the development in terms of parking.
- 3.3.4 The development will provide mobility scooter parking spaces located to the south of the site boundary.

3.4 CYCLE PARKING

- 3.4.1 The development will provide two Sheffield stands which will provide four cycle parking spaces, these will be located in a secure and undercover store.



4 AIMS AND OBJECTIVES

4.1 INTRODUCTION

4.1.1 This TP is designed to encourage staff and visitors to travel sustainably and to help them consider their transport options when travelling to and from the proposed care home. The purpose of this TP is to formalise a strategy to promote access by public transport, walking and cycling, and to reduce the reliance on the private car.

4.2 AIM

4.2.1 The primary aim of this TP is to achieve a reduction in single-occupancy car-borne travel for essential and non-essential journeys made by staff and visitors. This will reduce the impact of such travel on the environment by:

- ⊙ Minimising single-occupancy travel by private car where practically possible, to achieve fewer trips from the care home development than would otherwise be the case;
- ⊙ Reducing congestion on surrounding roads and effect of development-related traffic on emissions, noise, visual intrusion and road traffic accidents;
- ⊙ Ensuring staff and visitors are aware of their travel options as well as creating a safe and accessible location for people to work and visit; and
- ⊙ Having a positive long-term impact on the environment and personal health.

4.3 OBJECTIVES

4.3.1 The aims of the TP are supported by objectives that are in accordance with local and national policies. The key objectives are:

- ⊙ To achieve fewer single occupancy vehicle trips to and from the care home development;
- ⊙ To promote and encourage the use of public transport as a suitable and feasible alternative method of travel to the private car;
- ⊙ The promotion and encouragement of walking and cycling as a means of transport or as part of a journey in conjunction with other modes of transport, as well as their health benefits;
- ⊙ To develop a possible partnership approach in travel-related matters between the future operator of the care home and key stakeholders including the local community, and the planning / highways authorities;
- ⊙ The promotion of the TP itself and its specific measures to raise awareness of the overall benefits of using sustainable modes of transport.



5 TRAVEL PLAN TARGETS

5.1 INTRODUCTION

5.1.1 This section of the document sets out the methodology for deriving provisional mode share targets, which aim to seek a progressive decrease amongst future end users (i.e. staff and visitors) to travel by vehicle for journeys to/from the proposed care home.

5.2 TARGETS

5.2.1 In order to determine the effectiveness of measures in accomplishing the set objectives, mode targets based on the DfT's 'Specific, Measurable, Achievable, Realistic and Time-bound' (SMART) criteria are set out in this section of the document, to ensure that the main outcomes of the TP can be quantified.

5.2.2 Since the travel patterns / behaviour of future end-users of the proposed care home are not yet known, the multi-modal trip generation, as presented in **Section 4** of the TS have been used to provide an indicative basis for informing mode share targets.

5.2.3 It is not until the initial staff and visitor travel surveys have been completed, reviewed, and analysed that site specific modal shift targets can be identified. Thereafter, the TP would be revised to contain suggested targets against which the success of measures can be determined. The targets will then form a continual part of the review process over subsequent years with revised targets set in conjunction with LBH's Travel Plan Officer on an agreed basis.

PROVISIONAL MODE SHARE TARGETS

5.2.4 As shown in **Table 5-1**, the care home development proposals would have the potential to generate in the order of seven and six two-way person movements during the weekday AM (08:00 – 09:00) and PM (17:00 – 18:00) peak hour periods, respectively. The majority comprise of pedestrian and sustainable travel modes (83%).

Table 5-1: Multi-Modal Trip Generation - AM and PM Peak Hour (18-Bed Care Home)

MODE	AM PEAK (08:00 – 09:00)		PM PEAK (17:00 – 18:00)		MODAL SHARE
	ARRIVALS	DEPARTURES	ARRIVALS	DEPARTURES	
	NO. OF TRIPS	NO. OF TRIPS	NO. OF TRIPS	NO. OF TRIPS	
Multi Vehicle	0	0	0	0	12%
Single Vehicle	0	0	0	0	6%
Pedestrians	2	1	1	2	48%
Bus/ Tram	1	1	1	1	30%
Rail	0	0	0	0	4%
TOTAL	4	3	3	3	100%



- 5.2.5 The main target of the TP would seek to achieve a 5% decrease in the proportion of future end-users (i.e. staff and visitors) travelling by vehicle with there being a corresponding increase in the more sustainable modes such as public transport, walking and cycling.
- 5.2.6 This mode share target is considered realistic, given that the site is located within an established residential area and benefits from being accessible on-foot and by cycle to a range of local amenities catering for the everyday needs of future end-users.



6 SUSTAINABLE TRAVEL INITIATIVES

6.1 INTRODUCTION

- 6.1.1 This section outlines a number of 'hard' infrastructural and 'soft' information-led measures, which will be implemented, refined, and expanded on throughout the lifetime of the Travel Plan; a five-year period commencing after the care home becomes operational.
- 6.1.2 As far as is possible, the sustainable travel measures / initiatives outlined in this section of the report are designed to be suitable for review and monitoring. However, this list is not exhaustive, and the Travel Plan Coordinator (TPC) will be free to investigate other potential initiatives.
- 6.1.3 Whilst some of the travel initiatives may be implemented from the commencement of occupation of the care home development, others will need to be determined once a review of the initial staff and visitor travel surveys have been completed.

6.2 TRAVEL INFORMATION

- 6.2.1 A Travel Information Pack will be provided to all staff and will provide information on public transport services available, the location of bus stops, railway station, LU station, bus routes, timetables and fare information as well as a list of useful public transport and journey planning websites. The packs will also include information about the health benefits of active travel in addition to comprehensive details of safe pedestrian and cycle routes to and from the site. Details of the TPC will also be provided within the packs offering a personalised travel planning service for staff.
- 6.2.2 A notice board will be placed in staff areas which will display information relevant to all modes of travel that are available to and from the care home. Information will include details of public transport timetables, local pedestrian and cycle routes, in addition to upcoming local or national travel events and contact details for the TPC.
- 6.2.3 In general, visitors would be notified of the limited parking available at the site and the need to book a space in advance. Visitors will also be made aware of the surrounding public transport opportunities situated within close proximity to the site.

6.3 WALKING AND CYCLING

- 6.3.1 The development will provide a total of four secure, sheltered cycle parking spaces. The level of utilisation will be monitored by the TPC on a regular basis. In the event that demand exceeds supply, additional cycle parking facilities will be provided.
- 6.3.2 Staff will be made aware of local cycle maintenance sessions, which cover basic maintenance and offers the opportunity for staff to ensure their cycles are road safe. Staff will also be provided with information on local cycle training sessions and courses.



6.4 PUBLIC TRANSPORT MEASURES

- 6.4.1 Staff will be provided with local timetable and fares information and routes for the bus, rail and LU services via the travel information pack, personalised travel planning sessions and the travel notice board. This will also include information on local journey planning websites.

6.5 CAR PARKING

- 6.5.1 There will be no car parking provided at the site, whilst on-street parking controls are in place on the surrounding roads. This limits the ability for future staff and visitors to travel by car and park on-site or the surrounding roads.

6.6 PERSONALISED TRAVEL PLANNING

- 6.6.1 All staff will be offered the opportunity to discuss their travel needs with the TPC through Personal Travel Planning sessions. This will help staff to consider all the options available in terms of mode choice and to understand the role of the Travel Plan.

6.7 RECRUITMENT

- 6.7.1 Where possible, the future operator will be encouraged to adopt a local employment policy, by advertising various roles / positions in local newspapers / job centres etc. Staff that reside within a short walk / cycle distance of the site are more likely to adopt sustainable travel behaviour and patterns, then those live-in further away who would be more car dependent.



7 MANAGEMENT, MONITORING AND REVIEW

7.1 TRAVEL PLAN CO-ORDINATOR

7.1.1 To ensure the effectiveness of the TP in achieving set aims / objectives and mode share targets, the future operator of the proposed care home would appoint a Travel Plan Co-ordinator (TPC) to manage the implementation of the TP. Once appointed, the contact details of the TPC would be issued to LBH's Travel Plan Officer.

7.1.2 The future operator would liaise with LBH's Travel Plan Officer to inform them of any changes to personnel / contact details of the TPC.

7.1.3 The TPC would be responsible for the implementation, communication, monitoring and management of the defined aims and objectives. The responsibilities of the TPC are to:

- ⦿ Oversee the development and implementation of the TP;
- ⦿ Provide effective communication at all levels;
- ⦿ Raise awareness of the TP through the implementation and promotion of effective marketing campaigns through a range of media including a website and regular newsletters / leaflet drops etc.;
- ⦿ Organise the necessary surveys or other data collection exercises required to develop / review the Travel Plan.
- ⦿ Act as the point of liaison with external organisations such as LBH and public transport operators;
- ⦿ Coordinate the monitoring programme for the Travel Plan;
- ⦿ Ensure survey results and monitoring are submitted to LBH Travel Plan Advisor in Years 1, 3 and 5 for approval; and
- ⦿ Control the budget for the development of the TP to ensure its efficient and effective use.

7.2 COMMUNICATION

7.2.1 The success of the Travel Plan will rely on the support of staff and visitors of the future operator. The TPC will need to ensure that the principles and initiatives within the Travel Plan are fully understood and will act as the first point of contact for any Travel Plan related issues or queries. Continual monitoring of the Travel Plan will need to be a progressive and staged process.

7.2.2 Promotional material will also be used periodically to highlight the TP initiatives. The promotional material will include advice on the appropriate channels for raising specific transport-related matters, encouraging staff to contact the nominated TPC who in turn will liaise with the appropriate authorities.



- 7.2.3 Promotional material, both in paper and digital formats, will be used to highlight the Travel Plan initiatives. Promotional material will include advice on the appropriate channels for raising specific transport-related matters, encouraging the community to contact the TPC for liaison with the appropriate authorities. Future staff will also be made aware of any changes to TP initiatives through various media outlets including flyers.

7.3 MONITORING

- 7.3.1 A programme of monitoring and review will be implemented to generate information by which the success of the Travel Plan can be evaluated. Monitoring and review will be the responsibility of the TPC for reporting purposes. Information gathered through the monitoring process will be recorded for input to the review process.
- 7.3.2 The monitoring of the TP would be undertaken biennially in the form of staff and visitor travel surveys / questionnaires. Approximately 6 months post-occupation (i.e. prior to the first review of the TP), a comprehensive travel survey will be undertaken, using standardised methodology.
- 7.3.3 Travel surveys will be regularly issued and structured to provide a robust level of information from which comparative assessments of travel demand can be made but also to encourage recipients to detail any ideas or comments they may have on the success or otherwise of the Travel Plan.
- 7.3.4 Information gathered through the monitoring process will be recorded for input to the review process.
- 7.3.5 Monitoring schedules which adhere to LBH's guidance would be followed, as set out below:
- ⦿ Trigger points for conducting the first review;
 - ⦿ Biannual monitoring reports thereafter for the initial 5 years after the care home becomes operational; and
 - ⦿ A requirement after 5 years to outline how future monitoring will be undertaken if all the key targets have not been met.

7.4 TRAVEL PLAN REVIEW

- 7.4.1 The TP is a strategy that will evolve over time. Although the objectives of the Plan to 'educate' staff and visitors to facilitate travel by sustainable modes will not change, it may be possible over time to define or redefine specific targets.
- 7.4.2 The TP will therefore be the subject of a regular review process in order to measure its success or otherwise and to identify the potential for improvements to the physical and behavioural travel initiatives being offered.
- 7.4.3 In addition to carrying out the repeat travel surveys biannually, a full TP review will be undertaken in Years 1, 3 and 5. This will involve assessing the effectiveness of the initiatives (detailed in **Section 6**) and amending them or adding new measures as appropriate. A summary report will be made available to LBH and other key stakeholders. LBH's Travel Plan Officer may wish to meet with the TPC to discuss the survey results and the contents of the associated report.



8 ACTION PLAN

8.1 ACTION PLAN

8.1.1 To achieve the aims and objectives of the TP a clear framework of targets and milestones in the form of both short and long-term objectives has been set out in an Action Plan. The Action Plan will be reviewed by the TPC prior to any review to check performance and identify the need for any corrective actions that may need to be put in place for the following period. Details of the Action Plan for the proposed care home development in **Table 8-1**.

Table 8-1: Action Plan

ACTION	TIMESCALE	RESPONSIBILITY
Provide on-site infrastructure to support walking and cycling including covered and secure cycle parking	During construction phase of development	Developer/Contractor
Appoint Travel Plan Co-ordinator	Prior to the proposed care home becoming operational	Future Operator
Provide details of appointed Travel Plan Co-ordinator to LBH's Travel Plan Office	Immediately after appointment of Travel Plan Co-ordinator	Future Operator
Produce / distribute Travel Information Packs containing information on the aim and objectives of the Travel Plan; the site's accessibility by a variety of sustainable travel modes including public transport timetables, walk / cycle maps; travel vouchers; and contact details of the TPC	Prior to the proposed care home becoming operational	Travel Plan Co-ordinator
Conduct personal travel planning sessions with staff	Within the first 3-months of the proposed care home becoming operational and then on-going	Travel Plan Co-ordinator
Monitor use of cycle parking	On-going	Travel Plan Co-ordinator
Promote the Travel Plan and sustainable travel initiatives	On-going	Travel Plan Co-ordinator
Conduct baseline staff and visitor travel surveys	Within the first 6-months of the proposed care home becoming operational	Travel Plan Co-ordinator
Conduct staff and visitor travel surveys at Years 3, and 5	Biennially	Travel Plan Co-ordinator
Prepare and submit Travel Plan monitoring reports to LBH's Travel Plan Officer (Years 3 and 5)	Within 3 months of carrying out the surveys	Travel Plan Co-ordinator
Discuss progress of the Travel Plan and the possible implementation of new measures to ensure set mode share targets are achieved	Within 3 months of producing each Monitoring Report	Travel Plan Co-ordinator



8.2 REMEDIAL MEASURES

8.2.1 If targets are not met, the TPC will ensure that corrective measures are put in place in consultation with LBH's Travel Plan Officer. A review meeting with LBH's Travel Plan Officer would take place to determine what measures can be taken to further reduce travel-related impacts and achieve a greater take up / reinforcement of the measures and incentives included within the Travel Plan.

8.2.2 Under a scenario whereby the mode share targets have not been met within the agreed timeframe, the monitoring process would continue beyond 5-years until they have been achieved. The future operator of the proposed care home would continue to fund the TPC role. To achieve the required modal shift, remedial measures that may be considered include:

- ⦿ Increasing the amount of cycle parking;
- ⦿ Implementing on-site cycle training; and
- ⦿ Increasing the amount of time that the TPC is available to work on promoting initiatives.



9 SUMMARY

- 9.1.1 This TP has been prepared by Velocity Transport Planning (VTP) in relation to the proposed redevelopment at 9 Sharps Lane, LB Hillingdon.
- 9.1.2 The TP sets out an initial strategy through which sustainable travel patterns and behaviour could be promoted amongst future staff and visitors of the proposed care home. It has been designed to be a flexible document, which will evolve over time, thereby ensuring that it remains relevant to all staff and visitors.
- 9.1.3 The strategy proposes provisional mode share targets based on the anticipated multi-modal generation of the care home development together with a range of measures / initiatives, which would be implemented by a TPC, appointed by the future operator.

