

REPORT

Travel Plan

Stone Close, Hillingdon

Client: Orchard Street Investment Management LLP

Reference: T&PPB6821R001F0.1

Revision: 0.1/Final

Date: 14 May 2018

HASKONINGDHV NEDERLAND B.V.

2 Abbey Gardens
Great College Street
London
SW1P 3NL
Transport UK
Trade register number: 56515154

+44 207 2222115 **T**
info.london@uk.rhdhv.com **E**
royalhaskoningdhv.com **W**

Document title: Travel Plan

Document short title: Stone Close, Hillingdon TP

Reference: T&PPB6821R001F0.1

Revision: 0.1/Final

Date: 14 May 2018

Project name: Stone Close, Hillingdon

Project number: PB6821

Author(s): James Warbey

Drafted by: James Warbey

Checked by: SN

Date / initials: 03/05/2018

Approved by: SN

Date / initials: 03/05/2018

Classification

Project related



Disclaimer

No part of these specifications/printed matter may be reproduced and/or published by print, photocopy, microfilm or by any other means, without the prior written permission of HaskoningDHV Nederland B.V.; nor may they be used, without such permission, for any purposes other than that for which they were produced. HaskoningDHV Nederland B.V. accepts no responsibility or liability for these specifications/printed matter to any party other than the persons by whom it was commissioned and as concluded under that Appointment. The integrated QHSE management system of HaskoningDHV Nederland B.V. has been certified in accordance with ISO 9001:2015, ISO 14001:2015 and OHSAS 18001:2007.

Table of Contents

1	INTRODUCTION	1
1.1	Preface	1
1.2	Purpose of this Travel Plan	1
1.3	Existing Site	1
1.4	Proposed Development	2
1.5	Structure	2
2	POLICY AND BEST PRACTICE	4
2.1	Preface	4
2.2	National Planning Policy Framework (NPPF)	4
2.3	Regional Planning Guidance - The London Plan (2016)	4
2.4	Local Planning Guidance	6
3	ACCESSIBILITY BY NON-CAR MODES	7
3.1	Preface	7
3.2	Walking	7
3.3	Cycle	7
3.4	Public Transport	7
3.5	Public Transport Accessibility Level (PTAL)	8
3.6	Summary	8
4	TRIP GENERATION AND MODE SPLIT	9
4.1	Mode Split	9
4.2	Trip Generation	9
5	AIMS AND OBJECTIVES	11
5.1	Aim	11
5.2	Objectives	11
5.3	Summary	11
6	TARGETS	12
6.1	Preface	12
6.2	Action Targets	12
6.3	Aim Targets	13
6.4	Summary	14

7	MANGEMENT AND COMMUNICATION STRATEGY	15
7.2	Management Strategy	15
7.3	Travel Plan Coordinator	15
7.4	Staff Travel Pack	15
7.5	Staff Notice Boards	16
7.6	Development Website	16
7.7	Summary	17
8	MEASURES	18
8.1	Introduction	18
8.2	Encouraging the Uptake of Walking and Cycling	18
8.3	To Encourage the Uptake of Public Transport	18
8.4	To Encourage Uptake of Car Sharing	19
8.5	Taxis and Minicabs	19
8.6	Summary	19
9	DELIVERY AND SERVICING VEHICLES	20
9.1	Introduction	20
9.2	Using of Freight Operator Recognition Scheme (FORS) Vehicles	20
9.3	TfLs Freight Information Portal	20
9.4	Summary	20
10	MONITORING AND REVIEW	21
10.1	Staff Questionnaire Surveys	21
10.2	Travel Plan Review	21
10.3	Summary	21
11	SUMMARY AND CONCLUSION	22

Table of Tables

Table 2.1: Thresholds for Travel Plans and New Development, TfL	5
Table 4.1: 2011 Census Workplace by Usual Residence and Method of Travel to Work	9
Table 4.2 Proposed development Trip Generation	10
Table 6.1: Action Targets	13
Table 10.1: Travel Plan Monitoring	21

Appendices

Appendix A

Appendix B

Appendix C

1 INTRODUCTION

1.1 Preface

1.1.1 This Travel Plan (TP) has been prepared on behalf of Orchard Street Investment Management LLP in respect to the proposed redevelopment of land at Stone Close in the London borough of Hillingdon.

1.1.2 This Travel Plan has been prepared in line with guidance contained within:

- Department for Transport's (DfT's) 'Delivering Travel Plans through the Planning Process' (2009)
- TfL's Travel Planning Guidance (November 2013)

1.2 Purpose of this Travel Plan

1.2.1 Travel Plan thresholds are set within TfL's Travel Planning Guidance (November 2013) and the London Borough of Hillingdon's Supplementary Planning Document Planning Obligations (July 2014). The thresholds for the requirement of a Travel Plan set in both documents are the same and are as follows:

- B1 including offices - >2500sq.m
- B2 industrial - >2500sq.m
- B8 warehousing and distribution - >2500sq.m

1.2.2 The proposed development at Stone Close seeks to provide 1,943 sq. m. GFA of B1(c), B2, B8 floorspace and as such the thresholds set by both the London Borough of Hillingdon and TfL would require a Travel Plan Statement. This Travel Plan has been produced as opposed to a Travel Plan Statement to ensure a robust strategy for managing travel at the proposed development.

1.2.3 This Travel Plan is primarily aimed at influencing the travel choices of staff at the site. Some of the measures and initiatives could be equally applied to visitors to the site.

1.3 Existing Site

1.3.1 The site is in West London within Yiewsley, London Borough of Hillingdon (LBH) approximately 2.8 kilometres (km) to the west of M25 and 1.8km north of M4. The immediate area surrounding the site is primarily industrial use with an element of retail and is locally known as Horton Industrial Estate.

1.3.2 On a local level the site is located to the north of Horton Road and it abuts Stone Close to the west and north. To the south are a number of residential properties and to the east are a series of industrial units.

- 1.3.3 The site is currently occupied by two industrial units with total GFA of 2,948 sq. m. of B2 general industrial floorspace. The site is vacant at present.
- 1.3.4 The site currently provides approximately 32 informal staff and visitors' parking spaces and additional hard standing areas for operational car parking. The latter are also unmarked and they are split across two areas of the site; to the north and to the south of the main industrial unit.
- 1.3.5 The current industrial unit is served by five vehicular access points. Three access points are available from Stone Close to the west of the site allowing access to the car park located along the western boundaries. Further two access points are provided directly to the unit from the north.
- 1.3.6 A site location plan can be found at **Appendix A** of this document.

1.4 Proposed Development

- 1.4.1 The scheme proposal is to demolish the existing industrial units (land use class B2) and replace them with a single unit with total floor area of 1,943 sq. m of flexible B1(c), B2, B8 floorspace, with two vehicular access points. A proposed site layout plan is provided within **Appendix B**.
- 1.4.2 Two points of vehicular access are proposed from Stone Close. It is proposed that three of the existing vehicular crossovers will be removed and made good, the crossover to the north-east corner and the crossover to the south west corner of the site.
- 1.4.3 Pedestrian access to the Site will be provided from the existing access and will connect the proposed development to the existing pedestrian footway along Stone Close.
- 1.4.4 59 operational parking spaces will be provided on site for operational purposes i.e. vehicle servicing, repair and vehicle storage and will be clearly marked for use.
- 1.4.5 Non-operational car parking associated with staff and visitors will be provided in line with adopted Unitary Development Plan (2001) for Hillingdon, which sets a maximum car parking provision of two car parking spaces plus one space per 100 sq. m. of floor area. This translates to a maximum of 21 car parking spaces.

1.5 Structure

- 1.5.1 The structure of this Travel Plan as follows:
- **Section 2** details the relevant national, regional and local policy and guidance related to Travel Plans.
 - **Section 3** provides a description of the existing opportunities to access the site at Steyning Way using sustainable modes of transport.
 - **Section 4** identifies the anticipated travel patterns of the proposed development.
 - **Section 5** the aims and objectives set by the Travel Plan.
 - **Section 6** provides an overview of the strategy for the monitoring and review of the Travel Plan, including the setting of targets which will be linked to the specific objective of the Travel Plan.
 - **Section 7** describes the management and communication strategy that will be implemented to achieve the Travel Plan targets.

- **Section 8** details the measures that will be implemented to encourage sustainable and active travel to and from the development.
- **Section 9** describes how delivery and servicing trips to the proposed development can be managed.
- **Section 10** provides an overview of how the Travel Plan initiatives will be monitored and reviewed.
- Finally, **Section 11** presents a summary to this document.

2 POLICY AND BEST PRACTICE

2.1 Preface

- 2.1.1 The reported benefits of Travel Plans include a reduction in traffic congestion and relieved car parking pressure. Travel Plans have also been shown to improve the accessibility of site and to improve travel choice. Travel Plans have become an important component of national and local strategies to reduce traffic, cut CO2 emissions and positively contribute to limiting climate change.
- 2.1.2 This section sets out the national, regional and local transport planning policies that are relevant to the development proposals.

2.2 National Planning Policy Framework (NPPF)

- 2.2.1 The National Planning Policy Framework (NPPF) was published in March 2012 by the Department for Communities and Local Government and is now the primary source of national planning guidance in England.
- 2.2.2 The NPPF contains the former Coalition Government's strategies for economic, environmental and social planning policies in England and is designed to be a single, tightly focused document setting out national planning priorities. The NPPF replaces previous national planning policy documents including all Planning Policy Statements (PPSs), all Planning Policy Guidance notes (PPGs) and all ministerial planning Circulars.
- 2.2.3 At the heart of the NPPF is a "presumption in favour of sustainable development", which for decision making means:
- approving development proposals that accord with the development plan without delay; and
 - where the development plan is absent, silent or relevant policies are out of date, granting permission unless:
 - o any adverse impacts of doing so would significantly and demonstrably outweigh the benefits,
 - o when assessed against the policies in the NPPF taken as a whole; or
 - o specific policies in the NPPF indicate development should be restricted.
- 2.2.4 With particular regard to the promotion of sustainable transport, paragraph 36 of the NPPF states the following:
- "A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan."*

2.3 Regional Planning Guidance - The London Plan (2016)

- 2.3.1 This section refers to the London Plan 2016 (consolidated with alterations since 2011). The London Plan is the spatial development strategy for London and forms part of the development plan.

- 2.3.2 The London Plan, which was revised in March 2016, continues to advocate the use of Travel Plans for the promotion of sustainable modes of transport. In paragraph 6.8 the London Plan states that *'travel plans can help reduce emissions by promoting alternatives to the car.'* In paragraph 6.14 it identifies that *'phasing development, the use of travel plans and addressing freight issues may all help reduce the impact of development on the transport network and reduce emissions of gases that contribute to climate change.'* In paragraph 6.42 it requires that *'travel plans for major developments should give details of proposed measures to improve non-car based access, reduce parking and mitigate adverse transport impacts'.*
- 2.3.3 London Plan Policy 6.3 'Assessing Effects of Development on Transport Capacity', Part C requires that 'workplace and/or residential travel plans should be provided for planning applications exceeding the thresholds in, and produced in accordance with, the relevant TfL Guidance.'
- 2.3.4 In November 2013 Transport for London (TfL) released revised guidance on the requirements for Travel Plans for new developments in London. TfL identified development thresholds above which a Travel Plan would be required and set out the expected content that would be consistent with TfL's ATTrBuTE (Assessment Tool for Travel Plan Building, Testing and Evaluation) assessment criteria.
- 2.3.5 TfL's guidance concerning the thresholds for the provision of a Travel Plan includes the following:

Land Use	Criteria for a Travel Statement	Criteria for a Travel Plan
B1 (Business)	More than 20 staff but less than 2,500sqm	Equal or more than 2,500sqm
B2 (Industrial)	More than 20 staff but less than 2,500sq.m	Equal or more than 2,500sqm
B8 (Warehouse and Distribution)	More than 20 staff but less than 5,000sq.m	Equal or more than 5,000sqm

Table 2.1: Thresholds for Travel Plans and New Development, TfL

- 2.3.6 TfL's guidance continues to say:

"Travel plans may also be required in specific circumstances for developments below the thresholds shown. For example:

- Where the proposed development has the potential for significant traffic impact which requires mitigation, or has accessibility issues to be addressed. This may apply particularly to mixed-use developments where each individual land use may not reach these thresholds but in combination will have a significant impact, or to developments that may generate a lot of visitor trips.*
- For phased developments where the initial phasing may not reach the specified threshold but future phases will reach/exceed the threshold.*
- For applications for extensions or other proposals, where the proposal itself does not reach the threshold but where the combined existing and proposed development meets or exceeds the threshold."*

2.3.7 This pre-occupation full Travel Plan has been prepared with reference to Transport for London's best practice guidance document 'Travel Planning Guidance (November 2013)'. The document includes the essential elements of a Travel Plan which are as follows:

- Objectives – the key goals that the Travel Plan seeks to achieve.
- Targets – identification of the means of measuring the achievement of objectives.
- Measures – the initiatives that will be introduced to achieve the targets set. This also includes remedial measures and actions that will be taken if the Travel Plan targets are not met.
- Management – Information relating to the individual identified to oversee implementation, monitoring and review of the Travel Plan.
- Action plan – a programme for delivering the measures and a means of communicating the above to site users, including identification of who will oversee delivery of the Travel Plan.
- Securing – How the Travel Plan will effectively be secured through legal mechanisms.
- Monitoring and review – How monitoring will be undertaken to ensure the Travel Plan achieves the targets it set out to achieve.

2.4 Local Planning Guidance

London Borough of Hillingdon Development Management Policies: October 2015

2.4.1 The requirement for a Travel Plan is set out within Policy DMT1 of the London Borough of Hillingdon Development Management Policies document. The policy sets out how developments should manage their transport impacts and states:

"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."

2.4.2 In line with Policy DMT1, this Travel Plan is a Local Travel Plan which sets out a robust strategy for reducing the number of private car trips to the development and maximising travel by sustainable modes.

3 ACCESSIBILITY BY NON-CAR MODES

3.1 Preface

- 3.1.1 This section considers the accessibility of the development site by sustainable modes of transport in order to ascertain the potential for travel to and from the site by modes other than the private car.

3.2 Walking

- 3.2.1 Historically 1.3 miles (2 kilometres) has been considered a distance many people would be prepared to walk instead of making a car borne journey. In addition guidance given by the Institute of Highways and Transportation in their publication '*Guidelines for Providing Journeys on Foot, 2000*' suggests that in terms of commuting trips, walk distances of up to 2,000m can be considered feasible with 500m and 1,000m considered to be the desirable and acceptable distances respectively.
- 3.2.2 Footways and street lighting are in place along Stone Close and Horton Road. Minor residential roads to the west of the site are provided with traffic calming measures and subject to 20mph speed limit restrictions. Dropped kerbs and tactile pavement are in place across Stone Close at the junction with Horton Road.
- 3.2.3 Controlled and uncontrolled pedestrian crossings are provided across Horton Road in regular intervals.
- 3.2.4 A plan showing 2km walking and 5km cycling catchment area is provided in **Appendix C**. It demonstrates that the whole of Yiewsly, north of West Drayton is located within 2km walking distance from the site creating relatively large employment catchment area for the site. West Drayton Railway Station is also situated within the walking catchment.

3.3 Cycle

- 3.3.1 Horton Road is classed by Transport for London on their official cycle maps as 'other road that has been recommended by cyclists'.
- 3.3.2 A traffic free cycle route runs on a northern bank of Grand Union Canal. Locally the route allows direct and traffic free connection between Uxbridge and Brentford. The plan provided in **Appendix C** demonstrates that the majority of Hillingdon, south Uxbridge, Hayes, and West Drayton are all within 5km cycling distance. This distance equates approximately 25 minutes cycling time and is considered as realistic option for commuting journeys.
- 3.3.3 A total of 22 secure cycle parking spaces are available at West Drayton Railway Station.

3.4 Public Transport

- 3.4.1 The nearest bus stops are located on Horton Road with westbound stops located directly opposite to Stone Close junction and the eastbound stop located 40m west of the junction. The westbound stop provides bus shelter whilst eastbound stop is identified with pole and flag only.

- 3.4.2 Service number 350 stops on Horton Road at approximately 20-minute frequency. Service 350 provides connection between Heathrow Terminal 5 and Fairey Corner via Horton Road.
- 3.4.3 West Drayton railway station is located approximately 1.1km to the west of the site which equates approximately 13 minutes walking time. The station provides 22 cycle parking spaces and 17 car parking spaces and is located within London Fare Zone 6.
- 3.4.4 Direct services to London Paddington, Reading, Oxford and Maidenhead call at this station with combined frequency of 5-10 minutes. The station is located on Elisabeth Line which is currently under construction. Elisabeth Line, when completed will connect Shenfield in north east London with Reading via the city centre and provide further capacity for public transport.

3.5 Public Transport Accessibility Level (PTAL)

- 3.5.1 The PTAL rating for the proposed development site has been calculated using the Transport for London WebCat service. It indicates that the site has a PTAL rating of 1b, which suggests that the site has “Very Poor” access to public transport, where 1a is the lowest and 6b the highest.
- 3.5.2 Although the PTAL of the site is ‘very poor’ it needs to be highlighted that many public transport options are accessible via other modes of transport. For example, West Drayton station is within reasonable walk / cycle distance and can also be accessed by the 350-bus service.

3.6 Summary

- 3.6.1 This section has demonstrated that the proposed development is located in an area accessible via sustainable modes of transport, and that future employees and visitors need not be reliant on the private car to access the site.

4 TRIP GENERATION AND MODE SPLIT

4.1 Mode Split

- 4.1.1 A review of 2011 Census data for Workplace by Usual Residence by Method of Travel to Work for the local workplace zone has been undertaken and is presented in **Table 1** below. The 2011 Census data indicates that despite the low PTAL rating 23% of journeys are undertaken by public transport and a further 8% by active modes of travel (walking and cycling).

Table 4.1: 2011 Census Workplace by Usual Residence and Method of Travel to Work

Method of travel to work	Mode Split
Underground, metro, light rail or tram	8%
Train	10%
Bus, minibus or coach	6%
Taxi	0%
Motorcycle, scooter or moped	2%
Driving a car or van	64%
Passenger in a car or van	3%
Bicycle	3%
On foot	4%
Other method of travel to work	1%

4.2 Trip Generation

- 4.2.1 In order to establish a worst-case scenario trip rates for suitable sites within London with similar PTAL ratings have been reviewed for each of the proposed land use classes, B1(c), B2 and B8. Of the available sites it has been identified that the available B2 sites produced the highest trip rates and as such it has been assumed that the full floorspace will be provided as B2 for the assessment. The site selected within TRICS is therefore the same site as used within the existing trip generation discussed above.
- 4.2.2 A modal split derived from 2011 Census data, presented in **Table 4.1** has been applied to the vehicle trips rates in order to establish a multi-modal trip generation. A summary of the resulting trip generation for the proposed development is presented in **Table 4.2**.

Table 4.2 Proposed development Trip Generation

Mode	Mode Split	AM Peak (08:00-09:00)			PM Peak (17:00-18:00)			07:00-19:00		
		Arr.	Dep.	Two-Way	Arr.	Dep.	Two-Way	Arr.	Dep.	Two-Way
Underground, metro, light rail or tram	8%	1	1	2	1	1	1	12	14	26
Train	10%	1	1	2	1	1	2	16	18	33
Bus, minibus or coach	6%	1	1	1	1	1	1	10	11	21
Taxi	0%	0	0	0	0	0	0	0	0	0
Motorcycle, scooter or moped	2%	0	0	0	0	0	0	3	3	5
Driving a car or van	64%	7	7	14	6	7	12	104	116	220
Passenger in a car or van	3%	0	0	1	0	0	1	4	5	9
Bicycle	3%	0	0	1	0	0	1	5	6	12
On foot	4%	0	0	1	0	0	1	7	8	14
Other method of travel to work	1%	0	0	0	0	0	0	1	1	2
Total	100%	11	11	22	9	10	19	161	181	342

- 4.2.3 From the trip assessment of the proposed development it can be seen that the site is expected to generate 342 daily two way total person trips, of which 41 will be undertaken in the peaks. 220 trips are expected by car, 80 by public transport, 12 by bicycle and 14 on foot.

5 AIMS AND OBJECTIVES

5.1 Aim

- 5.1.1 The aim of the Travel Plan is to deliver an overall reduction in the number of people travelling to the site by car. Increasing awareness of available sustainable travel modes and encouraging their uptake is fundamental to the aim.

5.2 Objectives

- 5.2.1 In order for the Travel Plan to meet the above aim it has set a number of objectives that will be relied upon. These are as follows:
- i. Reduce the number of single occupancy vehicles (SOVs) travelling to and from the site each day.
 - ii. Promote and endeavour to maximise the use of non-car modes of transport to the site such as walking, cycling and public transport.
 - iii. Promote the health and environmental benefits associated with travel by foot and by bicycle.

5.3 Summary

- 5.3.1 The above objectives could be reviewed on an annual basis. If required, the objectives could be altered to offer clearer direction for the Plan. The objectives will thus evolve with the Travel Plan.

6 TARGETS

6.1 Preface

- 6.1.1 Travel Plans should have measurable outputs or targets against which the progress of the Plan can be monitored. A suitable indicator of the success of any workplace Travel Plan is the mode split of employee travel.
- 6.1.2 The occupier of the proposed development would set suitable targets for the Travel Plan based upon an initial questionnaire survey of staff, which would be used to determine the main mode of travel of employees.
- 6.1.3 The ultimate targets that would be set, could accord with an acronym identified by TfL and endorsed by the DfT, namely “SMART” targets. These are targets that are: -
- i. Specific
 - ii. Measurable
 - iii. Achievable
 - iv. Realistic
 - v. Timed
- 6.1.4 There are two main types of targets associated with a Travel Plan. Action targets act as a check list to ensure that the appropriate measures are carried out within a set time frame. Aim targets are quantitative targets which set a percentage allowance for people using a certain mode of transport. As the site is not yet constructed there is no survey data available that represents the travel characteristics of the site. It is therefore proposed to discuss and agree interim targets with LBH during post application discussions.

6.2 Action Targets

- 6.2.1 The Action Targets that could be implemented for this scheme are tabulated for simplicity and have been detailed below within **Table 6.1**.

Event	Travel Plan Measures Action Target	Responsibility	Target Date
Upon Occupation	Agree Interim Targets and timelines.	Occupier	Upon Occupation
	Determine monitoring and review methods and timeframes.	Occupier	Upon Occupation
	Implementation of Physical Measures (Cycle Parking)	Developer	During construction
	The occupier could appoint a Travel Plan Coordinator to oversee the implementation of the Travel Plan.	Occupier	Upon Occupation
	The TPC would establish a timeline for the implementation of soft measures	Travel Plan Coordinator	Upon Occupation
	Launch of Travel Plan	Travel Plan Coordinator	On opening/ Occupation
Post Occupation	Initial survey of staff travel patterns	Travel Plan Coordinator	Upon 3 months occupation
	Carry out staff travel surveys and monitor progress.	Travel Plan Coordinator	Year 1, 3 and 5 Within 12 months of occupancy
	The TPC could monitor parking within the site, including cycle parking demand. Carry out staff travel surveys and monitor progress.	Travel Plan Coordinator	On-going Year 1, 3 and 5
On-going	The TPC could monitor parking within the site, including cycle parking demand. Carry out staff travel surveys and monitor progress.	Travel Plan Coordinator	On-going
	Continue to implement and review travel planning measures.	Travel Plan Coordinator	On-going

Table 6.1: Action Targets

6.2.3 The above table sets out who would be responsible for which element of the Travel Plan.

6.3 Aim Targets

6.3.1 The Travel Plan seeks to shape the travel patterns of staff and visitors across the whole site. The site is served by public transport and it is likely that some staff/ visitors would access the site using bus/ underground/ train modes. The surrounding environment is suitable for pedestrians and cyclists and thus employees and visitors are also expected to rely on these modes.

- 6.3.2 The baseline for the site (based on Census data) predicts that 3.0% of travel to and from the site will be via cycle mode, 4.0% on foot and 24.0% by public transport (Bus/ Rail/ Underground).
- 6.3.3 The headline targets for the Travel Plan could focus on achieving a good level of active travel to the site amongst staff. The targets could include the following:
- Achieve a 9% mode share for active travel (walking and cycling) for staff main mode of travel to work within 1 year of site occupation.
 - Achieve a 5% reduction in car usage within 1 year of site occupation.
- 6.3.4 Upon completion of the first set of staff questionnaire surveys, the TPC would determine the final set of targets. Final targets could also be developed to ensure they are commensurate with the amount of off-street parking being provided on-site to ensure that the number of car drivers (main mode) does not exceed this level.

6.4 Summary

- 6.4.1 This section provides details of both types of Travel Plan targets. The site is not yet occupied and as such, upon completion of the first set of surveys, the aim targets would be finalised.

7 MANGEMENT AND COMMUNICATION STRATEGY

7.1.1 This section will set out how this Travel Plan will be managed from receipt of any planning consent to when the site is fully constructed and occupied.

7.2 Management Strategy

7.2.1 The occupier of the proposed development would be responsible for implementing the management strategy and measures set out within this report, however this document is intended to provide an outline strategy only and the end occupier could adopt an alternative strategy and set of measures.

7.2.2 The costs of the day to day implementation of the Travel Plan, as well as the formal monitoring requirements, would be covered by the occupier of the development.

7.2.3 The occupier may choose to appoint a Travel Plan Coordinator (TPC). The TPC will be the 'face' of the Travel Plan and a point of contact for the employees working at the development.

7.3 Travel Plan Coordinator

7.3.1 The TPC would be responsible for the day to day management and implementation of the Travel Plan. They would be appointed by the occupier.

7.3.2 The TPC would promote sustainable travel with the aim of facilitating a shift towards sustainable modes of travel.

7.3.3 The TPC could undertake a meet and greet exercise when the Travel Plan is formally launched where they will introduce themselves making themselves known as the 'face' of the Travel Plan.

7.3.4 The TPC would provide a link between the staff, and the occupier. The TPC would ensure that any Travel Plan updates are communicated to staff.

7.3.5 The TPC's duties could consist of the following:

- i. Be a contact point and 'face' of the Travel Plan;
- ii. Ensure their contact details are within the main information sources (discussed later within this document), these being the staff travel packs, development website and staff notice boards;
- iii. Ensure they are aware of all the sustainable travel options to and from the site;
- iv. Ensure that they are fully up to date with the current sustainable travel initiatives provided by the Council so that these can be promoted throughout the site;
- v. Organise the employee monitoring questionnaire surveys and compile a review report.

7.4 Staff Travel Pack

7.4.1 A Staff Travel Pack (STP) could be provided as part of the information provided to all new staff upon commencement of employment. Staff who have remained with a company which is relocated at the site will be provided with a STP prior to moving to the new location.

7.4.2 The STP could include the following:

- i. A mission statement detailing the objective of the Travel Plan;
- ii. Contact details of the Travel Plan Coordinator together with information about them including their commitment to promoting sustainable travel. The duties of the TPC will also be detailed;
- iii. Site location plan highlighting its proximity to local transport provisions, walking and cycle routes;
- iv. Examples of walking or cycling journeys to destinations such as the nearest train stations or the more local destinations such as a banks and post offices will be provided;
- v. Health, environmental and economic benefits of travelling via sustainable modes;
- vi. Public transport routes, spider maps and timetables;
- vii. Details of cycling initiatives provided by Council,
- viii. Details of car share databases within the Greater London area;
- ix. Details of local taxi services.

7.4.3 A condensed version of the Staff Travel Pack, detailing timetables and route maps, could be included on the development website.

7.5 Staff Notice Boards

7.5.1 Staff notice boards could be located in communal areas of the units.

7.5.2 Each notice board would present the following information:

- i. A mission statement of the Travel Plan;
- ii. Contact details of the Travel Plan Coordinator and a brief introduction to them highlighting their commitment to promoting sustainable travel and setting out the duties the TPC is responsible for;
- iii. A location plan of the site and the local facilities and public transport services;
- iv. Public transport route maps and timetables;
- v. Local cycling routes;
- vi. Details of car share databases within the Greater London area;
- vii. Details of local taxi services;

7.6 Development Website

7.6.1 The development's website could provide an online version of the Staff Notice Board. It could provide additional information including:

- i. An electronic Travel Pack that can be downloaded by people wishing to visit the site;
- ii. Provision of a link during the monitoring period to enable the online compilation of surveys.

7.6.2 The above information would be updated when travel details, such as timetables, change.

7.6.3 In addition to the development website, the occupier's website would provide travel information on how to travel to the site. The information would primarily be aimed at customers of the occupier; however staff could also find the information useful when making travel choices.

- 7.6.4 The TPC would ultimately be responsible for the provision of up to date and relevant information via all of the communication methods identified within this section
- 7.6.5 The promotional material would be more frequently updated and this could be communicated via the following mediums:
- i. Staff notice boards;
 - ii. Development website;
 - iii. Email.

7.7 Summary

- 7.7.1 This section highlights that a firm management structure would be put in place at the development. The occupier would be responsible for the implementation of Travel Plan.

8 MEASURES

8.1 Introduction

8.1.1 The main aim of sustainable transport policy is to reduce single occupancy car use by promoting a choice of alternative means of transport. The main alternatives are as follows:

- i. Walking;
- ii. Cycling;
- iii. Motorcycle;
- iv. Car Sharing;
- v. Train;
- vi. Taxi / Minicab; and
- vii. Bus.

8.1.2 In order to increase the uptake of the above travel modes a number of potential measures that could be adopted by the site occupier are proposed and are detailed below. The method in which these measures would be communicated and marketed throughout the development has been set out in the previous section.

8.2 Encouraging the Uptake of Walking and Cycling

8.2.1 The TPC would be responsible for encouraging the uptake of walking and cycling. This would be achieved by providing information with regards to the benefits of walking and cycling and through the provision of information such as maps of local pedestrian and cycle routes in the vicinity of the site.

8.2.2 This information would be provided within the staff travel pack and could also be provided on the development website.

8.2.3 Information would be provided to employers relating to the government's cycle scheme which enables employers to offer staff the chance to purchase a tax free cycle which can be paid for over a period.

8.3 To Encourage the Uptake of Public Transport

8.3.1 A number of buses serve the local area surrounding the site. It is expected that public transport will be used by some employees at the site, however measures could be made available to further incentivise this mode.

8.3.2 Details of local bus routes as well as the locations of the nearest Underground stations and the available services accessed via these could be included within the STP.

8.3.3 Public transport information would be made available in communal areas so that both staff and visitors can access the information. Timetables and maps would be kept up to date and a list of websites for further information would be listed including the following:

- i. **www.tfl.gov.uk**: The official Transport for London website offers a range of transport maps, timetables and advice on travelling sustainably.
- ii. **www.transportdirect.info**: This site provides a variety of useful transport tools including a journey planner and maps that can be customised to show, for example, bus stop locations.

- iii. www.traveline.org.uk provides national bus, rail and coach travel information and timetables.

8.4 To Encourage Uptake of Car Sharing

- 8.4.1 Car sharing is an excellent way to reduce the overall numbers of cars travelling to a site. Due to the modest size of the site, it would not be viable to set up a dedicated site-wide car share database. There are however a number of car share databases and these would be highlighted to staff and listed within the information sources that would be made available. Relevant sites include: Liftshare, Bla Bla Car and Catcharide.
- 8.4.2 In terms of the marketing of the car sharing scheme for staff, the following would be promoted:
 - i. Benefits of car sharing in terms of reduced fuel costs.
 - ii. Members would be made aware of the benefits of car sharing with other employees.

8.5 Taxis and Minicabs

- 8.5.1 Taxis can play an important role for staff and visitors at times when other modes of public transport may not be convenient or available. Contact details of local taxi companies would therefore be made available on-site.

8.6 Summary

- 8.6.1 The above section details the wide variety of measures that could be implemented throughout the site with a view to promoting sustainable travel. The measures would be reviewed on a bi annual basis in line with the monitoring and review timetable, discussed within **Section 10**, and where appropriate amended to reflect the travel patterns observed on site.

9 DELIVERY AND SERVICING VEHICLES

9.1 Introduction

9.1.1 TfL stipulate within their guidance document 'Travel Planning for New Development in London', that freight activities associated with a site must be managed effectively. As such, this TP proposes measures to be put in place to encourage efficiency in the site's deliveries.

9.1.2 As mentioned within **Section 7** of this document, identified measures relating to managing deliveries will form a responsibility of each occupant owing to the implications of the units operation. Measures will however be promoted by the TPC.

9.2 Using of Freight Operator Recognition Scheme (FORS) Vehicles

9.2.1 FORS is a free membership scheme that helps van and lorry operators in London to become safer, more efficient and more environmentally friendly. Further information this can be found at the following web address:

www.tfl.gov.uk/fors

9.2.2 The occupant of the development could become a members of the FORS scheme.

9.3 TfLs Freight Information Portal

9.3.1 TfL operates a freight information portal which provides information for freight operators wishing to enter the capital. Details are available on the following matters:

- i. Health and Safety Issues;
- ii. Dangerous loads – which tunnels they are able to travel through;
- iii. Driver training and safety;
- iv. London Lorry Control Scheme;
- v. Abnormal Loads;
- vi. Various publications.

9.3.2 Routing information could be provided on site and could also be distributed via email. The routing information would identify routes to the site which avoid schools or other sensitive areas.

9.4 Summary

9.4.1 The above measures set out above could be utilised by the occupier of the development to ensure that deliveries are undertaken at the development in the safest and most efficient way. This will have a number of wider associated benefits to the Local Authority, residents, building developers and operators as well as the freight operators themselves.

10 MONITORING AND REVIEW

10.1 Staff Questionnaire Surveys

- 10.1.1 Monitoring of the effectiveness of the Travel Plan measures, implemented by the occupier, will be undertaken in the form of a staff questionnaire survey as a minimum. This questionnaire survey would be used to establish the main mode of travel of staff at the development.
- 10.1.2 The questionnaire survey would allow the modal split of journeys to the development to be determined and as such would allow new targets to be set in order to achieve the aims and objectives of the Travel Plan
- 10.1.3 Monitoring of the Travel Plan would be carried out after six months after full occupation of the building and biennially (years 3 and 5) thereafter to assess how the Travel Plan has performed against agreed targets.
- 10.1.4 **Table 10.1** sets out additional data that could be collected and likely method of collection.

Table 10.1: Travel Plan Monitoring

Monitoring data	Method of collection
Baseline conditions including the number of employees	Collected by the TPC from Human Resources records.
Demand for parking, including cycle parking	The TPC could survey the demand for parking, counting occupied spaces through the day.
Traffic patterns to and from the development	Established through an employee Travel Survey to be organised by the TPC. The Travel Survey would most likely take the form an employee questionnaire.
The level of uptake on car-sharing	Collected by the TPC
Informal comments made regarding the operation of the Travel Plan	
Formal comments from stakeholders regarding the Travel Plan	

10.2 Travel Plan Review

- 10.2.1 Upon completion of the questionnaire surveys the TPC would formulate their review report. The TPC would use this review report to understand the travel characteristics of staff at the development and inform any updates to the Travel Plan and suitable measures.

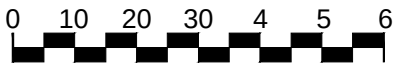
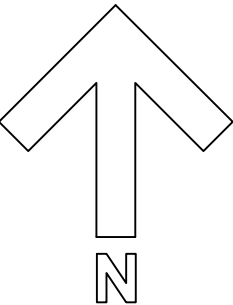
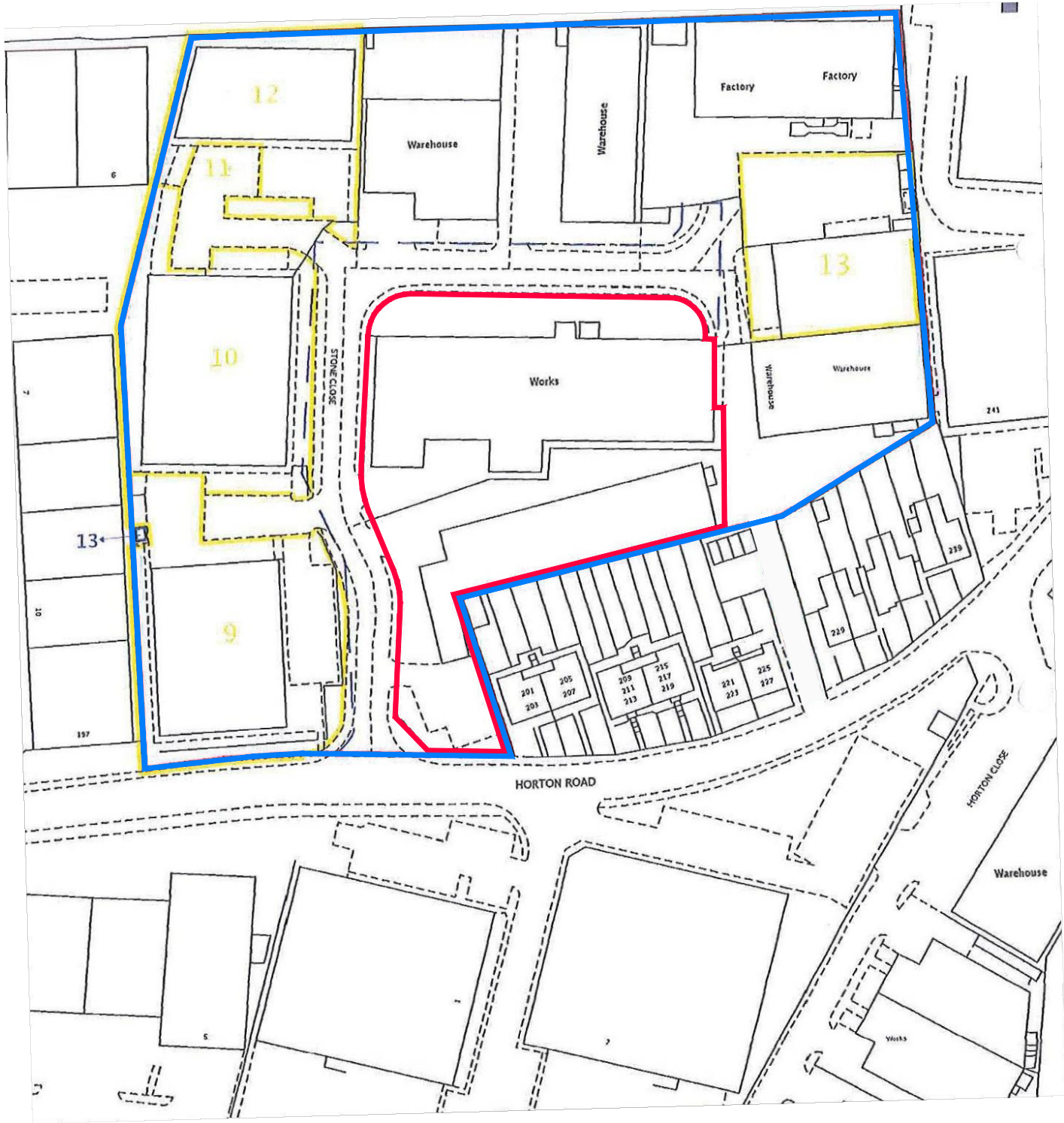
10.3 Summary

- 10.3.1 The above sections details how the success of the Travel Plan will be measured and monitored through the use of staff questionnaire surveys. In addition, a number of additional monitoring techniques, which could be utilised by the TPC, have been presented.

11 SUMMARY AND CONCLUSION

- 11.1.1 This Travel Plan has been prepared on behalf of Orchard Street Investment Management LLP respect of the proposed development of B1 (c), B2 and B8 employment floor space at Stone Close, London Borough of Hillingdon.
- 11.1.2 The site is currently occupied by two industrial units with total GFA of 2,948 sq. m. of B2 general industrial floorspace. The site is vacant at present. The site currently provides approximately 32 informal staff and visitors' parking spaces and additional hard standing areas for operational car parking. The current industrial unit is served by five vehicular access points.
- 11.1.3 This document is a requirement of the London Borough of Hillingdon and is in association with a planning application at the site.
- 11.1.4 The Travel Plan provides clear initiatives and measures to encourage site users to access the development via non car modes.
- 11.1.5 This Travel Plan will be updated to a Final Travel Plan and will be initiated post receipt of any planning consent. The Travel Plan Coordinator would be appointed to implement the Plan and will control the day to day management of the Travel Plan.
- 11.1.6 This document sets out how site users could be encouraged to travel to and from the development by modes other than the private car and has indicated that these opportunities, as well as accompanying benefits, would be set out within marketing material which could be prepared in respect to this development.
- 11.1.7 This draft Travel Plan is considered to be sufficiently robust to deliver more sustainable travel choices in relation to the site. At the same time, it maintains a degree of flexibility to enable the Travel Plan to respond to changing circumstances and continue to deliver more sustainable transport choices into the future.

Appendix A



Scale 1:1250 @ A3



Revisions

Job Title

PROPOSED B1/B2/B8 REDEVELOPMENT

Location

STONE CLOSE
WEST DRAYTON

Drawing Title

SITE LOCATION PLAN

Date 08/11/17 Drawn

Scale 1:1250 at A3 Checked

ALL DIMENSIONS TO BE CHECKED ON SITE. DO NOT SCALE
COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS REMAIN WITH LANGLEY HALL ASSOCIATES LTD



Dwg no. 4435-PL-001 Revision P1

Appendix B

PLANNING

DEVELOPMENT ANALYSIS

All floor areas are Gross External and approximate and are subject to re-measurement on completion

B1 offices:	250.04m ²	2,695ft ²
B1/c/B2/B8:	1,692.6m ²	18,220ft ²
TOTAL:	1,943.0m ²	20,915ft ²

Site area: 0.502ha 1.24acres

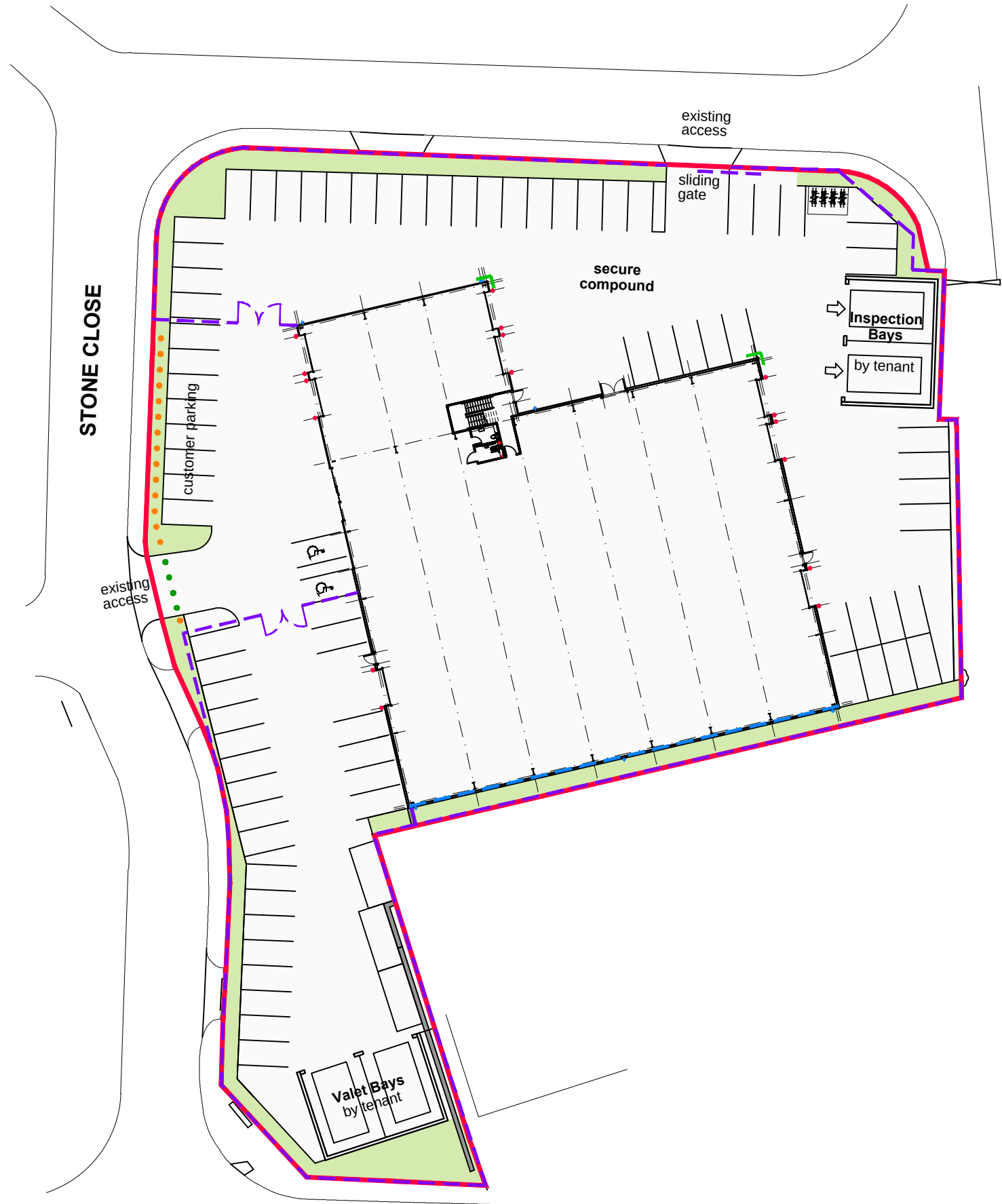
Coverage: 38.7%

Cars: Customer:	21
Operational:	59
Total:	80

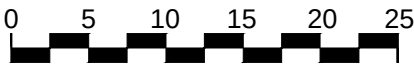
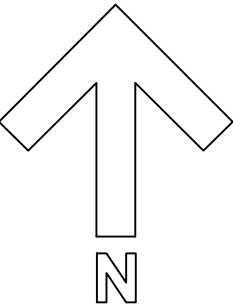
Hillingdon parking standards:

Cars:	
B1:	1-100m ²
B2:	1-120m ²
B8:	1-120m ²

Cycles:	
B1/B2:	1-200m ²
B8:	1-400m ²



FENCING:
2.4m high Paladin pre-finished weldmesh security fencing and swing gates



Scale 1:500 @ A3



Revisions
Job Title
PROPOSED B1/B2/B8 REDEVELOPMENT

Location
STONE CLOSE
WEST DRAYTON

Drawing Title
BLOCK PLAN
SHOWING OPERATIONAL CAR PARKING

Date 08/11/17 Drawn

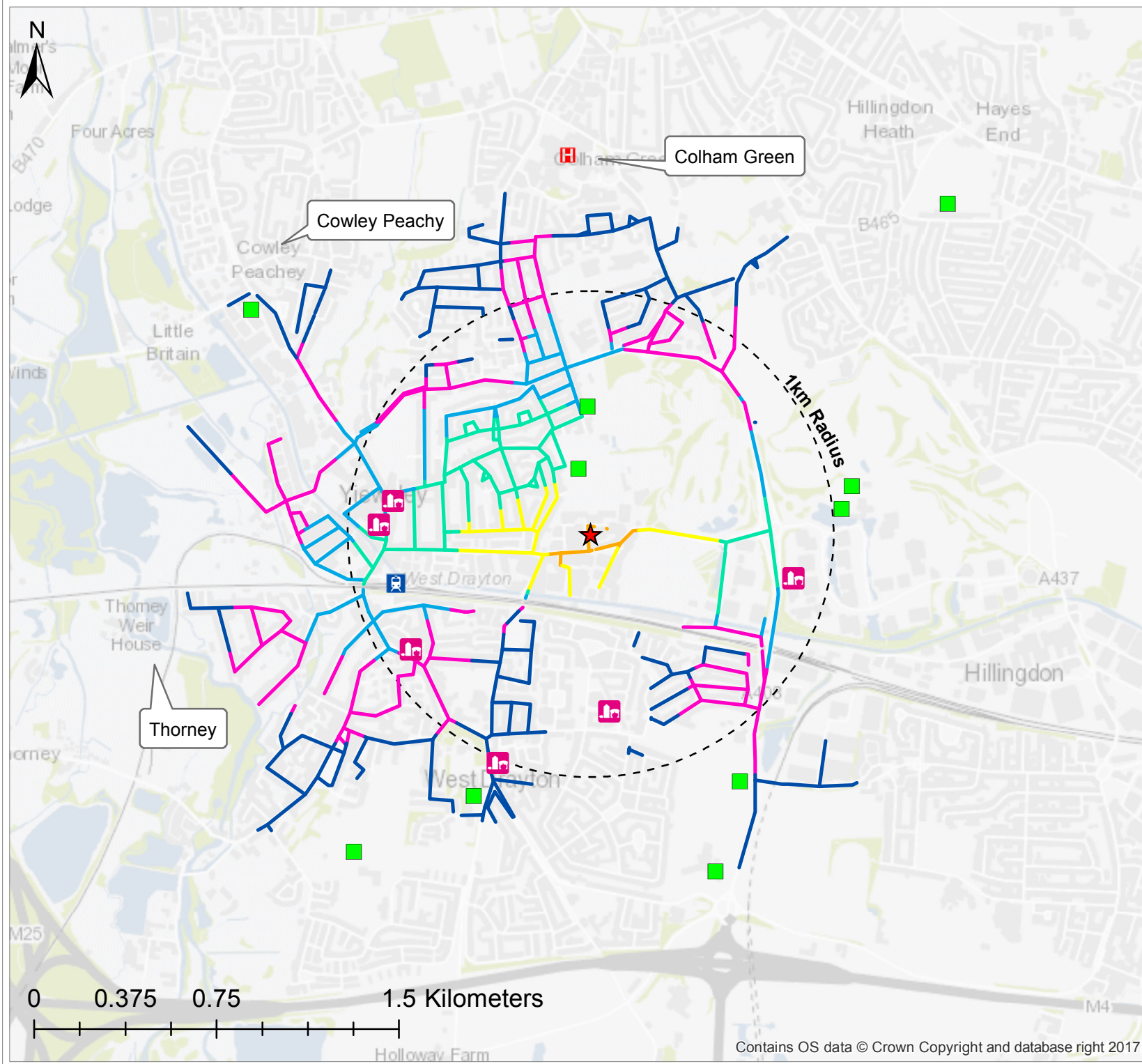
Scale 1:500 at A3 Checked

ALL DIMENSIONS TO BE CHECKED ON SITE. DO NOT SCALE
COPYRIGHT & INTELLECTUAL PROPERTY RIGHTS REMAIN WITH LANGLEY HALL ASSOCIATES LTD

LHA Royal Station Court, Twyford
Reading, Berkshire, RG10 9NF
Tel: 0118 932 0980 Fax: 0118 932 0981
e-mail: architecture@langley-hall.co.uk

Dwg no. 4435-PL-004 Revision

Appendix C



Key

- Supermarket
- Leisure Facility
- Hospital
- The Site
- Rail Stone Close

- 30 min walk
- 25 min walk
- 20 min walk
- 15 min walk
- 10 min walk
- 5 min walk

Title
Walk Accessibility Map

Project
Stone Close

Client
Orchard Street Investment Management LLP

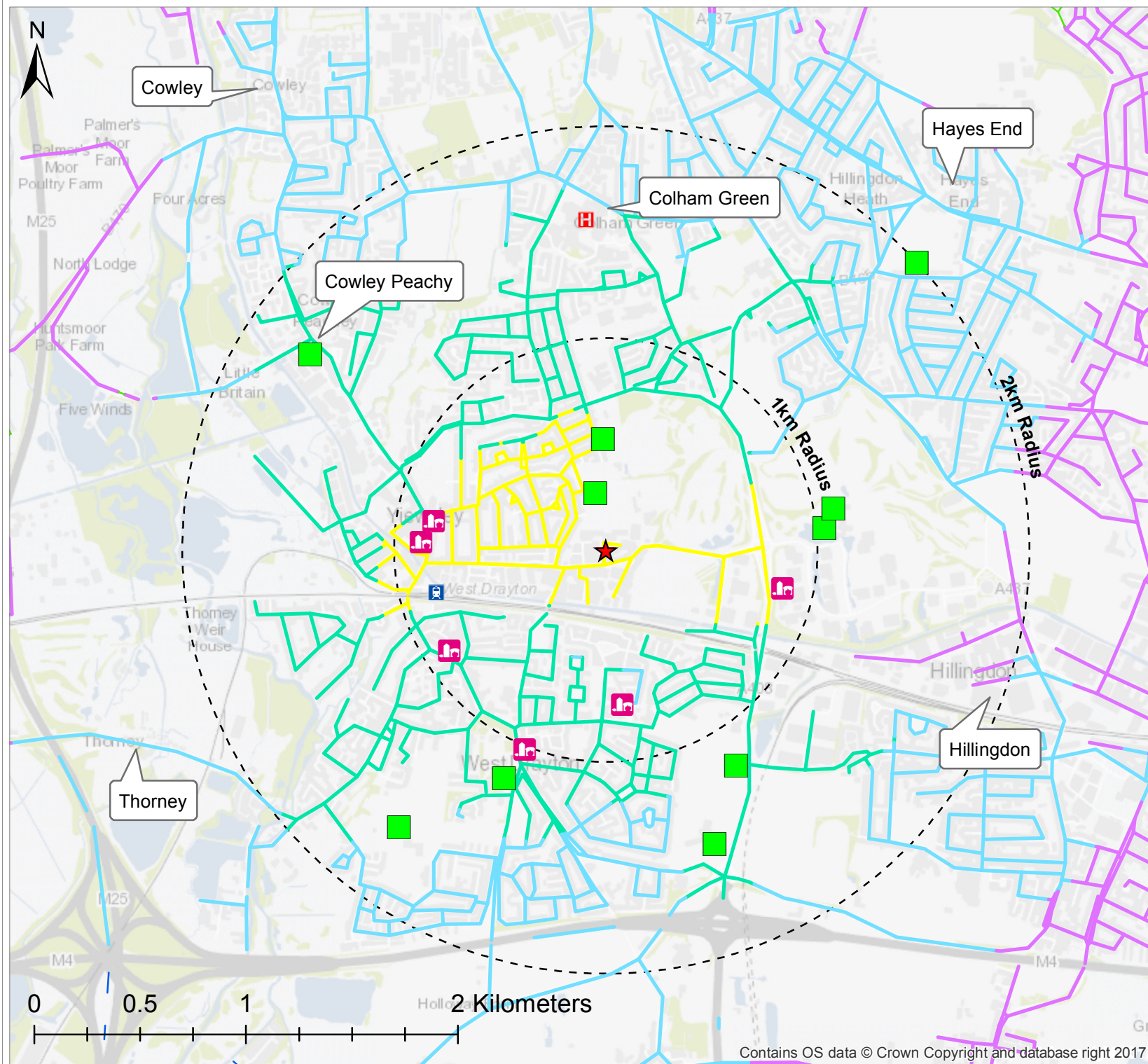
Date	Scale
21/02/2018	1:21646

Figure
Figure 2

Checked By	Version
SN	2

Royal HaskoningDHV
Enhancing Society Together

Contains OS data © Crown Copyright and database right 2017



Key

- Supermarket
- Leisure Facility
- Hospital
- The Site
- Rail Stone Close
- 30 min cycle
- 25 min cycle
- 20 min cycle
- 15 min cycle
- 10 min Cycle
- 5 min cycle

Title
Cycle Accessibility Map

Project
Stone Close

Client
Orchard Street Investment Management LLP

Date	Scale
21/02/2018	1:25000

Figure
Figure 3

Checked By	Version
SN	2



Royal HaskoningDHV
Enhancing Society Together

Contains OS data © Crown Copyright and database right 2017