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**Barton Building, Arundel Road,
London Borough of Hillingdon**

Framework Travel Plan

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1 INTRODUCTION

Overview

- 1.1 This Framework Travel Plan has been prepared by TTP Consulting for the Barton Buildings (the Site) in the London Borough of Hillingdon. The Site comprises circa 1,246sqm of B1, B2, B8 Use Class with associated parking and servicing arrangements.
- 1.2 The location of the Site is illustrated on **Figure 1.1**.

Figure 1.1 – Site Location Plan



- 1.3 A Travel Plan is a long term strategy which sets out the principles and a range of measures to ensure that travel made by staff and visitors is carried out in the most sustainable means possible and to minimise the impact of the Site on the transportation network including reducing reliance on the private car. This is achieved by setting out a strategy for eliminating the barriers keeping employees and guests from using sustainable modes, which in effect can self-manage single-occupancy vehicle use. The Travel Plan includes a range of hard and soft measures that will be implemented by the Occupier to promote sustainable travel.

- 1.4 The primary objective of a Travel Plan is to reduce unnecessary vehicular trips and to increase the use of alternative, more sustainable modes of transport and in particular walking and cycling. It has been prepared in accordance with Travel Plan best practice and guidance taking into account prevailing conditions.
- 1.5 The responsibility for developing and progressing the various levels are as follows:
- The Landlord is responsible for the preparation of the Framework Travel Plan,
 - Tenants are responsible for preparing Individual Travel Plans (the Travel Plan),
 - Tenants are responsible for finalising and funding the implementation of the Travel Plan; and
 - The Travel Plan Co-ordinator is responsible for overseeing the day to day operation of the Travel Plan.

Benefits of a Travel Plan

- 1.6 The achievement of the objectives will bring about a range of benefits as follows:
- 1.7 Employee benefits:
- An excellent opportunity for exercise through cycling and walking;
 - The opportunity to save money by using alternative modes of travel to the car;
 - Improved quality and reliability of journeys to and from work;
 - Improved environment for living and working.
- 1.8 Occupier benefits:
- A demonstration of the environmental credentials of the organisation;
 - Reduced infrastructure and maintenance costs associated with parking;
 - An incentive to recruiting and retaining staff through travel benefits; and
 - A healthier and more productive workforce.
- 1.9 Wider community benefits:
- A more measured level of traffic generated by the development and therefore less impact on the highway network;
 - Improvements to congestion levels, delay and queuing;
 - On-going improvements to air quality and noise.

Travel Plan Co-ordinator

1.10 Each tenant will appoint a Travel Plan Coordinator at least one month before their Unit opens.

1.11 The following contact details will be included in the Travel Plan:

Name: _____

Telephone: _____

Email: _____

Policy and Best Practice

1.12 The need to manage transport in new developments is enshrined in many policy and guidance documents. Over the past ten years or so, the need to reduce car dependency, increase travel choices and encourage sustainable distribution has been established through key documents such as the National Planning Policy Framework (March 2019) and Hillingdon Local Plan (January 2020).

1.13 Guidance documents produced by Transport for London and the Department for Transport's outlines the role and benefits of travel plans in the planning process, the way to secure them and their inter-relationship with transport assessments. It also discusses the requirements and elements of an effective travel plan.

Structure of Report

1.14 This document has been prepared as a standalone document and includes all necessary information to enable the Travel Plan to be effectively implemented and monitored. It will be used by tenants to prepare Travel Plans for their Unit with the Travel Plan taking the form of a Travel Plan Statement if there are fewer than 25 FTE staff, or a Full Travel Plan in the event there are more than 25 FTE staff.

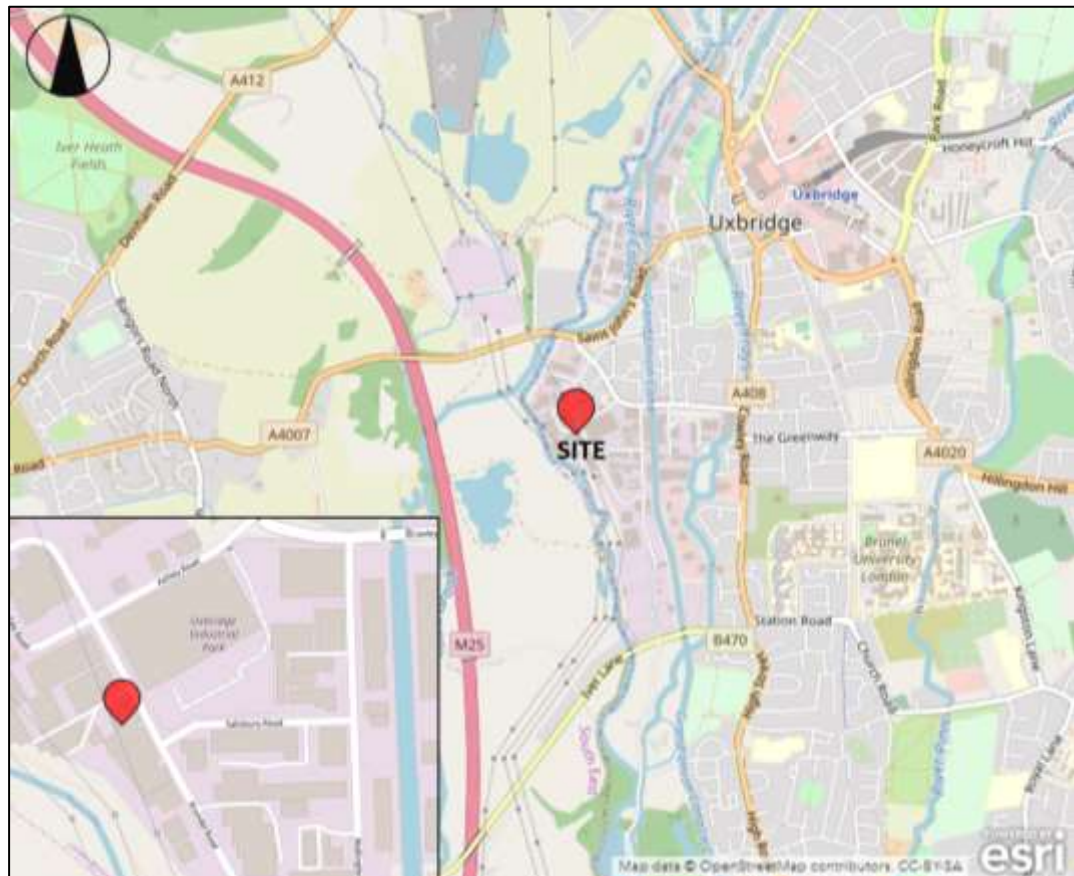
1.15 The remainder of this Plan is structured as follows:

- Section 2 - Describes the accessibility and travel patterns of the Site;
- Section 3 - Sets out the objectives and targets of the Travel Plan;
- Section 4 - Outlines the Travel Plan strategy;
- Section 5 - Identifies the measures and initiatives that will be implemented;
- Section 6 - Details the review and monitoring programme; and
- Section 7 - Outlines the Action Plan for the Travel Plan.

Local Highway Network

- 2.5 Arundel Road bounds the east of the Site and provides a route through the Industrial Estate from Ashley Road to Wallingford Road. It provides a single lane of traffic in either direction and has unrestricted parking along either side. Access to Chiltern Business Village bounds the northern boundary of the Site.
- 2.6 Cowley Mill Road which is located to the north of the Site facilitates access to the Industrial Estate is a single carriageway road with one lane in each direction. The junctions with accesses to the Industrial Estate operate under priority control, with a weight restriction of 17t to / from Cowley Road to the east over the canal with larger vehicles required to use the route to the north-west via St. Johns Road.
- 2.7 The map at **Figure 2.2** shows the surrounding highway network.

Figure 2.2 – Surrounding Highway Network

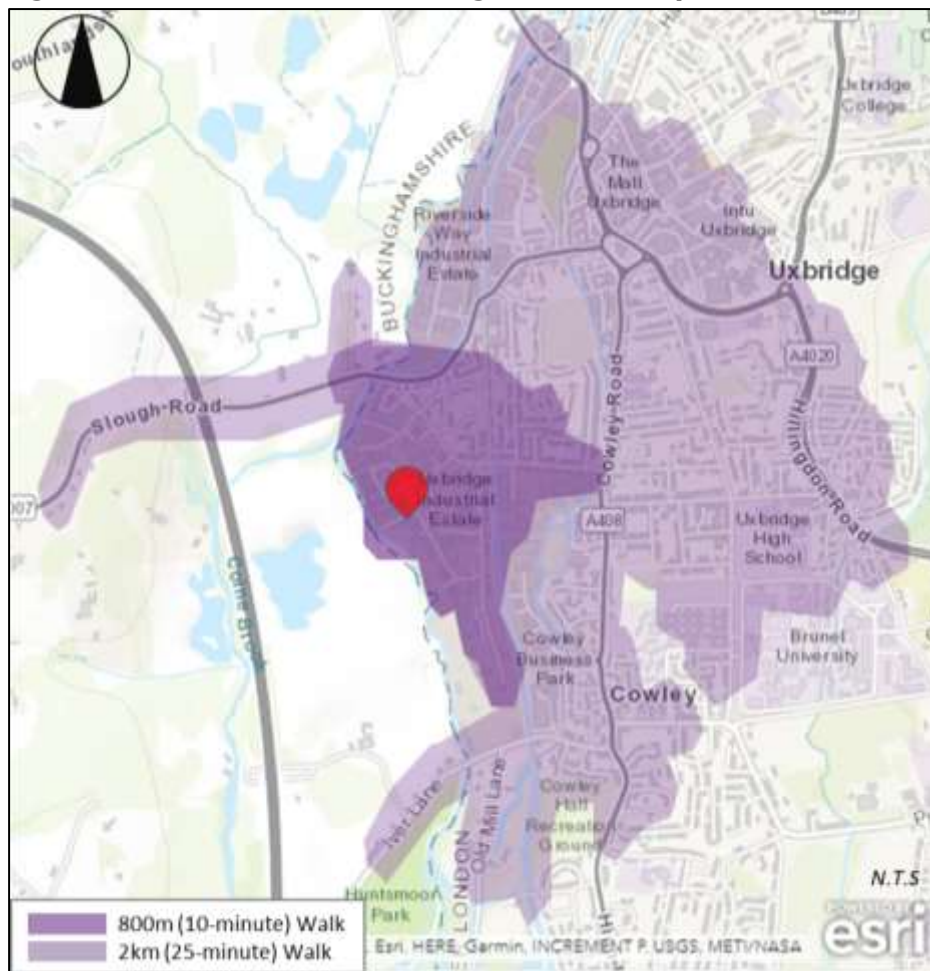


Accessibility by Non-Car

Access on Foot

- 2.8 Roughly half of all walking journeys in London are part of longer public transport journeys, for example walking to or from the bus stop or tube / train station, whilst a third of car journeys are less than 2km, i.e. within a 25-minute walk suggesting there are real opportunities for active modes to replace the car. **Figure 2.3** illustrates the extent of the 1km and 2km catchment zone surrounding the Site which includes Uxbridge town centre and Uxbridge Underground Station.

Figure 2.3 – 800m and 2km walking isochrone map

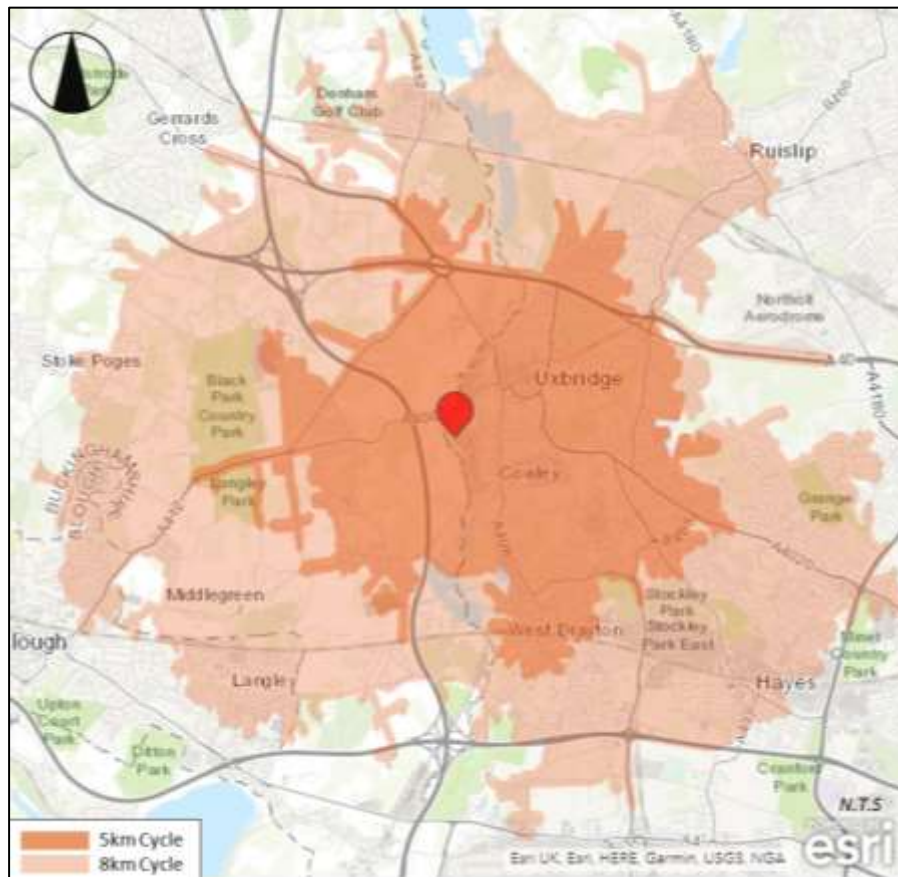


- 2.9 Footways are provided on both sides of Arundel Road and surrounding roads, albeit with long stretches of dropped kerbs facilitating vehicular access to units in common with industrial estates throughout the UK.

Access by Bicycle

- 2.10 It is generally accepted that cycling is a sustainable mode of travel for journeys up to 8km in length, although in London longer journeys are commonplace.
- 2.11 **Figure 2.4** shows a 5km and 8km cycling catchment from the Site which includes nearby residential areas and local amenities, with Uxbridge town centre, Hillingdon, Cowley, Ickenham and Iver within 5km and Denham, Hayes and Ruislip within 8km.

Figure 2.4 – 5km and 8km Cycling Isochrone Map



- 2.12 Roads in the area are generally well maintained and have minimal obstructions for cyclists. The wider area is relatively flat and most roads have a smooth and consistent surface making for a fair cycling environment. TfL's Journey Planner tool allows for cycle route planning dependent on the difficulty of the route. From the Site the following destinations can be reached within various journey times:

- West Drayton: 13 – 25 minutes;
- Denham: 20 – 33 minutes;
- Ickenham: 20 – 34 minutes;
- Langleigh: 21 – 41 minutes and
- Hayes: 24 – 47 minutes.

Public Transport Accessibility

By Bus

- 2.13 The closest bus stops are located on St John's Road in the vicinity of Cowley Mill Lane approximately 650m to the north of the Site. The stops are served by buses on Route 30 with the eastbound bus stop benefiting from seating and shelter.
- 2.14 Further bus stops are located along Cowley Road approximately 800m to the west of the Site. The stops are served by buses on Routes U5, 222 and 583. **Table 2.1** provides a summary of nearby bus routes and the relevant TfL Spider Map is attached in **Appendix A**.

Table 2.1: Summary of Bus Services			
Bus Stop	Route		Frequency (every 'x' minutes)
			Mon-Fri
St Johns Road	3	Uxbridge Station to Slough Bus Station	30
Cowley Road	222	Uxbridge Station to Hounslow Bus Station	8 – 12
	583	Uxbridge - Slough	120
	U5	York Road (Uxbridge Station) – Blyth Road (Hayes & Harlington Station)	10 – 13

By Underground / Rail

- 2.15 The closest station is Uxbridge Underground located 1.7km to the north-east of the Site. The station is the terminus for the Piccadilly and Metropolitan lines.
- The Piccadilly line provides a service to Cockfosters approximately every 10 minutes; and
 - The Metropolitan line provides a service to Aldgate approximately every 8 minutes.
- 2.16 West Drayton Station which is located approximately 4km to the south (13 – 25 minute cycle) is served by Great Western Rail with trains running between Reading and London Paddington. Once running, Crossrail will serve the station and provide a route through to Shenfield / Abbey Wood.

Baseline Mode Share

2.17 Data from the 2011 Census has been interrogated for the purpose of this document as a proxy until such time a Year 0 / Baseline Travel Survey is conducted of staff. **Table 2.2** provides a summary of the Census data for the middle layer that the Site is located within (Hillingdon 016). Where a Full Travel Plan is required, a survey will be undertaken within 6 months post opening for trading. The results of the Year 0 survey will be used to update / verify the assumed Baseline Mode Share and set targets.

Table 2.2 – Summary of Assumed Baseline Main Mode Share	
Mode	2011 Census
Underground	9%
Train	4%
Bus	10%
Taxi	0%
Motorcycle	1%
Driving a car	66%
Passenger in a car	3%
Bicycle	1%
On Foot	6%
	100%

3 OBJECTIVES AND TARGETS

3.1 This section sets out the overarching objectives and targets for the Travel Plan along with indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review can be found in **Section 6**.

3.2 **Objectives** are the high-level aims of the Travel Plan which help to give it direction and provide a clear focus.

3.3 **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the Travel Plan Co-ordinator will seek to reach within the period covered by this Plan.

Objectives

3.4 The Travel Plan's over-riding objective is:

- To engage with and encourage employees to use the most sustainable way of travelling to the workplace through more effective promotion of active modes. This will minimise the impact on the surrounding road and reduce pressure on the public transport network during peak hours.

3.5 The sub-objectives are to:

- Increase employee awareness of the advantages and availability of sustainable / active modes of transport;
- Promote the health and fitness benefits of active travel to all users;
- Introduce a package of physical and management measures that will facilitate employee travel by sustainable modes; and therefore,
- Reduce unnecessary car and public transport journeys.

Targets

- 3.6 Travel Plan targets are measurable goals by which progress can be assessed. These targets should be reviewed through a programme of monitoring (outlined in **Section 6**) to ensure they remain SMART (Specific, Measurable, Achievable Realistic and Timed).
- 3.7 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time. Aim Targets are quantifiable and in the case of this Travel Plan relate to the degree of modal shift the plan is seeking to achieve. Whereas Full Travel Plans would include both Aim and Action Targets, Travel Plan Statements would only include Action Targets.

Action Targets

- 3.8 The Action Targets will include the following:
- Appoint a Travel Plan Coordinator one month prior to opening;
 - Launch the Travel Plan within 1 month of opening;
 - Promote Walk to Work and National Cycle Week;
 - Promote public transport
 - Monitor the condition and use of cycle parking and changing facilities
- 3.9 In addition, Full Travel Plans will include the following:
- Carry out the Baseline Travel Survey (Year 0) within 3 months of opening;
 - Undertake a Travel Survey within 12 months of the Year 0 Baseline travel survey;
 - Prepare a Monitoring Report and submit to the Council for approval within 1 month of the Year 1 survey;
 - Undertake Travel Surveys on the 3rd and 5th anniversary of the Year 0 Travel Survey;
 - Prepare Monitoring Reports within 1 month of the Year 3 and 5 surveys;

Aim Targets

3.10 The Travel Plan recognises that it is not possible to set accurate targets so far in the future (even when based on the actual Year 0 survey) and as such it should be acknowledged that the targets will change over time as results from on-going monitoring becomes available which will be discussed with the Council.

3.11 **Table 3.1** outlines the targets for a Full Travel Plan to be achieved within 5 years of the launch of the Travel Plan. The targets will be revised up (or down) if necessary following the receipt of the various Travel Surveys acknowledging that travel patterns change with time due to a number of factors including employee home origin and opportunities for sustainable travel. The initial target is to reduce the mode share of private car use by 10% during the course of the Plan with a 10% increase in sustainable modes.

Table 3.1 – Summary of Assumed Baseline Main Mode Share and Target			
Mode	Assumed Base Mode Share	Year 5 Target	% Change
Underground	9%	10%	+1%
Train	4%	5%	+1%
Bus	10%	10%	-
Motorcycle	1%	1%	-
Driving a car	66%	56%	-10%
Passenger in a car	3%	3%	-
Bicycle	1%	5%	+4%
On Foot	6%	10%	+4%

4 TRAVEL PLAN STRATEGY

Travel Plan Management

4.1 The Travel Plan Co-ordinator will be responsible for overseeing the management, development, implementation and review of the Travel Plan for their Unit. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan (including reviewing the Welcome Pack to ensure it is up-to-date).
- To undertake Travel Surveys in Years 0 (baseline), 1, 3 and 5 where applicable;
- To oversee the development and implementation of the Travel Plan;
- Promoting the objectives and benefits of the Travel Plan;
- Regular updating of this Travel Plan to ensure the travel information available is up to date;
- Liaison with the Council;
- Acting as the point of contact for information with employees.

Marketing Strategy

4.2 Each employee will be provided with a Welcome Pack upon commencement of employment which will include a summarised version of the Travel Plan along with information on public transport, the local walking and cycling network, and contact details for taxi operators.

4.3 Employees will, as a consequence, be made aware of the Travel Plan and of its branding, including the purpose and objectives of the Travel Plan, along with specific measures such as cycle parking. In conjunction with the Welcome Pack, marketing activity will be undertaken.

4.4 Visitors will be provided with information on how to travel to the Site using public transport when arranging a meeting. Additionally, travel information will be provided on the Tenant's website.

5 MEASURES TO ENCOURAGE SUSTAINABLE TRAVEL

- 5.1 This section outlines the specific physical and management measures to be undertaken as part of the Travel Plan. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, are the core of the Travel Plan. The measures are considered as being suitable for the Site. However, the list is not exhaustive and the Travel Plan Co-ordinator will be free to investigate other potential initiatives.

Measures for Employees

Welcome Packs

- 5.2 Welcome Packs will be distributed to all employees either digitally or in paper format. The packs will contain a summary of the information provided below that will be useful for employees to make decisions about how to travel in the most sustainable and active manner and will contain the following information:

- Public transport and cycle maps;
- Timetables for local public transport services;
- Details of walk routes and key destinations e.g. local amenities; and
- Details of the Travel Plan Co-ordinator and Travel Plan.

Encouraging Walking

- 5.3 Walking is free and one of the most sustainable methods of travel having a number of physical and psychological benefits. Furthermore, walking features in most people's journeys, including those who use public transport or those without access to a car.
- 5.4 Walking offers reliable journey times and has an important role to play for journeys made to the workplace, particularly for short journeys.

Encouraging Cycling

- 5.5 Cycle parking is provided on Site. The Travel Plan Co-ordinator will monitor the condition of the cycle parking to ensure that they are maintained to a suitable standard. The Tenant will be responsible for maintenance or repairs.
- 5.6 The Travel Plan Co-ordinator will promote cycling as a viable transport option by supporting those interested in cycling in terms of promoting good routes and maintaining and/or establishing the physical facilities required.
- 5.7 The Travel Plan Co-ordinator will undertake the following measures to encourage cycling:
- Promotion of the health benefits of cycling;
 - Publicise the availability of cycle parking; and
 - Promote events such as National Bike Week and Cycle Training.

Encouraging Public Transport

- 5.8 It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits. Nevertheless, public transport remains important and up-to-date details of bus and train services, including route information and service frequencies, will be made available to employees. Traveline and TfL websites and enquiry phone numbers will also be promoted through the Travel Packs and at the reception.
- 5.9 Employees will be advised of the best ways to seek out the most-up-to-date travel information for local and national public transport services, including the use of smart phone technology. Further details are available on the TfL website at <https://tfl.gov.uk/>.

Car Sharing

- 5.10 It is recognised that some employees will need to drive to work. However, it is not necessary that each employee who needs to drive travels alone each day, with car sharing a convenient way to reduce the number of vehicles on the road. The Travel Plan Co-ordinator will promote the benefits of car sharing for when employees may need to use a car.

Measures for Visitors

- 5.11 Up-to-date information for the most relevant public transport links to and from the Site will be provided on the website which will enable visitors to make an informed choice when travelling to / from the Site. Furthermore, staff will advise their visitors of opportunities to use public transport.

6 MONITORING AND REVIEW

- 6.1 The Travel Plan is part of a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant. This section sets out the proposals for monitoring and review of the Travel Plan.

Monitoring

- 6.2 The monitoring of the Travel Plan will take place through the five year life span of the plan. All monitoring will follow the most relevant up to date guidance and will be the responsibility of the Travel Plan Co-ordinator.
- 6.3 The monitoring process will start with the implementation of the Travel Plan with the Travel Plan Co-ordinator monitoring the condition of the cycle parking and changing facilities on a frequent basis along with liaising with staff on travel related subjects. Year 0 Baseline surveys will be undertaken within 3 months of the Unit opening for trading for Units implementing a Full Travel Plan.
- 6.4 Further Travel Surveys will be undertaken on the 1st, 3rd and 5th anniversary of the Year 0 Baseline survey for Units implementing a Full Travel Plan.
- 6.5 Where appropriate, the Travel Plan Co-ordinator will submit a Monitoring Report to the Council within 2 months of each Travel Survey. The Monitoring Report will include the results of the survey along with details of any new measures introduced and a general summary.
- 6.6 A copy of the draft Travel Survey Questionnaire is included at **Appendix B**.

Review

- 6.7 The review of the Travel Plan which will be carried out after each monitoring survey in consultation with Council Travel Plan officers will consider the following:
- The success of the measures since the previous review;
 - The need to amend or introduce new targets; and
 - The need to change or introduce new measures.

7 ACTION PLAN

7.1 **Table 7.1** sets out a draft Action Plan which will be revised if necessary following each Travel Plan Monitoring and Review.

Table 7.1 – Travel Plan Action Plan				
Action	Target	Funding	Measure	Responsibility
Provision of Cycle Parking	Prior to opening Site	Tenants	On completion of the development	Tenant
Appointment of TPC	Prior to opening Site	Tenants	TPC appointed	Occupier
Production of Travel Plan	Prior to opening Site	Tenants	Travel Plan	TPC / Occupier
Production of Welcome Pack	Prior to opening Site	Tenants	Completed Welcome Pack	TPC
Launch of Travel Plan	Within 1 months of the Site opening	Tenants	-	TPC / Occupier
Welcome Pack issued to staff	Prior to commencement of employment	Tenants	Staff received Welcome Pack	TPC
Baseline Travel Survey (Year 0)	Within 6 months of Site opening or 75% occupancy	Tenants	Receipt of survey results	TPC
Update Travel Plan	Within 1 month of receipt of survey	Tenants	Updated Travel Plan	TPC
Promote walking & cycling	Ongoing with focus on summer months	Tenants	NA	TPC

Appendix A

(TfL Bus Map)

Appendix B

(Travel Questionnaire)