Workplace Travel Plan

Warehouse near Heathrow

Prepared for Harvest Land Management by

Stuart Michael Associates Limited

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1.0 INTRODUCTION

Background

1.1 Stuart Michael Associates (SMA) has been appointed by Harvest Land Management Ltd (the 'Applicant') to prepare a Travel Plan (TP) in support of a Planning Application for the redevelopment of mixed-use storage and residential site into a warehouse development on land at Horton Road, West Drayton. The plan showing the proposed site layout is shown in **Appendix A**.

The Development

1.1 The development proposes the construction of a 4,086.7m^2 multi-level warehouse, 447m^2 office space, 717.5m^2 yard space, loading bays, and a basement car park on land approximately two miles north of Heathrow Airport.

1.2 The Applicant has not yet finalised staff rotas and shift patterns at this stage. Further details will be provided in due course.

1.3 Access to the site will be constructed from the private access road.

1.4 The site layout shows that a maximum of 45 car parking spaces and 38 cycle parking spaces would be provided, including 4 disabled parking bays.

The Travel Plan

1.5 The purpose of a 'Workplace Travel Plan' is to encourage sustainable travel to and from the Site in accordance with LBH's Supplementary Planning Document: Planning Obligations (2014). It is a requirement of granted planning approval that this Travel Plan be submitted to LBH for written approval before the site can be occupied.

1.6 The purpose of the Plan is to address how the tenant of the Site will take steps to encourage employees working within the site to travel by means other than the private car and reduce traffic flows within the site.

1.7 The Travel Plan will be implemented upon completion of the development and monitored for an initial 5 year period once the development is approved, in accordance with LBH's Travel Plan Guidance document, and is required to encourage and incentivise employees to take more sustainable choices, thereby reducing reliance upon private car trip.

Methodology

1.8 In preparation of this Travel Plan document, the following methodology has been adopted:

- Review of local walking and cycling infrastructure and access to public transport services;
- Review of National and Local Travel Plan policy; *and*
- Consideration of appropriate measures to ensure sustainable travel choices amongst members of staff.

1.9 The remainder of this document provides the background information to the Travel Plan, the strategy and measures to be delivered in order to achieve the main aims and objectives of the Travel Plan. **Section 4.0** provides details of the aims and objectives of the Travel Plan which are also provided below:

> "to reduce reliance on the private car by encouraging travel by sustainable travel modes where practicable."

1.10 The aims of the Travel Plan will be achieved through the delivery of a series of objectives:

- **Objective 1**: Reduce car travel by implementing travel measures and a Communication Strategy to influence travel behaviour;
- **Objective 2**: Promote a car sharing scheme for the workplace to combat single occupancy car journeys;
- **Objective 3**: Increase cycling by promotion of cycle facilities available on site and in the surrounding area, thereby encouraging sustainable journey practices;
- **Objective 4**: Increase travel by local bus services by promoting the bus routes, which operate from local bus stops and the potential time and cost savings to be achieved from travelling by bus; *and*
- **Objective 5**: Provide convenient and easy-to-use information regarding sustainable travel modes available in the vicinity of the site.

1.11 Through the delivery of the Travel Plan and the various measures proposed (**Section 5.0** refers), it is expected that this would help reduce the number of

car borne trips associated with the Site and provide a sustainable development that minimises its impacts on the surrounding road network.

2.0 PLANNING POLICY AND GUIDANCE

Policy Context

2.1 As a consequence of the increasing pressures on the transport network and a national focus on climate change the Government have identified the need for sustainable development. By definition Sustainable Development seeks to achieve, 'Development that meets the needs of the present without compromising the ability of future generations to meet their own needs' (ref: The Brundtland Commission, 1987).

2.2 The following National and Local Policy and Guidance documents have been referred to which are relevant to the development:

- National Planning Policy Framework (2021)
- The Effects of Smarter Choice Programmes in the sustainable Travel Towns: Research Report' (2010)
- The Essential Guide to Travel Planning (2008)
- Delivering Travel Plans Through the Planning Process (2009)
- Mayor's Transport Strategy (2018)
- London Borough of Hillingdon Local Plan Part One (Strategic Policies) and Part Two (Development Management Policies and Site Allocations and Designations)
- London Borough of Hillingdon Third Implementation Plan (LIP3) 2019-2041

National Planning Policy and Guidance

National Policy

2.3 The **National Planning Policy Framework (NPPF)** was revised on 20th July 2021. At the heart of the NPPF is a presumption in favour of sustainable development.

2.4 With regard to promoting sustainable transport, it is recognised that when assessing sites that may be allocated for development in plans; or specific applications for development, it should be ensured that:

- "appropriate opportunities to promote sustainable transport modes can be – or have been - taken up, given the type of development and its location;

- safe and suitable access to the site can be achieved for all users;
- the design of streets, parking areas, other transport elements and the content of associated standards reflect current national guidance, including the National Design Guide and the National Model Design Code 46; *and*
- any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost-effectively mitigated to an acceptable degree. (NPPF, paragraph 110).

2.5 Development should only be prevented or refused on highway grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe. (NPPF, paragraph 111).

2.6 Within this context, applications for development should:

- "give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;
- address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;
- allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations." (NPPF, paragraph 112).

2.7 The NPPF states that all developments which generate significant amounts of movement should be required to provide a Travel Plan (NPPF, paragraph 113).

2.8 '**The Effects of Smarter Choice Programmes in Sustainable Travel Towns: Research Report**' (2010), summarises the findings of the Government lead

SMARTER Choices research programme. It was found that the effective implementation of smarter travel measures can achieve greatest modals shift over short journeys of up to 5km. The programme found that an average 22% reduction may be achieved between 1.1km-3km and a 10% reduction is feasible for journeys between 3.1km-5km, equating to an average 15.33% for all journeys up to 5km.

2.9 **The Essential Guide to Travel Planning** (March 2008), provides guidance on developing and implementing travel plans by drawing together the tried and tested experience of those already in operation, offering a lively and informative overview of what you need to prepare a travel plan and get it up and running.

2.10 **Delivering Travel Plans Through the Planning Process** (April 2009), is travel plan guidelines, which are intended to set out good practice actions that can be taken to produce high quality, robust travel plans. It is considered that travel plans are critical to ensure that the use of sustainable modes is maximised, the finite capacity of the transport network is used effectively and the need for some costly highway infrastructure is avoided as far as is practical.

2.11 The purpose of **'A Guide on Travel Plans for Developers'** by the DfT is to help organisations involved in existing or new developments to understand the implications of the growing number of travel plans being introduced. The guide aims to demonstrate the benefits of making sustainable travel elements an integral part of their proposal.

Local Policy and Guidance

2.12 The **London Plan** (2021) sets out the approach and serves as a blueprint for guiding future development and sustainable, inclusive growth of London. The following policies are relevant to the development proposals.

2.13 **Policy T1**: development proposals should facilitate the delivery of the Mayor's strategic target of 80 per cent of all trips in London to be made by foot, cycle or public transport by 2041. And should ensure most effective use of land, reflecting its connectivity and accessibility by existing and future public transport, walking and cycling routes, and ensure that any impacts on London's transport networks and supporting infrastructure are mitigated.

2.14 **Policy T2**: development proposals should deliver land use that facilitate residents making shorter, regular trips by walking or cycling and promote and

demonstrate the application of the Mayor's Healthy Streets Approach. This includes reducing the dominance of vehicles on London's streets and maintain permeability by foot and cycle and connecting to local walking and cycling networks as well as public transport.

2.15 **Policy T4**: development proposals should reflect and be integrated with current and planned transport access, capacity and connectivity. The development proposals should ensure that impacts on the capacity of the transport network (including impacts on pedestrians and the cycle network), are assessed. The assessments should focus on embedding the Healthy Streets Approach within, and in the vicinity of, new developments.

2.16 **Policy T5**: development proposals should help remove barriers to cycling and create a healthy environment in which people choose to cycle.

2.17 **Policy T6 (including T6.2** & **T6.5**): Car parking should be restricted in line with levels of existing and future public transport accessibility and connectivity.

2.18 **Policy T7**: development proposals should include freight strategies. These should seek to mitigate the impact of the development proposals (a Deliveries and Services Plan has been produced to support this).

2.19 The London Borough of Hillingdon's latest **Local Plan Part One (Strategic Policies) and Part Two (Development Management Policies and Site Allocations and Designations (Adopted November 2012 and January 2020** respectively**)** contains the Travel Planning Strategy for the Borough. The transport vision for the Local Plan strategy up to 2026 is:

> *"To provide a sustainable transport system that addresses whole length journeys, reduces car dependency, supports the economy, encourages active travel and improves quality of life."*

2.20 In order to deliver this transport vision, LBH has developed strategic Core Policies that will be used. The Core Policies reflect the local priorities set out in the Mayor's Transport Strategy (MTS) and the overarching national transport priorities.

2.21 The Core Transport policies relevant to the proposed development are provided below:

2.22 **Policy T1: Accessible Local Destinations** of the Local Plan refers to promoting developments that encourage active travel. This states: "*The Council*

will steer development to the most appropriate locations in order to reduce their impact on the transport network. All development should encourage access by sustainable modes and include good cycling and walking provision. The Council will ensure access to local destinations which provide services and amenities. The Council will promote active travel through improvements to Hillingdon's public rights of way."

2.23 **Policy T2: Public Transport Interchanges** of the Local Plan refers to improving local public transport facilities in Yiewsley and throughout the wider Transport for London (TfL) network. This states: "*The Council will facilitate improved public transport interchanges at Uxbridge, Hayes, West Drayton, Heathrow Airport, West Ruislip and other locations as appropriate in the future. These interchanges will accommodate measures to encourage subsequent shorter journeys to be completed on foot or by cycle."*

2.24 The **Local Plan Part Two** supports the above policies, specifically by **Policy DMT 4: Public Transport.** This states:

2.25 **Policy DMT 4: Public Transport**: The Council will support and promote the enhancement of public transport facilities, including at key interchanges that address the needs of the Borough.

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

2.27 **Appendix C** of the Local Plan Part 2 describes the parking standards for various land uses. For the site, which proposes both B2-B8 land uses, the maximum required parking provision is as follows in **Table 2.1.:**

2.28 Relevant parking guidance is set out within Hillingdon's Local Plan Part 2 – Development Management Policies (January 2020). The maximum required parking provisions are set out in **Table 4.1** below.

Table 2.1. London Borough of Hillingdon's Parking Standards

Land Use	Floor Area	Car Parking Standard	Maximum Car Parking Required	Cycle Parking Standard	Cycle Parking Required
B2-B8 INDUSTRIAL	7282.2m^2 total warehouse operation	2 spaces + 1 space per 50-100sqm of floor space	73 spaces	1 space per 500sqm	15 spaces

2.29 As shown, a maximum of 73 spaces could be provided in line with Hillingdon's parking standards.

2.30 The London Plan Policy T6.2, Table 10.4, sets out car parking standards for the Outer London Opportunity Areas for Office developments of which is applicable to this development. The standards request a maximum of up to 1 space per 600 sq.m. gross internal area (GIA), this equates to 12 spaces. Due to the disparity in parking standards between Hillingdon Council and the London Plan it is proposed that a total of 45 spaces are provided.

2.31 The site is ideally located for access via public transport, walking or cycling. The site is in close proximity to a number of attractive footpaths and bridleways. Also, the nearest bus stop is located a short 145m distance from the site. The 350 bus serves this bus stop regularly, three times an hour. Based on the high accessibility of the site, it is considered that a majority of visitors to the site will either travel via public transport, on foot or by bike, meaning that less car parking is required. Further, supplying reduced car parking will deter site users from using their cars and encourage them to consider other, more sustainable options for travel.

2.32 London Borough of Hillingdon's parking standards dictate that at least 5% would require EV chargers, 10% would be for blue badge holders, and 5% for brown badge holders. The London Plan requires 5% of total parking should be disabled and a further 5% should be larger spaces. As Hillingdon Council's

standards are greater it is proposed that the parking provision for disabled spaces will be provided in line with these standards.

2.33 Where space in the parking area has been freed up by reduced car parking, more cycling parking can be provided. A total of 15 cycle parking spaces are required, however, the development proposes 38 cycle parking spaces. This increased cycle parking capacity is based on the premise that the site's location and accessibility will mean that there will be a high demand for travelling to/from the site via bicycle.

2.34 To maintain access by bicycle for cyclists of all abilities spacing of 1m is to be provided between the stands. This will be suitable for bicycles of all sizes.

2.35 Furthermore, as detailed in the accompanying Workplace Travel Plan, a range of measures will be implemented to encourage employees of the site to travel by sustainable travel modes. Consequently, this reduced capacity can be justified on the basis that a majority of site visitors will access the site via walking, cycling or public transport as opposed to a car.

2.36 Further transport guidance is provided in the **London Borough of Hillingdon Third Implementation Plan (LIP3) 2019-2041 (Adopted March 2019).**

2.37 The documents outlines in detail plans to increase the number of walking and cycling trips in the Borough.

2.38 Objective 8 of the LIP3 states that new developments will be closely linked to the local area through walking, cycling, and public transport. This can be achieved by making non-motorised road users the priority when designing streets, which will encourage active travel behaviours.

3.0 SITE ACCESSIBILITY AND EXISTING TRAVEL OPPORTUNITIES

3.1 Beaches Yard is located on land east of Yiewsley north of Horton Road (**Figure 1.1**). There are other large business premises surrounding the site.

3.2 Horton Road Lane is subject to a 30mph speed limit, as are the connecting roads to the east and west. Access to the site is via a private access from Horton Road.

3.3 Yiewsley is situated approximately 1.3km west of the site, which provides a variety of local facilities. Multiple retail, health and transport facilities are located there. West Drayton Railway Station is located approximately 1.3km north of the site (**Figure 3.1** refers).

Non-Motorised Users (NMUs) Accessibility

Access on Foot and by Cycle

3.4 The local area is supported by a good pedestrian and cycle network. This facilitates safe and convenient movement on foot and cycle between the site and the surrounding area. **Figure 3.3** shows the local Public Rights of Way network near the site.

3.5 A continuous footway is provided on the both sides of Horton Road to the south of the site. This provides connections to the town centre and the canal towpath, as well as surrounding industrial and residential areas. Circa 50m east of the Horton Road private road site access is Weston Walk, a cycle route that provides access to the Grand Union Canal Walk cycle route.

3.6 The site is also in close proximity to the London Outer Orbital Path, or 'LOOP' which passes the site's southern boundary. The London LOOP is nearly 150 miles long and circles the outer circumference of Greater London.

3.7 Further cycle routes are provided throughout Stockley Country Park to the east of the site, providing access to educational and recreational facilities to the north of the site.

3.8 East of the site, there is a shared foot and cycle way on the northern side of Horton Road, continuing to the Stockley Park roundabout.

3.9 Furthermore, the Grand Union Canal cycle route runs circa 460m south of the site, connecting Leicester to London along the canal's length.

3.10 The local area is supported by a good pedestrian and cycle network. This facilitates safe and convenient movement on foot and cycle between the site and the surrounding area.

3.11 West Drayton Railway Station is approximately 1.3km west from the site. The principal desire line for pedestrians to access the station is via Horton Road, High Street and Station Road. To access the town centre, pedestrians follow Horton Road and High Street. These routes have wide footways/footpaths with crossing points (signalised on High Street) and dropped kerbing.

Local Facilities

3.12 'Manual for Streets' (MfS) describes "walkable neighbourhoods" as those which are "typically characterised by having a range of facilities within 10 minutes' (around 800m) walking distance". **Table 3.1** summarises the IHT guidelines for Journeys on Foot (IHT, 2000).

Table 3.1: IHT Guidelines for Journeys on Foot

	Town Centres	Commuting / School / Sight Seeing	Elsewhere
Desirable	200	500	400
Acceptable	400	1000	800
Preferred Maximum	800	2000	1200

3.13 **Table 3.2** provides a summary of some of the local facilities and an estimated walking distance and cycling time from the centre of the site. Further details of this are provided in **Figure 3.1**.

Table 3.2: Local Facilities

Facility		Distance (metres)	Walk Time (minutes)	Cycle Time (minutes)
1	Horton Close Bus Stop	145	1m44s	0m26s
2	West Drayton Train Station	1300	15m29s	3m56s
3	Iceland Food	1300	15m29s	3m56s
4	Aldi	1480	17m37s	4m29s
5	Tesco	1730	20m36s	5m14s
6	Yiewsley Recreation Ground	1490	17m44s	4m31s

3.14 There are a number of shops within a reasonable distance to the site including Tesco (1730m) and Aldi (1480m) which would be accessible for employees prior or after work either by foot or by bicycle.

PTAL Score

3.15 PTAL (Public Transport Access Level) is a measure of connectivity to the public transport network. For any given point in London, PTALs combine walk time to the network (stations, bus stops) with service wait time at these stops to give an overall accessibility index. There are six accessibility levels (1=poor, 6=excellent).

3.16 The PTAL is based on a range of factors relating to public transport accessibility. It considers how close a location is to bus stops and train stations and the frequency and number of services from these public transport access points.

3.17 The site's location scores a PTAL of 2 using TfL's methodology and calculation parameters. **Appendix B** contains the PTAL report.

Accessibility by Public Transport Services

Bus Services

3.18 A public bus service is available from within excellent walking distance of the development. The nearest bus service is located close to the site on Horton Road, at Horton Close Bus Stop (145m) which makes travel by bus an extremely convenient and easy option. The 350 bus service which serves this bus stop is summarised in **Table 3.3. Figure 3.4** summarises the public transport links accessible from the site.

Table 3.3: Existing Bus Services from Horton Road

			Weekday		Saturday		Sunday	
Service No.	**Route**	**Operator**	**Operating Hours**	**Typical Frequency**	**Operating Hours**	**Typical Frequency**	**Operating Hours**	**Typical Frequency**
350	Hayes- Heathrow Terminal 5	TfL	03:35-00:27	3 per hour	03:25-00:26	3/hr	No service	3/hr
350	Heathrow Terminal 5-Hayes	TfL	00:00-00:02	3 per hour	00:00-00:02	3/hr	00:00-00:03	3/hr

3.19 However, a number of additional bus services operate from West Drayton Railway Station and are summarised in **Table 3.4** below.

			Weekday		Saturday		Sunday	
Service No.	**Route**	**Operator**	**Operating Hours**	**Typical Frequency**	**Operating Hours**	**Typical Frequency**	**Operating Hours**	**Typical Frequency**
222	Uxbridge Bus Station-Hounslow Bus Station	Metroline	00:04-00:31	2 per hour	00:04-00:33	2/hr	00:03-00:30	2/hr
222	Hounslow Bus Station-Uxbridge Bus Station	Metroline	00:00-00:26	2 per hour	00:00-00:28	2/hr	00:00-00:25	2/hr
698	West Drayton Station-Ickenham Station	London Sovereign	07:22-08:32	1 per hour	N/A	N/A	N/A	N/A
698	Ickenham Station-West Drayton Station	London Sovereign	14:55-16:00	1 per hour	N/A	N/A	N/A	N/A
U3	Uxbridge Station-Heathrow Central Bus Station	Metroline	04:20-00:31	3 per hour	04:20-00:31	3/hr	04:20-00:31	3/hr
U3	Heathrow Central Bus Station-Uxbridge Station	Metroline	00:00-00:21	3 per hour	00:00-00:21	3/hr	00:00-00:21	3/hr
U5	Uxbridge-Hayes	Abellio London	00:00-00:18	5 per hour	00:00-00:19	4/hr	00:00-00:19	3/hr
U5	Hayes-Uxbridge	Abellio London	00:10-00:30	5 per hour	00:10-00:28	4/hr	00:10-00:28	3/hr

3.20 As **Table 3.4** shows, there are a range of bus services operating from West Drayton Railway Station that provide access to locations such as Heathrow Airport and Hayes.

Rail Services

3.21 West Drayton Railway Station is located approximately 1.3km west of the site. The station is managed by TfL. The recent improvements for the Elizabeth Line allow for quicker journeys to/ from Reading and Central London.

3.22 The station is served by trains operating into London Paddington, Reading and Maidenhead. Rail services run frequently with trains departing approximately every 15 minutes to London Waterloo and Reading as shown in **Table 3.5**.

Table 3.5: Rail Services from West Drayton Railway Station

Destination	Journey Time	Frequency
London Paddington	23 mins	4 per hour
Reading	37 mins	4 per hour
Didcot Parkway	61 mins	1 per hour

Local Road Network

3.23 Horton Road is a local distributor road that runs broadly on an east-west axis and provides direct access to adjacent commercial and residential land uses. Horton Road provides access to West Drayton High Street and mainline rail station (to the west) and the A408 Stockley Road (to the east).

3.24 Stockley Road provides access to Junction 4 of the M4 Motorway, facilitating access to the A4 to the south. Heathrow Airport is a major destination accessible via this route from the site.

3.25 The A4 connects London to Bristol in the south west of England, passing through major towns such as Reading and Maidenhead along its duration.

4.0 STAFF TRAVEL PATTERNS

4.1 Staff travel patterns have not yet been established. Further details will be provided once the site is occupied.

4.2 Surveys will be undertaken to provide a baseline of the staff's travel behaviours and choices when accessing the site as their place of work. These will take place 6 months after site occupation.

4.3 The survey will record the following staff information:

- Background Information – Postcode, Arrival/Departure Time, Job Role.
- Journey Information – Length and Time of Commute, Main method of travel used.
- Constraints for Travel Choice – e.g. Travel for work, Making multiple trips, Working from home.

4.4 A draft Staff Travel Questionnaire Summary Report has been prepared, which is enclosed within **Appendix C**.

5.0 AIMS, OBJECTIVES AND TARGETS

5.1 This Travel Plan has been developed to encourage sustainable travel choices and reduce the overall traffic impact associated with the site. To guide the Travel Plan, a number of key aims have been identified which will be achieved through delivering a series of objectives. Targets are then used to measure the progress of the Travel Plan towards influencing travel behaviour.

Aims and Objectives

5.2 The main aim of the Travel Plan is to:

> 'Reduce reliance on the private car by encouraging travel by sustainable travel modes where practicable to facilitate the delivery of the Mayor's strategic target of 80 per cent of all trips in London to be made by foot, cycle or public transport by 2041.'

5.3 The aims of the Travel Plan will be achieved through the delivery of a number of objectives:

- **Objective 1** Reduce car travel by implementing travel measures and a communication strategy to influence travel behaviour;
- **Objective 2** Promote a car sharing scheme for the workplace to combat single occupancy car journeys;
- **Objective 3** Increase cycling by promotion of cycle facilities available on site and in the surrounding area, thereby encouraging sustainable journey practices;
- **Objective 4** Increase travel by local bus services by promoting the bus routes which operate from Horton Road and West Drayton Railway Station and the potential time and cost savings to be achieved from travelling by bus;
- **Objective 5** Provide convenient and easy-to-use information regarding sustainable travel modes available in the vicinity of the site.

Targets

5.4 To accord with national and LBH guidance, Specific, Measurable, Achievable, Realistic and Time-Bound (SMART) modal shift targets are set. These are essential to give direction to the Travel Plan and help to measure its outcomes.

5.5 The targets, together with the range of measures proposed (**Section 6.0** refers), support the aims and objectives of the Travel Plan. Should the targets be achieved, a reduction will be seen in the proportion of trips being made by private car. Other, more sustainable modes (walking, cycling, public transport use and car share) will increase as a result.

5.6 The targets will be subject to regular monitoring and review (**Section 7.0** refers) as part of the Travel Plan auditing process. A Journey to Work travel survey has been issued as well as a journey to work baseline travel survey using local 2011 Census data. Origin-Destination data – Location of Usual Residence and Place of Work by Method of Travel to Work.

5.7 The local 2011 Census data has provided an interim baseline, from which interim targets have been set. These targets will be finalised following completion of a site-specific baseline survey and consultation with LBH.

Action Targets

5.8 Action Targets are identified to aid the implementation and ongoing management of the Travel Plan. As a result they do not constitute SMART targets.

- **Action Target 1:** Appoint a Travel Plan Coordinator prior to occupation of the development;
- **Action Target 2:** Implement appropriate travel measures before occupation and continue for the duration of the review period of the Travel Plan;
- **Action Target 3:** Implement a communication strategy to disseminate information to site occupants; *and*
- **Action Target 4:** Regularly monitor the travel measures throughout the duration of the Travel Plan, as required by LBH.

5.9 The SMART targets provide quantifiable multi-modal targets for trips generated by the development (private car, pedestrians, cyclists and public transport users). They are based on a targeted reduction in vehicular trip generation. As

a consequence of such a modal shift, the Travel Plan aims to increase travel by more sustainable travel modes.

5.10 The SMART targets included herein are interim targets, based upon the local census data. It is proposed that these will be reviewed and finalised following completion of the baseline travel survey.

5.11 In accordance with best practice reference has been made to the local census data for Method of Travel to Work (MoTW) for those travelling to the site locally. This data is attached as **Appendix D.**

5.12 The latest census data available (2011) provides Origin-Destination (OD) data for usual place of residence to workplace by method of travel to work. The site is located within the data zone 'Hillingdon 025A, which covers the proposal site. In view of the ward's location in close proximity to London and the South East, analysis has focussed on workplace trips from across the both regions. **Table 5.1** summarises the workplace trip origin data for those commuting to the local ward.

Table 5.1: Origin Destination – Usual Place of Residence and Place of work (Hillingdon 025A) by Method of Travel (2011).

place of work : 2011 census merged local authority district	E01002548 : Hillingdon 025A	
Barnet	4	1%
Brent	9	2%
Camden	4	1%
Chiltern	5	1%
Ealing	33	6%
Enfield	3	1%
Hammersmith and Fulham	7	1%
Harrow	9	2%
Hillingdon	307	59%
Hounslow	45	9%
Kensington and Chelsea	8	2%
Richmond upon Thames	6	1%
Runnymede	6	1%
Slough	22	4%
South Bucks	22	4%
Tower Hamlets	4	1%
Waverley	5	1%
Westminster,City of London	18	3%
Windsor and Maidenhead	3	1%

5.13 As would be anticipated, the Borough of Hillingdon proves to be the most common place of residence, representing 59% of journey origins. The second most common place of residence was Hounslow representing 9% of all trips. The remainder of all trips were from various areas within London and the South East.

5.14 The Method of Travel to Work for the identified journeys origins has been reviewed and is summarised in **Table 5.2**. The data has been analysed for all journey origins across London and south east, and the more localised trips from within the Borough of Hillingdon.

Table 5.2: Method of Travel to Work from Place of Residence (South East, London, Hillingdon 025A) to Hillingdon 025A.

Mode/Origin	London	Hillingdon 025A
Underground/light rail	24%	6%
Train	14%	6%
Bus, minibus or coach	15%	14%
Taxi	1%	0%
Motorcycle/Scooter	1%	2%
Single Occupancy Vehicle	30%	57%
Car Sharing	2%	4%
Bicycle	4%	2%
On foot	9%	9%

5.15 In Hillingdon 025A, trips by car are the most common method of travel to work with 57% of trips undertaken by car. Despite this 14% of trips in Hillingdon are made by bus, indicating that local bus services are both accessible and affordable. However, in London only 30% of trips are by car, with 24% made by underground. In line with Policy T1 of the London Plan the development proposals should facilitate the delivery of the Mayor's strategic target of 80 per cent of all trips in London to be made by foot, cycle or public transport by 2041.

5.16 Travel by train or bus is the preferred method of travel after the car representing 14% of trips from the Hillingdon 025A. This indicates that the local rail services are accessible and affordable. Walking closely follows rail travel at 9%, which indicates the local environment provides amenable routes.

5.17 Government-led research has found that modal shift varies according to journey distance with greater reductions achieved over distances of up to 1-2km and up to 5km as part of the Sustainable Towns Programme*. This reinforces the suitability of the recommended upper limits for walking and cycling of 2km and 5km respectively.

5.18 The site is situated in a largely industrial and urban area, with local walking and cycling routes. As Paragraph 5.13 summarises the majority of trips to the site are likely to be from within the Borough of Hillingdon. Taking into consideration the fact that the existing modal share already represents a relatively sustainable scenario, it is considered that aiming for 20% of trips to be made by private car is an aspirational but achievable target.

* The Effects of Smarter Choices Programmes in the Sustainable Travel Towns: Research Report 2010

5.19 Based on the Census data and the site's access to a railway station, these initial targets would be achieved by focussing on encouraging and increasing trips on foot, cycling, local bus services and by train, as presented in **Table 5.3**.

Table 5.3: SMART Targets

Mode/Origin	Hillingdon 025A	Targeted Modal Share		
		Year 1	Year 3	Year 5
Underground/light rail	6%	7%	8%	9%
Train	6%	7%	8%	9%
Bus, minibus or coach	14%	17%	19%	21%
Taxi	0%	0%	0%	0%
Motorcycle/Scooter	2%	2%	2%	2%
Single Occupancy Vehicle	57%	45%	33%	20%
Car Sharing Target	4%	6%	8%	10%
Bicycle	2%	5%	8%	13%
On foot	9%	11%	14%	16%

- **Target 1:** to reduce car trips to 20%;
- **Target 2:** to increase walking and cycling trips to achieve a modal share of 16% and 13% respectively;
- **Target 3:** to increase trips by local bus services to achieve a modal share of 21%;
- **Target 4:** to increase trips by train to achieve a modal share of 9%;
- **Target 5:** where travel by alternative means to the private car is unpractical to encourage car sharing to achieve a modal share of 10%.

5.20 When reviewing the success of the Travel Plan towards meeting the targeted modal shares, it is important that the SMART targets are considered as a whole. The principal aim is to reduce the use of the private car for accessing the Site as a consequence of modal shift. Therefore, if a higher percentage of walking is achieved against a lower percentage of bus travel, this should not be seen as a failure of the Travel Plan as long as the aim, to reduce overall use of single occupancy private car journeys and promote the use of sustainable travel modes, is being met.

6.0 TRAVEL PLAN MEASURES

6.1 In order to achieve the Travel Plan targets a number of initiatives/measures will be implemented by the Travel Plan Coordinator (TPC) over the life of the Plan. These will seek to influence site users travel behaviour by encouraging sustainable travel options.

6.2 The measures will be funded by the tenant over a period of five years. After this time it is anticipated that the sustainable travel choices and travel patterns will be inherent.

6.3 **Section 3.0** has provided an accessibility assessment of the site. Appropriate measures have been selected based on this information, which are considered suitable to the site, for encouraging sustainable travel choices.

6.4 The Travel Plan Measures are summarised against the identified Action and Modal Shift targets in **Table 6.1.** The targets identified within **Table 6.1** would be met through the delivery of the measures included in the remainder of this section.

Table 6.1: Travel Plan Targets and Measures Action Plan

Target		Measure	Person Responsible	Timescale
Action Target 1:	Appoint a Travel Plan Coordinator (TPC) prior to occupation of the development	N/A	Client	Prior to Occupation
Action Target 1:	Implement appropriate travel measures before occupation and continue for the duration of the review period of the Travel Plan.	All	Travel Plan Coordinator	In time for occupation
Action Target 1:	Implement a communication strategy to disseminate information to site occupants;	Travel Packs	Travel Plan Coordinator	In time for occupation
Action Target 1:	Regularly monitor the travel measures throughout the duration of the Travel Plan, as required by LBH.	Questionnaire and multi-modal surveys	Travel Plan Coordinator/ LBH	Within 6 months of occupation and biennially thereafter (Year 3 & Year 5)
Target 1	to reduce car trips to achieve a modal share of 20%	Promotion of personal benefits (financial and health) of sustainable travel options.	Travel Plan Coordinator	5 years after 1st occupation
Target 2:	to increase walking and cycling trips to achieve a modal share of 16% and 13% respectively	Provision of relevant maps, promotion of health and financial benefits.	Travel Plan Coordinator	5 years after 1st occupation

Target 3:	increase trips by local bus services to achieve a modal share of 21%	Provision of route maps, timetables and fare information.	Travel Plan Coordinator	5 years after 1st occupation
Target 4:	increase trips by train to achieve a modal share of 9%	Provision of timetables and fare information.	Travel Plan Coordinator	5 years after 1st occupation
Target 5:	encourage car sharing to achieve a modal share of 10%	Advice regarding car share databases and cost benefits to be achieved.	Travel Plan Coordinator	5 years after 1st occupation

Walking and Cycling Measures

- Provision of route maps for the local area.
- Benefits of active travel.
- Involvement in the cycle to work scheme.
- Secure cycle parking and maintenance area.
- Showers/ changing rooms for employees.
- Cycle training.

6.5 Site Layout: The internal layout of the development incorporates safe pedestrian routes with new footways at the site entrance connecting to the local road network.

6.6 Route maps: To assist site users with planning trips by bicycle and on foot, the TPC will provide residents with route maps of the local area. Where possible it would be beneficial to indicate distances and times from local towns and residential areas, so that site users are aware of the most direct routes available to them.

6.7 Personal Benefits: The TPC will promote the health benefits to be achieved from walking and cycling to work as well as the cost savings to be achieved. Walking and cycling can improve overall health contributing to a fitter and healthier lifestyle with proven statistics of reducing the risk of heart disease. Costs savings can also be achieved from reduced fuel consumption and car running costs.

6.8 Cycle Training: Site Users will be advised about the opportunity to receive cycle training through Transport for London. Through improving cycle skills this might encourage site users to cycle to work.

6.9 Tax Saving Schemes: The TPC will provide information to each site occupant regarding the government's '**Cycle to Work**' scheme, a tax free purchase

option. The TPC will provide information to the respective companies on-site for consideration to offer to employees.

Public Transport Measures

6.10 Travelling by bus has many benefits both personally and to the environment, these include;

- Reduced stress levels related to driving,
- Removes the need to find a car parking space at destination;
- Season tickets offer unlimited travel on services and can prove to be cheaper than filling up and maintaining a car.

6.11 Fare Information: The TPC will inform site users of the ticket options available when travelling on local bus services. Typical rail fares to key destinations will be provided along with any available concessionary fares and/or savings to be made.

6.12 Route maps: To enable easy access to route information site users will be provided with route maps of local bus services operating from the nearby bus stops.

6.13 Timetables: To assist with journey planning, relevant timetables for local bus and rail services will be distributed to site users. Information would also be put on staff notice boards / company intranet sites.

Green Vehicle Initiatives

6.14 Electric Charging Points: The development will provide electric charging points. This will provide a reliable source of power and help to encourage the use of electric vehicles.

6.15 Reducing Business Travel: The TPC will promote the benefits of work practices that reduce the need of site users to travel. Measures such as the use of tele and video conferencing and flexible work practices. These measures can reduce the amount of business miles travelled providing a cost saving for the business while promoting a sustainable environment.

6.16 Car Share: The Travel Plan acknowledges that it is not always possible to adopt an alternative mode to the car. In these circumstances the objective is to raise awareness of the benefits that arise from reducing single occupancy car journeys both personally and environmentally.

6.17 Car sharing offers the opportunity to share a journey by car with other persons travelling on similar routes reducing the costs of travel and the effects on the environment. The TPC will promote use of a company car share club.

6.18 The TPC will promote the benefits of car sharing to site users, which include:

- Reduced costs of running a car
- Reduced levels of stress associated with driving
- Priority parking at work places
- Contribution towards reducing congestion
- Reduces CO2 emissions, creating a cleaner environment.
- Guaranteed lift home scheme

Communication Strategy

6.19 In order to impart the information of the Travel Plan a communication strategy will be implemented by the TPC. This will raise awareness of the alternative travel options available to site users over the life time of the Travel Plan.

6.20 Much of the information to be distributed has been discussed under the previous paragraphs; route maps for all modes, bus and rail timetables and fare information, car share promotion and the benefits of sustainable travel.

Travel Information Pack

6.21 Each employee on-site will receive a Travel Information Pack ('Pack'). This Pack will provide a brief introduction to the Travel Plan, including the aims and objectives for the 5 year period. Information will be provided on routes to key local facilities. The Pack will include (but not be limited to):

- Walking and cycling route maps of the local area and where possible journey times and distances will be indicated;
- Contact details for accessing cycle training;
- Promotion of the benefits of active travel;
- Bus and rail route maps and associated timetables; *and*
- Promotion of the County and National car share databases and the associated benefits of participation in car sharing.

6.22 The Packs will be distributed to the tenant on-site for distribution to employees within the organisation.

TRAVEL PLAN MANAGEMENT STRATEGY

6.23 The Travel Plan requires a management strategy to ensure that the implementation and ongoing management is undertaken in accordance with the Action Plan (**Section 6.0**).

6.24 A TPC will oversee the strategy for the development. The TPC role will be filled by an employee on-site. They will provide all relevant marketing materials and information to the tenant on-site. It will be the responsibility of the organisation to ensure that the information is disseminated amongst employees accordingly.

6.25 The TPC will provide guidance to the organisation with regard to the role of the Travel Plan, the implementation of measures and the questionnaire surveys during the scheduled monitoring periods.

6.26 The Travel Plan is to be monitored biennially, following which, a monitoring report will be prepared and submitted to LBH. The TPC will therefore liaise with LBH at least biennially with regards to the progress of the Travel Plan.

6.27 Should the occupying organisation on site change, the Site Management Company will ensure that each new Organisation is aware of the Travel Plan prior to occupation. The TPC will subsequently be provided with the relevant contact details to distribute relevant travel measures and survey documentation.

7.0 TRAVEL PLAN MONITORING

7.1 In order to measure the success of the Travel Plan a monitoring strategy is required. TfL has set out guidelines for monitoring developments within its Travel Plan guidance documents.

7.2 The site will be monitored biennially for an initial period of 5 years after occupation. Should the Travel Plan meet the identified targets within this timeframe, no further monitoring is required.

7.3 Staff Travel Surveys will be undertaken in the future.

Methodology

7.4 Monitoring is to be undertaken by way of a staff questionnaire survey.

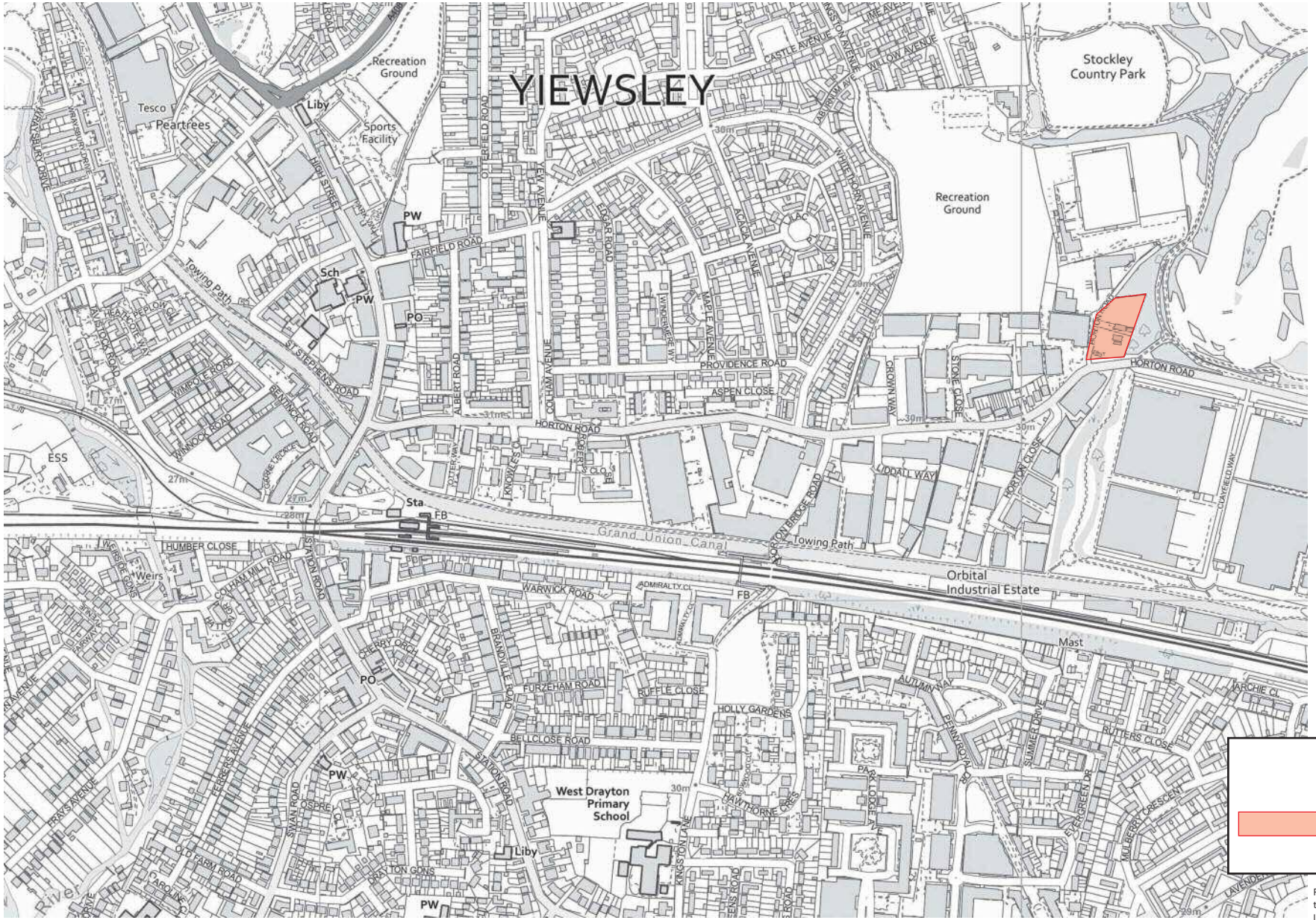
7.5 The TPC will provide the same questionnaires on each monitoring year, for employees to complete. These will be returned to the TPC for review.

Monitoring Report

7.6 On receipt of the survey data the TPC will prepare a monitoring report which is submitted to LBH. The purpose of the monitoring report is to provide a standard document, which LBH can compare previous year's data against. LBH provides a template for the report to ensure consistency across the County.

7.7 The monitoring report also provides the opportunity for the TPC to review the measures that have been implemented and those to be implemented going forward. The survey data will identify any measures which are proving more, or less effective and how best to redirect resource.

FIGURES



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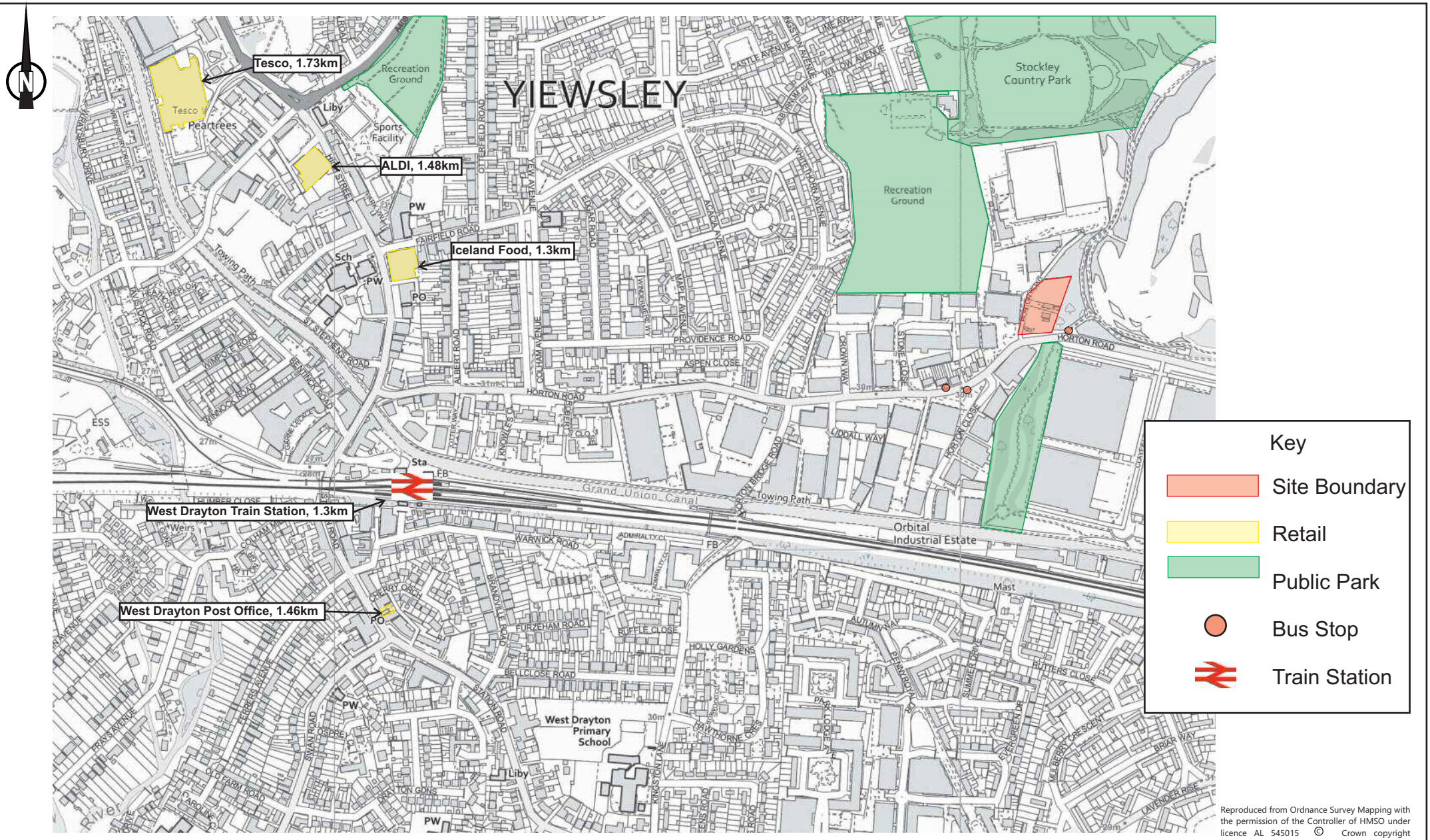
JOB TITLE
Warehouse at Horton Road, West Drayton

DRAWING TITLE
Site Location Plan

FIGURE NO.
FIGURE 1.1



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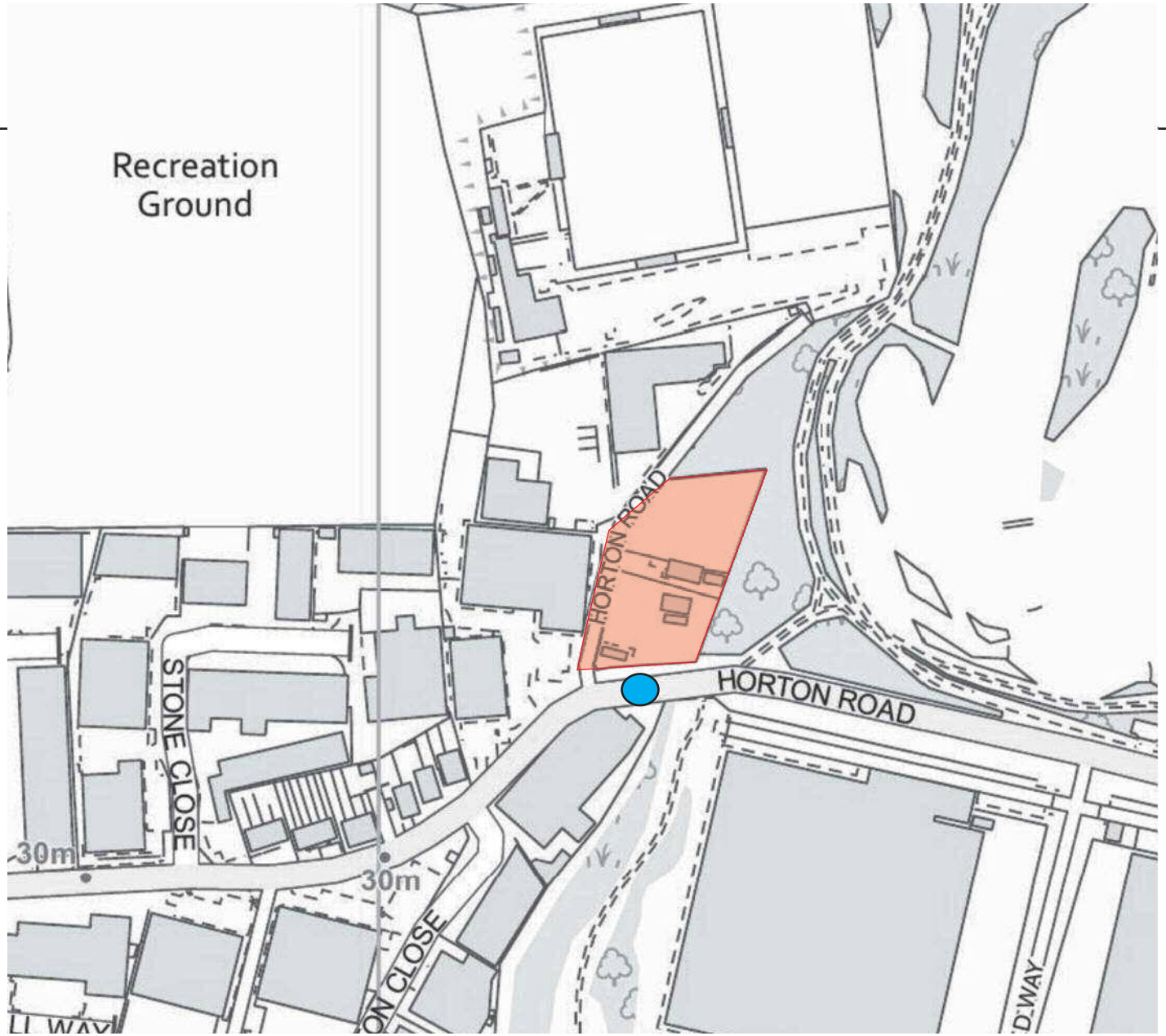
JOB TITLE
Warehouse at Horton Road, West Drayton

DRAWING TITLE
Local Facilities Plan

FIGURE NO.
FIGURE 3.1



Key

Site Boundary

Accident Location

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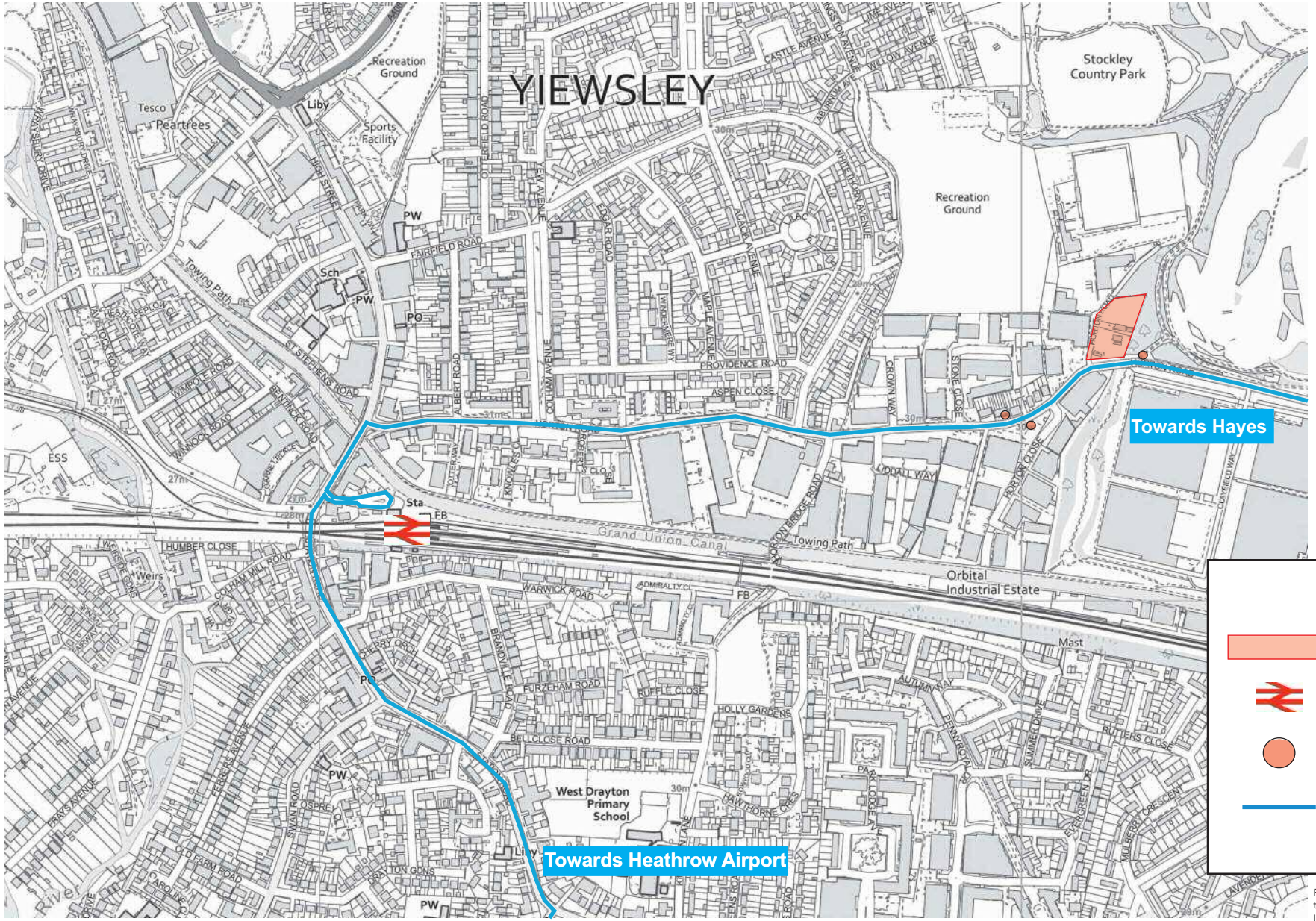
JOB TITLE
Warehouse at Horton Road, West Drayton

DRAWING TITLE
Personal Injury Accident Data Plan

FIGURE NO.
FIGURE 3.2



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JOB TITLE
Warehouse at Horton Road, West Drayton

DRAWING TITLE
Public Transport Plan

FIGURE NO.
FIGURE 3.4

APPENDICIES

APPENDIX A

Nick Willson Architects

G2 Hoxton Works
128 Hoxton Street
London N1 6SH
+44 (0)20 7012 1674
www.nickwillsonarchitects. com

Notes:

All dimensions to be confirmed by contractor on site.
Do not scale from drawings.

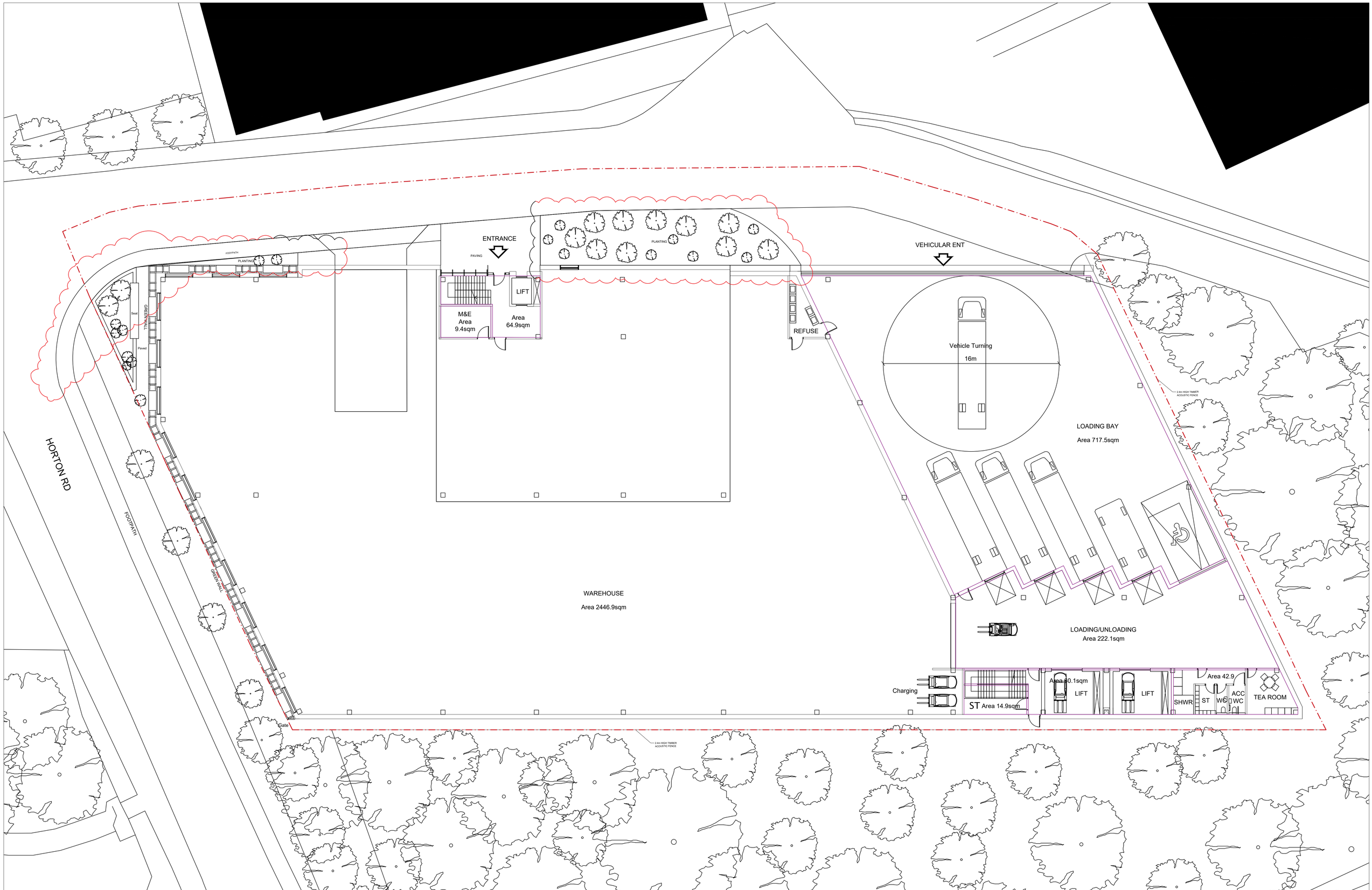
Scale 1:500

0 10 50 100m

N

Rev	Date	Description	By
03	23/03/10	site boundary	NW
02	23/01/24	site boundary/entrance	

Project	Project description	Scale	Job No
Beaches Yard	Warehouse	1:50@A1 1:500@A3	0203
Title	**Stage**	**Drawing No**	**Rev**
Site Layout Plan	Planning	003	03



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www.nickwillsonarchitects. com

Notes:

All dimensions to be confirmed by contractor on site.
Do not scale from drawings.

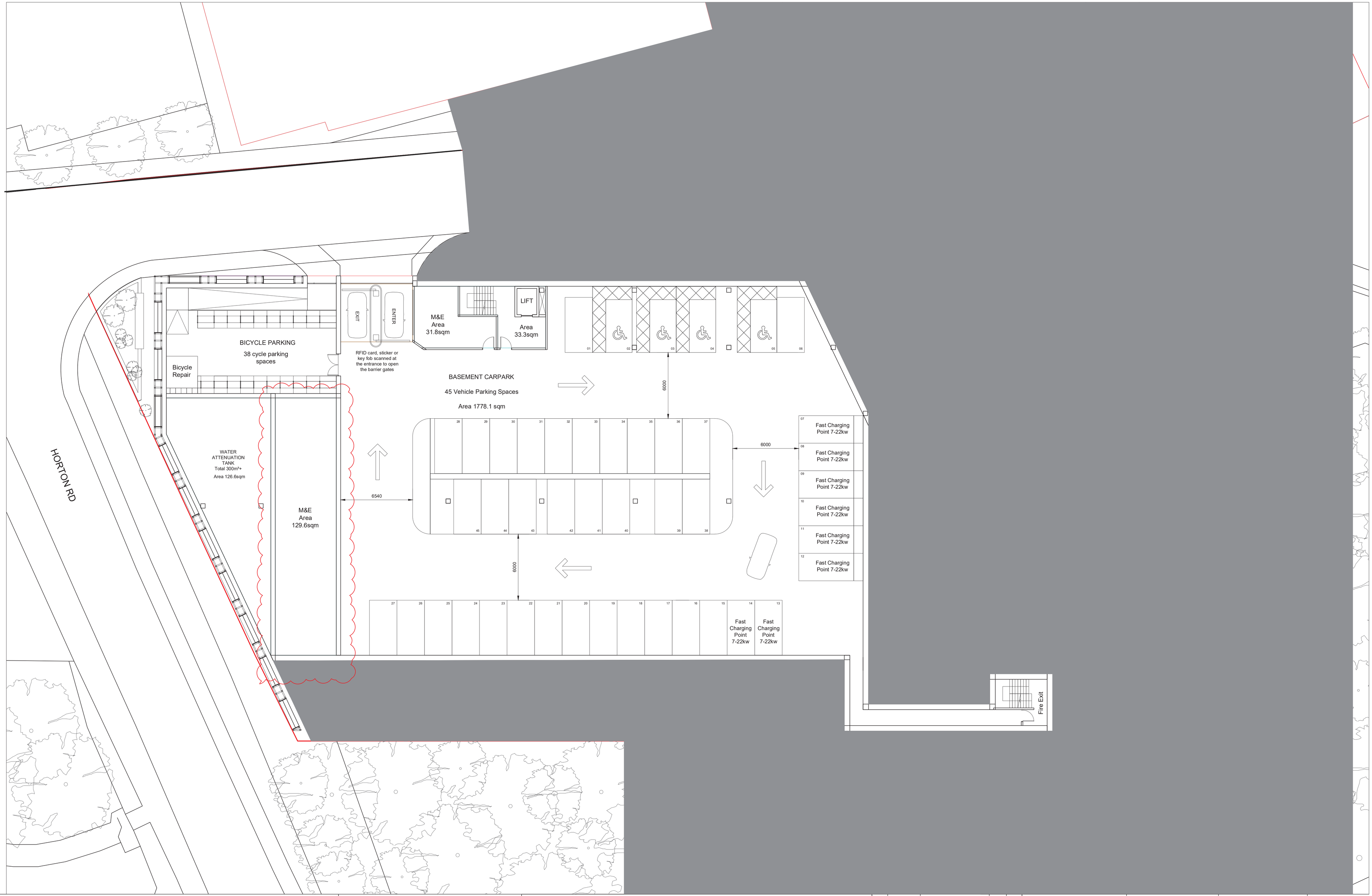
Scale 1:50

0 10 20 40m

N

Rev	Date	Description	By
05	23/03/10	Redline boundary	NW
04	23/02/22	Footpath & vegetation	
03	23/02/21	Footpath	
02	22/12/21	Ramp to cycle parking	

Project	Project description	Scale	Job No
Beaches Yard	Warehouse	1:50@A1 1:150@A3	0203
Title	**Stage**	**Drawing No**	**Rev**
Ground Floor Plan	Planning	004	05



Nick Willson Architects

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Notes:

Scaling for planning purposes only

Scale:

0 10 20m

N

Rev	Date	Description	By	NW
04	23/02/22	Basement layout		
03	23/01/19	Basement layout		
02	22/12/21	cycle parking		
01	22/07/27	Parking layout		

Project: Beaches Yard	Project description: Warehouse	Stage: Planning	Job N: 0203
Title: BASEMENT CARPARK	Scale: 1:150@A1	Drawing No: 008	Rev: 04

APPENDIX B

TRANSPORT FOR LONDON

PTAL output for 2021 (Forecast)
2

Horton Close, West Drayton UB7 8HX, UK
Easting: 507160, Northing: 180342

Grid Cell: 79586

Report generated: 26/08/2022

Map key - PTAL

0 (Worst)	1a
1b	2
3	4
5	6a
6b (Best)	

Map layers

PTAL (cell size: 100m)

Calculation Parameters

Day of Week	M-F
Time Period	AM Peak
Walk Speed	4.8 kph
Bus Node Max. Walk Access Time (mins)	8
Bus Reliability Factor	2.0
LU Station Max. Walk Access Time (mins)	12
LU Reliability Factor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail Reliability Factor	0.75

Calculation data

Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	STOCKLEY PARK WEST	U5	428.25	5.18	5.35	7.8	13.15	2.28	0.5	1.14
Bus	STOCKLEY PARK WEST	A10	428.25	4.14	5.35	9.25	14.6	2.05	0.5	1.03
Bus	HORTON ROAD HORTON CLOSE	350	41.36	5.18	0.52	7.8	8.31	3.61	1	3.61
									Total Grid Cell AI:	**5.78**

APPENDIX C

QS701EW - Method of travel to work

Contents

Metadata

This dataset provides 2011 estimates that classify usual residents aged 16 to 74 in England and Wales by their method of travel to work. The estimates are as at census day, 27 March 2011.

Travel to work estimates from the 2001 Census, for example in UV39, are not compatible with this estimates in this dataset because of the differences in the way that people who indicated that they work from home but also have a method of travel to work have been handled. Estimates that are compatible with 2001 are available in dataset CT0015.

Information on travel to work informs both national and local transport services and policies. It

Statistical Disclosure Control

In order to protect against disclosure of personal information from the 2011 Census, there has been swapping of records in the Census database between different geographic areas, and so some counts will be affected. In the main, the greatest effects will be at the lowest geographies, since the record swapping is targeted towards those households with unusual characteristics in small areas.

Rural Urban

This classification can only be used with the following geographies:

* Country
* Region
* Local Authority: District / Unitary
* Local Authority: County / Unitary This classification allows summary outputs to be produced by rural-urban type at local authority, region and country level (it will not work with other geography types).

The outputs are based on a rural-urban classification of output areas. The 2011 classification is a revised version of the one created after the 2001 Census with additional detail in the urban domain.

Output areas are treated as _urban_ if they were allocated to a 2011 built-up area with a population of 10,000 or more people. The urban domain is sub-divided into three broad morphological types based on the predominant settlement component. As with the previous version of the classification, the remaining _rural_ output areas are grouped into three broad morphological types based on the predominant settlement component.

The classification also categorises output areas based on context - i.e. whether the wider

Method of Travel to Work

The method of travel used for the longest part, by distance, of the usual journey to work. This topic is only applicable to people who were in employment in the week before the census.

QS701EW - Method of travel to work

Source ONS Crown Copyright Reserved [from Nomis on 5 August 2022]
Population All usual residents aged 16 to 74
Units Persons

date	2011					
geography	London					
measures	value					
Rural Urban	Total	Urban (total)	Urban major conurbation	Urban minor conurbation	Urban city and town	Urban city and town in a sparse setting
Method of Travel to Work						
All categories: Method of travel to work	6,117,482	6,105,757	6,088,130	0	17,627	0
Work mainly at or from home	202,679	202,088	201,158	0	930	0
Underground, metro, light rail, tram	902,263	901,843	901,397	0	446	0
Train	532,720	532,097	530,756	0	1,341	0
Bus, minibus or coach	561,605	561,175	560,076	0	1,099	0
Taxi	20,314	20,280	20,231	0	49	0
Motorcycle, scooter or moped	45,976	45,890	45,746	0	144	0
Driving a car or van	1,120,826	1,116,293	1,109,599	0	6,694	0
Passenger in a car or van	69,659	69,397	69,075	0	322	0
Bicycle	161,705	161,586	161,462	0	124	0
On foot	352,612	351,998	351,405	0	593	0
Other method of travel to work	28,538	28,485	28,400	0	85	0
Not in employment	2,118,585	2,114,625	2,108,825	0	5,800	0

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particularly sn

Rural (total)	Rural town and fringe	Rural town and fringe in a sparse setting	Rural village	Rural village in a sparse setting	Rural hamlet and isolated dwellings	Rural hamlet and isolated dwellings in a sparse setting
11,725	5,858	0	3,718	0	2,149	0
591	208	0	219	0	164	0
420	213	0	160	0	47	0
623	198	0	253	0	172	0
430	308	0	81	0	41	0
34	18	0	9	0	7	0
86	42	0	26	0	18	0
4,533	2,292	0	1,437	0	804	0
262	151	0	73	0	38	0
119	83	0	26	0	10	0
614	400	0	107	0	107	0
53	17	0	25	0	11	0
3,960	1,928	0	1,302	0	730	0

nall counts at the lowest geographies

QS701EW - Method of travel to work

population	All usual residents aged 16 to 74
units	Persons
date	2011
area type	2011 super output areas - lower layer
area name	E01002548 : Hillingdon 025A

Method of Travel to Work	Total	Urban major conurbation	Urban minor conurbation	Urban city and town	Urban city and town in a sparse setting	Rural town and fringe	Rural town and fringe in a sparse setting	Rural village
All categories: Method of tr	1,114	0	0	0	0	0	0	0
Work mainly at or from hor	20	0	0	0	0	0	0	0
Underground, metro, light r	39	0	0	0	0	0	0	0
Train	37	0	0	0	0	0	0	0
Bus, minibus or coach	93	0	0	0	0	0	0	0
Taxi	1	0	0	0	0	0	0	0
Motorcycle, scooter or mop	11	0	0	0	0	0	0	0
Driving a car or van	368	0	0	0	0	0	0	0
Passenger in a car or van	27	0	0	0	0	0	0	0
Bicycle	16	0	0	0	0	0	0	0
On foot	55	0	0	0	0	0	0	0
Other method of travel to v	7	0	0	0	0	0	0	0
Not in employment	440	0	0	0	0	0	0	0

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particula

Rural village in a sparse setting	Rural hamlet and isolated dwellings	Rural hamlet and isolated dwellings in a sparse setting
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0
0	0	0

rly small counts at the lowest geographies.

QS701EW - Method of travel to work

population	All usual residents aged 16 to 74
units	Persons
date	2011
area type	regions
area name	South East

Method of Travel to Work	Total	Urban (total)
All categories: Method of travel to work	6,274,341	5,005,940
Work mainly at or from home	279,656	189,522
Underground, metro, light rail, tram	15,338	12,467
Train	311,895	253,245
Bus, minibus or coach	189,926	173,364
Taxi	16,750	15,156
Motorcycle, scooter or moped	36,467	29,851
Driving a car or van	2,590,701	2,021,181
Passenger in a car or van	200,386	166,929
Bicycle	127,614	113,725
On foot	463,662	399,714
Other method of travel to work	28,328	21,873
Not in employment	2,013,618	1,608,913

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affected, particu

WF01BEW - Location of usual residence and place of work (OA level)

population	All usual residents ages 16 and over in employment the week before the census
units	Persons
date	2011

place of work : 2011 census merged local authority district	currently residing in E01002548 : Hillingdon 025A	
Barnet	4	1
Brent	9	2
Camden	4	1
Chiltern	5	1
Ealing	33	6
Enfield	3	1
Hammersmith and Fulham	7	1
Harrow	9	2
Hillingdon	307	59
Hounslow	45	9
Kensington and Chelsea	8	2
Richmond upon Thames	6	1
Runnymede	6	1
Slough	22	4
South Bucks	22	4
Tower Hamlets	4	1
Waverley	5	1
Westminster,City of London	18	3
Windsor and Maidenhead	3	1

place of work : 2011 census merged local authority district	E01002548 : Hillingdon 025A	
Barnet	4	1
Brent	9	2
Camden	4	1
Chiltern	5	1
Ealing	33	6
Enfield	3	1
Hammersmith and Fulham	7	1
Harrow	9	2
Hillingdon	307	59
Hounslow	45	9
Kensington and Chelsea	8	2
Richmond upon Thames	6	1
Runnymede	6	1
Slough	22	4
South Bucks	22	4
Tower Hamlets	4	1
Waverley	5	1
Westminster,City of London	18	3
Windsor and Maidenhead	3	1

In order to protect against disclosure of personal information, records have been swapped between different geographic areas. Some counts will be affecte

APPENDIX D

Staff Travel Questionnaire

We would like to understand more about how our staff currently travel to work so that we can better cater for your needs. This is your chance to tell us what you think. Please take a few minutes to complete this questionnaire and submit your response by xx/xx/xx.

If you have any queries about this questionnaire, please contact Rhys Donoghue.

Firstly, please tell us about your working patterns at _____?

1. On what basis do you work at _____?

☐ Full-time ☐ Part-time

2. Are you on a permanent contract or employed through an agency?

☐ Permanent Contract ☐ Agency

3. Within which department do you work?

☐ XXX ☐ XXX ☐ XXX

4. At which office are you permanently based?

☐ XXX ☐ XXX ☐ XXX

5. Do you usually work shift patterns or standardised hours?

☐ Shift Patterns ☐ Standardised Hours

6. Does your work enable you to:

☐ Work flexible hours ☐ Work from home ☐ Hot-desk

7.

What time do you usually arrive at work?			
Before 7am		15:00-16:00	
07:00-08:00		16:00-17:00	
08:00-09:00		17:00-18:00	
09:00-10:00		18:00-19:00	
10:00-11:00		19:00-20:00	
11:00-12:00		20:00-21:00	
12:00-13:00		21:00-22:00	
13:00-14:00		After 22:00	
14:00-15:00			

8.

What time do you usually leave work?			
Before 7am		15:00-16:00	
07:00-08:00		16:00-17:00	
08:00-09:00		17:00-18:00	
09:00-10:00		18:00-19:00	
10:00-11:00		19:00-20:00	
11:00-12:00		20:00-21:00	
12:00-13:00		21:00-22:00	
13:00-14:00		After 22:00	
14:00-15:00			

9. How often do you currently work from home?

☐ Several times a week ☐ Once a week ☐ Once a fortnight ☐ Once a month
☐ Less often ☐ Never

Now tell us how you travel to and from work

10. Do you have access to a car for your journey to and from work?

☐ Yes - everyday ☐ Yes - sometimes ☐ No - never ☐ No – I cannot drive

11. Do you have access to a bicycle for your journey to and from work?

☐ Yes - everyday ☐ Yes - sometimes ☐ No – I do not have a bike ☐ No – I live too far away to cycle to work

12. How do you usually travel to/from work?

Please select one type of transport you use most often. If you use two types, e.g. walk to the bus stop and then catch the bus, please select the one on which you travel for the greatest distance.

- ☐ Car driver
- ☐ Car passenger
- ☐ Bus
- ☐ Train
- ☐ Motorcycle/scooter
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Other (please specify)

13. If you ever travel to work by a different means of transport, please tick the types you use:

- ☐ None
- ☐ Car driver
- ☐ Car passenger
- ☐ Bus
- ☐ Train
- ☐ Motorcycle/scooter
- ☐ Walk
- ☐ Cycle
- ☐ Taxi
- ☐ Other (please specify)

14. How long does your journey to work usually take?

- ☐ 0-15 minutes
- ☐ 16-30 minutes
- ☐ 31-45 minutes
- ☐ 46-60 minutes
- ☐ Over an hour

15. Do you need to drop off/pick up a family member on your way to/from work?

- ☐ Yes
- ☐ No

16. How often do you travel by car for work related business (e.g. to meetings)?

- ☐ More than five times per week
- ☐ Several times per week
- ☐ Once a week
- ☐ Once a fortnight
- ☐ Once a month
- ☐ Less often
- ☐ Never

Please tell us a few details about yourself.

These will help us with our analysis but will not be used to attribute findings to any individual.

17. Your gender:

- ☐ Male
- ☐ Female

18. Your age:

- ☐ 20 or under
- ☐ 21-30
- ☐ 31-40
- ☐ 41-50
- ☐ 51-60
- ☐ 61 or above

19. Do you have a disability or mobility problem which requires you to travel to work by car?

- ☐ Yes
- ☐ No

20. What is your home postcode?

_____

21. If you do not know your postcode, please provide the name of the street in which you live:

_____

22. Please use the space below to record any other comments you have on travel to/from work:

Thank you for taking the time to complete this questionnaire.

Please submit your response xx/xx/xx.