

DNA Uxbridge Ltd

148-154 High Street, Uxbridge

Hotel Travel Plan

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Contents

1	INTRODUCTION	1
	Travel Plan Aim.....	2
	BREEAM Travel Assessment Checklist	2
	Scope.....	3
2	ACCESSIBILITY.....	5
	Development Location	5
	Local Highway Network	6
	Walking.....	7
	Local Amenities.....	10
	Public Transport	10
	Baseline Travel Patterns	13
3	OBJECTIVES AND TARGETS	14
	Introduction.....	14
	Objectives.....	14
	Targets	15
	Action Targets.....	15
	Aim Targets	16
4	TRAVEL PLAN MANAGEMENT.....	18
	Travel Plan Co-ordinator.....	18
	Marketing Strategy.....	19
5	MEASURES AND INITIATIVES	20
	Introduction.....	20
	Personalised Travel Planning	20
	Walking.....	21
	Cycling	21
	Public Transport	22
	Taxis.....	23
	Private Car.....	23
	Visitor Travel	23
6	MONITORING AND REVIEW	24
7	SECURMENT AND FUNDING	26
8	ACTION PLAN	27
9	CONTACTS AND USEFUL INFORMATION	29

1 INTRODUCTION

- 1.1 This Hotel Travel Plan has been prepared by Caneparo Associates on behalf of DNA Uxbridge Ltd ('the Applicant') in support of a full planning application for the redevelopment of 148-154 High Street, Uxbridge, UB8 1JY ('the site') within the London Borough of Hillingdon ('LBH').
- 1.2 The site comprises a prominent site in the centre of Uxbridge which fronts High Street, Belmont Road and Bakers Road. The existing site is a mixed-use development with retail units at the ground floor level and offices on the upper floors.
- 1.3 The Proposed Development is for the redevelopment of the site to deliver a mixed-use scheme comprising 1,115sqm GIA of Class E retail floorspace fronting High Street and Belmont Road, a 162-bed hotel and 320 co-living rooms with associated amenities and facilities. The proposals also incorporate a public courtyard to allow for significant improvements to the existing Cocks Yard walking route, along with associated cycle parking and accessible car parking.
- 1.4 The description of development for the application is as follows:
- "Demolition of the existing buildings and comprehensive redevelopment of the site to provide a mixed use development comprising hotel (Class C2), co-Living (Class Sui Generis) and replacement commercial floorspace (Class E) alongside open space, landscaping and public realm improvements, basement parking and refuse storage"*
- 1.5 Travel Plans provide long-term strategies aimed at changing travel habits away from unsustainable use of the private car to more sustainable modes such as walking, cycling, public transport and car sharing. Travel Plans also encourage a shift from sustainable modes such as public transport, to more active modes such as walking and cycling, particularly in areas of high accessibility where car use is already low.
- 1.6 Changing travel habits can be achieved through measures such as the distribution of travel information, provision of facilities, and the promotion of incentives to travel sustainably, all of which reflects current central and local government policy.
- 1.7 The primary objective is to reduce unnecessary vehicular and public transport trips associated with the Development and to increase the use of alternative, more sustainable and active modes of transport.

- 1.8 This Travel Plan has been prepared in accordance with Travel Plan best practice and guidance issued by Transport for London (TfL) and the Department for Transport (DfT) and to accord with Policy DMT1 (Managing Transport Impacts) of the Hillingdon Local Plan.

Travel Plan Aim

- 1.9 The aim of this Travel Plan is to put in place the management tools that are necessary to enable employees and hotel guests at the Development to make informed decisions about their travel. This will, in effect, minimise the adverse impacts of their travel to / from the Development on the environment.

BREEAM Travel Assessment Checklist

- 1.10 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the Travel Plan. Some of the measures are already in place, given the site's location and access to walking and cycling infrastructure, which is further outlined in Section 2.

Table 1.1: BREEAM Checklist		
Measures	Checklist	Comment
The existing AI calculated in Tra 01 achieves the following: ≥ 4 for prison or MOD sites, rural location sensitive buildings, and other building group 3 ≥ 8 for all other building types	✓	According to the PTAL calculation for the site, it has an AI of 32.26
Negotiation with local bus, train or tram companies an increase in the local service provision for the development	N/A	The existing site is located adjacent to the main bus hub within Uxbridge, and within a short walk distance of significant bus services.
Provision of a public transport information system in a publicly accessible area	N/A	Reception staff will be able to support guests in providing travel advice or search websites on their behalf instead.
Provision of electric recharging stations	N/A	The proposed 5 on-site accessible parking spaces to serve the hotel will all be fitted with EV charging facilities (active or passive).
Provision of parking priority spaces for car sharers	N/A	The proposed development will be car-free and only offer accessible car parking.
Consultation with the local authority on the state of the local cycling network and on improvements	N/A	The Applicant will discuss the local walking and cycling environment in the determination of the planning application.
Provision of dedicated and convenient cycle storage	✓	A high-quality cycle store will be provided on site to accommodate space for 9 cycles for long-stay demands of the hotel.

Provision of cyclists' facilities	✖	During fit-out, consideration will be given to the provision of such facilities
Existing amenities – at least three existing amenities are present	✓	Detailed within Section 2 – Local Amenities
Ensure a minimum of one new accessible amenity, for the relevant Building Group, is provided OR ensure more than one new accessible amenity for the relevant Building Group, is provided.	✓	The proposals include a new public open space within the courtyard at ground floor
Implement one site-specific improvement measure, not covered by the options already listed in this issue, in line with the recommendations of the travel plan. Submit this for review by BRE.	✖	Not achieved.

Scope

- 1.11 This Travel Plan is aimed at all employees, guests and visitors to the development associated with the hotel element of the proposed development.
- 1.12 This document sets out the procedures necessary to progress the Travel Plan into a fully working final document ready for implementation. It also sets out a range of sustainable transport measures that can be implemented or considered for implementation by the Travel Plan Co-ordinator (TPC) at the Development.
- 1.13 Once adopted, the Travel Plan will aim to increase awareness of the advantages and potential for travel by more environmentally friendly modes, and also set out the physical and management measures that will assist travel by alternative modes.

1.14 The remainder of this document is structured as follows:

- Section 2 - describes the accessibility of the Development.
- Section 3 - sets out the objectives and targets of the Travel Plan.
- Section 4 - outlines the management of the Travel Plan.
- Section 5 - sets out the measures and initiatives that will be implemented.
- Section 6 - outlines the monitoring and review programme.
- Section 7 - details the securement and funding of the Travel Plan.
- Section 8 - sets out an Action Plan.

2 ACCESSIBILITY

Development Location

- 2.1 The site comprises a prominent site in the centre of Uxbridge, located to the east of High Street, south of Belmont Road and west of Bakers Road. To the south of the site is Cocks Yard, a pedestrian route connecting Bakers Road and High Street.
- 2.2 At present the site is occupied by several retail units across the ground floor on High Street and Belmont Road, with limited frontage on Bakers Road; this is principally used for vehicular access. Bakers Road additionally features several entrances providing access to the upper floor accommodation of the site, which is formed primarily of offices.
- 2.3 The site lies within the Town Centre boundary for Uxbridge, as defined within the Hillingdon Local Plan. The site falls within the London Plan's Metropolitan Town Centre designation. The location of the site with respect to the local transport network is shown at **Figure 2.1** below.



Figure 2.1: Site Location Plan

Source: ArcGIS Pro 2024

- 2.4 Uxbridge London Underground station is located circa 50m south of the centre of the site, is accessed from Bakers Road, and provides access to the Metropolitan and Piccadilly lines. Additionally, numerous bus services can be accessed from the bus stops located on the surrounding roads such as Belmont Road and High Street.

Local Highway Network

High Street

- 2.5 High Street operates in a broadly northwest-southeast orientation to the west of the site, connecting the A4020 Oxford Road to the north with the A4020 Hillingdon Road / B483 Park Road to the south. High Street is largely pedestrianised, with the section directly west of the site being fully pedestrianised and circa 17m in width.

Belmont Road

- 2.6 Belmont Road operates in a broadly northeast-southwest orientation to the north of the site, connecting the B384 Park Road to the northeast with High Street to the southwest. Outside the site Belmont Road is circa 13m in width however accessible parking and bus stops limit the space for general traffic flow to circa 7m. Belmont Road offers two-way traffic flow which is subject to a speed limit of 30mph.
- 2.7 Outside the site on the northern side of the carriageway there is a large bus stop of circa 35m in length (Belmont Road Stop 'D'). On the southern side of the carriageway there are 6 accessible parking bays with an overall of length of 39.6m, in addition to a motorcycle parking area, which is circa 6m long and operates Monday – Saturday from 08:00-18:30.
- 2.8 To the northeast of the site there are several pay and display parking bays on Belmont Road with a maximum stay of 2 hours from Monday to Saturday between 08:00-18:30. The remainder of Belmont Road is controlled by double yellow lines / zigzag white lines located on both sides of the carriageway, preventing parking at all times.

Bakers Road

- 2.9 Bakers Road operates in a broadly north-south orientation to the west of the site as a cul-de-sac, connecting with Belmont Road to the north and offering access to Uxbridge bus station and Bakers Yard, an access only road, to the south. Bakers Road is circa 13.5m in width, however, due to a bus stand on the east side of the carriageway and a loading bay plus bus stops on the west side of the carriageway, Bakers Road is restricted to circa 7.5m in width. Bakers Road offers two-way traffic flow and is subject to a speed limit of 30mph.
- 2.10 Directly outside the site on the eastern side of the carriageway there is a bus stand of circa 37m in length. On the southern side of the carriageway there are 2 bus stops (Uxbridge Station Stop 'O' to the north and Uxbridge Station Stop 'N' to the south) along with a loading bay, which is circa 18m in length and restricts loading to a maximum of 20 minutes.

Walking

- 2.11 According to relevant industry research, circa 80 per cent of journeys shorter than 1 mile (1.6km) are made entirely by foot (The Chartered Institution of Highways and Transportation (April, 2015) "Planning for Walking") with this figure changing little over time. This is reinforced by Transport for London (TfL) who define a 20-minute walking distance (1.6km) as an Active Travel Zone.
- 2.12 The High Street is largely pedestrianised with excellent walking infrastructure and links across the local area, including signalised pedestrian crossings on key roads such as the crossing adjacent to the site on Belmont Road at the northern end of the High Street. There are wide, modern footways enabling sufficient room for two-way passing and wheelchair / pushchair users on all footways near to the Site. Dropped kerbs and tactile paving are provided at all crossings close to the site.
- 2.13 **Table 2.1** illustrates that the site has excellent levels of pedestrian accessibility to services such as food outlets, public services and local public transport access points. The area is well suited to pedestrians, with a good level of pedestrian infrastructure present on the network surrounding the Site and footways present on all surrounding roads.

Table 2.1: Approximate Walk Distances to Surrounding Local Amenities			
Amenity	Location	Distance	Approximate Walking Time
Public Transport Opportunities			
Bus Stops	Uxbridge Station Stop 'N'	>50m	1 minute
	Uxbridge Station Stop 'O'	>50m	1 minute
	Belmont Road Stop 'D'	>50m	1 minute
	Uxbridge High Street Stop 'B'	150m	2 minutes
Rail Station	Uxbridge Underground Station	150m	2 minutes
Local Amenities			
M&S Foodhall	High Street	>50m	1 minute
Uxbridge Post Office	High Street	>50m	1 minute
Halifax	High Street	>50m	1 minute
The Pavilions Shopping Centre	High Street	70m	1 minute
The Chimes Shopping Centre	High Street	170m	2 minutes
Uxbridge Library	High Street	230m	3 minutes
Simply Gym Uxbridge	High Street	270m	3 minutes
Decathlon (Bicycles)	High Street	390m	5 minutes
Fassnidge Park	A4020 Oxford Road	400m	5 minutes
Central Uxbridge Surgery	George Street	400m	5 minutes
Recycle-A-Bike Store	Rockingham Parade	710m	9 minutes

Access by Cycle

- 2.14 Guidance on cycling can be found in 'Cycle Friendly Infrastructure' guidelines published by the CIHT. This guidance highlights previous research by the DfT that three quarters of all journeys are less than 5 miles (8km), of which 60% are undertaken by private cars. The guidelines highlight that there is a '*substantial potential*' for substituting cycling for driving for distances up to 5 miles.
- 2.15 **Figure 2.2** indicates the Active Travel Zone for the site based on a 20-minute cycle distance. A 20-minute cycle puts the site within cycling distance of Denham, Ruislip, Hillingdon, Iver, Brunel University London and Black Park Country Park. In addition, the site is within a 20-minute cycle of several stations such as West Ruislip (Central Line & Chiltern Railways services) and West Drayton (Elizabeth Line and limited Great Western Railway services).

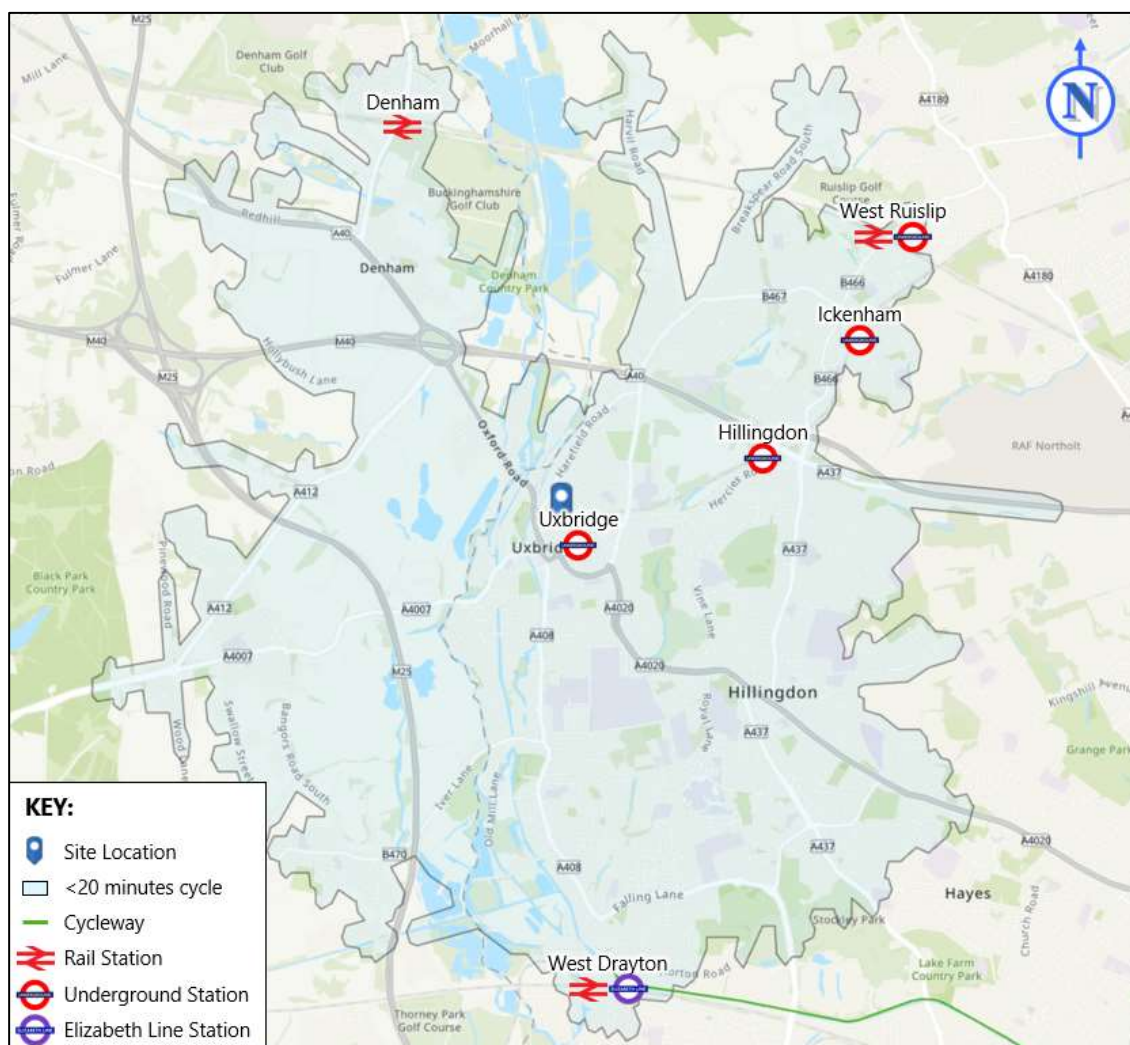


Figure 2.2: 20-minute Cycling Isochrone Map

Source: ArcGIS Pro 2024

- 2.16 The Site is located within reach of the TfL Cycleways network, with an unnamed Cycleway being accessible from West Drayton, circa 4.3km south of the site (17 minutes' cycle), which follows the Grand Union Canal to Kensal Rise, close to the remainder of the Central London TfL Cycleways network.
- 2.17 The local area is also well suited to cycling, with there being demarcated cycle routes on key local roads such as Hillingdon Road and Park Road.
- 2.18 Nextbike, in partnership with Brunel University London and Santander operate a cycle hire scheme between Uxbridge town centre and the university campus. The nearest cycle hire docking stations to the site are as follows:
- Uxbridge High Street (10 cycles) – circa 70m west of the site (1-minute walk)
 - Uxbridge Rail Station (10 cycles) – circa 170m south of the site (2-minute walk)

Local Amenities

- 2.19 In accordance with BREEAM V6, the number and type of existing facilities within a 500m walking distance of the site have been considered, as set out in **Table 2.1**.

Table 2.1: Location of Existing Facilities			
Amenity	Within 500m?	Name of Facility	Distance from Site
Appropriate food outlet	✓	Tesco	<50m
Access to cash	✓	Barclays Bank	<50m
Outdoor Open Space	✗	Rockingham Rec Ground	600m
Recreation or leisure facility	✓	Gym Group, Harefield Rd	250m
Postal facility	✓	Post Office	0m
Community Facility	✓	Kate Fassnidge Community Hall	250m
Over the Counter Pharmacy	✓	Boots Pharmacy	300m
Public Sector GP	✓	Central Uxbridge Surgery	300m
Childcare Facility or School	✓	Hermitage Primary School	450m

Public Transport

Public Transport Accessibility Level (PTAL)

- 2.20 Public Transport Accessibility Levels (PTALs) are a theoretical measure of the accessibility of a given point to the public transport network, taking into account walk access time and service availability. The method is essentially a way of measuring the density of the public transport network at a particular point.
- 2.21 The PTAL is categorised in six levels, 1 to 6 where 6 represents a high level of accessibility and 1 represents a low level of accessibility. The PTAL levels 1 and 6 are further subdivided into A and B levels, with level A indicating the location is rated towards the lower end of the PTAL category and B towards the higher end.
- 2.22 Using the TfL web-based connectivity assessment toolkit, it has been determined that the centre of the site has a PTAL rating of 6a, demonstrating an excellent level of accessibility to public transport.

Bus Services

- 2.23 Owing to the site's location at the centre of Uxbridge, many bus stops can be found nearby including Uxbridge Station Stops 'N' & 'O', Belmont Road Stop 'D' and Uxbridge High Street Stop 'B'. All local stops are provided with a bus shelter, paper timetable information and seating – while key bus stops also feature real time departure information boards.
- 2.24 The routes and frequencies of bus services available in the vicinity of the Site are available in **Table 2.2** below. In total 20 bus routes operate within walking distance (640m) of the Site, with there being circa 68 services per hour during the morning peak, or approximately 1 service every 50 seconds in each direction.

Table 2.2: Summary of Bus Service Frequency

No.	Route	Frequency (minutes)		
		Mon – Fri	Saturday	Sunday
3	Uxbridge – Iwer – Langley – Slough	30	30	60
101	Uxbridge – Denham – Gerrards Cross – Beaconsfield – High Wycombe	60	60	60
102	Heathrow Airport – Uxbridge – Gerrards Cross – Beaconsfield – High Wycombe	60	60	60
104	Uxbridge – Gerrards Cross – Chalfont St Giles – Beaconsfield – High Wycombe	60	60	N/A
222	Uxbridge – Cowley – West Drayton – Sipton – Cranford – Hounslow	8 – 12	9 – 13	10 – 13
331	Uxbridge – Denham – Mount Vernon Hospital – Northwood – Ruislip	20	20	30
427	Uxbridge – Hillingdon – Hayes End – Southall	7 – 10	7 – 8	9 – 12
581	Uxbridge – New Denham – Denham – Higher Denham	3/day	3/day	N/A
607	Uxbridge – Hillingdon – Southall – Hanwell – Ealing – Acton – Shepherd’s Bush	7 – 10	9 – 11	10 – 13
724	Heathrow Airport – Uxbridge – Watford – St Albans – Hatfield – Ware – Harlow	60	60	60 – 120
A10	Uxbridge – Hillingdon – Gould’s Green – Sipson – Heathrow Airport	20	20	30
SL8	Uxbridge – Hillingdon – Hayes – Southall – Ealing – Acton – Shepherd’s Bush	8 – 12	9 – 13	10 – 13
U1	West Drayton – Hillingdon Hospital – Uxbridge – Ickenham – Ruislip	10 – 13	13 – 14	30
U2	Uxbridge – Hillingdon Station – Hillingdon – Hillingdon Hospital	9 – 12	10 – 14	20
U3	Uxbridge – Cowley – Hillingdon Hospital – West Drayton – Heathrow Airport	10 – 13	15	20
U4	Uxbridge – Hillingdon Hospital – Gould’s Green – Hayes – Harlington	8 – 12	10 – 12	15
U5	Uxbridge – Cowley – Hillingdon Hospital – West Drayton – Harlington – Hayes	10 – 12	12	20
U7	Uxbridge – Hillingdon Hospital – Colham Green – Hayes End – Hayes	30	30	30
U9	Uxbridge – Harefield – Harefield Hospital	25	25	60
U10	Uxbridge – Ickenham – West Ruislip – Ruislip	90	90	N/A

London Underground

2.25 The Site is well provided for in terms of London Underground access, with Uxbridge station being located circa 50m south of the site (>1 minutes' walk); access is achieved from Bakers Road in addition to the main entrance on High Street. Uxbridge station provides step-free access to the following Piccadilly and Metropolitan Line services:

- 6 Piccadilly Line services per hour to Cockfosters;
- 4 Metropolitan Line services per hour to Baker Street;
- 4 Metropolitan Line services per hour to Aldgate (all stations); and
- 2 Metropolitan Line services per hour to Aldgate (semi-fast).

Baseline Travel Patterns

2.26 **Table 2.3** below shows the assumed modal split for journeys made to and from the site for the proposed hotel. The modal split for the hotel rooms use has been based on a combination of local census data for the area and TRICS data. The modal shares have been adjusted to account for the car-free nature of the site, the lack of National Rail services locally and several adjustments. Further details on this adjustment are set out in the Transport Assessment.

Table 2.3: Modal Split – Proposed Hotel	
Mode	Combined Hotel Modal Split (%)
Underground / Train	35.9%
Bus	9.6%
Taxi	10.0%
Motorcycle	1.0%
Driving a Car or Van	1.0%
Car or Van Passenger	5.0%
Bicycle	1.8%
On Foot	35.6%

3 OBJECTIVES AND TARGETS

Introduction

3.1 This Section sets out the overarching objectives for the Development, as well as targets for the short and medium term. It includes indicators through which progress towards meeting the targets will be measured. Further information on monitoring and review of the Travel Plan can be found at Section 7.

- **Objectives** are the high-level aims of the Travel Plan. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed.

Objectives

3.2 The Travel Plan's overriding objective is:

"To engage with and encourage employees, hotel guests and visitors to use sustainable modes of travel to and from the site through effective promotion of active and sustainable modes. This will require clear information dissemination and ensuring that all hotel guests understand prior to their arrival of the limited car parking available and the sustainable travel measures available. This will minimise the impact of the site on the surrounding highway network."

3.3 The sub-objectives are:

- Sub-objective 1: To introduce a package of physical and management measures that will facilitate employees and guest travel by active and sustainable modes; and therefore,
- Sub-Objective 2: To make all employees and hotel guests aware of the car-free nature of the site prior to booking and the alternative transport measures available.
- Sub-objective 3: To increase employee and hotel guest awareness of the advantages and availability of sustainable and active modes of transport;
- Sub-objective 4: To reduce unnecessary use of private cars where possible, for the journey to and from the site by employees and hotel guests.

Targets

- 3.4 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and success of the Travel Plan. Targets should be 'SMART' – Specific, Measurable, Achievable, Realistic and Time-related.
- 3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

- 3.6 The key action targets are set out below:
- The TPC will be appointed 3 months prior to first occupation of the Development.
 - To ensure the Travel Plan is in place prior to occupation, including updated travel information and detailed information on sustainable travel choices.
 - To ensure all employees and hotel guests are aware of the car parking provision on site at the point of booking to ensure it is clearly advertised that the proposed development offers limited car parking for accessible parking only.
 - Baseline Travel Surveys will be undertaken no later than 3 months after the Site is occupied.
 - Each follow-up Monitoring Survey will occur within 1 month of the anniversary of the Baseline Travel Survey on an ongoing basis, and at least on Years 3 and 5 (as detailed in the Monitoring section).
 - Employee Travel Induction Packs will be provided to all employees at the Site on the commencement of their occupation or employment, detailing the measures set out in this document.

Aim Targets

- 3.7 The Aim targets of this Travel Plan are focused on employees and hotel guests.
- 3.8 **Table 3.1** outlines the Aim Targets set out for the Development. The targets are set to measure progress towards the main objectives over five years. These targets are to be achieved within five years of the launch of the Travel Plan.
- 3.9 The baseline figures are taken from the predicted mode split, as detailed in Section 2. This Travel Plan recognises that it is not possible to set out accurate targets far in the future, even when based on actual modal share data (i.e. when the baseline survey has been undertaken). As such, it should be acknowledged that the targets may change over time as results from on-going monitoring become available.

Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Baseline (Year 0)	Interim (Year 1)	Interim (Year 3)	Final (Year 5)
Hotel Guests					
Target 100% of hotel guests being aware of the absence of car parking prior to booking	Information available clearly on website and booking information	100.0%	100.0%	100.0%	100.0%
Target no more than 10.0% of person trips to be made by taxi trips on a daily basis	Hotel guest travel surveys and surveys of total arrivals and departures	10.0%	10.0%	10.0%	10.0%
Maintain 83% of hotel guest trips being made by sustainable modes (train/bus/walk/cycle)	Hotel guest travel surveys and surveys of total arrivals and departures	83%	83%	83%	83%
Employees					
Achieve 100% of staff travel by sustainable modes (except for disabled staff)	Modal split monitoring surveys for walking	100%	100%	100%	100%
Visitors					
Increase the awareness of cycling and walking as viable options available to access the Site.	No surveys necessary	-	-	-	-

- 3.10 It is more constructive to set an Action type target for measures aimed at promoting sustainable transport to visitors of the Development, rather than a mode split Aim Target.
- 3.11 Indicators are the elements which will be measured in order to assess progress towards meeting the targets. For the years following the initial baseline survey, snapshot surveys will be undertaken at years 1, 3 and 5 in order to review the progress of meeting the targets.

4 TRAVEL PLAN MANAGEMENT

Travel Plan Co-ordinator

4.1 The developer will appoint a TPC at least 3 months prior to occupation.

4.2 The TPC contact details will be included below as part of the final and implemented Travel Plan.

Name: _____

Telephone: _____

Email: _____

4.3 The TPC should be someone who will have access to the appropriate technology and resources to communicate effectively with hotel guests.

4.4 The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of this Travel Plan.

Responsibilities

4.5 The TPC will be responsible for overseeing the Travel Plan for the Development. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan.
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets; and
- Acting as a point of contact regarding travel and the Travel Plan.

4.6 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

Time Allocation

- 4.7 The TPC will undertake the management of the Travel Plan in addition to their normal duties. The person undertaking the role should be allowed the time necessary to enable this Travel Plan to achieve its objectives.

Marketing Strategy

- 4.8 All employees and hotel guests will be made aware of the existence of the Travel Plan at the commencement of either their booking or employment. All hotel guests will be made aware of the Travel Plan at the point of booking their stay. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers.
- 4.9 Contact details of the TPC will be advertised in the event that employees wish to discuss specific matters directly. Further to this, the TPC will directly make themselves known to all employees to provide regular updates on the local transport network, but also to promote sustainability events.
- 4.10 Employee Travel Induction Packs will be provided to all new employees which will contain the Travel Plan, sustainable transport information and any other relevant transport information.

5 MEASURES AND INITIATIVES

Introduction

- 5.1 All employees and hotel guests will be made aware of the existence of the Travel Plan at the commencement of either their booking or employment. All hotel guests will be made aware of the Travel Plan at the point of booking their stay. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers.
- 5.2 Contact details of the TPC will be advertised in the event that employees wish to discuss specific matters directly. Further to this, the TPC will directly make themselves known to all employees to provide regular updates on the local transport network, but also to promote sustainability events.
- 5.3 Employee Travel Induction Packs will be provided to all new employees which will contain the Travel Plan, sustainable transport information and any other relevant transport information.

Personalised Travel Planning

- 5.4 The hotel reception will be staffed 24/7 and staff will be on-hand to advise and assist hotel guests how easy it is to travel by sustainable modes instead of by taxi. Advice will be given to guests including the use of contactless payment cards on London Underground and Buses and using applications on their mobiles including City Mapper which show how simple and quick it is to travel around London.
- 5.5 Travel advice will be presented on the website for the hotel to advise future guests on the many ways which guests can travel to and from the Site easily such as the very close distance to numerous bus services and local underground stations. Consideration will be given to integrate links to travel planning websites such as TfL's journey planning tool which will be able to show guests how much easier, and cheaper, it is to travel sustainably.
- 5.6 The TPC will offer personalised travel planning advice to all new employees that request it. The service will be advertised as a staff benefit.
- 5.7 The TPC will be able to draw upon websites such as TfL's journey planner (www.tfl.gov.uk) and City Mapper (<https://citymapper.com/london>) for advice.

Walking

5.8 Walking initiatives will include:

- Employees and hotel guests will be provided with information and advice concerning safe pedestrian routes to / from work;
- Organisation of social walking events, e.g. after work walks;
- Health benefits of walking to be promoted e.g. '10,000 steps a day campaign'; and
- Promoting 'Healthy Streets' encouraging people to use sustainable modes of transport such as cycling, walking and public transport.

Cycling

5.9 The long-stay cycle parking for the hotel will be provided within a dedicated cycle store at basement level, providing 9 spaces in accordance with the minimum standards set out within the London Plan. Policy T5 of the London Plan prescribes a long-stay cycle parking provision of 1 space per 20 rooms, equating to the provision of 8.1 spaces, and, as such, 9 spaces are compliant.

5.10 The design of the respective cycle stores provides a mixture of spaces to meet the varying needs of cyclists and will comprise 5% accessible spaces (double width Sheffield stands); 20% Sheffield stands, and 75% two-tier stands. The cycle store will benefit from aisle widths measuring at least 2.5m.

5.11 The long-stay cycle parking will be provided at basement level and can be accessed via the proposed vehicular ramp or via a dedicated cycle lift accessed from the internal courtyard. The vehicular ramp will have a gradient of 1:10, and whilst it will be suitable for most cyclists, it would not provide step-free access for accessibility requirements. The proposed cycle lift will be designed to align with LCDS standards (measuring at least 1.2m x 2.3m in size) and provides step-free access for all cyclists into the cycle store.

5.12 Specific cycle promotions for all bicycle users at the site will include the following:

- Promotion of the health benefits of cycling;
- Promoting local cycling groups in the area, such as the West London Cycling Club and the Westerley Cycling Club, which is LBH based;

- Investigate the provision of bike vouchers, cycle loan or salary sacrifice schemes to remove the cost barrier to owning a bicycle to employees;
- Holding cycle maintenance sessions in association with local cycle retailers or similar organisations / companies that offer 'Dr Bike' services;
- Cycle routes and other cycling information provided on notice boards, and in employee travel information packs etc;
- Promoting participation in events such as the London to Brighton Cycle Ride and National Cycling Week;
- Setting up a employee Bicycle User Group (BUG), or similar, if demand warrants where existing employees can provide new employees who are uneasy with advice and show them how to cycle around London;
- Provision of information about cycle training available in Hillingdon, which can be applied for on the council's website (<https://www.hillingdon.gov.uk/cycle-skills-training> ; and,
- All Travel Information Packs will be provided with a cycle route map which displays the wider TfL cycle network. A digital version can also be provided on the TfL's website: (<https://tfl.gov.uk/maps/cycle>).

Public Transport

- 5.13 Up-to-date details of London Underground and bus services, including route information and service frequencies, will be readily available to all employees, hotel guests and visitors by reception and site management staff. National Rail and TfL Journey Planner websites and enquiry phone numbers will also be promoted to employees through all relevant means.
- 5.14 Travel information will be provided to all prospective hotel guests and employees for the hotel aspect of the development on its website and printed promotional material.

Taxis

- 5.15 Taxis have an important role in providing for hotel guest and employee trips in particular when other modes of transport may not be available. The TPC will ensure that the contact details for local taxi operators are available on-site. This will include ride hailing firms such as Uber, Bolt and Addison Lee. Where possible, employees and hotel guests will be encouraged to use electric taxis to reduce the environmental impact of the site.

Private Car

- 5.16 The only car parking on-site will be accessible car parking, whereby 5 on-site accessible parking spaces are proposed to serve the hotel guests and employees. The 5 accessible parking spaces will be located off-street in the site's accessible car parking which can be accessed from Bakers Road.
- 5.17 The use of the parking spaces will be restricted to blue badge holders only and managed by the Applicant.

Visitor Travel

- 5.18 Employees will be provided with advice to ensure that visitors are advised to travel by modes other than the private car wherever possible, ideally utilising active modes of travel over public transport. Visitors will also be encouraged to make use of the available cycle networks and the Nextbike docking stations surrounding the site, to travel to and from the site.

6 MONITORING AND REVIEW

6.1 The progress of the Travel Plan will be effectively monitored, and the results reported back. It is not considered necessary to carry out comprehensive surveys on an annual basis after the initial baseline survey, rather to carry out an annual review using snapshot surveys 1, 3 and 5 years after the baseline survey.

6.2 The 'snapshot surveys' will be completed in-house and as a minimum should include the core travel questions. The standard questionnaire will request the following information:

- Typical arrival and departure time in/out of the Development;
- Origin and destination postcodes (full if known);
- Main mode to / from place of work or destination (for staff and guests respectively) – form of travel used for the greatest amount of time;
- Final mode to / from place of work or destination (for staff and guests respectively) – the last form of travel used before arriving at the development;
- Journey time and distance to / from place of work or destination for the day;
- Time to walk to place of work or destination (if applicable); and
- If the respondent has a disability affecting their travel.

6.1 Additional monitoring will also be used to judge whether the implementation or proportion of certain measures employed by the Travel Plan have been successful or if modifications are required. The following factors will be monitored on a constant basis:

- The number of people who park off-site (such as on the public highway);
- The level of usage of on-site cycle parking spaces;
- Demand for additional cycle parking facilities; and
- Comments received from employees and hotel guests relating to the operation and implications of the Travel Plan.

- 6.2 Monitoring will occur throughout the lifespan of the Travel Plan, after the initial full travel survey on occupation, 'snap shot surveys' will be carried out annually. All monitoring should achieve the required response rates. If these are not met then, if deemed necessary, the survey process will be repeated for those that did not respond.
- 6.3 The Travel Plan recognises that it is not possible to force people to complete surveys, but possible incentives could be put forward to increase response rates.
- 6.4 The Travel Plan will be monitored for a period of five years. When reviewing the Travel Plan, measures will be assessed for their effectiveness and any necessary improvements identified. Prior to the implementation of any new measures and after each annual review, a yearly monitoring report will be prepared.

Reporting

- 6.5 The TPC will discuss the results of the surveys with the Council within one month of each survey. The TPC will review the results and, if appropriate review progress towards any agreed targets.

7 SECURMENT AND FUNDING

- 7.1 The Developer is fully committed to the implementation of the Travel Plan and will provide all reasonable necessary funding to ensure that the agreed targets are achieved.
- 7.2 This will include funding the TPC, travel surveys and implementation of all reasonable necessary measures.

8 ACTION PLAN

8.1 The Action Plan outlined below in **Table 8.1** sets out the measures included within the Travel Plan that are directed at influencing employee and hotel guest travel. The Action Plan will be revised every year following each annual review.

Table 8.1 – Action Plan				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
General				
Appointment of Travel Plan Coordinator (TPC)	Developer/Occupier to appoint a TPC as necessary	3 months prior to occupation	N/A	Developer/ Occupier Management
Undertake Baseline Travel Surveys	TPC will undertake the surveys	Within 6 months of occupation	'Snapshot Surveys' undertaken in years 1, 3 and 5	TPC
Information Provision				
Provision of travel advice to employees and hotel guests. Travel information will also be provided online and the car-free nature of hotel informed of prior to booking.	Reception staff will be given training on providing travel advice to employees and hotel guests including how to use public transport and local walk and cycle routes	Upon occupation	N/A	Reception staff / TPC
Personalised Travel Planning Sessions	The TPC will offer planning services to employees at welcome sessions and on request.	When necessary upon start of employment	The TPC will keep a record of who has utilised the service as well as the nature of the service (group, one on one)	TPC
Cycling				
Promotion of cycle facilities available	Cycle parking to be provided for employees, hotel guests and visitors.	Once facilities are installed	Spot checks as part of maintenance rounds	TPC
Provide cycle route maps and other information relating to cycle facilities	Greater cost if bespoke information needs to be printed. Less if existing maps etc. are used	Upon first occupation	TPC to monitor uptake	TPC
Encourage cycling by providing information about free cycle training run by the Council. Also, increase awareness of events such as National Bike Week and local cycling clubs.		Annual event – summer and spring	TPC to monitor participation levels and interest	TPC

Table 8.1 – Action Plan				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
Walking				
Walk to Work days and social walking events	Health and financial benefits advertised	Spring and Summer (annually)	TPC to monitor uptake	TPC
Employees to be provided with information related to safe walking routes.	As part of Travel Information Packs or induction sessions	Prior to building being occupied and on-going through Travel Information Packs	N/A	TPC
Public Transport				
Employees to be provided with public transport information.	As part of Travel Information Packs or induction sessions	Prior to building being occupied and on-going through Travel Information Packs	N/A	TPC

9 CONTACTS AND USEFUL INFORMATION

Contacts

Travel Plan Coordinator (TPC)

Name: TBC

Address: TBC

Email: TBC

Tel: TBC

Useful Websites

Department for Transport (DfT) – <https://www.gov.uk/government/organisations/department-for-transport>

London Borough of Hillingdon – <https://www.hillingdon.gov.uk/>

Discover Hillingdon – <https://discover.hillingdon.gov.uk/>

London Cycling Campaign (LCC) – www.lcc.org.uk

West London Cycling – <https://westlondoncycling.com/>

Westerley Cycling Club – <https://www.westerley.cc/>

National Rail – www.nationalrail.co.uk

Nextbike Uxbridge – <https://www.nextbike.co.uk/brunel-university/en/>

Transport for London (TfL) Journey Planner – www.tfl.gov.uk/journeyplanner

Citymapper Journey Planner – www.citymapper.com/london

TfL Car Club Map – www.tfl.gov.uk/modes/driving/car-clubs