

# Former Barra Hall Children's Centre

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## Interim Travel Plan

**Final Report**

**35726**

April 2025



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## 1 INTRODUCTION

- 1.1.1 This Interim Travel Plan (TP) has been prepared by DHA to accompany a planning application for the proposed change of use of the former Barra Hall Children's Centre, in Wood End Green Road, Hayes to an education facility to accommodate pupils with Special Educational Needs and Disabilities (SEND). The new facility will be known as the Uxbridge College, Barra Hall Campus.
- 1.1.2 The Transport Statement (TS) which accompanies this TP details the relevant national and local transport planning policies and concludes that the development is compliant at all levels, in particular with regard to the provision of sustainable transport alternatives to the private car, which is supported by this TP.
- 1.1.3 A TP should be a living document which is continually reviewed to ensure success. It will be important to gain information on pupil and staff travel patterns via a questionnaire survey to be undertaken at the relevant intervals. SMART (Specific, Measurable, Achievable, Realistic, Time-bound) targets will be set against the surveyed travel patterns and reviewed periodically to determine the progress of the TP against its objectives.

## 1.2 AIMS AND OBJECTIVES

- 1.2.1 The role of a TP is to set out the measures that will be put into place in order to encourage sustainable travel.
- 1.2.2 It is noted that given the nature of the college, the TP objectives have primarily been aimed at staff and visitors. A number of overarching objectives have been considered, and comprise the following:-
  - Supporting a reduction in the use of car travel amongst staff;
  - Promoting the TP to all staff and visitors;
  - Reducing the overall negative environmental impacts of car travel in the local area; and
  - Improving highway safety within the locality of the college.
- 1.2.3 These objectives have been considered against all relevant transport planning policy, including the National Planning Policy Framework (NPPF).

## 1.3 BENEFITS OF THE TRAVEL PLAN

- 1.3.1 Whilst primarily being of benefit to the environment, TPs can also bring a number of other real benefits:-

- Individuals can benefit from improved health, reduced stress and a general improvement to their quality of life;
- The college can benefit from increased productivity generated by a healthier, more motivated set of individuals and a safer environment due to reduced congestion; and
- Local communities can enjoy reduced congestion on the roads surrounding the college.

1.3.2 By reducing the amount of car travel and the use of vehicles generally, the local environment can benefit from improved air quality, less noise and dirt and a reduction in CO<sub>2</sub> emissions that can contribute to other national and global environmental problems such as climate change.

## 2 SITE CONTEXT

### 2.1 THE EXISTING SITE

2.1.1 The site is located to the south of Wood End Green Road, approximately 770m to the east of Hayes and 5.1km to the south-east of Uxbridge town centre. The site is shown in a local context in Figure 2-1 below.



FIGURE 2-1: SITE LOCATION (COURTESY OF GOOGLE MAPS)

2.1.2 Barra Hall Children's Centre was accommodated within the Barra Hall manor house, which was constructed in the 18<sup>th</sup> Century. Vehicular access to the site is achieved from Wood End Green Road to the north via a gated priority junction.

2.1.3 There are multiple pedestrian access points into Barra Hall Park, some of which also lead to the subject site. These include a dedicated pedestrian gate adjacent to the vehicular access, a further gate approximately 25m to the east of this, another on Botwell Lane to the west, five to the south on Freemans Lane, one to the east on Church Green, one to the east on Church Road, one to the north on Church Walk and two further to the north on Uxbridge Road.

2.1.4 The site is bound to the north by Wood End Green Road, to the east and south by Barra Hall Park and to the west by residential dwellings located on Reid Close.

## 2.2 LOCAL HIGHWAY NETWORK

- 2.2.1 Wood End Green Road takes a general east / west alignment along the site frontage, has a carriageway width of between 5.0m and 6.0m and is subject to a 30mph speed limit and street lighting. It is noted that vertical speed restraint features in the form of cushions are provided at regular intervals along the road.
- 2.2.2 To the east of the site, Wood End Green Road meets Wood End, which continues northbound connecting with Grange Road. Grange Road in turn connects with the A4020 Uxbridge Road at a signalised junction.
- 2.2.3 To the west, Wood End Green connects with Botwell Lane at a three-arm mini roundabout junction. Wood End Green Road continues westbound from this junction, where it is subject to a 20mph speed limit, and connects with Angel Lane, Kingsway and Morgan's Lane at a four-arm roundabout.
- 2.2.4 To the east, the A4020 Uxbridge Road connects with the A312 The Parkway at a grade-separated four-arm roundabout junction. To the north-west, the A4020 provides a route towards Uxbridge town centre, as well as a connection with the M40 and A40 at Junction 1.

## 2.3 WALKING AND CYCLING INFRASTRUCTURE

- 2.3.1 Footways measuring between 1.5m and 3.0m in width and subject to street lighting are provided on both sides of Wood End Green Road. It is noted that the footways along the site frontage.
- 2.3.2 Dropped kerbs with tactile paving are provided at all local junctions and a crossing of Wood End Green Road is located a short distance to the east of the site access, which is provided with dropped kerbs, tactile paving and a pedestrian refuge island.
- 2.3.3 Figure 2-2 overleaf displays the Public Rights of Way (PRoW) network local to the site, with purple lines denoting Footpaths and red lines denoting Byways Open to all Traffic.

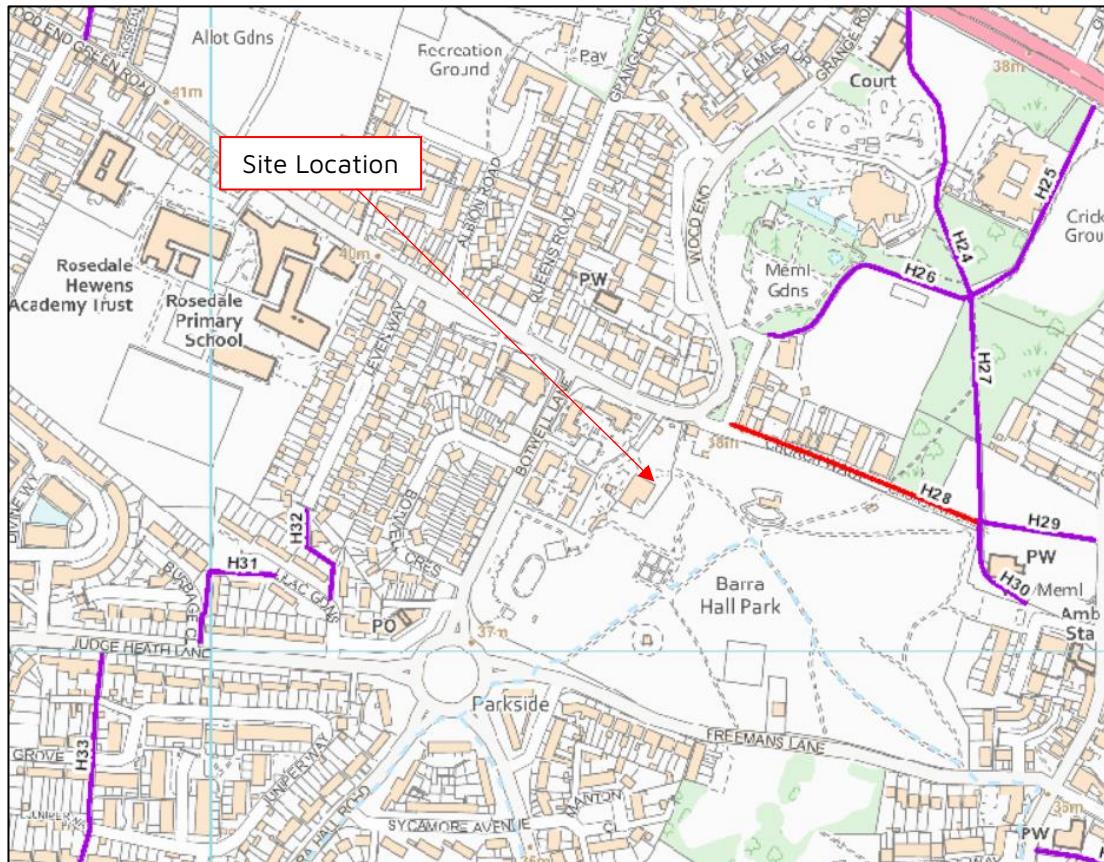


FIGURE 2-2: LOCAL PROW NETWORK (COURTESY OF HILLINGDON COUNCIL)

2.3.4 Figure 2-3 overleaf displays the designated cycle routes within proximity to the site, with Local Cycle Routes highlighted in blue and Promoted Routes in purple.

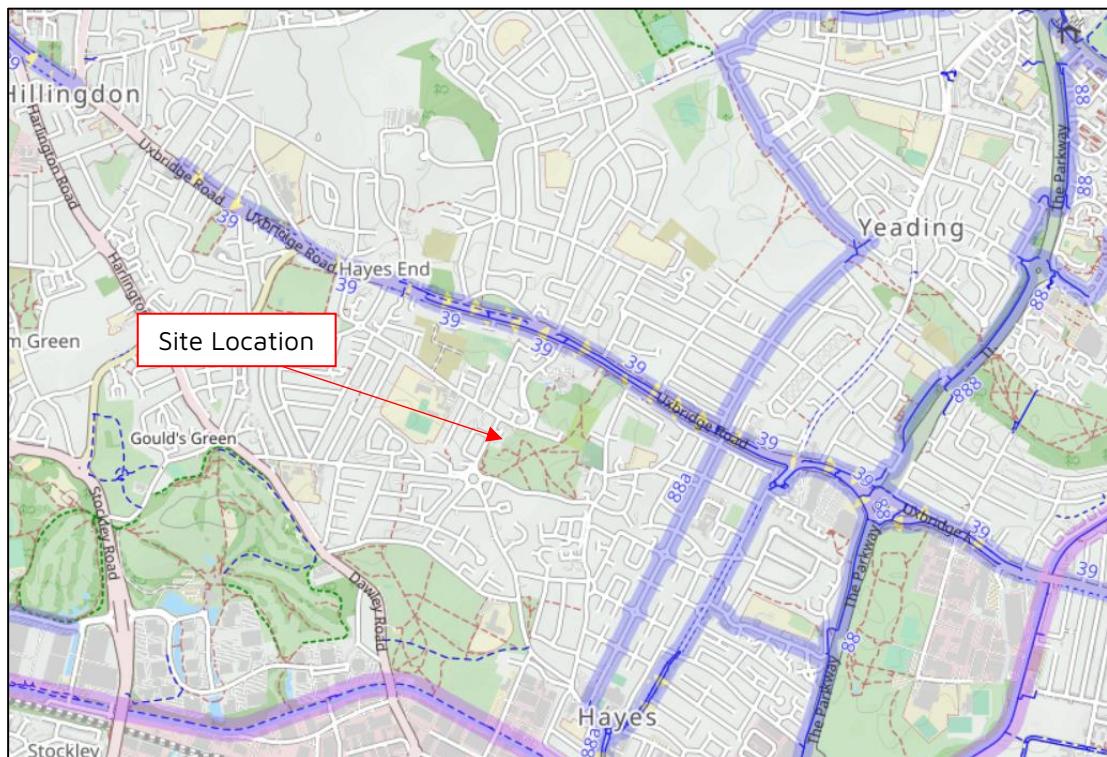


FIGURE 2-3: LOCAL CYCLE NETWORK (COURTESY OF OPENCYCLEMAP)

- 2.3.5 Local Cycle Route (LCR) 39 is accessible on the A4020 Uxbridge Road and provides a route between Hillingdon and Shepherds Bush, via Southall, Hanwell and Ealing.
- 2.3.6 LCRs 88 and 88a can be accessed to the west of the site and provide a route towards Hayes, as well as a connection with the promoted route along the Grand Union Canal.
- 2.3.7 It is further noted that Wood End Green Road and Botwell Lane are a low-speed environment and suitable for on-carriageway cycling by competent cyclists.

## 2.4 PUBLIC TRANSPORT INFRASTRUCTURE

- 2.4.1 The closest bus stops are located approximately 500m and 660m, respectively, to the south on Botwell Lane, accessible within a seven to nine-minute walk time from the principal site access on Wood End Green Road. A further pair of stops is located approximately 600m to the north on the A4020 Uxbridge Road, accessible within an eight-minute walk time. Each of these stops is provided with flags and posts, shelters and clearways. Real-time bus departure information is also provided at the Uxbridge Road bus stops. A summary of the services accessible from these stops is provided in Table 2-1 overleaf.

SERVICE NO.	ROUTE	SERVICE FREQUENCY		
		WEEKDAYS	SATURDAYS	SUNDAYS
<b>Uxbridge Road</b>				
278	Heathrow Central - Ruislip	3-4 per hour	2-3 per hour	2-3 per hour
427	Uxbridge - Southall	5-6 per hour	4-5 per hour	4-5 per hour
697	Hayes End - Ickenham	School Service	No Service	No Service
698	West Drayton - Ickenham	School Service	No Service	No Service
H98	Hounslow - Hayes End	4-6 per hour	4-5 per hour	4-5 per hour
<b>Botwell Lane</b>				
U4	Hayes - Uxbridge	6-7 per hour	4-6 per hour	4-5 per hour

TABLE 2-1: BUS SERVICES ACCESSIBLE FROM UXBRIDGE ROAD AND BOTWELL LANE

2.4.2 Hayes and Harlington Railway Station is located approximately 2.7km (representing an approximate nine-minute cycle time) to the south-east of the site access on Wood End Green Road. Routes 278, 698 and H98 from the Uxbridge Road stops and U4 from the Botwell Lane stop also provide direct access to this station. The station is on the Elizabeth Line and provides access to train services to Abbey Wood and Shenfield (via Central London) and Heathrow, Maidenhead and Reading at a frequency of 2-3 services per hour in each direction on weekdays. This station is provided with 40 cycle parking spaces and step-free access to all platforms.

## 2.5 DEVELOPMENT PROPOSALS

2.5.1 The proposals comprise the change of use of the former manor house from a children's centre to an education facility to accommodate pupils with Special Educational Needs and Disabilities (SEND). The new facility will be known as the Uxbridge College, Barra Hall Campus.

2.5.2 The college will accommodate a total of 70 SEND pupils (aged 16-23) who will be supported by 25 Full Time Equivalent (FTE) members of staff. It has been advised that the college will attract visits from a maximum of five external professionals each day. Its operating hours would be 08:30 to 16:30.

- 2.5.3 Vehicular access to the site will continue to be achieved via the existing junction with Wood End Green Road to the north. It is considered that this access is provided with sufficient visibility and is of a suitable design to serve the proposals given the modest increase in vehicle movements forecast relative to the extant site use and its good highway safety record.
- 2.5.4 With respect to pedestrian access, it is noted that a new fence will be implemented around the building and the pedestrian gate adjacent to the vehicular access will not be utilised and will remain locked. The gate located a short distance to the east will instead be used as the only pedestrian access. A 1.5m footpath routes from this gate to a separate secure gate located on the eastern boundary of the proposal site and then a demarcated route comprising a change of surface will be provided from this gate to the main entrance of the building.
- 2.5.5 The proposals include the provision of 24 vehicle parking spaces, which will comfortably accommodate the demand arising from the 25 members of staff. The proposals also include the provision of a pupil pick-up and drop-off area, noting that the majority of pupils will be transported via mini buses.
- 2.5.6 The pick-up/drop-off area will comprise an area of hardstanding to the north of the building which is suitable to accommodate four queuing mini buses and also provides space for them to turn and exit the site. There are a further two parking spaces on the access road to accommodate an additional two mini buses and this is where the college-owned mini buses will be parked overnight.
- 2.5.7 Two of the vehicle parking spaces will be designated disabled bays and two will be provided with Electric Vehicle (EV) charging facilities.
- 2.5.8 The existing site accommodates a cycle shed to the north of the building, which can accommodate 10 cycles. This will be retained so that staff and visitors can securely store cycles on the site. This cycle shed is sheltered and secure, located directly to the north of the building and is of a suitable size to accommodate larger accessible bicycles, if required.

## 3 MODE SHARE AND OBJECTIVES

### 3.1 OVERVIEW

- 3.1.1 This section sets out the estimated baseline mode split for the users of the site and the objectives of the TP.
- 3.1.2 Objectives are the high-level aims of the TP, giving it direction and providing a focus. They are in line with and reflect local guidance.
- 3.1.3 The objectives are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Timed) targets so that progress towards achieving them can be measured. At this stage, indicative targets have been set. It is anticipated that these will be updated following occupation and use of the site and once travel surveys have been carried out.
- 3.1.4 Given the nature of the college, it is noted that the majority of pupils will access the site by minibus, as set out below. It is therefore proposed that the objectives, targets and measures set out within this TP will mainly be focused on staff and visitors.

### 3.2 MODE SPLIT

- 3.2.1 The likely mode share of pupils has been provided by the college, who have based this on experience of similar SEND facilities. This is outlined in Table 3-1 below. The full mode share assessment methodology is outlined in the TS.

MODE	PERCENT OF PUPILS	NUMBER OF PUPILS
Minibus	70%	49
Taxi	30%	21

TABLE 3-1: FORECAST PUPIL MODE SPLIT

- 3.2.2 The likely mode share of staff has been estimated using information from the 2011 Census and is outlined within Table 3-2 overleaf. The full mode share assessment methodology is outlined in the TS.

Mode of Travel	Percentage	Staff
Work mainly at or from home	0%	0
Underground, metro, light rail or tram	3%	1
Train	5%	1
Bus, minibus or coach	11%	3
Taxi	0%	0
Motorcycle, scooter or moped	1%	0
Driving a car or van	72%	18
Passenger in a car or van	3%	1
Bicycle	2%	0
On foot	4%	1
Other method of travel to work	0%	0
<b>Total</b>	<b>100%</b>	<b>25</b>

TABLE 3-2: FORECAST STAFF MODE SPLIT

3.2.3 Within three months of full occupation of the site, baseline surveys will be undertaken to ascertain the actual mode share of pupils and staff. This will help to inform future targets, ensuring that the SMART criteria are met.

### 3.3 OBJECTIVES

3.3.1 The overriding objective of this TP is to facilitate the sustainable movement of staff and visitors to and from the college wherever possible. To support the realisation of this overarching objective, several sub-objectives have been established:-

- Encouraging staff to use sustainable travel options as opposed to car travel as part of a healthy lifestyle;
- Promoting the TP to all staff and visitors where appropriate;
- Reducing the overall negative environmental impacts of car travel in the local area; and
- Improving highway safety within the locality of the college.

## 4 TARGETS

4.1.1 The college understands the need to set realistic targets from which this TP can be monitored, to assess whether the objectives have been met. This will allow the success of the Plan to be charted over the initial five years post-occupation and beyond. As has been noted, targets should be SMART.

4.1.2 Comprehensive travel surveys will be carried out once the college is fully occupied to inform detailed targets. These surveys will provide a better understanding of the specific travel characteristics of staff and pupils, together with servicing movements. Until such time that these surveys are undertaken, the following indicative target has been set:-

- A minimum **10 percent** reduction in staff travelling to the site in single occupancy vehicles.

4.1.3 It is proposed that this target will be reached across a five-year period. Updated travel surveys will be undertaken annually and will demonstrate progress towards the target. It is proposed that a formal review be undertaken after year 3 where, if the college is not on track to meet the target, additional measures will be put in place.

## 5 TRAVEL PLAN MANAGEMENT

### 5.1 OVERVIEW

- 5.1.1 A Travel Plan strategy that sets out the stages by which the TP will be developed and implemented is very important. The TP strategy for the proposed development is contained within this section. It discusses how the Plan will be managed and marketed, as well as who the key partners will be.
- 5.1.2 For the achievement of the TP targets, it is important to consider the management of the Plan to ensure actions are completed within the specified time frames.

### 5.2 TRAVEL PLAN COORDINATOR (TPC)

- 5.2.1 A Travel Plan Coordinator (TPC) will be appointed prior to occupation of the site. It is likely that the TPC role will be undertaken by one of the staff members on a part-time basis (approximately one day per month) with assistance from colleagues. The TPC responsibilities will include:-
  - (1) Obtaining and maintaining commitment and support from staff, parents and visitors, where appropriate;
  - (2) Implementing an effective marketing campaign for the TP and its specific measures;
  - (3) Liaising with parties within the site and outside (e.g. public transport operators) to facilitate coordinated sustainable transport strategies and TP promotion;
  - (4) Providing advice and information on transport-related subjects to staff, where appropriate;
  - (5) Setting up and facilitating staff steering group meetings; and
  - (6) Coordinating the necessary data collection exercises and monitoring programme for the TP.
- 5.2.2 The staff steering group meetings will take place regularly and could include representatives such as local authority officers and visitors.

### 5.3 MARKETING AND PROMOTION

- 5.3.1 The success of the TP is dependent on the development and implementation of an effective marketing strategy, which will be developed by the TPC.

5.3.2 To increase awareness of the TP, staff will be given information on sustainable ways to travel to and from the site (where appropriate). The travel surveys and pre-survey marketing will contribute to raising awareness at the outset. Further to this, there are a number of ongoing measures, detailed below, which will continue to promote the TP throughout its lifetime:-

- Travel information boards located in communal areas, visible to all staff and visitors;
- Information to be provided within the college's leaflets and online to outline the targets and aims of the TP;
- Information packs on the TP given to all staff; and
- Bi-annual newsletter during the active phases of the TP.

5.3.3 TP 'branding' is a key part of the promotion of any Plan. It is important for all users to have a brand that they recognise as it reinforces the TP, its initiatives and what it seeks to achieve. Noticeboards with travel information on them will be present in various areas around the site.

#### **5.4 TRAVEL INFORMATION AND WELCOME PACK**

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5.4.1 To increase awareness of the TP, staff will be provided with a Welcome Pack. This will set out the following:-

- Details of the TP measures and its objectives and targets;
- Plans of walking and cycling routes in the area;
- Passenger transport timetable information for services in the vicinity of the site and onward connections, including train timetables and maps showing the nearest bus stops and routes;
- Contact details for the bus/train operators for ticket ordering;
- Contact details for local cycling groups and shops and information on cycle training courses; and
- Details of lift sharing, car clubs and driving aids.

5.4.2 The development of a Welcome Pack is a crucial element of the TP. It is essential that it contains the necessary travel information to suitably inform recipients.

## 6 MEASURES

### 6.1 OVERVIEW

- 6.1.1 This chapter sets out a package of measures which the college may wish to be implemented in order to influence the way individuals travel to and from the site, in order to achieve the objectives and targets set out in the previous section. These measures reflect the context of the site in relation to its location.
- 6.1.2 The results of future travel surveys may suggest that some measures included in this chapter may not be suitable, or alternatively, additional measures may be identified. At this juncture, the TP targets and measures will be updated.

### 6.2 WALKING INITIATIVES

- 6.2.1 It should be noted that given the SEND nature of the college, and the complex physical and emotional needs of the pupils, it is not likely that any pupils will walk to college. Therefore, the initiatives set out within this section will be applicable to the staff and visitors only.
- 6.2.2 Walking is the most sustainable method of travel, has a number of proven health benefits and is an important source of personal freedom. Walking is important for the vast majority of people, including those using public transport or without access to a car.
- 6.2.3 Walking is free and offers predictable journeys. Furthermore, it does not cause negative impacts in the same manner as vehicular travel (e.g., emissions, pollutants, severance etc.). As with cycling, walking is a form of active travel, which can offer a range of physical and psychological benefits to the individual.
- 6.2.4 The effective promotion of walking is a key part of encouraging people to move away from private car use. However, there are certain factors such as weather conditions, daylight / light levels and physical barriers to movement (including major roads, watercourses and railway lines) that affect the number of staff willing to walk.
- 6.2.5 To combat these issues, staff will be provided with a map of routes around the site which are accessible and suitable for the use of pedestrians. This map will be included in the Welcome Pack. In order to further encourage staff to walk, the TP, through the Welcome Pack and the staff noticeboard, will:-
  - Promote the existing pedestrian infrastructure within the area, showing staff the local network;

- Highlight the health benefits of walking via information boards, for example "Walking one mile in 15 minutes burns a similar number of calories as running one mile in nine minutes"; and
- Regularly seek information from all staff who walk to understand ways in which facilities may be improved.

6.2.6 To encourage a healthy lifestyle for staff and to promote walking to as many people as possible, the following initiatives are proposed:-

- Promote the existing pedestrian infrastructure within the area, showing staff the local network;
- Lighting, landscaping and shelter will be provided as necessary in pedestrian areas;
- Highlight the health benefits of walking via information boards, for example "*Walking one mile in 15 minutes burns a similar number of calories as running one mile in nine minutes*"; and
- Regularly seek information from all staff and visitors who walk to understand ways in which pedestrian facilities may be improved.

### **6.3 CYCLING INITIATIVES**

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6.3.1 For similar reasons set out above regarding walking, it is not likely that any pupils will cycle to college. Therefore, the initiatives set out within this section will also be principally applicable to the staff and visitors only.

6.3.2 Cycling is cheap, efficient, healthy, and environmentally friendly. Travel costs are low and traffic congestion can be avoided, resulting in journey times that are often faster and certainly more predictable than motorised transport. However, it is noted as with the walking initiatives, that initiatives within this section would be applicable to staff at the college only. To encourage cycling among staff and visitors, the college will provide:-

- Conveniently located cycle parking which offers shelter and security. Additional space will be provided should there be sufficient demand;
- Regular consultation with cyclists on the state of the local cycle network and reporting of any concerns or improvements which are required to the Council and/or Transport for London; and
- Detailed plans setting out where the local cycle routes are and how they can be accessed.

6.3.3 The TPC will also seek to agree discounts with local cycle shops for staff at the college.

6.3.4 An existing cycle store is provided on the site which will be retained to provide sheltered and secure cycle storage facilities for staff.

6.3.5 As set out above in Section 2 (above), there are a number of local cycle routes in proximity to the site, such as Local Cycle Route (LCR) 39, which is accessible on the A4020 Uxbridge Road and provides a route between Hillingdon and Shepherds Bush, via Southall, Hanwell and Ealing.

## 6.4 PUBLIC TRANSPORT INITIATIVES

6.4.1 Increased use of public transport is a fundamental aspect of the Government's sustainable transport strategy. It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits. Nevertheless, public transport remains important, particularly for journeys of more than 5km.

6.4.2 Measures to promote bus or train use, carried out by the TPC, could include:-

- Provision of information for staff on bus and train service routes, timetables, ticket prices and available discounts. An example could be the provision of easy-to-read timetables on a noticeboard;
- Provision of maps identifying the location of suitable routes to nearby bus stops and train stations, displayed on a noticeboard and other prominent locations around the site;
- Provision of a public transport information system in a publicly accessible area;
- Promotion of the online Traveline Journey Planner (<https://www.traveline.info/>);
- Regular seeking of information from all staff using public transport on ways in which services may be improved; and
- Obtaining fare discounts and/or taster tickets with local public transport operators for future staff.

6.4.3 The site is located within a seven-to-nine-minute walk of local bus stops and these provided regular services to Uxbridge, Southall, Ickenham, Hayes and Hounslow.

6.4.4 The nearest railway station is Hayes and Harlington, which is located approximately 2.7km (representing an approximate nine-minute cycle time) to the south-east of the site access on Wood End Green Road and is also accessible via bus services that stop at the aforementioned bus stops.

## 6.5 MANAGING TRAVEL BY CAR

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6.5.1 Along with the promotion of alternative travel modes, measures to aid staff and visitors who require the use of a car can also be put in place and include: -

- The implementation and publication of an in-house database to plot staff addresses and travel patterns to promote lift sharing;
- The promotion of Liftshare (<https://liftshare.com/uk>). This website links two or more people (not necessarily from the college) travelling from the same place and has a high rate of matches;
- The promotion of CoMoUK (<https://como.org.uk/>). This website provides information on Car Clubs and car sharing across the UK;
- The provision of practical advice on lift sharing, including publicising the benefits using leaflets and staff notice boards (e.g. the benefits of halving fuel costs); and
- The possible introduction of an emergency ride home facility to guarantee that sharers can get home if, for example, their child is ill. This could be negotiated with a local taxi firm.

6.5.2 Each of the above incentives could be collated to form an information pack for staff, outlining the local public transport network and pedestrian infrastructure. It could also outline the function of the lift share database, noting how it works and pointing new members of staff in the right direction to find out additional information.

## 6.6 ELECTRIC VEHICLE CHARGING PROVISION

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6.6.1 It is noted that the two of the on-site parking spaces will be provided with 'active' Electric Vehicle (EV) charging facilities.

## 7 MONITORING AND REVIEW

### 7.1 OVERVIEW

7.1.1 This TP is a continuous process for improvement, requiring monitoring, review, and revision to ensure it remains relevant to pupils and staff at the college in future years. This section sets out the proposals for monitoring and reviewing the TP over the first five years of the operational life of the college.

### 7.2 MONITORING, REVIEW AND MITIGATION

7.2.1 Monitoring the TP will help to analyse and assess the progress that has been made towards the targets. By reviewing the Plan, it will also be possible to identify if initiatives are failing. Responsibility for the below monitoring actions will fall with the TPC.

7.2.2 A baseline survey for staff will be completed within three months of full occupation, followed by travel surveys carried out annually. The survey should be completed at approximately the same time of year as the original ones to prevent bias.

7.2.3 Following completion of the travel surveys, a review will serve to be both informational and promotional, advising on the progress of individual actions, setting out initiatives for the following period and commenting on the overall success of the TP. This will be completed within one month of the surveys.

7.2.4 If the targets are not being achieved, additional actions will be put in place. If after five years following full occupation of the college the targets continue to be missed, then further mitigation measures will be investigated. Examples of possible mitigation measures that could be included are as follows:-

- (1) Increase the marketing and promotion of the TP and travel options;
- (2) Extend the monitoring period and provide a revised package of measures up to eight years;
- (3) Review and promote cycle parking facilities; and
- (4) Introduce a personalised travel planning programme.

7.2.5 It should be noted that the above list is an indication of potential future measures and is by no means considered exhaustive or prescriptive. The appropriate interventions will be determined following a review of performance against the targets.

## 7.3 REPORTING

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7.3.1 The TPC will liaise with the Local Highway Authority following each review period, to summarise the results of the surveys and detail any revised targets (if deemed necessary). This will set out the success of the TP and will be provided within one month of the surveys.

## 8 ACTION PLAN

8.1.1 The Action Plan in Table 8-1 below outlines the measures, marketing and monitoring that has been identified as needing to be undertaken to make the TP successful and to ensure that it is a constantly evolving document. The Plan outlines who is responsible for undertaking each of the specific tasks and by when these should be completed.

ACTION TYPE	ACTION	BY WHOM	BY WHEN	INTENDED OUTCOME/OUTPUT
Promote Public Transport	Ensure service information is provided on notice boards, as well as on the college's website and within the information pack	TPC	Ongoing	Enhance awareness and encourage sustainable travel
	Promotion of online Traveline journey planner	TPC	Ongoing	Enhance awareness and encourage sustainable travel
	Identify public transport fare discount opportunities	TPC	Ongoing	Reduce costs of sustainable travel to encourage staff to use alternative modes to the car
	Ensure opportunities for staff and visitors to provide feedback on public transport	TPC	Ongoing	Encourage sustainable travel
Promote Cycling	Management of cycle parking	TPC	Ongoing	Improve facilities for cyclists to encourage travel via this mode
	Monitoring of the cycle parking provision to ensure sufficient space is provided	TPC	Ongoing	Improve facilities for cyclists to encourage travel via this mode
	Promote health benefits of cycling via information boards	TPC	By occupation / Ongoing	Encourage travel via this mode
Promote Walking	Promote health benefits of walking via information boards	TPC	Ongoing	Encourage walking

Managing Travel by Car	Provision of practical advice on lift sharing	TPC	Ongoing	Encourage car sharing
	Implementation of an in-house lift sharing database	TPC	Ongoing	Encourage car sharing
	Possible introduction of emergency ride home facility	TPC	Ongoing	Encourage car sharing
Monitoring and Review of Travel Plan	Appoint Travel Plan Coordinator	College	Prior to occupation	Manage Travel Plan
	Complete baseline travel survey of staff	TPC	Within three months of full occupation	Enable progress to be mapped
	Review baseline survey data and modify TP if necessary	TPC	One month after undertaking surveys	Proceed with an applicable set of measures
	Carry out updated travel survey of staff	TPC	Annually	Deduce progress of plan
	Review progress of TP targets	TPC	Year 3 and Year 5	Review success of TP and make necessary updates
	Agree additional measures if targets are not met	TPC	Within three months of survey	Ensure targets are met and the TP succeeds
	Undertake follow-up survey following implementation of additional measures	TPC	To be agreed	Review effectiveness of additional measures

TABLE 8-1: ACTION PLAN