



Travel Plan

560 Sipson Road
West Drayton, Middlesex,
UB7 0JF

for

P & S Hoteliers Ltd
10453

July 2022



Travel Plan

560 Sipson Road

for

P & S Hoteliers Ltd

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1.0 Introduction

- 1.1 Patrick Parsons has been commissioned by P & S Hoteliers Ltd to prepare a Transport Statement to accompany a planning application for the proposed development at 560 Sipson Road, West Drayton, Middlesex, UB7 0JF. The Site Location Plan is included in **Appendix A**.
- 1.2 The London Borough of Hillingdon (LBH) is the Local Planning Authority and Highway Authority.

Proposed Development

- 1.3 The proposed development is for the demolition of the existing building and for the construction of a seven storey 102 room hotel complex with associated parking. The Proposed Site Plans are included at **Appendix B**.
- 1.4 The site has a PTAL (Public Transport Accessibility Level) rating of 3. PTAL information can be seen in **Appendix C**.

Purpose of Travel Plan (TP)

- 1.5 This Travel Plan (TP) has been designed, to provide the development with a means to effectively manage the transport need of staff and visitors of the development. The TP is not intended to be anti-car but will detail the alternative modes of transport available as much as possible, as well as promoting new measures and improvements to existing infrastructure as part of developer contributions. The TP is designed to encourage users of the site to use cars more efficiently where necessary, whilst providing incentives to use alternative sustainable transport modes.
- 1.6 This Travel Plan will be a 'living' document and will be developed further over time to reflect changing sustainable transport initiatives. The document sets out the procedures, measures, objectives, and monitoring requirements for the Travel Plan.
- 1.7 A Travel Plan Coordinator will be appointed who will be responsible for the monitoring and consultation necessary to ensure the success of the Travel Plan.

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2.0 Planning Policy

2.1 This chapter provides an overview of national and local policies for land use and transport that are relevant to the proposed development. These are:

- National Planning Policy Framework (July 2021);
- The London Plan – Publication London Plan (March 2021); and
- London Borough of Hillingdon Local Plan (July 2020).

National Planning Policy Framework (NPPF) (July 2021)

2.2 The revised National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally prepared plans for housing and other development can be produced.

2.3 With regards to Promoting Sustainable Transport NPPF states:

Para 104

2.4 Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) the potential impacts of development on transport networks can be addressed;
- b) opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;
- c) opportunities to promote walking, cycling and public transport use are identified and pursued;
- d) the environmental impacts of traffic and transport infrastructure can be identified, assessed, and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and
- e) patterns of movement, streets, parking, and other transport considerations are integral to the design of schemes and contribute to making high quality places.

Para 105

2.5 The planning system should actively manage patterns of growth in support of these objectives. Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions and improve air quality and public health. However, opportunities to maximise sustainable transport solutions will vary between urban and rural areas, and this should be taken into account in both plan-making and decision-making.

Para 106

2.6 Planning policies should;

- a) support an appropriate mix of uses across an area, and within larger scale sites, to minimise the number and length of journeys needed for employment, shopping, leisure, education, and other activities;



- b) be prepared with the active involvement of local highways authorities, other transport infrastructure providers and operators and neighbouring councils, so that strategies and investments for supporting sustainable transport and development patterns are aligned;
- c) identify and protect, where there is robust evidence, sites and routes which could be critical in developing infrastructure to widen transport choice and realise opportunities for large scale development;
- d) provide for attractive and well-designed walking and cycling networks with supporting facilities such as secure cycle parking (drawing on Local Cycling and Walking Infrastructure Plans)
- e) provide for any large scale transport facilities that need to be located in the area, and the infrastructure and wider development required to support their operation, expansion, and contribution to the wider economy. In doing so they should take into account whether such development is likely to be a nationally significant infrastructure project and any relevant national policy statements; and
- f) recognise the importance of maintaining a national network of general aviation airfields, and their need to adapt and change over time – taking into account their economic value in serving business, leisure, training and emergency service needs, and the Government's General Aviation Strategy.

Para 107

2.7 If setting local parking standards for residential and non-residential development, policies should take into account:

- a) the accessibility of the development;
- b) the type, mix and use of development;
- c) the availability of and opportunities for public transport;
- d) local car ownership levels; and
- e) the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

Para 108

2.8 Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe, and secure, alongside measures to promote accessibility for pedestrians and cyclists.

Para 110

2.9 In assessing sites that may be allocated for development in plans, or specific applications for development, it should be ensured that:



- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
- b) safe and suitable access to the site can be achieved for all users;
- c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and
- d) 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.

Para 111

2.10 Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe.

Para 112

2.11 Within this context, applications for development should:

- a) 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;
- b) address the needs of people with disabilities and reduced mobility in relation to all modes of transport;
- c) 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;
- d) allow for the efficient delivery of goods, and access by service and emergency vehicles; and
- e) be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible, and convenient locations.

Para 113

2.12 All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed

The London Plan – Publication London Plan (March 2021)

2.13 This London Plan will run to 2041 and provides the framework to address the key planning issues facing London. This allows boroughs to spend time and resources on those issues that have a distinctly local dimension and on measures that will help deliver the growth London needs.



2.14 Policy T1 Strategic approach to transport

- A Development Plans and development proposals should support:
 - 1) 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
 - 2) the proposed transport schemes set out in **Table 10.1**.
- B All development should make the 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.

2.15 Policy T2 Healthy Streets

- A Development proposals and Development Plans should deliver patterns of land use that facilitate residents making shorter, regular trips by walking or cycling.
- B Development Plans should:
 - 1) promote and demonstrate the application of the Mayor's Healthy Streets Approach to improve health and reduce health inequalities; reduce car dominance, ownership and use, road danger, severance, vehicle emissions and noise; increase walking, cycling and public transport use; improve street safety, comfort, convenience and amenity; and support these outcomes through sensitively designed freight facilities.
 - 2) identify opportunities to improve the balance of space given to people to dwell, walk, cycle, and travel on public transport and in essential vehicles, so space is used more efficiently, and streets are greener and more pleasant.
- C In Opportunity Areas and other growth areas, new and improved walking, cycling and public transport networks should be planned at an early stage, with delivery phased appropriately to support mode shift towards active and public transport travel. Designs for new or enhanced streets must demonstrate how they deliver against the ten Healthy Streets Indicators.
- D Development proposals should:
 - 1) demonstrate how they will deliver improvements that support the ten Healthy Streets Indicators in line with Transport for London guidance.
 - 2) reduce the dominance of vehicles on London's streets whether stationary or moving.
 - 3) be permeable by foot and cycle and connect to local walking and cycling networks as well as public transport.

2.16 Policy T3 Transport capacity, connectivity, and safeguarding

- A Development Plans should develop effective transport policies and projects to support the sustainable development of London and the Wider South East as well as to support better national and international public transport connections.
- B Development Plans and development decisions should ensure the provision of sufficient and suitably-located land for the development of the current and expanded public and active transport system to serve London's needs, including by:



- 1) safeguarding existing land and buildings used for transport or support functions (unless alternative facilities are provided to the satisfaction of relevant strategic transport authorities and service providers that enable existing transport operations to be maintained and expanded if necessary)
- 2) identifying and safeguarding new sites/space and route alignments, as well as supporting infrastructure, to provide necessary strategic and local connectivity and capacity by public transport, walking and cycling, as well as to allow for sustainable deliveries and servicing
- 3) safeguarding London's walking and cycling networks

C Development proposals that do not provide adequate protection for the schemes outlined in **Table 10.1** or which otherwise seek to remove vital transport functions or prevent necessary expansion of these, without suitable alternative provision being made to the satisfaction of transport authorities and service providers, should be refused.

D In Development Plans and development decisions, priority should be given to delivering upgrades to Underground lines, securing Crossrail 2, the Bakerloo Line Extension, river crossings and an eastwards extension of the Elizabeth Line.

E Development proposals should support capacity, connectivity and other improvements to the bus network and ensure it can operate efficiently to, from and within developments, giving priority to buses and supporting infrastructure as needed.

2.17 **Policy T4 Assessing and mitigating transport impacts**

A Development Plans and development proposals should reflect and be integrated with current and planned transport access, capacity, and connectivity.

B Transport assessments should be submitted with development proposals to ensure that any impacts on the capacity of the transport network (including impacts on pedestrians and the cycle network), at the local, network-wide, and strategic level, are fully assessed. Transport assessments should focus on embedding the Healthy Streets Approach within, and in the vicinity of, new development. Travel plans, parking design and management plans, construction logistics plans and delivery and servicing plans will be required in accordance with relevant Transport for London or Mayoral guidance.

C Where appropriate, mitigation, either through direct provision of public transport, walking and cycling facilities and highways improvements or through financial contributions, will be required to address any adverse transport impacts that are identified.

D Where the ability to absorb increased travel demand through active travel modes has been exhausted, existing public transport capacity is insufficient to allow for the travel generated by proposed developments, and no firm plans and funding exist for an increase in capacity to cater for the increased demand, planning permission may be contingent on the provision of necessary public transport and active travel infrastructure.



- E The cumulative impacts of development on public transport and the road network capacity including walking and cycling, as well as associated effects on public health, should be taken into account and mitigated.
- F Development proposals should not increase road danger.

2.18 **Policy T5 Cycling**

- A Development Plans and development proposals should help remove barriers to cycling and create a healthy environment in which people choose to cycle. This will be achieved through:
 - 1) supporting the delivery of a London-wide network of cycle routes, with new routes and improved infrastructure
 - 2) securing the provision of appropriate levels of cycle parking which should be fit for purpose, secure and well-located. Developments should provide cycle parking in accordance with the minimum standards set out in Table 10.2 and Figure 10.3 ensuring that a minimum of two short stay and two long-stay cycle parking spaces are provided where the application of the minimum standards would result in a lower provision.
- B Cycle parking should be designed and laid out in accordance with the guidance contained in the London Cycling Design Standards.¹⁸² Development proposals should demonstrate how cycle parking facilities will cater for larger cycles, including adapted cycles for disabled people
- C Cycle parking should be designed and laid out in accordance with the guidance contained in the London Cycling Design Standards.¹⁸² Development proposals should demonstrate how cycle parking facilities will cater for larger cycles, including adapted cycles for disabled people
- D Where it is not possible to provide suitable short-stay cycle parking off the public highway, the borough should work with stakeholders to identify an appropriate on-street location for the required provision. This may mean the reallocation of space from other uses such as on-street car parking. Alternatively, in town centres, adding the required provision to general town centre cycle parking is also acceptable. In such cases, a commuted sum should be paid to the local authority to secure provision.
- E Where it is not possible to provide adequate cycle parking within residential developments, boroughs must work with developers to propose alternative solutions which meet the objectives of the standards. These may include options such as providing spaces in secure, conveniently-located, on-street parking facilities such as bicycle hangers.

2.19 **Policy T6.2 Office Parking**

- A The maximum parking standards set out in Table 10.4 should be applied to new office development.
- B In well-connected parts of outer London, including town centres, in close proximity to stations and in Opportunity Areas, office developments are encouraged to be car-free.



- C Car parking provision at Use Classes Order B2 (general industrial) and B8 (storage or distribution) employment uses should have regard to these office parking standards and take account of the significantly lower employment density in such developments. A degree of flexibility may also be applied to reflect different trip-generating characteristics. In these cases, appropriate provision for electric or other Ultra-Low Emission vehicles should be made.
- D Outer London boroughs wishing to adopt more generous standards are required to do so through an evidence-based policy in their Development Plan that identifies the parts of the borough in which the higher standards will be applied, and justifies those standards, including:
 - 1) the provision and operation of (existing and future) public transport, especially in relation to bus reliability
 - 2) the impact on the ability to deliver Healthy Streets, promote active travel and deliver mode shift
 - 3) the impact on congestion and air quality locally and on neighbouring boroughs and districts outside London as appropriate
 - 4) a commitment to increase or enhance publicly-available cycle parking
 - 5) a requirement (via Travel Plans) to reduce car parking provision over time and convert it to other uses.
- E Boroughs should not seek to adopt more generous standards borough-wide.
- F Operational parking requirements should be considered on a case-by-case basis. All operational parking must provide infrastructure for electric or other

London Borough of Hillingdon Local Plan Part 2 Development Management Policies (July 2020)

2.20 This Local Plan sets out the local council's vision and plan for how the borough will grow and develop over the years that the plan will run for. It sets out a range of planning policies which will enable the successful delivery of thriving places, energy efficient housing, a dynamic economy, the provision of community infrastructure, making the borough of Hillingdon a destination in London. The Council's decisions on planning applications should be made in line with its development plan unless there are significant matters (material considerations) that indicate otherwise.

2.21 Policy DMT4: Public Transport

- A) The Council will support and promote the enhancement of public transport facilities, including at key interchanges that address the needs of the Borough. The Council may require developers to mitigate transport impacts from development proposals by improving local public transport facilities and services, which may include:
 - i) improvements to address inclusive access;
 - ii) ensuring that bus stops are conveniently located for passengers;
 - iii) implementation of bus priority and bus stop accessibility measures;
 - iv) providing for bus route requirements and associated road layouts;



- v) improvements to the network of services; and
- vi) improvements to the network of services; and

B) 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.

2.22 Policy DMT5: Pedestrians and Cyclists

- A) Development proposals will be required to ensure that safe, direct, and inclusive access for pedestrians and cyclists is provided on the site connecting it to the wider network, including:
 - i) the retention and, where appropriate, enhancement of any existing pedestrian and cycle routes;
 - ii) the provision of a high quality and safe public realm or interface with the public realm, which facilitates convenient and direct access to the site for pedestrian and cyclists;
 - iii) the provision of well signposted, attractive pedestrian and cycle routes separated from vehicular traffic where possible; and
- B) Development proposals located next to or along the Blue Ribbon Network will be required to enhance and facilitate inclusive, safe, and secure pedestrian and cycle access to the network. Development proposals, by virtue of their design, will be required to complement and enhance local amenity and include passive surveillance to the network.

2.23 Policy DMT6: Vehicle Parking

- A) Development proposals must comply with the parking standards outlined in Appendix C Table 1 in order to facilitate sustainable development and address issues relating to congestion and amenity. The Council may agree to vary these requirements when:
 - i) the variance would not lead to a deleterious impact on street parking provision, congestion, or local amenity; and/or
 - ii) a transport appraisal and travel plan has been approved and parking provision is in accordance with its recommendations.
- B) All car parks provided for new development will be required to contain conveniently located reserved spaces for wheelchair users and those with restricted mobility in accordance with the Council's Accessible Hillingdon SPD.



3.0 Site Location and Existing Development

Existing Site and Location

- 3.1 The site is located to the south of Sipson Road, and the Radission Hotel Complex is located immediately to the west. The Site Location Plan is included in **Appendix A**.
- 3.2 The site previously operated as an ex-servicemen's club (Royal British Legion), however the building was demolished a few years ago. The site has an existing crossover access from Sipson Road and historically there was a hardstanding area accommodating circa 20 car parking spaces

Highway Network

Sipson Road

- 3.3 Sipson Road is a two-way local distributor road that connects with Bath Road (A4) to the south and Holloway Lane (A408) to the north. It has 2 carriageways, a speed limit of 30mph, double yellow line restrictions along its length and a wide pedestrian footway on the southern side of the carriageway with street lighting at regular intervals.

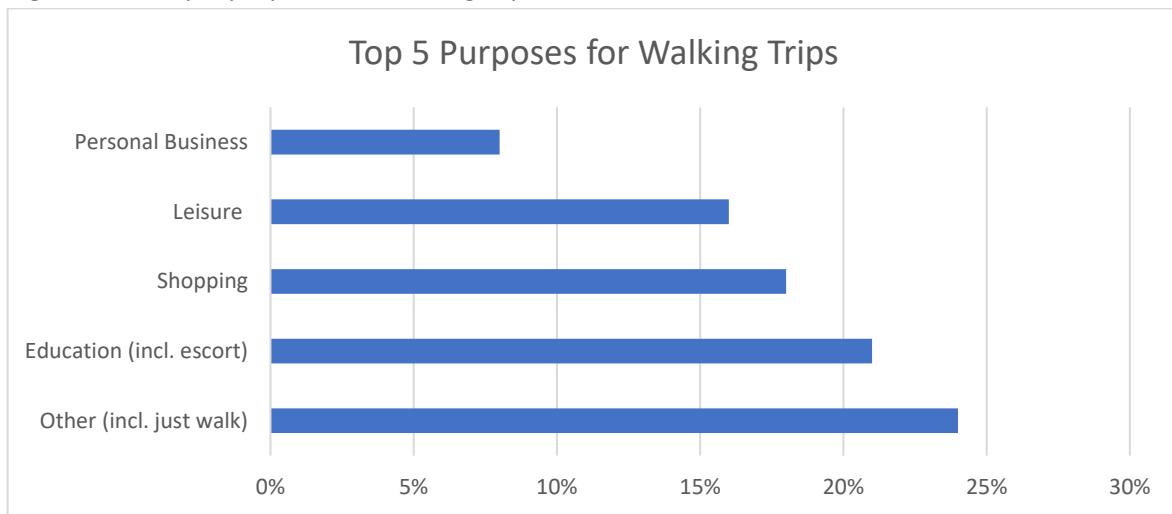


4.0 Active Travel

Walking

- 4.1 There is good footway provision on the local highway network and footways are provided for pedestrians accessing Sipson and all the local shopping / facilities.
- 4.2 According to the most recent and available National Travel Survey Data, an average person will have 250 walking trips per year, totalling approximately 205 miles. This equates to an average of 17 minutes per walking trip on average, which equals approximately 1.3km for an average healthy adult. The NTS has also identified the top 5 purposes of walking trips, which can be seen in **Figure 6.1** below.

Figure 6.1 – Top 5 purposes for walking trips in 2020



Source: [NTS0409](#)

- 4.3 Guidance in Manual for Streets states that “walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes’ walk (up to about 800m) walking distance of residential areas”. **However, it goes on to say that this is not the upper limit and states that walking offers the greatest potential to replace short car trips, particularly those under 2km.**

Cycling

- 4.4 Paragraph 2.2.2 of Local Transport Note 1/20 states that “two out every three personal [cycling] trips are less than five miles in length (8km) – an achievable distance to cycle for most people with many shorter journeys also suitable for walking.”
- 4.5 Based on a relatively slow cycling speed of 15kph, a 5km distance could be achieved in 20 minutes. The 5-kilometre cycle catchment extends to areas including Harmondsworth, West Drayton, Cranford, Hayes, and Harlington.



Buses

4.6 The nearest bus stop is located 400m from the site on Bath Road, a total of 9 bus services call at this stop. A summary of all the bus services is shown in **Table 4.2** below and the local bus information is attached at **Appendix D**.

Table 4.2: Bus Service Summary

Service	Monday - Friday		Saturday		Sunday	
	General Hours of operation	Maximum daily frequency	General Hours of operation	Maximum daily frequency	General Hours of operation	Maximum daily frequency
81 <i>Slough Bus Station</i> - <i>Hounslow Bus Station</i>	05:21 - 00:41	Every 11 – 13 minutes	05:19 - 00:41	Every 12 – 13 minutes	05:19 - 00:41	Every 15 minutes
105 <i>Heathrow Central Bus Station</i> - <i>Greenford Station</i>	00:07 - 23:52	Every 9 – 12 minutes	00:07 - 23:52	Every 11 – 13 minutes	00:07 - 23:52	Every 10 – 14 minutes
111 <i>Heathrow Central Bus Station</i> - <i>Cromwell Road Bus Station</i>	00:11 - 23:57	Every 7 – 10 minutes	00:11 - 23:57	Every 9 – 12 minutes	00:11 - 23:57	Every 10 – 12 minutes
222 <i>Uxbridge Station</i> - <i>Hounslow Bus Station</i>	00:04 - 23:59	Every 9 – 12 minutes	00:05 - 23:59	Every 9 – 12 minutes	00:01 - 23:59	Every 11 – 13 minutes
278 <i>Heathrow Central Bus Station</i> - <i>Brickwall Lane</i>	05:20 - 00:50	Every 15 minutes	05:20 - 00:50	Every 15 minutes	05:20 - 00:50	Every 20 Minutes



285 <i>Heathrow Central Bus Station</i> - <i>Cromwell Road Bus Station</i>	00:17 - 23:47	Every 10 – 12 minutes	00:17 - 23:47	Every 11 – 12 minutes	00:17 - 23:47	Every 11 – 12 minutes
423 <i>School Road</i> - <i>Heathrow T5</i>	04:15 - 00:57	Every 19 – 20 minutes	04:15 - 00:57	Every 20 minutes	04:15 - 00:57	Every 30 Minutes
N9 <i>Aldwych</i> - <i>Heathrow T5</i>	00:10 - 05:10	Every 30 minutes	23:54 - 05:09	Every 20 minutes	23:55 - 05:50	Every 20 minutes
N140 <i>Heathrow Central Bus Station</i> - <i>Long Elms</i>	00:05 - 06:05	Every 30 minutes	00:05 - 06:05	Every 30 minutes	00:05 - 06:050	Every 30 minutes

Trains

4.7 The nearest railway station to the site is the Heathrow Airport station complex, and as such access to the station is limited to airport passengers. Therefore, the next nearest accessible railway station to the site is West Drayton, which is located 3.6km from the site. This equates to a 12 minute cycle ride or a 10 minute drive. Services are provided by the Elizabeth Line and Great Western Railway and is located in Fare Zone 6. The normal weekday off peak service in trains per hour (tph) is:

- 2 tph to London Paddington (GWR);
- 2 tph to Didcot Parkway (GWR);
- 2 tph to Reading (Elizabeth Line);
- 2 tph to London Paddington (Elizabeth Line).

4.8 Following the complete opening of the Elizabeth Line (May 2023), services will increase in frequency and will run continuously towards Shenfield and Abbey Wood.

Summary

4.9 This section has identified existing transport links. These show that the application site is accessible by a variety of sustainable transport modes and provides reasonable access to facilities within easy walking and cycling distance.



5.0 Development Proposal

5.1 The proposed development is for the demolition of the existing building and for the construction of a seven storey 102 room hotel complex with associated parking. The Proposed Site Plans are included at **Appendix B**. The proposed development is very similar to the previously permitted scheme (application Ref: 829/APP/2016/3167, dated 01 September 2016).

Proposed Access

5.2 Vehicle and pedestrian access to the development will be taken from Sipson Road. 2 Car lifts will be provided to allow cars to enter and exit the basement car parking area. Vehicles will enter via the northern entrance and exit via the southern egress. There will be capacity for 4 or 5 cars to wait on the access before entering the lifts to the basement.

Car Parking

5.3 A total of 23 car parking spaces will be provided for the development. 3 of the car parking spaces are designated as disabled parking bays. 5 spaces will have active electric vehicle charging points installed.

Coaches and Taxis

5.4 Coaches and taxis will be able to enter the forecourt to the front of the site to collect and drop-off guests. Coaches will book drop-off and collection time with the hotel management team to ensure that only 1 coach is on site at any time. Large coaches will be informed to approach the hotel from the north and leave heading south.

Refuse and Servicing

5.5 Refuse and Servicing arrangements will be carried out from the forecourt. A Delivery and Servicing Management Plan has been submitted (as a separate report) and submitted as part of this application. In summary, there would approximately 4 – 5 deliveries per day for the hotel.

Cycle Parking

5.6 The current parking standards are set out in the London Plan 2021 in Table 10.3. For long stay parking 1 space is required per 20 bedrooms and for short stay parking 1 space is required per 50 bedrooms. Therefore, a minimum of 7 cycle parking spaces will be provided (5 long-stay and 2 short-stay).



6.0 Travel Surveys

- 6.1 The TP coordinator will carry out regular monitoring of the plan through staff travel surveys, and the associated reporting of findings to the local authority. The Travel Plan surveys will be iTRACE compliant and undertaken in accordance with the iTRACE survey tool. See **Chapter 10.0 (Monitoring and Review)** for further details.
- 6.2 The Final TP will be prepared and submitted to London Borough of Hillingdon (LBH) within 6 months of opening, in order that the surveys can be undertaken and analysed in the first instance. Further surveys will be undertaken in operational years 1, 3 and 5. The Final TP will be reviewed, as necessary.



7.0 Objectives, Targets and Benefits

7.1 The TP is a permanent document and ongoing strategy for enabling and encouraging travel by environmentally sustainable modes of transport.

Objectives

7.2 The objectives of the TP are:

- to reduce the transport related air pollution of the development;
- to increase walking;
- to increase cycling;
- to increase the use of public transport;
- to limit travel to the development by car;
- where it is necessary to use the car, to encourage its more efficient use.

Targets

7.3 Targets will be set to assess the success of the scheme. The Targets need to be realistic, considering the existing situation and information gathered through the staff and visitors of the proposed development. The exact targets and a timescale for their achievement would result from the initial stage of the final Travel Plan once implemented.

7.4 Targets in line with general recommendations will be 'SMART' – i.e., Specific, Measurable, Achievable, Realistic and Timely. Examples of defined targets may include:

- Vehicle Trip Reduction
- Single occupancy vehicle trip reduction/increase in multi-occupancy vehicle trips
- Reduction in CO₂
- Increase in walking and cycling
- Increase in rail, underground and bus use
- Use of cycles, motorcycles, or greener vehicles.

7.5 The Travel Plan will detail the timescale by which the targets are to be achieved. This information will be provided (in the form of the final Travel Plan) once the initial travel surveys have been carried out.

7.6 On site promotion of the plan will be by the means of travel information and Travel Plan initiatives being displayed or made available within the communal entrances of the site. Sustainable travel information will also be made available to visitors via promotional literature, or the company's website.

7.7 This information will include details of public transport services, cycle, and pedestrian facilities.



Benefits

7.8

The introduction of a TP for the proposed development will:

- strengthen environmental performance and improve the environmental image of the site;
- make the local road network less congested and more easily accessible, improving relations with the local community and enabling vehicles to move more freely;
- offer wider travel choices to staff and visitors;
- help staff, and visitors to be healthier and fitter; and
- achieve Carbon Reductions and enhance environmental credentials.



8.0 Travel Plan Co-ordinator & Management Support

- 8.1 A Travel Plan Co-ordinator (TPC) will be nominated to oversee the Travel Plan. The TPC is responsible for the whole development. The responsibilities of the TP Co-ordinator and the developer for the specific measures that are proposed are set out in **Section 10.0** (Committed Measures). The TP Co-ordinator will also be responsible for regularly liaising with London Borough of Hillingdon (LBH).
- 8.2 The Hotel Manager will be the nominated TP Co-ordinator. The nominated co-ordinator will have the power to make the relevant financial commitments as set out in Chapter 10.0 (Measures and Funding). The TP Co-ordinator (Hotel Manager) will be responsible for handing out a TP pack to all staff upon recruitment. It will also be beneficial to display relevant information in prominent locations where it is easily viewed, such as, on notice boards and websites / intranet
- 8.3 It is important to ensure staff and visitors of the existence and benefits of the TP. It will be necessary to display relevant information in prominent locations where it can be easily viewed, such as on notice boards and websites.
- 8.4 The aim will be to help build a sense of 'joint ownership' of the development. It is essential to listen to people's views about the TP and its initiatives. It will be necessary to collect feedback which will be achieved as part of the formal monitoring process, as detailed later.

Co-ordinating and Communicating the Plan

- 8.5 To ensure that the TP is monitored and that effective communications are maintained with staff and visitors, the developer should aim to:
 - Appoint a Travel plan Coordinator to be responsible for co-ordinating and progressing the individual elements of the TP and be available to liaise with the staff, and visitors of the development;
 - Travel plan co-ordinator duties to include the promotion of the benefits of the Plan and resource the post to achieve this;
 - Ensure the Travel Plan Coordinator determines and maintains such records as are necessary to monitor the effect of the TP and to adjust it, as necessary, to achieve the objectives.
- 8.6 The Travel Plan set out here should be developed into a document that can be used to effectively communicate the aims and objectives to the staff and visitors and set targets, upon which the successes of the Travel Plan can be measured.



9.0 Promotion and Sustainable Transport

Public Transport Information

9.1 Timetables, maps, and other information on the Bus and Rail Services will be included in new welcome packs, displayed at the entrances to the buildings and given on websites (where applicable).

9.2 There is also a wealth of information available over the internet, including:

- www.nationalrail.co.uk and www.trainline.com provide information public train services;
- www.tfl.gov.uk, and www.hillingdon.gov.uk provide information on all modes of public transport services.

9.3 Access to this information will be made available wherever possible, particularly on websites and on notice boards. The use of journey planners such as Traveline Journey Planners and TfL Journey Planner will be encouraged for wider transport network accessibility.

Walking

9.4 Walking will be encouraged as much as possible. This encouragement can be linked to health campaigns.

9.5 The TP Co-ordinator will liaise with LBH to make sure that all footways and pedestrian routes are maintained.

Cycling

9.6 The development will have cycle parking facilities at the in line with the LBH Parking Standards. Cycling will be encouraged as much as possible and can be linked to health campaigns.

9.7 All cycle route information available will be displayed for the staff and visitors to observe at the entrance to the buildings on notice boards or similar.

9.8 In order to ensure the success of the TP it will be effectively communicated, and progress continuously monitored. The Hotel Operator will fund the TP co-ordinator to carry out the commitments outlined above. The TP co-ordinator will have responsibility for co-ordinating and progressing the individual elements of the plan. They will consult visitors and staff and determine and maintain the TP in order to effectively communicate the aims and objectives to occupants and visitors.



10.0 Committed Measures, Funding and Dates

10.1 The developer will aim to undertake and fund the following measures as shown in **Table 10.1** below.

Table 10.1 – Sustainable Travel Measures

Proposed Measures	Date	Funding and Costs	Responsibility
Appoint a TP Coordinator to finalise TP, undertake staff surveys and to liaise with RBG and other local transport groups	Prior to occupation	Approx. £3,000 per annum for a minimum of 5 years	Site Operator
Issue the final TP as a working document within six months of occupation	6 months after first occupation	Fees covered in co-ordinator fees above	TP Co-ordinators
Join any local transport groups with similar ideas to car share	As soon as TP co-ordinator is appointed	Fees covered in Co-ordinator fees above	TP Co-ordinators
Investigate offering a cycle share scheme.	As soon as staff occupy the site	Fees covered in Co-ordinator fees above	TP Co-ordinators
Erect information on public transport and walking and cycling in key locations within the site	Prior to first occupation of new site	Prior to first occupation of new site	Site Operator / TP Co-ordinators
Include information on public transport walking and cycling to staff, and visitors in welcome packs for staff and on the website for guests use. A Travel Plan pack to be agreed with LBH.	When staff start working at the site. Update every 12 months.	Fees covered in Co-ordinator fees above	TP Co-ordinators
Give advice on personalised travel planning to staff at induction stage.	As and when required	Fees covered in Co-ordinator fees above	Hotel TP Co-ordinator
Provide marketing budget for promotional leaflets and literature	On going	Approx. £1000 per year	TP Co-ordinator



Provide secure cycle stands	As part of Construction	As part of Construction	Developer
Promotion of Car Sharing among staff and visitors	At Start of operation	Included within TP Co-ordinators fees above	Site Operator / TP Co-ordinators



11.0 Monitoring & Review

Monitoring

- 11.1 Monitoring progress towards targets of non-car travel will be an essential part of the TP. The TP Co-ordinator will be responsible for recording progress. Staff and visitors will be surveyed as to their means of travel as part of the continuing target and to identify areas that can be improved.
- 11.2 The Travel Plan review will be iTRACE compliant and all surveys will be undertaken in accordance with the iTRACE survey tool.
- 11.3 It will be necessary to agree with LBH a simple questionnaire / survey sheet, which can be used to record travel modes and numbers. Each staff member will be expected to fill out this questionnaire. This should include at least:
 - Travel mode of staff, worshippers, and visitors;
 - Demand for car parking;
 - What problems do you have with public transport;
 - What incentives would encourage you to travel in a more sustainable way;
 - Where do you park (if driver).
- 11.4 Reports with findings from the above surveys will be copied to LBH, as per the scheduled surveys in year 1, 3 and 5 after opening. This report will also make proposals for future measures towards achieving the targets as set out within the TP.
- 11.5 The Hotel TP Co-ordinator will attend LBH Employer's TP Group.

TP Review

- 11.6 It will be necessary to review the TP on a regular basis. The first review will be 3 months after first occupation and the second will be 12 months after first occupation.
- 11.7 Subsequent reviews will then be undertaken in years 1,3 and 5, unless otherwise agreed with LBH.
- 11.8 Results from the travel surveys and monitoring process will be used in the TP Review in order that the strengths, weaknesses, opportunities, and threats can be identified. LBH will be shown copies if the review results and actions for the following TP so that an updated TP can be agreed.
- 11.9 The targets, set out in the final Travel Plan, will be referred to at every stage of the review process, to ensure that the original objectives of this Travel Plan are met. If the targets are not being met, then the TP Coordinator will investigate the reasons why the staff and visitors are taking up some of the proposed measures and look at new ways of encouraging their take up or consider a series of back up (recovery) measures, if necessary.



12.0 Summary and Action Plan

12.1 This report sets out a Travel Plan Framework for the redevelopment. The main objectives of the Travel Plan Framework are to:

- Reduce the transport related air pollution of the development;
- Provide information on and promote the use of public transport;
- Encourage the use of public transport travel by staff and visitors;
- Reduce car usage;
- Promote car sharing;
- Promote walking;
- Promote cycling;
- A Travel Plan pack will be provided to staff and visitors.

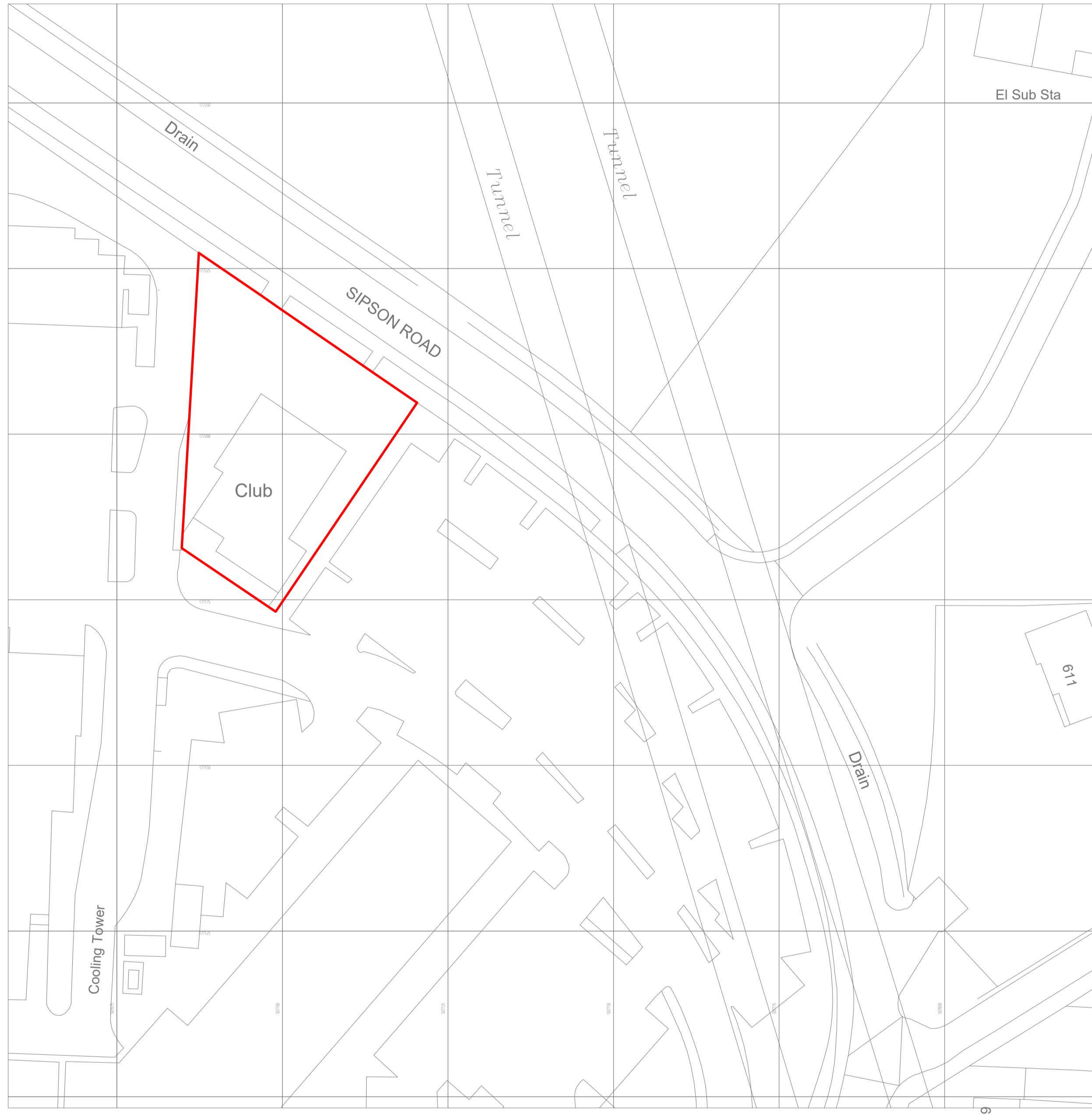
Action Plan

Action	Responsibility	Timescale
Confirm details of the TPC to London Borough of Hillingdon	Travel Plan Coordinator (TPC)	Prior to opening
Ensure cycle parking is in place	TPC	Prior to opening
Preparation of travel information for staff and guests	TPC	Prior to opening
Prepare staff and visitors welcome pack and communal board information	TPC	Prior to opening
Issue Welcome Packs with TP information	TPC	On moving in
Update communal board information	TPC	Every 6 months
Update Deliveries Register	TPS	Ongoing
Carry out baseline surveys	TPC	After 75% occupation
Carry out follow up surveys	TPC	Operational years 1, 3 and 5
Review Travel Plan	TPC	As required by LBH, or changes in circumstances

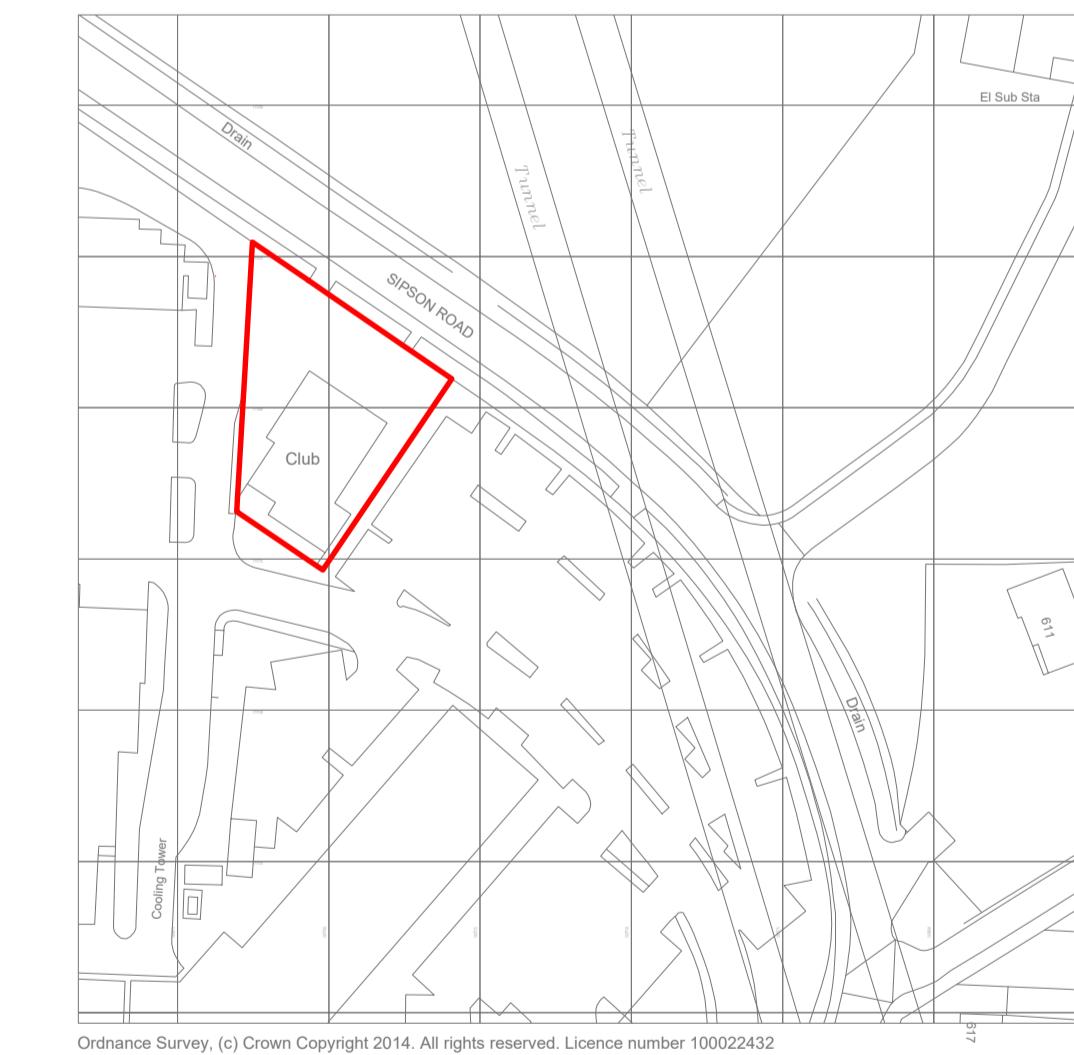


Appendix A

Site Location Plan

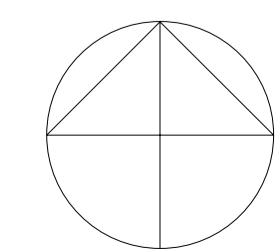
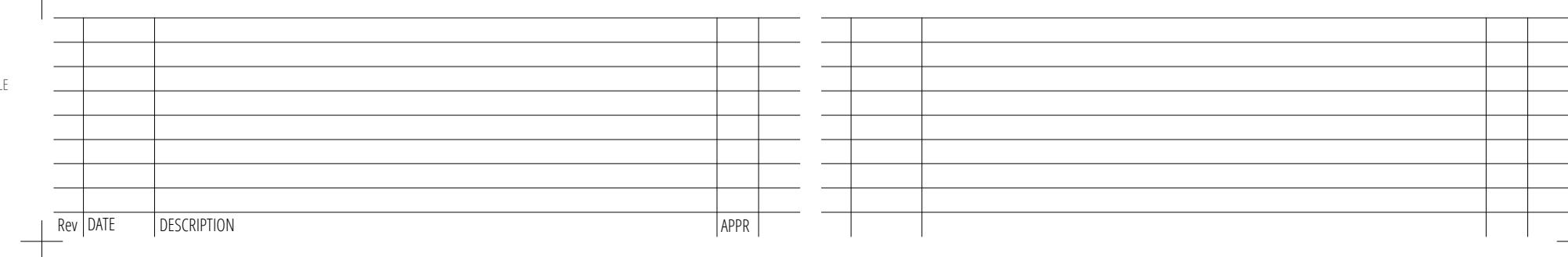


① Block Plan
1:500



② Location Plan
1:1250

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PROJECT NO.
19040-GAA-ZZ-00-DR-T-0101

DRAWING TITLE
Location & Block Plan

DATE
16/06/22 DRAWN AS CHECK AS

PROJECT NUMBER
19040

SCALE
As Indicated

PURPOSE
For Stage Approval

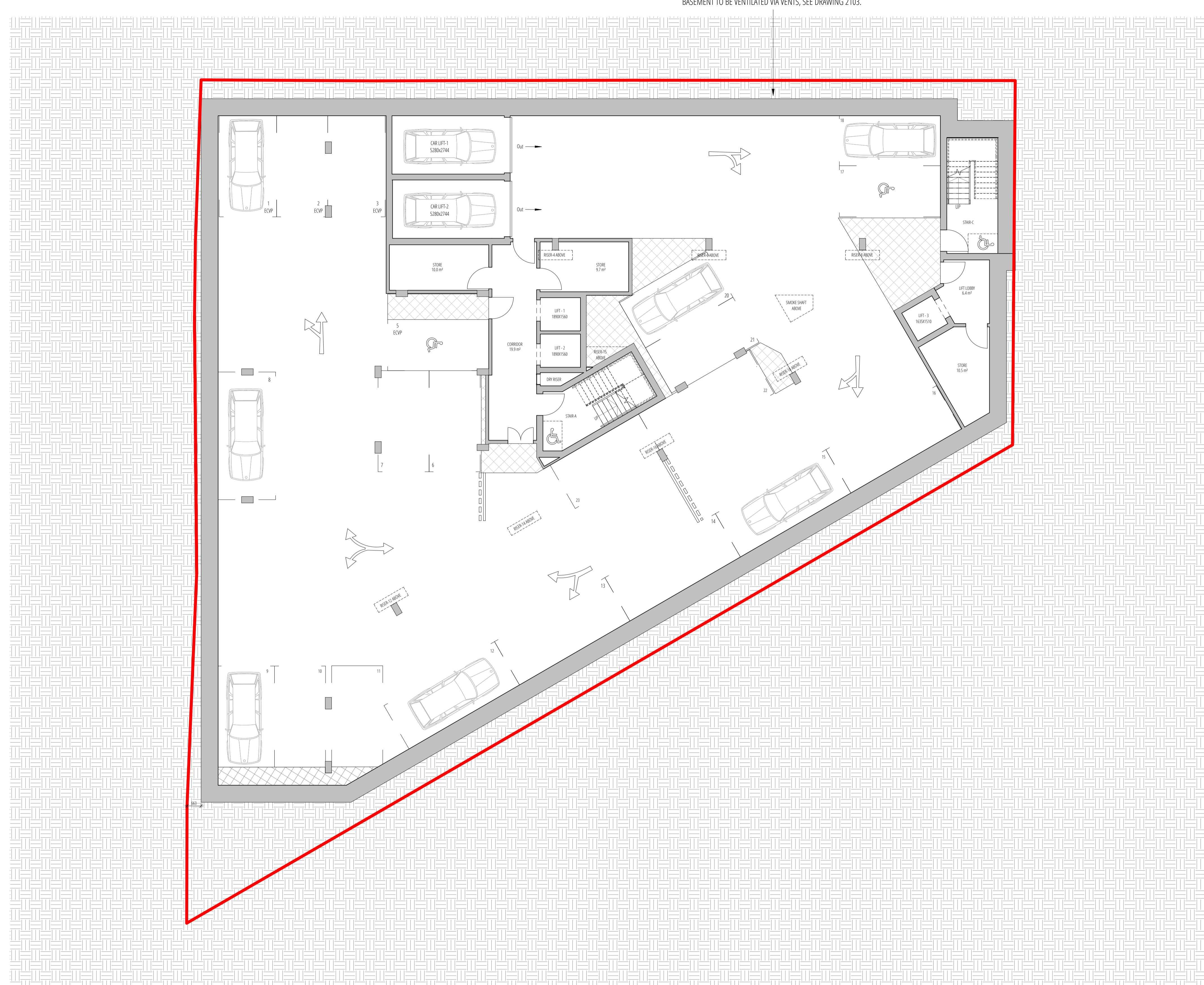
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P01
RS
REVIEWED
APPROVED
RS

GAA
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Appendix B

Proposed Site Plans

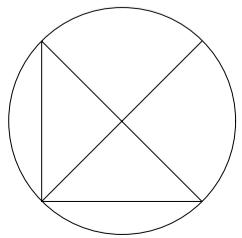


1 Proposed Basement GA Plan
1:100

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Rev	DATE	DESCRIPTION	APPR

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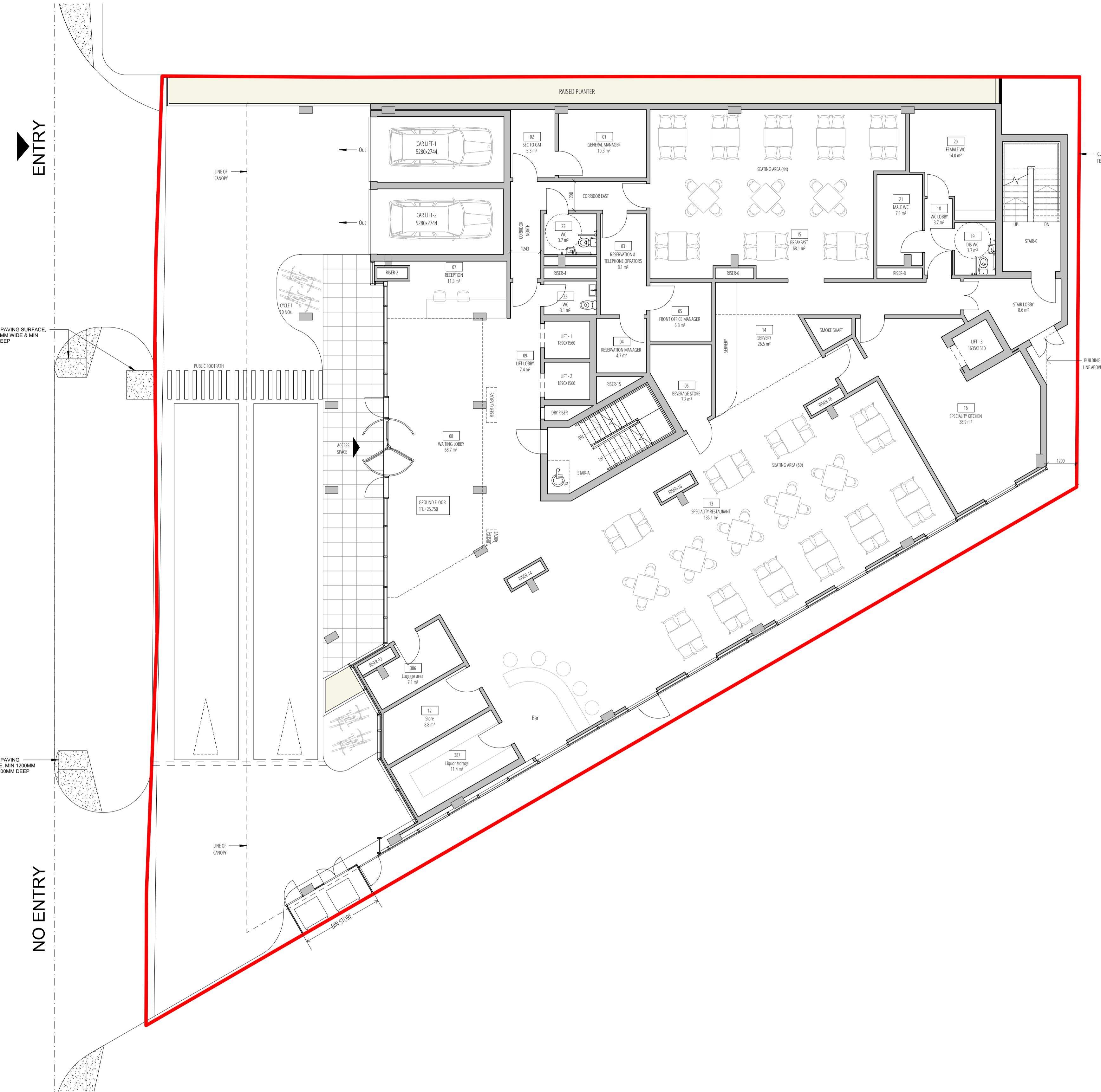


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DRAWING TITLE: Proposed Basement GA Plan
PROJECT NUMBER: 19040
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PURPOSE: For Stage Approval
STATUS: S4
REV. NO.: P04
DRAWN: RS
CHECKED: DA
APPROVED: RS

PROJECT NO.: 19040-GAA-ZZ-B1-DR-T-2001
DATE: 29/06/22
DRAWN: AS
CHECKED: DA

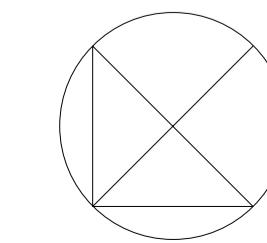
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SIPSON ROAD



Rev	DATE	DESCRIPTION	APPR

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SCALE 1:100 @ A1



PROJECT NAME: 560 Sipson Road, UB7 0JF
DRAWING TITLE: Proposed Ground Floor GA Plan
PROJECT NUMBER: 19040
SCALE: 1:100
PURPOSE: For Stage Approval
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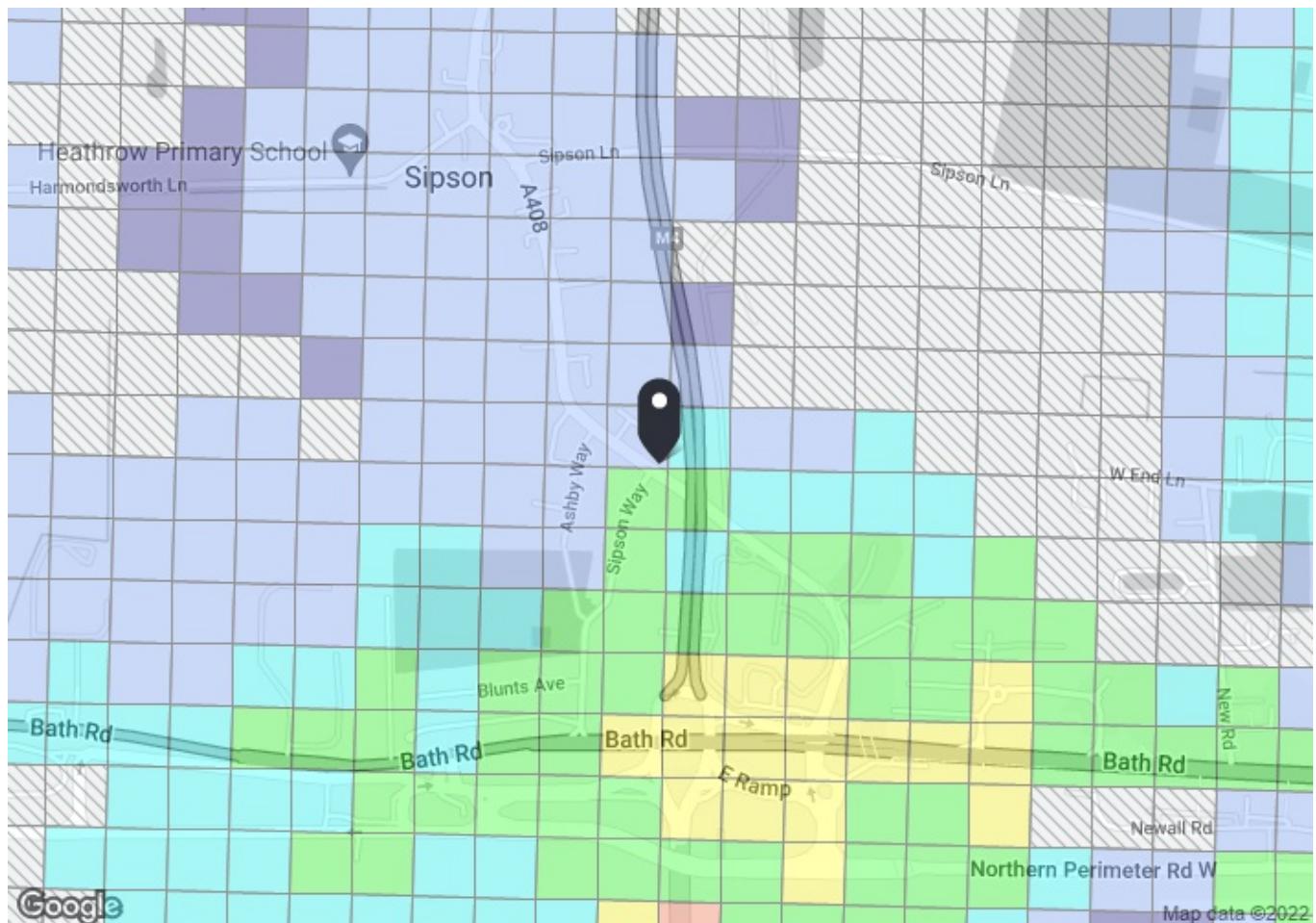
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DATE: 29/06/22
DRAWN: AS
CHECKED: DA
APPROVED: RS

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Appendix C

PTAL Information



PTAL output for Base Year
3

UB7 0JF
Sipson Rd, Sipson, West Drayton UB7 0JF, UK
Easting: 507484, Northing: 177394

Grid Cell: 64872

Report generated: 10/06/2022

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 ReliabilityFactor	2.0
LU Station Max. Walk Access Time (mins)	12
LU ReliabilityFactor	0.75
National Rail Station Max. Walk Access Time (mins)	12
National Rail ReliabilityFactor	0.75

Map key- PTAL

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

Map layers

- PTAL (cell size: 100m)

Calculation data

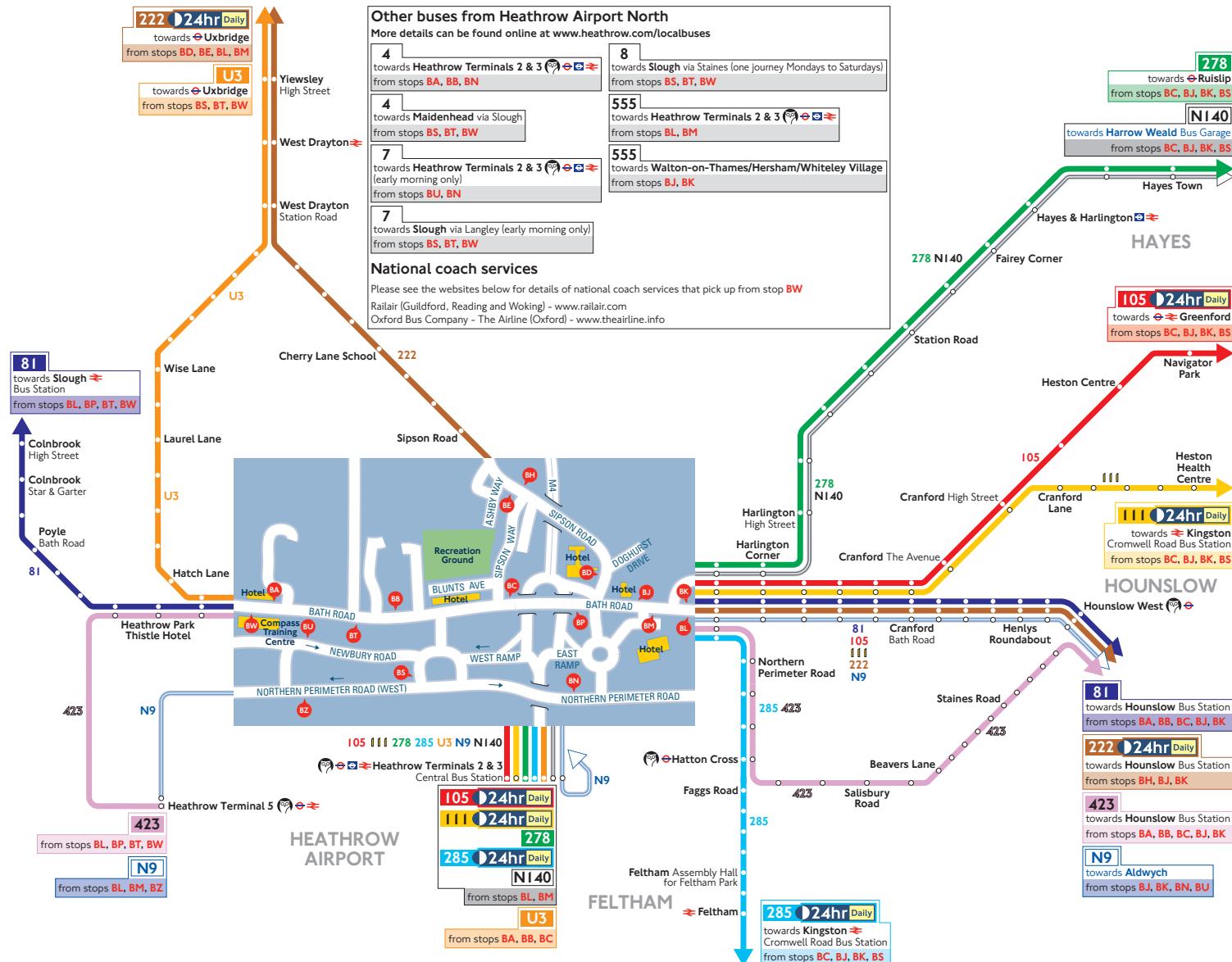
Mode	Stop	Route	Distance (metres)	Frequency(vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	BATH ROAD THREE MAGPIES	111	596.92	7	7.46	6.29	13.75	2.18	0.5	1.09
Bus	BATH ROAD THREE MAGPIES	81	596.92	5	7.46	8	15.46	1.94	0.5	0.97
Bus	BATH ROAD THREE MAGPIES	U3	596.92	5	7.46	8	15.46	1.94	0.5	0.97
Bus	BATH ROAD THREE MAGPIES	285	596.92	6	7.46	7	14.46	2.07	0.5	1.04
Bus	BATH ROAD THREE MAGPIES	105	596.92	6	7.46	7	14.46	2.07	0.5	1.04
Bus	BATH ROAD THREE MAGPIES	140	596.92	8.5	7.46	5.53	12.99	2.31	0.5	1.15
Bus	BATH ROAD THREE MAGPIES	423	596.92	3	7.46	12	19.46	1.54	0.5	0.77
Bus	SIPSON ROAD SIPSON WAY	222	88.48	7.5	1.11	6	7.11	4.22	1	4.22
										Total Grid Cell AI: 11.25



Appendix D

Local Bus Information

Buses from Heathrow Airport North



How to use this map

- Find your destination on the map
- See the coloured lines on the map for the bus routes that go to your destination
- Check the map (at the end of each coloured line) for the bus stops to catch your bus from
- Use the central map to find the nearest bus stop for your route
- Look for the bus stop letters at the top of the stop (see example for stop A to the right)





UK Locations

Ash Vale
Birmingham
London
Wakefield

