

Date of issue: 30th April 2013

MEETING	PLANNING COMMITTEE (Councillors Carter (Chair), Dar, Hussain, O'Connor, Plenty, Rasib, Sharif, Smith and Swindlehurst)
DATE AND TIME:	WEDNESDAY, 8TH MAY, 2013 AT 6.30 PM
VENUE:	FLEXI HALL, THE CENTRE, FARNHAM ROAD, SLOUGH, SL1 4UT
DEMOCRATIC SERVICES OFFICER: (for all enquiries)	TERESA CLARK 01753 875018

SUPPLEMENTARY PAPERS

The following Papers have been added to the agenda for the above meeting:-

* Item 9 was not available for publication with the rest of the agenda.

PART 1

<u>AGENDA ITEM</u>	<u>REPORT TITLE</u>	<u>PAGE</u>	<u>WARD</u>
9.	P/02523/011 - 27, Cheviot Road, Slough (Appendix 1- Transport Statement/ Travel Plan)	1 - 18	Foxborough

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APPENDIX 1

TRANSPORT STATEMENT / TRAVEL PLAN



DAWAT-E-ISLAMI



Proposed Dawateislami community and education centre

27 Cheviot Road

Langley

Slough

Berkshire

SL3 8LA

Travel plan issue: 1

Author: Waqas Choudhery

Date of issue: 29/04/2013

Introduction

This travel plan has been produced for Dawateislami's community and education centre which will be located in the Borough of Slough and is a voluntary travel plan to highlight and reduce the impacts of car travel. We will identify different travel methods to allow us to minimise congestion in the area.

The travel plan will cover travel to the site by all users. The Travel plan measures will be implemented and progress towards targets will be monitored. We are implementing a travel plan to ensure that the proposed application will not have a major impact on congestion, and to work with the council to provide the local community what it needs while not causing any disturbance to members of the public.

A group of volunteers will undertake the travel plan measures and aim to achieve its targets managed by a senior member of the centre. The group will be rewarded when targets are achieved. Regular meetings will be held and a variety of motivational techniques will be used to aim to meet all of the travel plan targets. Motivational and reward methods will include group dinners and outings and also presenting gifts to the members of the team.

The site will be mainly used in the evenings for educational classes and community counselling sessions along with language courses. All events and classes will be held in the evenings and on weekends after school for children and after work for adults. It is aimed that all classes will be after 5pm during the week. There will only be a few volunteers who will lead the classes and there will be no more than 20 people in any class at one time. Classes will be organised in such a way that there will be gaps between sessions, to avoid arrivals and departures at the same time.

Proposed timetable of classes:

Name of class / session	Day	Time	Expected number of attendees
CHILDRENS EDUCATION CLASSES	MONDAY TO FRIDAY	FROM 5 TO 6 PM	40
LADIES STUDY CIRCLES	MONDAYS AND WEDNESDAYS	FROM 7 TO 8PM	20
ADULT STUDY CLASSES AND TUITION	TUESDAYS AND THURSDAYS	FROM 7 TO 8PM	20
LANGUAGE COURSES	SATURDAYS AND SUNDAYS	FROM 7 TO 8 PM	20
COUNSELLING AND ADVICE SESSIONS FOR THE COMMUNITY	SATURDAYS AND SUNDAYS	FROM 5 TO 6 PM	20
EDUCATION FOR THE SPECIAL NEEDS	SATURDAYS AND SUNDAYS	FROM 2 TO 3PM	20
FRIDAY LUNCH TIME PRAYERS	FRIDAYS	FROM 1.30 TO 2.30 PM	150

The catchment area for this community centre is the Foxborough ward of Langley. It is expected that the majority of people that will use the centre will be from this area as there is no similar centre in the area. It is not expected that people from outside this catchment area will attend this centre as there are similar facilities available in slough which people are currently using. The people of the Foxborough ward are currently going into slough for similar services and facilities. Most of the people of Langley are attending the mosque on Diamond Road (78 Diamond Road, Slough, SL1 1RX).

In addition to the above timetable, there will also be two special events per year, where the number of users will total a maximum of 300. Special measures will be put in place in order to reduce travel and parking issues around these special events – see below.

Site Characteristics

Site location

The site is situated on Cheviot road in Langley.

The premises comprise a two storey members club with part second floor managers accommodation having brick elevations incorporating uPVC double glazed windows being under a pitched tiled covered roof on a total site area of 0.13 hectares (0.32 acres).

The first floor provides access to a one bedroom managers flat on the second floor. The accommodation generally has plaster painted walls, suspended ceilings incorporating recessed lighting, carpet / lino covered flooring and central heating radiators. A lift provides access to all floors. Externally the premises have a dedicated car park area to the front elevation accommodating approximately 35 spaces.

The site is based at 27 Cheviot road, Langley, SL3 8LA.

Please see below a location map showing the location of the premises and the surrounding road network.



Vehicular access and parking

Vehicular access is from Cheviot road into the site car park.

The car park has 35 spaces, including two disabled bays. Parking is off-street and is free of charge. Disabled bays are clearly marked out and are located close to the building entrance. As part of this application, we are committed to assigning five car parking spaces as dedicated car sharing bays, with a view to put in more if the need arises in future (to be monitored through the travel plan). The car sharing bays will be clearly marked out and located close to the building entrance.

Cycle parking

As part of this application, we will provide six cycle parking stands at the site. The cycle parking will be located conveniently within the site, and will be secure. Usage of cycle parking will be monitored via the travel plan, and if more facilities are required, they will be provided in future.

Local highway network

Slough town centre is approximately 2½ miles to the north west of the site being accessed over the A4 London Road. Junction 5 of the M4 motorway is situated in close proximity to the subject site accessed over the B470 High Street and A4. Cheviot Road is accessed over the B470 High Street and Common Road.

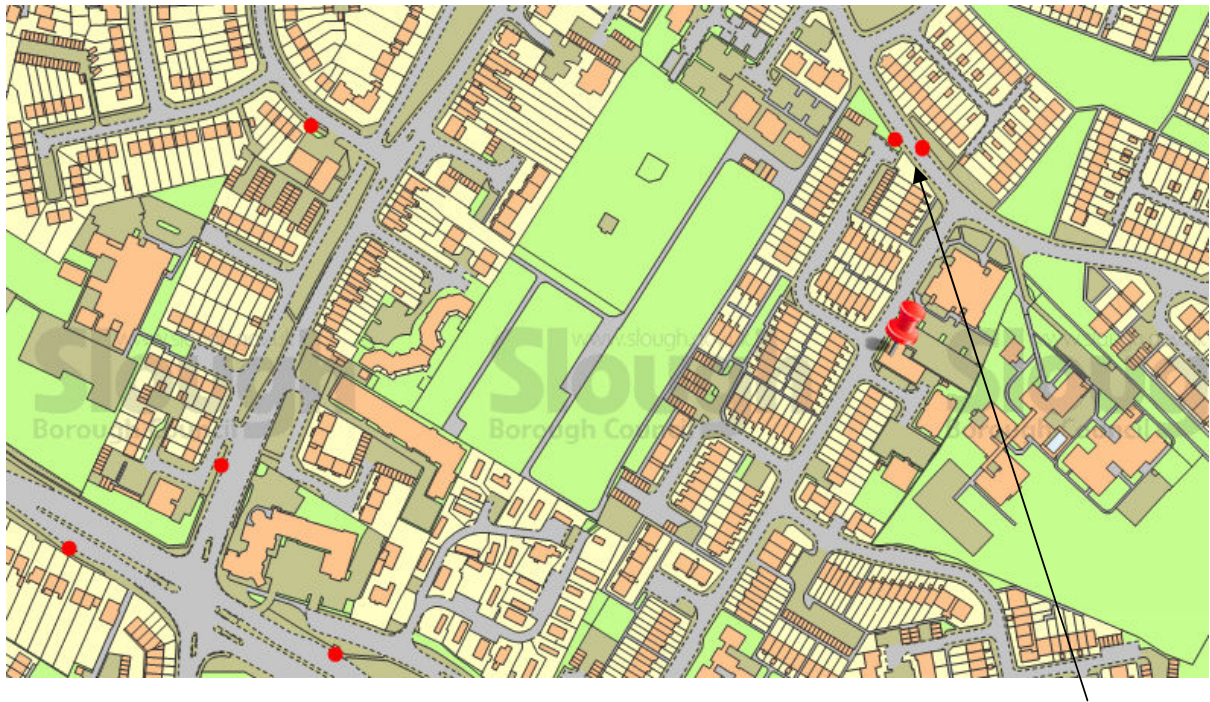
Local public transport network

The site is served by the following bus routes:

Route number	Destination	Bus stop location	Approximate weekday evening frequency
75/76	75: Maidenhead – Cippenham – Slough – Langley – Colnbrook – Heathrow (Central bus station) 76: Cippenham – Slough – Langley – Colnbrook – Heathrow (Central bus station)	Common Road	Half hourly
78	Heathrow T5 – Langley – Slough – Farnham Road – Britwell / Burnham	Common Road	Half hourly, hourly after 8pm
77	Heathrow T5 – Colnbrook – Langley – Slough – Windsor – Clewer	London Road / High Street	Every 45 minutes, hourly from 7pm
81	Slough – Langley – Colnbrook – Heathrow Airport - Hounslow	London Road / High Street	Every 20 minutes
701/702	Bracknell – Ascot – Windsor – Slough – Langley – Hammersmith – London Victoria	London Road / High Street	Hourly only, last bus 1905 westbound, 2312 eastbound

The nearest bus stops to the site are located on Common Road, to the north east of the site – less than 100m walk. Bus stops are also located on London Road, approximately 850m from the site (about 10 minutes' walk) – these are served by different routes. The London Road bus stops can be accessed on foot via a footpath just off Grampian Way. See maps below for bus stop and route locations, and for full Slough bus map see Appendix 1.

Map of the site showing nearby bus stops



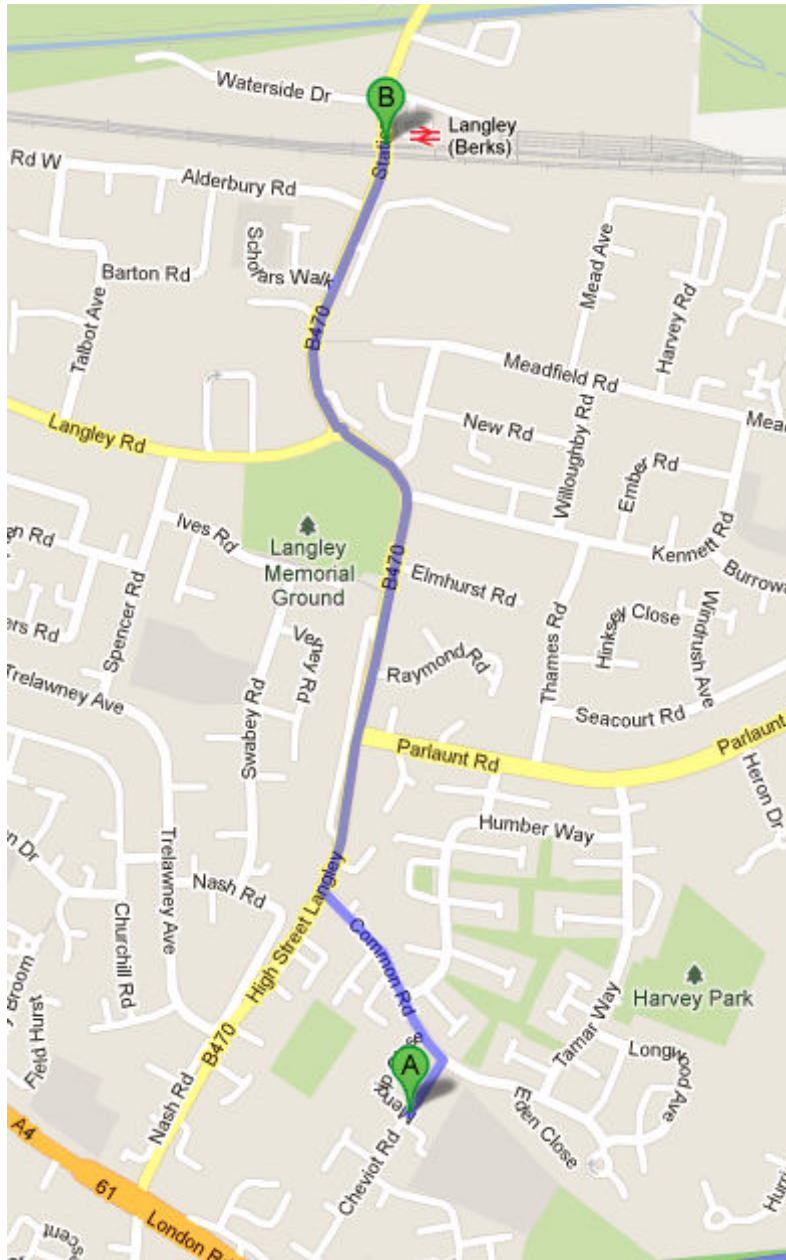
London Road bus stops

Common Road bus stops

Section of Slough bus map showing site area



Langley national rail station is 1 mile from the site – 20 minutes’ walk. Langley station is served by train services to Oxford in the west and London Paddington in the east. Local stations that can be accessed directly from Langley include Slough, Maidenhead, Iver, West Drayton and Hayes & Harlington. On weekday evenings, there is a service approximately every half hour in each direction.



Walking route from site to Langley station

Local walking and cycling network

The local walking and cycling network around the site is detailed in the map below. Along London Road and Sutton Lane are shared use pedestrian and cycle paths, segregated from the main carriageway. The walking and cycling networks in the area can be seen in the Slough Walking and Cycling map, which is attached in Appendix 2.



Baseline travel information

Using the proposed user addresses (270 users, 106 households), in conjunction with guidelines from the Institution of Highways and Transportation document 'providing for journeys on foot', the following is the predicted scenario in terms of modal split to the centre.

- 33 households within 400m, all assumed to walk
- 39 households within 0.5 miles, 75% will walk, so 30 households will walk and 9 will come by car
- 12 households within 1200m, 50% of these will walk, so 6 households will walk and 6 will come by car
- 22 households are over 1200m away whereby 25% will walk, so 6 households will walk and 16 will come by car

Using the above analysis and assuming that all those who don't walk will drive (in reality there will also be those who will cycle / use public transport), this gives a total of 31 cars on site. This gives an overall modal split of 71% walking, and 29% driving. This is subject to change, with additional public transport users and cyclists expected. Actual modal split will be verified via a baseline travel survey, as noted in the monitoring section.

Objectives

The main objectives of the travel plan are:

- Where feasible, to encourage more people to walk to the centre by promoting the health benefits of walking
- Where appropriate, to encourage more people to cycle to the centre by providing facilities for bike storage.
- To facilitate more car sharing amongst members of the congregation by providing more information about where other members of the congregation live and their shift patterns
- To provide better information about public transport services to the centre in order to increase current levels of public transport usage.
- To raise awareness of alternatives, to reduce the number of people driving alone to the centre to relieve pressure on parking, particularly on Fridays.

Benefits

The likely benefits of our travel plan will be:

- Reduced traffic congestion in the local area
- More economical usage of car parking facilities available
- Increased health benefits for our users
- Improved relations with the local community and residents regarding parking
- Improved access to the site for all users

Targets

We are committed to achieving the sustainable travel objectives listed above, and in order to ensure these are achieved, the following targets have been set for the travel plan. These are interim targets at present, as there is no actual data available for the site. The interim targets are intended to reflect the aspirations of the travel plan in lieu of having actual data to work with. Once the baseline travel survey data has been obtained, we will meet with SBC officers in order to agree the final travel plan targets.

- We will install secure cycle parking (6 spaces) at the site in a convenient location, prior to starting activities at the site
- We will mark out dedicated car sharing bays in the car park prior to occupation, initially 5 spaces, more in future if demand requires
- We will ensure that the capacity of the car park is not exceeded, except on Friday prayers and special events, when the Harvey Park car park will be used
- We will reduce the percentage of people driving alone to the site by 8 percentage points (dependent on outcome of baseline survey) by Year 5, with an interim target of a 5 percentage point reduction by Year 3.
- We will increase the use of walking and cycling to the site by 8 percentage points by Year 5, with an interim target of a 5 percentage point reduction by Year 3.

We will ensure parking stress does not exceed the agreed level (as defined by and agreed with the council following baseline data collection)

Measures

Measures define the actions by which the travel plan is going to achieve its objectives.

We will implement the following measures:

Measure	Timescale
Install secure and suitable cycle parking at the site	Prior to occupation
Mark out dedicated car sharing bays in site car park	Prior to occupation
Organising the class timetable so as not to have sessions back to back	Prior to occupation, and reviewed on a regular basis going forward
Use of the Harvey Park car park on Fridays and for special events when the site car park is at capacity, and publicity of this to members	Arrangements (including Car Park Management Plan with SBC) to be sorted prior to occupation. Use and promotion of car park to be ongoing
Personalised travel planning with members – advising new attendees with advice on a suitable route and mode to the site, with a focus on sustainable travel	Ongoing
Comprehensive ‘how to find us’ information on website and any other publicity materials, with a focus on the travel plan at the site	Prior to occupation, and reviewed on a regular basis going forward.
Promotion of the travel plan via a launch event, leaflets, newsletter and promotional events to coincide with National Bike Week including Doctor Bike and Cycle Training. Distribution of pedometers (if feasible) in order to encourage walking. Provide a free meal to people who arrive on foot or on a bike in order to encourage cycling and walking	Promotional events – twice yearly following the initial launch event. Publicity – heavy engagement prior to occupation, thereafter on an ongoing basis.
Walking, cycling and public transport map of the area	Prior to occupation, and reviewed on a regular basis going forward.
Public transport timetables to be provided to members, and displayed in prominent locations at the site, including on any TV screens (if feasible).	Prior to occupation, and when engaging with new attendees.
Announcements at services / classes relating to sustainable travel use to the site	Content prepared prior to occupation, reviewed and continued on an ongoing basis
Mechanisms to inform the local residents near the site of the travel plan and measures in place, particularly prior to special events	Strategy and content prepared prior to occupation, carried out and reviewed on a regular basis
Set up of an email distribution list for members, with regular emails including sustainable travel information	Ongoing
Car park signage for use on special event days when the Harvey Park car park will also	Signage prepared prior to occupation. Then carried out and reviewed on an ongoing

be used – in order to discourage those who cannot fit in the on-site car park from parking on street near the site	basis.
Minibus service on Fridays and special event days – from Harvey Park car park	Set up system prior to occupation. Publicise heavily on an ongoing basis. Review on an ongoing basis.
Stewards monitoring car parks	For special events and Friday prayers.
Introduce volunteer champions for walking, cycling and public transport within the member community – identified in publicity for others to approach if required	Identify champions as early as possible, then publicise details on an ongoing basis. Reward volunteers for positive achievement of travel plan targets.
Introduce car share matching scheme. (using volunteers from the congregation to help to coordinate)	Set up prior to occupation. Review on an ongoing basis.
Investigate the potential of establishing community centre walking groups in preparation for the spring.	Set up as early as possible upon occupation, and publicise heavily on an ongoing basis
We will work with the council to investigate whether frequencies at prayer times and/or bus routes to the centre could be improved.	Ongoing

To avoid congestion we will have stewards monitoring the car park and surrounding roads when required. The stewards will guide people to the car parks and will ensure that no congestion or road blocking occurs. We will make announcements and print leaflets giving people directions to the available car parks. We will also provide a minibus service for people to and from the centre and the car parks just in case some people do not wish to walk from the car parks. We have our own charity minibuses and will be using them to carry out this service on Fridays. We will have a regular pick up and drop off system to ensure no traffic occurs on the surrounding roads. We will not keep any activities during the school opening and closing times and we will also not keep any activities during the busiest time of the health centre to ensure we do not create any unnecessary congestion during peak times. All the measures in the travel plan strategy will be implemented. We will work closely with the council to ensure all concerns are addressed. We believe that by implementing all the above mentioned strategies we will be able to control traffic and will not cause any congestions or obstructions.

Travel Plan Co-ordinator and Management Support

The travel plan co-ordinator (TPC) will be Mr Waqas Choudhery who will also be in the management structure. He will work with the council in every way possible to ensure that the no additional congestion occurs. Waqas will hold regular meetings within the organisation and evaluate the situation frequently and make changes if required. Waqas has already held meetings with local councillors and planning officers which will help the smooth running of the situation in future as he is aware of the councils concerns and requirements. Waqas has also worked with the charities other centres and has experience in similar tasks.

TPC contact details: WAQAS CHOUDHERY

The TPC's specific responsibilities will be:

- Main point of contact for liaising with SBC
- Main point of contact for the travel plan at the site
- Commissioning Parking Beat surveys every two years
- Undertaking measures at the site, including any new measures identified as the travel plan evolves
- Setting targets for the travel plan
- Undertaking monitoring at the site
- Maintaining support for the travel plan at the organisation and with its members

Travel plan steering group

A steering group will operate in order to manage and guide the travel plan development. The steering group will be chaired by the senior member listed above, and will include the TPC, volunteer stewards / assistants, and users of the site. The steering group will meet every 6 months to discuss progress. Within the steering group an appropriate budget will be set for implementation of measures and monitoring. All travel plan costs will be borne by Dawateislami.

Monitoring / Reporting

This travel plan includes a monitoring and review strategy, recognising that implementation and continuation of this travel plan is an ongoing process.

In terms of monitoring there will be two main methods of undertaking this:

1. Independent ‘Parking Beat’ survey — the first survey will be required within 3 months of full occupation, then at 1, 3 and 5 years from occupation
2. Travel survey with everyone using the site – identifying main mode of travel, reasons for using this mode, potential for using other modes, origin, etc – initial baseline to be undertaken within 3 months of occupation, then surveys at 1, 3 and 5 years from occupation

Additional monitoring will also take place on an annual basis:

- Usage of cycle parking and demand for additional facilities
- Usage of car sharing bays in car park and demand for additional spaces
- Member views on publicity material / facilities
- Usage and views of the minibuss service

An **annual review** will be prepared and presented to SBC for approval.

We will regularly monitor the situation and report to the management and to the council when required. A monthly meeting will be held when the reporting will take place.

Monitoring methods will be regularly updated according to the results and by communicating with the council to see if they have any new requirements.

Action Plan

When?	Activity	By Whom?
Prior to occupation	Undertake pre-occupation measures as detailed above	TPC
Upon occupation	Undertake measures as detailed above	TPC
Within 3 months of occupation	Undertake baseline travel survey	TPC
Within 3 months of occupation	Commission independent parking beat survey – strategy and surveyor to be agreed by SBC	TPC to commission, survey to be undertaken by independent surveyor
Following surveys	Re-assess targets and measures in conjunction with SBC, for SBC approval	TPC
Ongoing	Continue to implement measures and review as necessary	TPC
Year 1 from baseline	Undertake travel survey and commission parking beat survey and produce annual report for SBC approval.	TPC to commission, parking beat survey to be undertaken by independent surveyor
Following surveys	Re-assess targets and measures in conjunction with SBC, for SBC approval. Implement new measures as appropriate.	TPC
Year 2 from baseline	Undertake additional monitoring as detailed above and produce annual report for SBC's approval	TPC
Year 3 from baseline	Undertake travel survey and commission parking beat survey and produce annual report for SBC approval.	TPC to commission, parking beat survey to be undertaken by independent surveyor
Following surveys	Re-assess targets and measures in conjunction with SBC, for SBC approval. Implement new measures as appropriate.	TPC
Year 4 from baseline	Undertake additional monitoring as detailed above and produce annual report for SBC's approval.	TPC
Year 5 from baseline	Undertake travel survey and commission parking beat survey and produce annual report for SBC approval.	TPC to commission, parking beat survey to be undertaken by independent surveyor
Following surveys	Re-assess targets and measures in conjunction with SBC, for SBC approval. Implement new measures as appropriate.	TPC

Travel plan commitment

We commit to this travel plan and its objectives, measures and targets (as amended and agreed in future)

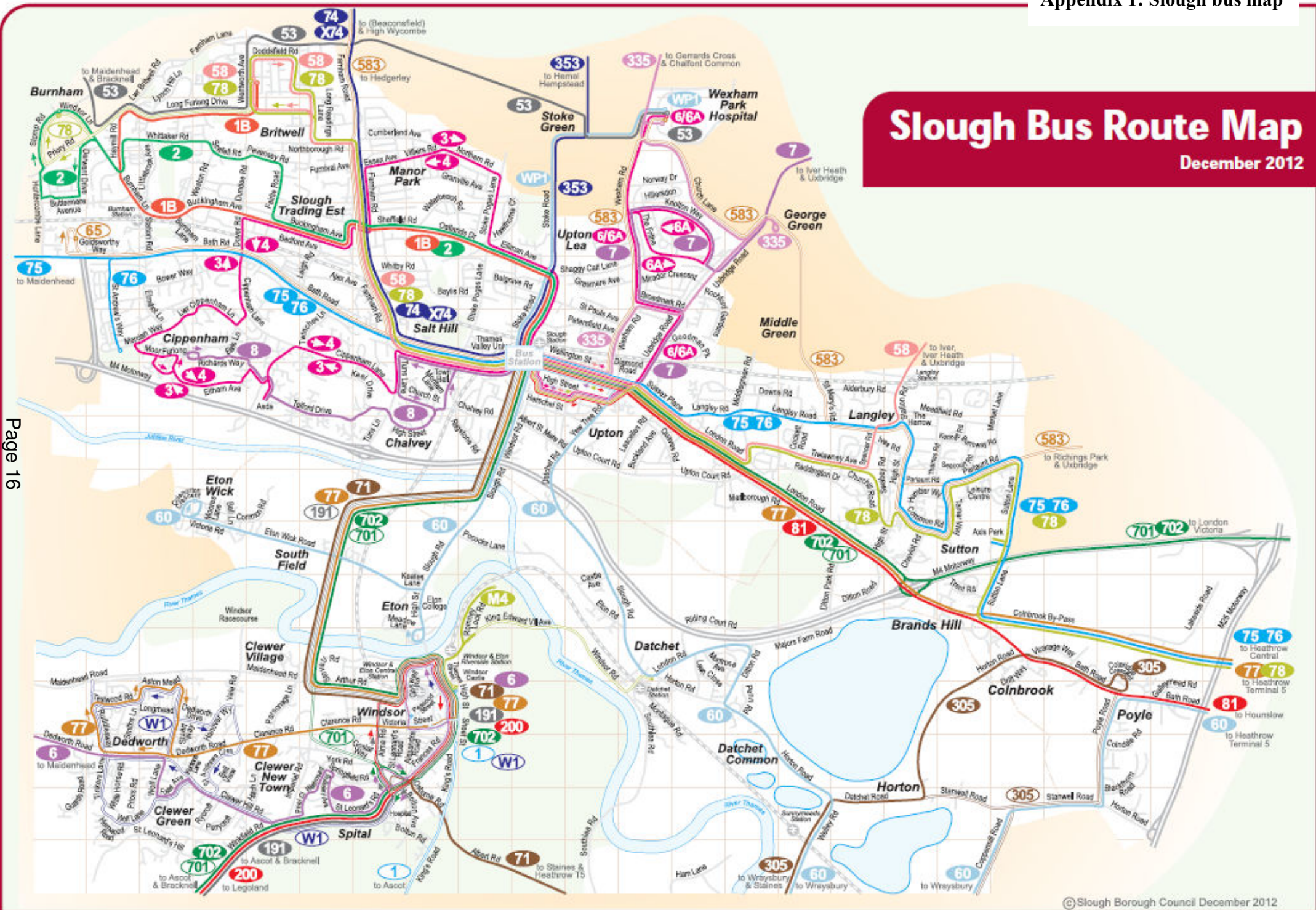
Name: Waqas Choudhery

Position in organisation: Travel Plan Coordinator

Dated: 26/04/13

Slough Bus Route Map

December 2012





LEGEND

- Borough Boundary
- Cycle lanes or shared cycle 'ways' (these facilities are on the carriageway)
- Proposed cycle lane or the carriageway
- Shared path (adjacent to a carriageway shared between pedestrians and cyclists)
- Traffic-free path (away from roads e.g. through parks or along canal towpaths)
- 20mph Zone
- Canal towpaths (cycling permitted where the path is shared with people who can be contacted at the website www.slough.gov.uk)
- National Cycle Network part of the official NCN comprising signed routes that are suitable for unaccompanied 12 year olds
- One-way street
- Truam crossing (for pedestrians and cyclists)
- Pedestrian crossing
- Covered cycle parking
- Play area

0 20 40 60
Metres

0 100 200
Yards

November 2010

Slough
Borough Council



Cippenham Safer Routes to School, Off carriageway cycle route
For further information please visit: www.slough.gov.uk/parking-travel-and-roads/road-safety.aspx

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Herschel Park
For further information please visit: www.slough.gov.uk/leisure-parks-and-events/herschel-park.aspx



Cycle parking at Parlaunt Park Primary School
For further information please visit: www.sustrans.org.uk/slough



Jubilee River Cycling Route
For further information please visit: www.sustrans.org.uk/events/leisure/leisure/Sustrans_Jubilee_River_NCNI.pdf



Signage for route Y Station Road to Upper Common Road
For further information please visit: www.slough.gov.uk/parking-travel-and-roads/cycling-in-slough.aspx

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