

**Project Title**  
**Heathgate House**

**Report Title**  
Framework School Travel  
Plan

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**Prepared For**  
Jones Lang LaSalle

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## **APPENDICES**

### **APPENDIX A – PUBLIC TRANSPORT ACCESSIBILITY LEVEL ASSESSMENT**

## **1.0 INTRODUCTION AND BACKGROUND**

- 1.1 Robert West were appointed by Jones Lang LaSalle (JLL) in May 2014 to prepare a Travel Plan for a new two form-entry (2FE) primary school to be located at a site known as 'Heathgate House', The Green, Twickenham, TW2 6QF, in London Borough of Richmond-upon-Thames (LBRuT).
- 1.2 The site consists of a single 3-storey building located to the south of the site, and fronting The Green. It is understood that the building is currently vacant but has an extant permission to operate as commercial office space under use class B1. The Secretary of State propose to redevelop the site to provide a new primary school, and a planning application for the development will be submitted in due course.
- 1.3 A Transport Assessment (TA) report has been prepared by Robert West to understand the existing transport and highways conditions in the area that would influence the travel behaviour of prospective building users (pupils, their parents, staff, visitors, personnel who make deliveries/ collections and regular contractors/ service providers) and assess the transport impact of the development.
- 1.4 A Travel Plan is required as part of the mitigation strategy for the proposed primary school, as identified in the TA report. It is intended to support the planning application and be submitted alongside the TA report. The form of Travel Plan is a Framework School Travel Plan on the basis that the proposed development is for a new primary school, which has not commenced operations.
- 1.5 It is anticipated that the implementation of a School Travel Plan by the Operator of the School will be secured via planning condition and that implementation will be via the TfL STAR Track System, which is an on-line system which is designed to take Schools step-by-step through the process of producing a School Travel Plan. It remains on-line and is monitored from that platform, with updates or new measures added to achieve progression through an accreditation scheme on an annual basis.
- 1.6 As the proposals seek to change the use of the existing building where no School currently exists, there are no existing building occupants or site users relevant to this exercise. Therefore, this document includes some sections which would be completed by the School operator following approval of a planning application in the STAR Track system. Where relevant it will be highlighted in this document the relevant sections that should be uploaded by the School Operator in due course.
- 1.7 As there are no relevant building or site users at present, survey information on projected travel behaviour of pupils and staff has been presented based on travel behaviour analysis undertaken for the TA report. The survey sections would necessarily be updated in the STAR Track system

following first occupation of the proposed School with actual travel behaviour of the first occupants.

1.8 Following this introduction, the remainder of the School Travel Plan is structured as follows:

- i. The basic information of the School is contained in Section 2.0 of this report (this information will be loaded onto the STAR Track System in due course);
- ii. The findings and recommendations of the TA are contained in Section 3.0 of this report;
- iii. The survey results or anticipated travel behaviour of prospective building users, based on the findings of the TA are contained in Section 4.0 of this report (this information will be updated following occupation and loaded onto the STAR Track System);
- iv. Recommendations in relation to future consultations with the School Community that should be undertaken by the School Operator are outlined in Section 5.0 (this would be completed by the School following occupation and loaded onto the STAR Track System);
- v. The perceived transport and travel issues, as identified by the TA report are outlined in Section 6.0 of this report (this information will be verified through surveys and consultation and loaded onto the STAR Track System following occupation);
- vi. Objectives and Targets have been included in Section 7.0, demonstrating what the Travel Plan will seek to achieve (the targets will be loaded onto the STAR Track System following occupation);
- vii. Measures and initiatives that will be available for the School to select and implement to achieve the objectives of the Travel Plan and minimise the impact of the development on the local highway network from car travel are contained in Section 8.0 (these may be loaded onto STAR Track by the School); and
- viii. Finally, this Travel Plan is concluded with a list of next steps outlining what is anticipated following determination of the planning application.

## 2.0 BASIC INFORMATION

2.1 The below tables replicate the content of the relevant section in the STAR Track System page for the new Primary School. Where possible these details have been completed, but some may be listed as 'To be confirmed (TBC)' as they would not be known at this stage in the process. In due course, this information is intended to assist the School operator in inputting these details into the STAR Track System.

Staff Contact Details	
Lead School Contact Name	TBC
Lead School Contact Email	TBC
Optional School Contact Name (1)	TBC
Optional School Contact Email (1)	TBC

School details	
Name of School	Twickenham Green Primary School
Telephone Number	TBC
Email Address	TBC
Street	The Green
Town	Twickenham
Postcode	TW2 6QF
Borough	London Borough of Richmond-upon-Thames
Website	TBC
DFE Number	TBC

School Details	
Type of School	Primary
Category of School	Free School
Age Range	3-11
Number of students including nursery	450 Full Time Equivalent (FTE)
Number of staff full time and part time	33 FTE
Catchment Area	500m
Please provide details of any expansion plans or changes to student school times	New School – to be occupied on a phased basis with 60 admissions taken per year group for seven years

School Opening Times	
School site opening time	07:00
School site closing time	18:00
Breakfast club start time (if applicable)	07:45
Student's official school start time	08:15
Student's official school finish time	15:30
Enrichment / extended school's finish time	16:15

Cycle Parking Facilities	
"Covered Sheffield Stand" cycle parking spaces	12
"Sheffield Stand" cycle parking spaces	8
"Cycle Racks" cycle parking spaces	0
Cycle Parking Lockers	0
"Cycle-pod" or "Mini-pod"	0
Scooter Parking spaces	Buggy and scooter store provided
Other cycle parking spaces	0

Other School Transport Facilities	
Staff parking spaces	0
Staff car share spaces	0
Disabled parking spaces	0
Visitor car-parking spaces	0
Coach parking spaces	0
Student storage lockers	0
Staff storage lockers	0
Staff shower facilities	0



Other School Transport Facilities	
Engineering measures in an around the school site	<p>School warning signage</p> <p>School keep clear lines</p> <p>Waiting restrictions for School keep clear lines</p>

Site Working Group Members	
<p>Working Group Members</p> <p>(The roles identified here are those recommended to be involved in the working group. The school should review and complete this list with the names of those involved as part of future updates to the STP.)</p>	STP Champion
	Head teacher
	Deputy head
	Governor
	School Office
	Premises Manager
	Parent
	Pupils

## Other Information

The site for the new school has a PTAL of 4, indicating a good level of public transport accessibility. There are bus stops within close proximity of the site on The Green (1 – 2 minute walk). Strawberry Hill National Rail station (accessed via Pope's Hill) is an 11 – 12 minute walk and Twickenham National Rail Station is similarly distanced from the site with a 13 minute walk.

There are footways on both sides of Heath Road, The Green and in the wider area with street lighting at regular intervals. 3 signalised crossings and a zebra crossing exist on the approaches to the A305 Heath Road/ A305 The Green/ A311 The Green/ Knowle Road junction to the west of the site.

As part of the TfL London Cycle Network, '*Quieter roads that have been recommended by other cyclists*' routes (Yellow routes) are present on First Cross Road to the west of The Green and to the east of the site on Heath Gardens. Signed cycle routes (Blue routes) are located on Edwin Road to the north of the site.

### **3.0 FINDINGS OF TRANSPORT ASSESSMENT**

3.1 This Section outlines the findings of the site-specific TA for the application site that has been prepared to support the planning application.

#### **Existing Travel Patterns**

3.2 It will be noted from Section 1.0 of this report that the application site is not currently in use as a primary school and is vacant. Therefore it is not possible and is not considered relevant to describe the existing travel patterns and opinions of building users towards walking and cycling. Elsewhere the opinions of the prospective School operator has been taken into consideration, as demonstrated in Section 5.0 of this report.

#### **Travel Patterns of Future Building Users**

3.3 In order to project the travel patterns of future building users, the following assumptions were made regarding the proposed new School:

- i. The School will take 60 admissions per year and will have a total of 420 primary school pupils at full occupation;
- ii. The Nursery will take admissions of 60 per year in two groups of 30 pupils attending in each of the morning and afternoon, with occupation on a phased basis from first occupation, in accordance with demand in the area;
- iii. The School will have approximately 33 FTE staff, all staff will not be required from first occupation;
- iv. The School day will commence at 08:15 and finish at 15:30, thus pupils will travel in the morning network peak hour (08:00 – 09:00) and will also peak in the afternoon (between 15:00 and 16:00), outside of the evening network peak period (16:00 – 19:00);
- v. Staff will travel at different times, with many staff arriving before pupils in the morning and leaving after pupils in the afternoon;

3.4 The modes of travel used by pupils will be influenced by the distance from which pupils live from the site and the modes of travel available. It was considered reasonable to suggest that the proposed School would have a similar catchment to the existing nearby Trafalgar Infant and Junior Schools, Archdeacon Cambridge's C of E Primary School, and Stanley Primary School

with similar accessibility to public transport (PTAL of 4). Therefore, the travel behaviour of these schools has been used to predict travel behaviour of the new School.

- 3.5 Mode share information from the 2011 School Census Data to inform an approximate pupil trip profile. The average mode share and travel behaviour of pupils when the School is at full occupation (450 pupils FTE pupils) is summarised in Table 3.1 (below).

Mode of Travel	Walk	Cycle	Car	Bus	Train	Other
Projected Mode Share	70.7%	5.1%	20.6%	3.8%	0.3%	0.4%
Proposed School (7 years - 450 pupils)	318	23	93	17	1	0

**Table 3.1: Sample School Selection**

- 3.6 Average staff mode share has been calculated on the basis of result of staff travel surveys for School Travel Plans at a comparable Primary School in LBRuT, Orleans Infant School. The school caters for approximately 400 pupils and a PTAL of 3.

- 3.7 It is noted that space at the proposed Twickenham Green Primary School is constrained such that on-site car parking cannot be provided and it is expected that this will influence use of the car. In order to ensure a robust assessment no adjustment has been made to account for that feature of the proposals. The average mode share data from these sites is set out in Table 3.2.

Mode	Mode Share	Calculated Trip Generation (Full Occupation)
Walk	30.3%	10
Cycle	18.2%	6
Car	42.4%	14
Public Transport	3.0%	1
Car Share	6.1%	2
Other	0.0%	0
<b>Total</b>	<b>100.0%</b>	<b>33</b>

**Table 3.2: Future Person Trips and Mode Share (Staff)**

- 3.8 Table 3.2 demonstrates that the staff required for the new 2FE School would potentially result in 14 car trips per peak period on the local highway network, and potential demand for 14 parking spaces.

- 3.9 It should be noted the number of staff set out in Table 3.1 is the number of FTE staff expected to be employed at the new School at full occupation. The number of staff present on-site will fluctuate throughout the day based on the number of teaching staff required, full time or part time, administrative staff and any outsourced staff e.g. catering.

#### **Transport Impact of Future Building Users**

- 3.10 The following assessments of transport impact have been undertaken as part of the TA report:
- i. Highway capacity assessment at key junctions on the approach to the application site using traffic modelling techniques;
  - ii. Parking capacity assessment using survey data for local roads collected on two neutral weekdays; and
  - iii. Analysis of personal injury accident data and speed survey data along with site visit observations of the pedestrian environment.
- 3.11 Junction modelling of the proposed development at full occupancy demonstrates the development would be expected to have a limited impact on the operation of the existing network in terms of junction capacity.
- 3.12 Parking capacity in the area has been demonstrated to be constrained and stressed. However it is noted that the reoccupation of the site for its lawful use would be expected to have a greater impact on parking capacity than the proposed School.
- 3.13 Whilst there is accident history in the area involving pedestrians and cyclists, it is noted that many of these are related to road user behaviour. There are good facilities for pedestrians in particular adjacent to the School site and it is recommended that road safety awareness is promoted through the School Travel Plan to address residual impacts.

#### **Current Environment for Walkers and Cyclists**

- 3.14 The current environment for walkers and cyclists was analysed through site visits in the morning and afternoon when pupils would be expected to travel to/ from the School and desktop review of London Cycle Network plans.
- 3.15 There are footways of a reasonable quality and width on both sides of Heath Road and The Green and in the wider area with regular street lighting and dropped kerbs at crossovers and at junctions.

- 3.16 There are signalised crossings on each arm at the A305 Heath Road/ A305 The Green/ A311 The Green/ Knowle Road signalised junction and a zebra crossing to traverse the separate section of southbound road between the A305 Heath Road and A311 The Green. It is noted that there are no formal crossing points east of the site on Heath Road and it is difficult to cross at times due to the speed and flow of traffic.
- 3.17 An Automatic Traffic Count (ATC) survey was undertaken for a seven day period commencing 24<sup>th</sup> September on Heath Road, outside the site.
- 3.18 The results showed that 85<sup>th</sup> percentile speeds during the 08:00 – 09:00 and 15:00 – 16:00 peak hours were below the speed limit of 30mph in both eastbound and westbound directions. This demonstrates that vehicles generally maintain an appropriate speed when pupils would be travelling to/ from School.

### *Cyclists*

- 3.19 There is a signed on-road cycle path to the north of the site on Edwin Road and also routes on the nearby Heath Gardens and First Cross Road designated as '*Quieter roads that have been recommended for use by cyclists*' on TfL London Cycle Network Maps. They connect to a network of other recommended routes towards a range of destinations including Twickenham Town Centre, Strawberry Hill Station and Hounslow.

### **Site Access**

- 3.20 The site has frontage on Heath Road and access for visitor pedestrians only is proposed at this location. Vehicular and pedestrian access for staff and pupils is proposed at the rear of the site from Colne Road.
- 3.21 All pedestrian access from the public highway would be 'at grade' thus providing appropriate arrangements for disabled users, visitors who may be accompanied by young children and the elderly or infirm. Access to the site at the rear will be facilitated for the mobility impaired arriving in a vehicle.

### **Public Transport Access**

#### *Public Transport Accessibility*

- 3.22 A site specific PTAL has been undertaken using the TfL database ([www.webptals.org.uk](http://www.webptals.org.uk)). The site is identified as being located in an area with a PTAL rating of 4 ('Good'). The full output report is provided in Appendix A for reference.

## Local Bus Services

3.23 The nearest bus services are located at TfL Stops GC and GL on A305 The Green, 100 – 150m west of the site (a 1-2 minute walk), and at stops GM and GT on A311 The Green, approximately 110m south of the site (a 1-2 minute walk). The four stops are served by routes H22, R70, 110, 267, 281, 290, and 490.

3.24 The frequency and route taken for each of these services is shown in Table 3.3.

Service No.	Route	Weekday AM frequency (0800-0900)	Weekday PM frequency (1500-1600)
H22	Hounslow – North Sheen	10-12 minutes	10-12 minutes
R70	Richmond, Manor Circus - Hampton, The Avenue	9-11 minutes	9-11 minutes
110	Twickenham - Isleworth	20-25 minutes	20 minutes
267	Hammersmith Bus Station- Fulwell Bus Garage	8-12 minutes	8-12 minutes
281	Tolworth Tower- Hounslow Bus Station	6-10 minutes	6-10 minutes
290	Twickenham - Staines	20 minutes	20 minutes
490	Richmond – Heathrow, Terminal 5	10-12 minutes	10-12 minutes

**Table 3.3: Local Bus Services**

## National Rail

3.25 The nearest rail station at approximately 900m from the site is Strawberry Hill, which is served by National Rail. However, as there are no bus services that run from close to the site to the vicinity of the station, it is considered that Twickenham Rail Station is more likely to be used by members of the School. The destination of services and the frequency to/from Twickenham Station is shown in Table 3.4 for reference.

Origin in AM / Destination in PM	Weekday AM frequency (0800-0900)	Weekday PM frequency (1500-1600)
London Waterloo	13	12
Reading	2	2
Windsor & Eton Riverside	2	2

**Table 3.4: Local Rail Services**

3.26 Table 3.4 shows that trains between Twickenham and Waterloo are frequent with origins/destinations outside of London also available, albeit at a much lower frequency.

### **Recommendations**

3.27 The following bullet points summarise the recommendations of the Preliminary TA:

- i. A School Travel Plan that would seek to encourage a reduction in the mode share of the private car, in particular single occupancy and lone passenger car trips,;
- i. Improvements to the boundary of the site adjacent to Colne Road to provide a wider area of hard standing adjacent to the footpath for parents to wait when the School gates are closed;
- ii. School warning signage to alert drivers to the location of the School, in accordance with relevant standards; and
- iii. School Keep Clear lines outside the site to ensure that pedestrian visibility is protected.



## 4.0 SURVEY RESULTS

- 4.1 The TA for the proposed Twickenham Green Primary School predicted travel behaviour of pupils and staff based on other Schools in the area (for pupils) and similarly sized Schools in LBRuT (for staff). The information is presented below in the table formats used in the TfL STAR Track system.
- 4.2 The below tables will be completed upon receipt of survey information from the School upon occupation. The minimum response rate for the surveys in STAR Track is 90%.

<b>Number of Responses</b>	<b>TBC</b>
<b>Total Pupils</b>	<b>TBC</b>
<b>Response Rate</b>	<b>TBC</b>
<b>Date of Survey</b>	<b>TBC</b>
<b>Survey Completed By</b>	<b>Twickenham Green Primary School</b>

**Table 4.1: Pupil Response Rate**

<b>Number of Responses</b>	<b>TBC</b>
<b>Total Staff</b>	<b>TBC</b>
<b>Response Rate</b>	<b>TBC</b>
<b>Date of Survey</b>	<b>TBC</b>
<b>Survey Completed By</b>	<b>Twickenham Green Primary School</b>

**Table 4.2: Staff Response Rate**

- 4.3 The data contained in Table 4.3 and 4.4 (overleaf) relates to the projected travel demand of pupils and staff based on the TA. Upon occupation of the School new 'hands up' surveys will be undertaken and input into the STAR Track system, and thereafter this information will be collected and input annually.
- 4.4 It should be noted that the results provided for the School at full occupation are based on what would be expected if no intervention through travel planning was undertaken to influence travel behaviour in the intervening period.

Mode	First Year of Occupation		Projected Full Occupation	
	%	No.	%	No.
Car	20.6	13	20.6	93
Car Share	0.0	0	0.0	0
Park and Stride (more than 5 minute walk)	0.0	0	0.0	0
DLR / National Rail	0.3	0	0.3	1
Tram/ Tube	0.0	0	0.0	0
Public Bus	3.8	2	3.8	17
School Bus	0.0	0	0.0	0
Cycle	5.1	3	5.1	23
Buggy	0.0	0	0.0	0
Scooter	0.0	0	0.0	0
Walking	70.7	42	70.7	318
<b>TOTAL</b>	<b>100.0</b>	<b>60</b>	<b>100.0</b>	<b>450</b>

**Table 4.3: Pupil Survey Results**

Mode	First Year of Occupation		Projected Full Occupation	
	%	No.	%	No.
Car	42.4	4	42.4	14
Car Share	0.0	0	0.0	0
Park and Stride (more than 5 minute walk)	0.0	0	0.0	0
DLR / National Rail	6.1	0	6.1	2
Tram/ Tube	0.0	0	0.0	0
Public Bus	3.0	0	3.0	1
School Bus	0.0	0	0.0	0
Cycle	18.2	2	18.2	6
Buggy	0.0	0	0.0	0
Scooter	0.0	0	0.0	0
Walking	30.3	3	30.3	10
<b>TOTAL</b>	<b>100.0</b>	<b>9</b>	<b>100.0</b>	<b>33</b>

**Table 4.4: Staff Survey Results**

## 5.0 SCHOOL CONSULTATION

- 5.1 A consultation exercise should be undertaken by the School to provide evidence of consultation with the whole School community in accordance with the requirements of targeting higher levels of accreditation in the TfL STARS process.
- 5.2 It is recommended that three phases of consultation are undertaken as follows:
- i. Post-occupation Stage – once the proposed development has been occupied ‘hands up’ surveys will be required to understand the actual travel behaviour of regular site users – pupils and staff, and questionnaire surveys should be undertaken of parents, Governors and other regular visitors;
  - ii. On-going – ‘hands up’ surveys are required to be undertaken annually and full consultation exercises should be repeated every three years as part of the STARS accreditation process to ensure the School Travel Plan remains up to date, achieves maximum improvement and targets high levels of accreditation.

### Post-Occupation Stage and On-going

- 5.3 As previously identified, at post-occupation stage, the first ‘hands up’ surveys of pupils and staff will be required for input into the STAR Track system. Surveys will be required on an annual basis thereafter (minimum requirement for accreditation).
- 5.4 A consultation exercise should be undertaken with the wider School community. This will be valid for a period of three years and would count towards achievement of the higher levels of STAR accreditation. Evidence to demonstrate the consultation that has been undertaken is required for both silver and gold accreditation.
- 5.5 The consultation process should include (but is not limited to) the actions listed below:

Category	Details
Record travel information	The STP Champion to coordinate surveys to record the travel behaviour of staff and pupils. This information will then need to be used to update the Travel Plan annually.  It is noted that a 90% response rate is required from pupils for a school to be accredited. If this was not achieved, an explanation should be provided in the additional information section.
Set up a school working group	The working party will meet once a term to review and discuss the progress made against the targets within the travel plan and set what will be achieved within the next term.

Meetings with governors, staff, senior management team and school council	<p>To share the main targets for the year with all key stakeholders within the school</p> <p>To gain their opinions on the measures and find out if they have any other suggestions.</p> <p>To get support for projects – more importantly ones that have costs linked to them.</p>
Involve the whole school community in the travel activity, its targets and actions	To join WoW
Involve pupils in the travel plan process	<p>Pupils to have targets shared with them</p> <p>Children to consider sustainable modes of travel in lessons</p> <p>Pupils to collate WoW data and hands up survey data for the STP</p> <p>To use the pupils on the working party to lead a working group to update the plan as different sections are reviewed</p>
Consult parents/guardians on travel and transport issues	Send questionnaires to parents to get their views on travel issues. Newsletters to share and inform parents about the travel plan and transport issues
The travel plan to be an item on the governors annual general meeting	Discuss this with the Chair and ask for it to be recorded as an agenda item
Residents and Neighbours	Evidence that residents and neighbours are aware of the School's promotion of active travel

5.6 It should be noted that only completed consultations count towards achieving accreditation through the STAR Track system.

## 6.0 TRANSPORT AND TRAVEL ISSUES

6.1 The site is not currently used as a School and therefore, no current issues have been recorded associated with the operation of School in this location. The following potential issues have been identified through the site-specific Preliminary TA, site visits, surveys and meeting with the School operator.

Category	Date Identified	Details	How Identified	Solutions	Documents
Parking	October 2014	Site is constrained such that it is not feasible to provide on-site car parking for staff	Design appraisal	Take the opportunity to encourage greater use of non-car modes whilst also promoting considerate parking behaviour, park and stride and car sharing to minimise effect of parking by School	STP
Parking	October 2014	Parking on-street in the area is heavily constrained	Parking Surveys	Reduce use of non-car modes through the STP	STP

6.2 Following occupation of the School building, the future occupier should review the above issues and either re-confirm the above issues or provide a new set of issues based on actual operations. These issues should be recorded in the first School Travel Plan in the STAR Track system.

6.3 As annual monitoring takes place, new issues should be added where they arise and those issues resolved should be input into the STAR Track system to show continual improvement.

## 7.0 OBJECTIVES AND TARGETS

7.1 The objectives and targets of this Travel Plan are outlined here, in response to the findings of the site specific Preliminary TA, the transport and travel issues identified in this travel planning exercise and the impacts anticipated from the development of a School at this site.

### Objectives

7.2 The objectives of this Travel Plan are as follows:

- i. To influence the travel behaviour of building users from first occupation of the building and in particular, encourage use of walking, cycling, scooters and public transport for journeys by pupils, their parents and staff to/ from School;
- ii. To raise awareness of the impact of travel on the environment, road safety conditions and local resident amenity amongst the School community, reduce use of the private car and where this is not possible minimise the impact of vehicular travel generated by the School community; and
- iii. To monitor travel behaviour annually on an on-going basis from first occupation and aim to achieve progression from Bronze to Silver and Gold accreditation through the TfL STAR Track system in due course.

### Targets

7.3 The projection of mode share and trip generation, based on three nearby Schools reported in Section 3.0 of this report demonstrates that pupils/ parents of the new School are expected to travel sustainably whilst a larger proportion of staff would be expected to travel by car.

7.4 This section provides targets for the School aimed at achieving the above objectives and increased sustainability in travel behaviour amongst pupils/ parents and staff. It should be noted that there will be other building users; personnel who make deliveries/ collections and contract/ service providers who regularly work at the School. As the travel demands of these users will be limited, targets have not been developed but measures and initiatives will be implemented in order to address the impacts associated with these users.

7.5 Once the first surveys have been undertaken the 'baseline' mode share outlined in Tables 7.1 and 7.2 (overleaf) will be revised in accordance with the actual travel behaviour of pupils and staff attending the School. Targets are intended to be reviewed annually once annual surveys are undertaken.

7.6 It has been recommended that once the building is first occupied the School seek to achieve accreditation through the TfL STAR Track system. It has been noted from the guidance that no targets are required for Bronze accreditation, yet it will be necessary to achieve mode shift away

from the car in order to address the impact of the School on the local highway network and address the issues in Section 6.0 of this report.

- 7.7 Therefore this Travel Plan is intended to allow the School to achieve Bronze accreditation in the first instance (Year 1) and thereafter it is recommended, as a minimum, that the School seek to achieve Silver accreditation (where mode shift of some proportion is an absolute requirement).
- 7.8 Gold accreditation would require at least 6% mode shift and 90% travelling by non-car modes and it is recommended that the School seek to achieve this prior to full occupation. The mode share that would be required to meet gold accreditation is also set out below in Table 7.1.

Mode	Baseline (Bronze Accreditation) First Occupation	Silver Accreditation Target Mode Share	Gold Accreditation Target Mode Share Full Occupation
Car (single passenger) Mode Share	20.6%	16.7%	10.0%

**Table 7.1: Pupil Targets**

- 7.9 It will be noted that a mode from 20.6% to 16.7% is proposed to achieve silver accreditation. This is due to the expectation that the implementation of measures in the School Travel Plan and tight catchment area will influence travel behaviour.
- 7.10 The level of mode shift identified for silver accreditation is based on the mode share of car at Archdeacon Cambridge's CoE Primary School which has a catchment area similar to that of the proposed School.
- 7.11 The target mode share for staff is shown below in Table 7.2.

Mode	Baseline (Bronze Accreditation) First Occupation	Silver Accreditation Target Mode Share	Gold Accreditation Target Mode Share Full Occupation
Car (single occupancy)	42.40%	30.00%	20.00%

**Table 7.2: Staff Targets**



## 8.0 MEASURES AND INITIATIVES

8.1 The measures and initiatives of this Travel Plan have been developed in response to the travel plan objectives and the need to minimise the impact of demand for car travel, as identified in the site-specific TA report.

### Approach

8.2 The measures and initiatives are taken from the database of measures provided in the TfL STAR Track guidance. Initially the School will implement sufficient measures to demonstrate bronze accreditation (a steering group will also need to be established), in accordance with the below:

- i. 10 different initiatives from category 'Walking, Cycling and Road Safety, Smarter Driving and Public Transport';
- ii. 2 initiatives from category 'Promotion';
- iii. 3 initiatives from the category 'Curriculum'; and
- iv. 1 initiative from the category 'Partnerships or Funding'.

8.3 Going forward, after first occupation, the School will need to introduce 30 initiatives in order to achieve silver accreditation status (along with a consultation exercise). These would be taken on a cumulative basis, not in addition to those implemented and continued for bronze accreditation. The initiatives need to be implemented in the following categories:

- i. 20 different initiatives from category 'Walking, Cycling and Road Safety, Smarter Driving and Public Transport';
- ii. 4 initiatives from category 'Promotion';
- iii. 4 initiatives from the category 'Curriculum'; and
- iv. 2 initiatives from the category 'Partnerships or Funding'.

8.4 In order to achieve gold accreditation status, the School would need to implement 48 initiatives in the following categories (along with pupils being present on the School working group and a compliant consultation exercise):

- i. 25 different initiatives from category 'Walking, Cycling and Road Safety, Smarter Driving and Public Transport';
- ii. All initiatives from category 'Promotion';
- iii. All initiatives from the category 'Curriculum'; and

iv. All initiatives from the category 'Partnerships or Funding'.

8.5 As above, these would be taken on a cumulative basis, not in addition to those implemented and continued for bronze and silver accreditation.

### Travel Plan Initiatives

8.6 This section is initially intended to inform the proposed School operator in relation to the measures that are available for selection through the STARS system. This should be used to select sufficient measures to meet bronze accreditation status.

#### *Walking, Cycling and Road Safety*

Initiative	Owner	Actions	Planned Date
WoW/ Walk to School Week/Month & Big Walk	STP Champion	Contact LBRuT travel and transport officer to order resources for the schemes and to promote Walk on Wednesdays and Walk to School Week/Month during assemblies and with parents and carers via newsletters	
Other walking events/competitions	STP Champion	STP Champion to research other events and feasibility of participation by the School	
Other walking reward schemes	STP Champion	Sticker or other rewards internally for the classes or year groups with most numbers of pupils walking over a period of a month	
Walking bus	STP Champion	Investigate through postcode analysis whether there are clusters of pupils living in close proximity but where barriers may exist to walking and liaise with parents (through consultation) whether a walking bus would encourage walking trips from such locations	
Walking trips	STP Champion	Seek to walk where possible for School trips or tours off-site and research destinations for School trips that are within walking distance	
Pedestrian skills training	STP Champion	Offer pedestrian skills training to all age groups via the LEA.	
Scooter training	STP Champion	To offer scooter training to Year 2 and Year 3 children that the LEA provide. This will build up the children's skills and confidence to allow them to bring their scooters to school.	

Scooter storage	Council	To provide this as part of the development of the School to encourage use of Scooters	
Cycle training for pupils	STP Champion	To use the free cycling courses that the LEA provide to allow the Year 3 children to develop the skills and confidence for children to cycle to school. Book the courses at <a href="http://www.cyclinginstructor.co.uk/">http://www.cyclinginstructor.co.uk/</a>	
Cycle training for adults	STP Champion	Investigate cycle proficiency training for adults in the school community – Governors, Staff and Parents	
Cycle to work	STP Champion	Encourage staff to participate in the Government Cycle to Work scheme	
Junior Road Safety Officer (JRSO)	STP Champion	Appoint two JRSOs from years 5 or 6. The scheme gives pupils a role in road safety education and spread road safety and active travel messages	
Children's Traffic Club	Phase leader for Nursery and Reception	Use available resources to educate 3 to 5 year olds on road safety. Register at <a href="http://www.childrenstrafficclub.com/educators/london-nurseries-registration/">http://www.childrenstrafficclub.com/educators/london-nurseries-registration/</a> and begin to start to use the resources	
Junior Citizen or 'Think Save' events	STP Champion	Investigate (through liaison with the Council) what events are planned and allow pupils of the relevant age groups to attend	
Road Safety talks	STP Champion	Invite speakers to attend assemblies to talk about road safety with pupils	
TfL New Families Toolkit (primary schools only)	STP Champion	This toolkit is designed to help Schools raise awareness of the benefits of active and sustainable travel amongst parents/ carers of new pupils	
TfL Biker's Breakfast Toolkit	STP Champion	Establish a regular biker's breakfast, whereby all pupils and staff who cycle to School are rewarded with a breakfast. Use this to encourage new pupils and parents to sign up to cycle training and other initiatives.	
TfL Big Walking Month	STP Champion	A month long focus on getting the School community on walking to/ from School (particularly where support for Walk on Wednesday has dropped off)	
TfL Walking & Running Toolkit	STP Champion	The objective of this measure is to give pupils the chance to get fit and get some fresh air. Run a club once a week	

		– walking club for Years 3 & 4 and running club for Years 5 & 6	
TfL Cycle Club Toolkit	STP Champion	A cycle club is an organised group that helps inspire people to cycle, with the objective of increasing the number of pupils, parents and staff cycling to School.	
TfL Scooter & Bike Pool Scheme	Head Teacher	This scheme aims to provide opportunities for pupils without access to bikes and scooters to try these modes of travel.	
Cycle parking/cycle pod installed	Council	To provide this as part of the development of the School to encourage use of cycling.	
Cycling trips/holidays/excursions (bike tracks/trails)	Head Teacher	This measure seeks to encourage School or class trips involving cycling.	
Cycling in curriculum	Head Teacher	Cycling as part of PE curriculum, using pool bikes to supplement where pupils do not own bikes.	
Cycling competitions/schools cycle challenge	STP Champion	Investigate cycle competitions run by the Borough or other organisations – TfL and Sustrans. Participate in events/competitions to encourage cycling amongst the School community.	
Other cycle reward schemes	STP Champion	Sticker rewards or class rewards for most increase in number of cyclists	
Bike week	STP Champion	A weekly event to promote cycling and cycle initiatives	
Bike maintenance sessions	Head Teacher	Provide a 'Dr Bike' facility on a regular basis (once a term) and invite the School community	
Balance Bike training	STP Champion	Provide early years cycle training to teach young pupils how to cycle.	

### Smarter Driving

Initiative	Owner	Actions	Planned Date
Promote car sharing/pool	Head Teacher	To promote car sharing amongst staff as car parking is limited on-site. To promote via posters and newsletters the importance of car sharing between parents if child has to be driven to school.	

Car free days	Head Teacher	Launch a school competition for an annual car free day – this would be linked to a bike/scooter week. The children could promote this and with the support of the working party and the school council they could advertise the competition	
Park & stride/ no drop-off/ pick up zone	STP Champion	<p>Get the JRSO's to designate the safe parking zones that the parents/carers can park in and then walk their children the short distance to school without adding to the congestion immediately outside the school.</p> <p>Banners and competitions could be used to support the promotion and information could be included in the newsletter</p> <p>It is recommended that a no drop-off/ pick-up zone includes Canterbury Road and that the School management carry out active management of the frontage of the School during peak times to monitor compliance with the no drop-off/ pick-up zone</p>	
Promote the Highway Code	STP Champion	<p>JRSOs to hold assemblies and input into the school newsletter to inform parents on the safety issues.</p> <p>Children to produce large banners that can be put on the school railings.</p>	
'Car Free' School	STP Champion	No car parking spaces are provided within the development. Promote 'car free' as a School policy.	
TfL Zigzag, Park & Walk Toolkit	STP Champion	This campaign raises awareness of the zigzag markings, driver behaviour outside the School and the need to keep this place safe and congestion-free.	
School Keep Clear/ Zigzag enforcement	STP Champion	Active management of the School frontage by personnel of the School in mornings and afternoons to reinforce the message regarding the 'no drop off zone' and discourage poor driver and parking behaviour.	

### Public Transport

Initiative	Owner	Actions	Planned Date
Use public transport for school trips	Head Teacher	To continue to use the free transport scheme for all educational and cultural school trips. This has links within the curriculum – safety on various modes of transport, personal safety, how to use timetables and reading information signs.	

Safety and Citizenship talk	Head Teacher	To contact TfL to arrange the presentation that promotes safe, responsible and respectful behaviour on and around London's transport network.	
Season ticket loans	Head Teacher	Investigate potential to provide interest free season ticket loans for staff to encourage use of public transport	
School promotes public transport	STP Champion	Use of prospectus and School website to promote access by public transport to the School community	
TfL Safety and Citizenship talk to pupils	STP Champion	Invite TfL to give a Safety and Citizen talk to pupils every year	
School promotes responsible behaviour on public transport	Head Teacher	Behavioural policy to include the journey to School and code of behaviour on public transport	
Private coaches used for school trips pick up and set down in safe and accessible places both near the school site and chosen destination	STP Champion	Identify suitable location for private set down and pick up. Use of the Canterbury Road recreation ground car park where possible to minimise congestion on Canterbury Road outside the School.  Produce a risk assessment associated with coach and mini-bus set down and pick up to ensure safety of pupils is taken into account. Attach Risk assessment as evidence.	

### Promotion

Initiative	Owner	Actions	Planned Date
Newsletter	STP Champion	To provide information on travel related issues in and around the school campus.  To inform the parents on all walking, cycling and scooting activities in the school  To promote 'park and walk' from locations five minute's walk from the School gates rather than directly outside the School gates	
Competitions	STP Champion	Using WoW and JRSO and other in house competitions that promote walking, cycling, scooting and road safety	

Assembly	STP Champion	To train the JRSOs to carry out assemblies that inform and promote WoW road safety, road safety, parking awareness and success at meeting targets in STP	
Parent/induction evenings	Head Teacher	At new parents evening to stress the importance of finding alternative means of transport rather than the car.	
Give out cycling/ Public transport maps	STP Champion	Provide up to date information on services and facilities available	
Notice Board	STP Champion	To provide information on travel related issues and celebrates achievements	
Information on the website	Head Teacher	Add TfL journey planner to the school website that gives information on how to get to and from the school.	
Within the Prospectus	Head Teacher	Information to be provided within the prospectus on the public transport services available close to the school.	
Special Newsletter	STP Champion	Circulate a special newsletter to parents, staff and Governors announcing the launch of the STP, its objectives and measures introduced – also to be issued on school website.	
VIP invited to an event	Head Teacher/ Board of Governors	Invite a VIP to a sustainable travel event to gather support and interest	
Letters from Head Teacher to Parents	Head Teacher	Include references to sustainable travel, smarter driving, individual initiatives and the School Travel Plan in letters to parents	
Letter sent to residents	Head Teacher	Address complaints by residents in written form and advise residents of what is being done to promote sustainable travel and smarter driving	
Local media	Head Teacher and Board of Governors	Invite local media to events related to sustainable travel to promote what the School is doing with the School Travel Plan	
Presenting to/sharing ideas with other schools	STP Champion	Hold regular meetings with other Schools in the federation to share ideas and experiences	

## Curriculum

Initiative	Owner	Actions	Planned Date
Competitions	STP Champion	Launch competitions that promote road safety, cycling and scooting	
Cycle Curriculum resources	STP Champion and teachers	For pupils to learn about scooting and road safety	
Focus on the environment	Director of Teaching and Learning	Production of a curriculum map to ensure that learning is focused on the environment through assembly, Geography, Science and PSHE lessons.	
Curriculum focus on Active travel and health, and green active travel	STP Champion	Teach the health benefits of active travel	
Safety	STP Champion and teachers	Engage classes through projects within the curriculum to identify 'safe routes' to School by walking cycling and scooters	
Theatre in education	Head Teacher	Organise road safety events	
A-Z traffic tales	Teachers	Undertake this as a lesson in Key Stage 1	
Just a journey (KS2)	Teachers	Undertake this as a lesson in Key Stage 2	
SEN travel curriculum	Director of Teaching and Learning	Devise travel curriculum for SEN pupils (if relevant)	
Other curriculum work	Teachers	Class projects to identify hazards on the journey to School and means of avoiding hazards and minimising risk of being involved in accidents	
Mapping exercises – route planning	Teachers	Class projects to identify safe and green routes to School	
Pupil journey planning	Teachers	Get pupils engaged with planning their journeys to School by different methods to compare journey times	



## Partnerships

Initiative	Owner	Actions	Planned Date
Work with Police/Safer Neighbourhood Team (SNT)	Head Teacher	Work closely with the SNT to ensure safety around the school – reporting any incidents and issues if they arise so that they can support us	
Healthy Schools status	Healthy Schools coordinator	Work on improving the Healthy School Status	
Eco-School status	Eco Schools coordinator	Work on improving the Eco School Status	
Bike Doctor	Head Teacher	Investigate the costs of hosting annual 'Bike Doctor' sessions at the school and invite residents to bring their bicycles for repairs	
Attendance at TFL/Borough School Travel workshop	STP Coordinator	Keep track of workshop events and ensure School is represented	
Work with local councillors/Mayor/MPs*	Head Teacher	Invite local representatives to events and keep them informed of what the School is doing to encourage sustainable travel and minimise congestion	
Work with local charities/NGOs linking to sustainable travel*	Head Teacher	Investigate whether local charities/NGOs e.g. Sustrans could provide resource in terms of speakers at assemblies and whether School can engage and support their events/programmes	
Buddy Schools	Head Teacher and Board of Governors	School to buddy with other Schools in the federation	

- 8.7 The measures sufficient for bronze accreditation will be chosen by the School Operator following occupation of the School and identified in the STARS database.

**9.0 NEXT STEPS**

- 9.1 This Travel Plan is intended as part of the mitigation strategy for the proposed School as recommended by the site specific TA report. It is submitted alongside the TA in support of the planning application for the proposed new School.
- 9.2 At first occupation, actual travel surveys will be undertaken and these will be input along with the relevant the information from this Travel Plan input into the STAR Track system by the School. The School will also select measures as part of the on-line version of the Travel Plan in STARS, in accordance with the requirements for bronze accreditation.
- 9.3 Following the implementation of the measures to address bronze accreditation, the School will target achievement of silver and gold accreditation in later years, in order to demonstrate that the impacts of the travel demand generated by a new School at this site can be mitigated.
- 9.4 It is assumed that a member of staff will be appointed to the role of School Travel Plan Champion from first occupation and will manage the process of collecting survey data and inputting all details into the STAR Track system.
- 9.5 The School Travel Plan Champion would also take on the role of managing any consultation process undertaken to demonstrate achievement of requirements for silver and gold accreditation. In accordance with the requirements for silver accreditation, a School Travel Plan working group will be established in due course and ultimately this will include pupil representatives.
- 9.6 The current STARS guidance has been provided to the School operator as part of this exercise. It will be the responsibility of the School Travel Plan Champion to remain informed and up-to-date with policy and guidance changes through regular contact with Borough and TfL officers.

# Appendix A – Public Transport Accessibility Level Assessment

# PTAI Study Report File Summary

## PTAI Run Parameters

PTAI Run 20142901164815  
Description 20142901164815  
Run by user PTAL web application  
Date and time 29/01/2014 16:48

## Walk File Parameters

Walk File PLSQLTest  
Day of Week M-F  
Time Period AM Peak  
Walk Speed 4.8 kph  
NATIONAL\_RAIL Walk Access Time (mins) 12  
NATIONAL\_RAIL Reliability Factor 0.75  
BUS Walk Access Time (mins) 8  
BUS Reliability Factor 2.0  
LU LRT Walk Access Time (mins) 12  
LU LRT Reliability Factor 0.75

Coordinates: 515481, 173078

Mode	Stop	Route	Distance (metres)	Frequency (vph)	Weight	Walk time (mins)	SWT (mins)	TAT (mins)	EDF	AI
BUS	TWICKENHAM GREEN	H22	140.83	5.0	0.5	1.76	6.75	8.51	3.53	1.76

BUS	TWICKENHAM GREEN	110	140.83	3.0	0.5	1.76	10.75	12.51	2.4	1.2
BUS	TWICKENHAM GREEN	290	111.18	3.0	0.5	1.39	10.75	12.14	2.47	1.24
BUS	TWICKENHAM GREEN	R70	111.18	6.0	0.5	1.39	5.75	7.14	4.2	2.1
BUS	TWICKENHAM GREEN	281	111.18	7.5	1.0	1.39	4.75	6.14	4.89	4.89
BUS	TWICKENHAM GREEN	267	111.18	6.0	0.5	1.39	5.75	7.14	4.2	2.1
BUS	TWICKENHAM GREEN	490	140.83	5.0	0.5	1.76	6.75	8.51	3.53	1.76
LT SAP Points Not Found										
NATIONAL_RAIL	STRAWBERRY HILL BR	SHEPPERTON to LONDON WATERLOO BR	896.7	1.0	0.5	11.21	32.0	43.21	0.69	0.35
NATIONAL_RAIL	STRAWBERRY HILL BR	TWICKENHAM BR to LONDON WATERLOO BR	896.7	0.67	0.5	11.21	46.78	57.98	0.52	0.26
NATIONAL_RAIL	STRAWBERRY HILL BR	KINGSTON to LONDON WATERLOO BR	896.7	0.33	0.5	11.21	92.91	104.12	0.29	0.14
NATIONAL_RAIL	STRAWBERRY HILL BR	LONDON WATERLOO BR	896.7	2.0	1.0	11.21	17.0	28.21	1.06	1.06

Total AI for this POI is 16.86.

PTAL Rating is 4.