



Dukes Education Group Ltd

Kneller Hall, Twickenham

Staff Travel Plan

September 2022

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1 INTRODUCTION

1.1 Caneparo Associates Limited is retained by Dukes Education Group ('the Applicant') to provide traffic and transportation advice for the proposed redevelopment of Kneller Hall, Twickenham ('the Site'), within the London Borough of Richmond upon Thames ('LBRuT').

1.1 The Site comprises the Grade II listed Kneller Hall, various ancillary buildings, open space, playing fields and services area, which was previously occupied by the Royal Military Music School for teaching with associated residential accommodation.

1.2 The description of development is as follows:

"The demolition of existing modern buildings on the site and the conversion of Kneller Hall and other ancillary buildings associated with the Royal Military Music School to a day school (use Class F1), together with the construction of associated new purpose-built buildings including teaching space, indoor sports facilities and sporting pavilion, and other ancillary works including landscaping, access and energy centre."

1.3 The proposed development comprises the following core elements:

- Use of the main Grade II listed Kneller Hall for Education Use (Use Class F1);
- Use of Guard Room and Band Practice Hall for Education Use (Class F1);
- Demolition of existing modern buildings on the site and the conversion of other existing single storey modern buildings to use as an energy centre and for maintenance storage, ancillary to the main school use (Use Class F1);
- New build development to provide new purpose-built buildings for school use including, teaching space and classrooms, an indoor sports facility with a swimming pool and sporting pavilion (Use Class F1);
- Upgrading and enhancing the existing playing fields and outside sports pitches at the Site;
- Ancillary works to facilitate the use of the Site as a school to include high quality sports facilities and a Forest School programme; and
- Facilitation of managed local school and local community group access to the sports and forest school facilities.



- 1.4 The Site will be used as a day school and will initially provide circa 510 pupils, which will grow up to a potential 1,000 pupils by its 7th year or more. The Site will accommodate pupils between the ages of 11-18, equivalent to Year 7 through to Sixth Form. The Site will not provide boarding or residential accommodation.
- 1.5 This Staff Travel Plan ('STP') puts in place the management tools that are necessary to enable staff at Kneller Hall to make informed travel decisions. The school is committed to reducing private car use among staff.
- 1.6 The two main purposes of a STP are to; reduce the number of vehicle trips by encouraging alternative travel options and to raise awareness about travel issues such as air pollution and road safety. This is achieved by information dissemination and setting out targets for eliminating the barriers to sustainable modes of travel.
- 1.7 This STP has been prepared in line with TfL's travel planning guidance (November 2013), as well as TfL's STARS accreditation scheme.

Staff Travel Plan Benefits

- 1.8 The benefits of implementing a STP are:
- 1) Reduce vehicle congestion around the school and improve air quality.
 - 2) Contribute to a safer environment for walking and cycling.
 - 3) Remove both perceived and actual barriers to walking, cycling and taking public transport to / from school.
 - 4) Encourage healthier travel behaviours and habits.
 - 5) Encourage positive travel behaviour change in parents / carers and local residents.

Kneller Hall School

- 1.9 The Site will become a new school but from year 1, the majority of pupils (410 pupils) will be decanted from the existing Radnor House School. As such, the current details for Radnor House School are summarised below and will assist in monitoring and reviewing the Travel Plan:



- School Name: Radnor House School (Site will be Kneller Hall School)
- School DfE Number: 318/6006
- Borough: London Borough of Richmond upon Thames
- Head teacher: Darryl Wideman
- Telephone number: 020 8891 6264
- Email address: info@radnorhouse.org
- Development Address: Kneller Hall, Kneller Road, Twickenham TW2 7DN
- School Type: Prep School, Senior School and Sixth Form
- School Website: <https://www.radnor-twickenham.org/>
- Number of pupils: 455
- Number of staff: 100

BREEAM Travel Assessment Checklist

1.10 As a minimum, the measures outlined in **Table 1.1** have been considered when developing the BREEAM Travel Plan and considered both employees and visitors travel.

Table 1.1: BREEAM 2014 Refurbishment Checklist		
Measures	Checklist	Comment
Where relevant, existing travel patterns and opinions of existing building or site users towards cycling and walking so that constraints and opportunities can be identified.	✓	Existing travel patterns outlined within Section 3
Travel patterns and transport impact of future building users.	✓	Outlined within Section 3 – Transport Impact of Future Building Users
Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children).	✓	Outlined within Section 3 – Access on Foot & Access by Cycle
Disabled access (accounting for varying levels of disability and visual impairment).	✓	Outlined within Section 3 – Disabled Access
Public transport links serving the site	✓	Outlined within Section 3 – Public Transport
Current facilities for cyclists	✓	Outlined within Section 4 – Cycling



The travel plan includes a package of measures to encourage the use of sustainable modes of transport and movement of people and goods during the building's operation and use.	✓	See Section 6
If the occupier is known, they must be involved in the development of the travel plan and they must confirm that the travel plan will be implemented post refurbishment or fit-out and be supported by the building's management in operation	✓	The staff at Kneller Hall are willing to be involved in the development of the travel plan and they confirm the travel plan will be implemented post refurbishment or fit-out and will be supported by the building's management in operation.

This Document

1.11 This STP has been written as a standalone document and contains all the information needed to effectively implement and monitor the STP at the redevelopment of Kneller Hall.

1.12 The remainder of this STP is structured as follows:

- Section 2 - The school's characteristics, accessibility and existing travel patterns;
- Section 3 - Sets out the objectives and targets of the STP;
- Section 4 - Outlines the STP strategy, management and marketing;
- Section 5 - Sets out the measures that will be implemented;
- Section 6 - Outlines the monitoring and review programme;
- Section 7 - Lists contacts and useful information; and
- Section 8 - Sets out an Action Plan for the school.

2 SITE CHARACTERISTICS

Background

The Site and Surrounding Area

- 2.1 The existing Site is comprised of Kneller Hall, a Grade II listed building which lies alongside a Guard Room and Band Practice Hall, as well as accommodation buildings, open space and playing fields, measuring 9.7ha in total. The existing Site was used as residential accommodation that served the Royal Military School of Music. It was used by regiments who came to stay at the Site for music training courses. The Site is also associated with rugby training connected to Twickenham Stadium.
- 2.2 Kneller Hall is accessed from Kneller Road via two priority junctions, one to the south and one to the west, with Kneller Road also routing along the southern boundary. The Site is bound to the north by Kneller Gardens and Amberside Close, predominantly residential streets as well as a tennis club, the Site is bound to the east by Duke of Cambridge Close, a private residential road, the Site is bound to the south by Kneller Road and is bound to the west by Kneller Road and Whitton Dene. A Site location plan is included in **Figure 2.1** below.

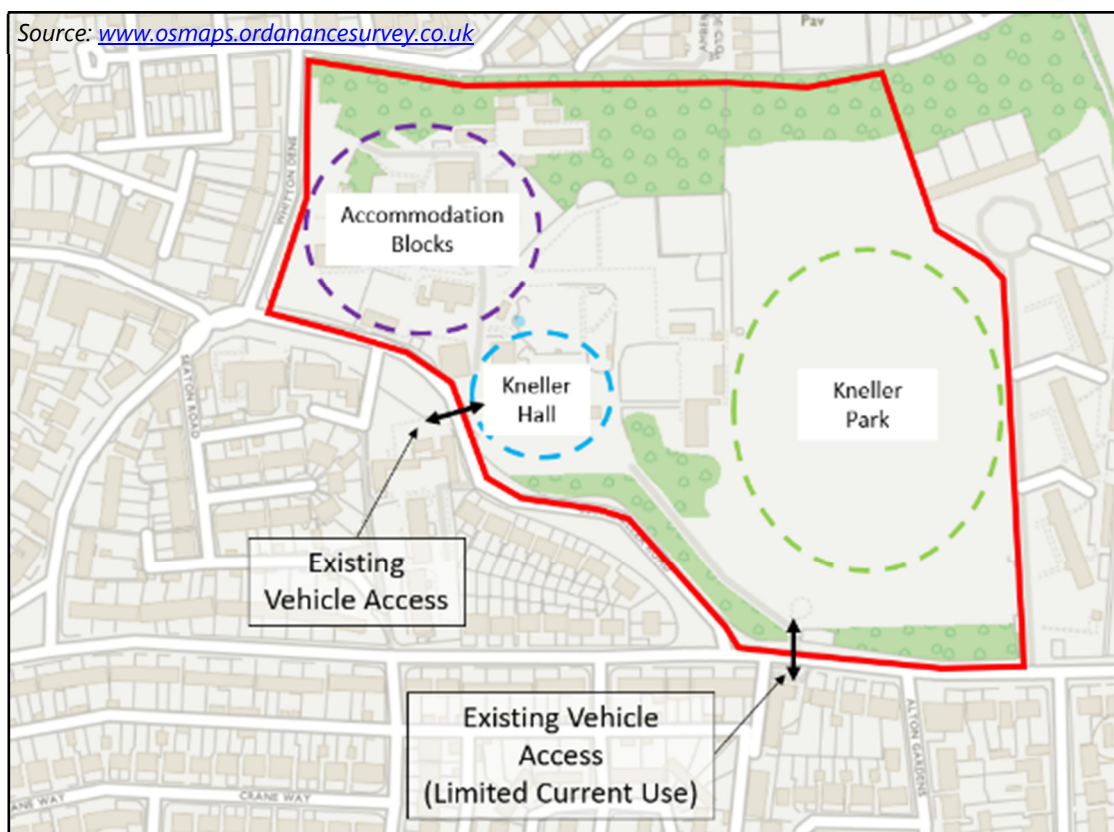


Figure 2.1: Site Location Plan



Local Highway Network

- 2.3 Kneller Road is a two-way single carriageway road which operates in a broadly east to west orientation between Warren Road to the east and Hounslow Road to the west, and forms part of the B361. In the vicinity of the Site along its western boundary, the carriageway is circa 5m in width with single yellow lines present on both sides with the exception of two rows of parking bays. There are footways on both sides with street lighting also present. Traffic is subject to a 30mph speed limit.
- 2.4 Warren Road (known as Kneller Road along the Site boundary to the south) is a two-way single carriageway road operating in an east to west orientation connecting to Whitton Road to the east and Nelson Road to the west. Warren Road also forms part of the B361 which provides access to the A316 to the south and the A314 to the north. Warren Road provides access into Kneller Road through a ghosted right-turn lane. In the vicinity, Warren Road measures circa 7.3m in width with cars able to park half-on / half-off the footway when driveways/vehicle crossovers are not present. Traffic is subject to a 20mph speed limit.
- 2.5 Operating to the northwest of the Site on the west and north boundaries of the Site respectively are Whitton Dene and Kneller Gardens. These roads are both primarily residential in nature, with kerbside controls and a mix of single yellow line and resident parking bays. The Site historically provided a vehicle access into the Site from Whitton Dene, now infilled but with dropped kerbs with tactile paving still present.
- 2.6 The A316 is a two-way dual carriageway operating in a broadly north-east to south-west orientation between the A4 to the north-east and to the M3 to the south-west. In the vicinity of the Site, the carriageway measures circa 19m in width, with a 2.5m central margin separating traffic. There are a mixture of signalised crossings, pedestrian footbridges and underpasses to allow pedestrians to cross safely. Traffic is subject to a 40mph speed limit.

Controlled Parking Zone

- 2.7 The Site is located within a Controlled Parking Zone ('CPZ') 'R' which is only in operation on days when an event is occurring at Twickenham Stadium. Therefore, for the majority of time, the parking bays are unrestricted.

Accessibility by Active Travel Modes

Access by Foot

- 2.8 The surrounding area benefits from excellent pedestrian footway links, well paved footways provided on all desire lines in the vicinity of the Site. A footway of circa 1.6m wide is provided on the northern side of Kneller Road along the western boundary of the Site, which provides a walking route towards the bus stops on Nelson Road and on the B361.
- 2.9 Dropped kerbs are in place at the majority of crossing locations with refuge islands also present providing opportunities to cross, which are suitable for children, disabled users and the visually impaired. The nearest signalised crossings on Kneller Road and High Street Whitton are also provided with rotating cones suitable for visually impaired users.
- 2.10 There is an extensive network of Public Rights of Way (PRoW) in the vicinity of the Site, with the location and reference included in **Figure 3.2**.

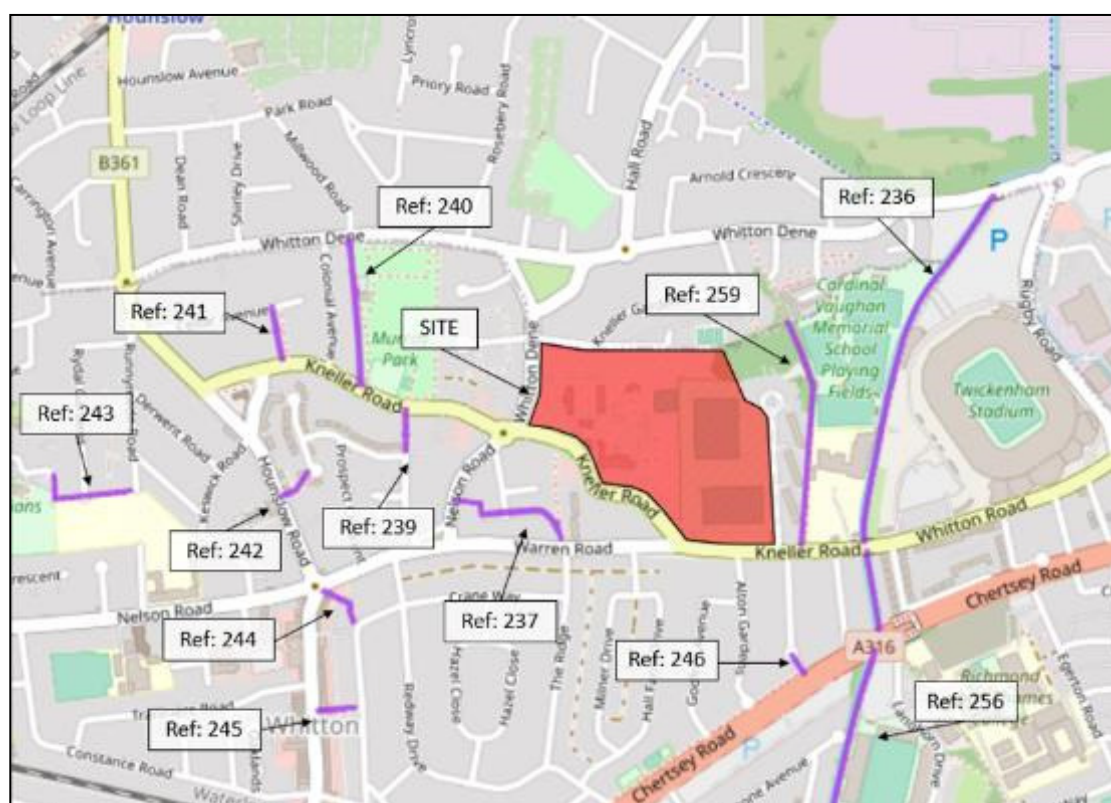


Figure 2.2: Map of Public Rights of Way (LBRuT)

Source: gisrichmond.gov.uk

2.11 **Table 2.1** below summarises local amenities available for future users of the proposed development. This summarises the location of each amenity and provides approximate walking distances (measured from the southern Site access on Kneller Road), as well as approximate walking times, assuming an average walking speed of 80 metres per minute.

Table 2.1: Approximate Distances to local amenities			
Amenity	Location	Distance (metres)	Approximate Walking Time (minutes)
Public Transport Opportunities			
'Kneller Hall' Bus Stop A		50	<1
'Kneller Hall' Bus Stop Q		120	1
'Warren Road' Bus Stop V		250	3
'Warren Road' Bus Stop T		290	4
Whitton Rail Station		1,100	14
Hounslow Rail Station		1,600	20
Twickenham Rail Station		1,600	20
Facilities and Amenities			
Duke of Cambridge Pub	Kneller Road	50	1
Alton Convenience Store	Kneller Road	250	3
Chase Bridge Primary School	Kneller Road	350	4
Murray Park	Kneller Road	500	6
Minal Pharmacy	High Street Whitton	700	9
Caribbean Restaurant	Hounslow Road	750	10
Lidl Supermarket	High Street Whitton	750	10
Starbucks	High Street Whitton	800	10
Murray Park Community Hall	Murray Park	850	11
Sainsbury's Bank ATM	High Street Whitton	850	11
Post Office	High Street Whitton	850	11
Londis	Whitton Road	1,200	15
Maswell Park Health Centre	Hounslow Avenue	1,300	16
Anytime Fitness	London Road	1,600	21

2.12 The above table highlights that several local amenities and services, including several public transport nodes, are available within walking distance of the Site.

Access by Bicycle

2.13 As defined by TfL within the Healthy Streets guidance, a 20-minute cycle from the Site represents a suitable distance for staff / visitors to travel to / from the Site by bicycle. Therefore, there is scope for the uptake of this sustainable mode by users of the Site.

2.14 **Figure 2.3** shows a 20-minute cycle isochrone around the Site including areas such as Hampton, Teddington, Richmond, Osterley and Lampton.

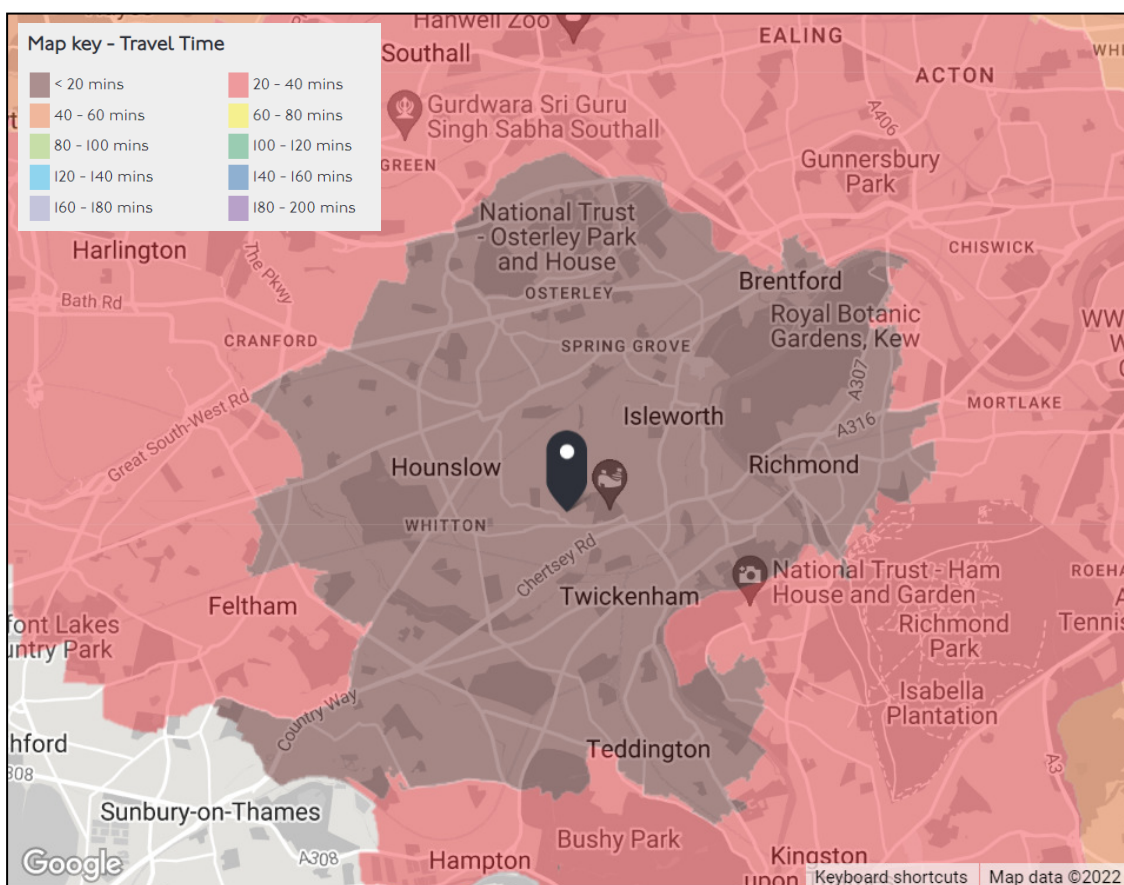


Figure 2.3: 20-minute Cycle Isochrone (Source: TfL)

2.15 Despite the lack of dedicated on-road cycle lanes in the vicinity of the Site, Richmond upon Thames Cycle Network Map (RuTCNP) highlights roads that are suitable for cycling on-road, as well as off-road routes.

2.16 Nelson Road and Whitton Dene are classified as 'main road cycle routes' within the RuRCNP, with Chertsey Road being classified as 'off-road and quiet cycle routes suitable for family groups'. An extract has been provided in **Figure 2.4** with a copy of the map included in **Appendix A**.

2.17 National Cycle Network Route 4 is located approximately 4.8km (19-minute cycle) to the southeast of the Site on the eastern side of the River Thames. This provides a route between London and Fishguard via Reading.



Figure 2.4: Richmond upon Thames Cycle Network Map

Source: www.richmondlcc.co.uk

2.18 A Brompton Bike Hire Station is provided approximately 125m to the south of Twickenham Station, where folding Brompton Bikes can be hired for 24 hours for £5 a day.

Accessibility by Public Transport

Public Transport Accessibility Level (PTAL)

2.19 Public Transport Accessibility Levels (PTALs) are a theoretical measure of the accessibility of a given point to the public transport network, taking into account walking time and service availability. The method is essentially a way of measuring the density of the public transport network at a particular point.

2.20 The PTAL is categorised in six levels, 1 to 6 where 6 represents a high level of accessibility and 1 a low level of accessibility. The PTAL levels 1 and 6 are further subdivided into 'a' and 'b' levels, with level 'a' indicating the location is rated towards the lower end of the PTAL category and 'b' towards the higher end.

2.21 The Site achieves a PTAL rating of between 1b and 2, which suggests there is a 'poor' level of access to public transport facilities surrounding the Site.



Bus Services

- 2.22 Several bus stops are located within a short walking distance of the Site, including the nearest stop located on Kneller Road ('Kneller Hall' Stop A & Q) and Warren Road ('Warren Road' Stop V & T) near the Site.
- 2.23 **Table 2.2** provides a summary of frequencies and routes of bus services available within the vicinity of the Site.

Table 2.2: Bus Services and Frequencies				
Bus No.	Route	Frequency (Every 'x' Minutes)		
		Weekday	Saturday	Sunday
110	School Road – Hammersmith Bus Station	14 – 15	14 – 15	20
281	Hounslow Bus Station – Tolworth Tower	8 – 12	9 – 12	10 – 13
481	Cromwell Rd Bus Station – West Middlesex Hospital	30	30	60
H22	Hounslow High Street – West Middlesex Hospital	10 – 14	11 – 13	19 – 20

Rail Services

- 2.24 Whitton Rail Station is located approximately 1.1km from the Site (14 minutes' walk) which provides access to services operated by South Western Railway towards London Waterloo and Windsor & Eton Riverside. Two services operate in each direction each hour (off-peak).
- 2.25 In terms of station facilities, Whitton provides step-free access to all platforms. A total of 32 cycle parking spaces are also available at the booking hall entrance.
- 2.26 Twickenham Rail Station is located circa 1.6km from the Site (20 minutes' walk). The station is the following / preceding stop after Whitton for services towards London Waterloo and Windsor & Eton Riverside. Other South Western Railway services also operate to / from Twickenham, with 8 services towards London Waterloo and 2 services to Reading in addition to the aforementioned 2 services per hour towards Windsor & Eton Riverside (off-peak).
- 2.27 In terms of station facilities, Twickenham has step-free access to all platforms, with 78 cycle parking spaces also provided.



2.28 Hounslow Rail Station is also located approximately 1.6km from the Site (20 minutes' walk). The station is also served by South Western Railway trains on a different branch to the other aforementioned nearby stations. Services towards London Waterloo (via Chiswick) operate from the station every 30 mins, with services towards Weybridge also operating every 30 mins (off-peak). Cycle parking facilities are provided at the station, with 40 storage spaces available.

School Proposals

2.29 The proposal is for a private school which has the capability of accommodating up to 1,000 pupils (including sixth form). The proposals also include the addition of ancillary sports facilities on-site, pick-up/drop-off facilities accessed via the existing vehicle access on Kneller Road to the south, the closure of the western access onto Kneller Road to vehicles (pedestrian and cyclist access only) and the re-opening of the existing infilled access onto Whitton Dene to the northwest of the Site to facilitate access to staff parking and for servicing activity. The site will also include a new pedestrian access adjacent to the vehicle access at the south of the site onto Kneller Road.

Pupil and Staff Annual Growth

2.30 Upon occupation of the school, existing pupils in Years 7 – 13 at Radnor House School will move to the Kneller Hall Site. This will be approximately 410 pupils (330 pupils Years 7-11 and 80 Sixth Form students) and circa 90 staff members. This decanting of pupils and staff ensures that from the outset, the proposed School will primarily relocate and transfer existing staff and pupils in the locality, as opposed to generating an entirely new and additional demand on the transport and highway network in the Twickenham area.

2.31 Through the provision of additional school forms for Year 7 and some new pupils, the first year of operation of Kneller Hall is expected to receive 500-520 pupils. This will grow each year as new pupils are brought up through the school and intake capacities for each year group increase. **Table 2.3** below summarises the anticipated annual growth of the school by year group.



Table 2.3: Annual Anticipated Growth in Pupils at the School		
Year From	Form Groups per Year	Total Expected Pupils
Year 1 (Opening Year)	Year 7 = 144 pupils (6 x 24); Year 8 = 72 pupils (3 x 24); Year 9 = 72 pupils (3 x 24); Year 10 = 66 pupils (3 x 22); Year 11 = 66 pupils (3 x 22); Year 12 = 50 pupils (5 x 10); Year 13 = 50 pupils (5 x 10).	Circa 500 (to 520)
Year 2	Year 7 = 144 pupils (6 x 24); Year 8 = 144 pupils (6 x 24); Year 9 = 72 pupils (3 x 24); Year 10 = 72 pupils (3 x 24); Year 11 = 72 pupils (3 x 24); Year 12 = 50 pupils (5 x 10); Year 13 = 50 pupils (5 x 10).	Circa 600
Year 3	Year 7 = 144 pupils (6 x 24); Year 8 = 144 pupils (6 x 24); Year 9 = 144 pupils (6 x 24); Year 10 = 72 pupils (3 x 24); Year 11 = 72 pupils (3 x 24); Year 12 = 50 pupils (5 x 10); Year 13 = 50 pupils (5 x 10).	Circa 680
Year 4	Year 7 = 144 pupils (6 x 24); Year 8 = 144 pupils (6 x 24); Year 9 = 144 pupils (6 x 24); Year 10 = 144 pupils (6 x 24); Year 11 = 72 pupils (3 x 24); Year 12 = 50 pupils (5 x 10); Year 13 = 50 pupils (5 x 10).	Circa 750
Year 5	Year 7 = 144 pupils (6 x 24); Year 8 = 144 pupils (6 x 24); Year 9 = 144 pupils (6 x 24); Year 10 = 144 pupils (6 x 24); Year 11 = 144 pupils (6 x 24); Year 12 = 75 pupils (5 x 15); Year 13 = 75 pupils (5 x 15).	Circa 870
Year 6	Year 7 = 144 pupils (6 x 24); Year 8 = 144 pupils (6 x 24); Year 9 = 144 pupils (6 x 24); Year 10 = 144 pupils (6 x 24); Year 11 = 144 pupils (6 x 24); Year 12 = 90 pupils (6 x 15);	Circa 900



	Year 13 = 90 pupils (6 x 15).	
<i>Future Years</i>	<i>Year 7 – 160 pupils (8x20)</i> <i>Year 8 – 160 pupils (8x20)</i> <i>Year 9 – 160 pupils (8x20)</i> <i>Year 10 – 160 pupils (8x20)</i> <i>Year 11 – 160 pupils (8x20)</i> <i>Year 12 (Sixth Form) – 100 pupils (5x20)</i> <i>Year 13 (Sixth Form) – 100 pupils (5x20)</i>	<i>Circa 1,000 pupils*</i>
*Capacity Sought for up to 1,000 pupils but future split unknown at this stage. Split assumed aligning with prior year		

2.32 It is anticipated that once pupil numbers reach 750, the school would employ approximately 150 full-time staff at a staff to pupil ratio of 1 staff member for every 5 pupils, which is similar to other Duke’s Education schools. Should the school be expanded to 1,000 pupils, the staffing level would likely increase to approximately 160-170 full-time staff. Whilst the school would initially be occupied by fewer staff and pupils as outlined above, numbers would increase year on year until the upper limit is reached, which provides the worst-case scenario in terms of any transport and highway related impacts to be considered.

School Travel Information

2.33 It is expected that the initial occupants of the school will be pupils and staff decanted from the Radnor House Independent School, as well as new Year 7 pupils, with natural growth then occurring year on year following initial occupation of the Site. In order to determine the method by which staff and pupils will travel to the school, existing staff and pupil travel survey data for the Radnor House Independent School has been investigated. This data demonstrated that 37% of staff in 2013 travelled to school by private car, 7% of which were with passengers.

2.34 The Applicant is committed to ensuring sustainable means of travel are adopted by staff where possible and as such, the modal split has been adjusted to represent a realistic reduction in private car use from that of the 2013 surveys, based on the importance of sustainable travel being made clear to staff from Year 1, in which modal splits will be ratified through surveys of staff and pupil travel as part of the Travel Plans to be implemented at the Site. **Table 2.4** below outlines the staff method of travel to work modal splits assumed for future staff.



Table 2.4: Staff Method of Travel to Work	
Mode	Percentage
Train	37%
Bus	11%
Taxi	0%
Motorcycle	0%
Car Driver (Solo)	17%
Car Driver (With Passengers)	7%
Bicycle	12%
On Foot	16%
Total	100%



3 OBJECTIVES AND TARGETS

Introduction

3.1 This section sets out the overarching objectives for the STP, as well as targets for the short and medium term. It includes indicators through which progress towards meeting these targets will be measured. Further information on the monitoring and review system for the Travel Plan can be found in **Chapter 6**.

- **Objectives** are the specific high-level results which the Travel Plan aims to achieve. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the school will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The STP's overriding objective is:

To engage with and encourage staff to use sustainable ways of travelling to / from the school through both more effective promotion of active modes and journey sharing. This will minimise the impact of the development on the surrounding highway network.

3.3 The sub-objectives are:

- **Sub-objective 1:** To increase staff awareness of the advantages and availability of sustainable / active modes of transport;
- **Sub-objective 2:** To promote the health and fitness benefits of active travel to all users;
- **Sub-objective 3:** To introduce a package of physical and management measures that will facilitate staff travel by sustainable modes; and therefore,
- **Sub-objective 4:** To reduce unnecessary use of the car for the journey to and from the school.

Targets

3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring the progress and success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

3.6 The targets for Kneller Hall are set out below:

- To achieve STARS accreditation;
- Active use of a journey sharing application, such as 'HomeRun';
- Provision and monitoring of cycle parking for pupils, staff and visitor use;
- A progress report will be completed in Years 1, 3 and 5 and will include repeat travel surveys to be completed by staff;
- Each monitoring survey will occur within one month of the anniversary of the previous survey, i.e. in each survey year; and
- The STP will be reviewed and updated during the first and third years from occupation.

Aim Targets

3.7 The aim targets of this STP are focused on travel undertaken by staff.

3.8 The key overall target of this STP will be to ensure that a degree of modal shift away from car use (in particular cars carrying a single member of staff).

3.9 **Table 3.1** outlines the Aim Targets set out for Kneller Hall. The targets are set to measure progress towards the main objectives over five years. These targets are to be achieved within five years of the launch of this STP. The baseline figures are taken from Section 2 of this report.



Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Baseline	Year 1	Year 3	Ongoing (Year 5)
School Staff					
Reduce Car (Solo) mode share by 5%	Modal Split monitoring surveys	17%	15%	13%	12%
Increase Public Transport mode share by 2%	Modal Split monitoring surveys for School Bus	48%	49%	49%	50%
Increase Active Travel (Walk and Cycle) mode share by 3%	Modal Split surveys for Walking and Cycling	28%	29%	30%	31%



4 TRAVEL PLAN STRATEGY

Travel Plan Management

4.1 The final Travel Plan Coordinator (TPC) details will be confirmed within the final STP but below are the details of the anticipated TPC at the School.

Name: Huma Ali

Position: Director of Operations – Radnor House School

Email: Hali@radnorhouse.org

Phone: 020 8891 6264

4.2 The TPC will be responsible for overseeing the management, development, implementation, monitoring and review of this STP.

Staff Travel Plan Coordinator Responsibilities

4.3 The STPC will be responsible for overseeing the STP. The primary responsibilities of this role include:

- The implementation of measures as set out in the STP.
- Managing the development and implementation of the STP measures;
- Promoting the objectives and benefits of the STP;
- Monitoring the success of the STP against the agreed targets;
- Reporting the results of the STP to Council Travel Plan Officers;
- Acting as a point of contact for all staff / pupils / parents regarding travel and the Travel Plan; and
- Overseeing the school's overall sustainability framework.

4.4 Regular updating of the STP document is part of the responsibility of the nominated person.



5 MEASURES AND INITIATIVES

5.1 This section of the STP outlines the specific physical and management measures to be implemented at Kneller Hall.

Car Sharing Application (e.g. HomeRun Database)

5.2 The school will engage with a car sharing application such as HomeRun, which will form a bespoke service which allows users (parents and staff) to connect with other application users whose children attend the same school and who work at the same school. Typical features of the application include:

- Connects parents/staff who live in the same area or have children at multiple schools to encourage journey sharing. This helps integrate all year groups to expand the parent / school community.
- Parents can track the location of their children on their trip to / from school through an app on a mobile device. This also saves historical journey data which the school can use to identify issues on pupil's journeys to the school as well as to share carbon offsetting goals / statistics.
- A buddy system can be set-up with a number of pupils walking home together with a single parent or older senior or sixth form pupils. This can be tracked through their mobile devices.
- Offers a secure mobile messaging service for parents to raise issues they have around school commutes. This can be issued to LBRuT to further assist with identifying barriers parents may face with using sustainable modes of transport to the school.

5.3 This car sharing opportunity will reduce the number of cars travelling to the Site where car travel cannot be avoided. This will be promoted to staff, pupils and parents through newsletters, on the school website, on open days and on noticeboards.



Car Parking

- 5.4 The proposals seek to provide 40 on-site staff car parking spaces, to be provided on-site on existing amended hardstanding areas to the northwest corner of the Site. The car park will be accessed through the re-opened access onto Whitton Dene, and will be for use by staff only. The Site will provide 3 disabled visitor parking spaces at the front Kneller Hall to enable disabled visitors to park.
- 5.5 The school is committed to moving staff away from private car use and towards using sustainable and active modes of travel where possible. The proposed car parking of 40 spaces aligns with LBRuT parking standards for schools and takes into account the existing parking demand at the Radnor House School for staff, as well as the PTAL rating of the Site.
- 5.6 There is a need to strike a balance between providing on-site parking to accommodate a proportion of staff expected to travel to the Site by car, but also restricting the number of spaces to promote sustainable travel whilst ensuring that any potential parking overspill does not have a material impact on the availability of parking for existing residents. The school is committed to moving staff away from private car use and towards using sustainable and active modes of travel where possible.

Cycle Parking

- 5.7 Cycle parking will be provided in accordance with London Plan 2021 standards for all staff and pupils, as these standards are greater than LBRuT, standards, therefore providing increased opportunities for sustainable travel by bicycle. The long-stay spaces will be provided within cycle stores across the Site, with locations provided relevant to each school year and a separated secure store for staff cycle parking to the northwest of the Site.
- 5.8 The staff cycle store is located adjacent to the access from Whitton Dene, with 28 Sheffield stand spaces provided. Short-stay cycle parking is accommodated adjacent to the main pupil cycle store at the west access, with 10 spaces provided in the form of Sheffield stands.
- 5.9 As part of the Travel Plan, the school will continue to monitor the number of pupils and staff who cycle and consequently seek to provide additional facilities, where possible, as the need arises. Kneller Hall will provide cycle parking to encourage pupils to cycle to school.



School Website

5.10 The school website, will be updated regularly to include comprehensive detail on how to access the school through sustainable and particularly active modes. Advice will include:

- Public transport information, including routes to the school from local public transport access points.
- Information on cycling, including details such as safe routes to the school and the availability of secure cycle parking.
- Information on car sharing opportunities with other pupils and staff.
- Safe walking routes to / from local residential neighbourhoods.
- Any events being held by the school to promote sustainable travel.

Active Measures – Staff

5.11 There are tax incentive schemes such as the Bike2Work Scheme and Bicycle User Groups for staff at the school. Details of which are included below.

Bike2Work Scheme

5.12 The TPC will publicise the Bike2Work Scheme. There are employer and employee incentives for the Bike2Work Scheme:

Employer Incentives:

- Fitter, healthier and more productive staff;
- Healthy staff are less likely to be absent through stress or illness;
- Savings on employer NI contributions;
- Reduction of carbon footprint;
- Bike2Work will administer the scheme for the company at no extra cost; and,
- The scheme is an attractive benefit for employees.



Employee Incentives:

- Savings of up to 42% on the cost of bikes / equipment;
- Improvement in general health and well-being;
- Cost is spread over weekly / monthly interest free payments;
- Save money on travelling costs; and
- After sale service from chosen bike shops.

Bicycle Users Group (BUG)

- 5.13 BUGs are a great way for less experienced cyclists or those who are not confident in their route to gain experience by cycling with more experienced cyclists. A BUG also removes safety concerns of individual cyclists who travel alone.

Public Transport

- 5.14 Public transport use is a fundamental aspect of the Government's sustainable transport strategy. It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits. Nevertheless, public transport remains important, particularly for journeys of more than 5 miles (8km).
- 5.15 Up-to-date details of bus, rail and taxi services, including route information and service frequencies, will be permanently on display on a Sustainable Travel Notice Board, located in a prominent position in Kneller Hall.
- 5.16 National rail planner websites and enquiry phone numbers will also be promoted through all relevant means.
- 5.17 The TPC will promote sustainable travel for general travel as part of a healthier way of life, not only for travel to and from school.

Welcome Pack and Travel Information Provision

- 5.18 Staff will be provided with a Welcome Pack containing information on public transport services close to the Site and other measures for encouraging use of non-car modes of travel.



5.19 The provision of information of alternatives to the car is an important aspect of Travel Plans. It is recommended that the packs contain the following information:

- a) A summarised version of the STP document, that sets out the purpose and benefits etc.;
- b) Timetables and route maps for public transport;
- c) Contact numbers and web details for National Rail Enquiries;
- d) Local taxi company details;
- e) Car club / sharing information;
- f) Details of Bike2Work scheme and BUG groups;
- g) Cycling and walking maps for the local area; and
- h) Web details for any school / community travel sites and community forum sites.

Provision for People with Disabilities and Visual Impairment

5.20 The TPC, through dialogue with LBRuT (if necessary / appropriate), will seek to ensure that routes to / from public transport access points and local walking routes have appropriate provision for people with disabilities and people with visual impairment. Specifically provision should include:

- All dropped kerbs to contain tactile paving of the appropriate colour; and
- Rotating cones on signalised pedestrian crossings.

5.21 The Site will provide ramped or level access throughout the school, ensuring that wheelchair users can access the whole school. In addition, lifts will be provided for upper floor access and stairs will provide refuge points.

5.22 The landscaping of the Site has been designed to be level throughout to ensure wheelchair users can access the Site from pedestrian accesses and travel between school buildings.



6 MONITORING AND REVIEW

Monitoring

- 6.1 This STP is part of a continuous process for improvement, requiring monitoring, review, and revision to ensure it remains relevant. The STP will be monitored continually and reviewed as and when updates may be required resulting from any relevant changes to the school over a 5-year monitoring period.
- 6.2 The five-year monitoring programme will begin from the date the school is occupied. The Travel Plan will then be monitored on an ongoing basis to track progress towards any targets and ensure the school is continually promoting sustainable and healthy travel.
- 6.3 Full travel surveys will be undertaken in Years 1, 3 and 5 on the anniversary of the initial baseline travel survey. The results of the survey will be used to prepare a monitoring report, which will outline the effectiveness of the Travel Plan, any issues that have been identified and set out any proposed changes to improve the effectiveness of the Plan. The reports will be submitted to LBRuT for approval.
- 6.4 An example travel survey is provided at **Appendix B**. The survey will be completed by pupils of the school.
- 6.5 Additional monitoring will be useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on an ongoing basis:
- The increase in active travel (e.g. walking and cycling);
 - The level of usage of cycle stands; and,
 - Proportion of pupils that travel by car.
- 6.6 If demand for cycle parking exceeds supply the school will seek to find opportunities to add additional stands.
- 6.7 Information gathered through the monitoring process will be recorded for input to review undertaken in Years 1, 3 and 5.



Reporting

- 6.8 Once the Travel Plan has been completed using the STARS system, it will be sent to the Council's STP Team who can access it online and check it. The TPC will be responsible for carrying this out in Years 1, 3 and 5, including the results of the travel surveys.
- 6.9 Each year the STP will incorporate the results of any on-going monitoring throughout the preceding period.



7 CONTACTS AND USEFUL INFORMATION

Contacts

- Travel Plan Coordinator (TPC) – Huma Ali (Hali@radnorhouse.org)
- School Travel Plan Borough Officers: TBC

Useful Websites

- School Travel Plans – https://www.richmond.gov.uk/school_travel_planning
- TfL School Travel Plans – <https://stars.tfl.gov.uk/PublicPages/Home.aspx>
- TfL Safety & Citizenship Scheme - <https://tfl.gov.uk/info-for/schools-and-young-people/safety-and-citizenship?intcmp=5611>
- Department for Transport (DfT) – www.dft.gov.uk
- Home-Run Car Sharing – <https://www.homerun-app.com/schools>
- London Cycling Campaign (LCC) – www.lcc.org.uk
- National Rail – www.nationalrail.co.uk
- Transport for London (TfL) Journey Planner – www.tfl.gov.uk
- Living Streets - www.livingstreets.org.uk



8 ACTION PLAN

- 8.1 The Action Plan outlined in the following pages at **Table 8.1** set out the measures included within the STP that are directed at influencing staff travel.
- 8.2 The Action Plan will be revised following each Travel Plan Review in Years 1, 3 and 5.

Table 8.1 Action Plan for Travel Plan Measures – Staff				
Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
General				
Appointment of Staff Travel Plan Coordinator (STPC)	To be in place 1 month before the occupation of Kneller Hall	1 month prior to occupation	Evidence that the TPC has been appointed.	School
Review of STP	Using travel surveys and other relevant survey data to monitor the success of the STP	Years 1 and 3	Travel Surveys	TPC with the help of class teachers and / or teaching assistants
Information Provision				
Sustainable Travel Notice Board and the School's website	The Sustainable Travel Notice Board and the website will outline the sustainable options for travelling to the school	Upon occupation	N/A	TPC
Consultation with Staff, Parents and Local Community	The TPC will consult with staff, parents via newsletters and parent forum, and will speak with the Council about matters relating to school travel	Ongoing	N/A	TPC
Cycling				
Provide cycle route maps and other information relating to cycle facilities	OSmaps, and Open Street Map websites / TfL website	Ongoing	TPC to monitor uptake	TPC
Cycle Training	Participate in Bikeability	Ongoing	TPC to monitor participation levels and interest	TPC
Walking				
Walk once a Week and Walk to School Month.	School will participate in these Schemes	Annual events	TPC to monitor uptake	TPC
Staff and pupils to be provided with information related to safe walking routes.	As part of sustainable transport education for pupils	Ongoing through lessons	NA	TPC
Vehicles				
Discouraging car travel for staff method of travel to school	School to actively discourage car travel to the school through public transport and active travel incentives, newsletters, provision of a school car sharing scheme and campaigns	Ongoing	TPC	TPC
Public Transport				

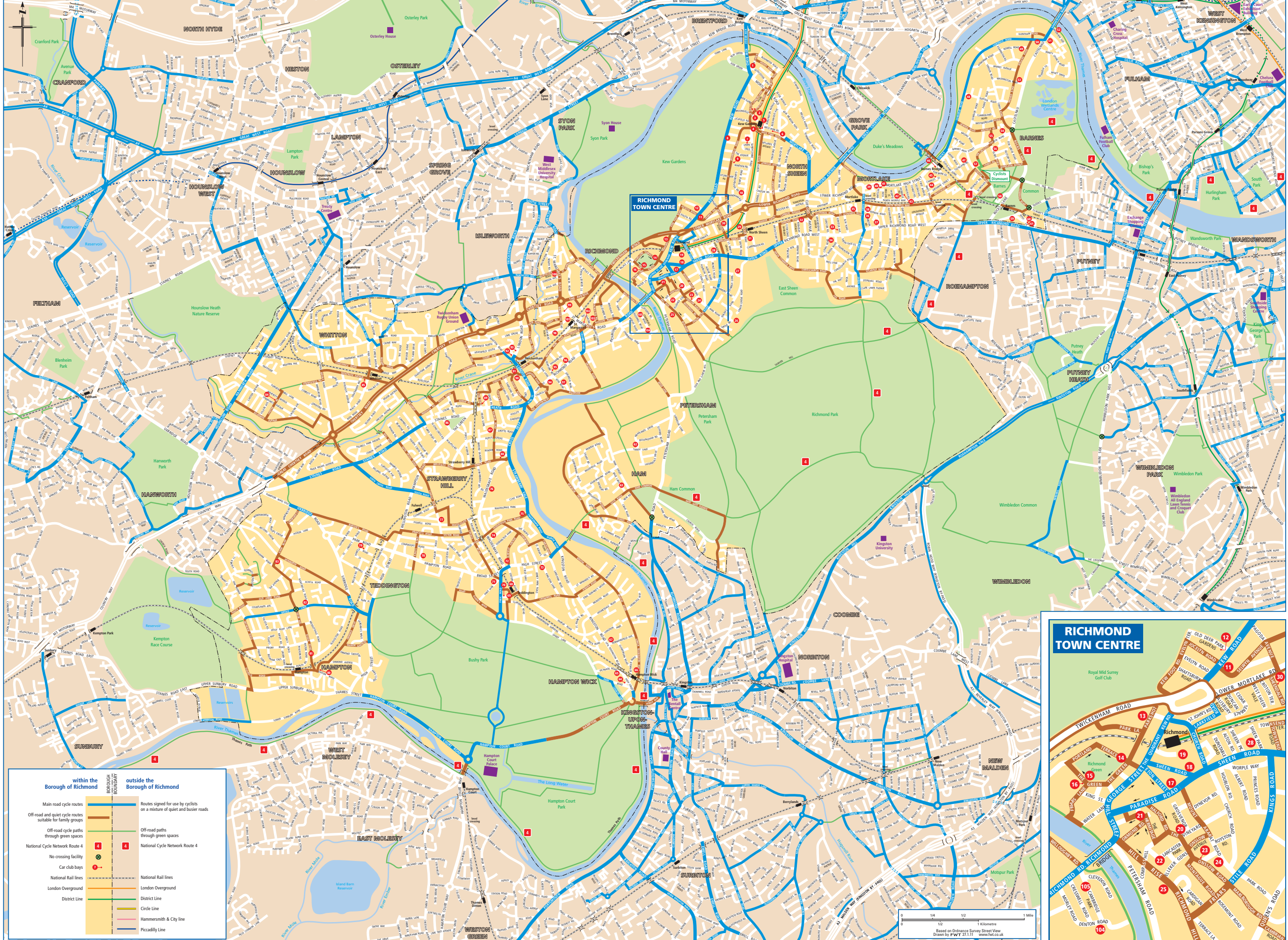


Table 8.1 Action Plan for Travel Plan Measures – Staff

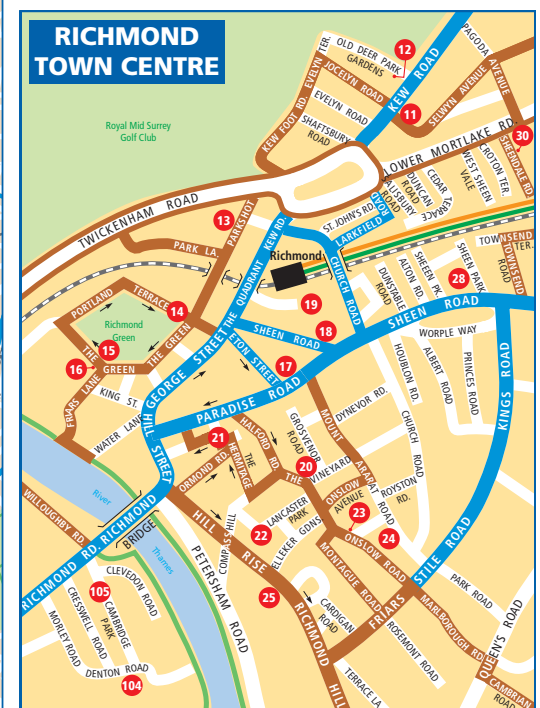
Sustainable Travel Notice Board and School website with timetable information (or online links to timetables) for pupils, parents and staff.	Located in visible public areas	Upon occupation	TPC	TPC
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Appendix A

RICHMOND UPON THAMES CYCLE NETWORK MAP



within the Borough of Richmond	outside the Borough of Richmond
Main road cycle routes	Routes signed for use by cyclists on a mixture of quiet and busier roads
Off-road and quiet cycle routes suitable for family groups	Off-road paths through green spaces
Off-road cycle paths through green spaces	Off-road paths through green spaces
National Cycle Network Route 4	National Cycle Network Route 4
No crossing facility	
Car club bays	
National Rail lines	National Rail lines
London Overground	London Overground
District Line	District Line
	Circle Line
	Hammersmith & City line
	Piccadilly Line



Scale: 0 100 200 300 400 500 600 700 800 900 1000 1100 1200 1300 1400 1500 1600 1700 1800 1900 2000 2100 2200 2300 2400 2500 2600 2700 2800 2900 3000 3100 3200 3300 3400 3500 3600 3700 3800 3900 4000 4100 4200 4300 4400 4500 4600 4700 4800 4900 5000 5100 5200 5300 5400 5500 5600 5700 5800 5900 6000 6100 6200 6300 6400 6500 6600 6700 6800 6900 7000 7100 7200 7300 7400 7500 7600 7700 7800 7900 8000 8100 8200 8300 8400 8500 8600 8700 8800 8900 9000 9100 9200 9300 9400 9500 9600 9700 9800 9900 10000
 Based on Ordnance Survey Street View
 Drawn by FWT 27.1.11 www.fwt.co.uk

Appendix B

Staff Travel Survey Questionnaire

As part of the Travel Plan, a travel survey is being undertaken so we can understand your travel patterns and we would appreciate your assistance by completing this questionnaire.

The information you provide will be treated in the strictest confidence with no reference to individuals. For further information please contact Huma Ali at Hali@radnorhouse.org. Please give your completed questionnaire to Huma Ali, or email across to Hali@radnorhouse.org. Thank you in advance for your help.

1. What time do you normally arrive at the School?

07:00 – 08:00 (01) 08:00 – 12:00 (02) 12:00 – 16:00 (03) After 16:00 (04)

2. What time do you normally leave the School?

07:00 – 08:00 (01) 08:00 – 12:00 (02) 12:00 – 16:00 (03) After 16:00 (04)

3. On average, how long does your journey take?

0 – 15min (01) 16 – 30min (02) 31 – 45min (03) 46 – 60min (04)
61 – 75min (05) 76 – 90min (06) Over 90min (07)

4. Approximately how far is your journey?

0 – 1 mile (01) 1 – 2 miles (02) 2 – 5 miles (03) >5 miles (04)

5. What is your MAIN mode of transport (i.e. the longest part of your journey)?

Drive alone (01) Car share - driver (02) Car passenger (03) Bus (04)
Train (05) Underground (06) Walk (07) Cycle (08)
Motorbike (09) Taxi (10) Other (11)

6. What alternative mode of transport would you consider if your usual mode wasn't available?

Drive alone (01) Car share -driver (02) Car passenger (03) Bus (04)
Train (05) Underground (06) Walk (07) Cycle (08)
Motorbike (09) Taxi (10) Other (11)

7. What would encourage you to use an alternative mode of travel?

More frequent bus services (01) Better pedestrian / cycle routes (02)
A cleaner walking / cycling environment (03) A friend to walk / cycle with (04)
A safer walking / cycling environment (05) Cycle training (06)
Better information on alternatives (07) Nothing (08)

8. In what age category do you fall?

Under 25 (01) 26 – 40 (02) 41 – 60 (03) Over 60 (04)