

A Planning Application by  
**THOMAS'S LONDON DAY SCHOOLS**

In respect of  
**Thomas's College,  
RICHMOND**

**Framework Travel Plan**

July 2024



# Document Management

© 2024 Transport Planning Associates Limited. All Rights Reserved.

This document has been prepared by Transport Planning Associates for the sole use of our client in accordance with generally accepted consultancy principles, the budget for fees and the terms of service agreed between Transport Planning Associates and our client. Any information provided by third parties and referred to herein has not been checked or verified by Transport Planning Associates, unless otherwise expressly stated in the document. No third parties may rely upon this document without the prior and express written agreement of Transport Planning Associates.

## Document Review

	Status	Author	Checker	Approver	Date
01	Draft	AW	LM	IB	06   03   24
-	Issue	AW	LM	IB	19   04   24
A	Revision	AW	IB	IB	01   07   24

Issued by:

Bristol  
**Cambridge**  
London  
Oxford  
Welwyn Garden City

**Transport Planning Associates**  
The Stables  
7 Chesterton Mill  
French's Road  
Cambridge  
CB4 3NP

01223 455385  
cambridge@tpa.uk.com  
www.tpa.uk.com

<b>Contents</b>		<b>Page</b>
1	Introduction	1
2	National and Local Planning Policy	3
3	Existing Site Accessibility	6
4	Aims and Objectives	14
5	Travel Plan Targets	17
6	Measures and Initiatives	20
7	Monitoring and Management	25
8	Action Plan	28

## List of Tables

Table 3.1	Bus Services Summary Table with Routes and Average Frequencies
Table 3.2	IHT Guidance for Acceptable Journeys to be Made on Foot
Table 3.3	WYG Proposed Walking Distances
Table 3.4	Summary of Local Services and Facilities
Table 4.1	TfL Stars Accreditation requirements
Table 5.1	Forecast Pupil Modal Split and Travel Plan Targets
Table 5.2	Forecast Staff Trips by Modal Split
Table 8.1	Thomas's College Action Plan

## List of Figures

Figure 3.1	Walking Isochrone Plan
Figure 3.2	Cycling Isochrone Plan

## List of Appendices

A	Detailed Site Plan
B	PTAL Rating
C	Thomas's College Travel Map

# 1 Introduction

- 1.1 Transport Planning Associates has been commissioned by Thomas's London Day Schools to provide transport planning consultancy services in respect of the proposed development at Thomas's College, Richmond.
- 1.2 Thomas's College, which is set to occupy the former American International University in London, benefits from the continued Use Class of C2. This site is well established within London and has access to a range of sustainable travel strategies that may be used by pupils and staff alike.
- 1.3 The school can accommodate up to a maximum of 630 pupils, with 58 pupils boarding on a weekly basis.
- 1.4 It is anticipated that there would be 45 full time staff initially working at the school.
- 1.5 A detailed site plan for the proposed school is contained within **Appendix A**.

## Framework Travel Plan Overview

- 1.6 This Framework Travel Plan will act as a guide for Thomas's College to further reduce vehicle trips to and from the site and promote both active travel in the form of walking and cycling, as well as sustainable travel such as public transport use.
- 1.7 Thomas's College is aiming to initially achieve a Transport for London ("TfL") STARS Bronze Accreditation, achieved by reducing the level of car use when commuting to school by completing a number of travel activities outlined on the TfL website, making the process of switching travel modes engaging and fun for a school-aged target group.
- 1.8 This Framework Travel Plan will work to facilitate the school reducing vehicle trips by outlining measures and initiatives that are aligned to improve the health of staff, students and set an example to other local schools and the local community. A foundation of the plan, centred on the efforts of the school community and the Travel Plan Co-ordinator, will achieve the overall goal of improving sustainable travel.

## Report Scope

- 1.9 The remainder of this report is structured as follows:

- Chapter 2: *Existing Site Accessibility;*
- Chapter 3: *Aims and Objectives;*
- Chapter 4: *Travel Plan Targets;*
- Chapter 5: *Measures and Initiatives;*
- Chapter 6: *Monitoring and Management; and*
- Chapter 7: *Action Plan.*

## 2 National and Local Planning Policy

### National Planning Policy Framework (2023)

2.1 The Government's Revised National Planning Policy Framework ("**NPPF**") was updated in 2023 and sets out the Government's policy to help inform local authorities and developers regarding future developments.

2.2 With regards to achieving sustainability within planning, the NPPF recognises transport as having an important role in promoting sustainable development, with a sustainable transport mode described as:

*"Any efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra low emissions vehicles, car sharing and public transport" (annex 2, p74)*

2.3 For developments that will generate significant amounts of movement, a travel plan should be provided, which is defined as:

*"A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed" (annex 2, p74).*

### The London Plan

2.4 The London Plan ("**LP**") was revised and published in 2021.

2.5 Policy T4 within the LP, 'Assessing and Mitigating Transport Impacts' makes the following requirements in regard to Travel Plans;

- Development Plans and development proposals should reflect and be integrated with current and planned transport access, capacity and connectivity.
- Transport assessments/statements should be submitted with development proposals to ensure that impacts on the capacity of the transport network.
- Travel Plans [...] will be required having regard to Transport for London guidance.

2.6 This Framework Travel Plan is built on the guidance provided by the LP and Transport for London ("**TfL**") and the Adopted Richmond Local Plan, alongside the impact of the site contained within the adjoining Transport Statement.

## London Borough of Richmond upon Thames – Third Local Implementation Plan

2.7 The Richmond upon Thames Third Local Implementation Plan (“**LIP**”) was published in 2019 and details how the borough will implement the Mayors Transport Strategy at a local level. This includes short term targets and long term transport provision for the borough, up to the year 2041.

2.8 Within the LIP, there are numerous references to the needs of implementing Travel Plans within schools. Within the Boroughs Objectives for reducing emissions, it states some of the aims as:

*“Working with schools to encourage uptake of school travel plans” and “Supporting a decrease in car usage and encouraging mode shift to walking, cycling and public transport.”*

2.9 In regard to reducing traffic on the roads within Richmond, a principle objective of the LIP will be to:

*“Continue to work with schools on developing and implementing their travel plans, focusing on reducing travel by car, with additional support through the introduction of Healthy Routes to Schools and School Streets”*

2.10 Overall the LIP presents sustained aims at reducing vehicle traffic and increase sustainable travel. In regard to schools, there is a heavy focus on creating and implementing Travel Plans as a means to encourage sustainable travel, something that Thomas's College will adopt and promote from the onset.

## Richmond Local Plan

2.11 The Richmond Local Plan, adopted in July 2018, provides various Supplementary Planning Documents (“**SPD**”) that provide greater detail on the policies outlined within the wider planning framework. One such SPD is in regard to Transport, which was adopted by the authority in June 2020.

2.12 Paragraph 4 of this SPD provides details of the requirements to be set out within Travel Plans for the borough. Such requirements state that Travel Plans should:

*“be developed in accordance with the Local Plan and Transport for London guidance and submitted alongside the planning application.”*

*“include details of how sustainable travel, including reductions in the need to travel, will be achieved and private car use minimised”*



*“set targets for walking, cycling and public transport use, and include details of the physical and non-physical measures that will be introduced to achieve these targets, and monitoring arrangement, including potential remedies in the event of the targets not being met.”*

- 2.13 A further requirement is the placement of a Travel Plan Co-ordinator to oversee the development and delivery of the Travel Plan throughout all stages.

### 3 Existing Site Accessibility

- 3.1 This chapter of the Framework Travel Plan will present the existing site in the context of the local highway network, highlighting the accessibility of the site in regard to walking, cycling and public transport provision.

#### Walking and Cycling Accessibility

- 3.2 Thomas's College is well placed to benefit from established and extensive active travel routes that enable travel to and from the school to be achieved by sustainable means.

##### *Pedestrians*

- 3.3 Within the vicinity of the application site there are dedicated pedestrian footways which ensure connectivity between the site and wider facilities.
- 3.4 Queen's Road, to which the site retains access, benefits from footways on either side of the carriageway. The footways measure approximately 2m in width and extend to all surrounding streets in the vicinity of the site, including onto the B321 and A307 located to the south of the site that travel north and provide access to Richmond Station.
- 3.5 A walking isochrone plan has been created to illustrate the accessibility of the school and utilising the local pedestrian network to a range of local facilities and services within a 500m, 1,000m and 2,000m walking distance. These distances are in keeping with the guidance outlined by the Institute of Highways and Transportation ("IHT") that has been summarised later in this report within Table 3.2. This is presented within **Figure 3.1**, contained in the Figures Appendix.

##### *Cyclists*

- 3.6 Whilst Queens Road does not benefit from specific cycling infrastructure, the street is subject to a 20mph speed limit that makes the conditions for cycling more favourable for those who would commute to the school by bike.
- 3.7 Richmond Park, to the south of the site, benefits from numerous cycle routes and bike friendly trails, with cyclists maintaining right of way through the park over the use of cars. This is a safe route for students, staff and visitors to commute to the school.

- 3.8 The B321 is classed as a bike friendly road due to the street being subject to a 20mph limit. This extends northbound and creates a bike friendly link between the site and Richmond Train Station, facilitating interconnected sustainable travel over greater distances.
- 3.9 A cycle isochrone plan has been created to illustrate the accessibility of the school to a range of local facilities and services within a 15 minute cycling time. This is in line with a 15-minute city concept that promotes an interconnected city that can utilise sustainable travel like cycling. This is presented in **Figure 3.2**, contained in the Figures Appendix.

## Public Transport

### *Bus*

- 3.10 Being situated within Greater London, Thomas's College has access to an extensive and established network of bus infrastructure that can facilitate travel both within the immediate local area as well as the wider London borough.
- 3.11 Approximately 17m east of the site's southern access, opposite the access on Queens Road, the Richmond Hill Richmond Gate bus stop is located. This stop features a bus pole and flag, as well as timetable information. This stop is serviced by the 371 bus route travelling southbound towards Kingston. This stop has a regular frequency throughout the day and can be used by prospective students at the school in their commute in line with school opening and closing times.
- 3.12 A northbound route for the 371 services the Chisholm Road bus stop, located approximately 27m north of Thomas's College northern access. This stop features a bus shelter, flag and timetable information, and is similarly frequented by regular services throughout the day and in line with typical school arrival and departure times, with the route leading to North Sheen.
- 3.13 A major hub for bus travel close to the school is Richmond Station, located approximately 1.7 kilometres from the site access. This station features various bus stops with multiple bus services that continue around London to provide interconnected, sustainable travel. Location include Hounslow, West Brompton and Heathrow, each with their own transport nodes facilitating greater distances in sustainable transport.
- 3.14 A summary of local bus services is presented within Table 3.1

Table 3.1 Bus Services Summary Table with Routes and Average Frequencies

Bus service	Bus Stop	Route	Average Frequency <sup>1</sup>		
			Weekday	Saturday	Sunday
371	Chisholm Road	Richmond – Richmond Town Centre and Station – Richmond Hill – Ham – Tudor Drive – Norbiton - Kingston	6 Services per hour First: 05:34 Last: 00:19	6 Services per hour First: 00:34 Last: 00:19	4 services per hour First: 00:34 Last: 00:05
	Richmond Hill Richmond Gate (South)		6 services per hour First: 05:34 Last: 23:55	6 services per hour First: 00:09 Last: 23:55	5 services per hour First: 00:09 Last: 23:54
65	Richmond Station (Stop C)	Brook Street – Ealing Broadway Station	7 services per hour First: 05:45 Last: 01:00	6 services per hour First: 05:45 Last: 01:00	4 services per hour First: 05:47 Last: 01:00
110		School Road, Hounslow – Hammersmith Bus Station	3 services per hour First: 05:34 Last: 01:26	3 services per hour First: 05:28 Last: 01:28	3 services per hour First: 05:56 Last: 01:26
190		Richmond Station – West Brompton Station	4 services per hour First: 05:51 Last: 00:21	4 services per hour First: 05:51 Last: 00:21	4 services per hour First: 06:51 Last: 00:21
419		Richmond Station – Roehampton	4 services per hour First: 05:46 Last: 00:56	5 services per hour First: 05:46 Last: 00:56	3 services per hour First: 06:26 Last: 00:56
490		Heathrow Terminal 5 - Pools on the Park	4 services per hour First: 04:58 Last: 01:18	4 services per hour First: 04:58 Last: 01:18	2-3 services per hour First: 04:56 Last: 01:16
H37		Hounslow – Manor Road	4 services per hour First: 05:17 Last: 01:07	3 - 4 services per hour First: 05:17 Last: 01:07	2 – 3 services per hour First: 06:17 Last: 01:07
R70		Nurserylands Shopping Centre – Kew Retail Park	4 services per hour First: 05:39 Last: 01:21	3 services per hour First: 05:38 Last: 01:21	3 services per hour First: 06:36 Last: 01:21

<sup>1</sup> Average frequency in which the service reaches the named bus stop. Service frequency determined from the typical AM period of 6am onwards.

- 3.15 The summary of bus services presented in Table 3.1 indicate a frequent bus service in the immediate vicinity of the school as well as a large concentration of interconnected services to the north within Richmond Station. Overall the site is well served by bus.

### *Rail*

- 3.16 Thomas's College is located approximately 1.7km south of Richmond Train Station when utilising the local pedestrian footway network. This station facilitates travel via Overground, Underground and National Rail services.

- District Line underground services to Upminster run from Richmond Station every 9 minutes.
- Overground services from Richmond to Stratford run from the station every 10 to 20 minutes.
- Southwestern Railway services run from Richmond towards Reading, Waterloo and Windsor every 5 to 10 minutes between each route.

- 3.17 Overall, Richmond Station, which is within an acceptable distance from the school and can be utilised by pupils attending daily, benefits from regular services that extend throughout London and beyond, accommodating to a range of pupil locations in and around London.

### *Public Transport Accessibility Level*

- 3.18 The Public Transport Accessibility Level ("**PTAL**") is a measure of accessibility from a point of interest (i.e., the proposed development site) to the local public transport network. This measure takes into account the walk access time to the station or stop as well as the wait time and reliability of local transport services.

- 3.19 The PTAL is calculated via a numerical Public Transport Accessibility Index which is then converted into PTALs, where band 0 (worst) represents a low level of accessibility and 6 (best), the highest level.

- 3.20 The Thomas's College site is recorded with a PTAL rating of 2, surrounded by PTAL ratings of 1b. At the time of writing, the PTAL online tool is unable to provide full PTAL reports due to ongoing maintenance. In the interim, screen shots of the PTAL rating have been taken and are presented within **Appendix B**.

- 3.21 This rating of 2/1b is generated due to the lack of rail and tube infrastructure in the immediate vicinity of the site. However, contextually, the site is well served by bus services, with bus stops located in the

immediate vicinity of the school access. It is also proposed that the school will provide bus services between the site and Richmond railway station, which will further connect the site to existing public transport services.

### **Local Highway Network**

- 3.22 Queen's Road, to which the school achieves access from, is subject to a 20mph speed limit. This street is characterised by footways on either side of the carriageway that extend to all neighbouring roads in the vicinity of the site.
- 3.23 A traffic signalled controlled crossing is located approximately 15m south along Queen's Road from the southern access of the school. This features tactile paving and dropped-kerbs. The remaining uncontrolled crossing points in the vicinity of the site, such as Stafford Place and Chisholm Road, benefit from dropped kerbs.
- 3.24 Further south along Queens Road where it intersects with Richmond Hill. This junction, still subject to a 20mph speed limit, features zebra crossings and a central island for pedestrian and cyclist movements.
- 3.25 Richmond Hill continues north, with footways featuring on either side and subject to 20mph speed limit. Further north Richmond Hill intersects with the one-way southbound road of Hill rise, resulting in vehicle traffic diverting east along The Vineyard, with pedestrian and cycle traffic able to continue northbound towards Richmond Train Station along the A307.

### **Local Services and Facilities**

- 3.26 Thomas's College is well placed to benefit from a wide range of local service and facilities, all within an acceptable distance from the site access.
- 3.27 Acceptable walking distances and the associated journey time is something that is often debated as part of any transport planning study with differing views and limited research available. The likelihood of people making a walking-based journey, as opposed to travelling by car, to local services is also greatly influenced by several factors, including:
- Infrastructure provision and local topography;
  - The level of any network congestion issues;
  - The availability and cost of parking; and
  - Multi-purpose journeys.

3.28 The IHT document *Guidance for Journeys on Foot, 2000* provides long established guidance on walking distances from a scheme to local services that is most generally considered as appropriate, details of which are presented in Table 3.2

Table 3.2 IHT Guidance for Acceptable Journeys to be Made on Foot

	Town Centres (m)	Commuting/School/ Sight-seeing (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1,000	800
Preferred maximum	800	2,000	1,200

Source: Table 3.2 of the institute of Highways & Transportation publication ‘Guidelines for Providing Journeys on foot, 2000.’

3.29 A study ‘How Far Do People Walk’ undertaken by transport consultants White Young Green (“WYG”) in 2015 reviews existing walking guidance for development planning with the aim of providing an evidence base to support suggested distances, with reference to National Travel Survey (NTS) data from 2010 to 2012.

3.30 The conclusion of the WYG study was an alternative set of evidence-based data to be considered as part of the transport planning process for new developments. A summary of these results for UK sites excluding London are provided in Table 3.3.

Table 3.3 WYG Proposed Walking Distances

	Mean (m)	85 <sup>th</sup> Percentile (m)
Walk as main mode of travel	1,150	1,950
Walk to a bus stop	580	800
Walk to a railway station	1,010	1,610

3.31 Table 3.4 details a summary of the services and facilities in the vicinity of Thomas’s College.

Table 3.4 Summary of Local Services and Facilities

Facility Type	Facility Name	Distance to Facility Type from Thomas’s College <sup>3</sup> (Metres)	Approximate Travel Times (Minutes)	
			Walking <sup>1</sup>	Cycling <sup>2</sup>
Public Transport	Richmond Train Station	1,800	22	6
	Richmond Hill Richmond Gate Bus Stop	120	2	<1
	Chisholm Road Bus Stop	230	3	1
Shops	Sainsburys Local	900	11	3
	Marks and Spencer	1,900	24	6
Healthcare	The Vineyard Surgery	1,500	19	5
	West Middlesex University Hospital	6,200	-	19
Community Centre	Cambrian Centre	400	5	1
Sports Venues	Richmond Athletic Ground	2,300	34	13
	Old Meadonians Playing Fields	3,800	51	13
	Pools in the Park	2,100	28	9
Green Space	Richmond Park	350	4	1
	Terrace Gardens	450	6	1
Post Office	Richmond Post Office	1,600	20	5
	In-post	400	5	1

<sup>1</sup>Based on average walking speed of 3mph.

<sup>2</sup>Based on average cycling speed of 12mph.

<sup>3</sup>Thomas’s College represented from the Main Entrance of the school building.

3.32 Table 3.4 outlines that the site is surrounded by many useful services and facilities that are within an acceptable distance of the school’s access, both in walking distances and within a 15 minute cycle journey.

### Car Clubs

3.33 Car clubs are recognised by Transport for London as a means to reduce private vehicle ownership around London. These allow individuals and businesses to rent cars parked around the city in designated areas. In most cases these vehicles are zero emission/electric which means they are a



sustainable alternative to car ownership, especially vehicles that are not zero emissions. There are various Car Club parking spaces within a 2000m walking distance to proposed school, operated by Zip Car.

- 3.34 The closest of these Car Club spaces is located on Queens Road, approximately 1km north of the site access. There are various other spaces located around the school in Richmond, all that can be utilised by staff travel by more sustainable means when public transport and active travel are totally unviable.

### Highway Safety

- 3.35 The London Collision Map on Transport for London's webpage has been interrogated to determine the safety record on the local highway network during the most recently available five-year period.
- 3.36 The data provides information on the location of each collision, including the date, time of collision, casualty type, severity and whether this included a vulnerable casualty.
- 3.37 A reviewed has been undertaken of the most recently available 5-year period, which identified there have been no recorded accidents within the vicinity of either school access along Queen's Road.
- 3.38 One serious accident occurred on Richmond Hill in 2019 (Collision ID: 01190158178-1), located approximately 600m to the east of the site access. This collision involved a collision between a cyclist and a car. Details provided on the TfL webpage outlines this accident was caused by driver error in overtaking the cyclists and had no relation to the operation of the Thomas's College site nor any deficiencies in the existing highway network.
- 3.39 In summary, there local highway network is demonstrably safe for pedestrian, cyclist and vehicle movements. There are no issues or patterns of accidents in the vicinity of the school access. There is no reason to suggest that the implementation of the school would create or exacerbate any issues in regard to highway safety.

## 4 Aims and Objectives

- 4.1 This chapter of the Framework Travel Plan will present the overarching aims and objectives for the school, including the details in achieving TfL STARS accreditation.
- 4.2 The successful implementation of the Travel Plan will have a range of benefits including contributing to congestion reduction, better physical and mental wellbeing of the students and staff, reduced costs in travel journeys and an informed choice on travel alternatives.

### Aim

- 4.3 The primary aim of this Travel Plan is to:

*"Reduce the number of vehicle trips to the school by facilitating the use of more sustainable and active modes of transport."*

- 4.4 The aim is to be achieved through developing a range of measures and initiatives to discourage car use whilst facilitating and encouraging the use of alternative modes of transport such as rail, buses and active travel.

### TfL STARS

- 4.5 TfL STARS is a scheme that has been developed by TfL to aid schools in implementing measures to promote sustainable and active travel. Schools can achieve bronze, silver or gold accreditation based on the achievement and improvement of people travelling to school by sustainable means.
- 4.6 TfL has created an interactive webpage that can be used as a tool by the Travel Plan Co-ordinator, who will create an account for the school to manage and input data on the Travel Plan progression and the route to obtain accreditation. There are also useful tips on what kinds of measures can be implemented to reduce vehicle trips and increase sustainable travel.
- 4.7 The TfL STARS webpage sets out what is required to achieve a Bronze, Silver and Gold accreditation, with a summary of these provided in Table 4.1 below.

Table 4.1 Tfl Stars Accreditation requirements

Accreditation	What is needed
Bronze	Within one academic year complete 10 different travel activities and 6 supporting activities.  Set at least two active travel targets to see a movement away from car use.
Silver	Within two academic years complete 20 travel activities, 10 supporting activities and 5 consultation activities.  Provide evidence for each completed activity.  Demonstrate a shift away from car use.  See pupils actively involved in the planning and running of travel activities.
Gold	Within three academic years complete 25 different travel activities, 15 supporting activities and 8 consultation activities.  Provide evidence for each activity completed.  Demonstrate at least a 6% modal shift away from car or at least 90% of pupils travelling actively.

4.8 A range of travel activities have been provided by TfL that range from walking and cycling initiatives such as walking/cycling to school weeks, to carbon calculators whereby students input their modes of travel and are presented with their estimated carbon footprint. All activities can be viewed on the TfL website via the following link: <https://stars.tfl.gov.uk/Explore/Idea>

4.9 It is the aim of the Thomas’s College to obtain, at a minimum, a bronze accreditation.

### Objectives

4.10 Objectives are presented as a means to direct progress of the final Travel Plan and qualifies it’s overall success based on more general indicators rather than specific measurable goals. The objective seek not to just satisfy the aims of the Travel Plan, but also the goals of local policies such as the London Plan and Richmond Local Plan, improving the activity of the borough and reducing vehicle trips.

4.11 The general objectives of this Framework Travel Plan are as follows:

- Raise awareness of the Travel Plan and the reasons for its necessity for all schools as well as its implementation;
- Create a healthier school ethos from the onset of Thomas’s College opening, opening with an established goad to improve the health of staff and students;

- Introduce a number of measures to promote and increase non-car travel in favour of walking, cycling and public transport use;
- Establish sustainable travel principles to inform choice about travel options in the local area; and
- Promote the social, environmental and economic benefits of sustainable travel and an active and healthy lifestyle; and
- To achieve a TfL STARS Bronze Accreditation status.

## 5 Travel Plan Targets

5.1 This chapter of the Framework Travel Plan will identify the indicative targets for the school which will be confirmed and agreed by the Richmond upon Thames council and the school, to then be implemented into a final Travel Plan.

### Targets

5.2 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 bound, as described below:

- **Specific** – A specific overall reduction in vehicular travel associated with the Site has been defined and which will be achieved through the development of realistic Travel Plan measures.
- **Measurable** – The number of car based trips will be monitored against the targets on a regular basis. Further initiatives and measures will be investigated and pursued should these targets not be met.
- **Achievable** – Travel Plan measures will be implemented, and their effectiveness monitored in order to ensure they are achievable.
- **Realistic** – Targets have been based upon a reduction of the trips as observed three months after opening.
- **Time-bound** – The targets will be reviewed annually in order to clarify whether they are being achieved.

5.3 The success of the Travel Plan will ultimately be measured by the proportion of single peak occupancy vehicle trips against trips made on foot, by cycle and public transport and the level of modal shift from single vehicle use.

5.4 Using the TfL STARS webpage Thomas's College will select, at a minimum, 10 different travel activities and 6 supporting activities in order to achieve Bronze accreditation. These will be selected in order to achieve the targets presented below that will reduce car use overactive and sustainable travel.

5.5 The outcome targets of the Travel Plan will be finalised based upon the results of an initial staff and student survey that will determine with greater accuracy and tailoring what is needed to reduce vehicle trips further.

5.6 The adjoining Transport Statement for the school (Transport Planning Associates reference: 2310-009/TS/01) has forecast the likely trip generation to the school along with the modal split of those commuting for both pupils and staff.

5.7 Table 5.1 presents the baseline modal split and the target changes for pupils travelling to the school between 3 and 5 years. Modal share proportions and methodology have been obtained from a proxy development, the former Stag Brewery site in Mortlake, Richmond (Planning Reference: 18/0548/FUL), within the application’s Transport Assessment and Travel Plan. This mixed-use application included the construction of a secondary school that was forecast to hold the same PTAL rating as the proposed Richmond school.

5.8 After communication with the School, some amendments have been made to the data obtained from the Stag Brewery site that will better reflect the pupil modal share anticipated for this site. This includes increasing the use of train travel and a reduction in overall bus travel.

Table 5.1 Forecast Pupil Modal Split and Travel Plan Targets

Mode of Travel	Baseline Modal Split	Year 3 Target	Year 5 Target
Car Passenger	8%	4%	2%
Bus	18%	19%	19%
Train	36%	37%	37%
Walk	34%	35%	35%
Cycle	2%	4%	6%
Other	2%	1%	1%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

5.9 The results presented in Table 5.1 demonstrate that sustainable modes of travel are more prevalent for the pupil trips, accounting for over 90% of the total share. As a result, the target for pupils is on a small scale that will try to reduce the 8% forecast Car Passenger trips to around 2% by Year 5.

5.10 Contextually, as many students at this secondary school are of a more independent age compared to primary school students, it is anticipated that most pupils would be able to utilise surrounding public transport infrastructure, as well as active travel such as walking and cycling, to travel to and from the site.

5.11 With the introduction of a shuttle bus, transporting pupils between the school and Richmond station on a daily basis around morning and afternoon peak periods, there is room to expand the use of public transport beyond the forecast baseline presented within Table 5.1. The school should undertake a pupil survey to determine the true modal split in journeys to school to finalise yearly targets and focus on increasing and decreasing certain modes based on the results. This should be achieved within the first 3 months of the school operating.

- 5.12 Table 5.2 presents the baseline modal split and the target changes for full time staff travelling to the school between 3 and 5 years, utilising Census data for Method of Travel To Work (Area name: E02000791 : Richmond upon Thames 008) . This methodology was also used in the Stag Brewery proxy site. The 2011 census results have been used for this assessment as the most recently available data from 2021 presents well over half of the respondents working from home. This “mode” of travel would not be representative of Thomas’s College once it opens as most staff would be teachers and expected to travel to the school every weekday. The 2011 dataset is more appropriate and robust in presenting modal shares.
- 5.13 Similar to the pupil modal share, this has been adjusted to better reflect what is anticipated for staff trips as assumed by the School, with a reduction in baseline car trips to better reflect what is anticipated of the school upon opening.

Table 5.2 Forecast Staff Trips by Modal Split

Mode of Travel	Baseline Modal Split	Year 3 Target	Year 5 Target
Car Driver	10.0%	8.9%	6.67%
Car Passenger	1.0%	0.0%	0.0%
Bus	7.0%	6.7%	6.67%
Train	60.0%	60.0%	62.22%
Walk	14.0%	15.6%	15.56%
Cycle	7.0%	8.9%	8.89%
Other	1.0%	0.0%	0.0%
<b>Total</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>

- 5.14 Table 5.2 outlines that sustainable travel makes up a majority of the baseline staff forecast trips, totalling 89%, with over half the trips made by train. Vehicle trips are slightly higher for staff, however, forecast to make up 10% of the initial modal share.
- 5.15 When making Travel Plan Targets, reducing car driver trips has been made a priority as these are relatively high, especially when compared to pupil Car Passenger baseline trips. These have been dispersed towards the active travel modes that will be encouraged as part of the measures to be brought in with this Travel Plan.
- 5.16 These targets align with the requirements to obtain, at a minimum, a TfL STARS bronze level accreditation in setting at least 2 active travel targets to reduce car use.

## 6 Measures and Initiatives

- 6.1 A range of measures and initiatives will be introduced to support the principle aims and objectives of the Travel Plan, with advertising measures also factored in to support its promotion and ensuring future pupils receive a student travel pack or any correspondence in local transport related updates or changes.

### Travel Plan Co-ordinator

- 6.2 A Travel Plan Co-ordinator will be appointed from within Thomas's College who will take responsibility for the development, management and monitoring of the Travel Plan throughout its lifespan.
- 6.3 The Travel Plan Co-ordinator is anticipated to be an administrator and/or a named member of the managerial staff of the school, details of which are not yet known. This will be established in detail within the final Travel Plan prior to the school opening, scheduled for 2025.
- 6.4 The role and responsibilities of the Travel Plan Co-ordinator are detailed below:
- Overseeing the development and implementation of the Travel Plan;
  - Collecting data and information regarding the local bus service timetables, changes to services and any amendments made;
  - Acting as the main point of contact for students and staff at the school;
  - Holding responsibility for the upkeep of the TfL STARS account of the school, including updating the information relating what activities will have been undertaken and recorded;
  - Implementing the measures and initiatives detailed in this report;
  - Arranging travel surveys to be undertaken when necessary; and,
  - Reporting the progress of the Travel Plan to all stakeholders, such as staff, pupils, parents and the Local Authority, Richmond upon Thames.
- 6.5 The school are keen to bring together pupils of the school in shaping the Travel Plan and further the success of implementing its measures and initiatives to reach the overall goal. Students may, in their surveys, be asked on what kinds of measures they want to see implemented and seem most interesting to them. This may lead to student representatives being selected/nominated who can liaise with the Travel Plan Co-ordinator to give a greater understanding of what is needed from each year group within the school.



## Student and Staff Travel Packs

- 6.6 Student and Staff Travel Packs will be provided to existing and future staff and pupils of the school. The aim of the travel packs will be to increase awareness of local travel opportunities alternative to car use and enable those who attend the school to make more informed sustainable travel choices.
- 6.7 The Travel Packs will include:
- A covering letter with the name and contacts of the Travel Plan Co-ordinator, with information about the aims and benefits of the Travel Plan;
  - **Promotion of walking and cycling:** Information on local walk and cycle routes surrounding the school, in particular safe routes to and from Richmond Train Station are to be provided with web links for further information where applicable;
  - **Promotion of the benefits of sustainable travel;**
  - **Promotion of public transport services:** Details will be provided of local bus stops and services, locations and access routes for rail services, as well as details of the shuttle busses that are to run between the school and Richmond Train Station in the morning and afternoon; and
  - **Online support:** Provide information on sustainable travel such as links to the TfL website for easy access to the most up to date information on all public transport services in the local area.

### *Thomas's College Travel Map*

- 6.8 Thomas's College has produced a Travel Map that outlines the proximity of the site to the local transport network in a user friendly format. This includes details of surrounding public transport that can be utilised by students and staff to commute to the school and Richmond Station from the wider London area. Walking and cycling routes are also included, as well as the proposed shuttlebus, with each route incorporating travel times.
- 6.9 The Travel Map is contained within **Appendix C**.
- 6.10 This map is to be provided to all who attend the school, in both the Travel Packs and visible in communal spaces and will further ensure that the measures to promote active and sustainable travel outlined in this Travel Plan can be enacted. Both students and staff will be more aware of the possible travel opportunities available to them over the use of a privately owned car.

### *Notice Boards*

- 6.11 Alongside the Travel Packs, it may be beneficial to implement a Travel Awareness Notice Board ("**TANB**"), to be placed in communal areas such as staff and sixth form common rooms, as well as

reception areas. A TANB will contain much of the information presented in the travel plan, such as the details of the Travel Plan Co-ordinator and some of the initiatives that the school is taking part in to promote active and sustainable travel.

- 6.12 This notice board will be regularly updated by the Travel Plan Co-ordinator to ensure all information is up to date. This form of physical promotion ensures there is no disparity in information being disseminated to all staff, pupils, parents and visitors, particularly those who may not have reliable and consistent access to the internet.

### **Walking Measures**

- 6.13 To encourage travel to and from the school on foot:
- Students and staff will be provided with information on safe pedestrian routes to key services and facilities within vicinity of the school through the Travel Pack;
  - Health benefits of active travel will be outlined within the Travel Pack;
  - Parents/carers will be made aware of a school policy to not drive to the school in order to pick up or drop off pupils. No parking will be permitted on site unless in the event of a medical emergency, for example. No parking provision is available outside of the school along Queens Road or neighbouring streets;
  - Travel activities presented on the TfL STARS webpage, selected by the school, will be brought in and adopted, such as walk to school weeks and pedometer/step challenges.

### **Cycling Measures**

- 6.14 To encourage travel to and from the school by cycling:
- The school will provide access to secure, sheltered cycle parking spaces, built in accordance with design standards;
  - Distribute up to date information and advice concerning local and safe cycle routes, with approximate cycle distances and times within the Travel Pack;
  - Provide showering and locker facilities for staff and students to store cycle items;
  - Parents/carers will be made aware of a school policy to not drive to the school in order to pick up or drop off pupils. No parking will be permitted on site unless in the event of a medical emergency, for example. No parking provision is available outside of the school along Queens Road or neighbouring streets;
  - Advertising the health benefits of walking and cycling through information provided in the Travel Pack.
  - Travel activities presented on the TfL STARS webpage, selected by the school, will be brought in and adopted, such as cycle to work/school weeks and distance challenges.

- 6.15 The Travel Plan Co-ordinator will also investigate opportunities to provide cycle proficiency training for pupils to remove any perceived barrier to cycling to school.

### **Public Transport**

- 6.16 Use of public transport will be encouraged by providing up to date details on local services that run in the vicinity of the school. One of the more prominent services includes the route and timetable schedule of the 371 bus service, which passes and stops in front of Thomas's College. This information, along with that of the Richmond Train Station services, will be included within the Travel Packs.
- 6.17 The use of public transport in the form of bus and rail will be promoted by providing:
- Information on service frequency, which will be reviewed and updated where appropriate;
  - Service operating times;
  - Details of where to catch the services and interchange if necessary;
  - Provision of the latest bus timetable and route map information with links to TfL website where appropriate;
  - Provision of the shuttle bus between the school and Richmond Train Station

### *Shuttlebus*

- 6.18 Thomas's College is proposing to introduce a shuttle bus service travelling between the school and Richmond Train Station. There would be two busses operating during both morning drop off and afternoon pick up, each with a 16 - 22 seat capacity.
- 6.19 This shuttlebus will be funded by the school and can also be utilised to transport for external events such as sporting venues off-site. Busses will be able to park within the site boundary when picking up or dropping off at the school, whilst at Richmond Station they will park within the Taxi rank stop.
- 6.20 There will be EV charging infrastructure in place on site to charge the school buses when needed.
- 6.21 Overall the inclusion of this service further promotes the use of sustainable travel to and from the school, encouraging more pupils to take up a more environmentally friendly commute between the school and through onward sustainable travel at Richmond Station either by bus or train.

## **Online Communication**

- 6.22 In addition to the information set out on the TANBs, communication will also be provided to parents via email upon registering their child at the school. In addition, parents will be updated via a bulletin email to any significant changes to public transport services.

## 7 Monitoring and Management

- 7.1 The Travel Plan is a continuous process for improvement requiring monitoring, review and revision, to ensure it remains relevant for future pupils and staff.
- 7.2 This chapter of the Framework Travel Plan sets out the management and monitoring strategies for the school that will enable the Travel Plan to work efficiently over its lifetime.

### Management

- 7.3 It is recognised that a successful school Travel Plan needs commitment from both staff, in particular the nominated Travel Plan Co-ordinator, and students. The appointed site Travel Plan Co-ordinator will have the authority to implement the plan.
- 7.4 The key responsibilities of the Travel Plan Co-ordinator are as follows:
- Managing the requirements of the Travel Plan;
  - Ensuring that all travel information and data disseminated is kept accurate and up to date;
  - Implementing and undertaking the monitoring programme;
  - Promotion and marketing of the Travel Plan and its measures;
  - Act as a point of contact for all staff and students requiring information;
  - Liaising with student and staff in implementing the Travel Plan;
  - Co-ordinate the monitoring programme for the Travel Plan, including target setting and make necessary changes if the targets are not being met; and
  - Regularly updating the necessary fields on the school's TfL STARS account for the school to ensure everything is recorded to achieve Bronze accreditation.
- 7.5 The use of the TfL STARS online portal by the Travel Plan Co-ordinator will be integral to managing the success of the Travel Plan.

### Travel Surveys

- 7.6 The Travel Plan Co-ordinator will be responsible in conducting the initial student and staff travel survey, within 3 months of the first occupation. This timescale would allow for all parties to establish regular travel patterns to attend the newly opened school.
- 7.7 Surveys should be undertaken annually on the anniversary of the initial survey. The initial survey will act as a baseline for which targets will be set and monitored in reducing car trips and increasing walking, cycling and public transport.

- 7.8 The survey will consist of a questionnaire which will determine the travel patterns of staff and students and awareness of alternative sustainable modes of transport. The survey will also offer an opportunity to identify any perceived deficiencies in the local transport network and opportunities for improvement.

### **Monitoring**

- 7.9 The Travel Plan Co-ordinator will produce a monitoring report following the completion of the travel surveys.
- 7.10 The monitoring report will include the following information:
- Confirmation of implemented Travel Plan measures and initiatives;
  - Travel Survey results and analysis;
  - Progress towards achieving targets set out in the TfL STARS Scheme; and
  - Proposals for amendments to the Travel Plan if deemed necessary.
- 7.11 It will be the responsibility of the Travel Plan Co-ordinator to coordinate the timing of the surveys, collating the resulting information and producing monitoring reports over the lifespan of the Travel Plan to ensure the success of the Plan through adopting changes in the travel behaviour from the school.
- 7.12 Any changes to the Travel Plan shall be discussed with the TfL STARS representative for the Richmond Upon Thames London Borough.

### **Remedial measures**

- 7.13 Should the results of the travel survey show that targets are not being achieved, measures and initiatives will need to be reviewed. The review process would be undertaken in conjunction with Richmond upon Thames Borough Council and the borough representative for TfL STARS.
- 7.14 In the event that targets are not met, it would be the responsibility of the Travel Plan Co-ordinator to implement different mitigation measures, following identification of tailored measures targeted at specific targets to increase effectiveness. This would be achieved by utilising the results of questionnaires to analyse what barriers are deterring sustainable modes of travel to be taken up.
- 7.15 Remedial measures could include:

- Constructing an awareness campaign to reinforce alternative options to car travel through methods such as reissuing travel packs and displaying flyers on noticeboards;
- Offering personalised travel planning to aid identification of most effective travel modes for journeys from the Site; and
- Allocating additional funds and resources to fund infrastructure improvements or promote alternative modes of transport

## 8 Action Plan

- 8.1 The Action Plan for the Travel Plan which sets out a list of the initiatives and measures is summarised in Table 8.1. This has been categorised with initial timescales of implementation, as well as who is responsible for each initiative.



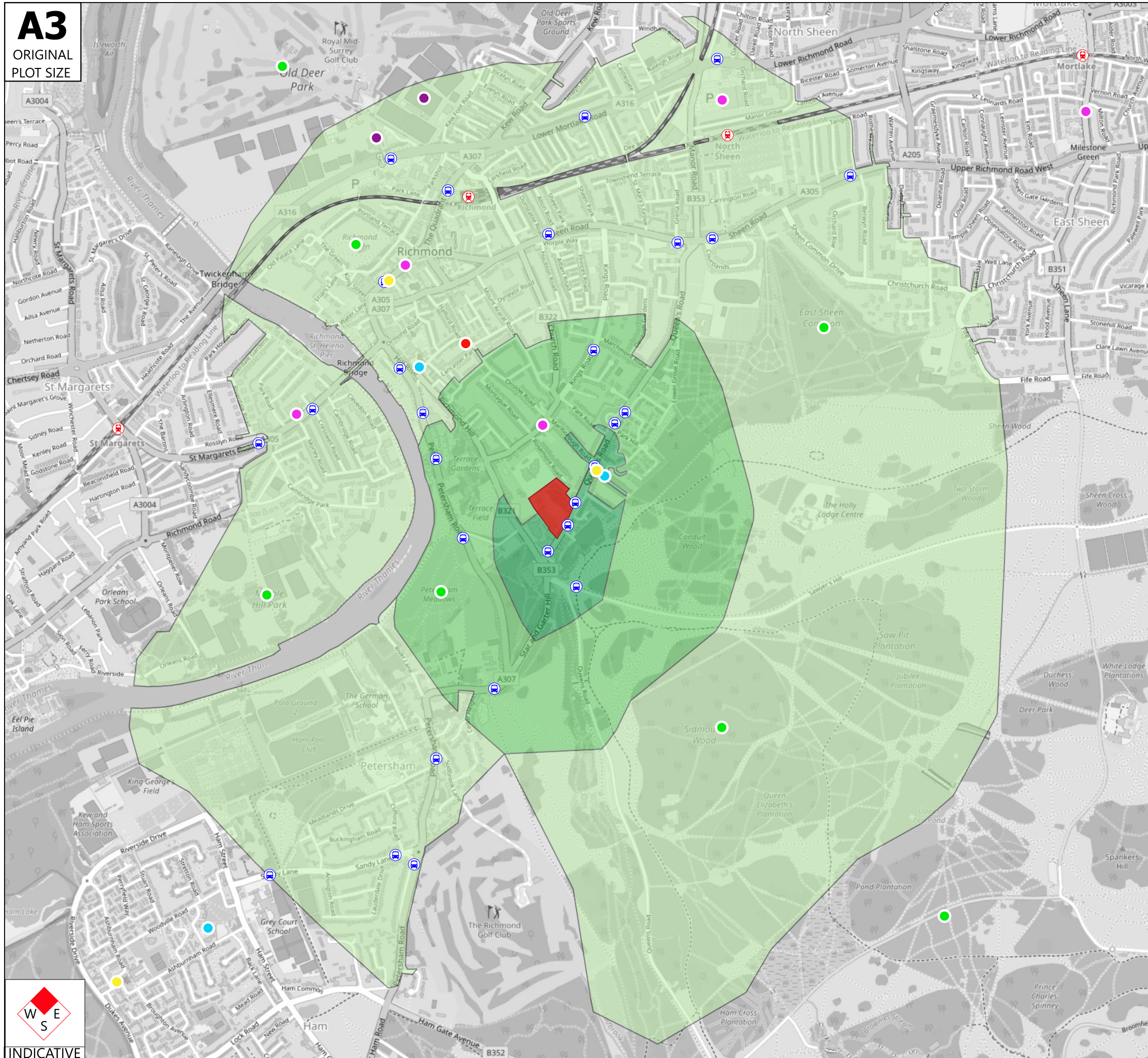
**Table 8.1 Thomas’s College Action Plan**

No	Measures	Timescale	Who
<b>Travel Plan Set Up</b>			
1	Appoint Travel Plan Co-ordinator	Prior to implementation of the Travel Plan	Thomas’s College
2	Conduct initial student travel survey	Within 3 months of school opening	Travel Plan Co-ordinator
3	Submit Final Travel Plan for approval	Within 6 months of occupation	Travel Plan Co-ordinator
<b>Walking &amp; Cycling Measures</b>			
4	The provision of walking and cycling route maps (contained within the student/staff Travel Pack).	Within 3 months of occupation	Travel Plan Co-ordinator
5	The promotion of walking and cycling schemes such as those contained within the TfL STARS scheme	Within 3 months of occupation	Travel Plan Co-ordinator
6	The provision of further secure, sheltered cycle parking within the development. (if necessary)	Following feedback from Travel Plan surveys	Thomas’s College
<b>Public Transport Measures</b>			
7	The provision of up to date public transport information, routes and services in the local area	Within 3 months of occupation	Travel Plan Co-ordinator
8	Set up of the shuttle bus between the school and Richmond Train Station	From the onset of school opening	Thomas’s College
<b>Promotional Measures</b>			
9	Promotion of national and local travel awareness events	On-going	Travel Plan Co-ordinator
10	The provision of a ‘Travel Pack’ for students, which will include information on bus routes and frequency and local cycle routes.	Within 3 months of occupation	Travel Plan Co-ordinator
11	Promotion of physical and mental benefits from sustainable travel	On-going	Travel Plan Co-ordinator

# Figures

**A3**

ORIGINAL  
PLOT SIZE



**Key**

Indicative Site Boundary



**Facilities**

Post Office



Sports Venues



Community Centre



Healthcare



Retail Areas



Greenspace



**Public Transport**

Rail Station



Bus Stops



**Walking Isochrones**

500 m



1000 m



2000 m



Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol  
 Cambridge  
 London  
 Oxford  
 Welwyn Garden City



The Stables  
 7 Chesterton Mill  
 French's Road  
 Cambridge  
 CB4 3NP  
 01223 455385  
[www.tpa.uk.com](http://www.tpa.uk.com)

CLIENT:

Thomas's London Day Schools

PROJECT:

Thomas's College, Richmond

TITLE:

Walking Isochrone Plan

STATUS:

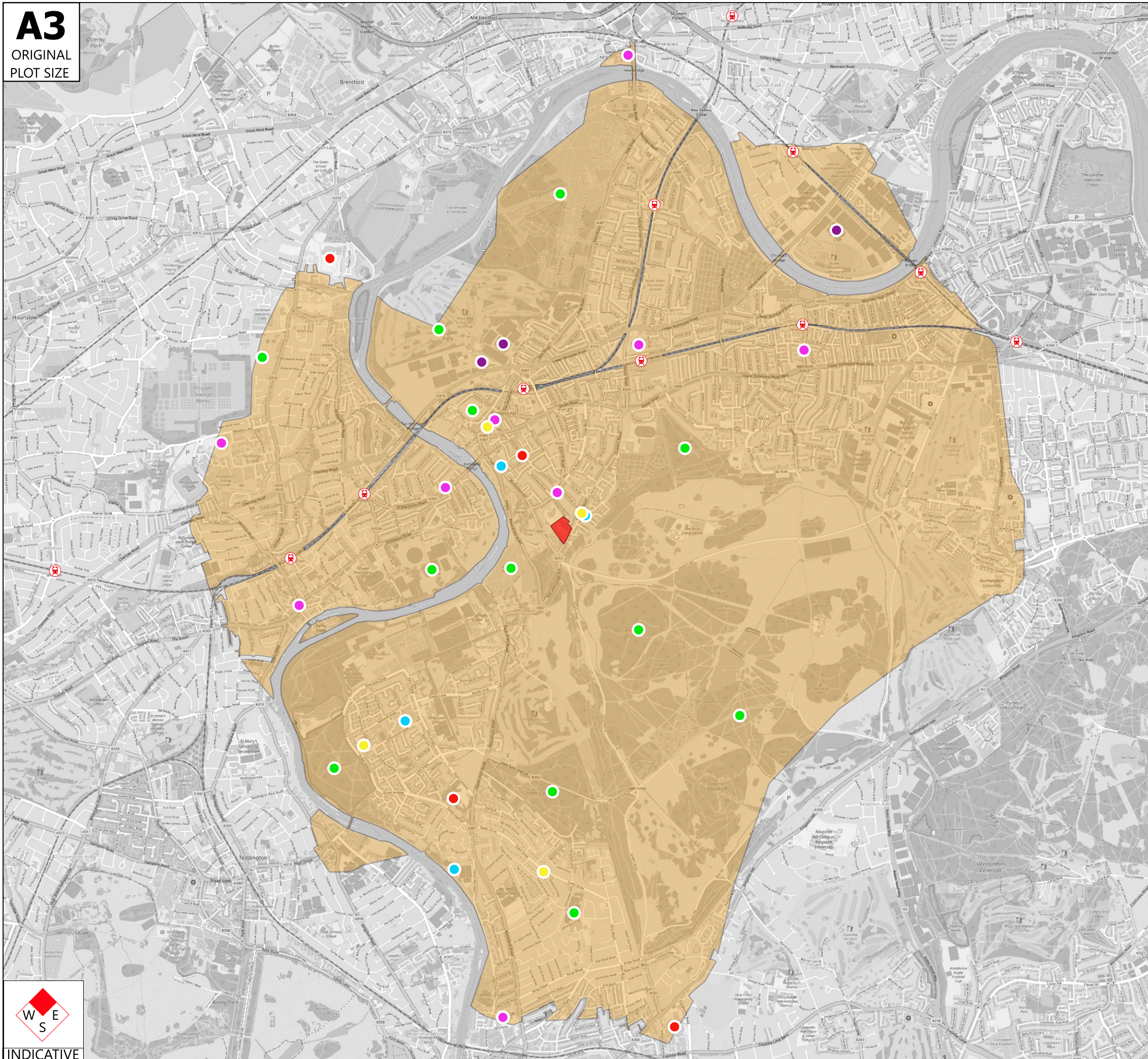
**FOR INFORMATION**

SCALE:	DATE:	DRAWN:	CHECKED:	APPROVED:
NTS	FEB '24	AW	IB	IB
JOB NO: 2310-009		FIGURE NO: 3.1		REVISION: -



INDICATIVE

**A3**  
ORIGINAL  
PLOT SIZE



**Key**

Indicative Site Boundary



**Facilities**

Post Office



Sports Venues



Community Centre



Healthcare



Retail Areas



Greenspace



**Public Transport**

Rail Station



**Cycling Isochrone**

15 Minutes



Rev	Date	Details	Drawn by	Checked by	Approved by

Bristol  
Cambridge  
London  
Oxford  
Welwyn Garden City



The Stables  
7 Chesterton Mill  
French's Road  
Cambridge  
CB4 3NP  
01223 455385  
[www.tpa.uk.com](http://www.tpa.uk.com)

CLIENT:  
**Thomas's London Day Schools**

PROJECT:  
**Thomas's College, Richmond**

TITLE:  
**Cycling Isochrone Plan**

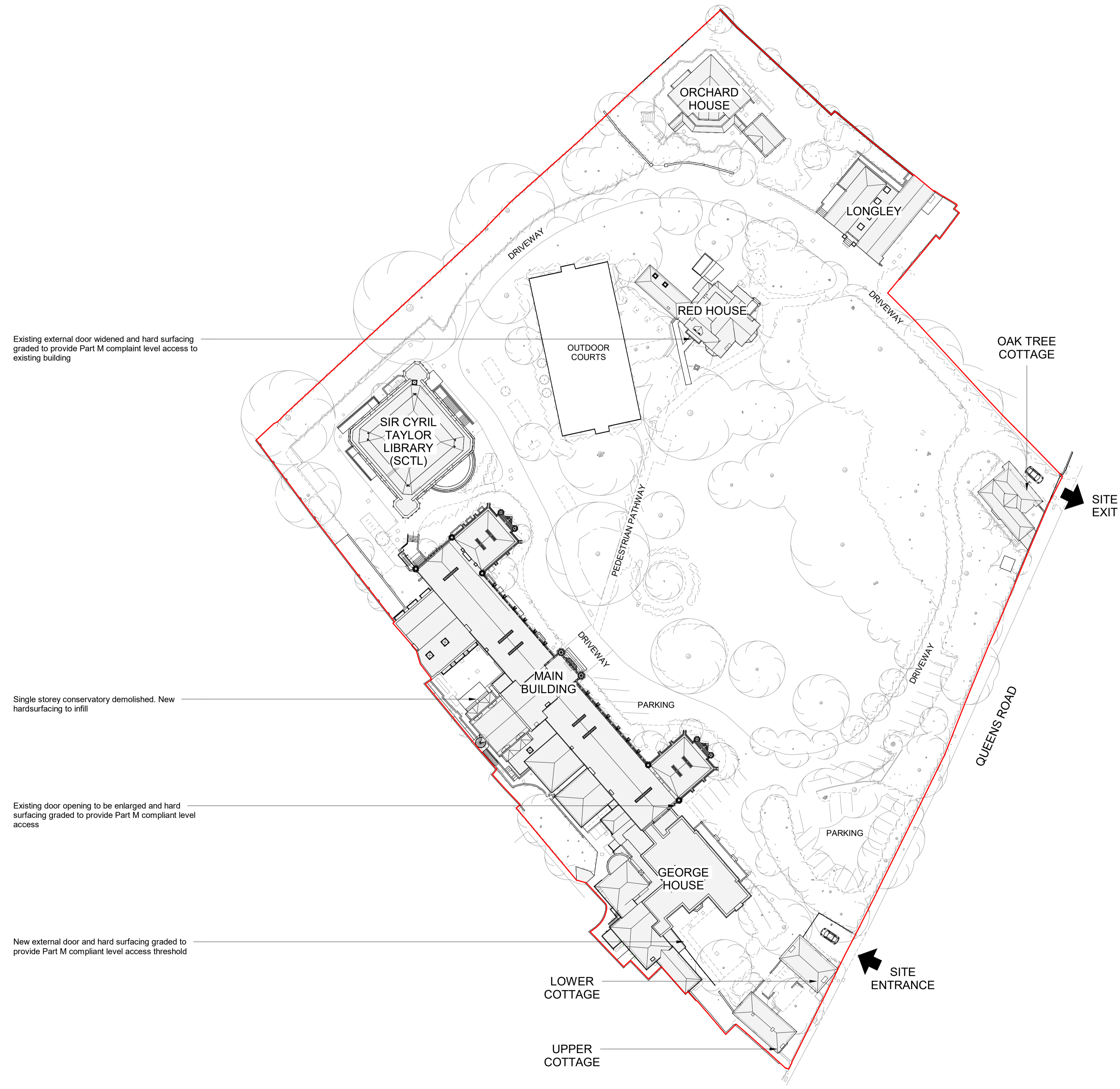
STATUS:  
**FOR INFORMATION**

SCALE: NTS	DATE: FEB '24	DRAWN: AW	CHECKED: IB	APPROVED: IB
JOB NO: 2310-009		FIGURE NO: 3.2		REVISION: -



INDICATIVE

# APPENDIX A



Existing external door widened and hard surfacing graded to provide Part M compliant level access to existing building

Single storey conservatory demolished. New hardsurfacing to infill

Existing door opening to be enlarged and hard surfacing graded to provide Part M compliant level access

New external door and hard surfacing graded to provide Part M compliant level access threshold

P02	WIP Issue	30.01.24
P01	WIP Issue	19.01.24
REV	DESCRIPTION	DATE

**IID** 10 Archway  
Richmond Place  
15 Pinnerham Road  
Richmond  
TW10 6TP  
info@iid.co.uk  
020 3774 1000  
www.iid.co.uk

CLIENT	Thomas's London Day Schools
PROJECT	Thomas's College
DRAWING TITLE	Proposed Site Plan
SCALE:	1:500 @ A1

DRAWING NUMBER	REV
1714 IID PL XX DR A-1002 P02	

# APPENDIX B

# WebCAT

Address or co-ordinates

eg. NW1 6XE or 530273, 179613

Go

Access Level (PTAL)

Time mapping (TIM)

PTAL: a measure which rates locations by distance from frequent public transport services.

## Map key - PTAL



## Map layers

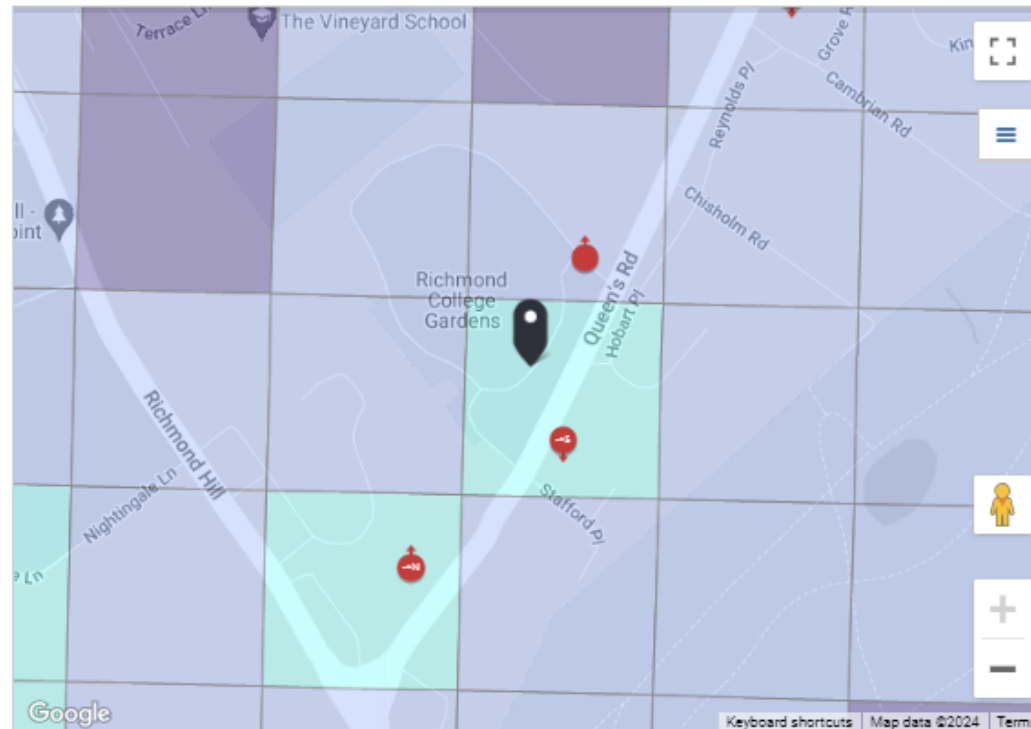
PTAL (cell size: 100m)

## Scenario

Base Year

Highlight locations where PTALs have changed from Base Year

Update



You can click anywhere on the map to change the selected location.

## PTAL output for Base Year

2

42 Hobart PL, Richmond TW10 6JG, UK  
Easting: 518529, Northing: 173960

All public transport modes in London currently available:  
National Rail, London Overground, Tube, DLR, Tram, Buses

## Reports and map downloads



# APPENDIX C

