

**Project Title**  
Harefield Academy (Northwood Road)

**Report Title**  
School Travel Plan

**Document Reference:**  
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**Prepared For**  
ISG

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**Consulting Engineers**

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## 1.0 BACKGROUND

- 1.1 This School Travel Plan (STP) has been prepared by Robert West, in conjunction with Meadow High School to support the planning application for the development and expansion of Meadow High School at the Harefield Academy site.
- 1.2 Meadow High School provides education for SEND pupils aged 11 – 19 years and is currently located on Royal Lane, Uxbridge within the LBH. The school currently has 257 pupils on the school roll. The school was previously subject of a Department for Education (DfE) project which is now be complete (ref: 3348/APP/2020/1589). More recently, Meadow High School at Royal Lane obtained planning permission for a small school expansion increase pupil capacity by eight pupils (ref: 3348/APP/2023/138).
- 1.3 Harefield Academy is a secondary school with a sixth form located 9.2km to the north of Meadow High School on Northwood Way, Harefield within the LBH. Harefield Academy is a comprehensive secondary school with a sixth form for pupils aged 11 – 18 years. It has a current school roll of 317 pupils and 52 staff.
- 1.4 The development proposals are to provide a permanent expansion of the existing Meadow High School at a satellite site at Harefield Academy on Northwood Way. Proposals comprise:

*“demolition of the former residential boarding block and erection of academic building (Use Class F1) and ancillary structures including heat pump and substation enclosures, construction of a multi-use games area, revised vehicular access, landscaping, car and cycle parking and associated works at Harefield Academy, Northwood Road, UB9 6ET.”*
- 1.5 The proposed site plan is attached at Appendix A.
- 1.6 Demand for pupil places at existing Meadow High School has increased and further development to accommodate this demand cannot be facilitated at the existing Meadow High School on Royal Lane. Therefore, new SEND facilities are proposed at the Harefield site for 90 pupils and 45 staff.
- 1.7 Bronze Accreditation through the Transport for London (TfL) STARS system is the aim of the School Travel Plan. The School Travel Plan template has been designed to be consistent with the data entry for the TfL STARS system, allowing review and approval by London Borough of Hillingdon (LBH) officers.
- 1.8 In due course it is envisaged that the school will input the data into TfL STARS and will take ownership and responsibility for implementation and obtaining Bronze Accreditation beyond planning determination.

## 2.0 INTRODUCTION

### Site details

- 2.1 The required site details are provided in Table 2.1 below.

Type of site	School
URN	102462
Site name	Meadow High School
Site logo	
DfE Number	312/7004
Travel Plan Coordinator	Carole Green
Telephone Number	01895443310
Site Email address	meadow@meadowhighschool.org
Address	Meadow High School, Northwood Way, Harefield, Uxbridge UB9 6ET
Location plan	
Twitter handle	@MeadowHighSch
Facebook page	N/A
Website	<a href="http://www.meadowhighschool.org">www.meadowhighschool.org</a>
Type of school	Community Special School
Education level	Secondary School & Sixth Form
Head Teacher	Jenny Rigby
School Travel Policy	N/A

**Table 2.1: School details**

## Introduction to our site

- 2.2 The proposed High School site will be located at the Harefield site on Northwood Way, Harefield, UB9 6ET to the east of Harefield Academy. The school, which will provide new SEND facilities, is proposed at the Harefield site for 90 pupils pathway one pupils (pupils with the greatest cognitive needs) and 45 staff.
- 2.3 The site is located in a residential area and is remotely located. The site is bound by the existing Harefield Academy School to the north, Northwood Way to the west, Northwood Road to the south and east.

## Local amenities

- 2.4 There are a number of local amenities available within the vicinity of the school. Harefield Village centre is located approximately 800m walking distance from the school and provides access to Cafes, Pharmacy's, St Mary's Church Hall, Co-op convenience store, Harefield Hospital and Harefield Village Green. Additionally, there is a post office located on Northwood Road approximately 520m from the school.

## Pupil information

- 2.5 This information is provided in Table 2.2 below.

School	Meadow High School, Northwood Way
Age range of students	11-19
Number of students	90

**Table 2.2: Pupil information**

## Staff and volunteer information

- 2.6 This information is provided in Table 2.3 below.

School	Meadow High School, Northwood Way
Number of full-time employees	45
Number of volunteers	0
Volunteers who have been involved in the delivery of the Travel Plan	0

**Table 2.3: Staff and volunteer information**

## Opening hours

- 2.7 The required information is provided in Table 2.4 below.

School site	Opening times	Closing times
Monday	06:00	18:00
Tuesday	06:00	18:00
Wednesday	06:00	18:00
Thursday	06:00	18:00
Friday	06:00	18:00
Saturday	09:00	17:00
Sunday	09:00	17:00
Pupils school day (classes start/ finish)	09:00	15:05
Breakfast clubs (if applicable)	08:30	09:15
After school clubs (if applicable)	15:05	16:15
Other timings e.g. Nursery timings	N/A	N/A

**Table 2.4: Site information**

## Site planning details

- 2.8 The site plan is contained in Appendix A.
- 2.9 The proposed site will be occupied by 90 Pathway 1 pupils and 45 staff.
- 2.10 The site is leased by Harefield Academy from LBH.
- 2.11 Other site details:
- This STP will be submitted as part of the planning application for the development and expansion of Meadow High School at the Harefield Academy site. The proposed development will accommodate 90 pupils and 45 staff.

## Additional information

2.12 The relevant details are provided in Table 2.5 below.

School	Meadow High School
Sustrans Officer Working at School	No
Living Streets WOW Officer Working at School	No
Local Authority Officer Working with Site	TBC
Other information	N/A

**Table 2.5: Additional information**

## 3.0 AIMS AND OBJECTIVES OF TRAVEL PLAN

3.1 The aim of this STP is as follows:

*The aim of this School Travel Plan is to obtain Bronze Accreditation in the 2024/2025 School Year and maintain this going forward. This will help address transport impacts associated with the proposed expansion of the school.*

3.2 The objectives of this STP are as follows:

- i. To minimise the impact on the local community of traffic associated with staff by minimising noise, pollution and congestion.
- ii. To show a commitment to improving traffic conditions within the local area associated with the proposed expansion.
- iii. To reduce the adverse effects on health associated with increased vehicle use.
- iv. To reduce air pollution and the consumption of fossil fuels.
- v. To increase the attractiveness, and hence the proportion of journeys made to and from the site by sustainable modes, of transport such as cycling.
- vi. To reduce the cost to staff on their journey to the school by promoting alternatives that are both cheaper and more environmentally friendly.
- vii. To demonstrate commitment to promoting sustainable transport choices and reducing the traffic impact of the development on the local community.

## 4.0 WORKING GROUP AND STP SUMMARY

### Working group

- 4.1 The details of the working group are provided in Table 4.1 below.

Name	Role
Jenny Rigby	Head Teacher
Carole Green	Travel Plan Coordinator
Amy Willis	Deputy Head Teacher
Faye Bonnar	Teacher
TBC	Parent
TBC	Governor

**Table 4.1: Additional information**

### Working group actions

- 4.2 The following actions will be undertaken by the working group during the summer term of the 2024/2025 school year:
- Upload details of the STP to the TfL STARS database.

## 5.0 TRAVEL AND TRANSPORT INFRASTRUCTURE

### On-site facilities

- 5.1 This information is contained in Table 5.1 below.

Facility	Details	Numbers
Cycle Parking	Covered Sheffield stands	18
	Uncovered Sheffield stands	2
	Cycle pod/ mini pod	0
	Other cycle spaces (larger cycle spaces)	2
	Total student cycle parking spaces	20
	Total staff cycle parking spaces	20
	Total visitor cycle parking spaces	2
Mini-Scooter Parking	Total scooter parking spaces	0
Parent Shelter	Number of parent waiting shelters	0
Storage lockers	Number of storage lockers for equipment	0
Showers available	Number of showers available	TBC
Coach/ bus parking	Coach/ bus parking spaces	0
	Details of coach/ bus parking facilities	Mini-bus drop-off facility for pupils is provided alongside the proposed building
Motorcycle/ scooter parking	Number of spaces	1

**Table 5.1: On-site facilities**

### Transportation links

#### *Details of walking access to site*

- 5.2 The pedestrian network within the vicinity of the site is comprehensive and includes footways with street lighting at regular intervals.
- 5.3 There are a number of pedestrian crossing facilities within the vicinity of the site. These include a zebra crossing on Northwood Road to the east of the junction with Northwood Way. Additionally, Harefield Academy (Northwood Road)

there are a number of dropped kerb crossing points with tactile paving on Northwood Way where the site is currently accessed from.

- 5.4 There are two Public Right of Ways (PRoW) footpaths within the vicinity of the site. Footpath U11 to the east of the site which provides a connection between Northwood Road and Jackets Lane to the northeast of the site. Footpath U12 provides a connection between Northwood Road and Newdigate Drive to the southeast of the site.

*Details of cycling access to site*

- 5.5 There are a lack of dedicated cycle routes within the vicinity of the site. The site is situated on the outskirts of London and is remotely located within a village, therefore lack of cycling routes is considered a typical characteristic. Although there are no dedicated cycle routes, quiet residential streets within the village providing connections to the site are considered suitable for cycling.

*Details of bus access to site*

- 5.6 The nearest east and westbound bus stops to the site are located on Northwood Road 175m and 250m (2–3-minute walk) to the southeast of the site. Both bus stops are provided with a flag, timetable information and a yellow bus cage.
- 5.7 Table 3.1 shows the frequency and destinations of the bus routes available within a 640m walking radius of the site. The frequency of the buses is based the morning and afternoon school peak hours.

Bus Route	Destination	No. buses	
		AM peak	PM peak
331	Uxbridge Station	4	3
	Ruislip Station	3	4
R1	Mount Vernon Hospital	0	
	Maple Cross	13:40 and 16:30	
R2	Mount Vernon Hospital/ Watford	09:40 and 11:30	
	Maple Cross/ Chorleywood	13:03	

**Table 5.1: Summary of bus services**

## *Details of rail access to site*

- 5.8 There are no London Underground (LU) stations within the vicinity of the site. The closest LU station to the site is Northwood station 3.5km to the east of the site. Metropolitan services are provided to Watford, Amersham, Chesham, Baker Street and Aldgate.
- 5.9 The nearest National Rail station is to the site is Denham station located 3.5km to the southwest site. Chiltern Rail services are provided to Gerrards Cross and Marylebone.

## **Details of road access to site**

### *Northwood Road*

- 5.10 Northwood Road is a two-way single carriageway road that connects from Breakspear Road North southwest to northern border of the LBH where the road transitions into White Hill to the northeast of the site.
- 5.11 The road is subject to a 30mph speed limit and is largely unrestricted within the vicinity of the site. No restrictions are present on Northwood Road to the south of the site boundary. Double yellow line restrictions present on Northwood Road to the east of the site where the road begins to bend.

### *Northwood Way*

- 5.12 Northwood Way is a two-way single carriageway loop road which connects to Northwood Road to the southeast of the site. Northwood Way currently provides pedestrian and vehicular access to the site and the adjacent Harefield Academy.
- 5.13 The road is subject to a 30mph speed limit and double yellow line and school keep clear restrictions are present on the eastern side of the carriageway at the frontage of The Harefield Academy. There are no restrictions in place to the western side of the carriageway.

## **Car travel and fleet vehicles**

- 5.14 This information is contained in Table 5.2 below.

Facility	Details	Numbers
Car park	Accessible parking bays	2
	Car share parking bays	0
	Car club parking bays	0
	Electric vehicle parking bays	2
	Electric vehicle charging points	1

	Staff parking bays	Up to 22
	Visitor parking bays	1
Other car parking details	Minimum of 14 car parking spaces to be made available for Meadow High School staff within the Harefield Academy car park	

**Table 5.2: On-site facilities**

- 5.15 Meadow High School own their own vehicles. Two vehicles will be allocated to the site in Harefield including 15–17-seater minibus and an adapted transit van both capable to accommodate wheelchair users.
- 5.16 Additionally, Meadow High School own bicycles and scooters for pupil use.

#### STARS (Sustainable Travel and Road Safety) Audit

- 5.17 The details of the audit are provided in Table 5.3 below. It should be noted that this describes the existing situation, rather than any proposals being brought forward in connection with the planning application.

<b>Name of school</b>	<b>Meadow High School</b>	
<b>Name of road (outside main gate)</b>	<b>Northwood Road</b>	
<b>Name of other roads surrounding the school</b>	<b>Northwood Way</b>	
<b>Date of assessment</b>	<b>March 2022</b>	
What is the speed limit of the road outside the school gates	30mph	
What is the speed limit of other roads surrounding the school	30mph/Derestricted	
<b>How many of the following crossing facilities are present within 500m of the school?</b>	Pelican crossing	0
	Puffin crossing	0
	Toucan crossing	0
	Zebra crossing	1
	School crossing patrol	0
	Pedestrian refuge	0
	Dropped kerb with tactile paving	3

Is there any traffic calming within 500m of the school e.g. speed humps or build outs?	No
Is the main vehicular entrance used for pedestrians and cyclists as well as for cars	<p>No the main Meadow High School entrance to the site from Northwood Road is for vehicles and cyclists only.</p> <p>Given the needs of pupils they are mostly required to be dropped-off and collected by minibus, taxi and private car. These vehicles will use the Harefield Academy car park (from Northwood Way) to enter the site and egress through the proposed access on Northwood Road.</p>
Does the school have a dedicated car park for parents (not teachers)?	Yes – The Harefield Academy car park will be used by parents who drop-off/ collect pupils from the school.
What is the quality of the pavements within 500m of the school?	Good quality
Any other obstacles or road layout issues within 500m of the school	<p>There currently is a lack of footway provision on the northside of Northwood Road adjacent to the proposed site access.</p> <p>Additionally, there is no crossing point at this location.</p> <p>Vehicle speeds on Northwood Road have been recorded to be in excess of the 30mph limit.</p>

**Table 5.3: STARS Audit (Existing site and surroundings)**

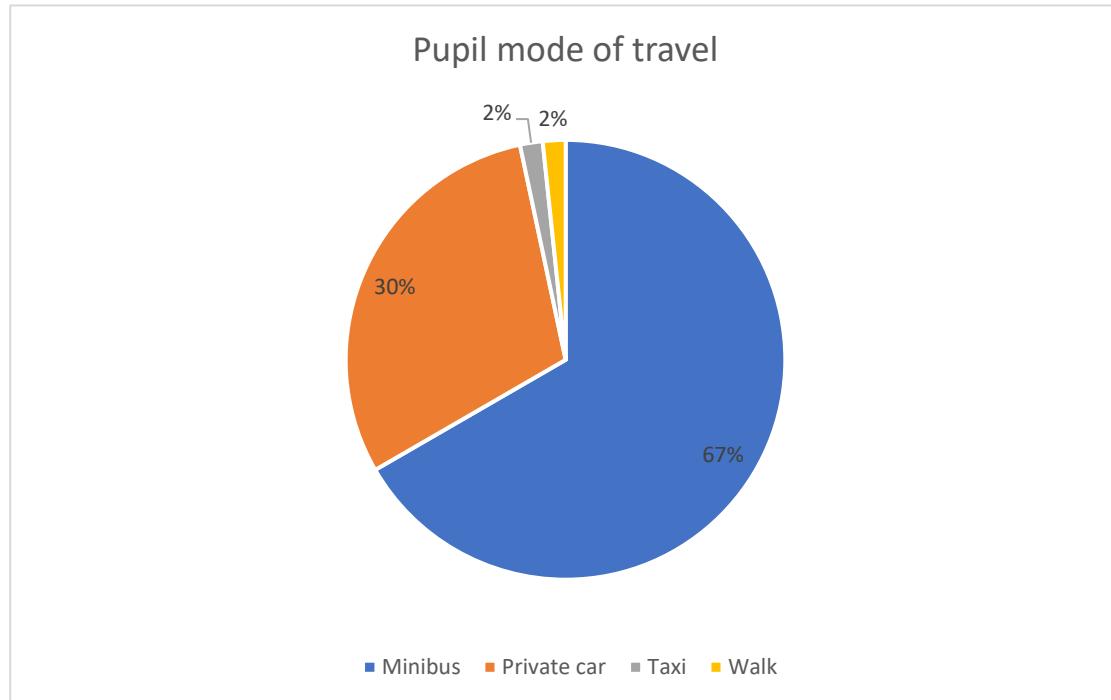
## 6.0 SURVEYS, MODAL SHIFT AND TARGETS

### Historic Travel Data

- 6.1 This section provides details of surveys of pupils and staff undertaken to understand modal split. The survey was undertaken in March 2022. This captured usual mode of travel only.
- 6.2 Table 6.1 provides the survey results and calculated modal split for students and Table 6.2 provides the same information for staff. The associated modal shift graph is shown below in Figure 6.1.

Mode of travel	Survey	Mode Split (%)
Minibus	40	67%
Private car	18	30%
Taxi	1	2%
Walk	1	2%
<b>Total</b>	<b>60</b>	<b>100%*</b>
Active modes of travel	1	2%

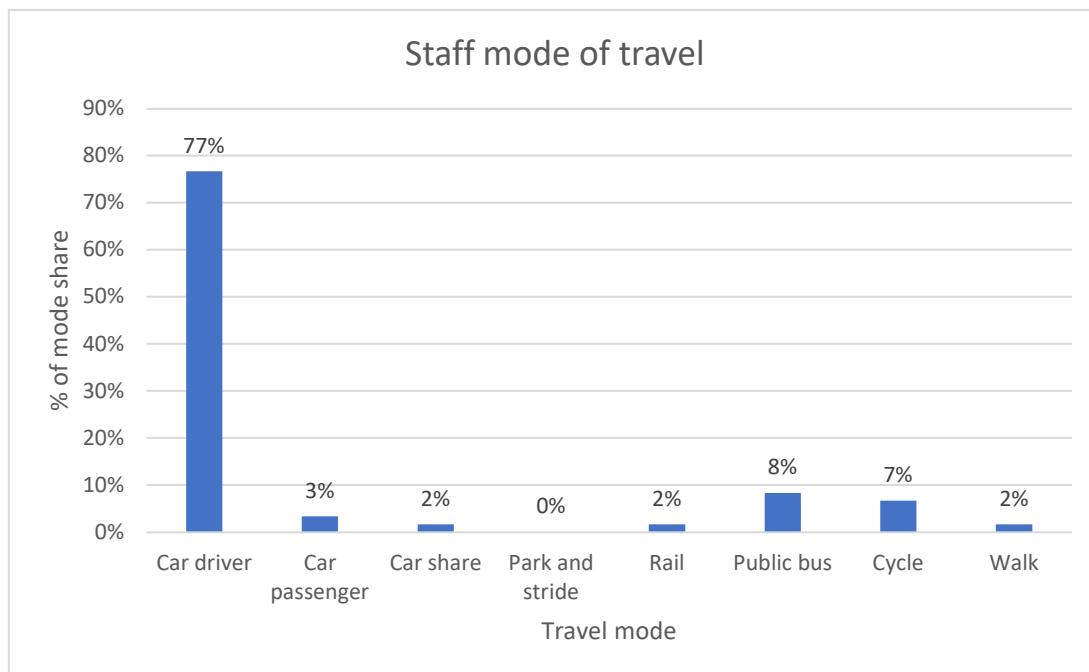
**Table 6.1: Pupil survey data and mode split (\*rounding occurred)**



**Figure 6.1: Pupil mode of travel**

Mode of travel	Survey	Mode Split (%)
Car driver	46	77%
Car passenger	2	3%
Car share	1	2%
Park and stride	0	0%
Rail	1	2%
Public bus	5	8%
Cycle	4	7%
Walk	1	2%
<b>Total</b>	<b>60</b>	<b>100%</b>
Active modes of travel	5	8%

**Table 6.2: Staff survey data and mode split**



- 6.3 Preferred mode of travel was not collected at the time of the last survey. This will be collected as one of the first actions of this STP.

## Targets

- 6.4 STP targets are outlined in Table 6.1 for pupils and staff. Given the needs of pathway one pupils a large majority of pupils are required to travel to school via vehicular modes of transport. Additionally, the remote location of the site and lack of public transport options for staff mean they are required to travel by car to school. With the above considered the following targets have been set and are appropriate given the nature of the site.

Pupil or Staff	Target type	This year's %	Due date	% Change	Description
Staff	Single car occupancy	77%	2025	-2%	Single car occupancy is to be reduced through the promotion of car sharing and cycling amongst staff. Given the remote location of the site and lack of public transport options scope to reduce travel by single car occupancy is limited.
Staff	Car share	2%	2025	+2%	Given the remote location of the site and lack of public transport options, car sharing will be promoted to staff. Measures will be included such as priority parking spaces to car shares.
Pupil	Road safety	N/A	2025	+100%	Given specific needs of Pathway 1 pupils there is no scope to reduce travel by vehicular modes. Therefore, the school will target providing all pupils with road safety training. This will be implemented as part of the school curriculum.

**Table 6.1: STP targets**

## 7.0 CONSULTATIONS

7.1 Table 7.1 below provides details of planned consultations that have or will be undertaken for this STP.

Status	Type	Consultation	Person (s) Responsible	Target Date	Completion Date
Planned	Pupil	In depth student surveys take place	TBC	September/ October 2024	TBC
Planned	Staff	In depth staff surveys take place	TBC	September/ October 2024	TBC
Planned	Parents	In depth parent surveys take place	TBC	September/ October 2024	TBC
Planned	Staff	The School Travel Plan/ STARS is discussed at staff meetings	TBC	September/ October 2024	TBC
Planned	Senior Management and Governors	The School Travel Plan/ STARS is discussed at senior management/ Governor meetings	TBC	TBC	TBC
Planned	Local Authority	The School becomes engaged with the Local Authority in relation to implementing and gaining approval for the STP	TBC	TBC	TBC

Table 7.1: Consultation – planned

## 8.0 TRAVEL AND TRANSPORT ISSUES

- 8.1 The current travel and transport issues at the school are outlined in Table 8.1. Some of the proposed solutions have already been identified through the process of addressing the impact of the planning application and expansion of the school.

Status	Date of issue	Details of issue	Possible solutions
Current	May 2022	The remote location of the school means staff are inclined to drive to school.	Car sharing will be promoted amongst parents, pupils and staff where possible.
Current	May 2022	Lack of sustainable transport infrastructure including cycle routes, bus and rail availability	Limited opportunities to resolve due to remote location of Harefield village and setting of the school. Improvement of pedestrian routes has been explored and undertaken where possible in conjunction with the school proposals, and elsewhere traffic calming has been explored to improve perception of safety where there are existing footways. Road safety training and pedestrian skills training specific to circumstances should be undertaken as part of the Travel Plan.

**Table 8.1: Travel and transport issues**

## 9.0 TRAVEL INITIATIVES

9.1 The suggested travel initiatives that will be implemented by the School are shown in Table 9.1 (below).

No.	Status	Type	Action	Reporting	Responsible	Target date	Completion date
1	Planned	Smarter driving	Introduction of electric vehicle charging points as part of the Meadow High School expansion	N/A	As part of the development	September 2024	TBC
2	Planned	Cycling	Introduction of covered cycle parking for staff, pupils and visitors	Staff cycle parking will be monitored by the TPC	As part of the development	September 2024	TBC
3	Planned	Smarter driving	Car parking policy - Car parking spaces prioritised for car shares and staff who live furthest away from the site	Staff parking will be monitored by the TPC	TPC	TBC	TBC
4	Planned	Road safety and training	Minibus drop-off/ collection area secured and used a play area where pupils can practice cycling, scooting and road safety skills	N/A	School staff	September 2024	TBC
5	Planned	Cycling	Cycle to work scheme for staff. School contributes towards staff bicycle purchases	Uptake of the cycle to work scheme monitored by the TPC	TPC	TBC	TBC
6	Planned	Road safety and training	Pedestrian skills training for pupils	The School will produce a policy surrounding access to the school car park for parents and supervise/ manage access at peak periods in the	School teachers as part of the school curriculum	On-going	TBC

				morning and afternoon			
7	Planned	Car share	School to promote car sharing amongst staff and/ or parents	Set up a form for staff/ parents to sign up and share details - Staff car share uptake will be monitored by the TPC	TPC	On-going	TBC
8	Planned	Promotion	Up to date information regarding local public transport available to staff/ parents e.g. on school website	Information kept up to date on the school website	TPC	On-going	TBC
9	Planned	Air quality	No idling policy / switch off engine policy in school grounds. This includes minibuses in the drop-off area and parents and taxis in the Harefield Academy car park	Temporary sings to be placed within the drop-off/ collection areas indicating no idling during school peaks	School staff	On-going	TBC
10	Planned	Cycling	Cycle maintenance sessions – bike mechanic to perform safety checks on staff and/ or parents bikes	Cycle maintenance sessions to ensure bikes are suitable for commuting to the school	TPC	On-going	TBC
11	Planned	Road safety	Pupils to participate in a competition to design a picture to be placed on the 20mph zone speed signs	This competition will be run to create awareness of road speeds	TPC	TBC	TBC
12	Planned	Road safety	Pupils to participate in brighten your bag	Brighten your bag is a creative activity that makes pupils	TPC/ School teachers	TBC	TBC

				more visible, and therefore safer, during the darker winter months. By decorating their bags with reflective materials pupils can be seen more clearly by pedestrians, cyclists, and drivers on their journeys to and from school.			
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**Table 9.1: Travel initiatives**

## 10.0 SUPPORTING INITIATIVES

10.1 The suggested supporting initiatives that will be implemented by the School are shown in Table 10.1 (below).

No.	Status	Type	Action	Reporting	Responsible	Target date	Completion date
1	Planned	Promotion	Letter from Head Teacher to Parents	The Head Teacher will write a special letter to parents regarding the school expansion, transport impacts and what solutions have been put in place to address the issues following determination of the planning application	Head Teacher	TBC	TBC
2	Planned	Promotion	Social media campaigns to promote safe and sustainable travel.	The school will regularly promote aspects of the STP posting use information for all school users on social media and the school website	TPC	On-going	On-going
3	Planned	Promotion	New parent packs outlining sustainable travel options to the school will be distributed to all new and prospective parents	Parent packs will be handed out on school open days	TPC/ School staff	On-going	On-going

4	Planned	Promotion	The STP will easily be made available to all staff, pupils and parents	Awareness should be made to all school users of the STP existence and the targets and measures set. A link to the STP will be made available from the school website	TPC	On-going	On-going
5	Planned	Promotion	Staff to give an assembly on road safety	Staff to promote road safety to pupils	School staff	TBC	TBC
6	Planned	Promotion	Policy issued to staff in welcome packs regarding access to car parking	Welcome packs will detail parking policy to staff. If staff have any queries, they can talk to the TPC	TPC	On-going	On-going

Table 10.1: Supporting initiatives

## 11.0 SIGN OFF AND FORMAL APPROVAL

- 11.1 This STP has been prepared in consultation and with the agreement of Jenny Rigby from Meadow High School. It has been approved for submission in support of the planning application, as indicated in Appendix B.
- 11.2 Following determination of the planning application the contents of this document will be uploaded to the TfL STARS online database to progress with approval of the STP and aim towards achieving Bronze Accreditation.

## Appendix A – Site Plan



## Appendix B – School Sign-Off

## William Harwood

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**From:** Jenny Rigby <jrigby@meadowhighschool.org>  
**Sent:** 06 May 2022 12:40  
**To:** Ann-Marie Illes; William Harwood  
**Subject:** Draft School Travel Plan

Good afternoon,

To whom it may concern:

We have reviewed the Draft School Travel Plan prepared by Robert West on our behalf in connection with the planning application for the expansion of Meadow High School at a site at Harefield Academy. We have been consulted on and inputted into the content, particularly with regard to the selection of planned consultations and initiatives.

We are happy to sign off on the document and will use it as the basis for inputting into the STARS database prior to occupation of the new provision.

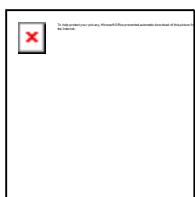
Yours sincerely,

**Kind regards,**

**Jenny Rigby**  
Head Teacher  
Designated Safeguarding Lead

Meadow High School operates an email curfew from 6pm - 6am to protect work life balance. Staff are not expected and are encouraged not to answer emails during this time.

*Currently reading: 'Why has nobody told me this before?' - Dr Julie Smith*



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