

INGLENOOK SIPSON LANE, WEST DRAYTON

Travel Plan

On behalf of

HA MEEM FOUNDATION

August 2021 | Version 1.1



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1. Introduction and Application Details

- 1.1 Catalyst TP has been instructed by the Ha Meem Foundation to provide a School Travel Plan (hereafter referred to as the 'Travel Plan') to support a Variation of Condition under Section 73 of the Town and Country Planning Act 1990 of the Appeal Decision under reference number APP/R5510/C/18/3213390, for retrospective planning consent relating to the installation of two portacabins at Lady Nafisa Independent Secondary School for Girls, situated on Sipson Lane, West Drayton, UB7 0JG. The Application is for an increase in maximum pupils from 60 to 80. The strategic site location is shown as **Figure 01**, whilst the boundary and local context is included as **Figure 02**.
- 1.2 The school is an independent day school for Muslim girls aged 11 to 16, years 7-11. There are six full-time staff, and seven part-time staff. Physical education is undertaken off-site. The school day begins at 08:15 and finishes at 15:00.
- 1.3 This document has been prepared with reference to the National Planning Policy Framework (NPPF) 2012, Transport for London's (TfL) Travel Planning Guidance, and Hillingdon Council's School Travel Plan Guidance.
- 1.4 This Travel Plan first sets out the policy and guidance upon which it relies in Section 2. Section 3 assesses the site in terms of its accessibility to walking, cycling and public transport provision, the quality of local routes, and availability of nearby parking. The development is described in Section 4, whilst Section 5 deals with trip generation and modal share. Objectives and targets are addressed in Sections 6 and 7 respectively, whilst Travel Plan Management is set out in Section 8. Travel Planning Measures are proposed in Section 9, with monitoring and review strategies proposed in Section 10, followed by an Action Plan in Section 11. Finally, the means by which the Travel Plan will be enforced is set out in Section 12. Section 13 summarises the Travel Plan.

SCOPE OF THE TRAVEL PLAN

- 1.5 This travel plan will cover both staff and pupils of the Lady Nafisa School for Girls. Its aim is to minimise single-occupancy car journeys and maximise the use of public transport, walking, and cycling.
- 1.6 This document is a 'live' document, subject to change in light of travel survey results, should amendments to travel planning measures be indicated.

BENEFITS OF A TRAVEL PLAN

- 1.7 The overriding benefit of a Travel Plan is to minimise development-related motorised traffic in order to reduce pollution and congestion, and to reduce parking demand in the area. A Travel Plan, through encouraging more active forms of travel, has positive health implications for all who elect to travel by walking or cycling.

2. Policy and Guidance

NATIONAL PLANNING POLICY

- 2.1 The National Planning Policy Framework (NPPF) adopted in 2012 and last updated in 2019 refers to a Travel Plan as *“A long term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed.”*
- 2.2 With regular review, this Travel Plan document should be regarded as a ‘living document’ which will undergo changes in response to changes in infrastructure, travel patterns and demands.
- 2.3 The NPPF states that *“All developments that will generate significant amounts of movement should be required to provide a travel plan ...”*
- 2.4 In considering planning applications, the NPPF advises that there should be a *“presumption in favour of sustainable development”*, and that applications for development should:
- a) *give priority first to pedestrian and cycle movements, both within the scheme and within neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
 - b) *address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
 - c) *create places that are secure, safe and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
 - d) *allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
 - e) *be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations.*
- 2.5 Planning Practice Guidance was produced by the Ministry of Housing, Communities and Local Government as a complement to the NPPF, setting out a range of requirements for a Travel Plan, as follows:
- *“Benchmark travel data including trip generation databases;*

- *Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- *Relevant information about existing travel habits in the surrounding area;*
- *Proposals to reduce the need to travel to and from the site via all modes of transport; and*
- *Provision of improved public transport services.”*

2.6 PPG also includes guidance relating to the monitoring of Travel Plans so that the travel plan can evolve in response to changing travel patterns.

LONDON PLANNING POLICY

2.7 Transport for London (TfL) cites the benefits of a Travel Plan as:

- *“Less congestion and therefore improved safety on local roads by promoting alternatives to the car.*
- *Reduced highway capacity problems by promoting sustainable travel choices.*
- *Local environmental improvements from reduced congestion, carbon emissions, pollution and noise.*
- *Making the site more attractive to potential occupiers/users.*
- *Increased opportunities for active healthy travel, such as walking and cycling.*
- *Reduced demand for parking spaces enabling land to be put to more cost-effective or commercially beneficial use and freeing space for active travel initiatives.*
- *Improved travel choice, quality and affordable access to services for all users.*
- *Increased opportunities for employers to feed into the corporate social responsibility or sustainability initiatives.”*

2.8 The Guidance states that all school developments must have a travel plan. It sets out the elements which are required by policy to be included in a Travel Plan, and promotes the use of the online tool known as ‘iTRACE’ which assists in the monitoring and review process.

2.9 TfL operate a ‘STARS’ (Sustainable Travel: Active, Responsible, Safe) system whereby London Boroughs submit their School Travel Plans at the end of the academic year following which they are accredited at three levels: bronze, silver or gold. It is intended to inspire school children and young adults to travel actively, responsibly and safely. Participation in the TfL STARS system can benefit the whole community in the following ways:

- *“Children are healthier; pupils are more energetic and better prepared to participate throughout the school day*

- *Improved attendance and academic success*
- *Fewer cars, less congestion and improved air quality around the school*
- *Equipping young people with valuable life skills to travel actively, responsibly and safely*
- *Recognition within the school, the local community and across London for travel related achievements”*

HILLINGDON COUNCIL TRAVEL PLAN GUIDANCE

- 2.10 Hillingdon Council has issued its own School Travel Plan Guidance, which recognises and upholds the aims of TfL’s guidance and subscribes to the STARS system.
- 2.11 Hillingdon Council cites the aims of a School Travel Plan as follows:
1. *“Reduce the number of car trips on journeys to and from schools.*
 2. *Remove the barriers, both perceived and actual, to walking, cycling and using public transport for school journeys.*
 3. *Increase the number of young people and adults choosing active and healthy travel options over that of the car.*
 4. *Increase understanding of the travel options available to school communities.*
 5. *Provide information to allow school communities to understand the benefits of active, sustainable transport and to use this information to inform how they choose to travel.”*
- 2.12 The Council’s guidance goes on to describe the benefits of a School Travel Plan as being:
1. *“Fewer cars, congestion and pollution around schools.*
 2. *Healthier, more active pupils, families, and staff.*
 3. *A more accessible school with safer walking and cycling routes.*
 4. *Opportunities to incorporate sustainable travel and environmental issues into the curriculum.*
 5. *Stronger links between the school and the local community.*
 6. *Improved pupil attendance and achievement.*
- 2.13 Hillingdon Council encourages schools to commit to an ongoing programme of travel awareness campaigns.

3. Site Assessment

THE SITE

- 3.1 The site is approximately 0.1 hectares in area, comprising a house converted to a school, a parking area, and play areas. Two portacabins are located in the north-east part of the site.
- 3.2 The site takes access from Vineries Close, which in turn forms a minor arm at its junction with Sipson Lane.

VINERIES CLOSE

- 3.3 The school is sited to the north of Sipson Lane at its western end, about 80m from the junction of Sipson Lane with the A408, Sipson Road. It lies just to the north of a council-owned parking area, situated on Vineries Close, whose junction with Sipson Lane takes the form of a simple priority arrangement.
- 3.4 Vineries Close is residential in nature. A small spur runs from adjacent to its junction with Sipson Lane in an easterly direction. Priority is given to vehicles travelling between the school and Sipson Lane, with give-way markings present at the end of the main stretch of Vineries Close. This small spur accommodates free on-street parking of around nine unmarked spaces, which is under Council ownership.
- 3.5 The footway on the eastern side of Vineries Close extends into the spur, and the footway along Sipson Lane is also directly accessible from this location. The latter is in good condition and is approximately 1.5m in width. The whole area is well-lit.
- 3.6 The western side of Vineries Close is also provided with a footway which extends into Sipson Lane to provide a continuous link to its junction with Sipson Road to the west.

SIPSON LANE

Sipson Lane is largely semi-rural in character although, in the vicinity of the site, it becomes residential in nature. It is provided with speed cushions in this location, and parking is permitted on both sides of the carriageway. The road is street-lit, and is subject to a 30mph speed limit. Sipson Lane is furnished with footways on both sides of the carriageway between the bridge over the M4 motorway 135m to the east of the school and the A408, which it joins at a mini-roundabout junction to the west.

- 3.7 Dropped kerbs are provided across driveways on the southern side of Sipson Lane, and the 1.5m to 2.0m wide footways are in good condition. Sipson Lane is approximately 6m in

width and is lightly-trafficked. At its junction with A408 Sipson Road a pedestrian refuge is provided, with dropped kerbs and tactile paving.

- 3.8 Similarly, at its eastern end, Sipson Road joins A437 High Street and Cranford Lane, in Harlington, at a four-armed mini-roundabout junction. Dropped kerbs and tactile paving are provided across each arm, which are also provided with 2.0m footways on both sides of their carriageways.
- 3.9 The entire length of Sipson Lane is street-lit and provided with speed cushions, and for most of its length between the motorway bridge and Harlington, parking is prohibited on both sides of the carriageway.
- 3.10 Sipson Lane therefore provides safe connectivity for pedestrians between the school and Sipson Road, and the urban centre of Harlington.

SIPSON ROAD (A408)

- 3.11 Sipson Road, which is residential in nature, connects to Holloway Lane to the north, which provides access to Junction 4 of the M4 motorway, approximately 1.6km from the site. To the south, the A408 links with the A4, Bath Road, about 1.1km from the site.
- 3.12 Its footways, which are present on both sides of the carriageway, are between 1.5 and 3m in width, with dropped kerbs across driveways and tactile paving at junctions. The street is subject to a 30mph speed limit, and is street-lit throughout. Car parking is permitted on its eastern side to the south of its junction with Sipson Lane.
- 3.13 There is a zebra crossing on the southern and western arms of its mini-roundabout junction with Harmondsworth Lane, 100m to the north of the Sipson Lane junction, whilst the northern arm is equipped with a pedestrian refuge. This gives continuous pedestrian connectivity to the residential areas around the northern part of Sipson Road.
- 3.14 Residential development lies on Sipson Road to the south of its junction with Sipson Lane, with a number of minor roads affording access to further residential areas. All are furnished with footways, and pedestrian refuges and tactile paving, all in good condition.
- 3.15 It is concluded that the site is well-placed for journeys on foot from the surrounding residential areas.

ACCESS TO PUBLIC TRANSPORT

- 3.16 The development site lies in a PTAL area of 1b, which reflects poor public transport provision. However, although there is only one service which stops close to the school, it is frequent and has a large catchment area.
- 3.17 Bus stops are situated on the A408 Sipson Road, of which the nearest southbound stop is 120m from the site and the northbound stop is 270m distant. The former stop is in the form of a pole and flag, with a bus time-table provided; whilst the latter is equipped with a shelter, seating, and timetable.
- 3.18 Each of these stops serve the number 222 bus which runs between Uxbridge and Hounslow every 9-12 minutes in each direction, stopping at Cowley, West Drayton, and Harlington. This route serves a corridor of residential development, offering a highly frequent service for both pupils and staff, and catering for the mobility-impaired.
- 3.19 A Pedestrian Audit between the school and the nearest pair of bus stops has been undertaken and is attached as **Appendix B**.
- 3.20 The nearest railway stations to the site are West Drayton and Hayes and Harlington, which are a 35-minute and a 44-minute walk from the site respectively. Although Heathrow is served by tube, it is not easily accessible on foot.
- 3.21 It is concluded, therefore, that the site is well-served by bus, although train and tube do not offer viable options for travel to the school at this time.

CAR-RELATED TRAVEL

- 3.22 The development site has seven demarked parking spaces for staff, one of which is for disabled drivers. There is sufficient remaining space for drivers to pick up and drop off their charges, and to accommodate any visitors or deliveries. Further parking is available on-street as a bank of council-run unmarked car parking bays with capacity for nine vehicles on Vineries Close opposite the school entrance.

4. The Site

- 4.1 The site comprises a converted house and two portable cabins (portacabins) which have been installed in the north-east part of the wider school site, as shown on **Appendix A**. These are reached via the main school building.
- 4.2 A newly laid-out car park is provided, accommodating seven vehicles, one of which is designated for disabled drivers. It is proposed to provide two Sheffield stands for visitor cycle parking, accommodating four bicycles.
- 4.3 The portacabins will each provide an additional classroom to accommodate this Application, a proposed increase in pupils from 60 to 80. It is not anticipated that additional staff will be required to service the increase.

5. Trip Generation and Modal Split

- 5.1 The school has undertaken a 'hands up' survey of its staff and pupils to determine the mode of transport they use to get to and from the school, thus deriving site-specific trip generation and modal split.
- 5.2 The results of the survey are shown as **Table 5-1**.

Table 5-1 Trip to school by mode

Mode	Pupils		Staff		Total	
	Arrive	Depart	Arrive	Depart	Arrive	Depart
Car	0	0	7	7	7	7
Car passenger	22	22	4	3	26	25
Bus	38	38	1	2	39	40
Cycle	0	0	0	0	0	0
Walk	0	0	0	0	0	0
Total	60	60	12	12	72	72

- 5.3 Extracting data from the above survey results, the vehicular trip generation is as shown in **Table 5-2**. All trips as car passengers are additional to the car trips undertaken as drivers.

Table 5-2 Vehicular Trips

Mode	Pupils		Staff		Total	
	Arrive	Depart	Arrive	Depart	Arrive	Depart
Car	0	0	7	7	7	7
Car passenger	22	22	4	3	26	25
Total	22	22	11	10	33	32

- 5.4 **Table 5-3** shows the current and expected development peak hour vehicular movements. These trips arrive and depart during each peak hour, whereas those trips undertaken as driver arrive in the morning peak and depart in the evening peak. Whilst the am peak coincides with the network peak, the pm peak for the school generally occurs in the afternoon at 15:00. Since it is not proposed to increase staff numbers, trips will increase with respect to pupil pick-up/drop-off car movements only. It is to be noted that some part-time staff do not attend on all days of the week, therefore the figures below are robust.

Table 5-3 Vehicular Trips

	Car trips – 60 pupils				Additional pupil trips				Car trips – 80 pupils			
	am		pm		am		pm		am		pm	
	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep	Arr	Dep
Car	7	0	0	7	0	0	0	0	7	0	0	7
Car passenger	26	26	25	25	7	7	7	7	33	33	32	32
Total	33	26	25	32	7	7	7	7	40	33	32	39

- 5.5 It can be seen from the table above that trips to and from the school in each peak hour will increase by seven, representing a proportional increase in pupil trips by 33%. The overall average increase in car trips is 24.5%.
- 5.6 Sipson Road (A408) has average annual traffic flows of around 12,000 vehicles. Estimating a peak hour flow of 8%, this gives a peak hour flow of around 960 vehicles. Therefore, it is not expected that the increase in the number of vehicular trips will have an adverse effect on the local highway network. Inspection of morning peak hour queueing on the network via Google Maps shows that there is at present free-flow traffic on the approaches to the junction of Sipson Lane with Sipson Road.

Modal Split

- 5.7 Using results of the survey as tabulated in **Table 5-1**, modal splits for 60 and 80 pupils have been derived as shown in **Table 5-4**, taking account of zero increase in staff car journeys. The expected increase in pupil bus journeys is 13, whilst those undertaken by staff remain as at present. The tables below assume that all staff attend the school every day, although in fact some of the part-time staff attend only one or two days a week.

Table 5-4 Modal Split

Mode	Trips – 60 pupils		Trips – 80 pupils		Predicted Modal Split	
	Arrive	Depart	Arrive	Depart	Arrive	Depart
Car	7	7	7	7	7.61%	7.61%
Car passenger	26	25	33	32	35.87%	34.78%
Bus	39	40	52	53	56.52%	57.61%
Cycle	0	0	0	0	0%	0%
Walk	0	0	0	0	0%	0%
Total	72	72	92	92	100%	100%

- 5.8 It can be seen that, whilst no pupils (or staff) are expected to travel to school by bicycle or to walk, around 57% of all trips to the school will be by bus. The remaining 43% are likely to be undertaken by car.

6. Objectives

- 6.1 The primary objective of a Travel Plan is to encourage sustainable modes of travel, and above all to discourage single occupancy car travel in order to reduce congestion, pollution and noise on the local highways, and to promote more healthy forms of travel.
- 6.2 Generally, such objectives are achieved through a combination of the provision of infrastructure supporting sustainable travel, and the introduction of strategies and protocols which will influence the travel behaviour of the end users.
- 6.3 These objectives are consistent with local and national planning policy which seeks to promote sustainable practices through reducing single occupancy car trips and increasing the use of walking, cycling, and public transport.

7. Targets

- 7.1 Targets for percentage modal share for each type of sustainable travel mode should be such that they are set on a pragmatic basis with a high probability of success. This is encapsulated in the 'SMART' acronym, where targets should be Specific, Measurable, Attainable, Realistic and Time-bound.
- 7.2 The targets to be set will align with the objectives of the travel plan which generally seek to minimise single occupancy car travel, and to maximise sustainable modes of transportation.
- 7.3 In order to set targets, a baseline modal share indicator is required. In the case of the Lady Nafisa School for Girls, the travel survey undertaken in 2018 provided a definitive modal share. This survey was conducted pre-Covid-19 and therefore provides an overview of typical travel patterns associated with the school.
- 7.4 The survey results will enable targets to be set for the first five years following implementation of the Travel Plan. In setting targets, the primary aim is to reduce single occupancy car travel across the day for both staff and pupils.
- 7.5 Single occupancy car travel targets will be derived as follows:
- Two years after implementation of the Travel Plan, the absolute number of car drivers to the site will be no greater than the amount identified in the initial survey;
 - To reduce the proportion of car drivers to the development by 5% in Years 3 and 5;
 - The proportion of car drivers to the development will not increase above the targets so derived.
- 7.6 Target increases in sustainable modes will be assigned to those modes most available to the users of the site and distributed proportionally according to their modal split derived from the initial survey.
- 7.7 Targets derived from the existing travel survey results for years 1, 3 and 5 are set out below in **Table 7-1**. Single occupancy car percentage is already very low at 9.72%, therefore a small decrease in overall percentage will result in a large percentage reduction against current levels.

Table 7-1 Target Reduction by Mode over Five Years

Mode	Total Trips	Current %	Year 1 %	Year 3 %	Year 5 %	Year 5 Total
Car	14	9.72%	9.72	8.00%	7.00%	10
Passenger	51	35.42%	35.42%	36.10%	36.50%	53
Bus	79	54.86%	54.86%	55.90%	56.50%	81

The percentage reduction in single occupancy car journeys against current levels is 28% (a reduction of 2.72% from 9.72%). This represents a reduction of four single occupancy car journeys, and an increase in car sharing by two, and bus usage by two.

- 7.8 It is not expected that there will be any change in the numbers of staff and pupils walking or cycling to school. Bus and car sharing represent the modes most likely to be chosen as an alternative to the private car.

ENFORCEMENT

- 7.9 Following the monitoring and review process, any shortfall in meeting targets, specifically those relating to single occupancy car travel, will be identified, and enforcement of the Travel Plan will need to be implemented.
- 7.10 Enforcement will respond to the results of surveys which will help to identify the areas in which improvements can be made, either by strengthening existing protocols or by introducing new measures. The length of the monitoring period may be extended to ensure that a satisfactory modal split is achieved.
- 7.11 Enforcement will be addressed in more detail in **Section 12**.

TIMEFRAMES

- 7.12 Targets will be time-bound, that is, they should be achieved within a specified time limit, as referred to in **Section 7.1**.
- 7.13 Subject to extension from any enforcement measures, the time-frame set for the monitoring period will be five years from first implementation, with an interim target of three years and a final target of five years.

8. Travel Plan Management

8.1 In order to implement and manage the Travel Plan, Mr Jawad Choudhry will act as Travel Plan Co-ordinator (TPC) for Lady Nafisa School for Girls.

8.2 The roles and responsibilities of the TPC are set out in the following list:

- Assist with queries from staff and pupils
- Produce and distribute promotional material
- Procure supplies associated with the Travel Plan
- Liaise with Hillingdon Council
- Undertake Monitoring and Review at the prescribed times (years 3 and 5)
- Revise and disseminate the Travel Plan where required
- Implement new or revised strategies as and when required
- Produce and/or update the Travel Packs, as required
- Attend meetings with key stakeholders as required
- Produce new and/or revised maps, timetables, and tariffs as necessary
- Maintain, or provide information on travel to the school on its website
- Ensure contact information is kept up to date
- Edit travel questionnaires where necessary
- Provide personalised travel planning for staff and pupils if requested
- Induct new members of staff in respect of travel planning
- Identify and advertise sustainable travel events
- Liaise with teachers to incorporate sustainable travel as part of the curriculum

8.3 The TPC will liaise with staff to co-ordinate the distribution of materials.

8.4 The role would be part-time for the majority of the lifetime of the Travel Plan. For about two weeks during each survey, monitoring and review period in Years 3 and 5, this role would become full time on a temporary basis.

8.5 The TPC will engage with the marketing and promotion of the Travel Plan. This will be undertaken at key times, such as:

- At implementation of the Travel Plan
- When local or national events are upcoming
- When key changes to the Travel Plan have taken place

- 8.6 Marketing will take the form of posters, emails to staff, and information supplied to new pupils and their parents/ guardians.
- 8.7 Regular updates to the Travel Plan, such as when timetables undergo a scheduled change, will provide the opportunity for raising the profile of the Travel Plan.

9. Travel Planning Measures

GENERAL MEASURES

- 9.1 Before implementation, Lady Nafisa School for Girls will appoint a Travel Plan Co-ordinator who will liaise with Hillingdon Council to implement, market and monitor the Travel Plan.
- 9.2 The TPC will address any travel-related queries from both staff and pupils, and ensure that the measures as set out in the Travel Plan are carried out according to specified time-frames.
- 9.3 The TPC will be responsible for the production and/or distribution of any promotional material relating to the Travel Plan or relevant travel events, and will procure any supplies required.
- 9.4 The TPC will liaise with all appropriate stakeholders, and specifically Hillingdon Council, to monitor and review the Travel Plan.
- 9.5 Members of staff and pupils will, upon induction, be issued with a Travel Pack, which will from time to time be updated as appropriate. This will contain information, maps, tariffs, and timetables of public transport and any other sustainable travel information as related to the mode-specific measures in the Travel Plan. The Travel Pack will also contain useful contact details which will be kept up-to-date.
- 9.6 The TPC will be on hand to respond to requests for personalised travel planning by members of staff and pupils.
- 9.7 Staff and pupils will be encouraged to receive travel planning material via email, although hard copies may be provided on request.
- 9.8 A travel board will be provided in a communal area of the school and in the staff room, or equivalent.
- 9.9 A free taxi ride home in the case of an emergency, or if a car-share partner cannot meet their commitment, will be provided for staff who travel to work by sustainable means. A float will be kept for this purpose.
- 9.10 A link to TfL's Journey Planner will be provided on the school's website.
- 9.11 The school will join STARS (<https://stars.tfl.gov.uk/>) via which the travel survey can be submitted. This site has a wealth of activities that can be engaged in by all pupils and an opportunity to compete with other schools for a variety of sustainable travel awards. As

such, sustainable travel can be incorporated within the curriculum which could serve as a tool to raise awareness of transport's role in reducing global CO₂ emissions.

- 9.12 The school will undertake to work with Hillingdon Council's Road Safety and Active Travel Plan team.

WALKING

- 9.13 Walking will be promoted as a highly sustainable travel mode with associated health benefits. Where practicable, this mode of travel will be encouraged to all staff and pupils.

- 9.14 The range of measures to be introduced include:

- The provision of a map of walking routes to residential areas and public transport;
- Timing information for walks; and
- Information for disabled people.

CYCLING

- 9.15 As with walking, cycling will be promoted as having significant health benefits, although it is acknowledged that this mode of travel is impractical for staff and pupils. However, it may be a viable form of transport for visitors.

- 9.16 To assist those who would consider this form of transport, the following will be implemented:

- The provision of four cycle parking spaces; and
- A map of cycle routes showing key destinations including the locations of cycle repair shops in the area.

BUS TRAVEL

- 9.17 Bus services are situated close to the school, with the nearest pair of stops hosting the 222 service which runs between Uxbridge and Hounslow.

- 9.18 In order to maximise the use of the bus services available, the following will be carried out:

- Provision to both staff and pupils of a bus routes map;
- Provision of up-to-date bus timetables;
- Provision of up-to-date bus tariffs; and
- On request, the provision of day bus passes subsidised by 50%.

CAR SHARING

9.19 Whilst the staff and pupils' places of residence may be too disparate to support formal car sharing, and the school's hours of operation are generally outside the standard 9-5, this option can be considered through the following measures:

- Maintain a list of aspiring car-sharers and put them in touch with each other with prior permission (this can include parents/guardians taking turns to take their respective offspring to school); and
- Advertise this arrangement within the Travel Pack.

DELIVERY AND SERVICE VEHICLES

9.20 In order to minimise the number of delivery trips to the school, the following measures will be implemented:

- Regular delivery drivers will be encouraged to conduct their business outside of network peak hours; and
- Deliveries will be managed such that, where practical, full loads are delivered to the school.

MITIGATION OF TRAFFIC IMPACT

9.21 Lady Nafisa School for girls will introduce staggered start and finish times for pupils which will reduce the demand for drop-off and pick-up parking and mitigate any increase in vehicular trips to the school. This measure will potentially improve existing highway conditions during school peak travel times.

9.22 The school has prepared a revised timetable which will ensure that Key Stage 2 pupils (Years 7 and 8) will arrive at 08:10 and finish at 15:10; whilst Key Stage 3 students will arrive at 08:30 and finish at 16:00. Thus, 34 pupils will adopt the earlier start and finish times, and 46 students will adopt the later start and finish times, as shown in **Table 9-1** below.

Table 9-1 Proposed staggered start and finish times

Year Group	Key Stage	Existing No. of Students	No. of Additional Students Proposed	Total	%	Proposed Start Time	Proposed Finish Time
Year 7	3	10	8	18	22.5	8.10am	3.10pm
Year 8	3	11	5	16	20.0	8.10am	3.10pm
Year 9	4	18	0	18	22.5	8.30am	4pm
Year 10	4	12	4	16	20.0	8.30am	4pm
Year 11	4	9	3	12	15.0	8.30am	4pm
Total		60	20	80	100		

10. Monitoring and Review

- 10.1 For at least five years after implementation, the Travel Plan and travel patterns relating to both staff and pupils will be monitored.
- 10.2 Monitoring will take the form of travel surveys, the first of which will be carried out between three and six months after approval of the Travel Plan, depending upon any travel or working restrictions which might be imposed due to Covid-19, and will provide baseline data against which the results of subsequent surveys at three and five years will be compared.

- 10.3 Monitoring surveys will include the following:

- Staff survey
- Pupil survey
- People movement counts in and out of the school over a typical weekday
- Recording of service and delivery vehicles over one week

The surveys will include staff and pupil travel habits and timing (when they travel, where they park, or if they walk, cycle or use public transport). Survey reports will include the response rate, and the total number of staff and pupils accessing the school on survey days. TfL's iTRACE system provides Travel Plan Survey submission pro formas, free to use, and found at <https://london.itrace.org.uk/downloadfiles.aspx>. There is a dedicated 'school' pro forma which will provide a useful guide to the questions which will need to be asked in the travel survey.

- 10.4 The results of the surveys will enable an accurate snapshot of travel modes to be derived for the school. The initial survey will serve as a basis for deriving modal targets which will drive the travel plan for the following five years.
- 10.5 A second survey will be conducted after three years, using the same parameters, to afford a direct comparison between results.
- 10.6 This is the stage at which the first review will be undertaken. The results will be scrutinised, and any failure to meet interim targets will be examined. Responses to the travel questionnaires will be used to determine how travel planning measures may be adjusted in order to meet the targets.
- 10.7 The final year (Year 5) will be the last year such surveys will be undertaken, unless it has been deemed that failure to meet targets justifies an extension to the monitoring period.

- 10.8 The surveys will be managed by the TPC in consultation with the school and Hillingdon Council. Questionnaires will be distributed electronically, although hard copies will be made available on demand. All data acquisition will be undertaken either by the TPC, school staff or by a bespoke consultancy.
- 10.9 The data will be tabulated and analysed either by the TPC or by a consultant, following which a report will be issued presenting the data to Hillingdon Council.
- 10.10 The results will be considered by the TPC in conjunction with Hillingdon Council to determine whether or not targets are being achieved, and whether or not any amendments are required to the measures within the Travel Plan in order to meet the targets.

11. Action Plan

- 11.1 The measures as presented in **Section 9** will be implemented according to a prescribed Action Plan, set out as **Table 11-1** below. It is assumed that the cost of the TPC's time will be included in their salary as a member of the administration team, and that all information can be obtained and will be disseminated electronically. It is also assumed that a member of staff will undertake the count of people entering and leaving the school as part of the monitoring agenda. Costs are approximate.

Table 11-1 Action Plan

Objective	Measures	Responsibility	Time-Frame	Cost
General	Appoint TPC	Management	Before commencement of Travel Plan	
	Train staff to promote Travel Plan	Management	At commencement of Travel Plan	
	Advise Hillingdon Council of TPC contact	Management	Before commencement of Travel Plan	
	First full survey and review	TPC/HC	3-6 months after Implementation	
	Offer personalised travel planning	TPC	Ongoing as required	
	Produce Travel Packs for staff and pupils	Management	At commencement of Travel Plan	£500.00
	Erect Travel Board	Management	At commencement of Travel Plan	£25.00
	'Hands up' survey	TPC	2 years after implementation	
	Second full survey and review	TPC/HC	3 years after implementation	
	'Hands up' survey	TPC	4 years after implementation	
	Third full survey and review	TPC/HC	5 years after implementation	
Increase Walking	Produce walking maps and information	TPC	At commencement of Travel Plan	
Increase Cycling	Produce cycle maps and information	TPC	At commencement of Travel Plan	
Increase bus travel	Produce bus maps, timetables and tariffs	TPC	At commencement of Travel Plan	
	Acquire current web addresses and information	TPC	At commencement of Travel Plan	
Promote PTW travel	Produce list of PTW garages	TPC	At commencement of Travel Plan	
Manage deliveries	Inform staff about delivery protocols	Management	Ongoing as required	

12. Securing and Enforcement

- 12.1 The Travel Plan will be secured by a Condition of planning consent.
- 12.2 A Performance Bond may be requested of the owner to ensure that all measures are carried out in accordance with the Action Plan.
- 12.3 If the surveys, monitoring and review are not carried out in accordance with the Travel Plan, Hillingdon Council may use the Bond to cover any costs incurred in the process of undertaking monitoring and review themselves.
- 12.4 Enforcement should be necessary only if the single occupancy car travel targets as derived from the first travel survey are not subsequently met. However, although target increases in sustainable modes may be set, there will be no penalty if a failure to meet the target increase in one sustainable mode is offset by a corresponding increase in another sustainable mode.
- 12.5 The first avenue for enforcement will be to review the measures in place for each travel mode in light of the survey results. It may be possible to identify modes that are not readily taken up and, instead, shift focus to those which are perceived as more viable for the school pupils and staff.
- 12.6 New measures may be identified which would serve to offset any shortfall in targets.
- 12.7 Under certain circumstances, sanctions may be used for enforcement, where the full use of the development could be limited unless certain targets are met.
- 12.8 As a last resort, a fine may be imposed in lieu of meeting targets.
- 12.9 The precise nature and costs associated with the Bonds and enforcement will be determined by Hillingdon Council.

13. Summary

- 13.1 This Travel Plan document was commissioned by the Ha Meem Foundation, undertaken by Catalyst TP, for a Variation in Condition for a proposed increase in pupils from 60 to 80 at the Lady Nafisa School for Girls, Sipson Lane, West Drayton, in respect of Condition 1 of planning consent for appeal number APP/R5510/C/18/3213390.
- 13.2 The increase in the number of pupils will be accommodated in two portacabins which have planning consent via the above appeal. Parking will be provided at seven spaces, one of which is designated for disabled drivers, and four cycle parking spaces will be provided. The parking layout has been approved by Hillingdon Council.
- 13.3 The site lies in an area with a PTAL rating of 1b, although the single bus service is close to the school and runs on a highly frequent basis. Provision for pedestrians is good, and there are a number of suitable routes to the school for cyclists. A Pedestrian Audit has been undertaken which demonstrates that the route between the school and the nearest pair of bus stops is satisfactory.
- 13.4 In order to derive target modal shares for each travel mode, an initial survey will be carried out within three to six months of implementation of the Travel Plan. Thereafter, surveys will be undertaken at Year 3 and Year 5 to ensure that targets are being achieved. 'Hands up' surveys will be conducted in the intervening years.
- 13.5 A range of 'soft' travel planning measures are to be implemented to promote sustainable travel choices which include those for walking, cycling, public transport and car sharing. These will predominantly take the form of information provided as a Travel Pack.
- 13.6 An Action Plan has been prepared setting out when each measure should be implemented, and by whom.
- 13.7 Methods of enforcement have been considered, with an emphasis on revising travel planning measures if targets are not met.
- 13.8 It is anticipated that the vast majority of pupils and staff will travel to and from the school by either bus or car.

FIGURES

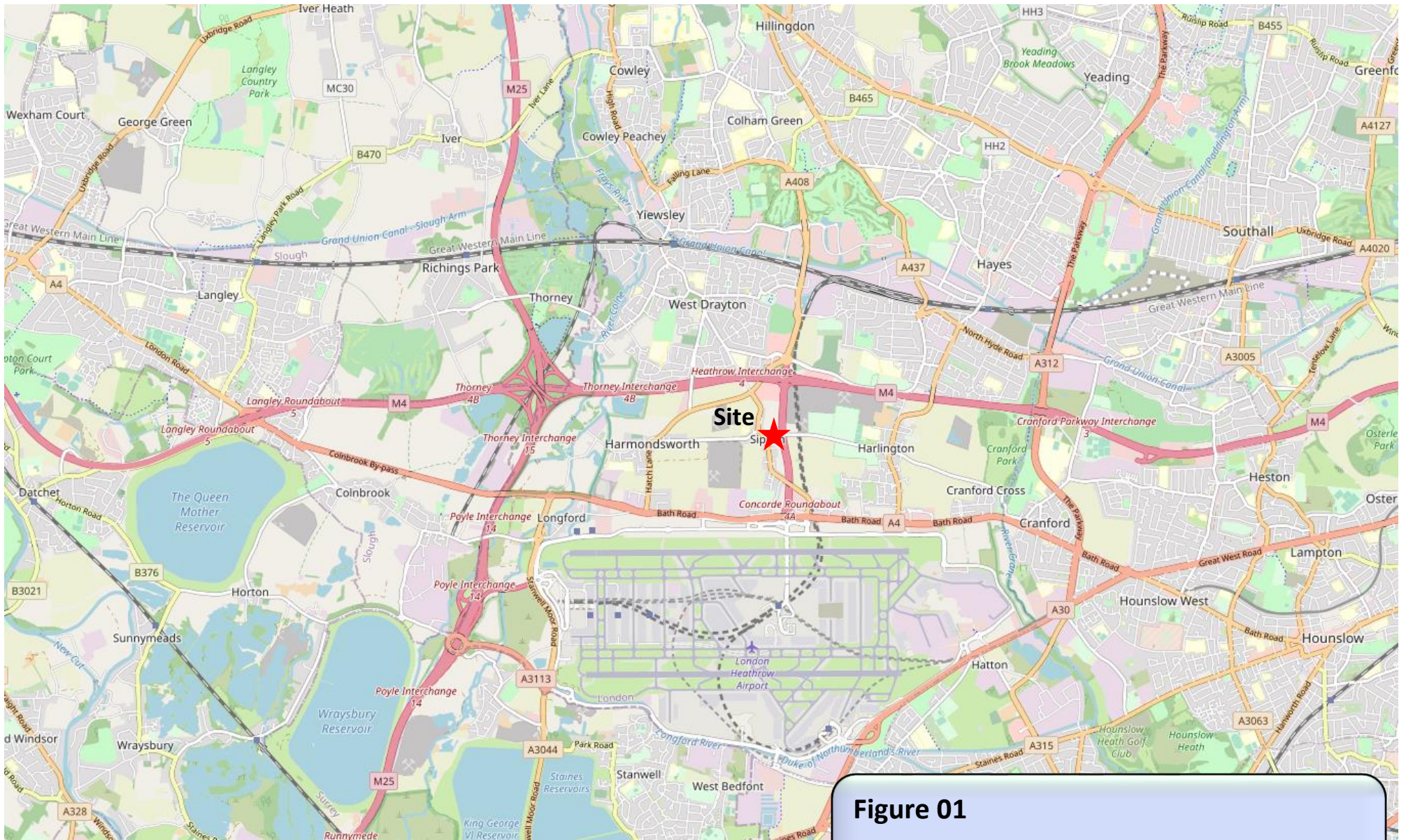


Figure 01
Site Location - Strategic



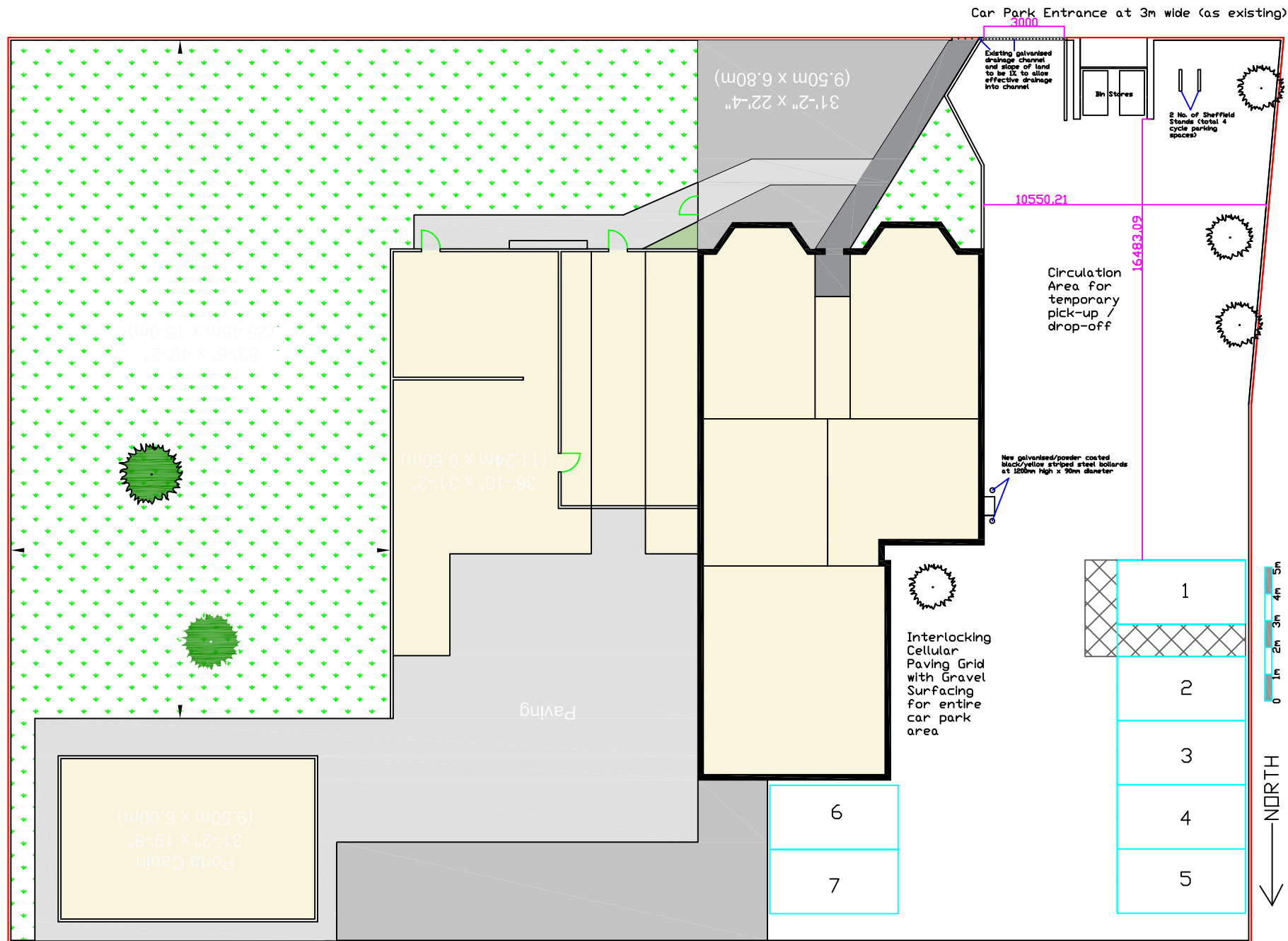
Figure 02

Site Location - Local

APPENDICES

APPENDIX A

SITE LAYOUT



Project:
Lady Nafisa School, Inglenook, Sipson Lane, UB7 0JG

Title:
Proposed Site Plan

Date: 21/01/22 Scale: 1:200@A3 Rev: -
Job Ref: - Drawn: BC Checked: BC

Drawing No:
LNS/2022/03

APPENDIX B

PEDESTRIAN AUDIT

LADY NAFISA SCHOOL FOR GIRLS
INGLENOOK
SIPSON LANE, WEST DRAYTON

Pedestrian Audit

On behalf of

HA MEEM FOUNDATION

July 2021 / Version 1.1



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Figure 01 Audit Route

1. Introduction

- 1.1 Catalyst TP has been instructed by the Ha Meem Foundation to provide a Pedestrian Audit to support a Variation of Condition under Section 73 of the Town and Country Planning Act 1990 of the Appeal Decision under reference number APP/R5510/C/18/3213390, for retrospective planning consent relating to the installation of two portacabins at Lady Nafisa Independent Secondary School for Girls, situated on Sipson Lane, West Drayton, UB7 0JG. The Application is for an increase in pupils from 60 to 80.
- 1.2 This Audit was requested by officers of Hillingdon Council to demonstrate that the walking environment between the Lady Nafisa School for Girls and the nearest bus stops is adequate to facilitate the use of the bus as an alternative mode of travel to the private car.
- 1.3 The Audit was carried out on Friday 23rd July 2021, and traced pedestrian movements from the school to the bus stops, as shown on **Figure 01**.

2. The Audit

SCHOOL APPROACH

- 2.1 This area encompasses a spur of The Vineries adjacent to a row of council-owned parking spaces just to the south of the school, from the school entrance to the road proper. Whilst there appears to be an abandoned motorcycle within the parking area, it does not impede pedestrians.



- 2.2 The area is tarmacked and benefits from a street lamp directly adjacent. There is a short length of footway connecting the area to the main part of The Vineries. The route between the school gates and The Vineries is generally free of obstruction, although fly-tipping has taken place at the entrance to 'Grow Heathrow' adjacent to the school.



- 2.3 The route across the end of The Vineries is generally well-made, although it lacks a dropped kerb on its western side to conform to the desire line to and from the school.



- 2.4 At the junction of Sipson Lane with The Vineries, the footway widens to approximately 8m before narrowing to around 1.75m on Sipson Lane. The surface is adequate. However, fly-tipping has taken place in this location although the effective width is still around 7.75m and pedestrians can pass easily. This footways abuts a verge which has been furnished with small bollards to prevent drivers parking on it.



- 2.5 Safety railings have been provided outside the church on the northern side of Sipson Lane, although these do not significantly reduce the effective width of the footway. There is evidence of Works that have been undertaken within the footway and, although the surface is heavily patched, there are no trip hazards and pedestrians are able to maintain sufficiently level progress between The Vineries and the junction of Sipson Lane with Sipson Road.



- 2.6 There are suitable dropped kerbs and tactile paving present at the junction of Sipson Lane with Sipson Road, enabling pedestrians to easily cross in this location.



- 2.7 At the mini-roundabout junction, the footway is in good repair and generally free of obstruction. Visibility here is good.



- 2.8 The pedestrian route on the eastern side of Sipson Road is generally in good condition, and no obstructions are evident.



- 2.9 The southbound bus stop consists of a flag and pole, and is equipped with a timetable affixed to the pole.



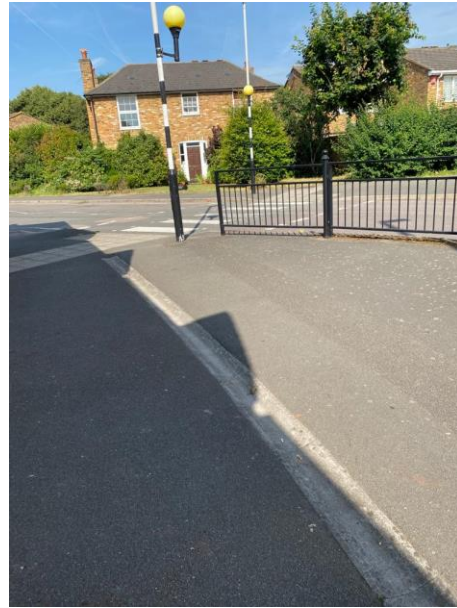
- 2.10 The route between the southbound bus stop and the zebra crossing at the junction with Harmondsworth Lane is of good quality and has no obstructions.



- 2.11 The zebra crossing on the southern arm of the junction between Sipson Road and Harmondsworth Lane is in an acceptable condition, with dropped kerbs and tactile paving in good repair.



- 2.12 There is a small gully running across the frontage of the King William public house which could constitute a trip hazard, especially for partially sighted or blind pedestrians. However, there is sufficient space for a single pedestrian to avoid the gully on either side of it.



- 2.13 The zebra crossing at the junction of Harmondsworth Lane with Sipson Road on its western arm is in reasonable condition, and is furnished with dropped kerbs and tactile paving which are both in good repair.



- 2.14 The footway from Harmondsworth Lane to the northbound bus stop is generally in good repair and without obstruction. A small drain cover has become dislodged on the kerb, although it does not directly impede the safe passage of pedestrians.



- 2.15 The northbound bus stop is furnished with a shelter, seating, timetable and rubbish bin, all of which are in good repair. However, there is some overgrowth of foliage impeding comfortable occupation of the bench.



3. Conclusions and Remediation

- 3.1 The route between Lady Nafisa School for Girls and the nearest bus stops on Sipson Lane is in generally good condition and for the most part lacks obstruction.
- 3.2 The western side of The Vineries at its junction with Sipson Lane lacks a dropped kerb.
- 3.3 There is a small section of footway between the school and the junction of Sipson Lane with Sipson Road where the surface is slightly uneven due to poorly repaired Works. However, this does not currently constitute a trip hazard but could be subject to degradation over time. Repair of this area is within the jurisdiction of the council.
- 3.4 A small gully is present running across the frontage of the King William public house adjacent to the junction of Harmondsworth Lane with Sipson Road. Although there is room for a single pedestrian to pass, this could represent a trip hazard for the unwary, or blind/partially sighted. It is within the remit of Hillingdon Council to ensure that this hazard is rectified.
- 3.5 The bench provided at the northbound bus stop is obstructed by overgrown foliage. Maintenance by the council will rectify this.
- 3.6 It is concluded that the route between the school and the nearest pair of bus stops is of reasonable quality and presents no significant impediment to pedestrians, ensuring that the choice to travel by bus to and from the school is a valid and wholly available one.

FIGURES



Key

1. School entrance to road
2. Across Vineries Close
3. Vineries Close to Sipson Lane
4. Sipson Lane to Sipson Road
5. Mini-roundabout
6. Mini-roundabout to SB Bus Stop
7. SB Bus Stop to pedestrian crossing
8. Pedestrian Crossing
9. Sipson Road to Harmondsworth Road
10. Zebra Crossing
11. Harmondsworth Rd to Sipson Road
12. Sipson Road –W side
13. Across Lane
14. Lane to NB Bus Stop

Figure 01
Audit Route