

**Project Title**  
**Meadow High School**

**Report Title**  
School Travel Plan

**Document Reference:**  
3249/007/010A

**Prepared For**  
London Borough of Hillingdon

**Date**  
January 2023



1 Paris Garden  
London  
SE1 8ND

T +44 (0)207 939 9916  
E london@robertwest.co.uk  
W www.robertwest.co.uk

**Consulting Engineers**

Status	Details of Amendments	Date	Checked	Approved
Draft		09/01/23	AMI	AMI
Rev A	Minor amendments	16/01/23	AMI	AMI

## CONTENTS

CHAPTER	PAGE
1.0 BACKGROUND	1
2.0 INTRODUCTION	2
3.0 AIMS AND OBJECTIVES OF TRAVEL PLAN	7
4.0 WORKING GROUP AND STP SUMMARY	8
5.0 TRAVEL AND TRANSPORT INFRASTRUCTURE	9
6.0 SURVEYS, MODAL SHIFT AND TARGETS	15
7.0 CONSULTATIONS	19
8.0 TRAVEL AND TRANSPORT ISSUES	20
9.0 TRAVEL INITIATIVES	21
10.0 SUPPORTING INITIATIVES	24
11.0 SIGN OFF AND FORMAL APPROVAL	26

## APPENDICES

### APPENDIX A – SITE PLAN

## 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 development at Meadow High School, Royal Lane, Uxbridge UB8 3QU.
- 1.2 Meadow High School provides education for pupils with special education needs aged 11 – 19 years. The school currently has 257 pupils on the school roll. The school was recently subject of a Department for Education (DfE) project which was completed in September 2022.
- 1.3 The development proposals seek a replacement of existing school buildings to the north of the site at Royal Lane. The primary purpose of the development is to improve facilities at the Royal Lane site by demolishing buildings that are no longer fit for purpose and replace these with new facilities.
- 1.4 Although a small increase in pupil numbers (eight pupils) will occur, expansion is not the primary purpose of the development. When the development is complete it is expected that the school will have 265 pupils in attendance.
- 1.5 Bronze Accreditation through the Transport for London (TfL) STARS system is the aim of the STP. The STP 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.
- 1.6 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.
- 1.7 It should be noted that following grant of planning permission in 2022, Meadow High School is in the process of expanding across two sites. Once development related to the 2022 consent is complete the school will have a second location at Harefield Academy. A separate STP has been prepared for that site and as such the objectives and measures in this STP apply only to Meadow High School at Royal Lane.

## 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, Royal Lane, Uxbridge UB8 3QU
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 Meadow High School is an existing SEND School located on Royal Lane. The school currently provides education for 257 pupils aged 11 – 19 years and employs 123 staff.
- 2.3 The site is located in a residential area of LBH and is bound by Brunel University sports park to the west and residential properties to the north, east and south.

## Local amenities

- 2.4 There are a number of local amenities available within the vicinity of the school. Brunel University sports park lies to the west of the site. Hillingdon Community Centre lies to the south. Hillingdon Hospital lies to the east.

## Pupil information

- 2.5 This information is provided in Table 2.2 below.

School	Meadow High School, Royal Lane
Age range of students	11-19
Number of students	257

**Table 2.2: Pupil information**

## Staff and volunteer information

- 2.6 This information is provided in Table 2.3 below.

School	Meadow High School, Royal Lane
Number of full-time employees	123
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 265 pupils and 123 staff. This represents an increase of eight pupils above those currently in attendance. No additional staff are anticipated.

2.10 Other site details:

- This STP will be submitted as part of the planning application for the development and expansion of Meadow High School at Royal Lane site. The proposed development will accommodate 265 pupils and 123 staff.

## Additional information

2.11 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 and maintain Bronze Accreditation in the 2024/2025 School Year. This will help address transport impacts associated with the existing pupils and staff, and 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 development.
- 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	23
	Uncovered Sheffield stands	0
	Cycle pod/ mini pod	0
	Other cycle spaces	0
	Total student cycle parking spaces	46
	Total staff cycle parking spaces	Shared with students
	Total visitor cycle parking spaces	Shared with students
Mini-Scooter Parking	Total scooter parking spaces	0
Parent Shelter	Number of parent waiting shelters	0
Storage lockers	Number of storage lockers for equipment	TBC
Showers available	Number of showers available	TBC
Coach/ bus parking	Coach/ bus parking spaces	3 parking spaces for school owned minibuses
	Details of coach/ bus parking facilities	Mini-bus/ coach drop-off facility is provided on-site
Motorcycle/ scooter parking	Number of spaces	TBC

**Table 5.1: On-site facilities**

### Transportation links

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

5.2 The footway network within the area surrounding the site predominately includes footways which are in good condition, with street lighting provided at regular intervals.

5.3 There are a number of pedestrian crossings in the vicinity of the site. There is uncontrolled crossing facility with tactile paving located on Royal Lane, 10m to the south of the school entrance. There is a zebra crossing on Royal Lane 30m to the north of the school entrance. There is an

uncontrolled crossing with tactile paving and pedestrian refuge island located on Royal Lane 70m to the south of the school entrance.

5.4 In the area surrounding the school, dropped kerb crossings with tactile paving are provided at junctions to residential streets, including at the mini-roundabout on Royal Lane to the south of the site.

*Details of cycling access to site*

5.5 There are a number of cycling routes within the vicinity of Meadow High School. Royal lane is designated as a cycle route. There are other local cycle routes that passes through open space to the west of the site.

5.6 There is a proposed TfL Quietway (Q16) to be implemented to the south of the site along Grand Union Canal Walk.

*Details of bus access to site*

5.7 There are seven bus routes that operate within the vicinity of the site providing weekday services.

5.8 The nearest bus stops (stop HA and HB) to the site are located 450m (6 minute walk) northeast of the site on Pield Health Road. These bus stops are served by routes U1, U2, U3 U4, U5, U6 and U7.

5.9 A summary of the bus services provided within the vicinity of the site are outlined in Table 5.1.

Bus route	Stop location	From	To	AM peak frequency	PM peak frequency
U1	Pield Health Road (Stop HA)	West Drayton Station	Ruislip Station	4	4
	Pield Health Road (Stop HB)	Ruislip Station	Ferrers Avenue	4	4
U2	Pield Health Road (Stop HA)	Uxbridge Station	Brunel University	4 - 6	4 - 6
	Pield Health Road (Stop HB)	Brunel University	Belmont Road	4 - 6	4 - 6
U3	Pield Health Road (Stop HA)	Heathrow Central Bus Station	Belmont Road	4	5 - 6
	Pield Health Road (Stop HB)	Uxbridge Station	Heathrow Central Bus Station	4	5 - 6

U4	Pield Health Road (Stop HA)	Prologis Park	Belmont Road	4	5 - 6
	Pield Health Road (Stop HB)	Uxbridge Station	Prologis Park	4	5 - 6
U5	Pield Health Road (Stop HA)	Clarendon Road	York Road	4	5 - 6
	Pield Health Road (Stop HB)	York Road	Blyth Road	4	4 - 5
U7	Pield Health Road (Stop HA)	Lombardy Retail Park	Belmont Road	2	2
	Pield Health Road (Stop HB)	Uxbridge Station	Lombardy Retail Park	2	2

**Table 5.1: Summary of bus services**

5.10 The summary of bus services within the vicinity of the site shows that between 44 and 48 AM peak services and between 49 and 59 PM peak services are provided.

*Details of rail access to site*

5.11 The closest National Rail station to the site is West Drayton Station located 1.65km to the south of the site. West Drayton Station is served by frequent Great Western Rail and TfL rail trains travelling to London Paddington, Reading and Didcot Parkway. Elizabeth line services are also provided to Abbey Wood and Reading.

*Details of road access to site*

*Royal Lane*

5.12 Royal Lane is a two-way residential street that connects Failing Lane to the south of the site and Uxbridge Road A4020 to the north of the site. Within the vicinity of the site, the road is subject to a 30mph speed limit and there are footways provided on both sides of the carriageway.

5.13 School keep clear lines are located on the west side of the carriageway outside of the school at both the access and egress points on Royal Lane. Stopping restrictions are in operation from Monday to Friday between 08:00 and 10:00 and 14:30 and 16:30. Double and single yellow lines are also located along Royal Lane. Single yellow line parking restrictions are in operation from Monday to Friday between 09:00 and 17:00. A mix of on-street parking bays and half footway parking bays are located along Royal Lane and are located within controlled parking zone (CPZ) HH. Restrictions are in operation from Monday to Friday between 09:00 and 17:00.

## *Bryony Close*

- 5.14 Bryony Close is a residential cul-de-sac located opposite Meadow High School. Bryony Close is accessed from Royal Lane and footways are present along both sides of the carriageway.
- 5.15 Single yellow line parking restrictions and on-street parking bays are present along Bryony Close. The parking bays are located within CPZ HH. Single yellow line restrictions are in operation from Monday to Sunday between 00:00 and 08:00 and 18:30 and 00:00 for buses and vehicles >5t.

## *Pield Heath Road*

- 5.16 Pield Heath Road is a single carriageway two-way road that connects Church Road to the northwest of the site to Harlington Road A437 to the northeast of the site. Pield Heath Road is subject to a 30mph speed limit and footways are present on both sides of the carriageway.
- 5.17 Pield Heath Road has double yellow line restrictions located on both sides of the carriageway.

## *Peel way*

- 5.18 Peel way is a residential road leading to Normans Close, Bradshawe Way, Saxon Close and Benson Close. The road is a cul-de-sac except for cycles. Peel Way provides secondary access to Meadow High School.
- 5.19 Peel way is subject to a 30mph speed limit and footways are provided on both sides of the carriageway.
- 5.20 A mix of on-street and footway parking bays are provided on Peel Way. Double yellow and single yellow line restrictions are also in place on Peel Way.
- 5.21 Parking bays are located within CPZ HH. Footway parking is restricted to cars and vans only not exceeding 1525kg.
- 5.22 Single yellow line restrictions are in operation from Monday to Sunday between 00:00 and 08:00 and 18:30 and 00:00 for buses and vehicles >5t.

## **Car travel and fleet vehicles**

- 5.23 This information is contained in Table 5.2 below.

Facility	Details	Numbers
Car park	Accessible parking bays	5
	Car share parking bays	0

	Car club parking bays	0
	Electric vehicle parking bays	5
	Electric vehicle charging points	5
	Staff parking bays	52
	Visitor parking bays	0
Other car parking details	<p>The school car park is dedicated to staff and visitors. The school also has an informal agreement with Baitul Aman Mosque located directly to the south of the site that allow school staff to park in the Mosque car park Monday – Thursday. The capacity of this car park is known to be 15 cars.</p> <p>Visitor parking is provided in the drop-off/ collection layby which is dual purposed. Visitor parking is permitted between 09:30 and 14:30.</p>	

**Table 5.2: On-site facilities**

5.24 Meadow High School own their own vehicles. The number will be confirmed in the version of this STP entered onto the STARS database.

5.25 Additionally, Meadow High School own bicycles and scooters for pupil use.

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

5.26 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>Royal Lane</b>	
<b>Name of other roads surrounding the school</b>	<b>Bryony Close, Pield Heath Road, Peel Way</b>	
<b>Date of assessment</b>	<b>January 2023</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	
How many of the following crossing	Uncontrolled Crossing Facility	Royal Lane, 10m south of school entrance

facilities are present within 500m of the school?	Zebra Crossing	Royal Lane, 30m north of school entrance
	Uncontrolled Crossing w/ tactile paving and pedestrian refuge island	Royal Lane, 70m south of school entrance
Is there any traffic calming within 500m of the school e.g. speed humps or build outs?	On Royal Lane: 20mph zone and speed humps present 420m northeast of the site. Speed humps present for long extent beginning at 200m south of the site.	
Is the main vehicular entrance used for pedestrians and cyclists as well as for cars	No, separate gated access to the southeast of the site for pedestrians. Cycles share the same entrance as vehicles, both navigate through site via a one-way system.	
Does the school have a dedicated car park for parents (not teachers)?	No, school car park shared by staff and visitors. Parents dropping off and collecting pupils required to park off-site on local highway network. Minibus, coach and taxi drop-off/collection accommodated on-site within car park in a designated layby.	
What is the quality of the pavements within 500m of the school?	Overall good but consisting of a mix of good and poor conditions Street lighting present at regular intervals and tactile paving at dropped kerbs. Cracked surfacing and uneven levels at intervals along Route 1, this was only observed along a short stretch of Route 1. The western footway on Royal Lane on Route 3 observed to be poorly maintained with mud and leaves present over the footway and pedestrian crossings.	
Any other obstacles or road layout issues within 500m of the school	Cars parked on road of Royal Lane after TRO's (single and double yellow lines) cease. Predominantly 200m south of the site. Cars sometimes parked parallel along allowing space for one vehicle to pass along the carriageway.	

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

## 6.0 SURVEYS, MODAL SHIFT AND TARGETS

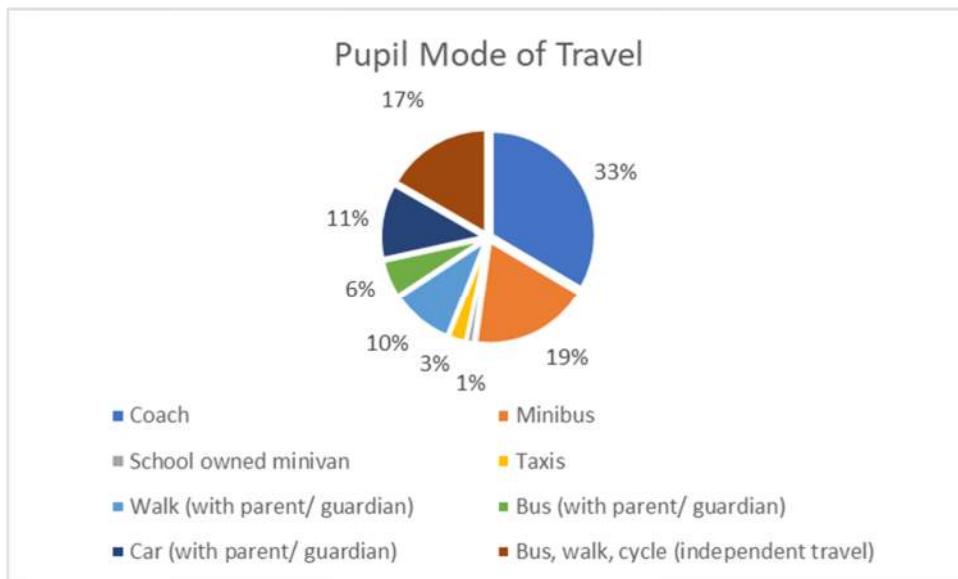
### Historic Travel Data

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 (%)
Coach	86	33%
Minibus	48	19%
School owned minivan	3	1%
Taxis	7	3%
Walk (with parent/ guardian)	25	10%
Bus (with parent/ guardian)	15	6%
Car (with parent/ guardian)	30	12%
Bus, walk, cycle (independent travel)	43	17%
<b>Total</b>	<b>257</b>	<b>100%*</b>
Active modes of travel	68 <sup>1</sup>	2%

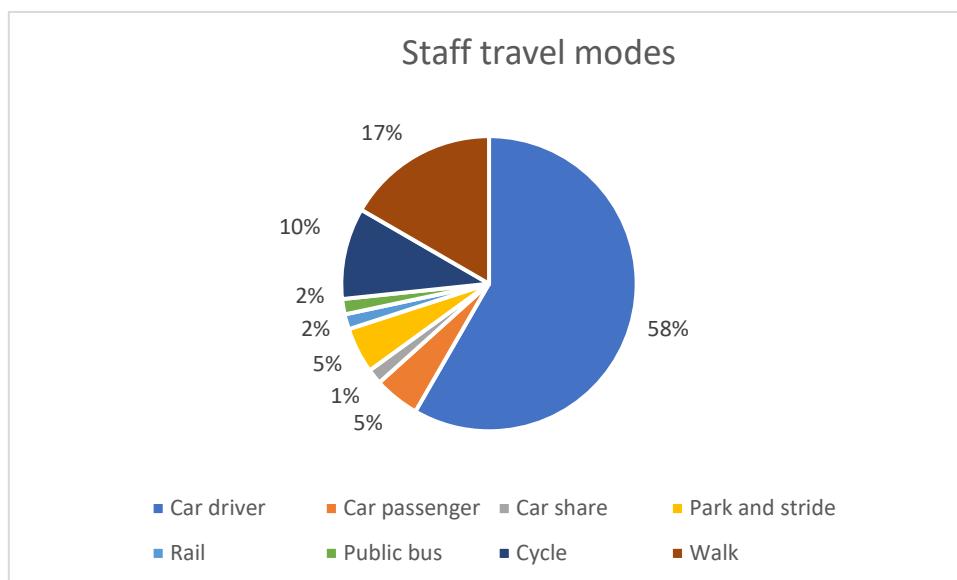
**Table 6.1: Pupil survey data and mode split (\*rounding occurred)**



**Figure 6.1: Pupil modes of travel**

Mode of travel	Survey	Mode Split (%)
Car driver	35	58%
Car passenger	3	5%
Car share	1	2%
Park and stride	3	5%
Rail	1	2%
Public bus	1	2%
Cycle	6	10%
Walk	10	17%
<b>Total</b>	<b>60</b>	<b>100%</b>
Active modes of travel	16	27%

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



**Figure 6.2: Staff modes of travel**

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 pupils a large majority of pupils are required to travel to school via vehicular modes of transport. Additionally, the need for specialist teachers, teachers/ staff living at long distances away from school and lack of public transport options for staff mean they are required to travel by car to school. With the above taken into account 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	63%	2024	-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%	2024	+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	2024	+100%	Given specific needs of pupils there is limited 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	August 2022	High demand for staff driving. Car park is fully utilised and an informal off-site arrangement for additional parking is in place.	Car sharing will be promoted amongst staff and visitors where possible. It is noted that no increase in staff is anticipated associated with the proposed development.
Current	August 2022	High demand for drop-off and collection of pupils by vehicle due to pupil needs. This includes local authority transport and parent vehicles.	Limited opportunities to resolve but it is understood that a proportion of pupils can travel either accompanied or unaccompanied by non-car modes. Continued work to provide pupils with skills and supports to travel by non-car modes where it is possible.
Current	August 2022	Use of on-street locations for parent parking at drop-off and collection. Congestion due to parking on TROs and double parking.	Promotion of park and stride and use of locations further away from Royal Lane (pupil needs permitting). Continue to promote breakfast and after school clubs / Wrap around care. Parents are allowed drop-off and collect from within the school grounds for wrap around care.

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	Independent travel	Independent travel training – supervised training to help pupils gain confidence to use walking, bicycle or public transport	Uptake of independent travel to be monitored annually	TPC	September 2024	TBC
1	Planned	Pedestrian	Walking trips – take pupils on walking trips where appropriate during the school day to build independence and confidence and awareness of the pedestrian environment	Success of trips to be reported to TPC	TPC	September 2024	TBC
3	Planned	Smarter driving	Reduce on-street parking demand associated with parent parking for drop-off and collection by allowing parents who use wrap around care to drop-off and collect within the school car park at those times	Usage to be monitored by the TPC	TPC	September 2024	TBC
4	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	On-going	TBC
5	Planned	Road safety and training	Road safety week – coordinated annually by Brake. Register to take part and undertake activities during the course of this annual week focussing on road safety	Success of activities reported to TPC	School staff	Annually from September 2024	TBC

6	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	September 2024	TBC
7	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 morning and afternoon	School teachers as part of the school curriculum	On-going	TBC
8	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
9	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
10	Planned	Air quality	No idling policy / switch off engine policy in school grounds. This includes coaches/ minibuses in the drop-off area and parents parking on-street	Temporary sings to be placed within the drop-off/ collection areas indicating no idling during school peaks	School staff	On-going	TBC

11	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
12	Planned	Active Travel	Participate in Active Travel Art Competition annually – this measure would engage pupils in the meaning of active travel	This competition will be run to create awareness of active travel amongst pupils	TPC	Annually from September 2024	TBC
13	Planned	Road safety	Pupils to participate in brighten your bag	Brighten your bag is a creative activity that makes pupils 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.	TPC/ School teachers	TBC	TBC

**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

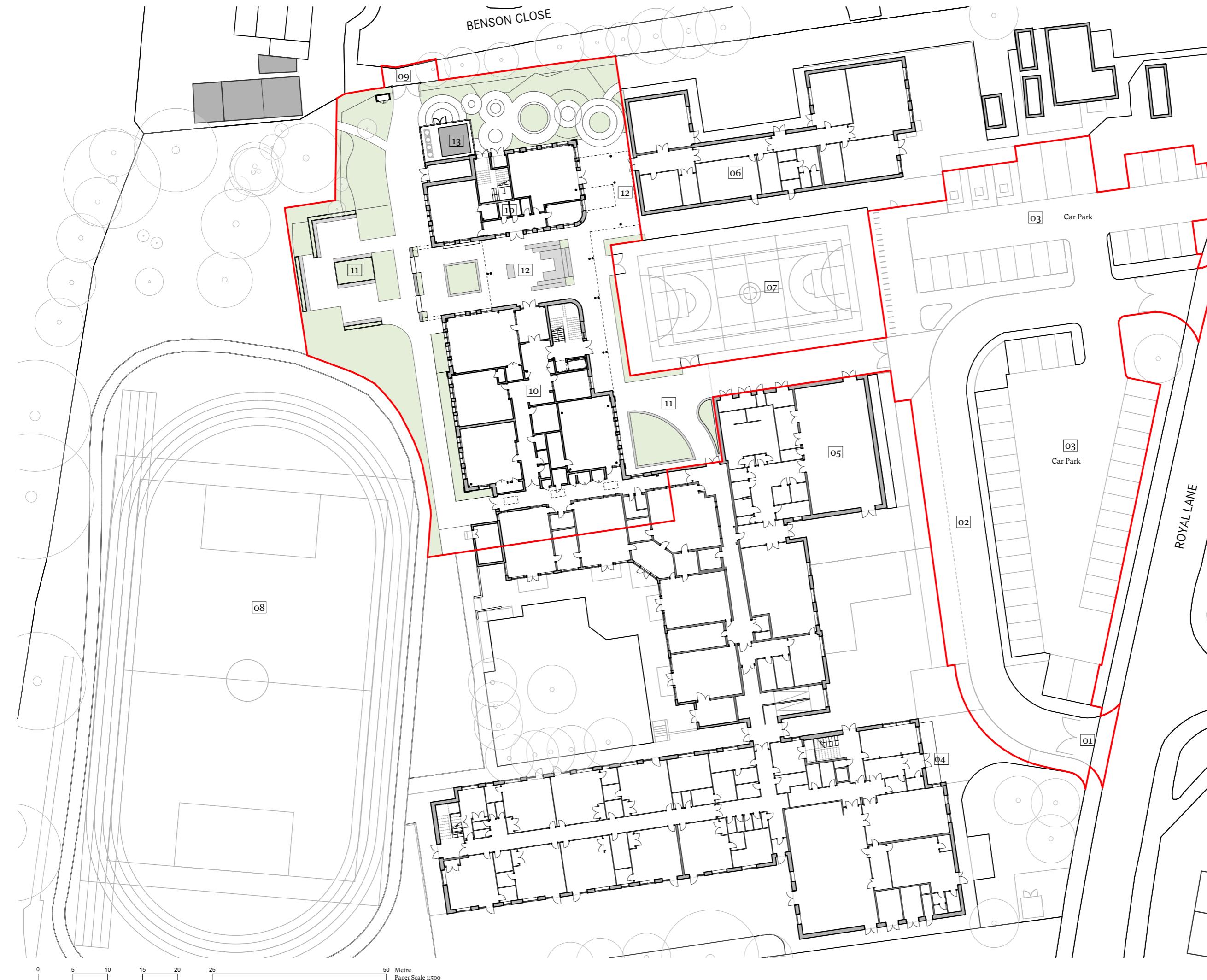
4	Planned	Promotion	The STP will easily be made available to all staff, pupils and parents	Awareness should be made to all school users of the STP existence and the targets and measures set. A link to the STP will be made available from the school website	TPC	On-going	On-going
5	Planned	Promotion	Staff 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 with Meadow High School.
- 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



This document and its design content is copyright ©. It shall be read in conjunction with all other associated project information including models, specifications, schedules and related consultants documents. Do not scale from documents. All dimensions to be checked on site. Immediately report any discrepancies, errors or omissions on this document to the Originator. If in doubt ASK.

Notes:



Application Boundary  
Ownership Boundary

- 01 Vehicular access to site
- 02 Drop-off area
- 03 Staff and visitor car park
- 04 Staff and visitor reception
- 05 Sports hall block
- 06 Sixth Form block
- 07 Multi-Use Games Area (MUGA)
- 08 Sports field and running track
- 09 Maintenance access gate
- 10 Proposed new teaching block
- 11 Proposed external landscape
- 12 Proposed covered walkway
- 13 Proposed sprinkler tank and screening

Rev	Date	Issue	Drawn	Check
F	13/01/2023	PLANNING SUBMISSION	JH	RD
E	28/10/2022	Stage 3 Issue	AK	RD
D	14/10/2022	Design Update	AK	RD
C	10/10/2022	Update for design team	AK	RD
B	09/09/2022	Stage 3 Costing Update	AK	RD
A	25/08/2022	Stage 3 Option Development	AK	RD

## CDC Studio

Studio. 17 Comberton Rd, Cambridge CB23 7BA  
5-7 Tanner St, London, SE1 3LE  
info@cdcestudio.co.uk T. 01223 262413

**Project :**  
Meadow School New Building

**Client :**  
London Borough of Hillingdon

**Address :**  
Royal Ln Uxbridge UB8 3QU

**Date :** 22/06/2022 **Scale @ A3 :** 1:500

**Drawing Title :**  
Proposed Site Plan

**Drawing No. :** 4267 CDC XX GF DR A (GA) 001 **Rev. :** F