

# **TRANSPORT ASSESSMENT & TRAVEL PLAN**

FOR

## **QUBA MASJID & EDUCATION CENTRE**

(UPDATED IN SUPPORT OF A PLANNING APPLICATION TO CHANGE THE USE OF  
THE EXISTING CENTRE TO INCLUDE THE USE OF A DAY TIME NURSERY AT 2<sup>nd</sup>  
& 3<sup>rd</sup> FLOORS)

UNIT C Golden Crescent, Hayes Middlesex, UB3 1AQ

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## **1 BACKGROUND**

Unit C, Golden Crescent is home to the Quba Masjid and Education Centre; a self-financed project based on charitable contributions from the local community.

Planning permission was granted on 20 February 2009 by the Secretary of State for “the change of use from a plastic moulding factory to an Islamic culture and educational community centre. (Planning permission referenced APP/L3815/A/08/2073651).

In 2011, planning permission was granted for ‘Alterations and additions including extension to east elevation at first floor level (above existing car parking spaces) with an additional 2 storeys above existing building and a curved stairwell tower to the north elevation.’

In 2017, 2 separate applications were submitted and approved (36918/APP/2017/1215 & 36918/APP/2017/2263) for the variation of planning conditions 9, 10, 11 and 14 of approval 36918/APP/2010/2469. These conditions relate to on-site parking provision, cycle parking and hours of use.

Quba provides the local community with social, religious, recreational and educational activities and the centre attracts visitors that vary in number throughout the week.

On an average period, the centre can expect to receive between 20 and thirty persons daily, attending various programs such as learning the English

Language and culture, especially useful for recent migrants. Further classes such as computer literacy class and a library benefit those in need.

The centre plays a major part in providing useful information to the local community, especially those who encounter domestic, financial, housing or other related problems. Staff at the centre are committed and aim to provide helpful solutions as and when necessary.

The peak period is on a Friday around lunchtime for one hour (Friday Prayer). During this period, the centre can expect to receive up to 350 visitors.

The majority of persons attending the centre are local and are encouraged to walk. Indeed Islam encourages patrons to walk and attendees are aware that the limited on-site parking is restricted for staff use and people with mobility problems.

This statement has been updated from a statement produced in 2017 to reflect an aspiration to accommodate a daytime nursery as an additional service provided by the Centre to the local community. This document should be read in conjunction with a nursery demand statement and a nursery operational management statement produced by the Trustees of the Centre.

## **2 LOCATION**

The Quba Centre is centrally located close to the heart of Hayes Town and this sustainable location is ideal to serve our patrons as it can be established from our records that the majority of the community that attend live less than 1.5 miles from the “Centre”.

The “Centre” benefits from the close proximity of at least four bus stops within 200 metres and an additional twenty further bus stops less than 1.5 miles away.

All these bus stops provide an excellent range of public transport to the town centre, hence the community centre, should the need arise. The bus routes travelling through the town include U3, U4, U5, U7, 427, 607, H98, 90, 195, E6, 140, 350, 696, 697, 207, and 698 together with a night bus service.

Hayes and Harlington Train Station is located south of the Centre at approximately 10 minutes walking distance and this is shown on Figure 2 together with the location of public bus stops around the centre. The adjoining Nield Road is part of a controlled parking area which indicates the relatively high level of sustainability the area affords and its proximity to Hayes Town Centre.

The parking on site is located directly towards the front and to the side of the building. There are five spaces available for parking on Golden Crescent, which are commonly used by the local home owners on Golden Crescent. All patrons attending the centre are strictly forbidden to use these spaces by our operational policy. Furthermore, commonsense dictates that our patrons are fully aware of

the limited availability of car parking in Golden Crescent and on-site and that to try and find one locks them into the one-way system for what is likely to be a futile search and against our policy. The proximity of public car parks to the site makes them a far more attractive proposition especially the large public car park at the swimming pool in Central Avenue.

### **3 PLANNING REQUIREMENTS**

Following pre-application advice in relation to previous planning submissions, a requirement has been requested for the allocation of parking facilities and a travel plan to be submitted

It needs to be borne in mind that the Islamic religion encourages its followers to live healthy and take exercise and that many attendees walk to the “Centre.”

Furthermore, the Islamic community is local to the centre in Hayes this heavily reflects on the choice of location at Unit C, Golden Crescent.

Hayes is not an affluent area and is amongst the most socially disadvantaged areas within the whole of the London Borough of Hillingdon. Car ownership is not high amongst our community which includes recently arrived immigrants.

The proximity of Hayes Town Centre allows for our visitors to combine a visit to the Centre with other trips such as shopping, eating, visiting the library, swimming, this list is clearly not exhaustive.

Quba obviously encourages patrons to walk to and from the centre given the fact outlined in the second paragraph above on this page.

## **4 DAYTIME NURSERY PROVISION**

In support of this application, this travel plan has been produced by the Trustees of Quba Masjid and Education Centre. This travel plan has been updated from an approved S73 application (36918/APP/2017/1215) to reflect the addition of nursery provision to the Centre. The purpose of the nursery is to further support the local community and make best use of the existing centre, which is under occupied for much of the daytime. This travel plan is supported by an accompanying demand and operational statement, which details the proposed number of children accessing the nursery and how parents / guardians / carers will safely drop off and pick up their child / children.

In total, the proposed number of children accessing the proposed nursery will be 35 children for each session (morning and afternoon). It is anticipated many children will be booked into both sessions, so the likely number of individual children accessing the centre on a daily basis will be approximately 50-55 No. In addition, following discussion with community visitors to the Centre, and understanding the likely uptake of nursery spaces, Quba Masjid & Education Centre anticipate many of the children accessing the nursery will be accompanied by siblings or other family members, therefore the number of trips generated from the nursery will be in the region of 40 in total (20 for drop off and 20 for pick up).

Furthermore, following consultation with existing users of the centre, Quba Masjid & Education Centre understand that a significant number of child / children drop-off and pick up will align with parents / carers visiting the centre for other uses such as prayer. Therefore, it is anticipated that there will be

significant number shared trips for persons already travelling to the Centre, resulting in minimal new trips.

Having undertaken a survey of existing users to the centre and given the distances travelled by these users, who generally live very close to the Centre (within 1 mile), it is understood less than 15% travel by car and park at nearby public car parks. Whilst it's accepted that dropping off and picking up children to and from a nursery is more likely to necessitate the use of a car, due to the geographic radius of the catchment area and low car ownership within the borough, Quba Masjid & Education Centre are confident that no more than 4-6 vehicular trips will be generated for each session, with negligible impact to the existing operation or indeed local residents or businesses..

Whilst the number of additional trips to the site will be limited, various measures will be implemented to mitigate any potential impact to highways and highway safety.

1. 2 no. widened drop-off and pick up parking spaces will be dedicated for sole use of the nursery. These spaces will be for temporary parking whilst children are dropped off or picked up.
2. The nursery will operate over 2 defined sessions, which will assist in staggering the number of visitors throughout the day.
3. The afternoon session will end at 3.30pm, thus avoiding peak rush hour traffic.
4. Pedestrian priority road markings leading from Gloden Crescent to the main entrance will be installed.

Following extensive consultation with the various local groups, The Trustees of the Centre see the addition of a nursery school in this location as playing a vital role in supporting the community it serves and making beneficial use of under-utilised space during the daytime. Whilst the Centre is hugely successful in meeting the religious and education needs of the Islamic community, the Trustees recognise it can do more to support local families and provide additional services. The addition of much needed nursery space for this area will assist the Trustees in achieving this long-term aspiration.

## **5 IMPLEMENTING THE TRAVEL PLAN**

The Travel Plan will be implemented by Quba and will be the responsibility of the Centre's Committee with Mr Mattan Noh (Chairman of the Board of Trustees) being the point of contact. Mr Noh will be also charged with ensuring the Travel Plan is adhered to.

As mentioned earlier the site was acquired by Quba given its excellent location in the heart of the Somalian Community in Hayes and its proximity to Hayes Town Centre.

This allows many people to walk to the “Centre” and is an important facet of Islam.

### **Public Transport Facilities**

There are at least four bus stops at close proximity of less than 200 metres, with more than twenty further bus stops less than a distance of 1.5 miles. All these bus stops provide an excellent range of public transport to the town centre, hence the community centre, should the need arise. The bus routes travelling through the town include U3, U4, U5, U7, 427, 607, H98, 90, 195, E6, 140, 350, 696, 697, 207 and 698.

### **Cycle Spaces**

Cycle spaces have been allocated to provide parking in excess of the minimum requirement in an attempt to adequately cater for and encourage this mode of travel. Using the hoop bike racks - illustrated below - Quba intends to provide adequate cycle parking.

## Hoop Bike Racks



- Excellent for use as a free-standing cycle rack
- Made from tubular steel
- Simply bolts to floor
- Fully welded rack - no assembly required
- Available in light grey, blue or green

### Cycle Rack

Width x Depth x Height (mm):	Cycles	Order Code	Price (exc. VAT)
930 x 470 x 810	4	AHBR4	£218.00
1710 x 470 x 810	6	AHBR6	£327.00

## Car Parking

There are a limited number of car parking spaces (8) within the site and their use is restricted to staff and the mobility impaired. Two of these spaces will be allocated solely for the pick-up and drop-off of children at designated time periods during the daytime.

For all other users, Quba operates a strict ‘no car to centre’ policy and patrons are informed of this via the distribution of leaflets; posters in and around the building; the Quba website; a community centre steward - employed at times of peak visitors to the “Centre” primarily a Friday lunchtime – ensures that our members attending the centre are not parking on the local highway.

The Trustees of the Centre has carried out a survey of the persons who attend the centre every Friday at peak time. It can be noted that the majority of persons live locally and their main mode of ‘transport’ is walking.

It should be noted that we work closely with the local police especially the Safer Neighbourhoods Team and they can confirm the success of our organisation at the busier times at the “Centre”.

### **Parking at close proximity to the Centre**

Whilst we strongly encourage patrons to use other modes of transport it is inevitable through freedom of choice that some will choose to come by car. Our patrons are aware of Quba’s policy regarding parking at the “Centre” and within Golden Crescent and of the existence of the controlled parking zone in Nield Road.

However, given the proximity of Hayes Town Centre and community facilities there is an adequate supply of public car parking, the nearest being located at the Hayes Swimming Pool, on Central Avenue, at a distance of approximately 200 metres, the car park provides parking for more than 100 vehicles. A little further towards the High Street, at a distance of approximately 400 metres, parking for up to 50 vehicles, is available. The car park above the Wilkinson’s department store allows more than 100 vehicles to be parked for a small fee. On Pump Lane metered parking for at least 86 vehicles is available.

Despite all the parking available, as explained before, the majority of patrons attending the Community Centre 1 use walking as the prime method of commuting for the various reasons contained within this report. (See Figure 1)

### **An Audit of the Above Facilities**

The above facilities are very effective for the Centre due to the centralised location of the Community Centre, at close proximity to the various modes of public transport as well as within walking distance for majority of the visitors, who are from the local community.

The Centre will prepare leaflets to show various methods of transport for travelling to the community Centre as well as location of the publics transport available. This will include a useful map for both cyclists and pedestrians alike. The website will be available with links to Transport for London which will allow the visitor to reach the Centre using the easiest, quickest and the most economical method of transport possible. This website will be upgraded on a regular basis.

A survey of an attendance to the Centre on Friday was taken. It shows that at least 50% of the visitors attending the centre used ‘walking’ as the prime method of transport. (See Appendix (4), for reference). We aim to increase this by at least a further 20%.

### **Means of Car Use Reduction**

The Community Centre has already implemented the program for discouraging visitors from using their vehicles as a means of transport. During peak hours, particularly on Friday, a team of Community Centre members - under the supervision of our steward - wearing the bright phosphoric vests control our pedestrian traffic.

Trial periods have shown that this has been highly successful, as the locals have been arriving and leaving the Centre without cause for concern for local residents. The distribution of The Travel Plan which will include the Public Transport details for travelling to the Community Centre, together with a website linked to public transport, should encourage more visitors to have alternative means of reaching the centre, rather than via motor vehicles.

### **Specific Actions to be implemented**

The following actions will/have already been implemented to achieve the above targets:

- The Centre will install the bicycle stands for cyclists.
- Leaflets showing means of public transport to reach the centre will be designed, printed and distributed.
- The website will be upgraded and will contain all the latest information and all necessary links to Transport for London website (and will be updated regularly).
- The team of stewards in their high visibility vests already manage and control the “traffic” on Fridays at peak time.
- A map of all Pay & Display parking will also be prepared in order to direct those who choose to drive to park properly.
- It is our intention to acquire a mini bus to help meet our goal of being socially inclusive, although this is dependent upon our fund raising.
- The Centre will publish a telephone number and an e-mail address for any complaints

- Parents / guardians of children accessing the new nursery will be made aware of the restrictions in respect of on-site parking. For those parents / guardians wishing to drop off or pick up their child(ren) from the Centre, allocated bays will be made available at pre-arranged times to ensure waiting cars do not block access to all users of this private estate.

### **Financial Commitment**

The Centre will allocate a budget on a monthly basis to ensure that the availability of the leaflets is continuous. The website will always be monitored and updated with the latest information. Also, the website address will be advertised and made known to public.

### **Monitoring the Future Success of the Travel Plan**

It is our intention to monitor the effectiveness of our travel plan on an on-going annual basis and will welcome feedback from our members and the Council and any other interested parties. We will continue to monitor and survey where our patrons live and how they arrive to the “Centre” to ensure that it is a success.

## **6 CONCLUSION**

The main aim of the Travel Plan is to reduce dependence on the private motor car as a mode of transport and to ensure that all of our patrons using the centre are made aware of the availability of the public transport and other travel facilities' to and from the centre.

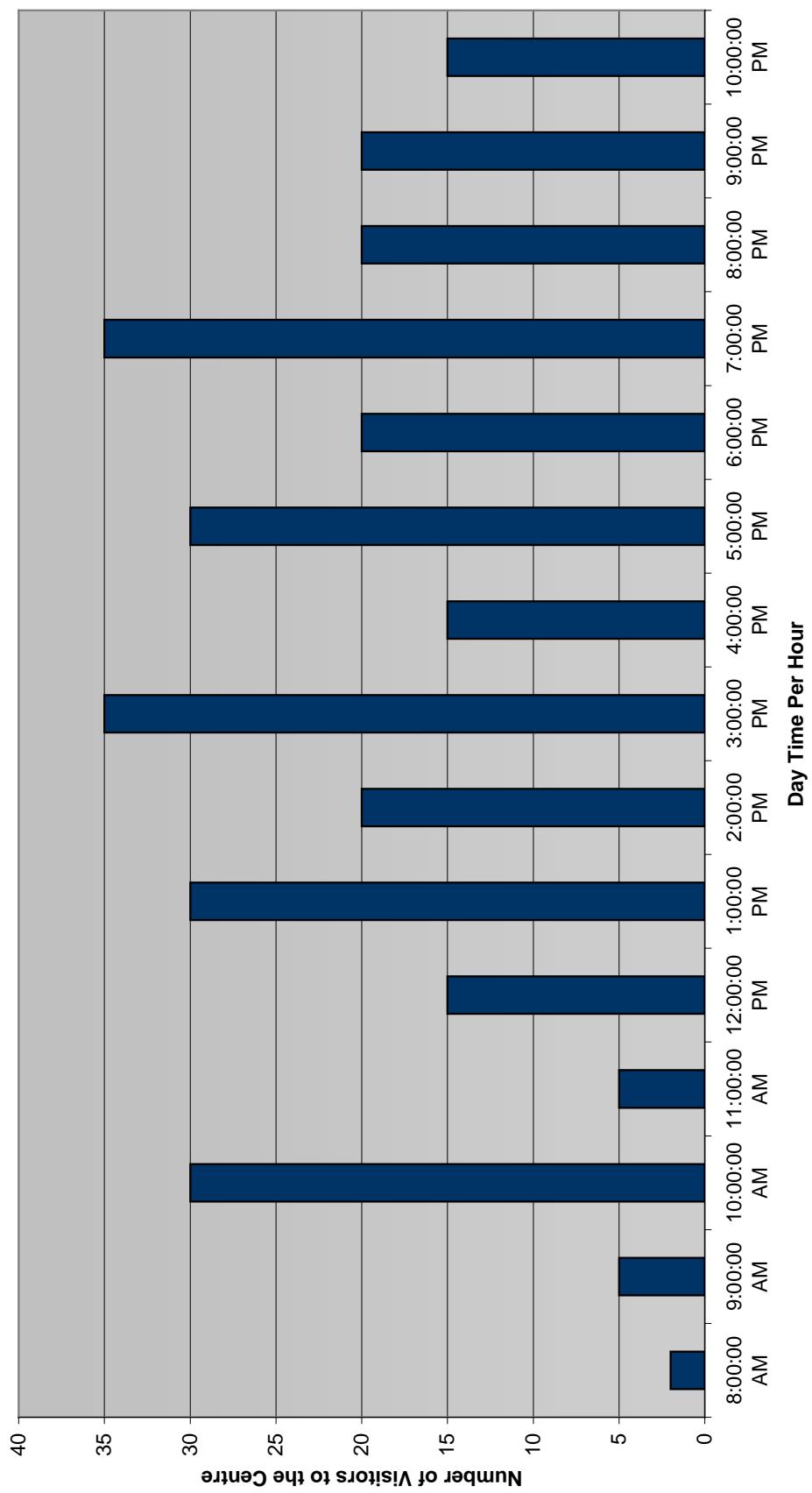
This is not only important from a local highway point of view, but it is also important to our Islamic beliefs, to meet our aim of being a socially inclusive organisation, promoting sustainable modes of transport and care for the environment.

The addition of a nursery to the services already provided by the Centre is not considered a material impact on the use of the existing highway to and from Golden Crescent. Due to the measures proposed by the Centre, the implementation of this Travel plan will ensure that vehicular and pedestrian trips to and from the site will be managed effectively and safely. Whilst the number of trips generated by the nursery will be limited, the existing on-site parking spaces will be more than sufficient to accommodate these trips and managed to ensure the drop-off and pick-up spaces are available when needed for temporary use.

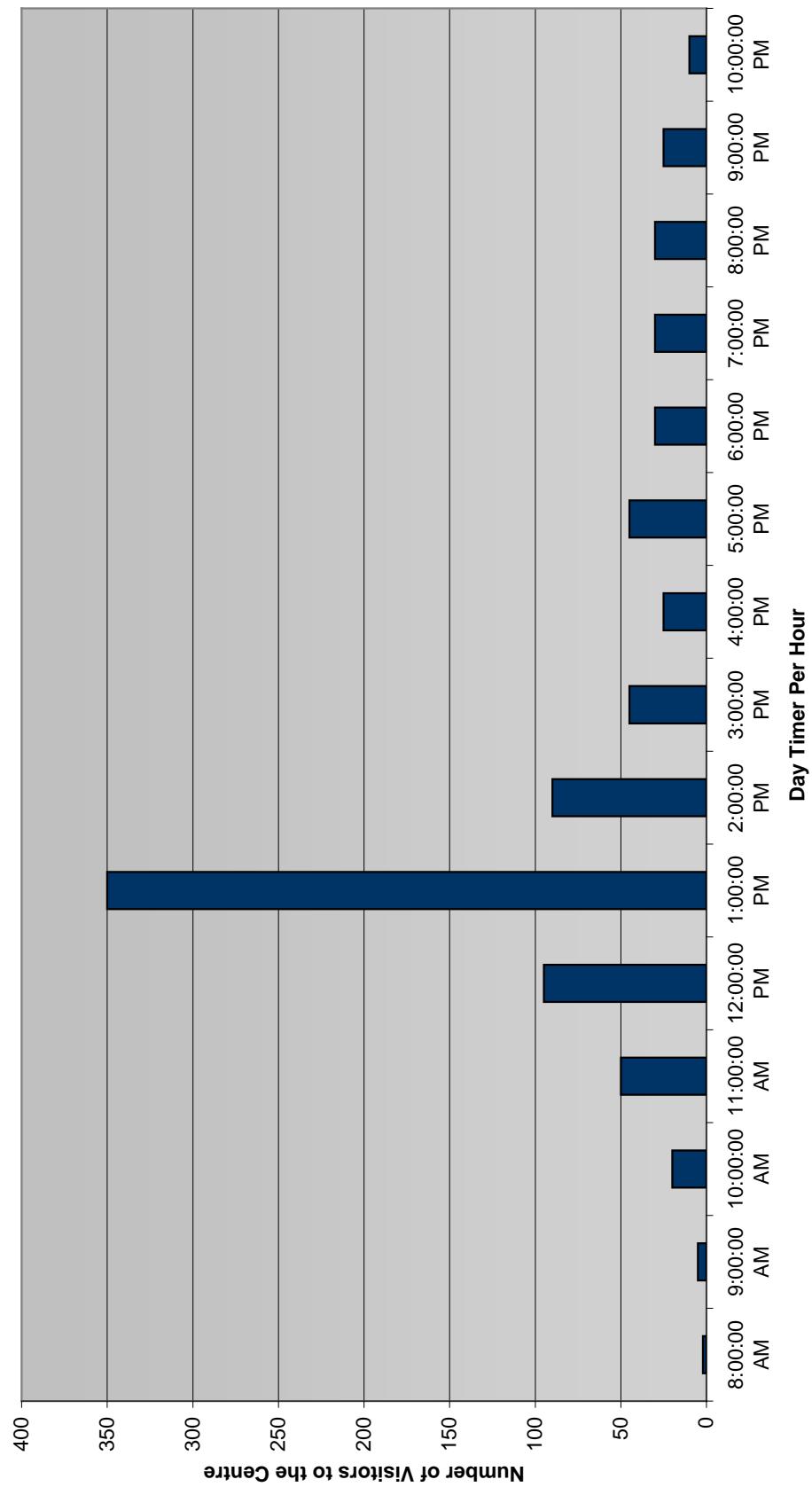
It is intended to fully implement this updated travel plan from the date of the nursery opening. Until this time, the Centre will operate under its current and consented Travel Plan, which has proved successful in ensuring access to the Centre is in compliance with all national and local policies regarding sustainable modes of transport and highway safety.

## Travel Plan

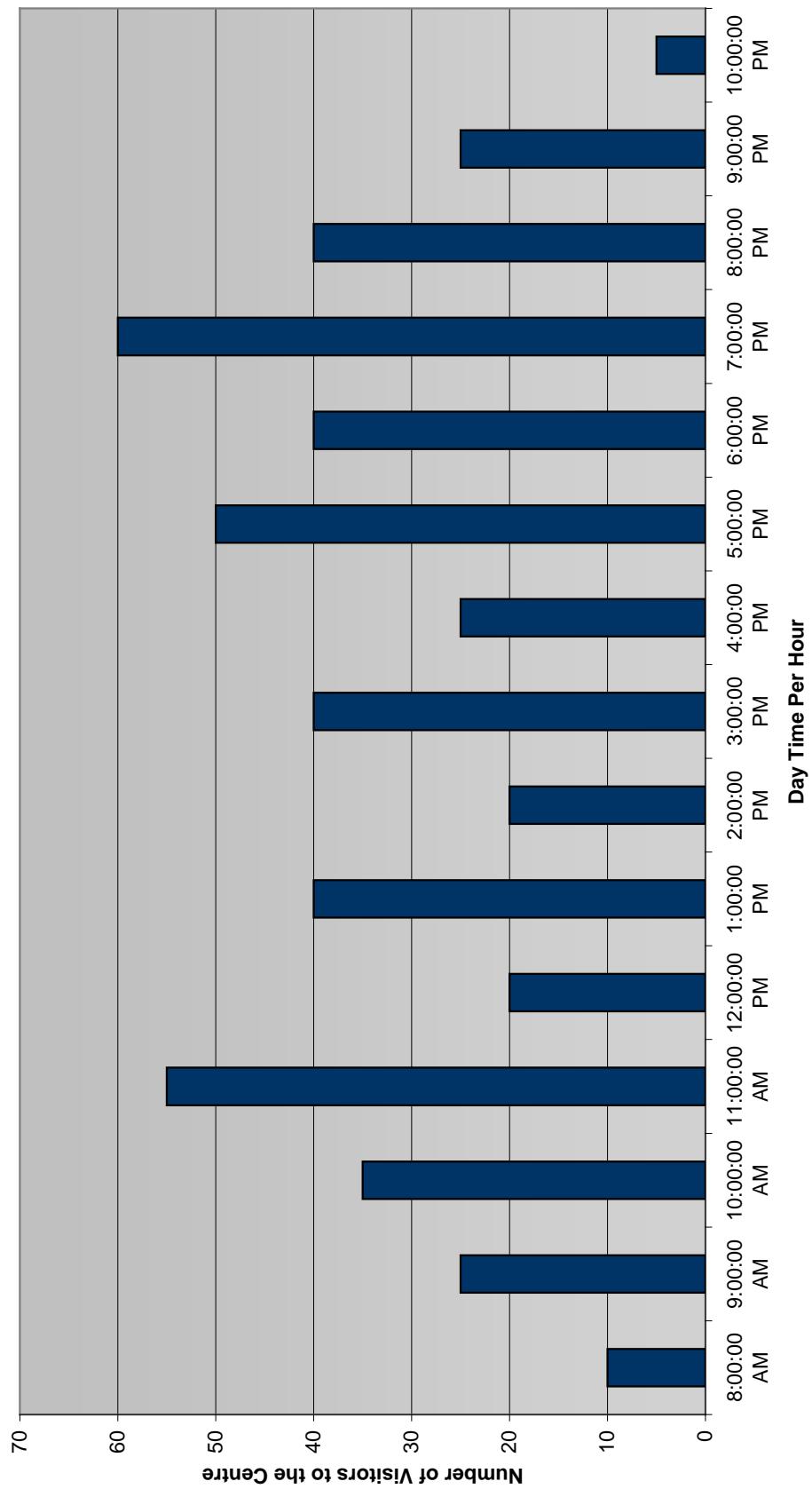
**Appendix (1) - Monday to Thursday Typical Frequency of Visitors**

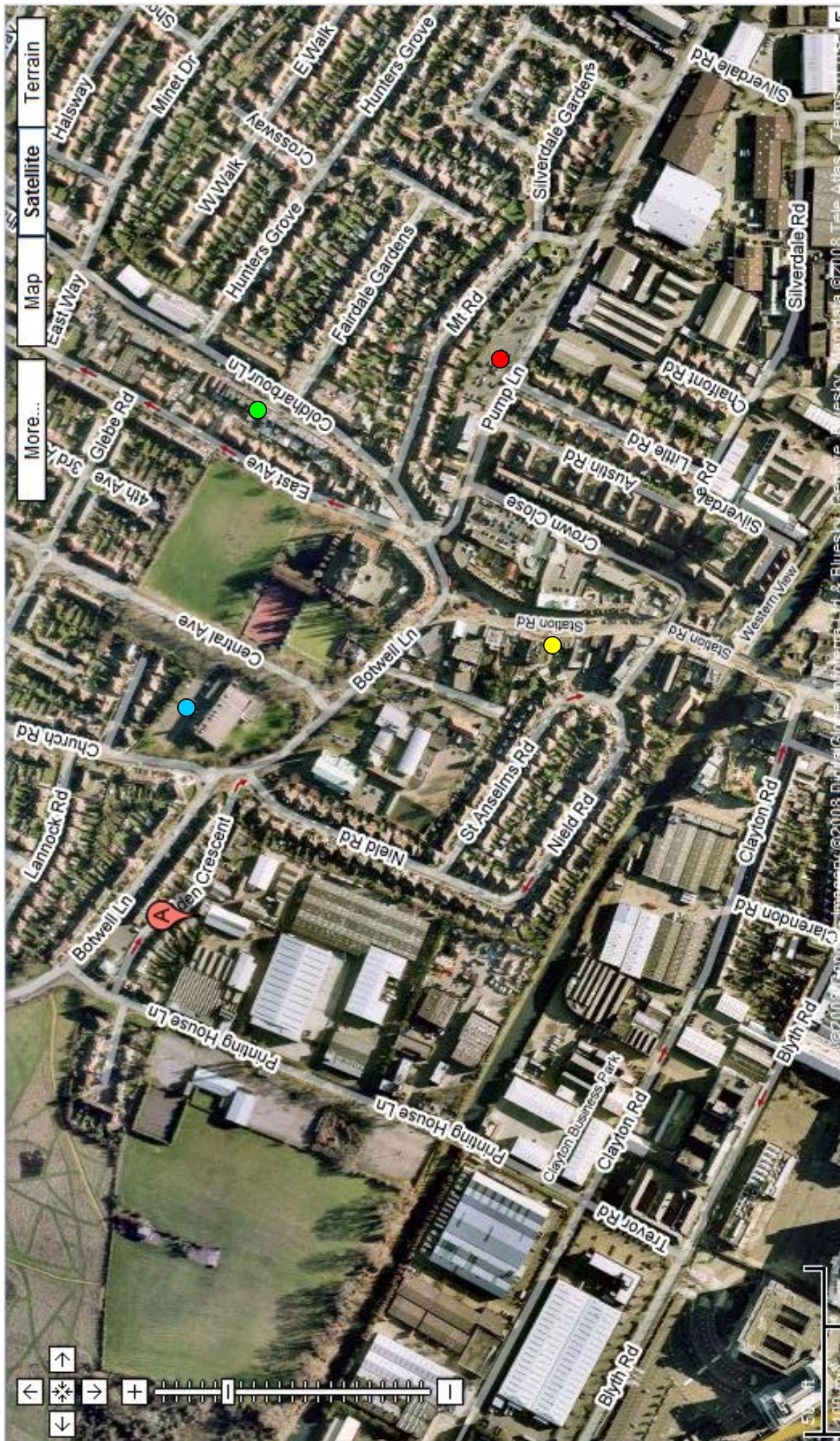


**Appendix (2) - Friday Frequency of Visitors**



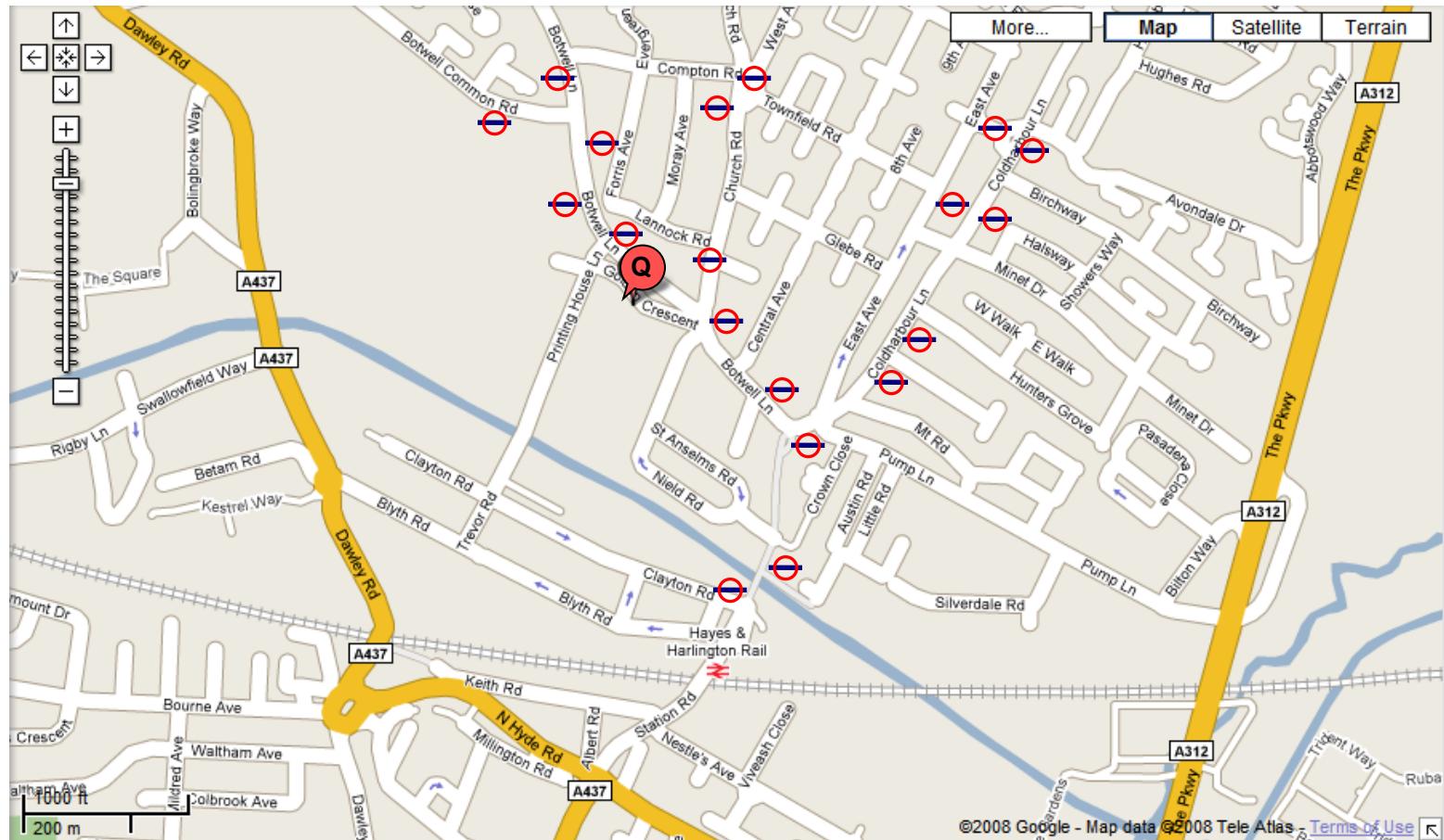
**Appendix (3) - Saturday & Sunday Frequency of Visitors**





**Figure (1)** – Site Location Map with Pay & Display Parking Locations

**Figure (2)** – Map of Public Transport Facilities around the Community Centre

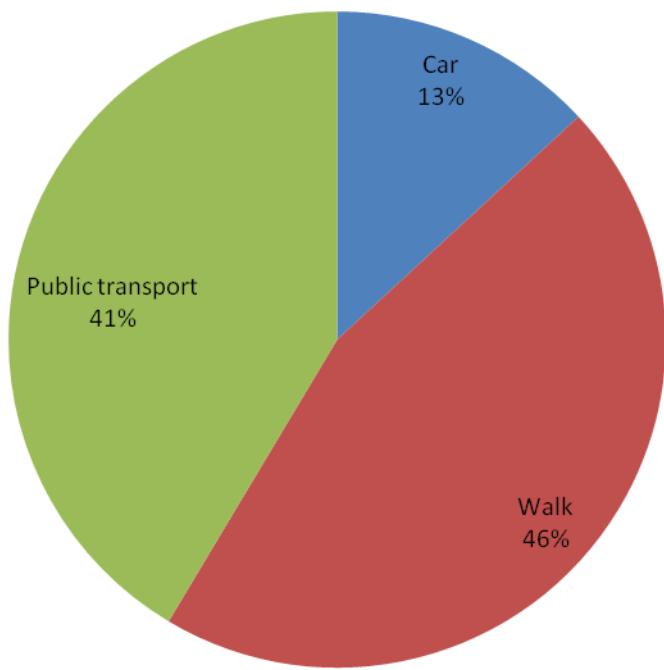


**Key**

 Quba Islamic Community Centre

 Bus stop

**Appendix (4)- Friday (Peak Time) Methode of Transportation Survey To Centre**

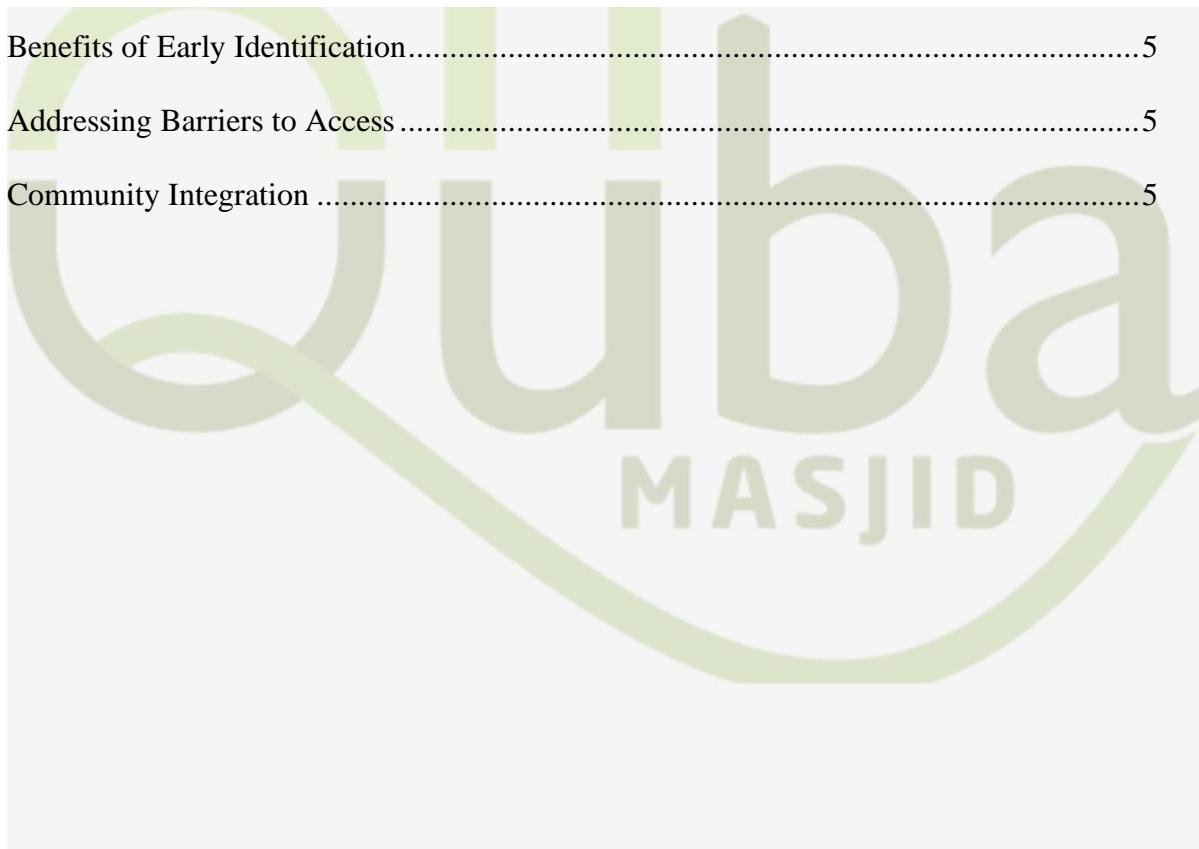


# Quba Nursery and Pre-school Demand Statement



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## **Demand Statement for Quba Nursery and Pre-school**

### **Overview**

The proposed Quba Nursery aims to address the significant need for early years childcare provision in Botwell, now known as Hayes Town Ward. This demand statement outlines the necessity for such a facility, based on local demographic trends, childcare needs, and community-specific challenges.

### **Childcare Needs in Hayes Town Ward**

#### **Insufficient Childcare Places**

The Childcare Sufficiency Report prepared by Hillingdon Council identifies that while most wards in the London Borough of Hillingdon have sufficient childcare places for children under five, there are notable exceptions. Specifically, there is a documented insufficiency of childcare in the following wards: Barnhill, Botwell (now Hayes Town Ward), Uxbridge North, West Drayton, and Yeading. This indicates a clear and urgent need for additional childcare facilities in Hayes Town Ward to meet the growing demand from local families. Please see Local authority sufficiency

report <https://modgov.hillingdon.gov.uk/documents/s57936/Appendix%20B%20->

[%20Childcare%20Sufficiency%20Assessment%20December%202022.pdf](#)

#### **Demographic Trends**

Hayes Town Ward has experienced significant population growth, particularly among young families, increasing the demand for early years education and care services. The local birth rate and the number of families with young children have risen, creating a pressing need for more nursery places to accommodate this demographic shift.

## Specific Community Needs

### Somali Community Engagement

The Somali community, which forms a significant part of the local population in Hayes Town Ward, has historically shown a low uptake in early years settings. Cultural and language barriers have contributed to this low participation rate. Establishing Quba Nursery will provide a culturally sensitive environment tailored to the needs of Somali families, encouraging greater engagement with early years education and improving overall educational outcomes.

### Importance of Early Child Development

Research consistently highlights the critical importance of early childhood education in fostering social, emotional, and cognitive development. High-quality early years settings like Quba Nursery can provide the necessary support and resources to help children develop essential skills, laying a strong foundation for their future educational journey.

### Special Educational Needs (SEN) in the Community

#### High Levels of SEN

The Somali community in Hayes Town Ward has a relatively high prevalence of special educational needs (SEN). However, these needs often go unidentified and unsupported due to low attendance in early years settings. By offering an accessible and inclusive nursery, Quba Nursery will play a pivotal role in the early identification of SEN, allowing for timely interventions and support.

## **Benefits of Early Identification**

Early identification and intervention are crucial in managing and supporting SEN. Children who receive early support are more likely to achieve better educational and developmental outcomes. Quba Nursery will work closely with families and local health and education services to ensure that children with SEN are identified and supported from an early age.

## **Addressing Barriers to Access**

### **Cultural and Language Barriers**

Cultural and language barriers have been significant obstacles for many Somali families in accessing early years education. Quba Nursery will employ bilingual staff and provide culturally relevant programs to bridge these gaps, making early years education more accessible and welcoming for Somali families.

## **Community Integration**

By creating a nursery that is sensitive to the cultural and linguistic needs of the community, Quba Nursery will help integrate families into the local education system. This will foster a sense of community and belonging, encouraging more families to take advantage of early years education opportunities.

The establishment of Quba Nursery in Hayes Town Ward is not only a response to the documented insufficiency of childcare places but also an essential step towards addressing the specific needs of the local community. By providing culturally sensitive, inclusive, and high-quality early years education, Quba Nursery will support the development of all children, particularly those from the Somali community, and contribute to better educational and developmental outcomes. The nursery will also create local employment opportunities, further benefiting the community. This demand statement underscores the urgent need and strong justification for the establishment of Quba Nursery in Hayes Town Ward.

# Quba Nursery and Pre-school Operational Plan



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## Operational Plan for Quba Nursery and Pre-school

### Overview

Quba Nursery is committed to providing high-quality early years education and care in compliance with Ofsted's statutory framework. This operational plan outlines the proposed number of children attending, the distribution of ages, staffing ratios, daily schedules, and compliance measures to ensure the highest standards of safety, education, and care.

### Capacity and Age Distribution

- **Total Capacity per Session:** 35 children
  - **Morning Session:** 8:30 AM - 11:30 AM
  - **Afternoon Session:** 12:30 PM - 3:30 PM
- **Age Groups:**
  - **2-3 year-olds:** 15 children
  - **3-4 year-olds:** 10 children
  - **Infants (9 months to 2 years):** 10 children

### Attendance Schedule

- **Operational Days:** Monday to Thursday
- **Operating Hours:** 8:30 AM to 3:30 PM
- **Weeks of Operation:** 38 weeks annually, divided into three terms:
  - **Term 1:** September to December (14 weeks)
  - **Term 2:** January to April (12 weeks)
  - **Term 3:** Mid-April to July (12 weeks)

## Compliance with Ofsted's Statutory Framework

### Staffing Ratios

Quba Nursery adheres to the staffing ratios set by Ofsted to ensure the safety and wellbeing of the children:

- **Infants (under 2 years):** 1 teacher per 3 children
- **2-3 year-olds:** 1 teacher per 5 children
- **3-4 year-olds:** 1 teacher per 8 children

### Qualified Staff

- **Manager:** 1 qualified manager
- **Teachers:**
  - **Infants:**  $10 \text{ infants} / 3 \text{ infants per teacher} = 4 \text{ teachers}$
  - **2-3 Year-Olds:**  $15 \text{ children} / 5 \text{ children per teacher} = 3 \text{ teachers}$
  - **3-4 Year-Olds:**  $10 \text{ children} / 8 \text{ children per teacher} = 2 \text{ teachers}$
  - **Total Teachers Required:**  $4 + 3 + 2 = 9 \text{ teachers}$

## Importance of Local Employment

- **Community Impact:** Creating local employment opportunities, enhancing community development, and providing a stable work environment for early childhood educators.
- **Qualified Workforce:** Employing qualified teachers from the local area to ensure cultural and community relevance in the nursery's operations.

## Safeguarding and Welfare

### Safeguarding Policies

- **Child Protection:** Comprehensive child protection policies to prevent abuse and neglect.
- **DBS Checks:** Enhanced Disclosure and Barring Service (DBS) checks for all staff members.
- **Training:** Regular safeguarding training for all staff to stay updated on the latest practices and regulations.

### Supervision and Care

- **Supervised Activities:** All activities are supervised by qualified staff to ensure the safety and well-being of children.
- **Emergency Contacts:** Maintaining updated emergency contact information for all children.
- **Confidentiality:** Ensuring the confidentiality of all child and family information.

## Health and Safety

### Health Policies

- **Health Checks:** Regular health checks for children to monitor and maintain well-being.
- **Hygiene Practices:** Strict hygiene practices, including regular hand washing, sanitizing toys, and clean facilities.
- **Illness Protocols:** Clear protocols for managing illnesses, including isolation procedures and parent notifications.

### Safety Measures

- **Emergency Procedures:** Clear and practiced evacuation plans, regular fire drills, and emergency response training.

- **Secure Environment:** Secure premises with controlled access to ensure children's safety.
- **First Aid:** Staff trained in pediatric first aid, with first aid kits readily available.

## Daily Schedule

### Morning Session

- **8:30 AM - 9:00 AM:** Arrival and free play
- **9:00 AM - 9:30 AM:** Circle time and registration
- **9:30 AM - 10:30 AM:** Educational activities (structured play, learning exercises)
- **10:30 AM - 11:00 AM:** Snack time and outdoor play
- **11:00 AM - 11:30 AM:** Storytime and preparation for departure

### Afternoon Session

- **12:30 PM - 1:00 PM:** Arrival and free play
- **1:00 PM - 1:30 PM:** Circle time and registration
- **1:30 PM - 2:30 PM:** Educational activities (structured play, learning exercises)
- **2:30 PM - 3:00 PM:** Snack time and outdoor play
- **3:00 PM - 3:30 PM:** Storytime and preparation for departure

## Curriculum and Activities

Quba Nursery follows the Early Years Foundation Stage (EYFS) framework, focusing on:

- **Communication and Language Development:** Activities to enhance speaking and listening skills.
- **Physical Development:** Indoor and outdoor play to promote physical health.
- **Personal, Social, and Emotional Development:** Activities to build self-confidence and social skills.

- **Literacy:** Reading and writing exercises suitable for each age group.
- **Mathematics:** Basic numeracy skills through play and structured activities.
- **Understanding the World:** Exploring different cultures, traditions, and the environment.
- **Expressive Arts and Design:** Art, music, and imaginative play.

## Monitoring and Evaluation

### Child Progress

- **Ongoing Assessment:** Regular assessments to monitor and support children's progress in line with EYFS guidelines.
- **Individual Learning Plans:** Tailored learning plans for each child based on their development needs and interests.
- **Parental Involvement:** Regular meetings with parents to discuss their child's progress, provide feedback, and set future goals.

### Staff Performance

- **Performance Reviews:** Regular performance evaluations to ensure staff meet professional standards.
- **Professional Development:** Continuous professional development opportunities for staff to enhance their skills and knowledge.
- **Feedback Mechanisms:** Systems in place for staff to provide feedback and suggest improvements to nursery operations.