Hedgewood Special School
Travel Plan Framework

1. EXECUTIVE SUMMARY

1.1 This Framework Travel Plan has been produced to support a planning application for a modest expansion development proposal of Hedgewood Special School to provide additional teaching space for 32 pupils and 20 teaching staff which equates to four classes.

1.2 This document provides tailored targets, measures and action plans for both existing and new pupils and school staff. This document will be superseded by a Full Travel Plan to be prepared following the granting of planning permission.

1.3 The target will be established following the completion of baseline surveys by pupils and staff.

1.4 It is intended for these targets to be achieved through the implementation of a package of measures applicable to pupils and school staff. This includes a range of initiatives aimed at promoting cycling, walking and public transport use with a mix of 'hard' (infrastructure) and 'soft' (promotion and information) Travel Plan measures.

1.5 An overall Travel Plan Coordinator (TPC) will be responsible for the implementation of the school Travel Plan. The TPC will ensure that a Full Travel Plan is produced and implemented and would oversee this process.

1.6 The Applicant recognises the need to secure the Travel Plan through the planning process and supports the principle of appropriate enforcement were the Travel Plan not to be adequately implemented or there to be unsatisfactory progress against targets.

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2. INTRODUCTION AND CONTEXT

Introduction

2.1 This Framework Travel Plan has been produced in support of planning application for a modest expansion development proposal for Hedgewood Special School.

2.2 The proposed development is to provide additional teaching space for 32 pupils and 20 teaching staff which equates to four classes.

2.3 After the proposed extension the school will accommodate 212 pupils and 160 staff.

Travel Plan Purpose and Requirements

2.4 A Travel Plan is a long term management strategy for an organisation, site or area, which is aimed at promoting the use of sustainable modes of transport and providing choice for the user, with an end objective of reducing the environmental impacts of travel and dependency on the private car for single-occupancy trips.

Benefits of a Travel Plan

2.5 The most easily identifiable benefits are those that are directly related to reductions in vehicle use; namely significantly less congestion, noise, air pollution and accidents. However, there is also a broader range of more intangible benefits that can occur from the implementation of Travel Plan initiatives. These benefits include:

- Improved health (i.e. increased fitness and reduced stress and obesity);
- A reduction in travel costs;
- A cleaner local environment;
- Meeting an organisation's environmental standards;
- Increase efficiency and equality;
- Improved accessibility to local services;
- Increased road safety;
- Reduced travel times;
- Improved travel choice; and
- Reduced congestion and demand for parking spaces.

2.6 This Travel Plan has been produced in accordance with The National Planning Policy Framework (NPPF) (2019), Mayor's Transport Strategy (2018), London Plan (2019) and London Borough of Hillingdon Local Plan Part 2.

2.7 The Applicant is committed to ensuring that a full Travel Plan is prepared in accordance with TfL guidance. The applicable measures and action plan included within this framework document will be taken forward and in affect form the Full School Travel Plan.

2.8 Given that this document is a Framework Travel Plan and the proposed extension is not yet complete, targets and measures will be reviewed and set following the completion of baseline surveys undertaken within six months of the completion of project by Travel Plan Coordinator (TPC).

2.9 The Travel Plan itself will be a living document, providing detailed long-term transport solutions for the school.

Structure of the Report

2.10 The report has been divided into the following chapters and is structured in such a way to follow the TfL (2013) guidance:

- Chapter 3 provides an overview of the site assessment;
- Chapter 4 details the Travel Plan objectives and targets for each use;
- Chapter 5 outlines the package of measures to be implemented;
- Chapter 6 discusses the management of both the Travel Plan and monitoring strategy;

3. SITE ASSESSMENT

Overview

3.1 In accordance with TfL guidance, this chapter provides an overview of the site context. The information provided here is intended as a brief summary of that presented in the Transport Statement (TS) and should be consulted should further detail be required.

Site Location

3.2 The site is located within the suburb of Hayes town in west London, within the local authority of London Borough of Hillingdon (LBH). The site is bounded by Goshawk Gardens to the north and Weymouth Road to the south. A location plan is provided in Appendix A.

Transport Context

3.3 The site has a Public Transport Accessibility Level (PTAL) of 2 and benefits from TfL bus services available from Goshawk Gardens and Adelphi Crescent. The bus stops are located at a distance of approximately 150 metres from the school and serves route 195 and U7. Route 195 serves 6 buses every hour connecting Hayes and Harlington Station providing access to TfL Rail and Route U7 serves 2 buses every hour connecting Uxbridge station providing access to Metropolitan Line and Piccadilly Line on the London Underground.

Bus Number	Route	Frequency Monday to Friday	
		First Bus – Last Bus	Peak hour Frequency
195	Romney Road – Brentford County Court via Hayes and Harlington Station	05:17 – 23:47	11-13 minutes
U7	Uxbridge Station – Lombardy Retail Park via Hillingdon Hospital	05:46 - 0013	30 minutes

Table showing Bus Frequency

3.4 The site is well connected on cycling route to:

- Hayes and Harlington Station via church road 15 minutes
- Hillingdon Underground Station via Long Lane 19 minutes
- Uxbridge Underground Station via Uxbridge Road 20 minutes
- Southall Railway Station via Uxbridge Road 20 minutes

3.5 The car park will provide an additional 20 car parking bays, 2 of which are disabled spaces (4 active including 1 active disabled car parking space and 16 passive including 1 passive disabled car parking space).

3.6 The site will provide 6 secure cycle parking spaces. The cycle parking will be provided in accordance with policy.

Development Context

3.7 This Travel Plan will be updated with details of the number of pupils at the school, staffing numbers, shift patterns, opening times, staff place of residence and the catchment area of commercial facilities once these are known.

Travel Surveys

3.8 Given that the proposed extension has not been developed at the time of writing therefore there are no new surveys for pupils and staff.

3.9 Results from a previous pupils mode share survey shows that 57% of pupils travel to school by SEND transport service, 11% walk or use public transport, 2% cycle or scooter whereas 30% travel by car.

3.10 As soon as the baseline surveys have been undertaken the targets will be set. This is considered further in Chapter 6 which provides details of the management and monitoring of the Travel Plan.

4. OBJECTIVES AND TARGETS

Overview

4.1 This chapter outlines the objectives of the Travel Plan and the targets required to achieve them.

Travel Plan Objectives

4.2 The ultimate objective this Travel Plan seeks to achieve is to facilitate the movement of pupils, staff and visitors to and from the site by sustainable means. This is in accordance with The National Planning Policy Framework (NPPF) (2019) and the broader goals of Mayor's Transport Strategy (2018), London Plan (2019) and London Borough of Hillingdon Local Plan Part 2.

4.3 The school should consider creating a separate staff and pupil specific travel plan, with goals such as achieving a 'STARS' accreditation and or appointing a pupils Junior Travel Plan Coordinator

4.4 The objectives of the Travel Plan are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Timed) targets in accordance with guidance. As stated in the previous chapter, they will be reviewed and set once baseline travel surveys have been conducted and tailored as appropriate. The objectives are provided below:

- To raise awareness of sustainable transport options and encourage individuals to change their travel behaviour;
- To increase the use of alternative modes of transport to the single-occupancy private car, including walking, cycling and public transport use;
- Improving the health of pupils as well as that of staff and visitors.
- To limit traffic-related air pollution associated with the school traffic.
- To limit the congestion and traffic impacts associated with the school on roads within the local area, therefore, also improving road safety; and
- To ensure that all parents and staff are aware of the Travel Plan, the measures it contains and, subsequently, sustainable travel options.

Travel Plan Targets

4.5 As discussed in the previous chapter, the baseline surveys that will be carried out following the completion of proposed extension and appointment of Travel Plan Coordinator allowing a better understanding of the specific travel characteristics of pupils and staff. This will allow the targets to be refined as necessary. A sample copy of baseline survey is shown in Appendix B.

4.6 In addition to the mode share targets, a target will also be included relating to awareness of the Travel Plan, whereby the aim is for all parents and staff to be aware of the Travel Plan and its measures. Efforts will also be made to ensure that visitors are aware of relevant measures.

5. MEASURES

Introduction

5.1 This chapter outlines a number of measures which are included within this Travel Plan including how measures are designed to respond to each objective and target. The action plans also provide details on how progress will be monitored.

5.2 The measures are designed to complement each other and include a mixture of 'hard' measures such as cycle parking infrastructure and 'soft' measures such as promotional activities.

5.3 The measures are designed for both pupils and staff. However, being a special needs school many of the pupils have no real sense of road safety and therefore measures may be tailor made for each pupil depending on their transport needs.

5.4 The curriculum of the school is focused on developing life skills, independence and extending safe engagement within the local community. This includes road sense as a pedestrian and user of public transport. Pupil travel training is a feature of our upper key stage 2 curriculum.

Measures to promote Walking

5.5 In order to encourage walking as a mode of transport the measures below will be considered:

- Promotion of a 'walking buddy' scheme for staff and pupils;
- Run promotional events like 'walk to school week' or 'pedometer challenges';
- Promotion of the Hillingdon Borough Council 'Walks in Hillingdon' web page;
- Promotion of strategic routes;
- Promotion of National Walking Month;
- Make information on local pedestrian routes and facilities available; and
- Raise awareness of the health benefits of walking.

Measures to promote Cycling

5.6 To encourage staff, pupils and visitors to cycle, the following measures will be considered:

- Provision of secure on-site cycle parking spaces;
- Provision of staff lockers, showers and changing facilities on site;
- Setting up of a Bicycle User Group (BUG)/ 'Bike Buddy' scheme for staff and pupils;
- Information on the local cycle network routes made available through Induction Packs and communal notice boards;
- Run / promote the Bikeability Programme for pupils (levels 1-3)
- Promotion of London Cycle Guides, Cycle Streets Journey Planner, and TfL Cycle Journey Planner;

- Promotion of HGV/cycle safety;
- Promotion of cycle security and bike marking schemes to reduce bike theft;
- Promotion of Dr Bike cycle surgery to assist with bike maintenance;
- Promotion of events such as “National Bike Week” and “Love to Ride” (London Cycle Challenge);
- Invite local cycle clubs/forums to be invited to take part in Travel Plan promotional events to raise awareness of this mode of travel;
- Provide alternative transport home in the event of an emergency; and
- Promotion of apps to facilitate mobile handset planning of public transport trips and awareness of network issues and problems.

Measures to promote Public Transport

5.7 To encourage staff and visitors to take public transport, the following measures will be implemented or considered:

- Ensuring information regarding public transport (times, distance to stops) are provided on a staff notice board and is kept up to date.
- Provide interest free season ticket loans for the purchase of annual travel cards for staff availing of public transport modes.
- Promotion of public transport saving opportunities (under 18s travel free on buses with an Oyster card).
- Promotion of apps (TfL Go, Oyster, Citymapper, UK Bus Checker) that provide updates on trains and buses.

Car Sharing

5.8 Due to the nature of the site, car sharing initiatives could be very useful in reducing the overall number of vehicle trips to the site.

- Set up a coffee morning for anyone who is interested in the possibility of car sharing to meet one another.
- Set up a data sharing database so interested staff and parents/guardians can contact others interested car sharing.

6. MANAGEMENT AND CO-ORDINATOR

Introduction

6.1 Overall responsibility for the TP will initially lie with the school, and many of the initiatives outlined in preceding sections need to be considered in detail and implemented in advance of site refurbishment.

Appointment of a Travel Plan Coordinator

6.2 The day to day responsibility for the TP, its publicity and operation lies with an appointed Travel Plan Coordinator (TPC) although the overall responsibility of the TP will lie with the school.

6.3 The TPC will take responsibility for ensuring that the various elements of the plan are monitored and operate effectively to offer a genuine choice of travel modes. Typical duties include:

- Leading on the delivery of the TP;
- Representing the human face of the TP and explaining its purpose and opportunities on offer;
- Promoting individual measures in the TP;
- Liaising with public transport operators;
- Monitoring the TP; and
- Taking a key role in reviewing the TP.

Monitoring and Evaluation

6.4 The monitoring of travel behaviour is vital to measuring the site's progress towards the targets.

6.5 Monitoring and review of the TP will be undertaken on an annual basis for five years from the date of occupation.

6.6 If the TP fails to meet its targets at the end of year 5, it is envisaged that a new five-year monitoring cycle will be initiated.

Travel Surveys

6.7 Regular travel surveys should take place to monitor the success of the TP. This would allow the effectiveness of the Travel Plan to be measured, helping to identify areas of weakness and strength. It would also present an opportunity for staff and pupils to state what issues they are experiencing regarding their commute to work/school. This will also identify the level of success of various measures and incentives.

6.8 The results of the survey should be circulated to entire school community.

Implementation Plan

6.9 It is important to implement the outlined measures for encouraging sustainable transport modes upon first occupation of the school. This is advised as once travel behaviours and habits are formed it becomes significantly more difficult to alter them.

Appendix A Site Location

Hillingdon Browser



Map Notes .

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Appendix B Baseline Survey Questionnaire

Q1: Name:

Q2: Email address **Q3:** home postcode:

Q4: Do you work? Full time ☐ Part time ☐ Weekends only ☐ Other ☐
please specify

Q5: Journey Details:

Q5: What is your arrival time at work? Before 08:30am ☐ 8.30am - 9.30am ☐ After 9:30am ☐

Q6: What is your departure time from work? Before 4:30pm ☐ 4:30pm-5:30pm ☐ After 5:30pm ☐

Q7: How long does it take you to travel to and from work? 0-15 minutes ☐ 16-30 minutes ☐ 31-60 minutes ☐ 61-90 minutes ☐ Over 90 minutes ☐

Q8: How do you get to work? Drive Alone ☐ Car Share *(as a driver or passenger)* ☐ Bus ☐ Park & Ride Bus ☐ Rail ☐ Walk ☐ Cycle ☐ Motorcycle/Moped ☐ Other, *please specify:* ☐

Only answer questions 9 & 10 if you currently drive to work:

Q9: What is your main reason for driving to work?

Car essential to perform job ☐ Convenience: *Dropping children at school etc:* ☐ Lunchtime errands ☐ No public ☐ Unaware of alternatives ☐

Q10: Which of the following would encourage you to car share?

Free taxi ride home in an emergency ☐ Help finding car share partners with similar work patterns ☐

Managed database of sharers ☐ Reserved priority free spaces for car sharers ☐

Incentives/rewards for car sharing ☐ Informal face to face meeting with other potential car sharers ☐

Would not car share ☐ Other, : *please specify:* ☐

Q11: Would any of these incentives realistically encourage you to change your mode on your journey to work?

Interest free season ticket loan scheme ☐ Rail / Bus passes sold at workplace ☐

Staff discounts on public transport ☐ More frequent bus service ☐

More direct bus route ☐ Staff car sharing scheme ☐

Flexible working patterns ☐ Free adult cycle training sessions ☐

Discounts at local cycle/walking outlets ☐ Safe, secure and covered cycle racks ☐

Interest free bicycle loan scheme ☐ Showers, changing and locker facilities ☐

Participation in the *'Cycle to Work'* Scheme ☐ Regular prize draw for those who walk, cycle, car share or use public transport ☐

None of the above ☐

Only answer questions 12 & 13 if you travel by public transport, bike, foot or car share

Q12: Why do you use Public Transport, Walk, Cycle or Motorcycle to work? *Please tick all that apply*

Cheaper than using a car ☐ Difficulty in parking ☐ Enjoyment ☐ Environmental Concerns ☐

I don't have a car ☐ More convenient ☐ Most practical ☐ Quicker than driving ☐

To avoid congestion ☐ To avoid the stress of driving ☐

To keep fit ☐ I don't have a driving licence ☐ Other, *please specify* ☐

Q13: If you travel sustainably *(by any other mode than driving alone)*, would you promote the business and personal benefits to other staff members? Yes ☐ No ☐ If you are interested then please put your contact details below

Contact details:

Q14: Business Travel How do you travel on business?

Never go out on business ☐ Own vehicle ☐ Lease car ☐ Bus/RailCycle/Walk/Multi Modal ie Cycle and Train ☐

Q15: Have your say! Do you have any comments to make about your journey to work?