

Intended for  
**London Borough of Camden**

Document type  
**Framework Travel Plan**

Date  
**November 2016**

# THE HALL SCHOOL FRAMEWORK TRAVEL PLAN

# THE HALL SCHOOL FRAMEWORK TRAVEL PLAN

Revision **0**  
Date **14/11/2016**  
Made by **Tim Parris**  
Checked by **Hilde Norddal**  
Approved by **Thaddaeus O'Higgins**  
Description **Framework Travel Plan**

Ramboll Environ  
240 Blackfriars Road  
London  
SE1 8NW  
United Kingdom  
T +44 (0)20 7631 5291  
[www.ramboll-environ.com](http://www.ramboll-environ.com)

## CONTENTS

<b>1.</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Background	1
1.2	Senior School Redevelopment	1
1.3	Travel Plan Purpose	1
1.4	Framework Travel Plan Overview	2
1.5	Scope of Framework Travel Plan	2
<b>2.</b>	<b>INTRODUCING THE SCHOOL</b>	<b>3</b>
2.1	School Description	3
2.2	School Location and Access	3
2.3	Transport Links	4
2.3.1	Public Bus	4
2.3.2	School Bus	4
2.3.3	Rail / Underground	4
2.3.4	Cycle	5
<b>3.</b>	<b>RELEVANT POLICIES</b>	<b>6</b>
3.1.1	National – Department for Transport – The Essential Guide to Travel Planning (2008)	6
3.1.2	Regional – Transport for London – ‘Travel Plan Content’	6
3.1.3	Local – London Borough of Camden – What is a School Travel Plan?	7
3.1.4	The Hall School Travel Pack (2015)	8
3.1.5	School Travel Working Group	8
<b>4.</b>	<b>BASELINE INFORMATION</b>	<b>9</b>
4.1	Existing Data	9
4.2	Travel Survey	9
4.3	Consultation and Involvement	10
4.4	Summary of Issues Identified	10
<b>5.</b>	<b>AIMS, OBJECTIVES AND TARGETS</b>	<b>11</b>
5.1	Framework Travel Plan Aim	11
5.2	Framework Travel Plan Objectives	11
5.3	Consistency with Relevant Policies	11
5.4	Targets	11
<b>6.</b>	<b>MONITORING AND REVIEW</b>	<b>13</b>
6.1	Summary	13
6.2	Monitoring	13
6.3	Review	13
<b>7.</b>	<b>ACTION PLAN</b>	<b>14</b>

# 1. INTRODUCTION

## 1.1 Background

Ramboll has been appointed by The Hall School to prepare a Framework Travel Plan (FTP) to accompany a full planning application for the proposed redevelopment and refurbishment at The Hall (Senior School), 23 Crossfield Road, Belsize, London Borough of Camden (LBC).

The site is currently occupied by The Hall (Senior School) including sports courts, located within a typically residential area. For context, The Hall (Middle School) is located to the south of the Senior School, and The Hall (Junior School) is 150m to the northwest of the Senior School site.

## 1.2 Senior School Redevelopment

The redevelopment and refurbishment of the Senior School buildings will result in no proposed changes to access to the site, parking provision, or number of pupils or staff. School hours, including breakfast clubs and after school arrangements, will remain unchanged.

The proposed development is intended to enhance the quality of the educational facilities, not to increase the capacity of the school.

The Middle School and Senior School will temporarily vacate the site during the 18 month construction phase.

## 1.3 Travel Plan Purpose

A Travel Plan contributes to meeting the aims of Transport for London's (TfL) School Travel Programme, which are to:

- Significantly reduce the number of car trips on journeys to and from schools;
- Remove the barriers, both perceived and actual, to walking, cycling and using public transport for school journeys;
- Increase the number of young people and adults choosing 'active travel' options over that of the car;
- Increase understanding among whole school communities of the travel options that are available to them, and;
- 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.

The benefits of a Travel Plan include:

- Promotion of sustainable and safer transport for the whole school community;
- Fewer cars and less congestion around the school site;
- Healthier, more active pupils, families and staff;
- Less pollution around the school: improving air quality, reducing energy consumption and limiting the impacts of climate change;
- Safer walking and cycling routes around the school;
- A more accessible school site, and;
- Improved attendance and achievement.

Travel Plans are designed to address problems which are an issue for individual schools, so are tailored to local circumstances.

#### **1.4 Framework Travel Plan Overview**

The temporary relocation of the school will result in upheaval in established patterns of school travel behaviour. The new school facilities, once available (e.g. the provision of formal scooter parking and additional cycle parking), will likely influence travel behaviour leading to new travel habits will become established for some pupils, parents and staff.

The Framework Travel Plan therefore identifies, as far as possible, outline aims, objectives and targets for agreement, plus an outline Action Plan. The Framework Travel Plan will be informed by an existing base of data on, and understanding of, existing school travel behaviour.

The Hall School have made a commitment to funding a named Travel Plan co-ordinator and monitoring of the Plan. Once the redeveloped school is operational, new survey data will be collected and parts of the Framework Travel Plan will be updated to provide a full School Travel Plan.

#### **1.5 Scope of Framework Travel Plan**

The FTP will apply to 'The Hall School', comprising the Senior School, Middle School and Junior School.

## 2. INTRODUCING THE SCHOOL

### 2.1 School Description

The Hall School is an independent preparatory school (DFE number 202/6017) comprising distinct Junior, Middle and Senior Schools. The maximum capacity of the school is 460 students aged 4-13 yrs and 96 staff.

#### Senior School

23 Crossfield Road, London NW3 4NU

020 7722 1700

[office@hallschool.co.uk](mailto:office@hallschool.co.uk)

<http://hallschool.co.uk/>

#### Middle School

(Same contact details as the Senior School)

#### Junior School

69 Belsize Park, London NW3 4EH

020 7722 5456

[junior@hallschool.co.uk](mailto:junior@hallschool.co.uk)

<http://hallschool.co.uk/>

Typical school hours are from 08:00 to 17:15, as shown below. Pupils arrive between 08:00 and 08:15. School ends at 15:55, then there is a variety of after school activities available between 16:00 and 17:00.

**Table 2.1: School Opening Hours**

The Hall School	Arrival	School End	After School
Junior School	08:15-08:30	15:30	15:30-16:45
Middle School	08:00-08:15	15:55	16:00-17:00
Senior School	08:00-08:15	15:55	16:00-17:00

### 2.2 School Location and Access

The school is located in the Belsize ward / Belsize Park Conservation Area within the London Borough of Camden. The surrounding areas are predominantly residential and educational.

The Hall School operates a voluntary one-way system south on Crossfield Road and speed is regulated under an area wide 20mph limit.

**Figure 2.1 – School Location**



There is a footway and street lighting on both sides of Buckland Crescent, Lancaster Grove and Crossfield Road.

There are raised junctions at either end of Crossfield Road, and at the junction with Adamson Road. There is a zebra crossing on Buckland Crescent immediately adjacent to the Junior School.

The Hall Senior School and Junior School offer no off-street parking. There is parking for 10 - 12 cars under the Middle School.

## **2.3 Transport Links**

### **2.3.1 Public Bus**

The School is served by London bus routes 603 and 46 on Fitzjohn's Avenue. Finchley Road is served by the 82, 13, 113, C11, 187, 268 and the N13.

### **2.3.2 School Bus**

A commercial shared school bus services 'Transport 4 Schools' operates locally. The school bus organisation run an extensive service covering more than 30 post codes around London.

### **2.3.3 Rail / Underground**

The school is located within ten minutes' walk of Belsize Park Underground station and ten minutes' walk from Chalk Farm Tube stops which are both on the Northern Line. The school is also within ten minutes' walk of Swiss Cottage Tube station on the Jubilee Line.

#### 2.3.4 Cycle

The nearest cycleway on the London Cycle Network is approx. 200-300m from the site. The route comprises a mix of quiet or busier roads and includes Fitzjohn's Avenue, College Crescent, Eton Avenue, Winchester Road and Avenue Road. Other roads which have been recommended by cyclists include Belsize Square, Lancaster Drive and Strathray Gardens. A route from Swiss Cottage to Regent's Park (via Avenue Road) is awaiting approval as a protected cycling route in Camden. There is secure parking for 24 bicycles at the front of the Middle School.



### 3. RELEVANT POLICIES

This section describes relevant policies which link to, and complement, this Framework School Travel Plan, and future full School Travel Plan for The Hall School.

#### 3.1 Department for Transport

Through the Department for Transport (DfT) guidance<sup>1</sup>, seven key sections required in a School Travel Plan:

- Travel plan coordinator – a named person, with clarity about how they engage with decision makers in the company.
- Travel plan document – published and made available to the public.
- Concrete measures – evidence that the measures involve tangible outputs e.g. cycle storage, teleworking, showers, database of car sharers.
- Smart targets – the travel plan contains targets that are specific, measurable, attainable, realistic and time-bound.
- Committed resources – a specific allocation of resources, financial and non-financial, has been committed for the implementation of the travel plan.
- Baseline data – a staff travel survey and a site audit have been undertaken at the start to establish baseline trip mode data and car parking.
- Monitoring mechanism – evidence of a systematic approach to measuring the performance and thus impact of the travel plan.

#### 3.2 Transport for London

Regional guidance is led by Transport for London (TfL), set within the context of the Mayors Transport Strategy. According to TfL guidance<sup>2</sup>, the following is noted:

1. Firstly, the School needs to ask itself:
  - How would you describe your school? – Typical School Day, policies, ethos and character.
  - How has everyone been involved? – Experience of consultation and involvement.
  - What exactly do you want the plan to achieve? – Travel Plan objectives.
2. The overarching purpose of a school travel plan should be to encourage behaviour change which will lead to the use of more sustainable modes of travel and reduce overall travel to and from the site.
3. Travel planning is critical for new developments in order to facilitate the use of sustainable modes among occupiers and visitors from the outset, or to mitigate the impact of trips generated by the site.
4. When preparing travel plans, their authors and local authority officers should consider the overarching purpose of the particular travel plan. While the school travel plan should be developed as a standalone document, it should aim to address any issues identified within the associated transport assessment through the promotion of sustainable transport.”

---

<sup>1</sup>See: <http://webarchive.nationalarchives.gov.uk/20101124142120/http://www.dft.gov.uk/pgr/sustainable/travelplans/work/essentialguide.pdf>

<sup>2</sup> See: <https://tfl.gov.uk/info-for/urban-planning-and-construction/travel-plans/travel-plan-content>

5. The following elements are essential for a policy compliant full school travel plan:
  - Introduction
  - Context
  - Site assessment
  - Travel surveys
  - Objectives
  - Targets
  - Package of measures
  - Management
  - Monitoring
  - Action Plan
  - Securing and enforcing
  - ATTrBuTE assessment
  - Travel plan targets”
6. Setting targets prior to the occupation of a development can be difficult. However, it is important that the local authority is able to determine the likely transport impact of a proposal and to what extent the travel plan is able to mitigate this impact, in order to determine whether the development is acceptable or not.”
7. To help set targets in context, the Mayor’s Transport Strategy aims to:
  - Achieve a 5% modal share for cycling (currently 2%)
  - Significantly increase walking mode share above the current 24%
  - Reduce private motorised transport by 4% from a base of 43%
  - Achieve a 60% reduction in London’s CO2 by 2025
  - Balance capacity and demand for public transport”

### **3.3 London Borough of Camden**

The London Borough of Camden (LBC) guidance “What is a School Travel Plan?” states that a School Travel Plan is a practical initiative used by schools to manage their transport issues. An STP has two main purposes:

- to reduce the number of vehicle trips to a school site by encouraging and/or developing alternative travel options
- to raise awareness about travel issues such as air pollution and road safety

A School Travel Plan should include a package of practical measures to increase the number of students and staff that walk, cycle, car share or use public transport, while educating everyone involved about the reasons why these changes are important.

The plan should describe current issues and travel patterns, and set out what measures could be implemented to encourage a change to a more sustainable travel pattern.

A School Travel Plan should have clearly stated aims and objectives that can realistically be achieved. It is also important to review and update your travel plan on a regular basis, encouraging participation and detailing any successes you have achieved.”

It is noted that LBC guidance refers to the TfL guide to writing a school travel plan.

### **3.4 The Hall School**

The school supports the LBC Schools Travel Plan initiative which encourages families to develop environmentally friendly journeys to school. Children are encouraged to walk, scooter or cycle to school. For those living further afield car sharing, 'park and walk', and the use of public transport is promoted.

The Travel Pack provides detailed information on public transport options and 'walk to school' days are held every half term. All local school trips are made on foot if the destination is close by.

Management of drop-off on Crossfield Road is a particular focus of the Travel Pack. Parents are asked not to park on yellow zigzags or raised platform areas and to follow a voluntary one-way system.

### **3.5 School Travel Working Group**

The Hall School has had a School Travel Working Group since 2003, currently comprising:

Head Teacher; Christopher Godwin  
Deputy Head Teacher Kirsty Anderson  
Bursar; Tom O'Brien  
School Travel Advisor; JF Simmonds  
STP Champion; Jackie Swinton

## 4. BASELINE INFORMATION

### 4.1 Existing Data

There is some baseline travel data taken from previous school travel surveys. A summary is shown below.

**Table 4.1: Travel to School - % Modal Share 2005-16**

Year	Car	Car Share	Park and Walk	Public Transport	Cycle	Scoot	School Bus	Walk	Other
2005-6	68			7	2			23	
2006-7	63			10	2			25	0
2007-8	43			11	3	4		37	2
2009-10	45		11	10	3	2		28	1
2010-11	39		12	14	3	3	1	26	2
2011-12	40		10	19	2	4	1	23	1
2012-13	50	12	9	15	3	1	2	6	2
2013-14	39	7	6	14	2	6	2	23	1
2014-15	38	8	10	23	2	1	3	15	
2015-16	42	9	7	20	2	1	4	15	

The school also have a good understanding of existing school travel behaviour and the problems specific to the school location.

Whilst the school have measured an overall reducing trend in the number of pupils being driven to school since 2005, dropping-off on Crossfield Avenue remains a problem. Feedback from the school suggests local residents are frustrated by inconsiderate driver behaviour, which reflects badly on the school and its place in the community.

### 4.2 Travel Survey

The provision of new Senior School facilities (e.g. the provision of formal scooter parking and additional cycle parking), following the re-occupation of refurbished Senior School, will likely result in further changes to established patterns of travel behaviour.

Once the redevelopment is complete, a new travel survey will inform the development of meaningful targets in the Travel Plan. It is proposed, therefore, that an initial survey should be carried out within six months of the Senior School re-opening. This time period balances the requirement to acquire survey data as soon as possible with the need for the survey to be carried out during a 'neutral' transport period<sup>3</sup>.

The travel survey should, as a minimum, collect the following information from each parent and member of staff:

- Home postcode
- Mode of travel to school

<sup>3</sup> In line with UK Department for Transport guidance on surveys 'neutral', or representative, periods are usually Mondays to Thursdays, avoiding holiday periods, school holidays and other abnormal traffic periods. Recommended periods are late March and April (excluding Easter), May (excluding Bank Holiday weekends), June, September (excluding return to school weeks) and October.

- Distance travelled to school
- Arrival time at, and departure time from, school
- Attitudes to travel (e.g. reasons for travel choices, willingness to consider sustainable modes)

The full School Travel Plan should then be completed within three months of the surveys being undertaken.

The survey should continue to be repeated every 12 months thereafter, as a means of regularly updating the Travel Plan.

#### **4.3 Consultation and Involvement**

As noted earlier, the Hall School has also had a School Travel Working Group since 2003.

The detailed annual survey is already used to consult with both parents and staff on transport issues:

- To give parents an opportunity to give feedback and their suggestions for improving road safety in the area, and;
- To ascertain the barriers that may prevent them from travelling sustainably.

Consultation has identified overwhelming support for a crossing between the Senior and Middle Schools on Crossfield Road. This follows an incident in November 2014 where the school crossing warden was hit by a vehicle.

#### **4.4 Summary of Issues Identified**

- Problem with parent drop-off on Crossfield Road and discontented local residents.
- Safety concern regarding road crossing between the Senior and Middle Schools.

## 5. AIMS, OBJECTIVES AND TARGETS

### 5.1 Framework Travel Plan Aim

This FTP has the following aim:

- To promote, facilitate and increase sustainable travel choices to and from school amongst staff and parents, thereby seeking to minimise single occupancy car use and reduce overall travel demand.

### 5.2 Framework Travel Plan Objectives

This aim is to be achieved through the following objectives:

1. Ensuring good accessibility to the site by non-car modes; removing barriers, both perceived and actual, to walking, cycling and using public transport for school journeys.
2. Increase understanding among the school community of the travel options that are available to them, by marketing and raising awareness of the FTP and its purpose.
3. Providing information to allow school communities to understand the benefits of sustainable transport; actively promoting non-car travel choices and car sharing.

### 5.3 Consistency with Relevant Policies

It is considered that the FTP objectives reflect TfL, LBC and national Travel Plan guidance and policies. The objectives seek to reduce the need to travel and to promote the use of public transport and other sustainable travel choices.

### 5.4 Targets

The targets for this FTP link to the aims and objectives of the Plan and provide a measure of how well they are being achieved.

Due to the Senior School refurbishment not yet being complete, the targets presented here should be seen as preliminary targets to be aligned more closely with the specific requirements of the site, once it is re-occupied. Subsequent reviews should be undertaken annually. It will be important to check at the first and subsequent reviews that the targets are achievable yet stretching.

The following preliminary targets, shown below, are proposed and linked to the objectives in Section 5.2.

Through the travel surveys following completion of the refurbishment works, it will be possible to finalise the targets and complete the full School Travel Plan.

**Table 5.1 – Preliminary Framework Green Travel Plan Targets**

<b>Target Number</b>	<b>Target</b>
1	5% increase on 2015-16 surveyed number of car sharing trips to site
2	5% increase on 2015-16 surveyed number of journeys to site by sustainable modes (walking / cycling / bus)

## **6. MONITORING AND REVIEW**

### **6.1 Summary**

A programme of monitoring and review will be implemented to generate information by which the success of the FTP will be evaluated. This will help to establish whether the agreed objectives and targets are being met. Monitoring and review will be the responsibility of the Travel Plan Co-ordinator (TPC).

The TPC will arrange the initial full multi-modal travel survey to be undertaken within six months of re-occupation of Senior School. A full Travel Plan will be completed within three months of the surveys being undertaken.

### **6.2 Monitoring**

The Travel Plan Co-ordinator (TPC) will be responsible for monitoring the Plan and travel surveys on an annual basis. The survey is likely to include details of home locations as well as means of travel to / from school, opinions on alternative modes of transport and journey times, travel costs, travel patterns and travel preferences. Measures most likely to encourage non-car transport usage and car sharing will also be incorporated.

These results will indicate whether the measures and incentives introduced are achieving the required targets, or if sustainability objectives are not being met. Where targets are not being achieved the measures and incentives can be reviewed and adjusted accordingly as well as the potential introduction of new initiatives, managed through the Travel Plan. The key points arising from the survey and review will be communicated to site occupants via information boards in foyers/communal areas and the School Travel Working Group.

### **6.3 Review**

It is proposed the Travel Plan will be reviewed every year by the TPC, or sooner should significant changes occur to the site, occupation or travel mode options.



## 7. ACTION PLAN

Action	Deadline	Responsibility
Improve pedestrian access to main entrance on Crossfield Road to provide level access from the pavement	Completion of Senior School refurbishment	The Hall School
Improve scooter and cycle parking/storage, lockers and changing facilities	Completion of Senior School refurbishment	The Hall School
Confirm / Appoint Travel Plan Co-ordinator	Completion of Senior School refurbishment	The Hall School
Update and distribute School Travel Pack	Re-occupation of refurbished Senior School	Travel Plan Co-ordinator
Populate notice boards in foyers / communal areas / parental communication	Re-occupation of refurbished Senior School	Travel Plan Co-ordinator
Convene School Travel Working Group to consider updated action plan, e.g. parent contracts, school gate monitoring, police liaison, community contact points	Within 6 months of re-occupation of Senior School	Travel Plan Co-ordinator
First year baseline survey and finalisation of first full Travel Plan	Within 6 months of re-occupation of Senior School	Travel Plan Co-ordinator
<p>School Travel Working Group to focus on Parent Parking Behaviour during drop off and pick up times on Crossfield Road. Initiatives expected to include:</p> <ul style="list-style-type: none"> <li>• Engagement with Parents as a group</li> <li>• Signed parent contracts or MoU</li> <li>• Up-scaled monitoring of the situation (both yellow jacket and CCTV)</li> <li>• Strong safety awareness, zero-tolerance and possible name-and-shame campaign in School Newsletter</li> <li>• Direct engagement with and visits from Community Police and LBC Parking Officers</li> </ul>	Within 6 months of re-occupation of Senior School	Travel Plan Co-ordinator, with support from the School Travel Working Group
Prepare draft of first full Travel Plan including revised targets	Within 3 months of baseline travel survey	Travel Plan Co-ordinator
Provide first full Travel Plan update to parents and staff	Post finalisation of full Travel Plan	Travel Plan Co-ordinator and School Travel Working Group
Carry out annual surveys and update modal shift targets	Annually	Travel Plan Co-ordinator and School Travel Working Group
Review of first full Travel Plan	Every 5 years	Travel Plan Co-ordinator and School Travel Working Group