

Intended for

**The Hall School Charitable Trust**

Document type

**Framework School Travel Plan**

Date

**February 2019**

# **THE HALL SCHOOL** **FRAMEWORK SCHOOL** **TRAVEL PLAN**

# THE HALL SCHOOL FRAMEWORK SCHOOL TRAVEL PLAN

Revision **1**  
Date **08/March/2019**  
Made by **Tim Parris**  
Checked by **Thaddaeus O'Higgins/Rebecca Raby-Smith**  
Approved by **Edward Kerr/Michael Elliott**  
Description **Framework Travel Plan**

Ramboll UK Ltd  
240 Blackfriars Road  
London  
SE1 8NW  
United Kingdom  
T +44 (0)20 7631 5291  
www.ramboll.com

\\ukldnfs2\REHProjects\ORDERS\17000037XX\1700003771 Hall School\8. Reports\Non  
ES\Transport\Updated S73 Reports\1700003771\_1\_The Hall School S73 Travel Plan.docx

## CONTENTS

<b>1.</b>	<b>INTRODUCTION</b>	<b>1</b>
1.1	Background	1
1.2	Proposed Development	1
1.3	Travel Plan Purpose	1
1.4	Framework Travel Plan Overview	2
1.5	Scope of Framework Travel Plan	2
1.6	Limitations	2
<b>2.</b>	<b>INTRODUCING THE SCHOOL</b>	<b>4</b>
2.1	School Description	4
2.2	School Location and Access	4
2.3	Transport Links	5
2.3.1	Public Transport	5
2.3.2	School Bus	5
2.3.3	Cycle	6
<b>3.</b>	<b>RELEVANT POLICIES</b>	<b>7</b>
3.1	Department for Transport	7
3.2	Transport for London	7
3.3	London Borough of Camden	8
3.4	The Hall School	9
3.5	School Travel Working Group	9
<b>4.</b>	<b>BASELINE INFORMATION</b>	<b>10</b>
4.1	Existing Data	10
4.2	Travel Survey	10
4.3	Consultation and Involvement	11
4.4	Summary of Issues Identified	11
<b>5.</b>	<b>AIMS, OBJECTIVES AND TARGETS</b>	<b>12</b>
5.1	Framework Travel Plan Aim	12
5.2	Framework Travel Plan Objectives	12
5.3	Consistency with Relevant Policies	12
5.4	Targets	12
<b>6.</b>	<b>MONITORING AND REVIEW</b>	<b>14</b>
6.1	Summary	14
6.2	Monitoring	14
6.3	Review	14
<b>7.</b>	<b>ACTION PLAN</b>	<b>15</b>

# 1. INTRODUCTION

## 1.1 Background

Ramboll UK Ltd ('Ramboll') was commissioned by The Hall School Charitable Trust ('The Hall School') to prepare a Framework Travel Plan (FTP) to accompany a Section 73 minor material amendment ('S73') planning application for the proposed redevelopment and refurbishment at The Hall (Senior) School, 23 Crossfield Road, Belsize, London Borough of Camden (LBC) ('the application site').

The application 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 application site, and The Hall Junior School is 150 m to the northwest of the application site. This FTP will apply to 'The Hall School', comprising the Senior School (the application site), Middle School and Junior School.

Ramboll previously prepared an FTP for The Hall School in 2016 ('the 2016 FTP'), used to support the planning application associated with the application site. Said planning permission was granted in July 2018 (ref. 2016/6319/P) to extend and refurbish the buildings on the application site in order to increase the school's capacity (the 'consented scheme').

This report has been produced to support a S73 application, which seeks to make a number of changes to the consented scheme.

## 1.2 Proposed Development

The proposed development description for the S73 application is as follows:

*'Variation of Condition 2 of planning permission 2016/6319/P dated 5th July 2018 for the demolition of the 'Centenary' and 'Wathen Hall' buildings and erection of new four storey building with glazed link to original school building, two storey rear extension with external terrace and enlarged basement replacing the existing Wathen Hall, and enlargement of rear roof storey and insertion of three dormer windows to old school building, all in association with providing additional accommodation for the existing school use (Class D1); NAMELY, to allow minor material design amendments including a reduction in the size of the approved basement, removal of external staircase from Wathen Hall and associated minor external alterations'.*

The proposed development will result in no changes to site access, 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. This report is therefore based on the 2016 FTP, with minor updates where necessary to reflect the S73 application.

It is noted that proposed temporary accommodation in the application site playground and Middle School car park to avoid full site relocation, will be subject to a separate planning application and will not be considered by this Travel Plan.

## 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 proposed development works will result in some 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 be expected to influence new travel behaviours leading to new travel habits to become established for some pupils, parents and staff.

Therefore, this Travel Plan will apply to the operational phase of the proposed development, and any associated school travel surveys will take place post-occupation of the proposed development. It is on this basis that this document is considered as a Framework Travel Plan (FTP), reflecting the pre-occupation stage of the travel plan process.

This FTP will identify, as far as possible, outline aims, objectives and targets for agreement, plus an outline Action Plan. This FTP 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 Travel Plan. Once the redeveloped school is operational, new school travel survey data will be collected, and this FTP will be updated to provide a full School Travel Plan.

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

This FTP will apply to 'The Hall School', comprising the Senior School (the application site), Middle School and Junior School.

#### **1.6 Limitations**

This report has been prepared for The Hall School and shall not be relied upon by any third party unless that party has been granted a contractual right to rely on this report for the purpose for which it was prepared. The findings and opinions in the report are based upon information derived from a variety of information sources. Ramboll believe these information sources to be reliable.

This report has been prepared on the basis of the proposed end land use defined by The Hall School. If this proposed end land use is altered or changed then it will be necessary to review the findings of this report.

It should be noted that some of the aspects considered in this study are subject to change with time. Therefore, if the development is delayed or postponed for a significant period then it should be reviewed to confirm that no changes have taken place, either at the application site or within relevant legislation.

## 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 Hall 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 (LBC). 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 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 Transport**

The Public Transport Accessibility Level (PTAL) is a measure of the accessibility of a point to the public transport network, taking into account walk access time and service availability within a catchment area of 640 m (approx. 8-minute walk) for bus services and 960 m (approx. 12 minute walk) rail/underground services.

There are eight London bus routes (C11, 113, 82, 13, 31, 187, 268 and 46) and two London underground lines (Jubilee Line and Metropolitan Line) within the catchment area. The PTAL analysis shows that the application site has a rating of 5 for forecast year 2021 which is considered "Very Good" on the PTAL scale.

### **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 Cycle

The nearest cycleway on the London Cycle Network is approx. 200-300 m 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 proposed 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 FTP, 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 are 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. Questions for the School:
  - 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.
5. The following elements are essential for a policy compliant full school travel plan:

---

<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>

- Introduction
  - Context
  - Site assessment
  - Travel surveys
  - Objectives
  - Targets
  - Package of measures
  - Management
  - Monitoring
  - Action Plan
  - Securing and enforcing
  - iTRACE 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 CO<sub>2</sub> 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, and has two main purposes:

- To reduce the number of vehicle trips to a school site by encouraging and/or developing alternative travel options; and
- 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 School Travel Plan should describe current issues, 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 the School 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 Hall School supports the LBC School 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 Hall School 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 parent 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 indicative baseline travel data taken from previous school travel surveys. A summary of the most recent data is shown in Table 4.1.

**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	
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	
2016-17	39	3	2	21	2	8	2	22	
2017-18	41	4	3	21	2	6		23	

The Hall School is committed to maintaining and strengthening the school travel survey as part of the new School Travel Plan associated with the proposed development.

Based on the indicative school travel survey data collected to date and ongoing engagement with parents, pupils and staff, The Hall School has a good understanding of existing school travel behaviour and the problems specific to the school location.

Whilst at The Hall School there has 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 Hall 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 with the proposed development (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 school travel survey will inform the development of meaningful targets in the Travel Plan. It is proposed, therefore, that an initial school travel 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>.

<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.

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

- Home postcode
- Mode of travel to school
- 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)

This Framework School Travel Plan should then be converted into a full School Travel Plan within three months of the school travel surveys being undertaken.

The school travel survey will be undertaken annually for a period of five years, in the same month as the initial school travel survey, as a means of regularly monitoring and updating the School Travel Plan, subject to agreement with the LBC.

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

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

An annual survey has been previously used as a way 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. This annual survey will be re-initiated, strengthened and incorporated into the new School Travel Plan process, associated with the proposed development.

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

The issues are summarised as the following:

- Problem with parent drop-off on Crossfield Road and discontented local residents.
- Safety concern regarding the 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 (The Hall School) 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, the 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 aim and objectives of the FTP, and provide a measure of how well they are being achieved.

Due to the proposed Senior School refurbishment not yet being occupied, the FTP 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 based on updated survey data. It will be important to check at the first and subsequent reviews that the targets are achievable yet stretching.

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

Through the school travel surveys following completion of the refurbishment works, it will be possible to finalise the targets and convert this FTP to a full School Travel Plan.

**Table 5.1: Preliminary Framework FTP Targets**

Target Number	Target
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)
3	Bronze STAR accreditation at end of Travel Plan Year 1, with the target of Gold STAR accreditation at end of Travel Plan Year 5



## **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 School Travel Plan 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 school travel survey to be undertaken within six months of re-occupation of Senior School. This FTP will be converted to a full School Travel Plan within three months of the initial school travel survey being undertaken.

### **6.2 Monitoring**

The TPC will be responsible for monitoring the School Travel Plan and the school travel surveys. The school travel survey will 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. The school travel survey will also enable the identification of measures most likely to encourage sustainable travel to school.

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 School Travel Plan by the School Travel Working Group. The key findings from the school travel survey and school travel plan review will be communicated to the school community.

### **6.3 Review**

It is proposed the School Travel Plan will be reviewed annually by the TPC, in response to the annual School Travel Survey, for a period of five years after opening, in accordance with the review cycle agreed with LB Camden.

## 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
Initial school travel survey	Within 6 months of re-occupation of Senior School	Travel Plan Co-ordinator
Conversion of this FTP to a full School Travel Plan , and upload on to the TfL STARS website	Within 3 months of initial school travel survey	Travel Plan Co-ordinator
School Travel Working Group to focus on Parent Parking Behaviour during drop off and pick up times on Crossfield Road. Initiatives expected to include: <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
Provide update on School Travel Plan to the school community	Post finalisation of full Travel Plan	Travel Plan Co-ordinator and School Travel Working Group
Subsequent annual school travel surveys (in accordance with review cycle agreed with LBC)	In accordance with review cycle agreed with LBC. Same month as initial survey.	Travel Plan Co-ordinator and School Travel Working Group
Annual update to the School Travel Plan over a five year period, and upload on to the TfL STARS website	Following subsequent school travel surveys	Travel Plan Co-ordinator and School Travel Working Group