

**ÉCOLE JEANNINE MANUEL SECONDARY SCHOOL**

**52-53 RUSSELL SQUARE, LONDON**

**DfT 202/6004**



**SCHOOL TRAVEL PLAN**

**November 2018**



**Transportation Consultants**

Woolstone Centre, 1-2 Mill Lane, Woolstone,  
Milton Keynes MK15 0AJ  
Tel: 01908 690463

Email: [smt@smtrans.co.uk](mailto:smt@smtrans.co.uk) [www.stirlingmaynard.com](http://www.stirlingmaynard.com)

**Construction Consultants**

Stirling House, Rightwell, Bretton,  
Peterborough PE3 8DJ  
Tel: 01733 262319 Fax: 01733 331527  
Email: [enquiries@stirlingmaynard.com](mailto:enquiries@stirlingmaynard.com)  
[www.stirlingmaynard.com](http://www.stirlingmaynard.com)

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Checked by:	Nigel Weeks		03-01-2018
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**Prepared for:**

Ecole Jeannine Manuel  
43-45 Bedford Square  
London  
WC1B 3DN

**Prepared by:**

Stirling Maynard Transportation  
Consultants  
Woolstone Centre  
1-2 Mill Lane  
Woolstone  
Milton Keynes  
MK15 0AJ

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## **1.0 INTRODUCTION**

Planning permission has been granted by Camden London Borough Council for a Secondary School at 52-53 Russell Square, London. Stirling Maynard Transportation has been appointed by Ecole Jeannine Manuel to prepare this School Travel Plan to fulfil the requirements of the permission.

This School Travel Plan (STP) will be adopted and updated by the school on a regular basis. The process for implementing and updating the STP is provided in subsequent sections. A STP is a live document, which will be monitored and updated annually and/or when any significant changes occur at the school.

A successfully implemented STP will influence the travel behaviour of staff, parents and pupils, and provide the following benefits:

- Improved health and wellbeing of staff, parents and pupils through more active travel;
- Lower carbon emissions, and local reductions in traffic noise and transport-related air pollution, and;
- Reduced travel costs.

## **2.0 SCHOOL INFORMATION**

### **2.1 Location**

The school is located at 52-53 Russell Square, London, in the Borough of Camden. The buildings are situated on the south-eastern side of Russell Square at its junction with Bedford Place. The location is shown in **Figure 1** overleaf.

The school has a frontage to both Russell Square and Bedford Place. Pedestrian access is available on both frontages; however, the main school entrance is via 53 Russell Square. There is no on-site car parking or vehicular access to the site.

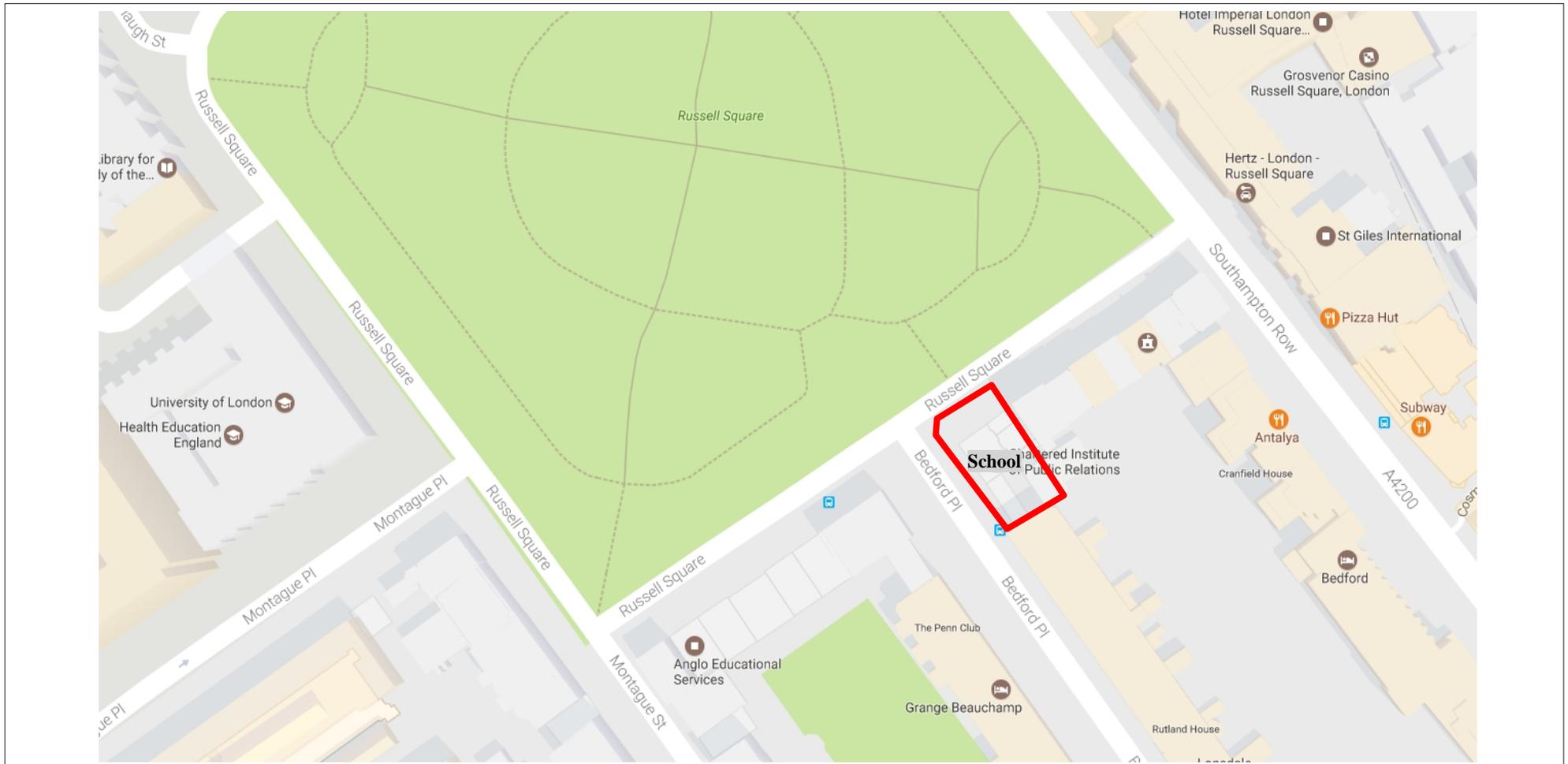
Both Russell Square and Bedford Place are subject to 20mph speed limits. Both streets carry two-way traffic and are subject to parking restrictions. Parking restrictions for Resident Permit holders apply during 08.30-18.30hrs Monday to Saturday. Both streets also have footways on either side and benefit from street lighting.

### **2.2 The School**

Ecole Jeannine Manuel at 52-53 Russell Square will ultimately have capacity for up to 180 pupils aged 14-18 and will employ approximately 35 full-time and 2 part-time staff.

The school's normal opening hours are 08.00-18.30, Monday to Friday; the standard school day for pupils is from 8.30am to 5.30pm. Some self-study and counselling activities may take place between 5.30 and 6.30pm. The school does not currently open on Saturday or Sunday. Attendance for pupils in the 16-18 age range may be more flexible, but will remain within the standard school day.

There is no on-site car parking or vehicular access to the site. School facilities do not include catering or other activities that will require regular service deliveries or collections. The school development will provide 28 secure cycle parking spaces.



 Woolstone Centre 1-2 Mill Lane Woolstone Milton Keynes MK15 0AJ	Drawing <b>Location Plan</b>	Figure No <b>1</b>	
	Project <b>52-53 Russell Square, London</b>	Drawn <b>HC</b>	Checked <b>DL</b>
	Client <b>Ecole Jeannine Manuel</b>	Scale <b>NTS</b>	Date <b>Dec 2017</b>

### **3.0 SITE TRAVEL ASSESSMENT**

#### **3.1 PTAL**

A PTAL (Public Transport Accessibility Level) assessment provides a rating which indicates how accessible a location is by public transport. An assessment of the school's location has been carried out using the TfL tool.

PTAL scores range from 0, indicating the lowest level of accessibility through to 6b indicating the highest possible level. The school is assessed by the TfL PTAL tool as 6b, i.e. the highest possible accessibility level.

A copy of the PTAL assessment is attached as **Appendix 1**.

#### **3.2 Public Transport**

As shown in the PTAL assessment (Appendix 1) there are numerous high-frequency bus routes and London Underground trains serving the school.

The nearest bus stops to the school listed in the PTAL assessment are in Russell Square (75m), Southampton Row (200m) and Bloomsbury Square (500m). London Underground services are available from Russell Square (400m), Holborn (700m) and Goodge Street (900m).

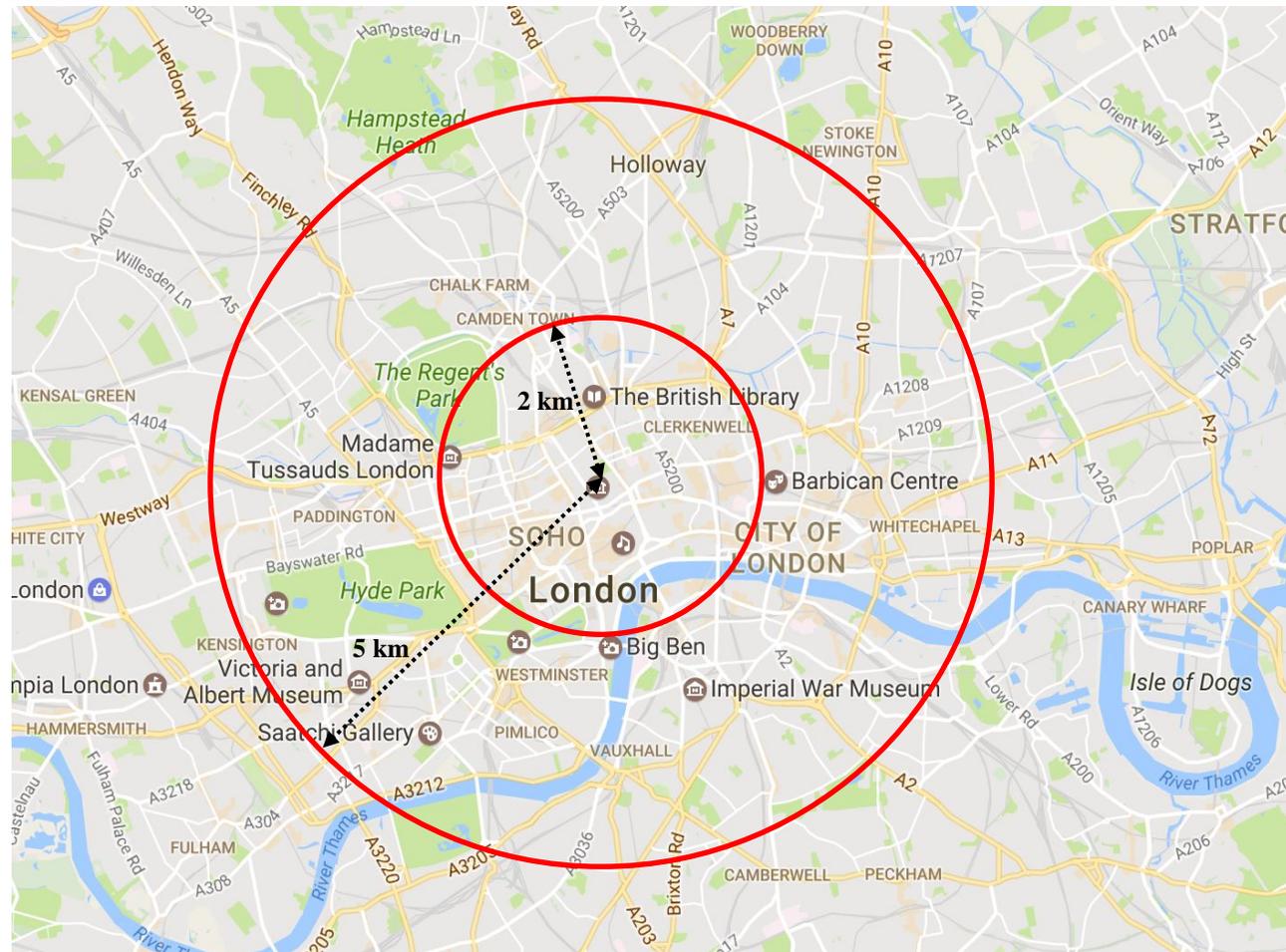
In addition, mainline train services are available at Euston, St Pancras and Kings Cross stations, all of which are located approximately 1km north of the school site.

#### **3.3 Walking & Cycling**

Walking is a highly sustainable and efficient mode of transport and is recommended for most trips of less than two kilometres in length. Cycling is also highly sustainable and is recommended for trips of less than five kilometres. The two and five-kilometre catchments for the school are shown in **Figure 2**.

All local roads benefit from a good system of footways with numerous controlled crossing locations, pedestrian refuges and dropped kerb crossings with tactile paving. The quality of walking routes in the area is generally very good.

Cycling in the area is mainly on road; however, there are several dedicated cycle lanes on streets near to the site. Cycle parking exists on Russell Square opposite the school site; in addition, the school will provide 28 cycle stands on site.



 Woolstone Centre 1-2 Mill Lane Woolstone Milton Keynes MK15 0AJ	Drawing     2 km & 5 km Catchment Areas	Figure No 2	
	Project     52-53 Russell Square, London	Drawn DL	Checked NW
	Client     Ecole Jeannine Manuel	Scale NTS	Date Dec 2017

## 4.0 TRAVEL TO SCHOOL

### 4.1 Pupils and Staff

As the school has not yet opened, an assessment of the likely mode of travel of staff and pupils has been carried out through a survey of the school’s nearby premises at Bedford Square. Given that the Russell Square school will only accommodate Secondary pupils, the Year 8 and 9 data from Bedford Square has been used.

The current mode share for journeys for pupils and staff is shown in the Table below.

**Table 1 – Mode Share for journeys to/from Bedford Square**

<b>Mode</b>	<b>Pupils (%)</b>	<b>Staff (%)</b>
<b>Tube</b>	66	48
<b>Bus (Public)</b>	22	10
<b>Walking</b>	10	25
<b>Rail / Overground</b>	0	10
<b>Cycling</b>	0	7
<b>Private Car</b>	2	0
<b>Total</b>	100	100

The home locations of the pupils of the new school are not yet known; however, these are expected to be similar, in terms of distance and distribution, to the Year 8 and 9 pupils at the Bedford Square site. A map of the home locations of those pupils is included at **Appendix 2**.

## **4.2 Visitors**

The number of visitor trips to the school is not known, but will be low. As there is no publicly available parking in close proximity to the school and no parking on site, it is not anticipated that visitors will arrive by private car and the school will actively discourage this.

## **4.3 Deliveries and Servicing**

The school will not have catering facilities, external sports provision or other high-maintenance activities on site. As a result, there is minimal need for deliveries to the site, except on an ad-hoc basis for specific large items.

Waste collection will take place kerbside and will be carried out outside of the normal (pupil) school day.

The school has developed a Servicing Management Plan which seeks to:

- Identify the number and type of servicing vehicles required;
- Limit the size of service vehicles and to encourage suppliers and delivery contractors to use alternatively-fuelled vehicles;
- Manage the timing of deliveries to avoid conflicts with local loading or parking restrictions or with heavy pedestrian or traffic flows and school opening and closing times.

The Servicing Management Plan is attached as **Appendix 5**.

## **4.4 School Activities**

As there are no external sports facilities on site the school has arranged for these sessions to take place at nearby facilities including Coram's Fields, around 1/3 of a mile to the northeast. Pupils and staff will walk to and from these local facilities.

School trips will, where possible, utilise public transport; however, some longer-distance trips may involve the use of a coach, albeit that these will be infrequent. When a coach is

required, a suitable pick-up and drop-off location will be used that is remote from the school site. No private hire vehicles will collect or drop-off children at the school site.

## **5.0 OBJECTIVES AND TARGETS**

### **5.1 Objectives**

The school has set the objectives listed below for the School Travel Plan. These objectives will help to achieve a happy, healthy school which integrates into the local community and has minimal impact on the local and global environment.

#### **Objectives:**

- *To raise awareness of sustainable modes of travel available to all school visitors, staff, parents and pupils*
- *To encourage active modes of travel, especially for pupils and to emphasise the health and financial benefits of these modes*
- *To ensure accessibility to the school for staff, pupils, parents and visitors by all sustainable and active modes of travel*
- *To ensure that congestion on local roads is not adversely affected by users of the school*

### **5.2 Targets**

Initial targets for mode share can be set based on the survey data from the school site at Bedford Square, provided in Table 1. Projecting forward, the targets shown in **Tables 2 & 3** below can be set for years 1, 3 and 5 from the opening of the school.

Once surveys have been undertaken at Russell Square, a review of the targets can be undertaken in conjunction with the local transport authority. Any revisions to the targets will be agreed with the local transport authority.

**Table 2 – Mode Share Targets for Pupils**

Mode	Baseline / Initial	Year 1	Year 3	Year 5
Tube	66	64	62	60
Bus (Public)	22	22	21	20
Walking	10	11	13	15
Rail / Overground	0	0	0	0
Cycling	0	1	3	5
Private Car	2	2	1	0
<b>Total</b>	100	100	100	100

**Table 3 – Mode Share Targets for Staff**

Mode	Baseline / Initial	Year 1	Year 3	Year 5
Tube	48	47	46	45
Bus (Public)	10	10	10	10
Walking	25	26	28	30
Rail / Overground	10	9	6	3
Cycling	7	8	10	12
Private Car	0	0	0	0
<b>Total</b>	100	100	100	100

## **6.0 ORGANISING AND DELIVERING THE PLAN**

This document is just the first step to having a successful Travel Plan that will be implemented, monitored and updated. After several key steps have happened the plan will be finalised, but not completed. The Travel Plan is a live document, being monitored and updated frequently.

Two key steps to the delivery of the plan are the appointment of a Travel Plan Co-ordinator and the establishing of a Steering Group.

### **6.1 Travel Plan Co-ordinator**

The Travel Plan Co-ordinator (TPC) is a key appointment; their role includes:

- Acting as the key contact point for staff, pupils and parents, Camden Council, and the Steering Group;
- Liaising with the Steering Group on transport issues and initiatives;
- Developing and managing the Travel Plan;
- Providing travel information to staff, pupils and parents, and promoting Travel Plan measures;
- Conducting Travel Plan surveying, monitoring, review and reporting;
- Maintaining commitment to the Travel Plan and seeking continuous improvement of sustainable modes of transport.

Ecole Jeannine Manuel has nominated Thomas Prévot as the TPC for the school:

Thomas Prévot

A: 52-53 Russell Square WC1B 4HP

E: t.prevot@jmanuel.uk.net

T: 0203 829 5970

## **6.2 Travel Plan Steering Group**

The Steering Group will be established once the school has opened. The composition of the Steering Group will be determined once relevant posts have been filled and non-staff members have been identified.

It is intended that the Steering Group will comprise some, or all, of the following:

- Travel Plan Co-ordinator;
- Head Teacher;
- School Governor / Trustee / Chair;
- Facilities Manager;
- Parent representative;
- Pupil representative (Youth Travel Ambassador);
- Local Authority representative;
- Neighbourhood Group representative;
- PCSO.

The Steering Group will be responsible for updating targets and objectives for the plan. It will also prioritise the action plan and agree the list of activities associated with implementing the travel plan.

Roles for the Steering Group members will be established at an initial meeting and in accordance with relevant school procedures. The Steering Group can be a virtual group, which will assist with busy schedules and minimise the need to travel.

## **7.0 INITIATIVES AND ACTION PLAN**

Ecole Jeannine Manuel has signed up to the TfL STARS website for school travel planning and is committed to delivering a series of initiatives based on those listed on the website. The school aspires to reach a Gold rating by implementing 25 travel activities, 15 supporting activities and 8 consultation activities within 3 years, but is committed to achieving Bronze within 1 year and Gold within 5 years.

Below is a list of some of the key actions and initiatives that the school will implement (these are included, with timescales, in the Action Plan in Appendix 3).

### **7.1 Initiatives**

#### **Walking**

All:

- Walking information (times / distances) provided on website
- Printable map of school location provided on website and in school literature

Staff:

- Install showers and lockers

Pupils:

- Walk Once a Week
- Walk to School Week
- Active 10 brisk walk challenge
- Inter class/school walking competitions
- Step counting week
- Pedestrian skills training

#### **Cycling**

All:

- Cycling information (times / distances) provided on website
- Printable map of school location provided on website and in school literature
- Provide TfL Cycle Guides
- Provide 28 secure cycle parking spaces

Staff:

- Install showers and lockers
- Promote Cycle to Work Scheme

Pupils:

- Sign up to Bikeability Training

### **Public Transport**

All:

- Details of how to access information (journey planners etc.) provided on website
- Printable map of school location provided on website and in school literature

Staff:

- Interest free season ticket loans

Pupils:

- Use Public Transport for school trips
- Provide safety and citizenship talk
- Promote responsible behaviour on public transport

### **Other**

All:

- Promote the Highway Code
- Road safety talk
- Green Transport Week

Staff:

- Promotion of walking to work via the Health Insurance cover provided for all employees

Pupils:

- Appoint Youth Travel Ambassador(s)
- Curriculum – Focus on environment

General:

- Work with Police/SNT
- Work with local charities

### **Promotion**

General:

- Provide travel information page on website
- Publish the School Travel Plan on the website & in prospectus
- Include travel information in newsletters
- Provide updates on notice boards
- Sharing ideas and information with other schools
- Parent / Induction evenings
- Coffee mornings
- Provide details of smartphone apps, websites journey-planning tools
- Distribute travel advice leaflets produced by the local transport authority
- Implement (where appropriate) local and national travel campaigns
- Provide details of travel offers and discounts

## **7.2 Initial Actions**

In addition to the initiatives listed above, the new school will require some initial actions:

- Establish the Steering Group
- Conduct initial travel surveys
- Consider the results of the surveys and review the targets and objectives
- Collect travel related information (e.g. timetables, walking / cycling maps, offers)

## **7.3 Action Plan**

The Action Plan will require regular updates as activities and tasks are completed. Therefore, it has been included as an appendix to the STP rather than in the main document. The Action Plan is attached at **Appendix 3**.

A list of current activities being undertaken at the Bedford Square school site is included at **Appendix 4**.

## **8.0 MONITORING**

### **8.1 Surveys**

Surveys of mode of travel to the school will be carried out regularly to determine the performance of the Plan against its Targets. Separate surveys will be carried out for Staff and Pupil travel.

Each survey will be followed up by a report to Camden Council and the Steering Group to show any changes and progress towards targets. A review of the Plan will then take place, with any amendments to the Plan's Activities and Targets being made as a result.

### **8.2 Timetable**

Baseline surveys of travel behaviour for staff and pupils will be carried out shortly after (and within 6 months of) the school opening in March 2019. These surveys will be repeated in Spring 2020 (year 1) and 2021 (year 2), when pupil numbers will have reached 120 and 180 (maximum) respectively.

Further surveys will then be carried out in years 3, 4 and 5. After the initial 5-year period, as good practice and travel behaviour becomes imbedded, the survey frequency will be reduced and they will be conducted on a biannual basis (or at a frequency agreed with Camden Council).

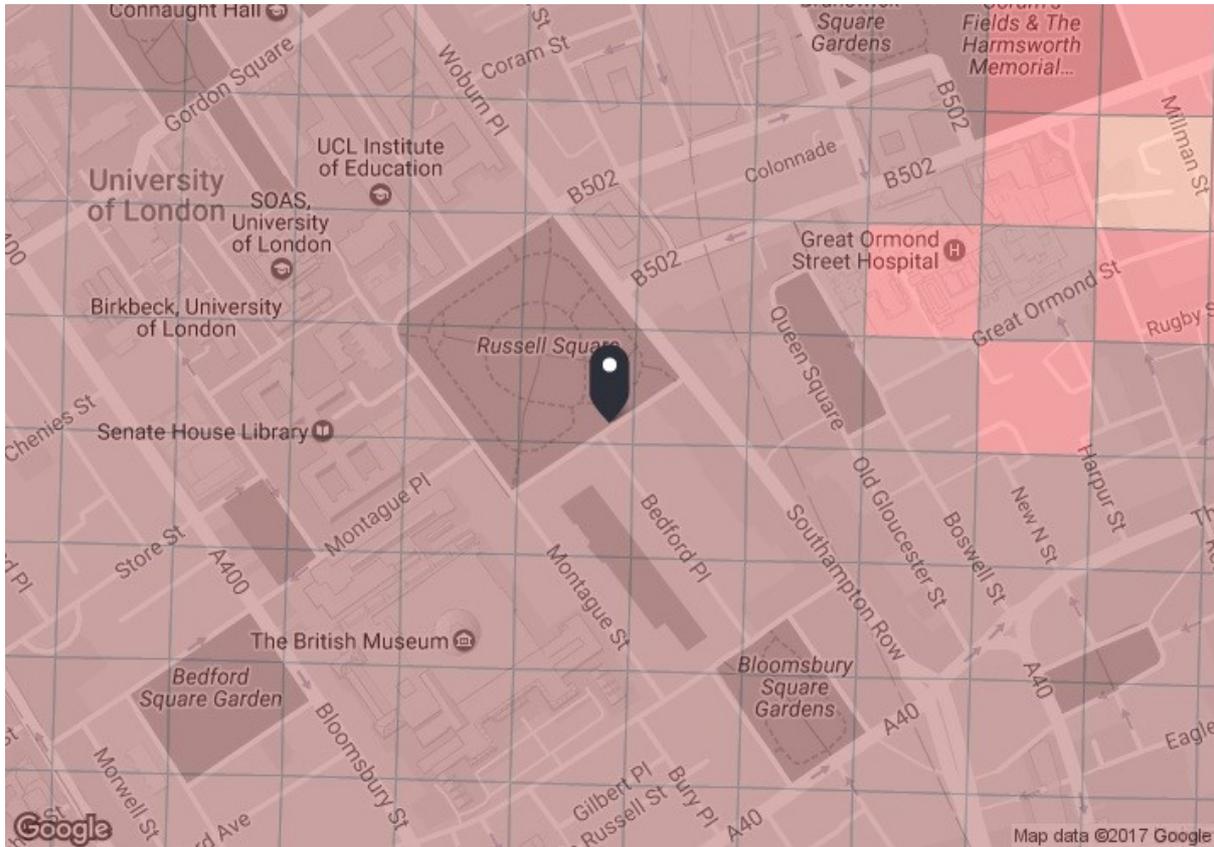
All surveys and associated information will be uploaded to the TfL STARS website in a timely manner and in accordance with the timetable in **Table 4** overleaf. The timetable for monitoring activities during years 1 to 6 is shown in Table 4.

**Table 4 – Monitoring Timetable**

<b>Activity</b>	<b>Date</b>
Baseline Survey (Year “0” – 60 Pupils)	Mar/Apr 2019
Report to Steering Group & Camden Council/STARS	July 2019
Review performance and Targets	September 2019
Year 1 Survey (120 Pupils)	Mar/Apr 2020
Report to Steering Group & Camden Council/STARS	July 2020
Review performance and Targets	September 2020
Year 2 Survey (180 Pupils)	Mar/Apr 2021
Report to Steering Group & Camden Council/STARS	July 2021
Review performance and Targets	September 2021
Year 3 Survey	Mar/Apr 2022
Report to Steering Group & Camden Council/STARS	July 2022
Review performance and Targets	September 2022
Year 4 Survey	Mar/Apr 2023
Report to Steering Group & Camden Council/STARS	July 2023
Review performance and Targets	September 2023
Year 5 Survey	Mar/Apr 2024
Report to Steering Group & Camden Council/STARS	July 2024
Review performance and Targets	September 2024

**APPENDIX 1**

**PTAL ASSESSMENT**



**PTAL output for Base Year**  
6b

52 Russell Square, Bloomsbury,  
London WC1B 4HP, UK Easting:  
530177, Northing: 181909

Grid Cell: 87878

Report generated: 03/04/2017

**Map key -**



**Map**

PTAL (cell size: 100m)

**Calculation Parameters**

<b>Day of Week</b>	M-F
<b>Time Period</b>	AM Peak
<b>Walk Speed</b>	4.8 kph
<b>Bus Node Max. Walk Access Time (mins)</b>	8
<b>Bus Reliability Factor</b>	2.0
<b>LU Station Max. Walk Access Time (mins)</b>	12
<b>LU Reliability Factor</b>	0.75
<b>National Rail Station Max. Walk Access Time (mins)</b>	12
<b>National Rail Reliability Factor</b>	0.75

Mode	Stop	Route	Distance (metres)	Frequency (vph)	Walk Time (mins)	SWT (mins)	TAT (mins)	EDF	Weight	AI
Bus	BLOOMSBURY SQUARE	8	486.49	10	6.08	5	11.08	2.71	0.5	1.35
Bus	BLOOMSBURY SQUARE	242	486.49	6.5	6.08	6.62	12.7	2.36	0.5	1.18
Bus	BLOOMSBURY SQUARE	38	486.49	10	6.08	5	11.08	2.71	0.5	1.35
Bus	BLOOMSBURY SQUARE	1	486.49	8	6.08	5.75	11.83	2.54	0.5	1.27
Bus	BLOOMSBURY SQUARE	19	486.49	8	6.08	5.75	11.83	2.54	0.5	1.27
Bus	BLOOMSBURY SQUARE	171	486.49	7.5	6.08	6	12.08	2.48	0.5	1.24
Bus	BLOOMSBURY SQUARE	55	486.49	10	6.08	5	11.08	2.71	0.5	1.35
Bus	RUSSELL SQUARE STH SIDE	98	76.4	9	0.96	5.33	6.29	4.77	1	4.77
Bus	RUSSELL SQUARE STH SIDE	X68	76.4	4	0.96	9.5	10.46	2.87	0.5	1.43
Bus	RUSSELL SQUARE STH SIDE	188	76.4	8	0.96	5.75	6.71	4.47	0.5	2.24
Bus	SOUTHAMPTON RW RUSSELL S	59	216.85	10	2.71	5	7.71	3.89	0.5	1.95
Bus	SOUTHAMPTON RW RUSSELL S	91	216.85	9	2.71	5.33	8.04	3.73	0.5	1.86
Bus	SOUTHAMPTON RW RUSSELL S	68	216.85	9	2.71	5.33	8.04	3.73	0.5	1.86
Bus	SOUTHAMPTON RW RUSSELL S	168	216.85	9	2.71	5.33	8.04	3.73	0.5	1.86
LUL	Goodge Street	'Morden-Edgware '	938.73	4.67	11.73	7.17	18.91	1.59	0.5	0.79
LUL	Goodge Street	'HighBarnet-Morden '	938.73	0.33	11.73	91.66	103.39	0.29	0.5	0.15
LUL	Goodge Street	'Kennington-Edgware '	938.73	14.67	11.73	2.79	14.53	2.06	0.5	1.03
LUL	Goodge Street	'HighBarnet-Kenningt '	938.73	5.33	11.73	6.38	18.11	1.66	0.5	0.83
LUL	Goodge Street	'MillHill-Morden '	938.73	1.67	11.73	18.71	30.45	0.99	0.5	0.49
LUL	Goodge Street	'MillHillE-Kenningt '	938.73	1.67	11.73	18.71	30.45	0.99	0.5	0.49
LUL	Russel Square	'Cockfosters-LHRT4LT '	391.78	4.67	4.9	7.17	12.07	2.49	0.5	1.24
LUL	Russel Square	'RayLane-Cockfosters '	391.78	3.67	4.9	8.92	13.82	2.17	0.5	1.09
LUL	Russel Square	'LHRT4LT-ArnosGrove '	391.78	4.67	4.9	7.17	12.07	2.49	0.5	1.24
LUL	Russel Square	'ArnosGrove-RayLane '	391.78	0.33	4.9	91.66	96.56	0.31	0.5	0.16
LUL	Russel Square	'Oakwood-RayLane '	391.78	0.33	4.9	91.66	96.56	0.31	0.5	0.16
LUL	Russel Square	'Nthfields-Cockfoster'	391.78	1	4.9	30.75	35.65	0.84	0.5	0.42
LUL	Russel Square	'LHRT5-Cockfosters '	391.78	6	4.9	5.75	10.65	2.82	1	2.82
LUL	Russel Square	'Uxbridge-Cockfosters'	391.78	3.67	4.9	8.92	13.82	2.17	0.5	1.09
LUL	Russel Square	'Ruislip-Cockfosters '	391.78	2.33	4.9	13.63	18.52	1.62	0.5	0.81
LUL	Russel Square	'ArnosGrove-Uxbridge '	391.78	1	4.9	30.75	35.65	0.84	0.5	0.42
LUL	Russel Square	'Oakwood-Uxbridge '	391.78	0.33	4.9	91.66	96.56	0.31	0.5	0.16
LUL	Russel Square	'Oakwood-Ruislip '	391.78	0.33	4.9	91.66	96.56	0.31	0.5	0.16
LUL	Holborn	'Ealing-Epping '	696.29	3	8.7	10.75	19.45	1.54	0.5	0.77
LUL	Holborn	'Epping-Wruislip '	696.29	3	8.7	10.75	19.45	1.54	0.5	0.77
LUL	Holborn	'RuislipGar-Epping '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'WhiteCity-Epping '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15

LUL	Holborn	'Epping-NActon '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'Northolt-Epping '	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'Debden-WRuislip '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'WhiteCity-Debden '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'Debden-Northolt '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'RuislipGdns-Debden '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'Loughton-WRuislip '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'NActon-Loughton '	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'RuislipGdns-Loughton'	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'Loughton-WhiteCity '	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'Loughton-Northolt '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'Ealing-Loughton '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'Ealing-NewburyPark '	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'WRuislip-NewburyPark'	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'NActon-NewburyPark '	696.29	0.33	8.7	91.66	100.36	0.3	0.5	0.15
LUL	Holborn	'Hainault-Ealing '	696.29	5.33	8.7	6.38	15.08	1.99	0.5	0.99
LUL	Holborn	'Hainault-Nacton '	696.29	1.33	8.7	23.31	32.01	0.94	0.5	0.47
LUL	Holborn	'Hainault-WRuislip '	696.29	3.33	8.7	9.76	18.46	1.62	0.5	0.81
LUL	Holborn	'RuislipGdns-NP-Hain '	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'Hainault-WhiteCity '	696.29	1.67	8.7	18.71	27.42	1.09	0.5	0.55
LUL	Holborn	'Hainault-NP-Northolt'	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'GrangeHill-WD-Eal '	696.29	1	8.7	30.75	39.45	0.76	0.5	0.38
LUL	Holborn	'GrangeHill-Wdfd-Whit'	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'GrangeHill-Wdfd-WRsp'	696.29	0.67	8.7	45.53	54.23	0.55	0.5	0.28
LUL	Holborn	'ArnosGrove-Nthfields'	696.29	3	8.7	10.75	19.45	1.54	0.5	0.77

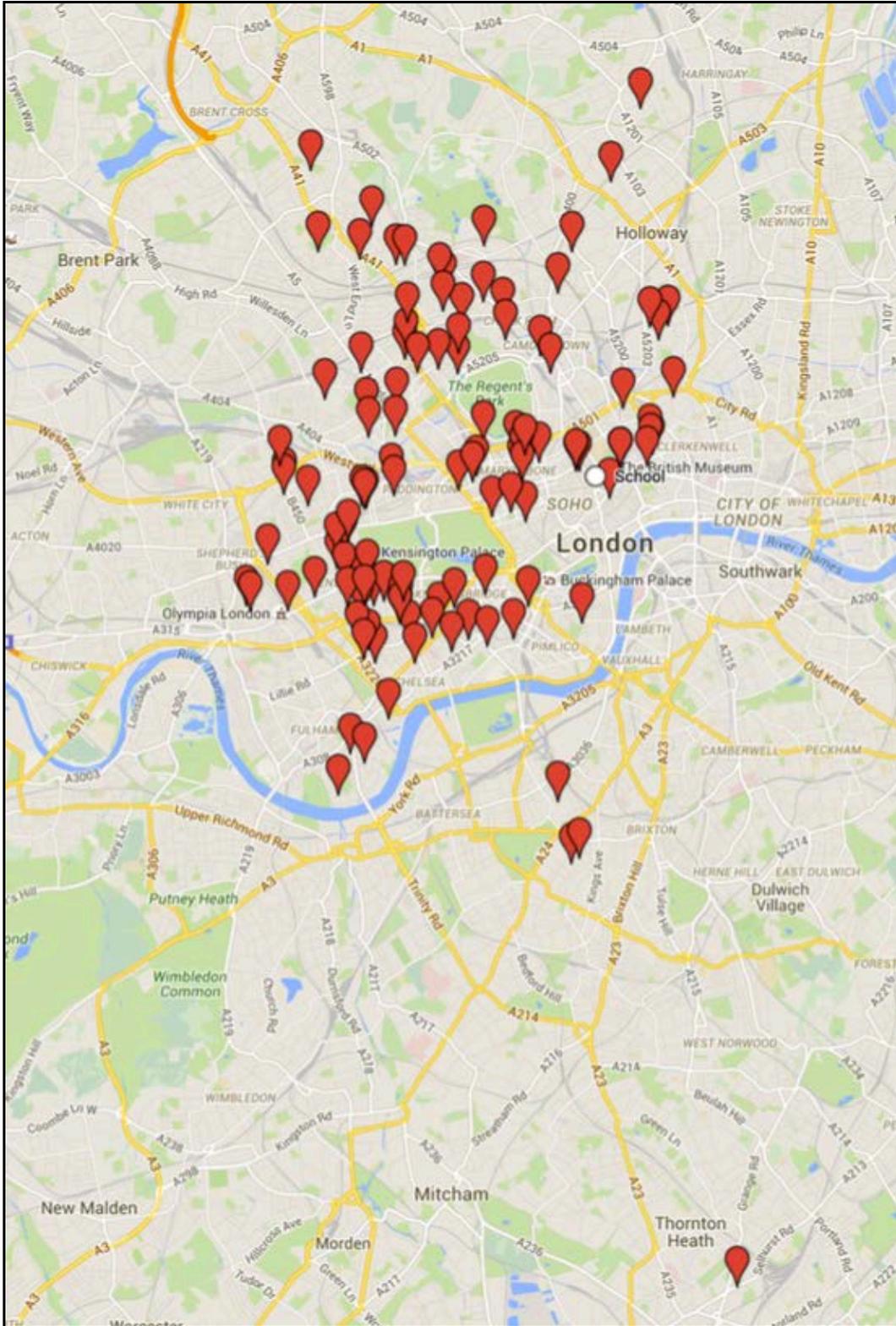
Total Grid Cell AI: 49.63

PTAL: 6b

## **APPENDIX 2**

### **PLOT OF PUPIL LOCATIONS**

### Plot of pupil locations (data from Bedford Square)



**APPENDIX 3**

**PROPOSED ACTION PLAN**

## ACTION PLAN FOR ECOLE JEANNINE MANUEL – RUSSELL SQUARE

Action	Date*	Owner	Promotion / Activity
Establish the Steering Group (SG)	Jan/Feb 2019	TPC	Appoint relevant members of group
Conduct initial travel surveys	Mar/Apr 2019	TPC	Staff survey and hands-up pupil survey
Review STP Targets & Objectives	Jul-Sept 2019	TPC / SG	Steering Group meeting and consultation with Camden
Collect travel related information	Jan-Mar 2019	TPC	Liaise with Camden; Provide information through promotional activities
Install Cycle Racks	Late 2018	EJM / Contractor	Part of building works program
Install Showers and Lockers	Late 2018	EJM / Contractor	Part of building works program
Pedestrian Skills Training	March-May 2019	TPC / Headteacher	Liaise with Camden; Hold pupil sessions
Provide TfL Cycle Guides	March 2019	TPC	Contact TfL; Distribute guides
Join Cycle to Work Scheme	Jan-Mar 2019	TPC / Headteacher	Research schemes; Join appropriate scheme
Request Bikeability Training	Jan 2019	TPC	Contact Camden for free pupil cycle training
Offer interest free season ticket loans	Jan-Mar 2019	EJM	Arrange through employment mechanism
Safety and Citizenship Talk	March-May 2019	TPC / Headteacher	Contact Camden and Police
Road Safety Talk	March-May 2019	TPC / Headteacher	Contact Camden and Police
Appoint Youth Travel Ambassador (YTA)	March-Apr 2019	Headteacher	Advertise role and recruit
Provide travel information page on school website	Feb-Mar 2019	Headteacher / IT	Update school website
Publish STP on school website	Feb-Mar 2019	Headteacher / IT	Update school website
Promotional Activities	Ongoing	TPC / SG / YTA / Head	As listed in Section 7.1
Update school literature	Ongoing	Headteacher / TPC	Prospectus, Newsletter, Website updates

\*Dates based on school opening March 2019

TPC – Travel Plan Co-ordinator

SG – Steering Group

EJM – Ecole Jeannine Manuel

YTA – Youth Travel Ambassador

## **APPENDIX 4**

### **CURRENT ACTIVITIES (BEDFORD SQUARE)**

## **BEDFORD SQUARE – CURRENT ACTIVITY LIST**

### **Primary**

Nursery & Reception - Traffic Club activity packs to take home and complete with parents, containing games and story books about the importance of safety on the roads etc.

All primary years - “Street Feet” - a fun role-playing activity where a makeshift street scene with traffic lights, road signs etc. is created and children are talked through the main dangers and concerns about walking on the street.

Nursery to Year 4 - teachers make use of a number of classroom resources (giant storybooks, worksheets, games etc.) to back up the work done in the Street Feet activity.

Years 5 & 6 - Pedestrian Skills Training - A 30-minute training session carried out in small groups, led by TFL trainers. Children are taken out and given a basic course on walking and crossing safely.

Years 6 & 7 - Pre-Transition Presentation by TFL - A 1-hour presentation focussing on the transition from travelling with parents/carers, to travelling alone on the school run. Children are taught about the practicalities of public transport, as well as personal safety and respect for fellow travellers.

### **Middle School**

All middle school years – A talk by the local Safe Schools Officer to all middle-school children about the importance of being safe when travelling alone and the dangers and measures they can take to remain safe.

Youth Travel Ambassadors - a “Dragon’s Den” style project where a group of interested Year 10 pupils are asked to come up with a campaign to address a traffic/transport related issues that concerns them using posters and other techniques. The course involves between 3 and 7 hours of training on how to launch a successful campaign and will ultimately end in a presentation of ideas alongside other schools to a TfL STARS judging panel. The best schools win cash prizes to put towards their campaign and their poster will be used by TfL. This will also count towards the children’s Duke of Edinburgh award.

### **General**

Other additional projects such as adding a travel page to the school website, and a travel notice board, will be implemented with the aim of promoting safe, efficient and sustainable travel to children, parents, staff and the wider community.

**APPENDIX 5**

**SERVICING MANAGEMENT PLAN**

**SERVICING MANAGEMENT PLAN**

**FOR**

**ECOLE JEANNINE MANUEL**

**52-53 RUSSELL SQUARE, LONDON**

## 1.0 INTRODUCTION

This Servicing Management Plan (SMP) has been prepared for Ecole Jeannine Manuel for their site at 52-53 Russell Square, London. The SMP is required by the Section 106 agreement that is attached to the planning consent for the school.

The Section 106 agreement requires the SMP to:

- *“Identify the number and type of servicing vehicles required for the school;*
- *Limit the size of vehicle where a larger vehicle will create servicing conflicts;*
- *Manage the timing of deliveries to avoid conflict with other servicing vehicles;”*
- *(Avoid) “conflict with loading or parking restrictions in the area or conflict with heavy pedestrian or traffic flows and must not be carried out during school opening and closing times;*
- *Encourage suppliers and delivery contractors to use alternatively-fuelled vehicles (such as electric and LPG vehicles and cycles).”*

## 2.0 THE SCHOOL

### 2.1 Location

Ecole Jeannine Manuel is located at 52-53 Russell Square, London, in the Borough of Camden. The school buildings are situated on the south-eastern side of Russell Square at its junction with Bedford Place. The school has a frontage to both Russell Square and Bedford Place.

Both Russell Square and Bedford Place are subject to 20mph speed limits. Both streets carry two-way traffic and are subject to parking restrictions. Parking restrictions for Resident Permit holders apply during 08.30-18.30hrs Monday to Saturday.

There is no on-site car parking or vehicular access to the site.

## 2.2 The School

The school will have capacity for 180 pupils aged 14-18 and will employ approximately 35 full-time and 2 part-time staff.

The school's normal opening hours are 08.00-18.30, Monday to Friday; the standard school day for pupils is from 8.30am to 5.30pm. The school does not currently open on Saturday or Sunday.

School facilities do not include catering or other activities that will require regular service deliveries or collections.

## 3.0 **SECTION 106 REQUIREMENTS**

The Section 106 agreement sets out various matters that the SMP should address. These are set out below with the relevant information provided for each.

### 3.1 “Identify the number and type of servicing vehicles required for the school”

Due to the absence of on-site facilities such as catering or outdoor sports, the school has minimal regular servicing requirements. Regular servicing is limited to waste collections.

It is envisaged that First Mile will provide these collections on days and times to be agreed with the school. First Mile is able to provide collections to suit the client in appropriate vehicles. Collections will be scheduled for after school hours Monday to Friday, i.e. 5 collections per week.

First Mile operate a varied fleet and the school will seek to minimise the size of the vehicle used. First Mile are able to deliver waste sacks via electric bicycle, which the school will be keen to support.

3.2 “Limit the size of vehicle where a larger vehicle will create servicing conflicts”

Collections will take place from the street in appropriate locations guided by road signs and other controls. Given the brief nature of the collection and the fact that collections will take place from the street, it is not envisaged that vehicle size will lead to conflicts.

As stated in 3.1 above, the school will engage with First Mile to ensure the size of collection vehicle is minimised.

3.3 “Manage the timing of deliveries to avoid conflict with other servicing vehicles”

Any deliveries that do occur will be extremely infrequent and only for specific small items (e.g. stationery). The school will use its best endeavours to ensure that most required items are collected to further minimise deliveries to the site.

As stated in 3.1 above, the collection of waste is the only regular servicing activity that will take place at the school. This will take place after school hours Monday to Friday. Consequently, conflict with other servicing vehicles will not occur and conflict with regular traffic will also be minimised.

3.4 “Avoid conflict with loading or parking restrictions in the area or conflict with heavy pedestrian or traffic flows and must not be carried out during school opening and closing times”

The school’s normal opening hours are 08.00-18.30, Monday to Friday and local parking restrictions are in force 08.30-18.30 Monday to Saturday.

Collections will be arranged for after school hours (post 18.30) Monday to Friday; no weekend collections are envisaged. Infrequent, ad-hoc deliveries will be managed on a case-by-case basis.

The School’s refuse bag deposit point will be located within the School premises. Bins will then be transferred outside, via the Bedford Place entrance, prior to collection. The bins will be kept within the railings until the point of collection. No refuse bags will be left on the street.

3.5 “Encourage suppliers and delivery contractors to use alternatively-fuelled vehicles (such as electric and LPG vehicles and cycles)”

The school will work with any suppliers to seek to ensure that alternatively fuelled vehicles are used for deliveries and collections. As already stated, First Mile uses electric bicycles for its refuse sack deliveries; it also operates some collection vehicles fuelled by Compressed Natural Gas (CNG).

#### **4.0 MANAGEMENT PLAN**

The school will use this SMP as a reference document to ensure that deliveries and collections are managed in a way that:

- Reduces the number of collections and deliveries to the minimum compatible with the efficient operation of the school;
- Minimises disruption to other highway users, by avoiding servicing at busy times, i.e. peak hours and school arrival/departure times, and by encouraging servicing companies to use smaller vehicles;
- Reduces the environmental impacts of servicing by choosing servicing companies that use sustainably powered vehicles and working with those companies to make servicing more efficient.

The school will review its servicing arrangements on an annual basis and will use its best endeavours to ensure that servicing has no adverse impacts on the surrounding highway network or adjoining properties.

#### **5.0 SUMMARY**

The school has minimal servicing needs, consisting almost entirely of waste collections, which will be scheduled for after school hours Monday to Friday. Very infrequent deliveries of small single items may also occur.

The school intends to procure First Mile as its waste collection company. First Mile are experienced operators in London and they offer a bespoke service. First Mile also utilise electric bicycles for refuse sack deliveries and some CNG-powered collection vehicles.

This SMP will be used as a reference document for servicing and the SMP will be reviewed on an annual basis to ensure that servicing for the school has minimal impact on the adjoining public highway and properties.