

# FRAMEWORK TRAVEL PLAN for

Heathside School  
10<sup>th</sup> January 2015

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This Framework Travel Plan aims to tackle travel issues in preparation for Heathside School's expansion. Once additional students have joined the school, a Full Travel Plan will be produced.

## Travel planning policy

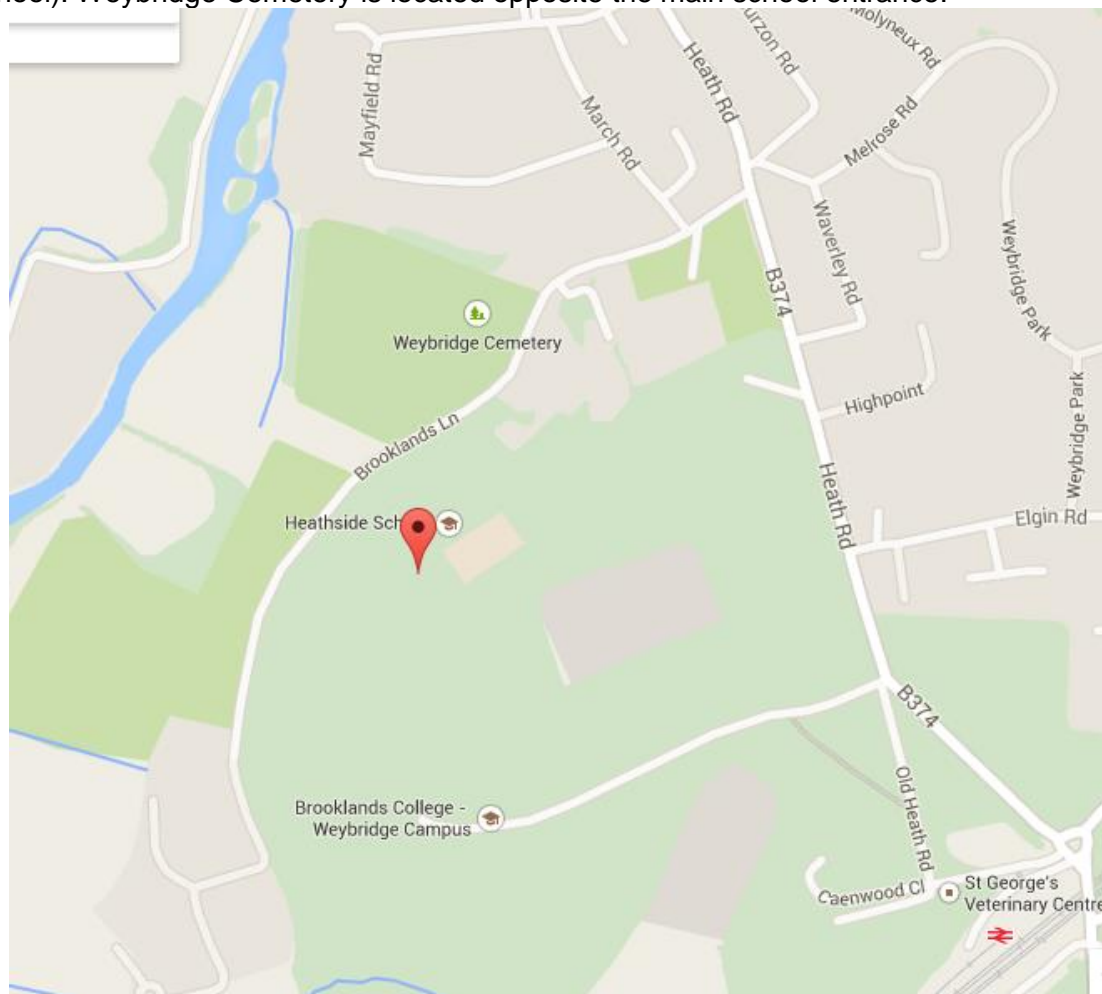
Management of transport generated by developments is included within national, regional and local policy. The National Planning Policy Framework states that all developments which generate significant amounts of movement should be required to provide a travel plan. The National Planning Practice Guidance, published in March 2014, further reinforces the importance of travel plans in the planning context.

This travel plan supports the practical implementation of Surrey County Council's Local Transport Plan 2011-2026 objectives (LTP3).

## Part one – information about the school

### School location

Heathside is located on a 6.43ha site on the edge of the urban area of Weybridge within the Green Belt. It is close to Weybridge Station and lies adjacent Brooklands College. The School is accessed via Brooklands Lane with playing fields located on the other side of Brooklands lane (opposite the main school). Weybridge Cemetery is located opposite the main school entrance.



## Existing transport links

Brooklands Lane is a side-turn off Heath Road (B374). There is a pelican crossing on the junction of Heath Road and Brooklands Lane.

The nearest railway station is a 15 minute walk from the school. There are frequent trains operating from this station serving the immediate area including Walton-on-Thames, Hersham, Addlestone and West Byfleet.

The 436 bus serves Weybridge and Byfleet stopping in Heath Road at the end of Brooklands Lane. The three other bus routes collectively connect Weybridge to Chertsey, Addlestone, Walton and Hersham, each of these services stop within a 15 minute walk to the school.

Cycle routes covering Weybridge and the surrounding areas exist and are described as moderate to poor.

## Current sustainable travel initiatives

**Education of students:** Student safety, whilst travelling to and from school, is a key priority for the school. As an educational institution the school endeavours to educate students how best to keep themselves safe in many aspects of their lives, including travel to and from school and road safety. They are also taught about the environmental impact of transport and an awareness of community issues.

Heathside offers “Bikeability” cycle training for students in Year 7 and a driver awareness event for all students, at the start of the Sixth Form, called ‘Safe Drive, Stay Alive.’ This is aimed at young drivers and run by Surrey Police and the Fire and Rescue services. In December 2014 all Year 11 students attended a Drive Aware presentation aimed to increase awareness of road safety.

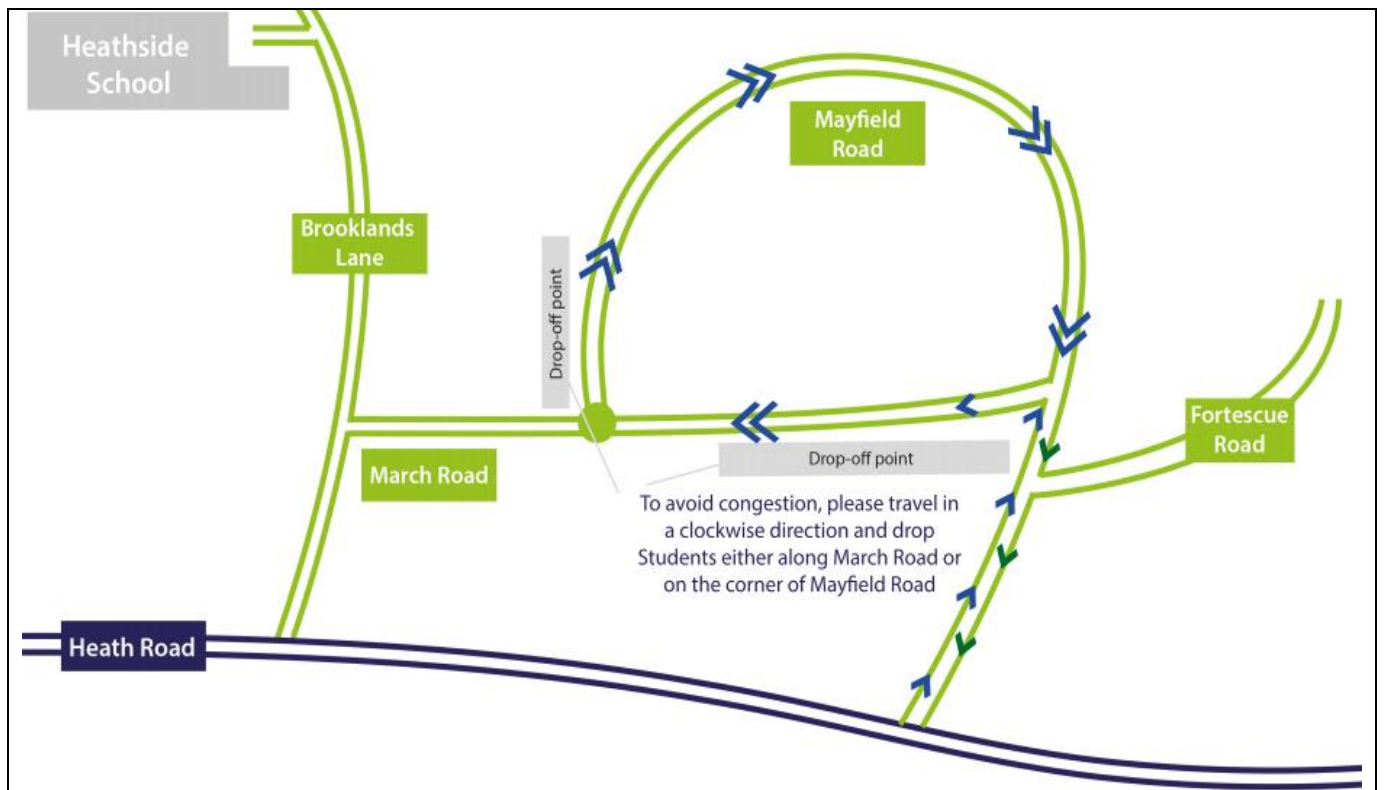
**Student Behaviour:** Heathside students have been praised on many occasions for their exemplary behaviour to and from school. A rota of senior staff has been drawn up to monitor student safety at the beginning and end of the day. This covers Brooklands Lane, the green, the station and through the wooded area of the common.

**Control of Vehicular Traffic - Parents:** Traffic on Brooklands Lane owing to school traffic on a day-to-day basis is limited to ‘peak times’. In the morning, students’ arrival to school is dispersed and this is usually between 8.10-8.30am. In the afternoons students depart between 2.55-3.10pm. The following school timetable identifies school arrival and departure activities throughout a typical school day which aims to reduce traffic using the lane at peak times:

- 6:00am – School open to staff
- 7.30am - Breakfast Club available for students
- 8.30am - Registration
- 2.55pm - End of school
- 4.00pm - End of extended school day (predominately for sixth form)
- 4.30pm - End of extra-curricular activities for students
- 6.00pm School closes to staff

The various school activities that take place, before and after school, allow arrivals and departures to be dispersed over a longer period. This reduces the volume of staff and students travelling at the same time.

The school has worked to reduce the number of private car journeys made by parents that drop off and/or collect students. It has also sought to ease congestion in Brooklands Lane through a variety of approaches. These include publicising a voluntary one way system to parents through the school newsletter. The system, when followed means that cars do not enter Brooklands Lane, but instead use Mayfield Road and March Road – see diagram below:



The aim of the one way system is to reduce congestion at peak times along the lane and at the junction of Brooklands Lane and Heath Road.

This year the school also adopted a more personal approach and appealed to a large number of parents directly at parental information evenings held in September, this included almost all parents of students who joined the school in September 2014.

**Control of Vehicular Traffic – Sixth Form Students:** A permit scheme is in operation for Sixth Form students who drive to school. The school cannot prevent Sixth Form students from driving to school, who are entitled to park on public roads, like all other road users. Therefore the school operates a permit scheme and provides adequate parking for them on the school site. This reduces the number of vehicles that would otherwise park on Brooklands Lane. Currently only 6% of Sixth Form students, that is 12 students, drive their own vehicle to school. The majority of these car share, therefore reducing other vehicular journeys. In order to be issued with a permit students are made aware of the need to drive very cautiously in the Lane and are not permitted to drive down Brooklands Lane between 2.55 and 3.15pm. This rule is enforced by staff on duty outside the school at the end of each day, and also the gate is locked to the car park used by Sixth Form students.

The timing of the final lesson of the day for some Sixth Form students is different from that of the main school. This reduces vehicular movement on Brooklands Lane at peak times with students leaving during the quieter, later part of the afternoon.

**Control of Vehicular Traffic for Large Events:** Heathside works collaboratively with Brooklands College and through this collaboration adopts a one way traffic system for large evening events such as open evenings. On these occasions Brooklands College allows traffic from the school to exit via the access road at the end of Brooklands Lane, through their site and onto Heath Road. In addition for open evening events, the College also allows visitors to Heathside to park on the College site. The school deploys traffic marshals for these events to direct the flow of traffic and to assist with parking.

A similar process is used for school trips that involve several coaches. Coaches park in Brooklands College grounds and exit via their access to Heath Road, removing potential congestion from Brooklands Lane.

Good communication is maintained with Elmbridge Borough Council (EBC) regarding the

arrangements for funerals at Weybridge Cemetery which is located opposite the school. When a large attendance is expected the school will free up parking spaces along the cemetery wall for mourners. Where possible, funeral arrangements will not be made at the beginning or end of the school day. If this is unavoidable Heathside will adjust the finish time for students and ensure extra staff are on duty.

### **Control of Vehicular Traffic – Service Vehicles**

In order to reduce the number of heavier goods vehicles at peak times, Heathside has worked with suppliers to arrange deliveries outside of peak hours. The 'service gate' located at the north east point of the school site is only accessible during restricted hours to ensure compliance with this.

**Sustainable Travel Activity** - The school has worked to reduce the number of journeys to school using private vehicles. Current data below shows a drop of 38%, which represents at least 98 vehicles per day between 2006 and 2014. The table below shows the shift between student travel modes comparing September 2014 data to 2006 data:

<b>Students Modes of Travel September 2014</b>					
	<b>2014</b>		<b>2006</b>		
No surveyed	1259		1378		
Total Responses	1068		1107		
<b>Mode of Transport</b>	<b>No</b>	<b>%</b>	<b>No</b>	<b>%</b>	<b>% Shift</b>
<b>Car Share (with child/children)</b>	22	2	0	0	2
<b>Car/Van</b>	250	23	359	32	-9
<b>Cycle</b>	159	15	162	15	0
<b>Public Transport</b>	25	2	65	6	-4
<b>Other</b>	22	2	0	0	2
<b>Taxi</b>	3	0	2	0	0
<b>Train</b>	175	16	192	17	-1
<b>Walk</b>	412	39	327	30	9
<b>Totals</b>	1068	100	1107	100	

The above table demonstrates a significant reduction in the number of car journeys, at almost 100 per day. The school encourages students to cycle to school which is demonstrated by current data. Between 13-15% of Heathside students cycle to school, this level has been sustained for a number of years and is one of the highest ratios throughout Surrey. Typically a secondary school would expect 4-5% of students to cycle.

Heathside operates a cycle permit scheme for all students. To obtain a permit students and their parents are asked to sign a code of conduct which promotes safety whilst cycling.

The school has conducted a student survey (Autumn 2014) and is currently working with students to encourage more students to use sustainable methods of travel including cycling.

As described earlier in this document Heathside School has excellent rail links which enjoy frequent rail services from the across local area, i.e. Walton, Hersham, Addlestone and West Byfleet. Current data (December 2014) shows that over 18% of students come to school by train. Only 2.5% of students currently take the bus, however this increases to 5% for the journey home.

Significantly of the students who do travel to school by car, many of these use alternative routes for the journey home, i.e. walk, cycle or bus.

Staff are encouraged to cycle to work. Recently we increased parking for staff cycles owing to an increase in the number of staff that cycle to work. Staff are offered 2 separate schemes to assist with cycle purchases namely, cycle plus and cycle2work.

### **Collaboration with Local Residents**

In addition to the 2 public meetings, one at the school and one at Elmbridge Borough Council Offices, held this term, the school has maintained a dialogue over the years with residents over the travel issues that they have raised. In December 2014, Senior Leaders met with the Chair of Brooklands Lane Residents Association to facilitate an input from residents into an update of the school travel plan. This followed a meeting hosted at the school in March 2014. Residents from Brooklands Lane, Lockestone and March Road were represented at this meeting which was chaired by SCC and also attended by Brooklands College, the Area Neighbourhood Watch and the Elmbridge Ward Councillor.

In 2011 the school collaborated with the Lockestone Management Committee to input into Elmbridge Borough Council's 2011 parking review. As a result double yellow line parking restrictions were increased in Brooklands Lane in July 2012.

Since March 2014, Heathside School has been working on this current version of the Framework travel plan in early preparation for the proposed expansion of the school.

There have been 2 public consultations during Autumn 2014. The first of these is a DfE requirement where the Local Authority is proposing the expansion of an existing school. This included a 4 week representation period and a public meeting. The consultation document was hand delivered to all residents of the Lockestone estate, Brooklands Lane, March Road and Mayfield Road.

The second consultation was managed by Elmbridge Borough Council in response to the school's application to vary the cap on numbers on roll from 1352 to 1475. By September 2020 this will represent a 9% increase in student numbers at Heathside. (Not 60% as stated at the EBC West Area Planning Sub-Committee meeting – November 2014).

## **Current school population**

<b>No. of pupils</b>	1263
<b>No. of staff</b>	72 full-time and 74 part-time staff.
<b>Are there any pupils with specific travel requirements? Please include details here (ie number of pupils and type of travel requirement).</b>	There are currently two students on roll with special needs who require assisted transport to and from school. In this case the students are brought/collected by vehicle directly to/from the school's front entrance.

## **On-site facilities**

<b>No. of car parking spaces</b>	In total there are 139 parking spaces including 2 disabled spaces. 20 of the spaces can be used by students. Spaces are reserved for visitors on an ad hoc basis.
<b>No. of cycle storage spaces</b>	There are 164 spaces for student cycles in 2 cycle sheds. Students can also park cycles securely on perimeter fencing. There are 10 spaces for staff cycles on d-frame racks.
<b>No. of scooter storage spaces</b>	A few scooters can park in car parks in spaces too small for cars.
<b>Details of any facilities which encourage walking or cycling, for example, shelters, lockers, drying areas etc.</b>	There are 2 cycle shelters available for students; one predominantly for use by year 7-11 students, one for use by Sixth Form students. The former is locked during the school day as a security measure to encourage cycle use. Lockers are available upon request for all students and staff. A shower room is available for staff.

# How pupils and staff currently travel to school

Date of survey 4<sup>th</sup> December 2014 (Student) 8<sup>th</sup> January (Staff)

Means of transport	Number of pupils	Percentage	Number of staff	Percentage
Walk	307	31	1	1.0
Walking Bus				
Cycle	225	22.7	9	8.0
Car share*	53	5.3	2	1.8
Car passenger	219	22.2		
Car driver			95	84.8
Train	157	15.8	5	4.5
Public Bus	30	3.0		
<b>Total no. of respondents</b>	<b>991</b>	<b>100</b>	<b>112</b>	<b>100</b>

\* NB – car sharing means travelling in the car with people who live at a different address to you.

Pupil response rate: 79%

Staff response rate: 78%

## Travel issues

No.	Issue
1.	<p><b>Risk of collision on Brooklands Lane at peak times</b></p> <p>Access to the school is by a single access, no-through road called Brooklands Lane. Beyond the school, Brooklands Lane becomes a private road, serving a small number of residential properties, known as the Lockestone Estate. This is a narrow road and at peak times becomes busy owing to the volume of students who have to access the school via the lane. Only part of Brooklands Lane has pavements on both sides. The pavement that does exist is narrow, at certain points it is difficult to walk on because it has an adverse camber. Hedges and trees along the boundaries of neighbouring properties overhang the path at some points. These issues mean it can be difficult for two people to walk along the path side by side.</p> <p>Lines of vision along the lane for vehicular traffic are poor, there are limited areas where parking is restricted along the lane. These factors combined mean at peak times on the lane, there is increased risk of collisions i.e. pedestrians with vehicles or cycles and cyclists with vehicles.</p> <p>There are occasions when some drivers resort to mounting the pavements, putting students and other pedestrians in Brooklands Lane at risk. This usually occurs during bad weather, when the number of parents dropping their children off outside the school (ie not observing the voluntary one-way system) increases significantly.</p>
2	<p><b>Inadequate pedestrian facilities between Weybridge Station and the school.</b></p> <p>A significant proportion (16%) of Heathside students travel to school by train and walk north from Weybridge station via Heath Road. The train station is located on the west side of Heath Road which is the same side as the school, however, there is no tarmac or paved pathway on this side of the road. Students therefore walk along a track on the west side of Heath Road which becomes muddy and slippery during wet weather and poses a hazard. Alternatively they walk on tracks through the wooded area of common land which borders Heath Road. Surrey Police said in 2005 that the woods are secluded and dark and offer increased opportunity for crime.</p> <p>If students use the paved pathway on the east side of Heath Road they have to cross the busy main road near the station, where there is no pedestrian crossing and then use the pelican crossing opposite Brooklands Lane to re-cross Heath Road. The lack of a safe crossing at the station end of Heath Road presents a hazard to students using this route. A number of students comment that either a footpath from the station or a crossing at the</p>

	station end of Heath Road would make their journey safer. Heathside has coordinated meetings to address this involving Surrey Highways, Surrey Police, Brooklands College, Heathside School and the Weybridge Society. Elmbridge Borough Council were invited to attend but did not.
3.	<b>Student travel distance too far to walk or cycle to school</b> A number of students in years 7-11 would prefer to walk or cycle to school but cannot do so owing to the length of their journey to and from school. Students who live a distance to the school would have gained a place at Heathside through the siblings admission criteria or the 'Heathside Challenges' which made admission to Heathside possible for children that lived outside of catchment.
4.	<b>Lack of cycling facilities</b> Students who would prefer to cycle to school but who do not do so cite concerns of road safety owing to the poor provision of cycle facilities surrounding Weybridge.
5.	<b>Inconsiderate parental parking</b> At the end of the school day, a small number of parents can be observed waiting further down Brooklands Lane on yellow lines.

## **Part two – information about the proposed expansion**

<b>Additional pupil numbers</b>	1 additional form of entry (FE) increasing from 7FE to 8FE. This will be a total of 30 additional students in September 2016 culminating in a final total of 150 additional students in September 2020.
<b>Additional staff numbers</b>	In September 2016 1 additional member of staff will be required, culminating in a total of 7 additional staff by September 2020.

## **Expansion proposals**

<p>The school is set to increase by one form of entry (1FE) by September 2016. This will mean 30 additional students in Year 7. By September 2020 this will mean a total of an additional 150 students. The building work is set to commence in Spring of 2015 and finish in the Summer of 2016.</p> <p>There is no further expansion planned as it would not be possible because the site is too small to accommodate DfE required external play areas.</p>
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## **Journey origins and maximum sustainable travel potential**

### **Pupils**

<b>Distances from school</b>	<b>(Number) + percentage of current pupils</b>	<b>(Number) + percentage of additional pupils*</b>	<b>Potential mode of travel</b>
within 1km of school	(139) 11%	(27) 18%	walk, scooter or cycle
between 1km-2km	(433) 34%	(83) 55%	cycle
over 2km	(684) 55%	(40) 27%	car share/public transport

## Staff

Distances from school	(Number) + percentage of current staff	(Number) + percentage of additional staff*	Potential mode of travel
within 1km of school	(2) 1%	(0) 0%	walk or cycle
between 1km-2km	(14) 9%	(1) 14%	cycle
over 2km	(137) 90%	(6) 85%	car share/public transport

- Numbers for additional students and staff are estimates

The Full Travel Plan will explore ways to achieve this potential.

## Part three – what we are aiming to achieve prior to expansion

### Travel plan objectives

The overall aim of this Travel Plan is to promote travel by sustainable means and to improve the health of staff and students by encouraging active travel to and from school. In attempting to achieve this aim, this travel plan has the following aims:

- To reduce the overall need to travel, particularly during peak periods
- To promote awareness of transport issues and the impact of traffic on the local environment
- To show a commitment to improving traffic conditions in the local area
- To influence the level of private car journeys to and from the site in order to reduce air pollution and the consumption of fossil fuels
- To reduce the number of single occupancy car journeys to and from the site
- To increase the proportion of journeys to and from the site by sustainable modes of transport such as walking, cycling, public transport and car sharing
- To promote walking and cycling as a health benefit to staff, parents and students,
- To promote greater participation in transport related projects in the area.

To achieve these aims Heathside School has identified the following objectives:

Issue	Objective
1. & 5.	1. All parents park considerately at school peak times.
1.	2. The percentage of single occupancy vehicles (cars containing only the driver and 1 or 2 pupils from the same family) travelling to school is the same as it was before the school expanded.
1.	3. More parents to be aware of and comply with voluntary one way system.
1.	4. Reduce the volume of vehicles using Brooklands Lane at peak times due to school and service vehicles.
2. 3. & 4.	5. Increase the number of students using sustainable travel modes on their school journeys.

### Measures to be implemented prior to occupation

Objective	Measures	Completion date	Action
1.	<ul style="list-style-type: none"> <li>• Regular reminders sent to parents in newsletters.</li> <li>• Request support from local PCSOs and Elmbridge Borough Council.</li> </ul>	<p>Ongoing</p> <p>March 2015</p>	Business Manager
2. 3. & 4.	<ul style="list-style-type: none"> <li>• Heathside 'Challenges' to be removed from Admission Criteria which will reduce</li> </ul>	September 2015 (Intake)	Principal



	<p>the number of students travelling from outside the school catchment area.</p> <ul style="list-style-type: none"> <li>Admission criteria to be amended (subject to consultation) to ensure applicants who live within catchment are given higher priority.</li> <li>Establishment of travel plan working group</li> </ul>	<p>September 2017 (Intake) April 2015</p>	<p>Principal Principal</p>
3. & 4.	<ul style="list-style-type: none"> <li>Reminders to parents re voluntary one way system via flyers, website, newsletter and Parents' Evenings</li> </ul>	Ongoing	Business Manager
4. & 5.	<ul style="list-style-type: none"> <li>Commissioning of a detailed traffic assessment to be submitted as part of the planning application detailing the proposed works for the expansion</li> <li>Increase the number of sixth forms lessons outside the normal school day.</li> <li>Implement no-moped rule for Year 11.</li> <li>Prominently display train and bus timetable for students in school and on the school website</li> </ul>	<p>Subject to Planning Consent from Elmbridge BC ref 2014/3765 September 2015</p> <p>September 2015 January 2015</p>	<p>SCC Project Manager</p> <p>School Timetabler Vice Principal Business Manager</p>
5.	<ul style="list-style-type: none"> <li>Bikeability cycle training for Yr7</li> <li>'Safe Drive, Stay Alive' for Yr 12</li> <li>Drive Aware for Yr 11</li> <li>Provide additional security camera on sixth form cycle storage</li> <li>Share student survey data with Surrey CC and Elmbridge BC to inform review of pedestrian and cycle routes to Heathside</li> </ul>	<p>Spring 2015 October 2015 December 2015 April 2015</p> <p>September 2015</p>	<p>Assistant Principals</p> <p>Business Manager</p>

## **Part four – next steps**

Within 3 months of expansion, the following steps will be implemented:

1. A Travel Plan Co-ordinator will be appointed within the school and contact details will be forwarded to Surrey County Council.
2. A hands-up survey will be conducted to find out how pupils and staff are travelling to school.
3. A full travel plan will be produced by the Travel Plan Co-ordinator, consisting of the following:
  - Issues
  - Objectives
  - Targets
  - Measures
  - Action plan
  - Remedial measures
  - Monitoring
4. The travel plan will be submitted to Surrey County Council for approval.
5. The travel plan will be implemented with immediate effect.

## School details

<b>School address</b>	<b>Heathside School Brooklands Lane Weybridge KT13 8UZ</b>
<b>Pupil age range</b>	<b>11-18</b>
<b>No. on roll</b>	<b>1261</b>
<b>School DCSF number</b>	<b>9365409</b>
<b>School opening times</b>	<b>8.30am – 2.55pm</b>
<b>Pre- and after- school clubs</b>	<b>Breakfast Club 7.30-8.30am Extra-Curricular Clubs 3-4.30pm</b>