

Rail
Buildings
Infrastructure
Transport & Environment

Project Title

Woodlands Meed College

Report Title

School Travel Plan

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Prepared For

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Rev	Comments	Date	Author	Checked	Approved
-	For Submission	20/11/20	NK	WH	DH





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APPENDICES

APPENDIX A - PROPOSED SITE PLANS



1.0 INTRODUCTION

1.1 This School Travel Plan (STP) has been prepared by Robert West on behalf of Faithful + Gould with regard to the redevelopment Woodlands Meed College, Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP. The site location is illustrated in Figure 1.1.



Figure 1.1: Site Location

- 1.2 Woodlands Meed College is a Special Educational Needs (SEN) college that currently accommodates 113 pupils between the ages of 14-19 (KS4 and KS5) and members of staff.
- 1.3 The site is located in a residential area in the town of Burgess Hill, West Sussex. It is bound by Birchwood Grove County Primary School to the east, and residential properties to the north, west and south. Directly to the south, the site also borders a small public recreation area containing playground equipment and a sports field.
- 1.4 The proposed redevelopment of the site involves the construction of a new purpose-built teaching facility, with the existing Woodlands Meed College building remaining in use until the new building's completion. Following the completion of the new building, the current Woodlands Meed College building will be demolished; and car park and landscaping will then be implemented. The college will provide 100 pupil places managed by up to 50 members of staff.
- 1.5 The new Woodlands Meed College building is expected to be fully operational by May 2023.





- 1.6 The proposed site plans are attached at Appendix A.
- 1.7 This STP forms part of the mitigation strategy and is submitted alongside the Transport Statement (TS) to support the planning application for the redevelopment of Woodlands Meed College.
- 1.8 Baseline travel to college modes share of pupils and staff has been presented based on an initial hands up survey at the college. It should be noted only a partial response was recorded due to KS5 pupils being absent due to COVID-19. A further baseline survey will be undertaken following full occupation of the newly built college.
- 1.9 Following this introduction, the remainder of the STP is structured as follows:
 - i. A review of the existing conditions of the site and the wider area, including accessibility by non-car modes, are presented in Section 2.0.
 - ii. The anticipated travel behaviour of students and staff based provisional information provided by the school are contained in Section 3.0 of this report.
 - iii. Objectives and Targets have been included in Section 4.0, demonstrating what the STP will seek to achieve.
 - iv. The framework of measures and initiatives that will be used by the school for selection of measures are contained in Section 5.0.
 - v. This STP is concluded in Section 6.0 with a list of next steps outlining what is anticipated following determination of the planning application.
 - vi. This document is signed by the school operator in Section 7.0.





2.0 SITE CONTEXT AND ACCESSIBILITY

2.1 This section describes the existing conditions in the surrounding area and reviews the accessibility of the site by non-car modes including walking, cycling and public transport.

Site location

- 2.2 Woodlands Meed College is located at Birchwood Grove Road, Burgess Hill, West Sussex, RH15 0DP, to the southeast of Burgess Hill national Rail station and Burgess Hill's main commercial town centre.
- 2.3 The site is located in a primarily residential area and is bounded by Birchwood Grove County Primary School to the east, and residential properties to the north, west and south. Directly to the south, the site also borders a small public recreation area containing playground equipment and a sports field.
- 2.4 Woodlands Meed School is a sister site located 860m to the west of the site. Woodlands Meed School is a SEN school accommodating approximately 160 pupils from the ages of two to 14.
- 2.5 There are four other schools located within the vicinity of Woodlands Meed College as follows:
 - i. Birchwood Grove County Primary School, directly bordering the site to the east
 - ii. Burgess Hill Girls School located 375m to the northwest of the site
 - iii. The Burgess Hill Academy School located 950m to the northwest of the site
 - iv. London Meed Primary School located 920m to the west of the site

Current Access

2.6 Vehicular and pedestrian access to the site currently from Wykeham Way to the north of the site. Vehicular access is via the one-way system, which provides access to the staff and visitor car park as well as access to the neighbouring Birchwood Grove County Primary School. Vehicles egress the site via the one-way system onto Birchwood Grove Road.

Site accessibility

Walking

- 2.7 The pedestrian network within the surrounding area of the site includes footways which are generally in good condition, with street lighting provided at regular intervals.
- 2.8 The exception to this is Birchwood Grove Road, which can be characterised as a single track road without a dedicated pedestrian footway.



2.9 There are also no dedicated pedestrian crossings in the immediate vicinity of the site. The site can only be accessed from minor residential roads, which would not ordinarily be expected to contain dedicated crossing points. Crossing is however normally facilitated at road junctions by the presence of dropped kerbs.

Cycling

- 2.10 There are few dedicated designated cycle routes in the immediate vicinity of the site.
- 2.11 Of note is the public bridleway that runs along Birchwood Grove Road and past the site's primary entrance. The bridleway runs from the outer edges of Burgess Hill to the southwest, towards Wivelsfield in the northeast.

Public transport

Buses

- 2.12 There are seven bus routes that operate within the vicinity of the site providing weekday services.
- 2.13 The nearest bus stops to the site (Ferndale Road stops northbound and southbound) are located 575m (7 minute walk) west of the site on Keymer Road. These bus stops are served by routes 33, 33A, 35A, 35C, 167, 168, 523.
- 2.14 Both stops are both simple flag stops, on pedestrian footways, without benches or shelters
- 2.15 A summary of the bus services provided within the vicinity of the site are outlined in Table 3.1.

Bus route	Stop location	From	То	AM peak frequency (08:00- 09:00)	PM peak frequency (15:00- 16:00)
33	Ferndale Road (NB)	Hurstpierpoint	Cuckfield	1	0
33	Ferndale Road (SB)	Cuckfield	Hurstpierpoint	0	1
33A	Ferndale Road (NB)	BH, Church Road	BH, Church Road	1	2
	Ferndale Road (SB)	BH, Church Road	BH, Church Road	0	0
35A	Ferndale Road (NB)	Lewes Bus Station	BH, Church Road	0	1
	Ferndale Road (SB)	BH, Church Road	Lewes Bus Station	0	0



35C	Ferndale Road (NB)	Plumpton Green, Station	BH, Church Road	1	0
	Ferndale Road (SB)	BH, Church Road	Plumpton Green, Station	0	0
167	Ferndale Road (NB)	Cuckfield	BH, London Road	0	1
107	Ferndale Road (SB)	BH, London Road	Cuckfield	1	0
168	Ferndale Road (NB)	Hurstpierpoint	Cuckfield	1	0
100	Ferndale Road (SB)	Cuckfield	Hurstpierpoint	0	1
523	Ferndale Road (NB)	BH, Church Road	BH, Church Road	1	2
	Ferndale Road (SB)	BH, Church Road	BH, Church Road	0	0

Table 2.1: Summary of bus services

2.16 The summary of bus services within the vicinity of the site shows 4 AM peak services 5 PM peak services are provided

National Rail

- 2.17 The closest National Rail station to the site is Burgess Hill Station located 650m to the north west of the site.
- 2.18 Burgess Hill is served by frequent Southern Rail trains travelling between London Victoria and Littlehampton or Brighton.

Thameslink

2.19 Burgess Hill National Rail Station is also served by regular Thameslink services. These terminate at Brighton, to the south, and at either Bedford or Cambridge, to the north.



3.0 BASELINE

- 3.1 In order to provide an appropriate baseline against which to set targets and assess the success of measures implemented as part of this STP, a hands up survey has been undertaken by pupils and staff at the existing Woodlands Meed College. It should be noted only a partial response was recorded due to KS5 pupils being absent due to COVID-19. A further baseline survey will be undertaken following full occupation of the newly built college.
- 3.2 The initial baseline mode of travel has been included in Table 4.1.

Mode of travel	Pupil	Staff
Single Car Occupancy	15%	72%
Car Share	3%	0%
Rail	3%	6%
Minibus	58%	0%
Cycle	0%	6%
Taxi	18%	0%
Walking	5%	17%
Total	100%*	100%*

Table 4.1: Pupil and staff travel mode share

3.3 Table 4.2 provides an estimate of the number of pupil and staff trips generated by the proposed redevelopment.

Mode of travel	Pupils	Staff
Car/Park and Stride	15	36
Car Share	3	0
Rail	3	3
Minibus	58	0
Cycle	0	3
Taxi	18	0
Walking	3	9
Total	100*	50*

Table 4.2: Estimated student and staff trips by mode



4.0 OBJECTIVES AND TARGETS

4.1 The provisional objectives and targets of this STP are outlined in this section. Targets and objectives may be revised once a full baseline survey has been undertaken upon occupation of the new college.

Objectives

- 4.2 The objectives of this STP are as follows:
 - i. Work with WSCC to support sustainable travel.
 - ii. Encourage pupils using the minibuses provided by the local authority and ensure that minibuses operate with high occupancy.
 - iii. Decrease the number of pupils and staff using single occupancy car travel.
 - iv. Encourage pupils and staff to use sustainable transport modes as much as possible.
 - v. Educate pupils on road safety.

Targets

- 4.3 This section provides targets for the school aimed at achieving the above objectives and increase sustainability in travel behaviour amongst pupils/parents and staff.
- 4.4 Once the redevelopment is complete, a new set of surveys will be undertaken, and the 'baseline' mode share outlined in Section 4.0 will be revised in accordance with the actual travel behaviour of pupil and staff attending the college. Targets are intended to be reviewed annually once annual travel surveys are undertaken. Any proposed changes to targets will be submitted and approved by WSCC.

Pupil targets

- 4.5 The following provisional targets for students have been set against the baseline mode shares.
 - Target 1 Achieve reduction of single car occupancy among pupils by 5% (from 15% to 10%) by 2028.
 - Target 2 Increase the amount of pupils using LA minibuses by 7% (from 58% to 65%) by 2028
- 4.6 The above targets seek to reduce single car occupancy car use among pupils with more reliance on car sharing and LA minibuses sustainable modes of transport to reduce the number of vehicle trips being made to the school.





Staff Targets

- 4.7 The following targets have been set up for staff:
 - Target 1 Achieve reduction in single car occupancy among staff by 10% (from 72% to 62%) by 2028.
 - ii. Target 2 Increase car sharing among staff.
 - iii. Target 3 Increase walking, cycling, and use of public transport among staff.
- 4.8 With the reduction in single occupancy car usage, walking, cycling, car sharing and public transport will be promoted to staff as preferred modes of transport via the proposed initiatives included in Section 5.0 of this report.





5.0 MEASURES AND INITIATIVES

- 5.1 This section details the measures which will be implemented to achieve the targets outlined in Section 4.0. This STP includes a combination of 'hard' and 'soft' measures.
- 5.2 This section provides the summary of measures that the school will endeavour to take once the site redevelopment is complete in order to achieve the objectives and targets of the STP. The 'soft' STP measures have been presented within the action plan, providing the timescales and persons responsible for each action.
- 5.3 At this stage, most of the responsibilities are assigned to the TPC. However other staff members will become involved and take responsibility for individual measures. The action plan table will be updated by the school following the first occupation.

Hard measures

Access design and management measures

- 5.4 The implementation of a newly redesigned car park, segregating staff from visitor/drop off parking, and increasing drop-off parking capacity, aims to reduce congestion around the site access/egress and therefore will reduce conflict between pedestrians and vehicles.
- 5.5 The management strategy already operated by the school in the form of staff supervision at the site access aims to ensure that students approach the site using formal crossings and footways.

Cycle parking

5.6 Woodlands Meed College will provide 12 cycle parking spaces including two spaces for adaptable/cargo bikes. Should the proportion of cyclists increase and the cycle parking spaces become increasingly utilised, further cycle parking spaces will be implemented.

Demand Management Measures

- 5.7 The majority of staff will be expected to arrive before the pupils drop-off time (from 07:00 to 08:30) and depart after pupils in the afternoon. Staff travelling by car will be advised to arrive prior to pupil drop off time. This will result in a further spread of vehicle trips generated by the school.
- 5.8 The drop off/visitor car park will accommodate drop off and pick up of pupils within the college site and this will occur within designated drop off bays. The school will roster staff members within the car park to assist in the smooth transition during drop off/ pick up periods to ensure that the drop-off and pick up activities take place in safe and efficient way. Staff members will also ensure cars are not loitering in the drop off car park keeping bays free for swift drop off and pick up.

Access Management measures



- 5.9 During the morning and afternoon school peak periods, staff will be required to be on-site to supervise students, staff and parents' movements at the site access. The supervision will include the following:
 - i. Ensure that students use designated crossings, footways on the approach to the site
 - ii. Ensure that students maintain appropriate highway behaviour.

School Travel Plan measures

5.10 The college will have an action plan in place that will form part of the STP. The action plan will commence in opening year with some actions being implemented prior to first occupation and ongoing thereafter. The action plan will be regularly updated by the Travel Plan Co-ordinator (TPC).

Target	Measure	Timescale	Persons Responsible
	Raise awareness among staff, pupils and parents about the need to reduce single car occupancy travel through distributing leaflets, advertise information on school boards, undertaking communication at open days, parents evenings and staff meetings. Information promoting non-car travel will be included on the intranet homepage for students. This information will also be sent to parents/carers at the beginning of each school term.	Long-term	TPC
To reduce single occupancy car use amongst students and staff	Raise awareness among staff about the onsite car parking provision and importance to accommodate parking demand on-site. Communication with staff on car travel and parking will be undertaken at the recruitment stage and thereafter at staff meetings.	Long-term	TPC
	Provide bus/cycle/walking route maps and timetables to students/ parents/ guardians/ staff at open days and as part of welcome pack.	Long-term	TPC
	Discuss the need to minimise car travel with parents at parents evening meetings.	Long-term	TPC
	Provide independent travel training to students (where appropriate).	Short-term	TPC or 3 rd party
To increase car	Provide information on sustainable travelling		

To increase car share amongst staff	Provide information on sustainable travelling at opening days and as part of welcome pack.	Long-term	TPC
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To encourage car sharing amongst staff through using promotional materials which can be placed in the staff room.	Short-term	TPC
The TPC to set up a database of staff who are interested in car sharing and try and plan suitable routes for those who register their interest.	Long-term	TPC
The TPC to coordinate a database of staff at the Woodlands Meed School sister site who are interested in car sharing.	Long-term	TPC
The TPC will provide staff the Medway Carshare as the car share provider of choice https://liftshare.com/uk/community/medway	Long-term	TPC
The College will promote the Government Cycle to Work Scheme	Long-term	TPC
Prepare and display information on local walking routes	Short-term	TPC
Consider hosting an activity which promote walking (where appropriate) or provide students/ staff with pedometers and hold a step counting competition	Long-term	TPC
Provide generous cycle parking provision within the academy site, that is covered and secure	Prior to occupation	The developer
Provide cycle skills training to students and staff (as appropriate)	Medium- term	TPC
Provide local cycle route maps to students and staff at open days and as part of welcome pack.	Short-term	TPC
Monitor utilisation of cycle parking on-site and increase its capacity should demand for cycle parking increase in future years	Long-term	TPC
Provision of cycle facilities for staff such as showers and changing facilities	Short-term	TPC
Provide information on signing up to LA minibus travel at opening days and as part of welcome pack.	Long-term	TPC
Use of prospectus, school newsletters, letters home to parents, guardians and carers, and the school's website to promote the use of shared transport (ie the LA minibuses, taxi)	Long-term	TPC
	through using promotional materials which can be placed in the staff room. The TPC to set up a database of staff who are interested in car sharing and try and plan suitable routes for those who register their interest. The TPC to coordinate a database of staff at the Woodlands Meed School sister site who are interested in car sharing. The TPC will provide staff the Medway Carshare as the car share provider of choice https://liffshare.com/uk/community/medway The College will promote the Government Cycle to Work Scheme Prepare and display information on local walking routes Consider hosting an activity which promote walking (where appropriate) or provide students/ staff with pedometers and hold a step counting competition Provide generous cycle parking provision within the academy site, that is covered and secure Provide cycle skills training to students and staff (as appropriate) Provide local cycle route maps to students and staff at open days and as part of welcome pack. Monitor utilisation of cycle parking on-site and increase its capacity should demand for cycle parking increase in future years Provision of cycle facilities for staff such as showers and changing facilities Provide information on signing up to LA minibus travel at opening days and as part of welcome pack. Use of prospectus, school newsletters, letters home to parents, guardians and carers, and the school's website to promote the use of	through using promotional materials which can be placed in the staff room. The TPC to set up a database of staff who are interested in car sharing and try and plan suitable routes for those who register their interest. The TPC to coordinate a database of staff at the Woodlands Meed School sister site who are interested in car sharing. The TPC will provide staff the Medway Carshare as the car share provider of choice https://liftshare.com/uk/community/medway. The College will promote the Government Cycle to Work Scheme Prepare and display information on local walking routes Consider hosting an activity which promote walking (where appropriate) or provide students/ staff with pedometers and hold a step counting competition Provide generous cycle parking provision within the academy site, that is covered and secure Provide cycle skills training to students and staff (as appropriate) Provide local cycle route maps to students and staff (as appropriate) Provide local cycle route maps to students and staff at open days and as part of welcome pack. Monitor utilisation of cycle parking on-site and increase its capacity should demand for cycle parking increase in future years Provision of cycle facilities for staff such as showers and changing facilities Provide information on signing up to LA minibus travel at opening days and as part of welcome pack. Use of prospectus, school newsletters, letters home to parents, guardians and carers, and the school's website to promote the use of

Table 5.1: STP measures





6.0 IMPLEMENTATION AND MONITORING

- 6.1 This section outlines how the STP will be monitored and reviewed going forward.
- 6.2 The TPC will be responsible for reviewing the objectives, targets and actions outlined in this STP on a termly basis.
- 6.3 For the life of the STP it is a requirement to undertake 'hands-up' surveys every year to monitor progress towards achieving shift away from single car occupancy use.
- 6.4 It is recommended that the pupil and staff 'hands-up' surveys are undertaken between September and November of each monitoring year, allowing new students and staff adequate time to determine how they are best to travel to the site. The surveys should be undertaken within the same month of each monitoring year to ensure that they are comparable and to avoid any seasonal variation.
- 6.5 The STP will then be updated with the new mode share data by the TPC, to allow comparison against data collected in previous years. The survey results will be submitted to the Travel Plans Team at WSCC within one month of being undertaken, for review and any changes to measures or targets will be agreed.
- 6.6 If targets are not met at the end of the initial period of monitoring, the STP should be reviewed, new measures introduced, and monitoring extended for future years should the college not achieve targets.
- 6.7 On-street monitoring will be undertaken once a year through a walk about / site visit observation by the TPC and findings will be recorded.
- 6.8 Should any expansion of major infrastructure changes occur in the future the STP will need to be revised.



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7.0 SCHOOL OPERATOR STP SIGN-OFF

7.1	The School Operator has been consulted in relation to the content of this STP and will implement
	measures in accordance with the current STP.
7.2	The below signature demonstrates the Operator's commitment to implementing the STP in line

with the content of this document.

Signature:

Print Name:

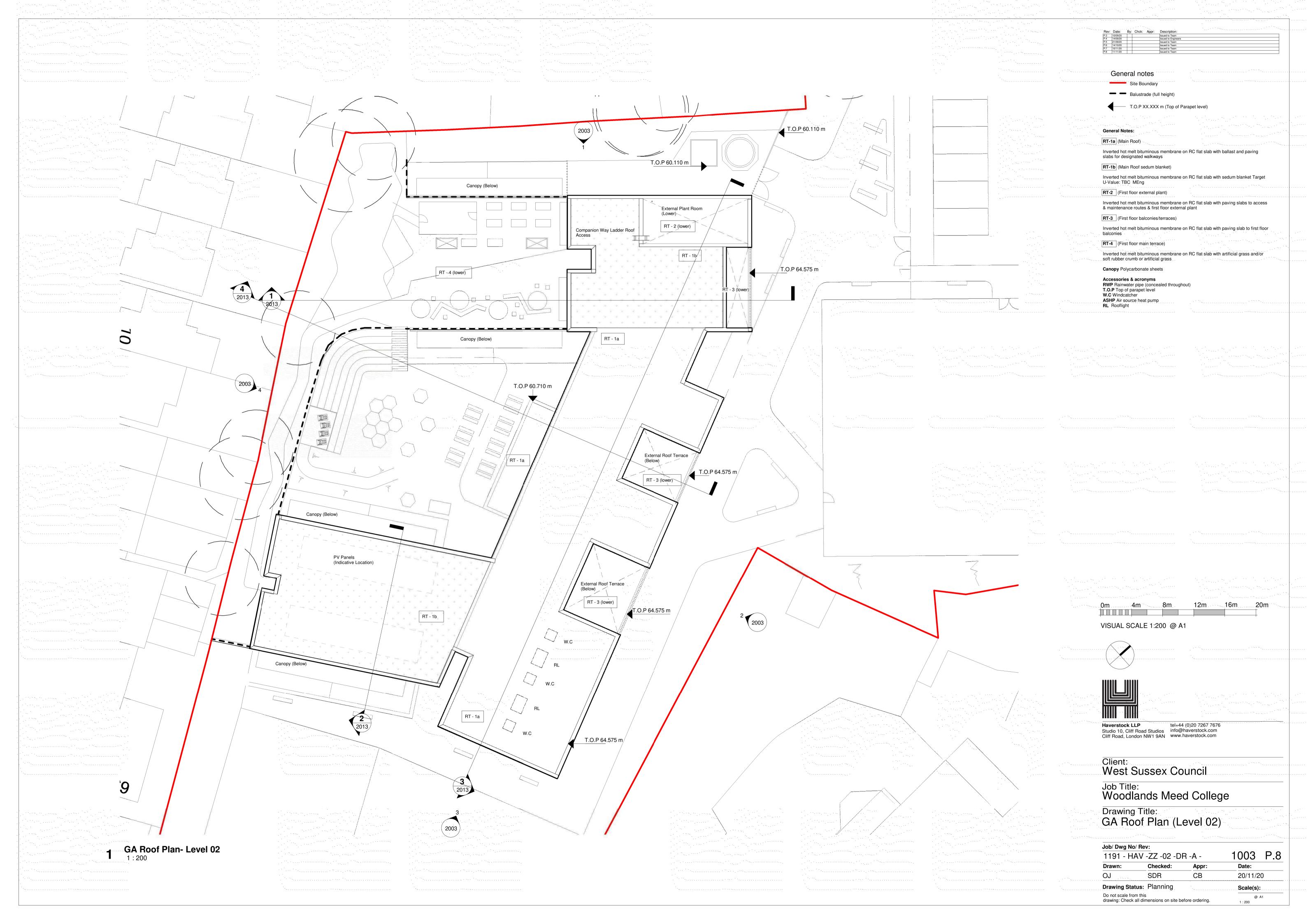




Appendix A – Proposed site plans









CLASSIFICATION - Base Line (Low Risk)

