



**RICHMOND GYMNASTICS  
ASSOCIATION, TOWNMEAD ROAD,  
KEW**

**Extension to site**

**Travel Plan**

**Prepared on behalf of Richmond  
Gymnastics Association**

**KCH/RIGA/13/1892/TP02**

**February 2014**

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## CONTENTS

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>INTRODUCTION.....</b>                                   | <b>4</b>  |
| 1.1      | Background.....  | 4         |
| 1.2      | What is a Travel Plan?.....                                | 5         |
| 1.3      | The “Life Cycle” of a Travel Plan .....                    | 6         |
| <b>2</b> | <b>SITE DESCRIPTION AND ACCESSIBILITY CREDENTIALS.....</b> | <b>7</b>  |
| 2.1      | Site Description .....                                     | 7         |
| 2.2      | Accessibility Credentials .....                            | 9         |
|          | <i>Pedestrian and Cycle Accessibility .....</i>            | <i>9</i>  |
|          | <i>Accessibility by Bus.....</i>                           | <i>10</i> |
|          | <i>Accessibility by Train.....</i>                         | <i>10</i> |
|          | <i>PTAL Assessment .....</i>                               | <i>11</i> |
| 2.3      | Summary .....  | 11        |
| <b>3</b> | <b>BASELINE TRAVEL DEMAND.....</b>                         | <b>12</b> |
| 3.2      | Baseline Questionnaire Data .....                          | 12        |
|          | <i>Pupil .....</i>   | <i>13</i> |
|          | <i>Staff.....</i>  | <i>16</i> |
| 3.3      | Baseline Car-park usage .....                              | 17        |
| <b>4</b> | <b>AIMS, OBJECTIVES AND TARGETS .....</b>                  | <b>19</b> |
| 4.1      | Aims and Objectives .....                                  | 19        |
| 4.2      | Targets.....   | 20        |
| 4.3      | Interim Targets.....                                       | 21        |
| <b>5</b> | <b>MEASURES AND INITIATIVES .....</b>                      | <b>22</b> |
| 5.1      | Background.....  | 22        |
| 5.2      | Measures and Initiatives .....                             | 22        |
| 5.3      | Effectiveness of Travel Plan Measures .....                | 23        |
| <b>6</b> | <b>IMPLEMENTATION, MANAGEMENT AND REVIEW.....</b>          | <b>24</b> |
| 6.1      | Implementation and Management.....                         | 24        |
| 6.2      | Review .....   | 24        |
| 6.3      | ATTrBuTE Compliance.....                                   | 25        |
| 6.4      | Approval .....   | 25        |

## **PLANS**

|                 |  |
|-----------------|--|
| <b>Plan 01</b>  | <b>Site Location and Accessibility Plan</b>            |
| <b>Plan 02a</b> | <b>Pupil Method of Travel To RGA</b>                   |
| <b>Plan 02b</b> | <b>Pupil Method of Travel To RGA – 2km Isochrone</b>   |
| <b>Plan 03a</b> | <b>Pupil Method of Travel From RGA</b>                 |
| <b>Plan 03b</b> | <b>Pupil Method of Travel From RGA – 2km Isochrone</b> |
| <b>Plan 04a</b> | <b>Staff Method of Travel To RGA</b>                   |
| <b>Plan 04b</b> | <b>Staff Method of Travel To RGA – 2km Isochrone</b>   |
| <b>Plan 05a</b> | <b>Staff Method of Travel From RGA</b>                 |
| <b>Plan 05b</b> | <b>Staff Method of Travel From RGA – 2km Isochrone</b> |

## **APPENDICES**

|                   |  |
|-------------------|--|
| <b>Appendix A</b> | <b>PTAL Calculation</b>                        |
| <b>Appendix B</b> | <b>Questionnaire Questions</b>                 |
| <b>Appendix C</b> | <b>Questionnaire Responses; Summary Report</b> |
| <b>Appendix D</b> | <b>Car Park Data</b>                           |
| <b>Appendix E</b> | <b>ATTrBuTE Assessment</b>                     |

# 1 INTRODUCTION

## 1.1 Background

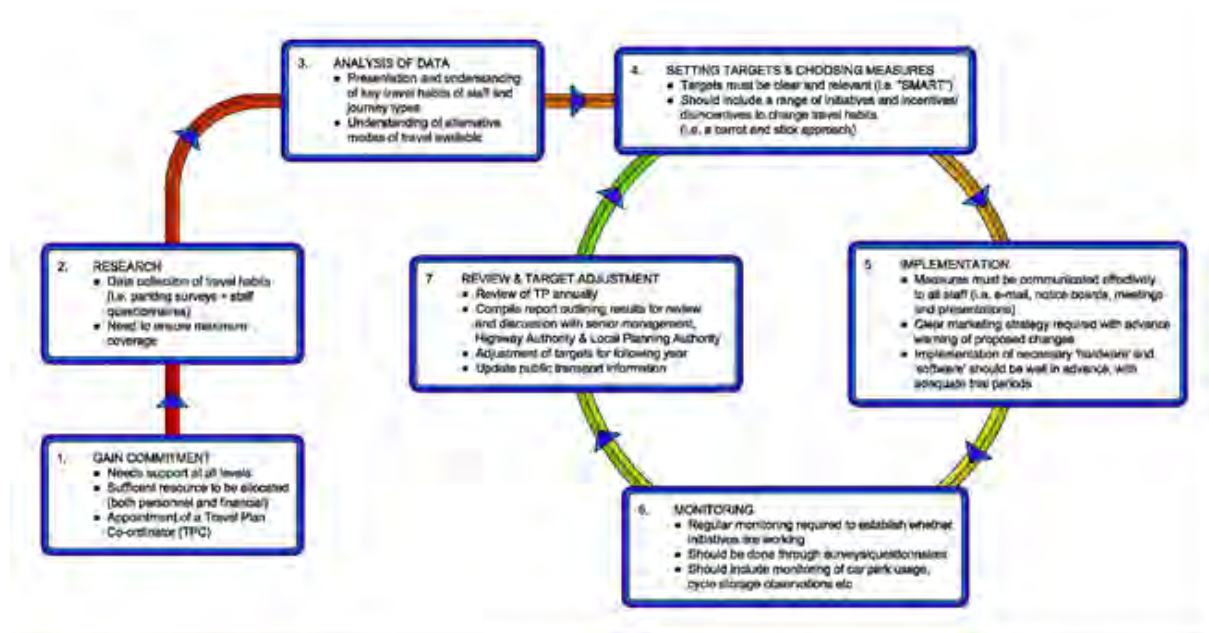
- 1.1.1 Russell Giles Partnership (RGP) has been commissioned by Richmond Gymnastics Association (RGA) to provide transportation planning and highway advice in respect to the site known as 1, Townmead Road, Kew, TW9 4EL.
- 1.1.2 This Travel Plan is prepared to mitigate the effect of any traffic impacts associated with development on RGA's site.
- 1.1.3 This Travel Plan accompanies the Transport Assessment produced by RGP in relation to the application for this site (Ref: KCH/RIGA/13/1892/TA01) and as such should be read in conjunction with this document.
- 1.1.4 In preparing this Travel Plan, RGP has reviewed relevant national guidance including the Department for Transport (DfT) / Communities and Local Government (CLG) publication '*Delivering Travel Plans through the Planning Process*' - April 2009'. In addition, consideration has been given to the wealth of Travel Plan information published by Transport for London (TfL) available at <http://www.lscpl.org.uk/newwaytoplan> to include the 2013 document '*Travel Planning Guidance*'.
- 1.1.5 The production of Travel Plans is also supported by the Mayor's Transport Strategy 2010 which states that: "through setting appropriate parking standards, encouraging smarter travel planning and making public transport more attractive, the Mayor will encourage the use of public transport, walking, cycling and car sharing."
- 1.1.6 This Travel Plan seeks to encourage and promote alternative travel options to the use of the private car for access to the development, in support of Richmond Borough Council's Core Strategy (2009).
- 1.1.7 The document will target all those travelling to the site; staff and pupils, to inspire them to consider using sustainable transport modes for their journeys thus mitigating the effects on the road network.
- 1.1.8 In this instance the Public Transport Accessibility Level (PTAL) of 2, indicating poor accessibility of the area, acts to support the need for a Travel Plan to develop and manage travel to and from the site by sustainable means. The PTAL calculation is attached at **Appendix A**.

## **1.2 What is a Travel Plan?**

- 1.2.1 A Travel Plan is a strategy through which journeys to / from a location are managed. A Travel Plan comprises a package of measures tailored to the needs of an individual site and aimed at promoting greener, cleaner travel choices by reducing reliance on the private car. The development of such measures can reduce the impact of travel and transport whilst also bringing a range of benefits to individuals and the local community.
- 1.2.2 In some instances it is not practical to achieve modal shift from single occupancy car to a more sustainable mode, however by promoting existing transport options and providing a range of alternatives, there are opportunities for individuals to contribute to improving the local environment and their own personal health and well-being.
- 1.2.3 It is recognised that it is easier to achieve modal shift from single occupancy car to walk, cycle or public transport when regular journeys are made, as often the main barrier is unawareness of the existence of realistic and practical alternatives.
- 1.2.4 For staff and visitors a Travel Plan can:
- improve access to essential services and jobs;
  - help provide less stressful options for travel with the ability to socialise;
  - present opportunities to build healthy exercise into daily life; and
  - reduce the cost of travel.
- 1.2.5 For the local community a Travel Plan can:
- make local streets less congested, less dangerous, less noisy and less polluted;
  - enhance public transport;
  - improve the environment and the routes available for walking and cycling; and
  - help create a place which is better to live in, work in and visit, which in turn can attract investment.
- 1.2.6 For employers and developers a Travel Plan can:
- satisfy the requirements of local planning and highway authorities, permitting development;
  - enhance an establishment's image (in terms of 'green credentials' and 'social corporate responsibility'; and
  - offer financial savings, to include reduced expenditure on car park maintenance.

### 1.3 The “Life Cycle” of a Travel Plan

- 1.3.1 A Travel Plan is never complete; it is an evolving document and process which requires continuous input and monitoring, as well as on-going commitment from all users of the site. **Figure 1.1** illustrates the “life cycle” of a Travel Plan from its inception, through to the implementation and monitoring stages.



**Figure 1.1 Travel Plan “Life Cycle”**

- 1.3.2 As illustrated by the above diagram, there are 7 principal stages required to effectively implement a Travel Plan. These are discussed in greater detail within the relevant sections of this document.

## **2 SITE DESCRIPTION AND ACCESSIBILITY CREDENTIALS**

### **2.1 Site Description**

- 2.1.1 The application site is located within Greater London and the London Borough of Richmond Upon Thames (LBR).
- 2.1.2 The site is situated to the north of the junction of the A205, Mortlake Road (South Circular) and Townmead Road and takes access off Townmead Road, as shown within **Plan 01**.
- 2.1.3 Car-parking is currently provided on site for a total of 23 vehicles although these spaces are divided by a fence, which encloses the majority of the car park and the building. This fencing has been installed to enable the site to be closed off from public access when the gymnasium is not being used.
- 2.1.4 The site is currently served by two accesses. The main site access is to the north of the site, opposite the current building entrance, provides access to the main car park with 19 parking bays. A secondary access is to the south of the site and provides access to the remaining 4 parking bays.
- 2.1.5 The Gymnasium also has access to a shared use 'over flow' car park which is accessed from Townmead Road, to the north-east of the site.
- 2.1.6 The site is part of the Putney Town Rowing Club but there is an agreement in place that 30 of its spaces can be used by both the local primary school and RGA to ease peak time car parking pressures.
- 2.1.7 The site itself is a specialist gymnastics training facility providing tuition for 1,450 gymnasts from 1-year to adult (19-20 years old) over the course of a week.
- 2.1.8 The current site is made up for two gym halls, a small reception area, changing facilities, small dance studio (which is used for gymnastics choreography) and a couple of offices. One of the halls has a full scale sprung gymnastics floor (12m x 12m) and associated equipment whilst the second has a smaller gymnastics floor, lower ceilings limiting activities and requires the constant change over of equipment to best use the space.
- 2.1.9 This arrangement currently allows two classes to be run simultaneously but only one class has use of the full sized gymnastics equipment, which is normally allocated to any squad training.



|              | Days         | Hours (approx.*) | Length of class      | Number of pupils per class |
|--------------|--------------|------------------|----------------------|----------------------------|
| Pre-school   | Mon-Fri      | 09:30 – 15:30    | 45 minutes           | 21                         |
| After school | Tues – Thurs | 16:00 – 21:00    | 1 hour               | 40                         |
|              | Sunday       | 09:00 – 16.30    |                      |                            |
| Squad        | Mon – Fri    | 16:00 – 21:00    | Depends on the class | No more than 20            |
|              | Saturday     | 08:00 – 16:30    |                      |                            |

**Figure 2.1: Current timetable** (\*Times of classes change daily therefore these show the rough times)

- 2.1.10 As shown in **Figure 2.1** Tuesday, Wednesday and Thursdays see overlap between after-school sessions and squad training. These sessions have to be carefully managed as only one hall provides full sized facilities therefore classes must alternate depending on the equipment that will be used.
- 2.1.11 In addition to these classes the site also delivers a specialist session on Fridays, between 16:00 and 17.30, for 15 pupils who have advances physical disabilities (a further 40 pupils have a physical disability but are integrated within the current timetable).
- 2.1.12 These classes are held on a Friday to ensure that there is both sufficient parking on site, for those who require it, and also to ensure access to the larger hall, due to the provision of harnesses and equipment. It should be noted that not all facilities are currently accessible, particularly the trampolines which this application is aiming to resolve.
- 2.1.13 It should also be noted that the internal layout has further issues. This includes having female changing rooms that are only accessibly by crossing the smaller gym area, causing potential damage to the gymnastics equipment. There is also no specific runway for pupils using the vault. Instead gymnasts must run between halls (through a doorway and across the walkway to the female changing rooms) to use this piece of equipment.
- 2.1.14 This existing set up is therefore not ideal, and whilst instructors are very careful when using particular pieces of equipment, such as the vault, accidents can still happen.
- 2.1.15 The proposed development will therefore seek to reconfigure the internal layout of the site to provide two full sized gyms. The existing hall to the north of the site will remain unchanged whilst the southern hall will be extended to provide a 12m x 12m sprung floor and enable the installation of a sunken trampoline and separate running track for the vault.

- 2.1.16 There will also be a room dedicated to weights usage and storage and the dance studio, reception area, changing rooms, officers and first aid room will all be improved and relocated to more appropriate areas of the site.

## **2.2 Accessibility Credentials**

- 2.2.1 There are a number of alternative travel options available to visitors to the site. The following therefore considers what these options are, highlighting accessibility in the vicinity of the site.

### ***Pedestrian and Cycle Accessibility***

- 2.2.2 It is commonly accepted that walking and cycling can replace motorised transport for journeys of 2km and 5km respectively.
- 2.2.3 Walking and cycling play a vital role in healthy and active lifestyles and if convenient and safe links are available there is significant opportunity to reduce the need for local car trips, thus reducing the traffic levels on the surrounding highway network.
- 2.2.4 Footways are present along both sides of the road surrounding the site and wide and well-lit pavements along A205, Mortlake Road, providing a route to the bus stops.
- 2.2.5 The development also benefits from an existing park and walk site to the north of the site. The route from the overflow car-park to the gymnasium includes two zebra crossing and provides visitors with a safe and well-lit route to the gymnasium, from the car-park.
- 2.2.6 Over short distances, especially in urban areas, such as Kew, cycling is often quicker and cheaper than using a car and more flexible than public transport. Plan 01 attached hereto also indicates the extent of cycle lanes and routes promoted by TfL which link the site with many local areas.
- 2.2.7 Mortlake Road, to the south of the site, has an on-road cycle lane which must be kept clear between 7am-7pm Monday to Saturday, in accordance with the red route Traffic Regulation Order which applies to the road.
- 2.2.8 In addition there are a number of off-road and quiet road routes that are usable by cyclists.

### ***Accessibility by Bus***

- 2.2.9 The nearest bus stops are to the east of the site on Mortlake Road. The southbound bus stop is within 100metres of the site (shown in **Figure 2.2**), whilst the northbound bus stop is approximately 300m from the site.
- 2.2.10 Both bus stops serve route R68 which travels between Kew and Hampton Court in East Moseley and are served by buses approximately every 15 minutes.
- 2.2.11 Both of these bus stops have adequate shelter, information points and are in well-lit locations.
- 2.2.12 Further timetable details and journey planning tools can be obtained from [www.tfl.gov.uk/buses](http://www.tfl.gov.uk/buses).



***Figure 2.2: Bus Stop on A205, Mortlake Road.***

### ***Accessibility by Train***

- 2.2.13 As shown on **Plan 01** there are three railway stations within a 2km radius of the site.
- 2.2.14 To the west is Kew Underground Station, which is approximately 1km away from the site and can be walked to in approximately 15 minutes.
- 2.2.15 There are also two national rail train stations. To the south east of the site is Mortlake Station and to the south west of the site is North Sheen Station. Both Stations are approximately 1.6km's or 20 minutes' walk from the site.

## **PTAL Assessment**

- 2.2.16 To assess the current Public Transport Accessibility Level (PTAL) available at the development site, RGP has carried out a site specific PTAL assessment using the TfL Transport Planning Information Database tool. This assessment takes account of the distance of public transport facilities from the site and the relative frequency of these services.
- 2.2.17 A PTAL assessment has been carried out to provide an accurate and up-to-date evaluation of the current facilities available. The distances were measured between the site and defined points of interest (bus stops, railways stations etc). This has all been undertaken in accordance with the guidance methodology contained with 'Measuring Public Transport Accessibility Levels', a TfL report published in April 2010. The results of the PTAL assessment are attached to this report in **Appendix A**.
- 2.2.18 The PTAL assessment shows that the site currently has an Accessibility Index of 7.17 which corresponds to the PTAL rating of 2.
- 2.2.19 Notwithstanding the PTAL rating the site is close to residential areas for which many of the pre-school visitors are attracted during the day. The site is also close to a number of schools making walking an attractive mode for those visitors travelling directly from school.

## **2.3 Summary**

- 2.3.1 It is considered that the public transport facilities and walking and cycling infrastructure in the vicinity of the site are reasonable, given the context of the site.
- 2.3.2 There are local bus stops, cycle and walking routes within close proximity to the site and a Travel Plan, which supports this application, is also being produced for the site.
- 2.3.3 Together this will provide current and future pupils and staff with a number of alternative transport options, to car travel, to access the site.

### 3 BASELINE TRAVEL DEMAND

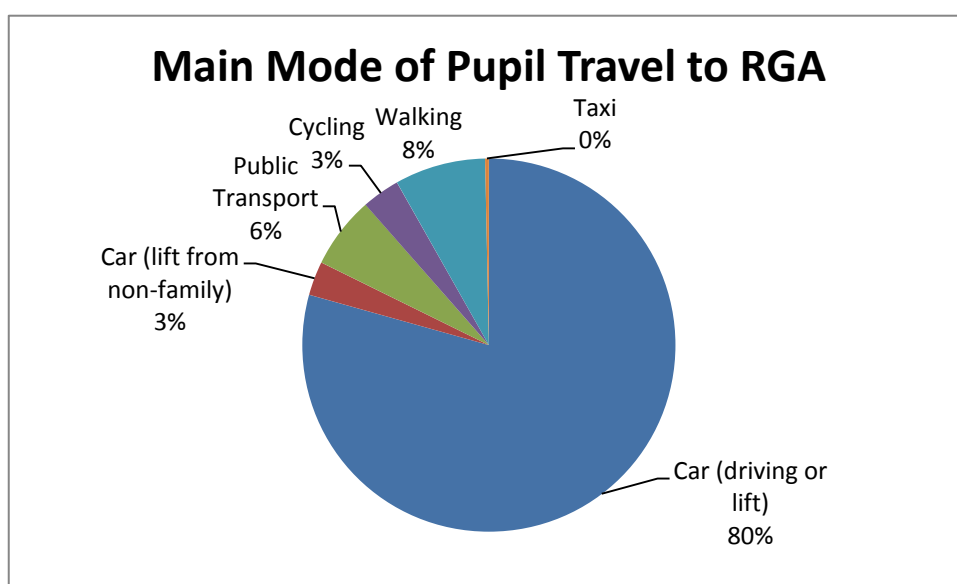
- 3.1.1 To enable a successful travel plan to be produced it is important to understand the baseline travel behaviour of the site's users. This will not only enable targets to be set but also year on year comparisons to be made.
- 3.1.2 Within London baseline data collection for site users should be undertaken in accordance with iTRACE technical guidance note '*iTRACE and TRAVL Compliancy.*'
- 3.1.3 iTRACE is a Travel Plan development management tool developed by TfL to standardise Travel Planning, it provides an accepted approach to validate the worthiness of Travel Plans and allow comparison year-on-year, between organisations and by borough / local authority area.
- 3.1.4 For many new developments it is not possible to undertake any baseline data collection until the development is occupied, however as this scheme is for the expansion of an existing site that will only result in a minimal increase to the number of pupils taught at the site, the existing baseline travel habits for both staff and pupils can be collected.
- 3.1.5 Accordingly an online questionnaire was produced, in compliance with iTRACE technical guidance note '*iTRACE and TRAVL Compliancy,*' and was distributed in December 2013, by email, to staff and pupils (or parents of pupils). A copy of the questionnaire used can be found in **Appendix B** and a summary of the responses received is presented in **Appendix C**.
- 3.1.6 In addition to the questionnaire car-parking surveys were undertaken for both the allocated car-parking in the immediate vicinity of the Gymnasium (including the four additional spaces to the south of the site) and also for the overflow car-park, associated with Putney Town Rowing Club.

#### 3.2 Baseline Questionnaire Data

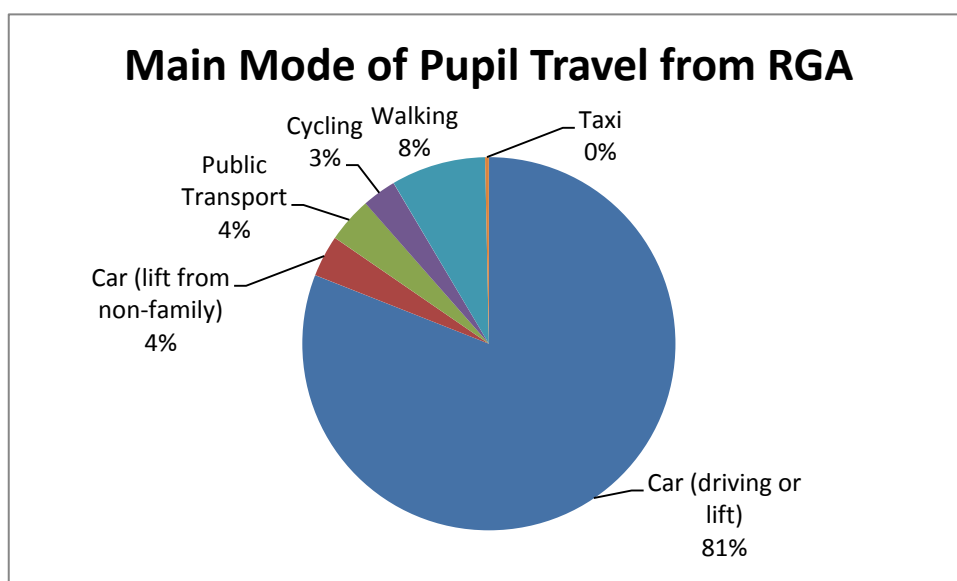
- 3.2.1 A total of 259 responses were received, of which 16 were related to staff and 243 were for 305 pupils (parents were able to fill in the form for one child which providing further information about any additional children that may also use the facility).
- 3.2.2 The following highlights some of the key findings from the questionnaires.

## ***Pupil***

- 3.2.3 From the 1,450 pupils who attend the RGA site over the course of a week a total of 305 responded to the questionnaire, which a response rate of 24%.
- 3.2.4 Of those who responded 80% (242) of pupils either drive or were given a lift by a family member to the site, with this increasing to 81% (247) when pupils leave the site. The breakdown of this is shown in **Figures 3.1** and **3.2**.



**Figure 3.1: Main Mode of Pupil Travel to RGA**



**Figure 3.2: Main Mode of Pupil Travel from RGA**

- 3.2.5 From a further investigation of the responses the main change in travel behaviour between travelling to and from the RGA site sees those travelling by public transport to the site convert to car (driving or lift) to leave the site.
- 3.2.6 In addition to understand what the main mode of travel was for different areas the pupil's postcode data was also collected.
- 3.2.7 This postcode data shows where pupil's home addresses are and what their main mode of travel is for both travel to (**Plans 2a and 2b**) and from (**Plans 3a and 3b**) the RGA site.
- 3.2.8 These plans give an idea of the catchment area for the Gymnasium but also show where clusters of pupils are located, who could potentially consider sharing car trips.
- 3.2.9 **Figure 3.3** shows the breakdown of main mode for those living within the 2km area, marked on **Plans 2b and 3b**, which is considered close enough for people to walk or cycle to the site,

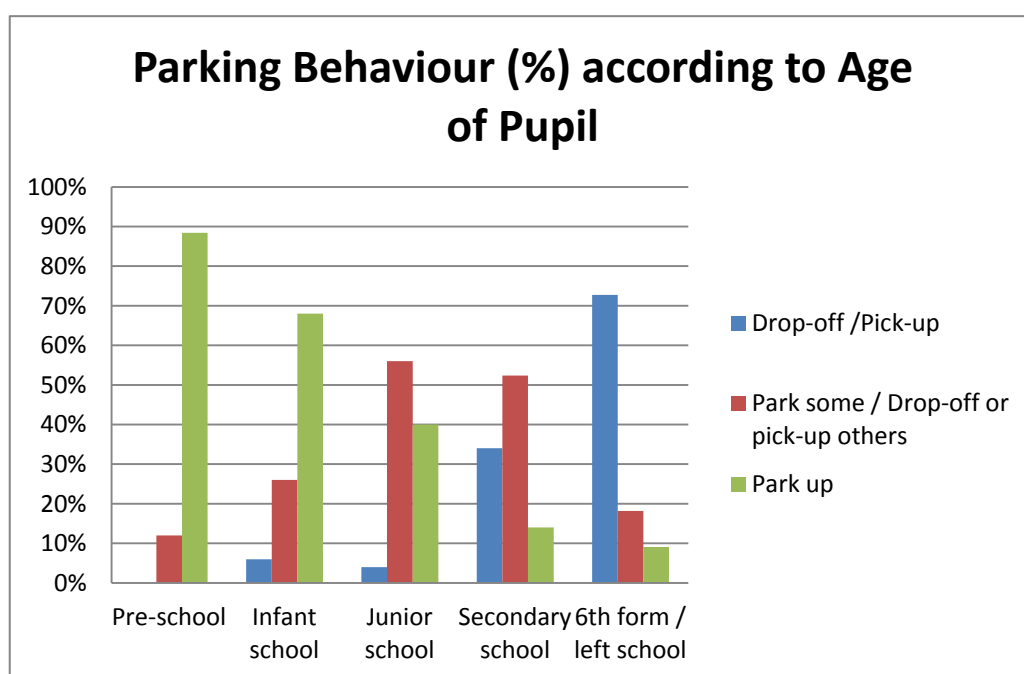
|                              | Travel To |     | Travel From |     |
|------------------------------|-----------|-----|-------------|-----|
|                              | Total     | %   | Total       | %   |
| Drive                        | 47        | 63% | 48          | 64% |
| Drive (Lift from non-family) | 2         | 3%  | 0           | 0%  |
| Public Transport             | 6         | 7%  | 6           | 7%  |
| Cycle                        | 18        | 24% | 19          | 25% |
| Walk                         | 2         | 3%  | 2           | 3%  |

**Figure 3.3: Travel mode for Pupils living with 2km of RGA**

- 3.2.10 Whilst it is not known where individuals will begin or end their journey there is clearly a number of journeys that could be converted to more sustainable modes for at least one trip.
- 3.2.11 With regard to parking pupils (and their parents) were asked whether they parked, dropped off or did a combination of both. They were also asked for information about where they normally parked.
- 3.2.12 **Figure 3.4** below collates whether pupils are dropped off or if parents park up, and divides this according to the age group of the pupil. **Figure 3.5** then shows this in graphical form to further clarify the relationship between age and driver behaviour.

|  | Pre-School | Infant School<br>(Reception – Yr 2) | Junior School (Yr 3 – Yr 6) | Secondary School (Yr 7 - Yr 11) | 6 <sup>th</sup> Form / Left School |
|--|------------|-------------------------------------|-----------------------------|---------------------------------|------------------------------------|
| Drop off or Pick Up                        | 0          | 4                                   | 3                           | 15                              | 8                                  |
| Park sometime / Drop off or pick up others | 8          | 18                                  | 46                          | 23                              | 2                                  |
| Park Up                                    | 60         | 47                                  | 33                          | 6                               | 1                                  |
| No answer                                  | 15         | 6                                   | 4                           | 2                               | 0                                  |

**Figure 3.4: Parking behaviour according to the age group of pupils**



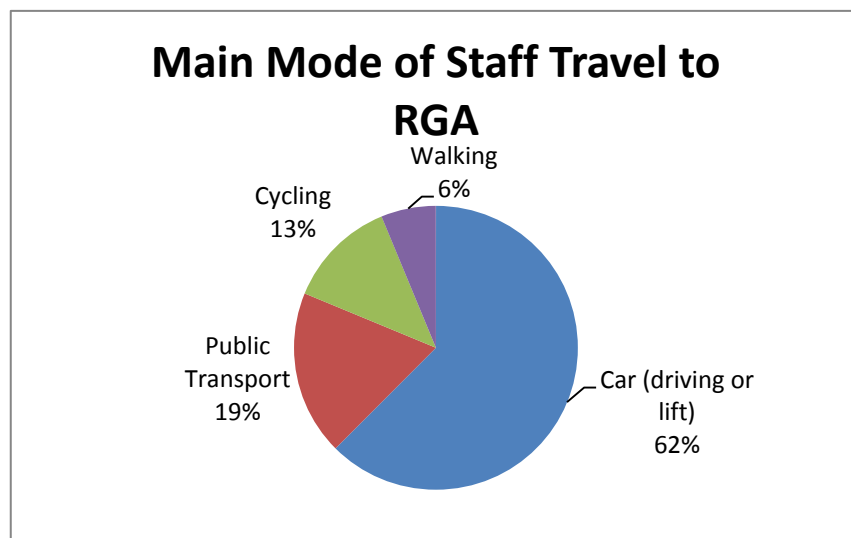
**Figure 3.5: Parking behaviour (%) according to age group of pupils**

- 3.2.13 **Figures 3.4 and 3.5** clearly highlight that the number of people who park compared to drop offs or pick up trips decreases as the age of the pupil increases.
- 3.2.14 This information can be used to inform the structure of the class timetable, to consider the impact upon both the available car parking but also the adjacent highway network.
- 3.2.15 For example parking will be under more pressure during pre-school and infant classes however there are only likely to be one two-way trip per vehicle. In contrast the older classes see more pupils dropped off, which puts less pressure on parking but increases the number of trips to and from the site.

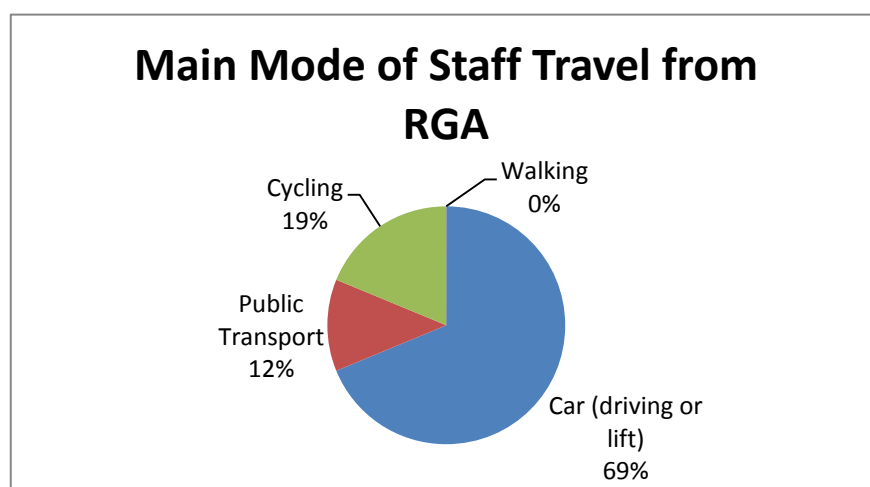


## **Staff**

- 3.2.16 From a total of 19 staff 16 responses were received; providing a response rate of 84%.
- 3.2.17 The mix of staff at RGA include student trainers who can be aged 14 or above. This has resulted in 6 members of the staff team still attending school or college.
- 3.2.18 Of those who responded 62% (10) of staff either drive or were given a lift by a family member to the site, with this increasing to 69% (11) when staff leave the site. The breakdown of this is shown in **Figures 3.6** and **3.7**.



**Figure 3.6 Main Mode of Staff Travel to RGA**



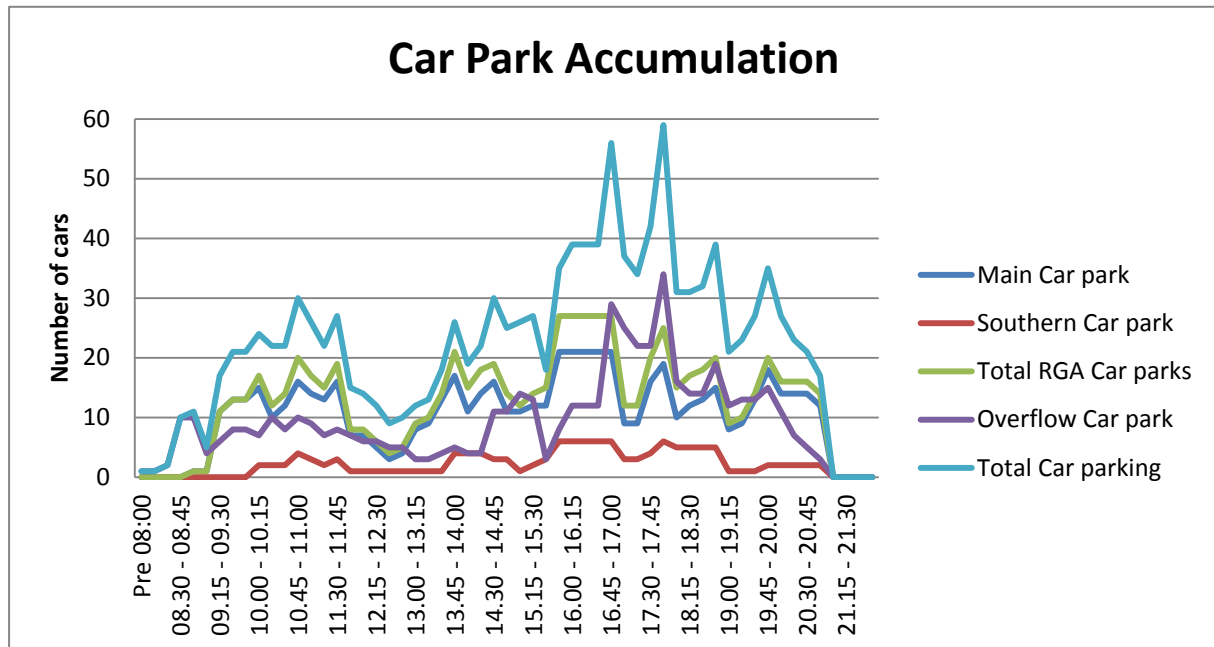
**Figure 3.7 Main Mode of Staff Travel from RGA**

- 3.2.19 **Figures 3.6 and 3.7** also highlight that none of the staff share trips. This may well be down to changeable work patterns and the distances that staff travel however this could be investigated further as the travel plan develops.
- 3.2.20 As with the pupil data staff were also asked to provide their postcode information to show how staff travel to (**Plans 4a and 4b**) and from (**Plans 5a and 5b**) the RGA site.
- 3.2.21 This highlighted the wide catchment for those who work at the RGA site; with three members of staff travelling from outside of the M25 to reach the centre and three members of staff within 2km's of the site.
- 3.2.22 Of the three individuals who are close enough to walk or cycle only one drives for both to and from trips whilst the other two individuals use a combination of walking, cycle and drive.
- 3.2.23 With regard to where the staff who drove chose to park the survey data confirmed that 100% used the main RGA car park.

### **3.3 Baseline Car-park usage**

- 3.3.1 To understand the impact the site is currently having on the highway network data was collected on the Gymnasiums busiest week day, a Tuesday, to see the impact that the existing development had on both the background morning and evening peak traffic.
- 3.3.2 A normal Tuesday would see a full programme of pre-school activities during the day (from 9.30am – 3.30pm) as well as after-school classes and some squad work running from 4pm until 9pm.
- 3.3.3 A camera was therefore put up on Tuesday 26<sup>th</sup> November to collect vehicle movement data associated with both accesses to the gymnasiums car-park, from 8am until 10pm. This also collated information regarding pedestrian movements into and out of the RGA site. In addition a second camera was installed at the overflow car-park site, for the same period of time, to gauge its usage over the day.
- 3.3.4 It should be noted that the 26<sup>th</sup> November was not a typical day for classes, but was instead a 'come and see' day, where parents are encouraged to stay and watch classes to see how their child is progressing. As a result the data collected presents the worst-case scenario for the site, which would exceed the standard usage.

- 3.3.5 The result of the camera surveys are in **Appendix D** and summarised in **Figure 3.8**, which presents the individual usage of all three car parks as well as the total usage of the two RGA car-parks and the total usage of the RGA car-parks including overflow usage.



**Figure 3.8: All Vehicle accumulations for car parks associated with RGA**

- 3.3.6 The three car parks have a combined capacity of 53 spaces, with 19 in the main car park, 4 in the southern car park and 30 in the overflow car park.
- 3.3.7 From **Figure 3.8** we can see that there are two key peaks in the usage of the available car-park capacity, which only last for 15 minutes at a time. These occur between 16:45-17:00, when all the 53 spaces available are used, and 17:45-18:00, when 6 spaces over capacity are used.
- 3.3.8 It should be noted that the data here shows the very worst-case week-day situation as the survey day was a 'come and see' day, on the busiest day of the gymnasiums week, where parents were encouraged to stay for the duration of the class, encouraging an increased level of car park, that was accommodated within the existing overflow parking provision.
- 3.3.9 Further discussions around the car park usage can be found in the accompanying Transport Assessment.

## **4 AIMS, OBJECTIVES AND TARGETS**

### **4.1 Aims and Objectives**

- 4.1.1 It is now widely accepted that it is not possible to build our way out of congestion. Instead the approach has to be to reduce the need to travel by increasing travel choice.
- 4.1.2 Travel Plans have been shown to deliver single occupancy trip reductions of between 10% and 20%, depending on the measures implemented. Research has also shown that modal shift is most effective when targeting regular journeys, which are short in length, such as the daily commute.
- 4.1.3 This Travel Plan represents a long term strategy to promote more sustainable travel and to offer realistic transport choices for journeys associated with the proposed extension at 1, Townmead Road. This is in line with current LBR policies and supports the Mayoral Strategy for London.
- 4.1.4 The overall aim of this Travel Plan therefore is to reduce reliance upon the private car by effecting a change in attitude to travel and increasing awareness of alternative modes and the associated benefits of sustainable transport.
- 4.1.5 This is most effectively achieved through the provision of clear and concise information, to include:
- routeing, timetable and ticketing information for bus and train services;
  - cost data comparing public transport and private car journeys;
  - the health benefits of walking and cycling, safety advice and recommended routes; and
  - details of London's car share scheme [www.londonliftshare.com](http://www.londonliftshare.com).
- 4.1.6 Without such information, the car is often perceived to be the easiest travel option, even if from a cost and duration of journey perspective this may not be the case.
- 4.1.7 The objectives of the Travel Plan must be specific to the site and can be summarised as follows:
- establish travel behaviour patterns and recognise any barriers to change;
  - identify measures to reduce reliance on the car and enable the development to secure a long term reduction in the traffic generation arising from the site;
  - to foster awareness of and buy in to the Travel Plan amongst staff and pupils; and
  - introduce a package of physical and management measures that will facilitate and actively encourage use of sustainable modes.

## 4.2 Targets

- 4.2.1 Targets are important since they give the Travel Plan direction from its inception, providing a measurable goal to aim for.
- 4.2.2 When setting site specific targets it is important that they are “SMART” in order that the outcomes can be quantified and an assessment of what the Travel Plan has or will achieve can be made.

**Specific  
Measurable  
Achievable  
Realistic  
Time-bound**

- 4.2.3 It is also important that the targets reflect the objectives as well as current local policy guidance.
- 4.2.4 Using the baseline data collected we can see that due to the fact that this is a Gymnasium that predominantly focused on pupils who are below driving age and that is located in a relatively poor area for public transport.
- 4.2.5 Accordingly the main issue of ‘single occupancy’ private car trips should be altered to the issue of overall vehicle trips.
- 4.2.6 It is therefore suggested that the over-arching target should be as follows:

*“The Travel Plan should deliver a reduction in the number of pupils arriving at the RGA site by car (driver or lift by parent/guardian) from 80% to 70%, over the first five years of the Travel Plan.”*

- 4.2.7 This represents a 10% reduction in the overall use of the private car. In parallel with this main target other specific targets could be set by the TPC, in respect to the increased use of public transport or cycling for example. This target would apply equally to weekend traffic levels associated with the Gymnasium.
- 4.2.8 It is also recognised that interim targets and actions have an important role within the implementation, monitoring and review of the Travel Plan and as such these are discussed below.

### 4.3 Interim Targets

- 4.3.1 **Figure 4.1** sets out shorter term goals / action targets, which will contribute towards achieving the overall target.

| Action                                      | Target Date                           |
|---|---------------------------------------|
| Set up a travel information noticeboard     | Within a month of completion of works |
| Update travel noticeboard                   | Termly following set up               |
| Set up a car-share notice board             | Prior to completion of works          |
| Conduct travel surveys                      | Annually in Spring                    |
| Conduct car park and bicycle shelter counts | Annually in Spring                    |

**Figure 4.1. Interim Targets**

- 4.3.2 These targets, currently based on the data displayed in **Figure 4.1**, will be revised on an annual basis.
- 4.3.3 Targets should be achieved by the target dates specified. If they have been attained they will be modified to provide further more challenging targets, while if the targets have not been achieved the reasons why should be investigated and the measures in place reviewed, added to or modified to ensure that the overall target will be met by year 5.
- 4.3.4 Future targets will be established through a process of consultation with the LBR and other parties concerned with the operation of the site to ensure that they are appropriate in the context of the objectives, yet realistic and achievable.

## **5 MEASURES AND INITIATIVES**

### **5.1 Background**

- 5.1.1 This section considers the bespoke Travel Plan initiatives that could be introduced, refined and expanded upon during the life of the Travel Plan, initially over a 5 year period.
- 5.1.2 As with any Travel Plan it is important to identify a number of measures which will act to encourage use of alternatives to the private car. However, it is also necessary to ensure that the measures promoted are appropriate to the site's particular location given the existing infrastructure.
- 5.1.3 The implementation of the listed measures, which include awareness initiatives are at the core of this Travel Plan. It will be the responsibility of the TPC to commit to implementing these measures.

### **5.2 Measures and Initiatives**

- 5.2.1 The following looks at the measures and initiatives proposed for the RGA site. It has been acknowledged that there are two main user of the site; staff and pupils, who will require measures specific to their needs.
- 5.2.2 All users of the site will be made aware of the existence of the Travel Plan, its objectives and the role of individuals in achieving the aspirations of the Travel Plan.
- 5.2.3 The following measures will be undertaken in advance of the completion of site works so that facilities and information are in place as early as possible:
  - (i) A notice board dedicated to travel information will be provided in the reception area. This would include a section for encouraging car sharing for all RGA members – this could be an informal list on the notice board 'advertising' potential car sharers, the area they live and contact details. There could also be additional lists dedicated to individual clubs for car sharing which should also be marketed on each club notice board;
  - (ii) All new gym members will be provided information on all modes of transport and the local facilities available. This information may be in the form of leaflets, maps and/or web links to relevant information such as car sharing databases, public transport timetables and local attractions/facilities, as well as health benefits from cycling or walking;

- (iii) All existing members will be reminded of the local travel options at the start of each term and encouraged to review the car-share noticeboard on a regular basis.
- (iv) The RGA website will include information and links about travelling to and from the site, particularly highlighting the existence of the over-flow car park.
- (v) Cycle parking, lockers and changing facilities will be included as part of the redevelopment of the site;
- (vi) Class timetabling will be reviewed in the evening to reduce the impact of person trips during the peak period. Timetables will be reviewed regularly;
- (vii) Class timetables will be reviewed to see if it is possible to take account of local bus times, to improve connectivity for public transport users;
- (viii) The informal car share scheme will be facilitated by the Travel Plan Coordinator.

### **5.3 Effectiveness of Travel Plan Measures**

- 5.3.1 The measures and initiatives detailed above would act to reduce the level of car use associated with the site, consequently increasing the use of sustainable modes and achieving the target set. However the list is not exhaustive and the appointed Travel Plan Coordinator is encouraged to investigate other potential initiatives, especially those which would reduce the number of trips made by car.



## **6 IMPLEMENTATION, MANAGEMENT AND REVIEW**

### **6.1 Implementation and Management**

- 6.1.1 The Travel Plan Coordinator is the central point of contact in relation to Travel Plan matters and manages the Travel Plan on a daily basis.
- 6.1.2 The Travel Plan Coordinator will be responsible for implementing and promoting the Travel Plan. This would include carrying out / commissioning travel surveys on an annual basis, ensuring up-to-date travel information is conveyed and communicating with TfL and LBR as appropriate. These tasks should be incorporated into the Travel Plan Coordinator's job description, or delegated to suitable individuals, as appropriate.
- 6.1.3 The Travel Plan Coordinator would also be responsible for managing the agreed budget for the Travel Plan. Aside from infrastructure works which would be included in the development construction costs, funding is required to cover marketing and promotion of travel options. This budget is estimated to amount to £1000 annually.
- 6.1.4 This investment in resources, both in terms of the appointment of a Travel Plan Coordinator and monetary support for implementation, review and monitoring of the Travel Plan would mitigate any financial burden which may be imposed as a consequence of failure to meet the agreed targets.

### **6.2 Review**

- 6.2.1 The Travel Plan will be reviewed on an annual basis for at least 5 years to assess its progress towards the targets and identify the requirement for future improvement and refinement.
- 6.2.2 In addition, monitoring will be undertaken to trace the travel patterns associated with the proposed development.
- 6.2.3 It is advised that the following items are considered as part of the monitoring process:
- the level of car park usage within the site and in the overflow carpark;
  - the demand for cycle parking;
  - the numbers car sharing; and
  - comments made by staff and pupils (parents) relating to transport and the Travel Plan.

- 6.2.4 The Travel Plan Coordinator will organise the update of the Travel Plan and compile an Annual Monitoring and Travel Plan Update Report on a yearly basis. The report will outline the results of the annual iTRACE compliant survey and incorporate the results of on-going informal monitoring carried out through the preceding period. A copy of the report will be sent to LBR's Travel Plan Officer for comment and discussion as well as being filed for records.
- 6.2.5 An important part of the review period is also to adjust targets for the following year with the primary aim of reducing vehicle trips to and from the site and work to increase the number of use of the site who travel by active modes.
- 6.2.6 To maintain the emphasis of the Travel Plan it is suggested that the results of the monitoring / review process are communicated. This could be done by displaying data on the Travel Plan noticeboard or as part of the Gymnasium's newsletter.


### 6.3 ATTrBuTE Compliance

- 6.3.1 This Travel Plan has been prepared with regard to relevant guidance and has also been developed using the TfL ATTrBuTE assessment tool.
- 6.3.2 The results of this assessment, which show that this Travel Plan has passed in line with the ATTrBuTE guidelines, have been appended at **Appendix E**.

### 6.4 Approval

This Travel Plan is prepared by Russell Giles Partnership (RGP).

Name: Kim Hardwick

Signed:  ..

Date: 07/02/2014

I hereby approve this Travel Plan for implementation at the following site:

Richmond Gymnastics Association, 1, Townmead Road, Kew, TW9 4EL

Name: Salme Naylor

(Travel Plan Coordinator)

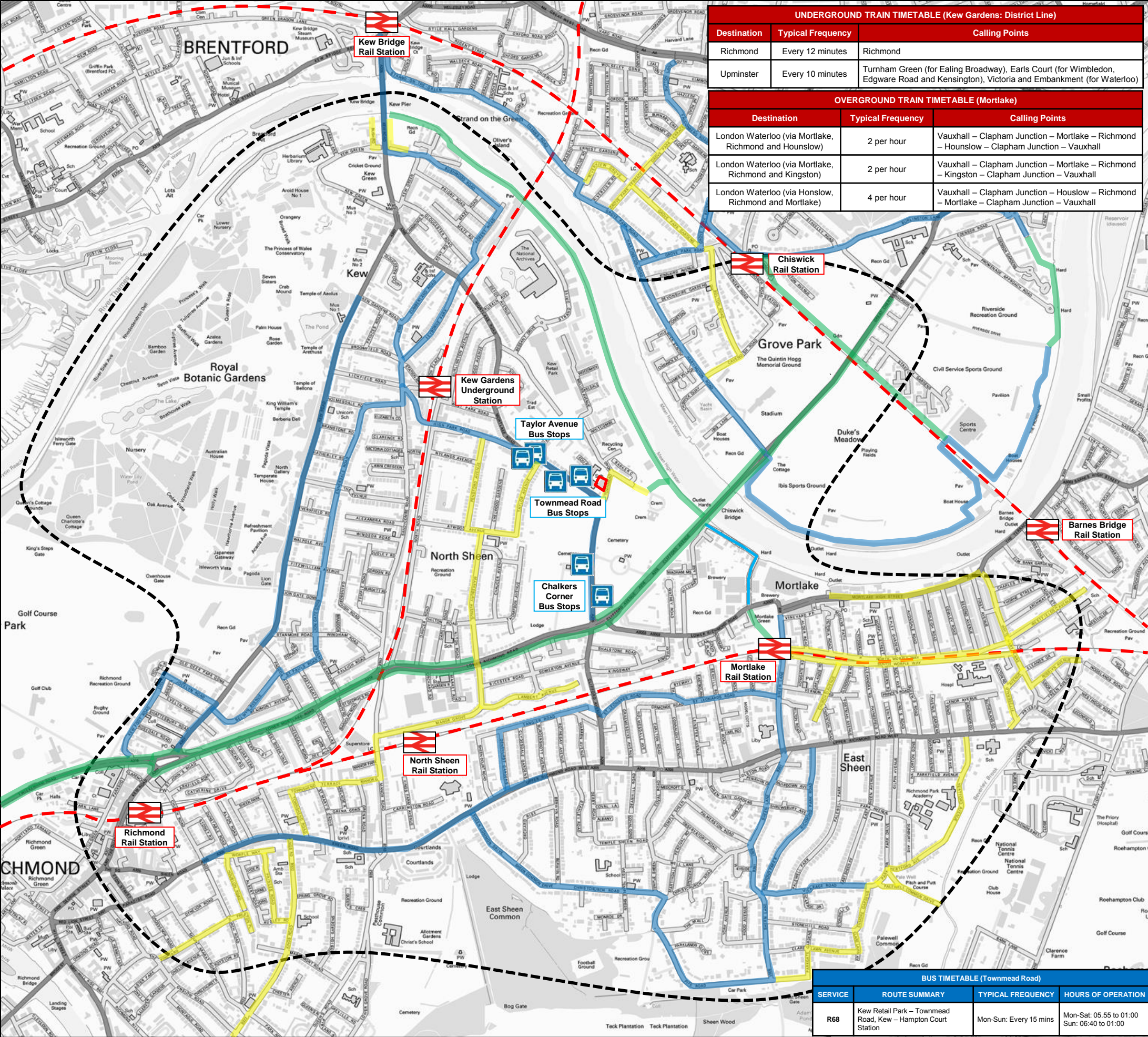
Signed: .....

Date: .....



## PLANS





| UNDERGROUND TRAIN TIMETABLE (Kew Gardens: District Line) |                   |   |
|--|-------------------|---|
| Destination  | Typical Frequency | Calling Points  |
| Richmond   | Every 12 minutes  | Richmond  |
| Upminster  | Every 10 minutes  | Turnham Green (for Ealing Broadway), Earls Court (for Wimbledon, Edgware Road and Kensington), Victoria and Embankment (for Waterloo) |

| OVERGROUND TRAIN TIMETABLE (Mortlake)                 |                   |  |
|---|-------------------|--|
| Destination   | Typical Frequency | Calling Points   |
| London Waterloo (via Mortlake, Richmond and Hounslow) | 2 per hour        | Vauxhall – Clapham Junction – Mortlake – Richmond – Hounslow – Clapham Junction – Vauxhall |
| London Waterloo (via Mortlake, Richmond and Kingston) | 2 per hour        | Vauxhall – Clapham Junction – Mortlake – Richmond – Kingston – Clapham Junction – Vauxhall |
| London Waterloo (via Honslow, Richmond and Mortlake)  | 4 per hour        | Vauxhall – Clapham Junction – Houslow – Richmond – Mortlake – Clapham Junction – Vauxhall  |

**LEGEND**

SITE LOCATION

RAIL STATION

LOCAL BUS STOPS

2KM WALK ISOCHROME

CYCLE ROUTES

SIGNED CYCLE ROUTES

QUIET CYCLE ROUTES

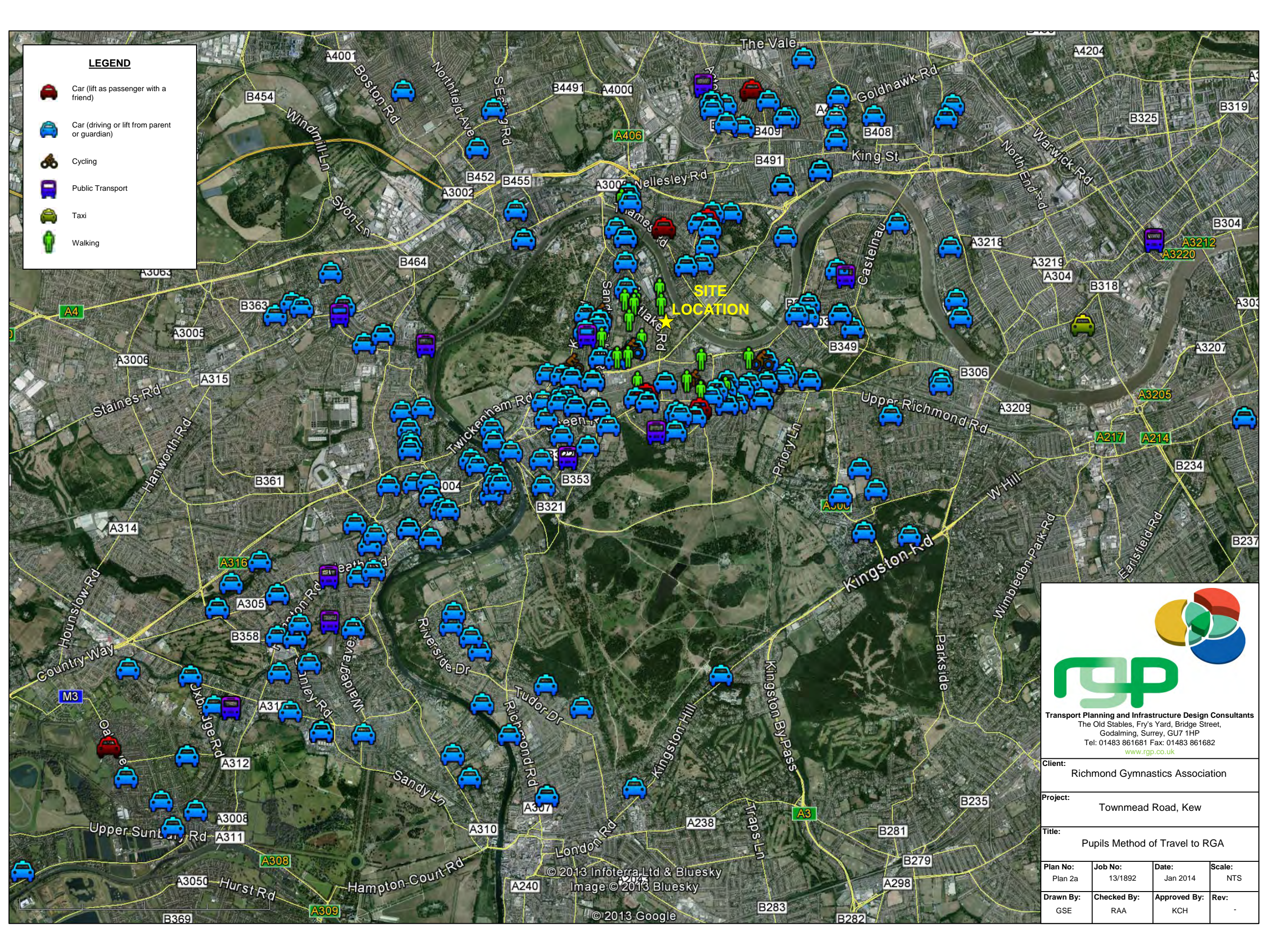
OFF-ROAD CYCLE ROUTES

**Transport Planning and Infrastructure Design Consultants**  
The Old Stables, Fry's Yard, Bridge Street,  
Godalming, Surrey, GU7 1HP  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

|           |                                      |              |        |
|-----------|--------------------------------------|--------------|--------|
| Client:   | Richmond Gymnastics Association      |              |        |
| Project:  | Townmead Road, Kew                   |              |        |
| Title:    | Site Location and Accessibility Plan |              |        |
| Plan No:  | Job No:                              | Date:        | Scale: |
| Plan 01   | 13/1892                              | Jan 2014     | NTS    |
| Drawn By: | Checked By:                          | Approved By: | Rev:   |
| RAA       | KCH                                  | CMB          | -      |

| BUS TIMETABLE (Townmead Road) |  |                        |  |
|-------------------------------|--|------------------------|--|
| SERVICE                       | ROUTE SUMMARY  | TYPICAL FREQUENCY      | HOURS OF OPERATION                             |
| R68                           | Kew Retail Park – Townmead Road, Kew – Hampton Court Station | Mon-Sun: Every 15 mins | Mon-Sat: 05.55 to 01:00<br>Sun: 06.40 to 01:00 |










|          |                    |
|----------|--------------------|
| Project: | Townmead Road, Kew |
|----------|--------------------|

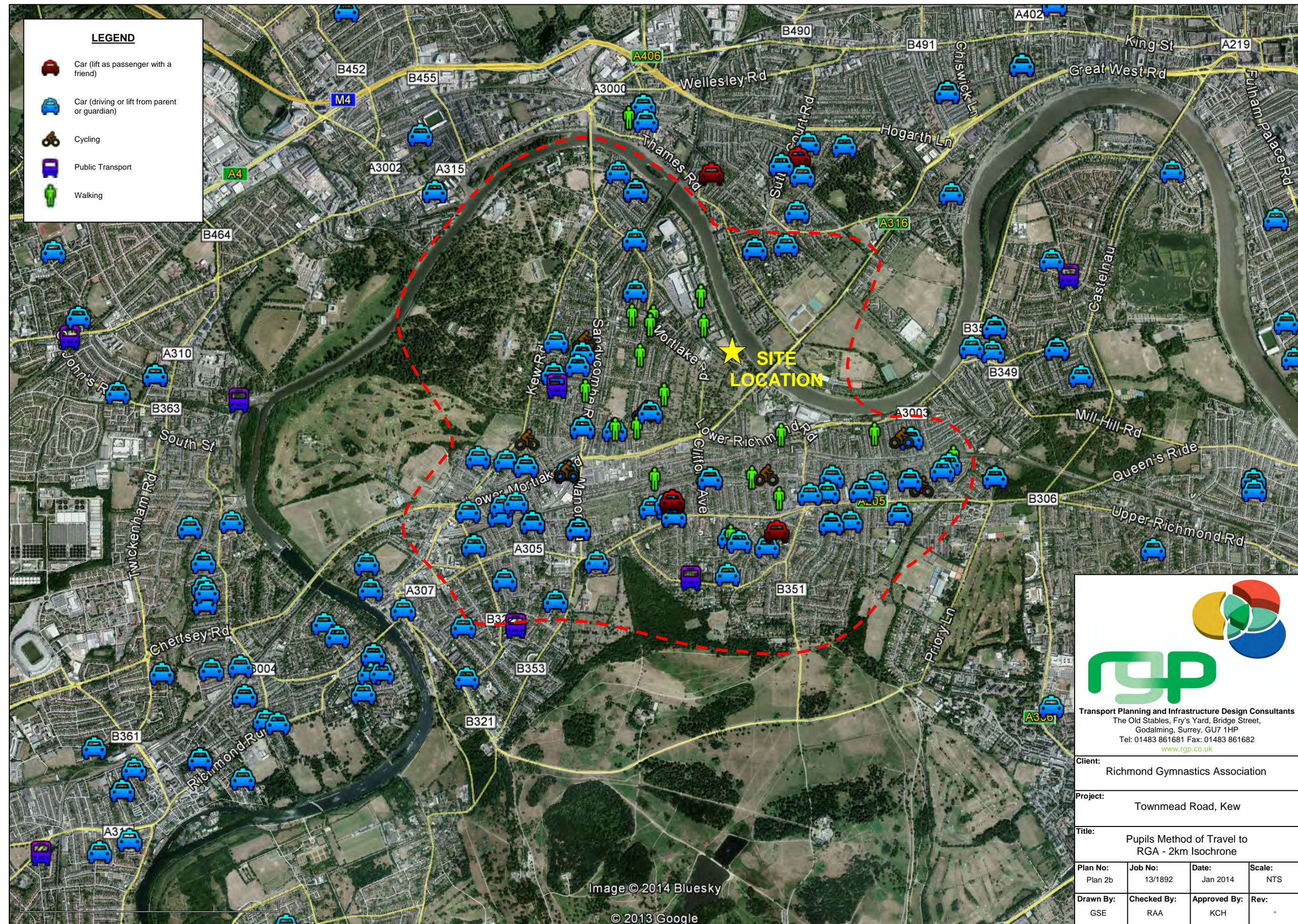
|                            |                           |                          |                      |
|----------------------------|---------------------------|--------------------------|----------------------|
| <b>Plan No:</b><br>Plan 2a | <b>Job No:</b><br>13/1892 | <b>Date:</b><br>Jan 2014 | <b>Scale:</b><br>NTS |
|----------------------------|---------------------------|--------------------------|----------------------|

|           |             |              |      |
|-----------|-------------|--------------|------|
| Drawn By: | Checked By: | Approved By: | Rev: |
| GSE       | RAA         | KCH          | -    |









# LEGEND

-  Car (lift as passenger with a friend)
-  Car (driving or lift from parent or guardian)
-  Cycling
-  Public Transport
-  Walking





# LEGEND

-  Car (lift as passenger with a friend)
-  Car (driving or lift from parent or guardian)
-  Cycling
-  Public Transport
-  Taxi
-  Walking

**SITE LOCATION**



Transport Planning and Infrastructure Design Consultants  
The Old Stables, Fry's Yard, Bridge Street,  
Godalming, Surrey, GU7 1HP  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

Client: Richmond Gymnastics Association

Project: Townmead Road, Kew






Title: Pupils Method of Travel from RGA

|                     |                    |                     |               |
|---------------------|--------------------|---------------------|---------------|
| Plan No:<br>Plan 3a | Job No:<br>13/1892 | Date:<br>Jan 2014   | Scale:<br>NTS |
| Drawn By:<br>GSE    | Checked By:<br>RAA | Approved By:<br>KCH | Rev:<br>-     |

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# LEGEND

-  Car (lift as passenger with a friend)
-  Car (driving or lift from parent or guardian)
-  Cycling
-  Public Transport
-  Walking

★ SITE LOCATION

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Transport Planning and Infrastructure Design Consultants  
The Old Stables, Fry's Yard, Bridge Street,  
Godalming, Surrey, GU7 1HP  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

Client: Richmond Gymnastics Association

Project: Townmead Road, Kew

Title: Pupils Method of Travel  
from RGA - 2km Isochrone

|                     |                    |                     |               |
|---------------------|--------------------|---------------------|---------------|
| Plan No:<br>Plan 3b | Job No:<br>13/1892 | Date:<br>Jan 2014   | Scale:<br>NTS |
| Drawn By:<br>GSE    | Checked By:<br>RAA | Approved By:<br>KCH | Rev:<br>-     |



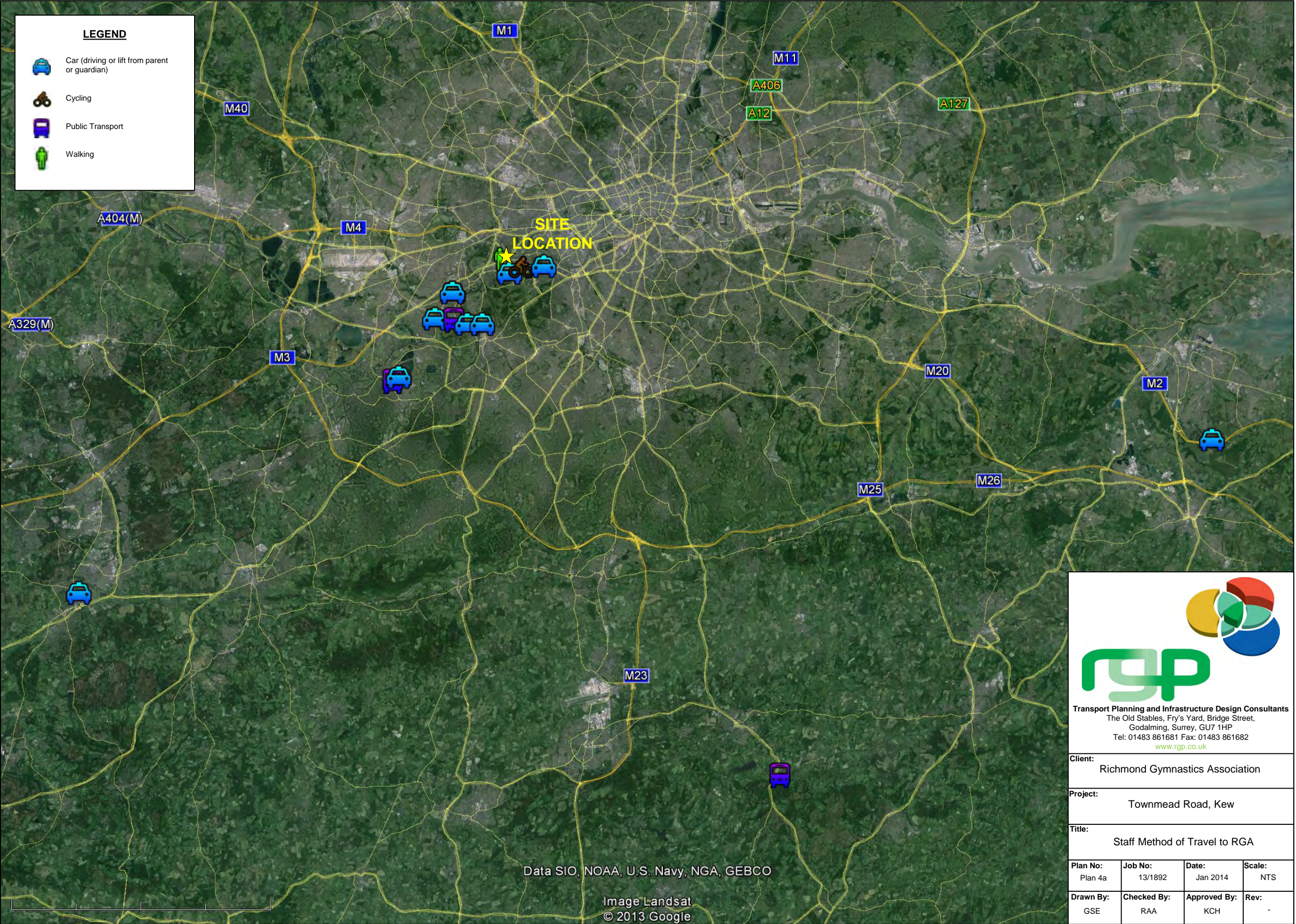
LEGEND

 Car (driving or lift from parent or guardian)

 Cycling

 Public Transport

 Walking



Transport Planning and Infrastructure Design Consultants  
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Godalming, Surrey, GU7 1HP  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

Client:  
Richmond Gymnastics Association

Project:  
Townmead Road, Kew

Title:  
Staff Method of Travel to RGA

|                     |                    |                     |               |
|---------------------|--------------------|---------------------|---------------|
| Plan No:<br>Plan 4a | Job No:<br>13/1892 | Date:<br>Jan 2014   | Scale:<br>NTS |
| Drawn By:<br>GSE    | Checked By:<br>RAA | Approved By:<br>KCH | Rev:<br>-     |



# LEGEND



Car (driving or lift from parent or guardian)



Cycling



Public Transport



Walking

**SITE  
LOCATION**



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The Old Stables, Fry's Yard, Bridge Street,  
Godalming, Surrey, GU7 1HP  
Tel: 01483 861681 Fax: 01483 861682  
[www.rgp.co.uk](http://www.rgp.co.uk)

Client: Richmond Gymnastics Association

Project: Townmead Road, Kew

Title: Staff Method of Travel to RGA  
- 2km Isochrone


|                     |                    |                     |               |
|---------------------|--------------------|---------------------|---------------|
| Plan No:<br>Plan 4b | Job No:<br>13/1892 | Date:<br>Jan 2014   | Scale:<br>NTS |
| Drawn By:<br>GSE    | Checked By:<br>RAA | Approved By:<br>KCH | Rev:<br>-     |


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LEGEND

 Car (driving or lift from parent or guardian)

 Cycling

 Public Transport

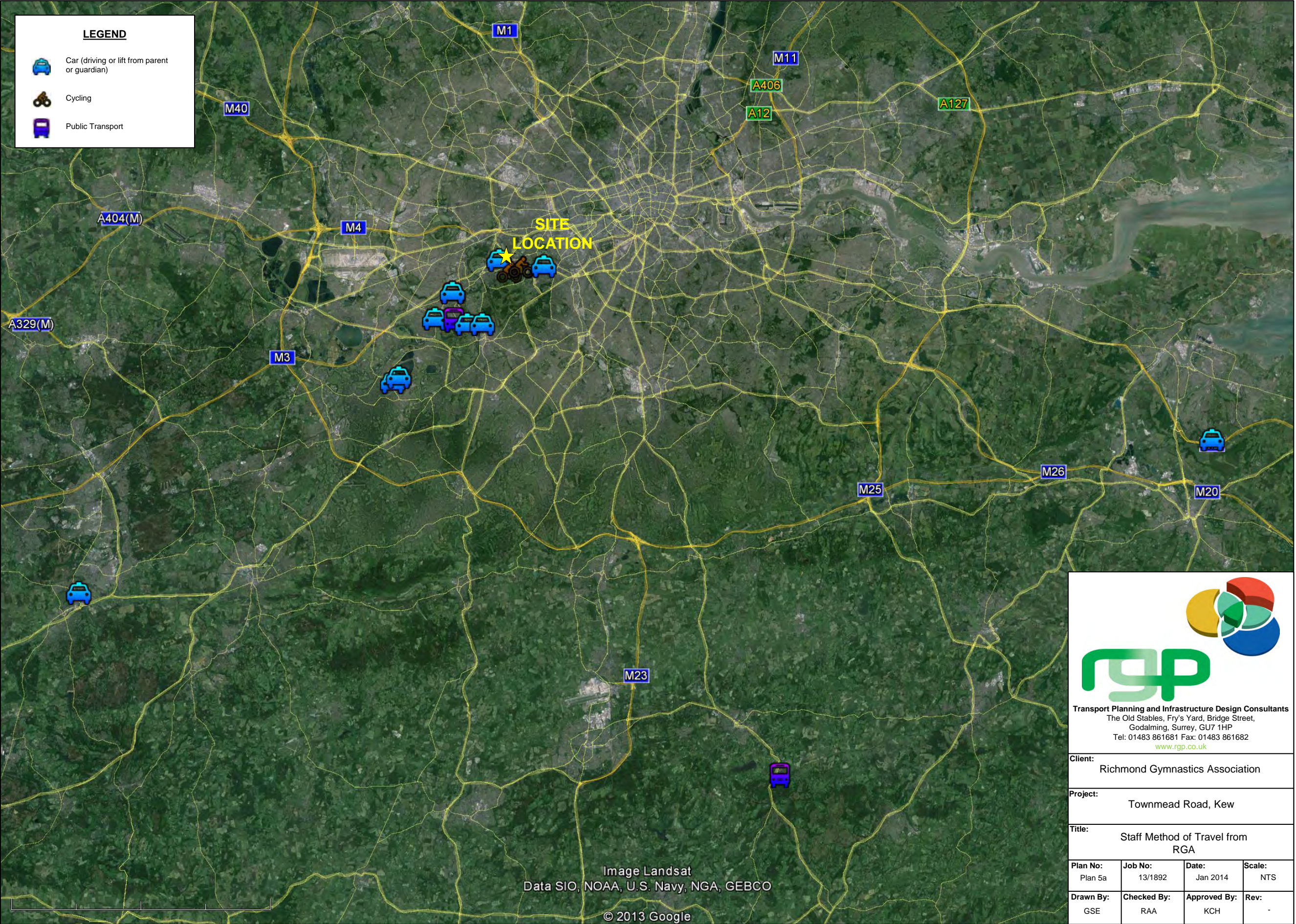


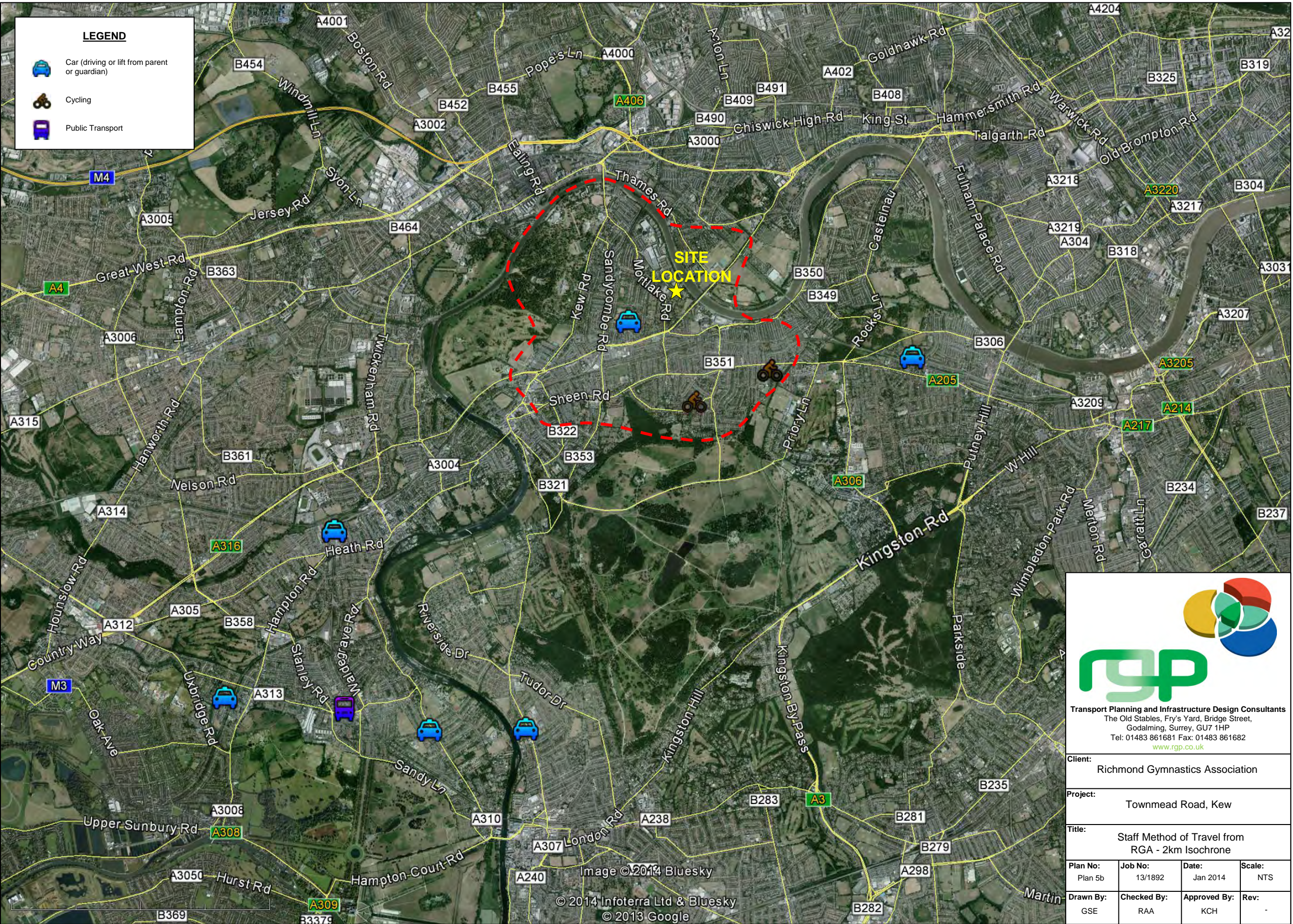
Image Landsat  
Data SIO, NOAA, U.S. Navy, NGA, GEBCO  
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[www.rgp.co.uk](http://www.rgp.co.uk)

|  |                    |                     |               |
|--|--------------------|---------------------|---------------|
| Client:<br>Richmond Gymnastics Association |                    |                     |               |
| Project:<br>Townmead Road, Kew             |                    |                     |               |
| Title:<br>Staff Method of Travel from RGA  |                    |                     |               |
| Plan No:<br>Plan 5a                        | Job No:<br>13/1892 | Date:<br>Jan 2014   | Scale:<br>NTS |
| Drawn By:<br>GSE                           | Checked By:<br>RAA | Approved By:<br>KCH | Rev:<br>-     |

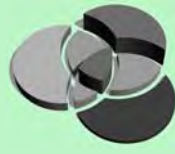




|          |                    |
|----------|--------------------|
| Project: | Townmead Road, Kew |
|----------|--------------------|

|                            |                           |                            |                      |
|----------------------------|---------------------------|----------------------------|----------------------|
| <b>Plan No:</b><br>Plan 5b | <b>Job No:</b><br>13/1892 | <b>Date:</b><br>Jan 2014   | <b>Scale:</b><br>NTS |
| <b>Drawn By:</b><br>GSE    | <b>Checked By:</b><br>RAA | <b>Approved By:</b><br>KCH | <b>Rev:</b><br>-     |





## APPENDIX A

# PTAI Study Report File Details

Date 14/11/2013 08:46

Day of week M-F

Time period AM peak

Walk speed 4.8 kph

Walk file PLSQLTest

POI Name: 519819, 176388

---

## Bus Services

Reliability factor for this mode is 2

Maximum walk time for this mode is 8 minutes

Maximum walk distance for this mode is 640.0 metres

Stop MORTLAKE CREMATORIUM

Walk time to stop from POI is 7.04 minutes

Walk distance to stop from POI is 563.02 metres

Route 190 Direction BACK Frequency 4.0 giving AWT of 7.5 minutes

Route 190 Direction OUT Frequency 4.0 giving AWT of 7.5 minutes

Stop MORTLAKE RD CREMATORIUM

Walk time to stop from POI is 3.46 minutes

Walk distance to stop from POI is 276.58 metres

Route R68 Direction BACK Frequency 4.0 giving AWT of 7.5 minutes

Route R68 Direction OUT Frequency 4.0 giving AWT of 7.5 minutes

Stop Mortlake Rd Chalkers Cnr

Walk time to stop from POI is 5.63 minutes

Walk distance to stop from POI is 450.38 metres

Route R68 Direction BACK Frequency 4.0 giving AWT of 7.5 minutes

Route R68 Direction OUT Frequency 4.0 giving AWT of 7.5 minutes

Stop Mortlake R West Park Ave

Walk time to stop from POI is 6.72 minutes

Walk distance to stop from POI is 537.42 metres

Route R68 Direction BACK Frequency 4.0 giving AWT of 7.5 minutes

Route R68 Direction OUT Frequency 4.0 giving AWT of 7.5 minutes

Stop MORTLAKE RD WEST HALL RD

Walk time to stop from POI is 4.53 minutes

Walk distance to stop from POI is 362.48 metres

Route R68 Direction BACK Frequency 4.0 giving AWT of 7.5 minutes  
Route R68 Direction OUT Frequency 4.0 giving AWT of 7.5 minutes

TATs for this mode

Route 190 Stop MORTLAKE CREMATORIUM TAT 16.54 minutes EDF 1.81  
Route R68 Stop MORTLAKE RD CREMATORIUM TAT 12.96 minutes EDF 2.32

Best EDF is 2.32

Half of all other EDFs is 0.91

AI for this mode is 3.22

---

## Underground Services

Reliability factor for this mode is .75

Maximum walk time for this mode is 12 minutes

Maximum walk distance for this mode is 960.0 metres

Stop Kew Gardens

Walk time to stop from POI is 10.63 minutes

Walk distance to stop from POI is 850.43 metres

Route District Line Richmond to Dagenham East Direction E/B Frequency 0.3 giving AWT of 100.0 minutes

Route District Line Barking to Richmond Direction W/B Frequency 0.3 giving AWT of 100.0 minutes

Route District Line Tower Hill to Richmond Direction W/B Frequency 0.7 giving AWT of 42.86 minutes

Route District Line Upminster to Richmond Direction W/B Frequency 5.7 giving AWT of 5.26 minutes

Route District Line Richmond to Upminster Direction E/B Frequency 6.3 giving AWT of 4.76 minutes

TATs for this mode

Route District Line Richmond to Dagenham East Stop Kew Gardens TAT 111.38 minutes EDF 0.27

Route District Line Barking to Richmond Stop Kew Gardens TAT 111.38 minutes EDF 0.27

Route District Line Tower Hill to Richmond Stop Kew Gardens TAT 54.24 minutes EDF 0.55

Route District Line Richmond to Upminster Stop Kew Gardens TAT 16.14 minutes EDF 1.86

Best EDF is 1.86

Half of all other EDFs is 0.55

AI for this mode is 2.4

---

## Rail Services

Reliability factor for this mode is .75  
Maximum walk time for this mode is 12 minutes  
Maximum walk distance for this mode is 960.0 metres

Stop KEW GARDENS BR  
Walk time to stop from POI is 10.63 minutes  
Walk distance to stop from POI is 850.43 metres  
Route RICHMOND to STRATFORD Direction T504-T750 Frequency 4.0 giving AWT of 7.5 minutes

TATs for this mode  
Route RICHMOND to STRATFORD Stop KEW GARDENS BR TAT 18.88 minutes EDF 1.59

Best EDF is 1.59  
Half of all other EDFs is 0.0

AI for this mode is 1.59

Total AI for this POI is 7.22. X: 519819, Y: 176388.

PTAL Rating is 2.



# PTAI Study Report File Summary

## PTAI Run Parameters

PTAI Run 20131411084532  
Description 20131411084532  
Run by user PTAL web application  
Date and time 14/11/2013 08:45

## Walk File Parameters

Walk File PLSQLTest  
Day of Week M-F  
Time Period AM Peak  
Walk Speed 4.8 kph  
BUS Walk Access Time (mins) 8  
BUS Reliability Factor 2.0  
LU LRT Walk Access Time (mins) 12  
LU LRT Reliability Factor 0.75  
NATIONAL\_RAIL Walk Access Time (mins) 12  
NATIONAL\_RAIL Reliability Factor 0.75

Coordinates: 519824, 176392

| Mode | Stop                    | Route | Distance<br>(metres) | Frequency<br>(vph) | Weight | Walk<br>time<br>(mins) | SWT<br>(mins) | TAT<br>(mins) | EDF  | AI  |
|------|-------------------------|-------|----------------------|--------------------|--------|------------------------|---------------|---------------|------|-----|
| BUS  | MORTLAKE<br>CREMATORIUM | 190   | 567.91               | 4.0                | 0.5    | 7.1                    | 9.5           | 16.6          | 1.81 | 0.9 |

|               |                            |   |        |     |     |       |        |        |      |      |
|---------------|----------------------------|---|--------|-----|-----|-------|--------|--------|------|------|
| BUS           | MORTLAKE RD<br>CREMATORIUM | R68   | 281.48 | 4.0 | 1.0 | 3.52  | 9.5    | 13.02  | 2.3  | 2.3  |
| LU LRT        | Kew Gardens                | District Line<br>Richmond to<br>Dagenham East | 855.32 | 0.3 | 0.5 | 10.69 | 100.75 | 111.44 | 0.27 | 0.13 |
| LU LRT        | Kew Gardens                | District Line<br>Barking to<br>Richmond       | 855.32 | 0.3 | 0.5 | 10.69 | 100.75 | 111.44 | 0.27 | 0.13 |
| LU LRT        | Kew Gardens                | District Line<br>Tower Hill to<br>Richmond    | 855.32 | 0.7 | 0.5 | 10.69 | 43.61  | 54.3   | 0.55 | 0.28 |
| LU LRT        | Kew Gardens                | District Line<br>Richmond to<br>Upminster     | 855.32 | 6.3 | 1.0 | 10.69 | 5.51   | 16.2   | 1.85 | 1.85 |
| NATIONAL_RAIL | KEW GARDENS BR             | RICHMOND to<br>STRATFORD                      | 855.32 | 4.0 | 1.0 | 10.69 | 8.25   | 18.94  | 1.58 | 1.58 |

Total AI for this POI is 7.17.

PTAL Rating is 2.



## **APPENDIX B**

## **Richmond Gymnastics Association; Travel and Parking Survey**

The following questionnaire is collecting data to understand the travel behaviours of those using the Richmond Gymnastics Association's centre in Kew, to support our planning application. Any information provided will only be used for this purpose.

Please answer all relevant questions. If you are a parent with more than one child at the facility please include further information at the end (e.g. *Child 1 – Mondays – Pre-school; Child 2 – Thursdays – Infant School. Travel the same way for both*)

- 1) How often do you travel to the Richmond Gymnastics Association's (RGA) centre in Kew?
  - a. Once a week
  - b. Twice a week
  - c. More than twice a week
  
- 2) Which days do you attend RGA's centre in Kew?
  - a. Monday
  - b. Tuesday
  - c. Wednesday
  - d. Thursday
  - e. Friday
  - f. Saturday
  - g. Sunday
  
- 3) How do you normally get to the RGA's centre in Kew?
  - a. Walking
  - b. Cycling
  - c. Car (Driving or lift from parent/guardian)
  - d. Car (Lift as a passenger in someone else's car e.g. friends)
  - e. Public Transport
  - f. Taxi
  
- 4) How do you normally travel from RGA's centre in Kew?
  - a. Walking
  - b. Cycling
  - c. Car (Driving or lift from parent/guardian)
  - d. Car (Lift as a passenger in someone else's car e.g. friends)
  - e. Public Transport
  - f. Taxi
  
- 5) How long does it normally take you to travel to RGA's centre in Kew?
  - a. Less than 15 minutes
  - b. 15-30 minutes
  - c. More than 30 minutes

6) Why do you choose your normal mode of travel (select all that are relevant)?

- a. Cheap
- b. Disabilities/health
- c. Environmentally friendly
- d. Fitness
- e. Lack of alternative
- f. Convenient
- g. Reliable
- h. Other Commitments (before/after class)
- i. Quickest
- j. Need to carry equipment
- k. Have small children

7) **If you travel by car** do you normally...

- a. Park up?
- b. Drop off/Pick up?
- c. Park some days and drop-off/pick up on others?

8) **If you travel by car** where do you normally park or drop off/pick up?

- a. Onsite car-park
- b. Overflow car-park at Rowing Club
- c. On Townmead Road
- d. Other – Please specify where:

9) **If you travel by car** do you share lifts with others (e.g. other families)?

- a. Yes
- b. No
- c. Would like to but don't currently

10) **If you travel by car**, how would you travel if the car was unavailable?

- a. Walk
- b. Bicycle
- c. Public Transport
- d. Taxi
- e. Get a lift
- f. Couldn't get to RGA in Kew

11) Are you (or your child) a pupil or member of staff at RGA?

- a. Pupil
- b. Member of staff

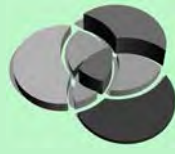
12) If you (or your child) are a pupil which school year are you (they) in?

- a. Pre-school
- b. Infant School (Reception – Yr 2)

- c. Junior School (Yr 3 – Yr 6)
- d. Secondary School (Yr 7 - Yr 11)
- e. Sixth form/Left school

13) What is your postcode?

14) Please add any other comments relating to travel to and from RGA's centre in Kew (also if you have more than 1 child attending please supply further information e.g. *Child 1 – Mondays – Pre-school; Child 2 – Thursdays – Infant School. Travel the same way for both*)



## APPENDIX C

# Questionnaire Summary Report

## 1 INTRODUCTION

- 1.1.1 The following document collates the response information from the pupil and staff surveys for Richmond Gymnastics Association, Kew, undertaken in December 2013.
- 1.1.2 Within London baseline data collection for site users should be undertaken in accordance with iTRACE technical guidance note '*iTRACE and TRAVL Compliancy.*'
- 1.1.3 iTRACE is a Travel Plan development management tool developed by TfL to standardise Travel Planning, it provides an accepted approach to validate the worthiness of Travel Plans and allow comparison year-on-year, between organisations and by borough / local authority area.
- 1.1.4 For many new developments it is not possible to undertake any baseline data collection until the development is occupied, however as this scheme is for the expansion of an existing site that will only result in a minimal increase to the number of pupils taught at the site, the existing baseline travel habits for both staff and pupils can be collected.
- 1.1.5 Accordingly an online questionnaire was produced, in compliance with iTRACE technical guidance note '*iTRACE and TRAVL Compliancy,*' and was distributed in December 2013, by email, to staff and pupils (or parents of pupils). A copy of the questionnaire used can be found in **Appendix B**.
- 1.1.6 The following collates the data provided.



## 2 PUPILS

### 2.1 Background Information

- 2.1.1 A response rate of 20% was achieved with 297 of the 1450 pupils providing information about their travel behaviours.
- 2.1.2 49% of those who responded attend the centre once a week, 23% attend twice a week (although some of these trips are two members of the same family) and the remaining 28% attend RGA more than twice in a week.
- 2.1.3 Of those who responded **Figure 2.1** below shows the day of the week that each of the respondents attends the RGA centre in Kew.

| Day of the Week | Number of respondents in attendance each day |
|-----------------|--|
| Monday          | 85   |
| Tuesday         | 80   |
| Wednesday       | 77   |
| Thursday        | 72   |
| Friday          | 65   |
| Saturday        | 70   |
| Sunday          | 80   |

**Figure 2.1: Number of respondents in attendance each day of the week**

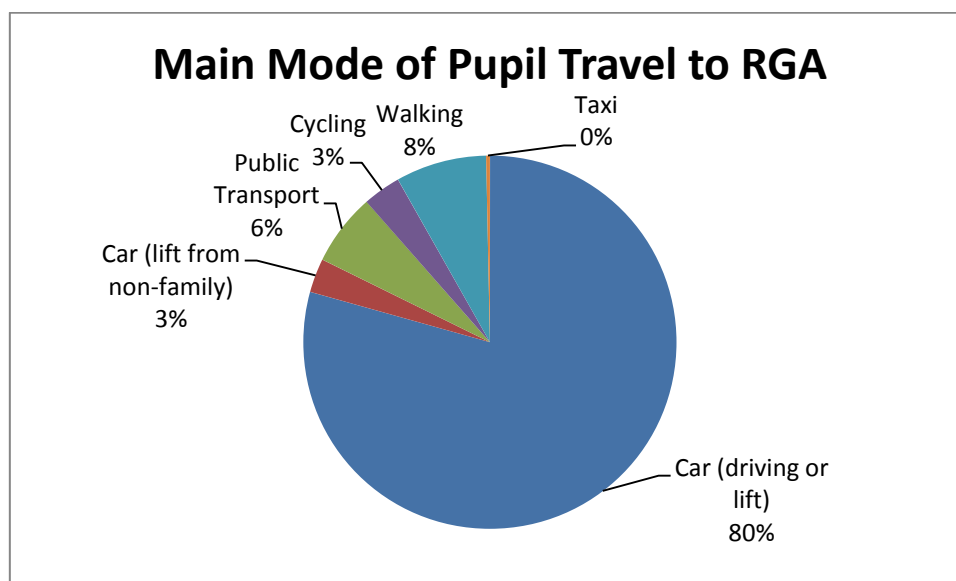
### 2.2 Main Mode of Travel

- 2.2.1 Pupils were asked what their main mode of travel was to and from the RGA centre.
- 2.2.2 **Figure 2.2** below shows how pupils get to and from the centre.

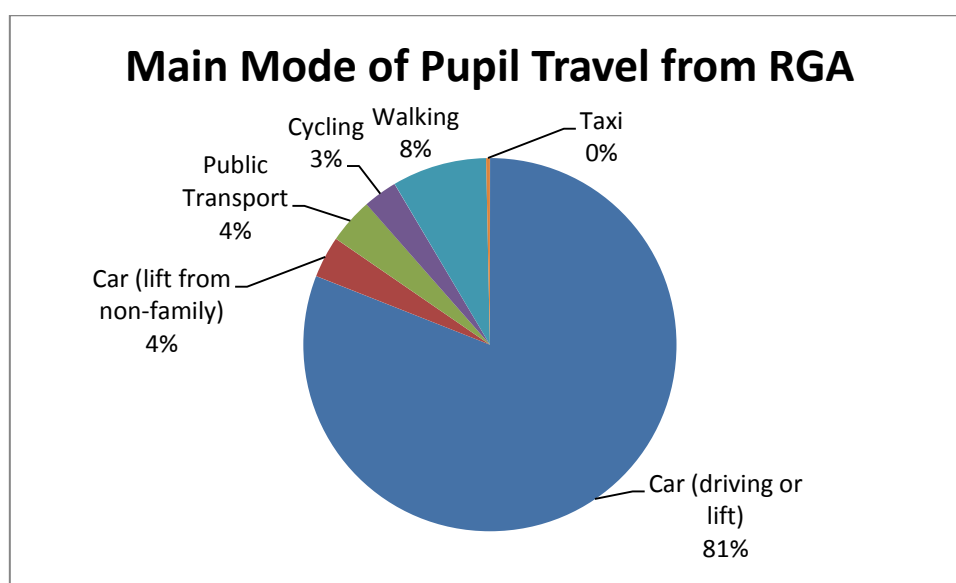
| Mode of Travel             | Getting to the centre | Leaving the centre |
|----------------------------|-----------------------|--------------------|
| Car (driving or lift)      | 242                   | 247                |
| Car (lift from non-family) | 9                     | 11                 |
| Public Transport           | 19                    | 12                 |
| Cycling                    | 10                    | 9                  |
| Walking                    | 24                    | 25                 |
| Taxi                       | 1                     | 1                  |
| <i>Total</i>               | <i>305</i>            | <i>305</i>         |

**Figure 2.2: The number of students using particular modes of transport to get to and from the RGA Centre.**

2.2.3 The information in **Figure 2.2** is then further supported by **Figures 2.3** and **2.4** providing graphical descriptions of the situation.



**Figure 2.3: Main Mode of Pupil Travel to RGA**



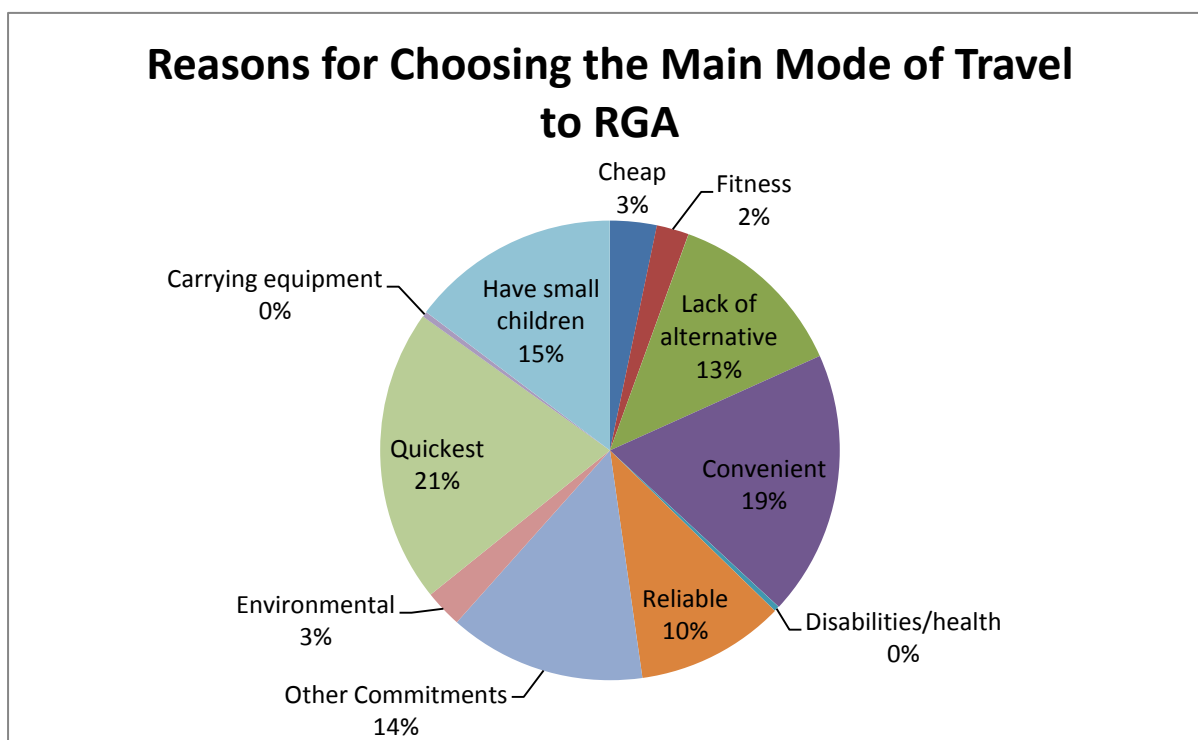
**Figure 2.4: Main Mode of Pupil Travel from RGA**

2.2.4 **Figure 2.5** collates the responses based on the main mode of travel to the RGA site, although it is acknowledged that a number of pupils change mode between getting to and from the RGA site.

2.2.5 Respondents could select as many options as were applicable.

| Reasons for Travel Mode choice | Car (driving or lift - family) | Car (lift from non-family) | Public Transport | Cycling | Walking | Taxi | Total |
|--------------------------------|--------------------------------|----------------------------|------------------|---------|---------|------|-------|
| <b>Cheap</b>                   | 5                              | 2                          | 5                | 6       | 8       | 0    | 26    |
| <b>Disabled/health</b>         | 3                              | 0                          | 0                | 0       | 0       | 0    | 3     |
| <b>Environmental</b>           | 1                              | 2                          | 2                | 5       | 11      | 0    | 21    |
| <b>Fitness</b>                 | 0                              | 1                          | 0                | 4       | 13      | 0    | 18    |
| <b>Lack of Alternative</b>     | 80                             | 5                          | 9                | 1       | 5       | 1    | 101   |
| <b>Convenient</b>              | 119                            | 3                          | 5                | 7       | 14      | 0    | 148   |
| <b>Reliable</b>                | 63                             | 2                          | 4                | 5       | 9       | 0    | 83    |
| <b>Other commitments</b>       | 100                            | 4                          | 4                | 1       | 1       | 0    | 110   |
| <b>Quickest</b>                | 145                            | 6                          | 5                | 5       | 3       | 0    | 164   |
| <b>Carrying Equipment</b>      | 3                              | 0                          | 0                | 0       | 0       | 0    | 3     |
| <b>Small Children</b>          | 106                            | 2                          | 3                | 2       | 4       | 0    | 117   |

**Figure 2.5: The reasons pupils choose their travel mode to RGA, by mode**

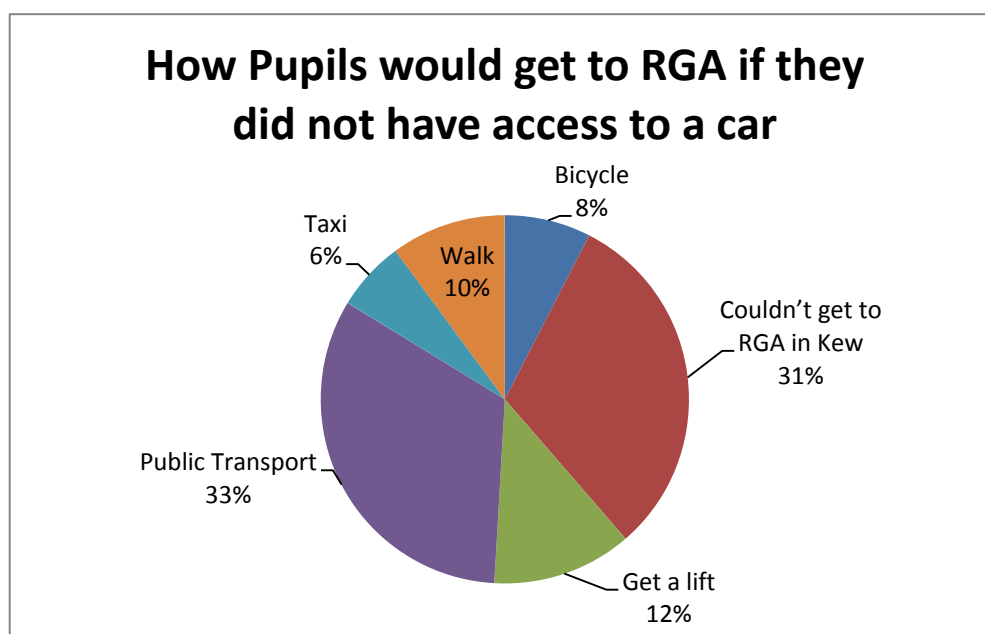


**Figure 2.6: Summary of the reasons for choosing a mode of Travel to RGA**

2.2.6 As we can see from **Figure 2.6** the main factors which influence travel decisions for pupils, or parents of pupils, is the convenience and speed of the modes available.

2.2.7 Lack of alternative is also a key factor with 80 of those who drive stating it as one of the reasons they chose the mode.

2.2.8 For those respondents who drove to the site they were also asked how else they may reach RGA's centre if they did not have access to a car, the findings of which are shown in **Figure 2.7**.



**Figure 2.7: How pupils would get to RGA if they did not have access to a car**

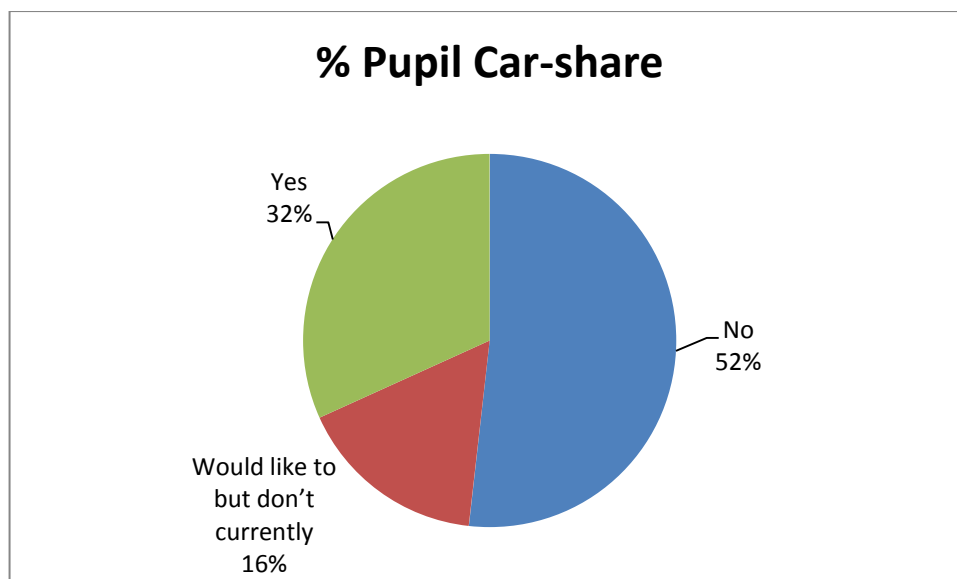
2.2.9 277 pupils responded to this question with 91 pupils (33%) stating they would use Public Transport and a further 49 pupils (18%) able to use active travel modes.

2.2.10 **Figure 2.7** also highlights that from the respondents 86 pupils (31%) would not be able to get to RGA in Kew at all if they did not have access to a car.

2.2.11 Finally pupils (and their parents) were asked whether they current car shared and if they did not, would they like to.

| Car-sharing to RGA                | Responses |
|-----------------------------------|-----------|
| No                                | 145       |
| Would like to but don't currently | 46        |
| Yes                               | 89        |

**Figure 2.8: Car-sharing to RGA**



**Figure 2.9: Car-sharing (%) to RGA site**

- 2.2.12 As shown in **Figures 2.8** and **2.9**, from the 280 responses, over half do not car share. That being said 135 respondents either do car-share sometimes or would like to car-share.

## **2.3 Distances Travelled**

- 2.3.1 Respondents were asked how long their journey took. 109 (36%) said their journey normally took less than 15 minutes, 160 (53%) people said their journey took between 15-30 minutes and the remaining 33 (11%) advised that their journey was longer than 30 minutes. One person did not respond to this question.
- 2.3.2 In addition to this respondents were asked for their postcode data. This was then plotted and the method of travel both to and from the RGA site has been added. The results of this are shown in **Plans 2a, 2b, 3a and 3b**, found in **Appendix XX**.
- 2.3.3 **Plans 2a** and **2b** show pupils travel to the RGA site, whilst plans **3a** and **3b** shows pupils travel from the RGA site. There are two plans for each with one plan showing all of the plotted postcodes (a) and the other showing a zoomed in plan, focusing on the RGA site (b).
- 2.3.4 It should be noted that a number of the journeys do not start or end at these postcode locations however this gives an idea of the catchment area for the site.

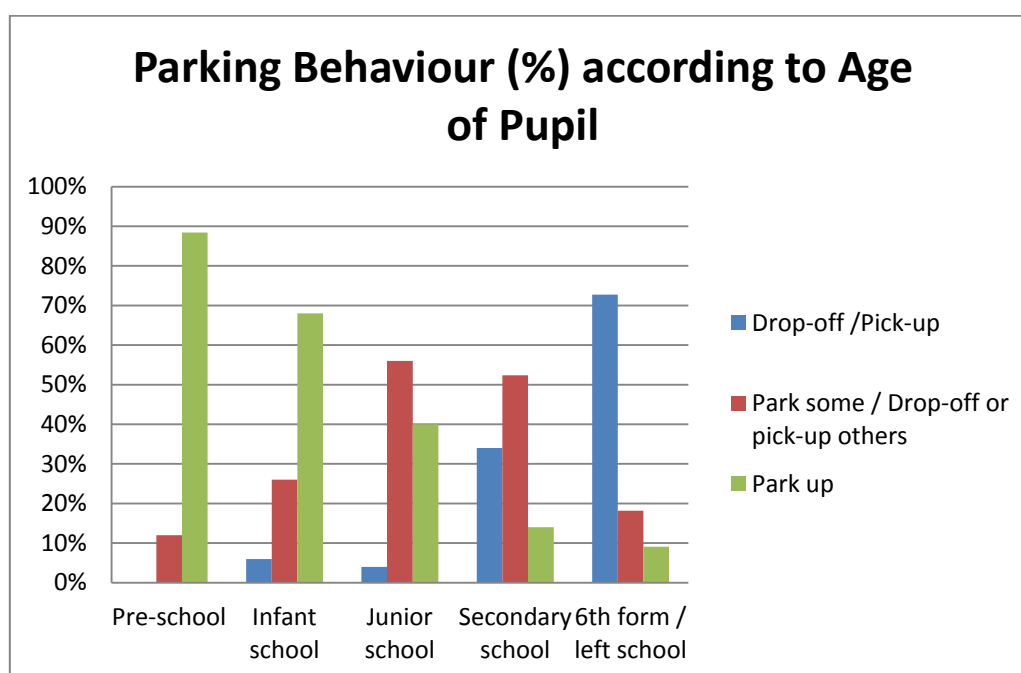
## 2.4 Parking

2.4.1 Respondents were asked for further information regarding whether they parked or dropped off when visiting the site as well as being asked to provide information about where they parked.

2.4.2 **Figure 2.8** below collates whether pupils are dropped off or if parents park up, and divides this according to the age group of the pupil. **Figure 2.9** then shows this in graphical form to further clarify the relationship between age and driver behaviour.

|  | Pre-School | Infant School<br>(Reception – Yr 2) | Junior School (Yr 3 – Yr 6) | Secondary School (Yr 7 - Yr 11) | 6 <sup>th</sup> Form / Left School |
|--|------------|-------------------------------------|-----------------------------|---------------------------------|------------------------------------|
| Drop off or Pick Up                        | 0          | 4                                   | 3                           | 15                              | 8                                  |
| Park sometime / Drop off or pick up others | 8          | 18                                  | 46                          | 23                              | 2                                  |
| Park Up                                    | 60         | 47                                  | 33                          | 6                               | 1                                  |
| No answer                                  | 15         | 6                                   | 4                           | 2                               | 0                                  |

**Figure 2.10: Parking behaviour according to the age group of pupils**

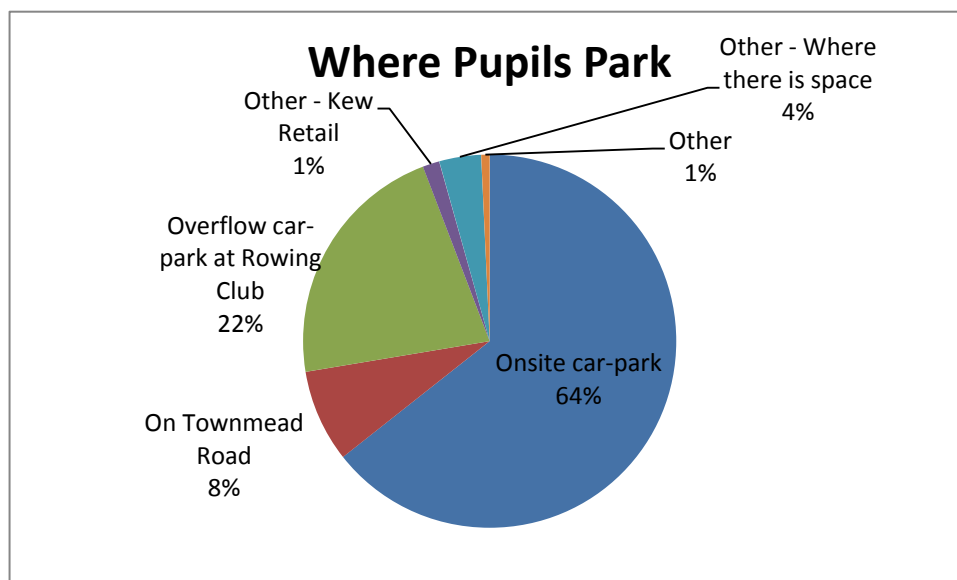


**Figure 2.11: Parking behaviour (%) according to age group of pupils**

2.4.3 **Figures 2.10** and **2.11** clearly highlight that the number of people who park compared to drop offs or pick up trips decreases as the age of the pupil increases.

2.4.4 Finally, with regard to parking, respondents were asked where they parked.

2.4.5 **Figures 2.12** highlights that the vast majority use the site car-parks with the overflow parking at the Rowing Club.



**Figure 2.12: Where Pupils Park**

### 3 STAFF

#### 3.1 Background Information

- 3.1.1 From a total of 19 staff 16 responses were received; providing a response rate of 84%.
- 3.1.2 31% (5) of those who responded work at the centre once a week whilst the remaining 69% (11) work at the RGA more than twice in a week, with the majority (10) at the centre on at least five days of the week.
- 3.1.3 Of those who responded **Figure 3.1** below shows the day of the week that each of the respondents attends the RGA centre in Kew.

| Day of the Week | Number of respondents in attendance each day |
|-----------------|--|
| Monday          | 10   |
| Tuesday         | 9  |
| Wednesday       | 8  |
| Thursday        | 8  |
| Friday          | 9  |
| Saturday        | 9  |
| Sunday          | 8  |

**Figure 3.1: Number of respondents (staff) in attendance each day of the week**

#### 3.2 Main Mode of Travel

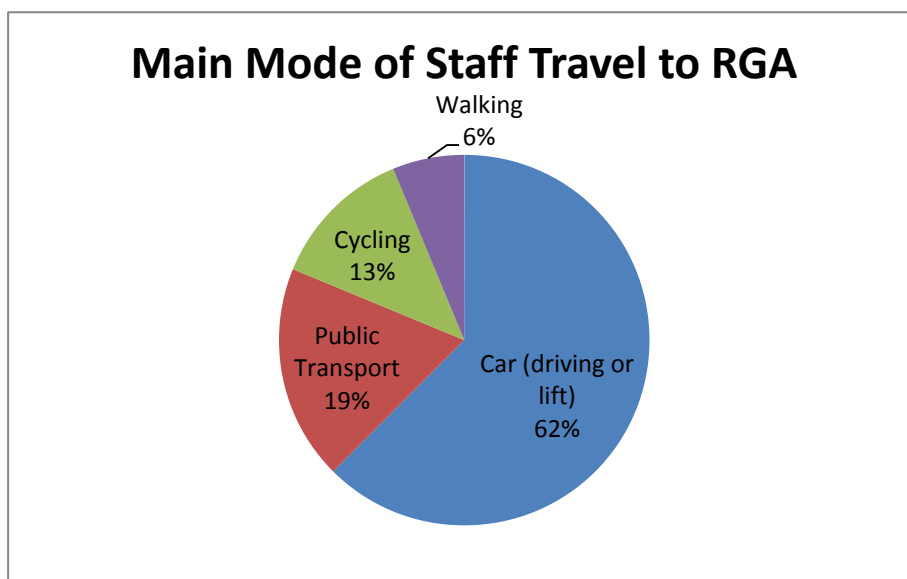
- 3.2.1 The staff who responded were asked what their main mode of travel was to and from the RGA centre (**Figure 3.2**).

| Mode of Travel             | Getting to the centre | Leaving the centre |
|----------------------------|-----------------------|--------------------|
| Car (driving or lift)      | 10                    | 11                 |
| Car (lift from non-family) | 0                     | 0                  |
| Public Transport           | 3                     | 2                  |
| Cycling                    | 2                     | 3                  |
| Walking                    | 1                     | 0                  |
| Taxi                       | 0                     | 0                  |
| <i>Total</i>               | <i>16</i>             | <i>16</i>          |

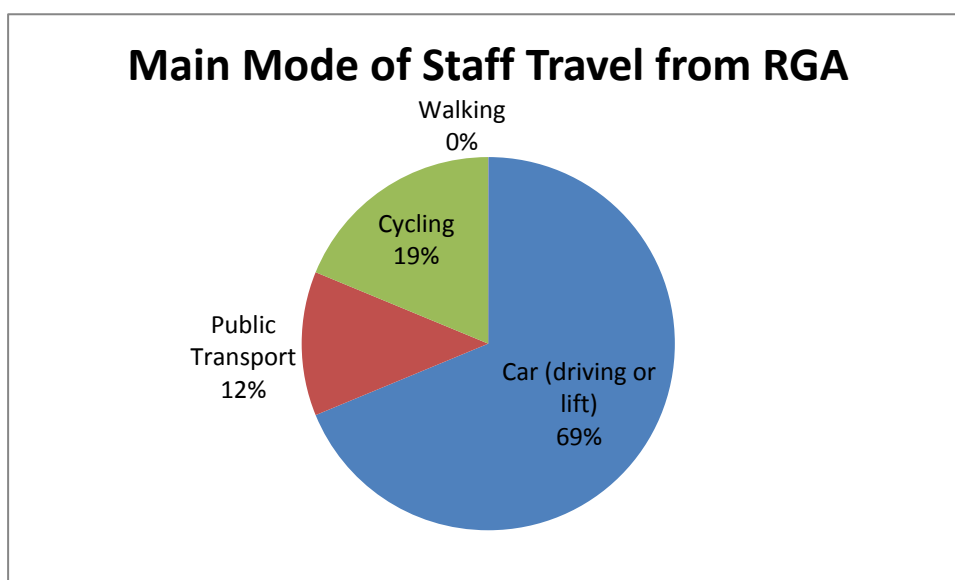
**Figure 3.2: The number of staff using particular modes of transport to get to and from the RGA Centre.**



- 3.2.2 The information in **Figure 3.2** is then further supported by **Figures 3.3 and 3.4** providing graphical descriptions of the situation.



**Figure 3.3: Main Mode of Pupil Travel to RGA**



**Figure 3.4: Main Mode of Pupil Travel to RGA**

- 3.2.3 **Figure 3.5** collates the responses based on the main mode of travel to the RGA site, although it is acknowledged that a number of pupils change mode between getting to and from the RGA site.

3.2.4 Respondents could select as many options as were applicable.

| Reasons for Travel Mode choice | Car (driving or lift - family) | Public Transport | Cycling | Walking | Total |
|--------------------------------|--------------------------------|------------------|---------|---------|-------|
| Cheap                          | 0                              | 1                | 2       | 1       | 4     |
| Disabled/health                | 0                              | 0                | 0       | 0       | 0     |
| Environmental                  | 1                              | 0                | 1       | 0       | 2     |
| Fitness                        | 1                              | 0                | 1       | 1       | 3     |
| Lack of Alternative            | 2                              | 2                | 0       | 0       | 4     |
| Convenient                     | 8                              | 0                | 2       | 1       | 11    |
| Reliable                       | 6                              | 0                | 0       | 0       | 6     |
| Other commitments              | 3                              | 1                | 0       | 0       | 4     |
| Quickest                       | 9                              | 0                | 2       | 1       | 12    |
| Carrying Equipment             | 2                              | 0                | 0       | 0       | 2     |
| Small Children                 | 1                              | 0                | 0       | 0       | 1     |

Figure 3.5: The reasons pupils choose their travel mode to RGA, by mode

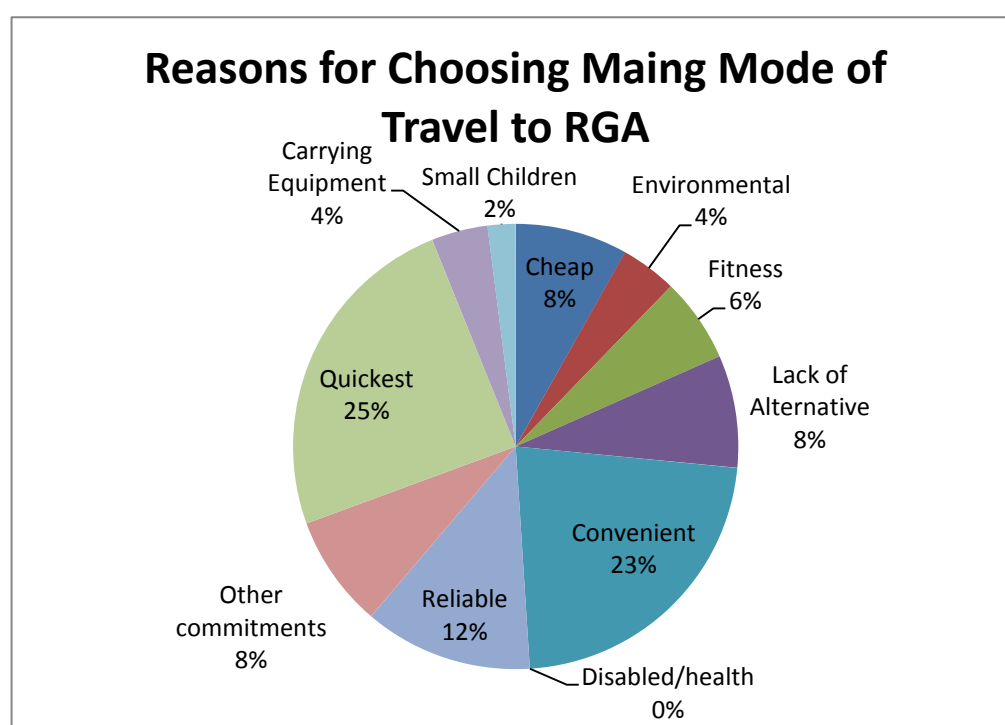
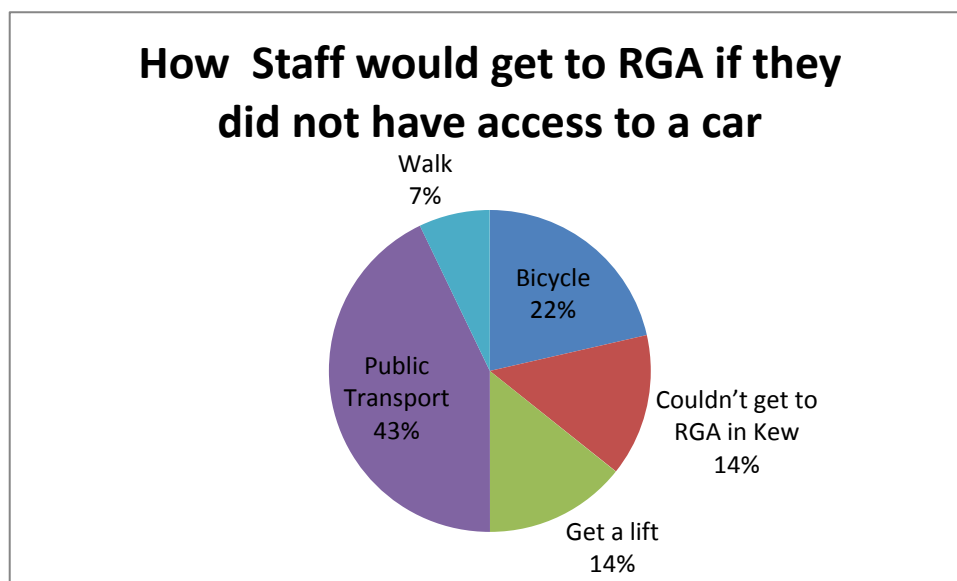


Figure 3.6: Summary of the reasons for choosing a mode of Travel to RGA

3.2.5 As with the pupil survey data we can see from **Figure 3.6** that the main factors which influence staff travel decisions are the convenience and speed of the modes available.

- 3.2.6 For those respondents who normally drove to the site they were also asked how else they may reach RGA's centre if their normal mode was not available.



**Figure 3.7: How staff would get to RGA if they did not have access to a car**

- 3.2.7 14 members of staff responded to this question with the majority (6) stating they would use Public Transport and a further 4 members of staff (29%) able to use active travel modes.
- 3.2.8 **Figure 3.7** also highlights that from the respondents 2 member of staff (14%) would not be able to get to RGA in Kew at all if they did not have access to a car.

### **3.3 Distances Travelled**

- 3.3.1 Respondents were asked how long their journey took. 4 (25%) said their journey normally took less than 15 minutes, 5 (31%) members of staff said their journey took between 15-30 minutes and the remaining 7 (44%) advised that their journey was longer than 30 minutes.
- 3.3.2 In addition to this respondents were asked for their postcode data. This was then plotted and the method of travel both to and from the RGA site has been added. The results of this are shown in **Plans 4a, 4b, 5a and 5b**.
- 3.3.3 **Plans 4a and 4b** show staff travel to the RGA site, whilst plans **5a and 5b** shows staff travel from the RGA site. There are two plans for each with one plan showing all of the plotted postcodes (a) and the other showing a zoomed in plan, focusing on the RGA site (b).

- 3.3.4 It should be noted that a number of the journeys do not start or end at these postcode locations however this gives an idea of the catchment area for the site.

### 3.4 Parking

- 3.4.1 All respondents were asked for information about whether they parked or dropped off when visiting the site, they were also asked to provide information about where they parked.
- 3.4.2 **Figure 3.8** below highlights that the majority of adult staff park at the site, whilst younger members of staff are more likely to be dropped off or picked up.

|  | Secondary School (Yr 7 - Yr 11) | 6 <sup>th</sup> Form / Left School | Adult |
|--|---------------------------------|------------------------------------|-------|
| Drop off or Pick Up                        | 2                               | 2                                  | 1     |
| Park sometime / Drop off or pick up others | 0                               | 1                                  | 0     |
| Park Up                                    | 0                               | 1                                  | 8     |
| No answer                                  | 0                               | 0                                  | 1     |

**Figure 3.8: Parking behaviour according to the age group of pupils**

- 3.4.3 With regard to where these individuals park, all stated that they used the main RGA car park.
- 3.4.4 Of the 5 people who were either dropped off or picked up 3 used the main RGA car park and the remaining 2 used either Townmead Road or did not specify.



## **APPENDIX D**

## TOWNMEAD ROAD GYMNASIUM - KEW

TUESDAY 26TH NOVEMBER 2013



| GYMNASIUM CAR PARK |        |            |                  |         |              |                    | HOUSING CAR PARK - (4 SPACES) |        |            |                  |         |              |                    | PEDESTRIANS          |              |                  |
|--------------------|--------|------------|------------------|---------|--------------|--------------------|-------------------------------|--------|------------|------------------|---------|--------------|--------------------|----------------------|--------------|------------------|
| TIME               | CAR IN | PED TO GYM | PED TO ELSEWHERE | CAR OUT | PED FROM GYM | PED FROM ELSEWHERE | PARKING ACCUMULATION          | CAR IN | PED TO GYM | PED TO ELSEWHERE | CAR OUT | PED FROM GYM | PED FROM ELSEWHERE | PARKING ACCUMULATION | PED INTO GYM | PED OUT FROM GYM |
| 08.00 - 08.15      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 08.15 - 08.30      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 08.30 - 08.45      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 08.45 - 09.00      | 1      | 1          | 0                | 0       | 0            | 0                  | 1                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 09.00 - 09.15      | 1      | 3          | 0                | 1       | 0            | 0                  | 1                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 1            | 0                |
| 09.15 - 09.30      | 10     | 19         | 0                | 0       | 0            | 0                  | 11                            | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 4            | 0                |
| 09.30 - 09.45      | 2      | 4          | 0                | 0       | 0            | 0                  | 13                            | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 4            | 0                |
| 09.45 - 10.00      | 0      | 0          | 0                | 0       | 0            | 0                  | 13                            | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 7            | 0                |
| 10.00 - 10.15      | 5      | 6          | 0                | 3       | 1            | 0                  | 15                            | 2      | 4          | 0                | 0       | 0            | 0                  | 2                    | 13           | 0                |
| 10.15 - 10.30      | 5      | 9          | 0                | 10      | 17           | 0                  | 10                            | 0      | 0          | 0                | 0       | 0            | 0                  | 2                    | 3            | 12               |
| 10.30 - 10.45      | 2      | 3          | 0                | 0       | 0            | 0                  | 12                            | 0      | 0          | 0                | 0       | 0            | 0                  | 2                    | 2            | 0                |
| 10.45 - 11.00      | 4      | 14         | 0                | 0       | 0            | 0                  | 16                            | 2      | 6          | 0                | 0       | 0            | 0                  | 4                    | 8            | 0                |
| 11.00 - 11.15      | 3      | 4          | 0                | 5       | 7            | 0                  | 14                            | 0      | 0          | 0                | 1       | 2            | 0                  | 3                    | 0            | 18               |
| 11.15 - 11.30      | 1      | 3          | 0                | 2       | 4            | 0                  | 13                            | 0      | 0          | 0                | 1       | 3            | 0                  | 2                    | 2            | 0                |
| 11.30 - 11.45      | 5      | 10         | 0                | 2       | 8            | 0                  | 16                            | 1      | 1          | 0                | 0       | 0            | 0                  | 3                    | 5            | 0                |
| 11.45 - 12.00      | 2      | 4          | 0                | 11      | 17           | 0                  | 7                             | 1      | 1          | 0                | 3       | 9            | 0                  | 1                    | 4            | 4                |
| 12.00 - 12.15      | 0      | 0          | 0                | 0       | 0            | 0                  | 7                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 2                |
| 12.15 - 12.30      | 0      | 0          | 0                | 2       | 4            | 0                  | 5                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 2            | 4                |
| 12.30 - 12.45      | 1      | 2          | 0                | 3       | 6            | 0                  | 3                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 1            | 0                |
| 12.45 - 13.00      | 3      | 5          | 0                | 2       | 5            | 0                  | 4                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 0                |
| 13.00 - 13.15      | 4      | 10         | 0                | 0       | 0            | 0                  | 8                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 1                |
| 13.15 - 13.30      | 1      | 3          | 0                | 0       | 0            | 0                  | 9                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 3            | 0                |
| 13.30 - 13.45      | 4      | 8          | 0                | 0       | 0            | 0                  | 13                            | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 0                |
| 13.45 - 14.00      | 6      | 6          | 0                | 2       | 1            | 0                  | 17                            | 4      | 10         | 0                | 1       | 1            | 0                  | 4                    | 16           | 0                |
| 14.00 - 14.15      | 1      | 2          | 0                | 7       | 21           | 0                  | 11                            | 0      | 0          | 0                | 0       | 0            | 0                  | 4                    | 0            | 0                |
| 14.15 - 14.30      | 3      | 7          | 0                | 0       | 0            | 0                  | 14                            | 0      | 0          | 0                | 0       | 0            | 0                  | 4                    | 0            | 0                |
| 14.30 - 14.45      | 3      | 11         | 0                | 1       | 0            | 0                  | 16                            | 1      | 3          | 0                | 2       | 6            | 0                  | 3                    | 14           | 4                |
| 14.45 - 15.00      | 2      | 6          | 0                | 7       | 15           | 0                  | 11                            | 1      | 2          | 0                | 1       | 2            | 0                  | 3                    | 4            | 10               |
| GYMNASIUM CAR PARK |        |            |                  |         |              |                    | HOUSING CAR PARK - (4 SPACES) |        |            |                  |         |              |                    | PEDESTRIANS          |              |                  |
| TIME               | CAR IN | PED TO GYM | PED TO ELSEWHERE | CAR OUT | PED FROM GYM | PED FROM ELSEWHERE | PARKING ACCUMULATION          | CAR IN | PED TO GYM | PED TO ELSEWHERE | CAR OUT | PED FROM GYM | PED FROM ELSEWHERE | PARKING ACCUMULATION | PED INTO GYM | PED OUT FROM GYM |
| 15.00 - 15.15      | 0      | 0          | 0                | 0       | 0            | 0                  | 11                            | 0      | 0          | 0                | 2       | 5            | 0                  | 1                    | 0            | 0                |
| 15.15 - 15.30      | 2      | 6          | 0                | 1       | 1            | 0                  | 12                            | 1      | 2          | 0                | 0       | 0            | 0                  | 2                    | 0            | 7                |
| 15.30 - 15.45      | 8      | 21         | 0                | 8       | 23           | 0                  | 12                            | 2      | 3          | 0                | 1       | 1            | 0                  | 3                    | 0            | 10               |
| 15.45 - 16.00      | 11     | 30         | 0                | 2       | 6            | 0                  | 21                            | 3      | 6          | 0                | 0       | 2            | 0                  | 6                    | 32           | 4                |
| 16.00 - 16.15      | 4      | 5          | 0                | 4       | 4            | 0                  | 21                            | 0      | 0          | 0                | 0       | 0            | 0                  | 6                    | 11           | 2                |
| 16.15 - 16.30      | 0      | 0          | 0                | 0       | 0            | 0                  | 21                            | 0      | 0          | 0                | 0       | 0            | 0                  | 6                    | 6            | 3                |
| 16.30 - 16.45      | 1      | 2          | 0                | 1       | 0            | 0                  | 21                            | 0      | 0          | 0                | 0       | 0            | 0                  | 6                    | 14           | 0                |
| 16.45 - 17.00      | 1      | 3          | 0                | 1       | 1            | 0                  | 21                            | 0      | 0          | 0                | 0       | 0            | 0                  | 6                    | 46           | 3                |
| 17.00 - 17.15      | 1      | 1          | 0                | 13      | 23           | 0                  | 9                             | 0      | 0          | 0                | 3       | 8            | 0                  | 3                    | 11           | 30               |
| 17.15 - 17.30      | 0      | 0          | 0                | 0       | 0            | 0                  | 9                             | 0      | 0          | 0                | 0       | 0            | 0                  | 3                    | 0            | 0                |
| 17.30 - 17.45      | 7      | 16         | 0                | 0       | 0            | 0                  | 16                            | 1      | 2          | 0                | 0       | 0            | 0                  | 4                    | 0            | 0                |
| 17.45 - 18.00      | 3      | 9          | 0                | 0       | 0            | 0                  | 19                            | 3      | 7          | 0                | 1       | 0            | 0                  | 6                    | 45           | 3                |
| 18.00 - 18.15      | 1      | 3          | 0                | 10      | 30           | 0                  | 10                            | 0      | 0          | 0                | 1       | 2            | 0                  | 5                    | 7            | 60               |
| 18.15 - 18.30      | 2      | 3          | 0                | 0       | 0            | 0                  | 12                            | 0      | 0          | 0                | 0       | 0            | 0                  | 5                    | 1            | 0                |
| 18.30 - 18.45      | 3      | 9          | 0                | 2       | 4            | 0                  | 13                            | 0      | 0          | 0                | 0       | 0            | 0                  | 5                    | 0            | 0                |
| 18.45 - 19.00      | 6      | 14         | 0                | 4       | 7            | 0                  | 15                            | 2      | 3          | 0                | 2       | 2            | 0                  | 5                    | 25           | 9                |
| 19.00 - 19.15      | 0      | 0          | 0                | 7       | 15           | 0                  | 8                             | 0      | 0          | 0                | 4       | 7            | 0                  | 1                    | 16           | 29               |
| 19.15 - 19.30      | 1      | 1          | 0                | 0       | 0            | 0                  | 9                             | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 3                |
| 19.30 - 19.45      | 4      | 6          | 0                | 0       | 0            | 0                  | 13                            | 0      | 0          | 0                | 0       | 0            | 0                  | 1                    | 0            | 0                |
| 19.45 - 20.00      | 7      | 8          | 0                | 2       | 12           | 0                  | 18                            | 2      | 8          | 0                | 1       | 3            | 0                  | 2                    | 28           | 24               |
| 20.00 - 20.15      | 4      | 2          | 0                | 8       | 13           | 0                  | 14                            | 1      | 2          | 0                | 1       | 0            | 0                  | 2                    | 16           | 8                |
| 20.15 - 20.30      | 0      | 0          | 0                | 0       | 0            | 0                  | 14                            | 0      | 0          | 0                | 0       | 0            | 0                  | 2                    | 1            | 1                |
| 20.30 - 20.45      | 0      | 0          | 0                | 0       | 0            | 0                  | 14                            | 0      | 0          | 0                | 0       | 0            | 0                  | 2                    | 0            | 0                |
| 20.45 - 21.00      | 3      | 1          | 0                | 5       | 14           | 0                  | 12                            | 1      | 0          | 0                | 1       | 2            | 0                  | 2                    | 2            | 18               |
| 21.00 - 21.15      | 0      | 0          | 0                | 12      | 17           | 0                  | 0                             | 0      | 0          | 0                | 2       | 9            | 0                  | 0                    | 1            | 21               |
| 21.15 - 21.30      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 21.30 - 21.45      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| 21.45 - 22.00      | 0      | 0          | 0                | 0       | 0            | 0                  | 0                             | 0      | 0          | 0                | 0       | 0            | 0                  | 0                    | 0            | 0                |
| TOTALS             | 138    | 280        | 0                | 138     | 276          | 0                  |                               | 28     | 60         | 0                | 28      | 64           | 0                  |                      | 355          | 290              |

## TOWNMEAD ROAD GYMNASIUM - KEW



TUESDAY 26TH NOVEMBER 2013

| OVERFLOW      |        |         |        |  |  |  |  |
|---------------|--------|---------|--------|--|--|--|--|
| TIME          | CAR IN | CAR OUT | Accum. |  |  |  |  |
| Pre 08.00am   | 1      |         | 1      |  |  |  |  |
| 08.00 - 08.15 | 0      | 0       | 1      |  |  |  |  |
| 08.15 - 08.30 | 1      | 0       | 2      |  |  |  |  |
| 08.30 - 08.45 | 8      | 0       | 10     |  |  |  |  |
| 08.45 - 09.00 | 7      | 7       | 10     |  |  |  |  |
| 09.00 - 09.15 | 2      | 8       | 4      |  |  |  |  |
| 09.15 - 09.30 | 3      | 1       | 6      |  |  |  |  |
| 09.30 - 09.45 | 3      | 1       | 8      |  |  |  |  |
| 09.45 - 10.00 | 1      | 1       | 8      |  |  |  |  |
| 10.00 - 10.15 | 0      | 1       | 7      |  |  |  |  |
| 10.15 - 10.30 | 3      | 0       | 10     |  |  |  |  |
| 10.30 - 10.45 | 0      | 2       | 8      |  |  |  |  |
| 10.45 - 11.00 | 2      | 0       | 10     |  |  |  |  |
| 11.00 - 11.15 | 0      | 1       | 9      |  |  |  |  |
| 11.15 - 11.30 | 0      | 2       | 7      |  |  |  |  |
| 11.30 - 11.45 | 1      | 0       | 8      |  |  |  |  |
| 11.45 - 12.00 | 0      | 1       | 7      |  |  |  |  |
| 12.00 - 12.15 | 1      | 2       | 6      |  |  |  |  |
| 12.15 - 12.30 | 1      | 1       | 6      |  |  |  |  |
| 12.30 - 12.45 | 1      | 2       | 5      |  |  |  |  |
| 12.45 - 13.00 | 2      | 2       | 5      |  |  |  |  |
| 13.00 - 13.15 | 1      | 3       | 3      |  |  |  |  |
| 13.15 - 13.30 | 0      | 0       | 3      |  |  |  |  |
| 13.30 - 13.45 | 2      | 1       | 4      |  |  |  |  |
| 13.45 - 14.00 | 3      | 2       | 5      |  |  |  |  |
| 14.00 - 14.15 | 0      | 1       | 4      |  |  |  |  |
| 14.15 - 14.30 | 1      | 1       | 4      |  |  |  |  |
| 14.30 - 14.45 | 8      | 1       | 11     |  |  |  |  |
| 14.45 - 15.00 | 2      | 2       | 11     |  |  |  |  |
| 15.00 - 15.15 | 4      | 1       | 14     |  |  |  |  |
| 15.15 - 15.30 | 4      | 5       | 13     |  |  |  |  |
| 15.30 - 15.45 | 1      | 11      | 3      |  |  |  |  |
| 15.45 - 16.00 | 6      | 1       | 8      |  |  |  |  |
| 16.00 - 16.15 | 4      | 0       | 12     |  |  |  |  |
| 16.15 - 16.30 | 3      | 3       | 12     |  |  |  |  |
| 16.30 - 16.45 | 4      | 4       | 12     |  |  |  |  |
| 16.45 - 17.00 | 17     | 0       | 29     |  |  |  |  |
| 17.00 - 17.15 | 4      | 8       | 25     |  |  |  |  |
| 17.15 - 17.30 | 0      | 3       | 22     |  |  |  |  |
| 17.30 - 17.45 | 1      | 1       | 22     |  |  |  |  |
| 17.45 - 18.00 | 15     | 3       | 34     |  |  |  |  |
| 18.00 - 18.15 | 0      | 18      | 16     |  |  |  |  |
| 18.15 - 18.30 | 2      | 4       | 14     |  |  |  |  |
| 18.30 - 18.45 | 1      | 1       | 14     |  |  |  |  |
| 18.45 - 19.00 | 5      | 0       | 19     |  |  |  |  |
| 19.00 - 19.15 | 4      | 11      | 12     |  |  |  |  |
| 19.15 - 19.30 | 1      | 0       | 13     |  |  |  |  |
| 19.30 - 19.45 | 0      | 0       | 13     |  |  |  |  |
| 19.45 - 20.00 | 2      | 0       | 15     |  |  |  |  |
| 20.00 - 20.15 | 1      | 5       | 11     |  |  |  |  |
| 20.15 - 20.30 | 0      | 4       | 7      |  |  |  |  |
| 20.30 - 20.45 | 0      | 2       | 5      |  |  |  |  |
| 20.45 - 21.00 | 0      | 2       | 3      |  |  |  |  |
| 21.00 - 21.15 | 0      | 3       | 0      |  |  |  |  |
| 21.15 - 21.30 | 0      | 0       | 0      |  |  |  |  |
| 21.30 - 21.45 | 0      | 0       | 0      |  |  |  |  |
| 21.45 - 22.00 | 0      | 0       | 0      |  |  |  |  |
| TOTAL         | 133    | 133     |        |  |  |  |  |



## **APPENDIX E**



# ATTrBuTe

|  |  |
|--|--|
| Travel plan name                       | Richmond Gymnastics Association                    |
| Planning application reference number  |  |
| Name of travel plan author             | RGP  |
| Email address of travel plan author    | k.hardwick@rgp.co.uk                               |
| Telephone number of travel plan author |  |
| Name of travel plan assessor           | Kim Hardwick                                       |
| Job title/role of travel plan assessor |  |
| Plan Type                              | Local level   Full   Travel Plan (occupiers known) |

|  |
|--|
|  |
|--|

|   |                         |     |
|---|-------------------------|-----|
| The development   |                         | 3/3 |
| Does the travel plan include<br>a) full address of the development?<br>b) contact details for the person responsible for preparing the travel plan?   | NONE                    | 2   |
| Does the travel plan include details of the number of users expected on site (including employees, residents, deliveries and visitors)?   | NONE                    | 1   |
| Policy  |                         | 2/2 |
| Does the travel plan include reference to relevant national, regional and local / borough...<br>a) transport and spatial policy?<br>b) travel planning guidance?  | NONE                    | 2   |
| Site assessment   |                         | 5/5 |
| To what extent does the travel plan clearly describe the accessibility and quality of...<br>a) existing transport networks?<br>b) existing travel initiatives available to all users?                       | NONE                    | 5   |
| Surveys   |                         | 2/3 |
| Are iTRACE (or TRAVL where specified by the borough)-compliant site user travel surveys proposed?   | NONE                    | 1   |
| Are appropriate freight surveys proposed?   | Freight is not an issue | 0   |
| Is a baseline modal split (actual trip numbers and percentage of all trips) estimated for the site?   | NONE                    | 1   |
| Objectives  |                         | 3/3 |
| Does the travel plan include objectives which reflect...<br>a) Mayoral policy & strategic guidance?<br>b) local / borough policy and guidance?<br>c) the challenges and opportunities specific to the site? | NONE                    | 3   |
| Targets   |                         | 2/2 |

|   |      |           |
|---|------|-----------|
| Are there targets linking directly to each objective?   | NONE | 1         |
| Have targets been set for three and five years after occupation?  | NONE | 1         |
| TP Co-ordinator   |      | 3/3       |
| Has a travel plan co-ordinator been identified or is there agreement upon when a co-ordinator will be in place?                                 | NONE | 1         |
| Have the travel plan co-ordinator roles and responsibilities been made clear; and is the amount of time they will spend on the plan sufficient? | NONE | 2         |
| Measures  |      | 8/8       |
| To what extent do the measures...<br>a) support the objectives of the travel plan?<br>b) reflect the context of the site?                       | NONE | 6         |
| Is an action plan provided which includes...<br>a) short / medium / long term actions?<br>b) timescales and responsibilities?                   | NONE | 2         |
| Monitoring  |      | 2/2       |
| Is a clear monitoring programme that adheres to the standardised approach included?   | NONE | 1         |
| Is it clear who is responsible for monitoring?  | NONE | 1         |
| Securing and enforcement  |      | 1/1       |
| Is it clear how the travel plan will be secured?  | NONE | 1         |
| Funding   |      | 5/6       |
| Has a sufficient budget been set for the...<br>a) travel plan co-ordinator post?<br>b) measures?<br>c) monitoring programme?                    | NONE | 3         |
| Have funding streams been identified for the...<br>a) travel plan co-ordinator post?<br>b) measures?<br>c) monitoring programme?                | NONE | 2         |
| <b>Total - PASS</b>   |      | <b>36</b> |