



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

Extension to site

Travel Plan

**Prepared on behalf of Richmond
Gymnastics Association**

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

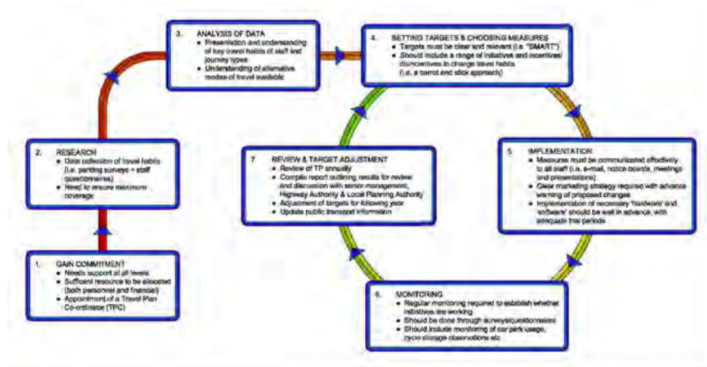


Figure 1.1 Travel Plan “Life Cycle”

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 advanced 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 accessible 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.



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**.

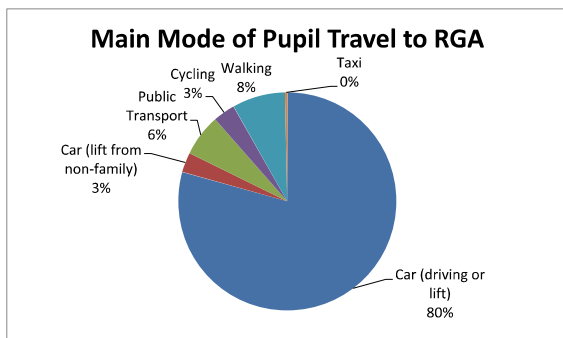


Figure 3.1: Main Mode of Pupil Travel to RGA

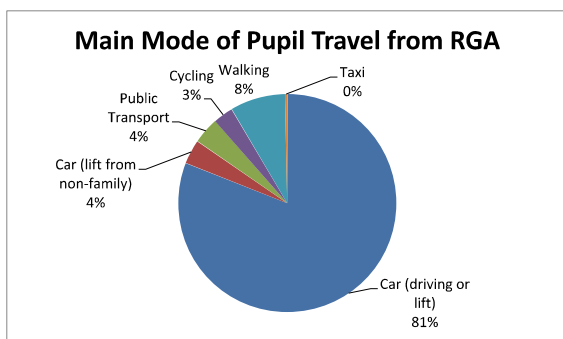


Figure 3.2: Main Mode of Pupil Travel from RGA

- 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 (Reception – Yr 2)	Junior School (Yr 3 – Yr 6)	Secondary School (Yr 7 - Yr 11)	6 th 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

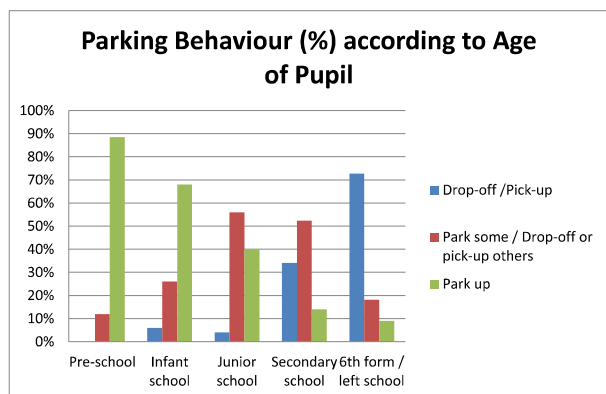


Figure 3.5: Parking behaviour (%) according to age group of pupils

- 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**.

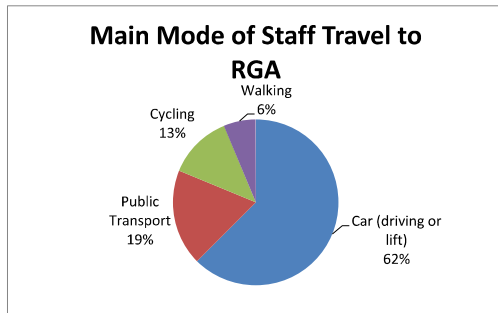


Figure 3.6 Main Mode of Staff Travel to RGA

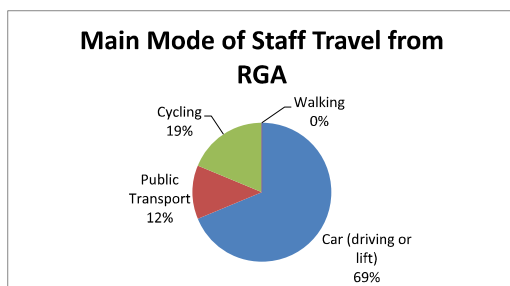


Figure 3.7 Main Mode of Staff Travel from RGA

- 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 26th 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 26th 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.

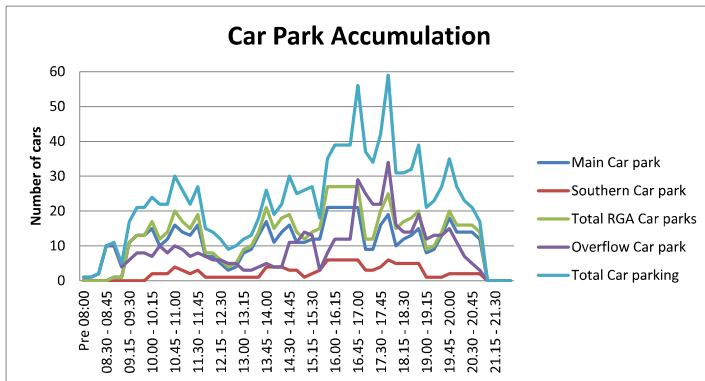


Figure 3.8: All Vehicle accumulations for car parks associated with RGA

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, were 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:
- routing, 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.
- 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.

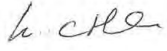
6.3 ATTrBuTE Compliance

- 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:

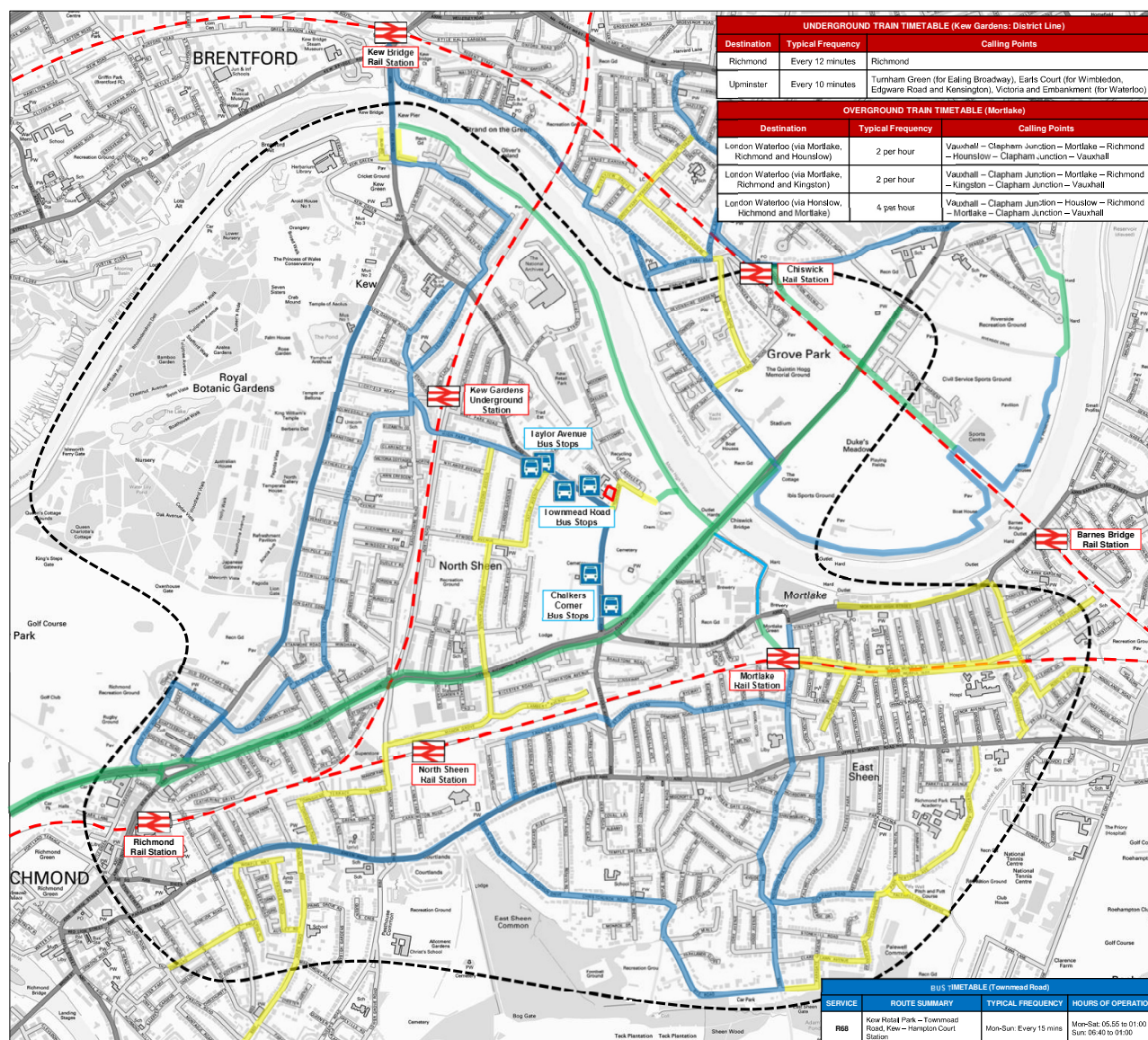
Richmond Gymnastics Association, 1, Townmead Road, Kew, TW9 4EL

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 – Kingston – 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 Hounslow, Richmond and Mortlake)	4 per hour	Vauxhall – Clapham Junction – Hounslow – Richmond – Mortlake – Clapham Junction – Vauxhall

- LEGEND**
- SITE LOCATION
 - RAIL STATION
 - RAILWAY
 - LOCAL BUS STOPS
 - 2KM WALK ISOCROME
 - CYCLE ROUTES**
 - SIGNED CYCLE ROUTES
 - QUIET CYCLE ROUTES
 - OFF-ROAD CYCLE ROUTES



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 Godalming, Surrey, GU7 1NP
 Tel: 01483 861681 Fax: 01483 861682
www.rgp.co.uk

Client: Richmond Gymnastics Association







Project: Townmead Road, Kew

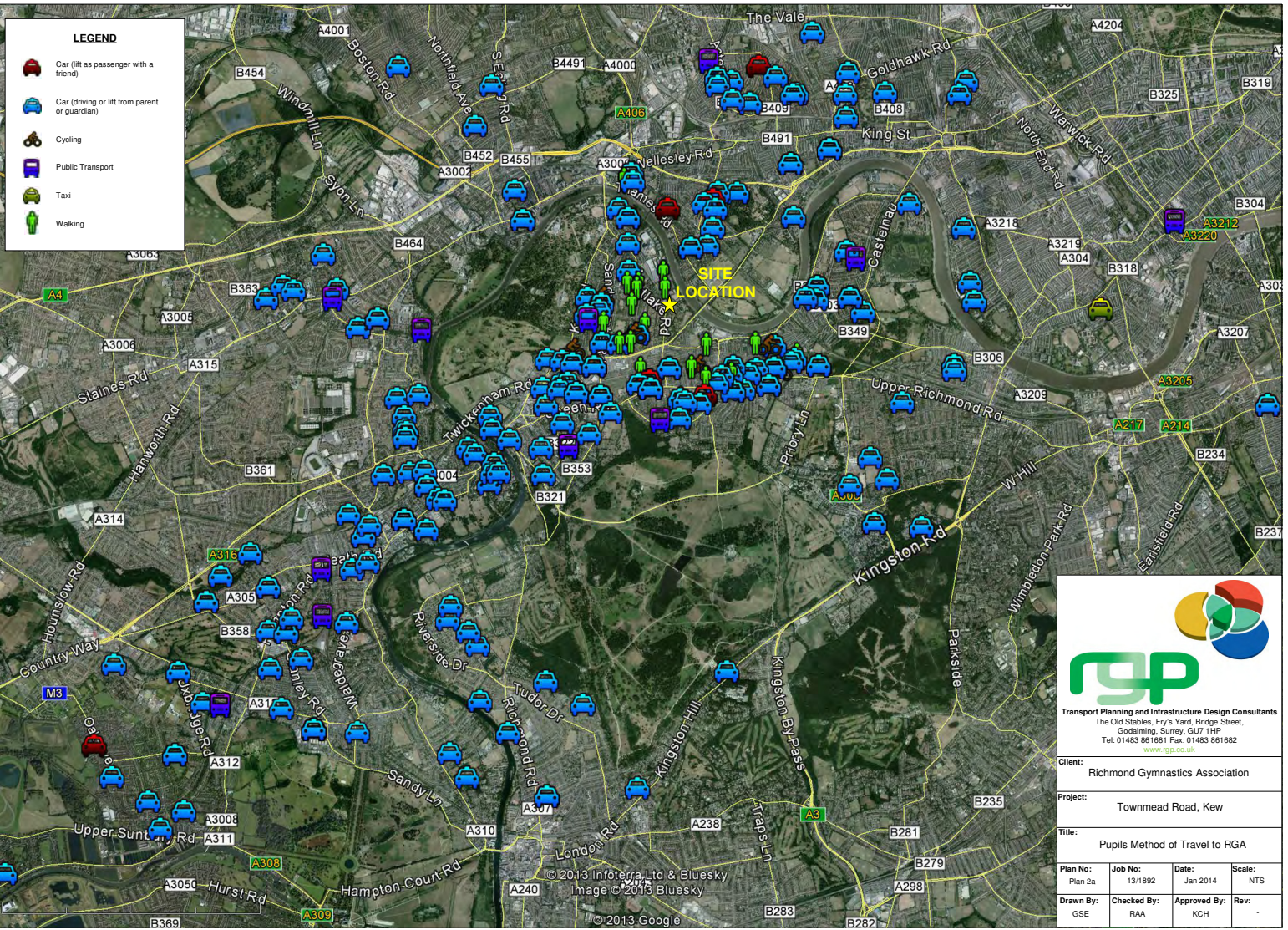
Title: Site Location and Accessibility Plan

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 Sun: 06:40 to 01:00

Plan No: Plan 01	Job No: 131/092	Date: Jan 2014	Scale: NTS
Drawn By: RAA	Checked By: KCH	Approved By: CMB	Rev: -

LEGEND

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




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Client: Richmond Gymnastics Association

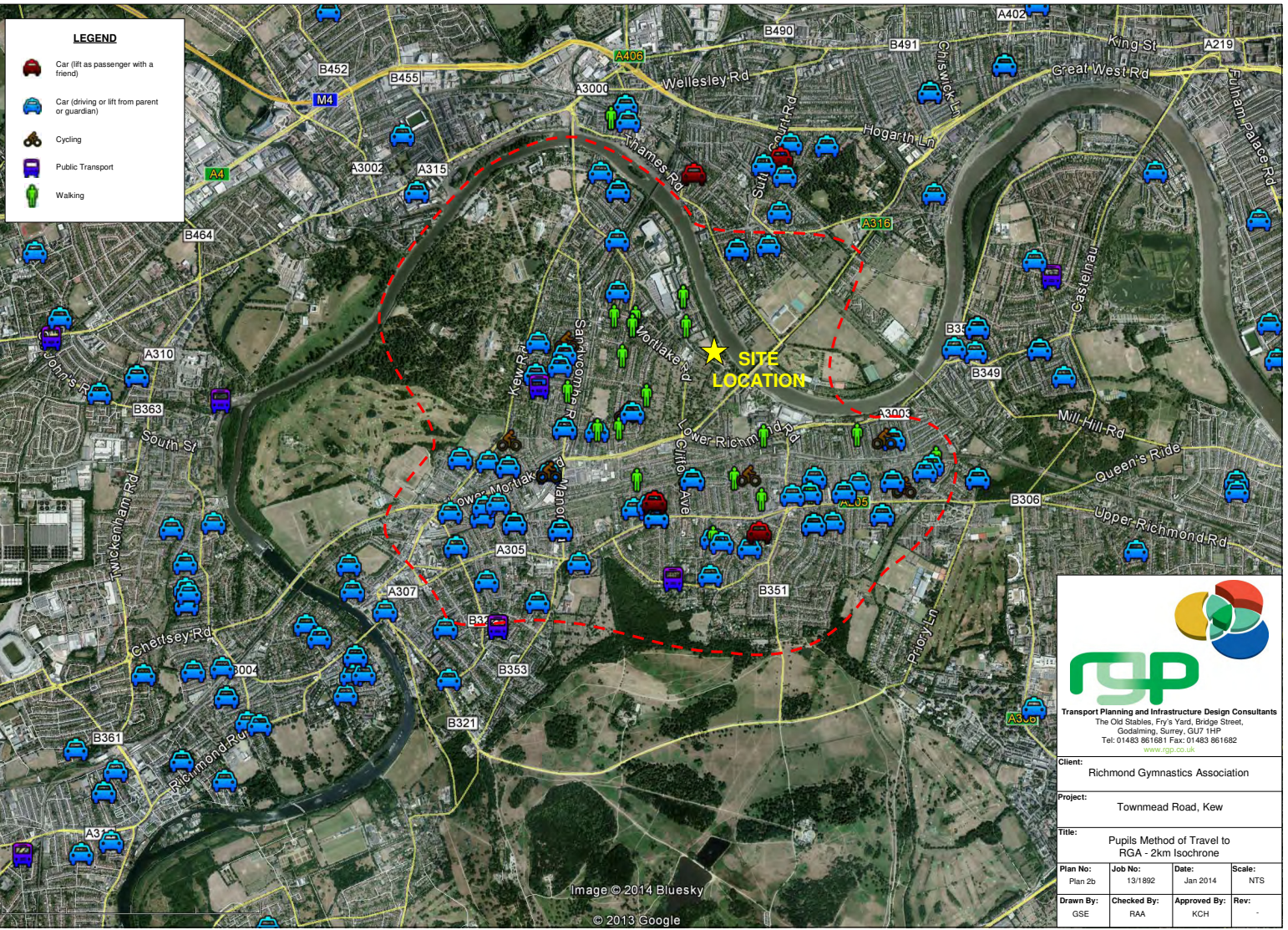
Project: Townmead Road, Kew

Title: Pupils Method of Travel to RGA

Plan No: Plan 2a	Job No: 13/1892	Date: Jan 2014	Scale: NTS
Drawn By: GSE	Checked By: RAA	Approved By: KCH	Rev: -

LEGEND

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




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Client: Richmond Gymnastics Association







Project: Townmead Road, Kew

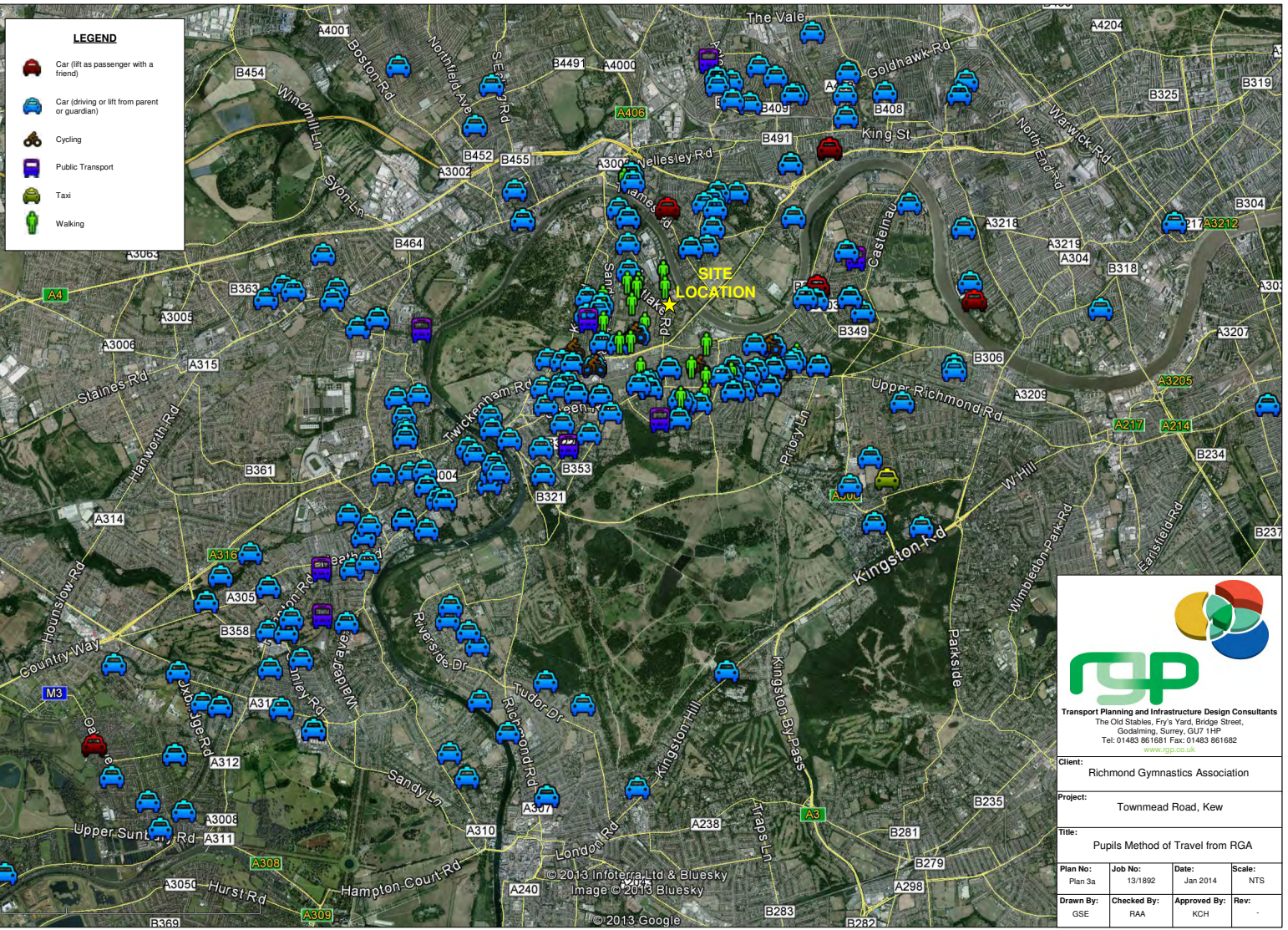
Title: Pupils Method of Travel to RGA - 2km Isochrone

Plan No: Plan 2b	Job No: 131892	Date: Jan 2014	Scale: NTS
Drawn By: GSE	Checked By: RAA	Approved By: KCH	Rev: -

Image © 2014 Bluesky
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LEGEND

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




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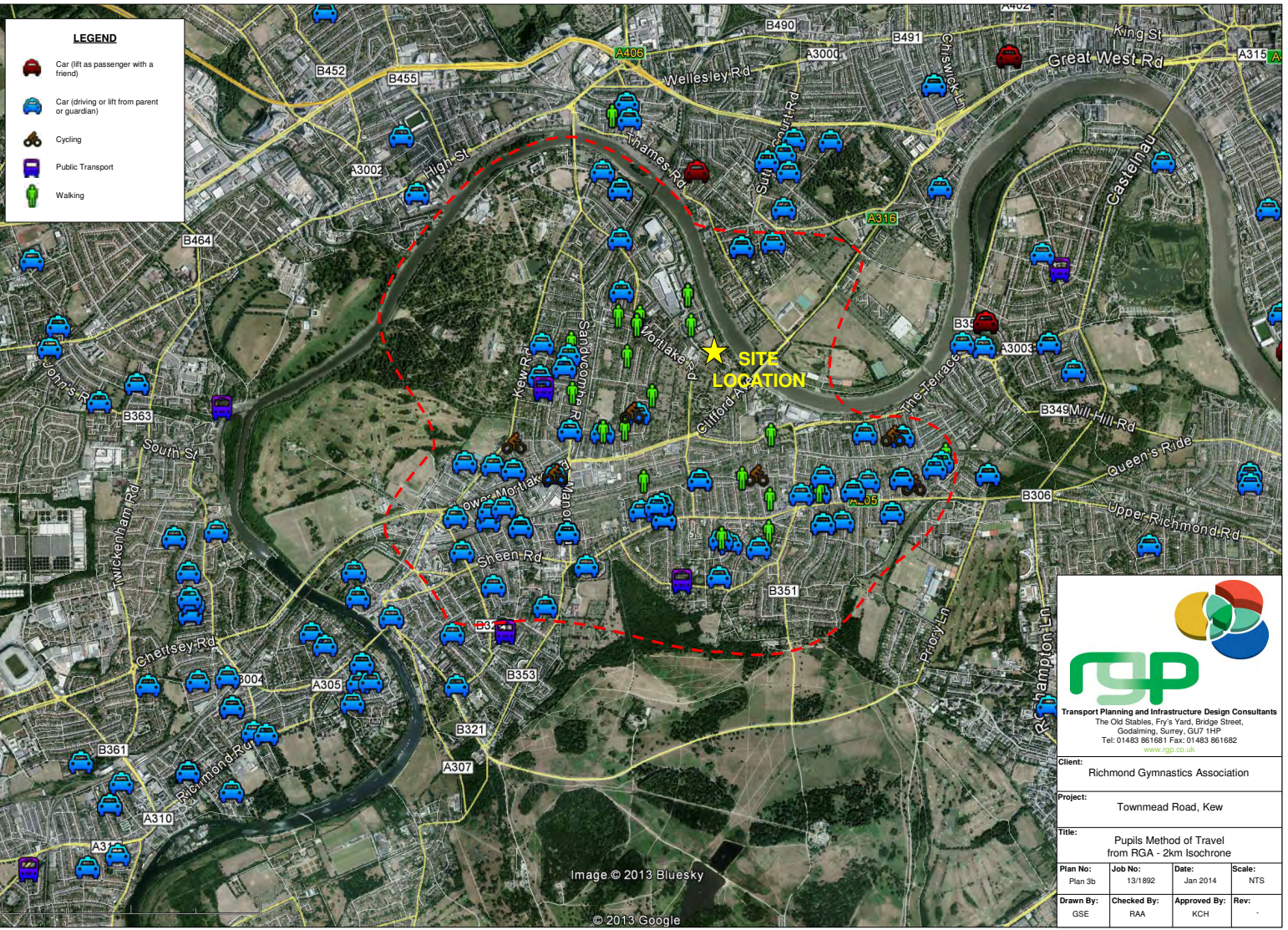
Project: Townmead Road, Kew

Title: Pupils Method of Travel from RGA

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

LEGEND

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




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Client: Richmond Gymnastics Association





Project: Townmead Road, Kew

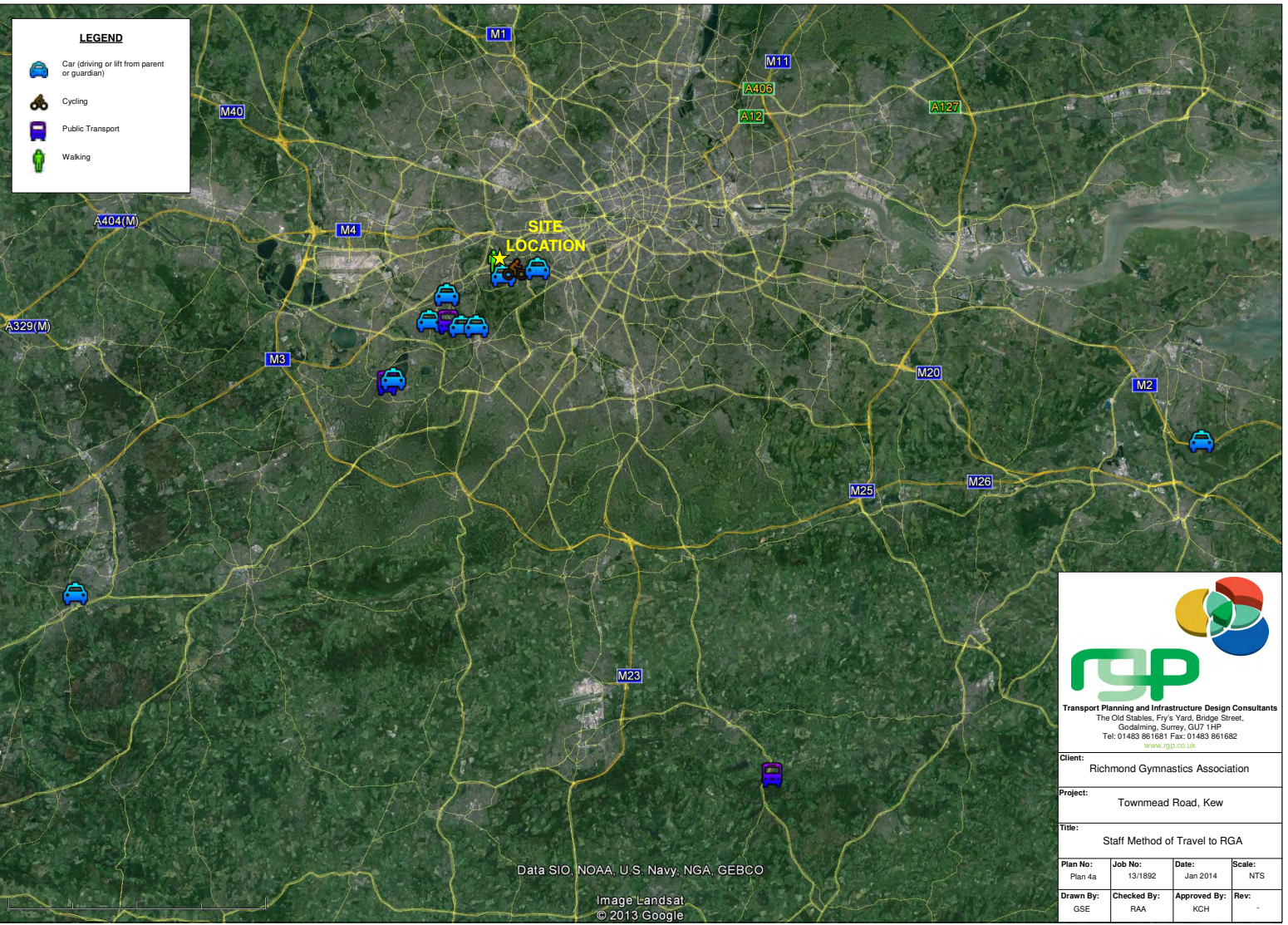
Title: Pupils Method of Travel from RGA - 2km Isochrone

Plan No: Plan 3b	Job No: 131892	Date: Jan 2014	Scale: NTS
Drawn By: GSE	Checked By: RAA	Approved By: KCH	Rev: -

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LEGEND

-  Car (driving or lift from parent or guardian)
-  Cycling
-  Public Transport
-  Walking




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Client: Richmond Gymnastics Association

Project: Townmead Road, Kew

Title: Staff Method of Travel to RGA

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

Data SIO, NOAA, U.S. Navy, NGA, GEBCO

Image Landsat
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