

Addendum Note

Date	26 February 2013
Job No/ Name	ST13028
Subject	Westgate 4-16 School Transport Statement; Addendum Note addressing further information requested by HCC Highways

Introduction

- 1.1 JMP Consultants Limited (JMP) has been commissioned by Hampshire County Council (HCC) Property Services (the 'Applicant') to provide traffic and transport advice in support of a detailed planning application for a proposed expansion of The Westgate School in Winchester. This Addendum Note should be read in conjunction with the Transport Statement, JMP document ST13028-01, which was submitted as part of the planning application with reference 12/02659/HCS. It should also be read in conjunction with the School Travel Plan prepared by Hampshire County Council. This note has been drafted to address concerns and requests for further information, raised by HCC Highways in their letter of 22 January 2013. The notes below correspond to the points as raised by HCC in the 'Recommendation' section of their letter.

Point 1 – Request for information on the proposed catchment area for the primary school and identification of main routes to the Site.

- 1.2 The recently finalised catchment area plan is included at the end of this note. The main pedestrian routes to the site will be from Bereweek Road to the east, Stockbridge Road to the southeast, Cheriton Road / Fordington Avenue to the south, and Chilbolton Avenue to the west. The catchment of the school will be reviewed over time as part of the admission process; if the school is over subscribed then preference will be given to pupils who live locally. The travel plan will evolve to take account of the catchment area as it changes.
- 1.3 It is not considered that public buses form a viable mode of travel for pupils of primary age, and this is reflected in the predicted trip generation of the school, with less than 1% of pupils likely to travel by bus / taxi. However the site is well served by buses, built up around the demand generated by the existing secondary school and the Peter Symonds College, and the catchment area is therefore well located for any staff and pupils who do want to travel by bus. Should a sufficient number of pupils be keen to utilise the service, Westgate School are keen to introduce a bus service for pupils travelling from the less accessible areas within the proposed catchment – such as Abbots Barton.

Point 2 – Request for information on the proposed start and finish times of the existing school and the proposed primary school and information on capacity of current site.

- Stagger times : The start and end time of the school day for primary and secondary pupils will be determined once a detailed assessment has been undertaken of the actual pupil and vehicular movements.
 - It has been agreed with the school they will stagger start and end times for pupils in the primary and secondary phases at the school as set out in the JMP study. Further discussions with all local schools will take place to minimise local disruption.
- 1.4 The site currently has capacity for 1081 pupils.

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Point 3 – Clarification of status of Green Lane and Rights of Way over Green Lane and Links Road.

- 1.5 From the Public Right of Way (PRoW) map, available on the Hampshire County Council website, it is apparent that no PRoWs exist over Links Road or Green Lane. It is understood that the eastern section of Links Road (from the junction with Walnut Grove eastwards) is adopted public highway, however the western section is a private road. It is understood that Green Lane is not adopted public highway.

Point 4 - Request for information on the parking arrangements for staff at the primary school and the allocation of spaces at the new car park adjacent to the primary school.

- 1.6 The current HCC car parking standards for schools are under review. Although the outcome of this review has yet to be finalised the proposals submitted within this application have been updated to best reflect the emerging policy. Based on interim evidence from the review of parking standards it is proposed that 1 car park space is allocated for each full time member of teaching staff. In addition +2 car parking spaces are to be provided for every 3 non teaching staff. The projected staff numbers for the primary provision have also been amended in the application from 33 to 20 Full time teaching staff and from 23 to 40 Part time non teaching staff (20FTE). In turn this equates to : 46 spaces made up of 20 FT spaces + (2/3 x 40). The 2 accessible car parking spaces identified within the proposals for the primary element are over and above this standard provision.
- 1.7 To mitigate the impact that the increased provision will have on the proposals, 4 of these cars are expected to 'double' park, dealing with the short term transition between part time staff. This arrangement will require local management by the school, and is an initiative supported by the emerging policy in relation to HCC's Education Parking Strategy.
- 1.8 The support staff of the site will mostly either be cleaners or lunch time staff. There lunch time staff are likely to arrive between 11am and midday, and depart from 1pm to 3pm depending on their exact role. The cleaning staff will generally arrive in the afternoon, at around 3-4pm, and depart in the evening, around 6-7pm.
- 1.9 During the day on weekdays this gated car park will be used and controlled by school staff. Signage will define the restrictive use of the car park and give direction for those associated with deliveries or maintenance. This arrangement will be supported by an intercom connected to the general office in the primary and the reception at the front of the secondary for use by people or deliveries that arrive unexpectedly. There will be sufficient space in front of the gates to allow a reasonably sized vehicle to wait off the carriageway should they require assistance getting into the car park. Between this car park and the rest of the school there will be a secure fence and gates. During the school day these inner gates will be locked and controlled only by school staff. This arrangement will prevent any drop-off or pick-up on Links Road by parents.
- 1.10 On evenings and weekends the car park will be available for use by the school and the Badminton Centre. Outside the times used by the school or the Badminton Centre the intention is the car park will be locked. In general the Westgate School is intending to arrange for school deliveries to be brought to a holding place central to the campus off Green Lane so the potential traffic impact on Links Road should be reduced. However the option to deliver some items to this part of the site will remain. Refuse collection from the primary will be via a refuse vehicle stopping on Links Road and rubbish being collected from bins left adjacent to the car park entrance. This is similar to the arrangements for the existing boarding house and nursery.

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Point 5 - Request for further information on the proposed parking monitoring and management measures.

- 1.11 The existing school has 40 classrooms. There are 98 standard and 5 accessible parking spaces available to the school, equating to a parking ratio of 2.5 spaces per classroom. This is considered a generous provision, and parking for the secondary school should not be increased.

Monitoring and Management of Car Park off Cheriton Road adjacent to Nursery

- 1.12 During the day on weekdays this gated car park will be used and controlled by school and nursery staff. Signage will define the restrictive use of the car park and give direction for those associated with deliveries or maintenance. This arrangement will be supported by an intercom connected to the general office in the nursery and the reception at the front of the secondary for use by people or deliveries that arrive unexpectedly. There will be sufficient space in front of the gates to allow a reasonably sized vehicle to wait off the carriageway should they require assistance getting into the car park. Between this car park and the rest of the school there will be a secure fence and gates. During the school day these inner gates will be locked and controlled only by nursery and school staff. The route through the car park will allow access to the existing school hard play area beyond for use as an overflow car park if needed on special occasions. On evenings and weekends the car park will be available for use by the school and the nursery. In general the Westgate School is intending to arrange for school deliveries to be brought to a holding place central to the campus off Green Lane so the potential traffic impact on Cheriton Road should be reduced. However the option to deliver some items to this part of the site will remain. Outside the times used by the school or nursery the intention is the car park will be locked.

Parking for the Badminton Centre

- 1.13 In accordance with the Joint Management Agreement (the Agreement), the Badminton Centre and Westgate School work together to use the shared facility of the sports hall, associated facilities and car parking. Access to and control of the sports hall and associated facilities by the Badminton Centre is after school hours in the evenings, weekends and school holidays whilst the school has access to and control of the sports hall and associated facilities during the day on weekdays. The handover during the week is formally at 6pm but this sometimes varies by negotiation on a case by case basis. The Agreement records that the sports hall is normally available for use by the Badminton Association at the following hours:
- Weekdays 7.30am to 8.30am and 6pm to 10pm
 - Weekends 7.30am to 10pm
 - School Holidays 7.30am to 10pm Monday to Friday
- 1.14 In the Agreement there is no explicit statement regarding parking for the Badminton Centre users although this is generally available by agreement with the school. In order to meet the needs of the proposed new primary accommodation car parking on the Westgate site will be significantly increased. These extra spaces will be available for use by the Badminton Centre on the same basis as above.
- 1.15 Currently car parks A&B (noted on the existing site plan) generally have sufficient capacity for normal badminton use i.e. training sessions etc but on tournament or special event days parking tends to extend into car park C. Car park D is also available for use but the numbers using the Badminton Centre don't generally require it. In order to create a new unifying central landscaped space for the Westgate campus it is proposed that the spaces in car park B are relocated to the new controlled car park off Links Road. This will increase the walking distance to these spaces by about 70-80m but the Centre will have access to significantly more spaces in this location. Some spaces in car park C have been relocated to car park D which will increase the walking distance to those spaces by about 20-30m but the overall

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number of spaces in car parks C and D remains the same. 3 no. accessible parking bays will be maintained close to the Badminton Centre entrance. New pedestrian paths will be constructed from car park B, C and D to the Badminton Centre. These will be lit with bollard lighting for use after dark. Although the proposals alter the layout of the car parks used by the Badminton Centre and increase some walking distances for users this does not adversely affect access to the Badminton Centre.

Point 6 – Impacts of the proposals on Links Road in response to local concerns.

- 1.16 An ATC survey was carried out of Links Road, which found that it currently carries around 10-15 two-way trips in each peak hour. Following the proposed expansion, Links Road will cater for staff travelling by car to the Primary School. This equates to 28 trips in each peak hour. Additionally, there will be occasional service and refuse vehicle trips. It is considered that given the low existing levels of traffic, that Links Road can readily accommodate the traffic generated by the proposed school. There will also be trips associated with the use of the badminton centre in the evenings, as and when this is required. Local concerns recorded at the public consultation event were recorded as follows 'Difficulties accessing Cheriton Rd via Links Rd'. In response to this, the district statement has highlighted a scheme to look at improving the surface of Links Road. The estimated funding is not yet secured for this however, and this is being sought through the Winchester District Transport Statement; currently at the 'prefeasibility' stage.

Point 7 – Further information on the effectiveness of existing traffic and parking controls in managing school related traffic along Cheriton Road.

- 1.17 The existing traffic control consists of on-street parking bays, which are in force Monday – Saturday from 8am to 1pm, and allow a maximum of 2 hours of parking, except for holders of permit K. On-street parking on the western side of Cheriton Road is only for 'K' permit holders, i.e. they aren't available for parents of the school pupils to park.
- 1.18 Additionally, there is a 'School Keep Clear' marking outside the existing main entrance of the school (on the western side of Cheriton Road). There are build outs on Cheriton Road, which reduce the carriageway width to 3.7m, and serve as uncontrolled pedestrian crossing points. There are three sets of build-outs on Cheriton Road, either side of the main entrance and to the south of the public bus stop.
- 1.19 On all of the occasions that JMP staff have visited Cheriton Road, it was noted that the controls on Cheriton Road are effective at managing where people park to drop off / pick up pupils. Only one parent was observed parking across a resident's driveway, and this person remained in their car and could therefore move if a resident wanted to access their driveway. All parents were observed parking within the 'Two Hour Maximum Stay' on-street parking. No parents were observed parking on the 'School Keep Clear' road markings. If on-street parking is considered an issued in the future, then measures will be brought forward through the travel plan to mitigate this as necessary.

Point 8 – Reassess the location of the proposed pinch point on Cheriton Road.

- 1.20 This location has been chosen based on it being the only place to the north of Green Lane whereby it would not interfere with existing bus stops or residents' driveways. Further Swept Path Analysis has been carried out to ensure that the proposed build out does not inhibit movements into or out of Links Road, or the driveway on the eastern side of the road. This swept path analysis, shown on JMP Drawing ST13028-013 is included with this note.

Point 9 – Clarification if any deliveries are to take place at the proposed car park on Cheriton Road.

- 1.21 All regular school deliveries will be received from the existing entrance at Green Lane, and the existing signage informing delivery drivers of this arrangement will be retained. However to provide flexibility,

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there is potential that a limited number of deliveries could then be directed to drive into the school through the southern car park. The largest vehicle which could be accommodated within the access (without vehicles having to reverse in from the public highway) would be a medium wheelbase panel van, e.g. a Ford Transit or Mercedes Sprinter.

- 1.22 Any servicing vehicle will only be permitted to enter the car park and turn around if there are free car parking spaces, so the majority of deliveries to this car park will be restricted to outside of school opening hours.

Point 10 – Supporting information on the dwell time for primary age pupil drop off.

- 1.23 As agreed with HCC highways, a sensitivity test has been carried out to determine how many cars would stop on Cheriton Road if the dwell times were longer.

Level of parking available in the local area

- 1.24 Please read in conjunction with HCC plans P09788- A032 and P09788- A033. It is estimated that there is currently space for 38no. cars to park on Cheriton Road in the '2 hours maximum stay' on-street parking bays, and on the western side of Cheriton Road immediately south of Green Lane. It is further estimated that there is space for 13no. cars to park in the lower end of Fordington Avenue in the '2 hours maximum stay'. Additionally there is space for around 13no. residents' cars within the Permit holder 'K' only bays on the western side of Cheriton Road.
- 1.25 When JMP visited the site on the 10th of October 2012, 5no. vehicles were recorded parked on street at around 9am.
- 1.26 A drop-off and collection facility on Chilbolton Avenue is proposed. It is anticipated that this arrangement will assist in reducing the number of vehicular and pedestrian movements in roads immediately adjacent to the school and in particular Cheriton Road.
- 1.27 As requested by HCC highways, parking beat surveys will further inform the calculations of available parking; this data will be reported separately once the results are available.

Pick Up

- 1.28 Further work has been undertaken to refine the parking demand calculations for pupils, primarily focussing on the afternoon pick up period, when parents are more likely to be parked. These investigations have taken overall travel demand by car, and converted this into the number of vehicles likely to be parked at the end of the school day. This is summarised in Table 1 and described below.
- 1.29

Table 1 Pick Up Parking Demand

Scenario	Total Car Travel		After Clubs	School	Siblings		Dwell Time		Parking Demand
	%	No.	10%	Peak Cars	10% (5%)	Cars	Yrs R-3 (100%)	Yrs 4-6 (50%)	Cars
Likely	13.8	58	6	52	3	49	28	11	39
Worst case	23	97	10	87	5	82	47	18	65

- 1.30 These calculations have been undertaken for 2 scenarios, the most likely case, as presented in the TS, based on the average of the 4 most local schools, and a worst case, as subsequently requested by HCC highways. These 2 scenarios reflect car mode splits of 13.8% (58 cars) and 23% (97 cars) for the likely and worst cases respectively.

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- 1.31 The impact of both after school clubs and siblings travelling together in reducing peak car arrivals is then considered. From other experience in Hampshire, a 10% uptake of breakfast / after school clubs is typical. A further allowance for 10% of children with siblings at the school, has been made, based on other experience in Hampshire and equates to a 5% reduction in cars arriving.
- 1.32 In addition to the above, even in the afternoon pick up period, it is noted from site visits to primary schools across the county that not all parents arrive in advance of the school finishing time. There is an element of turn over of spaces, e.g. working parents maximising their working day. It is acknowledged that this is less likely to occur for Reception and Years 1 to 3, where children have to be picked up from the school grounds. On this basis we have assumed all Reception and Year 1 to 3 parents arrive before school closing time, with half of Year 4 to 6 parents parked at any one time. This equates to 78% of all parents cars being parked before school closing time.
- 1.33 Considering all these additional factors, the maximum parking demand would reduce to be 39 (likely case), and 65 (worst case).

Drop Off

- 1.34 Further sensitivity tests have also been undertaken for the morning drop off period, using both the likely and worst case parking demands.
- 1.35 As with the afternoon pick up scenario, allowances have been made for the impact of both siblings travelling together and breakfast clubs in reducing peak car arrivals. From other experience in Hampshire, a 10% uptake of breakfast / after school clubs is typical. A further allowance for 10% of children to have siblings at the school seems pessimistic, and equates to a 5% reduction in cars arriving. These 2 considerations result in an overall car parking demand for the whole drop off period of 49 and 82 spaces for the likely and worst cases respectively.
- 1.36 With a 5 minute dwell time for drop offs, the number of parked vehicles would be 12 or 21 vehicles for the likely and worst case scenarios respectively. If the dwell time of the drop offs was to increase to 10 minutes, then the number of parked vehicles would be 25 or 41 vehicles for the likely and worst case scenarios respectively. It should be noted that this is based on all drop offs occurring over a 20 minute period; where the drop-offs were spread over a 30 minute period, then the number of parked vehicles would drop considerably. It is therefore considered that there is sufficient space on-street for parents of primary school children to park in the local area during the morning to drop off pupils.
- 1.37 A graph showing current and projected traffic flows on Cheriton Road is also attached for information; this shows that the primary school will only have a very minor impact on the current peak in flow between 0815 and 0830, attributable to teachers arriving at the school. It is noted that flows associated with the nursery are already exist on the network and hence are included within the existing flows. The morning peak flows associated with the primary school would be later, and be lower than the existing peak.

Point 11 – Ensuring some consistency with the draft framework school travel plan.

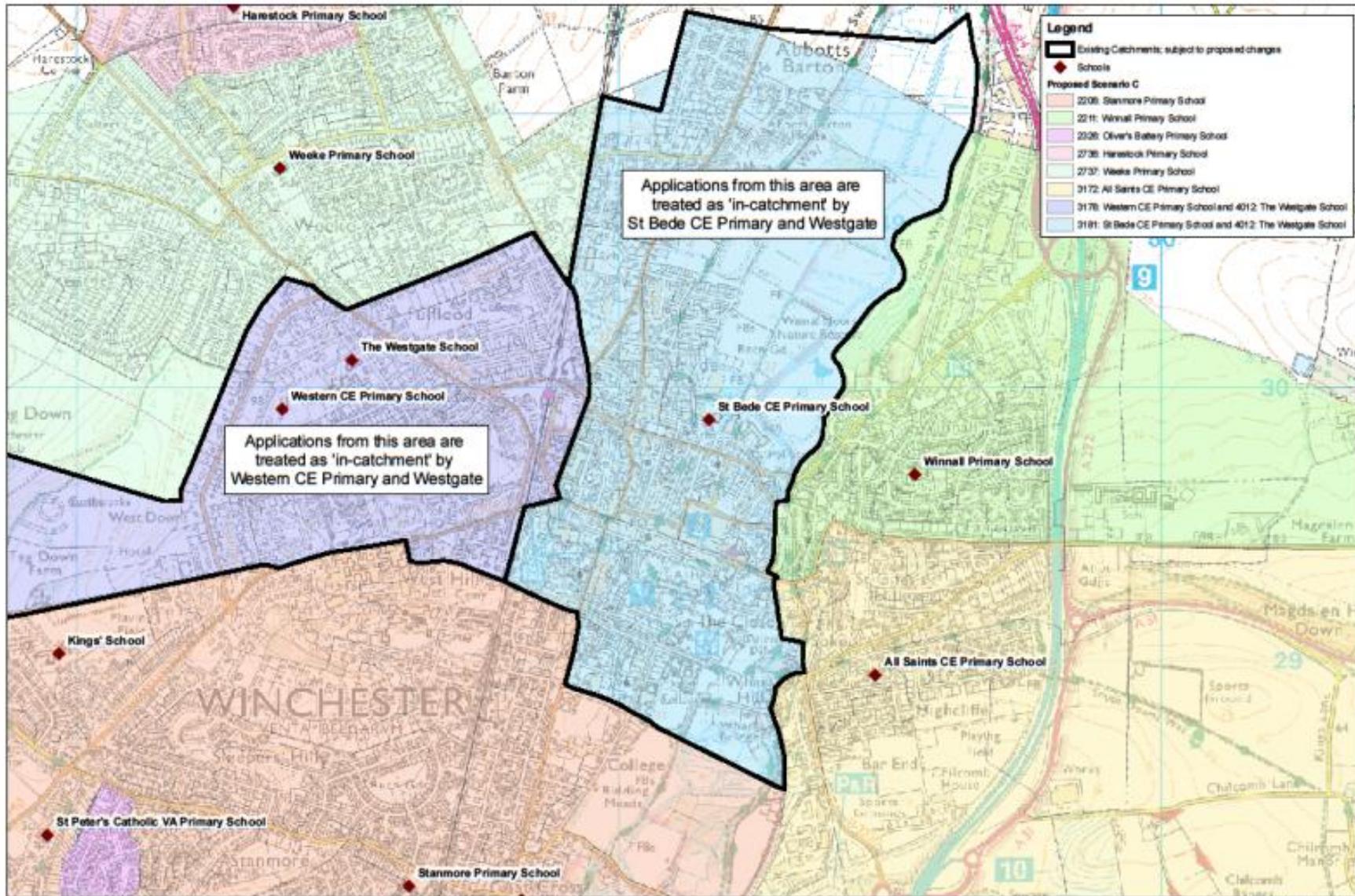
- 1.38 We have reviewed the documents and consider that following this Addendum Note, the information provided from the TS and the Travel Plan aligns.

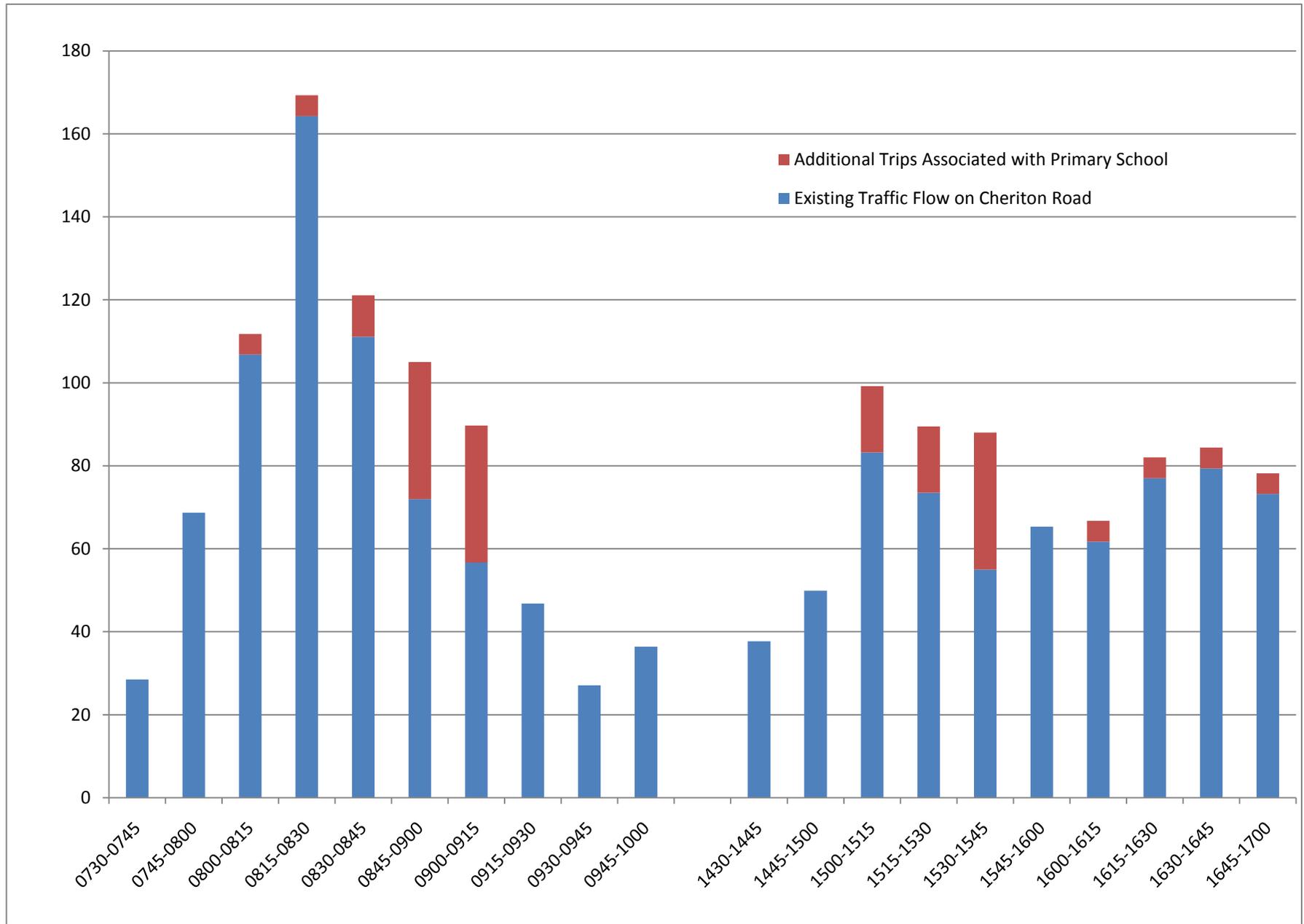
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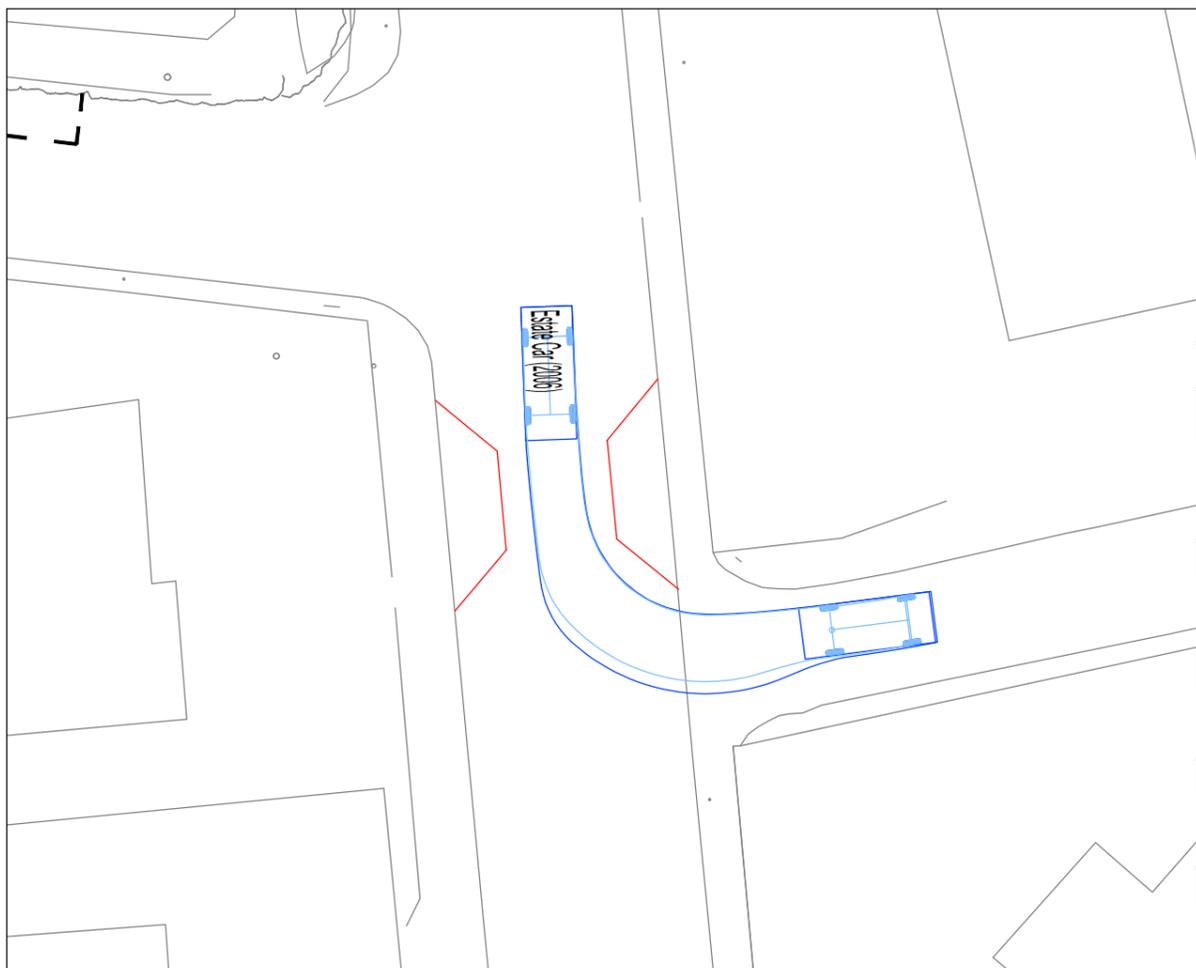
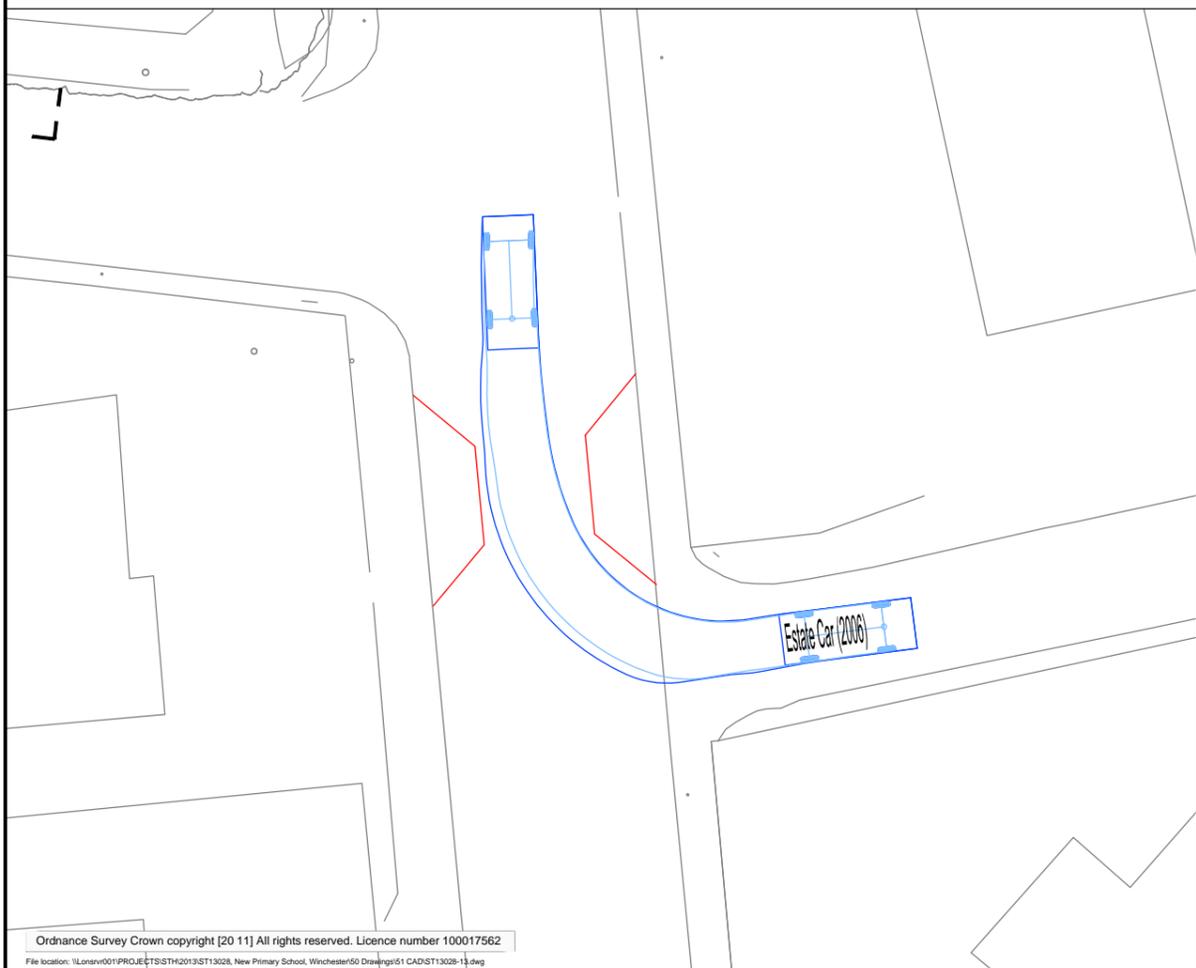
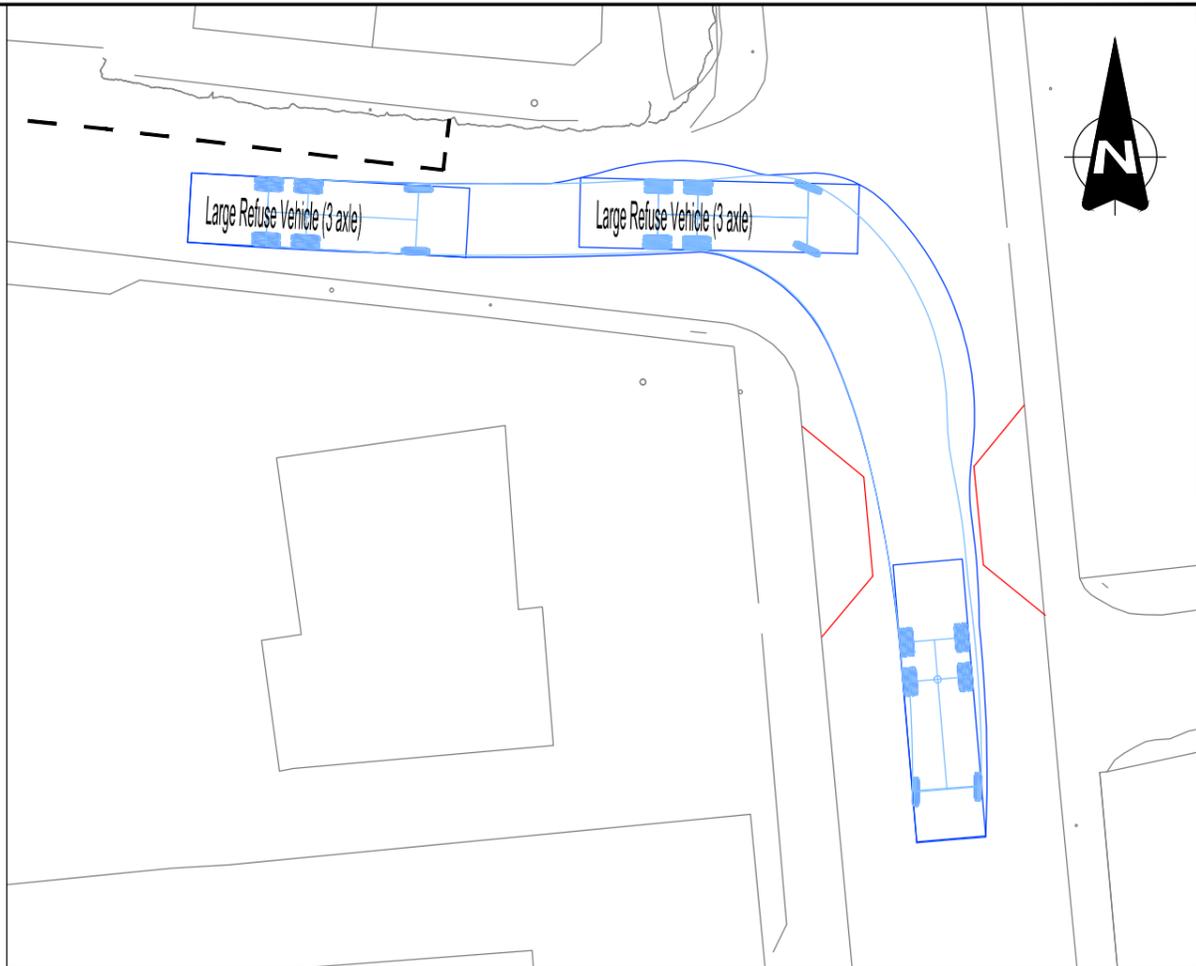
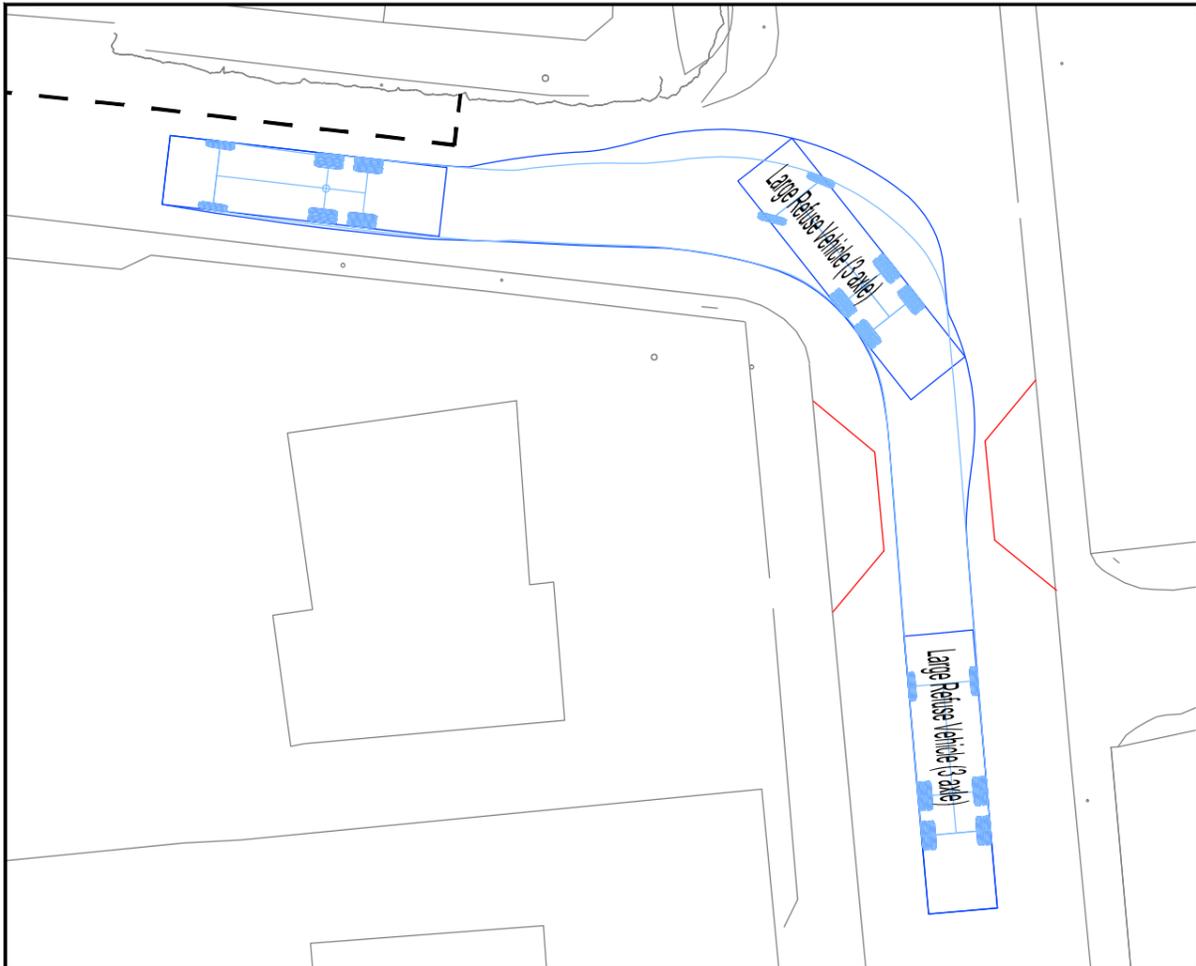
Point 12 - The impacts of greater pedestrian and vehicle flows at the Cheriton Road / Bereweke Road / Stockbridge Road mini roundabout junction, given that capacity concerns have been identified.

- 1.39 It is acknowledged that there will be an impact on this junction, as a result of more cars and pedestrians using the zebra crossing. It is considered that any vehicle capacity improvements at the junction would make the situation less desirable to pedestrians, by moving the crossing away from the desire line. It is considered undesirable to make the situation worse for pedestrians, as discouraging pupil from walking to the site will worsen the development's impact on Cheriton Road.

Name/ Signed Phil Marshall

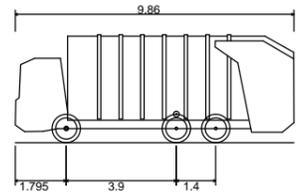




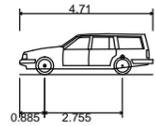


Notes:

- Do not scale from this drawing. If in doubt refer to the project manager for clarification.



Large Refuse Vehicle (3 axle)
 Overall Length 9.860m
 Overall Width 2.450m
 Overall Body Height 3.814m
 Min Body Ground Clearance 0.366m
 Track Width 2.450m
 Lock to Lock Time 4.00s
 Kerb to Kerb Turning Radius 9.500m



Estate Car (2006)
 Overall Length 4.710m
 Overall Width 1.804m
 Overall Body Height 1.442m
 Min Body Ground Clearance 0.207m
 Max Track Width 1.756m
 Lock to Lock Time 4.00s
 Kerb to Kerb Turning Radius 5.950m

Rev.	Date	Revision details	Drawn	Checked	Approved

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Client
 HCC Property Services

Project
 Westgate 4-16 All Through School

Title
 Swept Path Analysis of Proposed Build Out Pedestrian Crossing

Drawn	Checked	Approved
RO	PM	PM
Original dwg. size	Date	Scale
A3	05/02/13	1:250
Drawing Status	Information	Rev.
Information	ST13028-13	-