

Trinity Academy, Barnsley



Travel Plan prepared on behalf  
of Bowmer & Kirkland Ltd

November 2021

**MILESTONE**  
TRANSPORT PLANNING



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## 1. Executive summary

- 1.1 This Travel Plan has been prepared to support a planning application for a proposed secondary school, from ages 11 to 16 located to the northeast of the A6133 Broadway in Barnsley. The occupier will be the Trinity Academy who currently operate from temporary accommodation at Eastgate House, c. 650-metres west of Barnsley rail station.
- 1.2 Trinity Academy is committed to minimising congestion, emissions and inconvenience to the local residents / land uses and the surrounding area. Through the implementation of this Travel Plan, which will be overseen by a senior member of staff who will be appointed to take on the role of Travel Plan Coordinator (TPC) and in liaison with Barnsley Metropolitan Borough Council (BMBC), the overall traffic and environmental footprint of the school will be managed.
- 1.3 This Travel Plan sets out both short and long-term strategies for reducing dependence on travel by private car for essential and non-essential journeys made by pupils, parents and visitors to and from the school site.
- 1.4 The school is committed to implementing a Travel Plan underpinned by a comprehensive and deliverable Action Plan. The Action Plan will clearly outline a list of initiatives to be undertaken so as to promote the Travel Plan to pupils, parents / carers and staff. The success of the Travel Plan will be judged by BMBC, aligning with the visions set out in their Transport Strategy and Local Plan.
- 1.5 Annual travel surveys of staff and pupils will be conducted, and survey results will be submitted to BMBC for monitoring within one month of surveys being undertaken. Following initial occupation, travel surveys will be carried out in the Autumn term of the 2023/2024 academic year. The TPC will be responsible for undertaking the initial and subsequent surveys as well as monitoring other aspects of the Travel Plan.
- 1.6 The TPC will be responsible for the implementation, communication, monitoring and management of the overall aims and objectives defined within the Travel Plan including overseeing and undertaking the surveys as well as monitoring other aspects of the Travel Plan.
- 1.7 Should it transpire that targets are not being met the TPC will, in consultation with the BMBC School Travel Plan Officer, amend the Action Plan detailing agreed activities to be undertaken and timescales for the implementation of recommendations / modifications.
- 1.8 It should be noted that this is a framework Travel Plan whereby this document has been prepared in advance of occupation. As such, it is not possible at this stage to derive site-specific mode share targets. Consequently, this version of the Travel Plan represents an initial strategy through which sustainable travel patterns and behaviour will be promoted amongst pupils, parents / carers and staff.

## 2. School Proposal

- 2.1 The school, once at full capacity, will operate with 900 pupils aged 11-16 years along with 90 staff members.
- 2.2 The location of the school site is shown in Figure 1.

Figure 1 School Location



- 2.3 The proposed school plans to take occupation from the beginning of the 2023/2024 academic year with a population of circa 540 pupils followed by a progressive growth until reaching its full 900 pupil occupation in the 2025/2026 academic year.
- 2.4 A breakdown of the operational hours of the proposed school site over the course of a 7-day week is included below in Table 2.1.

**Table 2.1**      **Operational Hours**

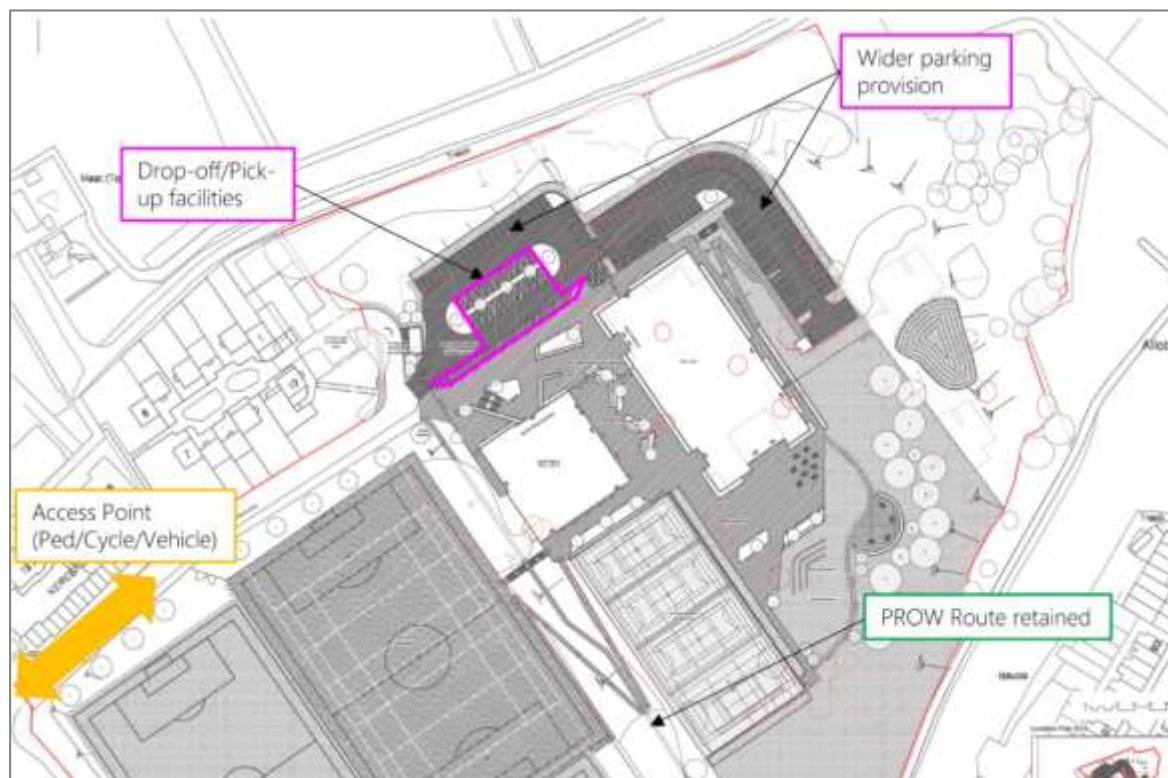
Day	Use	Time
Weekday	Pupils on site	0800-1600
Weekday	Cleaning, staff, evening events etc.	0700-2200
Saturday	Sports, lettings, staff, events, etc.	0800-2200
Sunday	Sports, lettings, staff, events, etc.	0800-1800

2.5 Trinity Academy will offer a comprehensive range of before and after-school activities which will run on a daily basis and will assist with spreading the impact of student arrivals / departures at the start and end of the school day

### Movement & Access Strategy

- 2.6 Access to the proposed school will be from Keresforth Close. The road will lead directly to the school car park and will be the principal access by all travel modes.
- 2.7 It is envisaged that Keresforth Close will be made up to adoptable standard and subject to Section 37 / 38 of the Highways Act 1980, will become part of the publicly maintainable highway. Milestone Transport Planning will liaise with the BMBC Highways Department to agree the design and construction details of the highway through the planning consultation period of the development.
- 2.8 The main entrance to the school will be from Keresforth Close which will serve as the principal access for vehicles including access to car parking and drop-off / pick-up facilities. The form of access and junction with the A6133 Broadway will be retained.
- 2.9 Pedestrians and cyclists will enter adjacent to the vehicular access. A designated gated entry point will be provided directing pedestrians and cyclists to the main entrance of the school building and cycle parking, away from vehicular activity. This point of access will be used by pupils, staff and visitors.
- 2.10 A further pedestrian and cycle access will be provided via the Public Right of Way (PROW) (Footpath 260) that traverses the centre of the site from Raley Street. The two existing PROW routes across the site will be preserved as part of the planning application proposals.
- 2.11 The pedestrian / cycle access via Keresforth Close benefits from immediate connectivity to excellent dedicated pedestrian and cycle infrastructure on the A6133 Broadway corridor.
- 2.12 Figure 2 illustrates the vehicular and pedestrian access routes to the site.

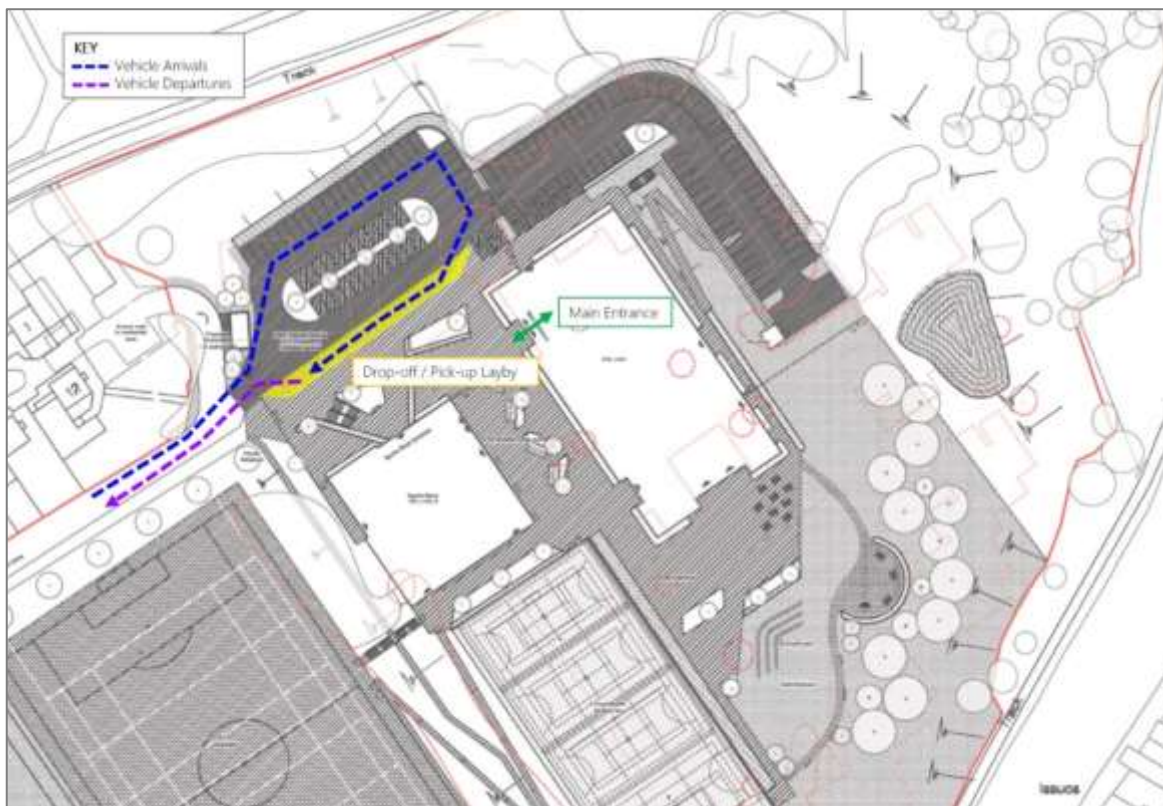
Figure 2 Proposed Secondary School Vehicular Movement and Access Strategy



### Drop-Off / Pick-Up Strategy

- 2.13 Trinity Academy will be provided with on-site drop-off / pick-up facilities as illustrated in Figure 3.
- 2.14 The drop-off / pick-up zone will comprise parking for 26 cars (including 2 disabled bays) with a further layby accommodating up to 8 vehicles. The total capacity of drop-off / pick-up is therefore 36 vehicles.
- 2.15 On the basis that 10% of school pupils attend before-school activities and 20% of pupils attend after-school activities, during the main AM period there will be demand for 177 pupils to be dropped off by vehicle, whilst during the main PM period there will be demand for 158 pupils to be collected by vehicle.
- 2.16 It is proposed that the main drop-off / pick-up activity at the start and end of the school day will take place over a 15-minute period where in the AM period typical dwell times will be in the order of 2 minutes, whilst in the PM period dwell times will be in the order of 3 minutes.
- 2.17 Parents will arrive via the main entrance from Keresforth Close, drop-off / pick-up from the designated layby / parking bays and circulate through the car park to depart back through the main entrance that exits towards the A6133 Broadway.
- 2.18 During the start and end of the school day, a member of staff will be available to manage drop-off / pick-up to ensure that dwell times are kept to an absolute minimum.

Figure 3 On-Site Drop-Off / Pick-Up Arrangements



## Parking Provision

- 2.19 Trinity Academy will be provided with 118 car parking spaces including 7 disabled spaces. This includes space for c. 36 cars to drop-off / pick up, as mentioned above, in the westernmost car parking area. Outside of drop-off / pick-up periods, these spaces will be available for visitors.
- 2.20 It is recognised that the proposed level of car parking exceeds the standard prescribed in the Barnsley Parking Standards SPD (2019). The standards advise 1 space per 3 teaching staff and 1 space per 3 non-teaching staff. The additional quantum is proposed to meet the anticipated demand generated by the school operator, but more importantly to ensure that school-related parking does not 'overspill' onto the public highway.
- 2.21 The school will be provided with a total of 32 cycle parking spaces at the outset of the development. This is to comply with BMBC adopted standards of 1 long-term space per 10-30 pupils and 1 long-term space per 40 staff. The spaces will be located between the main school building and the sports block.

## Servicing Arrangements

- 2.22 Servicing and delivery vehicles will enter / exit the site via the Keresforth Close access and will be able to turn within the site and exit in forward gear.
- 2.23 Within the development fire appliances will be able to reach within 45 metres of any building.

- 2.24 The number of service vehicles that deliver to Trinity Academy on a daily or weekly basis will be minimal. These would be limited to waste collection, and canteen and general supplies.
- 2.25 The principles of delivery and servicing at the proposed school are:
- Canteen and general supplies are serviced using the vehicular access from Keresforth Close and vehicles park in the drop-off-pick-up layby. Servicing will generally be restricted to out-of-hours, and outside of the start and finish hours of the school day;
  - Delivery times are specified to each supplier so as to eliminate the occurrence of multiple vehicles arriving or being on-site at the same time;
  - The refuse store is located within the school grounds and vehicles will use the turning head to the east of the main school building to make collections.

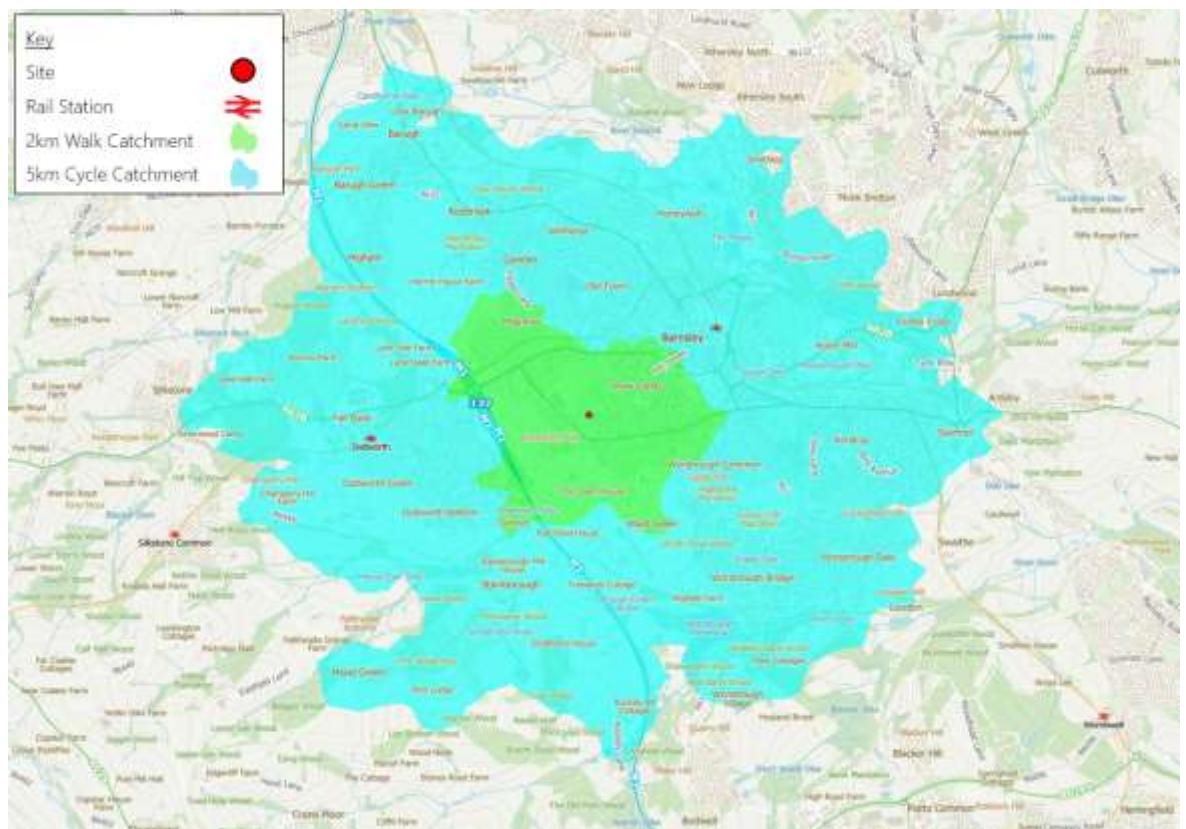
### 3. Travel Plan Aims and Objectives

- 3.1 Trinity Academy is committed to ensuring that everyone travelling to and from the site can do so as safely as possible. The school will encourage staff and pupils to choose active and sustainable modes of travel (by foot, bicycle and / or public transport) and ensure that they are offered assistance in identifying routes by which they can travel by these modes.
- 3.2 The objectives of the School Travel Plan will be to provide a focus for a range of initiatives to encourage journeys to the school to be made by sustainable modes of transport, and to inform the targets that in turn will assist in identifying and evaluating its success.
- 3.3 In accordance with national and local policies, the key objectives of the Travel Plan are as follows:
- Staff, pupils and parents / guardians will support the aims of the Travel Plan to reduce trips by car to and from the school by using alternative modes of transport;
  - Actively encourage pupils and staff to walk or cycle to school where possible, or use public transport where walking or cycling is not possible to limit the number of pupils and staff travelling to and from the school by car;
  - Reduce congestion on surrounding roads to improve road safety and minimise harmful emissions;
  - Maximise opportunities for the use of alternative modes of travel;
  - Increase awareness of the health benefits of walking and cycling to school;
  - Raise awareness of road safety;
  - Increase awareness of the environmental and social advantages of limiting the number of car journeys to and from the school; and
  - Ensure all parents / guardians sign a Travel Charter.

## 4. Site Accessibility

- 4.1 Travel behaviour can be affected by the extent of infrastructure in place to encourage the use of alternative modes of travel to the private car. The location of the school is such that pupils, staff and visitors are provided with good opportunities to access the school by sustainable travel modes.
- 4.2 Current planning guidance indicates that walking, as a mode of transport in itself, is the most important mode at local level and offers the greatest potential to reduce car trips, particularly those less than 2.0 kilometres. The Chartered Institute of Highways and Transportation's (CIHT's) publication '*Providing for Journeys on Foot*' (2000) recommends a maximum walk distance of 2km for journeys to school.
- 4.3 Figure 4 indicates the potential walk and cycle catchment areas of the application site, assuming a 2.0km walk distance and a 5.0km cycle distance.

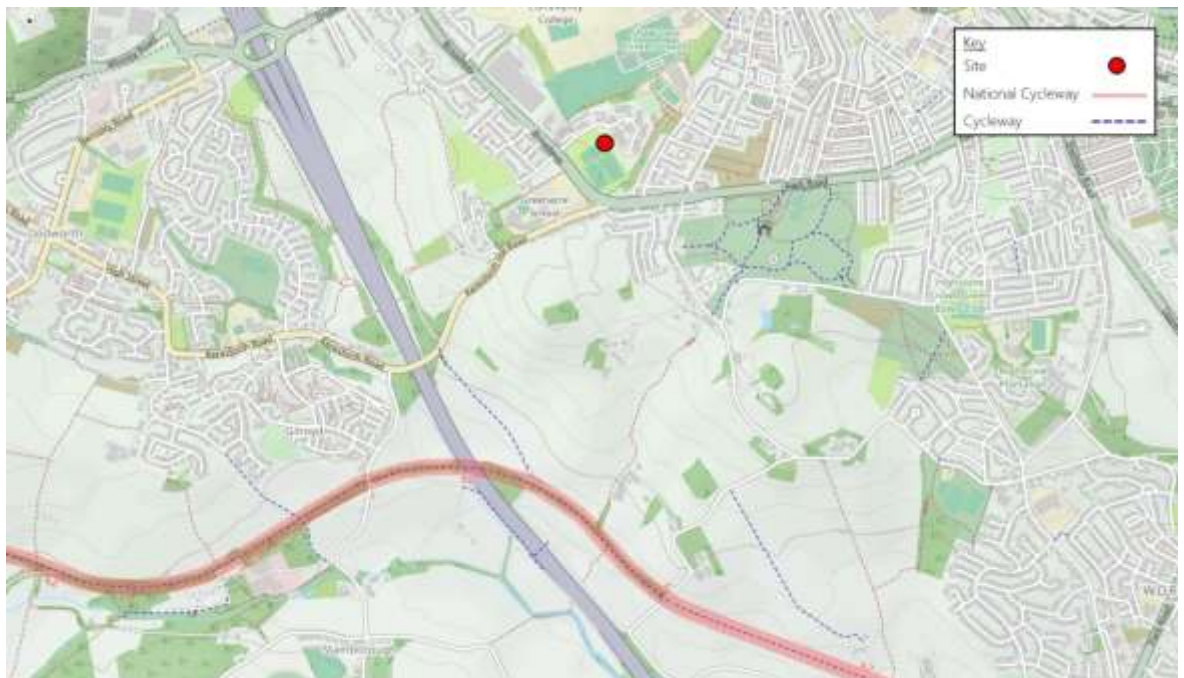
**Figure 4** Walk and Cycle Catchments



- 4.4 Local roads in the vicinity of the site generally benefit from consistent street lighting, footways on both sides of the carriageway, and where pedestrian desire lines exist, crossings are provided with dropped kerbs and / or pedestrian refuge islands.
- 4.5 There is a shared footway / cycleway on the southwestern side of the A6133 Broadway running between its junctions with Woodland Drive to the northwest and Bainton Drive to the east. To the northwest and east of these locations cyclists are diverted onto a segregated facility or the mainline carriageway.

- 4.6 There are signalised pedestrian crossing facilities on the A6133 at the junction with Keresforth Close, facilitating safe pedestrian movement between the future school and nearby residential development.
- 4.7 A PROW, footpath 260, traverses the centre of the site from the northwest to the southeast along the eastern boundary of the playing field. A further PROW (Footpath 266) runs along the northern site boundary.
- 4.8 There are also a number of quiet residential streets in the vicinity of the proposed school that are conducive to local trips. Carriageway widths are typically wide enough to accommodate both cyclists and vehicles and visibility is generally of a good level aiding inter-visibility between cyclists and vehicles.
- 4.9 The local cycle routes in the vicinity of the site are illustrated in Figure 5.

**Figure 5** Cycle Routes Map



## Public Transport Accessibility

- 4.10 The Chartered Institute of Highways and Transportation (CIHT) provide a standard that any high-density development must have a bus stop within a 400m walking distance. Under existing circumstances, the proposed site would not meet those standards.

### Bus Services

- 4.11 The nearest bus services operate from stops on A6133 Broadway, approximately 40m southeast of the A6133 Broadway / Keresforth Close junction for eastbound services and approximately 150m northwest of the junction for northwestbound services. Bus stops are provided with pole, flag and timetable information and the southbound bus stop also benefits from shelter and seating.
- 4.12 Table 3.1 provides a summary of the bus routes operating from the bus stops outlined above.

**Table 3.1 Summary of Local Bus Routes from Broadway / Keresforth Close Stop**

Route No.	Daily Weekday Frequency (No. of buses per hour)	Route
43/44	2 per hour	Barnsley – Pogmoor Kingstone (Circle)
479	3 per hour in the AM / PM Peaks (Mon-Fri School Service)	Kendray – Kingstone (Horizon Community Coll)

### Rail Services

- 4.13 The site is located 2.8km southwest of Barnsley interchange station and 2.7km northeast of Dodworth railway station. Both stations are accessible in a cycle time of 10 minutes. Barnsley station provides frequent services on the Hallam and Penistone Lines, both operated by Northern Trains. These lines include destinations such as Leeds, Sheffield, Nottingham and Lincoln Central.

## 5. Travel Plan Management

### Travel Plan Coordinator

- 5.1 Trinity Academy places great importance on the role of the Travel Plan Coordinator (TPC) to deliver the aims and objectives of the Travel Plan.
- 5.2 A designated member of staff will be appointed to carry out the role of TPC. Contact details of the TPC, including an email address, will be provided to BMBC upon appointment.
- 5.3 The TPC will be in place for the duration of the Travel Plan, from appointment (prior to occupation), for a period of 5 years post occupation.
- 5.4 The primary responsibilities of the TPC are to implement, communicate, monitor and manage the defined aims and objectives contained within the Travel Plan. The role of TPC also involves:
- Overseeing the development and implementation of the Travel Plan;
  - Raising awareness of the Travel Plan through continued communication with staff, pupils and parents / carers;
  - Setting up and coordinating the Travel Plan Working Group (TPWG);
  - Organising the necessary surveys or other data collection exercises required to develop / review the Travel Plan including questionnaires to staff and pupils;
  - Issuing any updated Travel Plan to BMBC;
  - Liaising with BMBC regarding all Travel Plan related matters;
  - Coordinating the monitoring programme for the Travel Plan and ensuring targets are met (as agreed with BMBC and in line with their School Travel Plan approach);
  - Liaising with nearby schools and other organisations with Travel Plans to discuss shared issues, best practice and coordinate shared activities; and
  - Reporting each term to the wider school and annually to the governors.
- 5.5 A budget will be allocated to implementing, managing and reviewing the Travel Plan. This budget will also cover any costs associated with the provision of infrastructure to support the implementation and on-going management of the Travel Plan.

### Travel Plan Working Group

- 5.6 The TPWG will be set up / reviewed in September 2023, following occupation of the site. Initially, the group will meet monthly to coordinate the travel survey that will be carried out during the Autumn term. Following the survey, the TPWG will meet each term to review the progress towards meeting the Travel Plan objectives and targets.
- 5.7 The members of the TPWG will be:
- The TPC;
  - The Headteacher;

- Student representatives;
  - Parent representatives;
  - One member of non-teaching staff; and
  - One governor.
- 5.8 The TPWG will be responsible for supporting the TPC in distributing surveys and analysing the survey results. Surveys will be in line with BMBC School Travel Plan assessment criteria.
- 5.9 Following the analysis of the initial survey and the communication of the results to all interested parties, the on-going responsibilities of the TPWG will involve the following:
- To engage regularly with external groups in the local community (particularly local resident associations) to ascertain any real or perceived issues or problems;
  - To monitor and review the progress towards the fulfilment of the agreed actions and targets;
  - To ensure that the objectives remain relevant and in focus;
  - To ensure that those with responsibilities around the Travel Plan are held to account;
  - To identify potential barriers to future progress, and to plan how to avoid, surmount or dismantle them;
  - To keep alert of new developments in education and transport since the original Travel Plan was completed;
  - To plan and carry out an annual repeat of the initial baseline survey; and
  - To plan for the next triennial review of the whole Plan.
- 5.10 The TPC / TPWG will be responsible for community liaison and engagement with BMBC Travel Plan officers. Whilst every effort will be made to ensure the school operation minimises disruption to local residents and highway / transport infrastructure, it is proposed that termly meetings are held between the school and local community representatives to ensure that any issues raised can be managed and dealt with expediently.

## Action Plan

- 5.11 The School Travel Plan will be underpinned by a comprehensive and deliverable Action Plan that will clearly and concisely outline a list of actions to be undertaken in the implementation and communication of the Travel Plan to the wider secondary school community, i.e. pupils, parents / guardians and staff.
- 5.12 Full details of the Action Plan and Targets are provided in Section 7 and details of the monitoring and review process are set out in Section 8.

## Administration

- 5.13 Administration of the Travel Plan involves the maintenance of necessary systems, data and paperwork, consultation and promotion. The TPC will be responsible for carrying out the administrative duties which include the regular updating of the Travel Plan document.

- 5.14 In the interest of confidentiality, any correspondence or data collected for the purposes of the Travel Plan will be retained within a secure, restricted access filing system, maintained by the TPC alone. Specifically, in relation to the operation of the Travel Plan, the TPC will maintain details of travel patterns, monitoring records, historic review reports (for analysis of the longer-term effectiveness of the Plan), details of meetings and feedback from the TPWG and comments from staff, pupils and parents / guardians as well as any general observations.

## Publicity

- 5.15 The success of the Travel Plan is reliant upon effective communication strategies to ensure that governors, staff, pupils and parents / guardians are made fully aware of the principles and initiatives established. Accordingly, the TPC will market and promote the Travel Plan through the following:

- Welcome packs (including sustainable travel maps);
- Parents' Travel Plan Charter;
- Integration of active travel into the curriculum;
- The school website;
- Notice boards;
- Newsletters and blogs; and
- Meetings and Open Days.

## 6. Sustainable Travel Initiatives

- 6.1 The school is committed to the promotion of maximising opportunities for sustainable transport as well as minimising the impact of travel on local residents and other road users. As such, a number of physical and management initiatives have been designed to facilitate travel to and from the school by sustainable modes of transport. The measures outlined in this section are designed to be reviewed as the school grows and as the Travel Plan develops.

### Curriculum and Partnership

- 6.2 The school will promote through the curriculum, particularly through PE and Science, education on the benefits and environmental impacts of sustainable travel. Exercises in sustainable travel routing and planning will also be undertaken as part of Geography lessons.
- 6.3 The school will build partnerships with the Council's Road Safety Team, local Police and MPs in order to promote and build the Travel Plan. The school will also liaise with local residents via proactive engagement meetings / forums with a view to understanding the impact of vehicular drop-off / pick-up activity in the surrounding area and ensuring this is managed and minimised as far as possible.

### Recruitment

- 6.4 Active promotion of sustainable options for staff will form part of the recruitment and induction process. Jobs will be advertised locally to ensure people living close to the school have the opportunity to be recruited, thus minimising the need for staff to travel by car.

### Travel Plan Charters

- 6.5 Parents will need to agree and sign a Travel Plan Charter as part of the application process for their child to attend the school, which identifies a commitment to the minimisation of car travel.
- 6.6 It will be made explicitly clear to families that if an alternative method of travel is possible, driving their children to school is not an option that is viewed favourably by the school.

### Travel Information

- 6.7 The school will engage with pupils and parents to promote the principles of the Travel Plan and the Highway Code and will regularly remind parents that drop-off / pick-up activity should be undertaken on-site only.
- 6.8 The school will provide information for parent on walking, cycling and public transport options available and will promote these actively to parents of all new pupils.
- 6.9 Each new student will be issued with a Travel Information Pack which details information about the Travel Plan and the various travel options available to them.

### School Website

- 6.10 The school will create a travel page on its website. It will include information about the role of the Travel Plan and the importance of minimising trips by car. It will also set out details of all the modes of transport available for travelling to and from the school and the benefits of using them. The website will also display information about the benefits of using these 'active' modes of transport.
- 6.11 Details of the public transport services available in the vicinity of the site will also be set out on the website. Links to public transport websites will be included. Details of safe walking and cycling routes to school, car sharing and road safety will also be included.
- 6.12 A link to a copy of the Travel Plan will be included on the school website so that the aims and objectives of the Travel Plan, as well as the school's commitment to meeting targets can be viewed by those who travel to / from the school.
- 6.13 The website will also be used to share information about the progress of the Travel Plan, including the results of travel surveys. In this way, staff, pupils and parents / guardians will all be able to access the information and will therefore feel involved in the Travel Plan.

### Notice Boards

- 6.14 Notice boards will be placed in communal areas and in the staff room. The notice boards will display information related to the Travel Plan and sustainable transport. They will display details of existing facilities such as bus stops, bus routes and the location of Barnsley rail station, in addition to cycle routes in the vicinity of the school.
- 6.15 Information on notice boards will promote upcoming events such as 'Walk to School Week', 'Walk in May', 'Walk on Wednesdays' and 'Car Share Week', and will also display the results of past events. The aim will be to motivate the secondary school community to support Travel Plan activities by seeing the results and the benefits of the implemented initiatives.
- 6.16 Pupils will be provided with the opportunity to prepare their own sustainable travel material to be presented on notice boards. Sustainable travel competitions can be used with the incentive that winners will be given the opportunity to prepare notice board material.

### Newsletters

- 6.17 Updates to the Travel Plan, survey results and new initiatives will be included in newsletters / blogs that are available to parents / carers. Continued support of the Travel Plan is more likely if regular progress updates are given.
- 6.18 Newsletters and emails will also be used as a means of communicating local changes that may affect travelling to the school.
- 6.19 Newsletters can incorporate articles prepared by pupils and that both report back on successful sustainable travel initiatives and encourage their further uptake.

### Meetings and Open Days

- 6.20 Open Days for future pupils will include information about the Travel Plan so that potential pupils can consider their travel options prior to starting to attend the school.
- 6.21 When appropriate, updates about the Travel Plan will be included on the agenda at staff meetings. In addition, student meetings may be used as a means of communication regarding travel related issues.
- 6.22 Meetings with external parties may also include information about the Travel Plan so that other local organisations are kept aware of the measures that the school has put in place to promote a healthy community and to protect the environment.

### Sustainable Travel Competitions

- 6.23 Younger pupils can be incentivised to travel sustainably through reward schemes e.g. where points are earned based on travel behaviour and pro-active engagement in sustainable travel initiatives. Rewards for points accrued could include the opportunity to prepare material for the school notice boards / newsletters or to provide additional sustainable travel education to fellow pupils.
- 6.24 Competitions will also be held for the best sustainable travel posters that will then be displayed at prominent locations within the school as promotional material.

### Walking

- 6.25 Walking to the school and the health benefits attributed to walking will be actively promoted through the school website. Walking is a form of 'active travel' that represents an important element of recommended daily exercise. Pupils and parents / guardians will be made aware of the pedestrian access routes to the school. Staff, parents and pupils will also be provided with easy to read maps showing local safe walking and cycling routes.

### Training and Initiatives

- 6.26 The school will arrange for the Council's Road Safety Team to speak at school assemblies and provide key information on pedestrian and general travel skills. This will include specific guidance on the use of local pedestrian crossing facilities. Staff will also be provided with road safety and awareness training.
- 6.27 The school will actively promote participation in initiatives such as 'Walk to School Week', 'International Walk to School Month', 'Walk on Wednesdays' and 'Walk in May'. Promotion will be undertaken using toolkits, through incentivised competitions and promotional assemblies. These events aim to reduce car usage as well as promote the health, social and environmental benefits of walking.

### Designing for Pedestrians

- 6.28 Staff and pupils will be provided with access to a locker. This supports travel by foot by removing the need to transport everything home on a daily basis. It also allows the safe and secure storage of coats and umbrellas.

## Cycling

### Training and Initiatives

- 6.29 Pupils will be encouraged to cycle to school on an individual basis depending on where they live and the route they would travel.
- 6.30 The TPC will arrange events to promote staff and parent cycling in conjunction with local and national events. In addition, cycle training will be provided to older pupils and staff through the Government-supported 'Bikeability' scheme. The TPC will liaise with BMBC with the view to setting this up at the school annually to provide pupils with the opportunity to increase their confidence and to improve their road safety awareness. The 'Bikeability' training courses also assist individuals with planning cycle routes for pupils and parents.
- 6.31 Cycle Clubs will be set up for pupils and staff where members can be provided with specific training, resources and route-planning assistance.
- 6.32 Pupils will be offered regular cycle maintenance lessons to ensure they keep their bicycles road safe.

### Designing for Cyclists

- 6.33 The school will initially be provided with a total of 32 cycle parking spaces in a secure and covered cycle store located to between the main school building and the sports block.
- 6.34 As part of student / staff inductions awareness will be raised of cycle parking locations and the benefits / rewards of travel by these modes.
- 6.35 Staff will have access to showers. This facility will encourage cycling by providing an opportunity to freshen up and change clothes. The TPC will investigate the implementation of a 'Cycle to Work' scheme for staff whereby staff would be able to purchase a bicycle through salary sacrifice. Staff will also be made aware of any local shops offering discounts on purchases of bicycles and / or equipment.
- 6.36 Cycle parking demand will be monitored on a regular basis and should demand increase, additional facilities will be provided.

## Public Transport

- 6.37 Notice boards will also be used to display details of the school bus services and public bus routes that stop in the vicinity of the school so as to help staff and pupils to plan their journeys. A map showing the location of the nearby bus stops will also be on display. New Year 7 pupils will be provided with guidance on the safe and active use of public transport and other sustainable travel modes within their introductory student handbooks.
- 6.38 The school will arrange for the Council 's Road Safety Team to speak at assemblies and provide key information on local public transport, and promote responsible behaviour on public transport.

- 6.39 Staff will all be issued with information about travelling by public transport and the benefits of purchasing season tickets. The TPC will investigate, in collaboration with the school trust, whether season ticket loans can be offered to staff.

### Car Sharing

- 6.40 Staff will be encouraged to car share. A formal car share database will be established and will be used to pair staff living in the same locality, with staff records updated on an annual basis.
- 6.41 Parents / pupils will also be informed about the benefits of car sharing and the TPC will investigate creating a secure area on the school website where parents can register interest and be linked up with other parents in the local vicinity to share journeys.
- 6.42 The TPC will manage and promote car sharing, highlighting financial and environmental benefits.

### School Operation

- 6.43 Before and after-school activities will be encouraged to dissipate school drop-off / pick-up traffic.

### Personalised Sustainable Travel Planning

- 6.44 Parents to new pupils at the school will be offered the opportunity to discuss their travel needs with the TPC. This will help them to consider all the options available to them and to understand the role of the School Travel Plan.

## 7. Travel Plan Targets and Action Plan

- 7.1 As is noted in the preceding sections, a key aspiration of the School Travel Plan is to increase awareness of the sustainable travel options available, with the objective of ensuring that journeys to and from the school are, where possible, made by alternative modes of transport to the car. A comprehensive monitoring and review programme will be put in place enabling the progress of the Travel Plan to be checked in the context of specific targets.
- 7.2 In order to achieve the aims and objectives of the Travel Plan, it is recognised that a clear framework of targets and milestones for implementation is required against which its success can be judged. This will be achieved through the Action Plan. The targets and milestones defined within the Action Plan are designed to be transparent, realistic and justified in the context of current National and Local Government guidance.
- 7.3 The Action Plan is not intended to be exhaustive and the TPC, in conjunction with the TPWG, will review and revise the list at appropriate milestones and investigate other potential initiatives.
- 7.4 The Action Plan will be reviewed by the TPC and the TPWG to check performance and to identify the need for any corrective actions that may need to be put in place. A revised Action Plan will then be incorporated into future updates of the Travel Plan. An indicative Action Plan is provided in Table 7.1.

**Table 7.1 School Travel Plan - Action Plan**

Action	Timescale	Responsibility
Appoint Travel Plan Coordinator	In advance of 2023/24 academic year	School
Provide lockers	In advance of 2023/24 academic year	Developer
Provide cycle parking facilities	During construction and as pupil numbers increase until full capacity	Developer
Provide 'Travel' page on the school website to include aims / objectives / measures / benefits of the Travel Plan	In advance of 2023/24 academic year	TPC
Discuss incorporation of sustainable travel education into curriculum	In advance of 2023/24 academic year	TPC / School
Issue Travel Plan Charter to parents for signing	In advance of 2023/24 academic year	TPC / School
Display information about the Travel Plan on notice boards	Prior to initial occupation and updated regularly	TPC
Set up / review the TPWG	Within the first half of the Autumn Term 2023/24	TPC
Promote cycle parking and general TP principles within pupils / staff inductions	Beginning of Autumn term 2023/24	TPC

Table 7.1 School Travel Plan - Action Plan (cont.)

Action	Timescale	Responsibility
Arranging meeting between TPC and TPWG to develop Travel Planning strategy and prepare for launch assembly	Beginning of Autumn term 2023/24	TPC
Launch Travel Plan in School Assembly	Beginning of Autumn term 2023/24	TPC
TPC to discuss staff travel incentives with Head Teacher (e.g. car share / season ticket loans, cycle to work scheme)	Beginning of Autumn term 2023/24	TPC
Set up staff and student cycle clubs	Autumn term 2023/24	TPC
Undertake initial pupil and staff travel surveys	Autumn term 2023/24 & annually thereafter	TPC and TPWG
Include travel related information in newsletters	Autumn term 2023/24 & ongoing	TPC and TPWG
Organise events such as 'Walk to School Week', 'Walk in May', 'Walk on Wednesdays' and 'Car Share Week'	Autumn term 2023/24 & ongoing	TPC
Include information about the Travel Plan at meetings and open days	Autumn term 2023/24 & ongoing	TPC / School
Offer personalised Travel Planning to pupils / staff	Autumn term 2023/24 & for all new pupils / staff	TPC

## Targets

- 7.5 The predominant indicator of the success of a Travel Plan is generally considered to be a change in the modal split of trips with a greater proportion undertaken by non-car modes and a reduction in the number of single occupancy vehicle trips.
- 7.6 It is not until the initial travel survey has been completed, reviewed and analysed that specific targets can be identified as this will form the baseline information of future assessments of the success of the Travel Plan. Thereafter the Travel Plan will be revised to contain suggested targets against which the success of the Travel Plan can be judged. Travel Plan targets will then form a continual part of the review process over subsequent years with revised targets set in conjunction with BMBC on an agreed basis.
- 7.7 To determine initial travel plan targets the modal split data identified in the development Transport Assessment for pupils and staff has been used as a baseline position on school opening. These initial targets are set out in Tables 7.2 and 7.3 below.

Table 7.2 Pupil Travel Plan Targets

Mode	Baseline Modal Split	Target Modal Split – Year 1	Target Modal Split – Year 3	Target Modal Split – Year 5
Car	22%	- 2.0%	- 4.0%	- 6.0%
Car Passenger	3%	+ 1.0%	+ 2.0%	+ 3.0%
Public Transport	28%	0.0%	0.0%	0.0%
Walk	45%	0.0%	0.0%	0.0%
Cycle	1%	+ 1.0%	+ 2.0%	+ 3.0%
Other	1%	0.0%	0.0%	0.0%

Table 7.3 Staff Travel Plan Targets

Mode	Baseline Modal Split	Target Modal Split – Year 1	Target Modal Split – Year 3	Target Modal Split – Year 5
Car	61%	- 3.0%	- 6.0%	- 10.0%
Car Passenger	7%	+ 1.0%	+ 2.0%	+ 3.0%
Public Transport	16%	0.0%	0.0%	0.0%
Walk	15%	+ 1.0%	+ 2.0%	+ 3.5%
Cycle	0%	+ 1.0%	+ 2.0%	+ 3.5%
Other	1%	0.0%	0.0%	0.0%

## 8. Monitoring and Review

### Monitoring

- 8.1 The school is committed to the regular monitoring and review of the Travel Plan as a means of ensuring that it meets the aims, objectives and targets set. An annual programme of monitoring and review will be put in place to generate information by which the success of the Travel Plan will be evaluated.
- 8.2 Monitoring and review will be the responsibility of the TPC. It is expected that the TPWG will be able to assist with the process.
- 8.3 The most important part of the monitoring process will be the regular re-survey of pupils and staff on an annual basis. The main purpose of the surveys will be to identify modal split and monitor staff and student travel patterns. Surveys will be undertaken either through the 'hands-up' method or via an online survey provider such as SurveyMonkey. The results of these surveys will be analysed by the TPC and BMBC Travel Plan Officer and will form a key element of the monitoring process. The surveys will seek to understand why certain modes of transport are used and to identify any possible barriers to using sustainable modes of transport.
- 8.4 All members of the school community will be encouraged to comment upon the success or otherwise of the Travel Plan and general travel issues throughout the academic year. Information gathered through the monitoring process will be recorded for input to the annual review process.
- 8.5 As noted previously, regular ongoing monitoring of school pupil drop-off / pick-up behaviour will be undertaken by staff to ensure this is being carried out on-site and not on local roads. Monitoring the use of the cycle parking facilities will also take place at the same time as the surveys are undertaken. This will be an important action to ensure that the supply of cycle parking remains sufficient.
- 8.6 Following the travel survey that will take place in the Autumn term of the 2023/2024 academic year, the Action Plan will be reviewed. The TPC will discuss the actions with the School Travel Advisor at BMBC to agree any changes prior to implementing them. Further surveys will then be undertaken annually in the Autumn term of the following two years so as to be able to compare the modal split at the same time of year on an annual basis.
- 8.7 Updated Travel Plan reports will be provided to BMBC within 2 months of monitoring surveys being carried out and by the end of the relevant term in which the surveys were undertaken (Autumn term). Each submitted Travel Plan will incorporate the outcome and results of the previous monitoring surveys carried out.

### Review

- 8.8 The results of the monitoring process, and in particular the travel survey results, will be compiled into an updated Travel Plan and Monitoring Report. The Monitoring Report will contain the modal split as identified through travel surveys compared with the baseline modal split set out in this report. The results will show the progress of the Travel Plan towards meeting objectives and targets.
- 8.9 The results of the surveys and monitoring will be reported annually to the BMBC travel planning team to ensure targets are being met.

- 8.10 Minutes of the TPWG meetings will also be recorded for use within the review process. In addition, any feedback from Governor meetings specifically related to the Travel Plan will also be recorded and reported within the Monitoring Report.

### Budget

- 8.11 A budget will be allocated by the school to implement, manage and review the Travel Plan. The budget will be confirmed and allocated on appointment of the TPC prior to occupation of the school and reviewed on an annual basis.