

Appendix E

Travel Plan Framework

Travel Plan Framework

Proposed Expansion at: Meridian Community Primary School,
Roderick Avenue, Peacehaven



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1 Introduction

- 1.1 This Travel Plan Framework is submitted as part of evidence in support of the planning application. The production of a Travel Plan is a requirement of the planning process. This report has been prepared for Mackellar Schwerdt Architects in conjunction with the above development and no responsibility is accepted to any third party for all or part of this study in connection with this or any other development.
- 1.2 The local highway authority is East Sussex County Council and relevant local planning authority is Lewes District Council.
- 1.3 By adopting a Travel Plan, the contractor will assist Lewes District Council's plans to create a sustainable community, maintain a high quality natural environment and be a place where people want to live, work and visit.
- 1.4 The aim of the Travel Plan is to reduce traffic congestion by increasing the number of staff and pupils who choose to travel by sustainable modes of transport. The proposed 3FE school will:
- 1.5 Actively promote and develop travel awareness amongst its staff, pupils, parents and school visitors;
 - Reduce the number of pupils brought to school by car;
 - Reduce the number of single occupancy vehicular trips to/from the school;
 - Promote walking and cycling;
 - Promote the use of public transport and car sharing.
- 1.6 The contractor will work in close partnership with Lewes District Council and East Sussex County Council to resolve current and future travel issues.
- 1.7 This Travel Plan Framework should be read in conjunction with the Transport Statement produced by gta civils ltd for the proposed expansion from a 2 Form Entry (2FE) to a 3 Form Entry (3FE) school.

Planning Framework

1.8 This report has been prepared in accordance with the following guidance:

- National Planning Policy Framework – Transport;
- National Transport Assessment Guidance;
- The 'Smarter Choices' Agenda;
- East Sussex County Council Local Transport Plan 3 (2011 – 2026);
- Lewes District Council Development Plan.

2 Policy Context

- 2.1 The national, regional and local planning and transport policy context relevant to this Transport Statement is set by the National Planning Policy Framework (NPPF); the Local Plan – Woking 2027; the ESCC Local Transport Plan 3 (2011 – 2026) and Travel Plan Guidance (September 2008) and Lewes District Council Local Plan (January 2013)

National Planning Policy Framework (NPPF)

- 2.2 The National Planning Policy Framework set out the Government's planning policies for England and how these are expected to be applied. The NPPF provides a framework to allow local councils to produce individual local plans reflecting the specific needs of their community.
- 2.3 NPPF supports sustainable development, with a 'presumption in favour of sustainable development' set out in paragraph 14.
- 2.4 The NPPF also makes relevant reference under paragraph 36 to travel plans to support major development proposals as follows:

36. A key tool to facilitate this will be a Travel Plan. All developments which generate significant amounts of movement should be required to provide a Travel Plan.

East Sussex County Council's Local Transport Plan 3 (2011 – 2026)

- 2.5 Lewes – is the county town and administrative centre for the County Council and Sussex Police. The key challenges are reducing congestion and pollution from traffic, tackling safety issues, providing more sustainable travel options, and protecting and enhancing the character of the town to develop it as a key visitor and retail centre and a gateway for sustainable access to the SDNP.
- 2.6 ESCC will focus on improvements to public transport on key routes and corridors from Brighton and Hove to both Lewes and the south coast towns including potential for better interchange facilities etc.

East Sussex County Council's Travel Plan Guidance (September 2008)

- 2.7 A Travel Plan is seen by the government as a long-term strategy for managing access to a development. They focus on promoting access by sustainable modes and are subject to regular

review in order to react to changing travel patterns. An effective Travel Plan can be a useful tool in reducing traffic congestion, increasing accessibility to services, jobs and education, reducing energy consumption and air pollution and encouraging healthier lifestyles. Travel Plans can either be secured by the planning process as a requirement of planning permission or developed voluntarily by organisations wishing to make their existing sites more sustainable.

- 2.8 Planning applications for all significant development proposals will require a Transport Assessment (TA) or a Transport Statement (TS), in accordance with the development size thresholds recommended in government guidance (Guidance on Transport Assessment which accompanies PPG 13). Travel Plans are therefore required if TAs are required as the two documents should be closely linked and interdependent. East Sussex County Council will also seek to ensure that the concepts and principles of a Travel Plan are included as part of smaller scale development proposals in a Travel Plan Statement. A form of Travel Plan will therefore be required for most new developments in East Sussex.

Lewes District Council Local Plan (January 2013)

- 2.9 By 2030, the regeneration of Newhaven will have directly and indirectly helped to improve the vitality of Peacehaven and Telscombe. The A259 will have a high quality sustainable transport corridor, thereby improving the accessibility of this part of the district to neighbouring coastal towns and cities, where the higher order services and facilities exist. The provision and quality of recreational and community services will have been enhanced and opportunities to deliver employment floorspace to help establish a greater presence of local businesses in the town will have been realised. The retail provision on offer in the town will have been improved by developments that encourage a rich and diverse mix of shops and other town centre uses.

3 Purpose of the School Travel Plan (STP)

- 3.1 The main purpose of the School Travel Plan is to address the transport accessibility and road safety issues related to a large number of school staff and pupils travelling to and from the proposed 3FE school during school arrival and departure hours. The STP will seek to manage the travel behaviour of school pupils, their escorts and staff during these busy peak hour periods.
- 3.2 The STP will also seek to provide other possible and convenient travel options rather than car travel. The STP will also contribute to the Healthy Schools policy through encouragement for physical activity.
- 3.3 By reducing potential car-borne travel, the STP will also contribute to making Peacehaven a less congested and safer place for pedestrians and cyclists.

4 School Details

- 4.1 The school will be a 3 Form Entry (3FE) school accommodating an additional 210 pupils giving a total capacity for up to 656 pupils (including nursery). There will also be an additional 14 members of staff as a result of the expansion from a 2FE to a 3FE school. The existing and proposed staff and pupil numbers are shown below in **Table 1**, see **Table 2** for details on existing and proposed total staff numbers.

Table 1 – Pupil numbers (Existing and Proposed)

| | Existing (2FE) | Proposed (3FE) |
|--------------|----------------|----------------|
| Nursery | 26 | 26 |
| KS1 and KS2 | 420 | 630 |
| Total | 446 | 656 |

Table 2 – Staff numbers (Existing and Proposed)

| | Existing (2FE) | Proposed (3FE) |
|--|----------------|----------------|
| Teaching Staff (FTE) | 16 | 25* |
| Head Teacher / Assist. Head Teacher (FTE) (includes SENCO) | 3 | 4 |
| Sub-Total Teaching Staff (FTE) | 19 | 29 |
| Mid-Day Supervisor Assist. (PT) | 3 | 3 |
| Teaching Assistants (FTE) | 14 | 15 |
| Individual Needs Assistants (FTE) | 4 | 6 |
| Office Staff (FTE) | 3 | 4 |
| Kitchen Staff | 5 | 5 |
| Sub-Total Non-Teaching Staff | 29 | 33 |
| Total | 48 | 62 |

*The Nursery will form part of the school from September 2016. The existing and proposed numbers are at maximum
26No 3-4 year olds with 4No members of staff

- 4.2 The school will continue to operate over a 5-day week (Monday – Friday). There is a breakfast club from 0730AM, which is run by the extended schools provider CATS club. The club is held in a room adjoining the front of the building but outside the safeguarding school gates. There are also a number of after school clubs and booster sessions until 1730PM from Monday – Friday.
- 4.3 There is a nursery on site with 26 children. It is open all day for sessions from 9AM – 1PM and 1PM – 6PM. Nursery drop offs generally take place outside of the traditional school times and on the highway.

- 4.4 Parents are not allowed to drive onto the school site, there is a barrier to the drop off zone and staff car park that is in place from 8.00 am until 3.45 pm.

Proposed Development

- 4.5 The proposals for the expansion of the school will include an extension which at present is to be less than 1500m².
- 4.6 The extension will be added onto the eastern side of the school, where currently there is a 1,704m² playground.
- 4.7 Adequate parking will be provided on site to accommodate the additional vehicles from the additional members of staff required for the extension. Parking will be designed in accordance with the East Sussex County Council car parking standards.
- 4.8 The existing accesses will remain, with the main entrance on Roderick Ave; the pedestrian access on Cripps Ave; and the gated maintenance access on Glynn Road which will be used for construction vehicles.
- 4.9 In terms of programme, it is anticipated that the planning application will be submitted late summer 2016.

5 School Location

5.1 The school is located within a residential area in Peacehaven to the south of Telscombe Road, with the main school entrance on the eastern side of Roderick Avenue and a pedestrian access located on Cripps Ave. The school is situated between the South Downs and the South Coast, approximately 7 miles from Brighton town centre, also around 2 miles from the busy A259 coast road which forms part of the strategic highway network. The site location is shown in Figure 1 below.

Figure 1 – Aerial view of the site



5.2 The access road into the site is controlled by way of a barrier which is set back from the highway.

6 Transport Facilities Serving the School

Highway Network

- 6.1 Roderick Ave is an unclassified road (U/C) that serves a number of residential properties and provides access to a number of cul-de-sacs as well as the school. Roderick Ave is a residential road around 5m wide, with a footway along the eastern side only, measuring around 2m in width.
- 6.2 Roderick Ave provides a link to the South Coast Rd/A259 to the south via Sutton Ave. The A259 is the main coast road connecting Newhaven with Seaford to the east, and Peacehaven with Brighton to the west.
- 6.3 Cripps Ave is also a residential road located to the east of Roderick Ave, with a carriageway width of around 5m. Roderick Ave and Cripps Ave are both street lit and are subject to a speed limit of 20mph in the vicinity of the school. Traffic calming is provided along these roads to ensure traffic speeds are kept to a minimum.
- 6.4 At the main entrance on Roderick Ave, and at the access on Cripps Ave there are school safety road markings (yellow 'school keep clear' markings) to restrict parking in these areas. Beside this there are no further restrictions to on-street parking in the local areas. There is currently some on-street parking in connection with the residential properties along these roads, although the majority of properties have their own off-road parking. See **Appendix C** for the detailed parking survey.

Public Transport Network

- 6.5 Bus services are available in the vicinity of the school. The nearest bus stops for regular services are located just north of Cripps Ave and are only around 90m away from the pedestrian access on Cripps Ave, representing a walk time of around 1 minute. The bus services serving these stops are detailed in **Table 3**. They provide connections between the school, Newhaven town centre, Brighton city centre and various other places. The site is well served by bus making it a good travel option for staff and pupils travelling to and from the site.

Table 3 – Bus services serving Cripps Ave

| Service No. / Operator | Route | Weekday Frequency |
|---------------------------|--|--------------------------|
| 14 Brighton & Hove Buses | Hangleton – Brighton – Peacehaven – Newhaven | School times |
| 14C Brighton & Hove Buses | Hangleton – Brighton – Peacehaven – Newhaven | School times |
| 123 Compass Travel | Newhaven – Rodmell – Kingston - Lewes | Roderick Ave – 0720 only |

- 6.6 The bus timetables show that bus service 14C is the most frequent service from Cripps Ave. These bus services also serve the stops located to the north of Roderick Ave, situated approximately 320m north of the school, representing around a 4 minute walk. This offers a possible mode of transport for staff and students.
- 6.7 The nearest railway station is Newhaven Town Station, located approximately 4.6 miles from the school. This is too distant to offer a realistic option for travelling to and from the school.

Walk / Cycle Facilities

- 6.8 There is a pedestrian access to the school from Cripps Ave that is around 2 metres wide. There are footways provided along Cripps Ave measuring approximately 2 metres in width and are in good condition. For safety precautions there is a pedestrian guard rail positioned at the entrance to this access. There are also footways provided on Pelham Rise Road to the north, and Glynn Road to the south and other nearby roads within this residential area of Peacehaven. There is good pedestrian connectivity in the area.
- 6.9 There are no dedicated cycling facilities directly serving the school, although as the roads are residential in nature, they are conducive to cycling. The school provide existing cycle storage on site.

Parking

- 6.10 Currently, there are 24 uncovered cycle parking spaces on site. Additional bicycle parking will be required as a result of the development and will be designed in accordance with ESCC standards.
- 6.11 The ESCC standards suggest the following minimum cycle parking requirement for a class D1 use:
- 1No space per 1/10 FTE member of staff
 - 1No space per 1/15 pupils

6.12 Therefore, based on the proposed staff and student numbers of the school and nursery, this equates to the following total requirement:

- 62 FTE staff = 7No cycle spaces
- 630 pupils = 42No cycle spaces or scooter parking
- 26 nursery children = 2No cycle spaces or scooter parking

6.13 Overall, the proposed provision will be as follows:

- Main school – 7No cycle spaces for FTE staff (5No existing)
- School pupils – 30No cycle spaces plus min. 20No scooter spaces
- Nursery pupils – 1No junior cycle stand plus min. 10No scooter parking

The above provision exceeds the ESCC standards and is therefore considered adequate for the proposed expansion to a 3FE school.

6.14 There are 35 existing car parking spaces and 3 disabled parking spaces within the school site for use by the school and nursery. The school have recently installed a barrier to prevent unauthorised access to the school car park which includes dropping off and pick up times, primarily due to health and safety reasons.

6.15 A parking survey was undertaken on Friday 3rd July, the total amount of parking was counted in an area covering around 200m from the two school entrances. The roads surveyed were; Roderick Ave, Mount Caburn Crescent, Tor Rd, Anzac Close, Glynn Rd, Badgers Field, Pelham Rise and Cripps Ave. These roads are residential in nature and all, with the exemption of Pelham Rise, appeared to experience very low traffic levels outside the school access periods. This survey concluded *'that there is parking capacity within the road network near to the school which could potentially accommodate extra parking at peak times should the school be expanded'*.

6.16 The proposed on-site car parking provision will be in accordance with the ESCC parking standards for a primary school use, which suggest the following requirements:

- 1No space per 1No teaching staff
- 1No space per 3No non-teaching staff
- Plus 2No visitor spaces
- Plus 1No space for each disabled employee plus 2No accessible spaces or 5% of total capacity; whichever is greater.

6.17 Therefore, a total provision of 42 spaces is required (plus 3 disabled parking bays as existing). 9No new spaces will be created, as shown within the proposed layout plans (2No spaces lost to accommodate new provision). Overall, 7 No additional spaces will be provided on-site.

7 Current Modal Splits for the Existing School

- 7.1 The existing School Travel Plan data from the 2011 Census data for Meridian Community Primary School has been assessed. The Travel Plan surveys give information on actual and preferred pupil modal choices for travel to school and an update on Action initiatives.
- 7.2 Although we have not been provided with an indicative Catchment Area map, on the basis that this is a local school within a residential area of Peacehaven, it is likely that the majority of pupils attending will live in this part of the town allowing cycling and walking to be good options for school travel.

Table 4 – School Travel Plan (2011 Census) - Pupils

| Modal Split | 2011 Census Data | |
|-------------|---|---|
| | (Average % of 360 pupils at time of survey) | Number of Pupils (Based on existing total of 456 pupils) |
| Walk | 55.1 % | 251 |
| Cycle | 2.5 % | 11 |
| Car | 42.4 % | 193 |
| Bus | 0 % | 0 |
| Train | 0 % | 0 |
| Other | 0 % | 0 |

- 7.3 **Table 4** provides a clear picture of how pupils chose to travel to school in the local area. The information on actual and preferred pupil modal choices for travel to school shows that walking is the top mode at 55.1%. The second predominant mode is car (42.4%). The results show that no pupils use public transport.
- 7.4 The typical School Travel Plan survey data gives the following information on staff travel based on the existing total of 48 members of staff, see **Table 5** below.

Table 5 – Typical School Travel Plan Survey Data - Staff

| Modal Split | Typical STP Survey Data | |
|------------------------------|-------------------------|--|
| | (Average %) | Number of Staff (Based on existing total of 48 staff) |
| Walk | 20 % | 251 |
| Cycle | 5 % | 11 |
| Car (including 5% car share) | 70 % | 193 |
| Bus | 5 % | 0 |
| Train / Other | 0 % | 0 |

8 Aims and Objectives of the STP

8.1 The school will work closely with LDC and ESCC to determine appropriate targets to reduce travel to school by car by both pupils, their escorts and staff. The TP objectives below are in accordance with the LDC Core Strategy and ESCC LTP3 objectives:

- A. To promote the benefits of a healthy active lifestyle;
- B. To reduce the number of parents bringing their children to school and staff travelling to/from the school by car;
- C. Limit traffic growth and delays by increasing average staff & student vehicle occupancy;
- D. To increase the number of staff and pupils who walk, cycle or use scooters to come to school;
- E. To encourage our children to take daily exercise and hopefully develop this travel preference at an early stage;
- F. To alleviate congestion around the school on a daily basis, thus supporting the local community and reduce environmental impacts;
- G. To ensure that the school follows the recommendations of the Children Act 2004 and that Every Child Matters, Change for Children agenda, meeting the needs of young people through the five outcomes. "Be Healthy" and "Stay Safe" are the two most closely linked to our school travel plan.
- H. Additionally, we will ensure that school delivery vehicles for the kitchen and office are not at the start and end of school times.
- I. Ensure that all our children and parents are aware of the current speed limits (currently 30 mph) for vehicles in a built up residential area. (In 2015 there were 37 fatalities and 850 injuries as a result of crashes on roads in Sussex)

8.2 As the travel plan will be a living document, aims and objectives will be developed and updated as time progresses. The early aims and objectives of the STP will be developed further post planning in the full travel plan.

9 Travel Survey

- 9.1 Once the school has expanded to a 3FE, during the first 6 months of occupation, the school will undertake an extensive travel survey to determine parents, pupils and staff current and preferred travel mode to and from the school, plus any specific road safety concerns they may relate to their school journeys.
- 9.2 This process will involve a questionnaire based on ESCC and LDC guidance that will be distributed to all staff and pupils.

10 Specific Targets

10.1 There is no existing travel survey data available on which to make any detailed judgement regarding future year targets. **Table 4** sets out the 'natural' mode choice for pupils at across Peacehaven. The Census data provides an indication of typical travel habits across East Sussex. These will be developed further through the Transport Assessment and into the full Travel Plan post planning. **Table 6** below shows the forecast indicative mode choice, on the same basis, for the proposed additional 210 pupils.

Table 6 – Forecast Modal Share based on Peacehaven average - Pupils

| Modal Split | Meridian Community Primary School | |
|-------------|---|----------------------------------|
| | 2011 Census Data | Likely Proposed |
| | (Total of 360 pupils at time of survey) | (Based on 210 additional pupils) |
| Walk | 55.1 % | 116 |
| Cycle | 2.5 % | 5 |
| Car | 42.4 % | 89 |
| Bus | 0 % | 0 |
| Train | 0 % | 0 |
| Other | 0 % | 0 |

10.2 **Table 7** below shows the forecast indicative mode choice for the proposed additional 14 members of staff based on typical school Travel Plan survey data.

Table 7 – Forecast Modal Share Based on Typical STP Survey Data – Staff

| Modal Split | Typical STP Survey Data | Number of Staff |
|------------------------------|-------------------------|--------------------------------|
| | (Average %) | (Based on 14 additional staff) |
| Walk | 20 % | 3 |
| Cycle | 5 % | 1 |
| Car (including 5% car share) | 70 % | 9 |
| Bus | 5 % | 1 |
| Train / Other | 0 % | 0 |

10.3 Indicative initial targets for pupils have been suggested as shown in **Table 7** below.

Table 8 – Base and Possible Target Modal Share for Pupils

| Mode | Base | Target |
|------------------------|---------------|-------------|
| Walk | 55.1 % | 60 % |
| Cycle | 2.5 % | 5 % |
| Bus / Other | 0 % | 5 % |
| Train | 0 % | 0 % |
| Sustainable | 57.6 % | 70 % |
| Car | 42.4 % | 30 % |
| Car Share Ratio | 1.5 | 1.6 |

10.4 Indicative initial targets for staff have been suggested as shown in **Table 9** below.

Table 9 – Base and Possible Target Modal Share for Staff

| Mode | Base | Target |
|------------------------|-------------|-------------|
| Walk | 20 % | 30 % |
| Cycle | 5 % | 10 % |
| Bus / Other | 5 % | 10 % |
| Train | 0 % | 0 % |
| Sustainable | 30 % | 50 % |
| Car | 70 % | 50 % |
| Car Share Ratio | 1.5 | 1.6 |

10.5 ESCC guidance suggests targets should be 'SMART' (Specific, Measurable, Achievable, Realistic and Timed) targets are therefore as laid out in **Table 10** below, in accordance with the East Sussex County Council: Travel Plans Guidance (September 2008).

Table 10 – Indicative Targets of the STP

| Target | Actual Target | Related Objective |
|----------|--|-------------------|
| A | To increase the number of pupils cycling to school to 5%, as measured through annual survey by 2021 | A, B, D, E, G |
| B | To increase the proportion of pupils taking the bus to school (or travelling by 'other' means) to 5% of total, as measured through annual survey data, by 2021 | A, B, D, E, G |
| C | To increase the number of pupils walking to school to 60% of total, as measured through annual hands up survey data, by 2021 | A, B, D, E, G |
| D | To reduce the number of pupils travelling by car to 30%, and increase the number that car share, as measured through annual hands up survey data, by 2021 | A, B, C, E, F, G |
| E | To increase the number of staff walking to school to 30%, as measured through annual survey data, by 2021 | A, B, D, F |
| F | To increase the number of staff cycling to school to 10%, as measured through annual survey data, by 2021 | A, B, D, F |
| G | To reduce staff use of single occupancy vehicles by 10%, as measured through annual survey data, by 2021 | A, B, C, F |

Note: % to be agreed

11 Monitoring and Review

- 11.1 The Plan will be reviewed on an annual basis by the school. In accordance with ESCC guidance on Travel Plans it is recommended that the Meridian Community Primary STP will have a full rewrite, in consultation with the local authorities, every 3 years.
- 11.2 Monitoring will be by 'hands up' surveys for pupils and staff questionnaire surveys, or as otherwise agreed with the local authorities.
- 11.3 Dates will be updated to track the progress towards targets.
- 11.4 The monitoring reports will be submitted to East Sussex County Council on years 1, 3, 7 and 7 / 9 after occupation of the 3FE school if the STP is not meeting its objectives / targets.

12 Travel Plan Measures

12.1 The following measures and initiatives, set out in **Table 11** below, will be used to deliver the targeted changes in travel mode choice at the school. Broad timescales for action are identified, but the school will prepare an agreed formal Action Plan once the Travel Plan is agreed and adopted by them.

Table 11 – Possible Travel Plan Measures

| Measure | Responsibility | Target Date (indicative) | Related Target |
|--|--|--|----------------|
| Identify STP Co-ordinator from amongst school staff, or agreed 3rd party. Establish STP Steering Group including representatives from management, staff and parents, to drive STP forward. Work in partnership with the Local Authorities. | School management / staff | Prior to commencement of proposed expansion | All |
| Staff / pupils taking part in travel campaigns / challenges (see initiatives listed below) | HT & DHT Governors | 2017 | All |
| Personalised travel planning to staff, pupils and visitors, but by direct invitation to new members of staff and pupils | Travel Plan Co-ordinator | Prior to occupation of extension | All |
| Provision of Bikeability training to all pupils and staff as necessary | Travel Plan Co-ordinator | By 2017 | A |
| Provision of on-site lockers, changing and showering facilities for staff, who walk, run, cycle to the site. | Travel Plan Co-ordinator | Prior to occupation of extension | A, F, G |
| Cycle to work scheme, or a discount scheme negotiated with local bike shops, offered to staff | Travel Plan Co-ordinator/School Office | By 2018 | F, G |
| Provision of travel information in a travel section on the school's website | Travel Plan Co-ordinator / School office/ICT Dept. | Prior to occupation of extension | All |
| Provide material to promote and inform the School about the following: - benefits of the TP (e.g. wider travel choice and opportunities for improved health resulting from more active travel) - safe walking routes | Travel Plan Co-ordinator /School Office | Within the first year of occupation of the extension through newsletters and | All |

| | | | |
|---|---|--|------|
| <ul style="list-style-type: none"> - cycle network - cycle training - road safety awareness info/materials - local bus routes and services and connections with the wider public transport network - national car share scheme, www.liftshare.com - the environmental, social and financial benefits of car sharing. Refer staff and parents/escorts to www.liftshare.com | | bulletins. | |
| Explore possibilities to introduce school coach travel to increase student's use of sustainable transport for travel to school. | Travel Plan Co-ordinator /School Office | Within the first year of occupation of the extension | B, D |
| Explore possibilities to introduce staggered arrival and drop off times so as to reduce any overspill parking on the public highway. | Travel Plan Co-ordinator /School Office | Within the first year of occupation of the extension | |
| Rationalise ordering of 'office supplies' such as stationery to minimise delivery requirements. | Business officer/ school office | Within the first year of occupation of the extension | H |
| Plan effectively to minimise the number of catering deliveries | Catering Manager / School chef | Within the first year of occupation of the extension | H |
| Explore possibilities of further improvements to off-site facilities and services other than those already proposed through the TA. | Travel Plan Co-ordinator | 2017/18 onwards | A-G |

Initiatives

12.2 Sustainable Education

- Pupils will be informed about sustainable transport and the effect of carbon emissions on the environment as part of the curriculum.

12.3 School Website

- The school website will contain details of how to access the school through sustainable and particularly active modes. Advice will include:
- Public transport information, including routes to the school from local public transport access points

12.4 In addition, the school will provide as part of the School Travel Plan:

- Information on cycling, including details such as safe routes to the school and the availability of secure cycle parking; and
- Safe walking routes to/from local residential neighbourhoods.

12.5 Communication

- The School will communicate its sustainable travel policy through a variety of consultation exercises with local residents, community groups and other interested parties. The main modes of communication will be as follows:
 - Parents Consultation Evenings with sustainable travel as a topic for discussion;
 - Newsletters to parents; and
 - Staff Meetings.

ACTIVE MODES:

12.1 Walking

- The TPC will report the results of the travel survey to the relevant local authority Officer and will liaise with that Officer to establish the potential for improvements to existing off-site facilities.
- The TPC will also ensure that pedestrian routes are appropriately maintained.
- Pupils, parents and staff will be provided with information and advice concerning safe, suitable routes. This will be posted on a Sustainable Travel Noticeboard in a prominent high footfall position within the school.

12.2 Walk on Wednesday (WoW)

- The STP will set out and promote a school wide WoW campaign where both pupils and staff will be encouraged to walk to school on Wednesdays. The school will consider promoting this through promotional items or initiatives, such as:
 - Pedometers given to those who walk to school;
 - Entrance to a prize draw to win a larger item such a push scooter; and
 - Health benefits of walking to be promoted e.g. '10,000 steps a day campaign.'

12.3 Walk to School Week

- The TPC will promote and encourage staff/pupils to partake in the National Walk to School Week each year.

12.4 Walk to School Month

- International Walk to School Month takes place every October with schools encouraged to promote walking every day for at least one week of that month.

12.5 Cycling

- Cycle parking will be provided in the school playground for staff and pupils. The TPC will monitor the uptake of the parking and will dedicate further parking facilities if demand requires.
- The TPC will explore with local bicycle retailers the possibility of providing discounts on cycling equipment to pupils and staff of the school. The take up of this discount will be monitored.
- Pupils, parents and staff will be provided with information and advice concerning suitable cycle routes. Details will be posted on a Sustainable Travel Noticeboard in a prominent high footfall position. Cycle Maps will also be advertised and made available to those that require them.
- Cycle proficiency testing has been designed to give children the skills and confidence to ride bicycles on today's roads. One of the main barriers to cycling is safety. The test teaches children the skills needed to be able to safely cycle to school. The training includes:
 - How to control your bike;
 - Being able to access traffic;
 - Communication;
 - Where to position yourself on the road; and
 - Maintenance of the bike.
- Level Three training is designed for older children and adults who want to travel freely in a wide range of conditions and when they are likely to do longer journeys and seek independence.

12.6 After School and Breakfast Clubs

- After school clubs (sporting and creative) are offered and pupils will be encouraged to take part. After school activities assist in phasing the departure times of pupils throughout the afternoon.
- Pre-school clubs are offered to pupils and incentives offered to increase numbers such as breakfast. Similarly to the after school activities, pre-school activities will phase pupil arrivals over a longer period.

13 Management and Coordination

- 13.1 This document is not intended to be taken as the schools official School Travel Plan. This School Travel Plan has been prepared for the proposed expansion of the school, in accordance with East Sussex County Council guidance.
- 13.2 The school will appoint a School Travel Plan Coordinator to lead the management and coordination of the travel plan. The Coordinator will also be responsible for organising monitoring travel surveys and ensuring the travel plan is kept up to date.

14 Ownership and Commitment

- 14.1 The school (staff, school council and governors) will make a firm commitment to implementing a TP including reviewing the initiatives, measures and targets therein.

- 14.2 This STP Framework will be translated into a full STP that Meridian Community Primary School prepare and commit to.

15 Action Plan

- 15.1 This STP is a framework, from which a full or implementable STP will be produced by Meridian Community Primary School, prior to first occupation of the 3FE school, which will be implemented on first occupation of the school extension.
- 15.2 When agreed, the Travel Plan Co-ordinator will develop an Action Plan with appropriate target dates from the list of Travel Plan Measures set out in **Table 11**, for agreement by the Travel Plan Steering Group and local authorities. The effectiveness of the Action Plan will be monitored and adjusted if necessary as part of the overall Travel Plan monitoring process.
- 15.3 Should the monitoring reveal that the school is not meeting its aims, objectives and targets, early discussions will take place with ESCC to agree appropriate remedial measures to help meet the targets. These could include:
- Provision of dedicated coach services;
 - A review of car parking allocation within the site including possible introduction of on-site parking available to parents;
 - Consideration to incentives to pupils who travel by sustainable means;
 - Introduction of staggered start / finish times.



Drainage - Flood Risk - Highways - Transport