



Leighton Middle School

SCHOOL TRAVEL PLAN

Report

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1 Introduction

GENERAL

- 1.1 JMP Consultants Ltd (`JMP`) has been commissioned by Central Bedfordshire Council (the `Client`) to update an existing School Travel Plan (`STP`) in relation to development proposals at Leighton Middle School (the `School`) Church Square, Leighton Buzzard LU7 1EX (the `Site`).
- 1.2 The Local Planning and Highways Authority is Central Bedfordshire Council (`CBC`).

EXISTING SCHOOL

- 1.3 The School has occupied its present Site since 1974 and is of architectural significance. The School grounds are those of a fourteenth century mansion house and the Exhibition Room of the School is a Garden Temple designed by the eighteenth century architect James Gibbs.
- 1.4 The Old House facing Church Square was built as the home of John Dollin Bassett who landscaped the grounds between 1855 and 1878. The house was called The Cedars and gave its name to the Grammar School established on the Site in 1921. For several years the house was the home of Mary Norton and was featured as the setting for her "Borrowers" books.
- 1.5 The School currently caters for pupils in the Year 5 – Year 8 academic years, with an age range of 9-13 years. There are 16 classes at the School; with four classes per year group.
- 1.6 The current capacity of the School is 480 pupils and there are 436 pupils on the roll.

PROPOSED DEVELOPMENT

- 1.7 The School has been assessed by CBC Children`s Services as needing to accommodate 120 additional pupils due to an increase in population in Leighton Buzzard.
- 1.8 This will mean increasing the existing capacity of 480 pupils to 600 pupils. In order to accommodate this expansion, the School will have a new purpose built Year 5 block, a classroom and technology block, along with new tennis courts (the `Proposed Development`).
- 1.9 The expansion will begin in September 2016, and will admit 30 extra pupils per year using one additional Year 5 class.
- 1.10 The School currently has 75 members of staff. An additional nine members of staff will be employed at the School, comprised of four teachers, and five teaching assistants / auxiliary staff and will also be phased over four years.
- 1.11 An updated STP is therefore required in order to demonstrate how additional trips will be mitigated; and how sustainable modes of travel including walking and cycling will be encouraged at the Site.

Report Structure

- 1.12 Following this introductory section, the remainder of this STP is structured as follows:
- **Section 2: Policy Review** – Reviews current and emerging national and local transport planning policies in the context of the Proposed Development;
 - **Section 3: Site Assessment** – Describes transport conditions prevailing at the Site and the surrounding area;

- **Section 4: Travel Patterns** – Describes the current travel patterns of pupils and staff at the existing site;
- **Section 5: Aims, Objectives and Targets** – Sets out the aims, objectives and targets for the School;
- **Section 6: Travel Plan Measures and Initiatives** – Discusses the current and proposed STP measures and initiatives for the School;
- **Section 7: Monitoring Strategy** – Sets out the monitoring strategy for the STP upon completion of the Proposed Development;
- **Section 8: Action Plan, Roles and Responsibilities** – Provides an example of an Action Plan for the STP and then sets out the roles and responsibilities of those tasked with delivering the STP.
- **Section 9: Summary & Conclusions.**

1.13 All technical appendices are included at the end of the STP for information.

2 Policy Review

GENERAL

- 2.1 This section of the STP reviews and analyses the relevant current and emerging integrated land use and transport planning policy and guidance at a national and local level.
- 2.2 The policies reviewed within this section demonstrate the ways in which proposed policies and measures at the School are consistent with policy objectives at these levels. Relevant policies identified include the following:

National Policy

- National Planning Policy Framework (NPPF) March 2012.
- Cutting Carbon, Creating Growth: Making Sustainable Local Transport Happen, White Paper. 2011.

Local Policy

- Local Transport Plan 3; The Central Bedfordshire Council Transport Strategy, April 2011 – March 2026
- LTP3: Appendix C – Sustainable Modes of Transport to Schools and Colleges Strategy.
- LTP3: Appendix F – Approach to Parking.
- Central Bedfordshire Council, Cycle Parking Guidance, July 2010

NATIONAL POLICY

The National Planning Policy Framework – March 2012

- 2.3 The National Planning Policy Framework set out the Government's planning policies for England and how these are expected to be applied.
- 2.4 It provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.
- 2.5 A set of core land-use planning principles underpin both plan-making and decision-taking. These 12 principles include:
- Pro-actively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. Every effort should be made objectively to identify and then meet the housing, business and other development needs of an area, and respond positively to wider opportunities for growth. Plans should take account of market signals, such as land prices and housing affordability, and set out a clear strategy for allocating sufficient land which is suitable for development in their area, taking account of the needs of the residential and business communities;
 - always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings;
 - encourage the effective use of land by reusing land that has been previously developed (brownfield land) provided that it is not of high environmental value;
 - promote mixed use developments, and encourage multiple benefits from the use of land in urban and rural areas;

- actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling and focus significant development in locations which are or can be made sustainable; and,
- take account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs.

2.6 Chapter 6 of this document examines sustainable travel. Para 35 states that *'plans should protect and exploit opportunities for the use of sustainable transport modes for the movement of goods of people. Therefore, developments should be located and designed where practical to`* :

- accommodate the efficient delivery of goods and supplies;
- give priority to pedestrian and cycle movements, and have access to high quality public transport facilities;
- create safe and secure layouts which minimise conflicts between traffic and cyclists of pedestrians, avoiding street clutter and where appropriate establishing home zones;
- incorporating facilities for charging plug-in and other ultra-low emission vehicles; and,
- consider the needs of people with disabilities by all modes of transport.'

2.7 Para 36 states that *'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'*.

2.8 Para 39 states that *'if setting local parking standards for residential and non-residential development, local planning authorities should take into account.*

- the accessibility of the development;
- the type, mix and use of the development;
- the availability of and opportunities for public transport;
- local car ownership levels; and,
- an overall need to reduce the use of high-emission vehicles.

Cutting Carbon, Creating Growth: Making Sustainable Local Transport Happen. White Paper. 2011.

2.9 The local transport white paper sets out the government's vision for a sustainable local transport system that supports the economy and reduces carbon emissions. It explains how the government is placing localism at the heart of the transport agenda, taking measures to empower local authorities when it comes to tackling these issues in their areas. The white paper also underlines central government's direct support to local authorities, including through the Local Sustainable Transport Fund.

2.10 Para 1.9, P12 outlines the priority for local transport as follows;

'Encourage sustainable local travel and economic growth by making public transport and cycling and walking more attractive and effective, promoting lower carbon transport and tackling local road congestion'

2.11 Chapter 5 outlines 'Active Travel' and notes that;

‘School travel is also significant. Sustainable, active travel for journeys to school, when replacing vehicle trips, can reduce local congestion and carbon emissions as well as improving cognitive performance and academic achievement. Current estimates suggest an annual £600 return (much from short and long term health gains) for each pupil making the shift from travelling by car to walking and cycling.’

2.12 Para 5.8 ‘School Travel’ notes that;

‘As part of the Travelling to School initiative, schools in England were asked to develop and implement a school travel plan in order to reduce car use. More than 91% of schools did so. We intend to publish the findings of the independent evaluation of the Travelling to School Initiative shortly. It is now for local authorities and schools to decide the best way forward, and local authorities may continue to provide support for schools that want to maintain their school travel plan where this has been effective, and also help them to put in place and maintain other initiatives designed to enable more children to walk and cycle to school. We expect many authorities to include school-based initiatives in their bids to the Local Sustainable Transport Fund.’

LOCAL POLICY

Local Transport Plan 3 (LTP3); The Central Bedfordshire Council Transport Strategy, April 2011 – March 2026

2.13 LTP3 is Central Bedfordshire’s first Local Transport Plan following the creation of the unitary authority in April 2009. The vision of the Local Transport Plan is that by 2026 Central Bedfordshire will be:

2.14 “Globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all by creating an integrated transport system that is safe, sustainable and accessible”

2.15 The policy also notes that 14% of journey to work trips are by walking and cycling, compared to 12.7% nationally.

2.16 LTP Objective C is to:

‘increase the number of children travelling to school by sustainable modes of transport’

2.17 The priorities to achieve this include:

- Walking and Cycling Environment: Improve the safety and perceived safety of routes to school, particularly for those pupils travelling on foot or by bike.
- Awareness: Raise awareness of the benefits of active travel modes to pupil’s health, finances and ability to learn.

LTP3: Appendix C – Sustainable Modes of Transport to Schools and Colleges Strategy

- 2.18 The vision of the Strategy seeks to increase the number of pupils and students travelling to school by sustainable mode. A series of objectives have been devised to help achieve this and they are as follows:
- i. Increase the number of children travelling using sustainable modes of transport to schools and colleges.
 - ii. To promote sustainable modes and routes to schools and colleges.
 - iii. Improve the quality of the walking and cycling environment.
 - iv. Improve passenger transport services to, from and between educational establishments.
 - v. Improve the safety and perceived safety of walking, cycling, car sharing and travelling by bus.
 - vi. Increase awareness of the benefits of active travel modes.

LTP3: Appendix F – Approach to Parking

- 2.19 This document presents CBC’s approach to parking management, which forms part of the adopted LTP3.
- 2.20 For Education Establishments the guide outlines the following:

‘Standards for parking at schools have been set to limit the amount of space within the school grounds dedicated to parking provision. The parking allocation covers staff, visitors and parents. The allocation does not include pupil parking. Only in exceptional circumstances, including school buses, where road safety is the prime consideration, should pupil drop off and pick up points be within school premises.’

- 2.21 Parking standards are outlined as follows in **Table 2.1**.

Table 2.1 Maximum Car Parking Standards

Use Class	Land Use	Standard
D1: Education Centres	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Parent - Infants	1 per 12 pupils
	Parent - Primary	1 per 20 pupils

Source: www.centralbedfordshire.gov.uk

- 2.22 The School will have an additional thirteen parking spaces for nine staff members which complies with CBC Parking Standards outlined.

Central Bedfordshire Council, Cycle Parking Guidance, July 2010

- 2.23 This document was originally prepared by Bedfordshire County Council and has now been adopted by Central Bedfordshire Council as part of its LTP3.
- 2.24 There are currently no specific cycle and scooter parking standards specified for schools by CBC. However, the general guidance on levels of cycle parking provision in new developments within Bedfordshire is as follows:

- 1 space per 10 staff;

- 1 space per 10 visitors; and
- 1 space per resident.

2.25 The guidance also notes that the level of cycle parking will depend on the type of facility, likely number of visitors, availability of existing nearby parking, location of development and requirements of any agreed School Travel Plan.

SUMMARY

- 2.26 The STP is in line with national policy, given that the School is situated in a location with good sustainable transport opportunities, and as such will have reduced reliance on the private car.
- 2.27 On a local level, the Proposed Development is in accordance with CBC policy; particularly as walking and cycling have been prioritised as sustainable measures in this STP.

3 Site Audit

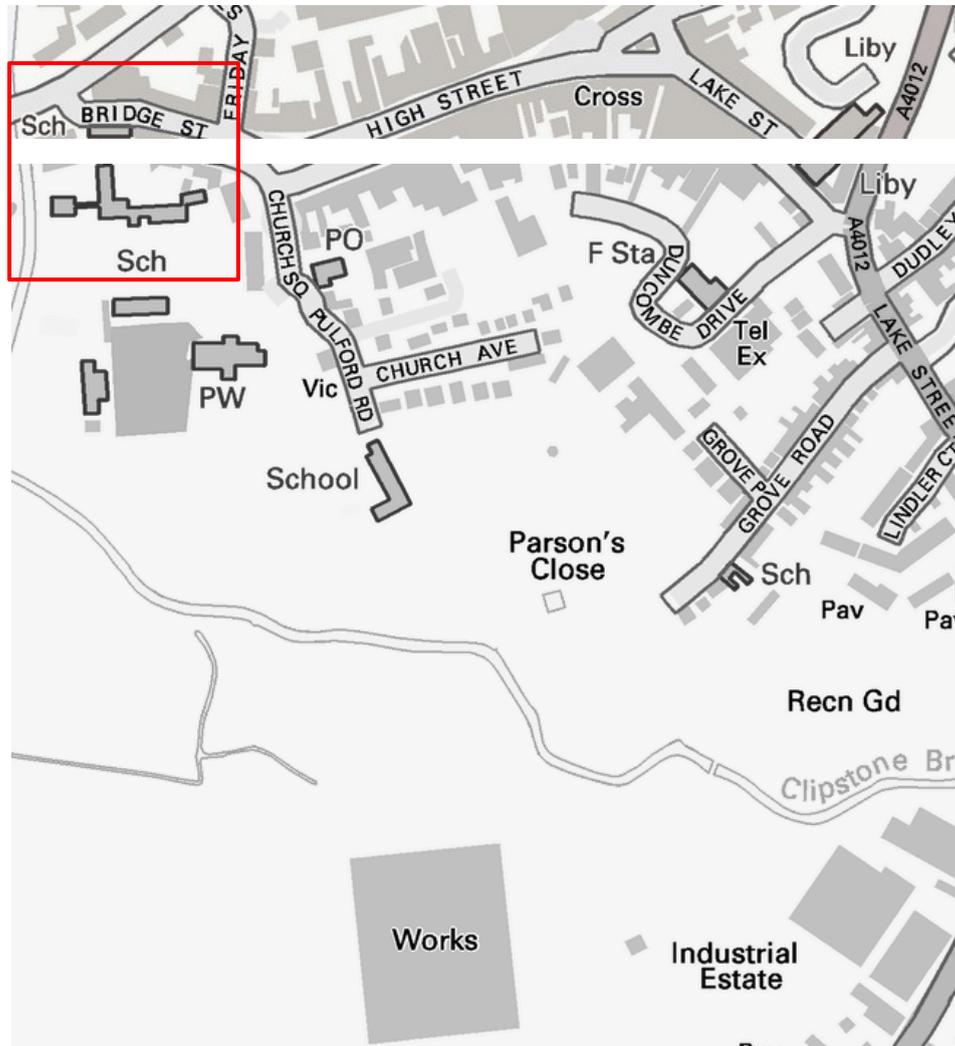
OVERVIEW

- 3.1 This chapter of the STP describes the existing, or 'baseline' transport information and existing conditions around the Site.
- 3.2 The site assessment is informed by a detailed Site audit undertaken by JMP on Thursday 16th July 2015 between 08:00am and 14:00pm. This site visit also involved a meeting with the School Head Teacher.
- 3.3 The information obtained is also consolidated by desk-based research.

SITE LOCATION & DESCRIPTION

- 3.4 The School is located in Leighton Buzzard Town Centre, and is bounded to the north and east by Bridge Street and to the south by Judges Lane. The River Ouzel runs to the rear of the School and forms a natural barrier on the western side.
- 3.5 Bridge Street is a two way road and provides access to the School and Town Centre from Leighton Road to the west. It is comprised of a number of small businesses and shops and has double yellow lines and raised tables.
- 3.6 Judges Lane is primarily an access road for the School and is also two way. There is a car park located here with a barrier which is used by the neighbouring office building. Judges Lane is also double yellow lined.
- 3.7 The area directly outside the main entrance to the School is an open area of carriageway which has a marked area for the School Bus, along with a number of marked disabled parking bays. Access to the Town Centre / High Street is restricted to vehicles from this side, with the exception of buses.
- 3.8 There are three entrances / exits to the School. The main entrance is located on Church Square and is accessed by vehicles and pedestrians.
- 3.9 A second vehicle and pedestrian access point is located at the bottom of Bridge Street near to the junction with Leighton Road.
- 3.10 A third pedestrian only access point is located at the end of Judges Lane.
- 3.11 Pupils are encouraged to use the Judges Lane and Bridge Street entrances; however the school bus parks in front of the main entrance and this group of pupils, along with Year 8 use the main entrance.
- 3.12 The site location can be seen below in **Figure 3.1**

Figure 3.1 Site Location (Split across two OS data map sections)



Ref: OS StreetMap 2016

WALKING & CYCLING

Pedestrian Network Facilities

- 3.13 The general topography of the area is flat, which assists with pedestrian activity. Paving on Bridge Street is of reasonable quality and there are dropped kerbs in evidence, along with guard rails on the corner of the road. This can be seen below in **Figure 3.2**

Figure 3.2 Bridge Street



- 3.14 Directly outside the School gate are School keep clear hazard zig-zags in order to discourage parked cars outside the School.
- 3.15 There are two pedestrian crossings located at the junction of Bridge Street and Leighton Road and this can be seen below in **Figure 3.3**

Figure 3.3 Bridge Street Pedestrian Crossings



- 3.16 Currently, a number of parents drop children off at an informal park and stride location at the Tesco Superstore which is located approximately 200m to the north-west of the School on Leighton Road. Children then walk the remaining 200m and can access the School via Bridge Street entrance using these pedestrian crossing points.

Cycle Network Facilities

- 3.17 There is a footpath which runs north-south along the River Ouzel and this is signposted as a cycle route. Signage currently refers to `Leighton Middle School` `Town Centre` and `Mentmore Road Schools` and includes approximate journey times in minutes. Signage can be seen below in **Figure 3.4**

Figure 3.4 Cycle Signage



- 3.18 There is also cycle and pedestrian signposting to the School at Judges Lane.
- 3.19 Bridge Street and Leighton Road form part of National Cycle Route 6 which is signposted.
- 3.20 National Cycle Route 6 connects Leighton Buzzard to Milton Keynes in the west to Dunstable in the east.

PUBLIC TRANSPORT ACCESSIBILITY

Bus Services

- 3.21 Leighton Buzzard Town Centre bus stops are located approximately 20m to the east of the School. This stop is the main bus stop for the Town Centre and is served by the 36, 70, 150, 162, and 165 services which are operated by Arriva.
- 3.22 Bus stops are covered and contain Real Time Information boards.
- 3.23 There is also an up to date timetable and map located at the bus stop.

Rail Services

- 3.24 Leighton Buzzard railway station is approximately 800m to the west of the School and can be accessed via Leighton Road.
- 3.25 The station is served by London Midland and Southern.
- 3.26 Three southbound London Midland trains run to London Euston and one Southern train runs to South Croydon per hour.
- 3.27 Two northbound trains run to Milton Keynes per hour.
- 3.28 Due to the catchment area of the School it is unlikely that any parents or pupils would travel by train; however this could be a feasible option for staff members – and could also be combined with walking or a bicycle.

PARKING

Car Parking

- 3.29 There are 32 car parking spaces at the Bridge Street entrance car park, along with 10 marked car parking spaces at the main entrance, giving a total of 42 spaces.
- 3.30 Car parking spaces are for staff and visitors only.
- 3.31 The School car park is gated which enables the School to effectively ban parental parking.
- 3.32 At the time of the Site audit, all spaces were in use with the exception of one disabled bay.
- 3.33 The Proposed Development will have thirteen additional car parking spaces, which is in line with CBC car parking standards as outlined in **Section 2**. These will be located at the Bridge Street entrance as the existing car park will be reconfigured to accommodate the new buildings.

Cycle Storage

- 3.34 The school has cycle storage located in front of old stable block which is covered..

- 3.35 Cycle storage in the form of covered Sheffield stands are also located in the main entrance car park and are predominantly used by staff members.
- 3.36 There are also six on street Sheffield stands located directly outside the main entrance on Bridge Street.

SCHOOL TIMETABLE

- 3.37 Pupils arrive at school to register at 08:45am and break for lunch at 12:15pm. Afternoon lessons start at 13:30pm and school finishes at 15:25pm.
- 3.38 This timetable will continue during and after the Proposed Development.
- 3.39 The School also run a breakfast club from 08:00am, along with various after school clubs including football, netball and ICT and these finish at around 17:45pm.

SUMMARY

- 3.40 It can be seen from the information above that the School is located in a highly accessible area due to its local catchment area and Town Centre location, which consequentially is conducive to walking and cycling.
- 3.41 The STP aims to build on this, through offering information to all Site users regarding alternatives to the car and particularly focusing on active forms of travel.

4 Current Travel Patterns

GENERAL

- 4.1 This section of the STP examines the current known travel patterns at the School site.
- 4.2 The modal split has been extracted from the 2014 School Travel Plan document and we have also included the 2013 modal split as a direct comparison.
- 4.3 In 2014 a total 454 pupils at the School provided information on their mode split.
- 4.4 In 2013 a total of 412 pupils provided information.
- 4.5 Staff data has also been provided.

MODE SPLIT

Pupils

- 4.6 A review of the 2013 and 2014 school travel survey shows the following modal split.

Table 4.1 2013 & 2014 Modal Split - Pupils

Mode	2013	2014
Walk	61%	58%
Car	20%	22%
Car Share	3%	4%
Cycle	6%	6%
School Bus	9%	9%
Public Bus	1%	1%
Other	0%	0%
Total Responses	100%	100%

Note: Figures are rounded to the nearest whole numbers. Arithmetic errors are due to rounding.

Staff

- 4.7 A review of the 2015 school travel survey shows the following modal split.

Table 4.2 2015 Modal Split - Staff

Mode	2015
Walk	41%
Car	57%
Car Share	0%
Cycle	1%
School Bus	0%
Public Bus	0%

Other	0%
Total Responses	100%

Note: Figures are rounded to the nearest whole numbers. Arithmetic errors are due to rounding.

- 4.8 It can be seen that the School has a relatively low number of pupils travelling by car in comparison with schools within Central Bedfordshire, with 22% travelling to and from School by this mode.
- 4.9 The modal split data however also shows that the number of pupils travelling to School by walking has decreased slightly on the previous year; whilst travel by car has slightly increased.
- 4.10 Travel by bicycle and school bus has remained constant at 6% and 9% respectively.
- 4.11 A high proportion of staff also walk to work, with 41% travelling by this mode. 1% of staff cycle and 57% travel by car.
- 4.12 It is clear therefore, that the challenge of the STP will be to return to 2013 levels of increased walking and a reduction in car journeys. It should also be recognised that the School currently has a relatively encouraging modal split and this should be maintained at a minimum.
- 4.13 This message will be crucial amongst the new intake of staff, pupils and parents.
- 4.14 This STP aims to introduce measures by which walking, scooting and cycling can therefore be encouraged, along with reducing single occupancy car vehicles, in order to encourage active modes of travel to School.

5 Aims, Objectives and Targets

GENERAL

- 5.1 This section of the STP sets out the aims, objectives and targets for the School, which will be incorporated into any future iterations of the STP.
- 5.2 The aims and objectives of the TP are in accordance with CBC goals as outlined in the LTP, particularly Objective C which aims to;

Increase the number of children travelling to school by sustainable modes of transport

AIMS

- 5.3 The aim of this STP is therefore to create a more sustainable, accessible environment for all School users; and to encourage both existing and new pupils, parents, staff and visitors to adopt healthy, sustainable lifestyle and travel choices in order to reduce reliance on the private car.

OBJECTIVES

- 5.4 Objectives are the high-level aims of the STP. They help to give the STP direction and provide a clear focus. The objectives of the STP are as follows:
- To raise awareness of sustainable `smarter travel` modes available to all School users including new and existing parents and pupils, staff and visitors;
 - To build on previous travel achievements and encouraging modal split, and to create a safer, more sustainable, community driven environment for pupils and staff attending and working at the School;
 - To mitigate against any expected traffic and transport impacts of the proposed expansion to the School;
 - To promote safe routes to and from the School in order to assist with reducing the perception of danger surrounding walking, scooting and cycling to School; and,
 - To encourage active modes of travel and healthy lifestyles, particularly walking, scooting and cycling, and to emphasise the health benefits of these modes.
- 5.5 In order to achieve these aims, this STP builds on previous achievements and promotes a range of lifestyle and travel choices in order to help reduce reliance on the car.

TARGETS

- 5.6 Targets are measurable goals by which the progress of the STP will be assessed, and are essential for monitoring the progress and success of the STP.
- 5.7 Targets should be 'SMART' - specific, measurable, achievable, realistic and time-bound.
- 5.8 The School undertook a travel survey as part of its last travel plan update and this was in 2014.
- 5.9 The suggested targets for the School have been based on the 2014 modal split and are presented below in **Table 5.1** for pupils and **Table 5.2** for staff.

Table 5.1 Targets - Pupils

Pupil Mode	Baseline (Year 1)	2016	2017
Walk	58%	60%	60%
Car	22%	<22%	<22%
Car Share	4%	>4%	>4%
Cycle	6%	>6%	>6%
School Bus	9%	9%	9%
Public Bus	1%	1%	1%
Total	100%	100%	100%

Table 5.2 Targets - Staff

Staff Mode	Baseline (Year 1)	2016	2017
Walk	41%	45%	45%
Car	57%	<57%	<57%
Car Share	0%	>0%	>0%
Cycle	1%	>1%	>1%
School Bus	0%	0%	0%
Public Bus	0%	0%	0%
Total	100%	100%	100%

- 5.10 The actual baseline mode share will be determined following school travel surveys that will take place post-occupation of the Proposed Development. CBC School Travel Surveys will be undertaken in October 2015.
- 5.11 These will provide a breakdown of the mode share in order to fully understand the travel patterns at the school and potential for encouraging more sustainable travel behaviour.
- 5.12 The focus of the targets is for the School to reduce the number of pupils arriving by car and redistributing these trips to walking, cycling and car sharing mode share.
- 5.13 The 2016 target of 60% walking and <22% car reflects the travel patterns at the School in 2013; and this suggests that this target is feasible.
- 5.14 A staff travel survey will also be undertaken and the focus of the staff targets is for the School to reduce the number of staff arriving by car and redistribute these trips to walking, cycling and car sharing.
- 5.15 The suggested targets also represent what is considered to be an achievable increase in sustainable travel as a result of the introduction of the STP and its associated measures.
- 5.16 The key message of the targets outlined is that single occupancy vehicles will not increase from current levels, which, when taking into account the additional pupil expansion would effectively be a good achievement.
- 5.17 Specific targets have been established for walking due to the current high levels and the small catchment areas; however an increase in cycling would also be expected, thus a >6% increase would be a positive step.

- 5.18 It is expected that as a result of the small catchment area of the School, along with the inclusion of the proposed pedestrian and cycle measures as outlined in Chapter 6; the walk and cycle mode share for pupils and staff will increase.
- 5.19 An information strategy will also be developed for new and existing parents which is discussed further in **Section 6** below.
- 5.20 A school travel survey will be carried out in October 2016 to monitor the progress and will act as an indicator of whether the targets are being achieved or should be adjusted. The monitoring schedule is outlined within **Chapter 7** of this STP.

6 Measures

GENERAL

- 6.1 This section of the STP discusses the current and proposed STP measures and initiatives for the School. It draws from the previous sections which discuss the existing transport infrastructure, travel pattern behaviour and STP aims and objectives.
- 6.2 The School currently take an active approach in attempting to manage traffic levels and parking at the Site, and measures currently undertaken are discussed below.

PROPOSED INITIATIVES

- 6.3 To ensure that the Proposed Development can mitigate car trips associated with pupil expansion; it is critical that sustainable transport principles are incorporated from the outset.
- 6.4 Good transport infrastructure provides the foundation on which the Proposed Development is built. In addition to this, the provision of good cycle routes and pedestrian connectivity around the Site are paramount to encourage walking and cycling throughout the Site and to nearby services and amenities.
- 6.5 Further, the STP will require a suitable information strategy for new parents in order to promote aforementioned walking and cycling routes, on-site facilities and a sense of safety, along with parking restrictions.
- 6.6 Moving to a new school also requires the establishment of new travel patterns and behaviour.
- 6.7 The STP measures below aim to establish ways in which these travel patterns can be embedded sustainably at the School from day one.

DELIVERING THE TRAVEL PLAN

School Travel Plan Co-ordinator

- 6.8 The STP will be managed and monitored by a School Travel Plan Coordinator (TPC) who will have overall responsibility for the STP and for ensuring that the delivery of the proposed measures, initiatives and monitoring are completed.
- 6.9 The School' TPC will be Lisa Jones (School Curriculum Manager) with assistance from Neil Green (Year 6 Head and current Bikeability contact).
- 6.10 An Action Plan has been devised which is outlined in **Section 8** and this will ensure that the TPC has suitable guidance in implementing measures outlined here.

School Travel Working Group

- 6.11 The School will develop a Travel Working Group and this will be comprised of the following: TPC, the Bikeability Coordinator, an appointed Governor, Parent representative, and a Pupil Representative.

Leighton Middle School Association

- 6.12 All parents, teachers and governors are automatically members of the Leighton Middle School Association who organise various events and activities throughout the year.

- 6.13 The Association will ensure that new and suitable measures are introduced at the School, which may include upgraded facilities such as scooter and cycle parking.

School Council

- 6.14 The School also has a School Council which has an active student body with two pupil representatives from all classes meeting on a regular basis. Here ideas are shared and brought to the meetings in order to be discussed.
- 6.15 It is recommended therefore that these staff, parent and pupil stakeholders form part of the proposed School Travel Working Group which will ensure that all parties are committed to the development and the actions outlined within the Action Plan.
- 6.16 The TPC will be responsible for organising communications between the two groups.

School Curriculum

- 6.17 The most effective STPs are those which are integrated into the school curriculum in order to maintain pupil's interest and create a broader knowledge of the benefits of the STP.
- 6.18 The STP will be incorporated into the school curriculum and will complement work on healthy living, road safety and sustainability, which are already embedded in its PSHCEE schemes of work and Year Group Assemblies.

INFORMATION FOR PARENTS

- 6.19 One of the key features of the STP will be to convey the importance of sustainable travel to and from the Site from the earliest possible date.
- 6.20 Travel behaviour is embedded in routine and therefore the STP provides a unique opportunity to encourage people to travel more sustainably due to the fact that moving to a new school will require new travel patterns.
- 6.21 It will be easier to influence the travel decisions of new parents and pupils, particularly if new parents are given information and facilities upon moving to the School, this will encourage more positive travel choices to be formulated from day one.
- 6.22 This will ensure that parents can establish travel habits and routines and are therefore suitably prepared for the start of term.

School Sustainable Travel Website

- 6.23 The School currently has a website at <http://www.leighton.beds.sch.uk>
- 6.24 A specific sustainable transport page will be set up so that staff, pupils and parents can access information easily. The webpage will also enable information to be updated on a regular basis, for example links to public transport timetables which may assist in increasing this mode – particularly for staff, or the arrival of new facilities such as scooter or cycle parking.
- 6.25 The webpage will also feature any upcoming travel events such as Bike Week, Walk to School Week, along with any new measures introduced.
- 6.26 The TPC with the help of I.T. staff will be responsible for the development of this.

Summer Intake School Events / STP Event

- 6.27 The School will run an annual `Open Day and Evening` in July 2016 for the parents and pupils who are due to start at the School in September.
- 6.28 As part of the Open Evening, the School will undertake a STP event, which will be an excellent way to promote the importance of the STP to parents regarding the expansion of the School, and also to engage with and assist parents regarding potential travel patterns.
- 6.29 CBC may be able to offer initiatives and attractions which would assist with this event including large scale maps of the local catchment area with walking and cycling routes highlighted.
- 6.30 The event will be held somewhere prominent, such as a classroom, and have plenty of visual maps with distance markers for parents to look at and free maps to take away.
- 6.31 The event will also target potential drivers through explaining the importance of not driving to the School, in order to reiterate the importance of the STP on its continuing development and expansion.
- 6.32 Invites sent to parents for the Open Day and Evening should request that parents seek to walk to cycle to the School, as opposed to driving. This will ensure that parents can try out a different mode of transport that they may not have initially considered.
- 6.33 The event will also take place in July, and seasonal issues should be a consideration, as a push on walking and cycling will always be better received in warmer months.
- 6.34 The event will help to consolidate the message of how important the School takes travel to and from the Site. It will also give parents a chance to plan journeys in a relaxed and informal environment, and be able to use the time through summer to plan walking and cycling to School.
- 6.35 The TPC will arrange the event.
- 6.36 A similar event will also be run at school parent`s evenings which happen annually at the School and the TPC will also arrange this.

Welcome Packs

- 6.37 A Travel Welcome Pack will be sent to all new parents, staff and pupils before term starts. The Welcome Pack will include site specific travel information as outlined in these measures, including maps, walking and cycling routes, information on cycle / scooter storage and a link to the school sustainable travel website.

Letters Home

- 6.38 The School regularly send newsletters home to parents which include warning them of the dangers of parking illegally around the School gates.
- 6.39 This will continue under the STP and will be the responsibility of the TPC.
- 6.40 It is proposed that in order to maintain interest and momentum in the STP, a half termly travel theme is developed which the newsletter will reflect.
- 6.41 This can focus on tangible benefits to parents such as weight loss, money saving, or the fact that pupils are more productive after walking or cycling to school.
- 6.42 Living Streets and Sustrans have a number of factsheets on the benefits of walking and cycling which are aimed at parents and carers and are available to download free from the Living Streets and Sustrans website:

<http://www.livingstreets.org.uk/sites/default/files/content/library/WalktoSchoolresources/Why%20Walk%20to%20School%20info%20for%20parentscarers.pdf>

- 6.43 A copy of the Living Streets Why Walk to School? factsheet and the Sustrans Safer Scooting & Cycling factsheet has been included in **Appendix A** for reference.
- 6.44 The School will use this free library to promote walking, scooting and cycling to parents and make sure that fact sheets are always available in the School Reception.
- 6.45 A link to these can also be included on the travel webpage.

SCHOOL FACILITIES / INFRASTRUCTURE

Cycle & Scooter Parking

- 6.46 Cycle and scooter parking is currently provided at the school and appears to be reasonably well used. Previous School Travel Plans have noted that many pupils would prefer to cycle to school than use other means of transport.
- 6.47 As part of the Development, the School will supply a minimum of 10 additional cycle and scooter parking spaces in order to accommodate the proposed increase in pupils. This is in line with CBC Cycle Parking policy as outlined in **Section 2**.
- 6.48 Cycle and scooter parking will be covered and secure.
- 6.49 The TPC will monitor usage through a `hands up survey` and ensure that more parking is provided should demand exceed supply.
- 6.50 Photographs of the new storage should also be included on the travel webpage and in the following newsletter in order to publicise this facility to parents.

Lockers

- 6.51 The School provide lockers to all pupils and staff, which were purchased using a transport capital grant in 2007.
- 6.52 Lockers will be provided to new pupils in order to encourage walking and cycling.

ONGOING SCHOOL EVENTS

Awards and Incentives

- 6.53 The School will develop a reward / incentive scheme to individuals or classes who demonstrate that they are travelling to and from School sustainably.
- 6.54 The reward will be at the Schools preferred frequency / cost; however the following schemes could be considered;
 - A monthly class prize using a cumulative points system.
 - A monthly prize for individual pupils or `Travel Champions`
 - A chart and sticker reward scheme (such as <http://www.schoolstickers.com/en-gb/walk-to-school-star-stickers>)
- 6.55 The reward system will also address that some children living outside of the catchment are unable to travel totally sustainably to school, therefore the award system will encourage park and walk or car share approaches in instances where walking or cycling is not a feasible option.

- 6.56 The reward incentive scheme is to be discussed by the School and rewards will be coordinated by class teachers and the TPC.

Bikeability & Scootability

- 6.57 Bikeability is a national programme for cycle training in England and Wales. It is based on the National Standard for Cycle Training.
- 6.58 There are three Bikeability levels. Level 1 Bikeability lessons are aimed at Key Stage 1 pupils (Year 3 and 4) once they have learnt to ride a bike, with 10-11 year olds progressing to Level 2 and then Level 3 at secondary school.
- 6.59 Certificates and badges for each level are awarded to children who successfully complete each course and children are encouraged and inspired to achieve all three levels.
- 6.60 Bikeability was developed by more than 20 professional organisations and is supported by cross-Government departments including the Department for Transport, Department of Health and Department for Education.
- 6.61 In Central Bedfordshire Bikeability courses are arranged by schools individually and funding is available to subsidise the cost of courses. CBC has produced a guidance document on this and it can be found here: <http://www.centralbedfordshire.gov.uk/learning/schools/travel-to-school/bikeability.aspx>.
- 6.62 The aim of Scootability is to use scooters as a fun and active way to revise and reinforce basic pedestrian safety measures. Scootability is a course that has been developed by CBC to use as part of the curriculum, at lunchtime or at after school clubs.
- 6.63 Scootability ranges from Level 1 to Level 3 and certificates are awarded to all pupils who complete the course. Examples of these certificates can be seen here: <http://www.centralbedfordshire.gov.uk/learning/schools/travel-to-school/scootability-training.aspx>.
- 6.64 The School delivered Year 6 Bikeability in 2014 and this will continue under the STP.
- 6.65 The Bikeability Coordinator will arrange for Bikeability delivery at the School through contacting the Sustainable Transport Team at CBC.
- 6.66 The School is also committed to funding Year 6 Bikeability and will allocate a suitable annual budget for this if required.

Walk to School Week

- 6.67 The Walk to School Week scheme will be promoted by the School via assemblies, the school website and newsletters sent out to parents.
- 6.68 Walk to School Week takes place in May and encourages pupils to walk (all or part of the way) to School.
- 6.69 The Walk to School Week website (via Living Streets) also contains a number of free resources such as posters which can be advertised on the school notice board or sent to parents as part of the themed newsletters.
- 6.70 Events surrounding this will be organised by the TPC.
- 6.71 Information on this will be provided to parents via the newsletter and webpage. <http://www.livingstreets.org.uk/walk-with-us/walk-to-school/walk-to-school-week-18-22-may-2015>

Road Safety Training / Streetsafe

- 6.72 Each year, CBC encourages schools, parents and pupils to take part in Road Safety Education programmes, projects and campaigns. 'Streetsafe' are interactive road safety booklets provided to pupils in Central Bedfordshire. They cover pedestrian and cycle safety and are linked to specific areas of the national curriculum.
- 6.73 Streetsafe booklets are currently provided to all pupils and road safety education will continue as part of the STP.

STAFF

- 6.74 The school will, if an appropriate method is found, offer a cycle to work scheme to staff via Central Bedfordshire Council payroll

Shower Room

- 6.75 The School provides a shower room, along with an area where staff can change and leave clothes safely to encourage walking and cycling.
- 6.76 This will be available to all staff members.

Cycle Maps

- 6.77 Information will be provided for staff wishing to cycle to work. CBC has produced an 'Active Travel' map of the local network. This will be updated and made available.
- 6.78 A link to this will also be provided on the website for parents.

MEASURES FOR REDUCING RELIANCE ON THE PRIVATE CAR

Limited Car Parking

- 6.79 Only staff and visitor car parking requirements are provided for. Parent parking and drop off/pick up areas are not provided as this could encourage car usage.
- 6.80 As identified there are currently 22 marked spaces including two disabled car parking spaces provided at the School.
- 6.81 The School will have an additional thirteen parking spaces for 9 additional staff members which complies with CBC Parking Standards outlined in **Section 2**.
- 6.82 Car parking is for staff and visitors (excluding parent) only, although parents may be permitted to use the parking spaces in special circumstances (e.g. dropping off / picking up a disabled or sick child).
- 6.83 This message will be conveyed to parents at the Open Evening / Travel Event and on the webpage and Welcome Packs.

Car Sharing

- 6.84 Staff and parents will be informed of the car sharing website www.cbtravelchoices.liftshare.com which will help those who are interested find other like minded staff and parents to car share with. Information on this will be sent before pupils start school in order to encourage positive transport habits from the beginning of the school year.

ADDITIONAL MEASURES FOR CONSULTATION

- 6.85 Following consultation with Members and Highways officers the following recommended mitigation measures will be consulted on:
- Change of the school day: Consultation to parents and staff will commence w/c 5th October for bringing forward of the school day by 10 minutes. Consultation will then be reviewed and a decision made by the School Governors. The outcome of this consultation will be fed into the November 11th Planning Committee Meeting.
 - School Crossing Patrol: CBC will support the school to provide a School Control Patrol Officer.

SUMMARY

- 6.86 Identified above are various measures to support the aims and objectives of the STP. It is considered that, provided the various messages identified above are implemented, walking, cycling scooting and to a latter extent, car sharing, will be encouraged at the School.
- 6.87 The key to the success of the STP will be the engagement of parents and pupils by the school, and it is envisaged that through following these measures in the order detailed in the Action Plan; the school can make a real impact on the travel behaviour of both new and existing site users.
- 6.88 The following chapter looks at how effectiveness of the various measures will be monitored and, through consultation with CBC, the School and local community, measures can be reviewed if required.

7 Monitoring

GENERAL

- 7.1 An important part of the STP is the continual monitoring and review of its effectiveness. It is essential that an STP is not a one-off event, but a continually evolving process.
- 7.2 Regular monitoring and reviewing will help to gauge progress towards targets and objectives, and, if necessary, enable the STP to be refined and adapted in order to improve its progression.
- 7.3 As noted in the previous section, the effectiveness of the various measures identified will also be monitored, and reviewed if necessary, to ensure that the aims and objectives of the STP are appropriately supported.

TARGETS

- 7.4 The success of the STP will be determined by whether it succeeds in meeting its stated targets. The estimated modal split targets have been included in **Chapter 5**.

MONITORING

Survey of School Travel Patterns

- 7.5 At present, the school is required to carry out an annual CBC School Travel Plan Monitoring & Review form in order to inform its existing STP. An example of this form can be seen here; <http://www.centralbedfordshire.gov.uk/learning/schools/travel-to-school/travel-plans-travel-to-school.aspx>
- 7.6 The survey covers pupils in the form of a `hands up survey` and staff as a paper survey.
- 7.7 The school will continue to do this on an annual basis, as required under the framework of this document.
- 7.8 An annual survey will be undertaken by the School upon completion of the new classrooms in order to monitor progress in light of the travel targets that have been set above.
- 7.9 After three years, the STP will be rewritten in order to update the targets and reflect on progress that has been made. This is in line with current CBC guidance.
- 7.10 Results will be reported to CBC's Strategic Transport Officer annually as per CBC STP guidance. Travel data will also be entered onto iOn Travel - CBCs on-line tool for managing the STP. This will be arranged by the TPC.
- 7.11 The School will also provide a full annual monitoring report to CBC as a condition of planning. The TPC will be responsible for the production of this.

Long Term Sustainability of the STP

- 7.12 Upon completion of the STP, all stakeholders (including School Governors, the Head Teacher and external partners) will receive a copy. It is recommended that these stakeholders form part of the proposed School Travel Working Group and this will ensure that all parties are committed to the development and the actions outlined within the action plan. Pupils at the School should also be involved in the long-term development of the STP, and it is recommended that their input is given via the Travel Committee / School Council.

- 7.13 Measures, results and updates of the STP will also be publicised via school newsletters and the school website in order to maintain parental interest and buy-in.

8 Action Plan

Leighton Middle School

Action Plan 2016-2017



Change the circles to a check mark

✓ upon completion of task

	2016								2017					
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Administrative tasks														
Ongoing Travel Plan Co-ordination	○	○	○	○	○	○	○	○	○	○	○	○	○	○
School Working Group / PTA				○	○	○								
Website				○	○	○								
Welcome Packs				○	○									
Letters Home / Parental Communication	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Tax Free Bikes for Staff (TBC on instruction from Central Bedfordshire Council)														
Cycle Parking		○	○	○										
Events														
School Open Evening			○											
Walk to School Week	○													
Bikeability									○	○				
Liftshare Promotion for staff/ visitors	○	○	○		○	○	○	○	○	○	○	○	○	○
Car Sharing Event						○								
Awards & Incentives		○				○		○			○			○

Appendix A

LIVING STREETS INFORMATION

Text here

Why Walk to School?



Walking to school has many benefits, not only is it good for your health and the environment, but it's also fun and a great opportunity to socialise with your child, so why not try and include a ten minute walk in your journey to school.

1. Saves money

- Walking to school instead of driving saves, on average, £400 per year¹
- One in five cars in the morning rush hour is on the school run.²

2. Develops your children's independence, road safety and social skills

- Walking can help develop independence. Children will learn road safety skills which will help them with the journey to secondary school later in life³
- Children who walk to school have better knowledge of their local area and get to spend more time with their class mates: In a study by Living Streets, 84 per cent of the children who walked to school often meet up with classmates on the way to school, while only 66 per cent of those who were driven to school had the opportunity to do so⁴
- Walking to school improves children's social development in future years.⁵



3. It's healthy

- Children need at least 60 minutes (1 hour) of physical activity every day.⁶ The journey to and from school is an ideal time for children and other family members to be active.⁷
- According to the NHS, 9 out of 10 children could grow up with life threatening diseases such as cancer, Type 2 Diabetes and heart disease partly because they aren't getting enough exercise⁸
- Children who generally travel to and from school by car, bus or other vehicle are more likely to be overweight at age five than those who walk or cycle.⁹



4. It's better for the environment

- People in cars regularly suffer three times as much pollution as pedestrians because they are sitting in the line of the exhaust fumes from the car in front¹⁰
- One person switching five journeys of fewer than 2 km a week from the car to walking would reduce their carbon footprint by 86 kg a year.¹¹

¹ Based on approved mileage rates from the Inland Revenue

² National Travel Survey (Department for Transport 2009)

³ Backseat Children: How our Car Dependent Culture Compromises Safety on our Streets (Living Streets May 2008)

⁴ Backseat Children: How our Car Dependent Culture Compromises Safety on our Streets (Living Streets May 2008)

⁵ Beyond Public Health: Benefits of Walking on Children's Social Development (Tolley, R 2003: Centre for Alternative and Sustainable Transport)

⁶ Start Active, Stay Healthy: A Report on Physical Activity for Health from the Four Home Countries' Chief Medical Officers. (Chief Medical Officers of England, Scotland, Wales, and Northern Ireland July 2011)

⁷ Foreword by Chief Medical Officer; Evaluation of WoW Scheme for Living Streets (Wavehill 2009)

⁸ Change 4 Life. Available at <http://www.nhs.uk/change4life/Pages/WhyWhat.aspx>, accessed August 2011

⁹ Millennium Cohort Study Briefing 14: Childhood Overweight and Obesity (Based on Chapter 13 of Children of the 21st Century (Volume 2): The First Five Years- Lucy Jane Griffiths; Summer Sherburne Hawkins; Tim Cole; Catherine Law and Carol Dezateu)

¹⁰ Road User Exposure to Air Pollution: A Literature Review (Environmental Transport Association 1997)

¹¹ Transport Energy and Emissions: Urban Public Transport (Stephen Potter 2004, in David Hensher and Kenneth Button, Handbook of Transport and the Environment, Volume 4, Pergamon/Elsevier)