

**HENLOW ACADEMY: Proposed New Sports Hall and Classroom Block**

**Planning Reference: CB/17/03294/FULL**

**OCS (Overview & Scrutiny Committee) Points:**

	<b>Recommendation:</b>	<b>How it has been addressed:</b>
1	RECOMMENDED that officers work closely and proactively with schools, taking into account current resources and staffing levels to regularly promote school travel plans and existing health programmes that encourage active and sustainable travel for children within catchment.	The Academy is happy for this regular communication to be established with the appropriate Council officers.
2	RECOMMENDED that every school be encouraged to produce an active and regularly updated travel plan, maintaining the relationship with Council officers when providing travel data.	<p>The Academy is pro-active in the management of pupil and teacher traffic. In addition, a new Travel Plan and Transport Statement have been produced as part of this planning application.</p> <ul style="list-style-type: none"> <li>▲ If it is expected that the school must be working towards instigating a 20MPH zone on the approach roads (in particular Groveside &amp; Church Road) then they are willing to work with CBC Highways team in order to achieve this, and can add this to the Travel Plan and Transport Statement.</li> </ul> <p>When approved, the Academy will adopt the Travel Plan and follow the actions required, reviewing at regular intervals.</p> <ul style="list-style-type: none"> <li>▲ It could be conditioned for the Academy to review the Travel Plan annually (for example).</li> </ul>
3	RECOMMENDED Information sharing: the production of a school's parking leaflet (similar to that of a neighbouring authority) with distribution electronically where possible to schools, parents and via the Council's website and social media outlets.	The Academy has prepared a leaflet 'Dropping off Pupils at Henlow Academy', and will distribute this information to new parents and children upon enrolment at the school, and also to existing pupils, from Autumn term 2017. Some recommended information for parents and

		<p>children is provided in the appendices to the Henlow Academy Travel Plan:</p> <ul style="list-style-type: none"> <li>▲ Appendix B: A sample 'Travel Guide' leaflet, which Henlow Academy can use as a template to produce their own site Travel Guide</li> <li>▲ Appendix C: Travel Plan - Action Plan which lists specific measures to be undertaken by the Academy over the forthcoming school year to promote sustainable travel</li> </ul>
4	RECOMMENDED regular (termly) communication between Council Officers and Head Teachers, reinforcing the promotion of school travel plans and sustainable travel solutions.	The Academy is happy for this regular communication to be established with the appropriate Council officers.
5	RECOMMENDED that the Council fully enforce inappropriate parking on yellow 'zig zags' which are placed along the entire frontage of all schools, ensuring they are always positioned to the maximum enforceable length.	The Academy is happy for the Council to provide parking enforcement officers to police this.
6	RECOMMENDED that where parking restrictions exist, current measures are robustly deployed and enforced, taking into account existing resources.	The Academy has drawn up a duty rota of senior staff to supervise the front entrance to the site at the beginning and end of the school day. In addition, the Academy is happy for the Council to provide parking enforcement officers to police parking restrictions.
7	RECOMMENDED that visible signage be displayed outside all schools where deemed necessary, prohibiting parking and waiting between the hours of approximately 8-9am and 3-4pm, acknowledging that individual schools may have differing opening times, taking into account the impact of any restrictions upon residents within the area and existing budget constraints.	Academy staff are currently reviewing signage around and close to the site, and will take steps to improve it. The Academy is content for the requirement to provide new signage to be conditioned as part of any planning permission granted for the scheme
8	RECOMMENDED the introduction of 20mph zones outside of new schools and existing schools, assessing the most appropriate radius to place them in.	The Academy is content for CBC to put in place 20 MPH zones in the roads close to the site.

9	RECOMMENDED that planning conditions already within the Council's remit be applied when considering school expansions and new builds, without the need to amend current policy.	The Academy is content for the local authority to impose conditions as it deems appropriate regarding parking and travel to school
10	RECOMMENDED that lower and primary schools be encouraged to allocate a designated member of staff to manage collection and drop off of children at the start and end of the school day.	N/A
11	RECOMMENDED that new schools and expansions include provision for school buses, access and turning wherever possible.	<p>This has been addressed at design stage, and the drawings submitted for planning show the following improvements to the site:</p> <ul style="list-style-type: none"> <li>▲ Car park extension to create 14 additional spaces, allocated as follows: <ul style="list-style-type: none"> <li>○ Visitor Parking – 4 spaces (marked numbers 11-14 on drawing 453-110B) which will double as a bus / coach waiting area (within restricted times)</li> <li>○ DDA Parking – 1 space</li> <li>○ Staff Parking – 9 spaces</li> </ul> </li> <li>▲ A new turning circle will be created for coaches/buses/other vehicles. Pedestrians will be protected by bollards.</li> <li>▲ Emergency vehicle access to the new building has been considered. A 'Grasscrete' track will be created from the far end of the new car park towards the proposed block.</li> </ul>
12	RECOMMENDED that schools promote a staggered start and finish time where a number of schools are in close proximity to one another in order to alleviate the pressure on parents needing to drop off children of differing ages to different schools.	This is something which could be explored with other nearby schools (Raynsford CofE Academy, the lower school which is located on Park Lane, for example).
13	RECOMMENDED that schools promote walking buses where practical, further strengthening schemes to encourage walking, cycling, scooting and other means of sustainable travel.	Walking buses are encouraged by means of existing 'travel to school' publicity distributed and promoted by the school.

14	RECOMMENDED that middle and upper schools be encouraged to work with local transport providers to facilitate subsidised travel for out of catchment children, where practical.	A new bus route is being created from Stotfold for the group of children who will be outside of school catchment area.
15	RECOMMENDED that schools work closely with catchment area children and parents to minimise as much as possible any unnecessary short distance car journeys, taking into account the time constraints faced by working parents.	Induction meetings and literature distributed at regular intervals already stresses the importance of travelling to and from school by means other than the private car, wherever practicable.
16	RECOMMENDED that schools be encouraged to work closely with the local community in order to maximise shared resources including utilising village hall car parks, local supermarkets, park and stride solutions and liaison with parish councils in order to support improvements and closer partnership working.	<p>Local community arrangements are already in place for parent drop off and pick up parking with:</p> <ul style="list-style-type: none"> <li>▲ Boyd Field (Scouts car park) on Church Road</li> <li>▲ Henlow Park Pavilion on Groveside</li> <li>▲ The Five Bells on High Street</li> <li>▲ The Millenium Field at the end of Gardiners Lane</li> </ul> <p>Parents are allowed to use the car parks at each of these locations.</p>