

**ELSTREE AND BOREHAMWOOD TOWN COUNCIL (EBTC)**

**TRANSPORT FORUM**

**MINUTES** of a meeting held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT on Wednesday 10 May 2017 at 7.00pm

Present:

- Cllr C Butchins (Transport Forum Chairman - EBTC)
- Cllr S Rubner (Vice Chairman in the Chair) (EBTC)
- Cllr G Franklin (EBTC)
- Cllr Mrs S Parnell (EBTC)
- PCSO 6344 T J Hainsworth (Hertfordshire Constabulary)
- G Brigden (Hertfordshire County Council)
- D Sullivan (Sullivan Buses)
- S Simmonds (Sullivan Buses)
- J Cartledge (Resident)
- L Stack (EBRA)
- R Redman (First Impressions and Elstree Screen Heritage)
- N Clark (Resident)
- J Kaye (Resident)
- S Alford (EBRA)
- J Brown (Pensioners' Rights)
- A Brown (Resident)
- E Butchins (Resident)
- S Szmolenski (Resident)
- H Jones (Town Clerk)

[Only those residents wishing their names to be included in the Minutes are recorded above.]

**22. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from M and C Blake (Residents), Cllr C Barker (EBTC), O Dowden MP, (Hertsmere MP), A Dismore AM (London Assembly: Barnet and Camden), L Heyman (GTR) and K Cox (GTR).

**23. DECLARATIONS OF COUNCILLORS' INTERESTS**

There were none.

**24. TRANSPORT FORUM MINUTES**

The Minutes of the meeting of the Forum held on 27 February 2017 were approved and duly signed as a true record by the Chairman.

## 25. BUS SERVICES IN ELSTREE AND BOREHAMWOOD

Members received a report from S Simmonds (Sullivan Buses).

**It was AGREED that:**

**Hertfordshire County Council be notified that the Transport Forum welcomed the measures proposed, in principle, in the Bus Services Act and encouraged it to provide details of what plans were in place by that Authority to seek to promote and improve bus services based on the powers granted to local authorities under that legislation.**

## 26. TRAIN SERVICES

The Chairman read a written report prepared by K Cox (Stakeholder Manager, GTR):

*"GTR May 2017*

*Performance in April (period 1) on Thameslink was 83.11% PPM (Public Performance Measure). This was an improvement on March's performance figures of 80.79% PPM.*

*We are continuing to work closely with Siemens on the reliability of the Class 700 trains. Reliability is gradually improving but, with just 4,100 miles between failures, it is still only just half as good as any other UK fleet. Two software upgrades were implemented in February in response to train failures.*

*There will be more software upgrades to come as necessary. We have paused their introduction while the manufacturer works on resolving these issues. The Department for Transport, who specified and ordered the Class 700s, have agreed that Wi-Fi and seat back tables will be installed. Timescales are awaited. From the 21 May timetable change, all trains during the peak (Monday – Friday) will be eight or 12-carriages.*

*We continue to undertake the UK's largest ever recruitment and training exercise for drivers. On Thameslink, 87 have qualified since January 2015 and 161 drivers are in training.*

### Network Rail Improvement Fund

*£300m funding confirmed for Network Rail to boost resilience of infrastructure on GTR routes.*

- £200m London - South Coast*
- £100m main routes north of London*

*Work will include:*

- *replacing tracks and signalling and renewing key junctions;*
- *improving security by the railway to help prevent trespass;*
- *improving drainage in old tunnels to prevent water damage to electrical equipment;*
- *shoring up cuttings and embankments to reduce the risk of landslides.*
- *Anticipated reduction in delay minutes of up to 15%*

#### 2018 Timetable consultation

*Since the phase one consultation ended in December we have been working through incorporating as many responses to the consultation into the timetable structure as possible. In some cases this may have an impact on some of the other changes we proposed. As I'm sure you will appreciate this is a detailed and lengthy process which takes time to reach a conclusion.*

*We do not wish to issue results without any background detail or indication of what we have been able to do as this would only cause further questions which we would be unable to answer until all outstanding timetable development items are resolved. There's no delay as such, we are just working through the feedback.*

*Phase one results, in which nearly 13,000 people had a say, will be issued in due course and as soon as solutions are found where possible for the issues raised.*

*We intend to launch phase two of the consultation late spring / early summer and are still on target for this, although this will now be launched after the General Election. Your patience on this is appreciated."*

## **27. TRAFFIC AND ROAD SAFETY REPORT: HERTFORDSHIRE CONSTABULARY**

The Forum received a report from PCSO 6344 T J Hainsworth (Hertfordshire Constabulary) (a copy of the report is appended to these Minutes at **APPENDIX A**).

Particular areas of concern included:

- Parking outside Parkside School;
- Irresponsible cycling in Hillside Ward; and
- Cycling on pavements (especially on Theobald Street) and in such a way as to disrupt traffic.



## **28. SCHOOL TRAVEL PLANS**

The Forum received a PowerPoint presentation from J Cartledge (a copy of the slides are appended to these Minutes at **APPENDIX B**).

It was noted that, acting on the Transport Forum's recommendation, the Town Council had contacted all 12 schools in the area to ask for sight of their travel plans, if available. At the time of the meeting, one school had provided the document (two were in the process of being rewritten and one had no plan).

It was noted that the travel plans related only to state schools in the area.

Some Forum Members felt that greater input from local schools should be encouraged. However, the pressures placed upon teaching staff and school support staff were recognised.

In summary, Forum Members shared the view that there was a general inclination to seek to progress the issue of School Travel Plans.

It was anticipated that the issue would be raised at future meetings. In the meantime, it was noted that a number of Councillors from the three levels of local government also sat on School Governing Bodies.

**It was AGREED that:**

**County, Borough and Town Councillors who also sat on School Governing Bodies be asked to raise the issue of School Travel Plans at future meetings in order to encourage clarity and, if appropriate, the production of such documents.**

*[Post Meeting Note: In Issue 28 (12 May 2017) of Kenilworth Primary School's Newsletter it was reported that a Walk to School Week was launched.]*

## **29. OPEN SESSION**

[For clarity and context, questions raised in the Open Session but relating to other agenda items are recorded in the text of the relevant minute above].

### Hunter Close: Parking

Responding to a query from a Member of the Public, PCSO 6344 Hainsworth agreed to confer with colleagues regarding parking on pavements in the Hillside Ward (particularly at Hunter Close).

### Route 601

It was noted that some Members of the Forum called for bus operators to extend the 601 route to Welwyn Garden City on a Saturday.

### Gateshead Road: Bus Cage Parking

It was noted that Sullivan Buses had reported problems of anti-social drivers stopping in the bus cage in Gateshead Road and thereby posing a serious obstruction. PCSO 6344 Hainsworth agreed to refer the issue to colleagues.

### General Matters to report to Hertfordshire County Council

*[Post Meeting Note: Issues reported by residents to Cllr R Butler (EBTC) to report to Hertfordshire County Council were:*

*1- Rossington Avenue Bus Stop*

*(No protection, no side, light not working and bench worn out)*

*2- Aycliffe road bus stop*

*(Shelter leaking and no seat)*

*3- Pot Holes*

*(especially in Brook Road, Borehamwood)]*

### **30. CLOSURE AND DATE OF NEXT MEETING**

The meeting closed at 8.45pm.

It was noted that the next meeting was scheduled for Wednesday 5 July 2017 at 7.00pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.

Date:.....

5 / 7 / 17

CHAIRMAN.....

*R Butler*

# APPENDIX A

## ELSTREE & BOREHAMWOOD TOWN COUNCIL

### TRANSPORT AND ROAD SAFETY FORUM WEDNESDAY 10 MAY 2017

The following is a summary of the number of incidents reported for six consecutive two month periods under the following headings. All of these categories include all types of vehicle, including bicycles:

- Road Traffic Collision, Damage Only
- Road Traffic Incident, Suspected Injury
- Road Offence
- Vehicle Nuisance Or Inappropriate Use

#### Road Traffic Collision, Damage Only

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	2	2	3	4	6	10	27
Brookmeadow	6	3	5	4	7	11	36
Cowley Hill	1	4	0	7	6	3	21
Hillside	7	7	9	9	8	17	57
Kenilworth	7	6	8	9	10	9	49
Totals	23	22	25	33	37	50	190

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	1						
Brookmeadow	3						
Cowley Hill	1						
Hillside	9						
Kenilworth	7						
Totals	21						

# Road Traffic Incident, Suspected Injury

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	7	5	0	4	6	4	26
Brookmeadow	3	0	2	1	5	3	14
Cowley Hill	2	1	2	1	2	2	10
Hillside	8	5	6	7	3	1	30
Kenilworth	3	1	7	11	5	3	30
Totals	23	12	17	24	21	13	110

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	2						
Brookmeadow	1						
Cowley Hill	1						
Hillside	4						
Kenilworth	2						
Totals	10						

# Road Offence

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	5	9	5	8	8	2	37
Brookmeadow	3	4	7	3	9	8	34
Cowley Hill	5	7	3	1	4	3	23
Hillside	11	11	11	10	11	15	69
Kenilworth	6	7	8	11	11	7	50
Totals	30	38	34	33	43	35	213

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 31.10.2017	01.11.2017 31.12.2017	01.01.2018 28.02.2018	Totals
Elstree	3						
Brookmeadow	8						
Cowley Hill	2						
Hillside	16						
Kenilworth	13						
Totals	42						

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# Vehicle Nuisance Or Inappropriate Use

Ward	01.03.2016 30.04.2016	01.05.2016 30.06.2016	01.07.2016 31.08.2016	01.09.2016 31.10.2016	01.11.2016 31.12.2016	01.01.2017 28.02.2017	Totals
Elstree	3	2	4	3	5	3	20
Brookmeadow	7	8	14	7	6	14	56
Cowley Hill	12	14	6	5	7	7	51
Hillside	23	19	11	21	13	19	106
Kenilworth	10	11	7	8	5	7	48
Totals	55	54	42	44	36	50	281

Ward	01.03.2017 30.04.2017	01.05.2017 30.06.2017	01.07.2017 31.08.2017	01.09.2017 31.10.2017	01.11.2017 31.12.2017	01.01.2018 07.02.2018	Totals
Elstree	4						
Brookmeadow	10						
Cowley Hill	12						
Hillside	26						
Kenilworth	9						
Totals	61						

# **Elstree & Borehamwood Town Council**

***Transport & Road Safety Forum  
10 May 2017***

## **School Travel Plans**

### **Recent issues raised at Forum**

- Obstructive/insensitive parking near school gates
- Obstructive parking near stops served by school buses
- Increased delays at congested junctions on school days
- Extended bus journey times on school days
- Sixth form students parking in residential streets near schools

## Education & Inspections Act 2006

### Section 76 (1)

A local education authority in England must—

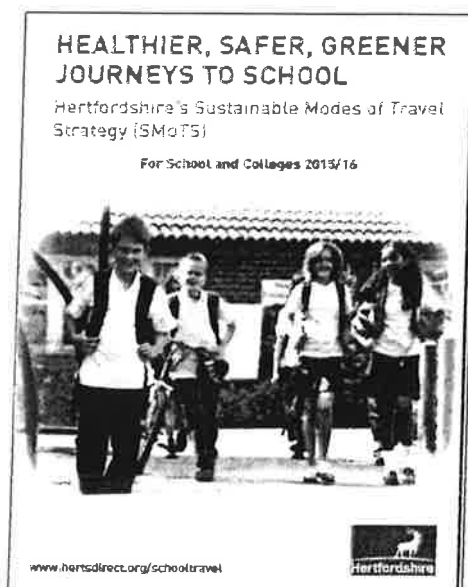
- a) prepare for each academic year a document containing their strategy to promote the use of sustainable modes of travel to meet the school travel needs of their area (“a sustainable modes of travel strategy”),
- b) publish the strategy in such manner and by such time as may be prescribed, and
- c) promote the use of sustainable modes of travel to meet the school travel needs of their area.

## Education & Inspections Act 2006

### Section 76 (3)

“Sustainable modes of travel” are modes of travel which the authority consider may improve either or both of the following—

- a) the physical well-being of those who use them;
- b) the environmental well-being of the whole or a part of their area.



### **Our aims are:**

- To reduce the use of the car for journeys to, from and between educational establishments
- To improve accessibility to, from and between educational establishments
- To improve child road safety
- To improve child health
- To improve the quality of the local environment

## **Hertfordshire Sustainable Modes of Travel Strategy**

### **Our objectives are:**

- 1) To improve walking routes to, from and between educational establishments
- 2) To improve cycle routes to, from, and between educational establishments, and improve the cycle facilities within them
- 3) To support the delivery of passenger transport services to, from and between educational establishments
- 4) To promote the safe use of the sustainable transport infrastructure
- 5) To inform children and parents/carers of the travel options available to them (including pupils with special educational needs and disabilities)
- 6) To engage all schools and colleges in the Travel Plan process

## School Travel Plans

- School Travel Plans (STPs) are the key to increasing sustainable school travel, and in many ways form the backbone of the Strategy. School travel plans are widely recognised as the most effective way of tackling the problems associated with car use, and are nationally implemented by all authorities.
- To develop a STP, the school consults with all interested parties, such as pupils, parents, staff and governors.
- Baseline travel data should be collected. From this, an assessment of the travel and transport issues can be carried out, including barriers to sustainable travel.

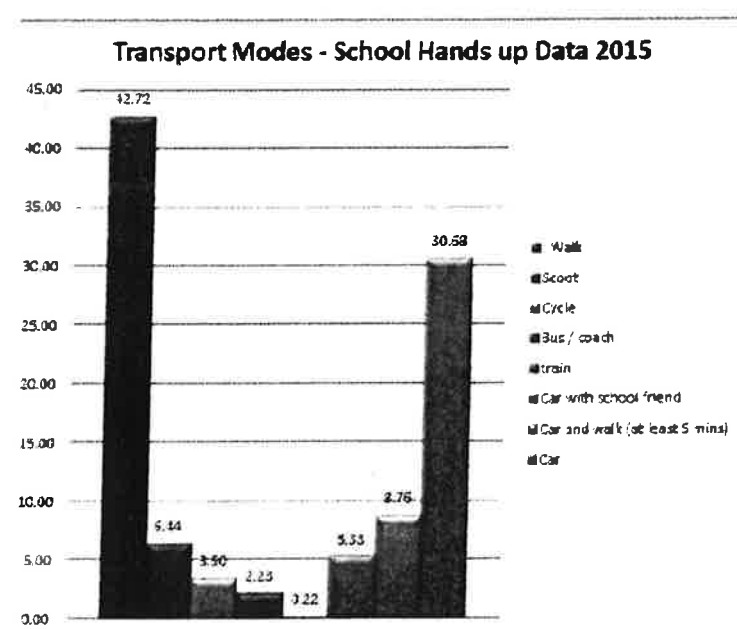
## School Travel Plans

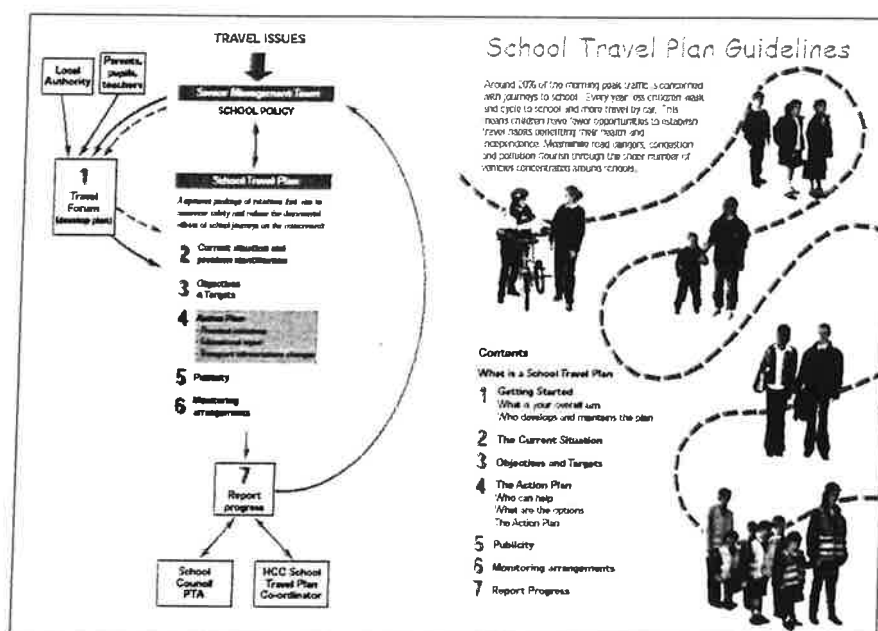
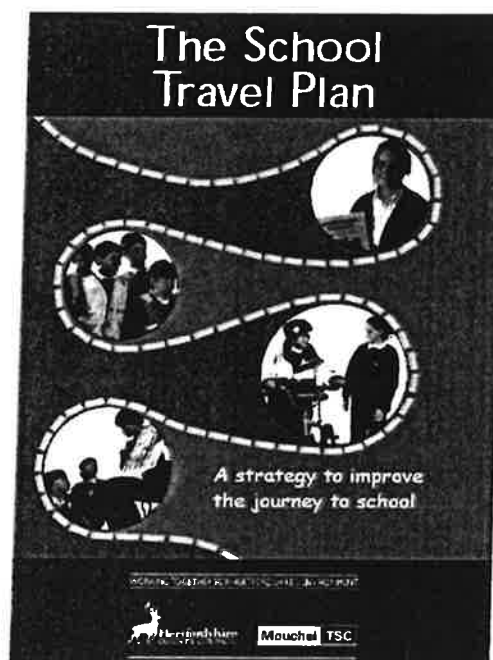
- A series of actions are then proposed to make it easier and safer for children to walk, cycle or use public transport on the school journey and reduce the number of car trips.
- The plan should be reviewed and updated yearly.
- Hertfordshire County Council has a dedicated team of School Travel Plan Advisors in place to work on the development of STPs across the county. Each Advisor works directly with schools to provide direction and support, resulting in a tailored travel plan suited to the individual needs and circumstances of the school.



## School Travel Plans

- 82% of Hertfordshire schools already have a travel plan, each one containing a wealth of information about travel trends within the school and the perceived barriers to sustainable travel.
- The implementation of remedial measures and the provision of new facilities or initiatives appropriate to the school's unique situation often result from information outlined in a travel plan. They therefore act as a catalyst to implementing positive change.
- They work! Countywide figures in recent years show sustainable travel amongst school children has increased significantly since the introduction of STPs, and the trends within individual schools are also very positive.





## 5 Publicity


Change won't happen unless those who use your school know about your aims, new travel initiatives and why the current situation must be improved. Some people may have been involved in working on the plans that form part of your plan, but you cannot assume everyone has the interest to seek out information.

**Think about:**

- Including a summary of the plan in the school prospectus
- Creating a summary of the Travel Plan for new pupils and their parents
- Launching new initiatives immediately
- Updating as part of regular school newsletters
- Providing a school travel action board
- Using staff Governors' meetings
- Writing annual reports
- Informing PTA meetings
- Providing information at open evenings

The enclosed CD ROM includes sample press releases, parent letters and other useful material.

*"We have set up a 'Walking Bus', my children enjoy walking with their friends. I help on Tuesdays and Fridays - which will give me some first hand on the other 'three terms'!"*



## 6 Monitoring, Evaluation and Review

The Plan will need to be monitored regularly to take account of successes, failures and changes in local circumstances.

Include in your plan, how, when and by whom it will be monitored.

A developing plan and its actions will need fairly frequent progress checks which would be carried out as part of the development process by the School Forum.

An established Plan should probably only require an annual evaluation of the progress made towards your targets, together with a general review and update of the Plan as a whole.

Classroomwise are one of the current ways of monitoring considerable change. You may decide to repeat the original survey and when you were assessing the road situation. However, one simple 'hands up' survey carried out at regular periods are worthwhile. Remember you need to compare this with the - a survey carried out on a survey monitor. Try to show a change picture to one school on a week, could say in February!

Some schools find monitoring travel patterns and monitoring progress towards the Plan's objectives provides an opportunity for pupils to gain practical experience of data collection and analysis.


Any collection of changing attitudes towards transport and environmental issues are worth noting. New problems with muddy feet, where space required for long coats and where cycle helmets

Key suggest new challenges but also welcome success!

Cycling and walking can improve the health of pupils - some schools have reported a reduction in absence and absence.

If you are proud of your results - let the best press know!

*"We have presented environmentally friendly journey to school for about 5 years. We firmly believe that pupils who walk to school are more alert in the classroom and learn valuable skills for everyday life. Monitoring and provision is important if your initiatives are to be kept alive and benefit for pupils and the school are to be maintained."*



## Reporting Progress

If your School Travel Plan was requested as part of a planning application you should report progress to the planning authority. The County Council's School Travel Plan Co-ordinator will also need a copy of your Plan to facilitate access to those who could support or fund your long term aspirations.

Report results of your monitoring to your School Forum, PTA and the local authority School Travel Plan Co-ordinator. Their agreement, together with the results of your monitoring, should be reported to the school's senior management team who will consider the Plan's effectiveness.

Your contact at Herefordshire County Council is Lynda Clarke, School Travel Plan Co-ordinator, Environment Dept, County Hall, Regis Lane, Hereford SG13 8DN. Tel: 01992 556125. email: lynda.clarke@hereford.gov.uk

*"If there weren't so many cars parked around the school in the morning it would be easier to cross the road."*





## School Travel Plans

- All 12 schools in Elstree & Borehamwood invited to provide Town Council with copies of their STPs (2016)
- 1 provided plan
- 2 stated plans being rewritten/updated
- 1 replied that it had no plan
- 8 did not answer

## School Travel Plans

- Does Forum endorse HCC's commitment to STPs as a means of promoting sustainable travel and mitigating negative impact of school-related journeys on the wider community?
- If so, what further action would it be appropriate to take in pursuit of this objective?

