

ELSTREE and BOREHAMWOOD TOWN COUNCIL



Fairway Hall,
Brook Close,
Borehamwood,
Herts. WD6 5BT

NOTICE is hereby given that the next meeting of the
TRANSPORT AND ROAD SAFETY FORUM

will be held at Fairway Hall, Brook Close, Borehamwood, WD6 5BT
on **Wednesday 5 July 2017 at 7.00pm to 9.00 pm**
[Whilst the meeting will conclude at 9.00 pm – every effort will be made to
provide 20 minutes for the Open Session item on the agenda]

[Meeting Open to Press & Public]

AGENDA

1. **Apologies:** To receive any apologies for non-attendance.
2. **Declarations: To:**
 - a) receive declarations of interest from Councillors on items on the agenda;
 - b) receive written requests for dispensations for declarable interests; and
 - c) grant any requests for dispensation as appropriate.
3. **Minutes:** To confirm and sign the Minutes of the Meeting held on 10 May 2017 (any update reports on issues discussed to be raised in the Public Session unless covered elsewhere on the agenda).

- Attached
4. **Bus Services in Elstree and Borehamwood:** To consider Operators' Reports and any matters concerning service changes.
5. **Traffic and Road Safety Report: Hertfordshire Constabulary:** To receive an update report from Hertfordshire Constabulary, if available, on local traffic and road safety issues and to answer questions from Forum Members.
6. **Train Services:** Members are asked to receive update statement, if available, from GTR - Elstree and Borehamwood railway station.

7. **Open Session :** To consider items raised by attendees or items for further discussion by the Forum at a future meeting.
(Attendees are kindly asked to state their name and their interest in the Forum).
8. **Date of next meeting:** Wednesday 25 October 2017 at 7.00 pm at Fairway Hall, Brook Close, Borehamwood, WD6 5BT.
9. **Meeting Close:** To close meeting at 9.00 pm.



H R O Jones
Town Clerk
26 June 2017

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WD6 5BT

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[Distribution List attached]

Name	Organisation	post	e-mail
Cllr C Butchins	EBTC Transport Forum (Chairman)	x	x
Cllr Mrs S Parnell	EBTC Transport Forum	x	x
Cllr V Eni	EBTC Transport Forum	x	x
Cllr S Rubner	EBTC Transport Forum (Vice-Chairman)	x	x
Cllr G Silver	EBTC Transport Forum	x	x
Cllr R Butler	Town Mayor	x	x
Cllr Mrs P Strack	EBTC	X	X
Cllr Mrs S Parnell	EBTC Leader of Council	X	X
Cllr G Franklin	EBTC Opposition Leader		
Cllr A Coleshill	EBTC		X
Cllr Mrs A Mitchell	EBTC		X
Cllr E Silver	EBTC		x
Cllr Mrs F Turner	EBTC		x
O Dowden MP	Hertsmere MP	x	x
A Dismore	London Assembly: Barnet & Camden	x	x
M Silverman	HBC Policy & Transport		x
L Lucas	HCC Policy & Transport	x	x
G Brigden	HCC Policy & Transport	x	
D Tancock	HCC Policy & Transport	x	
M Goodyear	HCC Policy & Transport	x	x
S Parnell	HCC Highways Environment Dept.	x	
S Davies	BW Driving Instructors Association	x	
A Aresti	Triple A School of Motoring	x	
J Cartledge	Resident	x	
M Finn	University Bus (Uno)	x	
A Dunn	Sovereign Buses (London) Ltd	x	
J Brown	Pensioners' Rights	x	
S Simmonds	Sullivan Buses	x	x
D Sullivan	Sullivan Buses	x	x
B Godfrey	Arriva Buses	x	
L Heyman	GT Railway	x	x
S Bowler	GT Railway	x	x
Operations Support Manager	Metroline	x	
CI S O'Keeffe	Hertfordshire Constabulary	x	
PCSO A Gibson	Hertfordshire Constabulary	x	x
PC P Chalkely	Hertfordshire Constabulary	x	x
PCSO Hainsworth	Hertfordshire Constabulary	x	
Station Commander	Herts Fire and Rescue	x	
M Condon	Borehamwood Times	x	
Borehamwood Library	96 Shenley Road	x	
Cllr M Bright	HBC Leader and HCC	x	
V Kane	HBC		x
Cllr M Vince	HBC Councillor	X	x
P Childs	Nationwide Handling Ltd		x
A De Swarte	Resident	x	
N Skultela	GT Snacks		x
R Redman	First Impressions		x

Cllr W Prentice	London Borough of Barnet		x
Cllr R Cornelius	London Borough of Barnet	x	
J Shipman	London Borough of Barnet	x	x
P J Stonie	Resident	x	
L Stack	Resident	x	
S Alford	Resident		x
J Berkowitz	Resident		x
C Blake	Resident		x
R Goodall	Resident		x
S Teacher	Resident		x
G Teacher	Resident		x
C Barker	Resident		x
D Gupta	Resident		x
D Barton	Resident		x
P Mirams	Resident		x
C Mooring	Resident		x
P Stone	Resident		x
A Samuelson	Resident		x
P Elsen	Resident		x
N Clark	Resident		x
P Page	Resident		x
J Newmark	Resident		x
Cllr S Brown	Hertfordshire County Council	x	
Cllr D Ashley	Hertfordshire County Council	x	x
Cllr T Douris	Hertfordshire County Council	x	x
Cllr A Plancey	Hertfordshire County Council	x	
Cllr C Clapper	Hertfordshire County Council	x	

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:..... CHAIRMAN.....

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						

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—

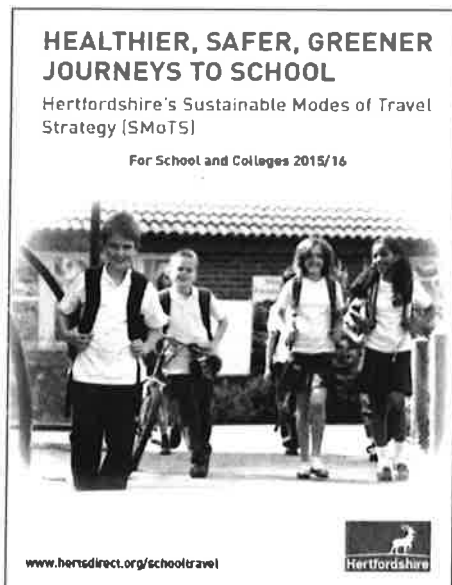
- a) prepare for each academic year a document containing their strategy to promote the use of sustainable modes of travel to meet the school travel needs of their area (“a sustainable modes of travel strategy”),
- b) publish the strategy in such manner and by such time as may be prescribed, and
- c)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

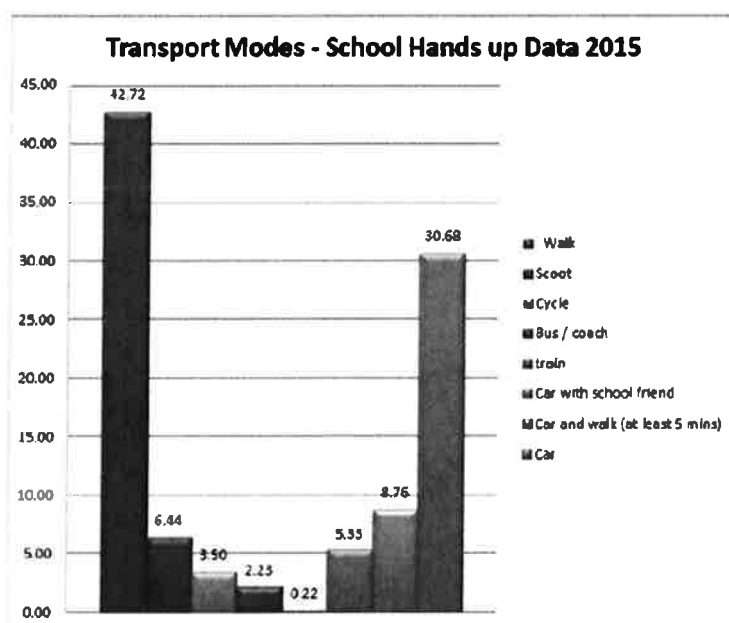
- School Travel Plans (STPs) are the key to increasing sustainable school travel, and in many ways form the backbone of the Strategy. School travel plans are widely recognised as the most effective way of tackling the problems associated with car use, and are nationally implemented by all authorities.
- 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.

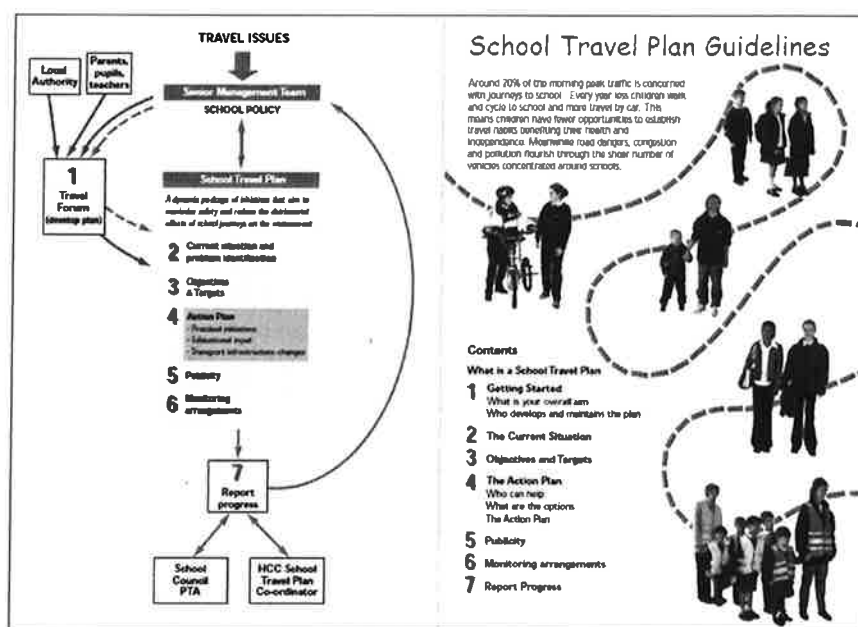
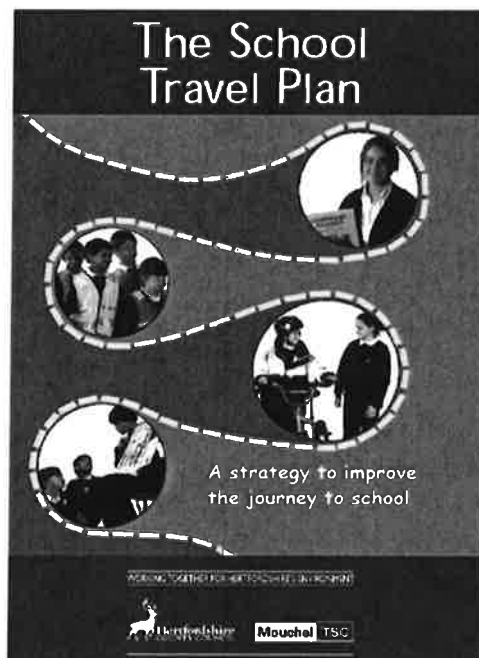
School Travel Plans

- 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.





What is a School Travel Plan?

Developing a planned approach to the hundreds of school journeys made each day can lead to real benefits for pupils and your school, while having a dramatic effect on the local environment.

A School Travel Plan sets out a package of measures, incorporated into your school's Development Plan, that aim to improve children's health, safety and the local environment around the school.

It is possible that you already carry out activities that contribute to improving school travel patterns such as walking buses, parking permits, car wash forums, or road safety within the curriculum.

Our school council had some really good ideas to encourage walking and cycling, some of them have been included in the school's Travel Plan.



A School Travel Plan simply shows how this is to be done together effectively and may highlight opportunities where others could work with you for the benefit of both the school and the wider local community.

The Plan can be as simple or as comprehensive as you wish - Schools have differing needs and will develop activities that address their own travel issues. Some may need to produce a detailed and comprehensive range of actions, others could develop their package of activities over time. However, you plan will include clearly stated objectives with measurable targets that reduce school journeys by car in favour of walking, cycling and the use of passenger transport schemes compensating safety.

These guidelines set out a series of practical steps to develop an effective plan organised under the following headings:

- Aim
- Current situation
- Objectives and targets
- Action plan
- Priority
- Monitoring arrangements

Useful support material is provided in the CD ROM which accompanies this guide.

Getting Started

What is your overall aim?

This will set up what you want to achieve for the school and the local environment, in relation to travel issues.

It is likely that your Travel Plan will support the school's vision statement and then provide the link between travel issues and the school's Development Plan. It may be worth returning to this when your first plan is nearing completion.

Linking the School Travel Plan to school policy and existing processes can be the best way to ensure its value and effectiveness in the long term.

Who develops and maintains a School Travel Plan?

A school's Travel Plan reflects your school's unique situation. This is why its development must involve children, staff, parents, governors and the local authority if it is to be effective.

In practical terms many schools have found the best approach is to set up a Travel Forum to develop the Plan. This maximises the opportunities to include initiatives often while ensuring that the Plan's development is not a burden on any one individual. The group should be led by a chairperson who keeps the group focused on each stage of the plan under construction. This means it is relatively straightforward to review your plan as you

go along. Some schools nominate a 'champion' to do this. The enclosed CD ROM includes a sample Plan that you could adapt for your Plan document.

The Travel Forum would usually include:

- Head Teacher or Senior Teacher
- Governors
- Local authority School Travel Plan Co-ordinator
- Teacher representatives
- Parent representatives
- Pupil representatives

A broader range of staff, pupils, parents and governors outside the school could be included to brainstorm and develop specific actions and initiatives to create an Action Plan that supports your objectives.

Monitoring, evaluation and review will be undertaken by the school. You need to identify in the Plan who will carry out this role and report progress to the school's senior management team, school council, PTA and the local authority.



David Bell
The author of
The School Travel Plan

1

2 The Current Situation

A clear and comprehensive introduction to the school, its environment and travel patterns provides an overview that can focus the development of better school travel choices. It highlights problems areas and may suggest potential for improvement while providing the essential background information that those outside the school will need if they are to work with you.

What issues or problems are you aware of?

For many schools this could include:

- Parking or congestion problems
- Safety issues
- Complaints from neighbouring residents
- Bus and coach routes
- Cycling and unroadworthy vehicles

Walking to school provides an important opportunity for us to get some exercise. I help with our school's Pedestrian Skills Training. I enjoy it and believe I am helping the children learn how to use the road safely.



Travel Audit:

School:

A plan of the school site will be useful and should be included together with information which shows:

- Where it is
- Description of catchment area
- Which schools pupils come from or come on to
- Members of pupils and staff
- Bars and break times
- Where do pupils enter the school
- Where pupils wait before school starts
- Breaktimes, homework or other school club
- Observed out-of-school activities or meetings
- Curriculum opportunities related to walking and exploring school journeys
- Is the school building to expand, or are pupil numbers increasing?

Surrounding journeys to school:

- Questions to ask could be:
- Where do parents, pupils and staff travel from?
- How do they travel?
- How would pupils like to travel to school?

Full involvement in the development of our School Travel Plan has given our pupils real, achievable experience and so might be the work of those involved in improving the local environment for pupils (The Learning School, Learning)



Walking:

Questions to ask could be:

- Do you have a school crossing patrol?
- What aspects of the school journey do pupils identify as difficult?
- What factors discourage walking?

Cycling:

Questions to ask could be:

- Are there facilities for cycle stores and storage?
- Are there any cycling to school rules?
- Which parts of the school journey do cyclists identify as difficult?
- What factors discourage cycling?

Passenger Transport:

Questions to ask could be:

- Are there school buses - where do they drop off/take?
- Are current arrangements working?
- Do pupils travel to school by train?

Cars:

Questions to ask could be:

- Where do members of staff park?
- Should parents enter site to drop off or pick up?
- Are there school policies addressing students driving to school?
- Are there special parking requirements for visitors?

Specialist needs:

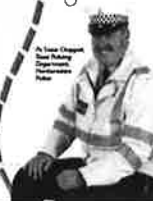
Questions to ask could be:

- Have you considered access arrangements for those with restricted mobility?
- Are there any special needs transport issues?

Although some information will be readily available, a survey may need to be carried out - sample questionnaires are provided in the enclosed CD ROM. Curriculum opportunities to analyse and explore school journeys may enable pupils to be involved in this stage of the Plan's development and future monitoring.

If you are looking to develop your buildings on the site, you may need to provide more detailed information. Developing a Green Travel Plan - A Guidance Note is available from the School Travel Plan Co-ordinator at Herefordshire County Council and sets out the detail Planning Authorities would expect to support a planning application. A School Travel Plan can provide a positive contribution to the Planning Authority's consideration of an application for planning permission as it demonstrates your commitment to address the impact of car journeys to school.

A school can be the focus of hundreds of car journeys each day, increasing risk to road safety and inconvenience to local residents. Developing a Travel Plan can improve safety and reduce congestion.



Mr Peter Morgan
Senior Deputy Head
Herefordshire County Council

3 Objectives and Targets

The information collected at the beginning of your Plan will put you in a better position to understand and resolve problems and explore opportunities to improve journeys to and from school.

Clear objectives addressing your school travel issues will lead to benefits for pupils, staff, parents and the school community as a whole, so it is worth being imaginative and spending some time considering what you are hoping to achieve!

I call for my friend each morning. We chat as we walk to school together.



Benefits:

- Improvement in pupil health and safety
- Greater awareness of transport issues and the impact of traffic on the environment
- Improved relationships with the local community
- A valuable contribution to the development and independence of pupils
- Reduced congestion around the school gate
- Opportunities for pupils to be involved in projects related to their own environment, enhancing the curriculum
- Spending up and supporting future planning decisions - Planning Authorities will take account of your commitment to sustainable transport as it maintains the impact of the school on the highway infrastructure
- Improvements to the roads serving the school may be feasible if engineering measures are supported and made more effective by the school's commitment to improve local travel patterns
- Favorable CPSTED report - A School Travel Plan provides evidence of commitment to the local community

Objectives

Possible objectives may include:

- A reduction in car related school journeys by less than school
- Promotion of walking, cycling or travelling by bus to school
- Reduce pupil's awareness of safety and environmental issues associated with travel
- Development of a school policy for safe and environmentally friendly travel to school

Targets

Targets relate directly to your objectives. They must be specific, measurable, achievable, realistic and have time scales, for example:

- Less than 10% of initial intake of pupils to travel to school by car by next September
- 50% of pupils to walk to school by the summer term
- Travel choices issues incorporated into the mathematics and geography curriculum for Years 5 and 8
- School Travel Plan to be in place by Spring Term

"Nothing is better than having pupils, teachers, parents and staff all working together to make the school a safer place for everyone."



Benefits need to be measurable, realistic, travel related objectives that form the starting point for a dynamic plan of action, and a means to measure your Plan's effectiveness. This allows a range of individual actions to be developed and implemented by the appropriate people, while ensuring that the Plan as a whole stays on track.

Of course, every school is different, but experience has shown that objectives are widely relevant - they may be right for you, or could be a starting point for more specific needs.

We encourage everyone travelling here to be aware of the needs of those living near the school and to use modes of transport which are environmentally friendly and safe.



4 The Action Plan

You have now described your current situation, identified objectives and set targets to measure improvement. These headings could describe the content of the first half of your School Travel Plan - your plan is now underway!

Getting the draft plan written to this point provides a clear focus that will facilitate the development of an Action Plan.

As part of our geography curriculum we explore journeys to school by investigating travel choices and mapping our school routes.



Lucy Gordon, Deputy English School Head

To take the Plan forward you will need to involve the wider school community and perhaps others from outside, to help you identify and develop actions that address the objectives you have identified.

Consideration of each transport mode in turn (walking, cycling, passenger transport, car) can suggest actions associated with that mode that could help to meet your objectives.

Don't shy away from 'big ideas' although you may find the planning process that you need to split them into short, medium or long term actions. Some initiatives will be easily introduced, with little or no cost, others may be costly and beyond the school's resources. Development of a Travel Plan involves consideration of your school's needs by those who may be able to lead or support initiatives that support your objectives.

Who can help you?

The School Travel Plan Co-ordinator will help you to work with people who could help you such as the Road Safety and Passenger Transport Units, police and highways engineers.

You may know of local contacts who could help - parent groups, newsletters and local businesses.

There are also websites you may find useful: www.schooltransportunit.co.uk www.localtransportunit.co.uk

What are the options?

There are many initiatives that have been tried in the past, although you may come up with your own ideas. These include:

- Education initiatives
- Curriculum input
- PTA/LEA and citizenship
- Theatre in Education

Practical measures

- Walking bus
- Cycle training
- Pedestrian skills
- Young driver training
- Car sharing
- School travel notice board

Support infrastructure arrangements

- Changes to the road environment
- Bus service changes

The Action Plan

The Action Plan sets out partners, time scales, costs, monitoring and review arrangements as well as who is taking lead responsibility for each action associated with your objectives. This allows relevant people to start work on individual actions within the School Travel Plan.

"Having the opportunity to be part of the plan is an exciting experience for all involved. It's a chance to make a difference to the school and the community."



You may have many ideas that you need to prioritise which ones to develop first!

The progress of your initiatives can then be regularly reviewed by the Travel Forum as the Plan develops. In the early stages monitoring the progress of initiatives is likely to be fairly frequent but, once they are established, could be simply a matter of an annual review carried out with the evaluation of the Plan as a whole.

The Road Safety Unit can provide curriculum support and can help you set up a walking bus, pedestrian skills and cycle training.

David Bailey, Deputy Head



5 Publicity

Change won't happen unless those who walk your school know about your aims, how travel initiatives will help the current situation and why the current situation must be improved. Some people may have been involved in working on the actions 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
- Sending a summary of the Travel Plan to new pupils and their parents
- Launching new initiatives imaginatively
- Updating as part of regular school assemblies
- Providing a school travel notice board
- Input into Governors' meetings
- Writing annual reports
- Informing PTA meetings
- Providing information at open evenings

The enclosed CD ROM includes sample press releases, parents 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 free time on the other three mornings!

5

6 Monitoring, Evaluation and Review

The Plan will need to be reviewed 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 Head Teacher.

An established Plan would 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.

Questionnaires are one of the easiest ways of monitoring measurable change. You may decide to repeat the original survey used when you were assessing the travel situation. However, even simple 'hands up' surveys carried out at regular periods are worthwhile. Remember, you must to compare the results - a survey carried out on a sunny summer day is likely to show a different picture to one taken on a wet, cold day in February!

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

Any indication of changing attitudes towards transport and environmental issues are worth noting. New problems with muddy floors, more space required to hang coats and more cycle helmets may suggest new challenges but also hidden success.

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

If you are proud of your route - let the local press know!

We have promoted environmentally friendly journeys 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 promotion is important if your initiatives are to be kept alive and benefits for pupils and the school are to be maintained.

6

7 Reporting Progress

If your School Travel Plan was required 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 Council, PTA and the local authority School Travel Plan Co-ordinator. Their monitoring, 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 Hertfordshire County Council is Lynda Clarke, School Travel Plan Co-ordinator, Environment Dept, County Hall, Ross Lane, Hertford SG13 8DN. Tel: 01002 556125. email: lynda.clarke@hertsc.gov.uk

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

7

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?