## **School Travel Planning and the Planning Process**

**Interim School Travel Plan**

to be submitted as part of the planning application

Template published: June 2017

Updated: March 2023

EALING COUNCIL

EALING COUNCIL

EALING COUNCIL

EALING COUNCIL

















## Contents

Instructions 2

School information 3

Proposals 4

Travel and Transport Infrastructure 6

Surveys, Issues and Targets 12

Updates upon occupation 16

Maintaining your School Travel Plan 16

Additional School Travel Team comments 16

Sign off of Interim School Travel Plan 17

### Instructions

**Existing Schools** - Please provide the following information in addition to a completed STARS application. This form has been designed to allow information to be transferred easily across to a STARS account. If you do not have a STARS travel plan for the current academic year you will either have to update your STARS application or begin to create your school’s first STARS application.

**New Schools** - Please provide the following information in addition to the ***travel plan for new development*** required by the Local Planning Authority (Ealing Council). This Interim STP form has been designed to allow information to be transferred easily across to STARS, TfL’s online school travel plan scheme, by the Senior Management of the new school once the development is occupied.

Please provide the information in this form and complete sections on STARS as directed.

★ = input directly to STARS

*i* = where to find further information

The interim School Travel Plan must be approved by Ealing Council’s School Travel Team and submitted with the planning application.

|  |  |  |
| --- | --- | --- |
| Version | Date submitted | Description |
| A |  |  |
| B |  |  |

### School information

|  |  |
| --- | --- |
| School Name |  |
| Address and postcode |  |
| Email  |  |
| Website |  |
| Telephone |  |
| DFE NUMBER |  |
| School Type |  |
| Head teacher |  |
| Contact details |  |

★ STARS - check *Information* tab

#### Executive Summary

*Optional but can be of help in disseminating the purpose of the plan to other stakeholders*

★ STARS – copy and paste this into the *Summary* when you create a new travel plan

#### Introduction

*Reason for producing the plan (such as school expansion) and what the plan hopes to achieve*

★ STARS – copy and paste into the *Summary* when you create a new travel plan

#### School Details

**School description and background** – *should include school vision, ethos; high level aims of the travel plans which sets out purpose of and commitment to the travel plan; benefits to pupils and overall school community.*

★ STARS – copy and paste into the *Summary* when you create a new travel plan

**Catchment area** –*provide**details of any known catchment area and insert a map here, or append to document.* ★ STARS Travel and Planning, Catchment area section

### Proposals

#### School Building Development

*A brief outline of the proposed expansion or building development Includes impact on the school and locality*.

★ STARS Travel and Planning, Expansion Plans and Engineering measures section

#### Proposed pupil numbers

Are there proposed changed to pupil numbers **Yes/No**

If yes, populate table to show total pupil numbers each year throughout the development (until it reaches the planned full capacity) including the current year (add rows as necessary)

|  |  |  |
| --- | --- | --- |
| Academic Year | No. Pupils |  No. Classes |
|  |  |  |
|  |  |  |
|  |  |  |

#### Proposed staff numbers

Are there proposed changed to staff numbers **Yes/No**

If yes, populate table to show total pupil numbers each year throughout the development (until it reaches the planned full capacity) including the current year (add rows as necessary)

|  |  |
| --- | --- |
| Academic Year | FTE staff |
|  |  |
|  |  |
|  |  |

#### Proposed opening times

Are there any proposed changes to opening and closing times? **Yes/No**

|  |  |  |
| --- | --- | --- |
|  | Current times | Proposed times |
| School site |  |  |
| Pupil times |  |  |
| Breakfast clubs |  |  |
| After school clubs |  |  |
| Other e.g. Nursery |  |  |

### Travel and Transport Infrastructure

Information may be available in your Transport Assessment.

#### On-site existing and proposed measures

★ STARS – add details to *Basic Information*

|  |  |  |
| --- | --- | --- |
| Measures | Details of **existing provision as per your current STARS** (include locations and quantities where possible)  | Details of **proposals** (include locations and quantities where possible) what **additional** measures are to be included in the development |
| Car park | Staff parking spaces |  |  |
| Active electric car charging point spaces |  |  |
| Passive electric car charging point spaces |  |  |
| Visitors parking spaces |  |  |
| Disabled parking spaces |  |  |
| Cycle parking | Covered Sheffield stands |  |  |
| Sheffield stands |  |  |
| Cycle Pod/Mini Pod |  |  |
| Larger cycle spaces (for disabled users) |  |  |
| Total pupil parking spaces |  |  |
| Total staff parking spaces |  |  |
| Scooter parking | Scooter parking spaces |  |  |
| Storage lockers | Storage lockers for equipment |  |  |
| Shower facilities | Showers available |  |  |
| Coach parking | Spaces for coaches to park |  |  |
| Details of coach parking facilities |  |  |
| School crossing patrol | Number of crossing patrols |  |  |
| Other travel measures (add rows as necessary) |  |  |  |

#### Routes to School audit

|  |  |  |
| --- | --- | --- |
| **Measures** | **Existing** | **Proposed** |
| Speed limit of the road outside of proposed main gate |  |  |
| What is the speed limit on the other roads surrounding the school? Please give all that apply. |  |  |
| How many of the following crossings facilities are present within 500m of the school? | Pelican |  |  |
| Puffin |  |  |
| Toucan |  |  |
| Zebra |  |  |
| School Crossing Patrol |  |  |
| Traffic island |  |  |
| Is there/will there be any traffic calming within 500m of school, e.g. speed bumps, build outs? (If yes, please provide details) |  |  |
| Are there/will there be railings present outside or near the main gate? (If yes, please provide details) |  |  |
| Is/will the main vehicular entrance used for pedestrians/cyclists as well as cars? (If yes, please provide details) |  |  |
| Does/will the school have a dedicated car park for parents (not teachers)? (If yes, please provide details) |  |  |
| Are there/will there be any dedicated cycle lanes leading to the school? |  |  |
| What is the quality of the pavements like within 500m of the school? Outstanding, average, poor, inadequate, (If poor/Inadequate, please record any details) |  |  |
| What is the quality of the 'SCHOOL' and zig-zag road markings like? Outstanding, average, poor, inadequate, N/A |  |  |
| Please record any other obstacles or road layout issues within 500 metres of the school entrance which could be deemed as preventing young people or making it more difficult for them to use sustainable transport on the journey to and from school. |  |  |
| Other engineering measures (add rows as necessary) |  |  |

#### Transportation links

Please provide details on the **existing** transportation links to the development site. Data from the Transport Statement will inform this.

★ STARS Travel and Planning *Bus routes* and *Other travel information* section

|  |  |
| --- | --- |
| Buses |  |
| Rail / Tube |  |
| Roads |  |
| Walking routes |  |
| Cycling routes |  |

#### Site and Access Plan

Please include below, or append, a plan showing the site with particular reference to the proposed access points/entrances into the development for pedestrians, cyclists and motor vehicles. Include information on access for delivery vehicles.

### Surveys, Issues and Targets

#### Travel Surveys and Consultations

*i* Ideas can be found under the Activities *Consultation* tab. Add a Story to your STARS account to describe the consultations you have carried out.

* Baseline travel survey for pupils and staff *(see objectives and targets below)*i STARS Activity Card – “Hands-up surveys”
* Subsequent surveys
* Results of consultations with pupils, parents, staff and governors. *Could also include resident surveys and community users of the site*
* Details and results of other meetings associated with the travel plan

#### Issues

Contextual information – *what are the barriers to sustainable travel, issues and opportunities. Issues may have been highlighted in the Transport Statement. Consultations/questionnaires can be a good source of local knowledge. Can be physical barriers such as lack of crossing points or opportunities such as local cycle routes. Can be behaviour barriers or opportunities ‘perceived worries about road safety’ or opportunities; children are keen to walk or cycle*

★ STARS Issues section in STARS Update as necessary throughout planning process and beyond.

#### Overall objectives and targets

* Objectives – *suggest for next three years*
* Mode of travel to school – *data can be obtained from the existing school via a Hands-Up survey. For new schools the expected mode of travel is usually located in the Transport Assessment.*
* Targets *– set at least 2 SMART targets, can be qualitative and quantitative*
* *Could also include text to describe what success would look like*

|  |  |  |
| --- | --- | --- |
| **Mode of travel to school** | **Current modal split**(**new schools** – expected split) | **Targets for first 12 months** |
| **Number** | **%** | **+/- %** |
| **Pupils** | **Staff** | **Pupils** | **Staff** | **Pupils** | **Staff** |
| Walk |  |  |  |  |  |  |
| Scoot |  |  |  |  |  |  |
| Buggy |  |  |  |  |  |  |
| Cycling |  |  |  |  |  |  |
| Rail/overground |  |  |  |  |  |  |
| Tube |  |  |  |  |  |  |
| Public Bus |  |  |  |  |  |  |
| School Bus/Taxi |  |  |  |  |  |  |
| Car/motorcycle |  |  |  |  |  |  |
| Car share with friends (not siblings)  |  |  |  |  |  |  |
| Park and stride |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |

#### Management of the travel plan

*How is the plan going to be managed? How will it link to the school organisation? What will the school do to ensure the plan goes ahead?*

Provide information on:

* Name of school’s travel plan champion i STARS – create a STARS account
* Working groups – *school council, parent forum, PTA, linked governor* i STARS Activity Card – “School Travel Working Group”
* How the working group will operate following occupation.
* How the travel plan will link to other roles, *site manager, PHSE lead, business manager, sports coordinator*
* External partners *such as parking services, met police*

**New schools** - *how will the responsibility be passed over to the school leadership team and governors?*

##### Proposed measures to promote sustainable travel

*High level proposals of what the school will do; introduce flexible working; junior and youth travel ambassador schemes; staff and visitor travel*

* Walking initiatives
* Cycling activities
* Road safety education
* Smarter driving

##### Curriculum and Enrichment links

*Could be included in the above*

##### Parking and deliveries strategy

*Should link to the site management and health and safety policies and HR strategies.*

##### Marketing and communications

*Is the travel plan (or a summary) published on your website? How do visitors know where to park or how best travel? Do deliveries know not to come at start and finish times. How are the activities and promotions published?*

##### Monitoring and review

*Set annual date to review the plan and who will be responsible. Travel surveys must be completed annually and recorded on STARS. How well did the school do against last year’s targets and objectives.*

*Recommended that school reviews the travel plan with LBE travel plan adviser every year.*

#### Action Plan for the forthcoming year

*Complete the Action Plan table with* ***Travel activities*** *(walking, scooting, cycling, public transport, smarter driving),* ***Supporting activities*** *(promotion, curriculum, funding, partnerships) and* ***Consultations*** *you plan to undertake as part of your travel plan, to be implemented before and after the development is completed. You should consider activities that will engage with your new school community from occupation of the development and those that will mitigate the travel and transport impact of your development in the future.*

*i* STARS – explore the Activity Cards ★ STARS - add your Stories as you complete the Activities.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Category**  | **Details**  | **No. pupils** | **Start date**  | **Finish date**  | **Who is responsible** | **Evidence – details of the evidence we should collect** |
|  | Think of the 6Ws - What is going to happen? When is it going to happen? Where will it take place? Who will be involved? Who will it affect? Who will run it? Why is it being done? And How will it be done? | How many will be involved | When you should start to plan | Actual date it will finish | Usually a named person, rather than role | Upload evidence that shows the activity took place. Photos letters, posters, and minutes |
| **STARS Travel Activities** |  |  |  |  |  |
| *EXAMPLE**Walking* | *We plan to promote walking to school for May WtS Week, to encourage more families to walk. We will run a competition between the classes to see which one has the most number of walkers during the week. The competition will involve pupils from all year groups and it will be run by the school council who will record the results each day. We will organise a themed walk to school event.* | *Whole school**450* | *March 2017* | *May 2017* | *PSHE Co-ord**JTA* | *Record sheets**Data on mode of travel for the week**Photos of themed WtS**Photo of class prize* |
|  |  |  |  |  |  |  |
| **STARS Supporting activities** |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **STARS Consultation activities**  |  |  |  |  |  |
|  |  |  |  |  |  |  |

### Updates upon occupation

The following should be carried out within 6 months of occupation, or sooner if specified as a condition of planning permission, to update and further inform the School Travel Plan. ★Add the updates to your existing STARS application.

|  |  |  |
| --- | --- | --- |
| 1. | Undertake pupil and staff hands-up surveys to assess actual and preferred mode of travel |  |
| 2. | Reassess the targets set for the first year of occupation. Agree any changes with Ealing Council’s School Travel Adviser as part of the review. |  |
| 3. | Carry out any additional consultation e.g. parents, neighbours, postcode plots. |  |
| 4. | Identify any further travel and transport issues that have come to light |  |
| 5. | Identify further initiatives required to meet the targets and to be eligible for, at least, Bronze STARS accreditation. |  |
| 6. | Undertake and complete planned Activities as Stories |  |
| 7. | Agree next monitoring/review with Ealing Council |  |
| 8. | **Existing schools without STARS accreditation –**achieve Bronze level STARS within 6 months of occupation, or sooner if specified as a condition of planning permission. **Existing schools with STARS accreditation –** maintain at least Bronze level STARS during building development. **New schools** - Achieve Bronze level STARS within 18 months of occupation, or sooner if specified as a condition of planning permission**All Schools** - Achieve Silver STARS two years after occupation and Gold three years after occupation. STARS accreditation to be maintained in perpetuity. |  |

### Maintaining your School Travel Plan

*Please submit a revised STARS application by the end of each academic year in order to maintain your travel plan and provide information on how you promote and encourage active, safe and sustainable travel for the school journey, to mitigate the impact of your development.*

### Additional School Travel Team comments

### Sign off of Interim School Travel Plan

Upon completion of this form and the STARS application sections identified above to create an Interim School Travel Plan, the document must be signed off by the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Approval/Signature** | **Date** |
| **STP Champion** |  |  |  |
| **Head / Business Manager** |  |  |  |
| **Ealing Council Development Management Officer** |  |  |  |
| **Ealing Council Property Services Project Officer** |  |  |  |
| **Ealing Council School Travel Team** | Nicky BatkinPrincipal Transport Planner (schools) |  |  |