

St Mary the Virgin
Church in Wales
Primary School
North Church Street
Cardiff



Transport Projects,
Strategic Planning, Highways
and Traffic & Transportation,
Cardiff County Council,
County Hall
CF10 4UW

Travel Plan
August 2019

	Print name	Signed
Prepared by:	L Cooper	
Checked by	S Panagi	
Approved by	V Mott	

Table of Contents

1. Introduction.....	4
What is a Travel Plan (TP) and Why Implement One?	4
What are the Benefits of Producing a TP?	4
2. Policy Context.....	5
Technical Advice Note (TAN) 18	5
The Wales Transport Strategy	5
Wales Spatial Plan.....	5
Active Travel (Wales) Act 2013.....	6
The City of Cardiff Council Local Development Plan.....	6
City of Cardiff Council Transport Strategy.....	6
3. Proposed Development	7
Development Overview	7
Proposed Layout.....	7
Development access.....	8
Parking Provision.....	8
4. Site Accessibility	10
Site Location.....	10
Walking and Cycling.....	11
Public Transport Access.....	11
Existing Pupil Locations	13
5. Baseline Travel Data	15
Existing Pupil Mode of Transport	15
6. Travel Plan Objectives and Targets	16
Introduction	16
Aims and Objectives	16
Targets	16
7. Travel Plan Initiatives.....	18
Overview	18
Student Travel Plan Coordinator(s).....	18
Travel Plan Steering Group	19
Initiatives	19
Walking/Cycling	19
Parking.....	19
Car Share.....	20
Road Safety.....	20
Public Transport.....	20
Coach Travel	20
Promotion.....	21
Personalised Travel Planning.....	21
8. Monitoring and Evaluation	23
9. Action Plan	24
Appendix A Example School Travel Survey.....	25
Appendix B Example Logbook	26

Figures

Figure 3-1 Site Layout Plan.....	7
Figure 3-2 Proposed Site Layout.....	8
Figure 4-1 Permitted Site location.....	10
Figure 4-2 Bus Stop Locations.....	12
Figure 4-3 Home location of existing SMTV pupils	14

Tables

Table 4-1 Walking and Cycling Times to Key Locations	10
Table 4-2 Bus Stop Locations, Services and Distance to Stop.....	12
Table 5-1 Mode of Travel to School (2017 Survey)	15
Table 6-1 Target Mode Shares.....	16
Table 7-1 Sustainable Transport Campaigns/Events.....	19
Table 7-2 Summary of TP Initiatives.....	21
Table 8-1 Monitoring and Evaluation Strategy	23
Table 9-1 Travel Plan Delivery Action Plan	24

1. Introduction

Transport Projects were commissioned by City of Cardiff Council (Education) to produce a School Travel Plan (TP) to accompany a planning application and Transport Statement for the development of the St Mary the Virgin Primary School (SMTV), Cardiff. The scheme will ultimately see the construction of new SMTV school facilities on vacant land immediately west and south of St Mary's Church with the addition of a 20 place SRB class, and subsequent closure of the existing SMTV site.

What is a Travel Plan (TP) and Why Implement One?

A TP is the generic term for a package of measures to encourage more environmentally friendly travel choices and to reduce the dependence on the private car particularly regarding single occupancy journeys, or in the case of a school, staff, parent and student journeys.

A TP provides a strategy and action plan to reduce the transportation impacts of a development and to influence the travel behaviour of those accessing the site.

School Travel Plans specifically seek to address the way in which students and staff travel to school each day. In many cases children and staff live close enough to walk, scoot or cycle to school and as such there is an opportunity to encourage more sustainable modes of transport for all.

A TP can set a vision and objectives for a five year period. Specific initiatives and actions within the TP should be reviewed and updated by the school every 12 months. It is important that actions are relevant, realistic and achievable for the school.

What are the Benefits of Producing a TP?

Benefits of implementing a TP can include:

- Increased travel choice: TPs can increase personal travel choice by promoting existing and providing additional sustainable travel options.
- Health benefits: Many alternative forms of travel involve an element of physical activity that can help improve the physical health and mental wellbeing of staff and students. This can also reduce the number of days lost to staff and student illness.
- Public/Environmental responsibility: A decrease in the number of vehicle trips results in cleaner air and eases congestion both on the site and on the local highway network. As a result of the reduced number of car movements, the site may also become a more conducive environment for walking, scooting and cycling.
- Positive publicity: TPs can generate positive publicity and improve the environmental image of the school. It demonstrates that the school is keen to improve its sustainability credentials and can set an example to other schools in the area. It can help work towards initiatives such as Eco Schools and Healthy Schools.
- Increased staff and student engagement: Allowing staff and students to contribute to sustainable travel initiatives will increase engagement and encourage students in particular to take ownership of their travel choices and understand the positive implications of doing so.
- Education: Teaching students about the benefits of sustainable travel can assist in the formation of long term sustainable travel patterns.

2. Policy Context

2.1 National Policy

Technical Advice Note (TAN) 18

This Technical Advice Note provides supplementary technical information to that provided in Planning Policy Wales (PPW) edition 10 and the Wales Transport Strategy (2008), which set out the land use planning policies and strategic transport priorities of the Welsh Assembly Government (WAG). Local planning authorities are required to take TAN 18 into account when preparing their development plans, and the guidance may also be material to decisions on individual planning applications.

TAN 18 highlights the importance of integrating land use and transport planning as a means of helping to achieve WAG's wider sustainable development objectives. In relation to new school developments the following guidance is relevant:

- developments should include appropriate provision for pedestrians (including those with special access and mobility requirements), cycling, public transport, and traffic management and parking/servicing;
- walking should be encouraged for local journeys by giving careful consideration to location, access arrangements and design. Measures such as wide pavements, adequate lighting, pedestrian friendly desire lines and road crossings, and traffic calming, can facilitate safe walking and cycling routes to school; and
- secure cycle parking and changing facilities should be provided for all major employment developments, including educational institutions.

WAG wishes to promote the widespread adoption of travel plans by schools and other significant travel-generating uses, as part of a package of measures identified to achieve the TIS objectives. With respect to schools, these objectives are:

- the creation or improvement of safe cycling and walking routes;
- restricting car access around schools;
- providing adequate cycle storage; and,
- creating a framework for future school travel planning activity.

The Wales Transport Strategy

One Wales: Connecting the Nation – The Welsh Transport Strategy has been produced to work towards a nation with 'access for all, where travelling between communities and accessing services, jobs and facilities in different parts of Wales is both easy and sustainable'. The Strategy focuses on social, economic and environmental outcomes in relation to transport across Wales.

The Strategy states that 'we will act to make sure that the greenhouse gas implications are taken into account in decision making' to include 'Advice to the public and businesses to promote behavioural change, for example through workplace travel planning or driving in a fuel efficient way'.

It is included within the Strategy that 'establishing patterns of public transport, walking and cycling use among school children will also support efforts to achieve long-term behavioural changes', which works towards longer term transport terms.

Wales Spatial Plan

The Wales Spatial Plan was adopted in 2004 and has subsequently been updated in 2008. Point 13.3 states that '*In the context of responding to and mitigating the effects of climate change, the Wales Spatial Plan supports the development of spatially targeted responses. These include reducing the need to travel by co-locating jobs,*

housing and services, for instance, and changing behaviour in favour of 'greener' modes of travel, such as car sharing, public transport, walking and cycling'.

Active Travel (Wales) Act 2013

The Active Travel (Wales) Act 2013 (ATA) places a clear obligation on local authorities to provide transport systems that enable walking and cycling to be the first and natural choices when people need to make short everyday journeys.

The ATA Design Guidance document provides advice on the planning, design, construction and maintenance of active travel networks and infrastructure, and is to be used at all stages of the process. In terms of walking, the guidance highlights five key considerations when assessing walking infrastructure; comfort, attractiveness, accessibility, directness, safety. Similarly, the guidance identifies that cycling routes should be coherent, direct, safe, comfortable, and attractive. CC have produced walking and cycling maps, available at <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Walking-and-cycling/ActiveTravel/Pages/default.aspx>, which help facilitate travel through walking and cycling.

2.2 Local Planning Policy

The City of Cardiff Council Local Development Plan

The City of Cardiff Council Local Development Plan (CC LDP) was adopted in January 2016. The LDP will be used by the Council to guide and manage development across the city.

The LDP sets out a commitment to use a range of tools and measures to change travel behaviour, working to help make sustainable travel an attractive choice. The CC LDP sets out a target of 50% of all journeys to be made by sustainable transport by 2026, referred to as the 50:50 modal split.

Sustainable transport policy KP8 sets out that development will be integrated with transport infrastructure services to include achievement of the following:

- *'Achieve the target of a 50:50 modal split between journeys by car and journeys by walking, cycling and public transport;*
- *Reduce travel demand and dependence on the car;*
- *Enable and maximise use of sustainable and active modes of transport;*
- *Integrate travel modes;*
- *Provide for people with particular access and mobility requirements;*
- *Improve safety for all travellers; and*
- *Maintain and improve the efficiency and reliability of the transport network'*

City of Cardiff Council Transport Strategy

The City of Cardiff Council Transport Strategy was approved in October 2016. The document sets out:

- *'How our plans for improving Cardiff's transport system are needed to support the development of new sustainable communities envisaged within the Local Development Plan*
- *The main transport issues and challenges which we are working to address*
- *Our transport priorities and key proposals for improving the transport system'.*

The Transport Strategy builds on the LDPs target of a 50:50 modal split, by setting out to achieve this by 2021, and achieving the aspirational target of a 60:40 modal split by 2026. This would bring Cardiff closer in line with other European Cities.

2.3 Summary

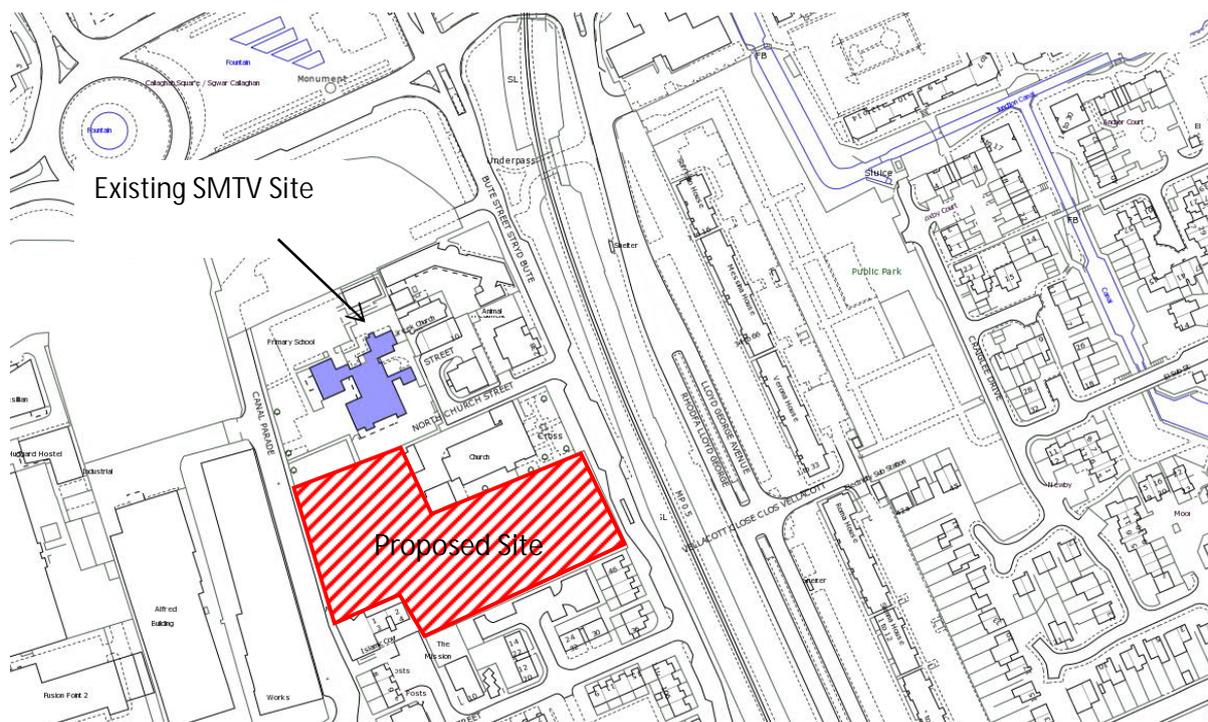
This section outlines relevant National and Local planning policy and guidance which supports the promotion of sustainable travel modes, including through Travel Plans. This Travel Plan has been designed in line with the key message set out in the policy documents, with the key targets of reducing single occupancy car travel and increasing travel by walking and cycling set out for this TP.

3. Proposed Development

Development Overview

It is proposed to provide a new school facility for St Mary the Virgin Primary School, on land to the south of and adjacent to the existing school, and constructed next to St Mary the Virgin Church. The proposed site location can be seen at **Figure 3-1**.

Figure 3-1 Site Layout Plan

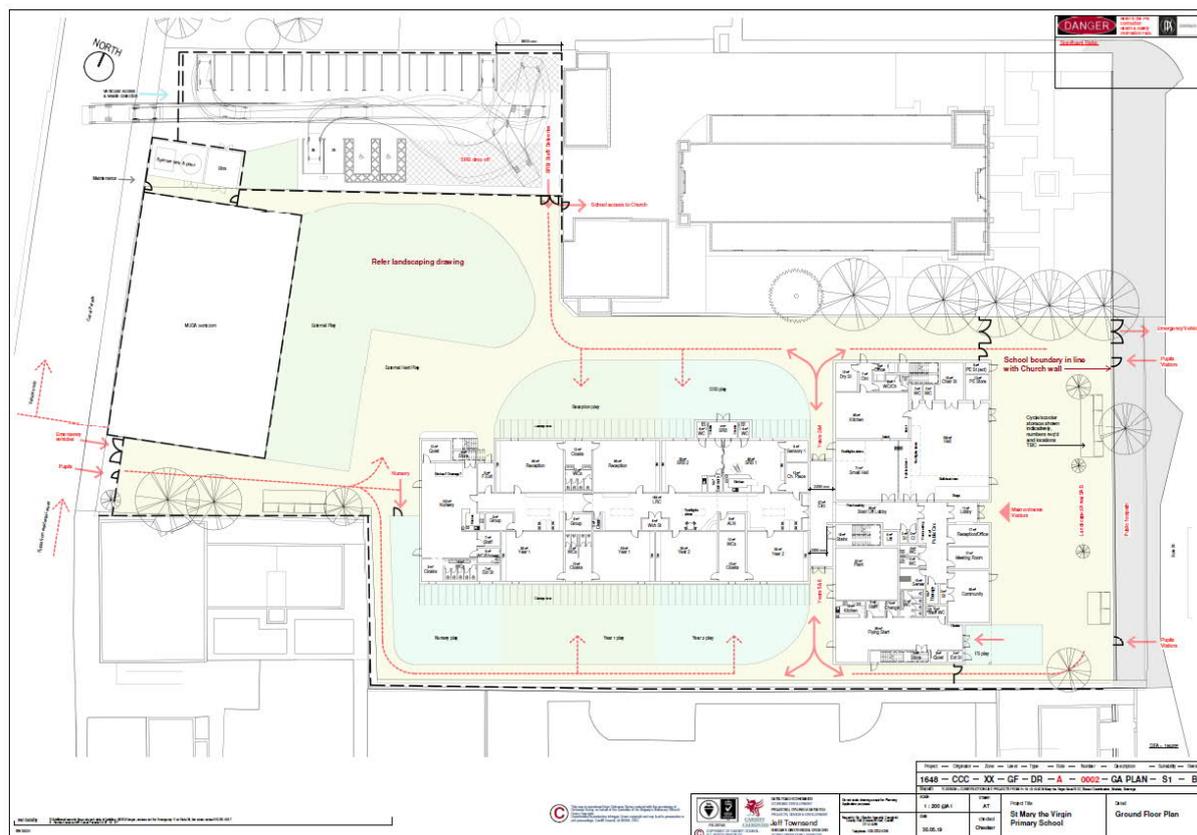


Proposed Layout

The proposals are for the main school building is to be located to the south of St Mary the Virgin Church, with communal facilities such as the kitchen, hall and meeting rooms located at the eastern end of the building, and classrooms including the nursery and SRB located to the west of the communal facilities. The proposed site layout is shown at **Figure 3-2**.

A multi-use games area (MUGA) is provided adjacent to Canal Parade at the western extent of the site, with outdoor play facilities located between the main school buildings and the MUGA. Additional outdoor play areas are provided to the north and south of the classroom building.

Figure 3-2 Proposed Site Layout



Development access

It is proposed that there will be multiple pedestrian/cycle access points to the site. Access points will be provided from Canal Parade to the south of the vehicle access, and from Bute Street to the east of the site. In addition, there will be a direct pedestrian link into St Mary the Virgin Church from within the school grounds.

Wider access to the development is described in Section 4.

Vehicular access to the site is proposed to be located on Canal Parade to the west of the site, this will lead directly into the school car park. The principal of vehicular access has already been established for the purpose of serving the school from Canal Parade, although the proposed arrangement is more formalised and at a slightly adjusted location. The access junction has been designed to accommodate servicing and emergency vehicles, and swept path analysis has been undertaken to demonstrate its suitability. This marks a change from the existing school layout, where access is achieved off Bute Street via North Church Street.

Emergency vehicles will access the site from Canal Parade, and will egress the site through gates onto Bute Street. An emergency route is provided through the school following the northern site boundary for between the Canal Parade access and Bute Street egress.

Parking Provision

On site parking will be provided in line with the guidelines set out in the Managing Transportation Impacts (Incorporating Parking Standards) Supplementary Planning Guidance (2018). In terms of cycle parking, one long stay cycle parking space per 10 pupils is required for both nursery and primary schools, plus an additional short space per four long stay spaces. For primary schools, scooter parking is required in addition to cycle parking with one scooter space per ten pupils. This results in a requirement for 60 cycle parking spaces and 42 scooter parking spaces. Bicycle and scooter parking will be covered and located in convenient locations for the pedestrian and cycle access into the site.

This allows for 1 parking space per 30 pupils for the primary school, and 1 per 20 pupils for the nursery.

Across the SMTV site, the parking provision will be 20 spaces, including two disabled spaces. This has been discussed and agreed with CC highways officers. Based on 420 primary school pupils at the proposed SMTV

site, and an expected total of 100 pupils at any time in the nursery, Flying Start and SRB a total of 18 parking spaces will be provided for staff and visitor parking at a provision of 1 to 30 pupils, with allowance for two additional disabled spaces due to the additional requirements associated with the SRB.

4. Site Accessibility

Site Location

The existing SMTV site is located in Butetown, to the south of the centre of Cardiff; it is bounded by Callaghan Square to the north, North Church Street to the east, St Mary's Church to the south, and Canal Parade to the west. **Figure 4-1** shows an overview of the existing site.

Cardiff Central is located approximately 460m to the north-west of the centre of the existing SMTV site. The River Taff is approximately 600m to the west of the existing site. The Bute East Dock is approximately 650m to the east of the centre of the existing site.

Railway lines associated with Cardiff Central Station run east-to west approximately 300m to the north of the existing site. In addition to these there is a railway line approximately 135m to the east of the existing site, which terminates at Cardiff Bay Rail Station. Walking and cycling times to these locations are shown in **Table 4-1**.

Table 4-1 Walking and Cycling Times to Key Locations

Location	Distance	Walking Time (to nearest 30s at 1.4m/s)	Cycling Time (to nearest 30s at 5.5m/s)
Cardiff Central Rail Station	460m	5 mins 30 secs	1 min 30 secs
Taff Trail	600m	7 mins	2 mins
Cardiff Bay Rail Station	950m	11 mins 30 secs	3 mins

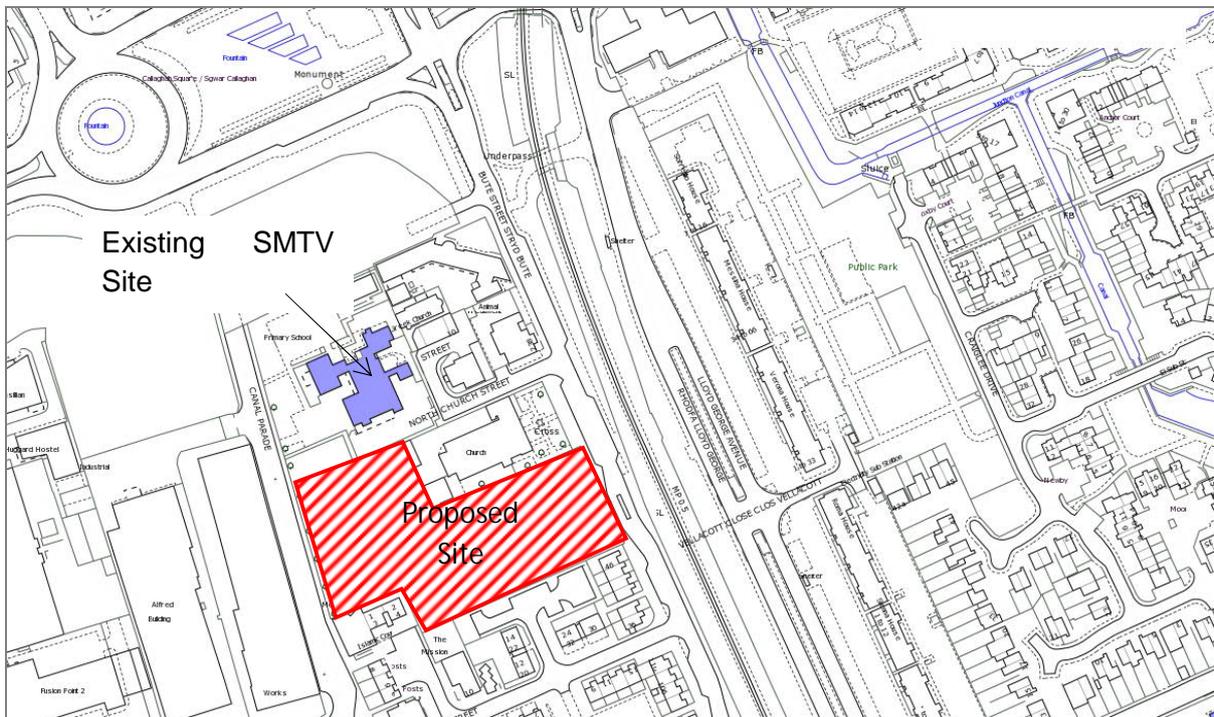


Figure 4-1 Permitted Site location

Strategically, Cardiff is well connected with the strategic road network, with the A48 running in a south west/north east orientation around the north of the city, the A4232 running from Cardiff Bay to the south of the city centre west and then north to meet the M4 motorway at junction 33, and the A470 joining the A48 and M4 at junction 32. The A4232 connects the centre of Cardiff and Cardiff Bay with Junction 33 of the M4.

Walking and Cycling

North Church Road provides pedestrian access from Bute Street to the east of the site. Footways are provided on both the northern and southern sides of the road. Shared footway/cycleways are provided along both the eastern and western sides of Bute Street. An un-signalised pedestrian crossing point with central refuge island is provided on Bute Street adjacent to the proposed site pedestrian access point, around 230m south of the Callaghan Square gyratory. In addition to this, a signalised pedestrian crossing point is provided around 140m to the south of the proposed site boundary on Bute Street. For pedestrians using the western side of Bute Street to the south of the site, a dropped kerb and tactile paving un-signalised crossing point is provided across Maria Street.

To the east of the site, pedestrian and cycle routes are attractive to those living within Atlantic Wharf, with wide shared use facilities along Lloyd George Avenue, and regular signalised crossing points. Two underpasses are provided to cross beneath the railway line running parallel to Lloyd George Avenue and Bute Street. To the south of the site, a footpath runs between Loudoun Square and Canal Parade, through Canal Park. This path has a good surface condition and is well maintained with street lighting, providing an attractive route for those living in Butetown. This footpath can also be accessed from Angelina Street to the south of its junction with Maria Street. The footpath running through Canal Park meets Canal Parade at its northern extent, in an area that is industrial in nature with car parking. A footway is provided along the east side of Canal Parade from the footpath, adjacent to the existing and proposed site.

Nextbike hire is provided in Cardiff, with the closest Nextbike hire point located at Cardiff Central Station. Memberships for school staff employed by the Council is free of charge. Registration for Nextbike is via <https://secure.nextbike.net/uk/en/register>.

Public Transport Access

The CIHT Guidance “Planning for Public Transport in Developments” defines 400m as the recommended maximum distance to walk to a bus stop. There are multiple bus stops within 400m of the centre of the site. The location of the nearby bus stops and school bus drop off / pick up zones are displayed in

Figure 4-2. The orange circles indicate a bus stop, and the orange squares indicate a bus stop with a bus shelter.

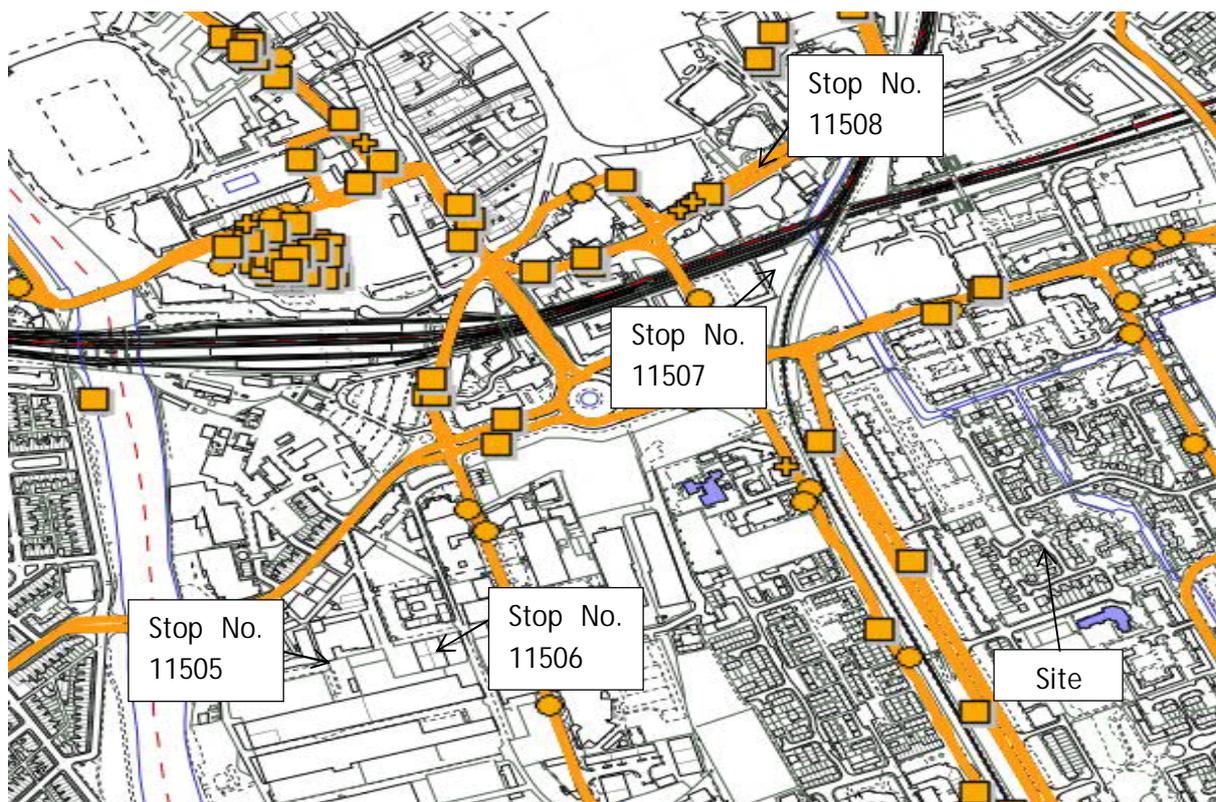


Figure 4-2 Bus Stop Locations

There are approximately 16 bus stops within 400m of the school. Bus services that stop at the bus stops identified in **Figure 4.2** are displayed in **Table 4.2** shows the location and distance to stop from the centre of the school site. Bus services are regular from these stops, with departures every 10-20 minutes from most stops, if not more frequently.

Table 4-2 Bus Stop Locations, Services and Distance to Stop

Bus Stop Location	Bus Services	Distance to stop
North Church Street (N)	13: Olympian Drive to Mansell Avenue 608: Callaghan Square to Fitzalan School 611: Mount Stuart Square to Fitzalan School X8: Cardiff Millenium Centre to Thornhill (Camelot Way)	90m
North Church Street (S)	13: Olympian Drive to Mansell Avenue 608: Callaghan Square to Fitzalan School 611: Mount Stuart Square to Fitzalan School X8: Cardiff Millenium Centre to Thornhill (Camelot Way)	100m
Callaghan Square (W)	25: Westgate Street to Wyndham Arcade 132: Cardiff Philharmonic to Maerdy X8: Cardiff Millenium Centre to Thornhill (Camelot Way)	125m
Herbert Street (N)	25: Westgate Street to Wyndham Arcade 132: Cardiff Philharmonic to Maerdy 304: Custom House Street to Barry King Square 400: Cardiff, o/s Greyfriars Road to Beddau Terminus 612: Broadway to St Telio's High School Baycar: Cathays Park to Porth Teiger	140m
Callaghan Square (N)	89A: Dinas Powys (Village Square) to Cardiff Centre (Custom House Street) 89B: Llandough Institute (Penian Road) to Cardiff Centre (Custom House Street) 304: Custom House Street to Barry King Square 608: Callaghan Square to Fitzalan School 611: Mount Stuart Square to Fitzalan School	190m
Tresilian Way (W)	25: Westgate Street to Wyndham Arcade T14: Cardiff Philharmonic to Hereford Railway Station	215m
Tresilian Way (E)	25: Westgate Street to Wyndham Arcade 132: Cardiff Philharmonic to Maerdy T14: Cardiff Philharmonic to Hereford Railway Station TrawsCymru T4: Cardiff Tresilian Way to Newtown Bus Station X3: Cardiff Philharmonic to Pontypool X4: Cardiff, Tresilian Way to Merthyr Tydfil	220m
Dumbells Road Top (S)	1 Clockwise: Canal Street to Canal Street (circular movement)	230m
Vellacott Close (S)	25: Westgate Street to Wyndham Arcade 132: Cardiff Philharmonic to Maerdy 304: Custom House Street to Barry King Square 400: Cardiff, o/s Greyfriars Road to Beddau Terminus 612: Broadway to St Telio's High School Baycar: Cathays Park to Porth Teiger	230m
Dumbells Road Top (N)	2 Anti-clockwise: Canal Street to Canal Street (circular movement)	240m
Christina Street (N)	13: Olympian Drive to Mansell Avenue 608: Callaghan Square to Fitzalan School 611: Mount Stuart Square to Fitzalan School X8: Cardiff Millenium Centre to Thornhill (Camelot Way)	255m
John Street (S)	2 Anti-clockwise: Canal Street to Canal Street (circular movement)	265m
Cardiff Central Station	1 Clockwise: Canal Street to Canal Street (circular movement) 25: Westgate Street to Wyndham Arcade 132: Cardiff Philharmonic to Maerdy Baycar: Cathays Park to Porth Teiger T14: Cardiff Philharmonic to Hereford Railway Station TrawsCymru T4: Cardiff Tresilian Way to Newtown Bus Station X3: Cardiff Philharmonic to Pontypool X4: Cardiff, Tresilian Way to Merthyr Tydfil	300m
Letton Road (S)	13: Olympian Drive to Mansell Avenue	305m

608: Callaghan Square to Fitzalan School
 611: Mount Stuart Square to Fitzalan School
 X8: Cardiff Millenium Centre to Thornhill (Camelot Way)

Custom House Street		
(W)	TrawsCymru T1C	335m
	X10: Custom House Street to Swansea, Caereithin Cross	
	13: Olympian Drive to Mansell Avenue	
	30: Custom House Street to Newport Central Bus Station	
	89A: Dinas Powys (Village Square) to Cardiff Centre (Custom House Street)	
	89B: Llandough Institute (Penian Road) to Cardiff Centre (Custom House Street)	
	95: Heath Hospital to marine Hotel	
	95A: Canal Street to Windsor Terrace	
	95B: Canal Street to Windsor Arcade	
	95C: Canal Street to Cardiff City Stadium and P&R	
	304: Custom House Street to Barry King Square	
	608: Callaghan Square to Fitzalan School	
	611: Mount Stuart Square to Fitzalan School Baycar	
	X1: Pontprennau, opp Asda to Culverhouse Cross, o/s Tesco Extra	
	X11: Cyncoed Road to Pentrebane	
	X91: Custom House Street to Llantwit Major	
(E)	52: Dumfries Place to Corpus Christi High School	350m
	57: Kingsway Hilton GP to Asda	
	58: Kingsway Hilton GP to Asda Baycar	
	X1: Pontprennau, opp Asda to Culverhouse Cross, o/s Tesco Extra	
	X5: Custom House Street to Ringland	
	X11: Cyncoed Road to Pentrebane	
	X91: Custom House Street to Llantwit Major	

Cardiff Central Rail Station is located around 460m from the site (equating to 5 minutes 30 seconds walking time or 1 minute 30 secs cycling time). Cardiff Bay Rail Station is located around 950m from the site (equating to 11 minutes 30 seconds walking time or 3 minutes cycling time).

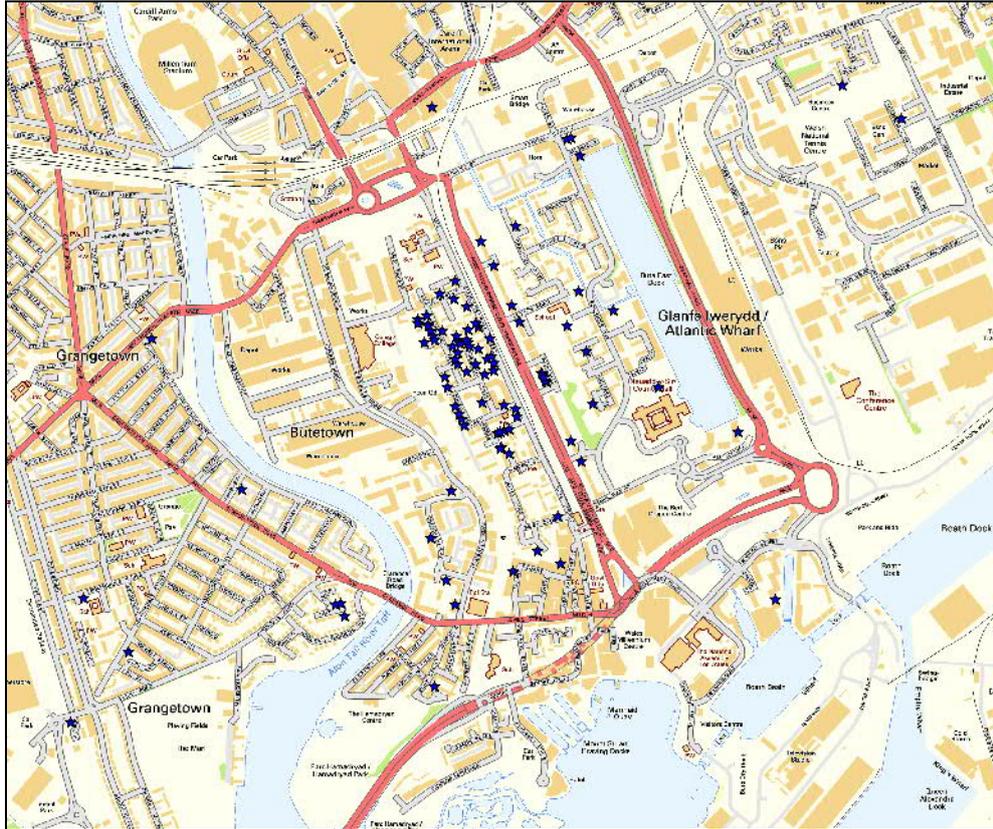
Regular services are provided from Cardiff Central to destinations including Radyr, Penarth, Bridgend, Newport, Swansea and stations in between, and further afield including Bristol and London Paddington. To and from Cardiff Bay, services are provided to Cardiff Queen Street approximately every 15 minutes.

Traveline Cymru provides public transport information and a journey planning tool for travel in Wales, available at <https://www.traveline.cymru/>.

Existing Pupil Locations

The home location of existing SMTV pupils can be seen in Figure 4-3. This shows that the majority of pupils live within Butetown. This shows that the majority of pupils live less than 1km from the site, and therefore walking, scooting or cycling are potentially achievable modes of travel based on distance travelled along.

Figure 4-3 Home location of existing SMTV pupils



5. Baseline Travel Data

Existing Pupil Mode of Transport

School Travel Surveys are undertaken annually by Cardiff Council's Road Safety team, these include travel modal split data. The mode of travel to school for pupils at SMTV can be seen in **Table 5-1**. The survey results include a total of 207 pupil responses and therefore provide a representative sample survey of 88% of the mainstream primary school pupils.

Table 5-1 Mode of Travel to School (2017 Survey)

Mode of travel	Percentage of Pupils
Walk	56%
Cycle	0%
Scoot/Skate	0%
Bus	5%
Car	34%
Car Share	0%
Park and Walk	0%
Park and Cycle	0%
Taxi	1%
Other	2%

**Summation errors due to rounding*

The data shows that of the SMTV pupils who responded to the survey, 34% of pupils arrive at school by car and none car share. 56% were recorded to have walked. Although there are a good proportion of pupils walking to school, there is potential to change travel behaviour for those driving given the generally short distance travelled to school.

6. Travel Plan Objectives and Targets

Introduction

This chapter details the aims and objectives of this TP, and mode share targets for short, medium and long term.

Aims and Objectives

The overall aim of this TP is to:

- Mitigate against potential traffic and transport impacts of the proposed development, including inconsiderate parking;
- Create a safer and more sustainable community for pupils and staff attending SMTV; and
- Influence parents, pupils and staff to travel more actively and sustainably

The TP is designed to increase use of sustainable modes of transport through a series of initiatives. Broadly the objectives of this TP are:

- Increase the number of pupils walking, cycling and scooting to school;
- Reduce the number of staff travelling to school by car;
- Encourage more staff to use sustainable modes of transport or car share;
- Develop SMTVs engagement with sustainable travel initiatives and improve road safety; and
- Discourage pupil pick up and drop off at unsuitable locations.

Targets

The setting of TP targets is essential in understanding the effectiveness of the TP and in implementing remedial measures should targets not be met. Targets should be Specific, Measureable, Achievable, Realistic and Timebound (SMART) in order to fill this purpose. Targets will be reviewed annually following an annual travel survey being undertaken. This is explained in more detail in 'Monitoring and Evaluation' (**Chapter 8**).

In setting the targets for the SMTV, particular regard was given to the objectives set out above which seeks to reduce the use of single occupancy car as a mode of travel and increase use of sustainable transport modes. It is proposed that the TP period runs for five years. As such, the target mode shares are set out for the short term (one year after opening), medium term (three years after opening), and long term (five years after opening). Targets are shown in **Table 6-1** below:

Table 6-1 Target Mode Shares

Mode	Pupils				Staff			
	Opening: Jan 2022	+ 1 Year 2023	+ 3 Years 2025	+ 5 Years 2027	Opening: Jan 2022	+ 1 Year 2023	+ 3 Years 2025	+ 5 Years 2027
Car (Single Occupancy)	TBC	-1%	-3%	-5%	TBC	-1%	-3%	-5%
Sustainable Travel (Walk/Cycle/Scoot)	TBC	+1%	+3%	+5%	TBC	+1%	+3%	+5%

It is noted however that the existing SMTV primary school will begin the travel planning process in September 2020 to maximise the opportunity for pupils, parents and staff to change their travel behaviour before moving to the new school. As part of this process the school will work with the Transport Vision, Policy and Strategy team

to review these SMART targets for increasing walking, cycling and scooting and reducing car trips. Separate targets for walking, scooting and cycling may be set to allow for easy comparison against results of annual Hands Up Travel to School Surveys that measure travel by mode. The school has expressed an interest in encouraging cycling and scooting.

7. Travel Plan Initiatives

Overview

This chapter outlines the 'soft' and 'hard' TP measures designed to achieve the objectives and targets. 'Soft' measures are non-engineering measures designed to encourage behavioural change towards meeting the TP targets. 'Hard' measures are physical measures which promote mode shift. This chapter also outlines the role and responsibilities of the TPC.

Officers from Cardiff Council's Transport Policy team have already started work with SMTV to increase and promote sustainable and active travel through the creation of an active travel plan. In Autumn 2020, SMTV's Eco Schools committee will begin work looking at travel behaviour. In the last year SMTV has joined the Big Pedal Challenge and seen a positive response from both parents and pupils. To help continue this behaviour the Council will invest in cycle and scooter parking for the existing site. This will help to maintain momentum and capitalise on enthusiasm from parents and pupils.

Travel Plan Coordinator

A Travel Plan Co-ordinator (TPC) should be appointed for SMTV, who will manage the implementation of the TP and be the primary point of contact for the TP.

The TPC will be responsible for the following:

- Implementing the measures set out in this Action Plan and monitoring the effectiveness of the TP.
- Internal TP communications within the building, including achieving sign-off for measures and disseminating information to all staff and pupils.
- Promotion of sustainable travel events throughout the year.
- Undertaking the annual staff and student travel survey, analysing the results and preparing the annual TP monitoring reports.
- Reviewing future targets and initiatives based on the outcomes of the annual travel survey, updating as required and disseminating the ongoing targets and measures to the school community.
- Mentoring the Student Travel Plan Coordinator (STPC) as required.
- Organising meetings with the Travel Plan Steering Group to discuss TP progress and TP initiatives.

Various resources which may assist the TPC in their role are available at <https://www.sustrans.org.uk/for-professionals/education/>.

Once appointed, should the TPC change the new contact details will be provided to CC and the TP be updated accordingly.

Student Travel Plan Coordinator(s)

In order to maximise the success of this TP, it is important to engage students in the operation of the plan as well as its future development.

It is therefore proposed that the school appoints a STPC, or group of STPCs, to work directly with the TPC to present the views of students and consequently offer a new perspective to the TP.

The TPC will advertise the role on school notice boards and via form tutors. Students should be invited to apply for the role, with the TPC conducting an informal selection process. Ideally the selected student should be senior within the school (i.e. Year 5 or 6), and the duties of the role should be sensitive to their capabilities and school workload. The selected student(s) should have a keen interest in sustainability, and be willing to communicate with their peers and teachers.

The role of STPC will last for one academic year, with a new student appointed each year. All training will be provided by the TPC 'on the job'. The role is voluntary and will therefore be unpaid.

Travel Plan Steering Group

A Travel Plan Steering Group (TPSG) will be set up to discuss all aspects of the TP including the success of measures and any potential new measures.

Organised by the TPC, the Travel Plan Steering Group will be held bimonthly and include members of the senior management team and the head teacher.

Initiatives

The following outlines examples of TP initiatives including those relating to parking, car share, walking/cycling, road safety, public transport, coach travel and promotion which could be implemented for the new SMTV development.

Walking/Cycling

Various walking and cycling campaigns and events take place to encourage travel through active modes of transport. **Table 7-1** presents some campaigns and events which could be promoted.

Table 7-1 Sustainable Transport Campaigns/Events

Event	Upcoming Date	Link to More Information
The Big Pedal	22 nd April - 5 th May 2020	https://www.sustrans.org.uk/bigpedal
Walk to School Week	18 th to 22 nd May 2020	https://www.livingstreets.org.uk/products-and-services/projects/walk-to-school-week
World Environment Day	5 th June 2020	http://worldenvironmentday.global/
Green Transport Week	TBC for 2020	https://www.eta.co.uk/trust/green-transport-week/
Cycle to Work Day	TBC for 2020	https://www.cycletoworkday.org/
National Lift Share Week	TBC for 2020	https://liftshare.com/uk/liftshare-week

Cycle training will be promoted to staff and pupils. City of Cardiff Council run adult cycle training sessions at three levels. One hour one-to-one training is free of charge. More details can be found at <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Road-Safety/Adult-Cycle-Training/Pages/default.aspx>. In addition, there are organisations who run in school cycle training such as Cycle Training Wales (<https://www.cycletrainingwales.org.uk/services/school-training>).

Working with the Council, the TPC could investigate a 'walking train' whereby allocated adults (staff or parents) collect children along their route to supervise their walk to school. This may encourage some pupils to walk who otherwise may be dropped off in a vehicle by parents on their way to work, for example.

Commitment:

Promote sustainable travel through advertising sustainable travel events and campaigns.

Advertise the availability of free cycle training opportunities with Cardiff Council.

Investigate the provision of a 'walking train'.

Parking

Parking provision at the site comprises 20 spaces. Pupil pick up and drop off (PU/DO) is not encouraged by CC. Keep Clear markings and parking restrictions will be set out within the School Safety Zone. Where the school has concerns that parking restrictions are not being respected they can work with the Council to implement monitoring

Commitment:

Work with Cardiff Council to monitor parking behaviour.

Car Share

A car share scheme could be implemented by the TPC. Two preferential car parking spaces could be provided, being the most convenient after the accessible parking spaces, to encourage car sharing. The spaces will be allocated to car sharers up to 0840 hrs Monday to Friday on a first come first serve basis.

Commitment:

Investigate a car share scheme for staff members.

Road Safety

SMTV will endeavour to promote safety on highways into the pupils' education. This could include safe crossing of highways, and being safe whilst cycling on the road.

City of Cardiff Council have a Road Safety team who can be contacted for advice, and may be available to assist in the delivery of road safety education. The team can be contacted through their website: <https://www.cardiff.gov.uk/ENG/resident/Parking-roads-and-travel/Road-Safety/School-Travel-Plans/Pages/default.aspx>.

Commitment:

Incorporate highway safety into at least one assembly per year, and endeavour to include safety messages within lessons.

Public Transport

The TPC could engage with local bus operators to invite them to provide initiatives to encourage local bus travel. The vast majority of pupils live within 1 mile of the site and as such it could be appropriate to travel by bus, and it could also be appropriate for staff. SMTV will not be providing any funding towards this and as such any promotion would be on a commercial basis instigated by the bus company. Should local bus providers provide any promotional offer, SMTV would facilitate the communication of such offer to the school community.

Commitment:

Consider engaging with local bus providers to invite any promotional offers.

Coach Travel

It is intended that SMTV will hire in coaches on occasion for trips as required. The school will ensure that a coach travel strategy is developed to ensure that coaches on hire by the school do not have a negative impact on the surrounding road network. This could include:

- Providing a detailed sheet of instructions to the coach company to outline the best route to access the school, avoiding narrow residential roads or those with high volumes of on street parking;
- Details of where to park and wait at the school, and at the proposed destination; and
- Information on child safety protocols to be adhered to.

Commitment:

Develop a coach travel strategy for trips.

Promotion

The TPC could provide regular updates and information about the TP to staff and students, as well as publicising any success stories associated with the TP. Promotion could include:

- Creation of a Travel Information Pack. This should be distributed to all new staff and pupils, ideally during their induction. An amended version could be made available via the school website for visitors to the site. The Travel information Pack may include:
 - Map of walking and cycling routes to school, as well as location of cycle parking and shower/changing facilities on site;
 - Information on cycle training available;
 - Details of local bus stops and routes, as well as any promotional offers;
 - Promotion of national awareness days via Travel Information Packs and Travel Information Boards; and
 - Information on car share schemes including location of preferential car parking spaces.
- Creation of a Travel Information Boards (including in the staff room)
- Regular updates on the progress of the TP via school newsletter and website
- Dedicated travel section on the school website, which can include features such as ‘walking and cycling safely in the winter’ or promotion of national awareness days. In addition, successful awareness campaigns can be reported on the website to demonstrate SMTV’s commitment to the TP.

Commitment:
Provide regular updates and information about the TP to staff and students.

Personalised Travel Planning

The TPC can provide staff with the opportunity of Personalised Travel Planning (PTP). PTP is the provision of advice on travel related matters, and working with staff to plan the best way of travelling to and from work. This could include:

- Planning and walking/cycling route from the staff member’s home location;
- Planning public transport routes and connections;
- Assisting with the use of the car share database; and
- Promoting the benefits of more sustainable transport modes.

The degree of PTP available to staff is dependent on the level of resource/budget available; it may be that staff have the opportunity for one session of PTP each, is available through email or face-to-face or both etc.

Commitment:
Offer Personalised Travel Planning support to SMTV staff.

7.1 Summary

A number of TP initiatives have been set out in this section, which will work towards achieving the targets listed in Section 6 of this TP. A summary of the TP initiatives can be seen at **Table 7-2**.

Table 7-2 Summary of TP Initiatives

<p>Walking and Cycling: Promote sustainable travel through advertising sustainable travel events and campaigns. Advertise the availability of free cycle training opportunities with Cardiff Council. Investigate the provision of a ‘walking train’.</p>
<p>Parking:</p>

Manage parking at the SMTV site and agree a programme of monitoring any PU/DO which occurs.
Car Share: Implement a car share scheme for staff members.
Road Safety: Incorporate highway safety into at least one assembly per year, and endeavour to include safety messages within lessons.
Public Transport: Engage with local bus providers to invite any promotional offers.
Coach Travel: Develop a coach travel strategy for trips and fixtures.
Promotion: Provide regular updates and information about the TP to staff and students.
Personalised Travel Planning: Provide Personalised Travel Planning support to SMTV staff.

8. Monitoring and Evaluation

8.1 Introduction

Suitable monitoring and evaluation is essential for the successful execution of a TP. This section outlines proposed key actions in terms of monitoring and evaluation, and signposting to guide/template documents.

8.2 Strategy

The TPC will hold the responsibility for monitoring and evaluation of the TP, working alongside the TPSG. The involvement of the Head Teacher and School Governors within the TPSG will ensure the engagement of members of the Senior Management Team in the TP.

Table 8-1 outlines key actions and indicative timescales for monitoring and evaluation. In addition, relevant signposting is provided to further information.

Table 8-1 Monitoring and Evaluation Strategy

Actions	Timescale	Further Information
Undertake Routes to School Audit	Prior to Occupation	A map should be produced showing the location of cycle routes, key walking routes and crossing points from the primary locations in which pupils live.
Baseline Travel Survey	3 months after occupation	An example Travel Survey can be seen at Appendix A . This could either be developed as an online survey, or used as a paper based survey.
Snapshot Surveys	To be completed on the first Monday of each term	A headcount will be undertaken by staff as pupils arrive at school. It is advised that a member of staff is positioned at a suitable location to ensure they can distinguish between pupils arriving on foot and those arriving by bus and walking in from the bus stop.
Traffic Count	To be completed on the second Monday of each term	A traffic count will be undertaken by staff during school arrival. It may be possible to include the STPC with this.
Cycle/Scooter Audit	To be completed on the second Monday of each term	To be undertaken by the caretaker. It is advised to do this once pupils are in lessons.
Establish a Logbook	Upon Occupation	An example logbook can be seen at Appendix B , which can be used to record PTP sessions undertaken, as well as details on any comments or complaints received regarding traffic and transport.
Annual Travel Survey	Annually – pupils, parents and employees	This should be produced in line with the baseline travel survey, to ensure comparable results are produced.
Travel Plan Review	Annually, following completion of the annual travel survey.	The results from the travel survey should be analysed and evaluated. Comparison to previous surveys and targets should be undertaken, and the TP reviewed to ensure that initiatives and targets are still relevant, and update the TP accordingly if required.
Annual Progress Report	Annually, following completion of the annual travel survey.	At a high level, the report should include an overview of the TP and where the report sits within the TP period, initiatives executed during the report period, summary travel survey results and how they compare with previous results, comparison to targets, evaluation of the results and setting out of future targets and initiatives based on the results. The Annual Progress Report should be made available to the Council and interested parties, and it is recommended that a summary of the report is publicised across the school community.

9. Action Plan

9.1 Overview

Table 9-1 provides a proposed Action Plan for the TP delivery. This will be used to guide the process, and will be adapted and updated accordingly in line with requirements as they evolve.

Table 9-1 Travel Plan Delivery Action Plan

Action Type	Travel Plan Action	Responsibility	Timescale/Progress
Design and Build	Install Cycle and Scooter Parking	CC	As part of development plan and build
Design and Build	Implement School Safety Zone	CC	As part of development plan and build
Management	Appoint TPC	SMTV	Prior to Occupation
Management	Appoint STPC	TPC	Upon Occupation
Management	Set up group to manage and implement active travel action	SMTV Head and TPC	Prior to Occupation
Promotion	Creation of Travel Information Packs	TPC	Prior to Occupation
Promotion	Creation of Travel Information Boards	TPC	Upon occupation
Promotion	Promotion of national awareness days via Travel Information Packs and Travel Information Boards	TPC	Two weeks prior to each event/campaign
Promotion	Schedule an assembly to include road safety awareness	TPC	Ongoing
Management	Gain student perceptions on a regular basis through informal focus groups or similar	TPC with STPC	Ongoing following STPC appointment
Management	Liaise with other schools and TPCs to work towards collaboration and creation of a sustainability agenda	TPC	Ongoing
Management	Schedule bi-monthly TPSG meetings	TPC	Following appointment of TPSG
Management	Investigate provision of a 'walking bus'	TPC	Prior to Occupation
Management	Investigate bus travel promotions with local bus companies	TPC	Ongoing
Monitoring & Evaluation	Establish a Travel Logbook	TPC	Upon Occupation
Monitoring & Evaluation	Undertake regular surveys as outlined in Table 8-1.	TPC	As per schedule in Table 8-1.
Monitoring & Evaluation	Review travel survey results	TPC	Following surveys
Monitoring & Evaluation	Discuss travel survey results with TPSG and review against targets following annual survey	TPC/TPSG	Following surveys
Monitoring & Evaluation	Production of Annual Travel Survey	TPC	Annually

Appendix A Example School Travel Survey

Example School Travel Survey (for Parents)

1. What year group is your child in? _____

2. Approximately how far do you live from School? (Please tick one)

Less than 500m	
0.5-1km	
1-1.5km	
1.5-2km	
2-3km	
3-4km	
4-5km	
Over 5km	

3. What is your child's primary mode of travel to school during the Winter? (Please tick one)

Walking	
Scooting	
Cycling	
Bus	
Car	
Taxi	
Other (please state below)	

4. What is your child's primary mode of travel to school during the Summer? (Please tick one)

Walking	
Scooting	
Cycling	
Bus	
Car	
Taxi	
Other (please state below)	

5. How long does it take your child to get to school? (Please tick one)

Less than 5 minutes	
5-10 minutes	
10-15 minutes	
15-20 minutes	
20-30 minutes	
More than 30 minutes	

6. What are the main reasons your child travels to school in this way (Please tick all that apply)

It's good for their health		It is easy	
The distance is too short to use other modes		It is flexible	
It's too far to travel by any other mode		It is good for the environment	

This is the only option		It fits in with my family routine	
It is the cheapest		There is limited parking around the school	
It is the fastest		Other (please provide details): _____	
It is the safest			
I enjoy it			

7. If you travel by car, how many other people are in the car apart from your child and the driver? (Please tick one)

I am the driver	
I am the only passenger	
I am a passenger along with other pupils	
I am a passenger along with other adults	

8. How happy are you with the way your child travels to school? (Please tick one)

Very Happy	
Fairly Happy	
Neither/nor	
Fairly Unhappy	
Very Unhappy	

9. If you had no constraints, how would you prefer your child to travel to school? (Please tick one)

Walking	
Scooting	
Cycling	
Bus	
Car	
Taxi	
Other (please state below) _____	

10. To what extent do you agree with the following statements? (Please tick one per statement)

	Strongly Disagree	Disagree	Neither/ Nor	Agree	Strongly Agree
There is dangerous traffic on my child's route to school					
There is dangerous traffic outside the school					
I believe the cycle routes to the school are safe					
I believe there are safe places to cross the road on my child's way to school					
The car is the safest way to travel to school					
It is important to walk/cycle to school for exercise					
It is important to walk/cycle to school for the environment					

11. Does your child have a bicycle? (Please tick one)

Yes	
No but I would like one for them so they can cycle to school	
No and I don't want one	

12. Is your child a competent cyclist? (Please tick one)

Yes	
No	

13. If cycle training was made available for your child, would you be interested? (Please tick one)

Yes	
Yes but only if it's free	
Yes if it's for advanced level	
Yes if it's for beginner level	
No	

14. Would any of the following encourage your child to walk to school more often?

My child already walks to school everyday	
Help to plan a route	
Better street lighting	
Someone to walk with	
Improved walking routes	
Provision of lockers	
Provision of showers	
Would not consider walking more	
Other (please specify)	

Please write any other comments to do with your child's journey to school below:

Thank you.

Please return this completed survey to your child's form tutor.

Appendix B Example Logbook

St Mary the Virgin Primary School Contact Log

ID	Date	From	Contact Email/Phone	Nature of Contact	Details	Action
Example	05/01/2019	Mr Jon Oldham	01234 567890	Complaint	Mr Oldham called to complain about inappropriate parking along his street (Cloister Court) but a few key parents. It was reported that parents were blocking driveways whilst waiting for pupils. whilst he doesn't object to parents waiting there, he requested they park more considerately.	Propose to assign two members of staff to patrol the area sporadically over the coming fortnight. Request of any parents parking inappropriately that they kindly do not block driveways and suggest more appropriate locations.
1						
2						
3						
4						
5						
6						
7						
8						