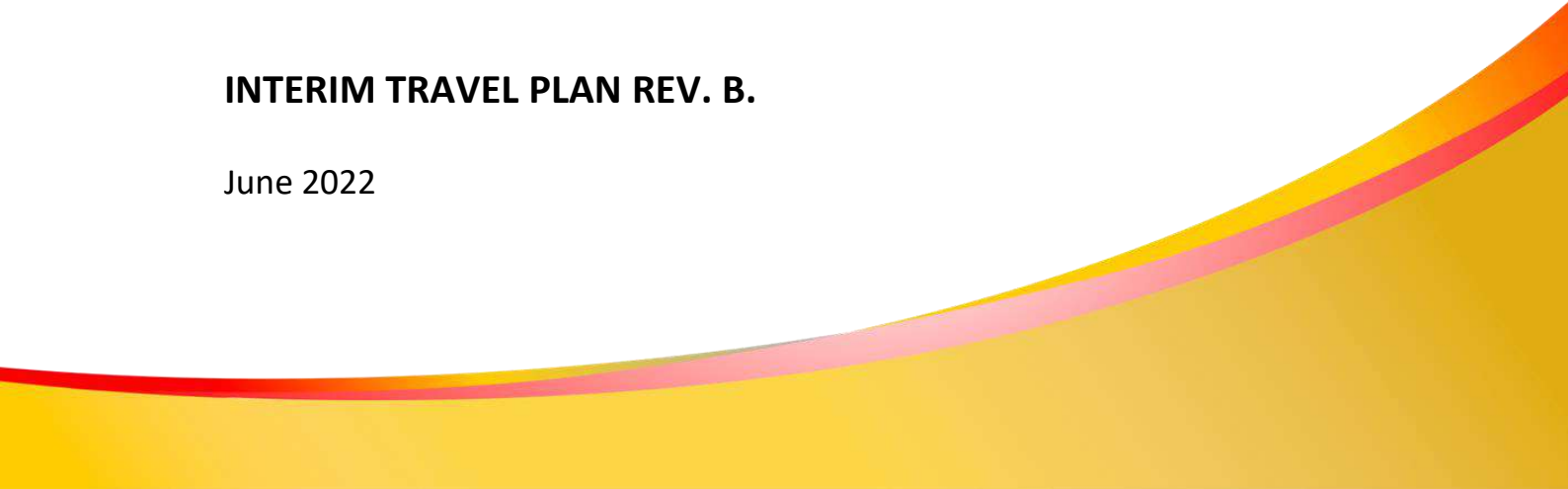


Welsh Government

**Proposed 1-form entry Primary School within the
Upper Cosmeston Farm Masterplan area,
Lavernock Road,
Cosmeston,
Vale of Glamorgan**

INTERIM TRAVEL PLAN REV. B.

June 2022

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Applicant: Welsh Government

Project no: T18.164

Document ref no: T18.164. Rev B.

Document issue date: **June 2022**

Project name: Proposed Primary School,
Cosmeston, Vale of Glamorgan

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1.0 INTRODUCTION

1.1 Summary

1.1.1 This interim Travel Plan has been prepared in conjunction with the Transport Assessment that accompanies the planning application for the construction of a mixed-use development (predominantly residential) including a new 1-form entry primary school on land at Upper Cosmeston Farm, in the Vale of Glamorgan.

1.1.2 The objective of this interim Travel Plan is to provide a strategy to encourage sustainable travel, providing both an overarching strategy for the new school and the associated use of its facilities by the local community. It sets targets and identifies measures to achieve this.

1.1.3 The Board of Governors will be fully committed to supporting and achieving the successful implementation of this Travel Plan so that travel to and from the school maximises the use of sustainable and active travel modes.

1.1.4 In the Vale of Glamorgan all new Schools are required to produce and implement Travel Plans. This is detailed in Supplementary Planning Guidance published by the Authority.

1.2 What is a travel plan?

1.2.1 A travel plan is a package of measures tailored to the needs of individual organisations with the aim to promote sustainable travel choices and reduce reliance on vehicular use for travel to and from the development.

1.2.2 A school travel plan typically focuses on journeys to the site made by staff, pupils and visitors of all types, but can also include business journeys and deliveries where appropriate. In this case, whilst the primary land use is that of a primary school, travel associated with the use of any community facilities at the school is also to be included. The Travel Plan is an on-going process, with continuous monitoring and review to ensure that the objectives are met.

1.2.3 Travel plans are management tools that are designed to encourage individuals and entire organisations to rethink their travel choices and requirements in order to minimise adverse environmental impacts associated with travel.

1.3 Types of travel plan

1.3.1 There are broadly three types of travel plan; which depend on the level of information known about the development site and its users. In all instances a full travel plan will be developed in the long term (often after planning permission is granted) once the relevant information is known. These are detailed below;

- A framework travel plan is applicable to mixed use development or sites where there are multiple organisations;
- An interim travel plan is applicable for development where there will be one occupier but where specific information needed to prepare a full travel plan is not known as the time of submission, sometimes because the users are not occupying the site at that time; and
- A full travel plan is often prepared on obtaining planning permission, where there is one occupier and all the relevant information is known.

1.3.2 For the purpose of this school development it is considered that an interim travel plan is the most appropriate. This is because the exact nature of the proposed school, i.e. will it be Welsh or English medium, it's catchment area, staffing numbers etc. are all unknown at this stage.

1.3.3 The modal split of travel to the new school will be established by way of surveys (referenced later in the document) once the school becomes operational.

1.4 Benefits of a travel plan

1.4.1 The introduction of a travel plan demonstrates the environmental and social responsibility of the school, manages transport impacts of the development and improves equality of access for all users. A school travel plan has benefits for both the school and the wider community and can;

- Reduce traffic congestion and pollution;
- Reduce parking demand;
- Improve access to the site;
- Improve all users' health and fitness;
- Increase use of sustainable and active travel;
- Improve pupil road safety skills/knowledge;
- Involve pupils in changing their own environment;
- Provide a focus for class work within the national curriculum;
- Build links within the school community, and reduce accidents.

1.4.2 A school travel plan is a whole school and community initiative, and therefore should involve consultation with the pupils, staff, parents, governors and the wider community.

1.4.3 The benefits of a school travel plan for the wider community can include the following:

- Raising awareness of local travel issues and problems;
- Reduced traffic and congestion at peak times; and,
- Route improvements to benefit the whole community through measures such as traffic calming and related highway safety measures.

1.5 Policy context

1.5.1 Travel Plans are referenced in numerous pieces of national legislation including The Planning (Wales) Act 2015, the Well-Being of Future Generations (Wales) Act 2015, the Active Travel (Wales) Act 2013.

1.5.2 Similarly, guidance on Travel Plans is included in Planning Policy Wales (Edition 10, and Technical Advice Note 18 (Transport).

1.5.3 The Vale of Glamorgan have published Supplementary Planning Guidance specifically on Travel Plans. This interim School Travel Plan follows this guidance.

Travel Plan Supplementary Planning Guidance, (Vale of Glamorgan SPG 2018)

1.5.4 The document published in July 2018, highlights the following at paragraph 1.4:

“The Council wishes to ensure that development proposals (and where appropriate changes of use) that are likely to generate significant travel movements are accompanied by travel plans in order to reduce their impact on the surrounding community and encourage sustainable travel. “

1.5.5 It states that school travel plans are an opportunity to identify and promote practical alternatives that will encourage parents to consider different ways of taking children to school.

1.5.6 At paragraph 6.7.2 the SPG states:

“A school travel plan is a specific package of measures designed to encourage pupils, parents and staff to use sustainable modes of transport to get to and from school. The measures utilised will vary depending on the size, nature and location of the school but will facilitate active, healthy, safe and sustainable travel to school as an alternative to the private car. While many measures will be the same or similar to those used within a business environment, others will involve different measures more suited to such an environment and the people which they are targeted at e.g. walking buses.”

1.6 Structure of this Travel Plan

1.6.1 This Travel Plan has been divided into the following section:

- Chapter 2: Existing situation;
- Chapter 3: Development proposals;
- Chapter 4: Aims, objectives and targets;

- Chapter 5: Travel Plan strategy;
- Chapter 6: Travel Plan measures;
- Chapter 7: Monitoring and Review; and,
- Chapter 8: Conclusion

2.0 EXISTING SITUATION

2.1 Introduction

2.1.1 This section provides a summary of the site characteristics as well as the transport infrastructure within the local area.

2.1.2 The school is located on the southern edge of the masterplan site.

2.2 Site location

2.2.1 The Masterplan site covers an area of approximately 25.2 hectares on greenfield and agricultural land occupied by Upper Cosmeston Farm. The site is located to the east of Lavernock Road (classified as the B4267) and fronts the Bristol Channel on its eastern boundary. The site's northern boundary abuts existing residential development. Lavernock Road is served by bus services that provide access to Barry, Penarth and Cardiff city centre.

2.2.2 The location of the site together with the local highway network is shown in **Figure 2.1**

2.3 Highway network

Lavernock Road

2.3.1 Lavernock Road is a strategic road classified as the B4267 in the Vale of Glamorgan's highway network. It provides access to Penarth and Cardiff city centre from traffic with origins in Barry, Sully and other settlements in the Vale of Glamorgan to the south.

2.3.2 Lavernock Road is a wide all-purpose single carriageway distributor road that accommodates two-way traffic. In the vicinity of the site Lavernock Road is approximately 8.5 - 9m wide, with a wide footway and verge of varying widths in the range of 2.5m to 3m along the eastern side of the carriageway only.

- 2.3.3 The road is unlit in the vicinity of the site's frontage and is subject to a 40mph speed limit. To the north, the speed limit reduces to 30mph and street lighting is present. The road is fronted by predominantly residential dwellings and some commercial premises such as public houses.
- 2.3.4 There is a signal-controlled pedestrian crossing present in the vicinity of the access junction to Cosmeston Lakes.
- 2.3.5 The development's access strategy and the accompanying highway works are described in Section 3.

2.4 Walking and cycling

Walking

- 2.4.1 The Welsh Coastal Path abuts the Masterplan site's eastern boundary and is a designated public right of way for its entire length past the application site. The site's location on the southern edge of the built environment of Penarth and Cosmeston has meant that most of the active travel infrastructure is concentrated on routes to the north. These link the Cosmeston area with Penarth and beyond.
- 2.4.2 There is a shared cyclist and pedestrian route present on the eastern side of Lavernock Road that is signed and lit (once north of the site) and this provides an existing, active travel route to destinations to the north.
- 2.4.3 This active travel route also runs south of the site along the eastern side of carriageway for approximately 430m before crossing to the western side of carriageway where the route continues south.
- 2.4.4 The following pedestrian-related improvements are proposed in the planning application for the Masterplan development:
- The development will provide footways on the western side of Lavernock Road in the vicinity of the proposed new bus stop.

- The installation of a new signal-controlled Toucan crossing providing a safe crossing location for pedestrians and cyclists wishing to access Cosmeston Lakes and the proposed new stop for north-bound bus services.
- The provision of an active travel route that will traverse the entire site connecting with the existing NCN 88.
- A 3m active travel route will connect the site with the Lavernock Road frontage and existing provision to the north.

2.4.5 The site is well located in terms of proximity and easy access by foot or bicycle to a number of local facilities, including the leisure, employment and public transport opportunities offered in Penarth to the north. The site's connectivity to the wider area by active travel modes will be significantly enhanced by the package of works and measures included within the planning application.

2.4.6 The propensity for people to walk or cycle depends on the individual preferences and circumstances. These circumstances might include the purpose of the journey, the attractiveness of it, activity along the route, weather and the cost of alternatives.

2.4.7 The thrust of this policy is to promote sustainable travel and specifically to encourage and promote the choice of walking and cycling above other modes of transport where travel is required. It is reasonable to assume that walking is a viable and growing means of travel.

2.4.8 The distance that individuals choose to walk depends of the individual's circumstances. However, it is reasonable to assume that over time and given the current policies to promote walking, the propensity for individuals to do so will increase.

2.4.9 The Chartered Institution of Highways and Transportation (CIHT) guidance 'Providing for Journeys on Foot' (2000) sets out the desirable, acceptable and preferred maximum walking distances for different trip purposes. These are set out in **Table 2.1** below.

	Town Centre (m)	Commuting/School (m)	Elsewhere (m)
Desirable	200	500	400
Acceptable	400	1000	800
Maximum	800	2000	1200

Table 2.1: CIHT suggested acceptable walking distances

Cycling

- 2.4.10 As mentioned previously, there is an existing shared cycling/pedestrian route running along the eastern side of Lavernock Road providing a lit and safe off-road link to NCN 88 which leads to Penarth. From Penarth, NCN 88 runs north to Cardiff City Centre where NCN 8 (Taff Trail) is accessible.
- 2.4.11 NCN 8, known locally as Lôn Las Cymru, forms the southern section of the Taff Trail, which is a fully signed long distance cycle route between Cardiff and Holyhead (Anglesey) via Brecon, Builth Wells, Machynlleth, Porthmadog and Bangor.
- 2.4.12 Cycling in Cosmeston is currently a relatively minor mode of travel, with only 2% of local residents travelling to work by bicycle. The Travel Plan includes specific measures to increase cycling's modal share by pupils, staff and visitors to the school.
- 2.4.13 Cycling as a mode of travel to work is ever increasing given the growing trend of recreational cycling, and is a key travel mode for a shift away from the car. Penarth and Cardiff are suited to cycling given its relatively flat topography and relatively small size.
- 2.4.14 The local cycle infrastructure is shown in **Figure 2.2**.
- 2.4.15 There have been preliminary discussions with 'nextbike' regarding the provision of a bicycle station within the wider Masterplan site and another at Penarth Railway Station.

2.4.16 The proposed improvements to active travel routes and associated infrastructure is detailed in **Figure 2.3** and **Appendix A**.

2.5 Public transport

2.5.1 The local area is served by public transport, with regular scheduled bus services operating on Lavernock Road providing frequent access to Cardiff City Centre some 8.5km to the north. The bus services operating in the vicinity of the site are described below.

2.5.2 The site is also accessible to rail services at Penarth Railway Station located approximately 2.4km to the north-east. The various bus services available on Lavernock Road provide convenient access the City Centre and the 94 service provides access to Penarth Railway Station.

2.5.3 Penarth Railway Station may be accessed directly by NCN88 which as detailed above is proposed to be extended into the site and will traverse the site from north to south.

Bus services

2.5.4 Dedicated home to school bus services will be considered by the LEA when the nature and catchment area of the Primary School is known. These will be detailed in the final Travel Plan.

2.5.5 However, there are a number of existing bus stops for public and existing school services located along Lavernock Road. The nearest stops are located in the immediate vicinity of the vehicular access to Cosmeston Lakes, to the north of the application site.

2.5.6 The development proposes the provision of 2 new stops for north and south-bound services respectively on Lavernock Road on the northern edge of site's frontage.

2.5.7 In addition, the development Masterplan allows for safeguarding of a suitable corridor for bus permeability into the site at a future date. This has been the subject of preliminary discussions with officers of the Highway Authority during the pre-application period.

2.5.8 **Table 2.2** below outlines the services that call at bus stops within the vicinity of the site. It is noted that the S51 and SC1 services operate on restricted timetables serving local schools but the 94 service has an approximate 30-minute frequency through-out the day.

2.5.9 The existing and proposed bus stops in proximity to the site are shown in **Figure 2.4**.

Route No.	Route	Frequency
88	Penarth – Barry	Mon-Fri, hourly services between 07:33-15:33
	Barry – Penarth	Mon-Fri, hourly services between 07:19-15:19
94	Cardiff – Penarth – Sully - Barry	Mon-Fri, services every 20-40 minutes from 07:26-18:33, hourly 19:25-23:30 Sat, 07:33-18:30 half hourly, hourly 19:25-23:30 Sun, 07:52, then hourly from 09:24-21:24
	Barry – Sully - Penarth - Cardiff	Mon-Fri, services half hourly to hourly from 06:35-18:51, hourly from 19:31-22:21 Sat, 07:43-17:35 half hourly, 17:35-22:31 hourly Sun, 07:04 – 21:20 hourly
S51	Llandough – St Richard Gwyn High School	Mon-Fri, service at 08:20 (school days only)
	St Richard Gwyn High School – Llandough	Mon-Fri, service at 15:45 (school days only)

Table 2.2: Summary of bus services operating in the vicinity of the site

Rail services

2.5.10 Penarth rail station located approximately 2.4km to the north of the application site. The station lies along the Vale of Glamorgan Line and provides direct services to Cardiff Central, Cardiff Queen Street, Grangetown and Bargoed to name but a few.

2.5.11 Transport for Wales operate around 56 trains per day between Penarth and Cardiff Central with an average journey time of 13 minutes. The first train from Penarth to Cardiff Central departs at 06:02, with the last departing at 23:26. Evening services run twice hourly and Sundays see one train every two hours with a total of 8 per day.

2.5.12 From Cardiff Central, interchange services are available providing access to destinations such as Swansea to the west via Bridgend, Port Talbot and Neath and London Paddington to the east via Newport, Bristol Parkway, Swindon, Didcot Parkway and Reading. Numerous stations on the railway network may be accessed from Cardiff Central Station.

South Wales Metro

2.5.13 The South Wales Metro is an ambitious multi-modal project linking people and jobs across South East Wales in a fast, efficient and environmentally positive way.

2.5.14 The following train service improvements are detailed on the Transport for Wales web site:

- A new 1 train per hour (tph) Ebbw Vale to Newport service by May 2021.
- 2tph between Cardiff and Bridgend via Vale of Glamorgan from December 2023.
- 4tph throughout the Rhymney route from December 2023.
- 6tph to Cardiff Bay from December 2022.
- 4tph between Merthyr Tydfil, Aberdare and Cardiff from December 2022.
- 1tph between Cardiff and Cheltenham from December 2022.
- 4tph between Cardiff and Bridgend from December 2019.

3.0 DEVELOPMENT PROPOSALS

3.1 Introduction

3.1.1 This section of the Travel Plan outlines the overall development proposals for the site and identifies the proposed facilities which aim to encourage the use of sustainable travel modes.

3.2 Land use

3.2.1 As detailed in Section 1, it is proposed to construct a 1-form primary school within the Cosmeston Masterplan area which also includes the proposed development of up to 576 residential dwellings and community facilities.

3.2.2 The development proposes the provision of a Toucan or possibly a Pegasus/equestrian signal-controlled crossing on Lavernock Road for use by pedestrians, cyclists and equestrians.

3.2.3 The majority of the existing nearby, residential development is located on the eastern side of Lavernock Road. All of the residential development proposed in the Masterplan is also on the eastern side of the road in the immediate vicinity of the proposed school.

3.2.4 The development will also deliver an extensive variety of physical infrastructure measures to encourage sustainable and active travel. These include measures to facilitate walking, cycling and public transport use. More detail is provided in the sections below.

3.2.5 The masterplan for the site is shown in **Appendix B**.

3.3 Access

Vehicular access

3.3.1 It is proposed that the primary vehicular access to the school will be via a new priority junction on Lavernock Road with a ghost island right-turn lane. The junction will also provide dropped kerbs and tactile paving.

Pedestrians and cyclists

3.3.2 The Masterplan development will provide the necessary pedestrian and cycling infrastructure within the site to promote and encourage staff, pupils and visitors to walk and cycle.

3.3.3 Walking and cycling access to the local and wider area and from the wider area to the school will be provided via the following initiatives:

- A dedicated cycling/pedestrian route that traverses the Masterplan site north to south that will form an extension of National Cycle Network 88 Route 88;
- A new Toucan crossing on Lavernock Road allowing pedestrians and cyclists to access Cosmeston Lakes and passengers to access the north-bound bus stop and school users to cross the road safely;
- A revision to the start of the existing 30mph speed limit on Lavernock Road so that traffic is slowed to 30mph when passing the proposed school; and,
- The provision of a mandatory 20 mph speed limit on the site's entire internal road network.

3.3.4 The pedestrian and cycle link thorough the heart of the site provides a traffic free link that fully traverses the site from north to south, keeping vehicle intimidation to a minimum with the aim to encourage and prioritise walking and cycling.

3.3.5 The reserved matters applications will ensure that excellent active travel connections link the school to the wider masterplan area.

3.4 Parking provision

Car and cycle parking

- 3.4.1 Car and cycle parking provision at the proposed school will be provided in the context of the Vale of Glamorgan's adopted Parking Standards 2019.

4.0 AIMS, OBJECTIVES AND TARGETS

4.1 Introduction

4.1.1 This section of the Travel Plan details the aims, objectives and targets of the school Travel Plan.

4.1.2 The objectives are high-level aims of the Travel Plan, they steer the Travel Plan and give it direction. The targets established in the Travel Plan are measurable so that progress can be assessed.

4.2 Aims and objectives

4.2.1 The primary focus of this Travel Plan will be to reduce the number of single occupancy vehicle trips associated with travel to and from the school, be they trips for an education purpose or for use of the community facilities. This will be achieved by promoting and encouraging, a greater level of walking and cycling, the use of public transport and car-sharing.

4.2.2 The aim of the Travel Plan is to encourage both staff, pupils and visitors to travel to the proposed school and associated facilities by sustainable travel modes and developing sustainable travel habits from the outset for future users of the proposed school.

4.2.3 Any users of community facilities provided at the school will also be encouraged to travel sustainably. It is expected that a high proportion of such users will reside in nearby residential areas, including the Masterplan development.

4.2.4 The school's Travel Plan objectives are to:

- Increase the share of trips to the school and associated facilities by walking;
- Increase the share of trips by car sharing
- Increase the share of trips to the school made by bicycle;

- Reduce the proportion of staff commuting by single occupancy vehicle to school;
- Increase the share of trips to the school by bus; and
- Improve awareness amongst staff and pupils (including parents and guardians) and users of the community facilities about different travel options.

4.2.5 The Travel Plan details a range of sustainable travel measures which will be introduced in conjunction with the proposed development of the school.

4.3 Targets

4.3.1 Targets are measurable goals by which the progress of the Travel Plan will be assessed. Targets are essential for monitoring progress and success of the Travel Plan.

4.3.2 Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related. They may be either qualitative ('action' targets) or quantitative ('aim' targets). Indicators are the elements which will be measured in order to progress towards meeting interim and final targets.

Pupil and staff targets

4.3.3 Using the 'Dft Smarter Choices Report' and our experience on the effectiveness of travel plan measures, the overarching target for the Travel Plan is as follows:

4.3.4 **Headline target:** The Travel Plan will aim to achieve a 10% shift away from car trips within five years of the initial travel survey to be undertaken in the first teaching term of the new school.

4.3.5 In this case, definitive targets cannot be set until the initial travel survey has been undertaken in the first term of the school's opening.

5.0 TRAVEL PLAN STRATEGY

5.1 Introduction

5.1.1 This section sets out the clear stages by which the Travel Plan is to be managed and marketed to achieve its aim, objectives and targets.

5.2 An on-going process

5.2.1 It is important to recognise that a travel plan is a practical management tool that sets out 'active' initiatives rather than a static document. This means that the Travel Plan will be a process of continual development, requiring regular review to monitor changes in travel patterns and assess the success of measures and target achievements. Therefore, the measures and related events may be altered over the life of the Travel Plan.

5.2.2 A management structure has been proposed involving a travel plan co-ordinator (TPC) and a travel plan steering group (TPSG). This structure will provide an overarching framework for the delivery of a successful and ongoing travel plan for the school.

5.2.3 The performance of the Travel Plan will have to be monitored so that the appropriate initiatives can be taken forward by the TPC and the TPSG, to encourage modal shift away from car-borne trips.

5.3 Production of a final Travel Plan

5.3.1 This interim Travel Plan will be reviewed within four months of the school's occupation and revised into a full travel plan thereafter, with modal shift targets established.

5.3.2 It is important to create an exemplar school development which supports sustainable and active movement.

5.4 Travel plan co-ordinator

5.4.1 A Travel Plan Co-ordinator (TPC) will be appointed by the school or the LEA, and they will be responsible for implementing all travel plan measures.

5.4.2 The role of the TPC will be to provide focus for the Travel Plan, organising transport related events and encouraging involvement. They will be the first contact for staff, and parents for any matter to do with the Travel Plan. Their key responsibilities will include some of the following:

- Implementation and management;
- Awareness building and engaging with stakeholders;
- Identify resistance to change;
- Implementing and managing measures and events;
- Measuring success and monitoring change; and,
- Reporting progress to all travel plan stakeholders.

5.4.3 It is recommended that the role should be a part-time function for a member of existing staff who already undertakes another role within the school. Transport Planning consultants could also assist with the Travel Plan co-ordinator role.

5.4.4 The TPC would begin their role three months prior to the completion of the school in order to initiate the proposed measures. The TPC role should be in place for five years, for the life of the Travel Plan. Resources to assist in increasing promotion can be downloaded from many of the transport websites that run national events.

5.5 Travel plan steering group

5.5.1 A Travel Plan Steering Group (TPSG) will be established by the TPC to oversee the development and implementation of the Travel Plan. The stakeholders should include the head-teacher or deputy head teacher, staff, pupils and parent representatives, the local authority road safety representative, public transport operators and others who play a key role in the development and implementation of the Travel Plan.

5.5.2 In addition to the management function, the group will be able to offer an opportunity for the sharing of local knowledge, experiences, ideas and contacts. This will help the TPC to effectively function in their role. Should these representatives not formally participate, it is advisable for the TPC to liaise with them and keep them informed.

5.5.3 The group will meet once a school term for the life of the Travel Plan.

5.6 Working groups

5.6.1 Smaller groups of people (teachers, parent representatives, pupil representatives, e.g. school council members) that are focused on promoting and implementing certain measures (i.e. cycling, walking buses) within the school could be formed. The smaller groups could then report to the TPC and Steering Group to demonstrate progress.

5.6.2 A Bicycle User Group (BUG) is an example of a smaller group of individuals who look to encourage and support fellow cyclists. This group may work in conjunction with the TPC to organise cycle proficiency training and/or events for the staff and pupils.

5.7 Action plan

5.7.1 An action plan in forming the Travel Plan's implementation will be developed and will accompany the final Travel Plan that will be completed in the opening year of the proposed school.

5.7.2 The action plan will include a list of proposed measures. The measures aim to encourage the use of more sustainable travel modes. It will include a timetable that identifies anticipated dates for tasks.

5.8 Travel plan event programme

5.8.1 An event programme will also be prepared in relation to the final Travel Plan which looks to illustrate the range of transport events that are promoted annually to encourage sustainable travel in schools.

5.8.2 The programme will identify certain measures that could be promoted and/or implemented in conjunction with these events. This will help to increase awareness and may provide some inspiration for TPC.

5.8.3 National campaigns (i.e. Walk to School Week) often have websites with downloadable posters and other promotional items that will assist the TPC.

5.9 Full school travel plan

5.9.1 As detailed a full school travel plan document will need to be produced in the first term of the new school's opening.

5.9.2 This document will largely follow the structure set out in this interim Travel Plan but will be substantially reviewed and revised to represent travel surveys undertaken then.

5.9.3 A full travel plan may include more specific measures and solutions than those identified in the interim Travel Plan. This will ensure that the measures implemented and promoted are appropriate at the time. If this is not the case, resources used to promote certain modes of transport may be shifted to other modes where there is an increased demand.

6.0 TRAVEL PLAN MEASURES

6.1 Introduction

6.1.1 This chapter identifies and provides details of the measures that will be implemented at the new school. These will be refined and become more specific in the full Travel Plan.

6.1.2 Note that in the long term, other measures could replace or supplement those proposed, depending on their needs and suitability. The need for any alteration will be evident from the proposed regular monitoring results.

6.1.3 It will be responsibility for the TPC to investigate other potential measures that will assist in meeting the targets set on the full Travel Plan.

6.2 Consultation

6.2.1 It is important for the school and the community to take ownership of the Travel Plan. To gain this level of ownership the regular monitoring undertaken by the TPC will involve consultation with all stakeholders and all users of the site to ensure that the Travel Plan develops in a way most beneficial to them.

6.2.2 All pupils throughout the school need to be involved in the Travel Plan at some stage. Below are some activities that the school could take on board to help to ensure the pupils understand the school Travel Plan:

- Develop and update a school travel plan notice board;
- Develop and design promotional materials – hold competitions for a travel plan logo and slogan;
- Take photographs for publicity purposes – these could be used in newsletters/school prospectus;
- Produce an annual travel plan newsletter;
- Work with the media – press releases to newspapers, and radio; and,
- Road safety training involvement.

- Participate in walk/cycle/scoot to school national events.

6.2.3 The Travel Plan will evolve over time and the measures will alter according to the travel trends and attitudes at the time.

6.3 Marketing and travel information

6.3.1 Disseminating information on the Travel Plan, its benefits and measures will help to raise awareness of the travel options and facilities available. The following initiatives could be incorporated into the school Travel Plan.

School travel plan leaflets/information sheets

6.3.2 All pupils, staff and users of the community facilities will be provided with a travel plan leaflet/information sheet to introduce the Travel Plan and measures available.

6.3.3 This will include information about the benefits of sustainable travel in terms of health, time, costs and a location map of the school with walking and cycling facilities highlighted.

6.3.4 This should be provided to new pupils and staff at the beginning of each academic year for five years. All information leaflets will also target users of the community facilities at the school, a number of which may be parents of children attending the school.

Notice Boards

6.3.5 A school travel plan notice board will be installed in a prominent location within the school, ideally close to the reception area. The material could be designed to promote specific travel plan measures such as a walking bus and cycle proficiency training. It could also be used as a way of promoting any forthcoming transport events and competitions, and to display travel survey results and other related feedback.

6.4 Walking and cycling measures

6.4.1 Nationally, walking accounts for 25% of all journeys and 80% of those less than one mile. It is the most sustainable method of travel, has a number of proven health benefits and is an important source of personal freedom. Walking is important for the vast majority of people, especially children, the elderly, those using public transport and those without access to a car. Walking to school, whilst escorted by an adult or an older sibling helps children learn valuable road safety lessons.

6.4.2 As with walking, the promotion of cycling can lead to a healthier, more active population. Both walking and cycling are cheap, convenient and reliable methods of transport.

6.4.3 Cycling is especially important for tackling congestion and pollution as it can replace many journeys which otherwise would be made by vehicular transport.

6.4.4 Walking and cycling will also be actively encouraged for users of the community facilities particularly if they are travelling to the school site to participate in sporting activities.

6.4.5 Infrastructure measures are proposed within the school development (detailed in the TA) that will benefit both pedestrian and cycle movement within the site for pupils, staff and visitors including a cyclist and pedestrian entrance remote from the main vehicular access with cycle stands and a sheltered area for pupils to wait before school begins.

6.4.6 To promote walking and cycling to pupils and staff the following measures could be implemented:

Cycle training/proficiency

6.4.7 The TPC will liaise with the Vale of Glamorgan to explore the possibility of providing cycle training and/or undertaking cycle proficiency for pupils at the proposed school.

6.4.8 It is important that this scheme is taken on board before the school starts promoting cycling to pupils. Similar training could be organised by the TPC for staff if there is a demand for this.

Discounts

6.4.9 Efforts to secure discounts for bikes and associated servicing from local bike shops could be negotiated for staff and possibly children in the older year groups.

Bike User Group (BUG)

6.4.10 A BUG could be set up between the TPC, and other stakeholders i.e. teachers, parents and other members within the local community) who are keen to share advice and information. This may also include community users of the sports facilities.

6.5 Public transport measures

6.5.1 Increased use of public transport is a fundamental aspect of the government's sustainable transport strategy. The benefit of travelling by public transport includes:

- Being able to relax, read and work; and,
- Traffic free routes (with rail and where bus priority exists).

6.6 Car usage

6.6.1 Despite the alternatives to the private car, many people would rely on their private car as their means of transport for some or all of the time, for example if they have a disability or for certain types of trips, including the school run being part of a longer journey to work.

6.6.2 However, there are means of reducing the number of cars on the road, and therefore congestion, by discouraging unnecessary car journeys and by encouraging people to share their journeys.

Car-sharing

6.6.3 Car-sharing involves two or more persons travelling in the same car from a different household. It is an important component of any travel plan, as it allows a number of benefits in addition to reducing congestion, including time and money savings to sharers. Identified benefits of sharing over driving alone are:

- Saving money and reduced maintenance costs;
- Time to relax without driving stress; and,
- Opportunity to socialise.

6.6.4 The establishment of a car sharing database to 'match' potential car sharers amongst pupils, parents and guardians will be investigated during the production of the final Travel Plan.

Guaranteed lift home

6.6.5 The school could seek to fully assist staff in making alternative plans for getting home in the event of unforeseen circumstances. This should help to remove one of the psychological barriers (fear of being inconvenienced when let down by a sharer) often quoted as deterring potential car sharers.

6.6.6 Dependent upon circumstances and the nature of the emergency, the school could offer a lift with another car sharer or a taxi service home.

7.0 MONITORING AND REVIEW

7.1 Introduction

7.1.1 Monitoring is an essential element of any travel plan, by gaining an understanding of how the staff and pupils travel to the site, specific measures can be implemented.

7.1.2 These aims to effectively change travel habits and encourage the use of more sustainable modes. The travel plan needs to 'buy-in' from its users and therefore regular consultation and an understanding of their needs and demand is crucial to its success.

7.1.3 Every travel plan, and its associated measures need to be bespoke and moulded around the people it is aiming to affect. This can only be achieved through regular monitoring to ensure it remains relevant to all users.

7.1.4 The ongoing commitment to the Travel Plan requires a suitable monitoring and evaluation mechanism, which is detailed below.

7.2 Travel surveys

Initial travel surveys

7.2.1 Precise travel patterns need to be established through an initial travel survey which will be undertaken in the first term of the proposed school's opening.

7.2.2 **Appendix C** details the proposed initial travel survey which will be distributed amongst staff and pupils when appropriate.

7.2.3 It is important that the actual modal split of the new school is determined as soon as possible to ensure that the targets are SMART and the measures are appropriate for implementation.

7.2.4 By establishing the modal split, the applicability of specific travel plan measures and targets can be revised accordingly, reflecting the actual needs and requirements of staff and pupils.

7.2.5 These amendments will form the full travel plan which will be more prescriptive than this interim Travel Plan, with fixed targets and the exact mix of measures.

7.2.6 All information will be collated by the TPC and the results discussed with the stakeholders at the TPSG meetings. Any revisions in the Full Travel Plan will need to be agreed with the Local Authority.

Repeat travel surveys

7.2.7 The future monitoring process will involve undertaking staff and pupil travel surveys annually. These will be undertaken during the same month as the initial survey, every year for a period of five years.

7.2.8 Note that the travel survey should remain broadly similar throughout the life of the Travel Plan to ensure consistency in the results and information.

7.2.9 The information will be collated by the TPC into a small monitoring report on an annual basis. This small report will be distributed to all stakeholders and should enable discussion at the TPSG meeting regarding progress.

7.3 Other useful monitoring tasks

7.3.1 The following monitoring tasks may also be useful, as indicated within the preliminary action plan;

- Undertake surveys of parent and guardian pick-up/drop off parking demand.
- Conduct counts several times a year to ascertain use of cycle parking facilities;
- Monitor levels of take up of specific measures;
- Undertake simple pupil 'hands up' travel surveys at other appropriate times (e.g. during cycle/walk to school week);
- Ask for staff and pupil feedback on the take up of travel plan measures/matters;
- Ask for parent feedback.

7.4 Reporting structure

- 7.4.1 The school TPC and TPSG are jointly responsible for planning the above. All details of the monitoring programme will be agreed with the Vale of Glamorgan prior to undertaking the surveys.
- 7.4.2 The interim reports will attempt to place the monitoring results in context not only with previous results, but also with the travel plan measures and activities which have occurred between the reporting periods. It will provide the review mechanism to identify those measures which may require further promotion or alteration in order to ensure their take-up remains on track and that progress against the targets is attained. The monitoring report will therefore look to identify priority initiatives for the forthcoming period.
- 7.4.3 A final end report will be prepared by the TPC at the end of the life of the Travel Plan, after five years.

8.0 CONCLUSION

8.1.1 Asbri Transport Limited has been commissioned to produce an Interim Travel Plan to accompany a planning application for a Primary School within a mixed-use development at Upper Cosmeston Farm in Cosmeston, in the Vale of Glamorgan.

8.1.2 A separate Travel Plan has been prepared for the proposed residential development.

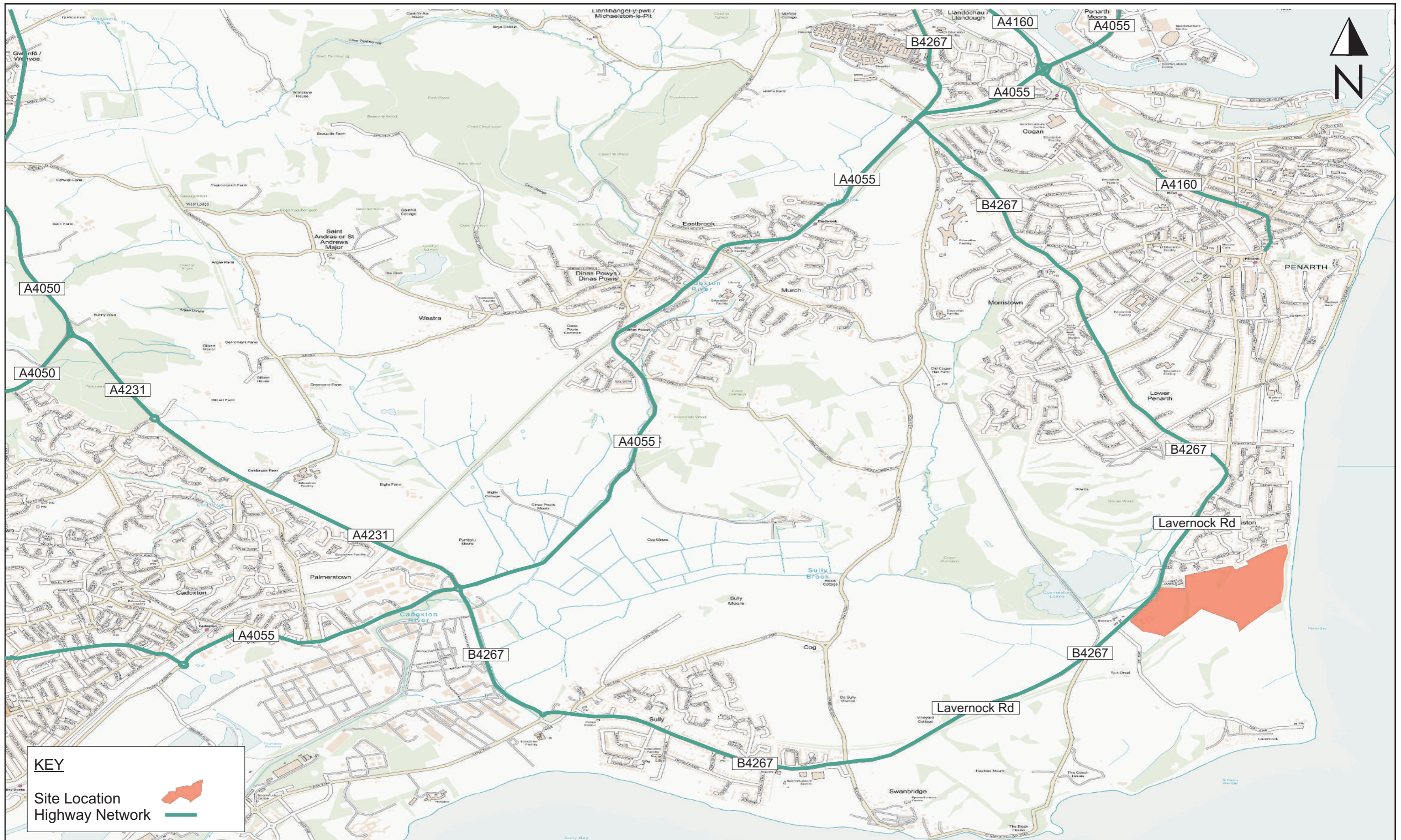
8.1.3 The main aim of this interim school Travel Plan is to provide a range of sustainable travel measures which will be introduced in conjunction with the proposed development. It also includes objectives and commits to setting targets to establish an increase in travel to and from the school and the associated community facilities by modes such as walking, cycling and car sharing.

8.1.4 The measures proposed to minimise the impact of the proposed Primary School will include the following:


- Cycle training (for staff and pupils);
- Walking initiatives;
- Promotion of public transport infrastructure/services;
- Promoting car-sharing; and,
- Commitment to participate in events such as Bike to School Week and Walk to School Week.


8.1.5 The travel plan is an evolving document and makes provision for consultation and monitoring that will be managed by a TPC. It commits to continued liaison with the Vale of Glamorgan during the lifetime of the Travel Plan.

The final Travel Plan will establish targets to increase travel by sustainable modes based on travel behaviour surveyed during the first term of the school's opening.




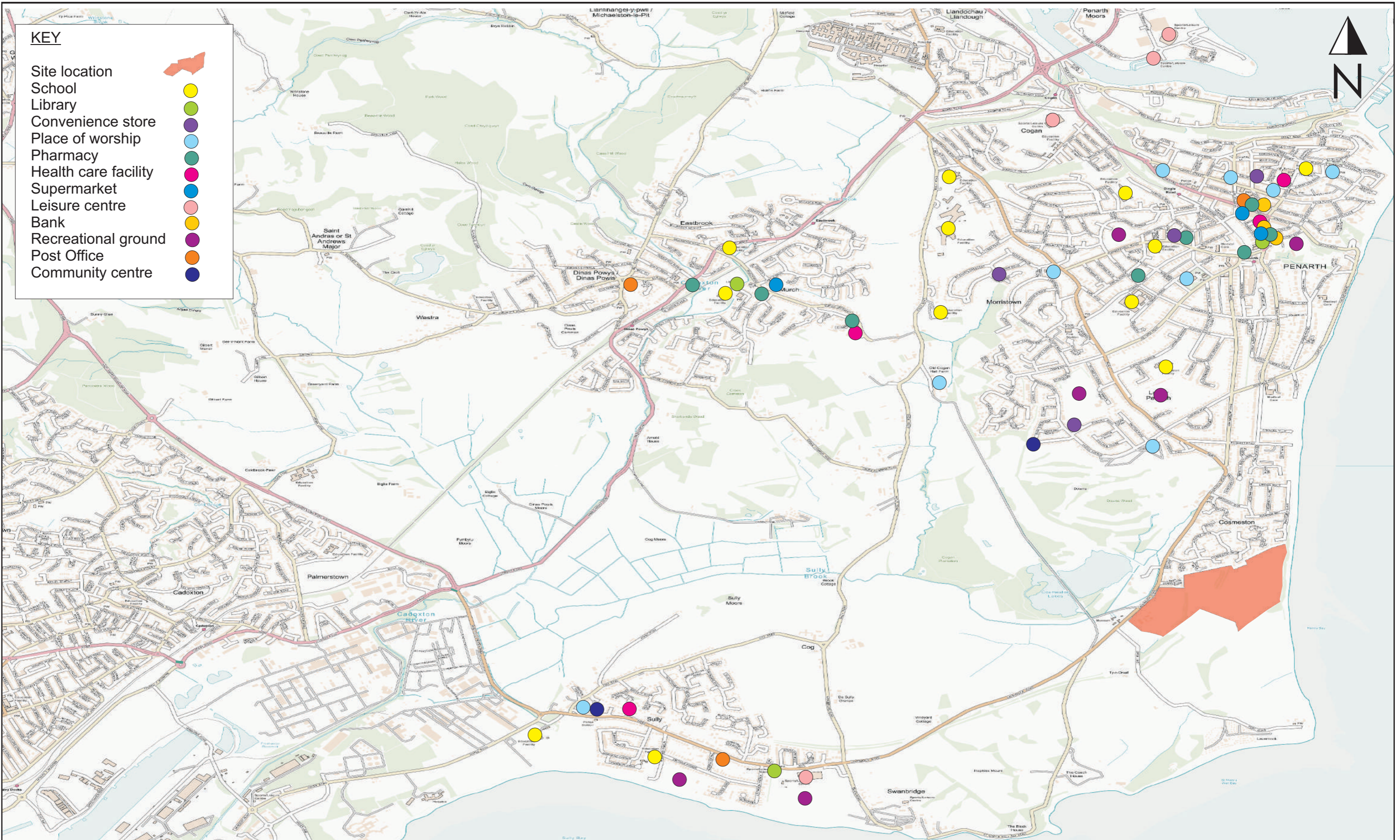
KEY

Site Location 


Highway Network 

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Drawing Title Site Location & Local Highway Network	Client Austin-Smith: Lord	 Suite D 1st Floor 220 High Street Swansea SA1 1NW T 01792 480535	Scale: NTS	File Extension:
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			Ckd/Appd: PO'C	
			1st Issued: Feb 2019	Drg No: Figure 2.1
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	Job Title Cosmeston		Designed by: KW	
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			1st Issued: Feb 2019	Drg No: Figure 2.2
			Job No: T18.164	



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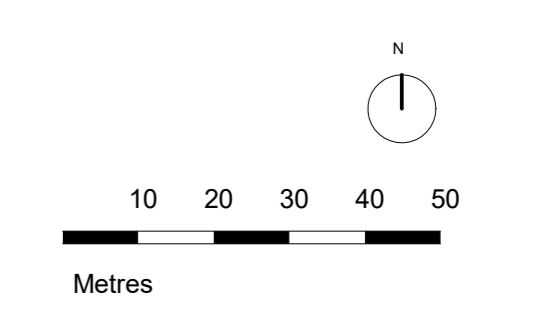
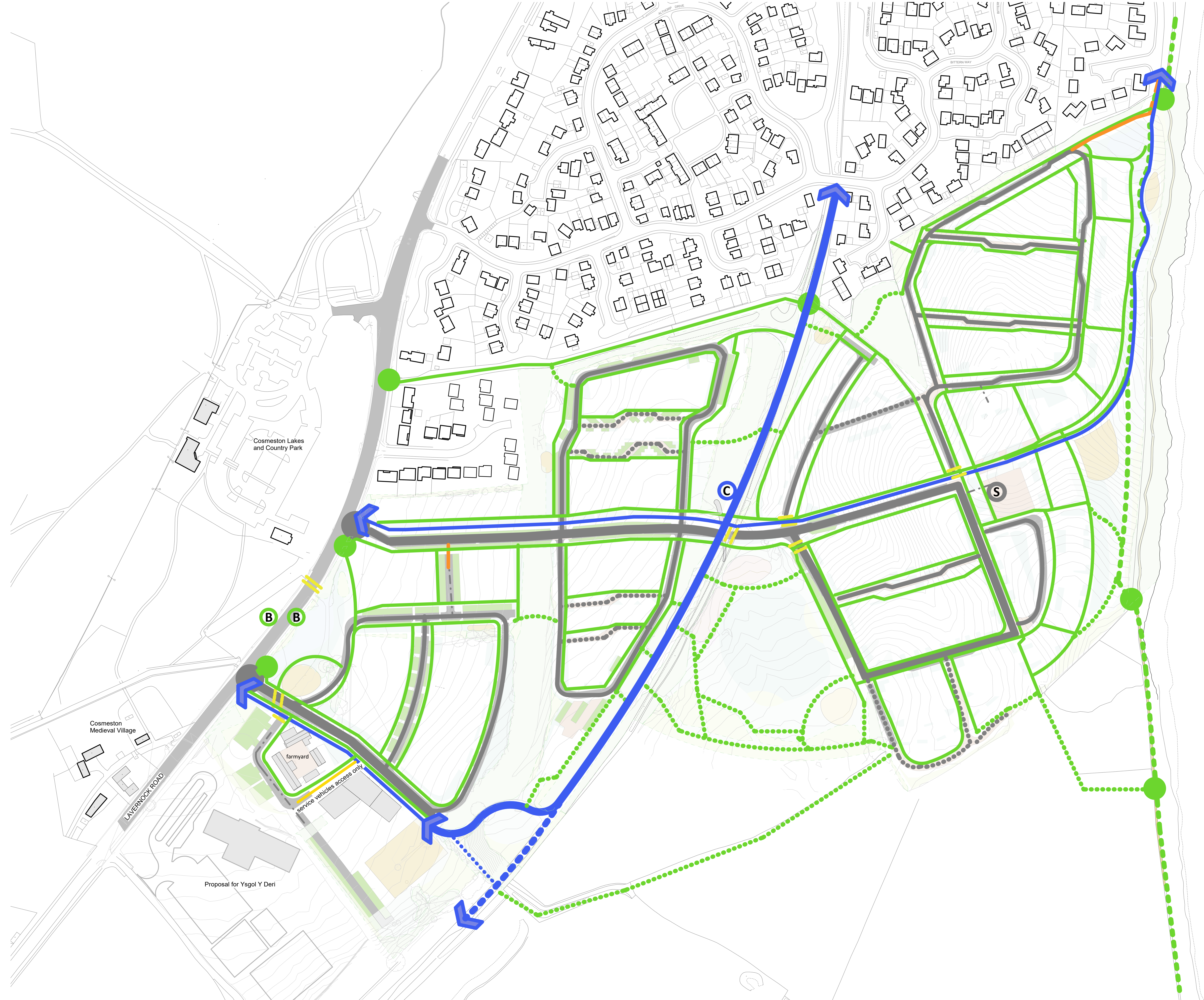
- Site Location
- NCN Route 88
- Local Cycle Route

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Drawing Title Local Cycle Network	Client Austin-Smith: Lord	 Suite D 1st Floor 220 High Street Swansea SA1 1NW T 01792 480535	Scale: NTS	File Extension:
	Job Title Cosmeston		Designed by: KW	
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			1st Issued: Feb 2019	Drg No: Figure 2.3
			Job No: T18.164	

Appendices

Appendix D



- KEY**
- Extension of NCN88 Cycle Route
 - Future extended connection cycle routes
 - Cycle route
 - 4m wide emergency vehicle access pedestrian route
 - Service vehicle access only pedestrian route
 - Pedestrian route
 - Pedestrian passages designed for unobstructed wildlife movement
 - New Coastal Path
 - Pedestrian Gateway
 - Pedestrian and cycle priority crossing
 - Vehicular Site Access
 - Primary Vehicular Route - Future proofed for potential Bus route
 - Secondary Vehicular Route
 - Home Zone Route - Pedestrian Priority
 - Parking Access only
 - B BUS Stop
 - C Bicycle Hire (indicative)
 - S Dedicated Street Car Rental Spaces (indicative)

Notes:
Electric vehicle charging ready infrastructure throughout the development road network

Rev	Description	Issue	Created	Date Issued
1	Initial Design	1	12/12/20	12/12/20
2	Revised Design	1	13/01/21	13/01/21
3	Final Design	1	13/01/21	13/01/21
4	Final Design	1	13/01/21	13/01/21
5	Final Design	1	13/01/21	13/01/21
6	Final Design	1	13/01/21	13/01/21
7	Final Design	1	13/01/21	13/01/21
8	Final Design	1	13/01/21	13/01/21
9	Final Design	1	13/01/21	13/01/21
10	Final Design	1	13/01/21	13/01/21

1 Parameter Plan - Access & Movement
1 : 1000

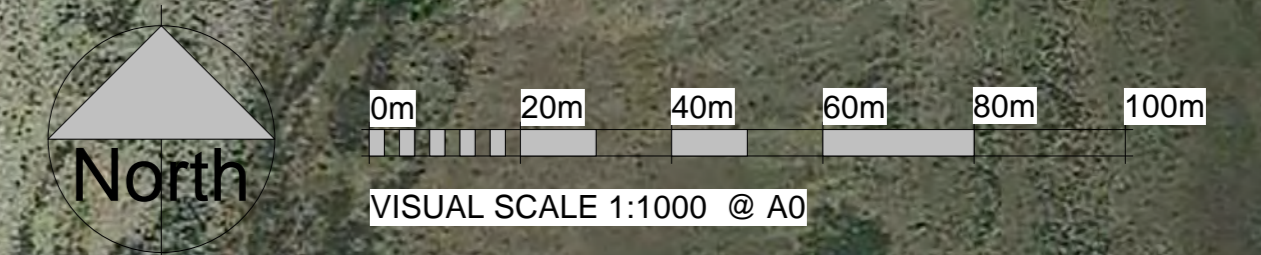
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Austin-Smith:Lord
Project: Upper Farm Corridor
Description: Parameter Plan - Access & Movement
300 No. Drawing No. Revision
318054 LFC-ASL-001-SD-DR-A-0934

Appendix B



Illustrative Masterplan



KEY

- 1. Primary School
- 2. LAP (Local Area for Play) approx. area 120m² each (5x)
- 3. LEAP (Local Equipped Area for Play) 01-1100m², 02-620m², 03-570m²
- 4. NEAP (Neighbourhood Equipped Area for Play) approx. area 1400m²
- 5. Outdoor GYM
- 6. Cycle Path
- 7. Water Feature; Attenuation Ponds or Reed Beds
- 8. Hedgerow
- 9. New Coastal Path
- 10. Public Space - Limestone Square
- 11. Community Gardens & Orchards
- 12. Coastal Park
- 13. Sweals & Rain Gardens
- 14. Bus Stop
- 15. Bicycle Hire (Indicative)
- 16. Pedestrian Cyclist Crossing
- 17. Public Art/Dormice Bridge - Marconi Crossing
- 18. Community Sport Pitch
- 19. Hedgerow maintained at lower height (1-1.5m)
- 20. Lower Cosmeston Farm - community, educational or commercial use

Proposed
SEN School

Rev	Description	Author	Check	Date
01	Issue for Planning	TS	TS	02.05.19
02	Issue for Planning	TS	TS	02.05.19
03	Issue for Planning	TS	TS	02.05.19
04	Issue for Planning	TS	TS	02.05.19
05	Issue for Planning	TS	TS	02.05.19
06	Issue for Planning	TS	TS	02.05.19
07	Issue for Planning	TS	TS	02.05.19
08	Issue for Planning	TS	TS	02.05.19
09	Issue for Planning	TS	TS	02.05.19
10	Issue for Planning	TS	TS	02.05.19
11	Issue for Planning	TS	TS	02.05.19
12	Issue for Planning	TS	TS	02.05.19
13	Issue for Planning	TS	TS	02.05.19
14	Issue for Planning	TS	TS	02.05.19
15	Issue for Planning	TS	TS	02.05.19
16	Issue for Planning	TS	TS	02.05.19
17	Issue for Planning	TS	TS	02.05.19
18	Issue for Planning	TS	TS	02.05.19
19	Issue for Planning	TS	TS	02.05.19
20	Issue for Planning	TS	TS	02.05.19

Drawn: TS
 Date: 02.05.19
 Scale: @ A0
 Status: S1

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 Landscape Architects
 Planning Consultants
 Civil Engineers
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Austin-Smith:Lord
 Project: Upper Farm Cosmeston
 Description: Illustrative Masterplan
 Job No: 318254
 Drawing No: LFC-ASL-00-00-DR-A-0930
 Revision: _____

Appendix C

School Travel Survey for Staff Pupils and Parents / Guardians

Please complete this form and return to school by _____.

Home Postcode: _____

What year are you in? (please put a number) _____

1. How do you travel to school on most days? (please circle only one).

- Walk
 - Cycle
 - Bus* *Timetabled or school
 - Taxi
 - Other _____
 - Car (alone)
 - Car Share *
- *Traveling with children who live in the same house or with children from other households

2. Why do you travel that way? (please circle)

- Easy for your parents
 - Distance from school-near
 - Distance from school-far
 - No bus or train available
 - Inexpensive
 - Lack of walking/cycling routes
 - Personal safety
 - On route to employment
 - Other reasons (please state below)
- _____
- _____

3. How do you travel home from school each day? (Please circle only one)

- Walk
 - Cycle
 - Scoot
 - Bus* *Timetabled or school
 - Taxi
 - Other _____
 - Car (alone)
 - Car Share *
- *Traveling with children who live in the same house or with children from other households

•

4. Why do you go home that way? (please circle)

- Easy for your parents
- Distance from school-near
- Distance from school-far
- No bus or train available
- Inexpensive
- Lack of walking/cycling routes
- Personal safety
- On route to employment
- Other reasons (please state below)

5. How far is your journey to school? (Please circle)

Under 1 mile 1 – 3 miles 3 miles and more

6. If you do already walk or cycle, or wish to start, is there anything that would make your journey easier or safer? For example, cycle storage, improved footpaths, crossing facilities or cycle training.

7. Is there anything you dislike about your journey to and from school? If so, please give details below.

8. Do you own a bicycle? (Please circle)

Yes No



9. Do you have access to school bus provision? (Please circle)

Yes No

10. Would you be interested in car-sharing? (Please circle)

Yes No

11. Are there any other comments you would like to make about the things that influence the way you travel to and from school?

Name:

Signature

Thank you for completing this survey.