School Travel Planning and the Planning Process

Interim School Travel Plan

**Existing school site**

*(to be submitted as part of the planning application for expansion of school sites, including satellite sites)*

Please provide the following information in addition to a completed Modeshift STARS application. This form has been designed to allow information to be transferred easily across to a STARS application once the development is occupied. If you do not have a STARS application for the current academic year you will either have to update your STARS application or create your school’s first STARS application.

Please upload draft and final versions of this form to the ‘Planning’ section of your STARS pages to support your planning application.

★ = input directly to Modeshift STARS

***i*** = where to find further information



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

**1. INTRODUCTION**

**1.1 Contact details**

|  |  |
| --- | --- |
| Name of school  |  |
| STP Champion/Author/contact | Name |  |
| Email |  |
| Telephone number |  |
| Head teacher/ |  |
| Address of school |  |

**1.2 Development overview**

Please provide an overview of the development proposals and site context

e.g. Type of school, size, location, surrounding area

**1.3 Catchment area map (after completion)**

Please insert map here or append to document

**1.3.1** Does this differ from the current catchment area? **Yes/No**

If yes, Please provide details or comparison map

**1.3.2** If you have collected Mode of Travel data through the school census please ensure this has been added to your STARS application. Contact the Council’s Travel Plan Officer for more information.

**2. PROPOSALS**

**2.1 Proposed pupil numbers**

Are there proposed changes to pupil numbers? **Yes/No**

If yes, insert/populate table to show pupil numbers each year throughout the development including the current year (add rows as necessary)

|  |  |  |
| --- | --- | --- |
| *Year* | *Pupils* |  *Classes* |
|  |  |  |
|  |  |  |
|  |  |  |

**2.2 Proposed staff numbers**

Are there proposed changes to staff numbers? **Yes/No**

If yes, insert/populate table to show staff numbers each year throughout the development including the current year (add rows as necessary)

|  |  |
| --- | --- |
| *Year* | *FTE staff* |
|  |  |
|  |  |
|  |  |

**2.3 Proposed opening times**

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

If yes, please provide details:

Proposed opening times

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

**2.4 Proposed travel and transport infrastructure**

**2.4.1 On-site proposed measures**

|  |  |  |
| --- | --- | --- |
| Measures | Details of **existing provision** as per your current STARS application (include locations and quantities where possible) | Details of **proposals** (include locations and quantities where possible) |
| Car park\* | Staff parking spaces |  |  |
| Visitors parking spaces |  |  |
| Disabled parking spaces |  |  |
| Cycle parking\* | Covered Sheffield stands |  |  |
| Sheffield stands |  |  |
| Cycle Pod/Mini Pod |  |  |
| Other cycle spaces |  |  |
| Total pupil parking spaces |  |  |
| Total staff parking spaces |  |  |
| Scooter parking | Scooter parking spaces |  |  |
| Storage lockers | Storage lockers for equipment |  |  |
| Shower facilities | Showers available |  |  |
| Coach parking | Spaces for coaches to park |  |  |
| Details of coach parking facilities |  |  |
| School crossing patrol | Number of crossing patrols |  |  |
| Other (add rows as necessary) |  |  |  |

**2.4.2 Routes to school audit - engineering and safety measures**

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

**2.5 Access Plan**

Please include below, or append, a plan showing the proposed access points/entrances into the development for pedestrians, cyclists and motor vehicles

**3. ENGAGEMENT**

3.1 ★Complete the **Working Group** section in the STARS application. Upload notes of meetings and record actions. ***i*** STARS guidance leaflet – “Building a Working Group”

3.2 Please provide details of how the working group will operate following occupation. Include details of who will be involved (students, parents, governors etc.) and how frequently meetings will be held.

**Wider Consultation**

3.3 ★ Provide details of any surveys/consultation of the wider school community that you have carried out. Add these to the **Supporting and Consultation Initiatives** in the **Action Plan.**

**4. TRAVEL & TRANSPORT ISSUES**

4.1 You should have included existing travel and transport issues in your current STARS application. Do you think that the application will create new or exacerbate any existing travel and transport issues? **Yes/No/Maybe**

★ If yes, add these to your STARS application.

4.2 ★ Fill out the **Travel and Transport Issues** section in STARS application with any issues that have been highlighted in the Transport Statement and by any other consultation. Update as necessary throughout planning process and beyond.

**5. ACTION PLAN & TARGETS**

5.1 ★Add initiatives into the **Action Plan** section of the STARS application that will be carried out before **and** upon occupation.

5.2 ★Input the consultation activities that have been /will be undertaken before occupation and also the activities planned following occupation into your STARS application.

5.3 ★Please ensure that pupil and staff mode of travel surveys are completed in STARS for the current academic year and targets are set for the next academic year.

**6. PLANNING**

6.1 ★Under the **Planning tab** on your STARS application

* Set the planning status to Pending
* Complete the **Transportation Summary** using information from the Transport Statement
* Once the planning application is approved, you will need to list the measures secured by condition

**7. UPDATES UPON OCCUPATION**

7.1 ★The following should be carried out within six months of occupation to update and further inform the School Travel Plan. Add the updates (including those you have provided via this form) to your existing STARS application.

|  |  |  |
| --- | --- | --- |
| 1. | Undertake pupil and staff hands-up surveys to assess actual and preferred mode of travel |  |
| 2. | Collect mode of travel data via the school census to be input into STARS. Provide a spreadsheet of pupil postcodes and usual mode of travel to Transport Strategy Officer |  |
| 3. | Reassess the targets set for the first year of occupation. Agree any changes with the Local Authority STP adviser as part of the review. |  |
| 4. | Carry out any additional consultation e.g. parents, neighbours, postcode plots. |  |
| 5. | Identify any further travel and transport issues that have come to light. |  |
| 6. | Identify further initiatives required to meet the targets and to be eligible for, at least, Bronze STARS accreditation. |  |
| 7. | Undertake and complete planned initiatives in the Action Plan |  |
| 8. | Agree next monitoring/review with LA |  |
| 9. | Update information under Planning tab |  |
| 10. | Achieve Bronze level STARS prior to occupation |  |

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

7.3 Additional SBC Officer comments

**8. SIGN OFF OF INTERIM SCHOOL TRAVEL PLAN**

8.1 In order to create an Interim School Travel Plan, this document must be submitted alongside a completed STARS application and signed off by the following:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Approval/Signature** | **Date** |
| **STP Champion** |  |  |  |
| **Head / Business Manager** |  |  |  |
| **Swindon Borough Council Development Management Case Officer** |  |  |  |
| **Swindon Borough Council School Commissioning Officer** |  |  |  |
| **Swindon Borough Council****Travel Plan Officer** | Claire Fleming |  |  |