

Chancellor's School

CHANCELLOR'S SCHOOL, BROOKMANS PARK

School Travel Plan

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Contents

1	INTRODUCTION.....	1
	Travel Plan Policy Context	1
	School Travel Plan Benefits	3
	Chancellor’s School.....	3
	This Document.....	4
2	SITE CHARACTERISTICS	5
	School Background.....	5
	Local Highway Network	6
	Accessibility	7
	Pupil Travel Information.....	10
	Staff Travel Information	14
	Baseline Modal Split.....	16
3	OBJECTIVES AND TARGETS	18
	Introduction.....	18
	Objectives.....	18
	Targets	19
4	TRAVEL PLAN STRATEGY.....	22
	Travel Plan Management	22
	School Travel Plan Coordinator Responsibilities	22
	Staff Marketing Strategy.....	22
5	MEASURES AND INITIATIVES.....	24
	Introduction.....	24
	Pick up & Collection Routine	24
	Car-Share Scheme.....	25
	Car Parking	25
	Cycle / Scooter Parking	26
	School Website	26
	Active Measures - Pupils	26
	Sustainable Education.....	27
	Active Measures - Staff.....	28
	Public Transport	29
	Parents’ Evening.....	29
	Parent and Community Consultation	29
	Welcome Pack and Travel Information Provision.....	30



6	MONITORING AND REVIEW.....	31
	Monitoring.....	31
	Mode Shift STARS.....	32
	Reporting.....	32
7	CONTACTS AND USEFUL INFORMATION.....	33
	Contacts.....	33
	Useful Websites.....	33
8	ACTION PLAN.....	34



1 INTRODUCTION

- 1.1 This School Travel Plan has been prepared by Caneparo Associates in relation to the development proposals for the proposed expansion of Chancellor's School, Pine Grove, Brookmans Park, AL9 7BN ('the Site') in Welwyn Hatfield, Hertfordshire ('HCC').
- 1.2 The planning application relates to the erection of a building comprising a sports hall and 7no classrooms with associated facilities; 4no hard play sports pitches with perimeter fencing to replace existing; installation of 2no temporary mobile classrooms, and; provision of 33no parking spaces on existing hard play surface. This will lead to an incremental expansion of 1 form entry (30 pupils) per year group between 2019 and 2023.
- 1.3 This School Travel Plan puts in place the management tools that are necessary to enable teachers, administration staff, parents and pupils to make informed decisions about their travel to the School. The two main purposes of a School Travel Plan are to reduce the number of vehicle trips by encouraging alternative travel options, and to raise awareness about travel issues such as air pollution and road safety. This is achieved by setting out a strategy for eliminating the barriers to sustainable modes of travel.
- 1.4 This School Travel Plan (STP) has been prepared in line with Hertfordshire's travel planning guidance and mode shift STARS. The school is actively engaged with HCC travel plan officer to ensure the success of the STP.

Travel Plan Policy Context

National Planning Policy Framework (2018)

- 1.5 The National Planning Policy Framework (NPPF) was published on 24th July 2018 and sets out the Government's planning policies for England and how these are expected to be applied. Chapter 9 – 'Promoting Sustainable Transport' sets out central government national transport policy:

"Transport issues should be considered from the earliest stages of plan-making and development proposals, so that:

- a) the potential impacts of development on transport networks can be addressed;*



- b) *opportunities from existing or proposed transport infrastructure, and changing transport technology and usage, are realised – for example in relation to the scale, location or density of development that can be accommodated;*
- c) *opportunities to promote walking, cycling and public transport use are identified and pursued;*
- d) *the environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- e) *patterns of movement, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.”*

1.6 The NPPF states that a key tool to facilitate the use of sustainable transport modes is a Travel Plan and at paragraph 111 states *“all developments which generate significant amounts of movement should be required to provide a Travel Plan”*.

Hertfordshire’s Local Transport Plan (2018)

1.7 **Policy 3 – Travel Plans and Behaviour Change** – states: *“The county council will encourage the widespread adoption of travel plans through:*

- a) *Working in partnership with large employers, businesses and other organisations to develop travel plans and implement Smarter Choices measures.*
- b) *Seeking the development, implementation and monitoring of travel plans as part of the planning process for new developments.*
- c) *Supporting school travel plans, and working closely with parents, pupils, teachers and local residents to deliver a network of more sustainable transport links to school.*

The application of personalised travel planning techniques, marketing and other behavioural change initiatives will be considered when delivering physical transport improvements to maximise the potential to achieve modal shift.”

Hertfordshire’s School Travel Plan Aims

1.8 Hertfordshire promotes School Travel Plans as a practical measure to promote active, healthy, safe and sustainable travel to and from schools. The main aims of School Travel Plans are as follows:



- Significantly reduce the number of car trips on the school run;
- Increase the number of pupils and adults travelling actively to school;
- Make school journeys safer;
- Reduce school gate congestion;
- Reduce pollution in and around school sites;
- Promote sustainable transport choices and encouraging families to plan their journeys;
- Improve the health and fitness among the whole school community;
- Increase road safety skills; and
- Build/strengthen links with the local community.

School Travel Plan Benefits

1.9 The benefits of implementing a School Travel Plan are:

- | | |
|---|--|
| 1) Reduce vehicle congestion around the school and improve air quality | 4) Encourage healthier travel behaviour and habits |
| 2) Contribute to a safer environment for walking and cycling | 5) Encourage positive travel behaviour change in parents/carers and local residents |
| 3) Remove barriers, both perceived and actual, to walking, cycling and taking public transport to school | |

Chancellor's School

1.10 The school's current details are summarised below and will assist in monitoring and reviewing the Travel Plan:

- School Name: Chancellor's School
- Borough: Welwyn Hatfield
- School Head teacher: Mr. David Croston
- Telephone number: 01707 650 702
- Email address: admin@chancellors.herts.sch.uk
- Address: Chancellor's School, Pine Grove, Brookmans Park, AL9 7BN
- School Type: Secondary School (State Comprehensive Foundation School)
- School Website: <http://www.chancellors.herts.sch.uk/>



- Number of pupils: currently 1,104, capacity 1,140, proposed 1,290
- Number of staff: 137 (108 FTE)
- Site opening hours: 06:40 to 22:30
- Student School hours: 08:30 to 15:00
- Nursery hours: 08:30 to 17:30 Saturdays
- Before / after School club hours: 08:00 to 08:30 and 15:30 to 18:00

This Document

1.11 This School Travel Plan has been written as a standalone document and contains all the information needed to effectively implement and monitor the Travel Plan.

1.12 The remainder of this Travel Plan is structured as follows:

- Section 2 - outlines the site characteristics, accessibility and expected travel patterns;
- Section 3 - sets out the objectives and targets of the travel plan;
- Section 4 - outlines the travel plan strategy including management and marketing;
- Section 5 - sets out the measures that will be implemented;
- Section 6 - outlines the monitoring and review programme;
- Section 7 - lists contacts and useful information; and
- Section 8 - sets out an Action Plan for the school.

2 SITE CHARACTERISTICS

School Background

- 2.1 The school is located at the end of an access road connecting to Pine Grove, south-east of Hatfield and in close proximity to the A1000 Great North Road. The school is situated on the edge of the local conurbation being circa 2.1km walking distance from Brookmans Park station.
- 2.2 Chancellor’s School is a mixed 11-18 year old foundation secondary school (including sixth form) providing 6 forms of entry with a maximum student intake of 1,140 pupils (180 pupils x 5 forms + 240 pupils within the sixth form) and 52 teaching spaces. Currently, the school has 1,104 pupils on roll.
- 2.3 The school itself is located on the northern side of the access road and is provided with an on-site car park providing 63 car parking spaces via an existing crossover. A small area of unmarked hard-surface at the end of the access road is also utilised for overspill parking whilst the remainder of vehicles park on-street, most notably along the school access road. The location of the school is highlighted within **Figure 2.1**.

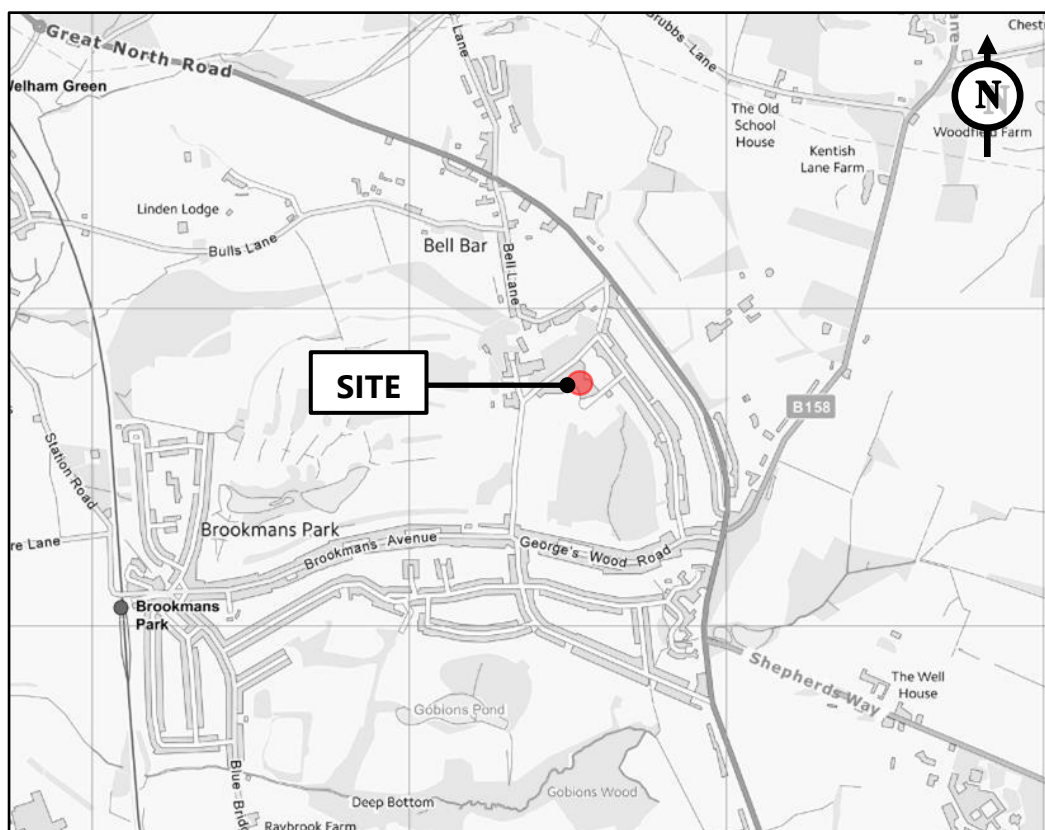


Figure 2.1: Site Location Plan

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Surrounding Area

- 2.4 The surrounding area is predominately residential in nature with many large detached properties with off-street parking and crossovers, typical for the semi-rural setting.

Local Highway Network

School Access Road

- 2.5 The school access road runs in a broadly east-west orientation between the school and a T-junction with Pine Grove. Double yellow lines are present along the northern side of the road as well as near to the vehicular access to the School car park to ensure passing space is available for vehicles during pick-up / drop-off. At the end of the access road is a 'Bus Only' turning circle which, during peak times, parents were observed to use alongside the area of hard surface. Although not permitted, parents utilise the bus turning circle as a drop-off / collection area.
- 2.6 Parking has been observed along the southern unrestricted side of the access road associated with both parents and staff parking. During on-site observations, undertaken during school hours, 30 vehicles were observed along the school access road, relating to staff and sixth formers.

Pine Grove

- 2.7 Pine Grove is located to the north-east of the Site and runs in a broadly north-south orientation between The Drive to the north and George's Wood Road to the south. The road forms a single carriageway and operates a 30mph speed limit with a width of approximately 7.5m. The access road to the school forms a T-junction. It is noted that the junction between The Drive and Pine Grove is left only as vehicle access towards Bell Lane is prevented by a set of bollards. Pine Grove is provided with dedicated footways on both sides of the road and grass verges which prevent cars parking near to the footway.



Brookmans Avenue / Georges Wood Road

- 2.8 Brookmans Avenue and Georges Wood Road run in an east-west orientation between Bradmore Green to the west and the A1000 Great North Road to the east. The road operates a 20mph speed limit alongside speed humps in an attempt to calm traffic speeds. Whilst the northern side of the road near to Great North Road is provided with a footway, the rest of the road is not provided with any form of footway on either side of the carriageway albeit wide grass verges are present on both sides.

Golf Club Road

- 2.9 Golf Club Road is located to the west of the Site and runs in a broadly north-south orientation between The Drive to the north and Georges Wood Road to the south. The road is two-way with no formal markings or footway provision other than near to its junction with Georges Wood Road. It is noted that pupils currently make use of a footway within the school grounds that runs perpendicular to Golf Club Road to / from Georges Wood Road, with pupils only required to walk on-street for circa 100m.

A1000 Great North Road

- 2.10 The A1000 Great North Road is a single carriageway operating a speed limit of 50mph in a north-south orientation offering access to Hatfield to the north and Potters Bar to the south.

Accessibility

Access by Foot

- 2.11 According to CIHT's publication 'Planning for Walking' (April, 2015), most people will only walk if their destination is less than a mile away with a 'walking neighbourhood' characterised by facilities within 800m i.e. 10 minutes walking distance. The school is within an 800m walking distance of a residential catchment area alongside bus services.
- 2.12 The surrounding pedestrian environment reflects the semi-rural and predominately residential location with circa 2m footway width and regular dropped kerbs associated with properties on all major roads, other than Georges Wood Road where no formal footway is present until the junction between Golf Club Road and Brookmans Avenue where a circa 2m footway is provided along the northern side of the carriageway towards Brookmans Park town centre and Brookmans Park rail station.



- 2.13 Pupils can walk along The Drive to access bus stops on the A1000 Great North Road, however, again no formal crossing facility or footway is present along parts of the A1000 Great North Road at this location.

Access by Cycling

- 2.14 Guidance on cycling can be found in 'Planning for Cycling' guidelines published by the Institution of Highways and Transportation. This guidance highlights previous research by the DfT that 67% of all journeys are less than 5 miles (8 kilometres).
- 2.15 The guidelines highlight that the 'bicycle is a potential mode for many of these trips. Both Hatfield and Potters Bar are within a 5 mile cycle ride of the school. The majority of the route to Hatfield can be undertaken off-road through Hatfield Park whereas the route towards Potters Bar would require pupils, parents and staff to cycle along Great North Road, a route which is considered undesirable for cyclists owing to the level of vehicular traffic.
- 2.16 National Cycle Route 12 runs to the west of the school through Water End in a north-south orientation between western Potters Bar and Hatfield via Welham Green.
- 2.17 Clearly, for many, cycling has the potential to substitute for short car trips. However, in reality, few pupils will cycle to / from the school given the heavily trafficked nature of adjacent routes such as Great North Road. Therefore, by providing appropriate cycle parking for students and staff at the school and, through the implementation of the Travel Plan, the school will seek to encourage those pupils for whom it is a feasible option to cycle to school to do so.

Bus Services

- 2.18 The school is served by a number of bus services within an acceptable walking distance. The closest bus stop is located along the 'bus only' loop on the school access road whilst other bus stops are located on the A1000 Great North Road (Bell Lane bus stop), approximately 450m north of the school.
- 2.19 **Table 2.1** identifies the bus services that are available within reasonable walking distance of the school.

Table 2.1: Local Bus Services		
Route	Description	Frequency (every 'x' minutes)
		Monday to Friday
200	Essendon Mill – Colney Fields via Bell Bar	10:04 arrival and 13:02 departure every Monday at Bell Lane bus stop
201	Welwyn Garden City – Welham Green via Bell Bar	09:33 arrival and 13:15 departure every Tuesday and Friday at Bell Lane bus stop
398	Potters Bar – Watford / Borehamwood	08:05 and 08:10 arrivals and 15:10 departure Monday to Friday at Chancellor's School
611	Hatfield – Enfield	08:05 and 09:41 arrivals and 17:35 departures at Bell Lane bus stop
842	Hatfield – Chancellor's School via Welham Green	Term-Time Only: 08:10 arrivals and 15:10 departures at Brookmans Park, Chancellor's School
E341	Cuffley – Chancellor's School via Essendon	08:20 arrivals at Brookmans Park, Chancellor's School

2.20 Further to the bus services set out above, Chancellor's School operates a coach service for pupils at the following times.

Table 2.2: Coach Services (Arrivals)		
Route	First Service	Second Service
Hammond Street, Oaklands Rd. bus stop (Tesco's)	07:30	
Hammond Street, Smiths Lane, Bus Stand	07:33	
Hammond Street Road, Gladding Road bus stop	07:35	
Goffs Oak, Newgate Street Rd. opp. Millcrest Road	07:38	
Goffs Oak, Newgate Street Rd. Goffs Oak PH	07:39	
Goffs Oak, Cuffley Hill, opposite the War Memorial	07:41	
Cuffley Railway Station, Station Road	07:46	
Cuffley, The Plough PH	-	07:45
Cuffley, The Ridgeway, opposite Hanyards Lane	07:49	-
Arrive Chancellor's School	08:05	08:05

Table 2.2: Coach Services (Departures)		
Route	First Service	Second Service
Depart Chancellor's School	15:10	15:10
Cuffley, The Ridgeway, Hanyards Lane	15:21	-
Cuffley, opp. The Plough PH	15:23	15:23
Cuffley Railway Station, Station Road	15:25	
Goffs Oak, Cuffley Hill, Robinson Avenue	15:27	
Goffs Oak, Cuffley Hill, opp. War Memorial	15:28	
Goffs Oak, Newgate Street Road, Church	15:30	
Goffs Oak, Newgate Street Rd. Millcrest Road	15:31	
Hammond Street Road, Gladding Road bus stop	15:34	
Hammond Street, Smiths Lane, Bus Stand	15:35	
Hammond Street, Oaklands Rd. bus stop (Tesco's)	15:36	

2.21 It is noted that an additional 5 coach services in the morning and 5 coach services in the afternoon also call at the Chancellor's School operated separate from the services above and call at Potters Bar, and Hatfield at present. From site observations these services are well-used by pupils currently.

Rail Services

2.22 Brookmans Park rail station is the nearest rail station to the school, being 2.1km south-west of the school or a 24 minutes walk. The station is operated by Great Northern and offers 6 rail services an hour between London Moorgate and Welwyn Garden City stopping at Potters Bar, Welham Green and Hatfield.

Pupil Travel Information

2.23 Detailed travel information has been provided by the Applicant on the travel habits of pupils at the school during November 2018. This data is available directly from the Applicant, by request only. In general, the school is open between the hours of 08:00 and 17:00 with class between 08:30 and 15:00.

Table 2.2: Pupils per year	
Year	No. of Pupils
Year 7	179
Year 8	186
Year 9	181
Year 10	177
Year 11	174
Sixth Form	207
Existing Pupils	1,104

2.24 All 1,104 pupils are expected to arrive by 08:30 whilst a staggered departure occurs as some pupils attend extra-curricular activities. **Table 2.3** highlights the extra-curricular activities that occur at the school and the indicative number of pupils in attendance. It is clear that a proportion of pupils arrive early / stay late and, therefore, the actual number of pupils arriving / departing is spread across an extended time period when compared to standard school hours i.e. not all 1,104 current pupils arrive at 08:30 and depart between 15:00-15:30.

Table 2.3: School's Extra-Curricular Activity (November 2018)					
Before School Activity (AM)			After School Activity (PM)		
Time	Activity	No. of Pupils	Time	Activity	No. of Pupils
Daily 08:00-08:20	Breakfast	25	Alternating 15:00-17:00	Football	30 - 50
Daily 08:00-08:20	Library Club	50	Alternating 15:00-17:00	Rugby	20 - 30
			Alternating 15:00-17:00	Football	15 - 20
			Alternating 15:00-17:00	Football	20
			Alternating 15:00-17:00	Rugby	20
			Tuesday 15:00-16:00	Science Club	7 - 10
			Tuesday 15:00 - 16:00	Basketball	20
			Wednesday 15:00-17:00	Football	10 - 20
			Wednesday 15:00-17:00	First Team Football	10 - 20
			Thursday 15:00-16:00	Textile Club	15
			Friday 15:00-16:00	After-School Club	22
			Daily 15:00-16:30	Library Club	25

2.25 It is clear from the data that the school operates an element of staggered arrivals and departures with circa 10% of pupils arriving early or staying late at the school.

Pupil Catchment Area

2.26 **Table 2.4** illustrates the distance pupils live from the school. The data highlights that pupils are largely concentrated locally.

Table 2.4: Pupil Distances from School	
Distance	Percentage
Pupils within 1 mile	13.48%
Pupils within 1-2 miles	18.79%
Pupils within 2-3 miles	25.53%
Pupils over 3 miles	42.20%
Total	100%

Note: Discrepancies relate to rounding

2.27 As highlighted in **Figure 2.3**, the majority of pupils live in either Potters Bar or Hatfield.

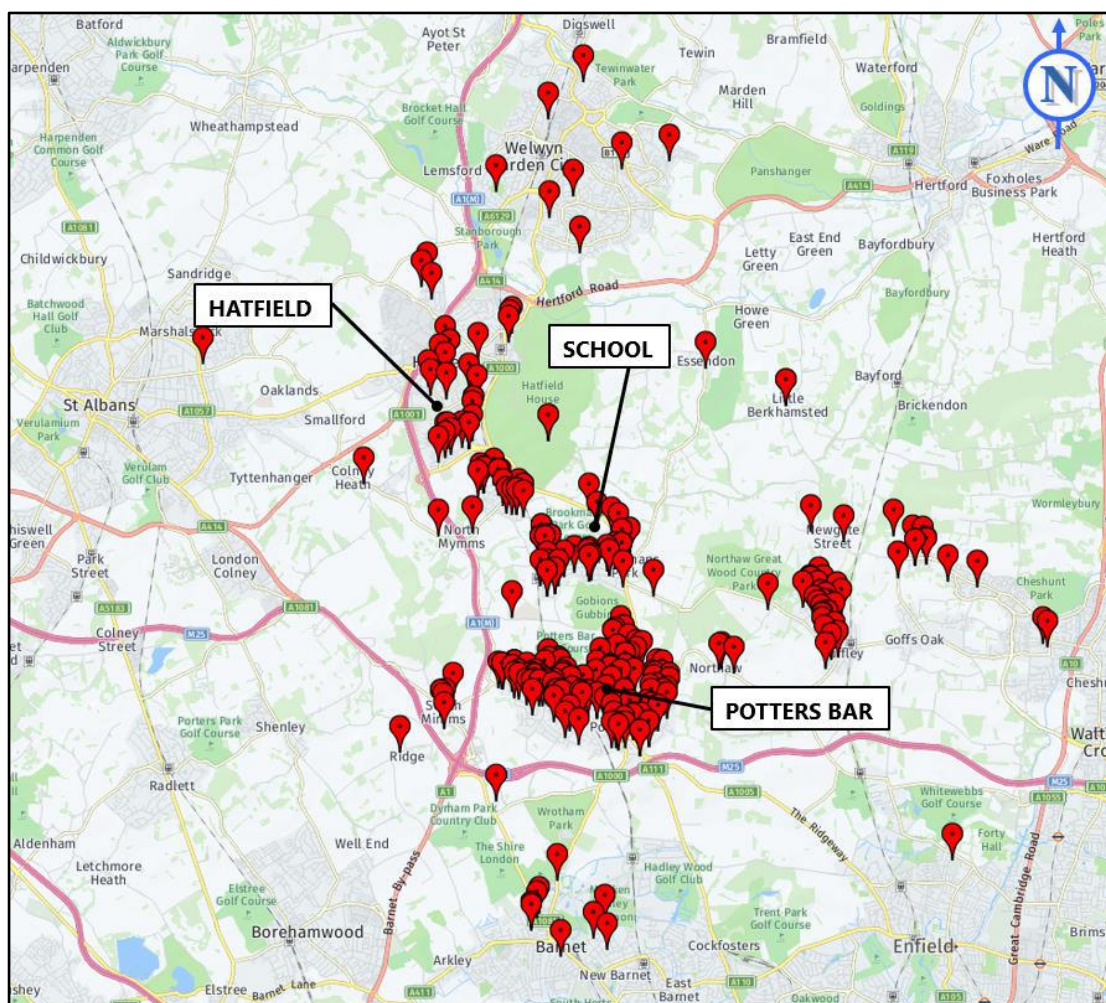


Figure 2.2: School Catchment Area

2.28



overnment guidance states that walking is a viable option for up to 2 kilometres (1.2 miles). Table 2.4 highlights 13.5% of pupils live under 2km of the school. Furthermore, 57.8% of pupils live within 5km, although, owing to the busy nature of the A1000 it is unlikely that cycling will be an appropriate mode for many of the pupils within this range.

Pupil Arrival & Departure Profile

2.29 A parent questionnaire survey was undertaken with 240-249 complete responses covering 399 pupils (accounting for siblings). **Table 2.5** and **Table 2.6** highlight a similar proportion arriving early (07:00-08:00) and staying late (15:30-17:00) albeit with an extended departure profile.

Table 2.5: Arrival Profile (Parent Survey)					
Weekday	07:00-07:30	07:30-08:00	08:00-08:30	08:30-09:00	Total Responses
Monday	10 (4.02%)	72 (28.92%)	166 (66.67%)	1 (0.40%)	249
Tuesday	10 (4.10%)	73 (29.92%)	161 (65.98%)	0 (0.00%)	244
Wednesday	10 (4.10%)	74 (30.33%)	160 (65.57%)	0 (0.00%)	244
Thursday	10 (4.17%)	71 (29.58%)	158 (65.83%)	1 (0.42%)	240
Friday	10 (4.17%)	70 (29.17%)	159 (66.25%)	1 (0.42%)	240

Table 2.6: Departure Profile (Parent Survey)								
Weekday	14:30-15:00	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00	Total Responses
Monday	11 (5.05%)	145 (66.51%)	32 (14.68%)	25 (11.47%)	3 (1.38%)	1 (0.46%)	1 (0.46%)	218
Tuesday	9 (4.21%)	144 (67.29%)	30 (14.02%)	24 (11.21%)	5 (2.34%)	1 (0.47%)	1 (0.47%)	214
Wednesday	11 (5.14%)	145 (67.76%)	27 (12.62%)	23 (10.75%)	6 (2.80%)	1 (0.47%)	1 (0.47%)	214
Thursday	11 (5.14%)	150 (70.09%)	26 (12.15%)	19 (8.88%)	6 (2.80%)	1 (0.47%)	1 (0.47%)	214
Friday	9 (4.27%)	158 (74.88%)	25 (11.85%)	16 (7.58%)	1 (0.47%)	1 (0.47%)	1 (0.47%)	211

Staff Travel Information

2.30 Staff at the school also undertook a travel survey questionnaire which received 98 responses. Details of the modal split is included within Section 6. The recorded arrival and departure times for staff members is presented within **Table 2.7** and **Table 2.8**.

Table 2.7: Arrival Profile (Staff Survey)							
Weekday	07:00-07:30	07:30-08:00	08:00-08:30	08:30-09:00	09:00-09:30	09:30-10:00	Total Responses
Monday	24 (26.37%)	47 (51.65%)	13 (14.29%)	5 (5.48%)	2 (2.20%)	0 (0.00%)	91
Tuesday	23 (26.44%)	47 (54.02%)	12 (13.79%)	4 (4.60%)	1 (1.15%)	0 (0.00%)	87
Wednesday	23 (25.84%)	48 (53.93%)	10 (11.24%)	3 (3.37%)	3 (3.37%)	2 (2.25%)	89
Thursday	22 (24.72%)	49 (55.06%)	11 (12.36%)	4 (4.49%)	1 (1.12%)	2 (2.25%)	89
Friday	24 (28.57%)	44 (52.38%)	9 (10.71%)	4 (4.76%)	2 (2.38%)	1 (1.19%)	84

Table 2.8: Departure Profile (Staff Survey)							
Weekday	15:00-15:30	15:30-16:00	16:00-16:30	16:30-17:00	17:00-17:30	17:30-18:00	Total Responses
Monday	8 (11.76%)	8 (9.41%)	22 (25.88%)	11 (12.94%)	17 (20.00%)	17 (20.00%)	85
Tuesday	6 (13.92%)	6 (7.59%)	16 (20.25%)	8 (10.13%)	23 (29.11%)	15 (18.99%)	79
Wednesday	9 (9.88%)	9 (11.11%)	18 (22.22%)	4 (4.94%)	20 (24.69%)	22 (27.16%)	81
Thursday	7 (10.98%)	7 (8.54%)	23 (28.05%)	8 (9.76%)	21 (25.61%)	14 (17.07%)	82
Friday	7 (17.11%)	7 (9.21%)	17 (22.37%)	12 (15.79%)	15 (19.74%)	12 (15.79%)	76

2.31 The data indicates a focused arrival time with most staff arriving before 08:00 whilst departures are generally staggered evenly from 16:00 onwards, which is typical for school uses.

2.32 The following distance to work data has been calculated based on postcode information provided by staff.

Table 2.9 Staff Distances from School	
Distance	Percentage
Staff within 1 mile	2.06%
Staff within 1-2 miles	5.15%
Staff within 2-3 miles	17.53%
Staff over 3 miles	75.26%
Total	100%

Note: Discrepancies relate to rounding

2.33 The information highlights that the majority of staff live beyond 3 miles from the school, with only circa 2% living within walking distance, as evidenced by the wider catchment area in **Figure 2.3.**

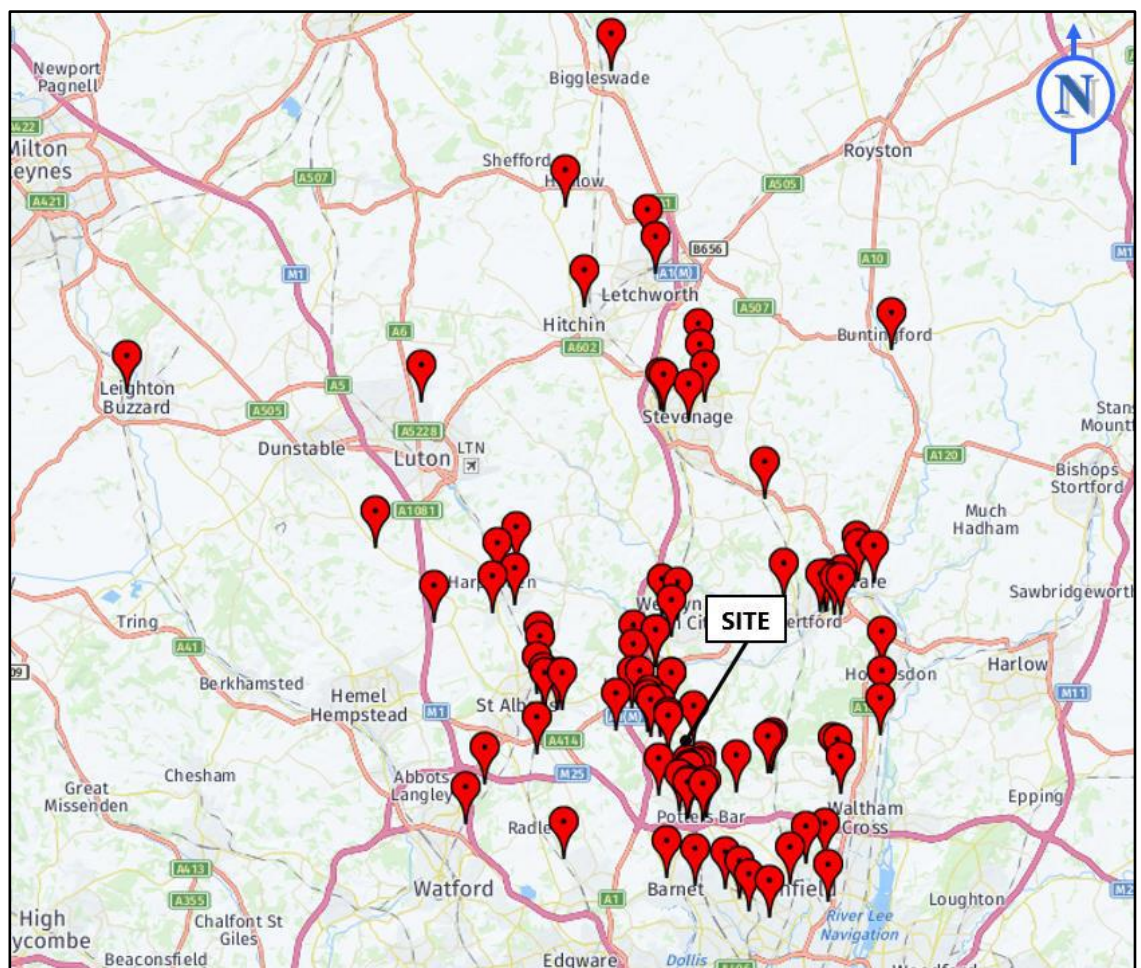


Figure 2.3: Staff Catchment Area



Baseline Modal Split

2.34 The Baseline Mode Split for pupils has been obtained from a travel survey undertaken by the School, which is summarised in **Table 2.10**. The data was collected in November 2018. The number of pupils using each of the modes has been calculated based on the maximum level of pupils (1,290). The data presents separately the number of cars arriving at school.

Table 2.10: Existing Pupil Trip Generation (1,140 pupils)				
Mode	AM (Arrivals)		PM (Departures)	
	Percentage (%)	No. of Pupils	Percentage (%)	No. of Pupils
Driven to School	25.6%	322	22.6%	283
Car Share with Sibling*	26.1%	336	25.6%	329
Walk	15.8%	204	15.8%	204
Cycle	0.8%	10	0.8%	10
Bus	29.1%	382	31.8%	418
Train	2.5%	33	3.3%	42
Taxi	0.3%	3	0.3%	3
Total	100.0%	1,290	100.0%	1,290
<i>*Number of pupils who share a vehicle trip to the school. Car share equates to a total of 158 cars associated with drop-off and 155 cars associated with pick-up for this mode share.</i>				

2.36 The increase in pupils at the school are expected to originate from Hatfield predominately, in line with the school's admission policy. The increase of 150 pupils will therefore likely have a different modal split to the overall modal split detailed in Table 2.10, and is detailed in **Table 2.11**. The altered modal split includes a higher proportion of pupils making use of bus services.

Table 2.11: Pupil Uplift (30 per form and 150 in total)

Mode	AM Percentage (%)	PM Percentage (%)	Per Form AM (Arrival)	Per Form PM (Departure)	Total AM (Arrival)	Total PM (Departure)
Driven to School	20.6%	17.6%	6	5	31	26
Car Share *	26.1%	25.6%	8	8	39	38
Walk	15.8%	15.8%	5	5	24	24
Train	0.8%	0.8%	0	0	1	1
Bus	34.1%	36.8%	10	11	51	55
Cycle	2.5%	3.3%	1	1	4	5
Taxi	0.3%	0.3%	0	0	0	0
Total	100	100.0	30	30	150	150

**Number of pupils who share a vehicle trip to the school. Car share equates to a total of 19 cars associated with drop-off and 17 cars associated with pick-up for this mode share.*

2.37 A separate staff travel survey has been undertaken; the results of which are presented in **Table 2.12** alongside the existing level of staff at the school.

Table 2.12: Staff Modal Split (137 staff)				
Mode	Percentage (%)	Arrivals	Departures	Two-Way
Car Driver (Alone)	94.8%	130	130	260
Car Share (Driver)	2.1%	3	3	6
Car Share (Passenger)	1.0%	1	1	2
Walk	2.1%	3	3	6
Total	100.0%	137	137	274

2.38 Further pupil and staff travel surveys will be undertaken within 3 months of the temporary school accommodation being occupied in 2019, following the first year of expansion i.e. 30 additional pupils. This will continue on a yearly basis until the school reaches its maximum occupancy in 2023. Thereafter, a further pupil and staff travel survey will be undertaken 3 months after full occupancy of the school.

2.39 The school recognises that the school expansion and temporary on-site accommodation offers a unique opportunity to shift existing travel habits and positively impact how pupils travel to and from the school in the future.



3 OBJECTIVES AND TARGETS

Introduction

3.1 This section sets out the overarching objectives for the School Travel Plan, as well as targets for the short and medium term. It includes indicators through which progress towards meeting these targets will be measured. Further information on the monitoring and review system for the Travel Plan can be found in **Chapter 6**.

- **Objectives** are the specific high-level results which the Travel Plan aims to achieve. They help to give the Travel Plan direction and provide a clear focus.
- **Targets** are the measurable goals by which progress will be assessed. The Travel Plan sets out targets which the school will seek to reach within the period covered by this Travel Plan. In addition, interim targets have been set.

Objectives

3.2 The School Travel Plan's overriding objective is:

To engage with and encourage pupils, parents and staff to use sustainable ways of travelling to / from the School through both more effective promotion of active modes and journey sharing. This will minimise the impact of the development on the surrounding highway network.

3.3 The sub-objectives are:

- **Sub-objective 1:** To increase staff, parent and pupil awareness of the advantages and availability of sustainable / active modes of transport;
- **Sub-objective 2:** To promote the health and fitness benefits of active travel to all users;
- **Sub-objective 3:** To introduce a package of physical and management measures that will facilitate staff and pupil travel by sustainable modes; and therefore,
- **Sub-objective 4:** To reduce unnecessary use of the car for the journey to and from the School. A school run journey sharing scheme will be established and promoted by the School.

Targets

3.4 Targets are measurable goals by which the progress of the travel plan will be assessed. Targets are essential for monitoring the progress and success of the Travel Plan. Targets should be 'SMART' – specific, measurable, achievable, realistic and time-related.

3.5 Targets come in two forms – Action and Aim Targets. Action Targets are non-quantifiable actions that need to be achieved by a certain time, while Aim Targets are quantifiable and generally relate to the degree of modal shift the plan is seeking to achieve.

Action Targets

3.6 The key action targets are set out below:

- To achieve appropriate STARS accreditation;
- Active promotion of car sharing;
- A progress report will be completed on an annual basis and will include repeat 'hands up', staff, and parent surveys;
- Each monitoring survey will occur within one month of the anniversary of the previous year's survey, i.e. in each survey year; and
- The School Travel Plan will be completely reviewed and updated every three years.

Aim Targets

3.7 The aim targets of this Travel Plan are focused on both the pupils/parents of the School and the staff.

3.8 During the expansion of the school, when 30 additional pupils will be accepted per year, the school will actively encourage the promotion of car-sharing as a viable method of reducing the overall number of car journeys to / from the school and improving the school's commitment to sustainable modes of transport. Therefore, the current school AIM target for existing pupils (1,140) is to achieve a 5% reduction in single pupil vehicles (Driven to School) and a subsequent increase in Car Share.

3.9 The staff modal split also aims to reduce the level of car travel associated with journeys to/from work by staff by 5%, with a subsequent increase in car-sharing.



3.10 **Table 3.1** outlines the Aim Targets set out for the school. The targets are set to measure progress towards the main objectives over three years. These targets are to be achieved within three years of the launch of this School Travel Plan. The baseline figures are taken from Tables 2.10 and 2.12, as detailed in Section 2.

Table 3.1: Travel Plan AIM Targets					
Target	Indicator	Mode Split			
		Base Line	Year 1	Year 2	Year 3
Pupils					
Reduce single pupil vehicle share by 5%	Modal Split monitoring surveys for Driven to School	25.6% 330	24.6% 317	23.1% 298	20.6% 266
Achieve a 5% increase in the mode share for car share travel	Modal split monitoring surveys for Car Share	26.1% 337	27.1% 350	28.6% 369	31.1% 401
Staff					
Achieve a 5% reduction in single occupancy vehicles	Modal split monitoring surveys for Car Driver and Car Share (Driver)	94.8% 130	93.8% 129	92.3% 126	89.8% 123
Achieve a 5% increase in the mode share for car share travel	Modal split monitoring surveys for Car Share	2.1% 3	3.1% 4	4.6% 6	7.1% 10
Parents					
Increase the awareness of scootering/cycling, walking, public transport and car sharing as viable options available to access the school	Snapshot surveys on the day of Hands Up Surveys	-	-	-	-
90% of parents to be aware of the School Travel Plan and of its objectives	Snapshot surveys on the day of Hands Up Surveys	-	90%	90%	90%

3.11 **Table 3.2** highlights the combined pupil modal split taking into account the increase in car-sharing and the additional 150 pupils in 2023, whose travel patterns will differ from the existing modal split.

Table 3.2: Future Combined Modal Split (1,290 Pupils)

Mode	AM Percentage (%)	Pupil Arrivals	PM Percentage (%)	Pupil Departures
Driven to School	20.5%	265	17.5%	226
Car Share *	30.5%	393	29.9%	386
Walk	15.8%	204	15.8%	204
Train	0.8%	10	0.8%	10
Bus	29.6%	382	32.4%	418
Cycle	2.6%	33	3.3%	42
Taxi	0.2%	3	0.3%	4
Total	100	1,290	100.0	1,290
<i>*Number of pupils who share a vehicle trip to the school. Car share equates to a total of 185 cars associated with drop-off and 182 cars associated with pick-up for this mode share.</i>				

3.12 The School Travel Plan will be launched following occupation, which is defined as 3 months after the additional 30 pupils are accepted in 2019. Following the travel surveys in Year 1, the modal split for the existing 1,140 pupils and the additional 30 pupils will be combined and from then on will be used to create AIM targets for the entire school, as 30 additional pupils are accepted each year until 2023.



4 TRAVEL PLAN STRATEGY

Travel Plan Management

4.1 The School Travel Plan Coordinator (STPC) details are outlined below:

Name: Mrs. Jane Wise

Position: School Business Manager

4.2 The STPC will be responsible for overseeing the management, development, implementation, monitoring and review of this School Travel Plan. If there is any change in the specified person, HCC will be notified.

School Travel Plan Coordinator Responsibilities

4.3 The School Travel Plan Coordinator will be responsible for overseeing the Travel Plan. The primary responsibilities of this role include:

- The implementation of measures as set out in the Travel Plan.
- Managing the development and implementation of the Travel Plan measures;
- Promoting the objectives and benefits of the Travel Plan;
- Monitoring the success of the Travel Plan against the agreed targets;
- Reporting the results of the Travel Plan to Travel Plan Officers; and
- Acting as a point of contact for all staff/pupils/parents regarding travel and the Travel Plan.

4.4 Regular updating of the Travel Plan document is part of the responsibility of the nominated person.

Staff Marketing Strategy

4.5 Staff at the school will be made aware of the existence of the School Travel Plan following its adoption and upon the commencement of their employment. The details of the Travel Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Travel Plan will be explained upon acceptance of job offers and noted in job interviews or similar.



4.6 The following will be used as a means of disseminating information to staff to promote events/campaigns/promotions/services/initiatives:

- Staff notice boards;
- Staff newsletters; and
- Staff intranet.



5 MEASURES AND INITIATIVES

Introduction

5.1 This section of the Travel Plan outlines the specific physical and management measures to be implemented as part of the Travel Plan.

Pick up & Collection Routine

5.2 As with all educational land uses, specific attention needs to be paid to dropping off / picking up facilities and the impact of on-street parking on residential roads at the start and end of school days.

5.3 The school currently operates extra-curricular activities which a large proportion of pupils participate in to some degree, as highlighted within Section 2 of this STP (particularly Tables 2.3, 2.5 and 2.6). However, it is understood that up to 658 pupils (480 cars) are generally driven to school and up to 612 pupils (438 cars) are generally picked up by car, at the school currently. The current drop-off / pick-up locations are detailed within **Table 5.1**.

Table 5.1: Parking Locations	
Location	Percentage (%)
Bell Lane / The Triangle	18.8%
Georges Wood Road	14.2%
Pine Grove	38.1%
School Access Road	19.3%
Golf Club Road	0.6%
Brookmans Avenue	4.5%
Mymms Drive	3.4%
Moffats Lane	1.1%

5.6 As part of the development proposals, 7 drop-off bays will be implemented along the school access road which are expected, alongside the provision of an additional 30 car parking spaces, to alleviate congestion at this location and improve circulation during the busiest periods.



- 5.7 A member of staff patrols the School Access Road during peak drop-off / pick-up times to facilitate a smooth operation; this will continue with the additional car parking. Staff will inform parents that the 7 drop-off bays are not for parking and will instruct parents to move on if necessary. This also includes preventing parents from parking in informal locations in the area such as near to junctions, or on the pavement. To this end, the school will implement a campaign to encourage park and walk i.e. to disperse parking across a larger area and therefore reduce the potential for congestion.
- 5.8 Parents will also be informed via the school's newsletter and email system of this arrangement with the car-sharing scheme advertised extensively during the gradual expansion of the school.

Car-Share Scheme

- 5.9 As part of the promotion of sustainable transport and the overall aim to reduce the number of car trips to the school, the Applicant will implement an internal car-sharing scheme, which allows parents to connect with other parents whose children attend the same school and live in the same general area. The main feature of the car-share scheme will be connecting parents who live in the same area to encourage journey sharing. This will also help integrate all year groups to expand the parent / school community.
- 5.10 A database will be set-up by the school inviting parents to input data in advance of the development proposals.

Car Parking

- 5.11 The proposed expansion of the school includes the addition of 33 car parking spaces within a new car park access via the access loop. This results in the provision of 96 car parking spaces. In addition, 7 formal drop-off bays will be provided on the access loop.
- 5.12 The School is in discussions with HCC regarding traffic calming measures along Pine Grove and the School Access Road. Bollards are present along the School Access Road to prevent parents parking at certain locations.



Cycle / Scooter Parking

- 5.13 The school is provided with 40 cycle parking spaces for students and staff within an external cycle store. This will be increased to 70 cycle parking spaces following the proposed redevelopment.
- 5.14 Given the location of the school and the busy nature of many of the surrounding roads, as is currently the case, it is not considered that many pupils would seek to cycle to the School, however the promotion of secure cycle parking facilities is considered an appropriate option.
- 5.15 As part of the Travel Plan, the school will continue to monitor the number of pupils and staff who cycle and consequently provide additional facilities as the need arises.

School Website

- 5.16 The school website, <http://www.chancellors.herts.sch.uk/> will be updated regularly to include comprehensive detail on how to access the school through sustainable and particularly active modes. Advice will include:
- Information on the car-sharing scheme and how to opt in.
 - Public transport information, including routes to the school from local public transport access points.
 - Information on cycling, including details such as safe routes to the school and the availability of secure cycle parking.
 - Safe walking routes to / from local residential neighbourhoods.
 - Any events being held by the school to promote sustainable travel.

Active Measures - Pupils

Walking

- 5.17 The STPC will report the results of the travel survey as normal through the mode-share STARS website and will liaise with the relevant School Travel Planning Officer to establish the potential for improvements to existing off-site facilities.
- 5.18 A number of walking based initiatives will be implemented by School, as follows:
- Environmental and health benefits of active travel discussed in PSHE;
 - Living Streets Free Your Feet / Citizen Challenge Campaign;



- Walk to School Week;
- Children partaking in annual whole school walks;
- Competitions to create road safety posters;
- Visits from the Police to discuss road safety;
- Sponsored walks; and
- Pedestrian skills training.

Cycling and Scootering

5.19 Pupils, parents and staff will be provided with information and advice concerning cycle suitable routes upon request. The Sustrans national cycle network will also be advertised and made available to those that require access.

5.20 A number of cycling based initiatives have been implemented and will continue to do so, as follows:

- Installation of expanded cycle parking facilities;
- Participation in The Big Pedal
- Bike maintenance sessions; and
- Continual monitoring of cycle/scooter storage facilities.

Sustainable Education

5.21 Pupils will be informed about sustainable transport and the effect of carbon dioxide on the environment as part of the curriculum.

Sustainable Schools and Eco-School Status

5.22 Promoting walking and cycling to school is recommended for schools focusing on healthy living. Travel and transport has a key role in the initiatives and the Travel Plan can help to fulfil the criteria to gain Eco-Schools status and become a Sustainable School.

Competitions

5.23 Competitions aimed at both encouraging sustainable transport and also to spark interest in sustainable transport will be promoted by the STPC such as:

- WOW Badge Design Competition
- Road Safety Competitions.

5.24 Specific Measures that will be promoted by the STPC / their assistant include:



- Scooter/Cycle Parking; and
- Walk on Wednesday / Walk to School Week.

5.25 Finally, the School provides all new parents with a welcome pack which includes details regarding the School's accessibility, the aims of the Travel Plan and the forms of sustainable transport available.

Active Measures - Staff

5.26 Chancellor's School currently offer tax incentive schemes such as the Bike2Work Scheme and Bicycle User Groups for staff at the school. Details of which are included below.

Bike2Work Scheme

5.27 The STPC will publicise the Bike2Work Scheme. There are employer and employee incentives for the Bike2Work Scheme:

Employer Incentives:

- Fitter, healthier and more productive staff;
- Healthy staff are less likely to be absent through stress or illness;
- Savings on employer NI contributions;
- Reduction of carbon footprint;
- Bike2Work will administer the scheme for the company at no extra cost; and,
- The scheme is an attractive benefit for employees.

Employee Incentives:

- Savings of up to 42% on the cost of bikes/equipment;
- Improvement in general health and well-being;
- Cost is spread over weekly/monthly interest free payments;
- Save money on travelling costs; and
- After sale service from chosen bike shops.

Bicycle Users Group (BUG)

5.28 BUGs are a great way for less experienced cyclists or those who are not confident in their route to gain experience by cycling with more experienced cyclists. A BUG also removes safety concerns of individual cyclists who travel alone.



Public Transport

- 5.29 Increased use of public transport is a fundamental aspect of the Government's sustainable transport strategy. It is important to recognise that, where possible, walking and cycling are usually favourable to public transport because they have fewer environmental impacts and offer health benefits. Nevertheless, public transport remains important, particularly for journeys of more than 5 miles (8km).
- 5.30 Up-to-date details of bus, rail and taxi services, including route information and service frequencies, will be permanently on display on a Sustainable Travel Notice Board, located in a prominent position near the school entrance.
- 5.31 National Rail Planner websites and enquiry phone numbers will also be promoted through all relevant means.
- 5.32 The STPC will promote sustainable travel for general travel as part of a healthier way of life not only for travel to and from school.
- 5.33 The following public transport related initiatives will be implemented:
- Spare seat Scheme for spare seats on HCC school buses and coaches.
 - Saver card for frequent travellers which provides half price fare for 11-18 years old.
- 5.34 Discussions will be held with HCC and Welwyn Hatfield on pupil safety and appropriate bus stop facilities.

Parents' Evening

- 5.35 The STPC or an assistant will be present at parents' evenings; advice will be given to parents on sustainable ways to get their child to the school.

Parent and Community Consultation

- 5.36 As part of the pupil / parent induction, parents have a one-on-one session with the School. At this point a personalised discussion will be had with parents/pupils on how they expect to travel to the School, what can be done to make this journey more sustainable, and the opportunity to sign up to the car share database.



5.37 Parents will be consulted on matters relating to the school, pick-up/drop-off changes, local highway matters of relevance and promotions relating to sustainable and active travel modes via newsletter parent forum. This will also allow parents to speak with other parents to discuss school related matters.

Welcome Pack and Travel Information Provision

5.38 Staff will be provided with a Welcome Pack containing information on public transport services close to the site and other measures for encouraging use of non-car modes of travel.

5.39 The provision of information of alternatives to the car is an important aspect of Travel Plans. It is recommended that the packs contain the following information:

- a) A summarised version of the Travel Plan document, that sets out the purpose and benefits etc.;
- b) Timetables and route maps for public transport;
- c) Contact numbers and web details for National Rail Enquiries;
- d) Local taxi company details;
- e) Car Club information;
- f) Cycling and walking maps for the local area; and
- g) Web details for any school/community travel sites and community forum sites.



6 MONITORING AND REVIEW

Monitoring

- 6.1 This School Travel Plan is part of a continuous process for improvement, requiring monitoring review and revision to ensure it remains relevant. This section sets out the proposals for monitoring and review of the travel plan.
- 6.2 The monitoring programme will begin with the initial survey to be undertaken within 3 months of this Travel Plan being adopted by the Applicant.
- 6.3 The monitoring programme will continue with the Year 1 'hands up' travel survey, to be undertaken in the first school term, following the provision of 1 additional form. The Travel Plan will be monitored on a yearly basis from then on until the 5 additional forms have been provided. Therefore, further 'hands up' monitoring surveys will be undertaken annually on the anniversary of the initial 'hands up' baseline travel survey. This Travel Plan provides details for the first 3 years of the Travel Plan with subsequent AIM targets updated on a yearly basis from then on. A full review of the Travel Plan will also occur on the fifth anniversary of the Travel Plan i.e. once the school reaches its maximum capacity.
- 6.4 An example travel survey is provided at **Appendix TP 1**.
- 6.5 Additional monitoring of the following is also useful to judge whether the implementation or proportion of certain measures needs to be modified. The following factors should be monitored on an ongoing basis:
- The level of usage of scooter/cycle stands; and
 - Demand for School bus service.
- 6.6 If demand for scooter/cycle parking exceeds supply (i.e. if more than 90% of the spaces are occupied in the peak summer months) additional stands will be added until demand is met.
- 6.7 Information gathered through the monitoring process will be recorded for input to the annual review. The School travel plan will be completely reviewed and updated every three years.



Mode Shift STARS

- 6.8 Modeshift STARS (Sustainable Travel Accreditation and Recognition for Schools) is a national school awards scheme that has been established to recognise schools that have demonstrated excellence in supporting cycling, walking and other forms of sustainable travel.
- 6.9 STARS provides a framework and guidance for schools to help them put an accredited travel plan in place. The scheme helps schools to identify issues, set targets, monitor progress and celebrate success.
- 6.10 The STARS system will continue be used to update the Travel Plan online, annually.

Reporting

- 6.11 Once the Travel Plan has been completed using the STARS system, it will be sent to the Council's School Travel Plan Team who can access it online and check it. The STPC will be responsible for carrying this out annually, including the results of the 'hands up' monitoring surveys.
- 6.12 Each year the Travel Plan will incorporate the results of any on-going monitoring throughout the preceding period.

7 CONTACTS AND USEFUL INFORMATION

Contacts

- Travel Plan Coordinator (TPC) – Mrs. Jane Wise
- School Travel Plan Borough Officers:
 - School Travel Plan Coordinator: N/A
 - activeandsafertravel@hertfordshire.gov.uk.

Useful Websites

- HCC School Travel Plans - <https://www.hertfordshire.gov.uk/services/schools-and-education/travel-to-school/school-travel-plans.aspx>
- Department for Transport (DfT) – www.dft.gov.uk
- Liftshare.com – www.liftshare.com
- Sustrans Cycling Routes – <https://www.sustrans.org.uk/ncn/map>
- National Rail – www.nationalrail.co.uk
- Living Streets - www.livingstreets.org.uk



8 ACTION PLAN

- 8.1 The Action Plans outlined in the following pages at **Table 8.1** set out the measures included within the Travel Plan that are directed at influencing pupil and staff travel.
- 8.2 The Action Plan will be revised every year following each Annual Travel Plan Review.

Table 8.1 Action Plan for Travel Plan Measures – Pupils and Staff

Measures	Notes	Status/ Target Date	Method of Monitoring	Responsibility
General				
Appointment of School Travel Plan Coordinator (STPC)	To be in place 1 month before the occupation of the additional classrooms	Completed	N/A	School
Review of School Travel Plan	Using 'Hands Up' or 'Parent' Travel Survey data to monitor the success of the School Travel Plan	Annually	'Hands up' or 'Parent' Travel Surveys	STPC with the help of class teachers and/or teaching assistants
Information Provision				
Welcome Pack	The STPC will produce and offer the Welcome Pack to all members of staff	Prior to occupation of the additional classrooms	Provision on commencement of employment	STPC
Sustainable Travel Notice Board and the School's website	The Sustainable Travel Notice Board and the website will outline the sustainable options for travelling to the School	Prior to occupation of the additional classrooms	N/A	STPC
Consultation with Parents and Local Community	The STPC will consult with parents via newsletters and parent forum, and will speak with the Council about matters relating to school travel	Ongoing	N/A	STPC
Personalised Travel Planning Sessions for staff	The STPC will offer planning services at induction sessions for staff	When necessary / upon recruitment	The STPC will keep a record of which staff have utilised the service as well as the nature of the service (group, one on one).	STPC
Cycling				
Provision of parking for scooters and cycles	Scooter parking to be provided for pupils and cycle parking for staff.	Provided as part of development process	Spot checks as part of maintenance rounds	Developer
Staff discount on cycles and safety equipment (if possible)	Cycle to Work Scheme (if appropriate)	When possible	Uptake of offer monitored by STPC	STPC
Provide cycle route maps and other information relating to cycle facilities	Sustrans: https://www.sustrans.org.uk/ncn/map	Ongoing	STPC to monitor uptake	STPC
Cycle Training	Participate in Bikeability	Ongoing	STPC to monitor participation levels and interest	STPC

Table 8.1 Action Plan for Travel Plan Measures – Pupils and Staff

Walking				
Walk once a Week and Walk to School Month.	School will participate in these Schemes	Annual events	STPC to monitor uptake	STPC
Staff and pupils to be provided with information related to safe walking routes.	As part of Sustainable transport education for pupils	Ongoing through lessons	NA	STPC
Vehicles				
Discouraging car travel for pick-up / drop-off routines	School to actively discourage single passenger car travel to the school through newsletters, car-sharing scheme and campaign	Ongoing	STPC	STPC
Public Transport				
Sustainable Travel Notice Board and School website with timetable information (or online links to timetables) for both parents and staff	Located in visible public areas	Upon expansion completion	STPC	STPC
Other				
Car Sharing Scheme	Data to be presented at least on a yearly basis. Promotion of journey sharing to parents.	Prior to occupation of the additional classrooms	STPC	STPC

