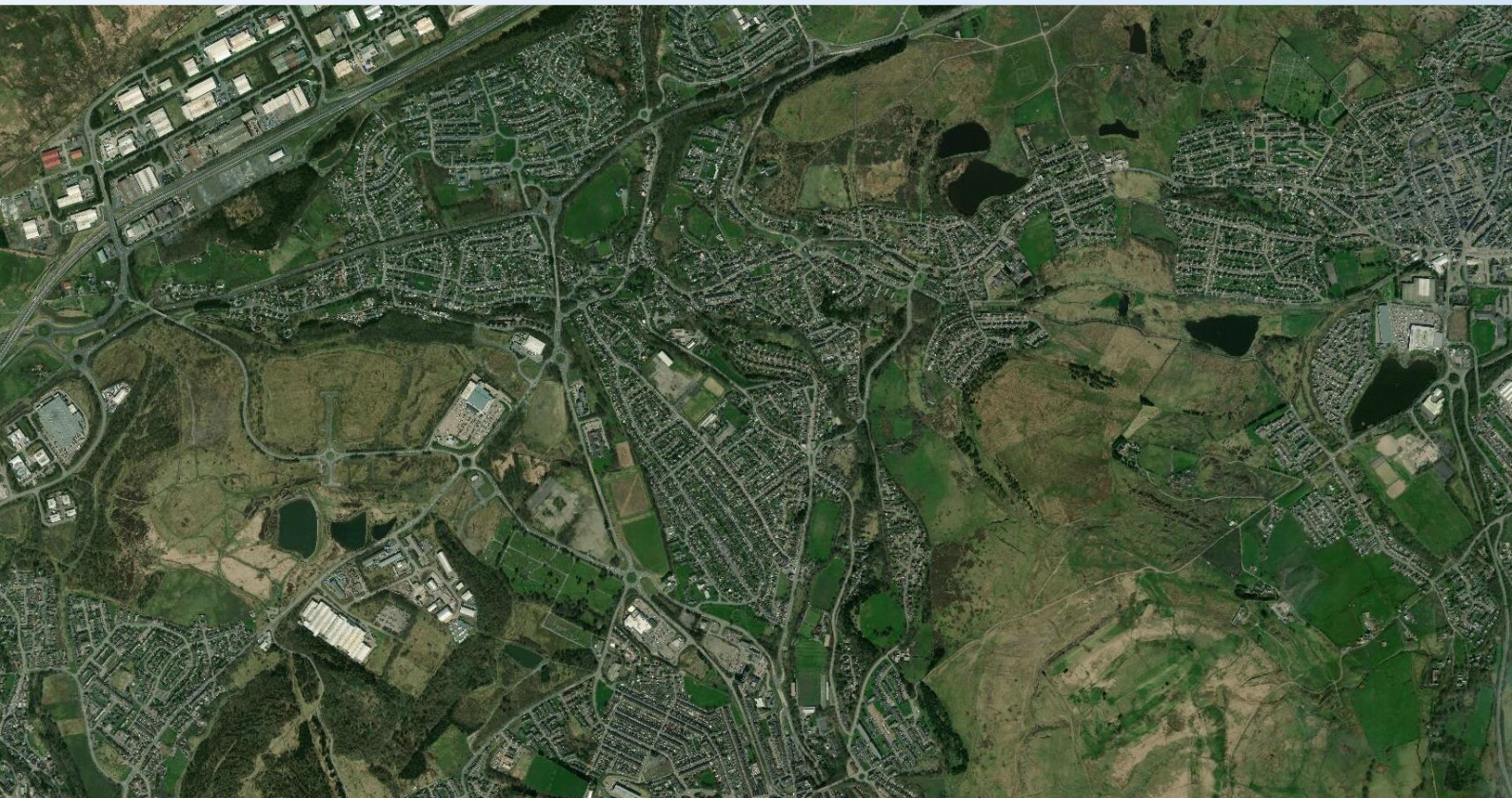




Blaenau Gwent County Borough Council

GLYNCOED PRIMARY SCHOOL AND CHILDCARE FACILITY

Travel Plan





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Blaenau Gwent County Borough Council

GLYNCOED PRIMARY SCHOOL AND CHILDCARE FACILITY

Travel Plan

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CONTENTS

1	INTRODUCTION	1
1.1	BACKGROUND	1
1.2	PROPOSALS OVERVIEW	1
1.3	POLICY FRAMEWORK	2
1.4	STRUCTURE OF THIS DOCUMENT	3
2	EXISTING CONDITIONS	4
2.1	INTRODUCTION	4
2.2	SITE LOCATION AND SURROUNDINGS	4
2.3	LOCAL HIGHWAY NETWORK	5
2.4	PUBLIC TRANSPORT	5
2.5	PEDESTRIAN AND CYCLE FACILITIES	6
3	DEVELOPMENT PROPOSALS	8
3.1	INTRODUCTION	8
3.2	PROPOSED DEVELOPMENT	8
3.3	ACCESS STRATEGY	8
3.4	PARKING	9
3.5	SERVICING AND REFUSE COLLECTION ARRANGEMENTS	9
4	OBJECTIVES AND TARGETS	10
4.1	OBJECTIVES	10
4.2	MODE SHARE TARGETS	10
5	MEASURES AND INITIATIVES	13
5.1	INTRODUCTION	13

5.2	INFORMATIONAL / BEHAVIOURAL MEASURES	13
5.3	INFRASTRUCTURAL / DESIGN MEASURES	14
5.4	SUMMARY	15
6	IMPLEMENTATION STRATEGY: MANAGEMENT AND MARKETING	16
6.1	TRAVEL PLAN COORDINATOR	16
6.2	MARKETING AND DISSEMINATION	17
7	IMPLEMENTATION STRATEGY: DELIVERY AND MONITORING	18

TABLES

No table of figures entries found.

FIGURES

No table of figures entries found.

APPENDICES

APPENDIX A

SITE MASTERPLAN

APPENDIX B

EXAMPLE IMPLEMENTATION STRATEGY

1 INTRODUCTION

1.1 BACKGROUND

- 1.1.1. WSP have been appointed to support Blaenau Gwent County Borough Council in their proposals to relocate Glyncoed Primary School and Childcare Facility.
- 1.1.2. This Travel Plan (TP) will ultimately provide a strategy for managing all travel and transport opportunity within the development, principally to increase mode choice and reduce reliance on private car travel by seeking to improve access to the site by sustainable modes of transport. This TP also includes a package of physical and behavioural measures aimed at managing and promoting journeys to and from the site by sustainable modes and reduce reliance on single occupancy car travel.
- 1.1.3. This TP will need to be considered alongside the supporting Transport Assessment (TA) and the Masterplan for the scheme which illustrates physical design measures to encourage sustainable travel. Information and analysis contained within all of these supporting documents have a key role in informing the development of the Travel Plan.

1.2 PROPOSALS OVERVIEW

- 1.2.1. The proposals seek to relocate the existing Glyncoed Primary School to the site of the previous Glyncoed Comprehensive School. The existing Glyncoed Primary School and Childcare Facility is located on the north of Ebbw Vale. The proposed site is approximately 110m to the north of the existing Glyncoed Primary School.
- 1.2.2. The existing Glyncoed Primary School and Childcare Facility currently provides 305 primary school places, 53 day-nursery childcare places, and employees 29 staff. The proposals will see a slight uplift of pupils at the school (approximately 55 additional primary school pupils) and will be a replacement for the existing Glyncoed Primary School and 'Day Nursery' childcare facility. It should be noted that there is the possibility of increasing the number of primary school pupils to 420.
- 1.2.3. The proposed development site is currently derelict land (aside from the Ebbw Vale Indoors Bowls Centre) and was previously used by the Glyncoed Comprehensive School. The Glyncoed Comprehensive school was closed in 2013 and the school buildings were demolished.
- 1.2.4. Within the site boundary is Ebbw Vale Indoors Bowls Centre. The Bowls Centre consists of a singular building and an informal car park suitable to accommodate approximately 40 vehicles. The vehicular access from Badminton Grove to the site has remained operational and has been maintained as it continues to serve the Bowls Centre.
- 1.2.5. The proposals include the erection of a single building of 12,548sqm for the primary school and the erection of a single building of 1,410sqm GIA for the childcare facility.
- 1.2.6. The existing Bowls Centre will be retained and its car parking arrangements will be formalised. The existing community playing facilities to the south of the site do not form part of the application proposals.

What is a Travel Plan?

- 1.2.7. A Travel Plan is a strategic management tool designed to accommodate a site's specific transportation needs. The Travel Plan aims to educate people regarding how, why and when they need to travel. Travel plans are increasingly playing a significant role in the planning process. Department for

Transport guidance 'Using the Planning Process to secure Travel Plans: Best Practice Guidance' defines a travel plan as:

'A strategy for managing multi-modal access to a site or development, focusing on promoting access by sustainable modes. Effective travel plans can bring benefits both to existing communities and to new or expanding developments. They can assist in reducing traffic congestion, widening accessibility and reducing air pollution.'

- 1.2.8. Based on this national definition, Travel Plans should help minimise the amount of car travel to and from the area. This will bring benefits to those living in the area as well as wider local community and environment.
- 1.2.9. The Travel Plan is not one fixed document, but a dynamic and evolving mechanism for introducing and maintaining a package of measures. These measures focus on promoting access to the area by alternative, sustainable modes of transport and reducing single occupancy car travel.

1.3 POLICY FRAMEWORK

- 1.3.1. This TP will complement the policies and strategies set out by national, regional and local government. Identifying a clear policy framework and applying good practice to the development of a Travel Plan will help to maximise its effectiveness.
- 1.3.2. National and local planning policy is geared to encourage developers and / or end users to implement travel plans to reduce the reliance on car travel and to provide opportunities for travel in more sustainable ways.
- 1.3.3. Research into existing Travel Plans implemented on commercial sites in the UK has shown significant benefits to businesses and the local area. Therefore, it is important to take on board guidance and policy on travel plans and incorporate successful elements from other examples of travel planning.
- 1.3.4. Other guidance documents to be considered in establishing suitable objectives, measures and targets include:
 - The essential guide to travel planning (The National Business Travel Network/DfT 2007) – this provides an update to the Travel plan resource pack for employers;
 - Making travel plans work: lessons from UK case studies (DfT 2005);
 - A guide on travel plans for developers (DfT 2006); and
 - Making Smarter Choices Work (DfT 2002).
- 1.3.5. There are a number of benefits to be derived from Travel Plans by employers, staff and the community at large, for example:
 - Producing financial savings through a reduction in the loss of time due to congestion and by reducing the demand for car parking;
 - Improving accessibility of the premises to the labour market and potential customers;
 - Providing a competitive advantage in the labour market by assisting recruitment and retention, improving public image and being more accessible to suppliers and customers;
 - Enhancing company credibility, particularly in the local community by demonstrating a commitment towards improving the environment; and

- Reducing the inequalities that may exist between staff who do and do not have access to a car.

1.3.6. The Travel Plan can benefit participating staff by:

- Making it easier for staff to undertake travel associated with their daily business;
- Providing a range of travel choices for commuting to work;
- Improving the physical fitness of staff who chose to walk or cycle to work; and
- Enabling staff to work for an employer with good green credentials, thereby assisting in recruitment and retention.

1.3.7. The Travel Plan can benefit school pupils by:

- Improving the physical fitness of pupils who chose to walk or cycle to school; and
- Increased active travel may lead to behavioural benefits.

1.3.8. The Travel Plan can benefit visitors by:

- Making the site accessible via a range of travel choices, and
- Ensuring that parking policy reflects the needs of the business.

1.4 STRUCTURE OF THIS DOCUMENT

1.4.1. This report provides the basis for the implementation of the Travel Plan. It will set out the objectives, the measures that will be implemented, and the mechanisms to be put in place to ensure that the measures will be implemented and monitored. The document is structured as follows:

- Section 2 sets out the existing transport infrastructure;
- Section 3 sets out the development proposals;
- Section 4 outlines the objectives and targets;
- Section 5 outlines the measures for this TP;
- Section 6 sets out the promotional strategy; and
- Section 7 outlines the process for monitoring and review.

2 EXISTING CONDITIONS

2.1 INTRODUCTION

- 2.1.1. In order to assess the impact of the proposed development of the site, it is necessary to establish the conditions that exist within the surrounding transport network. Therefore, this section of the report describes the site location and the transport characteristics including the local highway network, public transport facilities, and accessibility to local amenities.

2.2 SITE LOCATION AND SURROUNDINGS

Existing Site Use

- 2.2.1. The proposed development site is currently derelict land (aside from a Bowls Club) and was previously used by the Glyncoed Comprehensive School. The Glyncoed Comprehensive school was closed in 2013 and the school buildings were demolished.
- 2.2.2. Within the site boundary is Ebbw Vale Indoor Bowls Centre. The Bowls Centre consists of a singular building and informal car parking arrangement of approximately 40 spaces. The vehicular access from Badminton Grove to the school has remained operational and has been maintained as it continues to serve the Bowls Club.
- 2.2.3. The proposed site is bound to the north by residential dwellings on Bevan Crescent, to the east by Allotment Road, to the south by the community playing field, and to the west by Badminton Grove.
- 2.2.4. The proposed site is approximately 110m to the north of the existing Glyncoed Primary School.

Existing Site Access

- 2.2.5. Within the site boundary is Ebbw Vale Indoor Bowls Centre Bowls Club. The vehicular access from Badminton Grove to the school site has remained operational and has been maintained as it continues to serve the Bowls Club.
- 2.2.6. The Badminton Grove / Existing Bowls Club access junction is in the form of a simple priority 'T'-Junction. The bellmouth of the junction is approximately 10m wide and narrows to 6m for the internal access road to the Bowls Club. The section of Badminton Grove at the junction is approximately 6.3m wide. Visibility to the north of the junction is protected by double yellow lines which extend for approximately 55m on the nearside kerb. Visibility to the south of the junction is protected by approximately 30m of zigzag markings that are located on approach to the zebra crossing that is located to the south of the junction, and also by double yellow line markings which extend southwards on the nearside kerb.
- 2.2.7. The south of the site borders an access road for the existing community playing facilities. The access road forms a simple priority 'T'-junction with Badminton Grove. The bellmouth of the junction is approximately 12m wide and narrows to approximately 4.4m wide for the access road. The section of Badminton Grove at the junction is approximately 6m wide. Visibility from the junction is protected by the provision of Double yellow lines on the nearside kerb, which extend 100m to the north (to the Badminton Grove / Bowls Club junction) and extend 150m to the south to the existing site of the Glyncoed Primary School.

2.3 LOCAL HIGHWAY NETWORK

Badminton Grove

- 2.3.1. Badminton Grove bounds the south of the site is a single carriageway. The section of Badminton Grove which borders the site is subject to a 20mph speed limit and is approximately 6m – 6.5m wide.
- 2.3.2. Double yellow lines bound the nearside kerb of the southbound carriageway which fronts the existing and proposed school sites, a length of approximately 350m. Three sets of speed cushions are also located on this section of Badminton Grove which bounds the existing and proposed site locations.
- 2.3.3. Badminton Grove provides vehicle access to the existing and proposed sites and also a number of residential streets. To the north, Badminton Grove forms the southern arm of a four-arm roundabout with A4047 and Rassau Road. To the south, Badminton Grove forms the minor-arm of a priority junction with Beaufort Road.

Allotment Road

- 2.3.4. Allotment Road bounds the north of the site and is a single carriageway. The section of Allotment Road which borders the north of the site is subject to a 30mph speed limit and is approximately 6.5m wide.
- 2.3.5. There are no parking restrictions on Allotment Road and there is a priority working build-out located at the section of Allotment Road which is adjacent to the community playing facilities.
- 2.3.6. Allotment Road provides vehicular access to a number of residential streets and local facilities such as Glanrhyd Surgery and Riverside Veterinary Care. To the north, Allotment Road forms the minor-arm of a simple priority 'T'-Junction with the A4047. To the south, Allotment Road forms Cwm Hir which forms an arm of a six-arm elongated roundabout.

2.4 PUBLIC TRANSPORT

Existing Bus Services

- 2.4.1. Existing northbound and southbound bus stops are located on Badminton Grove, approximately 70m to the south of the proposed site. These bus stops are sheltered with raised kerbs.
- 2.4.2. The existing bus stops on Badminton Grove are located within the ideal maximum walking distance (400m) as set out in the Chartered Institution for Highways and Transportation (CIHT) publication 'Guidance for Planning for Public Transport in Developments, 1999'.
- 2.4.3. **Figure 3.1** illustrates the bus stops located within the vicinity of the site. A review of bus services which currently serve the bus stop on Badminton Grove is summarised in **Table 3.1**.

Table 2.1 Summary of Bus Services from Badminton Road

Service	Operator	Route	Direction	Day	First/Last	Approximate Frequency
X4	Stagecoach	Cardiff	Cardiff	Mon-Fri	06:08 / 00:15	Every 30 mins
		-	-			
		Merthyr Tydfil	Ebbw Vale	Sat	06:08 / 00:15	Every 30 mins
			-			

		- Ebbw Vale	Abergavenny			
		- Bryn-mawr	Abergavenny	Mon-Fri	06:14/ 21:35	Every 30 mins
		- Abergavenny	Ebbw Vale	Sat	06:38 / 21:35	Every 30 mins
			- Cardiff			

2.4.4. It can be seen from **Table 2.1** that the site is well served by the Stagecoach bus service x4. For buses originating from Cardiff, buses are expected to arrive at the school site in the school opening period 08:30 and in the closing period 15:01,15:31,16:01. For buses originating from Abergavenny, buses are expected to arrive at the school site in the opening period 08:02 and 08:30 and in the closing period 15:00,15:30,16:00.

2.4.5. Within Ebbw Vale, the bus service X4 will stop at Ebbw Vale Railway Station, Penuel Square (residential area on the south of Ebbw Vale), and the Beaufort area.

2.5 PEDESTRIAN AND CYCLE FACILITIES

Site Access

2.5.1. The footway on Badminton Grove bounds the south of the proposed site. At the existing Badminton Grove / Bowls Club priority junction, the footway on both sides of the bellmouth leads into the Bowls Club.

2.5.2. At the existing priority junction for Badminton Grove / Access Road to the community playing facilities, the footway on the southern side of the bellmouth leads into the community playing facilities.

2.5.3. The footway for the community playing facilities access road leads northwards to a stepped access onto Allotment Road. There is no existing footway on the section of Allotment Road that borders the north of the site however there is an existing priority working build-out which includes dropped kerbs and tactile paving that links to the existing footway on the northern side of Allotment Road.

Badminton Grove

2.5.4. There are footways and street lighting located on both sides of Badminton Grove. The footway on Badminton Grove that bounds the proposed site is approximately 2.6m-3m wide and is approximately 3m – 3.5m on the opposite side (southern side) of the carriageway.

2.5.5. A zebra crossing is located approximately 10m to the south of the Badminton Grove / Bowls Club vehicular access junction. This zebra crossing is proposed to be upgraded to a Toucan crossing to facilitate pedestrian movements from the north of the site and from nearby residential streets such as Bryn Glas.

2.5.6. A zebra crossing is also located on Badminton Grove at the existing Glyncoed Primary School Site.

2.5.7. The footways on Badminton Grove link directly between the existing and proposed sites, a distance of approximately 110m. Northbound and southbound bus stops are located in between the two sites.

- 2.5.8. The footways on Badminton Grove lead northwards to a number of residential streets and join the footways on the A4047. The footway on Badminton Grove also lead southwards to a number of residential streets and join the footways on Queens Villas.

Allotment Road

- 2.5.9. A footway is located on the northern side of Allotment Road. There is no footway on the southern side of allotment road, however, a priority working build-out which includes dropped kerbs and tactile paving that links to the existing footways and to a stepped pedestrian access onto the community playing facilities access road. The footway on Allotment Road is at least 1.8m wide and leads northwards to residential streets and joins the footway on the A4047, and also leads southwards to join the footway of Cwm Hir.

Cycle Provision

- 2.5.10. There is no dedicated cycle provision in the vicinity of the site, however, Badminton Grove and surrounding streets are all subject to 20-30 mph speed limits and are predominantly residential. It is therefore expected that cyclists would not feel threatened using these highways.
- 2.5.11. It should also be noted that the footways on Badminton Grove a wide and are suitable for young children to use bicycles and push-scooters.
- 2.5.12. National Cycle Network Route 446 is proposed to route on-road via Emlyn Avenue and is located approximately 100m to the south of Badminton Grove. Emlyn Avenue runs parallel to Badminton Grove and leads southwards towards the town centre and railway station of Ebbw Vale. To the north, the NCR 446 joins the NCN Route 46, which routes eastwards to Brynmawr and westwards to Tredegar.

3 DEVELOPMENT PROPOSALS

3.1 INTRODUCTION

- 3.1.1. This section of the TP provides a summary of the development proposals and transport related guidance. This section will focus on access, circulation and servicing arrangements by all modes.
- 3.1.2. The site masterplan has been included in **Appendix A**.

3.2 PROPOSED DEVELOPMENT

- 3.2.1. The development proposals are to relocate the Glyncoed Primary School to the site of the previous Glyncoed Comprehensive School.
- 3.2.2. The proposals will see a small uplift of pupils at the school. The total number of primary school pupils, nursey pupils and staff has been summarised in **Table 5.1**.

Table 5.1 Existing and Proposed Pupils and Staff

	Primary School Pupils	Nursery Pupils	Staff
Existing	305	53	29
Proposed	360	52	29

- 3.2.3. It should be noted that there is the possibility of increasing the number of primary school pupils to 420. It is expected that the number of nursery pupils and staff would remain the same.
- 3.2.4. The proposals include the erection of a single building of 12,548sqm for the primary school and the erection of a single building of 1,410sqm for the childcare facility.
- 3.2.5. The proposals also include the provision of a 95m long drop-off bay at the front of the school which will be accessed from Badminton Grove. It is proposed that a staff and visitors car park will be located at the north of the school and a service yard is located at the rear (east) of the school.
- 3.2.6. The existing Bowls Centre will be retained, and its car park will be formalised. The existing community playing facilities do not form part of the application proposals.

3.3 ACCESS STRATEGY

Vehicle Access

- 3.3.1. The existing junction with Badminton Grove that serves as a private access to the existing Bowls Centre will be used to serve the proposed school's staff car park, childcare staff car park, visitor car park and the proposed service yard. This junction is tarmacked and is of a good quality.
- 3.3.2. Vehicular access to the drop-off bay at the front of the school will be via separate entry and exit junctions on Badminton Grove.

Pedestrian and Cyclist Access

- 3.3.3. It is proposed that there will be four different pedestrian access points onto the site:

- At the Badminton Grove / vehicular access junction to the proposed staff and visitor car park there will be dropped kerbs, tactile paving, and a footway that leads into the site.
- At the Badminton Grove / drop-off bay 'entry and 'exit' junctions there will be dropped kerbs, tactile paving, and a footway that leads into the site.
- At the Badminton Grove / vehicular access junction to the community playing facilities and proposed Childcare Facility there will be dropped kerbs, tactile paving, and a footway that leads into the site.
- At the north of the community playing facilities access road there will be a stepped access that links to Allotment Road and links to the footpath that runs adjacent to Allotment Road. There is no existing footway on the section of Allotment Road that borders the site however there is an existing priority working build-out which includes dropped kerbs and tactile paving that links to the existing footway on the northern side of Allotment Road.

3.3.4. There is an existing zebra crossing located 10m to the south of the Badminton Grove / vehicular access junction to the proposed staff and visitor car park. This existing zebra crossing is proposed to be upgraded to a Toucan crossing in order to facilitate pedestrian movements from the north of the site and from Bryn Glas.

3.4 PARKING

Car Parking

3.4.1. It is proposed that there will be a 41 space school staff car park, a 20 space childcare staff car park, and a 10 space visitor car park located on the north of the site. Three disabled spaces will be located in both the school staff car park and two in the childcare staff car park, alongside three disabled spaces in the Bowls car park. It should also be noted that Electric vehicle charging points will be located in the visitor bays (at minimum 10% of spaces) and that 5% of spaces will be dedicated for car share and will be located near the building entrance. These car parks will be accessed via the existing junction with Badminton Grove that links to the Bowls Centre.

3.4.2. It should be noted that the Bowls Centre car park will be formalised to consist of 40 spaces (50 spaces when the school is closed). There will also be 13 parking bays in the Drop-Off Zone off Badminton Grove.

Cycle Parking

3.4.3. It is proposed there will be a cycle shelter, consisting of 5 hoops to accommodate 10 bikes. The cycle shelter will be secure, covered and well-lit. Changing facilities (marked as staff toilet) and a shower are shown on the first-floor plans.

3.5 SERVICING AND REFUSE COLLECTION ARRANGEMENTS

3.5.1. A service yard is located at the rear (east) of the school and will be accessed via the existing junction with Badminton Grove that provides access to the existing Bowls Centre.

3.5.2. It is proposed that refuse bins will be located in the service yard. The service yard has been designed to accommodate a refuse vehicle to enter and egress in a forward gear.

4 OBJECTIVES AND TARGETS

4.1 OBJECTIVES

- 4.1.1. The principal aim of a Travel Plan is to reduce car travel, in particular single occupancy car travel and facilitate the use of alternative, sustainable modes of transport.
- 4.1.2. The Travel Plan will be used by the school to promote sustainable travel.
- 4.1.3. Objectives of the Travel Plan will be to:
- Provide incentives to travel by sustainable modes;
 - Provide incentives for fewer single occupancy car borne trips to the site;
 - Engage staff and parents in the travel planning process;
 - Raise awareness amongst staff, parents and visitors of the non-car travel modes available;
 - Improve the conditions for pedestrians and cyclists travelling to and from the site;
 - Work in partnership with Blaenau Gwent County Borough Council and key local stakeholders to achieve the greatest modal shift away from private car use on the local transport network;
 - Ensure sustainable travel issues are considered in servicing and delivery arrangements; and
 - Continually develop, implement, monitor, evaluate and review the success of the Travel Plan.

4.2 MODE SHARE TARGETS

- 4.2.1. Setting targets to be able to quantify the performance of a Travel Plan is a key part of managing the process successfully. The targets need to be challenging, but achievable and based upon the actual travel patterns experienced at the site.
- 4.2.2. The staff modal share has been provided by the School and is shown below in **Table 4.1**

Table 4.1 - Travel to Work: Summary of Existing Modal Split - Staff

Travel Mode	Mode Split	Existing Trips
Car	82%	24
Bus	0%	0
Walk	18%	5
Cycle	0%	0
Total	100%	29

- 4.2.3. It can be seen from **Table 4.1** that the most the majority of staff travel to the school by car. In order to ensure any targets can be considered as 'SMART' (Specific – Measurable – Achievable – Realistic – Timed), year-on-year targets have been provided to allow continual monitoring of progress to be undertaken.
- 4.2.4. **Table 4.2** sets out the five-year model split targets, with an overall aim of reducing journeys made to the site by car.

Table 4.2 – Five Year Modal Split Targets – Staff

Travel Mode	Mode Split					
	Year of Opening	+ 1 Year	+ 2 Years	+ 3 Years	+ 4 Years	+ 5 Years
Car	82%	80%	78%	76%	74%	72%
Bus	0%	1%	1%	1%	2%	2%
Walk	18%	18%	20%	21%	22%	24%
Cycle	0%	1%	1%	2%	2%	2%
Total	100%	100%	100%	100%	100%	100%

4.2.5. Overall, the indicative modal split targets equate to a 10% reduction (of the current 82% mode share) in car trips made to the site over a five-year period. This is considered achievable when considering the central location of the site and the proposed travel plan initiatives and measures to be implemented.

4.2.6. It is anticipated that the initiatives outlined in this document will help increase the proportion of trips to the site made by car sharing, public transport, walking and cycling.

4.2.7. The pupils modal share has been shown below in **Table 4.3**

Table 4.3 - Travel to Work: Summary of Existing Modal Split - Pupils

Travel Mode	Mode Split	Existing Trips
Car	63%	227
Bus	5%	19
Walk	31%	113
Cycle	0%	0
Total	100%	358

4.2.8. **Table 4.4** sets out the five-year modal split targets, with an overall aim of reducing journeys made to the site by car.

4.2.9. In order to ensure any targets can be considered as 'SMART' (Specific – Measurable – Achievable – Realistic – Timed), year-on-year targets have been provided to allow continual monitoring of progress to be undertaken.

Table 4.4 – Five Year Modal Split Targets – Pupils

Travel Mode	Mode Split					
	Year of Opening	+ 1 Year	+ 2 Years	+ 3 Years	+ 4 Years	+ 5 Years
Car	64%	61%	58%	55%	52%	50%
Bus	5%	5%	5%	5%	5%	5%
Walk	31%	32%	33%	35%	37%	38%

Cycle	0%	2%	4%	5%	6%	7%
Total	100%	100%	100%	100%	100%	100%

4.2.10. Overall, the indicative modal split targets equate to a 14% reduction (of the current 64% mode share) in car trips made to the site over a five-year period. This is considered achievable when considering the central location of the site and the proposed travel plan initiatives and measures to be implemented.

5 MEASURES AND INITIATIVES

5.1 INTRODUCTION

5.1.1. This section of the TP sets out the potential initiatives that could be introduced to reduce dependency on private car travel and encourage use of sustainable travel modes trips to the school. To ensure that informational / behavioural Travel Plan measures (i.e. 'soft' measures) are effective, infrastructural and design measures (i.e. 'hard' measures) have also been included within the TP, to enable site users to make long-term travel habit changes.

5.1.2. Initiatives have been organised into the two following headings:

- Informational / Behavioural Measures; and
- Infrastructure / Design Measures.

5.2 INFORMATIONAL / BEHAVIOURAL MEASURES

Travel Information Pack

5.2.1. The most effective initiative of any TP is likely to be the distribution of an Induction Pack. All staff should receive an Induction Pack by the school.

5.2.2. Induction Packs can be critical in influencing travel patterns and the contents of the Pack should include a range of information to encourage uptake of sustainable journeys, such as:

- An introduction to the TP and its objectives;
- Literature on health benefits of walking and cycling, and the environmental benefits of sustainable travel;
- Details of journey planning websites and tools;
- Maps showing local walking / cycling routes and places of interest;
- Details of public transport services, including timetables and routes; and
- Details on the Travel Plan Coordinator (TPC).

5.2.3. It may also be more convenient to include the above information and a digital version of any Induction Pack online to allow staff, parents and any visitors to interact with it fully, prior to starting / visiting the school.

Encouraging Walking

5.2.4. In addition to providing walking route maps in the Pack (as above), additional informational measures could also be implemented on site to encourage walking trips. This includes:

- Provision of active travel benefit details in buildings (e.g. staff / visitor / pupil noticeboards). This initiative will make people more aware of the benefits of walking and cycling and subsequently encourage walking trips;
- Provision of pool umbrellas for use by staff to encourage walking trips; and
- Promoting nationwide initiatives such as Sustainable Transport Week / National Walk to School/Work Week.

Encouraging Cycling

- 5.2.5. In addition to providing cycle route maps in the Pack (as above), additional measures could also be provided on site to encourage cycling trips. This includes:
- Provision of a bicycle repair kit on-site which should be made available free-of-charge to staff, parents and visitors. This is a low-cost measure which increases the reliability of cycling;
 - Promoting nationwide initiatives such as Bike to School/Work Week;
 - Negotiation with local retailers to provide discounts for employees on local cycle purchases; and
 - Provision of free high-visibility clothing / bike lights to encourage safe cycle travel.

Encouraging Public Transport Use

- 5.2.6. In addition to providing timetable and bus route information within the Pack (as above), the following additional promotional initiatives could be implemented on site to encourage public transport use:
- Provision of public transport service details in buildings (e.g. staff / visitor / pupil noticeboards). Provision of public transport information in a publicly-accessible area will allow building users to access up-to-date travel information and details on available infrastructure. This initiative will make people more aware of the services available to them and subsequently encourage the use of public transport.
 - Provision of a guaranteed lift home for staff in the event of an emergency and if public transport is not accessible.
- 5.2.7. For the benefit of the BREEAM assessment, it is not envisaged that a dedicated bus service will be required as the proposed new school site is located adjacent to the existing school and therefore will not require new methods of travel to be used.

Encouraging Car Sharing

- 5.2.8. To help reduce the number of trips made by single occupancy car travel, there is the potential to encourage car-sharing trips which could reduce impact on the local highway network, car parking capacity on site and could potentially save drivers money. The following informational / behavioural incentives could be implemented on site to encourage car sharing:
- Promote car sharing informally amongst staff and parents. Set up of a car sharing group or facility could encourage staff and parents to car share;
 - Promotion of local (and national) free car sharing services such as www.liftshare.co.uk to find potential car share matches; and
 - Provision of a guaranteed lift home in the event of an emergency for staff who are let down by their car sharing partner.

5.3 INFRASTRUCTURAL / DESIGN MEASURES

Site Design and Layout

- 5.3.1. To ensure that the proposed relocation of Glyncoed Primary School provides a betterment in terms of accessibility, a number of site design and infrastructural measures will be included as part of the proposed scheme. These measure have been set out in-line with the BREEAM criteria and include:
- EV Charging points will be located next to the visitors and accessible spaces. In compliance with BREEAM, at least 10% of the total car parking capacity will have electric recharging facilities.
 - At least 5% of car parking spaces will be prioritised for car sharers. Where possible, these will be located adjacent to the site entrance.
 - It is proposed there will be a cycle shelter, consisting of 5 hoops to accommodate 10 bikes. The cycle shelter will be secure, covered and well-lit. Changing facilities (marked as staff toilet) and a shower are shown on the first-floor plans.
 - Consultation has taken place with the local authority on the state of the local cycling network and possible improvements. It is understood there will be no immediate changes to the local cycle network.
 - The provision of a sheltered bus stop located on Badminton Grove, 65m to the south of the site. This will provide a pleasant pedestrian and public transport waiting area that is sheltered and well-lit.
 - Overall access to the site has included a number of pedestrian and cycle friendly features, such as dropped kerbs and tactile surfaces at the site access junction and Toucan crossing upgrades. There is public transport provision in terms of a bus shelter located at Badminton Grove, and adjoining off site pedestrian routes to the north (A4047) and east (Allotment Road).
 - A 95m drop-off layby is proposed on-site and access from Badminton Road. This will be suitable for the use of taxi's and short stay waiting vehicles.

5.4 SUMMARY

- 5.4.1. The initiatives proposed can be implemented to encourage all site users to travel by sustainable modes of transport and contribute to the achievement of objectives set out within this TP.

6 IMPLEMENTATION STRATEGY: MANAGEMENT AND MARKETING

6.1 TRAVEL PLAN COORDINATOR

- 6.1.1. A Travel Plan Coordinator (TPC) will be appointed (prior to occupation) to oversee the initial elements of the overarching Travel Plan. The TPC will be appointed by the school. The name and contact details of the TPC will be provided to Blaenau Gwent County Borough Council within two weeks of appointment.
- 6.1.2. The TPC(s) will be responsible for:
- Implementing the Travel Plan;
 - Reporting Travel Plan targets and action plan;
 - Providing information to staff and parents, through information packs (induction packs will be provided to all existing employees and parents);
 - Providing information for notice boards (located in the building foyer);
 - Liaise with the Highway Authority to ensure cycle and pedestrian routes are kept maintained, safe and well lit;
 - Organising and encouraging participation in specific travel schemes and events such as National Walk to School/Work Week and Bike to School/Work Week;
 - Explore options to join programmes such as Safe Routes to School (www.saferoutesinfo.org);
 - Surveying the travel patterns of staff and pupils; and
 - Reviewing the Travel Plan, making alterations where needed.
- 6.1.3. The TPC will be consulted on any shift patterns in an effort to manage staff and parents' access to sustainable travel options. This will be part of the monitoring and review process which is set out in the Implementation Strategy Table. Management of shift patterns ensures that car sharing can be made easier for employees who live in the same area if they are working at the same time and for parents who are neighbours.
- 6.1.4. The Travel Plan will be more successful if incentives are offered to staff and parents who actively participate in changing their travel patterns. Staff and parents should be made aware of the cost saving which can result from sustainable travel. This could include:
- Staff to investigate joining the government cycle to work scheme;
 - The reduction in car running costs when shared between two or more people;
 - The reduction in car running costs when other means, such as cycling and walking, are used for commuting;
 - The health benefits gained from cycling and walking; and
 - The positive environmental effect sustainable travel can induce.
- 6.1.5. The TPCs will be responsible for managing any participation in government cycle schemes. Cycle schemes offer a good opportunity for employees to purchase bicycles at a discounted price.

6.2 MARKETING AND DISSEMINATION

- 6.2.1. The Travel Plan will present key travel information to employees in an easy and accessible format. This could take the form of induction packs and notice boards in the entrance to the building. Other streams of communication and promotion with/to employees may include the following:
- School intranet;
 - School newsletter; and
 - Staff / Visitor / Pupil notice board(s).
- 6.2.2. The marketing of the Travel Plan should follow the provision of employee and parents induction packs. These travel packs will include information on car sharing, public transport (locations of stations/timetables), and all other applicable modes of transport (cycling/walking etc.).
- 6.2.3. Travel planning or awareness events (e.g. participation in events such as Bike Week, Travel Wise Week or European Car Free Day) can be conveyed through the following:
- Staff and parents induction packs;
 - Intranet/website; and
 - Company/site newsletters.
- 6.2.4. In order to promote car sharing, staff and parents will be given information about Car Share websites (www.liftshare.com/uk) and this will be promoted throughout the life of the Travel Plan.
- 6.2.5. In order to ensure the safety and convenience of car sharing staff at the school, there will be the provision of a guaranteed ride home in an emergency, as part of an 'Emergency Lift' policy for car sharers.

7 IMPLEMENTATION STRATEGY: DELIVERY AND MONITORING

- 7.1.1. In order to monitor the effectiveness of the Travel Plan and its initiatives, it is essential to implement a comprehensive monitoring and review programme. The programme will ensure that the measures are delivered in a structured manner and achieve the Travel Plan objectives.
- 7.1.2. It will be the role of the TPC to manage this process and evaluate and alter the strategy as necessary. An example implementation strategy is contained in **Appendix B**.
- 7.1.3. In order to evaluate the effectiveness of the Travel Plan, a baseline survey will be undertaken for the school once it is fully occupied and a baseline travel report will be produced by the TPC. Following the baseline survey, annual travel surveys will be carried out by the TPC to determine travel patterns, evaluate the level of modal shift and the performance against targets.
- 7.1.4. In summary, the monitoring will include methods such as:
- Staff and pupil occupation levels;
 - Modal split by questionnaire;
 - Response to car sharing;
 - Comparison of actual and predicted travel modes;
 - Staff and parents response, participation and views; and
 - Content and effectiveness of information supplied to staff, parents and visitors.
- 7.1.5. The monitoring process would involve questionnaire surveys undertaken to assess changes to the mode share of trips to the school. It is proposed that these surveys are completed within three months of full occupation of the site and at 12 monthly intervals thereafter for a period of five years from the initial review stage. These will be used to determine the following:
- Staff and parents home locations (including postcode);
 - Usual mode of travel;
 - Occasional alternative mode of travel; and
 - Willingness to shift to alternative mode.
- 7.1.6. The TPC will provide feedback to Blaenau Gwent County Borough Council on the performance of the Travel Plan and will also issue a progress/monitoring report setting out the performance figures for that year.
- 7.1.7. The review will be undertaken at the same time of year as the baseline/annual surveys. The results will be assessed against the targets and appropriate action will be taken if the targets are not met.

Appendix A

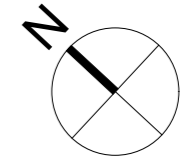
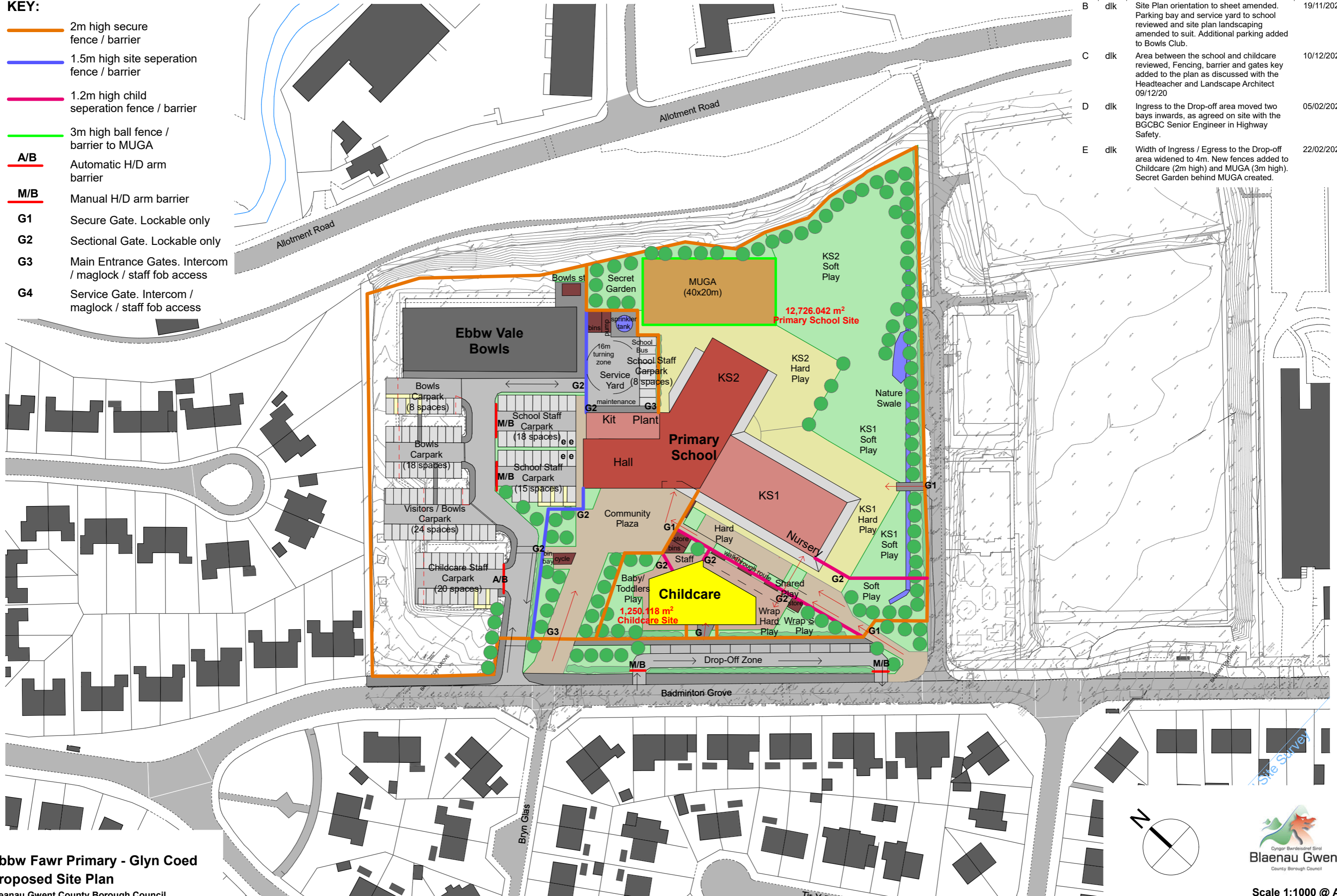
SITE MASTERPLAN



KEY:

- 2m high secure fence / barrier
- 1.5m high site separation fence / barrier
- 1.2m high child separation fence / barrier
- 3m high ball fence / barrier to MUGA
- A/B Automatic H/D arm barrier
- M/B Manual H/D arm barrier
- G1** Secure Gate. Lockable only
- G2** Sectional Gate. Lockable only
- G3** Main Entrance Gates. Intercom / maglock / staff fob access
- G4** Service Gate. Intercom / maglock / staff fob access

Rev	Initials	Notes	Date
A	dlk	Parking bay review, site plan amended to suit. Binstore and sprinkler tank footprint amended.	03/11/2020
B	dlk	Site Plan orientation to sheet amended. Parking bay and service yard to school reviewed and site plan landscaping amended to suit. Additional parking added to Bowls Club.	19/11/2020
C	dlk	Area between the school and childcare reviewed, Fencing, barrier and gates key added to the plan as discussed with the Headteacher and Landscape Architect 09/12/20	10/12/2020
D	dlk	Ingress to the Drop-off area moved two bays inwards, as agreed on site with the BGBC Senior Engineer in Highway Safety.	05/02/2021
E	dlk	Width of Ingress / Egress to the Drop-off area widened to 4m. New fences added to Childcare (2m high) and MUGA (3m high). Secret Garden behind MUGA created.	22/02/2021



Appendix B

EXAMPLE IMPLEMENTATION STRATEGY



DRAFT IMPLEMENTATION STRATEGY TABLE

No	S/M/L	Action/Initiative	The responsibility of (dept or person):	Implementation date	Monitoring body
On Site Facilities and Services					
1	L	Appointment of TPC	Occupier	Prior to occupation	Occupier/CC
2	L	Secure bicycle parking facilities. High profile/easily accessible area, well lit and safe	Developer/Contractor	During construction phase	Developer/CC
Site Design and Layout					
3	L	Provision of links to pedestrian routes	Developer/Contractor	During construction phase	Developer/CC
Promotional Strategy					
4	M	Staff Welcome Packs*	TPC	To all new starters and arrivals	TPC
5	L	Travel notice board	TPC	1 month from occupation	TPC
6	L	Establish Car Share scheme	TPC	1 month from occupation	TPC
Monitoring					
7	M	Monitor Travel Plan impact through questionnaire survey	TPC	3 months from occupation (then yearly for 5 years)	TPC
8	M	Prepare Monitoring report for CC	TPC	Within 1 month of survey date	TPC

* The staff travel survey will ask if they have received their packs

S/M/L - Short, Medium or Long term measure

TPC – Travel Plan Coordinator

CC – Cornwall Council



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