

Land to the South of Pound Farm, Hertfordshire

Interim School Travel Plan

Final Report
PL/HB/34362
January 2026



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1 INTRODUCTION

1.1 PURPOSE OF THIS INTERIM TRAVEL PLAN

- 1.1.1 This Interim School Travel Plan (TP) has been prepared by DHA on behalf of Bugler Homes Ltd in support of the proposed development on Land to the South of Pound Farm, in Ickleford, near Hitchin, Hertfordshire.
- 1.1.2 This TP relates to the SEND school element of the proposed development. A separate Interim TP has been prepared for the residential elements of the scheme. Due to the nature of the school and complex needs of pupils, this TP focusses primarily on staff travel.
- 1.1.3 This TP should be read alongside the Transport Assessment (TA) submitted in support of the hybrid planning application.

1.2 WHAT IS A TRAVEL PLAN?

- 1.2.1 A Travel Plan (TP) is a strategy for managing travel needs and transport provision within an organisation or site. It seeks to improve access to a development or site by sustainable modes of transport. It therefore contains both physical and behavioural measures to increase travel choices and reduce reliance on single-occupancy car travel.
- 1.2.2 A TP involves the development of a set of mechanisms, initiatives and targets that together can enable an organisation or site to reduce the impact of travel and transport on the environment, whilst also bringing a number of other benefits. A TP is a live document that will grow and develop with time, in accordance with the changing circumstances of a site and the environment in which it operates.

1.3 WHAT ARE THE BENEFITS OF A TRAVEL PLAN?

- 1.3.1 Whilst primarily being of benefit to the environment, TPs can also bring a number of other real benefits:-
- Individuals can benefit from improved health, reduced costs, less stress and a general improvement to their quality of life;
 - The school can benefit from increased productivity generated by a healthier, more motivated set of individuals and a safer environment due to reduced congestion; and
 - Local communities can enjoy reduced congestion on the roads surrounding the school.

- 1.3.2 A well-developed TP can mitigate the adverse traffic impacts of development, and the Government recognises their importance in achieving improvements in transport conditions at the local level. The Public Health England publication 'Cycling and walking for individual and population health benefits' (2018) emphasises the health benefits of walking and cycling. Active travel as part of a TP enables people to enjoy these benefits as part of their daily routine.

1.4 POLICY CONTEXT

- 1.4.1 This TP has been prepared in accordance with the relevant national and local guidance:-
- National Planning Policy Framework (NPPF, 2024);
 - Planning Practice Guidance (PGG) on Travel Plans (2014);
 - Department for Transport (DfT) Circular 01/2022 – The Strategic Network and the Delivery of Sustainable Transport (2022);
 - Hertfordshire Local Transport Plan 4: 2018-2031 (LTP4);
 - North Herts Local Plan (NHLP, 2011);
 - Ickleford Neighbourhood Plan (2024);
 - Vehicle Parking at New Development Supplementary Planning Document (SPD, 2011); and
 - Hertfordshire County Council Travel Plan Guidance (2020).

1.5 AIMS AND OBJECTIVES

- 1.5.1 A number of overarching objectives have been considered for this TP, which comprise the following:-
- Supporting a reduction in the use of car travel for school journeys, where viable;
 - Increasing awareness amongst pupils, parents and staff about the health, environmental and safety benefits of more walking and other forms of sustainable and active travel;
 - Providing a relevant focus for class work within the curriculum and increasing the number of pupils benefiting from sustainable travel and road safety education, where appropriate;

- Encouraging a responsible attitude in all members of the school community, towards the safety of themselves and others on the school journey;
- Promoting the TP to all pupils, parents, staff and visitors, as appropriate;
- Reducing the overall negative environmental impacts of car travel in the local area; and
- Improving highway safety within the locality of the school.

1.6 STRUCTURE OF THIS PLAN

1.6.1 Following this introduction, the TP is structured as follows: -

- Section 2 provides details of the site characteristics and current transport infrastructure in the vicinity;
- Section 3 outlines objectives as well as targets;
- Section 4 gives details on the management of the TP;
- Section 5 sets out the package of measures that will be introduced in order to influence the way users travel to and from the site;
- Section 6 sets out the monitoring and reporting strategy of the TP; and
- Section 7 outlines an Action Plan.

2 EXISTING CONDITIONS

2.1 OVERVIEW

- 2.1.1 The site comprises a single parcel of land to the west of the A600 Bedford Road, immediately to the north-west of the village of Ickleford. The red line boundary of the site can be seen in a local context in Figure 2-1 below.



FIGURE 2-1: SITE LOCATION (COURTESY OF GOOGLE MAPS)

- 2.1.2 The site is bound to the north and west by agricultural land and to the south by residential dwellings. To the east, the site is bound by Bedford Road, beyond which is land allocated for up to 150 dwellings and a 2 Form Entry primary school under Policy IC3 of the North Herts Local Plan.
- 2.1.3 The proposed SEN school is proposed to be located at the north-eastern corner of the application site.

2.2 LOCAL HIGHWAY NETWORK

- 2.2.1 The A600 Bedford Road is a principal road that is designated as a P1 / M2 inter-urban route under the HCC Place and Movement network. It is noted that at the junction with Ryder Avenue, the road becomes a P2 / M2 route, which is defined as a multi-functional route connecting urban settlements. Bedford Road has a

carriageway width of approximately 7.5m in the site vicinity and is subject to a 30mph speed limit. Approximately 35m to the north of the existing Bridleway crossing of the road, the speed limit increases to 40mph. Bedford Road takes a broadly north / south alignment within the site vicinity, continuing to Henlow Camp to the north and Hitchin town centre to the south.

- 2.2.2 To the south, Bedford Road forms a mini-roundabout junction with Westmill Lane and Turnpike Lane. Turnpike Lane continues in an easterly direction towards the centre of Ickleford, where it forms a mini-roundabout junction with Arlesey Road. Bedford Road continues in a southerly direction, forming a roundabout junction with the A505, where onward connectivity to the A1(M) can be achieved. Heading west, the A505 provides a route towards Luton.

2.3 WALKING AND CYCLING INFRASTRUCTURE

- 2.3.1 To the south of the site, footway provision subject to street lighting is present on both sides of Bedford Road, measuring approximately 2.0m in width, and is considered to be of good quality. This provision continues south to the Westmill Lane / Bedford Road / Turnpike Lane mini-roundabout junction, where a continuous footway is present along Turnpike Lane to access the centre of Ickleford. Footway provision on Turnpike Lane also measures approximately 2.0m in width and is of a good standard and subject to intermittent street lighting. At side road junctions, dropped kerbs are present and the terrain is generally flat.
- 2.3.2 Towards Hitchin, footways continue south on Bedford Road and a signalised crossing has recently been delivered as part of the Burford Grange development to facilitate safe pedestrian access to the continuous footway on the eastern side of the road.
- 2.3.3 Ickleford can also be accessed from the site using Public Rights of Way (PRoW). Figure 2-2 overleaf identifies the local PRoW network.

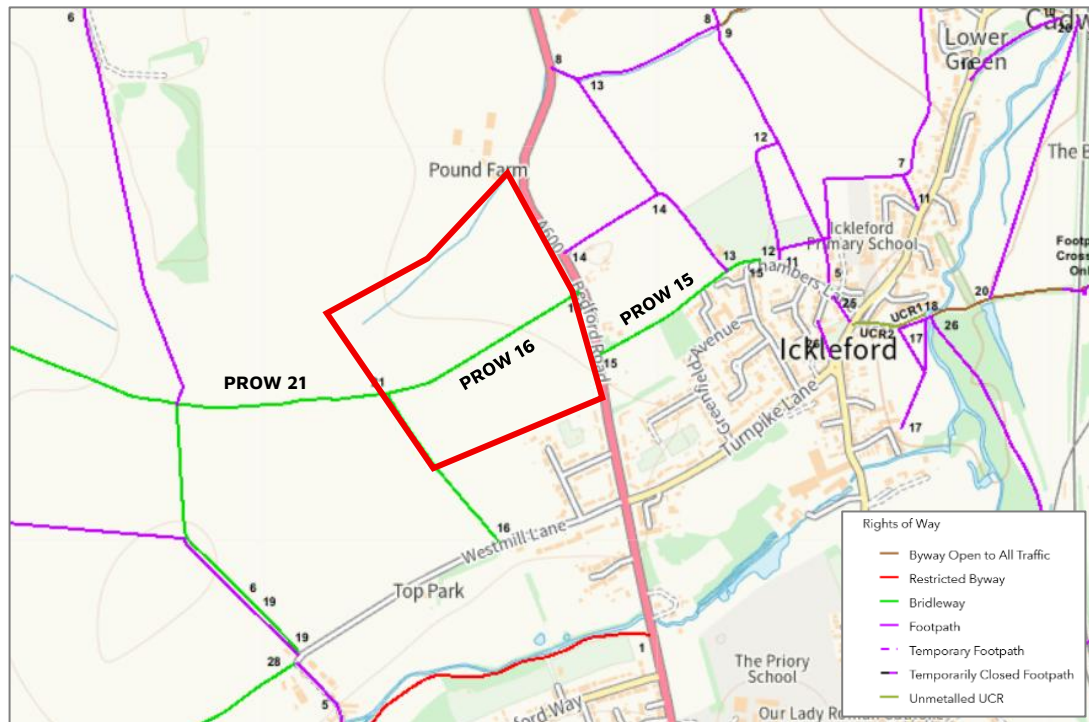


FIGURE 2-2: LOCAL PROW NETWORK (COURTESY OF HCC)

- 2.3.4 PRow 16, which is a Bridleway, runs centrally through the site in an east-west direction and connects with PRow 21 at the western site boundary towards Pirton. On the opposite side of Bedford Road, PRow 15 can be accessed. At present, there is no formal crossing point and a permissive route between PRow 15 and 16 runs adjacent to the western side of the carriageway, as shown in Figures 2-3 and 2-4 below.



FIGURE 2-3: EXISTING CROSSING POINT BETWEEN PROWS 15 & 16



FIGURE 2-4: EXISTING PERMISSIVE PATH ALONG BEDFORD ROAD

- 2.3.5 Figure 2-5 displays the designated cycle network in the site vicinity, with blue lines denoting local cycle routes, purple lines denoting Regional Cycle Routes (RCRs), red lines denoting National Cycle Routes (NCRs) and orange lines indicating Bridleways permitting cycling.

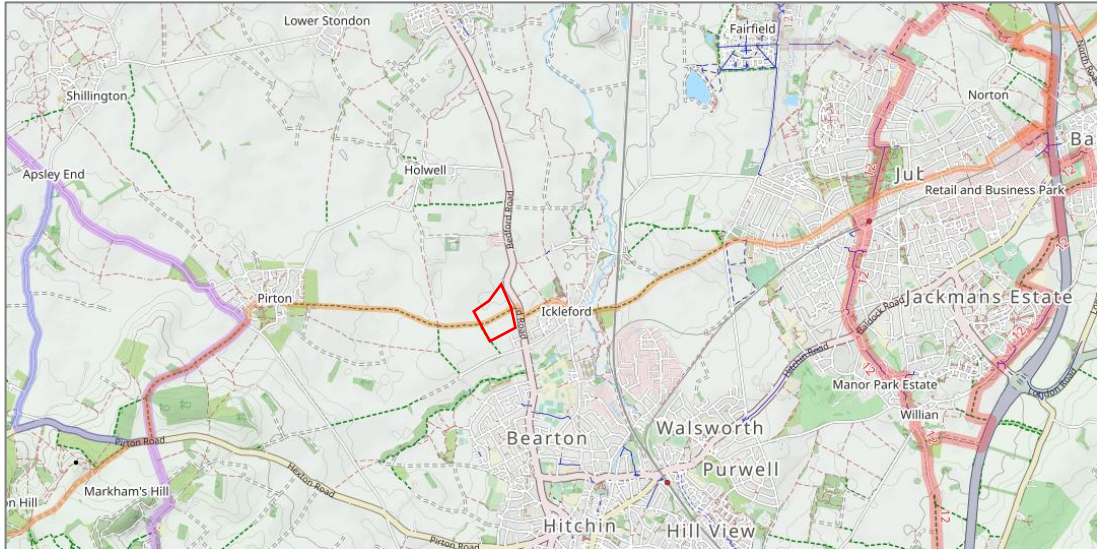


FIGURE 2-5: LOCAL CYCLE NETWORK (COURTESY OF OPENCYCLEMAP)

- 2.3.6 NCR 12 is located approximately 4.8km to the east of the site, representing a 16-minute cycle time via Icknield Way. The route to NCR 12 is largely provided off-carriageway using existing Bridleways and is relatively flat and straight, facilitating its use by cyclists of a moderate ability.
- 2.3.7 It is noted that the Letchworth Greenway is accessible from Stotfold Road, which is 3km – or an 11-minute cycle time – from the site via Arlesey Road and the PRow network.

2.4 PUBLIC TRANSPORT INFRASTRUCTURE

- 2.4.1 The closest bus stop to the site is located on Bedford Road approximately 160m to the south of the proposed site access, accessible in a two-minute walk time. This bus stop, known as 'Ryder Avenue', is afforded with a flag-and-post and timetable information and serves northbound services. Table 2-1 below summarises the bus services that are accessible from this stop.

SERVICE NO.	ROUTE	SERVICE FREQUENCY			SERVICE OPERATOR
		WEEKDAY	SATURDAY	SUNDAY	
9B	Bedford – Stevenage	Hourly	Every 2 hours	-	Stagecoach East
9D	Bedford – Stevenage	3 AM services	Every 2 hours	-	Stagecoach East
74	Bedford – Biggleswade – Hitchin	Hourly	Hourly	-	Grant Palmer
89	Hitchin – Pirton – Henlow Camp	Every 2 hours	Every 2 hours	-	Centrebus

TABLE 2-1: LOCAL BUS SERVICES (RYDER AVENUE - NORTHBOUND)

- 2.4.2 The closest southbound bus stop is located on Bedford Road, approximately 350m to the south of the site, accessible in a five-minute walk time. This bus stop is served by the same frequency of services detailed in Table 2-1 and is provided with a bus shelter with seating.
- 2.4.3 Hitchin Railway Station is located approximately 2.4km to the south-east of the site 'as the crow flies', accessible in an 11-minute cycle or eight-minute bus journey time utilising Routes 9B and 89. The station benefits from a cycle store located by the station entrance, providing 291 spaces which are sheltered and CCTV monitored. Step-free access to all platforms is available.
- 2.4.4 Table 2-2 summarises the train services that are accessible from this station, highlighting key destinations and the weekday service frequency during peak weekday commuting hours (07:00-09:00 and 16:00-18:00).

DESTINATION	PEAK SERVICE FREQUENCY	JOURNEY DURATION
Letchworth Garden City	Every 30 minutes	6 minutes
Cambridge	Every 10-20 minutes	35 minutes
Peterborough	Every 30 minutes	45 minutes
London Kings Cross	Every 30 minutes	48 minutes
Brighton	Every 30 minutes	1 hour 56 minutes
Horsham	Every 30 minutes	2 hours

TABLE 2-2: LOCAL TRAIN SERVICES FROM HITCHIN

2.5 ACCESSIBILITY

- 2.5.1 The site is located within proximity to a range of local services and facilities within an acceptable walking distance of the proposed site access, using the footway network described above and PRoW 15 towards Ickleford. The centre of Ickleford is located approximately 750m to the east of the site, accessible in just under a 10-minute walk time. In addition, there are a number of accessible amenities within Hitchin.
- 2.5.2 A summary of the walking distances to a selection of local amenities (measured along walking routes from the proposed pedestrian access points and not taken 'as the crow flies') is provided in Table 2-3 below. The walk times provided are based on a walk speed of 80m per minute¹.

¹ This is widely used to estimate walk times and is used within the London-based Public Transport Accessibility Level (PTAL) analysis

FACILITY	WALK DISTANCE	WALK TIME	CYCLE TIME
Ickleford Sports & Recreation Club	550m	8 minutes	2 minutes
Ickleford Play Park	600m	8 minutes	2 minutes
Plume of Feathers Public House	700m	10 minutes	3 minutes
The Old George Public House	750m	10 minutes	3 minutes
C&L Hair and Beauty	750m	10 minutes	3 minutes
The Ickleford Stores (with ATM)	850m	12 minutes	3 minutes
Church of St Katherine	850m	12 minutes	3 minutes
Smartys Day Nursery	850m	12 minutes	3 minutes
The Priory School	850m	12 minutes	3 minutes
Ickleford Village Hall	900m	13 minutes	4 minutes
Ickleford Primary School	950m	13 minutes	4 minutes
Hitchin Football Club	1.0km	13 minutes	4 minutes
Loco Convenience Shop	1.1km	15 minutes	5 minutes
Hitchin Army Cadet Force	1.3km	17 minutes	5 minutes
Days Bakery	1.5km	20 minutes	5 minutes
K Jones Butchers	1.5km	20 minutes	5 minutes
Chinese Food Centre	1.5km	20 minutes	5 minutes
Hitchin Rugby Club	1.5km	21 minutes	6 minutes
Cross Chemist & Travel Clinic	1.5km	21 minutes	6 minutes
Peckers Restaurant	1.6km	21 minutes	6 minutes
Strathmore Infant & Nursery School	1.8km	24 minutes	7 minutes

TABLE 2-3: SITE ACCESSIBILITY TO LOCAL SERVICES

- 2.5.3 As noted in Manual for Streets (MfS), walkable neighbourhoods are characterised as locations where a range of facilities are accessible within a 10-minute walk and where walking can replace short car journeys for walking distances of up to 2km. On this basis, it is evident that there is the potential for everyday journeys to be undertaken via non-car means, in accordance with the sustainability requirements of the National Planning Policy Framework (NPPF) and within an acceptable walking distance.

3 OBJECTIVES AND TARGETS

3.1 OVERVIEW

- 3.1.1 This section sets out the estimated baseline mode split for future users of the site and the objectives of the TP.
- 3.1.2 Objectives are the high-level aims of the TP, giving it direction and providing a focus. They are in line with and reflect local guidance.
- 3.1.3 The objectives are supported by a set of quantified SMART (Specific, Measurable, Achievable, Realistic and Time-bound) targets so that progress towards achieving them can be measured. At this stage, indicative targets have been set. It is anticipated that these will be updated following occupation and use of the site and once baseline travel surveys have been carried out.
- 3.1.4 Given the SEND nature of the school, it is noted that all pupils will access the site via taxi, as set out below. The objectives, targets and measures set out within this TP are therefore principally focused on staff and visitors.

3.2 BASELINE MODE SPLIT

- 3.2.1 The likely mode share of pupils, shown in Table 3-1, has been estimated using information provided by the Omnia Foundation who are the intended operator of the school and Census data has been used to forecast the staff mode share, as shown in Table 3-2. Please note any inaccuracies are the result of rounding. The full mode share assessment methodology is outlined in the TA.

MODE OF TRAVEL	PERCENTAGE
LEA Taxi	100%
Total	100%

TABLE 3-1: FORECAST PUPIL MODE SPLIT

MODE OF TRAVEL	PERCENTAGE
Train	1%
Bus, minibus or coach	3%
Driving a car or van	79%
Passenger in a car or van	5%
Bicycle	2%
On foot	10%
Other	0%
Total	100%

TABLE 3-2: FORECAST STAFF MODE SPLIT

- 3.2.2 Within three months of occupation of the site, baseline surveys will be undertaken to ascertain the actual mode share of pupils and staff. This will help to inform future targets, ensuring that the SMART criteria are met.

3.3 TRAVEL PLAN OBJECTIVES AND TARGETS

- 3.3.1 The overriding objective of this TP is to facilitate the sustainable movement of staff, pupils and visitors to and from the school wherever possible. To support the realisation of this overarching objective, several sub-objectives have been established:-
- Encouraging staff to use sustainable travel options as opposed to single occupancy car travel as part of a healthy lifestyle;
 - Promoting the TP to all staff, pupils, parents and visitors where appropriate;
 - Reducing the overall negative environmental impacts of car travel in the local area; and
 - Improving highway safety within the locality of the school.
- 3.3.2 Ominia Foundation understands the need to set realistic targets from which this TP can be monitored, to assess whether the objectives have been met. This will allow the success of the Plan to be charted over the initial five years post-occupation of the school and beyond. As has been noted, targets should be SMART.
- 3.3.3 Until such time that the baseline travel surveys are undertaken, the following indicative target has been set:-
- A minimum **10 per cent** reduction in staff travelling to the site in single occupancy vehicles.

- 3.3.4 It is proposed that this target will be reached across a five-year period. Updated travel surveys will be undertaken annually and will demonstrate progress towards the target. It is proposed that a formal review be undertaken after year 3 where, if the school is not on track to meet the target, additional measures will be put in place.

4 TRAVEL PLAN STRATEGY

4.1 OVERVIEW

- 4.1.1 A Travel Plan strategy that sets out the stages by which the Plan will be developed and implemented is important. The TP Strategy for the proposed school is contained within this section of the report. It discusses how the Plan will be managed and marketed, as well as who the key partners will be.

4.2 TRAVEL PLAN COORDINATOR

- 4.2.1 A Travel Plan Coordinator (TPC) will be appointed prior to occupation of the site. It is likely that the TPC role will be undertaken by one of the staff members on a part-time basis (approximately one day per month) with assistance from colleagues. The TPC responsibilities will include:-

- (1) Obtaining and maintaining commitment and support from staff, parents and visitors, where appropriate;
- (2) Ensuring that the measures set out within the TP are being implemented and promoted as necessary;
- (3) Liaising with parties within the site and outside (e.g. stakeholders, public transport operators) to facilitate coordinated sustainable transport strategies and TP promotion;
- (4) Liaising with the HCC Travel Plan Officer;
- (5) Providing advice and information on transport-related subjects to staff and pupils, where appropriate;
- (6) Setting up and facilitating staff steering group meetings; and
- (7) Coordinating the necessary data collection exercises and monitoring programme for the TP.

- 4.2.2 The staff steering group meetings will take place regularly and could include representatives such as local authority officers and visitors.

4.3 MARKETING AND PROMOTION

- 4.3.1 The success of the TP is dependent on the development and implementation of an effective marketing strategy, which will be developed by the TPC.

- 4.3.2 To increase awareness of the TP, staff and visitors will be given information on sustainable ways to travel to and from the site. The travel surveys and pre-survey marketing will contribute to raising awareness at the outset. Further to this, there are a number of ongoing measures, detailed below, which will continue to promote the TP throughout its lifetime:-
- Travel information boards located in communal areas, visible to all staff and visitors;
 - Information to be provided within the school's leaflets and online to outline the targets and aims of the TP; and
 - Information packs on the TP given to all staff.
- 4.3.3 The development of the Travel Information Pack is an important element of the TP. It is essential that it contains the necessary travel information to suitably inform recipients.
- 4.3.4 It is important that there is continued marketing of the TP from the outset and thereafter. TP 'branding' is a key part of the promotion of any Plan. It is important for all users to have a brand that they recognise as it reinforces the TP, its initiatives, and what it seeks to achieve.
- 4.3.5 Helpful websites such as <https://www.traveline.info>, www.intalink.org.uk and www.sustrans.org provide further advice.

5 MEASURES

5.1 OVERVIEW

- 5.1.1 This section of the TP discusses the initiatives that the school may wish to consider implementing in order to achieve the objectives and targets set out in the previous section.

5.2 WALKING AND CYCLING

- 5.2.1 Walking is a cheap and healthy form of transport over short distances. The cost of cycling is also low, and traffic congestion can often be avoided resulting in journey times that can be faster and certainly more predictable than those by car. Cycling is a particularly cost-effective and reliable alternative to public transport over short distances. To encourage a healthy lifestyle for staff and visitors and to promote walking to as many people as possible, the following initiatives are proposed:-
- Provision of high-quality pedestrian and cycle access links to Bedford Road;
 - Enhancements to the existing PRow network and surrounding pedestrian infrastructure to ensure direct access to local areas;
 - Highlight the health benefits of walking via information boards, for example *"Walking one mile in 15 minutes burns a similar number of calories as running one mile in nine minutes"*;
 - Regularly seek information from all staff and visitors who walk and cycle to understand ways in which pedestrian facilities may be improved;
 - Install conveniently located cycle parking which offers shelter and security in accordance with local standards. Additional space will be provided should there be sufficient demand;
 - Incorporating associated awareness and teaching for pupils as part of independent learning, where appropriate.

5.3 PUBLIC TRANSPORT

- 5.3.1 Public transport has the capacity to move large numbers of people to and from the site. As has been noted, the proposed development enjoys ready access to regular bus services within a short walking distance. Hitchin Railway Station is located approximately 2.4km to the south-east of the site, accessible in an 11-minute cycle time, and can be accessed via the Route 9B and 89 bus services in

an eight-minute journey time. This station is afforded with 389 vehicle parking spaces, plus 291 secure and covered cycle parking spaces.

5.3.2 Raising awareness of public transport is an important measure that the Plan will need to address. Benefits associated with public transport use include the following:-

- Less congestion on local roads;
- Reduced noise and pollution; and
- Greater support for viable local services.

5.3.3 Measures to promote bus and train use include:-

- Provision of bus and National Rail route and timetable information to staff. An example could be the provision of easy-to-read timetables on a noticeboard;
- Liaison with local bus and train operators to provide discounted tickets for staff;
- Promotion of online Journey Planner tools;
- Regularly seeking information from all staff using public transport on ways in which services may be improved;
- Incorporating awareness and teaching for pupils as part of independent learning, where appropriate; and
- Provision of new bus stops on Bedford Road to serve the site.

5.4 REDUCED CAR TRAVEL

5.4.1 Along with the promotion of alternative travel modes, measures to aid staff and visitors who require the use of a car can also be put in place and include:-

- The implementation and publication of an in-house database to plot staff addresses and travel patterns to promote lift sharing;
- The promotion of Liftshare Hertfordshire (<https://hub.liftshare.com/uk>);
- The promotion of CoMoUK (<https://como.org.uk/>). This website provides information on Car Clubs and car sharing across the UK;

- The provision of practical advice on lift sharing, including publicising the benefits using leaflets and staff notice boards (e.g. the benefits of halving fuel costs);
- Incorporation of road safety education into the curriculum; and,
- The possible introduction of an emergency ride home facility to guarantee that car sharers can get home if, for example, their child is ill. This could be negotiated with a local taxi firm.

5.4.2 Each of the above incentives could be collated to form an information pack for staff, outlining the local public transport network and pedestrian infrastructure. It could also outline the function of the lift share database, noting how it works and pointing new members of staff in the right direction to find out additional information.

5.5 PROVISION FOR ELECTRIC VEHICLES (EVS)

5.5.1 The provision of EV charging infrastructure facilitates the uptake of low and ultra-low emission vehicles by staff and visitors. These vehicle types are ideal for short-distance journeys and a minimum of one 'active' Electric Vehicle (EV) charging point is proposed on the site, in accordance with the Building Regulations (Part S).

5.6 ECO DRIVER TRAINING AND DRIVER AIDS

5.6.1 Whilst the location of the proposal site evidently provides opportunities for journeys to be undertaken by sustainable means, there will inevitably be some occasions where the use of the private car is unavoidable. However, this does not mean that measures to travel as sustainably as possible cannot be taken, such as driving in a more economical way.

5.6.2 Driving more economically involves (amongst other things):-

- Anticipating traffic movements further down the road and braking and accelerating smoothly in response to any change in traffic conditions;
- Changing to a higher gear as soon as possible and maintaining low Revolutions Per Minute (RPM);
- Checking tyre pressures regularly to ensure the safest and most fuel-efficient pressures are being maintained; and
- Turning off your engine when static for more than 60 seconds.

5.6.3 Further information about efficient driving will be included in the Travel Information Pack and can be found at:-

- <https://www.advanced-driving.co.uk/eco-driver-training/>

5.6.4 Aftermarket driver aids such as Lightfoot are also available, which encourage fuel-efficient driving habits by rewarding those who drive in an economical way. Rewards include discounts from certain car insurance and breakdown cover providers, as well as electronic goods and track day experiences. More information can be found at:-

- <https://www.lightfoot.co.uk/drivers>

6 MONITORING AND REVIEW

6.1 OVERVIEW

- 6.1.1 The TP is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to those using the site in future years. This section sets out the proposals for monitoring and reviewing the TP over the first five years of the operational life of the school.

6.2 MONITORING

- 6.2.1 Monitoring the TP will help to analyse and assess the progress that has been made towards the targets. By reviewing the Plan, it will also be possible to identify if initiatives are failing.
- 6.2.2 An annual review will serve to be both informative and promotional, advising on the progress of individual actions, setting out initiatives for the following period and commenting on the overall success of the TP. Travel surveys will be undertaken by the appointed TPC within three months of occupation and then annually for the first five years.

6.3 REPORTING

- 6.3.1 As noted in the Action Plan below, the TPC will report the baseline survey results to HCC within one month of the surveys. The Council will then review the results and, if necessary, the TPC will revise the targets accordingly. The results of the travel surveys will be included in the following revision of the Plan.
- 6.3.2 If agreed targets are not met, the TPC will agree measures with the Council to seek to address the identified issues. The TPC will be responsible for communicating the results of the monitoring surveys and resulting amendments to the TP.

7 ACTION PLAN

7.1.1 This section draws together the proposals for the TP implementation, monitoring and review. The actions which will be undertaken are summarised in Table 7-1 below.

ACTION	BY WHOM	BY WHEN	INTENDED OUTCOME/OUTPUT
Promote Public Transport			
Ensure service information is provided on notice boards, as well as on the school's website and within the travel information pack	TPC	Ongoing	Enhance awareness and encourage sustainable travel
Promotion of online journey planners	TPC	Ongoing	Enhance awareness and encourage sustainable travel
Identify public transport fare discount opportunities	TPC	Ongoing	Reduce costs of sustainable travel
Ensure opportunities for staff and visitors to provide feedback on public transport	TPC	Ongoing	Encourage public transport use
Promote Cycling			
Management of cycle parking	TPC	Ongoing	Improve facilities for cyclists to encourage travel via this mode
Monitoring of the cycle parking provision to ensure sufficient space is provided	TPC	Ongoing	Improve facilities for cyclists to encourage travel via this mode
Promote health benefits of cycling via information boards	TPC	On occupation / Ongoing	Encourage travel via this mode
Promote Walking			
Promote health benefits of walking via information boards	TPC	Ongoing	Encourage walking
Managing Travel by Car			
Provision of practical advice on lift sharing	TPC	Ongoing	Encourage car sharing
Implementation of an in-house lift sharing database	TPC	Ongoing	Encourage car sharing

Possible introduction of emergency ride home facility	TPC	Ongoing	Encourage car sharing
Monitoring and Review of Travel Plan			
Appoint TPC	School operator	Prior to occupation	
Complete baseline travel survey of pupils and staff	TPC	Within three months of occupation of the school	
Carry out updated travel survey of pupils and staff	TPC	Annually	
Review progress of TP targets	TPC	Year 3 and Year 5	
Agree additional measures if targets are not met	TPC	Within three months of survey	
Undertake follow-up survey following implementation of additional measures	TPC	To be agreed	

TABLE 7-1: ACTION PLAN