

Appendix Q

School Travel Plan

SCHOOL TRAVEL PLAN

Croudace Homes Ltd

Officers' Meadow, Shenfield

Part of Allocated Site R03: Land North of Shenfield

September 2023

School Travel Plan

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1 Introduction

Background

- 1.1 Vectos has been appointed by Croudace Homes Ltd to provide transport and highways advice in relation to the development of Officers' Meadow, Shenfield, referred to as 'the site' for the remainder of this report.
- 1.2 The site is located to the south of A1023 Chelmsford Road, east of Alexander Lane, north of railway lines, and to the west of proposed residential development. The site is located 1.7km north from Shenfield train station and Shenfield town centre. It lies within the administrative boundary of Essex County Council (ECC) and Brentwood Borough Council (BBC).
- 1.3 The development description for this full application is as follows:
- "Hybrid planning application for 344 units including 35% affordable housing, safeguarded land for a 2FE primary school and early years facility, public open space and associated landscaping, drainage and highways infrastructure."*
- 1.4 The site masterplan included at **Appendix A** for reference.

School Operation

- 1.5 The 2FE primary school is proposed to meet the primary education needs of the proposed development as well as within Shenfield.
- 1.6 For the purposes of this School Travel Plan (STP), it is expected that the 2FE primary school will have 420 pupils (i.e., 30 pupils per class, 2 classes per year and 7 years in total including the reception year). The school will also employ approximately 20 full-time equivalent members of staff.
- 1.7 The exact operational details of the school are yet to be confirmed, but it is envisaged that the standard school day will commence by 09:00 and finish between 15:00-16:00 hours. Wrap around care will be provided by the offer of a breakfast club available for early arrivals. After school clubs will also run from the end of the school day to approximately 18:00. The pre-school and post-school clubs will stagger the arrival and departure profile of pupils.
- 1.8 It is proposed that the school will offer service to both new residents and existing residents of the Brentwood area.

Aims of the Travel Plan

- 1.9 The aim of this STP is to put in place the management tools that are necessary to enable teachers, administration staff, parents, and schoolchildren to make informed decisions about their travel to the school. This will in effect minimise the adverse impacts of their travel to/from the school on the environment. The aim is achieved by setting out a strategy for eliminating the barriers of sustainable transport.

- 1.10 The site will benefit from good access by road, bus, train, cycle and on foot. Given its location there will be a significant proportion of schoolchildren and teachers who could take advantage of the access to public transport, and will be encouraged and supported to do so, as well as the opportunity to cycle and walk to the school.
- 1.11 It is important that the proposals are developed in a sustainable manner. As such, emphasis will be put on active mode travel to and from the school site.
- 1.12 Sustainable transport in this case is the favouring of multi-occupancy and active methods of travel in a hierarchy of modes that prioritises walking, scooting and cycling first, followed by public transport, then car sharing, and then private vehicles.

Scope

- 1.13 This STP will form the basis upon which the School's Sustainable Transport Strategy is developed and implemented.
- 1.14 This document is a standalone document and contains all the information required to implement and monitor the STP.
- 1.15 The remainder of this document is structured as follows:
- **Section 2:** Baseline Transport Conditions;
 - **Section 3:** School Travel Plan Objectives and Targets;
 - **Section 4:** School Travel Plan Strategy;
 - **Section 5:** Measures and Initiatives;
 - **Section 6:** Monitoring and Review;
 - **Section 7:** Action Plan; and
 - **Section 8:** Summary.

2 Baseline Transport Conditions

- 2.1 This section will set out the site location in terms of the surrounding area, and the accessibility of the site by both car and non-car modes of transport.

Site Location

- 2.2 The site is located to the south of A1023 Chelmsford Road, east of Alexander Lane, north of railway lines, and to the west of proposed residential development. The site is located 1.7km north from Shenfield train station and Shenfield town centre. It lies within the administrative boundary of Essex County Council (ECC) and Brentwood Borough Council (BBC).
- 2.3 The site in its local and strategic context is illustrated in **Figures 2.1** and **2.2** respectively.

Figure 2.1 - Local Site Location

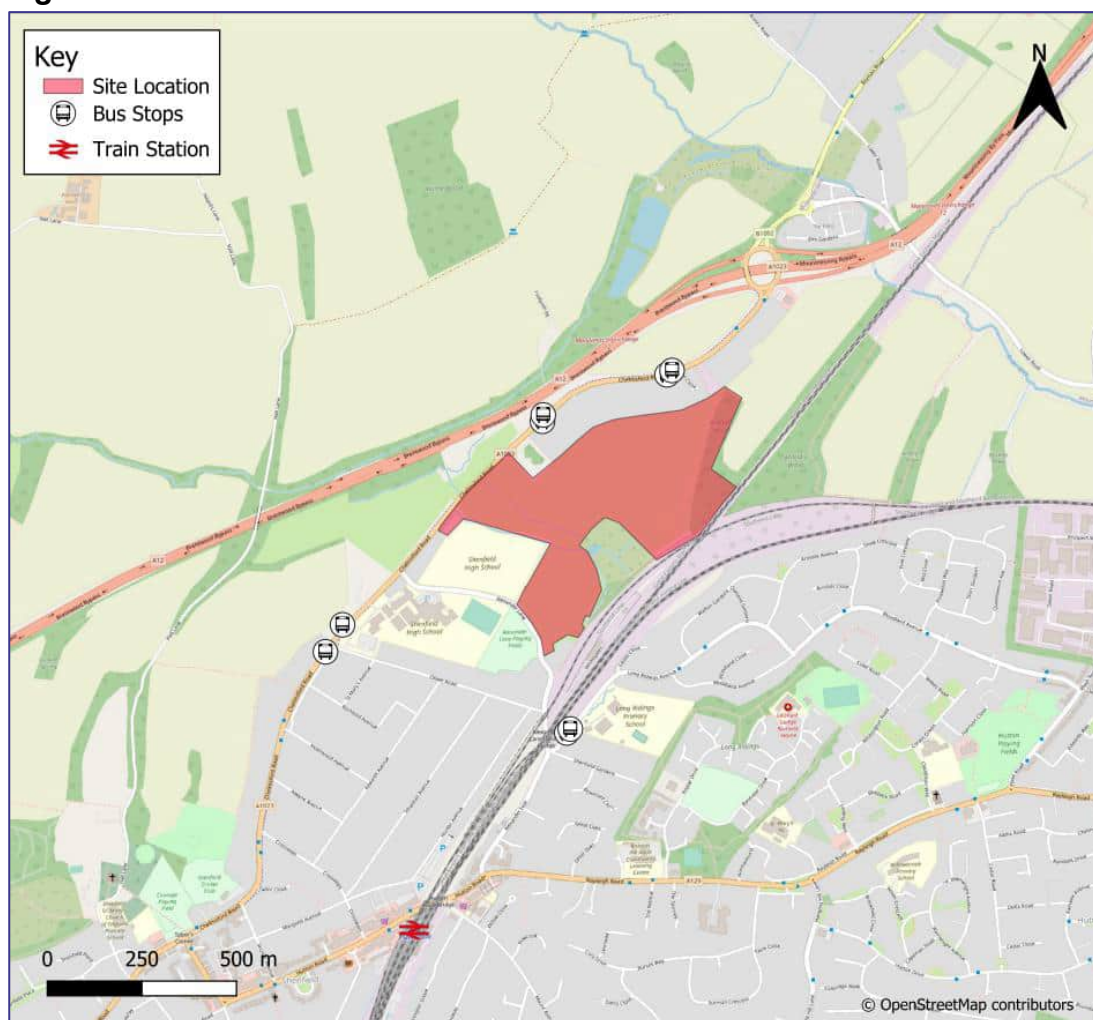
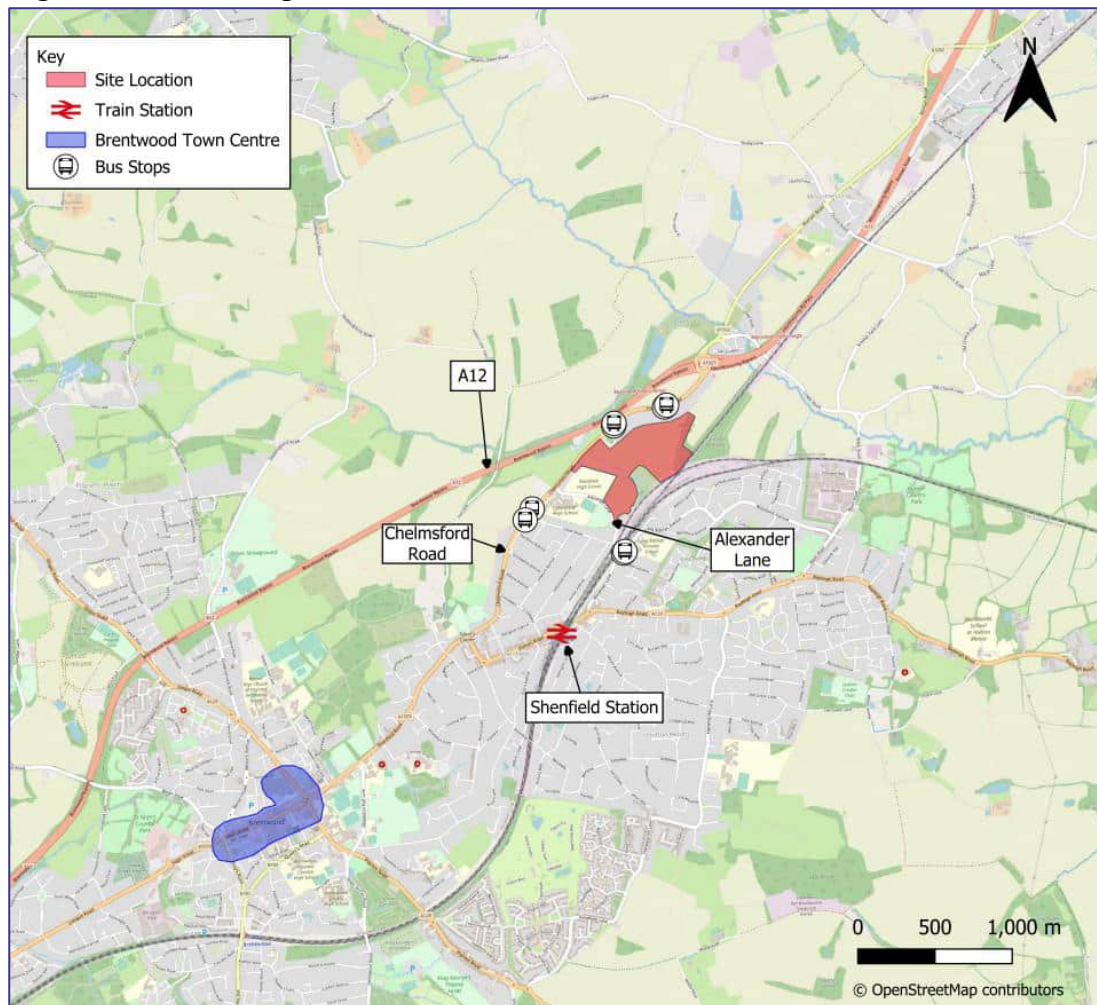


Figure 2.2 - Strategic Site Location



Description of Site

- 2.4 The site is located to the north of Shenfield, a 20-minute walk and a 10-minute cycle to Shenfield town centre. The site is bound to the northwest by Chelmsford Road, its associated dwellings, and their rear residential curtilages. Beyond Chelmsford Road lies the A12 (dual carriageway) and open farmland. The eastern boundary of the site is delineated by Ancient Woodland, an area of undesignated woodland and a railway line, beyond which lies additional areas of woodland, residential development, and further farmland.
- 2.5 To the north of the site lies a Grade II listed Millstone in the northern verge of Chelmsford Road opposite number 179 Chelmsford Road.

Accessibility

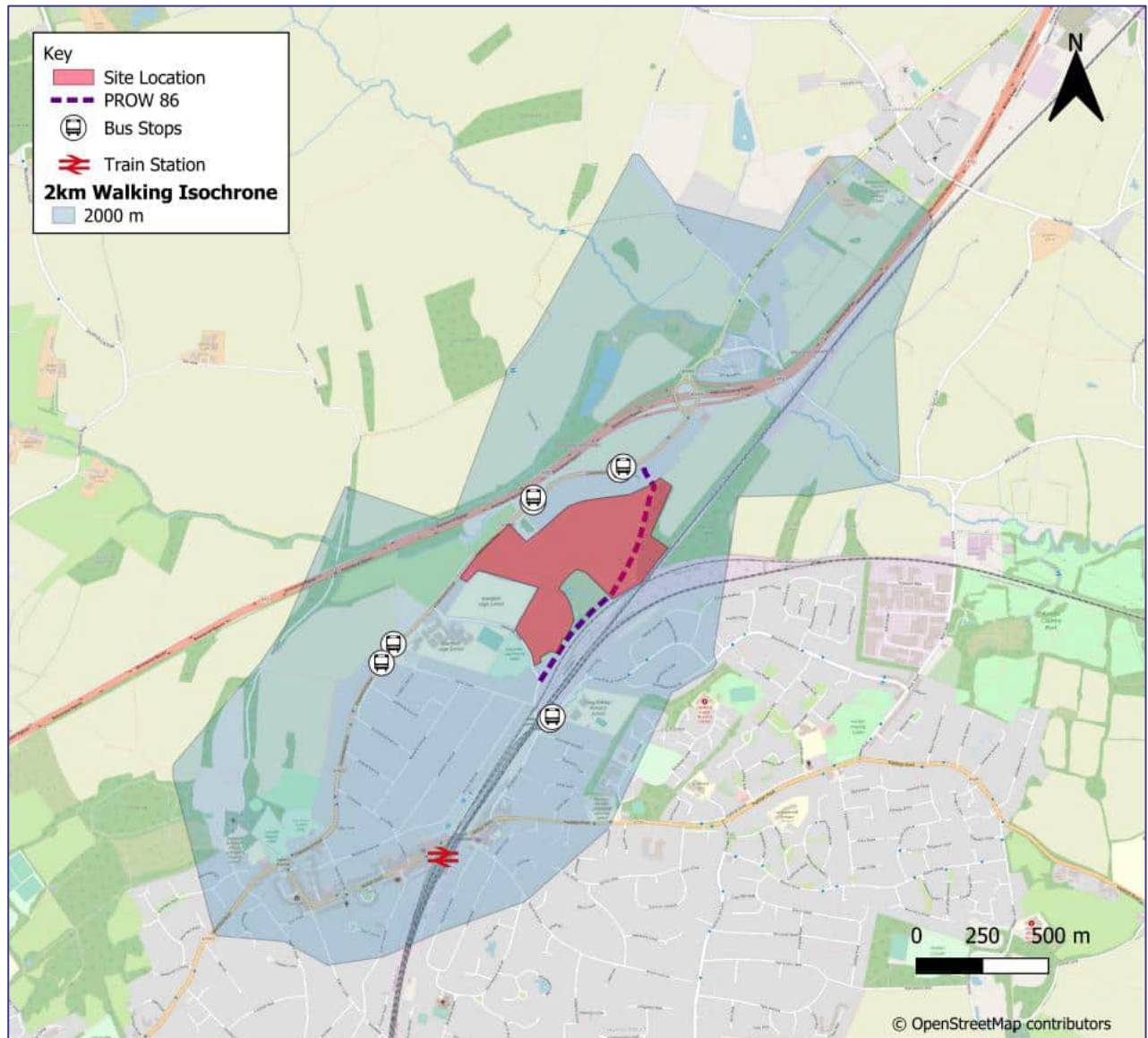
- 2.6 This section outlines the existing transport conditions in the vicinity of the site in detail, including details of walking and cycling routes, local train and bus services, and the local highway network.

- 2.7 This section will demonstrate the site is well served by nearby bus stops and walking/cycling infrastructure.

Walking Provision

- 2.8 **Figure 2.3** shows a walking isochrone of up to 2km distance, which is equivalent to 20-minutes walking time, and whilst this should not be considered the upper limit for walking trips, it is indicative of an easy walking distance for residents to undertake their day-to-day activities.

Figure 2.3 - 2km Walking Isochrone



- 2.9 **Figure 2.3** indicates that a vast area of Shenfield town is within a short walking distance of the site. By cross referring to **Figurer 2.6** it can be seen that this area includes Shenfield town centre and the nearby facilities within the town centre are located in an acceptable walking distance from the site. This includes Shenfield train station which can be reached within circa 20 minutes walking time from

the site. The walking isochrone also demonstrates good access to the bus connections available from the site, the details of which follow within this section.

- 2.10 Shenfield town centre, train station and bus services are accessed via Chelmsford Road or Alexander Lane. Chelmsford Road has a shared footway/cycleway on either side of the carriageway running from the intersection with the A12 to Oliver Lane. The highway is subject to a 30mph speed limit to the south of the site and 40mph to the north of the site. Several pedestrian refuge islands are located along the highway.
- 2.11 Alexander Lane is predominately a residential street and is subject to a 30mph speed limit. It connects Chelmsford Road through to Shenfield town centre via an underpass under the train track. In the proximity of the site, no footway is provided due to the land uses predominantly being playing or green fields. To the southeastern extent of Alexander Lane, and where residential properties begin to appear along the road, a footway is provided on the southern side of the carriageway. However, the road becomes more rural as it continues through Alexander Lane Recreation Ground, located to the southwest of the site.
- 2.12 Footpath 86, a Public Right of Way (PRoW) runs through the eastern boundary of the site. It is an unpaved footpath, that varies in its condition and width throughout. The footpath is 2m at its widest, but this reduces to as little as 0.3m as the narrowest sections, as shown in **Photograph 1**.

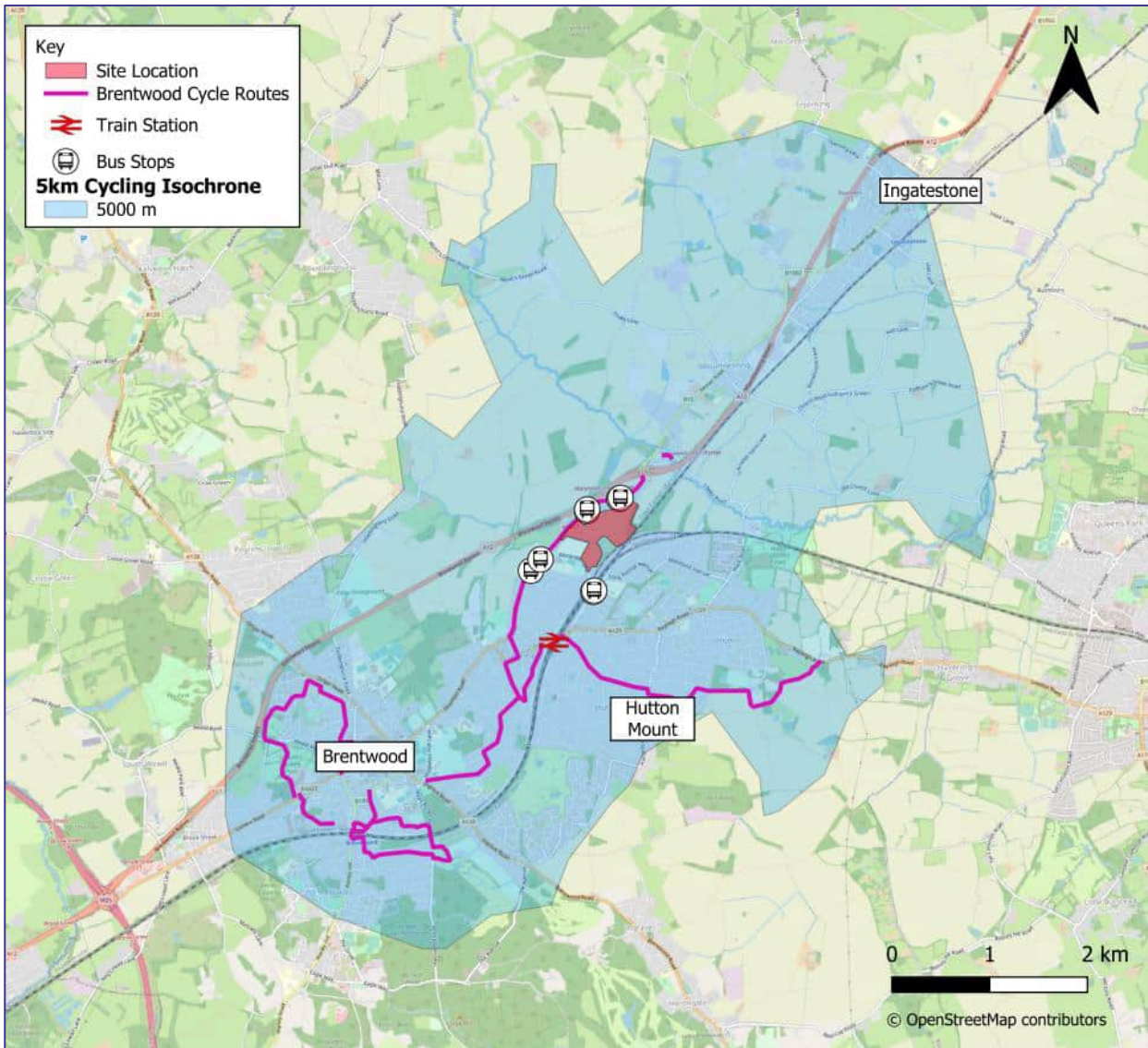
Photograph 1 – Footpath 86



Cycling Provision

2.13 **Figure 2.4** illustrates the area which can be reached within a 5km cycling distance. It shows that cyclists are able to access Ingatestone to the northwest and Shenfield to the south, including the train station. A large proportion of Brentwood is also accessible within this distance, providing further access to a range of facilities located within Brentwood town centre.

Figure 2.4 - 5km Cycling Isochrone



Bus Services

2.14 The closest bus stops to the site are located on Chelmsford Road and Long Ridings Avenue, approximately 400m and 500m walking distance from the site, respectively. **Figure 2.5** shows the bus routes that are accessible from the site and these stops, with **Table 2.1** providing details on the frequency of the bus service.

Figure 2.5 – Bus Services

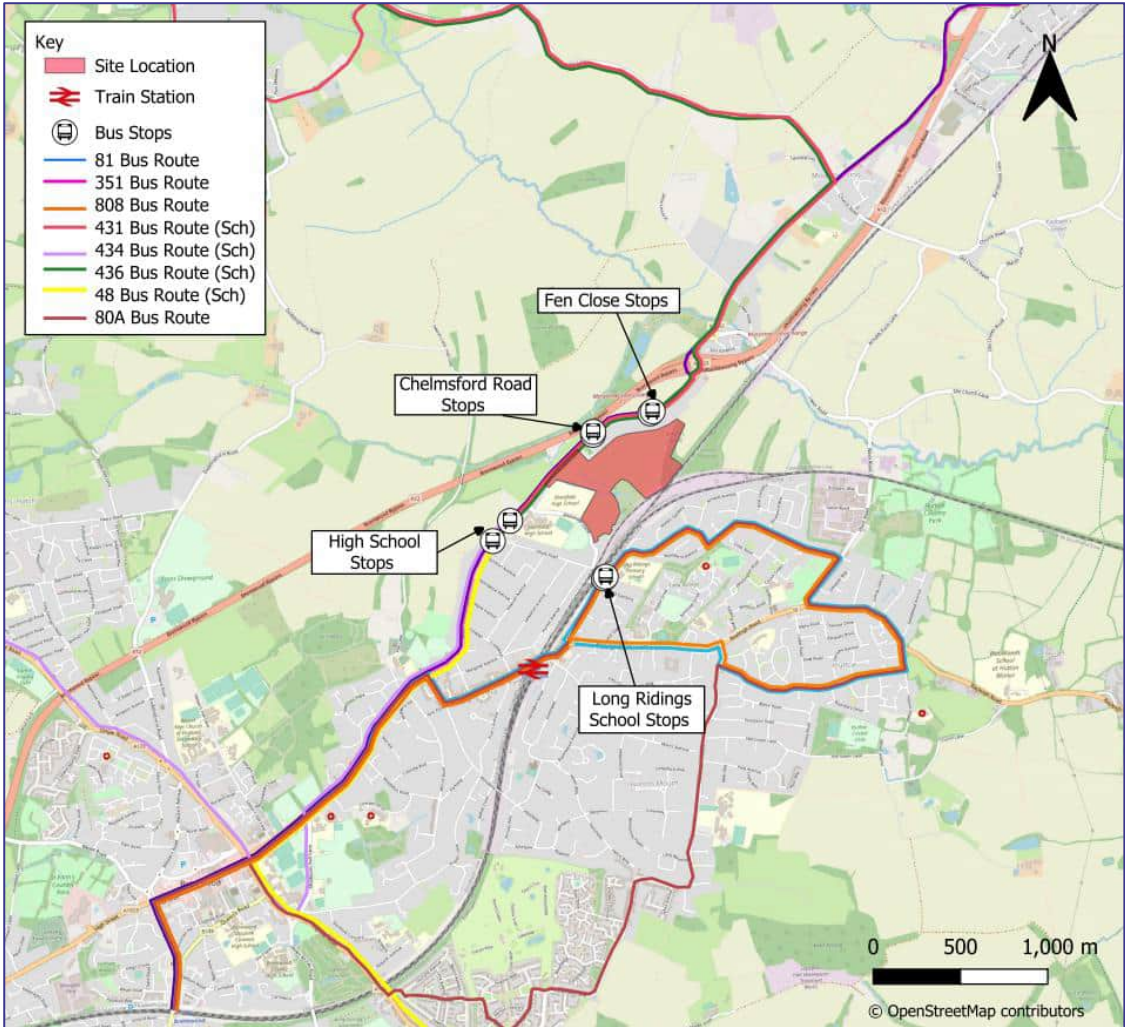


Table 2.1 - Bus Services Frequency

No.	Route	Nearest Bus Stop	Distance From			Average Frequency (mins)		
			Chelmsford Road	Site Centre	Alexander Lane	M-F	S	S
351	Chelmsford to Warely via Brentwood	Chelmsford Road	220	470	750	60	60	120
81	Brentwood to Hutton	Long Ridings School	1100	1350	400	30	60	n/a
80A	Colchester to Boxted	Long Ridings School	1100	1350	400	2 per day	2 per day	n/a
808	Brentwood to Shenfield	Long Ridings School	1100	1350	400	60	n/a	n/a
431	(School Service) Blackmore to Wyatts Green via Stondon Massey	Chelmsford Road	220	470	750	2 per day	n/a	n/a
436	(School Service) Shelley to Shenfield High School	High School	500	750	550	2 per day	n/a	n/a
434	(School Service) High Ongar to Shenfield High School	High School	500	750	550	2 per day	n/a	n/a
48	(School Service) Laindon to Shenfield High School	High School	500	750	550	2 per day	n/a	n/a

- 2.15 The bus stops from Chelmsford Road provide access to the 351 service, an hourly service that provides access to Warley via Shenfield and Brentwood to the southwest, and Chelmsford City Centre via Ingatestone to the northeast.
- 2.16 Additional bus connections are available from the site via Long Ridings School bus stops. These are located to the south of the site and can be accessed via Alexander Lane in approximately 10 minutes from the southern site access.
- 2.17 The Long Ridings Avenue stops are served by the 81 and 808 services, with the 808 providing an additional service to Warley via Shenfield train station and Brentwood. The 81 acts as the return service from Warley, terminating a short distance north at Hutton before returning to Warley via the residential area located around Hutton.
- 2.18 As illustrated above, the site is well served by buses. There are several bus routes and bus stops within an acceptable walking distance from both site accesses and the centre of the site.

Rail Services

- 2.19 The nearest train station to the site is Shenfield train station which is located approximately 1.1km to the south of the site, which is shown in **Figure 2.5** above. The train station benefits from a frequent service both towards London and towards Essex. The key direct train services that operate through Shenfield train station are summarised in **Table 2.2**.

Table 2.2 – Rail Services from Shenfield Railway Station

Destination	Average Train Frequency (mins)	Average Journey Time (mins)
London Liverpool Street	4	30
Paddington	3	50
Tottenham Court Road	3	50
Romford	7	13
Clacton-On-Sea	30-60	70
Chelmsford	15	11
Colchester	20	37
Reading	4	90
Braintree	60	39
Southminster	30	49
Heathrow	6	85
Southend Victoria	20	35

- 2.20 Shenfield train station is located on the Great Eastern Main Line serving Greater Anglia trains and one of the two eastern termini of the Elizabeth Line. As a result of the Elizabeth Line, it benefits from direct train services to London Liverpool Street, Tottenham Court Road, London Paddington, Heathrow Airport and Reading. Greater Anglia provide express services to London Liverpool Street, and to destinations northeast bound to Chelmsford, Southend and Clacton-on-Sea.

Local Facilities

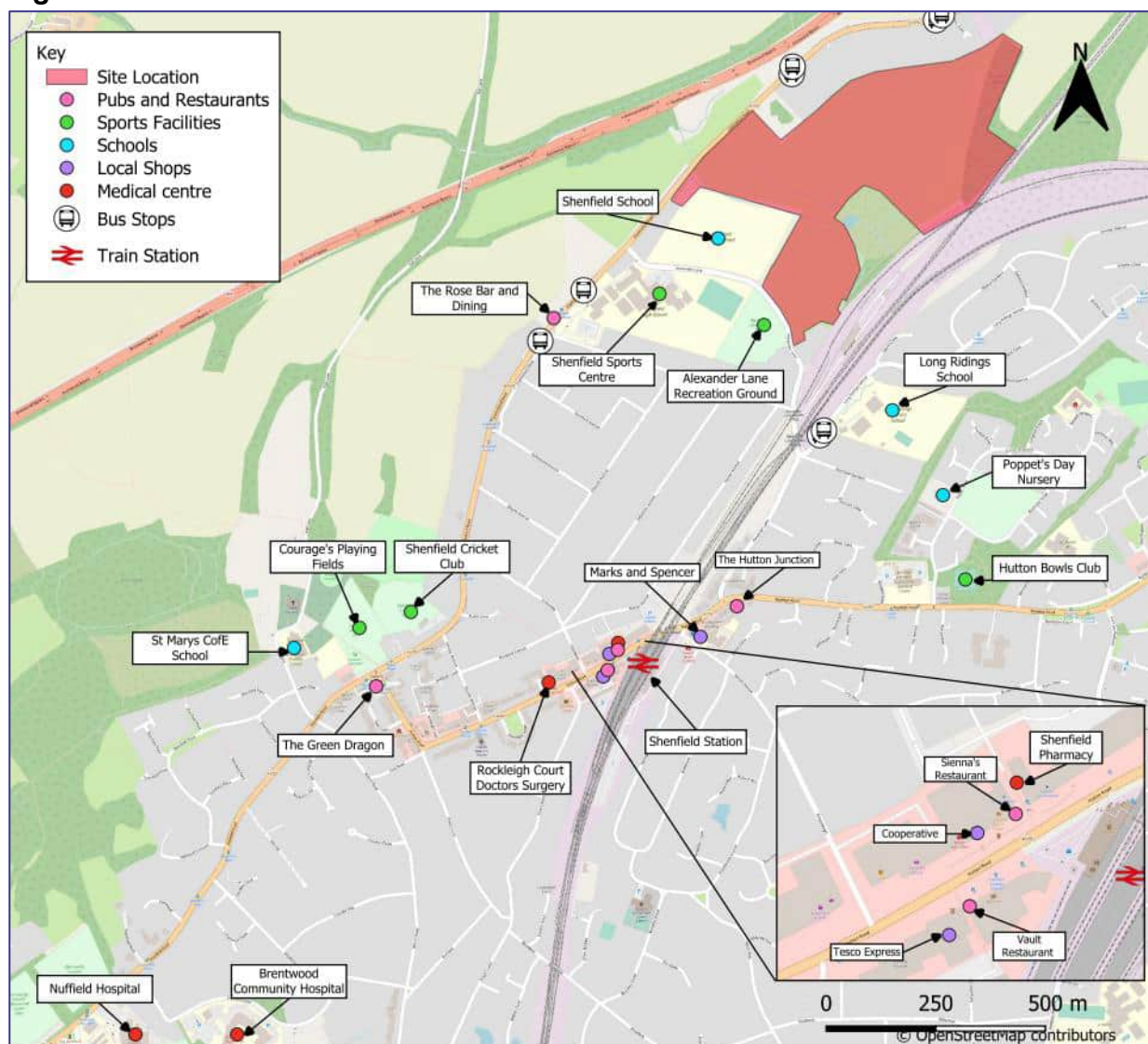
- 2.21 Due to the site's proximity to the centre of Shenfield and surrounding residential areas, the site benefits from a wide range of existing local facilities to be utilised by future residents.
- 2.22 **Table 2.3** provides a list of facilities located in proximity to the site. These are also shown in **Figure 2.6**. An approximate distance from the centre of the site has been provided, but this will vary depending on location within the site, with some being located nearer and others further.

Table 2.3 – Local Facilities

Local Facility	Distance from the centre of the site (m)	Walking Time (mins*)	Cycling Time (mins*)
Public Transport			
Chelmsford Road Bus Stop	400	5	1
Long Ridings School Bus Stop	950m	12	5
Shenfield Station	1500	19	5
Schools / Education			
Shenfield High School	260	3	1
Long Ridings School	1000	13	3
Poppets Day Nursery	1000	13	3
St Marys CofE Primary School	1700	22	8
Sunflower Montessori Kindergarten	2000	25	7
Leisure / Sports Facilities			
Shenfield Sports Centre	260	3	1
Alexander Lane Recreation Ground	500	6	2
Shenfield Cricket Club	1200	16	5
Courage's Playing Fields	1400	18	6
Hutton Bowls Club	1800	23	6
Pub / Restaurants / Food			
The Rose Shenfield Bar and Dining	400	5	1
The Hutton Junction	1200	15	4
The Green Dragon	1200	16	5
Vault Restaurant	1300	17	5
Sienna's	1400	18	6
Local Shops			
Tesco Express	1300	17	5
Marks and Spencer's	1400	18	5
Cooperative	1400	18	6
Medical Centres			
Shenfield Pharmacy	1400	18	6
Rockleigh Court Doctors Surgery	1400	18	6
Nuffield Health Hospital	2400	31	9
Brentwood Community Hospital	2500	33	10

*calculated using Google Maps walking and cycling journey time calculation.

Figure 2.6: Local Amenities



- 2.23 As demonstrated in **Table 2.3** and **Figure 2.6**, to the immediate south of the site are Shenfield High School and Alexander Lane Recreation Ground, both accessible via Alexander Lane. These are both located within a 5-minute walking distance of the western site access.
- 2.24 Long Ridings County Primary School and Poppetts Day Nursery are both located 1km south of the site on Long Ridings Avenue. Both of these educational facilities are within 15 minutes walking distance.
- 2.25 The centre of Shenfield benefits from a range of restaurants and shops that are accessible walking/cycling distance to the site. Additionally, more services are available within Brentwood town centre, which can be accessed within a cycling or via the bus services available from Chelmsford Road or via the train services from Shenfield train station.
- 2.26 **Table 2.3** and **Figure 2.6** demonstrates that the site is located in an accessible location which provides residents to live locally with opportunities to walk and cycle rather than travelling by car when undertaking everyday activities.

Summary

- 2.27 The site is readily accessible by all modes of transport due to its proximity to the existing town of Shenfield.
- 2.28 There already exists a good active travel network in the vicinity of the site, with a cycleway located on Chelmsford Road providing a traffic-free link towards Shenfield and Brentwood, and a number of pedestrian routes that can be utilised to access the numerous local facilities within the centre of Shenfield.
- 2.29 The site benefits from an excellent public transport network, with frequent buses to Brentwood via Shenfield and towards Chelmsford City Centre within walking distance of the site. The site is located within an acceptable walking and cycling distance of Shenfield train station. The station provides access to the Elizabeth Line and Greater Anglia services. These combine to provide very frequent services towards London, with Greater Anglia services providing links to Chelmsford and other destinations in Essex.
- 2.30 The site, therefore, is in an excellent location for a residential led development designed on the basis of a movement hierarchy with pedestrians prioritised and access to everyday facilities within a short walk of the site.

3 School Travel Plan Objectives & Targets

Objectives

3.1 The Travel Plan's main objective is:

To engage with and encourage both pupils and staff to use and continue to use sustainable ways of travelling to/from the proposed new school through effective promotion of active modes and beneficial use of the school's central location within the site.

3.2 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
- Sub-objective 4: To reduce unnecessary use of the car for the journey to and from the site by staff.

Targets

3.3 In order to assess whether the Travel Plan is successful in achieving its objectives, a set of targets have been set. The targets are SMART: Specific, Measurable, Achievable, Realistic and Timed.

3.4 There are two types of targets, namely: 'Action' and 'Aim' targets.

- **Action Targets:** set out specific commitments to implement measures to ensure delivery.
- **Aim Targets:** provide numerical goals for mode shift.

Action Targets

3.5 The key action targets are set out as follows:

- A School Travel Plan Coordinator (STPC) will be appointed at least three months prior to the new School being occupied. Occupation is defined as the start of the first school term after the proposed Primary School has been constructed. Their details will be provided to ECC once they are selected so that they can coordinate executing the plan together;
- The STPC will be put in contact with the Sustainable Travel Planning team at ECC to ensure collaborative working on implementation of the initiatives;
- The STPC will be put in contact with the Residential Travel Planner Co-ordinator to ensure collaborative working on implementation of initiatives within the site;

- A progress report will be completed on an annual basis and will include repeat ‘hands up’ surveys;
- Each ‘hands up’ survey will occur within a month of the beginning of the new school year. The hands up survey will monitor how pupils/staff usually travel to school and how they would prefer to travel to school; and
- The STP will be reviewed, updated, and resubmitted as per advice provided by ECC. This will be undertaken the STPC who will be a member of staff at the school.

Aim Targets

- 3.6 Aim targets of this STP are focused on both pupils and staff. The targets set out in **Table 3.1** below are indicative and will be reviewed following the first survey undertaken.
- 3.7 The following assumptions have informed the Transport Assessment:
- It was considered that the majority of children associated with the school would remain internal to the site or live locally within a 1 mile catchment area and as such most children would walk, cycle or get the bus to the school (90%);
 - In the instance that there are any pupils travel from external residential areas; the number of trips are expected to be low and are predicted to travel by car (10%);
 - Of the 20 staff members predicted to be employed at the school it is assumed that they will all live externally and, based on census mode split data, that 69% of staff will drive to school. The key aim of the STP will be to reduce this car driver mode share.
- 3.8 The above assumptions inform the baseline mode split. A more accurate mode split will be ascertained within a month of the start of school opening. The baseline mode split and indicative targets are provided in **Table 3.1**.
- 3.9 The baseline data for the pupils has been estimated according to its local surroundings. For example, it is believed that as the school will be educating most pupils from the site itself and the majority of students will travel to school by sustainable means. In the meantime, the baseline split for staff has been based on 2011 Census Data.

Table 3.1: Baseline Mode Split & Indicative Targets

Attendee	Mode	Year 0	Year 1	Year 3	Year 5	Net Change
Pupil	Car	10%	8%	6%	5%	-5%
	Sustainable Modes	90%	92%	94%	95%	+5%
Staff	Car	69%	66%	64%	59%	-10%
	Sustainable Modes	31%	34%	36%	41%	+10%

- 3.10 The focus of the STP is on reducing car trips generated by pupils (as passengers) and staff (as drivers). As most pupils will live within the site or very locally, it is expected that most will walk, cycle or scoot to school (very few will use the bus). For pupil's travel behaviour, the STP will focus on maintaining interest and participation in sustainable travel modes.
- 3.11 For staff, the focus will be on encouraging travel to the school by non-car modes, while recognising that some will choose to travel by car because of distance and as they are carrying bulky equipment such as books.
- 3.12 It is noted that the indicative targets relate only to biennial years. However, the hands up surveys will take place each year, meaning that the shift in modal split should have extra time to embed before each drive or push for additional modal shift away from car use.
- 3.13 The accurate baseline split and modal share targets will be set following the school opening when staff and pupil postcodes are known and travel patterns can be ascertained by the surveys.
- 3.14 Parents accompanying their children benefit from targets for measures aimed at promoting sustainable transport and by default, as companions of pupils, are subject to the same or similar modal split (noting some older pupils travel unaccompanied or in groups).

4 Travel Plan Strategy

- 4.1 The primary school will appoint an STPC and their details will be provided as soon as the individual is nominated. The STPC will be a member of school staff. The STPC will be responsible for overseeing the management, development, implementation, monitoring and review of the STP once the school is open.

School Travel Plan Coordinator Responsibilities

- 4.2 The STPC will therefore be responsible for overseeing the travel plan for the school. The primary responsibilities of this role include:
- The implementation of measures as set out in the STP and collecting data at the school;
 - Managing the development and implementation of STP measures;
 - Promoting the objectives and benefits of the STP;
 - Monitoring the success of the STP against the agreed targets;
 - Reporting the results of the STP to the ECC School Travel Plan Officer; and
 - Acting as a point of contact for all staff/pupils/parents regarding travel and the STP, ensuring all are kept fully informed of any new developments in the Plan's implementation;
 - Set up and coordinate Working Groups etc; and
 - Upload School Travel Plan content to the Modeshift STARS website, enabling efficient online monitoring and review; and progress through the measures and/or actions to meet associated criteria for Accreditation at Bronze, Silver and Gold levels.
- 4.3 Updating of the STP, following monitoring surveys, is part of the responsibility of the nominated person.

School Travel Plan Forum

- 4.4 Consultation will be carried out each year in an STP Forum comprising the Head or Deputy Head, school governors, a staff representative, pupil representative, parent representative and the STPC to identify any issues that face the school in terms of transport and to ensure that the proposed actions have the support needed for implementation.
- 4.5 The overall objectives of the STP Forum will be:
- The overall management of the STP;
 - Setting and reviewing STP targets;
 - Ensuring the implementation of the action plan and monitoring strategy;

- Effective communication and coordination of actions; and
- Reviewing measures in the light of annual monitoring reports.

4.6 The STPC will be responsible for organising the STP Forum and chairing the meeting.

Staff Marketing Strategy

- 4.7 Staff at the school will be informed of the STP upon commencement of their employment. The details of the STP, its objectives in enhancing the environment and the role of individuals in achieving the objectives will be explained upon acceptance of job offers and noted in job interviews or similar.
- 4.8 The following could be used as a means of disseminating information to staff to promote events/campaigns/promotions/services/initiatives:
- Staff notice boards;
 - Staff Newsletters;
 - School Welcome Pack;
 - E-groups and forums; and or
 - Staff meetings and word of mouth.

5 Measures

- 5.1 This section of the STP outlines the specific physical and management measures to be implemented as part of the STP. The implementation of the listed measures, which include awareness initiatives and infrastructure provision, is the core of the STP. Measures are aimed at the whole school, not just the pupils and parents but also staff and governors.

STPC Engagement

- 5.2 The STPC will commit to using the STARS system. The free-to-use online tool for schools to further develop their travel plans. This will help with the monitoring and review process. With this, ECC sustainable Travel Planning officers will be able to support and advise the school on this.

Parental Engagement

- 5.3 In order for the STP to be successful in engaging pupils to travel sustainably to and from the site. Parents must be persuaded that their children can travel safely and reasonably by active travel modes. The school will engage with parents and inform them of the importance of pupils travelling sustainably to and from the site for health, economic and environmental benefits. This will be done via newsletters, the school website, during parents' evenings and through the Residential Welcome Pack included as part of the Residential Travel Plan.
- 5.4 Encouraging pupils to travel by sustainable modes also encourages their independence and good road awareness.
- 5.5 In addition, periodically, the Sustainable Travel Planning Team may request the school to send a questionnaire out to parents to survey the reasons why they choose the transport methods they choose and what problems they encounter on their journeys and any suggestions of possible measures to help overcome these problems.

Sustainable Education

- 5.6 Pupils will be informed about sustainable transport and the effect of carbon emissions and other air pollution particulates on the environment as part of the curriculum.

School Website

- 5.7 The school website will contain details of how to access the school through sustainable and particularly active modes. Advice will include:
- The key, safe walking routes to/from the local neighbourhood;
 - Information, routes and timings of walking buses;
 - The location of cycle and scooter parking; and,
 - Links to cycle training organised by ECC.

Car Parking

- 5.8 Car parking will be provided on site for staff vehicles plus parking spaces for disabled persons. Allocation of the staff car parking permits will be undertaken by the STPC based on distance travelled from the school and any special circumstances that limit the ability of the staff member to use non-car modes of transport. In addition, to car parking, sheltered cycle parking spaces will also be available on-site to encourage staff to use other modes of travel.
- 5.9 No car parking or pick up or drop off area will be provided for parents and pupils.

Car Sharing

- 5.10 The school is small and therefore unlikely to sustain a car sharing scheme by itself. However, the STPC will try to identify and match staff travelling in similar directions. Alternatively, staff will be directed to Essex Car share in order to match up with people travelling to/from the local area.
- 5.11 The STPC will also look into the provision priority spaces for car share use by using the monitoring reports and survey feedback to provide the necessary number of priority places

Active Modes

Walking

- 5.12 The STPC will report the results of the travel survey to the relevant Brentwood STP Officer and will liaise with that County Council Officer to establish the potential for improvements to existing off-site facilities to aid the County Council's improvement scheme decisions.
- 5.13 The STPC will also ensure that pedestrian routes are appropriately maintained, via walking these on a regular basis and ensuring the County Council are aware of any issues.
- 5.14 Pupils, parents, and staff will be provided with information and advice concerning safe, suitable routes. This will be posted on a Sustainable Travel Noticeboard in a prominent high footfall position within the school.
- 5.15 Pupils will be encouraged to participate in Walk to School Month and incentives such as stickers, 'stars' and competitions in walking activity.
- 5.16 Walking buses will be established to the school for pupils. These are in effect when school children walk in pairs in a line. It enables multiple numbers of children to walk to school and home with minimal adult supervision. The STPC will identify staff or other adults (e.g., parents) that are able to operate a walking school bus if necessary. Any adults participating in managing the walking school bus will be subject to required safety checks (e.g. DBS) and must adhere to governing safety rules surrounding walking with groups of children.
- 5.17 The STPC will set up and promote a school wide campaign where both pupils and staff will be encouraged to walk to school. The school will consider promoting this through promotional items or initiatives, such as:
- Pedometers given to those who walk to school;

- Entrance to a prize draw to win a larger item such a push scooter; and
- Health benefits of walking to be promoted.

Cycling & Scooting

Cycle Parking and Facilities

- 5.18 Sheltered cycle parking will be provided on-site for staff and pupils. The STPC will monitor the uptake of the parking and will dedicate further parking facilities if demand requires.
- 5.19 Pupils, parents, and staff will be provided with information and advice concerning suitable cycle routes. Details will be posted on a Sustainable Travel Noticeboard in a prominent high footfall position.
- 5.20 Pupil and Staff showers will be provided even under the robust assumption of 100% of staff driving in order to promote opportunities for bike trips for members of Staff.

Cycle Training

- 5.21 The STPC will liaise with ECC regarding provision of Bikeability cycle training for staff and pupils. Every school in Essex is given the opportunity to have cycle training. Depending on the level completed, this will provide staff and pupils with the confidence to gain cycle control skills, undertake signalling, use gears, deal with traffic for short journeys or deal with a wider range of road conditions.
- 5.22 Bikeability notes that *'Level 2 gives you a real cycling experience so that you are able to deal with traffic on short journeys such as cycling to schools.'*

Scooting

- 5.23 Scooter parking will be provided in the school playground for staff and pupils. The STPC will monitor the uptake of the parking and will dedicate further parking facilities if demand requires.
- 5.24 ECC also has a scooter training pack, to be delivered by school staff on the playground.

Public Transport

- 5.25 Given the provision of new bus stops along Chelmsford Road, it is envisaged that some pupils may travel to the school via bus. However, given the location of the train station and ages of the proposed pupils, it is not expected that pupils will attend school by train.
- 5.26 Staff are likely to travel more widely, covering longer distances. It is possible that staff may choose to travel to/from school by rail and undertake their first or last mile connection by cycle. Shenfield Train Station has cycle parking provision to enable this connection between the school and train services.
- 5.27 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.

6 Monitoring and Review

Monitoring

- 6.1 This STP will form 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 STP.
- 6.2 The monitoring programme will begin with an initial baseline 'hands up' travel survey. Further 'hands up' monitoring surveys will be undertaken within a month of the start of every school year. The baseline survey will represent the start of the STP for monitoring purposes in Year 0.
- 6.3 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 a constant basis:
- The level of usage of cycle/scooter stands;
 - Demand for additional cycle/scooter parking facilities;
 - Participation in cycle training;
 - Participation in the walking school bus; and
 - Participation in car sharing.
- 6.4 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below).
- 6.5 The STP will be reviewed, updated, and resubmitted in accordance with requirements from ECC and the Brentwood STP Officer.

7 Action Plan

7.1 The Action Plans outlined below in **Table 7.1** set out the measures included within the STP that are directed at influencing pupil and staff travel.

Table 7.1 – Action Plan for Travel Plan Measures

Measures	Notes	Target Date	Method of Monitoring	Responsibility
General				
Appointment of School Travel Plan Coordinator (STPC)	Part-time role Details will be provided to ECC once they are selected.	Prior to school opening	N/A	School
STPC sign onto STARS	The STPC will sign onto the STARS system to develop the travel plan	Prior to school opening	STPC to organise and monitor	STPC
Information Provision				
School website	Public transport timetables and walking/cycle routes.	Prior to school opening	N/A	STPC
School website	Provision of timings and routes of walking buses	Ongoing	STPC to organise and monitor	STPC
Provision of staff travel information	Staff to be provided with relevant information	Upon recruitment	STPC will keep a record	STPC
Cycling/Scooting				
Provision of secure cycle stands and scooter storage	Cycle/Scooter parking to be provided for staff and pupils	Provided as part of development process	Spot checks as part of maintenance rounds	STPC
Cycle proficiency training for pupils	Appropriate classes to be offered training	Within first school year and ongoing	STPC to organise and monitor	STPC

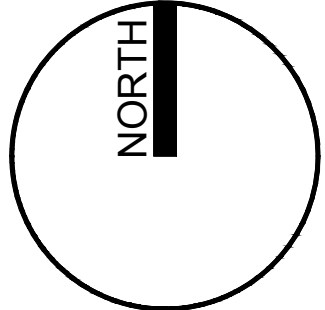
Measures	Notes	Target Date	Method of Monitoring	Responsibility
Cycle route maps	Provide maps as appropriate	When necessary	STPC to monitor uptake	STPC
Encourage cycling through awareness events such as National Bike Week	Events to be promoted throughout school	Annual event	STPC to monitor participation levels	STPC
Walking				
Provide information on safe walking routes	As part of a sustainable transport education for pupils	On-going through lessons	N/A	STPC
Establish Walking Buses	Identify staff/adults able to manage the walking buses	On-going	STPC to monitor participation levels	STPC
Vehicles				
Car Sharing	Identify/match car sharers or direct to Essex Car share	Ongoing	STPC responsible for database	STPC
Car Sharing priority places	Identify the requirement for priority spaces for car share users and provide a suitable number from survey feedback and uptake	Ongoing	STPC to organise and monitor	STPC

8 Summary

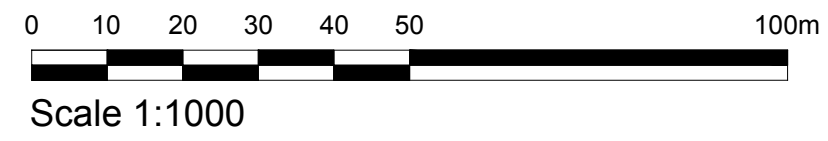
- 8.1 The travel plan forms the framework within which management of sustainable travel will occur from the school proposed within the development. The purpose of the travel plan is to engage with and encourage both pupils and staff to use and continue to use sustainable ways of travelling to/from the proposed new school through effective promotion of active modes and beneficial use of the school's central location within the site.
- 8.2 The STP aims to maintain a sustainable modal split among pupils and encourage staff to be less reliant on car travel to the site.

Figures

Appendix A



- Site Boundary
- Proposed School Boundary
- Affordable Housing
- Custom Build Houses



P	04-09-2023	Landscape information added	YC
N	24-08-2023	Layout updated with balconies added to Flats	YC
M	08-08-2023	Flat Block size updated	AL
L	04-08-2023	Site layout update for the Flats footprint	LB
K	01-08-2023	Flats footprint adjusted, PCO footprint adjusted	YC
J	17-07-2023	Flats footprint adjusted, site entrances amended	SFVC
H	13-07-2023	Pre-app and EOP comments addressed	SF
G	22-05-2023	Mix updated to balance affordable plots	SF
F	14-05-2023	Layout amended to suit pre-app feedback	SF
E	07-02-2023	Housing Mix amended	SF
D	03-02-2023	Layout amended to suit design team comments	SF
C	17-01-2023	Layout amended as per Client's comments	SF
A	28-11-2022	Layout revised to suit tree survey	SF

Project:
OFFICERS' MEADOW
SHENFIELD
Client:
CROUDACE HOMES
Drawing:
PROPOSED SITE LAYOUT
BLOCK PLAN

Drawing no: 1643.100 Rev: P

Scale@A1: 1/1000 Date: JUNE 2022 Drawn: SF Checked: -

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