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Transportation Planning : Infrastructure Design

Travel Plan

Proposed SEN School, Kestrel Way, Luton

Luton Borough Council

December 2023

Doc Ref: EW/230342/TP/1

SCP

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Document Revision Control

Revision	Date	Status	Prepared By	Approved By
1	14.12.23	Draft	EW	GW

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1.0   INTRODUCTION

1.1   SCP has been appointed by Luton Borough Council to prepare a Travel Plan for a Special Educational Needs (SEN) Secondary School, hydrotherapy pool and respite centre on land to the south of Kestrel Way, Luton.

1.2   This report sets out the SEN School's commitment to managing the number of vehicular trips generated by the site, and identifies the key principles which will be developed further as part of the full, operational travel plan.

1.3   A travel plan is an important tool for delivering sustainable access to a development. It provides a long-term strategy that seeks to deliver sustainable transport objectives through positive action. In addition, the Government guidelines recommend the production of travel plans by SEN Schools to address the problems of travel to and from sites, and to promote the health benefits of reducing reliance on the private car.

1.4   There are a number of challenges that travel plans can significantly contribute towards meeting. Firstly, local authorities need to provide employment opportunities in areas that benefit from good levels of sustainable transport, while reducing congestion in urban areas. Travel plans can help to minimise the potential increase in traffic resulting from such development.

1.5   Climate change is also becoming an increasingly important aspect of planning policy and the need to reduce carbon emissions, of which transport accounts for a quarter. Travel plans can help reduce use of private transport and assist in meeting stringent targets.

1.6   In addition, there is a need to promote more healthy lifestyles and travel plans can help through increased walking and cycling. As a result, travel plans form a key stage in the forward planning process and are 'living documents' that needs to be regularly reviewed to ensure its effectiveness.

1.7   The travel plan seeks to establish clear outcomes to be achieved in relation to access and sets out all the measures to be implemented in detail, with an action plan, timescales, targets and responsibilities for implementation, monitoring and review.

1.8   The development of this travel plan has been prepared based on the following objectives:

- Achieve the minimum number of additional single car occupancy car traffic movements to and from the site;
- Address the access needs of site users, by supporting walking, cycling and public transport; and
- Promote healthy lifestyles and sustainable, vibrant communities.

1.9   This travel plan has been based on the above objectives and outcomes for which a variety of measures will be considered in order to achieve them over the lifetime of the travel plan. The travel plan will therefore focus primarily on commuter travel and travel in the course of work but will also address visitor travel to make this more sustainable. By successfully promoting these types of travel via sustainable modes the above objectives can be achieved.

1.10   The Students attending the SEN School are unable to travel independently to the site and the catchment area for students covers a broad area. It is expected the majority of students will arrive and depart the site by the minibus service provided by the school, meaning single occupancy car journeys will be significantly reduced although, active travel is not viable for them. However, staff of the school and respite centre are fully able to utilise the high levels of accessibility to the site and thus will not be reliant on the private car to commute and this Travel Plan is primarily aimed at them.

1.11   In addition, this Travel plan includes assessments which are undertaken in accordance with the Building Research Establishment Environmental Assessment Method (BREEAM) 2014 and 2018. This method ensures that a development fits the best standard for sustainability in regards to the design and building specifications.

2.0   TRAVEL PLAN BACKGROUND

2.1   Travel plans are dynamic, living documents that should be updated regularly to ensure that the aims and objectives represent the current situation in respect of travel and access. A travel plan will normally be prepared alongside the Transport Statement, which will provide the evidence to support the outcomes sought and the measures needed in a travel plan. The plan then continues for the life of the development, requiring commitment from occupiers.

2.2   Travel plans are designed to be flexible to suit an individual site and the local characteristics. Similarly, they should be developed with consideration for the scale of the development and the likely impact on travel behaviour as a result of any potential measures. On this basis, travel plans should be evaluated against three tests, set out as the acronym **CAT**. These tests are to ensure that the travel plan:

Covers all key elements	Does the travel plan document contain all the key elements that are expected to be included in a travel plan, with appropriate content in each case?
Addresses site specific issues	Does the travel plan address all the issues identified in the transport assessment and respond to the specific barriers and opportunities that are presented by the site?
Tips the balance in favour of sustainable transport	Does the travel plan contain measures that can be expected to make a real difference – i.e. does it make access to the site by sustainable transport more attractive when compared to access by car, in terms of cost, journey times and convenience?

2.3   The first test can be assessed on the basis of a checklist approach while the other two tests rely on a judgement about the individual travel plan that needs to be made, particularly in the light of the local context.

[Travel Plan Benefits]

2.4   Travel plans can result in a variety of benefits to the occupiers of a development and the wider community, as well as address a range of issues, including:

- Provide adequately for those with mobility difficulties;
- Reduce demand for car parking, thereby enabling more efficient land use;
- Reduce pressure on highway capacity, particularly at peak times;
- Cut carbon emissions and their contribution to climate change;
- Reduce road danger and protecting vulnerable road users;

- Improve staff morale; and

- Improve access for staff, to aid staff recruitment and retention.

2.5   A travel plan should provide benefits to all parties, including the developer, the site occupants and the local authority, which can help in gaining widespread commitment to its implementation and continuing operation.

2.6   Travel plans can also play a role in helping organisation's to mitigate their transport contribution towards climate change and help adapt to the impacts of climate change. Travel Plans can also form part of an organisation's Corporate Social Responsibility commitments.

Planning Policy Context

2.7   Travel plans are secured through a planning policy framework that extends from national through to local level when dealing with new development proposals.

2.8   Travel plans are currently secured within the planning system within the context of the government's **National Planning Policy Framework** (NPPF), which was produced in 2012 and updated most recently in July 2021.

2.9   The NPPF aims to provide a framework within which locally-prepared plans for housing and other development can be produced. The framework aims to streamline the planning process, making it more accessible at neighbourhood and community level and simplifying the decision making process.

2.10   The NPPF aims to promote sustainable transport, and ensure that transport issues are considered from the earliest stages of plan making and development proposals so that:

- The potential impacts of development on transport networks can be addressed.

- Opportunities from existing or proposed transport infrastructure, and changing transport technology and usage are realised.

- Opportunities to promote walking, cycling and public transport use are identified and pursued.

- The environmental impacts of traffic and transport infrastructure can be identified, assessed and taken into account.

- Patterns of movements, streets, parking and other transport considerations are integral to the design of schemes, and contribute to making high quality places.

2.11   Significant development should be focused on locations which are or can be made sustainable, through limiting the need to travel and offering a genuine choice of transport modes. This can help to reduce congestion and emissions, and improve air quality and public health.

2.12   The document states that all developments which generate significant amounts of movement should be required to provide a travel plan, and that the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.

2.13   The NPPF is supported by a number of **Planning Practice Guidance** notes (2014). One such note provides guidance on 'Travel Plans, Transport Assessment and Statements in Decision-Taking'. The guidance specifies that travel plans should be:

- Proportionate to the size and scale of the development;
- Established at the earliest practicable possible stage of a development proposal;
- Be tailored to local circumstances; and
- Be brought forward through collaborative working with the Local Planning Authority, transport operators, along with communities and local businesses where relevant etc.

2.14   The guidance note goes on to provide suggestions for the content of a travel plan in terms of baseline data, the nature of the development, proposals to reduce the need to travel by all modes of transport, and monitoring.

2.15   In terms of local policy, Luton Borough Council adopted its Local Plan in November 2017 following modifications, which covered the years 2011 to 2031. Chapter 11 covers 'Transport, Communities and Climate Change' which reiterate Luton's transport policies and outline other key LBC policy documents.

2.16   The document states the following in regards to accessibility and travel planning:

Sustainable Transport Strategy

Strategic Objective 4: To establish an effective network and hierarchy of Town, District and Neighbourhood Centres to serve as the heart of local communities; improving health and wellbeing through improved access by train, bus, walking and cycling to a mix of uses including shopping, services and jobs.

Strategic Objective 8: Improve accessibility, connectivity, sustainability and ease of movement to, from and within the borough.

Key Issues:

11.1 Luton faces significant traffic congestion dominated by car travel. The town's radial road pattern and lack of orbital routes and chalk scarp topography funnels road traffic into the central area or along a small number of key routes. However, sustainable transport choices are possible to tackle congestion. Luton's high population density and its compact form makes public transport, walking and cycling potentially the preferred mode of transport to car use because most journeys are short.

11.2 The Local Plan is required to safeguard land committed for major road schemes. The Council recognises the economic benefits that will result from increasing road capacity, including improved access to the Airport, but will improve infrastructure for pedestrians and cyclists as part of these schemes. The Local Transport Plan sets out a strategy for transport improvements designed to overcome existing environmental problems caused by traffic and to facilitate the efficient operation of public transport, walking and cycling networks.

Policy LLP31 - Sustainable Transport Strategy:

The strategy for sustainable transport in Luton is based on the vision for the Local Transport Plan 2011-2026, which is to ensure that an integrated, safe, accessible, and more sustainable transport system supports the economic regeneration and prosperity of the town.

B. Planning Permission will be granted for proposed developments that meet the criteria below, where these are relevant to the proposal:

> *i. minimises the need to travel;*

> *ii. provides a sustainable transport choice with priority for buses, pedestrians, and cyclists;*

> *iii. reduces road congestion particularly at peak times;*

> *iv. reduces the safety risk to motor vehicles, non-motorised, and vulnerable users;*

> *v. provides cycle parking / storage; and,*

> *vi. ensures the quality of the local environment is not compromised.'*

C. Transport Assessments, Transport Statements, and Travel Plans should be provided for developments and should conform to the stated requirements.'

2.17   This travel plan has been developed in line with local and national transport policy and guidance.

3.0   SITE AUDIT

3.1   The site comprises a square shaped piece of land located to the south of Kestrel Way approximately 5.5km northwest of Luton town centre.

3.2   **Figure 3.1** below shows the site location in relation to the wider highway network.

Figure 3.1 – Site Location Plan – Wider View
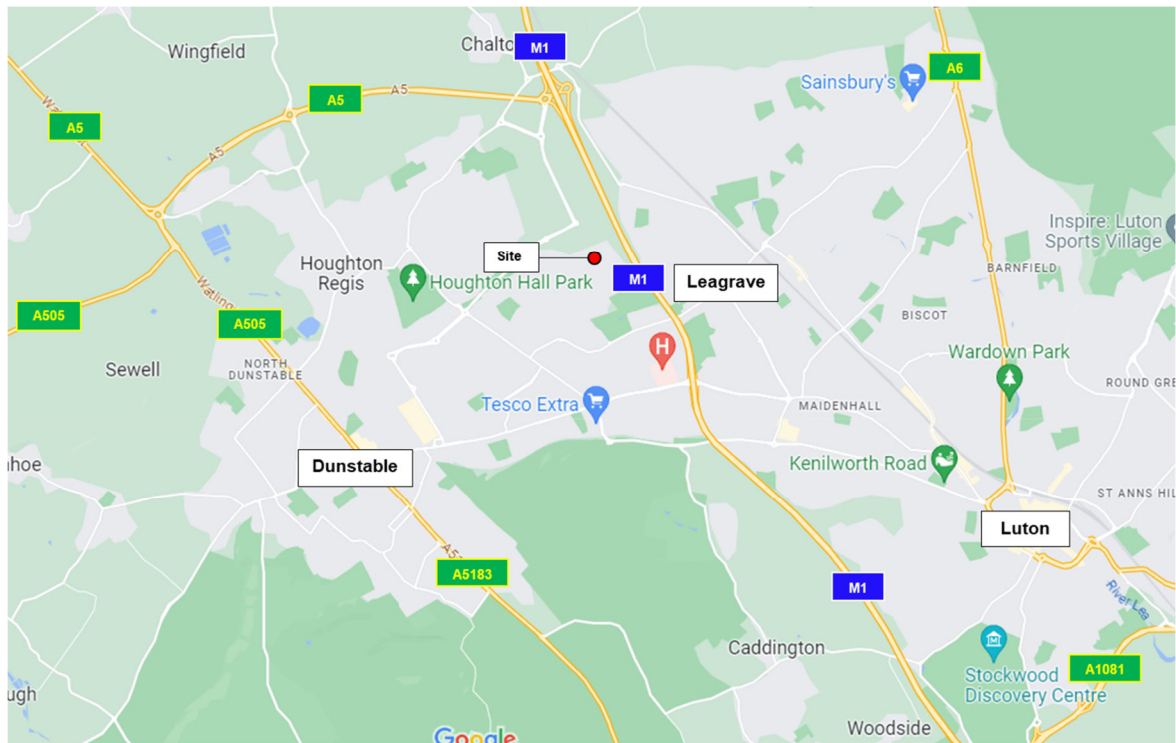
3.3   The site boundary is shown in relation to the local highway network in red on **Figure 3.2** below.

Figure 3.2 – Site Location Plan – Local View

3.4   The site is bound by Kestrel Way to the north, to the east lies residential properties accessed from Kestrel Way, Goldcrest Close and Fieldfare Green. Similarly, to the west residential properties on Kestrel Way and Coltsfoot Green border the site. Finally, to the south the site backs onto residential properties situated on Coltsfoot Green and Fieldfare Green.

3.5   Kestrel Way is a residential road that fronts the northern site boundary that connects to Pastures Way and Wheatfield Road at a 4-arm roundabout approx. 420m west of the site and Ravenhill Way approx. 150m to the east. Kestrel Way provides access to numerous residential streets and is subject to a 30mph speed limit.

3.6   Kestrel Way benefits from regularly spaced street lighting columns and footways on both sides of the carriageway along its entirety. The footway on the southern side of the carriageway is separated from the carriageway by a grass verge. To the northern side of the carriageway there is 3m wide shared footway/cycleway with a circa 6m grass verge separating it from the carriageway in the vicinity of the application site.

3.7   The shared cycle footway is part of the National Cycle Route Network. It forms part of National Route 6 which is a long-distance route from London to the Lake District but locally provides an east-west connection under the M1 between Dunstable and Leagrave and Luton town centre.

3.8   Kestrel Way benefits from traffic calming features in the form of raised tables in the vicinity of the proposed development site ensuring vehicles maintain low speeds.

3.9   Vehicular access to the proposed development will be provided off Kestrel Way, via a 6.8m wide gated access at the eastern side of the site frontage. The site will operate a one-way system with the site access and egress being separate simple priority-controlled accesses. The egress will be located at the western end of the site frontage.

3.10   Pedestrian and cycle access will be provided from either side of the vehicular access via a separate gate.

3.11   Within the site, there is a secondary gated area for vehicles to securely drop off pupils. There are also internal pedestrian gates to access the entrance to the school. These can be accessed without having to cross the car park from the west, or cross a short section of the car park when accessed from the east. Within the car park there will be dropped kerbs to provide flush access at the crossing point to the east of the site and adjacent to each of the gated pedestrian access points. In addition the paths will be laid at the appropriate levels to provide a suitable approach to cater for people with wheelchairs or that have various disabilities or impairments.

3.12   As part of the access arrangements, the existing bus stop will be relocated 12m to the north-east of its existing location. The bus bay will also be shortened to one bus length, as agreed with LBC's Highway Officer.

Development Proposals

3.13   The development proposals consist of the construction of a two-storey Special Education Needs (SEN) Secondary School with a gross floor area (GFA) of 3300sqm, hydrotherapy pool and Respite Centre with 5 bedrooms on land to the south of Kestrel Way, currently occupied by a radio telecommunications mast.

3.14   The proposed development mix is as follows:

- A secondary school for up to 140 students with 15 classrooms and additional specialist rooms with a total area of 3300sqm, to operate between normal school hours of 8.45am and 5.15pm

- A 5-bed respite centre which will be staffed and operational 24 hours per day, 7 days per week

- A hydrotherapy pool, in use by the school during school hours and open to the public for classes and swimming sessions after school and at weekends.

3.15   The development will be constructed in two phases, with the SEN school, access, parking and hydrotherapy pool in Phase 1 and the respite centre in Phase 2.

Car Parking

3.16   Luton Borough Council's parking standards are set out in their Local Plan which specifies the following car parking standards:

Use Class D1 – Secondary / Higher Education

- A maximum of 1 space per 2 staff (+ 1 per 15 students);
- The minimum size of a standard parking bay is 2.4m x 4.9m.
- In all developments providing 5 or more car parking spaces, a minimum of 1 bay or 5% of the total capacity (whichever is greater) should be designated and reserved for disabled users. Spaces should be a minimum of 3.6m x 4.9m and conveniently located close to the entrance of buildings.

3.17   A total of 61 parking spaces will be provided on site. Of these, 8 will be for disabled, 6 will be for electric vehicle charging (EV) and 2 will be for minibuses. A further 12 will be enabled so that they can become EV points in the future. There will also be 3 spaces dedicated for priority parking for car-sharers.

3.18   A total of 43 spaces are for the school, based on 70 staff and 112 pupils. Eight of the spaces will be for the staff at the respite centre and a further eight will be allocated for visitors across the site.

3.19   As shown on the site layout plan, the proposed development includes for 14 Sheffield Stands (28 bikes). Given the type and location of school proposed and the use of the rest of the site, this level of bicycle parking is considered satisfactory and provides a level of parking in accordance with the Council's parking standards detailed above.

Access by Non-Car Modes

Pedestrian Accessibility

3.20   The MfS states that walkable neighbourhoods are typically characterised by having a range of facilities within 10 minutes' (up to about 800m) walking distance of residential areas which residents may access comfortably on foot. However, it goes on to state that this is not an upper limit, and that walking offers the greatest potential to replace short car trips, particularly those under 2km.

3.21   Industry standard GIS TRACC software has been used to assess the accessibility of the development by foot for a 2km walk distance from the site, as shown on **Figure 3.3** below. The plan shows the reachable areas within 400m coloured bands from the site.

Figure 3.3 – 2km Walk Accessibility
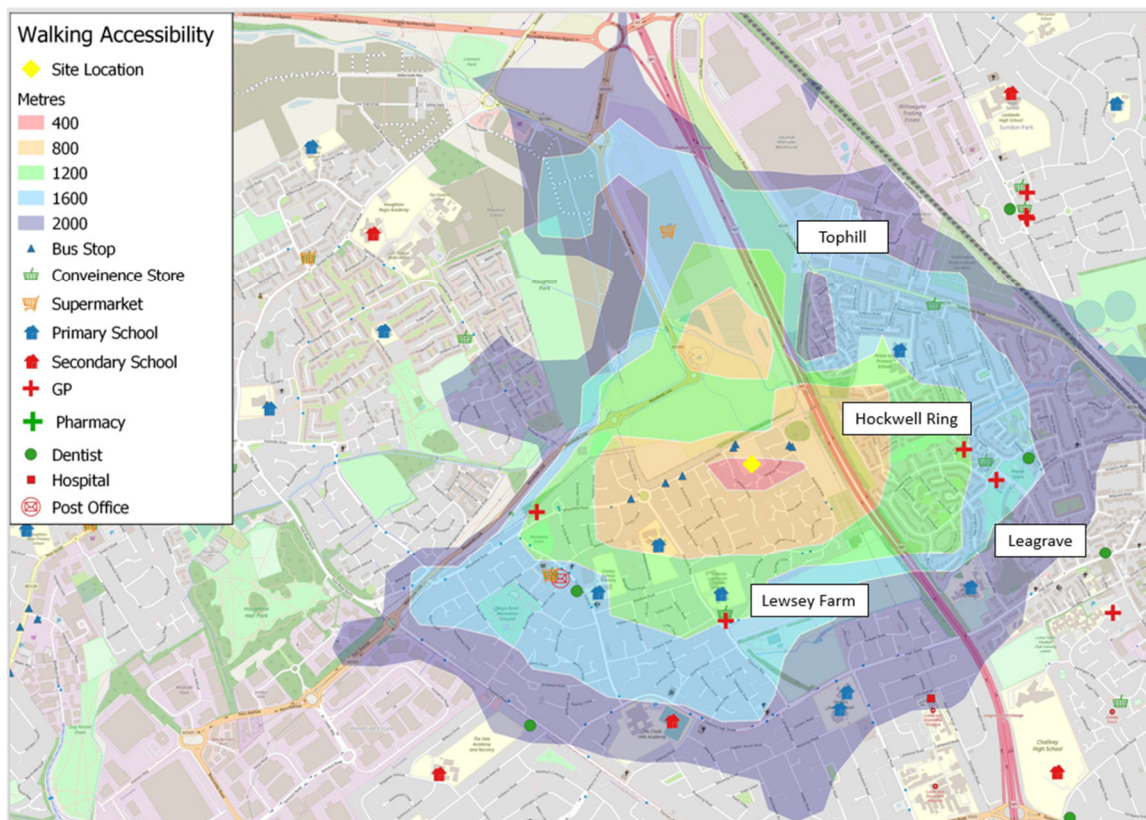
3.22   The site is within an acceptable walking distance of Lewsey Farm, Leagrave, Hockwell Ring, and Tophill as well as several amenities on offer in these areas. The site is also within an acceptable walk distance of numerous transport facilities to encourage staff to travel via sustainable modes. There are bus stops located along Kestrel Way, outside the site frontage and there are additional bus stops along Wheatfield Road that provide additional services in the vicinity of the site.

3.23   Pedestrian access to the development is provided from Kestrel Way. In terms of pedestrian facilities, both sides of Kestrel Way benefit from a footpath and dropped kerbs as well as there being level access to all doors to the site. Additionally, there are good pedestrian connections on route to the surrounding areas.

3.24   Overall, the site benefits from good levels of accessibility by foot, with the nearby areas of Lewsey Farm, Leagrave, Hockwell Ring and Tophill only a short walk from the site providing a catchment for students and staff members, as well as transport connections, allowing walking to be a viable alternative to private car use for existing and prospective staff and some students at the school.

Cycle Accessibility

3.25   Transport policy identifies that cycling represents a realistic and healthy option to use instead of the private car for making journeys up to 5km as a whole journey or as part of a longer journey by public transport.

3.26   GIS TRACC software has again been used to assess the accessibility of the site by bicycle, for a 5km cycle distance and is shown on **Figure 3.5** below.

Figure 3.5 – 5km Cycle Accessibility
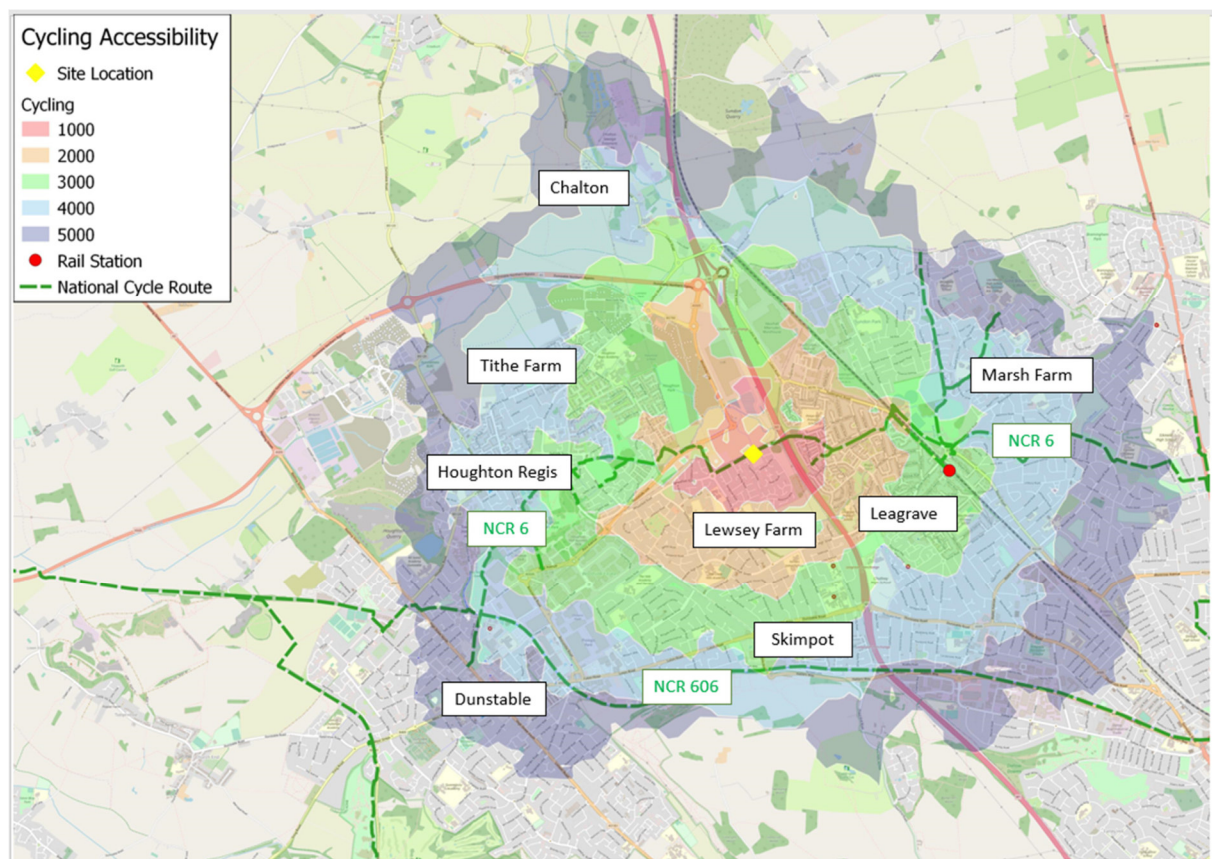
3.27   The plan demonstrates that the nearby areas of Lewsey Farm, Leagrave, Skimpot, Marsh Farm, Tithe Farm, Houghton Regis, and Dunstable, amongst others, are all located within the 5km catchment area from the development site. The topography of the area is generally flat and conducive to cycling, so the site is therefore well located to encourage staff to travel via bicycle. Additionally, Leagrave train station is located within the 5km cycle catchment area, providing access to a wider area when combined with rail services.

3.28   The site will incorporate shower and change facilities and lockers to store a change of clothes and cycle helmets.

Figure 3.4 – Local Cycle Infrastructure
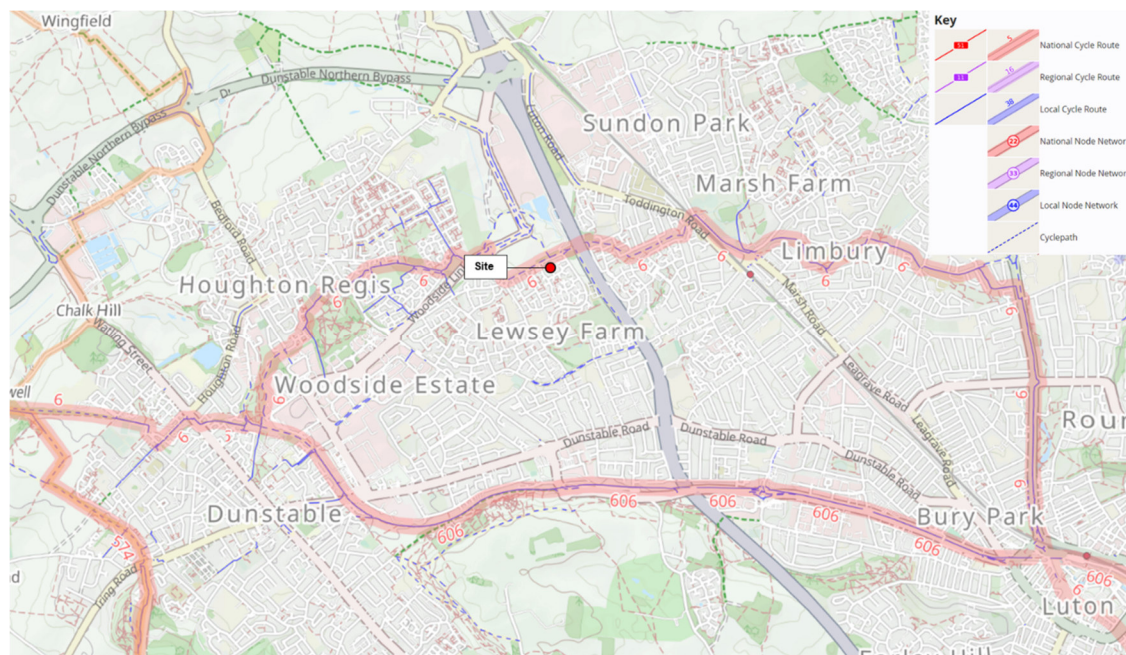
3.29   The site is located on National Cycle Route 6 which runs each/west across north Luton and south to Dunstable. In the vicinity of the site the route takes the form of a shared cycleway/footway.

3.30   National Cycle Route (NCR) 606 is located approximately 4.0km cycle distance to the south of the site and can be accessed via NCR 6. NCR 606 provides cycle access to the nearby areas of Dunstable, Skimpot and Luton.

3.31   As the application site is within an acceptable cycle distance of a range of residential areas and associated facilities, cycling is considered to be a viable alternative to private car use for staff at the school.

Public Transport

3.32   In terms of bus services, the Chartered Institute of Highways & Transportation's (CIHT's) *"Guidelines for Planning for Public Transport in Developments"* document identifies, at section 6.20, that *"Bus stops are located to minimise passengers' walking distance to their final destination. The maximum walking distance to a bus stop should not exceed 400m and preferably be no more than 300m."*

3.33   As detailed earlier, there are bus stops located on Kestrel Way outside the site. Details of the bus services and frequencies which use these stops are provided in **Table 4.1** below.

Table 4.1 – Bus Services along Kestrel Way

Service	Details	Average Frequency		
		Weekdays	Saturday	Sunday
37	Lewsey Park - Luton	07:03 – 18:32 (Every 60 mins)	No service	No service
24	Lewsey Farm – Luton Town Centre	06:50 – 17:59 (Every 20 mins)	08:14 – 17:19 (Every 60 mins)	No service

Excluding school services

3.34   As can be seen in **Table 4.1** above, there is a good frequency of bus services stopping along the site frontage which provide convenient access to/from the school to Luton Town Centre, and the wider Luton area.

3.35   A circa 650m or 9-minute walk time east from the site along Kestrel Way following the footpath under the M1 is Hunston Close bus stop on Butely Road. The services and average frequencies for this bus stop can be found in **Table 4.2** below:

Table 4.2 - Bus Services from Hunston Close

| Service	Details	Average Frequency		
		Weekdays	Saturday	Sunday
28	Luton – Leagrave – Hockwell Ring	07:44 – 20:49 (Every 30 mins)	08:14 - 20:49 (Every 30 mins)	No service
28B	Luton – Leagrave – Panattoni Park – Hockwell Ring	05:53-18:00 (Every 90 mins)	No service	No service

3.36   There is a further high frequency bus service which runs along Tomlinson Avenue which is approximately 1km from the site (roughly 15 minute walk) which runs between Luton and Dunstable.

Table 4.3 - Bus Services from Tomlinson Avenue

Service	Details	Average Frequency		
		Weekdays	Saturday	Sunday
Z the busway	Luton - Dunstable	05:04 – 23:45 (Every 20 mins)	05:34 – 23:45 (Every 20 mins)	06:12 – 22:45 (Every 20 mins)

3.37   Having regard to the above, prospective users of the site have access to bus services stopping within an acceptable walk distance from the site which provide access to key destinations at a reasonable frequency.

3.38   In terms of rail services, Leagrave Railway Station is located an approximate 8 minute or 2.3km cycling distance east of the site and is therefore well within an acceptable cycling distance. The railway station offers regular direct services throughout the week including services to Bedford every 15 minutes as well as services every 30 minutes to Brighton, East Grinstead and Three Bridges, which stop at a various stations along the route including Luton, Luton Airport, London St Pancras, Croydon and Gatwick airport amongst many others.

3.39   The level of accessibility by public transport has been analysed using GIS TRACC software and is shown on **Figure 4.3** below. The figure illustrates the distance that can be travelled within 60 minutes by public transport to and from the site, which includes the time taken to walk to the bus stops.

Figure 3.7 – Public Transport Accessibility
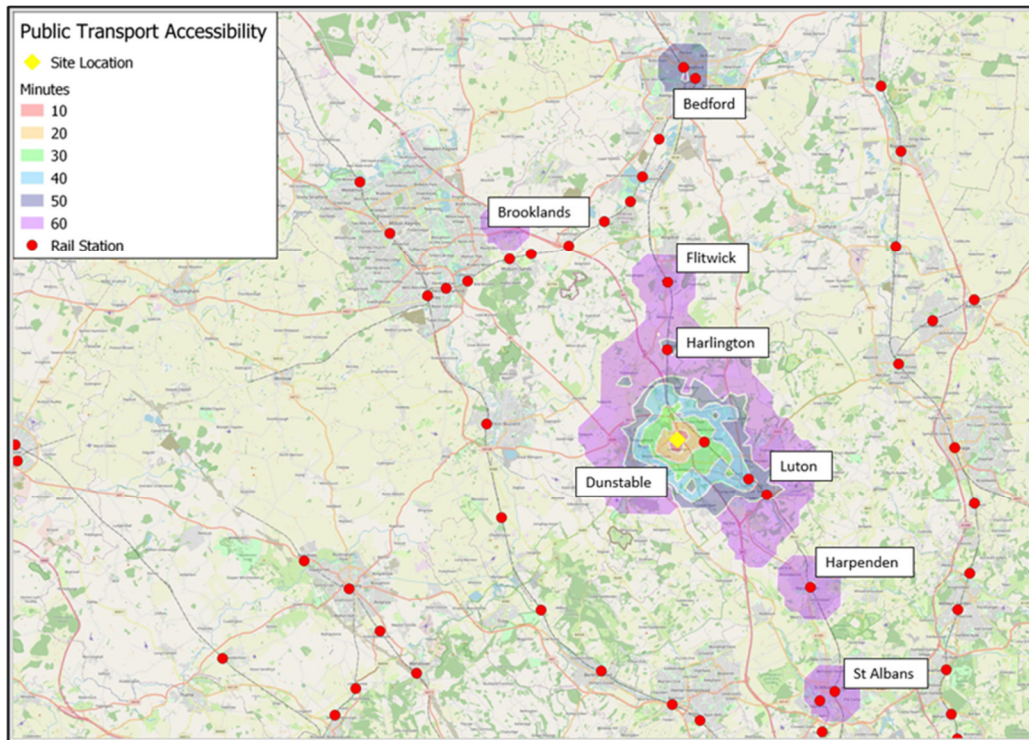
3.40   The above demonstrates that the site is within a close proximity to a number of bus and rail links, serving both the local area and other destinations further afield. The figure shows that key areas of Harpenden, St Albans, Bedford, Brooklands amongst others, are in an acceptable 60-minute commute time.

Summary

3.41   Having regard to the above, it is considered that the site benefits from high levels of accessibility by sustainable modes. Access to the site on foot and by cycle is of a good standard and there are multiple transport facilities within close proximity providing access to a range of local destinations. These findings demonstrate that staff and students at the new school will not be wholly reliant on the private car.

4.0   BREEAM CRITERIA

4.1   Sections TRA01 & 02 of the BREEAM UK New Construction Measures 2018 set out the requirements to gain credits in relation to transport modes and facilities for the new construction of the school. This Chapter sets out how the site meets the requirements for both.

4.2   For the purposes of BREEAM assessment, the site has been categorised as BG2- Education.

4.3   A minimum of 10% of parking on site, or 6 spaces, will be for electric charging of vehicles. A further 12 spaces will be enabled for conversion for future users.

4.4   A Car Share group will be set up and details of how staff can register will be included in Chapter 7 of this report.

4.5   A minimum of 5% of parking on site, or 3 spaces, will be marked out for car sharers. These spaces are located on the eastern side of the site, close to the entrance to the respite centre and the pedestrian gate into the school.

4.6   The site will include cycle storage, secure and covered, across the site at a rate of in excess of 1 space per 10 staff/students. This equates to 28 spaces (14 stands). Within the school/pool buildings there are shower, change and locker facilities for staff.

4.7   The Accessibility Index has revealed a score of 1.76.

4.8   The existing amenities within 500m of the site entrance are summarised below in Table 4.1:

Table 5.1 – Amenities within 500m of campus

	Name
Open space	Off Ravenshill Way
Post facility	Post Box at 36 Kestrel Way
New Amenity:	
Leisure/sports	Pool on site

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5.0   TRAVEL PLAN MANAGEMENT

Travel Plan Co-ordinator

5.1   Implementation and long term management of the travel plan will be achieved through the appointment of a travel plan coordinator (TPC). The TPC will be responsible for the overall operation of the travel plan. The TPC will most likely be a senior member of staff working on-sit. Once appointed, the TPC will act as the main contact for the travel plan with outside organisations, including the local authority, and will be responsible for implementation of hard measures and overseeing the marketing of the travel plan and annual monitoring. The TPC will exchange contact details with the local authority and travel plan officer.

5.2   The TPC will be responsible for the day to day operation of the travel plan and represent the first point of contact for all staff. They will also be responsible for implementing soft measures, carrying out marketing of the travel plan and distribution / collation of travel surveys at each monitoring stage.

5.3   The TPC will be responsible for setting up and launching the travel plan in accordance with the following schedule, which will be agreed with the local authority.

As soon as possible / at least 1 month prior to completion of latest development proposals

- Exchange contact details with relevant officers;
- Research travel information and obtain up-to-date public transport timetables and literature;
- Prepare travel packs for all staff; and
- Set-up staff database.

Within 6 months of completion of extension proposals

- Distribute travel plan survey to all staff;
- Collect travel plan surveys and analyse results; and
- Submit progress report to Luton Borough Council (LBC)

Annually

- Review promotional travel and health information and issue where necessary;
- Promote and support local and national campaigns;
- Review adequacy of cycle provision;
- Monitor staff travel patterns through new surveys;
- Undertake travel plan audit and modify where appropriate;

- Liaise with travel plan officer and other groups where appropriate; and

- Update travel plan targets and issue progress update to all staff.

Funding

5.4 Initial funding will be allocated for the launch and implementation of the travel plan, while an annual budget will be set for the day to day operation of the travel plan, including monitoring and reviewing. In addition, a separate budget will provide funding for specific measures to be implemented, which will be allocated at the time of the annual review.

5.5 The Authority will provide funding for the launch and implementation of the travel plan. This funding stream will allow the travel plan to operate for a minimum of five years, subject to the local authority's requirements.

5.6 The specific level of funding is still to be determined and will be identified in the full travel plan when produced.

6.0   TRAVEL PLAN TARGETS & INDICATORS

6.1   The setting of targets is essential to ensure that the objectives of the travel plan are met. Targets should therefore be linked to the objectives and be SMART (Specific, Measurable, Achievable, Realistic and Time-related). Targets will be measurable through the use of indicators, which represent the results of monitoring. Indicators may also be used to highlight the progress of the travel plan without necessarily having a linked target.

6.2   The two types of target are **Aims**, which consider modal share and **Actions** which are non-quantifiable and represent milestones.

Aims – Modal Share Targets

6.3   Travel surveys carried out and analysed by the TPC will establish the existing travel patterns of staff. In order to achieve the prime objectives of the travel plan, the TPC will analyse the travel survey questionnaires and set realistic short term annual targets for modal share based on the surveyed travel patterns. The survey will also provide information as to the reasons why some modes of transport are preferred over others. This gives an indication of what measures will be required and realistic targets that can be set.

6.4   Until baseline surveys are completed, initial targets will be set based on what information is currently available – Census 2011 method of travel to work. The application site is located in the Luton 009 Middle Super Output Area (MSOA). The targets outlined in the table below are based on the existing modal split as recorded in the census.

Table 5.1 – Revised Modal Targets for SEN School

Target Type	Modal Split	Target	Indicator
% of employees driving to work / % of trips made by single car occupancy	65%	60%	Number of single car occupancy trips
% of trips made by car sharing	5%	7%	Number of car sharing trips
% of trips made by public transport	8%	10%	Number of public transport trips by bus or train
% of trips made by walking and cycling	20%	23%	Number of walking trips Number of cycle trips

Source: ONS (2011 data)

6.5   The above results are only provided as a guideline until the site is occupied and surveys are carried out. Based on the results from the 2011 census data, these figures will be used as a baseline for mode share targets until the surveys have been distributed to all staff and analysed.

6.6   Following the initial surveys and dependent upon the results, the above targets will be adjusted to ensure that they remain realistic and achievable, which are subject to meeting the SMART target criteria once the travel survey has been carried out. The TPC will encourage employees to walk, cycle or use public transport to the unit, where possible. TPCs will also promote the use of car sharing to reduce the percentage of staff travelling by single car occupancy to the site, where possible.

Actions – Milestone Targets

6.7   The TPC will be responsible for implementing measures at the development, which will be set out in an action plan and be reviewed annually following the results of monitoring to identify if further measures could be introduced to promote sustainable travel. Implementation of any new measures would be set out in the action plan with specific timescales as a milestone target.

6.8   The initial milestone target will be to ensure that all staff receive a travel plan information pack.

7.0 TRAVEL PLAN MEASURES

7.1 A travel plan is the management tool for implementing measures that promote sustainable transport. A successful and cost effective travel plan is one that implements measures that are relevant and realistic to the development. Consultation with staff is therefore key to achieving support from those who the measures are targeted at and avoids measures that may prove difficult to implement and those which may be unpopular.

Travel Awareness

7.2 Good accurate information on the choice of travel modes from the site and the initiatives being promoted by the employer will be a critical element of a successful travel plan.

7.3 All staff, new and existing, will also be made aware of the travel plan and the key measures to be implemented. The TPC will promote the sustainable travel opportunities to access the site through the distribution of travel information packs.

7.4 The travel information pack would include, though not exclusively, the following:

- An introductory leaflet to the travel plan, highlighting the purpose and key measures being implemented as well as contact details of the TPC;
- Details of the car share register for the site;
- Details of the national Car Share website facility (https://liftshare.com/uk);
- Details of where travel information can be found on-site, such as Real Time Information boards;
- A map showing the location of the development in relation to the local area, highlighting the nearby bus stops;
- Bus timetables of local services from nearby bus stops;
- Links to the Council's travel planning website:
  Transport and streets
  (www.luton.gov.uk/Page/Show/transport_and_streets/Pages/default.aspx); Public transport (luton.gov.uk); and, Sustainable travel (luton.gov.uk)
- A map showing local cycle routes, which would also indicate the locations of cycle parking and cycle shops in the area;
- A car cost calculator, providing information on the full cost of car use (i.e. financial, environmental, health, etc.); and
- Provide information on any local cycle proficiency 'Bikeability' courses.

7.5   The TPC will regularly review the information provided within the travel information pack to ensure that staff are kept up to date with any changes, such as new bus timetables, withdrawn or new services, or new contact details, and will disseminate this information to staff via email or on a staff noticeboard.

7.6   The TPC will also regularly review on and off-site information, such as route signing for pedestrians and cyclists, or timetable information at bus stops, to check it is up to date. Where deficiencies have occurred, the TPC will inform the relevant authority.

Staff Database

7.7   The TPC will set-up a staff database upon completion of the development that contains contact details of all employees. Within 6 months of completion of the development, the TPC will carry out an initial monitoring stage, which will include a travel survey of all staff. The TPC will prepare a travel survey to distribute to each member of staff, to collect the following details:

- Staff profile, including age and gender;
- Home postcode;
- Normal working hours;
- Mode of travel to work;
- Reasons for not using public transport and other modes;
- The anticipated take-up of a car sharing scheme for work journeys as well as use of public transport or other non car modes of travel to work; and
- Information relating to potential areas for sustainable travel improvement, upon which the TPC could act and draw up measures to improve the travel plan.

7.8   The responses received from these surveys will be entered into the staff database to help analyse the data and allow a year on year comparison of travel patterns for each member of staff. This will also provide the opportunity to target certain promotions to specific employees based on their answers.

7.9   All data collected from the travel survey in connection with the travel plan will be subject to the provisions of the Data Protection Act. In the interests of confidentiality, the TPC alone will hold the database and be responsible for the release of information, with all data held being used solely for the purposes of the travel plan.

7.10   As changes to staff occur, where possible, the TPC will seek to ensure that all former staff are removed from the database and new staff are entered into the database.

7.11   Information contained within the database and the travel patterns derived from the data will inform the annual review process. The TPC will submit the results of the annual review along with the survey data to the local authority for their information within 6 months of completion. However, in the interests of security, names and addresses of staff will not be provided.

Public Transport Information

7.12   The TPC will actively promote public transport with the following specific measures to be implemented:

- Staff will be provided with public transport route and timetable information in the travel information packs, which will be updated on staff notice boards or via email;

- Details of local taxi firms will be provided within the travel information pack; and

- The TPC will provide details of websites and telephone advice services to enable staff to obtain details on their individual journey requirements, including the Council's travel planning website Public transport (luton.gov.uk) as well as Traveline (https://www.traveline.info/);

- Updates on public transport information to be provided on the SEN School's website;

- Upon discussions with bus operators, the potential for discounted bus passes to be sold at the SEN School and are available to all staff; and

- Ensure that timetables are updated in line with seasonal timetable changes.

Walking

7.13   The TPC will encourage walking as a mode of travel to work by implementing the following initiatives:

- Raise awareness of the health benefits of walking through promotional material;

- Provide a map showing walking routes as part of the travel information pack, indicating distances and times to key local facilities near to the site;

- luton.gov.uk/Page/Show/Transport_and_streets/sustainable-travel/Pages/default.aspx Promote Luton's walking (Walking (luton.gov.uk)) which is a useful journey planning tool for pedestrians;

- Audit the local footway and footpath network on an annual basis and report any defects and / or maintenance issues to the highway authority.

Cycling

7.14   The TPC will encourage cycling as an alternative mode of travel to work by implementing the following initiatives:

- Ensure that secure, covered cycle parking spaces are provided and are well maintained, signed and available to Staff and Visitors;

- Shower and change facilities and lockers to store a change of clothes and cycle helmets.

- Bicycle User Group meetings with potential representation from Luton Borough Council;

- Free security marking for cycles;

- Provide information on any local cycle proficiency 'Bikeability' courses;

- The school participates in National Cycle initiatives, including 'Bike to Work' week;

- The school representatives attend Luton Borough Council Cycling Forums when available;

- Promote the availability of cycling information, including route maps and useful tips and guidance, on the Sustrans website as well as Luton's website https://m.luton.gov.uk/Page/Show/Transport_and_streets/sustainable-travel/Pages/cycling.aspx, Cycling (luton.gov.uk) and,

- Liaise regularly with the cycling officer at the local authority to ensure that up-to-date information is available regarding cycle routes, maps, tips, guidance and other facilities for cyclists in the vicinity of the site.

Car Sharing Scheme

7.15   Staff will be encouraged to join the site-wide car share scheme or the Car Share website (https://liftshare.com/uk). This scheme has been specifically designed to enable people working or living in the area to share mutual journeys and to save money and reduce carbon emissions.

7.16   Information about the schemes will be placed in the travel pack and on noticeboards.

7.17   Information on traffic related environmental concerns, congestion problems and car sharing benefit will also be provided.

7.18   Priority parking for car-sharers is located in the north east of the site.

7.19   To overcome potential concerns, the TPC will set up a 'guaranteed lift home' service, for occasions when car sharers are unable to offer a return journey due to reasons beyond their control, in the form of a taxi ride home.

Electric Vehicles

7.20   As mentioned previously, the school will provide a total of 6 EVCP parking spaces on site. A further 12 parking spaces will be enabled so that they can become EV points in the future.

<u>Personalised Journey Planners</u>

7.21   Targeting individual journeys can be the most effective way of reducing car travel and encouraging use of sustainable modes. This initiative is most effective for those who currently travel by car and have no constraints to travel by sustainable modes.

7.22   The TPC will encourage travel via sustainable modes for visitors by implementing the following initiatives:

- Provision of a Travel noticeboard within the main reception area for staff / visitors which will include up-to-date sustainable travel information;
- Show public transport routes on maps sent to visitors;
- Identify the location of the nearest rail station and indicating the approximate taxi fare from the station to the site; and
- Provide travel information on the organisation's website, including integration of the Transport Direct journey planner.

8.0   PLAN MONITORING AND REVIEW

8.1   To establish the success of the travel plan, an effective monitoring and review process must be in place. Monitoring will ensure that that there is compliance with the travel plan, assess the effectiveness of the measures and provide the opportunity for review.

Monitoring

8.2   The TPC will monitor travel patterns associated with the site on a regular basis over a five period, commencing at completion of the school. Monitoring will take place for the first five years once the school is opened, with the potential for employers to continue monitoring thereafter on a voluntary basis.

8.3   The monitoring of the plan is important for the following reasons:

- It will demonstrate to the local authority the effectiveness of the measures implemented and the progress being made towards the aims and objectives of the travel plan;
- It justifies the commitment of the TPC and of other resources;
- It maintains support for the travel plan by reporting successes;
- It helps to identify any deficiencies within the travel plan, including any measures that are not effective; and
- The data can be shared with any other nearby employment travel plans as well as inform the local authority and public transport operators of local travel patterns.

8.4   Questionnaires will be distributed to all staff annually to monitor travel to and from the site and gain an understanding of travel habits. These surveys can be used to monitor the number of staff walking, cycling, travelling by car and public transport to the site. The results can then be compared with the mode share targets identified earlier in this travel plan.

8.5   The TPC will agree the monitoring programme with the local authority to ensure that the monitoring procedures are appropriate. The TPC will maintain a monitoring table of progress to key travel plan targets based on the results of the travel surveys. This table will be published and distributed by leaflet to all staff.

<u>Reviewing</u>

8.6   The TPC will undertake a review of the travel plan following the results of each monitoring stage. This review will be important in assessing the effectiveness of the measures implemented and to identify areas where modification may be necessary. In particular the following will be assessed:

- The level of car / non-car usage at the site; and
- Comments received from staff.

8.7   When reviewing the effectiveness of the travel plan, the following questions will be asked:

- Which areas offer the greatest potential for change / improvement?
- Was the initiative implemented by the target date?
- How well used is each scheme / initiative?
- How much did it cost to introduce?
- Is the review process itself effective?

8.8   The TPC will compare the mode share statistics obtained from the annual monitoring to the targets set for the development. The TPC may choose to revise these targets, with agreement with the local authority, in order to maintain a realistic goal for the aims and objectives of the travel plan.

8.9   The TPC will also investigate the effectiveness of the measures and initiatives being promoted and the contribution they make towards the aims and objectives of the travel plan. The TPC may choose to remove ineffective measures and/or initiatives and implement new measures, in agreement with the local authority.

8.10   The TPC will prepare a progress report to include the results of monitoring, details and success of measures implemented and an action plan for the forthcoming period. This will be submitted to the local authority for their review, providing input for travel planning at a strategic level.

9.0   ACTION PLAN

9.1   The action plan follows, and includes measures, monitoring and marketing actions to be implemented, timescales for implementation, responsibilities and an indication of the budget required in order to deliver each action.

Action	Target Date	Responsibility	Budget Indication
Initial Setup – Prior to Completion			
Provide all highway and transport measures as agreed with LBC	As per planning agreements with LBC	Developer / BC	Developer
Exchange contact details with relevant officers	At least 1 month prior to completion	TPC	Staff time
Obtain public transport timetables, maps, car sharing information, route plans etc. to provide to staff and visitors	At least 1 month prior to completion	TPC	Staff time
Procure and produce information to populate travel information packs	2 weeks prior to completion	TPC	Staff time + materials
Negotiate with local taxi firm for reduced price travel	2 weeks prior to completion	TPC	Staff time
Upon Completion			
Issue travel information packs to staff	Upon completion	TPC	Staff time + printing
Ensure staff and visitor travel noticeboards are erected and populated, and further leaflets/info are available	Upon completion	TPC	Staff time + noticeboards
Within 3 Months of Completion			
Issue travel survey to staff; analyse and issue final travel plan to LBC within 1 month of survey completion	Within 3 months of completion	TPC	Staff time
Promote any local area / site-specific cycle training and cycle maintenance sessions	Within 3 months of completion	TPC	Staff time

Arrange staff discounts on public transport tickets	Within 3 months of completion	TPC	Staff time
Set up informal car share scheme	Within 3 months of completion	TPC	Staff time
Ongoing Tasks			
Update staff with regard to any service or provision changes with regard to local transport on six-monthly basis	6 monthly	TPC	Staff time
Implement measures in line with staff requirements / interest, including promotion of e.g. Bike Week, Walk to Work Week etc.	Ongoing	TPC	Staff time
Annual Monitoring / Review			
Undertake site audit and report any highway issues to LA	Following review by LA	TPC / LA	Staff time
Conduct repeat travel survey annually one year after the baseline survey, and thereafter for four years	For four years after baseline survey completed	TPC	Staff time + printing
Analyse responses, produce progress report and submit to LA	Within 3 months of receipt of responses	TPC	Staff time
Report updates to staff using noticeboards	Within 1 month of analysis taking place	TPC	Staff time + printing
Continue regular monitoring as set out and agreed with LA	As agreed with LA	TPC	Staff time
Undertake annual cycle and car parking surveys	As agreed with LA	TPC	Staff time

10.0   CONCLUSION

10.1   This travel plan reviews the existing transport facilities at the development site and identifies a range of measures for implementation by the travel plan coordinator to reduce overall car usage and promote the use of sustainable transport modes.

10.2   Through the delivery of the measures discussed within this travel plan, the objectives identified will be fulfilled. These include:

- Reducing reliance upon the private car and improving awareness and usage of alternative modes of transport;
- Promoting walking, cycling, public transport and car sharing;
- Minimising the total travel distance of staff and customers; and
- Promoting healthy lifestyles and sustainable, vibrant communities, accessible by all.

10.3   This document therefore ensures that sustainable access to the development is facilitated.