



**Notice of meeting of  
School Travel Plans Ad Hoc Scrutiny Committee**

**To:** Councillors Aspden, Brooks (Vice-Chair), D'Agorne,  
Firth, Merrett and Potter (Chair)

**Date:** Wednesday, 8 September 2010

**Time:** 6.00 pm

**Venue:** The Guildhall

**AGENDA**

- 1. Declarations of Interest** (Pages 3 - 4)  
At this point Members are asked to declare any personal or prejudicial interests they may have in the business on the agenda. A list of standing declarations of interest is attached.
- 2. Minutes** (Pages 5 - 8)  
To approve and sign the minutes of the last meeting of the committee held on 27 July 2010.
- 3. Public Participation**  
At this point in the meeting, members of the public who have registered their wish to speak regarding an item on the agenda or an issue within the Committee's remit can do so. The deadline for registering is **5.00 pm on Tuesday 7 September 2010**.
- 4. School Travel Plans - Interim Report** (Pages 9 - 28)  
This report presents Members with information received to date regarding School Travel Plans.
- 5. Urgent Business**  
Any other business which the Chair considers urgent under the Local Government Act 1972.

Democracy Officer:

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting Jayne Carr  
Democracy Officer

- Registering to speak
- Written Representations
- Business of the meeting
- Any special arrangements
- Copies of reports

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The majority of councillors are not appointed to the Executive (40 out of 47). Any 3 non-Executive councillors can 'call-in' an item of business from a published Executive (or Executive Member Decision Session) agenda. The Executive will still discuss the 'called in' business on the published date and will set out its views for consideration by a specially convened Scrutiny Management Committee (SMC). That SMC meeting will then make its recommendations to the next scheduled Executive meeting in the following week, where a final decision on the 'called-in' business will be made.

### **Scrutiny Committees**

The purpose of all scrutiny and ad-hoc scrutiny committees appointed by the Council is to:

- Monitor the performance and effectiveness of services;
- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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**School Travel Plans Ad Hoc Scrutiny Committee****Standing Declarations of Interest**

Cllr Aspden: Member of Management Committee of Danesgate Centre  
Member of the National Union of Teachers  
Employee of a school in North Yorkshire

Cllr D'Agorne: Governor of Fishergate Primary School  
Member of Cycle Touring Club  
Member of York Cycle Campaign  
Author of the Steiner School Travel Plan  
Involved in the Fishergate Travel Plan  
City of York Council Cycle Champion

Cllr Firth: Governor of Wigginton Primary School

Cllr Merrett: Governor of St Paul's Primary School and parent of a child at the school  
Member of Cycling England  
Member of York Cycle Campaign  
Honorary Member of Cyclists' Touring Club  
Involved in the writing of travel plans for the university and the hospital

Cllr Potter: Governor of Tang Hall Primary School

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City of York Council

Committee Minutes

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MEETING	SCHOOL TRAVEL PLANS AD HOC SCRUTINY COMMITTEE
DATE	27 JULY 2010
PRESENT	COUNCILLORS POTTER (CHAIR), ASPDEN, POTTER (CHAIR), D'AGORNE, FIRTH AND MERRETT
APOLOGIES	COUNCILLOR BROOKS

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## 1. APPOINTMENT OF CHAIR AND VICE-CHAIR

- RESOLVED: (i) That Councillor Potter be appointed as Chair of the committee.
- (ii) That Councillor Brooks be appointed as Vice-Chair of the committee.

## 2. DECLARATIONS OF INTEREST

Members were invited to declare at this point in the meeting any personal or prejudicial interests they might have in the business on the agenda. The following standing declarations of personal interests were declared:

- Cllr Aspden: Member of Management Committee of Danesgate Centre  
Member of the National Union of Teachers  
Employee of a school in North Yorkshire
- Cllr D'Agorne: Governor of Fishergate Primary School  
Member of Cycle Touring Club  
Member of York Cycle Campaign  
Author of the Steiner School Travel Plan  
Involved in the Fishergate Travel Plan  
City of York Council Cycle Champion
- Cllr Firth: Governor of Wigginton Primary School
- Cllr Merrett: Governor of St Paul's Primary School  
Member of Cycling England  
Member of York Cycle Campaign  
Member of Cyclists' Touring Club  
Involved in the writing of travel plans for the university and the hospital
- Cllr Potter: Governor of Tang Hall Primary School

### 3. PUBLIC PARTICIPATION

It was reported that there had been no registrations to speak under the council's Public Participation Scheme.

### 4. SCHOOL TRAVEL PLANS SCOPING REPORT

Members received a report that presented information on the current arrangements for school travel planning in York, asked Members to agree a remit for the review together with a workplan for carrying out the review.

Copies of the results of the schools' travel census dated January 2010 were tabled, along with a briefing note on cycling to school/safe routes to school.

The following suggestions were put forward as issues which the review should consider:

- Data from the car free day that was due to take place on 29 September 2010 and the Jack Archer award.
- Reviewing school travel plans.
- Motivators for schools and reasons why some schools had not engaged with travel plans.
- Travel initiatives and resources that were available to schools, including access to support from school travel plan co-ordinators.
- Inviting Paul Osborne, Director of School Travel for Sustrans, to attend a meeting.
- Visiting schools to identify examples of good practice and to gain a greater understanding of the challenges and impediments.
- The impact on the local and wider community. Exploring opportunities to work with partners, for example parish councils, to take a neighbourhood approach to tackling problems of congestion.
- Identifying any correlation between the statistics on childhood obesity and school travel arrangements.
- Consideration of data arising from the traffic congestion survey in respect of linked journeys.

RESOLVED: (i) That the aim of the review be:

“To identify an integrated approach to travel plan development that recognises the relationships between active travel and health, sustainability (particularly air quality and climate change issues) and traffic congestion and community cohesion”.

(ii) That the objectives for the review would focus on:

- Understanding what works and what doesn't work in York, and best practice elsewhere.
- Understanding the costs and challenges, in order to identify how the council, schools and



their communities can do school travel planning better.

- Identifying the best way to support schools with travel planning, either through the role of School Travel Plan Co-ordinators (subject to available funding being provided/identified), or providing support to schools through an alternative mechanism.
- Identifying any key messages for wider travel planning in York.

(iii) That the work plan for the committee be as follows:

Wednesday 8 September 2010 at 6.00 pm

- Review of school travel plans
- Scope visits to schools

Wednesday 13 October 2010 at 6.00 pm.

- Identifying examples of best practice (both locally and nationally).
- Consideration of information from Car Free Day and Jack Archer award.

18-22 October 2010 (dates and times to be agreed)

- Visits to schools.  
(Feedback to be forwarded to Scrutiny Officer for inclusion in draft final report).

Thursday 18 November 2010 at 6.00 pm.

Consideration of draft final report.

Councillor Potter, Chair

[The meeting started at 5.30 pm and finished at 6.55 pm].

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## School Travel Plans Ad-hoc Scrutiny Committee

8 September 2010

### School Travel Plans – Interim Report

#### Background

1. In coming to a decision to review this topic, the Ad-hoc Scrutiny Committee recognised certain key objectives and the following remit was agreed:

#### Aim

‘To identify an integrated approach to travel plan development that recognises the relationships between active travel and health, sustainability (particularly air quality and climate change issues) and traffic congestion and community cohesion.’

#### Objectives

- Understanding what works and what doesn’t work in York, and best practice elsewhere
  - Understanding the costs and challenges, in order to identify how the council, schools and their communities can do school travel planning better.
  - Identifying the best way to support schools with travel planning, either through the role of School Travel Plan Co-ordinators (subject to available funding being provided/identified), or providing support to schools through an alternative mechanism.
  - Identifying any key messages for wider travel planning in York.
2. In agreeing the above remit, the Committee identified the following timetable for their review:

Date	Workplan
Wed 8 Sept 2010 6pm	<ul style="list-style-type: none"> <li>• Review of school Action Plans (20-25 newest/most recently updated)</li> <li>• List of York schools without Travel Plans (4%), and reasons why, if known</li> <li>• Review of relevant responses from Traffic Survey</li> <li>• Scope visits to schools (draft questionnaire)</li> <li>• Letter to schools to be visited to be drafted for Members’ consideration</li> </ul>
Wed 13 Oct 2010 6pm	<ul style="list-style-type: none"> <li>• More information on travel initiatives identifying those which have worked well</li> <li>• Identifying best practice (both locally and nationally) – Paul Osborne from Sustrans to be invited to attend.</li> </ul>

	<ul style="list-style-type: none"> <li>• Consideration of information from Car Free Day and Jack Archer award.</li> <li>• Obesity figures to identify any links with those schools who have poorly performing travel plans</li> <li>• Information on what support from CYC schools can access online</li> </ul>
18 - 21 Oct 2010 (exact dates / times to be agreed)	Visits to schools Mon – Thurs <ul style="list-style-type: none"> <li>• (not Fri 22 Oct - last day of term)</li> <li>• Visit in pairs – 2 schools per pair</li> </ul>
Thurs 18 Nov 2010 6pm	Consideration of draft final report.

## Information Gathered

### 3. Recently Produced / Updated School Action Plans

Since the introduction of the School Travel Plan Coordinators (STPCs), the following 26 school travel plans (each containing an action plan) have been produced, based on the most up to date guidance from the Department for Transport.

School Name/Phase	Date	Reason	Comments
St Barnabas CE Primary	Mar-08	Healthy/Sustainable Schools	First Travel Plan
Carr Infants	Mar-09	Grant	First Travel Plan
Poppleton Ousebank Primary	Mar-09	Grant	First Travel Plan
Ralph Butterfield Primary	Mar-09	Grant	First Travel Plan
Haxby Road Primary	Mar-09	Grant	First Travel Plan
Hob Moor Primary	Mar-09	Grant	First Travel Plan
Hob Moor Oaks - Primary special school	Mar-09	Grant	First Travel Plan
Woodthorpe Primary	Mar-09	Grant	First Travel Plan
York High - Secondary	Mar-09	Planning/Grant	First Travel Plan
Huntington Primary	Oct-09	Grant	First Travel Plan
St Wilfrid's RC Primary	Nov-09	Planning	Planning required for building new nursery and changes to car park.
St Peters (inc St Olaves and Clifton Prep) - Independent	Dec-09	Planning	Written by Consultant employed by school in consultation with CP
Joseph Rowntree - Secondary	Jan-10	Review for planning	Draft for planning - Final to be completed by end 10/10
English Martyrs/Our Lady's RC Primary	Feb-10	Planning	To accompany Planning Application for merger of the two schools

School Name/Phase	Date	Reason	Comments
Acomb Primary	Mar-10	Grant	First Travel Plan
Robert Wilkinson Primary	Mar-10	Review	School working hard to reduce car use
Burton Green Primary School	Mar-10	Road safety	First Travel Plan
Hempland Primary	Mar-10	Road safety	First Travel Plan
Naburn CE Primary	Mar-10	Road safety	First Travel Plan
St Aelred's RC Primary VA	Mar-10	Road safety/Healthy Schools	First Travel Plan
Applefields School - Secondary	Mar-10	Road safety/Healthy Schools	First Travel Plan
Danesgate Community - Secondary	Mar-10	Road safety/Healthy Schools	First Travel Plan
Fulford School - Secondary	Mar-10	Healthy/Sustainable Schools	First Travel Plan
Manor CE School VA - Secondary	Mar-10	Grant - cycle parking	First Travel Plan
Clifton with Rawcliffe - Primary	Apr-10	Planning application	Framework Travel Plan
Bootham Junior - Independent	May-10	Planning	Written by Consultant employed by school in consultation with CP

4. These schools were approached by the STPCs and offered support to develop their travel plan. Members should note that an action plan needs to be in place at least two years before robust evidence of its success i.e. its benefits to the school, the school's population and the community, can be fully identified.
5. The Committee agreed to look at these 26 action plans in detail in order to try and gauge which elements within them had proved successful in addressing the challenges faced by schools, and which encouraged parents/carers and children to change their mode of transport to school – see copies at Annex A (*due to the size of this annex, it has not been included in the agenda for this meeting – a hard copy is available to view at CYC offices at the Guildhall, St Helens Square, York – contact Scrutiny Services for further information*).
6. As part of the process for developing a travel plan, a school invites parents and carers to contribute by completing a survey. The school is provided with a survey template by the STPC, which they can adapt to suit their individual needs – see example at Annex B. Some schools choose to only change the text shown in italics, others make more changes. The response data is analysed and a summary of the main points are incorporated into the school's travel plan. An extract from a travel plan showing an example of this analysis is attached at Annex C. The data gathered is considered in conjunction with mode of travel data and where possible, the resulting action plan includes activities which seek to address the concerns of those returning the completed surveys. It should be noted that schools usually need to offer incentives for the return of the surveys, and it is rare to get a high response rate.

7. **York Schools Without Travel Plans**

Only 4 York schools are currently without a travel plan:

- |                               |   |
|-------------------------------|---|
| St Paul's Nursery School -    | Reason: Staff changes at the school and in the CYC Transport Planning Unit contributed to inaccurate record keeping in the past. Initially, records showed the school had a plan and this was the school staff's understanding but the document was inadequate by current standards. The intention is to work on the development of an updated plan in the coming academic year 2010/11   |
| Burnholme Community College - | Reason: This has in the last 2 years successfully worked to avert its closure. The STPC respected the need for staff and pupils to prioritise this work and supported them in the developing their travel when they were able to prioritise their travel plan activity. The school has produced a first draft of the body of the plan and will work on surveys and the resultant action plan in the coming academic year 2010/11. |
| Bootham Senior School -       | Reason: A travel plan is expected, as the school is planning building works which are likely to affect travel to the school. At this stage, it is not known when it will be submitted, but it is likely to be written by a consultant.  |
| Minster School -              | Reason: Since October 2009 a number of approaches have been made by phone and by e-mail to try and engage the school, without success. Contact has been temporarily suspended.  |

8. **School Travel Information Gathered From Recent Traffic Congestion Survey**

In early 2010, a city-wide residents survey was carried out as part of a scrutiny review on traffic congestion in York. 90,000 surveys were distributed and a total of 7292 completed surveys were returned - a response rate of 8%. A majority (6967) were completed and returned by post. The rest (325) were completed online. The data-processing was carried out by an independent research agency. A number of the key findings from that review are also relevant to this scrutiny review:

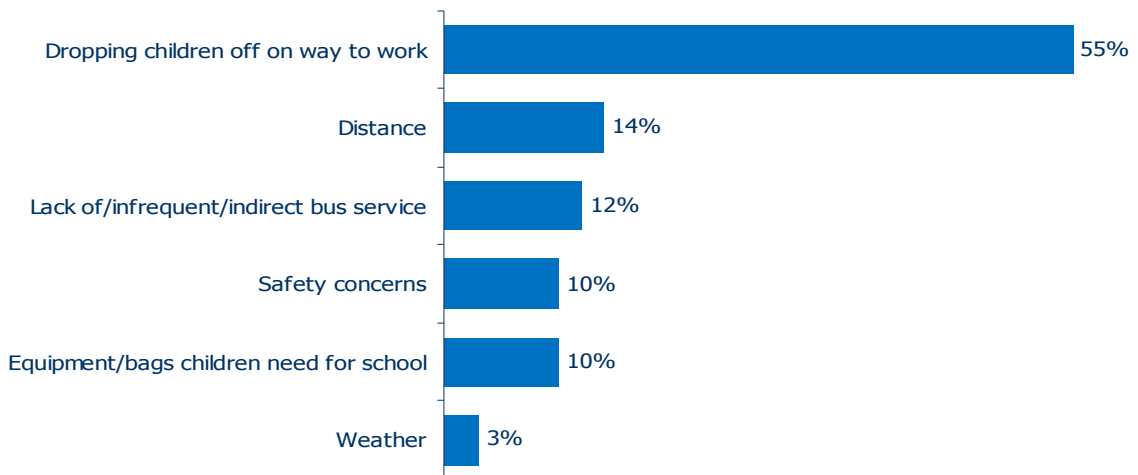
- Overall, the greatest proportion of respondents said the majority of their journey 'to work' was made by car
- Dropping children off on the way to work was overwhelming the most likely reason for respondents saying they travel by car for school/nursery journeys
- Car was the most likely form of transport used by residents to travel into and around York

- When looking at *just those who said they did not currently use buses* to travel into and around York, the top three specific reasons were cost, frequency of service and reliability
- When looking at *just those who said they did not currently use a bike* to travel into and around York, the top three specific reasons were not owning a bike, safety concerns and health problems/age
- When looking at *just those who said they did not currently travel on foot* to travel into and around York, the top three specific reasons were feeling it's too far to walk, it takes too long to walk and having to carry equipment/heavy bags

School & Nursery Journeys

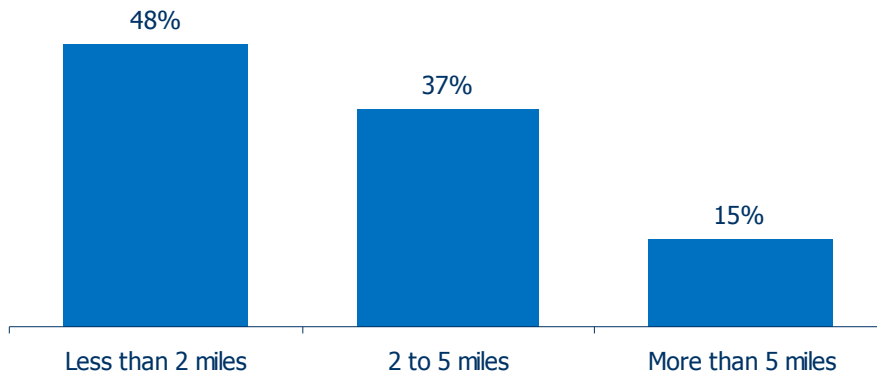
- Out of all respondents, a minority of 8% said they regularly took children to school/nursery by car.
- Dropping children off on the way to work was overwhelming the most likely reason for respondents saying they travel by car for school/nursery journeys

**Q4a. Why do you travel by car for school/nursery journeys?**



**Base:** 518 (respondents who regularly take children to school/nursery by car)

- Half (48%) of those that travel by car for school/nursery journeys have a journey of less than 2 miles to get there. Respondents were more likely to say they drive because they are dropping off children on the way to work than for any other reason.
- Those with longer journeys to school/nursery were more likely (more than 2 miles - 23% average) to say 'distance' was a reason for travelling by car than those with less than 2 miles to go (7%).

**Q4a. And how far do you travel to school/nursery?**

Base: 505 (respondents who regularly take children to school/nursery by car)

*NB: Where responses did not add up to 100%, this was due to multiple coding (respondents could choose more than one option) or computer rounding.*

9. Staff Travel

When developing a travel plan, schools are encouraged to survey their staff too – see example survey at Annex D. The surveying of school staff regarding travel to and from school (their work-place) is considered desirable rather than essential within the Department for Transport / Department of Education guidance (2007). However, where a plan is being submitted for planning purposes, a greater emphasis is placed on staff sustainable travel targets by council officers responsible for Development Control. Of the schools that the STPCs have worked with in the last 2.5 years, not all that surveyed parent/carers also surveyed their staff.

10. In support of the fourth objective of this review – ‘*Identifying any key messages for wider travel planning in York*’ - the Committee may wish to explore the issues pertaining to staff travel, by providing an opportunity for input by members of school staff and other significant adults. For example, some York schools have a School Travel Plan Working Group made up of parents, school crossing patrol personnel, designated school bus drivers and other members of staff. The Committee could choose to survey those members to find out :

- what has been their involvement since their school’s initial travel plan document was written?
- Are they actively involved in the delivery of the activities identified by their action plan?
- Are they happy with their current level of involvement?

11. Visits to Schools

As part of this review the Committee have agreed to carry out a number of site visits to schools selected from the list shown at paragraph 3. It was agreed to carry out 3 visits to schools with high performing travel plans and 3 visits to schools struggling



to achieve the actions within their travel plan. Officers from the Travel Planning Unit will be present at the meeting to assist members with identifying these.

12. Having identified which schools to visit, the Committee will need to allocate committee members to carry out each visit – two members per visit. On this basis, each member will be required to participate in two visits between Monday 18<sup>th</sup> and Thursday 21<sup>st</sup> October (Friday 22<sup>nd</sup> October is the last day before the half term break). The intention of these visits is to meet with those leading on the school's travel plan and to carry out a survey of parents/carers at the end of the school day. To support these visits, a letter for the chosen schools and a parent/carer survey have been drafted for Members consideration - see Annex E.
13. Secondary Schools  
The issues faced by secondary schools developing travel plans are different from primary schools. Based on the proportion of secondary schools to primary schools in York (and the number of secondary school in the list at paragraph 3), it is suggested that at least 2 of the school visits be to secondary schools. It is recognised that this would present some difficulties for Members carrying out the survey part of the visit, as on the whole parents who collect their children from secondary schools do so from outside the school premises.
14. Taking this into consideration, and the fact that the approach suggested above will be compromised by the fact that not all parent/carers will be in attendance on the day of the planned visits, an alternative way forward would be to arrange with the nominated schools to send out/collect in the parent/carer survey in advance of the school visit by members of the committee. This will increase the chances of those parents/carers who would like to respond to the survey being able to do so. It would also have the advantage of giving members some information from parents/carers prior to visiting the school.
15. If a decision is taken to proceed with this alternative approach, the draft letter will need amending accordingly. It may also be more productive to coincide the visit to a secondary school with another timetabled school event that involves parents, in order to maximise the opportunity to gather evidence.

### **Options**

16. Having considered the information within this report and its associated annexes, Members may choose to:
  - explore the issues pertaining to staff travel (as outlined in paragraph 10 above)
  - amend their agreed approach to carrying out the survey of parents/carers (in line with the alternative approach outlined in paragraph 14)
  - amend the draft letter to schools and draft parent/carer survey (shown at Annex E), in order that they can be sent issued

## Recommendation

17. In light of the above options, Members are recommended to agree:
- i. The schools to be visited
  - ii. Which Members will visit the chosen schools, and the date of each visit
  - iii. Any amendments to the draft school letter and parent/carer survey
  - iv. Any additional information required in support of the review for the meeting on 13 October 2010 (outside of that detailed in the workplan at paragraph 2)

Reason: To progress this review in line with scrutiny procedures and protocols

## Contact Details

### Author:

Melanie Carr  
Scrutiny Officer  
Scrutiny Services  
Tel No. 01904 552063

### Chief Officer Responsible for the report:

Andrew Docherty  
Head of Civic, Democratic & Legal Services

**Interim Report Approved**



**Date** 26 August 2010

### Wards Affected:

All

**For further information please contact the author of the report**

**Background Papers:** N/A

## Annexes

**Annex A** – Actions Plans from most recent school travel plans

*(due to the size of this annex, it has not been included in the agenda for this meeting – a hard copy is available to view at CYC offices at the Guildhall, St Helens Square, York – contact Scrutiny Services for further information.)*

**Annex B** – Template of Travel Plan Parent/Carer Survey

**Annex C** – Extract from travel plan showing example of analysis

**Annex D** – Example of school staff survey

**Annex E** – Draft letter to school and draft parent/carer scrutiny survey

# XXXXX Primary School Travel Plan

XXXXX Primary School is taking part in the Bike-It Project delivered by the sustainable transport charity Sustrans and funded by Cycling England. This exciting project aims to introduce children and their families to cycle related activities and will be supported by our Sustrans Bike-it Officer, Jim Cole. As part of this project, a small group of adults and children are reviewing our School Travel Plan.

Our travel plan aims are:

- To provide safe and enjoyable routes to and from school.
- To reduce vehicle traffic and the number of car journeys people make to and from school.
- To encourage exercise through walking and or cycling to school.
- To find out from children and adults what we can do to support our aims.

Our group is determined our plan should support real improvements for XXXXX Primary on a continuing basis. We are looking for a few more people to join our group. Please contact XXXXXX for more information.

To help us review the plan we need as much information as possible from parents. Please take a few minutes to fill in and return the following brief questionnaire.

## XXXXX Primary School - Parent/Carers' Travel Survey

Please use the reverse of this sheet if needed.

1. Where do you travel from to school (road/street)? .....
2. In which school years do you have a child(ren)? .....
3. How do your children usually travel to school? E.g. Walk/Scoot/Cycle etc.....
4. Please tell us what you **like** about the way your child(ren) currently travel to/from school?  
.....  
.....
5. a) Please tell us about **any concerns** you have about the way your child(ren) currently travel to/from school? b) Please suggest **any improvements in school travel** arrangements that you think may help to alleviate these areas of concern.  
.....  
.....
6. Please **suggest any schemes or incentives** that we could consider that would encourage and support the aims of our school travel plan. (Please see top of this survey).  
.....  
.....

All returned questionnaires will be entered in a free prize draw for XXXXXX Gift Vouchers worth £15 and £10! Don't miss out!

Please return this survey to *class teachers* by **XX.XX. 2010**.

Your name:.....Your Child/Children's name(s):.....

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## School Travel Plans Ad-hoc Scrutiny Review

### Extract From A Travel Plan Showing An Example of Response Data Analysis

Mode of travel	No completed surveys.	No children represented.	% representation by mode.
Walk	42	59	28% of walkers
Walking/Cycle	12	12	
Cycling	3	4	17% of cyclists
Car combined	9	14	18% of car-users
Car only	7	11	
<b>Total</b>	<b>73</b>	<b>100</b>	<b>26% of pupils</b>

A total of 73 parent-carer surveys were completed in April 2009 representing 26% of pupils.

**See Appendix 9 for sample questionnaires and a summary of the detailed analysis of the parent-carer surveys.**

**Benefits identified** – Those travelling by sustainable modes identified a range of benefits to their children that fall into 9 main categories. The perceived health benefits of active travel received the most responses. The speed, convenience and affordability, by comparison to car travel, of travelling a short distance on foot or by bike were mentioned fairly frequently. The opportunity for socialising with others received a similar number of responses.

These sentiments were echoed in the responses from parents from car users who combined car use with walking or cycling on a regular basis. One of these respondents recognised that it was possible to “get a sense of the school as a community when we walk”.

By comparison, the benefits expressed by car-users tended to be related to the parent/carers’ need to make an onward journey and arrive at work on time. The car is seen as a good way to travel a distance that is considered too far to walk. A few responses indicated that some parents consider walking is unsafe.

#### **Concerns identified –**

- ☞ Parked cars are considered a hazard by cyclists, pedestrians and those with pushchairs.
- ☞ Parking on pavements, double yellow lines and Zig-Zag lines.

Those walking and cycling to school mainly had concerns about the difficulties caused by

- ☞ The speed and volume of moving traffic; making it difficult to cross roads,
- ☞ The school driveway, Stockton Lane and Burnholme Dr/Beck Ln/Hempland Lane were the most frequently mentioned locations in relation to the above issue.

Cyclists tend to be concerned about,

- ☞ The speed and volume of moving traffic; making it difficult negotiate junctions,

- ☞ The Hempland Lane/Stockton Lane and Whitby Ave/ Stockton Lane junctions were mentioned in particular.

Parents recognise that there is a tension between their children's desire to travel independently and their own concerns about the risk to their children generated by road safety issues. It was noted that a number of children are driven to school a distance equivalent to a 5 or 10 minute walk. An examination of the home postcode spot plot representation of the school census mode of travel data seems to confirm this. **Refer to Appendix 8 for home postcode spot plots.** However, it is not known if these parents are making an onward journey immediately after visiting the school.

**Parents' suggested improvements to school travel arrangements in line with the aims of Hempland Primary School's travel plan fell mainly into these categories;**

- **Car parking measures/restrictions/enforcement.**
- **Traffic calming/speed restrictions/signs**
- **Improvements to the rear access to the school (on LCCS land).**
- **School Crossing Patrol (SCP)**

These improvements have been recorded in order of their response rate. The item with the most responses is at the top of the list.

**Parents' suggestions for schemes and incentives etc that may support the STP aims;**

- **Prizes, rewards and certificates for children cycling/walking to school.**
- **All year round cycle/walking to school initiative.**
- **Walking bus\* (possibly Stockton Lane and/or Tuke Ave).**
- **More Road Safety Training.**
- **More/improved cycle parking at both school entrances.**
- **Car-share initiative.**
- **Designated school bus.**

These suggestions have been recorded in order of their popularity with the most popular first.

\* A Walking bus was successful in the past and reduced the numbers of cars travelling to the school.

The local knowledge expressed by parents and carers in these surveys informs our action plan.

## **XXXXXX Primary School Travel Plan**

**XXXXXX Primary School is taking part in the Bike-It Project delivered by the sustainable transport charity Sustrans and funded by Cycling England.** This exciting project aims to introduce you, the pupils and their families to cycle related activities and will be supported by our **Sustrans Bike-it Officer, Jim Cole.** As part of this project, a small group of adults and children are reviewing our School Travel Plan.

**Our travel plan aims are:**

- **To provide safe and enjoyable routes to and from school.**
- **To reduce vehicle traffic and the number of car journeys people make to and from school.**
- **To encourage exercise through walking and or cycling to school.**
- **To find out from children and adults what we can do to support our aims.**

Our group is determined our plan should support real improvements for **XXXXXX Primary School** on a continuing basis. We are looking for a few more people to join our group. Please contact **XXXXXXXX** for more information.

**To help us produce the plan we need as much information as possible from school staff. Please take a few minutes to fill in and return the following travel survey. Thank you.**

### **XXXXXX Primary School - Staff Travel Survey.**

This questionnaire aims to gather information about how you travel to and from work. Including your postcode is particularly important, as it will help us understand the routes people take and any travel issues there may be. **All information will be treated as confidential.**

1. What is your home postcode?                     /               

2. Where do you travel to work from (road or street name and village or town)?

.....

3. Please **tick ONE box** to indicate how you **usually travel to work** and **ONE box** to indicate how you **usually travel from work**.

<b>Actual mode of travel to/from work.</b>	<b>Walk <sup>1</sup></b>	<b>Cycle</b>	<b>Car share <sup>2</sup></b>	<b>Car/Van</b>	<b>Public service bus</b>	<b>Taxi</b>	<b>Train</b>	<b>Other <sup>3</sup></b>
<b>To</b>								
<b>From</b>								

<sup>1</sup> **Walk includes journeys by non-motorised scooter, roller-skates and skateboard.**

<sup>2</sup> **Car share is defined as travel in a car with a person/people from a different household.**

<sup>3</sup> **This includes any main mode of travel that does not fall into the other categories.**

If other, please specify: \_\_\_\_\_

4. Please **tick ONE box** to indicate how you *would like to travel to work* and **ONE box** to indicate how you *would like to travel from work*.

Preferred mode of travel to/from work.	Walk <sup>1</sup>	Cycle	Car share <sup>2</sup>	Car/Van	Public service bus	Taxi	Train	Other <sup>3</sup>
<b>To</b>								
<b>From</b>								

If other, please specify: \_\_\_\_\_

5. Which of the following changes would encourage you to cycle or walk to work?

Please **only** tick the **3** things that are **most** important to you.

- Improved cycle/footpath
- People to cycle/walk with
- Improved changing facilities and lockers at your destination
- Safer places to cross the road
- Better lighting on the cycle/footpath
- Cycle skills training
- Improved cycle storage/parking facilities at your destination
- Other, please give details:

6. Do you currently travel alone to/from work **by car** and would like to continue travelling in that way? Please **circle** the response that applies.

- Yes (Please also answer 6c and then go to question 8).
- No (Please go to question 7).
- What are your reasons for choosing to travel in this way?

7. Would you consider car sharing for some of your journeys?

- Yes
- No
- Please give a reason(s) for your answer:

8. What features would make using public service buses a more attractive option for you?

Please **only** tick the **3** things that are **most** important to you.

- Shelter at the bus stop
- Better lighting at bus stops
- More frequent services
- More direct services
- Better public transport information



- f. Cheaper fares
- g. Other, please give details: .....

9. Let us know if you would be interested in knowing more about the following.  
Please delete the answer that does not apply.

- a. "Walking Your Way Health" Schemes.            Yes No
- b. "Cycling to Work" salary sacrifice scheme.    Yes No
- c. Led Cycle rides in York.                            Yes No
- d. Basic cycle maintenance.                        Yes No
- e. Sustrans and the Bike-it Project.                Yes No
- f. An in-house car-share scheme.                   Yes No
- g. Other, please specify:

.....

10. Please tell us about any specific concerns you have about the way **the pupils** currently travel to/from school? Please suggest any improvements in school travel arrangements that you think may help to alleviate these areas of concern.

.....  
 .....  
 .....  
 .....

11. Please **suggest any schemes, incentives or ideas** that we could consider that would encourage and support the aims of our school travel plan. (Please see top of this survey).

.....  
 .....  
 .....  
 .....

**Please add any further comments you have in the space below. Please use an additional sheet of paper if needed.**

**Thank you for your help in completing this survey.  
Please return your completed survey to XXXXXXXX by XX.XX 2010.**

**Chief Executive's**

Scrutiny Services  
Guildhall  
York  
YO1 9QN

Tel; 01904 552063

E-Mail: [scrutiny@york.gov.uk](mailto:scrutiny@york.gov.uk)

17 September 2010

Dear ***Insert Headteachers Name***

**Scrutiny Review of School Travel Plans**

The council is currently carrying out a scrutiny review of School Travel Planning in York, and have chosen your school to participate in the review. The remit for the review is to identify an integrated approach to travel plan development that recognises the relationships between active travel and health, sustainability (particularly air quality and climate change issues) and traffic congestion and community cohesion.

At a recent public meeting, the Committee looked at your school's Action Plan, and would now appreciate the opportunity to visit your school. The intention would be to attend before the end of the school day to meet with your school council (if you have one) and your teacher/governor responsible for leading on your travel plan. Then at the end of the day to carry out a short survey by talking to parents/carers as they arrive to pick up their children.

Two members of the Committee would like to carry out the visit on ***insert date at insert time***. The Committee intend to use the information gathered to evidence their work on the review, with the objective of understanding what does and doesn't work in York, identify best practice, and how best the council can support schools with travel planning.

Please confirm that you are willing to participate in the review as detailed above by contacting Melanie Carr (Scrutiny Officer for Review - see contact details above).

Yours sincerely

**Councillor Ruth Potter**

Chair of the School Travel Plans Ad-hoc Scrutiny Committee

**YORKPRIDE**

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**Survey in support of the City of York Council Scrutiny Review of School Travel Plans.**



Your school is taking part in a City of York Council Scrutiny Review of School Travel Plans, being carried out by the School Travel Plans Ad-hoc Scrutiny Committee. This committee aims to identify an integrated approach to travel plan development that recognises the relationships between active travel and health, sustainability (particularly air quality and climate change issues) and traffic congestion and community cohesion. As part of this review, a small group of Councillors are visiting your school on **XXXXXXX**.

**The objectives of the review are:**

- To gain an understanding of best practice in school travel planning in York and best practice elsewhere,
- To gain an understanding of the costs and challenges, in order to identify how the council, schools and their communities can do school travel planning better.
- To identify the best way to support schools with travel planning,
- To identify any key messages for wider travel planning in York.

**To support their review they need as much information as possible from parents/carers - please take a few minutes to fill in the following brief questionnaire and return it to your school.**

1. Where do you travel from to school (road/street)?.....  
.....

2. In which school years do you have a child(ren)? .....  
.....

3. How does your child (children) most regularly travel to school?.....  
.....  
.....

4. If by car, what is the main reason for this?.....  
.....  
.....

5. Which of the following if any, stop you and your child traveling to school by bike or by foot?

Time

Weather

Lack of safe walking/cycling route

Traffic

Stranger Danger

Your own anxiety

Other? please give details.....  
.....

6. Did you know that your school had a travel plan? (please tick).

Yes	No
-----	----

7. What is the best way for your school to inform you about travel plan activities?

.....

.....

8. Please tell us about any school travel initiatives e.g. Walk/Scoot/Cycle to School Weeks that your child(children) has taken part in and state the main reasons for your family taking part?.....

.....

.....

.....

9. Did your child (children) enjoy taking part in the event(s)?

Yes	No
-----	----

10. Please tell us about any permanent changes you made to your travel to school arrangements after you had taken part in the events mentioned in question 8?

.....

.....

.....

11. What do you think would enhance your child's travel to school?.....

.....

.....

.....

12.a) Please tell us about **any concerns** you have about the way your child(ren) currently travel to/from school?

b) Please suggest **any improvements in school travel** arrangements that you think may help to alleviate these areas of concern

.....

.....

.....

.....

.....

.....

.....

.....

**Thank you for your help.**

*(If sent out before the visits, include -*  
**'Please return this survey to the school by 15 October 2010.'** )