



# Katherine Warington School Travel Plan – Liaison Group

## Travel Plan Liaison Group - Members and Roles

The following sets out a list of Katherine Warington Travel Plan Liaison Group Members and their roles within the group. It should be read in conjunction with the Terms of Reference, the Travel Plan itself and any other information (i.e. survey and monitoring information) provided to inform the Liaison Group's work.

Membership of the group is derived from six main sources as follows:

1. The School – as operators of the Travel Plan and the pupils & staff who benefit from it
2. Local Community – who are affected by travel demand created by the school.
3. The Town Council – Town Councillors and any related services
4. The District Council – Ward District Councillors and any related services such as parking enforcement
5. The County Council – Division County Councillor as well related services such as Public Transport, Travel Planning, Highway Safety and Highway Maintenance
6. Transport providers – Bus & Rail operators, taxis or any other relevant organisations.

It is not anticipated that all individuals who are nominated or volunteer to be Liaison Group Members attend all meetings as 'matters arising' will dictate attendance on a meeting by meeting basis.

The core Liaison Group Membership (and roles) is considered to be:

1. The Travel Plan Co-Ordinator (Tony Smith, Headteacher)
  - to organise, report to and minute meetings
2. A School Governor with Travel Planning within his/her portfolio
  - to assist the TP Co-ordinator with resourcing the Liaison Group and matters arising
3. At least one pupil representative
  - to provide input from a pupil perspective and assist the TP Co-ordinator as necessary
4. At least one local community group representative
  - to provide input from the local community's perspective and assist the group achieving positive outcomes.
5. At least one Town/District/County Councillor
  - to provide input from the local authorities perspective and assist the School with resources to help deliver Travel Plan outcomes.
6. A member of the HCC Travel Planning team
  - To provide advice and guidance to the TP Co-ordinator, advise on best practice and identify opportunities and resource availability.

All members of the Liaison Group will be issued with Agenda's, Minutes and reports, regardless of attendance.

The Liaison Group's role is chiefly to work together to help the school achieve the agreed mode share targets agreed at planning application stage.

# Katherine Warington School Travel Plan – Liaison Group

## Template Agenda – Meeting 1 (1 month prior to Phase 1 of school opening)

- 1.0 Welcome and Introductions
- 2.0 Travel Plan Overview
- 3.0 Travel Plan Liaison Group
  - Purpose of TPLG
  - Membership of TPLG
  - Terms of Reference
- 4.0 Infrastructure
  - Pedestrians – crossings and footway improvements
  - Cyclists – crossings
  - Bus stops
- 5.0 Bus Services
  - Route 1 (Markyate, Flamstead, Rebound, Southdown/Harpenden) – school specific
  - Route 2 (Hatfield, Wheathampsted) – school specific
  - Route 3 (Luton, Harpenden, St Albans) – scheduled services
  - Route 4 (Codicote, Kimpton, Wheathampsted) – scheduled services
  - Other issues – Harpenden rail bus interchange
- 6.0 Promotional Measures
  - Walking – information and promotional events
  - Cycling – information, training and promotional events
  - Car sharing – information and car sharing resources
  - Public transport – information and incentives
- 7.0 Parking management
  - School car park – permit scheme
  - Off-site parking – restrictions and enforcement
- 8.0 Monitoring
  - ‘Hands up’ mode share monitoring each term – 2 weeks before TPLG meeting
  - Staff questionnaire monitoring each term – 2 weeks before TPLG meeting
  - Parking survey – on and off-street - annually
  - Bus occupancy – survey and ridership data - annually
  - Other – cycle parking usage – as required, suggested annually minimum
- 9.0 Meeting Schedule
  - One meeting per term minimum
  - Additional meetings on specific matters as required
- 10.0 Any Other Business
  - Other promotional ideas
  - ‘Best Practice’ opportunities
  - Co-ordination with other schools in Harpenden

# Katherine Warington School Travel Plan – Liaison Group

## Template Agenda – Ongoing meetings (minimum once per term after Phase 1 opening)

- 1.0 Minutes of Previous Meeting
- 2.0 Infrastructure - maintenance and usage issues
  - Pedestrians – crossings and footways
  - Cyclists – crossings and cycle routes
  - Bus stops
  - Parking management – school car park and on-street
- 3.0 Bus Services - usage, punctuality, qualitative issues, behaviour.
  - Route 1 (Markyate, Flamstead, Rebourn, Southdown/Harpenden)
  - Route 2 (Hatfield, Wheathampsted)
  - Route 3 (Luton, Harpenden, St Albans)
  - Route 4 (Codicote, Kimpton, Wheathampsted)
  - Other issues – Harpenden rail/bus interchange
- 4.0 Promotional Measures
  - Walking – information and events
  - Cycling – information and events
  - Car sharing – information and other resources
  - Public transport – information
  - Communication – stakeholder liaison
- 5.0 Monitoring
  - Results of ‘Hands up’ mode share monitoring each term – 2 weeks before TPLG meeting
  - Results of Staff questionnaire monitoring each term – 2 weeks before TPLG meeting
  - Results of other surveys/information as available (bus usage, parking)
  - Analysis of monitoring results
- 6.0 Amendments to Travel Plan
  - Consideration of catchment area and monitoring information
  - Update promotional measures
  - Requests for infrastructure or bus service updates
  - Review Mode Share targets
- 7.0 Any Other Business
- 8.0 Date of Next Meeting



# Katherine Warrington School Travel Plan – Liaison Group

## Travel Plan Liaison Group – Terms of Reference

The following sets out Katherine Warrington Travel Plan Liaison Group Terms of Reference for each representative involved in the group. It should be read in conjunction with the Travel Plan Liaison Group Membership, the Travel Plan itself and any other information (i.e. survey and monitoring information) provided to inform the Liaison Group's work.

Membership of the group is derived from six main sources as follows:

1. The School – as operators of the Travel Plan and the pupils & staff who benefit from it.
2. Local Community – who are affected by travel demand created by the school.
3. The Town Council – Town Councillors and any related services
4. The District Council – Ward District Councillors and any related services such as parking enforcement
5. The County Council – Division County Councillor as well related services such as Public Transport, Travel Planning, Highway Safety and Highway Maintenance
6. Transport providers – Bus & Rail operators, taxis or any other relevant organisations.

### Purpose of the Group

The **principal purpose** of the TPLG is to assist the Travel Plan Co-Ordinator (TPCO) with the management of the School Travel Plan and to ensure that it remains fit for purposes with regards to achieving it's stated mode share objectives.

### Membership of the Group

All members of the TPLG are drawn from the School and key local stakeholders with other relevant stakeholders involved on the TPLG from time to time.

All TPLG members commit to assisting the TPCO with the management of the TP by:

1. Attending meetings (generally once per term) as requested;
2. Reviewing monitoring information and assisting the TPCO prepare monitoring reports;
3. Providing feedback to the TPCO on Travel Plan measures, either via direct experience or via third party information;
4. Providing assistance to the TPCO to identify changes to the TP either through adjusting existing measures, implementing new measures or ceasing existing measures if no longer required or effective;
5. Providing assistance to the TPCO via providing professional or technical advice or identifying resources that could be made available to the TPCO;
6. Helping identify 'Best Practice' opportunities and advising the TPCO;
7. Assisting the TPCO with the management and operation of the TPLG administration.

Liaison Group Members role is chiefly to work together in a pro-active manner to help the school achieve the agreed mode share targets agreed at planning application stage (or as subsequently agreed via annual monitoring).

### Role of the Travel Plan Co-Ordinator

The TPCO should be a senior member of the Katherine Warrington School Management Team. This places TP operational and resourcing decision making at the top of the School's priorities.

The TPCO at the opening of the School is Mr Tony Smith, Headteacher who will be responsible for:

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1. Ensuring all measures within the TP are implemented and operational, unless agreed by the TPLG.
2. Undertaking Travel Plan monitoring and reporting the monitoring results to the TPLG.
3. Arranging TPLG meetings and issuing all documentation to TPLG members at least one week before meetings.

TPLG meetings should be held at least once per term with additional meetings held as agreed by the TPLG.

The TPCO may arrange for assistance with running the TPLG from within the School are via members of the TPLG as appropriate.

### Travel Plan Portfolio Holder

The importance of the Travel Plan within the School's governance system would be supported by one of the School Governors including the Travel Plan in his/her Portfolio. This would provide an additional level of scrutiny for the TPLG and ensure that the Travel Plan and its resourcing is a key issue for Governors to consider.

### Travel Plan Users

The relevance of the Travel Plan to pupils and staff would be supported by the inclusion of at least one pupil and staff member on the TPLG to provide feedback and suggestions from a use perspective.

As an alternative the TPCO will make arrangements for regular pupil and staff feedback on the Travel Plan to be reported to the TPLG on an annual basis as a minimum.