



Minutes of Katherine Warrington School Travel Plan Group (the “Group”)

Held on Tuesday 5th November

Attendees:	
David Williams (DW)	Leader of the Council, HCC
Mary Maynard (MM)	District and Town Councillor for Harpenden
Guy Brigden (GB)	Team Leader, Network & Travel Planning Passenger Transport Unit, HCC
Max Oram (MO)	Representing Samantha Parfitt, HCC Sustainable Travel Development Officer
Christine Plumb (CP)	Parent
Lisa Evans (LE)	Parent
Philip Waters (PW)	Chair of HSET
Tony Smith (TS)	Headteacher, KWS ad Travel Plan Co-ordinator
Julie Fox (JF) <i>minutes</i>	KWS
Apologies:	None (although for the record two local residents invited to join the group but no uptake)

	ACTION
<p>1. [Minutes of Previous Meeting - N/A]</p> <ul style="list-style-type: none"> The meeting opened at 4.20 pm. Introductions were made. TS opened the meeting by explaining that the group would attempt to cover a 360 degree viewpoint of every interested party to enable us to form a fair and balanced view. TS reminded attendees of the terms of references (previously circulated) which attendees agreed. TS advised that the formation of the Group arose, in part, as a condition of the planning consent. 	
<p>2. Infrastructure - maintenance and usage issues</p> <ul style="list-style-type: none"> TS advised that the school is currently operating in a temporary building. The school will move to the main building by September 2020 (currently scheduled to be completed slightly earlier). TS advised that the ‘five-way’ lights have now been removed but there are still some other roadworks to be completed. During the ‘five-way’ works HCC did not permit other non-related school roadworks and consequently there is a backlog of other roadworks to be completed. There are still some additional works to completed relating to the front of the main school but these are scheduled to take place between the hours of 8pm to 6am. Common Lane is also due to be resurfaced (postponed from half term). DW to check when this is re-scheduled for. MM raised concerns that only some local residents in the Valley Rise area (towards Wheathampstead) are being advised of the roadworks. Some residents claim they cannot get out of their roads. This is down to HCC to inform, not KWS. 	DW



<ul style="list-style-type: none"> • Works still to be completed for: <ul style="list-style-type: none"> Pedestrians – crossings and footways Cyclists – crossings and cycle routes Bus stops - still temporary – these will be made permanent once KWS move into the main building • Two bus stops will remain in Common Lane. In Lower Luton Road there will be changes. See Phase 1, 2 and 3 on school website. • Crabtree Lane/Piggottshill Lane – Piggottshill Lane is not a thoroughfare. LE commented that the roundabout at the top of Piggottshill Lane is dangerous. TS commented that one of planning conditions is street lighting in Piggottshill Lane to encourage more use, including cycling. The consensus of opinion of the Group is that if Piggottshill Lane was just for cyclists/pedestrians and lit it would be fine. It currently isn't suitable, particularly for a child on their own – it is very dark with a bank on one side. Two sewage lorries come out every half hour and they drive at speed – it is felt a 5mph limit would need to be introduced. DW will raise concerns regarding Piggottshill Lane. LE feels it could be a viable option if there is a proper crossing at the top of the road. • Crabtree Lane is extraordinarily busy because of the primary schools and parents parking – this is now further exacerbated by KWS parents parking at the bottom of Crabtree. Dalkeith Road is deemed safe but to access KWS Crabtree Lane is the natural route. MM commented that either traffic or students should be deterred from Crabtree. • KWS parking management – TSM advised no-one comes on site apart from staff and one student who has a dispensation. The temptation is to park as close to school – 6-8 parents/carers are persistent offenders and parking zone maps have been issued on several occasions. • On a slightly separate issue, MM advised the Group that the Council is currently looking at Harpenden town parking strategy. There are two considered approaches amongst councillors: (i) take all restrictions off the streets and let things naturally settle down (running the risk of commuters parking on the side streets), (ii) introduce further CPZ schemes – upside is it stops people parking outside your house/drive. Downside £50 per year for x 2 ticket, difficult for deliveries. • CP suggested using our students to educate the parents/carers about parking behaviours - parents do not behave well, they park in/across drives, engines running. • MM enquired how many staff will park when the school is full. TS advised that in a full school there will not be enough spaces. TS will not advocate any parking for 6th formers. 	
<p>3. Bus Services - usage, punctuality, qualitative issues, behaviour</p> <ul style="list-style-type: none"> ➤ Route 1 (Markyate, Flamstead, Rebourn, Southdown/Harpenden) ➤ Route 2 (Hatfield, Wheathampstead) ➤ Route 3 (Luton, Harpenden, St Albans) ➤ Route 4 (Codicote, Kimpton, Wheathampstead) ➤ Other issues – Harpenden rail/bus interchange 	



<ul style="list-style-type: none"> • 50 per cent of students are coming in by bus. LE – advised there is a walking bus comprising ten students because the bus timetable for Southdown doesn't work. The 357 bus arrives before the end of the school day. GB advised that an amendment had been made to the timetable and in fact there is a bus (minibus – 17 seats with standing capacity) that now arrives at 16:15 Monday-Thursday and 14:45 on Fridays. This should be publicised since if it is not used the DfE will withdraw the service. JF to email parents/carers and arrange for the service to be promoted on the school website. • MM enquired whether our students will cycle up the hill (eg Station Road) – our parent reps said they would and some are already cycling. • MM commented that it would be much easier if there were dedicated coaches (as provided during our time at the University of Hertfordshire at the beginning of term). TS explained these were provided by the DfE. • There have been delays on a couple of routes, particularly the E172 – HCC contract enforcement will be travelling on it later this week to try and get to the bottom of the problem (operated by Richard Taylor coaches). • TSM feels generally the operation of the buses has been reasonably good – HCC managed to 'mop up' as many students as possible and thanked GB for his work. • TS reported there have been some behavioural issues due in part to the excitement of travelling on the bus: students are loud/exuberant. The school is reaching out to bus companies to work with us re behaviour. Unless we can see CCTV or get a driver to give us names there isn't much the school can do. PW commented it would be helpful to have numbers of students travelling on each bus. MM suggested appointing a bus monitor. TS stressed he doesn't want bus drivers taking matters into their own hands. • DW commented that disembarking/boarding on the main site would be more 'official'/safer and would highlight what services are available. TS reminded the Group that only dedicated routes will be permitted onto the school site. PW and governing board may need to readdress this. 	GB/JF
<p>4. Promotional Measures - see below</p> <p>Walking – information and events Cycling – information and events Car sharing – information and other resources Public transport – information Communication – stakeholder liaison</p>	
<p>5. Monitoring -</p> <p>The results of the recent student and staff travel surveys were circulated to the Group.</p> <ul style="list-style-type: none"> • PW commented that 50% of students currently travelling by bus is excellent – when the school is at capacity that will equate to approx. 600 students. 	



<p>Living Streets have been in school to do an assembly and are promoting sustainable travel.</p> <ul style="list-style-type: none"> • TS advised we currently have a large catchment but as the school grows the catchment area will shrink and proportionally there should be less cars. • TS advised some students are ‘parking/striding’ and quite a few are using scooters (not electric). There is bike parking on site although this is limited. The school will continue to do monitoring surveys and try to promote more environmentally friendly methods of transport. TS to establish who has passed their cycling proficiency. MM mentioned that some students are/will be walking through a nature reserve and we need to educate the students about litter - MM recommended Heidi from the Middx and Wildlife Trust to give an ecological talk to students. 	TS
<p>6. Amendments to Travel Plan</p> <ul style="list-style-type: none"> ▪ Consideration of catchment area and monitoring information ▪ Update promotional measures ▪ Requests for infrastructure or bus service updates ▪ Review Mode Share targets <p>It is felt not too many amendments are required although we need to review what we currently have in place.</p>	
<p>7. Any Other Business</p> <ul style="list-style-type: none"> • PW suggested that at next meeting the Group should start looking to plan for next year’s intake. In this regard, TS advised that we had an overwhelming amount of prospective parents at our recent open day and subsequent tours of the temporary building and the feedback is that we are a viable choice rather than for those who can’t secure a place elsewhere. DW hopes to see some pull back from STAGS and Sandringham. • TS advised of the complaints from local neighbours, mainly surrounding the day when we had to evacuate a school trip due to bad weather, resulting in students needing to be collected from the school site. The next day we leafleted residents (approx. 40-50) to apologise and included an invitation for local residents to join the Travel Group. A local resident responded by asking for a public meeting. • MM hasn’t received any complaints apart from trees taken away from the entrance. TS advised that these trees will be replaced. • TS advised we have been working with our parents to reduce the numbers of cars parked in close proximity to the school, reminding parents of the no parking zones. • TS advised the school had received a Freedom of Information request from a local resident who asked to see all our communications to parents about parking. We provided this to the resident on 25th October. • MM feels there could be two local neighbours who could assist the Group and will reach out and let TS know the outcome. TS said he would welcome such contributions if they could voice/represent local opinion rather than just their own. 	MM



<ul style="list-style-type: none">• JF to email parents the amended time for the 357 towards Southdown at the end of the school day.• It was agreed that the school should remind parents/carers of all public transport and number stops for all destinations once temporary bus stops have been removed• DW advised there are still three phases of works to be completed: Overnight work, toucan crossing, paving and there is still a lot to do up Crabtree Lane and Roundfield.	JF TS/JF
8. Date of Next Meeting Monday 27 th Jan at 4.15 pm Monday 11 th May at 4.15 pm	

DRAFT - AWAITING APPROVAL AT NEXT MEETING