



University Academy Long Sutton

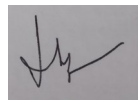
School Travel Plan

Bowmer and Kirkland Ltd

21 March 2024

→ The Power of Commitment



Project name		University Academy, Long Sutton					
Document title		University Academy Long Sutton School Travel Plan					
Project number		12625779					
File name		University Academy School Travel Plan v2.3.docx					
Status Code	Revision	Author	Reviewer		Approved for issue		
			Name	Signature	Name	Signature	Date
S3	Draft	A Gandham	P Longman		D Hurren		17/01/24
S4	Final	A Gandham	H Laker		D Hurren		21/03/24

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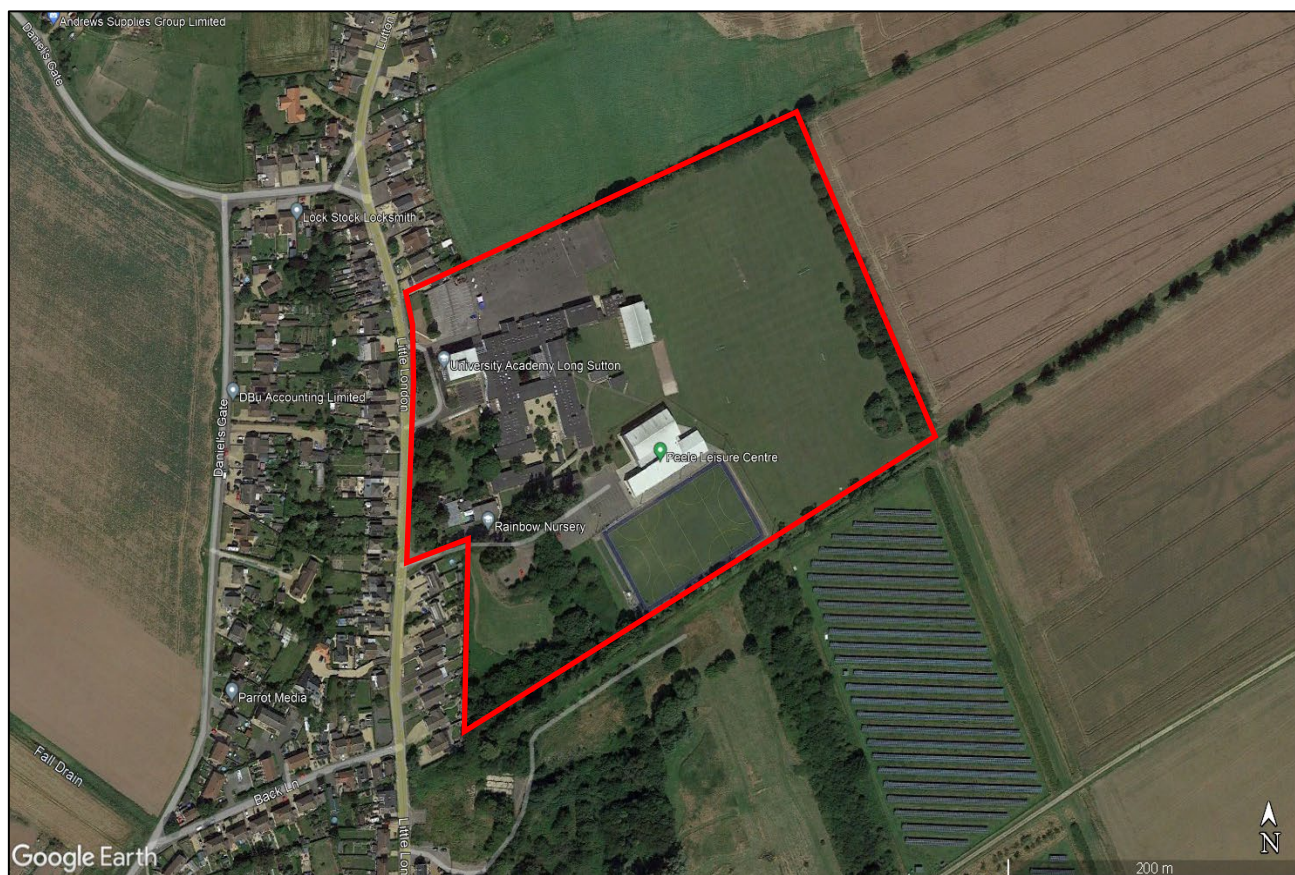
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1. Introduction

1.1 Background

Gutteridge Haskins & Davey Limited (GHD) has prepared this Travel Plan (TP) report in support of a planning application for the proposed redevelopment of University Academy at 84 Little London, Long Sutton, Spalding PE12 9LF (henceforth, site). The location of the site is illustrated in Figure 1-1.

Figure 1-1 Site location map



University Academy is a secondary school for students aged 11-16 and is part of University of Lincoln Academy Trust. The school has consented capacity for 720 students and 103 full time equivalent (FTE) staff.

The redline in Figure 1-1 indicates the land in the ownership or control of the applicant and the extent of application site. The site is bound by Little London and residential properties to the west and agricultural Land to the north, east and south. The vehicular access to the site is provided off Little London via a one-way loop on to Little London. The site currently provides 48 staff and 10 visitors car parking spaces.

1.2 Development Proposals

The proposals comprise of demolition of the existing University Academy building and erection of a new school building with capacity for 750 students and 103 (FTE) staff. The proposal seeks the minor increase in capacity of the school from 720 to 750 students but there is no increase in staff numbers.

The existing vehicular access arrangement will be retained and upgraded. Improved pedestrian access segregated from vehicular traffic will be provided to separate pedestrians from vehicular traffic. A separate bus drop off area and will be provided on the loop road with a separate parents drop off pick up area along the south edge of the loop road.

The proposals increase the total parking provision at site from 58 spaces at present to 63 car parking spaces. Proposed car parking will be rationalised to include accessible, car sharing and EV spaces. Appendix A contains the proposed development plan.

1.3 Purpose of this Travel Plan

This TP is intended to be a live document which sets out a strategy and package of measures designed to manage access by sustainable travel modes to/from the site. The purpose of the TP is to reduce the dependency on the private car, promote sustainable accessibility and promote healthy lifestyles. The typical initiatives covered may be amended or changed to suit future patterns/ issues.

This TP is aligned with the sustainable travel policy objectives of national, regional and local government by:

- a. Reducing the need to travel, especially by single occupancy car use, through the location of facilities and by design
- b. Promoting sustainable travel choices for people
- c. Promoting accessibility to education facilities by walking, cycling and public transport, and
- d. Promoting low carbon travel and seeking to reduce congestion.

A summary of the key national, regional and local policy documents and guidance for travel planning is set out in Chapter 2.

1.4 Benefits of a Travel Plan

The development and successful implementation of this TP has the potential to deliver wide reaching benefits to site users and the wider community. The benefits of an effective Travel Plan include:

- a. Increased choice and quality of travel modes
- b. Reduced traffic congestion and journey time
- c. Reduced harmful impacts on the environment due to fewer vehicles on the roads, promoting lower carbon alternatives and less environmentally intrusive forms of travel, such as walking and cycling and electric vehicles
- d. Improved air quality and minimised greenhouse gas emissions due to a reduction in traffic growth and congestion and use of low carbon vehicles
- e. Reduction in the harmful effects to the existing biodiversity and the built and historic environment as a result of reduced traffic growth
- f. Improved health due to less pollution from vehicles and the take up of active travel modes
- g. Safer communities through a reduced number of accidents and other incidents, for example, by reducing traffic on roads, restricting traffic speeds, creating road crossings or forming home zones
- h. Improved staff retention.

1.5 Scope and limitations

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1.6 Report Structure

The TP sets out the context, establishes aims, objectives and targets and suggests a package of measures to reduce travel demand and promote sustainable and low carbon travel. A strategy for implementation, target-setting and monitoring is also discussed. The plan is divided into eight further chapters:

- Chapter 2: Transport policy and guidance.
- Chapter 3: Site context.
- Chapter 4: Travel and Transport Infrastructure.
- Chapter 5: Aim and objectives.
- Chapter 6: Surveys, modal shift and targets.
- Chapter 7: Consultations.
- Chapter 8: Travel initiatives
- Chapter 9: Supporting initiatives.
- Chapter 10: Management, marketing and promotion.

This Travel Plan represents a commitment by the Applicant to create a development that minimises travel demand particularly by single occupancy vehicles and supports travel to and from the site via sustainable modes.

2. Transport Policy and Guidance

2.1 Introduction

This Chapter provides a review of relevant national, regional and local policy and guidance that influences the requirement and necessity for travel planning within the context of the development proposals for the site. The policy and guidance documents reviewed in this Chapter are as follows:

- a. National Planning Policy Framework (NPPF) (2021)
- b. The Strategic Road Network and the Delivery of Sustainable Development – Department for Transport Circular 02/13
- c. Draft Lincolnshire Local Transport Plan 5
- d. South East Lincolnshire Local Plan 2011-2036 (2019)
- e. Lincolnshire Guidance Notes – Travel Plans (2021)
- f. Travel Plans, Transport Assessment and Statements (2014).

2.2 National Policy

2.2.1 National Planning Policy Framework (2021)

The NPPF sets out the Government's planning policies for England and how these are expected to be applied. It provides a framework within which locally prepared plans for development can be produced.

Paragraph 104 sets out the transport issues which should be addressed within Development Plans and decisions 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 – for example in relation to the scale, location or density of development that can be accommodated;*
- *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 – including appropriate opportunities for avoiding and mitigating any adverse effects, and for net environmental gains; and*
- *Patterns of movement, streets, parking and other transport considerations are integral to the design of schemes and contribute to making high quality places”.*

Paragraph 105 of Chapter 9 ‘Promoting sustainable transport’ states:

“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”.

Whilst considering sites for specific development proposals, paragraph 110 outlines that it should be ensured that:

- *“Appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;*
- *Safe and suitable access to the site can be achieved for all users;*
- *The design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and*
- *Any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree”.*

Paragraph 111 states that:

“Development should only be prevented or refused on highways grounds if there would be an unacceptable impact on highway safety, or the residual cumulative impacts on the road network would be severe”.

Within this context Paragraph 112 finds that applications for development should:

- *“Give priority first to pedestrian and cycle movements, both within the scheme and with neighbouring areas; and second – so far as possible – to facilitating access to high quality public transport, with layouts that maximise the catchment area for bus or other public transport services, and appropriate facilities that encourage public transport use;*
- *Address the needs of people with disabilities and reduced mobility in relation to all modes of transport;*
- *Create places that are safe, secure and attractive – which minimise the scope for conflicts between pedestrians, cyclists and vehicles, avoid unnecessary street clutter, and respond to local character and design standards;*
- *Allow for the efficient delivery of goods, and access by service and emergency vehicles; and*
- *Be designed to enable charging of plug-in and other ultra-low emission vehicles in safe, accessible and convenient locations”.*

Paragraph 113 sets out that:

“All developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed”.

The NPPF defines a Travel Plan as:

“A long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives and is regularly reviewed”.

The relevant national guidelines on Transport Assessments and Travel Plans are provided in Section 2.4.

2.2.2 The Strategic Road Network and the Delivery of Sustainable Development – Department for Transport Circular 02/13

The Department for Transport (DfT) Circular explains how the Highways Agency (now Highways England) will participate in all stages of the planning process with Government Offices, regional and local planning authorities, local highway/transport authorities, public transport providers and developers to ensure national and regional aims and objectives can be aligned and met.

The Circular sets out that proposals should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

It is identified that a robust travel plan that promotes use of sustainable modes is an effective means of managing the impact of development on the road network and reducing the need for major transport infrastructure.

Highways England expects the promoters of development to put forward initiatives that manage down the traffic impact of proposals to support the promotion of sustainable transport and the development of accessible sites.

2.3 Local Policy

2.3.1 Lincolnshire Local Transport Plan 5

The Lincolnshire Local Transport Plan 5 (LTP) is designed to cover the short term (2022 to 2026), medium term (up to 2023) and long term (up to 2050) periods for transport and highways for the entire county. The LTP provides links from the spatially based local plans and transport policy into higher level policy strategy documents covering socio-economic, environmental and health agendas. The LTP 5 aims to provide a comprehensive and integrated transport system that is safe, sustainable and accessible to all users.

2.3.2 South East Lincolnshire Local Plan 2011-2036 (adopted March 2019)

The adopted Local Plan has been produced in partnership with Boston Borough, South Holland District and Lincolnshire County Council who have worked together to create a single Local Plan for South East Lincolnshire. The Local Plan sets out the development of South East Lincolnshire ensuring key spatial issues are addressed.

There are two main transport priorities stated in the local plan:

- *“To improve accessibility for all to jobs, services and facilities by sustainable and public transport, to make travel as easy and affordable as possible, both within the area and along key links to and from South East Lincolnshire.*
- *To improve South East Lincolnshire’s highway infrastructure, to tackle congestion, improve road safety and make journeys as easy as possible particularly for those living in rural areas and to enhance efficiencies for business.”*

2.3.3 Lincolnshire Guidance Notes – Travel Plan (2021)

Lincolnshire County Council has published guidance notes on Travel Plan for new developments in December 2021. The guidance outlines the structure and content of the travel plans and provides tool kit of travel plan measures.

2.4 Guidance

2.4.1 Travel Plans, Transport Assessment and Statements (2014)

A set of National Planning Practice Guidance (NPPG) has been published to inform how the principle of the NPPF should be practiced. Those that specifically relate to transport matters are:

- a. Travel Plans, Transport Assessments and Statements in Decision-Taking (March 2014); and
- b. Transport Evidence Bases in Plan Making and Decision Taking (October 2014).

The Ministry of Housing, Communities and Local Government published online advice on when Travel Plans are required and what they should contain (March 2014) in facilitating the promotion of sustainable transport set out within the NPPF (2021).

The section in relation to Travel Plans (Overarching principles on Travel Plans, Transport Assessments and Statements), provides guidance for Travel Plans. The purpose of these documents is stated as to assess and potentially mitigate the potential transport impacts of developments.

Travel Plans are stated as:

“long-term management strategies for integrating proposals for sustainable travel into the planning process. They are based on evidence of the anticipated transport impacts of development and set measures to promote and encourage sustainable travel (such as promoting walking and cycling). They should not, however, be used as an excuse for unfairly penalising drivers and cutting provision for cars in a way that is unsustainable and could have negative impacts on the surrounding streets.”

Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. They should also consider what additional measures may be required to offset unacceptable impacts if the targets should not be met.

Travel Plans should also evaluate and consider:

- *Benchmark travel data, including trip generation databases;*
- *Information concerning the nature of the proposed development and the forecast level of trips by all modes of transport likely to be associated with the development;*
- *Relevant information about existing travel habits in the surrounding area;*

- *Proposals to reduce the need for travel to and from the site via all modes of transport;*
- *Provision of improved public transport services;*
- *Parking strategy options; and*
- *Proposals to enhance the use of existing, new and improved public transport services and facilities for cycling and walking both by users of the development and by the wider community (including possible financial incentives).*

2.4.2 Other Guidance

Where appropriate a range of other technical reference documents have been consulted in developing the assessment and mitigation proposals. These include:

- a. National Design Guide ((Department for Levelling Up, Housing and Communities (DLUHC) / DfT, 2021)
- b. National Model Design Code (DLUHC, 2021)
- c. The Design Manual for Roads and Bridges, (DfT, various dates)
- d. The Manual for Streets, (Department for Communities and Local Government (DCLG) / DfT, 2007)
- e. The Manual for Streets 2, CIHT, 2010 – a companion guide to Manual for Streets (DCLG / DfT, 2010); and
- f. Travel Plan Guidelines, (DfT, various dates).

3. Site Context

3.1 Site details

The required site details are provided in Table 3-1.

Table 3-1 School details

Type of site	School
URN	147268
Site name	University Academy Long Sutton
DfE Number	925/4044
Travel Plan Coordinator	TBC
Telephone Number	01406362120
Site Email address	enquiries@uals.org.uk
Address	84 Little London, Long Sutton, Spalding, Lincolnshire, PE12 9LF
Website	http://www.uals.org.uk
Type of school	Academy sponsor led
Education level	Secondary
Head Teacher	Mr Liam Davé

3.2 Introduction to the site

The University Academy site is located at 84 Little London, Long Sutton, Spalding PE12 9LF. The school, which will provide new facilities, will accommodate 750 students and 103 staff.

The site is located in a residential area and is remotely located. The site is bound by Little London and residential properties to west and agricultural Land to the north, east and south.

3.2.1 Local amenities

There is a canteen within the school building for students and staff, operated by a caterer. There are a number of local amenities available within the vicinity of the school. High Street Street/Park Lane junction is located at an approximately 1.2km walking distance from the school site and provides access to cafes, restaurants and convenience store. There is a post box is located on Little London at its junction with Park Road approximately 550m south from the school.

3.2.2 Student information

Student information is provided in Table 3-2.

Table 3-2 Student Information

Category	Information
Age range of students	11-16
Number of students	750

3.2.3 Staff information

Information relating to staff is provided in Table 3-3.

Table 3-3 Staff information

Category	Information
Number of full-time employees	103

3.2.4 Opening hours

The required information is provided in Table 3-4.

Table 3-4 Site Information

Category	Opening times	Closing times
School opening times Monday to Friday	08:15	15:20
Students school day (classes start/ finish)	08:50	15:20
After school clubs (if applicable)	15:20	16:30

3.3 Travel and Transport Issues

The current travel and transport issues at the school are outlined in Table 3-5. Some of the proposed solutions have already been identified through the process of addressing the impact of the planning application for the school.

Table 3-5 Existing Travel and Transport Issues

Status	Date of issue	Details of issue	Possible solutions
Current	January 2024	Drop-off and collection by parents on loop road causing congestion and queuing on Little London at peak times creating a road safety risk	A separate bus drop off/pick up area and parent drop off/pick up area is proposed to minimise congestion and queuing during the school peak hours
Current	January 2024	No accessible, car sharing or EV parking spaces within existing staff and visitor car park	Accessible, car sharing, or EV parking spaces are proposed as a result of rationalisation of the on site car parking
Current	January 2024	Lack of accessible parking spaces for two minibuses	Accessible minibus parking spaces are proposed within the proposed car park
Current	January 2024	Lack of accessible parking spaces for two car taxis	Additional accessible car parking spaces are proposed within the proposed car park
Current	January 2024	The remote location of the school means staff and parents/students are inclined to drive to school.	Car sharing will be promoted amongst staff and parents/students where possible.
Current	January 2024	Overflow staff parking at Peele Leisure Centre car park.	Car sharing will be promoted to reduce parking overspill on the Peele Leisure Centre and its overflow car park.
Current	January 2024	Lack of sustainable transport infrastructure such as cycle routes, buses and rail availability	Limited opportunities to resolve due to location and setting of the school. Improvement of pedestrian routes has been explored and undertaken where possible in conjunction with the school proposals. Road safety training and pedestrian skills training specific to circumstances should be undertaken as part of the TP.

4. Travel and Transport Infrastructure

4.1 Sustainable Modes

4.1.1 Walking

Pedestrian footways are provided on both sides of Little London within the vicinity of the site with street lighting available at regular intervals. The Little London along the site frontage is a School Safety Zone with vehicle speed restricted to 20mph. The footway network in Long Sutton is comprehensive and connects the site to residential areas of Long Sutton.

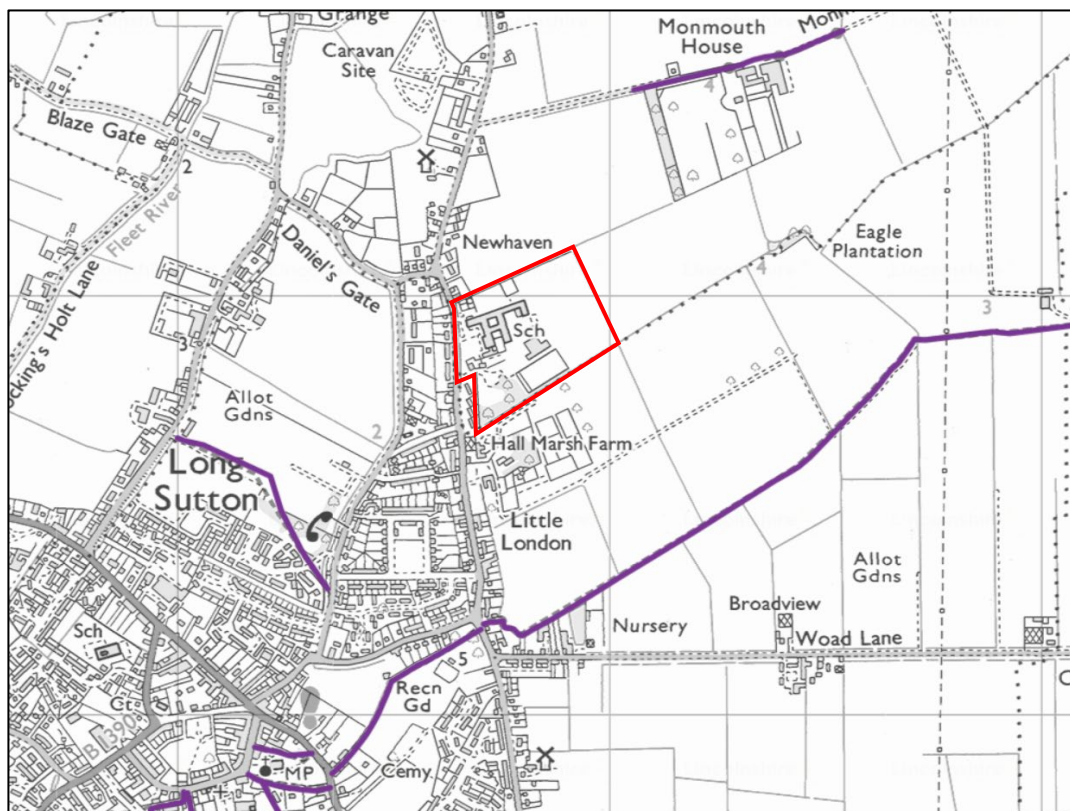
There are a number of crossing facilities that pedestrians travelling to and from school can use including:

- Signalised crossing located east of the B1359 / Market Place junction.
- Raised speed table approximately 30m north of St Mary's Church bus station.
- Raised speed table at Market Place intersection with the B1359.
- Raised speed table at Bull Lane intersection with the B1359.
- Raised speed table approximately 60m north of Market Court bus station.

The majority of pedestrian crossings in the vicinity of the school are informal crossings with dropped kerbs. The pedestrian crossing in front of the school on Little London is also an informal crossing with dropped kerbs and tactile paving.

There are no Public Rights of Way (PRoW) paths passing through the site. However, there are a number of PRoW footpaths in the wider area as demonstrated in Figure 4-1.

Figure 4-1 Public Rights of Way



Base Image Source: Lincolnshire County Council, accessed December 2023

4.1.2 Cycling

There is no cycling infrastructure in the immediate vicinity of the school therefore cyclists are expected to share the main carriageway with motorised vehicles. However, the rural location and low trafficked roads provide a convenient and safe environment to encourage cycling to and from the school. Large residential areas of Long Sutton, Lutton, Sutton Bridge and Fleet Hargate are within easy cycling distance from the school. National cycle route 1 routes 1km west from the site.

4.1.3 Bus services

The nearest bus stop to the site is located on the loop road within the school premises. The school is served by a school bus service S123S between Long Sutton and Gedney Hill.

The Market Court bus stop which is approximately 1.2km south from the site and is served by Bus service 505 interconnect. The northbound bus stop is provided with shelter, seating, yellow bus box, timetable and refuse bin. The southbound bus stop is provided with a flag, yellow bus box, and timetable. Table 4-1 shows the frequency and destinations of bus services from these stops.

Table 4-1 Summary of Local Bus Services

Bus route	Destination	Frequency	
		AM Peak	PM Peak
S132S	towards Long Sutton - University Academy	1 bus Departure: 7:40	-
	towards Gedney Hill	-	1 bus Departure: 15:30
505 interConnect	towards Kings Lynn	120min	20-60 min
	towards Spalding	20-90 min	3-40 min

As the public transport services to the site are limited, students are bused to the school using eight dedicated school buses, two minibuses and two car taxis. Two of eight buses are directly contracted by the school and paid by the parents for use of service. The remaining services are contracted by the local authority. The two minibuses and two car taxis are primarily used for transporting students with special needs. However, it should be noted that there are no designated bus bays or accessible bays for the two minibuses and two car taxis to transport special needs students.

4.1.4 Rail services

There are no rail services within the vicinity of the site.

Spalding railway is the closest railway station being located approximately 24km west of the site. The railway service operating in Spalding railway station is the East Midlands Railway. It provides services between Peterborough and Doncaster with 14 services provided in each direction for the duration of the day.

King's Lynn railway station is approximately 27km east of the site and is the northern terminus of the Fen Line in the east of England. Great Northern operates services from this station providing 27 services in each direction to Cambridge and London Kings Cross. The bus service 505-interConnect connections from site to Spalding and King's Lynn railway stations.

4.2 Local Highway Conditions

This section provides a description of the local highway network and key routes around the site.

4.2.1 Little London

Little London is a single carriageway road subject to a speed limit of 30mph for the majority of its length. However, the section of Little London along the site frontage is a designated School Safety Zone with vehicle speed restricted to 20mph.

Little London provides pedestrian and vehicular access to the site. Parking is restricted along the site frontage by means of a zig-zag lines. On street parking is permitted beyond the zig-zag lines on Little London which reduces the effective width of the road to a single lane for vehicle movements.

Beyond village limits to the north, Little London becomes Lutton Gowts and is subject to 40mph speed limit. To the south, Little London becomes Roman Bank and is subject to 30 mph speed limit. On street parking is permitted on Roman Bank which reduces the effective width to a single lane for moving vehicles.

4.2.2 Park Road

Park Road connects to Little London to the east with B1359 Market Street to the west. Park Road is a residential street subject to a speed limit of 30mph.

There are no parking restrictions along Park Road except at the junction with B1359 Market Street. On street parking limits the capacity of Park Road to a single lane. There are no traffic calming measures along Park Road.

4.2.3 Daniel's Gate

Daniel's Gate runs north south roughly parallel to the west of Little London and is subject to 30mph speed limit. The road has a posted speed limit of 30mph where the section of road is parallel to Little London. The northern section of Daniel's Gate is subject to 60mph speed limit. There are no parking restricts along Daniel's Gate.

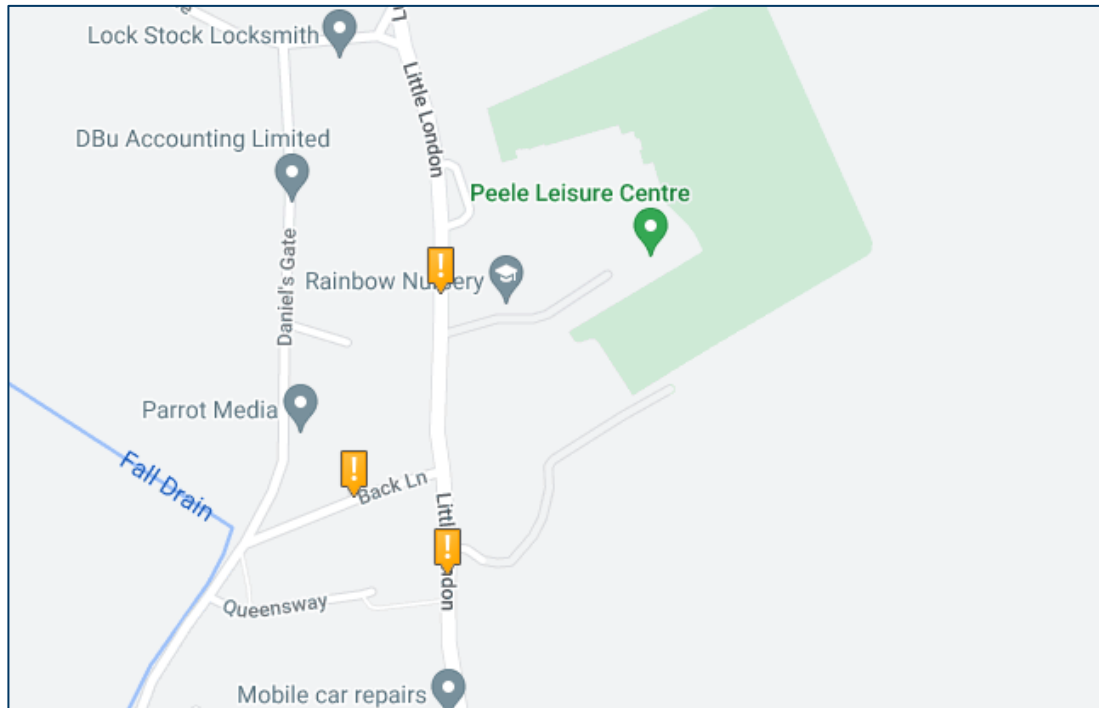
4.2.4 Back Lane

Back Lane is a residential street connecting Little London to the east and Daniels Gate to the west. Back Lane is subject to a speed limit of 30mph. On street parking is permitted on Back Lane which reduces the effective width of the road to a single lane for vehicular movements.

4.3 Accident Analysis

Personal Injury Accident (PIA) data was obtained from the Crashmap website for the most recent five-year period available on the highway network surrounding the site. Figure 4-2 demonstrates the location of the accidents with respect to the site.

Figure 4-2 Personal Injury Accident locations in the vicinity of the site (most recent five-year period)



Base Image Source: Crashmap, accessed December 2023

Over the study period of five years, three accidents occurred close to the site with a “slight” severity level. This indicates that the area surrounding the site does not contain an accident problem.

4.4 Summary

The site is accessible for pedestrians with a comprehensive footway network throughout Long Sutton. Although there is limited cycling infrastructure the rural location and low trafficked routes provide a safe and convenient environment for cycling.

While public transport the site is limited there are dedicated school bus services for transporting students. There are dedicated minibuses and taxi services used for transporting students with special needs, however there are no designated bus bays and accessible parking bays for minibuses and car taxis.

There are no railway stations close to University Academy. The nearest railways stations to the school are Spalding and King's Lynn railway stations.

The stretch of road in Little London along the site frontage is a designated school safety zone with vehicle speed limit restricted to 20mph. An analysis of PIA data suggests there is no accident problem within the surrounding road network.

5. Aim and Objectives

5.1 Introduction

This Travel Plan provides a sustainable strategy for the application site. This section outlines the aims and objectives which form this strategy and list the benefits of implementing a Travel Plan for such a development.

5.2 Aim

The Travel Plan is a long-term strategy for reducing the dependence of site users on travel by private car. The aim of the strategy is summarised as follows:

To reduce the number of single occupancy, single purpose car trips to the development by increasing the awareness of site users to the advantages and potential for travel by more environmentally-friendly modes of transport.

This aim accords with the policy aims described in Chapter 2.

5.3 Objectives

The objectives of this TP are as follows:

- a. To influence staff travel behaviour away from single car occupancy journeys, encouraging car share, walking, cycling and the use of public transport for journeys to and from the school as far as practical.
- b. To minimise the impact on the local community of traffic associated with the site by minimising noise, pollution and congestion.
- c. To show a commitment to improving traffic conditions within the local area associated with the proposed redevelopment.
- d. To reduce the adverse effects on health associated with increased vehicle use.
- e. To reduce air pollution and the consumption of fossil fuels.
- f. To increase the attractiveness, and hence the proportion of journeys made to and from the site by sustainable modes, of transport such as cycling.
- g. To reduce the cost to staff on their journey to the school by promoting alternatives that are both cheaper and more environmentally friendly.
- h. To demonstrate commitment to promoting sustainable transport choices and reducing the traffic impact of the development on the local community.

6. Surveys, Model Shift and Targets

6.1 Introduction

The proposed development is anticipated to increase demand for travel amongst students, but staff travel demand will remain unchanged. The predicted trip generation of the 750 students and 103 staff, as used in the Transport Assessment, is outlined in this Chapter. This Chapter also provides the target student and staff travel mode shares.

6.2 Student Trip Generation

For the purpose of establishing the mode split and trip generation for the school, a travel survey was undertaken by the school on 8th December 2023. The mode split derived from the survey has been applied to the proposed student numbers. The results are presented in Table 6-1.

Table 6-1 Proposed student trips by mode

Travel Mode	Mode Share	Number of Trips
Car	24%	178
Taxi	3%	25
Minibus	2%	16
Motorcycle	0%	1
Bus	52%	391
Rail	0%	0
Walk	17%	124
Cycle / Scooter	2%	14
Other	0%	0
If Other, please specify	0%	0
Total	100%	750

Table 6-1 indicates that the majority of students travel to the school by bus/minibus and this amounts for 54% of all trips. The second most common mode of travel is by car (including car sharing) and this accounts for 24%. Approximately 17% of students travel to the school on foot. A total of 73% of students will travel to and from school using sustainable travel modes.

As per the travel survey, approximately 2% of students cycle to the school which equates to 14 students. However, it is acknowledged that use of cycling is expected to be variable dependent on the day, time of year and other matters such as weather conditions.

6.3 Staff Trip Generation

No increase in staff numbers is proposed as a result of the development. A staff travel survey was undertaken to establish the existing staff travel profile. Table 6-2 shows the calculated mode share for staff, which was applied to the current number of 103 FTE staff.

Table 6-2 Proposed staff trips by mode

Travel Mode	Mode Share	Number of Trips
Car Driver	88%	91
Car Sharing	6%	6
Car Passenger	3%	4
Motorcycle	0%	0
Taxi	0%	0
Minibus	0%	0
Bus	0%	0
Rail	0%	0
Cycle	0%	0
Walk	2%	2
Total	100%	103

Table 6-2 shows that the majority of staff travel by car. A total of 101 staff currently travel to the school by car, including: 91 as a Car Driver, 6 sharing a car with at least one of staff member and four as car passengers. It is assumed that those who responded as car sharing travel with another member of staff, and as such the school currently results in a total of 97 car trips by staff. As such, it is understood that currently the school generates demand for 97 car parking spaces. This is more than the car park provision on-site that has 48 parking spaces allocated to staff. Overflow parking is provided at Peele Leisure Centre.

6.4 Mode Share Targets

TP targets are outlined in Table 6-3 for students and staff. Given the site's rural location and the proportion of special needs students, some students and staff may not be able to travel by sustainable or active modes. With the above taken into account the targets in Table 6-3 have been set and are appropriate given the nature of the site.

Table 6-3 TP mode share targets

Student or Staff	Target type	Existing %	Due date	% Change	Description
Staff	Single car occupancy	88%	2026	-4%	Given the remote location of the site and lack of public transport options scope to reduce travel by single car occupancy is limited. Single car occupancy is to be reduced through the promotion of car sharing and cycling amongst staff.
Staff	Car share	6%	2026	+4%	Given the remote location of the site and lack of public transport options, car sharing will be promoted to staff. Measures will be included such as priority parking spaces to car shares.
Student	Road safety	N/A	2026	+100%	Given the rural location there is limited scope to reduce travel by vehicular modes. Therefore, the school will target providing all students with road safety training. This will be implemented as part of the school curriculum.
Student	Cycle awareness	N/A	2026	+100%	Student and Parents will be made aware of benefits of cycling to school through leaflets, school website and seminars. Information on local cycling routes and facilities will be shared to promote cycling.

7. Consultation Schedule

Table 7-1 provides details of planned consultations that have or will be undertaken for this TP.

Table 7-1 List of TP Consultations

Status	Type	Code	Consultation	Person(s) Responsible	Target Date
Planned	Student	P1	In depth student surveys take place	Liam Davé and Simon Gilman	Autumn 2025
Planned	Staff	S1	In depth staff surveys take place	Liam Davé and Simon Gilman	Autumn 2025
Planned	Parents	PA1	In depth parent surveys take place	Liam Davé and Simon Gilman	Autumn 2025
Planned	Staff	S2	The School Travel Plan is discussed at staff meetings	Liam Davé and Simon Gilman	Autumn 2025
Planned	Senior Management and Governors	SM2	The School Travel Plan is discussed at senior management/ Governor meetings	Liam Davé and Simon Gilman	Autumn 2025
Planned	Local Authority	LA1	The School becomes engaged with the Local Authority in relation to implementing and gaining approval for the STP	Liam Davé and Simon Gilman	Autumn 2025

8. Travel Initiatives

All of the measures that the school will be able to choose from to promote sustainable travel are listed in Table 8-1 Proposed Travel Initiatives.

Table 8-1 Proposed Travel Initiatives

No.	Status	Type	Action	Reporting	Responsible	Target date
1	Planned	Smarter driving	Provide separate bus and parent drop off/pick up areas to minimise congestion and queuing on Little London during the school peak hours	N/A	As part of the development	Prior to occupation
2	Planned	Smarter driving	Provide accessible, car sharing, EV parking spaces as a part of rationalisation of the proposed car park	N/A	As part of the development	Prior to occupation
3	Planned	Smarter driving	Provide accessible minibus parking spaces as a part of rationalisation of the proposed car park	N/A	As part of the development	Prior to occupation
4	Planned	Smarter driving	Provide accessible car parking spaces as a part of rationalisation of the proposed car park than can be used by special needs students travelling by car/taxi	N/A	As part of the development	Prior to occupation
5	Planned	Cycling	Provide and rationalise 40 covered cycle parking spaces for students, staff and visitors	Student, staff and visitors cycle parking will be monitored by the TPC	As part of the development	Prior to occupation
6	Planned	Smarter driving	Car sharing policy	Set up a database for staff/visitors or promote existing Lincolnshire car share scheme - Staff car share uptake will be monitored by the TPC	TPC	Autumn 2025
7	Planned	Smarter driving	Car parking policy - Car parking spaces prioritised for car sharers and staff who live furthest away from the site	Staff parking will be monitored by the TPC	TPC	Autumn 2025

No.	Status	Type	Action	Reporting	Responsible	Target date
8	Planned	Smarter driving	Limited access to parking	Staff parking will be limited to car sharing and staff living furthest distance from school	TPC	Autumn 2025
9	Planned	Road safety and training	Bus/ minibus drop-off/pick up area overseen by staff during peak hours and used as area where students can practice cycling, scooting and road safety skills	N/A	School staff	Autumn 2025
10	Planned	Cycling	Cycle to work scheme for staff. School contributes towards staff bicycle purchases	Uptake of the cycle to work scheme monitored by the TPC	TPC	Autumn 2025
11	Planned	Road safety and training	Pedestrian skills training for students	The School will produce a policy surrounding access to the school car park for parents and supervise/ manage access at peak periods in the morning and afternoon	School teachers as part of the school curriculum	Autumn 2025
12	Planned	Travel information	Up to date information regarding local public transport available to staff/ parents e.g. on school website	Information kept up to date on the school website	TPC	Autumn 2025
13	Planned	Air quality	No idling policy / switch off engine policy on school premises. This includes buses/minibuses in the drop-off area and parents and taxis.	Temporary signs to be placed within the drop-off/pick up areas indicating no idling during school peaks	School staff	Autumn 2025
14	Planned	Cycling	Cycling awareness programme for students and staff	Students, parents and staff will be made aware of local cycling routes and facilities.	TPC	Autumn 2025
15	Planned	Cycling	Bike training/workshop	Staff and students are provided free bike training and safety lessons during school hours	TPC	Autumn 2025

No.	Status	Type	Action	Reporting	Responsible	Target date
16	Planned	Car Free Week	Students and staff encouraged to travel by sustainable modes of travel other than private car	Student and staff travel will be monitored by the TPC	TPC	Autumn 2025
16	Planned	Bike Week	Students and staff will be encouraged to cycle to school	Student and staff travel will be monitored by the TPC	TPC	Autumn 2025
18	Planned	Walk to school week	Student and staff will be encouraged to walk to school	Student and staff travel will be monitored by the TPC	TPC	Autumn 2025
19	Planned	Biker's breakfast	Students that have cycled to school will be offered free breakfast	Uptake of cycling to be monitored by TPC	TPC	Autumn 2025
20	Planned	Pedestrian skills training	Students will be trained to develop road safety knowledge	Training sessions to be organised	School staff	Autumn 2025

9. Supporting Initiatives

All of the supporting initiatives that the school will be able to choose from are listed in Table 9-1.

Table 9-1 Supporting Initiatives

No.	Status	Type	Action	Reporting	Responsible	Target date
1	Planned	Recruitment	School staff will be recruited locally to encourage sustainable travel to school when possible and dependent upon an applicant's circumstances	School Trust will maintain policy to recruit staff locally	TPC	Autumn 2025
3	Planned	Promotion	Social media campaigns to promote safe and sustainable travel.	The school will regularly promote aspects of the TP posting use information for all school users on social media and the school website	TPC	Autumn 2025
4	Planned	Promotion	New parent packs outlining sustainable travel options to the school will be distributed to all new and prospective parents	Parent packs will be handed out on school open days	TPC/ School staff	Autumn 2025
5	Planned	Promotion	The TP will be made easily available to all staff, students and parents	Awareness should be made to all school users of existence of the TP and the targets and measures set. A link to the TP will be made available from the school website	TPC	Autumn 2025
6	Planned	Promotion	Staff to give an assembly on road safety	Staff to promote road safety to students	School staff	Autumn 2025
7	Planned	Promotion	Policy issued to staff in welcome packs regarding access to car parking	Welcome packs will detail parking policy to staff. If staff have any queries, they can talk to the TPC	TPC	Autumn 2025

No.	Status	Type	Action	Reporting	Responsible	Target date
8	Planned	Promotion	Invite local dignitaries to special events	Involvement of local dignitaries will raise awareness among students, staff and local community.	TPC	Autumn 2025
9	Planned	Promotion	Active Travel Art Competition	Students will be encouraged to travel by active modes and create a poster about their experience	TPC	Autumn 2025

10. Management, Marketing & Promotion

10.1 Introduction

The development proposals present a unique opportunity to benefit from a TP that is underpinned by the philosophy of travel demand management (TDM).

TDM describes the strategies and policies aiming to achieve more efficient use of transportation resources and to reduce travel demand by giving priority to public transit, car-sharing, car-pooling, etc. It puts focus on the movement of people and goods, rather than on motor vehicles¹.

Key to the success of the TP is the development of a unifying approach towards promoting the use of active and sustainable travel that is understood and consistently reinforced by the site promoters and all stakeholders. This will require an effective management strategy.

10.2 Travel Plan Coordinator

The TP is a living document that will be regularly reviewed and will take account of changing circumstances; successes and failures; new initiatives and input from key stakeholders and those affected by its implementation. To ensure that this happens, a Travel Plan Coordinator (TPC) will be appointed to be responsible for the implementation, administration and monitoring of the Travel Plan. It is envisaged that the TPC will be an existing member of staff employed by the school. They will be responsible for building the necessary partnerships and for the delivery, promotion and monitoring of the Travel Plan targets. They will be involved prior to the first occupation.

The name and contact details of the TPC will be provided to the local authority upon appointment. The role of the TPC will be funded by the school with the role terminating upon completion of the five-year review. Following this, the TPC role will be passed on to a sustainable travel 'champion' who will be an employee in the development.

The key tasks of the TPC are:

- a. Ensuring that the Travel Plan is implemented.
- b. Providing promotional materials to staff which are specific to the site.
- c. Advising on the measures and initiatives promoted within the Travel Plan to staff.
- d. Offering one-to-one personalised travel planning advice to staff.
- e. Producing and distributing staff welcome packs and offering continued travel advice as and when queries arise, including any disruptions to the public transport network, known works to the highway or local traffic congestion.
- f. Contacting local public transport operators should specific travel issues arise.
- g. Undertaking mode share monitoring surveys.
- h. Promoting car sharing amongst staff members and monitoring car-share uptake.
- i. Implementing measures which will aid mode shift and monitor their effectiveness; and
- j. Prepare progress reports, action plans and budgets for the Travel Plan aimed at best meeting its objectives and targets.

¹ smartcities-infosystem.eu/ict/travel-demand-management

10.3 Marketing and Promotion

All staff will be made aware of the existence of the Travel Plan, its objectives in encouraging sustainable travel and reducing the impact of vehicular traffic on the environment, and the role of individuals in achieving the objectives of the plan.

Contact details of the TPC will be advertised in the event that staff members wish to discuss specific matters or share ideas for encouraging sustainable travel.

Travel to work information will be provided to staff at their induction and on a noticeboard within the staffroom of the site. A personalised journey planning service will also be offered at the induction.

Travel information on noticeboards will be kept up to date by the TPC and will include as a minimum:

- a. Marketing materials such as posters.
- b. Public transport information including route maps and timetables.
- c. Walking route maps.
- d. A description of distance, time, and routes for travelling from the site to key local destinations on foot and by public transport.
- e. Confirmation of on-site and on-street parking restrictions.
- f. Details of local car sharing schemes; and
- g. Information regarding special events taking place such as 'Walk to Work Day'.

The completion of staff and student travel surveys will be encouraged by the TPC and the results of the surveys will be made available thereafter.

11. Monitoring and Review

11.1 Introduction

One of the important aspects to having an effective TP is ensuring the TP itself is robustly monitored. Therefore, the school will be committed to ensuring that the TP is capable of being both internally and independently monitored. Through the TP the TPC will monitor and report on the effectiveness of:

- a. Changing travel behaviour away from single occupancy car travel.
- b. The Travel Plan's core aims; and
- c. Increased use of alternative modes of transport.

11.2 Monitoring Methodology

A programme of monitoring and review will be designed to generate information by which the success of the plan can be evaluated, and the monitoring and review of the TP will be the responsibility of the TPC.

The monitoring measures will incorporate the collection of analytical data in the form of general feedback and correspondence. The measures include the following:

- a. Monitoring the use of vehicle parking.
- b. Recording the number of staff registered with local car share groups.
- c. Distribution of the staff travel survey which records how far staff travel to work, their off-site parking habits, any barriers to particular travel modes and the popularity of various incentives and measures which may be considered to reduce the reliance on single occupancy car travel; and
- d. Recording of comments / observations received directly from staff, parents and visitors and placed in the TP comments box.

The TP comments box will be checked on the first Saturday of the month. The TPC will be responsible for addressing any comments made and will liaise with the site manager, officers of South Holland District Council, or local bus operators depending on the nature of the comment.

11.3 Review

The TP will be initially monitored over a five-year cycle using surveys. This will help to gather information about wider staff and student attitudes to travel and the propensity to encourage specific alternatives to private vehicular travel.

The first such survey will be undertaken within 6 months of first occupation. The first and second monitoring surveys will be undertaken at Years 1 and 3 (on the first and third anniversary of the initial baseline travel survey). The final monitoring survey will be carried out on the fifth anniversary of the initial baseline survey.

During the review years and through the life of the plan, the TPC will undertake a review to establish the success of the initiatives and changes to mode shift. The objective of the review will be to assess the success of the plan and to identify any new measures required to meet the existing targets, and any new targets deemed applicable.

The TPC will compile a report outlining the results of the review. The report will also incorporate the results of the on-going monitoring undertaken throughout the preceding year, the monitoring methods used and a summary of measures and targets. The results of each review will be presented to the site manager and staff council, and a summary will be made available to all staff, pupils and parents.



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