



# Manor Drive Academies

## Travel Plan



# MANOR DRIVE ACADEMIES: TRAVEL PLAN

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## 1. Introduction

This Travel Plan has been prepared on behalf of Manor Drive Academies to support the opening of the new school in September 2022 and will continue to be a working document used as a central tool for the promotion of sustainable travel to and from the site. The plan will be reviewed and updated each year. This will allow the Trust time to conduct a travel survey and observe traffic patterns in the locality of the school, to amend and set targets, and to tailor initiatives as the school grows.

The Academies are a new build, which will cater for just over 1,300 students living on the Manor Drive, served by access from either Porter Avenue or a new access road off Newborough Road.

The Nursery setting has a maximum capacity of 23 children for each taught session (2 sessions per day). The official number on roll will be dependent on sessions required by the individual child. There are no plans to grow the nursery in future years as capacity of the building would not allow this. The number on roll in September 2022 in the primary school will be 60 and this is expected to increase by the same number each year until it reaches its capacity of 420. It will have approximately 8 members of staff in the first year. The secondary will have 120 on roll, followed by additional yearly expansion of approximately 150-180 students per year until the school has reached its capacity of 900. There will be approximately 15 members of staff in the first year.

The Travel Plan seeks to promote sustainable travel to and from the school. Travel planning can produce a wide number of benefits, including increased health and fitness, improvements in punctuality, and reducing congestion, pollution and risk of accidents. This Travel Plan has been prepared with reference to Peterborough's Local Transport Plan and the Department for Education's 'Home to School Travel and Transport Guidance' (2014).

The main contacts on behalf of the schools are Emma Marks and Jo Sludds (Headteachers).

Following this introduction, this Travel Plan is structured as follows:

- Section 2 outlines the policy context for Travel Plans
- Section 3 describes the location, existing conditions including site accessibility and identifies issues with regard to school travel
- Section 4 outlines the objectives of the Travel Plan and includes details of the commitment of the school to achieving these objectives
- Section 5 identifies the Travel Plan Coordinator and outlines their role
- Section 6 includes targets for increased sustainable travel and outlines measures which will be implemented to attain these targets
- Section 7 gives details of the Travel Plan Working Group
- Section 8 sets out the programme for monitoring and review of the Travel Plan.

## 2. Policy

This part reviews key national and local transport policies. It is acknowledged that the Travel Plan will need to encompass measures that are consistent with the key policies outlined below.

### National Policy

The National Planning Policy Framework (NPPF) was introduced in March 2012 and updated in July 2021. With regard to new developments, the Policy outlines that planning should actively manage patterns of growth to support the objectives of promoting sustainable transport. This includes promoting walking, cycling and the use of public transport. It also states:

*"All developments that will generate significant amounts of movement should be required to provide a travel plan."*

A Travel Plan is a package of measures designed to enhance the level of accessibility of a site by means of travel other than single occupancy car use. A Travel Plan can bring a range of

benefits, not only to residents but to the wider community. Benefits include improved health, cost savings, a reduced demand for parking on-site and less congestion locally.

## Site and Surrounding Area – Location of the School

**Key:**

- Access road site boundary
- Future school boundary
- Vehicle access route

**Labels on map:**

- New housing site under construction by others
- Traveller site
- Manor Drive School Site
- New access road
- Site for future commercial Development by others
- Arkwright Way
- Manor Dr.
- Nonwood Lane
- Newborough Rd
- Crabtree
- A15
- A47

The site is accessible by sustainable modes of transport, including walking, cycling and by bus. There is a good network of existing footways linking the site to the surrounding area and local facilities in Paston and Gunthorpe, including bus stops and shops. As the new housing is developed in future years, more routes for walking and cycling to school will be opened and Travelchoice are currently investigating a bus route to Manor Drive itself.

The school access for students and staff is from the north and south of the site, along with and a pedestrian entrance to the west. Two bridges act as a footway to serve Paston, Gunthorpe and the school. There is no vehicle access into the school car park for students and parents. Vehicle access into the car park is permitted for staff and those requiring wheelchair access.

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## 4. School Operation

The following school timetables identify school arrival and departure activities:

### Nursery

#### Session 1

- Registration – 8:45am
- End of session – 11:45am

#### Session 2

- Registration – 12:15pm
- End of session – 3:15pm

### Primary

- Registration – 8.40am
- End of school – 3.15pm

### Secondary

- Breakfast available in canteen – from 8.00am
- Registration – 8.30am
- End of school – 3.45pm on Thursday, 2.00pm on Friday

The two schools and nursery have deliberately chosen differing arrivals and departures times where possible to spread over a longer period.

## Site Accessibility

### Accessibility by Bus

For those students and staff that wish to access the site by public transport, the main bus route serving Paston and Gunthorpe is Stagecoach number 2 connecting with the City Centre which runs every 20 minutes. Students can then use either footbridge to walk to the remainder of the journey.

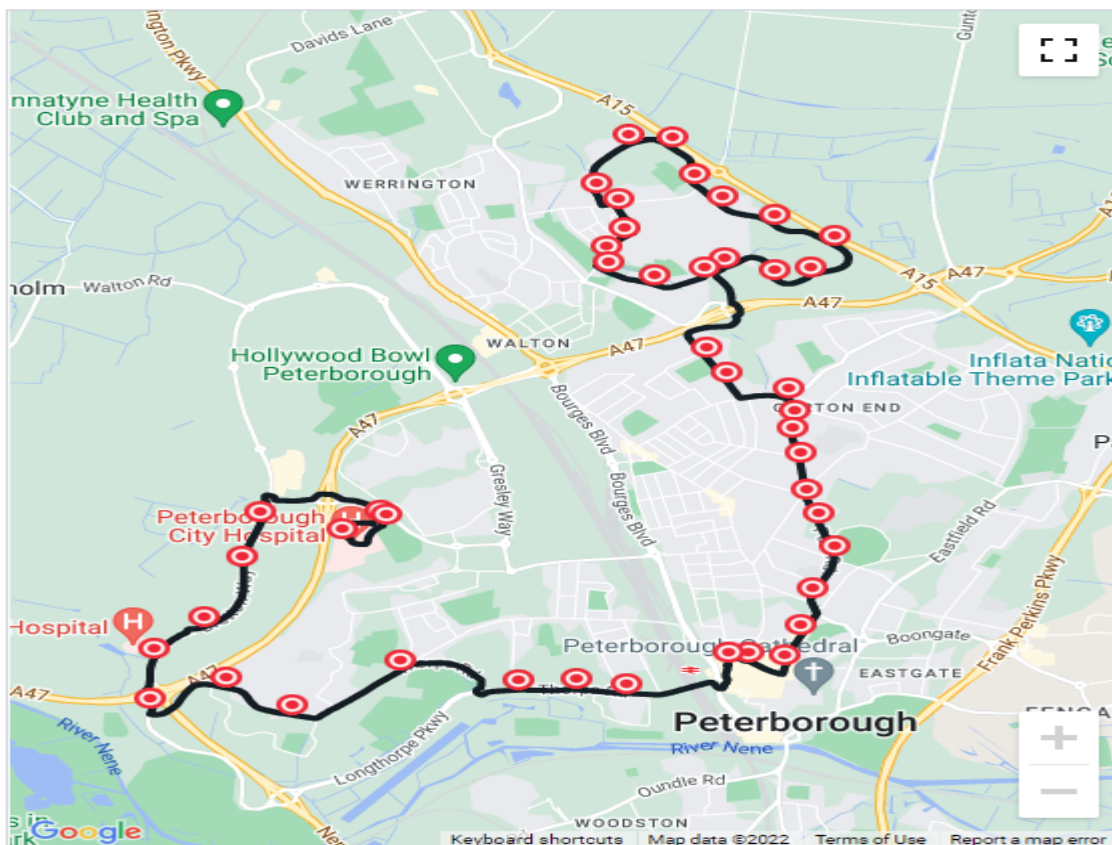


Figure 2: Bus routes serving Paston and Gunthorpe

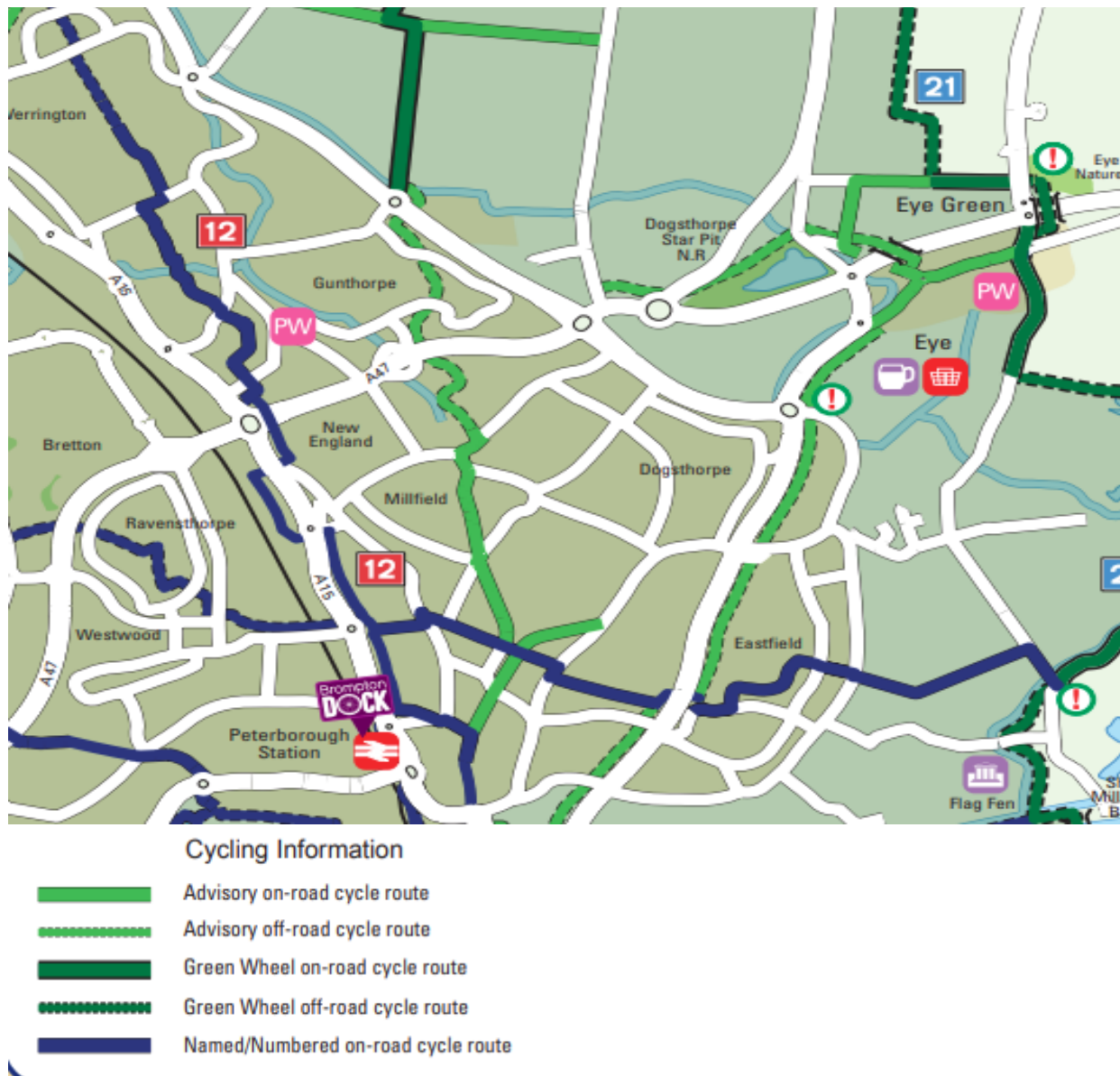
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In addition to these current public services, Travelchoice, Peterborough are investigating the possibility of a bus route to the Manor Drive housing estate.

### Accessibility by Cycle

The Manor Drive development is well served in terms of cycle ways. The school is well accessed by existing off street cycle routes. Figure 3 shows the existing cycle routes in the vicinity of the site.

Figure 3



### Pedestrian Accessibility

There is a good network of footways and pedestrian bridges in the area surrounding the site, providing links to key services and local amenities. There is one pedestrian only entrance to the school's site.

## 5. Travel Patterns

In order to establish the baseline position with regard to staff and student travel, travel surveys will be undertaken in May 2023. A copy of the survey questionnaires is included as Appendix A.

## **Objectives and Commitment**

The overall aim of this school Travel Plan is to ensure that students, parents and staff who are currently at the school, and will attend in the future, are able to make informed decisions about their travel to and from school. Through the Travel Plan, it is hoped the school community will be able to continue to choose more sustainable modes of travel and therefore minimise the impact of the proposed expansion on the local environment. To improve the health of staff and students by encouraging active travel to and from school. In attempting to achieve this aim, the following objectives have been identified:

- To reduce the overall need to travel, particularly during peak periods
- To promote awareness of transport issues and the impact of traffic on the local environment
- To show a commitment to improving traffic conditions in the local area
- To influence the level of private car journeys to and from the site in order to reduce air pollution and the consumption of fossil fuels
- To reduce the number of single occupancy car journeys to and from the site
- To increase the proportion of journeys to and from the site by sustainable modes of transport such as walking, cycling, public transport and car sharing
- To improve safety for the school journey by reducing number of vehicle drop-offs
- To promote walking and cycling as a health benefit to staff, parents and students
- To promote greater participation in transport related projects in the area

A Travel Plan Coordinator has been appointed who has responsibility for implementing the Travel Plan. The success of the Plan will rely not only on the Travel Plan Coordinator, but also on the support of staff. As Manor Drive is committed to achieving these objectives, the Travel Plan will also be promoted by the Governors/Trustees as a key benefit to the school.

## **6. Travel Plan Co-ordinators**

Jo Sludds, Head of Manor Drive Secondary School, and Emma Marks, Head of Manor Primary Academy, will act in the role of interim Travel Plan Coordinators. Contact details are as follows:

Email: [jsludds@manordrivesecondary.org.uk](mailto:jsludds@manordrivesecondary.org.uk) and [emarks@manordriveprimary.org.uk](mailto:emarks@manordriveprimary.org.uk)

The Travel Plan Coordinator will take overall responsibility for the day-to-day operation of the Travel Plan and implementation of measures. A filing system will be established and maintained for recording all correspondence relating to the Travel Plan, the travel survey and the results of periodic monitoring and review.

In the interests of confidentiality, the Travel Plan Coordinator alone will hold the database and be responsible for the release of information.

Information contained within the database will be released to Peterborough County Council and Cambridgeshire City Council on request; in the interests of security, only postcode details will be supplied.

The Travel Plan Coordinator will be responsible for the administration of the Plan and implementation of the measures outlined in Section 7.

## **General Information Provision**

It is essential that the Travel Plan Coordinator communicates the availability of sustainable travel modes to parents / carers, students and staff. The following outlines measures relating to information provision that the Travel Plan Coordinator will action at the site:

1. Producing a Travel Information Pack for staff and families, which will also highlight the environmental and cost saving benefits of using sustainable transport modes. The packs

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consist of among other things:

- Timetables and route maps for public transport, particularly buses. This will include maps showing schedules, journey times and timetable information which corresponds to student and staff hours.
  - Contact numbers and website address details for local travel companies.
  - Local taxi company contact details.
  - Cycling and walking maps for the local area and contact details for cycle clubs, cycle training and maintenance courses.
  - Website address details for Travelchoice in Peterborough.
  - contact details for registering interest in car sharing with other staff.
2. Setting up a 'How to Get Here' webpage on both websites. This will be an effective online tool for all users to be fully aware of all alternative modes available to travel to the site.
  3. A site travel notice board available in student and staff common areas, which will display local walking maps, public transport information and cycling routes, in addition to advertising promotional events, such as walk to site, health benefits of walking, sustainable travel competition winners, case studies etc.
  4. Sustainable travel will also be promoted via Travel Plan working groups with parents/carers, students and staff.
  5. Students and staff will be encouraged to participate in the Travel Plan Working Groups. Meetings will occur every term and discuss the Travel Plan, traffic issues, sustainable travel options and initiatives currently being undertaken or proposed.

### **Curriculum**

The Coordinator will ensure that Manor Drive Academies will actively encourage sustainable travel within its teaching programme and obtain information packs on learning about sustainable travel from Travelchoice and other links such as Sustrans and Living Streets.

The curriculum would include learning about road safety, travel choices, environmental impact of transport and benefits of choosing active modes of travel e.g.

- Health and Safety
- Environmental Interaction and Sustainable Development
- Healthy, Active Lifestyles

### **Targets**

The results of the staff and student travel surveys will be used as a baseline against which to set targets. These targets will set with consideration to the following:

- Distance travelled
- Expressed preference for alternative travel to car
- Practicality of implementation.

The targets of this Travel Plan are set out below:

- Increase the proportion of students cycling to and from school
- Increase the proportion of students walking to and from school
- Increase the number of car share journeys for staff.

### **Measures**

In order to achieve the targets, a number of actions have been identified. These measures will be implemented by the Travel Plan Coordinator. The following is not an exhaustive list and other measures may be identified over time.

## 1. SMART Targets and Measures

### Index

TPC – Travel Plan Coordinator

PCC – Peterborough City Council

STO – Sustainable Travel Officer

| Objective: To increase awareness of our School Travel Plan through the curriculum and communication with parents                          |  |                                  |                        |   |  |                       |                    |  |         |
|---|--|----------------------------------|------------------------|---|--|-----------------------|--------------------|--|---------|
| Target: All students to understand the benefits of sustainable and active travel, safe road use and healthy lifestyles by the summer 2024 |  |                                  |                        |   |  |                       |                    |  |         |
| Action  |  | Responsible Person               | Timescale              | Success Criteria  | Monitoring & Evaluation                    |                       |                    | Resources Required                         |         |
| No  | Description  |                                  |                        |   | Method                                     | Timescale             | Responsible Person | Requirement                                | Funding |
| 1.  | All parents of new students to be advised that a copy of the Travel Plan can be reviewed via the school website. | Form tutors                      | Updates each September | All parents and students aware of the Travel Plan aims and objectives | Verbal, Written and on-line communications | Yearly each September | TPC                | Tutor Time                                 | N/A     |
| 2.  | Link to bus timetables on school website (www.travelchoice.org.uk)   | TPC / School website coordinator | Summer 2022            | All students, staff and parents aware of bus routes                   | Verbal / Survey results                    | On-going / yearly     | TPC                | School staff time                          | N/A     |
| 3.  | Link proposals to curriculum through teachers planning in PSHE areas and alternative provision                   | Tutor / PSHE Lead / TPC          | September 2022         | All PSHE plans reflect the travel plan links as appropriate           | Monitoring of plans                        | On-going              | PSCHE Lead/ TPC    | School staff time and curriculum resources | School  |

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|    |  |             |          |  |               |          |             |  |  |
|----|--|-------------|----------|--|---------------|----------|-------------|--|--|
| 4. | Promote safe walking / cycling and awareness issues relating to health | Tutor / TPC | On-going | All students aware of the benefits of walking / cycling to school and as part of everyday life | Annual survey | On-going | Tutor / TPC |  |  |
|----|--|-------------|----------|--|---------------|----------|-------------|--|--|

| Objective: To reduce congestion outside of the school                                   |  |                    |                |  |  |               |                    |                           |         |
|---|--|--------------------|----------------|--|--|---------------|--------------------|---------------------------|---------|
| Target: To reduce the number of students being driven to school by 5% by September 2023 |  |                    |                |  |  |               |                    |                           |         |
| Action  |  | Responsible Person | Timescale      | Success Criteria   | Monitoring & Evaluation                |               |                    | Resources Required        |         |
| No  | Description  |                    |                |  | Method                                 | Timescale     | Responsible Person | Requirement               | Funding |
| 1.  | To seek support from PCC for enforcement of traffic movement systems outside of the school | TPC / PCC STO      | September 2023 | Enforcement undertaken, enforcement officer presence, reduction in congestion and irresponsible parental parking | LA and community feedback              | Monthly       |                    | PCC STO                   |         |
| 2.  | Raise parent and staff awareness of car sharing opportunities                              | TPC                | On-going       | Information passed onto parents and staff, increase in number of car sharing journeys                            | Newsletter, website and survey results | Half - termly | TPC                | Printing / website update | School  |
| 3.  | To raise awareness of parents, students and staff on the economic and health benefits of   | TPC                | September 2022 | Information provided   | Newsletter, website and survey results | Half-termly   | TPC / Tutor        | Printing / website update | School  |

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|    |  |                  |                |                      |                        |          |           |          |                |
|----|--|------------------|----------------|----------------------|------------------------|----------|-----------|----------|----------------|
|    | using sustainable transport methods through the distribution of resources (Travelchoice.org.uk/businesses/resources-and-downloads) |                  |                |                      |                        |          |           |          |                |
| 4. | To provide information to students, parents and staff on safe routes to school   | TPC / PCC<br>STO | September 2022 | Information Provided | Website and assemblies | Annually | TPC / PCC | Printing | School and PCC |

| Objective: To raise the number of students and staff walking or cycling to school |   |                    |                |   |   |              |                                   |                                   |              |
|---|---|--------------------|----------------|---|---|--------------|-----------------------------------|-----------------------------------|--------------|
| Target: Increase the number of pedestrian and cycle use by 2% by September 2023   |   |                    |                |   |   |              |                                   |                                   |              |
| Action  |   | Responsible Person | Timescale      | Success Criteria  | Monitoring & Evaluation                           |              |                                   | Resources Required                |              |
| No  | Description   |                    |                |   | Method  | Timescale    | Responsible Person                | Requirement                       | Funding      |
| 1.  | Review and ensure sufficient cycle storage facilities   | TPC / Site Manager | Yearly July    | Review need and increase provision where required                                   | Survey / cycle count                              | Termly       | TPC / School champion / Caretaker | Possible cost and installation    | School / PCC |
| 2.  | Raise profile of sustainable travel to school and health / lifestyle benefits to students, staff and families | TPC / PCC<br>STO   | September 2022 | Information via newsletters, website, inclusion into curriculum, displays in school | Print / on-line website and verbal communications | Twice yearly | TPC                               | Admin / printing / website update | School       |

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|    |   |                  |                |                                  |  |                      |                  |  |              |
|----|---|------------------|----------------|----------------------------------|--|----------------------|------------------|--|--------------|
| 3. | Investigate provision of cycle training   | TPC / PCC<br>STO | May 2022       | Training offered                 | Contact<br>PCC   |                      | TPC / PCC<br>STO |  | School / PCC |
| 4. | Organise and run a walk / cycle to school week  | TPC              | May 2023       | Hold event                       | Contact<br>PCC / look into various on-line resources (Sustrans, Living Streets etc.) | Spring term - yearly | TPC              | Possible resources cost                            | School       |
| 5. | Provide information to students and parents to highlight safe routes to school as part of induction materials | TPC              | September 2022 | Information provided to students | Contact<br>PCC / develop bespoke walk / cycle map                                    | September 2022       | TPC / PCC<br>STO | Possible resource cost / printing / website update | School / PCC |

Objective: To reduce the number of single occupancy car trips undertaken by school staff

Target: To reduce the number of single occupancy car trips by staff by 5% by 2024

| Action |   | Responsible Person | Timescale      | Success Criteria   | Monitoring & Evaluation      |           |   | Resources Required |              |
|--------|---|--------------------|----------------|--|------------------------------|-----------|---|--------------------|--------------|
| No     | Description   |                    |                |  | Method                       | Timescale | Responsible Person                      | Requirement        | Funding      |
| 1.     | Promote awareness of car sharing and encourage internal car sharing groups and buddy system | TPC                | September 2022 | Area created on staff noticeboard and information provided in induction packs. Postcode plotting exercise to | Staff Survey / Postcode plot | Annually  | TPC<br>PCC (postcode plotting exercise) | Printing           | School / PCC |

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|    |  |          |                |                                      |                                       |           |          |  |        |
|----|--|----------|----------------|--------------------------------------|---------------------------------------|-----------|----------|--|--------|
|    |  |          |                | highlight opportunities              |                                       |           |          |  |        |
| 2. | Provide information to staff on bus routes           | TPC      | September 2022 | Information provided                 | Leaflets / timetables / website links | Annually  | TPC      | Stagecoach leaflets / staff information printing | School |
| 3. | Provide information to staff on cycle to work scheme | TPC / HR | September 2022 | Uptake of staff utilising the scheme | Staff communication in meetings       | Quarterly | TPC / HR |  |        |

In addition to the above action plan measures the school will adopt the following initiatives as standard policy:

### **Walking/Cycling**

Given the significant number of students that live in close proximity to the school, it is considered that walking/cycling can provide a real, healthy and economical alternative to the car for the school run. In order to encourage more families to take this option, the following actions will be/have been taken:

- Promotion of the health benefits of walking
- Participation in the 'Walk to School Week'
- Provision of secure storage for bicycles, for use of staff and students
- Promotion of new safe routes for walking/cycling
- Ongoing dialogue with parents in relation to the routes to school
- Ongoing dialogue with PCC & CCC in relation to routes to school

### **Lift Sharing**

In order to establish the feasibility of this, the following actions will be taken:

- Ask parents if they would be willing to participate
- Set up a forum for participants to identify suitable lift share partners.

### **Parking on site**

| <b>Type</b>              | <b>Number of Spaces</b> | <b>Available Hours</b> |
|--------------------------|-------------------------|------------------------|
| Staff                    | 137                     | Site opening hours     |
| Accessible Parking       | 6                       | Site opening hours     |
| Electric charging points | 2                       | Site opening hours     |
| Cycles                   | 218                     | Site opening hours     |
| Scooters                 | 20                      | Site opening hours     |

Site opening is generally 7.15am - 6pm but is extended by arrangement for school events or community use.

### **Parking Strategy**

- There will be no spaces for parents to park on the school site. It is hoped this will assist in reducing congestion and improving pedestrian safety at the beginning and end of the school day.
- There are a number of drop-off bays due to the nursery and primary school. These will not be "widely advertised" and we will continue to encourage all parents/carers to use other modes of transport.
- Encouragement of 'Park and Stride' – parents will be asked to drop off students away from school and for students to walk the last part of their journey.
- Provision of staff parking spaces on the school site has been in line with planning and EFA guidance. This restriction in parking spaces will encourage staff to use other means of transport.
- Staff are encouraged to lift share/ travel to school by public transport.

### **Public Transport**

In order to increase awareness of the potential for public transport to replace car journeys, personal travel planning will be offered to each member of staff.

## **8. Travel Plan Working Group**

A Travel Plan Working Group (which will include members of the community, students,

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parents / carers and staff), will meet regularly to discuss and review travel issues and outcomes of recent actions undertaken. Issues will be logged and forwarded for inclusion within the Monitoring Report.

This working group representing a “cross-section of our local school community” includes non-school related participation such as local residents and business.

| Name | Title | Category |
|------|-------|----------|
|      |       |          |
|      |       |          |
|      |       |          |
|      |       |          |

**Does this represent a cross mix of the community Yes / No**

- > Children attend the school
- X Work at the school
- Not linked to the school, but to the local community
- ? More than one category (i.e. teach at school, have a child at school and live in the area)

### 9. Monitoring and Review

In order to ascertain the effectiveness of the Travel Plan in achieving the targets set out in Section 7, the Travel Plan will be subject to ongoing monitoring and review.

#### Monitoring

The main objectives of the Travel Plan are to reduce the proportion of students who travel to school, as the only passenger in cars and to increase awareness of the benefits of sustainable travel.

The main method of monitoring will be an annual travel survey which will be carried out to ascertain the modal split of journeys to and from the school. The survey will also include questions on how the measures included in the Travel Plan have been received and whether or not alternative measures should be considered.

Other monitoring measures will include the collection of both ‘hard’ analytical data and ‘soft’ data in the form of general feedback and correspondence. These measures will include:

- Monitoring demand for additional cycle parking for both staff and students
- Note comments received as part of the travel survey
- Record comments received from management and staff relating to the operation and implications of the Travel Plan.

#### Review

The Travel Plan Coordinator will use the data collected as part of the monitoring process to undertake a comprehensive review of the Travel Plan on an annual basis. The review will assess the success of the Travel Plan and identify the potential for future initiatives and actions as the school grows.

A monitoring report will be prepared and submitted to Peterborough County Council (PCC) on the anniversary of the school opening. Subsequent monitoring reports will be submitted each year once travel survey information has been collated.

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## APPENDIX A

### MANOR DRIVE Staff Travel Survey

Please complete this short survey and return to the school by **xxxxxxxxx** to help us identify measures which can be incorporated into the school's Travel Plan.

**1. Are you male or female**

- ☐ Male ☐ Female

**2. Please state your full postcode (essential)**

**3. How far do you travel to get to school?**

- ☐ Less than 1 mile  
☐ Between 1 and 5 miles  
☐ Between 5 and 10 miles  
☐ Over 10 miles

**4. What is the main mode of travel that you use to get to and from school?**

|                           | To school | From school |
|---------------------------|-----------|-------------|
| Walk                      |           |             |
| Cycle                     |           |             |
| By Bus                    |           |             |
| By train                  |           |             |
| Driving (on my own)       |           |             |
| Driving (with passengers) |           |             |
| By taxi                   |           |             |
| Other (please specify)    |           |             |

**5. What is the main reason you travel by car? If you don't travel by car proceed to Qu7.**

- ☐ It is safer than other forms of travel  
☐ It is faster than other forms of travel  
☐ For health reasons  
☐ It is cheaper than public transport  
☐ There are no alternatives  
☐ My car is essential for work  
☐ The driver is already making the journey

**6. If you normally drive to work, where do you park your car? If off site please specify street name.**

- ☐ On site
- ☐ On street

Other (please specify)

**7. Which, if any, of the following would you like to see happen/would encourage you to travel by more sustainable means?**

- ☐ Better cycle parking
- ☐ Better changing/showering facilities
- ☐ Joining a lift share database
- ☐ More restrictions on parking
- ☐ Better links to public transport

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### MANOR DRIVE Student Travel Survey

Please complete this short survey and return to the school by **xxxxxxxxx** to help us identify measures which can be incorporated into the school's Travel Plan.

**1. What Tutor Group are you in?**

**2. Please state your full postcode (essential)**

**3. How far do you travel to get to school?**

- ☐ Less than 1 mile
- ☐ Between 1 and 5 miles
- ☐ Between 5 and 10 miles
- ☐ Over 10 miles

**4. What is the main mode of travel that you use to get to and from school?**

|                           | To school | From school |
|---------------------------|-----------|-------------|
| Walk                      |           |             |
| Cycle                     |           |             |
| By Bus                    |           |             |
| By train                  |           |             |
| Driving (on my own)       |           |             |
| Driving (with passengers) |           |             |
| By taxi                   |           |             |
| Other (please specify)    |           |             |

**5. What is the main reason you travel by car? If you don't travel by car proceed to Qu7:**

- ☐ It is safer than other forms of travel
- ☐ It is faster than other forms of travel
- ☐ For health reasons
- ☐ It is cheaper than public transport
- ☐ There are no alternatives
- ☐ My car is essential for work
- ☐ The driver is already making the journey

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**6. If you normally dropped off/picked up by car, where does this take place?**

**E.g. name of the street**

**If practical, how would you like to travel to and from school?**

- ☐ Walk
- ☐ Cycle
- ☐ Bus
- ☐ Car (with other students)