

Taking Action on School Journeys Challenge

Foreword

Wiltshire Council's (the Council) "Taking Action on School Journeys Challenge" provides capital grants to help schools implement their Travel Plans and promote sustainable travel. These grants are intended to fund measures which empower parents and pupils to choose sustainable modes of transport instead of the car.

Some of the benefits of sustainable travel are:

- healthier, more active children and parents;
- improved environment;
- improved safety;
- improved child personal and social wellbeing;
- less congestion at the school gate; and
- less disturbance to a school's neighbours.

Please read this guidance to increase your chances of a successful outcome to your application for funding.

Application Guidance Notes

An application for funding may be made by any school with an up-to-date, approved Travel Plan (please refer to note 5 under *Terms and Conditions*). You should be seeking to fund capital measures identified in the Travel Plan and these measures may be on the school site, on-highway, or both. Applicants should bear in mind that the overall budget for all schools in a year is between £110,000 and £150,000.

On-site works: If your bid is successful, you will be asked to confirm acceptance by providing a simple project plan. You should secure all necessary permissions (e.g. planning permission, LEA and/or diocese approval) before starting work. The grant must be spent within the 2018/19 financial year. Please inform the Council as soon as possible if it appears that these deadlines will not be met.

On-highway works: please state the problem you are seeking to address which should be a barrier to sustainable active travel. You do not need to give an indication of cost or timescale as these works will be managed by the Council but we strongly recommend that you liaise with your parish and town council and other interested parties prior to applying for funding. Please refer to note 7 under *Terms and Conditions* regarding timescales.

Your application should be submitted to the Council by 20 December 2017 and successful/unsuccessful bidders will be informed the following March.

Applications will be assessed by relevant Officers. If a school does not have an approved, up-to-date plan, it cannot be considered for funding. In recommending the appropriate level of funding, officers will take the following criteria into account:

- the extent of any barriers that could hinder implementation
- whether the proposal meets Government and Council requirements
- affordability
- the school's commitment to the Travel Plan and sustainable travel
- the scheme's potential for reducing the number of pupils driven to school.

Challenge Terms and Conditions:

1. The Council allocates Challenge funds from the annual Local Transport Plan (LTP) settlement.
2. LTP funding is secured from the Government to achieve the aims and objectives in the LTP which are linked to the Council's corporate objectives.
3. The recommendation presented by officers to the appropriate committee/Cabinet Member in March will detail only those applications which are being considered for funding, and will also detail the proposed level of funding.
4. All schools (including those in the independent sector) have access to free advice and guidance from Council's School Travel Plan Advisor to help them develop and implement Travel Plans and complete Challenge applications.
5. A school making an application must have a Travel Plan which has been approved by the Council and is up-to-date. Applications which do not meet this basic requirement will not be considered. Travel Plan Updates are assessed against the criteria in the attached table. Travel Plans should be reviewed and updated with survey comparison data as a minimum every three years.
6. A school/college may make an application in more than one year.
7. Works on the highway are usually carried out over a two-year period. In the first year, a feasibility study is undertaken, and implementation of the scheme would then take place during the second year, subject to availability of funding, a satisfactory outcome from the consultation, and maintaining an up-to-date Travel Plan.
8. Funding cannot be allocated retrospectively to projects on the school site.
9. In cases deemed exceptional by the Travel Plan Team, an applicant may be granted a limited time extension for submitting their final Challenge bid in order to safeguard the implementation of the Travel Plan.

Further Information

You can get assistance to develop and implement your Travel Plan, make your application for funding, or implement capital schemes from:

The School Travel Plan Team – Tel: 01225 713483.
Email: travelplanning@wiltshire.gov.uk.
www.wiltshire.gov.uk

Submission

Applications may be submitted in hard-copy or electronically, by email. In the latter case, please include "TAOSJ" in the subject line of your email.

School Travel Plan Update Checklist

✓	School Details	Name, address and DfE No. Type of School
✓	Reason for update	
✓	School background	Description of the school and details of any changes since the previous travel plan (catchment, closure of neighbouring school(s) and significant change in number on roll)
✓	Survey results	Summary of data and concerns raised Comparison with previous surveys Commentary on any changes and how these link to targets
✓	Travel concerns	Outstanding concerns from earlier plan Any new concerns identified
✓	Support	What the school is already doing to support the travel plan and promote sustainable travel
✓	Targets and action plan	Adjust targets according to the survey results Set new targets Action plan to address the travel concerns
✓	Funding	Details of relevant funding invested
✓	Monitoring and review	Frequency and responsibilities for monitoring the action plan and undertaking a full review of the plan including surveys of site users
✓	Endorsement	A signed undertaking that the school is committed to the aims and objectives of the travel plan and to the monitoring and review cycle