



Planning and Transportation Policy Team Plan 2015/16

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Service Plan: Development Services

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Contents

Team Overview.....	3
Our Contribution to Service Plan priorities 2014/15	4
Our Team Plan 2015/16.....	6

Team Overview – Planning and Transportation Policy

The Planning and Transportation Policy team undertakes a number of key roles for the Council. The team provides various different planning and transportation roles including planning and conservation policy, public transport, highway development, road safety, graphic design and a mapping service.

The Team's broad functions are:

- Local Development Plan
- Local Transport Plan
- Conservation Areas
- Listed Buildings
- Mapping and Graphics Service
- Highway Development
- Street Naming and Numbering
- Highway Searches
- Transport Grants
- Child Pedestrian Training
- School Cycle Training
- Road Safety Education and Publicity
- Public Transport
- School Transport including Additional Learning Needs Transport
- Community Transport including the operation of the “Greenlinks” Community Transport Service

Our Contribution to Service Plan priorities 2014/15

Our contribution to the Service Plan priorities last year:

- In partnership with schools, governing bodies and parents, we promoted the safer use of roads and implemented a programme of road safety measures in order to ensure the safety and wellbeing of children attending school. *Service Objective 2 (CP/CPS3/ CSDP/CP/CPS2) (DS/A024/ DS/A023/ DS/A030).*
- Significant work was undertaken with schools during the year to promote the safer use of roads including: 35 schools took part in Junior Road Safety Officer (JRSO); short courses delivered to 27 schools; kerbcraft was delivered to 300 pupils; 33 schools took part in Levels 1 and 2 cycle training which was delivered to 968 and 710 pupils respectively; ran bikesafe courses and delivered Pass Plus Cymru to 100 pupils *(CP/CPS2)*
- Redevelopment of Penarth Heights continues with Crest now constructing homes on the second half of the site. The focus for 2015/16 is on concluding the complex Sections 38 and 11 highway negotiations with the Developer to facilitate the adoption of highway associated structures *(CP/R3)*
- A loan agreement has been signed between key partners that is, Welsh Government, the Council and the Consortium to bring forward construction of the road linking Barry Waterfront with Barry Island. Anticipated completion date of the road is Summer 2015. *Service Objective 3 (CP/R4) (DS/A084/DS/A108)*
- We are on track to produce a sound Local Development Plan and completed the process of consulting key stakeholders on alternative sites (May 2014). *Service Objective 3 (CP/R15) (DS/A078)*
- We worked with Barry Waterfront Consortium to implement proposals for the Barry Waterfront scheme including the provision of a new link road to Barry Island. *Service Objective 3 (CP/R4) (DS/A084/ DS/A108)*

- Worked with our transport partners to promote and develop options to improve strategic highway and public transport improvements between Barry and Cardiff and the M4. *Service Objective 4 (CP/R6) (DS/A125/ DS/A182/ DS/A183/ DS/A145)*
- Actively promoted modal shift by implementing appropriate management systems and improving the sustainable transport infrastructure of the Vale. Through our work with key partners including WG we continued to progress options to improve transport infrastructure via various schemes. Additionally we supported and extended community transport in the Vale in light of increasing pressures on supported bus routes. *Service Objective 4 (CP/R16, CP/CSDP) (DS/A126/ DS/A127/ DS/A178/ DS/A180/ DS/A179/ DS/A181)*

Our Team Plan 2015/16

TPA = Team Plan Action which is prefixed by one of the following area for ease of reference for the teams: Policy, Road Safety, Transport, Highway Development and Public Transport

Service Plan Actions have been included for completeness and are then broken down into areas

Service Outcome 1:		Residents of the Vale live in safe, healthy, prosperous and sustainable communities						
Objective 2:		To promote healthy and sustainable communities to ensure individuals achieve their potential.						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
From Service Plan (CP/CPS2) (DS/A023)	Promote Safer use of Roads and implement a programme of road safety measures to reduce accidents and promote modal shift.	Increased awareness of road safety and skills to become safe pedestrians. High take up of road safety training. Increased propensity to travel by means other than the private car.	High	Clare Cameron	01/04/2015	31/03/2016	1 FTE Initiatives delivered via WG funding	
From Service Plan (DS/A024) (CP/CPS3)	Engage with schools, governing bodies and parents to establish a procedure for the provision of	Children cross roads safely, with the help of a crossing patrol when travelling to or from school.	High	Clare Cameron	01/04/2015	31/03/2016	0.5 FTE	

	School Crossing Patrol Services to ensure safety and wellbeing of children attending schools	Children are aware of how to cross roads safely, thereby reducing accidents						
Road Safety TPA 1 (CP/CPS2) (DS/A023)	Deliver the following road safety revenue schemes: <ul style="list-style-type: none"> (a) Child Pedestrian Training (CPT) (b) National cycle standards training (c) Motorcycle Training (Bikesafe and Scooter Safe) (d) Pass Plus Cymru (e) Mature Drivers 	<ul style="list-style-type: none"> (a) Provide CPT to 600 pupils (b) Provide NS Cycle Training to a minimum of 1100 pupils (c) Provide 3 bikesafe courses to approx. 30 pupils (d) Provide scooter safe training at all secondary schools and colleges where requested (e) Provide mature driver courses to a minimum of 10 pupils via RCT Council 	High	Clare Cameron/ Karen Stokes/ Annette Kerslake/Sian Akers/John Rogers	01/04/2015	31/03/2016	2.5 FTE for 12 months plus outside support from Police, Rhondda Cynon Taf, Cycle Training Wales, Motorbike Instructor Time	

Road Safety TPA 2 (CP/CPS2) (DS/A023)	Implement Safe Routes in Communities 2015/2016 Cycle/ pedestrian Scheme between Wenvoe and Barry Docks Link Road	Safe Cycle and pedestrian facilities delivered	High	Clare Cameron/ Mike Clogg	01/04/2015	31/03/2016	Management of project time (not including works) 1 FTE for a week	
Road Safety TPA 3 (CP/CPS3) (DS/A024)	Produce a Revised School Crossing Patrol Service Procedure	Revised School Crossing Patrol Procedure adopted	Medium	Clare Cameron/ Karen Stokes/ SCP Service	01/04/2015	01/09/2015	1 FTE for 1 month	Report on consultation exercise undertaken on procedure. Due to be considered by Cabinet 29/6/15

Service Outcome 1:		Residents of the Vale live in safe, healthy, prosperous and sustainable communities						
Objective 3:		To facilitate and promote investment of the local economy in order to secure sustainable economic growth and improve employment opportunities						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
From Service Plan (CP/R15) (DS/A078)	Produce a sound Local Development Plan as a framework to shape and promote beneficial, appropriate and sustainable growth in the Vale	Planning decisions made on sound policy basis. LDP provides focus for investors and ensures land is used in a sustainable manner	High	Emma Reed	01/04/2015	31/03/2016	5 FTEs via existing LDP budget and within staff structure. Consultant and legal input required at various key stages.	
Policy TPA 1 (CP/R15) (DS/A078)	To prepare a report to Cabinet and relevant Committees in respect of the results of the LDP consultation exercises and next steps for the Plan	Report presented to Cabinet 1/6/15 Community Liaison Committee 2/6/15 Planning Committee 4/6/15 Economy and Environment Scrutiny Committee	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Hannah Dineen/ Bev Searle/ Student/ Rob Williams/ Sue Gell	01/04/2015	25/06/2015	5 FTEs for 3 months	

		16/6/15 Cabinet 22/6/15 and Council 24/6/15						
Policy TPA 2 (CP/R15) (DS/A078)	To prepare documents for submission of LDP to Welsh Government	LDP submitted to Welsh Government	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Hannah Dineen/ Bev Searle/ Student/ Rob Williams/ Sue Gell	01/06/2015	31/07/2015	5 FTEs for 2 months	
Policy TPA 3 (CP/R15) (DS/A078)	To undertake a consultation on the Focused Changes proposed to the LDP	Focused Changes Consultation complete and results of the consultation submitted to Welsh Government	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Hannah Dineen/ Bev Searle/ Student/ Rob Williams/ Sue Gell	25/06/2015	30/09/2015	5 FTEs for 3 months	Depends on the number of representations received

Policy TPA 4 (CP/R15) (DS/A078)	To hold an Examination in Public for the LDP	LDP Examination held	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Hannah Dineen/ Bev Searle/ Student/ Rob Williams/ Sue Gell/ Clare Cameron/ Sarah Knevett/ plus expert witnesses	01/09/2015	31/03/2016	5 FTEs for 4 months	
Policy TPA 5 (CP/R15) (DS/A078)	Preparation of Supplementary Planning Guidance including Affordable Housing and Retail	Supplementary Planning Guidance published for consideration by Cabinet	Medium	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Hannah Dineen/ Bev Searle/ Student/ Rob Williams/ Sue Gell	01/07/2015	31/03/2016	1 FTE for 4 months	
Drawing Office TPA 1	Provision of Maps and mapping advice	Mapping and mapping advice provided	Medium	Rob Williams	01/04/2015	31/03/2016	2 days per week for 12 months	

Drawing Office TPA 2	Provision of a Graphic Design Service	Documents and presentations for officers as required	Medium	Rob Williams/ Hywel Thomas/Sue Gell/ Jeanette Hodgetts	01/04/2015	31/03/2016	1 FTE for 4 days per week for 12 months	
Highway Development TPA 1 (CP/R4) (DS/A084/ DS/A108)	To inspect as necessary all Highway work including Barry Waterfront	Inspections of highways undertaken	High	Tom Bevan/ Peter Hamer/ Lee Howells	01/04/2015	31/03/2016	1 FTE for 1 day per week for 12 months	Progress dependant on developer
Highway Development TPA 2 (CP/R4) (DS/A084/ DS/A108)	Agree and Implement Highway Agreements, legal agreements and highway notices as required by developers in liaison with legal services	Highway Agreements, legal agreements and notices implemented	High	Tom Bevan/ Peter Hamer/ Lee Howells/ Agency assistance	01/04/2015	31/03/2016	3 FTEs for 2 days per week for 12 months	
Highway Development TPA 3 (CP/R4) (DS/A084/ DS/A108)	Provide Highway information as required by customers and liaise with Developers and	Information provided such as searches and adoptions. New developments constructed to	High	Tom Bevan/ Lee Howells/ Danielle Loughman/ Agency Engineer	01/04/2015	31/03/2016	2 FTE for 3 days per week for 12 months	

	Consultants on highway standards for new development layouts	adoptable standards						
Highway Development TPA 4 (CP/R4) (DS/A084/ DS/A108)	Undertake extinguishments and adoptions as required in accordance with the Highways Act 1980	Adoption records kept up to date	High	Tom Bevan/ Lee Howells/ Danielle Loughman	01/04/2015	31/03/2016	1 FTE for ½ day per week for 12 months	
Highway Development TPA 5 (CP/R4) (DS/A084/ DS/A108)	To provide a Street Naming and Numbering Service as required by the public	Street naming and numbering provided	Medium	Tom Bevan/ Danielle Loughman	01/04/2015	31/03/2016	1 FTE for ½ day per week for 12 months	

Service Outcome 2:		Development within the Vale is sustainable and the environment is protected and enhanced for current and future generations						
Objective 4:		To promote integrated and safe and sustainable road transport systems for the Vale						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
From Service Plan (CP/R6) (DS/A125)	Work with transport partners to promote and develop options to improve strategic highways and public transport improvements	Improved links aid accessibility to Barry and on strategic routes.	High	Emma Reed	01/04/2015	31/03/2015	Reliant on external funding and investment decisions taken by WG	
From Service Plan (DS/A126)	Promote modal shift by implementing appropriate traffic management systems and improving sustainable transport infrastructure including the provision of footpaths, cycleways and bridleways to minimise the	Increased numbers of residents and visitors who use sustainable transport, with resultant decrease in car users	High	Emma Reed	01/04/2015	31/03/2016	1 FTE with reliance of grant funding or financial contributions via S106 planning obligations	

	impact of congestion and maximise tourism and recreational opportunities							
From Service Plan (DS/A178)	Support and extend community transport throughout the Vale in light of increasing budget pressures on supported bus routes	Improved passenger movements to compensate for reduced bus services	High	Enfys Griffiths	01/04/15	31/03/16	1 FTE plus resources from S106 contributions related to sustainable transport	
From Service Plan (DS/A182)	Progress Options for improvement of Five Mile Lane	Options worked up in partnership with WG to enable improved strategic access to Barry and the Enterprise Zone	High	Miles Punter Emma Reed	01/04/2015	31/03/2016		
Transport TPA 1 (CP/R6) (DS/A125)	Prepare and Adopt an Active Travel Plan	Maps provided and routes identified as Active Travel Routes	High	Emma Reed/ Clare Cameron/ Rob Williams	01/04/2015	22/01/2016	Funding secured for map production of £14 000	
Transport TPA 2 (CP/R6) (DS/A125)	Comment on Developer's Travel Plans	Travel Plans implemented by developers	High	Clare Cameron	01/04/2015	31/03/2016	0.1 FTE for 12 months	

Transport TPA 3 (CP/R6) (DS/A125)	Revise the Council's Staff Travel Plan	Corporate Travel Plan Updated which implements and promotes sustainable travel amongst employees	Medium	Emma Reed/ Clare Cameron/ Student	01/07/2015	31/03/2016	0.1 FTE and sustainable development groups time	
Transport TPA 4 (DS/A126)	Contribute to the delivery of the Transport Metro for South Wales	Assist with the implementation of schemes as required with schemes that are promoted through the Metro to include 2 bus priority routes on Port Road and Cardiff Road	Medium	Emma Reed/ Clare Cameron/ Mike Clogg	01/04/2015	31/03/2016	Variable as dependant on WG approval of funding	
Transport TPA 5 (DS/A126) (DS/A182)	Five Mile Lane- implement the upgrade of the road as promoted by WG	Five Mile Lane scheme delivered as per WG programme	High	Emma Reed/ John Dent / Mike Clogg	01/04/2015	31/03/2016	0.3 FTE for 12 months	Currently considering draft Grant offer from WG and risks to the Council
Transport TPA 6 (CP/R6) (DS/A125)	Assist with the implementation of Rail Schemes including electrification and station improvements	Electrification delivered on VOG line, upgrade to Barry Station and doubling in frequency on VOG line with shuttle service to Barry Island	High	Emma Reed/ Clare Cameron/ Mike Clogg/ Bob Guy/ Peter Thomas/ Tom Bevan	01/04/2015	31/03/2016	0.1 FTE for 12 months. Scheme delivered by Network Rail and Arriva.	Completion date of scheme currently not known

Transport TPA 7 (CP/R6) (DS/A125)	Participate in the Collaboration agenda for transport	Ensure the Vale of Glamorgan is involved in regional discussions on transport	High	Emma Reed/ Clare Cameron/ Kyle Phillips	01/04/2015	31/03/2016	0.3 FTE for 12 months	Various transport meetings and projects ongoing
Transport TPA 8 (CP/R6) (DS/A125)	Apply to Welsh Government for transport funding	Funding requests submitted. Funding awarded.	High	Emma Reed/ Clare Cameron/ Mike Clogg/ Rob Williams	01/04/2015	31/03/2016	1 FTE for 3 months (includes engineers time)	
Transport TPA 9 (DS/A126)	Be awarded European Transport Funding	Delivery of transport schemes with money from Europe	High	Emma Reed/ Clare Cameron	01/04/2015	31/03/2016	0.1 FTE for 12 months	Awaiting opportunities
Public Transport TPA 1 (DS/A178)	Promote and market the Greenlinks Community Transport Service to increase passenger numbers	Increase the usage of the Greenlinks Community Transport Scheme	High	Kyle Phillips/ Enfys Griffiths / Lisa Elliot	01/04/2015	31/03/2016	0.1 FTE for 12 months	
Public Transport TPA 2 (DS/A178)	Run a Volunteer recruitment campaign to increase the number of volunteers	Additional volunteers available to support the Greenlinks Community Transport Service	Medium	Enfys Griffiths/ Lisa Elliot	01/04/2015	31/03/2016	0.1 FTE for 12 months	Working with Vale Volunteer Bureau
Public Transport TPA 3 (CP/R6) (DS/A125)	Expand the use of the Shaunsoft CTX package to include school transport	Software package in use for school transport as well as Greenlinks	High	Kyle Phillips/ Rhiannon Moore	01/04/2015	31/03/2016	0.1 FTE for 1 month including use of ICT Officer time	

Public Transport TPA 4 (CP/R6) (DS/A125)	Complete the multi use WG Pilot Transport Project	Project completed to WGs terms and conditions	High	Emma Reed/ Kyle Phillips	01/04/2015	31/07/2015	0.1 FTE for 4 months	
Public Transport TPA 5 (DS/A126)	Implement E Tender (Using E Bravo) system ready for 2016 school transport contracts	Specification Documents finalised Operators Training undertaken on system Services finalised for tender	High	Kyle Phillips/ Rhiannon Moore/ Julia Ritter/ Connor Jones/ Ceri Thomas	01/04/2015	31/03/2016	1 FTE for 2 months	
Public Transport TPA 6 (DS/A126)	Award September 2015 School Transport Contracts	School Transport Contracts in operation	High	Kyle Phillips/ Rhiannon Moore	01/04/2015	15/08/2015	1 FTE for 2 months	Cabinet report on Contracts to be awarded due to be considered by Cabinet 13/7/15
Public Transport TPA 7 (DS/A126)	Monitor School Transport Contracts	School Transport Contracts are regularly monitored	High	Kyle Phillips/ Rhiannon Moore/ Julia Ritter/ Connor Jones/ Ceri Thomas	01/04/2015	31/03/2016	1 FTE for 12 months	
Public Transport TPA 8 (DS/A126)	Revise the Mainstream and ALN School Transport Policies	Revised Home to School Transport Policy approved	Medium	Emma Reed/ Kyle Phillips/ Rhiannon Moore/ Julia Ritter/ Connor Jones/ Ceri	01/10/2015	31/03/2016	1 FTE for 2 weeks	

				Thomas/Clare Cameron				
Public Transport TPA 9 (DS/A126)	Publish a Public Transport Timetable Booklet	Timetable Booklet published	Medium	Kyle Phillips/ Andrew Eccleshare/ Rob Williams	01/06/2015	31/12/2015	1 FTE for 4 weeks	
Public Transport TPA 10 (DS/A126)	Agree Services to be funded by Bus Service Support Grant	Cabinet agrees Bus Services to be funded by Bus Services Support Grant	High	Emma Reed/ Kyle Phillips	01/04/2015	30/06/2015	1 FTE for 1 day	
Public Transport TPA 11 (DS/A126)	Implement Transport Savings Programme	Transport Savings as identified by the Programme agreed	High	Emma Reed/ Kyle Phillips	01/04/2015	31/03/2016	1 FTE for 1 month	Post 16 College Transport transferred to team April 2015 ALN Transport transferred May 2015. Further work needed on social services and other work transfer as well as work on identifying how savings will be made

Public Transport TPA 12 (DS/A126)	Implement a Summer Bus Service for Penarth	Summer Bus Service for Penarth operating	Medium	Emma Reed/ Andrew Eccleshare/ Kyle Phillips	01/05/2015	30/09/2015	1 FTE for 3 days	
Public Transport TPA 13 (DS/A178)	Deliver in partnership with Dinas Powys Voluntary Concern a new Community adapted car to operate to the new medical centre at Dinas Powys	Adapted car operating to new medical centre in Dinas Powys	Medium	Emma Reed/ Enfys Griffiths/ Lisa Elliot	01/04/2015	31/12/2015	1 FTE for 1 week. Funded by S106 monies	
Public Transport TPA 14	Streamline Post 16 College Transport Procedures and Processes	Creation of a process that will make applying for Post 16 College transport easier for students, colleges and the Council	Medium	Kyle Phillips/ Enfys Griffiths	01/06/2015	31/08/2015	1 FTE for 1 week	
Public Transport TPA 15	Revise Post 16 College Transport Policy	Revised Post 16 College Transport Policy approved	Medium	Emma Reed/ Kyle Phillips/ Enfys Griffiths	01/10/2015	31/03/2016	1 FTE for 1 week	
Public Transport TPA 16	Deliver training to all drivers and escorts on mainstream and ALN school transport services	All drivers and escorts trained to a minimum standard	High	Kyle Phillips/ Rhiannon Moore/ Julia Ritter/ Ceri Thomas/ Connor Jones	01/09/2015	31/10/2015	1 FTE for 5 weeks	

Service Outcome 2:		Development within the Vale is sustainable and the environment is protected and enhanced for current and future generations						
Objective 5:		To protect and preserve the Vale's unique environment by conserving and enhancing special places and mitigating against the impact of development and investment						
Ref.	During 2015-16 we plan to:	Success Criteria/ Outcomes we'll achieve from this action are:	High, Medium or Low priority	Officer responsible for achieving this action	Start date	Finish date	How will the work be resourced?	Progress
From Service Plan (DS/A116)	Review the Council's Conservation Area Management Plans	Character and unique qualities of the Vale's conservation areas are preserved and enhanced	High	Emma Reed	01/04/2015	31/03/2016	1 FTE within existing staff structure work practices	
Policy TPA 6 (DS/A116)	Present to Cabinet proposals for new Conservation Areas	Report presented to Cabinet on proposed new conservation areas	Medium	John Raine/ Lucy Butler Peter Thomas/ Rob Williams	01/09/2015	31/12/2015	1 FTE for 3 months	Assessments currently ongoing to assess possible new Conservation Areas