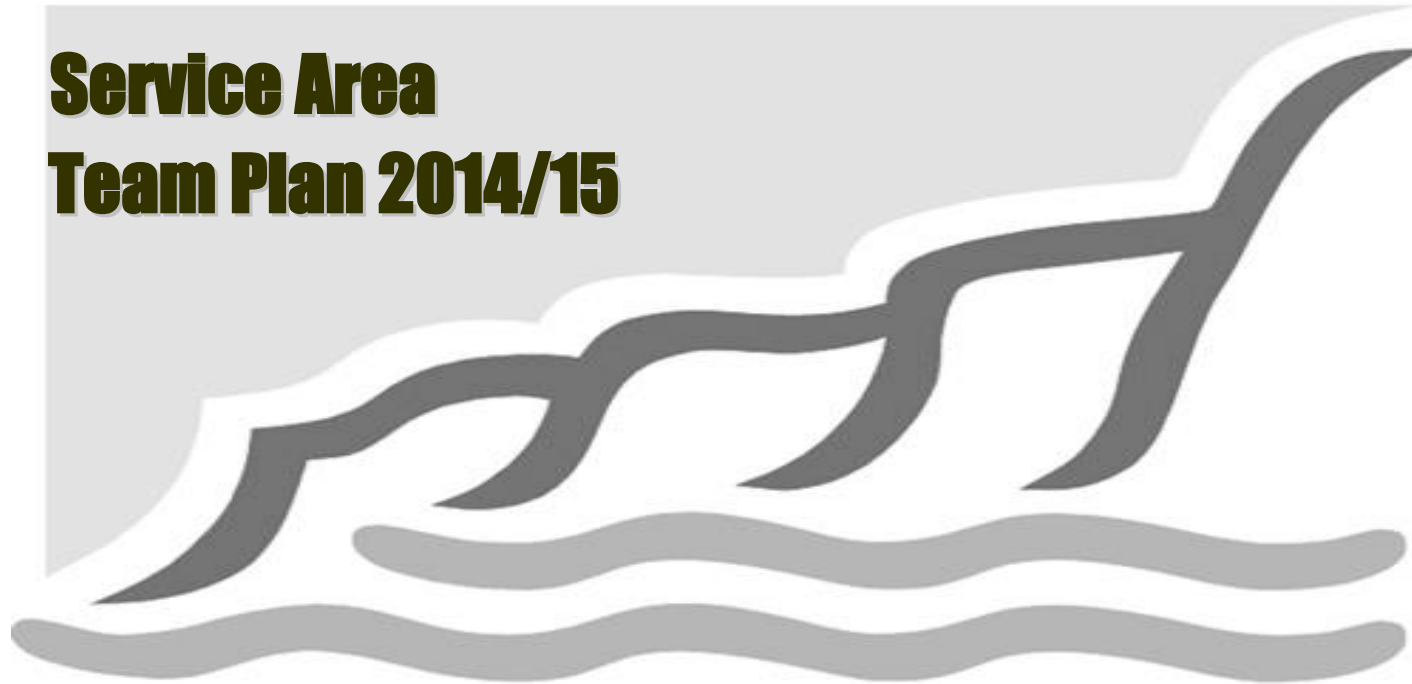


VALE of GLAMORGAN

Service Area

Team Plan 2014/15



BRO MORGANNWG

Team Manager	Emma Reed OM Planning and Transportation Policy Team
Service Plan	Development Services
Date signed off	May 2014
Signed off by	Rob Thomas Director of Development Services

Service Outcome (insert number):	Service Outcome 1: Residents of the Vale live in safe, healthy, prosperous and sustainable communities.
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Objective 2:	Objective 2: To promote a safe, fair, attractive and secure environment for residents, businesses and visitors through a range of activities.
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Context for this objective:	The Road Traffic Act 1988 Section 39 requires the Council to carry out studies into the cause of accidents on roads in their area; take appropriate measures to prevent such accidents and provide road safety education, training and publicity for all ages and types of road user. There are risks to this objective as grants to deliver schemes are competitively distributed and the Council may not receive adequate monies. Therefore intervention is prioritised so that limited resources are targeted in the best way possible. The provision of a school crossing patrol service is non statutory but nevertheless highly valued.
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Ref.	During 2014-15 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
CPS2 DS/A023	Road Safety Grant comprehensive Capital Programme	Identify and provide a list of road safety schemes for bidding under the Road Safety Grant	High	Clare Cameron/ Mike Clogg/ Rob Williams/ Graphic Designer	1 st April 2014	31 st July 2014 to meet WG deadline	0.2 FTE for 3 months Funding required for feasibility of schemes being put	Agreement from Highways that they will partake in the assessments of schemes and assist with

		Programme to be submitted to WG					forward	feasibility funding
CPS2 DS/A126 DS/A180	Implement the Local Transport Fund scheme NCN 88 Rhoose Phase 2	Off-road pedestrian / cycle route provided to link to Phases 1 & 3	High	Clare Cameron/ Mike Clogg	1 st May 2014	30 th June 2014	3 FTE days LTF Grant from WG 8 week build programme	
CPS2 DS/A023	Implement the following Road Safety Grant scheme: Bonvilston A48	Deliver visual display signs on A48 at Bonvilston	High	Clare Cameron/ Mike Clogg	1 st August 2014	31 st August 2014	1 FTE day Road Safety Capital Grant 1 day build programme	Grant accepted
CPS2 DS/A023 DS/A126	Deliver the following road safety revenue schemes: (a) Child Pedestrian Training (CPT) (b) National standards cycle training (c) Motorcycle	(a)CPT Deliver kerbcraft full programme to 300 pupils and 4 week CPT courses to a further 350 pupils (b) Provide NS Cycle training to a minimum of 1100 pupils	High	Clare Cameron/ Karen Stokes/ Jayne Jenkins/ Annette Kerslake/ Sian Akers/ John Rogers	1 st April 2014	31 st March 2015	2.5 FTE for 12 months plus outside support from Police RCT Cycle Training Wales 20 weeks for 4 days per week Motorbike	Schemes ongoing

	<p>Training (Bikesafe and scooter safe)</p> <p>(d) Pass Plus Cymru</p> <p>(e) Mature Drivers</p> <p>(f) JRSO (close down)</p> <p>(g) Schools assemblies (close down)</p>	<p>(c) Provide 3 bikesafe courses to approx 30 pupils</p> <p>(d) Provide scooter safe training at all secondary schools and college where requested</p> <p>(e) Provide mature driver courses to a minimum of 10 pupils via RCT Council</p> <p>(f) Close down the JRSO scheme due to Grant fallout</p> <p>(g) Close down school assemblies due to Grant fall out</p>					Instructor Time	
CPS2 DS/A023	Safe Routes in Communities comprehensive	Identify and provide a list of walking &	High	Clare Cameron/ Mike Clogg	1 st April 2014	31 st July 2014 to meet WG	1 FTE for 6 weeks Funding	E-mail sent to schools 14 th April to ask them to

DS/A030 CSDP	Programme	cycling schemes for bidding under the Safe Routes in Communities Programme to be submitted to WG				deadline	required for feasibility of schemes being put forward from all schools	identify schemes they wish to be progressed. Agreement from Highways that they will partake in the assessments of schemes and assist with feasibility funding
CPS2 DS/A023	Road Safety Grant comprehensive Capital Programme	Identify and provide a list of road safety schemes for bidding under the Road Safety Grant Programme to be submitted to WG	High	Clare Cameron/ Mike Clogg	1 st April 2014	31 st July 2014 to meet WG deadline	1 FTE for 4 weeks Funding required for feasibility of schemes being put forward	Agreement from Highways that they will partake in the assessments of schemes and assist with feasibility funding
CPS2 DS/A126	Prepare and Adopt an Active Travel Plan	Maps provided and routes identified as Active Travel Routes	High	Emma Reed/Clare Cameron/ Student Planner/ Rob Williams/ Graphic Designer	July 2014 once guidance received from WG	To be determined by WG	LTF Grant funding from WG 0.5 FTE for 12 months	Awaiting guidance from WG but funding secured for maps £14k

CPS2	Implement Learner Travel Wales Measure update	Deliver school transport and promote safe walking routes to school following WG's new guidance to be distributed imminently	High	Kyle Phillips/ Rhiannon Moore/ Clare Cameron/ Lisa Lewis (Education)/ Rob Williams	1 st May 2014	31 st March 2015	1 FTE for 5 days	Consultation process completed and awaiting new guidance due May 2014.
CPS2 CPS3 DS/A024	Produce a Revised School Crossing Patrol Service Procedure	Revised School Crossing Patrol Procedure adopted	Medium	Clare Cameron/ Karen Stokes/ SCP Service	1 st April 2014	31 st March 2015	1 FTE for 1 month	

Service Outcome (insert number):	Service Outcome 2: Development within the Vale is sustainable and the environment is protected and enhanced for current and future generations.
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Objective 3:	Objective 3: To facilitate and promote investment in the local economy in order to secure sustainable economic growth and improve employment opportunities.
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Context for this objective:	The Local Development Plan will set a framework for future employment sites and business development in the Vale of Glamorgan. The presence of the St Athan and Cardiff Enterprise Zone within the Council's area represents an opportunity for inward investment that needs to be maximised. There are risks in delaying the LDP to adoption and as a result uncertainty within the development industry however the Council is working hard to ensure that there is a sufficient and appropriate supply of housing land.
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Ref.	During 2014-15 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
R15 H4 DS/A002 DS/A078	LDP Alternative Sites Consultation	Complete Consultation	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Tom O Connor	20th March 2014	1st May 2014	3 FTE for 6 weeks	Completed 1st May 2014

R15 H4 DS/A002 DS/A078	LDP Alternative Sites Representations Register	Publish Alternative Sites Representations Register	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Tom O Connor/ Chris Williams/ Bev Searle/ Rob Williams	1 st May 2014	15 th July 2014	2 FTE for 6 weeks	
R15 H4 DS/A002 DS/A078	Prepare responses to the Deposit LDP and Alternative Site Representations	Finalised by November 2014 Report responses to Cabinet	High	Emma Reed/ Lucy Butler/ John Raine/ John Marks/ Andrew Wallace/ Tom O Connor/ Chris Williams/ Bev Searle/ Student Planner	1 st April 2014	30 th November 2014	5 FTE for 8 months	
R15 H4 DS/A002	Produce Revised Household and Population	Finalise background paper to inform LDP Consultation	High	Bev Searle/ Chris Williams/ Lucy	1 st May 2014	30 th September 2014	1 FTE for 3 months	

DS/A078	Projections Background Paper	Report and Examination		Butler/John Raine/ Emma Reed				
R15 H4 DS/A002 DS/A078	Produce Employment and Housing Background Paper Updates	Finalise Papers to inform LDP Consultation Report and Examination. Prepare report for Cabinet on Housing Figures	High	Emma Reed/ John Raine/ Lucy Butler/ Chris Williams/ Bev Searle	1 st May 2014	30 th November 2014 Cabinet Report October 2014	1 FTE for 1 month	
R15 H4 DS/A002 DS/A078	Produce Gypsy and Traveller Background Paper Update	Finalise Paper to inform LDP Consultation Report and Examination	High	Lucy Butler/John Raine /John Marks/ Hayley Selway (Housing)	1 st June 2014	30 th November 2014	1 FTE for 1 month	
R15 H4 DS/A002 DSA078	Prepare Focused Changes document if required	Report any Focused Changes to Cabinet together with Consultation Report	High	Lucy Butler/ Emma Reed/ John Raine/ John Marks/ Andrew Wallace/ Tom O Connor/ Chris Williams/ Bev Searle/ Rob	1 st October 2014	31 st December 2014	Depends on whether required	

				Williams/ Student Planner				
R15 DS/A002 DS/A078	Present Cabinet with Deposit LDP and Alternative Sites Consultation Report	Report presented and agreed by Cabinet	High	Emma Reed/ Lucy Butler/ John Raine/ Rob Williams	1 st January 2015	31 st March 2015	1 FTE for 1 month	
H4 DS/A002 DS/A078	Finalise Parking Guidelines SPG	Adopt revised SPG	Medium	John Raine/ John Marks/ Tom Bevan/ Rob Williams	May 2014	30 th September 2014	1 FTE for 2 days	Draft SPG reported to Cabinet. Consultation to be undertaken.
R1 H4 DS/A002 DS/A078	Update Upper Holton Road SPG	Adopt revised SPG	Medium	Lucy Butler/ John Raine/Peter Thomas/ Rob Williams	August 2015	31 st March 2015	1 FTE for 2 weeks	
Covers all Services and Actions which require mapping	Provision of Maps and Mapping advice	Mapping and mapping advise provided	Medium	Rob Williams/ Chris Williams	1 st April 2014	31 st March 2015	2 days per week for 52 weeks	
Covers all Services and Actions which	Provision of a Graphic Design Service	Documents and Presentations Designed for	Medium	Rob Williams/Sue Gell/ Jeanette	1 st April 2014	31 st March 2015	5 days per week for 52 weeks	

require designing		Council as required		Hodgetts				
R8 DS/A083	Project Manage Development Briefs for the St Athan to Cardiff Airport Enterprise Zone	Brief (s) adopted by Cabinet	High	Emma Reed/ Rob Thomas/ Rob Williams	1 st June 2014	30 th September 2014	0.1 FTE for 4 months	Awaiting confirmation from WG that funding available to employ consultants to deliver briefs.
DS/A084 R4	To Inspect as necessary Highway Work associated with Barry Waterfront	Inspections undertaken	High	Tom Bevan/ Peter Hamer	1 st May 2014	31 st March 2015	1 FTE for 1 day per week for 18 months	

Service Outcome (insert number):	Service Outcome 2: Development within the Vale is sustainable and the environment is protected and enhanced for current and future generations.
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Objective 4:	Objective 4: To promote integrated and sustainable transport systems for the Vale.
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Context for this objective:	The promotion of a sustainable, safe and integrated transport system across the Vale of Glamorgan is a priority for the Council. The Council has a number of statutory obligations in relation to development and management of the highway, the provision of school transport and Active Travel. The growth in commuting has resulted in increased congestion on key routes. WG working directly with Council's rather than via the regional consortia which were abolished in March 2014. The cost of providing bus travel is increasing and there are decreasing budgets available. More innovative ways of delivering transport in the Vale of Glamorgan are required, Greenlinks is one such initiative and the WG has also recently given the Vale of Glamorgan innovative Transport pilot money to progress other solutions.
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Ref.	During 2014-15 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
R16 DS/A126	Comment on Developer's Travel Plans	Travel Plans implemented by developers	High	Clare Cameron	1 st April 2014	31 st March 2015	0.1 FTE over 12 months	Travel Plans commented on when required
R16 DS/A126	Revise the Council's Staff Travel Plan	Corporate Travel Plan updated and staff	Medium	Emma Reed/ Clare Cameron	1 st April 2014	31 st January 2015	0.1 FTE and sustainable development	Staff survey which will be used to inform

		implementation of Travel Plan to promote sustainable transport modes					task & finish group	the revised Plan closed 9 th April 2014
R16 DS/A126	Contribute to the delivery of the Cardiff Metro	Assist with the Implementation as required with schemes that are promoted through the Metro to include 2 bus priority routes that have been identified for the first phase	Medium	Emma Reed/ Clare Cameron/ Mike Clogg	1 st April 2014	31 st March 2015	Depends on delivery mechanism yet to be decided by WG	Awaiting confirmation of funding from WG and how it will be delivered.
R6 DS/A125 DS/A182	Five Mile Lane – implement the upgrade of road as promoted by WG	Five Mile Lane scheme delivered as per WG programme	High	John Dent/ Emma Reed/ Mike Clogg	1 st April 2014	31 st March 2015	0.3 FTE for 12 months	Meetings have taken place with Welsh Government to discuss way forward. Programme in place. Ambitious WG Programme identifies delivery over the next two years

R16 DS/A126	Rail schemes – electrification and station improvements	Electrification delivered on VOG Line, upgrade to Barry Station and doubling frequency on VOG Line with shuttle service to Barry Island	High	Emma Reed/Clare Cameron/Mike Clogg/Bob Guy/Peter Thomas	1 st April 2014 To fit with Network Rail and Arriva timetables subject to WG funding	2018 (date of Scheme delivery)	0.1 FTE for 12 months Delivered by Network Rail and Arriva	Meetings taken place with Network Rail and Arriva to keep updated on their plans
R16 DS/A126	European funding opportunities	Provide list of schemes for potential funding both locally and regionally	Medium	Emma Reed/ Clare Cameron	1 st April 2014	To be determined but to fit with European timescales	0.1 FTE over 12 months and Regional working group on EU Funding	Meetings taken place to discuss guidelines and put forward potential bids
DS/A126	Participate in the collaboration agenda for bus, transport and road safety	Deliver a programme of collaboration	High	Clare Cameron / Emma Reed	1 st April 2014	31 st March 2015	0.3 FTE for 12 months	Meetings ongoing to discuss and Emma Reed member of transport management team for region set up feeding into SEWDER. Clare Cameron Road Safety

								Chair
DS/A178	Employ a Greenlinks Transport Support Officer	Assistance in the scheduling and delivery of the Greenlinks Service	High	Emma Reed/Kyle Phillips/Enfys Griffiths	1 st August 2014	31 st March 2016	1 FTE for a Day Post being funded from top sliced section 106 monies.	Agency staff covering position in a reduced role currently.
DS/A178	Employ a new Greenlinks driver who will primarily be the driver for the Welsh Government Pilot Scheme.	Having a driver for the WG pilot project as well as providing and offering flexibility to the Greenlinks Service	High	Emma Reed/ Kyle Phillips/Enfys Griffiths	1 st September 2014	31 st March 2015	0.5 FTE for 12 months Pilot project funding of £100,000 to look at innovative ways to combine council provided passenger transport.	
DS/A178	Extend the Greenlinks G1 service until 31 st March 2015	Provide a regulated community transport route for residents	High	Kyle Phillips/Enfys Griffiths	1 st April 2014	31 st March 2015	1 FTE for 12 months (this includes driver and admin time)	

		within the rural areas the Vale of Glamorgan. Increase the number of passengers using the G1 service.						
DS/A178	Promote and market the Greenlinks service to increase passenger numbers	Increase usage of the Greenlinks scheme.	High	Enfys Griffiths	1 st August 2014	31 st March 2015	0.1 FTE for 9 months	
DS/A178	Run a volunteer recruitment campaign to increase the number of volunteers	Additional volunteers available to support the Greenlinks Service.	High	Enfys Griffiths	1 st June 2014	31 st March 2015	0.1 FTE for 9 months	
DS/A179	Purchase a Transport Software Package to assist the multiuse of fleet	Software package operational and in use by Public Transport	High	Kyle Phillips/ Emma Reed	1 st May 2014	31 st May 2014	0.1 FTE for 1 month including use of ICT Officer Time Pilot project	

	vehicles						funding of £100,000 to look at innovative ways to combine council provided passenger transport.	
DS/A178	Purchase additional Greenlinks vehicle for use on pilot project	Additional Vehicle available and in use	High	Kyle Phillips/Enfys Griffiths/Emma Reed	1 st June 2014	31 st August 2014	0.2 FTE for 2 days Pilot project funding of £100,000 to look at innovative ways to combine council provided passenger transport.	
DS/A179	Deliver the multi-use Pilot Transport	Multi use pilot project in operation	High	Kyle Phillips/Emma Reed	1 st Sept 2014	31 st March 2015	Pilot project funding of £100,000 to	

	service						look at innovative ways to combine council provided passenger transport.	
R16	Tender for September 2014 mainstream school transport contracts	Tenders received and assessed with preferred operators identified	High	Kyle Phillips/ Rhiannon Moore	1 st April 2014	31st May 2014	1 FTE for 1 month	Tenders due back on 12 th May 2014
R16	Award September 2014 mainstream school contracts	Contracts Awarded and operational	High	Kyle Phillips/ Rhiannon Moore/ Rob Williams	1 st June 2014	1 st Sept 2014	1 FTE for 2 months Mainstream school transport and fare paying school transport budgets funding these services.	

	All drivers and escorts to have current cleared enhanced DBS checks	All Drivers have CRB Checks	High	Rhiannon Moore	1 st May 2014	31 st March 2015	0.1 FTE for 8 months Central HR budgets funding DBS checks.	All operators have been advised they must provide a list of drivers/escorts that they will be used on mainstream school transport routes from September 2014. This will be checked against DBS information held by the council.
	All drivers and escorts are issued with Vale of Glamorgan ID badges	Drivers/Escorts have ID Badges	High	Rhiannon Moore	1 st May 2014	31 st March 2015	0.1 FTE for 8 months Mainstream school transport budget funding the ID badges	
R16	Monitoring mainstream school transport contracts to be	Monitoring plan for School Transport in place and being	High	Kyle Phillips/ Rhiannon Moore	1 st May 2014	31 st March 2015	1 FTE (to include surveyors)	

	monitored.	delivered					for 8 months	
	Revise Home to School Transport policy	Home to School Transport Policy in operation	High	Emma Reed/Kyle Phillips/ Clare Cameron/ Rob Williams	1 st April 2014	1 st Oct 2014	1 FTE for 2 weeks (including working with Road Safety Team)	
R16	Bus Service Support Grant report and Funding allocation	Report presented to Cabinet for approval.	High	Kyle Phillips/Andrew Eccleshare	1 st May 2014	30 th June 2014	1 FTE for 2 days BSSG funds from WG.	Awaiting letter from Monmouthshire Council confirming BSSG amount awarded.
R16	Prepare Paper for review of supported buses	Paper on Bus Services Future presented to Cabinet	High	Kyle Phillips/Andrew Eccleshare	1 st May 2014	31 st October 2014	1 FTE for 4 months	Cabinet considered paper January 2014
R16	Publish Work procedures manual for Mainstream school transport	Manual available and in use	Medium	Rhiannon Moore/Kyle Phillips	1 st May 2014	31 st December 2014	1 FTE for 1 week	
R16	Publish Work procedures manual for public transport	Manual available and in use	Medium	Andrew Eccleshare/Kyle Phillips	1 st May 2014	31 st October 2014	1 FTE for 1 week	

R16	Publish Work procedures manual for community transport	Manual available and in use	Medium	Enfys Griffiths/Kyle Phillips	1 st May 2014	31 st March 2015	1 FTE for 1 week	
R16	Production of Public Transport Timetable Booklet	Timetable Booklet Available	Medium	Kyle Phillips/ Andrew Eccleshare/ Rob Williams	1 st June 2014	31 st July 2014	1 FTE for 4 weeks	
DS/A087 R3	Agree and Implement Highway Agreements, legal agreements and highway notices as required by Developers	Highway Agreements, legal agreements and notices Implemented	High	Tom Bevan/ Neil Hart/ Lee Howells	1 st April 2014	31 st March 2015	3 FTEs for 2 days per week for 52 weeks	
DS/A087 R3	Provide Highway information as required by Customers	Information Provided such as search and adoptions	High	Tom Bevan/ Neil Hart/ Lee Howells/ Danielle Loughman	1 st April 2014	31 st March 2015	1 FTE for 4 days per week for 52 weeks	
DS/A087 R3	Provide expert highway advice for internal and external customers	Advice Provided	High	Tom Bevan/ Neil Hart/ Lee Howells	1 st April 2014	31 st March 2015	1 FTE for 3 days per week for 52 weeks	

DS/A087 R3	To provide a Street naming and numbering service as required by the public	Street naming and numbering provided	Medium	Tom Bevan/ Danielle Loughman	1st April 2014	31st March 2015	1 FTE for 1 day per week	
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Service Outcome (insert number):	Service Outcome 2: Development within the Vale is sustainable and the environment is protected and enhanced for current and future generations
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Objective 5:	To protect and preserve the Vale's unique environment by conserving and enhancing special places and by mitigating the impact of development and investment
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Context for this objective:	There are a number of designations within the Vale of Glamorgan including 38 Conservation Areas, 740 Listed Buildings, and 26 Sites of Special Scientific Interest.
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Ref.	During 2014-15 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
E8 DS/A115	Conservation Area Review to consider proposals for new Conservation Areas	Present Cabinet with findings of Conservation Area review	Medium	Peter Thomas/ Lucy Butler/ Emma Reed	1 st May 2014	31 st March	1 FTE for 4 months	