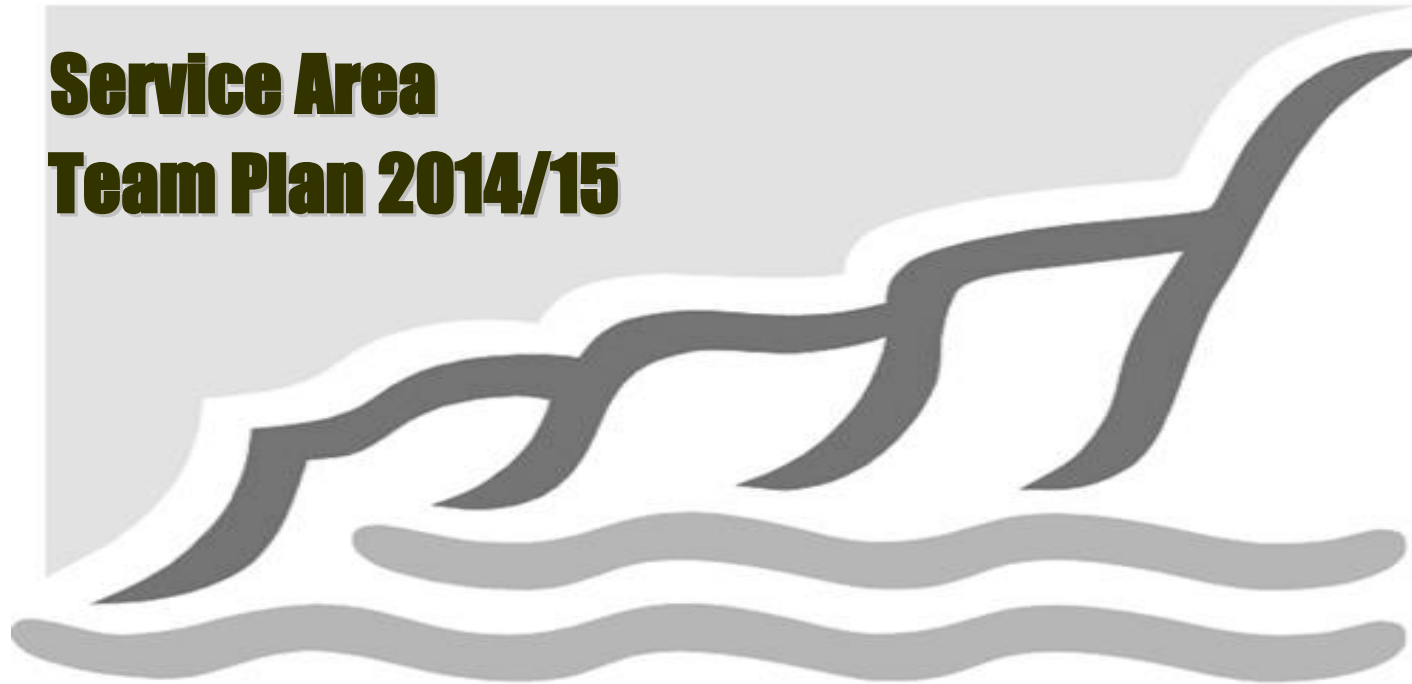


VALE of GLAMORGAN

Service Area

Team Plan 2014/15



BRO MORGANNWG

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| 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 |

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| 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 |
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| 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 |

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| | | 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 |

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| | <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 |

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| 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 |

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| 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 | |

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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 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 |
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| 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 |

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| 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 | |

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| 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 | |

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| | | | | 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 | |

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| 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 | |

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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 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 |
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| 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 |

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| | | 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 |

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| 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 |

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| | | | | | | | | 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) | |

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| | | 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 | |

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| | 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 | |

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| | 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 | 31 st 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. | |

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| | 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) | |

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| | 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 | |

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| 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 | |

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| 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 |
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| 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 | |