

Appendices

This section includes a variety of information to support the Sustainable Travel to School Strategy.

- Appendix 1** Travel Choice Team – School Travel Planning Business Plan 2008/09
- Appendix 2** Travel Choice Team - Initiatives Section Business Plan 2008/09
- Appendix 3** TRANstat Plus Monitoring Sheet
- Appendix 4** Aylesbury Grammar School Cycling Accessibility Map
- Appendix 5** Aylesbury Grammar School Walking Accessibility Map
- Appendix 6** Bourton Meadow School Cycling Accessibility Map
- Appendix 7** Bourton Meadow School Walking Accessibility Map
- Appendix 8** Castlefield School Cycling Accessibility Map
- Appendix 9** Castlefield School Walking Accessibility Map
- Appendix 10** Chalfont St Peter C of E School Cycling Accessibility Map
- Appendix 11** Chalfont St Peter C of E Walking Accessibility Map
- Appendix 12** Chesham Preparatory School Cycling Accessibility Map
- Appendix 13** Chesham Preparatory School Walking Accessibility Map
- Appendix 14** Cottesloe School Cycling Accessibility Map
- Appendix 15** Cottesloe School Walking Accessibility Map
- Appendix 16** Curzon School Cycling Accessibility Map
- Appendix 17** Curzon School Walking Accessibility Map
- Appendix 18** Disraeli School Cycling Accessibility Map
- Appendix 19** Disraeli School Walking Accessibility Map
- Appendix 20** Furze Down School Cycling Accessibility Map
- Appendix 21** Furze Down School Walking Accessibility Map
- Appendix 22** Great Horwood C of E Combined School Cycling Accessibility Map
- Appendix 23** Great Horwood C of E Combined School Walking Accessibility Map
- Appendix 24** Great Kingshill C of E Combined School Cycling Accessibility Map
- Appendix 25** Great Kingshill CE Combined Walking Accessibility Map
- Appendix 26** High Ash C of E Combined School Cycling Accessibility Map
- Appendix 27** High Ash C of E Combined School Walking Accessibility Map
- Appendix 28** John Hampden School Cycling Accessibility Map
- Appendix 29** John Hampden School Walking Accessibility Map
- Appendix 30** Longwick C of E Combined School Cycling Accessibility Map
- Appendix 31** Longwick C of E Combined School Walking Accessibility Map
- Appendix 32** St Bernard's Catholic School Cycling Accessibility Map

- Appendix 33** St Bernard's Catholic School Walking Accessibility Map
- Appendix 34** St Edwards Catholic Junior School Cycling Accessibility Map
- Appendix 35** St Edwards Catholic Junior School Walking Accessibility Map
- Appendix 36** St Josephs Catholic Infant School Cycling Accessibility Map
- Appendix 37** St Josephs Catholic Infant School Walking Accessibility Map
- Appendix 38** Thomas Hickman School Cycling Accessibility Map
- Appendix 39** Thomas Hickman School Walking Accessibility Map
- Appendix 40** Aylesbury Vale Killed & Seriously Injured Casualty Map
- Appendix 41** Chiltern Killed & Seriously Injured Casualty Map
- Appendix 42** South Bucks Killed & Seriously Injured Casualty Map
- Appendix 43** Wycombe Killed & Seriously Injured Casualty Map

Appendix 1 - Travel Choice Team – School Travel Planning Business Plan 2008/09

AIM:

The Travel Planning Team aims to work with all Buckinghamshire schools, businesses and individuals to enable all members of the public to make sustainable travel choices for their journeys to work, school and for leisure.

OBJECTIVES:

The School Travel Planning section will use the following objectives will use the following objectives to meet the aim, by:

- 1) Reducing car use as the principal travel mode for the school journey to 28% by 2010 (from 44% in 2001).
- 2) Addressing concerns identified by school communities regarding safety of vulnerable road users on the school journey.
- 3) To address concerns identified by school communities regarding safety of vulnerable road users on the school journey.

OBJECTIVE 1 - To reduce car use as the principal travel mode for the school journey to 28% by 2010 (from 44% in 2001).					
Key stakeholders	Measurable outcome based targets	Accountable officers	Measurable performance activities – what is the outcome	Monitoring What is the output	Budget
School travel planning schools	To offer, provide and maintain appropriate support for LEA and Independent schools, in line with current processes	STAs (All)	Schools develop and submit STPs for review by Travel Planning team	% of schools with a signed off Travel Plan (50 new L3 STPs)	None
		RD STAs (All)	Produce information CDs for each school containing all initial information required for developing STPs (such as templates and maps)	Number of CDs provided at an appropriate stage	None
School travel planning schools	To provide ongoing support for schools with active school travel plans, to ensure their ongoing commitment to their travel plan	STAs (JP/RD) NB	Co-ordinators meetings held termly	Number of school maintaining their level 3 status	£600
			Schools conference held annually		£2100
			Plaques to new schools achieving Level 3 status	Number of new schools reaching level 3	£300

			Awards given to schools for producing sustainable STPs	Number of schools with 'Gold' status	£5500
Planning application schools (County Council)	To offer, provide and maintain appropriate support for schools (identified by Schools Organisation and District Councils) requiring travel plans in support of planning application and planning conditions	STAs (All)	Planning application schools develop and submit Level 3 travel plans for approval by Travel Planning team	Schools reach STP levels within appropriate deadline to support planning applications	None
		STAs (All) JP	Work with Development Control to set clearer timescales for travel plan process	Engagement with Development Control	None
		JP	Encourage District Councils to adopt our process. Carry out training and work closely with development control.	Meeting/training arranged for representatives from each District Council	None
Travel Planning Team Bucks CC Nat. Partners	To become recognised as a centre of excellence for school travel planning	STAs (All)	Number of requests for information and advice via formal and informal consultation processes	Acknowledgement/initial response sent within 10 days. Full response sent within 28 days	None
Schools	To promote sustainable travel and initiatives to schools to encourage uptake & support <i>Initiatives Section</i>	STAs (All)	Schools encouraged to consider sustainable travel in their STPs and to use initiatives to help achieve their targets	Number of schools with 2 or more initiatives	None
Schools Governors Councillors	Exploit opportunities to engage schools in the travel planning process	RD	Promote school travel planning through School and Governor publications	2 articles in either School or Governor publications	None
		STAs (AN/NB)	Attend Governor meetings where appropriate and necessary	Number of meetings attended	None

		NB AN RD	Organise large scale meetings or conferences for new or lower level developing schools	Number of events carried out	£6000
		RD MO	Be proactive in educating Councillors in School Travel Planning and encourage them to assist with engaging new schools	Number of promotional events/articles (this could include newsletters, emails or presentations)	None
Schools Parents Students	Raise the profile of sustainable travel to the wider population	RD MO	Develop and Implement a media campaign to promote School Travel Planning and encourage schools and parents to take part	Media campaign implemented	£7000
Schools Healthy Schools Health Authority	Continue to enhance links between the Healthy Schools Initiative and the School Travel Plan Project	AN RD	Attend Support and Implementation Group to input into schools status	100% of meetings attended	None
		MO RD	Attend Healthy School Board meeting to input to the strategic overview of the Healthy Schools Project	Number of meetings attended	None
Schools Extended Schools	Exploit travel plan opportunities in relation to Extended Services	STAs (All)	Attend cluster group meetings where appropriate to engage with schools	Number of meetings attended	None
Schools Parents Students Residents	Increase hits to the Travelchoice pages of the Internet (particularly School Travel Plan pages)	NB RD	Monitor all relevant pages to ensure they are current and up to date	All pages up to date	None

Interested schools	Enable schools to take on and develop school travel initiatives	STIG	Promote and provide information, support and guidance to schools wishing to develop and implement sustainable travel initiatives	Number of schools maintaining or introducing at least 2 recognised & sustainable travel initiatives by Jan09 ie Allig&tor, Crocodile, GfG, Footsteps, Bikelt, JRSO, TCR.	See individual budget implications below
		Accountable officer		BCC web pages up-to-date	N/a
		Accountable officer		Participation in termly STP Co-ordinator training meetings.	N/a
School coordinators	Promote communication with, and between, Travel Choice Team, STP co-ordinators and other volunteers	JW	Egroup – (STAG)	Reduction in hardcopy materials being produced & positive feedback from co-ordinators	None
Schools Suppliers	Support participation in sustainable travel initiatives	JW	Incentives	Cost effective incentives are used to encourage sustainable travel.	£1000
Schools Pupils SCPs PCSOs	To encourage primary school pupil involvement with STP activities; and to support SCPs (where in place)	CR	Junior Road Safety Officers (JRSO)	Number of schools participating	£2500 Prizes, packs, area based meetings

Schools Pupils SCPs PCSOs	To encourage secondary school student involvement with STP activities; & to support SCPs (if in place)	GL	Travel Choice Reps (TCR)	Number of schools participating	None
School communities Volunteers Parents Pupils	To encourage pupil involvement with STP activities & promote sustainable travel to school	LT	Go for Gold	Number of schools participating	£500
Schools Pupils Parents	To encourage walking as a mode of travel and encourage pupil involvement with STP activities	LT	Walk to School Week May 2008	Number of schools participating	£3000
Schools Pupils Parents	To encourage walking as a mode of travel and encourage pupil involvement with STP activities	LT	Walk to School Month October 2008 - signposting	Number of schools participating	£3000 (No budget required if signposting to Living Streets resources)
Interested schools	Encourage cycling as a mode of travel	JW All	Bikeability – schools encouraged to submit bid for Level 2 cycle training	Number of bids received for Level 2 cycle training. Number of appropriate bids funded for Level 2 cycle training.	Cycling England bid 2007/8 - £51,000 2008/9 – tba
Sustrans Travel Choice team Schools Cycle Aylesbury	Encourage cycling as a mode of travel in Aylesbury/S.Bucks at chosen schools	MB/CR	Engage new schools in the Bike It scheme	Up to 10 new schools in Sept 08	Sustrans Budget - £3000

Schools	Promote cycling	MB/CR	Bike It – Run basic skills course for all Bike It schools		Sustrans Budget - £43 per pupil
		MB/CR	Implement a transition plan for schools to run Bike it unaided	June 2009	Sustrans Budget - £300
		MB/CR	Carry out assessment of Bike It schools to identify which would benefit from an extra year of Bike it activity	June 2009	£0
		JW	Promote Bike to School Week for schools	Articles on egroup, Schools bulletin and web site for 21-25 April 2008	None

OBJECTIVE 2 - To address concerns identified by school communities regarding safety of vulnerable road users on the school journey

Schools Parents STP Co-ordinators	To encourage all schools developing STPs to identify personal and physical safety issues and concerns of parents and pupils	STAs (All)	Schools develop STPs according to BCC STP guidelines	100% of STPs consider safety	None
Schools Parents Pupils Residents	Facilitate the provision of appropriate physical measures to address both real and perceived road safety concerns	JP RD	Carry out site visits as identified in STPs at level 3	Site visit within 3 weeks of request	None
		JP RD	Development and submission of appropriate award bids	Review of award bids using agreed process	None

		STAs (All) MO	Allocation of funding through STP Award scheme as determined by School Travel Strategy Group	Annual review of Level 3 STPs and successful award bids to determine progress toward targets	No revenue cost (determined by SAM outcome)
		JP	Project management of off-site (highways) physical measures	Measures installed/implemented following agreed process	None
		RD	Complete Molasses forms for every new award bid implemented	100% of schemes have completed form	None

Appendix 2 - Travel Choice Team - Initiatives Section Business Plan 2008/09

OBJECTIVE 3 - To address concerns identified by school communities regarding safety of vulnerable road users on the school journey					
Key Stakeholders	Measurable outcome based target	Accountable officers	Measurable performance activities	Monitoring	Budget
Interested schools Parents Volunteers	To encourage schools developing STPs to address safety issues whilst promoting walking	LT	Footsteps	Promote and run area / cluster based training dates. Reduce costs by ensuring that parent consent forms are available online	£487.50 A5 parents guide (including amends). £259.30 1000 stage 1 certs. £500 training costs
Interested schools Parents Volunteers	To encourage schools developing STPs to promote walking	LT	Allig8tor	Support provided where Allig8tor operates for at least 3 days/week with at least 8 pupils.	£300
Interested schools Parents Volunteers	To encourage schools developing STPs to promote walking	LT	Crocodile	Support provided where Crocodile operates for at least 3 days/week with at least 6 pupils.	£1200
Interested schools Parents Volunteers	Enable initiatives to operate safely	LT	Carry out risk assessments for Allig8tor & Crocodile	100% of risk assessment completed within 6 weeks of initiative request	None

		LT All	Monitor termly	Monitoring register completed at least once/term. Feedback to school co-ordinator. Risk assessment revised as required.	None
		LT	CRB for all volunteers	Database updated	None
Interested schools	Promote personal safety on the school journey & encourage primary pupil involvement in the STP process	JW	Curriculum resources	Promote online lesson plans addressing safety on the school journey (Oct, Jan, April)	None
Schools Pupils Teachers Parents	Preparing primary year 6 students for secondary school transfer	LT	Year 6 advised about the Moving On-Making Choices publication. Links to other initiatives (eg JRSO and TCR) considered.	Promote the DfT resource annually – after Easter	None
Pupils Schools Community	Contribute to reducing child pedestrian casualties on journey to and from school	GL / CR	SCP	All sites meet PV2 criteria and safety assessment undertaken to identify appropriate safety measures.	None (although overhead implication)
SCPs School community Transportation Media	Raise the profile of the SCP role with a view to recruiting SCPs, relief SCPs and undertaking targeted recruitment of	CR	Develop a recruitment pack for potential SCPs	Number of queries about SCP vacancies that result in application for interview	£500

	SCPs at specific sites.	CR	Promote SCP role and vacancies	SCP vacancies, web pages up-to-date	None
	Raise the profile of the SCP service within BCC and within Buckinghamshire	CR / GL	Promote SCP role and vacancies	Provide termly articles for Travel Choice Newsletter. Provide articles to Bucks Times, as appropriate, and to fit in with bi-annual recruitment campaign	None
		CR / GL	Promote SCP role	'How to use your SCP' Leaflet – available by Sept08	£1000
SCPs Casualty Reduction team Traffic Management BCC Insurance School Community Opticians HR Occupational Health TVP	To enable the SCP service to operate safely and operates within agreed risk assessment criteria	CR / GL	Manage the admin of the recruitment and CRB process	CRB complete before SCP on site	None to project but significant to salary budget
			Carry out risk assessments and safety audit, recommend control measures and ensure implementation of control measures	Risk assessment and safety audit report for each site undertaken at initiation (and reviewed at monitoring visit)	No revenue expenditure
			SCP Medical at commencement of employment and then as required.	Medicals undertaken as required	None to project but significant to overhead budget
			SCP – eye test every two years	Eye tests undertaken as required	None to project but significant to overhead budget









			SCP – incident reporting process is current and SCPs are aware	100% of incidents are reported to TVP within 24 hours. 100% of incidents are recorded according to local H&S guidelines	None
			Facilitate the provision of appropriate uniform requirements to comply with Larsoa guidelines	Uniform is worn correctly	None to project but significant to overhead budget
			Undertake probation training	SCP is visited 3 times in the first week on site	None
SCP School community	Ensure that BCC is funding only SCP sites that meet recognised criteria	CR / GL / School community	Undertake a review of current and disestablished sites to identify what is no longer required	100% of sites meet agreed criteria by March 2009	None
Traffic management Jacobs Cycling & Walking team Casualty reduction team	Facilitate the provision of appropriate highway measures to comply with LARSOA guidelines	CR / GL	Facilitate a 'new site' 'safety assessment and identify funding requirements	100% of new sites have relevant highway measures installed before patroller is operating	Capital Expenditure
SCP	Maintain support for SCP	CR / GL	Organise annual update training for SCPs	SCP has opportunity to attend 1 session pa	£500

		GL (lead) / CR	Undertake annual Campaign. Alternate targeted recruitment campaign with SMS campaign	Annual Promotion – April to March 2007 – SMS campaign 2008 – Recruitment campaign	£7000
		CR / GL / All / School community	SCP Supervisor to ensure that SCP is monitored at least once per term and issues responded to.	Sites monitored at least once/term	None
		JW / GL / MO / Val L / Education	Involve school community in monitoring and support of SCP	Develop Service Level Agreement for schools and Children's Services to sign up to	None
Schools Pupils Teachers Parents PCSOs SCPs	To promote sensible parking away from the school gate; & to support SCPs (if in place)	GL	Zig Zag Banners	Number of schools participating	None (unless producing more banners or providing carrier for current banners)
Schools Pupils Teachers Parents PCSOs SCPs	To promote sensible parking away from the school gate; & To support walking initiatives	GL	Parent Parking Promise	Number of schools participating	None

Appendix 3 - TRANstat Plus Monitoring Sheet

Buckinghamshire Transportation service holds a monthly performance monitoring meeting called TRANstat Plus. At this meeting teams must report on their targets and progress made. The table below shows the Travel Choice team's reporting scorecard.

Superindicators																
	Measure Information	Tolerance	2003/04	2004/05	2005/06	2006/07	2007/08	Target YTD	Actual YTD	Perf	Dir	TQ County	2008/09	2009/10	2010/11	Comments
BV102 Local bus passngr journeys / year	Reported in May after end of financial year. Being replaced by NI177	Bigger is Better	7705548	7942544	8034657	9260975	9887507	?	?	?! PUN	?	?	9770000	10070000	10372100	
BV104a Satisfaction - buses - all	Triannual survey. Next due 2009/10	Bigger is Better	40	7940000	?	48	?	?	?	?! PUN	?	58	?	?	?	
LTP.LCI2 Satisfaction with congestion		Bigger is Better	?	?	15.6	4.4	-8.1	-10	-6.39	★ P03	➡ Better	?	-7	-4	-1	
LTP.LCI6 Access to railway stations	To be discontinued following the data quality review. Replaced by a travel plan target for stations. Still to be confirmed by GOSE	Bigger is Better	?	?	100	111	?	?	?	?! PUN	?	?	?	?	?	PI & survey discontinued as result of DQA findings
LTP2 Change in area wide road traffic mileage	Data provided annually by DfT.	Smaller is Better	?	6205	6160	6264	6264	6701	?	? PUN	?	?	6701	6826	6950	
TPT.SI.01 Agreed congestion improved last 12 months		Bigger is Better	?	-37.8	-28.9	-27.4	-36.9	?	?	?! PUN	?	?	?	?	?	

place										
TPT.ST.TC.03 % of businesses with TP's (over 100)		Bigger is Better	?	?	?	21	23	?	?	 PUN
TPT.ST.TC.04 % of workforce covered by TP's		Bigger is Better	?	?	19.4	19.67	20.67	20.76	?	 PUN
TPT.ST.TC.06 Av no. of children crossing with an SCP		Bigger is Better	?	?	?	?	?	?	?	 PUN
TPT.ST.TC.07 No of personalised travel plans produced		Bigger is Better	?	?	415	727	1197	1255	?	 PUN
TPT.TS.TC.09 No. of radio and TV interviews PA		Bigger is Better	?	?	25	38	30	8	?	 PUN
TPT.TS.TC.10 No. registered on Bucks CarShare		Bigger is Better	?	?	1284	938	1308	1331	?	 PUN
TPT.TS.TC.11 Satisfaction of schools with STP advice and support		Bigger is Better	?	?	77.85	99	92	100	92	 P01
LTP04 - Mode share of journeys to school		Smaller is Better	?	?	?	?	33	?	?	 PUN

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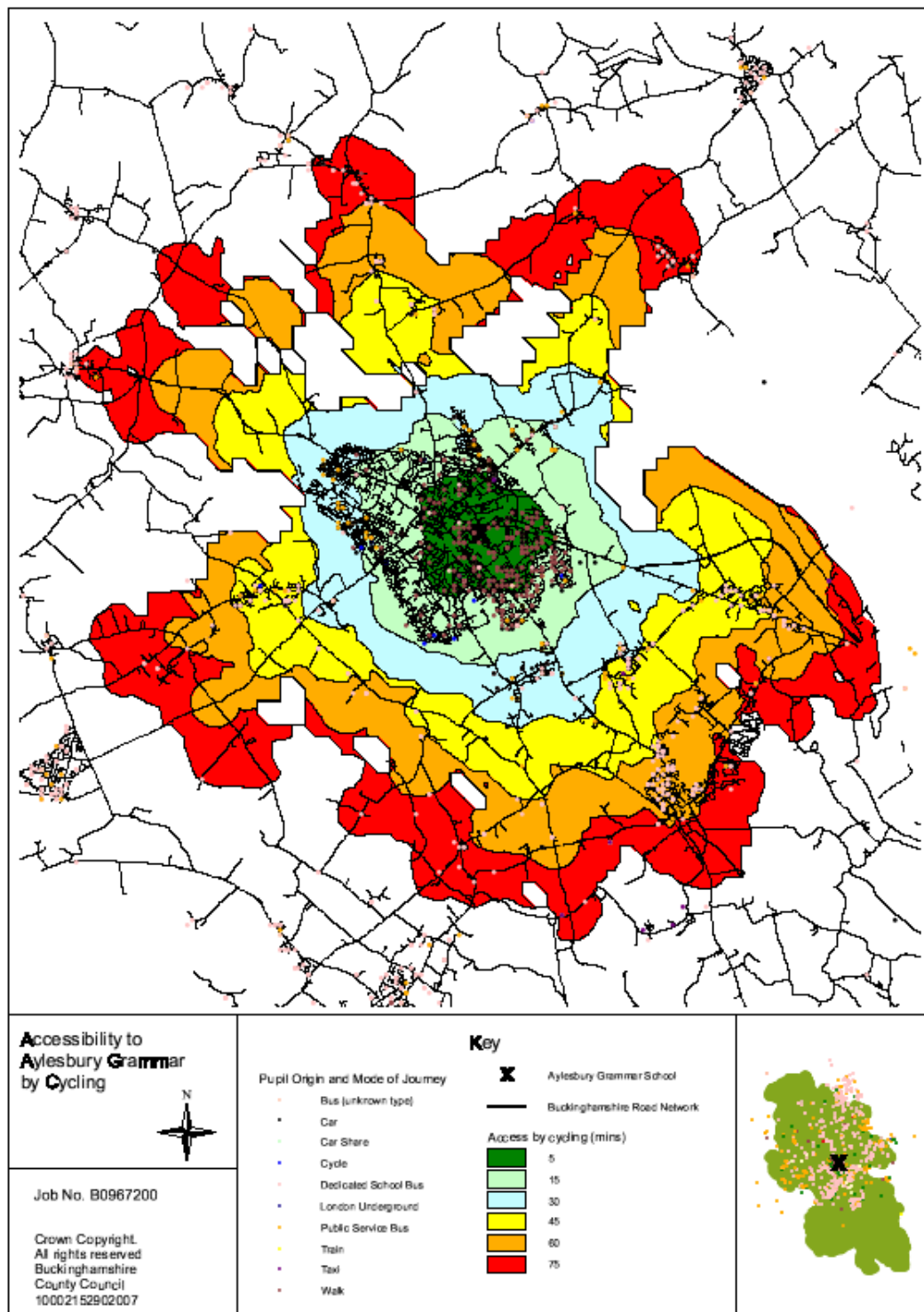
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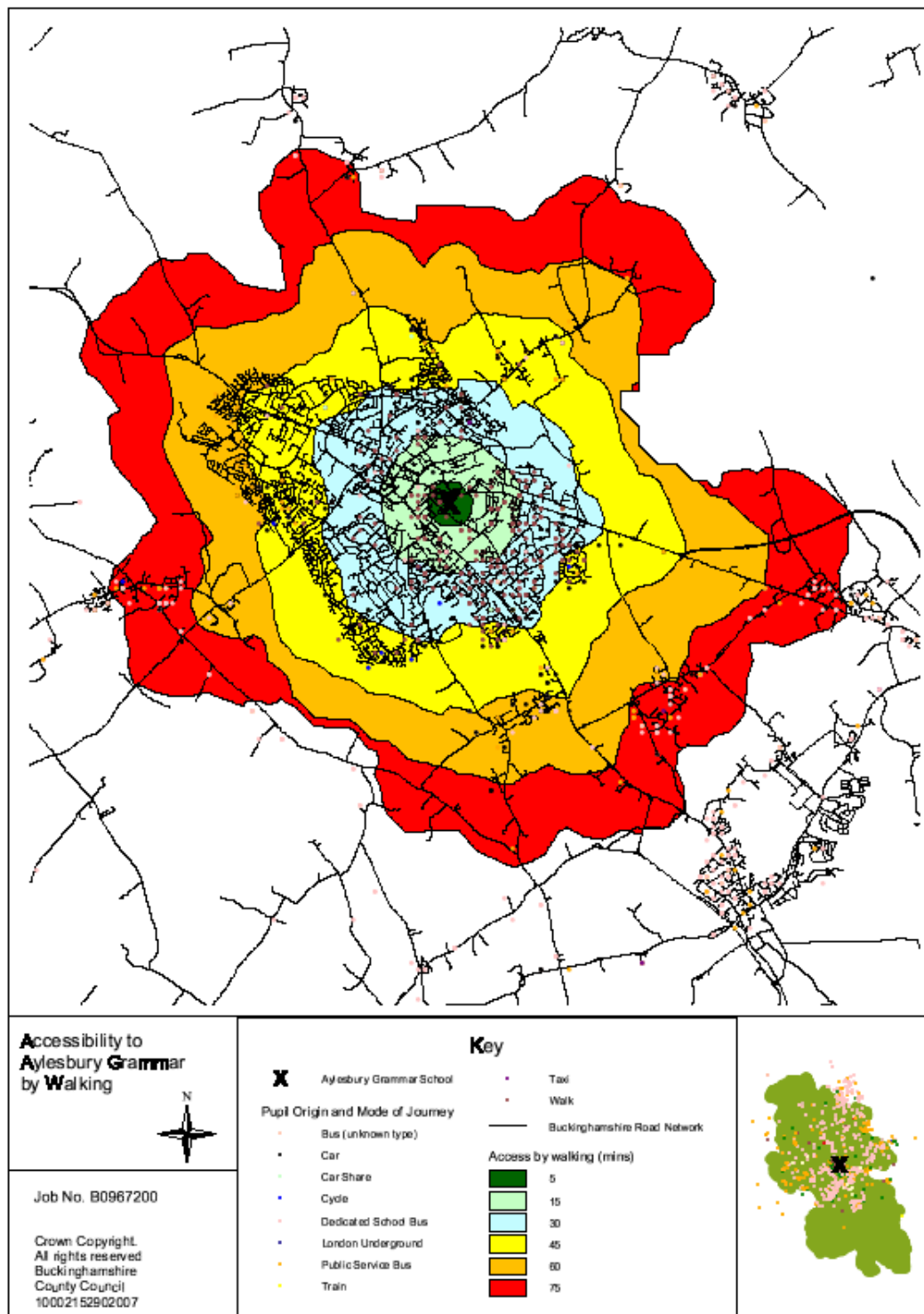
?	26	?	?	
?	21.25	?	?	
?	4350	?	?	
?	1315	?	?	
?	24	?	?	
?	1500	?	?	
?	92	?	?	
?	31	?	?	Data is reported annually through the school census. We are expecting confirmation of the school census data in July 08. The only historic data we have is from the 2007 census

LAA.CY.66 % Schools with an approved school transport plan (STP)		Bigger is Better	?	?	?	?	48.31	?	?	?! PUN	? ?	?	65	?	?	
TPT Org TravelChoice : TPT.ST.TC 13 a) Media coverage - positive		Bigger is Better	?	?	?	?	?	70	?	? PUN	? ?	?	70	?	?	
TPT Org TravelChoice : TPT.ST.TC 13 b) Media coverage - negative		Smaller is Better	?	?	?	?	?	5	?	? PUN	? ?	?	5	?	?	
TPT Org TravelChoice : TPT.ST.TC 13 c) Media coverage - neutral		Plan is Best	?	?	?	?	?	?	?	?! PUN	? ?	?	?	?	?	
TPT Org TravelChoice : TPT.ST.TC 14 Monitor usage transportation pool car scheme		Bigger is Better	?	?	?	?	?	?	?	?! PUN	? ?	?	?	?	?	
TPT Org TravelChoice : TPT.ST.TC.12 Projected emmissions following implementation of TC		Smaller is Better	?	?	?	?	?	?	?	?! PUN	? ?	?	?	?	?	

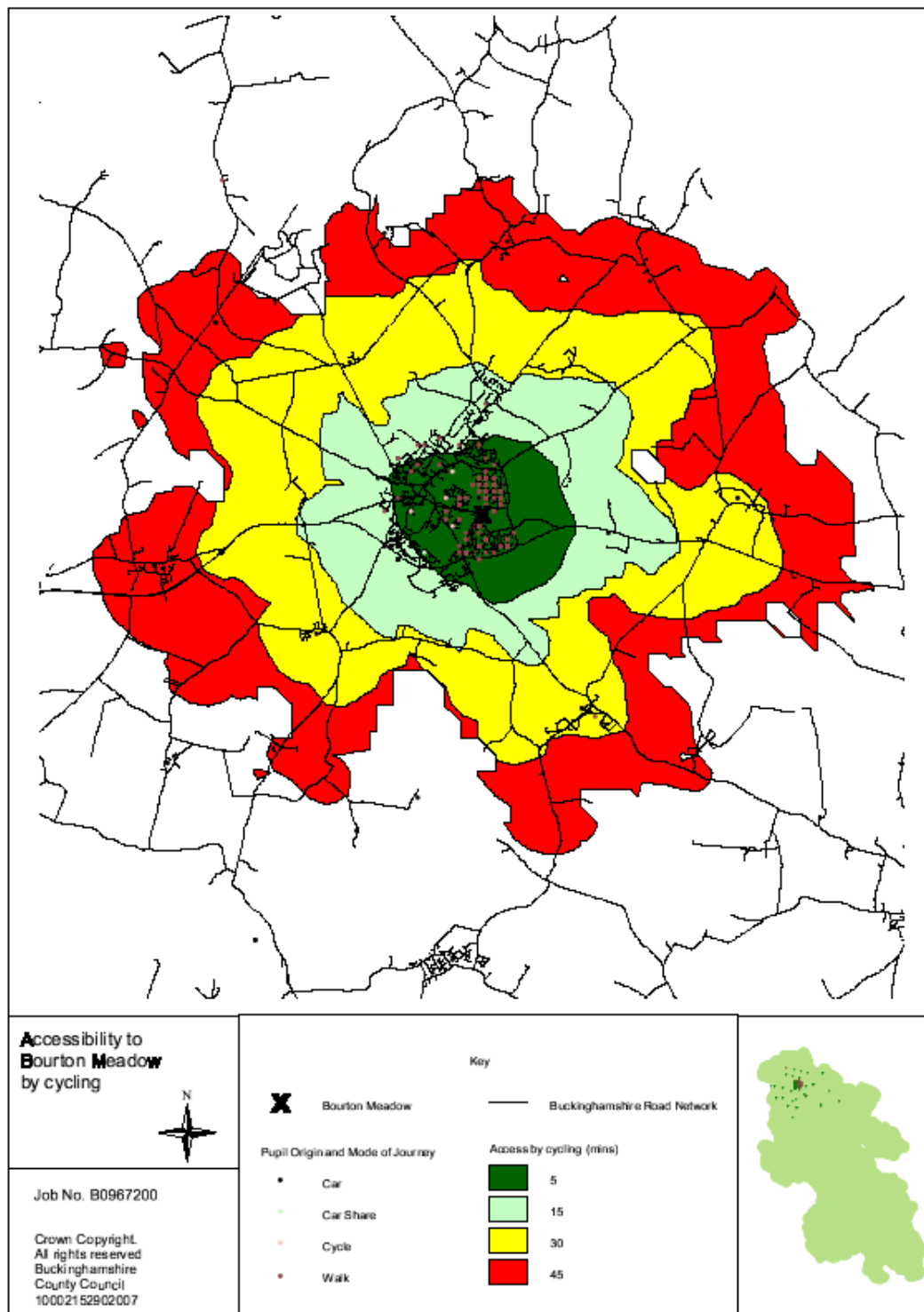
Appendix 4 - Aylesbury Grammar School Cycling Accessibility Map



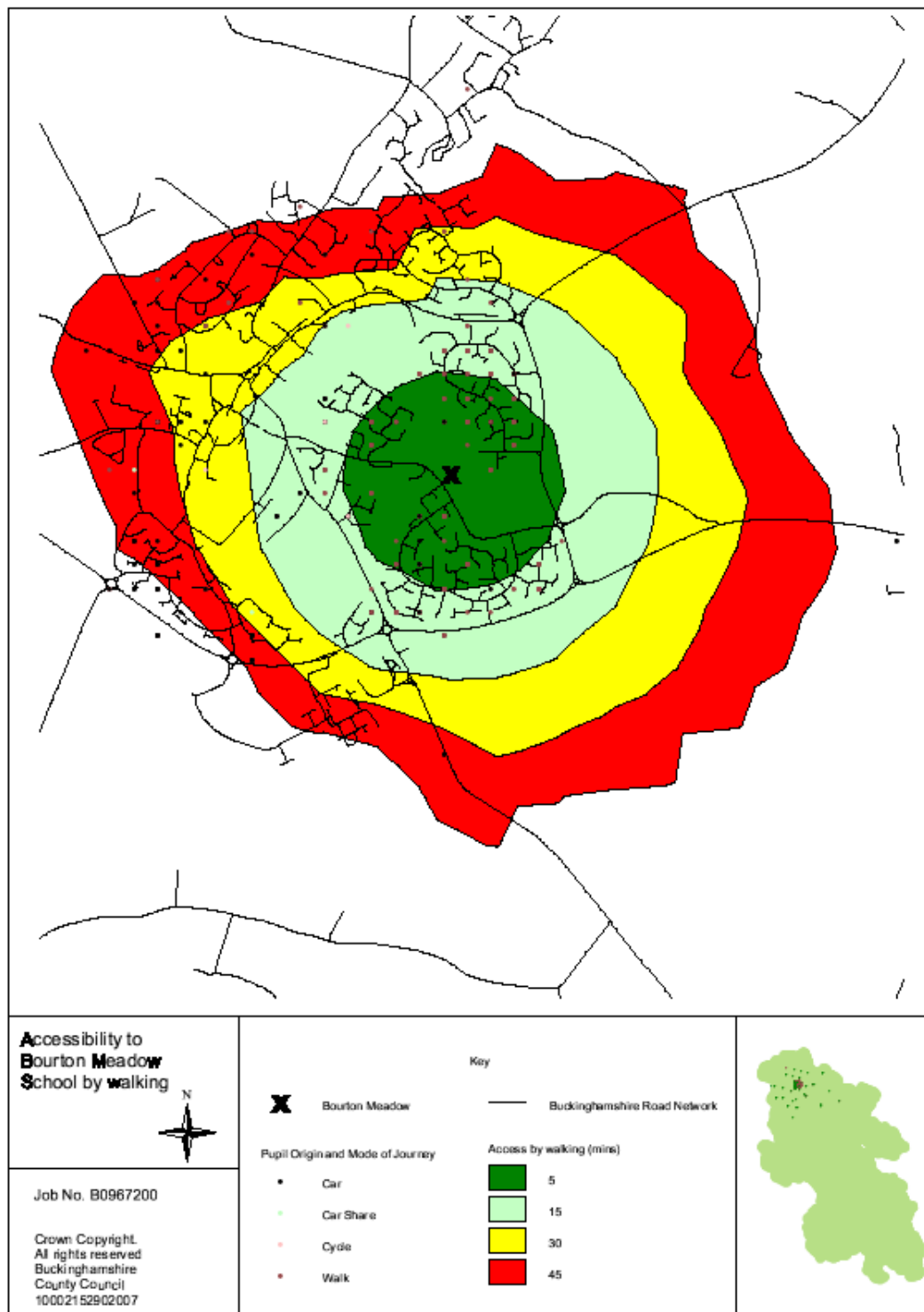
Appendix 5 - Aylesbury Grammar School Walking Accessibility Map



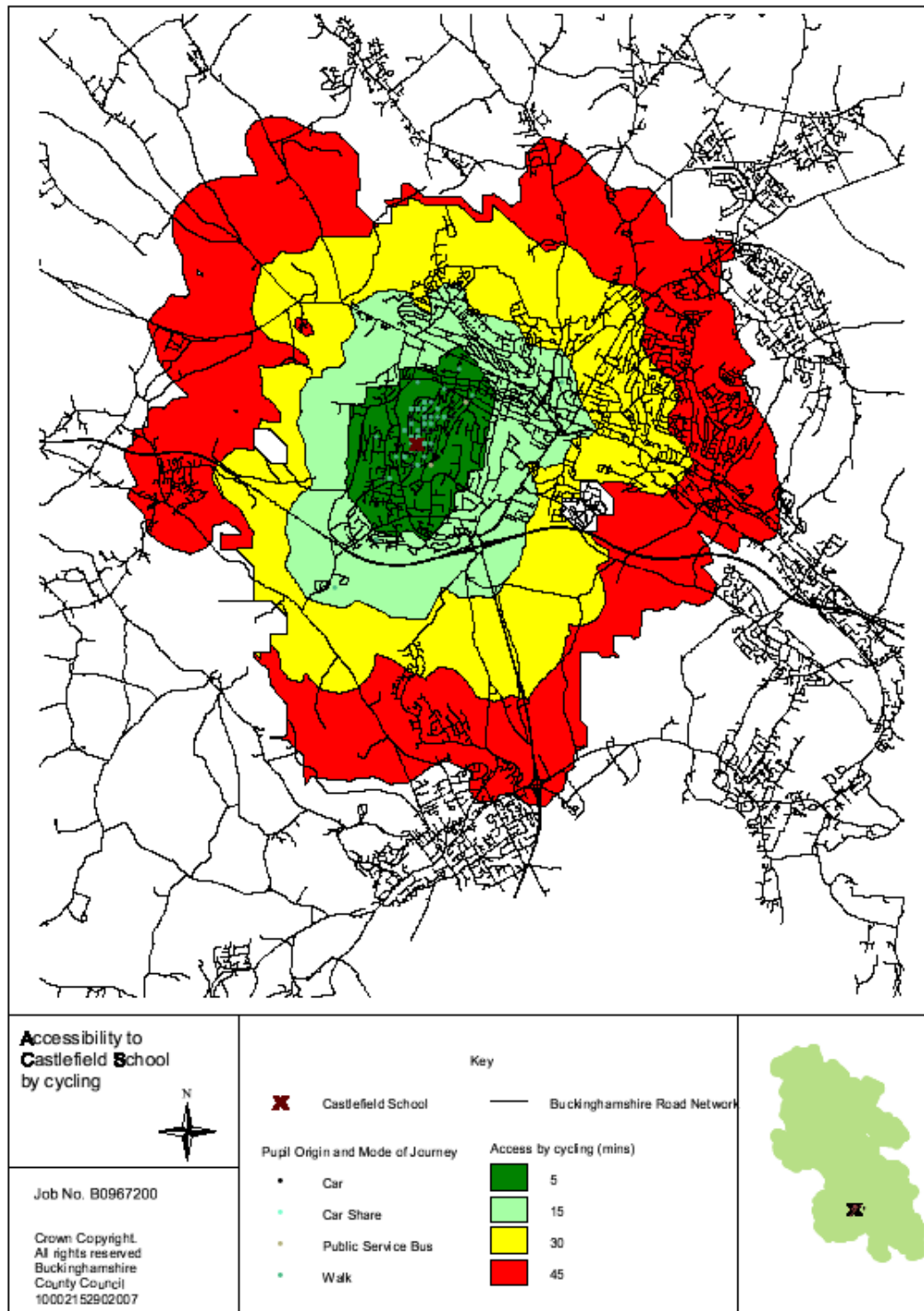
Appendix 6 - Bourton Meadow School Cycling Accessibility Map



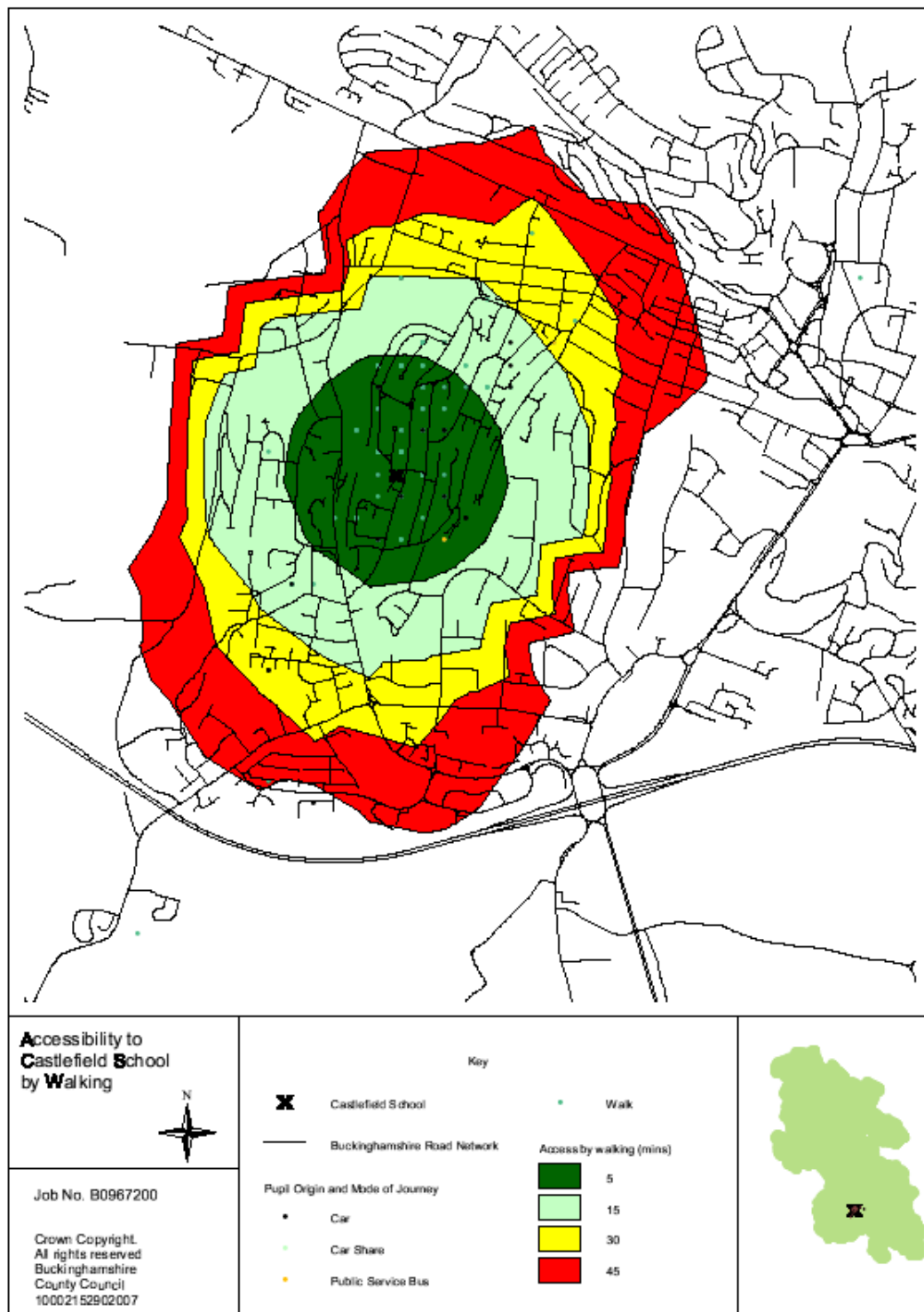
Appendix 7 - Bourton Meadow School Walking Accessibility Map



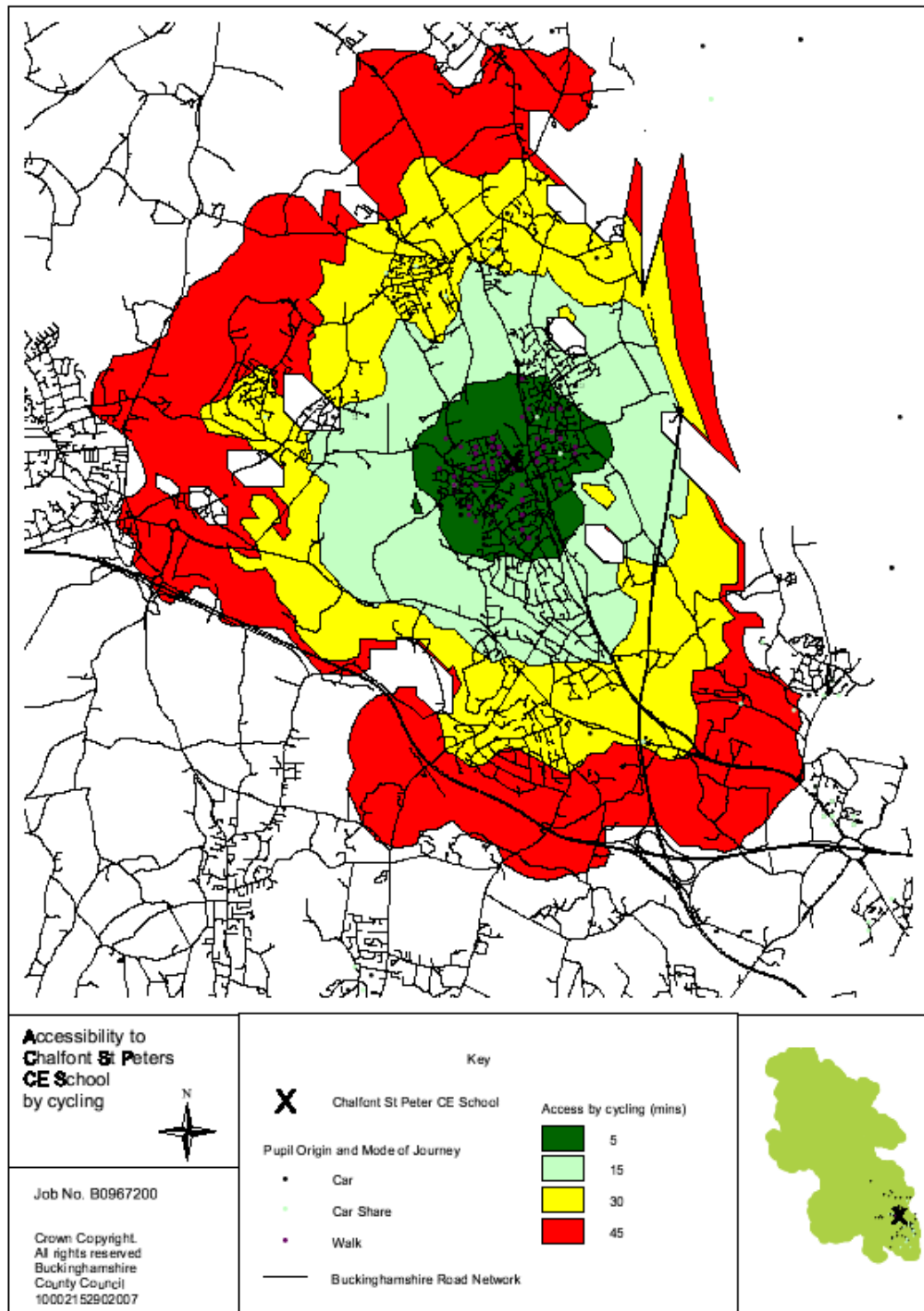
Appendix 8 - Castlefield School Cycling Accessibility Map



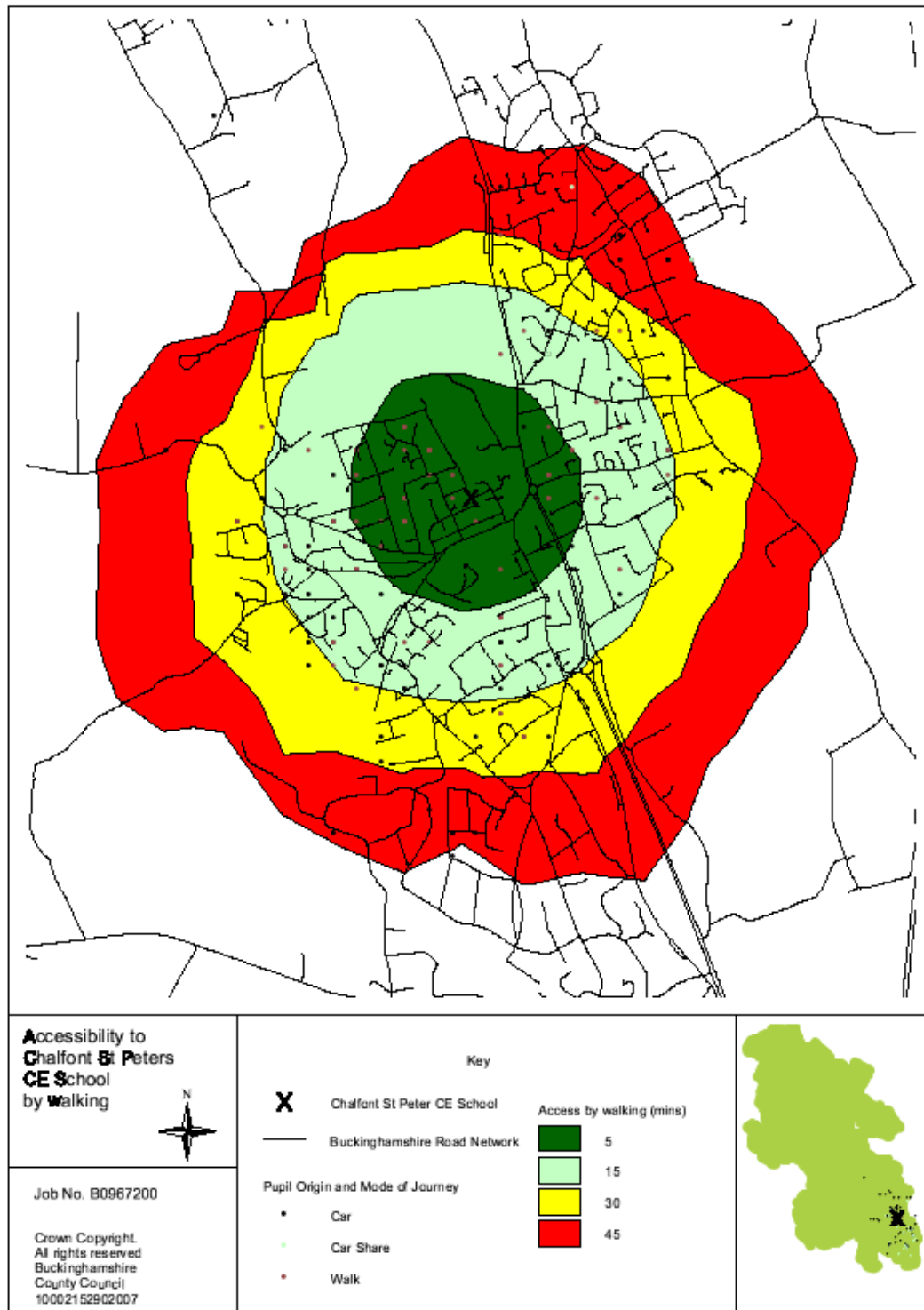
Appendix 9 - Castlefield School Walking Accessibility Map



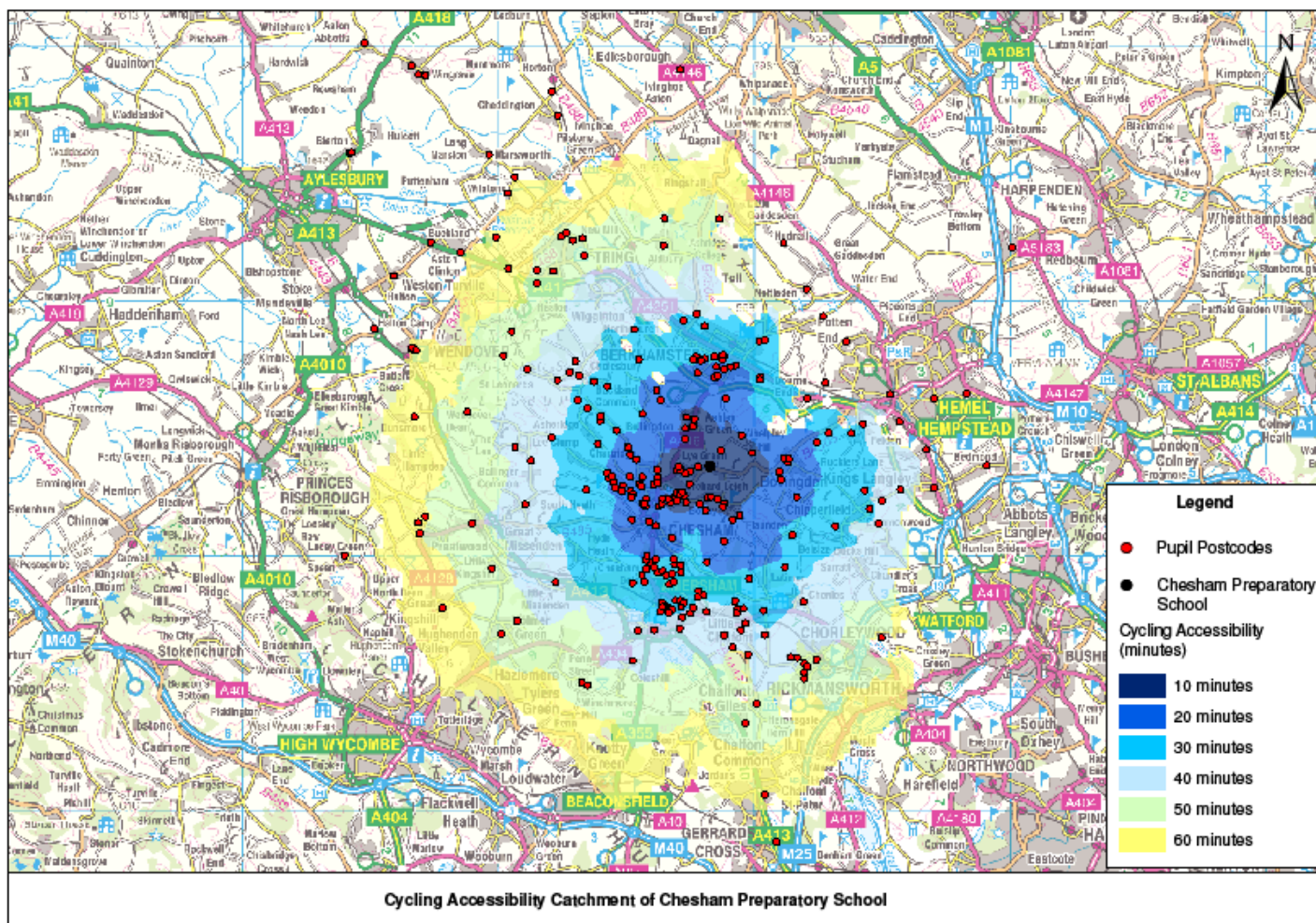
Appendix 10 - Chalfont St Peter C of E School Cycling Accessibility Map



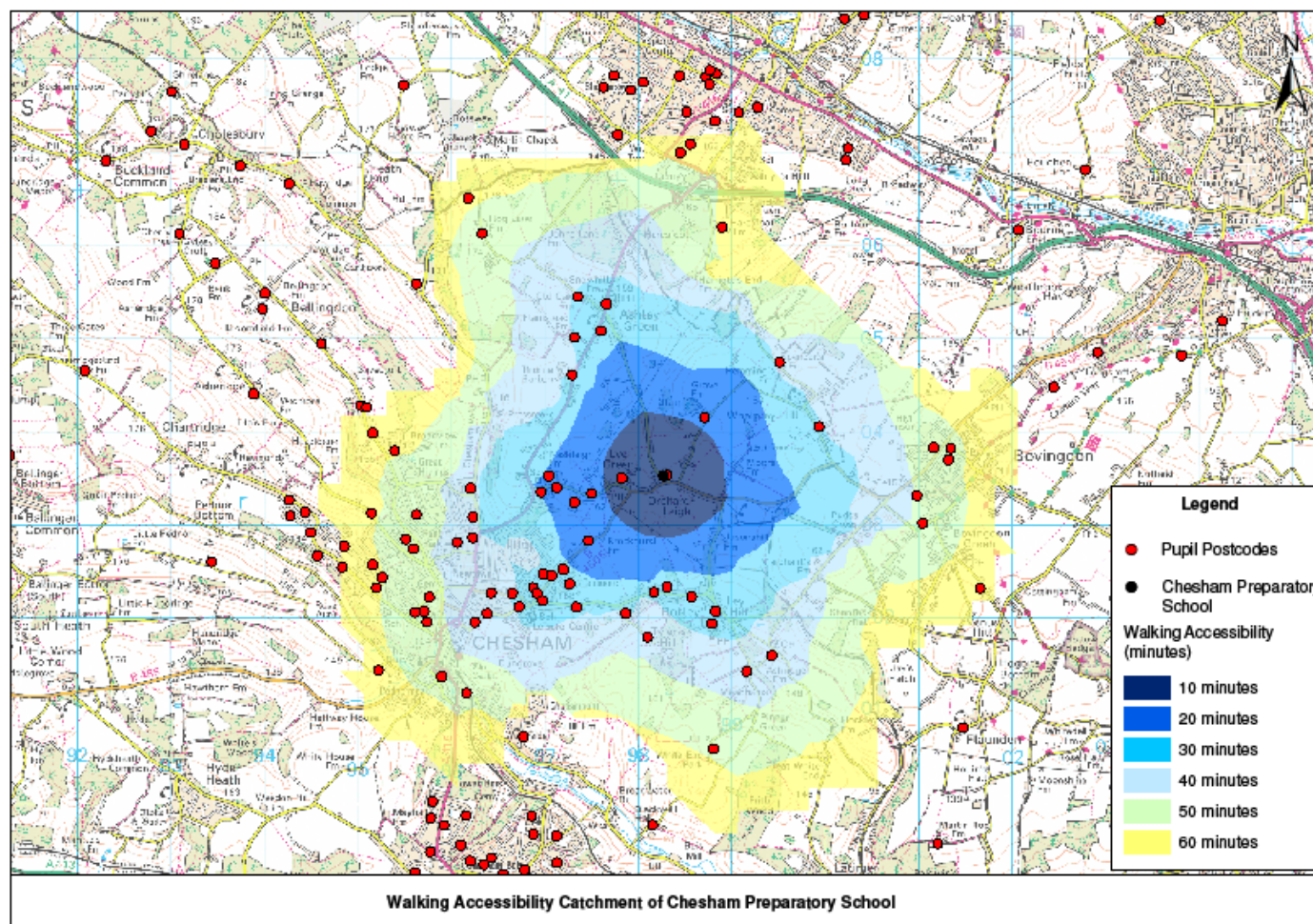
Appendix 11 - Chalfont St Peter C of E Walking Accessibility Map



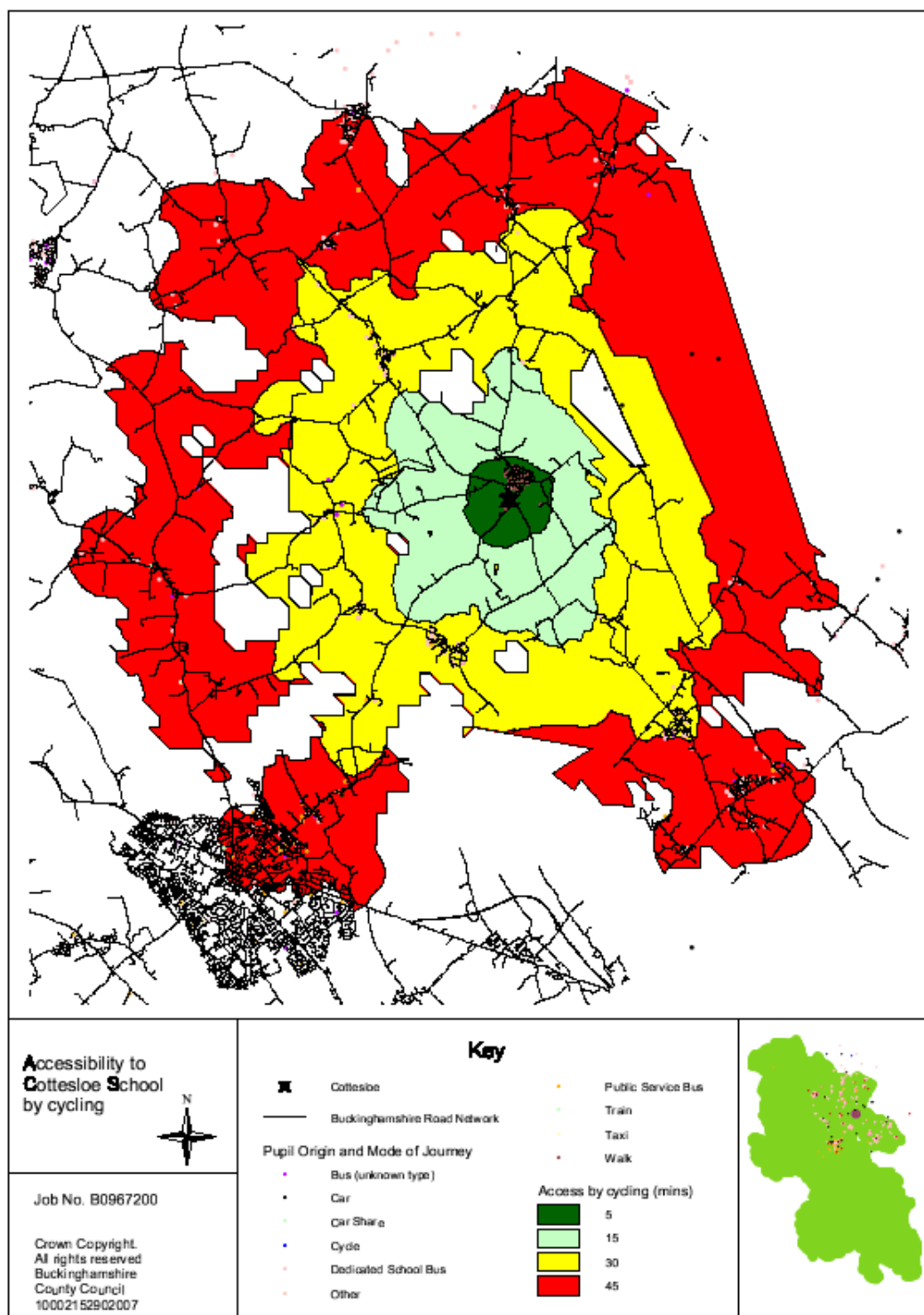
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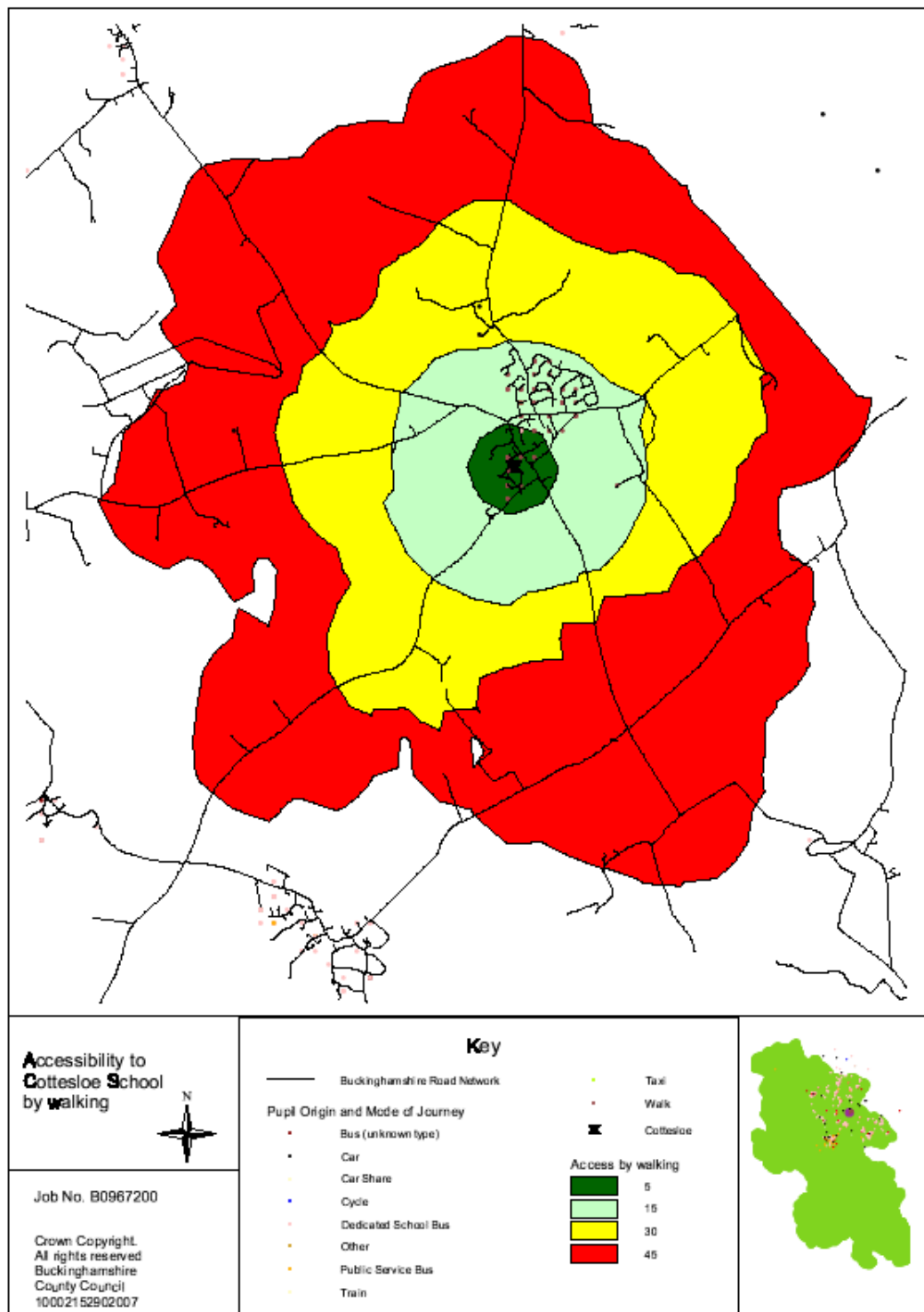
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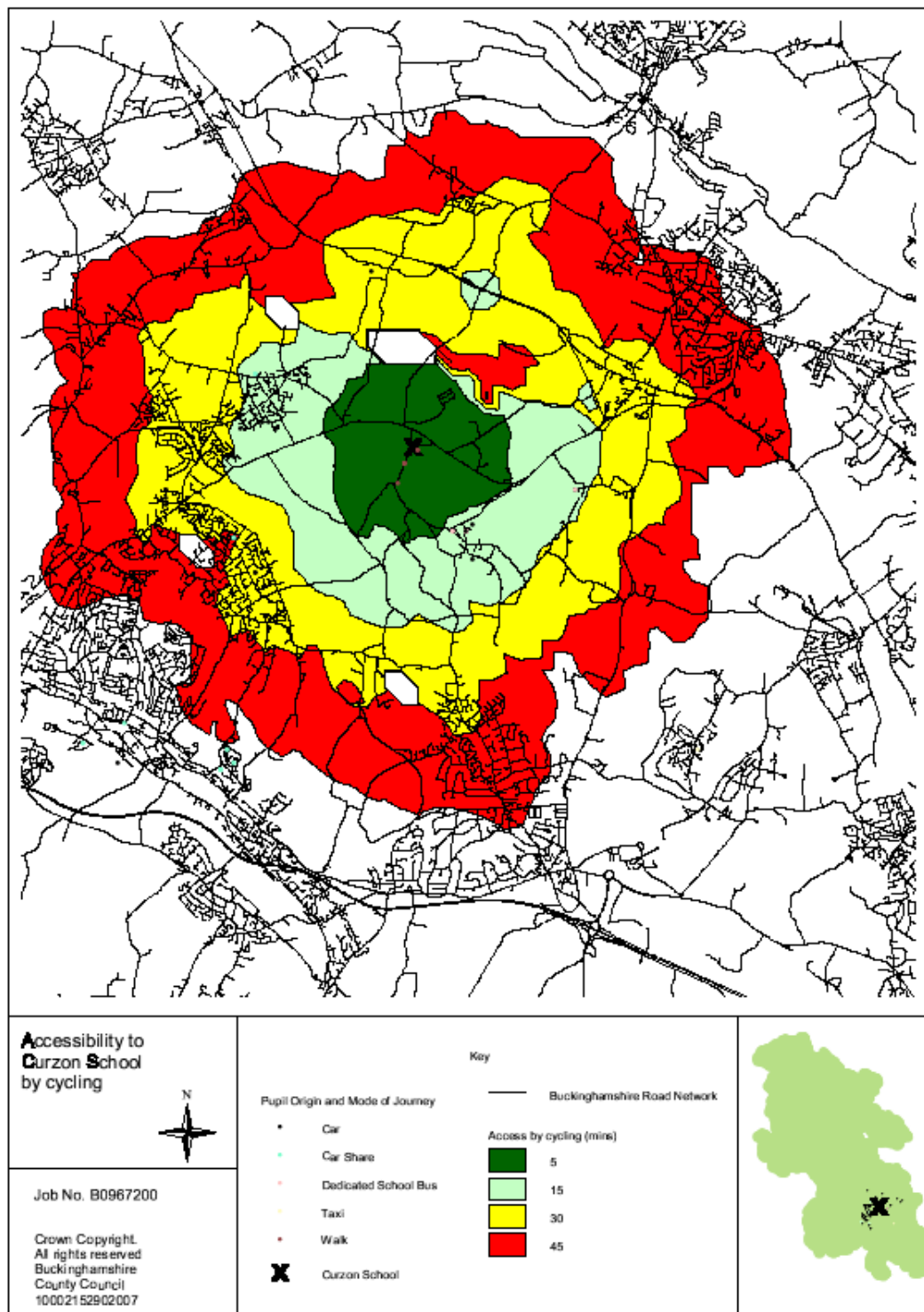
Appendix 14 - Cottesloe School Cycling Accessibility Map



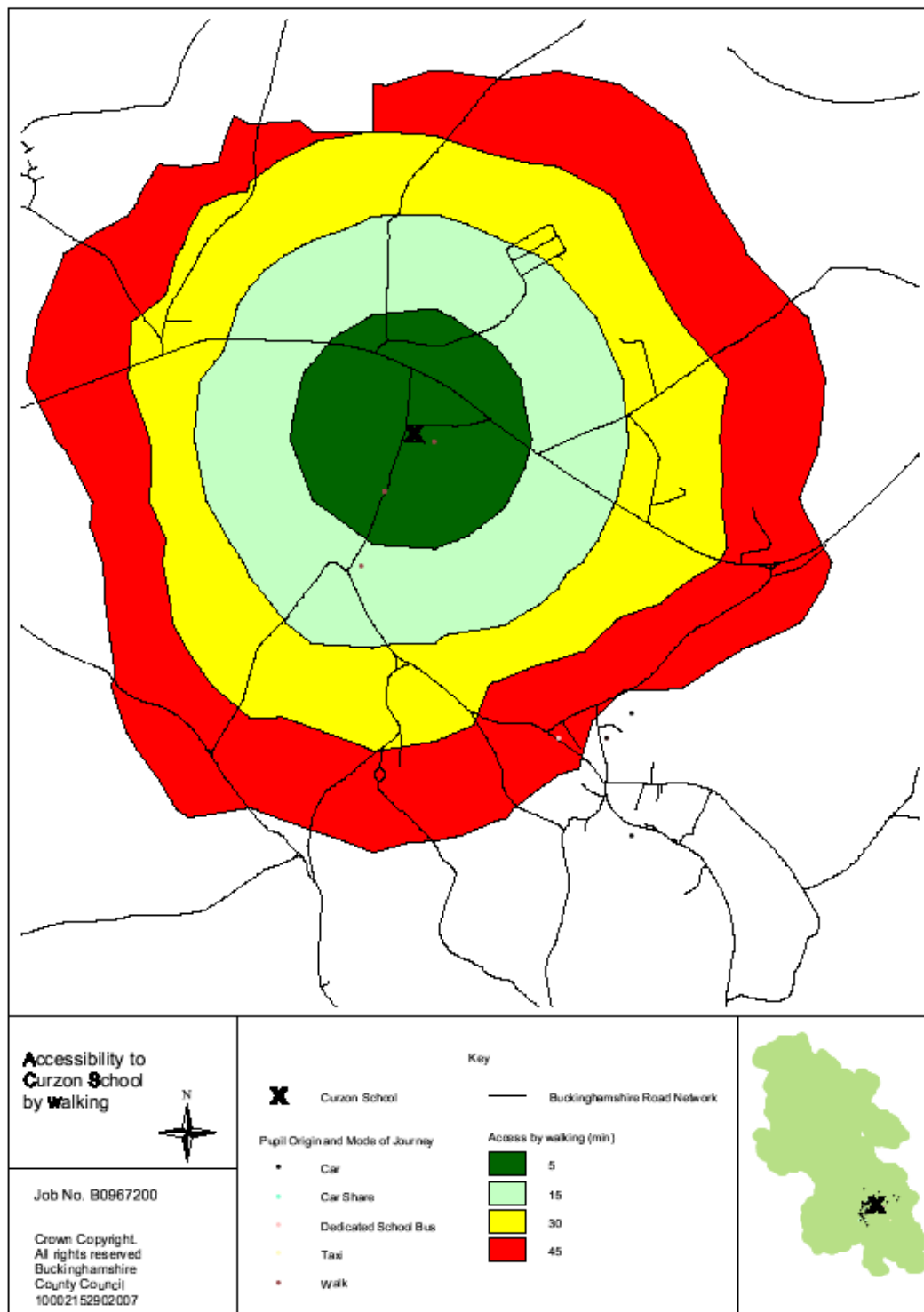
Appendix 15 - Cottesloe School Walking Accessibility Map



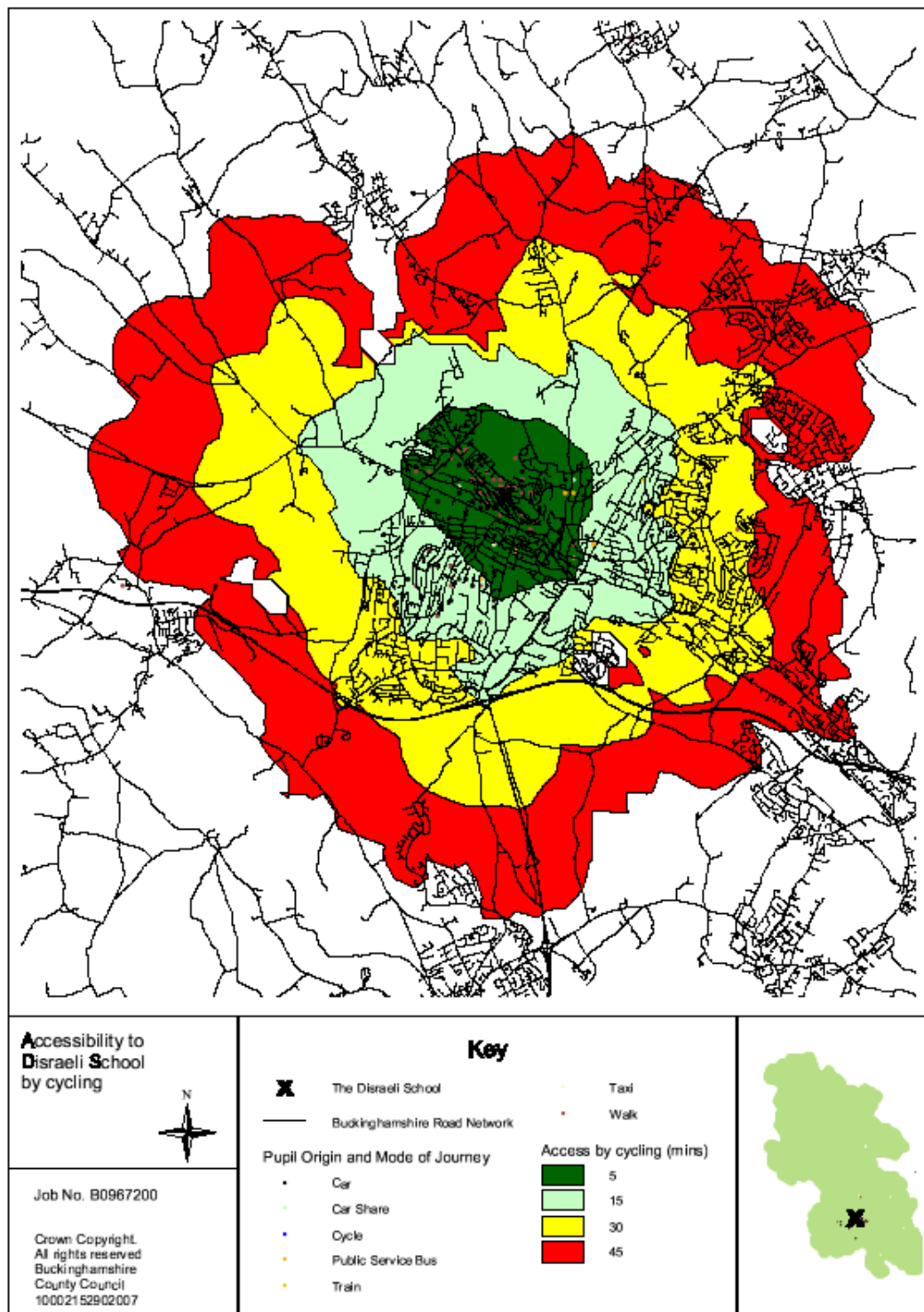
Appendix 16 - Curzon School Cycling Accessibility Map



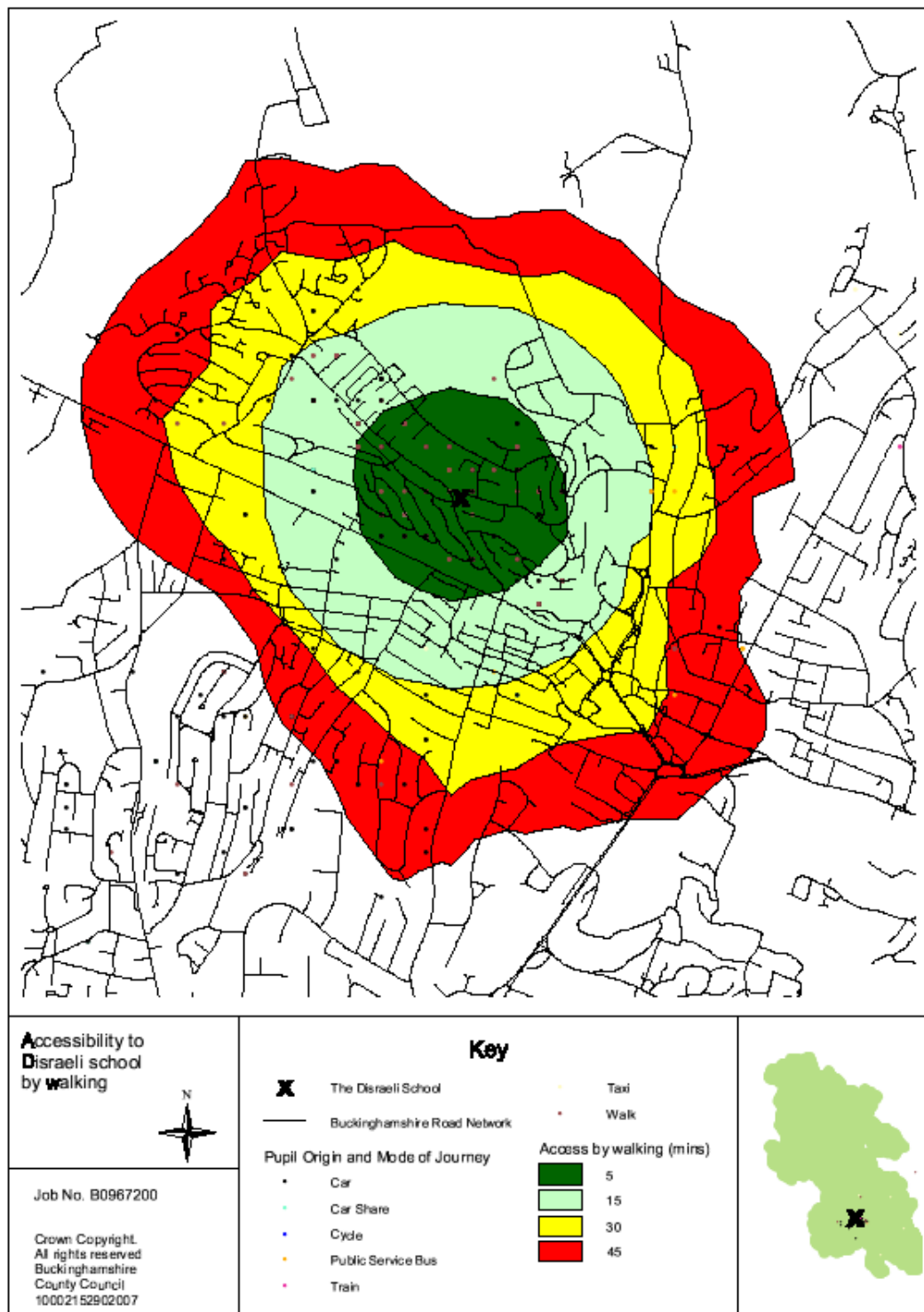
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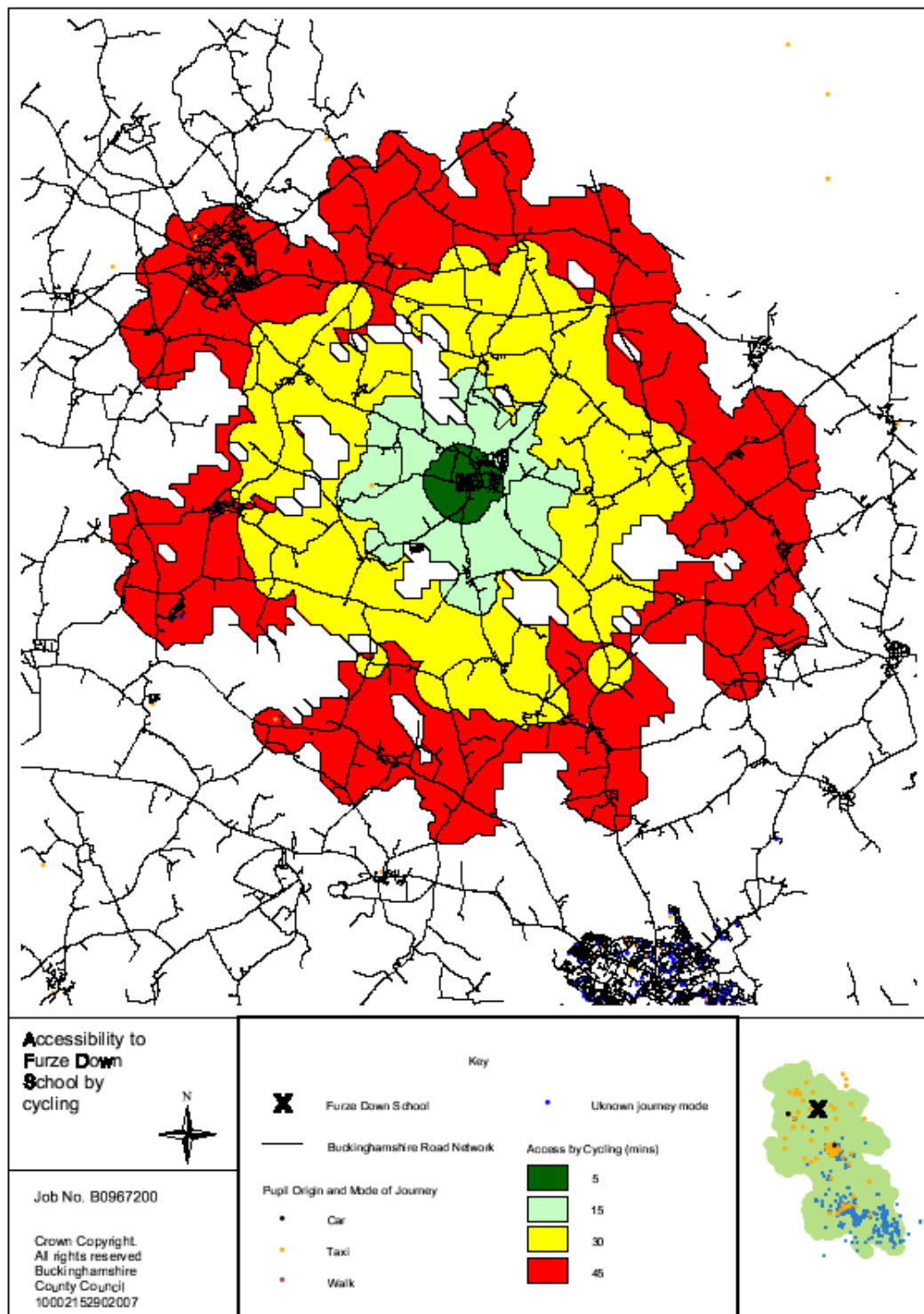
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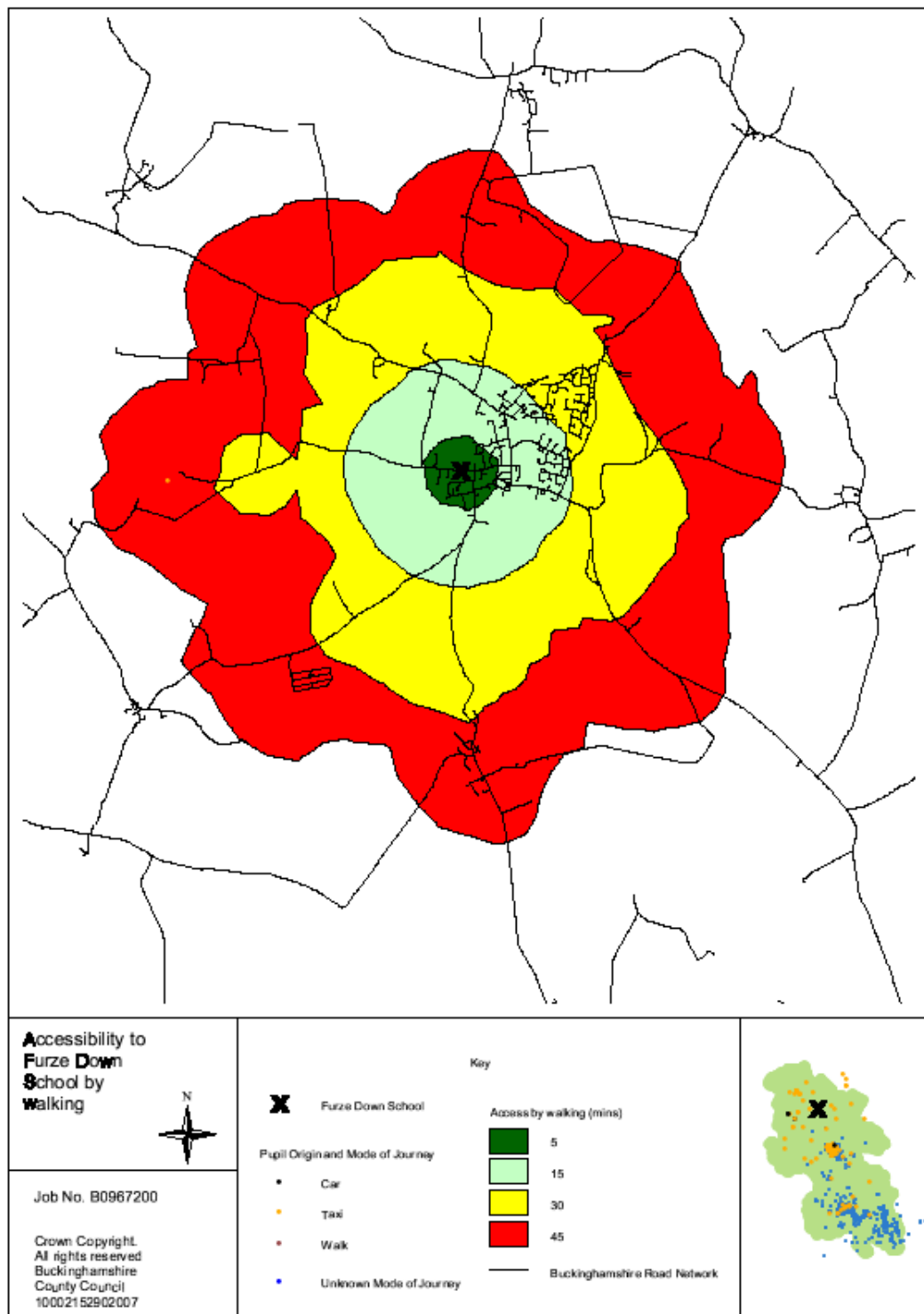
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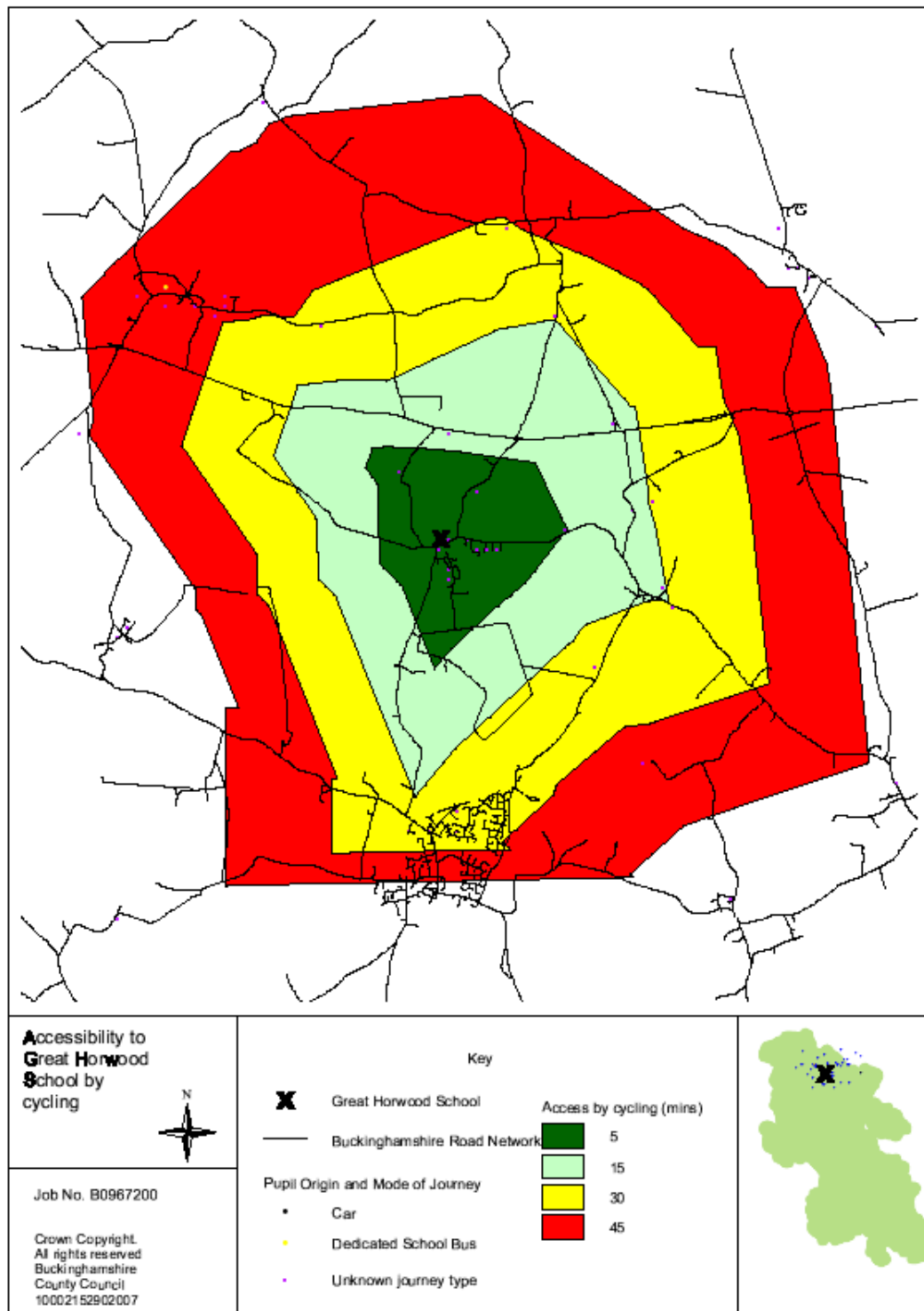
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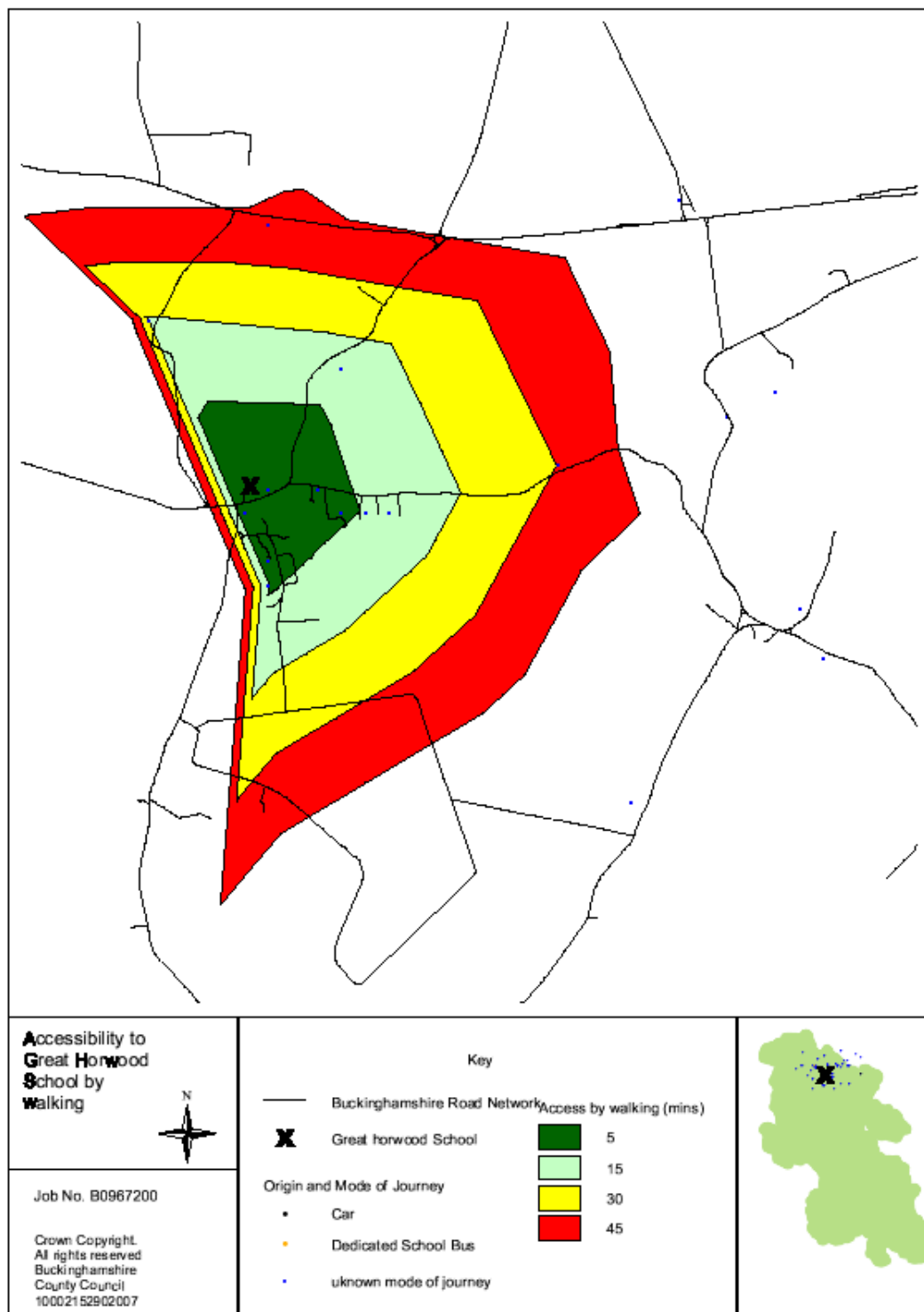
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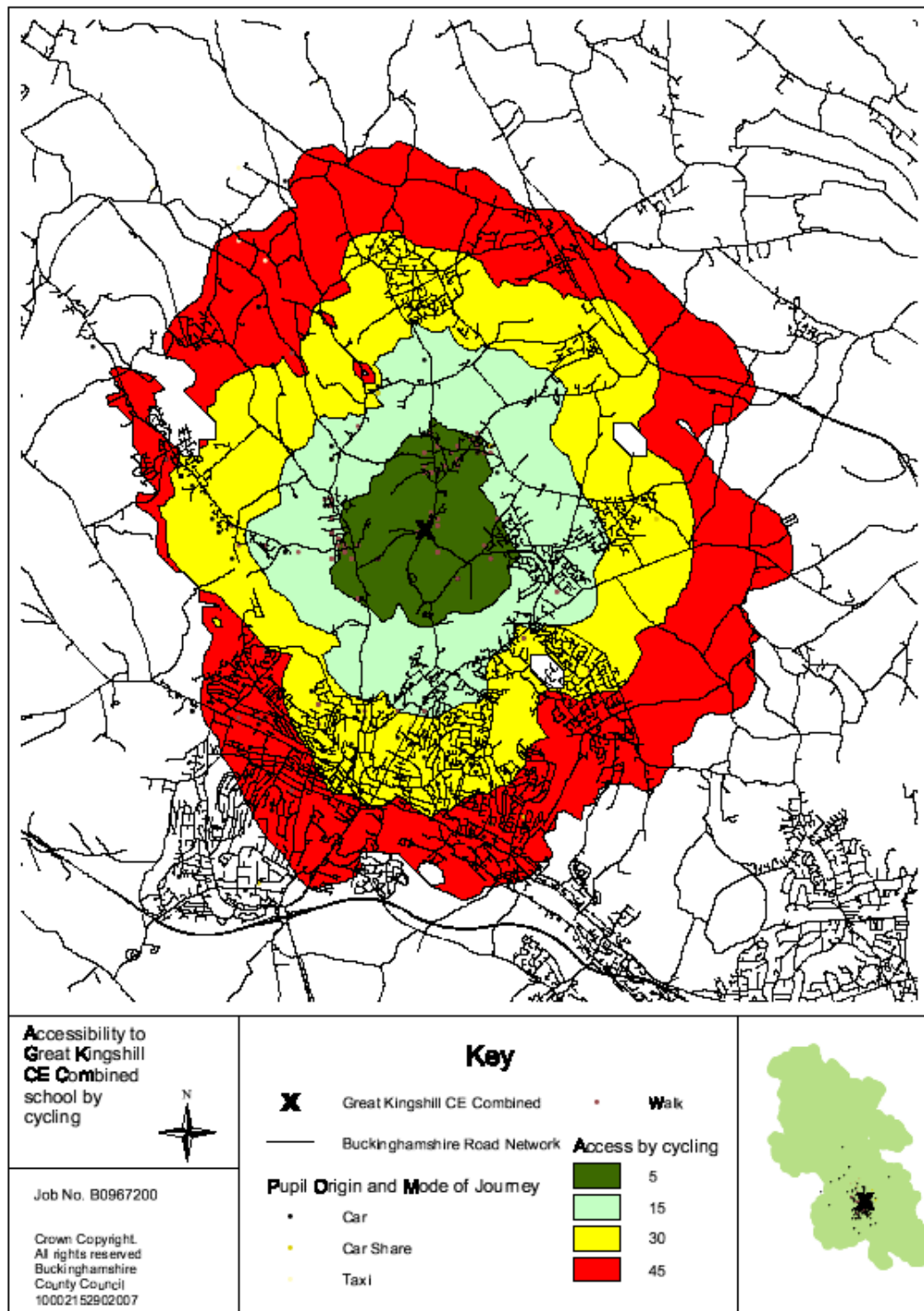
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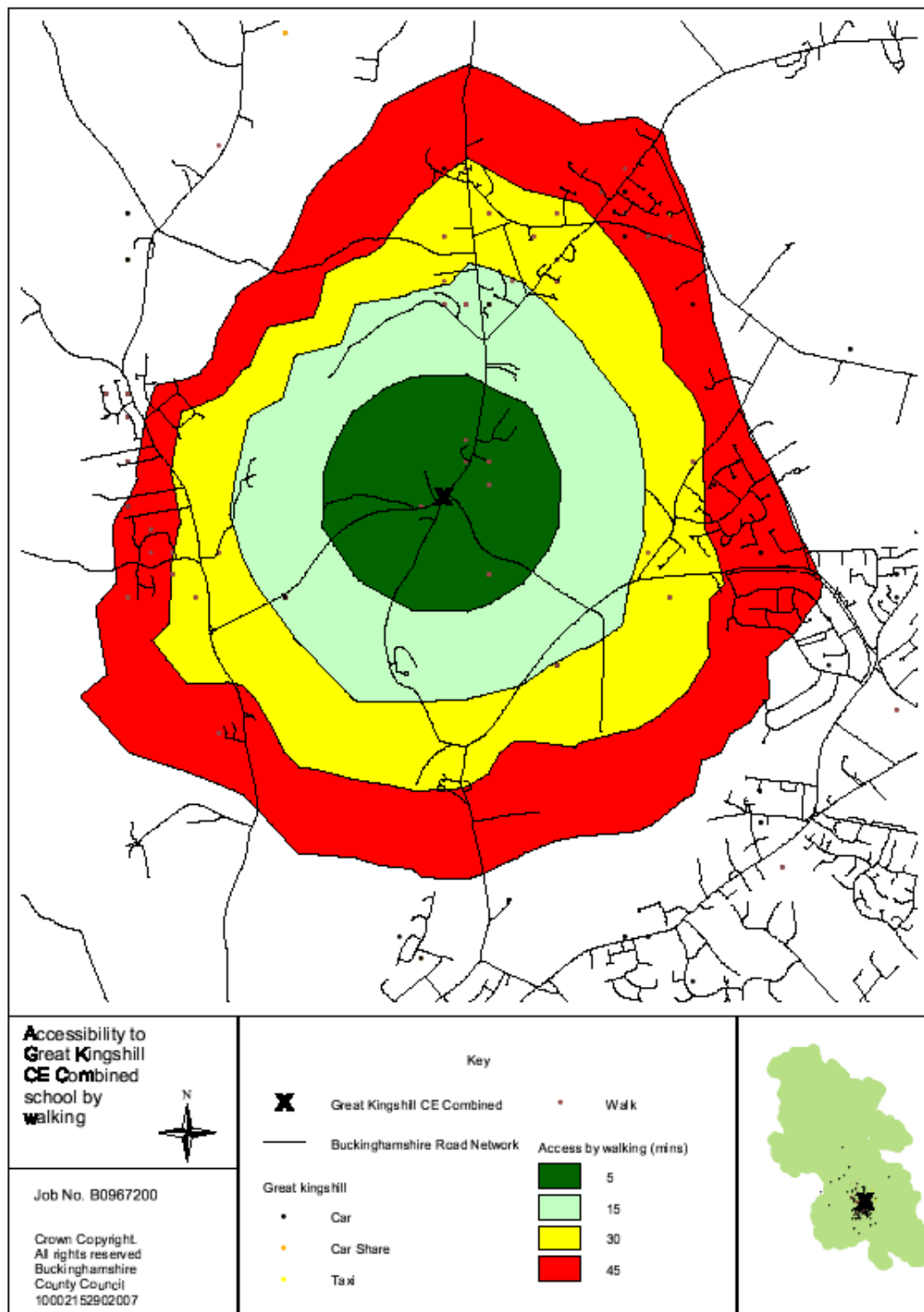
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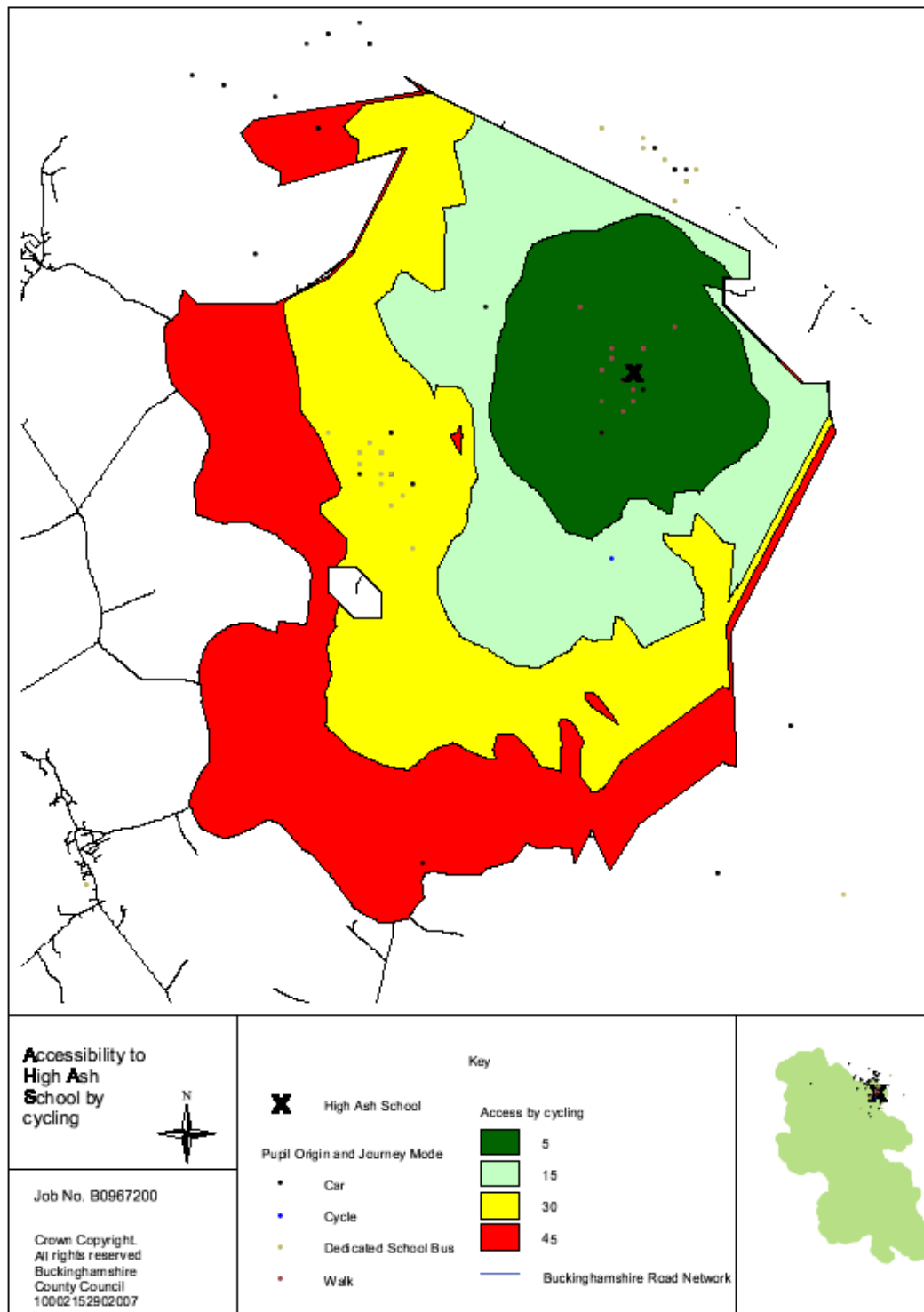
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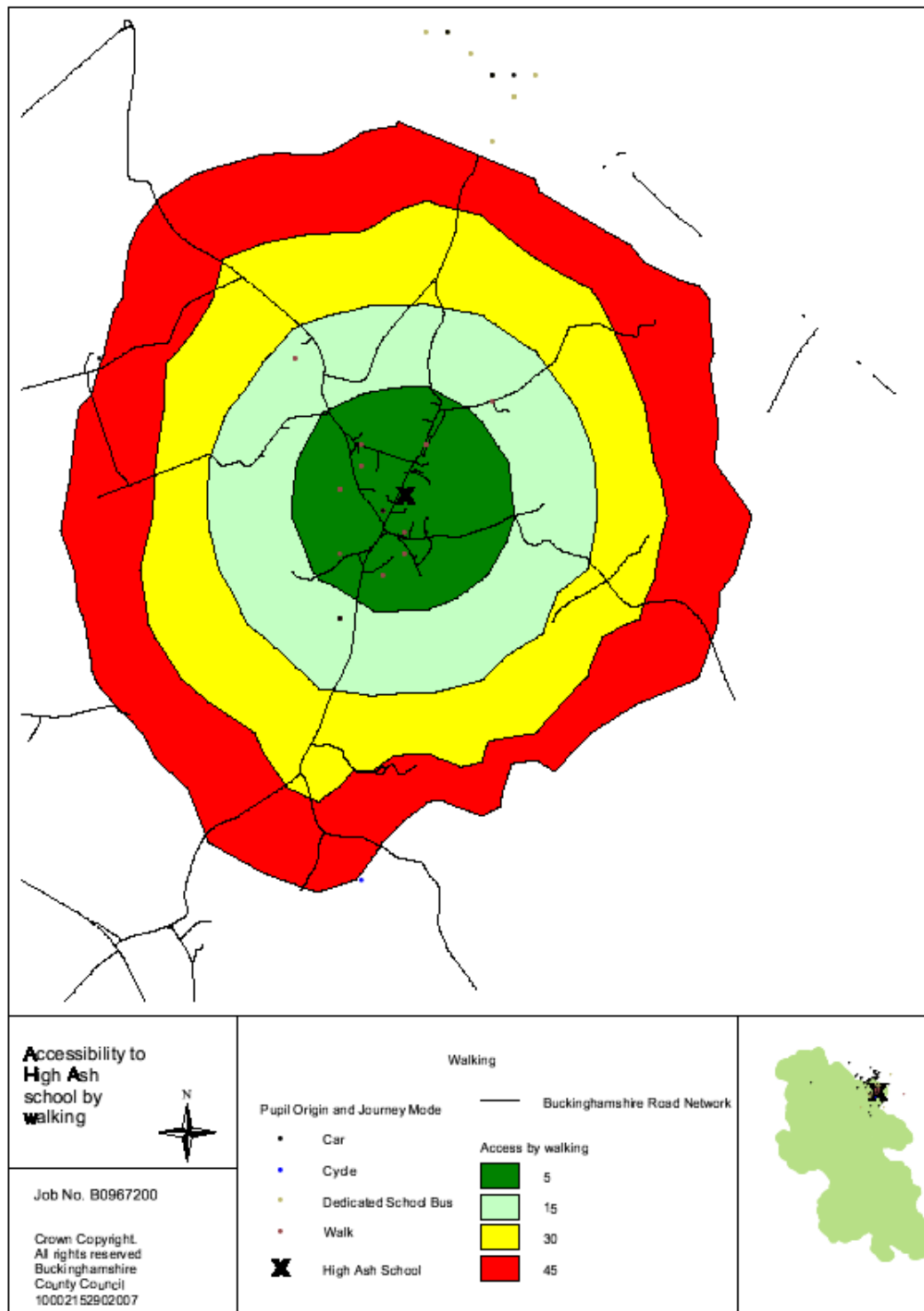
Appendix 25 - Great Kingshill CE Combined Walking Accessibility Map



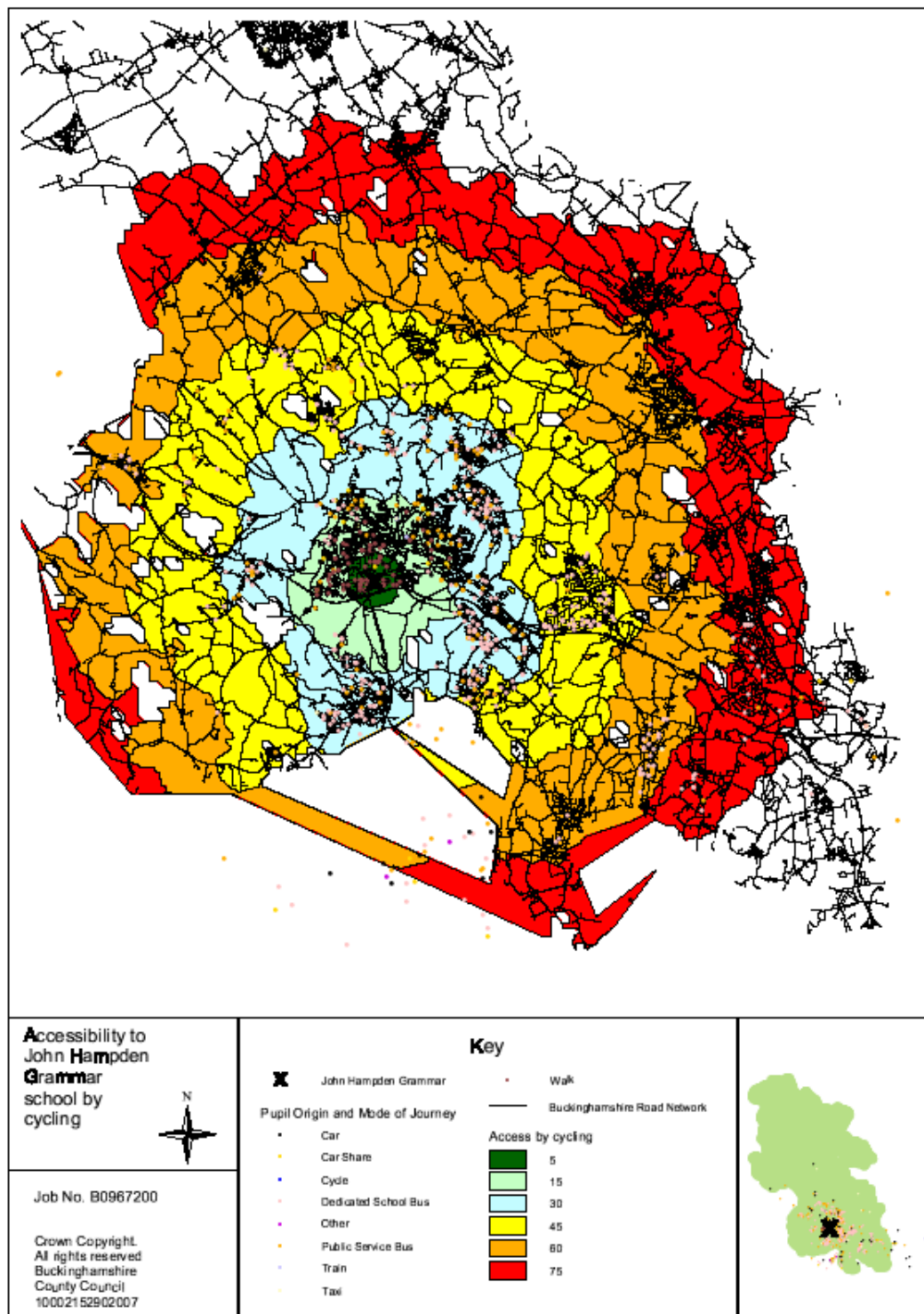
Appendix 26 - High Ash C of E Combined School Cycling Accessibility Map



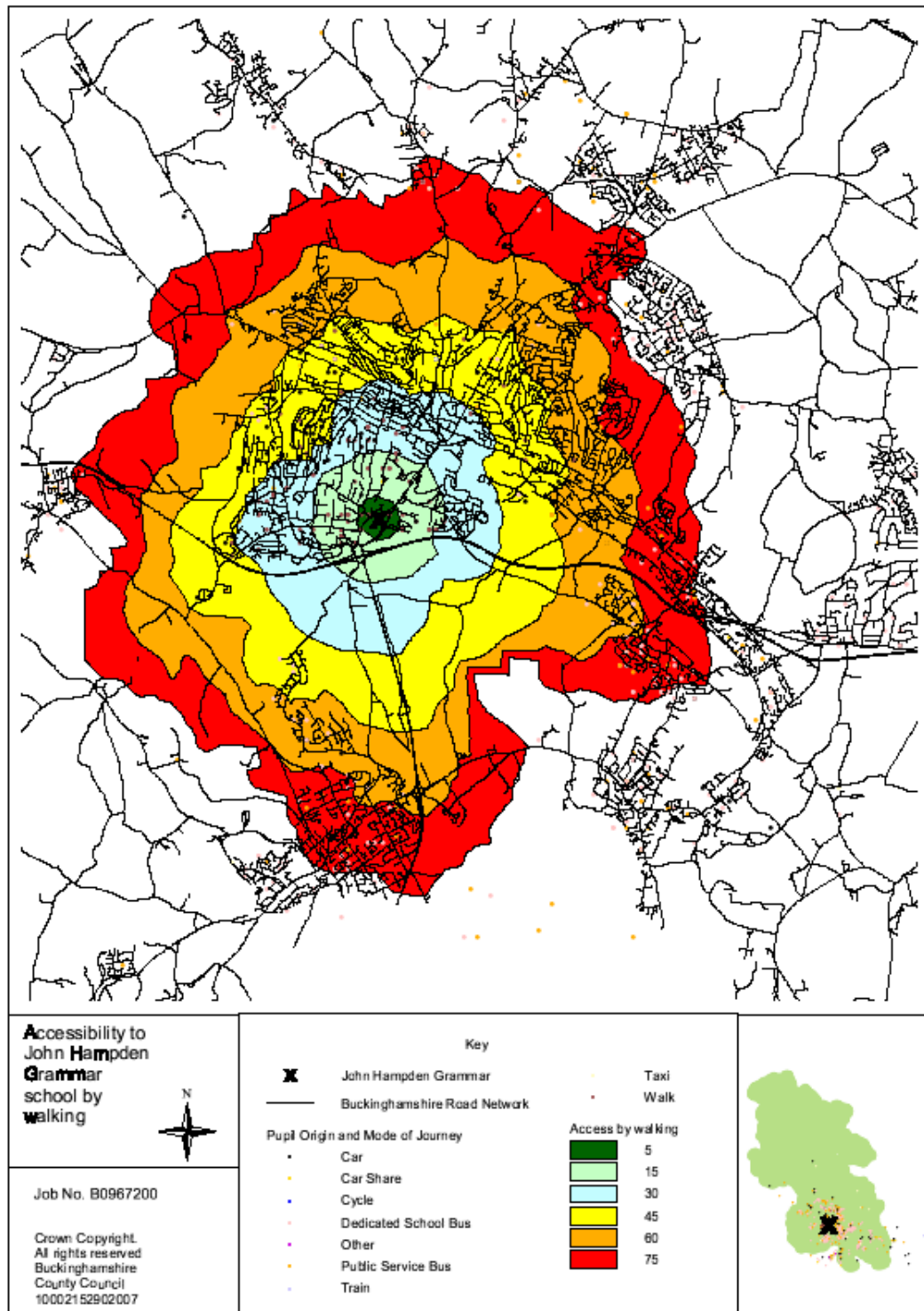
Appendix 27 - High Ash C of E Combined School Walking Accessibility Map



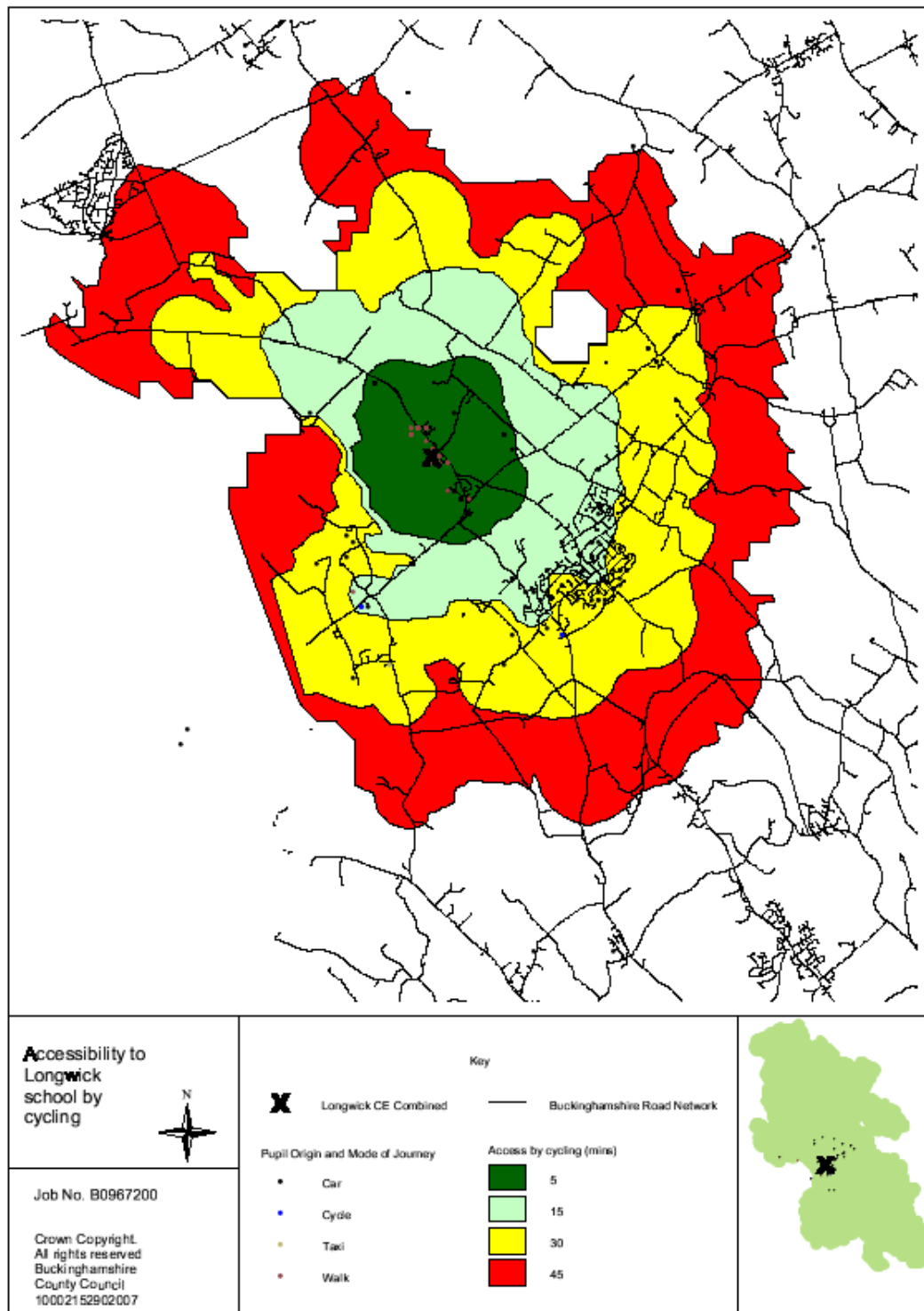
Appendix 28 - John Hampden School Cycling Accessibility Map



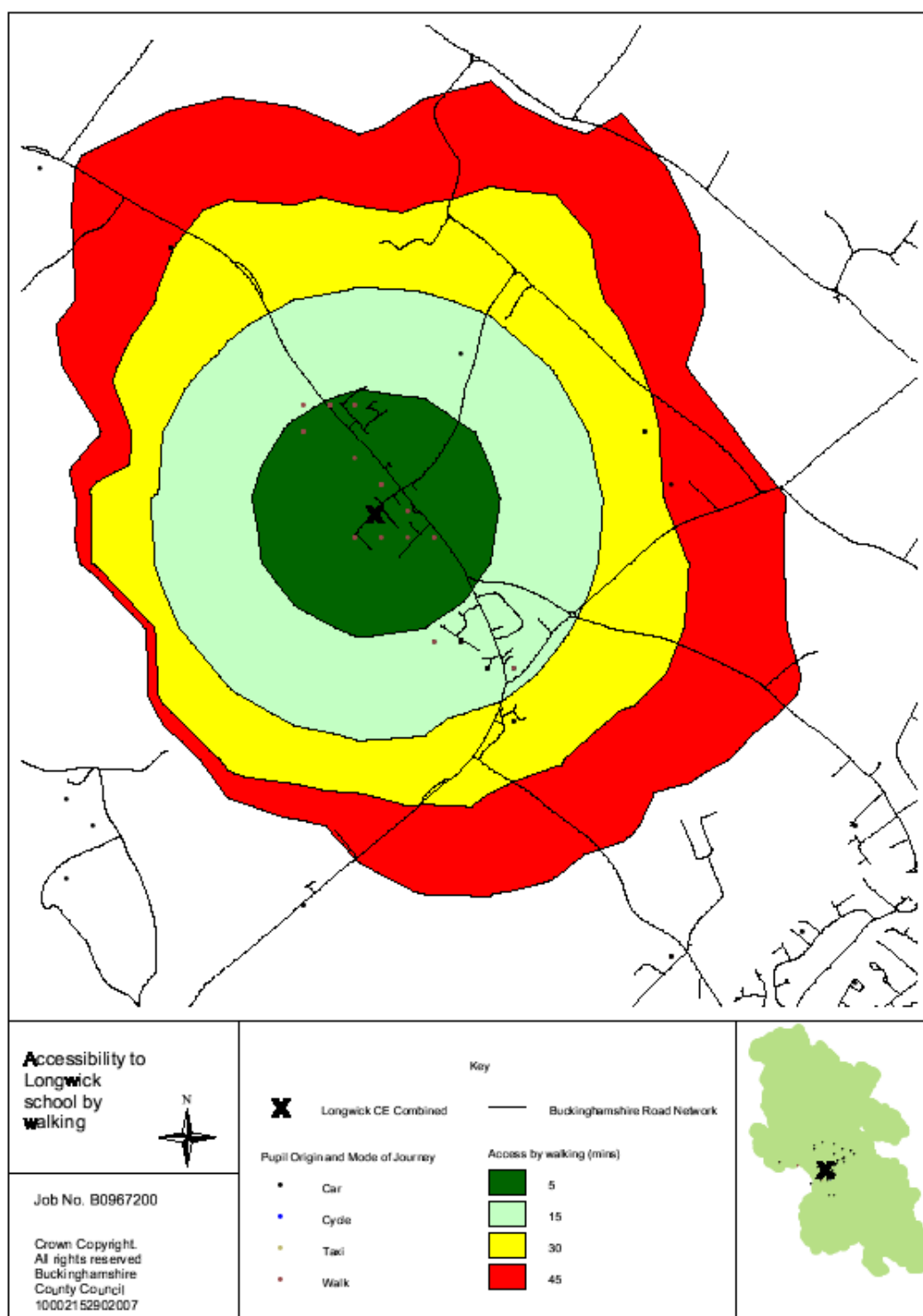
Appendix 29 - John Hampden School Walking Accessibility Map



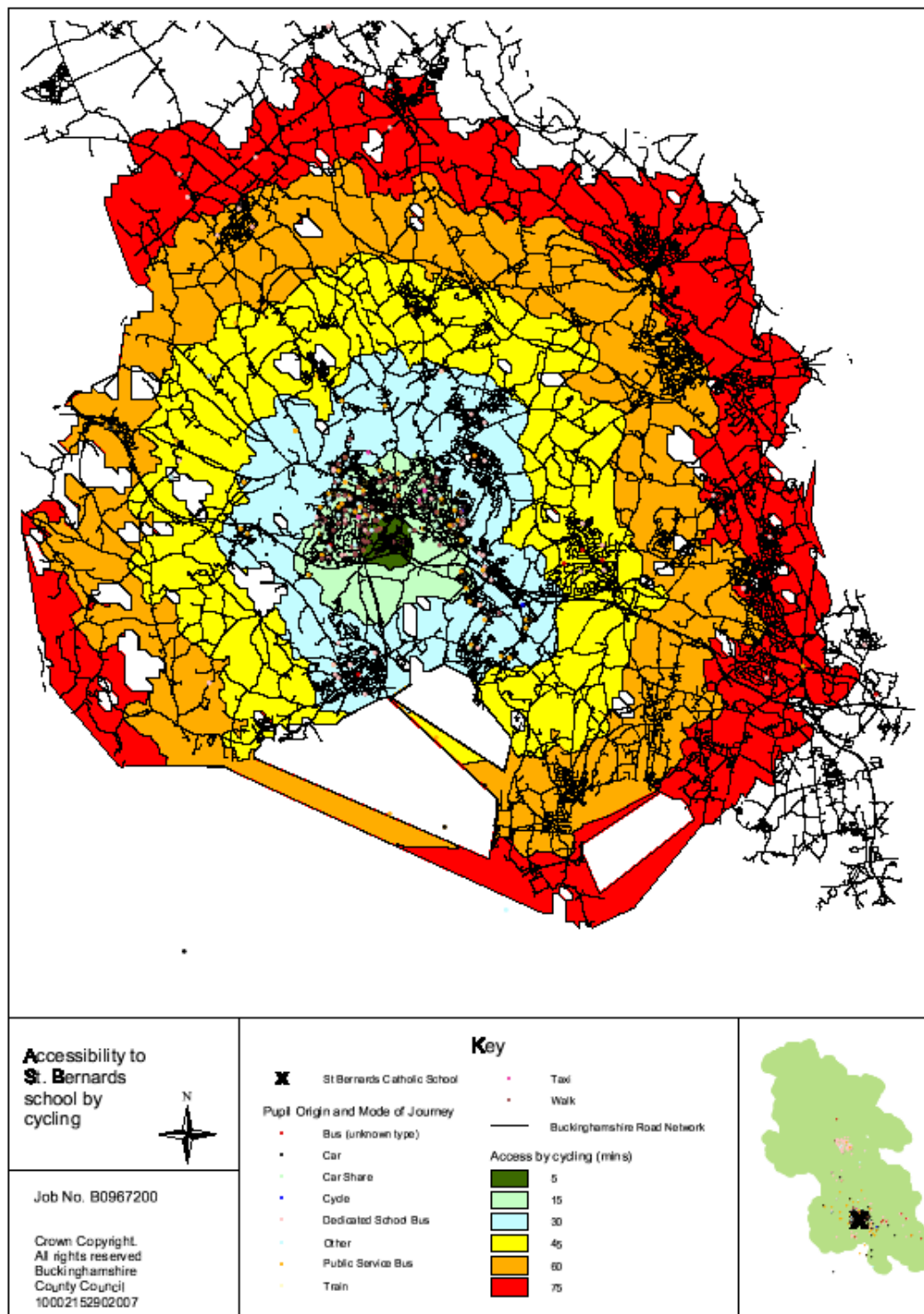
Appendix 30 - Longwick C of E Combined School Cycling Accessibility Map



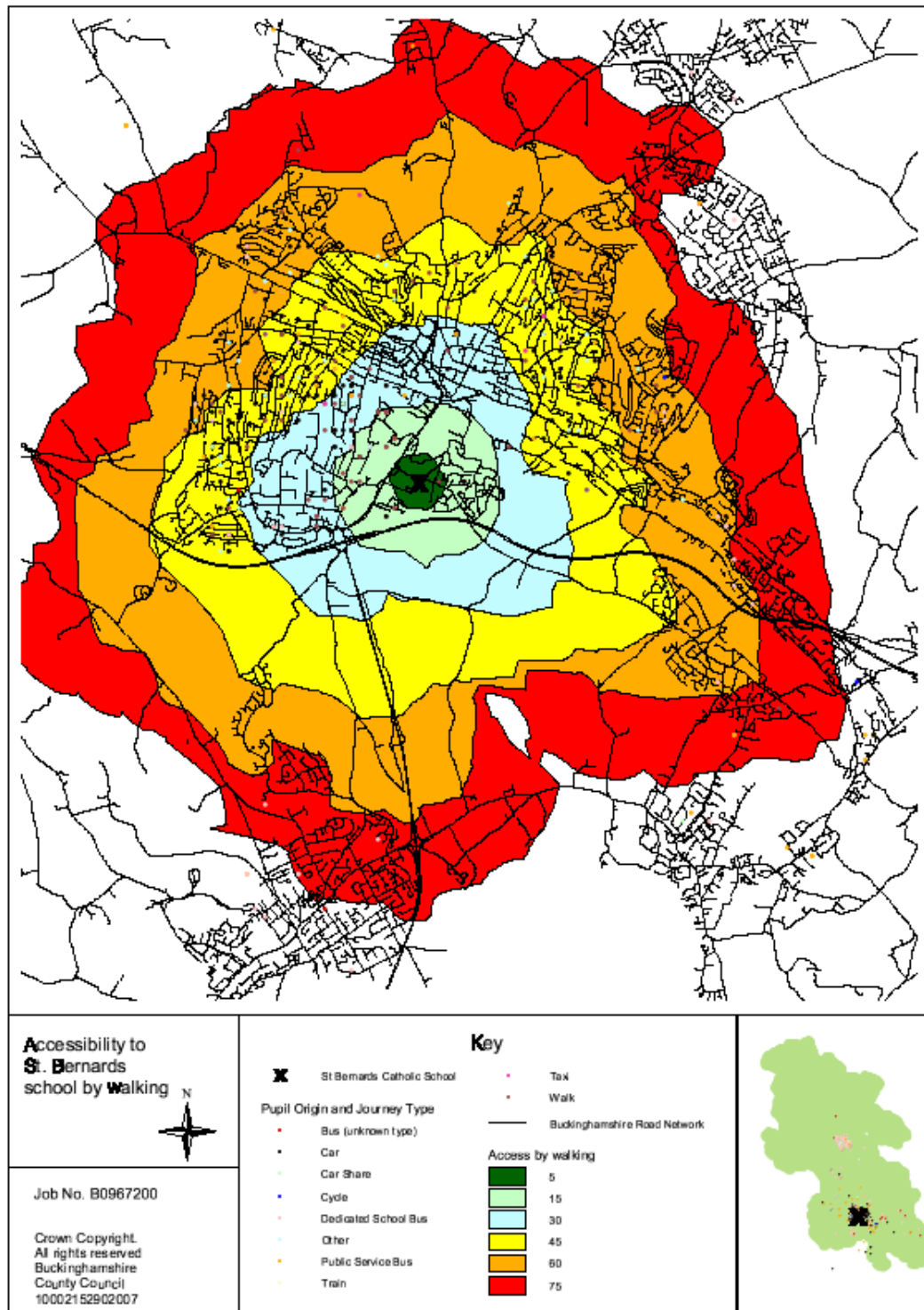
Appendix 31 - Longwick C of E Combined School Walking Accessibility Map



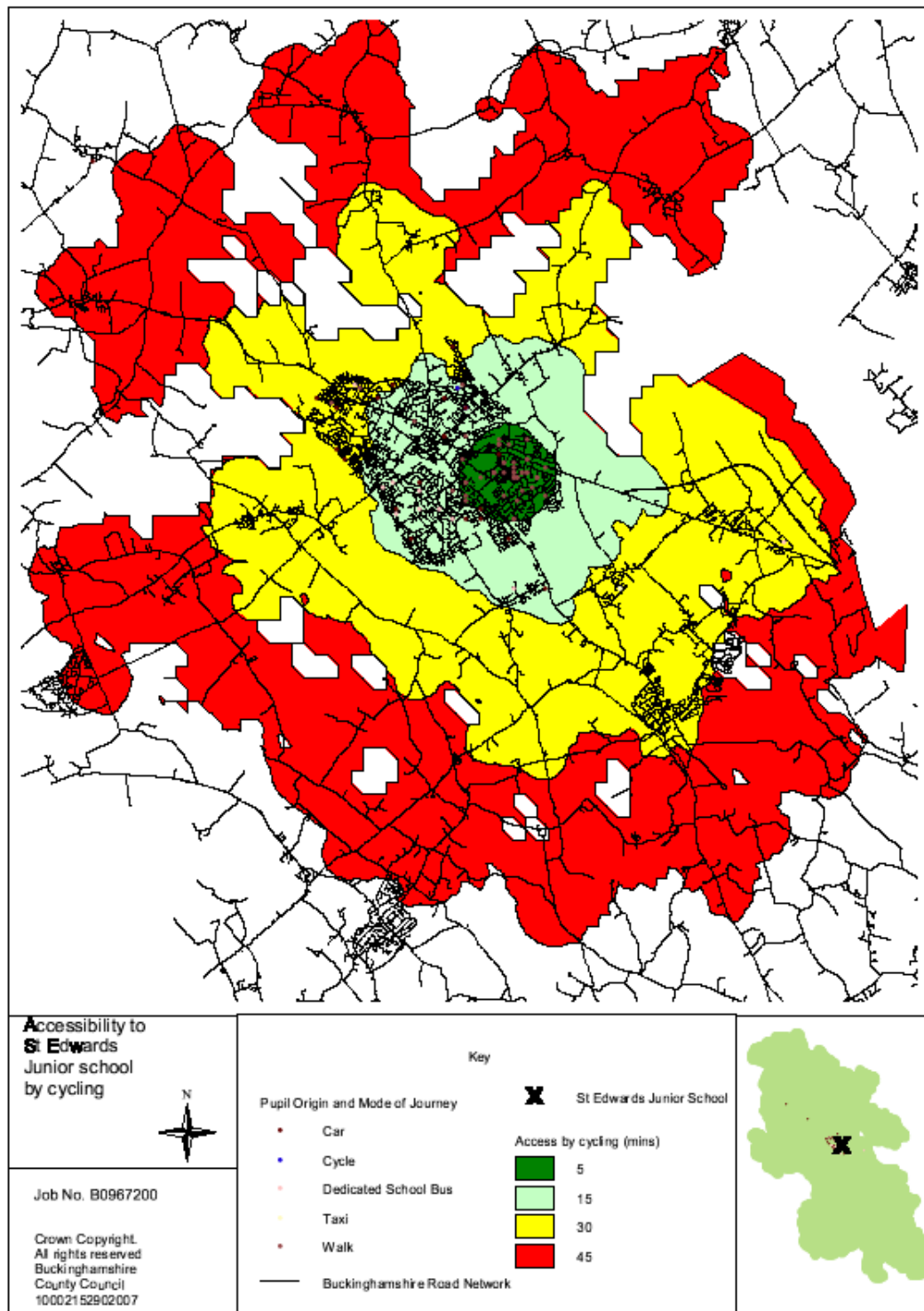
Appendix 32 - St Bernard's Catholic School Cycling Accessibility Map



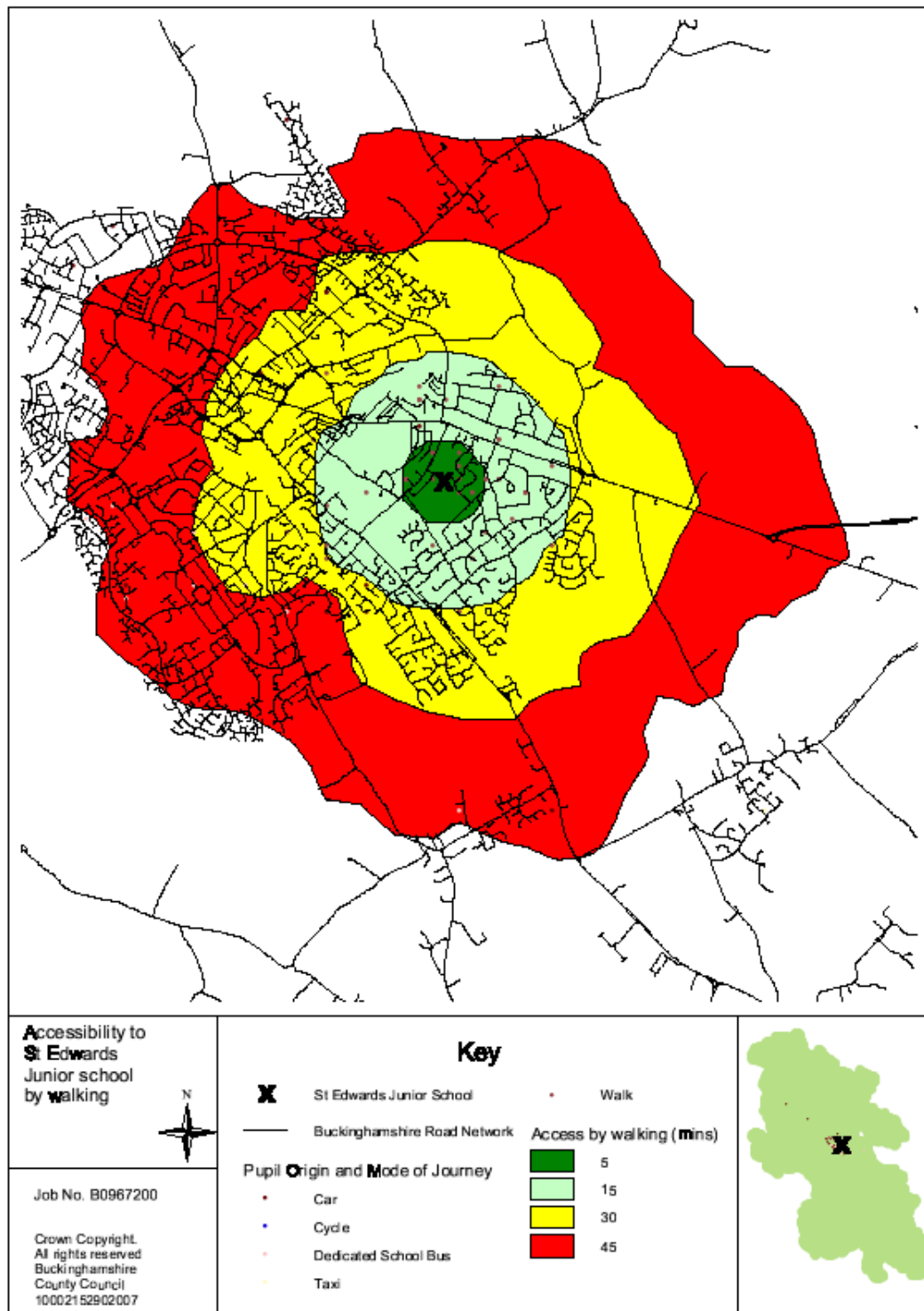
Appendix 33 - St Bernard's Catholic School Walking Accessibility Map



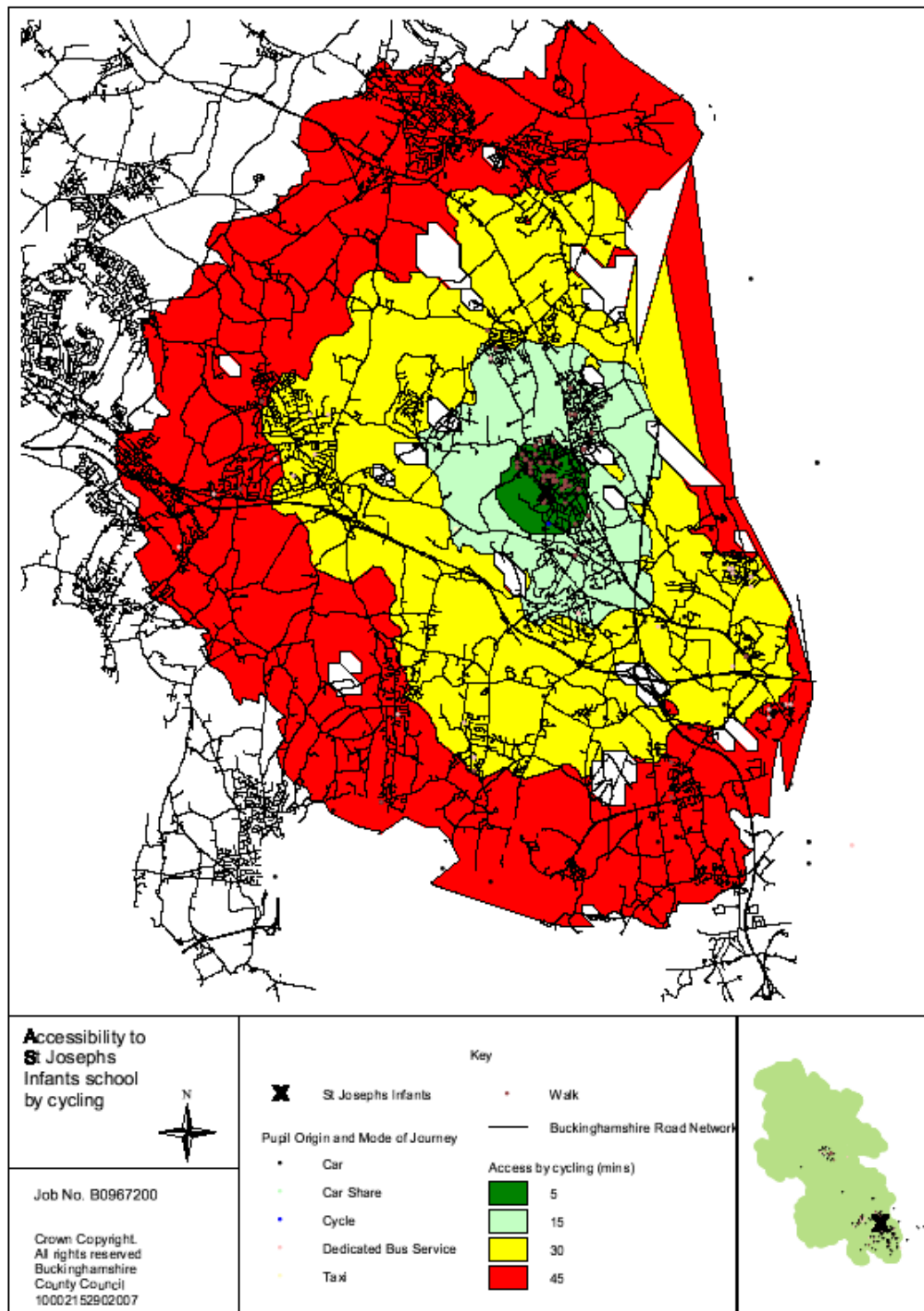
Appendix 34 - St Edwards Catholic Junior School Cycling Accessibility Map



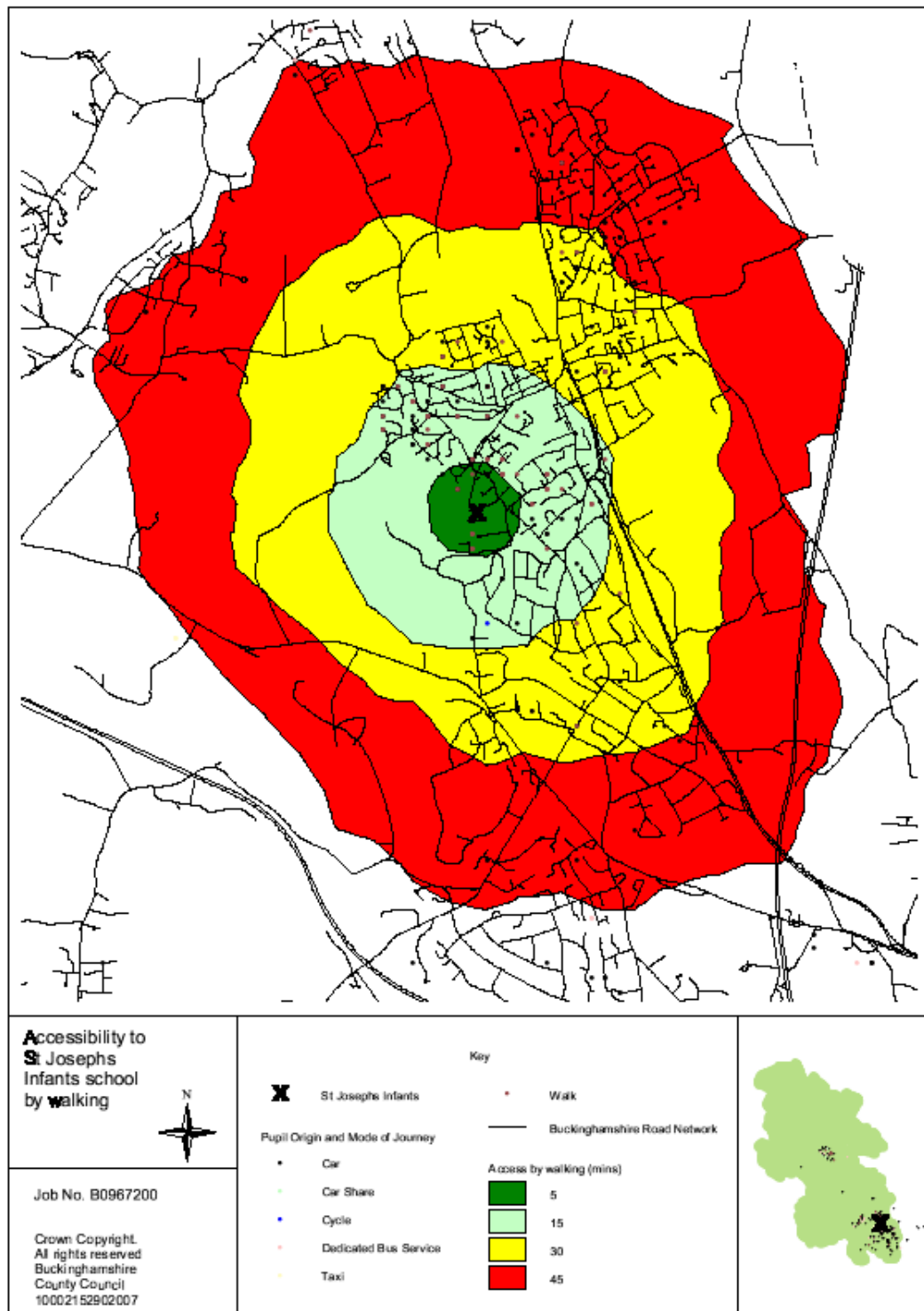
Appendix 35 - St Edwards Catholic Junior School Walking Accessibility Map



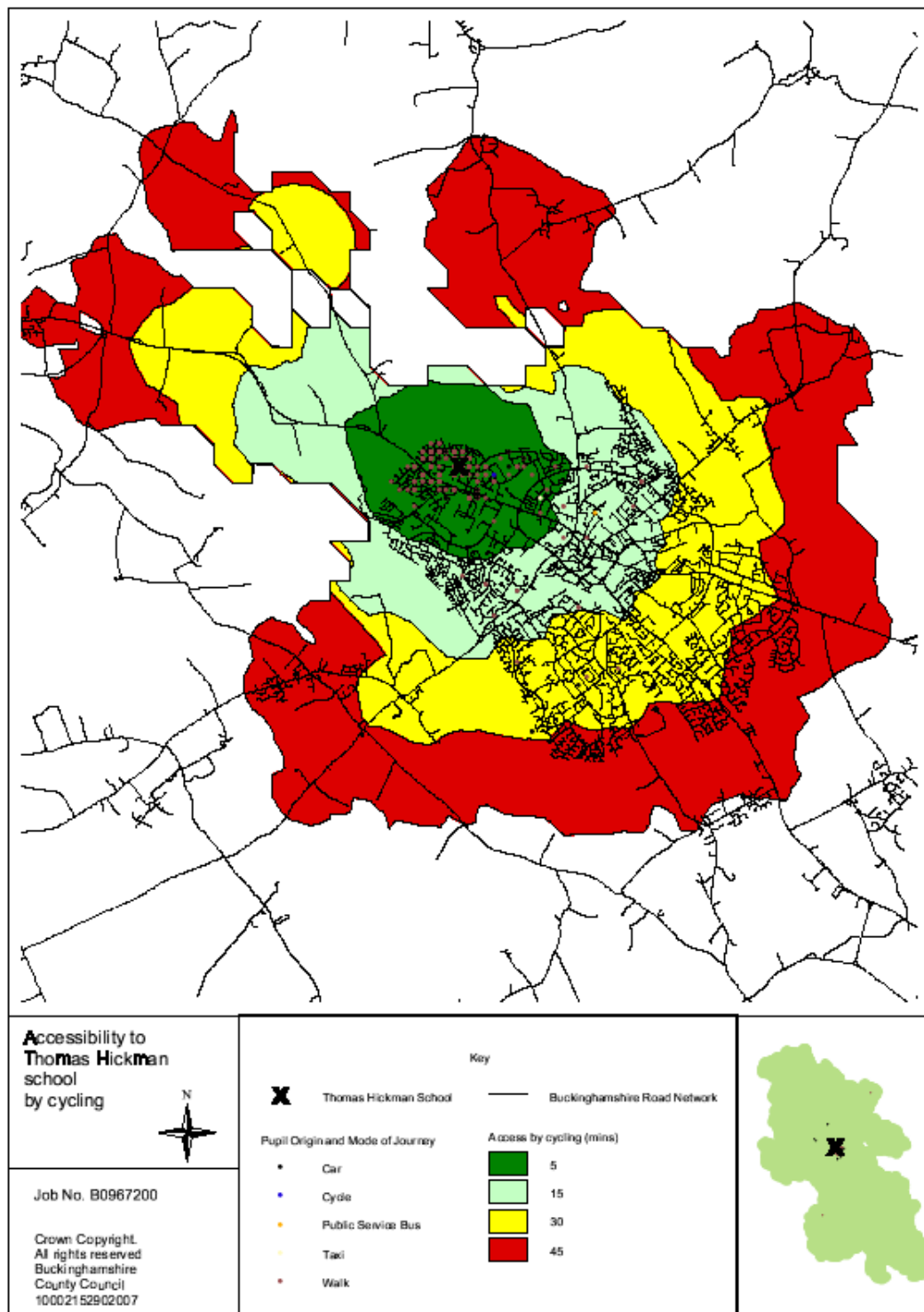
Appendix 36 - St Josephs Catholic Infant School Cycling Accessibility Map



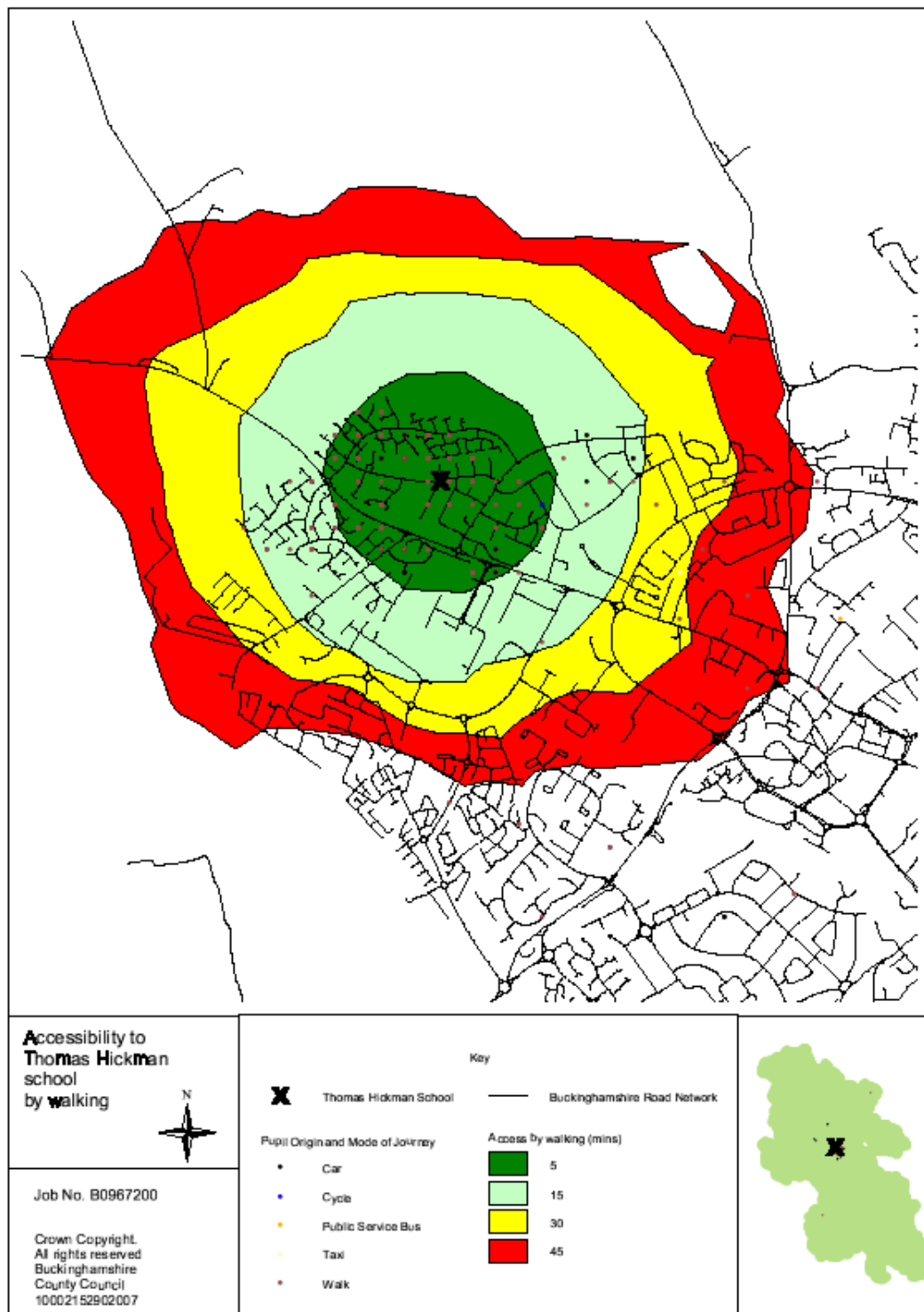
Appendix 37 - St Josephs Catholic Infant School Walking Accessibility Map



Appendix 38 - Thomas Hickman School Cycling Accessibility Map

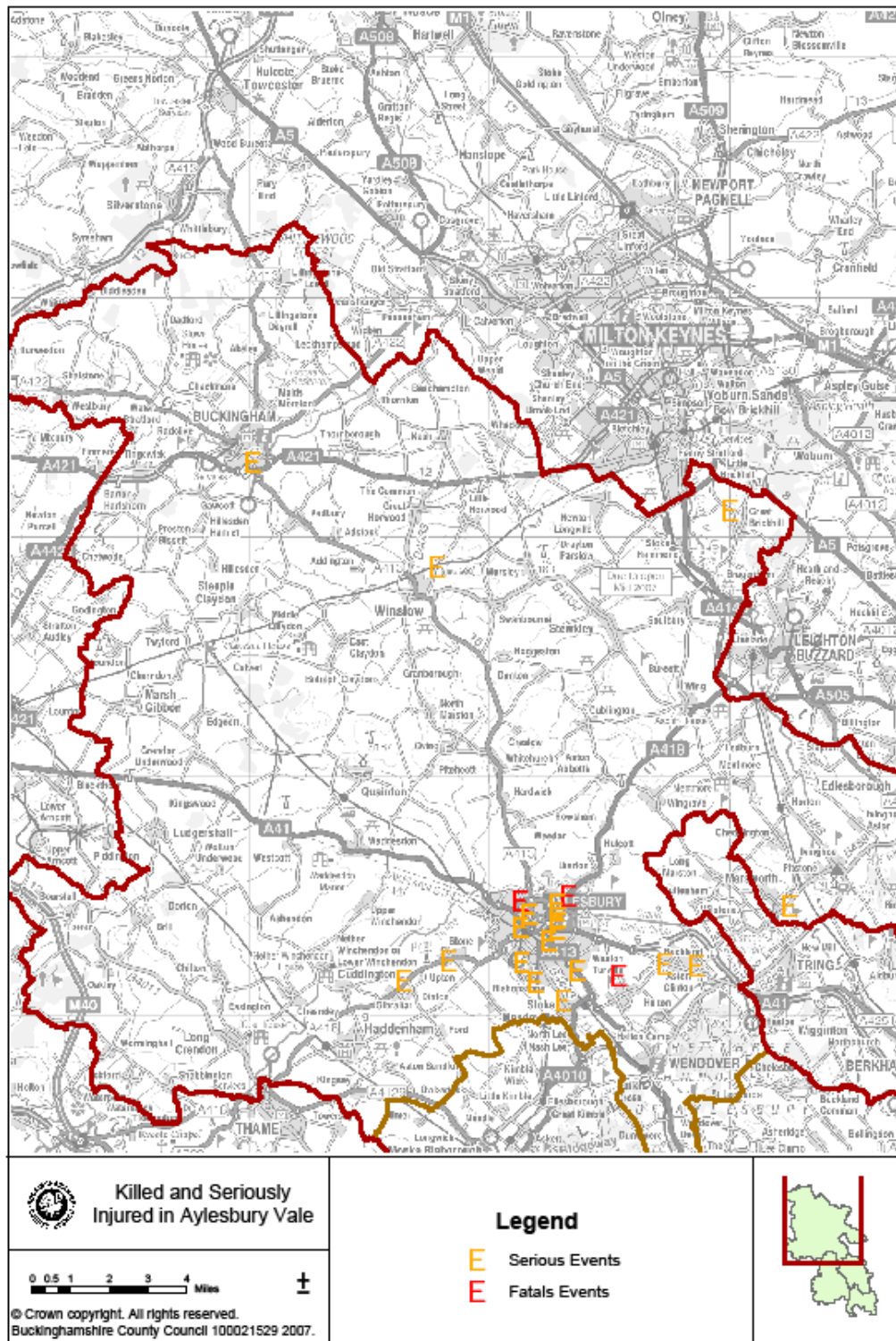


Appendix 39 - Thomas Hickman School Walking Accessibility Map



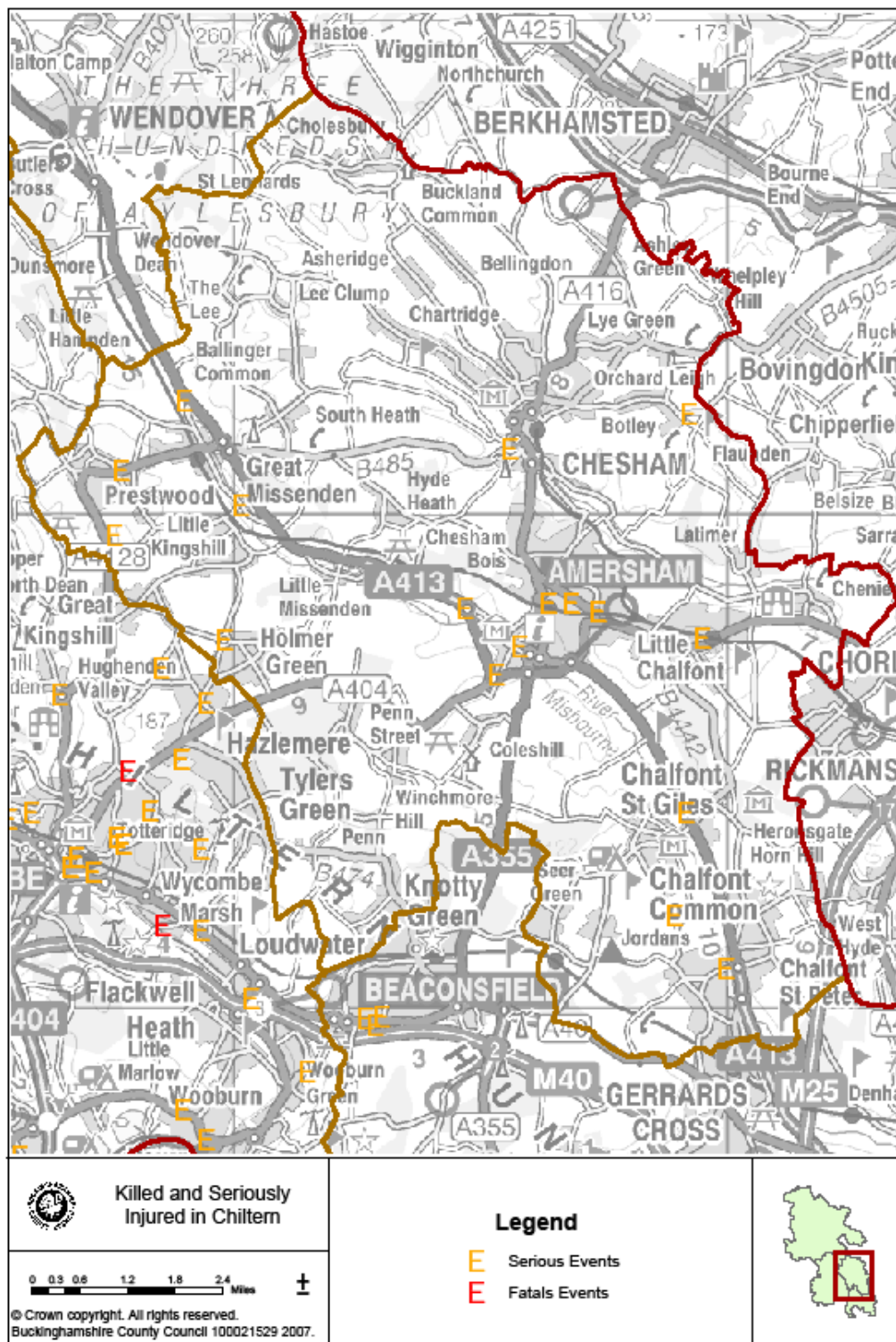
Appendix 40 - Aylesbury Vale Killed & Seriously Injured Casualty Map

(map to show all KSIs in a 1km radius of each school from the time periods of 7-9 am and 15.00-17.00 pm excluding the month of August. The data is taken from the last 3 year (up to 31st Jan 08))



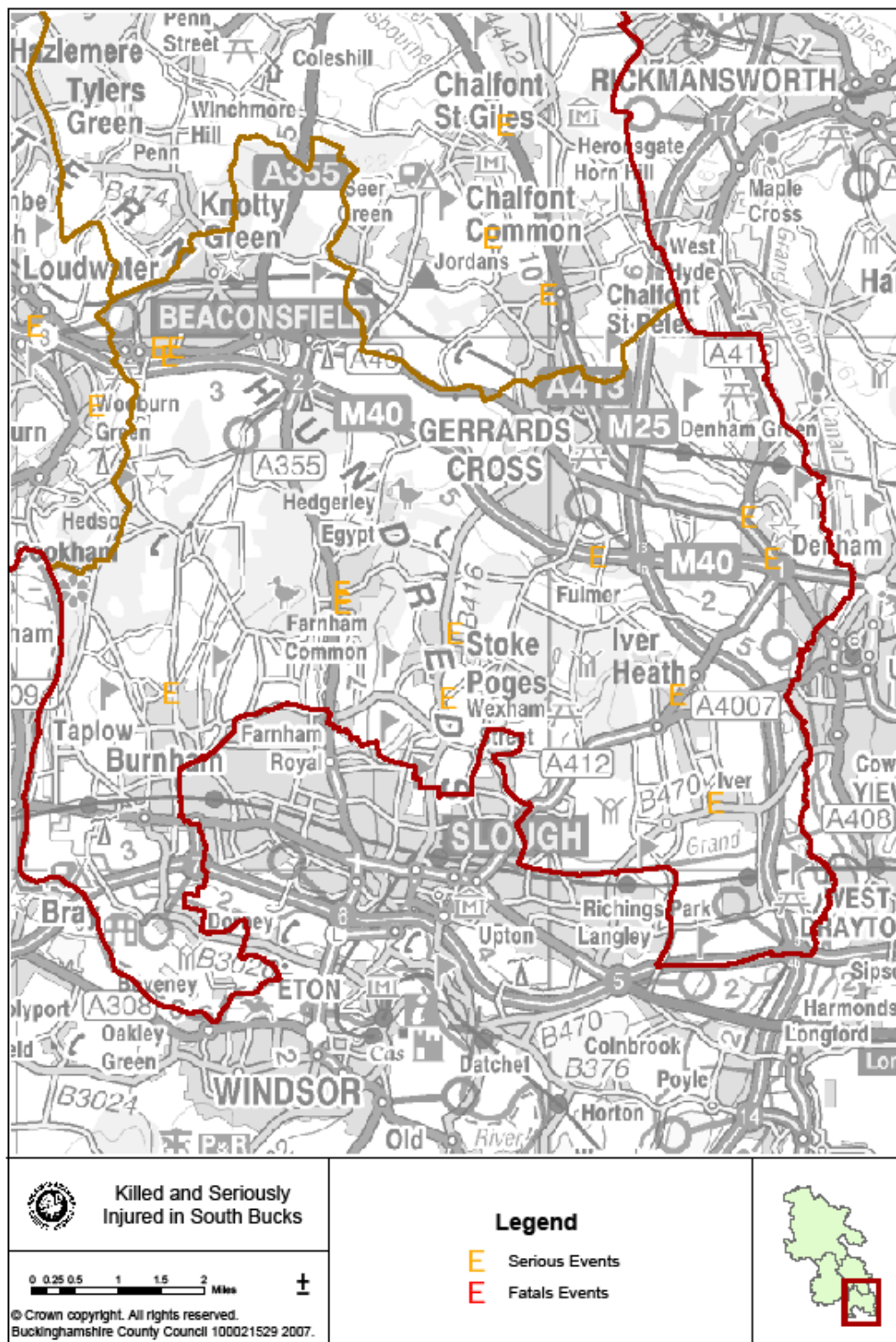
Appendix 41 - Chiltern Killed & Seriously Injured Casualty Map

(map to show all KSIs in a 1km radius of each school from the time periods of 7-9 am and 15.00-17.00 pm excluding the month of August. The data is taken from the last 3 year (up to 31st Jan 08))



Appendix 42 - South Bucks Killed & Seriously Injured Casualty Map

(map to show all KSIs in a 1km radius of each school from the time periods of 7-9 am and 15.00-17.00 pm excluding the month of August. The data is taken from the last 3 year (up to 31st Jan 08))



Appendix 43 - Wycombe Killed & Seriously Injured Casualty Map

(map to show all KSIs in a 1km radius of each school from the time periods of 7-9 am and 15.00-17.00 pm excluding the month of August. The data is taken from the last 3 year (up to 31st Jan 08))

