

Travel plan 2015

CONTENTS

1.	INTRODUCTION	5
1.1.	What are the benefits of the Travel Plan?	6
1.2.	The scope of the Travel Plan	7
1.3.	Travel Survey and consultation summary	8
1.4.	Benchmarking	9
2.	OBJECTIVES	11
2.1.	To reduce unnecessary travel	11
2.2.	To encourage the use of more sustainable modes of transport	11
2.3.	To support the SNC and CDC corporate priorities	11
2.4.	To contribute to satisfying planning condition 16 (The Forum)	11
2.5.	To contribute to satisfying the requirements of BREEAM	12
2.6.	To ensure that all staff and members are aware of the Travel Plan	12
3.	IMPLEMENTATION	14
3.1.	A Travel Plan Co-ordinator	14
3.2.	The Travel Plan Working Group	14
3.3.	Staff Focus Groups	14
3.4.	Partnerships	15
4.	MONITORING	16
4.1.	Monitoring requirements	16
4.2.	Staff/Member travel survey	16
4.3.	Specific monitoring strategies	16
5.	SITE AUDIT	17
5.1.	Car Parking	17
5.2.	Car Sharing	17

5.3. Rail	18
5.4. Bus	18
5.5. Cycling	18
5.6. Information	19
5.7. Visitors	19
6. STAFF DETAILS	20
6.1. Employees	20
6.2. Hours of Work	20
6.3. Business Mileage	21
6.4 The Grey Fleet	22
6.5 Mileage Rates	22
7. TRAVEL SURVEY	23
7.1. How Staff currently travel to work?	23
7.2. Why do they choose to travel this way?	23
7.3. Where are they travelling from?	23
7.4. What measures would be most popular and effective?	23
8. COMMUNICATION AND MARKETING	24
8.1. Posters	24
8.2. Email	24
8.3. Staff/Member Induction Training	24
8.4. The Launch Event	24
8.5. Recruitment information	24
8.6. The Intranet	24
8.7. The Website	25
8.8. Internal Publications/ Newsletters	25

9.	ACTION PLAN	26
9.1.	Measures to increase walking	26
9.2.	Measures to increase cycling	26
9.3.	Measures to increase public transport usage	27
9.4.	Measures to increase number of car sharers	27
9.5.	Measures to manage/reduce car use	27
9.6.	Measures to ensure awareness of the Travel Plan	29
10.1	APPENDIX 1: SURVEY RESULTS	30
10.2	APPENDIX 2: BREEAM	31
11.0	Contacts	34

1. Introduction

“South Northants Council and Cherwell District Council are fully committed to improving the environment at its five principle sites. We have set ourselves ambitious targets to encourage all staff (including those employed by others) and our customers to consider whether it is necessary to travel in order to provide or access our services. And where travel is necessary, to seek more sustainable options, i.e. walking, cycling, public transport and/or car-sharing, to reach our sites or those places where we do business”

This document outlines the joint Travel Plan for South Northants Council (SNC) and Cherwell District Council (CDC). The overall objective of the Plan is to seek to ensure that staff, members and visitors consider, and where possible use more environmentally friendly alternatives to private cars.

Northamptonshire County Council and Oxfordshire County Council were consulted during its preparation and all staff based at the five sites covered by this Travel Plan will be expected to support the objectives and contribute to achieving the targets.

The Plan links with the corporate Transformation Agenda and contains six specific objectives:

1. To reduce unnecessary travel by offering alternative ways to access and deliver services
2. To encourage the use of more sustainable modes of transport where travel is essential
3. To support the corporate priorities ‘protecting our quality of life’ (SNC) and ‘to make Cherwell a cleaner and greener place’ (CDC).
4. To set out measures that will contribute to satisfying planning condition 16* prior to occupation of the Forum
5. To set out measures that will contribute to satisfying BREEAM** requirements prior to occupation of the Forum
6. To ensure that all staff, members and visitors are aware of the Travel Plan

It is anticipated that the document will be valid for a period of five years from January 2015 to December 2019 inclusive. The Plan will be reviewed annually and only superseded should there be a significant change in the working/travel patterns of either local authority (or staff employed by others based at one or more of the sites) prior to the drafting of the next Travel Plan in Spring 2019.

** Planning Condition 16 requires a comprehensive travel plan to be submitted and approved prior to occupation.*

*** BREEAM (Building Research Establishment Environmental Assessment Methodology), first published by the Building Research Establishment (BRE) in 1990, is the world's longest established and most widely used method of assessing, rating, and certifying the sustainability of buildings.*

A monitoring strategy is being defined to assess our achievements. This travel plan covers all staff and visitors travelling to our four sites for commuting journeys, business travel and deliveries.

1.1 What are the benefits of the Travel Plan?

Corporate responsibility: This Travel Plan aims to make significant changes to the way people travel to their place of work. This will result in a better local environment for pedestrians and cyclists and result in cleaner air and less congested local streets.

Positive Publicity: Implementing this Travel Plan in full will generate positive publicity and improve South Northamptonshire Council and Cherwell District Council's environmental image. It will contribute to the corporate priorities, namely, 'protecting our quality of life' (SNC) and 'to make Cherwell a cleaner and greener place' (CDC).

Increased travel choice: A wider range of travel options, savings and benefits may enhance the recruitment and retention of staff working at sites operated by SNC and CDC. This Travel Plan will contribute to greater social inclusion by enabling those who do not have access to a car to travel to work or visit the site more easily.

Health Benefits: Many alternative forms of travel include an element of exercise that will lead to a healthier workforce, possibly leading to improved morale and a reduction in health-related absences.

More accessible sites: A decrease in the number of cars arriving at the five workplaces will contribute to reducing congestion on the approach roads to the sites and the sites themselves. The sites should become more accessible and safer for all staff and visitors. The sites should also become a more attractive place for staff to work and nearby residents to live.

Financial Savings: A Travel Plan can reduce corporate transport overheads by minimising business mileage and has the potential to reduce the number of parking spaces required at each site.

Better Time Management: The automatic use of the car for business travel is not always the most cost effective or efficient option. Alternatives can be cheaper, faster (particularly for long journeys) and provide additional time in which to prepare for meetings or carry out work that would not be possible when sat at the wheel of a car.

Reduction of Carbon Footprint: A reduction in staff traveling and smarter travelling will have a positive impact upon both councils' plans to meet their targets on carbon emissions reduction.

1.2 The Scope of the Travel Plan

This Travel Plan replaces the South Northamptonshire Travel Plan (2010) and the Cherwell District Council Travel Plan (2011).

The plan covers the five principal sites operated by South Northamptonshire Council and Cherwell District Council, namely:

- The Forum (Towcester)
- Tove Depot (Towcester)
- Bodicote House (Banbury)
- Thorpe Lane Depot (Banbury)
- Highfield Depot (Bicester)

A small proportion of staff from partner organisations, including Oxfordshire County Council and Northamptonshire County Council are based at these sites (less than 10% in all cases). Staff based at each of the five sites was consulted during the preparation of this Travel Plan and will be expected to support the objectives and contribute to meeting the targets set.

The Forum is the new main office building in Towcester for South Northamptonshire Council. It covers a floor area of approximately 3900 m² and will accommodate in the region of 150 staff on a daily basis, approximately 90% being SNC staff and 10% NCC. The building has 13 parking spaces for disabled visitors immediately outside, with additional on-street and off-street car park in the vicinity anticipated to provide 207 public spaces (Northampton Road and The Shires). It is anticipated to have 25 cycle racks. This Travel Plan incorporates the stated needs of the staff employed by NCC whom will be based at the Forum.

Tove is the main depot building in Towcester for South Northamptonshire Council. It covers a floor area of approximately 820 m² and accommodates in the region of 50 staff on a daily basis, 100% employed by SNC. The building has 47 parking spaces for staff and visitors including 2 dedicated for disabled drivers. Daily occupancy levels are approximately 80%. Cycle parking is currently only available for staff. Cycle parking for visitors is being explored at the time of writing (July 2014).

Bodicote House is the main office building in Bodicote, Banbury for Cherwell District Council. The floor space of the two buildings is:

- New Bodicote House - 7862m² (of which Sanctuary occupy 492m²)
- Old Bodicote House - 632m² (of which OCC occupy 108m²)

The entire site accommodates in the region of 370 staff on a daily basis with more than 90% being CDC staff, the remainder employed by Oxfordshire County Council and Sanctuary Housing. The building has 281 parking spaces, with 227 dedicated for staff and, 26 spaces for Sanctuary Housing and 28 for visitors including four dedicated disabled. The cycle parking consists of 4 single uncovered stands at the entrance for visitors, 5 stands capable of storing 10 bikes, 5 cycle lockers including two pool bikes

for staff and 6 covered stands capable of storing 12 bikes for staff.

Thorpe Lane is the main depot building in Banbury for Cherwell District Council. It covers a floor area of approximately 303 m² and accommodates in the region of 76 staff on a daily basis, 100% employed by CDC. The building has 50 parking spaces, with 35 dedicated for staff, 8 for fleet vehicles (including an electric vehicle) and 4 for visitors. It has 6 cycle racks for both staff and visitors.

As travel between Banbury and Towcester is common for members of the Joint-Management team and officers employed by both authorities, travel between the sites was identified and analysed as part of the Travel Survey.

Highfield Depot is the main depot covering Bicester, it is mainly used by the environmental services crews and supervisors with no specific workers based and working at this depot full time. It has 26 specific parking spaces for staff and fleet vehicles, and no designated cycle parking.

1.3: Travel Survey and consultation summary

A comprehensive survey of staff and members based at all sites was carried out in March 2014. Staff from Northamptonshire County Council and Oxfordshire County Council who are, or will be, based at one of the five sites were also surveyed. In total 301 responses (38%) were received from across the five offices.

More details can be found in Appendix 1, but below are some headline figures with comparisons, where available, from previous surveys:

- Private car use for commuting purposes 82%
- Walking/Cycling for commuting purposes 9%
- Public transport for commuting purposes 6% (5%, 2010)
- Car sharing for commuting purposes 6%

Future demand:

- Support for condensed working hours (9-day fortnight) 78%
- Support for Home Working 76%
- Support for use of Teleconferencing 59% (11%, 2008)
- Support for Car Sharing 55% (32%, 2008)
- Support for Pool Cars 50%
- Support for discounted bus/train travel 47%

Consultation

The staff/member consultation took place between 4th August and 15th September 2014. As with the Travel Survey, all staff currently based at, or anticipated to be based at, the five sites were consulted.

The respondents highlighted a number of minor grammatical errors and points of clarification and explanation, but the general consensus was in support of the objectives and targets (68% in support). Of those not fully supporting the targets (six respondents), these were evenly split between those feeling that that targets were too ambitious (public transport) or not ambitious enough (public transport). The high level of support for home working was also reaffirmed as an option for appropriate posts.

As a direct result of the consultation feedback, the following changes have been made:

- A revised target in relation to homeworking – up from 20% to 25% (2.1 page 11)
- A new target in relation to reducing emissions from the Grey Fleet (vehicles owned and run by staff/members). This can be found at 2.2 on page 11.
- A new specific objective in relation to BREEAM (See 2.5 on page 12).

1.4: Benchmarking

In order to set realistic targets, it is important to understand how we compare nationally and regionally, but at the same time appreciate the unique nature of our rural setting and the need for private car use by employees, members and customers in areas not well served by public transport.

Modes of Travel

Area	Staff travelling to their workplace by different modes			
	Walking/Cycling	Public Transport	Car - Shared	Car – Solo
ONS 2011 Census Data. National (2013)	14%	12.5%	5%	57%
ONS 2011 Census Data. East Mids. (2013)	13%	8%	2%	73%
SNC/CDC - Mar 2014	9% (target 12%)	1.3% (target 3%)	6% (target 9%)	82% (target 73%)

From this data, targets have been set to reduce solo car use and increase the use of sustainable modes (targets in brackets).

The public transport target will be reviewed should the current downward trend in investment in public transport cease or even reverse. Significant housing growth within the two districts towards the end of the life of this Travel Plan (December 2019) may also provide the opportunity to exceed this target (and bring it closer to the benchmark) through securing developer contributions towards public transport improvements.

Staff Vehicles

A 'grey fleet' vehicle is one which is employee owned and is used for work related journeys. Vehicles tend to be older and have higher emission figures than a company-owned fleet.

The national average emission figure for a 'Grey Fleet' is 169 g/kg CO₂*. The combined Grey Fleet for SNC/CDC has an average emission figure of 166 g/kg CO₂ (September 2014). A target to reduce this by 15% within the life of the Travel Plan has been set. Achieving this figure will reduce the average emissions for our combined Grey Fleet to 141 g/kg CO₂.

Mileage Rates

All four local authorities based at sites covered by this Travel Plan currently pay broadly in line HM Revenues & Customs (HMRC) rates, with any payments in excess of the annual limit being taxable. The table below compares the four authorities.

Vehicle	Business Miles	HMRC Rate	NCC	OCC	SNC	CDC
Car or Van	First 10K miles (exceeding 10K)	45p (25p)	HMRC	HMRC	52.2p (14.4p after 8500 miles)	60p
Motorcycle	All	24p	HMRC	HMRC	HMRC	HMRC
Cycle	All	20p	HMRC	HMRC	HMRC	HMRC

SNC and CDC also pay an additional 5 pence per mile for car-sharing on business. The person claiming must identify those who shared to ensure that one claim for the journey is made.

Homeworking

The national average figure for homeworking is 10.3% (ONS 2011 Census). The current level of homeworking is estimated at 12%, with a target of 25% over the life of the five-year plan.

* Figure from Fleet News (June 2014)

2. Objectives

The objectives of this multi-site Travel Plan are:

2.1. Objective 1: To reduce unnecessary travel

- To reduce the proportion of visitors driving to the site by offering alternative means of accessing and delivering services
- To reduce staff and member business mileage by actively promoting teleconferencing and car-sharing where appropriate and possible
- To encourage the use of more sustainable modes of transport for work related journeys
- To increase the level of Homeworking from 12% to 25% over 5 years

2.2 Objective 2: To encourage the use of more sustainable modes of transport

As part of the overall target, we are setting ourselves the following targets:

- To increase the proportion of employees travelling to work by public transport by 100% over 5 years (from 1.5% to 3.0%)
- To increase the number of car sharers by 50% over 5 years (from 6% to 9%)
- To increase the proportion of employees cycling/walking to work by 30% over 5 years (from 9% to 12%)
- To reduce annual business mileage claims by 7.5% over 5 years
- To reduce the level of solo car use for commuting by 10% over 5 years (from 82% to 73%)
- To reduce the average CO₂ of our Grey Fleet by 15% over 5 years (from 166g/kg Co₂ to 141g/kg CO₂)

2.3 Objective 3: To support the corporate priorities 'protecting our quality of life' (SNC) and 'to make Cherwell a cleaner and greener place' (CDC)

- To report progress against targets as part of quarterly corporate performance monitoring

2.4 Objective 4: To set out measures that will contribute to satisfying planning condition 16 prior to occupation of the Forum

- To ensure that this Travel Plan is complementary to others measures being prepared to satisfy planning condition 16
- To provide monitoring information as required by SNC Development Control
- To ensure that managers from SNC and NCC are fully committed to implementing this Travel Plan and achieving the targets set
- To ensure that staff based at our sites, but employed by partner organisations, embrace the objectives of the Travel Plan and contribute to meeting the targets

2.5 Objective 5: To set out measures that will contribute to satisfying BREEAM requirements prior to occupation of the Forum

- BREEAM is the most widely used method for assessing, rating, and certifying the sustainability of buildings
- Appendix 2 details where this Travel Plan contributes to the specific requirements of this assessment

2.6 Objective 6: To ensure all staff and members are aware of the Travel Plan

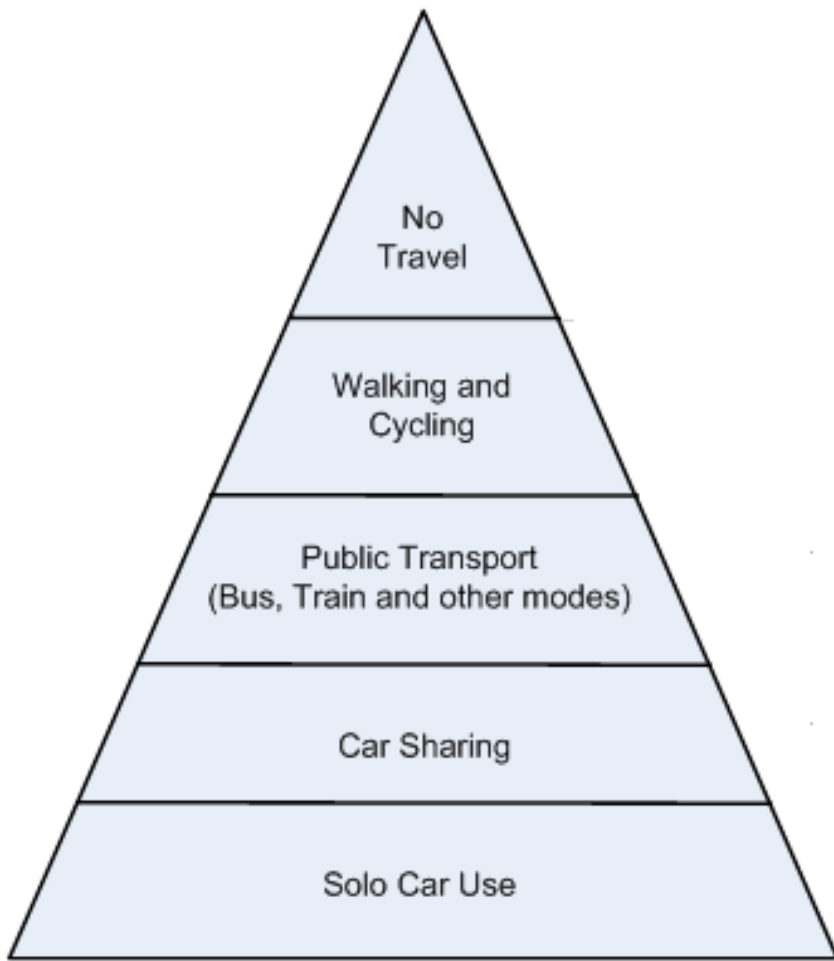
All staff and members will be made aware of this plan in five different ways:

- An internal consultation exercise prior to the adoption of the Travel Plan (*this included those staff employed by NCC, OCC and partner organisations based at SNC and/or CDC offices*)
- Formal adoption of the Travel Plan by Cabinet at SNC and Executive at CDC
- Launch of the Travel Plan in January 2015
- Quarterly reporting to committee (Performance Plus data)
- Annual survey of staff

As the Plan develops it will be appropriate to consider the adoption of further objectives and where appropriate the setting of further targets.

To assist in achieving these targets, all staff based at the five sites will be expected to use the 'Travel Hierarchy' before planning or making every journey. The aim is to be as high on the pyramid as practicable for each journey.

Journeys will be analysed regularly and staff may be asked to justify why a journey was made by a particular mode.



The Travel Hierarchy

3. Implementation

In order to implement the Plan the following will be established:

3.1. A Travel Plan Co-ordinator

The role of Travel Plan Co-ordinator will be met from existing resource and led by the SNC Lead Officer Transport Policy with support from SNC, CDC, NCC and OCC officers where appropriate as follows:

- To oversee the development and implementation of the Travel Plan
- To obtain and maintain commitment and support from senior managers, staff, members and union representatives
- To design and implement effective marketing and awareness raising campaigns to promote the Travel Plan
- To facilitate the establishment of steering groups, working groups, etc.
- To co-ordinate the necessary data collection exercise required to develop the Travel Plan
- To act as a point of contact for all staff requiring information
- To liaise with different departments, e.g. human resources, estates, facilities, etc. and external organisations, e.g. transport operators
- To co-ordinate the monitoring programme for the Travel Plan

3.2. The Travel Plan Working Group

The Travel Plan Working Group was established in 2013. It comprises of representatives from across the two organisations (SNC and CDC). Northamptonshire County Council was fully involved in developing aspects relating to the Forum.

The group is responsible for developing the Action Plan, implementing initiatives and the overall monitoring and review of the Travel Plan. Their role is to:

- Allocate staff to implement the schemes
- Set clear dates for action
- Ensure that the Travel Plan makes progress by holding twice yearly review meetings
- Report progress to Management
- Develop future initiatives
- Expand objectives and targets, and monitoring strategies as initiatives are developed and agreed.

3.3. Staff and Member Focus Groups

The key to the success and implementation of this multi-agency Travel Plan is to involve staff and members at all stages. Following consultation, this will be partly achieved by the formation of staff and member focus groups to develop proposals for

implementation. The focus groups that are formed will depend on the actions agreed by the Travel Plan working group.

3.4. Partnerships

SNC and CDC will endeavour to strengthen evolving partnerships with:

- National organisations such as Sustrans, Association of Commuter Transport, Cycle Touring Campaign, The Pedestrians Association, Environmental Transport Association.
- Regional public transport providers such as Stagecoach, Arriva and Chiltern Rail
- The sustainable transport teams of Northamptonshire and Oxfordshire transport authorities (NCC & OCC)
- Developers through the application process and Section 106
- Local organisations such as employers, appropriate local retailers (for discounts on items such as bicycles, outdoor clothing and footwear)

SNC and CDC will also seek to ensure that links are established with other relevant activities, e.g. the induction process, work-life balance, recruitment and retention strategies.

4. Monitoring

4.1. Monitoring requirements

Both SNC and CDC will monitor the targets within this Travel Plan and report them as part of the wider quarterly performance update.

SNC will be expected to monitor additional targets in relation to planning condition 16 in relation to occupation of the Forum. NCC will also provide monitoring data where appropriate.

4.2. Staff and member survey

SNC and CDC will carry out annual monitoring at all five sites by using a survey based on the comprehensive Travel Survey in March 2014.

The annual monitoring survey will cover:

- Where people come from
- What mode of transport they use to get to work
- How often they need their own car for work purposes
- Suggestions to improve facilities/ initiatives at the site
- Awareness of the Travel Plan

4.3. Specific monitoring strategies

A range of monitoring strategies will be used to ensure that the plan is on target. The following demonstrates the techniques to be used, but is not an exhaustive list.

Quarterly:

- The number of people on the car-share database
- Counts at all car parks (same time/day of the week)
- Counts at all cycle stands (same time/day of the week)
- Monitoring of business mileage
- Monitoring of the 'average' CO2 emissions for the Grey Fleet
- Pool bike usage levels

Annually:

- All-staff/member travel survey to assess effectiveness of the Travel Plan
- Survey of the number of people working from home
- Comparison of car mileage claims vs. train/bus/cycle mileage claims
- Report to the Joint Management Team and Committee

5. Site Audits

5.1. Car Parking

This Travel Plan relates to five distinct sites.

The Forum:

This site has one entrance for car users. The main entrance is approached from Northampton Road. There is anticipated to be a total of 207 public car parking spaces in Northampton Road and the Shires site approximately 300m from the Forum. There are 13 spaces for disabled parking, and 37 on-street spaces for visitors on Northampton Road close to the front entrance. Demand for car parking space is likely to be high. A decision has been made by the Moat Lane Project Board that dedicated member parking will not be included on site.

Tove Depot:

This site has one entrance for car users. The main entrance is approached from Old Tiffield Road. There are currently a total of 47 car parking spaces. There are 45 spaces available for staff and visitors and 2 dedicated spaces for disabled parking. Demand for car parking space is moderate with a typical daily occupancy rate of 80%.

Bodicote House:

This site has one entrance for car users. The main entrance is approached from White Post Road. There are currently a total of 281 car parking spaces. There are 227 spaces available for staff, 30 spaces for visitors including four spaces for disabled parking. Demand for car parking space is high.

Thorpe Lane Depot:

This site has one entrance for car users. The main entrance is approached from Thorpe Lane. There are currently a total of 50 car parking spaces. There are 35 spaces available for staff, 2 spaces for disabled parking, 4 spaces for visitors, 7 spaces for fleet vehicles and 1 space for an electric vehicle. Demand for car parking space is very high.

Highfield Depot:

This site has one entrance for car users. The main entrance is approached from George Street. There are currently a total of 26 car parking spaces for use by primarily fleet vehicles and where available staff users. Demand for car parking space is very high.

5.2. Car Sharing

There is currently no dedicated car parking for car sharers, although this will be addressed through the Travel Plan actions (section 9.4).

5.3. Rail

Rail is a much more realistic option for staff and visitors to Bodicote House and Thorpe Lane Depot (both in Banbury) than for The Forum and Tove (both in Towcester)

Banbury (Bodicote House and Thorpe Lane)

The railway station is approximately 2 miles from either Site. The service from Banbury to Bicester North runs approximately every hour. Services also run from Bicester Town, Heyford and Islip. A new station is planned at Oxford Parkway on the new line built between Oxford and Cambridge.

Towcester (The Forum and Tove Depot)

The nearest railway station is approximately eleven miles from the Site (Northampton), although Milton Keynes (13 miles) is more popular for journeys southwards. Services from Northampton and Milton Keynes run frequently. Services also run from Kings Sutton every hour to Banbury and Bicester North.

Bicester (Highfield Depot)

The nearest railway station is approximately 1 mile from the site. The service operates from Bicester North to Banbury approximately every hour. Services also run from Bicester Town.

5.4. Bus

Banbury (Bodicote House and Thorpe Lane)

A range of bus services from around the county run through Banbury bus station, these services are B1, B2, B5, B8, 50/50A, 488/489, 500, S4, 81/ 81A/ X81, 90/90A, B7, B10, 499, 269/270.

Towcester (The Forum and Tove Depot)

A range of bus services from around the county operate through Towcester – these are the numbers 8, 86, 87 and 89.

Bicester (Highfield Depot)

A range of bus services from around the county operate through Bicester – these are the S5, NS5, X5, 8, 37, 81, 81a, 118, 25, 25a, 94, 18, 21, 30 and 95

5.5. Cycling

Banbury (Bodicote House and Thorpe Lane)

- The sites are accessible by bicycle, but improvements are required

- The cycle parking consists of
 - Bodicote House: 4 single uncovered stands at the entrance for visitors, 5 stands capable of storing 10 bikes, 5 cycle lockers including two pool bikes for staff and 6 covered stands capable of storing 12 bikes for staff
 - Thorpe Lane: 6 cycle racks
- A Sustainable Travel Group is to be established
- Using a bicycle on business is reimbursed at the maximum HMRC tax-free rate of 20ppm

Towcester (The Forum and Tove Depot)

- The sites are accessible by bicycle, but improvements are required
- The cycle parking consists of
 - The Forum: 25 cycle racks
 - Tove depot: staff facilities only
- A Sustainable Travel Group is to be established
- Using a bicycle on business is reimbursed at the maximum HMRC tax-free rate of 20ppm

Bicester (Highfield Depot)

- The site is accessible by bicycle, but improvements are required
- The cycle parking consists of
 - Highfield Depot: staff facilities only
- A Sustainable Travel Group is to be established
- Using a bicycle on business is reimbursed at the maximum HMRC tax-free rate of 20ppm

5.6. Information

A “Travel information” section on both the SNC and CDC intranet will be established in early 2015 with details of bus routes, telephone information lines, pool bikes, the Travel Board and cycle facilities. This information will be accessible to partner staff based at the five sites. It will also be reproduced on the external websites later in 2015.

5.7. Visitors

Visitor numbers at each site vary considerably with the exception of Highfield Depot, which is an operational depot with no visitor facilities.

Each site will be monitored in early 2015. In response to the findings, the Travel Plan Working group will develop and later implement a plan to reduce the number of visitors arriving by car.

6. Staff Details

6.1. Employees

SNC currently employs approximately 220 staff across two sites

CDC currently employs approximately 445 staff across three sites

OCC currently employs approximately 10 staff at Bodicote House

NCC is anticipated to employ approximately 15 staff at the Forum

The number of staff at each site varies considerably on a daily basis and the above figures were correct at the time of writing (October 2014). Surveys carried out by Facilities Management in 2014 indicate that the number of staff 'based on site' on a typical working day is:

- Bodicote House: 350
- Thorpe Lane: 75
- The Forum: 150*
- Tove Depot: 50
- Highfield depot: 40

6.2. Hours of Work

For South Northants Council:

- Core working for the majority of staff are: 9.30am - 12.00pm & 2.00pm - 4.00pm
- Flexible hours are recorded between 8.00am and 6.00pm
- Time-in-lieu is recorded outside flexi hours

For Cherwell District Council:

- Core Working hours for each service is 8:45am – 5.15am with every department providing cover during these hours
- Flexible hours are recorded between 7.00am and 10.00pm
- Time-in-lieu is recorded outside flexi hours

*October 2014 estimate based on survey at Springfields. This figure takes into account staff relocating to Tove plus 15 NCC staff

Oxfordshire County Council:

- Staff work broadly similar hours to CDC

Northamptonshire County Council:

- The two services based at The Forum work outside standard office hours
- The Registrar service is part-time and by appointment only
- The Library hours are 9.00am - 6.00pm from Monday to Friday; 10.00am - 4.00pm on Saturday; and 1.00pm - 4.00pm on Sunday

6.3. Business Mileage

In the twelve months to 31st May 2014, the following journeys were made by staff in the course of their work.

Local Authority	Total business miles travelled (01.06.13 to 31.05.14)	Average no. of business miles travelled per claiming employee
CDC	369,911 miles	1485 miles p.a.
SNC	237,875 miles	1299 miles p.a.
TOTAL	607,786 miles	

These figures are moderate for two rural districts with a mix of market towns and dispersed populations. It should also be noted that South Northants has just one rural train station (Kings Sutton) and public bus services outside the market towns are somewhat limited. Cherwell is better catered for by public transport although away from the key transport corridors, travel by car on business is essential for many staff.

Business mileage by councillors is very low. In addition, a high proportion of members (councillors) at both SNC and CDC do not make any claim for their journeys. As an indication, just 7568 miles was claimed by the 42 members at SNC in the first 4 months of 2015 financial year. This equates to just 10 miles per member per week.

Journeys made by the small number of Oxfordshire County Council staff based at Bodicote House had not been collated at the time of writing (October 2014). Journeys made by Northamptonshire County Council staff to be based at the Forum from March 2015 were unknown at the time of writing (October 2014). Data from both organisations in relation to staff based at Bodicote House and the Forum respectively will be collated from April 2015 and will be analysed to contribute to the targets.

Savings in the order of 60 tons of CO₂ and financial savings in excess of £100,000 could be made in the five-year life of the Plan by meeting the 7.5% target set for a reduction in miles travelled.

6.4. The Grey Fleet

A 'grey fleet' vehicle is one which is employee owned and is used for work related journeys. Vehicles tend to be older and have higher emission figures than a company-owned fleet. The latest analysis (29 September 2014) indicates 415 vehicles are recorded for business use by staff at SNC and CDC combined. Of these, 108 (26%) are low emission vehicles (those with a CO2 emission figure of 120g/kg or below). The 'average' across the two fleets is 166g/kg (typical for 2007 registered Vauxhall Astra 1.6 petrol). A target has been set to reduce this by 15% to 141g/kg (typical for 2012 Vauxhall Astra 1.4 petrol). In-vehicle monitoring of the Grey Fleet is being investigated at the time of writing (October 2014).

6.5. Mileage Rates

All four local authorities based at sites covered by this Travel Plan currently pay broadly in line HM Revenues & Customs (HMRC) rates, with any payments in excess being taxable. The table below compares the four authorities.

Vehicle	Business Miles	HMRC Rate	NCC	OCC	SNC	CDC
Car or Van	First 10K miles (exceeding 10K)	45p (25p)	HMRC	HMRC	52.2p (14.4p after 8500 miles)	60p
Motorcycle	All	24p	HMRC	HMRC	HMRC	HMRC
Cycle	All	20p	HMRC	HMRC	HMRC	HMRC

Reduction in the car reimbursement rate at SNC and CDC to the HMRC tax-free allowance of 45ppm (to align them to NCC and OCC) would reduce expenditure and administration costs (in splitting the taxable and non-taxable element).

However, this specific issue falls outside the scope of this Travel Plan and will be reviewed as part of the wider 'Harmonisation Project'.

7. Travel Survey

A travel survey of all staff and members was undertaken in March 2014. The survey 301 responses, which was approximately 38% of the workforce based at the four sites. SNC and NCC staff anticipated to be based at the Forum were also surveyed.

A summary of the results is below. For further information, please see Appendix 1.

7.1. How Staff currently travel to work?

- 82% of staff mainly travel into work by car (single occupancy)
- 6% mainly use a car shared with others
- 8% mainly walk to work
- 1.3% mainly cycle
- 1.3% mainly used public transport

7.2. Why do they choose to travel this way?

Distance from home to work and the need for the car for work purposes were the main reasons given. Lack of public transport provision/ public transport taking too long and use of the car for other purposes after work also scored highly.

7.3. Where are they travelling from?

Respondents were asked to provide their home postcode. These are shown on the map in the appendix, but are mapped in postcode sectors so as not to identify individual properties.

7.4. What measures would be most popular / effective?

- | | |
|---|-----------------|
| • Support for condensed working hours (9-day fortnight) | 78% |
| • Support for Home Working | 76% |
| • Support for use of Teleconferencing | 59% (11%, 2008) |
| • Support for Car Sharing | 55% (32%, 2008) |
| • Support for Pool Cars | 50% |
| • Support for discounted bus/train travel | 47% |

Please see Appendix 1 for the full survey results.

8. Communication and Marketing

This Travel Plan is integral to the wider process of organisational change within the transformation agenda. This plan contributes to a number of aspects this wider programme.

The target audiences for this Travel Plan are all staff, members and visitors. It is essential that all aspects of this Travel Plan be effectively communicated to all those based at the five principal sites. A vital part of the success of this Plan will also be in letting people know how we are doing. This will be done through the following means:

8.1. Posters

Posters on notice boards around the buildings will be used to highlight transport information and to keep staff informed of special days and events that are being organised.

8.2. Email

Quarterly emails will be sent out to key people (such as the Sustainable Travel Group) to help promote special days and events.

8.3. Staff/Member Induction Training

The Induction Training programme will be updated to inform new staff and members of the key aspects of the Travel Plan. This is especially useful, as research indicates that the best time for people to change travel habits is when they are changing jobs or moving house. Travel to Work information will be included during Induction Training sessions.

8.4. The Launch Event

The Travel Plan will be launched to all staff based at the five sites in early 2015 to promote the work that SNC and CDC have carried out, and to inform people of their new travel choices. Following this, we aim to send regular media releases of how the Travel Plan is progressing to help raise awareness with general public.

8.5. Recruitment information

Alternative travel details regarding how to get to the site via public transport, walking and cycling will be sent out either with application forms or with information about coming to interviews.

8.6. The Intranet

The intranet will be used to promote the 'tax-free' bicycle purchase scheme and outline specific promotional activities going on (such as Bike 2 Work day) and to provide staff

with key information. The intranet will include relevant and up to date bus and train information, the cost of bus passes, maps of walking and cycling routes, information about getting to other destinations for meetings by train or bus, details of the cycle business mileage allowance, guidance on home-working and flexible working and regular updates of the Travel Plan progress.

8.7. The Website

Public transport information and map of walking and cycling links will be included in greater detail and more prominently on the two websites, which can be found at www.southnorthants.gov.uk and www.cherwell.gov.uk.

8.8 Internal Publications/ Newsletters

Press releases with quarterly updates on Travel Plan measures that have been implemented will be supplied to internal publications and newsletters. This method of communication will also be used for general transport information and to promote any internal transport related activities.

9. Action Plan

The following measures will be implemented within the timescale for action:

Short (S)	=	achievable by September 2015
Medium (M)	=	achievable by September 2016
Long (L)	=	achievable by September 2018
Ongoing (O)	=	ongoing

9.1. Measures to increase walking

- 9.1.1. Erect a signs showing the direction and distance or time it takes to walk to each site on key walking routes (e.g. town centre, bus stop). (M)
- 9.1.2. On-going promotion of walking, e.g. internal newsletters promoting health/ environmental benefits. (O)
- 9.1.3. Promote walking on special days, e.g. car free day, TravelWise week. (O)
- 9.1.4. Set up a Sustainable Travel Group which will meet twice a year (S)
- 9.1.5. Provide incentives for people to walk e.g. free fluorescent gear, pedometers, umbrellas, and discounts at walking/ shoe shops, prize draws. (M)
- 9.1.6. Introduce a regular “casual clothes” day (e.g. last Friday of every month). (S)

9.2. Measures to increase cycling

- 9.2.1. Promote the 20ppm rate for using a bicycle on business (S)
- 9.2.2. Promote the tax-free bicycle purchase scheme (S)
- 9.2.3. Erect signs showing the direction and distance or time it takes to cycle to the site on key cycling routes (e.g. town centre/bus stop). (L)
- 9.2.4. Provide a range of secure cycle stands close to the main entrance for staff and visitors. (S)
- 9.2.5. Provide / improve facilities for those arriving by bicycle to include consideration of changing rooms, lockers and drying facilities for wet clothes. (M)

- 9.2.6. Provide incentives for people to cycle e.g. free fluorescent gear, cyclometers, wet weather gear, discounts at cycle shops and prize draws (M)
- 9.2.7. Introduce a regular “casual clothes” day (e.g. last Friday of every month). (S)
- 9.2.8. On-going promotion of cycling e.g. internal newsletters promoting health/ environmental benefits. (O)
- 9.2.9. Promote cycling on special days e.g. bike2work day, car free day, TravelWise week. (O)
- 9.2.10. Set up a Sustainable Travel Group which will meet twice a year (S)
- 9.2.11. Investigate low-cost or free cycle training for staff. (M)
- 9.2.10. Extend the existing pool bike scheme (M)

9.3. Measures to increase public transport usage

- 9.3.1. Investigate subsidies for bus/train tickets for staff to try the bus/ train. (M)
- 9.3.2. Publicise public transport routes, timetables, travel information lines (Traveline: 0870 608 2 608) for staff and visitors by links to public transport information from intranet and websites and maintaining up to date bus timetables in the main reception area. (O)
- 9.3.3. Encourage staff and members to use public transport for business travel. (O)
- 9.3.4. Seek to secure Section 106 monies from all new developments to increase the availability of public transport options (O)
- 9.3.5. Develop existing corporate arrangements with train companies for ticket purchase. (M)

9.4. Measures to increase number of car sharers

- 9.4.1. Mark a priority space(s) at all five sites for those who car share. (M)
- 9.4.2. Provide a car share database for staff, where employees can view offers and requests for lifts from their colleagues. (S)
- 9.4.3. Targeted promotion during 'TravelWise' week. (S)
- 9.4.4. Offer incentives to car share, e.g. free car wash, free MOT, prize draws etc. (O)

9.5. Measures to manage/ reduce car use

- 9.5.1. Investigate training or offer leaflets on safer and greener driving techniques. Offer courses free of charge or at a subsidised rate to all employees/members. (S)
- 9.5.2. Investigate the introduction low emission pool cars available for employee use. (S)
- 9.5.3. Ensure that those who drive more energy efficient cars receive the same or higher mileage rate than those with less efficient cars. (M)

- 9.5.4. Consider options for vehicle monitoring/tracking with the emphasis on reducing costs and total mileage (S)
- 9.5.5. Review the staff car loan scheme to consider how to incentivise those purchasing low emission vehicles. (S)
- 9.5.6. Promote flexi-time so that:
- staff do not have to start and finish at set times (thus making it easier to travel by alternative modes)
 - staff are encouraged to take full days rather than a half day off (thus reducing the need to travel to the site) (M)
- 9.5.7. Investigate compressed working hours further e.g., work 9 days per fortnight for all staff where it does not impact on the service delivered to the public (M)
- 9.5.8. Promote remote and home working:
- Develop terms and conditions for appropriate posts to formalise opportunities for remote and home working
 - Provide equipment and facilities for remote and home workers e.g. drop in centres at different locations
 - Inform staff of the remote and home working opportunities to encourage staff to join the scheme (where appropriate) (M)
- 9.5.9. Promote on-site or local facilities to ensure that staff can avoid making journeys longer than absolutely necessary to use such facilities:
- day nursery for employees children
 - cash point
 - post office
 - canteen
 - gym/well-being centre. (M)
- 9.5.10. Develop opportunities for telephone and video conferencing:
- Provide a video-conferencing facility within the two main office sites (The Forum and Bodicote House)
 - Provide net-conferencing options with web-cams at the three depots
 - Set up training sessions for staff. (L)
- 9.5.11. Encourage the use of public transport for business use (particularly meetings):
- Encourage managers and staff to routinely question/discuss travel expense claims. Why was the journey not taken by public transport?
 - Produce official guidance on which journeys are appropriate by car, and which should be taken where ever possible by public transport
 - Time meetings to facilitate travelling by public transport , provide information to enable delegates to car share
 - Promote the advance booking of cheaper tickets
 - Promote the use of public transport for business use (particularly

- meetings) and make it easier for staff to use alternative modes
- Provide information on timetables, tickets, prices, routes of public transport services to common meeting destinations
- Publish cost comparison table for staff to be included in the Induction handbook showing the cost by car and the cost by public transport to common destinations, (e.g. Birmingham and London).(M)

9.5.12. Monitor business travel:

- Keep clear records on business mileage to monitor change
- Keep records on CO2 emissions for grey fleet (staff owned and run)
- Which modes of transport were used (including bike, bus, train) for which journey to identify where more efficient modes of transport could be used. (O)

9.5.13. Encourage car sharing for business travel:

- Promote the enhanced mileage rate (payable to the officer/member driving) where a share can be proven
- Develop a more formal system to encourage staff/members attending the same meeting to travel together
- Provide delegate lists for those attending meetings to facilitate car sharing. (S)

9.6. Measures to ensure staff/members/visitor awareness of the Travel Plan

9.6.1. Provide information in a dedicated section of the two intranet sites and websites regarding the Travel Plan. (S)

9.6.2. Travel to Work information at induction training. (M)

9.6.3. Travel Awareness Campaign targeting all staff at site

- Regular updates to go to staff via Intranet
- Use of staff notice board to promote initiatives
- Articles on alternative modes of travel for internal magazine.(O)

9.6.4. Participate in Bike to Work Day & TravelWise week. (O)

9.6.5. Make maps available that give information to visitors on travelling to all sites on foot, by bicycle and on public transport. (M)

9.6.6. Alternative transport information to be updated on the Internet. (O)

9.6.7. Distinct and prominent travel information in main reception. (O)

10. Appendices

10.1 Appendix 1

Travel Survey Results (March 2014)

A comprehensive online survey took place during March 2014. Of approximately 800 staff and members based at the five sites (including those anticipated to be based at the Forum), 301 responded to the survey, representing a sample of 38%.

As the vast majority of staff based at Springfields at the time of the survey will be re-locating to the Forum in March 2015, the data from surveys of staff has been used to guide the requirements for the new building, the Forum.

As the levels of home-working is set to increase and a number of staff (approximately 20) will move from Springfields to Tove in March 2015, it has been assumed that the anticipated requirements at the Forum will be approximately 75% of that stated for Springfields.

10.2 Appendix 2

BREEAM (Building Research Establishment Environmental Assessment Methodology), first published by the Building Research Establishment (BRE) in 1990, is the world's longest established and most widely used method of assessing, rating, and certifying the sustainability of buildings.

The requirements for BREEAM 'Good' in relation to the Forum are identified below with an indication as to where this Travel Plan contributes to meeting TRA 05 (01):

1. *A travel plan has been developed as part of the feasibility and design stages which considers all types of travel relevant to the building type and users.*
2. *The travel plan is structured to meet the needs of the particular site and takes into consideration the findings of a site-specific transport survey and assessment that covers the following (as a minimum):*
 - a. *Where relevant, existing travel patterns and opinions of existing building or site users towards cycling and walking so that constraints and opportunities can be identified*
 - b. *Travel patterns and transport impact of future building users*
 - c. *Current local environment for walkers and cyclists (accounting for visitors who may be accompanied by young children)*
 - d. *Disabled access (accounting for varying levels of disability and visual impairment)*
 - e. *Public transport links serving the site*
 - f. *Current facilities for cyclists*
3. *The travel plan includes a package of measures that have been used to steer the design of the development in order to meet the travel plan objectives and minimise car-based travel patterns. This is demonstrated via specific examples such as:*
 - a. *Providing parking priority spaces for car sharers*
 - b. *Providing dedicated and convenient cycle storage and changing facilities*
 - c. *Lighting, landscaping and shelter to make pedestrian and public transport waiting areas pleasant*
 - d. *Negotiating improved bus services, i.e. altering bus routes or offering discounts*
 - e. *Restricting and/or charging for car parking*
 - f. *Criteria for lobby areas where information about public transport or car sharing can be made available*
 - g. *Pedestrian and cycle friendly (for all types of user regardless of the level of mobility or visual impairment) via the provision of cycle lanes, safe crossing points, direct routes, appropriate tactile surfaces, well lit and signposted to other amenities, public transport nodes and adjoining offsite pedestrian and cycle routes.*
 - h. *Providing suitable taxi drop-off/waiting areas.*
 - i. *Ensuring that rural buildings are located with appropriate transport access to ensure that they adequately serve the local community (where procured to do so e.g. community centre).*

4. Where appropriate to the building type, size and intended operation, the travel plan includes measures tailored to minimise the impacts of operational-related transport e.g. deliveries of supplies, equipment and support services to and from the site.

Where the building's final occupier is known, they confirm that the travel plan will be implemented post construction and supported by the building's management during building operation.

BREEAM Requirement	Comments	Satisfied? Yes/No/Partially
1	The Travel Plan has been prepared following extensive staff/member survey, staff/member consultation and double committee cycle: <ul style="list-style-type: none"> • Planning Policy & Regeneration & Strategy Committee on 10th July and 29th October 2014 • Cabinet on 10th November 2014 	Yes
2 a	Extensive Staff and member Travel Survey of all staff to be based at the Forum was undertaken in March 2014. 301 responses were received. The Plan has been prepared based on these findings	Yes
2b	Extensive Staff and member Travel Survey of all staff to be based at the Forum was undertaken in March 2014. 301 responses were received. The Plan has been prepared based on these findings	Yes
2c	The Moat Lane Project Board are reviewing signage at the time of writing (October 2014)	Partially
2d	The building has been designed to be fully accessible. The specific details are covered in a separate access audit	Yes
2e	Extensive Staff and member Travel Survey of all staff to be based at the Forum was undertaken in March 2014. 301 responses were received. The Plan has been prepared based on these findings	Yes
2f	Extensive Staff and member Travel Survey of all staff to be based at the Forum was undertaken in March 2014. 301 responses were received. The Plan has been prepared based on these findings	Yes
3a	This is being investigated at the time of writing (October 2014)	Partially
3b	25 bicycle stands are being installed and changing facilities are being investigated at the time of writing (October 2014)	Yes
3c	These issues are being finalised at the time of writing (October 2014)	Partially
3d	This work is being carried out by the Lead Officer Transport Policy at the time of writing (October 2014)	Yes
3e	There are no parking facilities for staff on-site	Yes
3f	Extensive information will be made available in the main lobby/reception. The Customer Service Manager is leading on this aspect	Yes
3g	Improvements to cycling infrastructure are required. Feasibility work is in progress	No
3h	A drop-off/taxi waiting area is being constructed at the time of writing (October 2014)	Yes
3i	This requirement is not relevant as the location is not rural	N/A

4	<p>The impact of deliveries and operational transport is being minimised through shared procurement. Facilities Management are taking the lead on this.</p> <p>Senior management (Joint Management Team) and the Moat Lane Project Board (MLPB) have been involved in the development of the Travel Plan. Formal updates have been made on:</p> <p>JMT on 20th November 2013 (Shaping the Policy) JMT on 16th July 2014 (First Draft) JMT on 15th October 2014 (Committee Draft)</p> <p>MLPB on 12th June 2014 (Shaping the Policy) MLPB on 17th July 2014 (First Draft) MLPB on 16th October 2014 (Committee Draft)</p> <p>The level of support is high and stretching targets have been approved.</p> <p>Progress against targets will be reported quarterly with an annual update to committee</p>	<p>Yes</p> <p>Yes</p>
---	---	-----------------------

DRAFT

11.0 Contacts:

David Allen - Lead Officer Transport Policy

South Northants Council
Springfields
Northants
NN12 6AE

16th October 2014

01327 – 322268

david.allen@southnorthants.gov.uk

DRAFT