

**TRAVEL PLAN 2005 TO 2010
(Report by Head of Environment & Transport)**

1. INTRODUCTION

- 1.1 The District Council first adopted a travel plan in 1999 and it is appropriate now to consider a new travel plan that takes account of changes in the external environment and in travelling behaviour since that time.
- 1.2 A new travel plan is proposed for the period 2005 to 2010. A key influence on employee and councillors' travel during that time will be the outcome of the decision to be taken in respect of the future of the District Council's headquarters accommodation. Whatever option is taken forward there will be a reduction in the amount of on-site car parking in line with current national planning policy.
- 1.3 Travel plans are concerned with changing people's behaviour. Cabinet are being asked, therefore, to approve a draft travel plan for consultation with employees and councillors prior to its adoption.
- 1.4 The Overview and Scrutiny Panel (Planning and Finance) have requested the opportunity to comment on the draft travel plan prior to its initial consideration by Cabinet.

2. CHANGES IN THE EXTERNAL ENVIRONMENT

- 2.1 Traffic volumes continue to rise year-on-year and peak-time congestion is now routine in all market towns. As a consequence travel-to-work journey times have increased for the vast majority of employees.
- 2.2 Transport strategies have been adopted for St Neots and Huntingdon and Godmanchester and are currently planned for St Ives and Ramsey. These plans seek to promote, as one of their principal objectives, alternatives to the use of the private car and the Council has made significant financial investment in the delivery of the two plans currently in place.
- 2.3 Parking provision for any new development now is limited by planning policy. Any development with significant employment content is required to produce a travel plan. These measures are intended to reduce reliance on the private car.
- 2.4 Subject to the recent Public Inquiry giving the go ahead for the Cambridgeshire Guided Bus this is planned to be operational from 2007. Public transport on the Huntingdon - St Ives - Cambridge corridor will be enhanced and bus priority measures, to be delivered in association with the project, will improve the reliability of many other public transport services into Huntingdon.

3. CHANGES IN TRAVELLING BEHAVIOUR

- 3.1 An indication of the use made by employees of various modes of transport for their journeys to/from work is given in the annual Travel-for-Work survey, completed in October each year. Results for 2003 and 2004 are reproduced in the table below (*columns do not total to 100% because of rounding*)

Mode of Travel	2003 HDC	2004 HDC	2004 ALL
Car – single occupant	66%	71%	45%
Walk	3%	7%	7%
Bicycle	5%	2%	22%
Motorbike	2%	2%	1%
Public Bus	4%	3%	7%
Train	5%	4%	3%
Car Share	14%	8%	11%
Telework	1%	2%	3%

- 3.2 The Travel-for-Work survey is completed by the employees of 35 employers (predominantly public sector) in Cambridge and the surrounding area. The '2004 ALL' column is the aggregate in 2004 for all employers participating in the survey.
- 3.3 The Council's results demonstrate a strong dependency on the private car used by a single occupant. This is likely to be influenced by the rural nature of the district but may also demonstrate a lack of awareness of the available alternative travel options, where these exist. It may also reflect working arrangements that require employees to have available a private car for business use during the working day.

4. CONCLUSIONS

- 4.1 The picture is substantially unchanged from 1999. In the circumstances the new travel plan at Annex A proposes an approach that initially will promote the alternatives to use of the private car, in order to encourage behavioural change, before consideration is given to possible measures to discourage its use. Wherever possible the plan is aimed at all employees and councillors although it is recognised that not all sites operated by the council benefit from the same accessibility.
- 4.2 A new travel plan is required in order to –
- satisfy the requirements of any planning approval that will be associated with the District Council's future headquarters accommodation;
 - help to encourage an early change in the behaviour of employees with regard to travel in order to minimise disruption caused by any reduction in on-site parking provision at any site at a future date; and
 - demonstrate good practice and assist the Council to encourage other local employers to work with their employees to promote

increased use of the investment that is being made in alternative travel arrangements and to reduce congestion.

4.3 To be effective the travel plan must have the support of the employees and councillors whose behaviour it is seeking to change. The travel plan, therefore, has been prepared as a consultation draft and it is proposed that a three month period of consultation is allowed that will include seeking the views of:-

- individual employees
- individual councillors
- ELAG
- Employment Panel
- the Overview and Scrutiny Panels

4.4 The outcome of the consultation will be reported to Cabinet in July 2005.

5. RECOMMENDATIONS

5.1 Cabinet are recommended to –

- (a) approve the Travel Plan 2005 to 2010 for consultation;
- (b) approve the consultation arrangements set out in paragraph 4.3 of this report; and
- (c) subject to their decisions in respect of recommendation (a) and (b) to note that the outcome of the consultation will be reported to them in July 2005.

Background papers

Staff Travel Plan – Environmental Services Committee 1999
Travel-for-Work – Survey results 2004

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Travel Plan 2005-2010

Draft for Consultation

Version 4.0

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What is a Travel Plan?

A travel plan is a package of measures and initiatives that aim to reduce the adverse impact of travel on the environment by providing employees and councillors, in the Council's case, with greater choice. This is done through –

- Promoting alternatives to the use of the private car for travel to and from work and business travel.
- Promoting alternatives, and possibly providing incentives, to discourage the use of private cars for journeys with a single occupant.
- Seeking to reduce the need to travel
- Managing car parking provision and allocation

Although focused on employees and councillors an indirect benefit of the Travel Plan is that it could be used to promote greater travel choice for the Council's customers making personal visits to offices and other facilities.

Why do we need a Travel Plan?

National transportation policy seeks to reduce congestion and improve travel choices. Planning policy requires a travel plan for all new development with significant employment content. The Council has a responsibility as a major employer to demonstrate good practice and as a local authority to provide community leadership by adopting a travel plan.

A successful travel plan will help to:

- Promote the image of the Council, its employees and members, as leaders in sustainable travel.
- Encourage employees to lead healthier lifestyles through cycling and walking more;
- Reduce traffic congestion, particularly during the rush hour;
- Reduce pollution associated with cars;
- Reduce the pressure on car parking at council sites; and
- Reduce reliance on the private car for business travel.

	Issue	Outcome	Performance Measure
1	<p>Walking</p> <p>Walking helps to reduce stress and increase fitness and should be a preferred mode of transport for employees living close to their place of work.</p> <p>Walking can be combined with public transport journeys for people living further away.</p>	<p>Employees who live less than two miles from their place of employment routinely walk to work.</p> <p>Employees incorporate a walk of at least 10 minutes duration as part of their journey to work.</p>	<p>1.1 20% of employees who live within two miles of their place of work complete the journey on foot at least once per week in 2006/07.</p> <p>1.2 40% of employees who live within two miles of their place of work complete the journey on foot at least once per week in 2007/08.</p> <p>1.3 1 in 5 journeys to work by employees during 2005/06 includes a walk of at least 10 minutes duration.</p> <p>1.4 20% of employees walk for at least 10 minutes as part of every journey to work during 2008/09.</p>
2	<p>Cycling</p> <p>Cycling offers all the benefits of walking with the attraction of being able to travel greater distances as part of the journey to work.</p>	<p>Employees regularly cycle to work.</p>	<p>2.1 10% of employees cycle to work on at least one day per week during 2006/07 (annual average)</p>

	Issue	Outcome	Performance Measure
	<p>Cycling (cont'd)</p> <p>Cycling may be a convenient method of travel for business trips to locations close to an employee's main base.</p>	<p>Employees use cycles for business travel destinations not more than three miles from their main base if appropriate.</p>	<p>2.2 25% of employees cycle to work on at least one days per week during 2007/08 (annual average)</p> <p>2.3 Distance travelled by cycle for business purposes increases by 10% annually.</p>
3	<p>Public Transport</p> <p>Many employees live in towns or large villages within Cambridgeshire and Peterborough with regular buses into Huntingdon. Some have easy access to trains.</p> <p>Pathfinder House is very close to the bus and railway station in Huntingdon.</p>	<p>Employees use available public transport for travel to work.</p>	<p>3.1 5% of employees using public transport for travel to work on at least one day per week during 2005/06 (annual average)</p> <p>3.2 10% of employees using public transport as their principal means of travelling to work during 2007/08</p>
4	<p>Loan-Cars</p> <p>Employees have less need to travel into work in a private car if they are able to use an alternative to their own car for business travel.</p>	<p>Employees/Members have access to a loan-car for completing business trips.</p>	<p>4.1 Loan-car available for business use by March 2007.</p>

	Issue	Outcome	Performance Measure
	<p>Loan-Cars (cont'd)</p> <p>By providing a seven-seat vehicle a number of employees and/or councillors may travel together to meetings/events where this offers further economy.</p> <p>Ideally this would be dual-fuel vehicle, which could run on LPG fuel, producing lower emissions and if it were liveried to advertise this fact it would portray an effective message to the community about HDC's commitment to improving the environment.</p>		<p>4.2 Savings in mileage allowance payments on business mileage completed by loan-car in first full financial year of operation cover the cost of operating the vehicle.</p> <p>4.3 5% of total business mileage completed by loan-car(s) in 2010/11.</p>
5	<p>Car Sharing</p> <p>Employees sharing a car for their journey to work with colleagues or other people working in the locality can be a very effective way of reducing peak hour congestion and reducing parking problems. It can bring about direct cost savings and can provide an opportunity to socialise.</p>	<p>Corporate car sharing scheme implemented with priority parking for car sharers at all employment sites.</p> <p>Contingency arrangement in place to ensure that car sharers can get home in an emergency.</p>	<p>5.1 Corporate car sharing scheme adopted and implemented during 2006/07.</p> <p>5.2 25% of employees participating in corporate car sharing scheme on at least two days per week during 2008/09.</p>

	Issue	Outcome	Performance Measure
	<p>Car Sharing (cont'd)</p> <p>The intranet already has a car share register whereby employees can search to find suitable car sharers in their area or register an interest in finding a car sharer.</p> <p>Employees may be concerned about having to get home in an emergency, to care for a sick child for example.</p>		
6	<p>More flexible Working Week</p> <p>Use of the flexi-time system to work a nine-day fortnight will deliver a 10% reduction in travel. The longer working day implicit in this (approximately 8.25 hours) may assist with providing extended public access linked to the Customer First project.</p>	Employees work a nine-day fortnight or work at home on the tenth day.	<p>6.1 Two service areas undertake a trial for a period of six months</p> <p>6.2 Evaluation completed and the outcome reported to Cabinet by 31 September 2006.</p>
7	<p>Car Parking</p> <p>The Council currently is unable to provide on-site parking for all employees at its headquarters. Any replacement headquarters building is likely, due to nationally imposed constraints, to have even less on-site parking.</p>	Allocation of on-site and off-site spaces at Pathfinder House and Castle Hill House to be in accordance with an agreed scheme of priorities.	<p>7.1 Implement scheme of car parking priorities by October 2006.</p>

	Issue	Outcome	Performance Measure
	<p>Car Parking (cont'd)</p> <p>It is important, therefore, prior to occupying any new premises that the Council determines how it will allocate the on-site parking balancing business need and employee welfare considerations.</p>		
<p>8</p>	<p>Reduced Business Mileage</p> <p>Increased use of existing and emerging technologies and alternative travel modes may allow business mileage to be reduced. Employees should be encouraged to review their working arrangements to seek to minimise the need for business travel by car.</p>	<p>Business mileage travelled by private car reduced.</p>	<p>8.1 Business mileage travelled by private car in 2008/09 not more than that travelled in 2004/05.</p> <p>8.2 Business mileage travelled by private car in 2009/10 not more than 90% of that travelled in 2004/05.</p>
<p>9</p>	<p>Working at Home</p> <p>The technology now is available to allow many of the functions traditionally performed at the office to be performed at home. Increased use of home working can benefit both the Council (in terms of reduced demand for office accommodation) and the employee (in terms of work/life balance).</p>	<p>Reduced travel to work.</p>	<p>9.1 2% of home-to-work journeys saved in 2006/07.</p> <p>9.2 5% of home-to-work journeys saved in 2009/10</p>

	Issue	Outcome	Performance Measure
	<p>Working at Home (cont'd)</p> <p>It can also make a significant contribution to reducing travel to and from work.</p>		
10	<p>Benefits and Incentives</p> <p>Re-location allowances, car leasing schemes and mileage rates could all potentially be used to encourage shorter commuting distances and the use of vehicles with lower emissions.</p>	Benefits and incentives encourage employees to reduce travel and use lower emission private cars.	10.1 Review of benefits and incentives completed by March 2006
11	<p>Increased awareness of Travel Choices</p> <p>The Council and other public authorities are making substantial investment in improving the quality of the alternatives to the private car. These need to be actively promoted to ensure that employees are aware of the available choices.</p>	Council employees aware of available travel choices .	<p>11.1 10% of staff annually participate in at least one relevant national promotional activities (e.g. 'Bike to Work Week' and 'In town without my car day')</p> <p>11.2 75% of staff consider themselves well informed with regard to the travel choices available to them.</p>