

# Green Travel Plan

October 2009



# Introduction

- 1.1 This travel plan sets out to reduce over dependency on cars by promoting alternatives to single occupancy car use. Reducing car miles can benefit the environment, improve productivity, and produce financial benefits for both the Council and its staff. Measures to reduce excessive vehicle use are vital to make the Council's operations more sustainable.
- 1.2 Transport is the fastest growing source of greenhouse gas emissions. Road traffic poses serious threats to the global climate, regional pollution and local air quality. In 2006, road traffic accounted for 21% of carbon dioxide emissions in Chorley Borough<sup>1</sup>. A major threat to clean air is now posed by traffic emissions. Petrol and diesel-engine motor vehicles emit a wide variety of pollutants which have an increasing impact on air quality and will continue to increase unless we change our attitudes to travel.
- 1.3 The Council is committed to reducing the impact of its own staff travel and its resulting contribution to local traffic congestion and air pollution. This travel plan demonstrates our commitment to reducing the impact of travel on our environment by minimising unnecessary travel. It contains a number of measures that will allow staff to make more informed choices about how they travel and provides the support to promote more sustainable ways of getting around. This travel plan covers staff journeys to and from work and travel within the working day.

## **Policy Context**

- 1.4 Policy relating to transport is found across a broad framework. The main national, regional and local policies are:

### **National Policy**

- 1.5 *Climate Change Act 2008* - The Climate Change Act sets legally binding targets for reducing greenhouse gas emissions in the UK by 80 per cent between 1990 and 2050.

*Local Government White Paper 2006* - For local authorities, the key driver on climate change emissions originates in the Local Government White Paper 2006. Reductions in carbon dioxide emissions in local areas are measured through national indicator (NI) 186.

*The Future of Transport (2004)* - As the Government's overall transport strategy, it seeks to improve access and mobility whilst minimising the negative impacts on people and the environment, now and in the future.

*Planning Policy Statement 1: Delivering Sustainable Development* - Sets out the Government's overarching planning policies on the delivery of sustainable development including the need to reduce travel and encourage accessible public transport.

*Planning Policy Guidance 13: Transport (2001)* - This PPG's objectives are to integrate planning and transport at the national, regional, strategic and local level and to promote more sustainable transport choices. It also aims to promote accessibility to jobs, shopping, leisure facilities and services by public transport, walking and cycling and to reduce the need to travel, especially by car.

*Road Traffic Reduction Act 1997* - Places a statutory requirement on local traffic authorities (County and Metropolitan District Councils) to monitor traffic levels on local roads and consider setting targets for reducing traffic levels.

### **Regional Policy**

- 1.6 *Policy DP 1: Spatial Principles* - Highlights the principles that underpin the Regional Spatial Strategy including the need to promote sustainable communities, make the best use of existing

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<sup>1</sup> Local and Regional CO2 Emissions Estimates for 2005-6, Department for Environment, Food and Rural Affairs

resources and infrastructure, manage travel demand, reduce the need to travel, and increase accessibility, and reduce emissions and adapt to climate change.

*Policy RT 2: Managing Travel Demand* - Local Authorities should develop a coordinated approach to managing travel demand. Efforts should be aimed at reducing the proportion of car-borne commuting and measures to discourage car use should consider improvements to and promotion of public transport, walking and cycling.

*Policy RT 3: Public Transport Framework* - Local authorities should introduce measures to enhance the accessibility by public transport, cycling and walking of the regional centres and towns / cities and should also work in partnership with public transport providers to improve the quality and provision of public transport services.

*Policy RT 9: Walking and Cycling* - Local Authorities should work with partners to develop integrated networks of continuous, attractive and safe routes for walking and cycling to widen accessibility and capitalise on their potential environmental, social and health benefits.

### **Local Policy**

- 1.7 *Local Transport Plan for Lancashire 2006/07-2010/11* - The Lancashire Local Transport Plan objectives are to reduce road casualties, improve access to jobs and services, improve air quality, improve the condition of transport infrastructure, reduce delays on journeys, increase journeys by bus and rail, and increase active travel. Travel planning is seen as an integral part of delivering the objectives of the Local Transport Plan.

*Chorley Borough Local Plan Review* - Policies for local development are established which promote sustainable development by reducing transport movements, congestion and emissions, improving safety and improving facilities for non-car modes. Transport Impact Assessments are required to be produced for certain developments and policies set parking standards and encourage provision for walking, cycling and public transport. The Local Development Framework will gradually replace the Chorley Borough Local Plan Review.

*Chorley Sustainable Community Strategy* - Priority 3 is to develop local solutions to global climate change which includes targets relating to the reduction of carbon dioxide emissions.

*Chorley Corporate Strategy* - Contains long term outcomes 4.1 – ‘the reduction of the Council’s footprint’ and 4.2 – ‘an improved local environment’. Indicator 4.1.1 (National Indicator 185) requires the monitoring of carbon emissions related directly to the Council’s operations with challenging targets to reduce carbon dioxide emissions by 10% by March 2011.

*Climate Change Strategy* - Sets out how Chorley Council can reduce the effects of, and combat, climate change in different aspects of the Council’s work. The Council will lead through example in the fight against climate change including reducing the number of short journeys taken by car by making walking and cycling more attractive.

# Site Assessment

## ***Location and Facilities***

- 2.1 Bengal Street Depot is located on Bengal Street (A6). The building contains 99 members of staff and is the base for the Neighbourhoods directorate which provides a wide range of services. The directorate's fleet of vehicles is used to carry out these services and results in a large number of vehicles arriving and leaving the site each day. Access to the site is via Bengal Street, a busy dual carriage way. The site has 40 staff and visitor parking spaces in addition to fleet parking. A shower and limited staff cycle parking is available.

Civic Offices, Union Street, contains 189 members of staff, most of whom are primarily office based. The Civic Offices contain numerous directorates providing various services including the One Stop Shop facility for the public. Many members of staff are required to travel to and from the site on a regular basis as part of their day-to-day activities. The site has 54 staff parking spaces and a shower and limited staff cycle parking is available.

The Town Hall, located on Market Street, contains mainly office based staff. In total the building contains 77 members of staff and provides 28 staff and 2 visitor parking spaces. There is a lack of cycle storage, showers and changing facilities at the Town Hall that may discourage staff from using sustainable travel methods such as walking, running or cycling.

Long stay car parks at Friday Street (156 spaces) and Water Street (71 spaces), for which staff can obtain permits free of charge, are a short walk from the each site. In total 238 members (58%) of staff received long stay permits in 2009. Offering staff free parking permits encourages car use, making alternative methods of travel less attractive.

Ensuring that walking and cycling routes are safe and convenient will make such travel methods more attractive. The Bengal Street Depot entrance is on a busy road without a pedestrian crossing and requires pedestrians to enter the same entrance as vehicles. Chorley Railway Station is a short walking distance from each site with regular train services to Blackpool, Preston, Manchester and Bolton. Chorley Interchange also provides a safe and clean waiting area and regular bus services to Euxton, Leyland, Preston, Coppull, Wigan, Eccleston, Clayton-le-Woods, Charnock Richard, and many more locations often on an hourly basis or less.

## ***Existing Schemes and Policies***

- 2.2 Car travel allowances, agreed nationally by the National Joint Council, allow staff to claim back the costs of travelling by car at a fixed rate per mile. Often the fixed rate will exceed fuel costs as the travel allowance also includes vehicle wear and tear, caused by extra travel, and is based on average figures. This may encourage staff to use their cars for business travel and offers no incentive to reduce single occupancy car use.
- 2.3 The Car Contract Hire Scheme is designed as an alternative to giving loans to assist an employee to purchase his/her own car. Under the scheme the Council provides a hired car to an employee, which can be used for official business and private travel. The scheme appears to make car travel more attractive compared to alternative transport methods and yet it provides a major benefit that can attract prospective council employees and may play an important role in retaining existing staff. In addition, the scheme enables employees to travel in cars which are often more fuel efficient and produce fewer emissions than older models.
- 2.4 The Flexible Working Policy results in no fixed times of arrival and departure and allows a certain amount of choice in staffs' times of starting and finishing work. This enables staff to travel outside of peak travel times, avoiding congestion. This can also help prevent congestion around the Council's sites as staff arrive and leave work over a longer period of time.

Working from home is encouraged by the Council where possible. Working from home reduces the number of journeys made to and from the Councils sites and results in travel cost savings for staff.

# Travel Survey

## 3.1 **Method**

A staff travel survey was undertaken in October 2009. The results of this survey, completed by approximately 25% of staff, provided a good indication as to which actions would be more successful in achieving the plans objectives. The staff travel survey provided information relating to travel to work patterns, business travel patterns, and attitudes to sustainable travel methods and potential actions. The results of this survey have been used to guide the development of the Plan. The staff travel survey produced the following results.

## 3.2 **Current modes of Transport**

- 93% of staff usually travel to work by car (as driver), 3% by car (as passenger), 3% on foot, and 1% by train.
- 13% of staff occasionally travel to work by car (as passenger), 13% by train, 13% by foot, 10% by bike and 10% by bus.
- 45% of staff have a travel to work journey of between 16 and 30 minutes.
- 61% of staff travel to work by car to save time, 32% need their car before or after work, and 44% need their car to perform their job.
- When staff did not use a car to travel to work 8% said that health and fitness was the main factor in their choice of transport, while 4% said the main factor was environmental concerns.
- The majority of staff work Monday to Friday, arriving at work between 8am and 9am and leaving between 5pm and 6pm.

## 3.3 **Cycling**

- 51% of staff said they live within cycling distance of work.
- 55% of staff have access to a bike.
- 59% of staff said that nothing would encourage them to cycle to work.
- 31% of staff said that improved changing and showering facilities would encourage them to cycle to work.

## 3.4 **Public Transport**

- 44% of staff said that discounted tickets would encourage them to use the train or bus to travel to work.
- 30% of staff said that nothing would encourage them to use the train or bus to travel to work.

## 3.5 **Car share**

- 4% of staff regularly car share, while 13% do so occasionally.
- 42% of staff said that the development of a database of potential car sharers would encourage them to participate in a car sharing scheme.

## 3.6 **Home working**

- 90% of staff say they could work from home.

## 3.7 **Business Travel**

- 71% of staff use their car in the course of their work, with 19% using their car everyday.
- 57% of staff said they use their car for business travel as they travel to a lot of widely dispersed sites, 47% to make time savings, and 47% because sites are not accessible by public transport.
- 42% of staff use public transport for work trips.
- 2% of staff use a bicycle for work trips.
- 20% of staff would use pool bicycles for work trips if they were made available.
- 67% of staff would use pool cars for work trips if they were made available.

3.8 In light of the survey findings a number of actions appear more likely to achieve the travel plan objectives than others. The results highlighted that improvements in cycle parking, clothes lockers and showering facilities would encourage many staff to cycle to work. There are currently limited facilities available and increasing awareness and monitoring the use of existing facilities should be undertaken before any improvements are considered. The survey results also

indicated that negotiated staff discounts to purchase cycles and equipment from local retailers, as well as an interest free or low interest loan facility, would encourage staff to cycle to work.

Judging by the survey results, encouraging the use of public transport for travel to work purposes may prove difficult. Survey respondents highlighted issues with the rail and bus services and routes as some of the main issues preventing the use of public transport. The negotiation and promotion a discount public transport travel card would provide an incentive for staff to increase bus or train travel to work while providing up-to-date public transport information in the workplace would increase awareness of existing services.

The results of the survey indicate that the creation of a database to match suitable car-share partners would encourage staff to participate in an organised car-share scheme while many respondents, given the right equipment, could work from home.

- 3.9 Unfortunately, the need for staff to use their vehicle before, during or after work provides a major barrier to alternative travel options. Encouraging the use of public transport for business travel by introducing public transport travel cards would reduce the need to travel by car. In addition, the development of an information system to enable increasing combined officer travel would further reduce car use. It must be accepted that on many occasions there may be no viable alternative method of transport for business trips. For such circumstances the introduction of pool cars would eliminate the need for staff to travel to work by car if they require a vehicle for business travel. It may also be important to investigate the local authority's business fleet and explore opportunities to increase vehicle efficiency.

Other short-term actions may prove useful in raising awareness of alternative transport methods. These include the development of a 'green travel' information and advice page on the intranet, production of green travel directions for staff and visitors including provision of a comprehensive map showing suitable walking and cycle routes in and around Chorley, a green travel information pack for new starters and the promotion of national events such as Bike Week.

- 3.10 Making alternative transport methods more attractive and viable will increase their use, yet many staff members may still see car travel as the most effective and efficient travel method. If barriers to sustainable transport methods are reduced and only a minimal increase in sustainable transport usage is experienced then the local authority may wish to explore methods to reduce the attractiveness of car use. Such measures may include a revision of mileage rates, a revision of the lease car policy and the introduction of annual car parking charges to fund sustainable transport schemes or initiatives.

Car travel allowances, agreed nationally by the National Joint Council, allow staff to claim back the costs of travelling by car at a fixed rate per mile. Car travel allowances often encourage members of staff to travel by car when other modes of transport may be a reasonable alternative.

## Objectives

4.1 Based on the survey results and research into other local authority green travel plans, we have identified the following objectives for our own Green Travel Plan. These are to:

- **O1** Reduce the overall amount of car travel, particularly single occupancy vehicle journeys to, from and at work
- **O2** Increase the use of alternative modes of transport to, from and at work
- **O3** Provide opportunities for reducing the need to travel for work purposes
- **O4** Ensure awareness of the green travel options available and the benefits of green travel
- **O5** Reduce the environmental impact of our travel and transport

4.2 Achieving these objectives will lead to the following outcomes:

- reduced in our contribution to greenhouse gas emissions
- improved staff health by encouraging active travel to work
- improved accessibility to Council sites for non drivers
- increased the economic efficiency of Council operations

## Targets

5.1 To help us measure the success of our Green Travel Plan we have set some general targets that we feel are realistic, challenging yet achievable. The following are targets for the period 2010 to 2013.

- **T1** Reduce the number of single occupancy vehicle journeys to work by 9% by 2013.
- **T2** Increase cycling and walking journeys to work by 5% by 2013.
- **T3** Increase public transport journeys to work by 3% by 2013.
- **T4** Reduce the cost of business mileage claims by 10% by 2013.
- **T5** Ensure all staff have access to transport information by March 2011.
- **T6** Reduce CO<sub>2</sub> emissions produced by business and fleet travel by 10% by 2013.

Objective	Target	Mar 2010	Mar 2011	Mar 2012	Mar 2013
<b>O1</b> Reduce the overall amount of car travel, particularly single occupancy vehicle journeys to, from and at work	<b>T1</b> Reduce the number of single occupancy vehicle journeys to work by 9% by 2013.	93	90	87	84
<b>O2</b> Increase the use of alternative modes of transport to, from and at work	<b>T2</b> Increase cycling and walking journeys to work by 5% by 2013.	3	4.7	6.3	8
	<b>T3</b> Increase public transport journeys to work by 3% by 2013.	1	2	3	4
<b>O3</b> Provide opportunities for reducing the need to travel for work purposes	<b>T4</b> Reduce the cost of business mileage claims by 10% by 2013.	£49,401	£47,754	£46,108	£44,461
<b>O4</b> Ensure awareness of the green travel options available and the benefits of green travel	<b>T5</b> Ensure all staff have access to transport information by March 2011.	-	Completion	-	-
<b>O5</b> Reduce the environmental impact of our travel and transport	<b>T6</b> Reduce CO <sub>2</sub> emissions (kg) produced by business and fleet travel by 10% by 2013.	487,655	471,400	455,145	438,890



## Actions

Target	Action
<b>T1</b> Reduce the number of single occupancy vehicle journeys to work by 9% by 2013.	Promotion of national cycling events such a Bike Week.
	Green travel information pack for existing staff and new starters.
	Investigate opportunities to provide pool cars for work travel.
	Explore and consult with trade unions on flexible working arrangements such as home-working
	Explore and consult with trade unions on the introduction of car park charges
	Explore and consult on the introduction of a carbon cap based on company car tax to be applied to the car contract hire scheme.
	Set up a database to match suitable car-share partners.
<b>T2</b> Increase cycling and walking journeys to work by 5% by 2013.	Produce green travel directions for staff and visitors including provision of a comprehensive map showing suitable walking and cycle routes in and around Chorley.
	Investigate opportunities to provide secure and convenient cycle parking, shower facilities and lockers for cycling equipment.
	Negotiated staff discounts to purchase cycles and equipment from local retailers, as well as an interest free or low interest loan facility.
	Access to free adult cycle training, refresher and maintenance courses.
	Explore and consult with trade unions on the introduction of cycling mileage allowance for work-related journeys.
<b>T3</b> Increase public transport journeys to work by 3% by 2013.	Investigate opportunities to enhance safety and security for pedestrians by improving lighting and pedestrian access to buildings.
	Negotiate and promote a discount public transport travel card.
<b>T4</b> Reduce the cost of business mileage claims by 10% by 2013.	Provide up-to-date public transport information on The Loop.
	Explore and consult with trade unions on the revision of mileage rates
<b>T5</b> Ensure all staff have access to transport information by March 2011.	Development of information systems to enable combined officer travel.
	Develop a 'green travel' information and advice page on The Loop including the considerable health benefits of walking and cycling and the promotion of existing facilities.
<b>T6</b> Reduce CO2 emissions (kg) produced by business and fleet travel by 10% by 2013.	Investigate opportunities to 'green' the local authority vehicle fleet.
	Investigate opportunities to make available public transport travel cards for business travel.

## Monitoring

- 7.1 An annual staff travel survey will be conducted and regular reports will be required from those responsible for the implementation of the identified actions. As part of annual performance planning there will be a review of the initiatives in place across the council to inform changes or developments to the Green Travel Plan. Setting up a Green Travel Working Group would allow all interested parties to discuss progress against actions at regular intervals. Close monitoring and review of the Green Travel Plan is essential in several areas including:
- Follow up surveys to be conducted annually to identify changes in staff travel patterns.
  - Take-up of travel schemes and initiatives to be monitored so that their success can be reviewed continually.
  - Monitor car mileage claims and emissions to identify any reductions.