



# **ACCESS TO SCDC – A TRAVEL PLAN**

**SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
TRAVEL FOR WORK PLAN FOR SOUTH CAMBRIDGESHIRE HALL: 2015-2020**

**September 2015 – Final Draft to Corporate and Customer Services Portfolio Holder**

**ACCESS TO SCDC: SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL  
TRAVEL FOR WORK PLAN FOR SOUTH CAMBRIDGESHIRE HALL 2015-2020**

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## **1 Foreword and Introduction**

Transport remains one of the Cambridge area's biggest challenges.

Our Corporate Plan commits us to maintaining South Cambridgeshire's status as an outstanding place in which to live, work and study. Our predominantly rural district and proximity to world-leading centres of employment, study and research makes our district extremely desirable; however, for this to continue, we need to keep the district moving.

At the sub-regional level, our ground-breaking City Deal with government and local partners commits us to delivering the major transport infrastructure projects required to improve connectivity between homes and businesses, whilst we continue to work with partners to address long-standing issues such as the A14 and A428.

Internally, as part of our ongoing improvement and efficiency programme to ensure our services remain viable, we are implementing a strategy which aims to make the most of our Headquarters, maximising opportunities for staff to work flexibly and deriving income for the Council from renting office space.

As the area continues to grow, demand on car parking increases and traffic congestion become a greater part of everyday life; consequently, it is taking longer, getting more expensive and proving more stressful for people to commute by car to and from work and on council business. Poor air quality, linked to vehicle pollution, is also causing health problems and is harming the natural environment.

It is within this context that we welcome you to our new Travel for Work plan, which captures existing measures to manage issues around travel patterns and facilities, and proposes new, challenging but achievable measures to manage anticipated changes. By implementing these measures, we aim to reduce the need to travel, increase travel choices, reduce congestion and environmental impact and encourage healthy transport options. Sustainable travel by staff helps them to be healthier, wealthier, happier and therefore more motivated and productive.

Developed in consultation with staff and local partners, the plan builds on achievements from the previous plan which ran from 2008-2011, complements the new travel plan being developed by the Cambourne Business Park and is based on what we know of staff travel patterns from annual Travel to Work surveys and postcode analysis. We will review progress each year and ensure that the plan evolves with our priorities and does not sit on the shelf. We hope you find the plan ambitious but realistic, and that your journey to South Cambridgeshire Hall is better as a result of it.

Jean Hunter  
Chief Executive

Peter Topping  
Corporate and Customer Services Portfolio Holder

## **2 Vision and Objectives**

### **2.1 Vision:**

South Cambridgeshire District Council provides and promotes a wide range of sustainable travel choices for existing and future employees, councillors and visitors to South Cambridgeshire Hall, all of whom benefit from accessible and well-managed facilities. In meeting travel needs, we help to reduce congestion and our environmental impact from travel, and are able to continue to deliver excellent services to our customers and provide leadership to our local communities.

### **2.2 Overarching aim:**

Manage increasing demand for car parking at South Cambridgeshire Hall through the continuing promotion and encouragement of alternatives to 'lone driver' car usage, improving the sustainability and cost-effectiveness of council-related travel, and the development and implementation of an equitable Car Park Management and Development Plan and further extension of a flexible working culture.

### **2.3 Objectives:**

- Reduce drive alone travel to SCDC
- Promote flexible and remote working to reduce the need to travel
- Encourage travel by bus through increased publicity for existing and the promotion of new or additional services to and from Cambourne
- Embed the importance of travel for work through leadership and cultural change

These objectives form the basis of the action plan at Section 7 below.

### 3 Targets

#### 3.1 Council employees

The following targets have been set for modes of travel by Cambourne-based staff within the Travel for Work plan:

Mode of Travel	Baseline October 2014	October 2015	October 2016	October 2017	October 2018	October 2019
Bicycle	4.39%	4.5%	4.75%	5%	5.5%	6%
Car share	12.36%	13%	13.5%	14%	14.5%	15%
Drive alone	71.87%	69.5%	63.15%	57.3%	56.2%	55%
Home and remote working	3.74%	5%	10%	15%	15%	15%
Motorcycle	0	0.5%	0.5%	0.5%	0.5%	0.5%
Public bus	0.98%	1%	1.1%	1.2%	1.3%	1.5%
Walk	6.33%	6.5%	7%	7%	7%	7%
Other	0.33%	-	-	-	-	-

The targets above have been set with the following assumptions:

- increased potential to walk and cycle to work as the Cambourne area and population continues to develop.
- as the Cambourne development progresses, further local bus routes serve the area, potentially with an enhanced service from the west enabling more people to travel by bus to Cambourne.
- car sharing promotions take place with other local employers to increase the scope and attractiveness of car sharing as an alternative.
- technology and modernisation of services and associated cultural change will enable increased flexible and remote working across the Council.

### 3.2 Car Park capacity

The SCDC car park at Cambourne is regularly over-full; with demand set to increase as the Council takes advantage of the opportunity to rent out office space, a key objective of the plan is to manage our existing facility effectively; this will reduce overflow parking around the Business Park, improving convenience of access and safety for visitors, pedestrian and buses and ensuring SCDC remains a 'good neighbour'. During the first year of the Plan (2015-2016), we will undertake periodic monitoring of capacity to provide a baseline which will enable us to measure the effectiveness of our car park management strategy and also identify and better manage peak periods.

### 3.3 Trips on Council Business

The delivery of several key areas of the Council's services is dependent on our employees traveling to meet customers or visit partner organisations and attend meetings across the district and beyond. Therefore, there is a business mileage threshold below which the delivery of services would suffer. That threshold level is unknown – however, it is believed that savings in mileage (and CO<sub>2</sub> emissions) can be achieved through better time and diary management, use of public transport where available, car sharing on business trips, the exploration of initiatives such as pool vehicles, remote working and increasing use of audio (and possibly video) conferencing facilities.

Council staff travelled 434,551 business miles during 2012-2013, and there may be scope to reduce this. As part of this plan, we will identify a baseline for 2013/14 and undertake a review of business mileage, incorporating reduction targets into updated versions of the plan. As part of the action plan (see Section 7 below), we will explore the potential for use of car club cars as part of a pool car fleet, potentially as a shared facility with nearby partner organisations including developers.

### 3.4 Trips made by our Customers and Visitors

It is difficult to accurately predict the trips customers/visitors will make to the council offices and other sites or to directly influence how these journeys are made. Given the potentially diverse nature of trips made by customers/visitors, **no overall target** is being set for this group. The Council will nevertheless promote sustainable ways of accessing its offices through meeting requests and 'how to get to' guides on its website. The Council will also work with its partners to promote enhanced public transport and cycle infrastructure to serve Cambourne. In addition, through the implementation of the Digital by Default efficiency project, the Council is offering an increasingly wide range of electronic service delivery mechanisms. This helps to make services more accessible at a local level and reduce the requirement for customers to visit South Cambridgeshire Hall to resolve routine enquiries.

## **Current Travel Patterns, Travel Issues and Site Assessment**

### **4.1 South Cambridgeshire Hall: Location, Purpose and Facilities**

South Cambridgeshire Hall (SCH) is the Council's headquarters, located on Cambourne Business Park around ten miles west of Cambridge city centre; SCDC has enjoyed positive engagement since the Business Park on travel issues, enabling shared initiatives to be delivered to promote walking, cycling, car sharing and public transport. Opened in 2004, SCH provides public access for the community and provides a range of key local services including housing, planning and environmental health functions and is therefore a destination for not only staff and councillors but visitors from partner organisations as well as members of the public. It is also, however, a significant journey generator, as many employees (and councillors) need to travel to other locations, for example, to make site and home visits, attend meetings at other venues in the district and beyond.

There are currently 1300 employees based on the Business Park, with around 40% of the total office space originally allocated occupied. Options have been explored for the development of the unoccupied space for housing, whilst a recent application for 2,350 homes between Cambourne and Caxton Gibbet may result in additional access routes through the Business Park which would greatly increase traffic and footfall, with potential to explore business and retail uses.

The Council's car park provides 257 individually designated free parking spaces adjacent to the north and west of the building for employees, councillors and visitors. 12 of these spaces are for people with a disability and 18 reserved for car-sharers up to 9.30am. The Council currently has no car parking policy, and there is limited enforcement of the current designations. Free parking in effect provides a staff benefit of several hundreds of pounds per year per employee, a benefit not available to staff taking other forms of transport, reinforcing the need to put in place a fair and sustainable car park management plan.

As of July 2015, around 400 staff worked at South Cambridgeshire Hall. Since the introduction of an in-house Contact Centre and arrival of the Police and Crime Commissioner's team and County Council Supporting Businesses and Communities service, the car park's capacity is regularly exceeded (typically 2-3 days per week), leading to unauthorised parking around the civic square, inconvenient for pedestrians and cyclists, impeding the bus route and detrimental to highway safety.

The Council is developing a 'Working Smarter' programme, as part of which we will seek new opportunities to offer office accommodation to other partner organisations. Accurate estimates of additional demand have yet to be established; however, it is clear that an increase in the number of employees based at SCH will have implications for travel to the site. The development and implementation of our car park management plan, alongside measures to encourage alternatives to single car usage, are crucial preconditions for the success of this programme. In the meantime we will continue to work with current and potential tenants to ensure that we deliver an integrated five-year travel plan for all users of the building.

## **4.2 Trips made by councillors**

The number of miles claimed by councillors has decreased in recent years as a result of reducing the number of meetings held to conduct Council business and increased car sharing by Ward Councillors to meetings. Further work will be done to encourage councillors to consider alternatives to single user car journeys and to minimise visits to Cambourne by promoting contact with officers outside of formal meetings by e-mail and telephone or face to face meetings around attendance at scheduled council meetings.

## **4.3 Public Transport**

The Stagecoach Citi 4 bus service runs between Cambridge and Cambourne. The service runs every 20 minutes and the journey to the centre of Cambridge takes around 30 minutes (outside of rush hour). This service picks up from the edge of the Business Park, around a 6-7 minute walk from South Cambridgeshire Hall. There is no bus shelter, and access from the drop-off point for those arriving from the Cambridge direction requires crossing four lanes of traffic with no recognised footpath. The County Council has indicated that they would not support a formalization of the pedestrian crossing so near to the roundabout and the Council will commit to lobbying providers to reconsider the location of bus stops as Cambourne develops.

The village is also served by the following bus services:

- 1 St Ives – Papworth Everard – Cambourne – Cambridge (Whippet Coaches Ltd)
- 18 Cambridge – Cambourne (Stagecoach in Cambridge)
- 28 Cambourne – Gamlingay (Hunts Association for Community Transport) (Demand responsive service available in addition to timetabled service)

In terms of rail travel options, stations at Cambridge, Huntingdon, Royston, and St. Neots provide good rail access to stations in London, the Midlands, and the North. There is no direct bus service between Cambourne and St Neots, however.

Bus timetables are available on the [County Council's website](#).



#### **4.4 Walking**

Walking and cycling derive significant health benefits; commuting by these methods contributes to the government's recommended target of 150 minutes of moderate intensity aerobic activity per week for adults.

There are good walking and cycling routes to the homes and amenities of Cambourne, which are well used by Council staff.

Walking provides a viable means of getting to work for journeys of up to 2 - 3 km from the work place but, in certain circumstances, could also be combined with other modes of travel such as public transport as an alternative to the car depending on their number, nature, frequency, flexibility and reliability.

The design of the Business Park is such as to adequately calm the speed of traffic, with crossing points on the spine road adjacent to traffic-calmed junctions providing for safe and convenient pedestrian movements. There are also good links with existing cycle and pedestrian routes within Cambourne.

#### **4.5 Cycling**

Cycling is suitable for short to medium journey lengths and is an efficient means of personal transport. It is around four times faster than walking and a typical journey to work distance of 8km can be undertaken in less than 30 minutes.

The Council is actively encouraging the provision of cycle routes throughout South Cambridgeshire. The network of cycle routes provided as part of the infrastructure of Cambourne and the Business Park has been designed to segregate cyclists from vehicular traffic and enables employees who wish to cycle to work to do so relatively quickly and safely. A map of cycling and walking routes around Cambourne is available [here](#).

The Council has provided covered cycle storage facilities for both its employees and visitors enabling cycles to be stored securely and within clear view so as to minimise potential cycle theft. 58 covered bike racks are available comprising 38 racks situated close to the staff entrance at the rear of the building and a further 20 racks towards the front; these provide parking for up to 116 cycles. Additional facilities for staff cyclists include six shower cubicles (three male, three female), changing rooms and lockers.

A Bike User Group (BUG) for the Business Park was first established in 2005 to support and encourage people wishing to cycle to work, and we will be looking to relaunch this initiative as part of the plan.

#### **4.6 Motorcycling**

An area of parking for motorcycles is available within the cycle sheds – the amount of space available has been reviewed to take on board the number of users to ensure that there are adequate spaces for both cyclists and motorcyclists and that the best use of facilities is made for the benefit of employees and the effective implementation of travel for work initiatives.

Motor cycling and scooting are much cheaper modes of transport than the private car, need much less parking space and can be more environmentally friendly. As part of the action plan we will explore ways to promote sustainable methods such as e-scooters and e-motor bikes, which could include free or subsidised taster sessions and other aware-raising events.

#### **4.7 Future development of Cambourne**

As part of its plan for the strategic future development of the district, the Council is currently assessing a planning application for 2,350 homes to the west of Cambourne, including schools, open space, employment land, shops and highway alterations. Negotiations are at an early stage; however, it is clear that a development of this magnitude so close to South Cambridgeshire Hall will have a significant impact upon local travel patterns, bringing with it increased traffic but also the opportunity to improve westbound bus routes and increase pedestrian flows across the Business Park. Pre-application discussions are also ongoing with the Business Park about residential development and small business units on their undeveloped land. These proposals could result on vehicular access to the wider west Cambourne development being provided via the existing Business Park road. Whilst it is too early to identify the precise implications for this Travel Plan at its outset, subsequent annual reviews will take the impacts of new development into account.

Developers produced a Travel Plan to accompany the previous application of 950 homes in Upper Cambourne. The monitoring report for this plan was published in January 2015. Its results, albeit based on a small sample size (30 households) were disappointing, showing high levels of car dependency and a reluctance to walk and use public transport. RPS plan to address these issues through better marketing of travel alternatives by bus, bike and foot that are available, also citing specific public transport improvements proposed in Upper Cambourne. Complementary measures within this plan to encourage South Cambridgeshire Hall staff living in Cambourne to walk, cycle or lift-share to work, will help to promote modal shift.

As the Local Planning Authority requiring new travel plans for new developments, it is important for SCDC to be showing leadership through its plan. We will be working closely with the developers to ensure a more robust package of measures is included within the updated Travel Plan being prepared to accompany the Cambourne West application. This plan's scope will include the whole of Cambourne, and as such will be directly relevant to the successful delivery of our plan.

#### **4.8 City Deal**

The Greater Cambridge City Deal Executive Board has agreed a priority list of transport schemes to be delivered during the first five years of the deal between 2015-2020. Funded through government grant, developer contributions and New Homes Bonus, the priority list includes bus priority along Madingley Road in Cambridge, a segregated bus route between the A428 and M11 and additional Park and Ride facility along the A428 corridor. These initiatives should encourage greater public transport use, making Central Cambridge and Cambourne far more accessible for staff living, working and attending meetings at these locations. The successful delivery of these measures will benefit our travel plan, which will be adjusted to take account of developments as part of the annual review process.

#### **4.9 Transport and Health**

The Cambridgeshire Health and Well-Being Board has adopted a Joint Strategic Needs Assessment (JSNA) for Transport and Health, to which SCDC should have regard in developing new policy. The plan identifies levels of air pollution in Cambridgeshire that impact health, estimating that were 257 deaths attributable to air pollution in 2010. It went on to identify high proportions of journeys less than 2km (1.2 miles) being made by car, and the importance of good transport links to prevent isolation and loneliness in rural opportunities. One of the keys to addressing these issues is modal shift from cars to walking, cycling and public transport, which not only has a beneficial impact on the individual's health, but a wider benefit to the population's health as there are corresponding decreases in overall air pollution level and, therefore, reduction in harm. By undertaking initiatives within this travel plan to reduce the number of single car journeys we will enhance public health and help address the challenges identified within the JSNA.

## 5 Current HR and other policies

The council has a number of key policies and established a number of initiatives that if successfully implemented, monitored and reviewed can contribute positively to the achievement of the objectives and targets within this TfW plan.

Policy	Details
<b>Car Sharing</b>	Staff wishing to car-share can identify and contact colleagues through CamShare – a secure online web-based facility. Staff will also be invited to attend a series of postcode coffee mornings involving other organisations based at Cambourne Business Park. Further information and details about how to register on Camshare are available at <a href="https://camshare.liftshare.com/">https://camshare.liftshare.com/</a> . The postcode coffee mornings will be organised in conjunction with the Business Park’s TfW Adviser.
<b>Guaranteed Lift Home Policy</b>	The Council has a guaranteed lift home policy for staff whom experience problems arising from car sharing and other travel arrangements. Information on this policy needs to be made more accessible, for example through InSite and awareness raising through the promotional events that will be organised as part of the implementation of the new plan.
<b>Travel for Work discounts</b>	As a long-standing member of the Travel for Cambridgeshire Partnership, employees have access to discounts on new bicycles, accessories and services, railway season tickets, cycle training, hire, clothing and shoes – see <a href="http://in-site/sites/default/files/documents/TFW%20discounts%20Jan2014.pdf">http://in-site/sites/default/files/documents/TFW%20discounts%20Jan2014.pdf</a> for more details.
<b>Cycle to Work Scheme</b>	Cycle 2 Work is a salary sacrifice scheme to allow employees to purchase a bicycle and associated safety equipment and benefit from savings accrued from reduced tax and NI contributions. It should be noted that one of the qualifying conditions is that the bicycle is used for 50% of the journey to and from work. The Council adopted the scheme several years ago and it is well used by staff and members.
<b>Remote Working Policy</b>	The Council’s <a href="#">Remote Working Policy</a> (Intranet link – for external access please e-mail <a href="mailto:Richard.may@scambs.gov.uk">Richard.may@scambs.gov.uk</a> ) enables managers and employees to identify and adopt patterns of working which are flexible, whilst ensuring business needs are met. Reduced travelling expenses and a healthier work/life balance are cited as key benefits of the policy.

<b>Car Share and Bike Mileage Allowances</b>	<p>Cycle business mileage allowance: 20p per mile.  Car share business mileage allowance: 4p per mile.  Councillors car share business mileage allowance: 3p per mile for first passenger and 2p thereafter (maximum four people).</p>
<b>Motorbike Mileage Allowances</b>	<p>Engine sizes;  Below 150cc:           9p per mile  151cc to 500cc: 12.5p per mile  Above 500cc:         17.5p per mile</p>
<b>Bike Availability and Use</b>	<p>Five foldable bikes are available for employees in the SCH Reception area for:</p> <ul style="list-style-type: none"> <li>• commuting to and from work;</li> <li>• using Park and Ride sites;</li> <li>• wishing to combine their business travel mode.</li> </ul> <p>The foldable bikes are located centrally within the building and are intended to help promote cycle use by providing staff with more flexible options (e.g. carrying bikes in their cars, on buses and on trains). Locks are available to use, and each bike has lights. Staff are encouraged to use helmets when using the bikes. Staff are also encouraged to use them for non-work related trips within Cambourne such as to the shops.</p>

## 6. Travel Surveys

### 6.1 Postcode mapping

Postcode maps have been prepared as part of the evidence base for the plan, showing the home locations of SCDC staff. The results show high concentrations of staff living in Cambourne and in large nearby centres of population: north Cambridge, St Neots, St Ives and Huntingdon. This data suggests there is potential to encourage staff living in these locations to consider increasing the number of occasions when they walk, cycle or car-share to the offices; we will encourage informal car-sharing such as 'postcode coffee mornings' as part of the delivery of the plan and also encourage partners sharing our office space to undertake similar mapping exercises.

### 6.2 Travel for Cambridgeshire (TfC) Partnership Survey

The Council is a member of the Travel for Cambridgeshire Partnership and participates in an annual TfW survey.

The most recent TfC Partnership survey for participating organisations was conducted between 11-17 October 2014. 33% of SCDC staff responded, higher than the overall rate across the partnership of 22%. TfC has interpreted the results for SCDC, concluding that the response rate provides useful data upon which to develop a Travel Plan and associated actions.

A summary of the results for SCDC is set out in the following table:

Mode of Travel	2010	2011	2012	2013	2014	All t4C partners
Bicycle %	4.75	5.25	7.48	5.65	4.39	22.22
Car share %	10.74	10.65	11.28	11.3	12.36	8.9
Drive alone %	76.53	75.99	70.94	71.59	71.87	45.32
Home %	1.38	1.91	2.82	4.15	3.74	1.88
Motorcycle %	0.61	0.48	1.27	0.33	0	0.69
Other %	0.15	0.95	0	0	0	0
Other workplace %	1.07	1.27	0.42	1.66	0	0.73
Public bus %	1.84	0.32	1.41	0.83	0.98	6.95

Walk %	2.61	2.86	4.23	3.49	6.34	6.85
Train %	0.31	0.32	0.14	0	0.33	5.99
Number of one way trips	648	617	693	584	623	47,527
Participation rate %	37.63	31.28	36	30	33	22

Issues emerging:

- The 2014 car share percentage of 12.36% is SCDC's best ever result; the figure has remained consistently above average and potential to improve further through the continuing promotion of CamShare as well as measures to build on 'informal' car-sharing arrangements between friends and colleagues within South Cambridgeshire Hall – see Action Plan (Section 7 below) for further details
- Detailed analysis shows that 2% of single occupancy car drivers are driving less than five miles to work, indicating that there is some potential to convert this cohort to cycling or walking to work.
- Public bus use remains unpopular, likely due to the lack of bus routes other than to Cambridge, a lack of suitable bus stops or a safe route to South Cambridgeshire Hall
- Train usage is negligible due to distance from Cambridge station and the lack of quality public transport from St Neots station.
- The walking result in 2014 was good (6.34%) and the best ever for SCDC.

Actions within the plan below will help to address these findings.

### 6.3 Visitor survey

From the end of January to the end of March 2008 the Council monitored how visitors travelled to the Cambourne offices by asking them to complete a short survey. There were 45 forms completed in this period. The quantity completed fluctuated depending on how busy the reception staff were as the priority is the service to and for our customers.

The headline results are as follows:

- 95% of visitors travel by car.
- of those who travel by car 65% were lone drivers.

- the highest proportions of visitors come from Cambourne and Cambridge and travel by car although there are other travel options including public transport from Cambridge and walking/cycling within Cambourne
- there are no other particular areas within South Cambridgeshire that attract more visitors than others
- the three main services that people visit are: Housing 23%, Planning 21%, Benefits 15%.

Comments from visitors on travel related issues included: lack of signage for the office, distance involved means public transport not viable, distance from bus stop in Cambourne create difficulties for less able visitors.

Updated visitor surveying will take place as part of the implementation of the plan.



## 7 Actions for 2015-2016

The following actions are underway and planned for 2015-2016:

What we will do to achieve this objective during 2015/16	What success will look like	Link to Corporate Plan or SCDC Strategy	Responsible Officer(s)	How this will be resourced
<b>OVERARCHING AIM:</b> Manage increasing demand for car parking at South Cambridgeshire Hall through the continuing promotion and encouragement of alternatives to 'lone driver' car usage, improving the sustainability and cost-effectiveness of council-related travel, and the development and implementation of an equitable Car Park Management and Development Plan and further extension of a flexible working culture.				
<b>Objective (1) :</b> ☒ <b>Reduce drive alone travel to SCDC, managing demand from staff, councillors and visitors for car parking at South Cambridgeshire Hall within the capacity available whilst promoting new and existing cycle routes and other sustainable modes of transport</b>				
(1a) Develop and agree Car Park Management and Development Plan	Car Park Management and Development Plan in place by March 2016 to ensure best use of existing facility and plan for increasing demand from office rental etc.	'Working Smarter' Programme	Richard May, Policy and Performance Manager  Michael Turner, Facilities Manager	Within existing
(1b) Undertake car sharing promotion events, within South Cambridgeshire Hall (SCH), in conjunction with Cambourne Business Park, linked to Camshare website	Increase in proportion of staff car-sharing to SCH from 12.3% (October 2014) to 13.5% by October 2016, and corresponding reduction in 'lone driver' usage.	Car Park Management and Development Plan (see 1a above)  Draft Local Plan Sustainable Travel Policies	Travel for Work Co-ordination and Steering Group	Within existing sustainability budget, with support from business park and County Council travel for work grant scheme

What we will do to achieve this objective during 2015/16	What success will look like	Link to Corporate Plan or SCDC Strategy	Responsible Officer(s)	How this will be resourced
(1c) Run promotions on the health benefits of walking and cycling, including re-starting the Bike User Group, bike to work breakfast and cycle training events, and lunchtime health walks	<p>Events are well-attended and enjoyed by participants</p> <p>Increase in proportion of staff walking and cycling to work from 6.34% and 4.39% respectively in October 2014 to 7% and 4.75% respectively by October 2016.</p>	<p>Staff Well-Being Policies</p> <p>Car Park Management Plan (see above)</p> <p>Draft Local Plan Sustainable Travel Policies</p>	Travel for Work Co-ordination and Steering Group	Within existing sustainability budget, with support from business park and, subject to eligibility criteria, County Council travel for work grant scheme
(1d) Improve facilities, promote existing schemes and consider incentives for cyclists and those who walk to work	Increase in proportion of staff walking and cycling to work to 7% and 4.75% respectively by October 2016.	<p>Staff Well-Being Policies</p> <p>Car Park Management Plan (see 1a above)</p> <p>Draft Local Plan Sustainable Travel Policies</p>	Travel for Work Co-ordination and Steering Group	Within existing sustainability budget, with support from business park and County Council travel for work grant scheme, subject to eligibility criteria
(1e) Update and publicise 'How to get to South Cambridgeshire Hall' information for customers and meeting attendees	This measure will help manage car parking demand and raise awareness of parking arrangements at South Cambs Hall. This should encourage more people to car share and/or travel by other means to Cambourne to attend meetings and access services.	<p>Car Park Management Plan (see 1a above)</p> <p>Draft Local Plan Sustainable Travel Policies</p>	Travel for Work Co-ordination and Steering Group	Within existing

What we will do to achieve this objective during 2015/16	What success will look like	Link to Corporate Plan or SCDC Strategy	Responsible Officer	How this will be resourced
<b>Objective (2) : Promote flexible and remote working to reduce the need to travel</b>				
(2a) Review the Remote Working Policy	Remote Working Policy remains fit for purpose, promoting a culture in which remote working is encouraged by managers and easily achieved by staff  Increased in proportion of staff working remotely to 6% by October 2016.	Organisational Development Strategy 2014-2017	Steve Rayment, Head of ICT	Within existing
(2b) Explore pool car and car club opportunities	Increase in proportion of staff walking and cycling to work to 7% and 4.75% respectively by October 2016.  Reduced business mileage and associated carbon footprint	Car Park Management Plan (see above)	Travel for Work Co-ordination and Steering Group	Within existing. Prepare invest-to-save proposals as part of business cases
(2c) Scope a full review of business travel by SCDC staff based at SCH	Identify baselines and target reduction measures to build into the plan during its lifespan	Car Park Management Plan (see above)  HR Staff well-being policies	Richard May, Policy and Performance Manager  Michael Turner, Facilities Manager	Within existing  Sponsorship and invest-to-save opportunities

What we will do to achieve this objective during 2015/16	What success will look like	Link to Corporate Plan or SCDC Strategy	Responsible Officer	How this will be resourced
<b>Objective (3) : Encourage travel by bus through increased publicity for existing and the promotion of new or additional services to and from Cambourne</b>				
(3a) Encourage more travel to the Council's offices by bus by making available up to date and accessible information on services that are available through material at reception, links to travel information on the website, articles in <i>Scene</i> and South Cambs Magazine	Increase proportion of staff travelling by bus to SCH from 0.98% (October 2014) to 1.1% by October 2016	Draft Local Plan Sustainable Travel Policies	Travel for Work Co-ordination and Steering Group	Within existing
(3b) Work with partners to seek improvements to local bus services and facilities, especially with regard to major infrastructure projects	Improved facilities encouraging more staff to travel to SCDC by bus  Increase proportion of staff travelling by bus to SCH from 0.98% (October 2014) to 1.1% by October 2016	Car Park Management Plan (see above)  Draft Local Plan Sustainable Travel Policies	Travel for Work Co-ordination and Steering Group	Within existing
(3c) Work with developers to secure improved westward links as part of the Cambourne West proposal	Improved westward links encourage more staff and visitors to access SCDC by bus	Establish successful and sustainable New Communities	Jane Green, Head of New Communities	Developer contributions (subject to negotiation)
(3d) Explore potential for SCDC to purchase 'corporate' bus tickets for staff use	Reduced business mileage.  Increase proportion of staff travelling by bus to SCH from 0.98% (October 2014) to 1.1% by October 2016	Car Park Management Plan (see above)  Draft Local Plan Sustainable Travel Policies	Travel for Work Co-ordination and Steering Group	To be advised – prepare Invest-to-Save Business Case

What we will do to achieve this objective during 2015/16	What success will look like	Link to Corporate Plan or SCDC Strategy	Responsible Officer	How this will be resourced
<b>Objective (4) – Embed the importance of Travel for Work through leadership and cultural change</b>				
(4a) Carry out launch event for new travel plan, with further publicity, consultation and engagement to accompany the annual refresh	Improved participation in Travel for Work surveys  Plan delivered targets for changing travel patterns	Travel for Work Plan	Richard May, Policy and Performance Manager	Within existing
(4b) Continue to participate in TfC Partnership annual survey, publicising results widely	Improved participation in Travel for Work surveys  Plan delivered targets for changing travel patterns	Travel for Work Plan	Ed Durrant, Travel for Work Co-ordinator	Within existing
(4c) Explore means of embedding the importance of travel to work as part of corporate induction, Personal Development Review (PDR) and line management responsibility	Travel for work becomes embedded as a key discussion item as corporate induction and is considered at team meetings and PDRs  Improved participation in Travel for Work surveys  Plan delivers targets for changing travel patterns	Remote Working Policy  Organisational Development Framework	Richard May, Policy and Performance Manager	Within existing

## **8.1 Monitoring & Evaluation**

The Plan will be reviewed annually by a Steering and Co-ordinating Group of key staff, led by the Policy and Performance Manager and Travel for Work Coordinator to reflect ongoing and emerging priorities and assess performance against plan targets. Following review, the updated plan will be submitted to Executive Management Team (EMT) and the Corporate and Customer Services Portfolio Holder for endorsement. Many of the actions within the plan will be monitored on a quarterly basis as part of Corporate Plan monitoring arrangements.

## **8.2 Resources**

The Corporate and Customer Services Portfolio Holder will be the elected member 'champion' for the TfW plan to secure political support and commitment to delivering its objectives. The Executive Director will act as the senior officer 'champion' for the TfW plan on the Executive Management Team (EMT). The Policy and Performance Manager and Travel for Work Co-coordinator will together provide an overview of the implementation of the plan, including its annual review.

SCDC will continue to provide a sustainability budget, from which the following costs can be met:

- awareness and promotional events
- sundry expenditure eg servicing and repairs to pool bikes
- guaranteed ride home policy (if these are not to be absorbed within staffing budgets for service areas that incur the expenditure)
- future improvements to and maintenance of facilities eg lockers, clothes drying area and replacement pool bikes

We will also take advantage of external funding opportunities, particularly the County Council's Local Travel Fund.

Some initiatives within the Action Plan will, if successfully implemented, deliver savings in business mileage for the Council.

We will continue to work with Cambourne Business Park Limited and other organisations on the Business Park and employers elsewhere in Cambourne e.g. Sackville House to implement Travel for Work initiatives in an efficient and complementary manner.

The TfW Co-ordinator role will continue be allocated to an existing member of staff, although it is not part of the Staffing Establishment - currently Ed Durrant (Principal Planning Officer – Planning and New Communities) fulfils this role.

## 9. Further contacts and useful information

### 9.1 For more information on the council's travel for work plan contact Richard May, Policy and Performance Manager:

Email: [Richard.may@scambs.gov.uk](mailto:Richard.may@scambs.gov.uk)

Telephone: 01954 713366

Alternatively details on travel to South Cambridgeshire Hall are available at <http://in-site/content/travel-transport-information>.

### 9.2 Travel and transport information...

Traveline – public transport information Tel: 0870 608 2 608, Website: [www.traveline.org.uk](http://www.traveline.org.uk)

National Rail Information: Telephone: 08457 48 49 50, Web: [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

CamShare – Cambridgeshire car share scheme [www.camshare.liftshare.com](http://www.camshare.liftshare.com)

Walking the Way to Health Initiative [www.walkingforhealth.org.uk](http://www.walkingforhealth.org.uk)

Local Cycling Initiatives: <http://in-site/content/cycling>

Travel for Cambridgeshire - SCDC was a founding partner in the county's Travel for Work partnership, established in 1998. Now known as Travel for Cambridgeshire, the partnership supports its members and other employers in the district in meeting their travel plan needs. SCDC has benefitted from the partnership's expert advice and assistance in developing this plan. 9. For more information on the Travel for Cambridgeshire Partnership, please use [www.tfw.org.uk](http://www.tfw.org.uk), directing queries to Mark Webb, email [info@tfw.org.uk](mailto:info@tfw.org.uk) or telephone 01223 715696.