

CABINET – 6 NOVEMBER 2002

GREEN TRANSPORT PLAN

1. INTRODUCTION

1.1 This Council has agreed to prepare a Green Transport Plan (GTP). At its meeting held on 3 October 2001 Cabinet resolved that (Minute 92):

- A draft GTP should, in consultation with Employee Side Representatives, be prepared in 2002/3 as set out in this report.
- Subject to the approval of the expenditure plan bid, the Director of Environment Services be given delegated authority to implement both a programme of low cost measures to make walking, cycling and public transport more attractive for Employees and Members going to Council premises together with a scheme to encourage car sharing, during 2002/3.
- That a further report be prepared in 2002/3 to consider an Expenditure Plan bid to enable a GTP to be implemented in 2003/4.

1.2 A draft GTP has been prepared as set out in the report considered by Cabinet and is attached as Appendix A. Initial consultations have already taken place, including with Employee Side Representatives, LA21 Lead Officers Group, Head of Personnel and officers of the Resources Directorate. The attached draft takes account of the comments received.

1.3 The challenge is to make the GTP relevant to individual circumstances by offering practical alternatives especially to reduce “driver only” car journeys and to achieving realistic, measurable targets.

2. PROGRESS TO DATE

2.1 The Employee Travel Survey has been completed. The results of the survey are available on ForestNet (please see Green Transport Plan).

2.2 It is clear from the draft GTP there are a number of measures that involve Personnel related issues. The Head of Personnel, in consultation with the Employee Side, is currently considering the implications and the final version of the GTP will be amended to reflect the conclusions reached.

- 2.3 The GTP is larger than initially suggested but it is felt that this is necessary to cover the essential elements. Initial feedback is that it is easy to read. It is suggested that the final version of the GTP is made available on ForestNet, rather than a printed version sent to all employees. This will reduce waste. Printed versions will be made available at all workplaces and on request. A “flyer” will be sent out with payslips when the full version is available.
- 2.4 A bike user group (BUG) has been set up so that the needs of cyclists are identified and prioritised. The measures to encourage more cycling included in the draft GTP are supported by the BUG. Bike2Work week was a useful opportunity to trial the prize draw.
- # 2.5 A draft "Car Share Scheme" (attached as Appendix B) has been prepared and circulated for comment to key officers and the Employee Side.
- 3. CRIME AND DISORDER IMPLICATIONS**
- 3.1 Secure cycle parking facilities will reduce the risk of cycle theft.
- 3.2 Adequate arrangements will need to be put in place to minimise the risk of theft or damage to pool vehicles etc, parked overnight, if such schemes are introduced.
- 4. ENVIRONMENTAL IMPLICATIONS**
- 4.1 A GTP should result in fewer car journeys and therefore there is potential for reducing transport related pollution.
- 4.2 Ad-hoc observations at Appletree Court and Lymington Town Hall indicate that, on occasions, the demand for car parking spaces exceeds supply. This is also a problem at Ringwood Public Offices. If the situation becomes worse then pressure will increase for additional parking and this could have adverse impacts.
- 5. FINANCIAL IMPLICATIONS**
- 5.1 The cost of producing and distributing the GTP can be met from existing budgets provided printed copies are not sent to all employees (please see Section 2 above).
- 5.2 To demonstrate this Council’s commitment to green transport issues £9,000 has been included in this Council’s base budget from 2002/3. Part of this will be used to pay for the cost of producing and distributing the GTP. In 2002/3 the residue will be spent on progressing measures to encourage cycling and implementing a car share scheme later this year.
- 5.3 Reports to the appropriate Review Panels and Cabinet later this year will suggest expenditure plan proposals to fund the proposals identified in the GTP. This may or may not include the costs associated with “non physical” measures such as the greater use of public transport for the longer official journeys, improved cycle allowances etc.

- 5.4 It is envisaged that considerably more than £9,000 per annum will be required to implement all the physical measures within the next few years. There could be design resource implications if a significant amount of work is programmed for a single year. The provision of additional facilities should relate to increased demand. It is therefore suggested that a phased approach be adopted to accommodate the more expensive proposals within a reasonable time scale. There may be a need for expenditure plan bids in future years.

6. EMPLOYEE SIDE COMMENTS

- 6.1 Employee Side acknowledge and encourage the Council's Green Transport Plan with recognition of Employees and Members' choice.
- 6.2 Employee Side recommend that further investigations are needed concerning the facilities at all sites, incentives and benefits that may affect other services.
- 6.3 Employee Side cannot comment on any financial impact to the Council's financial situation as these details are not available.

7. PORTFOLIO HOLDER'S COMMENTS

To follow.

8. CONCLUSIONS

- 8.1 The draft GTP builds upon the results of the Employee Travel Survey. It offers practical alternatives especially to reduce "driver only" car journeys and to achieving realistic, measurable targets.
- 8.2 Successful implementation depends upon the majority of the identified facilities and incentives being put in place. In part, this depends on additional funding. If this does not all happen the targets will only be partly met.

9. ECONOMY & PLANNING REVIEW PANEL COMMENTS

- 9.1 The Panel agreed the draft documents as submitted, but wanted to recommend to Cabinet that officers prepare an expenditure plan bid for 2003/4, to include a list of costed schemes, with a view to progressing the GTP as far as possible.

10. RECOMMENDATION

- 10.1 That a GTP, based on the attached draft, be published later this year.

For Further Information please contact:

Nick Hunt (Principal Engineer Transportation)
E-mail: nick.hunt@nfdc.gov.uk
Tel: (023) 8028 5916

Background Information

Published Papers

DRAFT

GO GREEN

NEW FOREST DISTRICT COUNCIL'S GREEN TRANSPORT PLAN

Add photo of employees
on Bikes

Introduction

This Green Transport Plan is about providing choice to employees and Members of how they choose to travel to and from Council premises/work places and on Council Business. It seeks to increase our awareness of transport issues, the alternatives available and helps us to make informed decisions as to how we travel and arrange for Council services to be delivered.

The Plan has been developed within the framework of the Council's Corporate Strategy, Heart of the Forest and reflects Local Agenda 21. It responds to the Government's call, outlined in the Transport White Paper, for organisations to 'help employees to use alternatives to driving to work alone'.

Members, Senior Management and Employee representatives have guided the development of the Plan, and have tried many of the alternatives which are proposed???. The Green Transport Plan was adopted by the ??? Committee on ???, and is now Council Policy. It is now time for us all to play our part in making it work.

????

Date adopted
GREEN TRANSPORT PLAN

RESOLVED -

**That the proposed Green Transport Plan for the
Council premises/work places be adopted???**

Development of the Green Transport Plan

Over 450 employees completed our travel survey concerning their journey to work. This is a good response for this type of survey and has given us a lot of useful information that has helped us prepare this plan.

Bar chart – things that would help reduce car journeys

Those responsible for Council services which involve the use of operational vehicles and those responsible for the Council's fleet of vehicles have been asked how the aims set out in this plan can be best achieved.

Our Aims

1. To encourage employees to reduce the number of driver only car journeys to and from the Council work places (commuter journeys) by 5% over the next three years.

If everyone left their car at home just once more each month we would achieve our target

2. To introduce new vehicle technology and less polluting fuels in a cost effective way so as to reduce the harmful effect that vehicles delivering Council services or provided by the Council have on human health and the environment.

Lease cars that have cleaner engines, such as common rail diesels, are being supplied. If all lease car drivers switched to cleaner engines then CO2 emissions would be reduced by ___ tonnes.

3. To reduce the total length of business journeys made by private car by 10% over the next three years.

Arranging meetings so we can go to them on our way to or from work or travelling together to meetings can cut down business mileage and save time as well.

In 2001/02 mileage on official journeys was over _____ miles. Cutting this by 10% would reduce CO2 emissions by ___ tonnes.

The Green Transport Plan

(Graphic/Cartoon ???)

The following sections set out how this plan's aims can be achieved. A number of measures are already in place whilst others will take a number of years to introduce.

Walking and Cycling

Walking can compete well with the car over short distances, and cycling at distances of up to approximately 3 miles. The travel survey indicated 143 of us live within 2 miles of where we work and that a total of 500 live within 5 miles. Why not consider leaving the car at home and taking the bike or walking.

Cycling to Lymington Town Hall is quite popular already even though the facilities for cyclists could be improved. Recreation Centres generally have good facilities and many employees live nearby so measures to encourage Recreation Centre employees to walk or cycle should be considered.

Some people have concerns about road safety but inactivity has, if anything, greater risks – but do take care when cycling (helmets and high visibility clothing advised) and walking.

A bike user group (BUG) has been set up so if you have any suggestions or want information please contact our Green Transport Coordinator on 023 8028 5904.

Health benefits of regular sustained physical activity:

- > 50% reduction in the risk of developing coronary heart disease (i.e. similar effect to not smoking)
- > 50% reduction in the risk of developing adult diabetes
- > 50% reduction in the risk of becoming obese
- > 30% reduction in developing hypertension
- > 10/8 mmHg decline in blood pressure in hypertensive subjects
- > reduced osteoporosis
- > relief of symptoms of depression and anxiety
- > prevention of falls in the elderly

Vuori I and Oja P. Physical activity in transport: value for health. Paper presented at the European Forum on Transport Environment and Health. Vienna 28-29 July 1998.

What we have in place or is expected soon:

- Secure cycle parking is available at main Council offices (see also below) and many other Council workplaces.
- Showers at Appletree Court and a unisex shower is planned at Lymington Town Hall.
- Cycle allowance (5p per mile) payable for business travel undertaken by bike (see also below).
- Improved pedestrian links including footways on the Council premises. Also, where appropriate, controlled pedestrian/cycle crossings outside Council premises provided in partnership with other agencies, for example Hampshire County Council.
- Incentives (perhaps a monthly prize draw) to encourage regular walking and cycling to work.

Other options being discussed:

- Low-interest loans and purchase scheme to benefit from VAT concessions for the purchase of bicycles etc.
- Use of Pool bikes (men's and women's) that are in good condition and serviced regularly. Bicycle equipment would also be available including cycle helmets, high visibility tabards and pumps.
- Increase the cycle and motor cycles allowances.
- Additional showers and lockers.
- Improved/additional secure covered parking for bicycles and motorcycles.

Reducing Demand To Travel

For many people the only practical way of travelling to Council premises is by private car.

An amended flexible working hours scheme and home working were the two things that most employees said would enable them to reduce the number of car journeys to work.

Car sharing could reduce having to drive to work alone – currently about 85% of employees drive to work alone whilst a further 5% car share. However, many of those employees on “flexi-time” value the ability to vary their start and finish times perhaps reducing the scope for widespread car sharing. The need to have a car available for business journeys is another common reason given for not car sharing – having pool cars and pool bikes available may go some way to addressing this concern.

The flexi scheme is being reviewed and one option to be considered is being able to take more than one “flexi-day” per month. This would reduce the number car journeys and needs to be balanced with the impact on service delivery.

The rules covering business travel are being considered to encourage the use of the most sustainable form of transport, even where this is not necessarily the cheapest. Incentives for employees carrying passengers will also be considered.

What we have in place or is expected soon:

- Home working in appropriate circumstances.
- Video conferencing facilities.
- Car sharing (see below).
- Flexible working hours scheme for many employees.
- Alternatives to using private cars for some official journeys to reduce the need for employees to bring their own car to work.

Other options being discussed:

- Encouraging Employees to make longer official journeys by public transport.
- Changes to the flexi-time scheme.
- Use of home working scheme.
- Incentives for employees carrying passengers to meetings.
- Additional video conferencing facilities when demand increases.
- Opportunities to use the Courier Service.

Car Sharing

(Graphic/Cartoon???)

If giving up the car is not a realistic option for you, what about car sharing? It can reduce individual fuel costs, helps to limit wear and tear and reduce pollution. It can also help out a colleague who has car problems. It might be difficult to find someone to share with, so we plan to set up a register. The more who take part the easier it will be to find a partner so please register – Contact our Care Share Coordinator on 023 8028 5915 for details.

We are considering benefits to include dedicated parking spaces for drivers arriving with a passenger (available on a first come first served basis). These will be in some of the most convenient locations for employees and can also be used by employees travelling to meetings together.

██
Add quote Leader or Chief Executive re car share
██

What we have in place or is expected soon:

- Help employees and Members find a suitable potential car share partner.
- Designated parking spaces for car sharers.
- An emergency free taxi service is available to provide a guaranteed lift home in unforeseen circumstances when you must get somewhere quickly when there is no practical alternative.

██
Photograph of cars in dedicated car share spaces
██

Public Transport

(Graphic/Cartoon???)

Many of us discount public transport on the grounds of inconvenience, cost, reliability, frequency, timing, routes, comfort etc. However it may be better than you think as some employees already use it!! There are a number of things we can do to make travelling by public transport easier and cheaper and these are included in the Transport Plan.

██
Photo of new bus on A35/A337
o/s Appletree Court
██

Options being considered:

- Public transport information available on the Council's ForestNet.
- Revised rules for business travel which encourages employees to use public transport for longer official journeys when this would be effective (see above).

██
Photo of Liz Malcolm working
whilst travelling on a train
██

Longer term options:

- Discounted season tickets for employees who choose not to benefit from car benefits.
- The provision of rail or bus season tickets as an alternative to company car allowances.
- Better transport information on ForestNet.
- Opportunities to use the modified Courier Service to make travelling to Appletree Court by rail more convenient (see above).

Did you know that one bus can carry the equivalent number of passengers as 56 cars, using only 6% of the road space.

Vehicle Technology and Alternative Fuels

New types of engine, such as the 'common rail' diesel engine, and special exhaust systems can reduce transport related pollution emissions and reduce fuel consumption. Less polluting fuels, such as liquid petroleum gas (LPG) and compressed natural gas (CNG), are becoming increasingly available and, with tax incentives, can be cheaper than other fuels. Many organisations are using LPG in some of their vehicles. However, purchase costs of vehicles that use less polluting fuels can be higher than for other vehicles and conversion can be expensive.

Photo of LPG pump at Pennington Garage (if installed!!?)

What we have in place or are currently considering:

- When replacing vehicles, choosing those which minimise the harmful effects on health and the environment.
- Reviewing travel allowances to encourage vehicles which minimise harmful effects.

Options for future consideration:

- Review lease car / assisted car purchase schemes to encourage vehicles which minimise harmful effects.

**CAR SHARE SCHEME
REGISTRATION FORM**

1. Home Details:

Forename Surname.....

Address

Postcode

2. Work Details:

Work Location E-mail ID (internal)

Directorate Works Telephone No

3. Sharing Options:

Days Available: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday**
 (Circle those days on which you wish to car share)

Approx workplace arrival time: From To(e.g. from 0800-0830)

Approx workplace departure time: From To(e.g. from 1700-1735)

Willing to vary time by agreement (please tick)

Towns/Villages travelled through

.....

4. Preferences for Car Share Partner: (leave blank if don't mind)

Male Female Driver Passenger

Smoking Non-smoking Willing to car-share with someone not employed by NFDC

(Please circle your preference)

All information given is strictly confidential and will only be used to provide a list of suitable car sharers. I consent to my name and work telephone number being made available to other participants in the scheme. I understand that eligibility for more than one free taxi home in an emergency is not automatic. I will be told if I am no longer eligible.

Signed Date

What happens if I am a car share passenger and I have to go home in an emergency?

Speak to your line manager who will arrange a lift.

What happens if I am the driver and I am ill?

You must contact your car share partners as soon as possible so that they can make other arrangements.

What happens if I find that the car sharing doesn't suit me?

You can withdraw from the scheme – by registering or taking part in our car share scheme you will not be committing yourself. Tell your car share partners and the Car Share Co-ordinator who may also be able to find a new partner if you wish.

If you have any further questions please contact the Car Share Co-ordinator.

Tips for a successful car share

It is mostly common sense but some of the below may mean the difference between a successful car share and avoidable misunderstandings.

- Meet your partners BEFORE you start car sharing. Talk about personal preferences and splitting running costs.
- Inform your insurance company.
- Discuss your route and schedule. Establish your pick up places and times for the morning and evening journeys.
- Establish the ground rules at the outset. Agree on maximum waiting times and whether you like music/talking/smoking in the car.
- Be punctual. Decide how long the driver should wait.
- Be courteous. Don't sound your horn whilst waiting. Inform other people if you are ill or on leave.
- Establish a chain of communication (e.g. exchange home or mobile phone numbers).
- Respect individual preferences.
- Consider starting out as a trial and arrange a review.
- Keep your car reasonably clean and in good condition.



Car Share Scheme

How to Register
and
Your Questions & Answers

“Car Share Logo”

GO GREEN
New Forest District Council's
Green Transport Plan

Why have a car share scheme?

As part of our Green Transport Plan initiative it is recognised that the car has an important role to play. Cars are a very convenient way of getting around, and often there is no practical alternative. However cars are expensive to run and cause pollution that is harmful to health. Finding a parking space can also be a problem.

At the Council's principal offices a number of parking spaces will be designated for use by those carrying passengers. These will be available on a "first come – first served" basis. The Car Share Scheme is one of the options offered to give you more alternatives for your journey to work. It is also a way of helping you to cut your travel costs and driving stress levels.

As a significant local employer, the District Council is working with others to try and reduce the impact that travel has on the local environment.

How does the scheme work?

To register for the scheme, fill out the application form. Please complete all sections as this will help us to make the best possible match. You do not have to car share every day of the week, even by sharing for one day per week you can contribute a 20% reduction in your travel impact.

Your details will be entered into a database to identify suitable sharers who live in the same area, travel a similar route, and who match your criteria.

When we find a potential match, we will send you the details of suitable sharers. For security reasons we will only give out names and work telephone numbers.

If you wish to proceed it is then up to you to contact each other and to make the arrangements that suit you. See the "Tips for a Successful Car Share" section.

What effect will sharing have on my car insurance?

You must be fully insured and it is advisable to let your insurance company know that you are registered in a car sharing scheme. This will not incur additional cost. Most policies will cover you to carry passengers on your journey to and from work, as long as you do not charge more than the running costs of the vehicle.

How can we split the running costs?

You can share on a reciprocal basis, with the car share partners driving alternate weeks. Or, if there is only one driver, running costs can be split between the partners, although by law the driver cannot make a profit! When calculating the shared costs include fuel, depreciation, and servicing and divide these between the partners. (Please note that lease car drivers should divide only the fuel costs).

EMPLOYEE CAR SHARE SCHEME

1. The main elements of the scheme comprise:
 - 1.1 A database to allow suitable car share partners to be identified by the car share co-ordinator.
 - 1.2 Arrangements to get people home in an emergency.
 - 1.3 Designated parking spaces for those carrying passengers.
2. Most elements of the scheme are described in the attached leaflet and registration form. Additional details are set out below.

GETTING HOME IN AN EMERGENCY

3. The Car Sharer's Line Manager/Section Head will arrange a lift home (perhaps by a colleague).

DESIGNATED PARKING SPACES

4. These are features of many successful schemes and can offer a benefit to car sharers at a negligible cost. Indeed, encouraging car sharing reduces the demand on existing employee car parking. The provision of additional spaces would be expensive even if it were feasible or desirable on environmental grounds.
5. Given the existing pressures of employee parking it is suggested that, having regard to the number of existing car sharers, five designated spaces would initially be provided at Appletree Court and Lymington Town Hall close to employee entrances and three at Marsh Lane Depot conveniently located for the Mess Rooms.
6. The number of designated spaces will be reviewed and will increase or reduce depending on their use. All employees carrying a passenger (to their place of work or to a meeting at that location) will be entitled to use a space.
7. Spaces will be marked with a small sign and a car share logo painted on the car park surface. As with Visitor Parking and Disabled Spaces it is expected that the correct use of car share spaces will be self regulating but that Senior Management will intervene if there is persistent misuse by an individual.

For additional information please contact:

Nick Hunt (023 8028 5916 or e-mail nick.hunt@nfdc.gov.uk)

NH/NAS (DOCUMENT/REPORTS/N_P_S/NICK/2002/GTP_B3)
9.10.02