Lincolnshire County Council

Travel Plan Statement

Minerva House, Holbeach Technology Park, Park Road, Holbeach, Spalding, PE12 7PT

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1. Introduction

1.1 What is a travel plan?

A travel plan is a package of measures to assist in managing the transport needs of a business or specific site, their staff and visitors. A travel plan contains agreed outcomes aimed at achieving model shift away from single occupancy car use. It provides a sustainable access strategy by offering realistic transport choices to the site. To do this travel plans include a series of incentives and disincentives to encourage the use of more sustainable forms of transport.

A travel plan is a process rather than a policy document. The completion of the travel plan document is only the start of the process. A successful travel plan involves a process of implementation that is based on continuous monitoring, surveys, reviews and refinement over time. Annual monitoring in the form of further staff travel surveys will be used to establish progress of the travel plan and where reviews of actions are necessary.

This travel plan is specifically aimed at the proposed development of the Holbeach Minerva House site, and the staff and services based at this site. This document has been prepared as a supporting document for the planning application for the proposed development of the site.

1.2 What are the benefits of a travel plan?

The implementation of a travel plan can help reduce congestion and traffic related pollution near to a specific site. In promoting the alternatives to single occupancy car journeys there are a number of benefits that can be used to promote the production of a travel plan, these include:-

- Potential solving of problems caused by demand for parking
- Solve problems caused by traffic congestion on and around the site
- Enable more customers to access the site
- Improve staff health and reduce absenteeism
- Assist with recruitment and retention by making travel to work easier and cheaper
- Cash savings for staff from not running a car as often or participating in a car share scheme
- Contribution to the work on sustainability and climate change being done by a range of organisations, as a reduction in car use can result in a reduction in emissions

2. Background

Holbeach Minerva House is currently occupied by the University of Lincoln and has been used for education and research purposes since at least 2009, with Lincolnshire County Council taking ownership of the site in 2019. The existing tenant is vacating the building and the proposed refurbishment will turn the building into a Children's Services hub with Early Years provision, Children's Centre, and Sixth Form accommodation all operating from one site.

The Children's Centre service will serve families with young people aged 0-8 years primarily, with families visiting throughout the day to engage with LCC staff and services. The Early Years provision will be contracted to a provider and will offer 57 places for children aged 0-5. Holbeach University Academy wish to use the remainder of the building for laboratory and teaching space.

2.1 Hours of Operation

The building will be open from 7.30am – 6pm Monday to Friday to accommodate the Early Years provision. The Children's Centre will operate from 8.30am – 4.30pm. Weekend and evening use is very unlikely but access may be required occasionally for Early Years team meetings (once a month) or urgent Children's Centre use. The areas leased to the University Academy will be used during standard school hours.

2.2 Predicted Traffic Numbers

Maximum numbers on site at any one time are envisaged to be as follows:

Up to 14 staff within the Children's Centre supporting 15-25 children on a usual day, attending groups or one to one sessions. Numbers could be as high as 40-50 children on busier days but these would attend throughout the day in smaller groups. Most sessions runs between 10am and 2pm to allow parents to drop off and collect school aged children and so this avoids additional traffic during commuter times. External professionals will also visit the children's centre to deliver services.

12 staff within the nursery (Early Years) provision. Children will be dropped off between 8am and 10am and collected between 3pm and 6pm. The nursery is expected to offer 57 places. Due to the nature of nursery provision there is no one set time for drop off and collection which is positive from a traffic management perspective.

The Children's Centre currently operates from Holbeach Primary Academy, which is a distance of 0.7 miles from the proposed site. There will therefore be little impact on traffic

numbers and a minor displacement in destinations from the B1168 to Penny Hill Road, both junctions off the A17.

There is no planned expansion of school pupil numbers arising from this proposal and so no impact in terms of increased traffic numbers. The Academy have a separate travel plan relating to their proposed improvements elsewhere on site which increase and relocate the number of parking spaces spaces on the wider site, but as above the proposed improvements are not due to increase the PAN and so there is no impact in terms of increased traffic.

3. Current and Proposed Measures to reduce private car use

A number of measures have been introduced both locally and within Lincolnshire County Council as a whole to both reduce private car use and to alleviate pressures on parking at the existing County Council sites. The flexible working policy is normally considered a contributor to a reduction in travel at peak times but this is likely to have a minimal impact on Children's Centre or Early Years staff due to the nature of their work and requirement to be on site. Other relevant measures are:

1) Cycle Provision – As part of the design of the buildings and external areas, cycle parking will be included. The current standard requires cycle storage to be provided at a standard of 1 stand per 200m2 gfa.

2) Discounted Season Tickets – LCC offers a scheme in conjunction with Stagecoach which allows staff to purchase season tickets for bus travel at a reduced rate.

3) Tax Free Bikes for Work – opportunity through the national Cyclescheme, to purchase bikes with the VAT paid by the employer.
4) Car Share Scheme – LCC encourages staff to sign up to the car sharing scheme run by Lincshare, which matches up users with those in their area or undertaking similar journeys.

5) As part of the process of preparing staff to move into the new development, information will be made available on all public transport services in the area. Staff will be provided with details of bus and train times as well as signposting to cycle safety and any local walking groups etc.

3.1 Objectives and targets

The primary objective of this travel plan is to control the number of staff arriving for work at the site by car, as single occupants and to ensure that the constraints of the parking are taken into account within service delivery.

Additional objectives for the travel plan are:-

- To increase the number of staff walking and cycling

- To increase the number of staff car sharing
- To increase the number of staff using public transport
- To help control the impact of Service vehicle movements on staff and immediate neighbours.

Work towards these objectives will contribute towards Lincolnshire County Council's aim to reduce single occupancy car journeys.

The production of a specific travel plan for the Minerve House proposal compliments the work that is being undertaken by the Sustainability and Climate Change Team within Lincolnshire County Council and across the authority as a whole.

3.2 Progress on LCC's Corporate Travel Plan

Implementation of travel plan actions

This travel plan has been prepared with the involvement of service managers in preparation for the planning application for the development. In order for there to be staff ownership of the plan, staff will need to be engaged in the preparations and publicity of the site specific Travel Plan.

The Service Manager will ultimately be responsible for overseeing the implementation of the actions within the travel plan and ensuring that progress is made. They will be supported in this by LCC's Sustainability Team which helps staff across the authority by promoting environmental sustainability, developing green initiates and monitoring the Council's performance against a wide range of sustainability targets.

The all staff team meeting will act as a consultative body for the travel plan, providing comments and feedback on any changes or any perceived successes and failures of the travel plan. The Service Manager will also be responsible for marketing and promotion of travel plan measures within their service areas to ensure that staff are aware of the travel plan and its actions.

In addition, the Sustainability and Climate Change team have also been identified in the action plan as having joint responsibility for some of the promotion and marketing based actions. The Sustainability and Climate Change Team have a network of volunteers across the County Council who can help to spread the word about environmental issues and promotions, the travel plan and the schemes that are introduced to help reduce single occupancy car use to and from the site. This network is the Supporting a Greener Environment (SAGE) network.

The existence of a travel plan specifically for all Children's Services at Minerva House will be promoted to staff once the document is signed off by the relevant managers. A number of the actions are ongoing promotions, which should continue. Use will be made of staff notice boards and the Council's Intranet to promote both the travel plan and the sustainable travel options that are already in place.

As stated previously, the members of the staff forum will be able to share information among their own teams with feedback from group meetings, and also news on sustainable travel promotions. There will also be council wide promotions. Use will be made of the authority's Intranet and the proposed staff forum intranet pages once they are established.

A programme of promotions will be arranged to ensure that sustainable travel messages are broadcast. The focus of these messages may not be specifically transport related, but may have an environmental, health or financial slant in order to maintain interest.

5. Monitoring

The primary means of monitoring the progress of the travel plan will be through the annual staff survey. As this survey asks for the work location of respondents, Minerva House staff can be analysed as a subgroup following the overall analysis across the authority.

Smaller surveys may be undertaken from time to time, or during specific promotional days or weeks to gauge the impact that events have on the way in which staff travel to and from work. Such surveys may include a count of the number of cycles on site during a non promotional week, then again during bike week.

Should monitoring show that progress is not being made towards targets then additional actions will need to be implemented. Any such actions will be agreed with the Minerva House managers before implementation. The 2022 staff survey will form the baseline against which performance will be monitored.

The achievements of the Minerva House travel plan will also be included within LCC wide monitoring and reporting once the site is in operation.

In order to maintain momentum and progress through the travel plan, the travel plan should be a specific agenda item at relevant service managers' meetings both prior to the buildings becoming operational and once they are occupied. Under this item; progress, future promotions and any arising issues can be presented and discussed.