

Introduction

This leaflet gives a summary of Tandridge District Council's Staff Travel Plan with information on greener ways to travel to work.

The Council, as the Local Planning Authority and a major employer in the area, wishes to continue setting a good environmental example to its residents and local businesses in the way it conducts its own business.

The need for the Travel Plan

The purpose of the Travel Plan is to offer real alternatives to the car which provide a better working and travelling environment, through fewer car journeys.

Aims of the Travel Plan

Since 2005 the Council has taken the opportunity to bring about a change in travel patterns to reduce its impact on the environment in line with government objectives to:

- Tackle congestion – by reducing car use and cutting the number of single occupancy vehicle trips.
- Improve air quality – by reducing environmental pollution.
- Improve road safety, particularly for pedestrians and cyclists.
- Increase accessibility – by widening travel choice through increased use of walking, cycling and public transport.

As a Local Planning Authority the Council requires certain planning applications to be accompanied by a travel plan. Tandridge District Council's Staff Travel Plan aims to be an example of best practice.



Greener ways to work at Tandridge

The following information is given as a general guide to the various greener ways to work at the Council and may change from time to time. Fuller information and links are given on The Hub, the staff intranet site.

Travel Plan components

The Travel Plan consists of a number of components which staff are encouraged to use as often as possible as their circumstances permit. There is a Travel Plan link on the left side of The Hub homepage which leads to further information about each component.

Car share

Car sharing enables staff to reduce fuel costs, traffic congestion and exhaust emissions, so helping the environment while making new friends.



The Council is a member of the Surrey Car Share Scheme which is administered by Surrey County Council and is part of the national Liftshare Scheme. To register, follow the **Travel Plan** link on The Hub or go direct to **www.surreycarshare.com** and select Tandridge District Council from the drop down list.

For more information contact Peter Kefford on ext 2760 or e-mail: pkefford@tandridge.gov.uk.

Flexible working patterns

The Council has a number of options to enable staff to enjoy flexible working patterns. Flexitime enables staff to arrange their working day around bus and train times, so encouraging greater use of public transport.

Other options include compressed hours such as the 9-day fortnight which reduces journeys by 10%.

For details see **Conditions of Service - Flexible Working Policy** on The Hub.

Season ticket loans

The Council offers bus and train season ticket loans to staff. For details see **Conditions of Service - Season Ticket Loans etc** on The Hub.

Trains

Oxted has excellent north-south rail links and the station is just five minutes walk from the Council Offices. Plan your journey and look up live train departure information for most local stations at **www.nationalrail.co.uk**.

Buses

Scheduled Services 410 & 594/595

Two scheduled local bus routes providing links to Oxted during the peaks are:

Bus 410 is an east-west service between Hurst Green and Redhill via Oxted.



Bus 594/595 is a local service linking Oxted, Limpsfield and Westerham.

For timetables and more information visit: **www.surreycc.gov.uk** (Roads & Transport link).

Buses 4U - Staff Shuttle

The Council is one of the partners in the East Surrey Rural Transport Partnership, **www.eastsurreyrtp.org.uk**, which operates Buses 4U in Tandridge District on behalf of Surrey County Council.

Buses 4U operates a staff shuttle from the Caterham and Whyteleafe areas at 7.30am arriving at Oxted by 8am. The return journey leaves Oxted at 4.30pm. To book, call the Travel Centre between 8.30am and 4.30pm on Mondays to Fridays on **01372 20 45 40**.

For more information contact Marcus Dodé on ext 2877, e-mail: mdode@tandridge.gov.uk or visit **www.buses4u.org.uk**.

Cyclescheme - tax free bikes

The Council is partnered with Cyclescheme, enabling staff to save around 32% on the cost of a bike. Staff choose a bike which is purchased by the Council with the cost deducted from salary in 12 monthly instalments before tax and National Insurance deductions, so giving the tax saving. The bike remains in Council ownership for a further three years before passing to the employee. For full details follow the link on the **Staff Benefits** page on The Hub.

Cycling and walking are excellent ways to keep fit.



cyclescheme.co.uk

Some local roads have dedicated cycle routes. Cycle racks are provided in the car park and at the front of the Council Offices. Showers are available in the Council Offices building.

Sustainable site visits

The Council has divided the District into geographical areas, where appropriate, to ensure officers making a site visit operate within a controlled area to avoid wasted mileage and time.

The Council expects staff to operate in as a sustainable manner as possible, with the advice and support of their managers.

Car parking at the Council Offices

The Council restricts and prioritises the issue of car park passes for the Council Offices parking spaces in accordance with its **Car Park Pass Protocol** on The Hub.

Promotion of the Travel Plan

The Council will promote this Travel Plan through Alternative Travel to Work events from time to time. All new employees will be given a copy of this leaflet and information will be available via the Travel Plan link on The Hub.

Summary of the Travel Plan

In summary, the Council's actions for the Travel Plan are as follows. The Council will continue to:

- Encourage staff to join the car share scheme.
- Support flexible working where appropriate.
- Offer bus and train season ticket loans for staff.
- Support the East Surrey Rural Transport Partnership and in particular, the Buses 4U service for staff.
- Encourage staff to take advantage of Cyclescheme for tax free bikes.
- Provide facilities for cycle parking to encourage staff to cycle to work.
- Encourage staff, where possible, to use public transport or share cars for business trips.
- Restrict the issuing of car park passes to essential business users, registered disabled staff, plus those who live more than two miles from the Council Offices, in line with the Council's car park pass protocol.
- Hold alternative travel to work events from time to time to maintain staff awareness of the need to consider their mode of travel to work.

This Travel Plan will be reviewed in 2016

Any other ideas?

If you have any other ideas about improving travel to work or would like more Travel Plan information, contact John Phillips on ext 2867 or e-mail: jphillips@tandridge.gov.uk.



Staff Travel Plan

2013-2016



Tandridge
District Council

April 2013