

Lambeth's Workplace Travel Plan



Initiatives to Encourage the Use of Sustainable Transport



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Foreword from the Council

Lambeth's Workplace Travel Plan outlines policies and practices that encourage Council staff to commute and travel on business using sustainable forms of transport. These include walking, cycling, public transport and green fuelled vehicles.

We would also like our employees to conduct their business by reducing the need to travel, i.e. travelling less whenever possible. In these ways we can help reduce the impact that staff travel has on congestion and pollution in Lambeth and neighbouring boroughs. We also recognise that increased levels of walking and cycling by our staff can benefit their health.

In our role as a planning authority, we are encouraging other employers in the borough to develop travel plans. To do this effectively we need to lead by example and provide a good practice model for others to follow.

The Workplace Travel Plan is a dynamic document, which will continue to be monitored and reviewed in conjunction with representatives from all directorates in the Council.

We as a Council support the Workplace Travel Plan and the initiatives it contains.

Councillor Andrew Sawdon

Executive Member for Environment, Regeneration, and Community Safety



1 Introduction

1.1 What is Lambeth's Workplace Travel Plan?

Lambeth's Workplace Travel Plan is a package of practical travel and transport related measures and initiatives which aims to reduce the need to travel and to encourage staff to select the most sustainable mode of transport for their journey to, from, and during work. The Travel Plan has been driven by the need to reduce traffic congestion and conserve the environment and air quality in the borough.

Therefore, the objectives of the Workplace Travel Plan are:

- to reduce the number of car journeys and promote the sensible use of cars
- to increase the use of walking, cycling, public transport, car clubs and car sharing
- to encourage the use of green fuelled vehicles where the use of a vehicle is essential
- to set an example, and promote good practice to other local employers and the community.

1.2 Why do we Need a Travel Plan

Lambeth Council is a major employer in the borough. Promoting the use of sustainable transport will reduce traffic congestion and pollution. Consequently, this will result in a better environment and improved health for all people living, working, and studying in the borough.

The Mayor's Transport Strategy and Central Government gives guidance on improving the environment by encouraging sustainable transport measures. Road traffic is the primary cause of air pollution in London, and in Lambeth it has been estimated that 90% of air pollution is from road vehicles. A reduction in air and noise pollution caused by traffic would be for the benefit of all. The Workplace Travel Plan will assist in Lambeth's commitment to improve the environment.

Lambeth's Workplace Travel Plan aims to increase the level of walking and cycling as transport modes. Walking and cycling is proven to be beneficial for health by reducing the risk of a stroke or heart attack and improving physical and mental well being.

The majority of the borough suffers from high parking stress. The Workplace Travel Plan will therefore aim to reduce parking pressure by encouraging the use of alternative modes of transport.

The Workplace Travel Plan will be used to encourage other organisations and businesses within the borough to adopt similar practices and enable more productive

negotiations with developers who have been asked by the Council to produce a travel plan.

Similarly, while all new Council buildings and other Council uses which are likely to have significant transport implications will be required to produce their own site specific travel plans, Lambeth's Workplace Travel Plan can be used as a base to build upon.

The results of the Regular Performance Assessment (RPA) alluded to the lack of a Council Workplace Travel Plan as an area of weakness and pointed to the need for one in order to achieve an improved score. Furthermore, the majority of London authorities already have travel plans in place.

It is expected that successful implementation of the Workplace Travel Plan will contribute to staff satisfaction and health benefits, better service to customers, enhanced site accessibility, and improved financial performance.

1.3 Travel Plan Structure

Lambeth's Workplace Travel Plan includes an introduction outlining the Council's aims and reasons why a travel plan is required and a brief review of relevant national, regional, and local policy.

This is followed by background information including a description of the Council in terms of main buildings and facilities, number of staff, and available transport links.

The key findings from the 2004 staff travel survey and comparisons with the 2002 staff travel survey have been used to develop the content of the Workplace Travel Plan and allow reasonable targets to be set.

This is followed by a list of the travel plan measures and initiatives, which the Council already has in place to promote walking and cycling, encourage the use of other sustainable modes of transport, discourage non essential motor vehicle use, and reduce the need to travel.

The action plan is the key to the Workplace Travel Plan. This section contains specific actions, outlines who is responsible for the action, states the target completion date, and the benefits of undertaking the action.

The Workplace Travel Plan also outlines other green travel measures and initiatives, which may be expected of developers, businesses and other organisations implementing a travel plan.

To ensure the travel plan is having the desired result of reducing the adverse effects of staff travel on the environment, modal shift targets have been set, and monitoring and review will be undertaken on a regular basis.



2 National, Regional and Local Policy

2.1 National Policy

Following the Kyoto Climate Change Conference in 1997 the need to promote sustainable travel methods, especially alternatives to private car travel, has been reinforced. Central government has issued a number of policy documents and initiatives to help promote sustainable travel. These include:

- Planning Policy Guidance Note (PPG) 13 “Transport”
- Road Traffic Reduction Act (1997)
- 1998 Transport White Paper “A New Deal for Transport: Better for Everyone”
- Royal Commission on Environmental Pollution: Report on Transport and the Environment (1997)
- Environment Act (1995)
- Ten Year Plan (DTLR, 2000)
- The Benefits of Green Transport Plans (DETR, 1999).

The policies and guidance provided by these documents all support the aims of travel plans.

2.2 Regional Policy

2.2.1 The Mayor of London’s Transport Strategy

The Mayor’s key priorities include:

- reducing traffic congestion.
- improving, integrating, investing and increasing the capacity of public transport services across London.
- reducing car dependency by increasing travel choice.
- improving the accessibility of London’s transport system so that everyone, regardless of any disability, can enjoy the benefits of living, working, and visiting the capital, thus improving social inclusion.
- making distribution of goods and services in London more reliable and efficient, whilst minimising the environmental impacts.
- supporting each borough’s local transport initiatives, including improved access to local town centres and regeneration areas, walking and cycling schemes.

To help achieve the key priorities, the Mayor is supporting travel plans to help encourage the use of alternative travel modes to complement the traffic reduction and congestion charging policies.

2.2.2 Transport Strategy Implementation Targets (July 2004)

The Greater London Authority Act 1999 allows the Mayor to set targets with respect to the implementation of any of the strategies outlined in the aforementioned Mayor’s Transport Strategy.

The relevant targets include:

- 5. Traffic Volumes:** “TfL and boroughs are to achieve between 2001 and 2011...zero growth across the rest of inner London”.
- 7. Modal Shift:** “TfL and boroughs are to maintain or increase the proportion of personal travel made by means other than a car”.
- 12. Walking:** “TfL and boroughs are to achieve an increase of at least 10% in journeys made on foot per person in London between 2001 and 2015”.
- 13. Cycling:** “TfL and boroughs are to achieve an increase of at least 80% in cycling in London between 2001 and 2011”.

2.3 Local Policy

2.3.1 Local Implementation Plan

Lambeth’s Local Implementation Plan (LIP) is a statutory document that outlines how the Council proposes to implement the Mayor’s Transport Strategy (MTS) at a borough level over the next 5 years. The key theme of the MTS and the LIP is sustainable transport. The MTS contains policies on accessible transport, walking, cycling, national rail, bus and the underground.

2.3.2 Borough Spending Plan

Lambeth’s Borough Spending Plan (BSP) is used as a bidding document, for Transport for London (TfL) funding, and sets out the Council’s transport plan for the next three years.

The 2005/06 BSP outlines the travel awareness work that Lambeth has done or is proposing to do in the future. This includes the promotion and education of the public about sustainable modes of transport via events, advertising and individualised marketing. In addition, the BSP outlines Lambeth’s plan to develop a Travel Plan Network and to assist and encourage organisations and businesses to implement their own travel plans.

2.3.3 Unitary Development Plan

The Replacement Unitary Development Plan – Revised Deposit June 2004 (UDP) contains a number of references about promoting sustainable modes of transport and travel plans.

Policy 8 ‘Accessible Development/Integrated Transport’ states that *“any application for development with transport implications should incorporate...alternative methods of transport such as public transport, cycling and walking ...(including travel plans)”*.

Policy 9 ‘Transport Impact’ indicates that transport assessments should include measures to improve access by other modes of transport such as public transport, walking and cycling. This will include the requirement to produce a travel plan where required by National Policy.

In the explanation of Policy 9, specifically in paragraph 4.9.9, the UDP acknowledges that PPG13 contains guidance on when travel plans can be requested. This paragraph recognises that travel plans can have a significant benefit in reducing car use. This section also touches on best practice and the fact that travel plans should include targets, monitoring and review. This policy indicates that the following measures should be considered in a travel plan: *“car sharing, travel awareness, incentives to walk, cycle and use public transport, flexitime and staggered working hours, teleworking, communal travel arrangements, local training and recruitment”*.

Table 5 identifies measures which might be secured to make transport developments acceptable. One of the measures is *“the provision of travel information about public transport, walking and cycling access, travel plans...and other measure to promote alternatives to the private car”*.

The explanation of Policy 10 ‘Walking and Cycling’, specifically 4.9.12, acknowledges travel plans improve road safety, encourage walking and cycling and contribute towards the goals of sustainable transport and development.

The explanation of Policy 11 ‘Management of Road, Bus, and Freight Networks’, specifically paragraph 4.9.15, recognises that *“Further cycle parking facilities at workplaces, schools, leisure facilities, on high streets and shopping areas, and the introduction of travel plans, will all help contribute to a change in travel behaviour”*.

The explanation of Policy 14 ‘Parking and Traffic Restraint’, specifically paragraphs 4.9.33a and 4.9.35, acknowledges that parking stress and traffic generation can be mitigated by the implementation of travel plans.

Furthermore, the UDP contains policies to promote major transport improvements such as cross-river transit and the development of strategic transport hubs (interchanges).

2.3.4 Other Policy Links

References to the production of the Travel Plan are included in the Council’s Green Action Plan and the Environment Department’s three year Service Plan. The Travel Plan complies with the Council’s Environmental Charter through which the Council aims to ensure that the environmental impacts of its actions are minimised and opportunities for delivering environmental improvements are maximised.

The initiatives contained in the Workplace Travel Plan and any future initiatives will comply with Lambeth’s Health and Safety Policy and the Disability Discrimination Act 1995.



3 Description of the Council

3.1 Number of Staff

The London Borough of Lambeth employs approximately 5,300 staff based in many buildings across the borough. The number of staff in each directorate is shown in table 3.1.

Table 3.1 Number of Staff in each Directorate

Directorate	Number of Staff**
Social Services	716
Corporate Services*	760
Housing	890
Environmental Services	409
Education Headquarters	923
Members	63
In Schools	1557
Total	5,318
Total not including staff in schools	3,761

Source: HR Department, 7 October 2004

* Corporate Services includes Corporate, Office of the Assistant Chief Executive (OACE) and Finance

** This refers to Lambeth Permanent, Fixed Term and Lambeth Temporary Staff. It does not include Agency Staff or Consultants.

Staff based in schools are covered by School Travel Plans. A list of the schools, which have travel plans in place is available by visiting www.lambeth.gov.uk/transport and click on Transport Strategy.

Lambeth has a programme to encourage each school to develop and adopt their own travel plan, which is managed by the School Travel Plan Co-ordinator. Therefore, approximately 3,800 staff are covered by the Workplace Travel Plan. However, as school based staff are Lambeth employees, they may benefit from some of the proposals outlined in the Travel Plan that are not necessarily site specific.

3.2 Council Buildings

The majority of staff are located in the main Council buildings outlined in table 3.2. The Council is currently working on an accommodation strategy, which will be implemented over the next 5 years. The Council intends to move in excess of 600 staff to Phoenix House in Vauxhall and close Acre House, 35 Clapham Park Road, Mary Seacole House, and Porden Road.

Table 3.2 Number of Staff in the Main Council Buildings

Building	Approx. No. of Staff **	Related Directorates ***
Acre House	108	Environment, <u>Corporate</u>
Blue Star House	284	<u>Environment</u> , Education
392-394 Brixton Road	44	Social Services
35 Clapham Park Road	64	Social Services
Cleanaway House*	68	Environment
Directions Building	206	<u>Corporate</u> , Education
Hambrook House	326	Social Services, <u>Housing</u> and Corporate
2 Herne Hill Road	45	Environment
Hopton House	247	Social Services
International House	486	<u>Corporate</u> , Education
Mary Seacole House	478	Social Services
Olive Morris House	510	<u>Corporate</u> , Social Services, Housing and Environment
Porden Road	63	<u>Corporate</u> and Housing
205 Stockwell Road*	70	Education, Corporate
Town Hall, Brixton Hill	318	<u>Corporate</u> , Environment
2-7 Town Hall Parade	174	Housing
Total	3491	

* These are not Core Council Buildings. TTSP did not provide the data for these sites.

** Source: TTSP – Consultants to LBL (September/October 2004)

*** Where there is more than one directorate, the underlined one represents the directorate with the most staff. For the purposes of this table Corporate includes Finance and OACE

3.3 Facilities in Council Buildings

The number of cycle spaces and shower and changing facilities in the main Council buildings are shown in table 3.3.

Table 3.3 Facilities in Main Council Buildings

Building	No. of Cycle Spaces	Shower/Changing Facilities
Acre House	None	Unisex shower
Blue Star House	15 secure lockers and 3 sheffield stands	None
392-394 Brixton Road	2 cycle stands	None*
35 Clapham Park Road	4 double-sided sheffield type stands at the rear of the building	None
Cleanaway House	Sheffield toast rack for 6 bicycles and a storage room with space for up to 6 bicycles	Male shower, female shower available in Union building
Directions Building	None	None*
Hambrook House	5 double-sided sheffield stands	Male and female shower*
2 Herne Hill Road	2 secure lockers for pool bikes	Unisex shower*
Hopton House	4 double-sided sheffield stands	None*
International House	15 sheffield stands under cover	Two showers*
Mary Seacole House	8 sheffield stands under cover	None
Olive Morris House	8 spaces under cover in secure area	One shower*
Phoenix House	At least 150 cycle spaces***	Male and female shower
205 Stockwell Road	None	None
Town Hall, Brixton Hill	9 covered cycle spaces	Male and female shower*
Town Hall Top car park**	20 covered cycle stands	None
2-7 Town Hall Parade	6 cycle stands in the alleyway opposite Hambrook House	Unisex shower*

Source: Facilities Management Site Audit (February 2005) AND Summary of Shower Improvements Year 3 Programme.

*Works will be undertaken either to install new showers or refurbish existing showers.

**These cycle stands will be used by staff in the Town Hall, Hambrook House and 392-394 Brixton Road.

*** Please note, these cycle spaces are not just for Council Staff.

3.4 Transport Links

There are numerous Council buildings spread across the borough. However, the majority of the core Council administration buildings, which accommodate most Lambeth staff, are based around Brixton Town Centre within easy walking distance of the Brixton underground and overground stations and numerous bus routes. Brixton Town Centre has an Exceptional Public Transport Accessibility Level (PTAL = 6).

For a map of the Council buildings visit: www.lambeth.gov.uk/transport and then click on Transport Strategy.

3.4.1 Bus

There are 87 bus routes in the borough, 19 of these bus routes are available from Brixton Town Centre. These provide links to Central London, The City, Stockwell, Clapham, Putney, Tooting, Mitcham, Croydon, Dulwich, Lewisham, and Peckham.

For further information visit: www.tfl.gov.uk/buses/spiders/lambeth.shtml

3.4.2 Rail

There are 14 overground rail stations in the borough, which are run by 4 different operators. Thameslink Rail provides services between Luton/London Blackfriars through Streatham to Sutton in Surrey. South Eastern Rail provides services from London Victoria through Brixton to Bromley South. Southern Rail provides services from London Victoria or London Bridge through West Norwood or Streatham to Beckenham Junction, East Croydon or West Croydon. South West Trains provides services from Waterloo through Vauxhall to Clapham Junction.

For further information visit: www.nationalrail.co.uk/planmyjourney/time_table/journey_requirements.asp?

3.4.3 Underground

There are nine underground stations in the borough. Waterloo International Station connects the Northern Line, Bakerloo Line, and Jubilee Line. Stockwell Station connects the Northern Line and Victoria Line. Lambeth North Station is on the Bakerloo Line and Vauxhall Station and Brixton Station are on the Victoria Line. The remainder of the underground stations including

Kennington, Oval, Clapham North, Clapham Common, and Clapham South are all on the Northern Line.

For further information visit: www.tube.tfl.gov.uk

3.4.4 Cycle Routes

There are three types of cycle routes in the borough, National Cycle Network (NCN), London Cycle Network (LCN), and Lambeth Cycle Network.

NCN 4 follows the river Thames along the southbank. LCN 3 connects the South Bank with Richmond via Clapham Common. LCN 5 runs along the western side of the borough from Clapham Common to Norbury. LCN 25 traverses the borough from Clapham Common across to Brockwell Park into Southwark. The Lambeth Cycle Network includes many roads, which link communities and have been identified as quiet roads for cycling.

For a map of the cycle routes visit: www.lambeth.gov.uk/transport and then click on Transport Strategy.

3.4.5 Parking Restrictions

Most of Lambeth's Council buildings have very limited on-site car parking (refer to section 3.3). The north of the borough and the areas around most Council buildings are covered by Controlled Parking Zones.

For further information visit: www.lambeth.gov.uk/services/transport-streets/parking/parking-zones.shtml

3.4.6 Alternative Fuel Stations

Alternative or green fuels include LPG, natural gas, electricity and bio diesel. In the borough there are 3 LPG fuelling stations:

- Sainsbury's Supermarket, Nine Elms Store, 62 Wandsworth Road, Vauxhall, London SW8 2LF
- Jet Streatham Place Filling Station, 2-22 Streatham Place, Streatham, London, SW2 4QY
- Andy's Gas Deliveries Ltd., 378 Wandsworth Road, London SW8 4TE

For further information visit: www.transportenergy.org.uk/tools/refuellingmap/

4 Staff travel patterns

It is intended that staff travel surveys will be undertaken every two years. Surveys have been undertaken in 2002 and 2004. It is intended that a further survey will be undertaken in 2006 to establish whether the modal shift targets outlined in section 8 of this Travel Plan have been achieved.

4.1 2004 Staff Travel Survey

4.1.1 Methodology

The staff travel survey was distributed to all Lambeth staff (excluding teachers who are covered by School Travel Plans). Council staff and members were sent an e-mail from the Transport Planning and Strategy Section on 6 September 2004 with a message from Faith Boardman (Chief Executive). The e-mail contained links to fill in the survey online or print out a hard copy of the survey from the Intranet. In addition, the Communications Manager of each department distributed hard copies of the survey to staff without access to computers.

To ensure a high response rate, posters were put up in Council buildings, and staff whose completed surveys were received before 1 October 2004 had the option of entering a prize draw to win a bike (or bike voucher) worth up to £250 and one of five public transport vouchers valued at £50.

4.1.2 Results

A full summary and analysis of the travel survey results are available by visiting: www.lambeth.gov.uk/transport and then clicking on Transport Strategy.

A total of 974 survey responses were received. Given there is a total of 3,761 staff including 63 Council members, this equates to a 26% response rate.

The key findings from the staff travel survey were as follows:

- most staff travel to and from work by public transport (54%) with 20% choosing the bus, 18% using the underground, and 16% selecting the train. The other favoured mode of transport was the car (27.5%) with 23.5% of staff driving alone. Only 8.5% of

respondents walked and 9% cycled to and from work. It should be noted that based on a 95% confidence level, there is no statistically significant difference between driving alone and the bus, the bus and the underground, the underground and the train, cycling and walking and motorcycling and using a taxi.

- when travelling on Council business, staff favoured public transport (49%) especially the bus (33.5%), followed by walking (21.5%) and then the car (21%). It should be noted that based on a 95% confidence level, there is no statistically significant difference between driving alone and the underground, driving alone and walking, the train and car sharing and motorcycling and using a taxi.
- the most popular initiatives that would encourage staff to walk or cycle were improved shower and changing facilities, better pedestrian/cycle routes and secure appropriate and well located cycle parking.
- the most popular initiatives that would encourage staff to use the bus were more direct bus services, more frequent services, and discounted travelcards/season tickets.
- the most popular initiatives that would encourage staff to select the train or underground were discounted travelcards/season tickets, more frequent services, and less congested trains.
- staff were generally opposed to (49%) or unsure about (27%) using a car sharing scheme.

4.2 Comparisons with the 2002 Staff Travel Survey

Since 2002, there appears to have been a modal shift towards the use of more sustainable modes of transport. While most of the changes between 2002 and 2004 are not considered statistically significant based on a 95% confidence level, there has been a definite reduction in the number of staff driving alone both on their journey to and from work (-17.5%) and during work time (-30%). In addition, there has been a significant increase in the number of people cycling on Council business (+75%).



5 Lambeth's Travel Plan Measures and Initiatives

The Council already has many measures and initiatives in place to encourage the use of sustainable modes of transport and reduce the need to travel.

5.1 Promoting Walking and Cycling

Walking and cycling are the two most sustainable modes of transport. Walking is ideal for journeys of up to two miles and cycling is ideal for journeys, which are around two - five miles.

These transport modes have the added benefits of being inexpensive, improving health and fitness, and ensuring journey times are reliable.

The existing measures and initiatives that the Council has in place to promote walking and cycling are outlined below:

5.1.1 Pedestrian Improvements

Funding from the Lambeth Opportunity Fund (LOF) has been allocated for footway improvements and extra lighting in the borough. This funding is required to be spent by March 2007. In addition, Lambeth is working with Cross River Partnership on the "Light at End of Tunnel" project, which aims to transform the railway viaducts from Vauxhall to Bermondsey. The improvements include extensive cleaning, anti-graffiti measures, repainting, new lighting, and footway re-surfacing works.

5.1.2 Personal Alarms

Alarms are provided to staff where a risk assessment identifies these as a required control.

Further information can be found by contacting Corporate Health and Safety on 020 7926 0065.

5.1.3 Self Defence Courses

Lambeth runs an internal course called "Breakaway Techniques", which aims to equip staff with techniques to minimise risk to themselves if attacked.

5.1.4 Cycle Parking

The Council provides cycle parking in most of the main Council buildings (refer to table 3.3).

5.1.5 Shower and Changing Facilities

Some of the main Council buildings have shower and changing facilities (refer to table 3.3). In addition, there is a 3 year programme to install new showers and refurbish existing showers (refer to section 6 Action Plan).

5.1.6 Pool Bicycles

The Council currently has six pool bicycles (one at Blue Star House, two at 2 Herne Hill Road and three at Cleanaway House).

5.1.7 Bicycle Loan Scheme

If staff use a bicycle as their primary means of travel to and from work, they are eligible for a low cost loan of up to £500 towards the cost of a new bicycle and appropriate safety equipment.

For further information, view the "Travel and Subsistence Policy" on the Lambeth Intranet or contact Payroll and Employment Services on 020 7926 9520.

5.1.8 Cycle User Allowance

If staff use a bicycle for work purposes they can claim a cycle user allowance of £9.40 per month. Staff who receive this allowance are unable to claim public transport fares unless there are special circumstances.

For further information, view the "Travel and Subsistence Policy" on the Lambeth Intranet or contact Payroll and Employment Services on 020 7926 9520.

5.1.9 Cycle Confidence Training

Lambeth provides an excellent, free, one to one cycle training scheme, which is available to all Lambeth staff. This scheme targets people who would like to travel by cycle but either lack the confidence to get back on a bike or wish to improve their safety while on a bike. Cycle Training UK currently provides this service.

For lesson bookings or further information, contact Cycle Training UK on: 020 7582 3535 or visit: www.cycletraining.co.uk

5.1.10 Bicycle Maintenance Courses

From time to time Lambeth arranges bicycle maintenance courses in the grounds of Council buildings for employees.

For further information, contact the Cycle Projects Manager on 020 7926 1240.

5.1.11 Cycle Store Discounts

Lambeth Transport has arranged for discounts to be given to staff at three cycle stores in the borough on the production of their ID badge. These include:

- Cyclesport Ltd, 13 Streatham High Road, London SW16 1DS tel: 020 8677 6776. Offer: 10% off bicycles (excluding special offers and sale models) plus super care option, 15% off all accessories and 10% off parts and repairs.
- Brixton Cycles, 145 Stockwell Road, London SW9 9TN, tel: 020 7733 6055. Offer: 10% off everything except new bikes.
- De Ver Cycles, 630-634 Streatham High Road, London SW16 3QL, tel: 020 8679 6197. Offer: 10% off everything in store.

5.1.12 Cycle Maps

Free cycle maps can be obtained by contacting Lambeth's Cycle Project Manager on 020 7926 1240 or the London Travel Information Line on 020 7222 1234.



5.2 Encouraging the Use of Other Sustainable Modes of Transport

Travelling by public transport is often the quickest and easiest mode of transport for staff. Lambeth is well served by public transport (refer to section 3.4). In addition, using public transport is often cheaper than owning and maintaining a car in London, it is less stressful than driving, and you do not have to worry about finding a car parking space. The existing measures and initiatives to encourage the use of other sustainable modes of transport are outlined below:

5.2.1 Season Ticket Loans

After 6 months of service, employees who do not receive a car or motorcycle allowance can apply for an interest free season ticket loan for an annual travelcard for public transport.

For further information, view the “Travel and Subsistence Policy” on the Lambeth Intranet or contact Payroll and Employment Services on 020 7926 9520.

5.2.2 Journey Planner

There is a direct link to Transport for London’s journey planner on Lambeth’s website. This link enables staff to find the quickest and cheapest route by public transport.

Visit: www.lambeth.gov.uk/aboutlambeth and click on travel.

5.2.3 Travel Alerts

This a free service provided by Transport for London, which staff can register for so that are aware of delays on the tube and DLR routes before starting their journey.

For the latest information on travel disruptions and to register for travel alerts, visit:
www.tfl.gov.uk/tfl/service_rt_all.shtm

5.2.4 Public Transport Timetable and Fare Information

Staff can access information on buses, trams, tubes and trains on Transport for London’s website (www.tfl.gov.uk) or by telephoning the 24 hour London Travel Information service on 020 7222 1234.

5.2.5 Working with Public Transport Operators

The Council will continue to lobby Transport for London and individual bus and train operating companies to encourage service improvements to be delivered including access for the disabled.

5.2.6 Safer Travel by Night

Lambeth Transport promotes the Safer Travel by Night campaign and encourages staff to always use licensed minicabs, taxis or night buses to get home safely at night. Taxis for staff are paid for in emergency situations or where a risk assessment identifies the use of taxis at night as a required control.

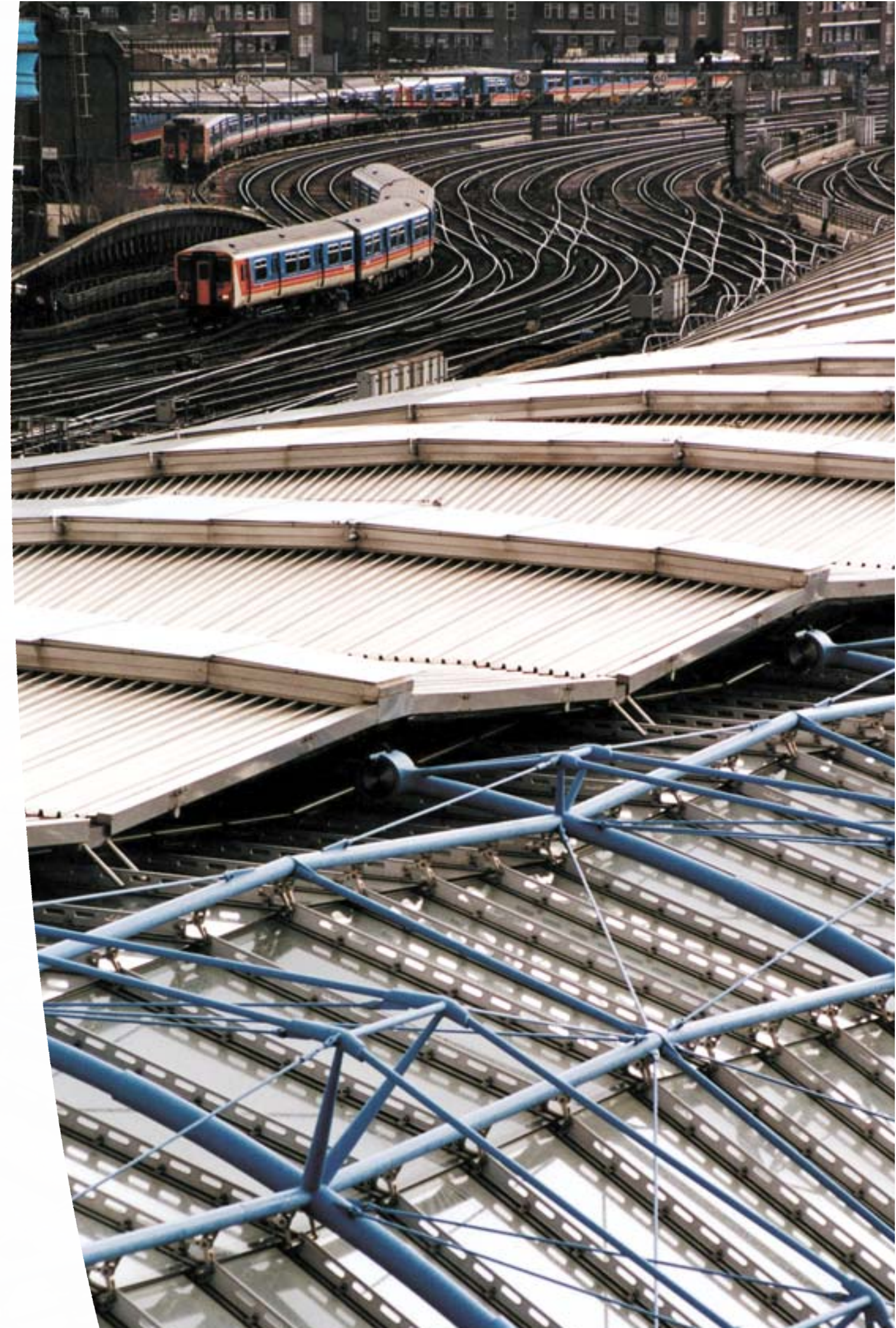
For further information on risk assessments contact Corporate Health and Safety on 020 7926 0065.

5.2.7 Intranet, Directorate Newsletters, Staff Newspapers and Newscasts

In addition to the Intranet, staff newsletters produced by each directorate and the staff newspaper and newscasts are used to inform staff of initiatives and events connected with the Travel Plan.

5.2.8 Travel Awareness Campaigns

Lambeth promotes sustainable modes of transport through various campaigns including ‘good going’ initiatives, London Sustainability Weeks, and Bike Week.



5.3 Discouraging Non-essential Motor Vehicle Use

To discourage non-essential motor vehicle use, other viable alternatives need to be available to staff. In some instances, walking, cycling or using public transport is not practical. The existing measures and initiatives to discourage non-essential motor vehicle use are outlined below:

5.3.1 Motorcycle Mileage Allowances

Employees who use a motorcycle in the performance of their duties are entitled to receive the lowest car user mileage allowance i.e. the mileage rate applicable to essential users for 451cc - 999cc engines.

For further information speak to your departmental HR contact or telephone HR Services on 020 7926 4564.

5.3.2 Car Mileage Allowances

Employees who use a motor vehicle in the performance of their duties and are therefore termed essential or casual car users, are entitled to the lowest national car allowance rate (451cc - 999cc). This encourages staff to use small, efficient cars for their work duties.

For further information speak to your departmental HR contact or telephone HR Services on 020 7926 4564.

5.3.3 Re-imbursment of the Congestion Charging Zone (CCZ)

Re-imbursment of the Congestion Charge will only be made to essential and casual car users where the service being provided is a statutory function required by an Act of Parliament or an emergency service providing life and limb cover, or where prior approval has been obtained from the Executive Director or other manager with delegate authority.

For further information speak to your departmental HR contact or telephone HR Services on 020 7926 4564.

5.3.4 Parking in Controlled Parking Zones

Only employees who are essential car users providing a statutory or emergency service are allowed to apply for dispensations to park free in Controlled Parking Zones.

For information on how to apply for a parking dispensation, contact parking services on 020 7926 6252.

5.3.5 Car Sharing

South East London Transport Strategy (SELTRANS) and Transport for London (TfL) support two car sharing websites www.givealift.com and www.liftshare.com. Links to these websites can be found on the Lambeth Intranet. Visit: www.lambeth.gov.uk/aboutlambeth and click on travel.

5.3.6 Car Clubs

The London Borough of Lambeth is part of a seven borough consortium, which received funding from TfL to establish the London City Car Club. Lambeth staff wishing to join the London City Car Club are entitled to a discounted membership rate of £10 per month plus £2.80 per hour or the low user rate of £5 per month plus £3.95 per hour.

For further information visit: www.citycarclubs.co.uk, e-mail enquiries@citycarclub.co.uk, or telephone 0845 330 1234.

Streetcar also offers Lambeth staff a discounted rate. Staff can become a member of Streetcar for £10 rather than £25 when "Lambeth Council" is quoted when joining.

For further information visit: www.mystreetcar.co.uk or telephone 0845 644 8476

Further car club locations in the borough are currently being investigated. Financial contributions towards car clubs are being gathered via the planning process, and Controlled Parking Zone reviews include the consideration of potential car club locations.

5.3.7 Fleet Vehicles

Wherever possible Lambeth's tries to introduce LPG vehicles into the Council's hire fleet. Currently, 70% of the vehicles are run on LPG. In addition, the Council is investigating the possibility of using bio-diesel vehicles, which produce lower emissions.

5.3.8 Mayor's Vehicle

The Mayor of Lambeth's car is a very visible symbol that is often on public view. This has been replaced by an LPG vehicle as a clear statement that the Council is leading by example in encouraging cleaner fuelled vehicles.

5.4 Reducing the Need to Travel

To reduce pollution and congestion, we not only need to encourage the use of sustainable modes of transport but also reduce the amount of travel. The existing measures and initiatives to reduce the need to travel are outlined below:

5.4.1 New Ways of Working

Lambeth is currently working on updating and creating new policies to support flexible working. These policies include: term time working, job share and part time working, homeworking/hotdesking, compressed weeks, annualised hours, voluntary hours, shift swapping, and flexible hours. Currently these policies are being implemented by some departments on an ad hoc basis.

In addition, Lambeth supports the flexible working legislation that came into force in April 2003, which allows carers of children under the age of 6 and of disabled persons under the age of 18, the right to request flexible working hours.

5.4.2 Recruitment of Local People

To assist in local recruitment, job centres in the borough are given access to most of Lambeth's vacancies and general recruitment is advertised on the Intranet, Internet and in local papers (e.g. South London Press). Lambeth is also involved in the Estate Skilled Partnership programme and supportive of the locally run "Employment Café" texting service.

In addition, for all relevant contracts, the Council has a community benefit clause, which requires successful contractors to work with the Council to develop action plans to encourage the employment of local people. Furthermore, it is acknowledged that improving the walking and cycling facilities in the borough can widen an individual's ability to seek work and therefore provide a wider pool of local recruits.

5.4.3 Sourcing Policy

Where possible the Council aims to use products bought from local suppliers to reduce the distance the finished product has to travel. The Government's National Procurement Strategy for Local Government requires Councils to produce a strategy on trading with the Council for local suppliers. The Council has recently launched a 'Selling to Lambeth' section on its website. This was developed with input from Business Link 4 London and is aimed at smaller and local businesses that wish to deal with the Council.

Furthermore, Lambeth has established a closed paper recycling loop. Our paper is both supplied from, and recycled at a mill in Kent.

5.4.4 Greater Use of Technology

To reduce the need to travel (e.g. for meetings) and to reduce the number and sizes of vehicles required to deliver documents, staff are encouraged to use e-mail, telecommunications and other technologies whenever possible.



6 Lambeth's Proposed Action Plan

The following action plan outlines the proposed Travel Plan measures and initiatives that Lambeth aims to put in place. The proposed actions are generally in response to comments made by staff.

Action	Responsibility	Target Completion Date	Benefits
<p>Cycle Parking: Review the available cycling parking with the aim of extending the existing provision in core Council buildings and ensure that all new Council owned buildings have cycle parking available.</p>	Cycle Projects Manager, Accommodation Strategy Team and Facilities Management	Site audit every two years (February 2007)	<ul style="list-style-type: none"> Improved facilities for cyclists Likelihood of increased modal shift to cycling Reduced congestion and pollution Healthier and happier staff
<p>Shower and Changing Facilities: Review the shower and changing facilities in the core Council buildings as part of the accommodation strategy and provide shower and changing facilities in all new Council owned buildings.</p>	Accommodation Strategy Team and Facilities Management	Site audit every two years (February 2007)	<ul style="list-style-type: none"> Improved facilities for staff walking and cycling to, from and during work Likelihood of increased modal shift to cycling and walking Reduced congestion and pollution Healthier and happier staff
<p>Pool Bicycles: Reallocate the existing pool bicycles at 2 Herne Hill Road to other core Council buildings and ensure that the bicycles are maintained regularly.</p>	Cycle Projects Manager	Reallocation: October 2005 Maintenance: Quarterly from May 2005	<ul style="list-style-type: none"> Likelihood of increased modal shift to cycling during work hours Reduced congestion and pollution Reduced travel costs Reliable journey times
<p>Bicycle User Group: Set up a Bicycle User Group to discuss cycling issues such as available facilities, cycle allowances, cycle routes and upcoming cycling events etc.</p>	Cycle Projects Manager and Transport Planning and Strategy Team	October 2005	<ul style="list-style-type: none"> A lobby group for better conditions for cyclists Sharing of ideas and/experiences
<p>Pedestrian Improvements: Implement pedestrian improvements around high footfall areas such as district centres in the borough.</p>	Principal Highways Engineer.	Lambeth Opportunity Fund to be spent by March 2007	<ul style="list-style-type: none"> Improved walking environment Less reliance on car

Action	Responsibility	Target Completion Date	Benefits
<p>Walking and Cycling Information on the Internet and Intranet: Establish links from both the Internet and Intranet to walking and cycling information.</p>	IT Web Designer, School Travel Plan Co-ordinator, Cycle Projects Manager, Healthy Lifestyles Manager and Transport Planning and Strategy Team	March 2006	<ul style="list-style-type: none"> Sharing of contacts, ideas and experiences Improved knowledge of walking and cycling
<p>Journey Planner: Create a link to the journey planner directly from the Intranet.</p>	IT Web Designer	October 2005	<ul style="list-style-type: none"> Staff aware of travel times, best routes, travel options and cost
<p>Travel Information Boards Provide travel information on existing notice boards.</p>	Transport Planning and Strategy Team and Communications Managers	Ongoing	<ul style="list-style-type: none"> Staff informed of travel options, new initiatives, upcoming events etc.
<p>Staff Travel Guide Produce a Staff Travel Guide, which will provide information to staff on travelling to, from and during work.</p>	Transport Planning and Strategy Team, HR Manager and Communications	September 2005	<ul style="list-style-type: none"> Staff informed on travel options
<p>Casual Car Users Review the definition of "casual car user" to ensure that car use is minimised.</p>	Head of Employee Relations	December 2005	<ul style="list-style-type: none"> Reduced use of the private car for work journeys. Less pollution and congestion
<p>Parking Restrictions Review of Controlled Parking Zones and introduction of parking restrictions such as yellow lines.</p>	Controlled Parking Zone Team	Ongoing	<ul style="list-style-type: none"> Disincentive for staff to drive
<p>Car Clubs Investigate further car club bay locations and the possibility of using car club cars for Council use.</p>	Transport Planning and Strategy Team and Vehicle Hire Manager	Ongoing	<ul style="list-style-type: none"> Reduced car ownership, parking stress, congestion and pollution

7 Future Measures and Initiatives

It is acknowledged that Lambeth Council does not currently have sufficient funding to provide all the measures and initiatives possible to reduce the adverse effects of travel on the environment. However, it should be noted that developers, businesses and other organisations might be expected to consider other measures and initiatives. Each travel plan will be assessed on a case by case basis.

Other green measures and initiatives that may form part of a travel plan include, but are not limited to:

- Discounted or free travelcards/season tickets.
- The provision of cycle parking in accordance with the minimum standards outlined in the Unitary Development Plan.
- The provision of car parking in accordance with the maximum standards outlined in the Unitary Development Plan.
- The provision of motorcycle parking.
- Shower and changing facilities in all buildings.
- Pool bikes in all buildings.
- Green fuelled pool vehicles.
- Bicycle mile incentive schemes.
- The use of environmentally friendly suppliers.
- Cycle allowances equivalent to car allowances.
- Daily charges for the use of on-site car parking.
- The provision of minibuses for staff and visitors.
- Computer and telecommunication training.
- Directional signage.
- Designated parking spaces for car sharers.
- Provision of stepometers for staff.
- Tax exemption initiatives (e.g. BOOOST).



8 Targets

8.1 Modal Shift

By reaching the targets outlined in the tables below, Lambeth Council will be leading by example and positively improving the local environment. The below targets have been developed taking into account the Transport Strategy Implementation Targets outlined in section 2.2.2. Lambeth's current progress and targets for 2006 indicate that we will easily meet and exceed the Mayor's targets.

Table 8.1 Modal Shift Targets for Journeys To and From Work

Mode of Travel to Work	2002 Travel Survey (%)	2004 Travel Survey (%)	Target for 2006 (%)
Car (on own)	28.5	23.5	18
Public transport (bus, underground, and train)	52.5	54	56
Cycle	7	9	11
Walk	6	8.5	10
Moped/motorcycle	1.5	1	1
Car Sharing	3.5	4	4
Taxi	1	0	0
Total	100	100	100

Table 8.2 Modal Shift Targets for Journeys During Work

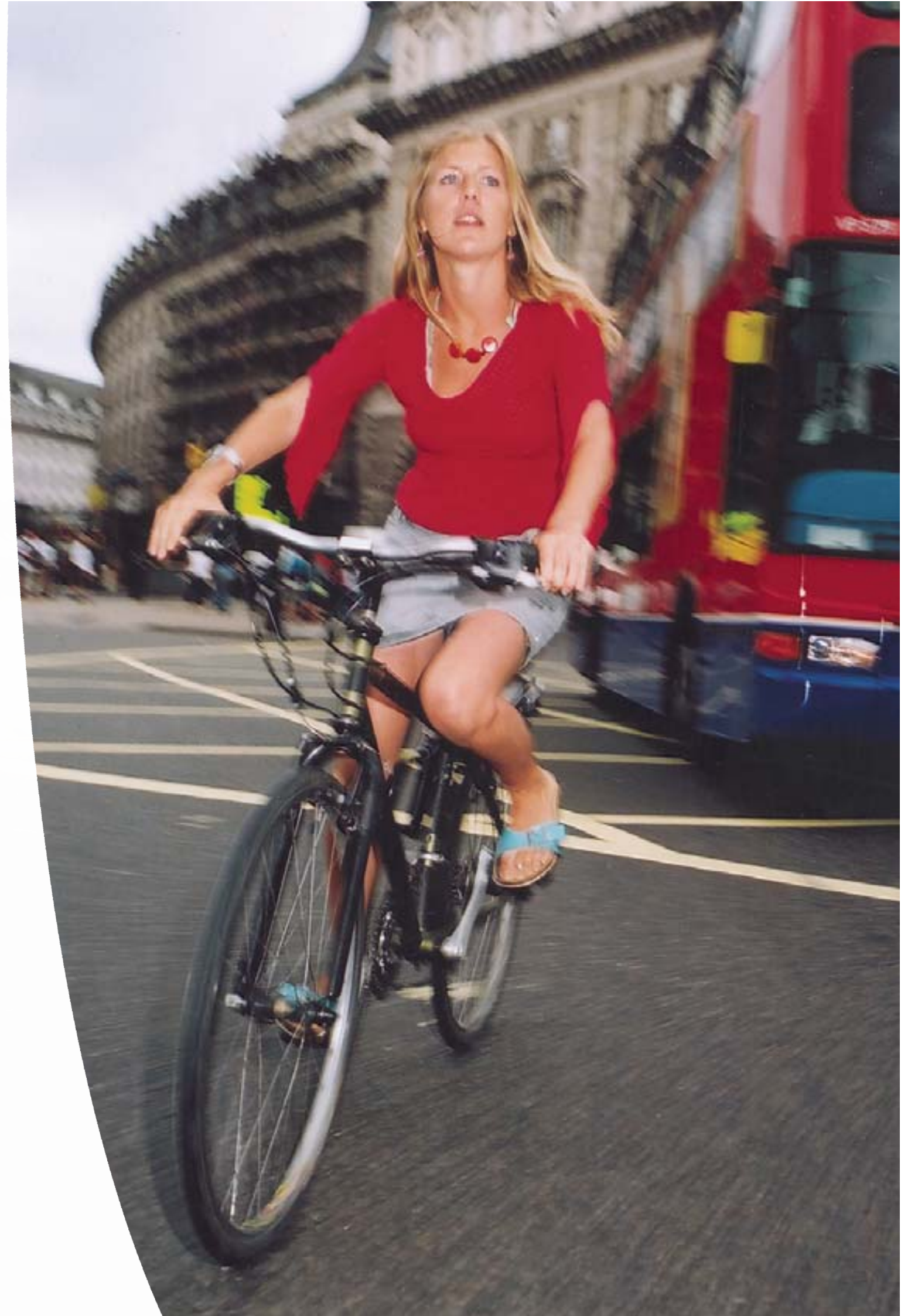
Mode of Travel to Work	2002 Travel Survey (%)	2004 Travel Survey (%)	Target for 2006 (%)
Car (on own)	23	16	10
Public transport (bus, underground, and train)	45	49	50
Cycle	4	7	9
Walk	22	21.5	25
Moped/motorcycle	1	1	1
Car sharing	3	4.5	4.5
Taxi	1	0.5	0
Council car/van	1	0.5	0.5
Total	100	100	100

9 Monitoring and Review

The effect that the agreed Travel Plan measures and initiatives have on reducing unnecessary car use needs to be monitored against the targets set above.

Given the Travel Plan Co-ordinator post has been abolished due to funding issues, monitoring and review will only be undertaken every two years. Changes in staff transport mode will be monitored by undertaking staff travel surveys. The results of these surveys will be used to review the content of the Workplace Travel Plan and set new targets. In addition, Facilities Management will undertake site audits every two years including the provision of cycle parking and shower and changing facilities.

The Head of Transport Planning and Strategy is responsible for ensuring the implementation, monitoring and review of this travel plan. Any review will be undertaken in conjunction with the Travel Plan Steering Group.



To view Lambeth's Workplace Travel Plan online visit www.lambeth.gov.uk/transport and click on transport strategy.

To find out more about sustainable transport in Lambeth, contact the Transport Planning and Strategy Team on 020 7926 0686.

All information contained in this travel plan is correct at the time of printing, September 2005.

