



***GEDLING BOROUGH COUNCIL  
NOTTINGHAMSHIRE***

**TRAVEL PLAN**

**(NOVEMBER 2006)**

## CONTENTS

	Page Number
<b>1.0 INTRODUCTION</b>	<b>1</b>
<b>2.0 BACKGROUND INFORMATION</b>	<b>1</b>
<b>3.0 OBJECTIVES</b>	<b>6</b>
<b>4.0 PROPOSED ACTIONS FOR ACHIEVING OBJECTIVES</b>	<b>6</b>
<b>5.0 MARKETING</b>	<b>11</b>
<b>6.0 TARGETS</b>	<b>11</b>
<b>7.0 MONITORING</b>	<b>12</b>

## TABLES

<b>Table 1</b>	Details of local bus services
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## FIGURES

<b>Figure 1</b>	General site location
<b>Figure 2</b>	Detailed site location
<b>Figure 3</b>	On-site facilities
<b>Figure 4</b>	Off-site transport facilities
<b>Figure 5</b>	Pedestrian catchment area
<b>Figure 6</b>	Cyclist catchment area
<b>Figure 7</b>	Strategic cycle routes
<b>Figure 8</b>	Staff home postcode locations

## APPENDICES

<b>Appendix A</b>	Travel Survey Report
<b>Appendix B</b>	Parking and Traffic Management Plan
<b>Appendix C</b>	Staff Travel survey questionnaire

## **1.0 INTRODUCTION**

- 1.1 This Travel Plan has been produced on behalf of Gedling Borough Council following their decision to join Nottingham City and Nottinghamshire County Councils TRANSACT scheme. The Council employs approximately 434 people at their offices in Arnold and car parking has become a serious issue for staff and visitors.
- 1.2 The objective of this Travel Plan is to establish the existing travel patterns associated with the site and identify a range of measures and incentives that can be promoted to reduce single occupancy car travel for staff and visitors. It will commence an ongoing assessment of the specific travel needs of staff and visitors, which aims to ensure that demand for car parking can be satisfactorily managed.
- 1.3 In June 2006 a Travel Survey Report was produced by the Council, based on the results of a comprehensive travel survey of their staff. The Travel Survey Report was produced by the Head of the Planning and Environment Department at the Council and will form the basis of this Travel Plan.

## **2.0 BACKGROUND INFORMATION**

### ***Site location***

- 2.1 Gedling Borough Council's offices are located in Arnold, adjacent to Arnot Hill Park. The Council currently occupies a number of buildings at the site, which include:
- Civic Centre
  - Arnot Hill House
  - Jubilee House
- The general and detailed site location plans are shown on Figures 1 and 2, respectively.

2.2 In support of this Travel Plan a detailed inventory of the site and its immediate surrounding area was completed. For the site itself, the details of this survey are shown on Figure 3. In summary, the detailed on-site provision is as follows:

- 287 total marked car parking spaces
- 12 disabled car parking spaces
- 2 cycle stands
- traffic calmed routes
- advisory cycle routes
- pedestrian footways/paths

The off-site transport facilities are shown in Figure 4 and discussed in further detail later within this section.

2.3 The Travel Survey Report included a 79% response rate from staff (345 out of a possible 434), which should enable accurate assumptions to be made regarding the overall travel patterns. A copy of the Travel Survey Report is included at Appendix A of this Travel Plan. It identifies the following modal split for staff travel to work:

▪ Car (on own)	[238 responses]	66.11%
▪ Car (with others)	[37 responses]	10.28%
▪ Bus	[17 responses]	4.72%
▪ Bicycle	[9 responses]	2.50%
▪ On foot	[38 responses]	10.56%
▪ Motorcycle	[3 responses]	0.83%
▪ Train	[0 responses]	0.00%
▪ Dropped off	[5 responses]	1.39%
▪ Other	[13 responses]	3.61%

2.4 Other key statistics from the Travel Survey Report are:

*Distance of journey*

▪ up to 1 mile	[39 responses]	12.19%
▪ 1 mile to 2 miles	[52 responses]	16.25%
▪ 2 miles to 4 miles	[92 responses]	28.75%
▪ 4 miles to 10 miles	[69 responses]	21.56%
▪ 10 miles to 20 miles	[59 responses]	18.44%

- over 20 miles [9 responses] 2.81%

#### *Duration of journey*

- up to 15 minutes [134 responses] 41.74%
- 16 to 30 minutes [115 responses] 35.83%
- 31 to 60 minutes [67 responses] 20.87%
- 61 to 90 minutes [4 responses] 1.25%
- Over 90 minutes [1 response] 0.31%

#### *Reasons for modal choice*

- car essential for job [87 responses] 21.48%
- dropping/collecting children [56 responses] 13.83%
- get a lift [5 responses] 1.23%
- health reasons [13 responses] 3.21%
- lack of an alternative [70 responses] 17.28%
- mobility reasons [5 responses] 1.23%
- cheaper than the alternatives [33 responses] 8.15%
- need vehicle for work [69 responses] 17.04%
- other [67 responses] 16.54%

#### ***Access by Walking***

2.5 It is generally recognised that 2 kilometres represents a maximum preferred walking distance for commuting trips. Figure 5 shows the postcode locations from each respondent that falls within a 2 kilometres catchment area, centred on the site. The results demonstrate that approximately 60 of the respondents live within the 2 kilometres catchment area, with a further 20 or so just outside of this distance. The observed modal split shows that 38 of the 345 respondents walk to work, which equates to 48 of the total workforce. Hence, a further 12 staff, or 32 staff if the catchment area is extended slightly, could potentially be encouraged to walk.

2.6 Figure 4 shows that there are a number of signal controlled crossing opportunities close to the site at each of the major road junctions. All of the surrounding roads have footways and the majority also include street lighting.

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## ***Access by Cycling***

- 2.7 Five kilometres is recognised as being a reasonable cycle distance for commuting trips, although this distance could increase or decrease depending on the quality of the route. Whilst the immediate surrounding area is relatively flat, cycle journeys to the south and east in particular would be affected by the topography of Carlton and Sherwood. This should not preclude cycle journeys from these areas, although it may take slightly more time to develop cycling as the main mode of travel to work.
- 2.8 Figure 6 shows the postcodes that are within a 5 kilometres catchment area, centred on the site. The results demonstrate that approximately 150 respondents live within the catchment area, with a further 23 or so just outside of this distance. The observed modal split shows that 9 of the 345 responses, which equates to 11 of the total workforce, cycled to work. Hence, a further 139 staff, or 162 staff if the catchment area is extended slightly, could potentially be encouraged to cycle.
- 2.9 Figure 4 shows that there are excellent cycle links between the various office buildings and the surrounding highway network. Immediately adjacent to the site there is an advisory cycle route on Arnot Hill Road and an off-road cycle route that passes through the site between Valley Road and Aylesham Avenue. Figure 7 shows the strategic cycle routes that exist beyond the immediate site surrounding area.
- 2.10 On-site cycle parking exists in the form of 2 cycle stands (4 spaces) at the front of the Civic Centre and a secure cycle storage shelter (8 spaces) to the rear of Arnot Hill House. These facilities are supported by a shower block, which is also located to the north of Arnot Hill House and comprises separate male and female showers along with drying facilities. Access to the shower block is controlled by a keypad entry system to prevent general usage.

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### ***Access by Bus***

2.11 Figure 4 demonstrates that the site is within a 400 metres walking distance of bus stops and services on Mansfield Road, Nottingham Road, Thackerays Lane, and Arnot Hill Road. Details of each available bus route are summarised in Table 1, which shows an approximate frequency of 12 buses per hour on Nottingham Road, 3 buses per hour on Arnot Hill Road, 7 buses per hour on Thackerays Lane, and 11 buses per hour on Mansfield Road. These routes provide a comprehensive coverage of the surrounding areas, including:

- Carlton
- Clifton
- Mapperley
- Nottingham City Centre
- Calverton

2.12 The staff survey responses show that only 17 of the 345 respondents travel to work by bus, which equates to 21 of the total workforce. A substantial proportion of the Councils employees live within the Nottingham area and, given the comprehensive coverage of nearby bus services, could realistically be expected to use the bus.

### ***Access by Car***

2.13 The site has access to 287 marked car parking spaces, including 12 disabled spaces. The modal split for car (on own) usage showed 66.11% of respondents travel by this particular mode, which equates to 287 of the total workforce. This conveniently corresponds with the level of car parking available to staff and visitors at the site and supports on-site observations which identified a substantial amount of car parking outside of marked areas.

2.14 It is clear from the above that the supply of car parking just about meets the level of demand from staff. However, this makes no allowance for visitor car parking, which given the nature of typical Council business activities, could be significant.

It is also understood that the site car parking areas are also used as an overspill facility for adjacent businesses, which adds to this problem.

### **3.0 OBJECTIVES**

3.1 The objectives of this Travel Plan are:

- 'Tackling Congestion' – to achieve a reduction in the level of peak hour traffic generation associated with the site
- 'Delivering Accessibility' – to improve opportunities for staff and visitors to access the site by more sustainable means of transport and improve their overall health
- 'Efficient Business Travel' – to achieve increased levels of efficiency in business travel by encouraging alternative means of travel to that of single car occupancy

3.2 It is important to recognise that the above objectives will be subject to future scrutiny as the Travel Plan develops. They may be amended to take into account specific issues that arise throughout the day to day operation of the site.

### **4.0 ACTIONS FOR ACHIEVING OBJECTIVES**

4.1 Gedling Borough Councils offices are extremely well placed to encourage non-car travel, although the results of the staff travel survey do not reflect this. The site benefits from an excellent level of infrastructure to accommodate journeys by walking, cycling, or by bus. In time, the need to improve these facilities may arise through feedback from subsequent staff and visitor travel surveys. However, at this stage it is important to ensure that non-essential car users are encouraged to use alternative modes. The following actions will therefore be implemented at the site.



### ***Appointment of a Travel Plan Coordinator***

- 4.2 A Travel Plan Coordinator will be appointed upon commencement of this Travel Plan, with the responsibility of providing a designated point of contact for any travel issues that staff or visitors may have. Other responsibilities will include:
- Overseeing the development and implementation of the Travel Plan.
  - Obtaining and maintaining support and commitment from all parties involved with the Travel Plan, from senior managers to part-time staff.
  - Promoting the Travel Plan by establishing and implementing effective marketing campaigns.
  - Coordinating the necessary data collection exercise required to develop the Travel Plan.
  - Liaising with all staff employed at the site, providing a key point of contact for travel information and negotiating further funding for the Travel Plan from senior management.
  - Coordinating the monitoring programme for the Travel Plan, including the setting of targets.

### ***Car parking management policy***

- 4.3 Gedling Borough Council have developed a Parking and Traffic Management Plan for the site, which has been agreed and is due to be implemented in January 2007. Full details of the Plan are included at Appendix B, which can be summarised as follows:
- free visitor parking will be limited to 3 hours across the site
  - permits will be issued for staff car parking
  - new staff will not be issued with parking permits
  - parking controls will be enforced by a financial penalty
  - spaces within the site will be clearly marked out in accordance with their designation
  - overspill parking areas will be identified for peak periods to prevent informal parking causing safety issues

- 4.4 The car parking operation will be closely monitored by the Travel Plan Coordinator to ensure that safe movement is maintained throughout the site and appropriate levels of access are achievable at all times. If problems persist, then the Travel Plan Coordinator will liaise with Leaders of the Council to identify further measures for restricting car travel to the site.
- 4.5 In addition to the Parking and Traffic Management Plan, each Council building will have designated car parking spaces for car sharers. The precise number of spaces will be determined by the Borough Council following implementation of the scheme. All spaces will be located in areas that are clearly marked and provide direct access to the corresponding building.
- 4.6 The Travel Plan Coordinator will also provide a direct point of contact for visitors and staff to report any parking problems. Details of any issues will be monitored and included within any subsequent review of the car parking conditions.

#### ***Approach to business travel***

- 4.7 It is common for staff to misinterpret the need to occasionally use a car for business resulting in them being an essential user. Furthermore, staff that are only occasionally required to use their vehicle for business will often travel by car each day on a 'just-in-case' basis. As part of the overall objective of improving the efficiency of business travel, the Travel Plan Coordinator will investigate opportunities to develop agreements with local car hire companies to provide an on-demand delivery of vehicles to the site. They will also assess the potential for staff that are only scheduled to be out of the office for part of the working day, to work the remainder of the day from home. Further initiatives may include the promotion of car-sharing for off-site business trips or the provision of pool cars for staff.

#### ***Implementation of a staff car-share scheme***

- 4.8 The results of the respondent home postcode locations are shown on Figure 8, which clearly demonstrates large clusters of staff in various locations. The

survey results also demonstrate that the majority of staff generally work regular core hours. These factors suggest that there would be an extremely good opportunity to develop a successful car-share scheme at the site. The Travel Plan Coordinator will therefore develop a database for the car-share scheme, which will be promoted to staff via their PC's and the internet. The ongoing development and management of the database will be the responsibility of the Travel Plan Coordinator. To maximise the opportunities available for car sharing, staff will also be made aware of alternative sources at [www.liftshare.org](http://www.liftshare.org) and [www.nottinghamshare.com](http://www.nottinghamshare.com).

### ***On-site facilities***

- 4.9 The site has a relatively small amount of cycle parking, which lets down the otherwise excellent facilities for encouraging this particular mode. Nottinghamshire County Councils cycle parking standards for new office developments require a minimum of one space per 100 sqm gross floor area, which broadly equates to one cycle parking space for every three car parking spaces. Using this approach, the 287 car parking spaces would equate to 96 cycle parking spaces, or 48 cycle stands. Whilst this seems like a high level of provision, it reflects the findings of the cycle access opportunities, which showed that up to 173 staff could potentially be expected to cycle to the site.
- 4.10 In view of this lack of provision, the Council will provide a central cycle parking area on land to the north of the entrance to the Civic Centre building. The area of land is currently landscaped with some trees and is surrounded on three sides by two floors of offices, which have windows overlooking it. The area also benefits from street lighting at the access roads. The intention is to provide a paved area with 20 cycle stands, which will be covered to protect cycles from adverse weather conditions. The Travel Plan Coordinator will also examine opportunities for providing lighting within the cycle shelters to increase security for users. Both staff and visitors will have access to this cycle parking area
- 4.11 To support the central cycle parking area, the Travel Plan Coordinator will identify further opportunities to provide small clusters of cycle stands at other locations

within the site, adjacent to each building. The precise amount of cycle stands and their location will be identified by the Travel Plan Coordinator following discussions with staff and the local authority.

4.12 The Travel Plan Coordinator will monitor the usage of the cycle parking spaces and identify if further spaces are required, or if different types of cycle parking should be provided to overcome any particular issues that staff may have. Further staff travel surveys will identify whether additional shower and changing facilities are also required to overcome any barriers preventing staff from cycling to work. This could also include consideration of interest free loans or other forms of financial assistance.

4.13 Public transport information will also be made available to staff within each of the buildings. Information boards will be placed at key locations advising staff and visitors of appropriate alternative opportunities for their journey to work. This information will be in the form of either useful websites available via the internet, or hard copies of local public transport timetables.

#### ***Specific measures to encourage non-car travel***

4.14 The Travel Plan Coordinator will investigate opportunities to encourage bus travel through negotiations with the local bus operator. This could include potential schemes such as:

- reduced fares for staff
- on-site facilities to issue tickets
- improvements to local bus stop facilities
- reduced cost season tickets

4.15 Gedling Borough Council actively promotes sustainable travel for both its staff and residents, as part of the “Greener Healthier Gedling” campaign. This includes a recent initiative to encourage people to travel to work by non-car modes for one day a week. Staff are offered an information pack that is tailored to their individual needs and everyone who signs up for the scheme is entered into a draw to win a £100 bike voucher. As part of this Travel Plan, the Travel

Plan Coordinator will liaise with the local authority to identify further similar initiatives that can take place that link to both local and regional objectives.

4.16 The Travel Plan Coordinator will also negotiate preferential rates with local taxi companies so that staff have alternative means of transport in the event of an emergency. This will also be used to provide a guaranteed ride home for staff involved in the car-share scheme.

4.17 It should be remembered that the above actions are merely intended to commence the Travel Plan process. As previously stated, the proposals put forward within this Travel Plan will be subject to further amendments as part of the ongoing monitoring process of staff and visitors. It is therefore extremely important that any issues are reported to the Travel Plan Coordinator for due consideration.

## **5.0 MARKETING**

5.1 Information boards will be placed at key locations within each of the Council buildings. These will include information on local bus services, contact numbers for taxi firms, and any other relevant transport information. The Travel Plan Coordinators contact details will also be provided at each point, along with a notice clearly stating any car parking management policies.

5.2 In addition to the basic travel information, details of forthcoming promotional events will also be placed on the information boards. These details will cover both local and national events for promoting non-car travel. The Travel Plan will also be regularly promoted to staff through existing channels of communication, such as newsletters and internal emails.

## **6.0 TARGETS**

6.1 The following targets directly relate to the objectives of the Travel Plan, which are set out within Section 3.

- Travel Plan Coordinator to liaise with the Travel Plan Officer at Nottinghamshire County Council and discuss forthcoming marketing opportunities for promoting non-car travel – **target date: January 2007**
- Officially launch the Travel Plan to staff and discuss any initial travel issues at the site – **target date: January 2007**
- Set up the car share database – **target date: February 2007**
- To reduce single car occupancy staff journeys to less than 50% of all modes – **target date: October 2009**
- To increase the number of staff walking to 15% of all modes – **target date: October 2008**
- To increase the number of staff cycling to 5% of all modes – **target date: October 2008**
- To increase the number of staff travelling by bus to 15% of all modes – **target date: October 2008**
- To increase the number of staff car sharing to 15% of all modes – **target date: October 2009**

## 7.0 MONITORING

7.1 As the Travel Plan commences, this will trigger an action plan for implementing and monitoring the next stages of the process. The details of this action plan are summarised as follows:

1. Within 2 months of receiving approval of the Plan, the Travel Plan Coordinator shall liaise with the Travel Plan Officer at Nottinghamshire County Council to discuss marketing opportunities for promoting non-car travel.
2. Within 2 months of receiving approval of the Plan, the Travel Plan Coordinator will launch the Travel Plan and discuss any initial travel issues at the site with staff.
3. Within 3 months of receiving approval of the Plan, the Travel Plan Coordinator shall set up the staff car-share database.
4. 12 months after receiving approval of the Plan, staff travel questionnaires shall be issued to all staff employed at the site.

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5. By month 15, a Travel Plan Monitoring Report will be completed and submitted to Nottinghamshire County Council for discussion.
6. Steps 4 and 5 (above) will then be repeated every 12 months thereafter, for a minimum period of 5 years.
- 7.2 It is essential that the staff travel surveys produce the right information for the Travel Plan Coordinator to suitably address the travel issues that affect the site. Consequently, as the Travel Plan progresses, the Travel Plan Coordinator will liaise with various staff groups and determine whether there are any specific issues that need further information as part of the surveys. A copy of the initial staff survey questionnaire template is provided at Appendix C, although this may be subject to change following the Travel Plan Coordinators consultations.
- 7.3 In addition to the detailed annual staff travel surveys, visitor travel patterns will be monitored during the month of October. During this period each visitor will be asked the following questions when registering for their visitor badge:
- Company?
  - Time of arrival?
  - Main mode of travel?
  - Post code?
  - Place where vehicle parked?
- Answers to the above questions will enable a basic assessment of visitor travel patterns and shall be used within the annual Travel Plan Monitoring Reports.
- 7.4 The current contact details for the Travel Plan Coordinator at Gedling Borough Council are:
- Peter Baguley**  
Head of Planning & Environment  
Civic Centre  
Arnot Hill Park  
Arnold  
Nottingham  
NG5 6LU    Tel: 0115 901 3720

The current contact details for the Travel Plan Officer at Nottinghamshire County Council are:

**Kate Butler**

Travel Plan Officer

Environment Department

Nottinghamshire County Council

Trent Bridge House

Fox Road

West Bridgford

Nottingham NG2 6BJ

Tel: 0115 977 4523

Fax: 0115 977 4054

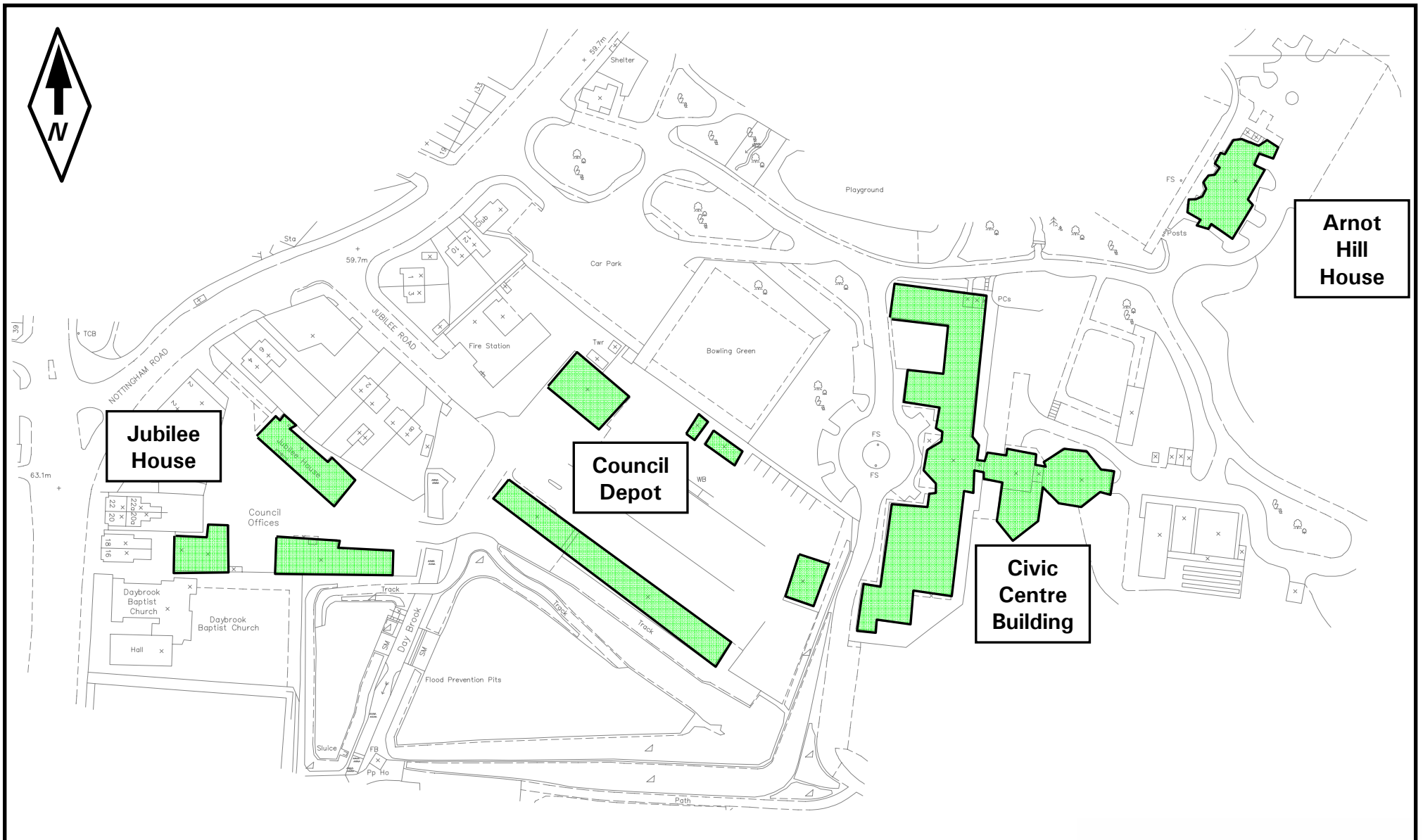


Route No.	Operator	Details	Frequency (services)			
			Weekdays	Saturday	Sunday	
Nottingham Road (250 metres)			peak hour	off - peak		
25	NCT	Arnold - Mapperley - Carlton - Nottingham (two-way)	20 mins	30 mins	20 mins	30 mins
22	NCT	Nottingham - Carlton - Mapperley - City Hospital - Arnold (two-way)	60 mins	60 mins	no service	no service
53	NCT	Clifton - QMC - Beechdale - Arnold (two-way)	15 mins	30 mins	30 mins	no service
57	NCT	Arnold - Sherwood - Nottingham (two-way)	no service	30 mins	30 mins	no service
CC	Trent Barton	Calverton - Arnold - Sherwood - Nottingham	15 mins	15 mins	15 mins	60 mins
Arnot Hill Road (250 metres)			peak hour	off - peak		
59	NCT	Arnold - Sherwood - Nottingham (two-way)	20 mins	30 mins	30 mins	60 mins
Thackerays (450 metres)			peak hour	off - peak		
25	NCT	Arnold - Mapperley - Carlton - Nottingham (two-way)	20 mins	30 mins	20 mins	30 mins
59	NCT	Arnold - Sherwood - Nottingham (two-way)	20 mins	30 mins	30 mins	60 mins
56	NCT	City - Arnold (two-way)	40 mins	30 mins	60 mins	60 mins
Mansfield Road (S) (300 metres)			peak hour	off - peak		
25	NCT	Arnold - Mapperley - Carlton - Nottingham (two-way)	20 mins	30 mins	20 mins	30 mins
53	NCT	Clifton - QMC - Beechdale - Arnold (two-way)	15 mins	30 mins	30 mins	no service
CC	Trent Barton	Calverton - Arnold - Sherwood - Nottingham	15 mins	15 mins	15 mins	60 mins
Mansfield Road (N) (450 metres)			peak hour	off - peak		
57	NCT	Arnold - Sherwood - Nottingham (two-way)	no service	30 mins	30 mins	no service
22	NCT	Nottingham - Carlton - Mapperley - City Hospital - Arnold (two-way)	60 mins	60 mins	no service	no service

**TABLE 1: DETAILS OF LOCAL BUS SERVICES**



SCALE: <b>Do Not Scale</b>	CLIENT:	JOB TITLE:	 transport consultancy services	
DATE: <b>31/10/06</b>	<b>GEDLING BOROUGH COUNCIL</b>	<b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>		
DRAWN: <b>SJH</b>	TITLE: <b>GENERAL SITE LOCATION</b>	JOB NUMBER: <b>F06042</b>	FIGURE: <b>1</b>	



SCALE: <b>Do Not Scale</b>	CLIENT: <b>GEDLING BOROUGH COUNCIL</b>	JOB TITLE: <b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>	<b>bancroft</b> consulting transport consultancy services	
DATE: <b>16/06/06</b>	TITLE: <b>DETAILED SITE LOCATION</b>	JOB NUMBER: <b>F06042</b>	FIGURE: <b>2</b>	
DRAWN: <b>SJH</b>				



**Area containing:**  
 45 car parking spaces  
 2 disabled spaces  
 47 total spaces

**Extent of traffic calming**

**Pedestrian area**

**Pedestrian footway/path**

**Area containing:**  
 62 car parking spaces  
 2 disabled spaces  
 64 total spaces

**Area containing:**  
 11 car parking spaces  
 0 disabled spaces  
 11 total spaces

**Arnot Hill House**

**Advised cycle route**

**Cycle parking (2 stands)**

**Jubilee House**

**Council Depot**

**Civic Centre Building**

**Area containing:**  
 62 car parking spaces  
 2 disabled spaces  
 64 total spaces

**Off-road footway/cycleway**

**Area containing:**  
 77 car parking spaces  
 4 disabled spaces  
 81 total spaces

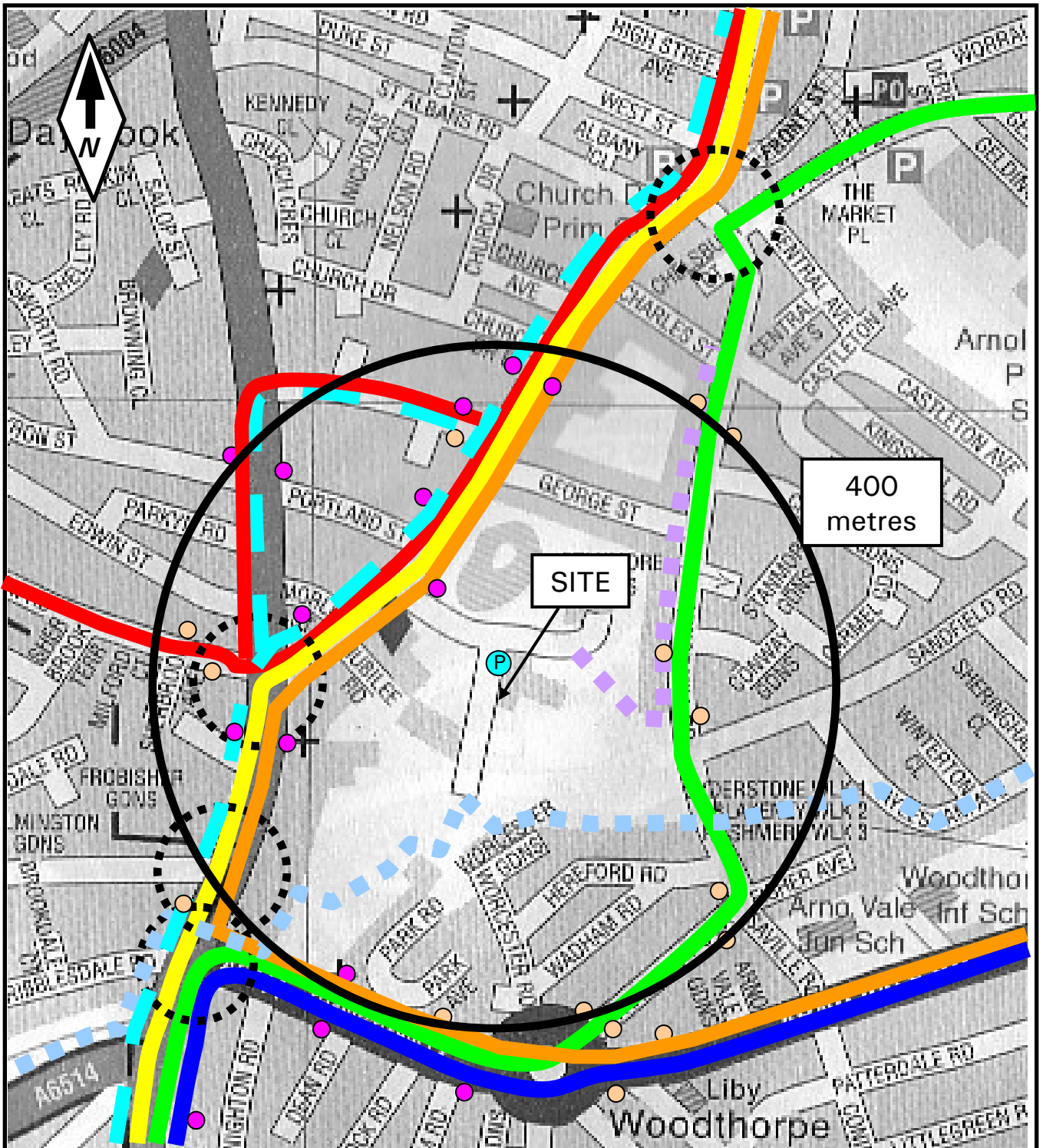
**Area containing:**  
 18 car parking spaces  
 2 disabled spaces  
 20 total spaces

SCALE:	<b>Do Not Scale</b>
DATE:	<b>16/06/06</b>
DRAWN:	<b>SJH</b>

CLIENT:	<b>GEDLING BOROUGH COUNCIL</b>
TITLE:	<b>ON-SITE FACILITIES</b>

JOB TITLE:	<b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>
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<b>bancroft</b> consulting transport consultancy services	
JOB NUMBER:	<b>F06042</b>
FIGURE:	<b>3</b>



**KEY**

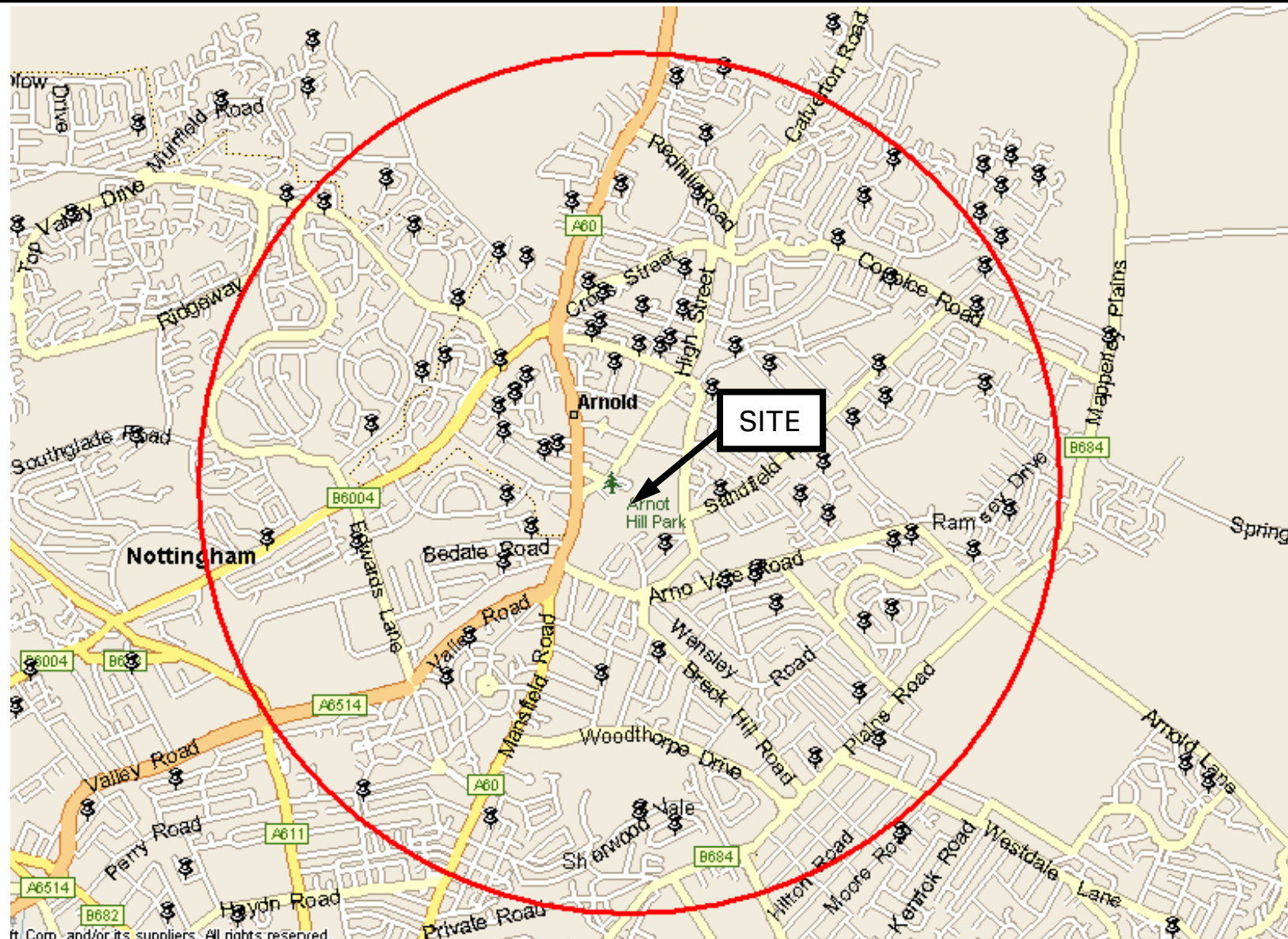
Routes

- 57    — — —    53, CC    — — —
- 59    — — —    22    — — —
- 56    — — —    25    — — —

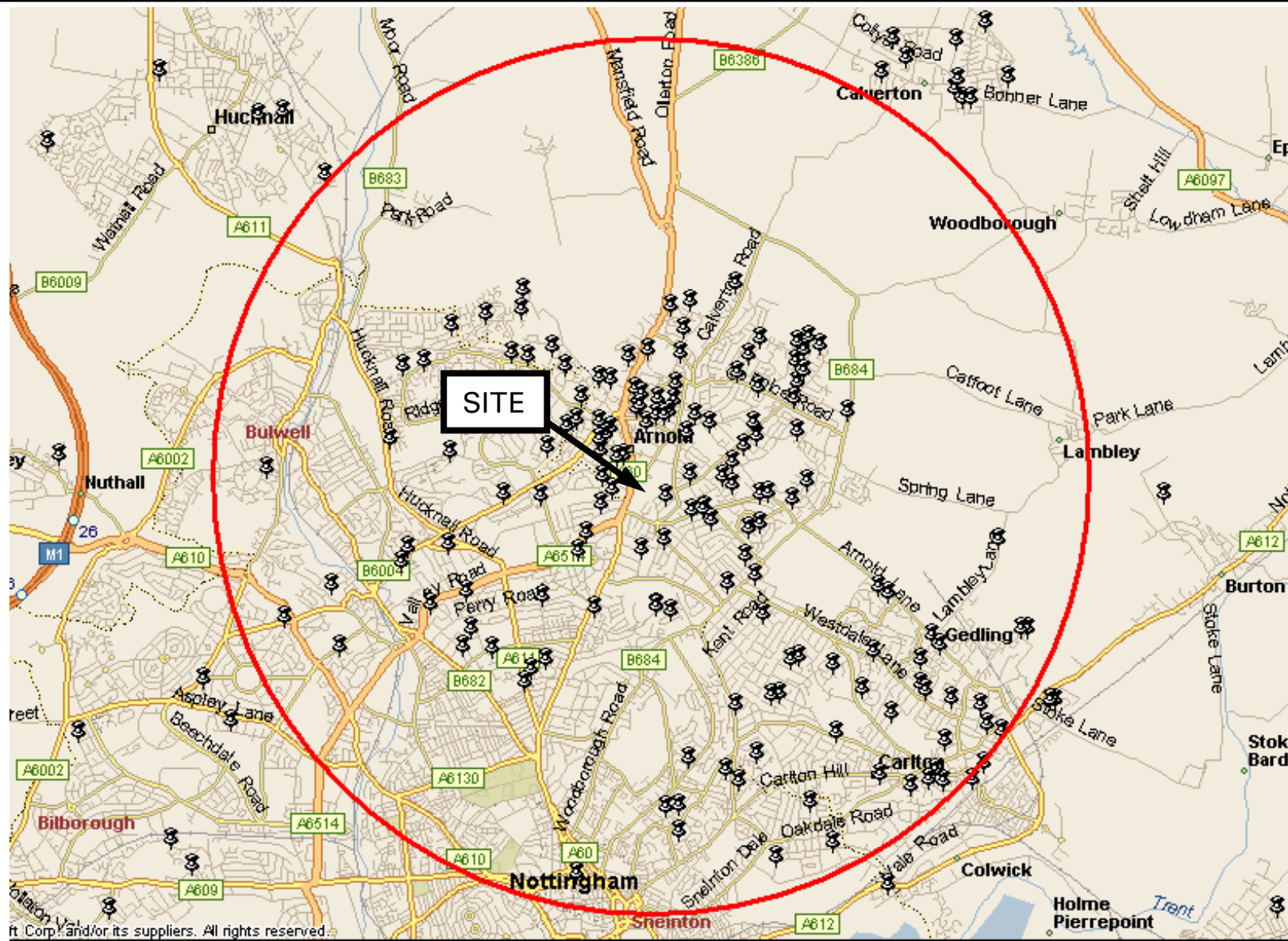
- Advisory cycle route    — — — —
- Off-road cycle route    — — — —
- Bus stop (flag pole)    ●
- Bus stop (shelter)    ●
- Cycle parking    Ⓟ


- Pedestrian signal crossing

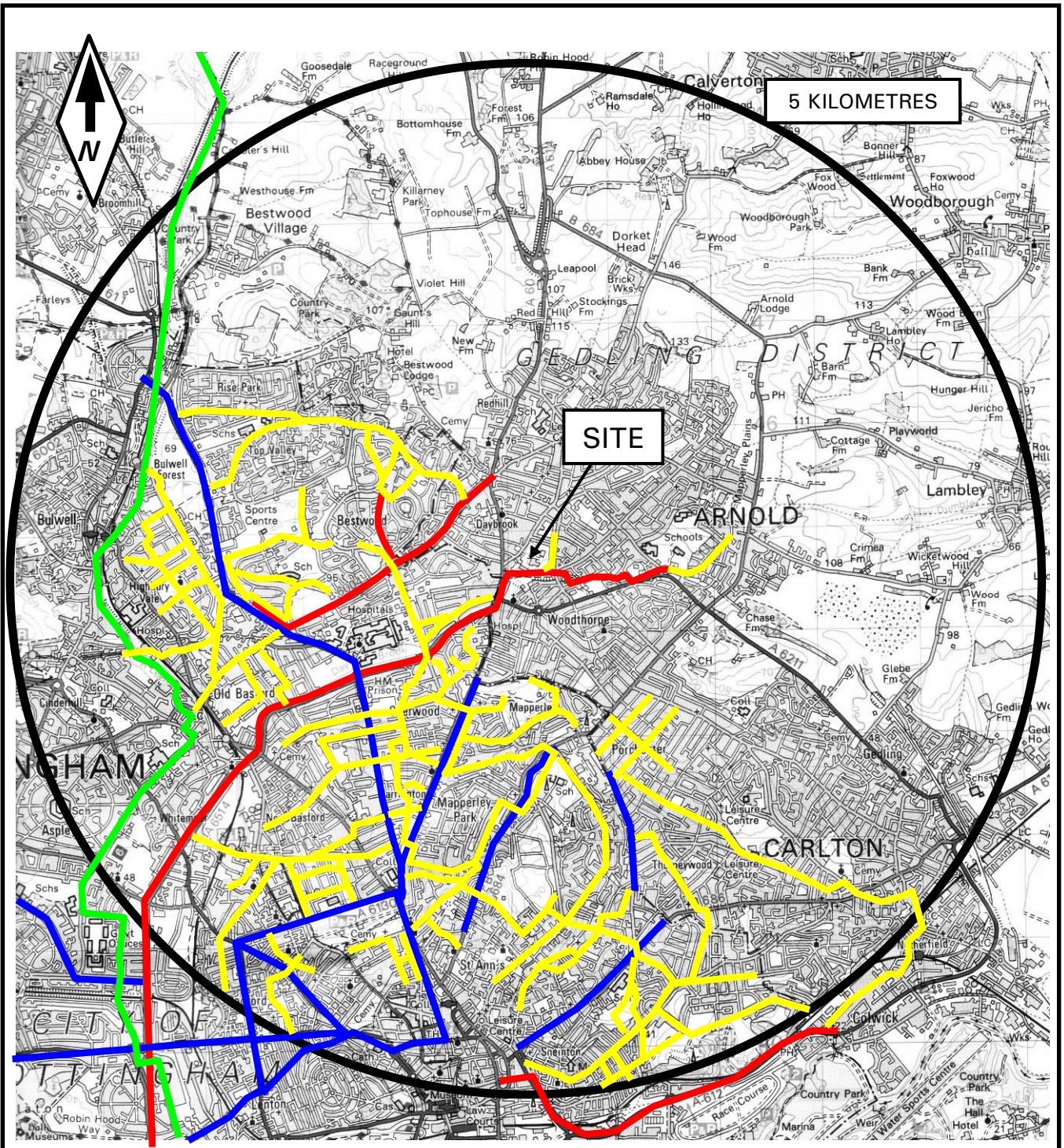
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DATE: <b>31/10/06</b>	TITLE: <b>OFF-SITE TRANSPORT FACILITIES</b>	JOB NUMBER: <b>F06042</b>		
DRAWN: <b>SJH</b>				



SCALE: <b>Do Not Scale</b>	CLIENT: <b>GEDLING BOROUGH COUNCIL</b>	JOB TITLE: <b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>	 transport consultancy services	
DATE: <b>16/06/06</b>	TITLE: <b>PEDESTRIAN CATCHMENT AREA (2 KILOMETRES)</b>	JOB NUMBER: <b>F06042</b>		
DRAWN: <b>SJH</b>				



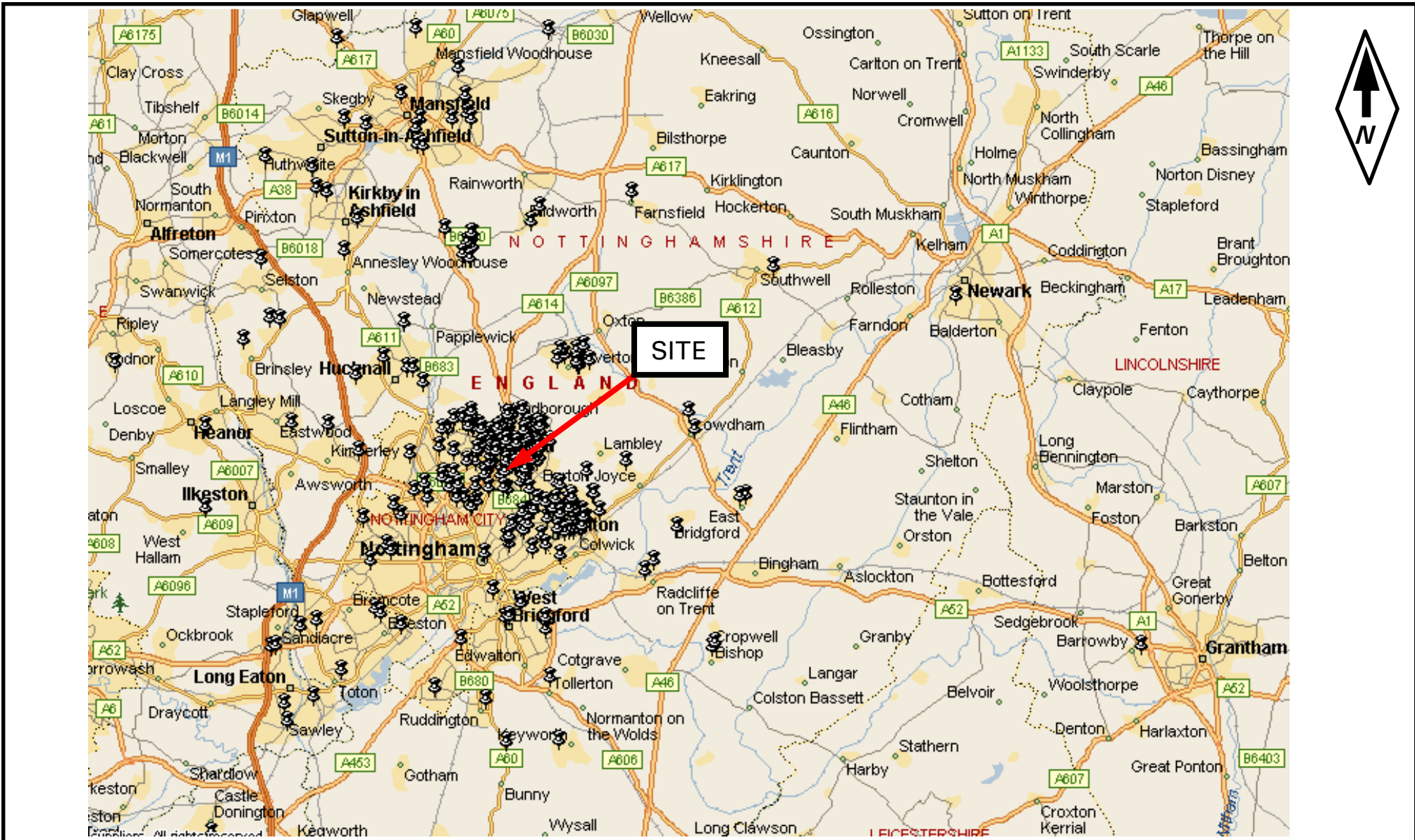
SCALE: <b>Do Not Scale</b>	CLIENT: <b>GEDLING BOROUGH COUNCIL</b>	JOB TITLE: <b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>	 transport consultancy services	
DATE: <b>16/06/06</b>	TITLE: <b>CYCLIST CATCHMENT AREA (5 KILOMETRES)</b>	JOB NUMBER: <b>F06042</b>	FIGURE: <b>6</b>	
DRAWN: <b>SJH</b>				




<b>Key</b>	
Cycle route facilities	
National Route 6	<span style="color: green;">—</span>
Off-road	<span style="color: red;">—</span>
Advisory routes	<span style="color: yellow;">—</span>
On-road	<span style="color: blue;">—</span>

SCALE: <b>Do Not Scale</b>	CLIENT: <b>GEDLING BOROUGH COUNCIL</b>	JOB TITLE: <b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>	<b>bancroft</b> consulting transport consultancy services	
DATE: <b>31/10/06</b>	TITLE: <b>STRATEGIC CYCLE ROUTES</b>	JOB NUMBER: <b>F06042</b>	FIGURE: <b>7</b>	
DRAWN: <b>SJH</b>				





SCALE: <b>Do Not Scale</b>	CLIENT: <b>GEDLING BOROUGH COUNCIL</b>	JOB TITLE: <b>GEDLING BOROUGH COUNCIL TRAVEL PLAN</b>	 transport consultancy services	
DATE: <b>16/06/06</b>	TITLE: <b>STAFF HOME POSTCODE LOCATIONS</b>	JOB NUMBER: <b>F06042</b>		
DRAWN: <b>SJH</b>				

## **APPENDIX A –TRAVEL SURVEY REPORT**



## Report to Senior Management Team

**Subject; Travel Survey initial findings**

**Date; 27<sup>th</sup> June 2006**

**Author; Head of Planning and Environment**

### Purpose of the report

To report the results of the staff travel survey and identify the next stages in the production of the Staff Travel Plan.

### Headline results

Out of a possible 434 officers based at Civic Centre (280), Arnot Hill House (28) and Jubilee House (126), a total of 345 responses were received (79%). There were a number of partially filled in forms, with the result that not all the results reflect the total number of forms received. However these were not a significant proportion and so the results are felt to generally reflect the true picture.

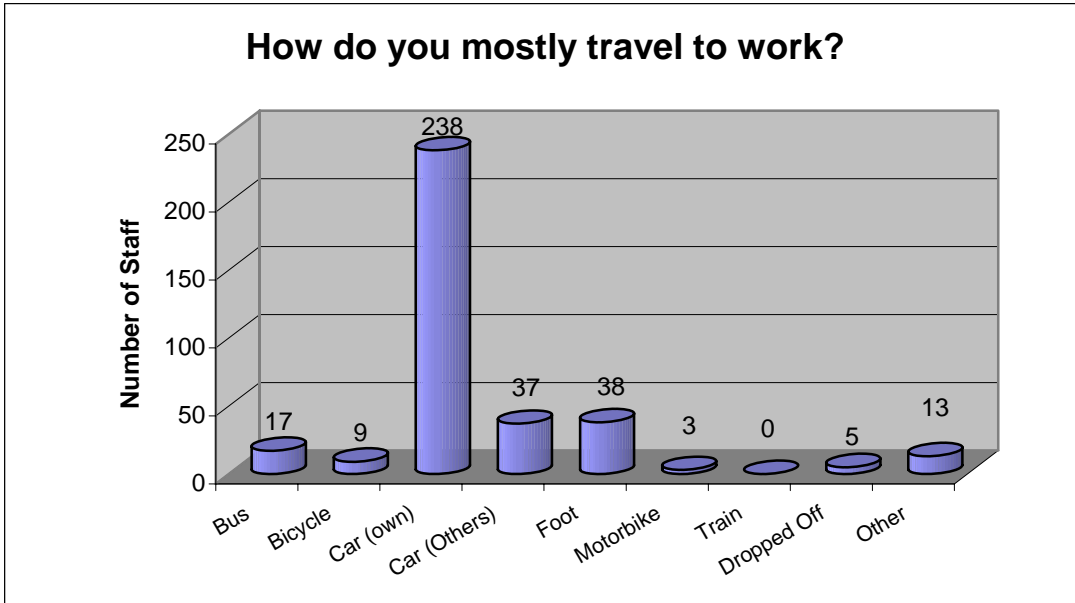
Tellingly, 73% of respondents did not know whether or not the Borough Council has a staff travel plan. This demonstrates the need to promote awareness of alternative travel to work choices by information and by the management of existing travel resources and facilities.

Modal split;

The split of current travel to work modes was as follows;

Bus	17	4.72%
Bicycle	9	2.5%
Car, on own	238	66.11%
Car with others	37	10.28%
Foot	38	10.56%
Motorbike	3	0.83%
Train	0	0%
Dropped	5	1.39%
Other	13	3.61%

(15 forms were returned with more than one mode of transport ticked)



Clearly private car usage represents by far and away the most popular modal choice.

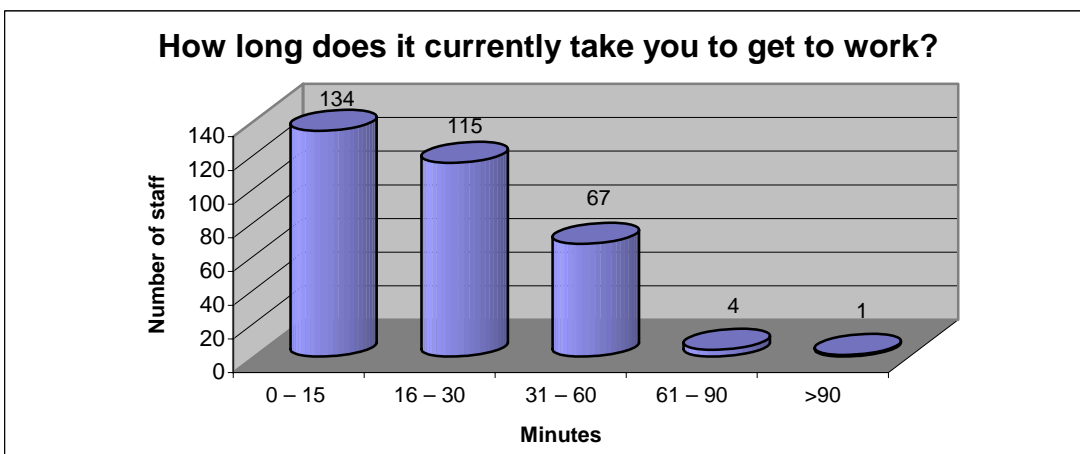
Distance of journey;

Up to 1 mile	39	12.19%
1 mile to 2 miles	52	16.25%
2 miles to 4 miles	92	28.75%
4 miles to 10 miles	69	21.56%
10 miles to 20 miles	59	18.44%
Over 20 miles	9	2.81%

In total therefore 57% of journeys to work are under 4 miles in distance.

Duration of journey;

0 - 15 minutes	134	41.74%
16 – 30 minutes	115	35.83%
31 – 60 minutes	67	20.87%
61 – 90 minutes	4	1.25%
Over 90 minutes	1	0.31%



Reasons for modal choice;

Car essential for job	87	21.48%
Dropping / collecting children	56	13.83%
Get a lift	5	1.23%
Health reasons	13	3.21%
Lack of an alternative	70	17.28%
Mobility reasons	5	1.23%
Cheaper than the alternatives	33	8.15%
Need vehicle for work	69	17.04%
Other	67	16.54%

A number of responses ticked more than one answer. There may also have been some confusion about the use of the word 'essential' in this question, in relation to car user allowances. However, it is clear that the significant proportion of staff who feel that they have to use their vehicle for work purposes generates a significant number of car bound journeys to work. This was echoed in another question where 53% of officers who reported using their car for work purposes did so every day of the week.

Parking by car users;

Whilst 99% of car users park at their worksite, the split by car park is as follows;

Bowling Green	56	19.65%
Civic Centre	85	29.82%
Arnot Hill House	89	31.235
Jubilee House	45	15.79%
Baptist Church	10	3.51%

User allowances of staff travelling to work by car;

Essential	63	23.95%
Casual	78	29.66%
None	122	46.39%

## Conclusions

1. That the majority of journeys to work are made in cars by staff travelling alone and, to a lesser extent, car sharing.
2. Most journeys to work are relatively short in terms of distance and time.
3. There is at present no formal method of making staff aware of alternatives with regards to their journeys to work.
4. Many staff feel there is a requirement on them to bring their vehicles to work for use on work purposes.
5. The Civic Centre campus car parks are well used by staff, particularly those closest the Council buildings.
6. Almost half of the officers who use their car to travel to work do not receive any allowance for work related journeys.

## **Next steps**

The next step in creating a travel plan is to identify objectives and targets, and decide upon the measures which will be used to achieve them.

Based on the information above, and the analysis of other responses not included in this report, these could be based around the following headings;

- Reducing single occupancy car trips to work
- Promoting the consideration of alternative modes of transport including walking, cycling, and public transport
- Reviewing the requirements upon staff to use their own vehicles for work related journeys and consideration of alternative means of undertaking these
- Promoting measures to reduce the need to travel

## **Recommendation**

That the contents of the report are noted.

**APPENDIX B –PARKING AND TRAFFIC  
MANAGEMENT PLAN**



## **Report to Cabinet**

**Subject** Arnot Hill Park  
Parking and Traffic Management Plan

**Date** 19 July 2006

**Author** David Parton, Head of Direct Services

### **1. Purpose of the Report**

To propose a new Traffic Management Plan for Arnot Hill Park, commencing October 2006.

### **2. Background**

The new car park constructed on the old greenhouse site is now open, providing 14 (possibly 18 max if we park in front of gates) parking spaces on a daily basis, with an option to extend into the designated ball game area during busy times which creates a further [10] parking spaces.

In addition to these spaces parking will also be available between the new car park and the sensory garden area (see Plan, Appendix A) creating a further [17] spaces. These will need marking and signing and an overlay of tarmac would be beneficial.

Generally, the traffic management problems are related to:-

- i) Staff parking
- ii) Visitor parking (short and long stay) to the Civic Centre Complex
- iii) Parking for visitors to the park
- iv) Parking for Members during office hours
- v) Safety of all visitors and staff from moving vehicles
- vi) Inspection and monitoring

By producing a Traffic Management Plan for the Park with:-

Clearly defined parking areas for all users, a monitoring and inspection regime including enforcement, providing safe crossing areas and maximum speed limits within the park, it is envisaged that the issues of parking and potential accidents from moving vehicles will be reduced considerably.



This report sets out a series of proposals to address these particular problems. Each proposal will require additional funding but these have been kept to a minimum, whilst still keeping to the new "character" of the park. It should be noted however that the orders will require highly visible signage in all of the car parking areas displaying the conditions of use, together with supplementary plates at entrances, and adjacent to bays in order for them to be enforceable.

### **3. Proposals**

#### **Problem 1: Staff parking**

Issue: 339 Staff work on Civic Centre \*(excluding ex- manual employees)

The Head of Planning and Environment is leading on the development of a Travel Plan for the Arnot Hill Site, the preliminary findings from a recent travel survey carried out in connection with this has indicated 76% of staff currently use their car to travel to work (66% alone with 10% sharing). Giving an indicated requirement for staff parking of 258 bays.

It is proposed that all the car parking sites within Arnot Hill Park, will be subject to a Road Traffic Order limiting free parking to 3 hours Mon to Friday (excluding Bank holidays) 8.45am to 4.30pm (No Returns within 3 hours).

Exemptions will be provided in the order for Permit holders and disabled badge holders to park all day.

Permits will be provided to appropriate staff and councillors in accordance with a policy to be developed following consultation. All existing staff who use a vehicle to and from work will initially receive a permit. New members of staff will only receive a permit if they are required to use a vehicle as part of their work i.e. casual or essential users.

Parking will then be controlled, under the parking regulations orders, with associated signage, similar to our other car parks. Offenders who overstay the limits will receive a parking charge in accordance with current procedures.

The use of permits for staff parking will be restricted to:-

<u>Site</u>	<u>Location</u>	<u>No. Of Staff Parking Spaces</u>
A	Civic Centre Car Park and Parking Bays	56
D	Arnot Hill House Car Park	59
C	Park View Car Park and Parking Bays	33 (min)
F	Jubilee House Car Park** (excluding Baptist Church)	35

The ratio of spaces/required parking is therefore 0.71:1. Further work is planned to promote car sharing or finding alternative travel to work for our staff. The Head of Planning and Environment is leading on this issue. However, on the assumption that 16% of the staff are absent from work each day (holidays, flexi-time, sick) then the ratio is increased to 0.84:1.

From the travel survey 50% of the staff that use their vehicle to get to work also indicated that they use it for work business every day, making a significant number of spaces available throughout the working day.

\*Ex manual employees have 2 designated areas within Jubilee Depot to park. 40 spaces are available for 92 employees, a ratio of 0.44:1.

\*\* Access controlled through barrier system rather than Road Traffic Order.

These figures exclude Non Gedling Borough Council staff employed in Arnot Hill Park. It is proposed however, to create 1 visitor car parking space restricted to 2 hours parking for Arnot Hill House visitors.

## **Problem 2: Visitors to the Council Offices**

Issue: Spaces for visitors to the Council offices

It is proposed that visitors parking is provided as follows: -

<u>Site</u>	<u>Location</u>	<u>No. Of Visitor Spaces</u>		
		<u>1 hr Stay</u>	<u>3hr Stay</u>	<u>Disabled</u>
B	Civic Centre Main Entrance	8	10	3
D	Arnot Hill House Car Park	1	-	2
F	Jubilee House Car Park		2	2
		<u>9</u>	<u>12</u>	<u>7</u>

In addition the main entrance car park has 2 designated spaces, for the Mayor and the Leader of the Council (although this is often used as a disabled space).

Visitors parking restrictions shall operate between 8.45am and 4.30pm Monday-Friday excluding bank holidays. It is envisaged that this is sufficient spaces for visitors attending the Civic Centre. The overspill car parks (grassed area behind Arnot Hill House and ball game area, Park View car park) enable a further 25 spaces to be utilised when the Council has all day events/seminars.

Nine parking bays shall be available for a maximum period of 1 hour (No return in 1 hour), with the remaining 12 bays available for 3 hours in line with the rest of the park.

Visitors requiring to stay longer shall where appropriate be issued with a day permit which shall be displayed in the vehicle (dated and approved), from the One Stop Shop, which will entitle them to park in any of the Staff Car Parks. The parking in Arnot Hill Park will then all be controlled, under the parking regulations orders, with associated signage, similar to our other car parks, and offenders who overstay the limits will receive a parking charge in accordance with current procedures.

### **Problem 3: Visitors to the park**

Issue: Current lack of spaces

While visitors will be able to park in any of the Car parking bays It is proposed that the following car park be restricted so as to not allow Permit holders to park for over three hours, (i.e. Staff, Councillors and long stay visitors) and thus make it more available for members of the public visiting the park: -

<u>Site</u>	<u>Location</u>	<u>No. of spaces</u>	
		3 hr	<u>Disabled</u>
E	Bowling Green car park	43	2

The restriction shall apply between 8.45am and 4.30pm Monday-Friday only (excluding bank holidays). Short stay parking shall be for a maximum of 3 hours per day (no return within 3 hours).

The car park shall be controlled, under the parking regulation orders with associated signage, similar to our other car parks, and offenders who overstay this limit will receive a charge for parking in accordance with our current procedures.

### **Problem 4: Parking for Members during office hours**

Issue: Parking in visitors spaces during office hours

It is proposed that Members will be issued a permit in accordance with the policy, which will allow parking in the same Car Parks as Council employees. Members' views on this issue are requested.

The one-hour visitor parking spaces will be available for Members after 4.45pm Monday to Friday.

## **Problem 5: Safety of all visitors and staff from moving vehicles.**

Issue: Road crossings, speed humps and speed limit.

The park is now a very popular location for visitors and the facilities are well used. Hopefully, the above measures will have resulted in the removal of parking on grass verges, on dangerous corners or on double yellow lines.

However, many park users (staff and visitors) drive too quickly in the park, pedestrians believe that the speed humps (See Appendix A) along the main drive are crossing points and youngsters on bikes, skateboards appear very quickly from the rose garden path or from the Park View car park driveway.

The proposals on attachments b is a suggestion that will help reduce vehicle speeds, make drivers more aware of the dangers and advise visitors of safe crossing points. A further speed hump is to be provided on the driveway to Park View and a drop down bollard will prevent vehicle access (after 6.30pm, Monday-Friday and during weekends and bank holidays) to this area of the park. This is also the area that requires some resurfacing works. A driving speed of 10 miles per hour in the park is proposed.

## **Problem 6: Inspection and Monitoring**

Issue : Enforcement

It is proposed that the Council's car park inspector's programme of inspections be altered to include the Civic centre car parks.

CCTV covers the Park View car park, and the neighbourhood wardens (or Police) Will be called to deal with any suspicious behaviour in the area.

## **4. Financial implications**

The following funding is required: -

i) Overlay tarmac, making spaces by sensory garden,	£8,200.00
ii) Create visitor space at Arnot Hill House (Signing/markings etc)	£ 150.00
iv) Install car park signage including car parking orders	£3,150.00
v) Provide road markings, speed limit and other road user instructions all marked on roadway.	£3,500.00
<b>Total</b>	<b>£15,000.00</b>

N.B. 1) The enforcement regime proposed may generate a small amount of income from fines.

2) The expenditure does not include the cost of setting up or administering the staff permit scheme.

£15,000 has been allocated from the current capital programme (Car Park charging expenditure) to undertake this project. This amount was already identified in the original costing as it was recognised that the introduction of car park charging would have an impact on parking in Arnot Hill Park.

## **5. Consultation/Communication**

If these proposals are accepted then a full staff consultation exercise will be undertaken and the outcome of this will be reported to the Personnel & Resources Committee this autumn.

Consultation has also been undertaken with the Friends of Arnot Hill Park group and the Bowls Club. No adverse comments have been received.

It is also proposed to undertake a full equalities impact assessment on this proposed scheme.

## **6. Recommendations**

That the Cabinet agree to the above proposals and consultation process.

Subject to legal and consultative considerations and us being able to obtain the agreement of Nottinghamshire County Council an Order be prepared and put in place to encompass the above described restrictions.

## **7. Wards Affected**

Kingswell.

**APPENDIX C – STAFF TRAVEL SURVEY  
QUESTIONNAIRE**

## Staff Travel Survey 2006

This is your chance to **have your say** about the journeys you make to enable us to develop policies and schemes based on the results of the survey.

\*\*\* Please return the survey by -----\*\*\*

Please complete in **BLOCK CAPITALS** using **Black / Blue ink**.

### Section A - About You

1. Home Postcode
2. Gender  Male 01  
 Female 02
3. Age  Under 25 01  
 25 – 34 02  
 35 – 44 03  
 45 – 54 04  
 55 or over 05

### Section B - About Your job

4. Company Name and Site
5. Are you aware of your company's travel plan?  
 Yes 01  
 No 02  
 Don't know 03
6. Do you normally work;  
 Out of hours e.g. Nights 01  
 Normal working day 02  
e.g. 8am – 4pm, 9am – 5pm, 10am – 6pm  
 Other (please specify) 03
7. Is your work;  
 Part time 01  
 Full time 02
8. Which of the following best describes the level of skill related to your job?  
 Professional/Managerial 01  
 Office 02  
 Qualified Manual Work 03  
 Non qualified manual work 04
9. Would you be prepared to work from home?  
 Yes 01  
 Already do 02  
 Unable to 03  
 No, would not like to 04

**Section C - About Your travel to and from work**

10. How do you travel to work?

	Usual (please tick one)	Second choice (please tick one)
Bus		
Bicycle		
Car, on your own		
Car, with other(s)		
Foot		
Motorbike		
Train		
Other (please specify)		

11. What are your main reasons for travelling to work this way?

- Car essential to perform job 01
- Dropping / collecting children 02
- Get a lift 03
- Health reasons 04
- Lack of an alternative 05
- Mobility reasons e.g. registered disabled 06
- Cheaper than the alternative 07
- Personal safety 08
- Convenience 09
- I don't use public transport 10
- Other (please specify) 11

12. How far do you travel to work?

- Up to 1 mile 01
- Over 1 mile and up to 2 miles 02
- Over 2 miles and up to 4 miles 03
- Over 4 miles and up to 10 miles 04
- Over 10 mile and up to 20 miles 05
- Over 20 miles 06

13. How long does it currently take you to get to work?

- 0 – 15 minutes 01
- 16 – 30 minutes 02
- 31 – 60 minutes 03
- 61 – 90 minutes 04
- Longer than 90 minutes 05



14. Which of the following changes would encourage you to walk to work? (if you already walk to work, which would you most like to see?)

	Would definitely encourage me to walk to work	Might encourage me to walk to work	Would not encourage me to walk to work
Safer, better lit worksite paths			
Improved paths on the journey to work			
Improved changing facilities & lockers at work			
Other (please specify)			

15. Which of the following changes would encourage you to cycle to work? (if you already cycle to work, which would you most like to see?)

	Would definitely encourage me to cycle to work	Might encourage me to cycle to work	Would not encourage me to cycle to work
Safer, better lit worksite cycle paths			
Improved cycle paths on the journey to work			
Improved cycle parking at workplace			
Improved cycle changing facilities & lockers at work			
Arrangements to buy a bicycle at a discount			
Free Adult cycle training			
Other (please specify)			

16. Which of the following changes would most encourage you to use public transport for your journey to work? (if you already travel to work by public transport, which would you most like to see?)

	Would definitely encourage me to use public transport to work	Might encourage me to use public transport to work	Would not encourage me to use public transport to work
More direct bus routes			
More frequent bus service			
Better lighting at bus shelters & workplace footpaths			
Discount tickets/passes available at work			
More convenient bus stop drop off points			
Better connection to work from the railway station			
Better connection from home to the railway station			
Public transport information			

Availability of park and ride			
Other (please specify)			

**Please complete questions 17 – 19 if you use a car to get to work.**

17. Where do you usually park?

- At worksite 01
- Free parking in nearby street 02
- Paid parking 03

18. Would you be prepared to car share?

- Yes 01
- No 02

If your answer is no, please say why

19. Which of the following would most encourage you to car share?

	Would definitely encourage me to cycle to work	Might encourage me to cycle to work	Would not encourage me to cycle to work
Help in finding car share partners with similar work patterns			
Free taxi home if let down by car driver			
Reserved parking for car sharers			
Reduced car parking charges for car sharers			
Other (please specify)			

20. Do you have any comments about your travel to work patterns?

Thank you for your co-operation. Please be assured that all your answers will remain confidential.

Please return this form to

Name At By

Data Protection Act 1998

The personal information collected on this form will be processed on computer to provide and manage the information or service you have requested. Your response is treated as confidential in accordance with the Market Research Society Code of Conduct. From time to time we may send you information to help you with your work-related journeys, but if you don't wish this to happen, please tick here.

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