



SNP Travel Plan Audit Makerfield Way Depot

Amalgamation of Council Depots
Council Depot, Makerfield Way, Ince, WN2 2PR
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1. Introduction

1.1 Background to the Depot

The survey was undertaken 18th September 2014 to 7th October 2014.

A total of 450 staff were issued a questionnaire and 350 responded resulting in a response rate of 77.8 %.

The results show that current CO₂ (Kg) levels from the survey are 467.34.

Information regarding the site:

Organisation name: Makerfield Group

Business activity: Various

Gross site area: 17,000

Organisation first occupied site: 30th April 2013

Total number of individuals employed:

There are 450 staff which are based at the Depot along with 650+ who work off site, in school kitchens and as school crossing patrols. The Travel Survey has only been completed by the staff based at the Depot.

The average level of sickness absence on the site is 0.5 days per year.

1.2 What is a Travel Plan?

A Travel Plan is a long-term management strategy for an organisation or site that seeks to deliver sustainable transport objectives through action and is articulated in a document that is regularly reviewed. A Travel Plan involves identifying an appropriate package of measures aimed at promoting sustainable travel, with an emphasis on reducing reliance on single occupancy car journeys.

Other benefits could include:

1. Increasing site accessibility and transport options.
2. Reducing parking pressures and local traffic congestion.
3. Reduce local air pollution, greenhouse gasses and noise.
4. Enhancing environmental credentials and socially responsible reputation.
5. Making financial savings by cutting back on car mileage and car park maintenance costs.
6. Increasing business efficiency through flexible working.
7. Improving staff health through the promotion of walking and cycling.

Further evidence suggests that people who are physically active in their daily lives are more productive and have good attendance records. The Department for Health publication “Choosing Health: Making healthy choices easier (2004)” recognised the health benefits of walking or cycling. Active travel as part of a Travel Plan enables people to enjoy these health benefits as part of their daily routine.

Travel Plans provide an overview of the existing transport arrangements at a site, include a list of objectives and targets that the organisation would like to achieve through the Travel Plan and sets out measures which will be introduced in order to meet those objectives.

As Travel Plans represent a continuous process for improvement, they are monitored and reviewed on a regular basis to ensure they remain relevant to the organisation and those using the site.

1.3 Why do Amalgamation of Council Depots need a Travel Plan?

Amalgamation of Council Depots has produced this Travel Plan aimed at managing transport to and from our site at **Makerfield Way Depot, Makerfield Way, Ince, WN2 2PR.**

Our main reasons for implementing a travel plan are the statutory requirements as part of the planning conditions for the amalgamation of the Council Depot. The benefits we are hoping achieve by completing the Travel Plan are to reduce CO2 emissions and encourage staff to look at environmentally friendly modes of transport, whilst travelling to and from work.

Key motivations might include:

1. Corporate social responsibility.
2. Reducing local traffic congestions.
3. Reducing the organisation’s carbon footprint due to travel.
4. Look at improving transport options for the site.
5. Conditions attached to a planning application for your site.

The site is associated with a planning application.

1.4 What does this Travel Plan include?

This Travel Plan will cover commuting to and from Makerfield Depot.

This document provides a review of the current transport options at the site, how users of the site are currently travelling and their reasons for doing so.

The document lists the targets we aim to achieve through this Travel Plan and the measures we will implement to reach these targets.

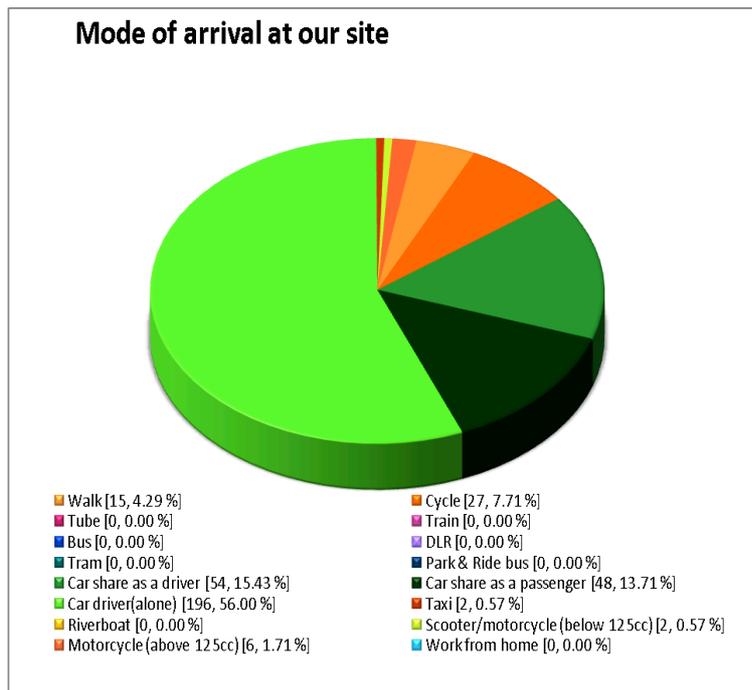
It provides an outline of the Travel Plan strategy, including how the plan will be managed and how it will be monitored and reviewed.

This document will be regularly reviewed, reflecting that a Travel Plan is a continuous process for improvement, requiring monitoring and revision to ensure it remains relevant to our organisation and those using the site. The document will be revised in **Summer 2015**.

2 Existing Travel Situation

2.1 Modes of Travel to the Depot

The chart below show the current main mode of transport used by employees based at the depot, who completed the questionnaire.



This shows that 59% of staff travel to work by themselves using:

- Car driver– alone
- Scooter/motorcycle
- Taxi

The remaining 41% of staff travel to work using more sustainable forms of transport. These include:

- Walking
- Cycling
- Car sharing

It is worth noting there are currently no direct bus or train routes to the Depot (the nearest bus stop and train station both being located approximately 1 mile away).

2.2 Our Organisation

The Depot is a regional site for the Trading arm of Wigan Council. The work carried out from the Depot comprises:

- **Property Maintenance and Facilities Managers Group** – This covers a multi-disciplinary range of services covering various types of hard and soft facilities management services encompassing:
 - Leigh Building Services:
 - Fire alarm and emergency lighting services.
 - Reactive building maintenance.
 - Housing maintenance.
 - Planned building maintenance and refurbishment.
 - Planned housing maintenance and refurbishment.
 - Periodical Electrical Testing.
 - MetroFresh, covering:
 - School meals.
 - Public and civic catering.
 - School crossing patrols.
 - Building cleaning services.
 - Caretaker services.
 - Pest Control
 - The service deals with a range of pest problems to a wide ranging customer base.
- **Infrastructure Maintenance Group** – Responsible for the delivery of a wide range of key highway and street lighting maintenance functions:
 - Footway and drainage works.
 - Reactive response in the footways and carriageways.
 - General Civic Engineering works.
 - Sign Shop services.
 - Winter maintenance and emergency response services.
- **Waste Services Group** – Responsible for setting Waste Policy and Strategy and for the delivery of:
 - Waste collection services.
 - Cleansing services.
 - Arrangements for the treatment, disposal and recycling of municipal waste generated.
 - Contract management of waste disposal contractors.
 - Provision of Household Waste Recycling Centres.

- **Fleet Management Group** – Responsible for the procurement of all items of fleet and plant used across Wigan Council and its partner bodies. The service delivers:
 - In house maintenance and servicing of all fleet vehicles.
 - Arrangement of short term rentals for the council needs.
 - Procurement and financing of the Council vehicle fleet.
 - In house maintenance and servicing of the councils mower and plant.
 - All the Borough Taxi vehicle inspections.
 - Private MOT station management and operation.
 - Vehicle servicing and maintenance can be offered to private sector upon request.
 - Operation of all stores purchase and issue activities from the Makerfield depot.
 - Health and safety management and cleanliness requirements for the Makerfield way depot.

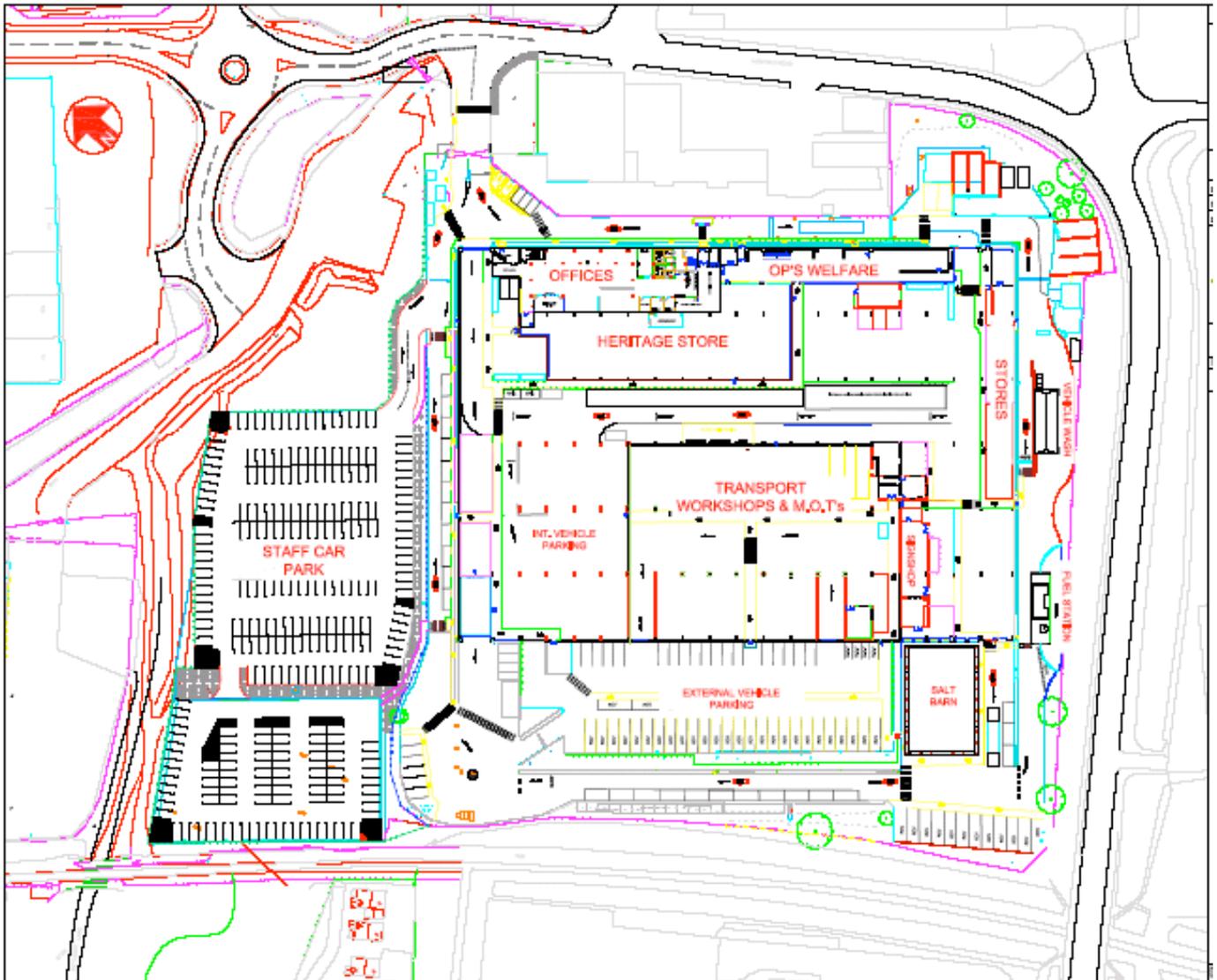
In total, there are approximately 450 staff who currently work from the Depot. Of these, around 5 work part time, the remainder are full time:

- Approximately 100 + office based staff.
- Approximately 350 operation staff.

Core office hours are 7 am to 7 pm, with Reception being open 8.30 am to 4.30 pm. The site gets around 120 visitors each week and approximately 140 deliveries. All vehicles are required to stop at the security barrier situated at the site entrance and report to security who instruct them where to park or which area they need to go with their deliveries.

2.3 Site Location

Attached below is map showing the whole site area of Makerfield Way Depot, including the site boundary, access point and car parking.



Access to the site is via security and security barriers and is accessible 24 hours a day, 7 days a week owing to the needs of the business, eg, winter gritting, emergency drainage/road repairs, etc.

The site is located on Makerfield Way, Ince, Wigan, and is within the Wigan borough.

The area surrounding the Depot has industrial units and a municipal household waste recycling centre in the vicinity. There is farm land on the approach to the Depot, plus a large supermarket.

There are around 130 fleet vehicles which use the site. These include bin wagons, gritters, tippers, cherry pickers, vans, etc.

Pedestrian walkways are marked out for safe access to and from the building/entrances. Vehicle speed is limited to 10 mph on site. The site has a one way system round the building and car park. The one way system round the building does not apply to vehicles entering the staff carpark.

2.4 Access and Travel Options

The nearest bus stops are located on the main road, approximately 1 mile away (this takes around 20 minutes to walk to). Hindley Train Station, is approximately a 20 minute walk from the main entrance via an unmade path through fields.

Car Sharing:

The organisation, Wigan Council, has a car sharing scheme. Makerfield Depot encourages car sharing but this is operated on an informal basis where staff liaise with each other. At present, there is no guaranteed ride home provided as part of the scheme (eg, car sharers who may have to leave part way through the working day due to an emergency).

2.5 Parking Facilities

The Depot has 285 parking spaces currently available:

Spaces for	Number of spaces	Charges	Comments
Employees	230	No charge	Car park located to the right side of the building, fenced off, with marked out tarmaced parking bays and adequate lighting. Access after security check barrier, car park partially covered by CCTV. Car park has 2 entrance/exits points.
Disabled	2	No charge	Located opposite the main Reception, to left of security barrier. Hard standing marked out bays.
Visitors	3	No charge	Located opposite the main reception, to left of security barrier. Hard standing marked out bays.
Car sharers	0	N/A	N/A
Pool cars	0	N/A	N/A
HGV's	0	N/A	N/A
Bicycles	45	No charge	Bicycle stands located undercover close to the entrance in the Depot. Overlooked by CCTV.
Motorcycles	5	No charge	Motorcycle bays located undercover close to the entrance in the Depot. Overlooked by CCTV.
Total	285		

The bottom car park (overspill) also has work vehicles parked on it overnight, the top car park has recently been changed to a one way system. There is a small amount of spaces which are coned off on the bottom car park for cars users only.

2.6 Supporting Facilities

There are 268 lockers, 8 showers (2 for females and 6 for males). There are also 2 drying rooms available for anyone wanting to use them.

2.7 Smarter Working Practices

The organisation adopt 'smart' working practices:

Flexi-time/TOIL, compressed hours, home working and tele/video conferencing.

3 Overall Objectives

3.1 Targets

Objective	Action/Method	Date to be Achieved	By whom	Comments	How?
Produce full Travel Plan through the iTRACE software system	Generate reports within the Ttravel Plan on iTRACE system, ie: <ul style="list-style-type: none"> • Staff Travel Surveys • Audit • Co2 emissions • Map 	September/ November 2014	Travel Plan Co-ordinators	To be carried out annually	Through the iTrace system
Agree Strategy and Action Plan objectives, targets and indicators	Set targets to increase cycling, walking and the use of public Transport. Targets should be monitored to reduce single occupancy vehicle usage (SOV), congestion and Co2 emissions around the site	Next Travel Plan – Summer 2015	Travel Plan Co-ordinators	Reduce the number of staff using SOV as their primary travel mode Maintain/ increase the number of staff using sustainable methods of transport by encouraging public transport, cycling and walking	Promote alternative options via: <ul style="list-style-type: none"> • TV screens • Posters • Promotion days • Make available current rail/ bus timetables • Promote Council cycle scheme • Internal e-mail

Promote alternative sustainable modes of transport	Action/Method	Date to be Achieved	By whom	Comments	How?
Re-launch of Travel Plan	Publish and implement Travel Plan programme to all staff	Summer 2015	Travel Plan Co-ordinator	Actively encourage staff to fill in the Travel Plan, allow use of laptops and completed in works time, with support offered if required	Issue memos to staff for times. Allocate rooms and equipment to facilitate staff to complete the TP. Promote on TV screens and via email
Increase number of staff car-sharing	Develop promotional materials to market car share scheme. Look at designated car-share spaces in car parks as an incentive. Produce a post-code plotting map exercise to establish staff car share match ups	Increase car share membership Summer 2015	Travel Plan Co-ordinators	A free staff car share scheme is already in place at Wigan Council in association with www.carsharegwm.com	Senior Managers to look at designated car-share spaces, that can be near to the Depot Reception. Produce maps to be displayed around the Depot plotting post-codes.
Inform staff in detail about public transport services that are available for their journey to work	Work with TfGM to promote bus/rail routes. Provide bus/train timetables. Promote offers on weekly/monthly travel. Promote Wigan Council's loan scheme for the purchase of discounted season tickets for bus and rail	On-going	Travel Plan Co-ordinators	Obtain current literature for bus and rail travel	Provide bus/rail timetables in breakout areas, and Op's reception.
Investigate the possibility of a bus route coming past the Depot	Speak to local companies to investigate possible uptake. Speak to local bus company regarding findings	On-going	Travel Plan Manager and bus company		Contact local companies regarding possible up-take, ask Depot colleagues about possible uptake
Investigate improvement to the link road to the train station (currently unmade path)	Look at improvements to the road surface and possible security, including lighting	On-going	Travel Plan Manager and Planning	This would be a walking link to the train station at Hindley	Improve lighting, improve road surface. Improve security – give staff personal attack alarms



Promote alternative sustainable modes of transport	Action/Method	Date to be Achieved	By whom	Comments	How?
Increase numbers of staff cycling to work	Promote cycling events and 'Tax free Bikes for Work' scheme. Publicise Wigan Council free cycle and maintenance training for staff	On-going	Travel Plan Co-ordinators	Wigan Council is currently signed up to www.cyclescheme.co.uk	Promote via internal e-mail, TV screens and noticeboards
Increase the numbers of staff walking to work	Regularly up-date notice boards/leaflets/induction materials indicating positive health benefits of walking	On-going	Travel Plan Co-ordinators	Promote walk it websites to staff www.walkit.com	Promote via internal e-mail, TV screens and noticeboards, and the walk to work weeks



Other measures	Action/Method	Date to be Achieved	By whom	Comments	How?
Fleet vehicles – Investigate policies on fuel, engine sizes and driver training	Consider the possibilities of usage of low emission fuel types and engine sizes. Look at the possibilities of ‘Green Driver Training Courses’	On-going	Depot Senior Management team		Ongoing
Increase number of designated motorcycle spaces	Increase allocated undercover spaces	On-going	Depot Senior Managers	At the moment cycle bays are being used, this would release the bays	Purchase extra secure bays
Raise awareness of travel issues and events	Promote alternative options	On-going	Travel Plan Co-ordinators		Promote via internal e-mail, TV screens and noticeboards
Raise awareness of travel options to staff	Provide and up-date attractive and prominent displays for all staff (including leaflets) showing public transport, walking and cycling options to the site	On-going	Travel Plan Co-ordinators	Ensure supplies are kept up to date. Orders are free from TfGM 0161 273 7454 Distribution.stores@tfgm.com	Display up to date literature in Op’s reception and breakout areas
Raise awareness of cycling and walking health benefits	Promote via leaflets, posters, health awareness days	On-going	Travel Plan Co-ordinators	Look at the latest information and guidelines via Council’s intranet and the internet. Promotional material	Display up to date literature in Op’s reception and breakout areas
Snap Shot Workforce travel survey	To obtain up-date on staff travel modes and assess if targets have been met in previous year	Annually	Travel Plan Co-ordinators	Through iTRACE system To be done Summer time each year	Issue memos to staff for times. Allocate rooms and equipment to facilitate staff to complete the Travel Survey. Promote on TV screens and via -

Other measures	Action/Method	Date to be Achieved	By whom	Comments	How?
Deliver reports to Wigan Council's Workplace Travel Plan Officer, Working Group and Senior Management	Reports can be accessed through iTRACE and a review of the TP will be reported at the quarterly Working Group meetings. As appropriate, all key survey and/or monitoring findings will be disseminated amongst staff	Annually	Travel Plan Co-ordinators	Monitoring is continuous for 5 years from the date of the first baseline study regarding staff travel modes and site audit	
Review targets	In order to meet targets on an annual basis ensure that they are achievable and realistic	Annually	Travel Plan Coordinators	Measures in place	

3.2 Summary

The aim of this Travel Plan is to significantly reduce the CO2 omissions caused by car usage from workers travelling to the Makerfield Depot. As the Depot is not easily accessible by any mode of public transport, at present reductions can only be achieved by encouraging staff to walk and cycle or consider a car share arrangement.

The survey shows that 56% of people are lone drivers. At present, there are no designated spaces for car sharers. This is something that might be significantly improved by offering staff who are prepared to car share a designated bay, close to the entrance of the Depot.

Other options to reduce the CO2 omissions for staff travelling to work would be to encourage the following:

- people living within a 1 mile radius to consider walking;
- people living within a 2 mile radius to consider walking or cycling; and
- people over 3 mile radius encouraged to car share.

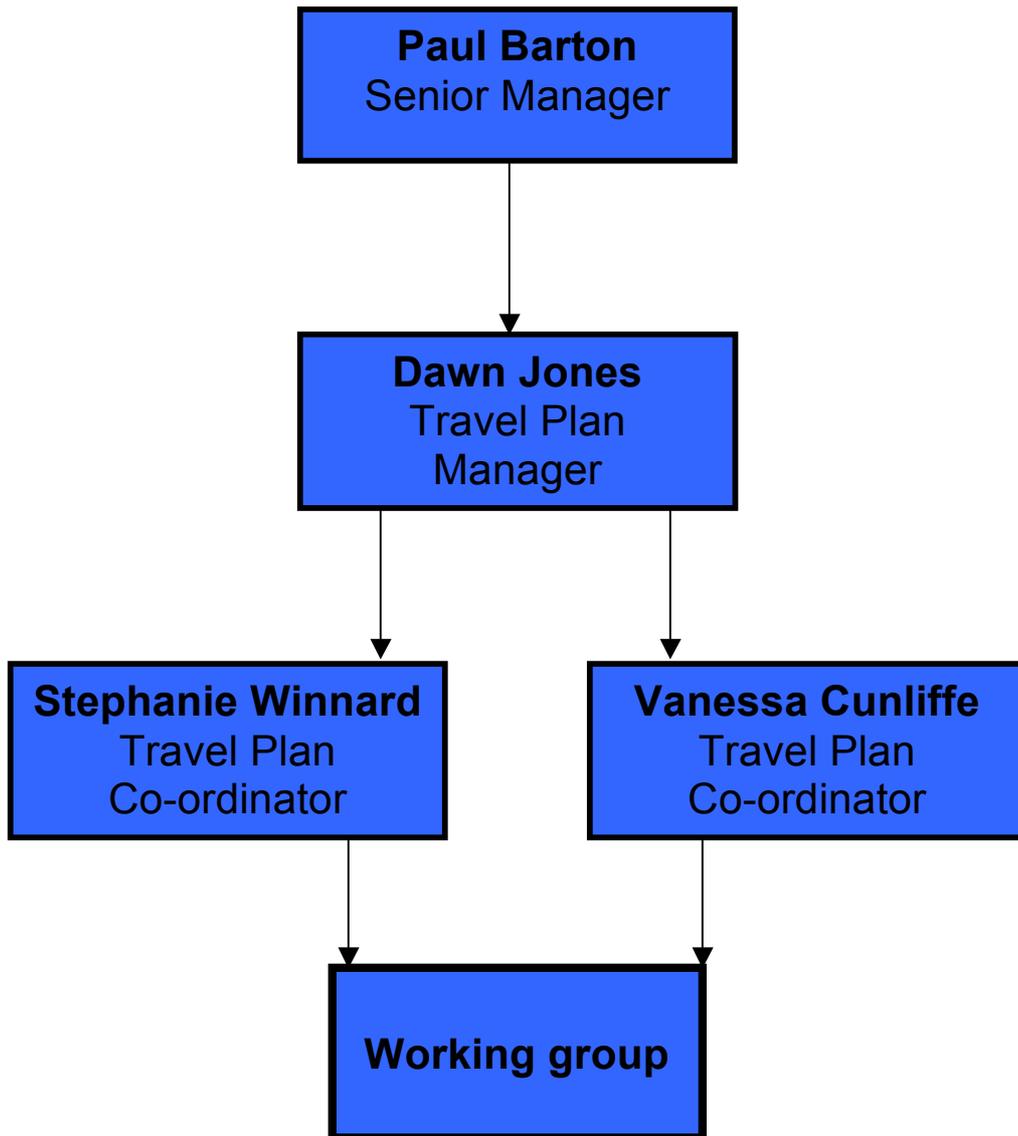
The council would ensure these alternatives as attractive options by:

- promoting health benefits of walking and cycling;
- providing adequate cycle stands, changing facilities and lockers; and
- providing designated car parking spaces for staff who car share.

These are the measures we hope to have in place prior to the next Travel Plan survey in Summer 2015.

4 Flow chart

The officers responsible for overseeing the travel plan for Makerfield Way Depot, are indicated below.



Year 2

The survey was carried out through November and the findings were as follows:

Snapshot staff travel survey

Main Mode of Transport	Trip Mode		Stated Mode	
	# Respondents	% of Total	# Respondents	% of Total
Car (Driver - alone):	152	50%	155	51%
Car Share (as Driver):	58	19%	55	18%
Car Share (as Passenger):	55	18%	53	18%
Motorcycle:	6	2%	6	2%
Bus:	3	1%	6	2%
Train:	1	0%	1	0%
Bicycle:	22	7%	22	7%
Foot (Walk):	4	1%	3	1%
Tram:	0	0%	0	0%
Underground (Tube):	0	0%	0	0%
Bike/Rail:	0	0%	0	0%
Other Mode:	0	0%	0	0%
Total # of responses:	301	100%	301	100%

The figures show:

A decrease in of 7 % in:

- Car driver– alone
- Scooter/motorcycle
- Taxi

From 59 % in year 1, to 52 % in year 2

An increase in of 7% in:

- Walking
- Cycling
- Car sharing

From 41% in year 1, to 48% in year 2

Whilst targets have been met in encouraging staff to use more sustainable forms of transport, the amount of people walking and cycling to work has actually decreased from Year 1. This might be accounted for because of the time of year the survey was carried out in Year 2 (ie, 2 months later than in Year 1) when staff who might otherwise have walked and cycled may well have chosen to car share because of the change in weather and shorter hours of daylight. .