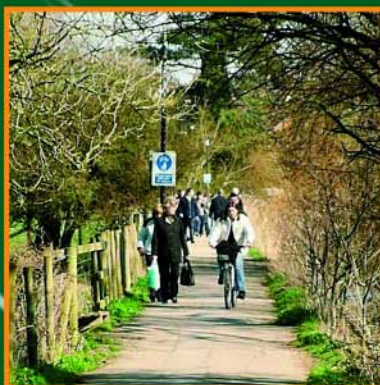


A **Smarter** way to work

Travel options guide for
Salisbury District Council
employees





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The Salisbury District Council Travel Plan - what's it all about?

Quite simply, it's about travelling in a way that benefits each of us. It's a well accepted fact that driving can cause stress in our everyday lives. Then there is the damage to our environment and health through pollution and poor air quality. Salisbury District Council's travel plan is about practical alternatives, making sure you have a choice of easy, convenient methods of getting to work. Reducing congestion and encouraging green or sustainable travel is a major government priority. Part of how the government hopes to achieve a balanced transport system in the UK is through the development of travel plans to reduce single-occupancy car journeys to work. Councils have an important role to play in leading by example.

Salisbury District Council is already actively involved through developing our own travel plan and we support the work of Wiltshire County Council's Workplace Travel Plan team in helping other south Wiltshire employers to create their own travel plans.

Within our own Travel Plan, we look to explain the travel choices that exist for council employees and outline what we intend to do over the next four years to encourage everyone to change their travel habits. We have set targets and firmly believe that these are attainable. Before you dismiss the idea with a "but it's just not practical for me to use anything other than my car", please take a few moments to read on and see what benefits a little change could bring you.

The success of the plan depends on our own commitment towards it and it is now up to us to show that together we can start to benefit from "A Smarter Way to Work".

David Crook, Acting Chief Executive,
and
Councillor Dennis Brown, Portfolio
Holder for Environment and Transport

What do we want to achieve?

The overall aim of the plan is to reduce car dependency for travel to and at work.

Why is this important to the council?

One of the council's core values is to be environmentally conscious, and part of our vision is that the services we provide contribute to a high quality environment. We are a major employer within Salisbury and aim to set a good example to other employers through making a commitment to the long-term well-being of the area.

What smarter ways to travel to work does this travel plan cover?

The full range of travel-to-work choices are covered:

- walking,
- cycling,
- using Park and Ride,
- using the bus,
- using the train,
- motorcycling,
- lift-sharing,
- working from home,
- driving to work.

We recognise that in some cases, not all of these may be practical or suitable for your journey.

What smarter ways to travel whilst at work does this travel plan cover?

- pool vehicles,
- rail warrants,
- pool bikes,
- lift-sharing.

All leaflets and forms referred to in this plan can be found in the "New Travel Plans" folder in the SDC Common Area.



Walking



59% of car journeys taken in the UK cover a distance of less than 5 miles, and 25% cover less than 2 miles. Such journeys can often be walked or cycled quicker. If you live within the Salisbury and Wilton area, why not give walking to work a try?

Salisbury District Council's offices are within easy walking distance of the city centre bus stops for Park and Ride and suburban services, and are a 15-minute walk from the railway station.

Walkers, runners and joggers will be able to use the showers and changing facilities provided at the expanded Bourne Hill offices.

A copy of the Salisbury Walking Map is available to view (not printable) in the "New Travel Plan" folder of the SDC Common Area. The map shows routes you can take to work, or to meetings within the city. Many routes are away from congested roads. The map also contains information on the health benefits of building walking into your daily routine.

Benefits for regular walkers:

- Walking to work is a great way of getting some or all of the daily 30 minutes of exercise recommended by health professionals – and it is free!
- Walking just 1 mile a day burns at least 100 kcal.

Cycling



Salisbury's compact size lends itself to getting around by bike. Cycling is a great option for those who live in the local area to travel in to work or for local short-distance business trips and site visits. The city centre 20 mph zone and the good provision of cycleways make cycling the obvious choice for staff who live in Salisbury and Harnham.

A copy of the Salisbury and Wilton Cycle Map is also available to view (not printable) in the "New Travel Plan" folder which shows the local cycle network, gives advice on safe cycling and shows availability of cycle parking throughout the city centre.

The new offices at Bourne Hill will incorporate covered parking for 22 bikes, showers, lockers and changing facilities for cyclists. Phone extension 581 for a paper copy of the Walking or Cycle Maps.

Benefits for regular cyclists:

- You are entitled to claim the Group 1 casual user mileage rate for all work-related trips using your own bike.
- Staff who cycle to work regularly are entitled to claim a one off voucher for £25 to purchase equipment.



- You can apply for an interest free loan of up to £1,000 to help purchase a bike for use in cycling to work. Repayments will be taken out of your salary in twelve monthly instalments.

The reason we are encouraging walking and cycling to work is:
 Staff who joined Salisbury District Council after 26 November 2000 who live within 2 miles of Bourne Hill are not entitled to a city centre parking permit or the use of Park and Ride. This sort of distance is considered to be a reasonable distance to walk or cycle. To walk a mile takes about 20 minutes at a reasonable pace. To cycle two miles takes 15-20 minutes.

Using Park & Ride

Salisbury now has four Park and Ride sites in operation (the London Road site opens in July 2006). The sites together with routes into Salisbury currently served are:

- Beehive – serves the A345 from Amesbury/ Durrington
- Britford – serves the A338 from Downton, Fordingbridge and Bournemouth
- London Road – serves the A30 from Andover and Winchester and the A338 from Tidworth and Marlborough
- Wilton – serves the A360 from Devizes, the A36 from Warminster and the A30 from Shaftesbury

All car parks are covered by CCTV and have barrier entry and exit controls. Buses from the sites depart every 10 minutes at peak times. The closest bus stops to alight at for the council offices from Beehive and Wilton are in Blue Boar Row outside

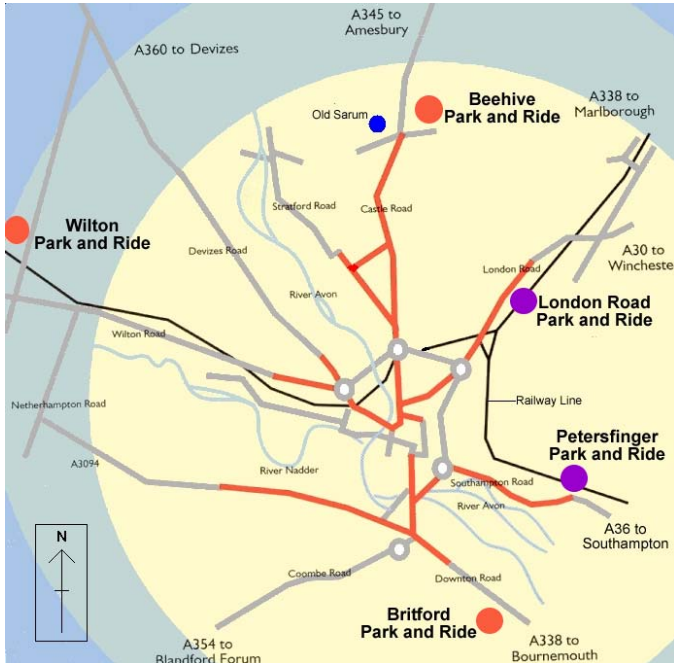
Debenhams, and from Britford are in New Canal outside Marks and Spencer. To return in the evening, Britford and Beehive are served by the Blue Boar Row stop, and buses to Wilton depart from the bus stop in New Canal. As an alternative, to return to Beehive staff from Bourne Hill can join at the stop on Castle Street just beyond Millstream Approach. All stops have real time displays advising you of the arrival time of the next service.



Staff travelling on routes covered by the Beehive, Wilton and Britford Park and Ride sites, who are not in receipt of essential car user allowance and joined Salisbury District Council after 26 November 2000, have already had their city centre car parking permit replaced by free use of the relevant Park and Ride site.

For staff whose travel to work corridor is via the A36 Southampton Road, your city centre subsidised parking entitlement will be transferred to the Petersfinger Park and Ride when this opens (planned for spring 2008).





Staff who joined the Council before 26 November 2000 who are not essential users are eligible for free parking at Park & Ride, but will need to opt into this by contacting Parking Services. Those staff who fall into this group who do not exercise this opt in are able to use subsidised city centre parking— see section on parking entitlement for more details.

Using the bus

Salisbury is well served by bus services to both its suburbs and along radial corridors to towns and villages beyond. For instance, East Harnham and Bemerton Heath have buses into the city centre every ten minutes



from 7am to 7pm. Real time bus service running information is now available on many suburban routes at the most heavily used bus stops and at all stops in the city centre.

Using the train

Salisbury is served by half-hourly trains from Gillingham, Tisbury (at peak times only), Andover and Basingstoke (at all times), with hourly trains from Warminster, Romsey and Southampton.

Would I save money by using public transport rather than driving to my nearest Park & Ride?

If you live in a town or village further afield, with good regular public transport links to Salisbury, you should give some thought as to whether using these services might be cheaper than using your own car (in terms of petrol and running costs) to drive to a Park and Ride site and using these services within your free entitlement.

Shown overleaf are a selection of worked examples using actual season ticket costs, to give you an idea as to how much you could save by commuting to work by rail or bus. The figures quoted are the current prices for annual bus or rail season tickets (prices correct as at February 2006) and equivalent car costs are based on average fuel consumption levels of 40 miles per





gallon and the cost of petrol at 84p a litre, which was the average price in February 2006. This excludes car tax, servicing and insurance, which on average cost £130, £250 and £350 respectively per annum. To factor these costs in you should add £2 per day on to your petrol costs to show a full comparison. For using rail, if you live too far away to be able to walk or cycle to the train station closest to where you live, you would need to factor in the cost of bus travel or parking at the station.

The forms to request the £484 subsidy and season ticket loan are available to print off in the SDC Common Area in the folder "New Travel Plan".

- Benefits to public transport users:**
- Wilts & Dorset offer money-saving deals for regular travellers, including the Freedom of Salisbury and the Freedom of Salisbury and Amesbury tickets.
 - Salisbury District Council will, as an alternative to providing free use of Park and Ride, at your request, purchase for you an annual bus or rail season ticket. You will reimburse the Council through 12 equal installments through your monthly payroll less a monthly subsidy of up to £40.33 which SDC will pay. This subsidy could save you £484 per year off the cost of a season ticket. If the season ticket costs £484 or less, then you would have free bus travel to and from work

Rail

Commute into Salisbury from: (distance to nearest P&R)	Journey time by train	Annual season ticket cost without discount	Cost to you with £484 discount	Cost to you per month (through loan scheme and salary repayment)	Equivalent daily cost of travel	Daily cost of petrol for return journey to nearest P&R site
Warminster (18.5 miles)	24 mins	£1,244	£760	£63.33	£3.17	£3.53
Tisbury (10.5 miles)	15 mins	£696	£212	£17.67	88p	£2.01
Andover (16 miles)	20 mins	£1,188	£704	£58.67	£2.93	£3.06
Romsey (15 miles)	24 mins	£1,036	£552	£46	£2.30	£2.87
Southampton (24 miles)	37 mins	£1,384	£900	£75	£3.75	£4.58

Bus

Commute into Salisbury from: (distance to nearest P&R)	Annual season ticket cost without discount	Cost to you with £484 discount	Cost to you per month (through loan scheme and salary repayment)	Equivalent daily cost of travel	Daily cost of petrol for return journey to nearest P&R site
Alderbury (3 miles)	£472.50	£0	£0	£0	57p
Amesbury (5 miles)	£725	£241	£20.08	£1	95.5p
Downton (5 miles)	£813.75	£329.75	£27.48	£1.37	95.5p
Wilton (1 miles)	£400	£0	£0	£0	19p

Motorcycling

Motorcycling is increasing in popularity and is believed to deliver reductions in fuel consumption of more than 55% compared with an equivalent car trip.

Salisbury District Council supports the use of motorcycles and mopeds for travel to work through provision of free parking for such vehicles at council offices. Plans for the new Bourne Hill offices will incorporate provision of covered parking for four motorcycles. In addition the locker and changing facilities will enable easy storage of helmets and clothing.

Lift-sharing

Salisbury District Council staff who are interested in lift-sharing are encouraged to register with carsharewiltshire.com. This online car-share system enables staff to identify suitable carshare colleagues either for journeys to work or for occasional or one-off trips. The facility is available to staff who have internet access.

Simply visit:

www.carsharewiltshire.com

You will receive an email with contact details of others who travel into Salisbury on your route. All you have to do is contact the other person and sort out how you want to share.



All that most car insurance companies require is that you let them know you are now car-sharing – it is unlikely that this will increase your premium.

Benefits for regular car-sharers:

- Halve your monthly petrol bills and mileage and reduce your expenditure on car maintenance;
- Arrive to work less stressed by alternating who drives each day or each week;
- A free emergency ride home (using a local taxi operator) – to be provided for car-sharers who are let down at the last minute by their lift home.



Car Clubs

For those of you who live in Salisbury, you may be interested to know that the city has its own car club called hOURcars. This differs from lift-sharing, in that hOURcars own a car located centrally in Salisbury, which can be booked by telephone or via the internet for use by any of its members. The user then pays a charge for petrol and mileage used. This is ideal for households who don't have access to a car or who do not currently make full regular use of two cars and might be considering selling their second car. To find out more visit:

www.hourcars.co.uk

Working from home

You may be able to negotiate with your line manager an arrangement for working from home on a regular basis. If you have internet access at home, you will be able to check and send emails from your district council mailbox. For more information about working from home, look at the SDC Remote Working Guide in the 'Innovative Ways of working Grp' folder of the 'Office Centralisation' folder in the SDC Common Area. When the new centralised offices at Bourne Hill open in 2008, in order to accommodate all staff from other city centre offices, staff where this is practicable will be encouraged to work from home regularly. As part of this, consideration will be given to new forms of flexible working.

Driving to work – parking entitlement

City Centre office staff

Council employees who are not essential users and who joined the council before 26 November 2000, and employees who do not have a Park and Ride site available on their route to work are entitled to subsidised city centre car parking. Those who joined before 26 November 2000 can choose to apply for a city centre parking buyout worth £1,404. You can apply by

making an expression of interest to Personnel. For anyone living less than 2 miles from Bourne Hill, taking up the buyout will mean that you would be expected to walk or cycle to work and are not eligible for public transport subsidy.

From 1 April 2006, all employees who are not essential car users who work in Salisbury city centre, will be required to pay for their parking. The system of blue permits in use up to this point will be supplemented by the use of a ten-day staff parking card. You should fill out that day's date in one of the ten boxes and display the card on your dashboard. The rate you will pay for daily parking is as follows:

Date	Joined before 26 Nov 2000 & have a P&R site available	Joined after 26 Nov 2000 & have a P&R site available and live more than 2 miles from Bourne Hill.	All Staff who come in on A36 Southampton Road (no P&R available)
From 1/4/06	£1 per day	Free use of Park & Ride. No entitlement to city centre parking.	£0 per day (or free use of London Rd/ Britford P&R)
From 1/4/07	£2 per day		£1 per day (or free P&R at above sites)
From 1/4/08	£3 per day		£2 per day (or free P&R at above sites)
From 1/4 of each year thereafter	£3 per day + rate of inflation		Petersfinger open. Free use of this Park & Ride

Employees on Grades A to D will not pay the full increase with effect from 1 April 2008. Their cost will remain at £2 per day, which will be increased by the rate of inflation at 1 April 2009 and each year thereafter.

How to request your staff parking cards

Staff Parking Card application forms are available on the SDC Common Area in the "New Travel Plan" folder. You need to print this out, stating how many 10-day cards you require, sign it and post it internally to Parking Services. You need to allow 5 working days for your request to be processed. You will be sent the number of cards you requested and Parking Services will inform payroll of the number of cards and the cost. The relevant amount will then be deducted from your monthly salary payment.

If you live on the A36 Southampton Road corridor, Parking Services will have a list of all people who are entitled to cards at £0 per day, and the reduced rate thereafter. You will not need to pay to receive the cards until 1/4/07. You need to request cards in the same way as above, but ensure you include your postcode on the form. Until Petersfinger opens (planned for spring 2008), as an alternative to paying for subsidised city centre parking, staff on the A36 Southampton road corridor can choose to park for free at either London Road or Britford Park and Ride.

All staff employed at other locations than the city centre offices (such as Five Rivers and Churchfields depot) are entitled to free parking – but are encouraged to consider walking, cycling, using public transport or lift-sharing to work.

Travel choices for journeys on council business

Pool Bikes - the council owns four pool bicycles. These are ideal for travel to site visits within the city. Phone extension 325 to book a bike.

Pool Vehicles - when traveling further afield, why not book one of our three pool vehicles. We have a Ford Fiesta, a Ford Focus and a Mazda pick-up. To begin using them, just bring in your driving licence and

let Jan Carter in Finance take a photocopy.

Check if the Focus or Mazda are free when you need it by using the Public Folders icon in Microsoft Outlook, then by opening the "All Public Folders" option then open "SDC Public Calendars" then click on the "CSU Vehicle Booking" folder. If it is free, phone extension 200 to book. (This is likely to change in late 2006 with the office decant – keep an eye on Link Up for any changes). Keys can be collected from Bourne Hill reception. The Fiesta is currently based at Wyndham Road. Phone extension 284 to book it.

Rail warrants make longer distance business travel easy. Take work to do while you travel and avoid the stress of congestion and delays.

Lift-share – don't forget that if a colleague is attending the same meeting as you, you are expected to lift share to that meeting.

What will happen during the Office Project Decant?

If you are decanted to Churchfields Depot then you will be entitled to free parking at the depot. If, whilst at Bourne Hill you were entitled to city centre subsidised parking, you will not be able to use this for the duration of the decant. If you are decanted to another city centre office or City Hall, your current entitlement will be unchanged.

More information

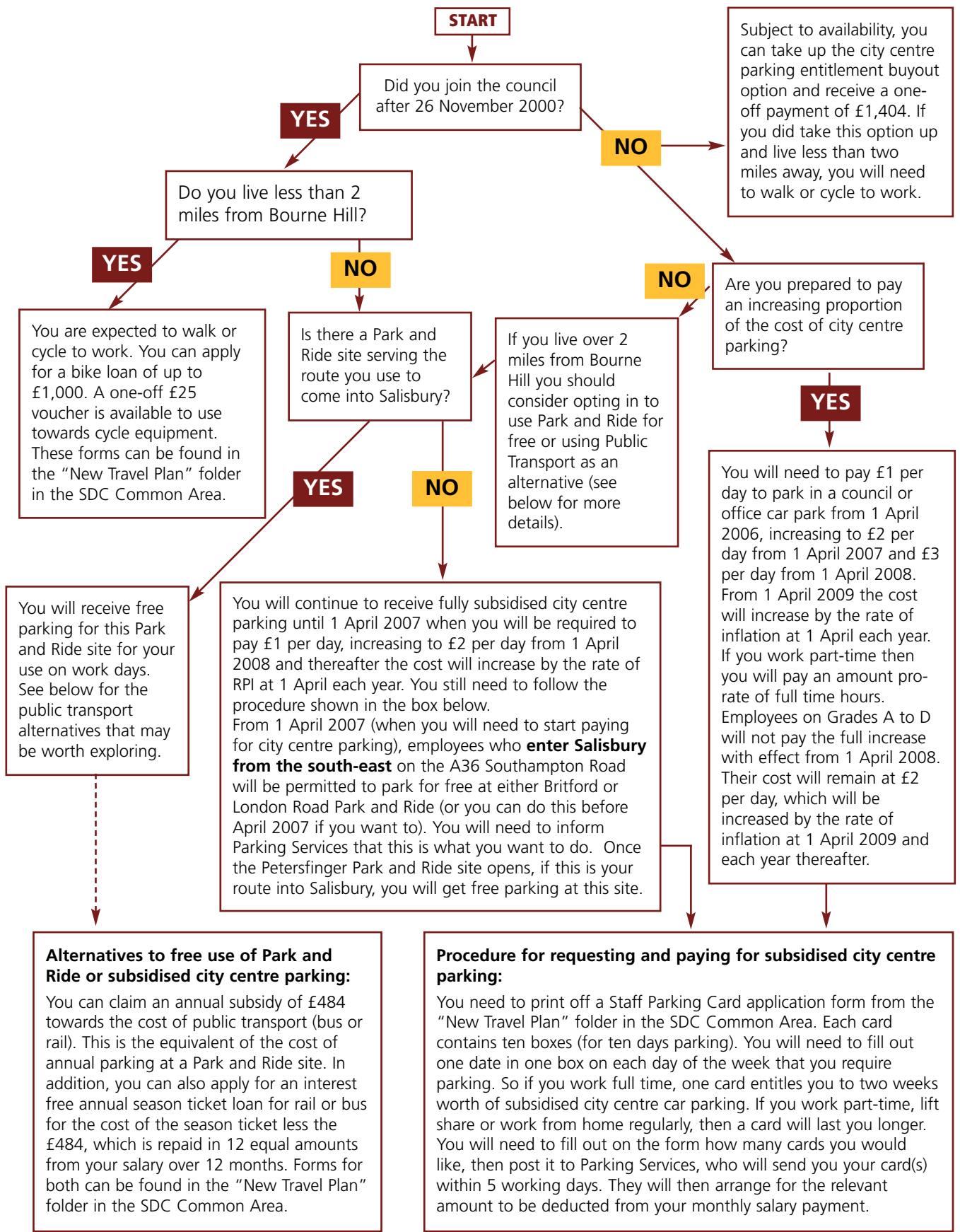
If you require further information on any aspect of travel to work, or to obtain a paper copy of the Cycle or Walking Map, please contact the Travel Plan coordinator on extension 581 or by email: transportation@salisbury.gov.uk

Overleaf is a simplified flow diagram to help you to help you evaluate the choices open to you to find a smarter way to work.



Your choices made easy - What help with travel or parking costs am I entitled to?

(All **non-essential** users whose normal place of work is in one of the City Centre offices)





Salisbury District Council
Transportation, 37 Endless St,
Salisbury, Wiltshire SP1 1DP.

tel: 01722 434325

fax: 01722 434261

email: transportation@salisbury.gov.uk

web: www.salisbury.gov.uk



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