



Ardip Sandhu
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Date: 15 January 2025

Dear Councillor,

Environmental and Development Services Committee

A Meeting of the **Environmental and Development Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 23 January 2025** at **18:00**. You are requested to attend.

Yours faithfully,

A handwritten signature in black ink, appearing to read "A. Sandhu".

Monitoring Officer
Executive Director – Law and People

To: **Labour Group**
Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair)
Councillors A Archer, V Redfern, B Stuart A Tilley and N Tilley

Conservative Group
Councillors M Gotheridge, M Ford, K Haines and J Patten

Non-Grouped
Councillor A Wheelton

Liberal Democrats
Councillor G Andrew

AGENDA

Open to Public and Press

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the Meetings held on:

07 November 2024 **4 - 10**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No. 10.
- 5** To receive any questions by Members of the Council pursuant to Council Procedure Rule No. 11.
- 6** REVIEW OF BUS SHELTER MAINTENANCE **11 - 18**
- 7** SUSTAINABLE STAFF TRAVEL STRATEGY AND ACTION PLAN 2025-29 **19 - 52**
- 8** COMMITTEE WORK PROGRAMME **53 - 57**

Exclusion of the Public and Press:

- 9** The Chairman may therefore move:-
That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 10** To receive the Exempt Minutes of the Meetings held on:
Details
07 November 2024
 - See agenda for reasons for exemption

11 To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.

Details

**ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE**

07 November 2024

PRESENT:

Labour Group

Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair)

and

Councillors A Archer, B Stuart, A Tilley, N Tilley and S Harrison (substitute for Councillor V Redfern)

Conservative Group

Councillors M Gotheridge, K Haines and J Patten

Non-Grouped

Councillor A Wheelton

Liberal Democrats

Councillor G Andrew

EDS/45 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor V Redfern (Labour Group).

EDS/46 **MINUTES**

The Committee noted and approved the Open Minutes of the meetings held on 08 August 2024 and 19 September 2024 and were signed by the Chair as a true record.

EDS/47 **DECLARATIONS OF INTEREST**

The Committee was informed that a declaration of interest had been received from Councillor J Patten in respect of item EDS/54 by virtue of being a County Councillor.

The Committee was informed that a declaration of interest had been received from Councillor M Ford in respect of item EDS/54 by virtue of being a County Councillor.

EDS/48 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

EDS/49 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

The Committee was informed that no questions from Members of the Council had been received.

MATTERS DELEGATED TO COMMITTEE

EDS/50 **PRIVATE HIRE CROSS BORDER ENFORCEMENT – WOLVERHAMPTON CITY COUNCIL**

The Senior Licensing Officer provided a summary of the report to the Committee and sought approval for the recommendations within the report.

Councillor J Patten enquired as to the same arrangement being implemented with Northwest Leicestershire and East Staffordshire.

The Senior Licensing Officer confirmed that to date there was an arrangement in place whereby South Derbyshire District Council had delegated the power to undertake the compliance functions to the authorities, but it had not yet been reciprocated.

It was noted that the Executive Director – Law and People would be asked to write to the authorities, in consultation with the Chair, if it was appropriate.

RESOLVED:

- 1.1 The Committee recommended to Council to delegate the power to undertake the Council's compliance functions under section 68 and 73 of the Local Government (Miscellaneous Provisions) Act 1976 to named Officers at Wolverhampton City Council.***
- 1.2 The Committee recommended that Council accept the delegation from Wolverhampton City Council to named Officers of the Council, to undertake Wolverhampton City Council's compliance functions under s68 and s73 of the Local Government (Miscellaneous Provisions) Act 1976.***
- 1.3 The Committee delegated to the Executive Director, Law and People the operational aspects of the authorisations.***

EDS/51 **REVIEW OF PRIVATE HIRE LICENSING POLICY AND CONDITIONS**

The Senior Licensing Officer provided a summary of the report to the Committee noting the reasons for the review of Policy and Conditions due to an updated Best Practice Guidance released by the Department of Transport and the changing landscape of the taxi and private hire trade and sought approval for the recommendations within the report.

Councillor A Wheelton sought clarification regarding checks being carried out on Drivers outside of the area coming into the District and whether South Derbyshire District Council had any powers over other authorities to carry out sufficient checks to maintain high standards.

The Senior Licensing Officers confirmed that South Derbyshire District Council did not have any powers over other authorities, although relationships have been built and under the Safeguarding Act 2022, issues would be reported back for the relevant authority for action to be taken.

RESOLVED:

- 1.1 The Committee approved the changes to the Private Hire Licensing Policy and Private Hire Vehicle, Driver and Operator Conditions at Appendices 1-4 to come into effect on 18 November 2024.***
- 1.2 The Committee delegated to the Executive Director, Law and People the power to amend the Private Hire Licensing Policy in line with the revised Institute of Licensing's Suitability Guidance for Taxi and Private Hire Licensing.***

EDS/52 **REVISION OF STREET TRADING POLICY**

The Senior Licensing Officer provided a summary of the report to the Committee noting that the policy had been reviewed to streamline the application process and the consultation process to make it more user friendly for both officers and applicants.

Members considered the report and supported the officer's recommendations.

RESOLVED:

- 1.1 The Committee approved the amendments to the Council's Street Trading Policy attached at Appendix 1***

EDS/53 **COUNCIL PLAN 2024 -28: PERFORMANCE REPORT (2024-2025 QUARTER 2 – 1 APRIL TO 30 SEPTEMBER)**

The Executive Director – Environment and Communities presented the report to the Committee noting the project to publish and implement a South Derbyshire District Council Renewable Energy Production Plan had been suspended from the Council Plan due to a change in approach. It was noted that the Council would be working in partnership with the East Midlands Combined County Authority undertaking a study across the County with other authorities and would be appointing a consultant to work with the Council to gather information to help inform the Local Area Energy Plan.

Councillor G Andrew sought clarification on figures reported for planning application performance, household waste profile target and recycling rates.

The Head of Planning and Strategic Housing provided confirmation that planning applications were on course, however there had been some delay relating to biodiversity net gain and ensuring that all requirements had been met. The Committee was advised that a comprehensive report would be provided to the Committee in due course.

The Head of Operations informed the Committee that all information was currently paper based and not easy to extract data from, however new software had been purchased that would enable more detailed breakdown of reported figures in the future.

RESOLVED:

- 1.1 *The Committee noted progress against the performance targets set out in the Council Plan 2024-2028, Performance Dashboard, in Appendix A.***

EDS/54 REVIEW OF RECYCLING COLLECTION STREAMS

The Head of Operational Services presented the report to the Committee and sought approval for the recommendations set out with the report.

Members raised concerns regarding the financial implications, funding streams, the number of unknowns and the lack of information provided by Derbyshire County Council.

The Chair informed the Committee that all concerns raised had been noted and required future discussion.

RESOLVED:

- 1.1 *The Committee considered and approved, the options as recommended by Overview and Scrutiny Committee as follows:***
- 1.1.1 *To supply biodegradable internal kitchen caddy liners to residents and that they are provided free of charge***

as an introductory incentive only (1 roll on implementation of scheme).

1.1.2 *After the introductory incentive to provide biodegradable internal kitchen caddy liners to residents for purchase at reasonable cost, but not to be distributed.*

1.1.3 *To provide internal Kitchen Food Caddies at reasonable cost for residents to purchase.*

EDS/55 DESIGNATION OF HATTON NEIGHBOURHOOD AREA

The Head of Planning and Strategic Housing presented the report to the Committee and sought approval for the recommendations within the report.

Members considered the report and supported the officer's recommendations

RESOLVED:

1.1 *The Committee designated the Parish of Hatton (as identified on the plan at Appendix A) as a Neighbourhood Area.*

EDS/56 ADOPTION OF PLANNING OBLIGATIONS SUPPLEMENTARY PLANNING DOCUMENT

The Planning Policy Officer provided a summary of the report to the Committee noting that the draft Supplementary Planning Document had been approved for consultation by Environmental and Development Services Committee on 20 April 2022. It was note that the consultation period for the Planning Obligations Supplementary Planning Document ran for a period of public consultation from 20 May 2022 to 27 June 2022 and 21 responses had been received as detailed in Appendix 2 of the report.

Members considered the report and supported the officer's recommendations.

RESOLVED:

1.1 *The Committee approved the Planning Obligations Supplementary Planning Document (the SPD) (at Appendix 1) for adoption, and delegates to the Head of Planning and Strategic Housing in consultation with the Chair of Environmental and Development Services Committee to make any minor changes and formatting as required.*

EDS/57 APPROVAL OF THE INFRASTRUCTURE FUNDING STATEMENT 2023-2024

The Planning Policy Officer provided a summary of the report to the Committee outlining the financial contributions that had been secured through Section 106 Funding Agreements from new developments for off-site infrastructure provision and affordable housing and sought approval of the recommendations.

RESOLVED:

- 1.1 *The Committee approved the Infrastructure Funding Statement (IFS) for the 2023-24 financial year for publication.***

EDS/58 **INTRODUCTION OF PRE-PLANNING APPLICATION CHARGING**

The Head of Planning and Strategic Housing presented the report to the Committee, noting that a report which sought to introduce pre-application charging had been approved in 2021. The Committee was advised that the practice of pre-application engagement was firmly encouraged in the National Planning Policy Framework.

Councillor K Haines sought clarification regarding the impact to non-development application process.

The Head of Planning and Strategic Housing confirmed that the process had been thoroughly thought through and would not cause any adverse impact.

Councillor A Wheelton sought clarification on a review process for fees and charges and the monitoring process.

The Head Legal and Democratic Services confirmed that reports would be provided through budget monitoring and that fees and charges would be reviewed annually in line with guidance provided by The Local Government Association.

RESOLVED:

- 1.1 *The Committee recommended to Finance and Management Committee to approve the charges at Appendix 4 for planning pre-application advice to be implemented from 1 January 2025.***
- 1.2 *The Committee recommended to Finance and Management Committee to approve the increase in fees for Footpath Diversion Orders as set out in paragraph 3.15 of this Report to be implemented from 8 November 2024***

EDS/59 **COMMITTEE WORK PROGRAMME**

The Executive Director – Environment and Communities presented the report to the Committee

RESOLVED:

1.1 The Committee considered and approved the updated Work Programme

EDS/60 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in

EXEMPT MINUTES

The Committee received the Exempt Minutes of the meetings held on 08 August 2024 and 19 September 2024 and were signed by the Chair as a true record.

EXEMPT QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions had been received.

The meeting terminated at 19:45hours.

COUNCILLOR S TAYLOR

CHAIR

REPORT TO:	ENVIRONMENT AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 6
DATE OF MEETING:	23 JANUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	EXECUTIVE DIRECTOR - ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS' CONTACT POINT:	GARY CHARLTON – HEAD OF OPERATIONAL SERVICES gary.charlton@southderbyshire.gov.uk	DOC:
SUBJECT:	REVIEW OF BUS SHELTER MAINTENANCE	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1. Recommendations

- 1.1 That Committee approves the termination of all of the Bus Shelter Consents between the Council and Derbyshire County Council.
- 1.2 The Committee approves the ceasing of all Bus Shelter maintenance, repair and cleansing.

2.0 Purpose of the Report

- 2.1 To update the Committee as to the background and current provision of bus shelters across the District.
- 2.2 To agree the future provision of bus shelters for the Council.

3.0 Detail

- 3.1 Concerns have been raised with regard to the lack of bus shelter provision and the standard of shelters within the District. This report outlines the history of bus shelter provision and the options available to the Council moving forward.
- 3.2 This report relates to only bus shelter provision and not bus stops. At the current time, there are 145 bus shelters across the District (Appendix A) and are mainly located along the main arterial routes. The shelters are located at various 'well used' bus stops to provide protection from the elements for users of the bus service.

Background

- 3.3 New bus shelter installation remains a Derbyshire County Council (DCC) Highways function as they support the local travel network. However, the maintenance of some bus shelters was undertaken by this Council's predecessor councils since the early 1950's through written consents with DCC. Further consents were granted following this Council being granted the Highway's Agency provision, this agency agreement was cancelled over a decade ago and all highway provision is now a County Council function.
- 3.4 During the period from the 1950's the predecessor councils and more latterly the Council requested new bus shelters and paid for their installation and upkeep. Over the last several decades 133 consents with DCC have been signed. Since the mid-1990's there has been no new consents signed, Officers suspect that this is due to how the Highways Agency Agreement was operated.
- 3.5 Information received from DCC, indicates that of the 145 bus shelters in the District, presently 130 were funded by the Council and 13 were funded by Parish Councils and only 2 were funded by DCC. There are 133 consents held by the Council and Officers have assessed this list against the information received from the DCC. Presently only 53 relate to existing bus shelters (Appendix B), it is likely that over time bus shelters have been removed and/or replaced in alternative locations.
- 3.6 In regard to the bus shelters funded by the Parish Councils, these currently fall to Council to maintain.

Current Position

- 3.7 Of the 145 bus shelters, only 10 of these are under 5 years old, 20 are under 10 years old, the remaining shelters are over 10 years. There are multiple types of bus shelter in place including powder coated aluminium shelters, old-galvanised aluminium shelters and wooden shelters. Although there are many shelters over 20 years old that do look unattractive, they still protect people from the elements.
- 3.8 The shelters have a mixture of glass and clear polycarbonate windows, a number have lighting and additional advertising boards. The advertising panels require frequent attention, and the electrical installations are in some instances very old. Paint is beginning to peel off in places on a number of shelters and a number of polycarbonate glazing panels are heavily scratched and difficult to see through.
- 3.9 The cleansing of bus shelters was previously carried out by a contractor for a charge, this function was brought in-house in 2022 with the budget saving of £11,000 per annum. Currently cleansing of the shelters is carried out on an annual basis by the Street Cleansing Team and consists of a full jet wash (where able) and graffiti removal.
- 3.10 Damage to bus shelters primarily consists of smashed and damaged windowpanes, replacement panes and costs vary between £150-£200. Repairs to bus shelters are carried out by either a specialist contractor - window installation company, electrician or by Council staff - wooden bus shelters replacement of rotten roofing boards. The annual budget for repairs is £8,000.
- 3.11 New bus shelter installation is carried out DCC, presently it has several new and replacement shelter installations it wishes to carry out in the District. Officers from the DCC are keen for the Council to take on management of the repairs of these new

shelters, however, it is not offering any financial support to undertake the ongoing liability.

- 3.12 Officers have undertaken a benchmarking exercise with neighbouring Local Authorities and asked if they still owned and maintained bus shelters within their Council area. From the authorities that responded, the table below details their current bus shelter provision;

High Peak	Some are DCC, some are Parish but most are HPBC, a contractor jet washes the HPBC ones once a year.
Bolsover District Council	Owned & Maintained by the Parish, Town & District Councils. The District Council Cleanse all the bus shelters in the District.
Amber Valley Borough Council	Owned & maintained by Borough Council. They are cleansed and maintained by an external contractor.
Erewash Borough Council	Owned by Borough and Parish Councils, however maintenance of District shelters was handed back to DCC in the last 12 months. The bus shelters owned by Parish Councils are now maintained and cleansed by Parish Councils.

- 3.13 The proposed recommendation for consideration by the committee is that the Council, terminates each consent. On that basis the DCC or the Parish Council will be required to accept the responsibility to maintain. If the Parish Council accepts responsibility, it will need to apply for a consent from DCC. If DCC does not want to be responsible for each bus shelter, DCC will need to ask us to remove the Shelters, and we would be required to do so. The Parish Councils will be responsible for maintenance, repair and cleansing of the Shelters listed in Appendix A as belonging to a Parish Council. Officers will contact Parish Councils to advise of the implications of the Council's decision. Namely that Parish Councils can approach DCC for a Consent and if granted undertake the repair, maintain and cleanse Shelters where the Consent was formerly with the Council or that Parish Councils will need to repair, maintain and cleanse where the Consent was between it and DCC as the Council is no longer repairing, maintaining or cleansing these Shelters.

4.0 Financial Implications

- 4.1 The current annual budget for bus shelter maintenance is £8,000 per annum, cleansing of the bus shelters is covered under the general functions of the street cleansing team and is 3 weeks work for a team of 2 circa £3,500 in salary.
- 4.2 The average cost of repairs per bus shelter is circa £200 per annum and on average there is 150 incidences of damage per annum. At least two thirds of these are in-house repairs at no additional cost, the remainder require an external specialist at additional cost. Current repairs are funded up to the £8,000 budget limit. The actual cost of repairing the bus shelters is projected based on historical repairs at £11,000 per annum.
- 4.3 Replacement bus shelters vary in cost significantly dependent on style and function, the average cost is circa £6,000 per shelter. Unless part of an insurance claim the Council has not funded any replacement shelters for several years.

- 4.4 If the committee take forward the recommendation, it is proposed that the existing annual maintenance budget to £8,000 be used to fund the removal of bus shelters if needed.

5.0 Corporate Implications

Employment Implications

- 5.1 None.

Legal Implications

- 5.2 Bus Shelters have been erected on Highway land by DCC granting consents to either the Council or Parish Councils. These consents require the Council to maintain the Shelters. If the Council was to terminate these consents DCC could request that the Shelters are removed by the Council.

Corporate Plan Implications

- 5.2 The proposals align with the key Council Plan aim TC2 - Effective management of services ensuring financial resilience. By reviewing the Councils commitment and maintenance responsibilities for bus shelters from 2025/2026, the Council will ensure the correct use of budget.

Risk Impact

- 5.3 The cessation of the bus shelter agreements with the County Council may lead to the removal of shelters in the future.

6.0 Community Implications

Consultation

- 6.1 None required.

Equality and Diversity Impact

- 6.2 None

Social Value Impact

- 6.3 None

Environmental Sustainability

- 6.4 None.

7.0 Background papers

- 7.1 None.

Appendix A

South Derbyshire area bus shelters 2024	
AREA AND LOCATION	OWNER OF SHELTER
Aston, Weston Road opp 75	South Derbyshire District Council
Aston, Weston Road, opp Yates avenue	South Derbyshire District Council
Aston, Derby Road opp 48	South Derbyshire District Council
Aston, Derby Road adj Pump cottages	
Barrow on Trent, Swarkestone Road adj 79	South Derbyshire District Council
Barrow on trent, adj Sinfin Lane	South Derbyshire District Council
Barrow on Trent, adj 16 Twyford Road	South Derbyshire District Council
Boundary, A511 Ashby Road opp. Heath La.	South Derbyshire District Council
Bretby, Industrial Estate A511 (Ashby bound)	South Derbyshire District Council
Bretby, Industrial Estate A511 (Burton bound)	South Derbyshire District Council
Bretby, Ashby Road East os Stanhope Arms	South Derbyshire District Council
Bretby, Ashby Road East opp Stanhope Arms	South Derbyshire District Council
Bretby, Ashby Road East, opp chesterfield arms	South Derbyshire District Council
Burnaston, A516 opp Dee Lane	South Derbyshire District Council
Castle Gresley, opp 136 Mount Pleasant Road	South Derbyshire District Council
Castle Gresley, os 17 Burton Road	South Derbyshire District Council
Castle Gresley, opp 112 Burton Road	South Derbyshire District Council
Castle Gresley, Burton Rd near Mount Road	South Derbyshire District Council
Castle Gresley, Burton Road adj Swadlincote Lane	South Derbyshire District Council
Church Gresley, Castle Road - Adj to Drum and Monkey	South Derbyshire District Council
Church Gresley, Castle Road - Opp Drum and Monkey	South Derbyshire District Council
Chruch Gresley, Coppice side	South Derbyshire District Council
Church Gresley, opp 57 Market Place	South Derbyshire District Council
Church Gresley, Church St./ George St (Brick Row)	South Derbyshire District Council
Church Gresley, Market St, jnc York Road	South Derbyshire District Council
Chruch Gresley, os 163 Chruch street	South Derbyshire District Council
Coton in the elms, jtn Elms Road	South Derbyshire District Council
Coton in the elms, Church Street Jtn Mill Street	South Derbyshire District Council
Dove Valley Park, Pakenham BVD	South Derbyshire District Council
Egginton, Main Street, opp jc Duck Street	Eggington Parish Council
Egginton, Church Road, adj to Smedley Court opp 35	South Derbyshire District Council
Elvaston, London Road opp. Golden Gates	South Derbyshire District Council
Elvaston, Shardlow Rd adj The Greenway	Elvaston Parish Council
Etwall, Hilton Rd Leisure Centre (<i>fuse in 42470</i>)	South Derbyshire District Council
Etwall, Eggington Rd, nr junction Etwall Rd	South Derbyshire District Council
Etwall, Main Street opp Spread Eagle PH	South Derbyshire District Council
Etwall, Main Street Jtn Sutton Lane	South Derbyshire District Council
Etwall, Main Street, outside 34 & 36 wooden	Etwall Parish Council
Findern Heath Lane, A50 Bridge to Derby (<i>fuse in 129431</i>)	South Derbyshire District Council
Findern Heath Lane, A50 Bridge-Southbound- (<i>fuse in 129430</i>)	South Derbyshire District Council
Findern opp The Green (Doles Lane)	Findern Parish Council
Findern The Green	South Derbyshire District Council
Findern, Burton Road opp Garden Centre	Findern Parish Council
Findern, Doles Lane adj. Barn Close	South Derbyshire District Council
Findern, Doles Lane opp. 166	South Derbyshire District Council
Findern, Doles Lane opp. Barn Close	South Derbyshire District Council
Foston A50, near Footbridge Westbound, (was 122889)	South Derbyshire District Council
Foston Village, Uttoxeter Road	South Derbyshire District Council
Foston Village, Uttoxeter Rd-Eastbound(<i>fuse in 105259 via 4298</i>)	South Derbyshire District Council
Foston, Dove Valley Park, Pakenham Boulevard	South Derbyshire District Council
Hartshorne A514 - opp The Rodney PH	South Derbyshire District Council
Hartshorne Village A514 adj. Admiral Rodney Pub	South Derbyshire District Council
Hartshorne, Main Street adj church street	South Derbyshire District Council
Hartshorne, Woodville Rd opp Tower Road	South Derbyshire District Council
Hartshorne, adj 11 Goseley Avenue	South Derbyshire District Council
Hartshorne, opp 27 Elmsdale Road	South Derbyshire District Council
Hartshorne, os 239 Woodville Road	South Derbyshire District Council

Hatton 33, Uttoxeter Road, Filling Station	South Derbyshire District Council
Hatton -Station Rd (near All Saints Church)	South Derbyshire District Council
Hatton, Station Rd adj Church Avenue	South Derbyshire District Council
Hatton Station Road opp Salt Box	South Derbyshire District Council
Hatton, 127, Station Rd (nr. Yew Tree Rd)	South Derbyshire District Council
Hatton, Station Rd / Scropton Rd	South Derbyshire District Council
Hatton, Station Road adj Salt Box	South Derbyshire District Council
Hilton(Talbot Farm) Derby Road jct A5132	South Derbyshire District Council
Hilton, Egginton Rd / New Road - Drs Surgery	South Derbyshire District Council
Hilton, Main St Kings Head	South Derbyshire District Council
Hilton, Main St opp. Kings Head	South Derbyshire District Council
Hilton, Main St opposite Old Talbot	South Derbyshire District Council
Hilton, The Mease fuse in 124498	South Derbyshire District Council
Linton, Hillside Road adj Coton park	South Derbyshire District Council
Linton Main Street adj Weatherfield -new BSW	Linton Parish Council
Linton Main Street adj Windsor Road -new BSW	South Derbyshire District Council
Linton Red Lion	South Derbyshire District Council
Linton. 55, Coton Park near Linton.	South Derbyshire District Council
Linton, Linton Heath near A444	South Derbyshire District Council
Lullington, Main street opp old post office	
Melbourne, Derby Road adj cockshut lane	South Derbyshire District Council
Melbourne, Church street/Market place	Melbourne Parish Council
Melbourne Derby Rd - adj Lampad Close	South Derbyshire District Council
Midway, os 119 Salisbury Drive	South Derbyshire District Council
Midway, Burton Road adj springfield road	South Derbyshire District Council
Netherseal, 35 Main Street - wooden bus shelter	South Derbyshire District Council
Newhall, High Street opp Maypole Hill	South Derbyshire District Council
Newhall, os 10 High street	South Derbyshire District Council
Newhall, High Street opp Beards Road	South Derbyshire District Council
Newhall - Bretby Road (Thorn Tree Pub)	South Derbyshire District Council
Newton Solney, Main Street - Wooden	South Derbyshire District Council
Newton Solney, Repton Road opp Unicorn Inn	South Derbyshire District Council
Overseal - 223, Burton Road westbound A444	South Derbyshire District Council
Overseal - Burton Road adj. Co-op westbound A444	South Derbyshire District Council
Overseal - Burton Road opp. Church A444	South Derbyshire District Council
Overseal, Burton Road opp 350	South Derbyshire District Council
Overseal, os 177 Burton Road	South Derbyshire District Council
Overseal, adj 6 Woodville Road	South Derbyshire District Council
Overseal, 362 Burton Road	South Derbyshire District Council
Repton Cross, Main St.	South Derbyshire District Council
Repton, Willington Road	South Derbyshire District Council
Rosliston, Coton Lane	South Derbyshire District Council
Rosliston, Village Green next to Old Plough Pub	South Derbyshire District Council
Rosliston, Co-op Main Street	South Derbyshire District Council
Shardlow, opp 6 London Road	South Derbyshire District Council
Shardlow, London Road opp Wilne Lane	South Derbyshire District Council
Shardlow, London Road, Shakespeare Inn (<i>moved from Sawley</i>)	South Derbyshire District Council
Shardlow, London Road opp Shardlow Manor	South Derbyshire District Council
Stanton, adj 205 Woodland Road	South Derbyshire District Council
Stanton near Swadlincote, A444 Happy Chef (opp Manor Close)	South Derbyshire District Council
Stanton by Bridge, A514 opp the woodlands	South Derbyshire District Council
Stanton by Bridge, A514 os stable cottage	South Derbyshire District Council
Stenson Fields - Stenson Road adj Pilgrims way	South Derbyshire District Council
Stenson Fields Grampian Way o/s 297	South Derbyshire District Council
Stenson Fields Wragley Way near Beaufort Road	South Derbyshire District Council
Stenson Fields Wragley Way nr. Quantock Close	South Derbyshire District Council
Swadlincote - Burton Road o/s Midway PH	South Derbyshire District Council
Swadlincote, Hearthcote Road adj Brook Stree	South Derbyshire District Council
Swadlincote - Civic Way	South Derbyshire District Council

Swadlincote Bus Station 1	South Derbyshire District Council
Swadlincote Bus Station 2	South Derbyshire District Council
Swadlincote Bus Station 3	South Derbyshire District Council
Swadlincote Bus Station 4	South Derbyshire District Council
Swadlincote Bus Station 5	South Derbyshire District Council
Swarkestone, Derby Road opp Church Lane	South Derbyshire District Council
Swarkeston, opp: Crewe & Harpur Arms	South Derbyshire District Council
Thulston London Rd layby adj. Aston Turn	South Derbyshire District Council
Thulston London Rd layby opp. Aston Turn	South Derbyshire District Council
Ticknall - Ashby Rd adj Lavender Cottage (opp no.23)	South Derbyshire District Council
Ticknall - 26 High Street	South Derbyshire District Council
Ticknall, Main street adj Church street	South Derbyshire District Council
Ticknall - Main St adj Ingleby Lane	South Derbyshire District Council
Ticknall, 173 Main street	South Derbyshire District Council
Walton on Trent Main Street, opp Coton Road	South Derbyshire District Council
Weston on trent, Weston Road the green	Weston on Trent Parish Council
Weston on trent, adj Village Hall	Weston on Trent Parish Council
Willington - Canal Bridge adj to The Green Man PH	South Derbyshire District Council
Willington, Canal Bridge adj The Rising Sun	South Derbyshire District Council
Willington - Repton Road adj Beech Avenue repton bound	Willington Parish Council
Willington - Repton Road opp Beech Avenue	Willington Parish Council
Willington - Repton Road opp Hall Lane	Willington Parish Council
Willington - Willington Road - Mercia Marina	Willington Parish Council
Woodville, 150 Swadlincote Road	South Derbyshire District Council
Woodville - A511 High St opp War Memorial	South Derbyshire District Council
Woodville - A511 High Street / Sun St	South Derbyshire District Council
Woodville Hartshorne Rd Toll Gate - Towards Derby	South Derbyshire District Council
Woodville Hartshorne Rd Toll Gate - Towards Swadlincote	South Derbyshire District Council
Woodville, Swadlincote Rd - Tollgate	South Derbyshire District Council

Appendix B

Location of Shelters remaining from 1955 to 1992	
AREA	LOCATION
Aston on Trent	opp 75 Weston road
Bretby	Asby Road opposite Stanhope Arms
Bretby	Asby Road (nr Stanhope Arms)
Castle Gresley	Burton Road
Castle Gresley	opp Cadley hill Road A444
Church Gresley	Church Street
Church Gresley	Church Street opp no 167
Church Gresley	Market Street
Egginginton	Main Street (opp junction with Duck Street)
Finden	The Green
Hartshorne	Woodville Road
Hartshorne	East side of Main Road opp the Admiral Rodney
Hartshorne	Eastern side of Goseley
Hatton	Station Road nr Cchurch Av
Hatton	Sation Road nr Scropton lane adj Salt Box Café
Hatton	Station Roadnr Scropton Lane
Linton	Main Street nr Windor Road
Linton	Linton Heath
Linton	Hillside Road Road nr junction with Ccoton Park
Linton	Red Lion, Main Street
Lullington	opp Village Green
Melbourne	Derby Road junction with Cockshutt Lane
Midway	Burton Road
Midway	Salisbury Drive (opp junction Lichfield Av
Netherseal	main Street (Easterly side of High St)
Newhall	High Street / Bretby Road
Newton Solney	36 Main Stret
Overseal	225 Burton Road
Overseal	Burton Road (nr old Midland Auto Garage)
Overseal	Burton Road (opp no 163)
Overseal	North east of MainStreet (adj to old Midland Auto Garage)
Overseal	Burton Road outside no 362
Overseal	Woodville Road outside no 4
Repton	East and West side the Cross
Rosliston	South side of Main st (nr old Yew Tree Farm)
Rosliston	Main St (nr the Old Plough inn
Rosliston	Coton Lane
Stanton	opp 233 Woodlands Rd
Swarkstone	Outside the Crewe and Harpur
Swwadlincote	Coppice Side
Ticknall	nr Church La
Ticknall	High st opp no 31
Ticknall	High st corner of Ingleby La
Thulston	London Rd
Walton-on-Trent	Northery sid of Burton rd (outside old Rectory)
Willington	Adj the Rising Sun inn
Willington	Repton rd (opp juncction with Hall rd
Woodville	Swadlincote rd Tollgate
Woodville	Hartshorne rd (nr with Burton rd)
Woodville	High st (opp War Memorial)
Woodville	Swadlincote rd (nr Clock Garage)
Woodville	Hartshorne rd (opp no 20)
Woodville	High st (nr sun st)

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM:7
DATE OF MEETING:	23 JANUARY 2025	CATEGORY: RECOMMENDED
REPORT FROM:	EXECUTIVE DIRECTOR - ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS' CONTACT POINT:	KAREN COLLIER, ASSISTANT DIRECTOR ENVIRONMENT AND COMMUNITIES 01283 595856 karen.collier@southderbyshire.gov.uk	DOC:
SUBJECT:	SUSTAINABLE STAFF TRAVEL STRATEGY AND ACTION PLAN 2025-29	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That Members approve the Sustainable Staff Travel Strategy 2025-29 (Appendix 1).
- 1.2 That Members approve the Sustainable Staff Travel Action Plan 2025-29 (Appendix 2) which will support the delivery of the Council's carbon neutral commitments.
- 1.3 That Members note the feedback received from the Sustainable Staff Travel Survey undertaken.

2.0 Purpose of the Report

- 2.1 To provide the Committee with the feedback obtained from the 2023/24 Staff Travel Survey.
- 2.2 To provide the Committee with an update of new actions added into the Sustainable Staff Travel Action Plan 2025-29 (Appendix 2) which will replace the Sustainable Travel Action Plan 2019-2024.
- 2.3 To inform Members of the progress and successes that have been made in the delivery of the Sustainable Travel Plan 2019-2024 by Council Services in 2023/24. In addition, it outlines future challenges and recommendations, additional priority actions required to progress the effective delivery of the Sustainable Staff Travel Strategy and Action Plan 2025-29.

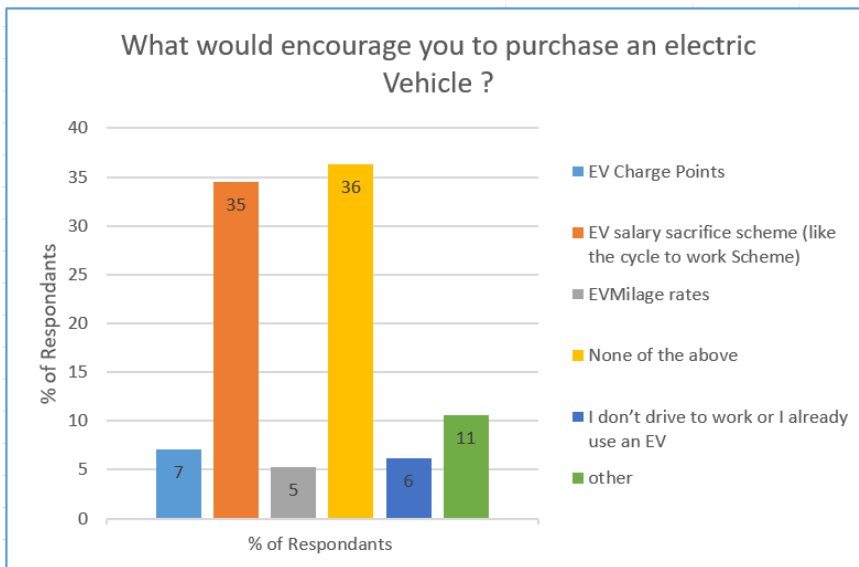
3.0 Background

Background

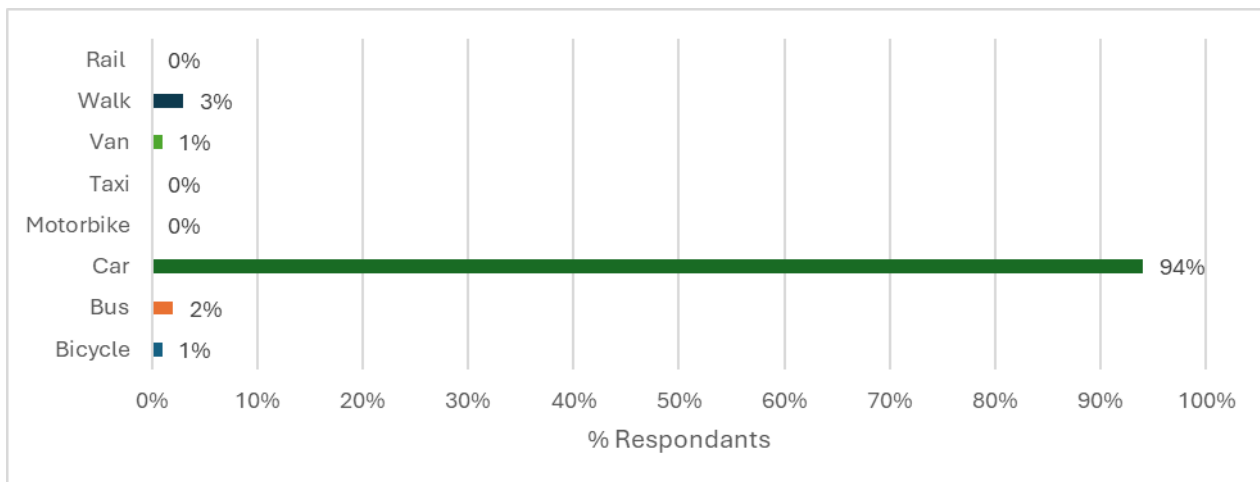
- 3.1 As part of the Council's commitment to its 2030 carbon neutral targets, the [Climate and Environment Action Plan 2021-30](#) outlines the need to develop a sustainable staff travel action plan.
- 3.2 The Council's Staff Travel Strategy 2019-2024 included the undertaking of an annual travel survey to gain an understanding of staff travel behaviour and to monitor staff travel emissions. The Strategy also included measures put in place to reduce commuting emissions by opting for more sustainable active travel options.
- 3.3 The Sustainable Staff Travel Action Plan 2025-2029, outlined in Appendix 2, includes specific SMART programs which will aid the delivery of the broad plans set out in the Sustainable Staff Travel Strategy. The objective of the Strategy and Action Plan is "**To reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out our duties**". To achieve this aim through the actions contained in the Sustainable Staff Travel Action Plan 2025-29 the Council will:
- Increase the number of staff getting to work by car share.
 - Increase the number of car share journeys made when at work.
 - Provide designated spaces for car sharers.
 - Provide a Salary Sacrifice Scheme to increase staff ownership of electric and Hybrid vehicles.
 - Ensure the continuity of flexible working which has reduced travelling emissions by 45%.
 - Aim to provide a pool car for staff when traveling from base to work sites and field visits.

4.0 Sustainable Travel Group - Staff Travel Survey 2023/2024 findings

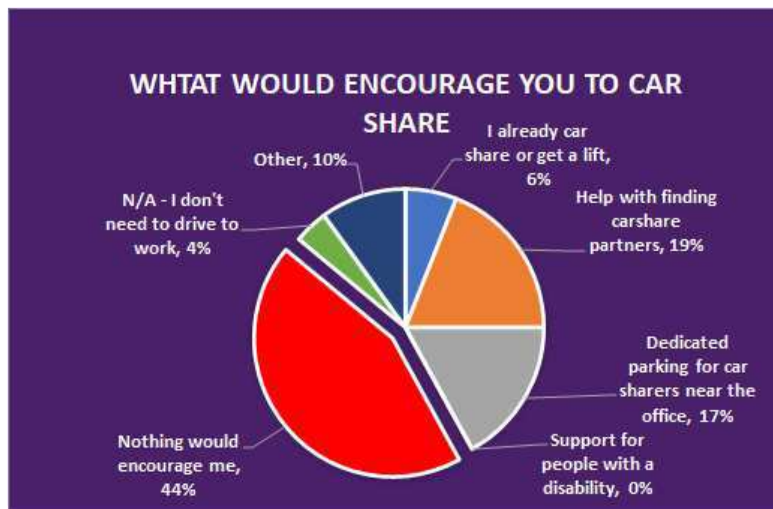
- 4.1 The Annual Travel Survey was last conducted in July 2024. This survey aims to continuously assess staff travel behaviour and monitors travel emissions alongside measures put in place to reduce commuting emissions by opting for more sustainable active travel options.
- 4.2 The findings from this survey are detailed below:
- i. Flexible working has contributed to a significant reduction in the Council's Carbon Emissions. In 2024 the average weekly carbon emissions from commuting to work was 0.86 tCO₂e which is 45% less than carbon emissions in 2019 when staff were traveling more regularly at their work base.
 - ii. Only 1% of staff indicated that they own/use an electric vehicle for commuting.
 - iii. 35% of staff said they would be encouraged to purchase an electric vehicle if a salary sacrifice scheme was in place, like it is for the purchase of bicycles. Also 7% of staff indicated that additional charge points would encourage them to purchase electric vehicles.



- iv. A total of 5 respondents reported disability affecting their mobility and, hence affecting active travel.
- v. 94% of the staff who responded to the survey currently travelling to work by car and 6% travel using active travel methods (walking, cycling, bus).



- vi. A total of 46% of staff indicated that they would be willing to car share if the right conditions were in place. These conditions are as follows:
 - A framework informing staff of other persons in their area traveling to work and willing to car share (19 %)
 - Dedicated parking for car sharing staff (17% of staff)
 - Other conditions (10% of staff)



vii. Key staff suggestions from travel survey.

- Develop and deliver a Salary Sacrifice Scheme for both new and used low emission vehicles.
- Ensure flexible working continues , it has massively reduced my carbon footprint along with purchasing an electric car

5.0 Key Achievements of the Sustainable Travel Group

5.1 The key achievements of the Sustainable Travel Group in 2023/24 are:

- Supporting use of the flexible working policy which has reduced carbon emissions by 45%,
- 6% uptake of car sharing by staff, and
- Influencing and improving the delivery of the cycle share program.

6.0 Quarterly Sustainable Travel Group Meetings – findings and recommendations

6.1 The quarterly meetings held by the sustainable staff travel group resulted in the following findings and recommendations:

- Salary Sacrifice Scheme for new and used electric and hybrid vehicles.
- Work closely with DCC to deliver Car sharing Via the Kinto app or alternative
- Improve communication to inform staff of the availability of showers at Green Bank Leisure Centre for use if cycling to work.
- To include the government's recommended mileage rate of 9p per mile for electric vehicles into the Council's mileage scheme.

7.0 Financial Implications

7.1 **Reduced National Insurance Contributions (NICs):** If the Council participates in salary sacrifice, there is a possibility that the Employers NICs will be reduced by the value of the salary sacrifice.

7.2 The Council currently pays approximately £1.5m in Employers NIC's and is set to increase due to new Government proposals in 2025/26. The impact from the salary sacrifice cannot be calculated until the demand and value is known.

8.0 Corporate Implications

Employment Implications

8.1 **Increased employee retention and reduced recruitment costs:** Offering attractive benefits like salary sacrifice can improve employee retention. This can lead to cost savings related to recruitment, training, and onboarding new staff.

8.2 **Reputational Benefits:** Offering a comprehensive and attractive benefits package, including salary sacrifice, can enhance the local authority's reputation as an employer of choice.

Legal Implications

8.3 None arising directly from this report.

Corporate Plan Implications

8.4 The proposals outlined in this report meet the Council Plan key aims of:

- Striving to make South Derbyshire District Council carbon neutral by 2030.
- Working with residents, business, and partners to reduce their carbon footprint.
- Support our Communities - People and communities are supported to live safely, healthily and independently.
- Shape our Environment - A sustainable future adapting to and mitigating climate change to deliver our net zero commitments so that future generations can thrive.

Risk Impact

8.5 The actions outlined in the Sustainable Staff Travel Strategy and Action Plan 2025-29 are designed to support the Council's ambition to be carbon neutral by 2030.

Consultation

8.6 The revised action plan was informed by the findings of the Staff Travel Survey and was developed by the Sustainable Travel Group which is made up of staff across the organisation.

Equality and Diversity Impact

8.7 An Equality Impact Assessment Preliminary Assessment Form has been completed and is attached at Appendix 3.

- 8.8 The proposed Sustainable Staff Travel Strategy 2025-29 and the Sustainable Staff Travel Action Plan 2025-29 do not have a negative impact on any protected characteristics and a full Equality Impact Assessment is not required.
- 8.9 There is further opportunity to carry out EIA Preliminary Assessments for each major initiative emerging from the Sustainable Staff Travel Action Plan. The annual staff travel survey can also be used to gather further feedback as initiatives develop to ensure that staff with protected characteristics are not negatively impacted.

Social Value Impact

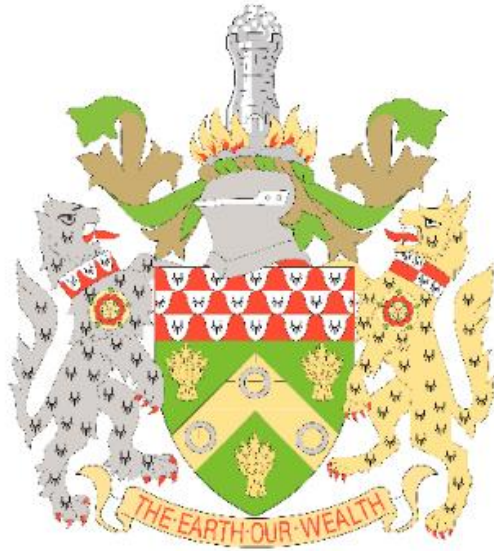
- 8.10 Increased staff social interaction which can facilitate team building.
- 8.11 Reduces social isolation and improves employee health.

Environmental Sustainability

- 8.12 This report and its recommendations have environmental sustainability as its foundation. Providing encouragement by offering financial incentives to travel more sustainably is likely to see positive environmental consequences in the form of reduced carbon emissions, reduced air pollution, reduced natural resource use (fossil fuels), and improved air quality.
- 8.13 The carbon emissions from the Transport Sector are responsible for 47% of the total carbon emissions of South Derbyshire and are the single highest emitting sector. Any decarbonisation action, such as the promotion and increase of low carbon vehicle usage supports the reduction in the overall carbon footprint of the District and the improvement of environmental sustainability across South Derbyshire.

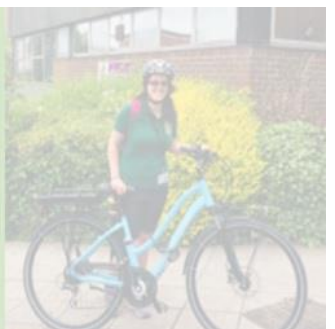
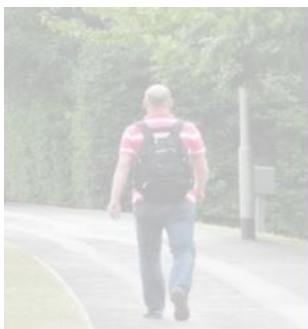
9.0 Background Papers

- 9.1 Staff Travel Strategy 2019-24



South Derbyshire District Council

Sustainable Staff Travel Strategy 2025-2029



Introduction

The Council aspires to improve the efficacy and sustainability of its impacts through the aims, objectives, and principles of this Sustainable Staff Travel Strategy. In choosing alternatives to a conventional car, employees and residents will be able to positively contribute to the Council's targets for reducing pollution and congestion as well as supporting climate change resilience.

The Sustainable Staff Travel Strategy seeks to reduce car use and facilitate the provision of improved travel options to all employees which includes agency staff and contractors and promotes the benefits of sustainable travel to residents and businesses within the District.

The types of travel covered in this Strategy are:

- Journeys to and from work;
- Travelling within the working day.

This Sustainable Staff Travel Strategy has been developed by the Sustainable Travel Working Group, which supports the work of the Council's Corporate Environmental Sustainability Group and comprises representatives from across the Council. It has also been developed with the support of Derbyshire County Council and the Active Derbyshire Partnership.

Scope

The Sustainable Staff Travel Strategy applies to all employees which includes agency staff and partners who deliver works and services on behalf of the Council. Furthermore, the scope of the Strategy has been expanded since the 2019-24 Strategy to include residents and businesses within the District. In addition, the Council will consult with and encourage its suppliers to conduct their operations in line with the Council's commitments to sustainability.

A Sustainable Staff Travel Action Plan 2025-29 has been produced which sets out how this Sustainable Staff Travel Strategy will be delivered.

The Sustainable Staff Travel Action Plan sets out potential initiatives, targets and key performance indicators and will be reviewed on an annual basis.

Policy Framework

This Strategy supports the Council Plan 2024-28 and complements other key Council plans, around air quality, climate change, sustainable planning, health and wellbeing.

This Strategy forms part of the Council's response following the declaration of a Climate Emergency in June 2019 and will support the United Nations 2030 commitment goals. There are 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries in a global partnership. It is recognised that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.



The Sustainable Staff Travel Strategy also supports the Government's Clean Air Strategy which is part of its 25-year Environment Plan to leave the UK in a better state than it is now; deliver a Zero Carbon UK by 2050 whilst protecting the health of the nation and future generations.



The Sustainable Staff Travel Strategy adopts four of the themes from the Clean Air Strategy:

1. Reduce emissions from transport.
2. Protecting the nation's health.
3. Protecting the environment.
4. Securing clean growth.

Evaluation

The Council employs approximately 410 staff (this does not include casual staff) on four sites across the District namely: the Civic Offices, Boardman Road Depot, Rosliston Forestry Centre, and Oakland's Village.

As part of the development of the Sustainable Travel Plan, from 2019-2024, a series of travel surveys of employees were undertaken to acquire information about staff commuting travel patterns. The results showed that there has been a change in staff travel habits in the last 5 years, largely driven by the COVID-19 pandemic and adoption of flexible working. Still, in 2024, 94% of staff are heavily dependent on cars as a primary method of travel. When questioned if there were other alternative modes of travel available to their usual choice, 37% indicated they could car share, up from 9% in 2019, 39% believed that they could travel by bike or on foot, and 45% indicated that they could use public transport but only if it were more frequent and reliable.

In addition, the Travel Plan Working Group undertook a review of the four sites to determine accessibility by all modes of transport. The site audits identified that the most accessible sites are within Swadlincote Town Centre close to safer cycling and walking routes, and the bus network. The least accessible of the sites is Rosliston Forestry Centre.

Principle Aims of Sustainable Staff Travel Strategy

The principle aims of the Sustainable Staff Travel Strategy which will be delivered through the Council's Sustainable Staff Travel Action Plan, are as follows:

1. To provide travel alternatives for any employees who usually use their private vehicle for work;
2. To reduce unnecessary car usage by employees;
3. To encourage development and use of alternative methods of travel for staff, residents and businesses across South Derbyshire;
4. To encourage employees who must travel by car to do so in a way that minimises the environmental impact;
5. To adopt the principle that car usage should not attract financial gain;
6. To reduce the negative environmental effects of car usage through behavioural changes;
7. To allow equality of access to workplaces and work facilities for those who do not have access to a private car;
8. To ensure health and safety considerations are fully taken into account when assessing staff travel options.

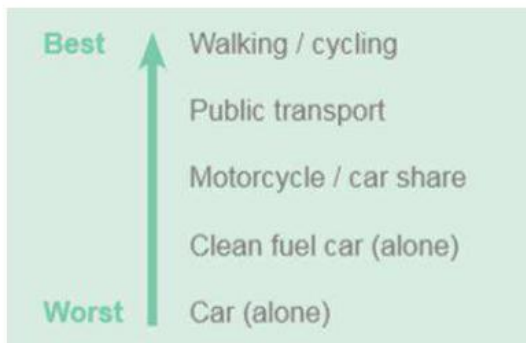
Main Objective

To reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out its duties.

The Council can achieve this by:

1. Encouraging the use of more sustainable modes of travel (as illustrated by the “Transport Hierarchy” below), more often.
2. Encouraging/adopting efficient route planning to optimise work miles travelled.

Figure 1: Transport Hierarchy



Target Measures

To achieve the aims and objective, target measures for the Sustainable Staff Travel Strategy have been set within a four-year Action Plan (2025-2029), the target measures are to:

1. Increase walking and cycling to, during, and from work;
2. Increase use of public transport;
3. Increase use of car sharing;
4. Increase use of alternative fuel vehicles;
5. Increase provision of electric vehicles;
6. Reduce amount of privately claimed business mileage;

These measures will be implemented over the four-year life of the Sustainable Staff Travel Action Plan. Monitoring and review of the Sustainable Staff Travel Action Plan will be undertaken annually by determining the progress towards measures/ actions identified for the relevant financial year, and to demonstrate the Council is continually improving its environmental performance in line with its ISO 14001 certified environmental management system.

Travel to Work Measures

Cycling offers many health benefits e.g. reducing heart disease and increasing overall fitness. Cycling is also an efficient mode of transport as cyclists are not delayed by traffic and so journey times are predictable.

The Council already provides a [Cycle Scheme](#) that offers an interest free loan for the purchase of bicycles, appropriate clothing and protective/safety equipment. Application forms

Benefits

Speed, convenience, and reliability.
Fitness and enjoyment.
Saving money.
Reducing stress.

Barriers

Distance
Fear of theft
Lack of confidence and/or health considerations.
Actual lack of or awareness of safe cycle routes.
Lack of facilities at work.
Weather
Safety when cycling

are available through Connect. The Council has published a cycle route and cycle parking map.

The Council provides secure cycle storage at its main sites (Civic Offices, The Depot).

Showering and changing facilities are available to use at Green Bank Leisure Centre and Boardman Road Depot.

Through the actions contained in the Sustainable Staff Travel Action Plan the Council will:

- **Increase the number of staff cycling to work;**
- **Increase the number of staff using cycling as a means of travel when at work.**

Walking to work is a good way to maintain a healthy lifestyle. Staff who walk to work do not get stuck in traffic and reduce stress through the exercise itself.

Benefits

The District is compact and easy to navigate.
Fitness and enjoyment
Save money.

Barriers

Poor signage and unlit pathways.
Limited mobility.
Changeable weather conditions.
Distance to be travelled to work.

The Council already ensures that main walkways are clear of litter and are actively working with Derbyshire County Council to improve lighting and signage to assist pedestrians.

Through the actions contained in the Sustainable Staff Travel Action Plan the Council will:

- **Increase the number of staff who walk to work.**

Public transport. People who do not regularly travel to work by bus or train are often unaware of the services available, so it is important to provide easily accessible information in the workplace. Online staff travel information and leaflets will improve staff awareness of the benefits and ease of bus travel.

Benefits

No need to park.
Traffic free or reduced traffic routes.
Ability to relax during your journey.

Barriers

Lack of or infrequent services.
Longer duration of travel.
Complex fare system for some journeys.

Staff who use the bus to travel to work can receive discounted tickets to cover monthly or annual travel for Diamond Bus and Arriva buses. These can be obtained by calling the bus providers or on their websites.

[Bus timetables](#) or [Traveline](#) will help with route planning. More information is available directly from the bus service providers.

The [Sustainable Travel Team](#), based at Derbyshire County Council, offers useful advice on bus options to suit individual staff. It can be contacted on 01629 538192.

Through the actions contained in the Sustainable Staff Travel Action Plan the Council will;

- **Increase the number of staff getting to work by public transport;**

Transporting equipment.



- Increase the number of public transport journeys made by staff when in work.

Car sharing. The Council wants to improve car sharing – it is beneficial to the District by reducing traffic congestion and reducing demand for parking. Car sharing has been found to work most effectively where the sharers live in the same area and work similar hours.

Benefits

Reduction in travel, costs, and vehicle wear and tear.

Shared driving and reduced stress.

Easier to park.

Barriers

Relationships with colleagues.

Reduced flexibility at work.

Difficulties in keeping to agreed schedules.

Staff privacy/security concerns regarding disclosing addresses

Individuals can register for free online to find a car share buddy via the Kinto App or [Carshare Derbyshire](#).

Through the actions contained in the Sustainable Staff Travel Action Plan the Council will;

- Increase the number of staff getting to work by car share;
- Increase the number of car share journeys made when at work.
- Provide designated spaces for car sharers.
- Provide a Salary sacrifice scheme to increase staff ownership of electric and Hybrid vehicles.

Travel within Work – Business Miles (Grey Fleet)

Commuters often drive because they must use their cars to undertake their work duties. However, many business journeys made by car could equally well be made by other means or not at all. The principle applied to business journeys is that public transport options or alternative travel options e.g. cycle/car sharing/walking/pool car must be explored before a private car is used. Meetings/site visits/inspections etc. should be organised in a way that keeps travel to a minimum.

The Heads of Service will be required to review the travel arrangements for their area each year, based upon an expenditure breakdown of travel costs and to promote and support the benefits of funding alternatives.

Public Transport

Employees should wherever possible make use of alternative transport options, rather than use a car. Where it is recognised that regular travel is a key feature of a role, Heads of Service should decide whether options such as the purchase of a bus pass is the most cost effective and sustainable option for that member of staff.

Car Share

The Council already encourages staff to car share for meetings and events. Heads of Service should review this on a regular basis and ensuring service areas are car sharing as a first priority in work.

Pool Cars

The Council is committed to exploring the maximisation of low / no emission cars and to implementing pool cars to provide an alternative for undertaking business journeys

Pool Bikes

In exploring alternative ways to travel, Heads of Service will be encouraged to consider the benefits

both within and outside of the District when public transport is not readily available.

of providing a pool bike for their area.

Business Travel

A key to changing the culture of how business journeys are undertaken is to appropriately structure changes in line with the principle that no one should personally profit from such journeys. A periodic review of business travel reimbursements will be undertaken in consultation with the Trade Unions to ensure arrangements meet the objectives of the Sustainable Staff Travel Strategy.

Through the actions contained in the Sustainable Staff Travel Action Plan the Council will;

- **Reduce grey fleet mileage**
- **Increase the number of car share journeys used for work activity**
- **Meet a target for work activity journeys undertaken using electric vehicles**

Travel within work - Fleet Vehicles

Fleet vehicles are an important part of the Council's operation and a significant cost to purchase, run and maintain. A Vehicle Replacement Strategy was implemented in 2024 and SDDC has since then transitioned to the use of HVO fuel and will soon move to the uptake of electric vehicles as part of this Strategy. The Council already ensures that vehicles are serviced regularly and that tyres are inflated to the correct pressures to make the best of fuel consumption.

Based on the actions within the Sustainable Staff Travel Action Plan the Council will;

- **Improve route planning to minimise miles travelled**
- **Transition to the use of electric vehicles by supporting the implementing the Fleet replacement Strategy**

Flexible Working

The Council's Flexible Working Policy provides options for different forms of working that meet the needs of customers and improves service delivery.

The annual Travel Survey has shown that factoring in a flexible work structure/pattern has reduced the amount of travel both to and from and within work and the associated carbon dioxide emissions reduction by 45%.

Based on the actions within the Sustainable Staff Travel Action Plan the Council will;

- **Continue to promote flexible working without prejudicing the business needs of the Council**

Communication Plan

To ensure the successful delivery of the Sustainable Staff Travel Strategy a Communications Plan will be developed to provide continuous information and signposting of options, achievements and case studies that promote the activities of the Sustainable Staff Travel Action Plan.

At present, the most up to date source of information is on the [Travel Hub page on Connect](#).

Recruitment and Contract Documentation

Recruitment and contractual information will raise awareness

Campaigns

The Council will regularly promote campaigns to raise the awareness of alternative methods of travel such as National

of the different options available to employees and the Council's commitment to reducing car usage.

Cycle Day, World Environment Day, Five Ways to Wellbeing to support the Council's Employee Health and Wellbeing Plan.

Intranet

Information on staff travel will be contained within the induction pack and on Connect outlining the options and benefits.

A staff travel section will be regularly updated on Connect. In addition to publishing articles to highlight teams and individuals who have embraced alternative travel or flexible working.

Accountability for Delivering the Sustainable Staff Travel Action Plan

Chief Executive

- Embedding a sustainable culture across the Council in line with ISO14001.

Leadership Team

- Setting Council Plan targets that underpin the Sustainable Staff Travel Strategy.
- Providing adequate resources to implement the Sustainable Staff Travel Strategy aims, objective and targets.
- Promoting continual environmental improvement.
- Ensuring Heads of Service manage staff travel performance targets within their service areas.

Chair of Travel Working Group

- Commissioning and delivering an annual Staff Travel Survey.

Responsibility for Delivering the Action Plan

Leadership Team

- Ensuring the Sustainable Staff Travel Strategy is given high level support and provided with necessary resources to deliver targets.
- **Heads of Service**
- Establishing Service Plan targets and projects to align with the Sustainable Staff Travel Action Plan.
- Monitoring targets in service areas under their control.
- Ensuring new and existing employees understand the Council's travel objectives.
- Promoting and supporting alternative travel options and a sustainability culture.
- Ensuring operational risk assessments are updated to reflect changes to in-work travel behaviour.
- Reviewing service mileage periodically.
- Encouraging flexible working, wherever practicable and to meet the needs of customers.

Human Resources

- Ensuring relevant Staff Travel Plan Actions are included in recruitment and induction material.

All employees

- Seeking sustainable alternatives to travel to and from work.
- Using alternative travel options as priority during work.
- Complying with the requirements of the Sustainable Staff Travel Strategy.
- Taking personal action to reduce their dependency on using a petrol or diesel car for work and/or for sourcing alternative modes of transport.

Monitoring and Review

A monitoring framework will be developed to enable all Heads of Service and the other 'owners' of Staff Travel Actions to measure the impact of the Action Plan and to assist with assessment of alternative travel options as the Sustainable Staff Travel Strategy progresses through its four-year life.

Annual staff travel surveys will be carried out to assess changes in behaviours, any trends or barriers that are emerging and to inform any further areas to implement or change in the Sustainable Staff Travel Action Plan.

As part of annual performance planning, there will be a review of the initiatives in place within each service area across the Council, to inform changes or developments to the Sustainable Staff Travel Strategy.

Future Plans

The Council is committed to continuous development of this Sustainable Staff Travel Strategy so that it learns from the experiences of other organisations; and provides an example to other organisations of how opportunities to improve the environment are maximised.

Taking a collaborative approach with employees and trade unions, the Sustainable Staff Travel Action Plan will be monitored to identify and coordinate planned improvements. This will ensure our approach to staff travel is equally sensitive to the environment and to the needs of the Council and employees. It is also consistent with the Council's sustainability and environmental agenda.

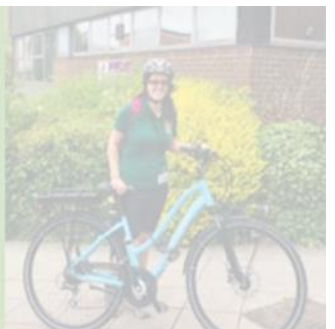
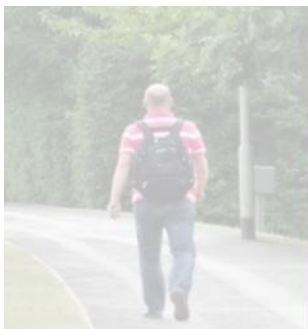
All proposed improvements being worked on or being considered are set out in detail in the Staff Sustainable Travel Action Plan.

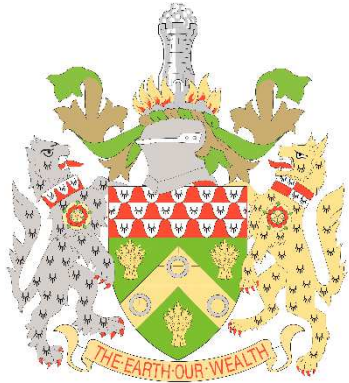


Supporting Documents

- South Derbyshire Council Plan 2024-28.
- South Derbyshire Climate Emergency Resolution
- UK Clean Air Strategy 2019
- South Derbyshire Air Quality Review and Assessments and Annual Status Reports
- All Staff Travel Survey results
- Staff Travel four Year Action Plan
- Derbyshire Environment & Climate Change Framework (*in development*)
- South Derbyshire Climate and Environment Action Plan
- Derbyshire Cycle Plan
- Derbyshire Low Emissions Vehicle Infrastructure Strategy (*in development*)
- Derbyshire Air Quality Strategy (*in development*)
- United Nations Sustainable Development Goals 2030

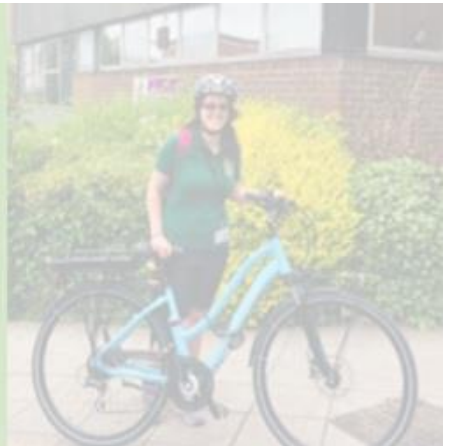
Version	Changes	Date
1	Original written by Nicola Lees and Heather Foster	01/10/2019
2	Updated by the Sustainable Travel Working Group members	12/03/2024





South Derbyshire District Council

Sustainable Staff Travel Action Plan 2025-2029



SOUTH DERBYSHIRE DISTRICT COUNCIL SUSTAINABLE STAFF TRAVEL ACTION PLAN

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INTRODUCTION

The aims and objectives of the Sustainable Staff Travel Action Plan is set out in “Sustainable Staff Travel Strategy – STEMS-Carbon-5”, **The Council employs approximately 410 members of staff across four sites (this does not include casual staff).**

Site	Number of employees	Brief description of site including access
Civic Offices	260	Council’s Head Office – Key Support Services
The Depot	118	Council’s Depot – Operational Services
Oakland’s Village	15	Retirement village – Health Services
Rosliston	17	Forestry Centre – Leisure facilities within the National Forest, and Environmental Education

As of 2019, annual travel surveys have acquired information about staff’s commuting travel patterns. In the latest year 2024, the responses showed that 94% of staff are heavily dependent on cars and indicated that the provision of practical and convenient alternatives, combined with increased awareness and few incentives, had the potential to encourage significant shifts towards a more sustainable means of travel.

In 2019, the Corporate Environmental Sustainability Group (CESG) commissioned an internal Travel Working Group made up from staff across the Council. The brief of the Group was to look at the survey findings and develop a Sustainable Staff Travel Action Plan. The group developed the ideas in this Action Plan to align to four key themes of the Government’s Clean Air Strategy:

1. Reduce emissions from transport
2. Protecting the Nation’s Health
3. Protecting the environment
4. Securing clean growth

OBJECTIVE

“To reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out its duties”

THEMES

Reduce Emissions

Protect Health

Protect Environment

Clean Growth

Travel to work – Summary of main actions

To encourage staff to maximise the use of current opportunities for sustainable travel by:

- Increase use of car sharing
- Increase use of public transport
- Increase in staff walking or cycling to work
- Promote flexible working

Promote clean energy options:

- Electric charge points for electric cars or electric bikes
- Alternative fuel vehicle options (as innovation and infrastructure develops)

Reducing Grey Fleet (Business) Miles – Summary of main actions

- Encourage use of public transport
- Promote car sharing as first option
- Deliver driver behaviour training
- Updating the Expenses Policy to promote sustainable travel.

- Promote cycling at work
- Promote walking for work related activities

- Carbon offsetting with volunteering activities based around biodiversity to enhance team building

- Promote clean energy options
- Electric bikes/ normal bikes
 - Electric pool car(s)
 - Salary sacrifice scheme
 - Hybrid electric fuel cars/ alternative fuel

Underpinning all of these actions is a need for continuous monitoring, management and feedback

STAFF TRAVEL 2025/26 ACTION PLAN

Percentage targets based on 2024 Travel Survey Response by 113 staff.

Travel to work				
Theme	Target / Outcome	Action	Outcome	Owner(s)
Reducing emissions, Protecting Health, Protecting the Environment	Increase the % of staff travelling to work by walking or public transport from 4% to 12% (from 5 to 14 people)	<ul style="list-style-type: none"> Annual Staff Travel Survey and travel survey report 	July 2025	Travel Group
		<ul style="list-style-type: none"> Promote sustainable transport on Connect. 	June 2025	Communications team
		<ul style="list-style-type: none"> Walk and/or cycle to work competition 	March 2026	Travel Group/ Communications team
		<ul style="list-style-type: none"> Development and delivery of a Communication Plan 	July 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> Develop a buddy scheme for walking to and from work 	September 2025	Travel Group
	Increase the % of staff travelling to work by car share from 12% to 17% (from 14 to 20 people)	<ul style="list-style-type: none"> Setup SDDC car share website Sign up to Derbyshire Kinto App and promote this use of app on website. Provide tutorial on use of Kinto App 	December 2025	Travel Group/SDDC
	Increase the % of staff cycling to work from 0.8% to 17% (from 1 to 20 people)	<ul style="list-style-type: none"> Annual review of Cycle Scheme Vouchers 	April 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> Promote use of cycle facilities at Civic Way, Greenbank & Depot 	June 2025	Travel Group/ Communications team
		<ul style="list-style-type: none"> Promote cycling proficiency and seminars on cycle safety 	December 2025	Active Communities and Health Partnership • Sport & Health / Communications team
	Clean Growth	Promote the installation of electric charging points in South Derbyshire. Improve public charge points by 10% in public car parks. Install	<ul style="list-style-type: none"> Deliver scheme for concession for EV Charge Points for private sector funding to install charge points in public car parks. 	December 2025

	minimum of 5 on street chargers. Install a minimum of 5 lamp collum chargers	<ul style="list-style-type: none"> deliver scheme for LEVI funding 1 - lamp column chargers (£2.5m) 	April 2026	SDDC & DCC
		<ul style="list-style-type: none"> deliver scheme for LEVI funding 2 - residential area on-street chargers (£4.5m+) 	April 2026	SDDC & DCC
		<ul style="list-style-type: none"> deliver scheme for LEVI funding 2 - residential area on-street chargers (£4.5m+) 	April 2026	SDDC & DCC
Reducing Grey Fleet (Business Miles) Travel				
Theme	Target / Outcome	Action	Outcome	Owner(s)
Reducing emissions, Protecting Health, Protecting the Environment	Increase the % of grey mileage by car share from 7% to 10% (from 14 to 20 people)	<ul style="list-style-type: none"> Setup SDDC car share website 	December 2025	Travel Group
	Support Carbon offsetting activities (i.e. activities such as tree planting to reduce CO ₂ in the atmosphere)	<ul style="list-style-type: none"> Team building events to support biodiversity and sustainable travel. 	July 2025	Travel Group
Clean Growth	Increased provision of electric vehicle options	<ul style="list-style-type: none"> Undertake feasibility assessment for the delivery of a salary sacrifice scheme for new and used electric vehicles 	June 2025	Travel Group
		<ul style="list-style-type: none"> Understand usage rates – “in work survey” 	March 2026	Travel Group
		<ul style="list-style-type: none"> Facilitate the delivery of a salary sacrifice scheme for staff. 	March 2026	CESG
		<ul style="list-style-type: none"> Review electric vehicle pool option – aligned to travel to work objective 	March 2026	Travel Group
Management and Monitoring				
Theme	Output	Measure	Outcome	Owner(s)

Clean Air Strategy	Achieving Travel Plan Objectives	Develop a Staff Travel Plan monitoring framework by delivering an annual travel action plan report.	August 2025	CESG
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STAFF TRAVEL FOUR-YEAR ACTION PLAN – 2024-29

Each year this Plan will be updated to reflect the findings from the previous year, to ensure it is monitored, embedded and the Council can demonstrate it is continually improving (as per its ISO 14001 certification). The following tables contain the evidence from the staff travel survey and the aspirations from the Travel Working Group over the next four years.

TRAVEL TO WORK

Details of Project	Walking	Cycling	Public Transport	Car share to and from work	Use of Electric vehicle
Theme	Protecting Health Protecting the Environment	Maintain/Improve in Health Improve air quality	Reduce traffic congestion	Reducing Emissions	Reduce running and operational cost and Reducing Emissions
2024 Travel survey findings	3 employees already walk to work (2.6% of staff)	1 employees already cycle to work (0.8% of staff total)	2 employees already use public transport (0.5% of staff)	14 employees already car share to work (12 % of staff)	2 employees already use Electric vehicles (0.5%)
Goal	Encourage more people to walk to and from work who live within 5-mile radius	Encourage more people to cycle to and from work who live within 10-mile radius	Encourage more people to travel to and from work utilising all forms of public transport	Encourage more people to car share	Encourage staff to transition to the use of hybrid and electric vehicles.

2029 Target	To increase the proportion of all staff who walk to work to 15% (54 people)	To increase the proportion of all staff who cycle to work to 10% (36 people)	To increase the proportion of staff travelling to work by public transport to 10% (36 people)	To increase the proportion of all staff getting to work by car share to 10%	To increase the proportion of staff ownership of low emissions vehicles to 5 %
What are the benefits?	<ul style="list-style-type: none"> • Improve levels of fitness, health and wellbeing • Cost savings • Reduce demand for on-site parking • Less vehicles on roads. 	<ul style="list-style-type: none"> • Improve levels of fitness, health and wellbeing • Cost savings and grants available (cycle to work scheme) • Reduce demand for on-site parking • Less vehicles on roads. 	<ul style="list-style-type: none"> • Cost savings – discounts • Reduce congestion • Reduce demand for on-site parking • Less vehicles on roads Investment into local infrastructure. 	<ul style="list-style-type: none"> • Travel buddy – health and wellbeing to reduce stress; • Cost savings to ‘all’ car sharers; • Eliminating car user miles; • Reduce demand for on-site parking; • Reduce congestion • Improve team building and facilitating collective behaviour change 	<ul style="list-style-type: none"> • Clean air and improved health • Reduced cost of travel
What are the challenges?	<ul style="list-style-type: none"> • Behavioural/ Cultural – lifestyle; • Evidence shows that people respond to projects that are incentivised far more than if they are not. Nudge Theory. • Longer journey to walk than car; • Weather – Rain, Ice etc.; 	<ul style="list-style-type: none"> • Behavioural/ Cultural – lifestyle • Limited linked cycle paths to the Town Centre and other Council sites. Meaning the road may have to be utilised • State of the road – potholes, grates etc. • Road Traffic – Lack of confidence or ‘risk’ of cars with cyclists, as per below • Weather – Raining, Ice etc. 	<ul style="list-style-type: none"> • Perception of Public Transport – low quality, slow, not on time etc. • Comfort of driving – no set time to set off • Do not know about the public transport links 	<ul style="list-style-type: none"> • Behavioural/ Cultural - - lifestyle; • Matching work habits – times / role; • Finding the ‘right’ buddy. • Fear of security from disclosing address 	<ul style="list-style-type: none"> • Staff Interest in ownership of electric/hybrid vehicle. • Reduced take home pay due to the higher cost of

	<ul style="list-style-type: none"> No on-site shower facilities at Civic Offices – perception that Greenbank is too far or historic that people have not been allowed in / or not aware. 	<ul style="list-style-type: none"> Costs of bikes and maintenance Initial financial outlay potentially high for Electric pool bikes/pool cars. 			
<p>Four Year Actions</p>	SHORT-TERM ACTIONS (1-2 years)				
	<ul style="list-style-type: none"> Define walking routes and walking maps Walking to work competition(s) Communicate scheme(s) – Employee Forum and Communications Plan 	<ul style="list-style-type: none"> Detail cycling routes and maps Cycle to work competition(s) – e.g., velodrome day Cycle buddies/champions Communicate – Bikeability, Cycle to work scheme, cycle hubs (inc. Greenbank facilities), bike storage boxes etc. Communicate scheme(s) – Employee Forum and Communications Plan Develop and deliver a How-to-cycle program to increase cycling confidence 	<ul style="list-style-type: none"> Promote public transport options Communicate scheme(s) – Employee Forum and Communication Plan Map venues that are accessible by public transport and promote through managers Training and accommodation claims to reflect sustainable transport options 	<ul style="list-style-type: none"> Promote car sharing Communicate scheme(s) – Employee Forum and Communications Plan Car sharing incentives – close to office car sharing spaces to be identified through Town Centre Transport and Access Feasibility Study, emergency home option 	<ul style="list-style-type: none"> Conduct feasibility assessment for salary sacrifice scheme Promote salary sacrifice scheme Communicate scheme via Employee Forum and Communications Plan Conduct feasibility assessment for salary sacrifice scheme
	MEDIUM-TERM ACTIONS (2-3 years)				
<ul style="list-style-type: none"> Walking to work initiative – app, point scores, etc. Walking events Potential “emergency” taxi fare or colleague 	<ul style="list-style-type: none"> Management of civic hub through customer services Annual cycle promotion at Council public event Work with DCC to maintain cycle ways 	<ul style="list-style-type: none"> Work with public transport companies on staff discounts and track those utilising the schemes Section 106 potential to be reviewed (Evidence 	<ul style="list-style-type: none"> Exploration of a car sharing spaces through Transport and Access Feasibility Study Administrative support for car 	<ul style="list-style-type: none"> Senior leadership support for scheme Identify suitable framework for scheme which would include 	

	<p>take home – line manager approval</p> <ul style="list-style-type: none"> Review additional opportunities to improve sustainable transport for staff use. 	<ul style="list-style-type: none"> Cycle information to be added on Connect Promote rider confidence and cycle groups Potential “emergency” taxi fare or colleague take home – line manager approval Review opportunities of sustainable transport with Planning – e.g., cycle ways to integrate with town centre, Rosliston and location of routes away from road - Section 106 monies potential to be reviewed 	<p>base Transport and Access Feasibility Study)</p> <ul style="list-style-type: none"> Review opportunities of sustainable transport through Planning, to help support public transport links, providing information to new developments of public transport routes 	<p>sharing spaces</p>	<p>used electric and Hybrid vehicles.</p>
LONG-TERM (3-4 years)					
	<ul style="list-style-type: none"> Walking to work initiative – app, point scores etc. Provision of pool car / bike Annual walk to work week Incl. walking into new starter process, team meetings (annual review – Employee Forum) Potential taxi fare “for emergency take home” Annual Travel survey 	<ul style="list-style-type: none"> Hold meetings for cycle users which relevant representatives from the Council will meet to discuss issues facing cyclists within the District. Pool car / bike option Look into costs for claim back on mileage for travel to work for using a cycling Cycle to work initiative – app, point scores etc. Annual cycle to workday Including cycling into new starter process, team meetings (annual review – Employee Forum) 	<ul style="list-style-type: none"> Work with public transport companies using the Transport and Access Feasibility Study as evidence to influence clean growth options, linked with economic and social benefits. Pool car / bike option Annual Travel survey 	<ul style="list-style-type: none"> Car share only parking spaces or permits Provision of pool bikes / cars for in work travel Disincentives for those parking car as an individual <ul style="list-style-type: none"> Car parking only accessible further away 	<ul style="list-style-type: none"> Assess success and uptake of scheme Evaluate next steps and improvements

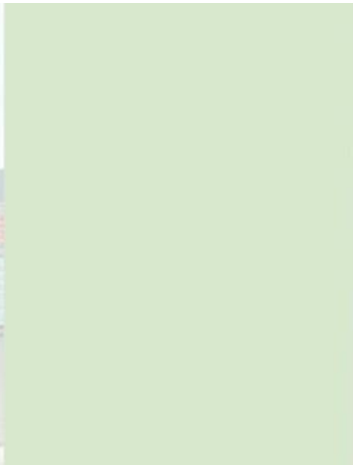
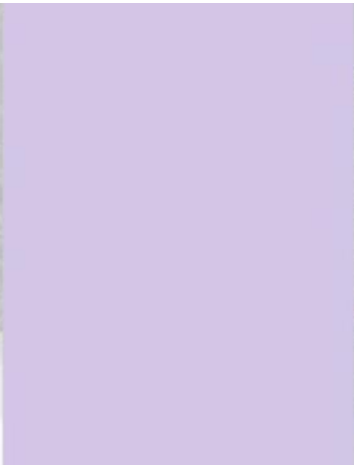
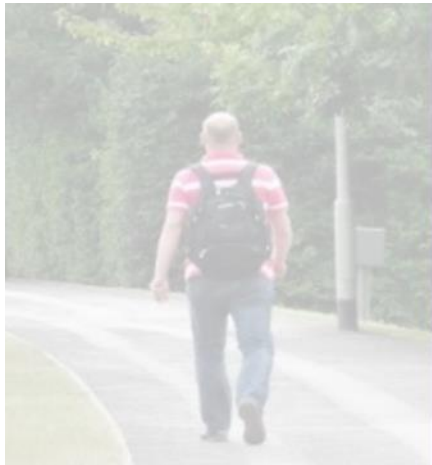
		<ul style="list-style-type: none">• Annual Travel survey			
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TRAVELLING AT WORK

Details of project	Car share in work	Pool car	Electric Pool Car	Electric pool bike / Bike/ Walking	Electric/Hybrid vehicles and reduction of Fleet Miles
Theme	Reducing emissions	Reducing emissions	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions Protecting Health Protecting the Environment	Reducing emissions Protecting Health Protecting the Environment
2024 Travel survey findings (113 responses)	52 people said they would car share for work as an alternative (46% of staff)	19% people said they would use a pool car for work		13 people said they would use a pool bike for work as an alternative (3.6% of staff) from 2024 travel survey	N/A
Goal	Encourage car sharing for work activities wherever possible.	Provision of low emission pool car for staff use at work	Provision of EV pool car for staff use at work	Provision of EV bike for staff use at work	Improve fleet mileage efficiencies
2024 Targets	To reduce grey fleet mileage by 15%, 10% of staff journeys for work to be made by EV vehicles,			To facilitate a 5% transition to EV/BHEV staff owned vehicles and increase uptake of the bicycle scheme	
What are the benefits?	<ul style="list-style-type: none"> Efficiencies – only one person putting in expenses claim Financial gain for cost to be put back into the Council Wellbeing – Buddy system 	<ul style="list-style-type: none"> Individual financial savings Long-term corporate savings Depot vehicle trackers being installed to improve fuel efficiency, and behaviours 	<ul style="list-style-type: none"> Zero emissions in local area, and supports the Air Quality Strategy Individual financial savings Influencing others on electric vehicles Supports electrical renewable options 	<ul style="list-style-type: none"> Health and wellbeing – physical and mental Life cycle costs of bike Reduced maintenance costs – against pool car Space requirements are less 	<ul style="list-style-type: none"> Reduction in fuel usage Potential to support change to zero emission fleet Improve life cycle costs of fleet vehicles Influencing the way people drive – to save at home and involving contractors
What are the challenges?	<ul style="list-style-type: none"> Loss of monthly fee “Pain” to arrange at a time that suits both people Staff fear of disclosing private address information 	<ul style="list-style-type: none"> Corporate investment of a vehicle, insurance, MOT and service Behaviour change Behaviour to respect / use 	<ul style="list-style-type: none"> Corporate investment of a vehicle, insurance, MOT and service Behaviour to respect / use 	<ul style="list-style-type: none"> Weather Travel distance / time Council Personal Protective Equipment (PPE) Standard to be 	<ul style="list-style-type: none"> Behavioural/Cultural Management of vehicles MPG – admin for departments Lack electric vehicle infrastructure

	due to fear of compromised security	<ul style="list-style-type: none"> vehicle Council ownership and management of vehicle process 	<ul style="list-style-type: none"> vehicle Charge points – location Civic Hub, Rosliston and Depot Council ownership and management of vehicle process 	<ul style="list-style-type: none"> provided to all those cycling on work business Additional time to have shower if 'hot or rainy day' Takes longer than a car – impact on time to deliver job role 	<ul style="list-style-type: none"> On-going development of electric refuse lorries Cost of electric fleet – mileage concerns
Four-Year Actions	SHORT-TERM ACTIONS (1-2 years)				
	<ul style="list-style-type: none"> To promote car sharing in work to support less lone working Car share for meetings / training multiple travellers 	<ul style="list-style-type: none"> Undertake annual "in-work survey" to understand changing travel habits for work Identify suitable locations and models for EV points through the Town Centre Transport and Access Feasibility Study Bring electric vehicles to new Sustainable Delph day – van, car and taxi ,Marches Energy Electric vehicle Update Travel Expenses policies for employees opting to use their own electric vehicle for business miles 	<ul style="list-style-type: none"> Undertake a "in-work survey" to understand business need/want for bicycle for work use To trial an electric bike for the Council. 	<ul style="list-style-type: none"> MPG – understanding efficiencies of fuel Assess the cost benefit of staff uptake of EV 	
	MEDIUM-TERM ACTIONS (2-3 years)				
	<ul style="list-style-type: none"> To promote car sharing for work on ad-hoc visits through car share website 	<ul style="list-style-type: none"> Build business case for pool car from "in work" survey data Grey fleet miles (essential users and casual users) cost analysis Understand costs and environmental/carbon costs for vehicle, insurance and life cycle over the four-year period = Type of vehicle and tracker – explore other examples Link in with Employee Forum 	<ul style="list-style-type: none"> Look into costs for claim back on mileage for travel at work using cycling or walking Build business case for pool car from survey "in work" data 	<ul style="list-style-type: none"> Behaviour training/ system to increase fuel efficiencies Review planning of delivery of activities/ routes – live tracking? Link to nearest address? To see how mileage can be reduced 	
	LONG-TERM ACTIONS (3-4 years)				
<ul style="list-style-type: none"> Pool car supporting this Annual Travel 	<ul style="list-style-type: none"> Additional asset management of vehicles – processes, daily checks, records, systems, photos, insurance claims, DVLA checks, 	<ul style="list-style-type: none"> Asset management of cycle, processes, 	<ul style="list-style-type: none"> Help implement Climate and Biodiversity Strategy and Ecology Strategy and Action 		

	<p>Survey</p>	<p>securing of vehicle overnight, allocated car parking</p> <ul style="list-style-type: none"> • Purchasing of vehicle • Communication of process to staff • Promote car pool for car share for meetings / training multiple travellers • Annual survey of pool car usage • To remove all reference to “car user” to a minimum due to car pool option (where possible) 	<p>daily checks and maintenance monthly costs</p> <ul style="list-style-type: none"> • Purchasing of vehicle • Communication of process to staff • Promote bike use 	<p>Plan</p> <ul style="list-style-type: none"> • Fleet Zero emission review – start building business case and costs
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Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>	Sustainable Travel Strategy 2025-29 and Staff Travel Action Plan 2025-2029	
<i>Lead Officer:</i>	Karen Collier	
<i>Date of assessment:</i>	6 January 2025	
<i>Is the strategy, policy, service (procedure) or project:</i>		
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New</i>	<input type="checkbox"/>	

Section 1 – Clear aims and objectives

1. What is the aim of the strategy, policy, procedure or project?
<i>A brief description of the aims of the policy – use a bullet point list if appropriate</i>
<p>The aim of the Strategy is to reduce the environmental impact of the journeys the Council makes both in staff commuting to work and in carrying out Council duties.</p> <p>This supports the Council’s commitment to its 2030 carbon neutral targets and the actions set out in the Climate and Environment Action Plan 2021-30</p>

2. Who is intended to benefit from the strategy, policy, procedure or project and how?
<i>E.g. specific sections of the community, employees</i>
<p>The strategy aims to facilitate the provision of improved travel options to all employees including agency staff and contractors and promotes the benefits of sustainable travel to residents and businesses within the district.</p> <p>The benefits include:</p> <ul style="list-style-type: none"> • Reduced council carbon emissions • Improved staff health and wellbeing, reduced sickness • Reduced congestion on roads and in car parks due to reduced numbers of staff travelling to and for work by single occupant car • Reduced business travel mileage, particularly by single occupant private cars



3. What outcomes do you want to achieve?

A brief summary of the anticipated outcomes (if required as explained in the accompanying Committee report) use a bullet point list if appropriate

The Strategy supports the Council’s commitment to its 2030 carbon neutral targets and the actions set out in the Climate and Environment Action Plan 2021-30.

The new Staff Travel Action Plan 2025-2029 hosts specific SMART programs which will aid the delivery of the broad plans set out in the Sustainable Travel Strategy.

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age Increased physical activity may deliver health benefits for the individual member of staff, and for those within the wider community due to reduced emissions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long-term conditions The Staff Travel Survey has highlighted that disability affects mobility and active travel options. Impacts will need to be considered as initiatives develop. Where a person with a disability cannot take advantage of a proposed initiative care must be taken to ensure they are not disadvantaged. For example, an initiative encouraging pool car use as an alternative to an employee’s own vehicle would need to make allowances for drivers who require a specially adapted vehicle. Initiatives or infrastructure changes must of course adhere to legislative requirements e.g. access, parking provision etc. Parking for electric vehicles should have wide bays accessible to wheelchair users.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave Reduced emissions may particularly benefit pregnant women and their unborn child, and infants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex (Gender) Womens Safety should be considered when designing alternative travel initiatives.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 – Recommendations and monitoring

If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

4. Should a full EIA be completed for this strategy, policy, procedure or project?

Yes No

Please explain the reasons for this decision:

No negative impacts of the Strategy have been identified. There is further opportunity to carry out EIA Preliminary Assessments for each major initiative emerging from the Staff Travel Action Plan. The annual staff travel survey can also be used to gather further feedback as initiatives develop.

Section 4 – Approval

Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service	Name:	Karen Collier
	Date:	06/01/2025



If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)



REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	23 JANUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	EXECUTIVE DIRECTOR – ENVIRONMENT AND COMMUNITIES	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595889/5722 democraticservices@southderbyshire.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

Environmental & Development Committee 2024/25 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered by Last Three Committees		
Q1 Performance Report	08 August 2024	Clare Booth Performance and Policy Officer 01283 595 788
Burnaston Neighbourhood Plan Application	08 August 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Visit Peak District & Derbyshire	08 August 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Local Plan Preferred Approach for consultation.	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Cycle Network SPD	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Statement of Community Involvement.	19 September 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Street Café Licenses	19 September 2024	Emma McHugh Senior Licensing Officer 01283 228745
Budget Setting Approach 2025/26	19 September 2024	Charlotte Jackson Head of Finance and Performance

		Charlotte.jackson@southdernyshire.gov.uk
Gambling Act 2005 Statement of Licensing Policy	19 September 2024	Emma McHugh Senior Licensing Officer 01283 228745
Designation of Hatton Neighbourhood Area	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Council Plan 2024-28: Performance Report (2024-2025 Quarter 2 – 1 April To 30 September)	07 November 2024	Heidi McDougall Executive Director – Environment and Communities 01283 595775
Adoption Of Planning Obligations Supplementary Planning Document	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Approval of the Infrastructure Funding Statement 2023-2024	07 November 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Revision of Street Trading Policy	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745
Review of Recycling Collection Streams	07 November 2024	Gary Charlton Head of Operational Services 01285 595 764
Review of Private Hire Licensing Policy and Conditions	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745
Private Hire Cross Border Enforcement – Wolverhampton City Council	07 November 2024	Emma McHugh Senior Licensing Officer 01283 228745
Service Based Budgets 2025/26	02 January 2025	Charlotte Jackson Head of Finance and Performance Charlotte.jackson@southdernyshire.gov.uk
Economic Development Resources	02 January 2025	Mike Roylance Head of Economic Development and Growth

		Mike.roylance@southderbyshire.gov.uk
Pest Control Restructure	02 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Environmental Services Resources Report	02 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk Gary Charlton Head of Operational Services 07976 081896
Shop Front Grants Scheme	02 January 2025	Mike Roylance Head of Economic Development and Growth Mike.roylance@southderbyshire.gov.uk
Provisional Programme of Reports To Be Considered by Committee		
Staff Travel Plan 2025-29	23 January 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Bus Shelters	23 January 2025	Gary Charlton Head of Operational Services 07976 081896
CCTV in Private Hire Vehicles Policy	06 March 2025	Emma McHugh Senior Licensing Officer 01283 228745
Corporate Enforcement Policy	06 March 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk

Climate Change and Ecological Strategy	06 March 2025	Karen Collier Head of Environmental Services Karen.collier@southderbyshire.gov.uk
Review of Grounds Maintenance and Street Cleansing	06 March 2025	Gary Charlton Head of Operational Services 07976 081896
Consultation on East Midlands Airport Sustainable Development Plan	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
East Midlands Airport Airspace Redesign Consultation (changing the flight paths)	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Planning Enforcement Activity	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Pre-application Charging	TBC	Steffan Saunders Head of Planning and Strategic Housing 07971604326