



Travel Plan

Tees Law

February 2024

Breathe Clean
in East Herts



In collaboration with
Let's clear the air Hertfordshire


Department
for Environment
Food & Rural Affairs

**MP Smarter
Travel**

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among Tees Law staff

Background

Introduction

170 staff are employed at Tees Law, which is located on **London Road in Bishop's Stortford**.

This Travel Plan (TP) identifies interventions that could be implemented by Tees Law to encourage staff to use sustainable modes of travel more often as part of their commute ("mode shift"). The term 'sustainable modes of travel' will be used throughout this document and refers to walking, cycling, public transport, and where distance or mobility dictate, car sharing, "park and stride" and "park and ride".

Travel plan aims

- 1 Decrease car use to under 60% within 3 years.**
- 2 Contribute to local air quality in Bishop's Stortford.**
- 3 Improve the health and wellbeing of staff and visitors.**

Breathe Clean in East Herts

Tees Law is participating in East Herts District Council's **Breathe Clean** project. This district wide project is raising awareness of the causes and impacts of air quality.

Road transport produces 56% of air pollution in East Herts. Part of this project therefore involves working with businesses to assess how employees are currently travelling to work and support employees to travel more sustainably to work.

By taking part in Breathe Clean, and implementing this travel plan, Tees Law is helping to improve air quality and health and wellbeing in East Herts.

Travelling to work

Nearby road network

The Tees Law offices are in a stand alone building on Tanners Wharf, just off of **London Road**. London Road is a B road, running past the train station.

It is relatively easy for staff and visitors to access Tees on foot from the train station and the centre of town. London Road is highly congested and often busy, with narrow pavements, so does not offer the best walking experience. However, there are low traffic walking routes via the canal and bus gate (bus and cycle only road) through the station.

As well as the bus gate, there are advanced stop lines for cyclists (boxes for cyclists to wait in at the front of traffic). However, in this area of the town there are no cycle lanes and the roads are narrow, so it is not particularly well equipped for cyclists.



Public transport



The map shows the nearest public transport services to Tees Law.

Public transport connections

The Tees office has good public transport connections to neighbouring villages and towards Cambridge and London, but these routes do not necessarily suit all staff and do not necessarily offer the most efficient journey.

Bishop's Stortford station

Short (8-min) walk from the office. There are regular Greater Anglia services to/from London, Stansted Airport and Cambridge. Trains are every 10-15 minutes and get into London in as little as 25 minutes on the Stansted Express.

A - Interchange E

This bus stop is served by 14 buses: 7, 20, 27, 35, 301, 305, 306, 31, 315, 322, 323, 324, 325 and 386. These buses serve Stansted Airport, The Hormeads, Royston, Hertford, Saffron Warden, Stansted Mountfitchet, Takeley, Wicken Bonhunt, Stortford fields, Gt Hallingbury, Lindsell, Gt Dunmow, Stebbing, Stevenage and Braughing.

B - Pryors Close

This bus stop is served by 2 buses: 315 and 325. These buses serve Gt Hallingbury.

C - Rhodes Art Complex

This bus stop is served by 4 buses: 309, 508, 509 and 510. These buses serve Thorley Park, Harlow and Stanstead Airport.

D - Southmill Road

This bus stop is served by 2 buses: 308 and 386. These buses serve Thorley Park and Stevenage.

Tees Law facilities

Active travel facilities

Cycle parking

- 20 “Sheffield” cycle stands
- Inside and underground
- Easy to access via a ramp

The next closest cycle parking is at Bishop’s Stortford Railway station, an 8 minute walk away.

Showers, changing rooms, and lockers

- 3 showers in total, located in the accessible bathrooms on each floor
- No lockers available



Car facilities

Car parking

- 42 parking bays in private underground car park
- Parking spaces are limited and competitive so the parking spaces are of shared allocation.

Tees Law also leases some car parking spaces at the Herts and Essex Sports club, a 20 minute walk away.



Existing sustainable transport initiatives

There are two sustainable travel initiatives currently in place at Tees Law.

Cycle to work scheme

All colleagues have access to the cycle to work scheme. This allows them to purchase a bike at a heavily discounted price and is paid for over an extended period of time through a tax-efficient salary sacrifice scheme.



Work from home scheme

Tees Law offers a work from home scheme for their employees. This scheme encourages employees to work at home for 40% of their week and come into the office for 60% of the week. This minimalises parking congestion and number of trips needed to come into Tees Law per week.



Travel Patterns

2023 staff travel survey

The staff travel survey was live from **October to December 2023**.

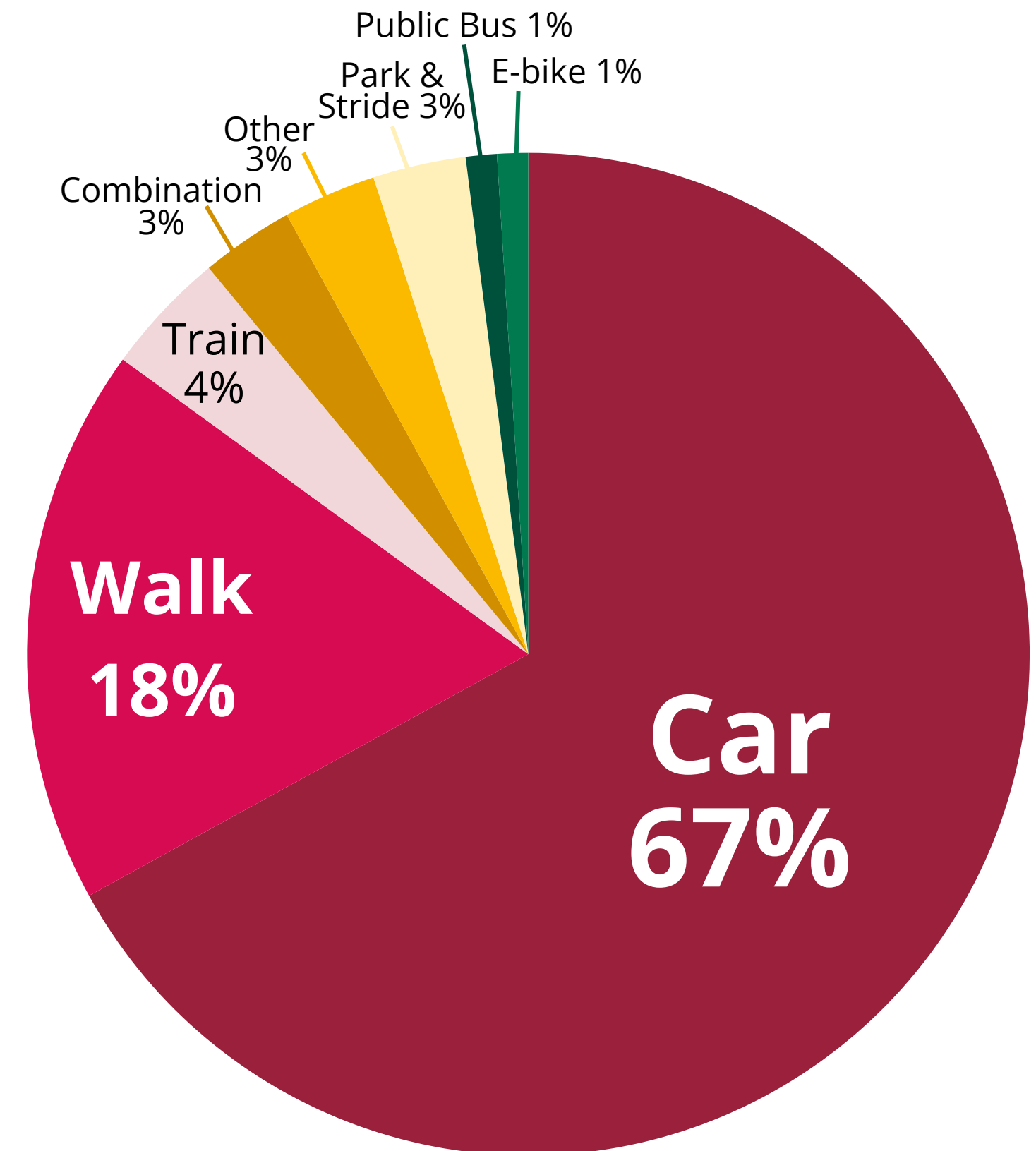
It aimed to:

- 1 Identify travel modes commonly used by Tees Law employees
- 2 Understand what influences travel mode choice
- 3 Reveal opportunities for, and barriers to, more sustainable modes

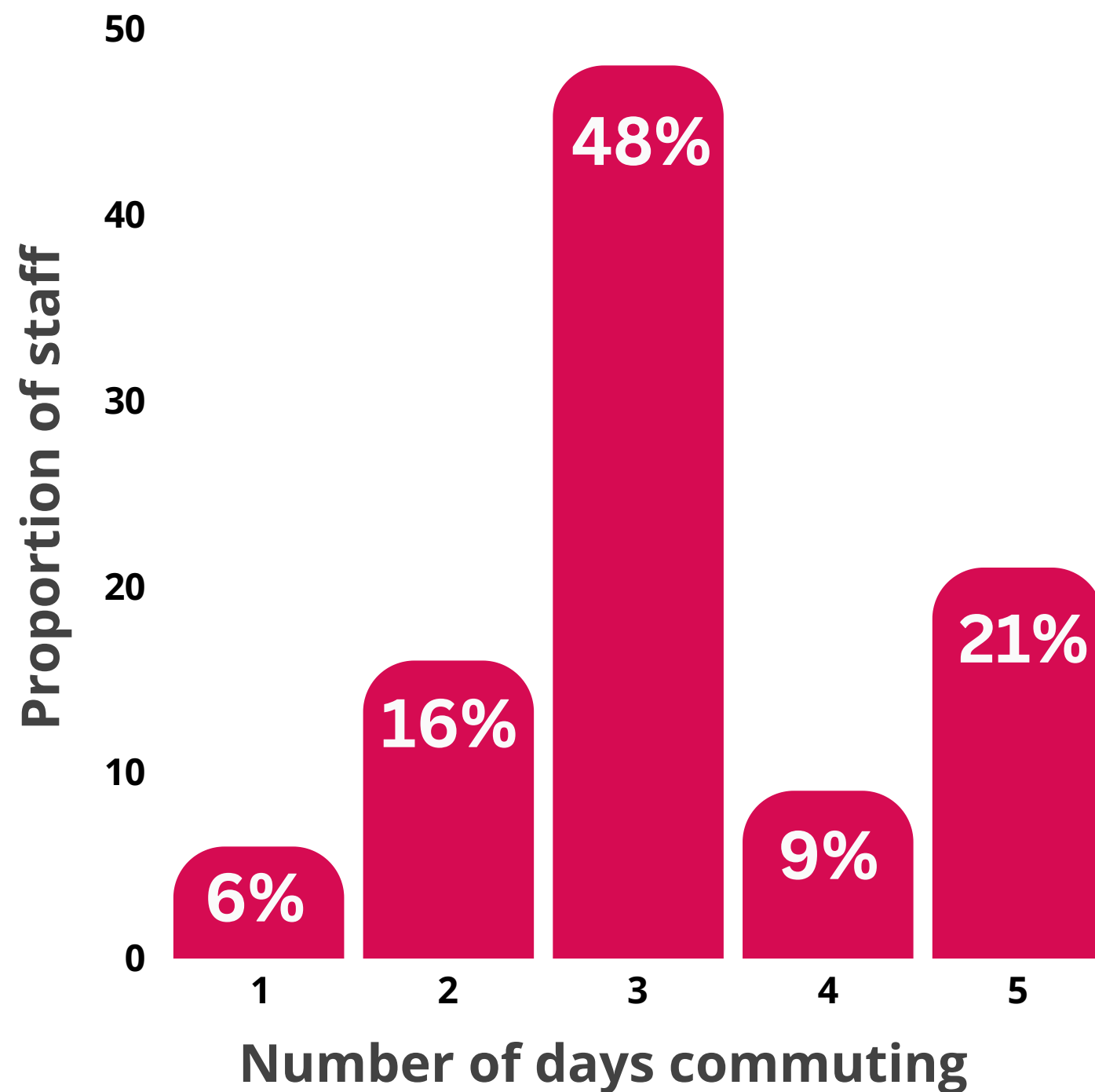
A total of **117 responses** (70% of Tees Law workforce) were collected. This was enough responses needed for a representative sample (assuming a margin of error of 5% and a confidence level of 95%).

Two thirds of staff drive to work and **one in five** walk.

Some staff use a combination of modes, including train and car or train and bus. Some staff who work in multiple offices use a different mode of transport depending on the office, such as a car to the Cambridge office and walking to Bishop's Stortford.



Mode split and working patterns



350 estimated weekly car trips

Weekly journeys

In total, the Tees Law employees who were surveyed make a total of 363 trips a week, including to and from work. Of those trips, an estimated 240 are completed by car. Extrapolated to all staff, this is an estimated 350 car trips each week.

Connection with travel modes

Analysis of the travel survey found that the staff who travel into the office more often tend to use more sustainable modes of travel like walking or public transport. Analysis found that more senior staff tend to have higher car use, but also tend to come into the office on fewer days. On average, staff at managerial level have a car use of 77% and commute into the office 3 days a week. On average, staff at administrative or assistant level have an average car use of 50% and commute into the office 4 days a week.

Journey Origins

Postcode data was collected to establish where people are travelling from. 97 postcodes were received, 83% of the total survey responses. This is a representative sample of where staff are travelling from.

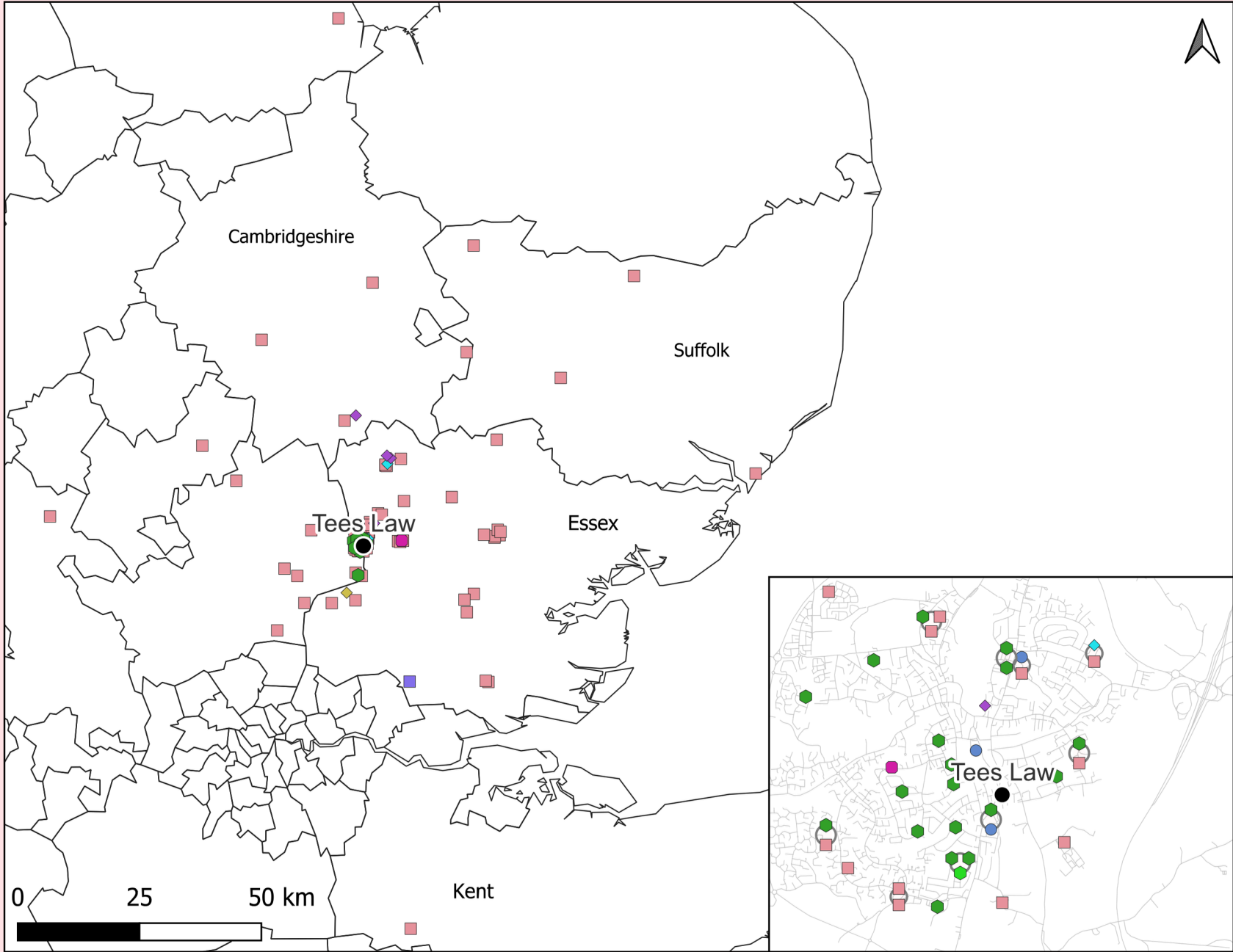
The map opposite shows the distribution of respondents' postcodes and what mode of transport they use.

37 employees (32%) live within 5 mile radius of Tees Law. 12 of these employees (**32%**) drive.

The furthest distance travelled to Tees Law is **96 miles** and is made by car. The shortest is **500m** and is walked

Survey responses show relatively high car usage among employees who live within close enough proximity to switch to a sustainable mode of travel.

Journey origins and mode of travel



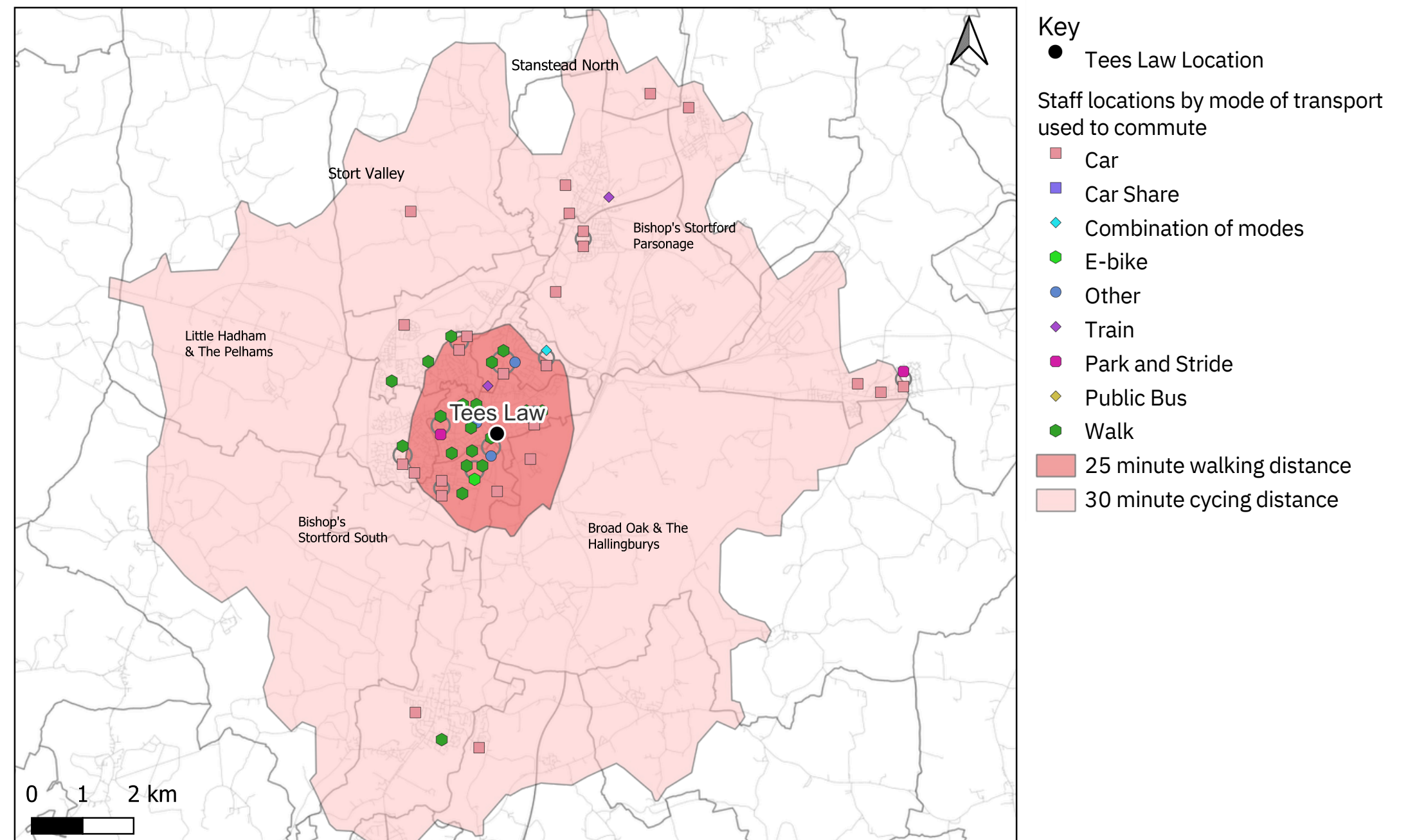
Potential for mode shift to active travel

The map opposite shows employees' journey origins and transport mode within a 25-minute walking radius and a 30-minute cycling radius of Tees Law, which are feasible for commutes.

31% of all survey respondents' journeys originated within a 25-minute walking radius of Tees Law. While 50% of these use a method of active travel, **31% drive to work**. Those driving to work that live within a 25 minute walk could therefore be switched to active travel methods.

51% of all survey respondents' journeys originated within a 30-minute cycling radius of Tees Law. Of these, **47% of journeys to work are made by car**. All of these journeys could be switched to cycling, a more sustainable mode of travel.

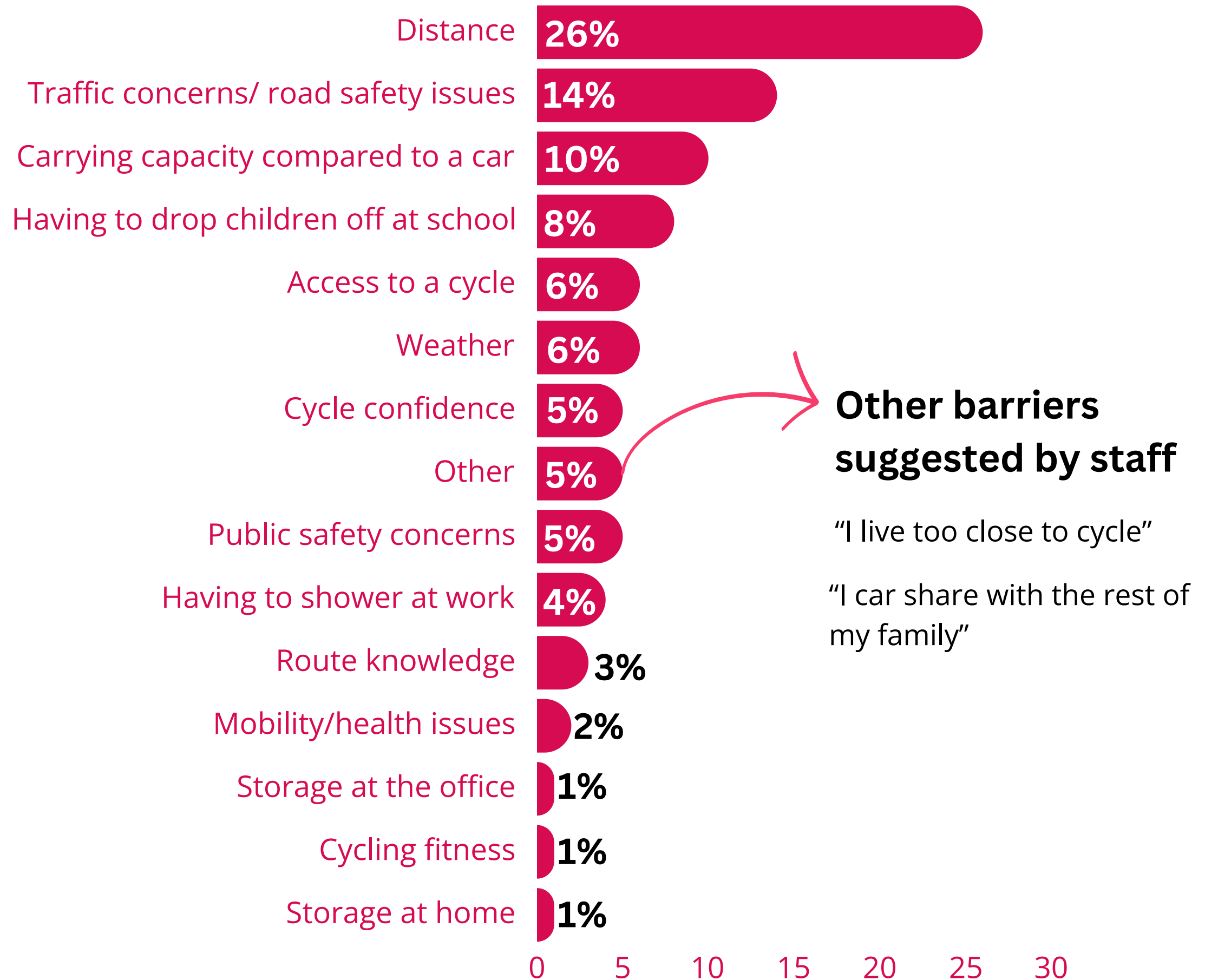
Journey origins and modes within walking and cycling distance



Barriers to cycling

The most common barriers to cycling related to distance and traffic concerns, which are not easy to solve.

However, access to a cycle, carrying capacity and cycling confidence were also key barriers for some staff which could be tackled with promotion of the cycle to work scheme and free cycle training.

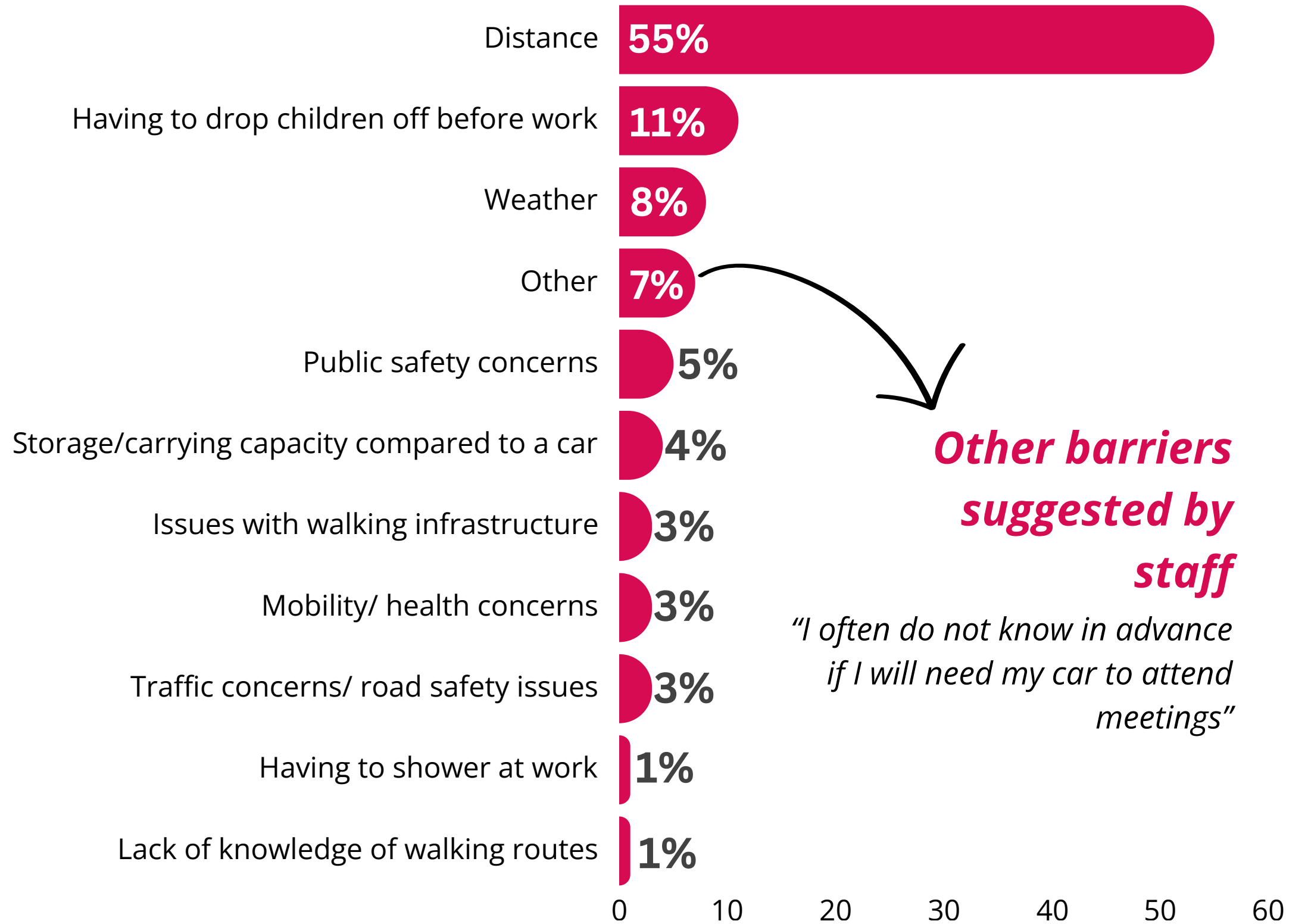


Barriers to walking

Few of the key barriers to walking highlighted by staff are things Tees could help solve.

The key barrier to walking to work, cited by more than half of staff, was that people do not live close enough to the office. Having to drop children off at school before work and the weather were also key barriers.

The “other” barrier suggested by one staff member, regarding having to use a car for meetings could be helped with the introduction of company pool cars.



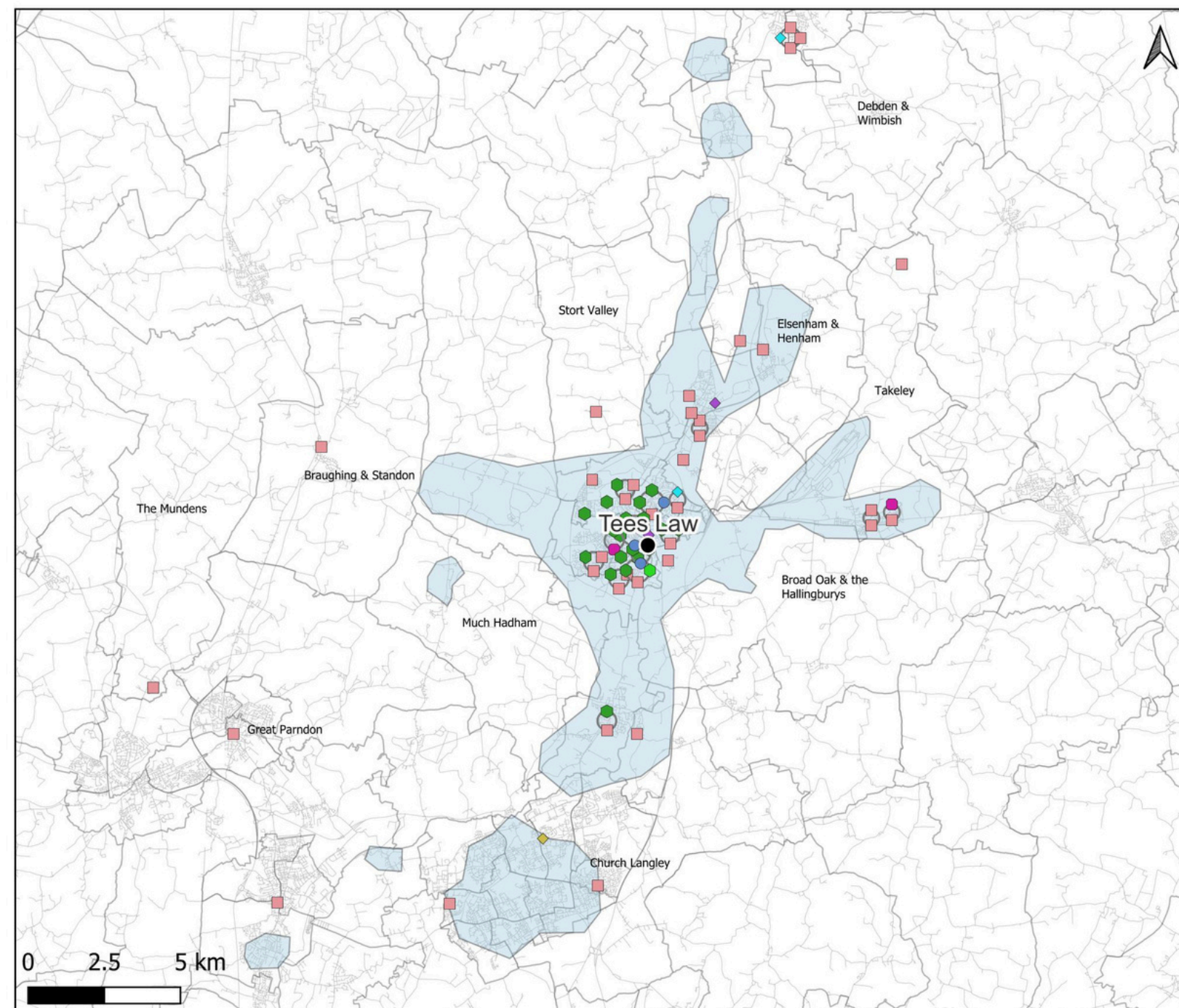
Potential for mode shift to public transport

The map opposite shows the areas surrounding Tees Law where it is possible to travel into work using public transport in under 30 minutes, alongside staff postcodes.

24% of employees who currently drive to work could travel to work in 30 minutes on public transport. This highlights high potential for some mode shift to public transport.

As detailed on the following page, staff face issues with an infrequent and unreliable public transport service, which may be discouraging them from using public transport.

Public transport connectivity

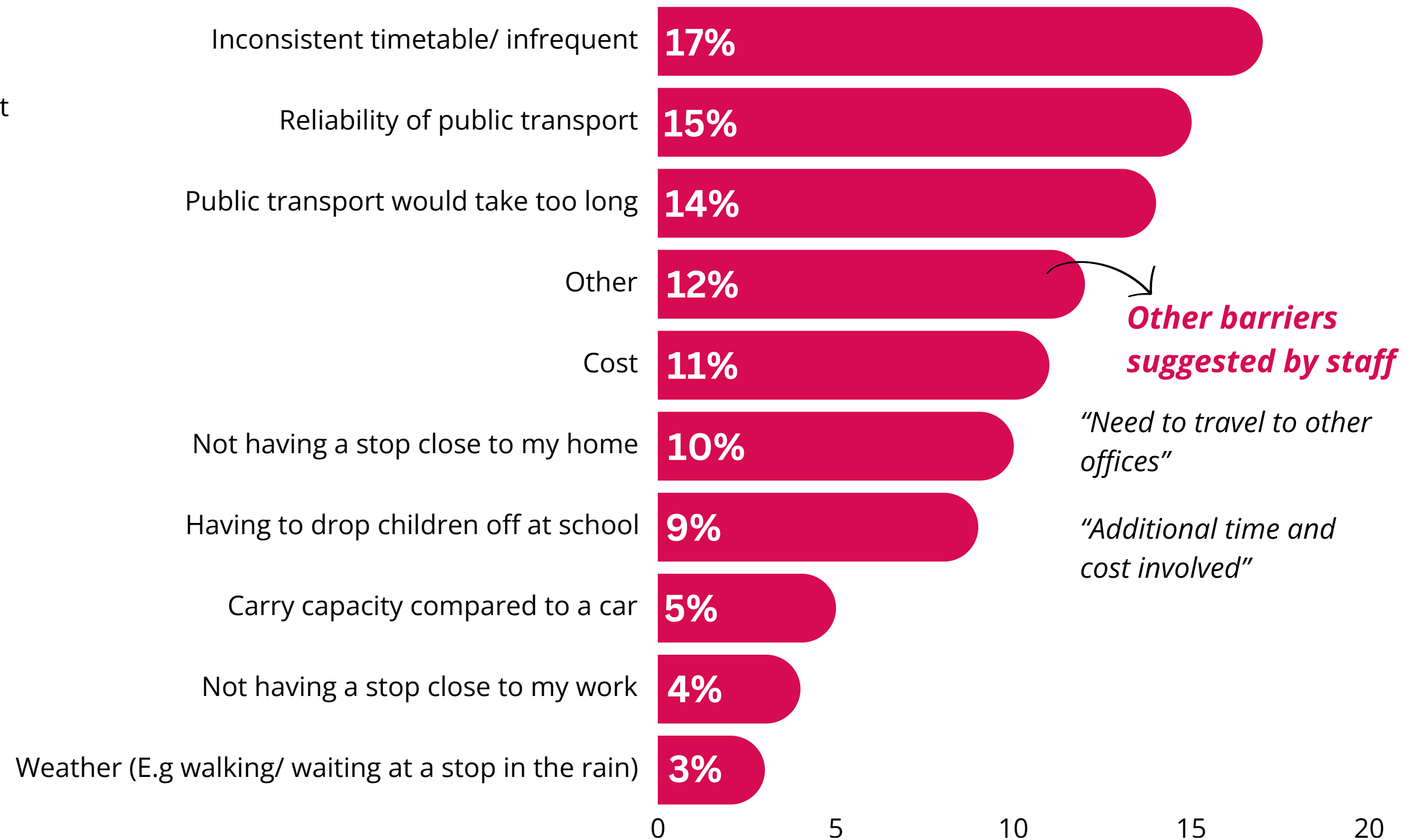


- Key
- Tees Law Site Location
 - Staff locations by mode of transport used to commute
 - Car
 - Car Share
 - ◆ Combination of modes
 - E-bike
 - Other
 - ◆ Train
 - Park and Stride (car parks at least 10mins from workplace)
 - ◆ Public Bus
 - Walk
 - Within a 30 minute travel distance by public transport

Barriers to public transport use

As well as infrequency or unreliability, two of the most common barriers to public transport were time and cost.

This indicates that a subsidy or financial reward system for travelling by public transport may encourage at least some staff members to travel by train or bus instead of by car.

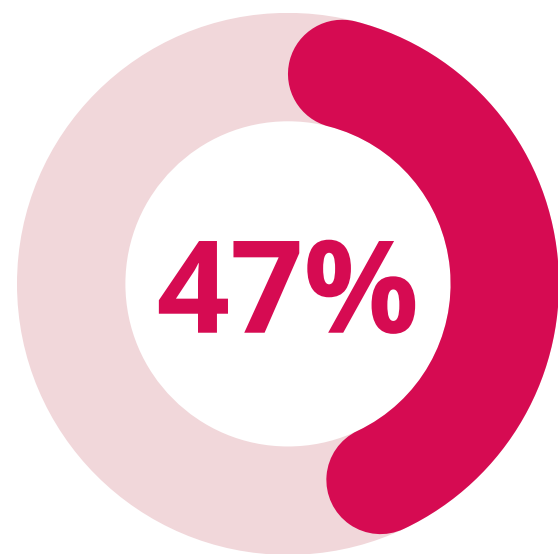


Preferred incentives

Respondents were asked about measures which would encourage them to walk, cycle or use public transport. The most popular options were:

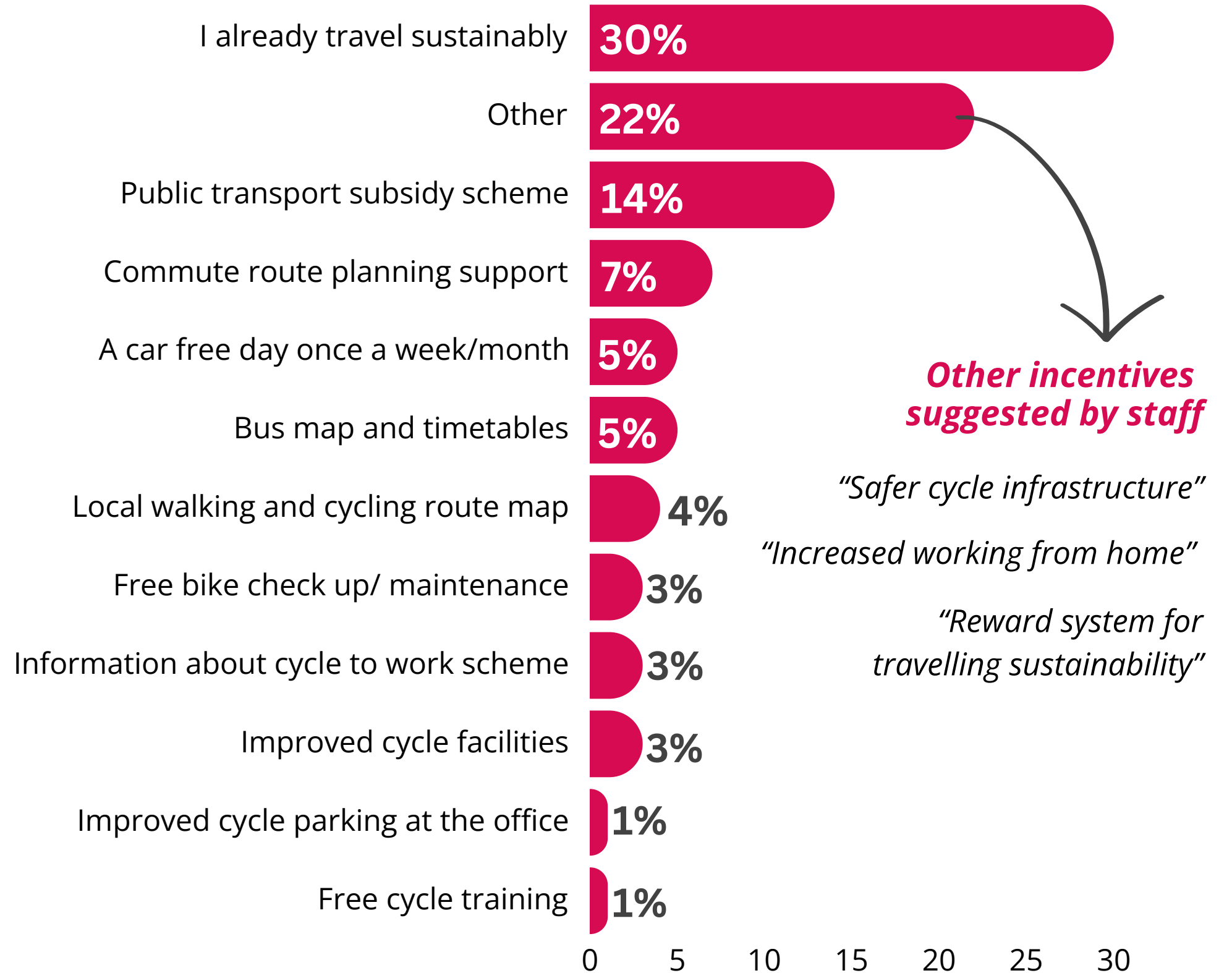
- **Car sharing**
- **Public transport subsidies**
- **Route planning support**

Increased support, services and infrastructure for cycling were the least popular options, but would help some staff.



Car sharing

Almost half of employees indicated they would be open to car sharing. As working hours are very similar and many employees are local, this would a great way to reduce car use, as well as alleviating parking pressure.



Car sharing

47% of staff said they would be open to car sharing. Implementing a car sharing program can significantly reduce the firm's environmental impact by decreasing the number of individual car trips. Car sharing benefits the environment by:

Reduction in Carbon Emissions:

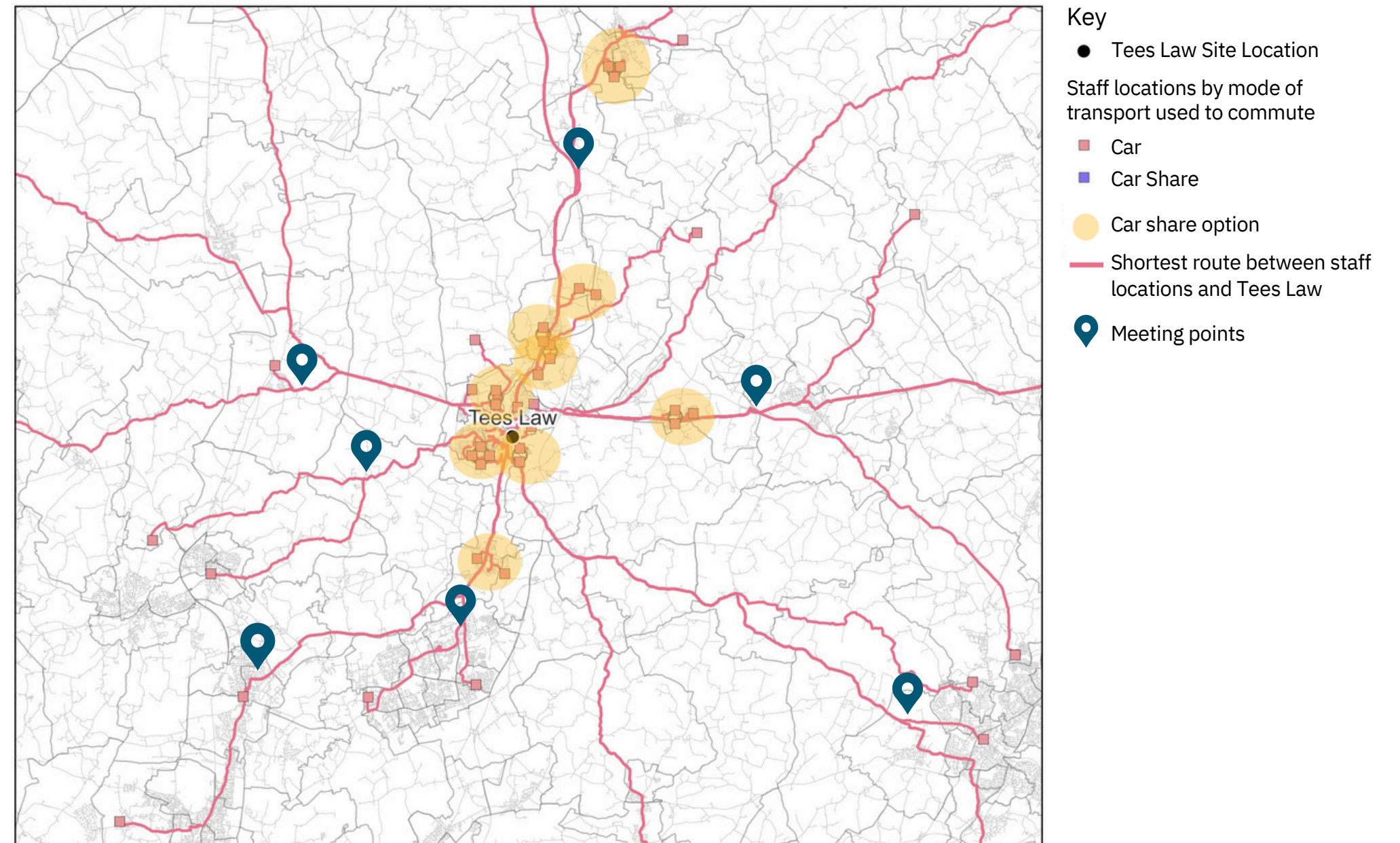
- Car sharing reduces the overall number of vehicles on the road, leading to lower carbon emissions.

Less Traffic Congestion:

- Fewer individual car trips contribute to reduced traffic congestion and associated environmental pollutants.

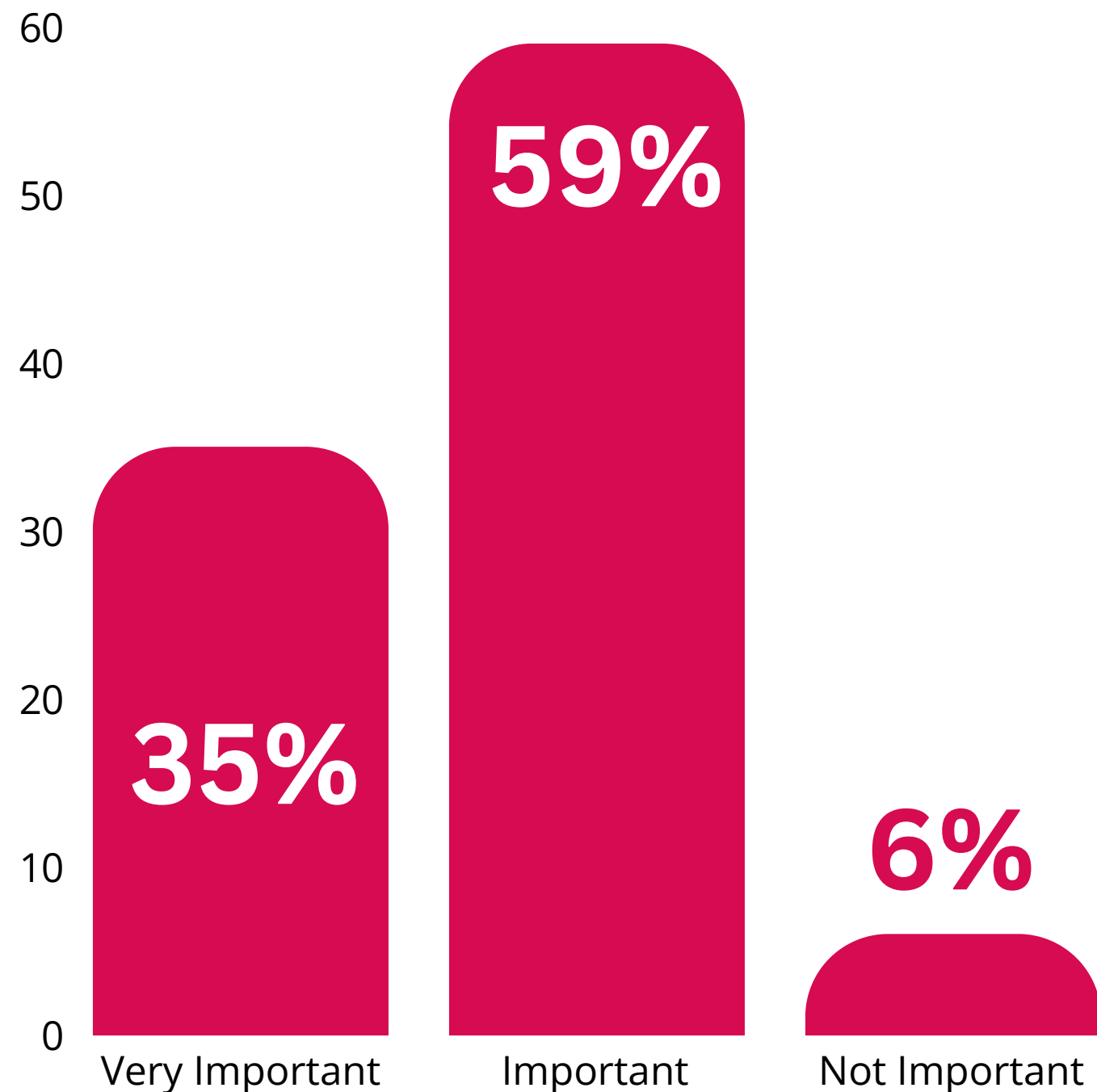
The map opposite shows where staff are travelling from and how car sharing could work between colleagues. Staff could meet at meeting points or be collected along route into work to minimise parking issues and reduce the number of cars driving into the office each day.

Tees Law Car sharing



Interest in improving air quality

The survey indicated that improving air quality is **important** to almost all (**94%**) Tees Law employees.

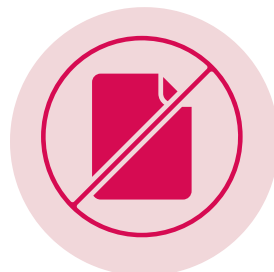


6%
of staff said that they have helped to deliver or promote events relating to **air quality or sustainable travel** within the workplace.
These events included online courses, putting up signs about car travel, and making colleagues aware of alternative travel modes.

Importance of clean air

Poor air quality is the largest environmental risk to public health in the UK, as long-term exposure to air pollution can cause chronic conditions such as cardiovascular and respiratory diseases as well as lung cancer, leading to reduced life expectancy, according to the UK government.

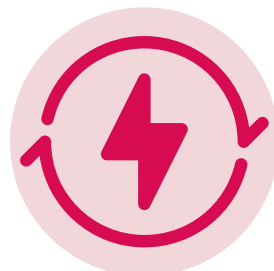
Other environmental actions



Tees Law are a paperless organisation.



Tees Law has multiple recycling bins around the office.



During a recent refurbishment of the Tees Law Bishop's Stortford office, all major appliances were switched to more environmentally sustainable appliances, including the printers and coffee machines.



Tees Law is working with Positive Planet to achieve carbon net zero. Currently, they are on year 2 of the project.



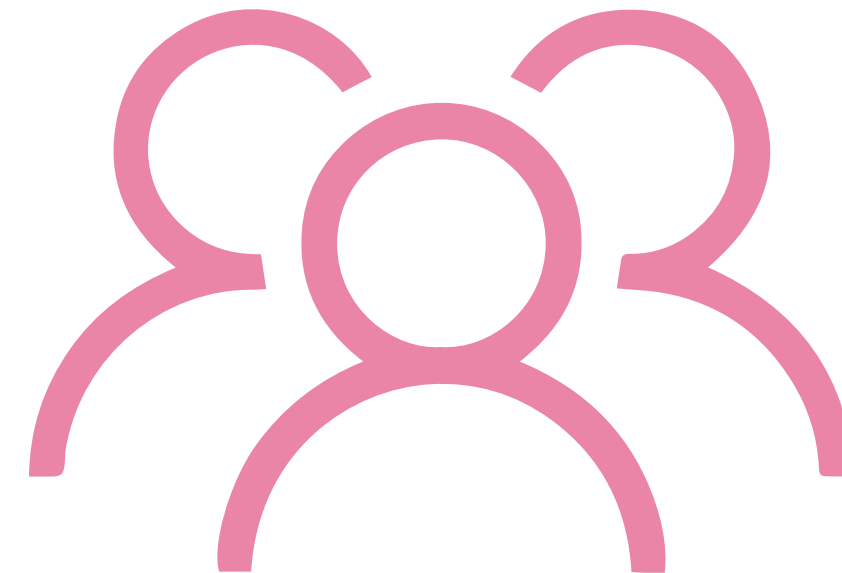
Tees Law is a member of 3 environmentally focused groups. These include Brentwood Environmental Business Alliance (BEBA), Legal Sustainability Alliance (LSA) and UK sustainable Investment and Finance Association (UKSEF).

Visitor travel patterns

Tees Law receives regular visitors, mostly colleagues from other offices. How these visitors get to and from Tees Law is important to understand Tees Law's travel patterns in their entirety. Almost all visitors are arriving in working hours from Monday to Friday.



Many Tees Law employees also **travel to other Tees offices, client visits and into London**. Whilst this often fluctuates weekly, a typical week of an executive partner sees them out of the office at least twice a week. Most employees use their own cars for site or client visits. Where possible, public transport is encouraged and take for some site visits. This adds up to **estimated 200 car trips a year per employee**.



Freight and logistics patterns

Inbound deliveries

Tees Law has 3 main suppliers and receives approximately 120 deliveries a year.

120 deliveries a year

There is a sandwich van which arrives each day at Tees Law from which most employees get their lunch from. They are not contracted by Tees Law and the vender often changes. Other employees from nearby offices also grab lunch here. Due to this, they are not classified as a delivery.

Type of delivery	Monthly deliveries	Vehicle type	Comments
Record Management (MJF Records Management)	8	Petrol Van	The most often and regulated delivery. Collect, deliver and store documents and files. Currently transitioning to an electric fleet.
Stationery	1	Petrol Van	Tees uses a mix of stationary companies for their deliveries. As Tees law is paperless, the stationary deliveries are infrequent.
External Maintenance	1	Petrol Van	Tees Law has an internal IT team so external maintenance visits are infrequent. These are mainly to test fire alarms or appliances like coffee machines.
Café deliveries	TBC	TBC	Tees Law are in the process of opening a small café where employees can have drinks, coffees and snacks, so there will be an increase in deliveries due to this.

Recommendations

Curated from the evidence base reported in the previous chapter, this chapter recommends a set of actions to promote sustainable travel modes for commuting to and from work among Tees Law staff.

These have been split into short, medium and longer term actions.

1 Short term actions

- Make sustainable travel directions more prominent on website - above car and parking directions
- Implement an internal awareness campaign
- Encouraging and promoting the cycle to work scheme
- Create and promote a car sharing group

2 Short to Medium term actions

- Host employee free cycle training events with the council and bikeability.
- Octopus Energy Salary Sacrifice Scheme
- Allowing cycle purchases as part of the partner level bonuses
- Host a car free day once a month.

3 Medium to Long term actions

- Introduction of pool cars in the office for client visits
- Reviewing all deliveries to see if there are more sustainably driven companies with sustainable deliveries
- Consider sustainable travel expense scheme
- Complete an annual survey

Short term actions



Make sustainable travel directions more prominent on the website.

Making sustainable travel directions more prominent or at least above, car directions is an easy way of demonstrating the company's commitment to environmental stewardship, and encourages visitors to travel sustainably.

- Having the nearest bus stops and train stations available as well as mentioning the congestion and lack of parking in the area would encourage more people joining to use a sustainable mode of travel.



Internal awareness campaign.

Companies can easily promote internal environmental awareness by implementing educational programmes, utilising communication channels, and organizing engagement activities. Establishing green teams, updating policies, and rewarding participation are effective strategies. Encouraging employee feedback and continuously monitoring progress ensures ongoing improvement.

- Through workshops, newsletters, and events, employees learn about sustainable practices. Recognising and rewarding environmentally-conscious behaviour fosters a culture of sustainability.
- Having a continuous awareness with information on public transport routes, benefits of active travel and upcoming environmental events will increase awareness of sustainable transport.



Encouraging and promoting the cycle to work scheme.

Companies should promote cycle to work schemes to encourage employee health, reduce carbon emissions, and save costs. Cycling boosts physical activity, improving overall well-being and productivity. Financially, both employees and companies benefit from reduced transportation expenses and parking demand.

- To promote an existing cycle to work scheme, Tees can employ targeted email campaigns, intranet announcements, and information sessions. Eye-catching posters, internal social media, and manager endorsement further spread awareness. Implementing an employee referral program and distributing promotional materials aid in engagement. These strategies collectively enhance employee awareness and participation, fostering a cycling culture within the workplace.



Car Sharing Scheme.

Promoting carsharing offers numerous benefits for companies, including cost efficiency, environmental sustainability, employee satisfaction, and corporate social responsibility. By integrating car sharing into transportation policies and initiatives, Tees can contribute to building more sustainable and efficient mobility solutions for employees and communities.

- After analysing the locations of staff members who drive and comparing them to the shortest driving routes, viable car sharing options emerge as a practical solution. Additionally, there are numerous points where staff driving routes intersect, indicating potential areas where employees could conveniently car share for segments of their commute.
- Set up a coordination system by choosing a communication platform (e.g., car sharing app, shared online calendar, messaging group) and registering participants with necessary details. Promote and launch the program through internal communications and a kickoff event to encourage sign-ups and participation.

Short to Medium term actions



Host employee free cycle training events with the council and bikeability.

There were employees who added free cycle training and bike check-ups to their list of preferred initiatives. Hertfordshire council offers free cycle training by Bikeability

- Cycle training helps improve cyclists' safety skills and knowledge of traffic laws, reducing the risk of accidents and injuries while commuting. Encouraging employees to cycle to work promotes active travel modes and reduces reliance on cars, which can alleviate traffic congestion and improve air quality.

Bikeability – get started with cycling

Take our bikeability courses to get the skills and confidence to ride on your own and have fun along the way.

 hertscc



Octopus Energy Salary Sacrifice Scheme

The scheme lets employees give up a portion of their pre-tax salary to lease an electric vehicle, reducing their taxable income and offering savings on tax and National Insurance, while the employer handles the vehicle's administration. Tees could adopt this scheme to reduce National Insurance contributions, strengthen its environmental commitment, and modernize its employee benefits package.

- Contact Octopus Energy to set up a formal agreement, ensuring they offer the necessary support and services.
- Integrate the scheme into your payroll system and inform employees about the benefits and process, providing clear instructions on how to participate.



Allowing cycle purchases as part of the partner level bonuses.

By incentivizing cycle purchases, the company promotes active transportation modes and reduces reliance on cars. This aligns with efforts to alleviate traffic congestion and improve air quality.

- Encouraging partners to choose cycles as bonuses can help foster a culture of health, sustainability, and active living within the company. It sets a positive example for employees and encourages them to consider cycling as a viable transportation option.
- Allowing partners to choose their preferred cycle models and accessories gives them more flexibility and control over their rewards. It acknowledges individual preferences and interests, enhancing the perceived value of the bonus.



Car Free Day.

Hosting a car-free day each month, encouraging employees to walk, cycle, or use public transport. This not only promotes healthier commuting habits but also fosters a sense of teamwork and environmental responsibility among staff.

- Tees should announce the initiative well in advance and providing resources such as information on alternative transportation options and nearby routes.
- Tees could also incentivize participation with rewards or recognition for employees who actively engage in car-free commuting.
- Staff also commented in the preferred incentives that bus maps and timetables would be helpful. Having these for the car-free day would also be useful and encourage staff to travel sustainably.

Medium to Long term actions



Introduction of pool cars in the office for client visits.

One of the biggest barriers mentioned by some employees was that they often needed their cars at the office as they did not know when they needed to use them for a site or client visit.

- Pool cars can help reduce the environmental impact of employee commuting by promoting carpooling and reducing the number of individual vehicles on the road. Instead of each employee using their own vehicle for work-related travel, pool cars can be shared among multiple individuals, reducing the overall number of vehicles needed. By consolidating transportation needs into a few efficient vehicles, the Tees can minimize carbon emissions and air pollution, contributing to local air quality improvement.



Reviewing all deliveries to see if there are more sustainably motivated companies with sustainable deliveries.

Whilst Tees does not have many frequent deliveries, there are a few things to think about to make them even more sustainable.

- Consolidating file collections by MJF Records from neighbouring Tees along the same route enhances sustainability. It reduces unnecessary trips and fuel consumption, optimizing resource utilization and lowering carbon emissions. Utilizing electric vans for deliveries, once introduced, aligns with environmental goals.
- Exploring options to source stationery locally promotes sustainability. By sourcing from nearby stationary shops or arranging for local delivery, Tees supports the local economy, reduces transportation emissions, and fosters community connections.
- When the café starts operating, sourcing coffee, drinks, and snacks locally further enhances sustainability. Supporting local suppliers reduces the environmental impact associated with long-distance transportation and promotes a more sustainable supply chain.



Consider sustainable travel expense scheme.

Some staff mentioned cost as a barrier to using public transport.

- Create a range of incentives to encourage employees to choose sustainable transportation options. This could include walking (more than 15 minutes), cycling (more than 15 minutes), car sharing (non-family member) or using only public transport. This could include an incentive or recognition for sustainable commuting behaviour. Ensure that incentives are attractive and aligned with employees' preferences and motivations.
- Implement systems to track and monitor employees' travel behaviour and participation in the sustainable travel reward scheme. This could involve using tracking apps, travel surveys, or monitoring commuter benefits programs. Celebrate milestones and successes achieved through the sustainable travel reward scheme. Recognize and reward employees who demonstrate commitment to sustainable commuting and contribute to the overall success of the program.



Complete an annual survey.

Conducting a travel survey each year to see the shift in travel behaviours and updated barriers to ensure the most urgent ones are identified.

- Conducting annual travel surveys provides valuable insights into employee travel behaviours, identifies barriers to sustainable commuting, and informs targeted interventions to promote the adoption of more environmentally friendly transportation options. This iterative process helps companies continually improve their sustainable travel programs and contribute to a more sustainable and environmentally conscious workplace culture.

Breathe Clean

in East Herts



In collaboration with
Let's clear the air  Hertfordshire 


Department
for Environment
Food & Rural Affairs