

Lavender Group Homes

Lilly House

Travel Plan

1. Introduction

The aim of the travel plan is to encourage all staff to walk, cycle or use public transport and to discourage and thereby reduce the use of private vehicles by those travelling to and from work and between Lavender Group Homes sites and when conducting other company business.

The objectives are to:

- Increase participation in cycling and walking
- Reduce the number of vehicles driven to Lilly House
- Stop staff and visitors from parking on the shared driveway to the properties at the rear and hence potentially impeding access to such properties.
- Reduce the number and length of journeys undertaken by staff and other stakeholders.

2. Transport Strategy

Establish organisation and user responsibilities in regard to the above and identify opportunities for regular staff and visitors to seek alternatives to the use of a private car and to demonstrate being good neighbours in respect of parking.

Discourage use of cars where alternatives exist and encourage use of sustainable means of transport such as car clubs and walking, cycling and public transport

Lilly House expects to reduce the amount of travelling by staff who may want to visit the provision by ensuring the Rota System is such that only staff supposed to be on duty travel to the home and any other business is done via telephone, emails etc. Any staff meetings where everyone is supposed to attend will be held at a venue outside of Lilly House where possible. Where the meeting takes place at Lilly House, the home's vehicle will bus all staff from a designated pick up point to Lilly House and back.

Unimpeded access to Lilly House for delivery vehicles and Emergency Services:

Lilly House like other Lavender Group Homes' provisions, will purchase and collect its requirements using the house' vehicle. The house shopping is done once a week and there are no deliveries to the home.

It is a requirement that the Registered Manager of the home will ensure there is always parking space reserved for Emergency Services 24/7. This means only the Home's vehicle and the Manager's car will park on site and any other car(s) will be at the discretion of the manager provided this does not impede on the reserved emergency services parking.

3. Lilly House's Responsibilities

- To manage the available car parking space at the front to ensure 2 spaces remain free at all times for emergency vehicles and/or visitors

- To minimise difficulty and inconvenience for those staff and visitors who have to travel to work by car by providing alternative means of getting to work.
- To minimise use of private cars and to reduce amount of travelling by staff including staff from other Lavender Group Homes who may want to visit Lilly House.
- To ensure that car parking is available on as fair a basis as possible, including designated disabled and motorcycle spaces and takes into consideration essential user requirements, particularly at unsociable hours.
- The Duty Rota shall be designed to ensure all staff attending the provision who use their own vehicles are aware before attending if they can park at the provision and if not to make alternative arrangements.
- To ensure no staff and/or regular or expected visitors park their cars on our neighbour's driveways, or manoeuvring area or other off road parking spaces on site where this would result in blocking access inconveniencing neighbours.
- Management to ensure there is always parking space when emergency services are called.

4. Regular Staff or Expected Visitor Car Park User Responsibilities

- To park only in the designated area with prior confirmation that space will be available
- If space is not available to park elsewhere away from site
- Regular or expected visitors to Lilly House to be advised in advance about the travel plan and asked to comply with it. Management to agree with such visitors if there is adequate space on the premises for the visitors who need to come by car.

5. Car Parking Complaints From Neighbours.

Our neighbours have the right to complain about any inconveniences we may cause to their peace by violating their parking space or otherwise. It is everyone's responsibility to ensure we respect our neighbours.

Any complaints by our neighbours against any member of staff will be taken seriously. Staff should record any such complaints in the Neighbour Complaints Log Book and inform the manager immediately who will take action accordingly against any member of staff involved in inconveniencing the neighbours.

Staff are therefore encouraged to park and wait to be collected by the home's vehicle at a designated place when reporting for duty and will be dropped off at the end of the shift.

Local staff are encouraged to walk if they can or use the home's transport or public bus services

6. Review of Car Parking Policy

The travel plan, as part of the Transport Strategy, will be monitored by the Operations Manager and will be reviewed as necessary following agreement on proposed changes with KBC Development Services.