

**TAYSIDE AND CENTRAL SCOTLAND TRANSPORT PARTNERSHIP****9 DECEMBER 2008****TRAVEL PLAN STRATEGY AND ACTION PLAN 2008/09****REPORT BY DIRECTOR**

This report updates the Partnership on progress in Travel Plan activity and implementation of the Travel Plan Action Plan for 2008/09.

**1 RECOMMENDATIONS**

That the Partnership:-

- (i) notes the progress achieved on Travel Plan activity to date, as outlined in the report and Appendix ; and
- (ii) approves the proposals for utilising remaining balances in the 2008/09 Travel Plan Budget, as detailed in the report and Appendix.

**2 BACKGROUND**

- 2.1 At its meeting on 17 August 2006 the Partnership approved the appointment of a Travel Plan Officer to fulfil specific Travel Planning objectives set out by Scottish Government, and to develop longer term sustainable travel initiatives in line with emerging Regional Transport Strategy objectives (Report RTP/06/28 refers).
- 2.2 On 24 June 2008 the Partnership received a report confirming Scottish Government Travel Planning Grant allocations of £104,000 for 2008/09 and £35,000 for 2009/10 (Report RTP/08/14 refers). In addition to the Scottish Government Grant, the Partnership had previously agreed that a projected underspend of £35,000 in the 2007/08 Revenue Budget would be allocated to supporting Travel Plan activity in 2008/09, resulting in a Travel Plan budget of £139,000 in 2008/09 (Report RTP/08/04).
- 2.3 The Scottish Government Travel Planning Grant conditions for financial year 2008/09 outline a number of requirements. These include submitting two Travel Plan case studies for each local authority and Health Board area, and to ensuring that local authority and Health Board Travel Plans cover at least 60% of staff by April 2009 and 80% of staff by 2010.

**3 DISCUSSION**

- 3.1 A report on progress on Travel Plan activity during 2008/09, as required to be submitted to Scottish Government, is outlined in Appendix A. Key aspects are the continuation of provision of guidance and support to the region's four local authorities and two Health Boards. In addition, Travel Plan activity and guidance has extended to Central Police Force, WWF headquarters in Dunkeld and two private sector organisations, Scottish Hydro Electric in Perth and Prudential in Stirling.

- 3.2 All 4 partner Councils have developed Travel Plans and have implemented positive Travel Plan measures. Angus Council and Dundee City Council have had their Travel Plans approved by Council Committees, while Perth and Kinross Council and Stirling Council are aiming to have their Travel Plans formally adopted by March 2009. NHS Tayside has a formally adopted Travel Plan covering both Ninewells Hospital and Perth Royal Infirmary. With financial assistance from TACTRAN, they have continued to implement positive travel plan measures with the assistance of two dedicated members of staff. NHS Forth Valley Health Board has approved a Travel Plan covering the major relocation of acute hospital facilities to their new Larbert site and has continued to implement and promote measures in advance of this move.
- 3.3 Of the available £139,000 budget for Travel Plan activity, £30,000 is allocated towards meeting staff costs, leaving £109,000 available to support Travel Plan development and supporting measures. At its meeting on 24 June 2008 the Partnership agreed to allocate this funding towards supporting the TACTRAN Sustainable Travel Grant Scheme (£40,000), promotional and media campaigns (£19,000) and Targeted Measures to meet Scottish Government Objectives with Councils, Health Boards and other public bodies (£50,000).
- 3.4 Expenditure to the end of October and is outlined below:

<b>Initiative</b>	<b>Spend to end of October (£)</b>	<b>Outstanding allocation (£)</b>
Sustainable Travel Grant Scheme (STGS)	17,350	22,650
Promotional and media campaigns	17,499	1,501
Targeted Measures	1,750	48,250

- 3.5 The Sustainable Travel Grant Scheme (STGS) has funded a range of measures to date, including:-
- Angus Council –Travel Plan communication leaflets issued to all staff
  - Perth & Kinross Council – Travel Plan notice board and posters
  - Stirling Council – bike shelter and contribution to a Personalised Travel Plan pilot project
  - University of Dundee - bike shelter and facilities
  - NHS Forth Valley – promotional material for Liftshare scheme

It is anticipated that the remainder of the budget will be fully committed. A number of applications are known to be in preparation, including from Dundee City Council, in partnership with Dundee Sun City, and for additional bike parking at Stirling University.

- 3.6 The STGS funded schemes are supported by match funding from the relevant partners and are contributing to promotion and provision for non-driver only car commuting modes. The additional bike parking at Stirling Council and the University of Dundee projects have increased provision at locations which were reaching capacity. The funding for various Travel Plan publicity measures within Councils and Health Boards supports achievement of Scottish Government targets for ensuring increased staff coverage by and awareness of local Travel Plans.

- 3.7 The allocation for Promotional and Media Campaigns has been used principally for radio promotion of the TACTRAN Liftshare scheme across the region, through Tay FM and Central FM. The radio campaigns have generated an increase in the number of “hits” and membership numbers – for example, the number of new members increased from an average of 61 per month to 187 in June during the first month of advertising on Radio Tay.
- 3.8 Whilst expenditure on Targeted Measures is limited to date, consultations are ongoing with Councils and Health Boards on identification of specific measures which will assist in achieving Scottish Government targets for staff coverage and participation in Travel Plan activity. A number of projects have been identified, limited so far. However, there a number of projects are under active development for programmed completion by the end of the financial year. These include:-
- (i) upgrading of a shared use path for cyclists and pedestrians at Ninewells Hospital (estimated cost up to £22,000);
  - (ii) upgrading and installation of shower facilities for cyclists at Stirling Council’s Viewforth and Municipal Buildings offices (estimated cost £15,000);
  - (iii) installation of signage and marked bays for car sharers at Angus Council’s Orchardbank offices (£3,000).
- 3.9 The Partnership is asked to approve the above proposals for utilisation of the approved budget allocation for Targeted Measures.
- 3.10 It is proposed to use the balance of funding in the Targeted Measures and Promotional and Media Campaigns budgets, amounting to approximately £10,000, to produce a promotional DVD, highlighting Travel Planning best practice in the region. This would be used to support the submission of case studies to the Scottish Government. In addition, it would be available for use by partner Councils, Health Boards, Universities and other public and private sector bodies seeking to promote more sustainable approaches to employee and other campus/workplace travel.

## **4 CONSULTATION**

- 4.1 The report has been prepared in consultation with Council Officers and Scottish Government Officials.

## **5 RESOURCE IMPLICATIONS**

- 5.1 The costs associated with continued development of the Partnership’s Travel Plan Strategy and associated 2008/09 Action Plan will be met in full from Scottish Government Travel Plan Grant of £104,000 for this purpose, plus a previously approved allocation of £35,000 within the Partnership’s own approved revenue Budget for 2008/09.

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**NOTE**

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (and not containing confidential or exempt information) were relied on to a material extent in preparing the above Report.



**Tayside and Central Scotland Transport Partnership**

**9 December 2008**

**Scottish Government Travel Plan Grant Progress Report**

## **Background**

The Travel Plan Officer continues to work in partnership with officers of partner Councils, Health Boards and other public and private sector organisations, on meeting the specified Scottish Government Travel Planning Grant objectives. Travel Plan and related sustainable travel initiatives have continued, in line with National Transport Strategy and Regional Transport Strategy Objectives.

### **Travel Plan Activity Undertaken to date in 2008/09**

The Travel Plan Officer has continued to provide guidance and support to each Local Authority (Angus, Dundee City, Perth and Kinross and Stirling), the two Health Boards (NHS Forth Valley and NHS Tayside) and two universities (Dundee and Stirling). In addition, travel plan activity and guidance has extended to Central Police Force, WWF headquarters, Dunkeld and, in the private sector, Scottish Hydro Electric in Perth and Prudential in Stirling.

Travel Plan progress has been positive and there are well established and effective working relationships between TACTRAN and its various partners.

Grant funding has been allocated to meeting specific objectives, including promoting sustainable travel initiatives and events and encouraging actions and initiatives aimed at changing travel behaviour.

TACTRAN has supported a number of local and national Travel Planning events. Best practice has been presented at the National Liftshare Conference in Attleborough, the Road Expo Conference in Islington and the Scottish Showcase Event in Edinburgh. Additionally there has been local event participation with Travel Planning partners including In Town Without my Car Day, Bike to Work Week, National Liftshare Day, and University Freshers' Fayres.

### Travel Plan Deliverables

Progress in achieving the Travel Planning deliverables is detailed according to Annex A of the Scottish Government Travel Plan Officer Guidance.

- Travel Planning measures have been promoted to at least 60% of staff within local authorities and Health Boards.
- The Travel Plan Officer is working in conjunction with local authorities, to develop and implement effective Travel Plans. All Councils have established written Travel Plans and have implemented positive Travel Plan measures. Angus Council and Dundee City Council have had their travel plans approved by Council Committee. Perth and Kinross Council and Stirling Council are aiming to have travel plans formally adopted by March 2009.
- The Travel Plan Officer is working in conjunction with the two Health Boards in the Region to develop and implement their Travel Plans. NHS Tayside has a formally adopted Travel Plan for both Perth Royal Infirmary and Ninewells Hospital. With financial support from Tactran, they have continued to implement positive Travel Plan measures.
- NHS Forth Valley has submitted to Clackmannanshire Council a relocation Travel Plan for the new Larbert and Clackmannanshire Community Hospital. This is required under the planning consent for the new hospital and was recently approved by the local Council on 21<sup>st</sup> October 2008. With Tactran

financial support Forth Valley has continued to implement and promote measures in advance of the site moves to Larbert and Clackmannanshire Community Hospitals.

- Well established working relationships with local authorities and neighbouring Regional Transport Partnership Travel Plan Officers are continuing through regular working groups. Best practice and shared resources are promoting a seamless approach to travel planning in Scotland.
- Tactran's Sustainable Travel Liaison Group (STLG) meets quarterly with representation from each local authority, Health Board and two Universities. This has also promotes a seamless approach to Travel Planning at regional level and has allowed for partnership working in the form of jointly funded initiatives and the sharing of best practice.
- Tactran's successful Sustainable Travel Grant Scheme launched in 2007/08 has continued into 2008/09 with £40,000 allocated towards match funded initiatives for local authorities, Health Boards and universities. This year's funding is continuing to assist in the implementation of "smart" travel planning measures, providing greater sustainable travel choice to staff. Schemes funded to date are as follows:-
  - University of Dundee - bike shelter and facilities - £5,000
  - Stirling Council - bike shelter and contribution to Personalised Travel Planning pilot project - £10,000
  - NHS Forth Valley - promotional material for their internal Liftshare scheme - £1,000
  - Angus Council - to produce a travel plan summary leaflet which will be sent to all staff - £1,000
  - Perth & Kinross Council for the Friarton Depot for poster promotion of staff Travel Plan - £350
- Travel Planning is a key element of Tactran's approved Regional Transport Strategy, in particular supporting objectives associated with Environmental Sustainability, Health and Well-being. Relevant RTS actions and priorities include :-
  - Working with local authorities and developers to ensure that development proposals include Travel Plans that maximise the potential for walking, cycling, public transport and other sustainable travel choices, including through continued use of planning agreements;
  - Taking a lead in the promotion and development of active Travel Plans at major centres of employment, hospitals and other main health establishments, in partnership with Councils, Health Boards and the private sector;
  - Promoting a range of SMART measures, including Travel Plans, travel awareness campaigns, high quality travel information, region-wide car sharing schemes, cycling and walking infrastructure and initiatives, development of tele-working etc.
- Tactran is working in liaison with the Scottish Government and other sustainable travel organisations, including Travelwise/ACT, Sustrans, Energy Savings Trust and SCARF, to ensure best practice and share knowledge and policy development. Additionally, Tactran is continually looking towards working with all public bodies to promote best practice and a seamless

approach towards sustainable travel initiatives. Tactran has instigated discussions with Energy Savings Trust and SCARF to engage in joint working on promotion of sustainable travel behaviour to households and businesses in the region.

- The Scottish Government's re-launch of sustainable travel website [www.chooseanotherway.com](http://www.chooseanotherway.com) has been supported in-kind by Tactran's Travel Plan Officer.
- Tactran's Travel Plan Officer is providing in-kind support for the marketing and personalised Travel Planning project streams in the Dundee City Council led Smarter Choices, Smarter Places project: "Dundee Health Central".

### Travel Plan Development

Tactran has continued to market and advocate Travel Planning to the Partnership's local authorities, Health Boards, higher education institutions as well as other employers in the region.

Angus Council has continued the implementation of their adopted Travel Plan and hold regular Travel Plan steering group meetings. Through guidance and financial support from Tactran's Travel Plan Officer and Sustainable Travel Grant Scheme, Angus Council has implemented measures which include [www.angusliftshare.com](http://www.angusliftshare.com) promotion, staff cycle training and travel plan communication leaflets.

Dundee City Council's Travel Plan was approved on 1 September 2008. The Council has continued to implement Travel Planning measures such as cycle and walking maps for staff and the continued promotion of their successful cycle Salary Sacrifice Scheme. Active travel measures which will be implemented as part of their Smarter Choices, Smarter Places project will benefit staff and visitors travelling to city centre locations.

Perth and Kinross Council has established a Travel Plan for two sites: Friarton Depot and City Centre, which will be formally adopted by March 2009. Travel Plan measures have been implemented and there are plans to provide bike parking facilities at main Council offices by March 2009, with financial assistance from Tactran. The employment of a new Sustainable Transport Assistant has provided PKC with greater staff resource and has enabled the Council to participate in national events including In Town Without My Car Day.

Stirling Council is working towards approval of a Council Travel Plan in 2009 and has meanwhile implemented a number of positive Travel Planning measures. These include improving and extending their at-capacity cycle facilities and the implementation of a Personalised Travel Planning project with employees. Both projects have been supported financially and in-kind by Tactran. The pilot Personalised Travel Planning project will be used as a potential template for future schemes across the region.

Ninewells Hospital has continued the success of their existing Travel Plan. Significant staff modal shift to sustainable modes is being built on by continuing to implement Travel Plan measures including pool bikes for staff business use and Travel Plan promotional material including banners, leaflets and merchandise. A successful bid to Tactran's Sustainable Travel Grant Scheme has resulted in financial support for these projects. At the recommendation of Tactran, a separate site specific Travel Plan has been established for Perth Royal Infirmary. Travel Plans have been adopted by NHS Tayside's Board for both locations.

NHS Forth Valley's relocation Travel Plan for Larbert Hospital has been approved by Clackmannanshire Council and adopted by NHS Forth Valley Board. The Health Board has worked with both Tactran and SEStran and received advice and financial assistance from both Regional Transport Partnerships. The Board's Travel Manager has implemented a car parking strategy for Stirling Royal Infirmary and Falkirk & District Royal Infirmary and has actively promoted liftsharing as a main feature of the Travel Plan. Financial assistance from Tactran in 2008/09 provided promotional material to promote liftsharing to all staff.

The University of Dundee's Travel Plan was established in 2003 and is continuing to be promoted to staff and students. The Travel Action Group continues to hold regular meetings and has a dedicated member of staff to continue progress. A staff and student travel habits survey in 2008 highlighted continued modal shift to more sustainable modes. Extensive promotion of liftsharing and other Travel Plan measures has been conducted in 2008, including the University's Freshers' Fayre and National Liftshare Day. Financial and in-kind support from Tactran has continued and new bike facilities are being installed as a result of Tactran's Sustainable Travel Grant Scheme.

The University of Stirling has continued working with Tactran and Stirling Council to implement Travel Plan measures to promote sustainable modes. The University is continuing to hold Travel Plan meetings with Scottish National Heritage and Stirling University Innovation Park who are also based on campus. Measures implemented in 2008 include promotion of Bike to Work week, cycling training in conjunction with Sustrans and the installation of a secure covered cycle shelter, with financial support from Tactran's Sustainable Travel Grant Scheme.

Tactran has also provided Travel Plan advice, guidance and support for the following employers: WWF in Dunkeld, Scottish Hydro Electric in Perth, Prudential in Stirling and Central Police.

### **Regional Travel Plan Reporting/Monitoring**

Continued monitoring and establishment of best practice examples will be conducted through Tactran's Sustainable Travel Liaison Group, which includes representation from local authorities, Health Boards and Universities.

Additionally, national monitoring and sharing of best practice will be conducted through close working relations with other Regional Transport Partnerships, sustainable transport organisations and the Scottish Government. Additional key stakeholders will be consulted and engaged where appropriate in order to meet the Travel Planning objectives outlined by Scottish Government.

A Travel Plan monitoring tool is currently under construction with the Scottish Government and the Energy Savings Trust. This on-line tool will allow organisations to log and track their Travel Plan progress in the form of modal shift statistics and examples of case study best practice. This is intended to establish a national benchmark for Travel Planning monitoring and progress.