

GREEN TRANSPORT SUPPLEMENTARY PLANNING GUIDANCE



This leaflet has been designed to assist both established businesses/organisations wishing to expand, or any new development setting up, in the implementation of Green Travel Initiatives, which will influence the way employees travel to and from the workplace.



INTRODUCTION.

This Supplementary Planning Guidance is applicable to all new developments and established businesses/organisations wishing to expand. Green Transport Plans (GTPs) are used to help companies think about how they can influence the way employees travel to their workplace.

All developments should be promoting Green Travel Initiatives by making provision for walking and cycling and the best use of Public Transport.

National Planning Policy Guidance note 17 (NPPG17) states that 'Green Transport Plans associated with a planning permission may be a suitable subject for a planning agreement, negotiated with the developer, in order that they may be adequately implemented and enforced'.

Stirling Council requires Green Transport Plans for developments that exceed the following thresholds (as recommended by the Scottish Executive). They may also be required in other circumstances.

<u>Type of dev.</u>	<u>Land Use</u>	<u>Size</u>
Office and industrial	General/Light industry	2,500 sq.m
	Offices/Research Institutions.	2,500 sq.m
	Storage and Distribution	10,000 sq.m
Retail	Food/Non food	1,000sq.m
Leisure	Hotels	100 beds
	Cinemas/Bingo Halls/Theatres	500 seats
	Stadia	1,500 seats
Education	Schools, University, Colleges	2,500 sq.m.
Health	Hospitals	2,500 sq.m.

WHAT IS A GTP ?

A GTP is simply a document, which contains a set of measures, tailored to the individual workplace designed to reduce the negative impacts of travel to work and transport activity during work. They may also be referred to as "Green Commuter Plans", "Green Travel Plans" or "Travel Efficiency Plans".

Although each plan will vary with the size and type of the organisation/business all plans have an ultimate aim: **to control and minimise by means of reduction the damaging effects that work travel is causing to the environment.**

BENEFITS.

An implemented GTP should produce benefits not only to the environment but to the health and well-being of employees. It should also bring some of the following benefits:-

For the business:-

- Reduce parking demand.
- Reduce traffic congestion.
- Reduce the cost of business travel.
- Provide the organisation/business with a 'green image'
- Improved access through a range of transport options
- Promote a healthier lifestyle for employees leading to less stress in the workplace.
- Save on car parking costs where space is at a premium.
- Widens the potential labour pool to include those who do not have access to a car.

For the wider community/environment:

- Reduce traffic congestion in the much wider area/environment.
- Reduce the effects of noise/air pollution.
- Make cycling/walking safer for everyone.
- Address issues of local parking conflicts with neighbours.
- Support public transport helping to maintain healthy levels of provision.

Financial implications:

- May help generate revenue from parking charges. This could be used to fund costs attached to the provision of facilities/service enhancements directly related to implementing further measures in your GTP e.g.cycle stand etc.
- Reduced parking costs (maintenance, security).
- Tax incentives i.e. As of 6 April 1999 the tax and National Insurance Contributions have been lifted on elements within a GTP such as subsidised works buses, bicycle and safety equipment etc. (Up to date details of all tax incentives can be obtained from your local Inland Revenue Office).



BUILDING FOR GREEN TRAVEL.

The Council would like to work in partnership with business to deliver greener travel patterns.

All developments should aim to adopt the following Green Travel Initiatives.

Ensure close proximity to Public Transport provision.

A key transport strategy initiative of both the Clackmannanshire and Stirling Structure Plan, Stirling Council Local Plan and Stirling Council's Local Transport Strategy is to ensure that development is located in areas which have good public transport access. It is recommended that a bus stop is located no more than 400 m (though 300m is preferable if it can be achieved) which equates approximately to a 3-minute walk from the development. Major points of public transport interchange for example bus stations and train stations should be made accessible to both walking and cycling.

Safer cycling access.

Within the development site consideration should be given to providing cycle access. Safer access where cars do not come into conflict with cyclists may help encourage more employees to travel to work by bicycle. Cycle racks (preferably protected from rain) should be provided as a necessary storage facility, planning permission may be required in some instances. Any proposals must be submitted to the council.

Safer routes for pedestrians.

To encourage walking to work consideration should also be given to providing safer routes for pedestrians. Footpaths to and on the development site should be direct, well lit and well maintained. Routes should avoid the need to cross-busy main roads or congested areas of the site.

Drop off point/Taxi point.

To improve safety into a new development there should be a point where taxis and cars can safely drop people off. Designated space should be provided and be clearly marked to prevent use as a parking space.

Designated loading point-service point.

A designated loading point for service vehicles should be provided and again this should be clearly marked prohibiting car parking. Conflict between this and pedestrians/cyclists accessing the development should be avoided and minimised where possible.

Disabled car park space.

A proportion of car park spaces should be allocated for disabled persons and Council officers will advise on the appropriate number of disabled spaces. In all cases the disabled symbol should be placed on and above the space to deter against unauthorised use. This space should be located as close to the main entrance of the development as possible.

Developments requiring a GTP.

Developments, which meet the criteria set out in the table, should consider adopting the following measures in addition to the previous points. A GTP, detailing the measures proposed, should be prepared and submitted at the same time as the application for planning permission. Other developments, which do not meet the criteria, are encouraged to examine these options.

Stirling Council recognises that the location, type and size of the business will impact upon the level of scope of content and numbers of measures in the GTP.



Provision of physical facilities that promote cycling and walking.

High quality, secure cycle racks and locker room/storage facilities should be provided along with showers. These facilities are essential for the promotion of cycling and walking.

Priority car parking spaces for car sharers.

Car sharing is a positive way of travelling to work in terms of its environmental and economic benefits. Priority spaces should be designated for those cars sharing regularly with a badge identifying those vehicles entitled to space. The number of designated car sharing spaces should be identified within the GTP.

OPERATING A GREEN TRANSPORT PLAN.

Detailed below is a list of measures that should be examined and included as part of a GTP.

Designated person of authority.

To ensure that a level of success is achieved the GTP needs continuous commitment & management. The Chief Executive or equivalent of the end use organisation could be designated with such responsibility.

Bus/ rail information.

Clear and accurate bus and train information should be made available to all employees. Maps, leaflets and timetables can be obtained through contact with Stirling Council's Transport Co-ordination Unit, Bus Operators and the Railway Station. The GTP should identify how this is to be done.



Staff Travel Survey.

All companies are encouraged to conduct a survey as part of the ongoing GTP initiative to help with identifying the most effective measures for the organisation and to monitor changes in travel patterns. Stirling Council can provide an example based on a questionnaire approach.

Creation of a Car Share Scheme.

A car-sharing scheme could be promoted/advertised on the companies internal Intranet system. Car sharing is most successful where commuter journeys are more than 10 miles. Computer software packages are available to assist with developing a car-sharing scheme, many of which can be found on the Internet. The car-sharing scheme does not have to be limited to one company, but could operate among all companies on a site.

Company Buses/Transport.

The provision of company buses or minibuses are currently free from tax/NIC (National Insurance contributions) providing that they seat over 12 passengers. They can be used to carry employees to and from work as well as being used during working hours and are most successful in areas where public transport provision is lacking particularly in a rural location.

Subsidised Tickets-Public Transport.

The Council supports any negotiation with public transport operators in order to obtain subsidised tickets/ discount offers. These can be used only where employees do not travel for free or pay a lower fare than other passengers do. Interest free loans to purchase season tickets are another possibility provided the total amount of the loan or loans is less than £5,000.

Use of Flexitime.

Introducing flexible working hours allows employees to travel outside peak times, which may help in reducing traffic congestion. It also enables employees to timetable their working hours to coincide with bus/rail timetables, encouraging greater use of public transport.

Car park charging.

It may be appropriate to consider charging for staff car parking. The level of costs imposed must be decided by the company/business. Such a decision to charge or create restrictions may be contentious. To gain a level of acceptance such measures need to be seen as reasonable and necessary to the employee. A programme of gradual change may be more of a realistic strategy to provide workers with the opportunity to change their travel habits over the medium longer term. It is important that any charging system is fair and consistent in its approach and in those it targets.

Business Travel.

This is a major cause of congestion and pollution and should be addressed in all GTPs. Efforts to reduce the level of business travel related car use might be targeted through many of the measures already mentioned. The use of public transport can be made attractive through lower levels of car travel allowance. There is also scope for a generous allowance for using a cycle. External Meetings should be arranged in venues close to Public Transport Interchanges. Depending on the nature of business there may be scope to use a car pool rather than individual company cars.



Freight Travel, movement and delivery of Goods.

Investigate the potential for transferring road freight to rail. Deliveries should be arranged to avoid congestion at peak times. Choices over supplier may be governed by giving preferred status to suppliers meeting environmental and best practice criteria e.g. use of less polluting and well maintained vehicles, trained drivers and planned routes to and from the site.

Communication.

I.T may allow greater use of alternative forms of communication such as video links, e-mail and telephone to replace the need to travel. Home working is becoming more attractive, both with employees and with employers who find their workers are more productive. Working from home one day a month will cut car travel by 5%.

ONGOING GTP WORK.

Modal Share Targets.

You may wish to set modal share targets in order to determine the success of a GTP. A modal share target is simply an aim to meet a % reduction in the level of trips made to the workplace by car, accompanied by an uptake in the % of trips made by walking, cycling and bus.

The Scottish Executive has published research 'Planning for Mode Share in New developments' (August 2001) which recommends that modal share targets are set. Targets should reflect the individual nature and location of the development. In order to set the target, knowledge of the number of car trips into the development will need to be calculated. This figure should be obtained from the staff travel survey.

Monitoring.

It is necessary that a GTP is continuously monitored through an ongoing system that identifies/assesses the level of success providing the scope for any changes/improvements/additions/reductions to be made.

Senior Management should promote the concept of Green Transport and lead by example to employees. They should continually liaise and report to colleagues over the management of the GTP.

FURTHER INFORMATION AND CONTACTS.

Inland Revenue Enquiry Centre, Tax Office or National Insurance Contributions Office- details of your nearest centre can be obtained in your telephone Book under 'Inland Revenue'.

SCOTRAIL:

08457 484 950, www.scotrail.co.uk

Stirling Bus Station:

(01786) 446474.

Stirling Council Technical Services:

Kate Smithson, Service Manager (Transportation), smithsonk@stirling.gov.uk (01786) 442686.

Stirling Council Transport Co-ordination:

Drew Anderson, Transport Co-ordination Manager, andersond@stirling.gov.uk (01786) 442708.

Stirling Council Planning Team Development

Control: John Skinner, Senior Planning Officer, skinnerj@stirling.gov.uk (01786) 442494.

Stirling Council Roads Team Development Control:

Alan Ogilvie, Development Control Team Leader, ogilviea@stirling.gov.uk (01786) 442862.

Scottish Executive:

www.scotland.gov.uk

Travelwise:

www.travelwise.org.uk

Department Transport, Local Government & Regions: www.dtlr.gov.uk

Treasury:

www.hm-treasury.gov.uk (for current budget measures).