

**REPORT TO: ENVIRONMENTAL SERVICES COMMITTEE ON
20 FEBRUARY 2008**

SUBJECT: TRAVEL PLANNING FOR MORAY COUNCIL

BY: DIRECTOR OF ENVIRONMENTAL SERVICES

1. REASON FOR REPORT

- 1.1 To provide an update on the development of Travel Plans for Moray Council
- 1.2 To seek approval for a series of recommendations to take forward the Council Travel Plan
- 1.3 This report is submitted to Committee in terms of Section E(13) and E(18) of the Council's Administrative Scheme relating to functions as Roads Authority and to prepare Local Transport Strategy for consideration by the Full Council.

2. RECOMMENDATION

- 2.1 **The Committee is invited to note the contents of the Energy Saving Trust (EST) Council Office Travel Plan Report**
- 2.2 **The Committee is invited to approve the recommendations set out in Appendix 1 to this report that will enable the first stage of the Council Travel Plan to be taken forward**

3. BACKGROUND

- 3.1 The concept of travel plans has been around for some time and a number of different government initiatives and policies highlight and support the broad range of benefits that can be achieved through the implementation of travel plans. A range of policy and guidance documents and appropriate web sites are shown at **Appendix 2** to this report.
- 3.2 In February 2003 national funding of the School Travel Co-ordinator Initiative was announced. The funding enabled co-ordinators to support and deliver a range of initiatives with schools across Scotland until 2007/08. Currently 83% of Moray Schools (45 Primary and Secondary) are 'engaged in travel planning process' and 15% have 'completed' travel plans.

- 3.3 Scottish Planning Policy 17 – Planning for Transport (SPP17) and Planning Advice Note 75 – Planning for Transport (PAN 75) provide planning policy relating to travel plans for new developments. PAN75 states that travel plans are documents that set out a package of positive and complementary measures for the overall delivery of more sustainable travel patterns for a specific development. Planning consents for proposed new schools and other significant developments in Moray have included a condition for a travel plan to be put in place.
- 3.4 The Government's National Transport Strategy (NTS) was published in December 2006 and states an expectation for all Local Authorities, major hospitals and health facilities to produce an operational travel plan by April 2008.
- 3.5 To ensure that the public sector demonstrates leadership in sustainable travel plans the Government has funded Travel Plan Co-ordinators within each regional transport partnership (HITRANS in our case). The Scottish Government has made grants available through the Energy Saving Trust (EST) to fund consultant support for some of the work involved.
- 3.6 Moray Council was awarded a grant from the Energy Saving Trust, which had to be drawn down by mid December, for the equivalent of five days of consultant support to develop a travel plan for the main Council offices in Elgin. The Council matched this external funding, through the work of staff from various services, by completing and analysing a staff travel survey and producing post-code mapping. The outputs from this work have been included in the EST Travel Plan Report. A copy of the full report has been made available to all Committee members and copies have been made available in the Member's Library.
- 3.7 Officers have considered the EST Travel Plan Report and propose a set of travel plan theme recommendations that includes the majority of the EST Travel Plan Report recommendations. Only one recommendation, concerning the unoccupied supermarket site at Greyfriar's Street, has been omitted because it involves an area not in the ownership of the Council. Officer's recommendations cover a range of travel plan themes: Travel Plan Co-ordinator; Travel Plan Officer Group; Travel information; Promote Active Travel and Public Transport; Active Travel and Public Transport Measures; Award Schemes; Travel by Car and Car Parking; and Surveys. The recommendations are set out in **Appendix 1** to this report.

4. SUMMARY OF IMPLICATIONS

(a) Corporate Development Plan/Community Plan/Service Improvement Plan

This report contributes to:

CDP Environmental Programme 4 Transport

Encourage less car dependent forms of transport and where appropriate encourage road traffic reduction, walking, cycling and other healthy living initiatives
SIP 3 Local Transport Strategy

(b) Policy and Legal

The Moray Local Transport Strategy (2001) states a key objective to improve accessibility to jobs, services and facilities within Moray by realising the potential for public transport, cycling and walking. (Scottish Planning Policy (SPP17) supports the use of travel plans. The National Transport Strategy states an expectation that public bodies will put travel plans in place by April 2008. The role of travel plans will be further highlighted in the emerging Second Moray Local Transport Strategy.

(c) Resources (Financial, Risks, Staffing and Property)

It is proposed that a postholder in Transportation Section will undertake the role of Travel Plan Co-ordinator as a part of the overall postholder duties. A new Travel Plan Officer Group (TPOG) will be set up to include representatives from appropriate services. Hitrans and Sustrans are to grant fund some projects which fall within the recommendations of the report. This grant funding will enable measures and initiatives from the 'Promote Active Travel and Public Transport' and 'Active Travel and Public Transport Measures' travel plan themes to be taken forward in the short term. The TPOG will investigate further funding, initiatives and measures.

As funds become available from internal and external sources future initiatives and measures will be provided.

(d) Consultations

The Head of Development Services, Principal Solicitor (Conveyancing), Principal Accountant, and members of the Officer Group that supported with the preparation of the EST Travel Plan Report have been consulted. Comments received have been incorporated in this report.

5. CONCLUSION

5.1 Travel plans can offer real benefits not only to the organisation and its employees, but also the community that surrounds it. There is considerable policy and guidance that supports the use of travel plans.

5.2 The National Transport Strategy (NTS) confirms that the Scottish Government is already supporting regional transport partnerships to take a strategic approach to sustainable travel plans through funding Travel Plan Co-ordinators in every region. The NTS states that the Scottish Government wants all local authorities and major hospitals and health facilities to have operational travel plans by April 2008.

- 5.3 Many Schools in Moray have developed and produced travel plans. A number of significant developments in Moray are required, through planning conditions or agreement, to prepare travel plans.**
- 5.4 The Energy Saving Trust Council Offices Travel Plan Report has enabled Officers to prepare a series of recommendations that will take forward the first stage of the Council Travel Plan. The recommendations cover a range of travel plan themes: Travel Plan Co-ordinator; Travel Plan Officer Group; Travel information; Promote Active Travel and Public Transport; Active Travel and Public Transport Measures; Award Schemes; Travel by Car and Car Parking; and Surveys. The Committee is invited to approve the recommendations set out in Appendix 1.**

Author of Report: Richard Gerring, Engineer (Transport Development)

Background Papers: Moray Local Transport Strategy (2001)
National Transport Strategy (Dec 2006)
HITRANS Travel Plan Officer Report (June 2007)
EST Council Offices Travel Plan Report (Dec 2007)

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