



Kilncraigs Travel Plan

December 2012

Clackmannanshire Council Kilncraigs Travel Plan

Introduction

In recent years the number of vehicles using our roads has been increasing, of particular concern is the number of car trips being made with only one person in them. This is leading to increased congestion, noise, air pollution and community severance. With so many people driving to work, there are large pressures on workplace car parks and adjacent streets and car parks. This Travel Plan sets out how the Council proposes to address this problem over the foreseeable future. Whilst it is a free standing document it is positioned within the Council's overarching Strategic Travel Plan, which sets out the overarching framework for travel planning within the Council. A copy of this is contained within Appendix A.

In a society over-dependent on the car for both long and short journeys, the Travel Plan is essentially a package of measures aimed at increasing choice whilst reducing reliance on the private car in favour of alternative sustainable modes. The role of the Travel Plan is to promote travel choice by increasing the awareness and relative advantage of transport alternatives to the car, particularly walking, cycling and public transport. Thus creating a working environment that reduces the need to travel. Even changing one in ten trips will have a large beneficial impact on the environment.

The Council currently operates from three main office buildings in Alloa; Greenfield House, Lime Tree House and Kilncraigs. The Council has made the decision to centralise these offices into a single location at the former Paton's Kilncraigs Mill. The 1904 building is currently occupied by the Council and other tenants. Work is currently underway to refurbish the 1936 building at the rear of the 1904 building and the former Paton's School building adjacent to Kilncraigs, where the Council Chambers will be located.

In the past eight years a number of initiatives have been promoted within the Council aimed at improving transport choices for staff. The Strategic Travel Plan looks forward and sets an initial strategy for the next five years. However the Travel Plan will be in place for the lifetime of the building and will be reviewed every five years in line with the Strategic Travel Plan. As part of this forward planning, the transportation implications of centralising the Council's three main offices at Kilncraigs is being investigated and this Travel Plan forms part of the process.

Kilncraigs Centralisation

The Kilncraigs building is located on Greenside Street, within Alloa Town Centre and less than 10 minutes walk from Alloa Railway Station. The main bus stops and taxi ranks in the town centre are located at Shillinghill, only a three minute walk from Kilncraigs. The pedestrian routes to these locations from Kilncraigs are generally of a high quality. These walk times are considered reasonable to most people and Kilncraigs is therefore defined as being highly accessible by all modes of transport.

Clackmannanshire Council Kilncraigs Travel Plan

Staff currently based at Greenfield House and Lime Tree House will move to Kilncraigs in 2013. Staff currently based in Kilncraigs will remain, however some departments may be required to relocate within the building. Once the move is complete around 730 people will be based in Kilncraigs Mill and Paton's School. The table below shows a breakdown of the number of staff involved in the centralisation of the Council offices, based on 2012 figures, and includes those staff from other businesses located in the building.

Location	Fixed	Floating	Total
Greenfield House	159	16	175
Lime Tree House	310	29	339
Kilncraigs (Council)	158	18	176
Kilncraigs (other)*	41	-	41
Total	668	63	731

*2010 figures

Centralisation of the Council staff at Kilncraigs will have impact on parking use and traffic levels in the immediate area. There are, however, potential benefits associated with moving to a location closer to the town centre with a wider range of accessible public transport services available.

The centralisation of Council services to Kilncraigs is likely to result in an overall reduction in car-based trips within Alloa due to:

- removal of inter-office travel,
- reduced lunchtime trips due to closer proximity of Alloa town centre,
- attractiveness of public transport, and
- implementation of the Travel Plan.

Existing Situation

Accessible Transport

Each of the three main Council offices benefit from secure cycle parking, access to good quality walking routes and shower/changing facilities. Kilncraigs and Lime Tree House are both located on the National Cycle Network (NCN76) and Greenfield is only a few minutes from the NCN767. All three offices gained Cycle Friendly Employer status in 2010. Each office is within a five minute walk of a bus stop and within a ten minute walk of the train station.

Car Based Transport and Parking

Each of the main offices are located within or close to Alloa Town Centre, Greenfield House is located north of the A907 and east of the B9096, Lime Tree House and Kilncraigs are both located to the south of the A907. All of these are easily accessed by car.

Alloa town centre has an abundance of free and unregulated parking available, with 870 public off-street spaces and 280 public on-street spaces.

Clackmannanshire Council Kilncraigs Travel Plan

The three main Council offices have free parking onsite with a total of 355 spaces available, of these 117 are at Kilncraigs. There are 1957 private non-residential spaces in Alloa with Tesco, located immediately adjacent to Kilncraigs office having 486 of these spaces. An additional 360 parking spaces are available outwith the immediate town centre. Overall there are 3462 non-residential car parking spaces within or close to Alloa Town Centre.

The Alloa Town Centre Parking Strategy was considered by the Council in November 2011, which included proposals to charge for parking in public car parks. The Council opted at that time to encourage business and shopping in Alloa town centre through the continued provision of free parking. However by continuing to provide an abundance of free long term parking, particularly before 9am, it will be difficult to encourage staff and visitors to the Council to travel by alternative modes. It is therefore likely, notwithstanding the implementation of the Kilncraigs Travel Plan, that the centralisation of staff at Kilncraigs has the potential to have an impact on the current availability of short term parking for shoppers throughout the day.

Travel to the Council

Understanding the travel habits of Council staff is essential in developing an effective Travel Plan. The results of the 2011 staff travel surveys, by location, show that there is an ongoing trend for staff to travel to work by car. While the survey indicates that no employees travel to work by cycling, observations of cycle shelters at Greenfield and Kilncraigs show that several employees do cycle to work, however this may not be their main mode of transport.

Mode	Greenfield	Lime Tree	Kilncraigs	Overall
Car Driver	74%	72%	81%	77%
Car Share	7%	10%	6%	8%
Public Transport	0%	1%	2%	1%
Cycle	0%	0%	0%	0%
Walk	12%	11%	2%	9%
Other	7%	6%	9%	5%

Using the 2011 (Council wide) survey results, 2012 staff numbers and adjusting to take into account staff working part time, sickness absence and holidays, the following number travelling by each mode is predicted:

Mode	Number
Car Driver	399
Car Share	42
Public Transport	5
Cycle	0
Walk	47
Other	26

A staff poll was undertaken in August/September 2012 on Connect asking staff "how did you travelled to work today?". The result of this poll showed a

Clackmannanshire Council Kilncraigs Travel Plan

much higher proportion (18%) of staff walking, cycling and using public transport than in the 2011 survey. However the staff poll was not limited to those based at Greenfield, Kilncraigs and Lime Tree House.

Implications of Kilncraigs Centralisation

The centralisation of the three main Council offices provides an opportunity to better manage both travel to work and travel while at work. This Travel Plan sets out what will be done both at corporate and local levels in terms of the package of measures being put in place. The Action Plan of these measures is contained within Appendix B.

Accessible Transport

Kilncraigs is located in an area of high accessibility to alternative modes of transport, however not every employee will have the ability to shift to walking, cycling or public transport. Employees currently walking to Greenfield House may find the journey to Kilncraigs too far to continue doing so. It is anticipated that some of these employees may switch to cycling, however some may start to travel by car. In order to facilitate those employees wishing to cycle, the refurbished Kilncraigs building will include an additional 8 shower/changing areas and parking for up to 40 bikes. 20 of these will be provided in 2013 while ongoing monitoring of cycling numbers will trigger the additional cycle parking in the future. Kilncraigs is more centrally located than Lime Tree House and Greenfield House and therefore much closer to the many bus services operating in Alloa. The rail service between Glasgow, Stirling and Alloa also provides many staff with an alternative travel opportunity. However employees who live outwith Clackmannanshire or key transport routes or in it's more rural areas may find public transport impractical. It should also be borne in mind that many employees who are willing to use alternative modes may require to drive to work from time to time. Appendix C shows the walking and cycling routes to Kilncraigs and the locations of public transport and walking routes from them to Kilncraigs. Appendix D shows the bus services operating through Shillinghill.

Parking

There are currently 355 spaces provided across the three office locations. The total number of spaces currently available at the Kilncraigs office is 117. With changes to layout and new parking areas this will increase to 180. To encourage modal shift 66 of the parking spaces will be dedicated to those staff who car share. Therefore the car share car park has the potential to accommodate the parking needs of between 132 to 264 members of staff depending on how full each car is. A further 6 spaces are reserved for electric cars, 7 are reserved for blue badge holders, 3 for visitors, 1 for loading, 1 for the Council car and 8 for permit holders.

Based on current parking provision across the three sites, this level of parking will result in a reduction overall of around 175 spaces. This perceived shortage will be addressed through the implementation of the Travel Plan.

Clackmannanshire Council Kilncraigs Travel Plan

The Travel Plan will put in place measures to assist those staff who will walk, cycle, use public transport or car share to Kilncraigs. New working practices are also being implemented to allow staff to work from home or at other locations, thus reducing parking demand at Kilncraigs.

It should be noted that the proposed parking provided at Kilncraigs complies with national maximum parking standards of 291 spaces and local minimum parking standards of 72 spaces, as set out in Scottish Planning Policy and Clackmannanshire Council's development Roads Guidelines. Demand for parking is likely to be higher during the winter non-holiday periods, as many who do use alternative modes switch to the car for convenience. This reinforces the necessity in developing a comprehensive travel plan to manage the projected demand. If every employee changed one journey in five by switching from the car to walking, cycling, public transport or even car sharing the demand for car parking could be reduced by 20%.

An Off-Street Parking Places Regulation of Use Order will be required to allow adequate control of the buildings car park. Whilst the car park will be regulated by Order, it will remain under the management of Facilities Services who will run the car park as part of the building rather than as a public car park. The car park will be monitored on an annual basis. The purpose of the monitoring is to ascertain the uptake of car sharing spaces and to determine the potential to reallocated general parking spaces in the future for car sharers. The new car parking layout at Kilncraigs is contained within Appendix E.

It is expected that those employees unable to park within Kilncraigs will park in the town centre car parks. The availability of free and unrestricted parking in the public cars parks adjacent to the building will limit the effectiveness of the measures in this Travel Plan. Further, the number of cars parked in the adjacent public car parks will impact on the available parking spaces for shoppers and visitors to the town centre. To mitigate this, a new car park was created at Marshill early in 2012 providing an additional 142 spaces and this will go some way to alleviating the extra parking demand in Alloa as a result of the Kilncraigs centralisation. Future plans include a new car park of around 100 spaces north of Alloa Rail Station at the Leisure Bowl to serve both rail commuters and town centre shoppers.

Business Travel

The Council's current position on business travel is for staff to determine their own method of transport when undertaking Council business. This neither offers the best value for money nor contributes to the Council's commitment to reducing its environmental impact. It is proposed to implement a Council business policy setting out clearly which mode of transport should be used, however this will need to be implemented in a sensitive manner. The key to a successful policy is ownership by senior managers, service managers and team leaders. Managers will be responsible for ensuring that staff travelling on Council business use the most appropriate mode of transport as will be set

Clackmannanshire Council Kilncraigs Travel Plan

out in the business travel policy, which is currently being prepared as part of the Travel Plan.

Many employees require access to a car to undertake Council business. Therefore there are instances where a car is only brought to work for this purpose, otherwise an alternative mode may have been use. In 2011/12 £121,891 was claimed in business miles by employees based at the three main Council offices.

Business Travel	Greenfield	Lime Tree	Kilncraigs
Every Day	7%	17%	17%
4 times a week	7%	8%	9%
3 times a week	10%	10%	19%
Less often	52%	46%	38%
Never	24%	19%	17%
Mileage Claimed	£8,253	£64,124	£49,514

A solution to this issue is the provision of pool cars. However the provision of pool cars at Kilncraigs may reduce the overall parking spaces available and push parking further into the town centre car parks, if employees continue to bring their own cars to work. The table above shows how often employees at the three main offices use their own cars on Council business and how much was claimed in expenses during 2011/12.

Aim, Objectives, Targets and Monitoring

The overall aim, objectives and targets have been set in the Council's Strategic Travel Plan. However it is also important to monitor the success or failure of those measures being implemented as a result of the Kilncraigs centralisation.

The main aim of the Kilncraigs Travel Plan is to reduce the impact of travel associated with the Kilncraigs centralisation. In order to achieve this the following specific objectives have been set for Kilncraigs:

- Reduce the need to travel to Kilncraigs
- Promote alternative modes of transport available to staff based at Kilncraigs
- Promote the use of car sharing and the [provision and use of the dedicated car share car park at Kilncraigs
- Promote the health and environmental benefits of walking, cycling and public transport
- Promote more flexible and adaptable working practices
- Manage the for parking at Kilncraigs
- Reduce the demand for parking at Kilncraigs and in the town centre car parks
- Reduce the number of business miles undertaken by those based at Kilncraigs

Clackmannanshire Council Kilncraigs Travel Plan

- Minimise the impact on the road network as a result of the Kilncraigs centralisation and implementation of the Travel Plan
- Ensure all those based at Kilncraigs are aware of the Travel Plan and its aims, objectives and targets

The success of the Travel Plan is dependant on the level of control exerted by a number of internal (Council initiatives) and external (Scottish and National Government) factors. A successful Travel Plan will comprise of both incentives 'carrots' and disincentives 'sticks'. The following table demonstrates the modal shift that could be achieved depending on the initiatives implemented.

Level of Control	Mode Share	Source
Promotion of Travel Plan, excluding pool cars (Carrots)	1 - 10%	Internal
Town centre parking management, travel plan and pool cars (Carrots and Sticks)	15 - 25%	Internal
Government controls including road user charging, increased tax (Sticks)	30 - 50%	External

In order to monitor progress of the Travel Plan the following Kilncraigs mode share targets have been set:

Mode	2011	2018
Car Driver	77%	55%
Car Share	8%	25%
Public Transport	1%	6%
Cycle	0%	4%
Walk	9%	10%
Other	5%	0%

The Travel Plan will be monitored on a quarterly and annual basis. It is proposed that an annual staff travel survey is undertaken at Kilncraigs, with the 'Have Your Say' feature on Connect used to obtain Council wide results every quarter. The Strategic Travel Plan will result in a comprehensive staff travel survey for all Council employees being undertaken in 2014/15. Monitoring will be added to the Covalent system, broken down by service or unit level quarterly.

The Corporate Management Team will ultimately be responsible for the success of the Travel Plan and they will take the appropriate action to review the measures to bring it back into line, if targets are not being met.

Budget

The Action Plan indicates which services are responsible for each component of the Travel Plan. It is the intention that each component is funded and resourced from that Service's existing budget and staff pool. There are a number of larger initiatives that will require funding that may be outside a Service's current capability. Therefore separate bids will be required for the

Clackmannanshire Council
Kilncraigs Travel Plan

necessary capital or revenue assistance. There may well be the opportunity for external funding and these avenues should be explored by the relevant Service. Indeed, the Council has already sourced a grant of £10,000 from SEStran to assist with implementing this Travel Plan.

**Appendix A
Clackmannanshire Council
Strategic Travel Plan**



**Clackmannanshire
Council**

**Strategic Travel Plan
2012 - 2017**

September 2012

**Clackmannanshire Council
Strategic Travel Plan
2012 - 2017**

Introduction

In recent years the number of vehicles using our roads has been increasing, of particular concern is the number of car trips being made with only one person in them. This is leading to increased congestion, parking issues, noise, air pollution and community severance. Clackmannanshire Council as a local authority and major employer has a responsibility to lead by example to encourage local businesses and residents to adopt more sustainable approaches to travel.

The Council being the largest employer in the area generates a proportion of the traffic seen on the local road network, particularly during the commuter hours. In 2013 the Council plans to relocate the staff based at Greenfield House and Lime Tree House to Kilncraigs. One of the outcomes of the relocation will be the opportunity to better manage staff travel patterns and encourage all staff to travel in a sustainable manner. This will be achieved through the introduction of a Council Strategic Travel Plan.

What is a Travel Plan?

A Travel Plan is a package of measures aimed at increasing travel choice whilst reducing reliance on the private car in favour of alternative sustainable modes. A successful Travel Plan will comprise of both incentives 'carrots' and disincentives 'sticks'. The role of the Travel Plan is to promote travel choice by increasing the awareness and relative advantage of transport alternatives to the car, particularly walking, cycling and public transport.

A Travel Plan can address all of an organisation's travel needs or just specific elements. A Travel Plan can help reduce an organisations impact on the environment, reduce congestion and parking demand, save money on business and fleet travel, improve access and increase productivity through a more healthy and motivated workforce.

There are also a number of benefits to staff of organisations with active Travel Plans. These benefits include a greater level of health and wellbeing amongst staff, a greater choice of travel options, personal cost and time savings, greater social interaction and a general improvement in quality of life.

Developing a Travel Plan should never be seen as a one off process, or a document to be put on a shelf. Instead a Travel Plan should evolve over time in line with changing needs, environment and policies.

Clackmannanshire Council
Strategic Travel Plan
2012 - 2017

Background

The Council employs around 2600 permanent staff, of these 1114 are based in our schools, 630 are based in the three main Council offices of Greenfield House, Lime Tree House and Kilncraigs, the remaining people are based at various other buildings and depots throughout the county. Approximately 580 further staff are employed by the Council on a temporary or floating basis. Of these 60 are based at one of the three main Council offices.

Council Offices/Depots

A programme of Travel Planning activities has been taking place within the Council for the past eight years. As a result a number of initiatives have already been promoted to Council employees aimed at improving transport choices for staff. In 2010 the Council gained Cycle Friendly Employer status at Greenfield House, Lime Tree House and Kilncraigs in recognition of what the Council has done to facilitate cycling. Consideration is being given to obtain this at Kelliebank depot. Significant funding has been received from Sustrans and SEStran for accessible travel and travel plan initiatives. It is hoped that with an active Travel Plan in place further funding opportunities will be forthcoming.

A detailed assessment of travel issues associated with the centralisation of the Council offices at Kilncraigs is currently being prepared and forms a separate site specific Travel Plan for the building. Travel to other Council buildings and depots will be looked at where there are sufficient numbers of staff in due course. However all staff will be offered opportunities to comment or look for assistance on travel to and at work through the Travel Plan process. This Strategic Travel Plan therefore intends to look forwards and set a strategy for the next five years for the whole Council.

Council Schools

The majority of primary and secondary schools within Clackmannanshire have either had a Travel Plan in place or undertaken some travel planning activities in the past. However most of these Travel Plans and activities have now lapsed, with only Strathdevon, Claremont, St John's and the new school at Redwell Park actively engaged in travel planning. The Council staff based within the schools will be encompassed within the Council's Strategic Travel Plan and many of the initiatives put in place as part of the Kilncraigs centralisation will be available to all Council staff regardless of location. However each school within Clackmannanshire should have in place its own individual Travel Plan. These School Travel Plans should not only be aimed at pupils, but everyone travelling to the school. The schools themselves will

**Clackmannanshire Council
Strategic Travel Plan
2012 - 2017**

be responsible for developing and implementing these site specific travel plans.

Travel to Work

Understanding the travel habits of Council staff is essential in developing an effective Travel Plan. Comprehensive staff travel surveys were carried out in 2004, 2007 and 2011. A snap shot travel to work survey was undertaken in 2012. The results of the staff travel surveys show that there is an ongoing trend for staff to travel to work by car.

Mode	2004	2007	2011	2012*
Car Driver	77%	83%	78%	78%
Car Passenger	8%	3%	4%	4%
Public Transport	3%	4%	1%	4%
Cycle	2%	1%	1%	4%
Walk	8%	6%	7%	10%
Other	2%	3%	9%	-

* Modes collected differ slightly (car and car share rather than car driver and car passenger)

Of those staff travelling to work by car in 2011:

- 91% of car drivers use a work-provided car park,
- 1% park in the street, and
- 7% park in other off street parking areas.

An important factor in the decision to drive to work was a requirement to use the car for business during the day. 57% of respondents that drive to work, stated that they used their cars for business travel at least three times a week. Of these, 29% stated that they would be happy to leave their cars at home if pool cars were available for business travel. The level of use of other modes for business trips is not known.

Further analysis of the 2011 travel survey indicates that a large proportion of staff live within a three mile radius of the office; with 50% of staff at both Lime Tree House and Greenfield House residing within one to three miles of the office. However the survey also highlighted that the majority of staff currently based at Kilncraigs live out with the three mile radius of the office.

The majority of respondents start their day between 8am and 9am and finish between 4pm and 6pm.

**Clackmannanshire Council
Strategic Travel Plan
2012 - 2017**

Business Travel

The Council requires a certain amount of travel to be undertaken by staff to carry out its duties. This is done in three ways:

- Using the Council fleet, including refuse lorries, mini buses, works vans, pool cars etc.
- Using the Grey fleet, which is made up of Council staff's own vehicles
- Using public transport, including trains, buses, aircraft and taxis.

The cost to the Council to undertake its daily business is a significant amount as can be seen in the table below. The cost to operate the Council fleet is based on the cost to fuel the vehicles, but also includes purchasing, servicing and depreciation costs. At present some Council staff are still in receipt of the essential car users allowance, this has now been abolished and may lead to a decrease in the cost of the grey fleet in the future. Mileage is paid at the HMRC flat rate. As the Council have no control over the types of vehicles contained within the grey fleet, continued use of it to meet business demands could have an adverse impact on the Council's carbon reduction commitments. Cost incurred by staff using public transport are not currently recorded, but these journeys should be borne in mind as these have the advantage of enabling staff to work while travelling.

	2009/10	2010/11	2011/12
Council Fleet	£2,581,302	£2,600,176	£2,410,806
Grey Fleet		£ 334,048	£ 329,667

There are ways the Council can save on its transportation costs, through encouraging staff to consider more carefully the journeys they do undertake.

Travel Hierarchy

It is important to establish a transport hierarchy whereby all employees will be encouraged to travel, both for commuting and for business trips, by a more sustainable means first and only resorting to car travel if all other options are unsuitable. The hierarchy will be developed as part of the Council's Business Travel Policy using the following priorities:

Walk



Cycle



Bus/Train



Pool Car



Private Car

Review of Travel Planning within the Council

In order to have a successful Travel Plan it is important to continually monitor and review the existing Council practices. In doing so it is possible to identify problems and opportunities that will ultimately influence the negative aspects of demand for travel in a more positive manner.

Council Wide Measures

The Council want to provide staff and visitors with as wide a range as possible of alternatives to the private car. Council wide measures are all those measures that have been put in place that are generally available to all Council staff. Some of these measures also assist visitors to the Council. These measures are shown in the table below and will continue to be supported through the Travel Plan.

Measure	Aim	Comments
Accessible travel routes	Encourage staff and visitors to walk, cycle or use public transport to access the Council buildings.	Provision of accessible walking and cycling routes to the Council buildings. This includes access to public transport routes and provision of pedestrian crossings
Secure covered cycle parking	Encourage staff to cycle to work by providing a safe and dry place to store their cycles whilst at work.	Secure cycle sheds or lockers are currently provided at Greenfield, Lime Tree, Kilncraigs, Forthbank and Kelliebank.
Visitor cycle parking	Encourage visitors to cycle to Council buildings	Cycle stands are provided at Greenfield, Lime Tree and Kilncraigs. However cycle stands are also provided in Alloa town centre, serving the Council buildings located there such as the library.
Pool bikes	To enable staff to cycle on Council business for local journeys, reducing the need to travel by car.	The pool bikes are currently based at Kilncraigs, Greenfield and Alloa Academy. However a pool bike can be allocated to any Council building which can accommodate its storage.

Clackmannanshire Council
Strategic Travel Plan
2012 - 2017

Measure	Aim	Comments
Commuter bike	To enable staff who wish to try commuting to work by bike to do so, before purchasing a bike.	There is currently one commuter bike available on request by any member of Council staff. This may be loaned for up to one month. If it is not available one of the pool bikes may be issued.
Pool umbrellas	To enable staff to travel on foot for Council business and during lunch when it is raining.	Pool umbrellas are currently available at Lime Tree, Greenfield and Kilncraigs. However many of these do go missing or get broken.
Provide cycling advice, training and other support	To assist staff new to or reacquainting themselves with cycling.	This is generally provided on an ad-hoc basis, mainly through cycling events. These events are open to all staff.
Shower and changing areas	To enable staff who wish to travel to work by bike to shower and change at work.	Shower and changing facilities are currently available at Greenfield, Lime Tree, Kilncraigs, Kelliebank and Forthbank.
Cycling mileage	To encourage staff to cycle on Council business in place of using the car.	A rate of 20p per mile is available for use of a non pool bike. Pool bikes should be used in the first instance, if available.
Cycle to Work scheme	To enable staff to obtain a bike to commute to work via a salary sacrifice agreement.	This was launched in 2010, however due to changing HMRC guidance it is currently on hold while it is reviewed. This was available to all Council staff with a contract of at least 12 months, providing the salary sacrifice did not take them below minimum wage.
Car share scheme	To assist Council staff, visitors and residents in finding car share partners to reduce the number of single occupancy trips.	TripshareClacks is a web and phone based car share scheme operated by Liftshare. It is open to everyone, but there is a Council only scheme.
Travel information	To provide information to staff on alternative transport choices, to reduce travel by car.	Promoted via Clacksweb and Smart Travel information boards at Greenfield and Kilncraigs.

Clackmannanshire Council
Strategic Travel Plan
2012 - 2017

Measure	Aim	Comments
Travel packs	To provide information to staff on sustainable travel.	Travel packs are currently available on a first come first serve basis. There are three packs - walking, cycling and sustainable car use.
Reducing the need to travel	To reduce the need to travel by providing a range of flexible working options	Many members of staff are eligible for flexible working hours. Some staff are eligible for home working or compressed hours. Teleconferencing is an option that is not well used. Videoconferencing is currently only available at Lime Tree and is not well used.
Driver behaviour training	To instruct staff on driving behaviour that will reduce the cost of travel	Practical driver training undertaken by the Energy Savings Trust is made available to staff who drive the Council fleet or who undertake a significant amount of driving on behalf of the Council. Information on sustainable driving techniques are also available to staff.
Fleet management	To ensure the fleet is operating efficiently, both in terms of cost and the environment.	The Council continually reviews the needs of the fleet and electric and hybrid vehicles are now being introduced.
Electric vehicle charging points	To encourage the uptake of lower carbon vehicles.	The Council has installed electric vehicle charging points in Greenside Street car park, Kilncraigs and Kelliebank.
Parking	To manage car parking at Council buildings to ensure access by all.	Not all Council building have designated parking, but where parking is provided disabled and visitor spaces are located closest to the building entrance. Yellow lining is used to discourage irresponsible parking. Car share and motorcycle parking are available at Kilncraigs.

In addition the Kilncraigs Travel Plan Group has developed an action plan. This action plan sets in place a series of measures to be implemented both Council wide and at Kilncraigs. These measures both encourage and facilitate staff travelling to work and while on Council business.

**Clackmannanshire Council
Strategic Travel Plan
2012 - 2017**

Aims, Objectives and Targets

The Council is committed to the success of the Travel Plan. It is therefore important to set clear aims, objectives and targets to show what is trying to be achieved.

The main aim of the Travel Plan is to reduce the impact of travel associated with the Council. In order to achieve this the following key objectives have been set:

- Reduce the need to travel
- Enable and encourage staff and visitors to access the Council by sustainable travel modes
- Raise awareness of the impact travel has on health, the economy and the environment
- Increase awareness of alternative modes to staff
- Reduce the number of single occupancy vehicle trips
- Promote the use of active travel and public transport
- Increase the percentage of staff travelling by sustainable modes to work
- Reduce the number of miles travelled and cost by staff on Council business
- Maximise the efficiency of our fleet vehicles and reduce costs
- Improve safety and security for all those travelling to and within the Council
- Ensure the Travel Plan is accessible to all staff and visitors
- Effectively manage and reduce reliance on the car for travel to work
- Increase the fuel efficiency of the Council fleet

In order to achieve consistent progress in reducing car travel to the Council through the Travel Plan measures, it is important to set clear targets. The key targets of the Strategic Travel Plan are to:

- reduce single occupancy commuting vehicles by 10% by 2017, and
- increase the proportion of journeys made by sustainable modes by 5% by 2014.
- monitor fuel efficiency of fleet drivers that have attended fuel efficient driver training
- reduce fuel consumption on refuse collection vehicles by 10-15% where fitted with a fuel saving pack
- target TBC for grey fleet, depending on travel policy.

Management, Monitoring and Promotion

The overall responsibility for the Travel Plan will be with the Travel Plan Group, which is formed from a cross section of the Council. The Smart Travel

Clackmannanshire Council
Strategic Travel Plan
2012 - 2017

Team will be responsible for the day-to-day running of the Travel Plan, organising staff travel surveys and promoting sustainable travel events.

It is proposed to undertake snap shot surveys on an quarterly basis, with a full staff travel survey undertaken at the mid and end points of the Travel Plan period. This will enable the progress of the Travel Plan to be measured and adjusted as necessary. In order to be consistent, surveys will be undertaken at the same time of year where it is possible to do so.

The travel plan targets will be monitored within the Covalent system. Each Council department within the Council be responsible for helping to achieve these. Every manager within the Council and in schools will be required to take ownership of the Strategic Travel Plan and where appropriate any site specific Travel Plans and promote it/them within their own teams.

Budget

The Action Plan indicates which services are responsible for each component of the Travel Plan. It is the intention that each component is funded and resourced from that Service's existing budget and staff pool. There are a number of larger initiatives that will require funding that may be outside a Service's current capability. Therefore separate bids will be required for the necessary capital or revenue assistance. There may well be the opportunity for external funding and these avenues should be explored by the relevant Service. Indeed, the Council has already sourced a grant of £10,000 from SEStran to assist with implementing the Kilncraigs Travel Plan.

**Clackmannanshire Council
Strategic Travel Plan
2012 - 2017**

**Appendix B
Kilncraigs Travel Plan
Action Plan**

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Key Investments (greater than £10K)

Action	Aim	Lead Manager	Timescale	Cost Estimate	✓
Improved IT facilities to reduce the need to travel	Provide IT systems such as telephone/video/web conferencing and smart boards to reduce the need to travel to meetings and conferences at Kilncraigs	Julie Burnett	March 2013	£3-15K	
Reinstatement of Cyclescheme	Encourage staff to commute to work by bike by providing a salary sacrifice scheme to obtain a bike	Julie Burnett	September 2012	£30k suspense account	
Additional car sharing spaces at Kilncraigs	Provision of 66 spaces dedicated to those staff car sharing to work, to reduce the number of single occupancy car trips	Stephen Crawford	March 2013	£155K	
Pool cars	Provide pool cars to enable staff to travel to work by alternative modes, reduce the cost of the grey fleet and reduce the environmental impact of Council business travel. Offset costs due to savings in grey fleet, to be determined.	Julie Burnett		£4.5-6K per annum, per car	

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Operational Tasks (less than £10K)

Action	Aim	Lead Manager	Timescale	Cost Estimate	√
Reducing the need to travel					
Reduce the need to travel	Promote flexible working arrangements such as flexible hours, compressed hours, working from home, mobile working and hot desking	Julie Burnett	June 2013	Staff Time	
Improved IT facilities to reduce the need to travel	Provide IT systems such as telephone/video/web conferencing and smart boards to reduce the need to travel to meetings and conferences at Kilncraigs	Julie Burnett	March 2013	See Key Investments	
Active travel (walking and cycling)					
Reinstatement of Cyclescheme	Encourage staff to commute to work by bike by providing a salary sacrifice scheme to obtain a bike	Julie Burnett	September 2012	See Key Investments	
Improved cycle access to Council buildings	Provide dedicated cycle routes or sign existing routes to Kilncraigs and other offices/buildings where appropriate	John Gillespie	November 2012	£2.5k signing	
Walking and cycling maps to main Council buildings	Develop walking and cycling maps to Kilncraigs and other offices/buildings where appropriate to encourage staff and visitors to walk and cycle	John Gillespie	March 2013	Staff Time and Printing Costs	

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Action	Aim	Lead Manager	Timescale	Cost Estimate	√
Shower/changing facilities	Provide additional shower and changing areas in Kilncraigs, including half length lockers, mirrors, hairdryers and drying hooks.	Stephen Crawford	March 2013	In contract	
Cycle parking	Provide additional 10 cycle parking spaces in Kilncraigs for staff, with the provision for a further 20 spaces in the future if required	Stephen Crawford	February 2013	£1.5 to relocate Greenfield shed £5k new shelter	
Pool Bike storage	Provide dedicated secure area within Kilncraigs building to store the pool bikes and associated equipment	Stephen Crawford	January 2013	£2.5k in addition to contract	
On site emergency cycle tool kit	Provision on a cycle tool kit and area for staff cycling to work to use to carry out emergency repairs	Stephen Crawford	March 2013	£100	
Visitor cycle parking	Relocate existing cast iron cycle stands or provide new cycle stands at new front entrance to Kilncraigs for visitors use	Stephen Crawford	March 2013	£1k to relocate £1.5K two new	
Negotiate staff discounts for cycling	Promote the use of by providing (where possible) staff discounts to purchase bikes	John Gillespie	On going	Staff Time	√
Public transport					
Negotiate staff discounts for public transport	Promote the use of public transport by providing (where possible) staff discounts to purchase public transport tickets	Lisa Simpson	On going	Staff Time	
Provision of public transport information	Provide bus timetables and ticketing information on Connect, in the induction pack and on Smart Travel boards (Kilncraigs)	John Gillespie	May 2013	Staff Time	

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Action	Aim	Lead Manager	Timescale	Cost Estimate	√
Bus Timetabling	Work with bus operators to ascertain if any minor amendments can be made to the bus times to best suit staff start and finish times.	John Gillespie	April 2013	Staff Time	
Bus Routing	Work with bus operators to reroute subsidised bus services to serve Kilncraigs/Tesco.	John Gillespie	April 2013	Staff Time	
Provision of interest free loans for public transport tickets	Put in place a system for staff to procure interest free loans from the Council to purchase bus or rail season tickets	Julie Burnett	December 2013	£5k suspense account	
Car travel and parking					
Additional car sharing spaces at Kilncraigs	Provision of 66 spaces dedicated to those staff car sharing to work, to reduce the number of single occupancy car trips	Stephen Crawford	March 2013	See Key Investments	
Parking permits	Introduce a system of parking permits for those staff accessing the car share car park and Councillors accessing the reserved spaces in Candleriggs Lane, both in Kilncraigs	Stephen Crawford		Staff Time	
Emergency ride home for car sharers	Provide passengers of car share pools with a ride home in an emergency, thus encouraging more staff to car share	Julie Burnett	October 2012	Less than £100 per annum	
Review of travel allowance policies/ changes to Terms & Conditions	Put in place a hierarchy of travel modes to encourage staff to use the most effective in terms of cost and the environment	Julie Burnett	December 2012	Staff Time	

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Action	Aim	Lead Manager	Timescale	Cost Estimate	√
Improved car park management and enforcement	Put in place a system to manage the Kilncraigs car park to maximise its use, including guidelines. Put in place enforcement measures to discipline those who do not follow the car parking management system	Stephen Crawford	January 2013	Staff Time	
Introduction of car sharing mileage allowance	Provide an allowance for staff car sharing whilst travelling on Council business	Julie Burnett	December 2012		
Electric car charging points	Provide dedicated spaces and plug in points for the charging of electric vehicles in Kilncraigs car park	Stephen Crawford	September 2012		
Disabled parking	Relocate disabled parking in Kilncraigs to be located next to the new front access, ensuring provision is adequate	Stephen Crawford	March 2013	£1K lining	
Visitor parking	Continue to provide five dedicated visitor parking spaces to be used by the public and other visitors	Stephen Crawford	March 2013	£500 lining	
Loading Bay	Provision of a loading area/parking space near one of the entrances for Council staff who require to move heavy equipment from the building to the car. Any loading area will be limited to 20 minutes.	Stephen Crawford	June 2013	£150 lining and signing	
Motorcycle parking	Retain existing motorcycle parking at Kilncraigs	Stephen Crawford	March 2013	£50 lining	

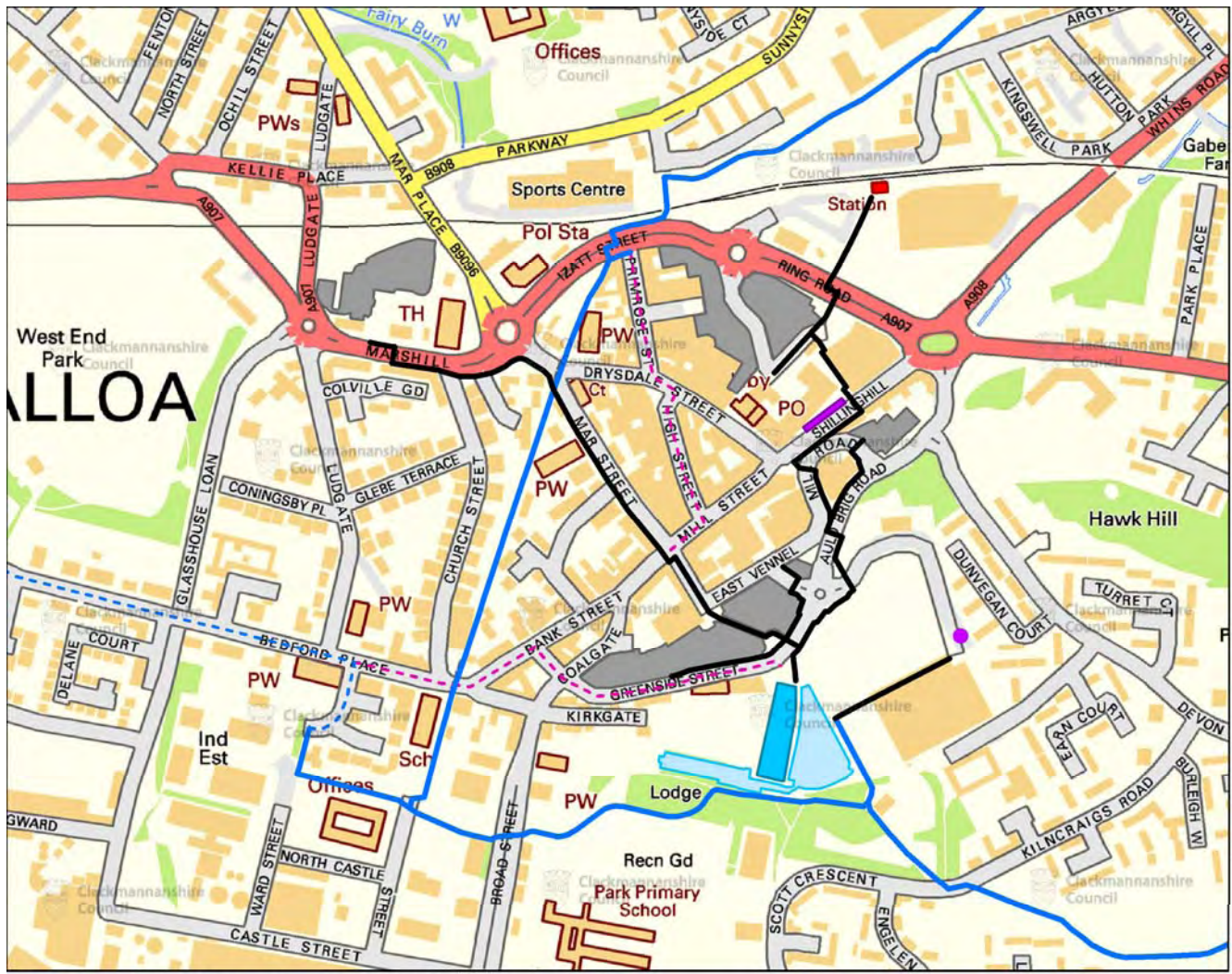
**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Action	Aim	Lead Manager	Timescale	Cost Estimate	✓
Business and operation travel					
Pool cars	Provide pool cars to enable staff to travel to work by alternative modes, reduce the cost of the grey fleet and reduce the environmental impact of Council business travel	Julie Burnett		See Key Investments	
Monitoring of staff travel expenses	Put in place a system to monitor expenses claimed by staff travelling on Council business	Julie Burnett	October 2013		
Fleet review	Undertake a review of the Council fleet, including any pool cars on an annual basis to ensure that it is efficient in terms of cost and the environment. Review policy for Council vehicles being taken home	Stephen Crawford	On going September 2013	£0 Energy Saving Trust	
Provision of public transport tickets for Council business travel	Negotiate bulk buy flexible bus and rail tickets or pool passes for staff travelling on Council business (First - Business Direct)	Lisa Simpson	December 2013		
Educate staff on sustainable driving techniques and journey planning	Provide information on sustainable driving techniques and practical training for those staff using Council vehicles on a regular basis. Provide training/information on journey planning for staff travelling on Council business	Stephen Crawford	April 2013	Staff Time £12-40 per driver, for fuel efficient driver training	
Develop Business Travel Policy	Put in place a hierarchy of travel modes to encourage staff to use the most effective in terms of cost and the environment. Develop a staff policy for business travel	Julie Burnett	December 2012	Staff Time	

**Clackmannanshire Council
Kilncraigs Travel Plan
Action Plan**

Action	Aim	Lead Manager	Timescale	Cost Estimate	√
Promotion and awareness					
Personalised travel planning	Provide staff with a personalised home to work journey plan and map to enable them to travel by alternative modes	John Gillespie	On request	Staff Time	
Travel Plan page and forum on Connect	Provide a Travel Plan page on Connect for staff to access information on the move to Kilncraigs and travel plan measures in place, to encourage sustainable travel	John Gillespie	October 2012	Staff Time	√
Development of Travel Plan marketing strategy	Develop a marketing strategy to promote the Travel Plan to staff and visitors	Stuart Crickmar	February 2013	Staff Time	
Travel Plan induction pack for staff relocating to Kilncraigs and new starts	Develop a travel pack to be given to new starts and existing staff on request containing information on the measures put in place to facilitate sustainable travel	John Gillespie	April 2013	Staff Time and Printing Costs	
Staff Travel Plan	Develop an abbreviated version of the Council Travel Plan for staff setting out the main aims of the Travel Plan and all the measures being put in place. Include a FAQ's section with answers	John Gillespie	July 2013	Staff Time	
Travel Plan group	Set up a Travel Plan group with representatives from Human Resources, Finance, Roads, Facilities and Fleet. To meet at least four times a year	Garry Dallas	May 2013	Staff Time	
Travel Plan monitoring	Set up a monitoring regime to monitor the Travel Plan output, to review the measures/action plan and undertake annual staff travel surveys	Garry Dallas	April 2013	Staff time	

Appendix C
Kilncraigs Travel Plan
Walking, Cycling and Public Transport



Travel to Kilncraigs

Bus Services serving Shillinghill Bus Station

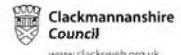
H1	63
H2	C64
MA1	C68
MA2	C69
MA3	C70
15/15A/F15	C71
60	78/X78
62	325

Legend

- Footpath
- Designated Cycle Route**
 - Off Road
 - On Road
- Undesignated Cycle Route**
 - On Road
- Bus Station
- Train Station
- Kilncraigs
- Kilncraigs Car Park
- Public Car Park
- Bus Stop (C64)

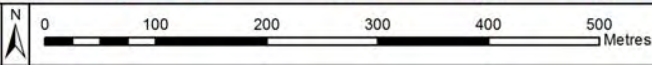
Scale : 1:5,000
Paper Size : A4

Date: 04 December 2012



Clackmannanshire Council
www.clacksweb.org.uk
Services to Communities
Kilncraigs
Greenside Street
Alloa
FK10 1EB
Tel: 01259 450 000 Fax: 01259 727 452
development_services@clacks.gov.uk

Reproduced by permission of Ordnance Survey on behalf of HMSO.
© Crown copyright and database right 2012. All rights reserved.
Ordnance Survey Licence number 100020783.



Appendix D
Kilncraigs Travel Plan
Shillinghill Bus Services

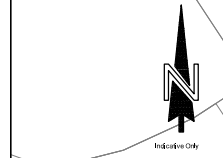
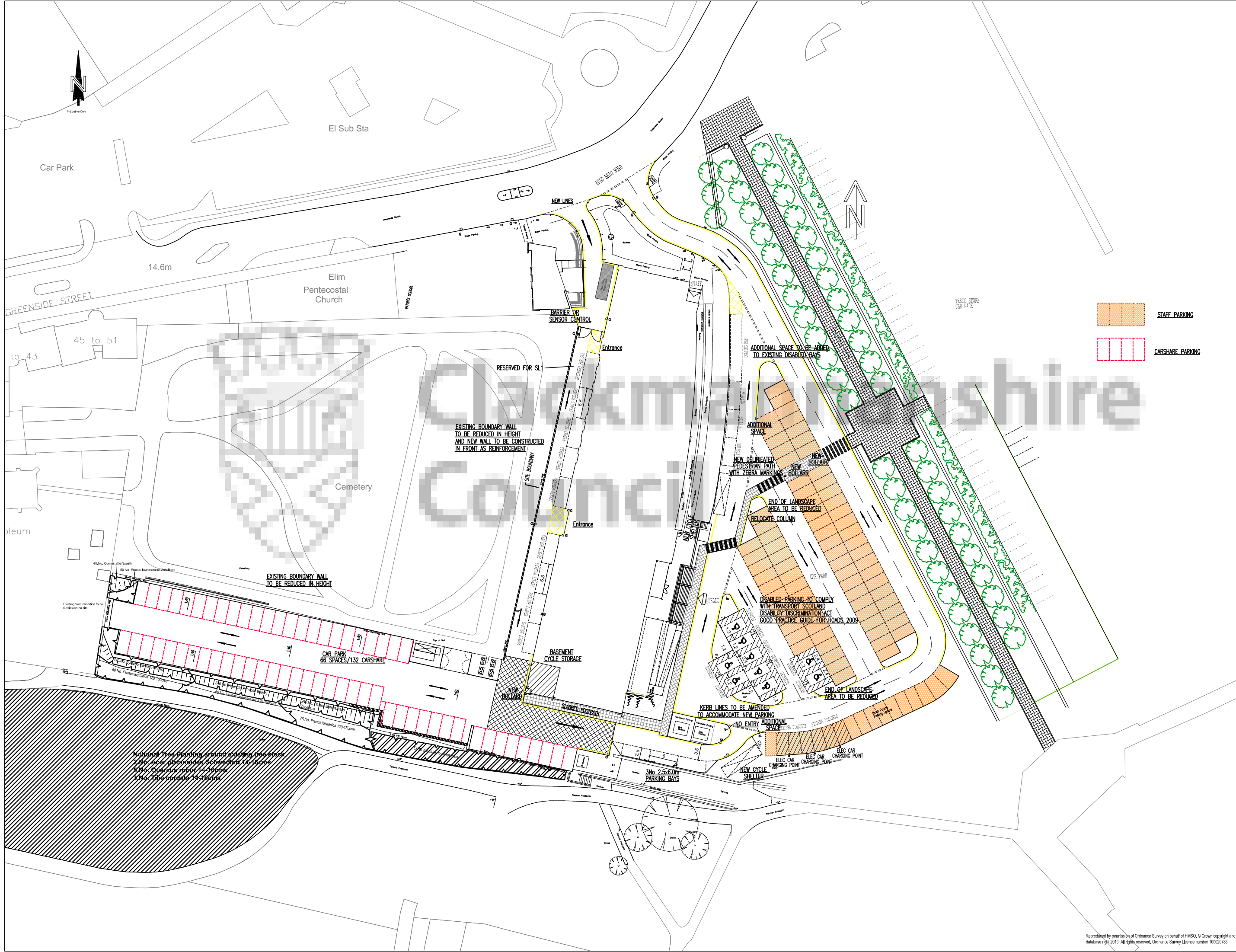
To Alloa

Service Number	Route	Frequency
MA1	Stirling - Causewayhead - Alloa Clackmannan - Alloa	30 mins
MA2	Stirling - Causewayhead - Menstrie - Alva - Tillicoultry - Alloa Tullibody - Alloa	60 mins
MA3	Stirling - Tullibody - Alloa Stirling - Causewayhead - Tillicoultry - Sauchie - Alloa	60 mins
H1	Alva - Menstrie - Tullibody - Alloa Larbert Hospital - Clackmannan - Alloa	120 mins
H2	Dollar - Tillicoultry - Alloa Larbert Hospital - Clackmannan - Alloa	120 mins
15/F15/15A	Falkirk - Kincardine - Clackmannan - Alloa	60 mins (until March 2013)
60	Falkirk - Larbert - Stirling - Tullibody - Alloa Clackmannan - Alloa	20 mins
62	Tullibody - Causewayhead - Stirling - University - Menstrie - Alva - Tillicoultry - Sauchie - Alloa	20 mins
63	Sauchie - Tillicoultry - Alva - Menstrie - University - Causewayhead - Stirling - Tullibody - Alloa	20 mins
C64	Claremont/Hawkhill Road/Woodlea Park - Alloa	20 mins (60 mins each)
C68	Menstrie - Tullibody - Cambus - Alloa Sauchie - Alloa	3 per day
C69	Alva - Glenochil - Tullibody - Alloa Yetts of Muckhart - Tillicoultry - Sauchie - Alloa	7 per day
C70	Menstrie - Alva - Glenochil - Tullibody - Cambus - Alloa Dollar - Sauchie - Alloa	1 per day
C71	Menstrie - Tullibody - Cambus - Alloa Yetts of Muckhart - Tillicoultry - Sauchie - Alloa	1 per day
78	Dunfermline - Clackmannan - Alloa Stirling - Alloa	60 mins
325	Dunblane - Bridge of Allan - Tullibody - Alloa Dollar - Tillicoultry - Alloa	1 per day

From Alloa

Service Number	Route	Frequency
MA1	Alloa - Clackmannan Alloa - Causewayhead - Stirling	30 mins
MA2	Alloa - Tillicoultry - Alva - Menstrie - Causewayhead - Stirling Alloa - Tullibody - Stirling	60 mins
MA3	Alloa - Tullibody - Stirling Alloa - Sauchie - Tillicoultry - Causewayhead - Stirling	60 mins
H1	Alloa - Tullibody - Menstrie - Alva Alloa - Clackmannan - Larbert Hospital	120 mins
H2	Alloa - Tillicoultry - Dollar Alloa - Clackmannan - Larbert Hospital	120 mins
15/F15/15A	Alloa - Clackmannan - Kincardine - Falkirk	60 mins (until March 2013)
60	Alloa - Tullibody - Stirling - Larbert - Falkirk Alloa - Clackmannan	20 mins
62	Alloa - Tullibody - Causewayhead - Stirling - University - Menstrie - Alva - Tillicoultry - Sauchie	20 mins
63	Alloa - Sauchie - Tillicoultry - Alva - Menstrie - University - Causewayhead - Stirling - Tullibody	20 mins
C64	Alloa - Claremont/Hawkhill Road/Woodlea Park	20 mins (60 mins each)
C68	Alloa - Cambus - Tullibody - Menstrie Alloa - Sauchie	4 per day
C69	Alloa - Tullibody - Glenochil - Alva Alloa - Sauchie - Tillicoultry - Yetts of Muckhart	7 per day
C70	Alloa - Cambus - Tullibody - Glenochil - Alva - Menstrie Alloa - Sauchie - Dollar	1 per day
C71	Alloa - Sauchie - Tillicoultry - Yetts of Muckhart Alloa - Cambus	1 per day
78	Alloa - Clackmannan -Dunfermline Alloa - Stirling	60 mins
325	Alloa - Tullibody - Bridge of Allan - Dunblane Alloa - Tillicoultry - Dollar	1 per day

Appendix E
Kilncraigs Travel Plan
Car Parking



Car Park

El Sub Sta

14.6m

Elim Pentecostal Church

GREENSIDE STREET

45 to 51

to 43

Cemetery

pleum

EXISTING BOUNDARY WALL TO BE REDUCED IN HEIGHT

CAR PARK 66 SPACES / 132 CARSHARE

BASEMENT CYCLE STORAGE

DISABLED PARKING TO COMPLY WITH TRANSPORT SCOTLAND DISABILITY DISCRIMINATION ACT GOOD PRACTICE GUIDE FOR ROADS 2009

END OF LANDSCAPE AREA TO BE REDUCED

KERR LINES TO BE AMENDED TO ACCOMMODATE NEW PARKING

NO ENTRY

NEW CYCLE SHELTER

3 No 7.5x6.0m PARKING BAYS

ELEC CAR CHARGING POINT

ELEC CAR CHARGING POINT

ELEC CAR CHARGING POINT

National Tree Planning around existing trees:
 2 No. Ash, 10 No. Alder, 1 No. Birch, 1 No. Elm, 1 No. Hawthorn, 1 No. Holly, 1 No. Horse Chestnut, 1 No. Linden, 1 No. Magnolia, 1 No. Maple, 1 No. Oak, 1 No. Plane, 1 No. Sycamore, 1 No. Yew

REV	DESCRIPTION	DRAWN/CHECKED	DATE
1	ISSUED FOR TENDERS	M	24/12/12

Clackmannanshire Council
 www.clackweb.org.uk
ROADS & TRANSPORTATION
 SERVICES TO COMMUNITIES
 Kilncraigs
 Greenside Street
 Alloa FK10 1EB
 Tel: 01259 450000 Fax: 01259 72451
 email: roads@clack.gov.uk

PROJECT TITLE
 KILNCRAIGS CAR PARK

DRAWING TITLE
 PROPOSED CARPARK ALTERATIONS

DRAWN BY	CHECKED BY	DATE
Maced	G.F.	05-10-2012

SCALE
 1:250

DRAWING NUMBER 102 **REVISION** G

Reproduced by permission of Ordnance Survey on behalf of HMSO. © Crown copyright and database right 2010. All rights reserved. Ordnance Survey Licence number: 100020783