

SUSTAINABLE TRAVEL PLAN

1 Purpose

- 1.1 To update Environment and Living Scrutiny members on the production of the Council's Sustainable Travel Plan.

2 Recommendations

- | |
|--|
| 2.1 That Committee members note the production of the updated Sustainable Travel Plan and consent to its endorsement and publication on the Council's website. |
|--|

3 Executive summary

- 3.1 This report is to update the Committee on the Council's Sustainable Travel plan which covered the period 2011-13. Whilst this is normally a two yearly produced document, it was delayed for reasons of the wholesale review and adaption of the Council's fleet in 2013/14 .
- 3.2 The document is formed of two parts; a travel plan (appendix 1) and an action plan (appendix 2). The travel plan sets out activities, measures and targets whilst the action plans sets out means and methods by which to achieve these aims and targets.
- 3.3 Both are two year duration documents and set the scene until 2019.
- 3.4 The documents discuss the changes to the way that the Council travels about its business, use of rail and bus services, cycle and walking trends and use of highly efficient, low emission car pool and daily hire cars.
- 3.5 The publication of a Travel Plan sets the scene for the way in which the Council demonstrates its environmental leadership. The way that the Council travels effects it's emissions, fuel costs and savings as well as demonstrating a strong lead locally and nationally. The Councils award winning changes to fleet have demonstrated a 47% (£104,000 annual) cost reduction. This is exemplified in awards and national press recognition, The local population benefits from improved emissions, less congestion and the availability of electric charging infrastructure as well as seeing encouragement of business to follow suit.

4 Supporting Information

- 4.1 The Sustainable Travel Plan sets out the successes achieved since the last iteration. Primary amongst these are the adaption and roll out and retender of the Council's Pool Car scheme with Enterprise Rent A Car.
- 4.2 This scheme has achieved its target of £100,000 saving by delivering over £104,000 over its second twelve months. It has reduced emissions by more than half, reduced trips made, cars on the road, congestion and emissions.
- 4.3 The scheme has also been widely applauded by both private and Public sector industry; gaining the silver award in the prestigious National Energy Savings Trust Fleet Hero Awards 2015. It was also highlighted by BVRLA at one of 10 best practice case studies for public and private sector in July 2016 and has been widely publicised in national and local press (see appendix). The Council has also been accepted as Low Carbon Company which required it to pledge to achieve 5% Electric Vehicles on its fleet by 2020. A target that the Council, met in 2015 and exceeded in 2016.

- 4.4 Indeed the Council's fleet successes have also played some small part in exceeding the Council's Carbon reduction target of 34% by 2020 (in line with the central government target). A target that was exceeded (36.5%) in 2016, a full 4 years early. See earlier report.
- 4.5 On the back of the scheme, the Council has had some success in marketing and selling expertise to other bodies including Bucks CC, Adur and Worthing Council, Southern Health Trust as well as delivering paid for presentations at the Houses of Parliament and Cardiff City Hall to UK and Welsh public sector and government departments.
- 4.6 As an adjunct to the car scheme, the Council's Arriva Bus Subsidy launched as a pilot in 2009 has been relaunched to all five local bus companies. This allows members and staff a 50% discount on all bus journeys that start or end in Bucks on production of their Council ID and Travel Choice card.
- 4.7 The Council now has ten designated car share bays at Gateway, alongside four motorcycle bays, fifty covered bicycle sheds, along with showers and ten EV parking bays served by two slow (3.3kW), two fast (7kW) and three rapid (43kW) chargers.
- 4.8 Recent research demonstrates that urban Nitrogen Dioxide (NO₂) emission levels have been exceeding legal limits since 2010, leading to significant numbers of excess deaths. Following a Cross Party MPs report in 2016, recent Government announcements mean that the Council will be required to act on addressing air quality. Aware of this, the Sustainability Team have been looking at additional EV charging infrastructure both on street, to certain car parks and at centralised charging stations. This is being considered alongside the car park strategy currently under way.
- 4.9 The council continues to support Bucks Car share to assist staff to car share on their commute to and from work.
- 4.10 The report also touches on work at Pembroke Road to demolish and extend the site and assist the Council through a separate Pembroke Road specific staff survey, in its decision over plans for parking as part of the redevelopment plan.
- 4.11 A summary of details for this particular site specific survey is set out as follows. Of 46 responses received from a possible 107 staff, 46% drive their own vehicle to work with 24% walking and 9% cycling. In terms of car sharing, whilst 20% did this daily, the majority (67%) never car share. Of all respondents, with the exception of four car drivers, all live in the HP18 to HP23 area. Full results can also be found at Appendix 10. This survey was conducted at the request of managers to assist them in providing information for County Highways.
- 4.12 Targets for the travel plan have been redeveloped to allow the Council to drive forward its work. This includes targets to reduce single occupancy car journeys; increase car sharing, cycling and walking; reducing business travel; increasing the EV fleet and reducing emissions.

5 Reasons for Recommendation

- 5.1 The report serves as an update to members on the Sustainable Travel Plan report published in 2012 and asks members to note the position and request that the officers be asked to continue to work towards addressing solutions to improve the Council's mitigation to Climate Change through transport and travel related measures within the reduced resources available. This will

mean setting priorities and focusing on those actions which can achieve the greatest impact.

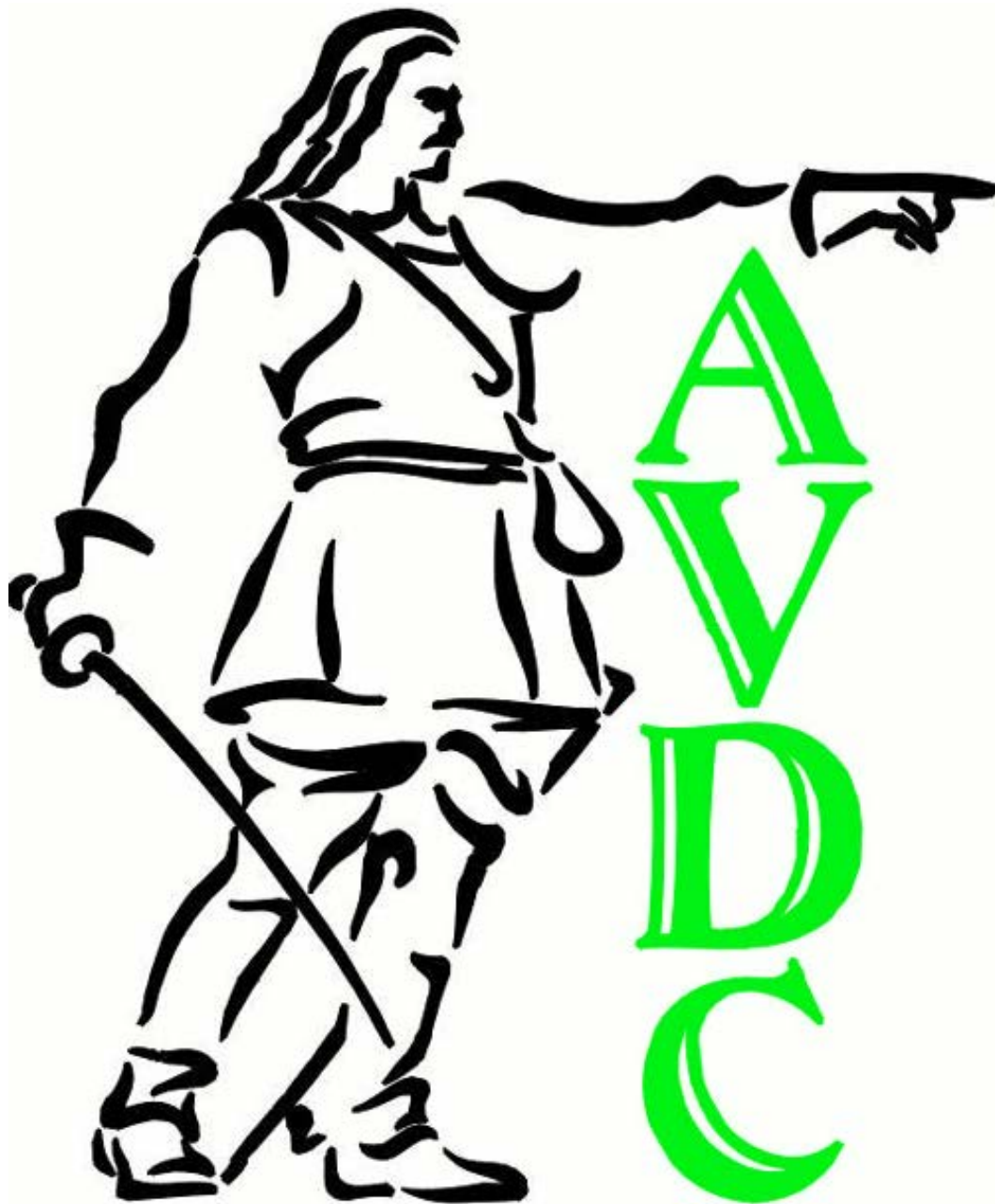
6 Resource implications

There are no direct additional resource implications relating to this report other than those already funded.

Contact Officer	Alan Asbury 01296 585112
Background Documents	Travel Plan 2011

Aylesbury Vale Sustainable Travel Plan

“To secure the economic, social and environmental wellbeing of the people and businesses in the Vale”



**AYLESBURY VALE
DISTRICT COUNCIL**

Published June 2017 Appendix 1

Sustainable Travel Plan 2017 – 2019

1	Contents Page
1	Foreword
2	Summary
2	Introduction
2	Targets
3	Background
3	Description
4	Benefits to the Organisation
4	How the Travel Plan Fits into Business
4	Council Travel Plan Objectives
5	Travel Plan Components
5	New Developments
5	Targets
6	Implementation and Action Plan
6	Previous Action Plan Measures
6	New Key Actions
6	Marketing and Awareness Raising
6	Monitoring and Review
7	Constraints and Challenges
7	Maintaining Awareness
7	Travel Plan Statistics
7	Staff Survey Results
7	Travel Coordinator Contact details
7	Constraints and Challenges
7	Travel Plan Status
7	Conclusion



Appendices:

- Appendix 1: Sustainable Travel Plan (this document)
- Appendix 2: Travel Action Plan (Excel)
- Appendix 3: Staff Involvement, Case Studies,
- Appendix 4: Low Carbon Travel Options
- Appendix 5: Car parking
- Appendix 6: FAQs
- Appendix 7: National Editorial
- Appendix 8: Surveys
- Appendix 9: References
- Appendix 10: Pembroke Road survey results

Foreword

Travel Plans offer an unique opportunity for organisations to work with Members, employees and visitors to help minimise the traffic impacts they have on the environment and transport network.

With thanks to all staff and in particular, to the following members and officers for their support in producing this Sustainable Travel Plan.

<p>Clr Neil Blake</p> 	<p>Clr Sir Beville Stanier</p> 
<p>Leader of the Council</p>	<p>Portfolio Holder for Environment</p>
<p>Mr Andrew Grant</p>	<p>Mr Alan Asbury</p>
	
<p>Chief Executive Officer (CEO)</p>	<p>Sustainability and Energy Manager & Author</p>

The Council's last published travel plan covered the two year period 2011 to 2013. The Travel Plan process was halted in 2014 with the comprehensive changes put in place on staff business travel. Following the completion of this project and results from surveys conducted in 2015 and 2017, this document alongside the Councils Travel Action plan represents the current and future position of sustainable travel for the Council.

A Travel Plan can deliver a range of social, environmental, economic and health benefits. For example, increased cycling and walking can lead to a healthier workforce, and more car sharing will result in fewer single occupancy car journeys leading to less congestion, less air pollution and reduced greenhouse gases.

The proximity of the Gateway offices and conference centre in the spring 2012 brought together the majority of office staff onto one site. Proximity to train stations at Aylesbury and Aylesbury Parkway (with park and ride options at the latter), along with bus stops for route 2 and route 16 buses and the National Cycle Network, represents an excellent opportunity for the council to produce a realistic and achievable Travel Plan that help to encourage positive travel behaviour.

Beyond this, with the full redevelopment of the Pembroke Road satellite site commencing 2017 and due to complete in the summer of 2019, the Travel Plan will assist the Council to continue to lead by example.

As the district continues to grow and prosper with an additional 33,000 homes to be built by 2030, we will need to give serious thought to how we move around in order to help make Aylesbury Vale an increasingly sustainable place to live, work and play.

Summary

The Travel Plan and associated Action Plan set out a series of targets and measures towards achievement of sustainable travel. Reviewed every two years, the measures aim to improve local air quality, public and officer health and provide value for money.

The targets in the 2011-13 travel plan have been met in large degree.

The Gateway site has been made more welcoming for those arriving on foot, by bicycle and by public transport with additional locking and covered bicycle sheds and cycle stands that are proximate to the building entrance.

10# car parking spaces have been installed and clearly designated for Car Sharing users only. There are now 10# Electric Vehicle Charging Bays (6 of which are rapid charger bays), along with motorcycle parking bays and bays for disabled people. These are publicly available charge points for which a charge is made but this includes solar powered energy, use of free wi-fi and free coffee (subject to additional purchase).

Introduction

Sustainable transport options have been instigated and promoted with:

- 50% discount in all five bus services starting or ending in Bucks
- 34% Chiltern Railways discount across all Chiltern Trains
- Removal of all essential and casual payments
- Introduction of a low carbon (sub 100g/km CO₂) pool car fleet

- Installation of viable teleconference hubs and facilities.

All of the above is publicised internally so as to assist members and officers to make informed travel choices.


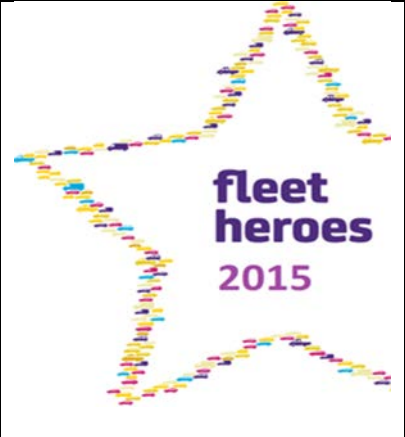

In 2016, the Council became a Go Ultra Low Company. This is in recognition of how the Council have included electric vehicles in their fleets. In gaining this status, the Council agreed to have at least 5% of EVs by 2020. In reality, the Council had already achieved and exceeded this figure in 2015.

The Council’s fleet is now 47% more efficient than it was in 2013 - the last year before the changes to grey fleet were introduced and the end of the last Travel Plan (2011-2013).

In November 2015, the scheme won silver at the 10th National Energy Savings Trust Fleet Hero Awards in London.

The scheme has also been highlighted as best practice by the trade body BRVRA at: http://www.bvrla.co.uk/sites/default/files/documents/research/bvrla_grey_fleet_final_0.pdf

Details of a selection of press articles related to the scheme can be found at Appendix 7. The Council’s achievements since the last Travel Plan in 2013 have been nationally recognised:

		
<p>Go Ultra Low Company Award 2016</p>	<p>Fleet Hero Silver Award 2015/16</p>	<p>National Trade Recognition 2016</p>

Saving £90,000 in the first year of the new car scheme roll out, it went on to deliver a further £104,000 in year two and has reduced grey fleet carbon emissions by more than 50%.

The scheme has resulted in a reduction of cars on our roads, reduced emissions, improved air quality and ensured that the Council is operating an efficient and well managed fleet alongside access to half price bus travel and a one third price reduction on Chiltern Railway travel. This has improved the Council’s reputation on fleet and carbon reduction issues nationally.

By taking the lead on this, the Council has since delivered charged for training and consultancy services to:

- County Councils
- District and Borough Councils
- National Health Trusts
- Transport infrastructure providers
- London Boroughs

We have delivered national presentations to:

- Buying Business Travel Forum, Grange City Hotel, London (May 2017)
- Government Departments (DEFRA, EA, DWP, Police Service) at the Houses of Parliament (Nov 2016)
- Welsh Government (Welsh LGA, NHS) in Cardiff (Apr 2016)

Targets (Duration of Sustainable Travel Plan)

Targets for 2017-19 have been set using a baseline of the staff travel survey undertaken in 2015 and again in March 2017, the Travel Plan aims to:-

1. Reduce the number of single occupancy journeys from 77% to 50%
2. Increase the number of people regularly car sharing once per fortnight or more from 6.6% to 20%
3. Increase the number of people cycling at least once a week from 1% to 5%
4. To increase the number of people walking to work at least once per week from 5% to 10%
5. Continue to reduce business travel by at least 10%
6. Enhance the EV content of the fleet by at least 10% and continue to enhance our 'Go Ultra Low Company' credentials
7. Develop new and creative solutions to reduce emissions, while avoiding undue impact on the motorist.

Background

What is a Travel Plan and who is it for?

A Travel Plan is a strategy aimed at improving travel choices and reducing reliance on the car, particularly single occupancy car journeys. Travel Plans are developed by organisations that want to make a commitment to reducing the impact of travel and transport on the environment, and those that want to look at new ways of managing their transport needs.

This is achieved by:

- Providing realistic alternatives to the car
- Making alternatives to driving alone more attractive
- Reducing the need to travel
- Managing car parking provision

In respect of reducing the Council's carbon emissions, reducing congestion and leading by example, it is implicit on Council officers to consider alternative travel arrangements. These might include:

- Use of the Car pool scheme
- Car Sharing
- Working from Home
- Walking
- Cycling
- Use of Public Transport
- Use of more efficient means of transport
- Reducing journeys made

A Travel Plan can address any of the following issues:

- Commuter journeys
- Business travel
- Fleet management
- Visitors to the site
- Potential for Pool Cars

Delivered effectively, the Travel Plan will impact upon everyone across the organisation, albeit to different extents. For some employees, the Travel Plan will help to encourage and enable a shift away from single occupancy private car use, whereas others may simply read the Travel Plan and become aware of the alternatives available. In either scenario, the Travel Plan will make a positive difference.

By removing essential users that were previously paid a lump sum payment and mileage rates, along with casual users who were generally paid a greater mileage payment, significant savings have been made. This has led to a culture change in the way that officers drive and consider how they work.

Description of the Organisation

The council employs around 450 staff and has 59 elected members. Whilst office staff work predominantly full time, a number are part time and the majority of all staff work flexible hours. In practice this means that they may work their hours according to need but must achieve their weekly hours. Whilst Pembroke Road opens its doors at 5:45am Gateway staff may start their day at 7:30am and finish in the office by 7:45pm Monday to Friday.

A smaller number of members and officers attend evening meetings, typically 6:30pm to up to 10:30pm. These meetings represent the main operating hours of elected members. Other significant site travel use will be associated with the Oculus Conference Centre.

Benefits to the organisation of developing a Travel Plan

An increasing number of businesses are adversely affected by increasing levels of traffic, congestion and on-site parking problems.

Travel Plans help by:

- Providing a means of doing a ‘stock take’ of the current situation, problems and opportunities to enable changes to take place
- Improving staff wellbeing, health and fitness
- Reducing fleet management costs (through such activities as driver training) and mileage expenses (through encouraging business car share, virtual meetings and recognising avoidable meetings).
- Improving site access
- Assisting with recruitment and retention by providing and encouraging flexible working and promoting public transport as a means of accessing employment
- Improving company image
- Influencing local key business decision makers and building better relationships with the local community.
- Promoting the Council as best practice to other public and private sector organisations as delivering best practice in fleet management and alternative vehicle use.
- Reducing congestion in the local area
- Reducing Nitrogen Dioxide (NO₂) emissions through reduced car journeys and congestion and more efficient petrol or non exhaust emitting vehicles.
- Improving the situation in the Air Quality Management Areas (AQMAs).
- Reducing the number of car parking spaces required leading to options to sell these spaces for conference or business users.

The development of a Travel Plan can also assist in meeting wider business objectives, including: air quality initiatives, increased public transport use when linked with the Urban Traffic Management System (UTMS – real time information), energy efficiency and waste minimisation.

The Government’s Air Pollution Plan launched in May 2017, places the onus of action squarely with Local Government. They will be required to new and creative solutions to reduce emissions as quickly as possible. This follows investigations that demonstrate that nitrogen dioxide emissions (largely from diesel vehicle exhausts) have been above legal

limits in almost 90% of UK urban areas since 2010. These fumes are estimated to cause 23,500 premature deaths per year. This issue was declared a public health emergency by a cross party committee of MPs in April 2016.

How the Travel Plan fits into the Business

AVDC's Vision Statement



The Council's vision statement sets out what the Council are working to achieve.

“To secure the economic, social and environmental wellbeing of the people and businesses in the Vale”

To enable us to realise our vision, we are all working:

- To **enable essential infrastructure for growth and sustainability** of the area be it physical or social
- To **ensure fair and speedy access to essential services** and their referral to partners
- To **provide a healthy and dynamic institution** for making effective decisions about the area, to which everyone can contribute
- To **stimulate, innovate and enable economic growth** of the area, its regeneration and the attraction of inward investment
- To **provide or commission services and products** that customers and businesses have agreed add value to their lives

Our vision should be the foundation for everything we do here at AVDC, across all services. By referring back to the vision statement, we can ensure that we continue to move in the same direction, adapting and growing, whilst keeping the wellbeing of our residents and businesses at the centre of everything we do.

The development of the New Council Travel Plan accords with the Council's vision and in particular:

“To enable essential infrastructure for growth and sustainability of the area be it physical or social”

And

“To ensure fair and speedy access to essential services and their referral to partners”

In addition, the Travel Plan assists the Council to facilitate change through existing Council policies and strategies, these include:-

- Home Working Policy
- Car Loan Policy
- Car Parking Policy
- Climate Change Action Plan
- Carbon Management Plan
- Environmental Policy

Council Travel Plan Objectives

The results of the Council Travel Survey undertaken in 2015 and 2017 (straddling the beginnings and current situation with the new car scheme) together with policy guidance and the assessment of existing effective Travel Plans, has helped to formulate the following aims:-

- To positively support sustainable travel
- To encourage walking, cycling or public transport for journeys to work and for business when appropriate
- To reduce the need to travel
- To reduce car journeys undertaken
- To reduce business vehicle emissions
- Provide improved travel information
- To encourage car sharing
- To enhance flexible working
- To promote a corporate approach to home working
- To gain a better understanding of all travel generated by the Council
- To integrate the Council Travel Plan into long term business planning
- To lead by example

Travel Plan Components

Travel Plan measures can include lobbying for improvements in public transport by increasing services, providing travel information, enabling public transport initiatives and improving pedestrian and cycle access to and from a site.

Changes to working practices can assist in enabling more flexible working conditions such as flexi-time and promoting working from home.

Walking and cycling can be promoted through the provision of improved signage of routes, cycle parking, changing and shower facilities, and discounts on equipment and interest free loans for public transport season tickets.

Travel Plans can also seek to increase car occupancy through car sharing schemes and car park management.

New Developments

The Council Local plans states that... Between now and 2033 more than 30,000 homes are planned to be constructed in the Vale.

<https://www.aylesburyvaledc.gov.uk/aylesbury-vale-district-local-plan-early-stages>

Proposals Map:

<https://www.aylesburyvaledc.gov.uk/proposals-map>

Targets

Two Year (Duration of Travel Plan) Targets

It is important to set targets so that we can progress towards achieving the aims of the Travel Plan and positively influencing the targets to be monitored.

Targets for 2017-19 have been set using a baseline of the staff travel survey undertaken in 2015 and 2017, the Travel Plans aims to:-

1. Reduce the number of single occupancy journeys from 77% to 50%
2. Increase the number of people regularly car sharing once per fortnight or more from 6.6% to 20%
3. Increase the number of people cycling at least once a week from 1% to 5%
4. To increase the number of people walking to work at least once per week from 5% to 10%
5. Continue to reduce business travel by at least 10%
6. Enhance the EV content of the fleet by at least 10% and continue to enhance our 'Go Ultra Low Company' credentials
7. Develop new and creative solutions to reduce emissions, maintain or improve on current CO₂ and mpg vehicle requirements, while avoiding undue impact on the motorist.

Additional targets will be generated by the bi-annual review of the Travel Plan and as new projects come on stream.

Implementation and Action Plan

A successful Travel Plan is dependent upon identifying measures that seek to achieve its aims.

The District Council already has a number of measures in place to support and encourage staff to travel in a sustainable way. The results of the Council Travel Surveys have provided an invaluable source of information to help identify the additional measures required to improve travel choices both to and from, but also within work.

The previous Action Plan set out the following key measures

- To remove all essential and casual business car allowances.
- To replace grey fleet use with an externally controlled pool and daily hire fleet
- To set up regular and distance users with specific lease vehicles
- To ensure that all new fleet operate at sub 100g/Km of CO₂ emissions.
- To make the site safe, convenient, attractive and welcoming for those arriving on foot, by bicycle and by public transport.

- To install car parking spaces for Car Sharers, Electric Vehicle Charging Bays, and Disabled People.
- To provide sustainable transport options (see appendix 9) on all literature and websites pertaining to office and conference centre use so as to provide information to make an informed travel choice at the earliest opportunity.
- To provide easily understood information on sites relating to public transport; routes, maps, timetables etc.

These have all been achieved.

Marketing and Awareness Raising

Securing staff commitment to the Travel Plan and maintaining awareness is essential to its success. The 25% response rate to the Council Travel Survey indicates that there is already a high level of staff interest in travel issues.

Of most interest from the staff survey which took answers from 89 respondents is that the number of single occupant car drivers remains stubbornly high at 39% travelling alone every day of the working week.

Another interesting finding is that despite the fact that there was huge resistance to the car pool scheme, not least because of perceptions that business journeys conducted within the commute would no longer happen. The survey results suggest that there has effectively been no change to this in all of the last 3 surveys. See Q11, Appendix 8.

A separate survey conducted with staff at Pembroke Road. This to establish needs given the redevelopment of the site during the operation of this Travel Plan. Some 46 responses were received from a possible 107 staff and of these, 46% drive their own vehicle to work with 24% walking and 9% cycling. In terms of car sharing, whilst 20% did this daily, the majority (67%) never car share. Of all respondents, with the exception of four car drivers, all live in the HP18 to HP23 area. Full results can also be found at Appendix 10.

To build on this level of interest it is essential that the Travel Plan, and in particular new measures, including this document and the associated Action Plan, be effectively communicated on a regular basis.

The Travel Plan acts as an important marketing tool in its own right, highlighting those facilities already available to staff to encourage sustainable travel.

In addition, as measures develop further they will continue to be promoted through similar marketing and awareness raising activities to ensure the Travel Plan targets are continually worked towards. In addition appropriate campaigns in association with the County Council Transport for Bucks team will be promoted to add further focus.

Monitoring and Review

This Travel Plan has set clear targets and progress will be monitored by way of a two yearly review which will generate an annual progress report.

In addition, it will be necessary to review the Travel Plan document to respond to changes in local circumstances, staff and operational requirements.

It is envisaged that the Staff Travel Survey will be repeated every second year, with the next follow up survey due to be undertaken in summer 2019.

Monitoring of the plan will be driven by the Council's Sustainability Officer following the Council's deletion of the Sustainability Team in 2016.

From the survey snapshot, some 44% of staff (329) used their car to come to work daily, five days per week.

Constraints and Challenges

As with any plan there are constraints and challenges to the implementation of the action plan. Having assessed all users, certain users such as LEAP and Council elected Members were excluded from the scheme. This was because the former were externally funded and their travel patterns meant that they were covering the whole of the UK with large amounts of sports equipment. The Members typically travel in the evening and generally this trip is from home to office and return. As such, the system simply didn't work for either group.

Maintaining Awareness

Staff turnover means that inductions and middle manager support are essential in ensuring that newly appointed officers are aware of the requirements of the schemes. Continued promotion of the travel options available to staff is required to ensure that targets are achieved. The Travel Plan and Action Plan will be uploaded onto the Intranet "Connect" for member and officer consumption and the Internet for public awareness alongside instructions and FAQs pertaining to the pool car scheme.

Travel Plan Status

The Travel Plan will deliver a range of marketing and other initiatives as an internal transport strategy document in its own right. However, many of the medium and long term actions will be dependent upon the following:-

- Corporate Priorities
- Continued Member and Senior Management support
- Consultation with employees, members and Unison
- Funding
- Resources
- The support of external partners

The Travel plan is supported by the Travel Action Plan which sets out the actions to be addressed as a result of the recent Travel Surveys which have helped to consolidate this document.

Conclusion

The Council's travel plan and action plan sets out the methods by which we will strive for continual improvement in the way we do business. It is an all encompassing report taking on all aspects of staff travel and commuting. Whilst the Council does not need to involve itself in commuting, as a large public sector employer, we recognise the need to lead by example to encourage car share and sustainable forms of transport.

Having targeted and addressed all areas of business travel from the launch of the car scheme in 2014 and, following its success, its retender and relaunch, it is important for the Council to continue improving and enhancing the system in place. To this end we are working with Enterprise to promote the scheme as best practice across the UK and to improve the internal controls and booking arrangements so as to further hone the travel booking experience.

The Sustainable Travel Plan is a fluid piece of work that will change as technology comes to the fore. Fleet technologies to replace our EV and extended range electric vehicles are already coming to market and the Council will continue to lead from the front in developing work around these solutions to meet our travel needs.

The Travel Action Plans sets out the proposals for the future of this plan to 2019.

APPENDICES

Appendix 2

Travel Action Plan
Attached separately

Appendix 3

Staff Involvement and Case Studies

The Council Travel Plan will be driven by Robert Smart, the Sustainability Officer, within Commercial Property. This role will include taking the lead, where appropriate, in the delivery of the Travel Plan implementation and Action Plan.

However, in order to be effective, the Travel Plan needs to be a corporate document, which can be fed into at any time by anyone.

This work needs to focus on the primary targets. Specifically, how members and officers use their cars when at work, how business journeys can be avoided, minimised, shared.

Experience

Travel Plans have evolved from travel demand strategies, first introduced over 25 years ago in the United States as a result of the 1974 OPEC oil crisis. International policies set up at the Rio Earth Summit (1992) and Kyoto Climate Change Conference (1997) support the development of Travel Plans, by highlighting concern at levels of pollution arising from transport emissions and identifying the need to take positive action. More recently, the Paris Accord in 2015 set out a need to hold global temperatures at a 2°C increase.

Case Study 1:- AVDC and Arriva Bus Subsidy

With the success of the trial bus subsidy in 2009, this was reintroduced with the Enterprise Car scheme in December 2014. The Council support this with a subsidy of 30% alongside 20% paid by Arriva and the other 4 bus companies. This provides half price tickets to members and officers.

Case Study 2:- AVDC Cycle to Work Scheme

The Government's Cycle to Work Initiative promotes employers in the UK to participate in a cycle to work interest-free loan scheme for their employees. Many local authorities and large organisations currently operate this scheme.

There are number of benefits to both staff and AVDC, but in financial terms it gives rise to National Insurance savings of 12% for the council and an average 40-50% savings to staff through purchase via gross salary and on the purchase of the bike itself.

Employees select a bike and then 'hire' it from their employers and pay back the cost of the bike by monthly instalments taken from their salary before tax. At the end of the hire scheme, which usually lasts 12 or 18 months, the bikes are sold to the employee at a 'fair market value rate' (i.e. second-hand price).

The savings are significant for employees as they are deducted from gross, not net pay, giving staff a tax exemption - saving on income tax, NI contributions and VAT by deducting the cost of the bicycle from their gross salary. A bicycle can be used for non-work purposes, with no need for employers to monitor usage or for employees to keep mileage logs. A survey on this was conducted in July with results awaited.

Case Study 3:- Introduction of car pool

Since the replacement of grey (private) cars with a new pool fleet, staff have benefited from new, fortnightly cleaned and valeted cars that are checked for tyre damage, fluid levels and other security aspects every 2 weeks. The scheme reduced wear and tare and increased mileage on personal cars, reduces congestion by taking 220 cars off the road and replacing them with a pool of 8 and has cut the Council's emissions by more than half

Case Study 4

“I saved over £420 on petrol alone in a year...”

One Council employee travelling in from Oxfordshire and car sharing twice per week estimates that they have saved £16/week or £842 in just 12 months. The 50 mile daily round trip has also saved over 27.8 kilogrammes of CO₂^e emissions/week or 1.45 tonnes of CO₂^e per year.

If you would like to look for a car share partner either within the Council, Bucks CC or in the further afield visit www.buckscarshare.co.uk

Appendix 4

Low Carbon Travel Options - Site and Facilities Assessment – the current situation

Pedestrian access/facilities

The Gateway Offices on Gatehouse Road are well served by road, rail and pedestrian links. The site is within a 15 minute walk of the main pedestrianised area of Aylesbury Town Centre and a similar walking distance from the towns rail and bus stations.

Cycle access/facilities

The Gateway Offices are directly connected via a cycle/pedestrian route which is routed around the car park of the site. This connects to the Sustrans National Cycle Network.

The Sustrans routes aside, Aylesbury has an extensive network of ‘Gemstone’ cycle routes. It is recognised that at present not all cycle routes link up. However, many of the missing links are proposed routes on the published cycle map and work is progressing to prioritise these links so that the schemes might be delivered in coming years.

The Gateway Offices offers the following cycle parking provision:-

A selection of covered and securely locked cycle parking areas with capacity for up to 50 bikes. This is monitored by CCTV.

Showers and Lockers

The following shower facilities are available in The Gateway Offices:-

Office 5a: 2 ground floor showers (1 male, 1 female)

Office Phase 3: 4 ground floor showers (2 male, 2 female)

Motorcycle access/facilities

Motorcycle parking is available in the main car park

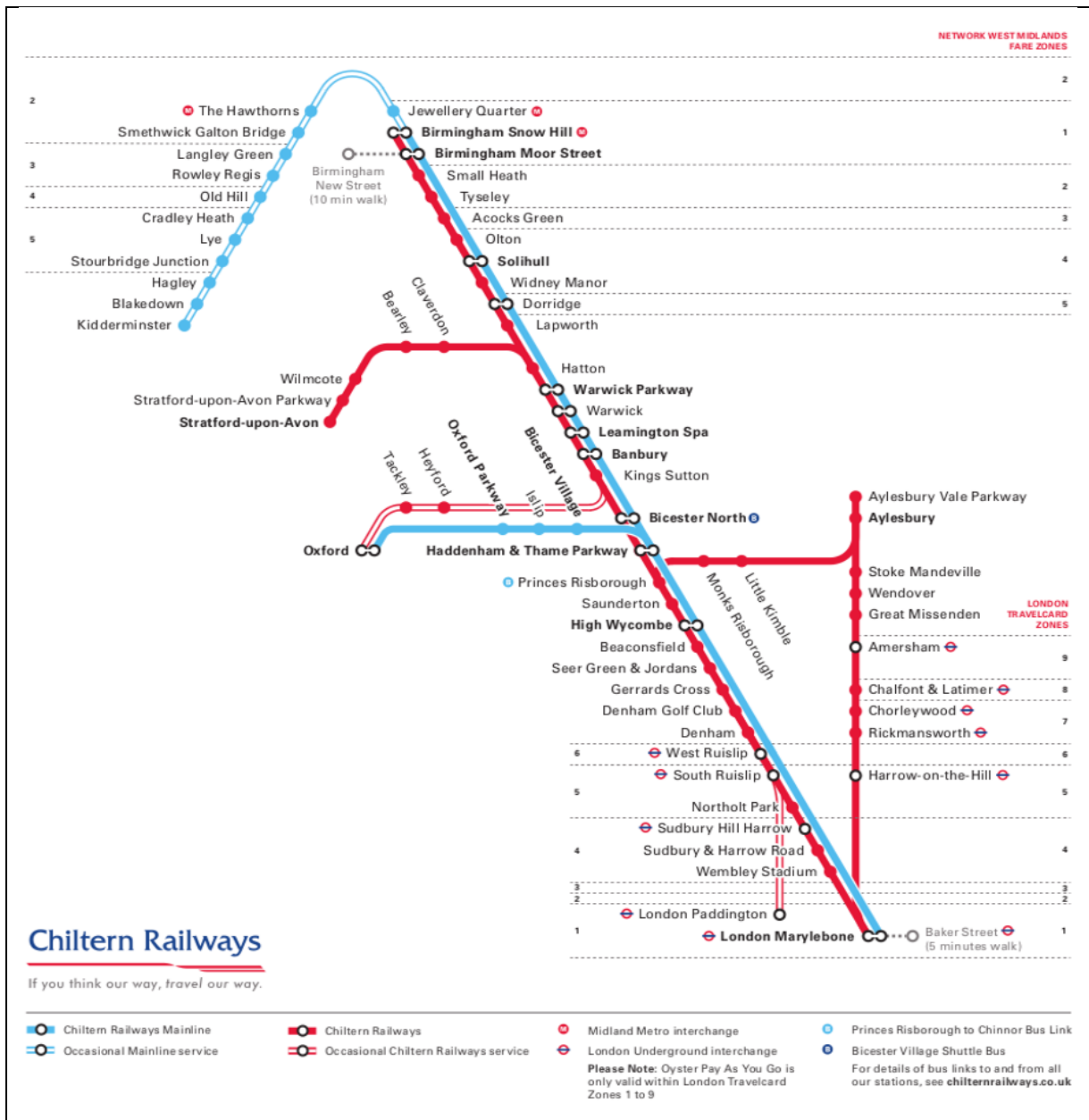
Motorbikes are also permitted to use the covered cycle parking area located outside the west facing wall.

Public Transport

Rail services

It takes approximately 15 minutes to walk from the Gateway Offices to Aylesbury rail station.

Route of services from Aylesbury railway station which are served by Chiltern Trains www.chilternrailways.co.uk are listed below:-



Route Map for Chiltern Trains Services to London and the South

Trains operate every hour:

To from London

To and from Princes Risborough

Full timetable details can be found at: <https://www.chilternrailways.co.uk/live-train-times>

Members and officers can also use alternative stations on the Chiltern Railways line (for example Bicester North, Haddenham and Thame Parkway, Princes Risborough, High Wycombe, Stoke Mandeville) to London Marylebone which will reduce their mileage to stations that are closer to home. All Chiltern train stations within Buckinghamshire qualify for the agreed 34% discount.

Bus Services

There are five bus companies operating in the Vale area. These are coordinated by Bucks County Council. Timetables for all can be found at:

<http://www.buckscc.gov.uk/services/transport-and-roads/buses-and-trains/bus-timetables/>

Where route is not known, then a journey planner is available at:

http://www.travelinesoutheast.org.uk/se/XSLT_TRIP_REQUEST2?language=en&timeOffset=15

The Bus companies that operate these routes are:

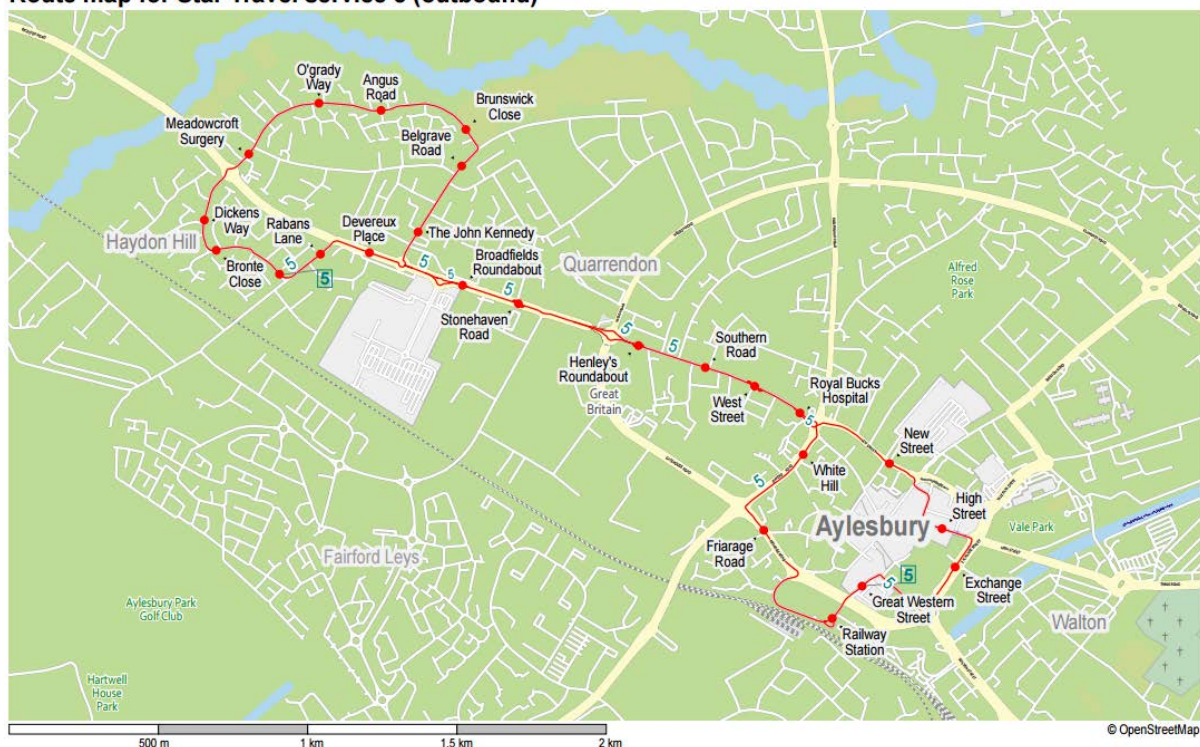
1. <https://www.arrivabus.co.uk/beds-and-bucks/places1/aylesbury/>
2. <http://www.zands.co.uk/bus-routes/>
3. <http://startravelbuses.co.uk/>
4. <http://redlinebuses.com/>
5. <https://www.redrosetravel.com/>

All five of these companies accept the Councils ID and Travel Choice card as proof to permit the agreed 50% travel discount on buses that start or finish in Buckinghamshire.

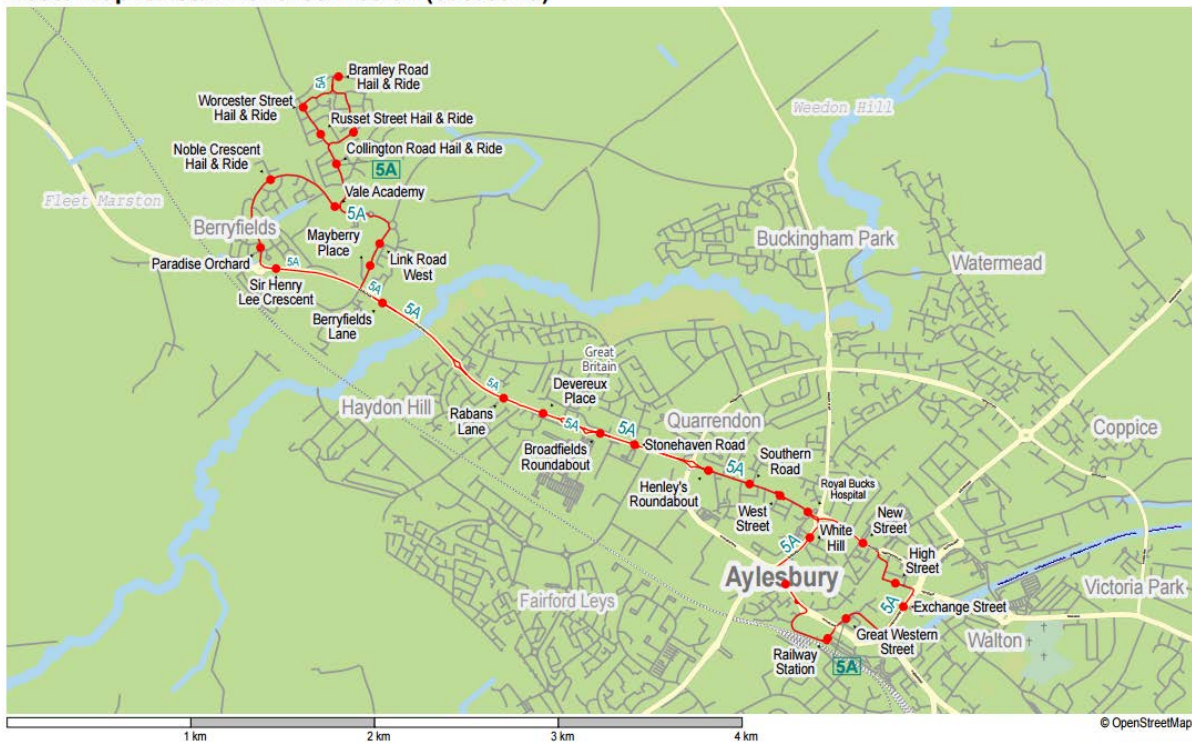
The Gateway offices are around 15 minutes' walk from Aylesbury's bus station.

The site itself is adequately served by the Henley's roundabout bus stops either side of Bicester Road. These provide frequent links to and from the town via the Aylesbury Vale Parkway Rail station park and ride - bus number 16. Most bus stops in town now benefit from Adshel shelters with 'real time' information as part of the Automated Traffic Management System.

Star Travel operate Bus 5 at Henley's Roundabout
Route map for Star Travel service 5 (outbound)

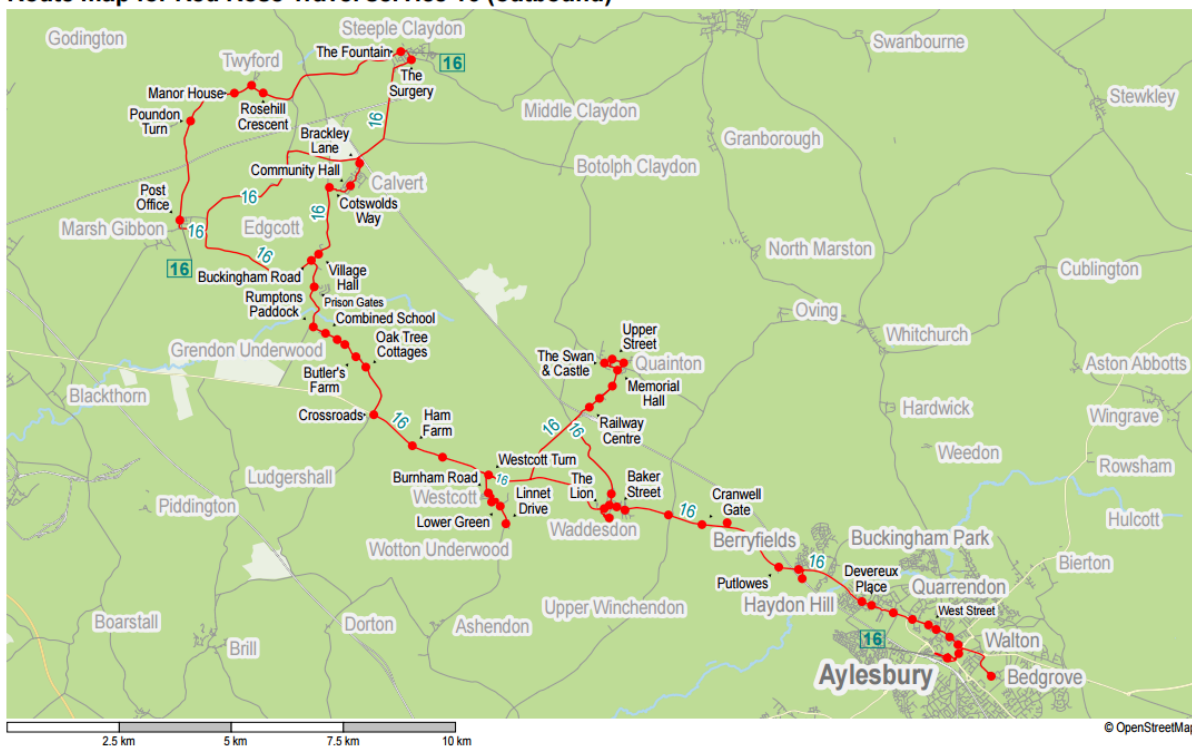


Star Travel operate Bus 5A at Henley's Roundabout
Route map for Star Travel service 5A (outbound)



Number 5 and 5A Bus times can be found at:
http://www.travelinesoutheast.org.uk/se/XSLT_TTB_REQUEST?language=en&itdLPxx_dateDay=20170309&dateDay=20170309&command=direct&net=set&line=01005&sup=D&project=y08&itdLPxx_direction=H&direction=H&contentFilter=TIMINGPOINTS&outputForm at=0&itdLPxx_displayHeader=false&itdLPxx_operatorCodeForTTB=STAR

Red Rose Travel Bus 16 at Henley's Roundabout
Route map for Red Rose Travel service 16 (outbound)



Number 16 bus times can be found at:

http://www.travelinesoutheast.org.uk/se/XSLT_TTB_REQUEST?language=en&itdLPxx_dateDay=20170309&dateDay=20170309&command=direct&net=set&line=01016&sup=B&project=y08&itdLPxx_direction=R&direction=R&contentFilter=TIMINGPOINTS&outputFormat=0&itdLPxx_displayHeader=false&itdLPxx_operatorCodeForTTB=RRTR

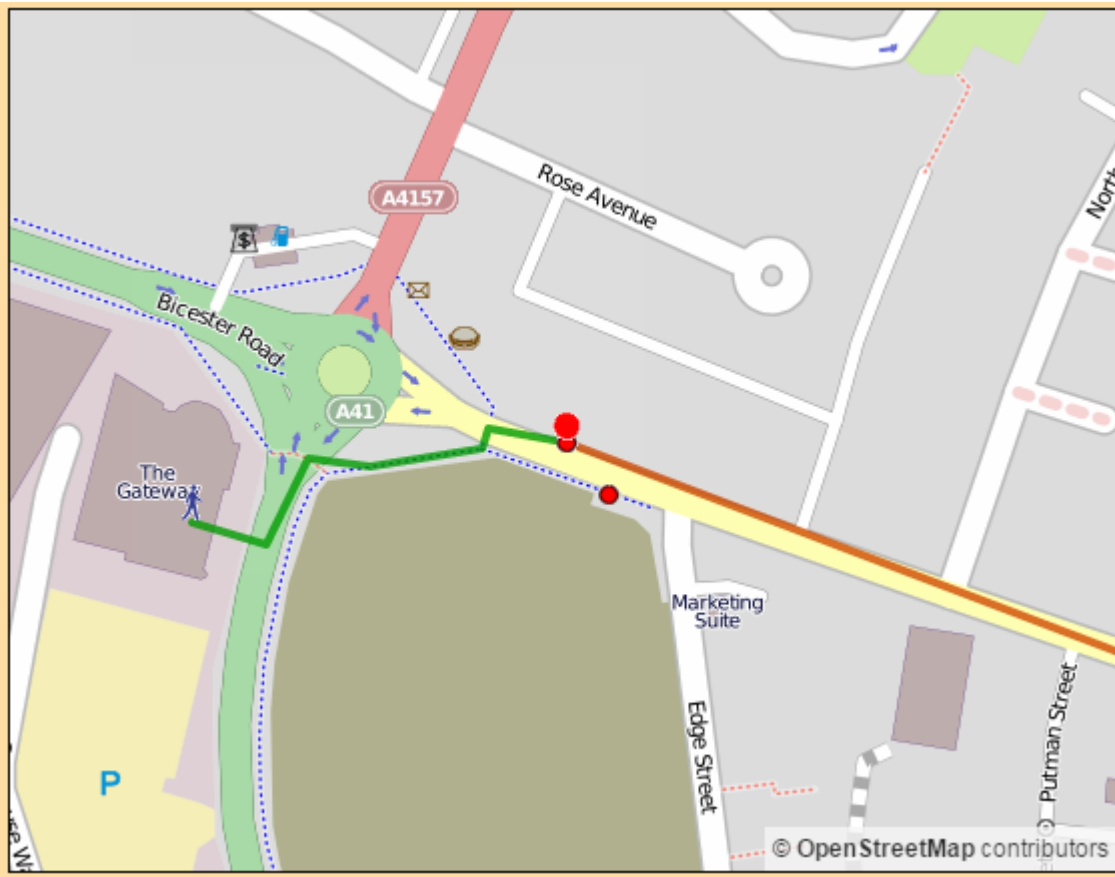
Redline Bus 4 at Henley's Roundabout
Route map for Redline service 4 (outbound)



Bus times can be found at:

http://www.travelinesoutheast.org.uk/se/XSLT_TTB_REQUEST?language=en&itdLPxx_dateDay=20170309&dateDay=20170309&command=direct&net=set&line=01004&sup=%20&project=y08&itdLPxx_direction=H&direction=H&contentFilter=TIMINGPOINTS&outputFormat=0&itdLPxx_displayHeader=false&itdLPxx_operatorCodeForTTB=RLNE

The Henley's Roundabout Bus stop is shown below:



Pool Hire Cars

The Council has instigated pool and daily hire cars using an electronic booking system for business journeys. By removing the need to pay allowances, the Council is able to operate a safe new fleet with near complete control. This avoids concerns over vehicle condition and MOT and helps the Council to control its annual mileage.



Further benefits include

- Reduced mileage
- Reduced payments and costs to Council
- Removal of lump sums
- Reduced journeys
- Reduced congestion
- Reduced CO₂ and NO_x (specifically NO₂) emissions
- Oversight and control of fleet
- Reduced risk (corporate manslaughter)
- New vehicles
- Reduced mileage, damage, wear and tear on own car
- H&S – Tyre, fluid checks, clean and valet
- Removal of essential ‘policy’ 3 separate trips per week

The Council seeks to encourage sustainable travel. Have you considered the following options for your visit to the site?

Car Share: visit - www.Buckscarshare.co.uk

Bus: Bus timetables and costs can be found at:

<http://www.arrivabus.co.uk/south-east>

Train: services operate between Aylesbury Vale Parkway, Aylesbury and stations to London via Chiltern Railways. More details at:

<http://www.chilternrailways.co.uk>

Electric Vehicle: the Gateway has 4 “Chargemaster” Electric Vehicle Charging points that can be accessed for a small fee from reception. Full charge takes up to 6 hours. There are also 3 Rapid chargers operated by Charge Your Car (CYC) for which payments are made through registration at

<http://chargeyourcar.org.uk/>

Walking: The site is a 20 minute walk from Aylesbury town centre and Aylesbury Railway Station.

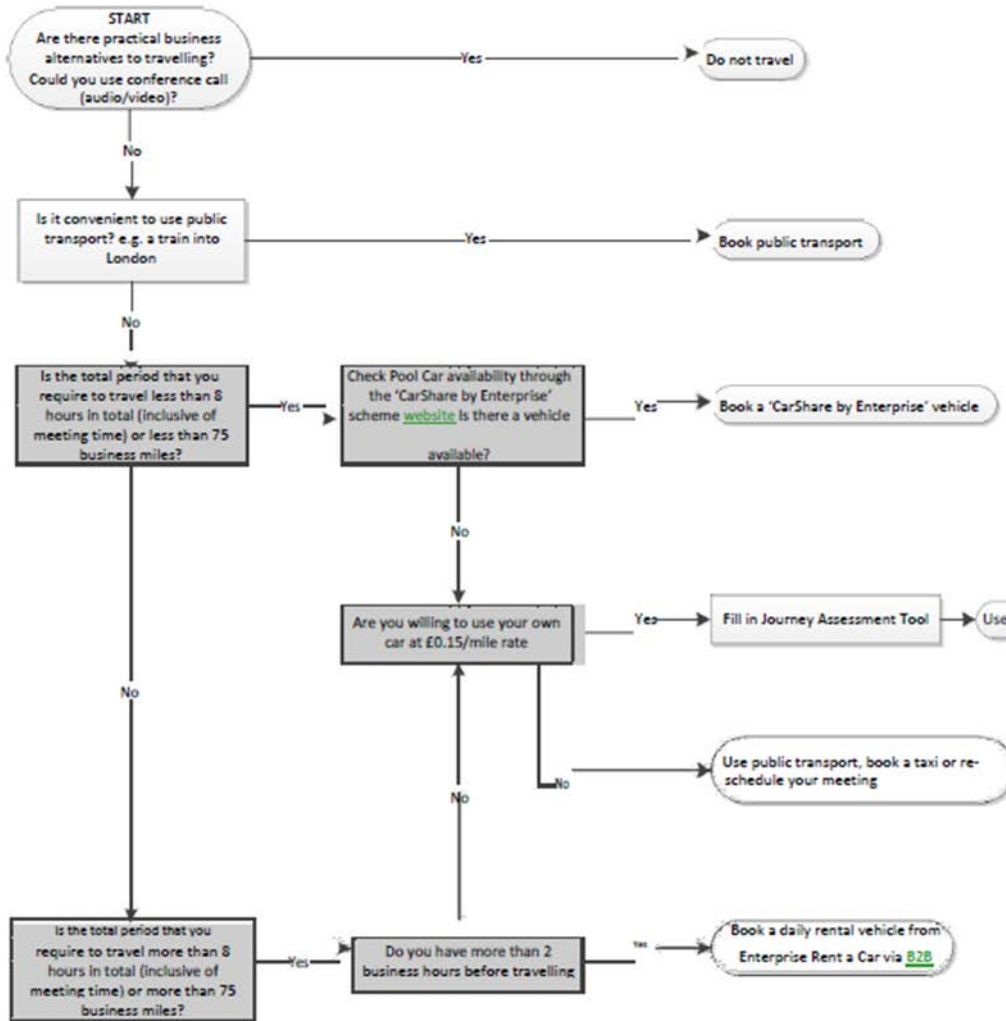
Cycling: Some 50 cycle racks are available at the Gateway offices and showers, lockers and drying areas are also available. For details of routes to site visit: www.sustrans.org.uk

Park and Ride: Parking at Aylesbury Vale Parkway station on the A41 Bicester Road costs £3.50 for the day and bus route 16 operates this route in to/out of Aylesbury via Gateway every hour.

Alternatively, do you **need to visit the site**? Web services are available now in many areas. For more details visit: www.aylesburyvaledc.gov.uk or call 01296 585858.

AVDC TRAVEL DECISION TREE

AVDC is committed to adopting more sustainable and cost effective travel behaviours. Employees should only travel if there is no practical business alternative. When travel is necessary, employees should assess their different journey options from below.



Appendix 5

Activities

Car Parking

The Gateway Offices are served by the on-site car park. Priority parking is given to conference and events delegates on days of events and staff are asked to vacate the front bays (closest to the doors). With expectation of a multi storey car park between Perry's and the new apartments in the overflow car park, a revised car parking policy is under consideration. The Council's park strategy is currently (at time of publication) under holistic review.

Car Sharing

Dedicated car sharing bays are available in the Gateway car park to car sharers arriving before 09:30. These bays are adjacent to visitor bays.

Business Travel Options

With the introduction of video, web and audio conferencing at Gateway, these options are encouraged as a first consideration before attendance at meetings and conferences that require excessive time in relation to the meeting itself and officer travel time to and from the event.

A flowchart setting out preferred route to communication is set out below:

Staff that are defined as essential users, were entitled to either a lump sum payment and mileage rate as set out below. Casual users are paid a slightly greater mileage payment with no lump sum payment. There are a small number of staff that are non-essential but have a contractual obligation to have a car available for work. Finally there are a smaller and decreasing number of lease allow staff that receive a lump sum and a limited per mile payment.

Low Emissions (Electric Vehicle) vehicle charging

The Council successfully negotiated funding from the Government via SEEDA for the installation of two dual headed electric vehicle charging posts – sufficient to charge 4 vehicles at any one time. The charge posts themselves allow a full charge to be achieved in around 6 hours and cabling has been installed to permit the Council the flexibility to enhance these chargers to rapid 2-3 hour charge in future should the need arise and as technology improves. The “Chargemaster” posts are also modular in design meaning that as technology advances with options such as cashless payments, the post heads can be removed and systems updated.

Interest Free Loans for Staff using Public Transport

The Council is considering a loan scheme for staff that travel to work by public transport, to enable them to purchase season tickets. Should the proposal reach approval, application forms for these loans would be available from People and Payroll.

Home Working Policy

To enable the Council to maximise employee effectiveness and productivity but at the same time provide more flexibility to working lives, the Council is committed to supporting Home working. The policy includes for Hot Desking - where the employee wishes to work at home on an ad hoc basis, which is to the benefit of the employee allowing flexibility and meets the business needs whilst also minimising the need for on-site accommodation and a 'one desk each' provision.

Visitors

The Council is keen to encourage its residents to contact the Council by whatever method they are most comfortable with. The Customer Services Centre is to remain at High Street, certainly for the duration of this plan. However, with a move to the Gateway and with technological advances, there are now more methods than ever available for the public to interact with the Council without the need to drive in to achieve face to face contact. These include telephone, virtual conferencing, internet access, social media and in terms of available services include planning applications on line, ability to set up internet payments and information on waste collection services etc.

Appendix 6

FAQ's

Haven't we done this before?

The Council first developed a Travel Plan in 2001 which was not progressed to Cabinet. The first Council Travel Plan was adopted by Cabinet in August 2009 and has delivered a number of benefits for employees including showers and lockers, improvements to cycle parking, a greater take up of car sharing and a well-used bus subsidy pilot.

Will I lose my car parking permit?

There are no plans to remove parking entitlements at present.

I like driving and don't want to change...

Whilst there will always be cases where car driving is the only viable option, with requirements to free up space at the Gateway for periodic conference events it is appropriate to consider alternatives. From the survey it can be seen that there are many people who want to change the way they travel, even if it's only one day a week during the summer.

One purpose of the Travel Plan will be to make it easier, safer and more enjoyable for these people to travel to work.

How can I find someone to car share with?

As many other organisations in Buckinghamshire have already done, we are Full members of www.buckscarshare.co.uk which enables users to register their route and range of start and finish times and see who is available to offer a space to you or accept a space with you. This resource is extremely user friendly and plots your preferred route to and from work showing users both near where you live and on route to and from work that you might be able to come to an arrangement with. Contacting any of these people is then at your discretion and a template e-mail is drafted for you which you can alter if you so choose.

The measures in the Action Plan don't go far enough

It is important to be realistic in terms of what the Travel Plan can achieve and by when. The Travel Plan needs to have the support of Members, employee's and the union. It is important to re-launch the Travel Plan with a series of low cost/quick win measures which will generate a sense of momentum and support.

It says in my contract that I need to bring my car in everyday...

Those entitled to essential user allowance only need to bring their vehicle to work if they need to use it for business travel on that day. However, if they are not using their car at least 3 times per day for legitimate business use, then their essential user allowance would be assessed anyway.

Appendix 7

Recent positive national press includes:

- <https://tinyurl.com/PublicSectorFocusMarApril2017>
- <http://www.fleetnews.co.uk/fleet-management/rental/nine-things-you-need-to-know-about-corporate-car-sharing>
- <http://www.fleetnews.co.uk/fleet-management/grey-fleet/mobility-mobilising-the-occasional-use-business-driver>
- <http://www.fleetnews.co.uk/news/car-industry-news/2016/05/09/enterprise-helps-district-council-save-90-000>
- <http://www.fleetnews.co.uk/fleet-management/grey-fleet/grey-fleet-nothing-was-off-the-agenda>
- <https://www.carplus.org.uk/guildfords-enterprise-expansion-smnjun16/>
- <http://fleetworld.co.uk/new-car-pool-scheme-to-save-aylesbury-vale-district-council-163100k-a-year/>
- <https://goodpracticeexchange.wordpress.com/tag/aylesbury-vale-district-council/>
- <http://evfleetworld.co.uk/nissan-leafs-to-help-aylesbury-vale-district-council-achieve-major-fleet-savings/>
- <http://www.businesscar.co.uk/news/2015/aylesbury-vale-district-council-saving-100k-a-year-by-using-car-sharing>

and Locally:

- <http://www.buckinghamtoday.co.uk/news/council-introduces-pool-cars-to-stop-staff-claiming-expenses-1-6491469>
- <http://www.buckinghamtoday.co.uk/news/new-travel-policy-which-includes-15p-mileage-rate-pays-off-for-district-council-1-7372508>

<http://www.northants-chamber.co.uk/news/article/electric-vehicles-and-car-sharing-to-save-a-council-100000-a-year>

Appendix 8

Survey Focus

The findings of the travel survey have provided the basis for identifying a focus for Travel Plan measures.

Single person car drivers have been identified as a target for directing change as currently 73% of respondents use a car of which 70% drive in on their own as their main mode to travel to work. (See Graph 2) (This figure was 68% in 2008 survey).

The biggest target market for encouraging more walking are employees who live less than 2 miles from the Gateway Offices – this amounts to 16% of staff. (See Graph 1) (This figure was 22% in 2008 survey)

The biggest target for encouraging cycling are employees who live within 5 miles of the Gateway Offices – representing almost 29% of staff. (See Graph 1) (Represents the same figure as 2008 survey)

Public Transport Improvements

The Council does not have any direct responsibility for the operational effectiveness of public transport in the District. Therefore, improvements to services such as the bus network will be achieved through lobbying rather than direct intervention.

Details of public transport options are set out below:

Public Transport Options to Bus/Train station	Train	Bus	Walk	Cycle	Taxi
Aylesbury Station	1 mile. 10 minutes bus ride to Bus station on route 2 or 16 and 5 minute walk	Route number 2 runs every 15 minutes throughout the day	15 minute walk	Aylesbury Station is a 5 minute cycle ride	5 minute taxi ride
Aylesbury Vale Parkway	2 miles. 10 minutes bus ride on route 16	Route number 16 runs every hour throughout the day	20 minute walk	Aylesbury Parkway Station is a 10 minute cycle ride	8 minute taxi ride
Aylesbury Bus station	1 mile. 10 minutes bus ride to Bus station on route 2 or 16	Route 2 runs every 15 and 16 every hour throughout the day	20 minute walk	Aylesbury Bus Station is a 5 minute cycle ride	5 minute taxi ride

Infrastructure improvements for cyclists and walkers

Similarly, the District Council is not the Highway Authority, a role which is performed by Buck County Council.

Improvements to the cycle and pedestrian network will be sought in partnership with the Highway Authority.

Summary Council Travel Survey (2011)

The most important aspect of the Council Travel Plan is to take into account the views of those it is expected to impact upon. To assist with this, a Council Travel Survey was conducted using Survey Monkey on 'Connect' in 2015 and 2017. The Surveys generated some 282 responses representing a 60% response rate. In market research terms, this is a 'very high' response and illustrates the strength of feeling towards accessing the place of work.

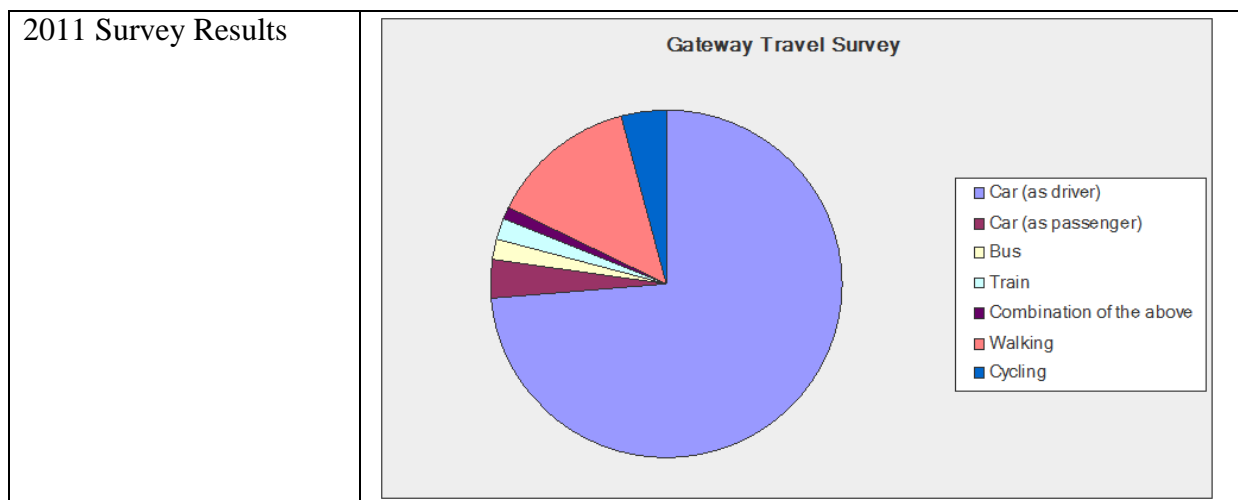
Key Headlines from the 2011 survey

228 out of 282 work five days a week

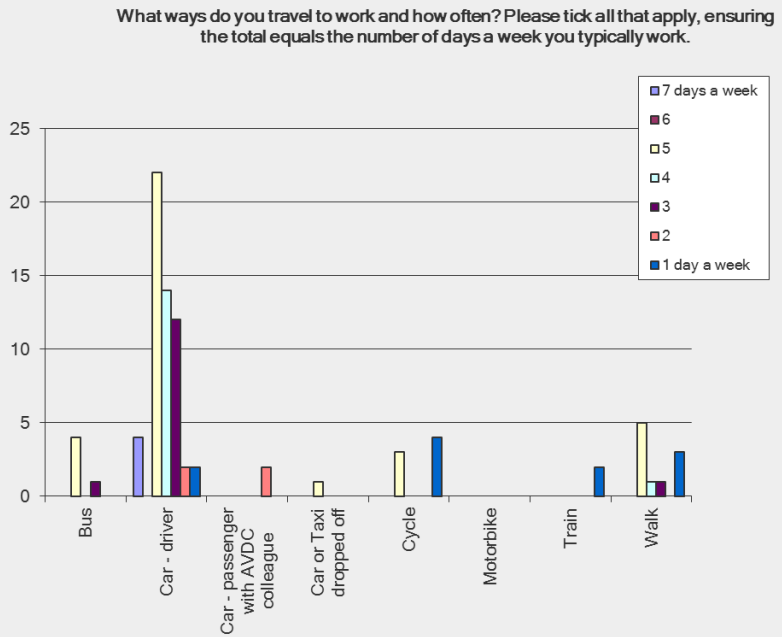
121 officers live less than 5 miles from the Gateway

No surveys were conducted in 2013 as such comparison is between June 2011 2015 and Mar 2017

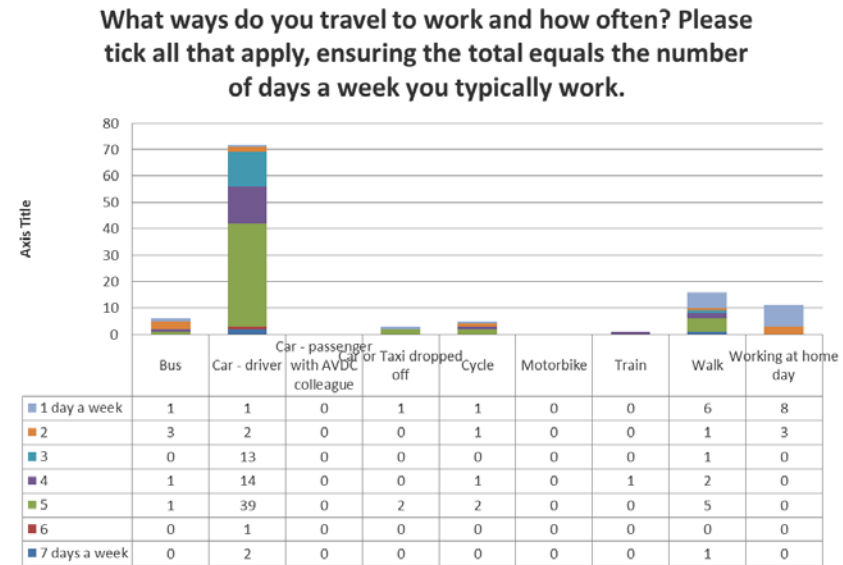
Question 1 asks how officers generally travel to work



2015 Survey Results



2017 Survey Results



2011: 112 (40%) would consider car sharing with colleagues. This against 44% (55 of 126 respondents) that said they would in 2008 survey.

155 think car sharing would not be feasible due to lack of flexibility and 130 due to hours of work.

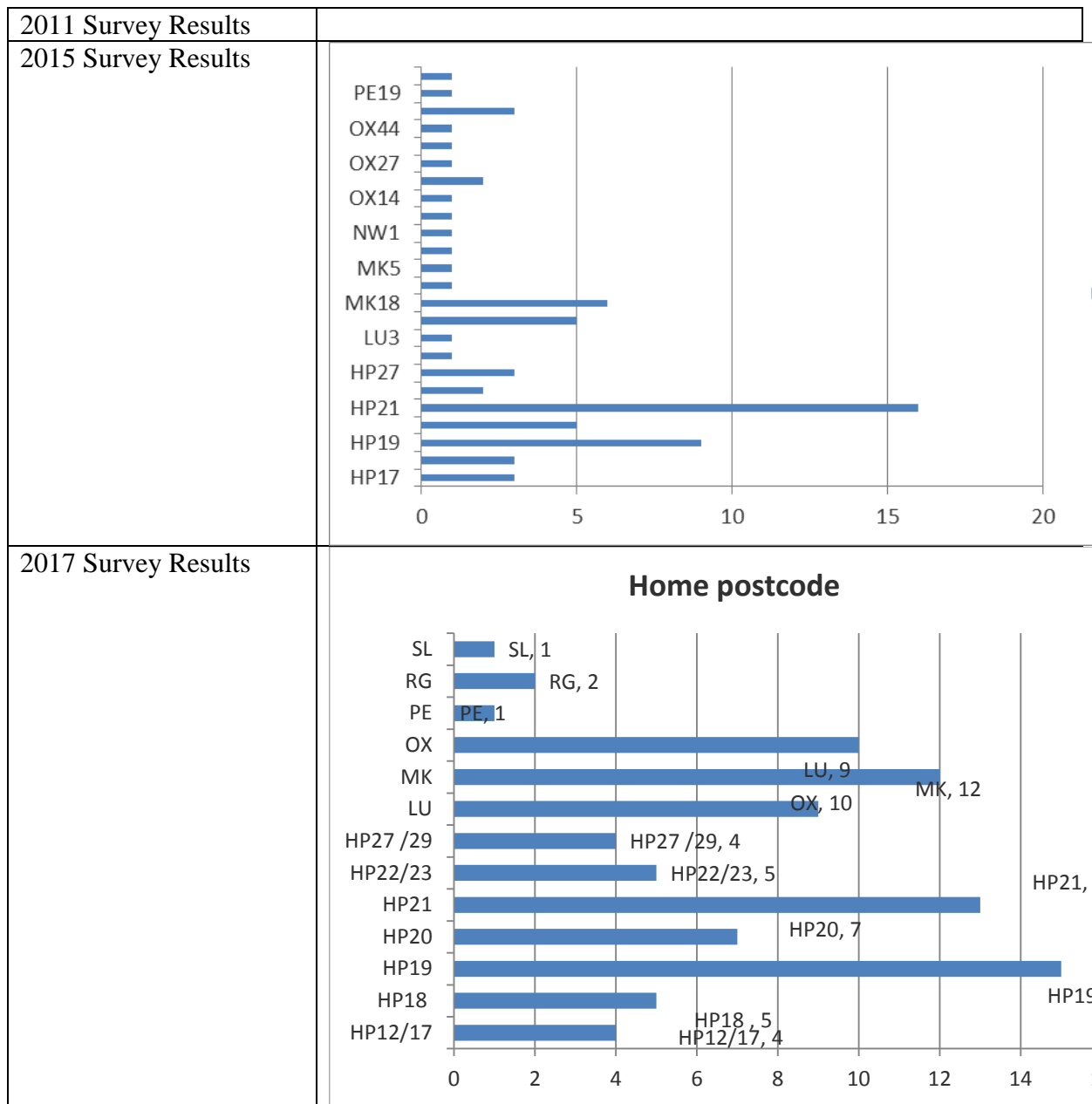
That said, there is evidence from the survey that officers tend to arrive and depart at similar times. As can be seen below, the vast majority of staff arrive between 8:00 and 8:30 (26%) and between 8:30 and 9:00 (41%).

2015: Dominant transport use was car driver (alone) 56 or 69 respondents

2017: 74% of staff don't or never car share. Of the 89 responses, over 70% of staff now drive their own car to work. The next highest band is walking at 15%.

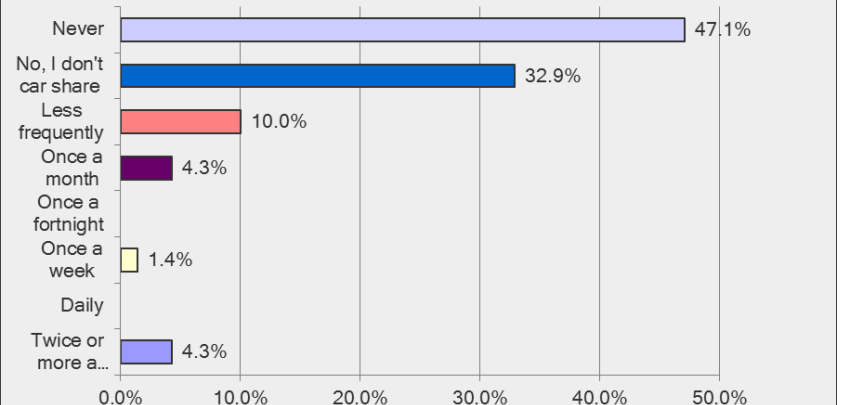
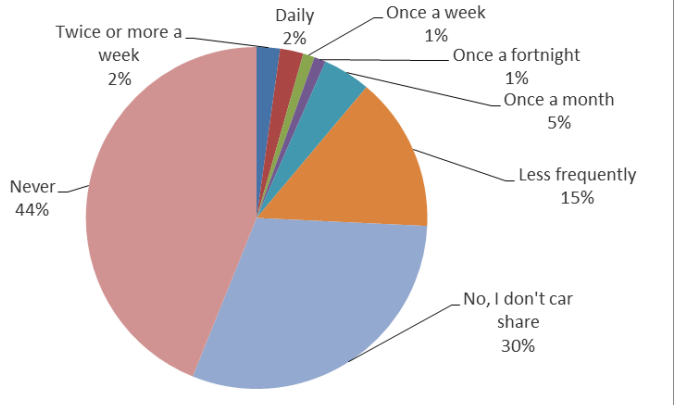
Question 2 and 3 relate to vehicles registration details

Question 4 relates to home postcodes.



2015: of the 70 respondents to this question, the majority 16 live in HP21 with 9 living in HP19. 2017 HP19 is now the dominant postcode (15%). Followed closely by HP21 (13%).

Question 5: Car Sharing

2011 Survey Results																			
2015 Survey Results	<p style="text-align: center;">Do you ever car share? If yes, please give an indication how frequently .</p>  <table border="1"> <thead> <tr> <th>Frequency</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Never</td> <td>47.1%</td> </tr> <tr> <td>No, I don't car share</td> <td>32.9%</td> </tr> <tr> <td>Less frequently</td> <td>10.0%</td> </tr> <tr> <td>Once a month</td> <td>4.3%</td> </tr> <tr> <td>Once a fortnight</td> <td>1.4%</td> </tr> <tr> <td>Daily</td> <td>4.3%</td> </tr> <tr> <td>Twice or more a week</td> <td>4.3%</td> </tr> </tbody> </table>	Frequency	Percentage	Never	47.1%	No, I don't car share	32.9%	Less frequently	10.0%	Once a month	4.3%	Once a fortnight	1.4%	Daily	4.3%	Twice or more a week	4.3%		
Frequency	Percentage																		
Never	47.1%																		
No, I don't car share	32.9%																		
Less frequently	10.0%																		
Once a month	4.3%																		
Once a fortnight	1.4%																		
Daily	4.3%																		
Twice or more a week	4.3%																		
2017 Survey Results	<p style="text-align: center;">Do you ever car share? If yes, please give an indication how frequently .</p>  <table border="1"> <thead> <tr> <th>Frequency</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Never</td> <td>44%</td> </tr> <tr> <td>No, I don't car share</td> <td>30%</td> </tr> <tr> <td>Less frequently</td> <td>15%</td> </tr> <tr> <td>Once a month</td> <td>5%</td> </tr> <tr> <td>Twice or more a week</td> <td>2%</td> </tr> <tr> <td>Daily</td> <td>2%</td> </tr> <tr> <td>Once a fortnight</td> <td>1%</td> </tr> <tr> <td>Once a week</td> <td>1%</td> </tr> </tbody> </table>	Frequency	Percentage	Never	44%	No, I don't car share	30%	Less frequently	15%	Once a month	5%	Twice or more a week	2%	Daily	2%	Once a fortnight	1%	Once a week	1%
Frequency	Percentage																		
Never	44%																		
No, I don't car share	30%																		
Less frequently	15%																		
Once a month	5%																		
Twice or more a week	2%																		
Daily	2%																		
Once a fortnight	1%																		
Once a week	1%																		

2015: When asked 'do you ever car share'. The highest responses were 'never 33/70) and No (23/70). This equates to 80%. The next highest response was less than monthly at (7/10) 10%. 4.3% (3/17) car share twice or more a week and 4.3% (3/70) once a month.

Q6: When asked how they work:

<p>2011 Survey Results</p> <p>2015 Survey Results</p>	<p style="text-align: center;">Do you work.....</p> <table border="1"> <caption>2015 Survey Results</caption> <thead> <tr> <th>Work Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Full-time</td> <td>77%</td> </tr> <tr> <td>Part-time</td> <td>23%</td> </tr> <tr> <td>Casual / temp staff</td> <td>0%</td> </tr> </tbody> </table>	Work Type	Percentage	Full-time	77%	Part-time	23%	Casual / temp staff	0%
Work Type	Percentage								
Full-time	77%								
Part-time	23%								
Casual / temp staff	0%								
<p>2017 Survey Results</p>	<p style="text-align: center;">Do you work.....</p> <table border="1"> <caption>2017 Survey Results</caption> <thead> <tr> <th>Work Type</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Full-time</td> <td>81%</td> </tr> <tr> <td>Part-time</td> <td>18%</td> </tr> <tr> <td>Casual / temp staff</td> <td>1%</td> </tr> </tbody> </table>	Work Type	Percentage	Full-time	81%	Part-time	18%	Casual / temp staff	1%
Work Type	Percentage								
Full-time	81%								
Part-time	18%								
Casual / temp staff	1%								

2015: Responses show 77.1% (54/70) Full Time with 22.9% (16/70) Part Time. 2017, of 89 responses, an increased number (81%) now work full time compared with 2015.

Q7: How many days do you travel to the office on an average week?

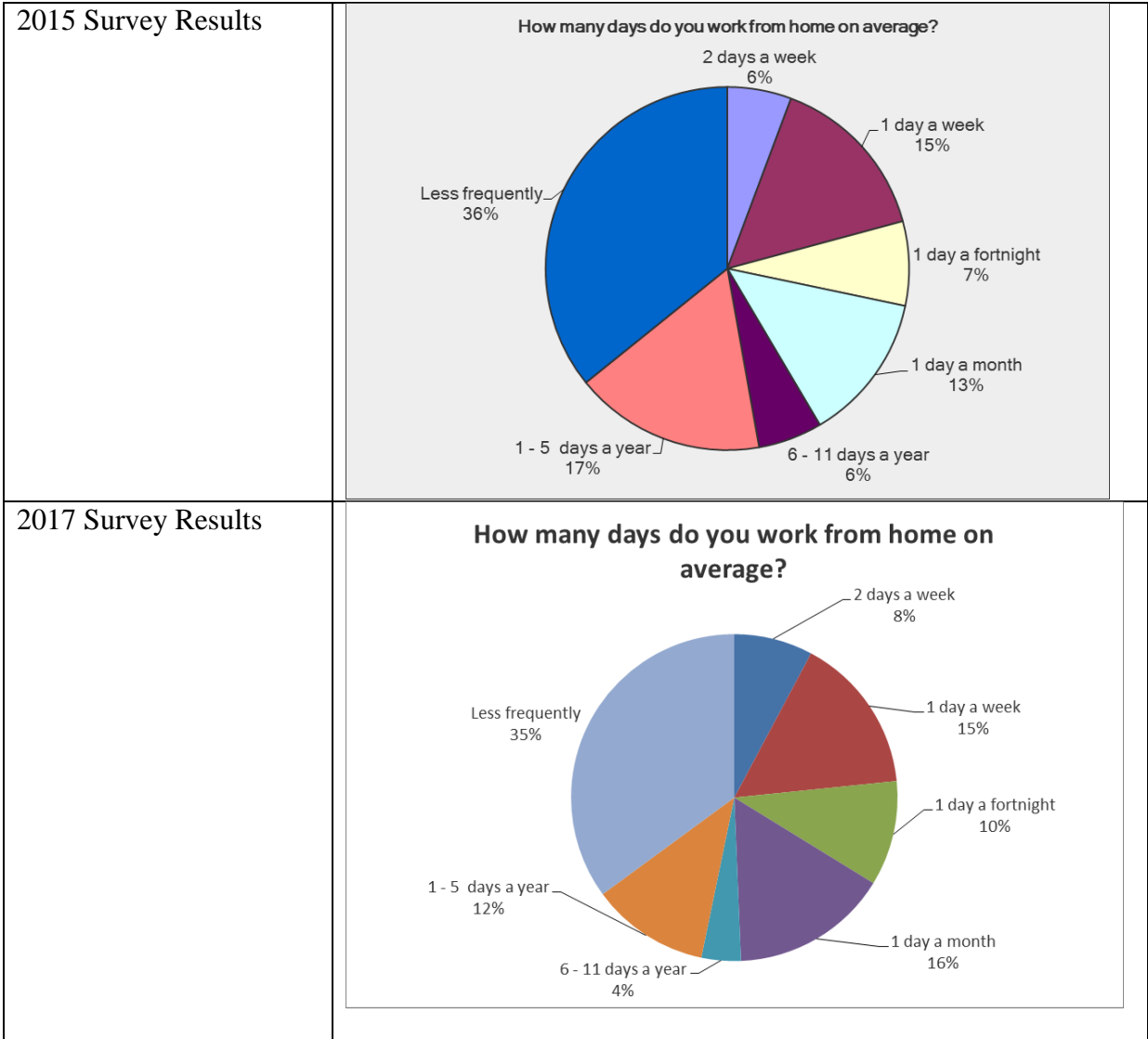
<p>2008 Survey Results</p>	<p style="text-align: center;">Days travelling to Aylesbury</p> <table border="1"> <caption>2008 Survey Results</caption> <thead> <tr> <th>No. of Days</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>No Answer</td> <td>3.17%</td> </tr> <tr> <td>1 Days</td> <td>.79%</td> </tr> <tr> <td>2 Days</td> <td>.79%</td> </tr> <tr> <td>3 Days</td> <td>9.52%</td> </tr> <tr> <td>4 Days</td> <td>10.32%</td> </tr> <tr> <td>5 Days</td> <td>75.4%</td> </tr> <tr> <td>6 Days</td> <td>.%</td> </tr> <tr> <td>7 Days</td> <td>.%</td> </tr> </tbody> </table>	No. of Days	Percentage	No Answer	3.17%	1 Days	.79%	2 Days	.79%	3 Days	9.52%	4 Days	10.32%	5 Days	75.4%	6 Days	.%	7 Days	.%
No. of Days	Percentage																		
No Answer	3.17%																		
1 Days	.79%																		
2 Days	.79%																		
3 Days	9.52%																		
4 Days	10.32%																		
5 Days	75.4%																		
6 Days	.%																		
7 Days	.%																		

<p>2015 Survey Results</p>	<p>If you work part-time, how many days do you travel to your workplace on an average week?</p> <table border="1"> <thead> <tr> <th>Days</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>1</td><td>0%</td></tr> <tr><td>2</td><td>7%</td></tr> <tr><td>3</td><td>0%</td></tr> <tr><td>4</td><td>31%</td></tr> <tr><td>5</td><td>3%</td></tr> <tr><td>6</td><td>56%</td></tr> <tr><td>7</td><td>0%</td></tr> </tbody> </table>	Days	Percentage	1	0%	2	7%	3	0%	4	31%	5	3%	6	56%	7	0%
Days	Percentage																
1	0%																
2	7%																
3	0%																
4	31%																
5	3%																
6	56%																
7	0%																
<p>2017 Survey Results</p>	<p>If you work part-time, how many days do you travel to your workplace on an average week?</p> <table border="1"> <thead> <tr> <th>Days</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>1</td><td>1,0%</td></tr> <tr><td>2</td><td>0%</td></tr> <tr><td>3</td><td>3,50%</td></tr> <tr><td>4</td><td>4,38%</td></tr> <tr><td>5</td><td>0%</td></tr> <tr><td>6</td><td>0%</td></tr> <tr><td>7</td><td>0%</td></tr> </tbody> </table>	Days	Percentage	1	1,0%	2	0%	3	3,50%	4	4,38%	5	0%	6	0%	7	0%
Days	Percentage																
1	1,0%																
2	0%																
3	3,50%																
4	4,38%																
5	0%																
6	0%																
7	0%																

2008: 75.4% of staff worked at the office 6 days per week.
 2015: Although only 16 officers answered this question, highest response was 3 days (9/16) 56.3% followed by 4 days (5/16) 31.3%. 2017: Only 16 staff answered this question but of those that did, 3 days (3.5%) and 4 days (4.38%) scored highest.

Q8: Relates to the above and asks how many days a week staff work from home.

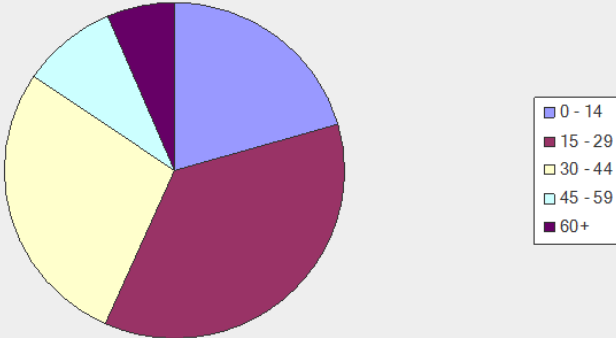
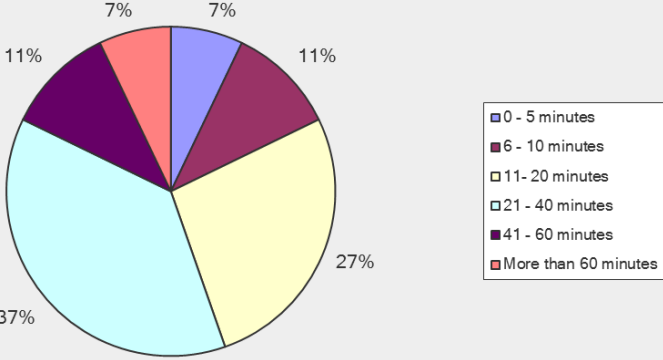
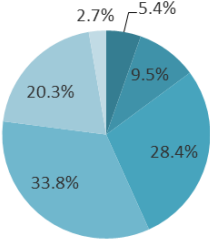
<p>2011 Survey Results</p>	<p>Gateway Travel Survey</p> <table border="1"> <thead> <tr> <th>Frequency</th> <th>Percentage</th> </tr> </thead> <tbody> <tr><td>Twice a week or more</td><td>~2%</td></tr> <tr><td>Once a week</td><td>~3%</td></tr> <tr><td>Once a fortnight</td><td>~5%</td></tr> <tr><td>Once a month</td><td>~10%</td></tr> <tr><td>Once every couple of months</td><td>~25%</td></tr> <tr><td>Never</td><td>~55%</td></tr> </tbody> </table>	Frequency	Percentage	Twice a week or more	~2%	Once a week	~3%	Once a fortnight	~5%	Once a month	~10%	Once every couple of months	~25%	Never	~55%
Frequency	Percentage														
Twice a week or more	~2%														
Once a week	~3%														
Once a fortnight	~5%														
Once a month	~10%														
Once every couple of months	~25%														
Never	~55%														



2011: The reason given by 35% of this 57% for never working from home was that their job role does not allow it. A number 23 (8%) of individuals have been told by their line manager that they cannot. This should be investigated to establish real and perceived need to ensure that service delivery will not be adversely impacted. Home working is a corporate policy that will assist with desk sharing, limited car parking and the need to reduce car travel.

2015: 53 of 7 answered this question with highest number 35.8% WfH less than 1-5 times per year. This followed at 17% by 1-5 times per year and 1 day per week at 15.1%. 2017: Working from home showed 77 responses. 47% WfH 1-5 times per year less. 1 Day per week remains almost as 2015 at 15.6%.

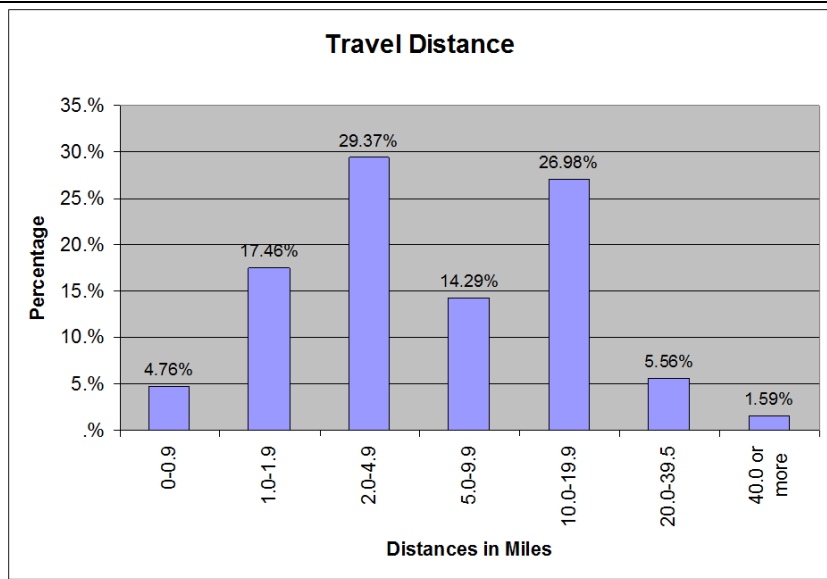
Q9: Length of time taken to travel (by motor vehicle)

<p>2011 Survey Results</p>	<p style="text-align: center;">Gateway Travel Survey</p>  <table border="1"> <caption>2011 Survey Results Data</caption> <thead> <tr> <th>Travel Time Range</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0 - 14</td> <td>17.8%</td> </tr> <tr> <td>15 - 29</td> <td>27.0%</td> </tr> <tr> <td>30 - 44</td> <td>27.0%</td> </tr> <tr> <td>45 - 59</td> <td>11.0%</td> </tr> <tr> <td>60+</td> <td>7.0%</td> </tr> </tbody> </table>	Travel Time Range	Percentage	0 - 14	17.8%	15 - 29	27.0%	30 - 44	27.0%	45 - 59	11.0%	60+	7.0%		
Travel Time Range	Percentage														
0 - 14	17.8%														
15 - 29	27.0%														
30 - 44	27.0%														
45 - 59	11.0%														
60+	7.0%														
<p>2015 Survey Results</p>	<p style="text-align: center;">Travelling at your usual start time, how long typically does the commute part of your journey take if travelling by car or motor bike?</p>  <table border="1"> <caption>2015 Survey Results Data</caption> <thead> <tr> <th>Travel Time Range</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0 - 5 minutes</td> <td>7.0%</td> </tr> <tr> <td>6 - 10 minutes</td> <td>11.0%</td> </tr> <tr> <td>11 - 20 minutes</td> <td>27.0%</td> </tr> <tr> <td>21 - 40 minutes</td> <td>37.5%</td> </tr> <tr> <td>41 - 60 minutes</td> <td>11.0%</td> </tr> <tr> <td>More than 60 minutes</td> <td>7.0%</td> </tr> </tbody> </table>	Travel Time Range	Percentage	0 - 5 minutes	7.0%	6 - 10 minutes	11.0%	11 - 20 minutes	27.0%	21 - 40 minutes	37.5%	41 - 60 minutes	11.0%	More than 60 minutes	7.0%
Travel Time Range	Percentage														
0 - 5 minutes	7.0%														
6 - 10 minutes	11.0%														
11 - 20 minutes	27.0%														
21 - 40 minutes	37.5%														
41 - 60 minutes	11.0%														
More than 60 minutes	7.0%														
<p>2017 Survey Results</p>	<p style="text-align: center;">Travelling at your usual start time, how long typically does the commute part of your journey take if travelling by car or motor bike?</p>  <table border="1"> <caption>2017 Survey Results Data</caption> <thead> <tr> <th>Travel Time Range</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>0 - 5 minutes</td> <td>2.7%</td> </tr> <tr> <td>6 - 10 minutes</td> <td>5.4%</td> </tr> <tr> <td>11 - 20 minutes</td> <td>9.5%</td> </tr> <tr> <td>21 - 40 minutes</td> <td>33.8%</td> </tr> <tr> <td>41 - 60 minutes</td> <td>28.4%</td> </tr> <tr> <td>More than 60 minutes</td> <td>20.3%</td> </tr> </tbody> </table>	Travel Time Range	Percentage	0 - 5 minutes	2.7%	6 - 10 minutes	5.4%	11 - 20 minutes	9.5%	21 - 40 minutes	33.8%	41 - 60 minutes	28.4%	More than 60 minutes	20.3%
Travel Time Range	Percentage														
0 - 5 minutes	2.7%														
6 - 10 minutes	5.4%														
11 - 20 minutes	9.5%														
21 - 40 minutes	33.8%														
41 - 60 minutes	28.4%														
More than 60 minutes	20.3%														

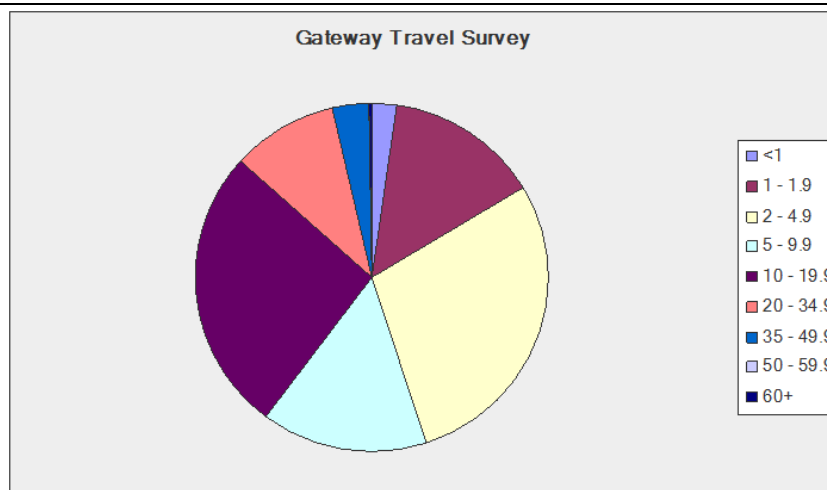
2015: The highest figure here was 21-40 minutes at 37.5% of the 56 responders. 0-10 minutes came in at 17.8%. 2017, once again, of the 89 responses, the most frequently occurring travel time for work is 21-40 minutes (33.8%) followed by 11-20 minutes (28.4%).

Q10: Miles Travelled from home to work

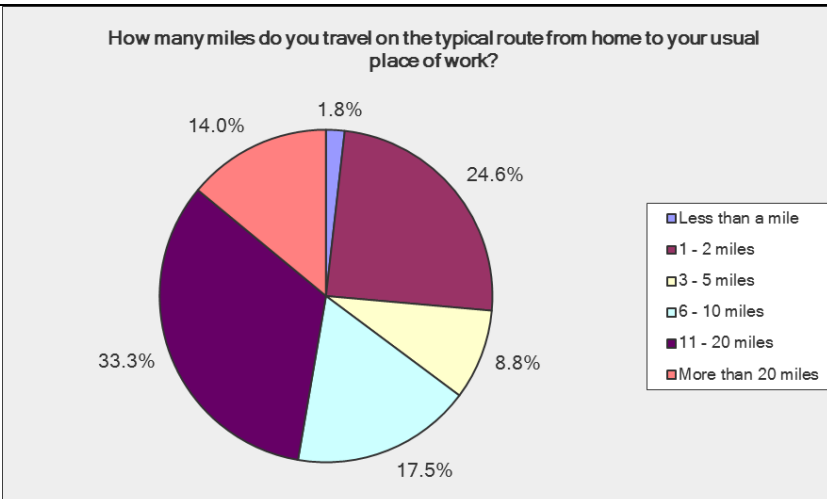
2008 Survey Results



2011 Survey Results

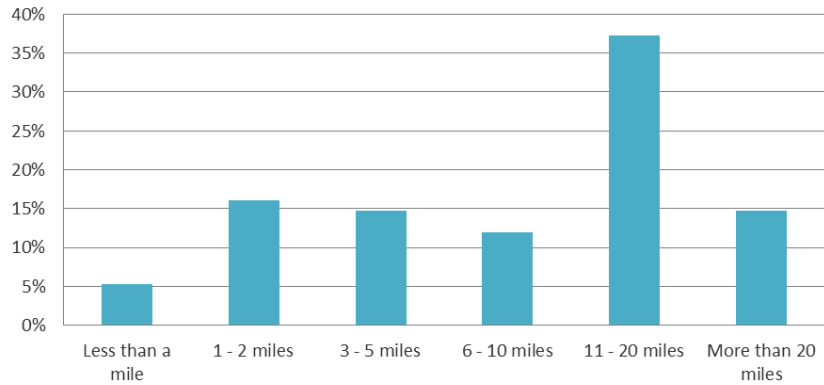


2015 Survey Results



2017 Survey Results

How many miles do you travel on the typical route from home to your usual place of work?



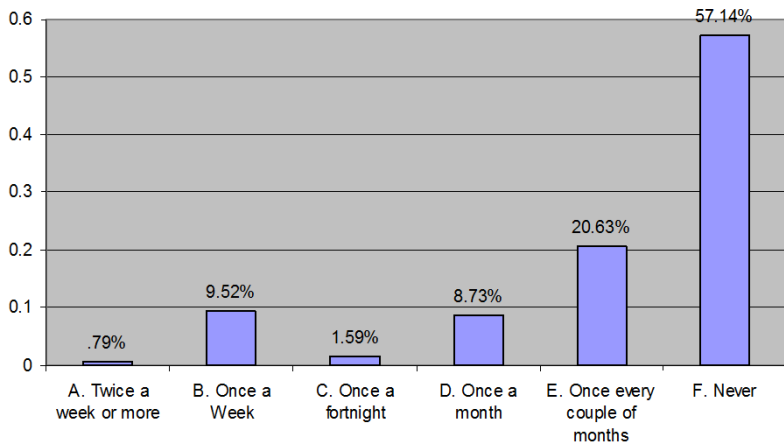
2011: 16.3% of staff responding live less than 2 miles from the Gateway with a further 28.7% living between 2 and 5 miles away.

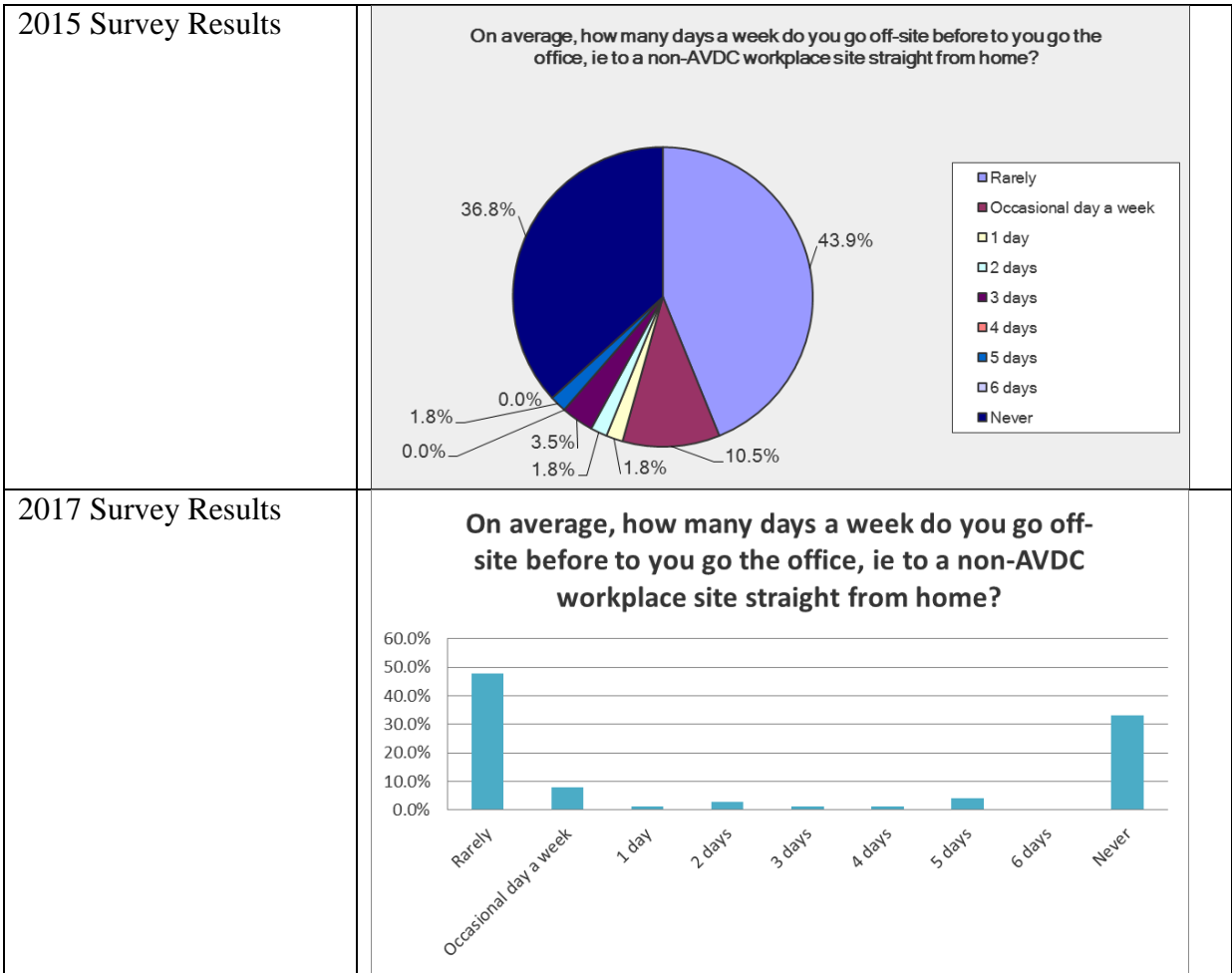
2015: Of the 57 that responded, 26.4% live within 2 miles, a further 8% live between 3 and 5 miles away with the majority (33.3%) living 11-20 miles away. 2017. If the 89 responses, 21% travel less than 2 miles to work. The majority, 37% live between 11 and 20 miles away.

Q11: How many days a week do you site visit on way/way home?

2008 Survey Results

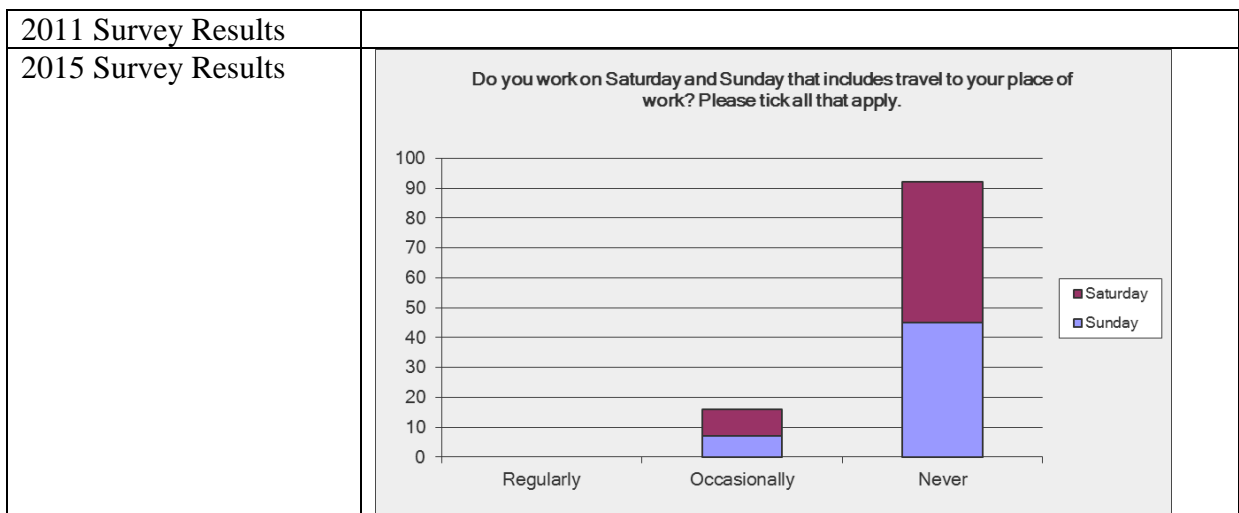
How often do you currently work from home?

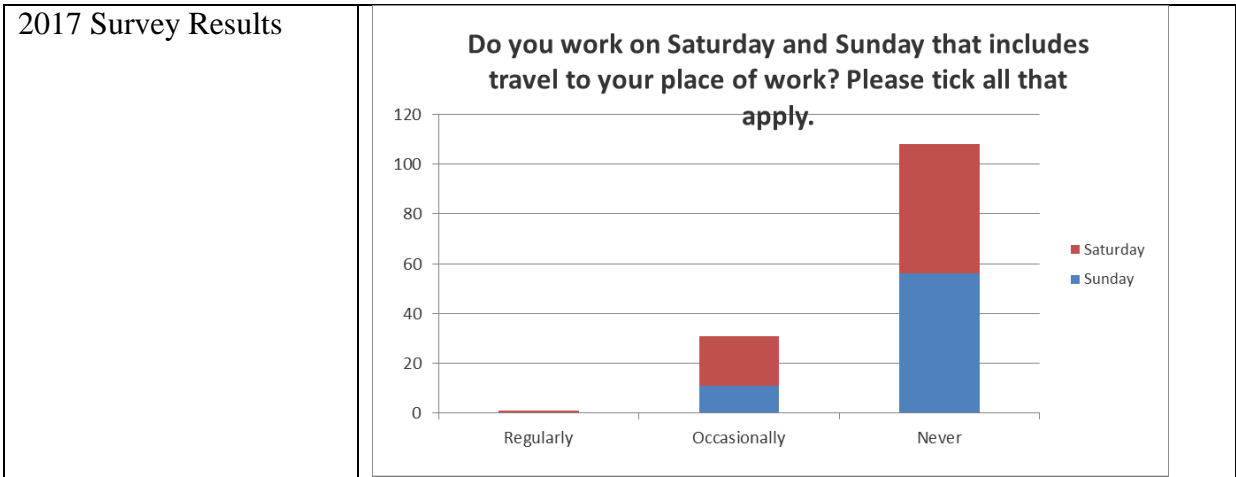




2015: Of 57 respondents, 43.9% rarely and 36.8% never do this. Only 10.5% do this on an occasional day a week. 2017: No real changes here to the way that staff travel for business during their commute since 2015. Interestingly here is no significant change since 2008 when 78% rarely or never did this. As such the change to the grey fleet in 2014 seems to have made no real difference to this.

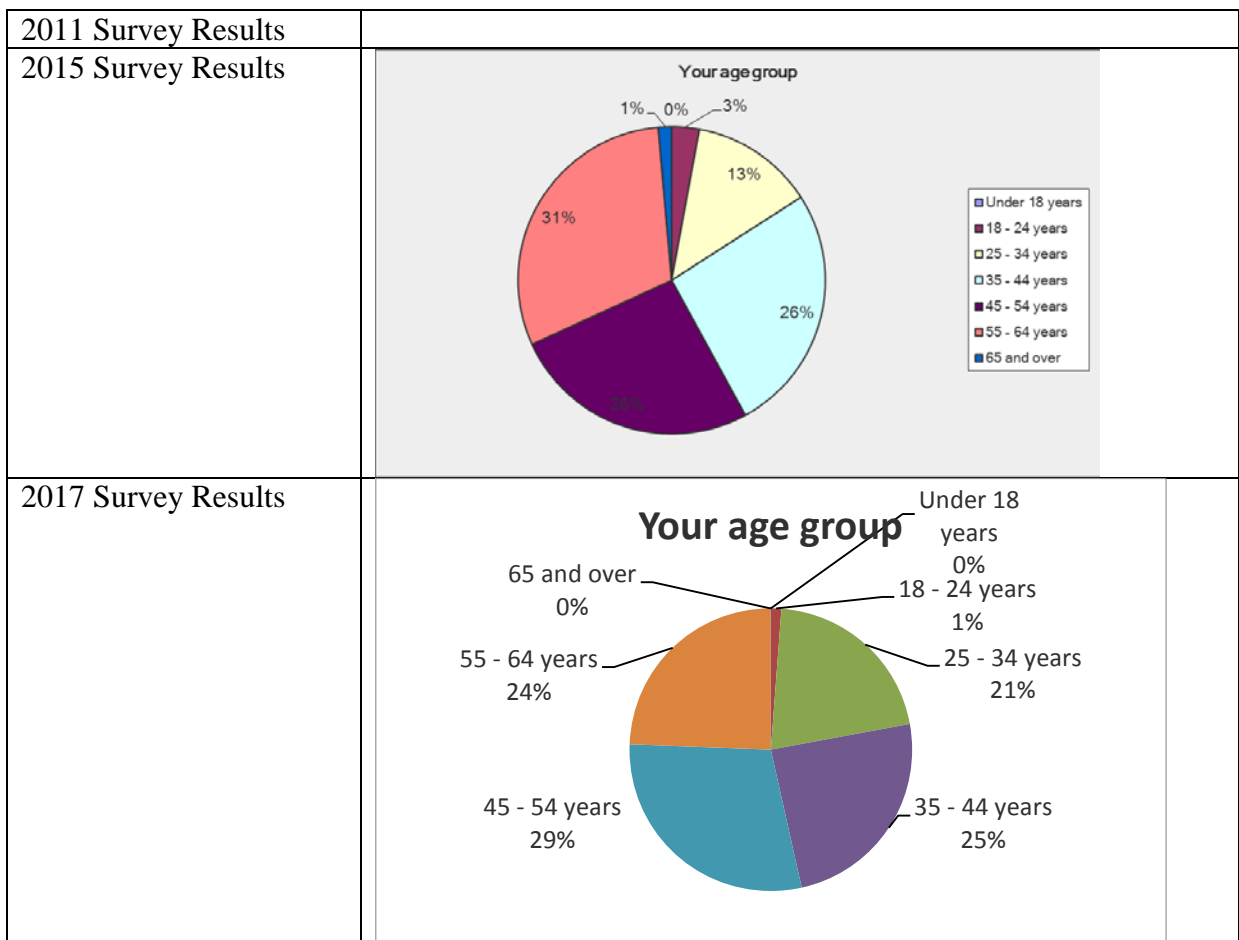
Q 12: Asks if staff work on Saturday or Sunday





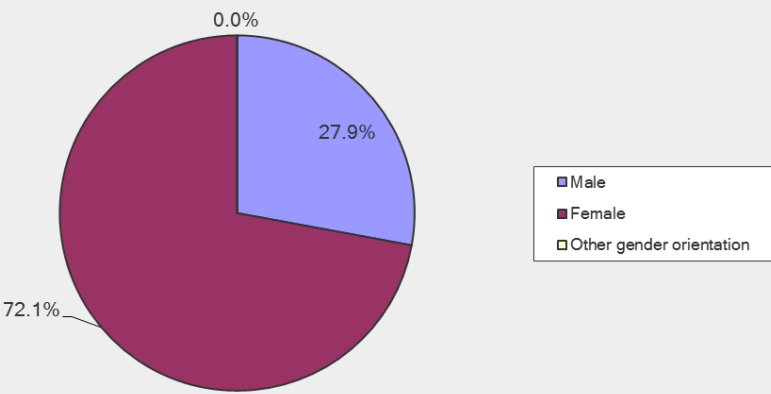
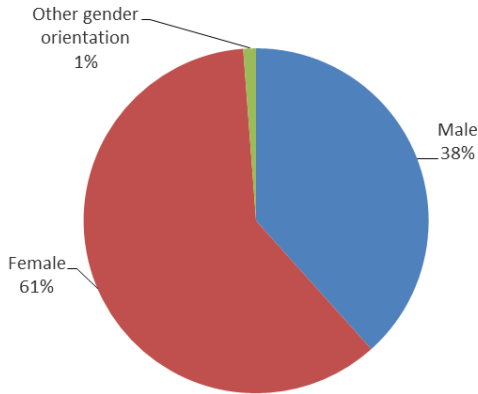
2015: of the 56 that answered the question, 9/56 worked Saturday occasionally with 7/56 occasionally on Sunday. 47/56 never worked Saturday with 45/56 never working Sunday. 2017 shows a slight increase in weekend working compared to 2015.

Q13: Relates to age group of the respondent:



Of the 69 responses, the highest was 55-64 (30.4) followed by 35-44 and 45-54 that each had 26.1%. There were no under 18 respondents. 2017: Of 89 responses, the majority (29%) fell into the 45-54 year age range.

Q 14: Gender

<p>2011 Survey Results 2015 Survey Results</p>	<p style="text-align: center;">Your gender</p>  <table border="1" data-bbox="1145 533 1388 627"> <tr> <td>Male</td> <td>27.9%</td> </tr> <tr> <td>Female</td> <td>72.1%</td> </tr> <tr> <td>Other gender orientation</td> <td>0.0%</td> </tr> </table>	Male	27.9%	Female	72.1%	Other gender orientation	0.0%
Male	27.9%						
Female	72.1%						
Other gender orientation	0.0%						
<p>2017 Survey Results</p>	<p style="text-align: center;">Your gender</p>  <table border="1" data-bbox="718 862 1197 1254"> <tr> <td>Male</td> <td>38%</td> </tr> <tr> <td>Female</td> <td>61%</td> </tr> <tr> <td>Other gender orientation</td> <td>1%</td> </tr> </table>	Male	38%	Female	61%	Other gender orientation	1%
Male	38%						
Female	61%						
Other gender orientation	1%						

2015: Of 68 responses, 72.1% were female. 2017: Of 89 responses, 38% were male and 61% female.

Q15 relates to ethnicity.

Q16: relates to disability or health problems potentially affecting travel choice

<p>2008 Survey Results</p>	<p style="text-align: center;">Disability or Health Problem</p> <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>3.17%</td> </tr> <tr> <td>No</td> <td>95.24%</td> </tr> <tr> <td>No Answer</td> <td>1.59%</td> </tr> </tbody> </table>	Response	Percentage	Yes	3.17%	No	95.24%	No Answer	1.59%
Response	Percentage								
Yes	3.17%								
No	95.24%								
No Answer	1.59%								
<p>2015 Survey Results</p>	<p style="text-align: center;">Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</p> <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Yes, limited a lot</td> <td>1.4%</td> </tr> <tr> <td>Yes, limited a little</td> <td>10.1%</td> </tr> <tr> <td>No</td> <td>88.4%</td> </tr> </tbody> </table>	Response	Percentage	Yes, limited a lot	1.4%	Yes, limited a little	10.1%	No	88.4%
Response	Percentage								
Yes, limited a lot	1.4%								
Yes, limited a little	10.1%								
No	88.4%								
<p>2017 Survey Results</p>	<p style="text-align: center;">Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</p> <table border="1"> <thead> <tr> <th>Response</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Yes, limited a lot</td> <td>3%</td> </tr> <tr> <td>Yes, limited a little</td> <td>12%</td> </tr> <tr> <td>No</td> <td>85%</td> </tr> </tbody> </table>	Response	Percentage	Yes, limited a lot	3%	Yes, limited a little	12%	No	85%
Response	Percentage								
Yes, limited a lot	3%								
Yes, limited a little	12%								
No	85%								

2015: Of 69 responses, the majority 88.4% had no issues, 10.1% had minimal and 1.4% had a lot. 2017: Of 89 responses, 85% had no issues, 12% had a little and 3% a lot.

Appendix 9

References and Further Information

Travel Plans

Travel Plans:- www.travelplans.org.uk

Department for Transport:- www.dft.org.uk

Energy Savings Trust:- www.est.org.uk

Car Sharing

Lift share:- www.liftshare.org

Bucks Car Share:- www.buckscarshare.co.uk

Cycling and walking

Sustrans and the National Cycle Network:- www.sustrans.org.uk

Cycling England:- www.cyclingengland.co.uk

Information about leisure and organised walks in your area.

<http://www.wfh.naturalengland.org.uk/>

An urban route planner website. Aylesbury has been mapped on this system.

<http://walkit.com/> -

Linked to Change4Life. This is a website which provides information about walks in the local area. <http://www.walk4life.info/> -

Health

Everyday sport:- www.everydaysport.co.uk

Physical Activity in Hampshire:- www.hants.gov.uk/sport

Public Transport

Stagecoach:- www.arrivabus.com

National Rail Enquiries:- www.nationalrail.co.uk

South West Trains:- www.chilterntrains.co.uk

Appendix 10

Survey Data from Pembroke Road

Post Code	Method of Transport	Days per week	Frequency of Car Share
HP19 0XS	Car- Passenger with AVDC Colleague	4	Daily
HP21 8HR	Car- Driver	5	Daily
HP19 7RD	Car- Driver	4	Twice or more a week
HP20 1UE	Walk	7	Never
HP1 2LH	Car- Driver	5	Never
HP21 9TT	Cycle	5	Never
HP19 9OZ	Car- Driver	5	Never
HP18 0XN	Car- Passenger with AVDC Colleague	5	Daily
HP21 8RP	Car- Passenger with AVDC Colleague	5	Never
HP19 9NN	Car/Taxi- Dropped Off	4	Never
HP19 9BU	Car- Driver	2	Once a Month
HP21 4PA	Walk	4	Never
HP19 9QQ	Walk	5	Never
MK2 2DB	Car- Driver	5	Never
HP21 9PN	Cycle	5	Never
HP20 1BX	Car- Driver	5	Daily
HP21 8JD	Walk	5	Never
HP19 7QL	Car- Passenger with AVDC Colleague	5	Daily
HP21 8FR	Car- Driver	4	Less Frequently
HP18 0LX	Car- Driver	5	Never
HP19 9JN	Car- Passenger with AVDC Colleague	5	Never
HP21 9JH	Car- Passenger with AVDC Colleague	5	Daily
HP19 7QG	Car- Driver	4	Daily
HP21 8JF	Motorbike	7	Never
HP20 1NH	Walk	5	Never
HP21 7PJ	Walk	5	Never
HP19 9AA	Bus	5	Never
HP19 9DW	Car- Driver	4	Daily
HP19 9TZ	Car/Taxi- Dropped Off	4	Never
HP21 7LW	Car- Driver	1	Never
HP21 7LW	Cycle	4	Never
HP19 8AD	Walk	4	Never
HP20 1JJ	Walk	4	Never
HP20 1XZ	Walk	4	Never
HP23 4DF	Car- Driver	5	Never
HP21 7RY	Walk	4	Never
LU7 9AL	Car- Driver	5	Never
HP23 5HQ	Car- Driver	5	Never
HP21 8DN	Car- Driver	5	Less Frequently
HP20 2EA	Walk	5	Never
MK18 4EB	Car- Driver	6	Never
HP18 0NA	Car- Driver	5	Daily
HA5 3HY	Car- Driver	5	Never
HP18 0ZU	Car- Driver	4	Once a Week
HP21 7RS	Cycle	7	Once a Fortnight
HP19 7TH	Car- Driver	5	Never

**Summarised:
AVDC Staff (Pembroke Road) Travel Method Used**

	Number	%
Bus	1	2
Car- Driver	21	46
Car- Passenger with AVDC Colleague	6	13
Car/Taxi- Dropped Off	2	4
Cycle	4	9
Motorbike	1	2
Train	0	0
Walk	11	24
Total	46	100

AVDC Staff (Pembroke Road) Car Sharing

	Number	%
Daily	9	20
Less Frequently	2	4
Never	31	67
Once a Fortnight	1	2
Once a Month	1	2
Once a Week	1	2
Twice or more a week	1	2
Total	46	100

Contractors (Pembroke Road) Travel Patterns

	Number	Number	Percentage	Percentage
Contractors	Suez	J O'Connor	Suez	J O'Connor
Drive car to work	15	3	48	23
Ride motorcycle to work	3	0	10	0
Bicycle to work	7	1	23	8
Walk to work	6	0	19	0
Drive Company vans	0	6	0	46
Collected by company van	0	3	0	23
Total	31	13	100	100

**COUNCIL ACTION PLAN
2017 to 2019**

ACTION	ANNUAL COST	BUDGET	TIMESCALE	COMMENTS	CHANGE SINCE 2013 and Comments
Enterprise Car Share (Pool) and Daily Hire					
Review of Car Scheme savings (benefits realisation)	Officer time	Sustainability	Achieved 2013/14	Financial Review of the project from inception to end of first year	Completion of new pool, lease and daily hire car scheme introduced on 1 Dec 2014 on a one year trial with Enterprise. £90,000 savings in year 1.
Removal of all Essential, Casual and Lease allowances	Officer Time	Corporate Travel	Achieved 2014	Scheme set up to save £100,000 per year, take control of risk and fleet, reduce emissions and congestion and remove all allowances.	Scheme embedded and under continual improvement. Saved a further £104,000 in its second year.
Trial adaption to booking websites	Officer and Volunteer time	Corporate Travel	Spring 2017	Group of high user volunteers recruited to trial new all encompassing booking system	ETD' trial extended to iron out anomalies. Aim to go live Summer 2017
Transfer of admin to Payroll Team	Officer Time	Finance	Achieved 2016	Complete handover of booking enquiries and invoice handling from A Asbury	Complete new scheme introduced 30 Nov 2015
Retender scheme	Officer Time	Sustainability	May-Nov 2018	Scheme taken to the market, retendered and re procured to ensure best value for money and best package available.	3 year review of existing City Car Club and Enterprise Scheme. £104,000 savings in year 2.
Scheme contract relet	Officer Time	Sustainability and NBM	30 Nov 2015 to 30 Nov 2018	Contract relet with Enterprise	As above. All cars must be sub 100g/km CO2 and with fuel efficiency of at least 74mpg (combined)
Phase out of historic Lease payments	Officer Time	Payroll and Finance	2017/18	Staged reduction of payments made to staff for historic lease allowance	3 Year staged removal of this allowance from 1 Dec 2014
Electric/Hybrid Pool Cars	SEEDA and OLEV	Corporate Travel	2020	Installation of 2 dual slow/fast chargers and 3# Rapid chargers at Gateway. Nissan Leaf EV cars replaced April 2016 with up to date version. Council to increase EV fleet by at least 3 EV cars by 2020.	Installed following successful funding bids and augmented by inclusion of 3# Nissan leaf pure EV cars to Car Share (pool) fleet and 2# BMW i3 EV Range Extenders to Company Car fleet.
Replacement of parking Services van with EV car	Parking	Parking	Achieved 2016	Assessed, options reviewed and Nissan Leaf procured at best possible rate.	Council Parking diesel van replaced with EV car charged in Hampden House MSCP with significant emission and cost reductions.
Sale of product as consultancy	Officer Time	Sustainability	Ongoing	Negotiated contract and NDA with Enterprise to sell products on commission	Concept now recognised as best practice nationally and consultancy advice on how to do similar sold to various organisations.
External Revenue Streams					
Open up Car Scheme	Officer time	Sustainability	2016-2019	Offer car scheme to local business/NHS and local people. On hold pending agreement from Insurance	Interest received from public and NHS CCG.
Village Car Share Scheme	Officer Time	EU ESIF Funding Bidding	2016 - 2018	Deliver charged for Village based car scheme in the North of the Vale to augment/replace bus service	Bid to BTVLEP carbon fund for ESIF not taken further due to Bucks focus. Consideration of SEMLEP Carbon funding. Awaiting Council decision.
Company Car Lease Scheme					
Review Mileage and claims data	Officer time	Sustainability	Achieved. Ongoing	Review of data collected from Bailiffs and Building Control and submitted to Internal Audit	Complete new scheme introduced 1 Dec 2014
Review replacement of leases	Officer Time	Sustainability	2017/18	Lease cars proven to be a positive method of reducing mileage and payments and providing a safe and fit for purpose operational fleet.	3 Years from car delivery dates between Jan 2015 and Apr 2015 plus one in Jan 2016 and one in mid 2016
Improving Staff Information and Raising Awareness					
Up to date Green Travel Plan	Officer time	Sustainability	2019	An official review of the progress and update of the Travel Plan	Delayed until 2017 in order to capture new fleet scheme
Weekly Travel to Work Day	Officer Time	Sustainability	Achieved. 2015	Encourage staff to try other modes of travel now that personal car use is not required for business – particularly staff that live within 5 miles of Gateway	Carried out with Café for free breakfast deal in 2015. No longer resources available.
Publicity Campaign	Officer Time	Corporate Travel	2017	Official re-launch of Travel Action Plan key actions on Intranet 'Connect' to promote awareness.	Following completion of travel survey 2015 and 2017 and if accepted by Cabinet June 2017

ACTION	ANNUAL COST	BUDGET	TIMESCALE	COMMENTS	CHANGE SINCE 2013 and Comments
Travel Plan and Action Plan	Officer Time	Sustainability	2017	Action Plan to be placed on Connect for all staff and new starters.	Following acceptance by Cabinet June 2017
Customer Information					
Improved Information for Staff	Officer Time	Sustainability	Ongoing	Improved pictorial details in cars as to how to book, fuel, charge, drive etc. FAQs revise on Connect. Induction information of new starters supplied to HR. Super users signed up for EV charging advice and instruction.	Information reviewed annually or as significant changes are introduced.
Improved Customer Information	Officer Time	Sustainability	Ongoing	Relaunch of Car Share to work map	Requires resources to relaunch
Promoting Car Sharing					
Encouragement of Bucks Car Share / Lift Share	County funded	BCC Budgets	On-going	Ongoing promotion and regular search for suitable matches	Promoted within surveys and as part of annual publicity campaigns
Guaranteed Ride Home Arrangement (for car sharers)	120	Corporate Travel	Ongoing and subject to 2 yearly review	Budget required to ensure guaranteed lift home after reasonable efforts have been made by officer/line manager to secure a free or low cost alternative (where officer has come to work via car share or public transport in the expectation that they would have been able to return using a similar mode).	Agreed by Cabinet August 2009 - Proposal to refresh this agreement within travel plan 2017 at the agreement of Cabinet June 2017. This arrangement has never yet been used by staff.
Encouragement of business car share	Potential saving	Corporate Travel	Ongoing	Where more than one officer/member are attending a meeting, training event, seminar, conference for Council business, an annual recognition (at Star Awards) should be made to the driver who (from mileage forms) achieves the highest amount of car sharing incidents.	Make better use of data and developments from Enterprise - Resource required
Car Share bays	Officer Time	Sustainability	Ongoing	Encourage use linking to car share map	Survey July 2011. 22% of staff would be encouraged to car share with designated spaces. Survey 2017 shows negligible car sharing at less than 7%
Promoting Public Transport					
Continue with Office Managed Oyster Cards	Potential saving – Officer time	Corporate Travel	Ongoing	Cards to supplement journeys to London for meetings or conferences are now in place	In place and operating well
Promote Chiltern Trains Travel 34% Discount	Officer Time	Corporate Travel	Ongoing	As part of car booking flowchart linked to hierarchy (telephone/conference call, public transport, car pool etc.)	New Travel Choice cards produced by AVDC and agreed by T4B 2015
Promotion of 50% Bus subsidy to staff with all 5 Bus Companies	c £5000	Corporate Travel	Ongoing	Half price bus travel on production of staff ID and Travel Choice Card for any bus journey starting or finishing in Bucks.	Agreed from 1 Dec 2014 as part of Car Scheme incentives package to staff and following success of pilot scheme with Arriva in 2009. Question over usefulness of scheme raised in 2017 staff survey resulted in responses that 40% of staff responding said that they used this scheme either regularly or occasionally.
Promote sustainable travel in websites and appropriate media	Officer time	Corporate Travel	Ongoing	Suggestions for alternative travel forms made available with appropriate links	Resource required
Encourage take up of working at home where practical / feasible and not adversely impacting on service to customers	Officer Time	Corporate Travel	Ongoing	Ensure all are aware of the possibility if interested and ensure corporate approach is enacted across all divisions to allow interested staff to partake of this option (except in cases where office cover is critical). Ensure recording and monitoring of this information through IT software	Successfully operating with very flexible flexi-hours.
Continuation of Cycle Loans/salary sacrifice	Small NI revenue stream	Corporate Travel	Ongoing	Scheme remains popular with several users and continual use of cycle shelters.	Staff can sign up by visiting: www.cyclescheme.co.uk/7872d4

ACTION	ANNUAL COST	BUDGET	TIMESCALE	COMMENTS	CHANGE SINCE 2013 and Comments
Government policy on Clean Air	Significant	Anticipated funded by central Government via bidding	During plan 2017-19	Local authorities will now "be expected to develop new and creative solutions to reduce emissions as quickly as possible, while avoiding undue impact on the motorist". Relates to Council's 3 Air Quality Management Areas.	Would make a justifiable case for the renewable powered and battery back up Electric Vehicle (EV) charging hub discussed previously. Also lends credence to the proposal for on-street parking EV charging infrastructure (which we're in discussion with County highways on). http://www.cleanenergynews.co.uk/news/transport/air-quality-plans-offer-modest-proposals-on-local-level-as-critics-decry-fa
East West Rail and the A421 Oxford to Cambridge Expressway	Significant	Government	10-15 years	In 2012, the Government made a commitment to the East-West Rail line to address the current connectivity issues to the east and west by rail. When open, this will connect Aylesbury and Winslow by rail to Milton Keynes and Oxford/Bicester. This must be linked to suitable supply infrastructure and where necessary, standalone renewable generation and storage EV stations to ensure adequate and appropriate electric vehicle charging is provided throughout this route. Integration of routes between Winslow and Aylesbury must ensure electric and low carbon alternative fuel car club/share opportunities.	Already agreed but now starting to take shape in the VALP.
HS2	Significant	Government	15 Years	While seen as a key part of national infrastructure, High Speed 2 (HS2) contributes little if anything to the overall infrastructure needs of the district. Working with partners, the council will work to minimise the impacts of the project both during construction and operation. The HS2 scheme should co-ordinate with local projects and not delay the provision of necessary infrastructure at Aylesbury or the delivery of East-West Rail.	Incorporated in the VALP following the projects receipt of Royal Assent.
VALP and the Garden Town				Measures included in the above in order to support sustainable travel	
Implement Station Plans (integrating public transport) at district wide rail stations	Officer Time	BCC Budget	On Hold	Work on-going and lead by Bucks CC Transport for Bucks.	Preliminary work carried out with BCC and Mitchell 2010 - Discussions ongoing with Network Rail and Chiltern Railways. Requires resources to move forward.
Flexible and Home Working					
Continue Hot Desking and more defined WfH activity	Unknown	Included in Gateway office move plan	Ongoing	Results in more flexible working patterns and likely increase in home working and reduced staff commuting.	Hot desking and desk reduction by 30% established by Gateway project team. Leasing of parts of building has allowed this trend to continue successfully.
Connected Knowledge Strategy	Ongoing	Corporate Travel	Ongoing	Provides staff with the ability to work from any location, particularly from home. With expectation to reduce journeys.	
Video, web, audio conferencing	Unknown (part of Gateway offices project)	HR/IT	Ongoing	Encourage use and dispel myths surrounding of these systems - several of which are already in place at the Gateway office. Take-up has been limited.	New technology is available within certain meeting rooms but needs to be more comprehensively promoted and training given in order to better mainstream its usage. Potential is enhanced following removal of incentives to drive.
Resourcing					
Make use of students to carry out spreadsheet work and analysis	No cost	N/A	As Required	Skills sets lend themselves well to high school and grammar school 6th form students.	Aylesbury High School students have been used successfully to deliver on some of this work
Pembroke Road Specific					
Travel plan Inclusion for redeveloped site	No Cost	N/A	Completed	Separate survey conducted April 2017 to Pembroke Road staff	
RCV parking and reversing provisions	Unknown	Redevelopment	Ongoing	To be discussed with Bucks highways re finding safest solution	
Staff parking provisions	Unknown	Redevelopment	Ongoing	Under consideration following results of staff survey	

ACTION	ANNUAL COST	BUDGET	TIMESCALE	COMMENTS	CHANGE SINCE 2013 and Comments
Refuse and Recycling Fleet routing	Unknown	Waste	Ongoing	This was updated and telematics and camera solutions are all being tendered for an holistic solution.	
Management and Monitoring					
Utilise postcode database to establish and help link up Council drivers and potential passengers for car share purposes.	Officer Time	Sustainability	2017	Permit accurate and manageable access to DVLA CO ₂ emissions data and approximate home locator (part of postcode) to provide details for commuting.	On-going. Requires resourcing.
Record licence data from DVLA	Officer Time and cost per enquiry	Finance/Payroll	Ongoing	Car scheme 2014/15 required staff to provide drivers licence to line manager for check and sign off. this has now been superseded by electronic checks to DVLA carried out by enterprise	New method removed cost, saves time and leads to new staff being granted access to cars much more efficiently.
Maintain and enhance work with Land and Air Quality Team to ensure joined up policies	Officer Time	Sustainability Air Quality	2017	Explore merit of combining Air Quality strategy with Carbon Management Strategy to improve efficiency and effectiveness. Following Travel plan action link directly to AQ action Plan: 1. Electric car charging points; 2. Travel Plan effectiveness; Urban Traffic Management System (UTMC) = sustainable travel	Requires resourcing following the redundancy of the Sustainability Team and given the Governments Air Quality Plan launched in May 2017 which places actions to achive results with local authorities.
Establish Travel Reporting and Budget Information	Officer Time	Sustainability	Annually	Important if Council wish to reduce mileage	Will require resourcing
Encourage Efficient Driving Techniques	Officer Time	Health and Safety Budgets	2017	To raise awareness of simple steps to reduce fuel use, tyre, brake and engine wear	Driving simulator brought in to train volunteer staff 2010. Requires resourcing to move this forward.
Encourage walking, cycling or public transport for journeys to work and for business when appropriate as part of the Gateway office move plan	Officer Time	Corporate Travel	At Gateway Completion	Provision of improved locker facilities for cyclists.	Completed
				Provision of up to 30 enhanced secure cycle parking facilities proximate to office with locker facilities.	Completed
				Provision of facilities for staff to dry clothes	Completed
				Investigate Cycle 2 Aylesbury Bicycled hire scheme to provide a discount on new bikes/equipment	Completed
				Promote the provision of a cycle mileage allowance for employee business trips undertaken by bike.	Under review
				Provide information on routes and walking times to key destinations within central Aylesbury	Requires resourcing
				Provide improved intranet travel information and provide directions to the Gateway office and Oculus by sustainable modes.	Under consideration

ACTION	ANNUAL COST	BUDGET	TIMESCALE	COMMENTS	CHANGE SINCE 2013 and Comments
Project ASPIRE to achieve 'channel shift' – move from face to face to technological communications.	Officer time		On going	Council are already starting to see the impact of channel shift though and despite the poor economic growth and an increase in demand for services face to face visits fell by 7% in 2010/11	
Redevelopment of website to enable residents to transact with us more easily.	Ca £3,000 and Officer time	Project Aspire Budget	Complete 2016	Based on analysis of what people are doing on the site, updating the navigation to ensure that the most popular pages are easier to find	
VALP and Garden Town					

It should be noted that whilst the majority of resource implications set out above are for officer time. Officer time carries with it a cost and results in work in other areas being delayed.