

# **GLOUCESTERSHIRE AIRPORT LTD**



## **GREEN POLICY**

### **Travel Plan**





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## 1. Introduction

This Travel Plan guides Gloucestershire Airport's Board, Executive Directors and employees in implementing a sustainable travel plan and framework into its business. It is about managing the operation in a way that enhances the positive and minimises the negative economic, social and environmental impacts of our activities by taking current issues like health and safety, diversity and the environment seriously. It requires us to balance successfully the interests of our different stakeholders through the quality of the judgements that we make. Those stakeholders include our employees, customers, suppliers and investors, government bodies, and the local communities around our airport. The trust of these groups is fundamental to our day-to-day business success and to protecting and enhancing its value into the future.

The Department for Transport's definition of a Travel Plan is "a general term for a package of measures aimed at promoting greener, cleaner, and travel choices" with a specific emphasis on reducing single-occupancy car journeys.

More than that, a Travel Plan is a dynamic process, evolving and changing over time to reflect the characteristics of our business, our employees and our site. It will influence our decision making in a range of areas and permeate into our culture. The Travel Plan will have a direct bearing on our following activities;

- Commuter journeys
- Business travel
- Visitor travel
- Deliveries and contractors travel
- Working practices

### 1.1 Why are we implementing a Travel Plan?

Gloucestershire Airport is committed to minimising its impact on the environment and the local community, whilst seeking to maximise the positive benefits from the airport. Therefore, an important factor in reducing the Airport's carbon footprint is encouraging all Airport users to travel to site in an environmentally friendly manner. Gloucestershire Airport recognises its responsibilities to the care for the environment and recognises sustainable travel as supporting our environmental commitment.

We recognise that an important factor in reducing the Airport's carbon footprint lies in encouraging all Airport users to travel to the site in an environmentally friendly manner. Furthermore, a commitment was given to develop and implement a travel plan, including developing a staff travel plan, investigating alternative methods of commuting to work and increasing use of public transport by passengers and other users.

**1.2 The aim of the Travel Plan**

The overall aim is to promote sustainable travel through schemes such as walking, cycling and the use of public transport. It encourages a reduction in single occupancy car use through car sharing and the effective use of existing transport networks and to support their enhancement.

To achieve this we will

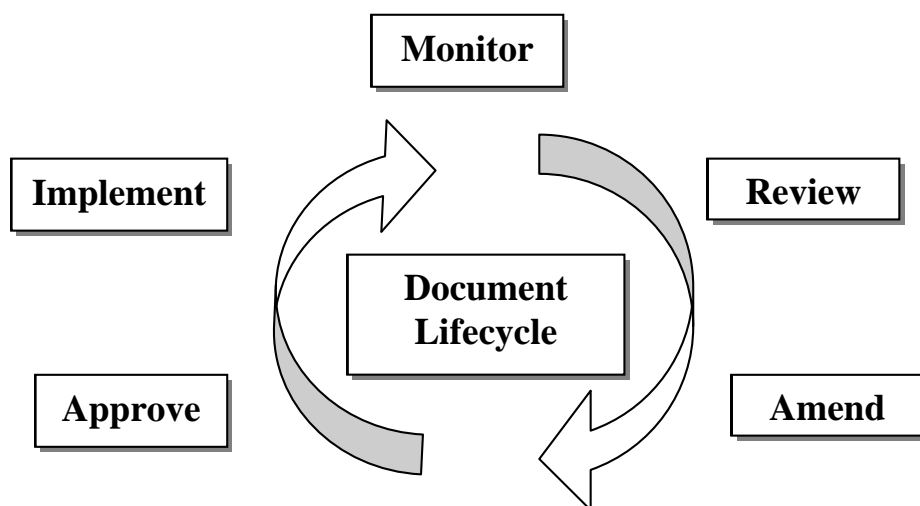
- a. Develop a staff travel plan that will help reduce pollution and congestion;
- b. Investigate alternative methods of commuting to work and encourage staff to adopt these methods;
- c. Increase use of public transport by passengers and other users to reach the Airport;

**1.3 The benefits of a Travel Plan**

The benefits of a Travel Plan are far reaching and demonstrate our environmental commitment to improved local air quality and reduction of global pollutants. There is also the additional benefit to employee health and motivation and the potential cost savings by reducing car journeys.

**1.4 Development**

It has been reported previously that the Airport have investigated and implemented some measures, but recognise that progress has been slow. The Department for Transport cycle allowance scheme has been investigated and car sharing has been encouraged. Changes have been made to shift patterns and rosters to allow car sharing to be achieved and shower facilities have been introduced. No progress has been made with Stagecoach, who will not provide a service to the Airport without considerable investment. This travel plan must be seen as a 'living document'. To stay relevant, and remain effective, it will need to be regularly updated as part of an iterative process (Figure 1).



**Figure 1 – Document Lifecycle**

### **1.5 Travel Plan targets**

The setting of targets is crucial for all parties to monitor the travel plan and ensure it is meeting the desired outcomes. To be effective, the number of targets will be small, easily understood and measurable. The targets may be achieved through a range of different measures that may be amended over time.

## **2. Context**

### **2.1 Gloucestershire Airport**

Gloucestershire Airport is a busy General Aviation airport located equidistance from Cheltenham Borough and Gloucester City in the district of Tewkesbury. The airport is in close proximity to major infrastructure routes including the A40, M5 and the Rail Network, offering some opportunities to improve access to the site. The airport handles over 80,000 fixed wing and rotor flights a year including scheduled services, executive charters, general aviation, emergency services, and training flights.

The Airport also manages two busy business parks and owns a small selection of hangers and property. The South East Business Park is home to approximately forty aviation related businesses including flying schools, aircraft maintenance facilities, aircraft charter companies, a pilot shop, and café. The Meteor Business Park is home to approximately 35 businesses ranging from car dealerships to large aviation related firms manufacturing landing gear and propellers for large commercial aircraft.

The Airport main use of electricity is for temperature control, hot water, lighting and equipment. Much of the lighting and equipment is of a specialist and safety critical nature, and its specification and use is dictated by operational requirements.

Gloucestershire Airport is fully committed to reducing its greenhouse gas emissions and understands the need to meet its environmental responsibilities. Climate change is an important issue for us, especially as global emissions from aviation are forecast to rise at a time when there are international targets to significantly reduce overall CO2 emissions. We are committed to reducing our own climate impact by reducing the emissions as far as possible from sources within our own operations, and over which we have direct control.

### **2.2 Site Audit**

Gloucestershire Airport, whilst semi-rural, is fortunate to have a host of transportation facilities near its location. There is a regular bus route that runs between Cheltenham and Gloucester that passes the Airport entrance less than half a mile away. There is a host of trunk roads providing access from all directions and we form part of the Sustrans Cycle route following the provision of Airport land to accommodate the scheme. We are also surrounded by public footpaths, which provide vehicle free access to Churchdown.

However, after trying to negotiate with the bus operator it is quite clear that they are not prepared to provide direct access to the Airport without considerable investment.

A staff survey was also carried out and was clear that the majority of staff are located in varying locations and some from far afield, which negates the use of cycling to work or walking.

### **2.3 Current Measures in place**

- Car parking is limited and at present there are no plans to extend this facility.
- Rosters have been changed, where appropriate, to allow car sharing, especially from Tewkesbury.
- Shower facilities have been introduced and secure cycle storage has been provided airside. An external (Landside) cycle storage facility is currently being investigated.
- The airport's opening times are outside the peak commuter travel period which helps reduce congestion and pollution.

## **3. Staff Travel Survey**

### **3.1 Why a survey was conducted**

An analysis of staff travel patterns was carried out in order to provide the data needed to establish a baseline, set targets and monitor progress.

Firstly, a desktop study was carried out against staff postcodes to see whether alternative methods travel would be practical (figure 2).

Secondly, an analysis of modes of transport used was put together to understand how staff were getting to work (figure 3).

The results indicated that a small pocket of staff could car share, some could use the bus network and some lived close enough to be encouraged to cycle or walk. Others, however, lived too far afield to support an alternative method.

So far, we have:-

- taken the first steps towards setting up the Cycle to scheme. So far we have had approximately 15 people show an interest. This will now be considered and, if practical, taken further.
- Completed a staff home location survey and the results are being analysed as part of the on-going scheme to reduce staff vehicle usage.

One of the difficulties we were faced with was the shift patterns of staff. This problem has been reduced by altering, where possible, shifts to accommodate staff that lived in close proximity.

Another problem was the varied locations within, and indeed, outside the County.

**3.2 Format of survey and response rate**

With a total of 50 staff employed at Gloucestershire Airport, 43 participated in the survey. This was conducted by our Green Champion, who spoke to each member and recorded their response. Given the simplicity of the survey, it was deemed unnecessary to engage any technical or external support. Employees were voluntarily asked where they lived, their current means of transport to work and their thoughts to support the airport’s policy on travel.

**3.3 Results of survey**

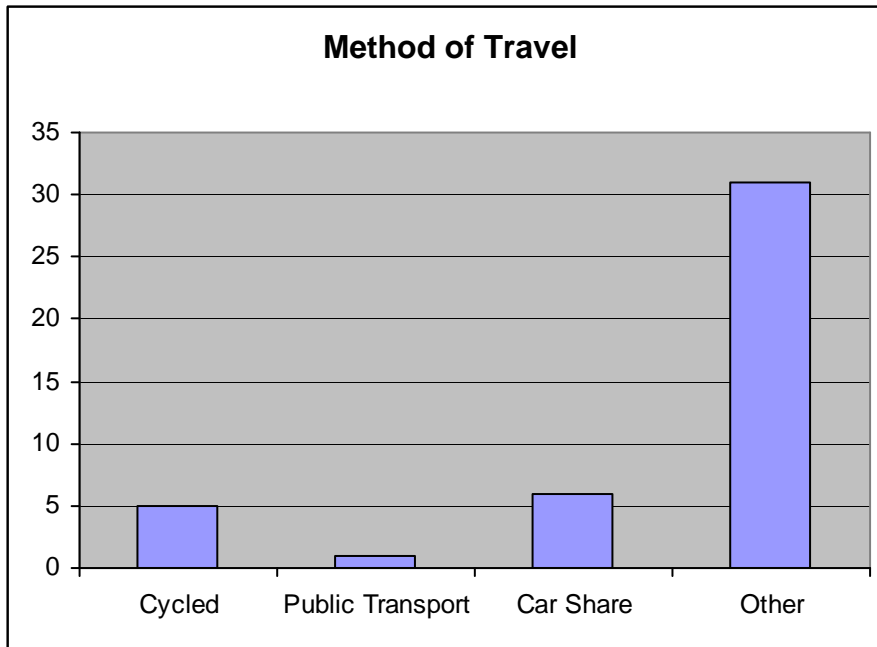
The survey revealed that 5 members of staff regularly cycled to work – 1 from Gloucester, 3 from Cheltenham and 1 from another location within Gloucestershire. This represents approximately 12% of the workforce. A further 6 members of staff have expressed an interest in cycling during the summer months. This would increase the percentage to 25%.

It was also recognised that 1 member of staff regularly uses public transport from Gloucester. When surveyed, 6 members of staff expressed an interest in public transport, but only if the route was changed to allow a stop along Bamfurlong Lane and if the timetable related to working hours.

6 members of staff are currently involved in car share schemes, although this is dependant on shift patterns and holidays.



**Figure 2 – Staff Locations**



**Figure 3 – Method of Travel**

It is clear from the data that the percentage of staff using alternative modes of transport is extremely positive. Over 25% of staff currently adopts a more environmentally friendly form of travel, which could increase to 42% during the summer period.

#### 4. Targets and Measures

Following the results of the survey it has been proposed to introduce the following targets and measures.

##### 4.1 Walking

Given that there is 12% of staff living in close proximity, walking routes to the airport will be promoted by producing maps of the network available. Shower facilities and changing areas will also be provided for all members of staff. Awareness of the health benefits of walking will be promoted and the company will provide complimentary umbrellas and wet weather gear for those that agree to help achieve the proposed targets. All staff that walk, will be guaranteed a ride home in case of emergency.

**Target**

- *For staff living within 2 miles of work, increase the percentage of staff who walk to work by 5% in the next 12 months*

#### 4.2 Cycling

The company has taken the first steps towards setting up the Cycle to Work scheme. So far we have had approximately 15 people show an interest. This will now be considered and, if practical, taken further. Alternative methods are also being investigated with local suppliers to offer group discounts and interest free purchases. The available cycle network will be promoted and adequate facilities provided for the storage and security of cycles. Shower facilities and changing areas will also be provided for all members of staff. Awareness of the health benefits of cycling will be promoted and the company will provide complimentary wet weather gear for those that agree to help achieve the proposed targets. All staff that cycle, will be guaranteed a ride home in case of emergency.

##### **Target**

- *For staff living within 5 miles of work, increase the percentage of staff who cycle to work by 10% in the next 12 months*

#### 4.3 Public Transport Use

With a regular bus route running fairly close to the airport, staff will be encouraged to use the service. Various schemes will be investigated to encourage its use, such as offering discounted travel or season ticket loans. Timetables will also be provided to encourage more business use.

##### **Targets**

- *Increase the number of staff using public transport to travel to work by 5% over the next 3 years*
- *Increase the percentage of business journeys made by public transport by 5% over the next 2 years*

#### 4.4 Car Sharing and Car Reduction

Gloucestershire Airport has already made changes to staff shift patterns to allow greater use of car sharing. For example, the majority of our fire crew live in Tewkesbury, so it was sensible to change their shifts around to ensure those staff living in close proximity would be rostered to work the same shift.

We plan to expand on this by providing a car sharing database and providing dedicated parking spaces for those staff that share.

Our operating hours are also outside the normal peak period, which helps alleviate congestion.

##### **Targets**

- *To achieve a 5% increase in the number of staff car sharing over the next 3 years*
- *To reduce the number of single occupancy car journeys made by staff by 15% over the next 3 years*

#### 4.5 Action Plan

Gloucestershire Airport has set the following timetable of action.

Target	Associated Measure	Person Responsible for Implementation	Target Date
Walking	Increase the percentage of staff who walk to work by 5% in the next 12 months		April 2012
Cycling	Increase the percentage of staff who cycle to work by 10% in the next 12 months		April 2012
Public Transport	Increase the number of staff using public transport to travel to work by 5% over the next 3 years		April 2014
	Increase the percentage of business journeys made by public transport by 5% over the next 2 years		April 2013
Car Sharing	To achieve a 5% increase in the number of staff car sharing over the next 3 years		April 2014
	To reduce the number of single occupancy car journeys made by staff by 15% over the next 3 years		April 2014

## **5. Implementation**

### **5.1 Senior Management Support**

This Plan is set by the Board of Directors and endorsed by the Airport Director. The Green Policy guides the development of the Plan, ensuring management commitment at all levels of the organisation to its successful implementation.

This Plan will change with time and will be a function of development in improved practices, changes in green initiatives, expectation, as well as individual management style associated with each subsequent Airport Director.

### **5.2 How the plan will be marketed to staff**

The Travel Plan will be implemented immediately through the Airport Director and available to all staff via the Central Document Register.

The Airport's 'Green Champion' will also ensure its profile is maintained and encourage staff to get involved.

## **6. Monitoring**

### **6.1 How progress will be measured**

The Airport's 'Green Champion' is tasked to monitor the progress on a regular basis. This will be reported to the senior management team. It will also feature as a standing agenda item at Senior Management and Board meetings.

### **6.2 Annual review**

An annual review will be carried out by the Airport Director and Officers of the respective Councils. This will include a new staff travel survey to enable comparison from previous years against set targets. The annual review will also be the platform from which to agree new targets for the forthcoming year.

### **6.3 Working with Gloucester City, Cheltenham Borough and Tewkesbury Borough Council**

Gloucestershire Airport is fully committed to this Plan and would welcome the advice, support and understanding of the Council in setting and achieving our targets. We promise to share our results with the Council and work with them to resolve any issues which may arise from the Travel Plan.