



Sustainable Travel Plan

2013 - 2016

In partnership with:



University of Chichester
Students' Union

Foreword

I am delighted to introduce this update to the University of Chichester's sustainable travel plan. Our first travel plan was implemented in 2011 and has been the driver for change in the way our staff and students travel to and from the University and between our campuses. Since the introduction of this plan, substantial changes have occurred in the manner by which the campuses are accessed. Walking is now the main mode by which our students commute to the University and the number of staff driving to work alone has decreased by about one third.

However, there is still room for improvement. We intend to continue to follow the travel hierarchy of reducing the need to travel as a priority and if travel is a necessity, continue to provide the means to encourage both our staff and students to pick the most sustainable form of transport. We want to extend the remit of our travel plan to include visitor travel and business travel and ensure that the University is a "good neighbour" by helping to reduce congestion on our local roads, whilst opening up our facilities to the wider community.

The aim of this document is to provide an update of current modes of travel, our activities carried out over the last three years to reduce the impact of our travel, the drivers necessitating further change and the measures we intend to put in place to effect this change.

Ian Child

Deputy Vice-Chancellor

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1. Introduction

The University of Chichester is one of the oldest higher education institutions in the UK. Established in 1839 it was granted university title in 2005 and is the only university in West Sussex. Learning and teaching takes place on two campuses; Bishop Otter campus (BOC) is located approximately one mile from Chichester city centre and Bognor Regis campus (BRC) half a mile from Bognor town centre. Currently there are approximately 5,000 full and part time students and 860 full and part time staff.

In early 2011, the University of Chichester published its first travel plan. This formed part of the University's overall strategy to improve environmental performance and share knowledge with graduates to show leadership and aspire to a sustainable future.

There is no doubt that increasing volumes of vehicle traffic leads to widespread congestion, local noise and air pollution, in addition to causing increased levels of global greenhouse gas emissions. The University recognises the contribution it can make in reducing these impacts and by being a "good neighbour", by providing the means and encouragement to staff, students and visitors to travel to its campuses and between its campuses, by the most sustainable manner possible. The original travel plan focussed on staff and student commuting. The scope of this updated plan has been extended to include further emphasis on business travel.

The aim of this updated travel plan produced in conjunction with the Students' Union is therefore to:

Encourage staff, students and visitors to travel to the University and on University business by more sustainable means, thus reducing the University's carbon footprint and impact on the local environment and community".

The purpose of this document is to describe the strategy which will be put in place to achieve this aim. It highlights improvements and changes in travel patterns achieved since the introduction of the strategy, renewed impetus for change, objectives and targets for continual advancement and initiatives designed to achieve this change.

This travel plan update has been developed by a working party using an iterative process. Existing documentation and performance data has been reviewed, best practice within the sector has been identified and staff and students consulted. This document has gone out for committee review including the Green Campus Group, the Chief Executive's Team and the Governors' Strategy and Resources Committee. It has also been approved by West Sussex County Council and supports current and future development plans across both campuses.

The University is a member of the Chichester Travel Plans Steering Group, which was formed in November 2010. The group consists of Chichester's five main public sector employers and the Graylingwell residential development and meets regularly to discuss opportunities to share resources and reduce costs, whilst at the same time investigating travel initiatives that offer a benefit to the wider community.

2. Changes in travel patterns 2010 to 2012 and drivers for change

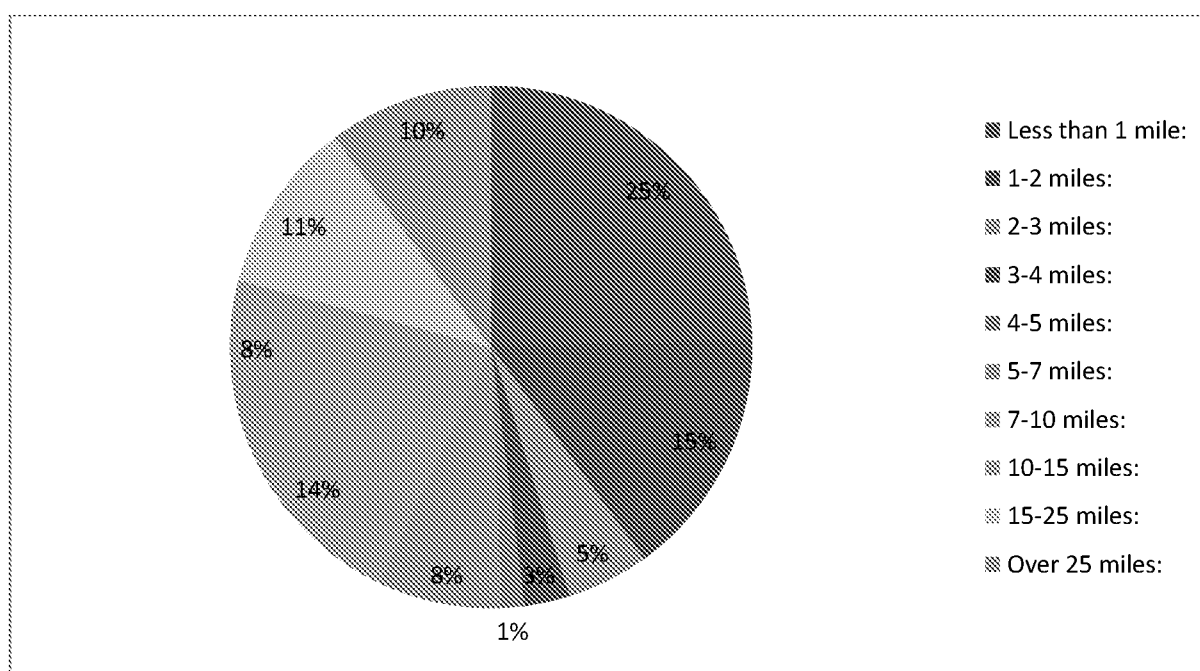
Before the implementation of the first travel plan, an on-line questionnaire was developed in November 2010 to produce baseline data on the modes of transport utilised by both staff and students and the reasoning behind the travel modes chosen. A further aim of the questionnaire was to help to identify the barriers preventing staff and students from choosing more sustainable forms of transport. Vehicle surveys were also carried out to determine the number of cars driven on to both campuses and the occupancy level.

In order to analyse the impact of the initiatives implemented since the introduction of the first travel plan, the on-line questionnaire was repeated in December 2012 and vehicular surveys have continued at regular intervals. Data produced from these different sources have been collated to enable a comparison of staff and student travel patterns and behaviour over time. Questions asked in the questionnaire and response rates are given in Appendix 3. The number of respondents to the questionnaire was lower in 2012 than in 2010. A total of 691 responses were received in 2010 compared with 431 in 2012. Based on a statistical analysis of the respondents compared to the total University population for the 2012 survey, there is 95% confidence that the answer for the total University population would be within 4.5% of the recorded responses. In other words, if 80% of people who answered agreed with something then we can be 95% confident that if everyone had replied the answer would be somewhere between 75.5% and 84.5%.

2.1 Distance travelled to the University

Approximately half of all staff and students responding to the questionnaire reside within 5 miles of the University (Figure 1).

Figure 1 Approximately 50% of staff and students travel less than 5 miles to the University



This situation has changed since the questionnaire was last carried out in 2010, when the distance travelled by both staff and students was greater (Figures 2 and 3).

Figure 2 Distance travelled by staff has decreased within the last two years

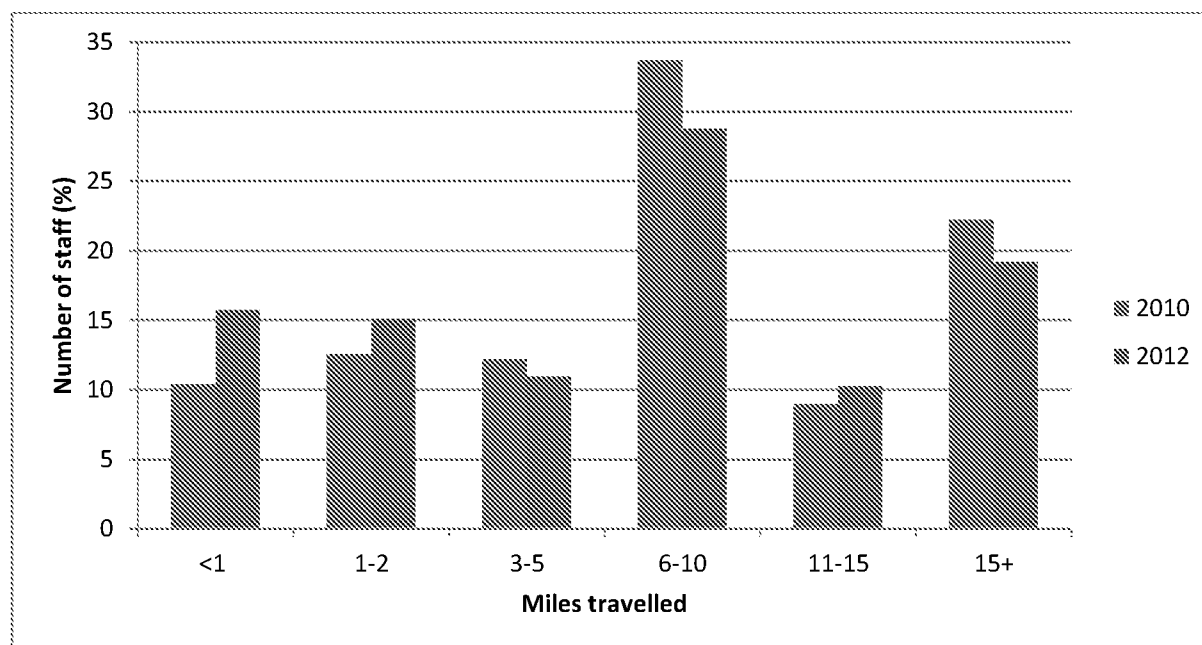
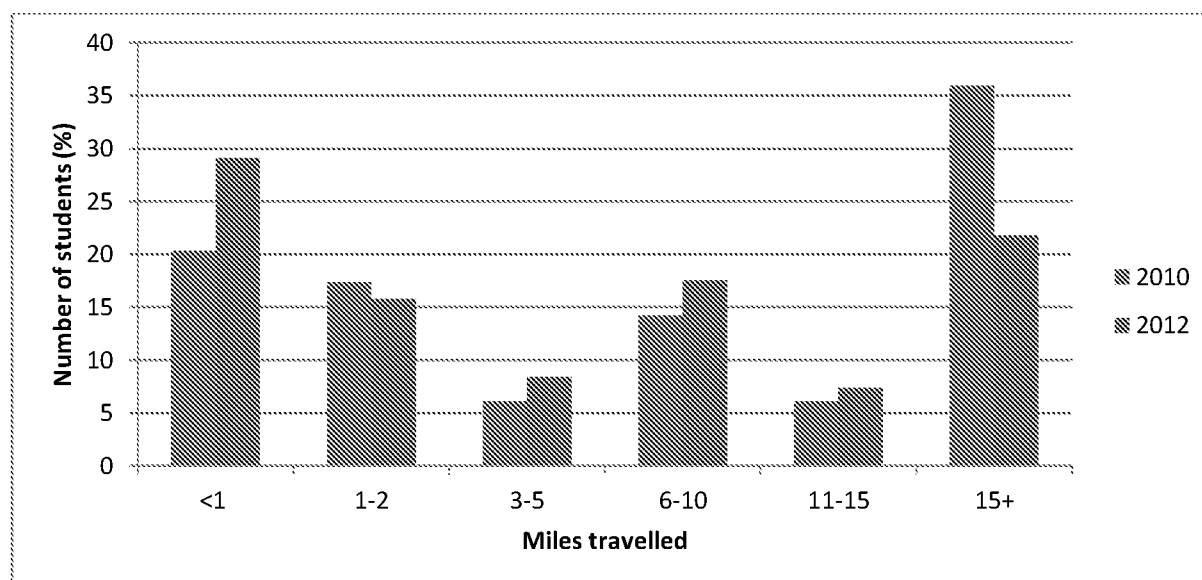


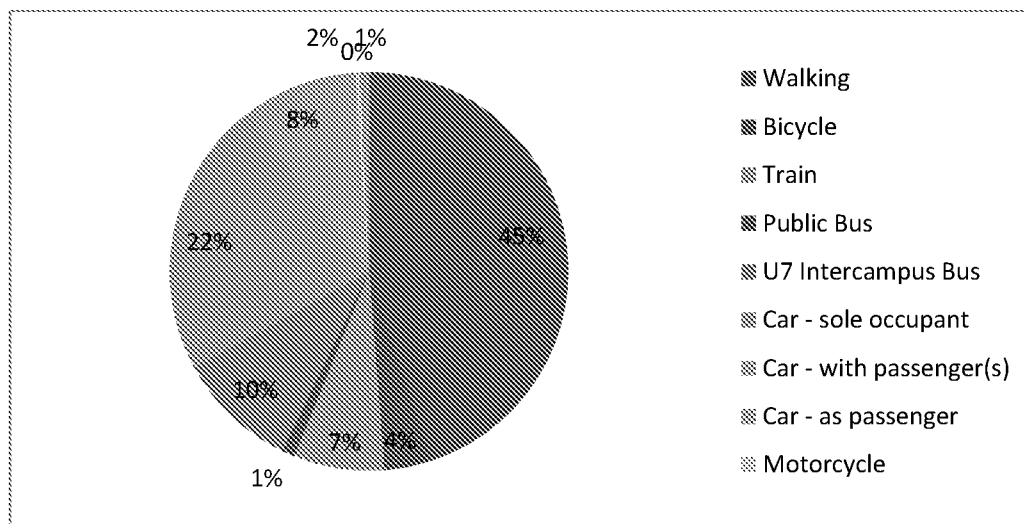
Figure 3 Distance travelled by students has decreased within the last two years



2.2 Current modes of transport for commuting to the University

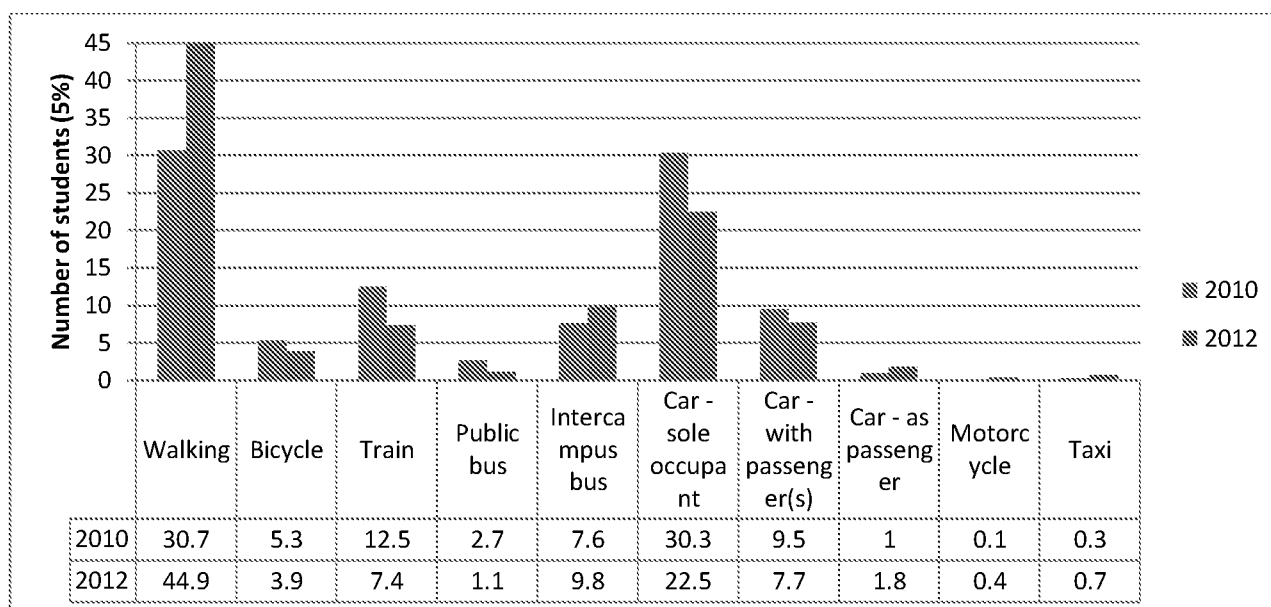
Walking is now the most frequent method by which students commute to the University (Figure 4).

Figure 4 Most students travel to the University on foot



This is a considerable change from the data obtained in November 2010, when many students travelled to the University by car as a sole occupant (Figure 5)

Figure 5 Students are now walking rather than driving to University

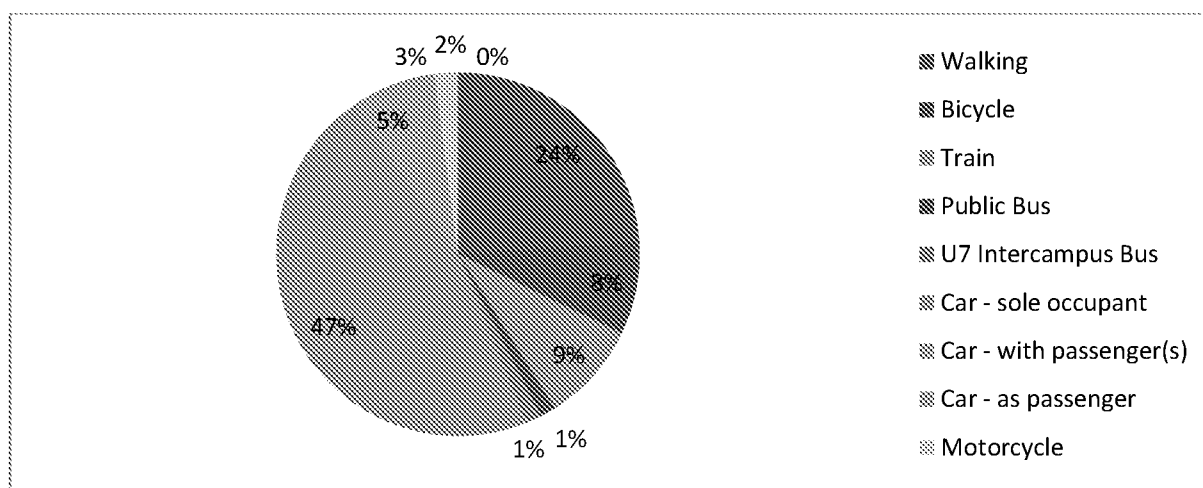


Reasons for the substantial increase in students walking to the campuses is presumably due in the most part to the introduction of a parking permit exclusion zone on 1st October 2012. Current car parking regulations are provided in Appendix 4. This initiative brought in to reduce the number of cars on the campuses and to encourage a more sustainable means of commuting, excludes students residing within 1.5 miles of their main campus from obtaining

a parking permit. Forty five per cent of students responding to the questionnaire reside within two miles of their main campus substantiating this assumption.

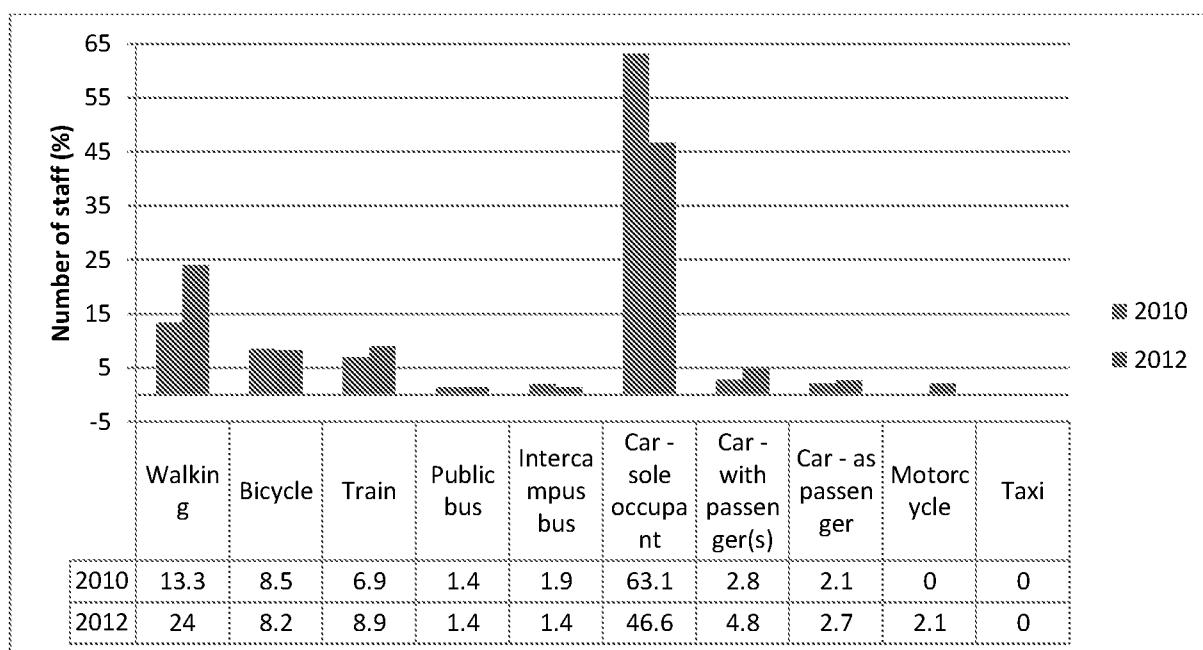
Travelling by car as a single occupant is still the most popular mode of transport for staff (Figure 6).

Figure 6 Most staff travel to the University by car



However, the number of staff commuting by car as a sole occupant has fallen considerably since November 2010 (Figure 7).

Figure 7 Fewer staff are now travelling to the University by car alone

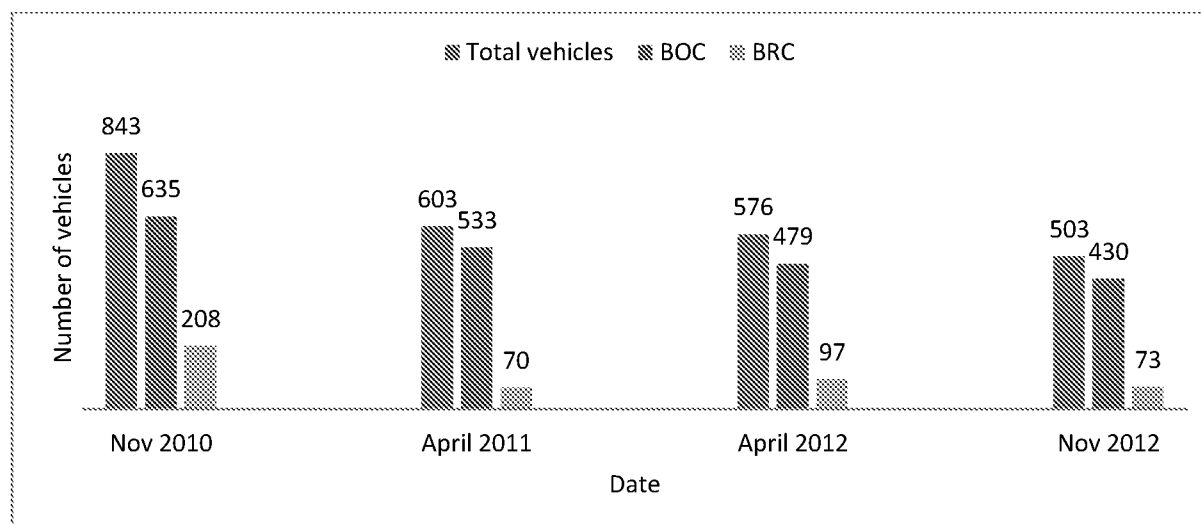


Reasons for the change in staff travel are not so clear. The proportion of staff living within two miles of the University has increased, which may account for the additional number of staff walking (Figure 2). However, 69 per cent of the staff respondents live over two miles from the campus, and are thus unable to walk. Small changes in the number of staff travelling in cars with passengers are also evident, which could be as a result of the

introduction of a car share scheme post November 2010. Further promotion of the car share scheme and/or other initiatives may help to enhance this trend.

Reductions in the number of both staff and students driving to the University is reflected in a decrease in the number of cars counted entering the campus car parks during the vehicular surveys (Figure 8)

Figure 8 Fewer cars are arriving on campus



Single occupancy of vehicles is still nonetheless high, particularly at BOC (Figures 9 and 10).

Figure 9 Single occupancy of cars remains high at BOC

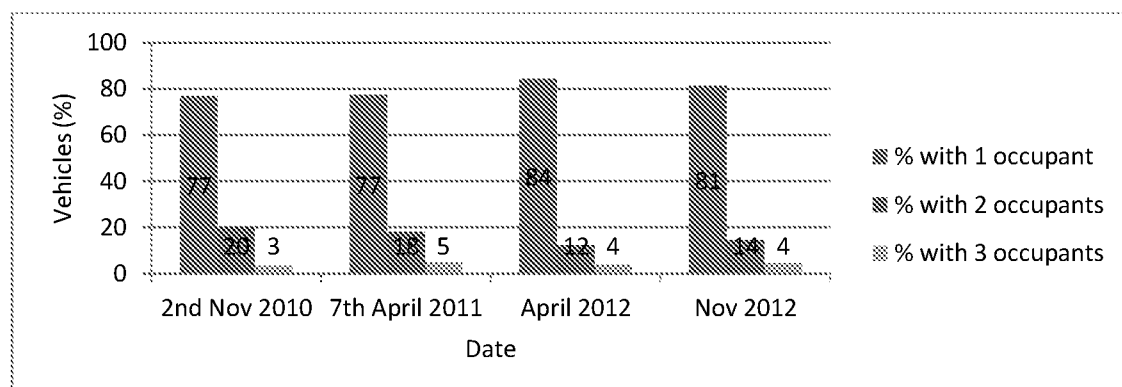
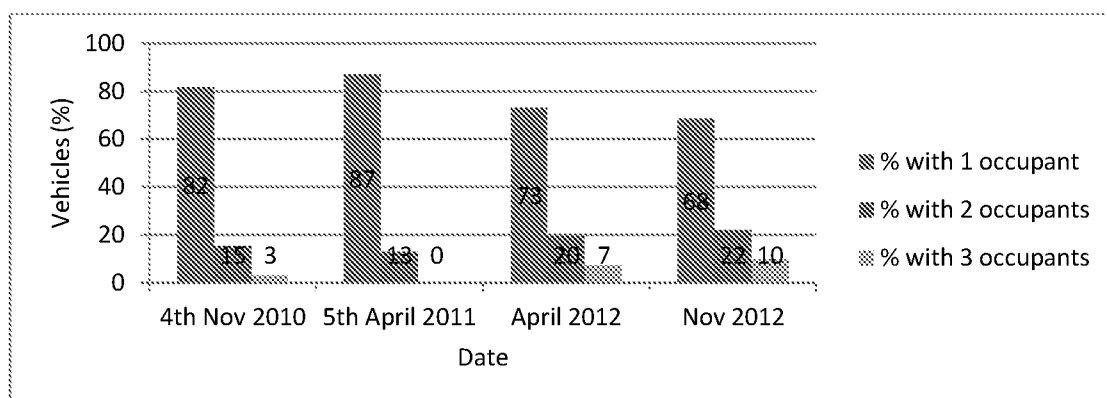
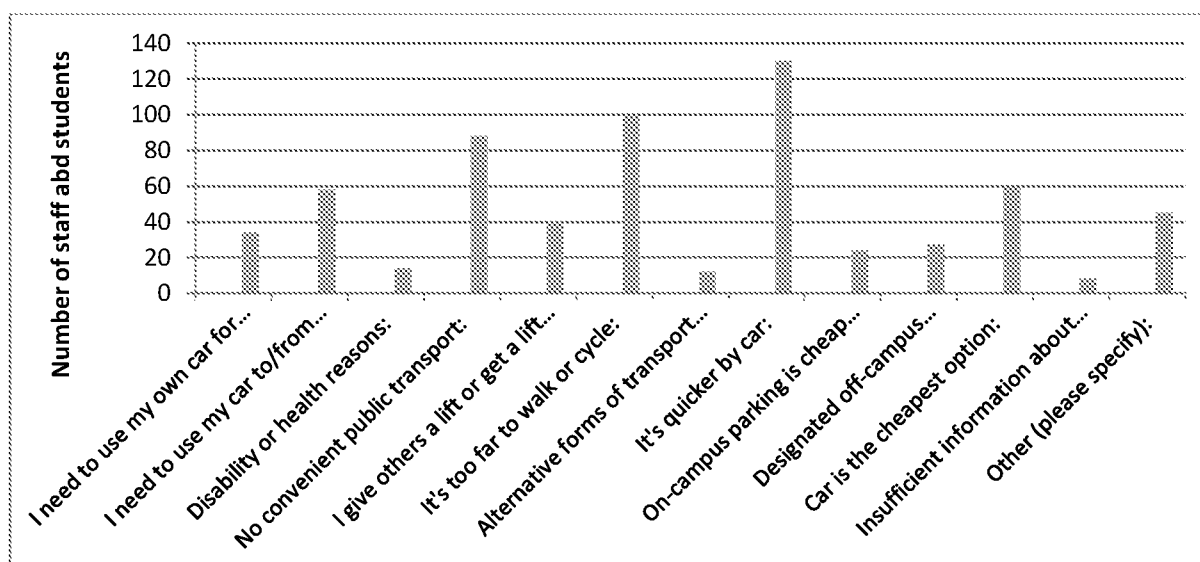


Figure 10 Single occupancy of cars is still the most popular at BRC



Reasons why people use their cars for commuting are varied, but the most popular reason is due to time constraints (Figure 11).

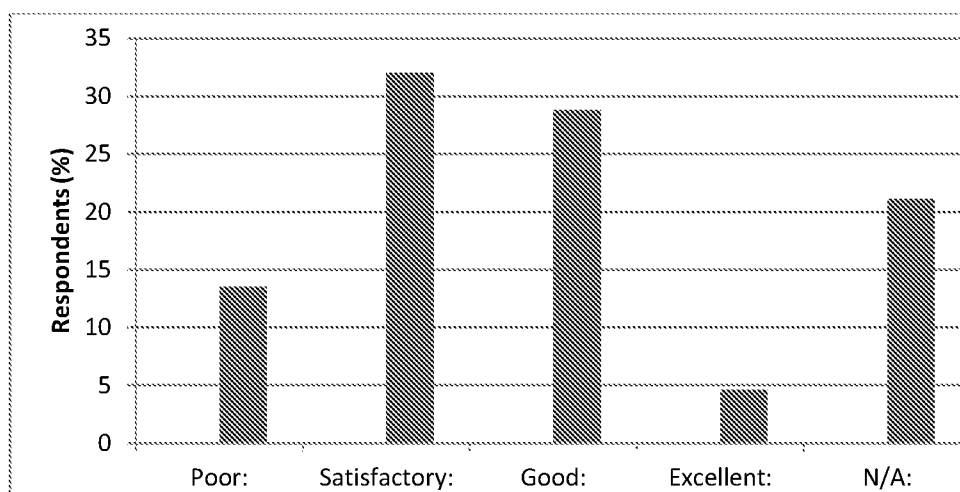
Figure 11 Most staff and students commute by car due to time issues



Several similar issues were highlighted by a number of staff and students as further reasons for travel by car. These included the problem of carrying equipment such as props for stage performances, musical instruments and sports kit. The introduction of lockers, a secure area for bulky items or designated parking for specific groups for certain events, may overcome this barrier.

Overall most respondents to the questionnaire ranked car parking facilities provided by the University as good or at least satisfactory (Figure 12). Nonetheless, many comments were made about the cost of parking. All were complaining that costs are too high. It does appear however, that many staff and students are not aware that all car parking costs are ring fenced to finance sustainable transport initiatives. It is felt that if this information was widely known, there may be a greater acceptance of car parking costs.

Figure 12 Most ranked car parking as satisfactory or good



Out of the thirty two respondents providing reasons as to why they travel to University by car, eight will not use the off campus car parks due to safety fears. Improved lighting or initiatives, such as a walking bus, may negate these concerns.

Half of the people who responded to the question “what do you think we could do to improve the car parking facilities?” cited the lack of car parking spaces serving both campuses as an issue. Provision of further spaces is not part of the strategic plan for travel.

2.3 Intercampus Travel

Travel between the two campuses is mostly carried out by staff to attend meetings (Figures 13 and 14).

Figure 13 Intercampus travel is mostly by staff

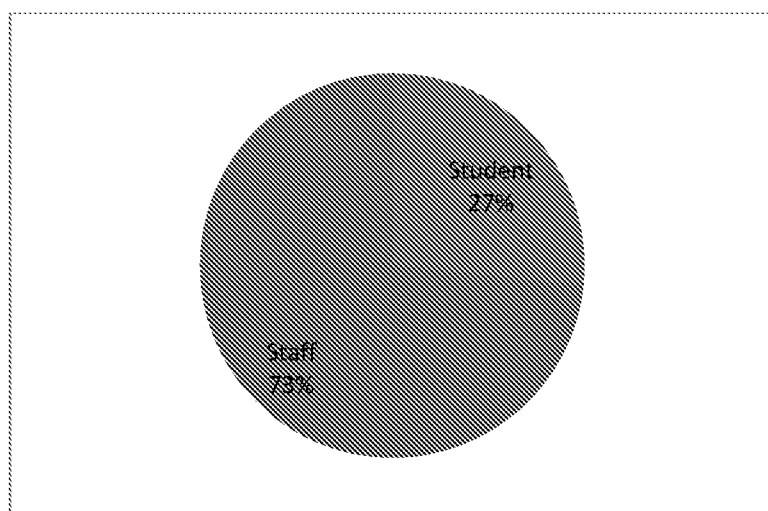
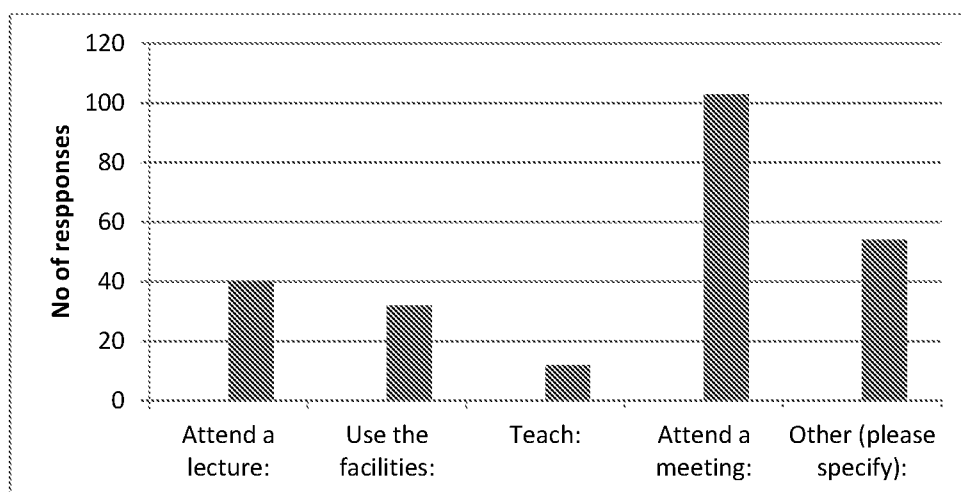
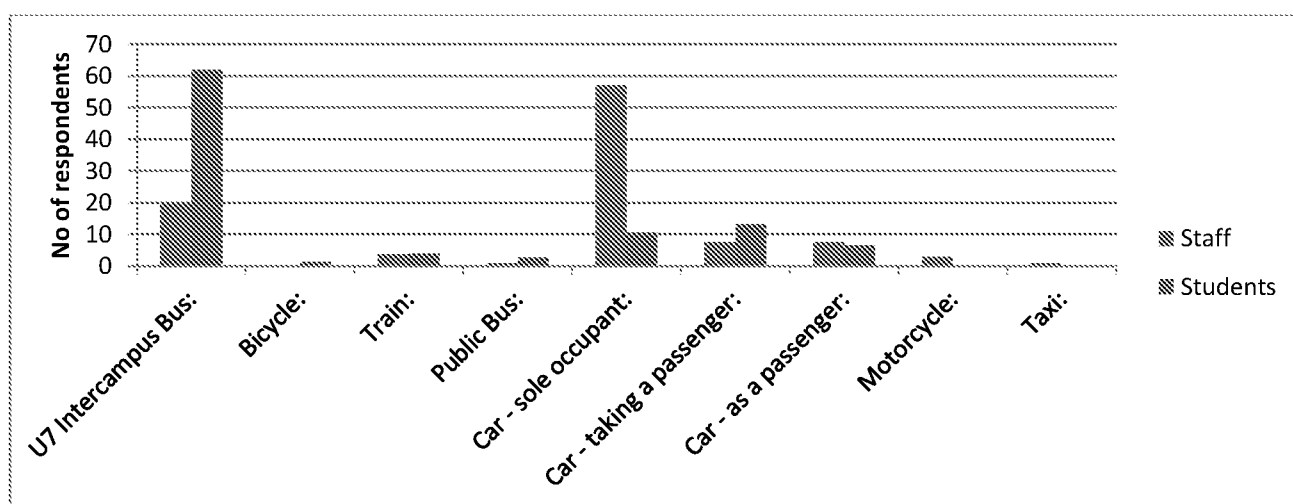


Figure 14 The majority of intercampus travel is for attendance at meetings



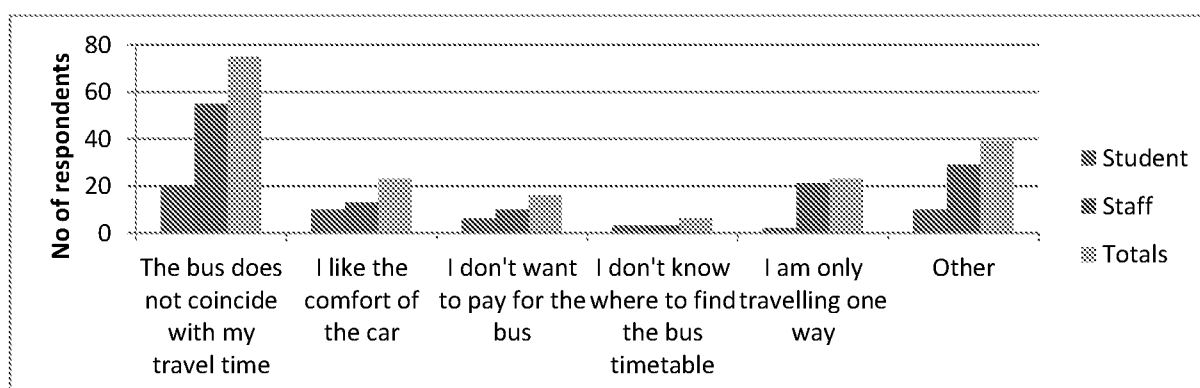
Most students use the intercampus bus to travel between campuses. Members of staff tend to use their own cars and generally travel alone (Figure 15).

Figure 15 Students use the intercampus bus



The greatest barrier to intercampus bus use, for both staff and students is the bus timetable (Figure 16).

Figure 16 The intercampus timetable is a barrier to increased usage



Another issue highlighted with the bus service is the frequency of bus journeys between the two campuses. The bus route was extended in September 2012 to enable students living in University managed housing in St Christopher's to use the facility. Unfortunately this has had a negative effect on other bus users.

Most respondents using the bus ranked the service as satisfactory or good, highlighting further the need for improvement (Figure 17).

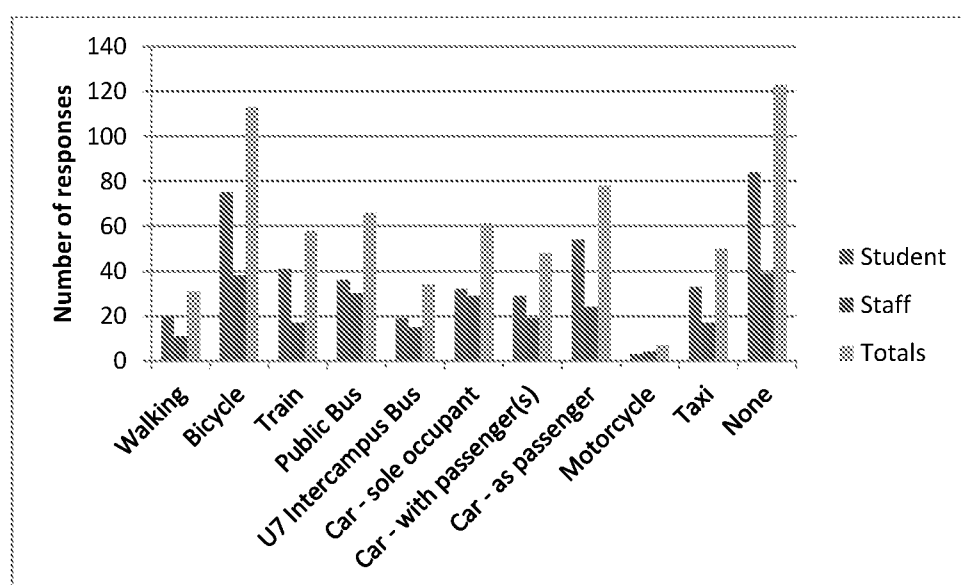
Figure 17 The bus service is thought to be satisfactory or good



2.4 Cycling

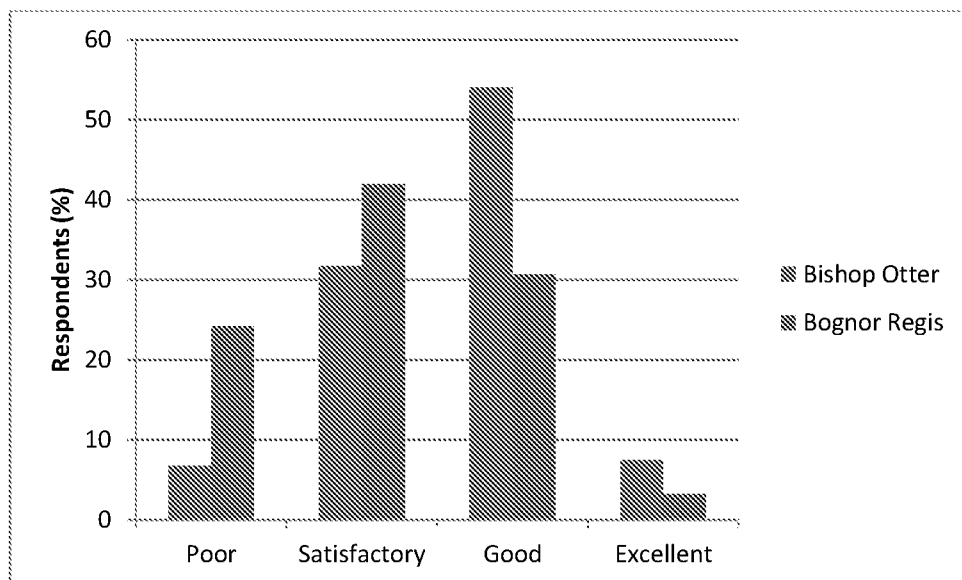
Only a small proportion of staff (8.2%) and students (3.9%) commute to the University by bike (Figures 5 and 7), although many highlighted this mode of transport as a feasible alternative to their current travel option (Figure 18). This even included some who live over 15 miles away!

Figure 18 Many staff and students could cycle to University



In order to try to understand why cycling is not the preferred option for many personnel, one of the questions on the questionnaire related to current cycle facilities and activities. Most respondents rated facilities and activities at BOC as good, whereas most rated these aspects at BRC as only satisfactory (Figure 19). Further emphasis is therefore required at BRC. More information as to why cycling is not generally used as a mode of transport is also desirable.

Figure 19 Facilities and activities for cyclists vary between campuses



3. Progress against 2011 targets

Two targets were set in the original travel plan. One related to vehicle movements the other to usage of the intercampus bus (Table 1).

Table 1 Travel plan targets

	Baseline Nov 2010	Target 2012	Target 2013	Target 2014	Overall target
Reduction in the number of vehicles arriving in both on and off campus car parks during the morning.	975	900	850	830	-15%
Increase in the number of average daily intercampus bus journeys.	350	370	390	400	+15%

As mentioned previously, vehicle surveys have been carried out at regular intervals since the original travel plan was put into place. However, direct comparison of results obtained cannot be made with the target for vehicle reduction, as the numbers of cars in the off campus car parks were not recorded. Nonetheless, if the numbers of cars arriving in the on campus car parks alone are compared, the targets for reduction have been exceeded (Table 2). Although this comparison is not an absolute reflection of changes occurring since the introduction of the original travel plan, further indication of the reduction of cars driven to campus is illustrated by the change in transport mode of staff and students, as mentioned earlier.

Table 2 Original objectives to reduce the number of cars on campus have been exceeded

	Baseline Nov 2010	April 2011	April 2012	Nov 2012	Overall reduction
Reduction in the number of vehicles arriving in on campus car parks during the morning.	843	603	576	503	-40%

Future vehicle surveys will include an estimation of cars parked in the off campus car parks, to enable a more accurate reflection to be obtained.

Information on intercampus bus usage since the implementation of the original travel plan suggests that usage decreased in 2012 to 252 daily journeys compared with the target of 370 (Table 3). However, bus usage increased from 2011 to 2012 suggesting some improvements are being made.

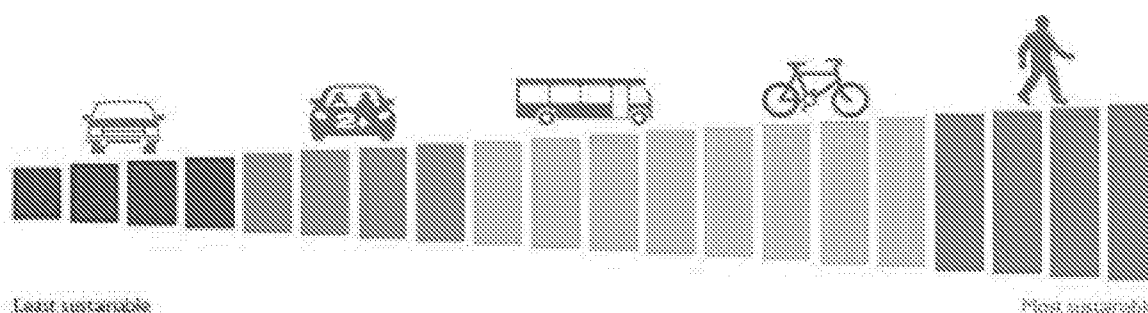
Table 3 Intercampus bus usage has decreased

	Baseline Nov 2010	2011	2012	Overall Change
Increase in the number of average daily intercampus bus journeys	350	227	252	-28%

4. Status of initiatives highlighted in 2010 travel plan

A number of initiatives were highlighted in the original travel plan ranked according to the travel hierarchy (Figure 20)

Figure 20 Staff and students are encouraged to use the travel hierarchy



Progress against each of these initiatives is described in the following table (Table 4). Further actions required which are still deemed to be appropriate to the travel plan objectives, are included as new objectives in the following section.

Table 4 Progress against original objectives

Objective	Initiatives	Actions completed	Further action required
1) To reduce the need to travel where possible.	Investigate the potential for home or flexible working at a campus closer to home within service departments.	Academic staff work off campus, where appropriate when not actively engaged with students to ensure the University community is not affected.	Yes - home working should be publicised as an option where appropriate, ensuring no detrimental effect on the University community is experienced.
	Review the feasibility of setting up video conferencing facilities at both campuses.	Facilities are in place but usage is low.	Yes – publicity, training and incentives required to encourage the use of applications such as Skype and Lync.
	Work with partner organisations to develop sustainable means of intercampus delivery of goods.	Initiative not found to be feasible.	No
2) Promote and support cycling and walking	Provide dedicated lockers and changing facilities.	Provided at BRC in John Parry rebuild.	Yes – still highlighted as an operational issue.
	Provide dedicated shower facilities.	Provided at BRC in John Parry rebuild	Yes – still highlighted as an issue particularly at BOC.
	Improve secure cycle storage facilities (lighting, CCTV) at BRC.	Provided	No
	Regular bike doctor clinics at each campus.	Clinics held during spring fairs	Yes – needs to be on-going
	Regular security marking of cycles.	Some sessions held	Yes – needs to be on-going

Objective	Initiatives	Actions completed	Further action required
2) Promote and support cycling and walking (continued)	Review the operation of the Cycle to Work scheme	Scheme in place	Yes – needs greater publicity
	Investigate the feasibility of constructing a cycling/walking path from bottom of College Lane to BOC.	Awaiting completion of construction road 2013.	Yes – funding to be secured
	Reopen and promote gate access via hospital (BOC) to provide an alternative to using College Lane	Completed	No
	Investigate issues associated with Mead Lane entrance at BRC	Resident only parking investigated but residents not interested	No
	Continue to work with local authorities to improve lighting and condition of pedestrian walkways outside of the University boundaries.	Lighting improved on walking to BOC. Lighting/Crossing improved at London Road.	Yes – issues of safety of London Road still a concern.
	Continue to campaign for one way status for College Lane BOC	Campaign continued	Yes – still an issue
	Arrange “smart” walking and cycling sessions	Question as to whether this is still a requirement included in 2012 questionnaire	No – not perceived as important
3) Promote and support use of public transport	Identify opportunities for negotiating cheaper travel on public transport (eg Chichester UNI-zone for students on trains)	Southern trains not willing to make any more concessions	Yes – should be pursued further
	Promote staff Megarider bus 10% discount	Website updated	No
	Provide up to date information on bus and train routes	Information available on website	No
	Work with local partners to develop a station-campus shuttle service at BOC	Service provider yet to agree on campus shuttle.	Yes
	Promote the use of public transport for business travel	Intercampus bus provided. Cheap tickets available and can be paid for by University	Yes – most staff still travelling as single occupants by car

Objective	Initiatives	Actions completed	Further action required
4) <i>Promote and support sustainable inter-campus travel</i>	Work with partners to develop a regular direct Chichester-Bognor bus service linking the campus sites	Service up and running 30 th August 2011	Yes – work needed on timetabling
	Provide up to date information regarding disruptions to users via text messaging	Real time display alternative investigated	No – not highlighted as an issue.
	Actively promote service to all potential users via the Intranet, external website, SU website etc.	Advertised September 2011.	Yes – still an issue
	Discourage staff from travelling between campuses by car.	Problems highlighted with current bus timetable makes this difficult	Yes – once timetabling issues are resolved.
	Explore opportunities to incorporate bus charges into the student fee structure	Waiting introduction of smart card system	No
5) Reduce reliance on car usage and single occupancy of vehicles in particular	Implement an official car sharing scheme	Liftshare scheme implemented 1 st September 2011	Yes – further publicity required.
	Introduce incentives for car sharing	Dedicated parking introduced.	No
	Introduce a priority parking scheme for those living less than 1 mile (less than 2 miles 2014) from their main campus ineligible for parking permit	Implementation of 1.5 mile exclusion zone for students from October 2012.	No
	Move to in-house managed car parking	Not implemented	No, but the situation will be kept under review.
	Identify opportunities for more suitable off campus parking	None identified	No, but the situation will be kept under review.
	Review car parking charges. Maintain suitable differential between charges and cost of public transport	Charges increased 2011/12 and 2012/13.	No – no plans to increase charges in 2014. Not thought to provide incentive to reduced car usage
	Investigate alternative permit/daily charge arrangements for car parking	Meters installed for visitors	Yes – opportunities to improve car park management and charging regimes continue to be investigated.

5. New objectives, initiatives and targets

5.1 New objectives and initiatives

In order to deliver the overall aim of the sustainable travel plan and ensure progress is continually made a variety of initiatives have been developed. Many of these initiatives are designed to remove the barriers highlighted by students and staff throughout the course of this update, to the adoption of more sustainable travel options. It has however also become apparent throughout this update process that although issues related to sustainable travel have been identified, reasons why such issues exist are not always clear. More in depth work is required to understand the reasoning behind student and staff behaviour and determine how truly sustainable travel can be achieved. New objectives and initiatives therefore include both changes which can be achieved in the relatively short term and research requirements.

Short term initiatives are listed against each objective identified earlier (Table 5). An action plan detailing how each objective will be achieved, personnel responsible and timescales, has been produced (Appendix 1). This action plan will be used by the sustainable travel plan working group to monitor and review progress.

Research objectives are listed in Table 6. SEMAL 2nd year students will be asked if they want to carry out research projects in these areas. In addition, third year students enrolling on an elective module for Sport Development, Sport Fitness, and Sport Studies and BSc Community Sports Coaching students undertaking a mandatory module where they are required to produce an action plan, will be encouraged to carry out their studies on issues such as cycling or walking to University to work or study. Data from such studies would provide valuable extra information on staff and student travel behaviour.

A number of other initiatives were highlighted through benchmarking and staff and student consultation. However, it was felt that it is not currently appropriate for the University to pursue these further, but they may be of benefit post 2016. These initiatives are described in Appendix 3.

Since the introduction of the original travel plan the University has opened up many of its sports facilities at the Bishop Otter campus to the benefit of the wider community. Further facilities will be provided over the course of this travel plan, including adventure education equipment (subject to planning permission). Opening of these facilities will not cause additional issues with parking on campus as they will be accessed by the wider community outside of normal working hours of the University, or outside of semesters.

Although visitors will continue to only account for a small percentage of those travelling to the University, compared to staff and students, their numbers will continue to be included in vehicular surveys and a number of new initiatives designed to encourage this sector of the community to travel using the most sustainable methods possible are included (Table 5).

Table 5 New travel plan short term initiatives

Objective	Initiative
Reduce the need to travel where possible	- Investigate the potential for extending homeworking for staff, where appropriate ensuring no detrimental effect on the University community occurs. - Publicise/incentivise the use of technology for meetings to negate travel needs. - Investigate the potential for part time staff to work their designated hours over fewer days.
Promote and support walking and cycling	- Provide lockers or secure area for equipment etc. - Install cycle and walking path from the southern end of College Lane to BOC. - Install cycle paths on campus. - Provide information on bike routes, showers etc. - Provide bike for hire. - Provide pool bikes. - Implement a reward scheme for cycling such as free Costa coffee or scratch cards. - Provide more cycling facilities - Continue bike doctor clinics, bike marking and support of local and national cycling and walking events. - Continue to campaign for one way status of College Lane
Promote and support use of public transport	- Implement a business travel policy encouraging staff to travel using the travel hierarchy. - Raise awareness of the impact of departments' business travel. - Work with conference departments to encourage visitors to travel to the University by public transport. - Work with sports departments to encourage visitors to travel to the University by public transport. - Encourage visitors to travel to the University by public transport. - Publicise public transport routes to students and staff and walking directions from the stations. - Promote travel deals to students such as Young Person's Railcard. - Investigate flexible working to enable cheaper travel.
Promote and support sustainable intercampus travel	- Improve intercampus bus service by increasing frequency. - Investigate the use of the SU safety bus as an additional transport source. - Encourage staff to use intercampus bus by promoting/incentivising staff to organise meetings to enable bus use. - Remove travel allowance for staff driving between campuses. - Publicise bus timetable. - Put seats in bus shelters. - Publicise availability of cheaper pre-paid bus fares.
Reduce reliance on car usage, particularly single occupancy of vehicles	- Further promotion of the car share scheme. - Remove safety concerns of London Road. - Publicise London Road car park. - Publicise that car parking revenue is all used for sustainable travel initiatives. - Improve parking at rugby club. - Raise awareness of the impact of staff and student commuter travel. - Link car park permit charges to emission levels of cars. - Provide hire/pool cars. - Investigate access issues to BRC - Provide designated parking at certain times for specific groups. - Higher mileage rate for drivers carrying passengers

Table 6 Research objectives

Study to determine how sustainable travel can be marketed at the University of Chichester
Investigation into the barriers preventing staff and students at the University of Chichester from commuting using alternative modes of transport to single occupancy in cars.
How can car share be made a more attractive method of commuting to staff and students at the University of Chichester?
Development of a method to assess the carbon footprint of staff and student commuting to the University
How can cycling and/or walking be made more attractive as a method of commuting to staff and students at the University of Chichester
How can the operation of the intercampus bus be made financially sustainable

5.2 New targets

The targets implemented in the original travel plan have been maintained. In addition, a number of new targets have been set to cover more elements of the travel hierarchy. Targets have been developed to enable the overarching objective of the travel plan to “encourage staff, students and visitors to travel to the University and on University business by more sustainable means, thus reducing the University’s carbon footprint and impact on the local environment and community” to be met (Table 7).

The first three of these targets are also included in the Environment and Sustainable Development Strategy¹.

Table 7 Sustainable Travel Plan targets

Area	Baseline April 2013	End of 2013	End of 2014	End of 2015	End of 2016
Business travel	No data is available on the carbon footprint of business travel and no common policy exists.	Develop a system for recording the carbon footprint of business travel and a common policy.	System implemented in all University departments, baseline data generated and emissions reduction target set.	First reduction target met. Second reduction target set.	Second reduction target met.
Commuter travel	No data is available on the carbon footprint of commuter travel.		Develop a system for recording the carbon footprint of staff and student commuting.	System implemented in all University departments, baseline data generated and emissions reduction target set.	First reduction target met. Second reduction target set.
Travel between student homes and University	No data is available on the carbon footprint of student travel at the beginning and end of semesters.	Develop a system for measuring emissions associated with the travel between students’ homes	System implemented across the University, baseline data generated and	First reduction target met. Second reduction target set.	Second reduction target met.

¹ Environment and Sustainable Development Strategy University of Chichester February 2013

		and the university at the start and end of term (including international students) by the end of December 2013.	emissions reduction target set.		
Vehicle movements	503 vehicles arrive in the on campus car parks during the morning. No recent data available on vehicular movements in off campus car parks.	Determine number of vehicles arriving in the on and off campus car parks during the morning.	5% reduction in vehicles arriving in the on and off campus car parks during the morning.	10% reduction in vehicles arriving in the on and off campus car parks during the morning.	15% reduction in vehicles arriving in the on and off campus car parks during the morning.
Intercampus bus usage	Data suggests 252 journeys are taken daily on average on the intercampus bus.	Determine more accurate measurement of journeys taken on the intercampus bus by staff and students.	5% increase in the average daily usage of the intercampus bus compared to the baseline.	10% increase in the average daily usage of the intercampus compared to the baseline.	15% increase in the average daily usage of the intercampus bus compared to the baseline.
Remote meetings	No staff or students are using installed technology to enable remote internal meetings to take place.	Carry out at least three remote internal meetings and collate feedback obtained.	100% increase in the number of remote meetings internal meetings held from previous year.	100% increase in the number of remote meetings internal meetings held from previous year.	50% increase in the number of remote meetings internal meetings held from previous year.
Cycling	Recent questionnaire suggests 8.2% of staff and 3.9% of students commute by bike. Since November 2007, 137 staff have joined the cycle to work scheme.	45 staff/students attended bike doctor sessions. Bike hire scheme in place for Stockbridge and St Christopher's students.	Introduce cycle incentive scheme. 5% increase in number of staff and students commuting by bike compared to the baseline. 45 staff/students attended bike doctor sessions. 5% increase in the number of staff joining the cycle to work scheme compared to the baseline.	5% increase in the number of staff using the cycling incentive scheme. 45 staff/students attended bike doctor sessions. 5% increase in the number of staff joining the cycle to work scheme compared to the number at the end of 2013.	10% increase in number of staff and students commuting by bike compared to the baseline. 45 staff/students attended bike doctor sessions.

6. Monitoring and Review

In order to determine whether or not the initiatives, once implemented, deliver the aims and objectives of the Travel Plan and the targets set are being achieved, it is proposed that a snap shot survey of vehicles arriving at the campuses during the morning period (including the off-campus car parks) will continue to be undertaken twice a year in late April and early November. This survey will give a good indication of whether the projected reductions in single occupancy and vehicle numbers are likely to be met. In addition, a full Travel Survey of all staff and students will be undertaken in November 2014 in order to identify the impact of the initiatives on the modal split of transport means which staff and students are using at that time. The data collected will enable the University to identify whether or not the targets for modal split are being achieved. The response rate for the November 2012 survey was quite low (Appendix 2). Consideration will be given as to whether an incentive should be offered to staff and students for completing the 2014 survey, to improve the accuracy of the results obtained.

A TRICS UK Standard Assessment Methodology for Travel Plans will be carried out in order to meet the County Council's Development Travel Plans Policy by the end of 2013. Subsequent TRICS SAM surveys will be undertaken in alternate years in 2015, 2017.

The on-going day to day implementation and development of the Sustainable Travel Plan will be undertaken by the Environment and Sustainable Development Co-ordinator who will report to the Travel Group on a regular basis. The Travel Group will be responsible for the management, monitoring and review of the Travel Plan in terms of its overall aims, objectives and targets and ensure that it continues to complement the University's environmental strategy. Regular reports on progress will be made to the ESDSG. An annual review of the Plan, undertaken by the Travel Group, will ensure that the Plan remains robust in terms of both future planned capital developments and growth in student numbers.

Appendix 1 Action plan

Objective	Initiative	Actions	Cost	Responsibility	Completion date
1) Reduce the need to travel where possible	1.1 Home working	Implement a home working strategy	None	HR	End of 2013
	1.2 Remote meetings	Communicate the availability of technology to enable remote meetings to take place.	None	Environment and Sustainable Development co-ordinator	End of 2013
		Provide training on equipment and technologies available. Ensure clear instructions are in all applicable rooms.	None	IT	End of 2013
	1.3 Staff commute on fewer days	Investigate the possibility for full and part time staff to work their designated hours over fewer, longer days if they desire. Government legislation on flexible working can be found from the following link (https://www.gov.uk/flexible-working/overview).	None	HR	End of 2014
2) Promote and support walking and cycling	2.1 Secure areas for personal items	Provide lockers for music equipment and sports kit and books, or secure areas.		Estates Management	End of 2014
	2.2 Cycle and walking paths	Provide a cycle and walking path from southern end of College Lane to BOC. Overcome problem of flooding on council land at the end of the lane.	Monies returned from WSCC to be used	Estates Management	End of 2015
		Provide cycle paths on campus		Estates Management	End of 2015
2) Promote and support walking and cycling (continued)	2.3 More information on cycling facilities	Display information on bike routes and showers etc. on bike sheds, in car parks by ticket machines, on scratch car books, via Intranet, SU website, posters and events.	None	Environment and Sustainable Development Co-ordinator	End of 2013
	2.4 Continued publicity of cycling	Provide bike doctor clinics and bike marking sessions as part of events and publicise Cycle	£150 per session for bike	Sustainable Travel Plan (STP) Co-	End of 2016

	through bike doctor clinics, marking etc.	to Work scheme. Support local and national events such as walk to work, Britain Bike Week etc.	doctor	ordinator	
	2.5 Provide bike hire	Provide bikes for students for a small semester hire fee. The hire fee could cover the cost of a fortnightly 'bike service' drop-in clinic to keep the University bikes in safe working order. This could be provided by one of the local bike repair freelance services. Need to look at H&S aspects, do we provide helmets as well?	This need not be at high cost if coordinated with the council waste service. Bikes can be acquired at no, or little, cost through the local tip!	Estates Management	End of 2014 Pilot scheme with Stockbridge and St Christopher's students by end of 2013.
2) Promote and support walking and cycling (continued)	2.6 Provide pool bikes	Provide pool bikes using a similar system to the London bikes. This could potentially be coordinated with secure bike parking at Chichester Railway Station. Need to look at H&S aspects, do we provide helmets as well?		Estates Management	Pilot scheme by end of 2013
	2.7 Provide incentives for cycling	Implement a rewards scheme for cycling such as free Costa coffee or free scratch card		Environment and Sustainable Development co-ordinator	End of 2014
	2.8 Provide more cycling facilities	Install more cycle sheds and shower facilities		Estates Management	End of 2014
	2.9 One way system for College Lane	Continue to campaign for one way system for College Lane		Estates Management	On-going – end of 2016
3) Promote and support use of public transport	3.1 Business travel policy	Implement a business travel policy encouraging staff to travel using the travel hierarchy.	None	HR/ Finance	End of 2014

	3.2 Raise awareness of the impact of departments' business travel.	Develop a system for departments to log business travel and mode of transport.	Staff time	Environment and Sustainable Development co-ordinator	End 2013
3) Promote and support use of public transport (continued)	3.3 Marketing and conference departments to encourage visitors to travel to the University by public transport	Marketing and conference departments ensure conference delegates are provided with information on sustainable travel, for example a link to travel by public transport and walking directions from the stations.	None	Marketing and Accommodation	End of 2013
	3.4 Sports departments to encourage visitors to travel to the University by public transport	Sports departments ensure visitors using sports facilities are provided with information on sustainable travel, for example a link to travel by public transport and walking directions from the stations.	None	Sports Department and Sports Performance and Rehabilitation Unit	End of 2013
	3.5 Encourage visitors to travel to the University by public transport	Include a link on the website for visitor travel. This should include information on public transport and bus routes and walking directions from the stations. Awareness of sustainable travel will be raised amongst staff if they are encouraging visitors to travel in this way.	None	STP co-ordinator	End of 2014
	3.6 Encourage staff and students to travel to the University by public transport	Publicise public transport routes to students and staff and walking directions from the stations. Investigate whether signs can be put up in towns.	None	STP co-ordinator	End of 2014
	3.7 Encourage students to travel to the University by train	Investigate provision of Uni railcards as implemented at Brighton University.		Environment and Sustainable Development co-ordinator	End of 2014
4) Promote	4.1 Encourage	Run more buses in the		Estates	End of 2013

and support sustainable intercampus travel (continued)	students to use the intercampus bus	morning to prevent students having to get to BOC too early.		Management	
	4.2 Encourage staff to use the intercampus bus	Convene meetings which are timed to suit the bus timetable. Investigate the use of the SU safety bus at BOC in the day time to provide an additional shuttle service. Consider the provision of a similar service at BRC. Promote/incentivise staff including admin staff to organise meetings involving staff on both campuses to encourage the use of the bus.	None	Estates Management Estates Management Environment and Sustainable Development co-ordinator	End of 2013 End of 2013 End of 2014
	4.3 Improve publicity of bus	Put timetable in bus shelters	None	STP co-ordinator	End of 2013
	4.4 Improve experience of using bus	Put seats in bus shelters		Estates Management	End of 2014
	4.5 Promote 50p bus fares	Publicise availability of 50p bus fares in bus shelter, information sent to students, Portia etc.	None	Environment and Sustainable Development co-ordinator	End of 2013
5) Reduce reliance on car usage, particularly single occupancy of vehicles	5.1 Promotion of the car share scheme	Further publicise car share scheme through use of monthly tips, posters, Intranet, events etc.	None	Environment and Sustainable Development co-ordinator	End of 2013
	5.2 Remove safety concerns of London Road parking	Provide better lighting. Initiate walking bus system	None	Estates Management Environment and sustainable Development co-ordinator	End of 2015 End of 2014
	5.3 Publicise London Road car park	Publicise at BRC, ask why people park in the streets and not in London Road	None	Environment and Sustainable Development co-ordinator	End of 2014
5) Reduce reliance on car usage, particularly	5.4 Publicise that all car parking revenue is	Publicise via Intranet, posters, events etc.	None	Environment and Sustainable Development	End of 2013

single occupancy of vehicles (continued)	used for sustainable travel initiatives			co-ordinator	
	5.5 Improve parking at rugby club	Provide control to prevent problems of blocking in.		Estates Management	End of 2014
	5.6 Raise awareness of staff and student commuting habits	Develop a system for monitoring the carbon footprint of staff and student commuting	None	Environment and Sustainable Development co-ordinator	End of 2014
	5.7 Link car park permit charges to emission levels of cars	Introduce charge bands for permits so that the charge for low emission cars is less than those with higher emissions.		Estates Management	End of 2015
	5.8 Provide hire/pool cars	Provide bank of hire/pool cars owned/leased by the University. Such a scheme is used in Chichester (Chichester Car Club). This might encourage some students to reconsider running their own car. For some students (musicians with large instruments) a car might be important to some of their university participation (attending off-campus rehearsals and concerts). Pool/hire cars could also be used for staff business travel. This may be a lower cost alternative to the reimbursement of mileage and allows the opportunity to promote low carbon vehicles.		Estates Management / Finance?	End of 2015 Date ??
5) Reduce reliance on car usage, particularly single occupancy of vehicles (continued)	5.9 Enable designated parking for specific circumstances	Provide designated parking for sports team personnel on a Wednesday when they are transporting large amounts of kit and other groups related to their specific circumstances.	None	Estates Management	End of 2013
	5.10 Higher mileage rate	In order to promote car sharing for staff on business, a higher		Finance	End of 2014

	for drivers carrying passengers	mileage rate (eg an extra 5p per mile) will be paid for drivers carrying passengers. This will contribute to the additional fuel costs incurred by carrying passengers.			
6. Monitoring and Review	6.1 Ensure travel plan meets overall aim and objectives and targets and remains robust in terms of future planned capital developments and growth in student numbers.	Hold regular travel plan meetings to review progress.	None	Environment and Sustainable Development Co-ordinator	Meetings to be held on a quarterly basis.
	6.2 Ensure travel plan fits with local objectives and community.	Join the Workplace Travel Plan Network	None	Estates Management	Network to be set up August 2013.

Appendix 2 Questionnaire response rates and questions

Year	2010	2012
Number of student respondents	412	285
Number of staff respondents	279	146
Total	691	431
	%	%
Full time student response rate	8.3	5.7
Part time student response rate	4.6	7.5
Full time staff response rate	54.9	26.1
Part time staff response rate	12.4	8.1 (including associate lecturers)

Questions asked in the questionnaire

1. Are you a student or a member of staff (if both please state the one you travel for the most)?
2. What is your term-time postcode?
3. Are you full-time or part-time?
4. Please select your main campus base:
5. Would you like to be included in the prize draw for a £5 voucher for the campus Costa outlets?

6. How many days per week on average do you travel to/from the University?
7. What time do you usually arrive at the University?
8. What time do you usually leave the University?
9. What is the approximate distance you travel to the University?
10. Approximately how long does it take you to travel to the University?
11. What is your primary (main) mode of transport to and from the University?
12. What is your secondary (other) mode of transport to/from the University (if not applicable please select n/a)?
13. If you have a secondary mode of transport, what percentage of your journeys are using this?
14. Aside from any already selected, what other methods of transport could you feasibly use to travel to/from the University?
15. If you normally travel to the University by car, what are your main reasons for doing so?
16. Do you travel between campuses for any reason?
17. If yes, what reason(s) do you have to travel between campuses?
18. What method of transport do you usually use for intercampus travel?
19. If you use a car for intercampus travel, what are your reasons for not using the U7 Intercampus Bus?
20. What do you think of our cycle facilities and activities?
21. What would you like us to do to improve your cycle experience?
22. Would you be interested in cycling lessons for adults?
23. What do you think of our bus provision?
24. What could we do to improve bus facilities for you?
25. What do you think about our car parking facilities?

Appendix 3 Initiatives discussed but not currently included in the travel plan

Initiative	Actions	Comments
Walking/cycling breakfasts	Provide breakfasts for staff and students who walk or cycle to campus.	It will be very difficult to check genuine cyclists or walkers and will be expensive.
Prevent visitors from parking on campus.	Parking permits not to be issued to visitors.	Other Universities have no visitor car parking, even for conferences. This may cause issues with visitors with no public transport availability. Other methods of encouragement should be used.
Remove bus charges for students and/or staff and/or reimbursement of staff private mileage for inter campus journeys	Make bus travel free for students and/or staff	Bus travel between campuses in other Universities is free. Questionnaire responses suggest both students and staff resent having to pay for the bus. Provision of the bus is at a high cost to the University, charges should remain. Information on private mileage claims from staff inter campus travel should be provided to determine if removal of this facility could offset bus costs.
Return to shuttle service	Re-introduce a service which just operates between the two campuses.	Questionnaire responses suggest that journey times for the intercampus bus are too long. Provision of a bus covering a larger area was thought to be more efficient. Change to the bus timetable could alleviate some of the issues.
Buses to run later in evenings and at weekends	Increase the bus service to include weekends and evenings.	Buses already run until 01.00! Utilisation of buses at the weekend was not thought to be sufficient to warrant the extra cost.
Promotion of the car share scheme	Coffee mornings, monthly tips, free parking.	Publicity of the car share scheme is paramount. Coffee mornings were not thought to be viable due to lack of interest and time. Free parking for car share holders was not thought to be a big enough incentive to initiate change.
Parking permits for part of working week	Provide parking permits for only a proportion of the working week, for example 4 out of 5 days for fulltime staff.	This system is successfully operated by BAA at Heathrow. This would prove too unpopular and may cause students to miss lectures.
Provide more car park spaces	Tarmac area at back of car park at BOC. Provide more spaces at BRC.	Highlighted many times on the questionnaire as an issue. Seen as a negative step toward sustainable travel. Better to publicise why more spaces will not be provided.
Prevent students from parking on campus	Remove availability of pay and display for students and student parking permits	May be possible when all other initiatives are in place.
Introduce a priority parking scheme for those living less than 1 mile (less than 2 miles 2014) from their main campus ineligible for parking permit	Increase the implementation of 1.5 mile exclusion zone for staff.	May prove too unpopular and may affect recruitment.

Appendix 4

University of Chichester
Car Parking Regulations
Terms and conditions for use of on-campus and off-campus car parks

Version N^o.: V5.0
Effective Date: 1st October 2013

1 Introduction

The University of Chichester (The University) has nearly 750 parking spaces situated at its two campuses at Bishop Otter and Bognor Regis, and at its Halls of Residence, to satisfy a population of about 5,500 students and staff, and visitors.

Demand for car park spaces exceeds the spaces available, which is particularly acute during term time. Therefore, parking controls and restrictions are implemented to ensure the efficient and effective operation of the University, equity of access and fairness.

A pay and display system, generally using pre-paid scratch cards, has been introduced for staff and students using all the on-campus car parking spaces. Staff may elect to pay a monthly sum, through a deduction from salary, which is equivalent to the daily rate for staff.

Visitor parking will be available at each campus but a charge will apply, either directly to the visitor in the short stay pay-and-display car park or, by recharging faculties and departments if a visitor permit is issued.

Free parking is available for staff and students in two off-campus car parks in Bognor and Chichester. Special conditions apply at these locations.

The following rules and instructions must be followed by all staff, students and those visiting the University.

2 General

2.1 Period of Operation of the Regulations

The regulations came into effect on 1st September 2009 and continue to operate throughout the whole of the calendar year. The regulations will remain in operation year-on-year, and any variation to the regulations will be published not less than 8 weeks prior to the implementation of the variation.

This version (V5.0) of the regulations, effective from 1st October 2013, provide clearer guidance for the implementation of the regulations and introduces a permit exclusion zone for students living within 1.5 miles of their main campus. A summary of the key changes are shown in Appendix F. Version 4 of the regulations will remain in force until 1st October 2013.

2.2 Management of the car parks

The Director of Estate Management has delegated authority for the control and management of all vehicles using the University grounds. This authority includes the implementation of these regulations. Responsibility for the day to day management of the car parks is delegated to the Facilities Manager who is supported by the Travel Plan Coordinator. Contact details are included in Appendix C.

2.3 Liability

Motor Vehicles are brought onto the University grounds at the owner's risk and the University undertakes no responsibility for their safety or security. The use of the car parks is permitted subject to compliance with these regulations. The car parks are for the use of members of the University and bona fide visitors having business with the University, and may be used by others as agreed by or on behalf of the Director of Estate Management. The University is not responsible for the loss or damage of property arising from bringing a motor vehicle into the grounds beyond the normal legal liability for acts and omissions of its employees, and whilst it endeavours to enforce these regulations it is not liable for failure to do so.

2.4 Rights to enter the University grounds

The University campuses are private property and the University reserves the right to refuse entry onto the grounds to any person, or any vehicle, at its sole discretion. The University is not obliged to provide any reason for refusal to allow access to the grounds.

2.5 Vehicles permitted to park on campus

Motor vehicles, motor bikes and cycles are permitted to park on the campus subject to satisfying all the terms and conditions within these regulations.

Camper vans, trailers, caravans, etc; are not permitted to park on campus without the express permission of the Travel Plan Coordinator.

All vehicles using the University grounds must comply with the legal requirements of the Road Traffic Acts in force at the time; be road worthy; hold a valid MOT certificate (where applicable); and hold a valid Road Fund licence.

The driver must hold valid insurance for the vehicle and must comply with the requirements of these regulations, including observing the speed restrictions on campus and following instructions given by authorised officers of the University.

2.6 Speed Restrictions

Speed restrictions are in place throughout the site; these must be followed for the safety of everyone. Failure to comply with the speed limits could result in a removal of parking privileges.

2.7 Charges for car parking

The University imposes a range of charges for the use of its car parks. The charges are listed in Appendix A.

2.8 When charges will apply

Vehicle use of University campus car parks is chargeable between 0800 and 1700 hours, Monday to Friday. An overnight charge applies to students and visitors between 0200 and 0600 hours both during the week and at weekends. A detailed table of chargeable periods can be viewed in Appendix B.

No charges apply for any user on bank holidays.

2.9 Where to park

The on-campus car parks at the Bishop Otter and Bognor Regis campus are shown on the plans in Appendix C1 and C2.

All cars must be parked within the designated car park areas. All vehicles must be parked within the defined bays where they are marked or in a position such that the vehicle does not cause an obstruction in the unmarked car parks.

Disabled bays are clearly marked and are reserved for the exclusive use of blue badge holders or for those with a temporary special permit (refer to 3.7.4 and 4.7.4). Any other vehicle parking in a disabled bay will be liable to an enforcement notice and is likely to be towed away.

Drivers of oversized vehicles or vehicles with trailers must consult the Travel Plan Coordinator to obtain approval to park prior to visiting the campus and must follow their instructions.

Motor Vehicles may only be left in other areas at each campus that are not designated as car parks with the express permission of the Travel Plan Coordinator.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

2.10 Displaying a permit

Users of the University car parks are required to display some form of permit depending on the location of the car park and/or the time of use.

Students' cars parked on either campus are required to display a validation permit at all times and, when applicable, a pre-paid scratch card.

Students who are eligible for and have purchased a Halls of Residence car parking permit must display this at all times.

Staff cars parked on either campus are required to display a validation permit at all times and, when applicable, a pre-paid scratch card.

Staff may alternatively purchase a monthly permit which must be displayed at all times.

Visitors' cars must display a visitor permit at all times, or purchase a ticket in the pay and display short stay car park, when charges apply.

2.11 Grace Period

Staff, students and visitors must display the appropriate permit within 20 minutes of arrival on campus.

2.12 Availability of car parking spaces

The University does not guarantee a parking space or confer rights other than to park temporarily in a designated car park or other authorised area in accordance with these regulations, if space is available.

2.13 Motorcycle Parking

There are approximately 7 motorcycle parking spaces at Bishop Otter and 10 at Bognor Regis. There is no charge for motorcycles parked in these designated spaces.

2.14 Cycle Spaces

There are approximately 190 covered cycle spaces at Bishop Otter and 90 covered spaces at Bognor Regis. There is no charge for cycles parked in these spaces. There is a secure compound at the Bishop Otter and Bognor Regis campuses and staff or students may obtain a gate release card free of charge to use these facilities. Release cards can be obtained from the Conference and Accommodation Office. The release cards are activated for use from 1st September until 31st August. The card should be returned at the end of this period to be reactivated. An administration charge will apply for replacing lost cards

2.15 Good Faith

All permits are issued to an individual for their exclusive use and are not transferable. The acquisition, purchase or use of a parking permit or other means of gaining access to, or use of a car park with the intent to deceive will invalidate that permit, and any car displaying that permit on the University grounds will be liable to an enforcement notice and may be clamped or towed away. The University reserves the right to require evidence that an application is accurate, complete and meets the requirements of the regulations before a permit is issued.

Where staff or students commit an offence in breach of these regulations, depending on the severity of the offence the matter may be reported to Director of Estate Management who will determine what action shall be taken. This may include withdrawal of permission to bring a vehicle onto the University grounds or instigating an investigation that may result in disciplinary action, in accordance with the University's rules and regulations for students or staff.

2.16 Enforcement of the Regulations

Students, staff and visitors who contravene these regulations unfairly penalise their colleagues. The University employs a registered external agent to enforce the car parking regulations on the University owned land and to collect all penalty charges that are due.

The company contracted to enforce the regulations is detailed in Appendix D.

The enforcement of the regulations in the two off campus car parks at Chichester and Bognor is the responsibility of the respective land owners whose details are also provided in Appendix D.

2.17 Impact of car use in the local community

The high number of car journeys to and from the University's campuses has a significant impact on the local community. In particular, inconsiderate and indiscriminate parking on roads surrounding the campuses causes local residents inconvenience, disturbance and anxiety. Many of the neighbouring roads are narrow and when congested with parked cars can be difficult to pass especially for emergency vehicles.

The University wishes to be a 'good neighbour' as well as supporting the needs of our staff and students. The University will work closely with the Local Authority and Police Community Support Officers (PCSO) to find solutions to parking congestion on the roads around the campuses. The University supports the actions of the Local Authority and Police to ticket and remove cars on the public highway that contravene the road traffic act.

The University will consider disciplinary action against any members of staff or students who persistently contravene the regulations and/or damage the reputation of the University.

2.18 Ring fencing income from car park charges

All income generated from car park charges is ring fenced to support the management and operation the University's car parks, provision of free off campus car parks, supporting environmentally sustainable forms of transport such as the University intercampus bus service, and other environmental initiatives.

3 Student Parking

3.1 Authorisation to bring a car onto campus

Bona fide students who are registered on one of the University's courses will be eligible to park on campus, subject to the restrictions detailed below.

3.2 Restrictions

Generally, students who live on campus are not eligible to park a car on campus. However, students living at Havenstoke or Pinewood may apply for a resident car parking permit. The charge for a permit is shown in Appendix A.

Students living within 1.5 miles of their main campus are not eligible to obtain a campus parking permit unless special permission has been provided (see section 3.7.4). Some areas have been made exempt from this rule for safety reasons. Details of excluded areas can be found in Appendix F.

3.3 On campus parking

Eligible students may park a car in designed areas on campus provided that a validation permit is displayed at all times and a scratch card is also displayed during the times when charges apply. The scratch card must be activated by scratching off the appropriate boxes for the day and date of use and recording the car registration number.

A validation permit must continue to be displayed when parking charges do not apply.

Parking overnight is discouraged. However, an overnight permit can be purchased from the security lodge at either campus on the day to allow overnight parking. The charge for the overnight parking is shown in Appendix A. The validation permit must also be displayed with the overnight permit.

3.4 30 minute parking bays

At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

3.5 Short Stay - Pay and Display Car Park

This car park is only intended for visitors to the University. This is a short stay car park with a maximum parking period of 4 hours. Students are requested not to park in this area during the chargeable period. Student permits with or without scratch cards are not valid in this area.

3.6 Off campus parking

Off campus parking is available at the Local Authority owned London Road car park, Bognor Regis and the Chichester Rugby Club car park, Wellington Road, Chichester.

The University pays for the use of the car parks centrally and no direct charges apply to University staff or students using the available spaces.

Staff and students are encouraged to use these spaces to reduce the demand for on-campus parking and to limit the on-street parking near the two campuses, which causes inconvenience to local residents.

The special regulations that apply to the use of these car parks are detailed in section 6.

3.7 How to apply for a permit

3.7.1 Validation Permit

A validation permit can be obtained from designated collection points at the start of the academic year. The location and times for collection will be published on Portia and on notice boards around the campus. At other times of the year students should contact the Travel Plan Coordinator for advice.

A validation permit will only be issued to a student after registration or re-registration and this will be checked before the permit is issued

The permit is issued free of charge. However, an administration charge may be imposed for replacing lost permits.

Validation permits remain in force for the duration of the course for which the student is registered. Permits must be returned to the Travel Plan Coordinator should a student discontinue his/her course of study prior to the final year. Permits issued to students who are no longer registered on a University course will be invalidated.

3.7.2 Resident parking permits (Havenstoke and Pinewood)

A limited number of Resident Permits are available for dedicated car parking spaces at Havenstoke Close and Pinewood House. The permits will only be issued to bona fide residents in these accommodation blocks. The annual charge for the resident permit is detailed in Appendix A.

The permit allows 24 hour parking in the allocated car parking bay at the residence in question but does not allow free on-campus parking. Charges continue to apply for on-campus parking during the chargeable periods.

The permit can be obtained by application to the Travel Plan Coordinator.

Should the available dedicated spaces not be allocated to resident students within seven days of the start of the tenancy period they will be offered to other students and staff at the prevailing annual charge rate. The permits will be allocated on a first come first served basis.

3.7.3 Disabled Permit Holders

Blue Badge holders may park on campus without a permit during the daytime and evening. However, the blue badge must be displayed at all times.

Students living on-campus and holding a blue badge may also obtain a resident permit free of charge. The permit can be obtained by application to the Travel Plan Coordinator.

Overnight parking for non-resident blue badge holders will be charged at the prevailing rate. An overnight permit must be obtained on the day from the security lodge at either campus. The charge for overnight parking is shown in Appendix A

Blue badge holders may use the disabled parking bays or any other bays within the car parks. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

3.7.4 Special Permits

In exceptional circumstances a special permit may be issued to support a student's exceptional academic commitments or health needs, which cannot be accommodated within the existing regulations.

For instance, on-campus resident students who are required to use a car whilst undertaking teaching practice may apply for a temporary car parking permit. The special permit may only be issued following an application to the Travel Plan Coordinator and is subject to a recommendation from the Faculty.

A temporary 'disabled' permit may also be issued to a student who does not hold a blue badge but has a medical problem that warrants special consideration. The application will be assessed by the Occupational Health Department at the University. The use of the temporary permit only allows parking within specific locations, which may include disabled parking bays, on the University campuses and may be time limited. Car park charges will continue to apply.

The final decision to grant a special permit, and the terms and conditions for the use of that permit, rests with the Director of Estate Management whose decision will be final.

3.7.5 How to obtain a scratch card

Scratch cards can be purchased in books of 10. These cards can be obtained from a variety of outlets, including both SIZ (Reception) desks, the SU shop (BOC) and the security lodge (BRC). Changes to the outlets will be published on Portia.

Single cards are generally not available. However, in an emergency these may be obtained from the SIZ (Reception) desks

Scratch cards remain valid for a period for three years and are non-refundable unless notification of withdrawal from use is provided. Additionally, these permits can only be sold onto authorised personnel at current prices.

4 Staff Parking

4.1 Authorisation to bring a car onto campus

Bona fide members of staff will be eligible to park on campus. Generally, this shall mean all employees of the University. However, there are a group of individuals, such as visiting lecturers, research associates, and the like, who provide services to or interact with the University on a regular basis but may not be registered as University employees. This group will be entitled to obtain a validation permit allowing restricted use of the University's car parks.

Other authorised groups include those with a leasehold interest with "Rights to Park" contained within the terms and conditions of their lease and University Governors with an entitlement to park free of charge.

Any other groups who provide services to or interact with the University on a "one off" or irregular basis will not be entitled to a permit and will be treated as a visitor for the purposes of these regulations.

4.2 On campus parking

Staff may park in designated areas on campus provided that a validation permit and a scratch card are displayed at all times when charges apply. The scratch card must be activated by scratching off the appropriate boxes for the day of use and recording the car registration number.

The validation permit must continue to be displayed when parking charges do not apply.

Parking overnight is discouraged. However, please notify the Travel Plan Coordinator via email (travelplan@chi.ac.uk) prior to overnight parking.

Staff may wish to purchase a monthly permit instead of using scratch cards. The procedures for obtaining a monthly permit are detailed in paragraph 4.5 below.

The charges for staff parking are shown in Appendix A.

4.3 30 minute parking bays

At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

4.4 Short Stay - Pay and Display Car Park

This car park is intended for visitors to the University. This is a short stay car park with a maximum parking period of 4 hours. Members of staff are requested not to park in this area during the chargeable period. Staff permits, with or without scratch cards, are not valid in this area.

4.5 Monthly permit

Staff may choose to purchase a monthly permit allowing use of the car parks without the need for a daily scratch card. The charge for a monthly permit is detailed in Appendix A. A higher charge applies to senior staff using the restricted car parking areas at either campus.

The monthly permit can only be paid via a deduction from salary. Staff who do not receive a regular monthly salary from the University will not be able to apply for a monthly permit.

4.6 Off campus parking

Off campus parking is available at the Local Authority owned London Road car park, Bognor Regis and the Chichester Rugby Football Club car park, Wellington Road, Chichester.

The University pays for the use of the car parks centrally and no direct charges apply to University staff or students using the available spaces.

Staff and students are encouraged to use these spaces to reduce the demand for on-campus parking and to limit the on-street parking near the two campuses, which causes inconvenience to local residents.

The special regulations that apply to the use of these car parks are detailed in section 6.

4.7 How to apply for a permit

4.7.1 Validation Permit

A validation permit can be obtained from designated collection points at the start of the academic year. The location and times for collection will be published on Portia and notice boards around the campus. At other times of the year staff should contact the Travel Plan Coordinator for advice.

4.7.2 Monthly Permit

Staff should contact the Travel Plan Coordinator to obtain the necessary mandate form should they wish to use this option.

The monthly permit may commence on the 1st of any month, and will remain valid until cancelled by the staff member or the University. The cancellation can only take effect at the end of a calendar month and is subject to the return of the permit.

A monthly permit cannot be obtained within six months of the cancellation of the previous permit.

4.7.3 Disabled Permit Holders

Staff who also hold blue badges may park on campus without a permit during the daytime and evening.

Parking overnight is discouraged. However, a free overnight permit can be obtained, on the day from the security lodge at either campus, to allow overnight parking provided that a validation permit is also displayed.

Blue badge holders may use the disabled parking bays or any other bays within the car parks that may be available. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction.

4.7.4 Special Permits

In exceptional circumstances a temporary 'disabled' permit may be issued to a member of staff who does not hold a blue badge but has a medical problem that warrants special consideration.

The permit may only be issued following an application to the Travel Plan Coordinator. The application will be assessed by the Occupational Health Department at the University. The use of the temporary permit only allows parking within specific locations, which may include disabled parking bays, on the University campuses and may be time limited. Car park charges will continue to apply.

The final decision to grant a temporary permit, and the terms and conditions for the use of the permit, rests with the Director of Estate Management whose decision will be final.

4.7.5 How to obtain a scratch card

Scratch cards can be purchased in books of 10. These cards can be obtained from a variety of outlets, including both SIZ (Reception) desks, the SU shop (BOC), and the security lodge (BRC). Changes to the outlets will be published on Portia.

Single cards are generally not available. However, in an emergency these may be obtained from the SIZ (Reception) desks.

Scratch cards remain valid for a period for three years, and are non-refundable unless notification of withdrawal from use is provided. Additionally, these permits can only be sold onto authorised personnel at current prices.

5 Visitors

Bona fide visitors to the University may use the pay and display car parks or obtain a visitor permit to park on campus. Visitor permits should be obtained prior to the day of the visit.

Staff inviting visitors to the University shall ensure that their visitors are aware of the parking regulations prior to arrival at the University.

5.1 30 minute parking bays

At least one 30 minute short stay parking bay is provided at each campus. These bays are free of charge and may only be used for a maximum of 30 minutes with no return within 4 hours.

5.2 Short Stay - Pay and Display Car Park

Visitors are encouraged to park in the designated pay and display car park areas at either campus. These are short stay car parks with a maximum parking period of 4 hours, with no return within 4 hours. The charge applicable in these areas is shown in Appendix A. A valid ticket must be displayed at all times when the charges apply and the vehicles must be removed at the end of the parking period.

A valid Pay and Display ticket will also be valid in all other car parks on campus, other than barrier controlled or restricted parking bays.

5.3 Visitor Permits (daily permits)

Visitor permits can be provided to bona fide visitors through the designated contacts within the Faculty and Professional Services. An internal charge will apply for the issuing of a visitor permit equivalent to the daily charge.

Visitors may park in any on campus car park, except in the barrier controlled car park or restricted parking bays, provided that a valid visitor permit is displayed.

Visitor permits cannot be issued to students or members of staff.

Visitors who also hold blue badges may use the disabled parking bays or any other bays within the car parks whilst displaying a valid blue badge. Blue badge holders may not park on the road, in clearly marked restricted areas or in any location that causes an obstruction. No charges apply for blue badge holders.

5.4 Allocated car parking spaces for visitors on University business

A limited number of allocated visitors' spaces at each campus can be booked in advance via the Travel Plan Coordinator and are allocated on a first come first served basis.

Allocated visitor spaces cannot be issued to staff or students.

5.5 Visitor Permits (overnight permits)

There are special arrangements for visitors and conference guests who require overnight parking. Staff wishing to offer overnight parking facilities for their guests should contact the Travel Plan Coordinator.

5.6 Contractors

Contractors are treated as visitors for the purposes of these regulations. The person authorising the work must notify the presence of contractors on site to Travel Plan Coordinator. Contractors attending site to carry out official works must park where advised by the Travel Plan Coordinator and display a valid contractor visitor permit. Under no circumstances are emergency access routes to be obstructed or blocked.

Staff employed by the Cleaning and Catering Contractors, and others employed on term maintenance contracts are entitled to park providing they display a validation Permit and a pay and display scratch card.

Contractors undertaking major works will be allocated a dedicated area for their welfare facilities, which may include limited parking for essential staff. No other parking will be available for use by the contractor's employees or subcontractors.

5.7 Deliveries

Commercial vehicles delivering or collecting goods and materials for the University will not require a visitor permit, provided they do not remain on campus for longer than 20 minutes.

The Travel Plan Coordinator should be advised if vehicles are likely to remain on campus longer than 20 minutes.

6 Off-Campus Car Parks

Two off-campus car parks are available for staff and student use only. Visitor parking is not permitted. Terms and conditions for use of these car parks are detailed below

6.1 London Road Car Park

6.1.1 Address

Arun District Council car park
London Road,
Bognor Regis

6.1.2 Period of use

Monday to Friday 0600 – 1800 - 1st September – 31st August

6.1.3 Permit requirements and charges

There are no charges for students or staff using the car park during the dates and times detailed above provided that a validation permit is displayed. Refer to sections 3.7 and 4.7 above to obtain a validation permit.

6.1.4 Where to park

Parking is permitted in the designated area to the left of the main car park, which is clearly signed. Free parking is not available in the main car park.

6.1.5 Number of spaces available

There are a maximum of 50 spaces available in this car park. The parking bays are not clearly marked out and users should park carefully so that the maximum number of spaces can be used and to avoid causing an obstruction.

6.1.6 Enforcement of the regulations

Arun District Council will enforce the regulations in this car park. Any contravention of the regulations for the permitted use, as detailed above, may invoke penalties. These penalties will be displayed in a prominent position on the car park site. Please note that enforcement in this off-campus car park is not the same as the University's enforcement regime for on-campus parking. In particular, the University has no direct control of the enforcement of the regulations and cannot intervene in any disputes.

6.2 Chichester Rugby Football Club car park

6.2.1 Address

Chichester Rugby Football Club
Wellington Road
Chichester

6.2.2 Period of use

Monday to Friday 0600 – 1800 - 1st September – 31st August
No parking is permitted outside these hours

6.2.3 Permit requirements and charges

There are no charges for students or staff using the car park during the dates and times detailed above provided that a validation permit is displayed.

6.2.4 Where to park

Parking is permitted in the designated area of the main car park. Parking bays are not marked out in the car park. Therefore, users should take care to park in logical orderly rows and to avoid causing an obstruction. Access and egress points must be kept clear at all times.

6.2.5 Where to park

Parking is permitted in a designated area of the car park, clearly signposted on site.. . Free parking is not available anywhere else in the car park.

6.2.6 Number of spaces available

There are 82 spaces available in this car park. Users should park carefully so that the maximum number of spaces can be used.

6.2.7 Enforcement of the regulations

The Chichester Rugby Football Club Ltd employs Ethical Parking to enforce the regulations in this car park and has no jurisdiction to rescind any tickets issued at the Rugby Club. Any contravention of the regulations for the permitted use, as detailed above, may invoke penalties. These penalties will be displayed in a prominent position on the car park site. Please note that enforcement in this off-campus car park is not the same as the University's enforcement regime for on-campus parking. In particular, the University has no direct control of the enforcement of the regulations and cannot intervene in any disputes.

Appendix A

Staff

Permit (1.0 fte) (payable on a monthly basis)	08.00hrs – 17.00hrs	£27.37	per month (£1.50 per day) ^{*1}
Permit (0.75 fte) (payable on a monthly basis)	08.00hrs – 17.00hrs	£20.53	per month
Permit (0.50 fte) (payable on a monthly basis)	08.00hrs – 17.00hrs	£13.69	per month
Permit (0.25 fte) (payable on a monthly basis)	08.00hrs – 17.00hrs	£6.84	per month
Permit - senior staff only (payable on a monthly basis)	08.00hrs – 17.00hrs	£36.50	per month (£2.00 per day) ^{*1} (Pro rates will apply for part time senior members of staff)
Pre-paid scratch card	08.00hrs – 17.00hrs	£1.50	Also requires validation permit to be displayed
Pay and Display (ticket)	0 – 4 hrs	£1.00 per 2hrs	Maximum stay 4 hours - no return within 4 hours
Overnight permit	02.00hrs – 05.59hrs	Free	Also requires validation permit to be displayed
BRC - London Road car park	06.00hrs – 18.00hrs	Free	Monday - Friday
BOC - Rugby Club car park	06.00hrs – 18.00hrs	Free	Monday - Friday

Students

Pre-paid scratch card	08.00hrs – 17.00hrs	£1.00	Also requires validation permit to be displayed
Pay and Display (ticket)	0 – 4 hrs	£1.00 per 2hrs	Maximum stay 4 hours - no return within 4 hours
Overnight permit	02.00hrs – 05.59 hrs	£20.00	
Havenstoke & Pinewood	24 hour	£220.00	
BRC - London Road car park	06.00hrs – 18.00hrs	Free	Monday - Friday (designated area only)
BOC - Rugby Club car park	06.00hrs – 18.00hrs	Free	Monday - Friday (designated area only)

Visitors

Pay and Display (ticket)	0 – 4 hrs	£1.00 per 2hrs	Maximum stay 4 hours - no return within 4 hours
Visitor Day Permit	Specified period	Free ^{*2}	
Conference Visitor Permit	24 hour	Free ^{*3}	

^{*1} Annual equivalent based on 219 working days per annum

^{*2} Recharge to Faculty or department (equiv. day rate)

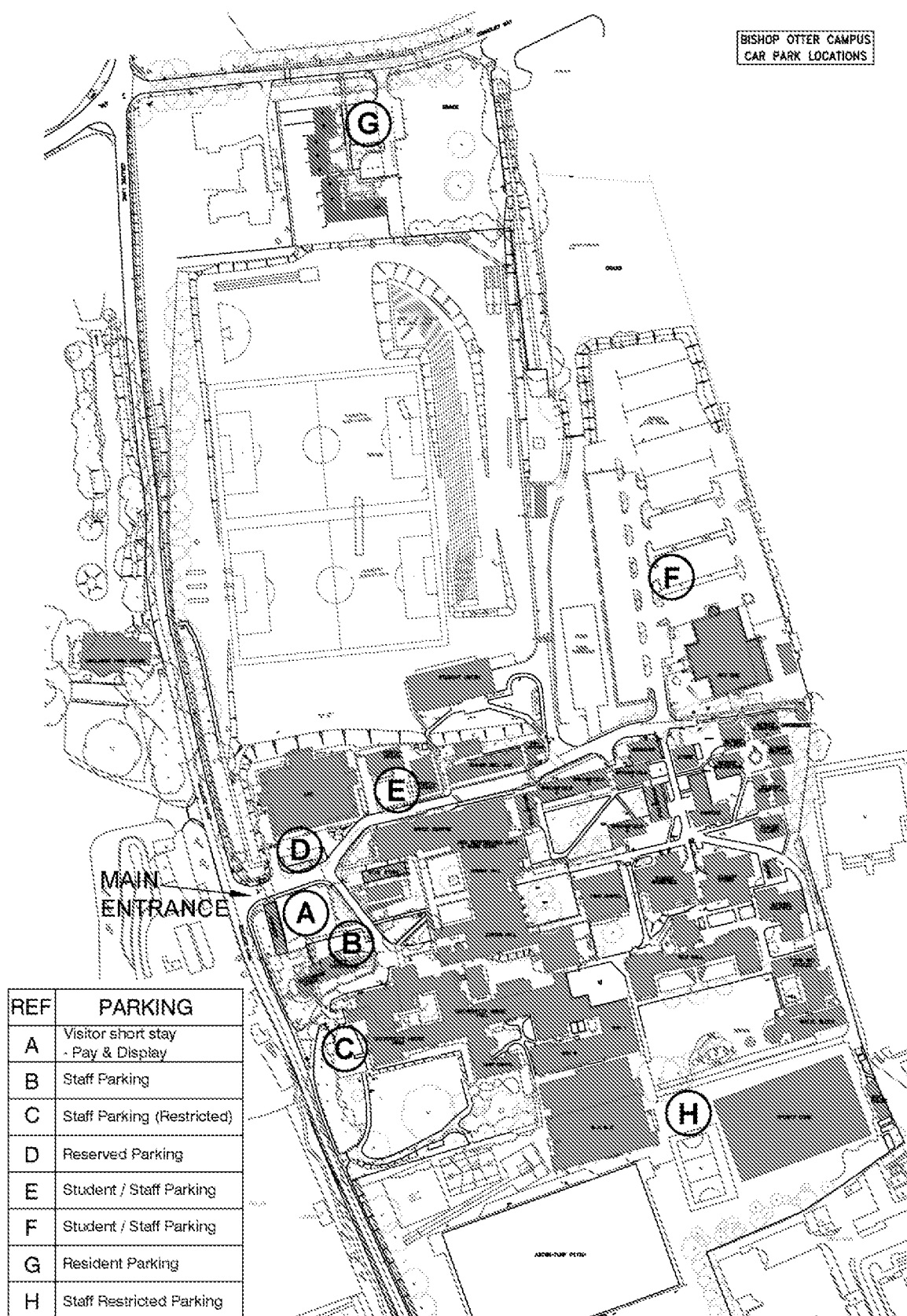
^{*3} Recharge to Faculty or department (equiv. double day rate)

Annual Equivalent charge for staff ^{*1}	
Full time staff	£328.44
0.75 fte	£ 246.36
0.50 fte	£164.28
0.25 fte	£82.08
Senior staff	£438

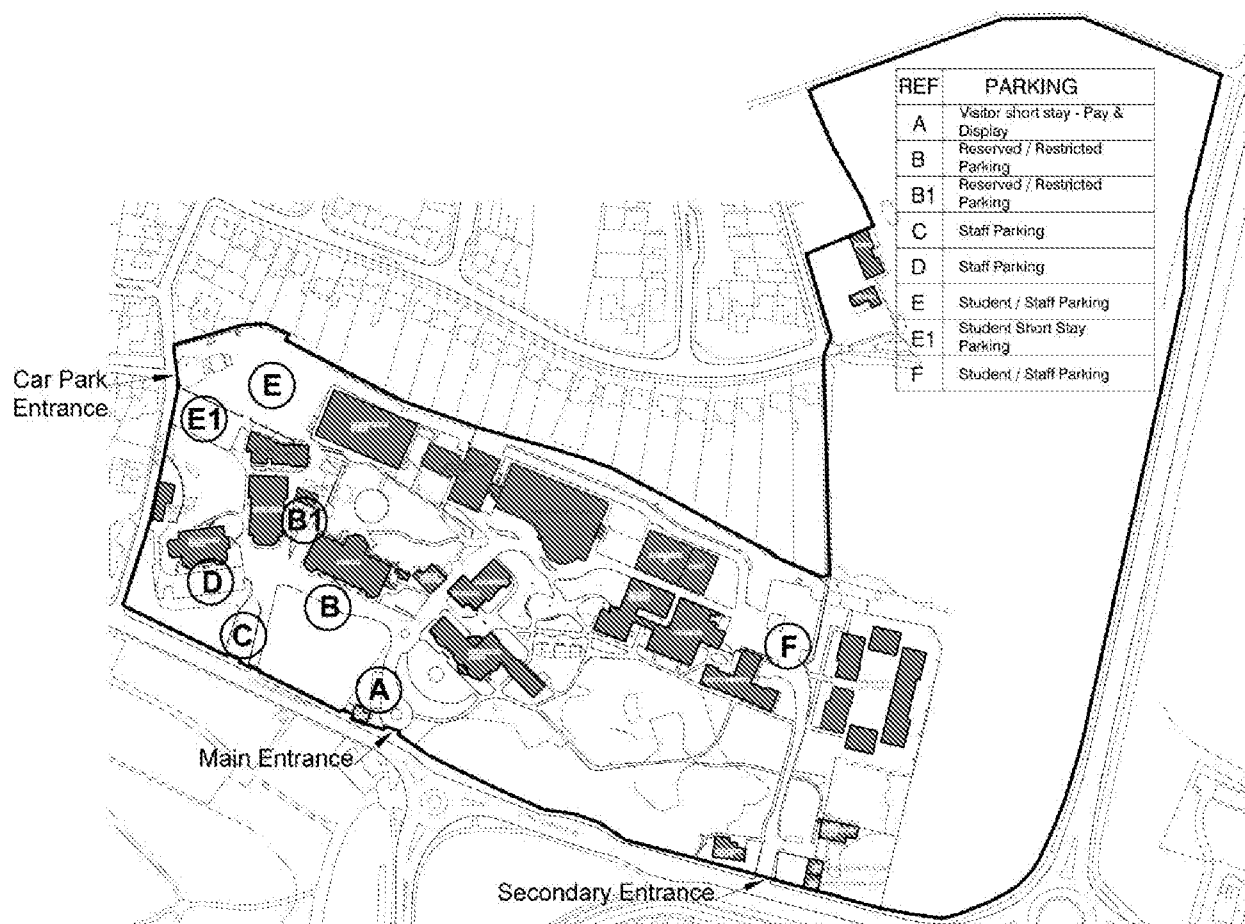
Appendix B

			Students	Staff	Visitors
Mon – Fri	0200	0600	Overnight charge applies	Free	Overnight charge applies
	0600	0800	Free	Free	Free
	0800	1700	Daily charge applies	Daily charge applies	Daily charge applies
	1700	0200	Free	Free	Free
Sat - Sun	0200	0600	Overnight charge applies	Free	Overnight charge applies
	0600	0200	Free	Free	Free
Bank Hols	0200	0200	Free	Free	Free

Appendix C1



Appendix C2



Appendix D

Contact Details

Estate Management

Director of Estate Management

Pete Tierney

Email: p.tierney@chi.ac.uk

Facilities Manager

Email: m.callow@chi.ac.uk

Matthew Callow

Travel Plan Coordinator

Email: travelplan@chi.ac.uk

Laura Plain

Telephone: internal extension 6122
(01243) 816122

Car Park Enforcement Agency

On-campus car parks and off- campus car park Chichester Rugby Football Club

Ethical Parking Management
PO Box 4720
Worthing
West Sussex
BN11 9JS

Off-campus car parks

London Road car park, London Road, Bognor Regis

The Car Parks Office
Arun District Council
Civic Centre
Maltravers Road
Littlehampton
(01903 737500)

Chichester Rugby Football Club, Wellington Road, Chichester

Chichester Rugby Football Club Ltd
Wellington Road
Chichester

Appendix E

The University of Chichester Parking Permit Appeals Panel

The University's Appeals Panel for parking will consist of three representatives who will be come from the following departments Estate Management, Students Union and Student Support and Wellbeing.

To ensure fairness the Panel will only make a decision when all three members of the panel are present. Any appeal that receives a majority verdict (two votes to one) will be granted a permit

Any appeal must be supported by the documentation listed in this document

The panel will meet once a month if there are appeals and consider all the appeals they feel meet the criteria laid out in this document. Other appeals may be considered if the Panel deem that there are exceptional circumstances

All applications should be directed to the following email address travelplan@chi.ac.uk

The Panel's decision is final and no grounds for further appeal will be granted

Please read carefully the information below to ensure that you understand the basis on which appeals are considered and that you supply all the necessary supporting information to enable the Appeals Panel to consider your application without undue delay.

Appeal Consideration

Appeals will only be considered where there are exceptional extenuating circumstances Please give as much information as necessary to give the Panel a clear picture of your circumstances. Each case is considered on an individual basis and any information you provide in support of your appeal will be confidential to members of the Panel and staff dealing with your application.

Your appeal is more likely to succeed if:

- You have a disability affecting your mobility to a significant extent.
- Public transport from home to the University is not available
- Your course involves placements which cannot be accessed other than by car.
- You have sole caring responsibilities which preclude your use of public transport to get to the University on time.
- Due to the nature of your course you have equipment , Sports goods, large Musical instruments that you need to transport between your home and the University on a regular basis and are too big for public transport

This list is not definitive; there may be other circumstances which you wish the Panel to consider

The following are not considered grounds for a successful appeal:

- Needing a car to travel to and from part-time employment or voluntary work.
- Preferring to drive to placements where transport is provided or public transport is available.
- Personal convenience linked to bus timetable

Appeals Criteria

Appeals on medical grounds

If you are appealing on medical grounds your appeal will be passed to the University's Occupational health department who will then pass on their recommendation to the appeals panel

Appeals on lack of public transport

If your appeal relates to a lack of public transport in the vicinity of your University address and you feel this is affecting your studies or is putting your welfare at risk please supply the panel with the following information. Please use section 2 of the Appeals form to detail your appeal in more detail.

- Your University address
- Your course timetable
- A supporting document from your course tutor that the lack of public transport is having an adverse effect on your studies/welfare. Your tutor should explain how the lack of transport is having an adverse effect on your studies welfare

Appeals on placement grounds:

Where your appeal is on the grounds of placement in respect of your course, please provide the letter from your placement tutor confirming the location and duration of your placement. Please use section 2 of the Appeals form to detail your appeal in more detail.

The following information will also be required

- Your University address
- Your placement address
- Your Course timetable
- Your placement timetable

Sole Caring

If your appeal relates to childcare responsibilities, please give the following information Please use section 2 of the Appeals form to detail your appeal in more detail.

- Ages of the children
- The names and addresses of the schools or other child care they attend
- The start/finish times of the school or other childcare provider;
- A copy of your timetable.
- Your University address

Movement of equipment

If your appeal relates to the movement of equipment on a regular basis the panel will require the following information Please use section 2 of the Appeals form to detail your appeal in more detail.

- Your University address
- Your course timetable
- A supporting document from your course tutor to support the need to move the equipment on a regular basis. As much detail as possible should be given to help the panel make an informed judgement

Any other appeal

If you feel you have grounds for an appeal for any exceptional circumstances not covered above the panel will consider all reasonable requests but hold the right to refuse any requests which are not found justified and reasonable in the circumstances

In exceptional circumstance including safety concerns the panel will consider the issue of temporary permits

Notification of Outcomes:

The Panel normally meets monthly to consider applications and every effort is made to communicate the outcome of the appeal as soon as possible. Notification of the outcome is normally via your @Chi e-mail. Where a permit is granted, you will be told the type of permit granted, for how long the permit is valid for and an indication of when the permit will be ready for collection. Except in the case of students with disabilities or chronic health problems, approval is normally granted only until the end of the current academic year and a new appeal must be submitted each subsequent year. The granting of a permit in one year does not guarantee that a permit will be granted in future years. The decision of the Panel is final.

Appeal to the independent appeals panel Appeal Form

Section 1; Type of Appeal

A. I wish to apply for a parking permit but am not eligible because my current address is

and I fall within the 1.5 mile exclusion Zone but believe I have to travel further than this distance

B. Any other reason. Please state reason below

Have you previously applied to the Appeals Panel Yes () No()

Section 2 Grounds for appeal

Please detail all grounds you believe entitle you to appeal

Section 3 Supporting Information

Please list all supporting documents that you are supporting your appeal with

- A.
- B.
- C.
- D.
- E.

Section 4;Declaration

- I declare the information I have given on the form is correct and complete to the best of my knowledge
- I understand that I may be asked to supply additional information to support my application
- I understand that giving false or partial information may disqualify my application

Signed.....Date.....

Name.....Student Number.....

For official use only: Approved/Not approved/Pending

Notes

Appendix F**Key changes to the regulations - Version 4.0 to V5.0**

Paragraph	Change	Rationale
Appendix E	Appendix E (Key Changes to the Regulations) now Appendix F.	To accommodate the Appeals Panel.
Appendix E	Now Appeals Panel	Useful and necessary information.
Appendix C	New Appointment of a Travel Plan Coordinator.	

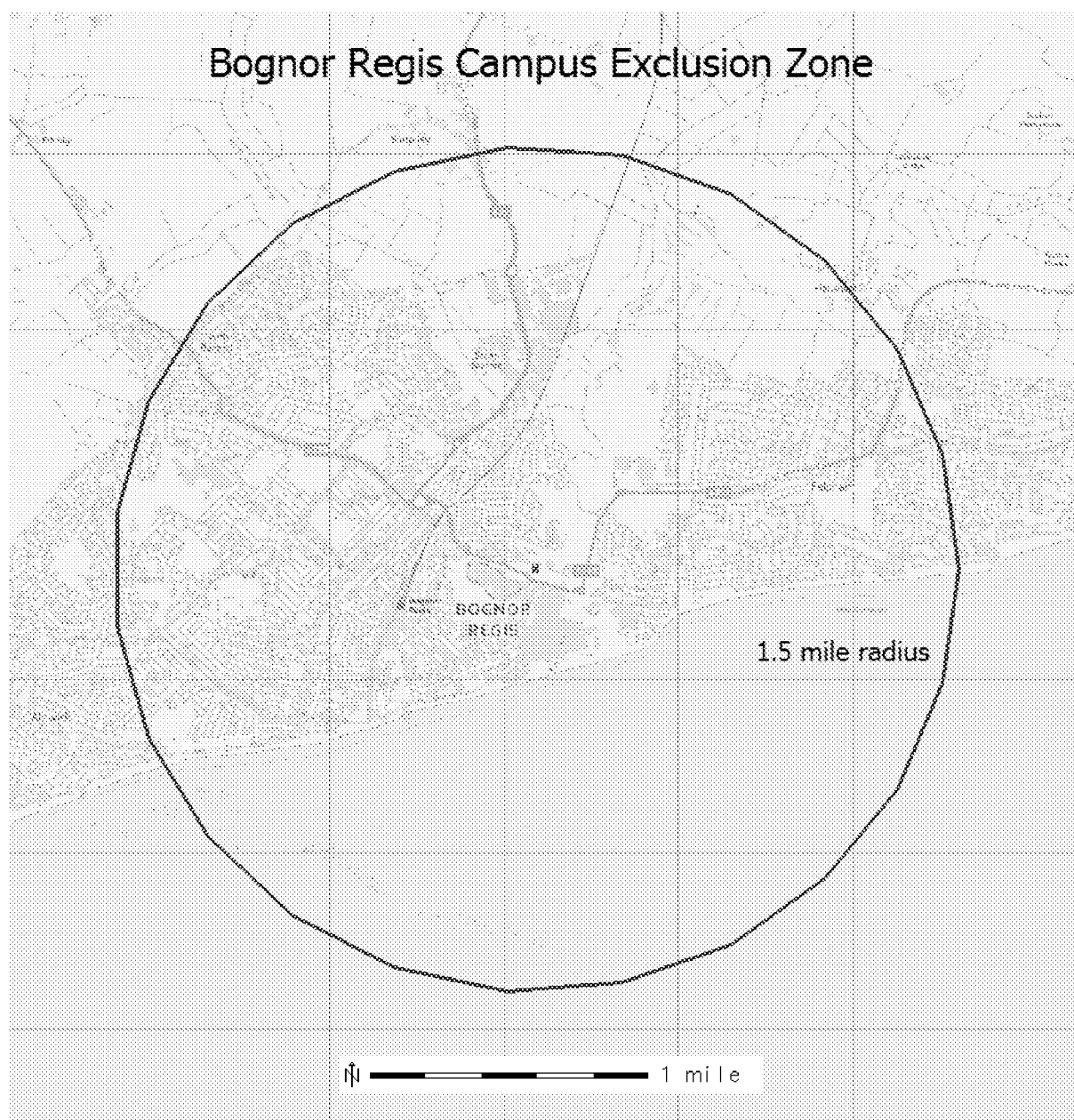
Chichester Campus Exclusion Zone

1.5 mile radius

CHICHESTER

1 mile

This map illustrates the exclusion zone around the Chichester campus. A large circle with a 1.5-mile radius is centered on the campus, which is marked with a star. The map includes a grid of latitude and longitude lines, a north arrow, and a scale bar indicating 1 mile. Various geographical features and place names are labeled, including 'Chichester Cathedral and Castle', 'Northbrook', 'Southbrook', and 'Chichester Harbour'. The exclusion zone covers a significant portion of the surrounding area, extending from the city center to the outskirts.



Appendix 5 Future Travel Group

Sustainable Travel Group Terms of Reference

1. Constitution

The Sustainable Travel Group is responsible for overseeing the implementation of the University's Travel plan. It has been established by the Director of Estates who initiated the process of developing of the Travel plan.

2. Membership

Environment and Sustainable Development Co-ordinator
 Director of Estate Management
 Student Union representative
 Academic staff representative(s)
 Support staff representative

Quorum will be 50% of group members

3. Attendance at Meetings

Other staff and representatives from local stakeholders may be co-opted for ad-hoc periods when it is deemed necessary

4. Frequency of Meetings

The Sustainable Travel Group will meet at least four times a year.

5. Authority

The Sustainable Travel Group will report to the ESDSG

6. Duties

Oversee the implementation of the University's Travel Plan
 Monitor progress on the targets and actions established in the travel plan
 Review the aims and objectives of the travel plan to ensure they remain complementary to the University's Environment and Development Strategy

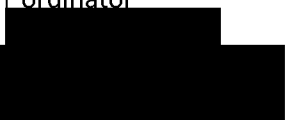
7. Reporting Arrangements

The minutes of the Sustainable Travel Group will be circulated to the Professional Services Group

8. Clerking Arrangements

TBC

Contact Details

Kate Cathie Environment and Sustainable Development Co-ordinator 	Laura Plain Travel Plan Co-ordinator 
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