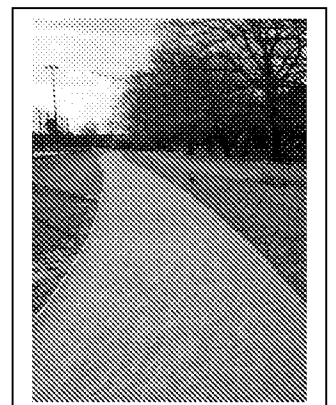




Sustainable Travel Plan

2017 - 2022

In partnership with:



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 this and subsequent plans have 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 the first plan, substantial changes have been made to the accessibility of our campuses by low or zero carbon transport and the use of these travel modes has been actively encouraged. Sustainable travel remains an integral part of all new campus developments, including the building of our new Technology Park and more accurate methods to measure transport movements have been implemented.

However, we wish to do more. 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 the supply of goods and services 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.

Professor Seamus Higson

Deputy Vice-Chancellor (Sustainability and Enterprise)

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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) located approximately one mile from Chichester city centre, and Bognor Regis campus (BRC) located 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.

Since early 2011, the University has operated a Travel Plan, which forms part of the University's overall strategy to improve environmental performance. We strive to raise awareness across the University community and by sharing our knowledge and enthusing today's students they will become future leaders who aspire for a sustainable future. During the past six years, a large number of initiatives have been put in place to reduce the impact of University related travel. There is no doubt that unless we continue to actively promote sustainable forms of travel increasing volumes of vehicle traffic will lead to widespread congestion, local noise and air pollution and cause increased levels of global greenhouse gas emissions. In addition, the University's own development programme, including the construction of the Engineering and Digital Technology Park at the Bognor Regis campus has the potential to bring increased traffic in this area. This new development will increase staff and student numbers at the Bognor campus by approximately 1500 from 2020/21 onward. It is vital therefore that all efforts are made to mitigate the impacts of these increased travel movements.

The University recognises the contribution it can make in reducing the impact of its current and future operations and, by being a "good neighbour", providing the means and encouragement to staff, students and visitors to travel to, and between, its campuses by the most sustainable manner possible. Previous Travel Plans have focussed on staff and student commuting, visitor travel and business travel. The scope of this Travel Plan has been extended to include the impact of the supply of goods and services to the University and to take into account our planned developments to enhance the student experience.

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 and reduce the impact of the supply of goods and services, 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 first Travel Plan, renewed impetus for change, objectives and targets for continual advancement and initiatives designed to achieve this change. This Travel Plan also includes a specific vehicle trip rate target for the Engineering and Digital Technology Park, as a new development and actions and aims to achieve this target.

This updated Travel Plan 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. Five focus groups have been held concentrating on each mode of transport, with staff and students specifically interested in the different travel types invited to attend. This document has been reviewed by a number of committees, including the Green Campus Group, Environmental Sustainability Group (ESG) and the Vice Chancellor’s Group. It is supported by West Sussex County Council and takes into account current and future development plans across both campuses.

2. Initiatives implemented and progress against previous targets

Key Facts

- A large number of initiatives have been successfully completed since the implementation of the last Travel Plan.
- Initiatives have focussed on all objectives of the Travel Plan.

Since the implementation of the previous Travel Plan, many initiatives have been successfully completed encouraging sustainable travel. These are described in Table 1.

Table 1 Initiatives implemented in the past three years to encourage sustainable travel

Objective	Initiative
<i>Reduce the need to travel where possible</i>	• Homeworking for staff has been extended, where appropriate, whilst ensuring no detrimental effect on the University community. • New technology for remote meetings to negate travel needs has been introduced and publicised. Training and support has been provided. • Use of remote meetings has been incentivised through the University's environmental and wellbeing scheme.
<i>Promote and support walking and cycling</i>	• More lockers and showers have been provided and the availability of these facilities publicised. • Cycling has been incentivised through the University's environmental and wellbeing scheme. • Approximately 80 more secure cycle storage spaces have been provided. • Bike doctor clinics, bike marking and local and national cycling and walking events have been supported. • A walking/cycle path has been constructed from the southern end of College Lane to the Bishop Otter campus.

<i>Promote and support use of public transport</i>	• Information is now provided by our conference department to encourage visitors hiring our facilities to travel to the University by public transport. • Sustainable business travel has been incentivised through the University's environment and wellbeing scheme. • Train transport routes and walking directions from the stations are now available on our website. • Travel deals for students such as the Unirider are publicised on the SU website. • Improvements have been made to the U7 timetable and route to facilitate the needs of students in off campus accommodation. • Improvements have been made to the number of buses stopping on campus. • Real time information on bus services has been introduced at both campuses.
<i>Promote and support sustainable intercampus travel</i>	• Improvements have been made to the U7 intercampus bus service timetable. • An additional bus service (the Uniflyer) has been introduced, travelling direct between campuses. • Use of the intercampus buses and organisation of meetings to enable bus use have been incentivised through the University's environment and wellbeing scheme. • U7 and Uniflyer timetables have been combined and publicised. • The availability of cheaper pre-paid bus fares has been publicised.
<i>Reduce reliance on car usage, particularly single occupancy of vehicles</i>	• The car share scheme has been further promoted. • Publicity that car parking revenue is all used for sustainable travel initiatives has been provided. • The use of car share spaces is regulated to prevent improper use.

A number of targets were set in the previous Travel Plan to be achieved before the end of 2016. Progress against the targets as of the end of May 2017, is included in Table 2. Most of the targets have been fully or partially achieved.

Table 2 Progress to 2013-2016 travel plan targets

Area	Target set for the end of 2016	Target achieved	Comments
Remote meetings	Year on year increase in the number of remote meetings held from previous year.	Yes	
Cycling	10% increase in number of staff and students commuting by bike compared to the baseline in April 2013.	No	Data from the questionnaires suggest that the proportion of staff cycling to work has decreased by 2.3% and the proportion of students by 3.0%. However these figures are not reflected by observations of the cycle storage areas, which are generally full, despite more now being available (see Table 1).
	45 staff/students attended bike doctor sessions each year.	Yes	At least one bike doctor session has been held each year. University staff are now holding their own bike maintenance sessions.
	5% increase in the number of staff joining the cycle to work scheme compared to the number in 2013.	Yes	Seventeen members of staff bought a bike through the scheme in 2013. In the last three years an average of 20 bikes have been purchased through the scheme, an increase of 17.6%.
	Bike hire scheme in place for Stockbridge and St Christopher's students.	No	This initiative was put on hold due to cost constraints, but will be included in this travel plan for Stockbridge students.

Area	Target set for the end of 2016	Target achieved	Comments
Business travel	System developed to record the carbon footprint of business travel and reductions to subsequently set targets met.	Partially	Requirements have been specified for a new on-line expenses system .
Commuter travel	System developed to record the carbon footprint of staff and student commuting developed and reductions to subsequently set targets met.	Partially	A system has been developed and refined through the questionnaire surveys. No reduction targets have been set due to the difficulties experienced in obtaining representative data.
Vehicle movements	15% reduction in vehicles arriving in the on and off campus car parks during the morning.	Unknown	Measurement of vehicles entering the campus and off campus car parks has shown to be an inaccurate method of recording car usage, due to the availability of on road car parking in the vicinity of both campuses.
Intercampus bus usage	15% increase in the average daily usage of the intercampus bus compared to the baseline.	Partially	Average data from the two questionnaires in 2015 and 2016 suggests a modest increase of 2.4%. This seems to contradict Uniflyer utilisation figures which show a larger increase compared to the academic year 2014/15.

3. Changes in travel patterns

Key Facts

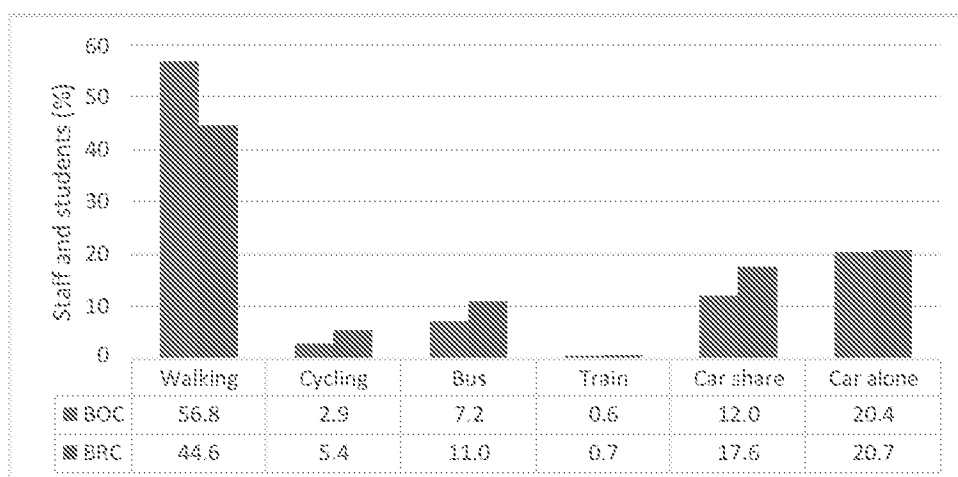
- TRICS SAM methodology has been used to determine the main modes of transport used for commuting to and between campuses.
- TRICS SAM data suggests most staff and students travel to University on foot.
- Comparison of questionnaire data historically used to monitor travel behaviour and TRICS data, has proven to be difficult.

Historically, the University has used on-line questionnaires to provide data on the modes of transport utilised by both staff and students and the reasoning behind the travel modes chosen. These questionnaires have also proved useful in helping to identify the barriers preventing staff and students from choosing more sustainable forms of transport. However, since the production of the first Travel Plan in 2010, more reliable measures of transport analysis have been developed. Therefore, in order to produce data for this Travel Plan, a TRICS SAM (Trip Rate Information Computer System Standard Assessment Method for Travel Plans) survey was carried out at the Bishop Otter campus (BOC) in October 2015 and at the Bognor Regis campus (BRC) in February 2017.

Due to the change in methodology used, comparisons of modal split data obtained recently with historical data cannot be made. However, this change equips the University with a far more robust method of assessing the impact of travel initiatives going forwards. Data obtained from the recent TRICS surveys at each campus will be used as the baseline to monitor future progress to Travel Plan targets.

The TRICS surveys suggest that the main mode of transport to both campuses is walking (Figure 1).

Figure 1 Most staff and students commute to the University on foot



This figure is greater for our Bishop Otter campus with 56.8% of staff and students walking compared to 44.6% at our Bognor Regis campus. However, car sharing is more prevalent at BRC, with 17.6% travelling by this mode compared to 12% at BOC.

Figures for staff and students travelling as single occupants in cars is similar for both campuses (20.4% for BOC and 20.7% for BRC). Rail travel is also similar for both campuses and surprisingly low at less than one percent of travellers. Although recently there have been many comments from staff and students about the uncertainty of rail travel due to the Southern Rail dispute, which may have affected these figures.

The favoured public transport mode at both campuses is the bus, with 7.2 % of staff and students at BOC using this method and 11.0% at BRC. Despite the installation of additional facilities for cyclists at both campuses, such as more covered secure cycle spaces and showers, only a low percentage of staff and students cycle to the University (2.9% at BOC and 5.4% at BRC). This may be because staff are now living further away from the University as shown by the questionnaire results (Figure A1) and more students are choosing to live at home.

Summary of the TRICS surveys and information on the TRICS methodology used, is included in Appendix 2.

4. New initiatives and targets

Key Facts

- Focus groups have been used to further identify the barriers to zero and low carbon travel and generate new ideas.
- The AUDE (Association of University Directors of Estates) Green Scorecard¹ has been used as a basis for target setting enabling consistency with other Higher Education Institutes (HEIs) approaches.
- A vehicle trip rate target has been included for the Engineering and Digital Technology Park with specific actions and aims to achieve this target.

Although some progress to the targets set in the previous Travel Plan has been made, production of this Travel Plan has highlighted the difficulties in accurately measuring travel behaviour. It has also underlined the need for a simpler approach to target setting and the need to generate fresh ideas. In order to satisfy these requirements, five focus groups involving different members of the University community with varying travel needs and preferences and the current Travel Plan steering group, have been carried out. These have been used to identify constraints and opportunities for sustainable travel. Information from the on-line questionnaire carried out in 2015, was used as the basis for the focus group discussions.

A summary of the opportunities identified is given in Table 3. Full analysis of the constraints and opportunities from the focus groups and questionnaires can be found in Appendix 5.

¹ <http://aude.ac.uk>

Table 3 Summary of opportunities identified

<i>Objective</i>	<i>Initiatives</i>
<i>Reduce the need to travel where possible</i>	• Continue to publicise and offer Skype to all departments.
<i>Promote and support walking and cycling</i>	• Publicise suggested safe routes for cycling and walking. • Further improve on-campus facilities for cyclists. • Organise sustainable travel events. • Incentivise cycling to campus and on business. • Promote the health and cost benefits of cycling and walking. • Use developments at BRC to improve pedestrian and cycling access. • Provide bicycle hire for students in off campus accommodation.
<i>Promote and support the use of public transport</i>	• Promote discounts available on rail travel. • Consider joining Easit. • Investigate usage of University bus tickets on other routes. • Ensure BRC developments include a turning circle for buses. • Add FAQ on public transport to the University and SU websites. • Consider reducing cost of bulk purchase bus tickets. • Continue to publicise public transport routes and timetables.
<i>Promote and support sustainable intercampus travel</i>	• Take opportunity to “rethink” bus provision when the U7 contract is renewed in June 2019. • Consider providing free bus travel between campuses. • Develop a new bus service model for door to door intercampus travel including provision for disabled passengers. • Include WiFi on intercampus transport. • Install bus shelter for Uniflyer at BRC. • Investigate use of campus cards as payment for buses.

	• Investigate using the room booking system to publicise the organisation of meetings around bus times. • Consider removal of mileage claim allowance for intercampus travel and reduce cost of bulk purchase of bus tickets. • Use pop up sustainable travel stand at experience days and arrivals weekend. • Include intercampus transport information in sustainable travel events.
<i>Reduce reliance on car usage, particularly single occupancy of vehicles</i>	• Consider reducing parking charges for car sharers. • Consider providing a surplus of car share spaces. • Consider implementing pricing system for car parking based on engine size. • Consider increasing car parking charges at the same time as reducing charges for more sustainable transport methods. • Consider changing parking charges and extending charging to 24 hours, 7 days a week. • Consider implementing a staff permit exclusion zone. • Introduce an application system for car parking permits. • Examine the feasibility of a park and ride scheme. • Consider providing monetary rewards for staff using sustainable transport or extra holiday. • Install electric car charging points at each campus. • Consider use of electric pool cars. • Provide car parking spaces at the Technology Park in compliance with WSCC parking standards.

In 2014/15, a number of HEIs decided to work with the Association of University Directors of Estates (AUDE) to develop their own method for the measurement of environmental performance. The University has adopted this system known as the

AUDE Green Scorecard as the basis for target setting and performance monitoring of all aspects of environmental performance, where feasible, in the future.

The main impact on the global and local environment and local community through travel by our staff and students, is the use of sole occupancy vehicles. Implementation of initiatives to increase travel by all sustainable modes will be required to reduce this impact. Targets within the Green Scorecard related to travel adopted by the University are provided in the Table 4.

As discussed previously, the University is currently constructing a Technology Park at the Bognor Regis Campus. This development will enable the University to offer over 30 more undergraduate and post graduate degree courses increasing student numbers by 1,500 and staff numbers by about 80 over three years from September 2018. In order to reduce the traffic impact of this development and comply with WSCC's Development Travel Plan Policy², a target has been set to reduce the number of vehicle trips generated over a 12 hour period (Weekday 7am to 7pm) by the site by a minimum of 15%, five years after the building is occupied. A baseline travel assessment for the site using TRICS data for similar operations, suggests that the development will generate an additional 269 trips. Occupation of the new buildings will be phased over three years from September 2018 to September 2020. The University has therefore a target to reduce 12 hour vehicle trips to 229 by September 2024 (five years after the new development reaches 50% occupancy).

² West Sussex County Council Development Travel Plan Policy

<http://crawley.gov.uk/pub-tivx/groups/operational/documents/plappother/int208867.pdf>

Table 4 New Travel Plan Targets 2017 to 2022

Objective	Interim Target	Final Target
Increase in zero carbon travel (cycling and walking) for staff.	0.25% increase by the end of the 2019/2020 academic year.	0.5% increase by the end of the 2021/2022 academic year.
Increase in zero carbon travel (cycling and walking) for students.	0.25% increase by the end of the 2019/2020 academic year.	0.5% increase by the end of the 2021/2022 academic year.
Increase in zero and low carbon travel (cycling, walking and public transport) for staff.	0.5% increase by the end of the 2019/20 academic year.	1.0% increase by the end of the 2021/2022 academic year.
Increase in zero and low carbon travel (cycling, walking and public transport) for students.	0.5% increase by the end of the 2019/20 academic year.	1.0% increase by the end of the 2021/2022 academic year.
Reduce 12 hour vehicle trips associated with the Technology Park development by 15%.		By September 2024
Reduction in fuel emissions from University owned vehicles.		By the end of the 2018/19 academic year.
Improvement in the proportion of fleet that are low or zero carbon.		By the end of the 2018/19 academic year.

These targets are also included in the University's 2017 to 2022 Environment and Sustainable Development Plan. An action plan to implement these initiatives with timescales and responsible departments is provided in Appendix 1.

5. Monitoring and Review

Key Facts

- TRICS UK Standard Assessment Method for Travel Plans (SAM) appears to be the best method for monitoring travel behaviour.
- Questionnaires provide additional information on constraints to sustainable travel and removal of these constraints.
- TRICS surveys will be carried out biannually on both campuses.
- Questionnaire surveys will be carried out annually on both campuses.
- Progress to Travel Plan targets and completion of initiatives will be reviewed by a Travel Plan group and reported to senior management through the Environment and Sustainability Group (ESG).

Revision of this Travel Plan has highlighted the difficulties encountered in trying to obtain representative data on travel patterns.

West Sussex County Council requires that Travel Plans be monitored in accordance with the Trip Rate Information Computer System (TRICS) UK Standard Assessment Method for Travel Plans (SAM). In the University's experience, this appears to be the most reliable form of travel measurement and so will be adopted as the main measure against the targets. In order to monitor the worst case scenario for travel when most students will be present on the campuses, TRICS SAM surveys will be carried out at both campuses in April 2018, April 2020 and April 2022. This will provide data at the end of the relative academic years, but avoids the student examination and departure period in May. In order to determine the effect of Travel Plan initiatives on both parts of the University community and tailor future plans, future TRICS surveys will distinguish responses between students, staff and visitors.

In the interim periods, progress to target will be monitored by a review of the completion of initiatives against the timescales in the action plan by the Travel Group. Additionally, a travel survey in the form of a questionnaire, will be sent to all staff and students annually to gauge whether progress is being made to remove constraints to sustainable travel. Timing of the TRICS SAM surveys will enable measurement of the

impact of the proposed developments at the Bognor Regis campus to be obtained once a significant increase in staff and student numbers has been achieved. A further TRICS SAM survey for the Technology Park will be carried out in April 2024 to monitor achievement to the specific vehicle trip target, put in place for this development.

More robust methods for monitoring intercampus travel on the Unifyer and on the bus services provided through our bus provider, Stagecoach, will be implemented.

The Travel Group will meet at least every six months to monitor progress and achievement of actions. The composition of the Travel Group includes individuals with responsibility for the Technology Park development ensuring focus on this area (Appendix 6). Regular reports will be made to the Environmental Sustainability Group. 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.

6. Transport Impact of future building users

Key Facts

- Measures to encourage sustainable travel have been incorporated in all campus developments.
- All new builds on campus are specified to the BREEAM excellent standard and refurbishments to the BREEAM very good standard.
- Sustainable travel is a major consideration in the development of the new Technology Park.

Over the past few years the University has invested heavily in campus developments to enhance the student experience and provide more opportunities for students. Recent major developments include the construction of a new sports building (Tudor Hale Centre for Sport), the Sports Dome, an extension to the Music Building and a new Academic Building. Although these developments have not necessarily led to an expansion in staff and student numbers, every opportunity has been taken to ensure that their construction aligns with, or enhances the University's objective to encourage sustainable travel by staff, students and visitors. For example, extra shower and locker facilities for walkers and cyclists were included in the Tudor Hale development. A new footpath/cycle path leading into the Bishop Otter campus, additional enclosed cycle storage, enhancement to the entrance to the Bishop Otter campus allowing buses easier access, with a covered bus stop and real-time bus information display, have all been included in recent campus developments.

The major development of the Engineering and Digital Technology Park on the Bognor Regis campus, planned for completion in September 2018, will support a year-on-year increase in student numbers to a maximum of 1500 additional students by 2021/22. Staff numbers will also increase by 80 new members of staff by 2021/22. This new development, which is being built to the BREEAM 'Excellent' standard, will enable the University to offer over 30 more undergraduate courses in Science, Technology, Engineering and Maths (STEM) subjects.

The University appreciates that the construction and subsequent use of the Technology Park will increase transport movements in the local area and has incorporated measures in its design to encourage sustainable travel. A number of these have already been discussed as they form an integral part of this Travel Plan. For instance, the campus will be linked to the cycle route on the public highway. A new vehicular access enabling local buses, as well as the University's intercampus bus service, to pick up and drop off at a designated bus stop within the campus will be constructed and limited car parking that meets West Sussex County Council parking standards will be installed.

Initiatives to encourage sustainable travel to the current facilities will be extended to include the Technology Park during its commissioning and use. The overall targets set for this Travel Plan will include the additional travel movements created by this development. A vehicle trip rate target has been included explicitly to mitigate the impact of the development. Specific actions are included in the action plan (Appendix 1) and monitoring processes have been further developed to incorporate the extra requirements of the new development.

7. Transport Impact of the movement of goods and services

Key Facts

- The transport impact of the movement provision of goods and services is included in the travel plan for the first time
- Baseline data will continue to be obtained from TRICS surveys.
- Reduction targets will be set at the end of the 2020/21 academic year.

The measurement of transport related to the provision of goods and surveys is included in the TRICS SAM data (Table 5). Vehicular movements in relation to this aspect of the University's business are small compared to journeys undertaken through commuting. Currently, limited emphasis is placed on this impact. However, with the expansion of the University both in terms of the number of staff, students and subjects offered, this aspect will become more significant. As the University moves to take a more holistic approach to sustainability, procurement has been identified as an area for attention. The transportation of goods and services will become part of this focus. Data will continue to be obtained for both campuses through the TRICS surveys and targets for improvement will be set at the end of the 2020/21 academic year.

Table 5 TRICS SAM data for vehicular movements associated with the provision of goods and services

Vehicle type	Bognor Regis Campus		Bishop Otter Campus	
	% of all vehicles	Number	% of all vehicles	Number
Light goods	5	28	4	66
OGV (1)	2	8	1	15
OGV (2)	0	0	0	5

Appendix 1 Action Plan

Objective	Target	Constraint	Action	Responsibility	Timescale
Reduce the need to travel where possible	None	Staff not using available technology to negate the need to travel between campuses.	Continue to publicise use of Skype and offer training.	IT Services	Ongoing
			Remove the additional costs to departments of using Skype.	IT Services	September 2018
Promote and support walking and cycling	Increase in zero carbon travel (cycling and walking) for staff and students by 0.25% by the end of the 2018/2019 academic year and by 0.5% by the end of the 2020/21 academic year.	Roads are too dangerous for walking and cycling.	Install a sustainability tab from the home page of the University website to ensure all sustainable travel information is easily accessible to staff, student and visitors.	Marketing, Communications and Access (MCA)	December 2017
			Include information from the sustainability tab on how to access the campuses by walking and cycling including journey times and a cost comparison with car parking, using journey planners such as travelwestsussex.co.uk .	HSE	December 2017
			Publicise recommended routes for cycling and walking from main student accommodation areas in accommodation blocks.	HSE	September 2018
			Organise sustainable travel events in October and April including the Bike Doctor and information on cycling and walking routes and facilities.	HSE	October 2018 onwards
			Use developments at BRC to improve pedestrian access and cycle routes.	Estate Management	September 2018
		Students do not bring bikes to University	Provide cycle hire for students in Stockbridge, possibly using second hand bikes repaired by Stonepillow.	Estate Management	September 2019
			Sell second hand bikes on campus to individuals or use for loan scheme.	Estate Management	September 2019
			Promote bike facilities available in off campus student houses on student pad.	HSE	September 2019

Objective	Target	Constraint	Action	Responsibility	Timescale
Promote and support walking and cycling (continued)	Increase in zero carbon travel (cycling and walking) for staff and students by 0.25% by the end of the 2018/2019 academic year and by 0.5% by the end of the 2020/21 academic year.	The provision of a few large cycle storage areas means staff and students have to leave their bikes some distance from study areas and offices. This does not encourage a culture of cycling and reduces the accessibility of bike storage for visitors.	Investigate whether smaller storage areas for bikes such as hoops may be more suitable enabling storage of bikes closer to place of study, work, Halls of Residence and areas of campuses used by visitors.	Estate Management	September 2018
		Bike storage is deemed insecure.	Install CCTV in bike storage areas	Estate Management	September 2019
		Weather makes cycling and walking impractical.	Provide hanging lockers to enable the drying and secure storage of clothes.	Estate Management	September 2019
		Staff and students are not confident cycling and lack bicycle maintenance knowledge.	Initiate a bike club where knowledgeable University members could provide information and advice on bike maintenance and repair and recommended cycle routes.	HSE	September 2018
		A culture of cycling and walking is not evident on the campuses.	Create an active travel logger to enable the incentivisation of walking.	HSE	September 2019
			Implement a cycle and walking reward scheme such as free fruit or coffee.	HSE	September 2019
			Provide maintenance equipment such as pumps and puncture repair kits on campus.	SU	September 2018
			Provide information on bike shops offering discounts on bikes, servicing and accessories.	HSE	September 2018
			Promote the health and cost benefits of cycling and walking on posters in car parks.	HSE	September 2019
			Investigate the provision of facilities for one way cycling between campuses.	Estate Management	September 2020
			Ensure developments at BRC include an extra 52 secure cycle spaces and publicise availability.	Estate Management	September 2018

Objective	Target	Constraint	Action	Responsibility	Timescale
Promote and support use of public transport	Increase in zero and low carbon travel (walking, cycling and public transport) for staff and students by 0.5% by the end of the 2018/19 academic year and by 1.0% by the end of the 2020/21 academic year.	Staff, students and visitors are not aware of public transport links to the campuses.	Install a sustainability tab from the home page of the University website	MCA	December 2017
			Include information from the sustainability tab on how to access the campuses by public transport, including journey times and a cost comparison with car parking.	HSE	December 2017
			Publicise U7 request stops and stops close to Stockbridge.	HSE	September 2018
			Hold sustainable travel events in October and April and include public transport information.	HSE	October 2018 onwards
			Publicise public transport routes and timetables in off campus student accommodation.	HSE	September 2018 onwards
			Add FAQ on public transport to the University and SU websites.	HSE	September 2018
		Public transport is too expensive.	Promote discounts available on rail travel such as Unizone tickets and Young Person's railcard.	HSE	September 2018
			Investigate usage of University bus tickets on other routes.	Estate Management	September 2020
			Consider reducing cost of bulk purchase bus tickets.	Estate Management	September 2019
			Investigate use of electronic payment or campus cards on buses.	Estate Management	September 2021
			Consider joining Easit to enable further discounted rail travel for staff and students.	Estate Management/HSE	September 2019
			Consider the impact and feasibility of interest free loan facilities to enable staff to buy season tickets	Finance	September 2019
		Safety concerns.	Ensure BRC developments include a turning circle for buses.	Estate Management	September 2018
		Public transport timings inconvenient.	Take opportunity to "rethink" bus provision when the U7 contract is renewed in June 2019.	Estate Management	June 2019
			Analyse postcode information from staff and students and determine whether transport links can be improved.	Estate Management	September 2018

Objective	Target	Constraint	Action	Responsibility	Timescale
Promote and support sustainable intercampus and business travel	Increase in zero and low carbon travel (walking, cycling and public transport) for staff and students by 0.5% by the end of the 2018/19 academic year and by 1.0% by the end of the 2020/21 academic year.	Lack of awareness of intercampus travel options.	Install a sustainability tab from the home page of the University website	Marketing, Communications and Access	December 2017
			Include information on intercampus and business travel from the sustainability tab.	HSE	December 2017
			Include intercampus transport information in sustainable travel events in October and April.	HSE	October 2018 onwards
		Intercampus travel is too expensive.	Consider reducing cost of bulk purchase bus tickets or providing free bus travel between campuses.	Estate Management	September 2019
			Investigate use of electronic payment or campus cards on buses.	Estate Management	September 2021
			Consider removal of mileage claim allowance for intercampus travel.	Finance and Planning	September 2020
		Car usage is more convenient.	Ensure a common approach to business travel across all departments. Most departments purchase bus tickets for the department negating the need for individuals to claim back the cost of the ticket.	HSE/Estate Management	September 2018
			Investigate use of electronic payment or campus cards as payment for buses.	Estate Management	September 2021
			Include WiFi on intercampus transport	Estate Management	September 2021
			Develop a new bus service model for door to door intercampus travel including provision for disabled passengers.	Estate Management	September 2021
			Install bus shelter for Uniflyer at BRC	Estate Management	September 2020

Objective	Target	Constraint	Action	Responsibility	Timescale
Promote and support sustainable intercampus and business travel (continued)	Increase in zero and low carbon travel (walking, cycling and public transport) for staff and students by 0.5% by the end of the 2018/19 academic year and by 1.0% by the end of the 2020/21 academic year.	Bus times are not convenient.	Investigate the use of the room booking system to publicise the organisation of meetings around bus times.	IT Services	September 2019
Reduce reliance on car usage, particularly single occupancy of vehicles		Car is the cheapest option.	Examine the feasibility of using staff and student cards to pay for car parking. This could facilitate changes to payment charges such as reducing parking charges for car sharers.	Estate Management	September 2020
			Consider implementing pricing system for car parking based on carbon dioxide emissions of cars.	Estate Management	September 2019
			Consider increasing car parking charges at the same time as reducing charges for more sustainable transport methods such as buses or trains.	Estate Management	September 2019
			Facilitate residents parking scheme near BRC, if desired by local residents	Estate Management	September 2020
			Consider changing parking charges and extending charging to 24 hours, 7 days a week. This would mean car park users would pay for the time they are using and generate extra revenue for other initiatives. Provision of overnight permits would be required for those attending events with alcohol.	Estate Management and SU	September 2019
			Ensure Technology Park development complies with WSCC maximum standards for car parking for further education.	Estate Management	September 2018
			Consider implementing a staff permit exclusion zone taking into account areas with more developed public transport links.	Estate Management	September 2020
			Consider providing monetary rewards for staff using sustainable transport or vouchers to spend on campus. Other organisations pay £2 a day or more as incentives for not travelling by car as a single occupant.	Finance and HR	September 2020

Objective	Target	Constraint	Action	Responsibility	Timescale
Reduce reliance on car usage, particularly single occupancy of vehicles (continued)	Increase in zero and low carbon travel (walking, cycling and public transport) for staff and students by 0.5% by the end of the 2018/19 academic year and by 1.0% by the end of the 2020/21 academic year.	No convenient public transport is available and it is too far to walk or cycle.	Subject to funding, examine the feasibility of a park and ride scheme ideally located between the two campuses.	Estate Management	September 2021
			Examine the feasibility of a park and stride scheme	HSE	September 2019
			Consider providing a surplus of car share spaces in the car park to encourage more to car share.	Estate Management	September 2019
			Install electric car charging points at each campus.	Estate Management	September 2019
		Need to use own car for University business.	Consider the provision of electric pool cars.	Estate Management	September 2019
		Lack of awareness of alternative travel options.	Install a sustainability tab from the home page of the University website.	MCA	December 2017
			Include information from sustainability tab on the car share scheme with a link to the leaflet explaining how it works.	HSE	December 2017
			Introduce an application system for car parking permits. This could be used to promote alternative methods of travel.	Estate Management	September 2019
			Promote national awareness events such as Bike Week, Travelwise Week, Car Free Day and Liftshare week.	HSE	From September 2017
			Include “no cars” clause in contract for students in Technology Park halls of residence and provide information on alternative travel options.	Estate Management	September 2019/20

Objective	Target	Constraint	Action	Responsibility	Timescale
Reduce the impact of the transport of goods and services	To be set at the end of the 2020/21 academic year.	Transport impact of goods and services is not currently included in all University procurement policies or strategies.	Include transport of goods and services in sustainability assessment being rolled out through the procurement working group.	HSE	September 2021
			Provide training and communicate sustainability assessment to key members of staff.	HSE	September 2021
		Suppliers are not aware of need to consider transport factors.	Engage with “main” suppliers and set targets for impact reduction.	Finance	September 2021
		Potential impact unknown	Measure impact of actions taken by TRICS SAM assessment	HSE	April 2022
Reduce the impact of the University's own vehicles	Reduction in fuel emissions from University owned vehicles by the end of the 2018/19 academic year. Improvement in the proportion of fleet that are low or zero carbon by the end of the 2018/19 academic year.	Economic and technical feasibility unknown.	Monitor efficiency and effectiveness of the electric vehicle purchased for the cleaning team.	Estate Management	From delivery
			Consider an electric or low carbon vehicle to replace the Estate Management vehicle.	Estate Management/Finance	At end of lease
			Consider converting the transit vans to LPG.	Estate Management/Finance	December 2018
			Consider replacing the safety buses/Uniflyer with hybrid or low/zero carbon vehicles.	Estate Management/Finance/SU	December 2018 or when replacement required.
			Consider replacing the mini buses used by Adventure Education with hybrid vehicles. Consider using these as additional safety buses.	Adventure Education/Finance	December 2019 or when replacement required.

Objective	Target	Constraint	Action	Responsibility	Timescale
<i>Ensure travel plan meets its objectives and remains applicable to the University and supports current and future development plans</i>	All targets and target to reduce the 12 hour trip rate by 15% for the Technology Park development.	Travel plan fails to reduce the number of single occupancy vehicles on campus and the impact of our own vehicles.	Hold six monthly meetings of the travel plan steering group to review progress against objectives.	HSE	Every six months from October 2017
			Carry out an annual review of the plan to ensure it remains robust in terms of both future planned capital developments and growth in student numbers and review progress against targets.	HSE and steering group	October 2018, October 2019, October 2020, October 2021 and October 2022.
			Carry out annual on-line survey by questionnaire to all staff and students to monitor changes in travel behaviour and constraints to sustainable travel.	HSE	November 2017, November 2018, November 2019, November 2020, November 2021 and November 2022.
			Carry out TRICS SAM assessments of travel patterns at both campuses.	Estate Management	April 2018, April 2020, April 2022 and April 2024.

Appendix 2 TRICS survey summary and methodology

TRICS is the industry standard method of assessing how much traffic is associated with a site. It can be used for existing developments, or to predict the transport impact of future developments. The TRICS database contains data from surveys made of existing developments, which show in a standard format, for each hour of the day, how many people were recorded arriving and leaving on foot, by bike and by public transport. The number of vehicles, including goods vehicles entering a development are also recorded. TRICS was founded and is owned by six County Councils in the south of England, collectively the TRICS Consortium.

A summary of the information obtained from the TRICS surveys at both campuses is given below.

Campus	Date of survey	No of people movements recorded	Total number of vehicles recorded
Bishop Otter	Tuesday 22 nd October 2015	6131	1558
Bognor Regis	Wednesday 2 nd February 2017	1903	532



Appendix 3 Questionnaire response rates and questions

Year	2010	2012	2015	2016
Number of student respondents	412	285	409	224
Number of staff respondents	279	146	353	273
Total	691	431	762	497
	%	%	%	%
Full time student response rate	8.3	5.7	8.0	4.2
Part time student response rate	4.6	7.5	5.8	4.5
Full time staff response rate	54.9	26.1	46.2	36.1
Part time staff response rate	12.4	8.1 (including associate lecturers)	17.0 (including associate lecturers)	12.9 (including associate lecturers)

Questions asked in the questionnaires in 2015 and 2016

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. What gender are you?
5. What age are you?
6. Please select your main campus base:
7. Would you like to be included in the prize draw for a £10 voucher to be spent in the Green Rewards shop?
8. How many days per week on average do you travel to/from the University?
9. What time do you usually arrive at the University?
10. What is the approximate distance you travel to the University?
11. What is your primary (main) mode of transport to and from the University?
12. Approximately how long does it take you to travel to the University?
13. What is your secondary (other) mode of transport to/from the University (if not applicable please select n/a)?
14. If you have a secondary mode of transport, what percentage of your journeys are using this?
15. Aside from any already selected, what other methods of transport could you feasibly use to travel to/from the University?
16. If you could, but currently do not walk to the University, please could you tell us why this is the case. If it is not possible for you to walk to the University, or you already do walk, please select not applicable.
17. If you could, but do not currently cycle to the University, please could you tell us why this is the case. If it is not possible for you to cycle to the University, or you already do cycle, please select not applicable.
18. If you normally travel to the University by car, what are your main reasons for doing so?

19. If you usually travel to the University by car, please could you tell us the fuel type your car uses and the engine size? This information will help us to calculate the overall carbon emissions from staff and students travelling to the University.
20. Do you travel between campuses for any reason?
21. If yes, what reason(s) do you have to travel between campuses?
22. What method of transport do you usually use for intercampus travel?
23. If you use a car for intercampus travel, what are your reasons for not using the U7 Intercampus Bus?
24. Have you changed your primary (main) method of travel to the University since December 2012 or 2015?
25. Have you changed your secondary (other) method of travel to University since December 2012 or 2015?
26. Have you changed the way you travel between the campuses since December 2012 or 2015.
27. What do you think of our walking facilities?
28. What would you like us to do to improve your walking experience?
29. What do you think of our cycle facilities and activities?
30. What would you like us to do to improve your cycle experience?
31. Would you be interested in cycling lessons for adults?
32. What do you think of our bus provision?
33. What could we do to improve bus facilities for you?
34. What do you think about our car parking facilities?
35. What do you think we could do to improve the car parking facilities?
36. Please select any of the following options that you would like more information about:

Appendix 4 Detailed analysis of questionnaire data

Questionnaire data has been used to compare staff and student travel patterns to campus and between the campuses since 2010. Although the validity of this data has been called into question by the recent TRICS assessment, analysis of potential trends is still deemed to be pertinent.

Distance travelled to the University

Questionnaire results suggest that staff and students are now residing further away from the University than in 2012 (Figure A1 and A2).

Figure A1 Over 30% of staff travel over 15 miles to the University

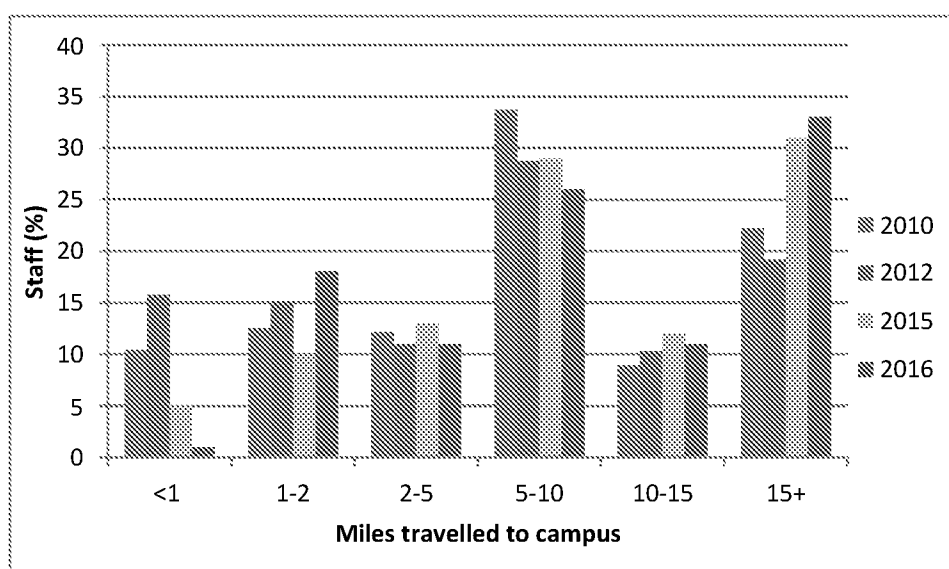
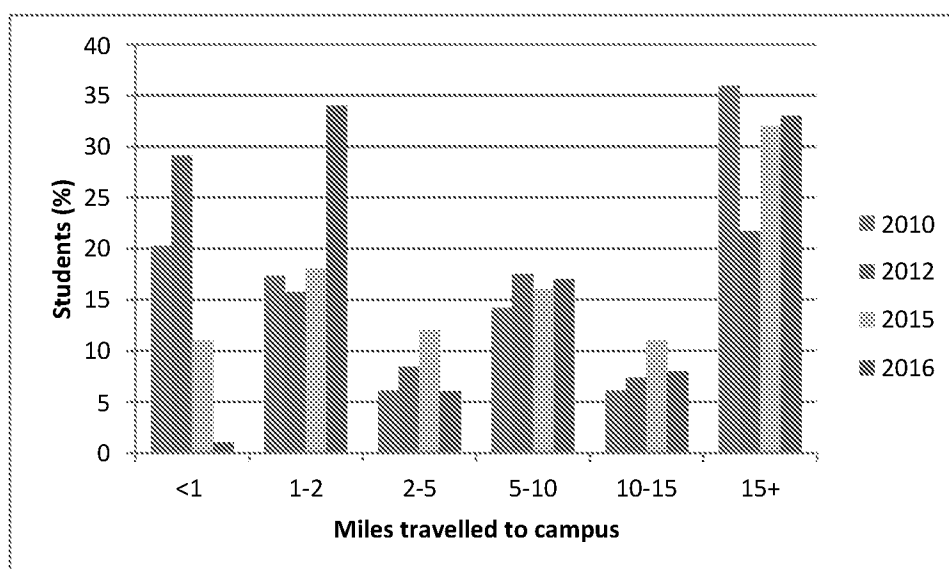


Figure A2 Over 30% of students travel over 15 miles to the University



In 2012, approximately half of all staff and students responding to the questionnaire resided within 5 miles of the University. In 2015 and 2016 this figure had decreased to 34% and 35% respectively. The number of respondents travelling over 10 miles has correspondingly increased from 29% to 43% in 2015 and 2016. This may be due to high houses prices in the Chichester area forcing staff to commute from further afield and the growing trend of students living at home whilst completing their studies.

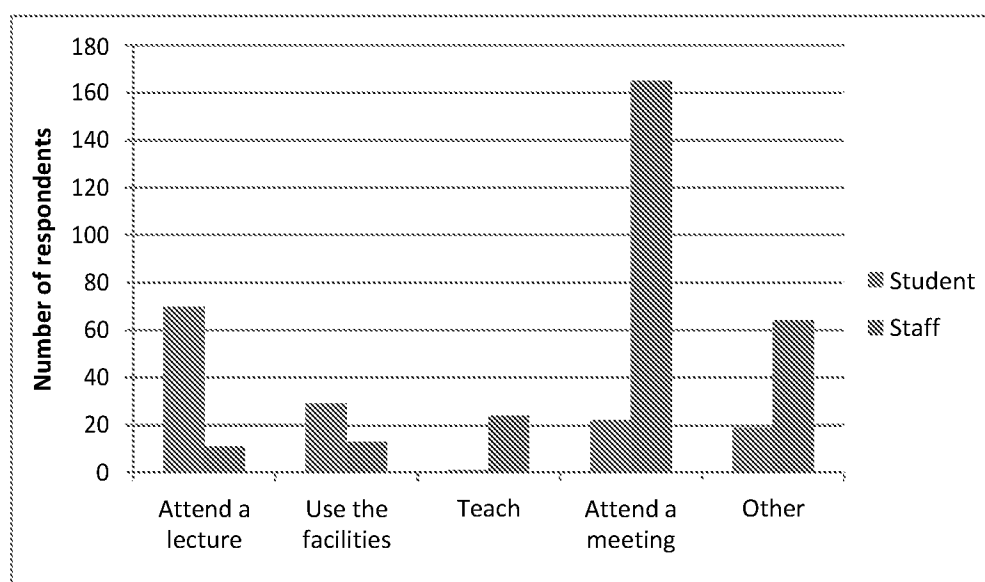
Intercampus Travel

Travel between the two campuses is mostly carried out by staff to attend meetings (Table A2 and Figure A5).

Table A2 Intercampus travel is mostly by staff

Questionnaire date	Staff travelling between campuses (% of total)	Students travelling between campuses (% of total)
2015	66	34
2016	72	28

Figure A5 The majority of intercampus travel is by staff to attend meetings

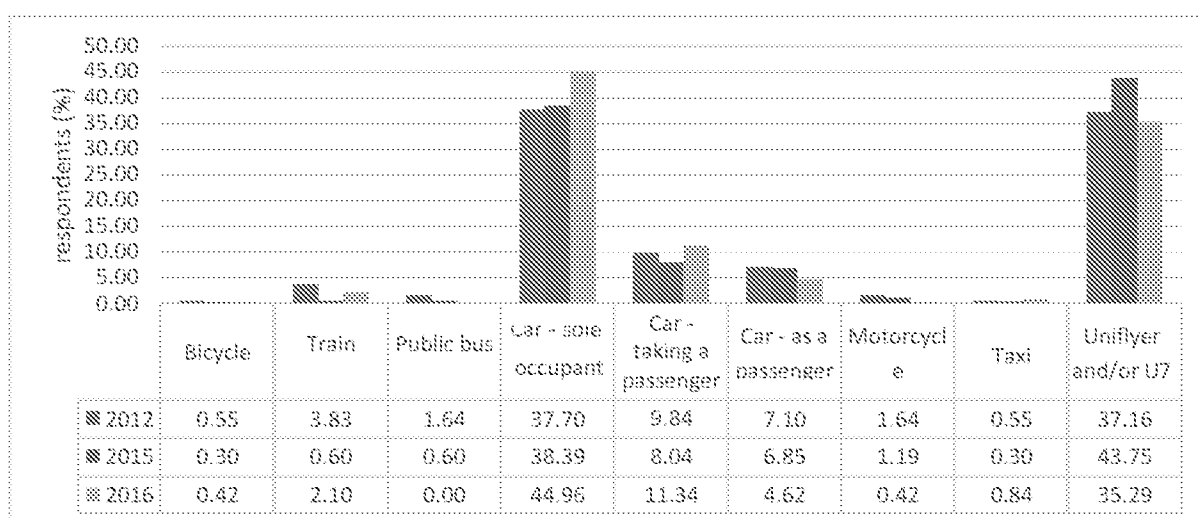


In 2015, more students were reportedly travelling between campuses than in 2012 (34% of the total intercampus travel compared to 27%). However, this figure had

dropped back to 28% by 2016. The trend for student intercampus travel is expected to continue as more academic courses are developed requiring use of facilities on both campuses.

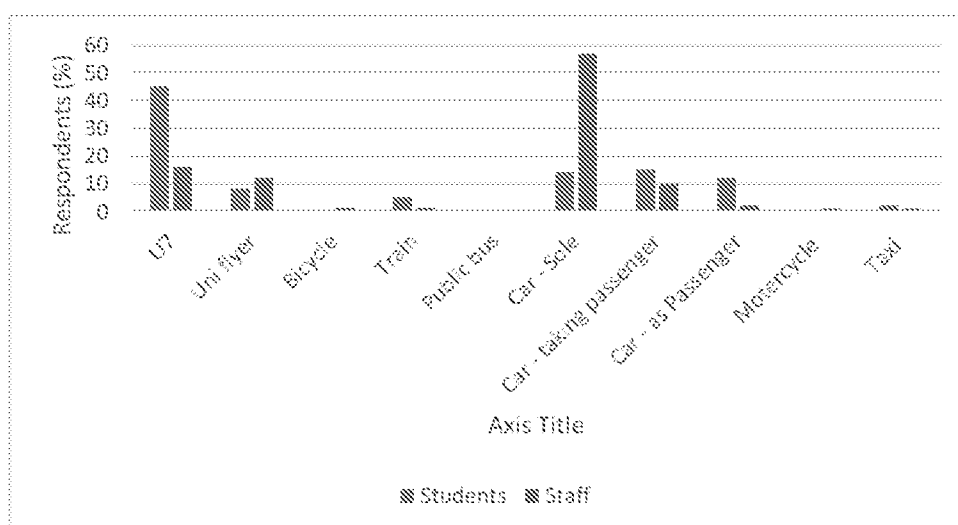
The most popular modes of intercampus transport are car as a sole occupant or the University subsidised buses (Uniflyer or U7) (Figure A6). This situation has not changed substantially since 2012, although the introduction of the Uniflyer in September 2013 appears to have increased University subsidised bus usage.

Figure A6 Bus and car remain the most popular mode of intercampus transport



Preferred modes of transport for the two parts of the University community have also not changed since 2012. Most students still use the intercampus bus to travel between campuses, whereas members of staff tend to use their own cars and generally travel alone, as shown by data obtained in 2016 (Figure A7).

Figure A7 Students use the intercampus bus, staff travel by car alone



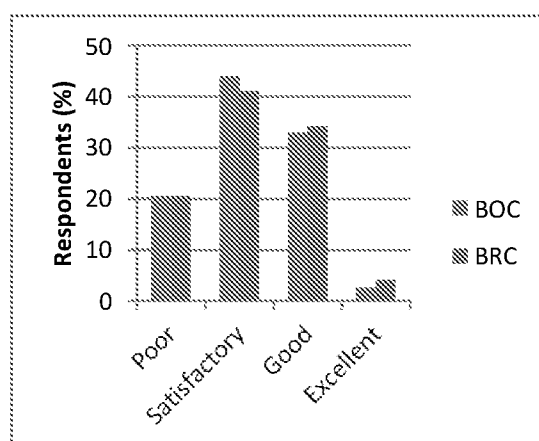
Appendix 5 Analysis of constraints and opportunities from the questionnaires and focus groups

Data from the questionnaire surveys carried out in November/December 2015, November/December 2016 and the five focus groups completed in February and March 2016, have been used to identify the current barriers to sustainable travel and identify opportunities to remove these constraints. Where feasible, these have been compared with data from previous years.

Cycling

The rating of cycling facilities at both campuses was found from the questionnaire to be fairly similar (Figure A8), with most respondents rating them as satisfactory or good.

Figure A8 Most staff and students rate campus cycling facilities as satisfactory or good



Satisfaction levels of BRC facilities remain similar to those obtained in 2012, whereas a decrease is apparent at BOC. In 2012, 7% of respondents rated the facilities as poor compared to 20% in 2015. This change may be related to the building works currently being carried out on BOC, necessitating the removal of some cycle storage areas.

Current plans on both campuses are to provide large secure areas for bike storage. However smaller areas for bikes such as hoops may be more suitable enabling the storage of bikes closer to place of study or work. The presence of bikes around the campuses may also prompt others to cycle. Hoops outside the LRCs could be used by visitors and hoops outside halls of residence may encourage more students to

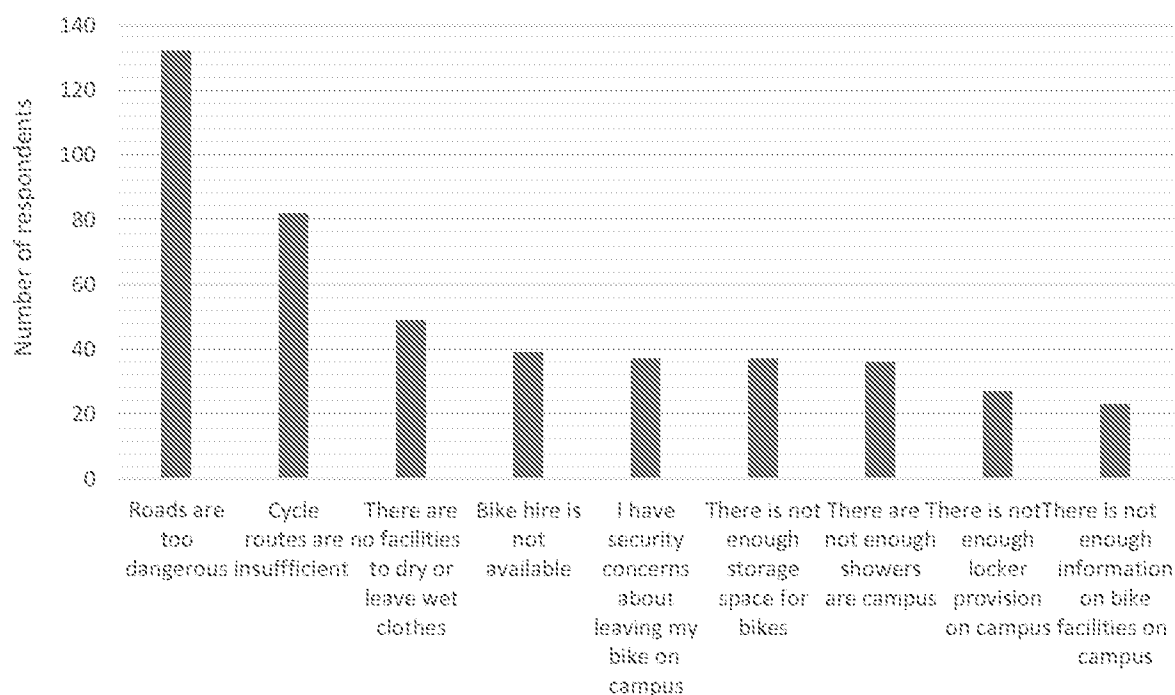
bring their bikes to campus. One of the current constraints identified by visitors to both campuses is the lack of easily accessible bike storage.

Provision of other facilities such as a free air pump and the availability of puncture repair kits for purchase may also remove barriers to cycling.

The greatest constraints to cycle use identified from the questionnaires are road safety and the lack of cycle routes onto the campuses (Figure A9). The cycle focus group identified that although this problem could not be resolved by the University alone, knowledgeable cyclists are aware of “safe” cycle routes which could be promoted via the website, in Freshers’ information and in off campus halls of residence. In addition, cycle route websites could be used to create the University’s own cycle routes. A dual purpose cycling and walking route from the southern end of College Lane was constructed in 2017. The proposed technology park development at BRC will include designated cycle routes through the campus.

The lack of areas for drying and storing wet clothes is a known barrier to cycling and walking, which will be revisited in this travel plan. Capacity in the current building stock to provide such areas is limited, but could potentially be included in future developments.

Figure A9 Road safety and lack of cycle routes are the greatest barriers to cycling



Lack of bike hire has been identified as further barrier to cycling. This issue appears to be more pertinent to students than staff, with many students highlighting on the questionnaires that they do not have a bike at University. Possible bike hire schemes have been investigated previously, but the costs were found to be prohibitive. The use of second hand bikes, possibly linking with a community scheme for repair, or negotiation with a local supplier, or one of the bicycle suppliers currently used in the cycle to work scheme may provide a more cost effective way forward. Piloting bike hire at one of the off campus accommodation sites was suggested as a first step.

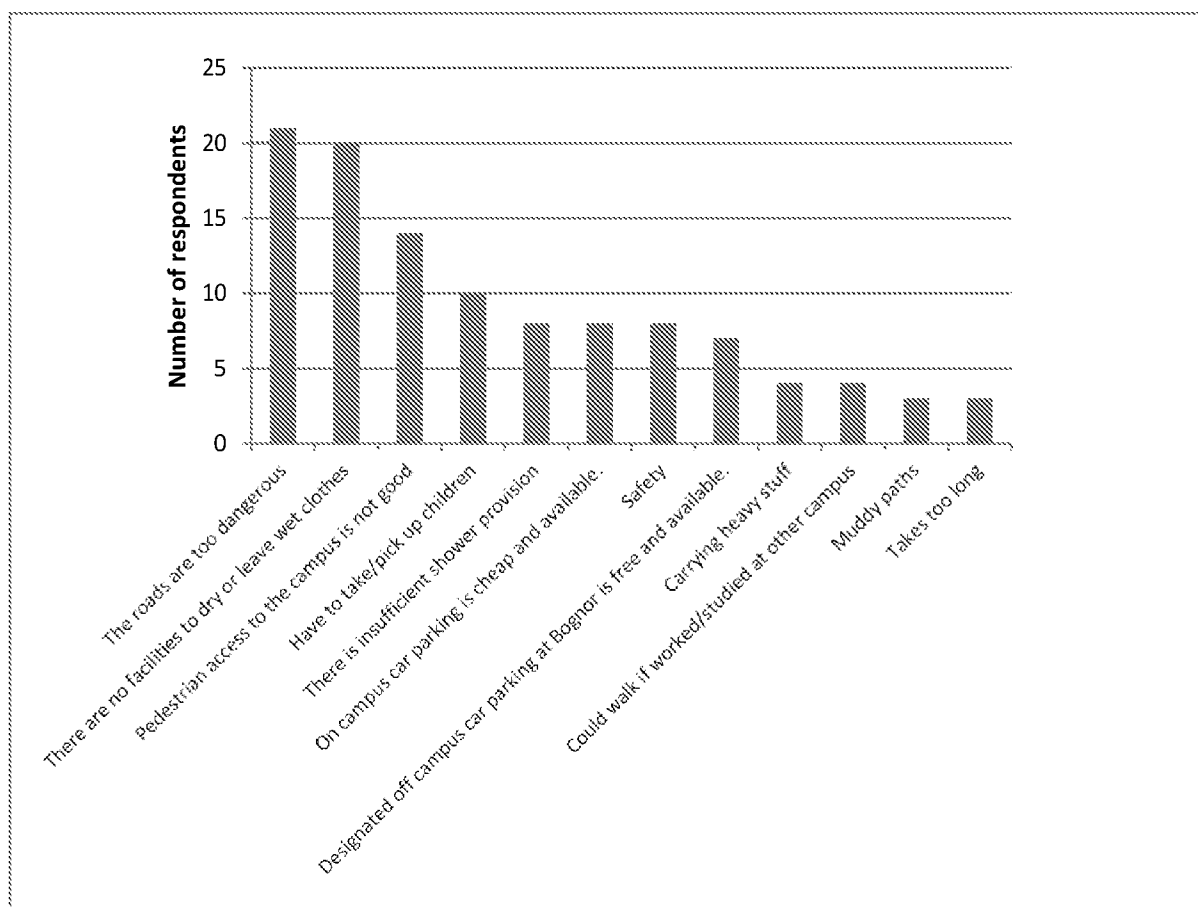
Bike security was also highlighted as a concern on the questionnaires and at the cycling focus group. Students in particular are not confident with bicycle storage on campus. Security of the storage areas has been an issue in the past. The use of CCTV could help remove this concern.

Promotion and communication of cycling facilities and the health benefits and cost savings of cycling is still highlighted as an issue. One suggestion is that the University should take the opportunity of producing posters outlining the benefits of cycling and walking and displaying them in the car parks. Specific travel events may help to promote all different aspects of sustainable travel to staff and students. It is proposed that events should be held in September to capture 'Freshers' and April to capture first year students before they move out of halls of residence.

Walking

Road safety is also highlighted as the main constraint to walking to campus (Figure A10). Some of this concern may be alleviated at BOC with the construction of the path from the southern end of College Lane to campus. At this campus there is further opportunity to promote access though the hospital, which is currently poorly communicated.

Figure A10 Road safety is the main barrier to walking to campus



Pedestrian access at BRC will be improved by the construction of the technology park. Current plans are to convert the car park entrance off Mead lane to a pedestrian only entrance and provide pedestrian routes alongside vehicular routes to ensure pedestrians can walk safely with little disruption. Again in line with the opportunities identified to encourage cyclists, suggested “safe” walking routes should be provided in all University approved accommodation.

As with cycling, a significant barrier to walking highlighted by the questionnaire results, is the lack of areas to dry and store wet clothes. One solution posed to address this issue is the provision of larger lockers where clothes could be hung, allowing them to dry.

Highlighting the health benefits of walking, including reference to the number of doughnuts or biscuits burnt off, could be used to further incentive walking. This approach was successfully used in a recent Living Streets initiative which the University participated in. Posters proclaiming the benefits of both walking and cycling could be displayed in car parks. An active travel logger could also be created enabling students and staff to declare their active travel in return for prizes. Such a scheme could be run alongside the University’s current environment and well-being scheme.

Public transport

A summary of the barriers to public transport usage obtained from the questionnaire responses is listed in Table A2. These essentially cover four areas, cost, service, safety and communication.

Table A2 Barriers to public transport usage include cost, service, safety and communication

- ⊗ No convenient public transport available.
- ⊗ Cost higher than car use.
- ⊗ Public transport unreliable and doesn't fit in with work times.
- ⊗ Frequency of buses not sufficient
- ⊗ Other bus services apart from U7 and Uniflyer should be cheaper and more available to students.
- ⊗ Bus timetables need to be better publicised
- ⊗ The bus stop at BRC is unsafe

Cost is seen as a barrier to both train and bus usage. Discounts on train travel are available to staff and students, although these are not widely publicised. Publication of these on the University and SU websites and at the previously proposed sustainable travel events, could help to remove this constraint. Further discounted rail travel for staff could be obtained from joining an organisation such as Easit.

Reduced price tickets are available for use on the University operated Uniflyer service and on the University subsidised service, the U7. Extension of the reduced price tickets on other bus services such as the 700 which operates a service every ten minutes along the south coast, could encourage further uptake. Discounts on the bulk purchase of bus tickets could also encourage further usage. Currently the cost of a single journey on the Uniflyer and U7 is 60p and books of ten tickets are sold for £6.00. Reducing this to £5.00 could provide further incentive for bus use.

Service constraints appear to relate more to bus usage. The University frequently reviews the service of the U7 and Uniflyer in light of comments from staff and students and although the questionnaire results suggest that there are some issues with bus timings, the focus group concentrating on public transport agreed that the buses are appropriately timed. Part of the issue seems to be lack of awareness of the request stops along the U7 bus route and the bus stops close to the off campus accommodation at Stockbridge. Greater publicity of these aspects should be publicised with the timetables. Information on other bus routes in the area should also be communicated more widely.

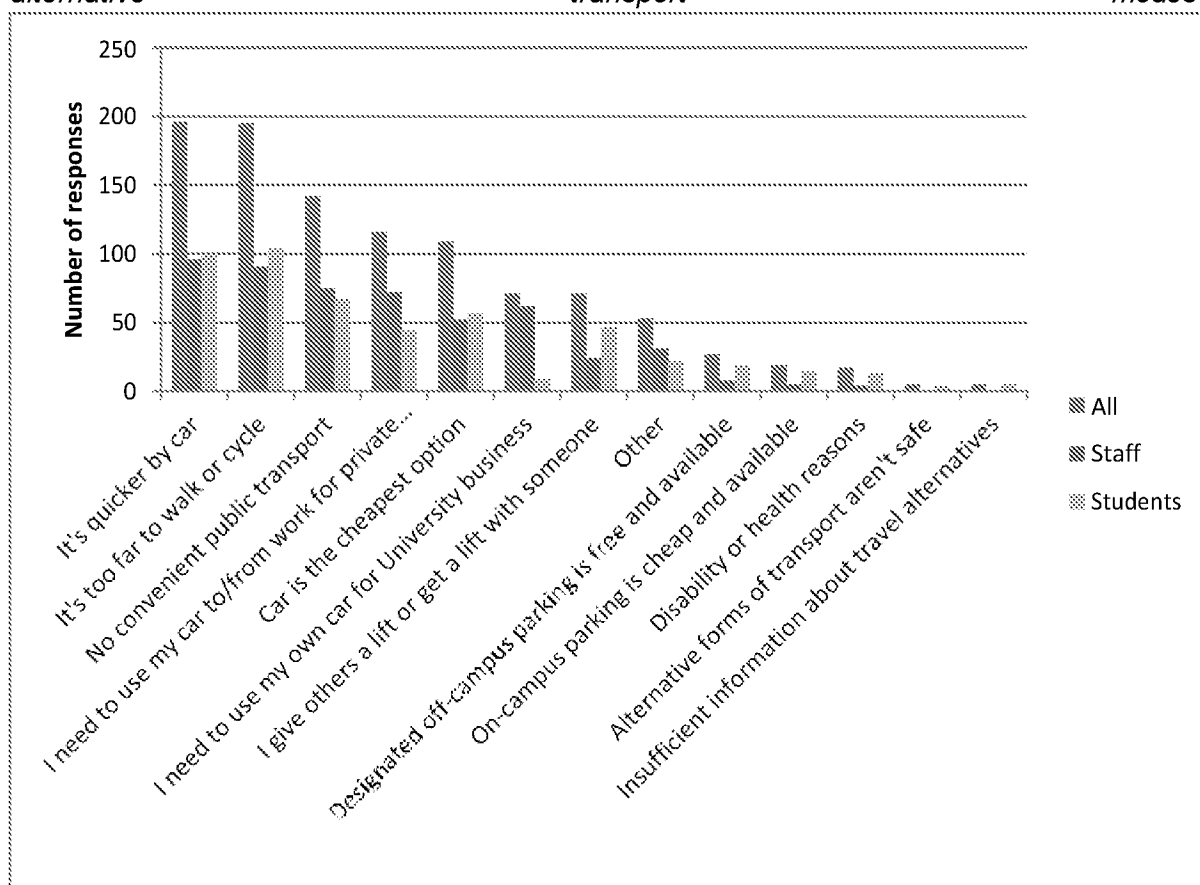
The University has successfully negotiated with the local bus operator for buses to stop on campus. However, the U7 does not currently stop on the Bognor Regis campus. This has been identified as a barrier to bus use by Bognor students due to safety concerns. This situation will change with the development of the Technology Park. Plans for the development include a suitable access for buses to enter, drop off and pick up on campus.

As with the other modes of transport, improvement in communication of public transport routes, particularly in off campus accommodation, should increase usage. It has also been suggested that a list of FAQ about public transport should be added to the University's website and SU website.

Car use

The main constraints preventing staff and students from not travelling by car are journey speed, distance and lack of convenient public transport (Figure A11). These barriers have remained the same since the last survey was carried out in 2012.

Figure A11 Speed, distance and lack of public transport are the main barriers to the use of alternative transport modes



Although little can be done to remove these barriers, other incentives to enhance travel by more sustainable methods, may reduce the number of staff and students using their cars as sole occupants. One of the other main reasons for car use is that for some it appears to be the cheapest option. Initiatives to provide discounts on

more sustainable modes of transport, as previously discussed, or changes in the costs associated with driving to the campuses may reduce this constraint.

The University has operated a car share scheme since 2011, although uptake has remained low. It was hypothesised by the focus group discussing car use that removing the parking charge for car sharers may encourage more to car share. However this may encourage more to drive, therefore a reduction in parking charges for car sharers would be more effective. Parking charges could be reduced based on the number of staff and/or students in the vehicle. The car parks on campus, particularly at BOC are often filled to capacity. The provision of surplus car sharing places closest to the campus buildings may illustrate the benefits of car sharing.

Changes to the parking charges could be used to discourage single car use. Simply increasing parking costs is not deemed to be the answer as this is likely to cause more staff and students to park on roads in the vicinity of the campuses to the detriment of the local community. Currently staff can pay monthly for permits or can pay daily by scratch cards. Students use scratch cards (details of the car parking regulations can be found in Appendix 8). Cost of the scratch cards is high and it is felt that this money would be better spent on other initiatives. Changes to this system such as to the use of campus cards issued to all staff and students would enable the University to make changes to the payment system at the same time. One idea discussed which has been successfully implemented at other Universities is to link charges to carbon dioxide emissions of vehicles. This would enhance awareness of the impact of commuting by car through the University community and may encourage the use of lower engine size cars or electric cars. This initiative could be linked with the provision of electric charging points on campuses as discussed previously. A further idea is to instigate an hourly charge for parking and extend charging to 24 hours a day and seven days a week. This would mean that people are actually paying for the time they are using and the extra revenue generated could be used to encourage more sustainable travel. Such a scheme would have to include provision for students at events involving alcohol, to prevent the issue of drinking and driving. This could include the provision of overnight permits for drivers or system developed in conjunction with the current designated driver scheme operated by the SU.

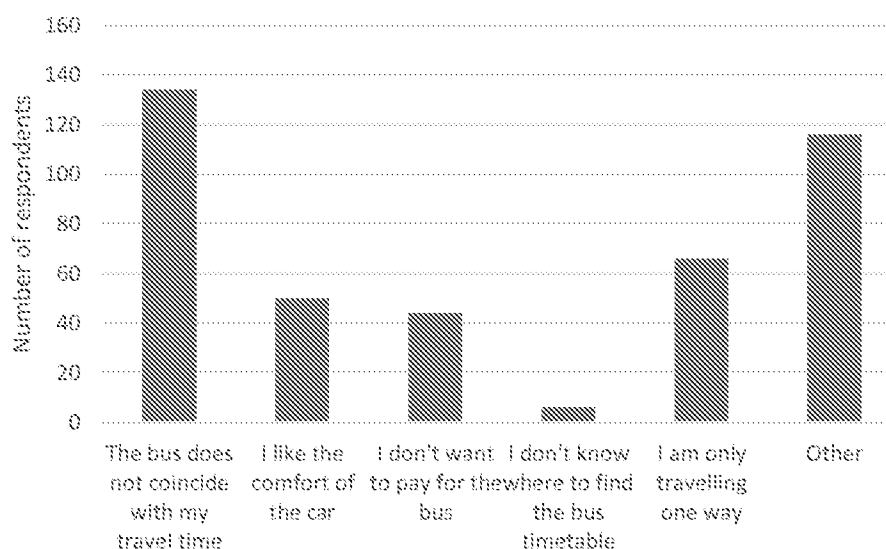
At present car permits are issued to all staff and all students outside of the 1.5 mile exclusion zone automatically. Implementation of an application system for permits, may reduce the numbers applying and would also enable the University to highlight the environmental impact of car travel and provide information on more sustainable modes of travel. Extension of the permit exclusion zone to staff, although unpopular with staff, would reduce the disparity between members of the University in relation to parking rights. This has long been a concern with students and has been implemented successfully in other Universities. Due to the location of the campuses, the exclusion zone would have to take into account areas with poor public transport links.

Incentivising staff to leave their cars at home directly, through daily payments or extra holiday allocation, may also have an impact. Other organisations pay £2 a day or more as incentives for not travelling by car as a sole occupant.

Intercampus transport

Most staff and students use their car to travel between the campuses because they are only travelling one way, or the bus does not coincide with their travel time (Figure A12).

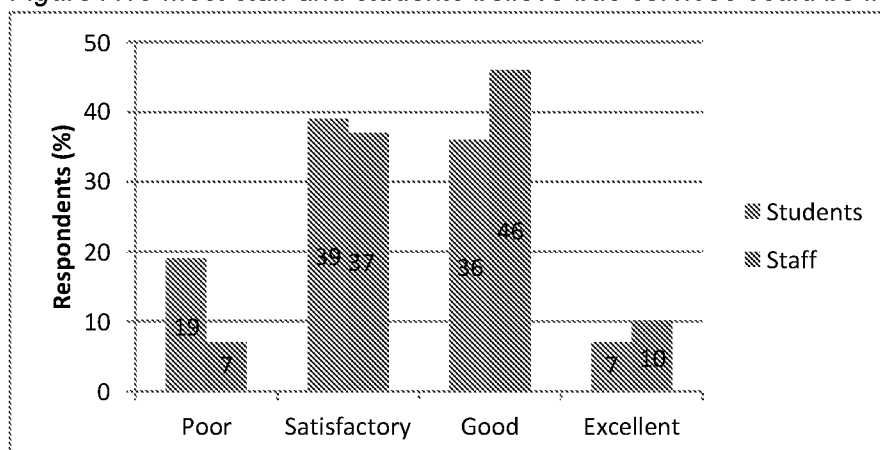
Figure A12 Staff and students use their cars for intercampus travel due to inconvenient bus times or one way travel



In September 2013, as previously discussed, the University introduced the Uniflyer service which operates between the LRCs at each campus. This service was introduced to reduce journey time between campuses and increase the frequency of buses in conjunction with operation of the U7. However there still seem to be issues with bus timetabling. The contract with the company operating the U7 is schedule for renewal or extension in June 2017. This provides an opportunity for “rethinking” of bus provision to and between campuses. One suggestion is to run two Uniflyer buses increasing frequency. Staff and to a lesser extent, students, have the opportunity to organise meeting times around the bus timetables. This could be better publicised, maybe through the room booking system.

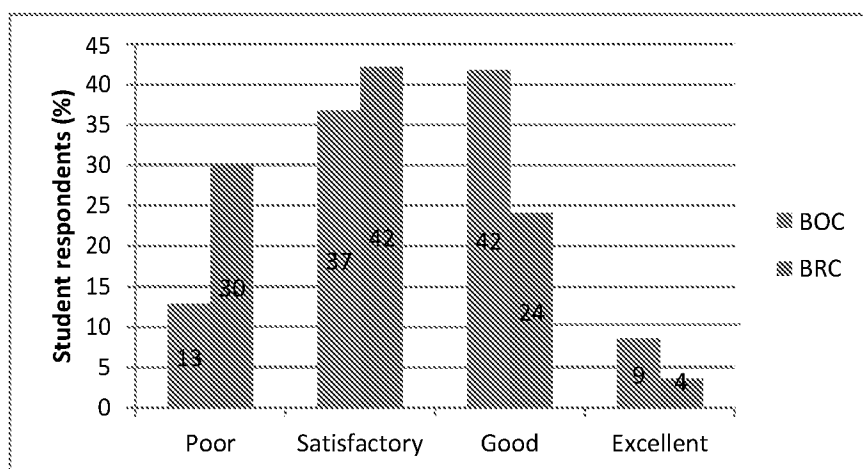
Despite issues with the timing of buses, only 19% of students and 7% of staff think the bus services between the campuses are poor (Figure A13). Although, there is definitely room for improvement. Over 35% of both staff and students rated the buses as only satisfactory.

Figure A13 Most staff and students believe bus services could be improved



The greatest discontent is BRC students (Figure A14). It was hypothesised by the focus group concentrating on intercampus transport that this may be because of the bus stop facilities at this campus. There is no designated shelter for the Uniflyer at either campus, but the stopping place for the bus at BRC makes sheltering in nearby buildings difficult. The U7 bus also does not currently stop on campus, as previously discussed.

Figure A14 BRC students are less satisfied with bus provision



More recently, over utilisation has been highlighted as an issue with the Uniflyer, with staff and students being turned away as the bus was full. Increasing the frequency of the buses may alleviate this problem.

Cost of travel was also identified as a constraint to bus use. As mentioned previously, increases in the cost of car parking could be used to “offset” reductions in the cost of more sustainable transport modes such as the buses. Subsidises on bulk ticket buying and incentives such as raffles used bus tickets, could also help (see Section 5.4).

Some Universities provide a similar service to the Uniflyer as a free service to students. Costs are included in the University fees or in the rent for halls of residence.

This practice is unlikely to be implemented at the University due to the results of the recent student accommodation affordability survey.

Enabling staff to travel for free would seem unfair to students. Many departments purchase bus tickets on behalf of their staff negating the need for individuals to have to claim back fares. Further publication and engagement in more departments to do this may encourage more staff members to use the bus. Currently staff are able to claim mileage for intercampus travel. Information on potential revenue saving attributed to intercampus car usage claims should be obtained. This revenue could be used to promote more sustainable means of travel, or provide technology to negate the need to travel between campuses. Removal of this practice may also disincentivise staff to use their own cars.

Use of campus cards to pay for bus journeys may incentivise staff and students to use the buses, negating the requirement to 'run around' to purchase tickets.

More students may use the Uniflyer if there was WiFi available on the buses. This initiative could be incorporated into the SU's current plan to install CCTV on the Uniflyer.

The Uniflyer is currently not equipped to be able to accommodate disabled passengers. This situation requires review.

The further development and uptake of IT technology including Skype, should decrease the need for intercampus travel. There is currently a cost being incurred by departments if staff wish to obtain the equipment to enable them to use Skype, providing a barrier to change.

Incentives already discussed to enhance other forms of sustainable travel should also include intercampus and business travel. This includes a travel display in each halls of residence, summarizing not just the bus times, but all forms of travel, safe walking routes, cycle routes, cycle hire scheme (if/when applicable), bus times/routes and train times and sustainable travel events in September and April of each year.

Intercampus transport should also be included in the travel events, previously discussed, held in September and April. Bus tickets could be sold at these events.

In addition a pop up sustainable travel stand should also be available at experience days and arrivals weekend when students are present with their parents. It is assumed that parents will encourage students to save money by buying discounted travel tickets.

Staff and student champions could be recruited to help encourage their colleagues to travel on the U7 and Uniflyer. Research carried out as part of a business student's final dissertation in May 2014, suggested that type of travel is a learned experience and that those who had not used a bus to travel to work or school will be reluctant to do so. However, this barrier could be overcome if encouraged to travel in this way.

Business travel

Business travel was included in the University's travel plan for the first time in 2013, although initiatives to encourage staff to travel on business by sustainable modes were in place prior to this date, through the expenses claim system. The present system prevents staff from claiming business mileage for journeys exceeding 90 miles, unless there are multiple occupants in the vehicle, but will reimburse staff for rail travel. As discussed in section 4.2, the University will also reimburse staff and students 20p per mile for work related travel by bike, although this is not widely publicised.

Further progress on this aspect has been hampered by the lack of a suitable method to measure and monitor business travel. An on-line expenses planned to be piloted in the summer of 2017 should resolve this issue.

There may be some anomalies in different departments in relation to policies for car hire. These should be investigated to ensure consistency in business travel approach.

Visitor travel

Modes of transport used by visitors and constraints to sustainable travel, were not assessed by the questionnaire survey or the TRICS survey. Although visitor travel modes are included in the TRICS data, this group of campus users were not identified as a separate cohort.

One constraint identified by staff members receiving visitors on the campuses is the lack of easily accessible bicycle storage space. Visitors can gain access to the secure bike sheds, but the procedure and ability to do this is not readily obvious. Provision of cycle hoops outside the LRCs and/or other buildings used by community groups, such as Tudor Hale, would alleviate this problem and help to raise awareness of the University's commitment to sustainable travel.

Information on sustainable transport modes and routes to the campuses is available on the University website, although this is not always easy to find. Addition of a sustainability tab to the home page of the website would enable easier accessibility to information. Staff departments specifically welcoming large numbers of visitors to campus such as the sports departments, conferencing and marketing could publicise this information to encourage visitors to travel to the University by public transport. Information on all modes of sustainable transport including walking and cycling maps from the local area and train stations and links to bus and train timetables would then be held in one central place.

Appendix 6 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 (or Deputy)
Property Development Manager (or Deputy)
Student Union representative(s)
Academic staff representative(s)
Professional staff representative(s)

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 ESG

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 Plan

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 [REDACTED]	Travel Plan Co-ordinators [REDACTED]
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