

University of Lincoln: Travel Plan Actions Update 2014/15

The overall aim of this Sustainable Travel Action Plan is to reduce single occupancy car journeys to the University, by providing and promoting a number of alternative modes of travel. The University has a Sustainable Travel Plan, which gives great detail on the strategic travel objectives and travel survey results. In order to achieve the travel objectives and associated goals the following actions are planned:

General Sustainable Travel

Initiative	Overview	Progress / Actions
University Travel Group	The University Travel Group has representation from across the organisation – including the colleges, professional service departments, unions, and the Students’ Union. The members of the group discuss transport issues around the University.	There is now a formal Travel Group in place with regular meetings four times each year. The Group discusses travel issues arising from each area of the University. Plans for transport infrastructure improvements are presented to the Group before being implemented. Action: Ongoing - The UTG will continue to meet up to 4 times per year and will be involved with the ongoing development of the University’s Travel Plan.
University Sustainable Travel Plan	The University has had a number of travel plans for individual buildings and has a Brayford Campus Travel Plan, which was produced as part of the Brayford Campus Masterplan Planning Submission.	Action: Ongoing - The Brayford Campus Sustainable Travel Plan will be updated as developments come forward and additional information is generated.
Travel surveys of staff and students	Full travel surveys are now conducted every two years during the Autumn Term. There is a methodology for the surveys, which can be adapted as required each time. The next round of surveys is due in October 2015.	The latest round of surveys was conducted in October to December 2013. Staff single occupancy car use has declined to below 50%. Around 77% of students walk to the University. A consistent methodology has been developed for the survey and will be used in October 2015. Aiming to improve the participation rate in 2015 by better promotion and incentives to participate Action: The next round of travel surveys will be conducted in October 2015.
Travel Distance Assessment	The aim of this initiative is to determine the distance that staff commute to the University. The information	An analysis was conducted of staff travel distances in October 2014. This work produced a map of postcodes to

	produced can then be used to identify clusters of staff to promote car sharing or public transport use.	be used to identify clusters of staff. This data was useful as it identified areas where public transport could be promoted to staff. Additionally, the information helps with liaison with public transport companies. Online software was used to calculate the average travel distance by road for each postcode location. This software can also be used to calculate an average travel time. 300 staff live within 3 kilometres and 728 within 10 km of the Brayford Campus. Action: This assessment will be repeated in October 2016 and be ongoing on a two year basis
Calculate carbon dioxide (scope 3) emissions associated with staff and student travel	Information on travel distances will be used to estimate annual carbon dioxide emissions. These will be published annually as part of the University's environmental reporting through the Estates Management Review statistics.	This assessment has been undertaken for the 2012/13 and 2013/14 academic years. Action: As part of the update of the 2015 update of the Carbon Management Plan targets for reduction and an action plan of how to achieve the reductions will be produced.
Improved transport information for staff and students	More detailed information on transport is required for the University's web site and portal pages. This could include improved Campus maps, promotional material, travel route plans and links to the latest transport information.	Action: A new website with a specific sustainability section is being developed. For June 2015 a new transport section for the website will be developed. Social media will be used for providing update information on travel issues at the University.
Personal Journey Planning Options	Personal Travel Planning can be a useful technique for identifying alternative travel methods – especially for staff and students that are new to the organisation.	Action: Links to generic journey planning websites will be provided as part of the environmental blog. These will be promoted to new starters at the University. This will be in place by June 2015. An assessment of a University specific Personal Travel Planning option will be developed and presented to the University Travel Group at the Autumn 2015 meeting.

Cycling Initiatives

Initiative	Overview	Progress / Actions
Audit of cycle facilities	An audit of the cycle facilities at the Brayford Campus was undertaken in 2013. This document lists all of the cycle storage facilities around the Campus and makes an assessment of their condition.	The cycle facilities audit has been completed Action: The audit of facilities will be updated annually in September. This review will take in to account any new infrastructure that has been installed over the previous year.
Produce cycle facilities maps	A cycling facilities map will be used to promote cycling and the available to staff and students. This will highlight the location of cycle parking, showers and the Bike Hub around the Brayford Campus. Links to the Lincoln cycle map are provided on the Learning Landscapes and Environmental blogs	The new cycling facilities map for the Brayford Campus was completed in February 2015. Action: Ongoing - The map will be updated as required and as new facilities become available. The map will be used at events during Freshers' Week and in the promotion of the CycLin Bike Hire scheme.
Prioritise improvements in cycle facilities	The audit of cycle facilities at the University has highlighted that several areas have an under provision of cycle parking. Opportunities for developing new cycling facilities will be developed.	A Project Initiation Form for new cycle facilities at the University has been approved. This document identifies priority areas for new cycling facilities around the Campus. Action: Deliver the first round of new cycling infrastructure by July 2015. Develop projects to install additional cycling facilities for future years – from August 2015.
CycLin bike rental scheme	In partnership with Sustrans the University operates a bike hire scheme aimed at students. The University currently has 86 bikes which can be hired out for periods of up to one year. The scheme is managed day to day by Sustrans and the University funds their staff time, which allows other projects within Lincoln to be match funded	The University has committed to continue funding the CycLin scheme for the next two years. Action: The fleet of bikes will be gradually updated and extended to around 115 bikes. This will be completed by August 2016. The promotion and marketing of the scheme will continue and further development of the partnership with Sustrans will take place - ongoing.
Cycle to Work scheme	The University operates a Cycle to Work scheme in partnership with Halfords. There are several windows each year where staff members are able to take advantage of the scheme.	Action: Ongoing promotion of the Cycle to Work Scheme to staff through the website, portal and social media.

Promotion of cycling	The staff and students at the University need to be aware of the cycling infrastructure available to them around the Brayford Campus.	Action: Ongoing – a series of events and promotions will be held to promote the cycling infrastructure at the University. These events will link to and be a part of the ongoing promotion of sustainable transport options.
Cycle security and safety	One of the major impediments to increasing cycling at the University is concerns about the security of cycles on Campus and the safety of cyclists on the road.	Action: Ongoing - Gold standard cycle locks are available to hire from the Brayford Campus Security Office. The University also has high visibility covers, which can be borrowed as required. A new secure cycle compound is planned for the Sports Centre, to be installed by July 2015. Opportunities to develop further secure compounds will be investigated and priced prior to the start of the new financial year in August 2015.
Showers and lockers for cyclists	One of the issues raised in the Staff Travel Survey was the lack of locker and shower facilities at the Brayford Campus for cyclists.	A PIF for new shower facilities was approved in 2014. Action: Costs for lockers will be presented to the UTG at the March 2015. Depending on the overall costs these will be installed during the 2014/15 financial year
Dr Bike and Bicycle User Group	As part of the Sustrans partnership a weekly Dr Bike cycle maintenance session is held. Cyclists can bring their bikes to the Bike Hub at the Brayford Campus and receive tips and advice on bike maintenance. Sustrans operated a Bicycle User Group (BUG) at the Brayford Campus in 2012 – this struggled to get members to participate	Action: Ongoing – the Dr Bike service will continue to be operated as part of the Sustrans project. Alternative options for a BUG will be investigated. It may be appropriate to offer an online version through the University’s Environmental Blog. Options to be developed for a BUG by September 2015
Cycle facilities for new buildings / major refurbishments	The Brayford Campus Masterplan, approved in March 2013, includes a requirement to provide “safe and secure” cycle parking at new buildings. There is also an objective to provide cycle parking for 10% of the users of the site.	Action: Ongoing – proposals for cycle parking will be developed as each new building comes forward. The aim will be to have a consistent type of cycle parking appearance around the Campus.
Motorcycle parking and safety	A small number of staff and students travel to the University by motorbike. There is a designated motorcycle parking area on the north side of the Brayford Campus, adjacent to the Minerva Building.	Action: A motorcycle parking area will be developed for the Brayford South Campus as part of the Isaac Newton Building project – by September 2016.

Walking / Pedestrian Initiatives

Initiative	Overview	Progress / Actions
Initiatives linked to Healthy Campus Programme	The University has an annual Healthy Campus Week and ongoing wellbeing events throughout the year.	Action: Ongoing – opportunities to link the promotion of walking to healthy campus activities will be investigated. As part of this the Stepjockey system to encourage building users to use the stairs will be introduced at the Brayford Campus during March 2015. This scheme will be monitored and extended if successful – report by October 2015.
Open a footpath from Brayford Wharf East to High Street	Many of the pedestrian routes, which ran from Brayford Pool to the High Street have been closed or blocked by development. This means that the pedestrian route from Lincoln Central Station to the University is not straight forward.	Action: A route between Brayford Wharf East and High Street will be created as a part of the Sarah Swift Building project. The University controlled section of the route should be open by November 2016
Opportunities to develop pedestrian facilities as part of the Brayford Masterplan and Landscaping Project	Several projects have been undertaken around the Brayford Campus to improve the pedestrian connectivity. These include the steps by the Enterprise Building, the path by Think Tank and the landscaping in the Library Square	Action: A list of key pedestrian improvements will be identified as part of the Brayford Campus Landscaping project – target for December 2015. Opportunities to create these transport links will be followed up.
Walking Information	The portal and environmental blog pages will include links to information on walks close to the Brayford and Riseholme sites.	Action: These links will be created by September 2015

Public Transport – Buses

Initiative	Overview	Progress / Actions
Develop an ongoing dialogue with bus firms	The University has established links with several of the local bus companies.	Action: A promotional event encouraging staff to use bus travel to commute to the University will be held in June 2015 with support from Stagecoach. Further events will be actioned following lessons learnt from the first event.
Examine possibilities to increase the bus services to the Brayford Campus	Currently no buses come directly on to Campus, however a number of services do stop close to the site.	Action: Discussions will be held with local bus companies on service routes and bus stop locations. These discussions will focus on bus stops in the short term and opportunities in the longer term once the Lincoln East / West Link is in place. Discussions to be held in March 2015
Provide information on bus services	In order to encourage staff and students to use the bus services information on bus timetables and bus routes is required	Links to the bus routes and timetables will be provided on the relevant websites and blogs - complete by June 2015. Local bus companies will be asked on the most suitable sources of data on their services -June 2015
Promote Lincoln BIG Bus Deal to staff	The Lincoln Business Improvement Group provides a reduced rate bus ticket. University staff are eligible to use this cheaper rate ticket - evidence from the 2013 Travel Survey shows that many bus users are purchasing the more expensive Megarider ticket	Action: The Lincoln BIG Bus Deal will be promoted through web and social media outlets. Posters will also be used to promote the deal. The promotion will link to the planned bus promotion event in June 2015
Monitor percentage of staff and students travelling to the University by bus.	To ensure a good idea of bus usage regular monitoring of staff and students that use the bus to commute to the University will be undertaken.	Action: Liaison with local bus companies will take place to identify suitable questions to monitor bus usage and the experience of bus users. These questions will be added to the next round of travel surveys. The questions will be completed by June 2015 and will be added to the survey template by September 2015
Bus season ticket deal	There is a season ticket purchase scheme available at the University. This scheme will pay for a season ticket and then the money is deducted from the staff members salary over the course of the year	Determine if the scheme applies to bus users - March 2015. Promote the scheme to staff as part of the June 2015 bus travel event

Public Transport: Trains

Initiative	Overview	Progress
Develop an ongoing dialogue with train firms	There will be many opportunities to promote travel by train to staff and students. The train companies could assist with the promotion by providing information on services and awareness materials	Action: Contact the train companies that serve Lincoln to discuss promotion options - May 2015.
Keep up the promotion of the season ticket purchase schemes	The University offers a season ticket purchase scheme for employees. The University will provide a loan to cover the cost of annual rail tickets. The ticket costs are then deducted from the wages of the employee on a monthly basis	Action: The scheme will be promoted through the web and blog sites. Initial work by May 2015 then ongoing. This will link with the work that the Human Resources Department is undertaking to promote the scheme
Promotion of rail services to staff and students	The promotion of rail services to staff and students will be made a priority. Awareness of timetables and routes is crucial in getting people to change their travel arrangements.	Action: Ongoing - Information on rail timetables and routes will be linked to from the blogs and website. Opportunities to hold events with rail companies will be investigated.
Look for opportunities to lobby for improved rail services	Lincoln has a limited rail service to regional cities and to London. Several groups within the city are campaigning to improve services	Action: Ongoing opportunities to promote improved train services to Lincoln will be followed up. This is likely to include taking part in consultations, attending events and taking part in meetings with train companies.

Car Parking

Initiative	Overview	Progress / Actions
Review car parking provision following the introduction of car park charging	The availability of car parking will be monitored following the closure of the Gravel Car Park in June 2015. This will inform decision making on future capacities. Car parking issues will be addressed in the travel surveys.	Action: Checks on the availability of parking around the Campus will be made in the period immediately after the closure of the Car Park in June 2015 and at the start of the new academic year in September 2015.
Examine opportunities for preferential car parking spaces for carers and car sharers	Some organisations offer approved spaces for car sharers and/or carers that have to arrive after 9am due to their care responsibilities. The potential for developing a designated car park for these groups at the Brayford Campus will be investigated.	Action: This issue will be discussed at future UTG meetings – March 2015 and ongoing. A note on the practicalities of how this could work will be prepared for the Autumn UTG meeting.
Examine issues surrounding contractor parking at the University	At present contractors are allowed to park on site for free. This can create issues – especially during term time	Action: Discussions with staff within the Estates Department will be held during summer 2015.
Opportunities for a new multi-storey car park on site	Outline planning permission for a multi-storey car park at the Brayford Campus was granted in March 2013.	Action: A review of car parking demand will be undertaken in October 2015 once the new term is underway.
Promote car sharing schemes	Lincoln specific and national car share schemes will be promoted to staff and students	Action: information on the Lincoln BIG Car Share is provided through the blog. Information will be added to the website and social media by June 2015.

Local / Regional Transport Policy

Initiative	Overview	Progress / Actions
Park & Ride campaigning	The University will work with other partners in and around Lincoln to encourage and support the development of a Park & Ride scheme for Lincoln. Where appropriate the University will join with others to lobby the City and County Councils for the development of these facilities. Contributed to Local Plan on Park & Ride issues	Action: Ongoing – the University will support opportunities to promote park and ride as they arise.
Park & Bike promotion	Two Park & Bike locations have been developed at Burton Waters and Skellingthorpe.	Action: The Park & Bike locations will be promoted to staff and students as an alternative travel method. Information to appear on blog and social media sites by May 2015.
City Transport Group	Opportunities to develop a city wide Transport Group will be discussed. This will aim to get major employers and the local authorities together to discuss transport issues in Lincoln	Action: Proposal to be developed by July 2015 and circulated to potential group members.
Other transport issues	The University will look to have input into national, regional and local transport policy consultations where appropriate. In the past letters of support for the Lincoln Eastern Bypass , Improve Rail Travel to Lincoln and Sustainable Transport Fund bid have been submitted.	Action: Ongoing – the University will take part in these consultations as they arise.

ICT – Location Independent Working

Initiative	Overview	Progress / Actions
Video conferencing facilities	There is a need to review the usage levels of video conferencing at the University. The video conferencing facilities need to be promoted to staff.	Action: This issue will be addressed as part of the Carbon Management Plan and the actions to reduce the need for business travel and thus Scope 3 Carbon Emissions.
Location Independent Working	As technology progresses it is becoming increasingly feasible for some staff at the University to work from home for at least part of the week. This issue covers several parts of the University and liaison with colleagues from other departments is required	Action: Discussions to be held with relevant departments i.e. HR, IT. Initial consultation on the issues to be undertaken by June 2015. This may then lead on to additional activities.