

Travel Plan

University of Cambridge

Faculty of Education Site

Hills Road, Cambridge



**UNIVERSITY OF
CAMBRIDGE**

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The two main reasons for writing the Travel Plan for the Faculty of Education Building at Hills Road are **to continue the University's on-going commitment to travel planning** and **to satisfy the planning obligation for the development of the building.**

The over-riding objective for the Travel Plan is **to reduce the number of trips made to and from the Faculty site by private car, especially trips made by people driving alone.**

Background Information

- 1.1 Government planning policy seeks to reduce reliance on the private car, in favour of more sustainable forms of transport. The University responds to that policy by preparing and implementing travel plans.

- 1.2 The University produced a Travel Plan in October 2000. That Plan is not site specific; instead, it sets out targets, objectives and actions for the University as a whole. The Plan aims to make travel for work for University staff convenient, fast, safe and inexpensive, to reduce adverse traffic impacts on people, the organisation and the environment, and to help inform staff travel decisions. Its primary target is to decrease the number of staff car journeys, in travelling to work and for business use, by enabling staff to use the most appropriate transport mode for their circumstances that day. Objectives include fostering and encouraging the cycling culture within the University and managing University car parks. Specific actions include the provision for cyclists of showers, improving cycling infrastructure on sites; encouraging the improvement of cycle routes; and the management of car parks. The Plan has been recognised by the Cambridgeshire Travel for Work Partnership – the leading organisation for Travel Planning in the Cambridge area – which presented the University with a certificate for having prepared successfully a Travel for Work Plan, at its annual seminar on 14 May 2001.

- 1.3 The University prepares separate Travel Plans for specific sites when required, in accordance with the general approach set out in the October 2000 University Travel Plan.

- 1.4 The University is a member of the Cambridgeshire Travel for Work Partnership and is represented on the Partnership's Steering Group.

Reason for Preparing a Travel Plan for the site of the Faculty of Education Building

- 1.5 This Travel Plan has been prepared for the site of the new Faculty of Education building at Hills Road, Cambridge.
- 1.6 The Faculty of Education was created in August 2001 following convergence of the former University School of Education and education and teaching functions at Homerton College, creating one of the largest groups of educational researchers and teacher educators in the country. Before moving to the new Faculty building, the Faculty was located at three sites in Cambridge, at Homerton College, Trumpington Street and Shaftesbury Road.
- 1.7 Planning permission for the development of a new Faculty building was granted in July 2003 and the building was first occupied in January 2005. The planning permission was subject to an Agreement under s106 of the Town and Country Planning Act that obliges the University to submit within 6 months and agree within 10 months of occupation of the building a travel for work plan. The plan is to contain:
- a. reasonable targets for reducing the number of commuting trips that are projected to be made to and from the Land by private car, in particular the number of single occupancy trips.
 - b. reasonable measures to realise the targets. Examples given in the Agreement are car sharing, pool bicycles, shower and changing facilities including locker and drying spaces, a bicycle users group, and management practices including cycle mileage

allowances and interest free loans for cycle purchase and bus tickets.

- c. a programme for implementation of the travel for work plan
- d. a methodology and programme for monitoring and reviewing the travel for work plan.

1.8 The reasons for preparing the Travel Plan are both to continue the University's on-going commitment travel planning and to satisfy the requirements of the planning obligation.

1.9 The planning obligation applies to the site shown in Annex A (the planning permission site).

Site Travel Plan Co-ordinator

2.1 The Faculty of Education's Administrator assumes the role of the Travel Plan Co-ordinator. S/he coordinates the Plan in conjunction with the Facilities Manager and Environmental Officer(s). Specific actions will include:

- Distribution of information on public transport access
- Car park management
- Management of allocation of parking permits
- Organisation, analysis and reporting of an annual travel survey for staff, students and visitors (via Travel for Work)
- Monitoring and reviewing the Travel Plan against agreed targets and actions, through an annual report.
- Submission of the Annual Report to Cambridge City Council, for information

University Travel Plan Co-ordinator

2.2 The Co-ordinator will be supported by the University's Planning Officer (located in the Estate Management & Building Service) who has overall responsibility for implementation of the University Travel Plan and who represents the University on the Cambridgeshire Travel for Work Partnership.

Motor Proctor

2.3 The University's Motor Proctor is responsible for enforcing University Ordinance on the restriction of student use of cars. The Motor Proctor

is able to issue parking permits to students in exceptional circumstances.

Cambridge City Council

- 2.4 The City Council will review the Annual Travel Plan monitoring report and, if necessary, propose amendments to the Travel Plan for agreement with the University.

3 Current Travel Patterns

Site Assessment

3.1 The Faculty of Education site is located next to the Homerton College Campus on Hills Road, approximately 1 ¼ miles to the south of Cambridge City Centre. The Faculty occupies the new Faculty building and Trumpington House, a Grade II listed building next door. The site access road serves both the new Faculty building and College buildings, and continues to a site allocated in the Cambridge Local Plan (1996) for housing development.

3.2 The location helps to facilitate sustainable travel because it is:

- next door to Homerton College, thus reducing the need to travel for many staff and students;
- served by the Citi1 (to Arbury & Fulbourn), Citi7 (to Cottenham and Duxford) and the Uni 4 (to Maddingley Road and Addenbrookes) bus services. The Uni 4 bus service is part funded by the University; travel for University staff and students costs 50p on production of the University card
- a short walk from Cambridge Train Station, which has train services to London, Stansted Airport, King's Lynn, Norwich, Ipswich, and Peterborough the East Midlands and beyond.

3.3 The site based facilities that help to facilitate sustainable travel include:

- The provision of 92 Sheffield Cycle Stands, providing parking for 184 cycles, of which:

- 18 stands (36 spaces) are positioned at the front of the building next to the main entrance
- 74 (148 spaces) are located immediately to the rear of the building, of which 50 (100 spaces) are covered
- the provision of a shower room in Trumpington House (next to the new Faculty building).
- the provision of only 53 car parking spaces, of which 5 are for registered drivers with disabilities

Staff and Student Numbers

3.6 Approximately 685 University of Cambridge students visit the new building, comprising 455 studying for a Post-Graduate Certificate of Education (PGCE), 200 undergraduates and 30 studying for MPhil/PhDs. In addition, continuing professional development courses will be run for 100 students at a time. The large majority of undergraduates are members of Homerton College, with the rest resident elsewhere in Cambridge. The majority of PGCE students are members of Homerton College, but the majority are resident elsewhere in Cambridge. All MPhil/PhD students are resident in Cambridge but not at Homerton College. CPD students typically travel from elsewhere in the region.

3.7 There are 210 staff employed at the Faculty of Education.

3.8 On average there are 20 visitors to the Faculty per day, including University staff. On average the Faculty has 5 contractors on site per week.

Faculty Activities

- 3.9 The Faculty of Education of the University of Cambridge is one of the largest groups of educational researchers and teachers educators in the country. The Faculty has a wide range of expertise and covers all stages of formal education from the early years. Through the primary and secondary stages of schooling, to the post-compulsory, further and higher education sectors: it also includes all the main subjects in the national Curriculum. The Faculty provides the following full and part-time programmes of study: Postgraduate Certificate in Education, undergraduate degree in Educational Studies, MPhil, MEd, PhD, Advanced Professional Diploma and Certificates. The Faculty also has an active national and international research profile with the key themes of teaching and learning, school improvement, teaching and teacher development, the disciplines of history, philosophy and sociology, inclusive education, and literacy.
- 3.10 Many students are teaching or local government professionals in the East of England who are studying part-time to further their professional development. The Faculty encourages all students to use alternative modes of transport rather than car however for some of these students who are fitting in part-time study around full-time work this is not always feasible. To operate the teacher training programme, the Postgraduate Certificate in Education the Faculty is dependent on its partner schools providing a teacher as a mentor when students are doing their placement in local schools. The Faculty holds mentor training days/afternoons, and again, as mentors are working full-time they often need to access the Faculty on these days by car.
- 3.11 Work for many staff and students involves visiting and liaising with partner schools and other institutions in the East of England in particular. The nature of this work means that some staff who may live relatively locally may require occasional parking access at the Faculty.

3.12 The Faculty is open Mon-Fri until 9 pm. The Faculty is open on Saturdays and Sundays to provide access for those staff and PhD students who have specifically requested it and signed up to the Faculty's Lone Working Policy. The Faculty is open to all on Saturday mornings during term time to provide access to the Faculty library.

for such students plus the needs of research. The Faculty coordinates and schedules the requirement for staff/students/visitors etc to come to the Faculty to control the number of people required to come to the site at a given time.

3.13 The Faculty does not intend to expand its student or staff numbers, indeed the Faculty is in the process of considering a reduction in student numbers.

Public Transport Proposals

3.14 The proposed Cambridge Guided Bus Route from St Ives to Addenbrooke's Hospital/Trumpington Park and Ride site would stop at Cambridge train Station. A public inquiry into the Transport and Works Act Order took place in autumn 2004. If approved, buses could start operating along the route in 2009.

Development Proposals

3.15 Proposals to develop the Station Road area of Cambridge between Cambridge train Station and Hills Road could result in the creation of an attractive pedestrian and cycle route between the station and Hills Road Hills Road.

Overview of current HR and other policies

- 3.16 Working From Home - academic staff in the Faculty are able to work from home and in many cases staff work in this way out of term time. This has an impact on the need for parking and the number of staff attending the Faculty to work out of term time is greatly reduced.
- 3.17 Interest Free Loan Scheme - the University's interest free loan scheme, introduced in 2004, enables full time members of staff to loan up to £2500 from the University for the purchase of bus and train season tickets, bicycles and cycle clothing and equipment.
- 3.18 Car Park Permit Allocation - staff parking permits are allocated in an annual round, starting in January of each year. Staff are required to complete an application form and the following criteria have been introduced for the allocation of permits:
- a) a registered disability;
 - b) persons with other medical or physical conditions which necessitate that they should park in close proximity to their place of work;
 - c) family commitments- a need to attend to dependent family members during the day (eg. taking/collecting children to/from nursery or school or visiting elderly or hospitalized family member family members) in areas not immediately accessible by public transport;
 - d) unsocial hours of work – a requirement to work unsocial hours on a regular and frequent basis finishing and/or starting at a time when public transport provision does not provide a viable alternative;
 - e) persons having a requirement to use a car for work purposes on a regular basis during the working day as an essential part of their duties;
 - f) persons who are prepared to undertake a formal car sharing arrangement;

- g) inadequate public transport – applicable to staff who reside beyond a distance where they could reasonably be expected to walk or cycle to work, in areas beyond reasonable reach of public transport*. (Staff applying on this basis would need to note why they need to drive into Cambridge rather than use the Park and Ride)
- 3.19 Former members of staff, undergraduate and postgraduate students are not eligible to apply.
- 3.20 As at January 2008, the Faculty has allocated 52 staff permits for everyday use and 29 permits for occasional use at the new Faculty building.
- 3.21 The Faculty is able to issue a limited number (30) of one day visitor permits for visitors and students who for example may be in full-time work as well as pursuing part-time studies with the Faculty.
- 3.22 The Faculty applies the standard University mileage rate for staff which is currently 40 pence per mile.

Travel Survey

- 3.23 The University of Cambridge (excluding Colleges) takes part in the Travel for Work Partnership's Annual Staff Travel Survey. The Survey monitors the mode of transport used (for the longest part of each journey, by distance) for staff journeys to work for one week each October. A copy of the survey questions for the 2005 survey is attached at Annex B.
- 3.24 There were 1888 responses made by University staff to the 2004 survey, a response rate of approximately 22%, providing details of 8911 commuting journeys to work in the week 4-8 October 2004. The

results show that 38% of journeys were by car (27% single occupants, 10% car sharing) and 58% by foot, cycle or public transport. These results compare favourably with the collective results from other employers taking part in the same survey, where 65% of journeys were made by car (54% by single occupants and 11% by car sharing), and only 28% by foot, cycle or public transport.

	University Journeys to Work (%)	Other Employers' Journeys to Work (%)
Car (Drive Alone)	27	54
Car Share	10	11
Cycle	38	14
Walk	9	5
Bus	8	6

3.25 The University's results are also available for the main academic sites. Most of the sites analysed are in central Cambridge. Travel to Work Surveys to date have not analysed the Hills Road site. The results for University staff at West Cambridge and Addenbrooke's, which like the Hills Road site are located outside central Cambridge, are:

	West Cambridge Work Journeys		Addenbrooke's Work Journeys	
	%	No.	%	No.
Car (single occupancy)	37	332	38	540
Car Share	9	76	10	137
Cycle	42	374	28	402
Walk	4	34	6	88
Bus	4	36	10	143

- 4.1 The travel plan objective is defined by the planning obligation, which seeks 'reasonable targets for reducing the number of commuting trips that are projected to be made to and from the land by private car, and in particular the number of Single Occupancy Vehicles'.

Objective

To reduce the number of trips made to and from the Faculty Building by private car, especially trips made by people driving alone

5.1 The Travel Plan contains a target for staff journeys to work. It is not necessary to monitor other student trips because of the restriction on the keeping and use of cars by University members *in status pupillari*. CPD students and visitors have access to 30 car parking spaces at the adjacent Homerton College site.

5.2 The University's 'out of centre' survey results show that it is possible to limit the proportion of staff journeys made by car to a site outside of central Cambridge to no more than 50% of all journeys made (for the longest part of each journey, by distance travelled). That is considered to be a realistic and achievable target for the Faculty development site.

Target 1

Not more than 50% of the number of staff journeys to work to be made by car, and not more than 40% to be made as single occupant of a car

5.3 This target is considered to be achievable and realistic through the adoption of policies and implementation of actions in Section 6.

Car Access and Parking

Policy 1: To maintain proctorial control over the keeping and use cars by persons in *status pupillari*.

Reason: To restrict the use and keeping of cars by students.

Actions: Enforcement by the Motor Proctor of University Regulations in accordance with the Notice attached as Annex C.

This action is implemented continually.

Policy 2: To restrict car-parking provision at the site.

Reason: To reduce the number of trips to the site by car.

Actions: Provide parking for no more than 60 cars.

This action has been implemented.

Policy 3: To set up and maintain a car parking management system

Reason: To regulate the use of car parking spaces and the number of trips made to the site.

Actions: Travel Plan Co-ordinator to issue permits each January in accordance with the criteria set out in section 3.

The Faculty will maintain a barrier control system at the car park entrance, to prevent unauthorised car parking.

Policy 4: To promote car sharing rather than single occupancy journeys

Reason: To reduce the number of single occupancy car trips made to the site.

Actions: Promote the use of CamShare, the electronic car sharing database operated through the Travel for Work Partnership

Cycle Parking and Facilities

Policy 5: To provide a good quality and quantity of cycle parking at the site.

Reason: To increase the number of trips to the site by cycle to the site, rather than by car.

Action:

1. Provide and maintain not less than 90 Sheffield stands (providing 180 cycle parking spaces)
2. Provide and maintain covered cycle parking
3. Provide and maintain cycle parking outside the main building entrance
4. . Provide and maintain two bicycles for day loan to staff wishing to visit other University departments or to make any other local journeys

These actions have been implemented.

Policy 6: To provide facilities for cyclists at the site.

Reason: To encourage cycling to the site.

Action: Provide shower facilities for cyclists at Trumpington House.

This action has been implemented.

Public Transport

Policy 8: To promote the use of public transport for journeys to the site.

Reason: To reduce the number of car trips to the site in favour of trips by public transport.

Action: 1. Publicise information to staff, students and visitors on bus routes, fares and timetables for all services that stop on Hills Road outside the site, especially:

- a. Uni 4 – which is operated by the University in partnership with Cambridgeshire County Council, Cambridge City Council and Stagecoach. The service runs from Madingley Road Park and Ride site to Addenbrooke's Hospital, serving many University sites, and costs 50p for staff and students.

b. Citi 1 – which provides access to and from Cambridge train station.

2. Publicise information to staff and visitors on trains operating from Cambridge train.

Service and timetable information will be circulated to staff and CPD students, made available at the building reception and displayed on the Faculty Website in December 2005.

General Measures

Policy 9: To appoint a Site Travel Co-ordinator

Reason: To manage site transport facilities, promote sustainable transport options to staff, students and visitors, and monitor travel impacts and report outcomes annually.

Action: Appoint a Site Travel Co-ordinator.

This action has been implemented.

- 7.1 The Annual Staff Travel Survey is undertaken for one week each October. The results for the University includes analysis of journeys to work made by University staff at the Faculty of Education building at Hills Road.

- 7.2 If survey results show that the target set out in this Travel Plan is not being met the Staff Travel Co-ordinator will review the Travel Plan, in conjunction with the University Travel Plan Co-ordinator and the relevant officer at Cambridge City Council.