



Travel Plan for The King's Buildings 2002 – 2007

As part of its commitment to social, economic and environmental sustainability, the University seeks to work in partnership with others, including the City Council, transport operators and the Scottish Executive, to reduce its overall impact caused by travel. Within the University, the College of Science and Engineering is a premier research and teaching institution with significant economic impact, located mainly but not exclusively at the King's Buildings.

This Travel Plan has been prepared for The King's Buildings site as a response to a Section 75 Agreement between the City Council and the University – part of a planning consent for development at KB. It will help the College and the University work towards the objectives set out in the University's *Integrated Travel Policy* – adopted by the University Court in 2000.

The overall aim of the Plan is to promote a range of transport options and alternatives to travel that suit us all and help maintain the high quality working environment we have at KB, now and in future. It provides an opportunity to develop a mixture of travel and communications solutions that will help us reduce our reliance on single-occupancy car use for travel to and at work.

Based on the findings of the Staff Travel Survey (2000) and review of current facilities and initiatives at KB, the following objectives have been established:-

- 5% reduction in the proportion of single occupancy car journeys to work by 2006
- £50,000 investment over five years towards the use of more sustainable forms of travel
- £60,000 investment over five years for measures to reduce the need to travel by car at work
- A reduction in the amount of travel undertaken for work.

The Proposed Measures described overleaf will be developed with a range of local stakeholders – including our associated institutions on site and our neighbours – to implement these objectives, concentrating on areas identified by staff during the Staff Travel Survey carried out in 2000.

Where appropriate, targets and deadlines for implementation have been set – progress towards these will be reviewed annually as part of the University's Transport Report.

[Signed]

Head of College of Science and Engineering, 2002

Background

The KB site currently has over 50 University buildings as well as associated institutions – the Scottish Agricultural College and the British Geological Survey. Over 1,500 staff and 5,000 students are based at KB. There are currently some 1,024 car parking spaces including a multi-storey car park.

In planning terms, KB is a mature, edge of town, campus site with future development mainly consolidating and replacing existing outmoded facilities rather than expanding the site significantly. This Travel Plan seeks to provide for the needs of all staff and students without increasing the overall transport impact of the site.

A University-wide Staff Travel Survey (see appendices) was carried out in March 2000 and the findings compared to the CEC Local Transport Strategy 2000 to 2003. 52% of staff based at Kings Buildings responded. Reflecting its out-of-town location, exactly a third of KB staff drive to work by car alone and 51% travel to work by car either as a driver or passenger. However KB has a good starting point as over 18% of staff already walk to work, nearly 13% cycle and 17% use public transport. Average journey length and time were 7.6 miles and 25 minutes respectively.

Proposed Measures

In this initial phase of the KB Travel Plan we intend to concentrate on actions that:-

- Will make an impact on travel modes in the short to medium term
- Have been identified as useful by staff in the *Staff Travel Survey 2000*
- Meet the objectives of the University's *Integrated Travel Policy 2000*.

Some actions, such as the Staff Transport Loan scheme, will be developed centrally for the University as a whole. Others, such as the KB Travel Options Leaflet, will be prepared locally for the KB site. University-wide and local KB initiatives are differentiated below. For initiatives that we consider will make an early impact, targets and / or deadlines have been set.

1. Raising Awareness of Travel Options

Develop a KB Travel Options Leaflet and Poster providing information on Bus Services, location of Bus Stops including Walking Routes to and from Bus Stops, Cycle Facilities on site, Ticket Purchasing arrangements, Car Parking arrangements, Contacts for further information etc. *[KB]*

Assistant Director of Estates & Buildings (Support Services) – 2002/03

Develop awareness raising material / presentations about the Integrated Travel Policy, Travel Plans and the importance of use of sustainable forms on travel through input into Staff Induction, new Student Packs and Information for Visitors to the University. *[University-wide]*

Assistant Director of Estates & Buildings (Support Services) – 2002/03

Develop a “Travel Options Online” Website which provides information on – and hyperlinks to – all Public Transport services, Transport Loans, Season Tickets for buses and where they can be purchased, access to Pool Vehicles, location of Cycle Parking, Showers etc, Video & Teleconferencing Facilities. *[University-wide]*

Travel Planning Manager / Transport Office – 2002/03

2. Improved Public Transport Services / Inter-site Transport

Monitor and Review public transport services to and from the KB site.

Continue to negotiate with public transport service providers to improve public services to and from KB, bus shelters, timetable information, signage etc.

Monitor and review the existing Shuttle Bus Services for staff, students and visitors between KB and other University sites making best use of the most appropriate service providers. *[all KB]*

– all Travel Planning Manager – 2002/04

3. Transport Loans, Ticket Discounts and Sales

Promote University Staff Transport Loans introduced in 2002 for Bus and Rail Season Tickets and for purchase of cycles, motorcycles and associated protective equipment (up to £500 for equipment).

Continue to negotiate discounts for staff and students on public transport services. Promote the Lothian Buses (LB) annual season tickets and any discounted tickets offered by other service providers.

Provide sales outlets for bus tickets and season tickets such as the LB City Single and GoSMART! Ridacard tickets. Consider provision of change machines for purchasing bus tickets.

Lobby for and promote Area Season Ticket schemes such as the ONE TICKET arranged by SESTRANS for Edinburgh, East Lothian and Midlothian. *[all University-wide]*

– all Travel Planning Manager – 2002/03

4. Site Access for Walking and Cycling

Review site access for those walking and cycling to KB and their interface with vehicular traffic.

Review direction signs for walkers and cyclists to promote safe routes to access all parts of KB including to / from Bus Stops. Invest in improved signage and surfacing over 2002/6. *[KB]*

– KB Premises Manager with Travel Planning Manager – 2002/04

5. Encouraging Cycling to and from the University

Establish a KB Bicycle User Group to discuss the promotion of cycling at KB and to identify the shortfall in provision of facilities for cyclists.

– KB Premises Manager with Travel Planning Manager – 2002/03

Review provision and type of Cycle Parking facilities at strategic locations on the KB site in conjunction with the Bicycle User Group. **Invest** in secure cycle storage over 2002/6.

– KB Premises Manager with Bicycle User Group – 2002/03

Review provision of shower facilities in existing and future KB buildings for cyclists, walkers, and runners. **Invest** in shower and changing facilities over 2002/6. *[all KB]*

– KB Premises Manager with Bicycle User Group – 2002/04

Promote refresher training for staff and students who are considering using a bicycle for some or all commuting or work related travel. **Provide 50% funding** for up to 50 training sessions each year.

Provide Spokes Cycle Maps of Edinburgh / Midlothian for staff and students who use a bicycle for some or all commuting or work related travel.

Promote awareness of existing Cycle Mileage Allowance – as an alternative to the existing Car Mileage Allowance. *[all University-wide]*

– all Travel Planning Manager / Transport Office – 2002/07

Engage in detailed discussions with City of Edinburgh Council City Development Department **to extend, improve and properly maintain cycle paths and other provisions for cyclists in the city, especially to and from the KB site.** *[University-wide]*

– Travel Planning Manager with Bicycle User Group – 2002/07

6. Provision of Pool Vehicles

Provide environmentally friendly pool vehicle(s) based at KB site and promote availability for use by staff to reduce the need for staff to use their own vehicles for business travel. Provide one vehicle in 2002/03 plus further vehicle(s) subject to demand. *[KB]*

– Travel Planning Manager – 2002

7. Promote Telephone and Video Conferencing

Review provision of telephone and video conferencing facilities in consultation with the Telephones Manager and Computing Services. Raise awareness of existing facilities. *[University-wide]*

– Premises Manager and Computing Services – 2002/07

8. Home Working and Flexible Working Hours

Review arrangements for home or tele-working and use of existing flexible working to reduce the need for commuting and / or the need to commute at peak hours. *[University-wide]*

– College HR Manager – 2002/04

9. Car Sharing

Promote web-based car sharing scheme shareajourney.com for potential car sharers to contact each other and make arrangements / obtain information on how car sharing works. Explore means of providing incentives to car sharers such as dedicated parking spaces / discounts. *[University-wide]*

– Travel Planning Manager – 2002

10. Deliveries

Investigate pattern of deliveries from suppliers and use of stores across the KB site and consider ways of rationalising deliveries / stores use to reducing number of supplier delivery visits. Develop the forum recently established by the Procurement Office for KB Technical Staff. *[KB]*

– Assistant Director of Procurement with KB Chief Technicians – 2003/04

Organisation and Management

The **University Court** has shown its commitment to the travel planning process by adopting the University's **Integrated Travel Policy** and has established an advisory group – membership of which includes high level academic and professional management staff and staff representatives from various University sites – to carry forward this process.

The advisory group, in conjunction with the Estates & Buildings Department has taken the important step of appointing a University **Travel Planning Manager** who is responsible for facilitating the implementation of its recommendations.

To ensure local initiatives are developed and implemented at King's Buildings, a **King's Buildings Travel Forum** will be established – chaired by the Head of College of Science and Engineering, with a membership of academic and administrative staff representing the various Schools located at KB. The Travel Planning Manager and other Estates & Buildings staff will provide professional support to the Forum. The University will publish an annual report on progress implementing the Travel Plan(s).

Monitoring and Review

The University will monitor the overall success of the KB Travel Plan – in reducing overall travel activity and moves to more sustainable forms of travel – by repeating the Staff Travel Survey in 2003 and 2006. A Student Travel Survey will be concurrently conducted to provide baseline data.

In addition, the Travel Planning Manager will develop simple indicators for monitoring the success of individual initiatives by Summer 2003.

This Travel Plan will be reviewed annually with budget application invited from each College for resources to implement proposed measures. Applications will be annually for consideration of the University's advisory group. Initiatives will be progressed as funding is made available.

Contacts and Further Information

For further information on this plan or copies of other documents mentioned above, please contact:-

- **Murdo Gillanders, Senior Administrative Officer**, College of Science and Engineering, Weir Building, The King's Buildings, West Mains Road, EH9 3JY, Tel 650 5763, Murdo.Gillanders@ed.ac.uk – re internal management & communication at College level
- **Gordon Rae, Travel Planning Manager**, Estates & Buildings Support Services Division, Charles Stewart House, Chambers Street, EH1 1HT, Tel 650 9571 Gordon.Rae@ed.ac.uk – re detailed design and implementation of measures.
- **Jim Brown, CoS&E Premises Manager**, Estates & Buildings Works Division, 11 Infirmery Street, EH1 1NP, Tel 650 1234 Jim.Brown@ed.ac.uk – re implementation on the ground of practical measures.
- **Alasdair McKim, CoS&E Project Manager**, Estates & Buildings Development & Factoring Division, Old College, South Bridge, EH8 9YL, Tel 650 9091 Alasdair.McKim@ed.ac.uk – re planning implications and master plan liaison.
- **David Somervell, Energy & Environmental Manager**, Estates & Buildings Works Division, 11 Infirmery Street, Edinburgh EH1 1 NP, Tel 650 9145 David.Somervell@ed.ac.uk – re integration within the overall Sustainable University agenda.

Appendices

1. University of Edinburgh, **Integrated Travel Policy** 2000.
2. Estates & Buildings, **Progress on Integrated Transport Policy**, May 2002.
3. Colin Buchanan & Partners, **Staff Travel Survey Report**, Sept 2000 (Full text available).
4. University of Edinburgh, **Vehicle Policy** Version 2, 2001.