

# Travel Plan

## Preston Campus

### 2019 – 2024

‘Supporting Sustainable & Active Travel’



OHS 702841

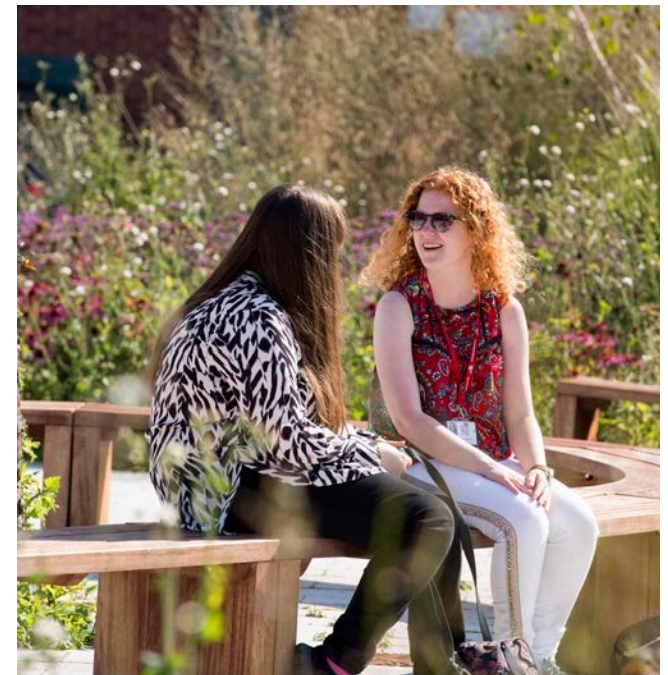


EMS 707432



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# 1. Introduction and Purpose

The University of Central Lancashire, Preston Campus lies immediately to the north of the centre of Preston and covers an area of approximately 18 hectares with 70 buildings. With a student and staff community approaching 38,000, UCLan is the fifth largest employee in the North West of England. This inevitably has an impact on the local environment and contributes significantly to our carbon footprint. The Travel Plan aims to manage and mitigate our environmental impact whilst improving conditions for staff, students and visitors as well as our local community.

The University has dedicated resources for the delivery of the Travel Plan in recognition of its responsibility to address its travel needs within the City of Preston and local region. The University employs a Sustainable Travel Coordinator to implement and develop the Travel Plan which encompasses the whole of Preston City Campus.

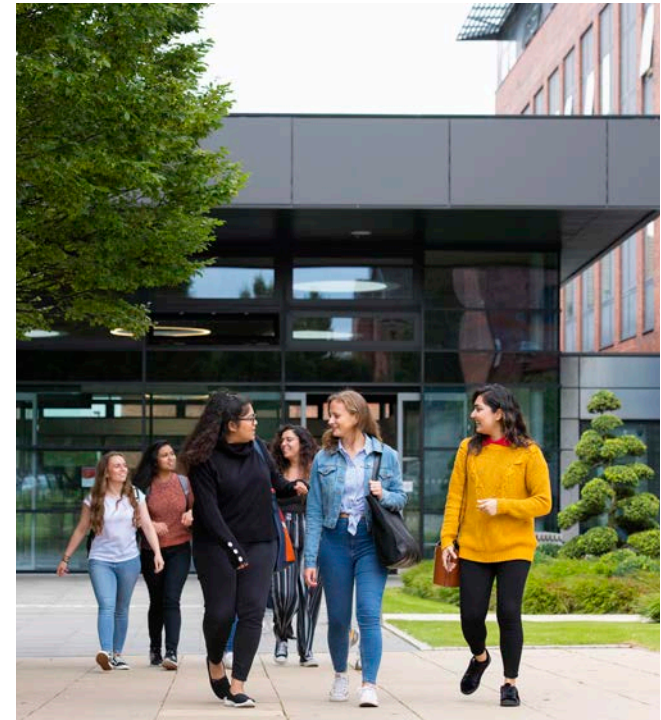
# 2. Objectives and Benefits

The University continues to stand by the objectives of the 2013 - 2018 Travel Plan to:

- To reduce the number of single occupancy cars arriving at the University
- To reduce the environmental impact of the University's travel demands
- To reduce the need to travel, manage car use and promote more sustainable modes of transport
- To improve the choice of transport options available
- Promote healthier and more active lifestyles for staff and students

The anticipated benefits of the Travel Plan are numerous and include:

- By promoting and improving sustainable methods of transport such as public transport, walking, cycling and car sharing, UCLan can reduce its carbon footprint.
- Through a reduction in the amount of carbon produced, which contributes to climate change, we are benefitting the global environment.
- The local environment also benefits from improved air quality through reduced pollution levels and noise reduction.
- Reduced congestion around campus and ease of access and car parking means that commuters, visitors, deliveries and local residents can all benefit from shifts in travel modes.
- By changing from an often stressful and expensive solo car journey to more sustainable modes, commuters can take advantage of individual costs savings and health benefits



# 3. Travel Plan progress to date

## Achievements

- Over 350 bikes purchased by staff through the Tax-Free Bikes for Work Scheme
- Over 650 cycle parking spaces recorded on Preston Campus; including 4 cycle compounds and 70 individual bike lockers
- 5% increase in staff and student cycling rates
- In-house cycle training delivered by National Standard Cycle trained instructors
- Secured funding for monthly free bike maintenance sessions, overseeing the servicing and repairs of around 20-35 bikes per session
- Cycle mileage offered to staff through expenses
- Secure Bike Marking offered in conjunction with UCLan Security and Lancashire Constabulary
- A successful Bike lock scheme implemented where, staff and students can purchase a 'gold sold secure' bike lock at cost price
- Launch of two UCLan Bus Services from Blackburn and Blackpool to Preston
- Annual rail season ticket loan scheme for staff
- Incentivised car sharing through the Liftshare platform by providing a 50% reduction in the cost of car parking permits for car sharers and dedicating car share bays on the university's main car parks
- Installation of two additional motorcycle parking shelters and equipment lockers made available for the storage of motorcycle gear
- Expansion of the UCLan Car Share Database through the Liftshare platform with the addition of myPTP Personal planning tool
- Scope 3 travel data collected on an annual/biennial basis
- Introduction of an online car hire booking tool for business travel
- Data collection of international flight mileage and domestic business travel mileage including carbon emissions
- Video-conferencing software, facilities and support made available throughout the University
- Vehicle Replacement Strategy that considers electric and low emitting vehicles for fleet replacements
- Increase of electric vehicles in the University fleet
- Investment in electric vehicle infrastructure on campus, by increasing the number of charge points to six

## Key Outcomes

- Significant decrease in staff car commuting journeys (car solo and car share combined)
- Increase in cycling rates due to improved cycling infrastructure, facilities and security on campus
- Increase in public transport rates
- Greater awareness of the sustainable travel initiatives available to staff and students



## 4. Development of the Travel Plan

The University has had a Travel Plan in place since the year 2000. Over the course of the Plan the scope was widened beyond the focus of commuter travel to include elements of business travel and fleet vehicles as well as visitor travel. The Plan also recognises the move towards the collection of commuter emissions from both business and commuter travel in line with sector-based requirements advised by HEFCE.

### Campus Masterplan

Preston Campus is currently undergoing a Masterplan transformation, involving major investment totalling over £200 million. The Travel Plan has assisted with obtaining planning permission for a number of University buildings, including: The Media Factory, Sports Centre, JB Firth, Oasis Multi-faith Centre, and the newly opened £35 million Engineering Innovation Centre (EIC). Finally, at the heart of the campus work has now started on a new Student Centre, linked with a public square it will draw together the University with the City like never before and will be the next major milestone in the completion of the Campus Masterplan.

The long-term vision of UCLan's Campus Masterplan is to spark a major focus on regeneration and business investment in the University quarter, reinforce the University's ties to the local community and create wider benefits for Preston and beyond.

A commitment to environmental sustainability remains at the heart of the University's campus development strategy. All new building and construction work at UCLan reaches the standards set by BREEAM 'Education Excellent' and opportunities for encouraging sustainable travel, are factored into building design.



## 5. Scope of the Travel Plan

The Travel Plan covers our Preston City Campus, including UCLan Sports Arena, Westleigh and University owned residences. Areas of the University where travel has a direct impact are:

### Staff and student commuting

The modes of transport used by staff and students to access the University.

### Business Travel

Travel undertaken for University business; local, national or international.

### University Fleet

The University has its own fleet of vehicles to undertake educational, research or operational activities; these include carrying out deliveries, security patrols, visiting residences and grounds work across the campus.

### Visitor Travel

Visitors to the University include contractors, deliveries, conference delegates and prospective students and families.

## 6. Implementation and Management

The Travel Plan is implemented and monitored by the Sustainable Travel Coordinator, through a Sustainable Travel Action Plan. To maximise its effectiveness, the Travel Plan forms part of a coordinated approach to pursuing Sustainable Development at UCLan allowing cooperation from across the University's Services and Schools.

### Sustainable Travel Action Plan

The Sustainable Travel Action Plan comprises of a range of initiatives and supporting strategies along with a timescale to ensure delivery within each academic year of the Travel Plan. This is developed with objectives set from outcomes of the annual travel surveys, as well as actions arising from building projects or involvement with other health and sustainable initiatives across the University. It is not always possible to complete actions within the academic year, if this is the case then actions can be carried over into the next academic year or revised as part of the annual review process.

Download the annual revisions below:

[2019/2020](#)

[2018/2019](#)



# 7. Supporting Strategies

## ISO14001

UCLan has an Integrated Safety, Health and Environmental Management System (IMS). The overarching Safety, Health and Environmental Policy has been endorsed by the Vice-Chancellor committing the University community to do ‘what is reasonable to avoid or minimise any adverse environmental impacts...and promote and adopt environmental and sustainability initiatives’.

The Travel Plan sits within the IMS structure and as such is externally audited by the University’s appointed accreditation body BSI. UCLan has operated an ISO14001 certified Environmental Management System since 2010 and in October 2016 was recognised as an early adopter of the revised ISO14001:2015. The IMS has been pivotal to UCLan’s success in achieving its sustainability targets and having ISO14001 demonstrates that the system is effective and that UCLan are committed to environmental sustainability.

Operational procedures have been written for Travel/Transport detailing how the University manages and mitigates the impacts of travel across all areas of the University. A Health and Sustainable University Working Group provides the forum for consulting and discussing implementation of the Travel Plan.

## Carbon Management Plan

The Higher Education Funding Council (HEFCE) has set sector-wide carbon reduction targets by 34% by 2020 and 80% by 2050 (Climate Change Act, 2008). The HEFCE strategy requires individual institutions to set their own targets for Scope 1 and Scope 2 against a 2005/6 baseline, which equates to a 48% reduction by 2020. These requirements are contained within the University’s Carbon Management Plan by 2015-2020 UCLan has seen significant change since this target was originally set and although the size of the University is set to increase it will also become more energy efficient. In terms of travel, Scope 1 relates to emissions from our fleet vehicles. Scope 3 emissions, which include emissions from business and commuting travel are not included within the Carbon Management Plan.

## Preston Local Plan

The University works closely with Lancashire County Council and Preston City Council and ensures that the Travel Plan aligns with the [Preston Local Plan 2012-2026](#).



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## 8. Commuter Travel

### Walking

Working in conjunction with the Healthy University Initiative, UCLan promotes the health and environmental benefits of cycling and walking to work. UCLan has developed a 'Walking Campus' initiative of guided walks led by trained volunteer walk leaders. The project aims to encourage people to take every opportunity to build exercise into their daily lives. We have a number of trained walk leaders and the University has worked with Preston City Council to develop five measured one-mile walks. Lunchtime walks and walking meetings are encouraged. UCLan takes part in the annual National Walk to Work Month.

### Cycling

UCLan staff and students have access to a range of excellent cycle facilities across campus which help make cycling a viable option for commuting. Cycling on campus has seen a large amount of investment over the last few years. UCLan has a range of cycle storage facilities, including cycle compounds, individual cycle lockers and equipment lockers. Cyclists also have access to shower facilities, a subsidised bike lock scheme and regular free bike maintenance sessions.

UCLan is perfectly situated for leisure and commuter cycling and is on a [National Cycle Route](#), whilst being in close proximity to others, including The Guild Wheel, a 21 mile "Greenway" that encircles the city of Preston.

### Public Transport

As part of the University's commitment to sustainable travel, UCLan actively encourages staff, students and visitors to the University to use public transport. Preston Campus is conveniently located within easy walking distance of both the railway station (Preston Lancs) and Preston bus station.

We have produce a detailed travel guide to provide information on sustainable travel, including personal journey planning and have negotiated a range of travel discounts for staff and students.

### Rail

The University is conveniently situated within walking distance of Preston Train Station making the train an excellent mode for travel to the campus. Preston is a principal station on the West Coast Main Line from London to Glasgow. Routes to Preston run from London Euston, Birmingham, Manchester, Liverpool, Glasgow and Edinburgh. There is also a direct link to Manchester Airport. Staff have access to an annual rail season ticket loan scheme which sees the cost of an annual rail season purchased by the University with





interest free repayments spread over 12 months directly from salary. Students have access to rail discounts under the 16-25 and 26-30 railcard schemes, allowing a potential cost saving of 1/3 on rail journeys.

The train station is also host to a secure Bike Hub. The fully enclosed bike storage Hubs have 24- hour access using a key fob, and are CCTV monitored, individuals are also able to hire a bike and access a maintenance service.

## Bus

The University is well serviced by bus routes and all major bus services from outside of Preston stop at the Bus station which is only a 10-minute walk away from campus. Some local services stop nearer to campus and staff and students benefit from the same semester length bus travel discounts offered by Preston Bus and Stagecoach Bus. Up-to-date, specific route information can be found on the transport providers websites [Preston Bus](#) / [Stagecoach Bus](#).

The University engages with bus service providers on a regular basis to try to ensure that these services meet the expectations of our staff and students. UCLan also subsidises a bus service that connects Accrington/ Blackburn and Blackpool & the Fylde to Preston, with a more direct, quicker and cheaper service stopping centrally on campus.

UCLan Super Bus, a joint initiative, between the University and the UCLan Students' Union (SU), has seen the trial of two new bus services running from Accrington/Blackburn and Blackpool to Preston for only £1 per trip. The service is affordable, quick and stops at the Students' Union at the heart of campus.

## Park and Ride

Preston boasts two **Park & Ride facilities** offering a regular service into the City Centre from convenient links from the M6 and M65, providing parking on the outskirts of the city and relieving congestion. Both services stop close to the Railway station, just a 10-minute walk away from campus.

## Car Share

UCLan have teamed up with [Liftshare](#) to supply private car share groups for students and staff, using this web-based system the University is able to monitor its membership. Staff and students are able to identify a car share partner, whether they have access to a vehicle or not. Individuals awarded a Car Share permit receive a 50% reduction in the cost and have access to dedicated Car Share bays on the University's main car parks.



## 9. Preston City and Campus Map

The 'Preston City Guide and Campus Map' has been designed for staff, students and visitors. The guide is updated annually and is available in paper format. The purpose of the guide is to highlight the various access routes to campus by a number of travel modes. The campus map included in the guide includes a walking distance scale to highlight the proximity of campus from the train and bus station as well as preferred walking routes. A map of Preston City centre is also included, and the guide is made available around campus and is included at induction events.

## 10. Car Parking Space and Demand Management

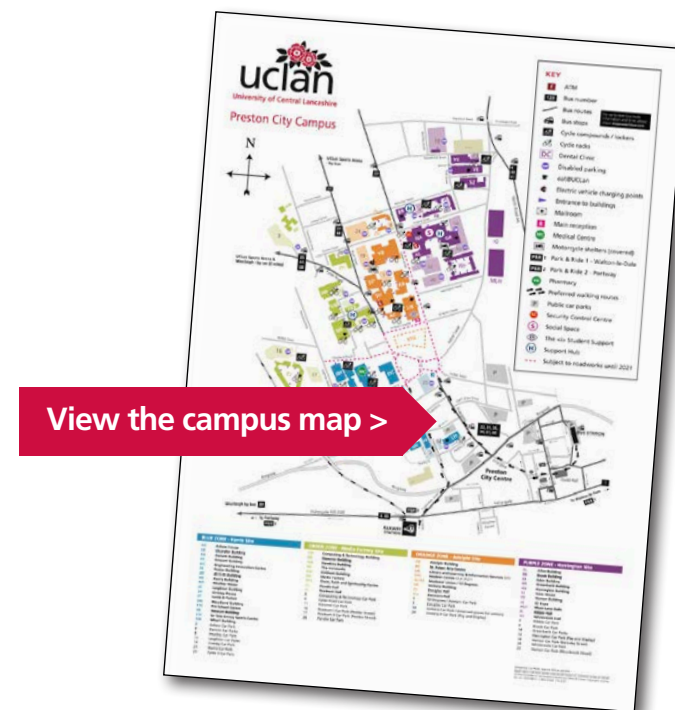
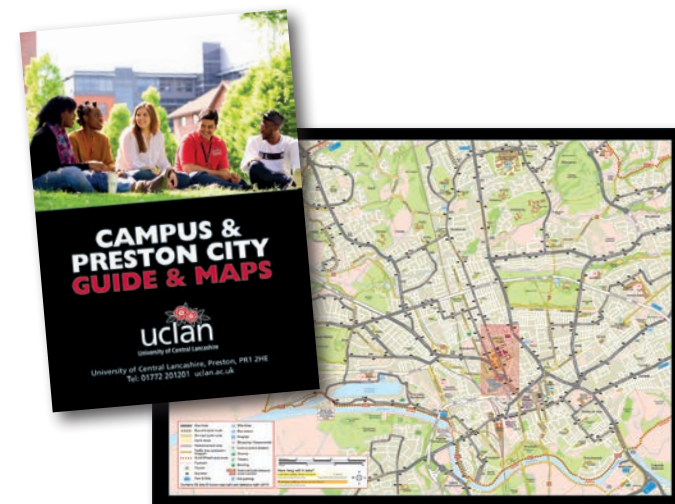
UCLan currently has car parking provision for 1,400 spaces as agreed by Lancashire County Council, according to guidance within the [Parking Standards](#) contained in the [Preston Local Plan 2012-2026](#).

UCLan offers permit parking in order to control the demand and has a number of pay and display facilities on some parks for short stays. There is also a visitor car park with 40 bookable spaces.

With over 40% of University staff living over 10 miles away from campus, the majority of staff park on University car parks. Currently all staff are entitled to purchase a car parking permit no matter how close they live to the University.

Many local roads around the University have seen parking restrictions applied over recent years, which has pushed the on-street car parking out to areas beyond the non-residential areas and into further outlying residential areas. The availability of on-street parking in some parts of Preston in close proximity to the University, along with staff being prepared to walk further distances to avoid paying for a car parking permit, may have accounted for the increase in on-street car parking at one point. However, with additional parking restrictions applied to on-street parking within the past year, trends show that more staff are parking on campus again and less are using the on-street parking. This inevitably means less parking availability for students.

UCLan has seen an increase in the demand of student car parking permit applications, presumed to be caused by the changing demographic of students, with increasing numbers choosing to commute rather than stay in local accommodation for the duration of their studies. In January 2020 UCLan appointed The Parking Consultancy (TPC), based on their experience of working in the fields of car parking and sustainable travel to carry out a review of car parking and its operations.



## Air Quality Management (AQMA)

Preston City Council is committed to the development of a Lancashire wide air quality and planning policy. 5 AQMAs have been identified in and around the city. Within Preston, the main pollutant of concern is Nitrogen Dioxide, which is mainly related to transport sources. The Travel Plan supports the Preston Local Plan 2012-2026 and its supporting strategies and is aware of the national Air Quality Management Areas.

## Car Parking Locations

As a city centre campus this Travel Plan monitors where staff and students park, in order that we continue to maintain good relationships within our local community.

### Staff Car Parking Location Trends 2006-2019

Car Parking Location	2006/2007	2010/2011	2014/2015	2017/2018	2018/2019
University Car Park	90%	85%	83%	81%	85%
Public Car Park	2%	2%	2%	2%	3%
Park & Ride	1%	0%	0%	0%	2%
On-street (residential)	2%	4%	3%	3%	2%
On-street (non-residential)	5%	4%	5%	9%	6%
Other	0%	5%	7%	5%	2%

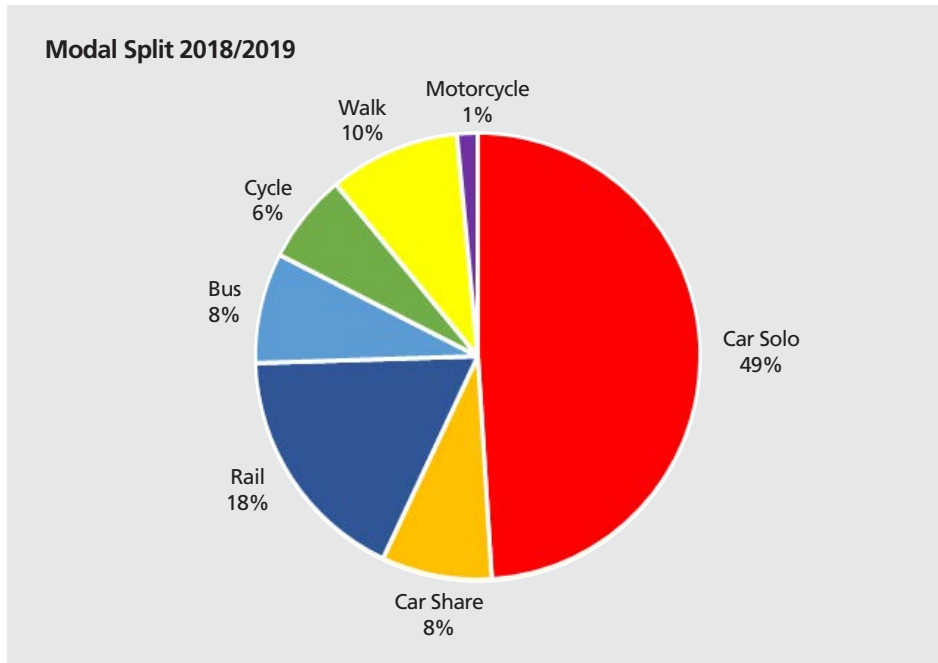
### Student Car Parking Location Trends 2013-2018

Car Parking Location	2013/2014	2014/2015	2016/2017	2017/2018
University Car Park	23%	46%	44%	36%
Public Car Park	33%	23%	29%	26%
Park & Ride	0%	2%	2%	2%
On-street (residential)	22%	18%	19%	17%
On-street (non-residential)	11%	6%	6%	8%
Other	11%	5%	0%	11%



# 11. Travel Survey Results

## Staff Travel Survey – Audit Summary Results 2018/2019



Travel Plan Targets 2018/19 - Travel Survey Data		
Mode	Target 2018/2019	Actual 2018/2019
Car Solo	47.5%	49%
Car Share	10%	8%
Car Use Combined	57.5%	57%
Rail	15%	17.5%
Bus	8.5%	8%
Cycle	8%	6.5%
Walk	9.5%	9.5%
Motorcycle	1.5	1.5%

**Car Solo** at 49% is just 1.5% above target

**Car Sharing** at 8% is below target (10%)

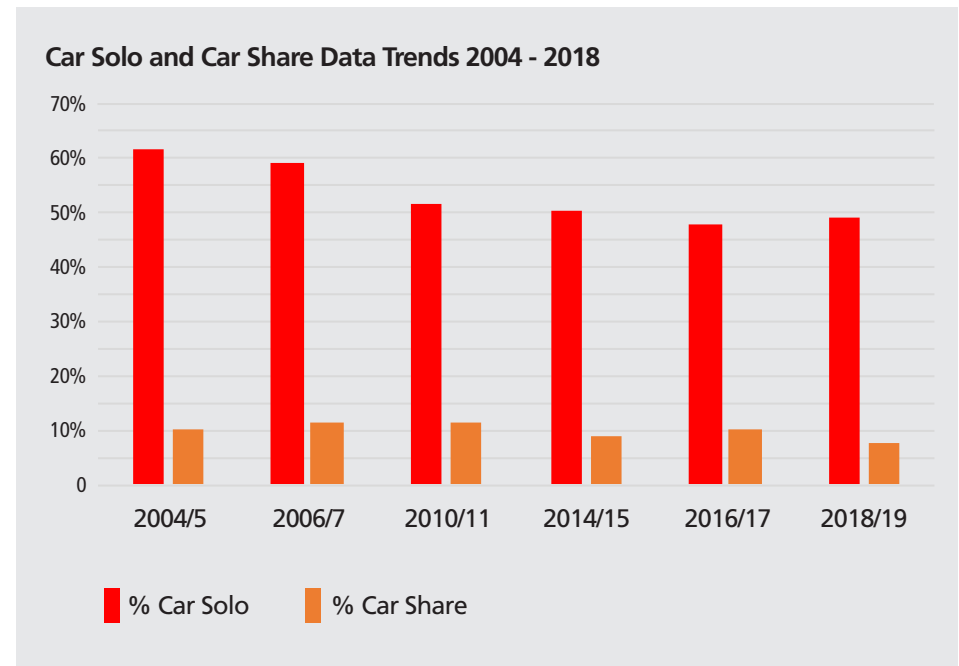
**Car Commuting overall** stands at 57% which is below the combined target of 57.5%

**Walking** at 9.5% is on target

**Cycling** at 6.5% has decreased slightly and is 1.5% below target (8%)

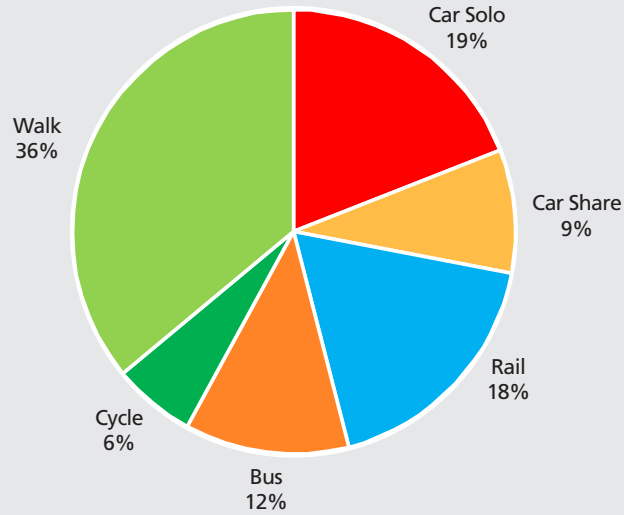
**Rail Travel** has increased by 2.5% and has seen a 6% increase over the past two years. Now standing at 2.5% above target at 17.5%

**Bus Travel** remains static at 8% and is 0.5% below target



## Student Travel Survey – Audit Summary Results 2017/2018

Modal Split 2017/2018



**Car Solo** has reduced by 2% and stands at 19%

**Car Sharing** at 9% is 3% below target (12%)

**Car Commuting overall** at 27% is on target

**Walking** at 36% is below target (49%), however, more students are choosing to live off campus and commute.

**Cycling** at 6% has increased this year and is above the target of 2.5%

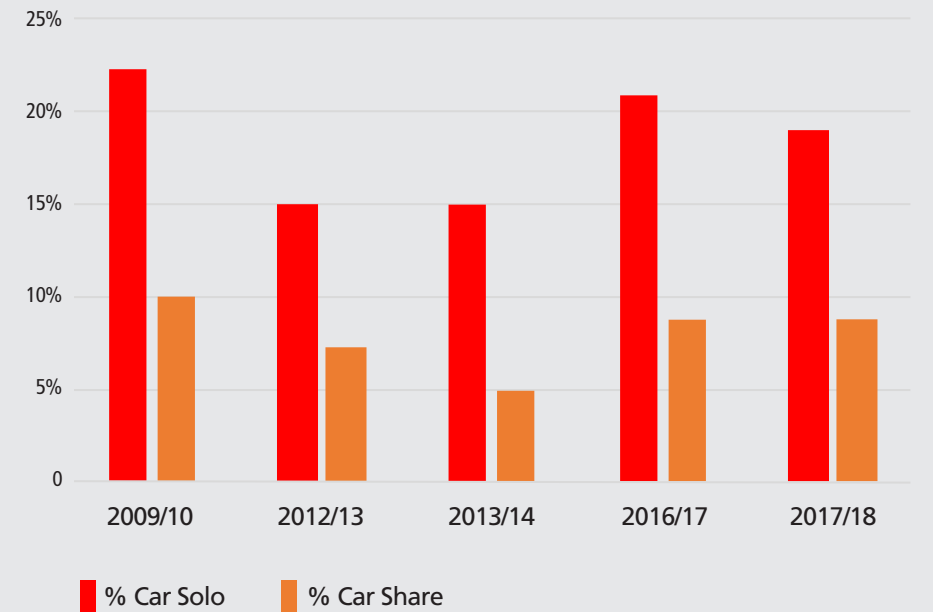
**Train** travel has increased again to 18% this year, and is now 6% above target

**Bus** travel has increased by 4% this year this year and is 4% above target.

Travel Plan Targets 2017/18 - Travel Survey Data

Mode	Target 2017/2018	Actual 2017/2018
Car Solo	19%	19%
Car Share	12%	9%
Car Use Combined	28%	27%
Rail	12%	18%
Bus	8.5%	12%
Cycle	2.5%	6%
Walk	49%	36%

Car Solo and Car Share Data Trends 2009 - 2018



## 12. Modal Split Targets 2019-2024

### Staff Modal Split Targets 2004-2024

Mode	Actual 2004/2005	Actual 2017/2018	Target 2018/2019	Target 2019/2020	Target 2020/2021	Target 2021/2022	Target 2022/2023	Target 2023/2024
Car Solo	62%	48%	47.5%	47%	46.5%	46%	45.5%	45%
Car Share	10%	10%	10%	10%	10%	10%	10%	10%
Overall Car Use	71%	58%	57.5%	57%	56.5%	56%	55.5%	55%
Rail	7%	15%	15%	15%	15.5%	16%	16.5%	17%
Bus	5%	8.5%	8.5%	8.5%	9%	9%	9%	9%
Motorcycle	2%	1.5%	1.5%	1%	1%	1%	1%	1%
Cycle	3%	8%	8%	8%	8%	8%	8%	8%
Walk	11%	9%	9.5%	9.5%	9.5%	10%	10%	10%

### Staff Modal Split Targets 2004-2024

Mode	Actual 2004/2005	Actual 2017/2018	Target 2019/2020	Target 2021/2022	Target 2023/2024
Car Solo	19	19	18.5	18	17
Car Share	9.5	9	9	9.5	10
Overall Car Use	28.5	28	27.5	27.5	27
Rail	12	18	18	18.5	19
Bus	6	12	12	12.5	13
Cycle	1	6	6	6	6
Walk	44	36	36.5	35.5	35
Other	9				

# 13. Monitoring and Review

## Monitoring

Travel activities at the University are monitored through a number of different sources, including an annual travel survey, information from travel providers, internal financial systems and the uptake of staff benefits. The data collected enables us to understand our travel impacts and assess our progress towards positive change.

## Document Revision

This document is updated annually to include new policy where applicable; reviewed and additional versions of the annual Sustainable Travel Action plans; and Updates to Modal Split arising from travel survey results.

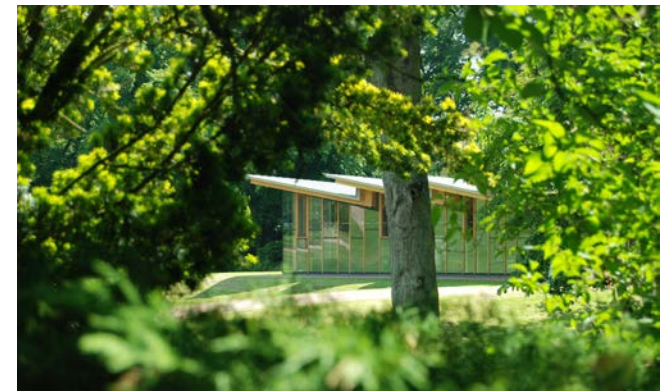
## Travel Surveys

Separate staff and student Travel Surveys have previously been conducted annually but going forward, staff surveys will continue to be conducted annually, whereas student travel surveys will be conducted biennially starting from 2018/2019. Results of modal split will be published in the format of audit summaries within the Travel Plan document and updated once survey analysis has been completed.

For the University to monitor progress of the Travel Plan targets, modal split results as well as the take up of sustainable travel initiatives are monitored.

The following indicators will continue to be used to monitor the Travel Plan initiatives at UCLan:

- Number of car parking permits issued
- Usage of cycle facilities
- Feedback from staff and students
- Uptake of free bike maintenance sessions
- Car Share memberships via [www.sharedwheels.co.uk](http://www.sharedwheels.co.uk)
- Uptake of staff annual rail season ticket loans
- Usage of myPTP (number of personal travel plans issued)
- Number of staff/students accessing discounted bus tickets
- Annual reports on the Action Plan element of the Travel Plan will be provided to the University's Environmental Management Systems (EMS) Steering Group and the University Executive Board detailing achievements against targets.

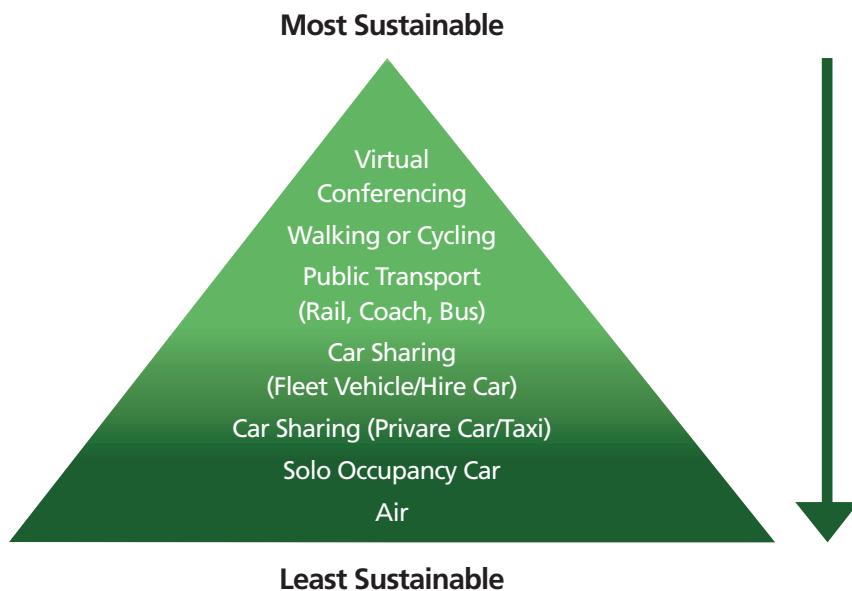


# 14. Business Travel

It is recognised that an essential part of the work of the University involves staff and students travelling off-site. However, sustainable travel decisions can be made as an integral part of this process, reducing the impact the environment and potentially saving money. As part of the University's Travel Policy, staff are encouraged prior to booking travel to consider the travel hierarchy. The travel hierarchy is a useful framework for use within the University, setting out the order in which options for travel/ transport should be considered based on environmental impact.

University financial regulations set travel allowances and guidance on distance to be travelled per mode. The University has implemented an online booking tool for claiming expenses and as a result, individuals will have to register their personal driver details before claiming mileage (grey fleet).

The University has committed to rolling out an online car hire booking tool, this should streamline internal administration processes, making it easier for staff to book their own hire car. In addition to this, the University is also looking into having an onsite car club where staff can hire an onsite pool car, suitable for shorter /partial day trips. This will form part of the online car hire booking tool and in effect, should reduce the amount of grey fleet mileage attributed to business travel which currently stands at 54% of all business travel. Grey fleet mileage has seen a 20% increase in the past two years, it is hoped that there should be a significant shift onto more fuel-efficient hire cars and a move away from individual mileage claims.



## Virtual Conferencing

The University supports a variety of conferencing technologies, such as SKYPE for Business and other applications which offer the opportunity to engage with staff, students and external stakeholders who are based off campus.

## Car Sharing for business travel

Car Travel - staff can use the UCLan car sharing database for logging one-off business journeys in order to find a car sharing partner.

## Travel Allowances

Business travel allowances are managed from the Travel Office. Mileage rates currently stand at 45p/per mile for a maximum of 10,000 miles per annum, a passenger rate of an additional 5p/per mile has just been introduced. Cycling on business attracts 20p/per mile.



## Carbon Emissions

Since 2010/2011 the University's internal financial software has been used to collect domestic business mileage using destinations of travel. Destinations are then used to estimate the carbon emission data for UK business travel by car (grey fleet), hire car, bus/coach, rail and domestic air travel.

International business mileage by air has started to be collected using the same process from flight data booked through the Travel Office from our financial reporting system, from which mileage and carbon emissions can be estimated.

Carbon emissions from business travel (by both staff and students) will be reported to HEFCE when the reporting of Scope 3 travel emissions becomes mandatory in the Estate Management Records. In the meantime, this data is collated and monitored internally and provides useful base line data for any information required in the future.

## 15. Fleet Management

The University fleet comprises of 40 vehicles; 4 cars, 20 vans, 2 minibuses and 12 others (predominantly grounds vehicles) and 2 electric vehicles. Vehicles are regularly serviced in accordance with manufacturers specifications and maintained to achieve optimum fuel efficiency. All vehicles are selected for fit-for purpose usage and durability with a life -span of vans averaging 7-10 years. Consideration is given to replacing vehicles with more efficient models including electric vehicles in line with the Vehicle Replacement Strategy. The University also has a Fleet Drivers Procedure which ensures that drivers are trained on the importance of driving safely as well as in an efficient and eco-friendly manner.

### Electric Vehicles

The University has electric vehicle charging points on one of the larger car parks and on the visitor's car park. Currently the University's electric fleet vehicles charge here and staff/student electric vehicles can use the charging points if they meet the criteria within the Electric Vehicle Charging Policy.



# 16. Visitor Travel

The University only has 40 bookable car parking spaces for visitors due to the limited amount of car parking on campus. The University receives many requests for visitor car parking and therefore visitors have to meet the set eligibility criteria. Visitors are encouraged to travel to campus by sustainable modes and a Preston Campus and City Guide is available to inform visitors of available travel options.

## ***Equality and Diversity***

*An Equality Impact Assessment highlighted that there are no adverse impacts of the Travel Plan on the six equality target groups; Age Gender, Disability, Race, Religion and Belief or Sexual Orientation. However, modal choice will be determined to some extent by Age, Gender and Disability and the Travel Plan aims to improve facilities for all members of the University community.*

**Joanne Hall**  
Sustainable Travel Coordinator  
University of Central Lancashire,  
Preston.  
PR1 2HE

Tel: 01772 892052

Email: [jmtalbot@uclan.ac.uk](mailto:jmtalbot@uclan.ac.uk)

